New website training

Last updated July 8, 2025

This is the official training Wiki for Stellenbosch University's new website! This resource is designed to guide you through the onboarding process, help you understand how to manage content, navigate the system, and make the most of your new web platform.

How to use this Wiki

The Wiki is structured to allow for easy navigation, with sections dedicated to different aspects of site management. You can follow the topics in order or jump to specific sections using the Index on the left. The content is customised to your user role's access level. If you're looking for something specific, use the search function to find relevant guides quickly.

You may access the Wiki as many times as you'd like. It will always be available. You can also use the PDF link at the top of every Wiki entry to download the entire Wiki as a PDF document.

The Wiki should be viewed on a computer browser, it is not optimised for mobile.

Wiki updates

We update the Wiki from time to time. If we make a major change, you will be required to work through the Wiki entry for that change first, before you can continue working on the website.

Access and roles

Last updated July 8, 2025

This section provides guides on authentication management on the SU platform, explains the roles, their access attributes and lifecycle.

Logging in and out

Roles and access

Other

Overview

Logging in

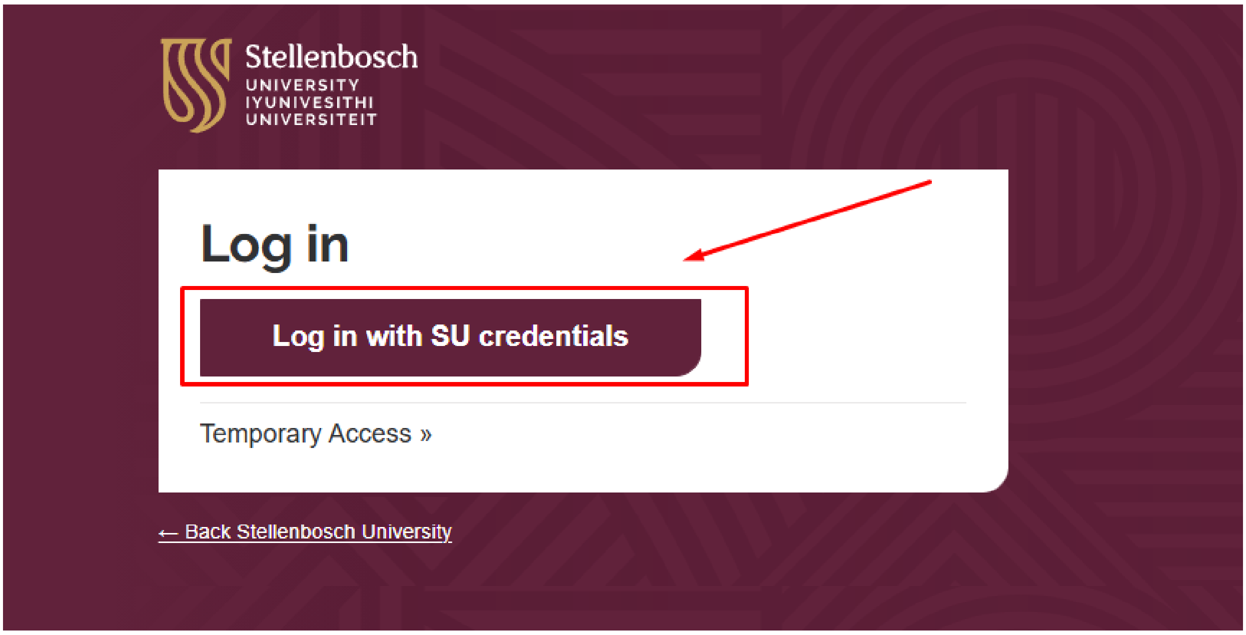
Last updated July 17, 2025

This tutorial provides a step-by-step guide on how to log in to the website.

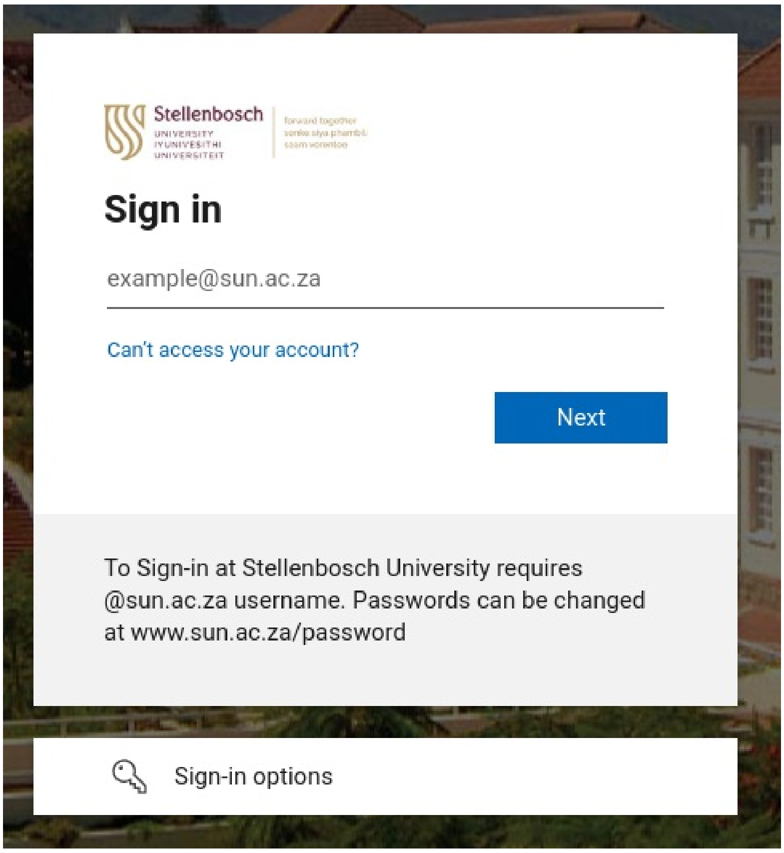
How to log in

1 To log in, scroll down to the bottom of any page and on the bottom right of the footer, you should see a link that says "**Log in**", click on it to be redirected to the login page.

2 Alternatively, navigate to the login page by adding "**/user/login**" at the end of the domain, i.e: [https://su.ac.za/en/**user/login**](https://su.ac.za/en/user/login). Click on the button **"Log in with SU credentials"**.



3 After clicking this button, you will redirected to the **"Azure AD login page"**. Once on the "**Azure AD log in page"** follow the prompts to log in with your SU username and password.



Logging out

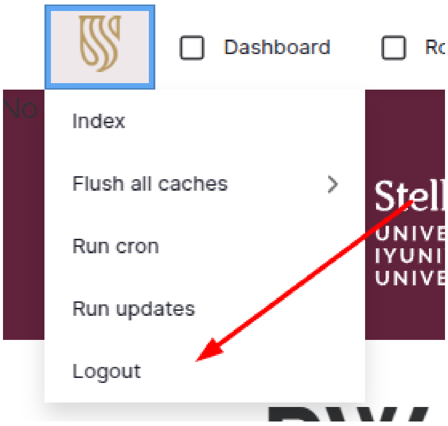
Last updated July 8, 2025

Access Overview

To prevent someone from making unauthorised changes on the website, it is best practice to log out after you've finished working on the site.

How to log out

1. Once logged in, hover over the **SU logo** in the **top left** corner and click **"Logout"** to log out.



2 Alternatively, click the **"Log out"** menu item located in the footer menu.

IMPORTANT NOTE: The website will automatically log you out if you are inactive for 30 minutes and you will loose any unsaved work. The website does not automatically save your work - you must click on Save to save your work. The website considers a user active when they have saved, not when a user is typing in content or adding components, for example.

Site access

Last updated July 8, 2025

Permissions Access

Who can access the website?

1 All staff can access the website and request a role.

2 Freelancers or service providers with a SUNid can access the website and request a role. Freelancers and service providers cannot access the website if they don't have a SUNid.

3 Students cannot access the website by default. A Site owner can request access for students who will be contributing to a subsite. A link to the request form will be added soon.

Annual access confirmation

1 Roles and access must be confirmed annually, to ensure that the correct users have access to the appropriate subsites.

2 All active users will receive a request to confirm their access role in October, with monthly reminders until December.

3 When you receive the request, check the sites you have access to and if they are correct, confirm your access.

4 If you haven't confirmed your access by 31 December, all your roles and permissions will be revoked, and you will have to go through the Role request process again.

Removing access

1 When a staff member leaves the employ of the University, their access to the website will be removed automatically.

2 When a service provider or freelancer's SUNid expires, their access to the website will be removed automatically.

3 When a staff member resigns or moves to a different department, the Site owner must notify CCMD as there are some administrative settings to take care of.

4 Site owners that use students to work on their websites must notify CCMD when a student's access must be revoked.

Understanding the roles

Last updated October 2, 2025

Permissions Overview

This guide outlines role attributes and permissions.

Roles

Authoriser:

Enables the user to **approve and/or reject** content that has been flagged for review.

Media contributor:

Media contributors can publish stories and events within their subsite. They can also escalate stories or events from their subsite to be featured on another subsite.

Contributor:

Enables the user to **load content** to the SU platform. These users can publish their own content within the subsites for which they are responsible. They can escalate stories (news articles) and events from their subsite to be featured on another subsite or the main stories and events pages. They can also approve (or deny) story or event escalations from other subsites.

Site owner:

Contributors can be assigned as Site owners. Site owners are the **main contributors** for a site and can **add/manage** users on their subsite.

Permissions summary

Here is a summary of the permissions associated with each role. Remember that these permissions are subsite-specific.

A user can have access to more than one subsite, with a different role on each subsite. For example, a user can be the Site owner for an academic department, and a Media contributor on the faculty subsite. This will allow them to add content to their academic department's subsite and post Stories and Events on the faculty subsite.

	Authoriser	Contributor	Media contributor	Site owner

Review content	✓	✓	✓	✓
Create and publish webpages	✗	✓	✗	✓
Create and publish Stories and Events	✗	✓	✓	✓
Escalate Stories or Events	✗	✓	✓	✓
Approve escalations	✗	✓	✗	✓
Create webforms	✗	✓	✓	✓
Create new sites	✗	✗	✗	✓
Create/ edit menus	✗	✓	✗	✓
Approve Role requests	✗	✗	✗	✓

Requesting access

Last updated August 18, 2025

Permissions Access

First time users

1 If you are a first time user, you **must** do the Role request **before** you can proceed to the rest of the training.

2 You must select the type of Role you will need on the website and the subsite you will be working on.

3 The Role you select determines the training you will be required to complete.

4 Once submitted, the site owner/s of the subsites you requested access to will review your request and either **approve** or **deny** it. You will receive an email with the decision.

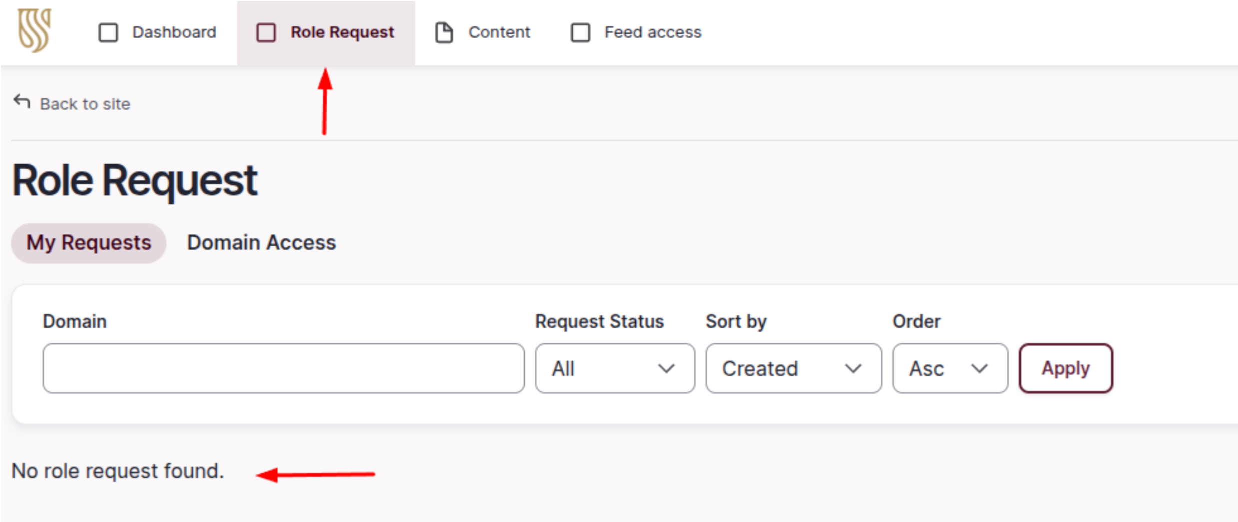
5 After receiving the Role confirmation, you can refresh the Wiki page, and more training will be available to you, based on your role.

6 Note that you won't be able to access your content or perform any other functions on the site until you have completed your training. Your role only becomes fully active once you've completed training.

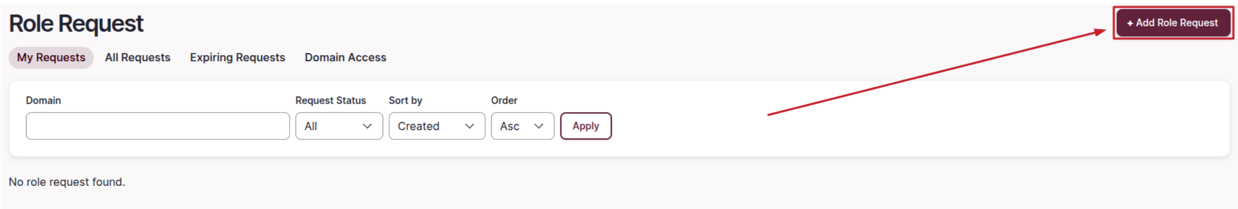
Important note: if you are the Site owner of a **faculty subsite,** you must do additional Role requests for every subsite within your faculty's hierarchy (each department in other words) to ensure that you receive Role requests for your faculty.

Requesting a role

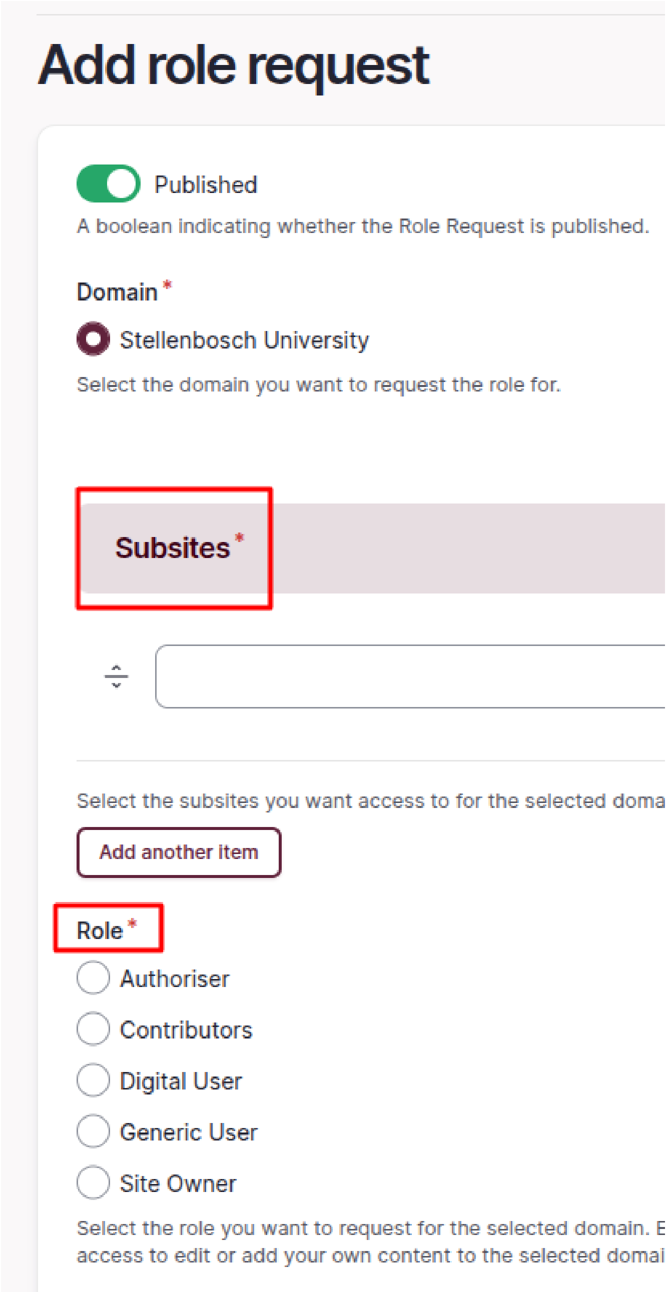
1 **Access the Role Request section:** On the menu, navigate to '**Role Request"**. You can open the Role Request in a new tab.



2 **Initiate a New Request:** Click on **"+ Add Role Request"** to start a new submission, located at the top right of the screen.



3 **Complete the Form:** You will be redirected to a form where you need to specify the **Domain"**, "**Subsite(s)"** you require and the "**Role"** you are requesting.



4 **Submit Your Application:** After filling in all the necessary information, click**"Send Request"** to submit your application.

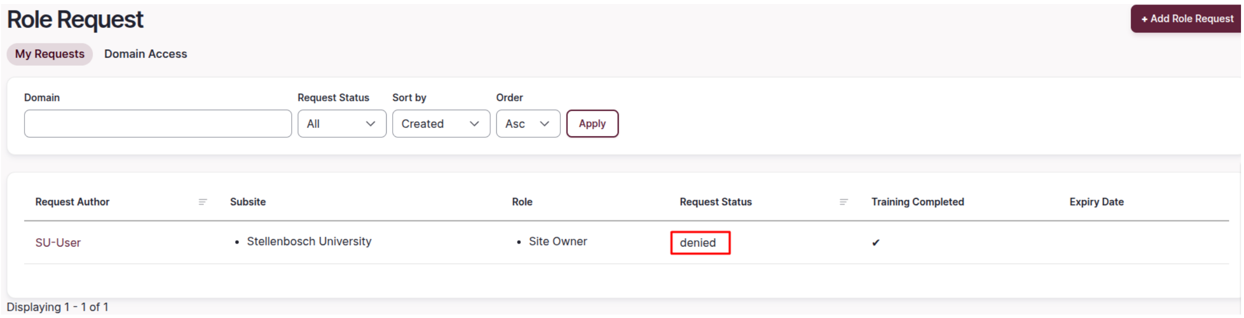
Important note: Please don't do multiple role requests for the same site - only request the highest level of access you need. For example, if you do a request to be a Site Owner, you don't also need to request the role of Media Contributor since the Site Owner role already has the same permissions as a Media Contributor.

Reapplying for access

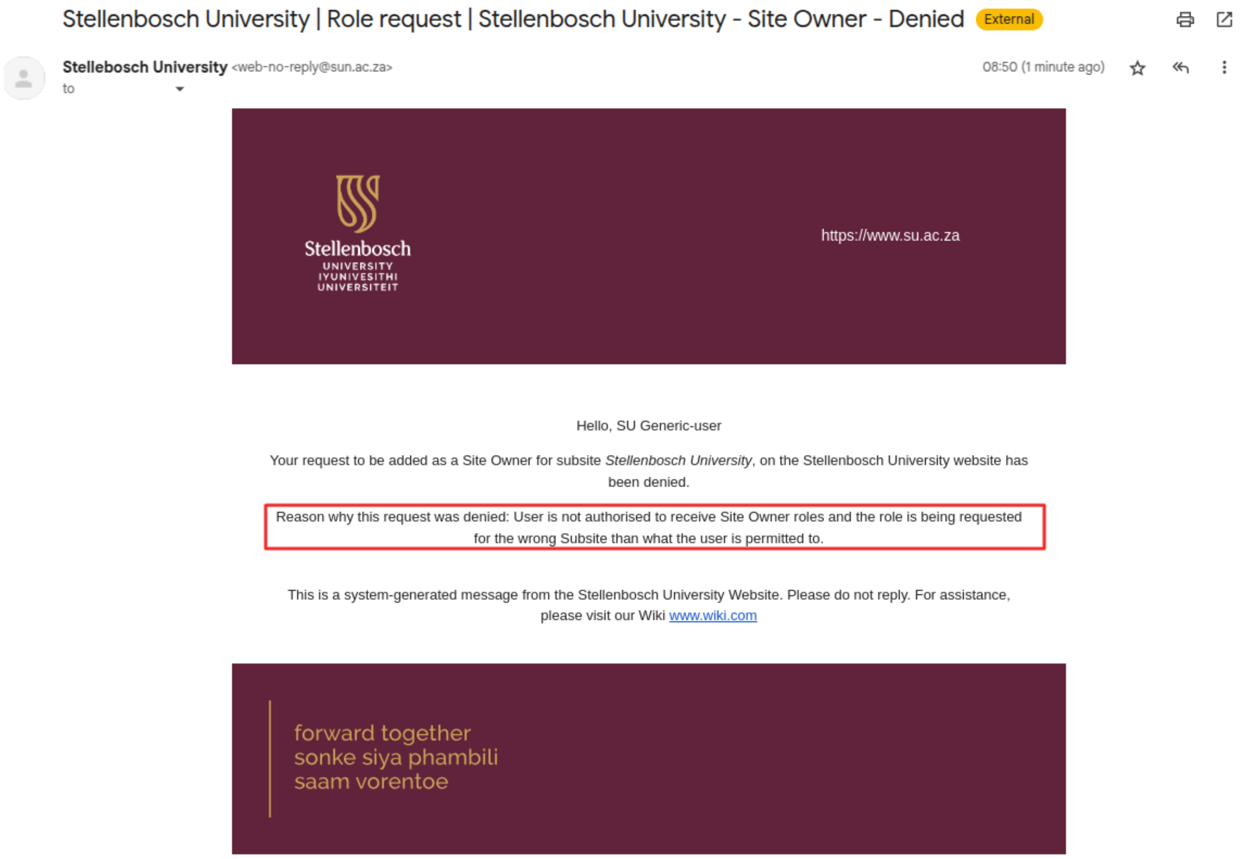
Last updated July 8, 2025

Permissions Access

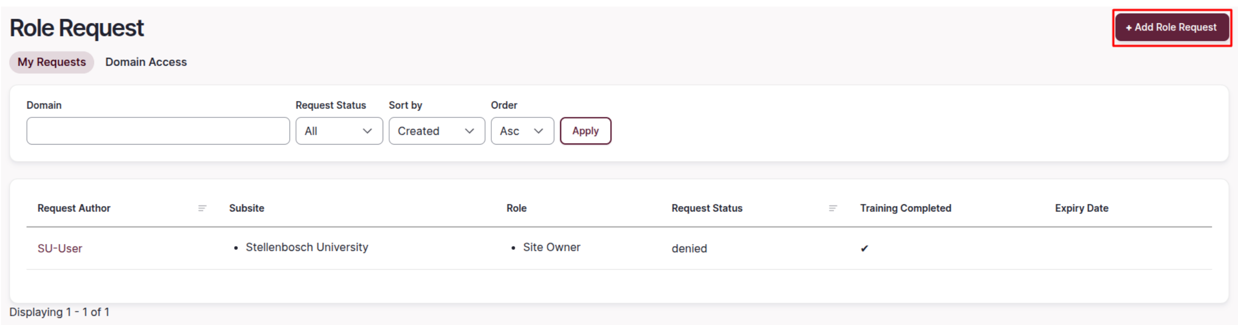
1 If your role request was denied, you are able to reapply for access. You will receive an email notification when the role request is denied.



2 Read the email you received explaining why your request was denied.



3 After reviewing the email, you will need to submit a new Role Request form. To learn more about how to submit a role request, please follow "Requesting access".

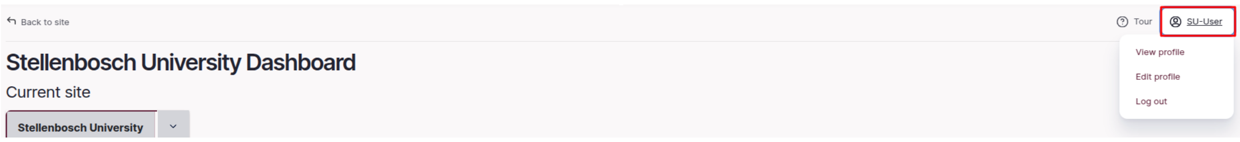


Using the "On Leave" function

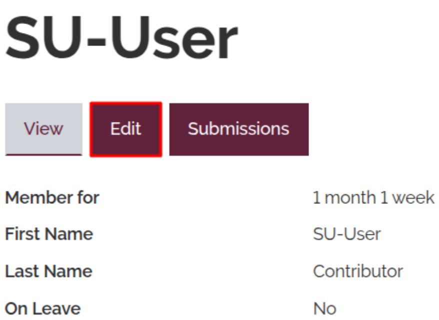
Last updated July 8, 2025

1 The "**On Leave**" function allows you to communicate to other users that you are on leave.

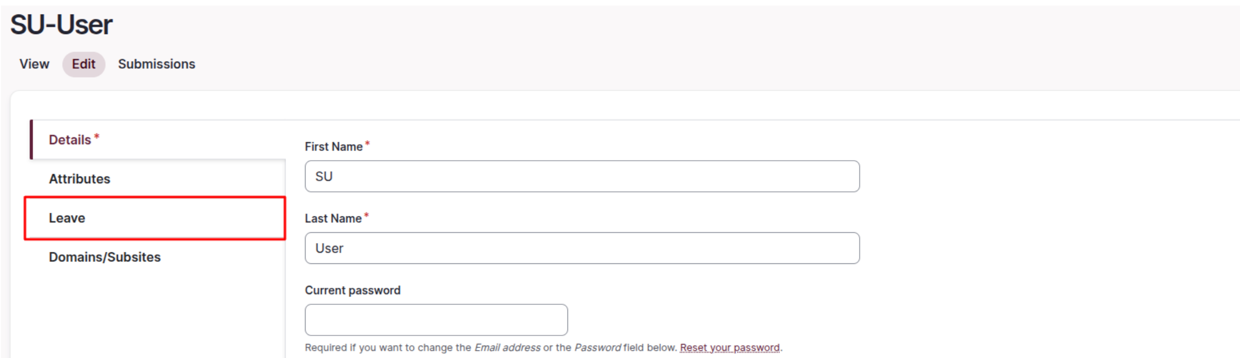
2 To navigate to the user profile page, click on your username on the top-right from anywhere in the back-end.



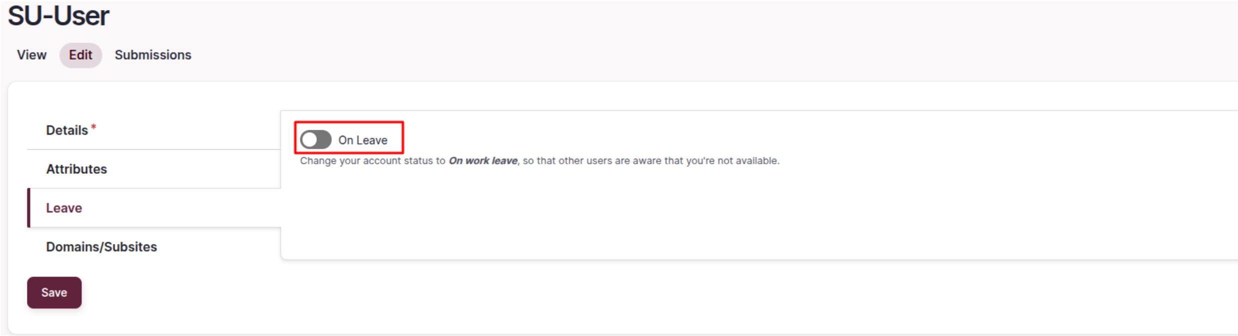
3 Click "**Edit**" on the user profile page.



4 Once loaded into the user profile edit form, navigate to the **Leave**" tab on the left-hand side of the form.

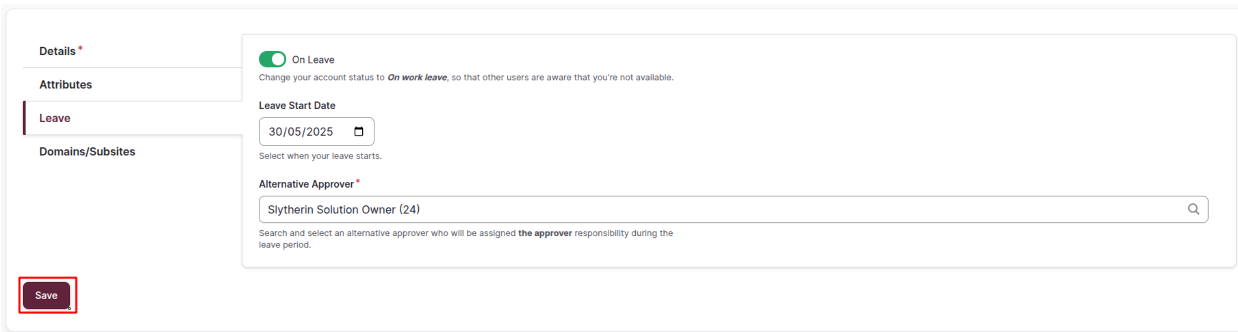


5 You will now see a toggle button for "**On Leave**". Enable this by clicking on it.

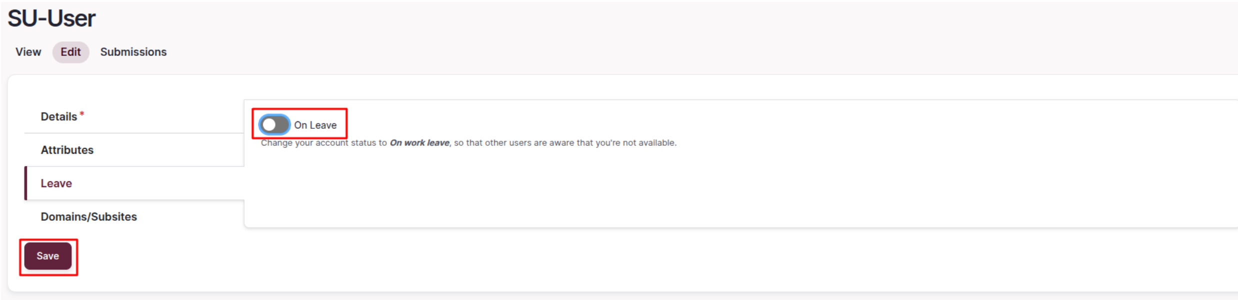


6 Once this has been enabled, fill out the new fields that appear. In the "**Leave Start Date**" field, you are able to select the date when your leave starts. In the "**Alternative Approver**" field, you are able to search for and assign a user as the "**approver**" of escalations and other requests during your leave period. Note that an approver won't inherit your rights, for example, if you are a Site owner and you select an approver that is a contributor, they won't be able to carry out tasks exclusive to Site owners, such as creating new pages.

7 Once all the details about your leave are set, click the "**Save**" button on the bottom left to apply the changes.



8 Once you have returned from leave, simply edit your user profile again, disable the "**On Leave**" toggle and click the "**Save**" button to indicate that you have returned from leave.



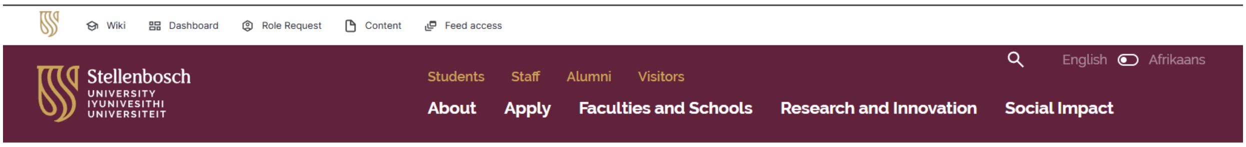
Logged in layout

Last updated July 8, 2025

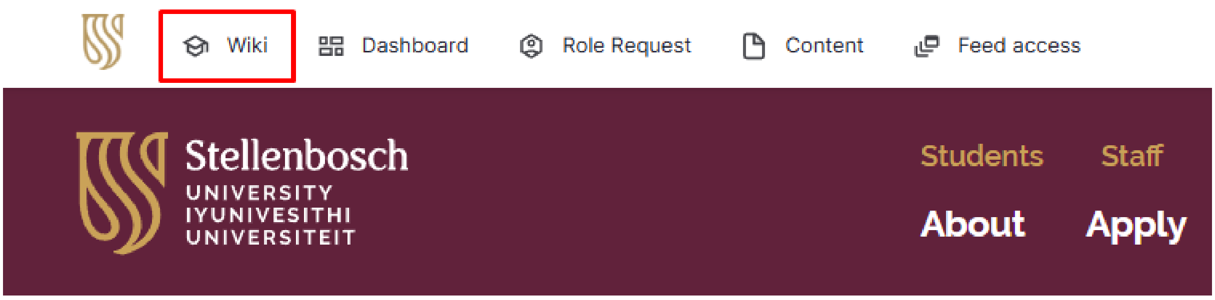
Overview

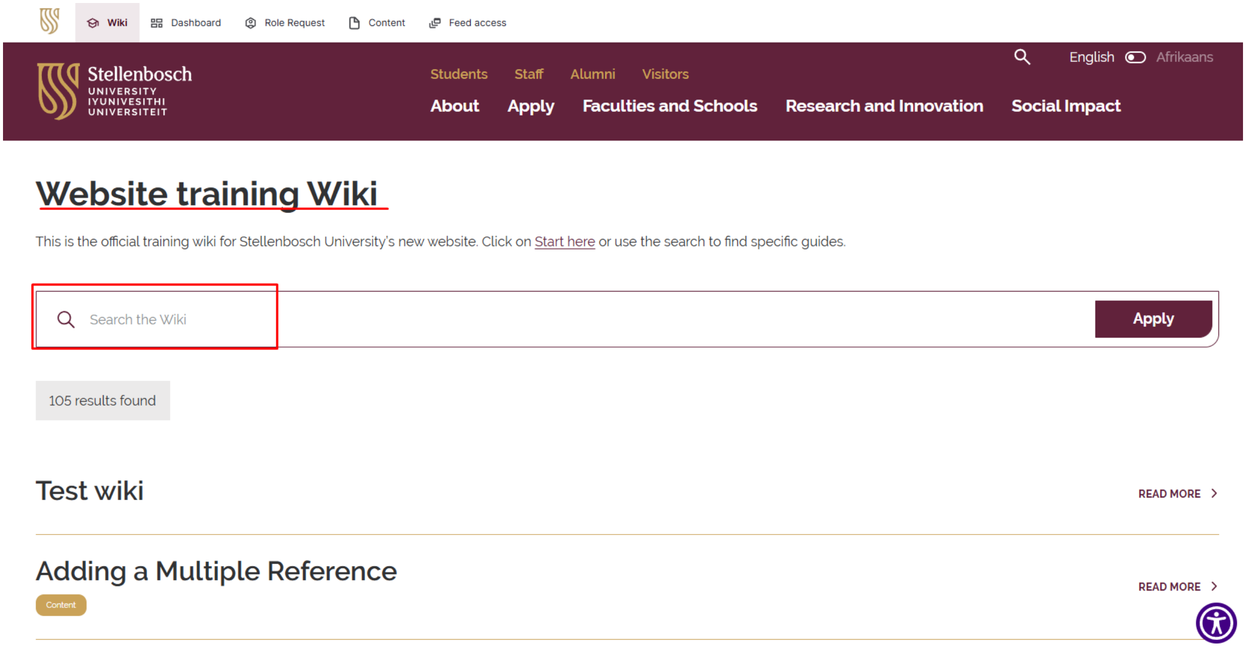
This article serves as a brief overview of the logged in layout. All areas shown in this article will be discussed in greater detail in their own respective Wiki entries later on.

1. Once you are logged in you will see the menu items that you have access to at the top of your screen. When going through the rest of the Wiki articles, you may notice that the menu shown appears different from your own, that is because your menu has been limited to only the necessary items required for your role. Any items shown in the Wiki that you are unable to see, do not pertain to your role's requirements and are to be ignored.

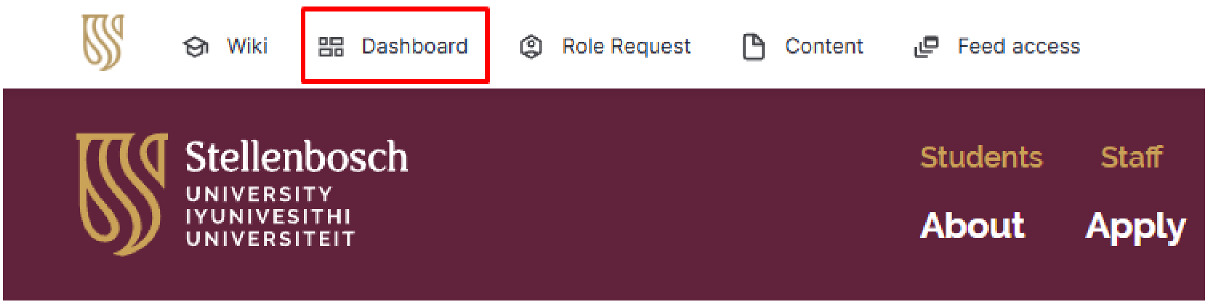


2. On this menu you will see the "**Wiki**" link. This link will take you to the Wiki landing page where you will be able to either search for specific Wiki articles or simply click on the "**Start Here**" link to begin reading through the Wiki content in its intended order.

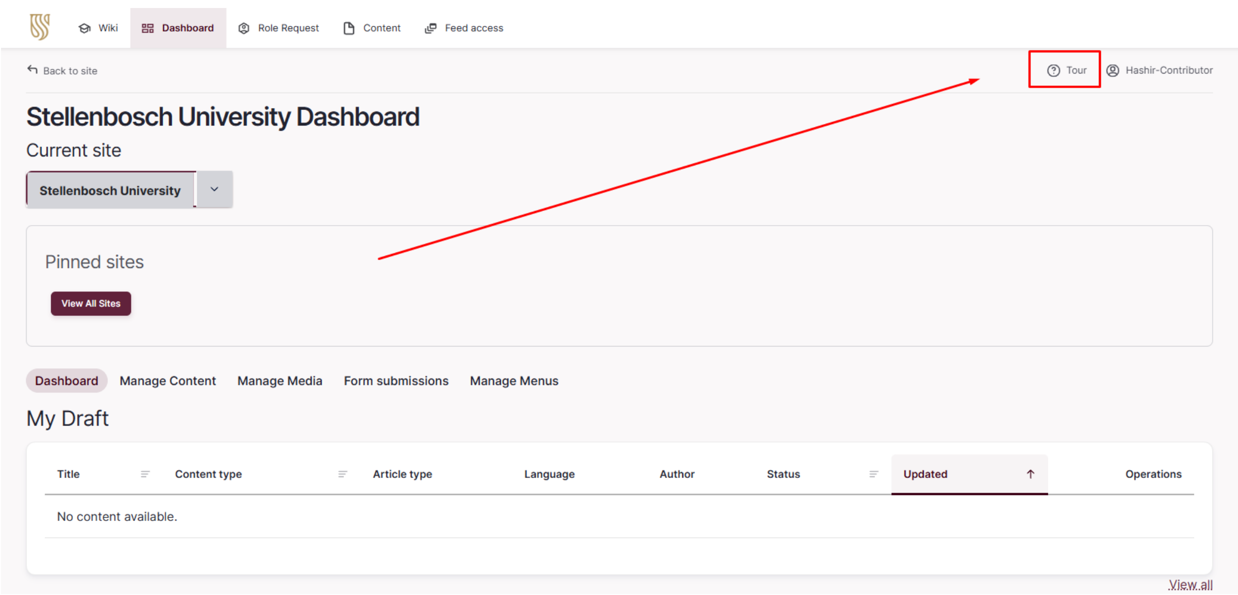




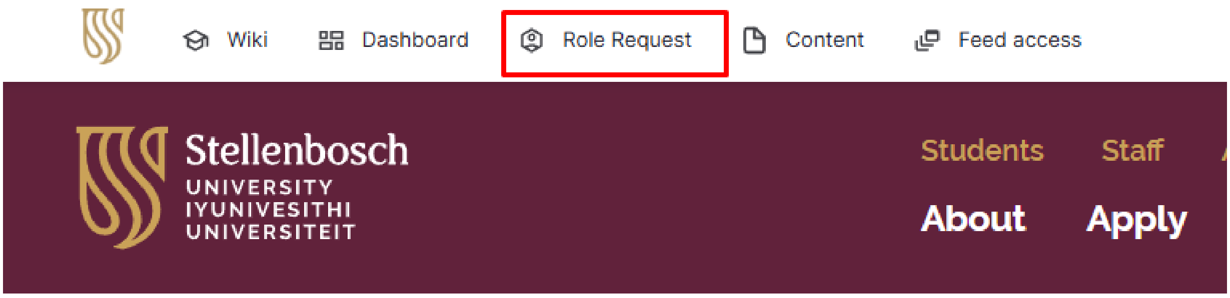
3 Next to the "**Wiki**" menu item you will find your "**Dashboard**" link. This will take you to your personalised dashboard and is where you will spend the majority of your time as it contains most the necessary content, links and other items required for your role.

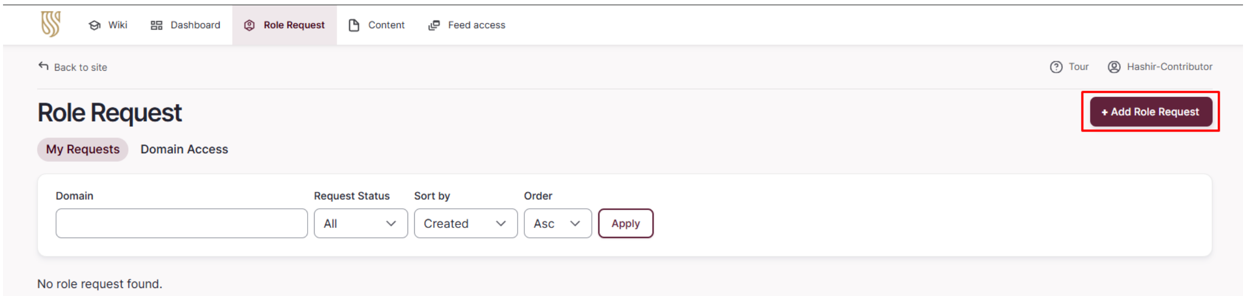


4 To better understand your Dashboard, simply click on the "**Tour**" button located next to your username in the top right corner of your screen. This will take you on a step-by-step guide of your Dashboard. We highly recommend making use of this functionality whenever it is available to you on a page. Your dashboard will also be discussed in greater detail in its own dedicated article later on.

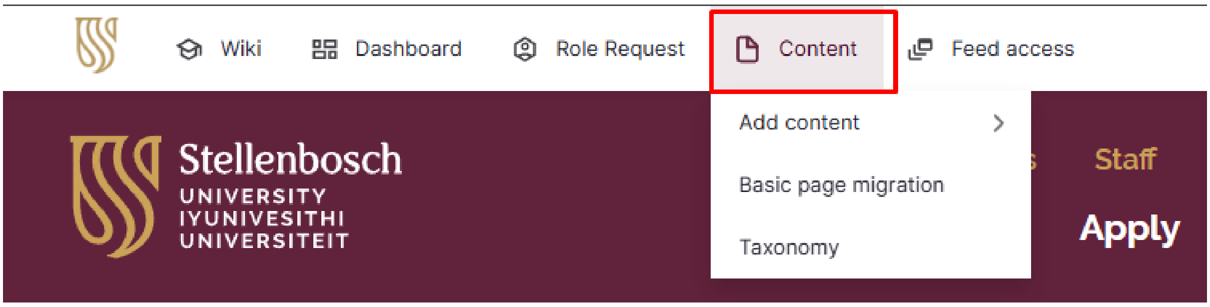


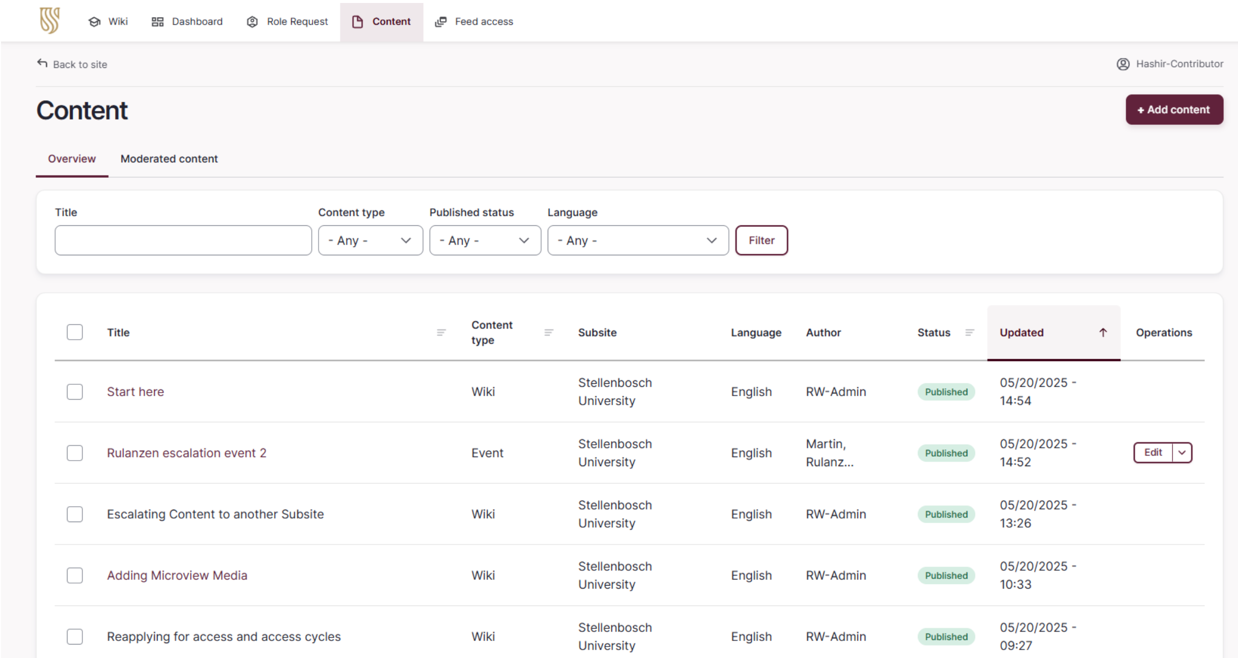
5 The following item on your menu is the "**Role Request**" button. This button leads to your "**Role Request**" dashboard where you will have an overview of your various role requests and their status. You can also apply for additional roles on this dashboard by clicking the "**Add Role Request**" button in the top right corner.



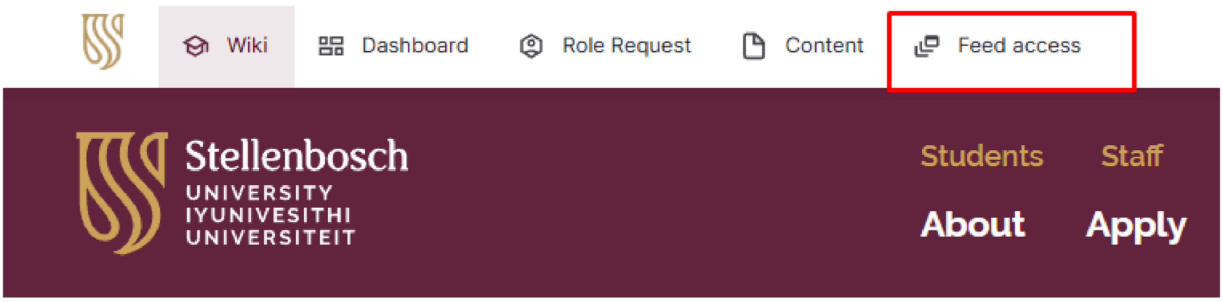


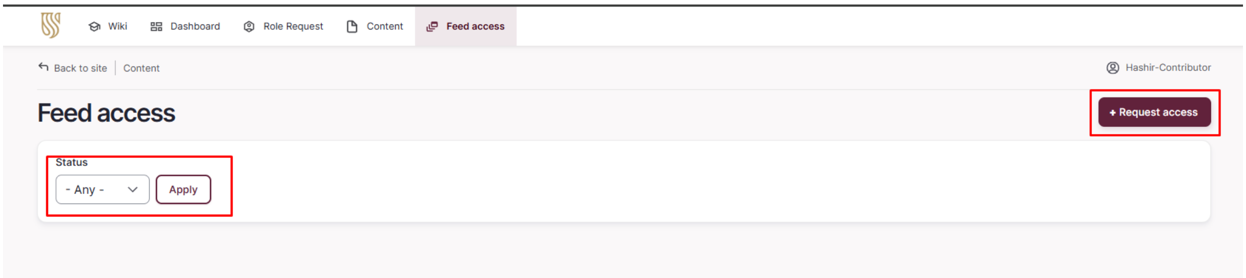
6 Next is the "**Content**" menu item. This menu item links to the "**Content**" dashboard and can also be hovered over for shortcuts to specific content actions and overview pages. From within the Content dashboard you are able to filter and view all content that you have access to as well as adding additional content using the "**Add content**" button located in the top right hand corner. Adding content is extensively covered later on in the Wiki.



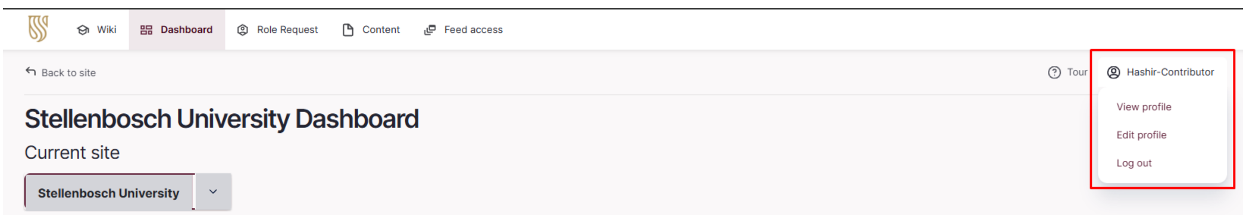


7 The final item located in your menu is the '**Feed access**" link. This will take you to your '**Feed access**" dashboard, where you can see the current feeds that you have access to as well as the status of any pending Feed access requests. You can also apply for additional feed access by clicking on the "**Request access**" button in the top right hand corner. The Wiki contains articles detailing this process later on.





8 The last important item you will see is your '**Username**" in the top right corner. When hovering over your username you will be presented with the options to view your profile, edit your profile, or logout of the site. Editing your profile will be covered at a later stage in the Wiki.



Training website

Last updated July 15, 2025

Access

We've created a training website where you can practice what you learn during training.

About the training website

- Your role on the training website will be the same as your role on the live website (this site).
- When you are working on the training website, you don't have to worry about messing anything up or accidentally deleting anything - it won't change any of the content on the live website.
- Note that the content on the training website is not an exact replica of the content on the live website, so don't be surprised if you don't see your migrated content there.
- You can create and publish pages or any other content on the training website, it won't affect your live content.
- If you come across any warnings about modules being outdated or 'unable to send email' on the training website, you can ignore them.
- To check which website you are on, look at the URL. The live site's URL iswww.su.ac.za and the training site's URL is prefixed with "tst".

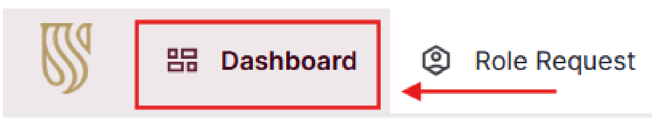
- The training website also has a banner at the top of the site indicating that it is the training website.

IMPORTANT NOTE: None of the changes you make on the training website will display or be transferred to the live website, the training website is only for training purposes.

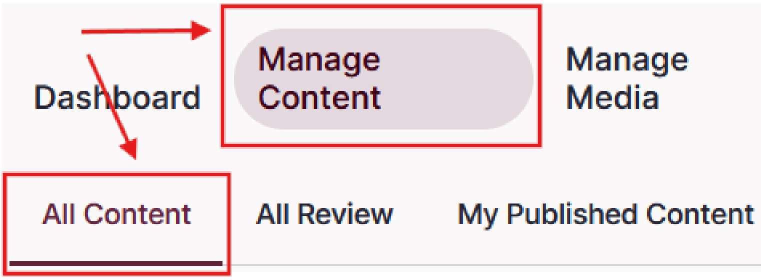
Locate your content on Training website

The content on the training environment has not been published, so when you go to your Dashboard, there won't be any content. Follow these steps to find the unpublished content.

1 Click on "Dashboard" on the top left of the window.



2 Once the Dashboard has loaded, click on "Manage Content" and then "All Content"



Log in to the training environment

1 Click on the link below to log in to the training environment. It will open in a new tab on your browser.

2 Use you SU credentials to log in.

Log in to the training environment

Subsites

Last updated July 8, 2025

Subsite Index

Overview

- Understanding subsites
- Managing your dashboard with subsites

Working with subsites

- Adding and editing a subsite
- Adding and editing social media links
- Adding and editing a Page
- Adding Pages using templates
- Adding Stories landing pages using templates
- Adding Event Landing Pages using templates

Access

- Granting subsite permission
- Removing subsite permission

Understanding subsites

Last updated July 17, 2025

Subsite Overview

A **subsite** is a smaller, self-contained section within a larger website. Subsites usually have their own navigation (menu). The Stellenbosch University corporate website consists of many subsites.

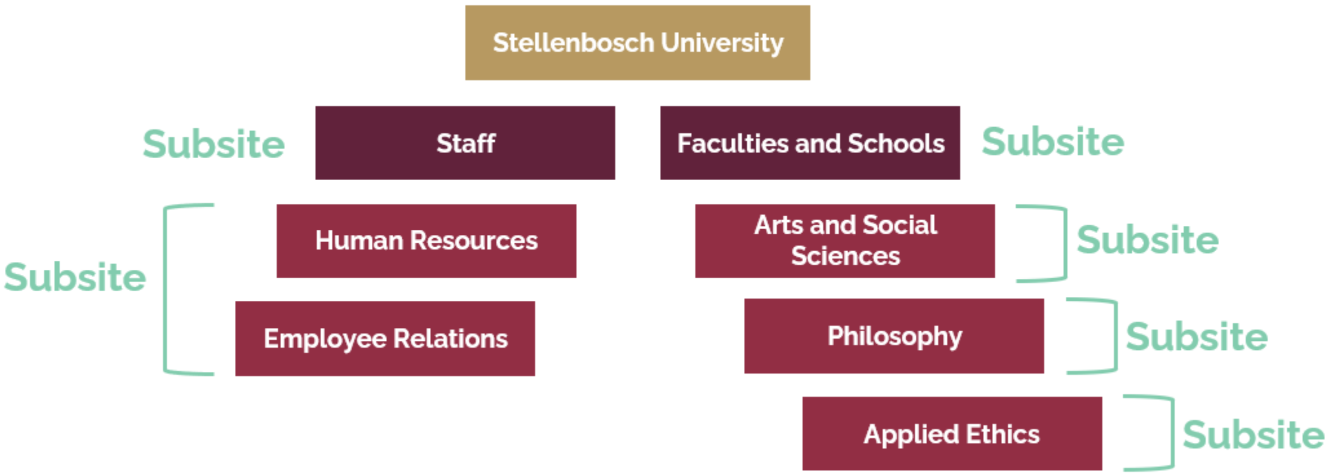
The subsite structure for **faculties** follows the faculty hierarchy with faculty at the top of the hierarchy and departments and centers as subsites to the faculty. The faculty in turn has a subsite within the corporate website.

PASS environments do not follow the reporting hierarchy and are not listed under their responsibility center. They are placed in the appropriate section of the website according to their primary audience and type of service, for example Human Resources is part of the Staff section.

How subsites work

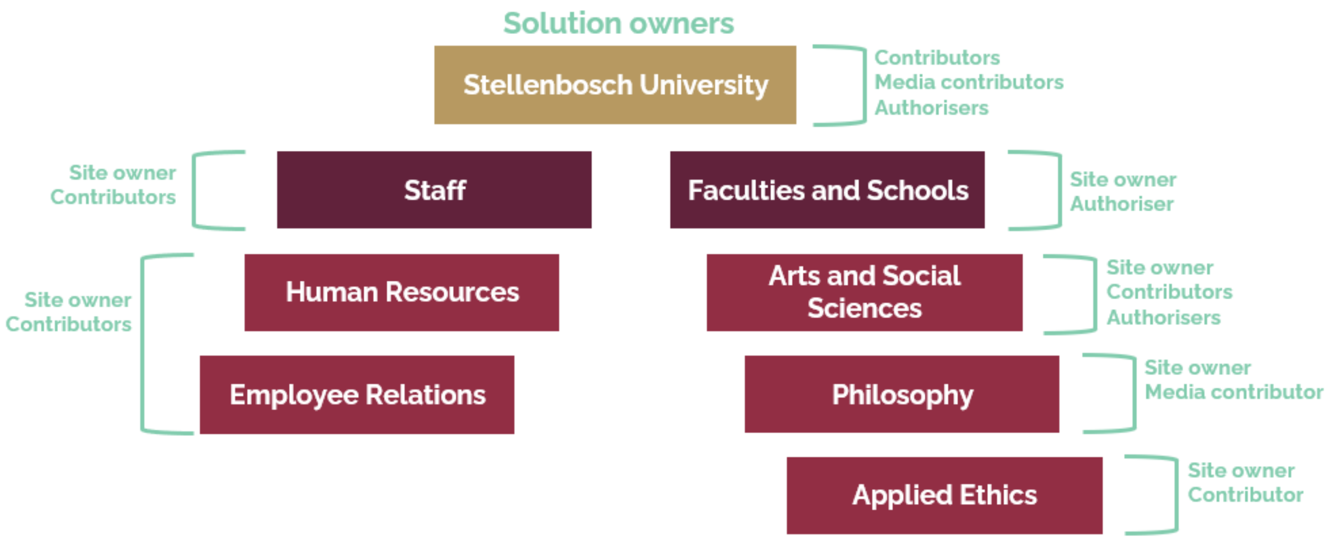
In the example below, you can see that Human Resources is a subsite within the Staff subsite. Employee Relations in this example is a page within Human Resources, but not a separate subsite - it is part of the Human Resources subsite.

Arts and Social Sciences is a subsite under the Faculties and Schools subsite. Within Arts and Social Sciences is the Philosophy subsite and within Philosophy is the Applied Ethics subsite.



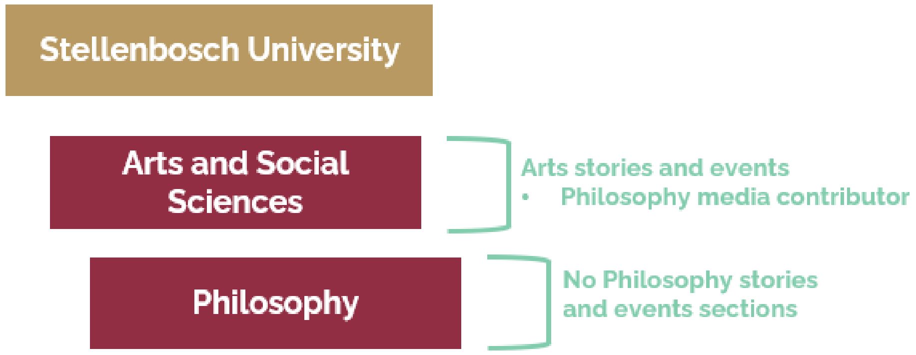
Subsites and roles

A subsite must always have one or more Site owners. In addition, a subsite can have any number and combination of Contributors, Media Contributors, and Authorisers. When a user applies for a role on a specific subsite, the request is sent to the Site owner of the subsite.



Media contributors and subsites

Sometimes a subsite, such as Philosophy in the example, might not want their own Stories or Events pages. By making a user from the Philosophy Department a Media Contributor on the faculty's subsite they can contribute Stories and Events to the faculty's Stories and Events pages.



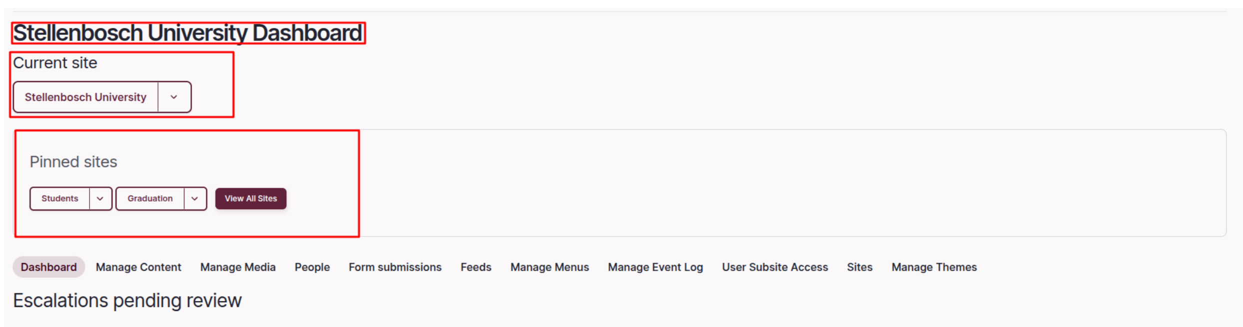
Managing your dashboard with subsites

Last updated July 16, 2025

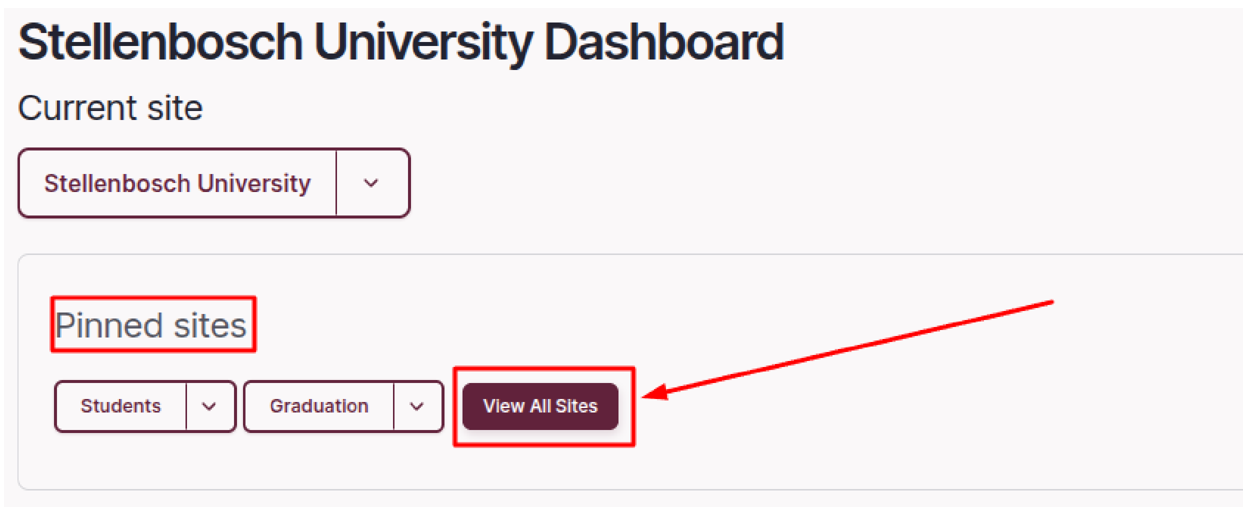
Subsite Overview

1 To manage your **dashboard** with **subsites** navigate to the '**Dashboard**' menu item.

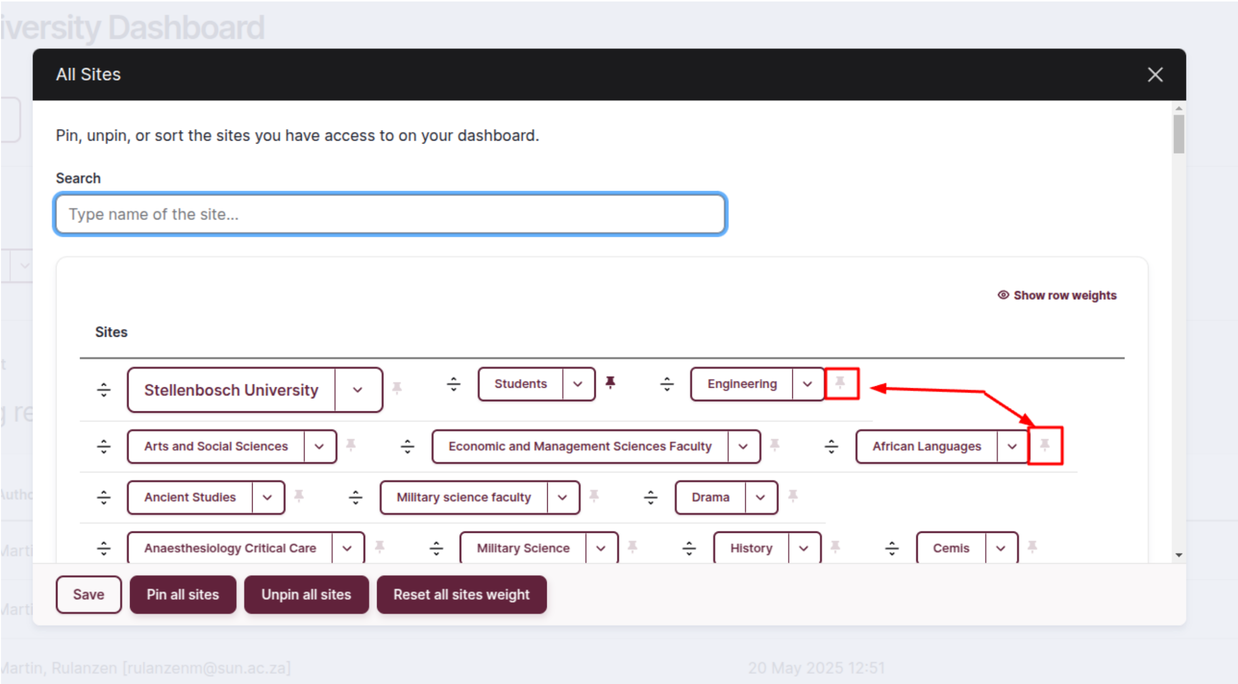
2 Here you will be greeted with your **Dashboard**, you can choose to pin **subsites** in order to access them with more ease.



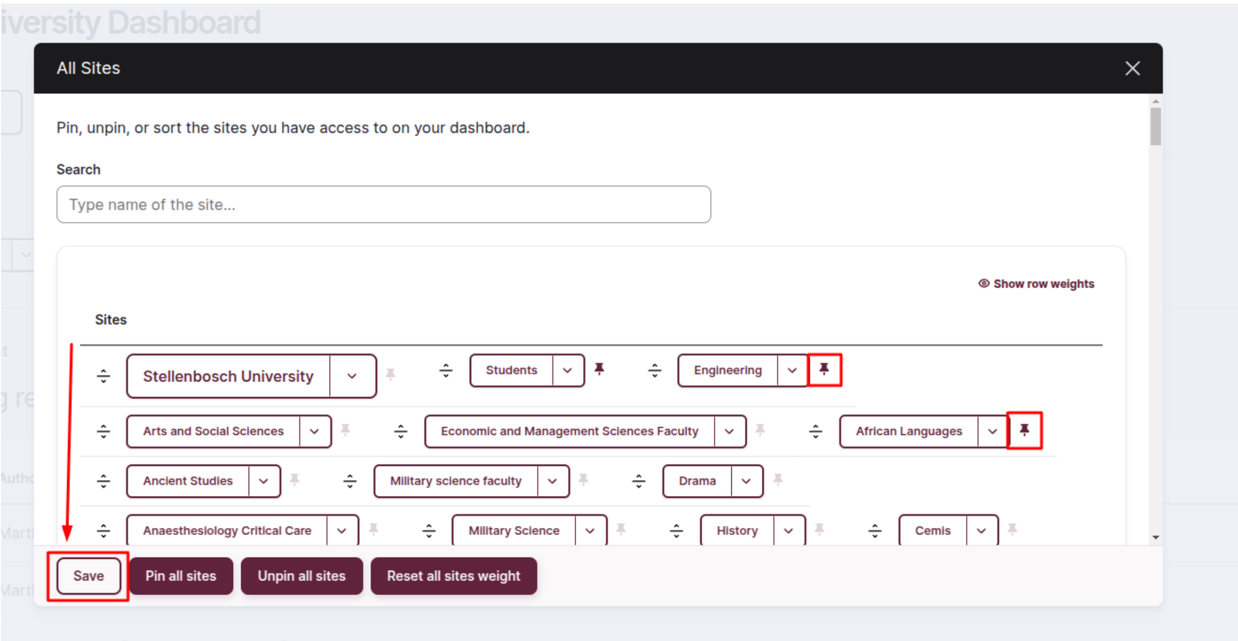
3 To pin a **subsite**, click on the '**View all Sites**' button under the '**Pinned sites**' tab.



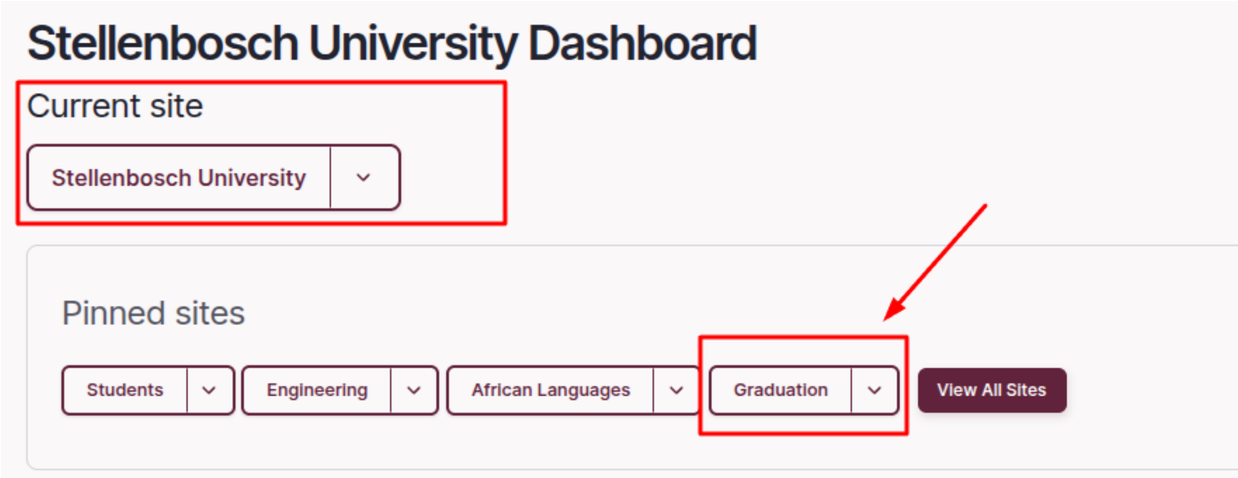
4 Once you have clicked on the '**View all Sites**' button, you will be greeted by a window wherein all subsites are listed. There are hundreds of subsites so it is best to use the Search bar to search for your subsite. Click on the small pin next to the subsite you wish to pin in order to pin it to your dashboard.

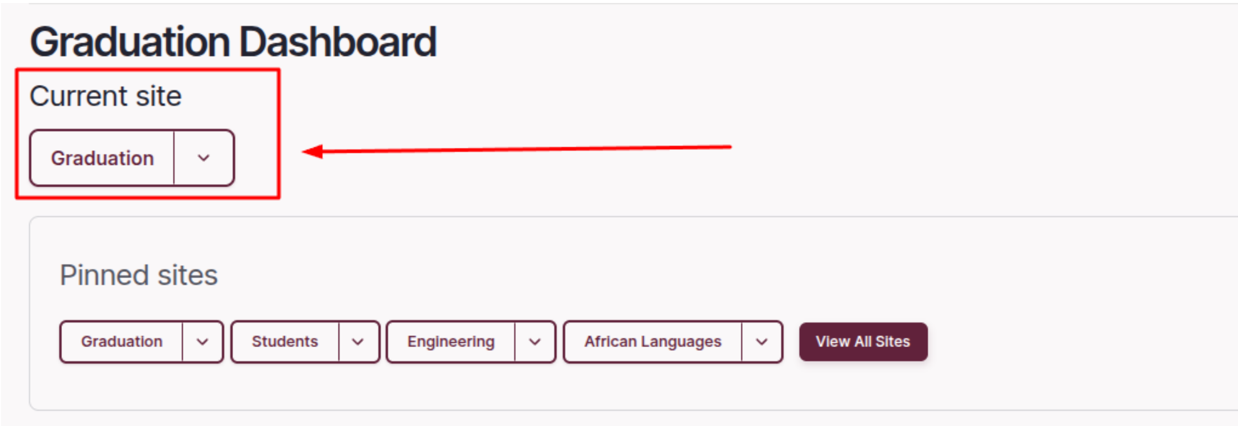


5 After you have pinned your subsite click on the '**Save**' button.



6 After you have pinned a subsite, you can navigate to to your pinned subsite under **"Pinned sites"**, here you can click on your subsite you wish to navigate to. This will redirect you to that subsite's dashboard. You can view your current site under the **"Current Site"** heading. Always make sure you are on the correct site, especially if you have multiple subsites you manage.





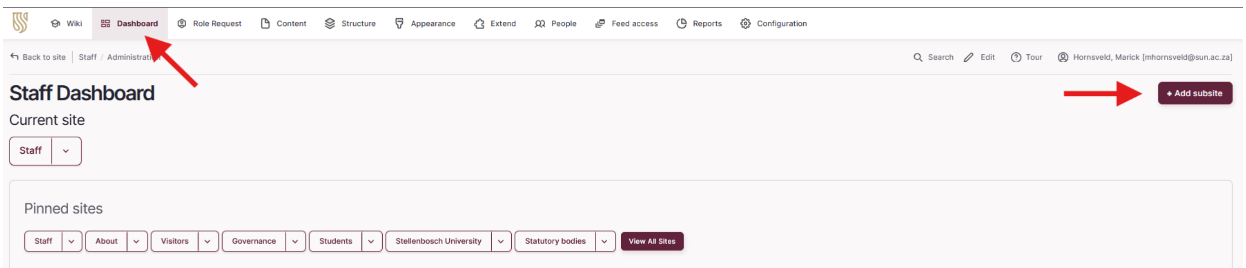
Adding and editing a subsite

Last updated January 19, 2026

Subsite Overview

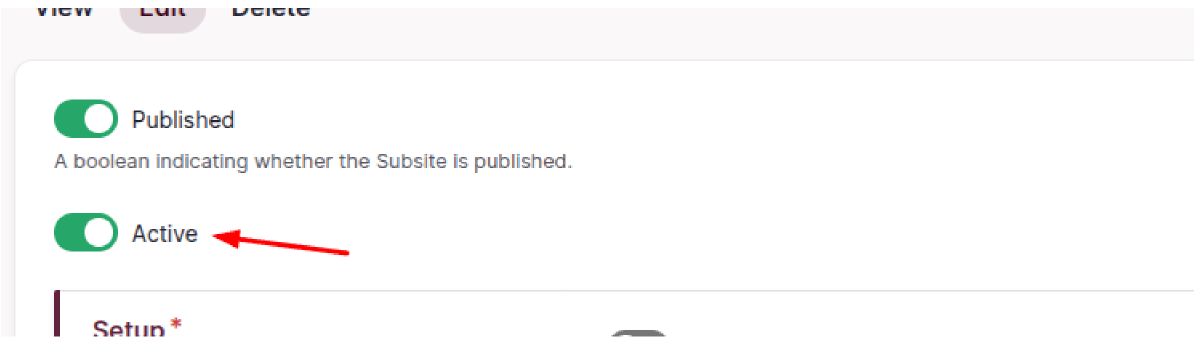
Adding a subsite

1 To add a new subsite, navigate to the Dashboard of the site where you want to add a subsite to the hierarchy. For example, if you want to add a subsite below your faculty level, navigate to the Faculty's Dashboard. Click "**+Add Subsite**".



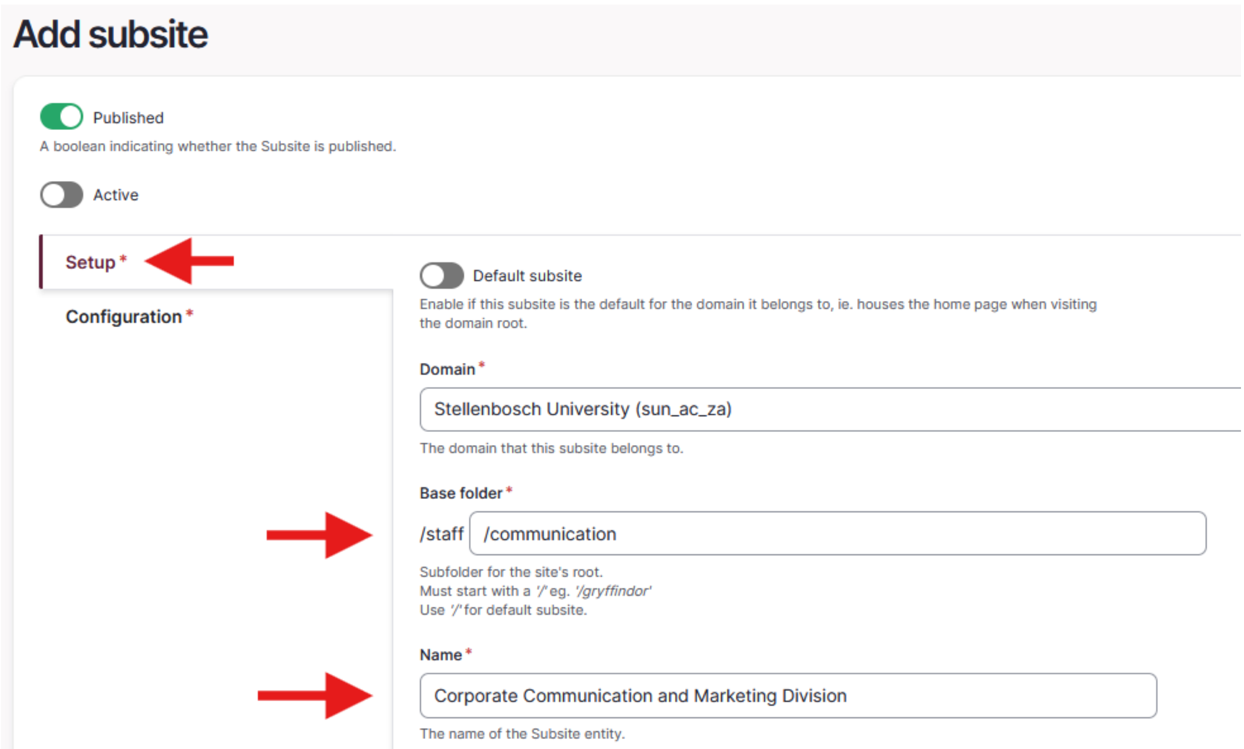
2 Once you have clicked on **"+ Add Subsites"** you will be greeted with the **"Add Subsite"** page.

3 Activate the subsite by clicking on the **"Active"** radio button.

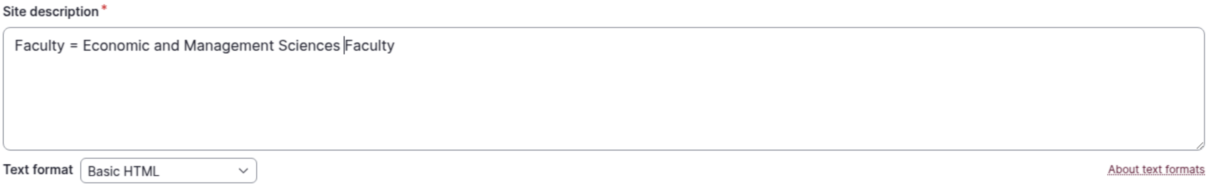


4 Click on **"Setup"**. Fill in the **"Base folder"** for the subsite. This will be the sub-folder for the subsite where all the information of the subsite will be stored. Keep it simple and use the name of the subsite that you will be adding. The base folder essentially indicates where the new site's homepage will be located. Make sure that you add a **"/"** in the Base folder. Add dashes between words, for example "/marketing-and-communication".

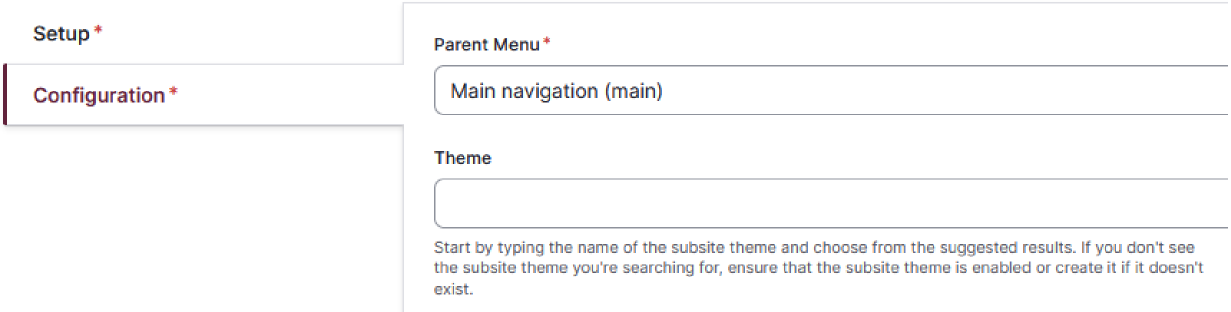
5 Also fill in the English name of your site. This is the official/primary name of the subsite entity. It's often used as the main title or heading. This should be descriptive and unique if possible.



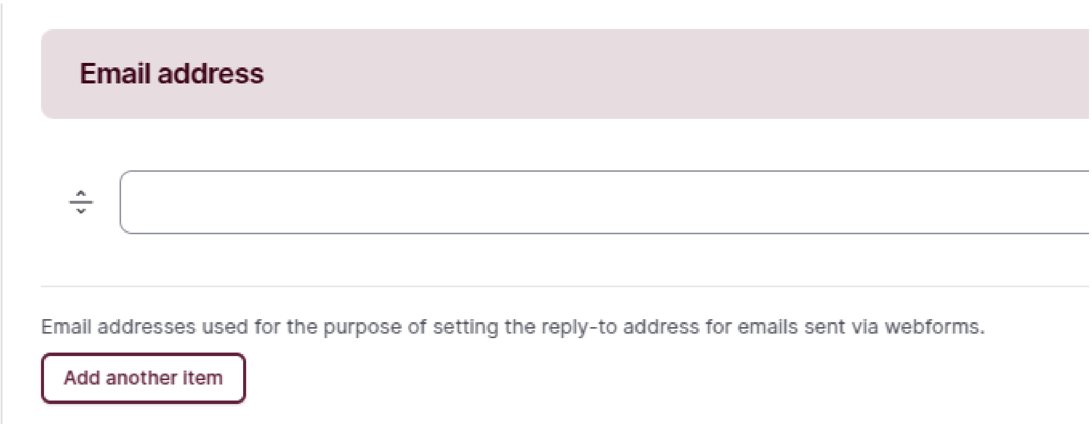
6 Under **"Setup"** is the **"Site description"** here you will add a description of the subsite. This is used for admin purposes. Fill in enough detail so that anyone who edits the page in future will understand its purpose and place in the structure. For example, over time a faculty may have many, many subsites each with a page called Staff, by filling in an appropriate site description it makes it easier to recognise exactly what subsite is being worked on, for example:
Staff list, all staff
Faculty = Economic and Management Sciences
Department = Logistics



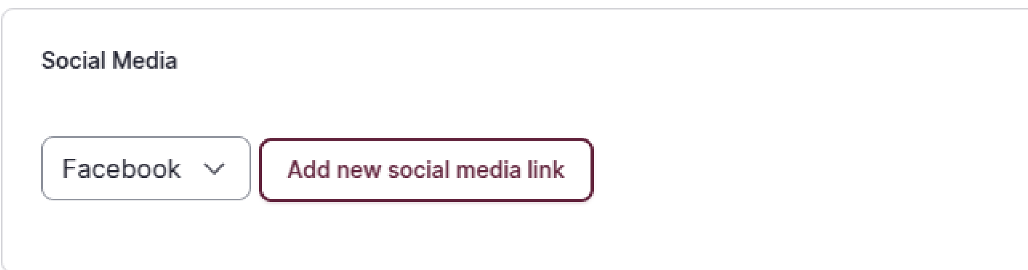
7 After the **"Site description"** proceed to **"Configuration"**. The **"Parent Menu"** will be pre-filled, do not change it. If you are creating a new subsite within a faculty hierarchy, the site will automatically inherit the faculty theme, so you don't have to select a theme.



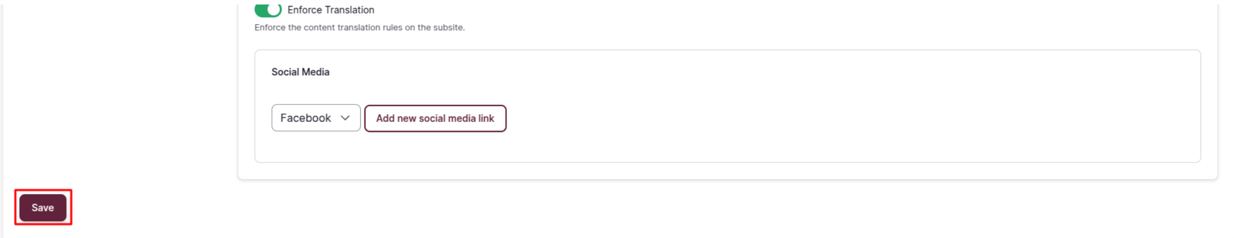
8 The next tab is **"Email address"** which is used as the default 'reply-to' address for emails sent via webforms. This field is not required. Multiple emails can be added by clicking on **"Add another item"**.



9 The last tab under **"Configuration"** is **"Social Media**". Here you add all the Social Media Links associated with the subsite. The social links added here are used with the Social media component.



10 After the **"Social Media"** tab you can click on **Save** which will create the subsite.

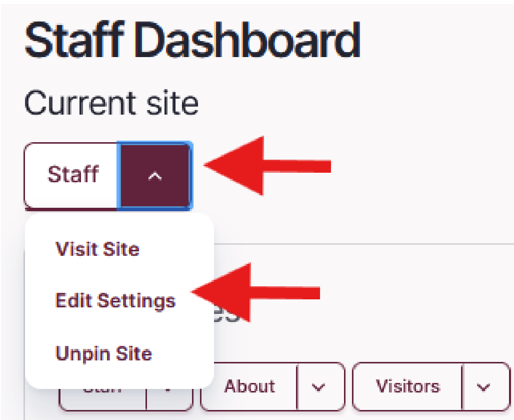


NOTE: When you create a new subsite, you automatically become the Site Owner of the subsite. Anyone else that needs access to the site must do a Role Request.

Editing a Subsite

1 To edit a subsite, start by clicking on the '**Dashboard**" item in the admin menu to be redirected to your dashboard. If you have multiple subsite, select the correct subsite.

2 Click the dropdown next to the site name, and select **"Edit Settings"**



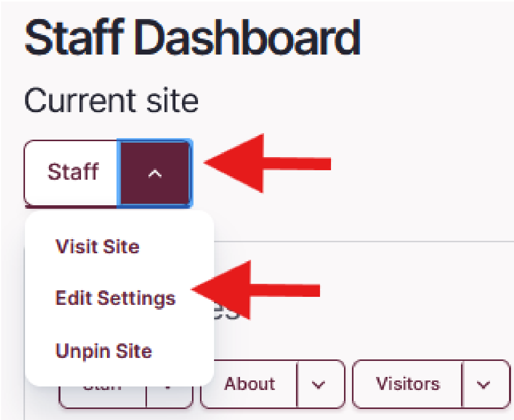
3 You can now edit the fields and add more social media links if you'd like.

4 After the the editing of the subsite is completed click on the **"Save"** button.

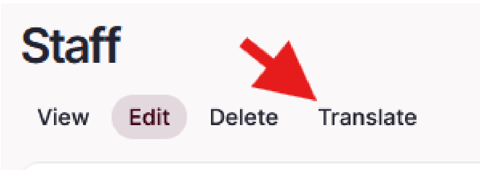
Translating a Subsite

1 To add the Afrikaans name and URL for a subsite, you need to edit the subsite. Start by clicking on the "**Dashboard**" item in the admin menu to be redirected to your dashboard. If you have multiple subsite, select the correct subsite.

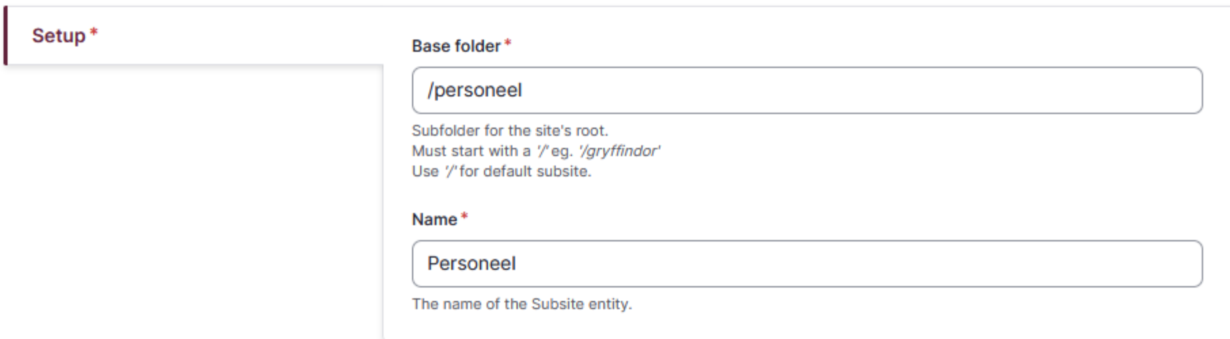
2 Click the dropdown next to the site name, and select **"Edit Settings"**



3 Click on **"Translate"**



4 Change the **"Base folder"** to the appropriate Afrikaans version. Also change the subsite **"Name".**



5 Click on the **"Save"** button.

Adding and editing social media links

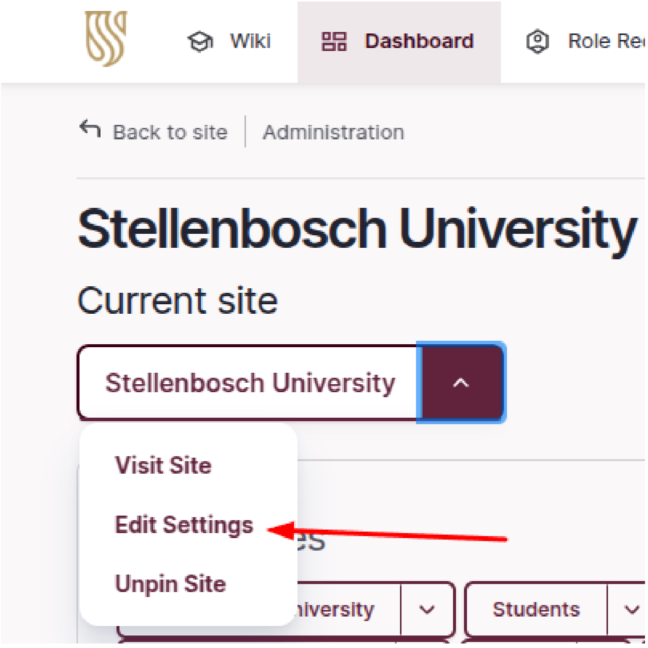
Last updated October 1, 2025

Subsite Management

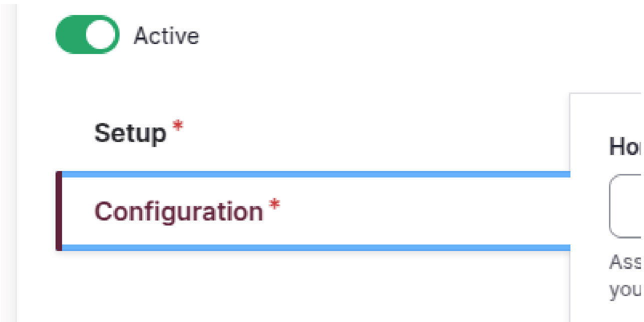
Adding Social media links

1 Navigate to the **"Dashboard"** menu item on the **admin menu** and locate the subsite that you would like to add **social media link** for and select it.

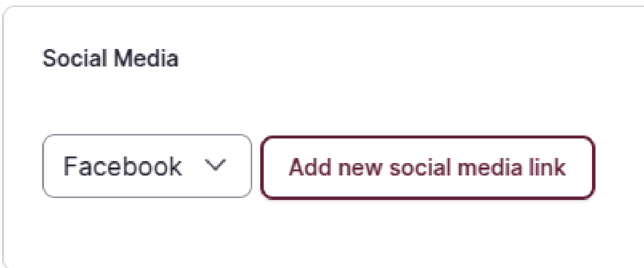
2 Upon accessing the **"Dashboard"**, locate the drop-down arrow next to the **subsite name** and expand it by clicking on it. From there, select **"Edit settings"** to proceed.



3 Once you have navigated to the **"Edit settings"**, select the **"Configuration"** tab.

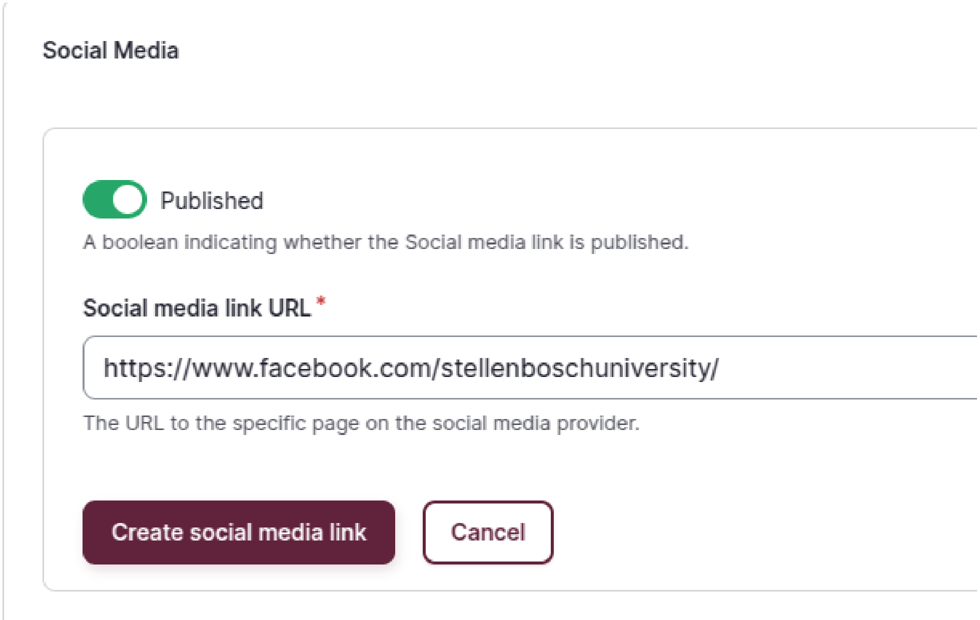


4 Once you have navigated to **"Configuration"** scroll down to the bottom of the form to the **"Social Media"** section.



5 To add a new social media link, navigate to the drop-down and select your social media you would like to add, in this case 'Facebook'.
Once you have selected your social media item navigate to the button **"Add new social media link"**.

6 When you click on **"Add New Social Media Link",** a small form will appear. Within this form, you will find a **"Published"** toggle button and a field labelled **"Social Media Link URL"**. Ensure the toggle button is set to **Published**, and then enter the appropriate URL in the **"Social media link URL"** field.



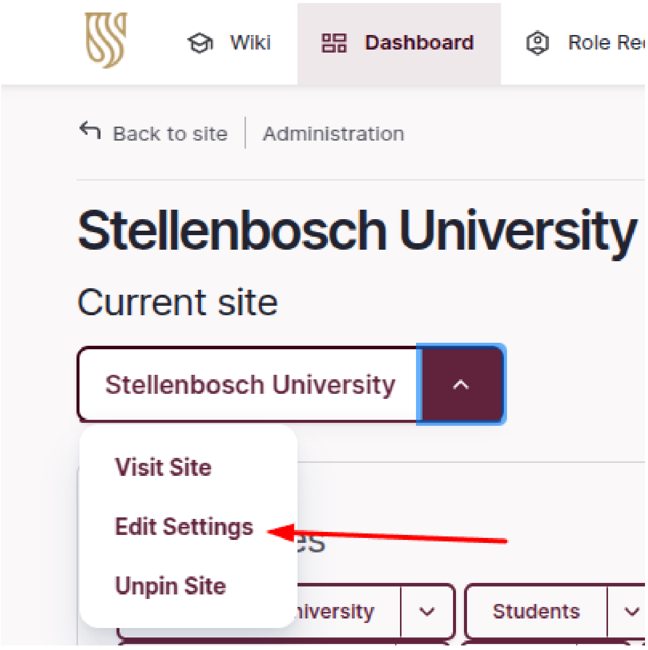
7 Once the **"Social Media link URL"** is filled in navigate to the button **"Create social media link"** to add your new social media link.

8 Once happy, click the "**Save**" button on the bottom left of the page.

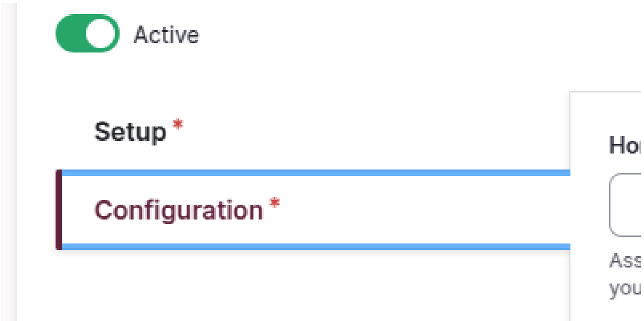
Editing Social Media links

1 Navigate to the **"Dashboard"** menu item on the **admin menu** and locate the subsite that you would like to add **social media link** for and select it.

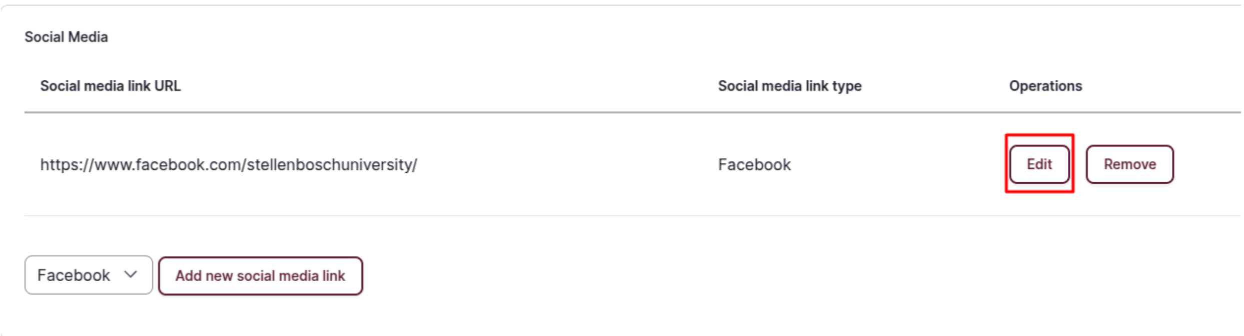
2 Upon accessing the **"Dashboard"**, locate the drop-down arrow next to the **subsite name** and expand it by clicking on it. From there, select **"Edit settings"** to proceed.



3 Once you have navigated to the **"Edit settings"**, select the **"Configuration"** tab.



4 Once you have navigated to the **"Social Media"** section at the bottom of the form, you will see a list of the different social media items that has been added for that current subsite. To edit a social media link navigate to the **"Edit"** button, and edit the fields you wish to, reference **"Adding Social Media link"** section.

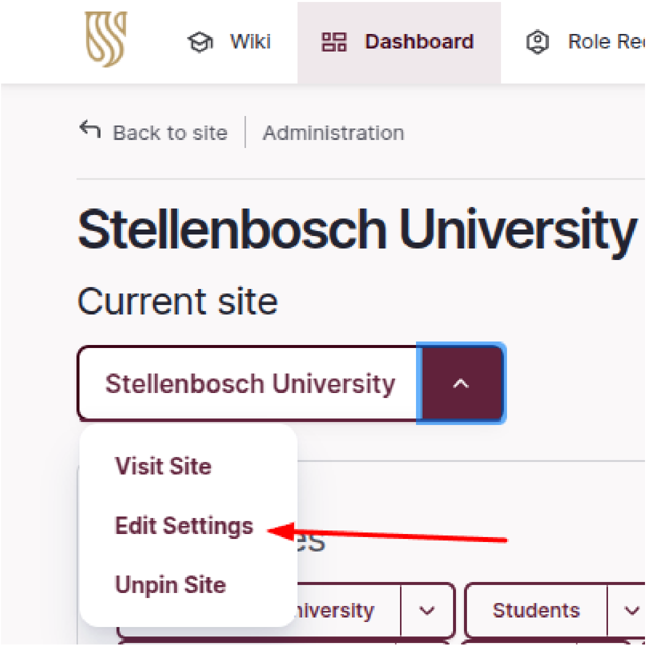


5 Once you have have finished editing click the **"Save"** button at the bottom left of the page to save your changes.

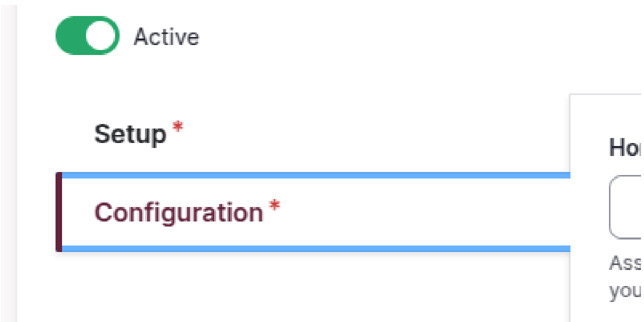
Removing a social media link

1 Navigate to the **"Dashboard"** menu item on the **admin menu** and locate the subsite that you would like to add **social media link** for and select it.

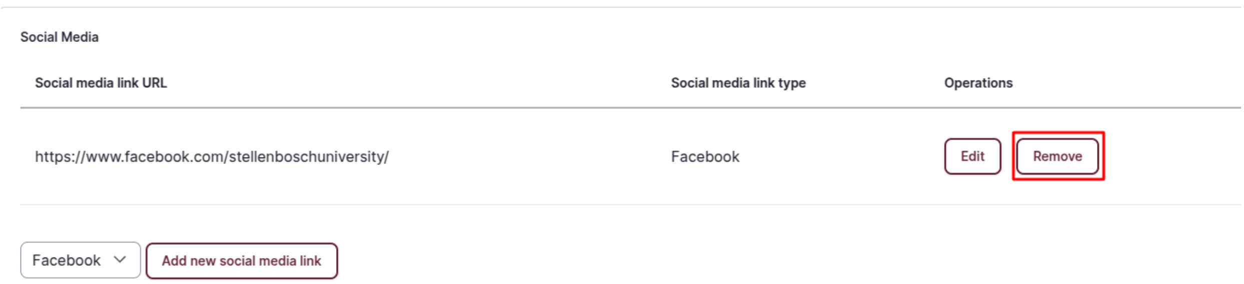
2 Upon accessing the **"Dashboard"**, locate the drop-down arrow next to the **subsite name** and expand it by clicking on it. From there, select **"Edit settings"** to proceed.



3 Once you have navigated to the **"Edit settings"**, select the **"Configuration"** tab.



4 In the **Social Media** section at the bottom of the form, locate the social media link you wish to remove, click the **"Remove"** button to remove the selected Social Media link.



5 Once you have removed the social media link navigate to the **"Save"** button at the bottom of the page to save your changes.

Adding and editing a Page

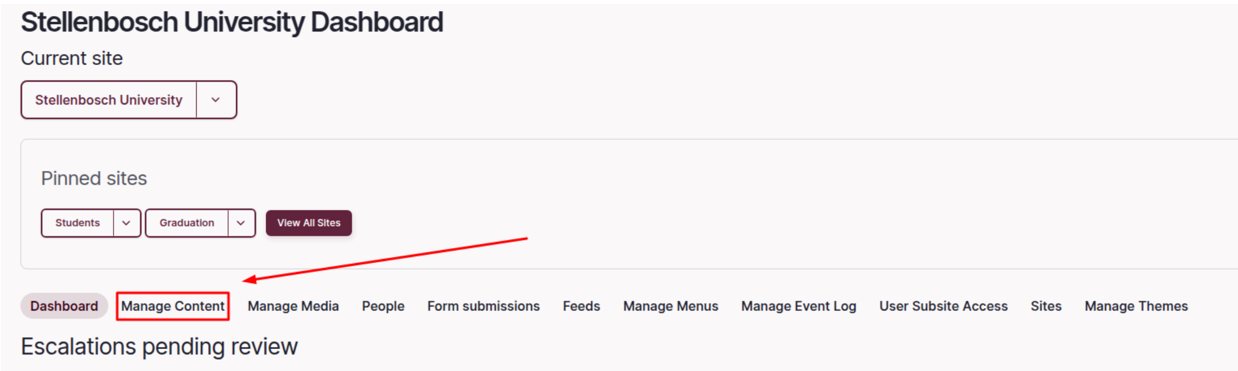
Last updated August 27, 2025

Content Management

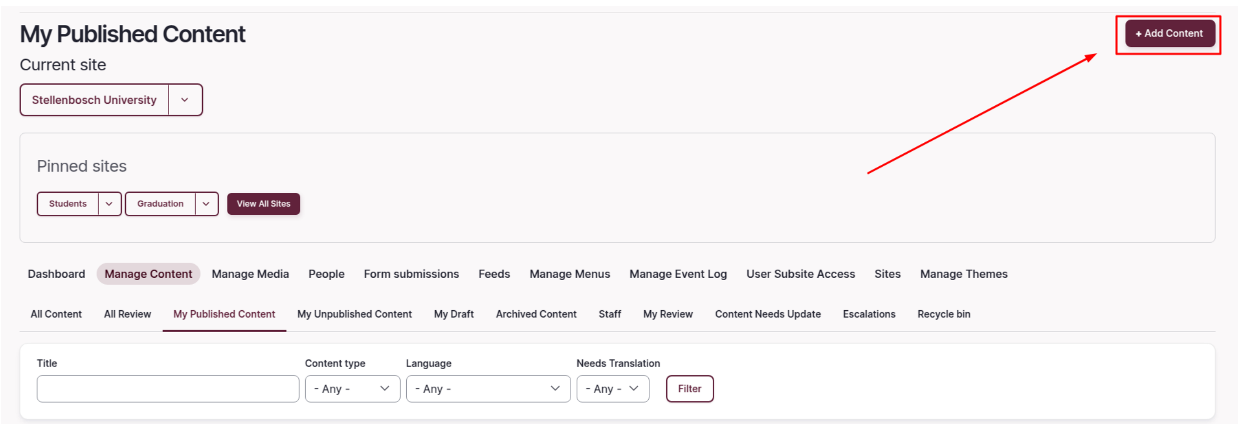
Adding a page

1 To add a **page** you must first navigate to your '**Dashboard**" by clicking on the '**Dashboard**" menu item.

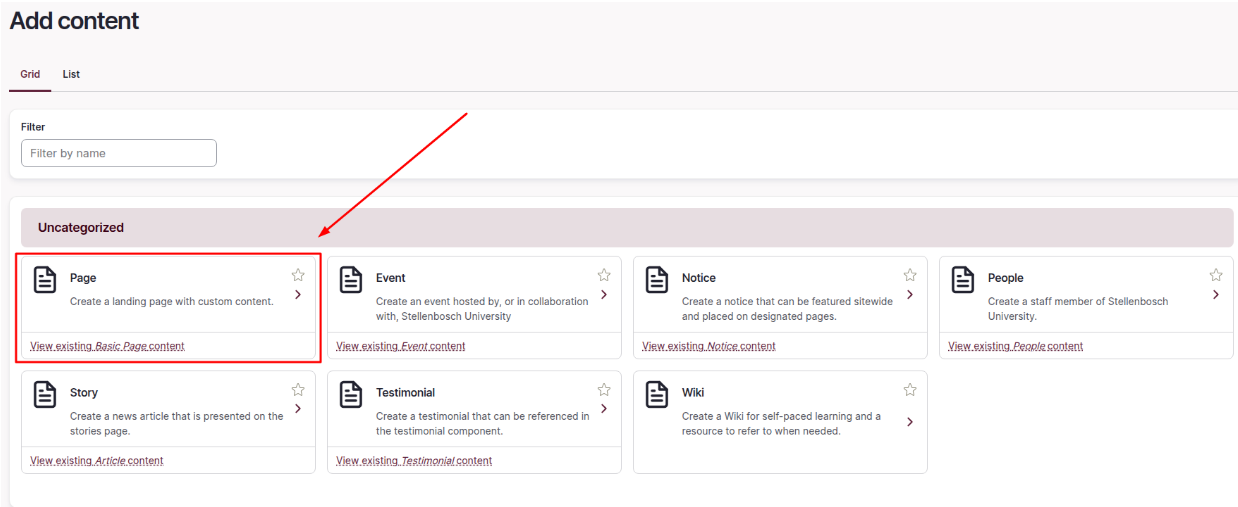
2 Next, click on the '**Manage content**" item to go to your content management dashboard.



3 On your content management dashboard, click on the "**+Add Content**" button in the top righthand corner to go to the "**Add content**" page.

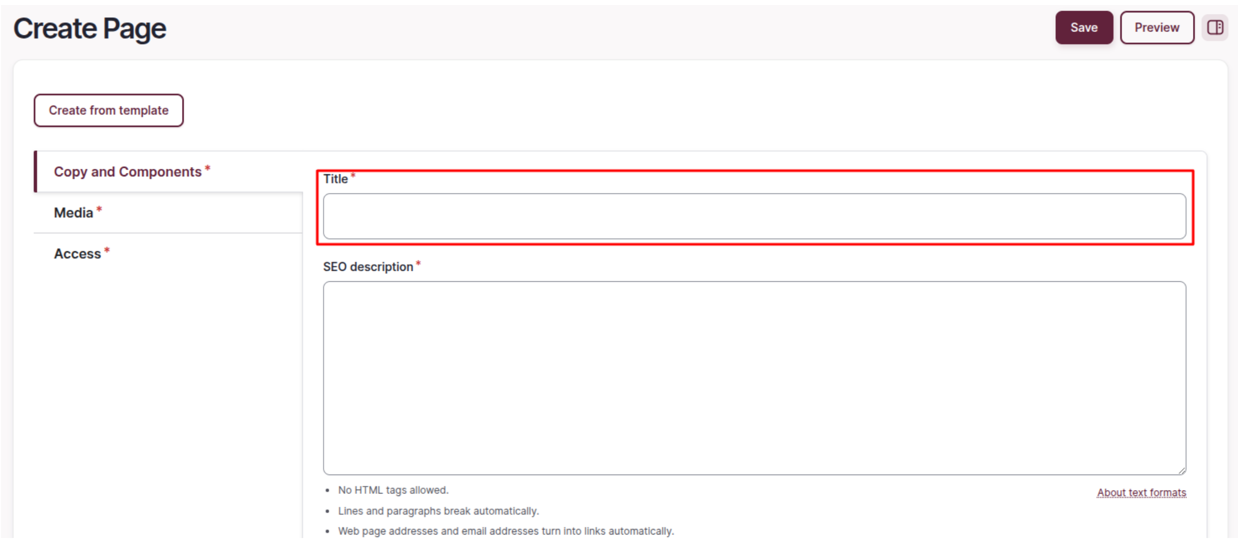


4 Once you are on the "**Add content**" page, click on the "**Page**" option to take you to the page creation page.

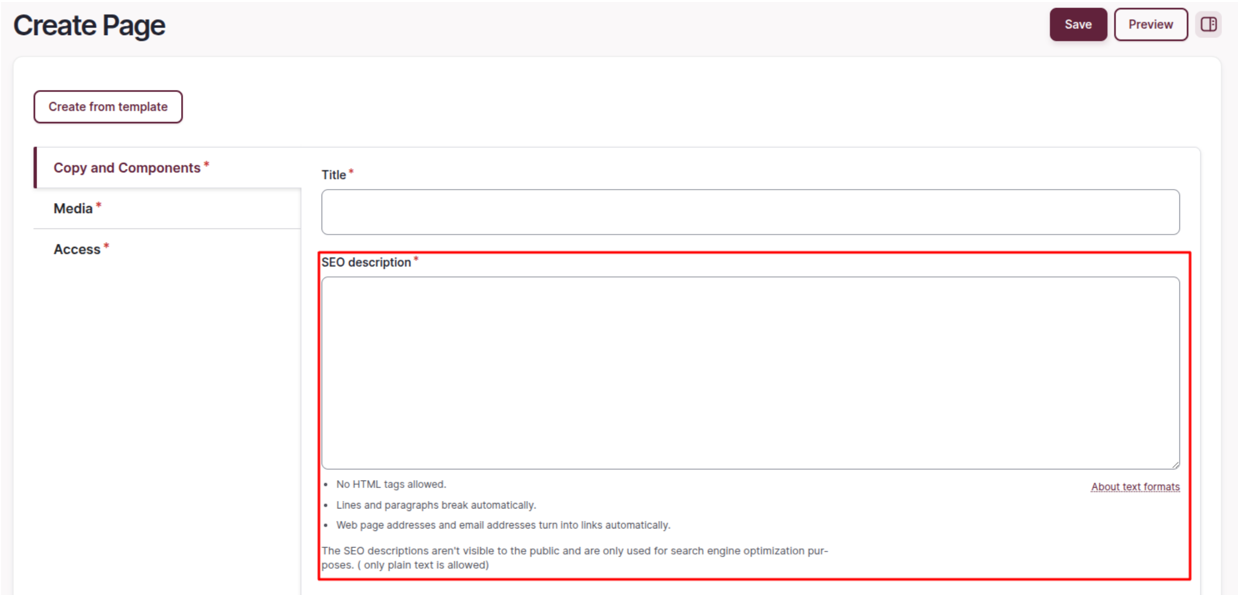


5 Navigate to the **"Copy and Components"** tab on the left-hand side.

6 In the **"Title"** field you will enter the name of your **Page**. Please refer to "[Best practice for menus and URLs]" for information on choosing the right Title.



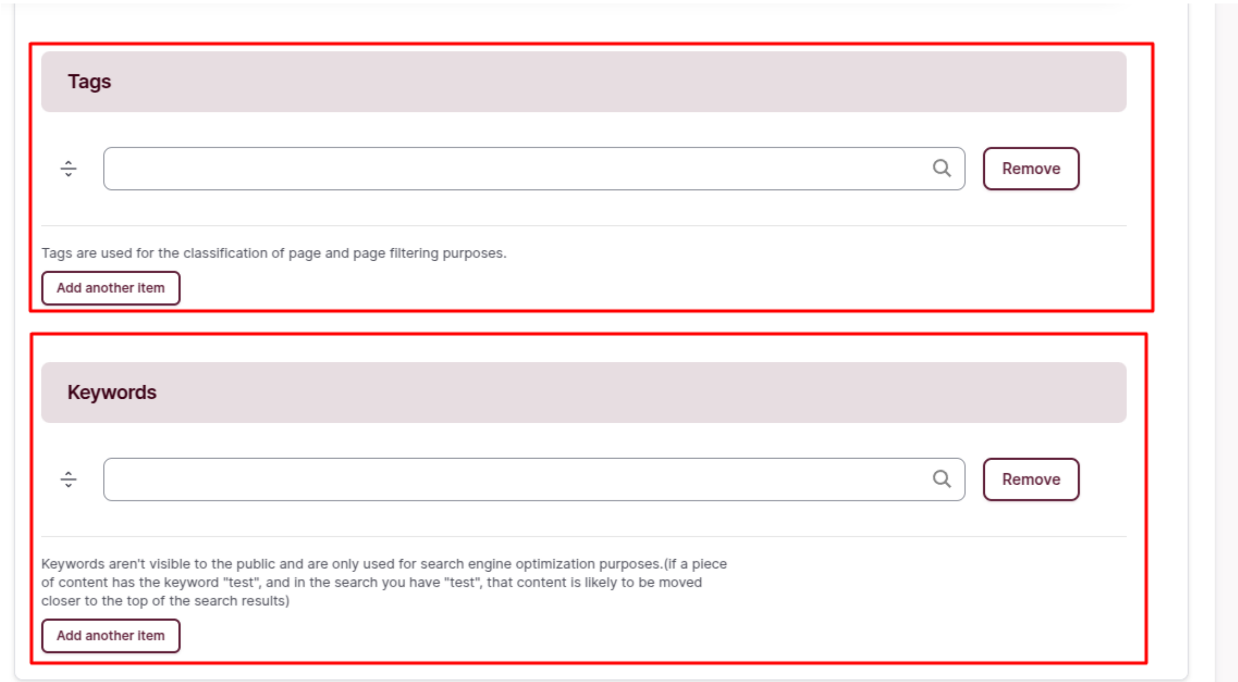
7 The next field is the **"SEO description"**. An SEO description is a concise summary of a webpage's content that helps search engines understand what the page is about. It is displayed in search engine results pages to entice users to click through. See "[Best practice for Search Engine Optimisation (SEO)]" for tips on how to fill in the SEO description.



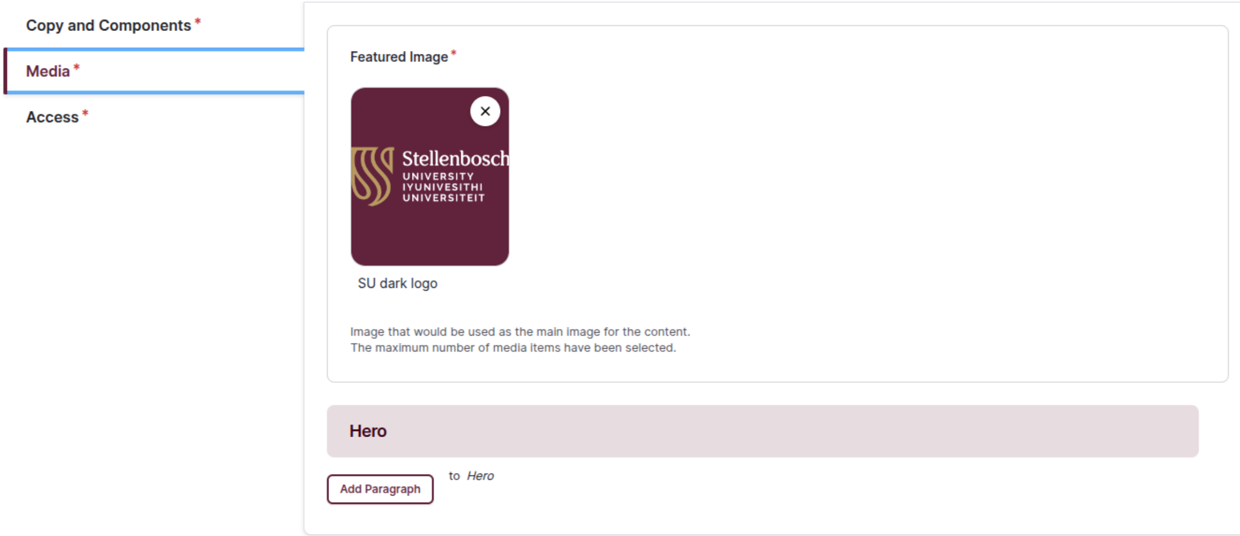
8 The next two fields, **"Tags"** and **"Keywords"**, are search-based fields that allow you to add multiple entries.

Tags: Tags are used for the classification of the page and page filtering purposes. This allows for easier categorisation and sorting.

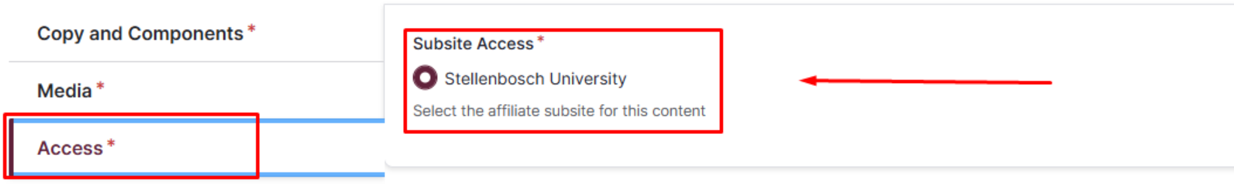
Keywords: Keywords aren't visible to the public and are only used for search engine optimisation purposes. (if a piece of content has the keyword "test", and in the search you have "test", that content is likely to be moved closer to the top of the search results).



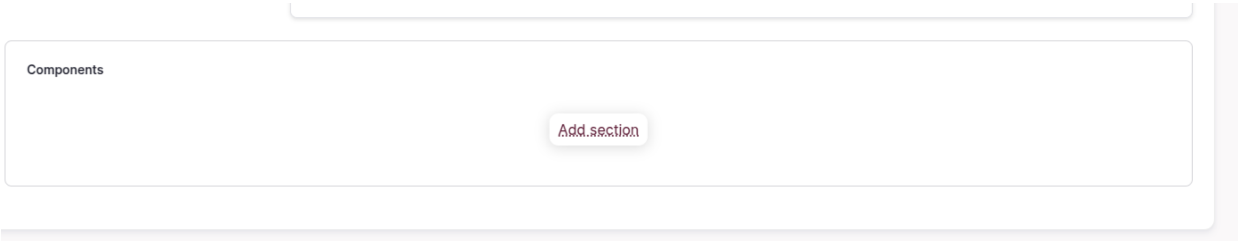
9 Navigate to the **"Media"** tab on the left-hand side. Here you can add a **"Featured Image"** and a **"Hero"** to your Page. The **"Featured Image"** will be the primary image that appears for the **Page** in thumbnails across the site. The **"Hero"** is a banner image that will display across the top of your **Page** in a wide format that's typically used for the header of the page. When setting the hero of the page, you can either choose to select the regular "**Hero**" where you can set an image and a button to redirect users to specific url's or you can choose to set an "**Advanced Hero**", this allows you to add multiple hero items which will rotate as a carousel allowing for multiple hero content. The hero and the featured image both serve separate functions. The size for the Hero image is 2600x600px or a ratio of 4:1.



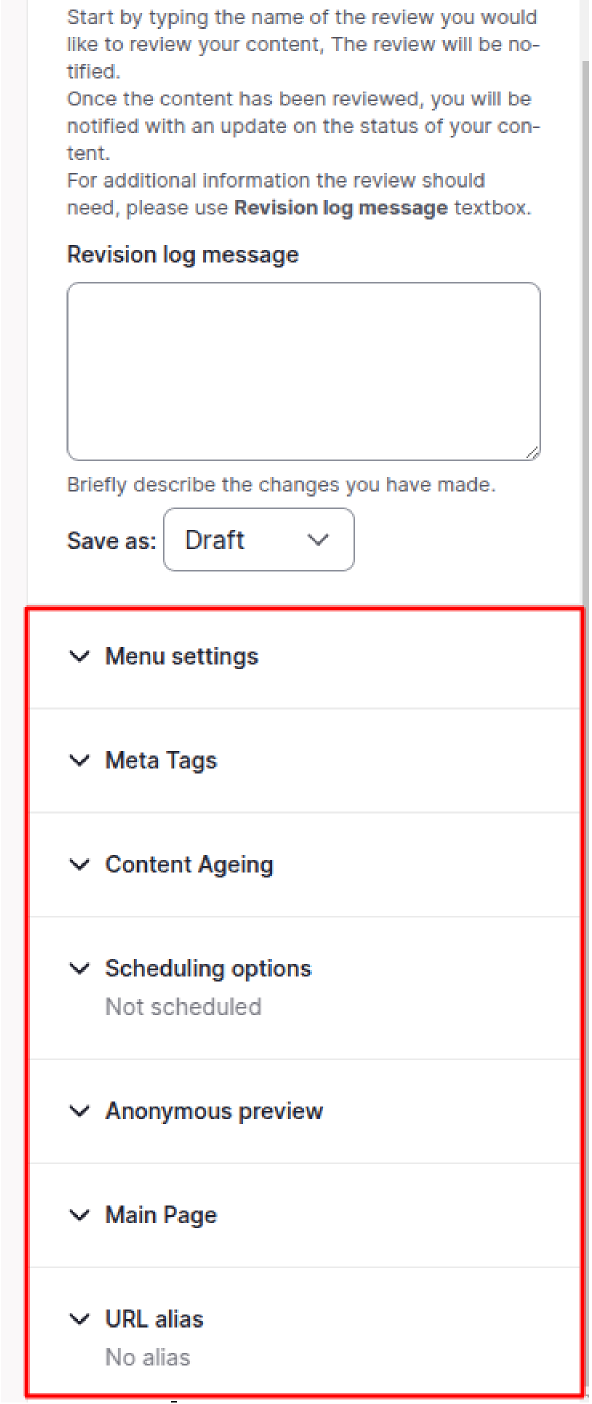
10 Navigate to the **"Access"** tab in the left side menu. You will see the**"Subsite Access**" display, this is not something you are able to change and serves as a visual confirmation field and indicates which subsite the currently edited content belongs to.



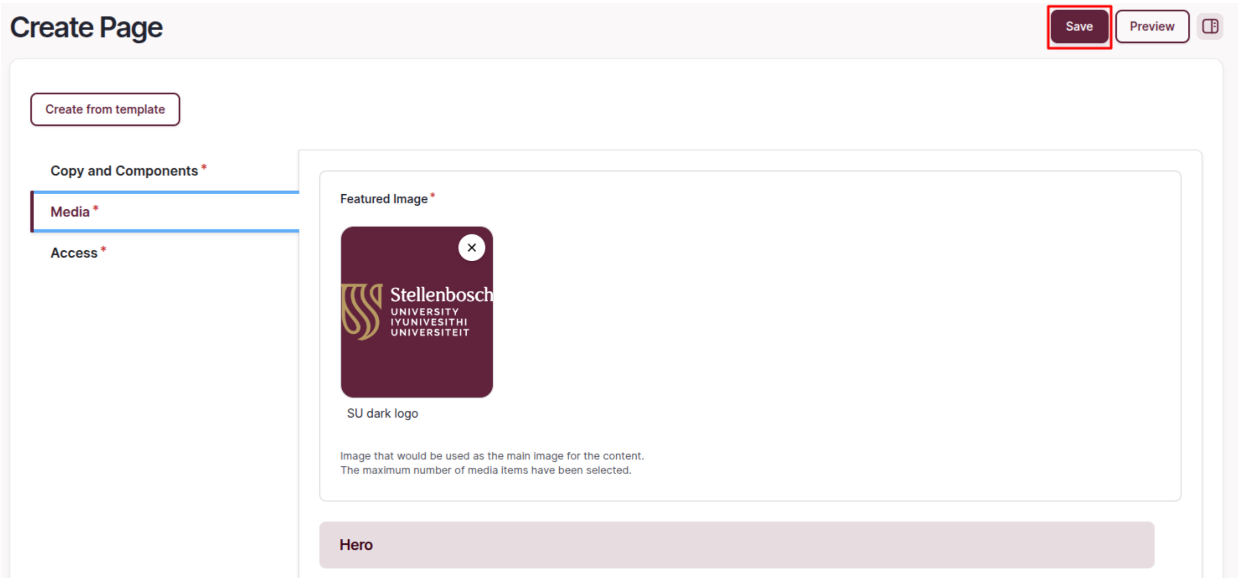
11 The last section is **"Components"**, here you can build your page even further utilising a set of custom built components that give you access to components such as carousels, WYSIWYG's, content cards and more. To learn more about components and how to add them to a page, please follow "Components".



12 If you are happy with all the information you have entered in to the fields, you can navigate to the right side of the content creation page to edit the advanced information. This is where you can set options such as **"Menu settings"** or **"Content ageing"**. Refer to "Understanding the advanced settings content sidebar" for more information.



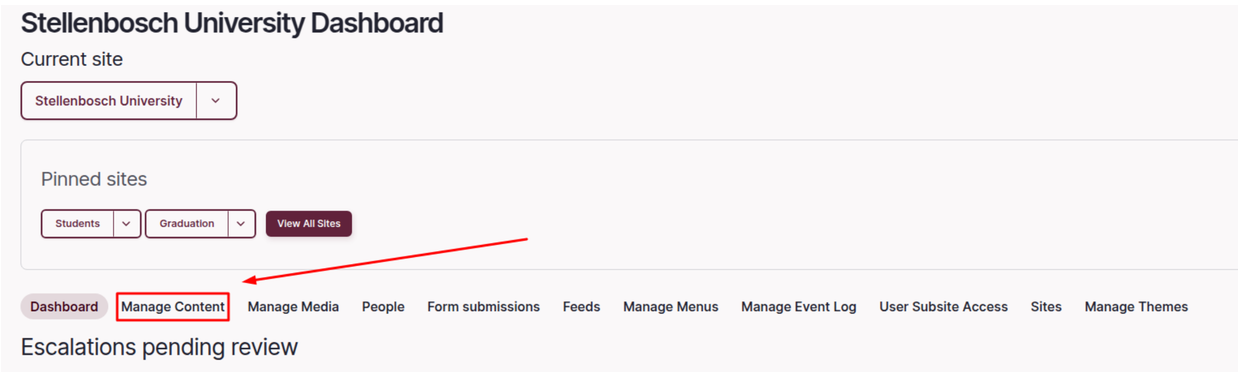
13 After setting all these, you can click the "**Save**" button on the top right to create the **"Page"**. Please reference "Publishing content" to understand how the page should be saved.



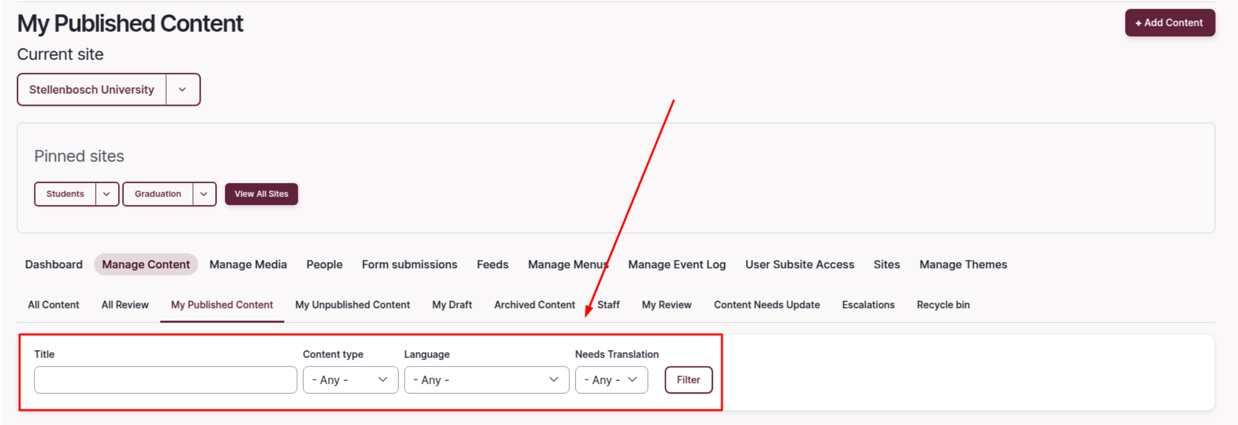
Editing a page

1 To edit a **page** you must first navigate to your "**Dashboard**" by clicking on the "**Dashboard**" menu item.

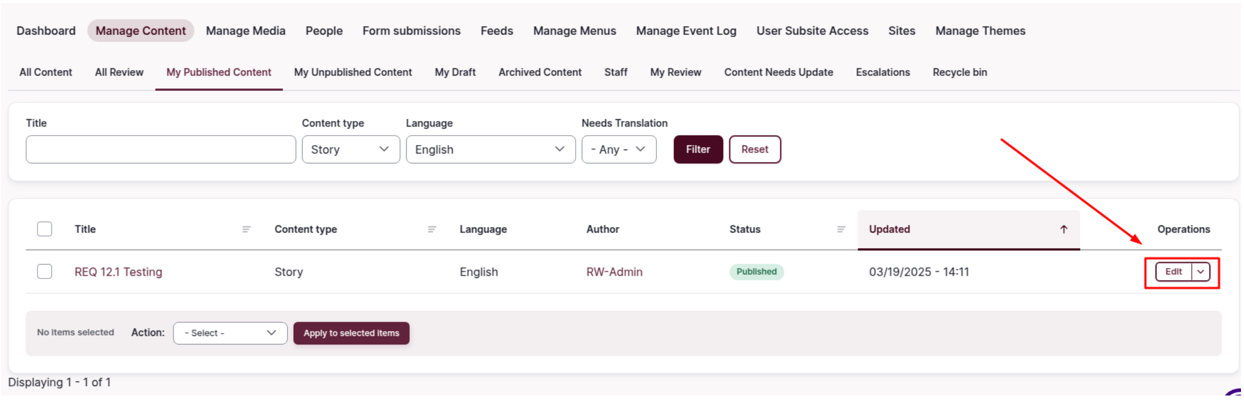
2 Next, click on the "**Manage content**" item to go to your content management dashboard.



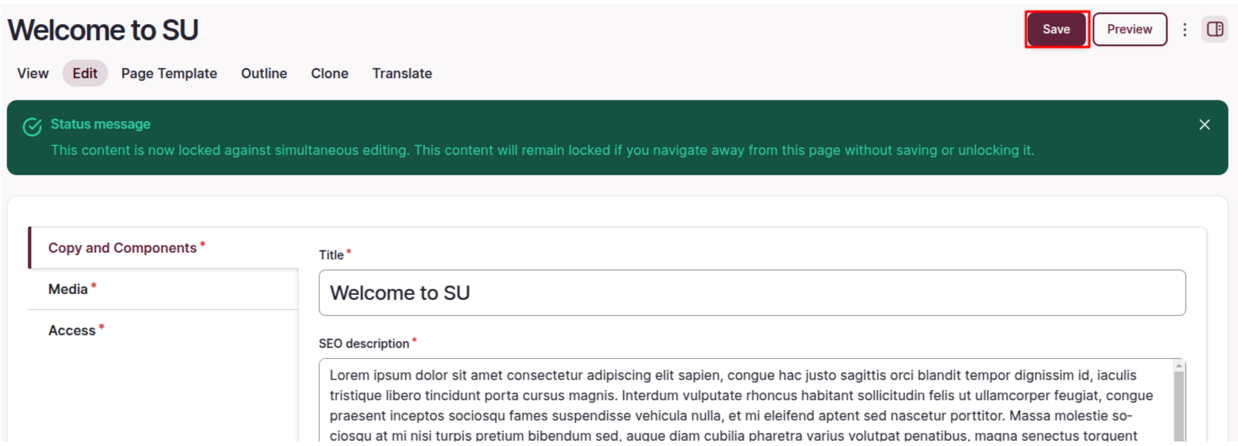
3 Once greeted by the **content management dashboard**, you can filter by using the search text field to search for a page by the **Title**. Alternatively, you can narrow down the options even more by selecting the "**Content type**" and setting it to page and the "**Language**" of the page content that you would like to edit. To view content of different moderation states, simply click on the relevant menu items related to their moderation state e.g. "**My unpublished content**", "**My Draft**" etc.



4 Locate the page, and click **"Edit"** on the right-hand side. Alternatively, you can open the page directly and select **"Edit"** on the top of the content.



5 Once you have completed all the changes navigate to the **"Save"** button to save your page.



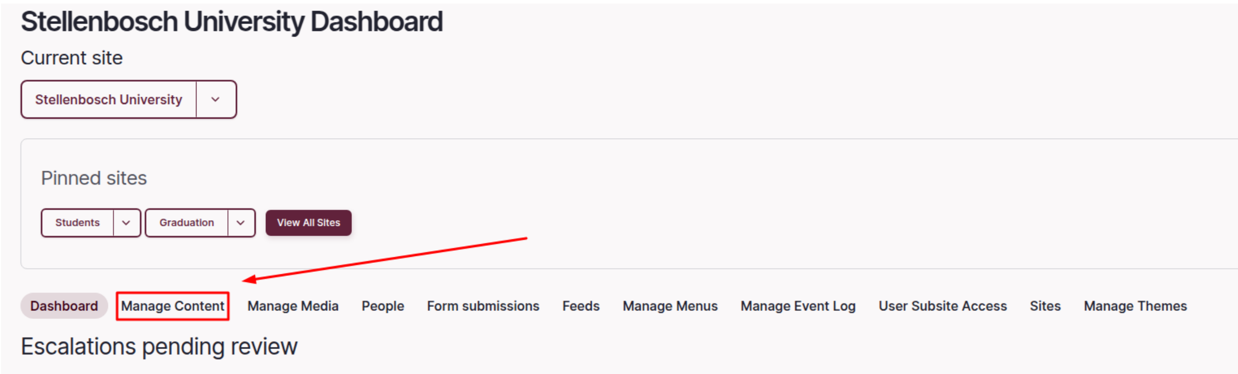
Adding Pages using templates

Last updated July 2, 2025

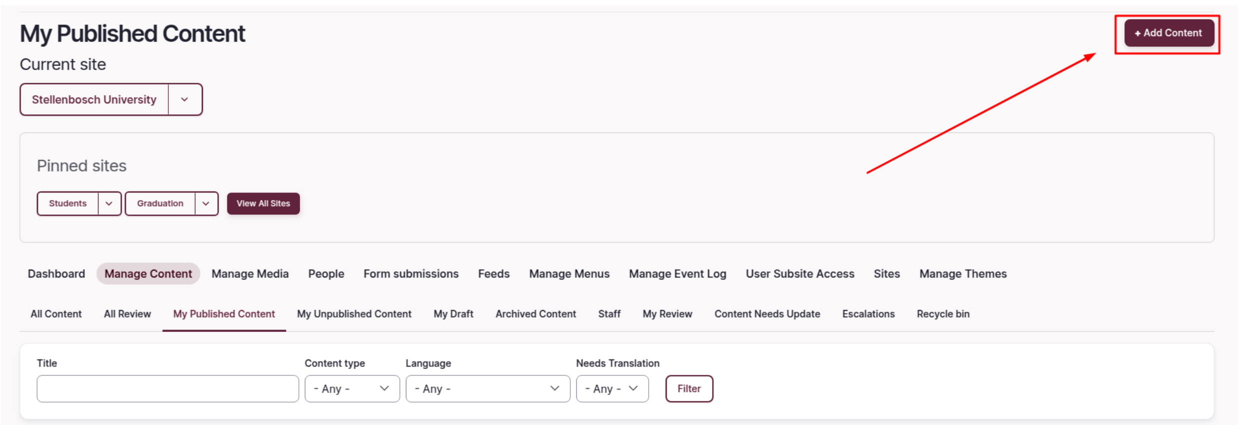
Content Management

1 To add a **page** using templates you must first navigate to your '**Dashboard**" by clicking on the '**Dashboard**" menu item.

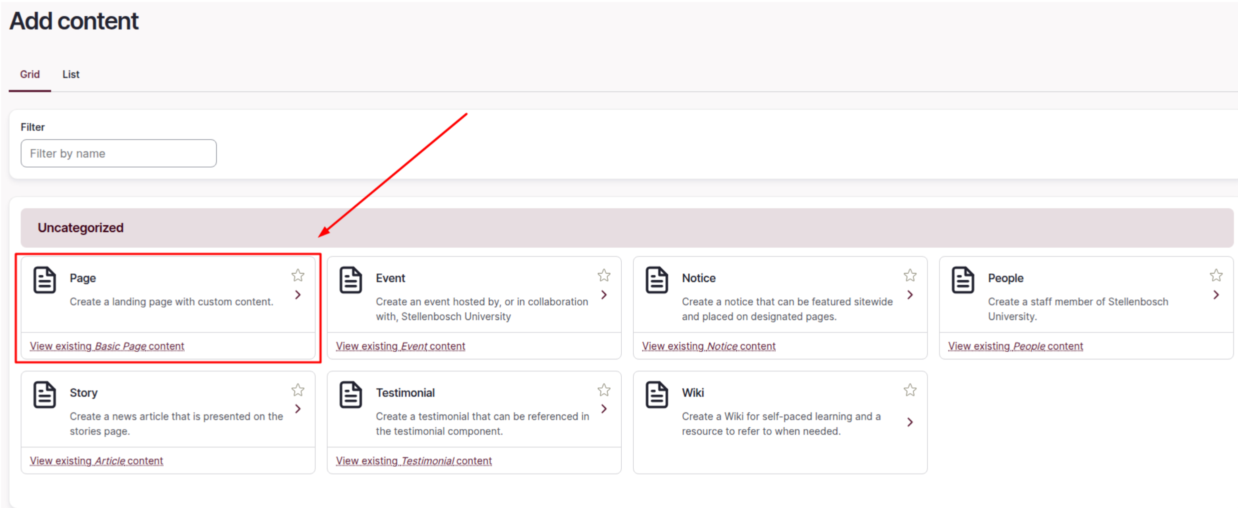
2 Next, click on the '**Manage content**" item to go to your content management dashboard.



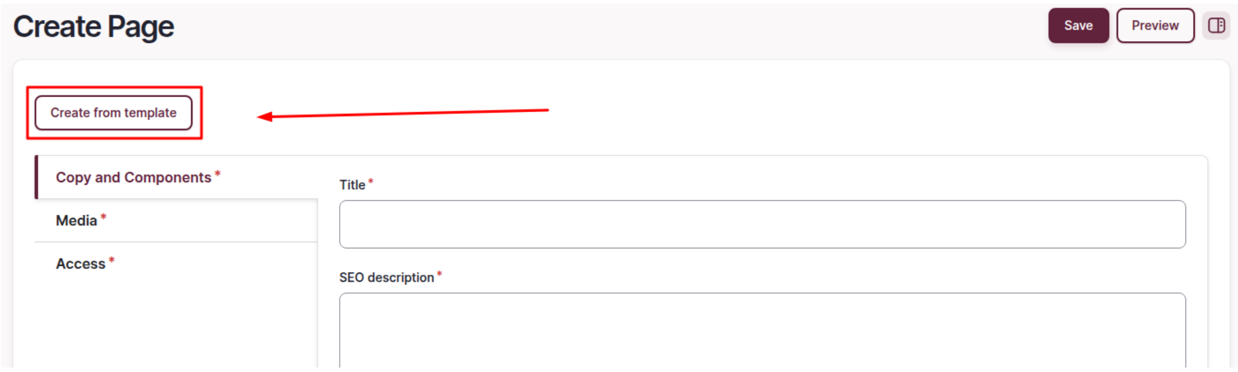
3 On your content management dashboard, click on the "+**Add Content**" button in the top righthand corner to go to the "**Add content**" page.



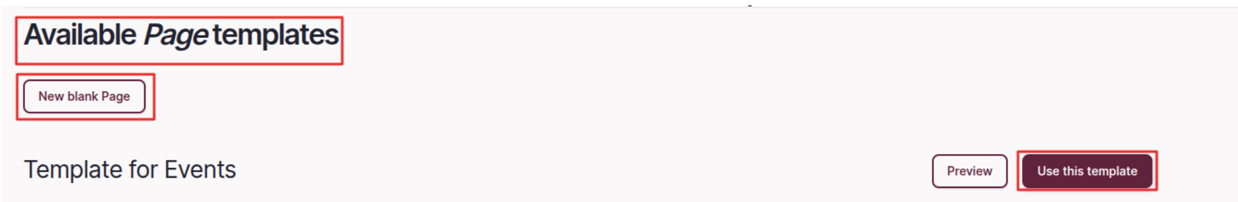
4 Once you are on the "**Add content**" page, click on the "**Page**" option to take you to the page creation page.



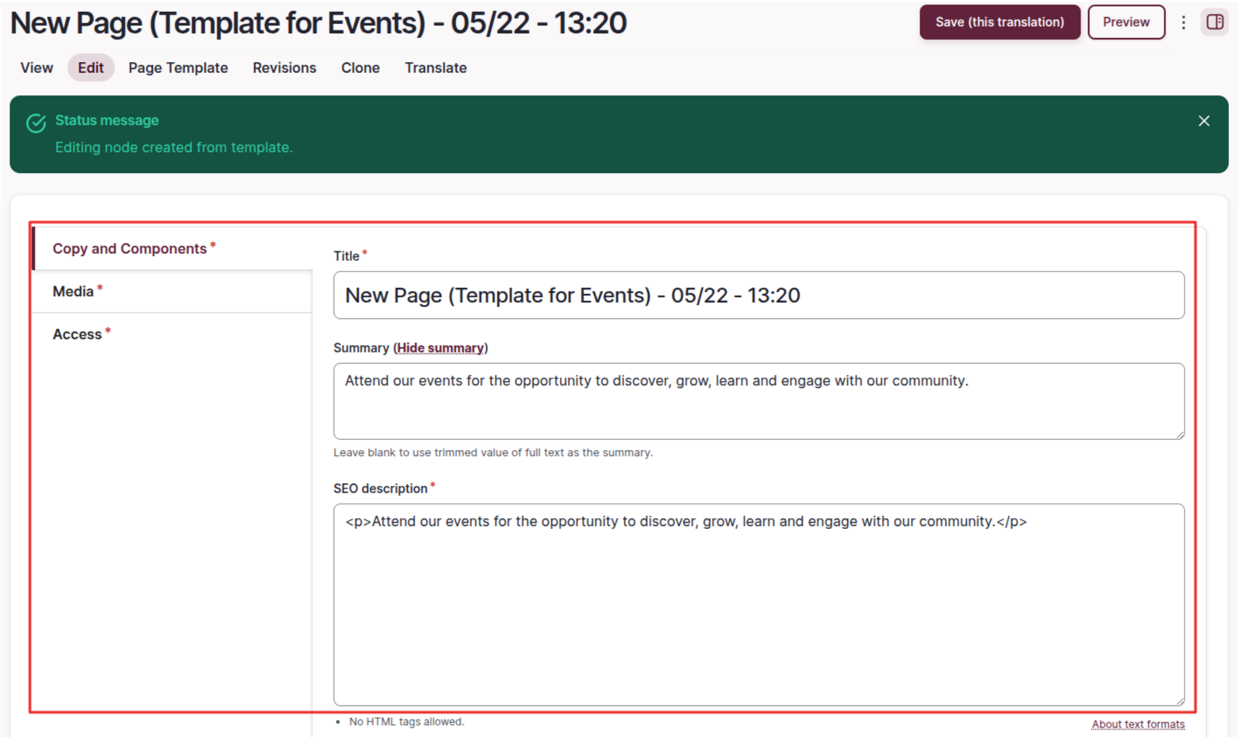
5 Once you are on the Page creation page, click on the "**Create from template**" button in the top left.



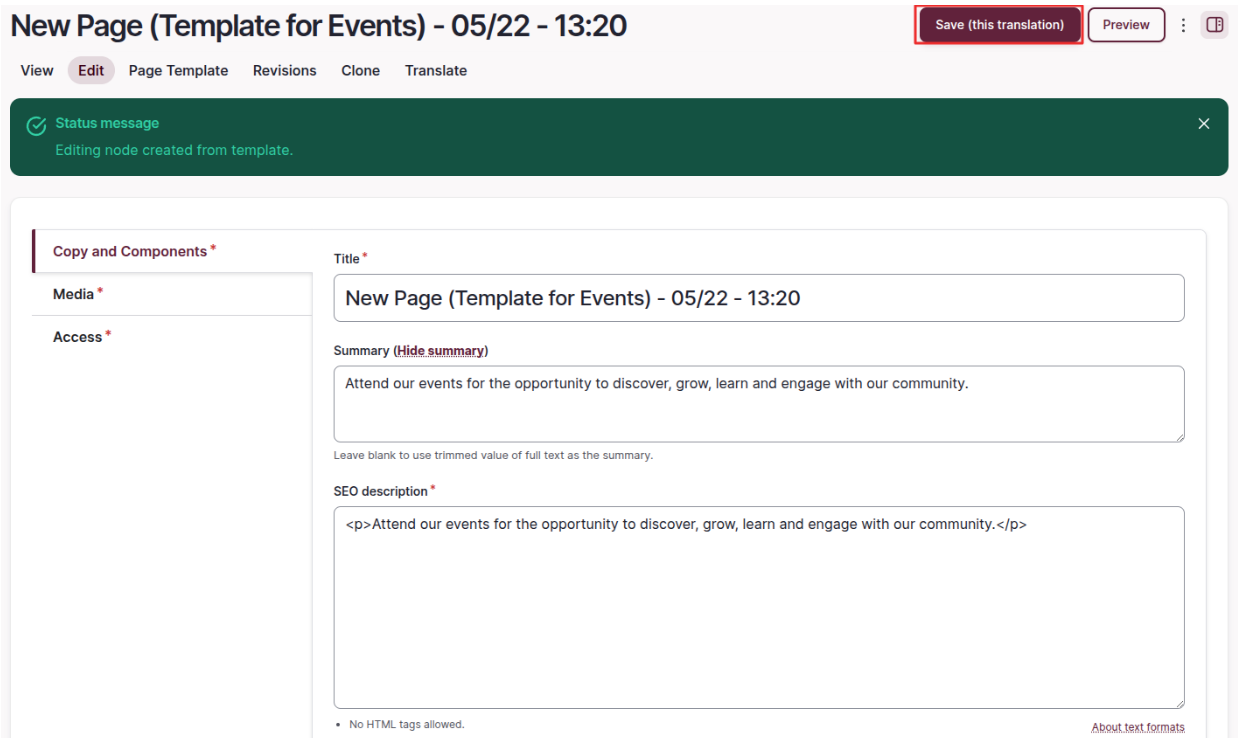
6 You will be loaded into the "**Available (content) templates**". Here you can either select "**New blank (content)**" or select a template by choosing one, which is what we want to do here, by selecting "**Use this template**" to use that specific template.



7 After selecting a template, you will be loaded into a form to create the **Content.** Since we are using a template, there will already be some previously populated content. To learn more about adding and editing content, please follow "[Adding and editing a page]" for Page content.



8 After making the changes and additions that you would like to the**Content**, click **Save** on the top right to create the **content** from the template.



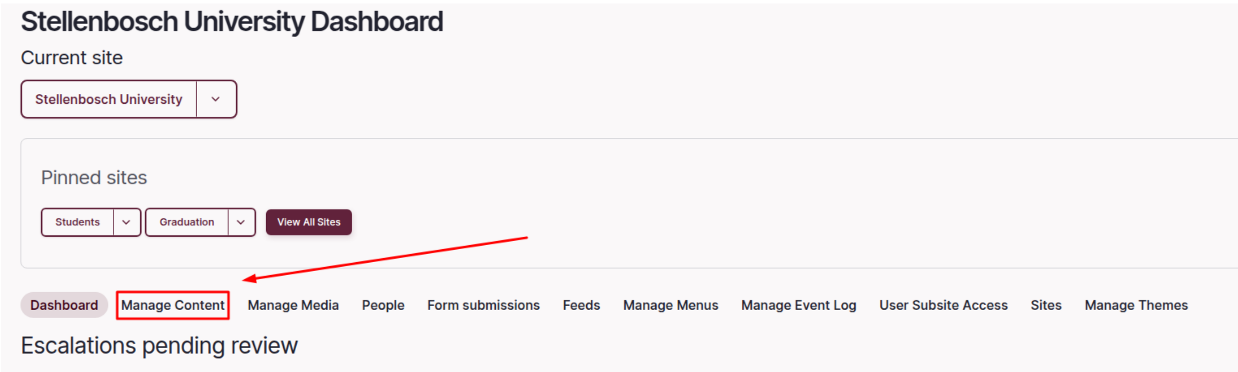
Adding Stories landing pages using templates

Last updated July 8, 2025

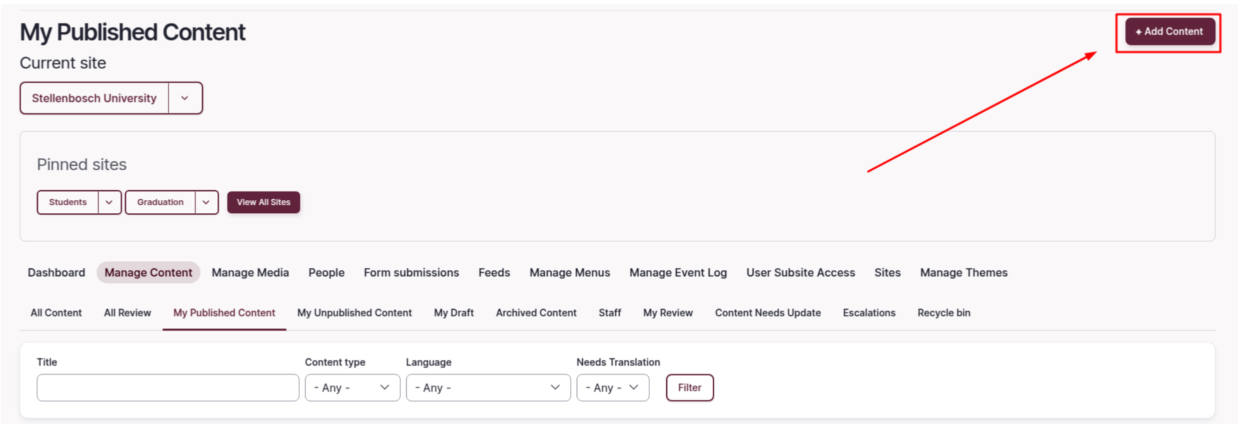
Content Management

1 To add a **Stories landing page** using templates you must first navigate to your '**Dashboard**" by clicking on the "**Dashboard**" menu item.

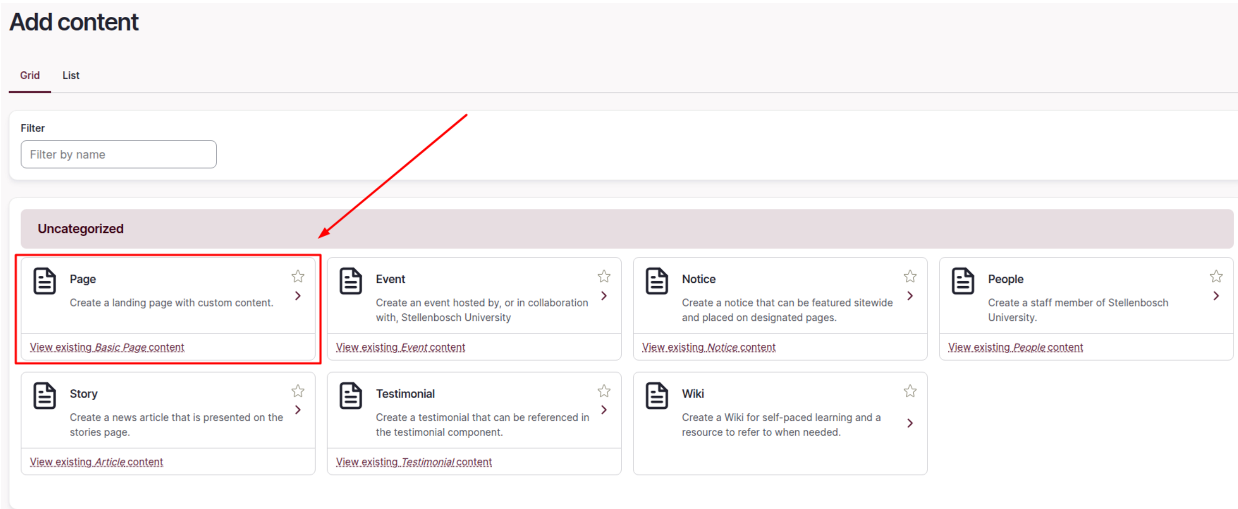
2 Next, click on the '**Manage content**" item to go to your content management dashboard.



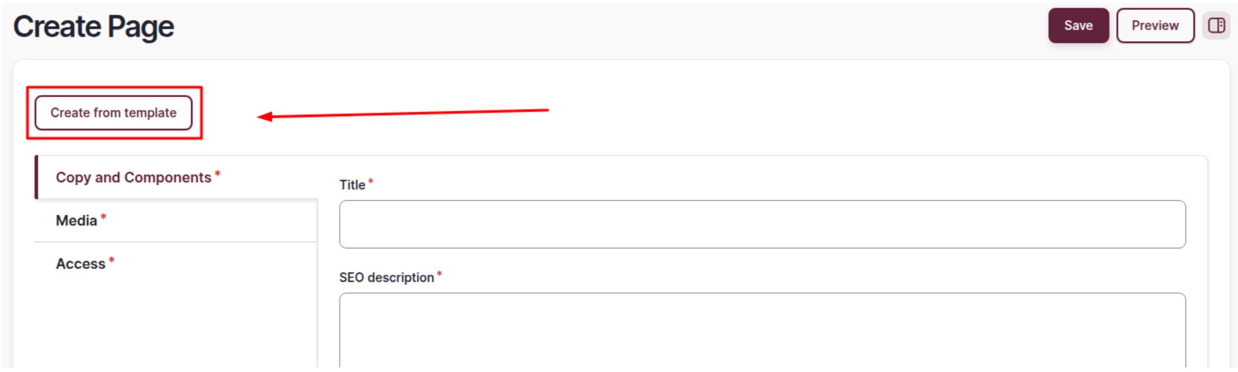
3 On your content management dashboard, click on the "+**Add Content**" button in the top right-hand corner to go to the "**Add content**" page.



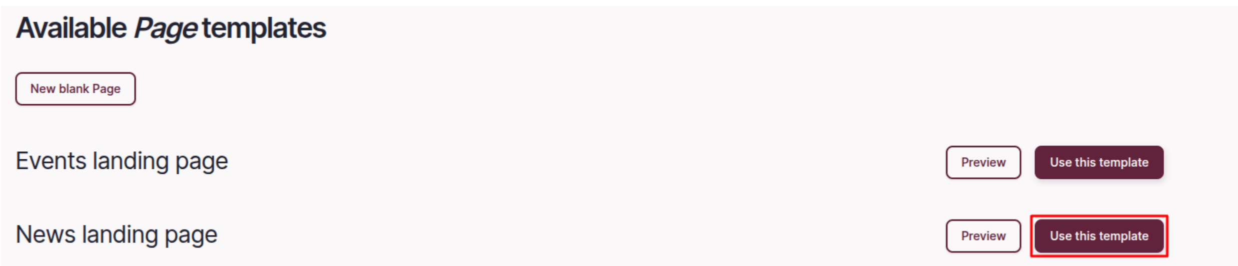
4 Once you are on the "**Add content**" page, click on the "**Page**" option to take you to the page creation page.



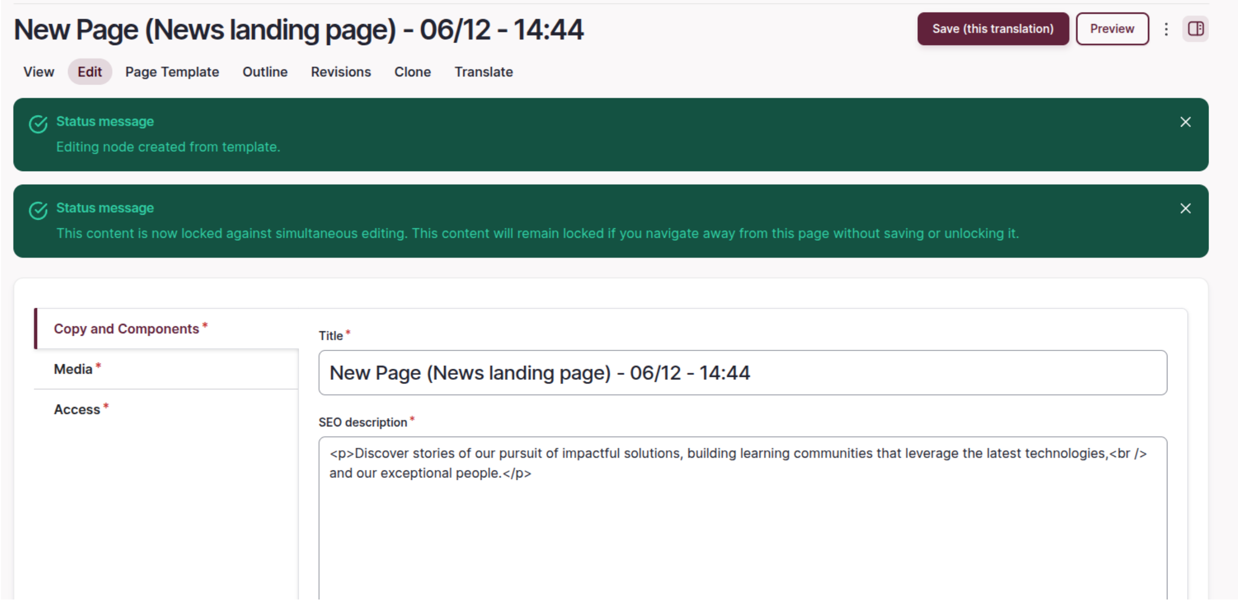
5 Once you are on the Page creation page, click on the "**Create from template**" button in the top left.



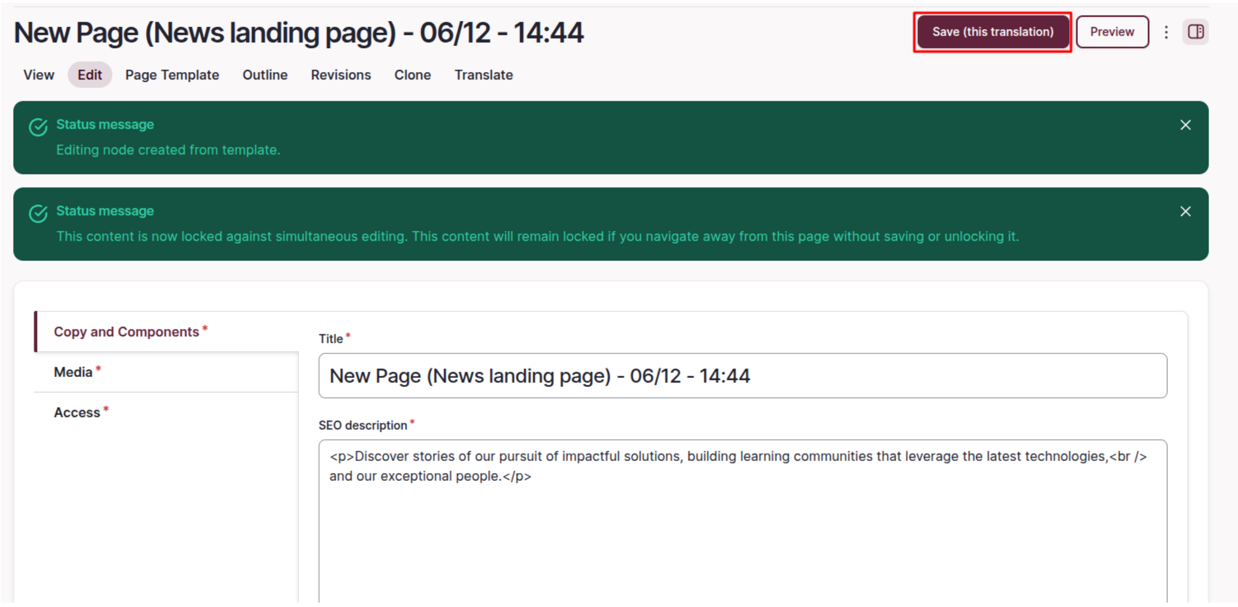
6 You will be loaded into the "**Available (content) templates**". Here you can select "**Use this template**" for the "**News landing page**" template to use that specific template.



7 After selecting a template, you will be loaded into a form to create the **Content.** Since we are using a template, there will already be some previously populated content. In the "**Copy and Components**" tab start filling out the fields. In the "**Title**" field, you will enter the name of your **Story page**. You can simply call the page 'Stories' or be more descriptive, e.g. 'Engineering Stories'.



8 After making the changes and additions that you would like to the**Content**, click **Save** on the top right to create the **page** from the template.



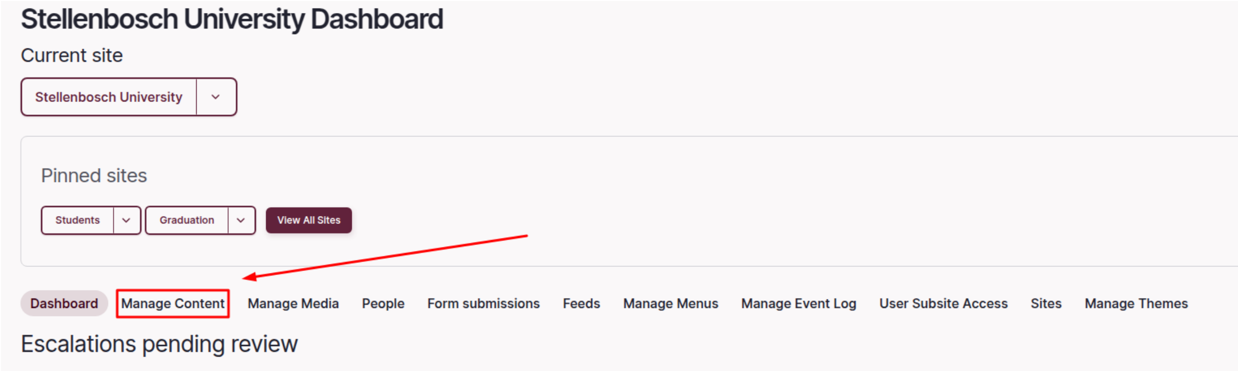
Adding Event Landing Pages using templates

Last updated July 8, 2025

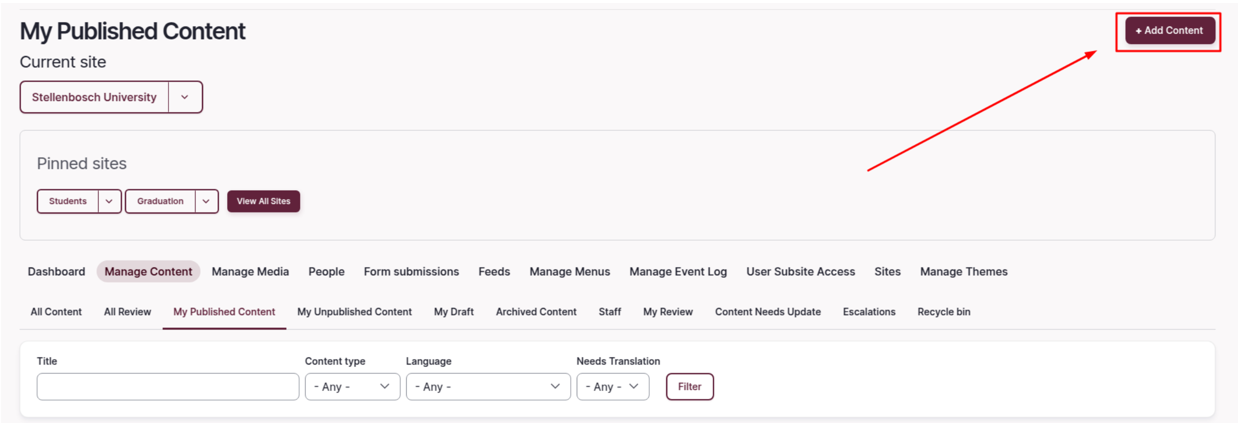
Content Management

1 To add an **event landing page** using templates you must first navigate to your '**Dashboard**" by clicking on the "**Dashboard**" menu item.

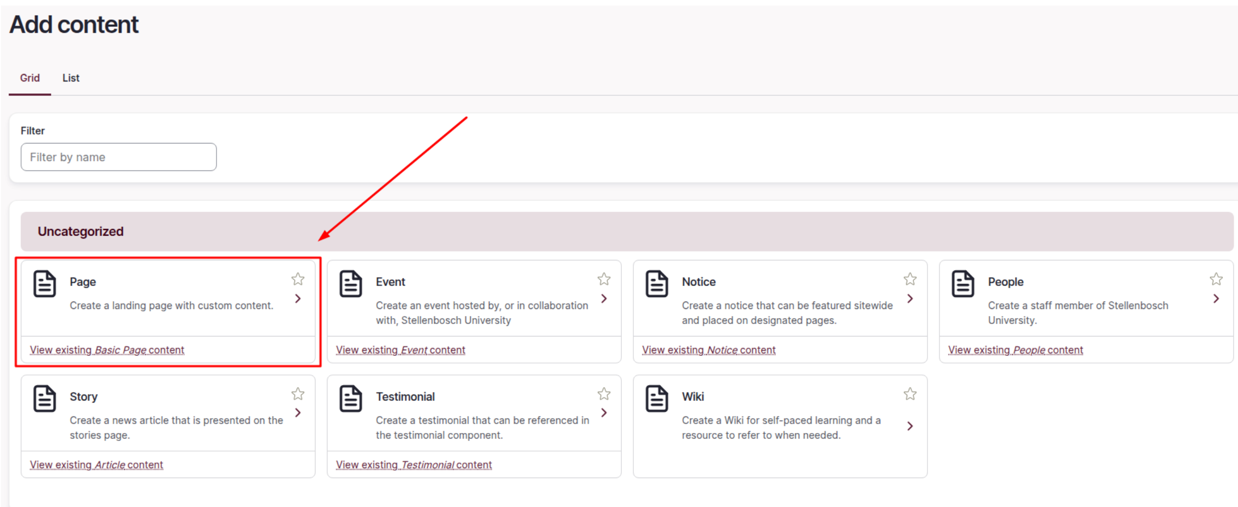
2 Next, click on the "**Manage content**" item to go to your content management dashboard.



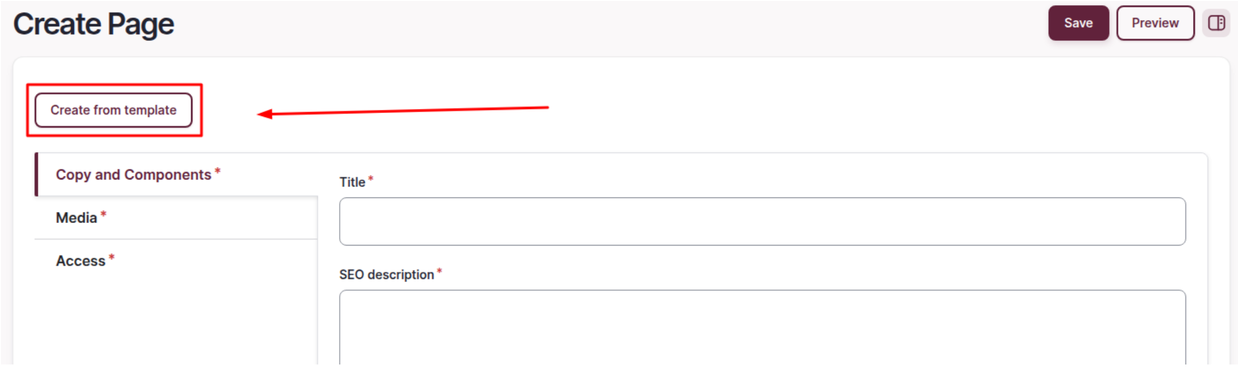
3 On your content management dashboard, click on the "+**Add Content**" button in the top righthand corner to go to the "**Add content**" page.



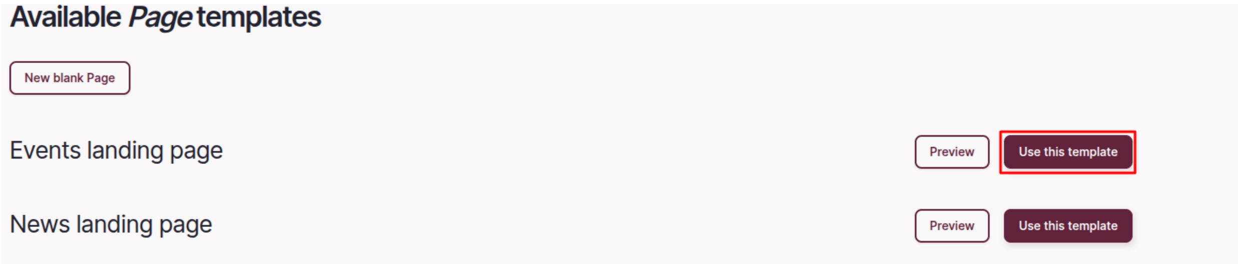
4 Once you are on the "**Add content**" page, click on the "**Page**" option to take you to the page creation page.



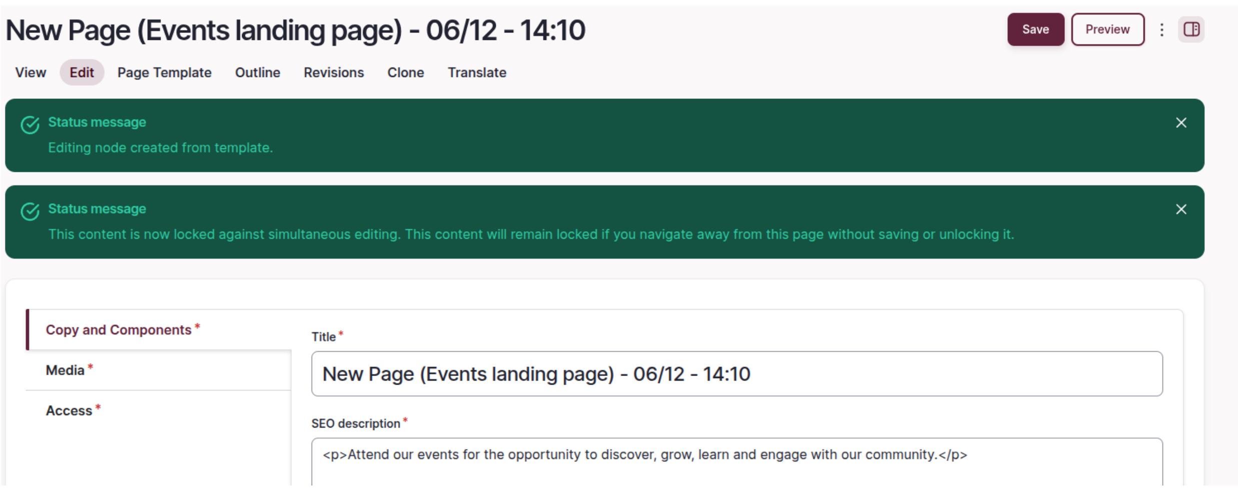
5 Once you are on the Page creation page, click on the "**Create from template**" button in the top left.



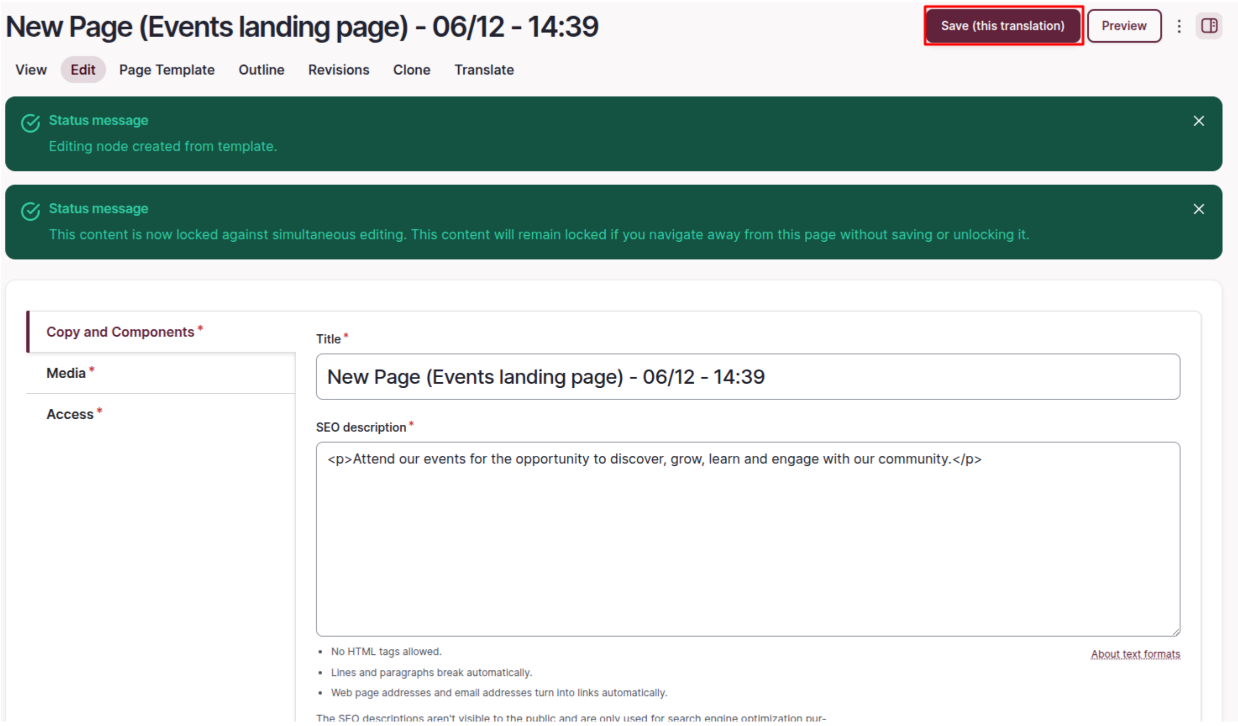
6 You will be loaded into the "**Available (content) templates**". Here you can select "**Use this template**" for the "**Events landing page**" template to use that specific template.



7 After selecting a template, you will be loaded into a form to create the**Content.** Since we are using a template, there will already be some previously populated content. In the "**Copy and Components**" tab start filling out the fields. In the "**Title**" field, you will enter the name of your**Events page**. You can simply call the page 'Events' or be more descriptive, e.g. 'Engineering Events'.



8 After making the changes and additions that you would like to the**Content**, click **Save** on the top right to create the **content** from the template.



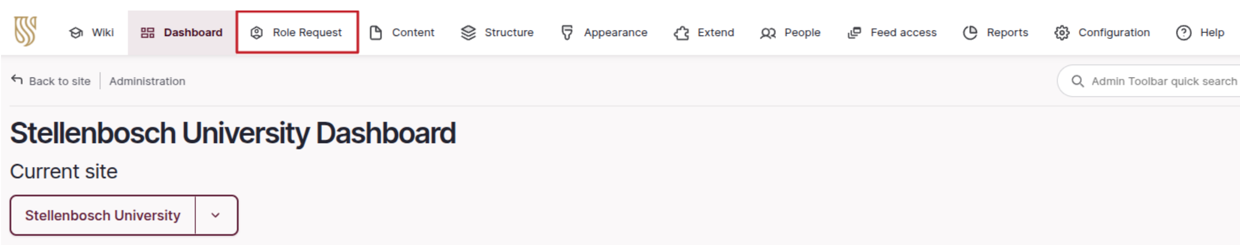
Granting subsite permission

Last updated June 30, 2025

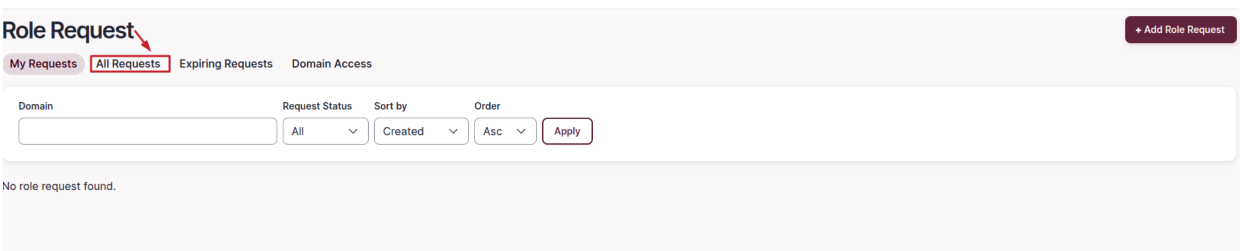
Subsite Access

When a user completes a Role Request, the Site Owner will receive an email for the request with a link to review the role request. Site Owners can also review role requests via **"Role Request"** in the admin menu.

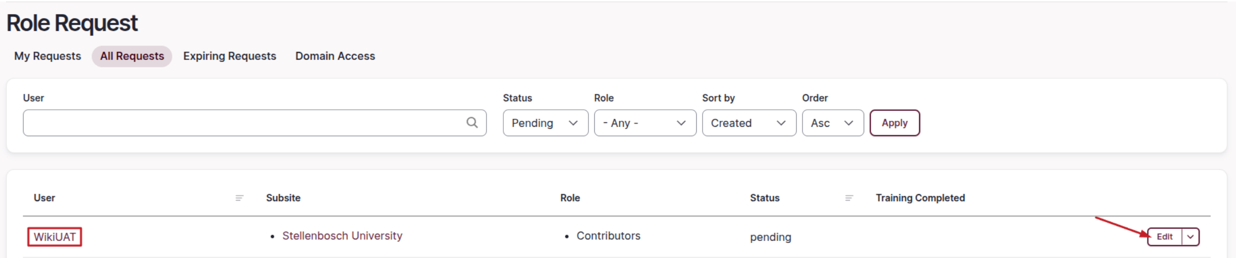
1 To grant "**Subsite Permission"** to a user, navigate to '**Role Request"** in the admin menu and click it.



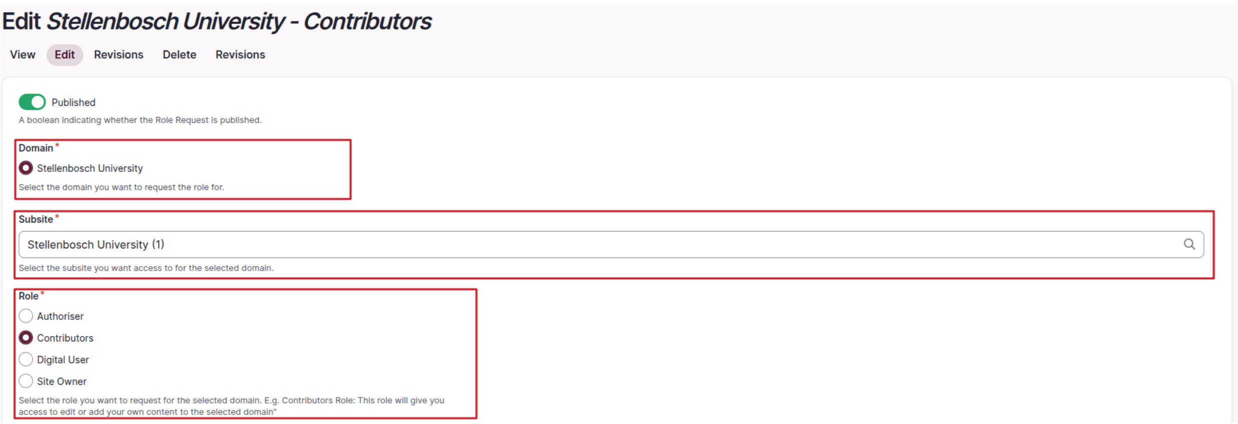
2 You will now be loaded into the**Role Request dashboard**. To grant a user subsite permission, navigate to the "**All Requests**" dashboard by clicking the "**All Requests**" item.



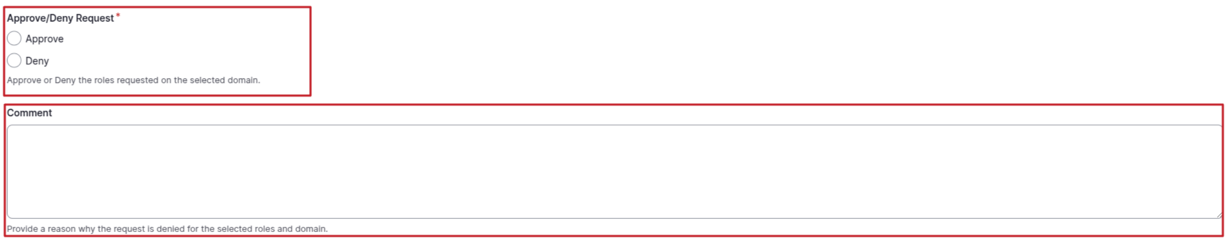
3 On this dashboard you will see the list of users who have submitted requests to gain access/ permissions. Locate the user you would like to give access to and select the "Edit" button to review their request.



4 You will load into the form submitted by the user so that you may review the request. You will see the "**Domain**" and "**Subsite**" that the user requested the role for and the "**Role**" that the user is requesting. Make sure that the user has requested a role on the correct Subsite and that they have selected an appropriate role. Refer to [Understanding the roles]() to check the permissions associated with each role.



5 After reviewing the request, you can choose to "**Approve**" or "**Deny**" the request. There is a text-field named "**Comment**" so that you can add a reason as to why you have denied a role request as a message to the user. If the user has requested the wrong subsite or role, tell them in the comments which subsite or role to select.



6 Following underneath of those fields is the user's username in the "**Authored by**" field. As well as a toggle button named "**Training Completed**". If the toggle is set to **grey**, that means they have not yet completed training for the role they requested. If the toggle is **green**, that means the user has completed the training for their role. Even if a Site Owner approves a role request, the user will not be able to work on the subsite until they have completed training.

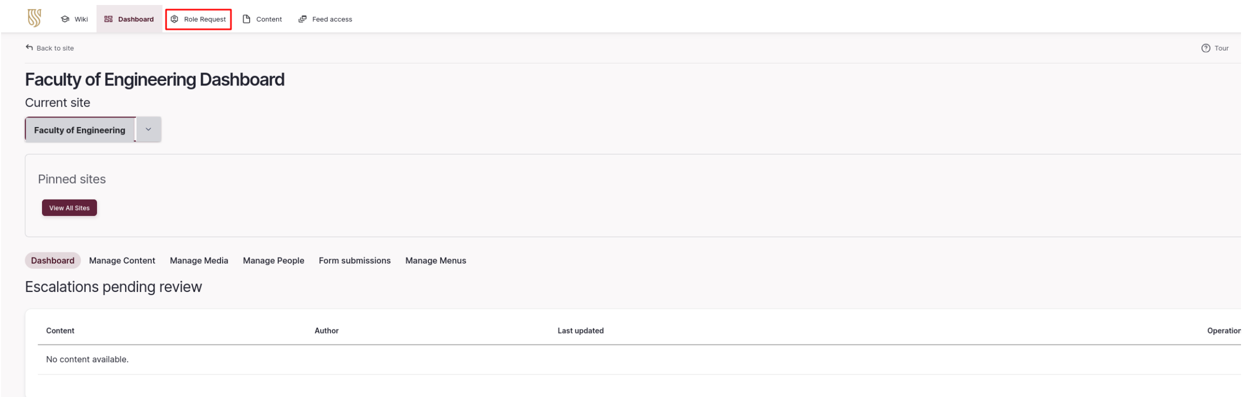
7 Finally, select "**Save**" to apply the changes or '**Delete**" to remove the role request completely.

Removing subsite permission

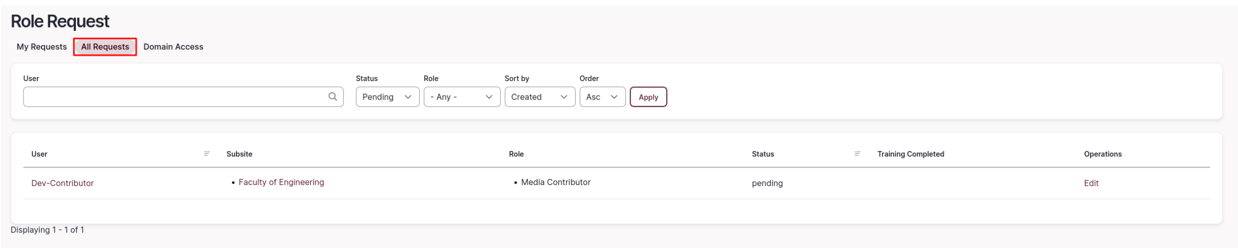
Last updated August 13, 2025

Subsite Access

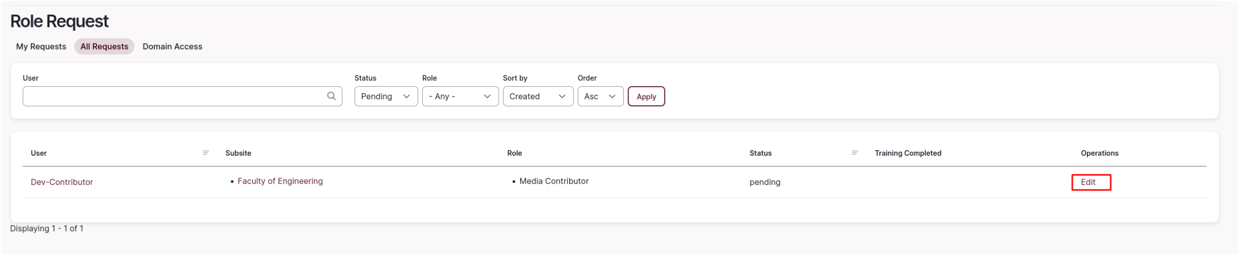
1 To remove '**Subsite Permission**' of a user, navigate to the **Role Request**' dashboard by clicking on the "**Role Request**" item on the **Dashboard**. It is not necessary to remove a user's subsite permission when they resign, since their access to SU systems will automatically be revoked. If a user moves to a different department however, it would be necessary to revoke their subsite permission.



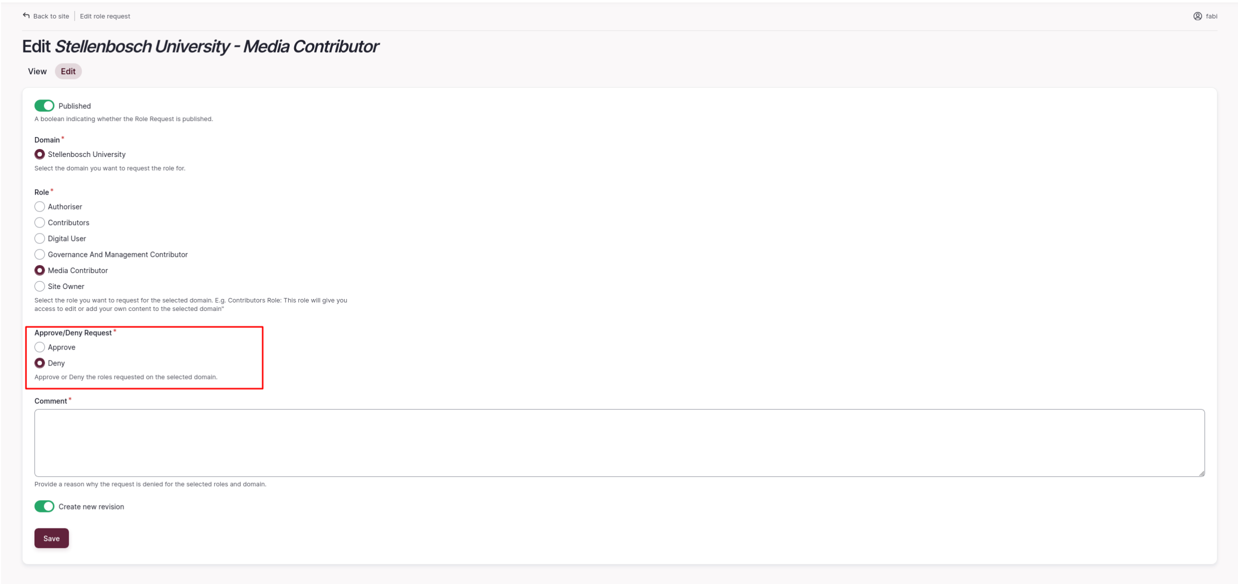
2 After you have navigated to the '**Role Request**' menu item, you will be greeted by the **Role Request** dashboard. Here you will be able to see **Your Request, All Requests**, and **Domain Access.** To remove subsite access for a user, click on the **All Requests** tab.



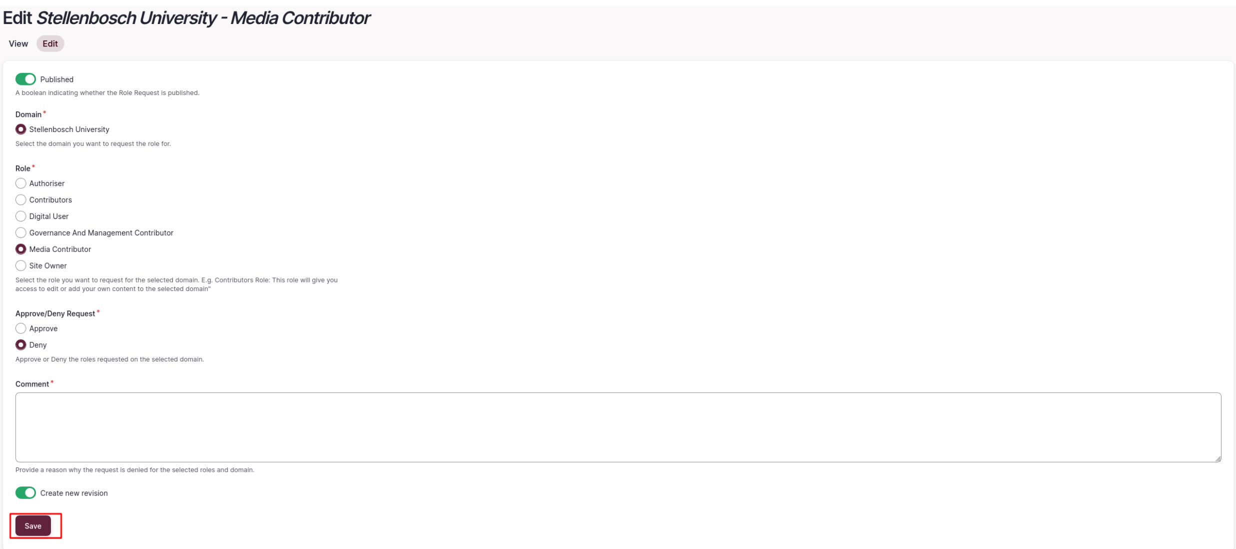
3 To **remove a user's Subsite access**, navigate to the user you wish to remove requested access for. This user can be found by either filtering on username. Once the desired user has been located, click on the **edit** button under the **operations** column



4 Once you click on '**Edit**', you will be greeted by the user edit form. Navigate to **Approve/Deny Request**' located near the bottom of the user edit form, and select '**Deny**'. This option will reject the user's role request on save.



5 Once happy with the updates made, click the '**Save**' button on the bottom left to save your changes..



Content management

Last updated February 5, 2026

Content Index

This section explains how to manage content on the website

Overview

Working with content

Content escalation

Understanding the dashboard

Last updated July 16, 2025

Content Overview

The dashboard provides an overview of various aspects of the site, allowing users to manage content, media, users, forms, feeds, menus, logs, and more. Below is a structured breakdown of the dashboard menu items and their functionalities.

Accessing the Dashboard

To access the dashboard, navigate to the top menu and locate the**Dashboard** option. Click on **Dashboard** to open and view your dashboard.

Dashboard Overview

The dashboard contains multiple sections, including:
- **Current Site** - This will be the subsite you are currently on.
- **Pinned Sites** - This will be all the subsites that you can access and have manually pinned for ease of access.

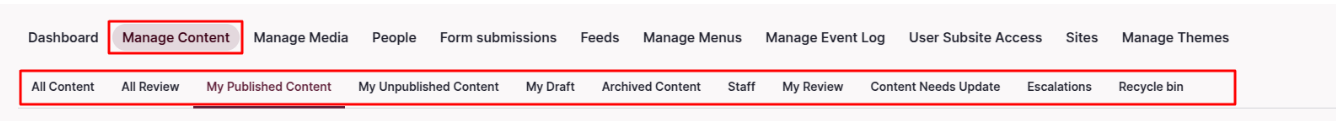
Under the Dashboard menu item, the following options are available:
- **Escalations Pending Review** - This will be content escalated from other subsites to share and be viewed on the

current subsite. This content still needs to be reviewed before being viewable on the current subsite.
- **My Draft** - Content created by the current user that is still in draft state.
- **My Published Content** - Content created by the current user that is currently published.
- **My Unpublished Content** - Content created by the current
- **Content Needs Review** - This will be content created by users on the subsite that need to be reviewed before being published.
- **My Review** - this is content created by the current user that need to be reviewed before being published.
- **Latest Content** - This will display all the latest content created on the subsite by all users.
- **Dashboard: Webform** - This is a dashboard to give a summary of all submissions for webforms on the subsite.

Manage Content

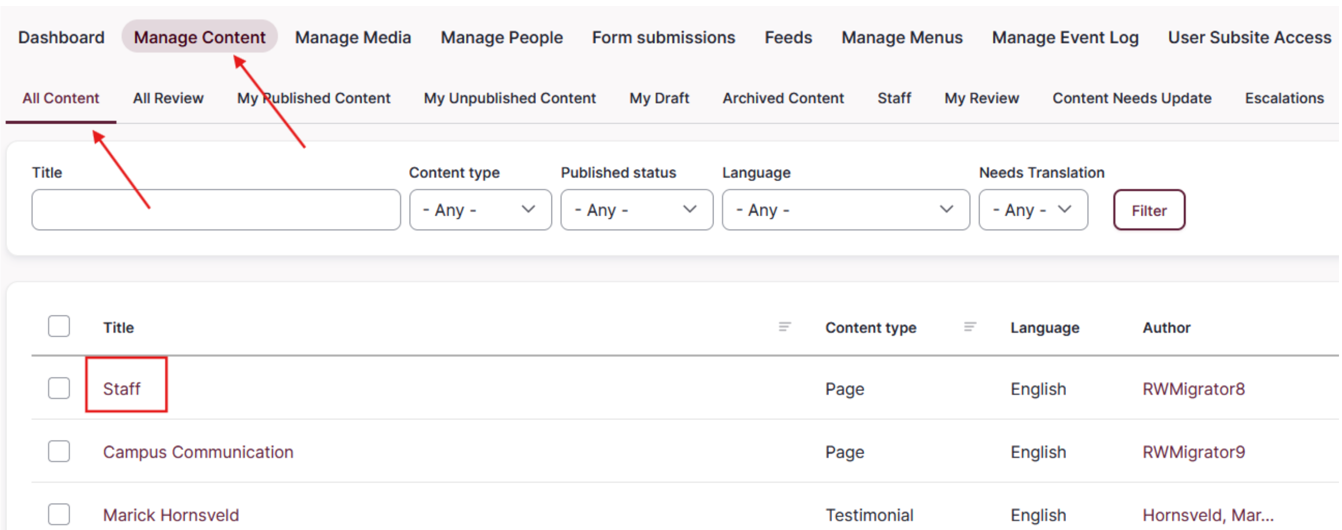
The **Manage Content** dashboard includes several subcategories, each displaying content based on specific filters:
- **All Content** - This will display all content available on the subsite in any state.
- **All Review** - This will display all content on the subsite that needs to be reviewed/in review state.
- **My Published Content** - This will display all content that the current user has created that is currently published.
- **My Unpublished Content** - This will display all content that the current user has created that is currently unpublished.
- **My Draft** - This will display all content that the current user has created that is currently in draft state.
- **Staff** - This will display content created by staff of the subsite.
- **My Review** - This will display content that has been created by the current user that needs to be reviewed.
- **Content Needs Update** - This will display content on the subsite that needs to be updated.
- **Escalations** - This will display all content that pending or approved for escalation, including escalations made by the current user.
- **Recycle Bin** - This will view all content that is slated to be deleted within 30 days.

Each subheading presents a filtered list of content related to its title.



While we are in the content review phase of the project, most of your content will be unpublished. The best way to see your content, is to choose "**All Content**" under "**Manage Content**".

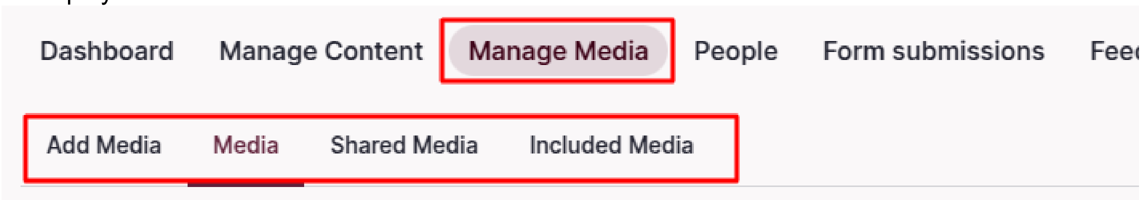
You can then either click "**Edit**" to edit the content, or click on the page title to view the page. Once the content is published, you will be able to navigate to the content on the website and if you are logged in, you will see the content actions menu.



Manage Media

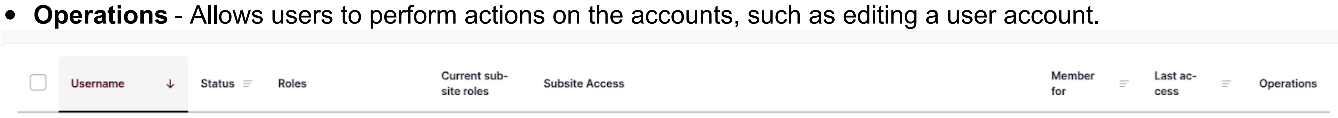
The **Manage Media** section allows users to handle different media items. It includes the following submenus:
- **Add Media** - This will provide a list of media type that you can add, clicking on any of these options will present a form to add the media.
- **Media** - This will display a list of the media that has been uploaded to the subsite.
- **Shared Media** - This will display media that has been uploaded to other subsites but is being shared with the current subsite and thus can be added to the current subsite.
- **Included Media** - Once a shared media from another subsite has been added to the current subsite, it will be

displayed here.



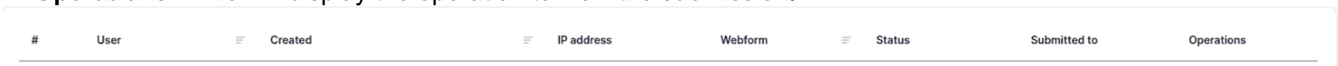
People

The **People** section displays all users with access to the subsite, along with:
- **Username** - The name the user goes by.
- **Status (Active or Disabled)** - Whether the user account is enabled or not.
- **Roles** - The role(s) the user is permitted to.
- **Current Subsite Roles** - The roles the user has permissions to for the current subsite.
- **Subsite Access** - The subsite(s) the user has access to.
- **Member for** - How long the user has been a member for and how long the account has existed.
- **Last Access** - How long ago the user last accessed their account.
- **Operations** - Allows users to perform actions on the accounts, such as editing a user account.



Form Submissions

The **Form Submissions** section provides details on submitted forms, including:
- **Form Submission ID (#)** - This will be a unique ID held by a form submission.
- **User Who Created Submission** - This will display the username of the user who submitted the form.
- **Created** - This will display the date of the submission created.
- **IP Address** - This will display the IP address of where the submission was sent from.
- **Webform** - This will display the name of the webform that the submission was submitted to.
- **Status** - This will display the status of the submission whether it is an incomplete or a complete submission.
- **Submission to** - This will display the destination the submission was submitted to.
- **Operations** - This will display the operation to view the submission.



Manage Menus

The **Manage Menus** section lists menus for the current subsite, showing:
- **Menu Title** - This will display the title of the menu.
- **Administrative Description** - This will display the description of what this menu is used for.
- **Type** - This will display the type of the menu this is used for.
- **Operations** - Provides a link that will redirect you to edit the menu.

Filters

Where applicable, each menu item includes a filter option that allows users to refine their search based on specific headings or searchable criteria. These filters help streamline content management by providing targeted results efficiently.

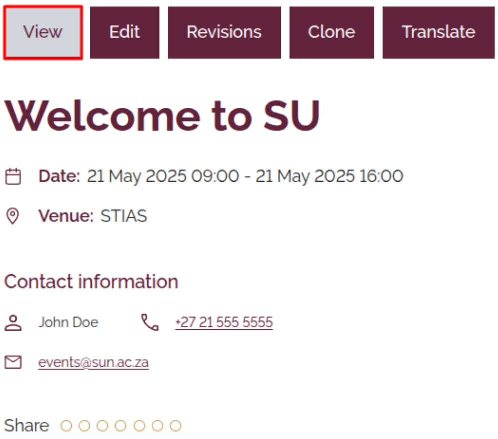
Understanding the content actions menu

Last updated July 16, 2025

The content actions menu makes it easy to navigate and perform different actions to the content.**The content actions menu is available when you view any piece of content on your subsite while logged in, or when you Preview a piece of content.**

View content

To view the content, simply click the '**View**" button. This allows you to display the content as a visitor of the site would.

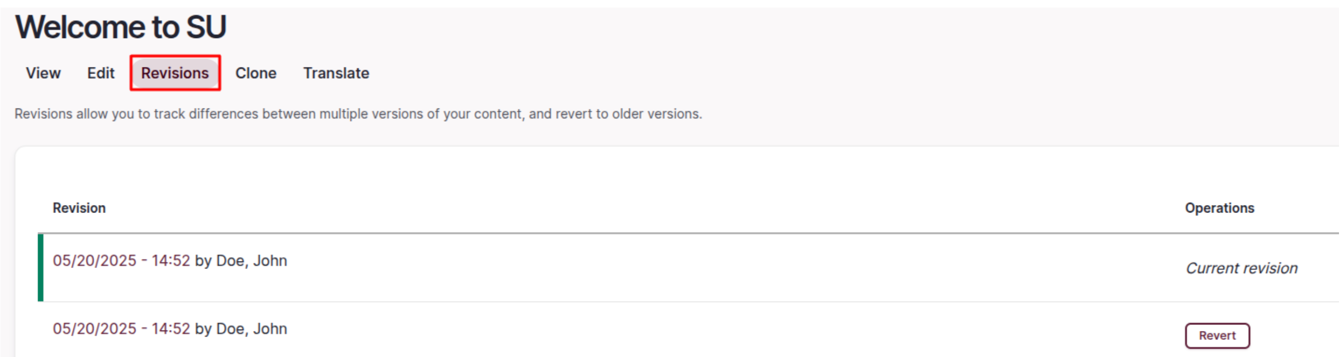


Edit content

The "**Edit**" button allows you to edit the selected content. This takes you to the back-end of the content where you can edit the content fields and layout.

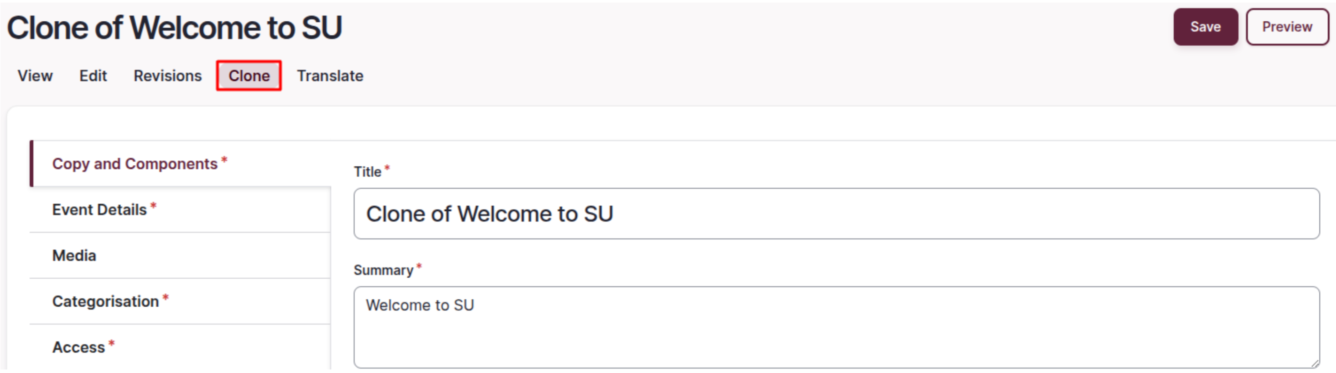
Content revision

The "**Revision**" button allows you to see all revisions of the selected content. This allows you to view the content of the revisions while also allowing you to revert the content to a previous version.



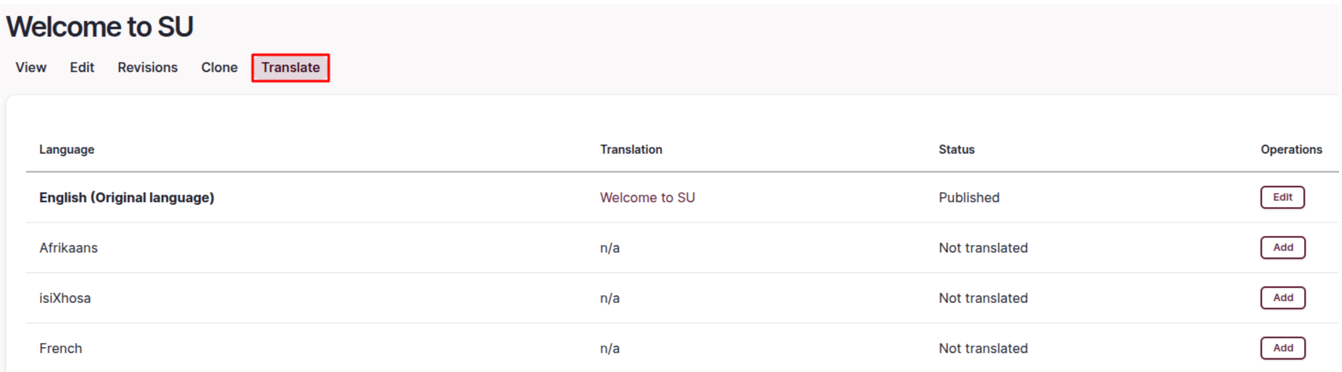
Clone content

If you wish to clone content, simply select the "**Clone**" button. This will redirect you to a form that will create a copy of the content. Simply edit the fields of the form if you wish to make any changes from the original content.



Translate content

The "**Translate**" button will take you to the content translation dashboard. This allows you to view all translations of the selected content as well as allows you to add translations for the content as well.

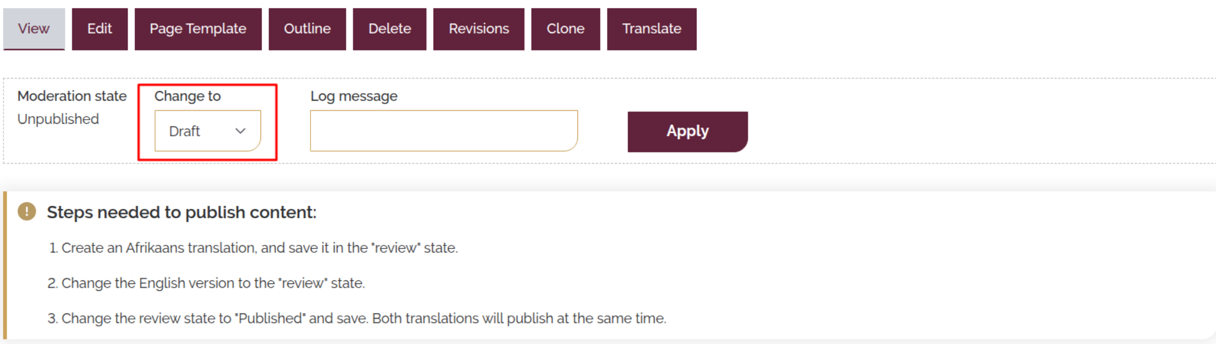


Understanding content review

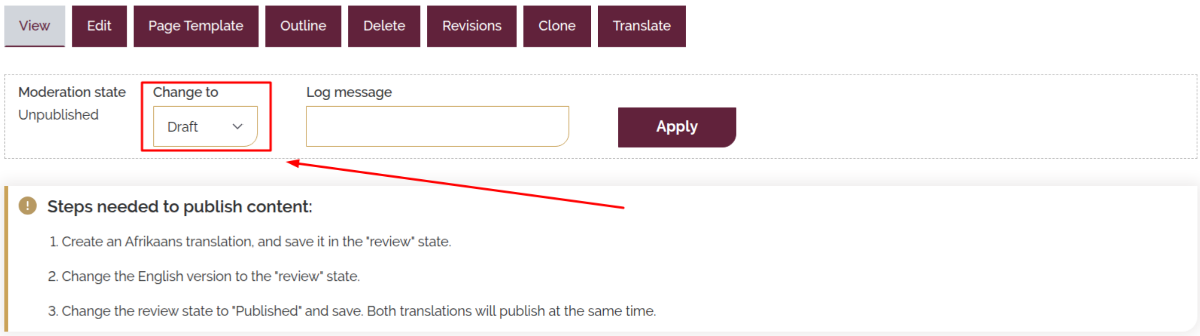
Last updated September 22, 2025

How to put content up for review:

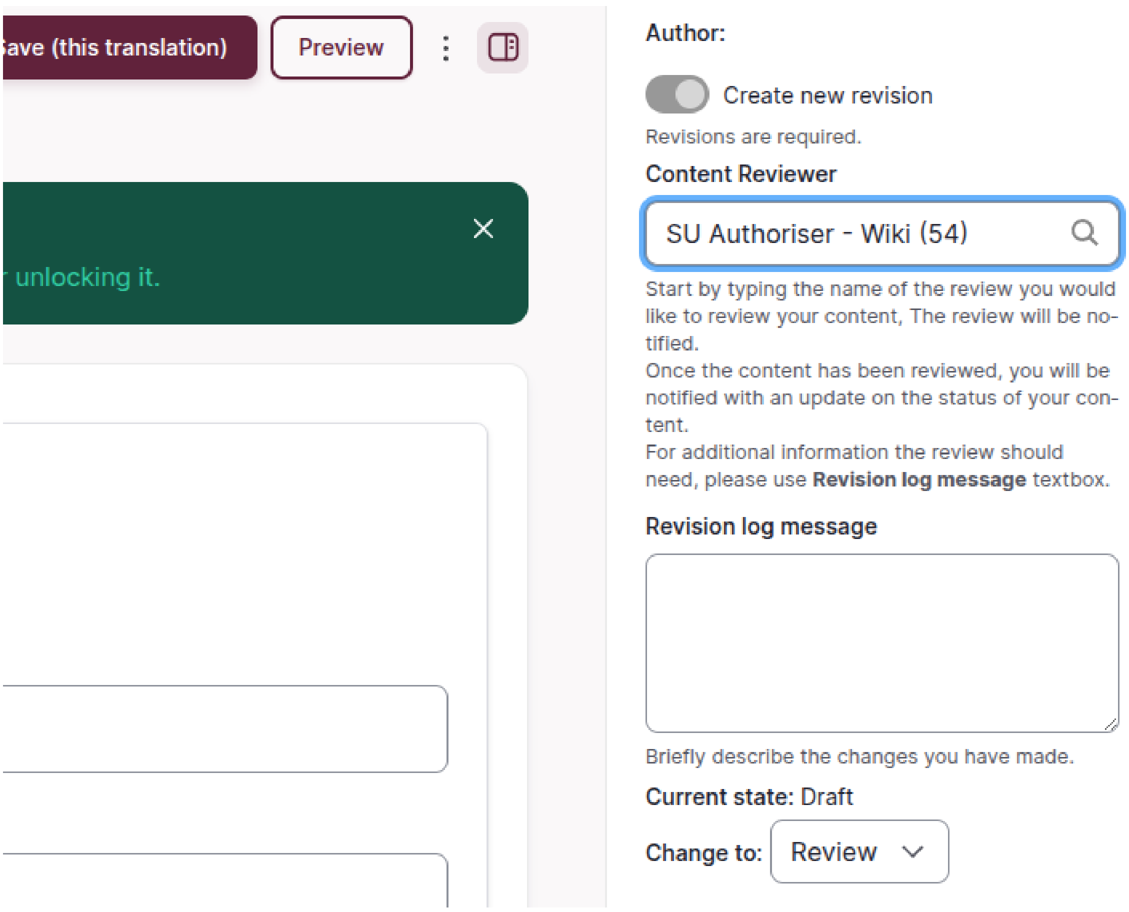
1 When editing or creating content, it will initially be in draft mode, this is working version of the content.



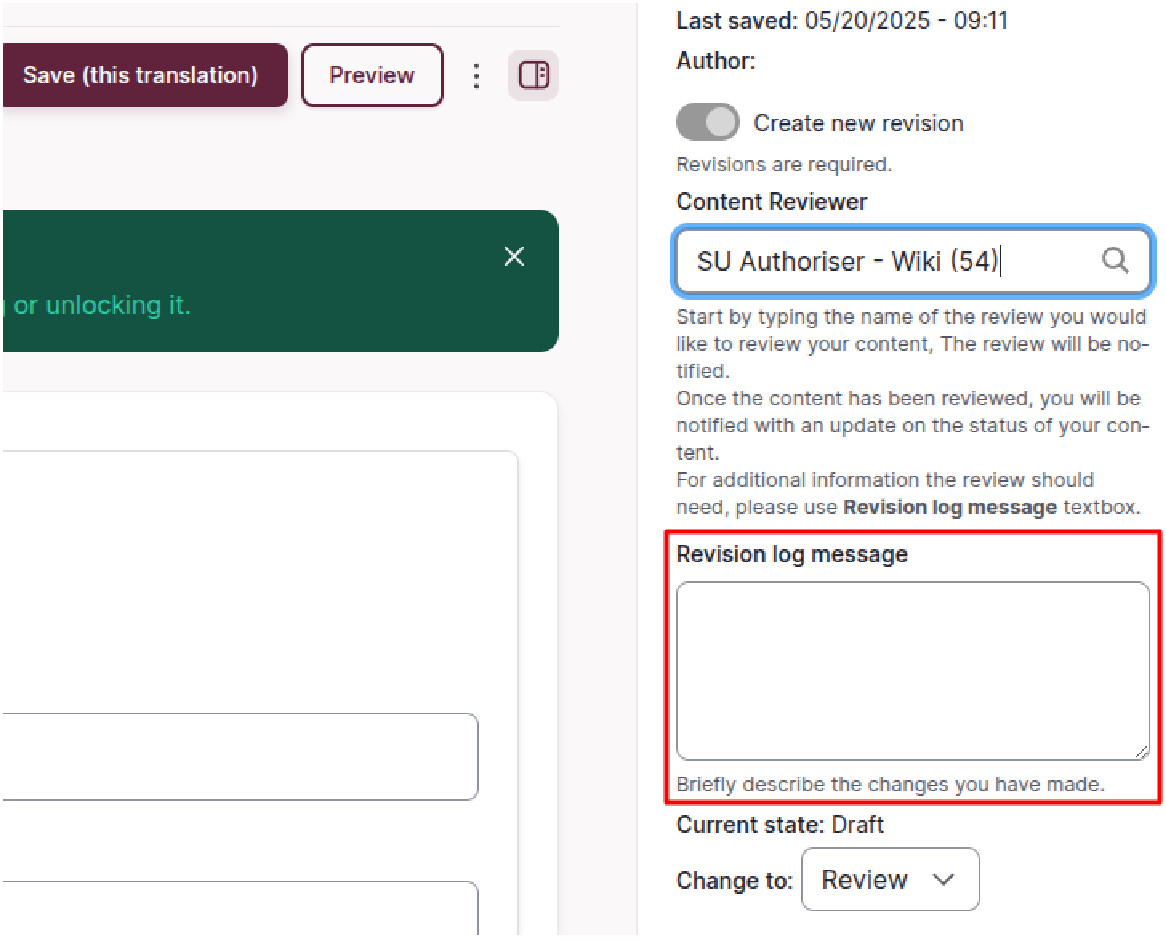
2 When a user is happy with the version of the content, simply click the **Change to:**" drop-down and select "**Review**". You will have an information section available to you to show any outstanding steps required for publishing the content..



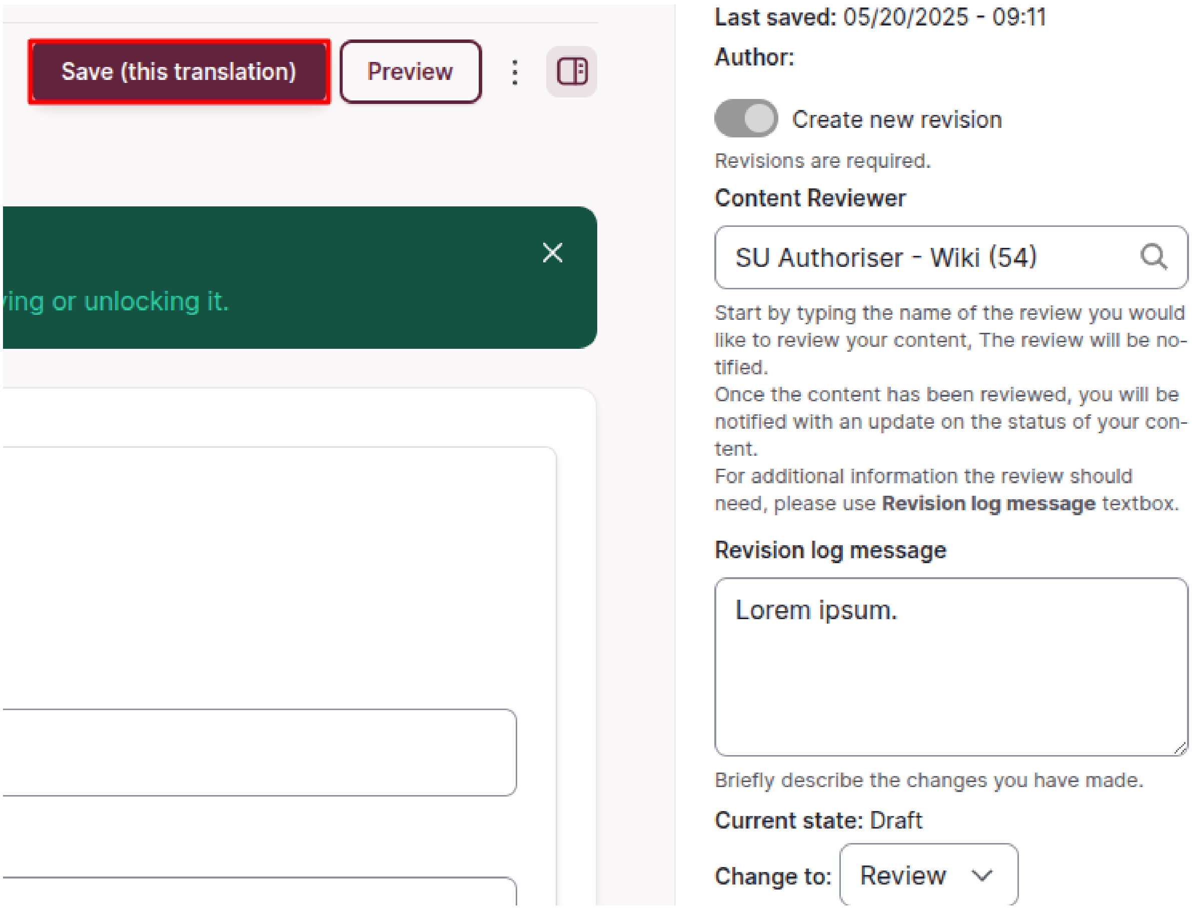
3 Anyone who has access to review content on the subsite will be able to review this content, however you can choose if there are any users you would like to review your content. Simply type their username in the "**Content Reviewer**" field and select the user from the drop-down. This will send the user an email notifying them that you have tagged them as the reviewer.



4 You are also able to leave feedback in the **Revision log message**" text box. This allows the reviewer to receive a bit more information before reviewing the content.

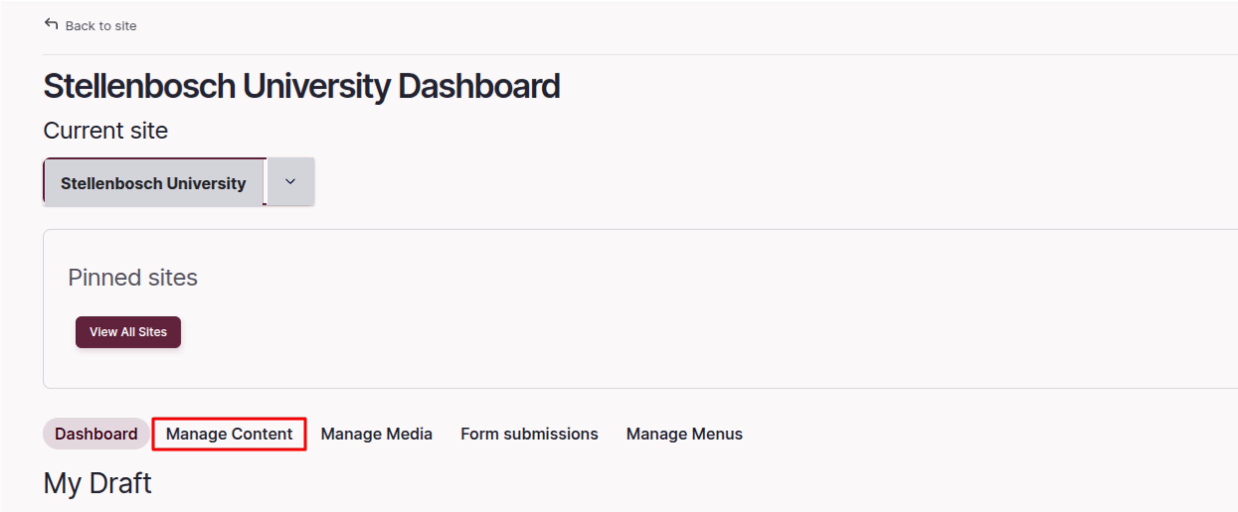


5 After all the relevant information has been entered, simply click the 'Save" button to submit this content for review. Once the content has been reviewed, you will be notified of the status of the content via email.

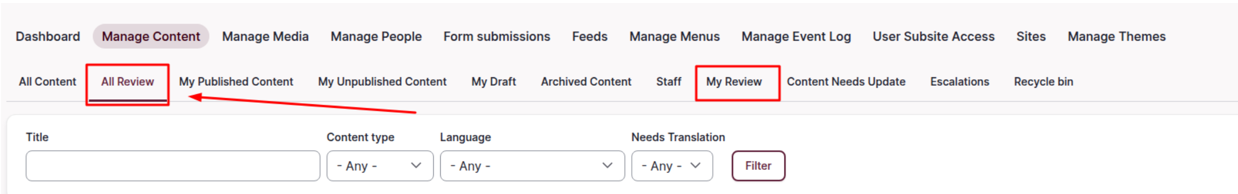


How to see content you have been tagged in for review:

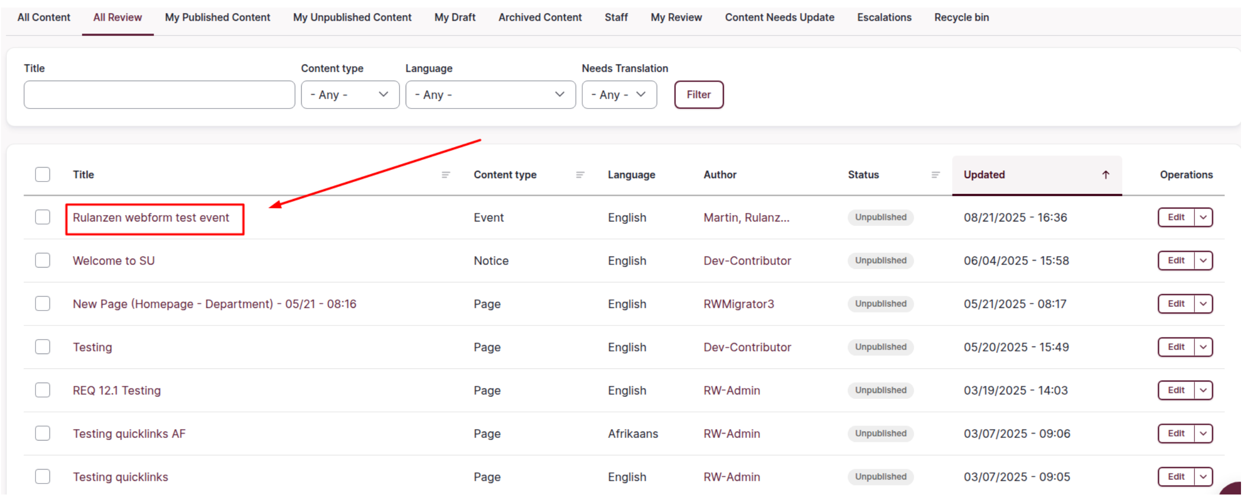
1 Navigate to the "**Dashboard**" in the admin menu and then click '**Manage Content**" to be taken to the content management dashboard.



2 Next, click on either the "**All Review**" or "**My Review**" tabs in order to view either all content pending review (used when reviewing content) or all content created by you that is pending review in the my review tab.

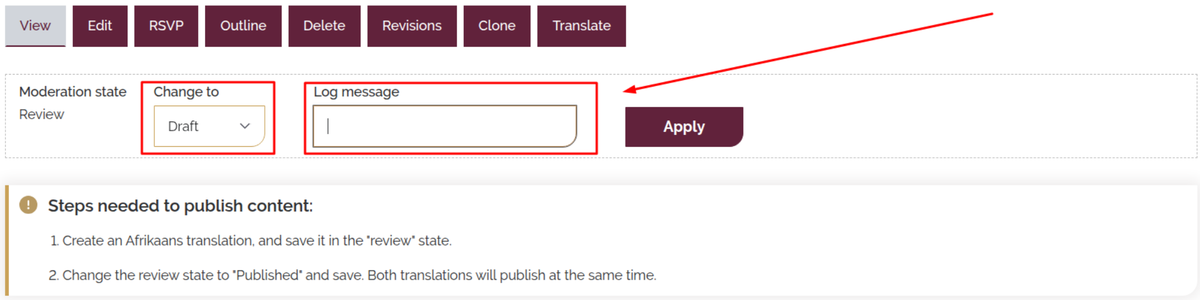


3 From here, search for and select the content you wish to review by simply clicking on the content title.



4 You will then be presented with the content for review. Once you have looked over the content. You can

either approve the content, by clicking on the "**Change to:**" drop-down and changing it to "**Published**", OR you can send it back for amends by changing it to "**Draft**" again and adding a review message within the "**Log message**" text field to accompany your review.



5 And that's it, you have successfully reviewed and approved or reverted content!

Understanding content moderation

Last updated July 1, 2025

Content Overview

Content moderation in Drupal manages the lifecycle of content through a series of states, each representing a specific stage of the content's workflow. Transitions between these states are governed by configured workflows and permissions.

Key Moderation States:
Draft:

- This state is used for content that is actively being created or edited.
- Crucially, transitioning content to the "**Draft**" state, especially from "**Published**," immediately removes it from public view. End users will no longer see the content.
- It serves as a safe space for revisions and updates before making content live.
- Content in any other state (**Published**, **Review**, **Unpublished**) can be moved to "**Draft**."
- It can also be used to edit content that has been moved to the deleted state, prior to the final deletion.

Review:

- Content in the "**Review**" state indicates that it requires editorial or approval processes.
- It is typically used after initial drafting and before publishing.
- Content can be moved to "**Review**" from "**Draft**".
- From "**Review**", content can transition to "**Draft**" (for further edits), "**Published**," or "**Deleted**."

Published:

- This state signifies that the content is live and visible to end users.
- Content must generally pass through the "**Review**" state before being "**Published**."
- Content can be moved from published to unpublished, or draft.

Unpublished:

- Content in this state is not visible to end users but remains within the system.
- This is useful for temporarily removing content without deleting it.

- Content is moved to this state from the published state.

Deleted:

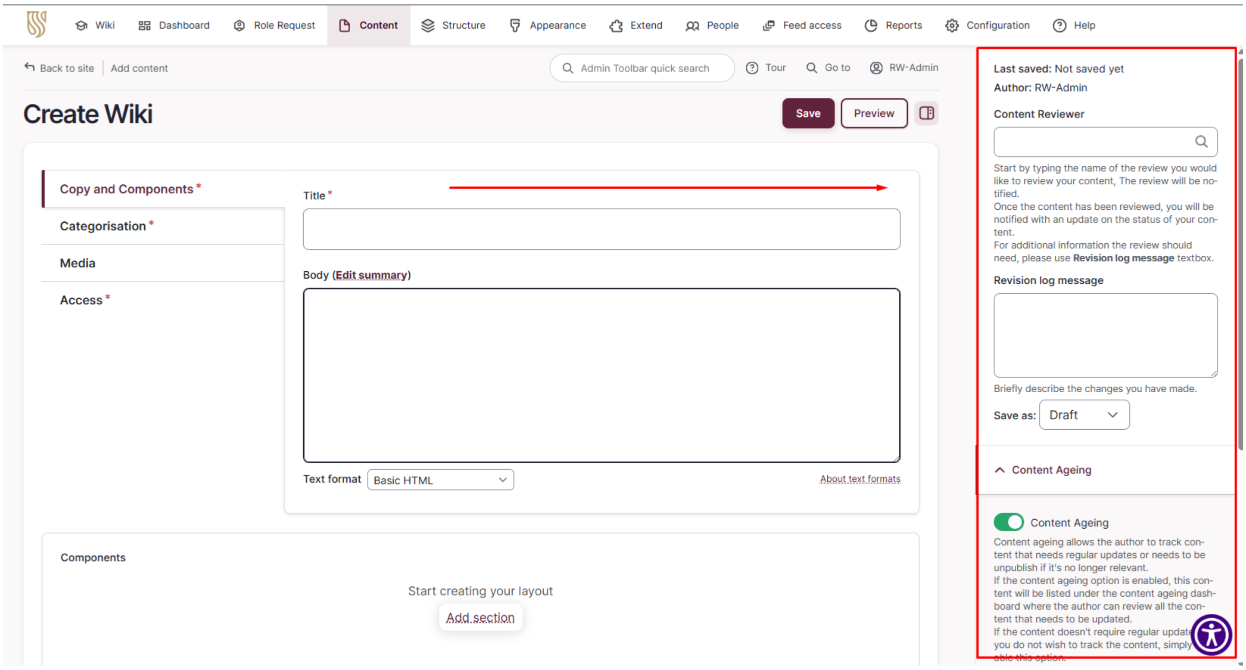
- This state marks content for removal from the system.
- The deleted state means content is kept in Drupal and is not deleted (recycle bin), but will be permanently deleted after 30 days of being in the recycle bin.
- Content can be moved to the deleted state from any other state.
- While in the recycle bin, content can be restored to a previous state, like draft.

Understanding the advanced settings content sidebar

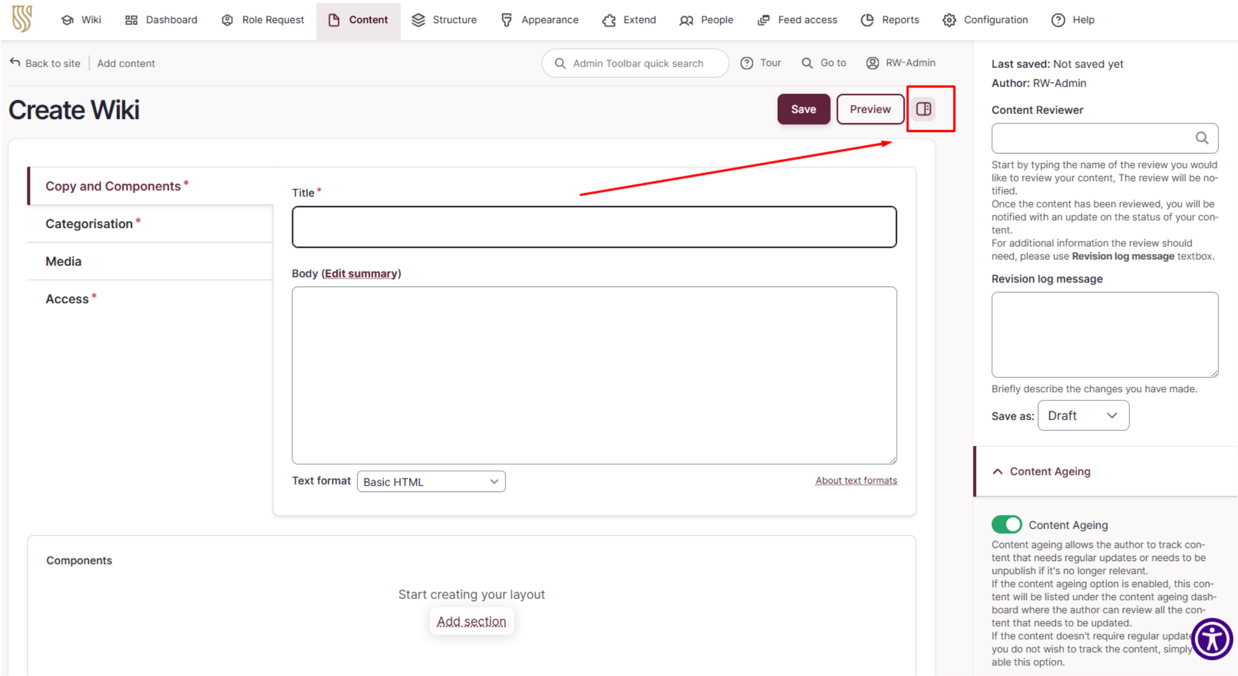
Last updated July 9, 2025

Access Content Index Management Menus Overview

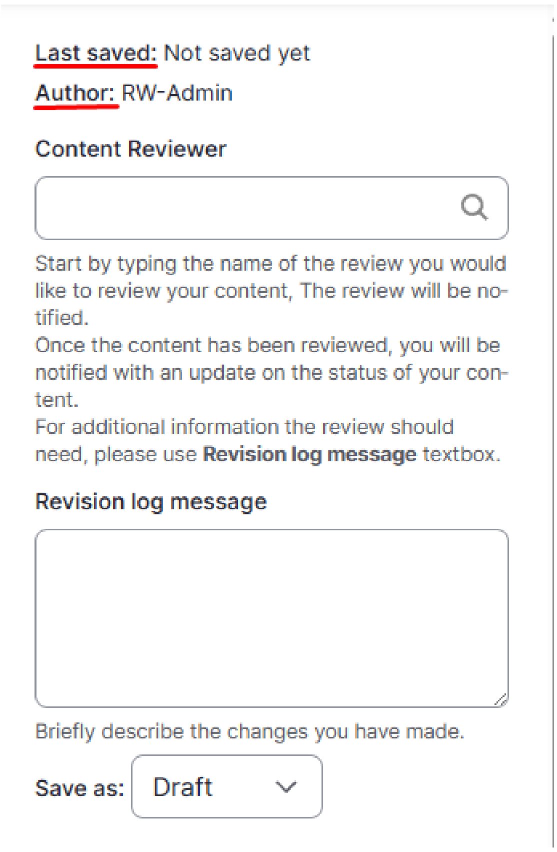
1 When creating or editing content, you will notice a set of tabs and field located on the right-hand side of your screen. This is the **content sidebar** and it contains a variety of settings related to your content. Please note that the sidebar will vary slightly between certain content types and not all content types will have the same amount of tabs and settings available. This article is to serve as a general overview and explanation of all of the possible options to be found in the sidebar menu.



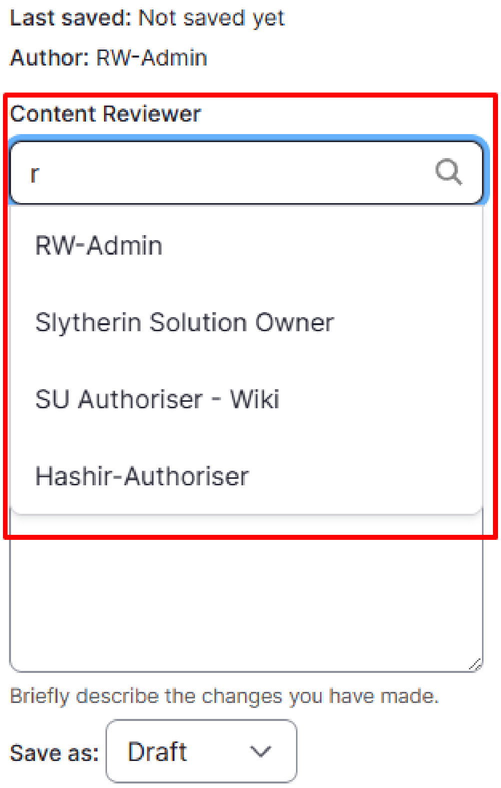
2 If for some reason you do not see this sidebar, or you wish to hide it from view while you create or edit content, simply click on the button located beside the "**Save**" and "**Preview**" buttons in order hide or reveal the sidebar.



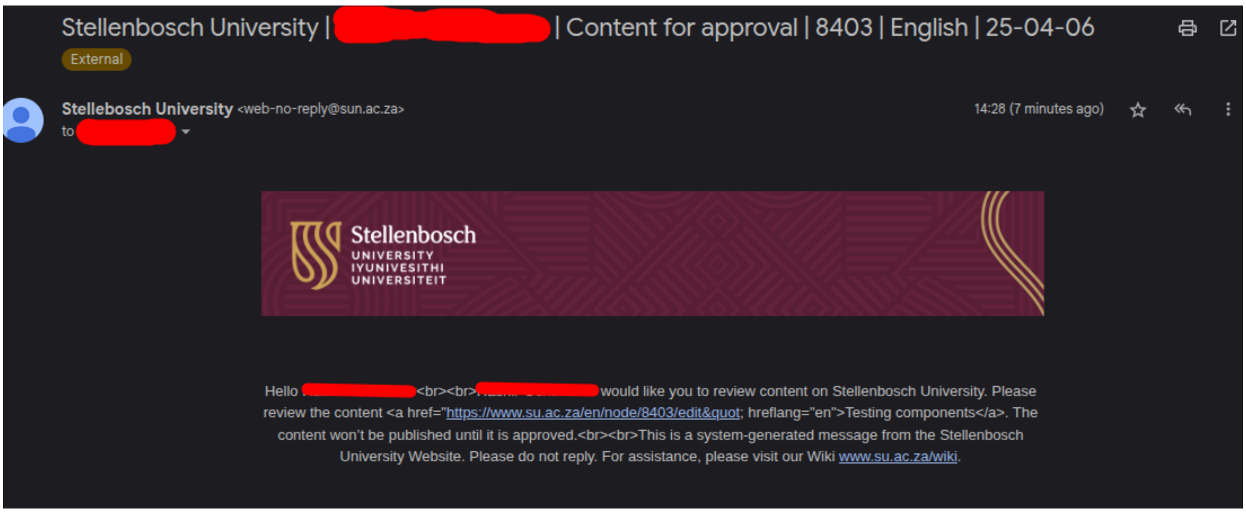
3 The first section within the sidebar contains information and fields relating to content moderation and review. At the very top you will see the "**Last saved**" field which will display the date and time the content was last edited and saved. Below the last saved field will be the "**Author**" filed which contains the username of the original Author and owner of the content piece.



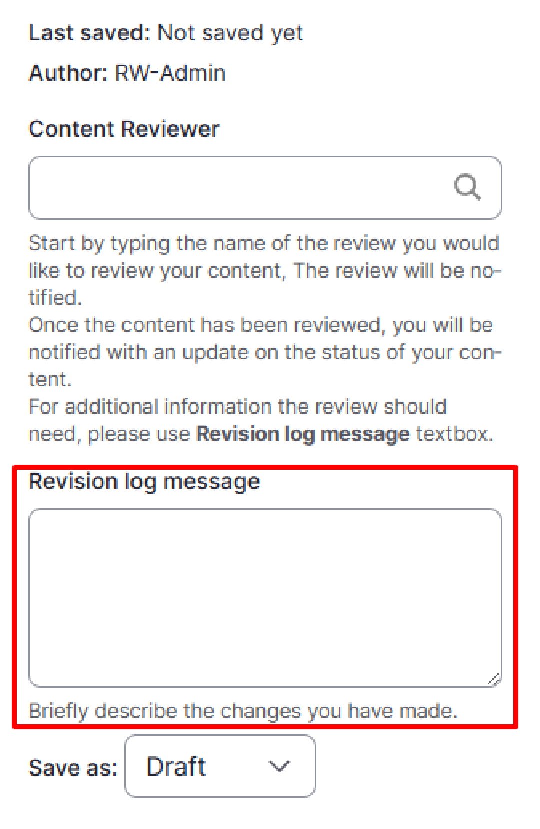
4 The following three editable fields within the first section are all related to content review, revisions and moderation state. The first editable field being "**Content Reviewer**", in this field you can choose which user will review your content for approval. This will most likely be one of your subsite authorisers or another contributor. To choose a reviewer, simply begin typing their name into the "**Content Reviewer**" field and choose from the available options. The user you choose to review your content will receive a notification once your content has been changed to the "**Review**" moderation state and will then be able to access your content through their dashboard.



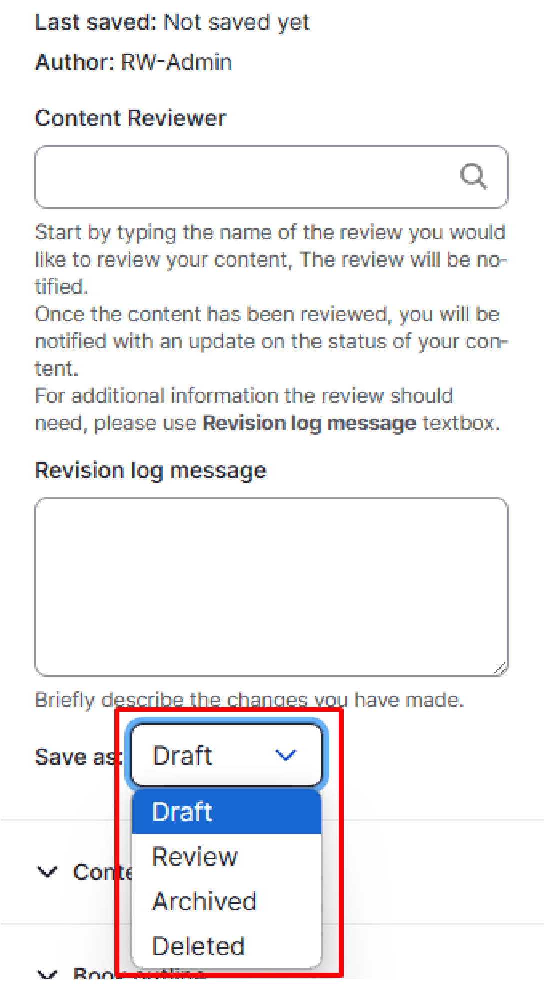
5 The chosen reviewer will receive an email notification which will give them the information of which content they have been assigned to review and by who.



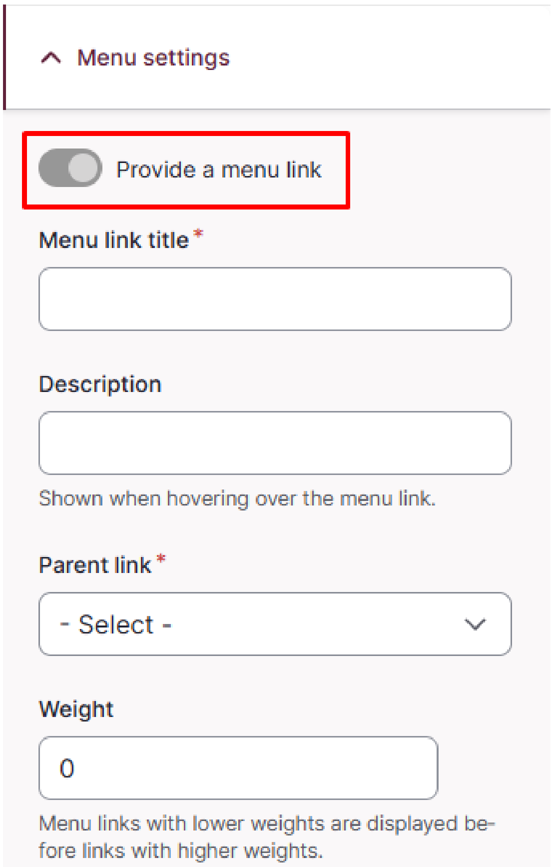
6 Next, in the "**Revision log message**" text-area, you can optionally choose to add a message stating the changes that have been made on the content. This is normally only used when editing existing content to make it easier for either the reviewer of the content OR the content author to know what changes have been made on the content OR what changes are being requested of them.



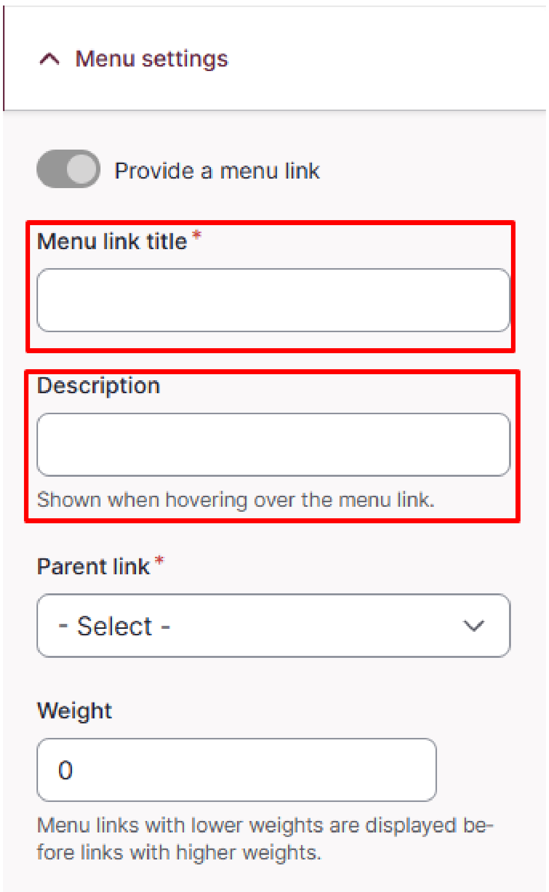
7 The final item in the top section of the sidebar is the **Save as**" drop-down field. In this drop-down you are able to select the moderation state of your content. If it is not yet ready for review you will leave it in the "**Draft**" state, once it is ready to be sent of for review you will select the **Review**" moderation state and the Content Reviewer you selected in the above field will be notified that the content is ready to be reviewed. Alternatively if you are reviewing the content and you are happy with it, you will change this to "**Published**" to take the content live for users OR if you are not happy with it you will revert the moderation state back to "**Draft**" and the content author will be notified that their content requires amends. See the wiki article on "Moderation" for more information.



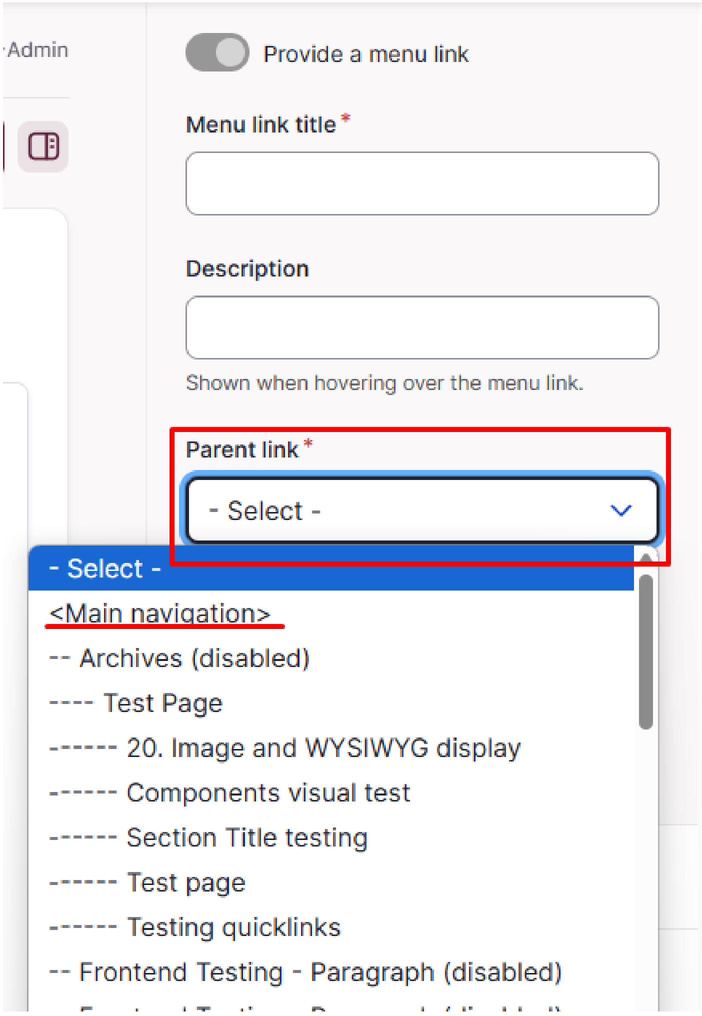
8 Next, within the "**Menu settings**" tab you will see the available options for adding your content to a menu. If you wish to add your content to a menu, simply click on the "**Provide a menu link**" selector at the top of the available settings. Note that this may be default active and unchangeable for certain content types such as Page.

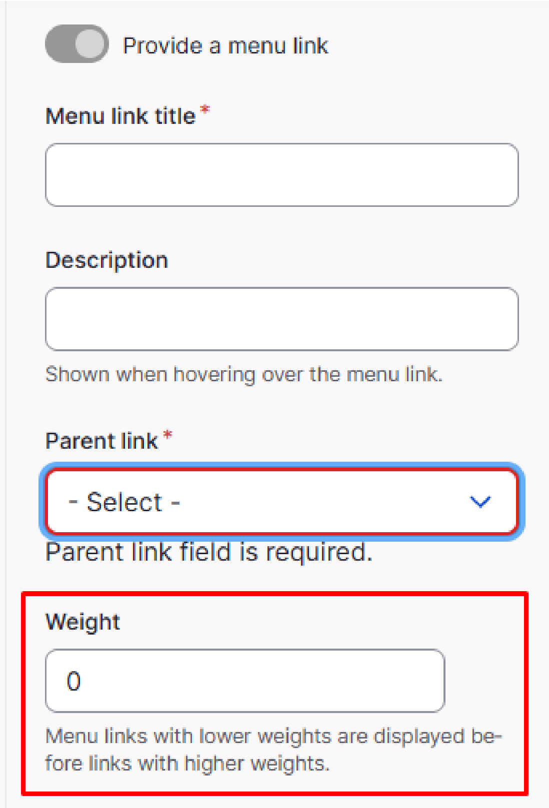


9 In the "**Menu link title**" field, you will provide a name for your menu link that will be displayed to users. Additionally you can add a "Description" to your menu link which will display when the user hovers over your menu link, this is useful in providing extra information about the menu link location before the user clicks on it. Please refer to "Best practice for menus and URLs" for information on choosing the right Title and URL.

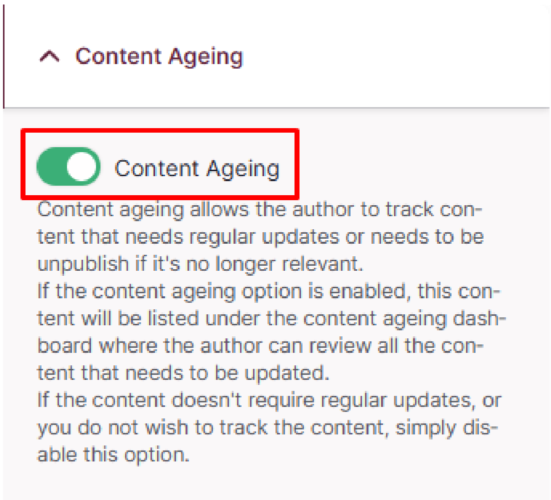


10 The final two options in the Menu settings tab will both determine where your menu item is displayed. In the "**Parent link**" drop-down field, you can select the parent menu item of your link e.g. the main navigation. This effectively allows you to select in which menu and under which item your menu link will be nested. The "**Weight**" field determines how high in the hierarchy of the menu your link will display, the lower the number the lighter your menu link and thus the higher it will be displayed within the menu. See Wiki content on ["Menus"]() for more information.

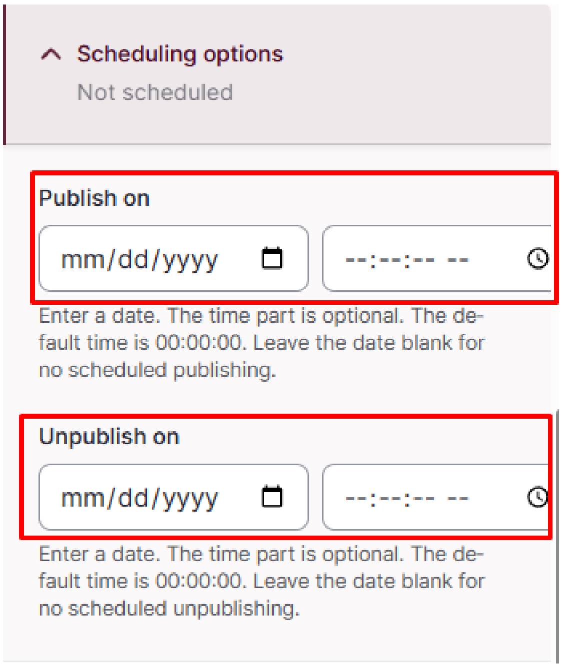




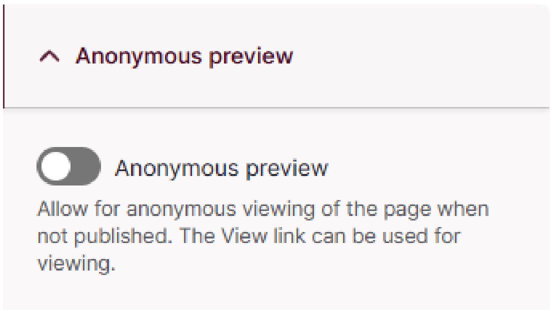
11 The following tab is "**Content Ageing**". This is another basic tab containing only a single selector button labeled "**Content Ageing**". Content ageing allows the author to track content that needs regular updates or needs to be unpublished if it's no longer relevant. If the content ageing option is enabled, this content will be listed under the content ageing dashboard where the author can review all the content that needs to be updated.
If the content doesn't require regular updates, or you do not wish to track the content, simply disable this option.



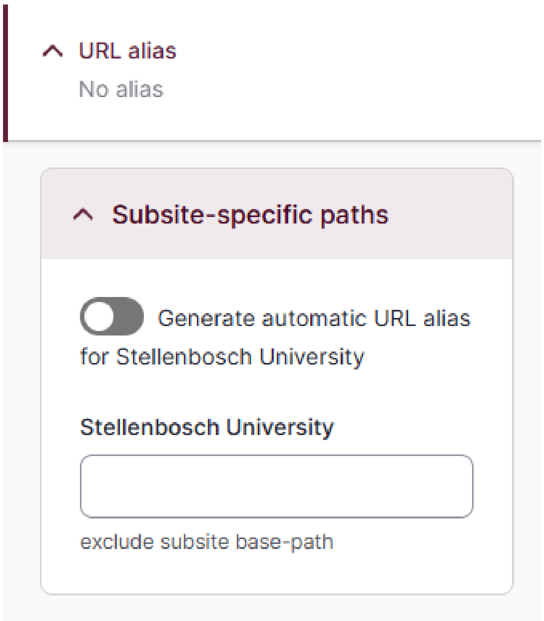
12 The following tab. "**Scheduling options**", is extremely useful for creating future dated content as well as setting expiry dates on content. The "**Publish on**" Date and Time fields allow you to set the date as well as the time of day a specific piece of content is due to go live to users and be published. While the "**Unpublish on**" Date and Time field allows you to set the date and time for the content to be unpublished and removed from users view. This is very useful for things such as Events or Notices.



13 The "**Anonymous preview**" tab contains a single selector that, when enabled, allows for users to view the page anonymously before it is published. This is done through a view link, thus the page will not appear on the site and will not be indexed for search engines yet, but you will be able to give people a preview of the page.



14 Within the "**URL alias**" tab you are able to set the URL path of the content you are creating. Within the tab is a secondary tab labelled "**Subsite-specific paths**" wherein you can choose to either automatically generate the path from the content title by selecting the "**Generate automatic URL alias for Stellenbosch University**" (this will be named slightly differently depending on your subsite) OR do so manually by entering an alias in the text area below. Be sure to exclude the subsite base-path for the subsite you are working on e.g. Education.



Publishing content

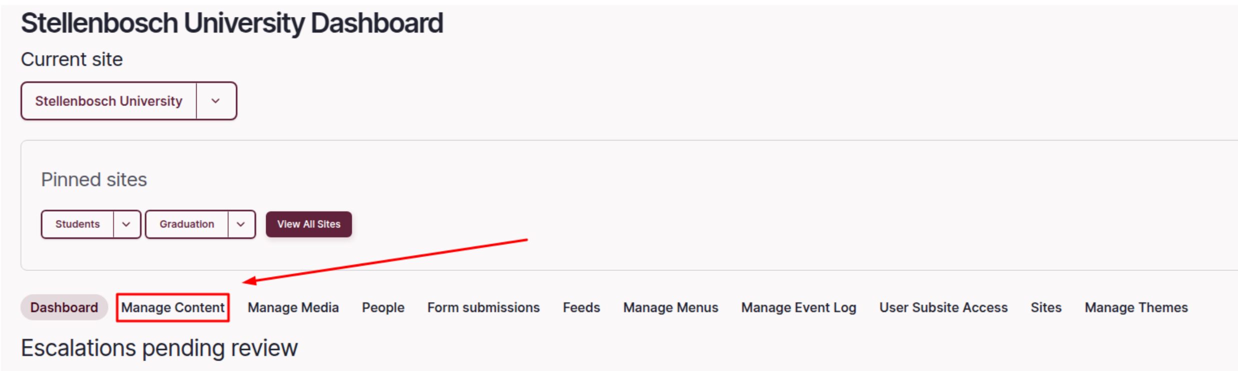
Last updated July 1, 2025

Content Management

How to publish content from the back-end

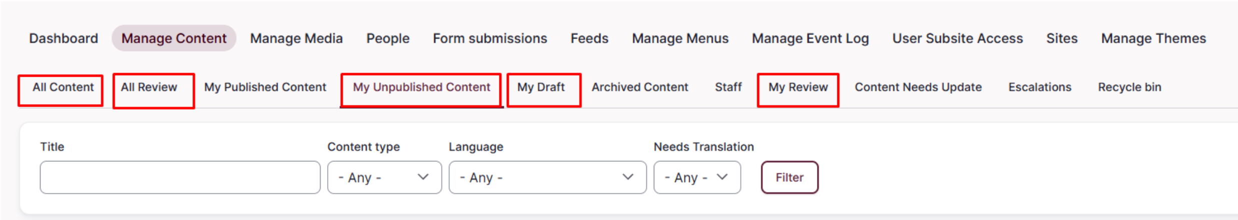
1 To publish content you must first navigate to your "**Dashboard**" by clicking on the "**Dashboard**" menu item.

2 Next, click on the "**Manage content**" item to go to your content management dashboard.

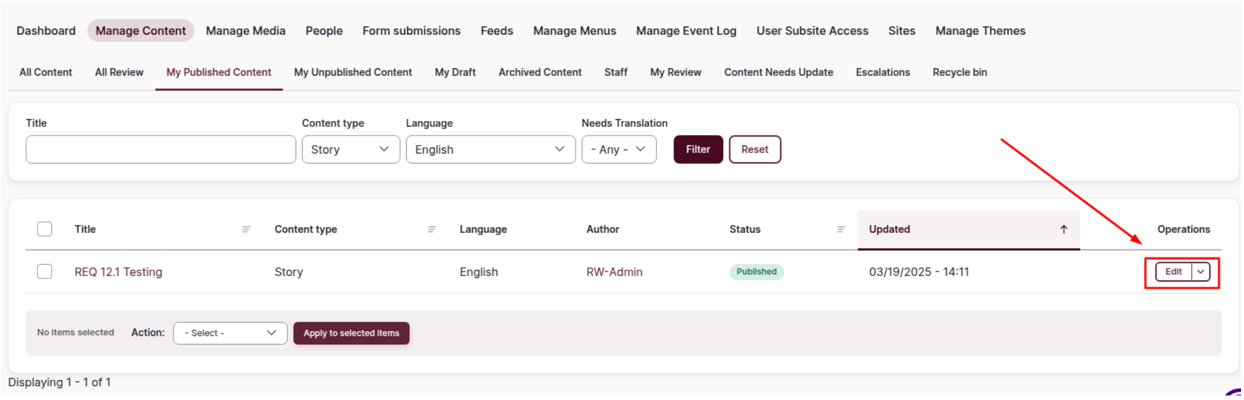


3 On your content management dashboard, click on either "**All content**", "**All review**", "**My unpublished content**", "**My Draft**", or "**My Review**" respectively to access content in the various stages of being published. All content must first be moved to "**Review**" before it can be published and generally someone other than the author will review content for publishing, thus you will most likely be going to the "**My Review**"

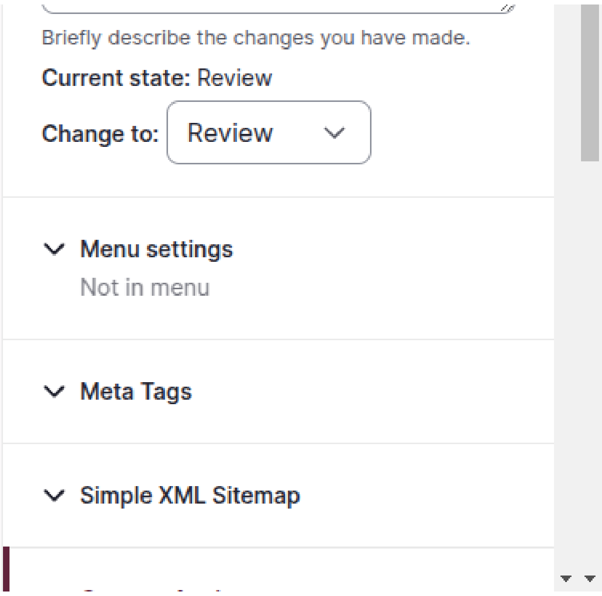
dashboard in order to review and publish content, however this may not always be the case.



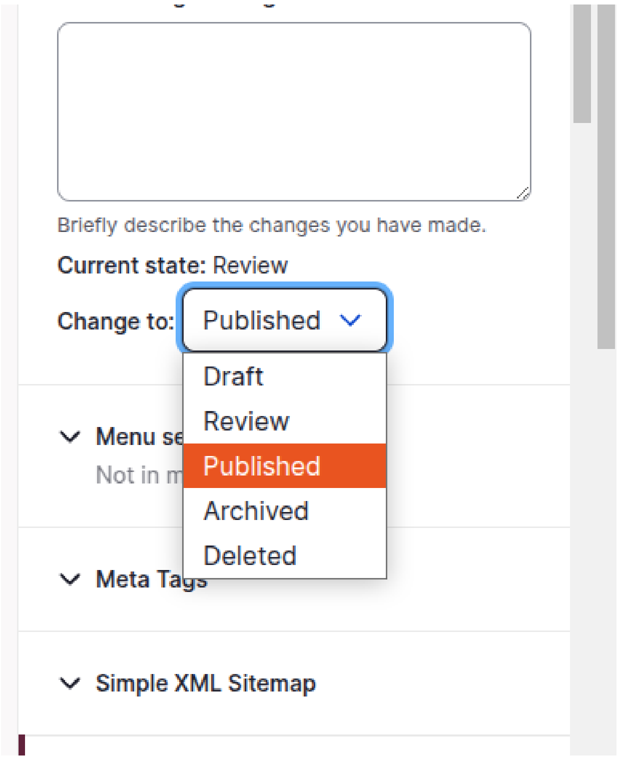
4 Once you have located the content you want to publish click the **"Edit**" button on the right-hand side. You will be greeted by the content edit form.



5 On the right-hand side of the page you will see a drop-down where you can change the state of the content. In order to publish, first change the state to **"Review"** and then click **"Save"**. However, in order to change a content's state to review, a translation for the content must be created, without it, the content is unable to be changed to review, to learn more about publishing content, please view "Translating content".

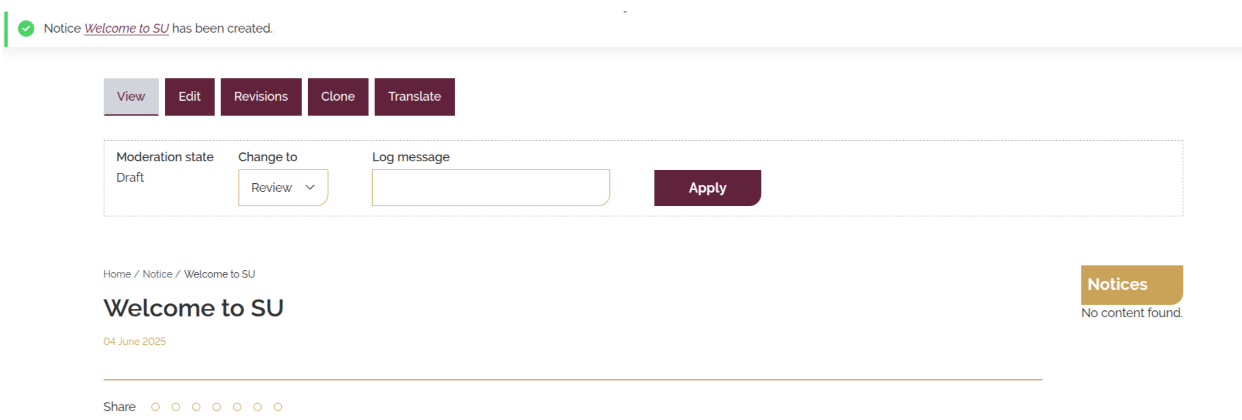


6 Next the content should be reviewed and any amends that are needed should be made to the content. Once the content has been reviewed, you can edit again and change the state to "**Published"** and click "**Save"**. Your content will be published.

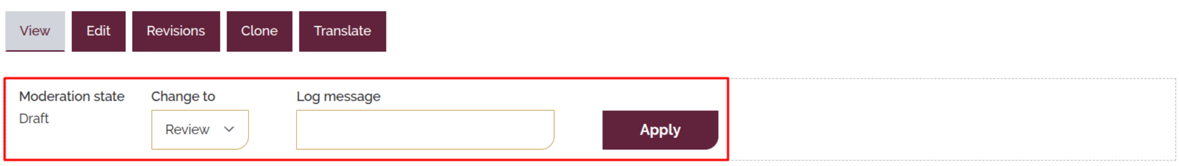


How to publish content from the front-end

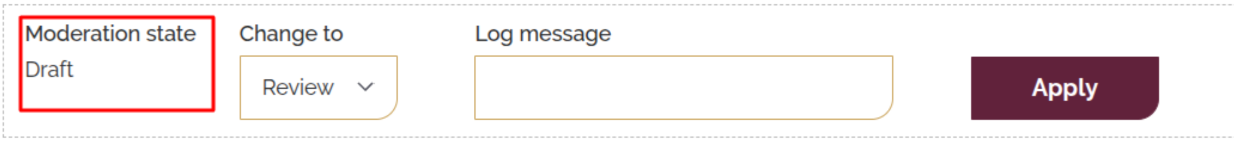
1 After creating or editing a page, simply go to the front-end of the content by viewing the content.



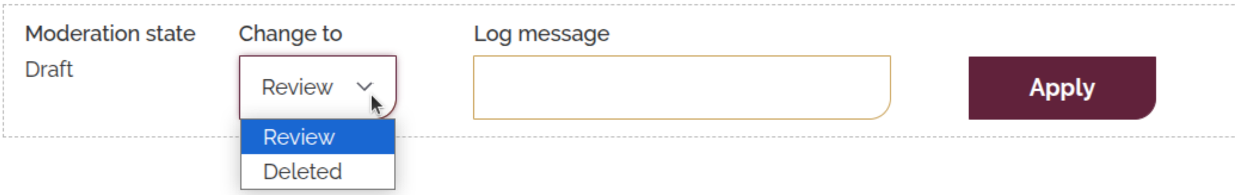
2 You will see a section referred to as the '**Moderation block**". This allows you to change the moderation state of the content from the front-end.



3 You can see the current moderation state under the '**Moderation state**" column.

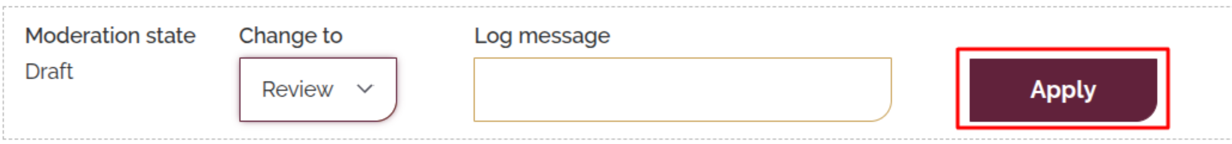


4 In the "**Change to**" drop-down, you can choose the state you would like to change it to. To publish the content, we need to put into "**Review**" first so that it can be approved before publishing.

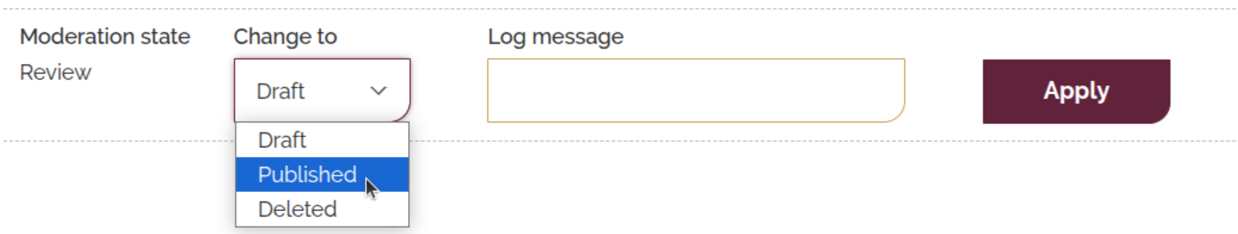


5 The "**Log message**" text field allows you to leave a short message as to why the moderation state was changed.

6 Simply click the "**Apply**" button to confirm the moderation state change.



7 When your content is in "**Review**", the reviewer will make sure that the content is correct and if it is approved, they will select "**Published**" in the "**Change to**" drop-down and click the "**Apply**" button to published the content.

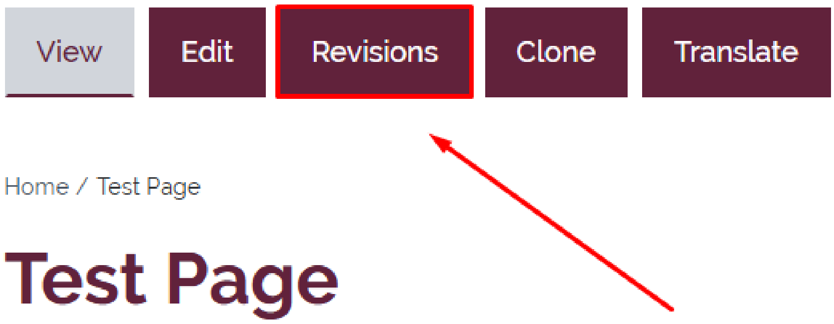


How to view and manage content versions using revisions

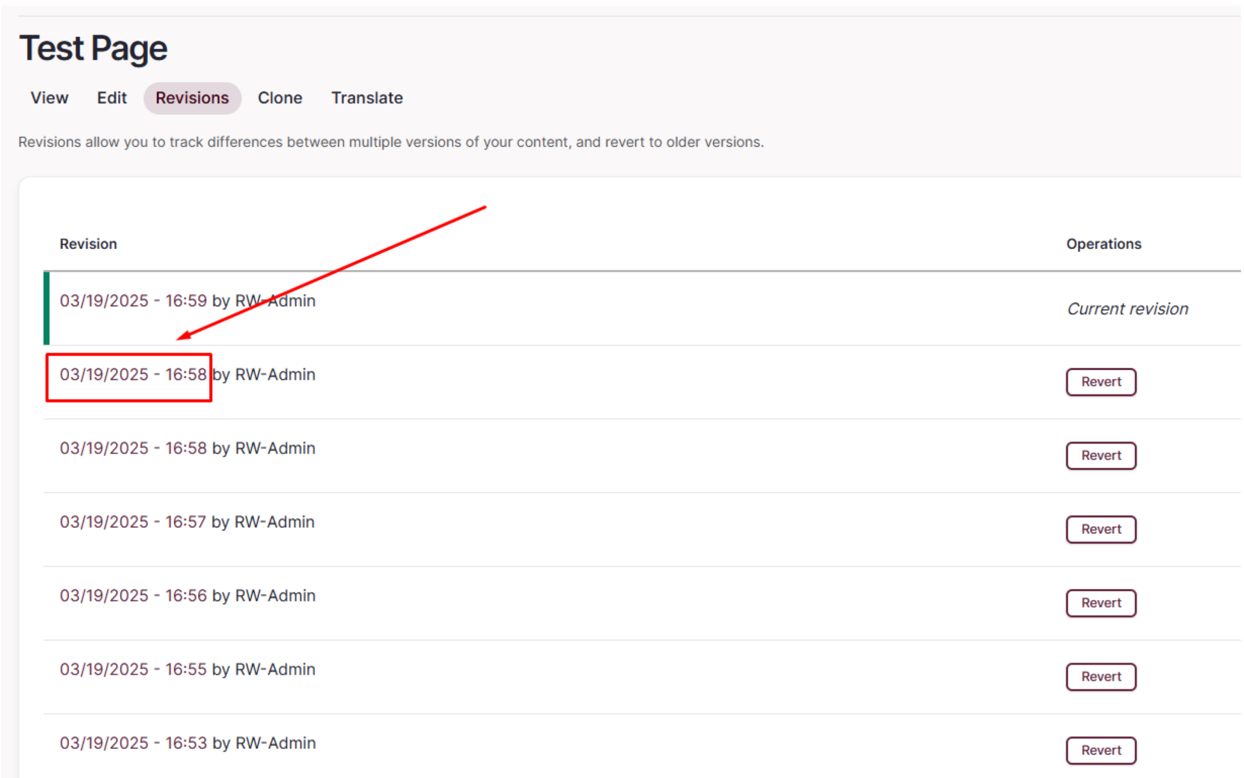
Last updated July 1, 2025

Content

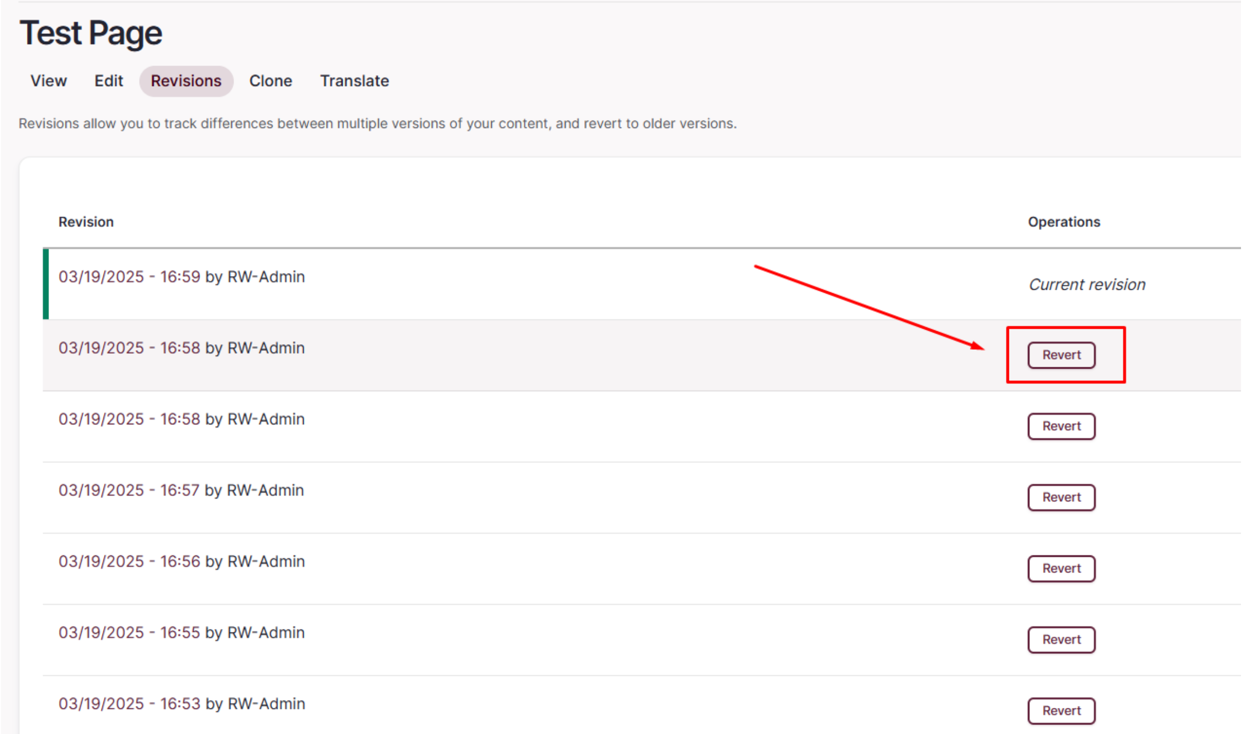
1 In order to view and potentially revert content to a previous revision you must first locate the content while logged in. When viewing content while logged in you will see the below action menu items above the content of the page. Click on the "**Revisions**" button to access to the Revision overview page for the content.

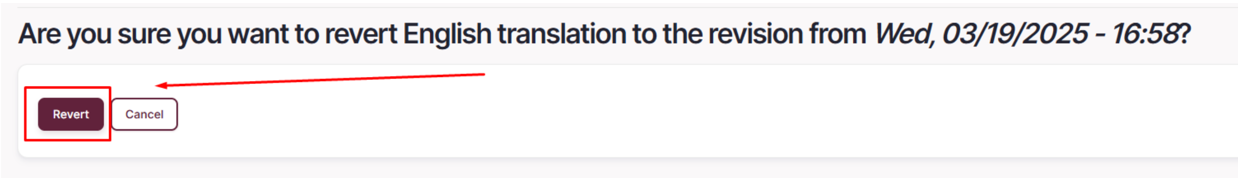


2 Once you are on the Revision overview page, you will be able to see each time the content has been updated and saved as a new revision. In order to view a specific revision, simply click on the date of the revision on the left hand side.

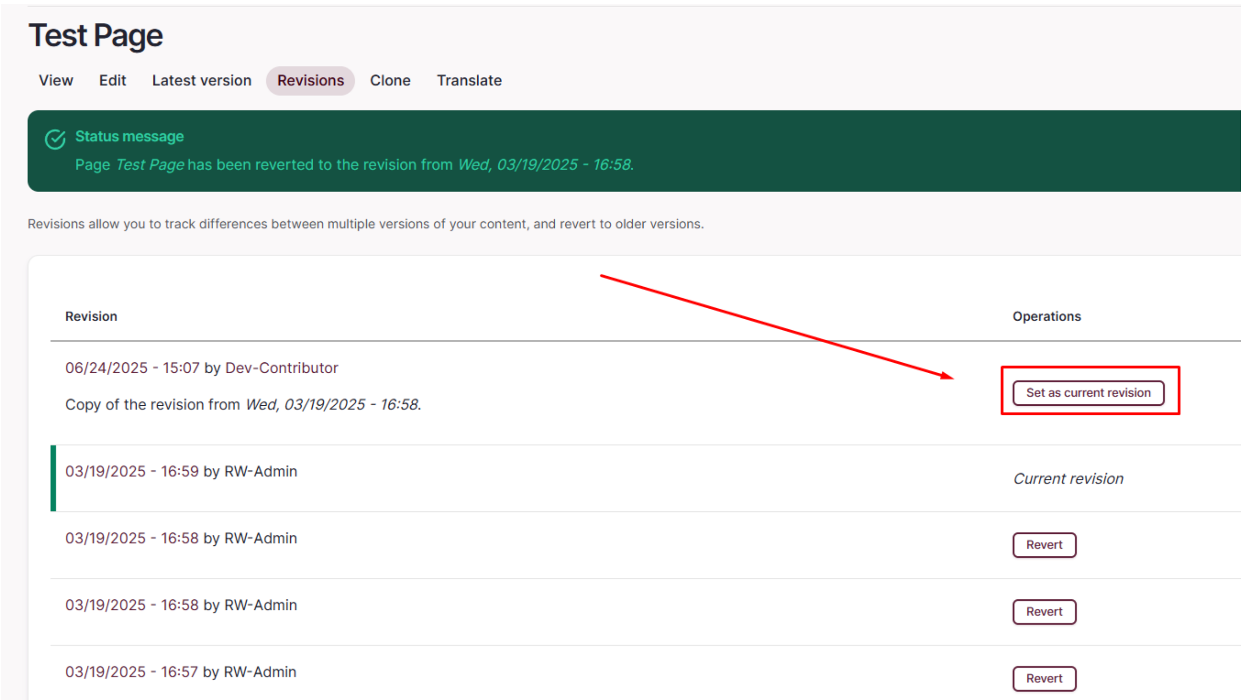


3 If you wish to revert the content to a specific revision, simply click on the **Revert**" button next to that revision. You will be greeted by a confirmation page ensuring you do not accidentally revert the content. Click on "**Revert**" again to update the content to this revision.





4 After having reverted the content, you will be given a confirmation message stating which revision the content has been set to. If you have made a mistake or wish to return to the original content beofre you reverted it, simply click on the "**Set as current revision**" button located next to the previous revision.



5 And that's it, now you know how to view and manage content revisions!

Understanding the recycle bin

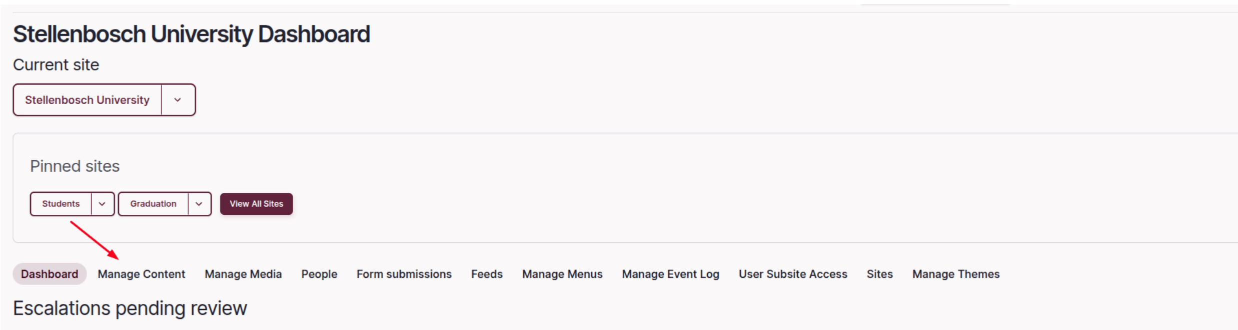
Last updated July 1, 2025

Content Overview

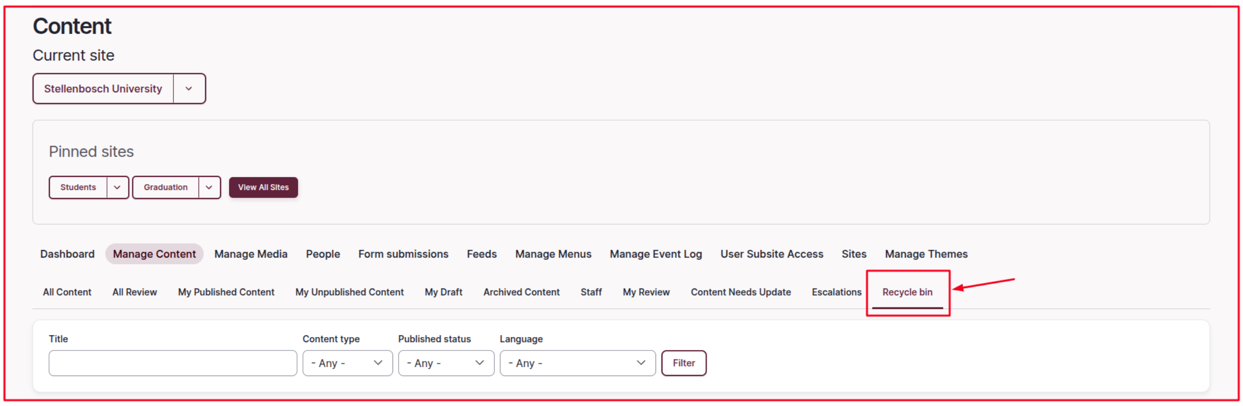
If content has been marked as **Deleted**, the content will then be sent to a **Recycle bin.** The purpose of the recycle bin is to give you a second chance to recover the content before it is deleted permanently. Once an item is in the recycle bin, it will stay there for 30 days before it is automatically deleted permanently.

1 To access the "**Recycle bin"** navigate to the **Dashboard.**

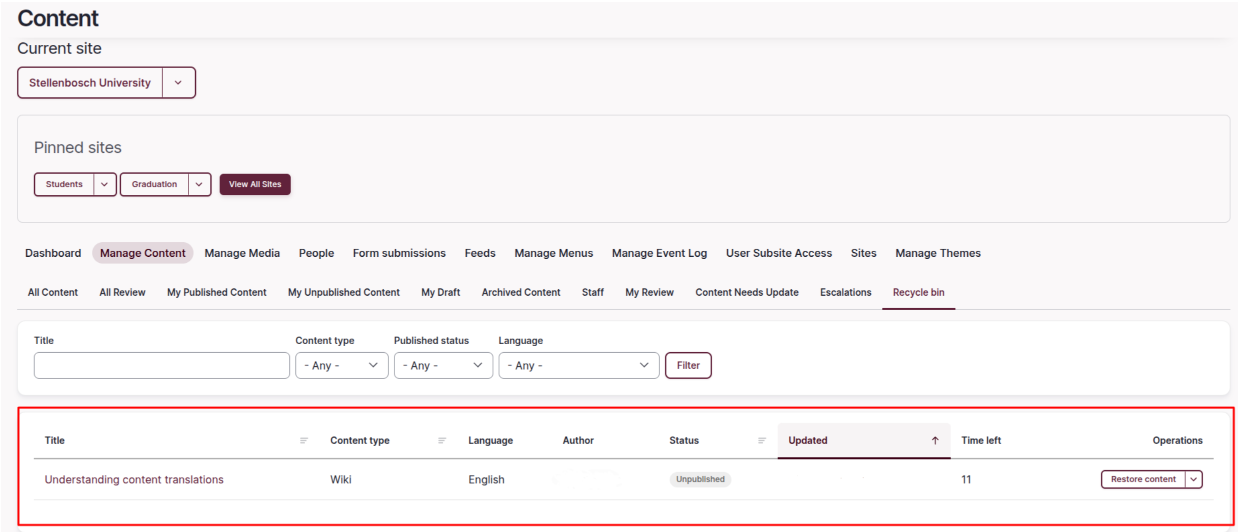
2 On the **Dashboard,** Click "**Manage Content**".



3 Once on **Manage Content.** Switch to the "**Recycle bin"** tab.



4 **Recycle bin** is where you are able to view and manage **Deleted** content.



Best practice for multilingualism and translation

Last updated July 1, 2025

- translation, Content

Spellchecker

Your browser's spellchecker is a convenient way to check spelling while working on the website. The links below explain how to activate and use the various browser spellcheckers and how to add dictionaries. Most browser-based spellcheckers have an Afrikaans dictionary that can be added.

> Firefox

> Chrome

> Edge

Also refer to the Afrikaans and English style guides:

>
english-style-guide.pdf (4.53 MB)
English Style guide
>
stylgids-vir-afrikaans.pdf (7.55 MB)
Stylgids vir Afrikaans

Translation

In line with SU’s Language Policy, the following provisions apply to the website:

1 The website’s default landing page is English. When a user selects to view a page in Afrikaans, the website will remember this setting for future visits.

2 All stories, events and notices must be published in English and Afrikaans. A note stating that content is not available in Afrikaans or English is not acceptable.

3 All website content must be made available in English and Afrikaans. This includes institutional information, content from PASS environments, faculties and academic departments, and content aimed at alumni, staff, undergraduate students or students in general. A note stating that content is not available in Afrikaans or English is not acceptable.

4 Translations must always be factually accurate – there may never be a discrepancy between the source document and the translation.

5 Translations must be done by a trained professional. AI or other 'machine translations' are not acceptable.

6 Content may be uploaded in additional languages such as isiXhosa, French, etc. Such content must have been translated by a trained professional.

Exemptions

Although it is preferred that all content be published in English and Afrikaans, some entities/ content types are exempt from the requirement to publish in Afrikaans and may therefore publish their content only in English. These are:

- Content aimed at current and prospective postgraduate students.
- Content aimed at current and prospective international students.
- Subsites for units or centres within academic departments.
- Research entities (including centres, bureaus, units, chairs, groups, etc).

Important notes:

- The exemption does not prevent an entity from posting their content in English and Afrikaans.
- The exemption does not apply to news stories, events, and notices.
- Only the Corporate Communication and Marketing Division (CCMD) is able to exempt a site on the backend from requiring Afrikaans translations to publish their content.

Translating content

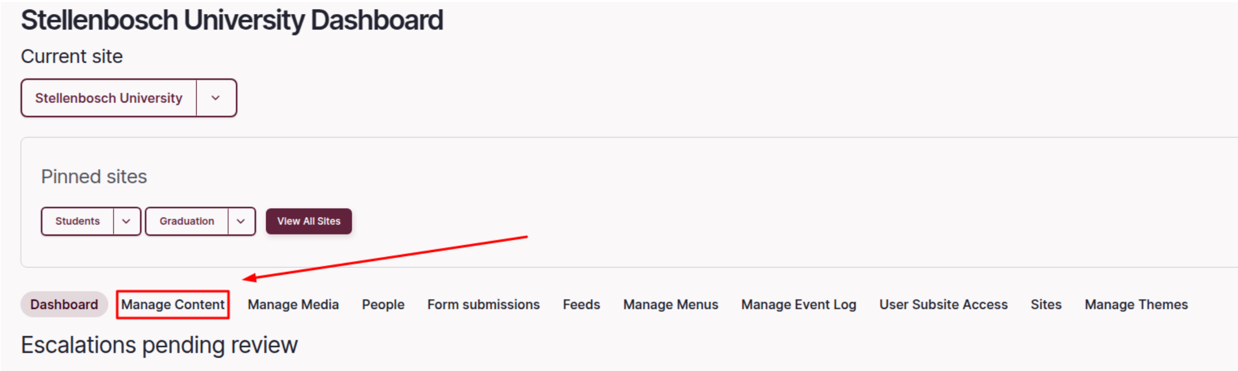
Last updated July 1, 2025

Content Management

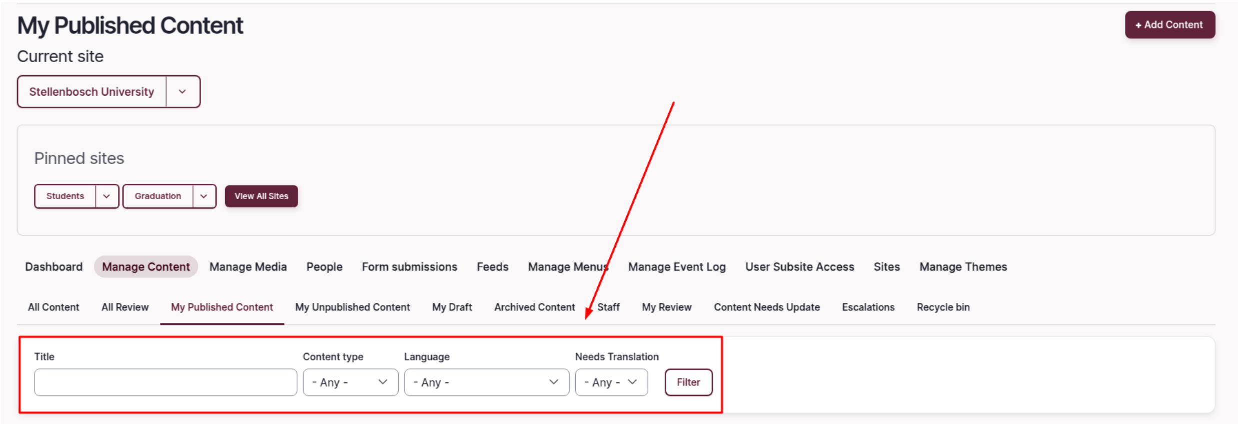
1 Content translation allows you to **convert** a content from **English** to any other language, including **Afrikaans, isiXhosa** and **French**. This feature translates all text on the current content but does not apply to images, as they remain static.

2 To translate content you must first navigate to your "**Dashboard**" by clicking on the "**Dashboard**" menu item.

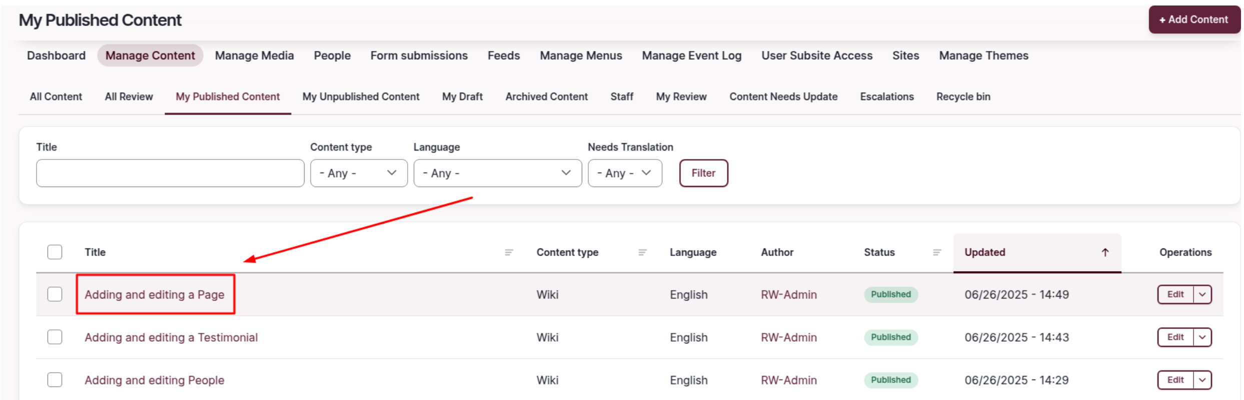
3 Next, click on the "**Manage content**" item to go to your content management dashboard.



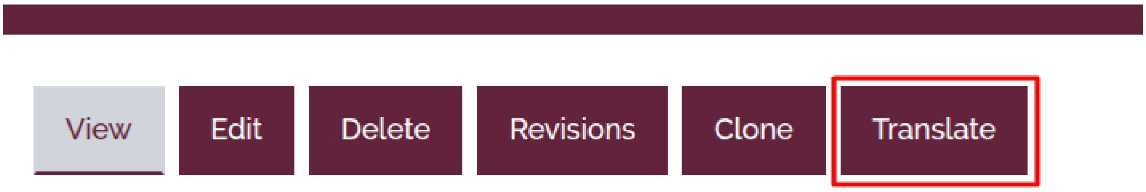
4 Once greeted by the **content management dashboard**, you can filter by using the search text field to search for content by the **Title.** Alternatively, you can narrow down the options even more by selecting the "**Content type**" and setting it to the content type you are looking for and the "**Language**" of the content that you would like to edit. To view content of different moderation states, simply click on the relevant menu items related to their moderation state e.g. "**My unpublished content**", "**My Draft**" etc.



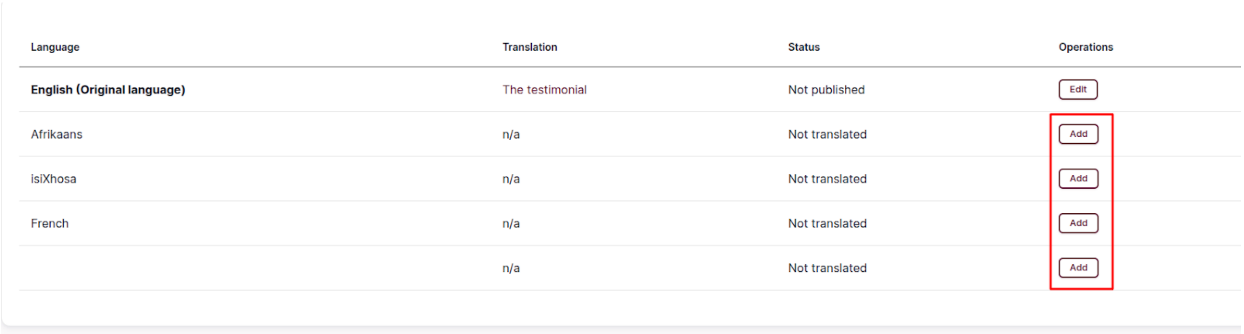
5 Locate the content, and click on the name of the content to open it.



6 Once you are loaded into the content, click on the "**Translate"** button located in the top actions menu.

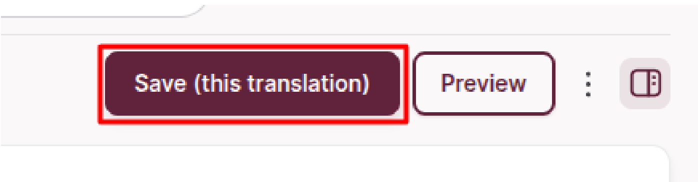


7 You will then be **redirected** to **add** a language for that content. Click on the "**Add**" button next to the language you wish to add a translation for.



Language	Translation	Status	Operations
English (Original language)	The testimonial	Not published	Edit
Afrikaans	n/a	Not translated	Add
isiXhosa	n/a	Not translated	Add
French	n/a	Not translated	Add
	n/a	Not translated	Add

8 A **duplicate** of the content you originally selected to translate will be created. Here you can perform updates to the translation. Once the updates are finished you can click on "**Save (this translation)**" to save the translated content.



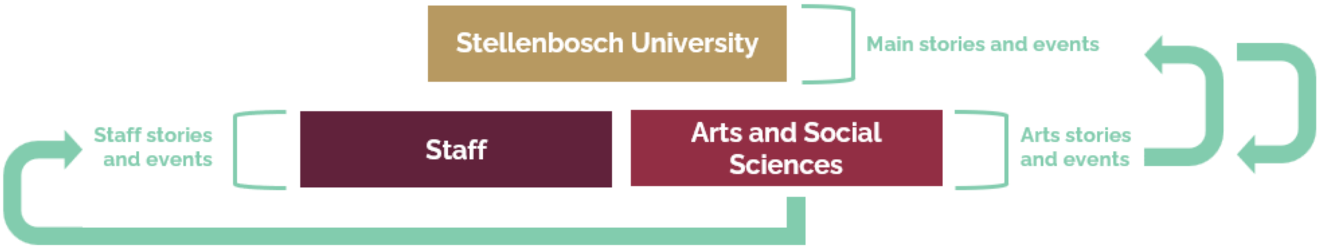
Escalating content to another Subsite

Last updated July 17, 2025

Content Escalations

Understanding Escalations

When you publish a Story or Event it is only published on the Subsite you created it on and for which you have Role permissions. To have your Story or Event published on other subsites or the main Stories and Events sections you can do an Escalation request. The graphic below shows that Arts and Social Sciences can escalate a story relevant to Staff to the Staff stories page and to the main Stories page. If the main Stories page publishes a story about the Arts and Social Sciences Faculty, they too are able to escalate the story to the faculty.



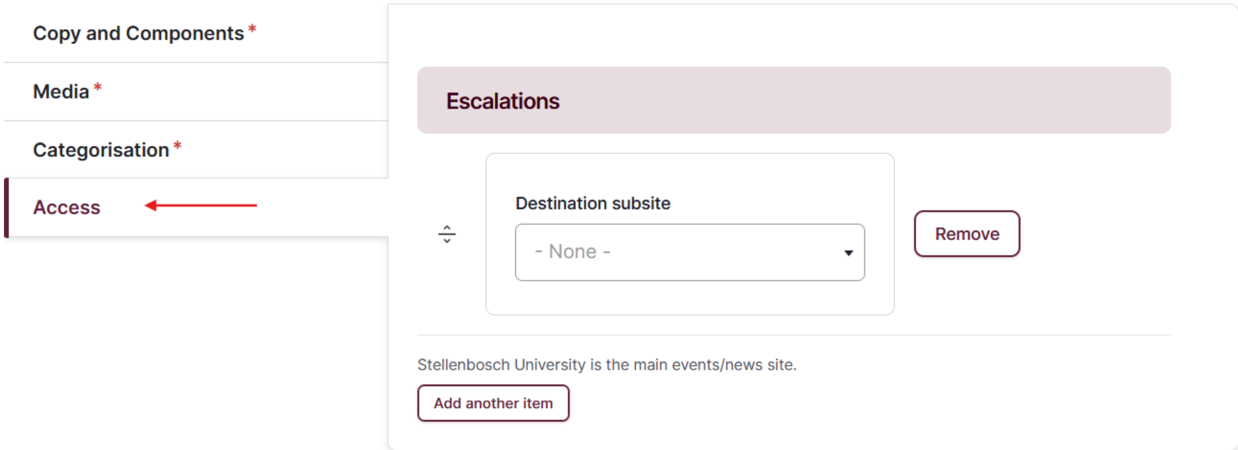
The site owner can decide whether to approve or deny an escalation request. You should only escalate Stories or Events to other sites that are relevant to the Story or Event.

When content is escalated to another subsite, it is not duplicated but shared from the original source. This means any updates made on the original subsite will automatically reflect on the escalated subsite. If the original content is deleted, it will also be removed from the escalated subsite.

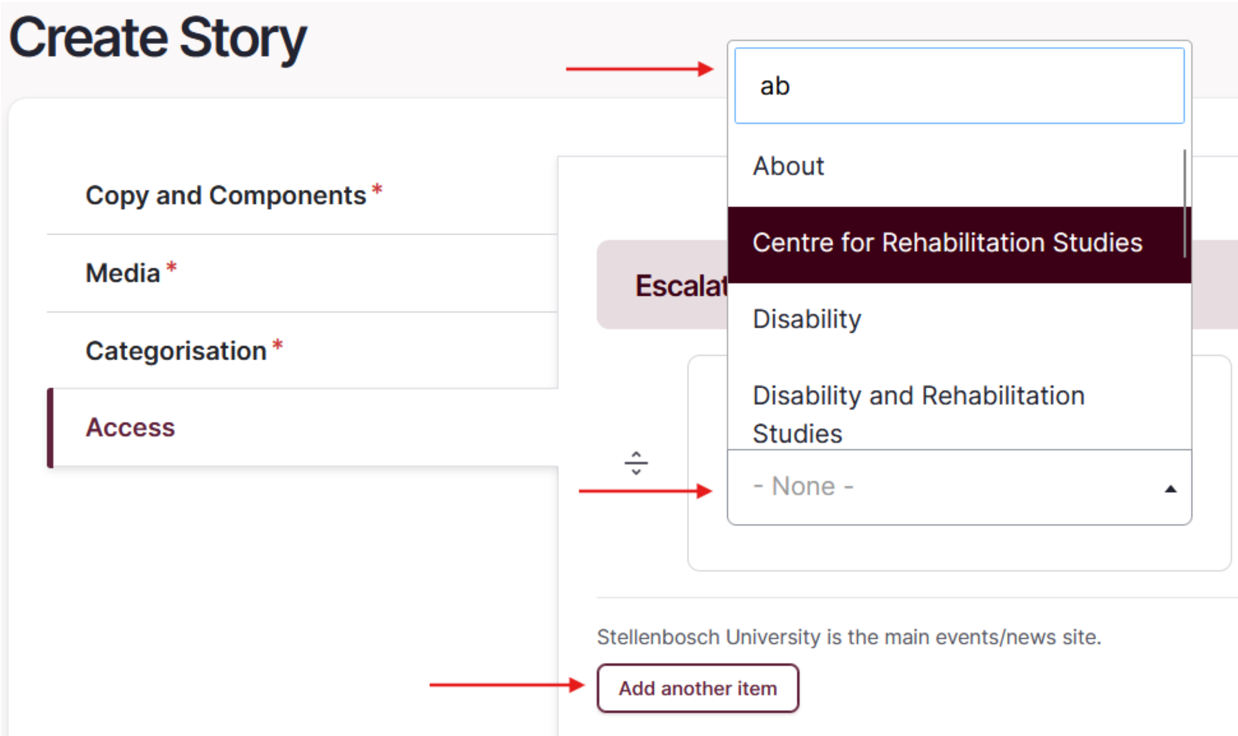
How to escalate content

Please note that a content piece should first be published before escalations can occur.

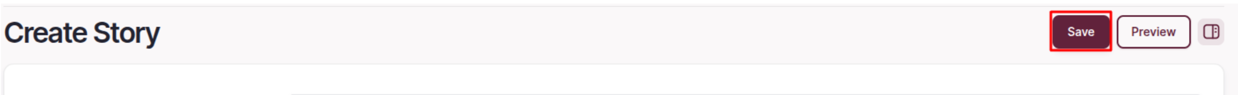
1. Escalating content to another site allows sharing content to other subsites. The content types that can be escalated are **Story**, **Notice** and **Even**t. To escalate, **create** or **edit** any of the above content types, once you are happy to escalate, go to the "**Access"** tab.



2. Here you will see an "**Escalations**" section, select the **subsite** that you would like to escalate it to in the **"Destination subsite"** field - when you start typing suggested escalation destinations will appear. To escalate to more than one site, click "**Add another item**".

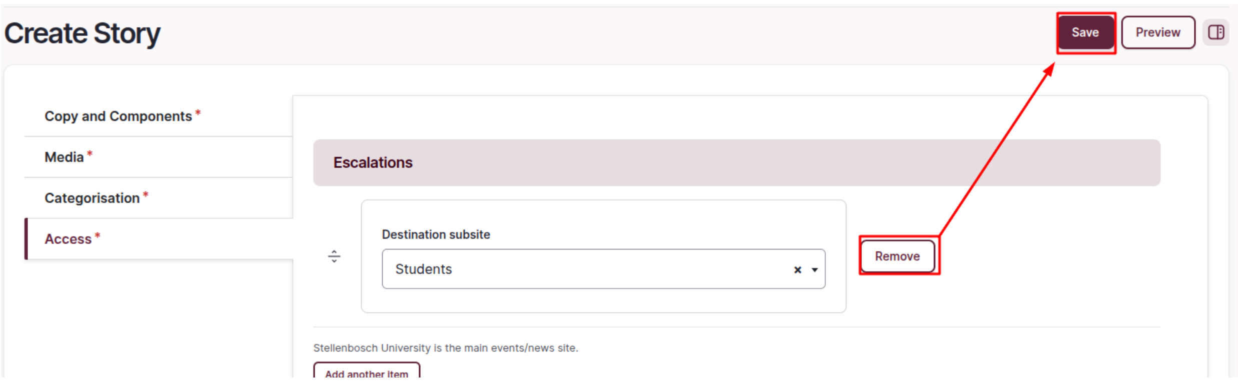


3 Lastly, click on the **"Save"** button and the content should be **Escalated** and ready to review.



4 When the content is being escalated to another subsite, it will simply be sharing what is being viewed from the subsite that is escalating the content. This means that any edits that take place on the original subsite will also view on the subsite that is being escalated to. When deleting the escalated content on the original subsite, the content will be also be unavailable to be viewed from the escalated subsite as nothing is being shared anymore.

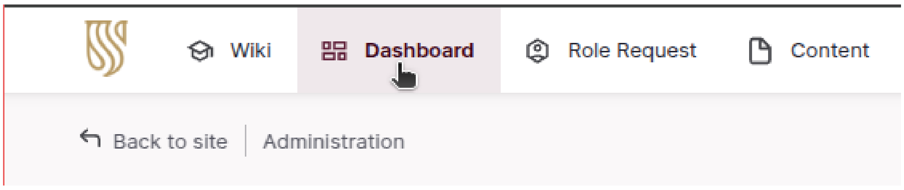
5 In order to retract an escalation, simply edit the content, navigate to the **Access**" tab again and select the "**Remove**" button after locating the "**Destination subsite**" that you would like to remove from being escalated to. Afterwards, click the "**Save**" button to apply the changes.



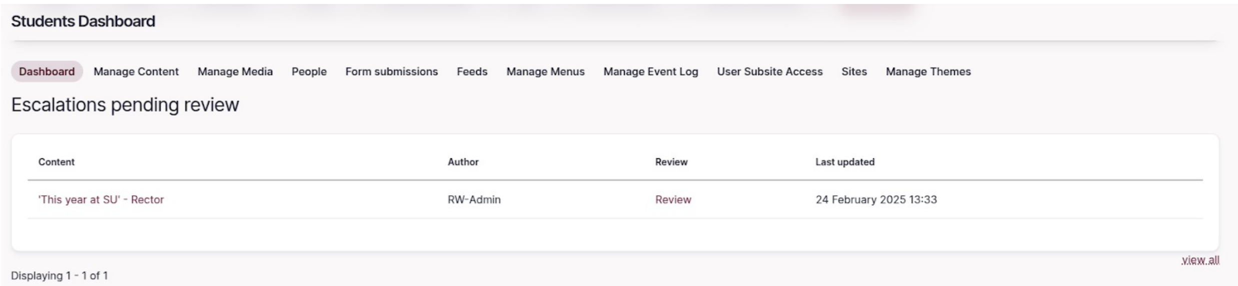
Reviewing Content escalated to your Subsite

Last updated July 1, 2025

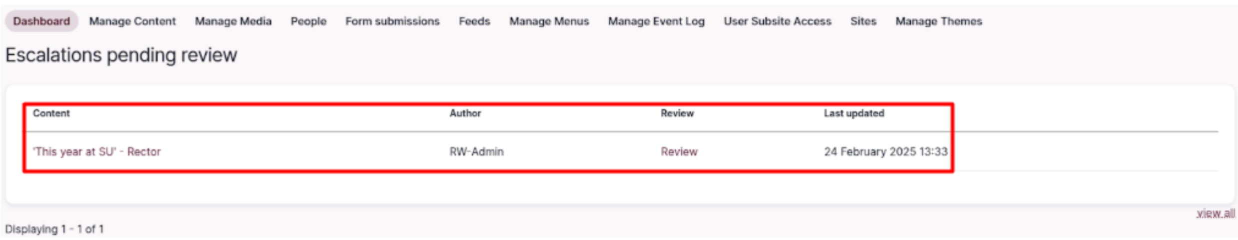
1 In order to review **Escalations**, content first needs to be escalated from other subsites, when you are ready to review, navigate to your **Dashboard** by clicking on the **"Dashboard"** menu item located in the admin menu at the top of your screen.



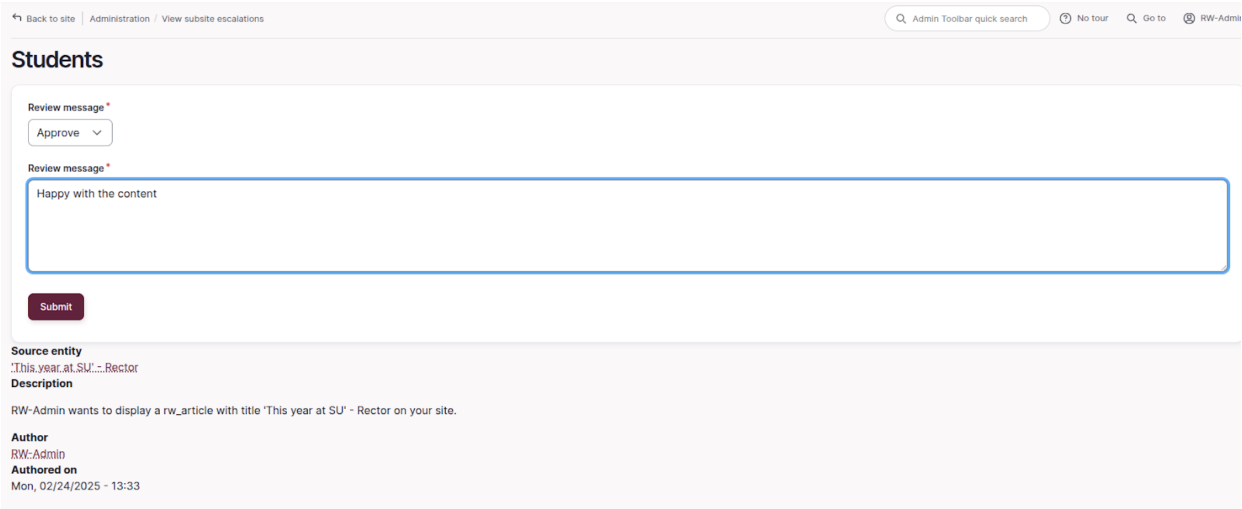
2 Here you will find the **"Escalations pending review"** section located in your **"Dashboard"** tab below the **"Current site"** and **"Pinned sites"** sections. Additionally, you will receive a notification email which will also contain link to the content that has been escalated.



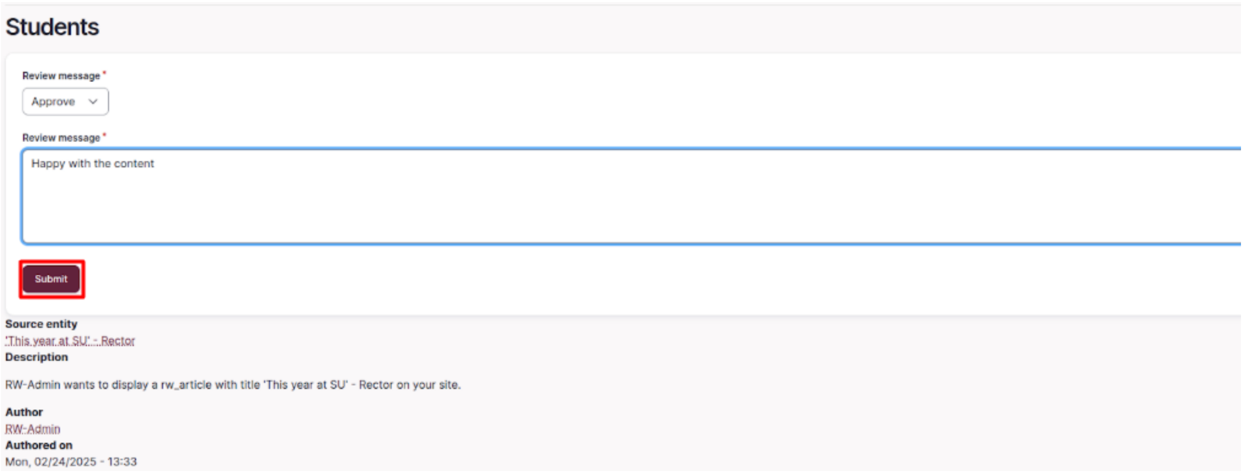
3 You will see all the content that's ready for **Escalation** and that you can review. Click on "**Review**" and you will be able to review the content.



4 In the **"Review message"** field you will have a drop-down which allows you to either **"Approve"** or **"Reject"** the **Escalation**. You can add a reason for your approval or rejection in the second **"Review message"** text field.



5 Once you are done editing the fields, click "**Submit**" to complete your review.



Removing Content escalated to your Subsite

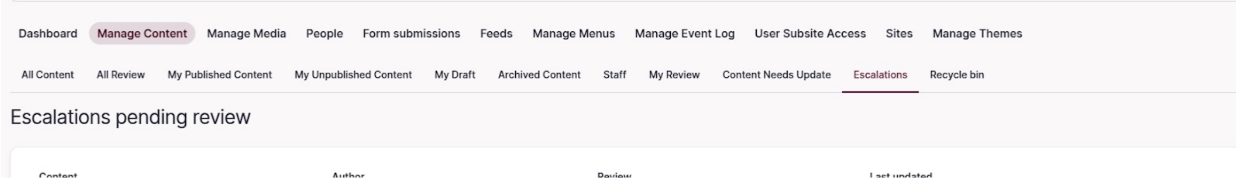
Last updated July 1, 2025

Content Escalations

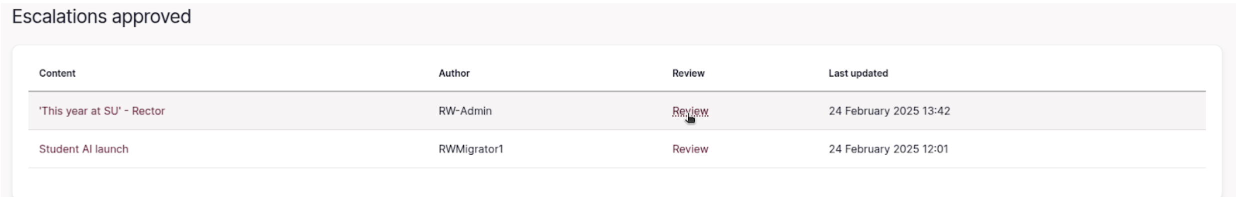
1 In order to remove content that has been escalated to your subsite, navigate to your **Dashboard** by clicking on the **"Dashboard"** menu item located in the admin menu at the top of your screen.

2 Here you will find the **"Manage Content"** section located in your **"Dashboard"** tab below the **"Current site"** and **"Pinned sites"** sections.

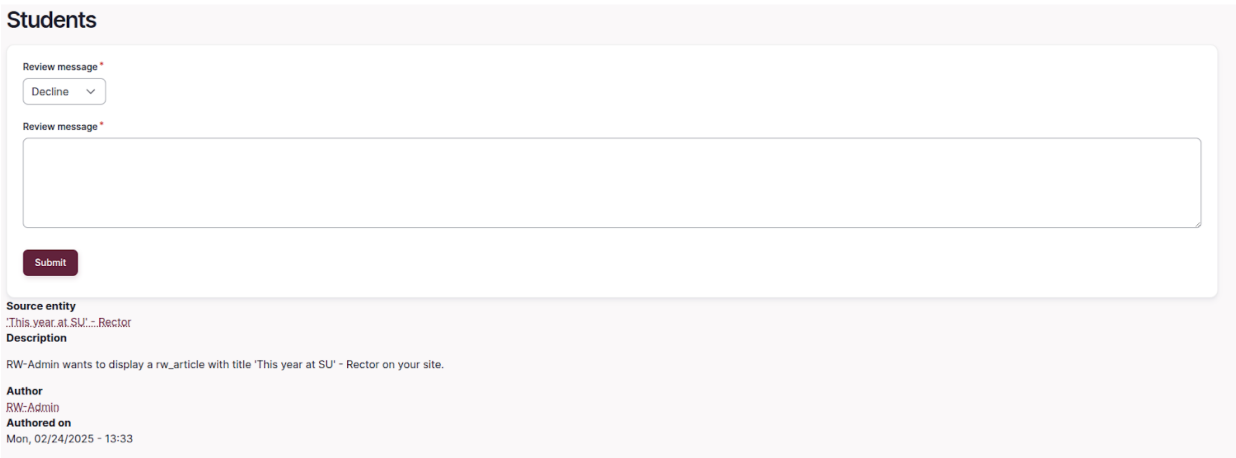
3 Further navigate to the **"Escalations"** menu item.



4 Scroll down to the '**Escalations approved**" section and click on **"Review"** for the content that you would like to remove.



5 Once here, you will load into a form where you can review the content. To remove the content, change the "**Review message"** drop-down to '**Decline"** and give your reason why in the provided text box.



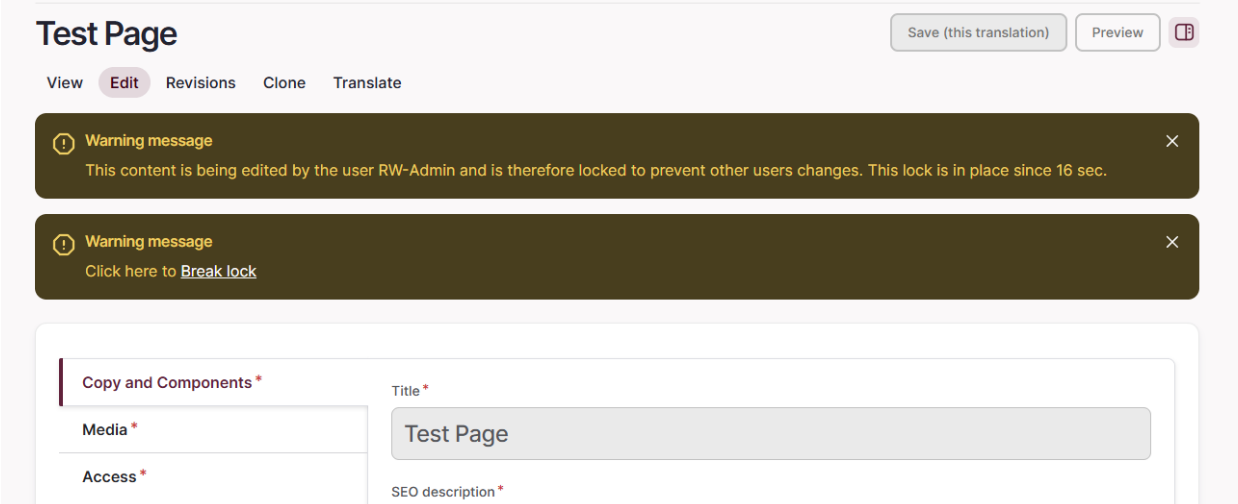
6 After reviewing, click **"Submit"** to complete the request and the content will be removed.

How to unlock content for editing

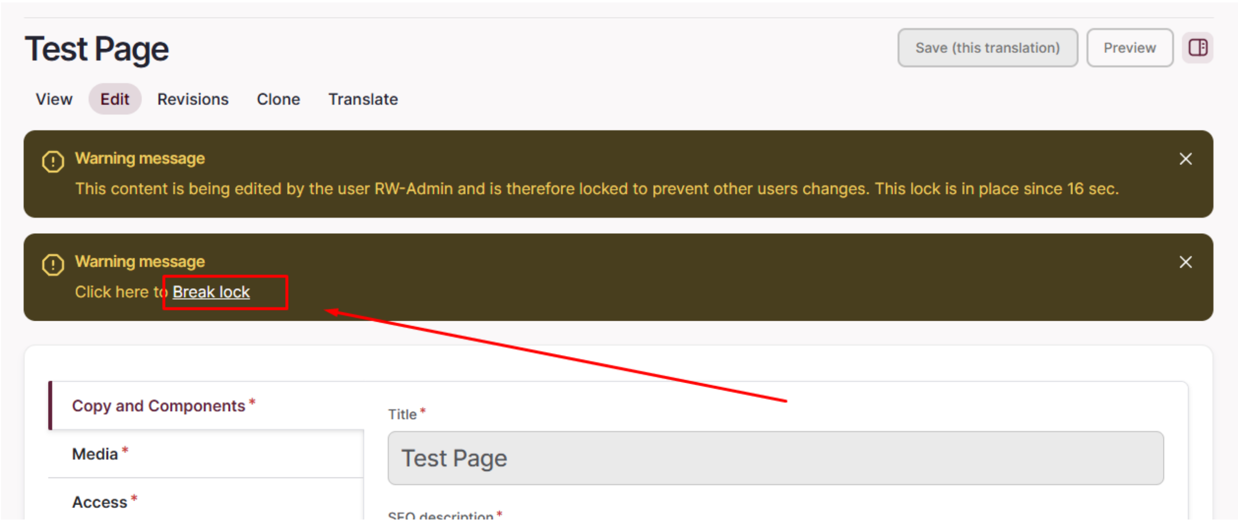
Last updated July 1, 2025

Content

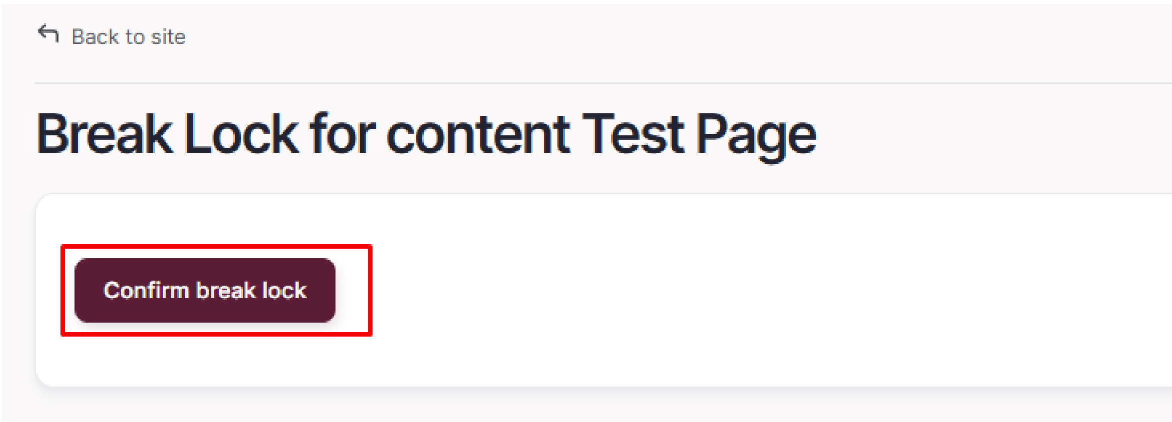
1 Sometimes when attempting to edit content you will be prompted by the following warning messages indicating that another user is currently in the process of editing content. If this is the case, it is highly advised to not attempt to edit the content at the same time as the other use as either you or the other user may lose work progress.



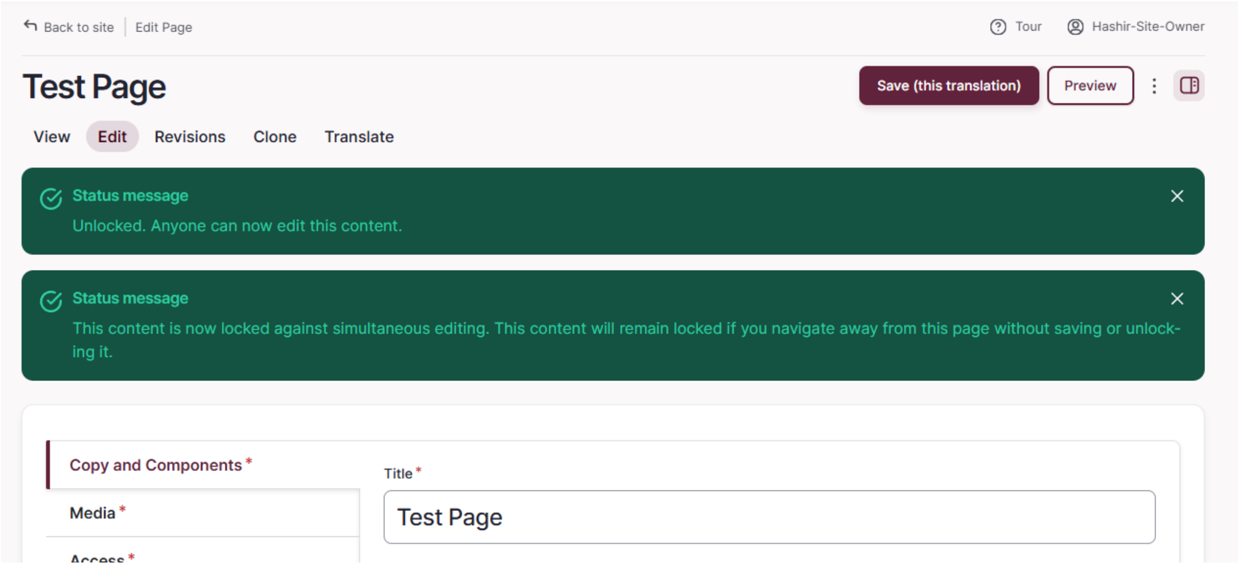
2 However, in some instances where users were in the process of editing content and have left themselves logged in while editing, it may be necessary to be able to break the content lock and complete the editing. If you wish to break the content lock and resume editing, simply click on the prompted "**Break lock**" link contained within the second warning message.



3 Once you have clicked on "**Break lock**" you will be prompted to confirm that you wish the break the content look. To complete breaking the lock, click on the "**Confirm break lock**" button.



4 Once you have confirmed that you wish to break the lock, the page you wanted to edit will reload and you will be prompted with two new satus messages. The first will confirm that the lock has been broken and that the content will be available to editing and the second will give confirmation that the content is now locked against editing by other users, thus effectively giving over editing control to you. This is why it holds the potential to lose work progress as the other user that was initially editing the work will no longer have editing access and will be unable to save their work.



5 And that's it, you have sucessfully broken the content lock and are now able to edit the content.

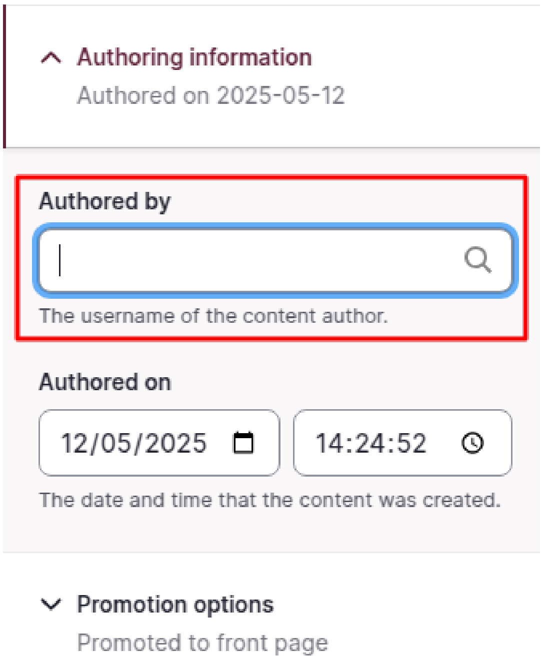
Reassigning content to a different user

Last updated July 17, 2025

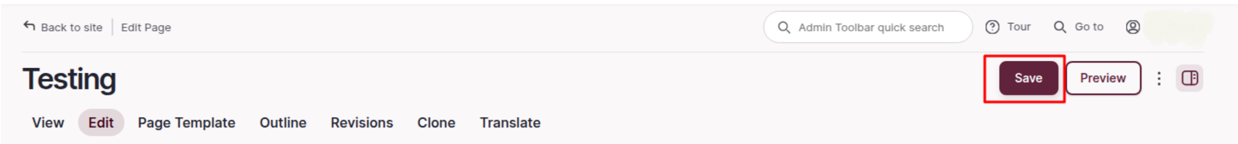
Content Management

1 To reassign content ownership to a new user, navigate to the content you wish to reassign and edit it. Depending on the content type you are wanting to reassign, see the relevant wiki article on adding and editing that content type.

2 On the content edit form, navigate to the "**Authoring information**" tab in the **sidebar menu**. See the Wiki article on "Understanding the content sidebar" for more information. Within the "**Authoring information**" tab you will be able to set the date and time the content was created on in the "**Authored on**" Date and Time fields. This will by default be the current date and time when creating content. You are also able to set the author and or owner of the content by entering their username in the "**Authored by**" field. This will by default be the person creating the content, however this can be used to transfer content ownership to a different user by simply replacing the existing value with the username of the individual you want to transfer the content to.



3 Once you have assigned a new author to the content, simply click on the **Save**" button in order to apply your changes to the content. And that's it, you've reassigned content ownership to a new user.



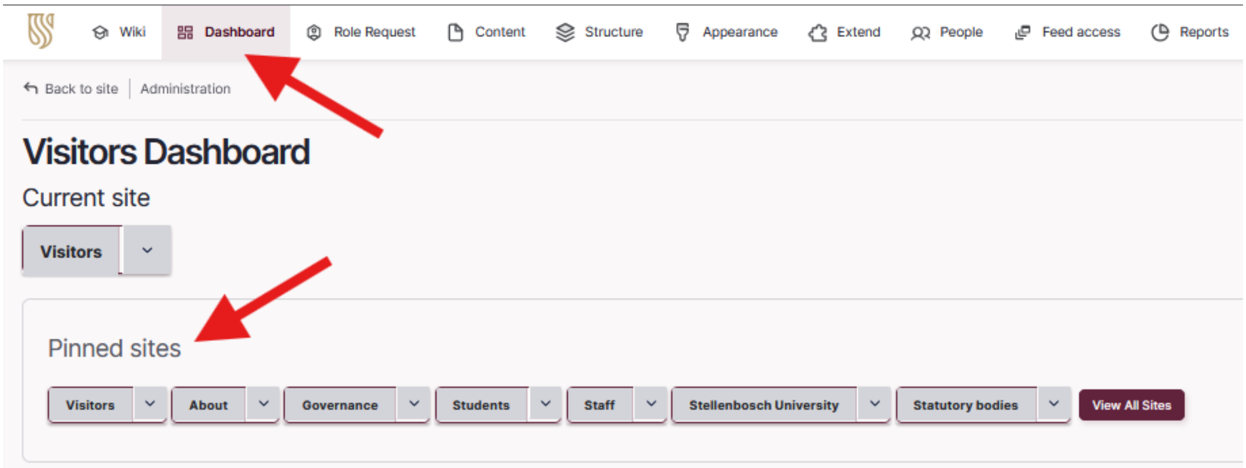
Accessing analytics for your subsite

Last updated February 5, 2026

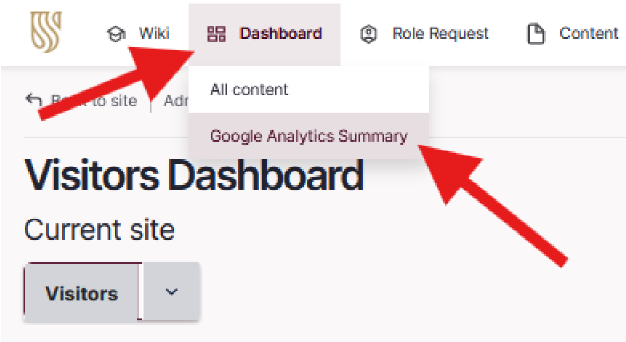
Content Management

Monitoring website analytics is essential for understanding how your site is actually being used - not just how you expect it to be used. By regularly reviewing this information, you can make informed decisions about your content, ensuring the website continues to meet your goals and user needs. In short, analytics transforms assumptions into evidence, helping you prioritise improvements, measure success, and continuously refine the online experience.

1 To access analytics for a subsite, start by navigating to the subsite from the backend. Go the **"Dashboard"** and select your subsite from your **"Pinned sites"**.

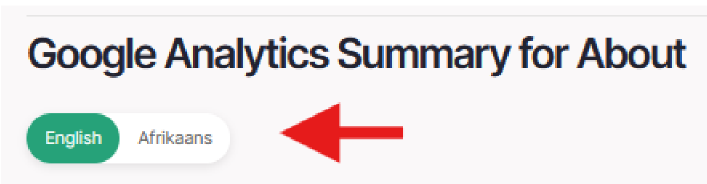


2 After selecting your subsite, hover your mouse over the **"Dashboard"** menu item, and select **"Google Analytics Summary"** from the dropdown.

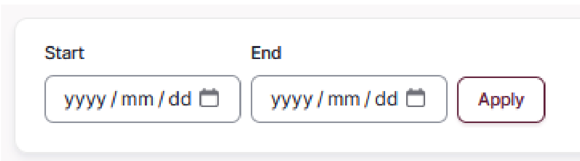


3 You will now be loaded into the Google Analytics Summary page. The page shows an analytics overview, your top pages (up to 50) and the main traffic sources. Please read through the descriptions at the top of the page to help you understand the terminology being used.

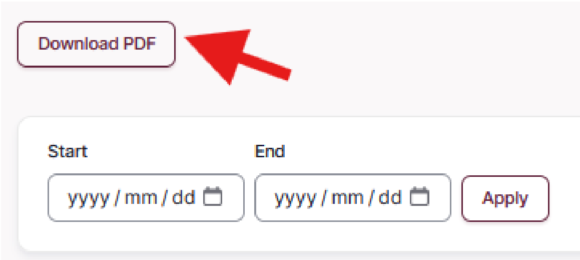
4 At the top of the page, you can select the language you would like to see the analytics of.



5 The analytics summary automatically provides data for the past 30 days, but you can also select a different date range.



6 After selecting the language and date range, you can download the data as a PDF.



Adding content

Last updated July 8, 2025

Content Index

Overview

- The Golden Rules
- Understanding red words
- Understanding restricted words
- Best practice for Search Engine Optimisation (SEO)

Main content types

- Best practice for Events
- Adding and editing an Event
- Best practice for Stories
- Adding and editing a Story
- Best practice for Notices
- Adding and editing a Notice
- Adding and editing People
- Adding and editing a Testimonial

Building pages

- Components

The Golden Rules

Last updated July 3, 2025

Content Overview

The Golden Rules are our guiding principles for website content.

1 **Follow guidelines**
SU has developed comprehensive writing and branding guidelines to support content creators. Before you develop any website content, you must familiarise yourself with these guides:

Brand manual
The new website design aligns to SU's visual identity. Sections 2 and 3 are especially important and cover SU's brand narrative, personality, tone of voice, and more.

>

brand-manual.pdf (147.76 MB)
Brand manual

Language style guides
The SU style guides ensure consistency in the language used for University communications. These guides reflect SU's preferred styles and house rules, rather than universal grammar rules. Familiarise yourself with these guidelines and refer to them whenever in doubt.
>

english-style-guide.pdf (4.53 MB)
English Style guide

>

stylgids-vir-afrikaans.pdf (7.55 MB)
Stylgids vir Afrikaans

2 Content must have a purpose

Content is used to persuade, inform, entertain, or illicit action from a reader. Ask yourself why visitors are visiting your page and what they expect to gain? Most of the content you will be placing will be to:

- Inform your audience of important information, e.g. when to apply
- Persuade your audience, e.g. that your course is the right choice for them
- Illicit action, e.g. to apply for your course

Your content's purpose is also informed by your target audience and their needs.

3 Create content for your target audience

A website may have many different types of visitors, but there is usually one or two primary audiences. Your content needs to not only meet the needs of your target audience but also be written in a way they can easily understand. Content aimed at prospective undergraduate students, for example, would be vastly different from content aimed at postdoctoral students.

No internal content may be placed on the website - use the intranet, Teams, email, or SUNLearn.

4 Write in plain language

No matter the target audience, your content should be written in plain, clear language using common, familiar terms and short sentences. Avoid jargon, abbreviations, acronyms, or technical terminology.

5 Keep text short

Website visitors spend as little as 10 seconds on a webpage. Content should therefore be concise and easy to scan. Avoid long, wordy paragraphs; rather opt for one to two sentence paragraphs and make good use of bullet lists. Use headings to organise content into smaller, scannable sections to help guide the reader to what they are looking for.

6 Use the inverted pyramid

The most important information you are trying to relay must feature prominently at the top of your page. It is helpful if you summarise the most important information at the top of the page and then go into more detail in sections with headings. It is advisable to follow the five W's and H: what, why, when, where, who and how when creating content for the website.

7 **Add visual interest**
Visual elements make a webpage much more engaging so remember to add graphics, videos, photos, or pull-quotes to your content. However, keep some white space and don't make your page too busy with visuals. Your visuals should help tell the story, so make sure they serve a purpose and aren't just random pictures.

8 **Provide next steps**
After a visitor has interacted with your content it should be obvious to them what the next step is. Use calls to action, such as "Apply now" to guide a user's next step. Provide them with contact information should they need support or more information. Also provide links to related content or more information.

9 **Keep it fresh**
Your website is one of your primary go-to places for content, so it is crucial that your content is always up to date. Having outdated content on your website makes you lose credibility. Pages that haven't been updated in a while also rank less favourably in search engines.

10 **Don't repeat content**
Content should never be repeated on your website, rather refer visitors to the appropriate page. Never duplicate content from a different site that you don't update as this can easily lead to conflicting information.

Never publish or duplicate yearbooks, course requirements, policies, or similar documents on your website. These documents may only be linked to.

We are developing a new content type for Governance and management documents (policies and regulations. We will notify all users when this functionality is ready.

Understanding red words

Last updated July 2, 2025

Red words Overview

Red words are words that, when added to the site, will be flagged in all content, upon saving the content. Therefore, the content will not save if it contains any of the added red words. When these words are flagged upon saving content, it will request that an **alternative to the flagged word** is used.

Red words are used **specifically for profanity**. They match with words up to 1 character away, and are **not case sensitive.** This means, as an example, that the word "Example" will match with "ex4mple". Red words are **flagged in all text fields, except for URL fields**.

Red words are checked in Afrikaans and English.

Understanding restricted words

Last updated July 2, 2025

Red words Overview

Restricted words work very similarly to **red words**, in that they will be flagged in all content, upon saving the content. They are also flagged in all text fields, except for URL fields. Content cannot be save if it contains restricted words.

Restricted words will be flagged if they are an exact match. They are also case-sensitive.For example, when adding a restricted word or phrase like “Stellenbosch university”, this will **only be flagged if a user writes out the restricted word to an exact match**. It will not be flagged if someone writes “Stellenbosch University”. In this case the restricted word is used to ensure the capitalisation of the “U” in Stellenbosch University. It will also not be flagged if someone writes “university” and it is not preceded with “Stellenbosch”. The phrase has to be an exact match.

Another example would be the restricted word “there fore”. This will not be flagged if the user uses the word “therefore”. This shows how restricted words can be used to make sure words aren’t incorrectly typed as two words.

Restricted words are used to ensure that the content is released in the best, and most appropriate manner.

Restricted words are checked in Afrikaans and English.

Best practice for Events

Last updated July 1, 2025

1. Events must be uploaded on the website well in advance – there is no use in uploading an event a few days before it is due to take place.

2. The body copy of your event must clearly explain what the event is about, what attendees can expect, and how they must indicate their attendance.

3. Events don't have featured images.

4. You may include an image in the body section of an event. Do not upload a pamphlet for your event as the content is not searchable or accessible.

5. Closed events should not be uploaded.

6. All events must be published in English and Afrikaans.

Featured events

1. Contributors may use the escalation feature to flag an event for the main Events section and homepage. To learn more about escalating content, please refer to "Escalating content to another subsite".

2. Approving events for the homepage and main Events section is under the sole discretion of the Corporate Communication and Marketing Division (CCMD).

3. As one of the foremost universities in Africa, there are many amazing events happening daily, so CCMD is selective about what is featured on the homepage.

4 Various factors are considered when selecting events for the homepage and main Events section:

- Compliance with best practices
- Sufficient detail about the event and attendance
- Quality of the copy, including grammar, language use and writing style
- The target audience

Adding and editing an Event

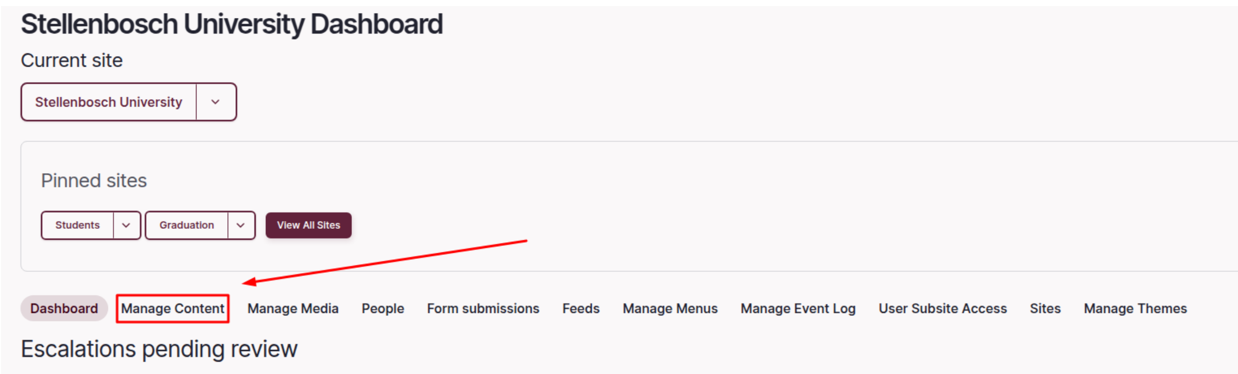
Last updated July 17, 2025

Content Management

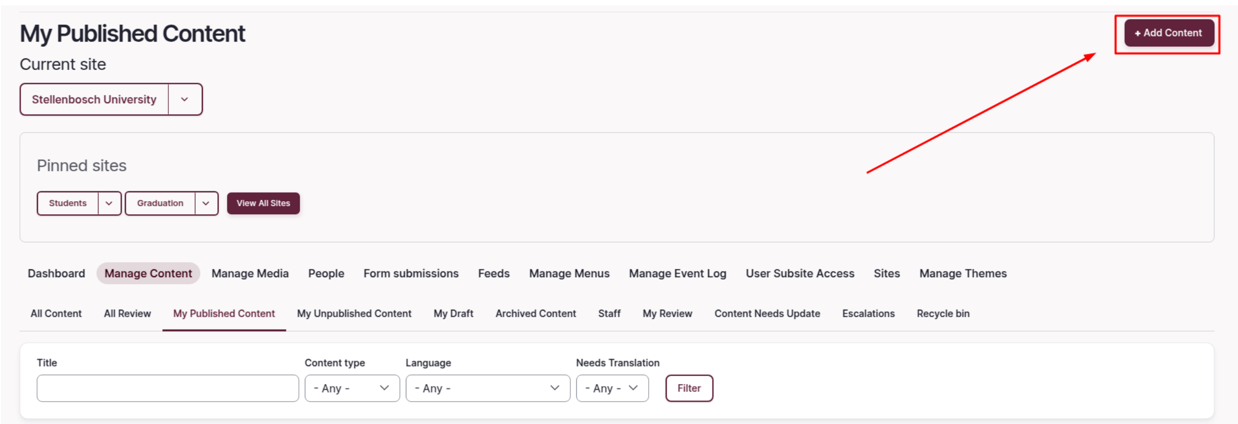
Adding Events

1 To add an event you must first navigate to your '**Dashboard**" by clicking on the '**Dashboard**" menu item.

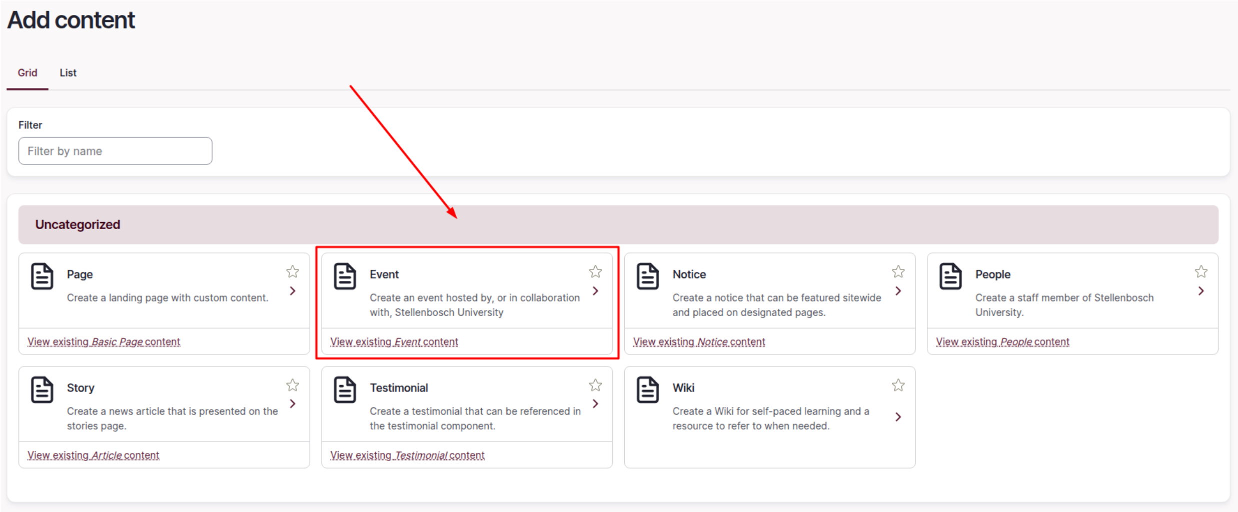
2 Next, click on the '**Manage content**" item to go to your content management dashboard.



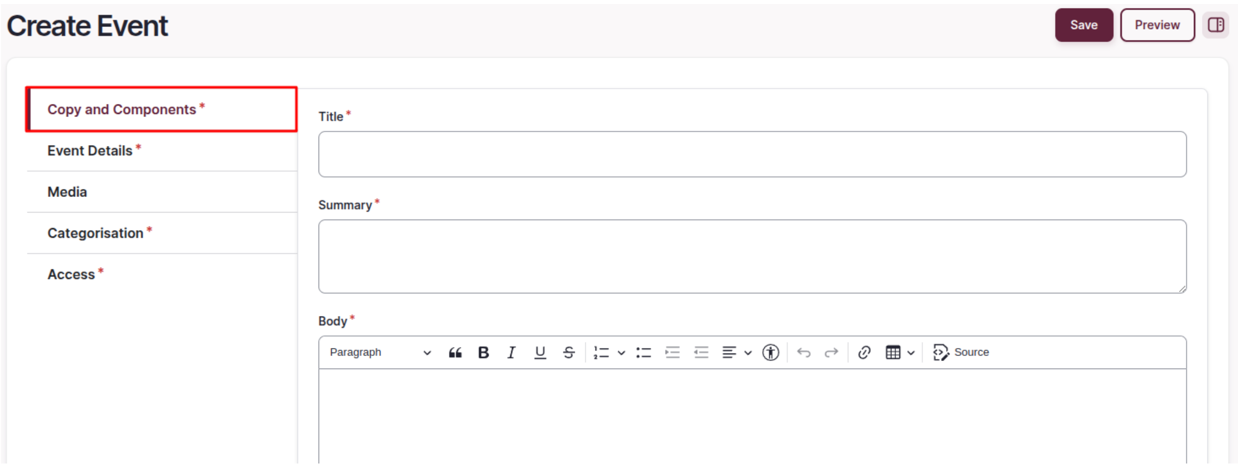
3 On your content management dashboard, click on the "**+Add Content**" button in the top righthand corner to go to the "**Add content**" page.



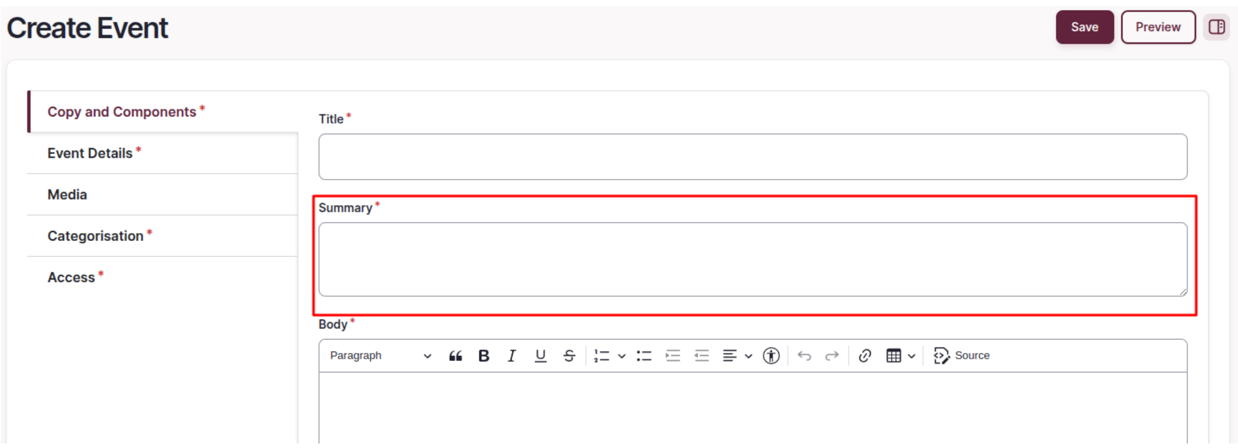
4 Once you are on the "**Add content**" page, click on the "**Event**" option to take you to the event creation page.



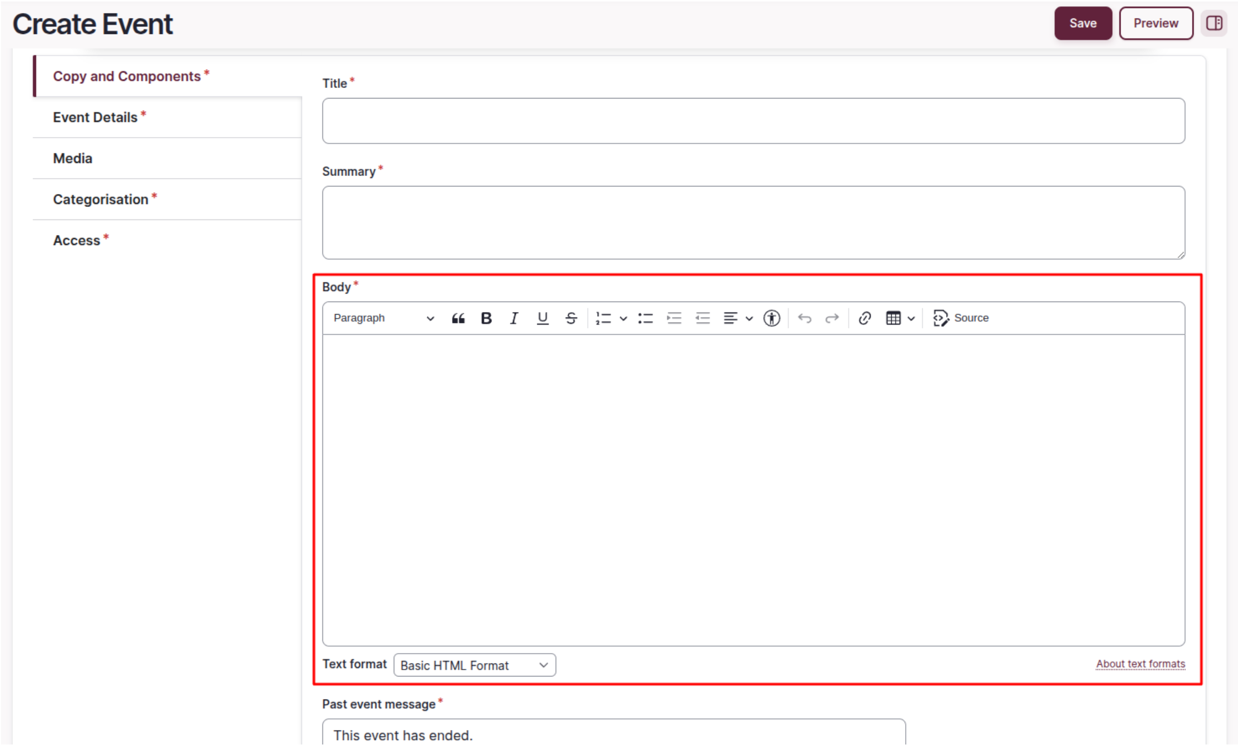
5 Once you are on the event creation page, navigate to the **"Copy and components"** tab. Here you will fill-in various fields such as the **"Title"** of your event. Make sure the title is clear and descriptive.



6 On the **"Summary"** field provide a short summary of your event. This is a brief description that helps visitors understand what the event is about.

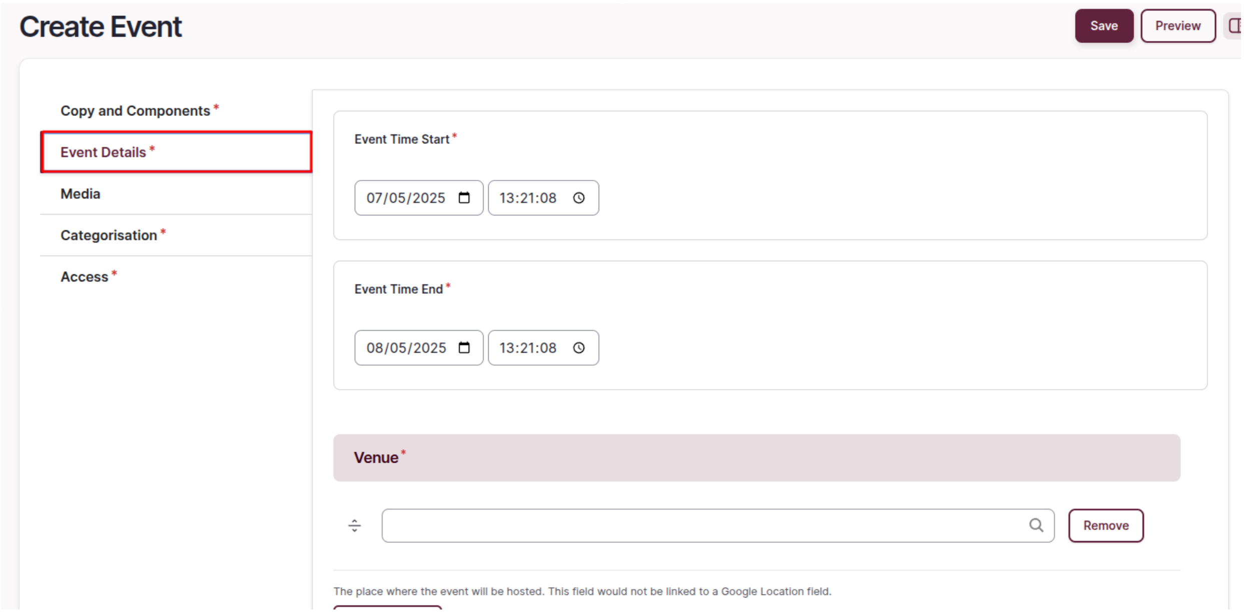


7 On the **"Body"** field you can provide a detailed description of the event. Include important details. The WYSIWYG editor will allow you to apply some formatting and add images to the event body. Learn more about the WYSIWYG under "Understanding the WYSIWYG". Also refer to "Best practice for images" and "Adding and editing an image" for more information.

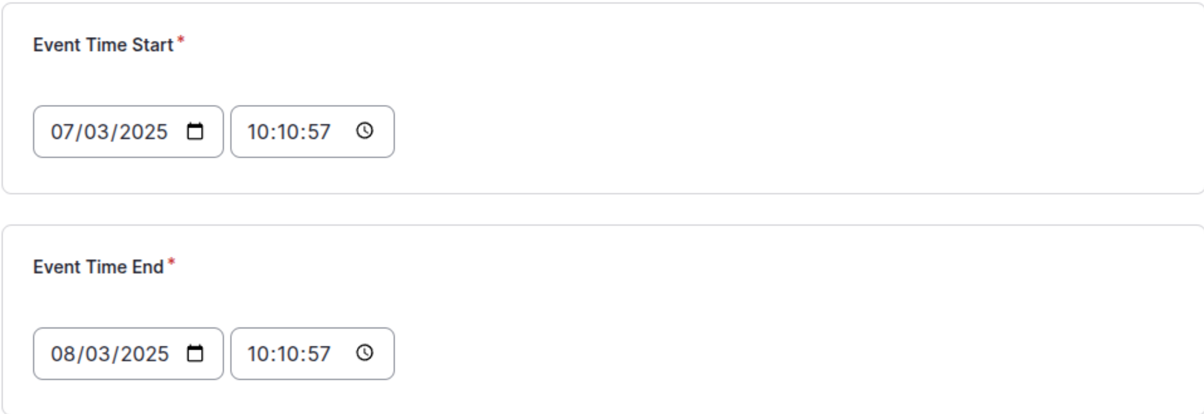


8 "**Past event message**" allows you to choose a message to display for when the event has passed.

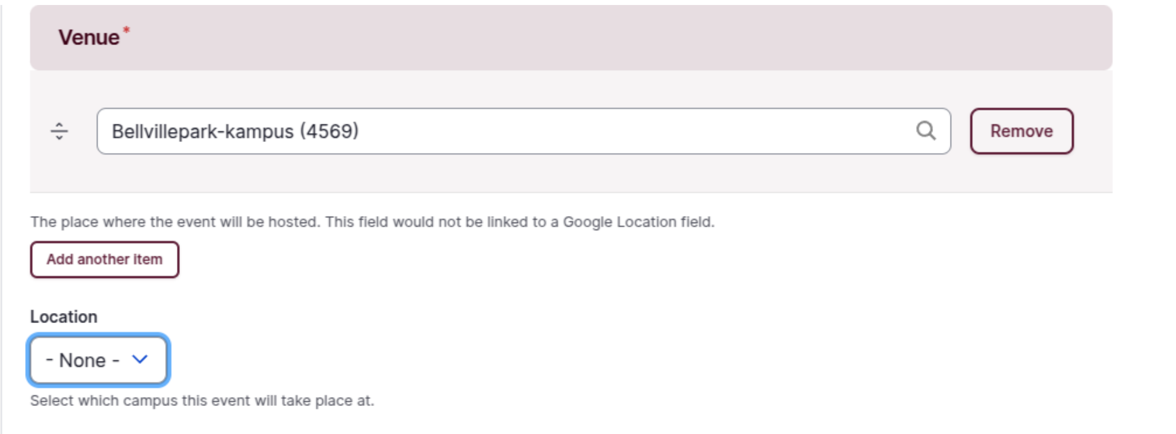
9 Navigate to the "**Event details**" tab and you will be required to fill in the following fields.



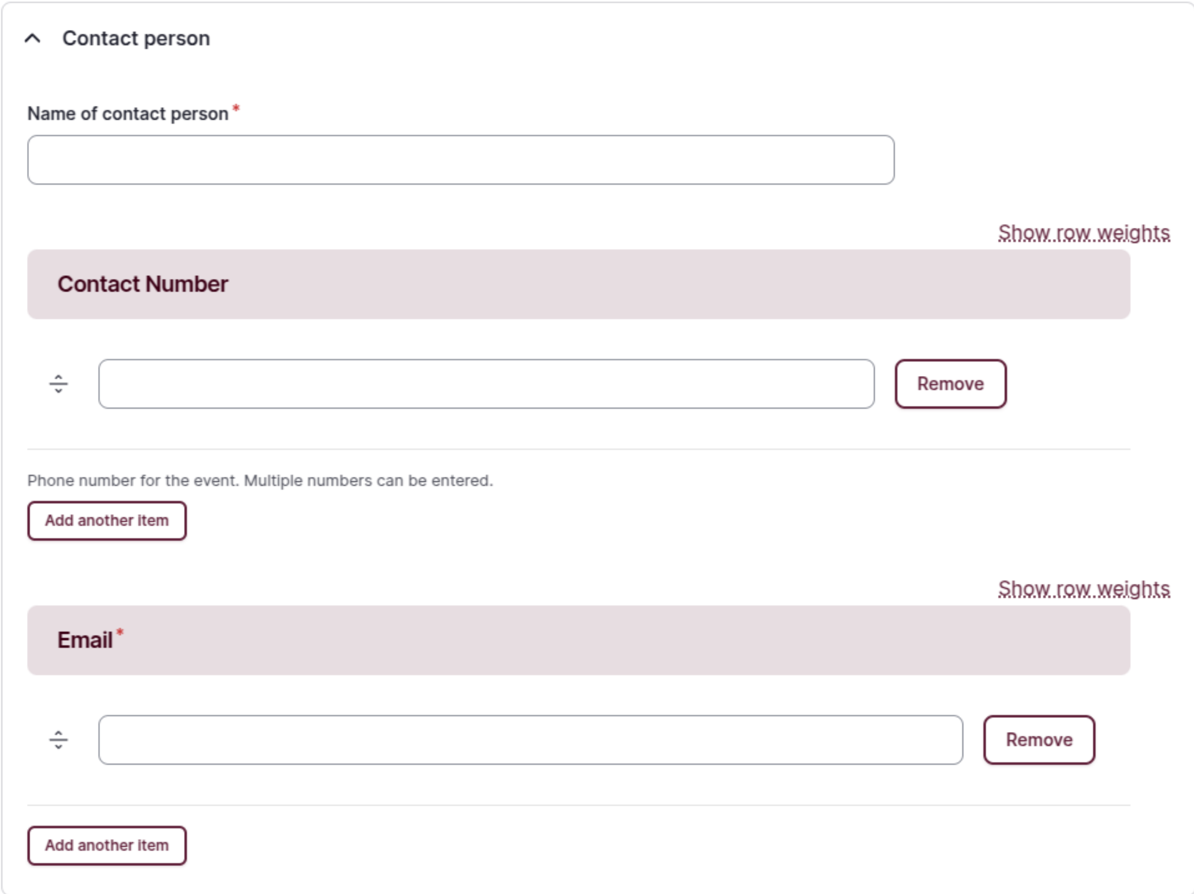
10 **Event Start Date** is the date and time your event begins and **Event End Date** is the date and time your event ends.



11 Under **Venue** enter the name of the venue where the event will be hosted. When you start typing, the field will suggest venues that other users have entered. Make sure to use the correct name of the venue. If your event is online, enter Online. **Location** is the campus where the event will take place - select one of the options from the list.



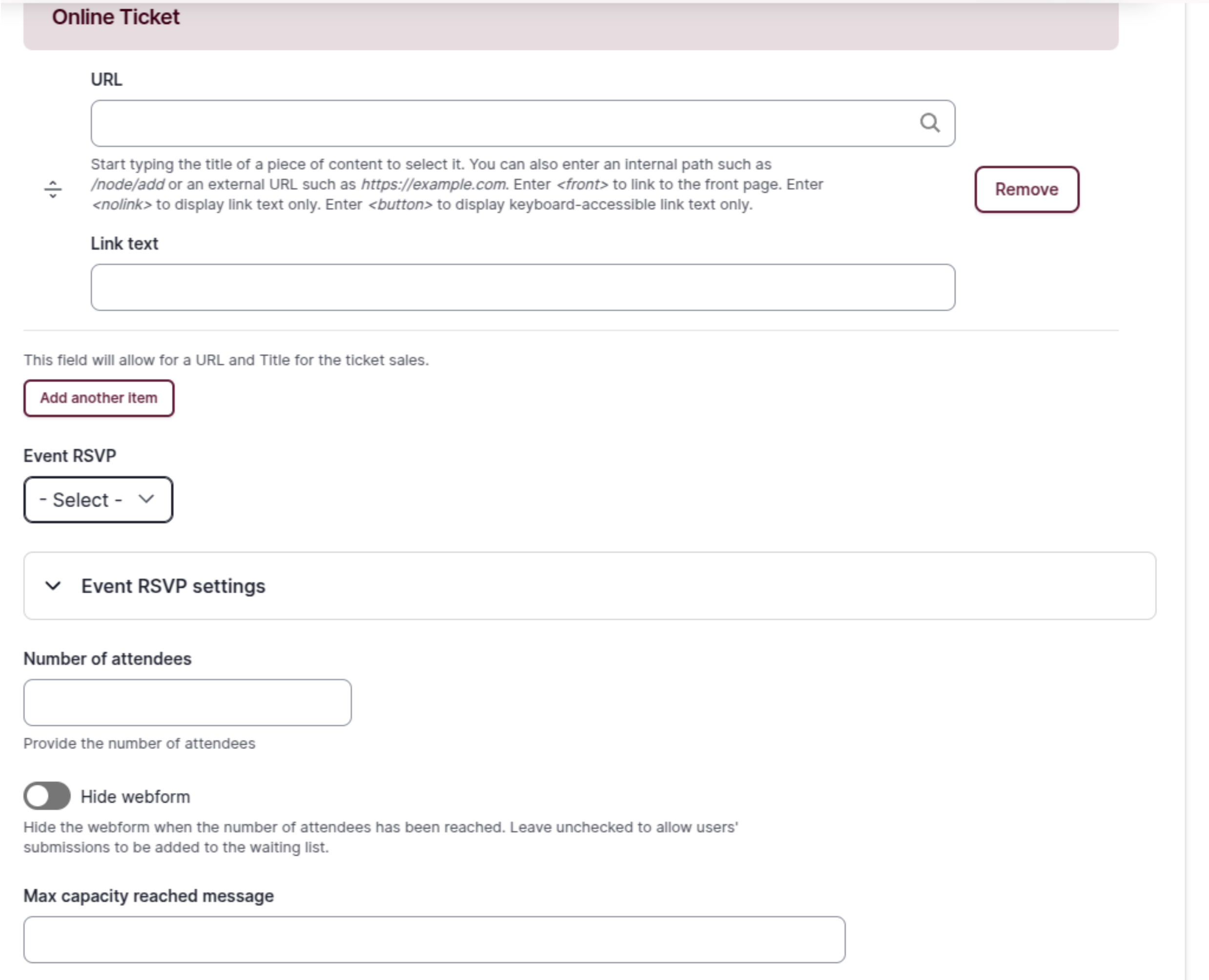
12 **Contact Person** is the name of the individual responsible for event inquiries, **Contact Number** is the phone number attendees can use to reach the event contact and **Email** is the email address for event-related queries.



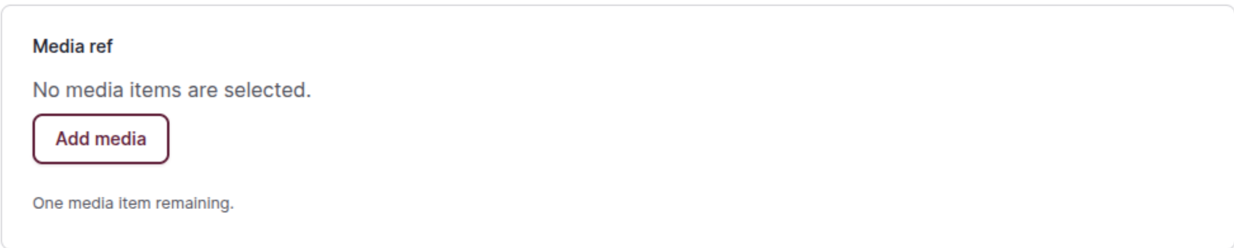
13 **"Online Ticket URL"** allows you to add external ticket links where attendees can purchase or reserve tickets (optional).

Under **Event RSVP** you can select a form to use for RSVPs (optional) - there is a comprehensive section in the Wiki that explains how to create forms. **RSVP Settings** allow you to manually open or close the RSVP form, or schedule the form to open or close on a specific date.

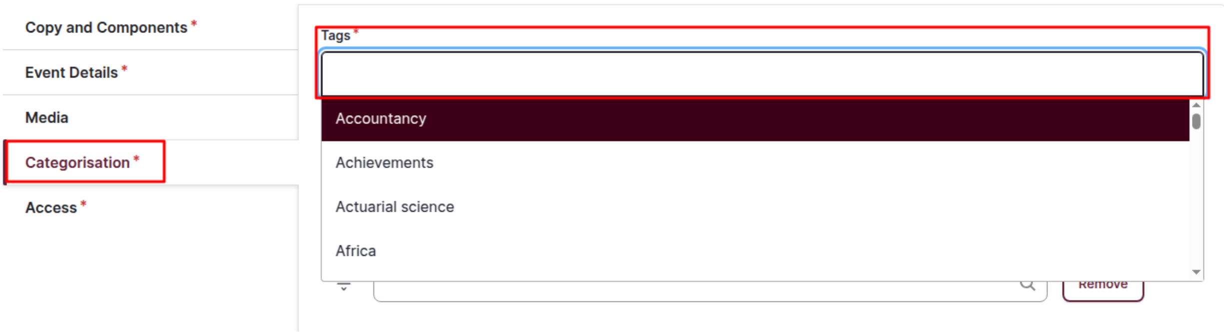
Number of Attendees specifies the maximum capacity for the event. This is an optional field to help you manage attendance. The **Hide webform** selector allows you to choose whether the RSVP form should close when the number of attendees have been reached. If the selector is grey, the RSVP form will remain open and attendees will be added to the waiting list. You can also set a message to display when the maximum capacity is reached.



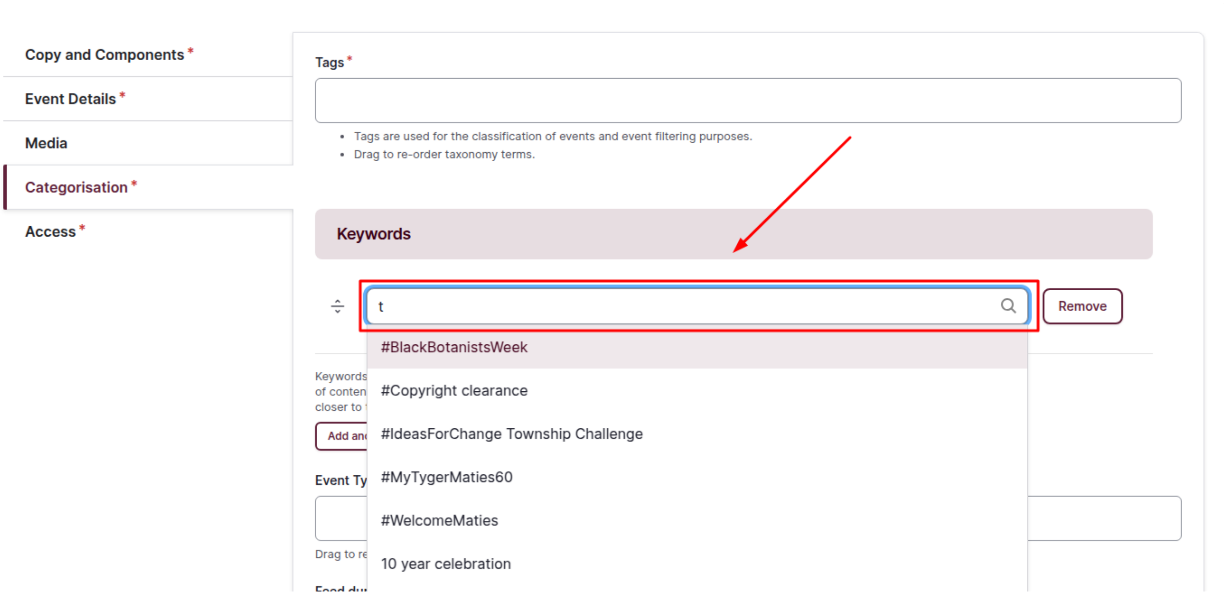
14 Navigate to the "**media**" tab in the left hand menu. **Media Ref** allows you to attach **documents** with more information. Events do not have a featured image - if you want to add an image, you must add it in the "**Body**" section.



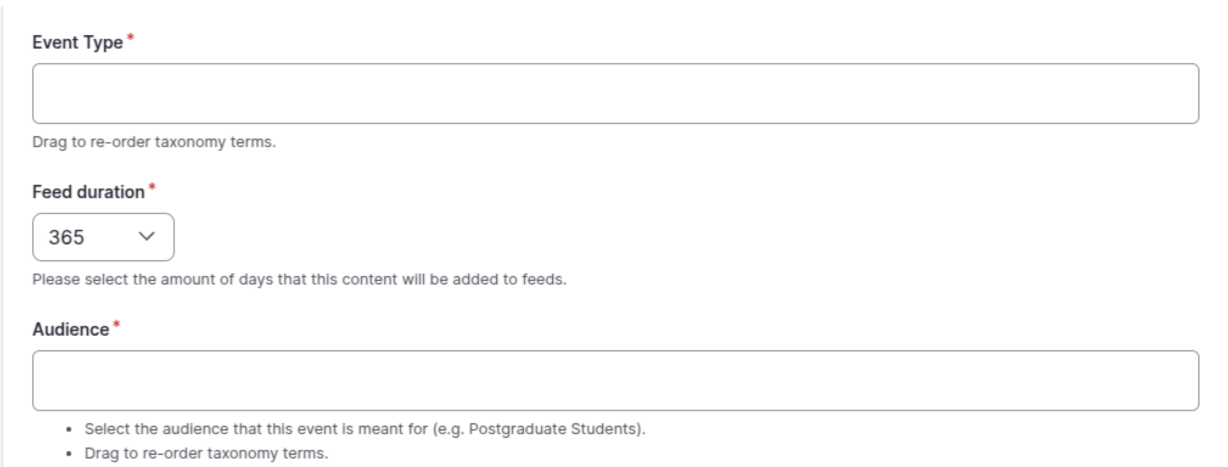
15 On the left side, navigate to the "**Categorisation**" tab. Click in the **Tags** field to select a tag from the list. You can add multiple tags.



16 You can also add keywords in the **Keywords** field. Keywords aren't visible to website visitors, but help improve search results. Use keywords that are specific to your event or which users are likely to search for to find your event.

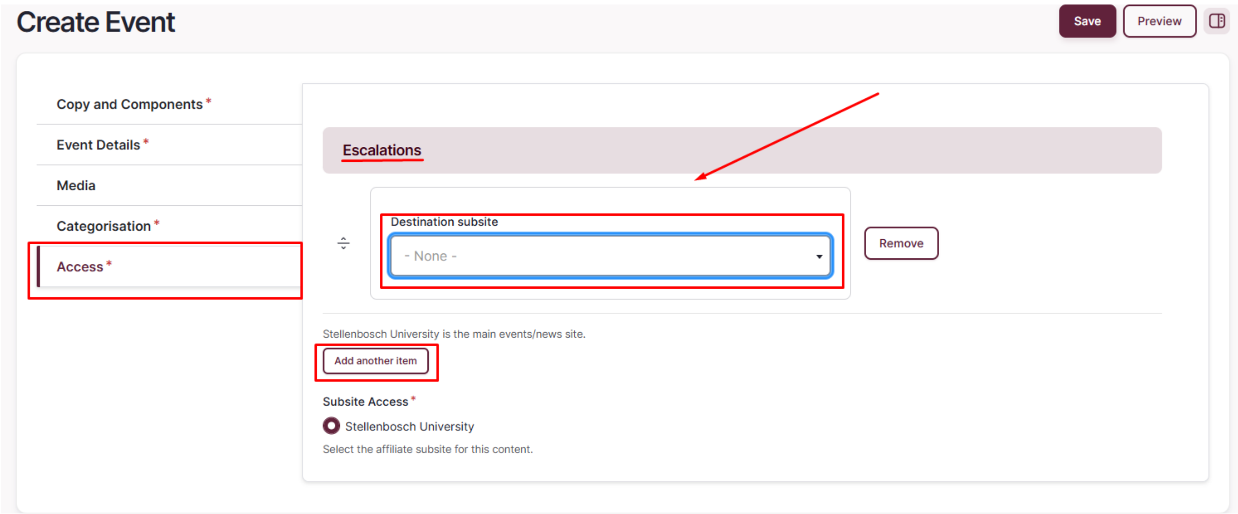


17 Choose the appropriate **Event type** for the event from the list. Also select the target **Audience** for the event. You can select more than one event type and audience. Do not select all event types or audiences.

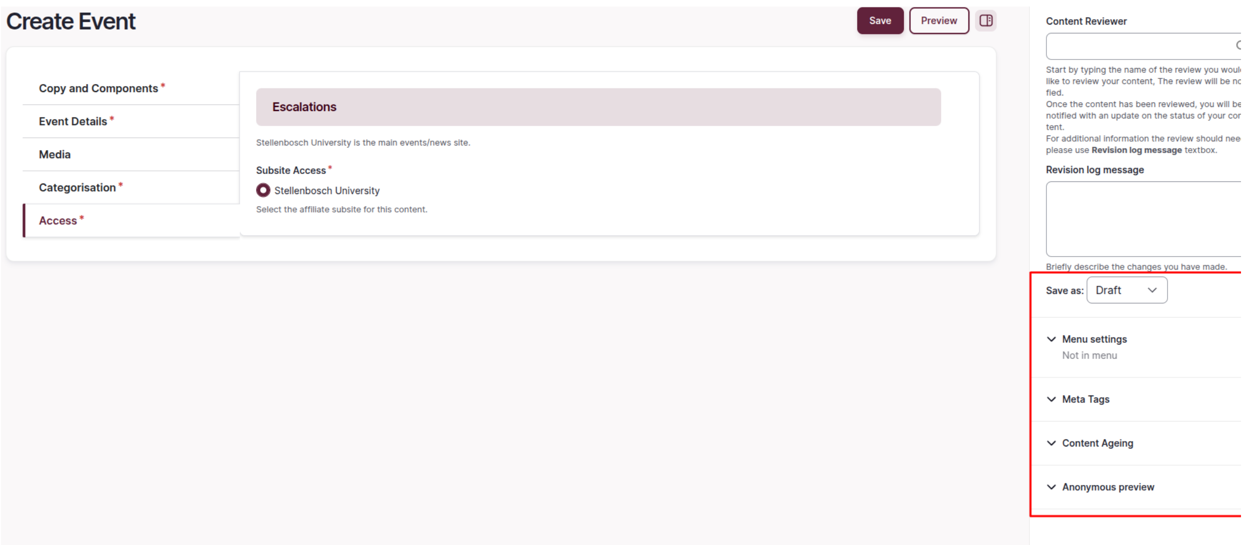


18 Feed Duration allows you to choose the number of days the event will be included in content feeds. Feeds are used to output content from the SU website to other websites. Feeds are not currently used, so you can simply leave the duration as is.

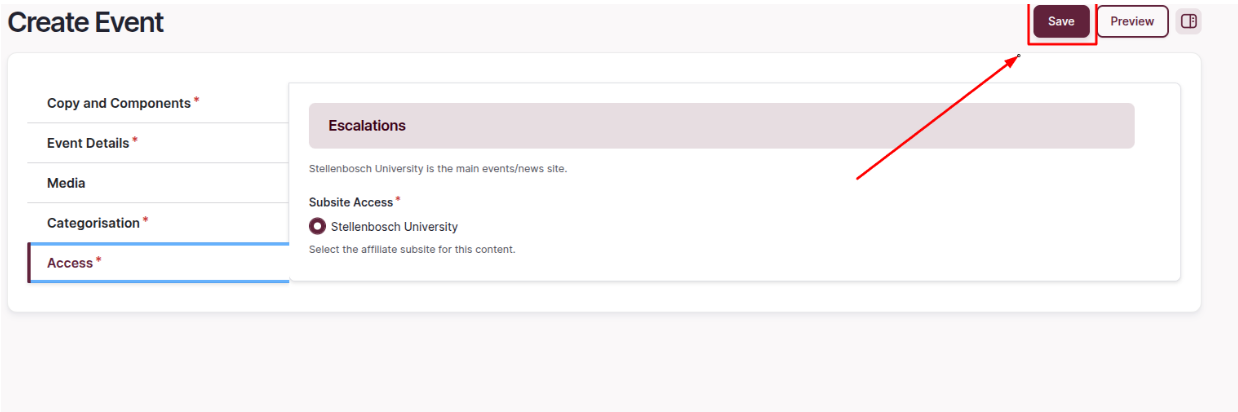
19 In the "**Access**" tab, you can Escalate content to other subsites using the **Escalations**" dropdown field. If you wish to escalate the content to multiple subsites, simply click on the "**Add another item**" button to add additional subsite escalations. To learn more about escalating content, please refer to "Escalating content to another subsite". You will also see the '**Subsite Access**" display, this is not something you are able to change and serves as a visual confirmation field and indicates which subsite the currently edited content belongs to.



20 If you are happy with all the information you have filled in to the fields, you can navigate to the right side of the content creation page to edit the advanced information. This is where you can set options such as **"Menu settings"**, **"Content ageing"** and the **"Meta Tags"** accordion tabs. Refer to "Understanding the advanced settings content sidebar" for more information.



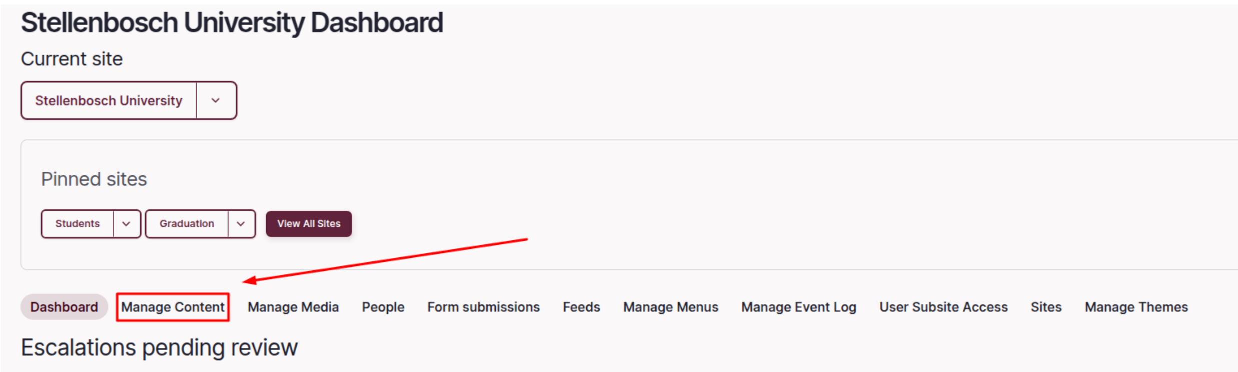
21 After setting all these, you can hit the '**Save**" button on the top right to create the**"Event"** To learn more about publishing event content, please refer to the "Publishing content" Wiki entry. To learn how to translate event content, please refer to "Translating content".



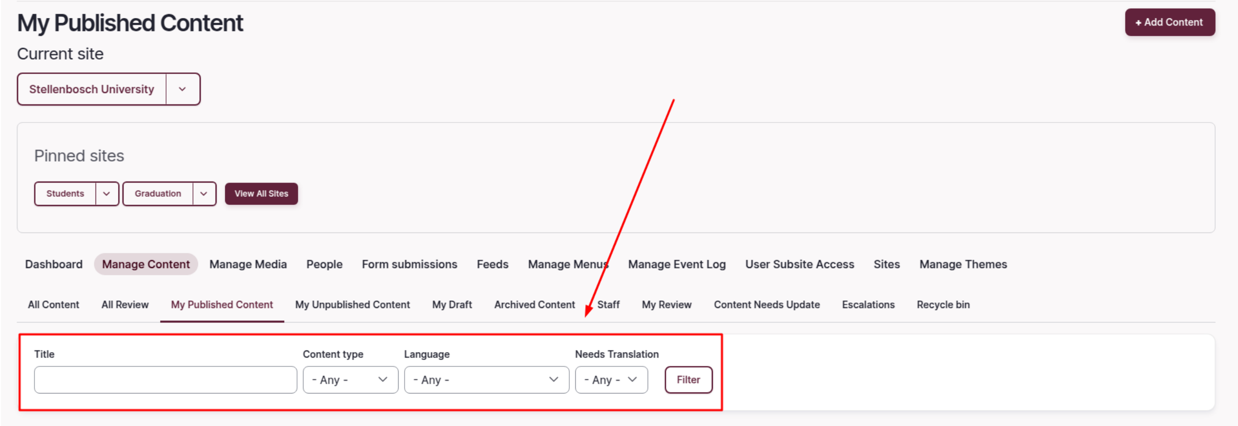
Editing Events

1 To edit a **event** you must first navigate to your '**Dashboard**" by clicking on the '**Dashboard**" menu item.

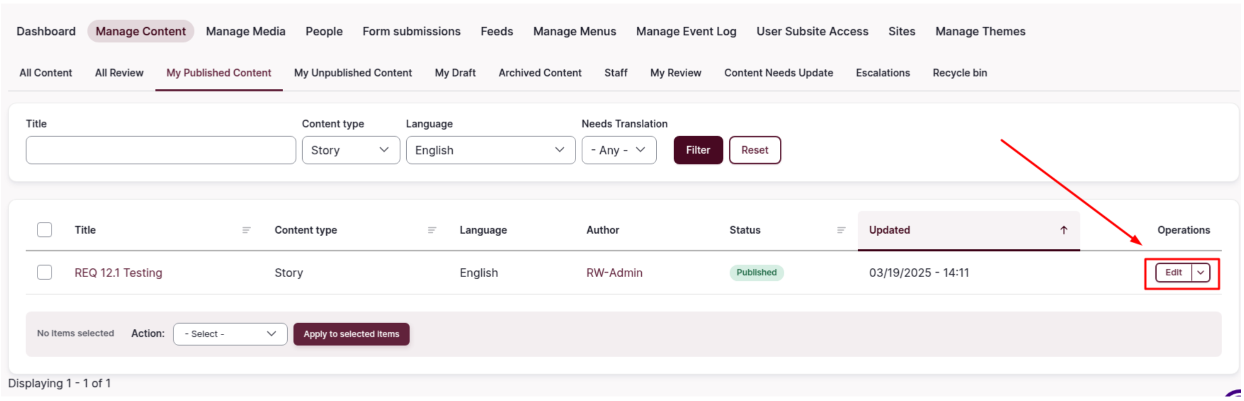
2 Next, click on the '**Manage content**" item to go to your content management dashboard.



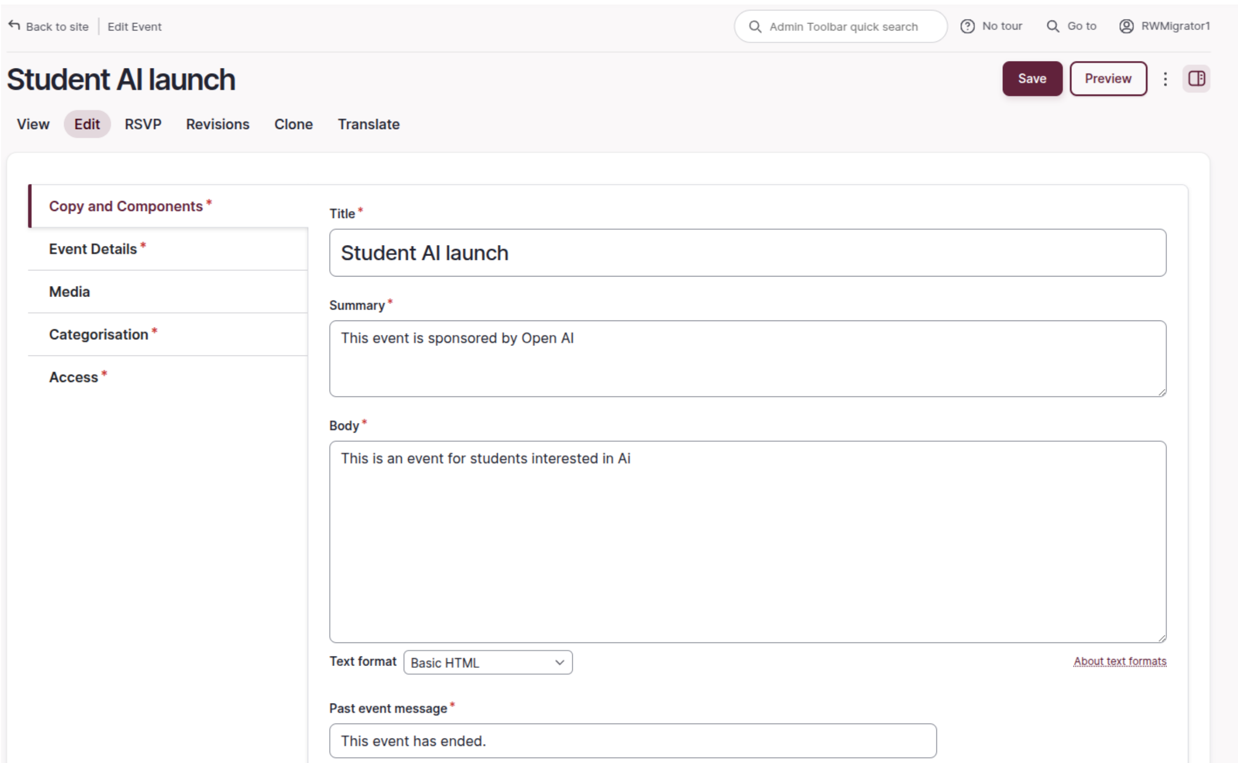
3 Once greeted by the **content management dashboard**, you can filter by using the search text field to search for a event by the **Title**. Alternatively, you can narrow down the options even more by selecting the '**Content type**" and setting it to event and the '**Language**" of the event content that you would like to edit. To view content of different moderation states, simply click on the relevant menu items related to their moderation state e.g. "**My unpublished content**", "**My Draft**" etc.



4 Locate the event, and click **Edit** on the right-hand side. Alternatively, you can open the event directly and select **"Edit"** on the top of the content (To learn how to translate existing Event content, please follow "Translate content").



5 You can now modify the fields as needed and click **Save"** to apply the changes.



Best practice for Stories

Last updated August 25, 2025

Writing your story

Stories for the SU website must promote the University and align to its brand essence and content anchors.

1. Write with a specific target audience in mind – who would find this story interesting, who are you promoting the University to? Remember, website visitors are not a target audience – you need to be specific.

2. Your title must be enticing and convince the reader to read your story. Don't use clickbait or vague titles.

3. Write in a conversational, relatable, inspiring and engaging tone of voice.

4. Your writing should be in plain, clear language – this is not the place for academic, formal, or reportage-style writing.

5. Your story must appeal to a public/external audience – stories about internal events or recognition belongs on the intranet, not the website.

6. Think carefully about the angle of the story – is there perhaps a story behind the story?

7. Keep the content relevant to the angle – you needn't tell a person's entire history.

8. Don't bury the lead – the most important fact or primary angle must be clear within the first paragraph (inverted pyramid).

9. Your article should not be more than 700 words.

Story images

Please refer to the Best practice for images article. Below are additional guidelines specific to Stories.

1. A good and interesting image will attract readers to your story, so take your time to find the right image.

2. Images must fit the required size. Graphics or colour blocks to fill the space are not allowed.

3. If you don’t have an image at the correct size, take one.

4. Refrain from using a photo of a large group of people.

5. The size for featured images for Stories is 1770 x 630px.

What to write about

There are so many stories that can be written, here are some ideas:

1. Research breakthroughs, interesting research, interesting research findings

2. Innovations, innovative problem-solving

3. Community initiatives, including research, social and societal

4. Opinion pieces

5. The University’s contribution to society, research and the environment

6. Top awards and achievements by employees and students

7. Student and campus life

8. Our employees and their work and our students and their studies and lives

9. Sustainability, both as a research topic and SU’s implementation of initiatives

10. AI and technology innovation

11. Notable students and alumni

What <u>not</u> to write about

1. Upcoming events – those are to be placed on the Events calendar.

2 Events that took place – the fact that an event took place is not a story. Find the appropriate angle; consider what was said at the event, what the outcomes were, etc.

3 Normal University business, such as meetings that took place, or run-of-the-mill activities.

4 Courses – use your webpage to promote a course. Only write an article about a course if it is brand-new and the first of its kind.

Featured stories

1 Contributors may use the escalation feature to flag a story for the main Stories section or homepage. To learn more about escalating content, please refer to "Escalating content to another subsite".

2 Approving stories for the homepage and main Stories section is under the sole discretion of the Corporate Communication and Marketing Division (CCMD).

3 As one of the foremost universities in Africa, there are many amazing accomplishments happening daily, so CCMD is selective about what is featured on the homepage and main Stories section.

4 Various factors are considered when selecting stories for the homepage and main Stories section:

- Compliance with the above best practices
- Quality of the story, including grammar, language use and writing style
- The angle of the story
- The target audience
- Quality of the image
- Whether the story fits with a current homepage theme or series
- Whether the story is about the best and biggest achievements

Adding and editing a Story

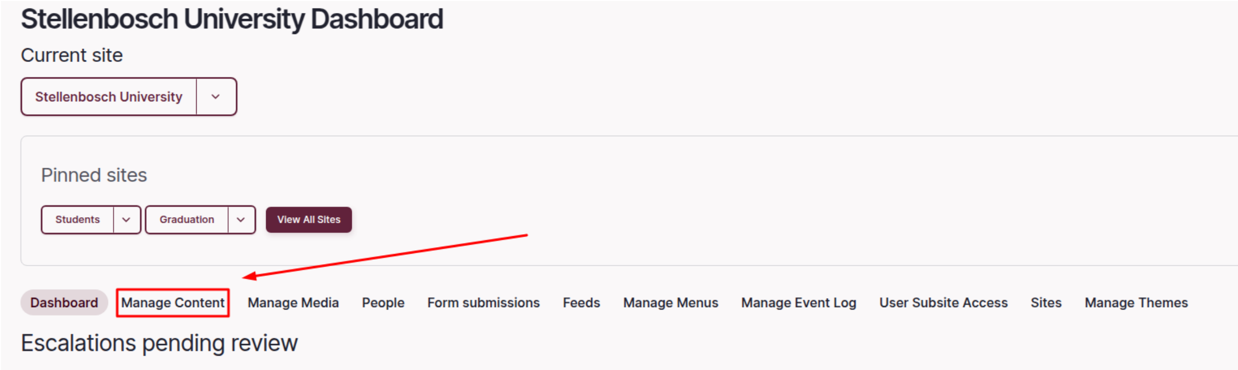
Last updated September 12, 2025

Content Management

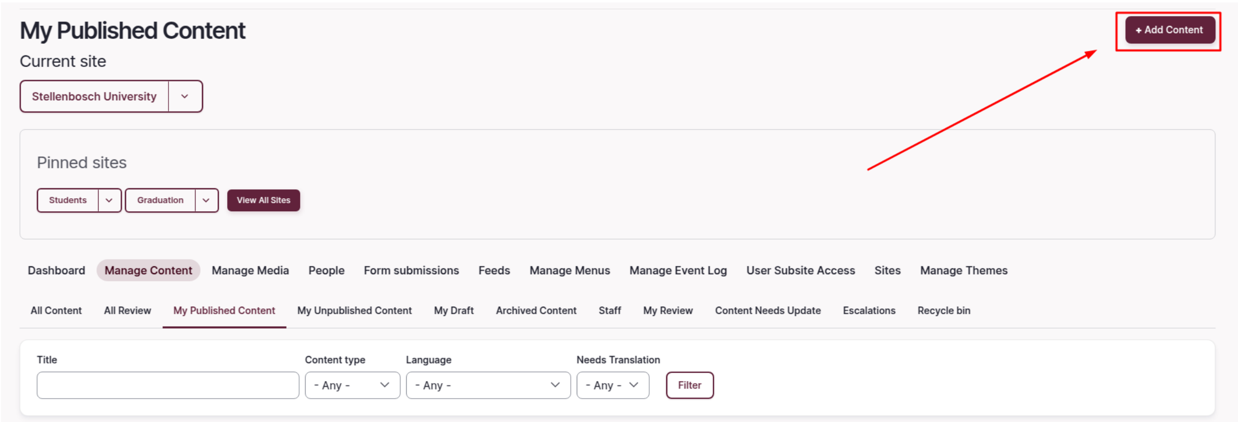
Adding story

1 To add a **story** you must first navigate to your '**Dashboard**" by clicking on the '**Dashboard**" menu item.

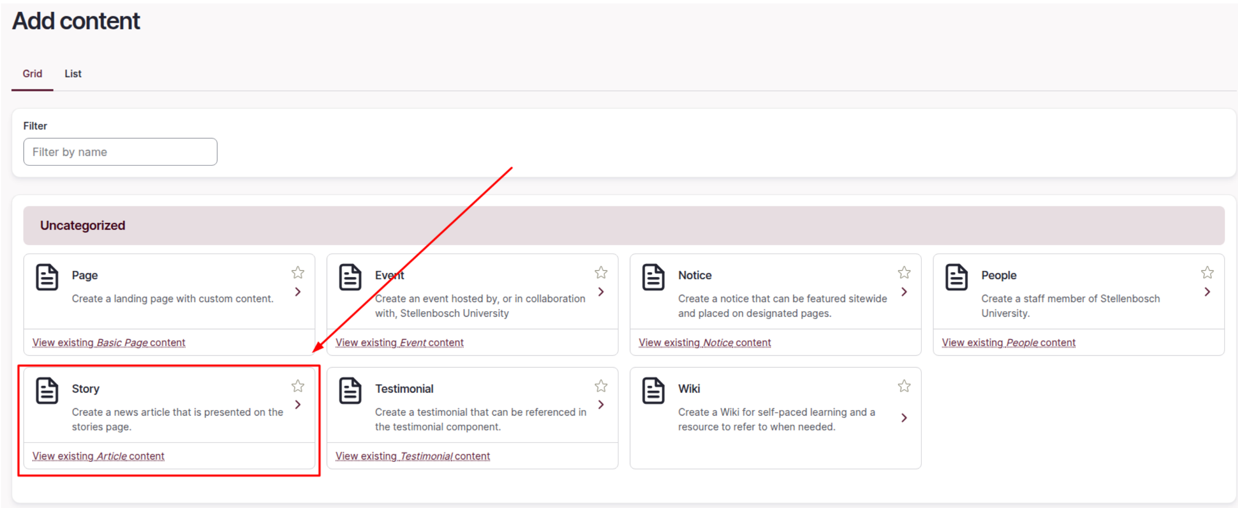
2 Next, click on the '**Manage content**" item to go to your content management dashboard.



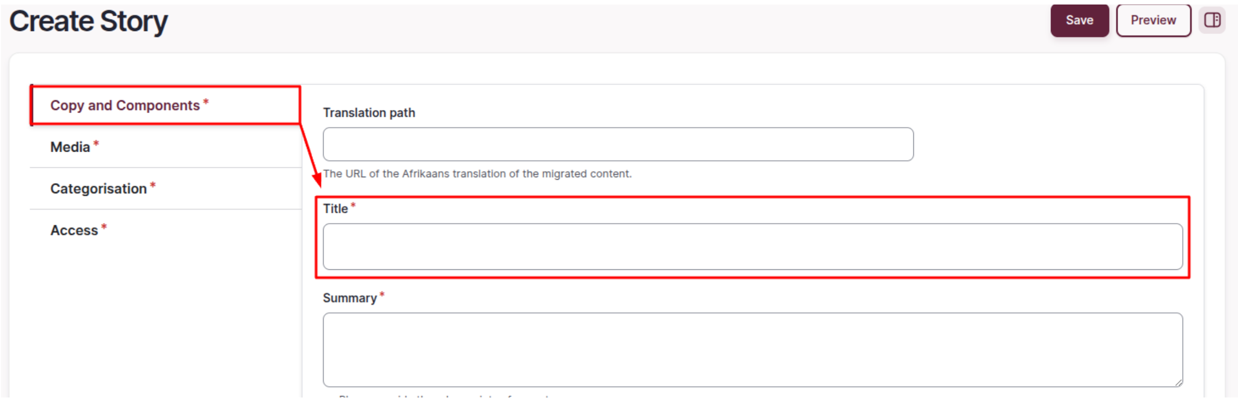
3 On your content management dashboard, click on the "**+Add Content**" button in the top righthand corner to go to the "**Add content**" page.



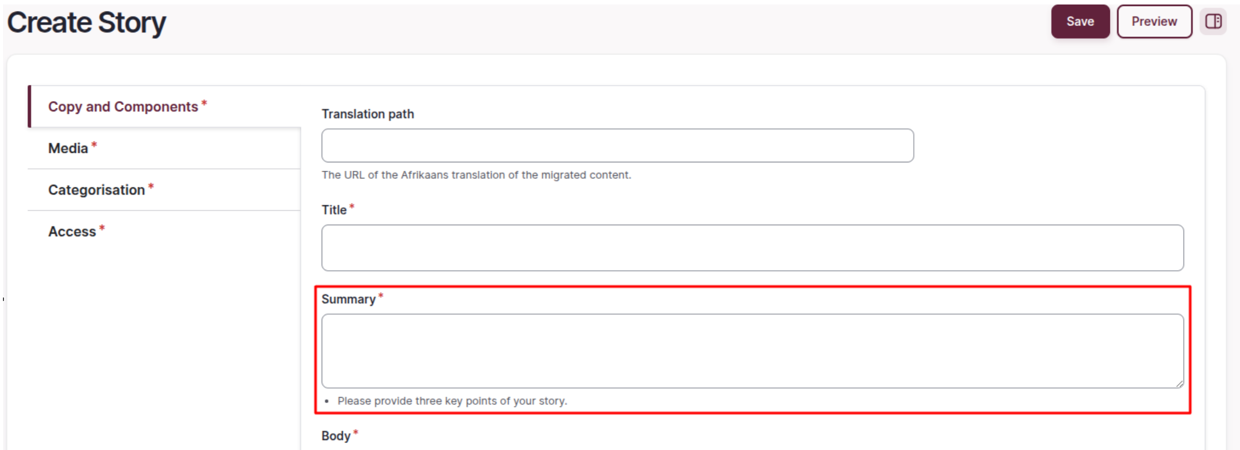
4 Once you are on the "**Add content**" page, click on the "**Story**" option to take you to the story creation page.



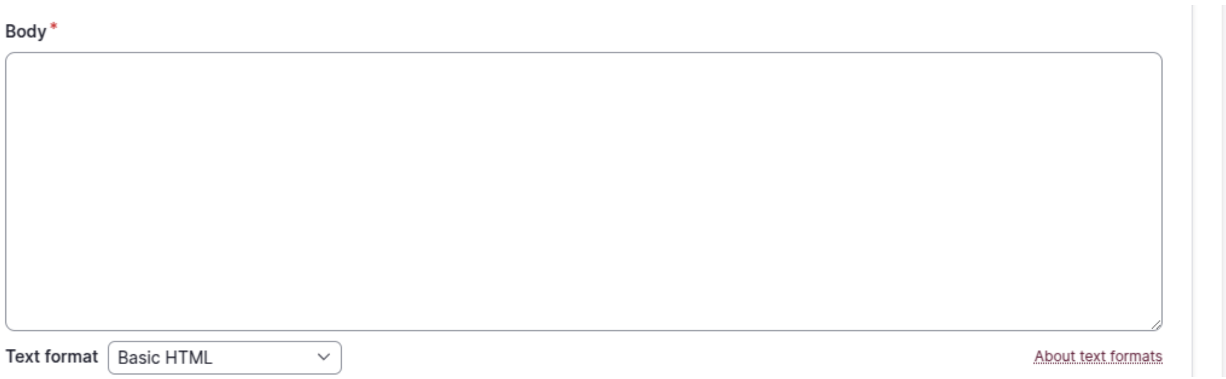
5 Once you are on the Story creation page, navigate to the "**Copy and Components**" tab to begin filling out the fields. In the "**Title**" field, you will enter the name of your**Story**. Ensure your title is clear and descriptive.



6 In the **"Summary"** field provide the three most important take-aways from your story as a summary. This section will be formatted as three bullets.



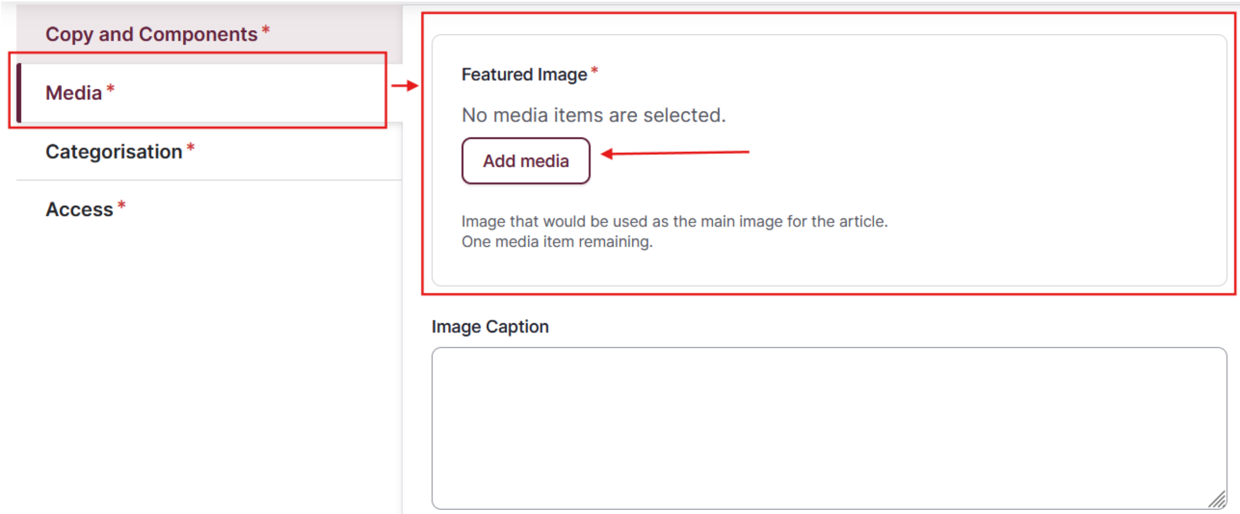
7 The **"Body"** field is where you place your story content. The WYSIWYG editor will allow you to apply some formatting and add additional images to the story body. Learn more about the WYSIWYG under "[Understanding the WYSIWYG]".



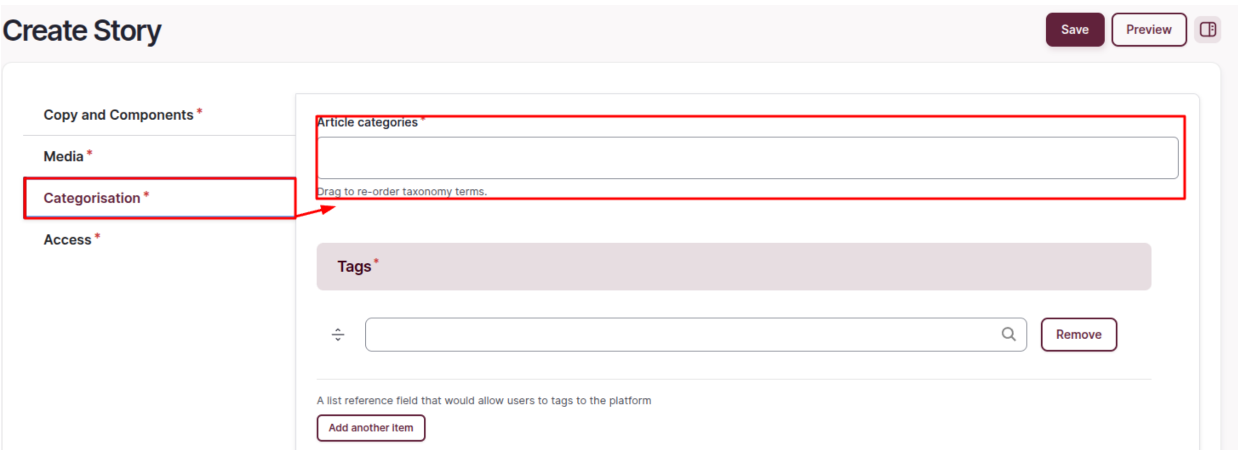
8 You can also add Components to a Story that will display below the body copy. Components are covered in detail in the "[Components]" section of the Wiki.

9 In the "**Author**" field, fill in the name of the author of the Story. If needed, you can fill in only the name of the entity that authored the content. You can optionally fill in the "**Author role**" field.

10 Navigate to the "**Media**" tab. The "**Featured Image**" will display at the top of your story and as the image when your story is displayed on the website in a list. **The featured image size should be 1770 x 630 pixels.** You will be required to complete the attribution details for the image when you upload. Refer to "Best practice for images" and "Adding and editing an image" for more information.
The "**Image caption**" field allows you to enter a short summary that describes and provides context to your image.

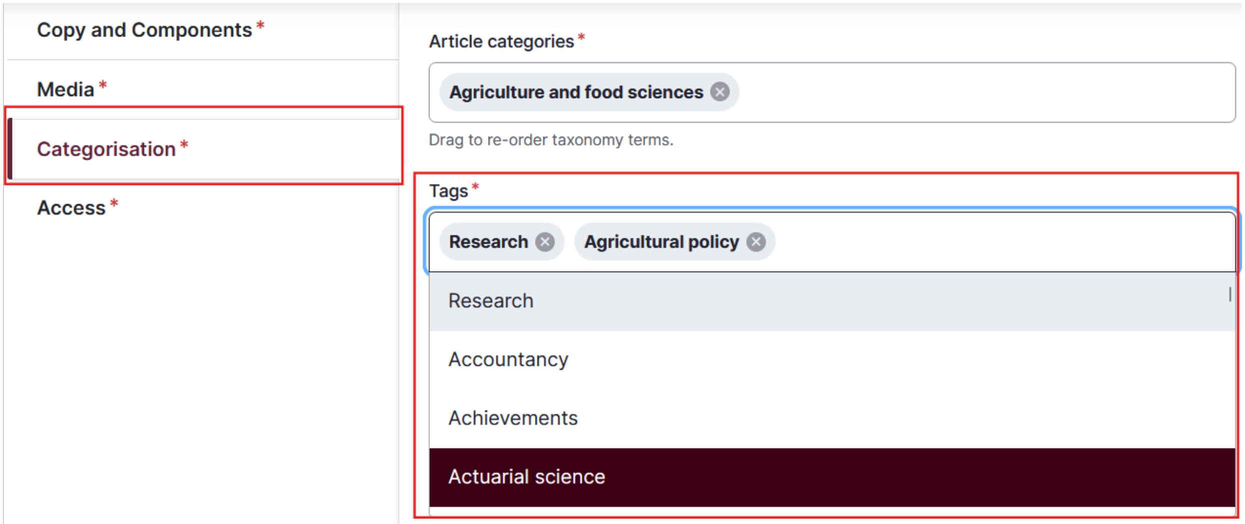


11 Navigate to the "**Categorisation**" tab in the left side menu. In the "**Article categories**" field you will select the categories that best link to your **Story**. Click inside the "**Article categories**" field - a list of categories will appear. Click on a category to add it. You are able to select multiple categories. Only select relevant categories.

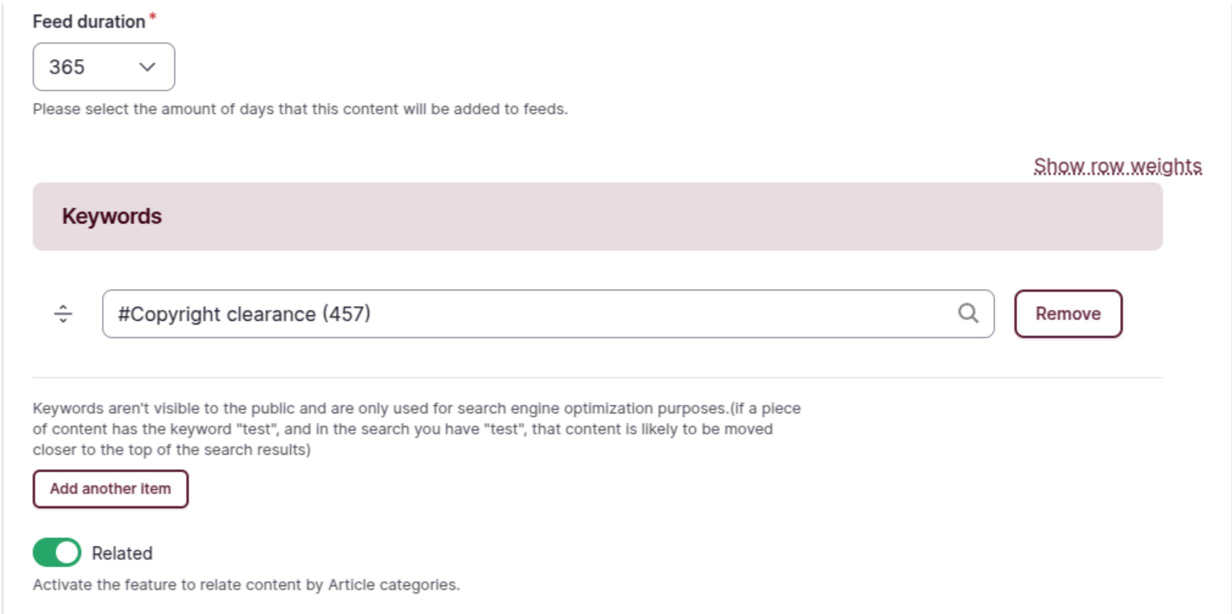


12 "**Tags**" are more descriptive/ narrower in focus than categories. To add tags, click inside the **Tags**" field - a list of tags will appear; you can also start typing to shorten the list of options or search for a tag. It is recommended that you add no more than three tags.

Tags play a very important role on the website as they allow for content to be grouped or related. For example, once you've published your Story, the tags will allow related Stories to appear below your story - this is a great way to increase readership of Stories. Tags are also used with Components to display related content.

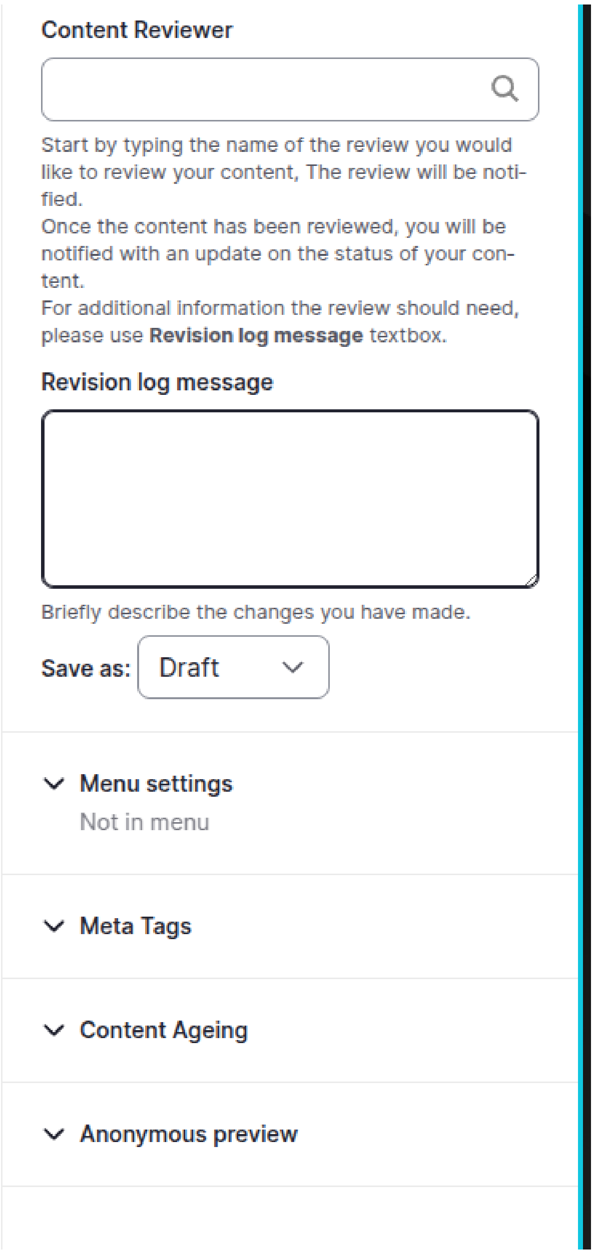


13 "**Feed duration**" allows you to select the number of days that the**Story** will appear in feeds. Feeds are used to display content on external websites. You can leave this field as is. Fill in keywords in the "**Keyword**" field - these are used for SEO and aren't visible on the front-end. Keep the "**Related**" switch set to green so that other stories with similar tags are displayed below your Story.

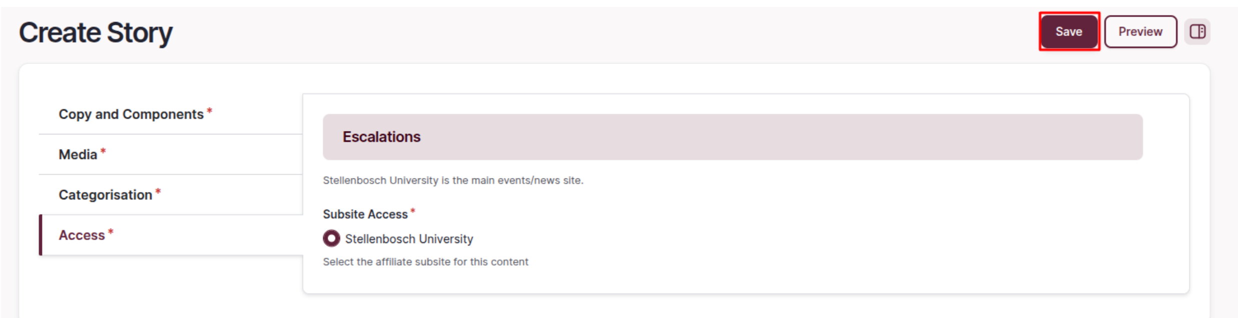


14 In the "**Access**" tab you can add "Escalations" to display the item on other subsites. Refer to the article on "Escalating Content to another Subsite" for more details.

15 If you are happy with all the information you have entered in to the fields, you can navigate to the right side of the content creation page to edit the advanced information. This is where you can set options such as **"Menu settings"** or **"Content ageing"**. Refer to "Understanding the advanced settings content sidebar" for more information.



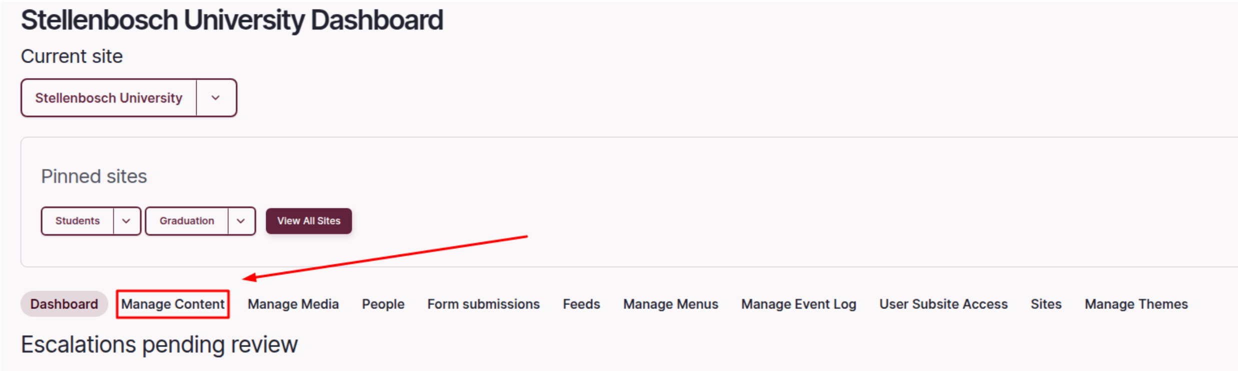
16 Once you are done adjusting the options, you can click on "**Save**" in the top right to save your**Story**. To learn more about publishing story content, please follow the "[Publishing content]" wiki. To learn how to translate story content, please follow "[Translating content]".



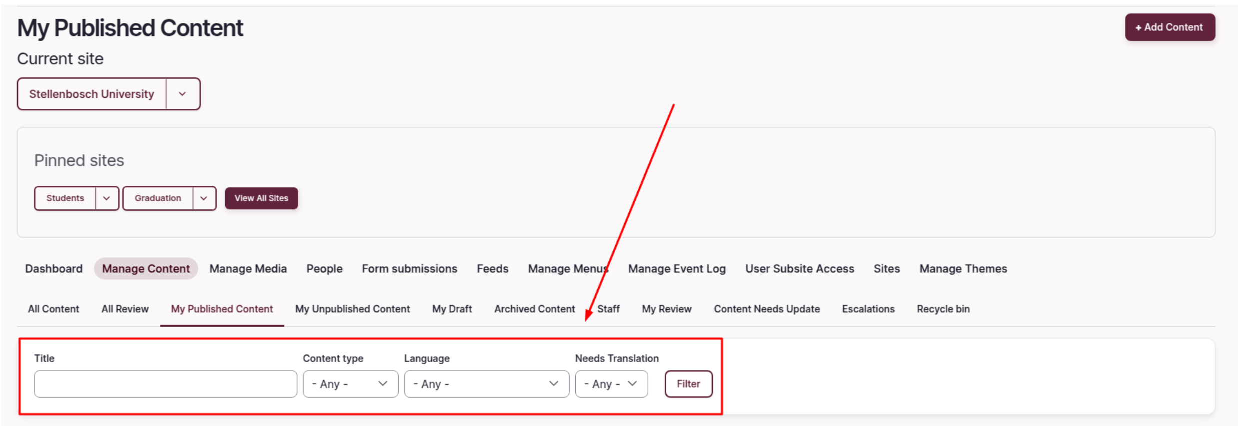
To edit a Story:

1 To edit a **story** you must first navigate to your "**Dashboard**" by clicking on the "**Dashboard**" menu item.

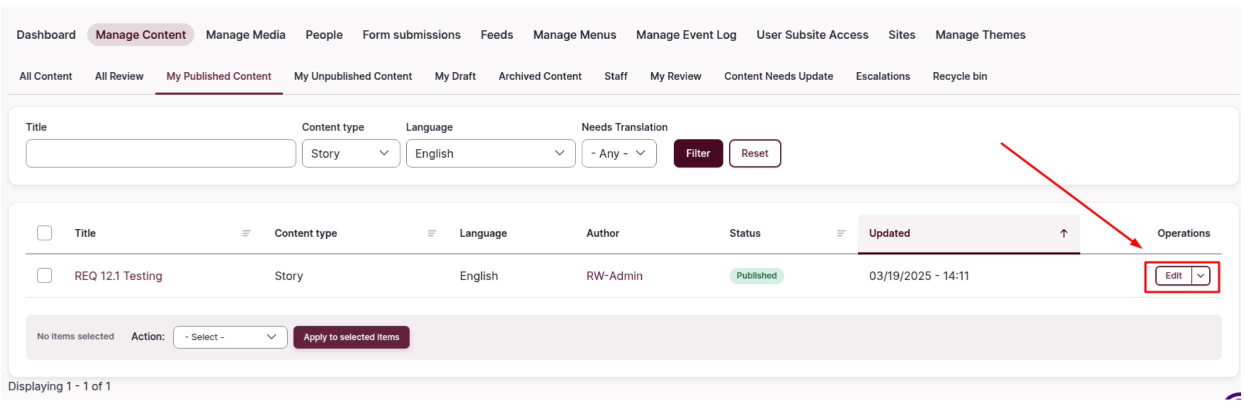
2 Next, click on the "**Manage content**" item to go to your content management dashboard.



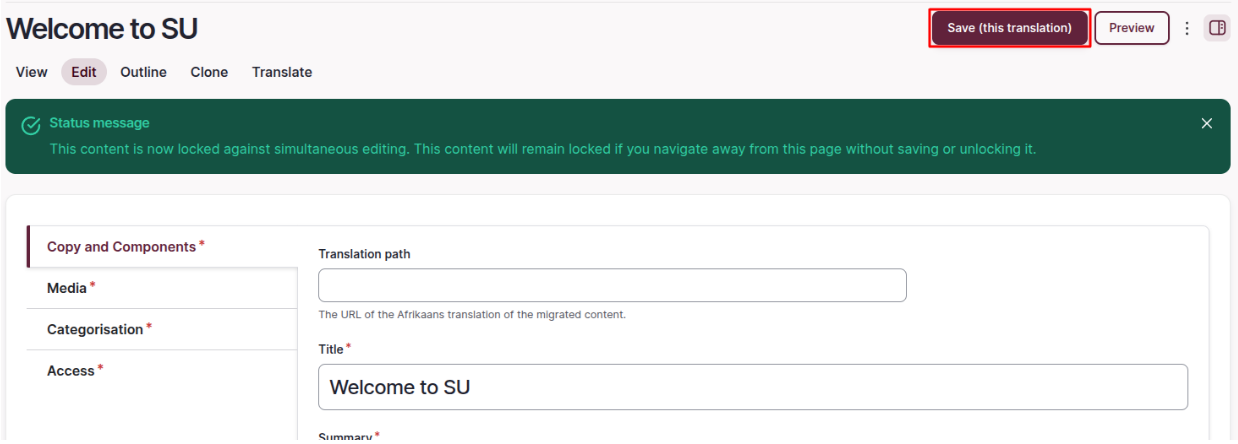
3 Once greeted by the **content management dashboard**, you can filter by using the search text field to search for a story by the **Title**. Alternatively, you can narrow down the options even more by selecting the "**Content type**" and setting it to story and the "**Language**" of the story content that you would like to edit. To view content of different moderation states, simply click on the relevant menu items related to their moderation state e.g. "**My unpublished content**", "**My Draft**" etc.



4 Locate the story, and click **"Edit"** on the right-hand side. Alternatively, you can open the story directly and select **"Edit"** on the top of the content.



5 You can now modify the fields as needed and click**"Save"** to apply the changes.



Best practice for Notices

Last updated July 14, 2025

- Notices are only used for short duration items.
- Notices are only for communicating with current students and staff, they may not be used to communicate things like closing dates for prospective students.
- Notices must be short and to the point.
- If your notice communicates an issue, indicate when the problem will be resolved.
- Notices have expiry dates that must be set. Don't set the notice expiry far into the future if the issue is of short duration. For example, if a water shutdown will be for a few hours, select an expiry of 24 hours.
- Do not place notices for items that are specifically communicated elsewhere. For example, don't place notices for courses, events, or news stories.

Below or some examples of acceptable notices:

- System maintenance
- System downtime
- Department out of office or unavailable for a period of time
- Temporary closure of building or parking area
- Water or electricity shutdowns

Adding and editing a Notice

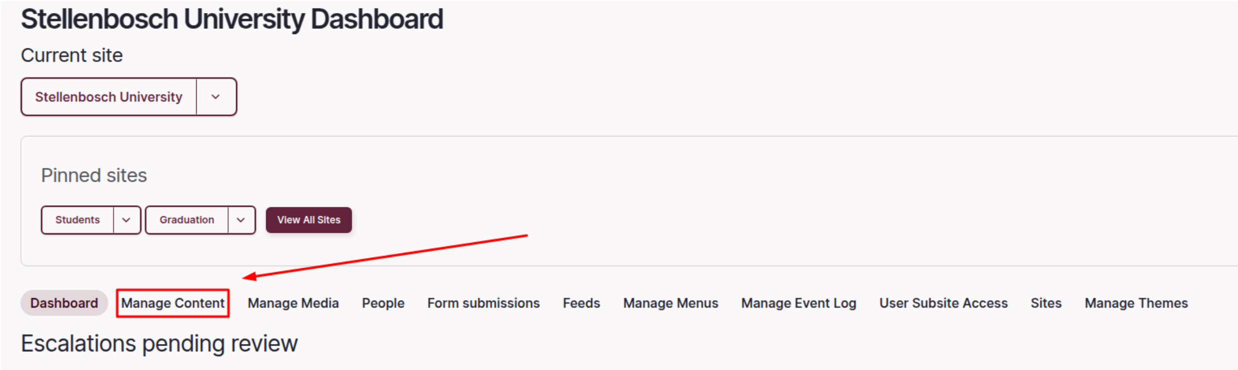
Last updated September 3, 2025

Content Management

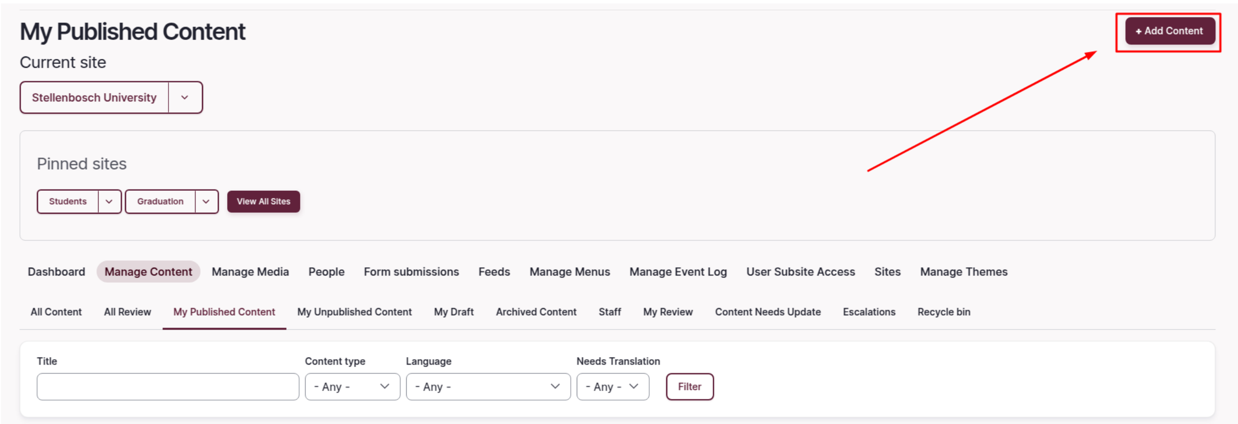
Adding a Notice

1 To add a **Notice** you must first navigate to your '**Dashboard**" by clicking on the '**Dashboard**" menu item.

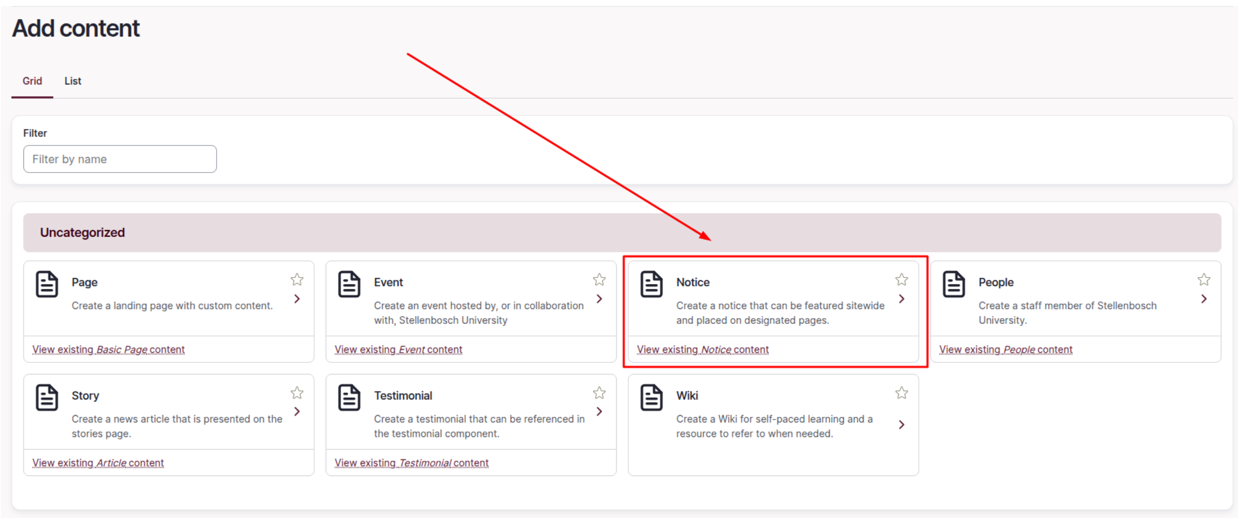
2 Next, click on the "**Manage content**" item to go to your content management dashboard.



3 On your content management dashboard, click on the "**+Add Content**" button in the top righthand corner to go to the "**Add content**" page.

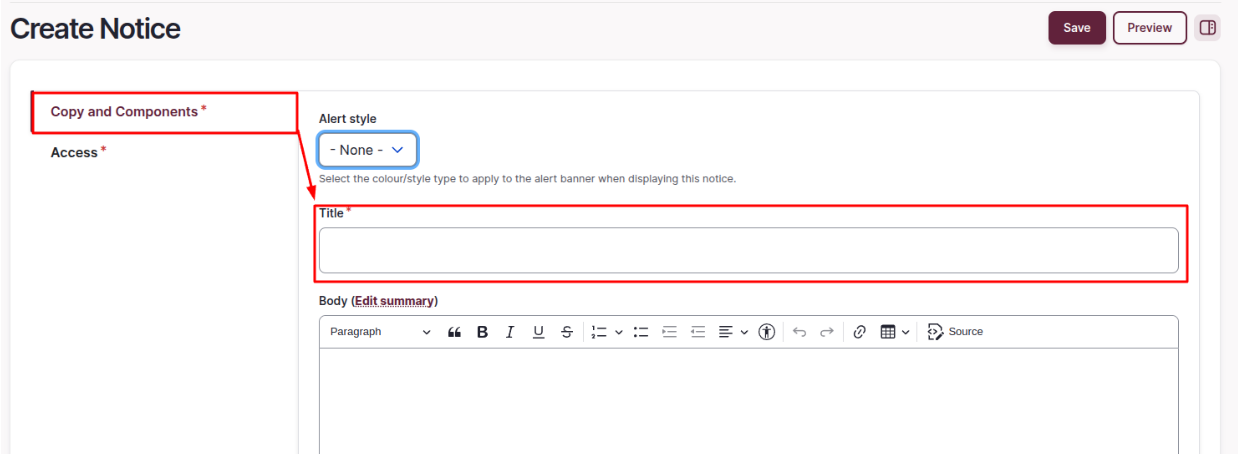


4 Once you are on the "**Add content**" page, click on the "**Notice**" option to take you to the notice creation page.



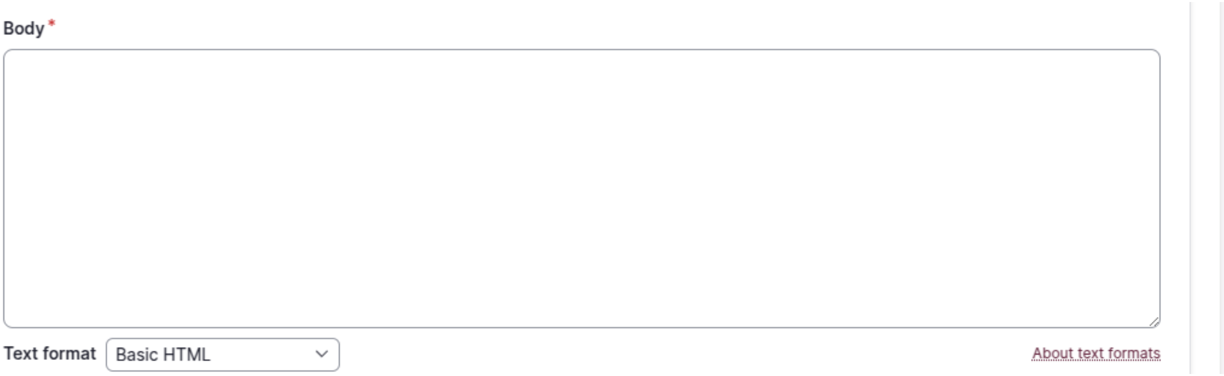
5 Navigate to the **"Copy and Components"** tab. Here you will enter all of the basic information regarding your **Notice**. In the **"Title"** field you will enter the name of your**Notice**. Ensure that the name is short and

descriptive.

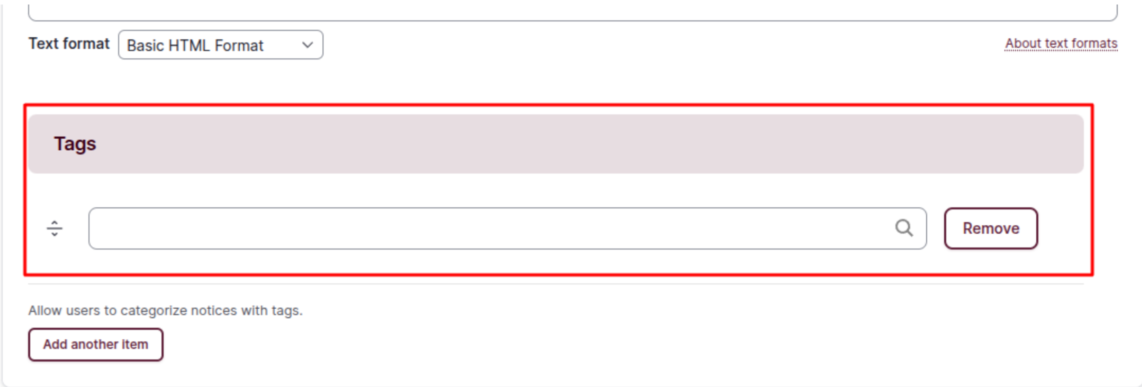


6 To add a summary to your **Notice**, click on the **"Edit summary"** text above the **"Body"** field. In the **"Summary"** field, provide a brief description of the **Notice** to help visitors understand its purpose.

7 On the **"Body"** field provide a detailed description of the **Notice**. Include important details.

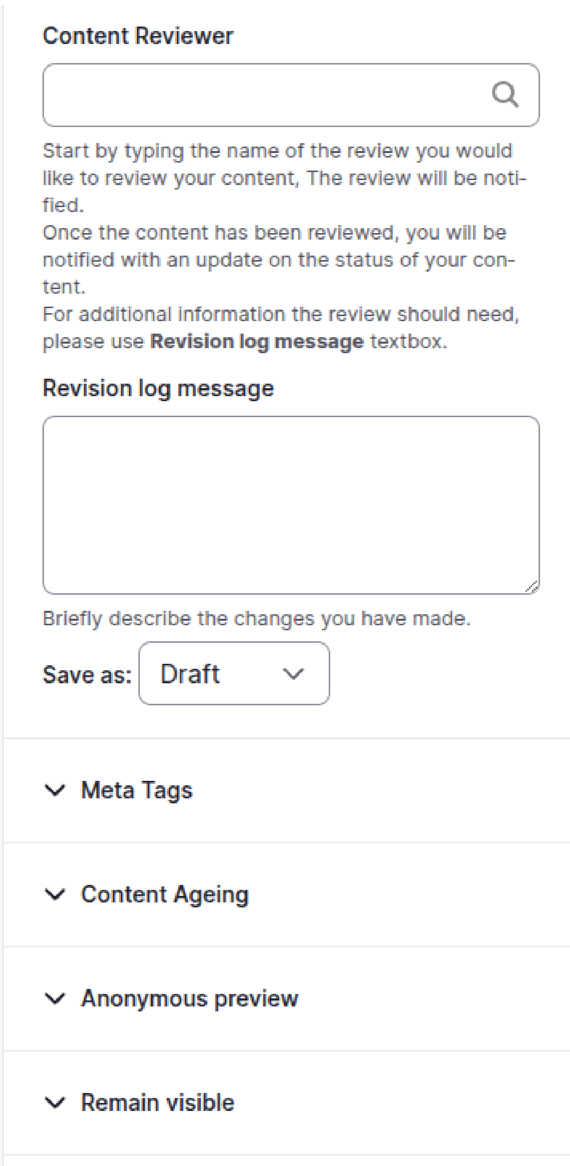


8 The **"Tags"** field allows you to categorise your **Notice** for easier search and filtering functionality.

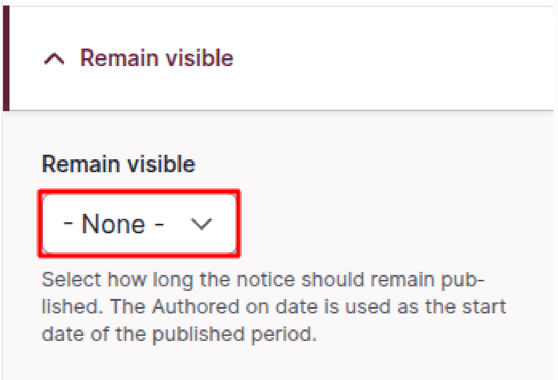


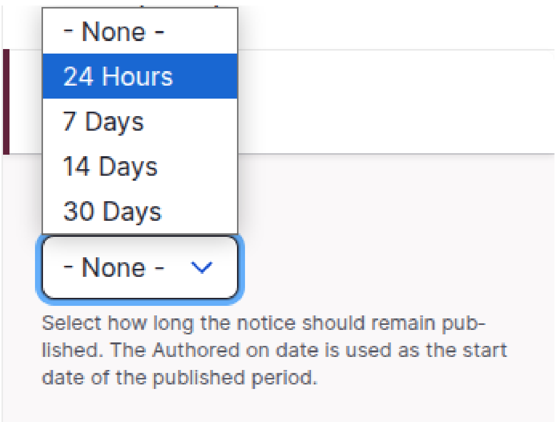
9 In the "**Access**" tab you can add "Escalations" to display the item on other subsites. Refer to the article on Escalating Content to another Subsite for more details. Notices can only be escalated to Student or Staff subsites.

10 If you are happy with all the information you have entered in to the fields, you can navigate to the right side of the content creation page to edit the advanced information. This is where you can set options such as **"Menu settings"** or **"Content ageing"**. Refer to Understanding the advanced settings content sidebar for more information.

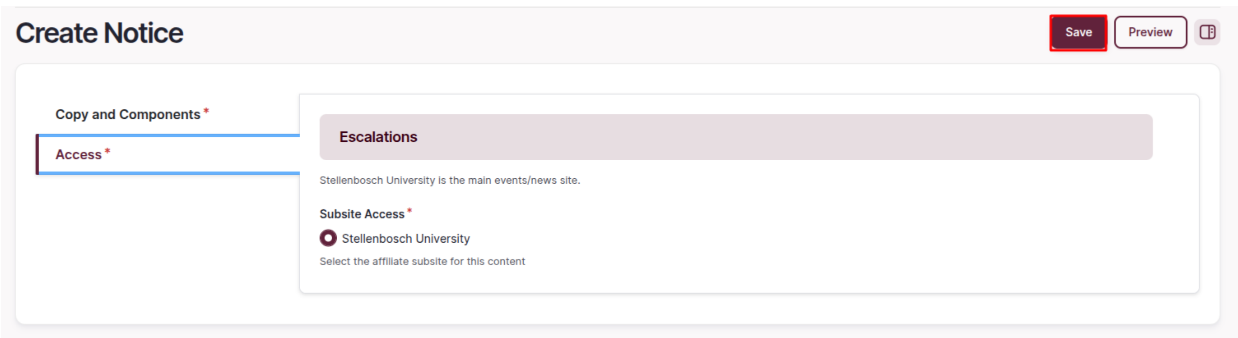


11 In the advanced information sidebar, there is also a tab labelled **Remain visible**". This allows you to set how long the notice should remain published as the notice is only visible when the content is published. To select the duration, simply click the "**Remain visible**" drop-down and select a time period, after the notice is published, it will remain visible until the duration is over. Select the duration based on how long your notice is valid for.





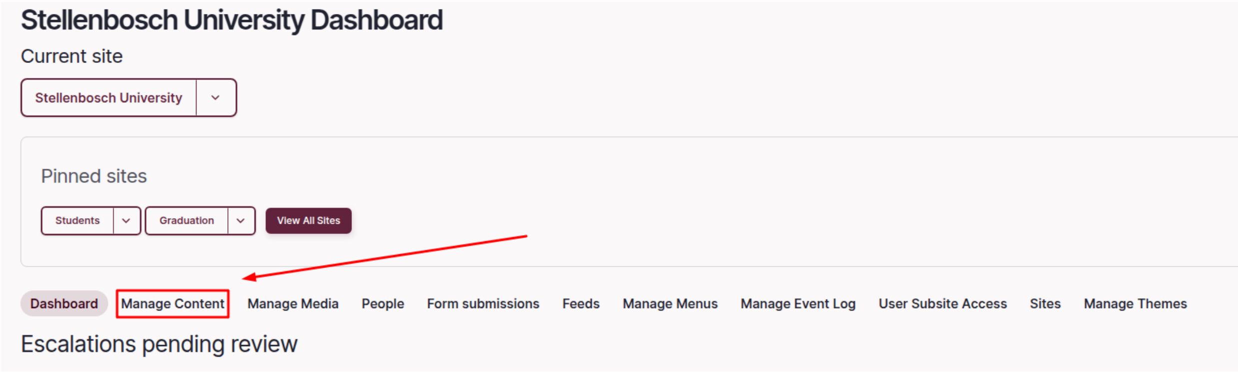
12 After setting all these, you can hit the "**Save**" button on the top right to create the**"Notice"**. To learn more about publishing notice content, please follow the "[Publishing content]" wiki. To learn how to translate notice content, please follow "[Translating content]".



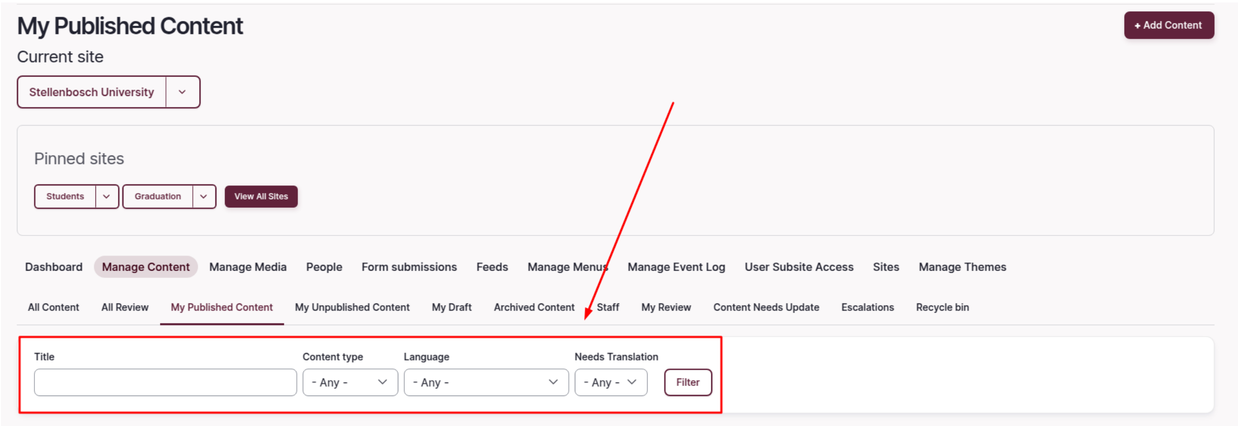
Edit a Notice

1 To edit a **notice** you must first navigate to your "**Dashboard**" by clicking on the "**Dashboard**" menu item.

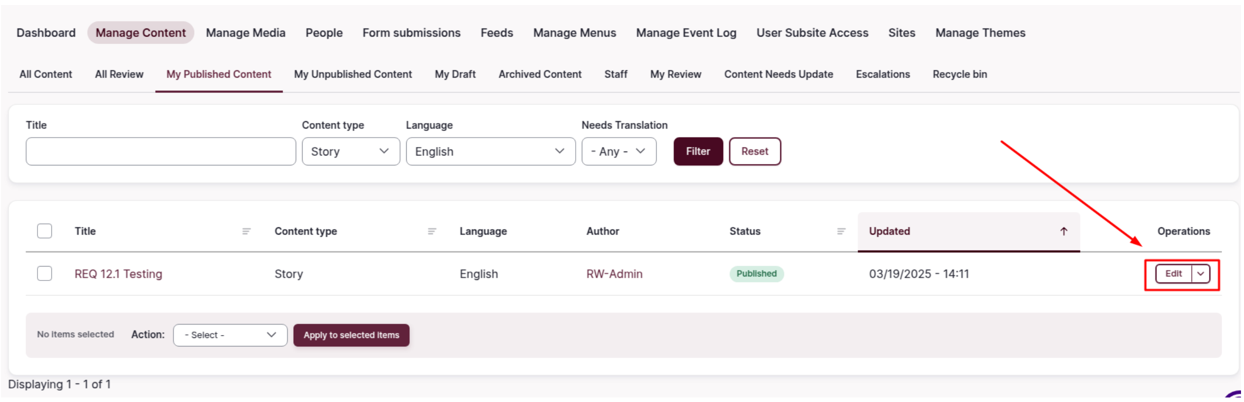
2 Next, click on the "**Manage content**" item to go to your content management dashboard.



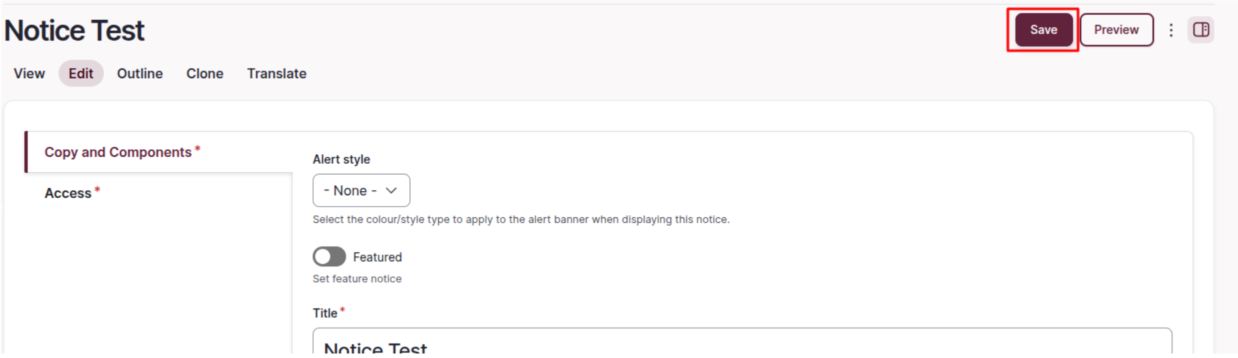
3 Once greeted by the **content management dashboard**, you can filter by using the search text field to search for a notice by the **Title**. Alternatively, you can narrow down the options even more by selecting the "**Content type**" and setting it to notice and the "**Language**" of the notice content that you would like to edit. To view content of different moderation states, simply click on the relevant menu items related to their moderation state e.g. "**My unpublished content**", "**My Draft**" etc.



4 Locate the notice, and click **"Edit"** on the right-hand side. Alternatively, you can open the notice directly and select **"Edit"** on the top of the content.



5 Modify the necessary fields, such as the **Title, Summary, Body, or Subsite Access** and then click the **"Save"** button to apply the changes.



Adding and editing People

Last updated July 15, 2025

Content Management

The People content type allows you to create a profile page for a staff member. The profiles for an entity can then be displayed together like a gallery.

You can choose whether you want to create a People type for all staff members of your entity, or only some, such as the management team.

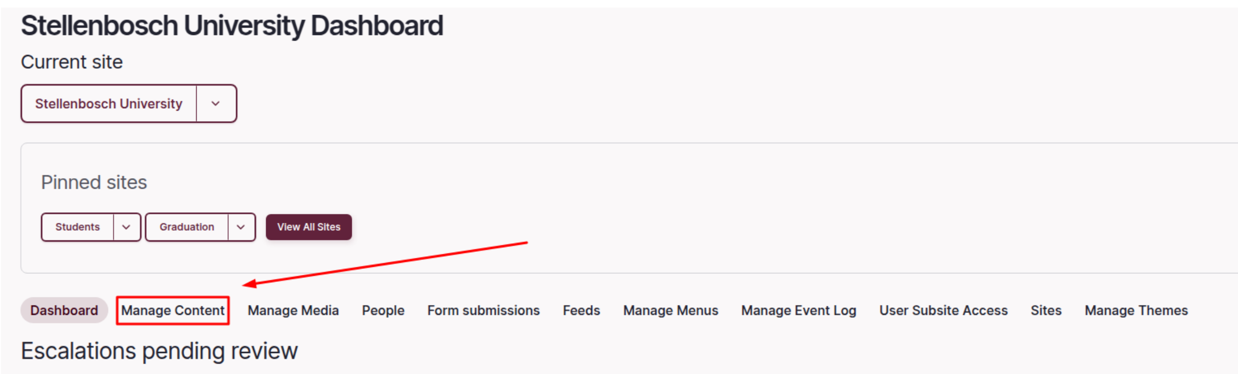
You don't have to use the People type for staff lists, you can also use a Contact List, which you will learn about later.

Note that this content type is only to display staff members on a webpage, it is not a substitute for Researcher profiles.

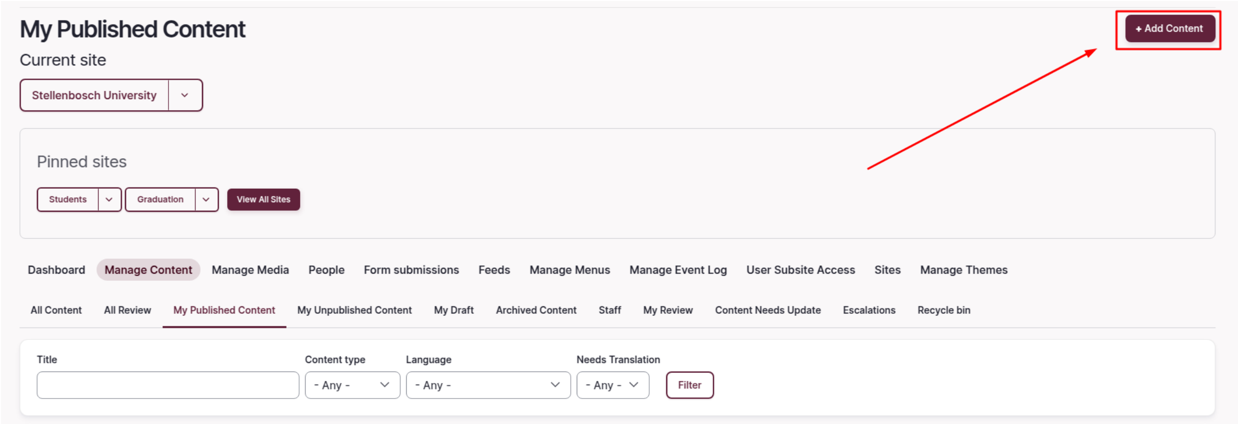
Adding People

1 To add people you must first navigate to your '**Dashboard**" by clicking on the '**Dashboard**" menu item.

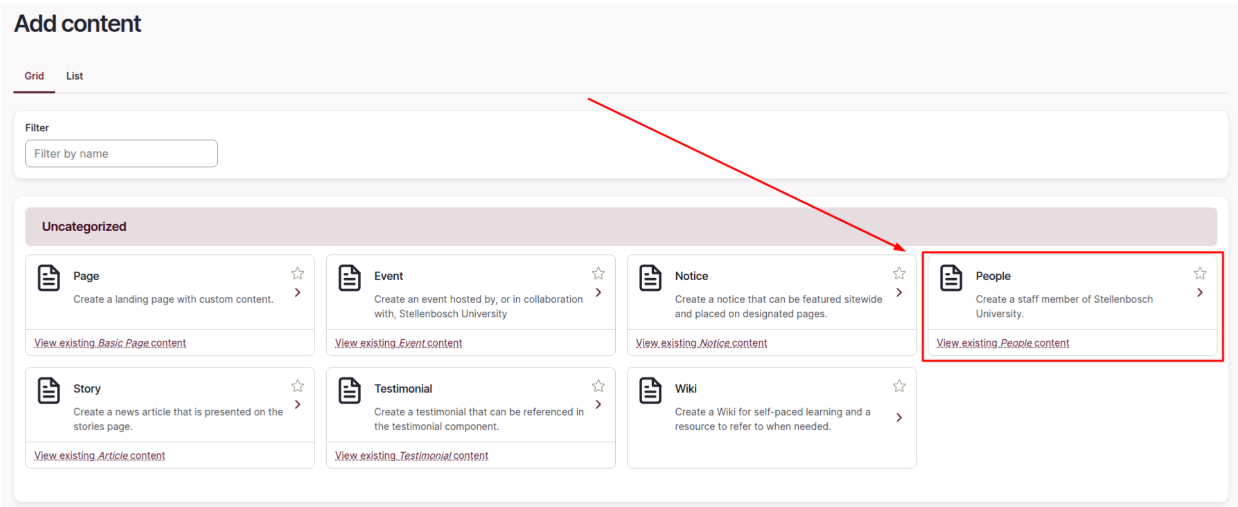
2 Next, click on the '**Manage content**" item to go to your content management dashboard.



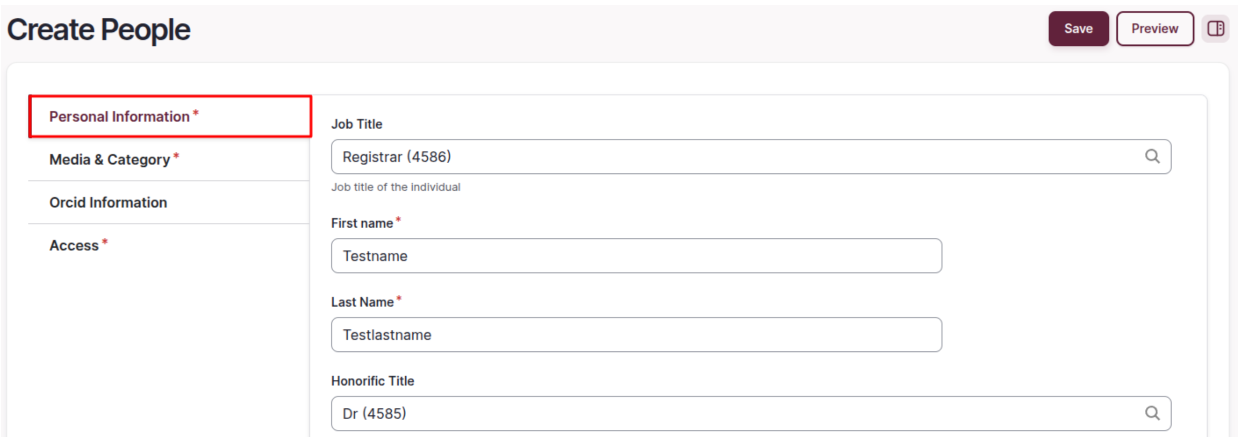
3 On your content management dashboard, click on the "+**Add Content**" button in the top righthand corner to go to the "**Add content**" page.



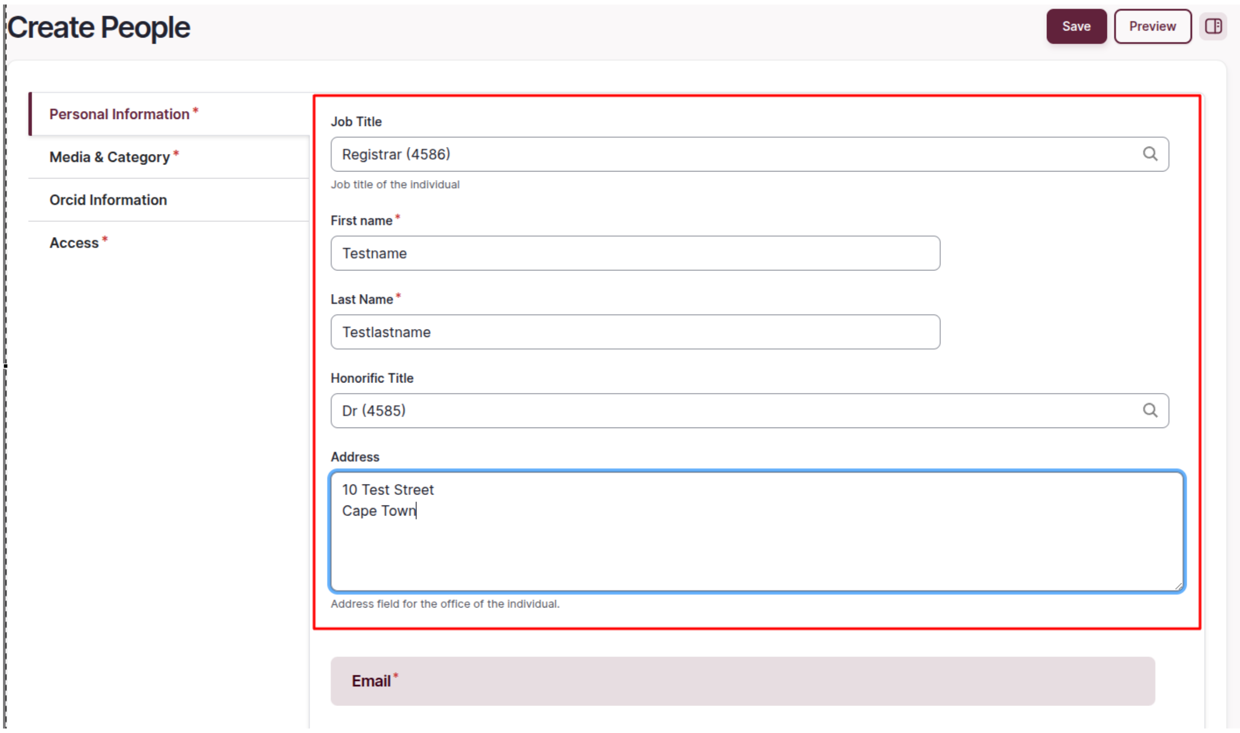
4 Once you are on the "**Add content**" page, click on the "**People**" option to take you to the people creation page.



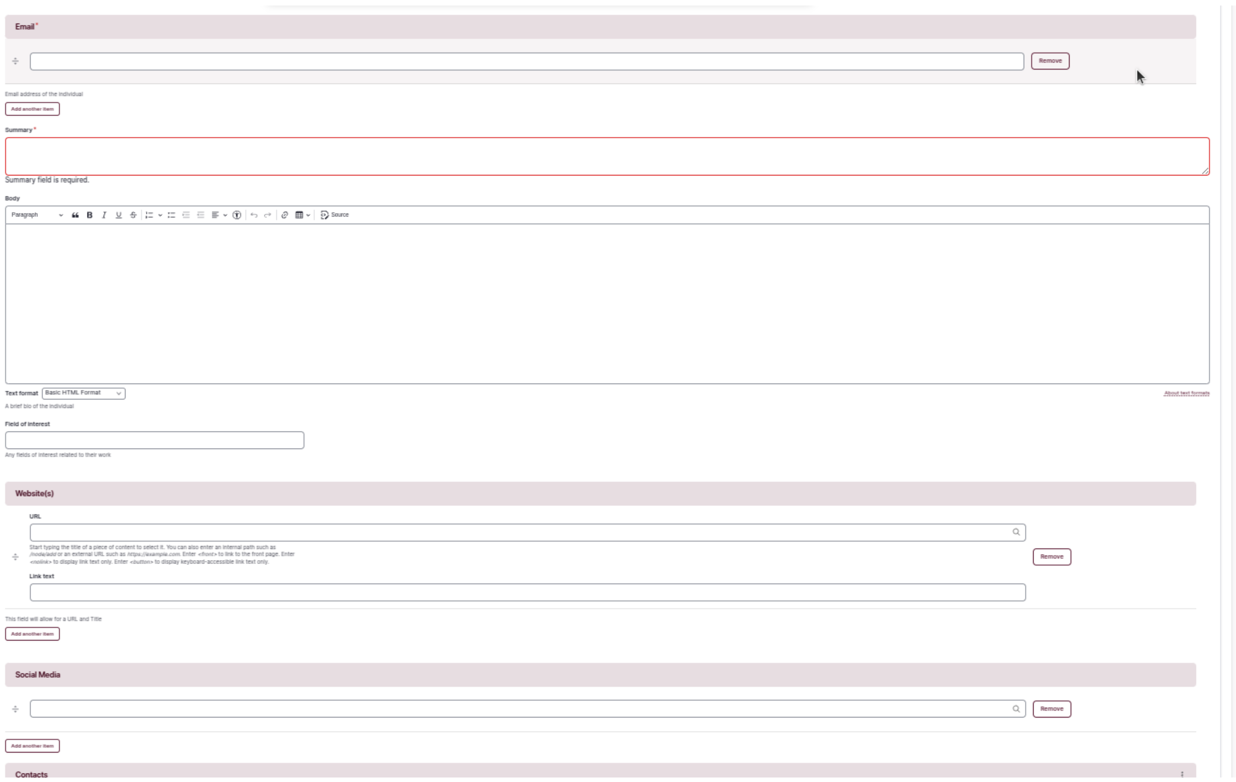
5 On the left side, navigate to the **Personal Information"** tab and fill in the required fields containing the individuals details:



6 In the "**Personal Information"** tab, fill out all the fields in the first section such as "Job Title", "First name", "Last Name", "Honorific Title" and the "Address". Note that under Honorific Title, you should fill in Dr or Prof or similar titles, and not Mr/Ms/Mrs/Mx etc.

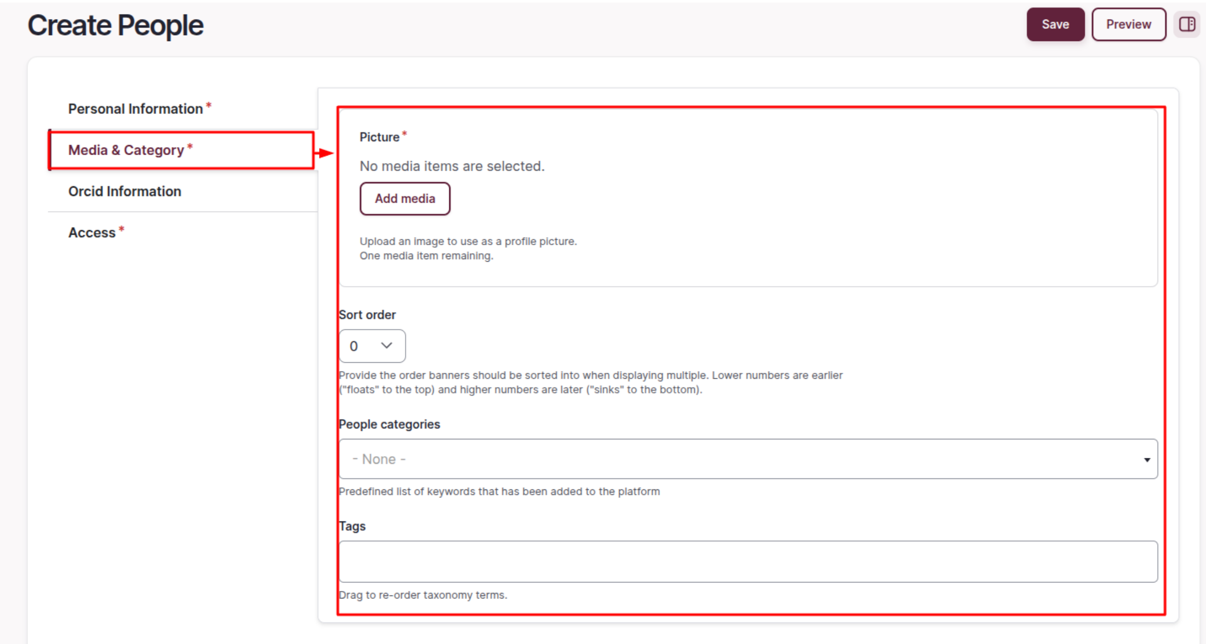


7 Scrolling further down in the "Personal Information" tab, you will see more fields to add personal information such as "Email" where you can provide the person's email address. The "**Summary**" where you can add a brief description of the person. The "**Body**" where you can add a more in-depth description of the person and their work/roles. The "**Field of interest**" where you can add any fields related to their work. The '**Website(s)**" where more information about this person can be found. "**Social Media**" where users can go to follow the person's online presence and "**Contacts**" to add contact information of the person. The website has a global presence and is mobile ready. Contact numbers should therefore be written in the following format to allow for direct dialling: +27 21 808 9000 or +27 82 123 4567.



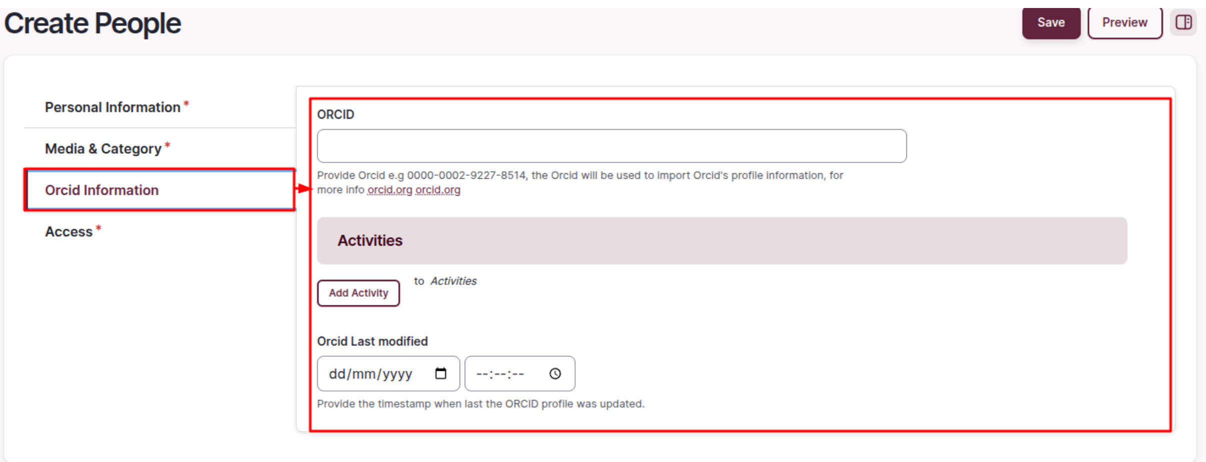
8 On the left side, navigate to the **Media & Category"** tab.

1. In the **"Picture"** field, upload an image to use as a profile picture for the individual.
2. You don't need to select any options under **"People categories".**
3. In order to use People in a component and display them you need to add a tag under **"Tags"** which you can later reference. Be specific when creating the tag, for example make the tag Science Faculty Management, and not just Management.

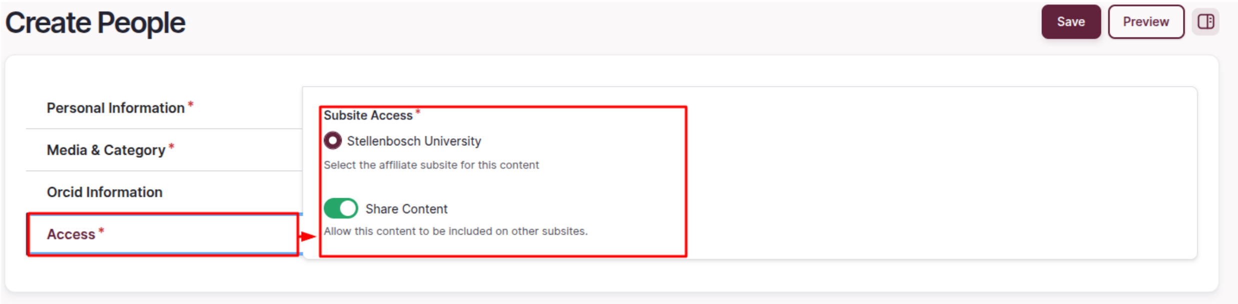


9 Navigate to the **"Orcid Information"** tab. This tab is used to import the individuals Orcid.org information:

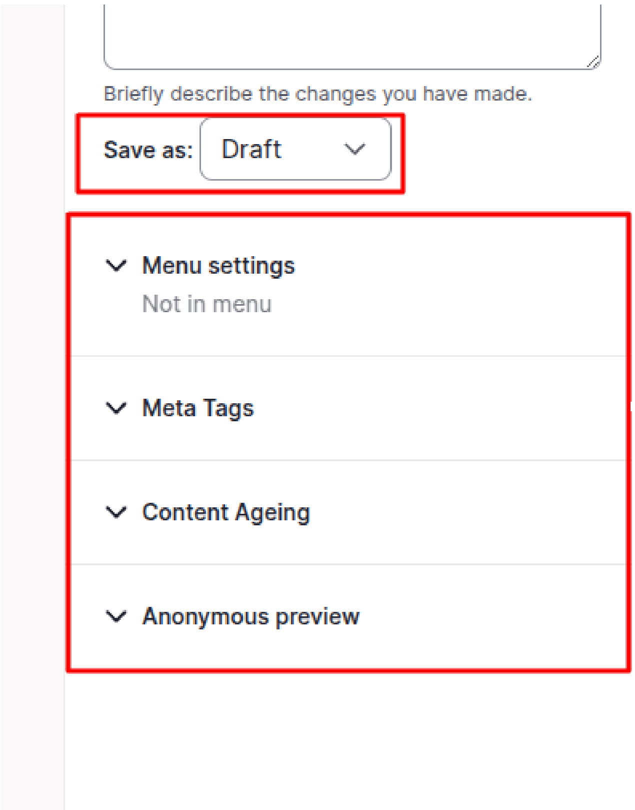
1. In the **"ORCID"** field enter the individuals ORCID, this serves as their unique, persistant identifier when engaged in research, scholarship, and innovation activities.
2. The **"Activities"** section contains a button called **"Add Activity"** which allows you to record specific **ORCID** activities that the indidivual has partaken in and contains a set of fields to record this information.
3. **"Orcid last modified"** field is used to provide a timestamp for when last the indidivudals**ORCID** profile was updated.



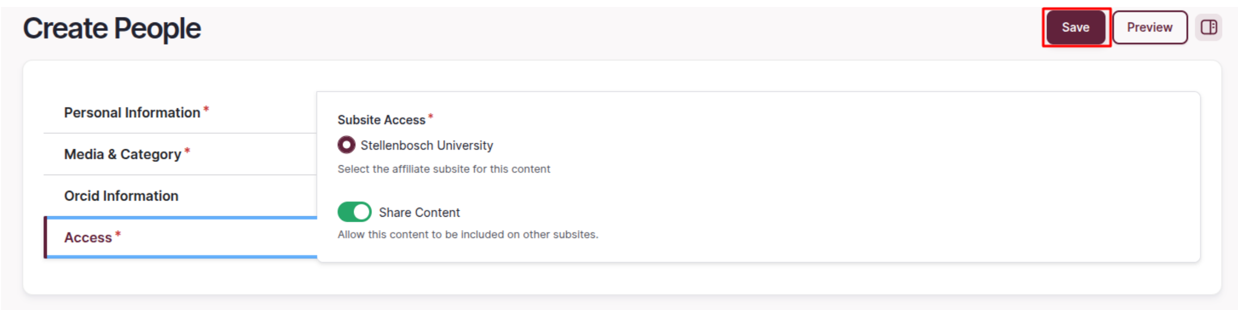
10 Navigate to the **"Access"** tab in the left side menu. Use the **Subsite Access"** option to specify which affiliate subsite (e.g., Stellenbosch University) can access this **People** profile.



11 Once you are happy with all the information you have filled in to the fields, you can navigate to the right side of the content creation page to edit the advanced information. This is where you can set options such as **"Menu settings"**, **"Content ageing"** and the **"Meta Tags".**



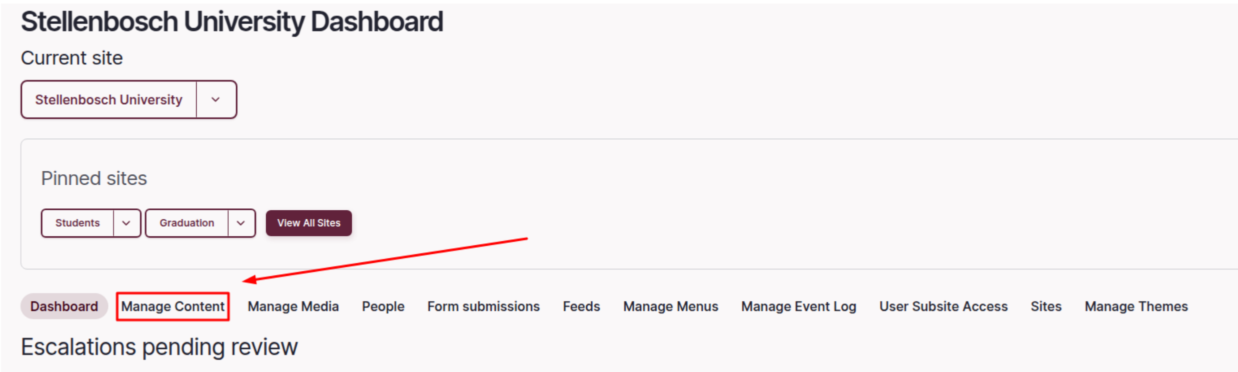
12 After setting all these, you can hit the "**Save**" button on the top right to create the**People** profile. To learn more about publishing **People** content, please follow the "[Publishing content]()" wiki. To learn how to translate content, please follow "[Translating content]()". To learn how to add People to content through a**Microview Content**, please follow "[Adding Microview Content]()"



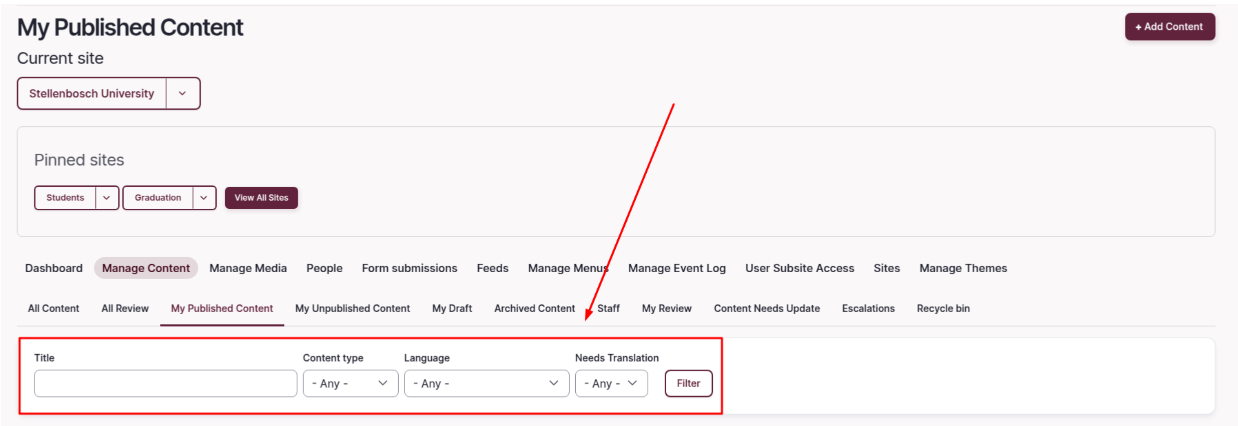
To edit a People:

1 To edit **people** you must first navigate to your "**Dashboard**" by clicking on the "**Dashboard**" menu item.

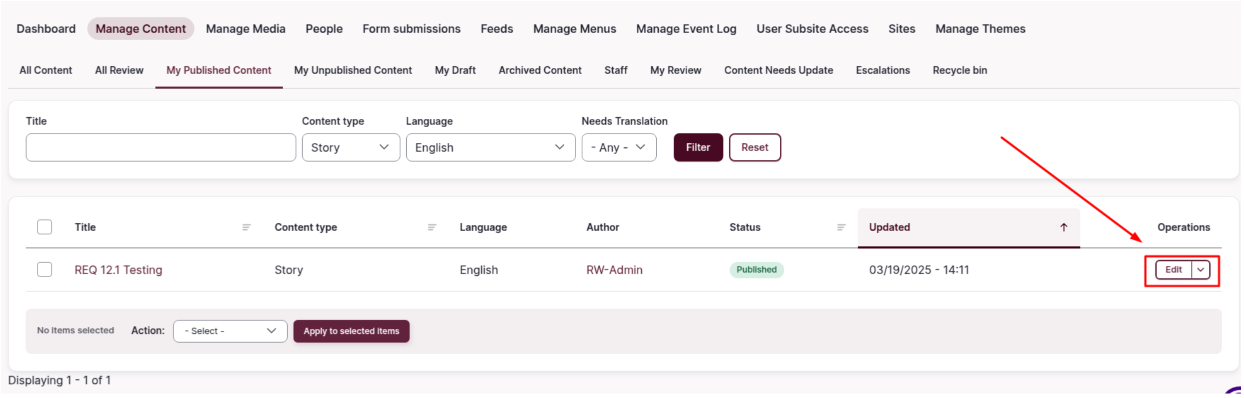
2 Next, click on the "**Manage content**" item to go to your content management dashboard.



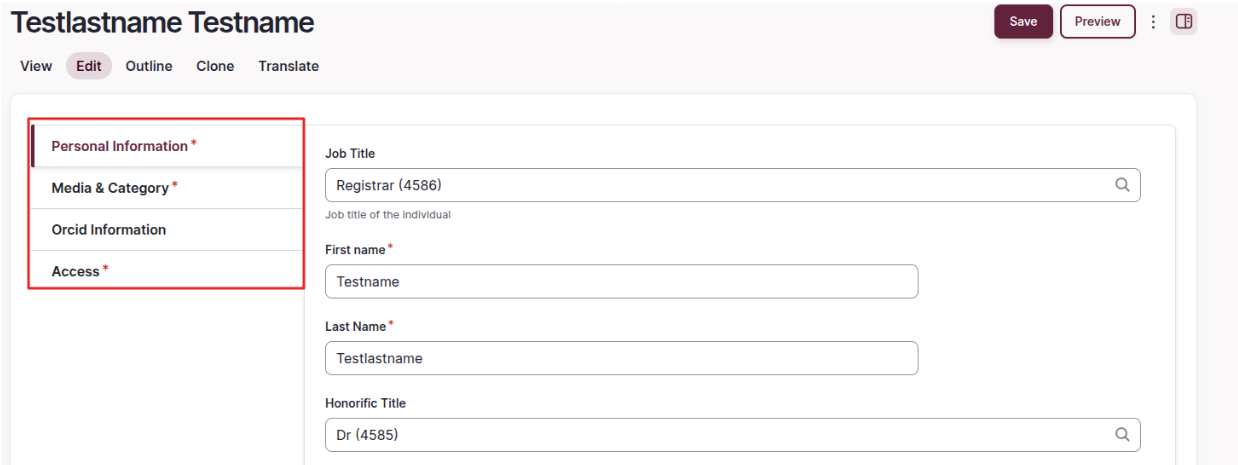
3 Once greeted by the **content management dashboard**, you can filter by using the search text field to search for people by the **Title**. Alternatively, you can narrow down the options even more by selecting the "**Content type**" and setting it to people and the "**Language**" of the people content that you would like to edit. To view content of different moderation states, simply click on the relevant menu items related to their moderation state e.g. "**My unpublished content**", "**My Draft**" etc.



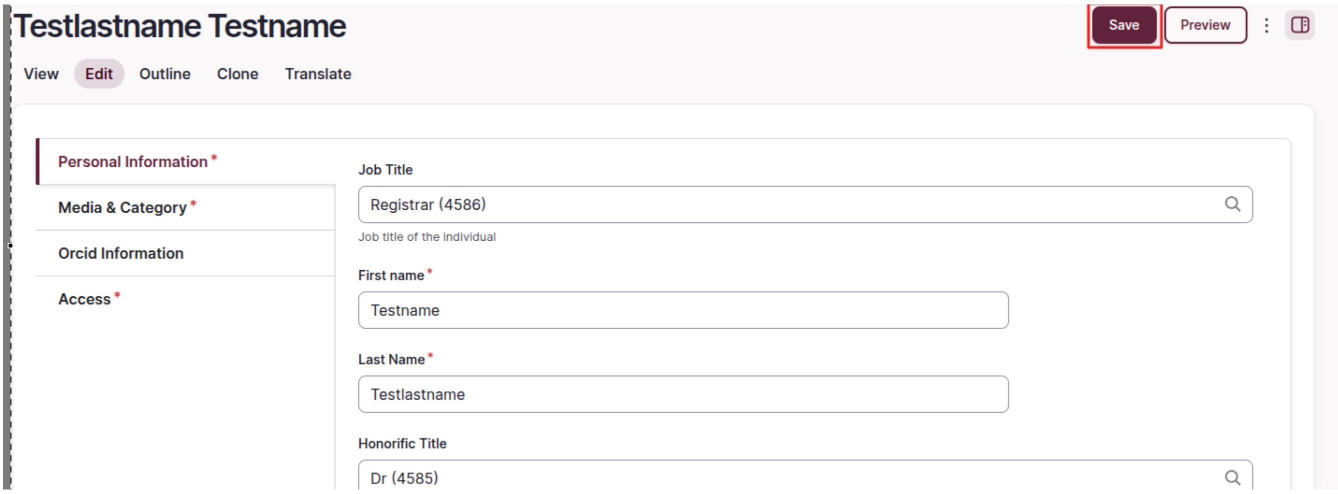
4 Locate the people, and click **"Edit"** on the right-hand side. Alternatively, you can open the people directly and select **"Edit"** on the top of the content.



5 Modify the necessary fields (e.g., **Personal Information, Media, ORCID, Subsite Access**).



6 Click **"Save"** to apply the changes.

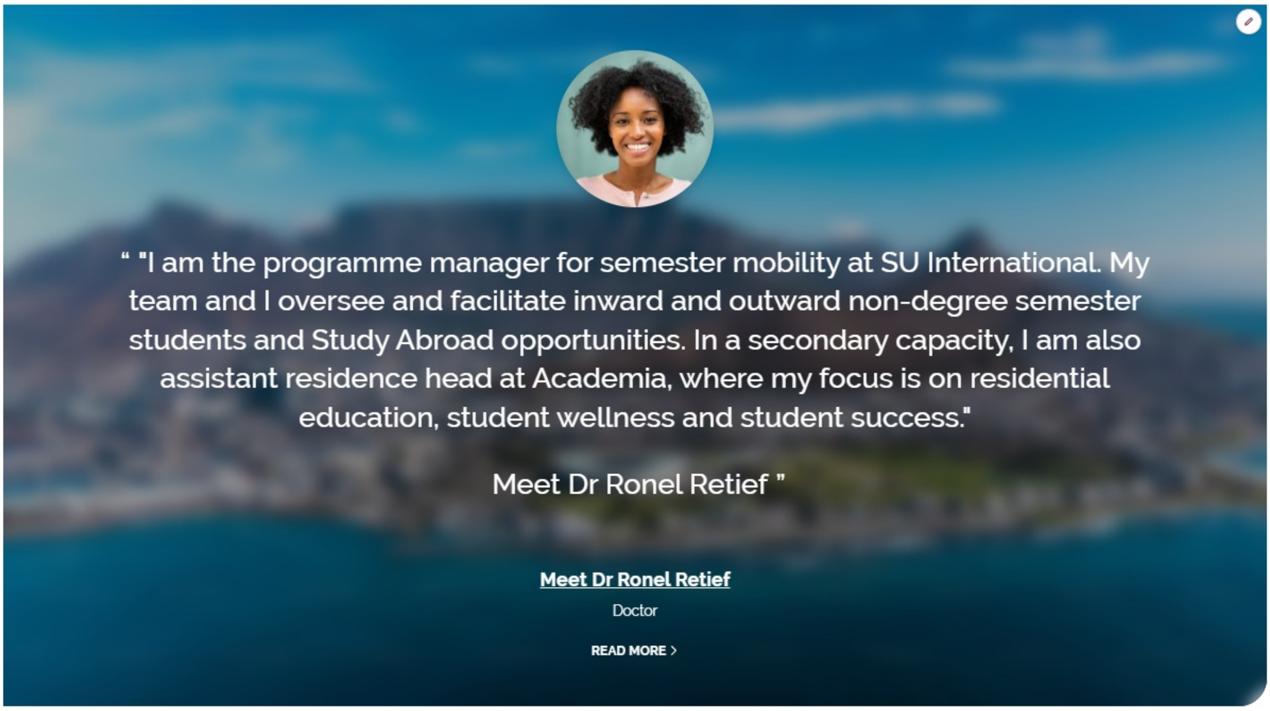


Adding and editing a Testimonial

Last updated July 14, 2025

Content Management

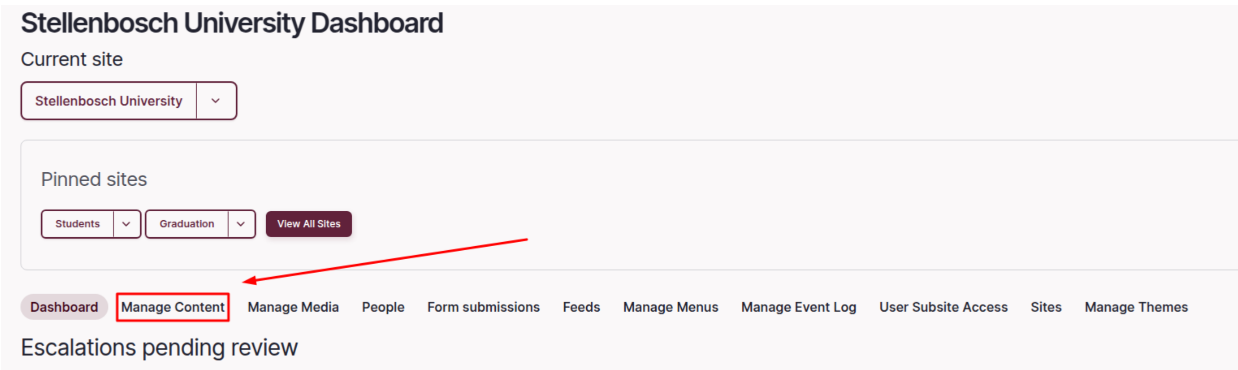
Below is an example of what a testimonial looks like.



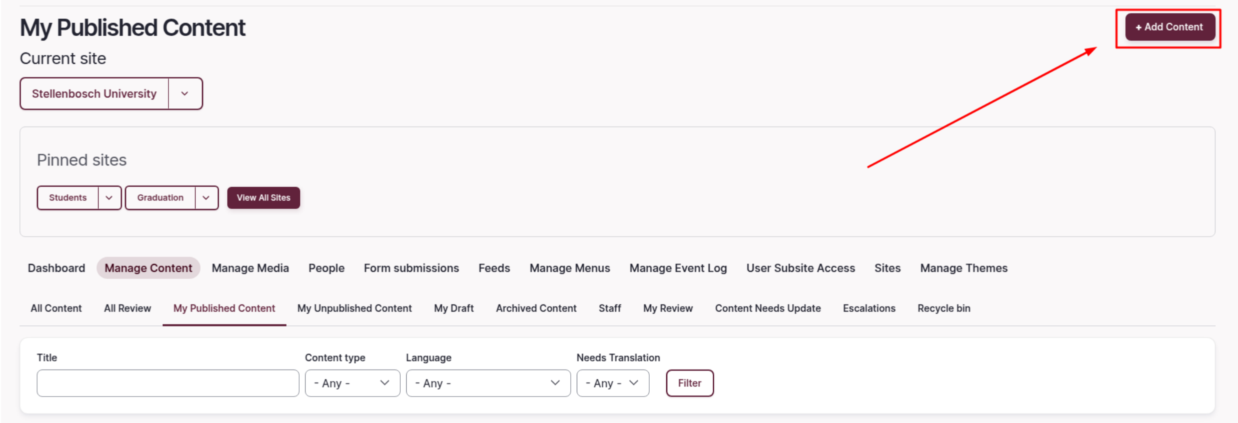
Adding a Testimonial

1 To add a **testimonial** you must first navigate to your '**Dashboard**" by clicking on the "**Dashboard**" menu item.

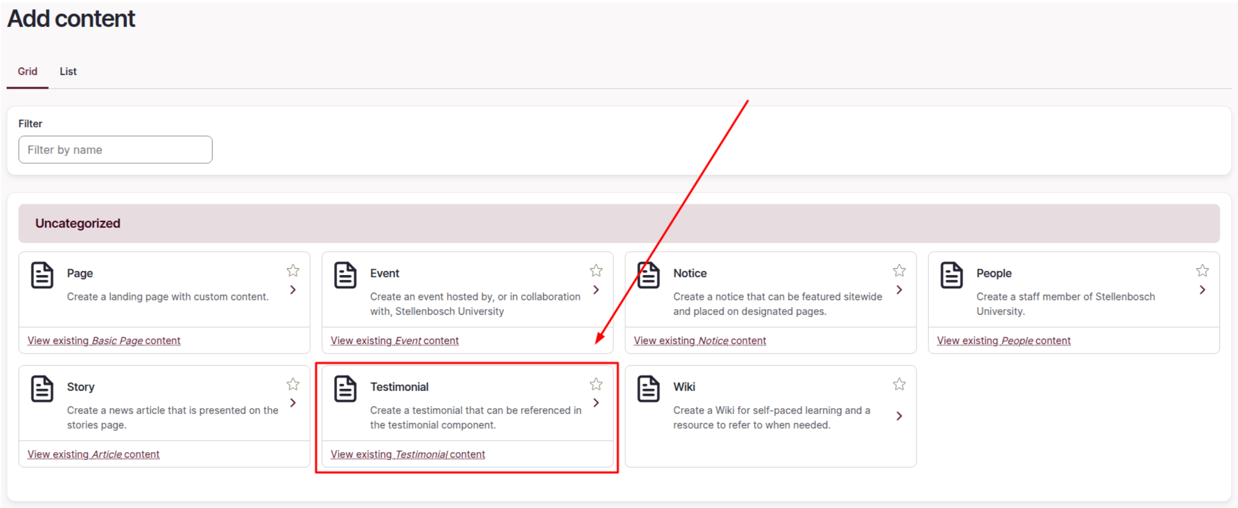
2 Next, click on the "**Manage content**" item to go to your content management dashboard.



3 On your content management dashboard, click on the "+**Add Content**" button in the top righthand corner to go to the "**Add content**" page.

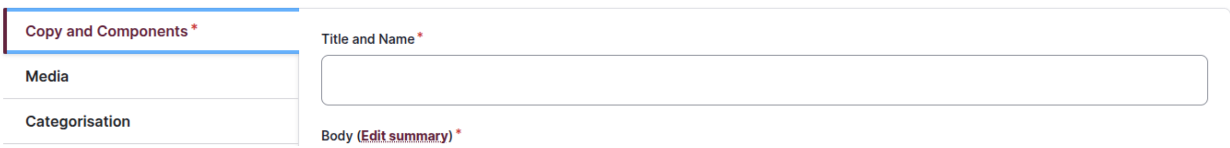


4 Once you are on the "**Add content**" page, click on the "**Testimonial**" option to take you to the testimonial creation page.

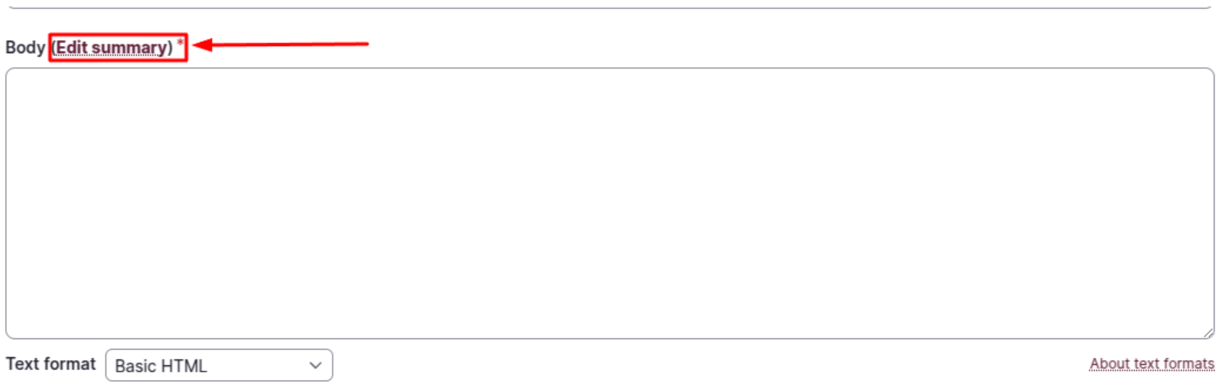


5 Navigate to "**Copy and Components**" tab on the left side.

6 In the **"Title and Name"** field, you will add the name of your **Testimonial**.

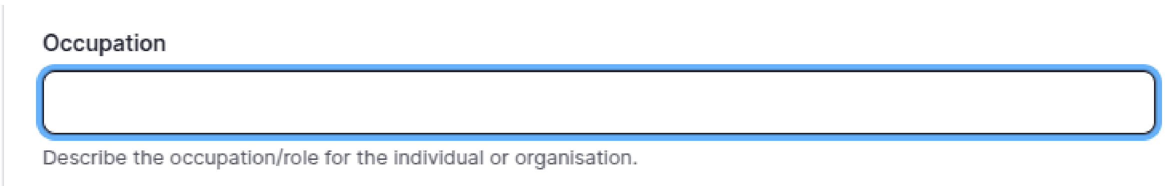


7 Click on the **"Edit summary"** text next to the **"Body"** field title to access the **"Summary"** field, to provide a concise overview of your **Testimonial**.

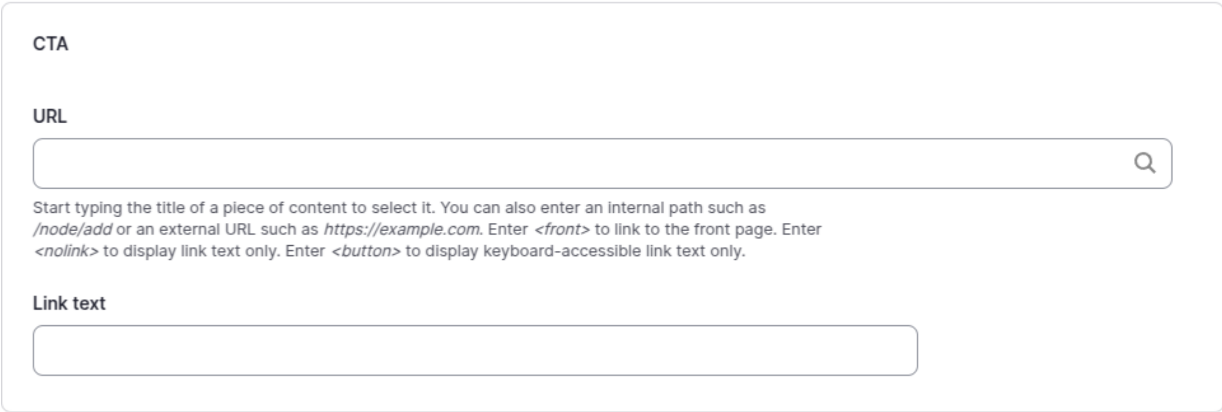


8 In the **"Body"** field, provide a detailed description of your **Testimonial**, ensuring that all essential details are included.

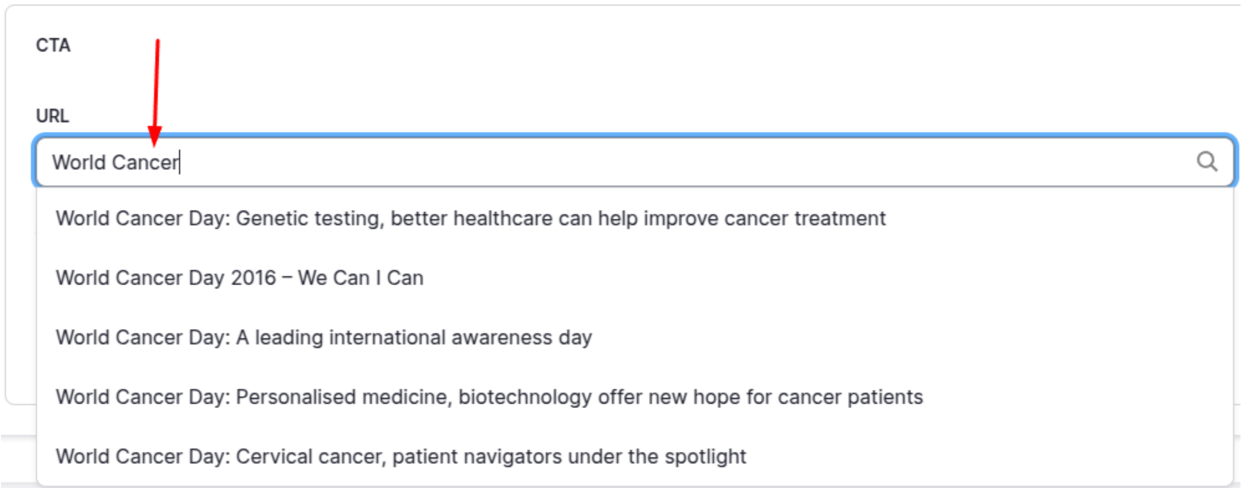
9 In the **"Occupation"** field, describe the individual's role.



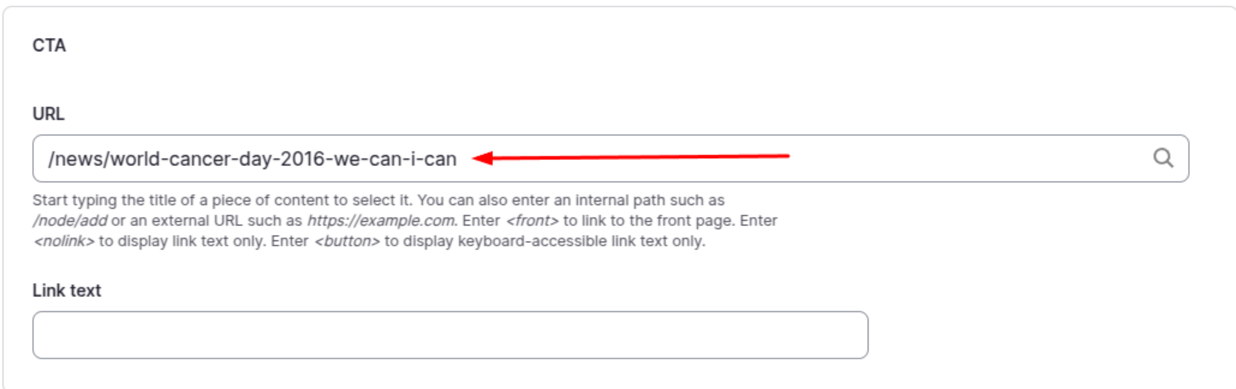
10 In the **"CTA"** field add the **"URL"** and the **"Link Text"** to link to related content or to an external related URL. The "**Link text"** field is used to add text with a link to the site, for example **"Click Here"**. The **"Click Here"** will be text with a link.



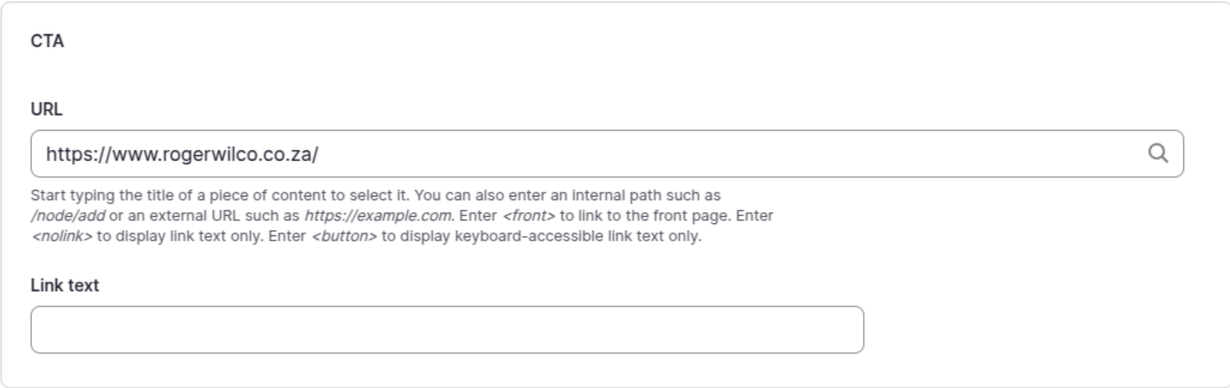
To add an internal link, begin typing the **"Name"** of your content piece in the **"URL"** field. A list of available content items will appear. Simply click on the desired title to insert the link.



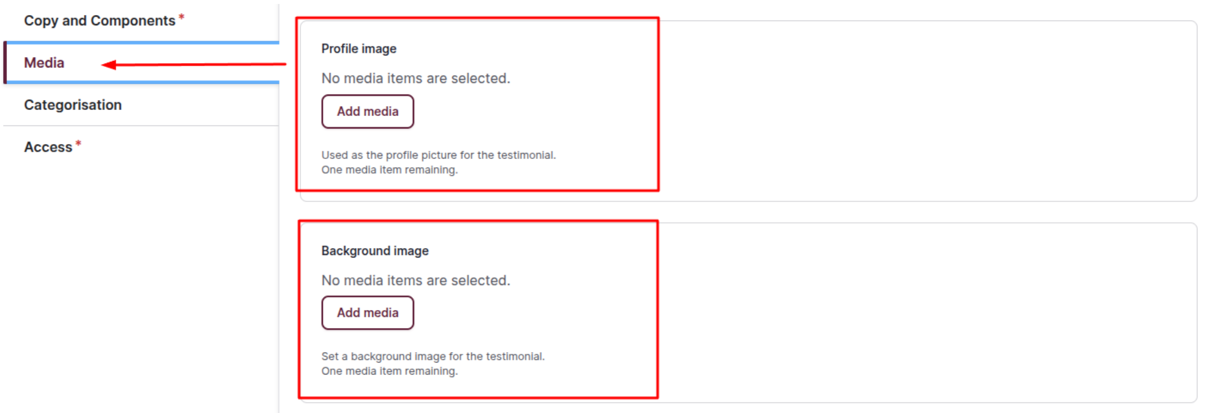
You can also add the **"URL Path"** for an internal link. For example if you have a link **"//domain/en/world-cancer-day-2016-we-can-i-can"** copy the path **"/news/world-cancer-day-2016-we-can-i-can"** and paste the path inside the **"URL Field"**.



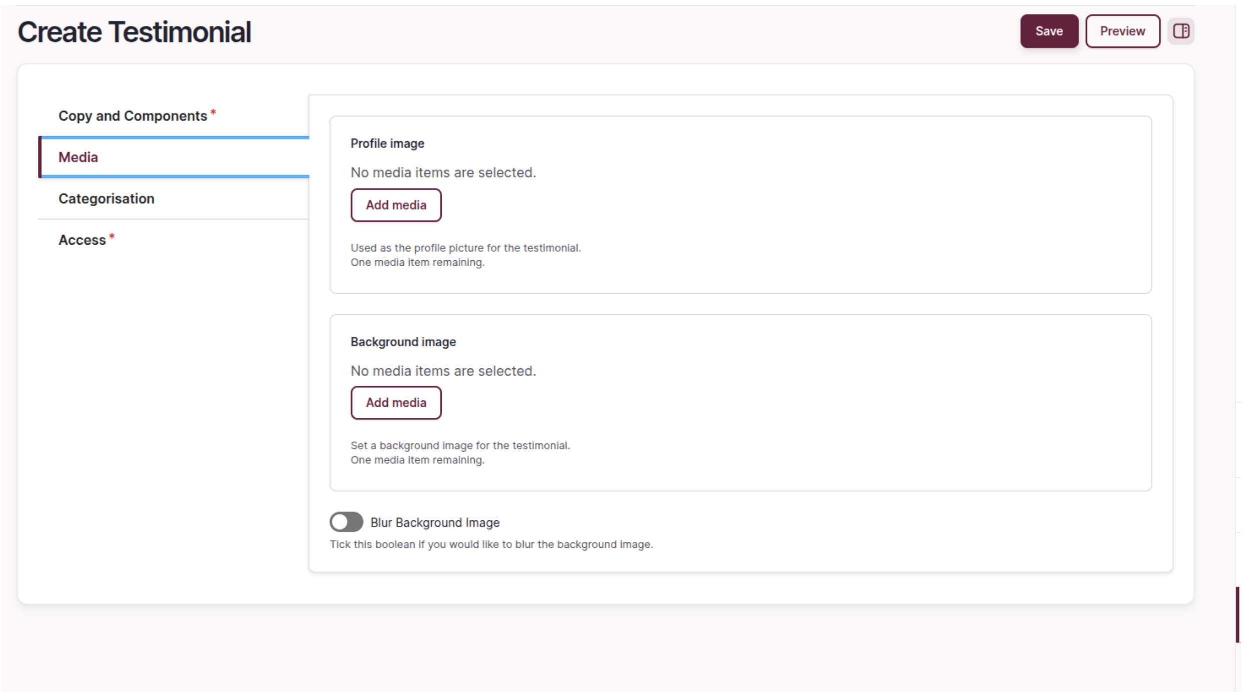
To Add an external link copy the entire **"URL"** and paste it inside the **"URL Field"**.



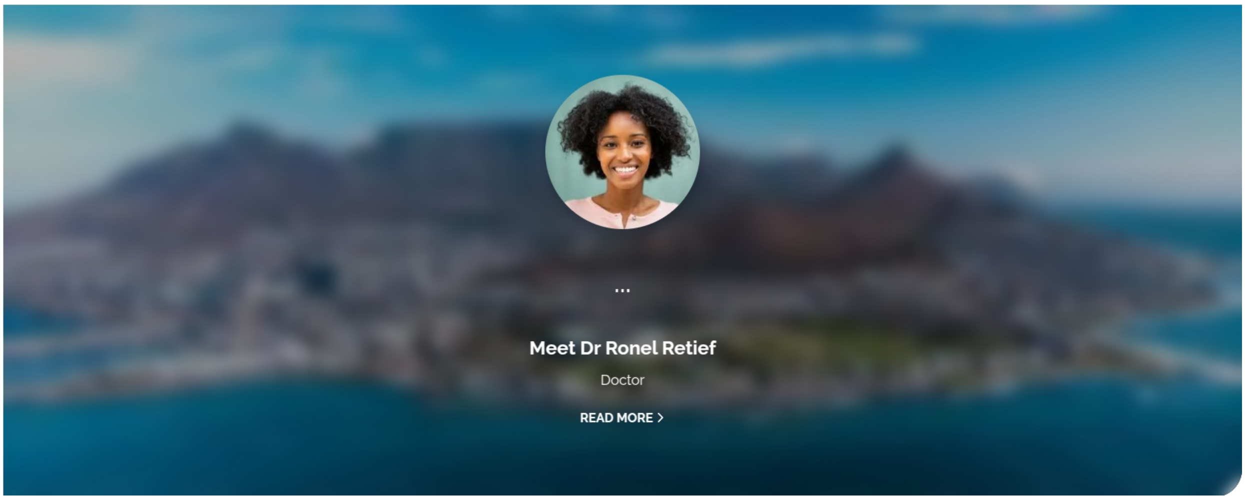
11 On the left-hand side, navigate to the **"Media"** tab. Here, you have the option to add a **"Profile image"** and a **"Background image"** to your testimonial. Note that this is optional and not a required step in creating a testimonial.



12 Additionally you can click on the **"Blur Background Image"** switch, to enable the blur effect on your testimonial background image.

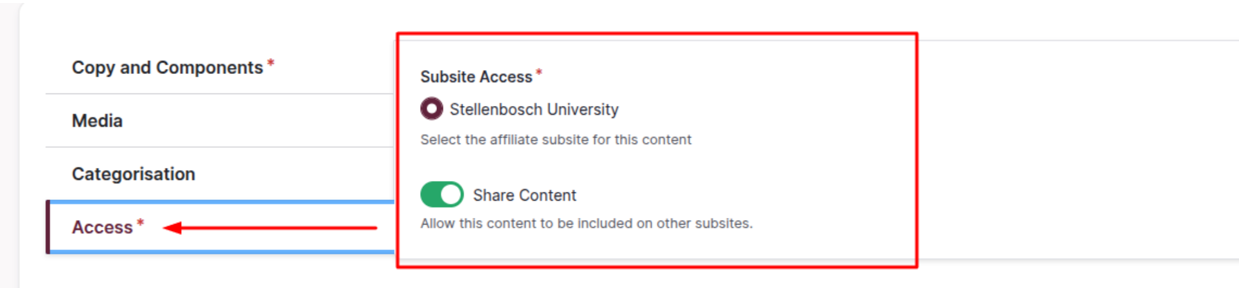


Example of the blur background:

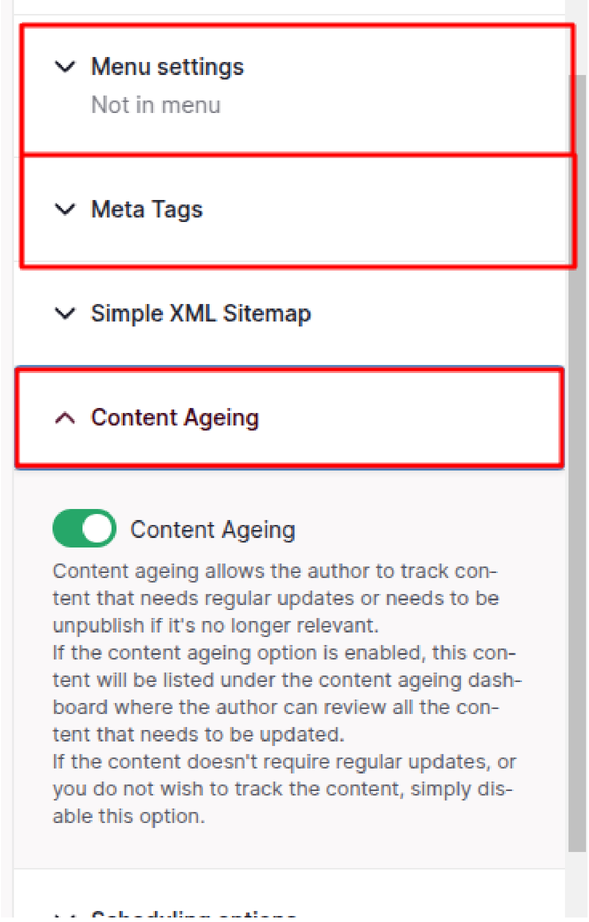


13 On the left-hand side, navigate to the **"Categorisation"** tab. Here you can enter words and phrases in the **"Tags"** field to help categorise your testimonial for easier search, filter and linking functionality.

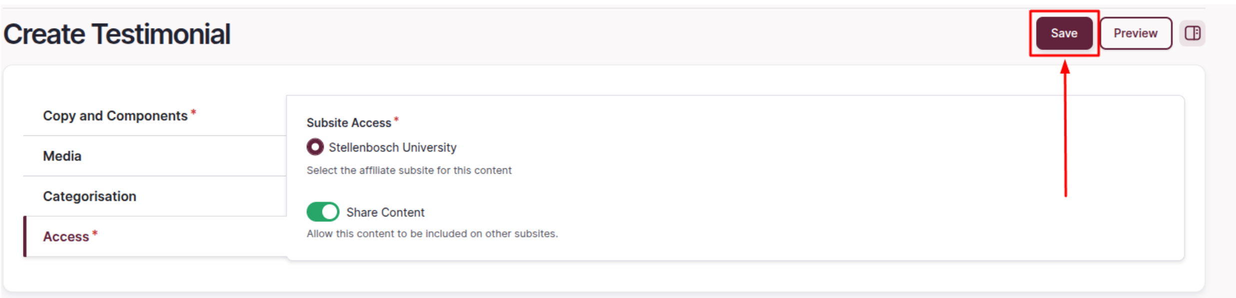
14 Next, navigate to the **"Access"** tab in the left side menu. **Subsite Access"** is a reference field and you cannot change this setting. You can choose to share this content with other subsites by clicking the **"Share Content"** switch.



15 If you are happy with all the information you have entered in to the fields, you can navigate to the right side of the content creation page to edit the advanced information. This is where you can set options such as **"Menu settings"** or **"Content ageing"**. Refer to [Understanding the advanced settings content sidebar](#) for more information.



16 After setting all these, you can hit the "**Save**" button on the top right to create the **"Testimonial"** To learn more about publishing Testimonial content, please follow the "Publishing content" wiki. To learn how to translate event content, please follow "Translating content".

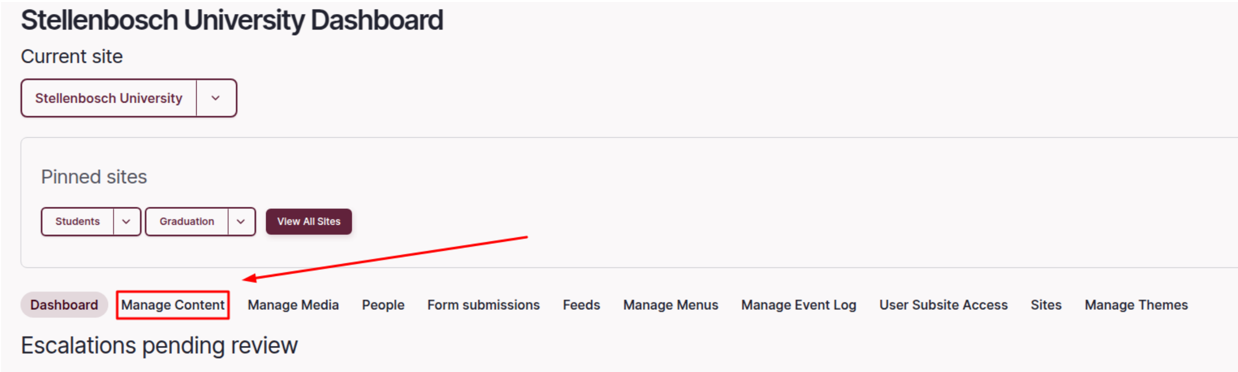


17 One you have created a new **"Testimonial"** reference Adding Testimonials to a page to better understand how to add display a Testimonial to end users.

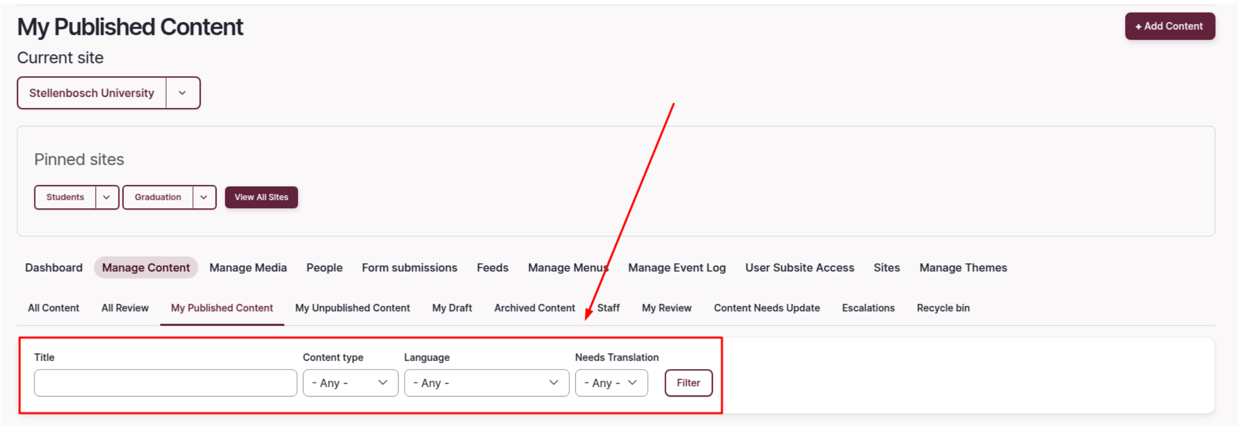
Editing a Testimonial

1 To edit a **testimonial** you must first navigate to your '**Dashboard**" by clicking on the '**Dashboard**" menu item.

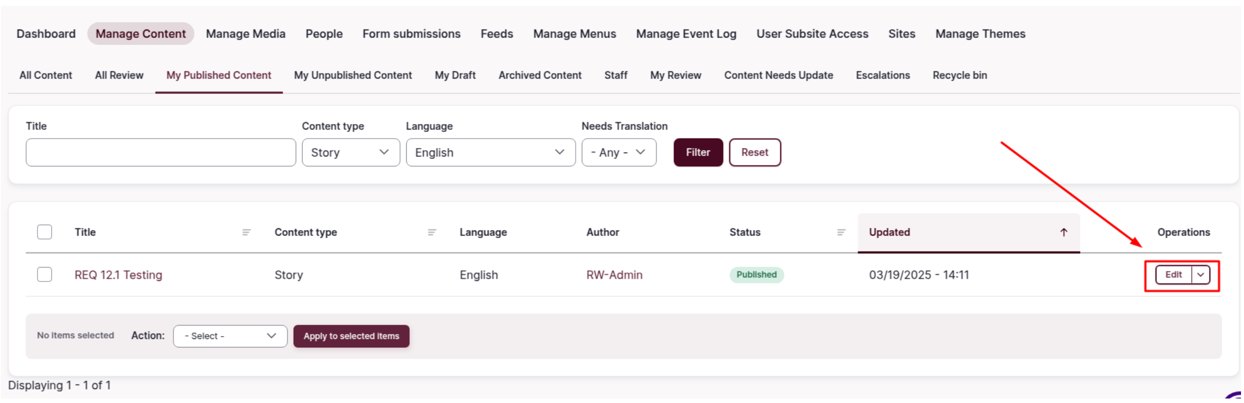
2 Next, click on the "**Manage content**" item to go to your content management dashboard.



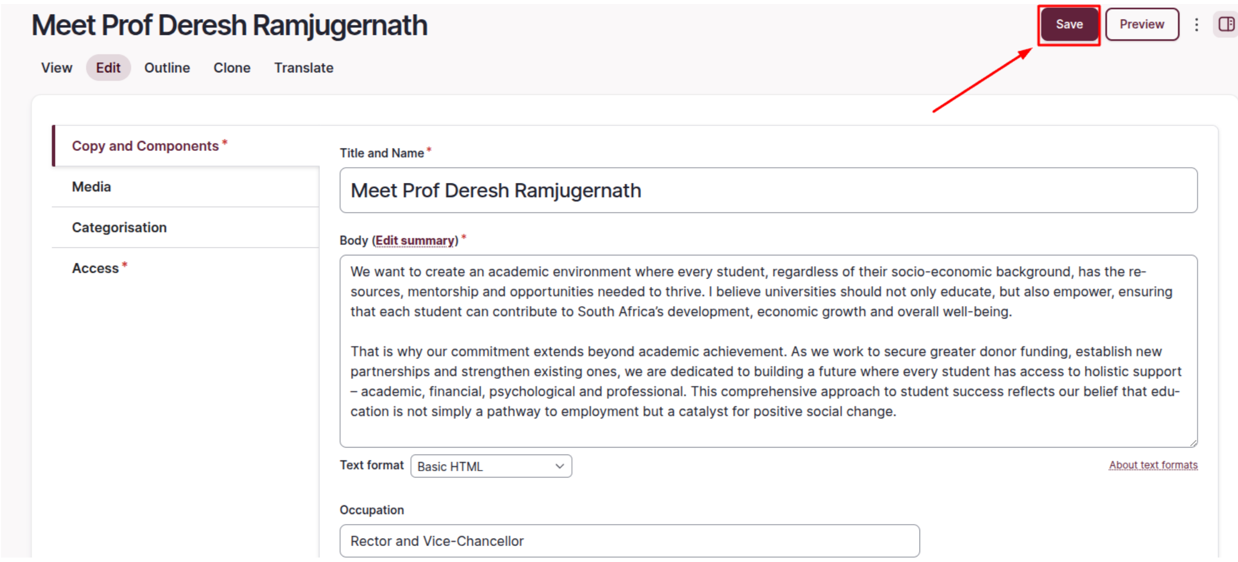
3 Once greeted by the **content management dashboard**, you can filter by using the search text field to search for a testimonial by the **Title**. Alternatively, you can narrow down the options even more by selecting the "**Content type**" and setting it to testimonial and the "**Language**" of the testimonial content that you would like to edit. To view content of different moderation states, simply click on the relevant menu items related to their moderation state e.g. "**My unpublished content**", "**My Draft**" etc.



4 Locate the testimonial, and click **"Edit"** on the right-hand side. Alternatively, you can open the testimonial directly and select **"Edit"** on the top of the content.



5 Modify the fields as needed, then click **"Save"** to apply your changes.



Components

Last updated November 18, 2025

Content Index

Components are used to add functionality to your content and provide you with easy to use tools to create advanced content types and layouts on pages.

Overview

- Components overview

Adding components

- Adding and configuring a Section
- Adding a component
- Adding a WYSIWYG
- Understanding the WYSIWYG
- Adding and configuring an Accordion
- Adding and configuring a Section title
- Adding and configuring an Advanced Title
- Adding a Gallery
- Adding and configuring a Call-to-action
- Adding and configuring a Button group
- Adding Microview Media
- Adding an Events components
- Adding Social Media
- Adding a Divider
- Adding a Multiple Reference
- Adding an Interactive map
- Adding and configuring Quick Links
- Adding and configuring a Block
- Adding and configuring a Contact List
- Adding and configuring a Stats block
- Adding Microview Content
- Adding Governance and Management microview
- Adding and configuring Media component
- Adding layouts and components From Library
- Adding Testimonials to a page
- Adding a Map
- Adding a Document list

- [Adding layouts and components from Library]

Adding and configuring a Section

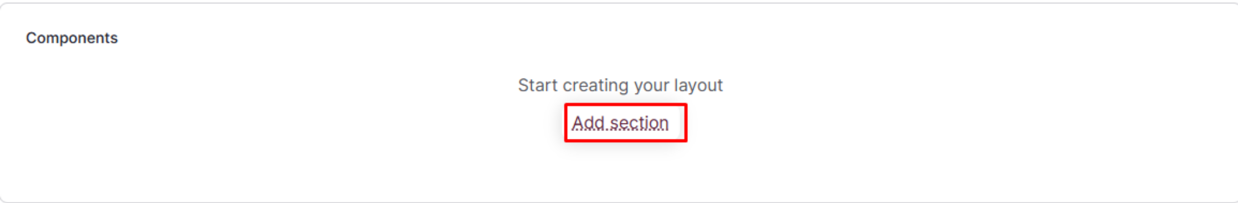
Last updated September 19, 2025

Content

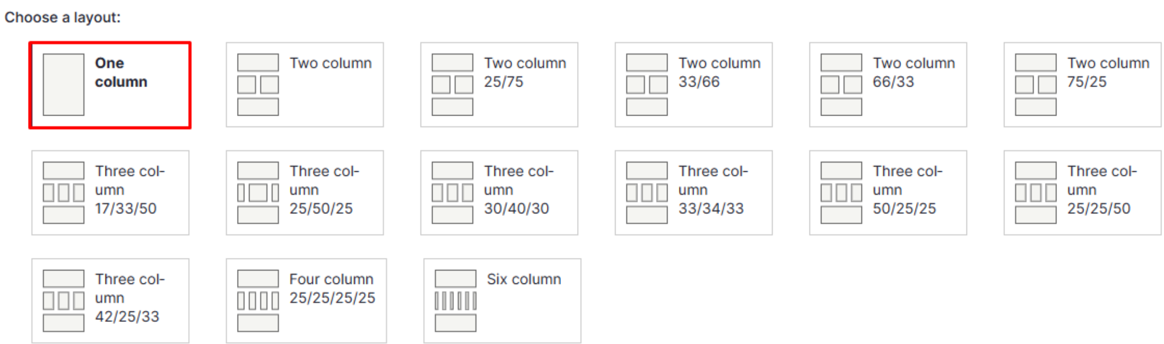
Components are placed inside a Section. We must therefore learn how to create a Section before we learn about adding Components.

1 To add a Section you will begin by either creating or editing a "**Page**" content type.

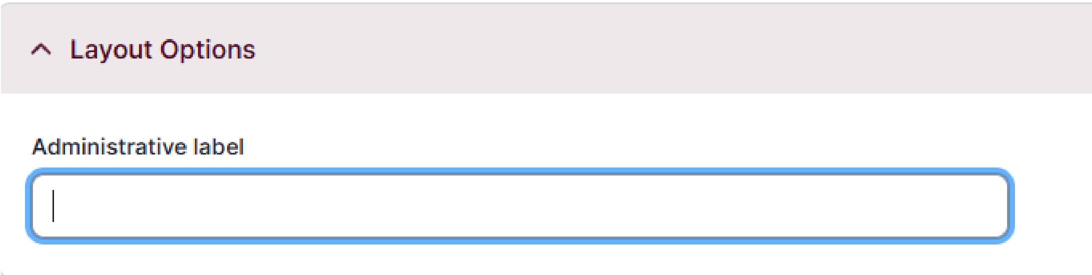
2 Once in the Create or Edit content form (Please see[adding and editing a Page] to learn how to edit a page), scroll down to the "**Components**" section and click the "**Add section**" button.



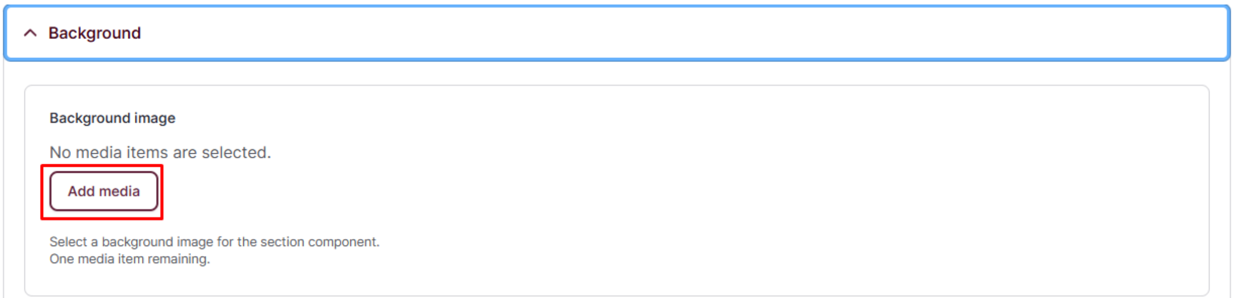
3 You will now be presented with the "**Create new section**" form. Begin by selecting your desired layout from one of the various options under "**Choose a layout:**". Note that the names and accompanying images and numbers depicted in the layout options give you more information about the layout which you are selecting. For example a "**Two column 25/75**" layout option will give us a section with two columns that we can add components to and they will be divided across the width of your screen in order of 25% and 75% of the total width of the section.



4 Next you can provide your section with an "**Administrative label**" in the "**Layout Options**" tab. The Administrative label is an optional field and will not be displayed in the front-end to users, it is only visible to other editors in the backend. Adding an Administrative label makes it easier to edit pages with many sections and components.

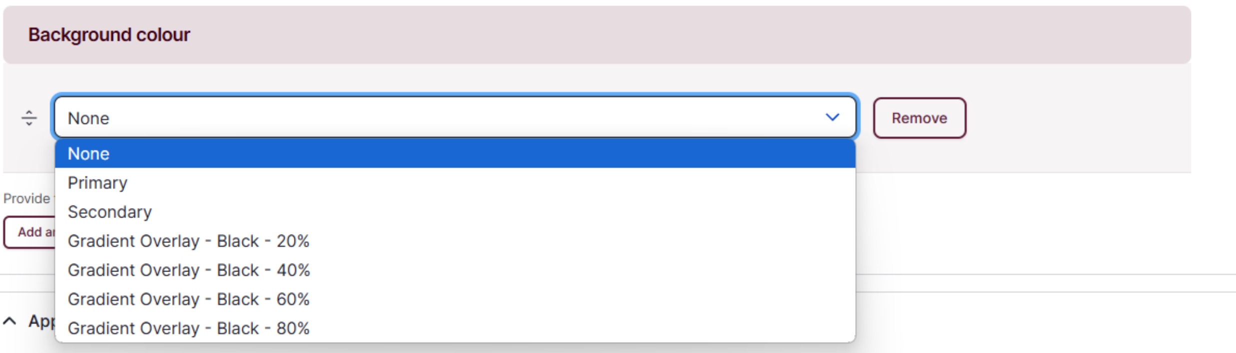


5 Open the "**Background**" tab, here you can choose to optionally set a '**Background image**" for your section using the "**Add media**" button. See Wiki content on "[Adding and editing an image]" for more information.

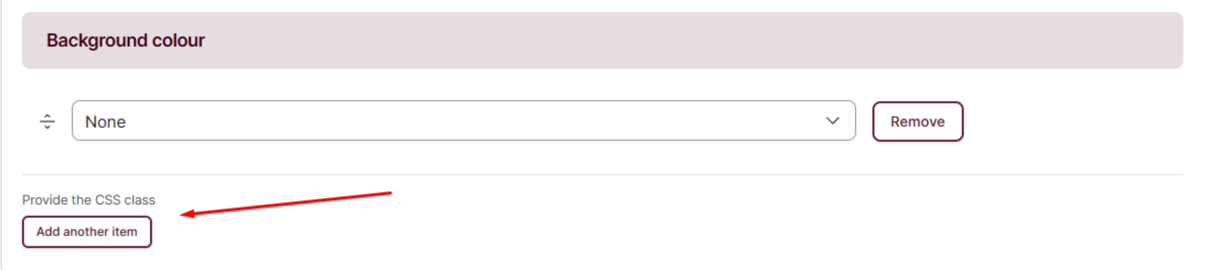


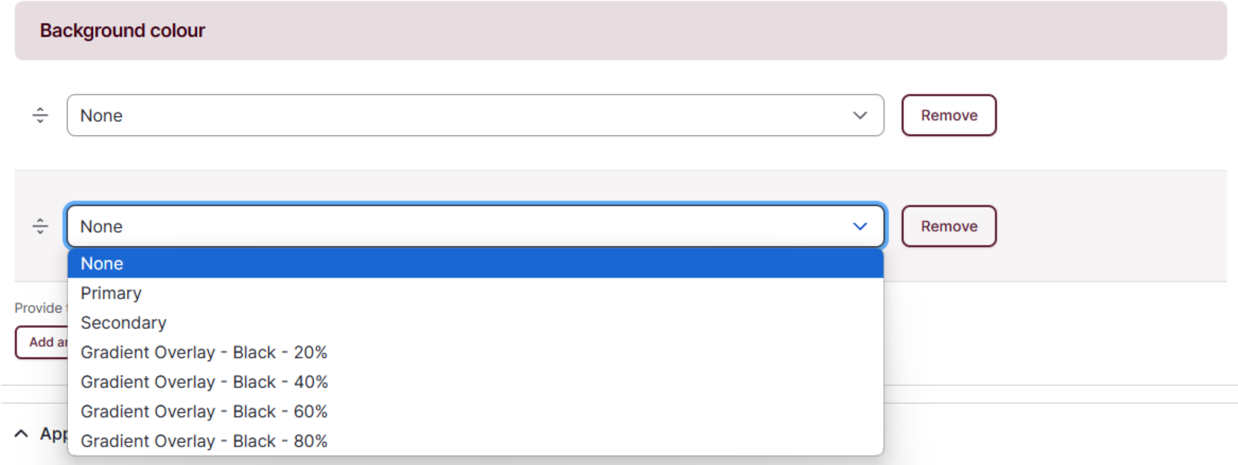
6 Within the "**Background**" tab you can also choose to set the '**Background colour**" of your section. You can do so by selecting one of the options from the drop-down. Note that these options are based on your current subsite theme colours and will thus work accordingly to set your background to either the "**Primary**" or "**Secondary**" colour options from your theme.

The "**Gradient Overlay**" options provide varying degrees of a faded overlay over the background depending on the gradient that you select. This is useful to ensure that text is legible when using a background image.

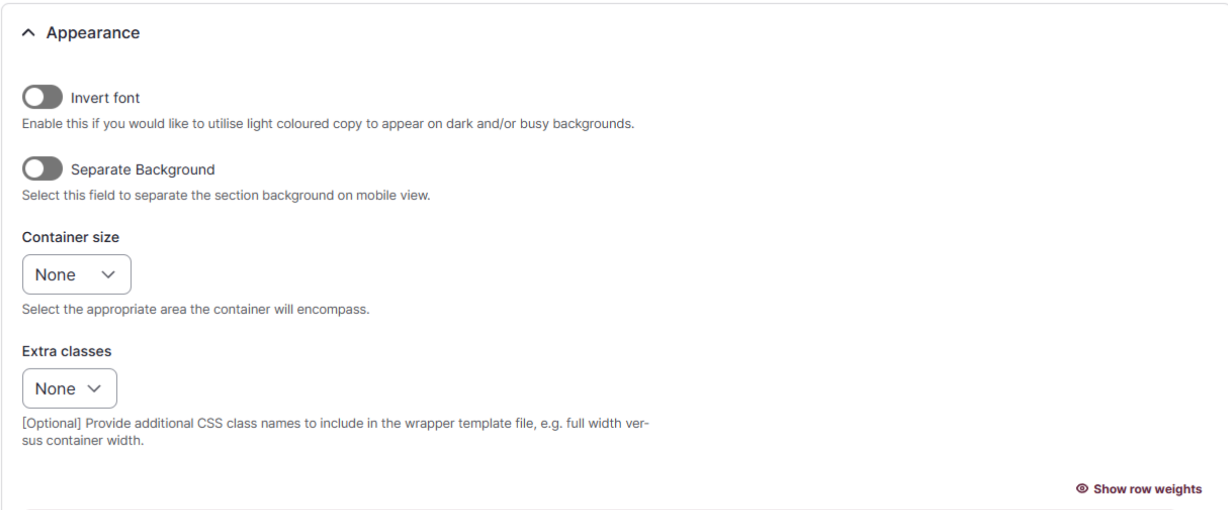


7 If you wish to add more than one of the above '**Background colour**" options to your background, simply click on the "**Add another item**" button in order to apply another option. This will provide you with another drop-down to select from.

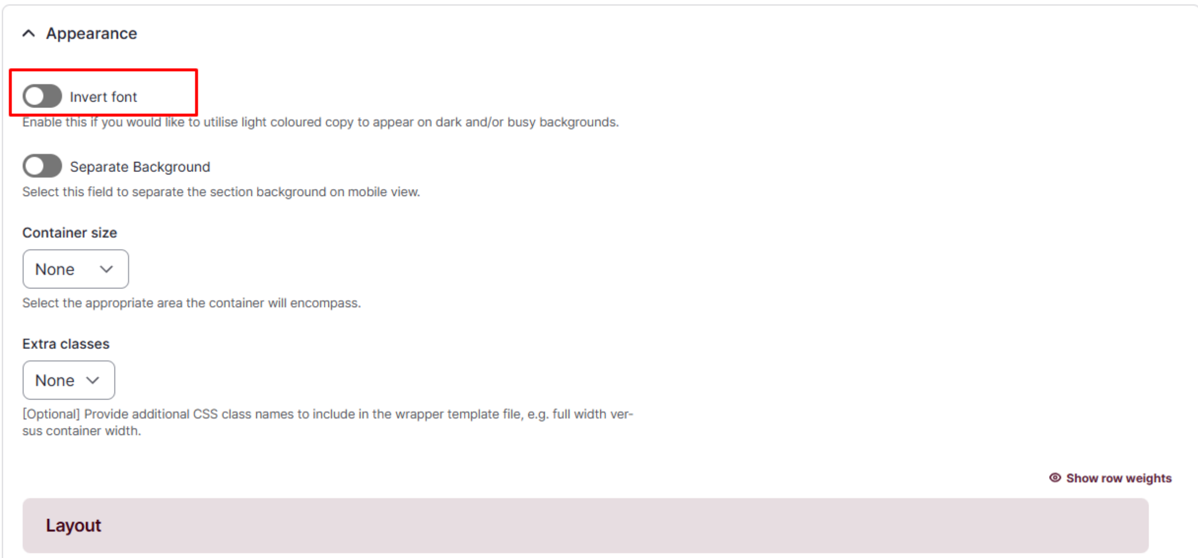




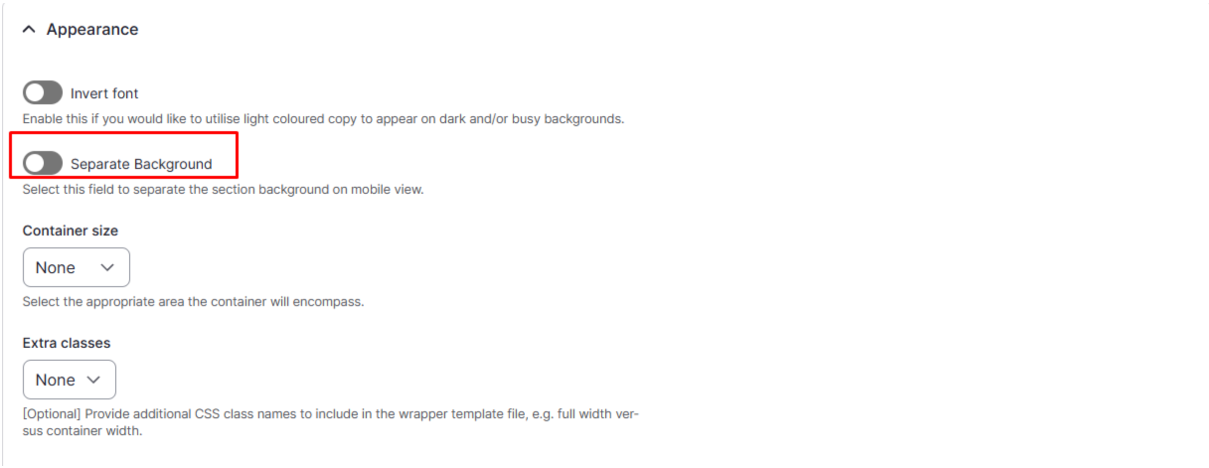
8 Next, open the "**Appearance**" tab. Here you will be presented with another set of options that will allow you to further modify the look and layout of your section.



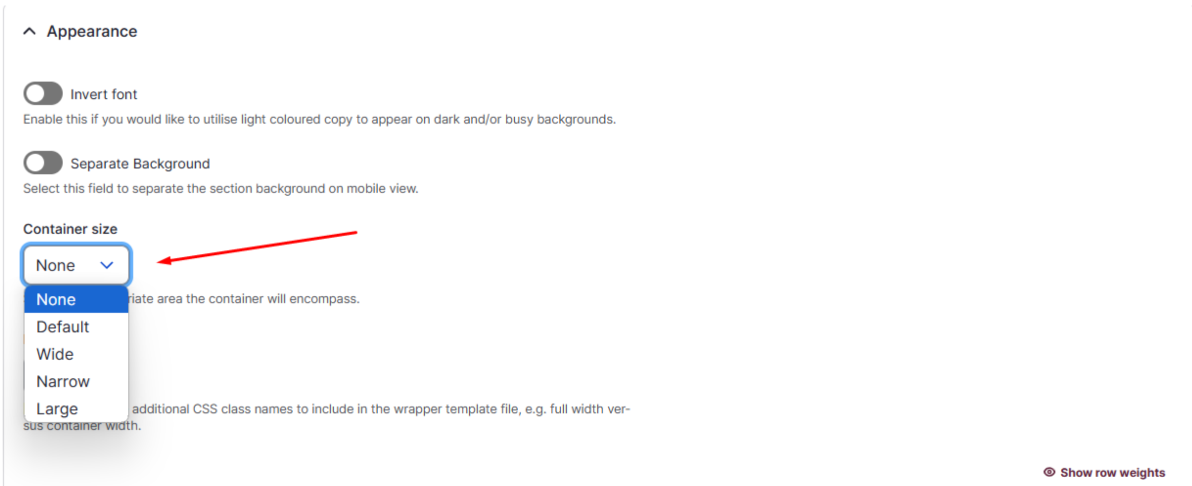
- Selecting the "**Invert font**" switch allows you to contrast the text in your section against a dark or busy background by making it a strongly contrasting colour.



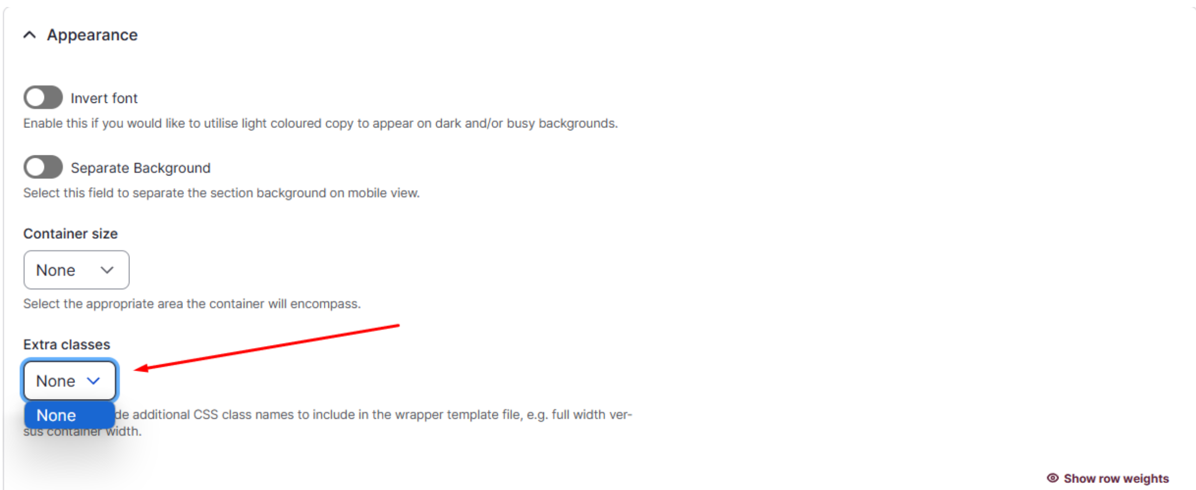
- The "**Seperate Background**" switch allows you to seperate the sections background from the content when it is being viewed on mobile. This can be used for better mobile user experience and allows the content to adjust more dynamically based on the users screen size and device.



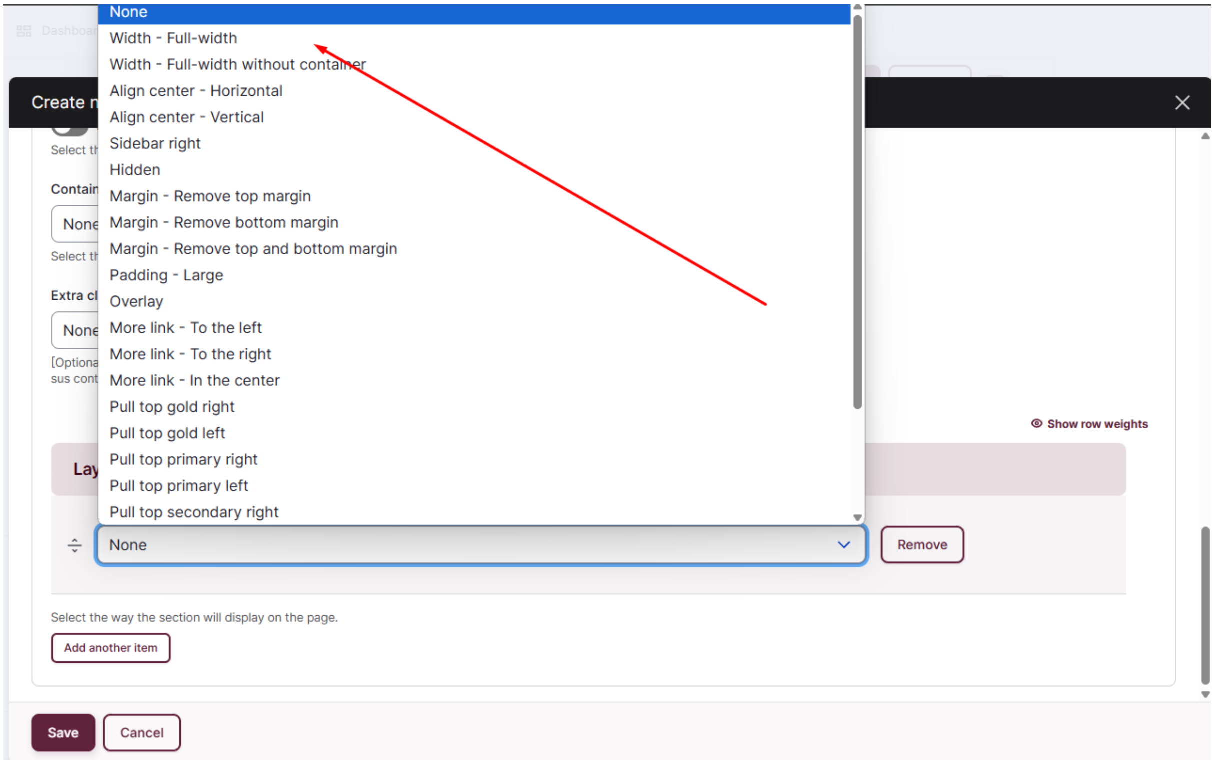
- The "**Container size**" drop-down allows you to select the appropriate area which your section will encompass on the page.



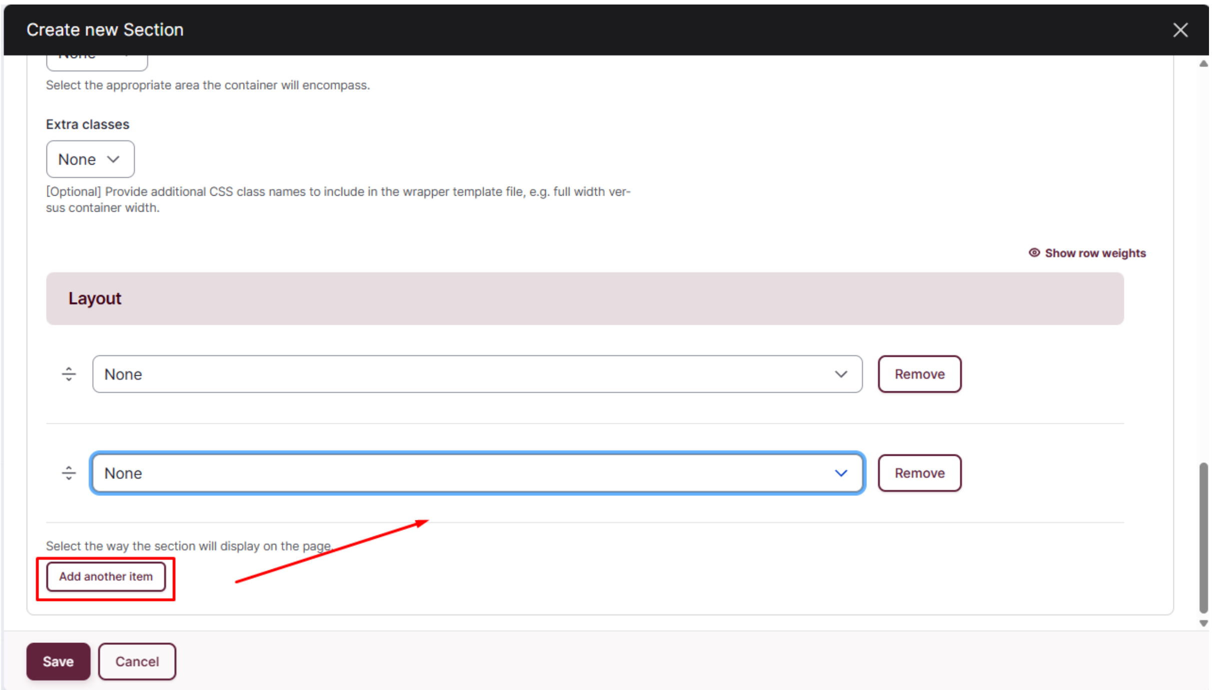
- The "**Extra classes**" drop-down allows you to provide additional CSS classes that will be included in the section template.



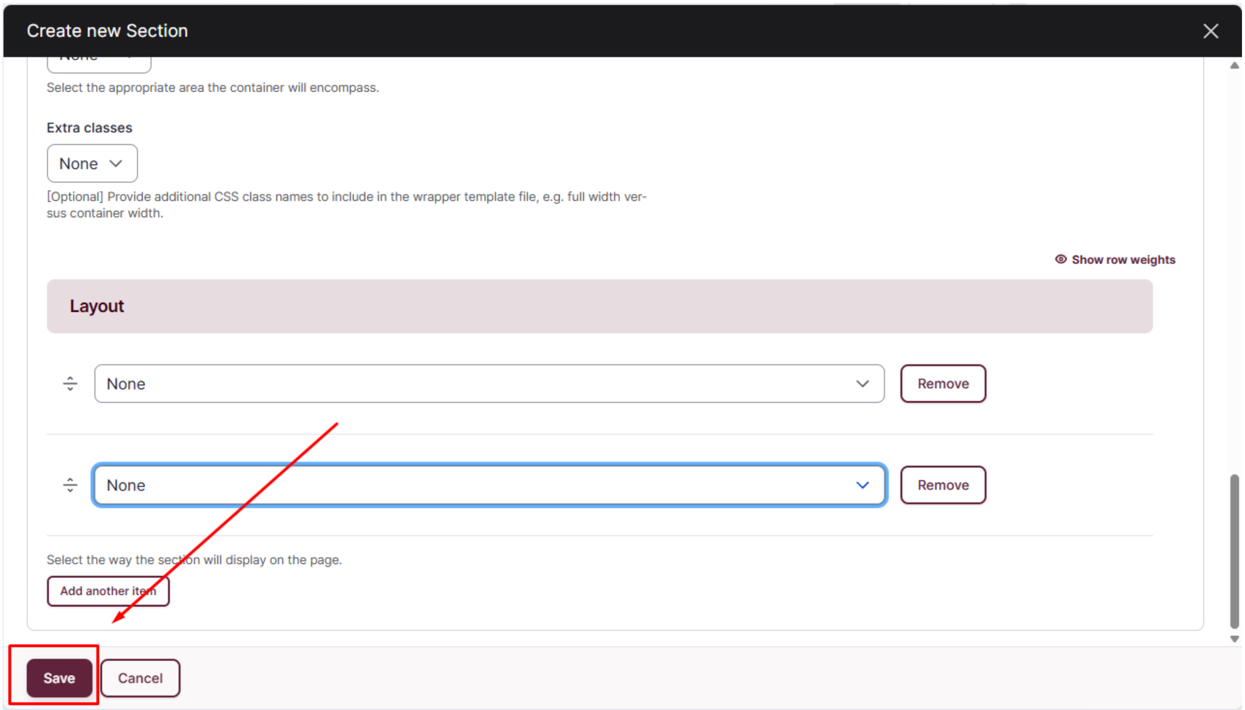
- Within the "**Layout**" drop-down you will have a large selection of layout options which will allow you to adjust the size, positioning, padding, overlay, etc., of your section.



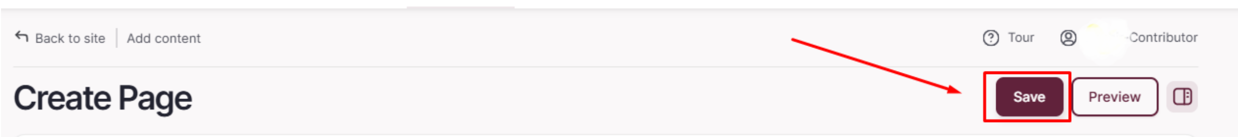
- If you wish to add more than one of the above layout options to your section, you can simply click on the "**Add another item**" button to add another drop-down and repeat your selection.



9 Once you are happy with the configuration of your section, click on the **Save**" button to save the section on the page.



10 Lastly, you can click on the "**Save**" button in order to save the changes that you have made to the current page. And that's it, you've successfully added a section to your page.



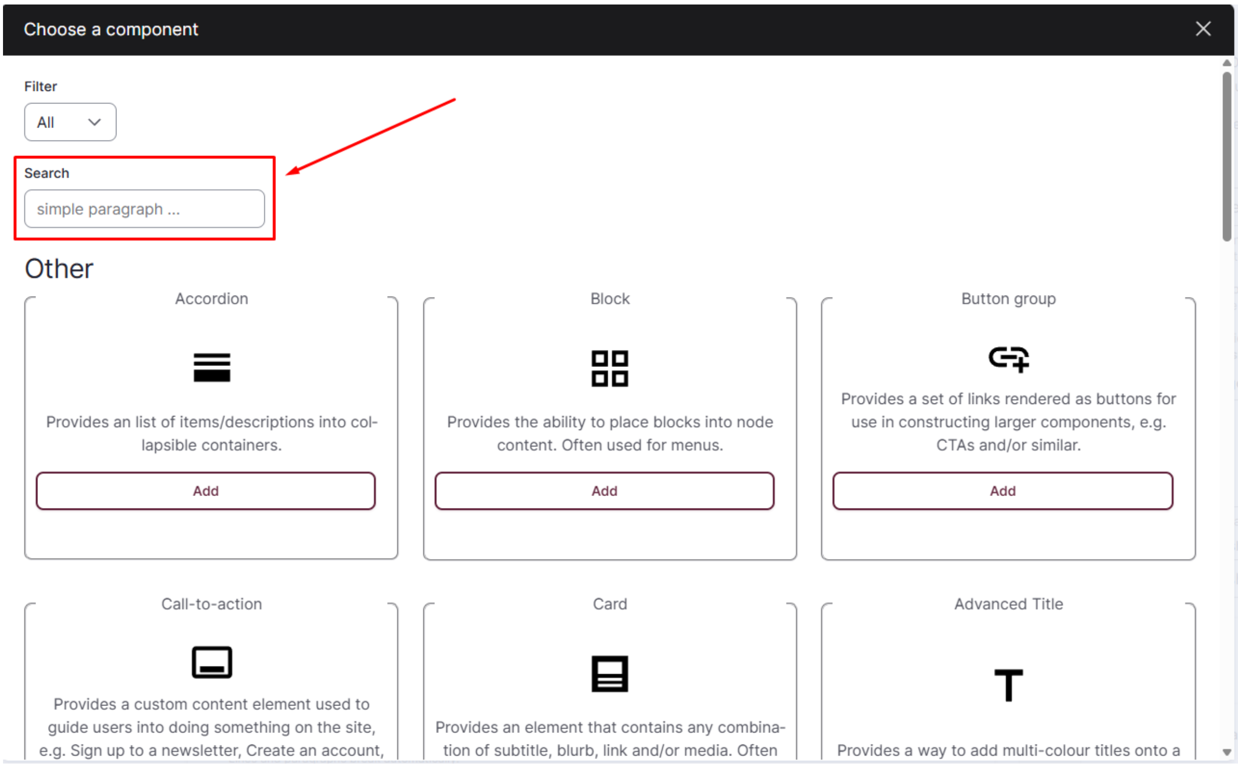
Adding a component

Last updated July 9, 2025

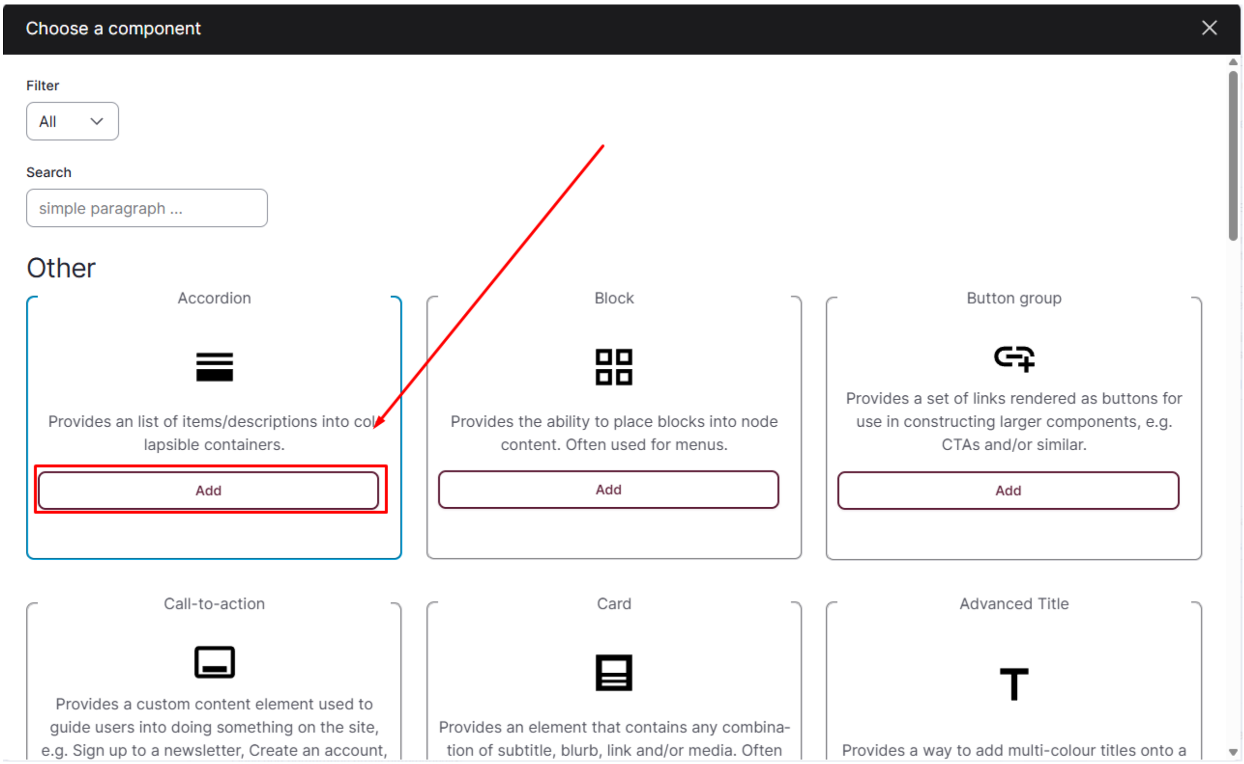
Content

1 To add a component to your content, you will begin by adding a Section to your content (See Wiki content on [Adding and configuring a section](#)). Once you have added a section you will scroll down to the "**Components**" section of your content where you added the section and click on the "**+**" button located within the section that you created previously.

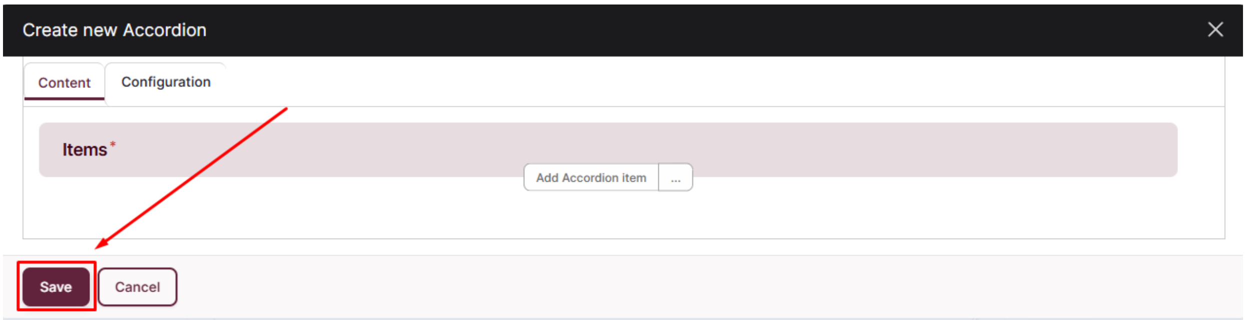
2 You will now be presented with the "**Choose a component**" form. Here you will be shown a selection of all the available components for you to select from. There is a "**Filter**" and "**Search**" option available to you in order to more easily find the component that you are looking for. Alternatively you can simply scroll through the available options until you find the correct component.



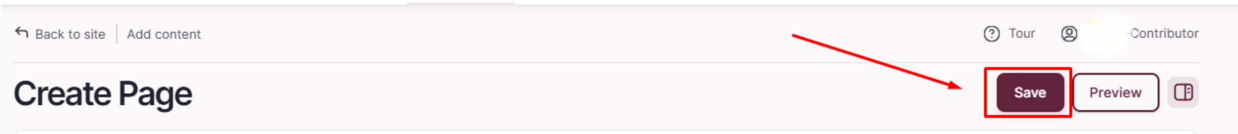
3 Once you have found the component that you wish to add to your page, click on the "**Add**" button.



4 You will now be presented with that components unique creation form. There will be guides for each of the available component options following this guide, thus we will not go in depth on how to complete this form now. Once you have completed the components creation form, click "**Save**" to save the component to your section.



5 Lastly, click on the "**Save**" button to save the current content page in order to save your component to the page. And that's it, you've successfully added a component to your page. For more information on the various different components and what they look like please see "Components overview".

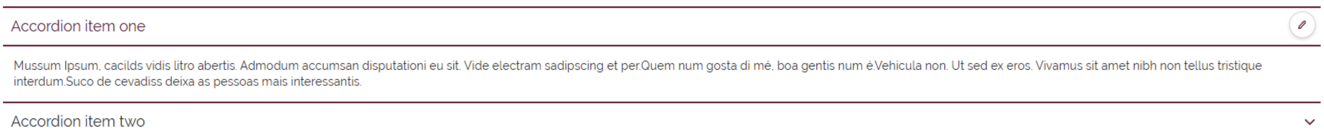


Components overview

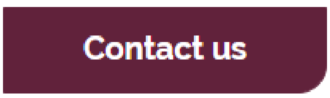
Last updated July 17, 2025

Content   Management

Accordion: Provides a list of items and descriptions in collapsible containers. An accordian is usually displayed in the closed view, so when a user clicks on the heading, the description opens up. Accordians can be used to display questions and answers, or to make long pages shorter and easier to navigate.



Button group: Provides a set of links rendered as buttons for use in constructing larger components, e.g. CTAs or webform popups. Below is an example of a button group that would lead to a contact webform.



Call-to-action: Provides a custom content element used to guide users into doing something on the site, e.g. Sign up to a newsletter, Create an account, Read more, etc. CTA's consist of three primary parts, a heading, body and a button group. Below is an example of a call-to-action to get a user to sign up to a newsletter.

Subscribe to our newsletter

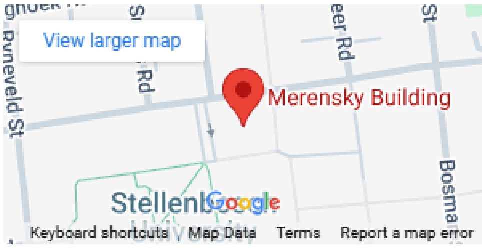
Mussum Ipsum, cacilds vidis litro abertis. Praesent vel viverra nisi. Mauris aliquet nunc non turpis scelerisque, eget.Viva Forevis aptent taciti sociosqu ad litora torquent.Pra lá , depois divoltis porris, paradis.Paisis, filhis, espiritis santis.

Subscribe

Advanced Title: Provides a way to add titles/ headings onto a page with additional font size and colour options. The text in red below is an example of an advanced title.

This is an advanced title

Map: Used to add an embedded Google maps map to content. Below is an example of a map that points to the Merensky Building.



Media: Provides a wrapper for referenced media, such as images.

Microview Content: Used to reference content and display it within a page, normally in a card or teaser format. Below is an example of content in a card format.

Microview Content

table

table

READ MORE >

Button Group horizontal style

Mauris vitae quam in justo dictum sodales. In eget tortor a nunc vehicula tempor.

READ MORE >

Testing layout components - Ilze

A test page by Ilze to test the page layout components

READ MORE >

Contact List paragraph

Contact List

READ MORE >

Load more

Microview Media: Used to reference media and display it in various formats on the page e.g. as a carousel. Below is an example of grid of random images with a "Load more" button to load additional images.

Multiple Reference: Used to reference multiple content entitites within your page and display them in your desired format e.g. card, tile, grid, teaser, etc. For example, you can use Multiple Reference to show an event and story together.

Quick Links: Quick links are used to add a list of either internal or external links to a page by using a quick link set. Below is an example of quick link set linking to various areas in the wiki.

Links to wiki items

Wiki content

Wiki webforms

Wiki access

Gallery: The gallery component is used to add either images or videos onto a page with additional styling and display options allowing you to add images in a carousel or grid to the page for example. See below example of a grid of images.

Social Media: Provides a social block which displays the social links of the website in a placeable block as seen below.

This is a social media block

Stats block: Provides a way to add infographic-type content onto a page. See below a two column stats block with two stats items inside of it.

This is a stats block

70% This is a stats item

40% This is another stats item

Events: Display a list of events, with options to show upcoming events and filter by tags. See below an events components showing events in a calendar format.

today

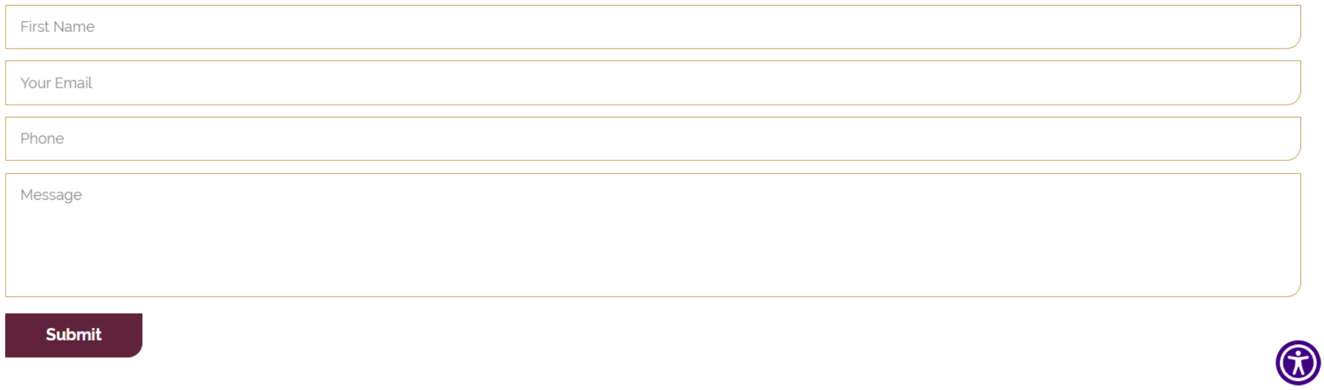
June 2025

month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

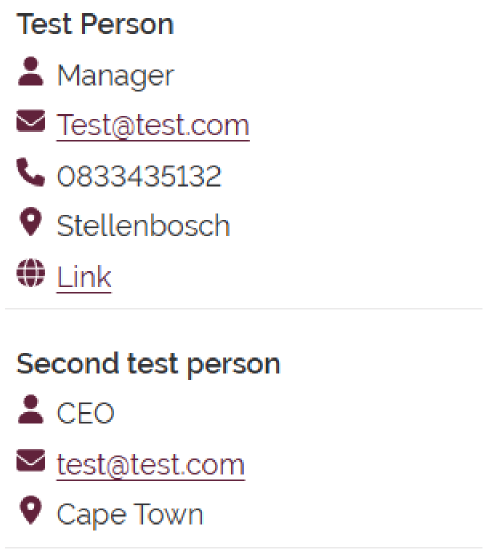
More events

Webform: Provides the ability to embed any webform onto a page. See below the "Contact us" webform embedded using the webform component.



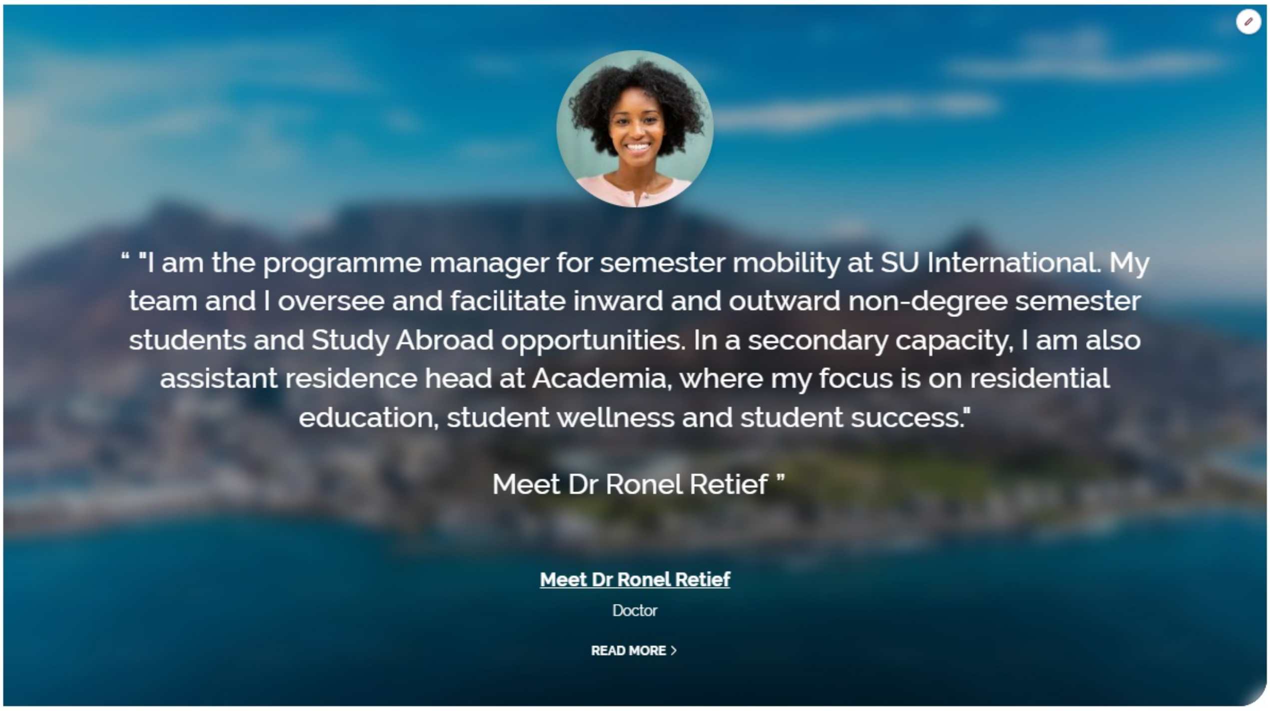
WYSIWYG: Provides a what-you-see-is-what-you-get editor for a content block on a page or in a section. This will be one of the components you use most often as it is used to add text, headings, bullet lists, numbered lists etc. to a page.

Contact List: Used to output a contact list. See below a contact list added using the component



Divider: Used to create a visual separation between different sections or elements. It provides a blank space between components on a page.

Testimonial: Used to add Testimonial content. See below example of a testimonial added using the component.



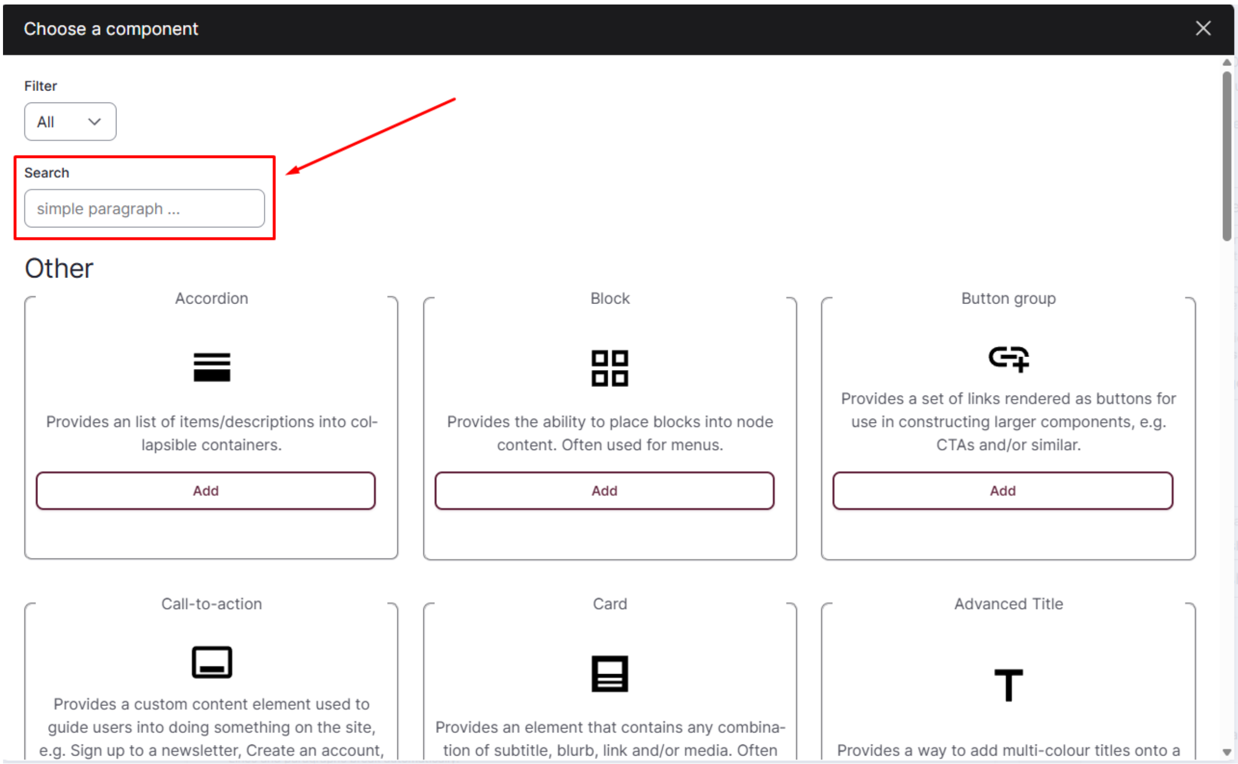
Adding a WYSIWYG

Last updated July 1, 2025

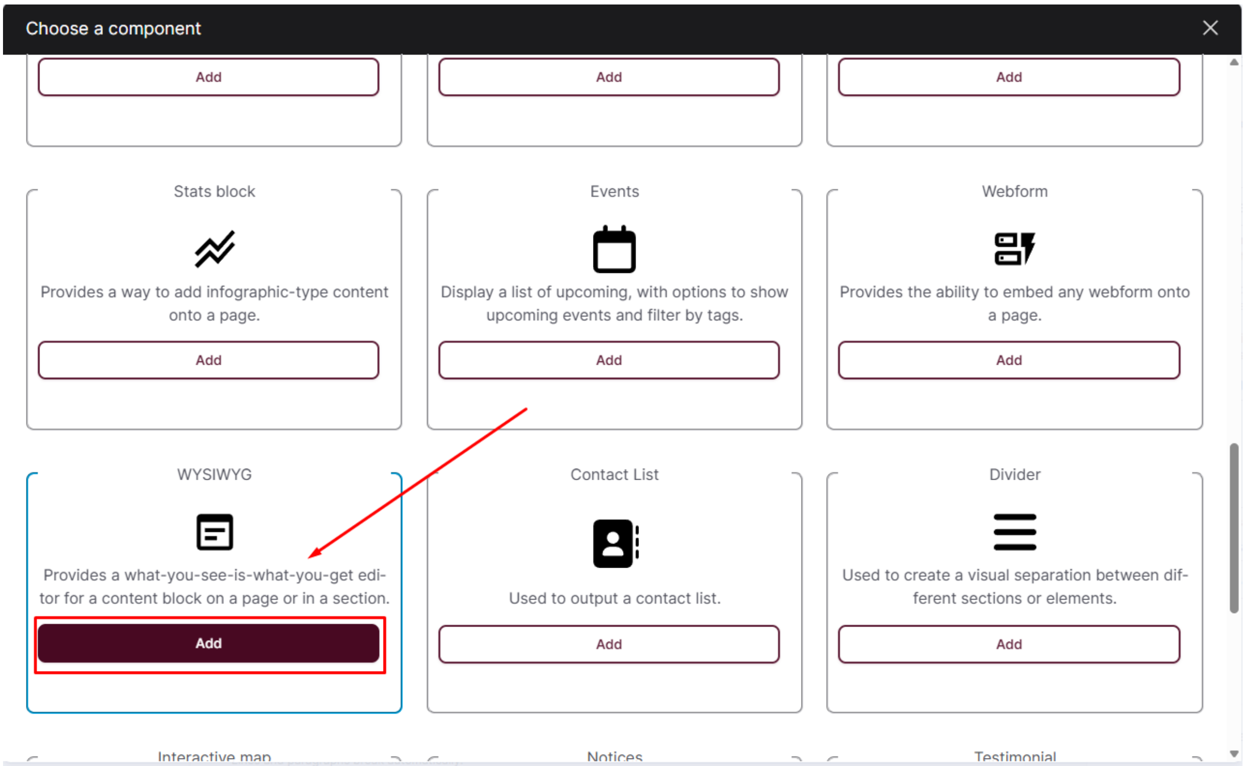
Content

1 To add a WYSIWYG to a page you must first Create or Edit a page and then add a Section to the page (See [Adding and configuring a section](#)). Once you have added a section to the page, you will access the "**Choose a component**" form by clicking on the "**+**" button located in the **"Components**" section.

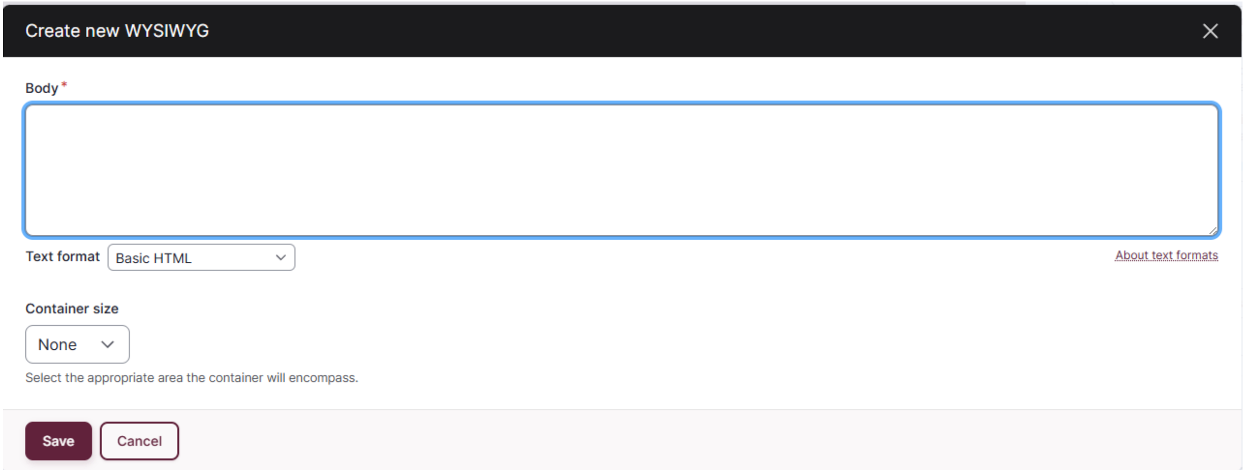
2 When presented with the "**Choose a component**" form, you can either use the "**Search**" bar to find the "**WYSIWYG**" component or scroll through the various component options until you find it.



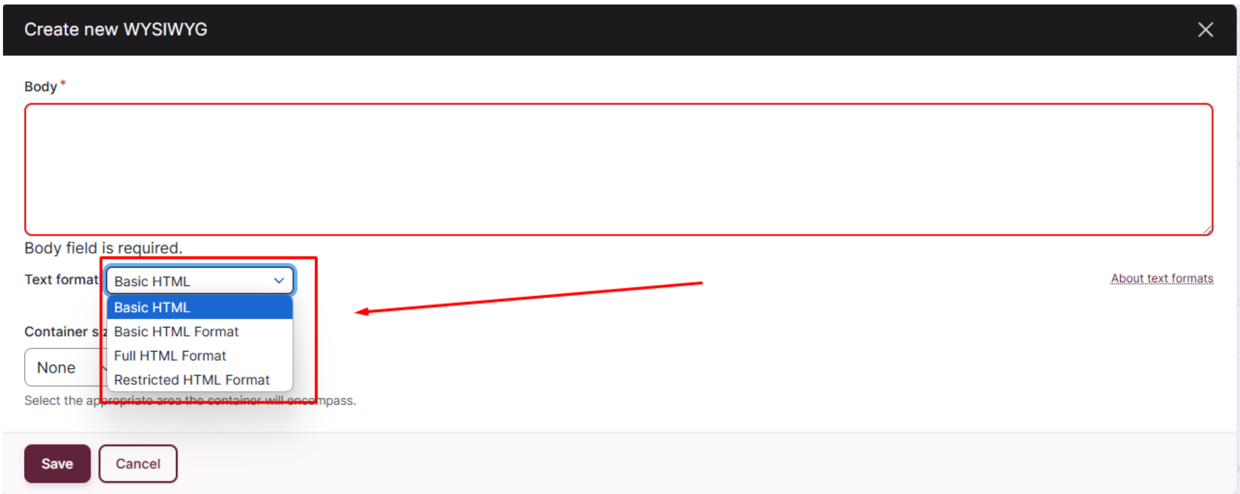
3 Once you have found the "**WYSIWYG**" component option, click on the "**Add**" button.



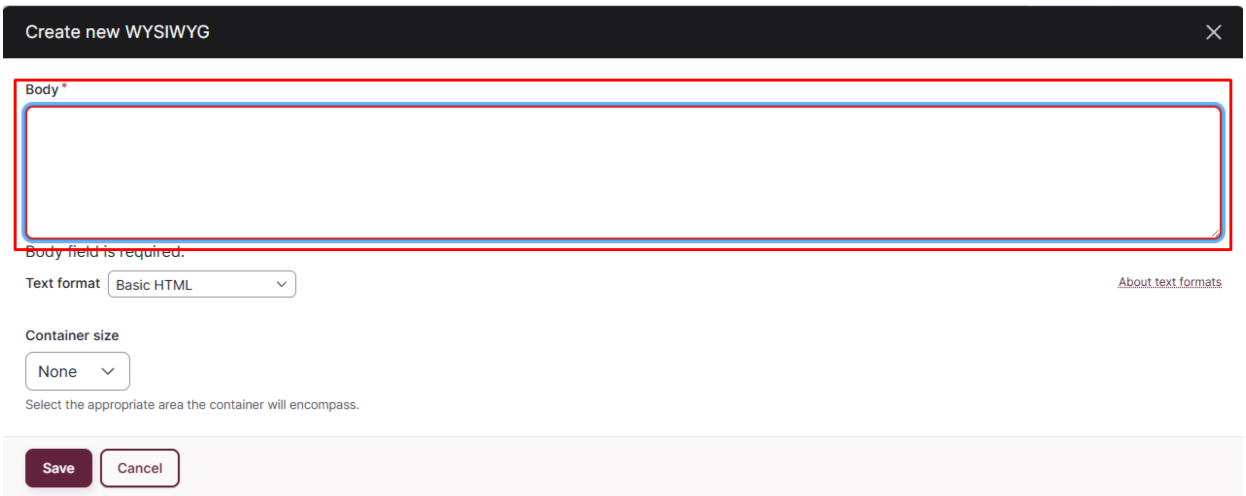
4 You will now be presented by the "**Create new WYSIWYG**" form.



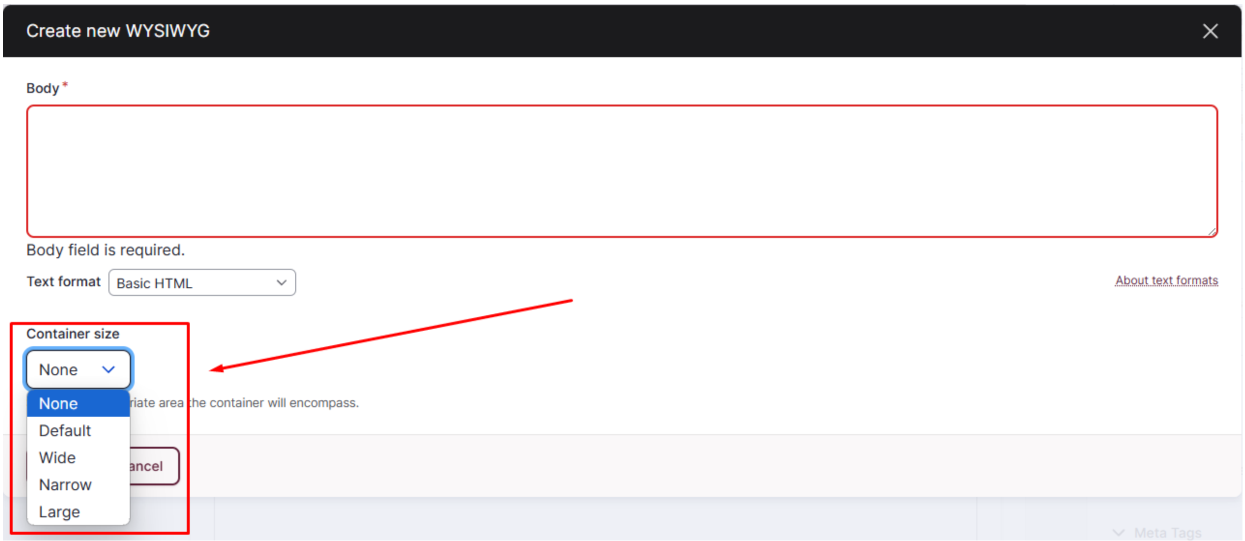
5 On the "**Create new WYSIWYG**" form, begin by selecting the "**Text format**" you wish to work in. For more information on text formats, click on the "**About text formats**" helper link to better understand what each of these mean.



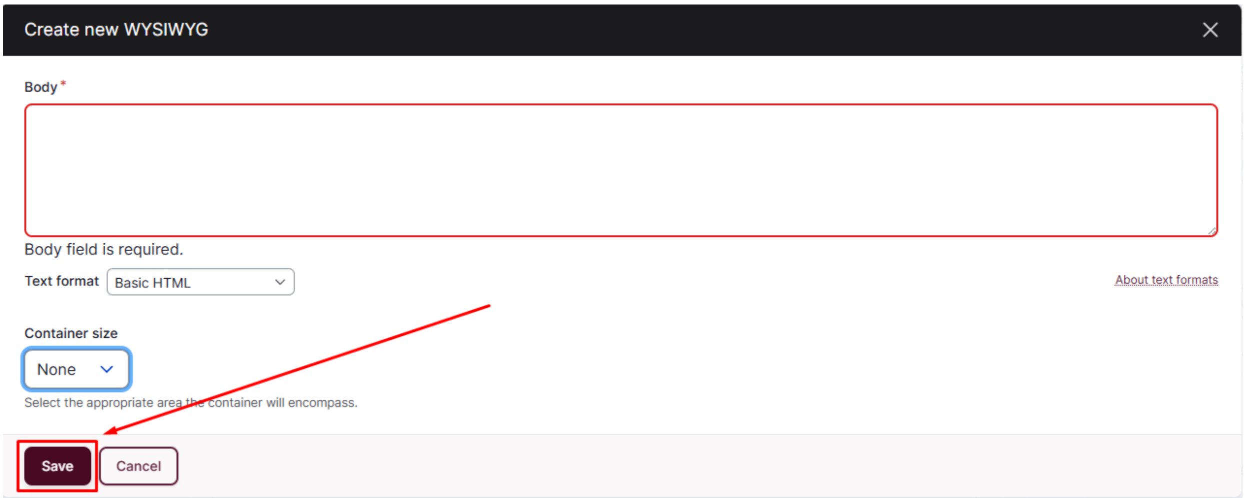
6 Next, enter the content you wish to display using the WYSIWYG in the Body" field, using the available WYSIWYG formatting tools depending on which text format you chose to use.



7 Now, choose display size of the WYSIWYG but selecting from the "**Container size**" dropdown list. This will affect how your WYSIWYG is displayed to users.



8 Once you are happy with the content of your WYSIWYG, click on the "**Save**" button to add it to your content.



9 Lastly, remember to click "**Save**" on the content you added the WYSIWYG to in order to apply your changes. And that's it, you have successfully added a WYSIWYG.

Understanding the WYSIWYG

Last updated July 2, 2025

What is a WYSIWYG Editor?

A **WYSIWYG** editor is a tool that allows you to create and edit content (like text, images, and links) in a visual environment that closely resembles how the content will appear on the final webpage. Instead of writing raw HTML code, you use a set of buttons and formatting options, much like you would in a word processor. This makes content creation much more accessible for users who are not familiar with web development languages.

Description and use of each item in the active toolbar(from left to right):

Paragraph drop-down:

This drop-down menu allows you to select the format for the currently selected text or paragraph. Common options include "**Paragraph**" (for standard text), "**Heading 1**" (H1), "**Heading 2**" (H2), etc., up to "**Heading 6**" (H6). Headings define the hierarchy of your content, which is important for both readability and SEO. Using headings ensures that your content is well-structured for accessibility tools and search engines.

Quotes (Blockquote) button:

This button toggles the selected text into a blockquote element. A blockquote is used for quoting extended passages of text from another source. To visually set apart quoted text from the main body of your content, often with distinct styling (e.g., indentation, different font).

Bold (B) button:

Formats the selected text in bold to emphasise important words or phrases, making them stand out in the text.

Italic (I) button:

Formats the selected text in italics to emphasise words, titles of works, or foreign words.

Underline (U) button:

Underlines the selected text. Generally discouraged for web content as it can be confused with hyperlinks.

Strikethrough (S) button:

Draws a line through the center of the selected text to indicate text that is no longer valid, incorrect, or to show a revision.

Numbered List (ordered list) button:

Converts the selected text into a numbered list.

Bulleted List (unordered list) button:

Converts the selected text into a bulleted list.

Increase Indent button:

Increases the indentation level of the current paragraph or list item. To indent text or create nested lists.

Decrease Indent button:

Decreases the indentation level of the current paragraph or list item. To outdent text or move list items to a higher level in a nested list.

Alignment button:

Aligns the selected paragraph or block of text to the left, centre or to the right.

Accessibility Button:

This button launches an accessibility checker that analyses the content for common accessibility issues. It evaluates elements like image alt text, heading structure, table markup, contrast ratios, and proper link descriptions to ensure the content is usable by individuals with disabilities, including those who rely on screen readers or other assistive technologies. This is a vital tool for creating inclusive web content. By running an accessibility check, content creators can proactively identify and correct issues that might hinder access for users with visual, auditory, cognitive, or motor impairments. Ensuring your content is accessible is not only good practice but also a legal requirement in many regions, aligning with standards like WCAG (Web Content Accessibility Guidelines).

Insert Image button:

Opens a dialog box to upload an image or select an existing one from your media library, and insert it into the content. You can usually specify alternative text (alt text) and dimensions. To add visual elements to your content, making it more engaging and informative. Alt text is crucial for accessibility (screen readers) and SEO.

Undo Button:

This button reverses the last action performed in the editor. Each click typically undoes one previous change. It's an essential tool for error correction. If you accidentally delete text, apply incorrect formatting, or make any other unwanted change, clicking "Undo" allows you to revert to the previous state without having to manually re-enter or re-format content. It's a lifesaver for quickly recovering from mistakes.

Redo Button:

This button re-applies an action that was previously undone using the "Undo" button. It essentially reverses the effect of an "Undo" action. If you "Undo" too many times or realise that a change you undid was actually correct, the "Redo" button allows you to bring that change back without having to manually re-create it. It provides flexibility and a safety net when editing.

Insert/Edit Link button:

Opens a dialog box to insert a new hyperlink or edit an existing one. You typically provide the URL and the link text. To connect your content to other pages within your site, external websites, or specific files (e.g., PDFs). Essential for navigation and providing additional resources.

Best practice for links:

- Add links to additional information visitors may find useful or to take them to the next logical step in their journey.
- You can also add a section on your webpage for related links.
- Links to external websites should be set to open in a new tab.
- Links to outside pages should not be used too frequently or prominently – we don’t want to direct visitors away from our website.
- Never use the word ‘please’ with links and don't use 'click here', i.e. don’t say “Please click here”.
- The keyword used for a link should describe the content a user will find on the page being linked to. For example: View the content guidelines.

Table button:

Inserts a table into the content. This opens a dialog allowing you to specify the number of rows and columns, and other table properties. To display tabular data in a structured and organised manner. Note that tables aren't responsive, so they don't display well on smaller screens such as cellphones and tablets. For this reason, the use of tables should be limited.

Source button:

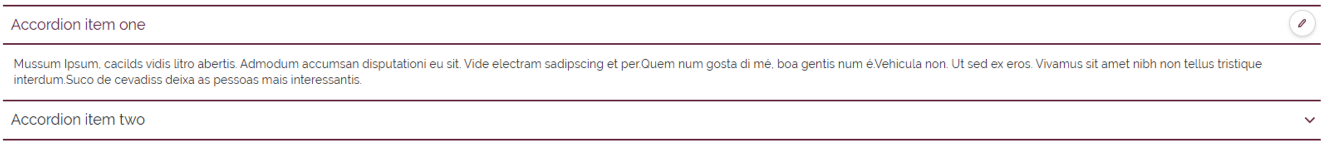
Toggles between the WYSIWYG visual editor view and the raw HTML source code view of your content. For advanced users who need to directly edit the underlying HTML code, fix specific formatting issues that the visual editor can't handle, or embed custom elements.

Adding and configuring an Accordion

Last updated July 14, 2025

Content

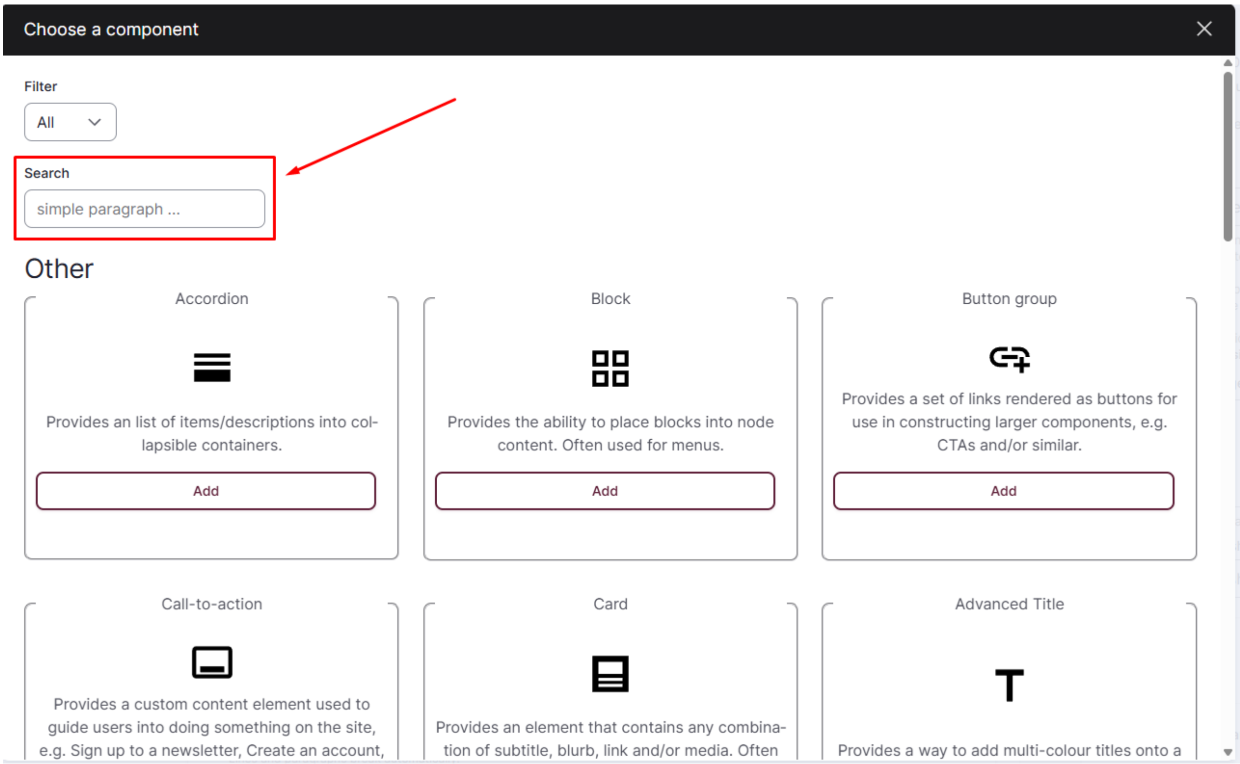
This is an example of what an Accordion looks like.



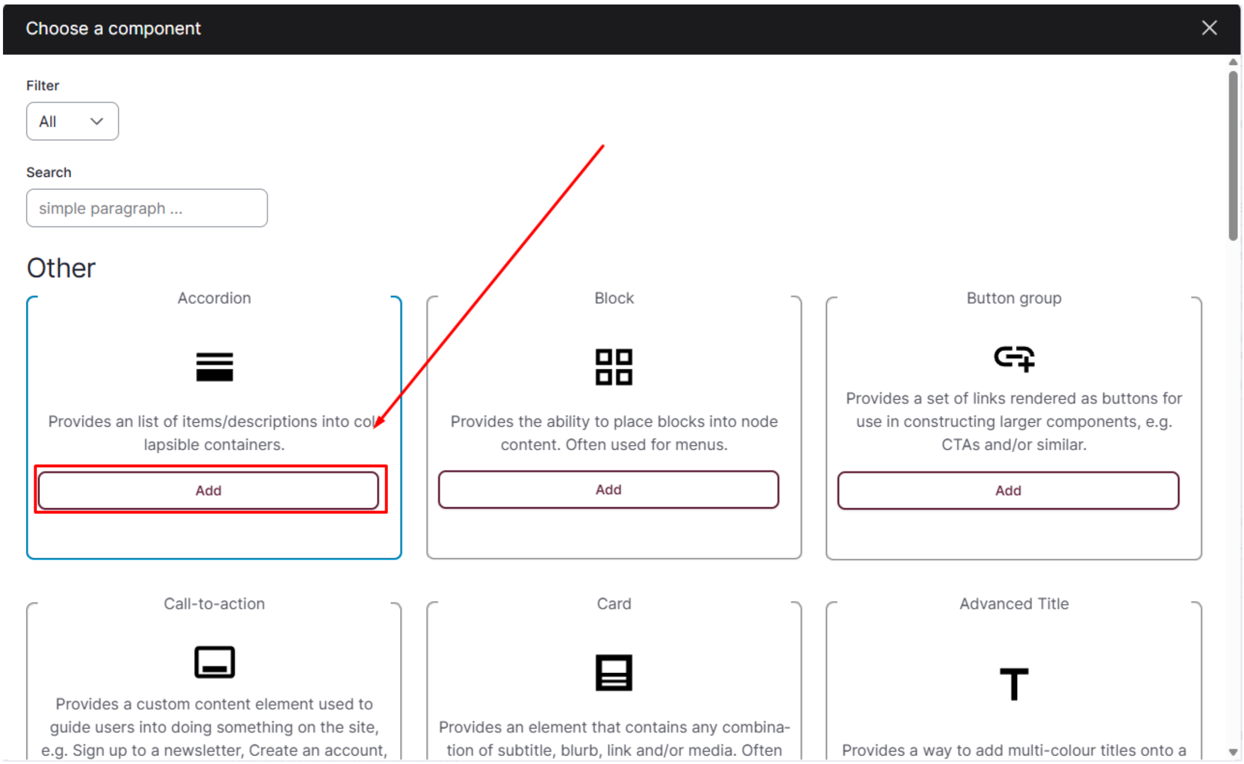
1 To add an Accordion to a page you must first Create or Edit a page and then add a Section to the page (See [Adding and configuring a section](#)). Once you have added a section to the page, you will access the "**Choose a component**" form by clicking on the "**+**" button located in the "**Components**" section.

2

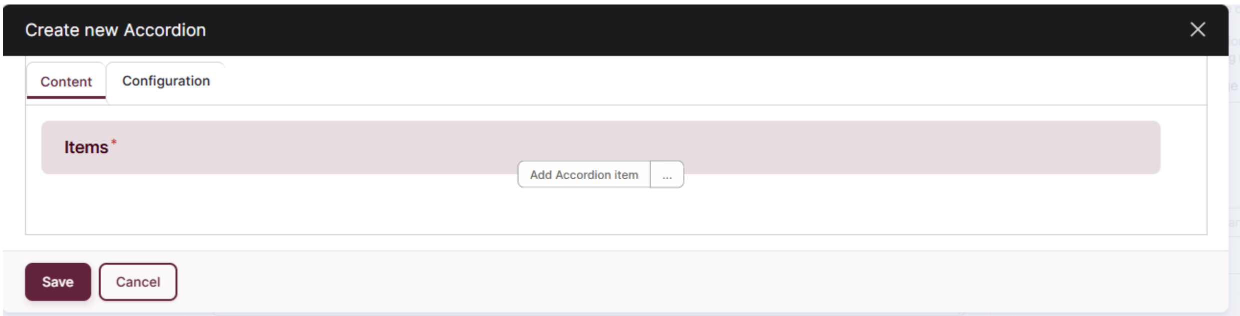
3 When presented with the "**Choose a component**" form, you can either use the "**Search**" bar to find the "**Accordion**" component or scroll through the various component options until you find it.



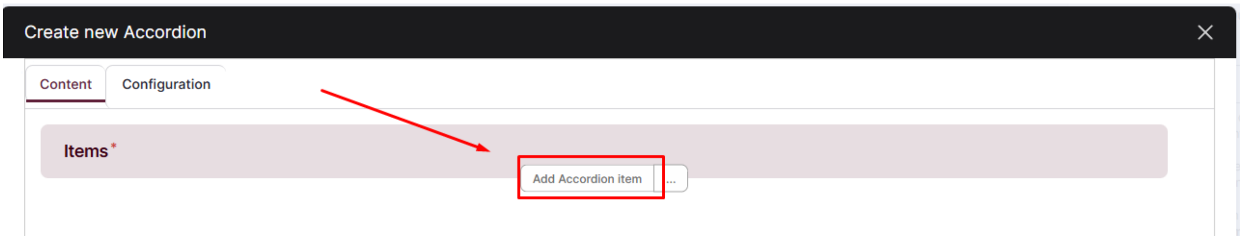
4 Once you have found the "**Accordion**" component option, click on the "**Add**" button.



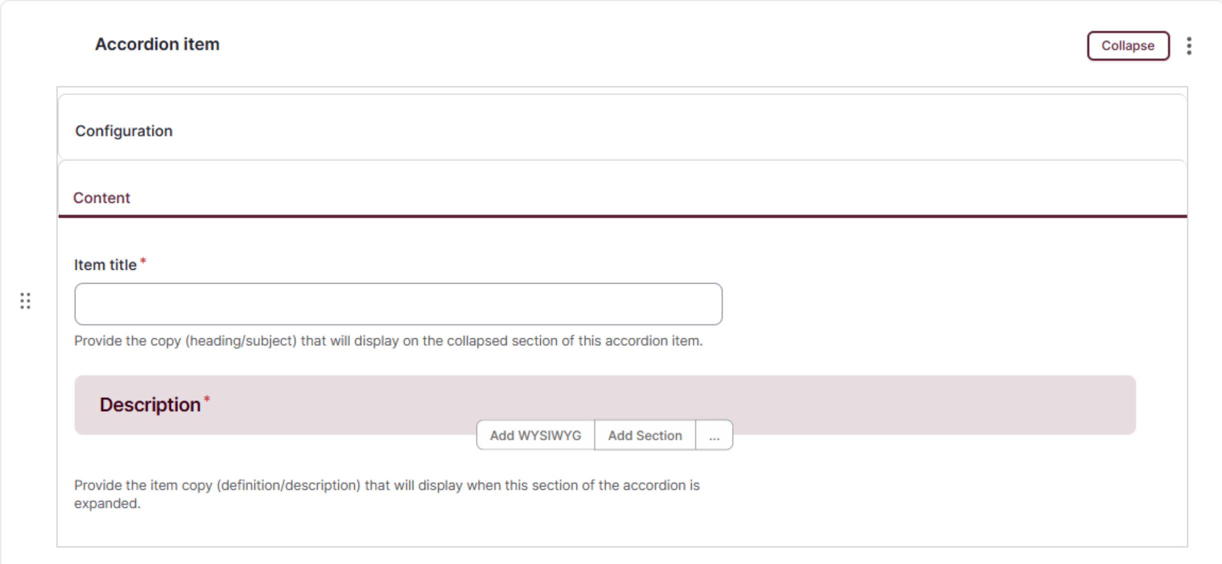
5 You will now be presented by the "**Create new Accordion**" form.



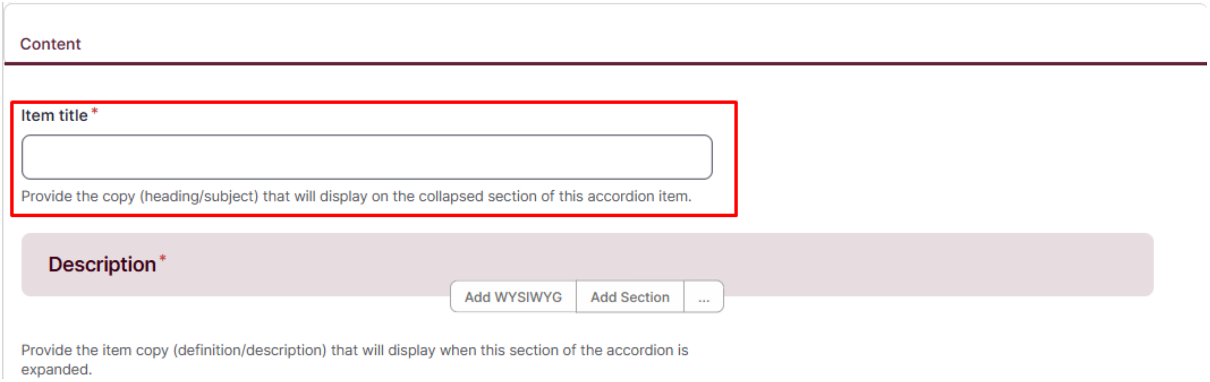
6 Within the "**Content**" tab, under "**Items**" click on "**Add Accordion item**" to add an item to your accordion.



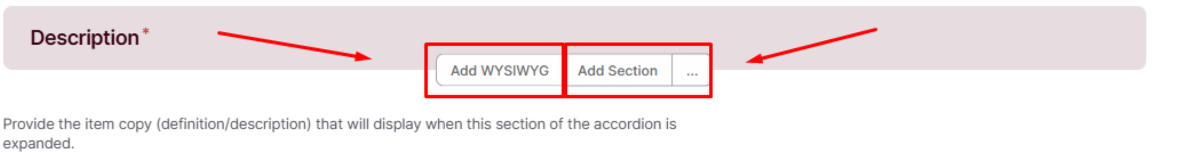
7 Once you have clicked on "**Add Accordion item**", you will be presented with a set of options related to the specific item within your accordion.



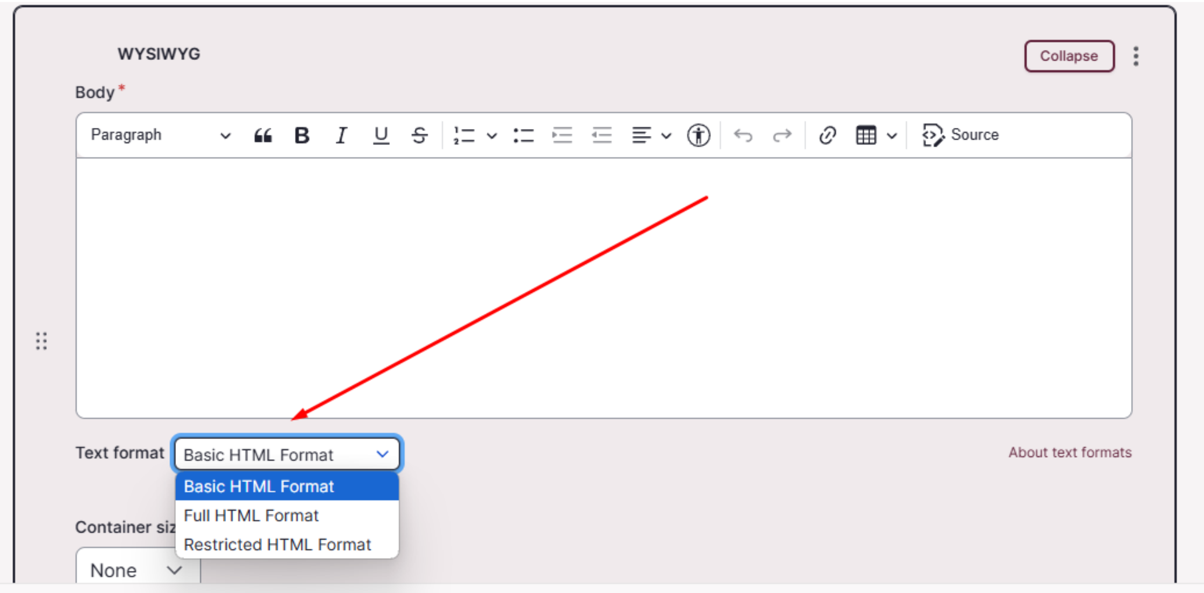
1. Within the "**Content**" tab, add a title to your accordion item in the "**Item title**" field. This will display in the collapsed section of your accordion item.



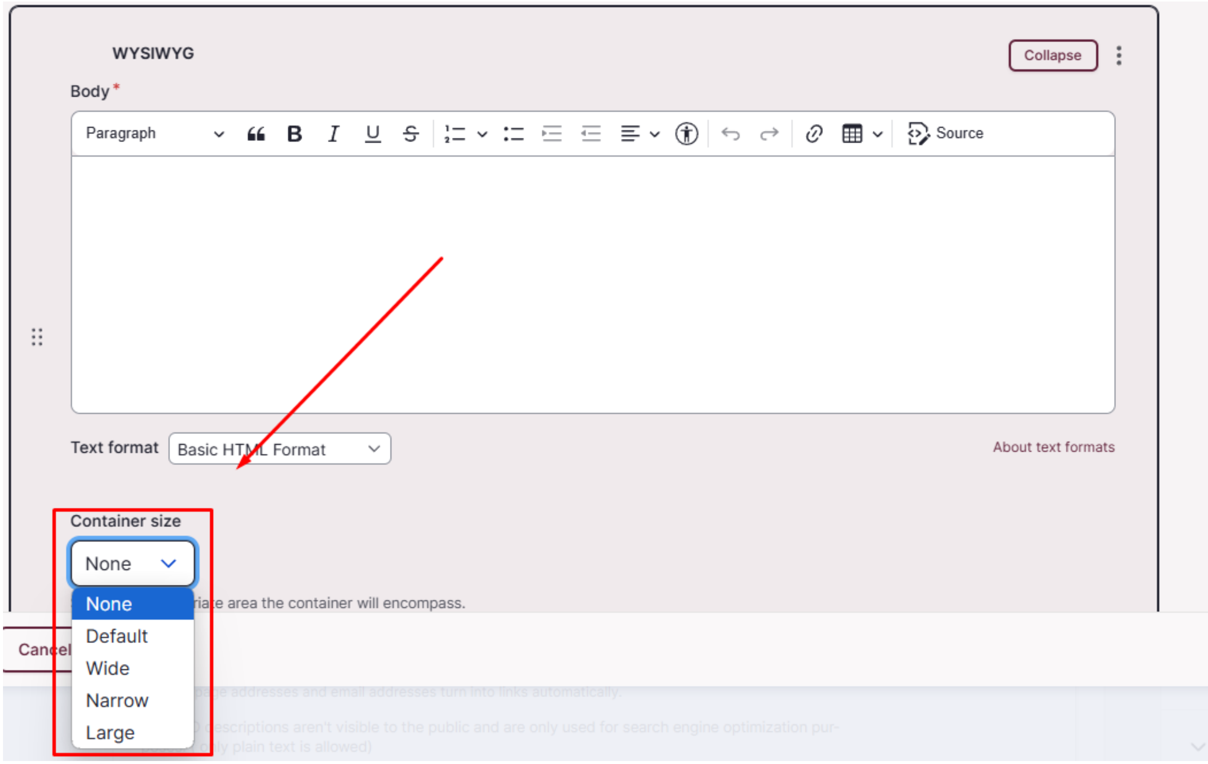
2. Under the "**Description**" section, you will be able to add a "**WYSIWYG**" component directly or alternatively, if you would like more formatting options for the text area of your Accordion item, you can add a "**Section**" and then add a "**WYSIWYG**" within the section. The above is achieved by clicking on either "**Add WYSIWYG**" or "**Add Section**" and then "**Add WYSIWYG**" respectively.



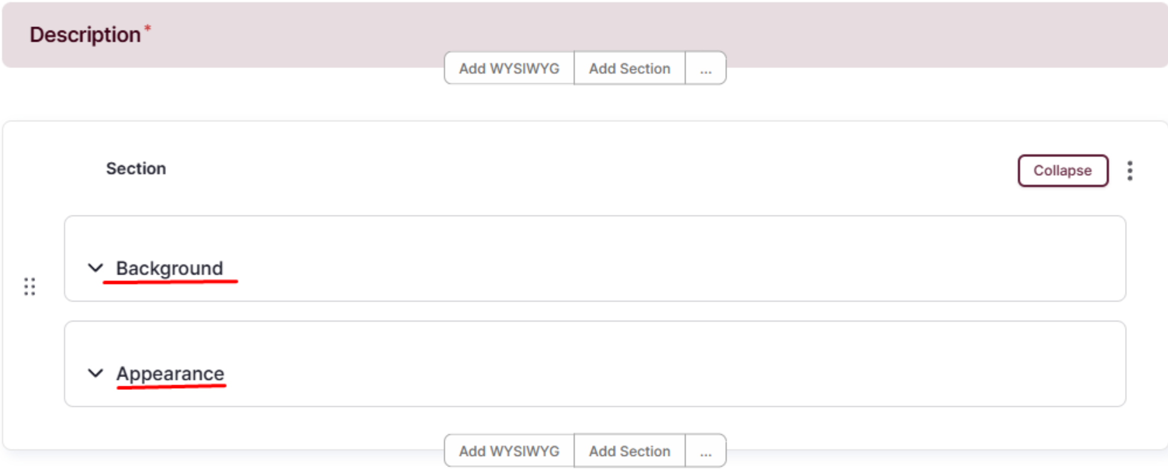
3. In the event that you choose "**Add WYSIWYG**", a What-You-See-Is-What-You-Get text editor will be place within the accordion item. This will allow you to add Restricted, Basic, or Full HTML depending on the selection you make in the "**Text format**" dropdown. An in-depth explanation of the WYSIWYG can be found in the "**Understanding the WYSIWYG**" wiki article (Add link in future).



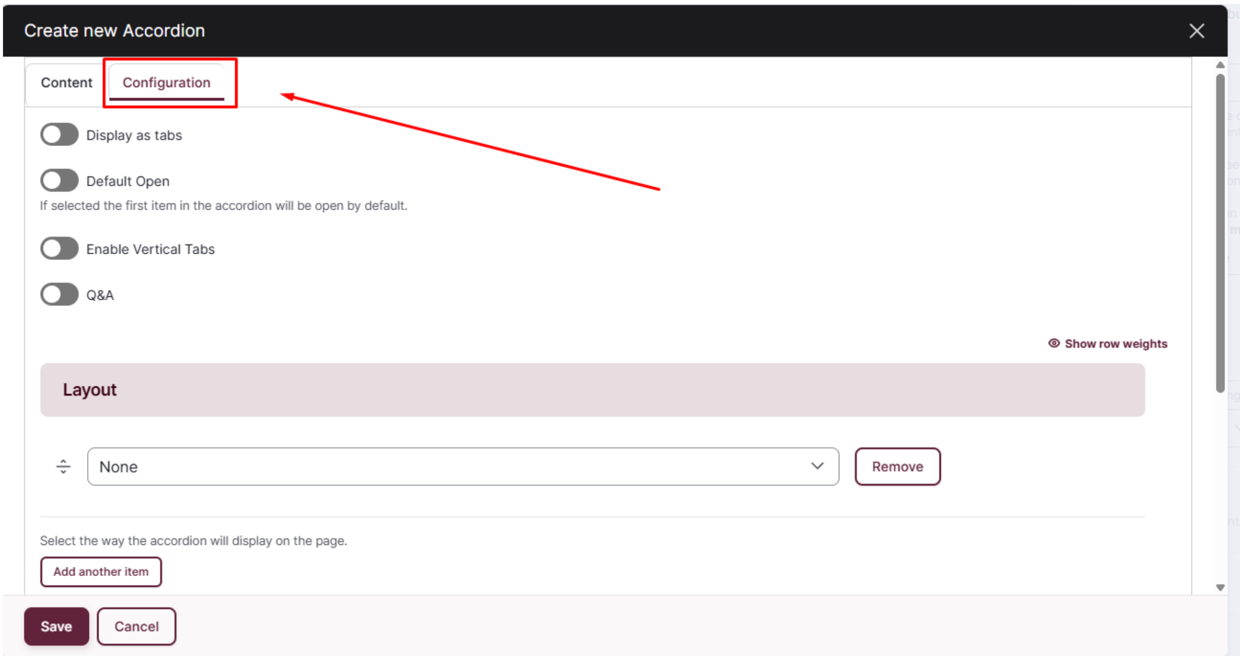
4. Additionally you can adjust the "**Container size**" of the WYSIWYG. This will adjust the area that the accordion item will encompass.



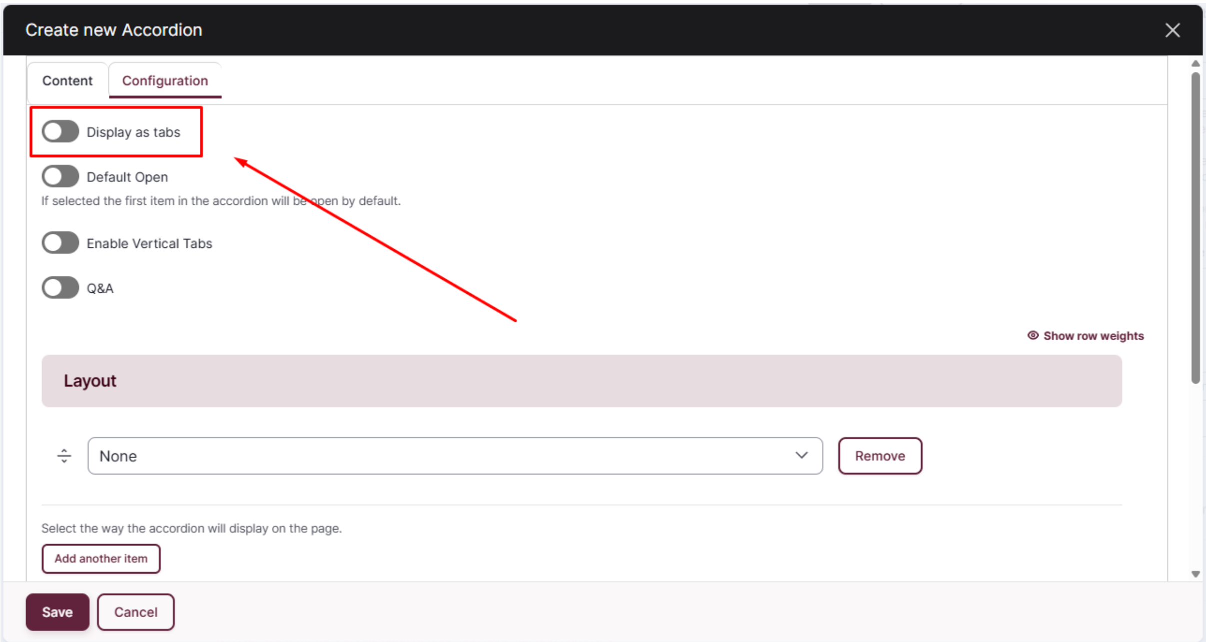
5. If you choose to "**Add section**" first before adding a WYSIWYG. You will be given options to adjust both the "**Background**" and "**Appearance**" of the section within your accordion item.



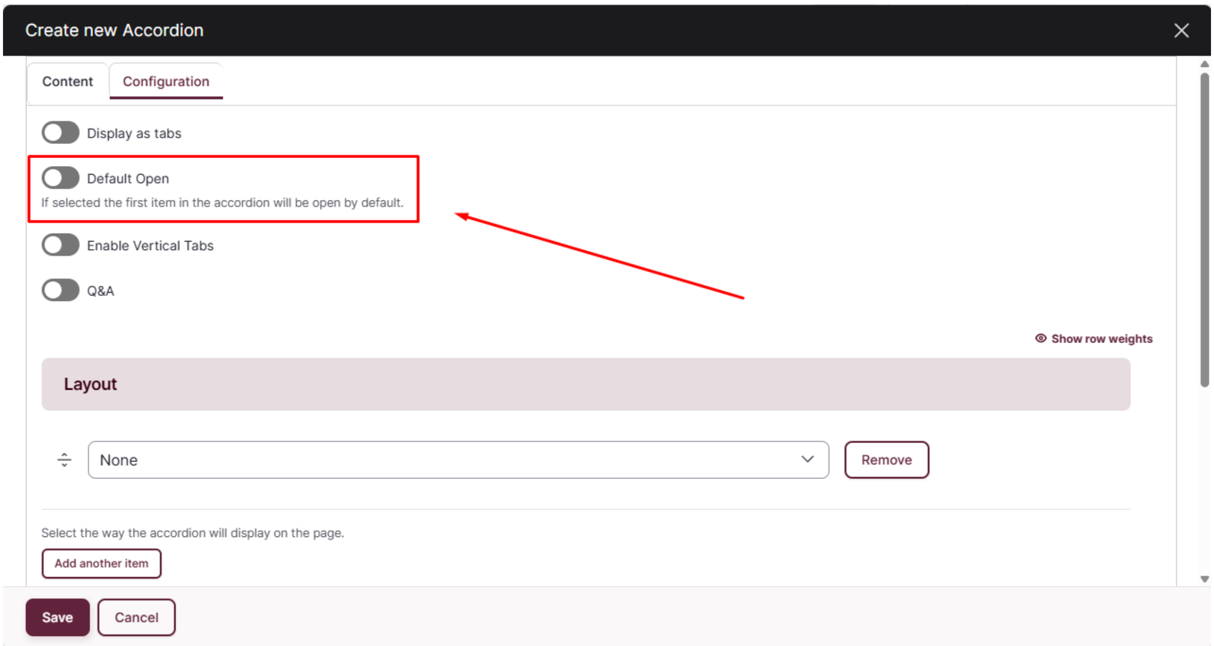
8 Once you are done adding the contents to your accordion item, simply click on "**Add Accordion item**" and repeat the above steps in order to add more items to your accordion. When you are happy with the contents of your accordion, go to the "**Configuration**" tab. Here you will be presented with various options affecting the behaviour and display of your accordion to users.



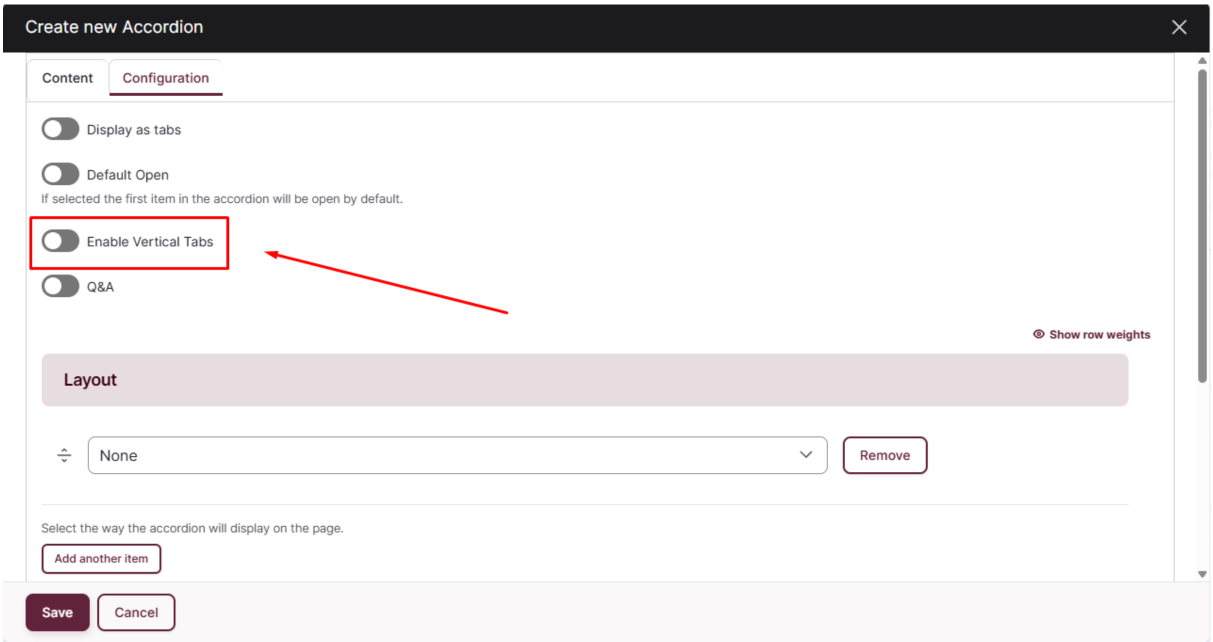
1. Clicking the "**Display as tabs**" switch will display each of your accordion items as a separate horizontal tab in the front-end display as opposed to a dropdown styled open.



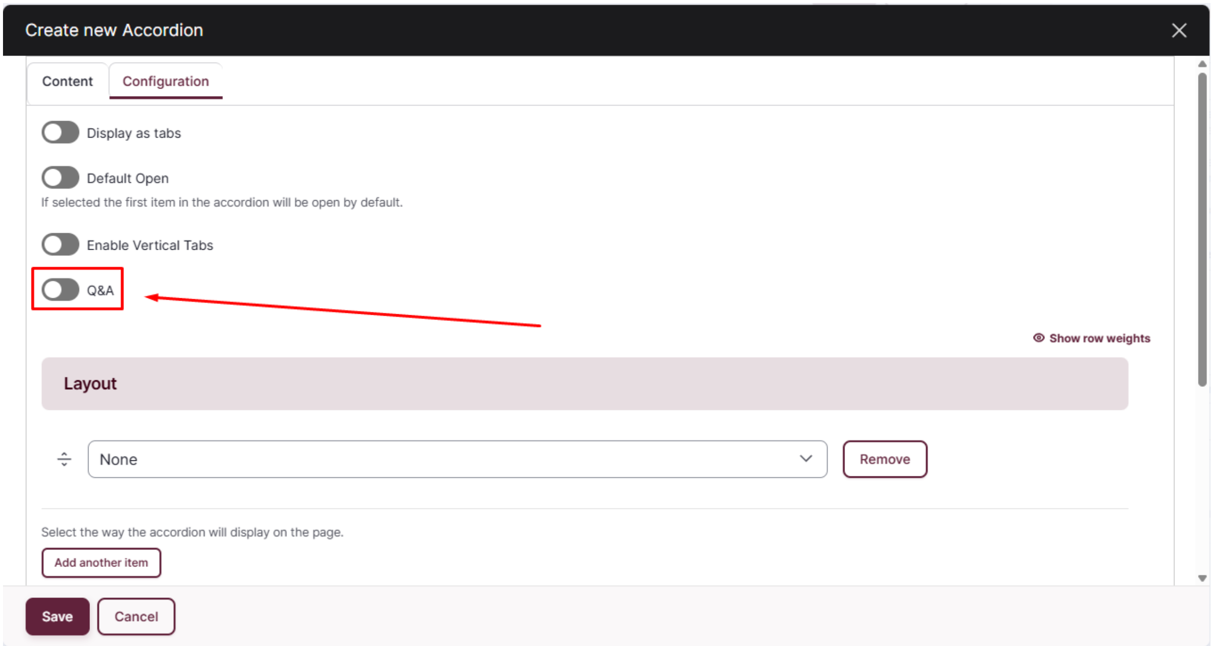
2. The "**Default Open**" switch allows you to display the first item in the accordion as open by default as opposed to needing to click on it in order to view its contents.



3. The "**Enable Vertical Tabs**" allows you to display the accordion as a set of tabs vertically below one another as opposed to a horizontal row of tabs.

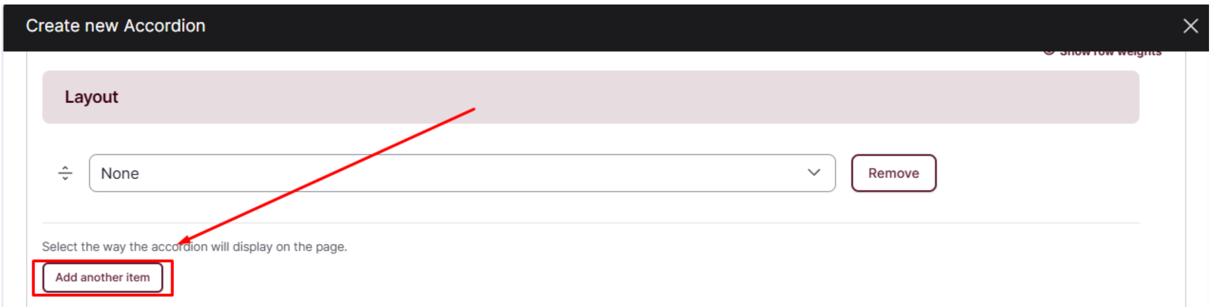


4. The "**Q&A**" switch will cause the accordion to be displayed in a Question and Answer format where each of the accordion item titles represents a question and the contents of the item answers that question.

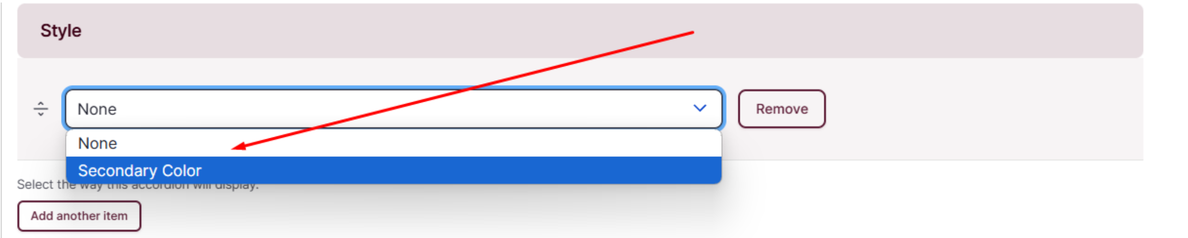


5. Under the "**Layout**" section you are able to add additional layout options to your accordion based on preset classes. For example you can set your first accordion item to be open here as well.

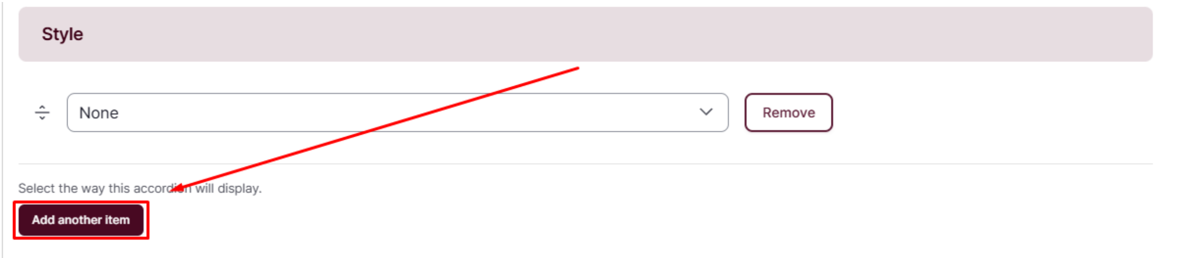
6. Additionally if you would like to apply more than one layout option in this section, you can simply click on the "Add another item" button to add an additional dropdown selection.



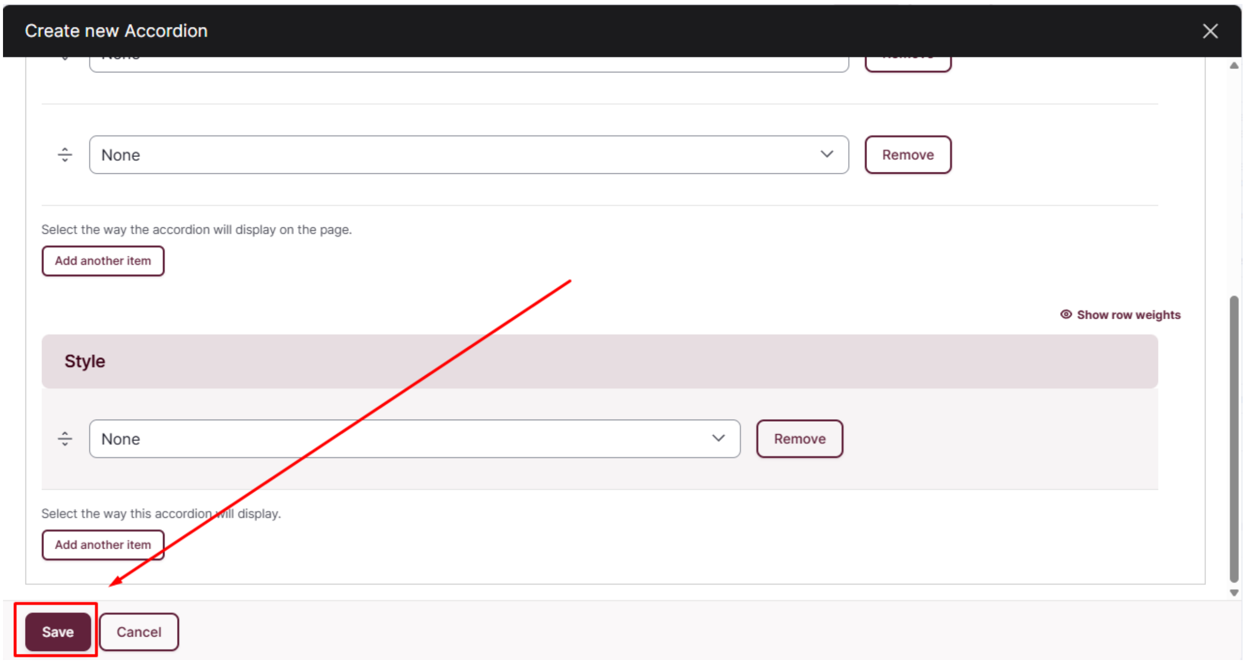
7. Lastly under the "**Style**" section you can apply additional settings that will change the way your accordion looks. For example you can change the accordion to use the secondary colour of your subsite theme.



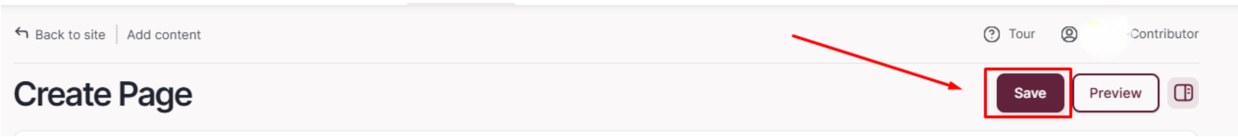
8. If you wish to add more than one of the available style settings then you can simply click on the **Add another item**" button to be provided an additional dropdown to choose from.



9 Once you are happy with the accordion items and configuration that you have added to your accordion you can click on the "**Save**" button in the bottom left if the form.



10 Additionally you will need to click "**Save**" on the page that you have applied the accordion component to to ensure that it applies to the content. And that's it, you have successfully added an accordion to your Page or Story content.



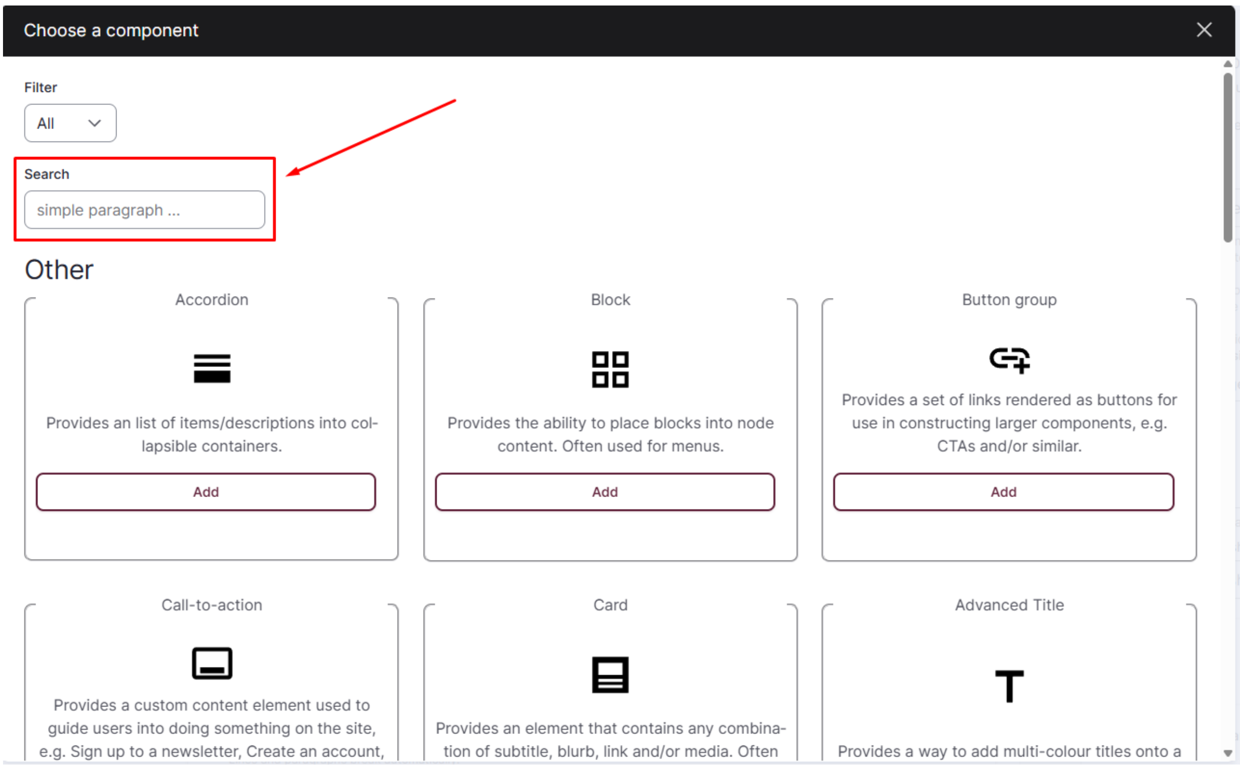
Adding and configuring a Section title

Last updated July 1, 2025

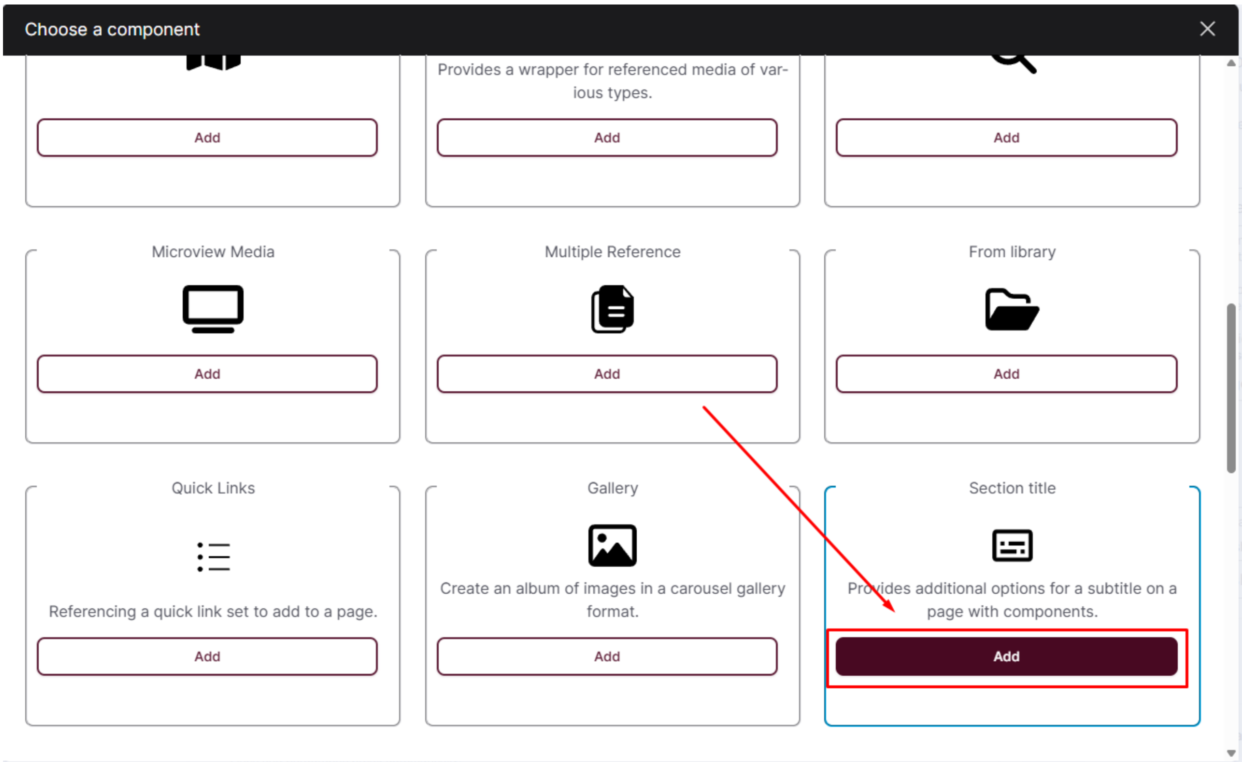
Content

1 To add a Section title to a page you must first Create or Edit a page and then add a Section to the page (See [Adding and configuring a section](#)). Once you have added a section to the page, you will access the "**Choose a component**" form by clicking on the "**+**" button located in the **"Components**" section.

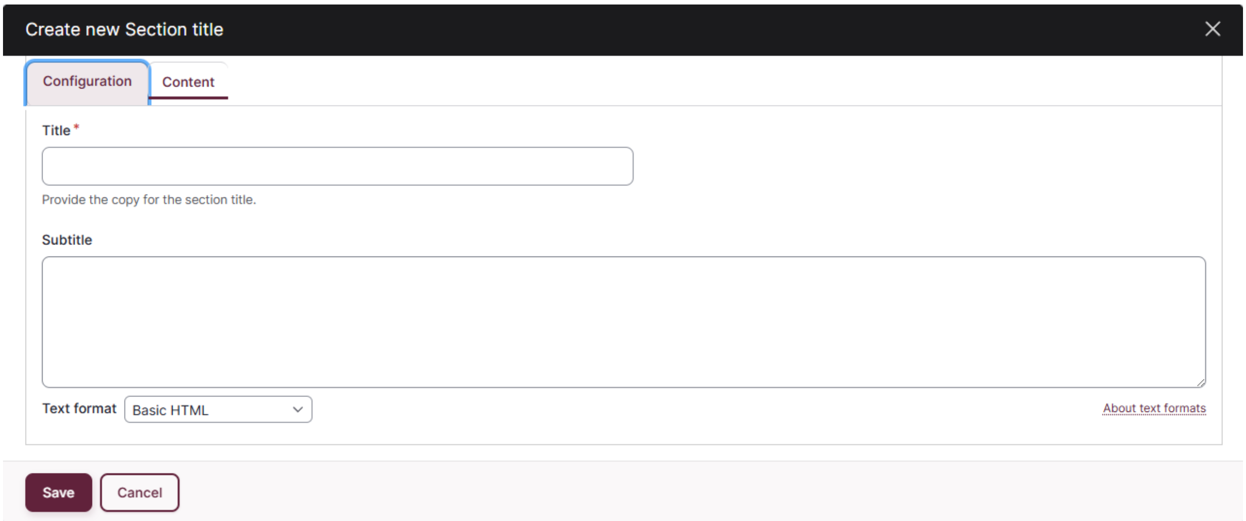
2 When presented with the "**Choose a component**" form, you can either use the "**Search**" bar to find the "**Section title**" component or scroll through the various component options until you find it.



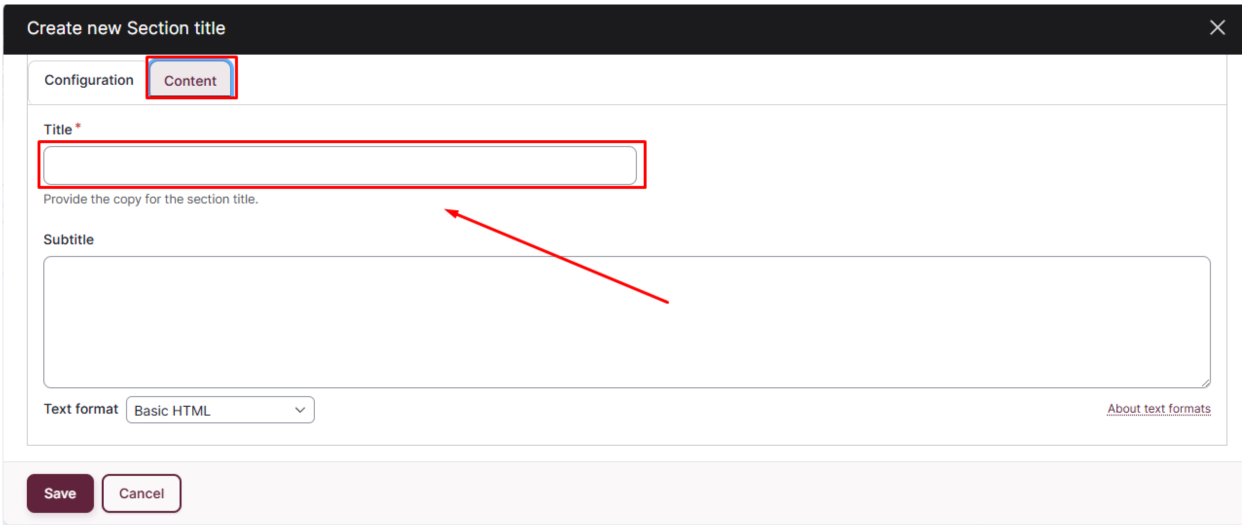
3 Once you have found the "**Section title**" component option, click on the "**Add**" button.

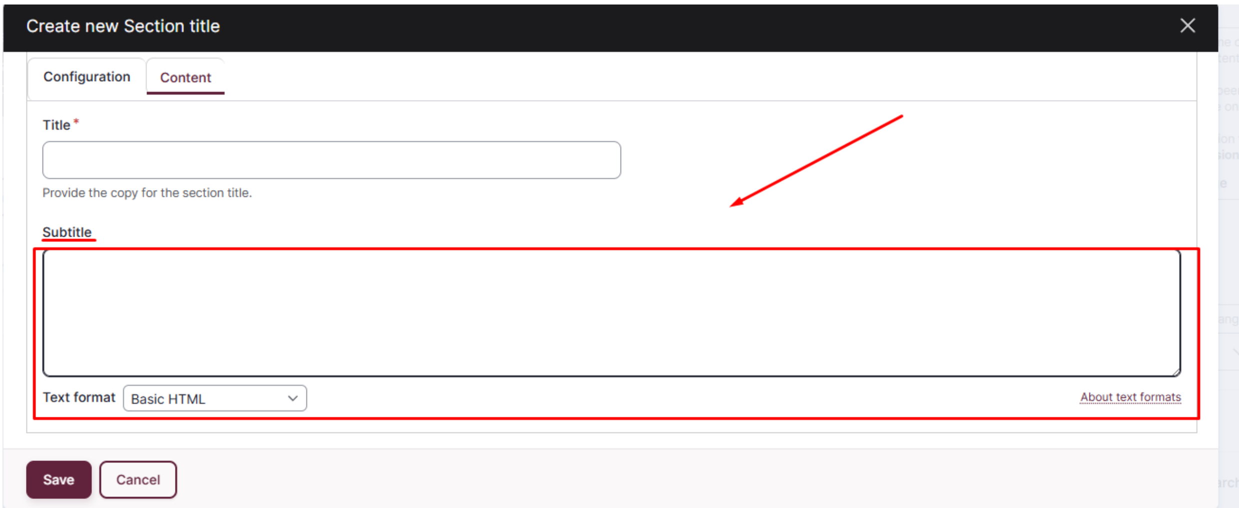


4 You will now be presented by the '**Create new Section title**" form.

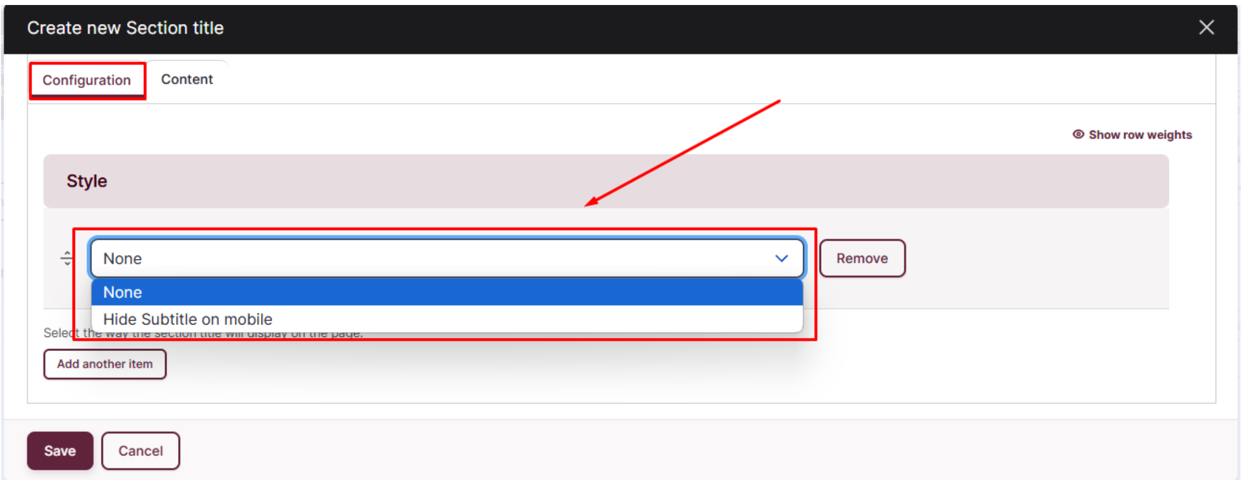


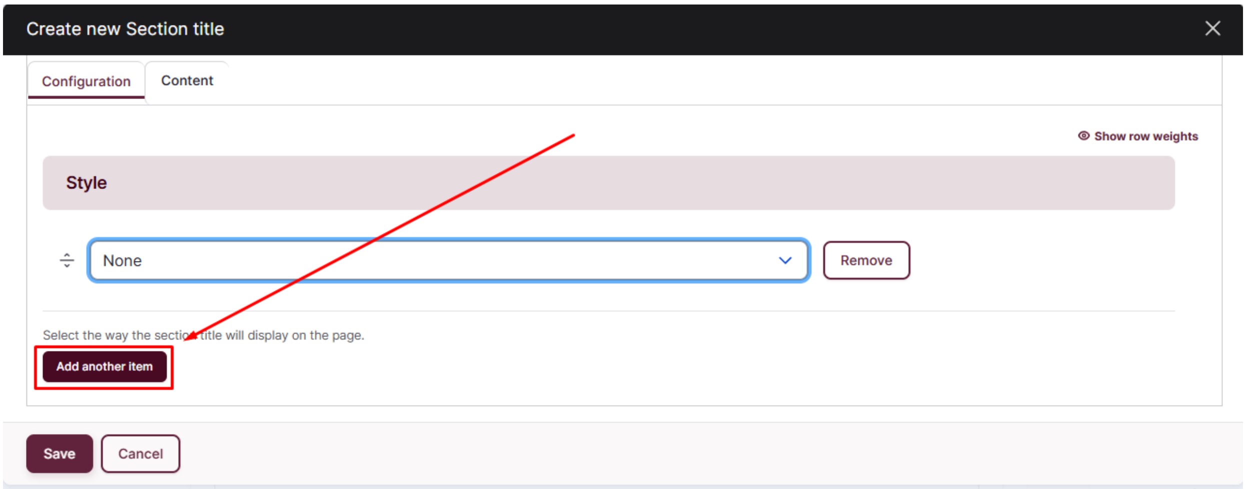
5 Within the "**Content**" tab, provide a "**Title**" for your Section title that will be displayed to users. Optionally, add a "**Subtitle**" for your Section title that will provide additional context about the section of content.



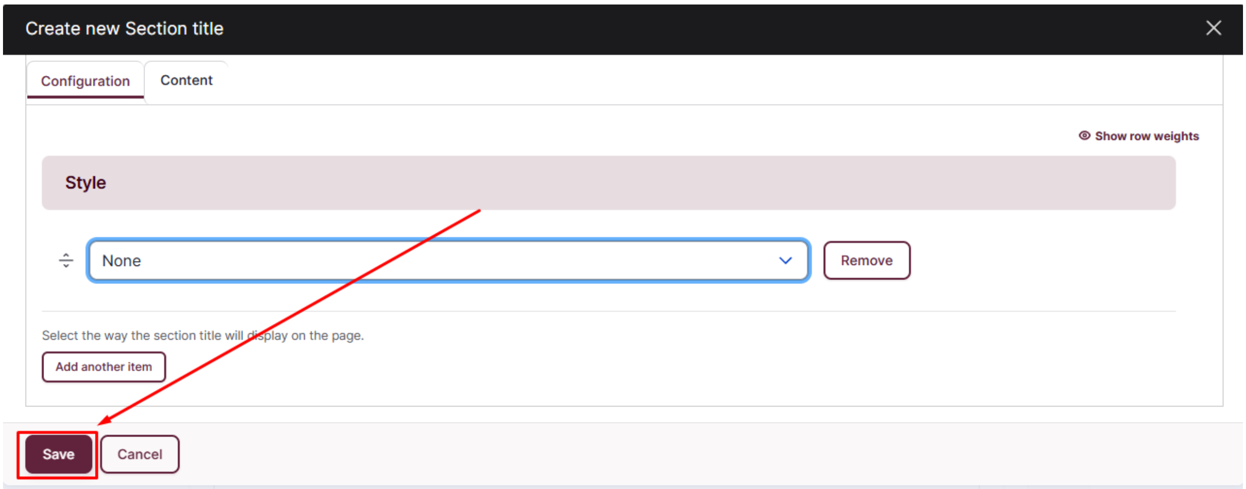


6 Next, navigate to the "**Configuration**" tab. Here you will apply additional styling options to your Section title by selecting from the "**Style**" section dropdown. If you wish to add more than one of the available style options, simply click on the "**Add another item**" button to be presented with an additional style dropdown selector.

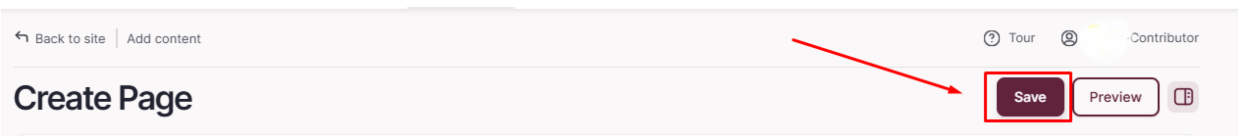




7 Once you are happy with the content and configuration options of your Section title, click on the **Save**" button to add it to your content.



8 Lastly, remember to click "**Save**" on the content you added the Section title to in order to apply your changes.

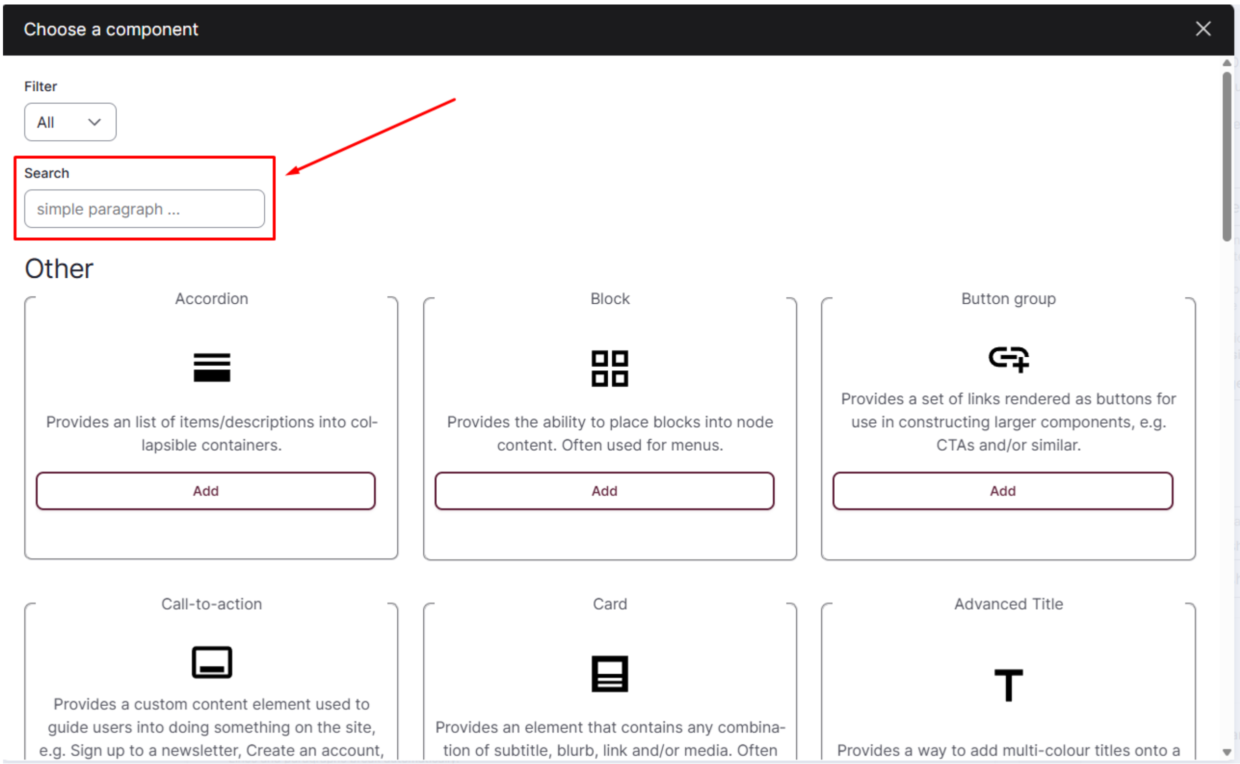


Adding and configuring an Advanced Title

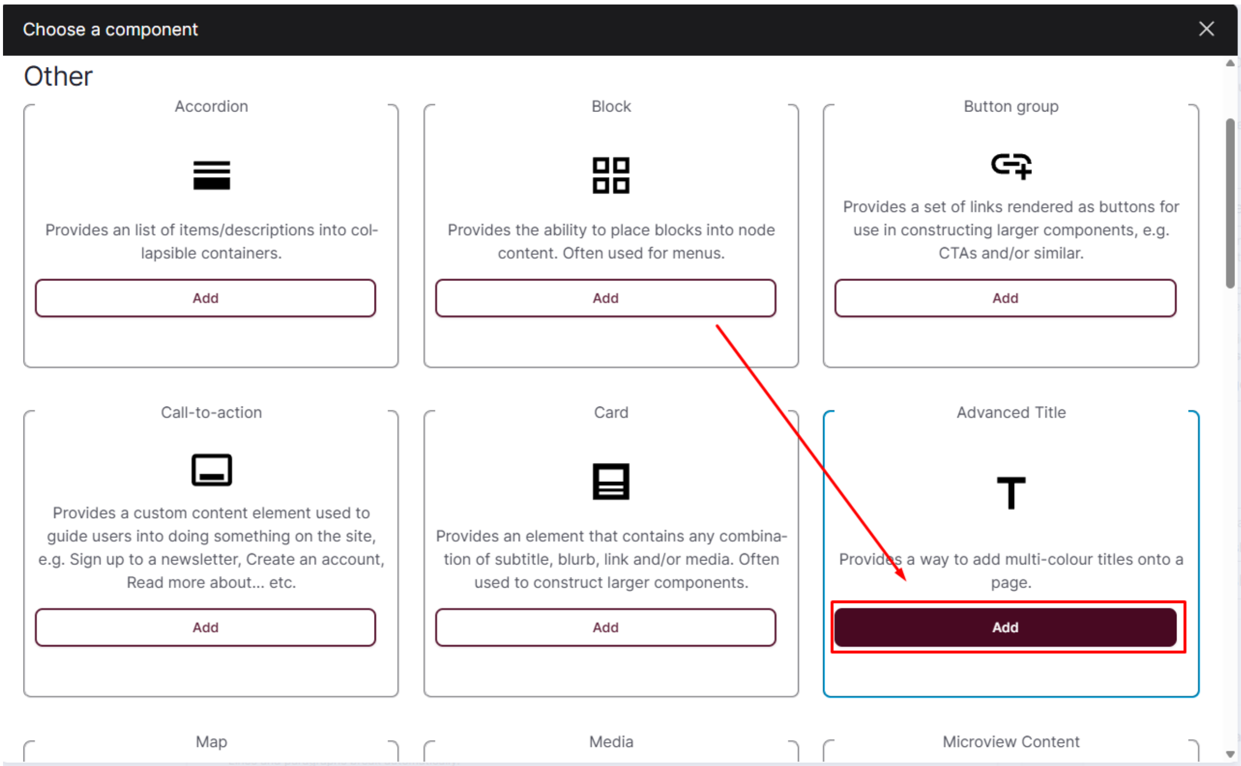
Last updated July 1, 2025

1 To add an Advanced Title to a page you must first Create or Edit a page and then add a Section to the page (See [Adding and configuring a section](#)). Once you have added a section to the page, you will access the "**Choose a component**" form by clicking on the "**+**" button located in the **"Components**" section.

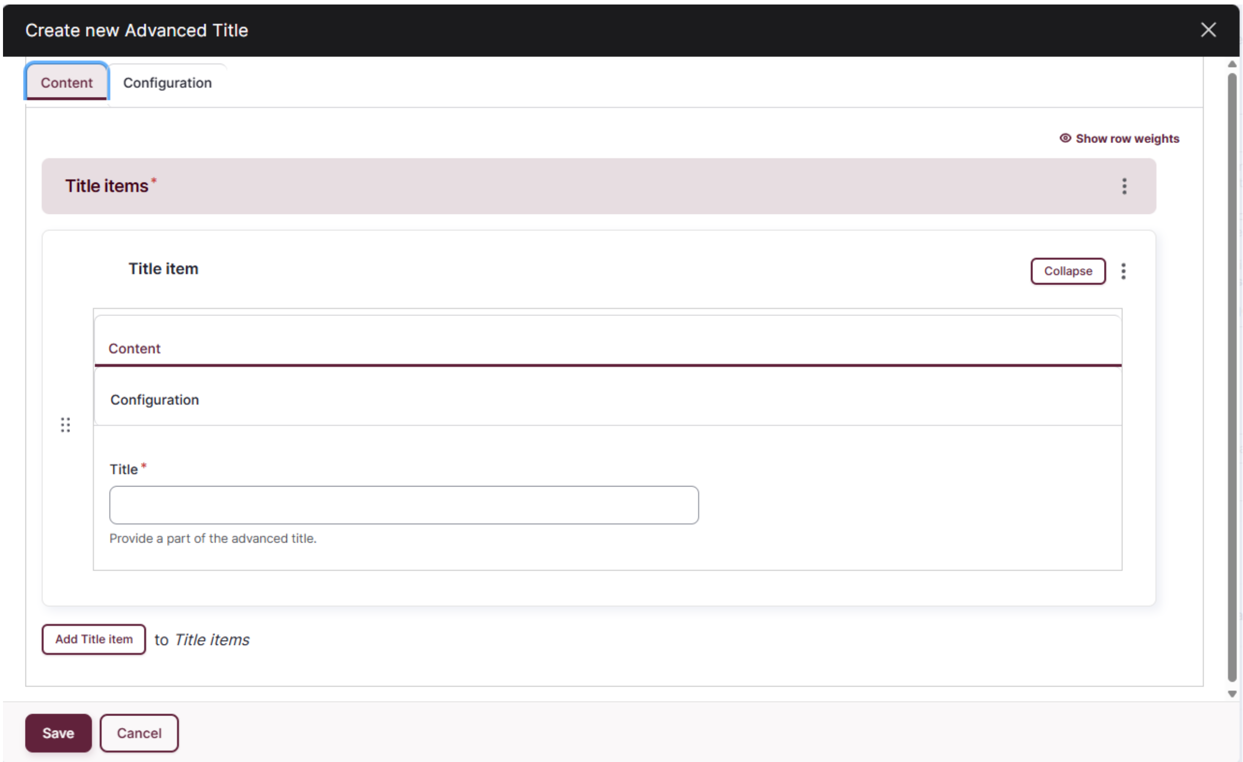
2 When presented with the "**Choose a component**" form, you can either use the "**Search**" bar to find the "**Advanced Title**" component or scroll through the various component options until you find it.



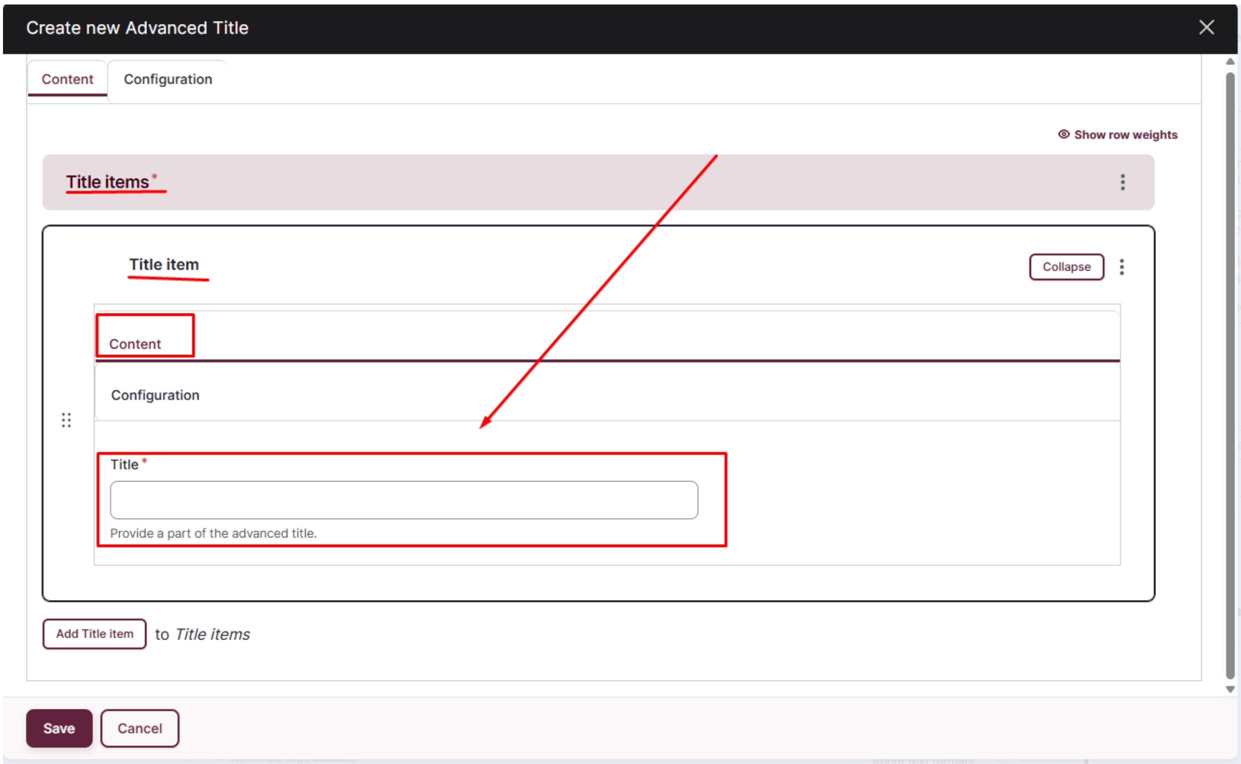
3 Once you have found the "**Advanced Title**" component option, click on the "**Add**" button.



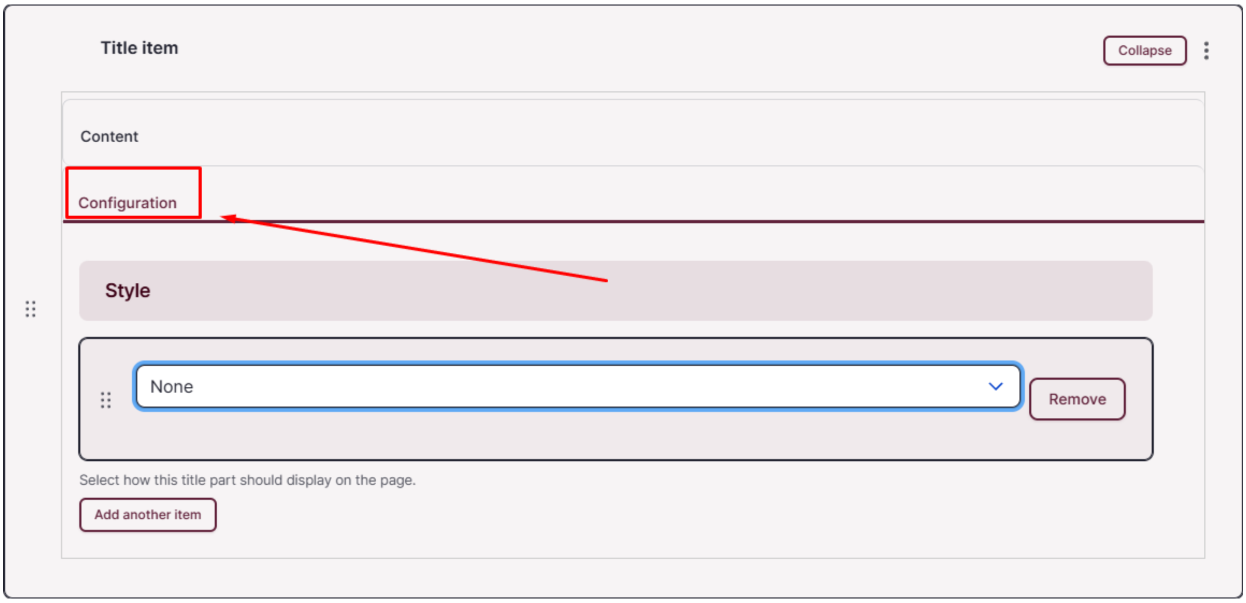
4 You will now be presented by the '**Create new Advanced Title**" form.

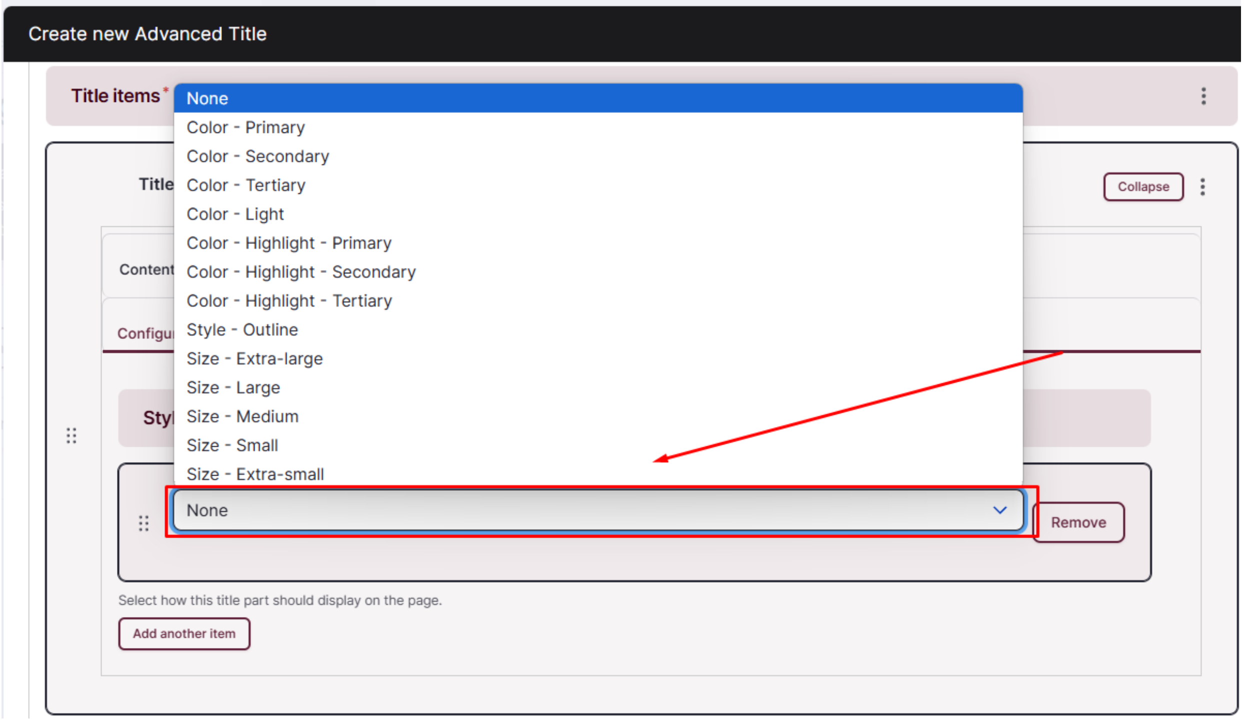


5 Within the Create new Advanced Title form, navigate to the **Content"** tab. Here you will add and configure your "**Title items**" in the "**Title items**" section. In the "**Title items**" section, you will see a "**Title item**" with a "**Content**" and "**Configuration**" tab. In the "**Content**" tab, provide a "**Title**" for your item, this will be the title that is displayed on the front-end.

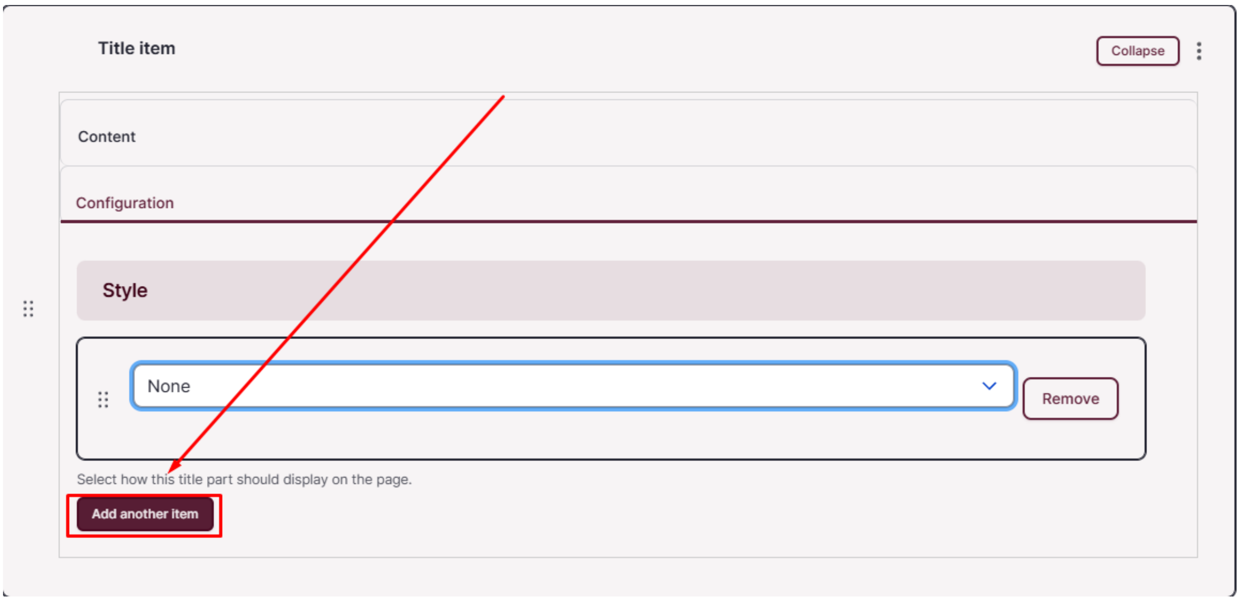


6 Next, go to the Title item "**Configuration**" tab. Here you will choose the styling options for your Title item within the **"Style"** section by selecting the option you wish to use from the dropdown menu

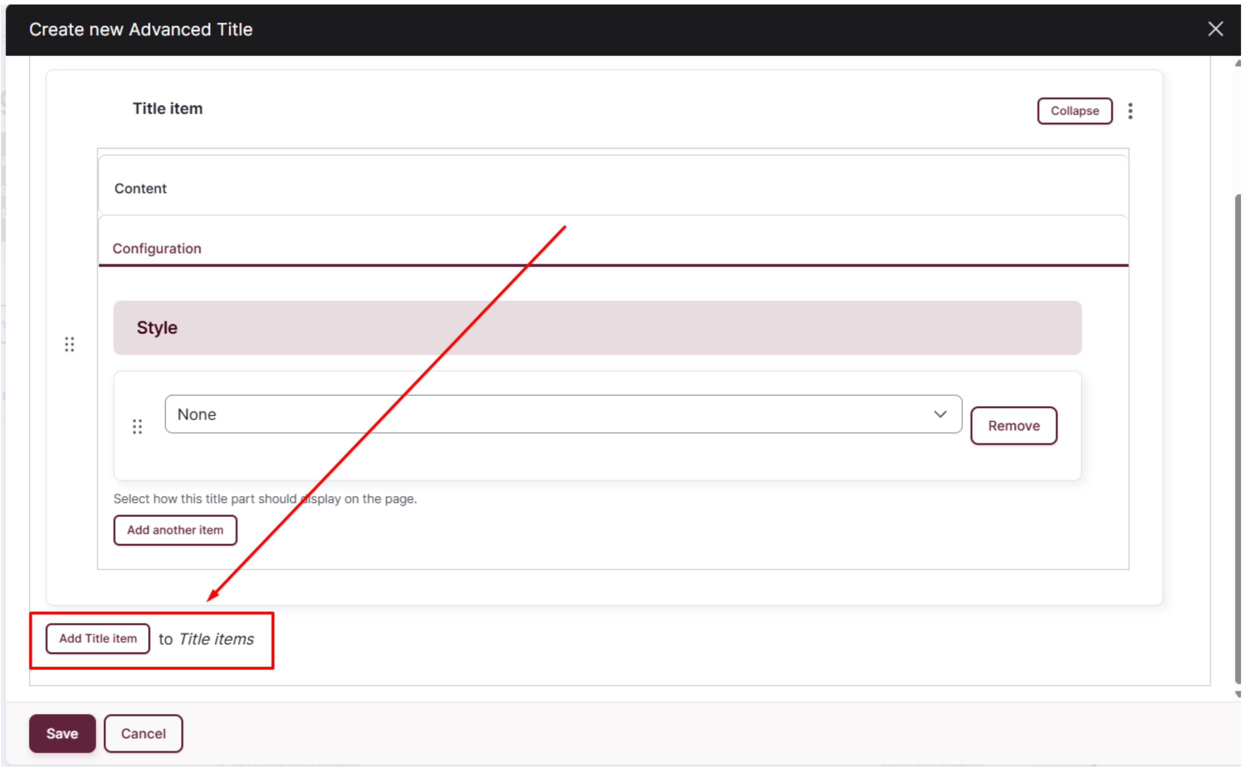




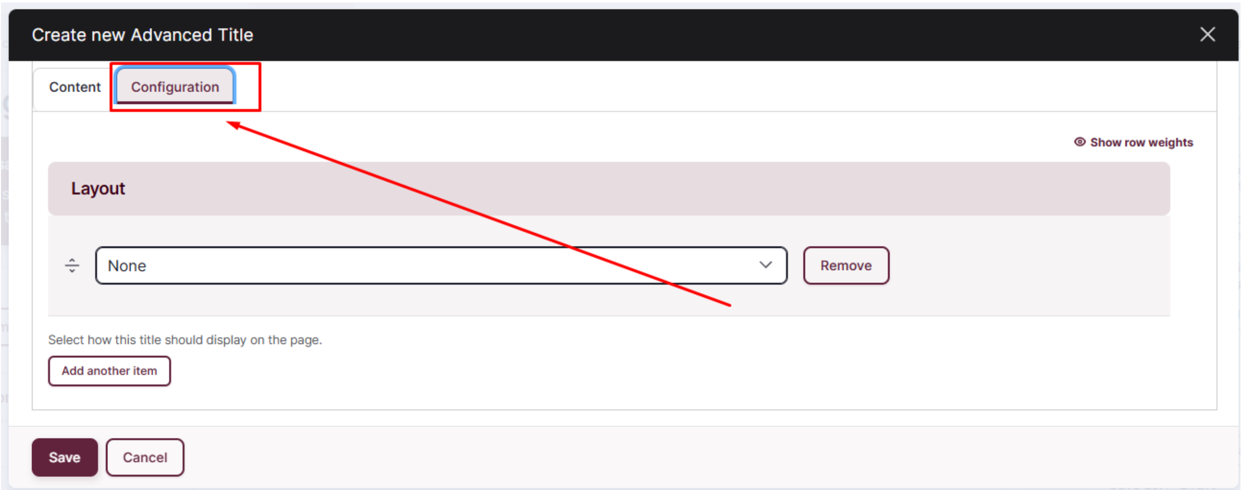
7 If you wish to use more than one of the available styling options, simply click on **Add another item**" to add an additional dropdown for you to select from for your Title item.



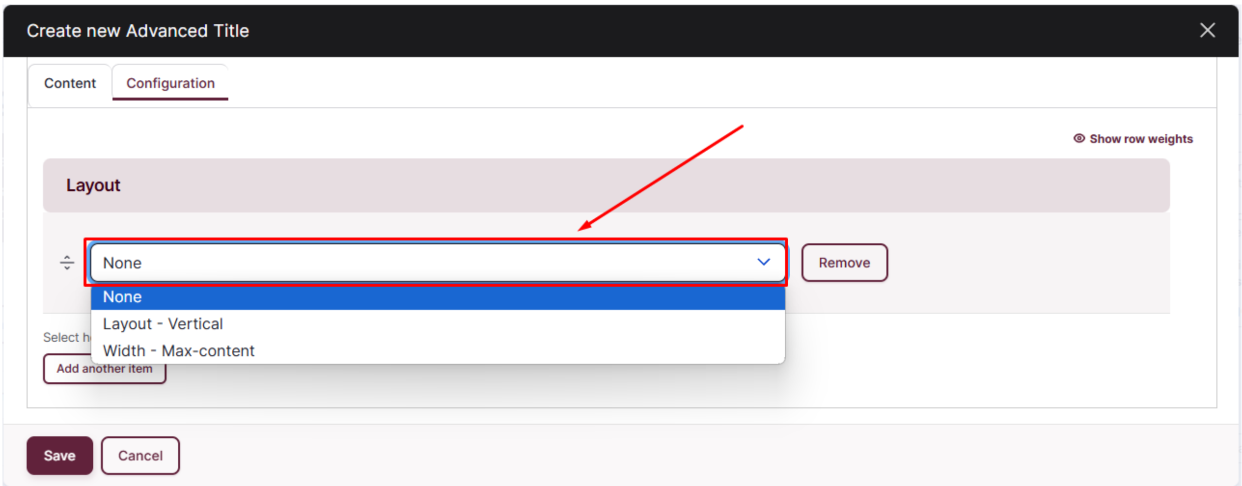
8 Once you are done with the Content and Configuration of your Title item, you have the option to add additional Title items to your Advanced Title by simply clicking on the "**Add Title item**" button and following the aboce steps to configure their Content and Configuration tabs respectively.

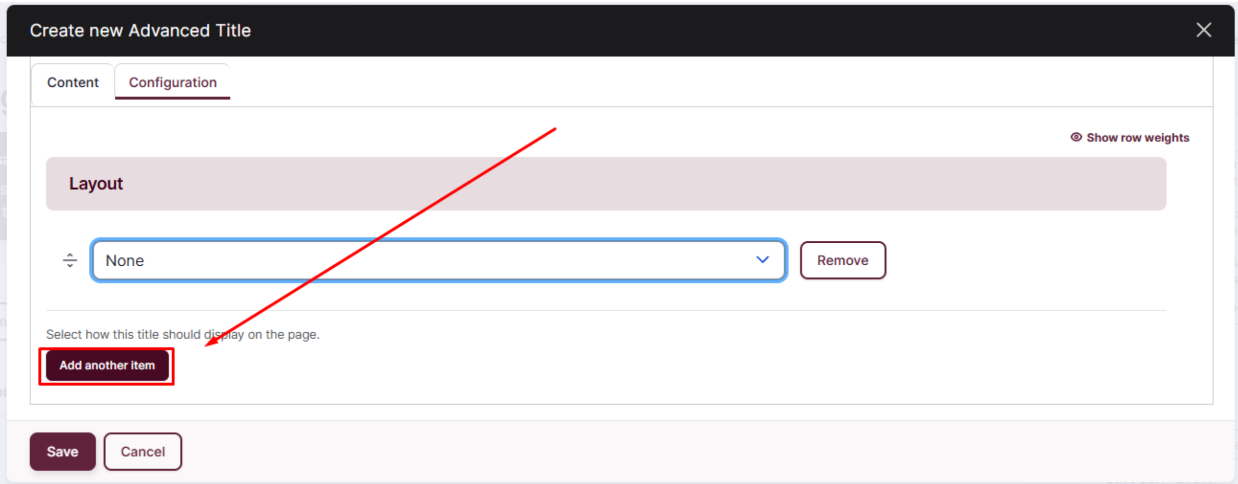


9 Now that you have completed all items on the "Content" tab, navigate to the "Configuration" tab for your Advanced Title.

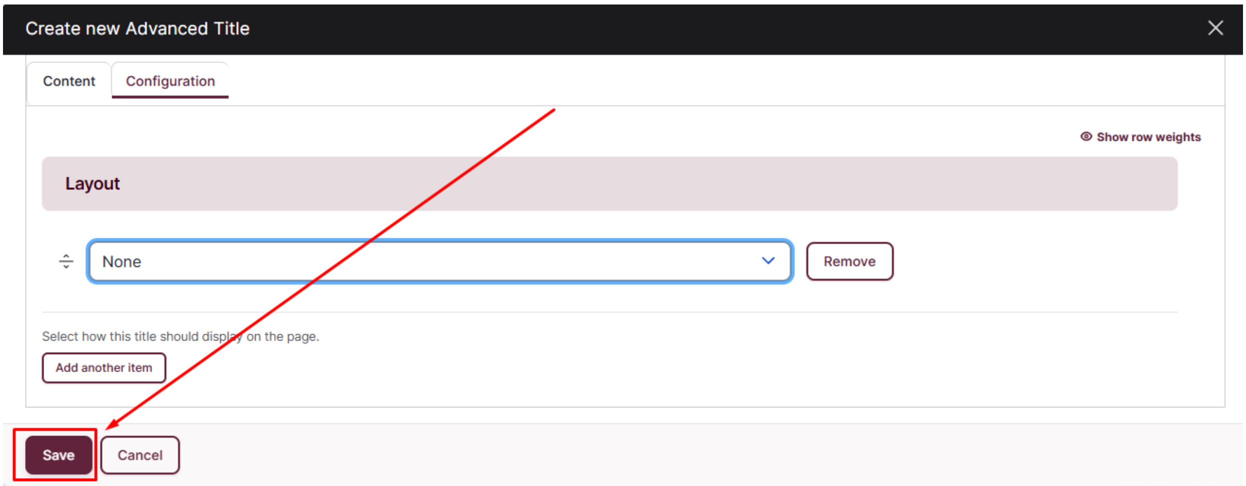


10 In the Configuration tab, you will choose additional styling options for your Advanced Title within the "**Layout**" section. To do so, simply select one of the available options from the dropdown. If you wish to add more tha one of these options to your Advanced Title, simply click on the "**Add another item**" button to add an additional dropdown for you to choose from.

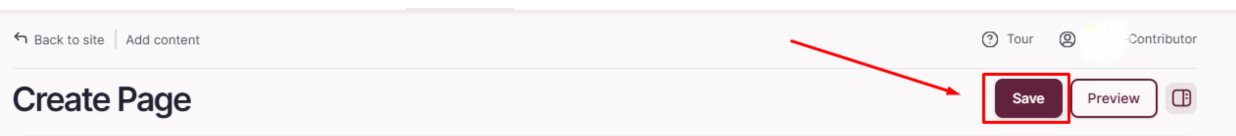




11 Once you are happy with the Content and Configuration options you have applied to your Advanced Title, click on the "**Save**" button to apply the components changes to your page.



12 Lastly, remember to click "**Save**" on the content you added the Advanced Title to in order to apply your changes. And that's it, you have successfully added and configured an Advanced Title.



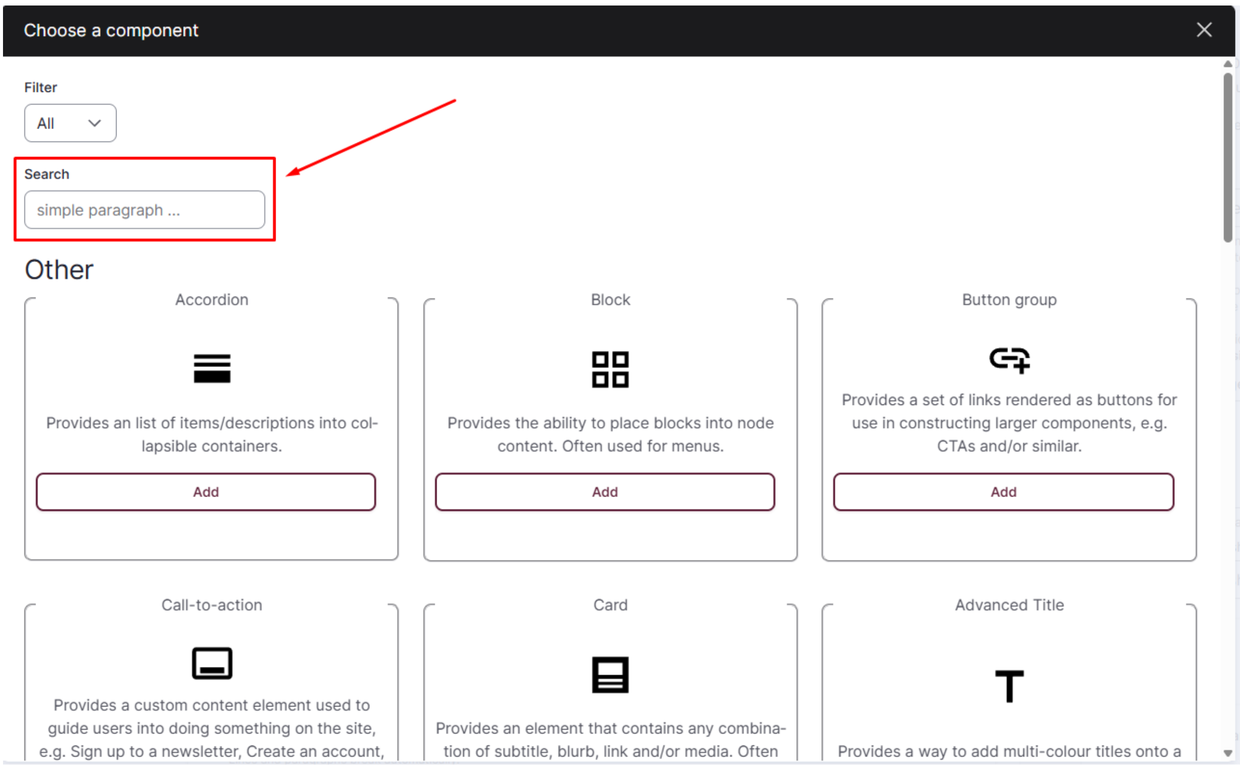
Adding a Gallery

Last updated July 1, 2025

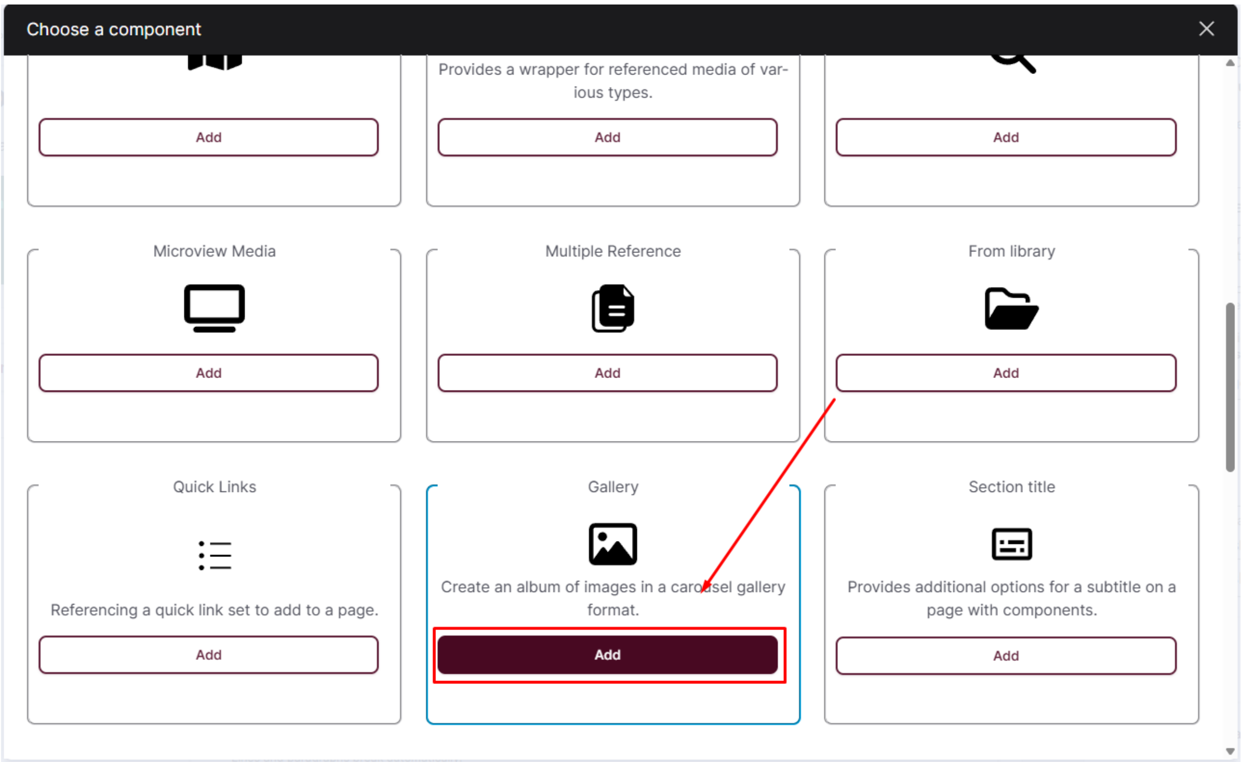
Content

1 To add a Gallery to a page you must first Create or Edit a page and then add a Section to the page (See [Adding and configuring a section](#)). Once you have added a section to the page, you will access the "**Choose a component**" form by clicking on the "**+**" button located in the "**Components**" section.

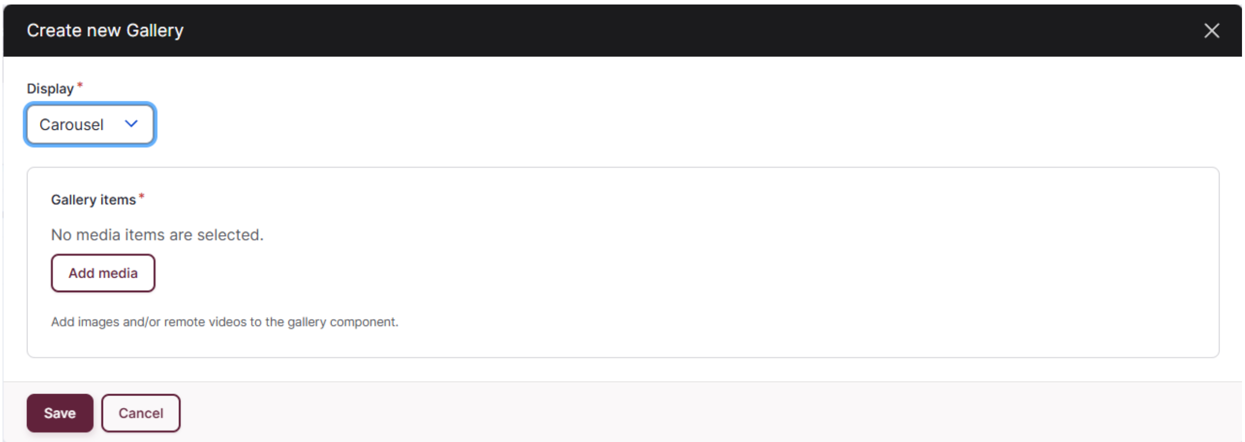
2 When presented with the "**Choose a component**" form, you can either use the "**Search**" bar to find the "**Gallery**" component or scroll through the various component options until you find it.



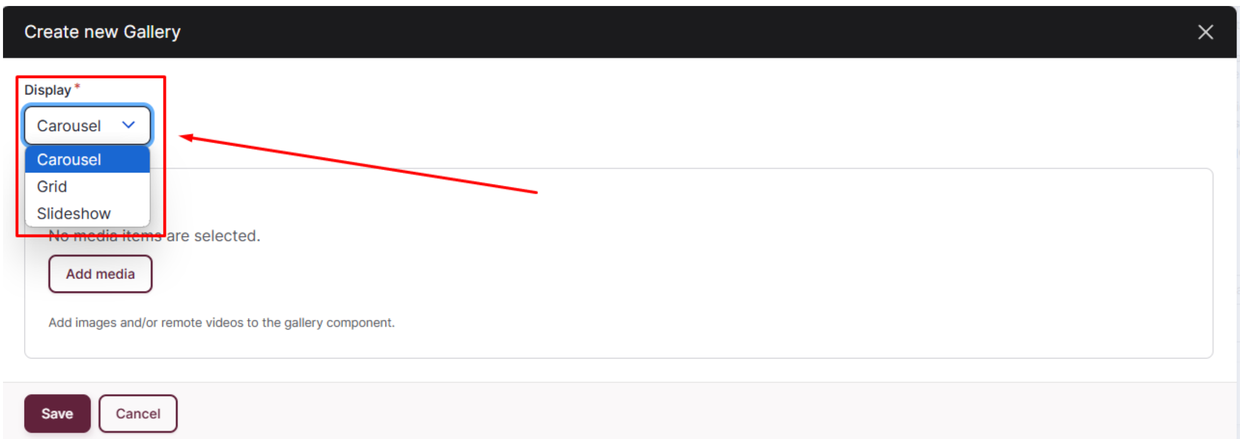
3 Once you have found the "**Gallery**" component option, click on the "**Add**" button.



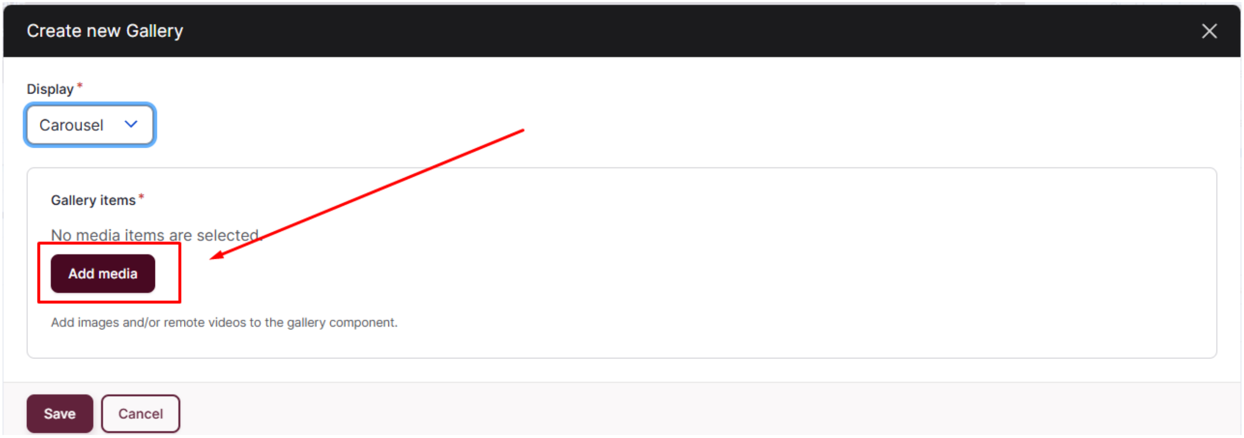
4 You will now be presented by the '**Create new Gallery**" form.



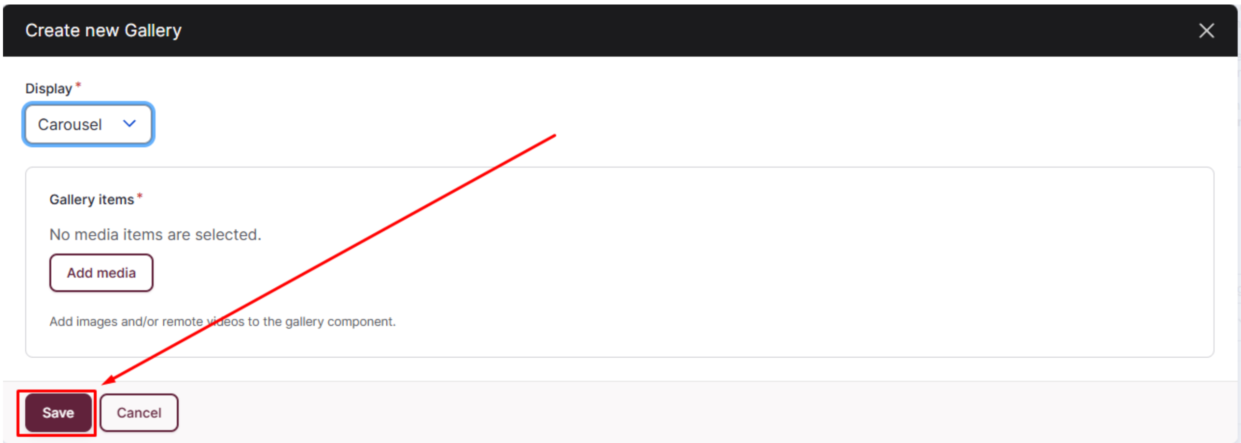
5 First, choose how you would like your gallery to display to users by selecting an option from the **Display**" dropdown.



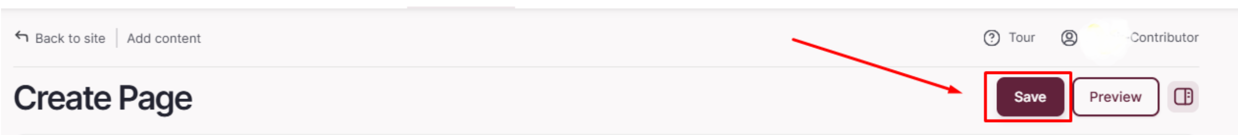
6 Next, click on the "**Add media**" button to add the media you wish to display in the Gallery component. See Wiki section on "Media" for more information.



7 Once you are happy with the content and configuration of your Gallery, click on the **Save**" button to add it to the page.



8 Lastly, remember to click "**Save**" on the content you added the Gallery to in order to apply your changes. And that's it, you have successfully added and configured a Gallery.



Adding and configuring a Call-to-action

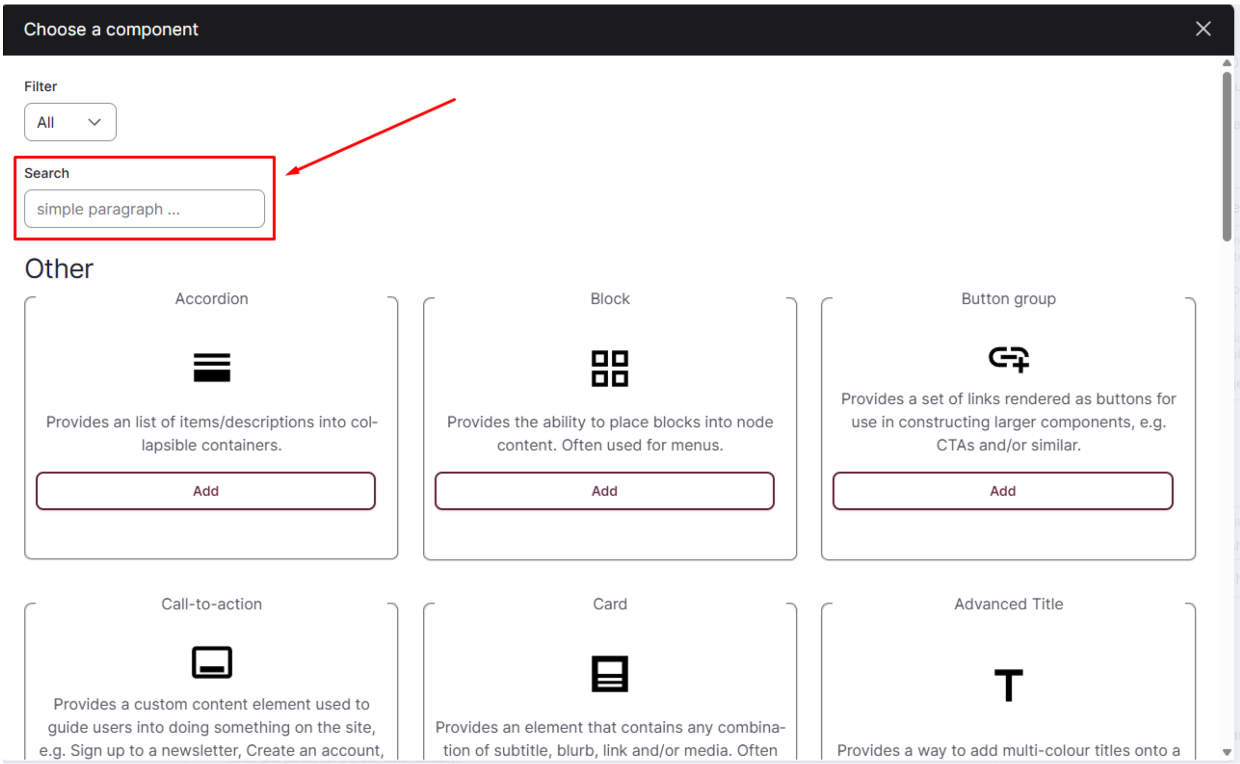
Last updated July 1, 2025

Content

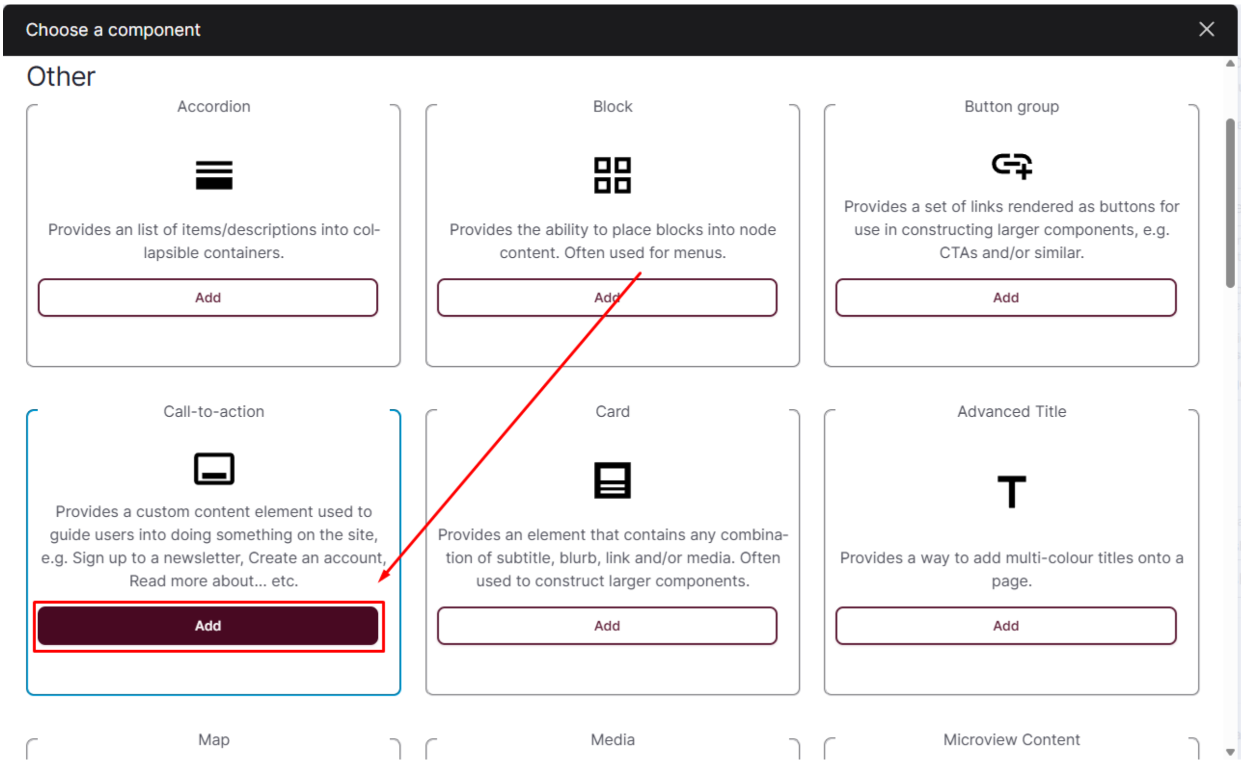
1 To add a Call-to-action to a page you must first Create or Edit a page and then add a Section to the page

(See Adding and configuring a section). Once you have added a section to the page, you will access the "**Choose a component**" form by clicking on the "**+**" button located in the **"Components**" section.

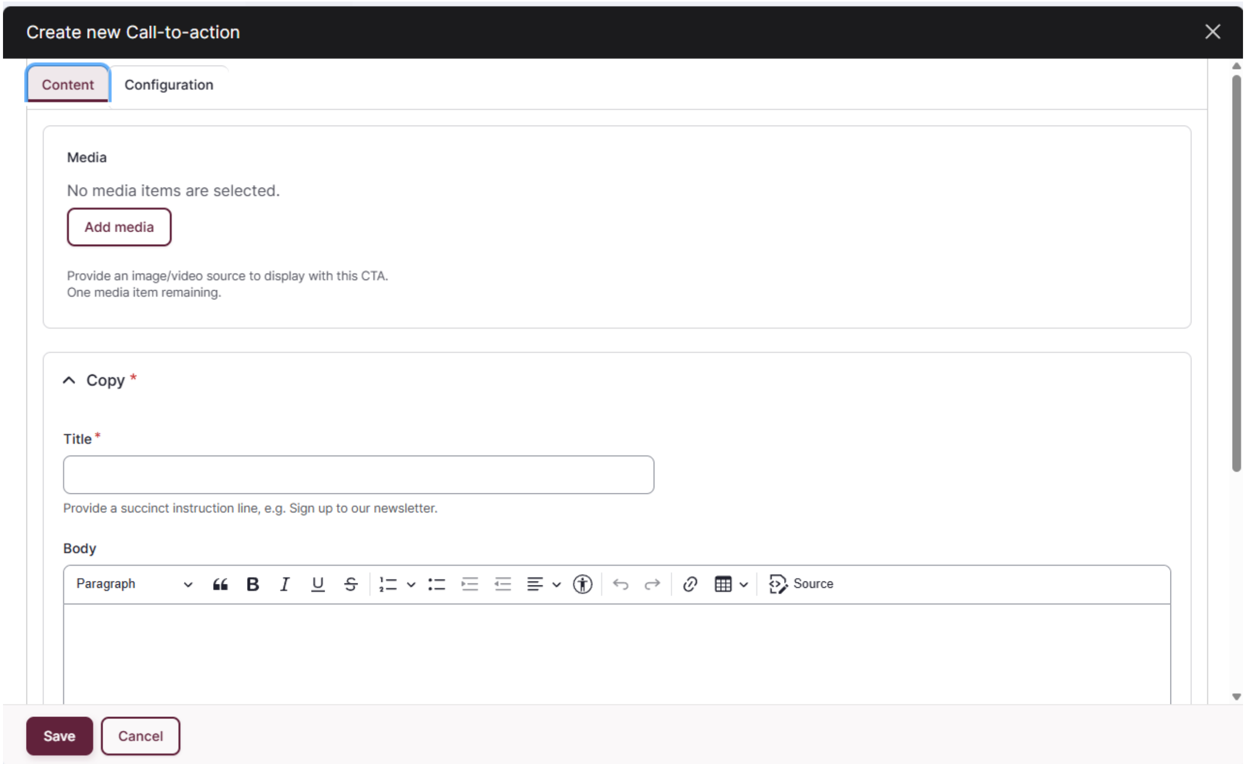
2 When presented with the "**Choose a component**" form, you can either use the "**Search**" bar to find the "**Call-to-action**" component or scroll through the various component options until you find it.



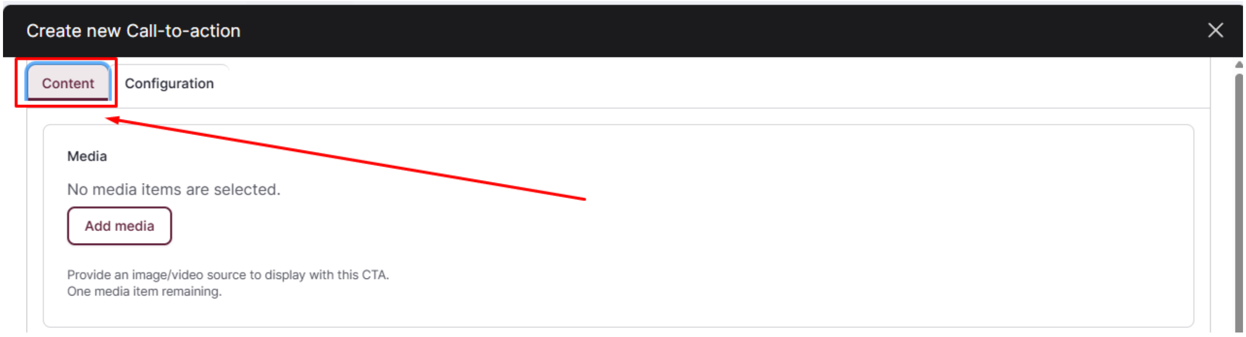
3 Once you have found the "**Call-to-action**" component option, click on the "**Add**" button.



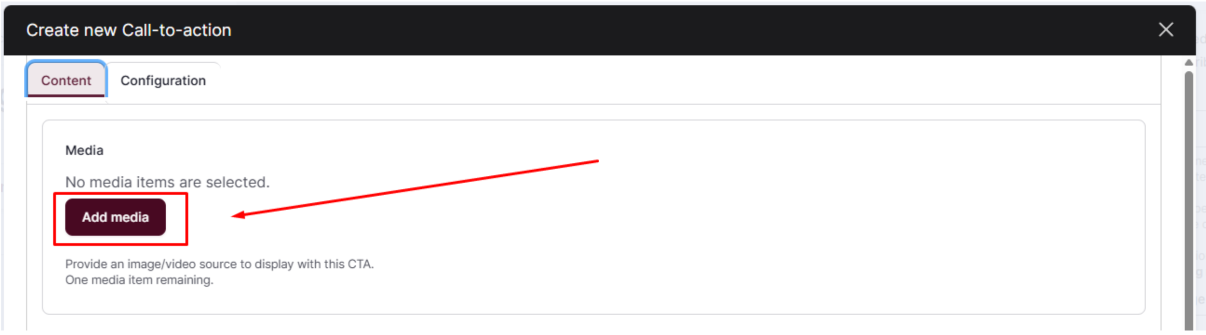
4 You will now be presented by the '**Create new Call-to-action**" form.



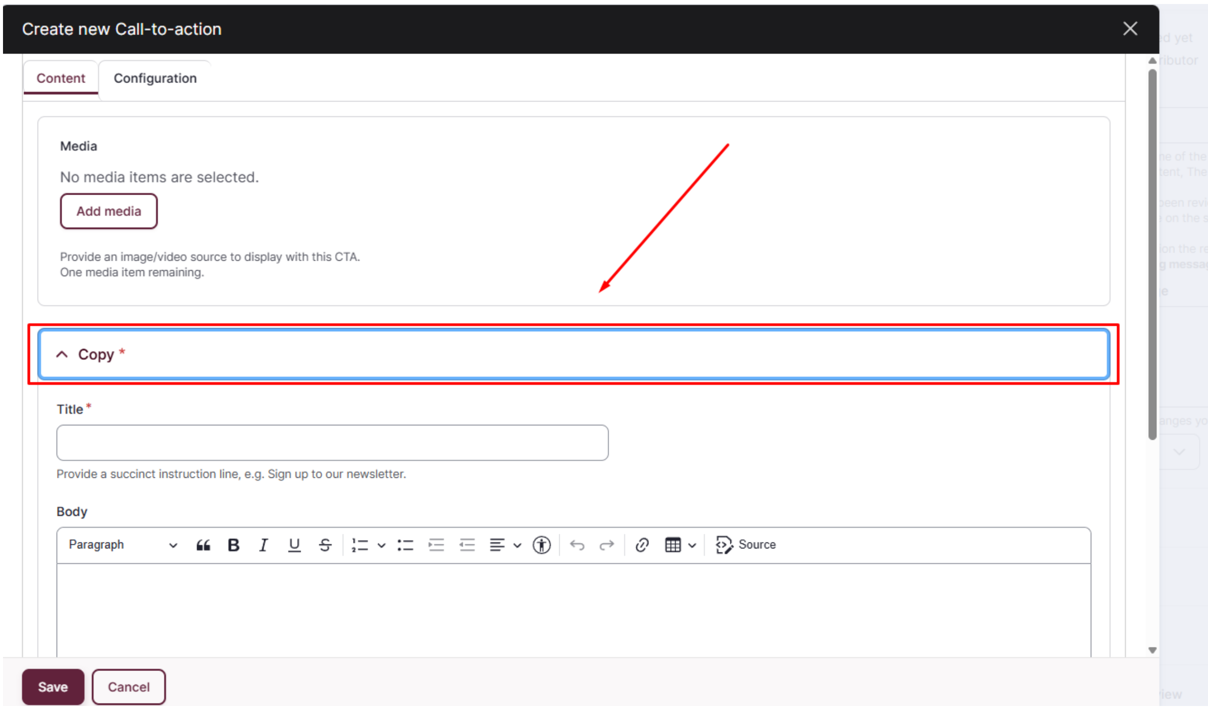
5 In the "**Create new Call-to-action**" form, navigate to the **"Content**" tab. In the "**Content**" tab, you will find various fields to add content to your call-to-action.



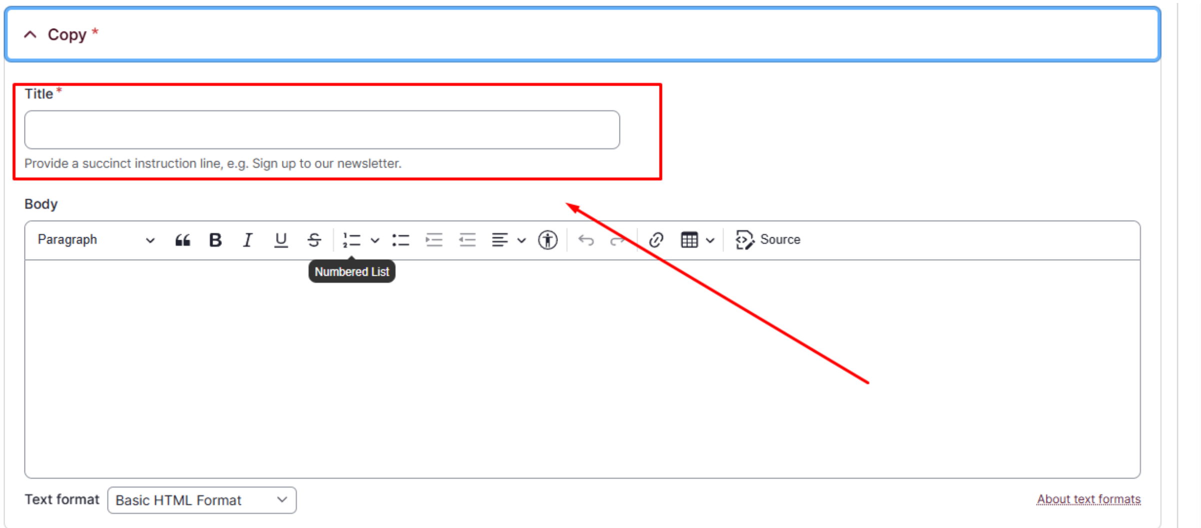
1. The "**Media**" button allows you to add an image or video to display alongside your call-to-action. See section on [Media](#) in the wiki for more information on adding media.



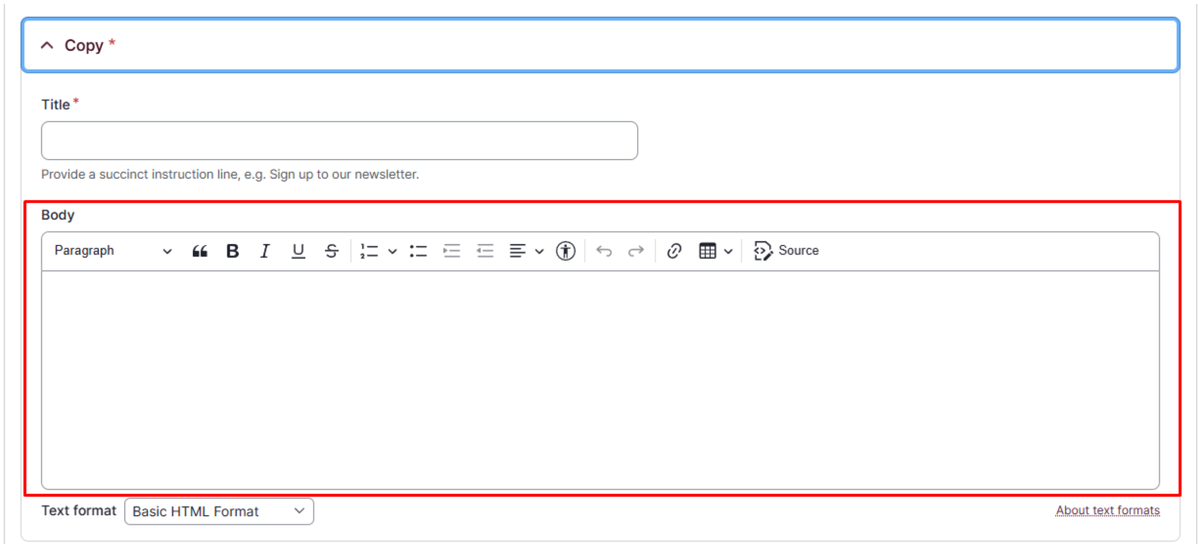
2. Next, open the "**Copy**" tab to reveal the "**Title**" and "**Body**" fields of your call-to-action.



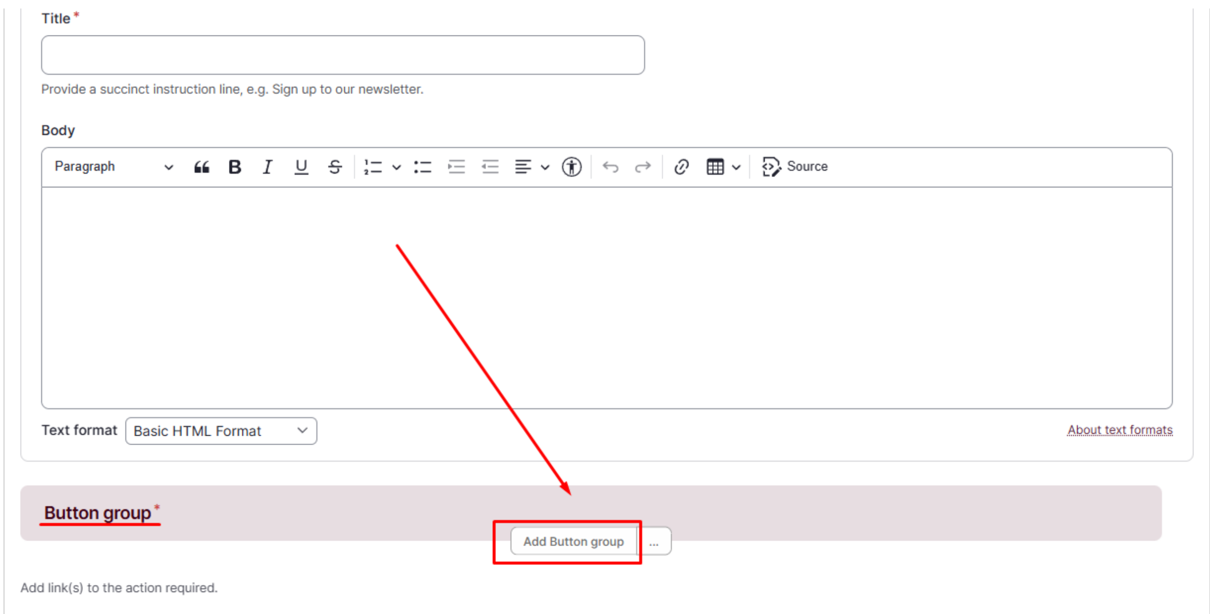
3. The "**Title**" field allows you to set the heading of your call-to-action, e.g **Sign up to our newsletter**". Make the title a succinct instruction.



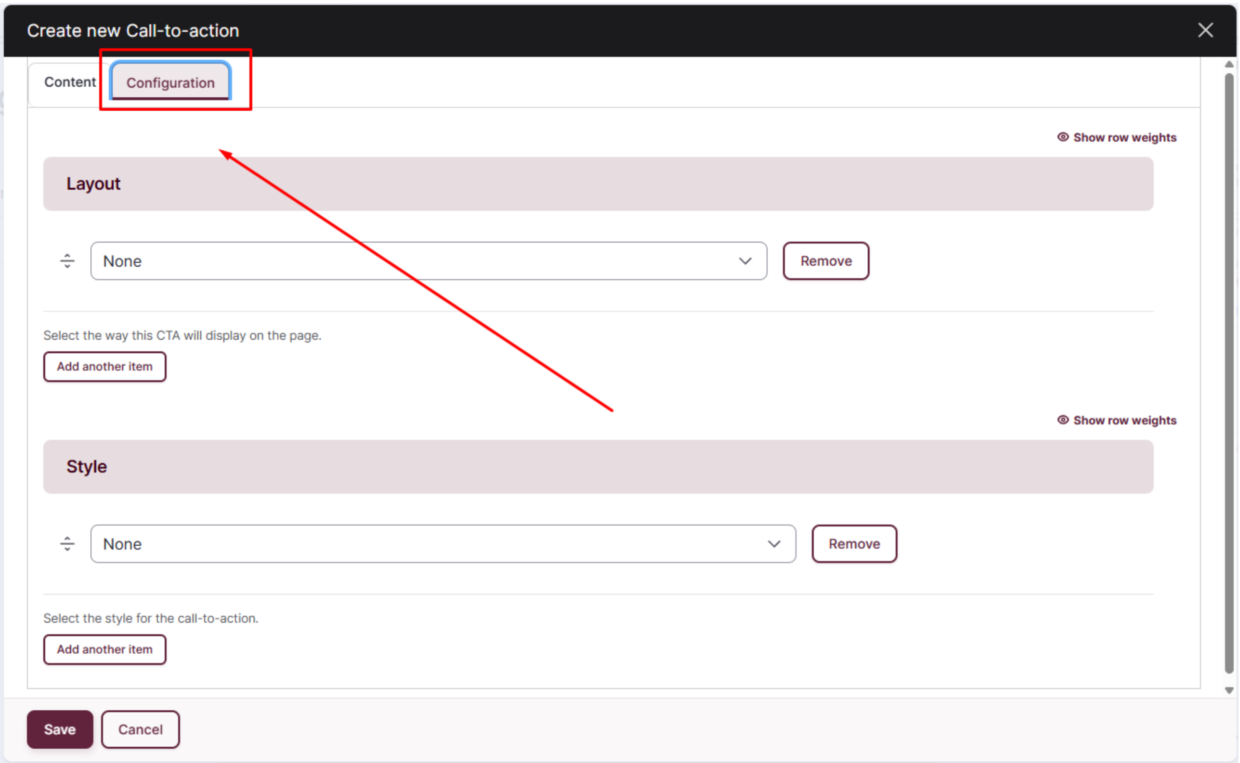
4. In the "**Body**" field you can place a description or summary of your call-to-action, providing additional information on the topic you are trying to get the user to engage with. For more information on using the formatting in the WYSIWYG contained in the "**Body**" field, please see the appropriate section in the wiki.



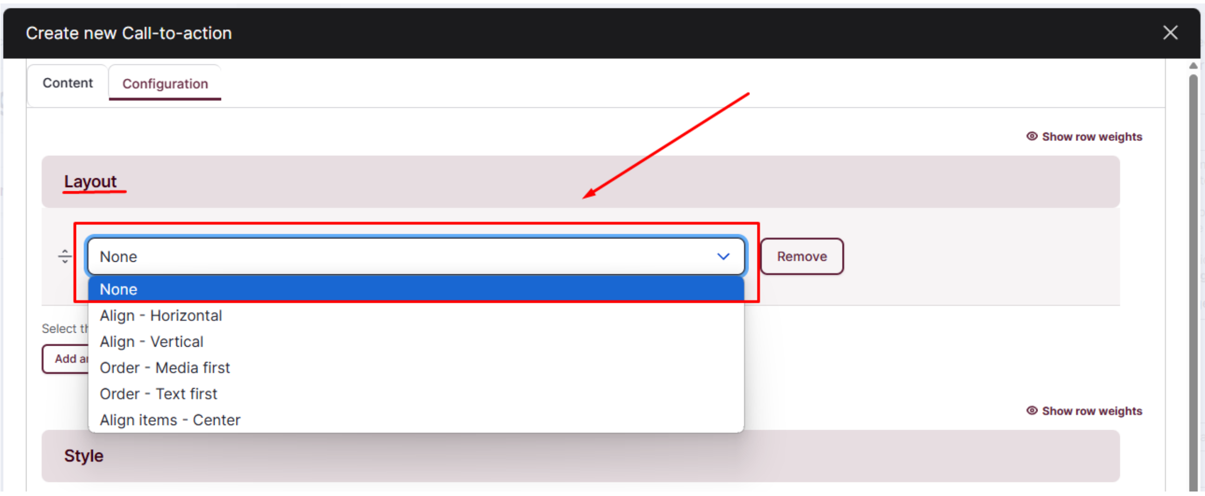
5. In the "**Button group**" section, click on "**Add Button group**" and "**Add Button**" to add these two items respectively. The button group will be used to link to the action that you wish the user to perform, e.g. visit another page, fill out a webform, sign up for a newsletter. For more information on adding a button group please see the section in the wiki linked here.

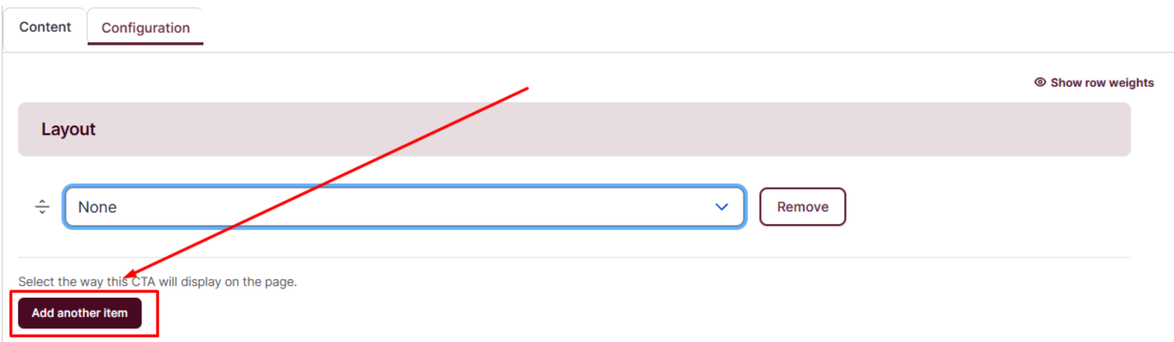


6 Once you are done adding the necessary content to your call-to-action, navigate to the **Configuration**" tab.



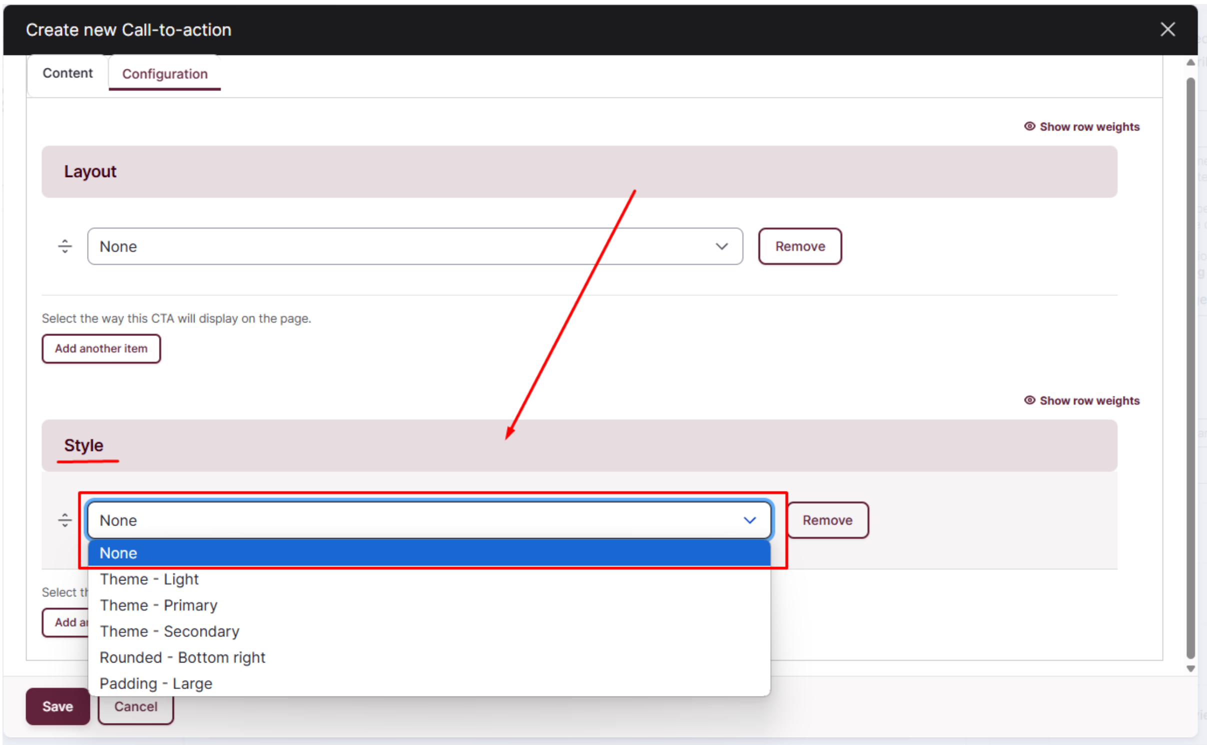
1. In the "**Configuration**" tab, you will have the option to adjust the **"Layout**" and "**Style**" settings of your call-to-action. In the "**Style**" section, click on the dropdown to select from the various alignment and ordering options available to you. If you wish to utilize more than one of these layout options, simply click on the "**Add another item**" button to add an additional dropdown.

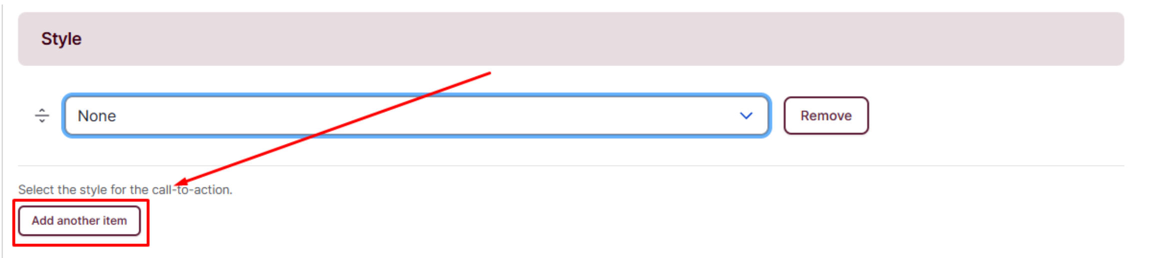




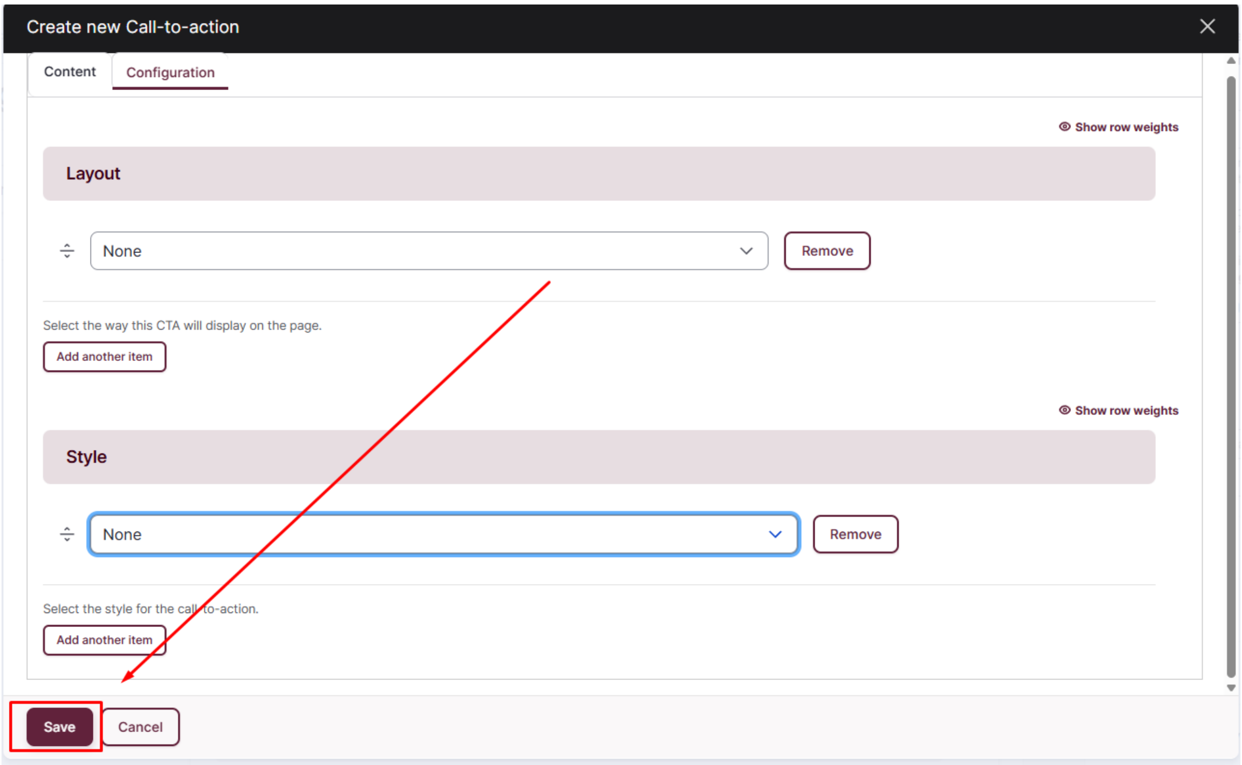
2. In the "Style" section, click on the dropdown to select from the various styling options affecting the colour and shape of your call-to-action. If you wish to add more than one of these styling options, simply click on

the "**Add another item**" button to add an additional dropdown.

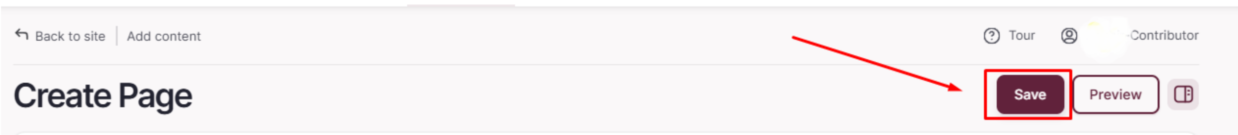




7 Once you are happy with the content and configuration options of your call-to-action, click on the **Save**" button to add it to your content.



8 Lastly, remember to click "**Save**" on the content you added the call-to-action to in order to apply your changes. And that's it, you have successfully added and configured a call-to-action.



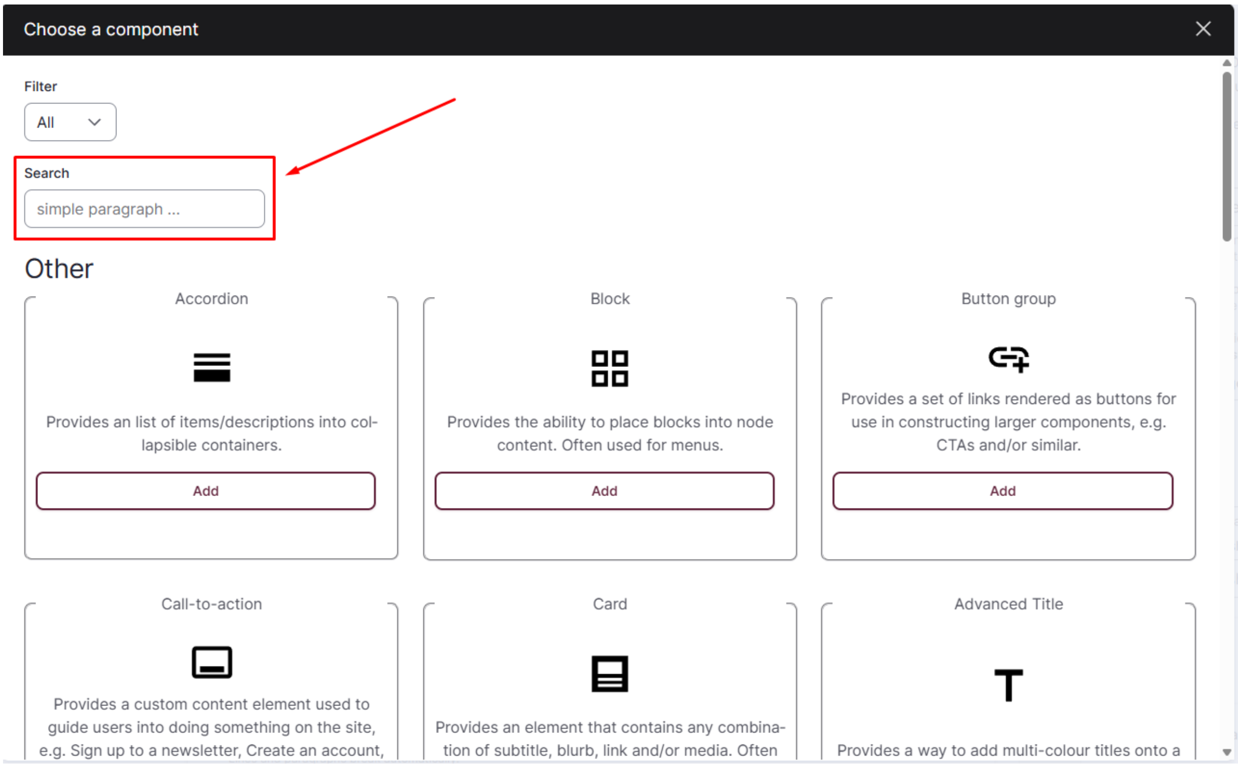
Adding and configuring a Button group

Last updated July 1, 2025

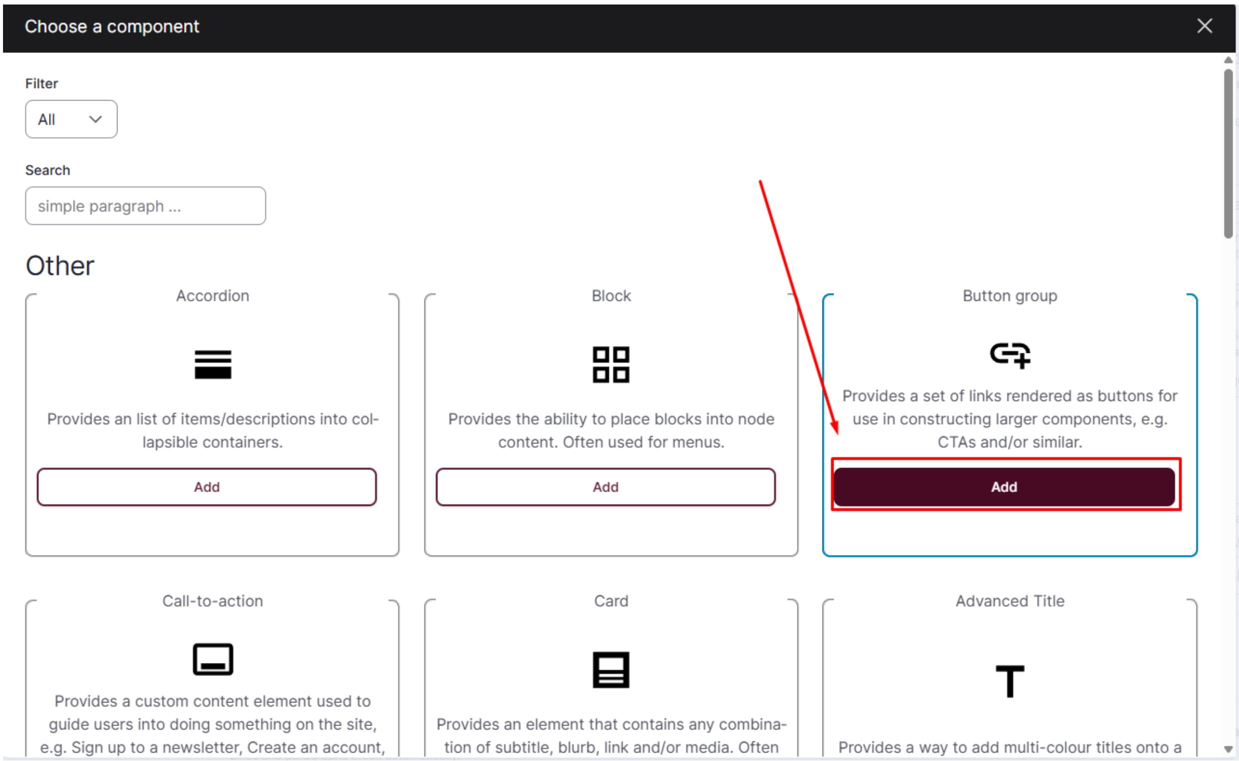
Content

1 To add a Button group to a page you must first Create or Edit a page and then add a Section to the page (See [Adding and configuring a section](#)). Once you have added a section to the page, you will access the "**Choose a component**" form by clicking on the "**+**" button located in the **"Components**" section.

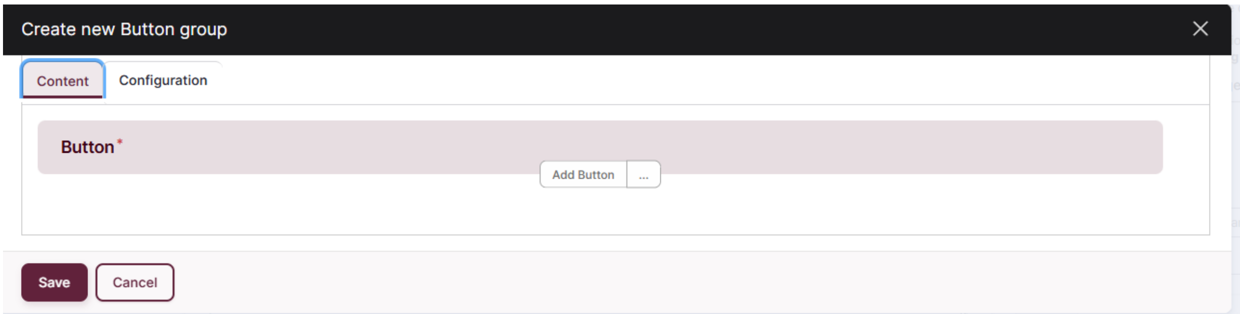
2 When presented with the "**Choose a component**" form, you can either use the "**Search**" bar to find the "**Button group**" component or scroll through the various component options until you find it.



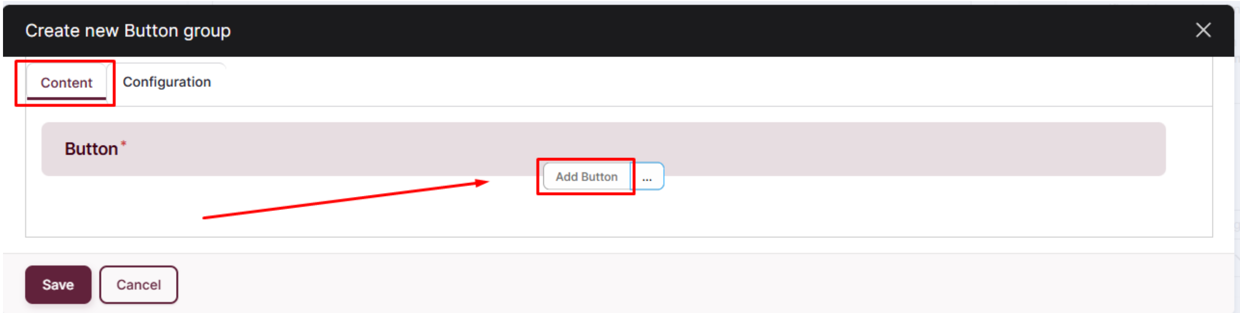
3 Once you have found the "**Button group**" component option, click on the "**Add**" button.



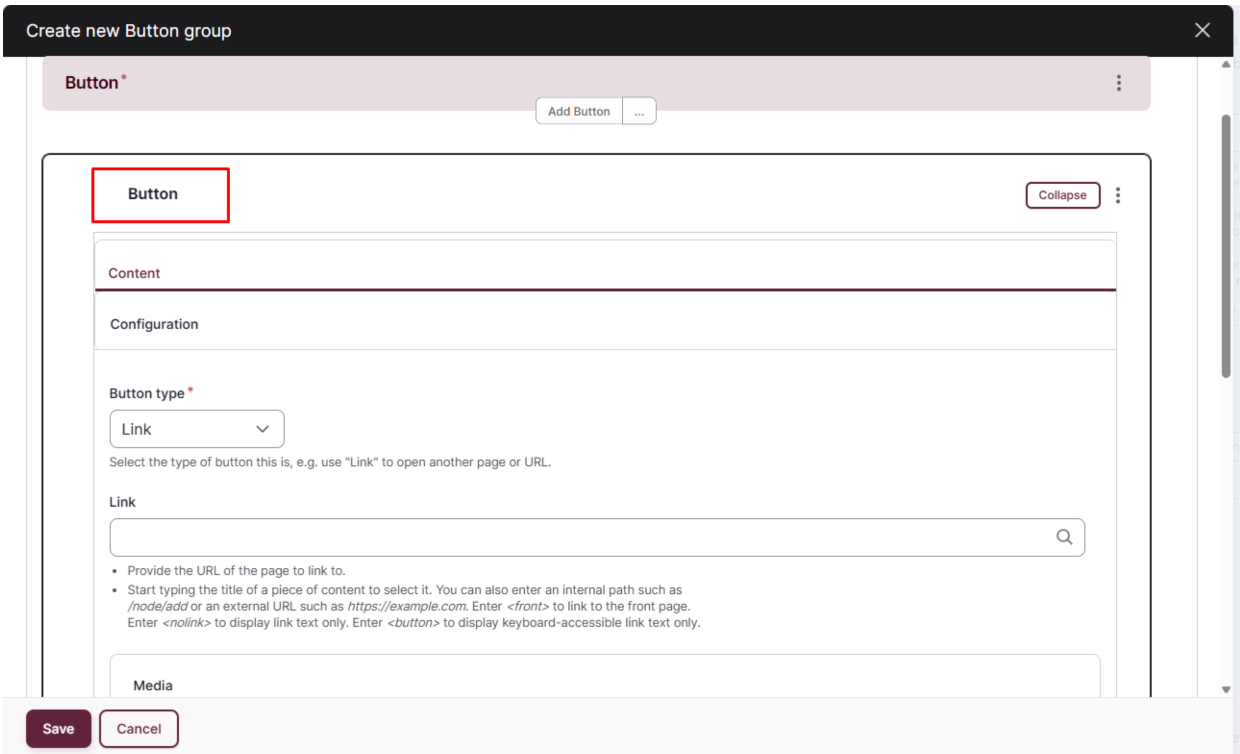
4 You will now be presented by the "**Create new Block**" form.



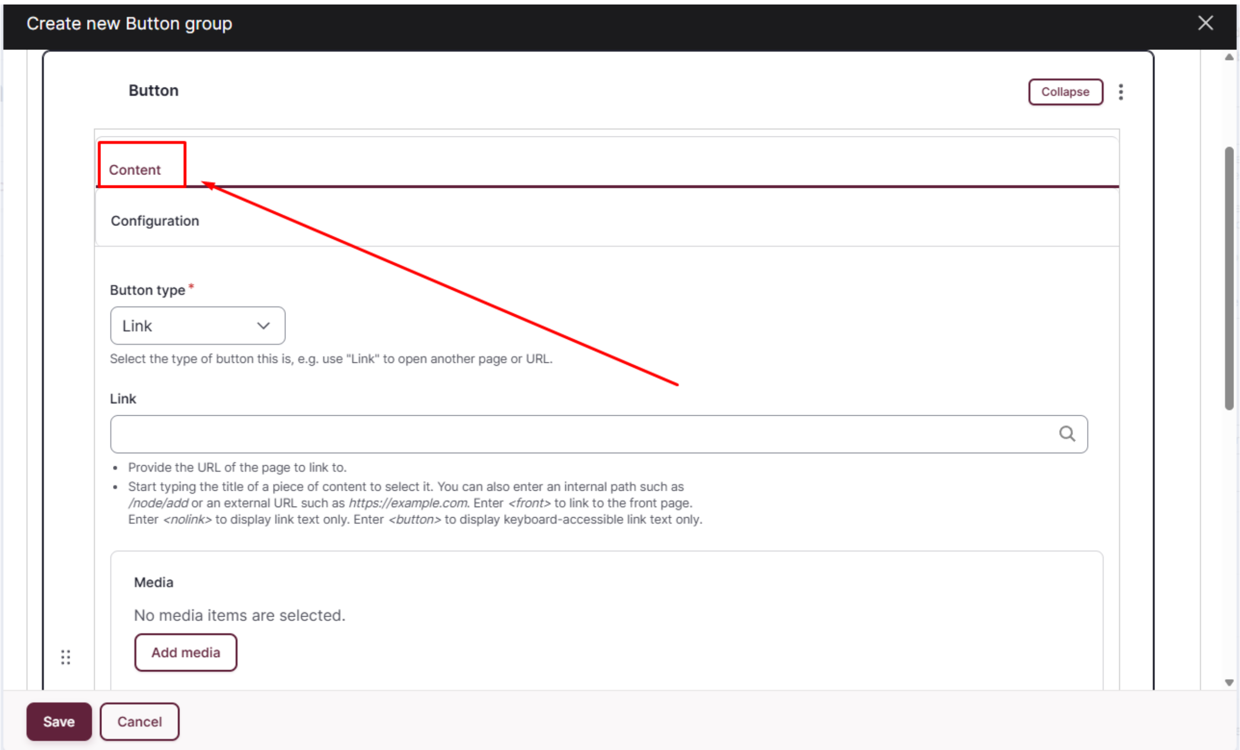
5 In the "**Content**" tab, under the "**Button**" section, click on "**Add Button**" to add a button to your Button group.



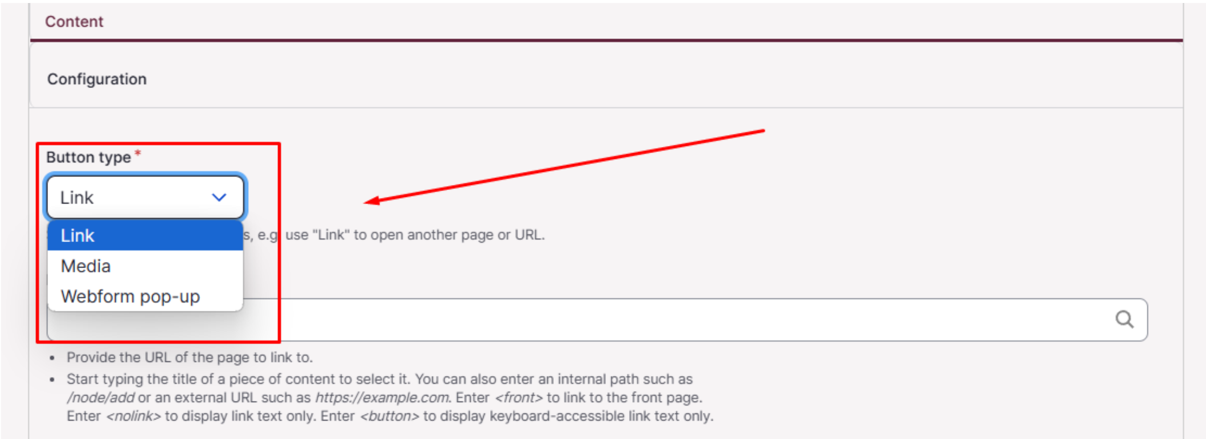
6 Once you have clicked on "**Add Button**" you will be presented with a '**Button**" section containing a "**Content**" and "**Configuration**" tab to allow you to edit your button.



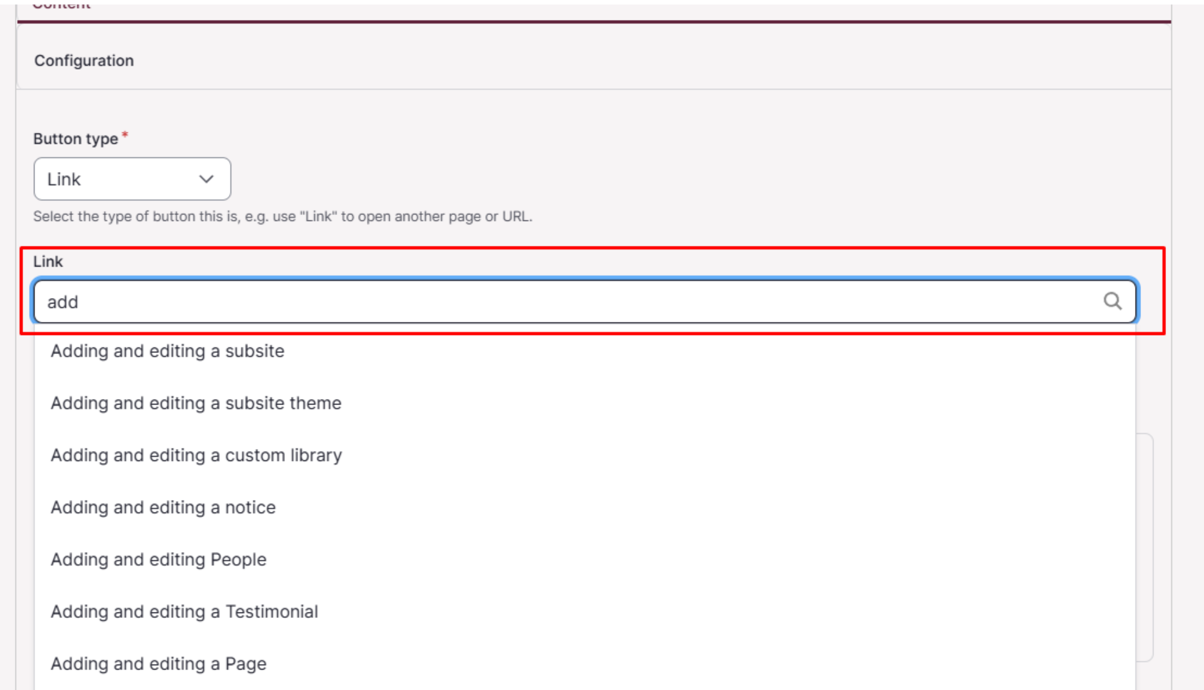
7 Within the "**Button**" section go to the "**Content**" tab. Here you will find various fields that will affect the display and functionality of your button.



1. The "**Button type**" dropdown requires you to specify which kind of button you will be adding. **Link**", "**Media**" or "**Webform pop-up**" respectively. "**Link**" is used to open another page or URL, '**Media**" is used to link to media items and "**Webform pop-up**" is used for linking to webforms and allowing them to display as a pop-up modal on the same page as the button group.

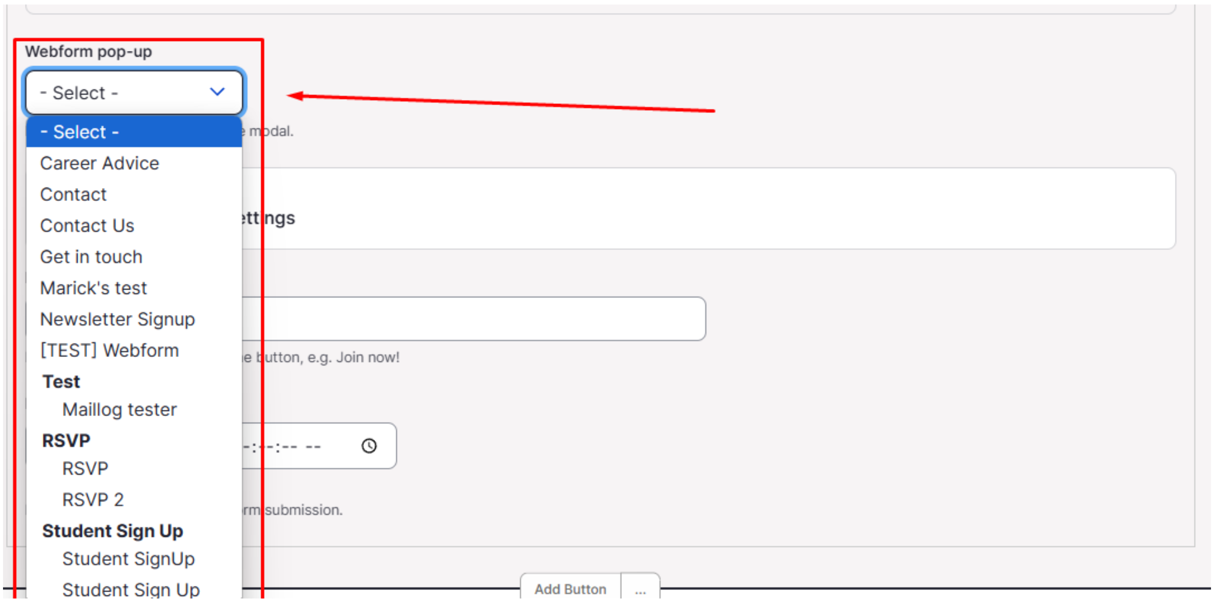


2. The "**Link**" field is used to link to either an external URL by pasting for examplehttps://example.com in the text box OR to link to internal content by typing in the title of the piece of content you wish to select and selecting it from the list of internal content. Alternatively you can link to specific internal paths on the site such as /node/add . Note that the **"Link**" field is optional and may only be necessary when you want the button to link to other content either internally or externally.

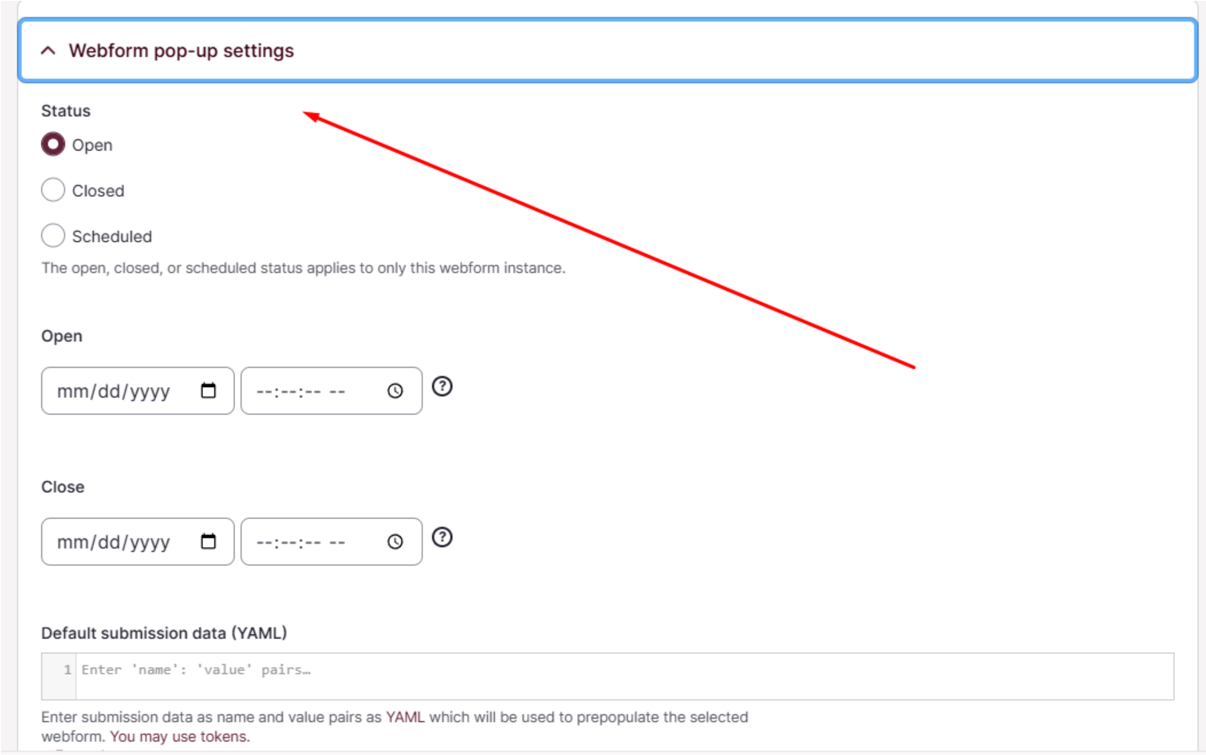


3. The "**Add media**" button can be used to add internal media to be displayed in the button group modal. Note that adding media to your button is optional. See wiki section on [Media](#) for more information on adding media to pages.

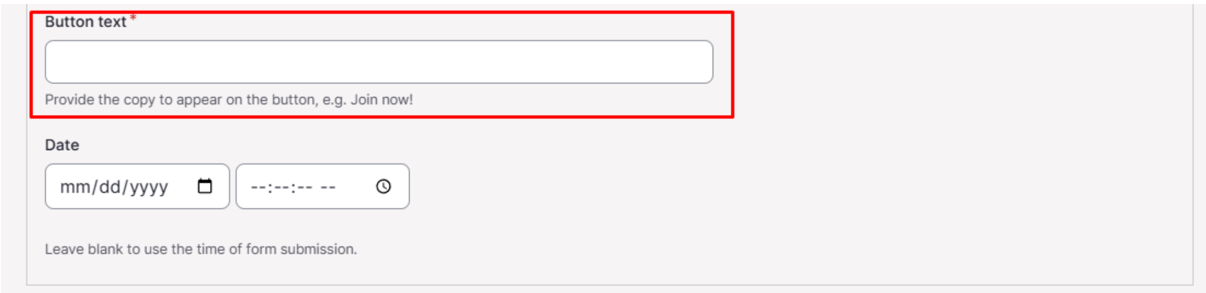
4. The "**Webform pop-up**" field allows you to choose which pre-existing webform you would like to have displayed to the user as a pop-up. Note that this field is only necessary IF you wish to have a webform attached to your button group, otherwise leave this field blank.



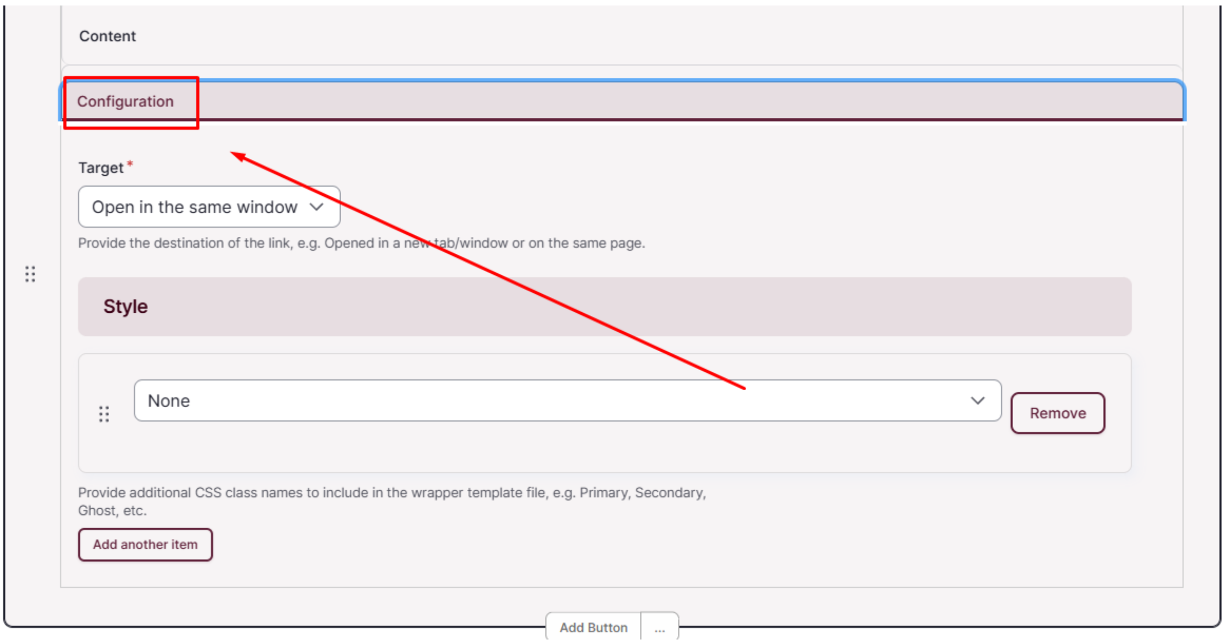
5. In following with the above, the '**Webform pop-up settings**" tab is also only required when adding a webform to your button group. Please see wiki section on [Webforms](#) for more information on the fields in this tab. Leave this section blank if you do not intend to add a webform to your button group.



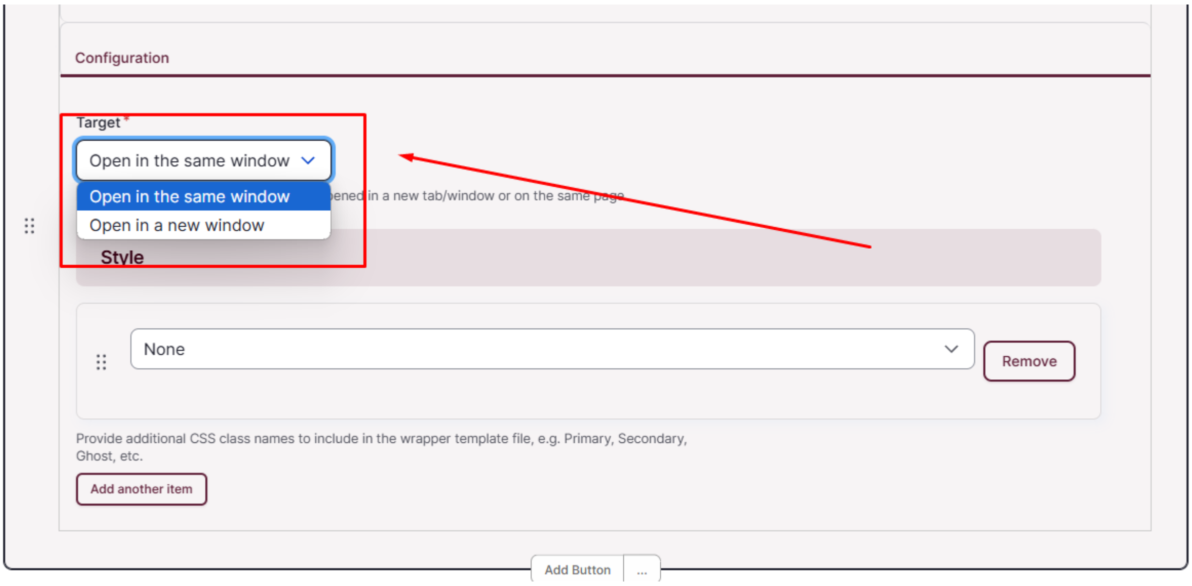
6. The "**Button text**" field is a required field that allows you to set the text that will be displayed on your button, e.g. "Join now!".



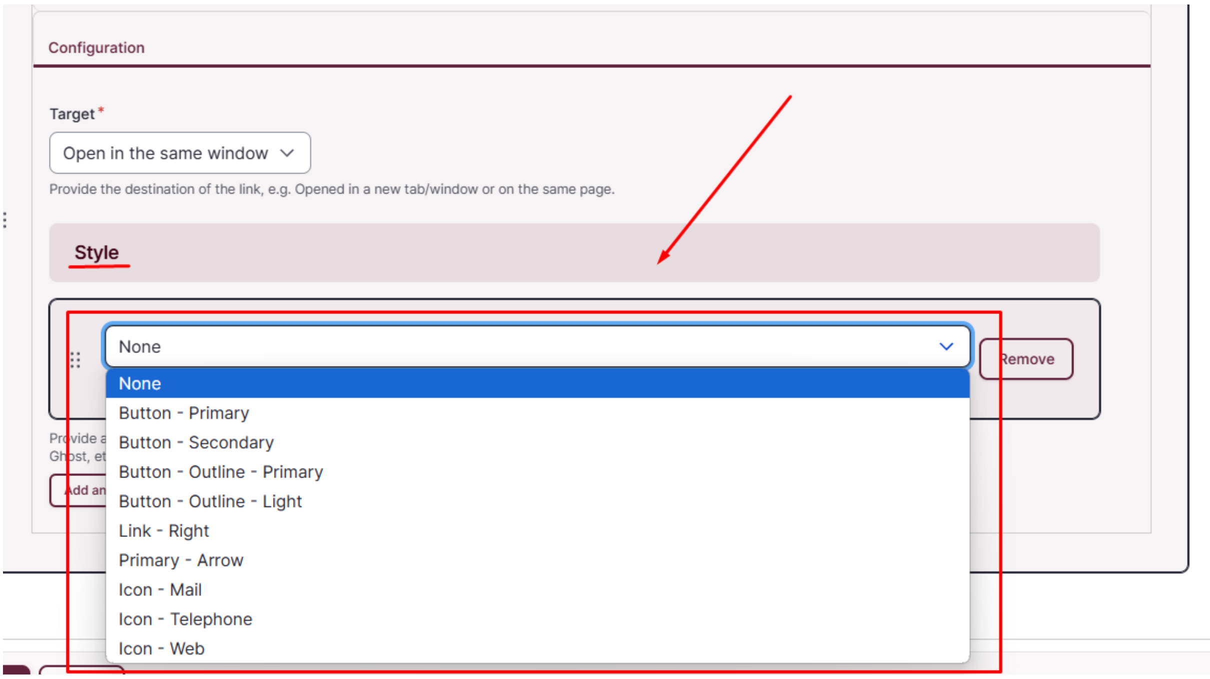
8 Once you are done filling in the fields on the "**Content**" tab of the button, navigate to the "**Configuration**" tab of the button that you have added.



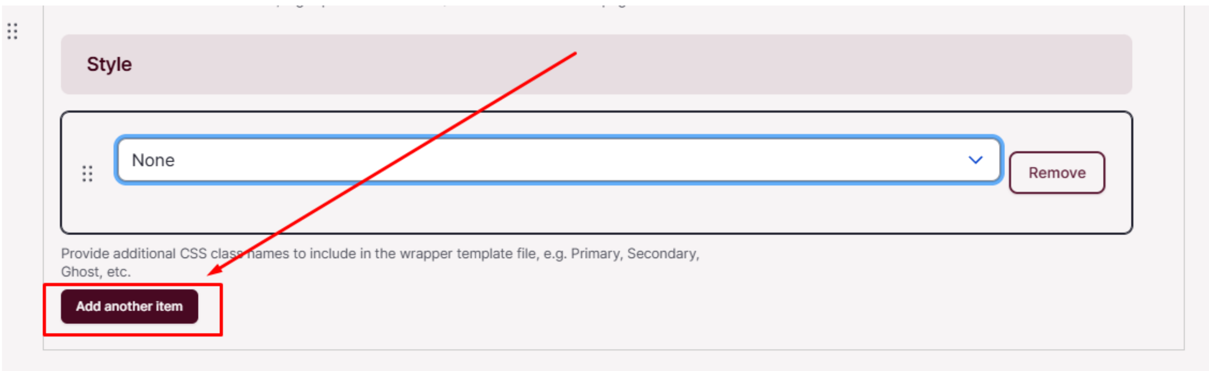
1. In the "**Configuration**" tab you will have two fields, "**Target**" and a dropdown within the "**Style**" section. The "**Target**" dropdown allows you to select whether you want whatever content your button links to to open in the same window or in a new tab.



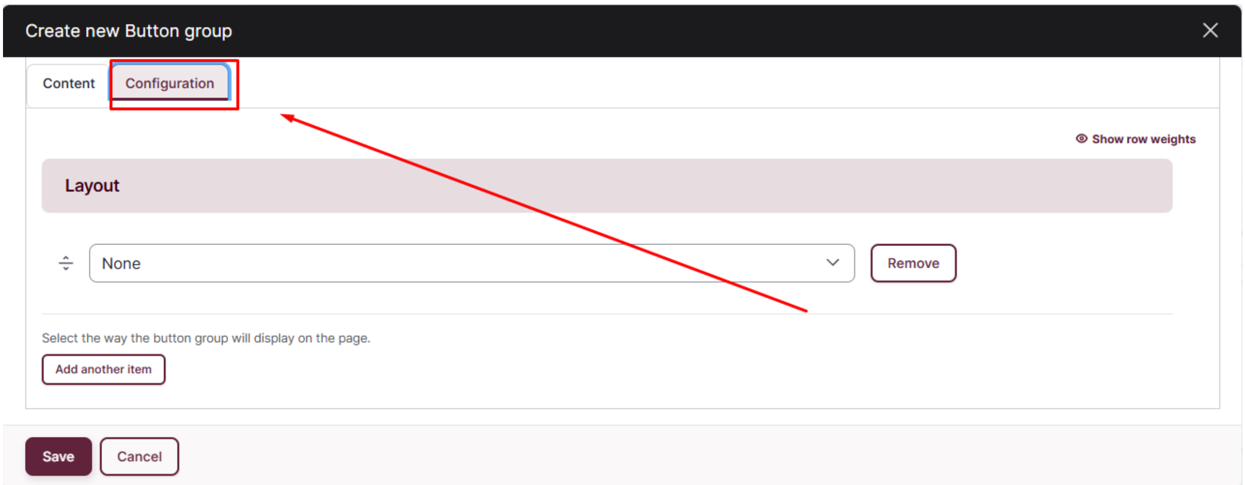
2. The dropdown within the "**Style**" section allows you to add additional styling options to your button that will affect button placement, size and icon.



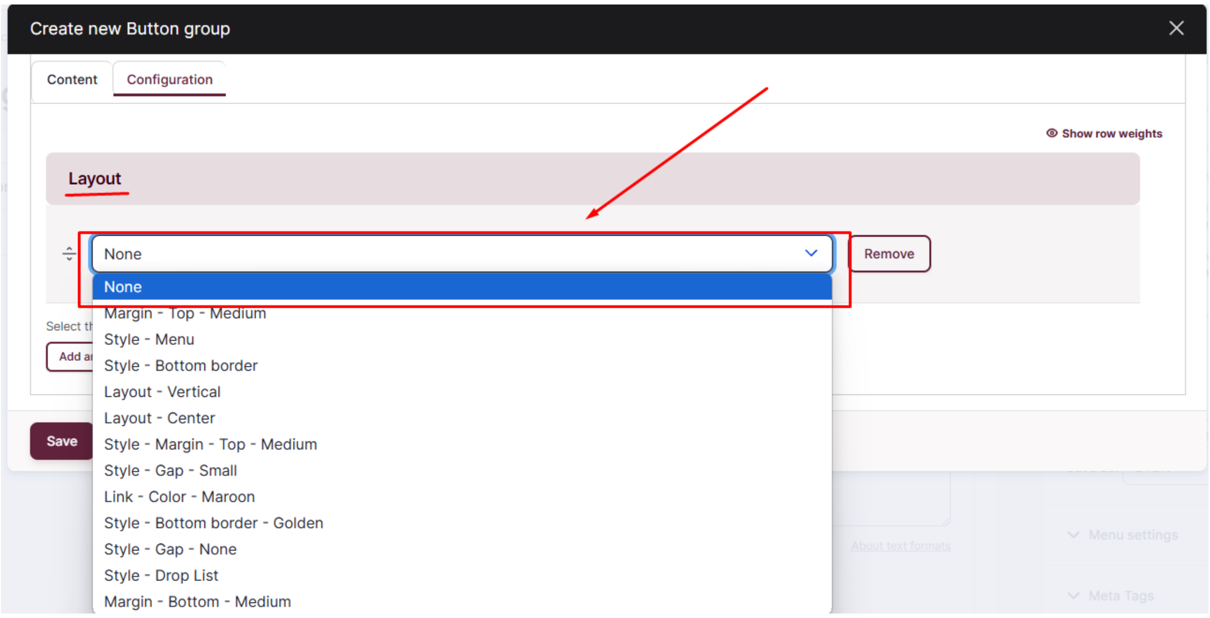
3. If you wish to utilise more than one of these styling options, simply click on the "**Add another item**" button to add an additional dropdown.



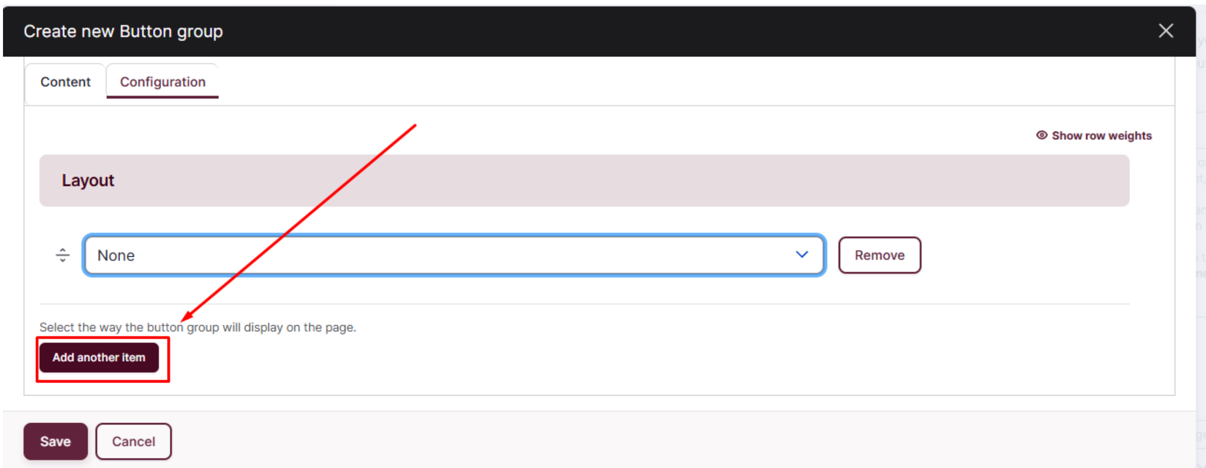
9 Once you have finished editing your button you can add another button by clicking on **Add Button**" again like in step five. If you are happy with the buttons that you have added to your button group, navigate to the button groups "**Configuration**" tab.



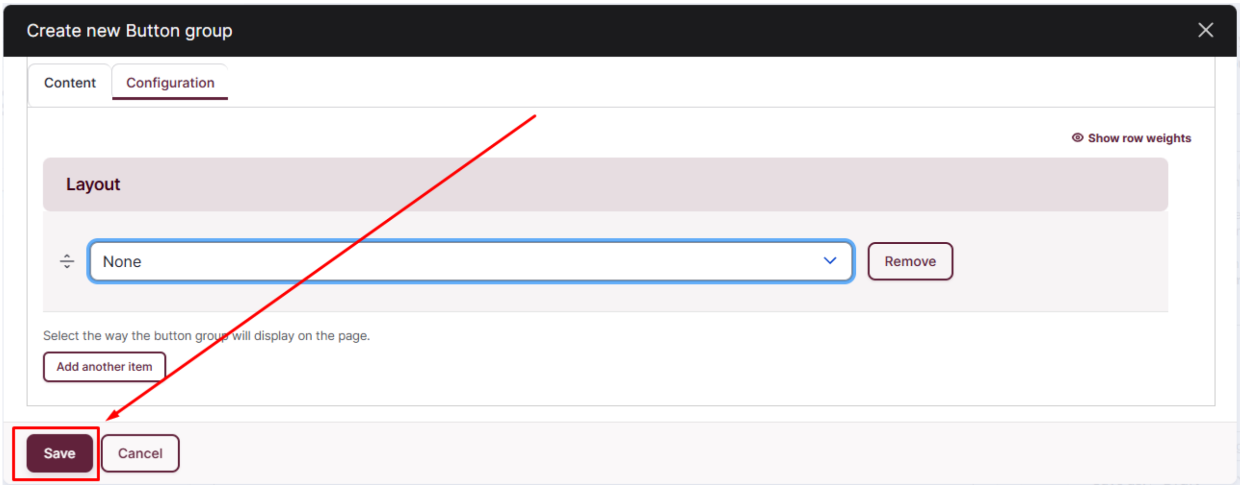
1. In the "**Configuration**" tab you will see a "**Layout**" section containing a dropdown. This dropdown will allow you to select from preset styling options that will affect the layout of your entire button group. These options may affect spacing, style, layout and colour of your button group.



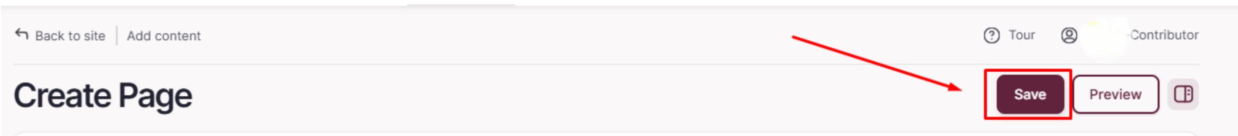
2. If you wish to utilize more than one of these styling options, click on the **Add another item**" button to add an additional dropdown to your layout.



10 Once you are happy with the content and configuration of your button group, click on the **Save**" button on the form to save your button group to the content.



11 Lastly, remember to click "Save" on the content you added the button group to in order to apply your changes. And that's it, you have successfully added and configured a button group to your content.



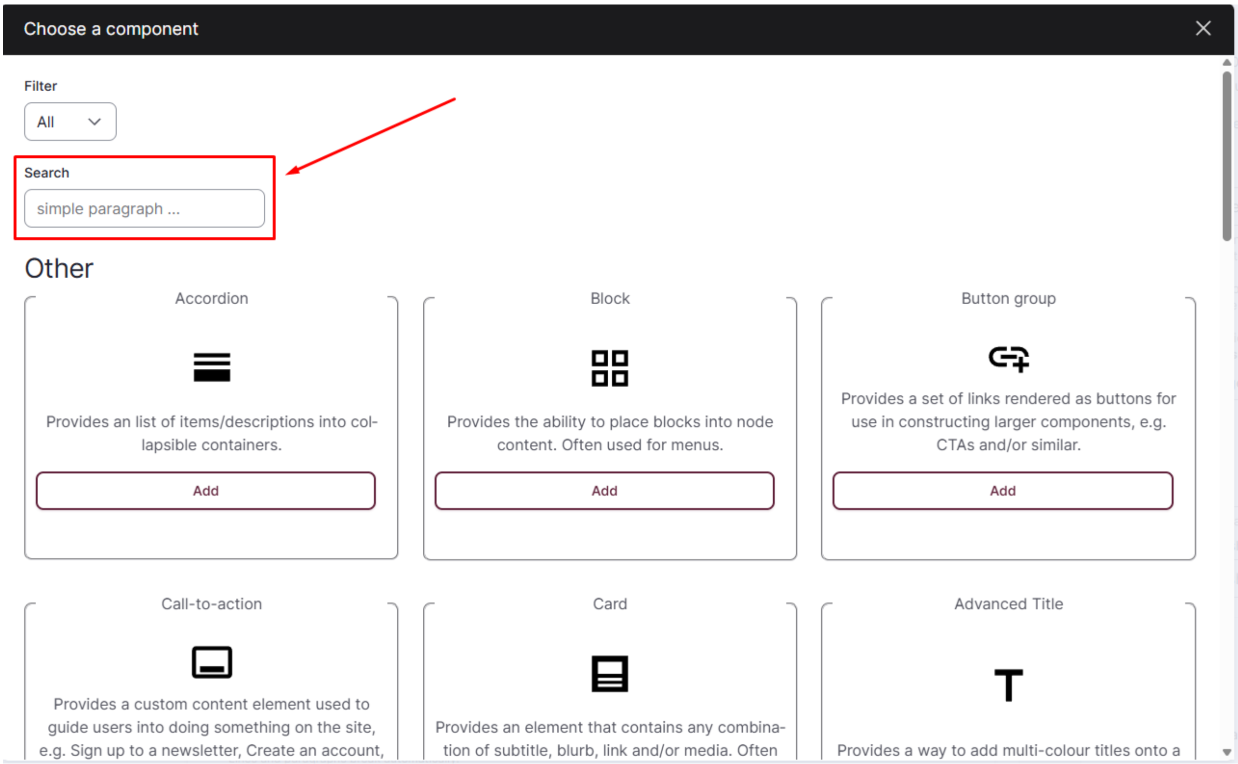
Adding Microview Media

Last updated July 1, 2025

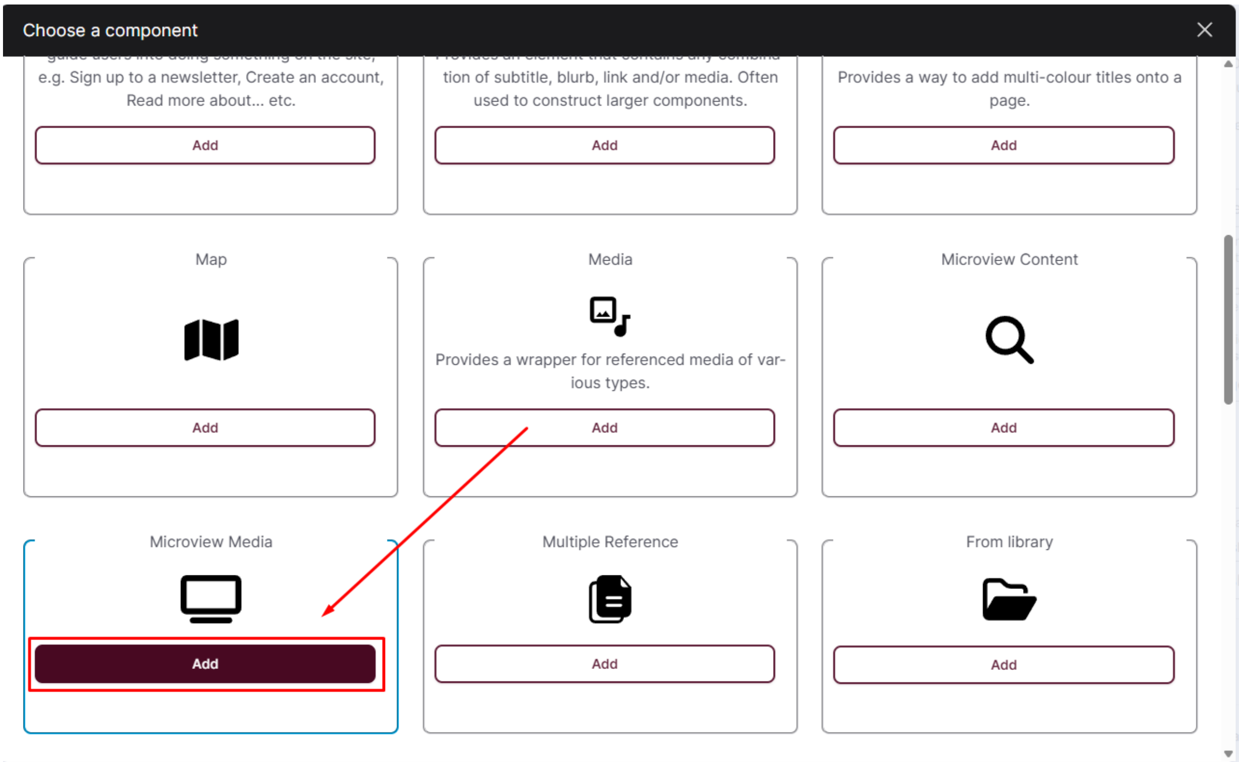
Content

1 To add Microview Media to a page you must first Create or Edit a page and then add a Section to the page (See [Adding and configuring a section](#)). Once you have added a section to the page, you will access the "**Choose a component**" form by clicking on the "**+**" button located in the **"Components**" section.

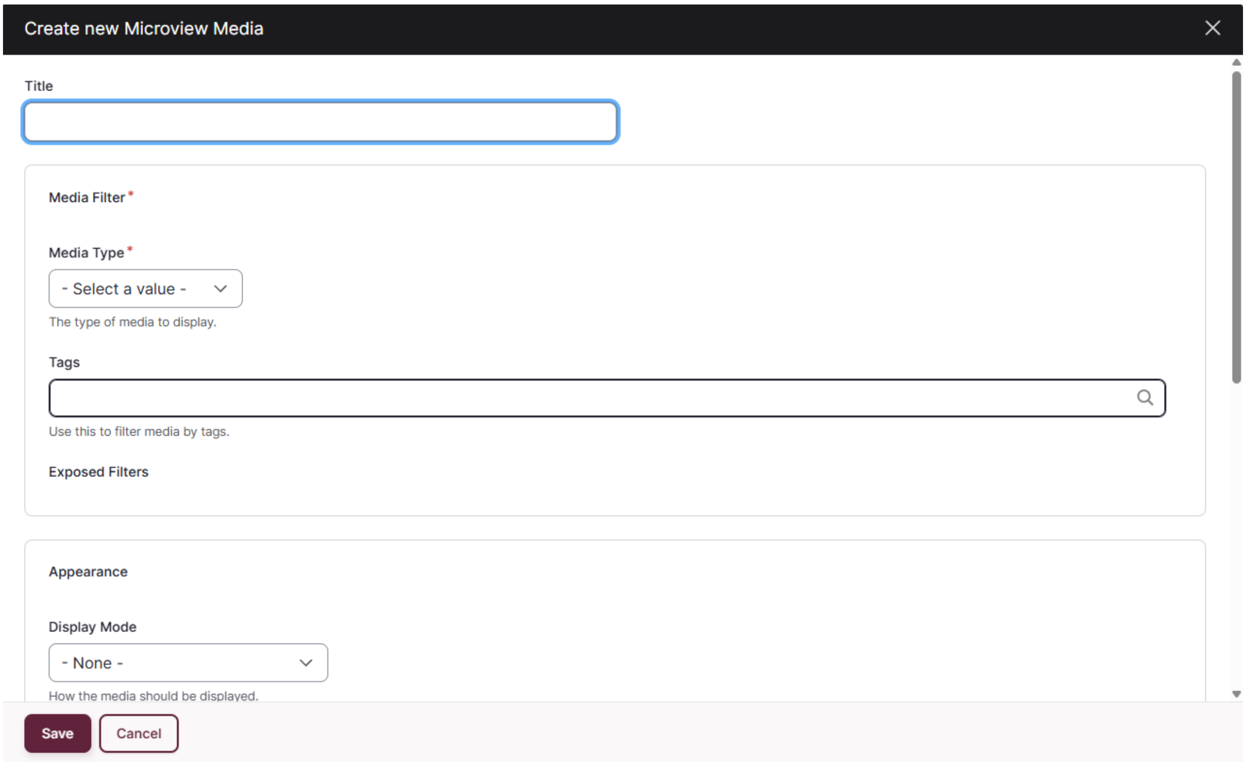
2 When presented with the "**Choose a component**" form, you can either use the "**Search**" bar to find the "**Media**" component or scroll through the various component options until you find it.



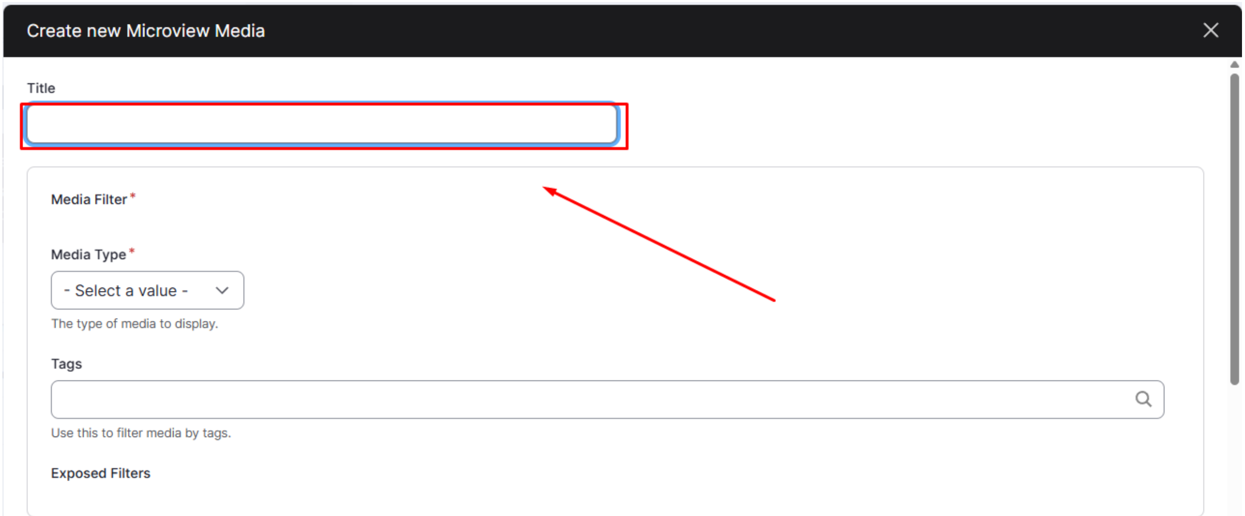
3 Once you have found the "**Microview Media**" component option, click on the "**Add**" button.



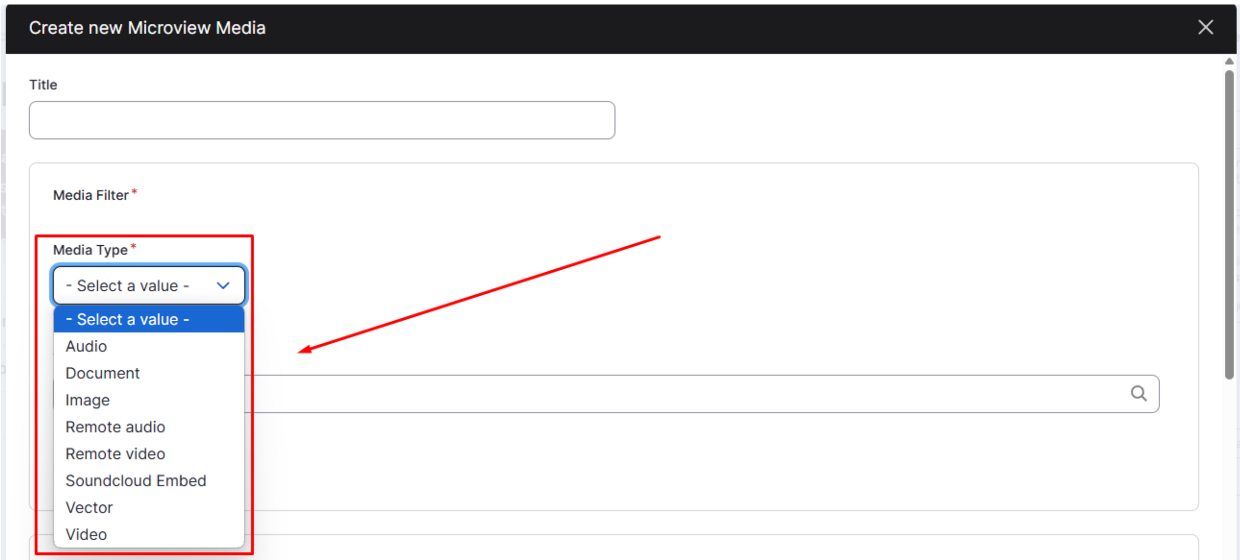
4 You will now be presented by the '**Create new Microview Media**' form.



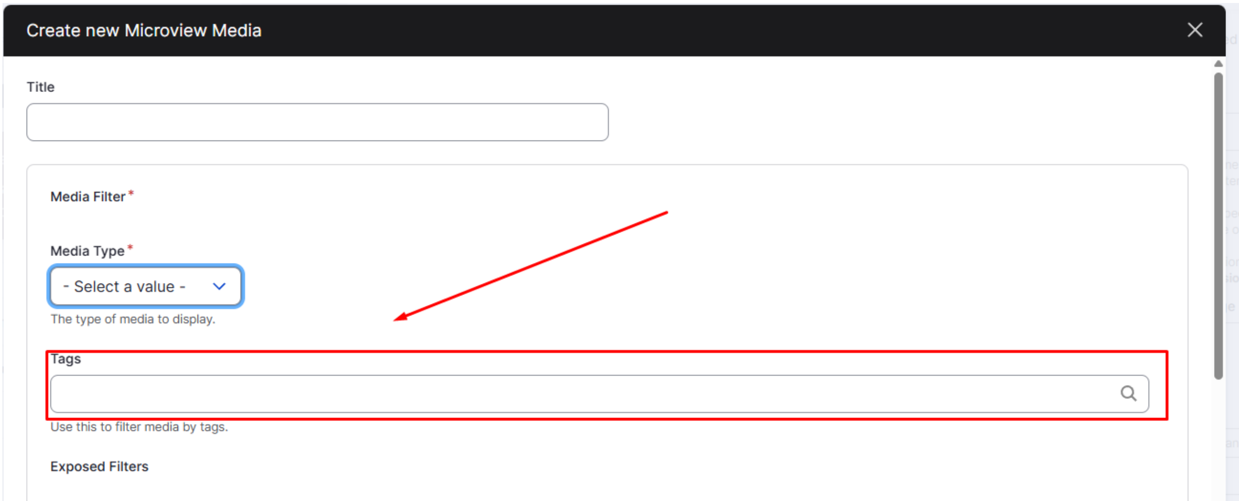
5 Add a "**Title**" to your Microview Media in the "**Title**" field.



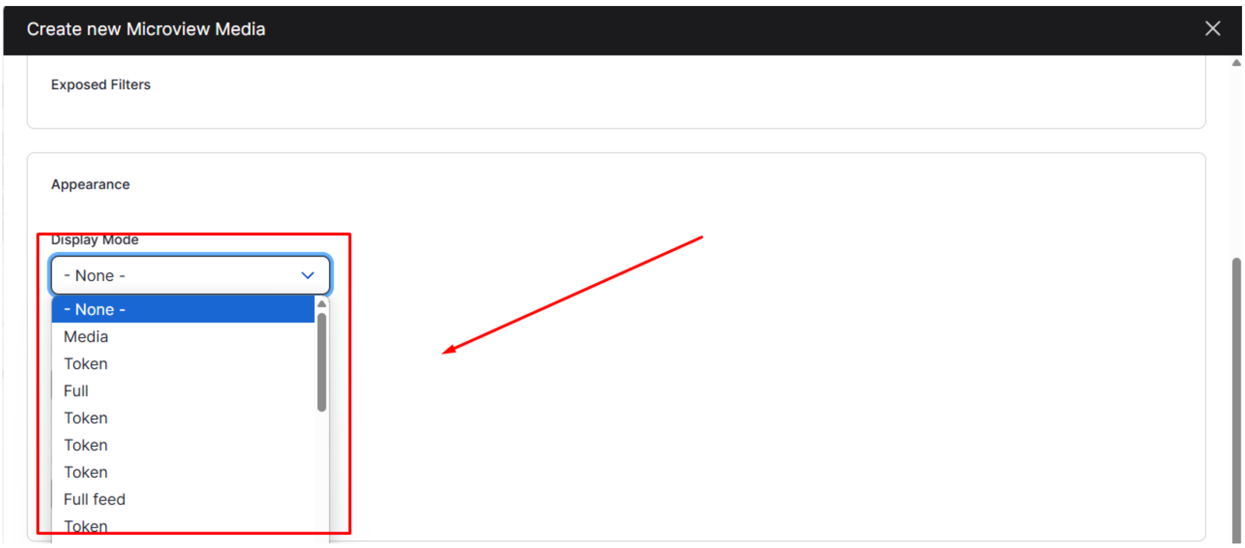
6 Next, in the "**Media Filter**" section, select the "**Media Type**" you would like to display to users by clicking on the dropdown and choosing from the list of available options.



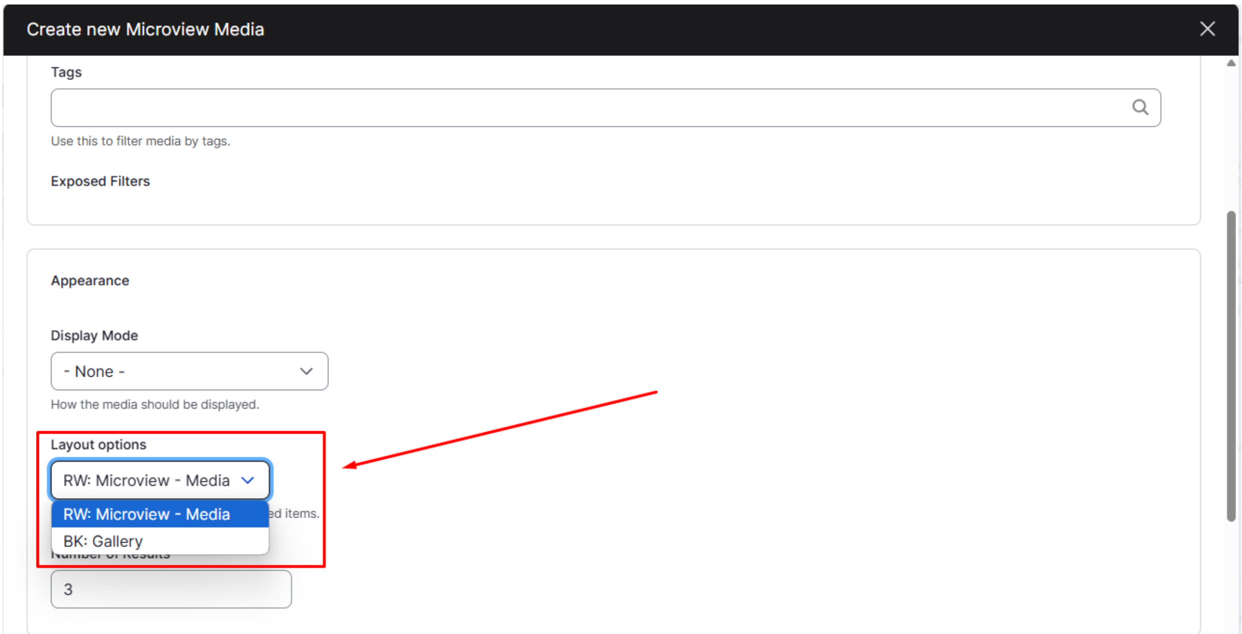
7 You can optionally utilize the "**Tags**" field to filter the media that will be displayed to the user based on the Tags.



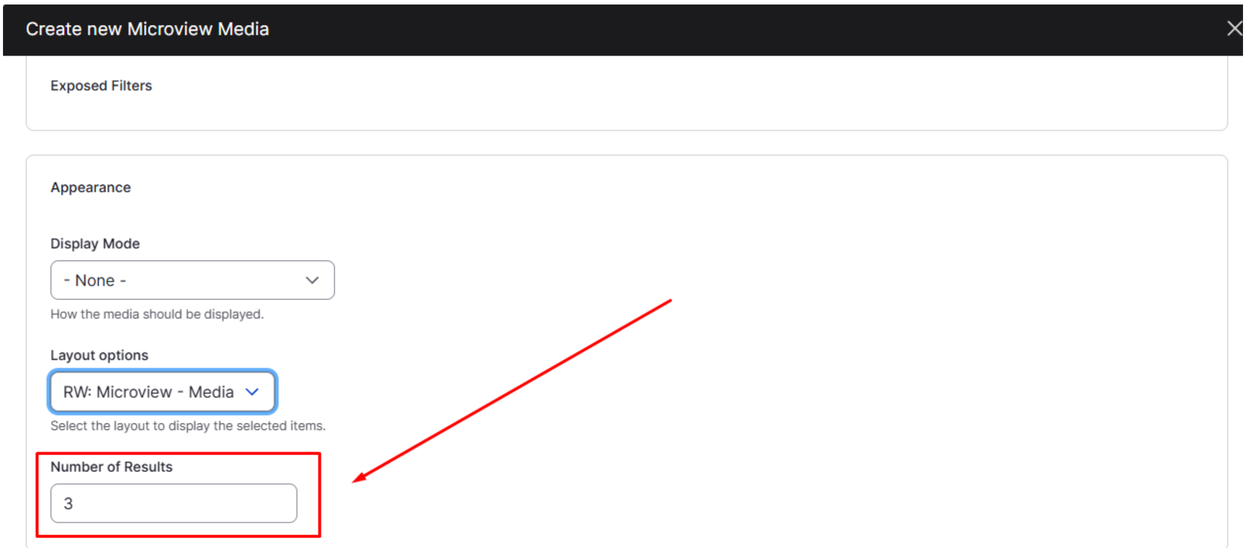
8 In the "**Appearance**" section, you will be provided with Display and Layout options as well as Number of results. Select from the "**Display Mode**" dropdown list to choose how your media will be displayed to the end user.



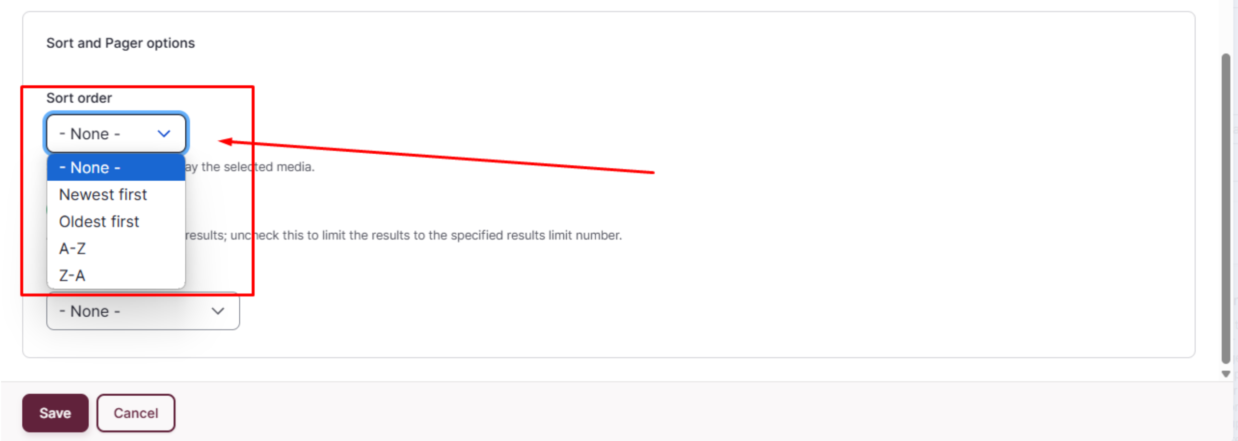
9 Next, select from the available "**Layout options**" to choose whether your Media items will be displayed as a gallery or as rendered media.



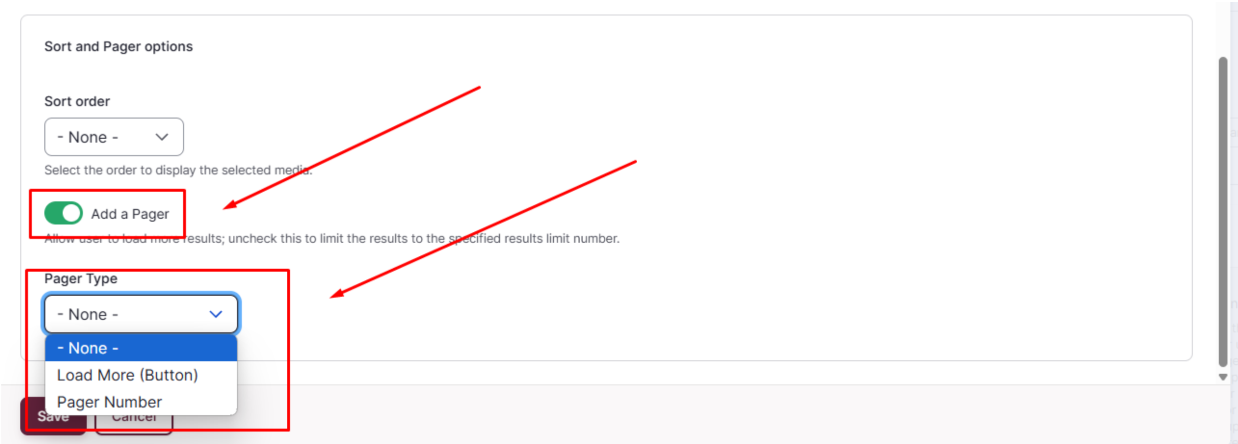
10 In the "**Number of Results**" field you will add how many Media items will be displayed in your Microview.



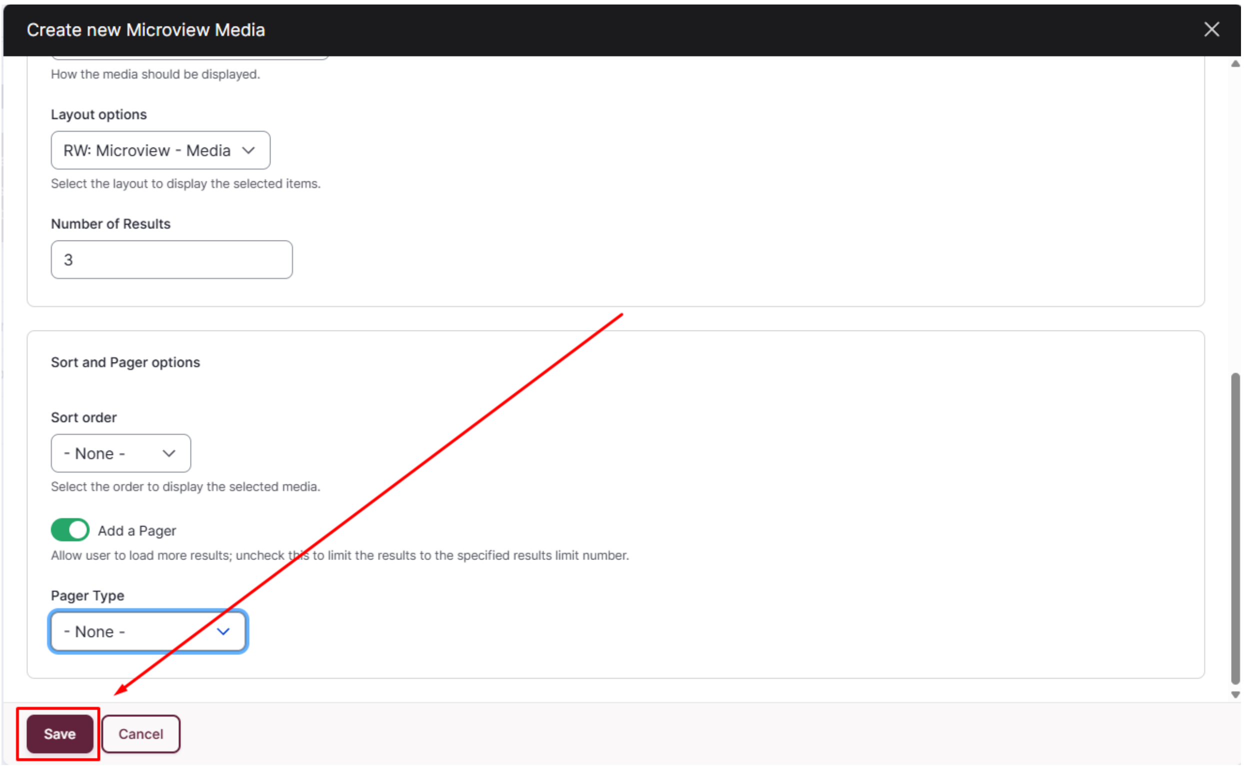
11 Next, in the "**Sort and Pager options**" section, choose the "**Sort order**" of your media items.



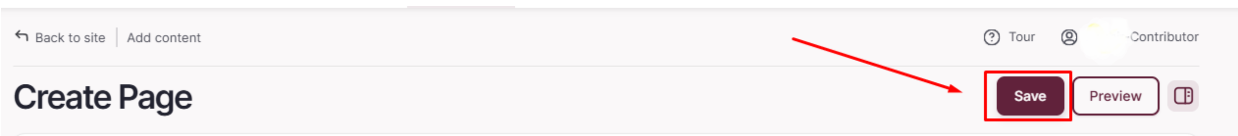
12 Optionally, choose whether or not you would like to add a pager to your Microview by selecting the "**Add a Pager**" checkbox and then choosing the "**Pager Type**" you would like to add. Adding a pager is advised when adding a large number of media items.



13 Once you are happy with the options you have selected for your Microview Media, click on the "**Save**" button to add it to the page.



14 Lastly, remember to click "**Save**" on the content you added the Microview Media to in order to apply your changes.



Adding Governance and Management microview

Last updated November 18, 2025

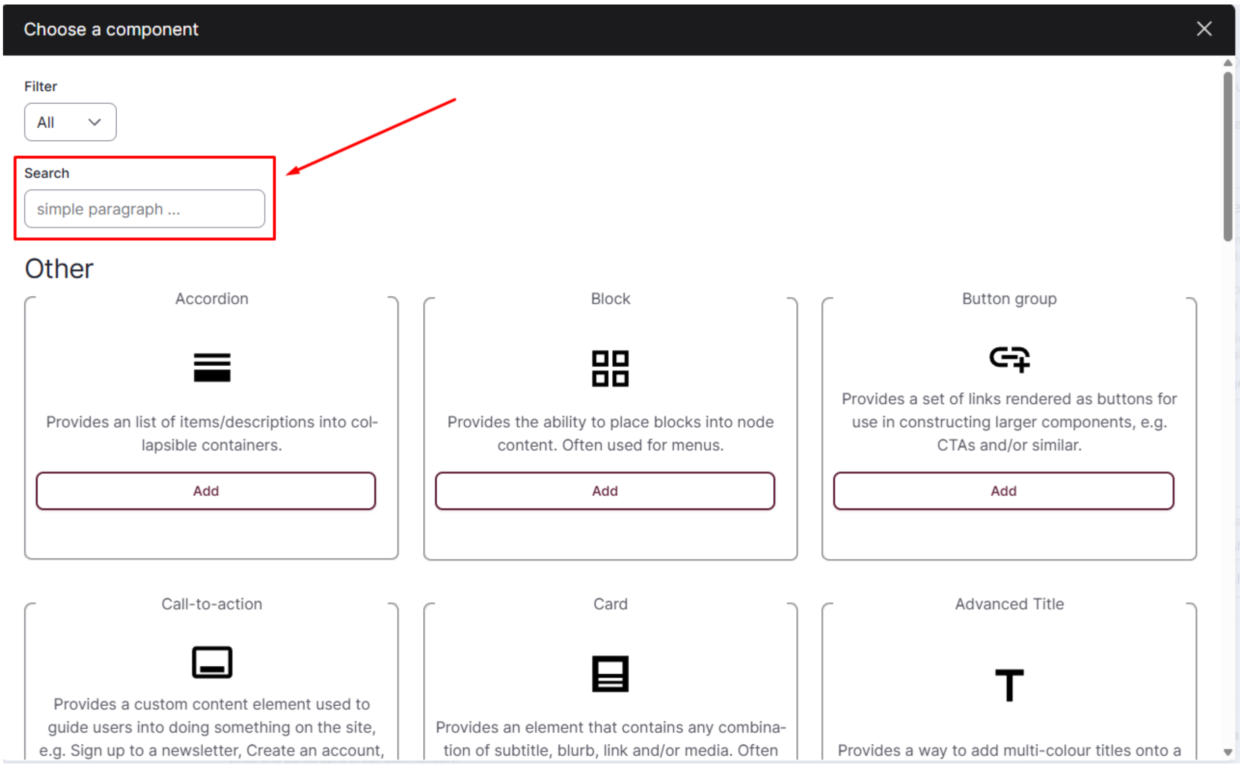
Content

Governance and Management documents (policies) are uploaded and managed by the Registrar's Division and displayed here.

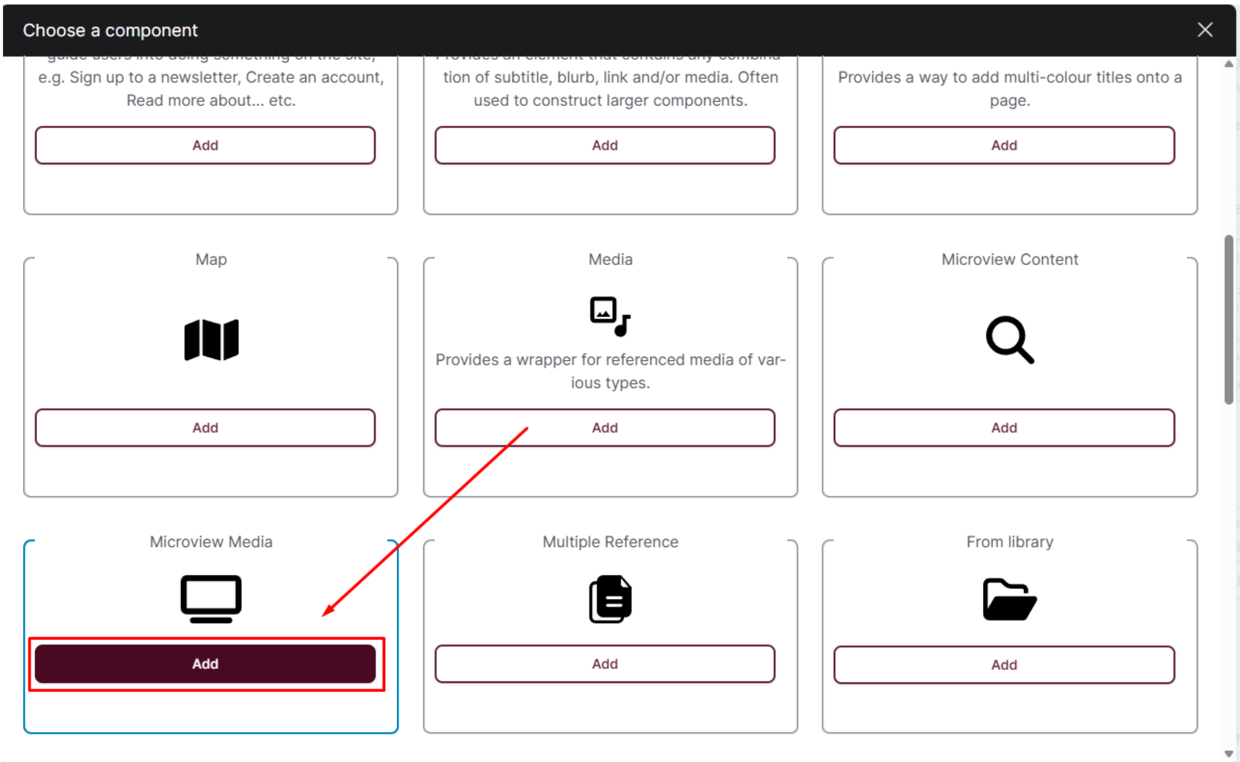
Entities who wish to display Governance and Management documents on their own website, can do so using a microview component. Entities can display all documents, or only a specific category of governance and management documents, for example Human Resources.

1 To add Governance Management Microview Media to a page you must first Create or Edit a page and then add a Section to the page (See Adding and configuring a section). Once you have added a section to the page, you will access the "**Choose a component**" form by clicking on the "**+**" button located in the **"Components"** section.

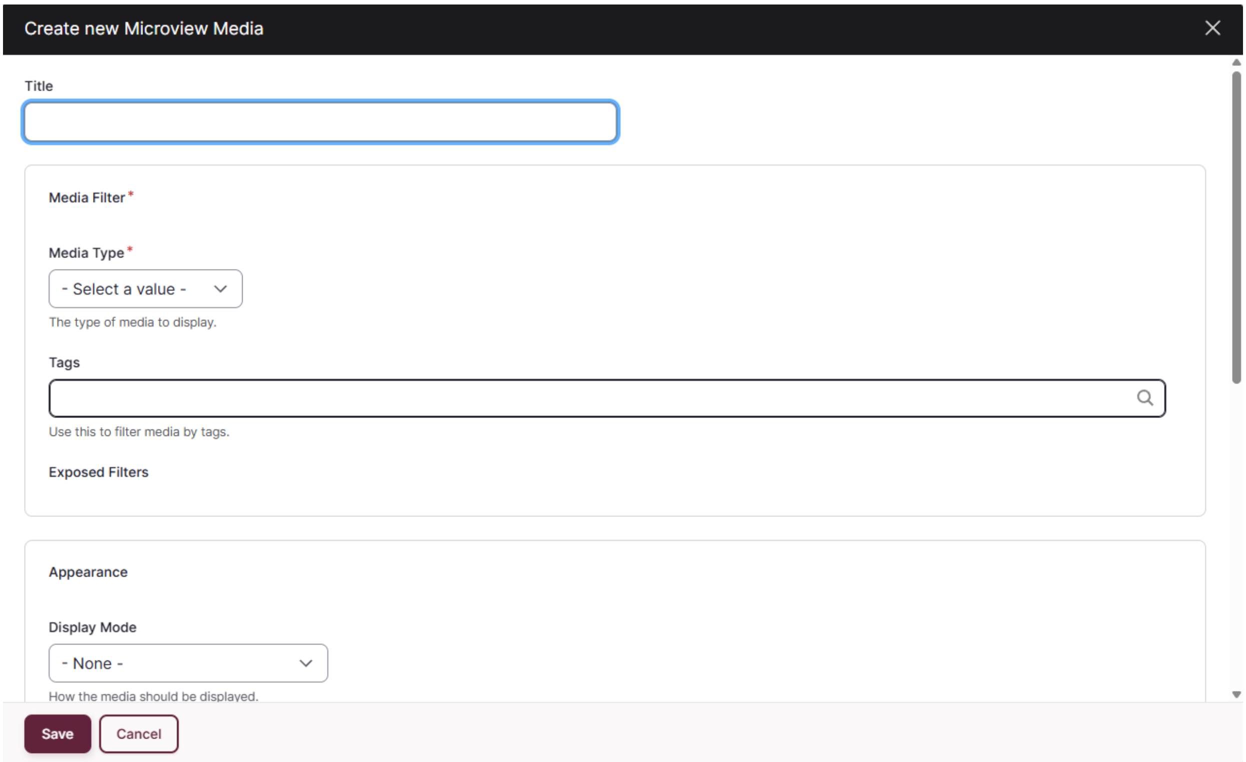
2 When presented with the "**Choose a component**" form, you can either use the "**Search**" bar to find the "**Microview Media**" component or scroll through the various component options until you find it.



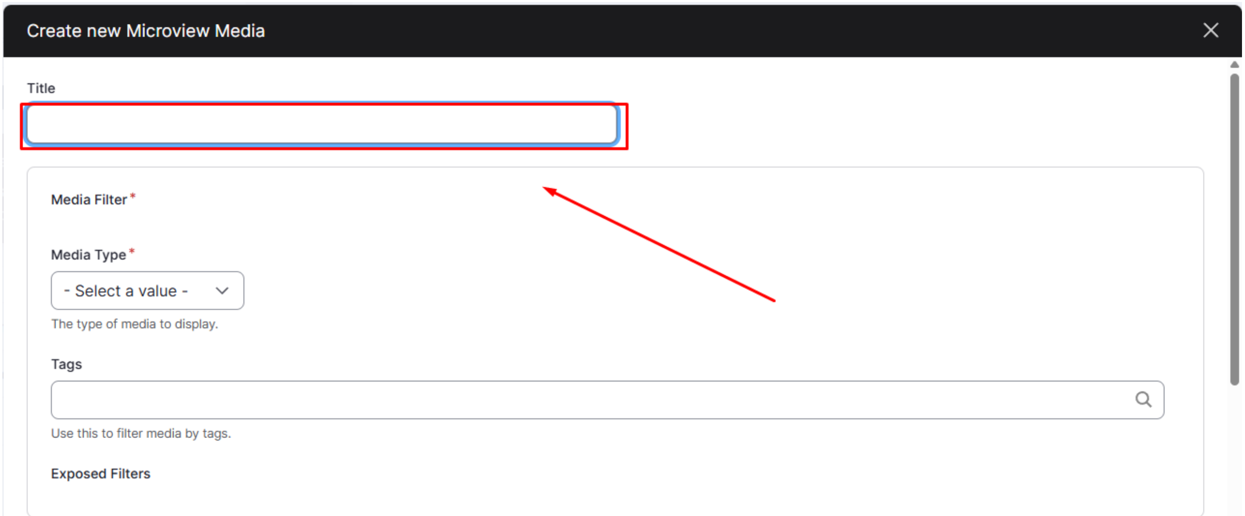
3 Once you have found the "**Microview Media**" component option, click on the "**Add**" button.



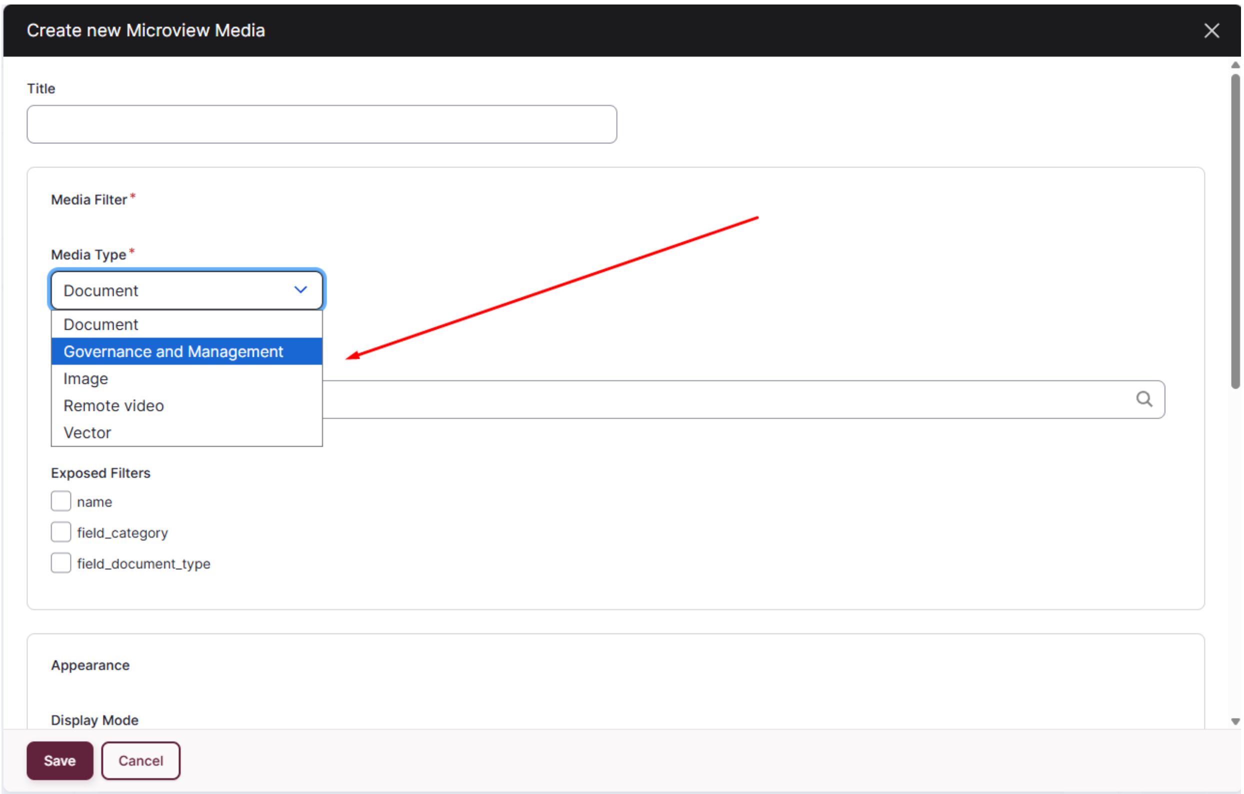
4 You will now be presented by the "**Create new Microview Media**" form.



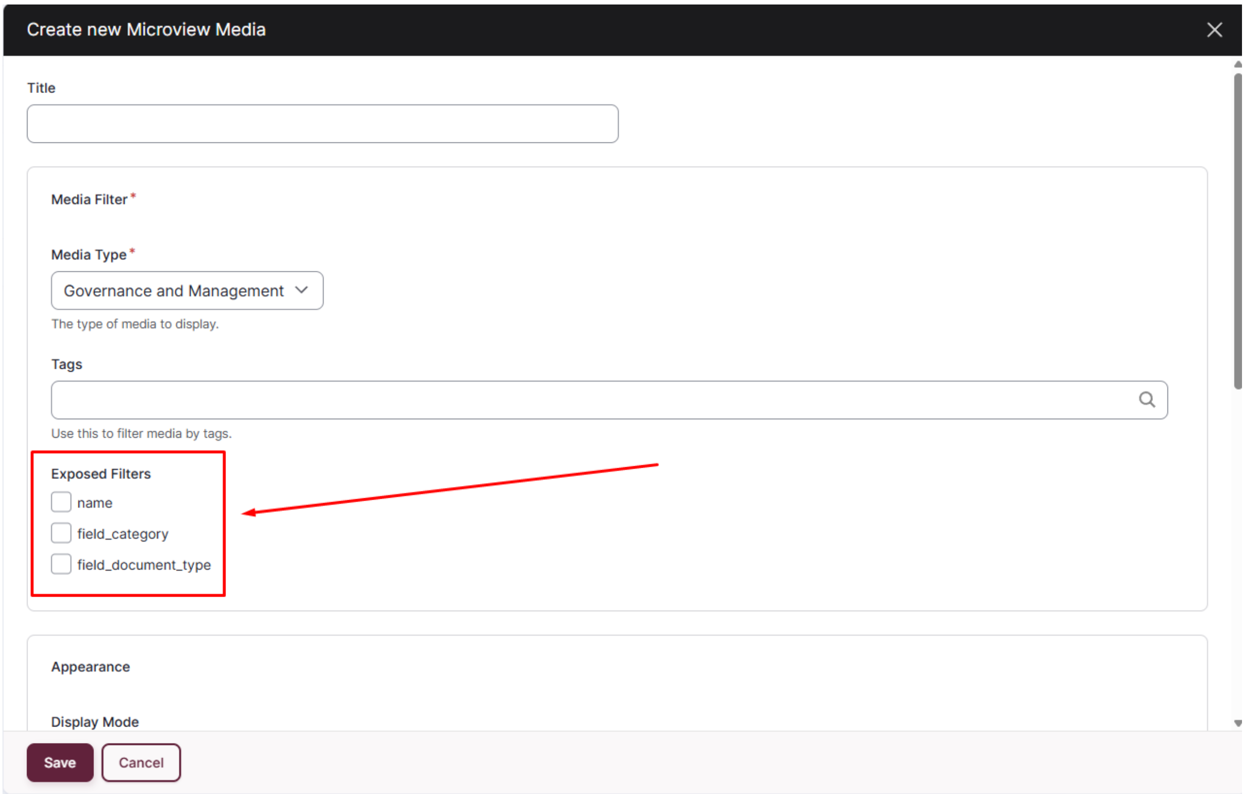
5 Add a "**Title**" to your Microview Media in the "**Title**" field. This is not a required field and can be left blank in the event that a title is not required for the documents on your page.



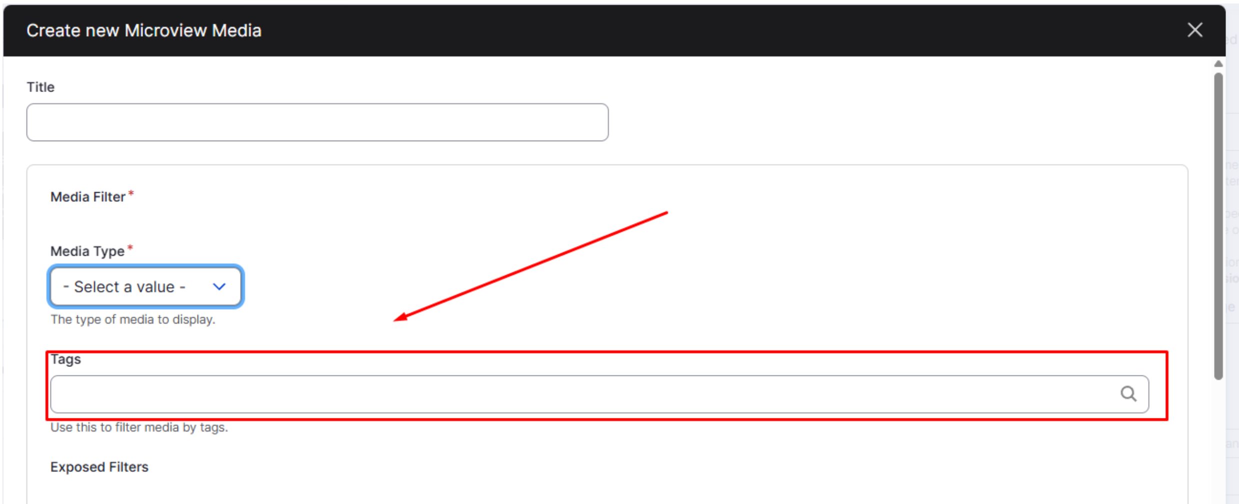
6 Next, in the "**Media Filter**" section, in the "**Media Type**" dropdown, select "**Governance and Management**".



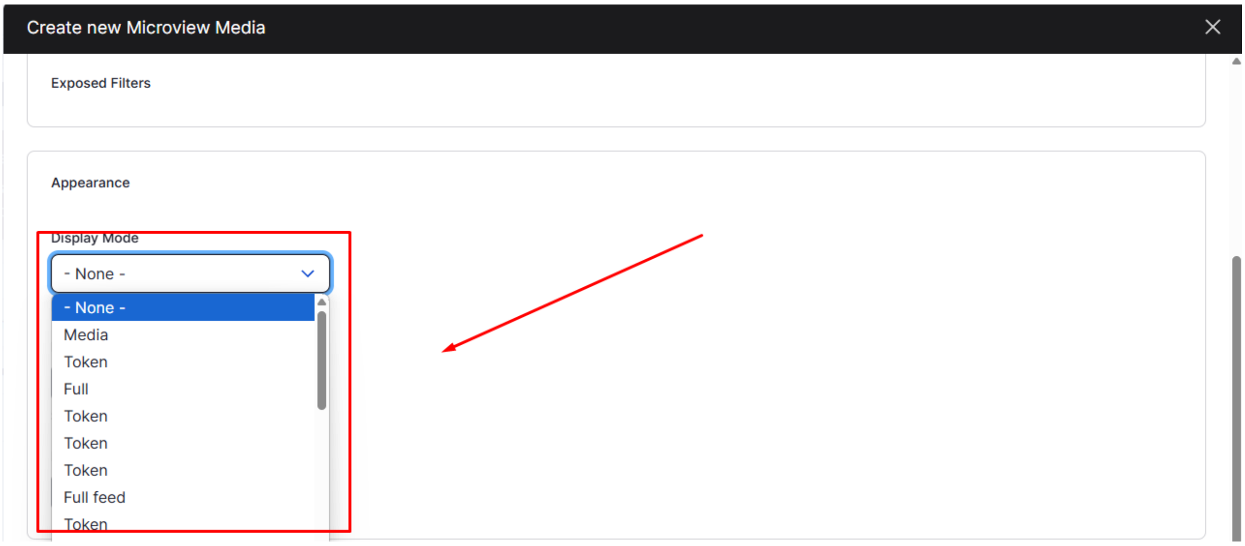
7 You can optionally choose to add "**Exposed Filters**" to your microview that will allow users to search and filter through the documents within the microview. To do so, select the filters you want to make available to users from the "**Exposed Filters**" checkboxes.



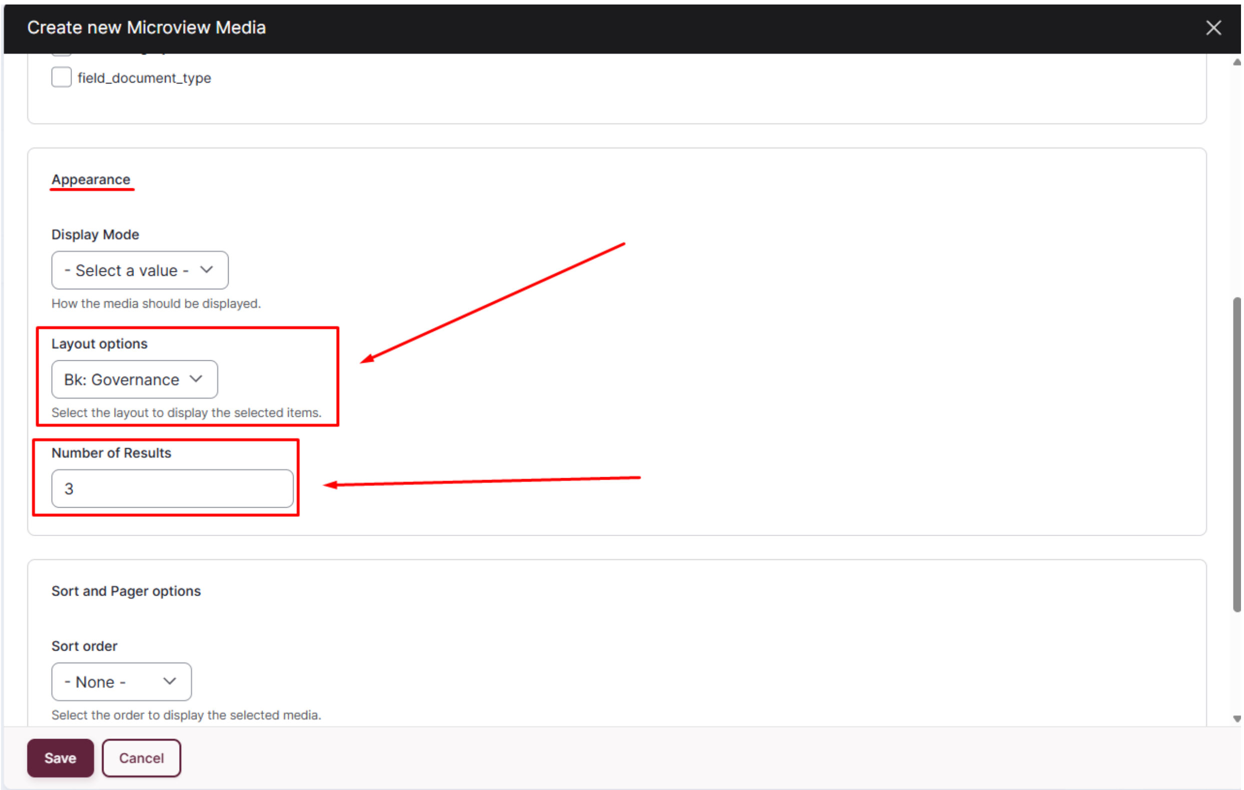
8 You can optionally utilize the "**Tags**" field to filter the media that will be displayed to the user based on the Tags. This will ensure only media that contains the tags you specify here will be displayed.



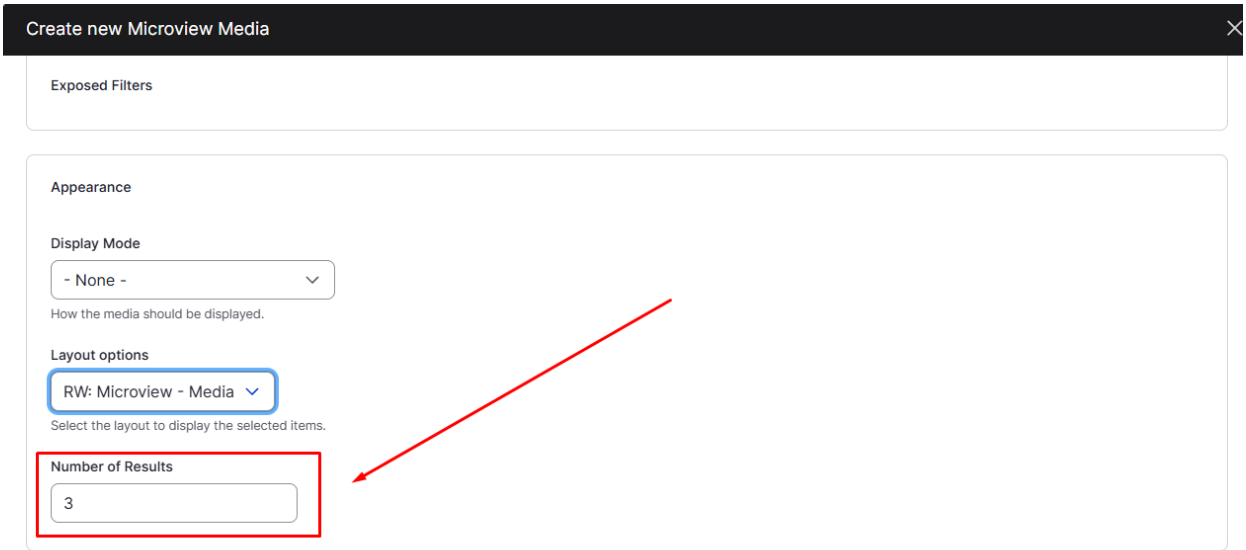
9 In the "**Appearance**" section, you will be provided with Display and Layout options as well as Number of results. The "**Display Mode**" option should be left blank for Governance and Management media.



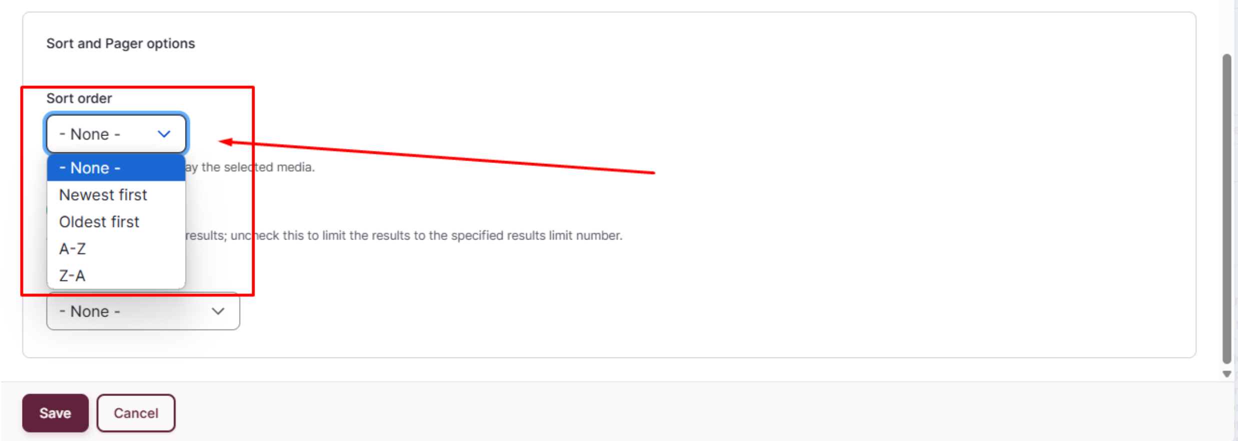
10 Next, in the "**Layout options**" dropdown, select the "**Bk: Governance**" option. This will ensure your Governance and Management documents display correctly.



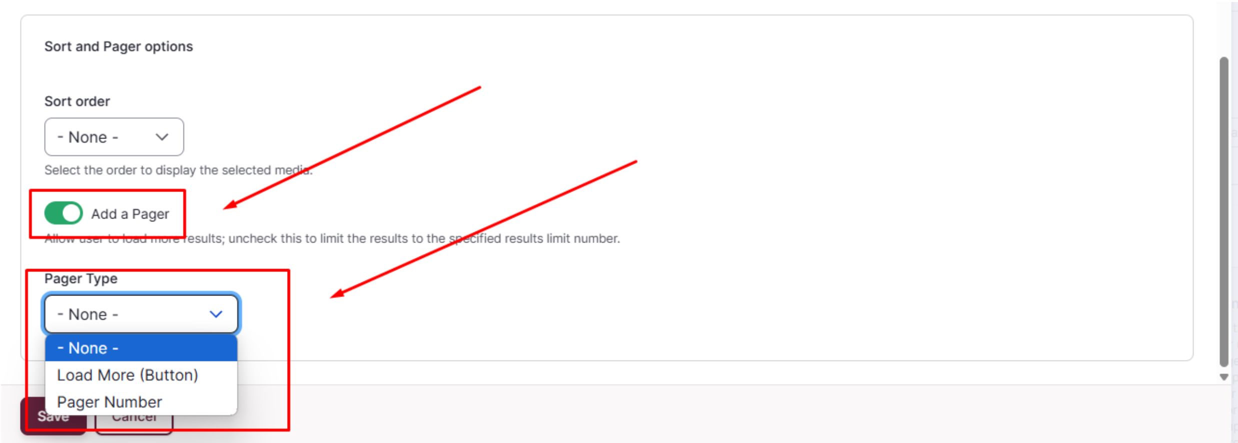
11 In the "**Number of Results**" field you will add how many Media items will be displayed in your Microview.



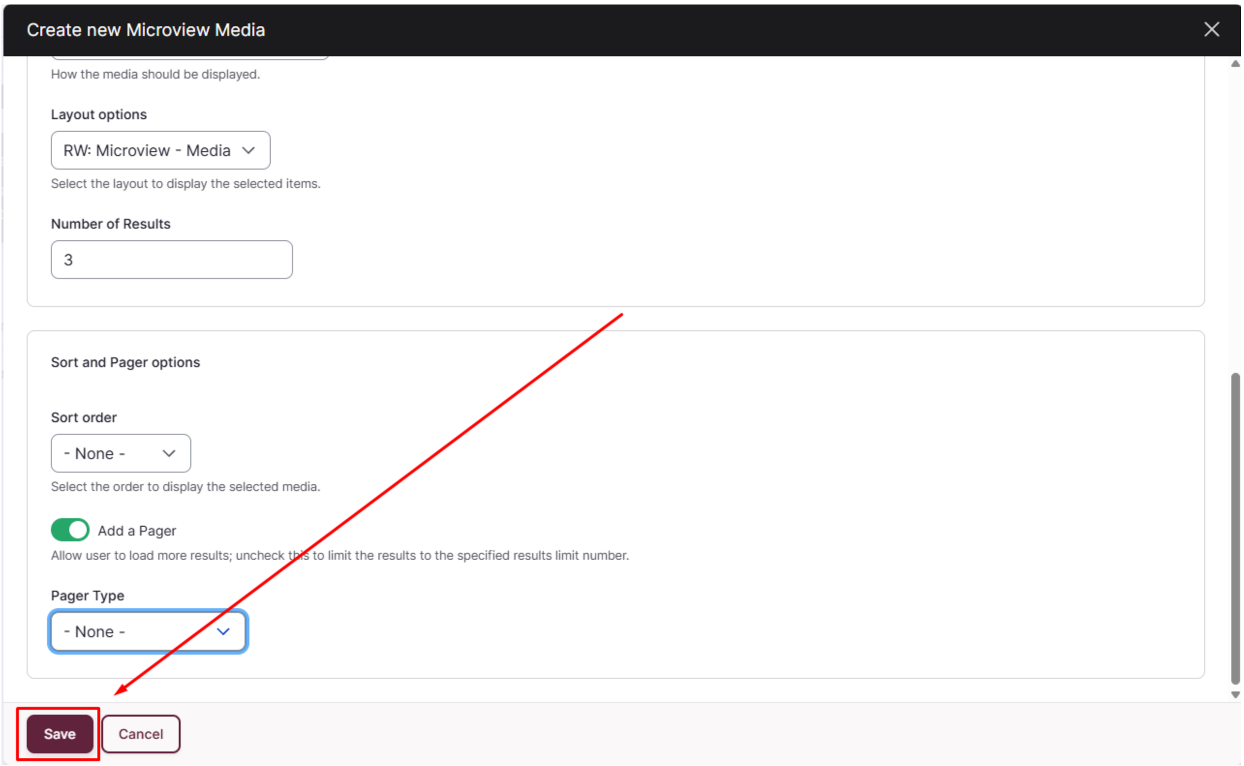
12 Next, in the "**Sort and Pager options**" section, choose the "**Sort order**" of your media items.



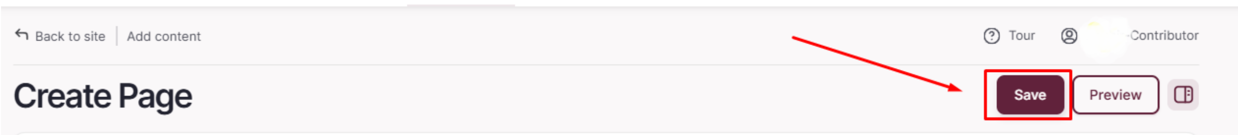
13 Optionally, choose whether or not you would like to add a pager to your Microview by selecting the "**Add a Pager**" checkbox and then choosing the "**Pager Type**" you would like to add. Adding a pager is advised when adding a large number of media items.



14 Once you are happy with the options you have selected for your Microview Media, click on the "**Save**" button to add it to the page.



15 Lastly, remember to click "**Save**" on the content you added the Microview Media to in order to apply your changes.



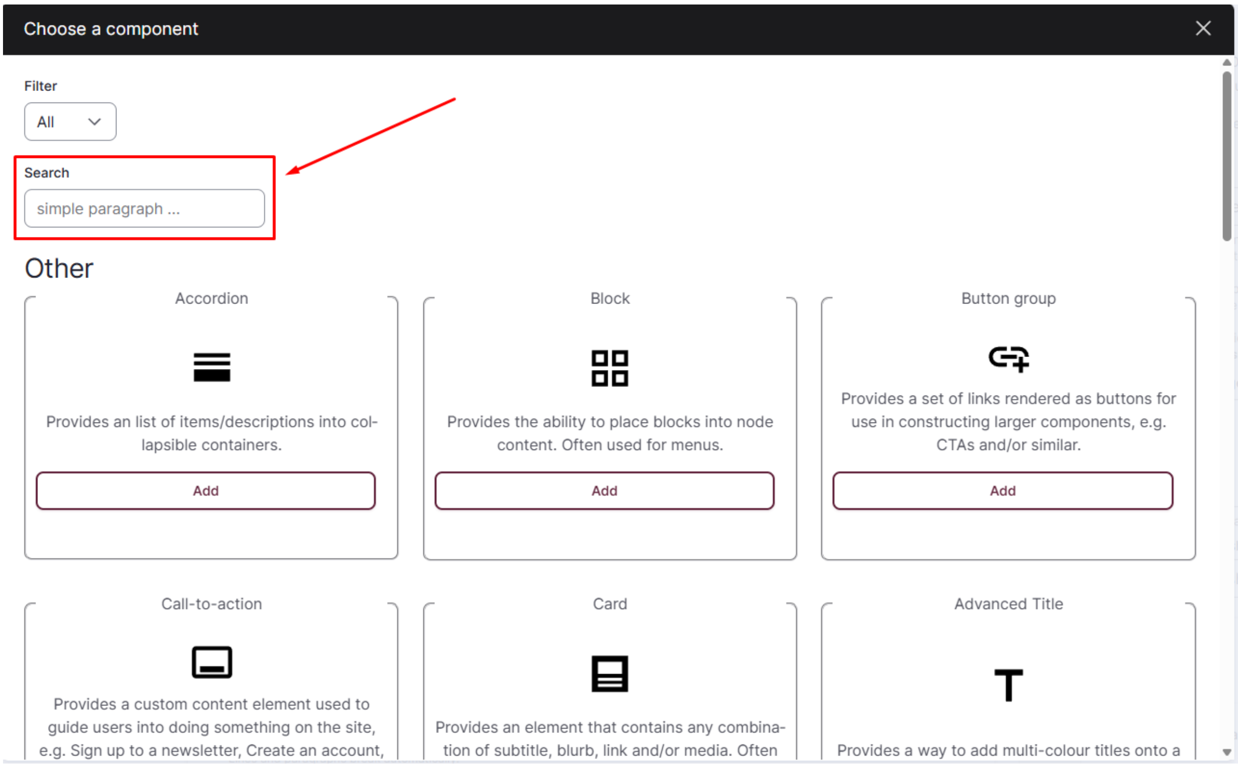
Adding an Events component

Last updated July 2, 2025

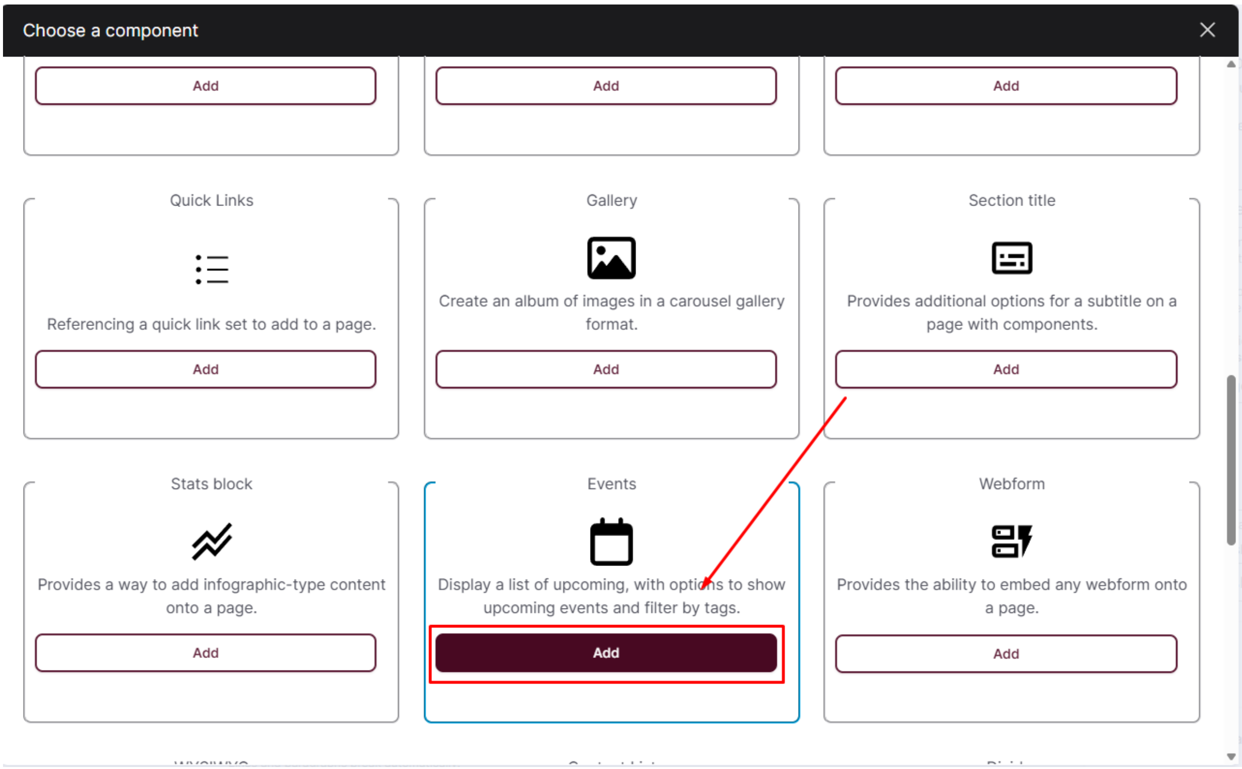
Content

1 To add Events to a page you must first Create or Edit a page and then add a Section to the page (See [Adding and configuring a section](#)). Once you have added a section to the page, you will access the "**Choose a component**" form by clicking on the "**+**" button located in the "**Components**" section.

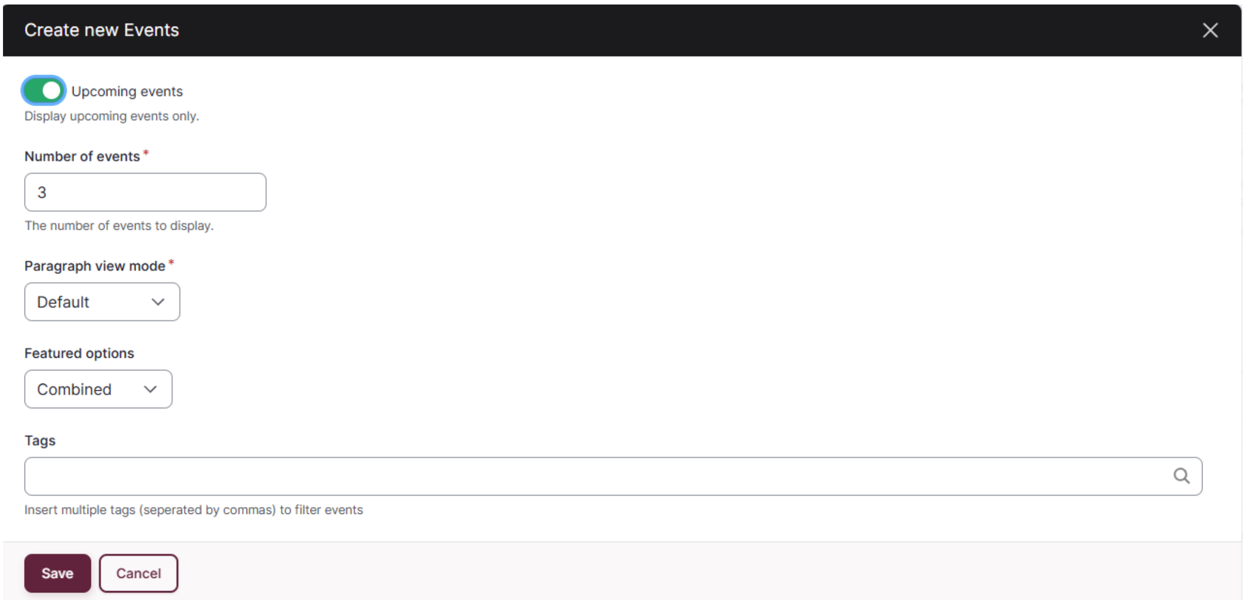
2 When presented with the "**Choose a component**" form, you can either use the "**Search**" bar to find the "**Events**" component or scroll through the various component options until you find it.



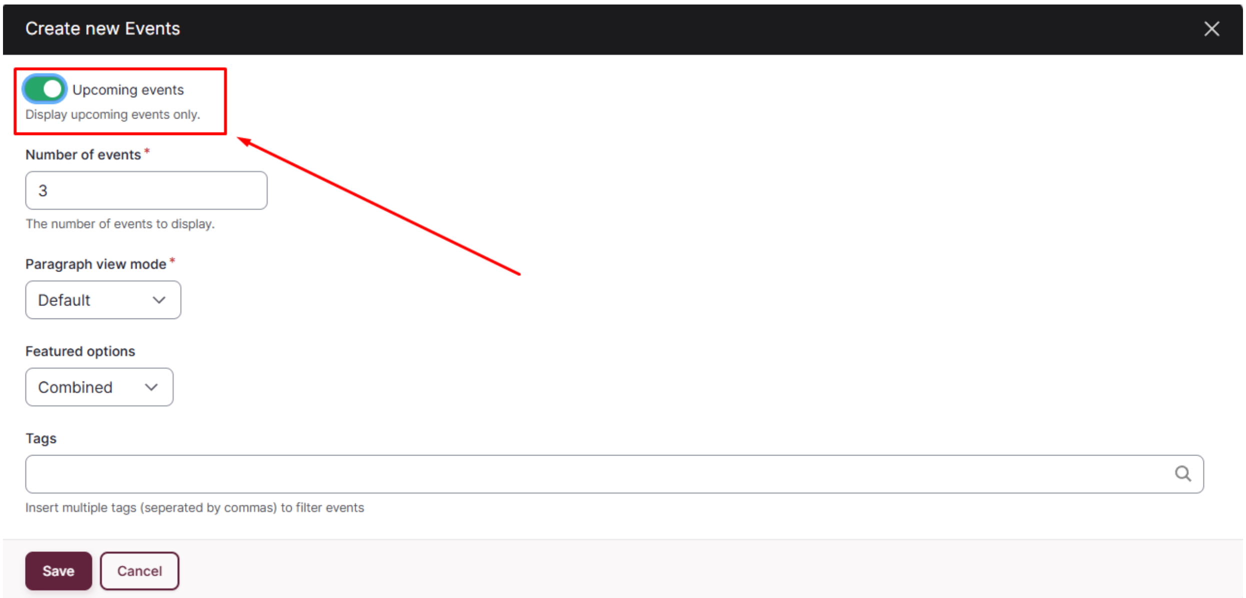
3 Once you have found the "**Events**" component option, click on the "**Add**" button.



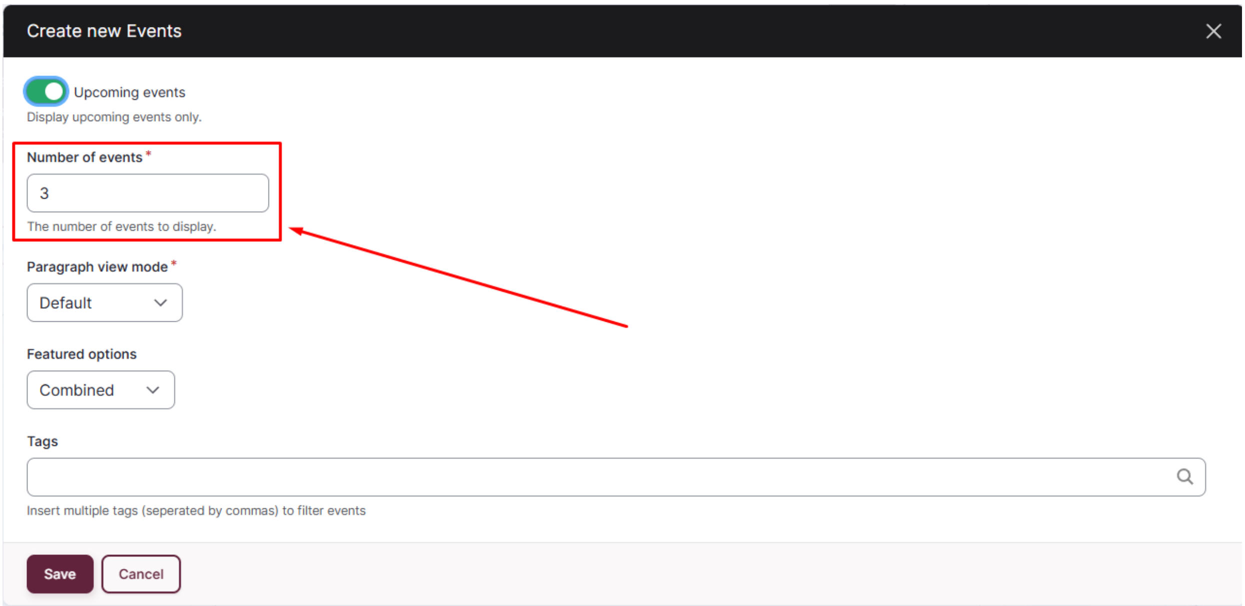
4 You will now be presented by the "**Create new Events**" form.



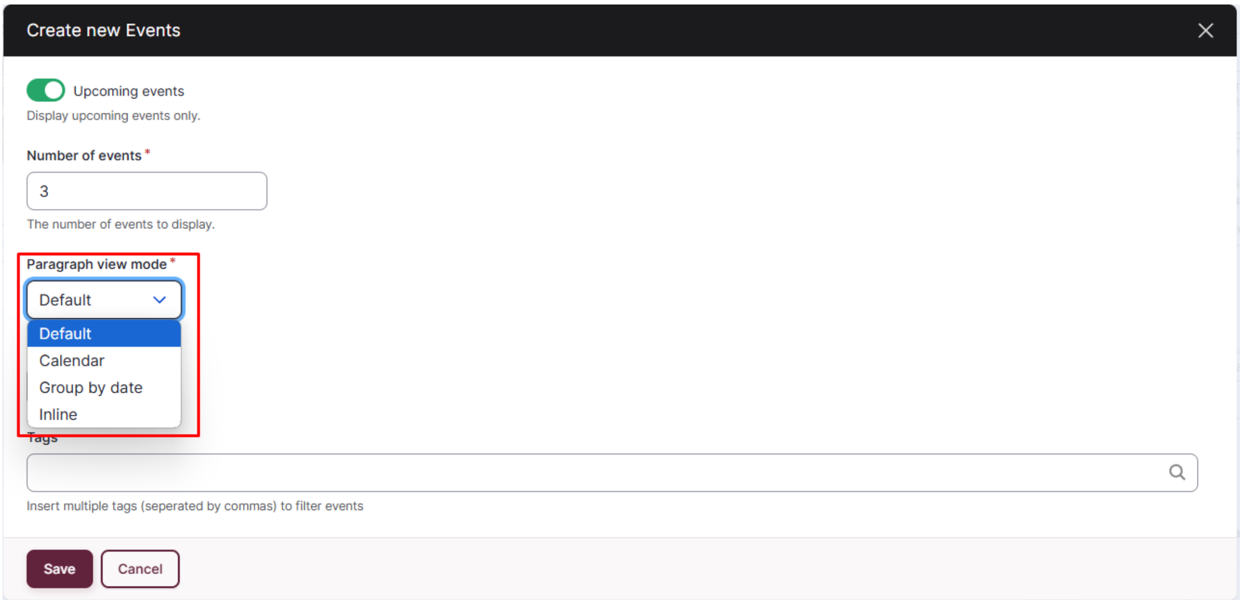
5 On the "**Create new Events**" form, begin by choosing whether to only show upcoming events or to include past events by selecting or de-selecting the "**Upcoming events**" tickbox.



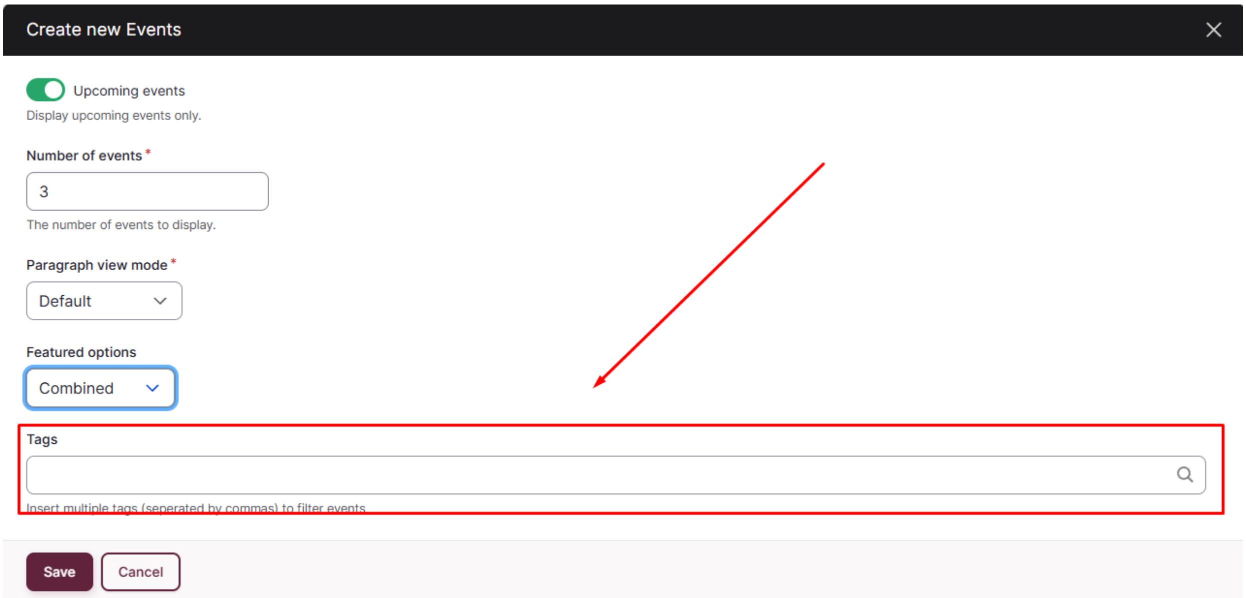
6 Next, select the number of events you wish to display on your content by typing the number into the "**Number of events**" field.



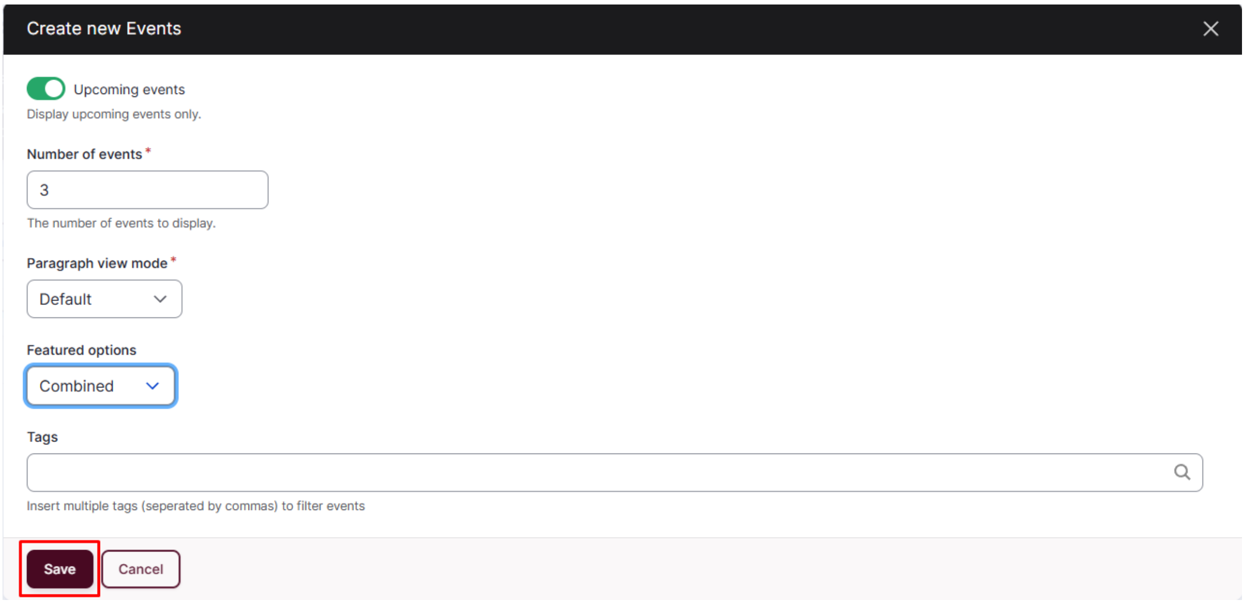
7 The "**Paragraph view mode**" field allows you to choose how your events will be displayed e.g. Calendar or Inline.



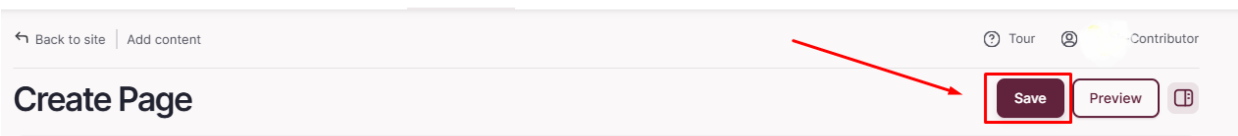
8 You can filter the displayed events using the "**Tags**" field by only selecting the Tags for the events you wish to display.



9 Once you are happy with the configuration options of your Events, click on the **Save**" button to add it to your content.



10 Lastly, remember to click "**Save**" on the content you added the Events to in order to apply your changes. And that's it, you have successfully added Events.



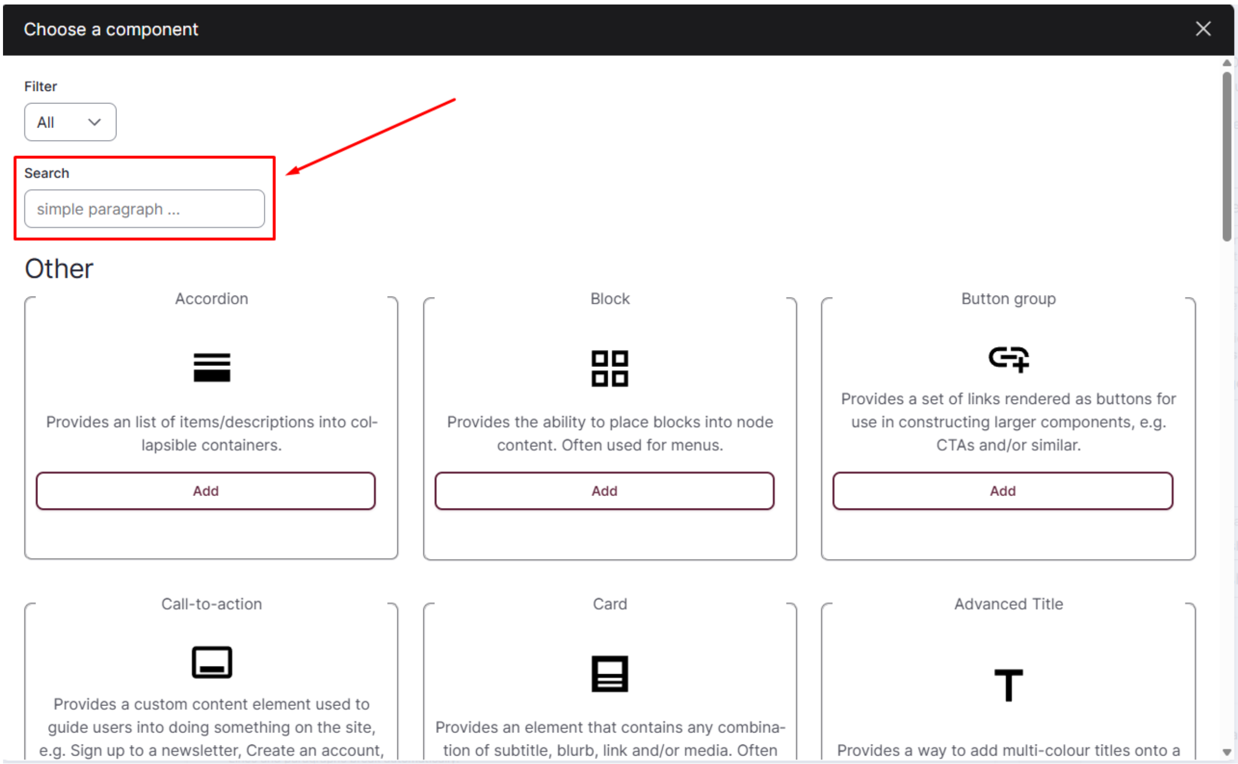
Adding Social Media

Last updated July 1, 2025

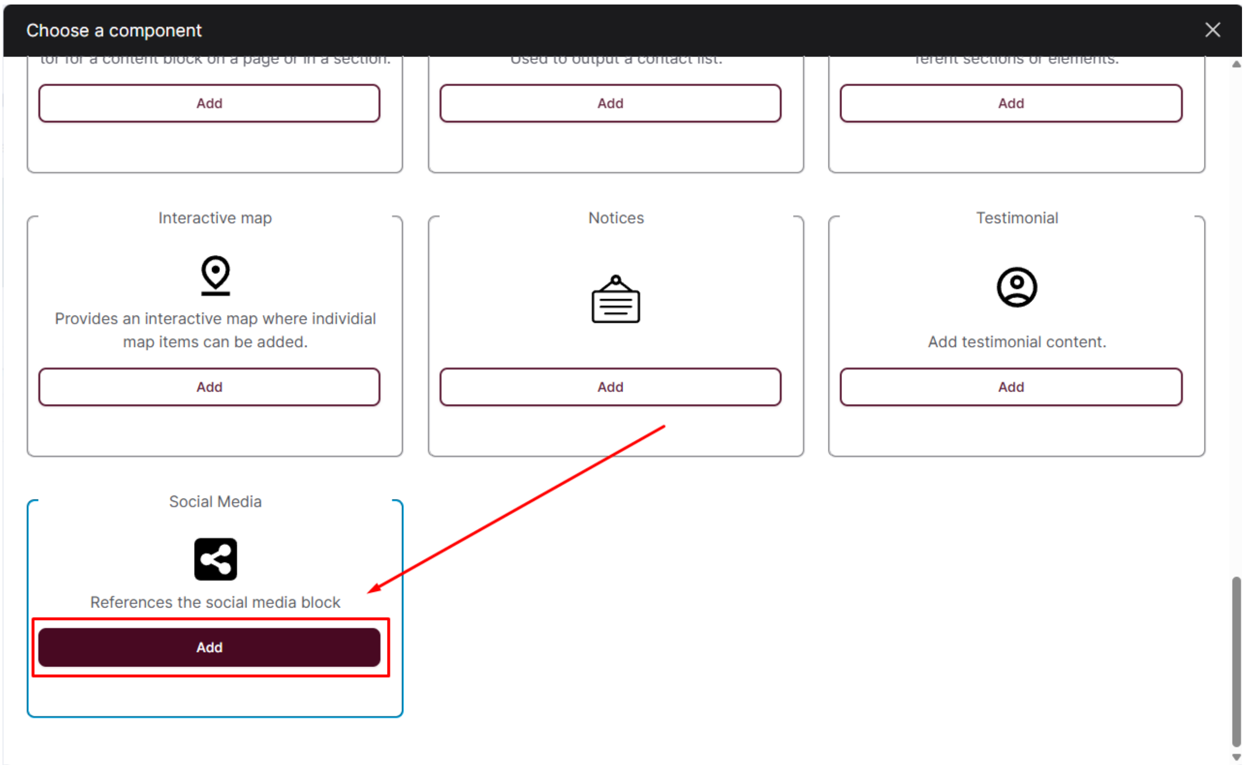
Content

1 To add Social Media to a page you must first Create or Edit a page and then add a Section to the page (See Adding and configuring a section). Once you have added a section to the page, you will access the "**Choose a component**" form by clicking on the "**+**" button located in the "**Components**" section.

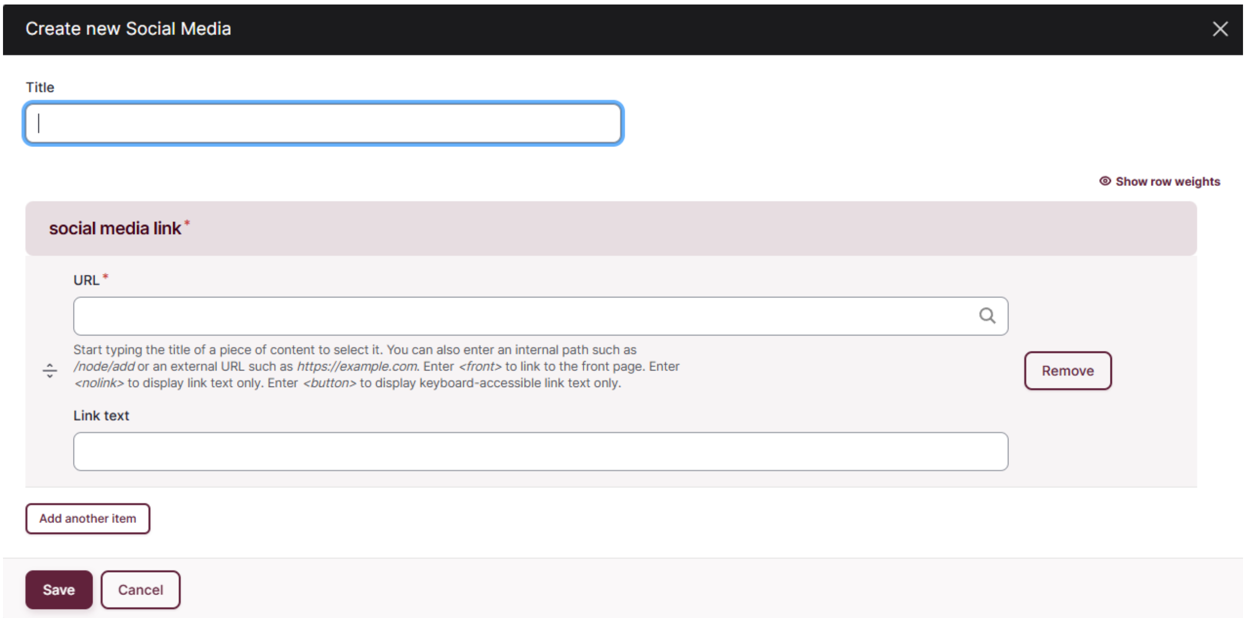
2 When presented with the "**Choose a component**" form, you can either use the "**Search**" bar to find the "**Social Media**" component or scroll through the various component options until you find it.



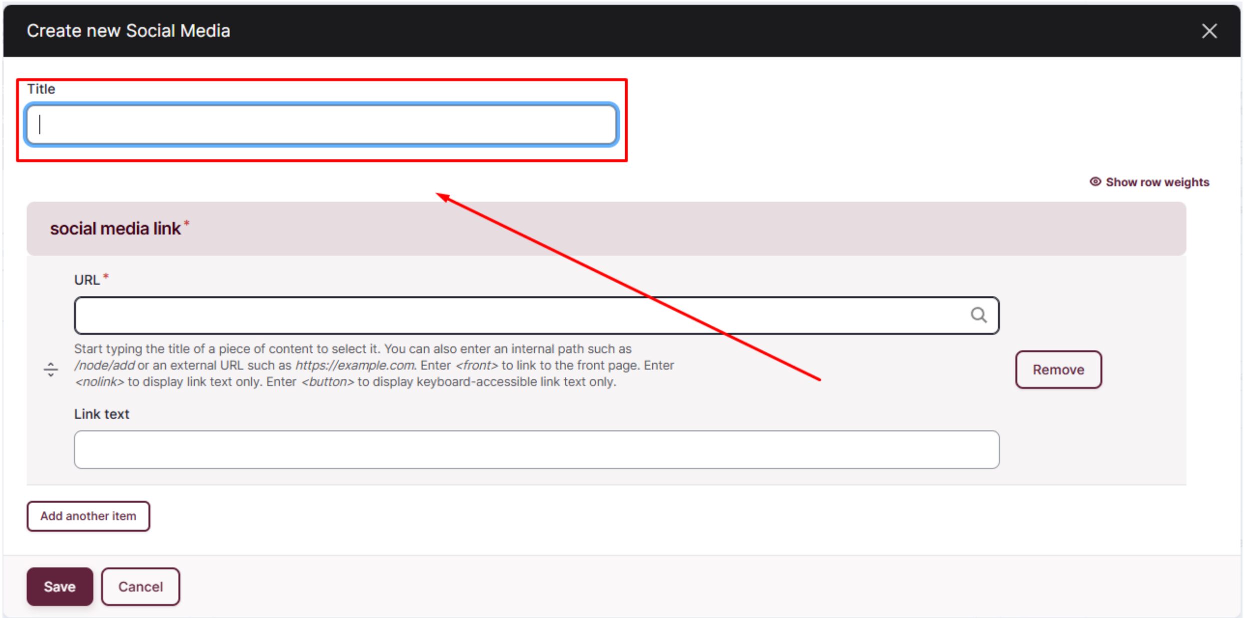
3 Once you have found the "**Social Media**" component option, click on the "**Add**" button.



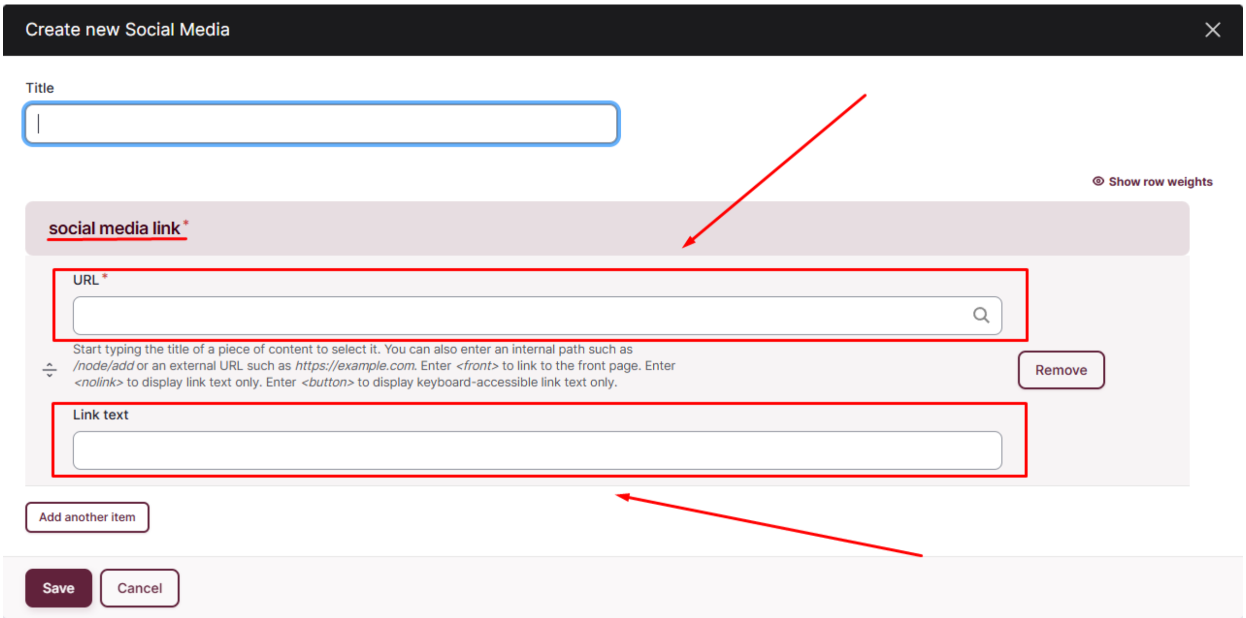
4 You will now be presented by the '**Create new Social Media**" form.

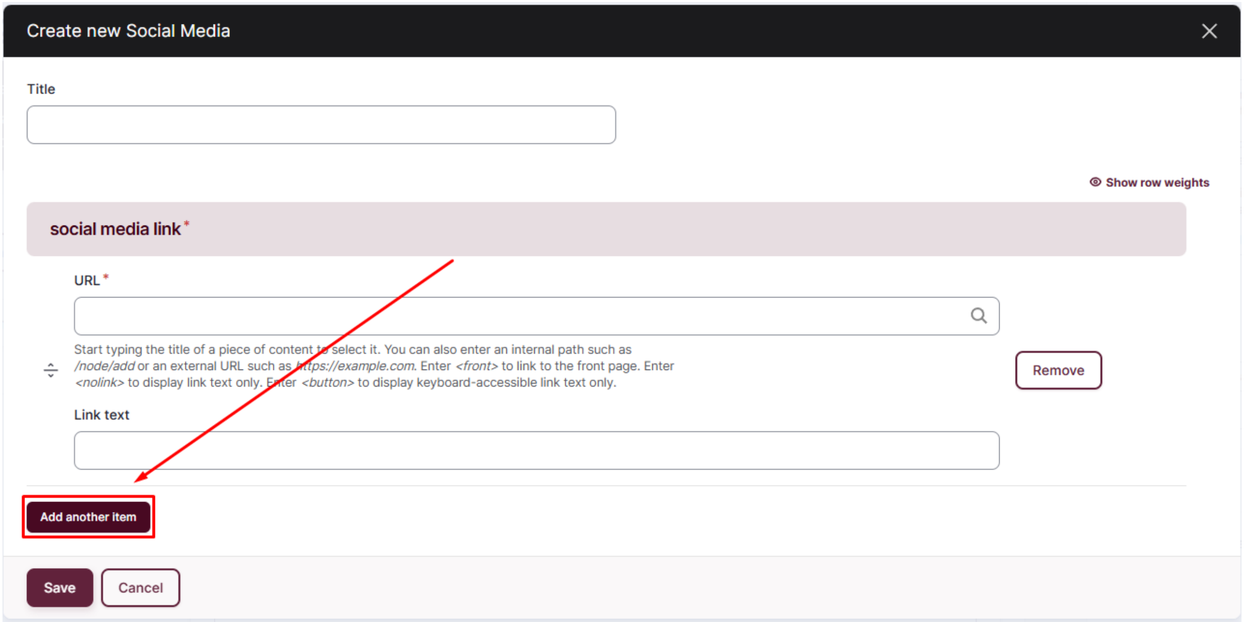


5 Begin by optionally adding a "**Title**" to your Social Media component.

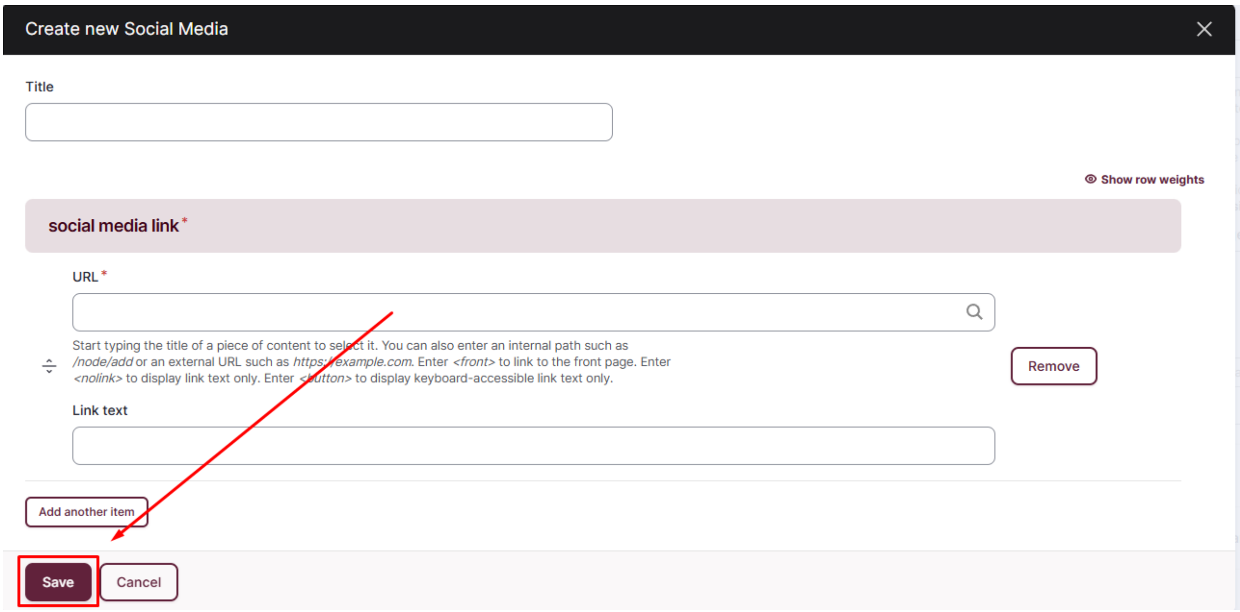


6 Next, in the "**social media link**" section, add a link to your desired social media location in the**"URL**" field. In the "**Link text**" field, add the text that you wish to display for the above mentioned link. If you wish to add more than one social media link to your component, simply click on the "**Add another item**" button to be given additonal URL and Link text fields to complete.

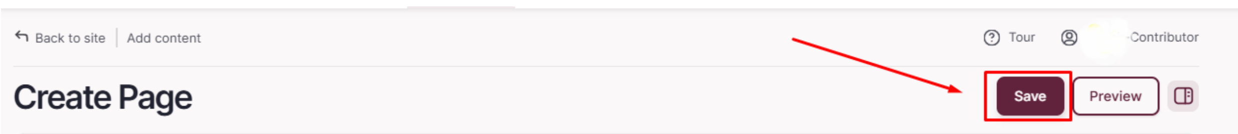




7 Once you are happy with the options of your Social Media, click on the **Save**" button to add it to your content.



8 Lastly, remember to click "**Save**" on the content you added the Social Media to in order to apply your changes. And that's it, you have successfully added a Social Media component.

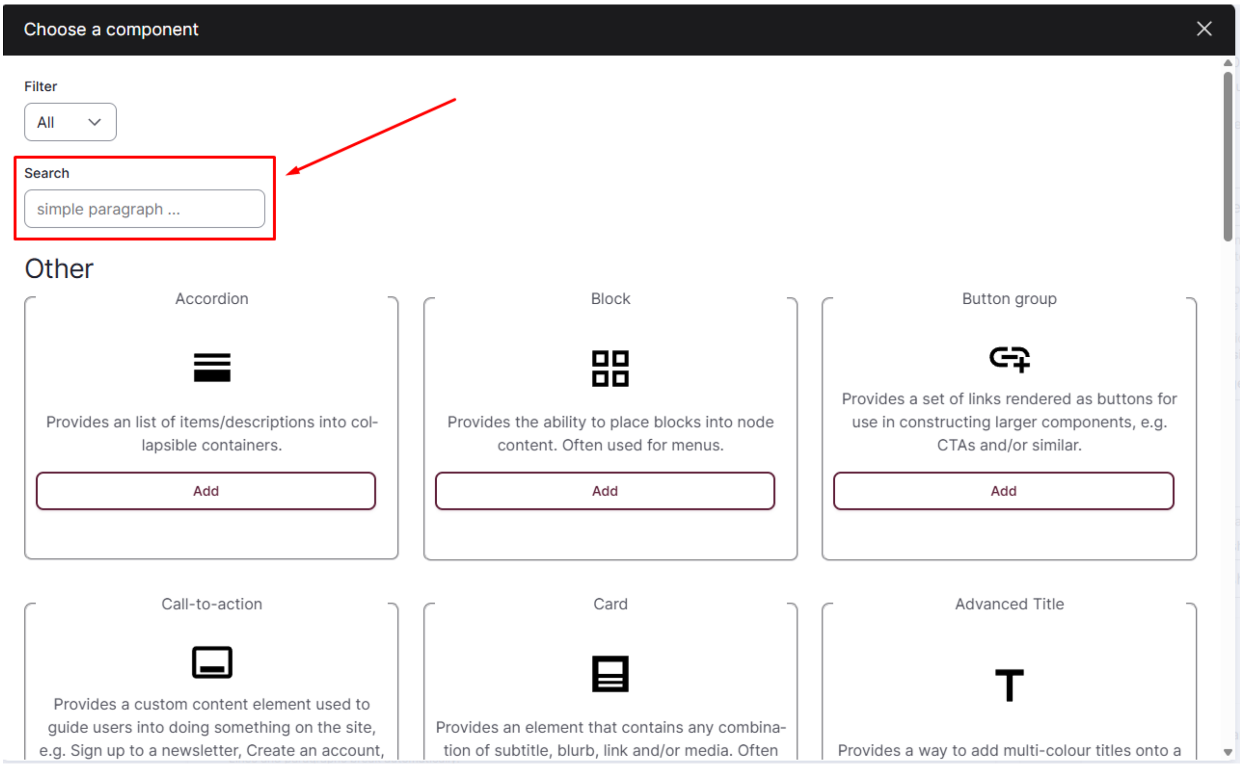


Adding a Divider

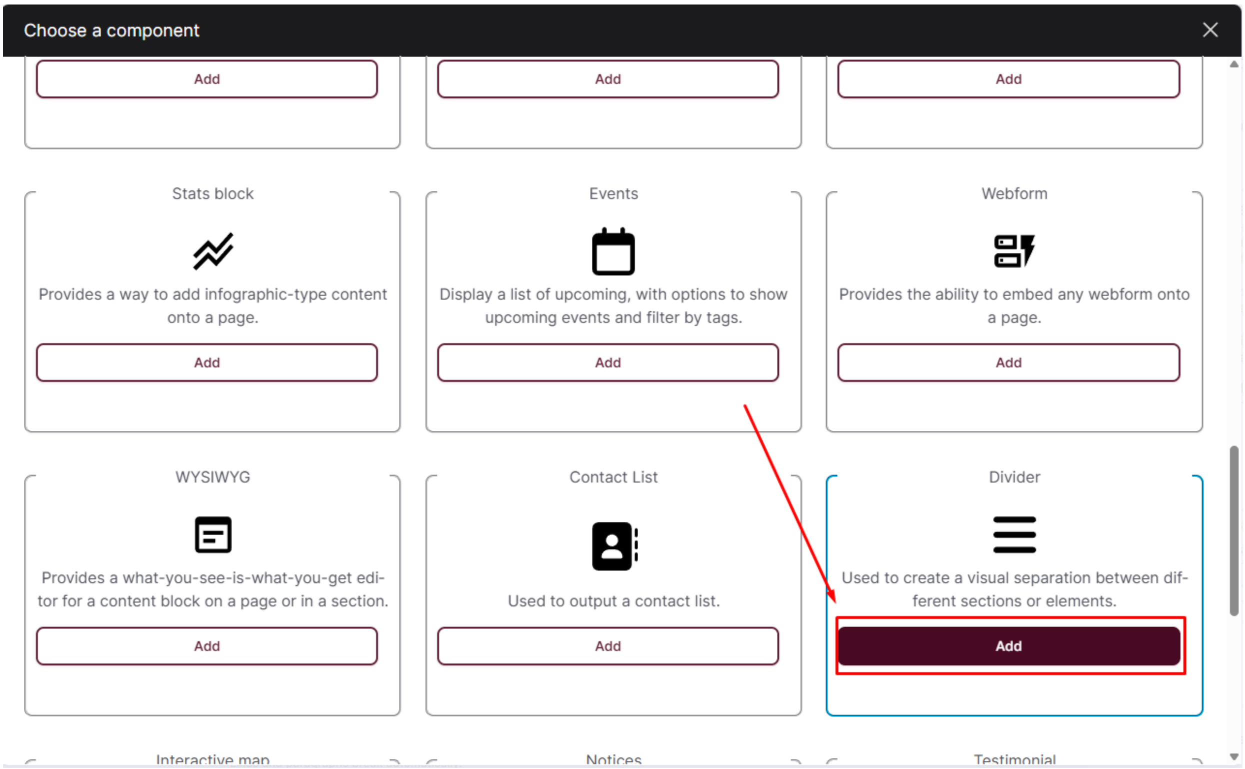
Last updated July 2, 2025

1 To add a Divider to a page you must first Create or Edit a page and then add a Section to the page (See [Adding and configuring a section](#)). Once you have added a section to the page, you will access the "**Choose a component**" form by clicking on the "**+**" button located in the "**Components**" section.

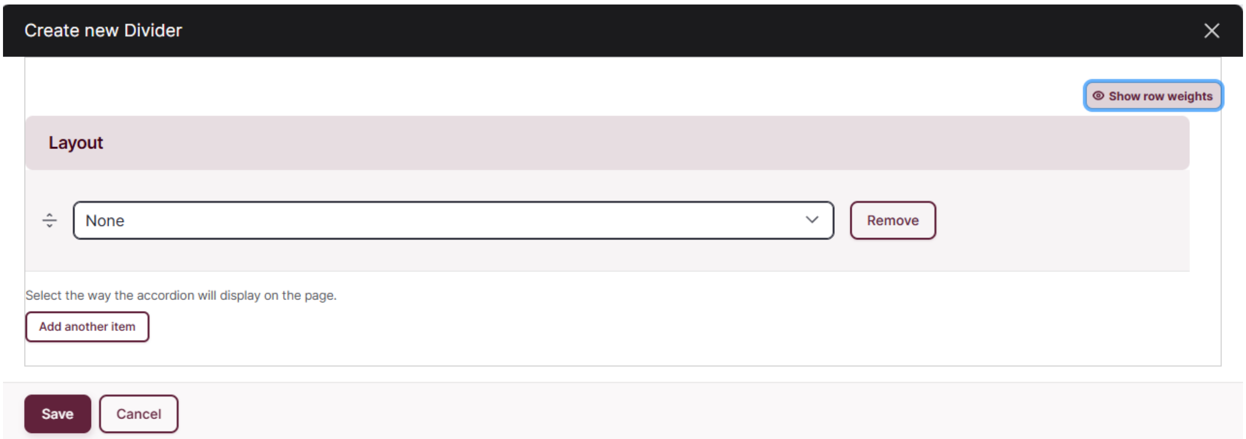
2 When presented with the "**Choose a component**" form, you can either use the "**Search**" bar to find the "**Divider**" component or scroll through the various component options until you find it.



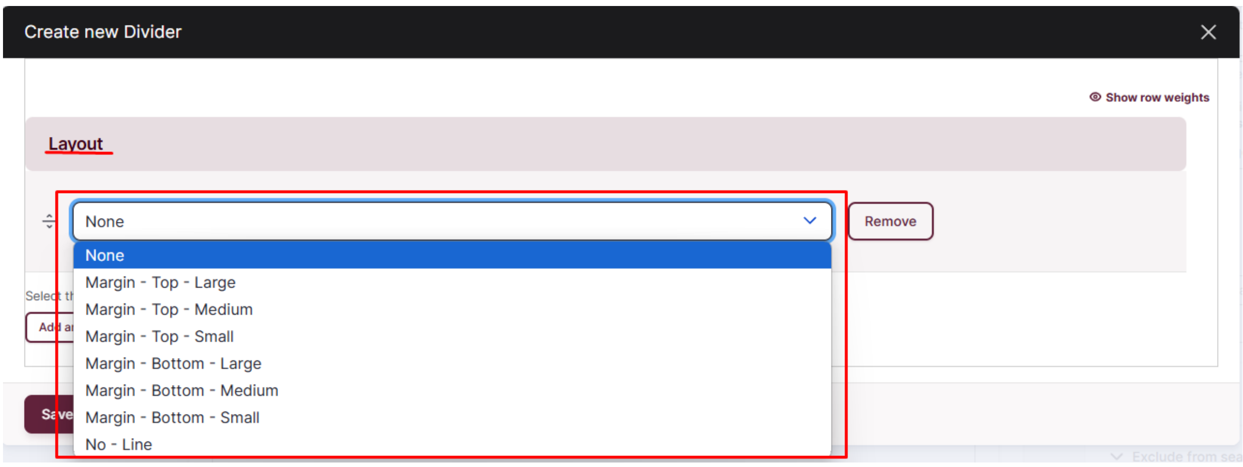
3 Once you have found the "**Divider**" component option, click on the "**Add**" button.



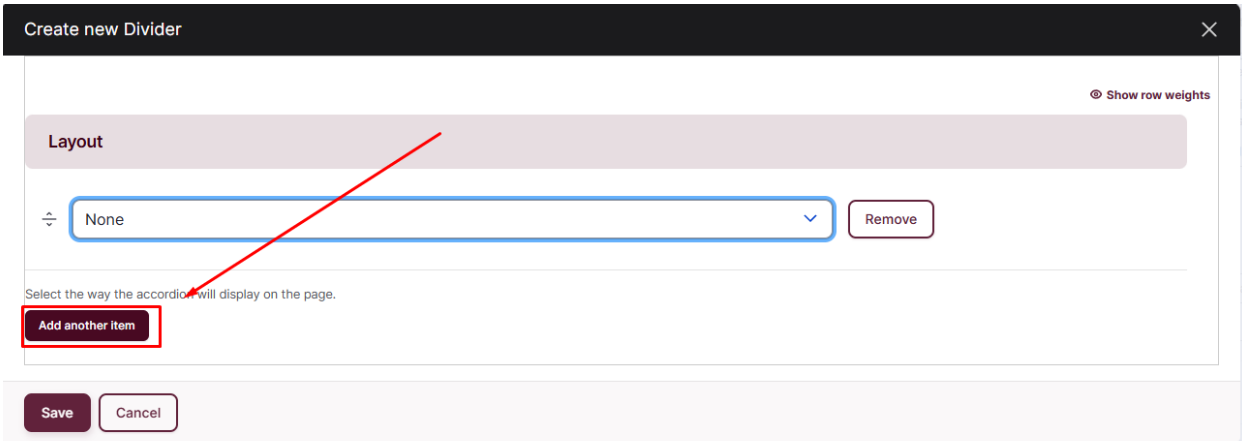
4 You will now be presented by the '**Create new Divider**" form.



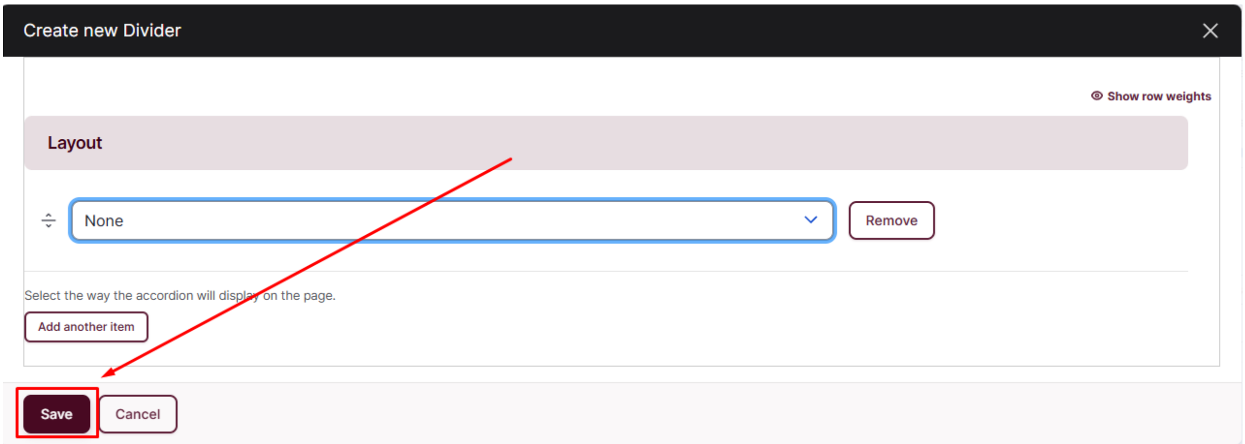
5 On the Create new Divider form, choose from the available '**Layout**" options in the dropdown menu. These will affect the layout and appearance of your Divider.



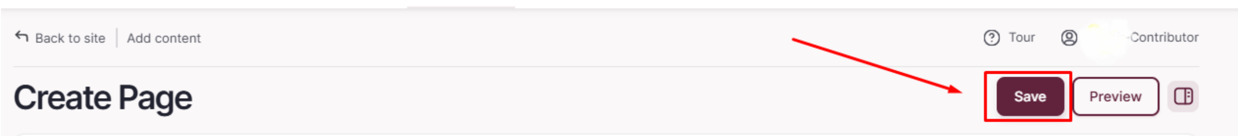
6 If you wish to utilise more than one of the available Layout options, simply click on the **Add another item**" button to be presented with an additional Layout dropdown.



7 Once you are happy with the Layout options you have selected, click on the "**Save**" button to add it to your content.



8 Lastly, remember to click "**Save**" on the content you added the Divider to in order to apply your changes. And that's it, you have successfully added a Divider.



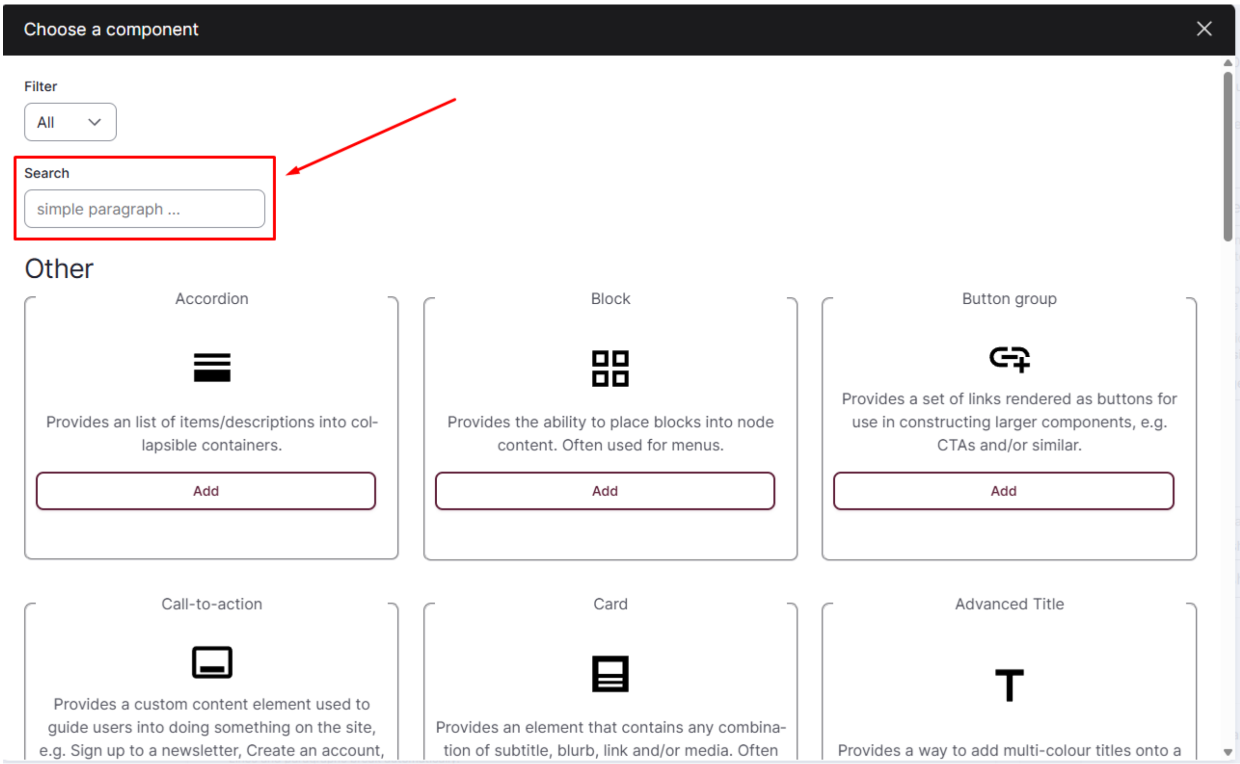
Adding a Multiple Reference

Last updated July 1, 2025

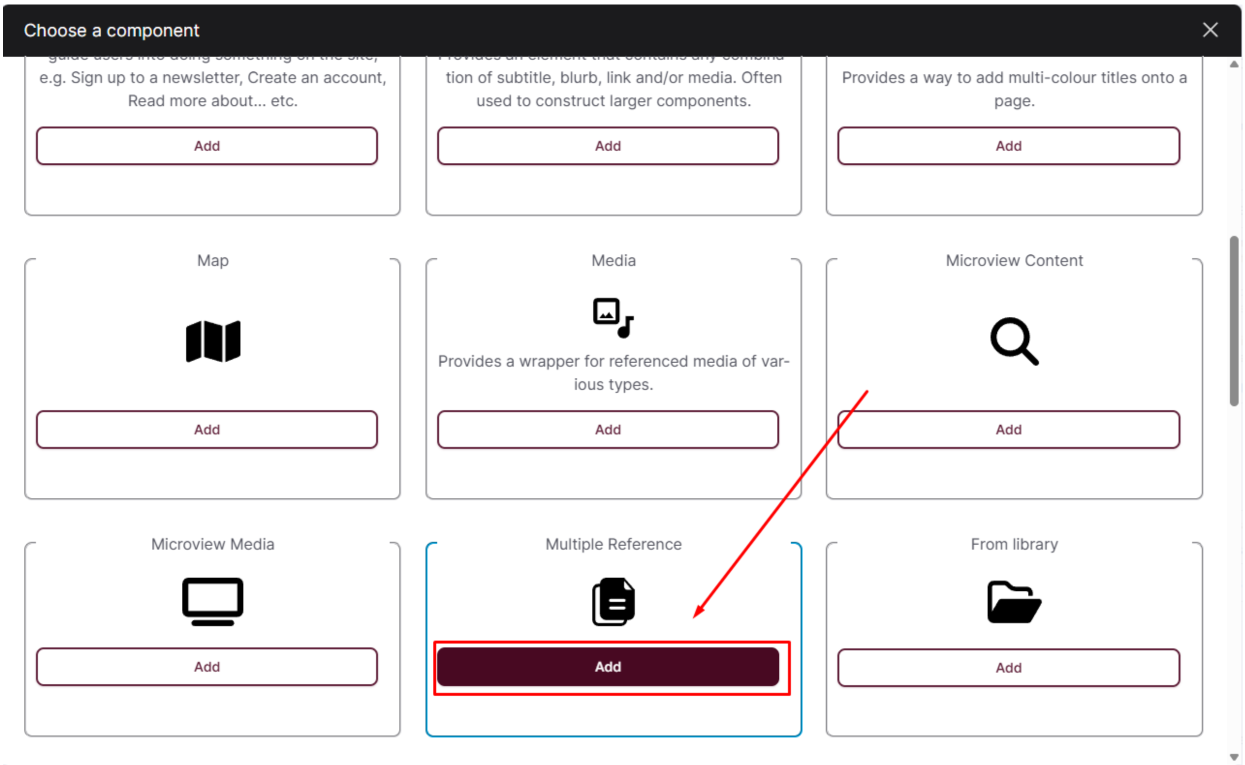
Content

1 To add a Call-to-action to a page you must first Create or Edit a page and then add a Section to the page (See [Adding and configuring a section]). Once you have added a section to the page, you will access the "**Choose a component**" form by clicking on the "**+**" button located in the **"Components**" section.

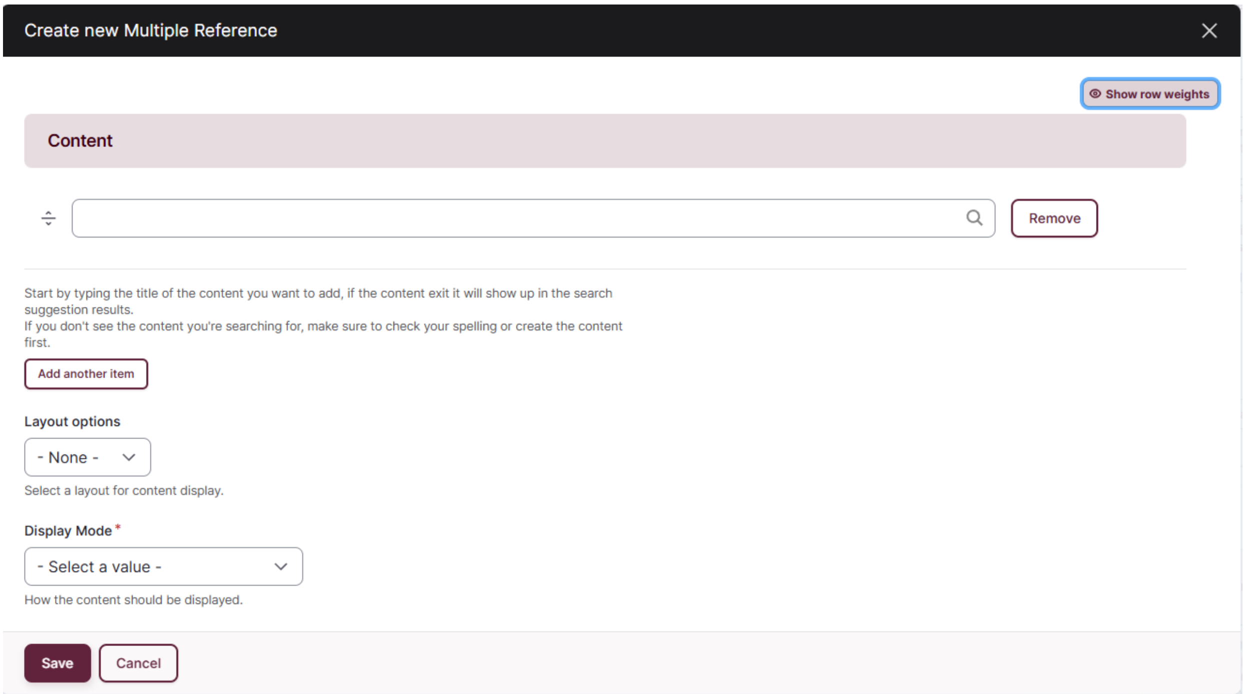
2 When presented with the "**Choose a component**" form, you can either use the "**Search**" bar to find the "**Multiple Reference**" component or scroll through the various component options until you find it.



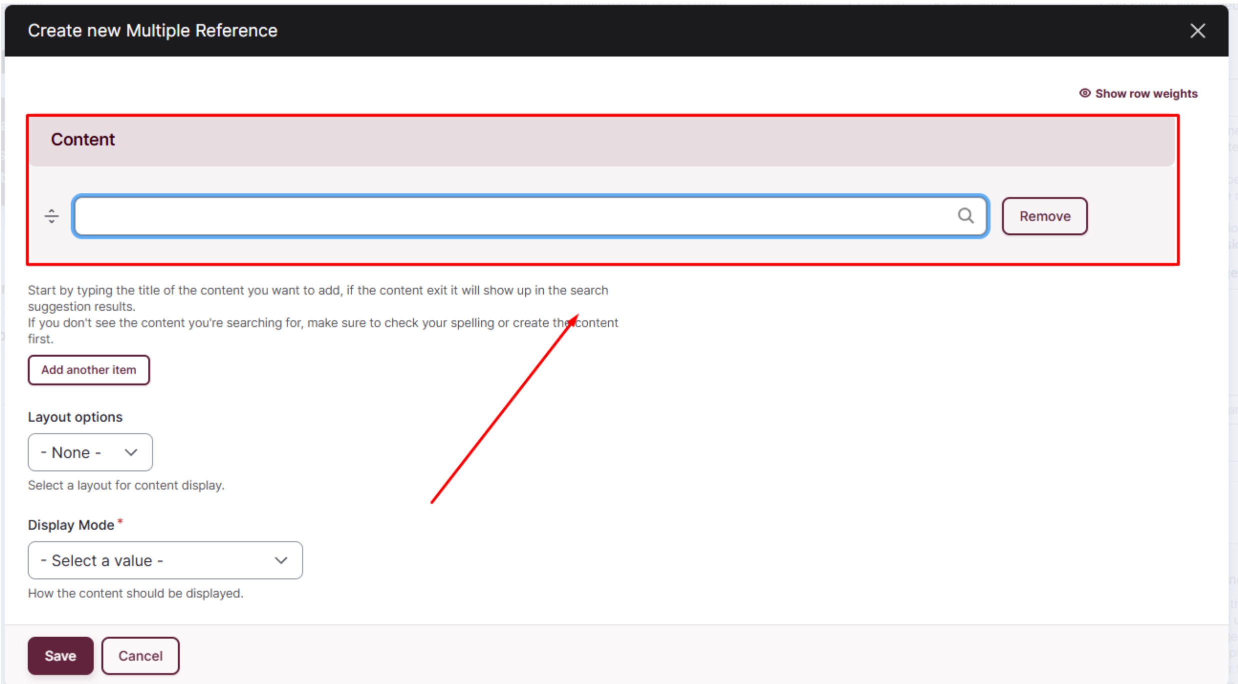
3 Once you have found the "**Multiple Reference**" component option, click on the "**Add**" button.



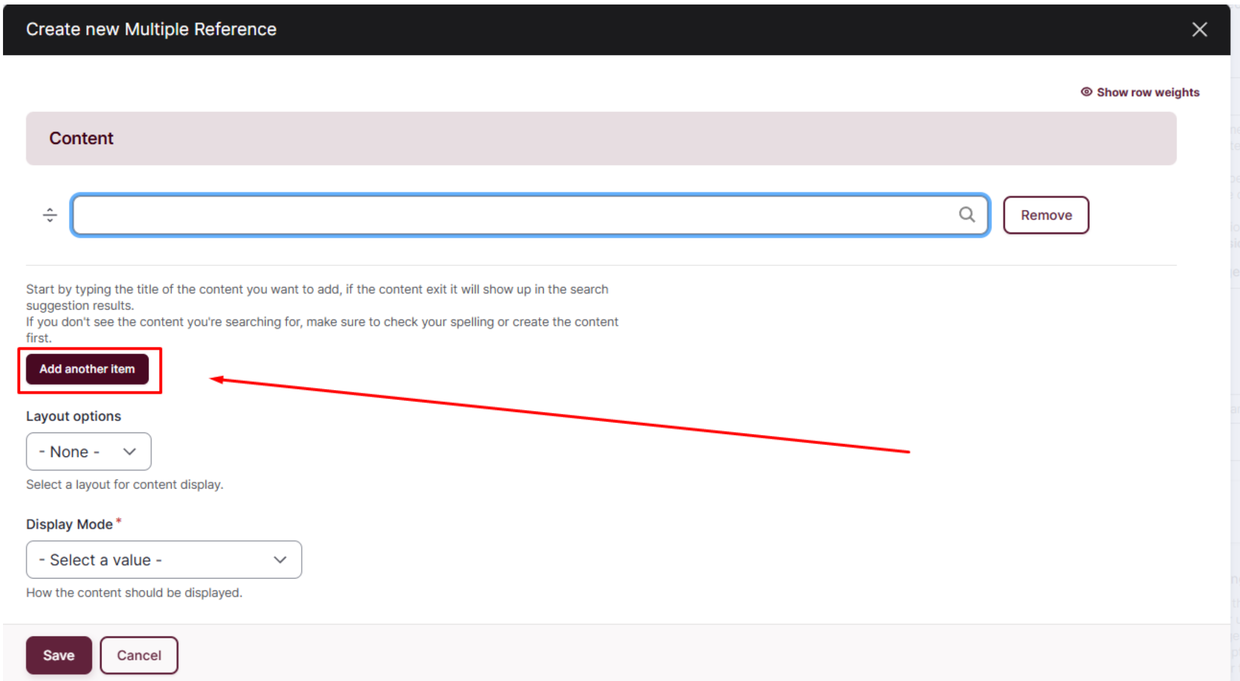
4 You will now be presented by the '**Create new Multiple Reference**' form.



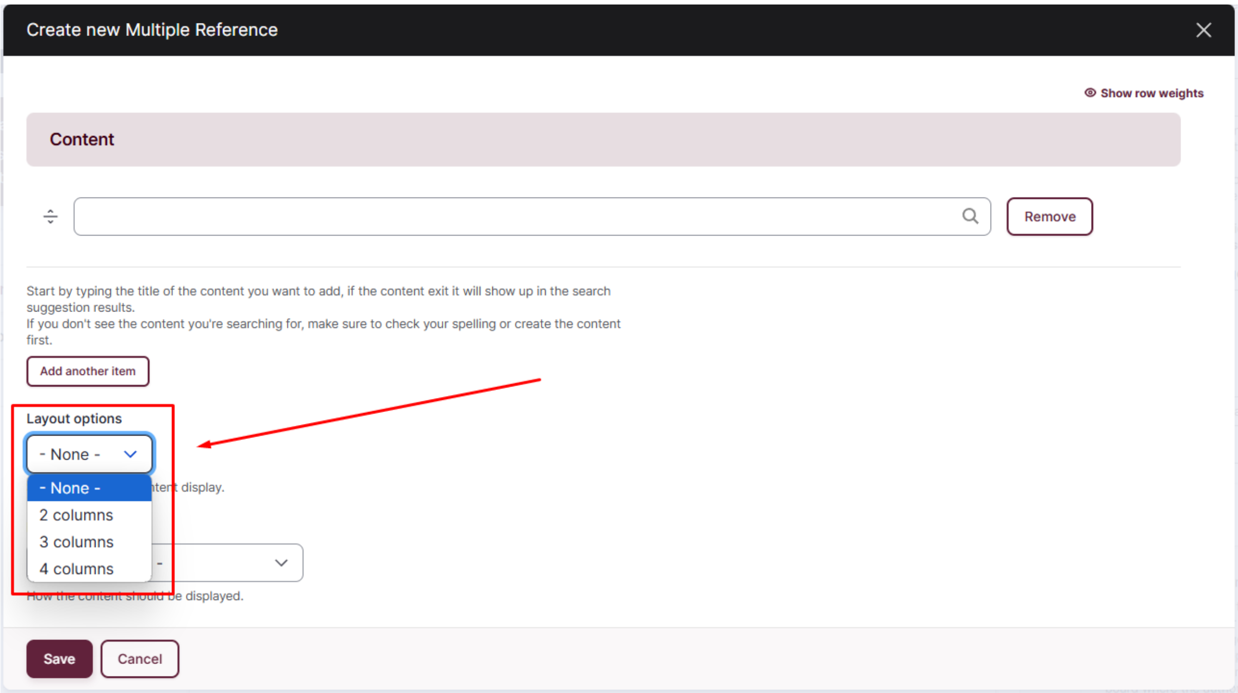
5 Choose the "**Content**" you wish to display in your Multiple Reference by typing the name of the content into the "**Content**" field and selecting from the avaialble references.



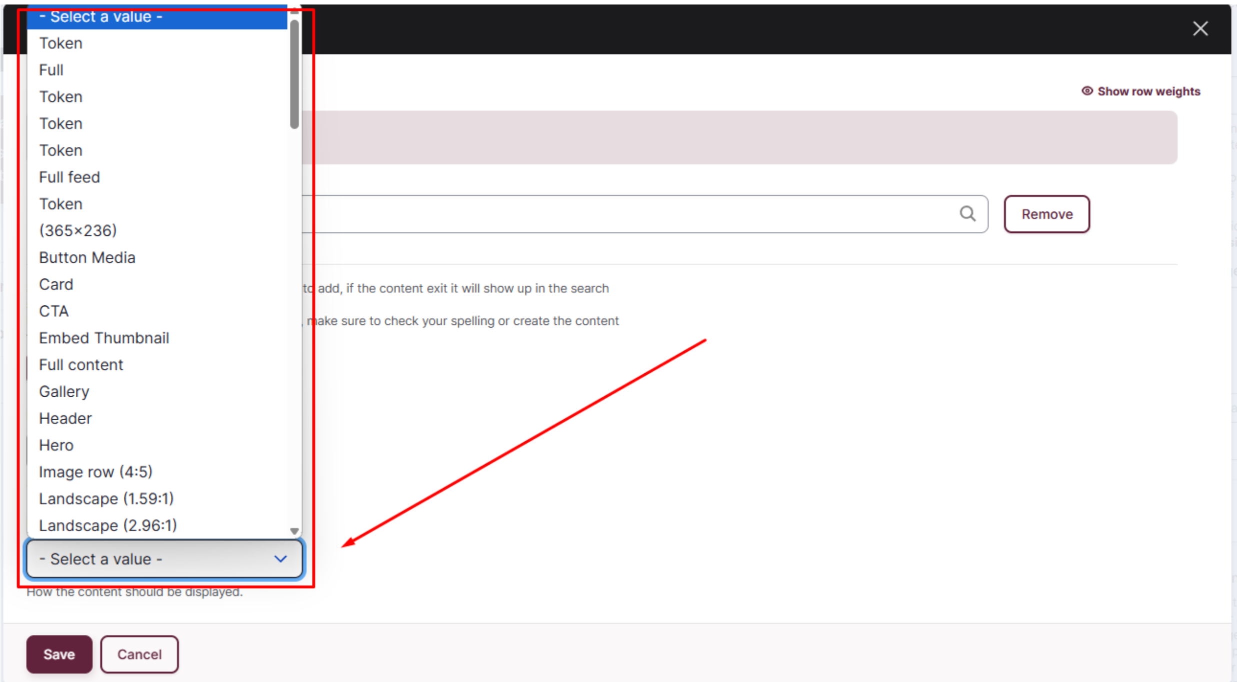
6 To add more than one piece of content, simply click on the "**Add another item**" button to be presented with an additional "**Content**" field.



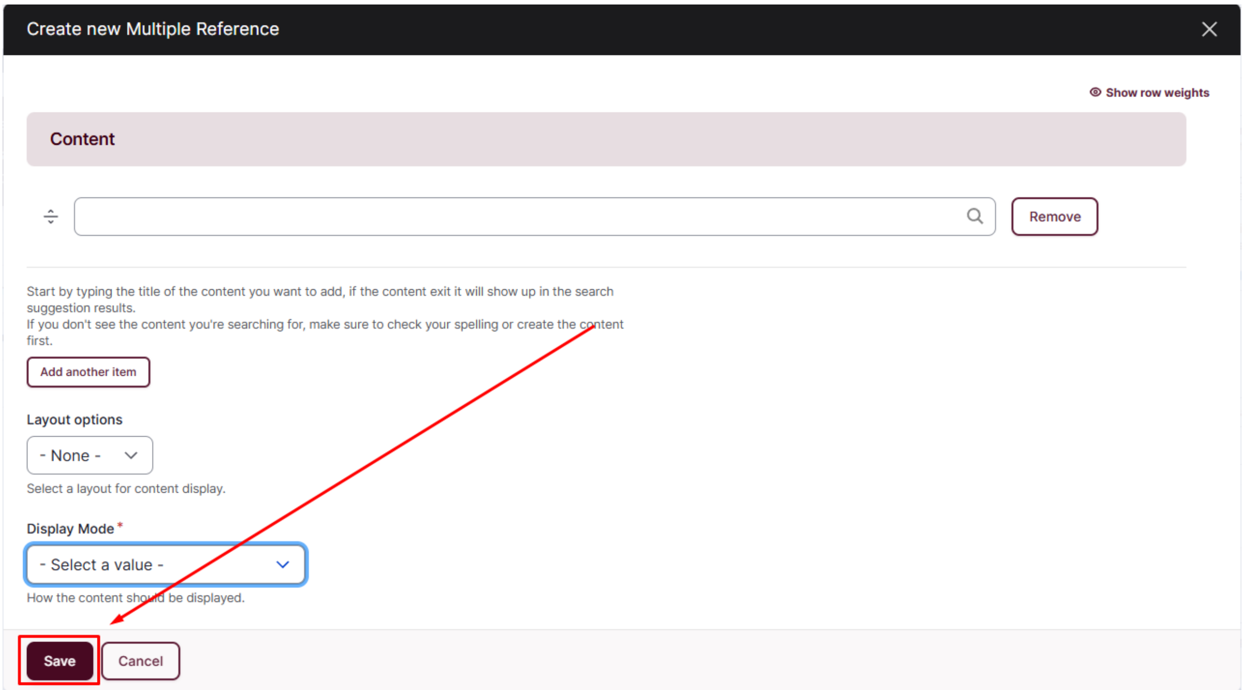
7 Next, select the layout you wish to have your referenced content display in by choosing from the "**Layout options**" dropdown.



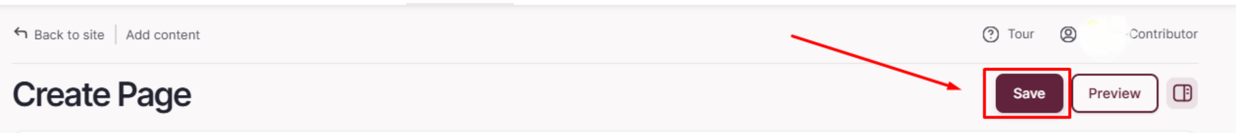
8 Now, choose the "**Display Mode"** of your content from the dropdown to choose how your content will be displayed to users.



9 Once you are happy with the content and configuration of your Multiple Reference, click on the **Save**" button to add it to the page.



10 Lastly, remember to click "**Save**" on the content you added the Multiple Reference to in order to apply your changes. And that's it, you have successfully added and configured a Multiple Reference.



Adding and configuring Quick Links

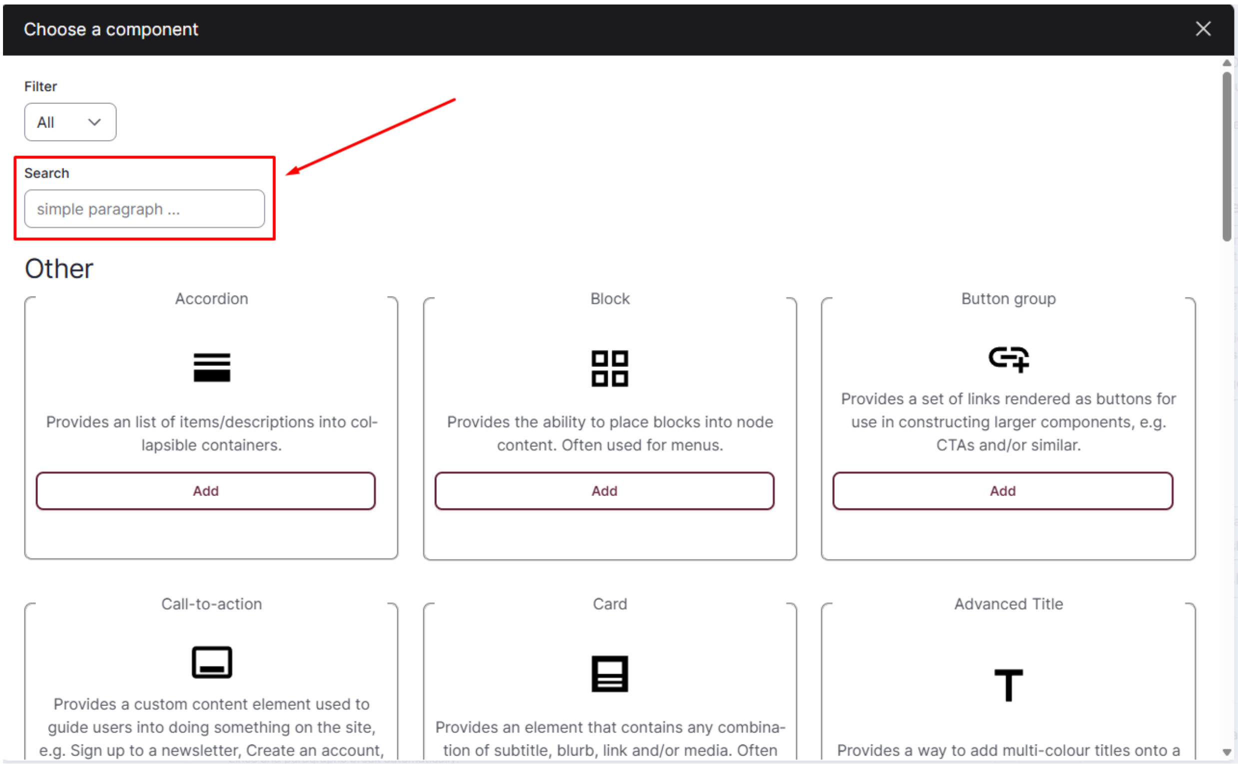
Last updated January 27, 2026

Content

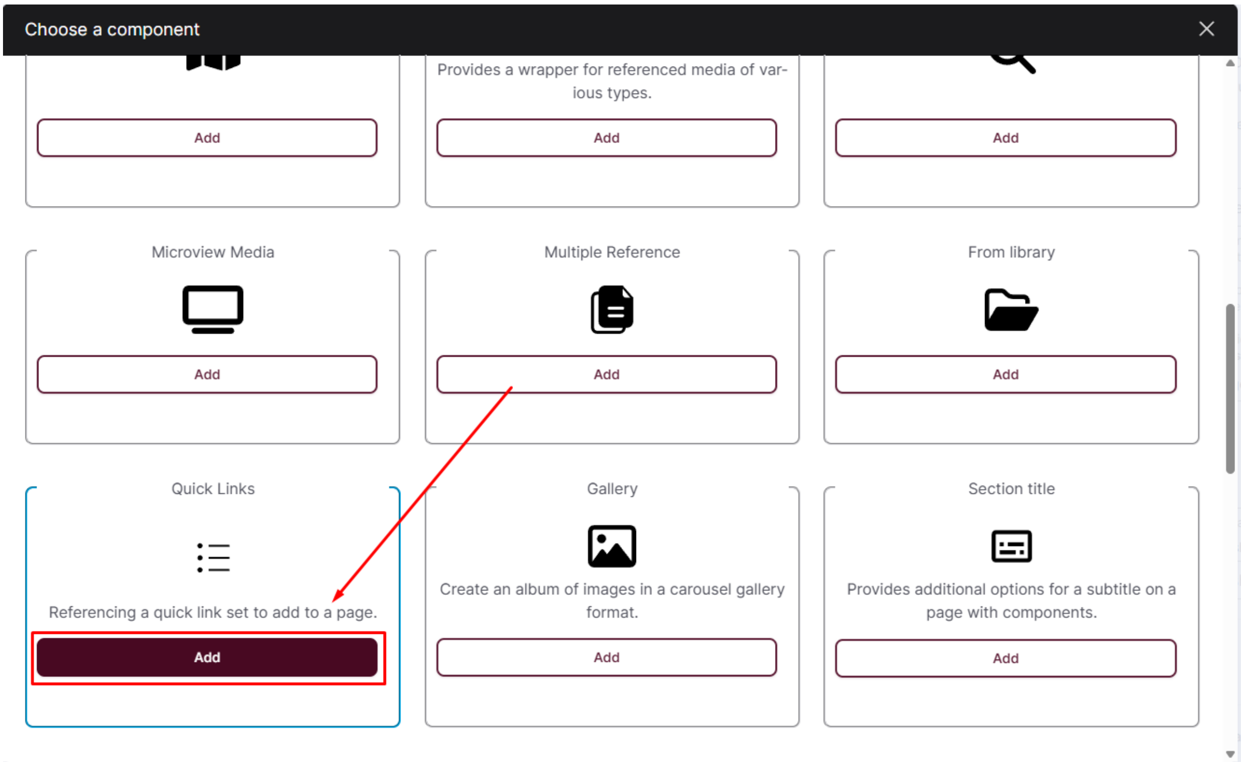
Add a Quick Links set

1 To add Quick links to a page you must first Create or Edit a page and then add a Section to the page (See [Adding and configuring a section](#)). Once you have added a section to the page, you will access the "**Choose a component**" form by clicking on the "**+**" button located in the "**Components**" section.

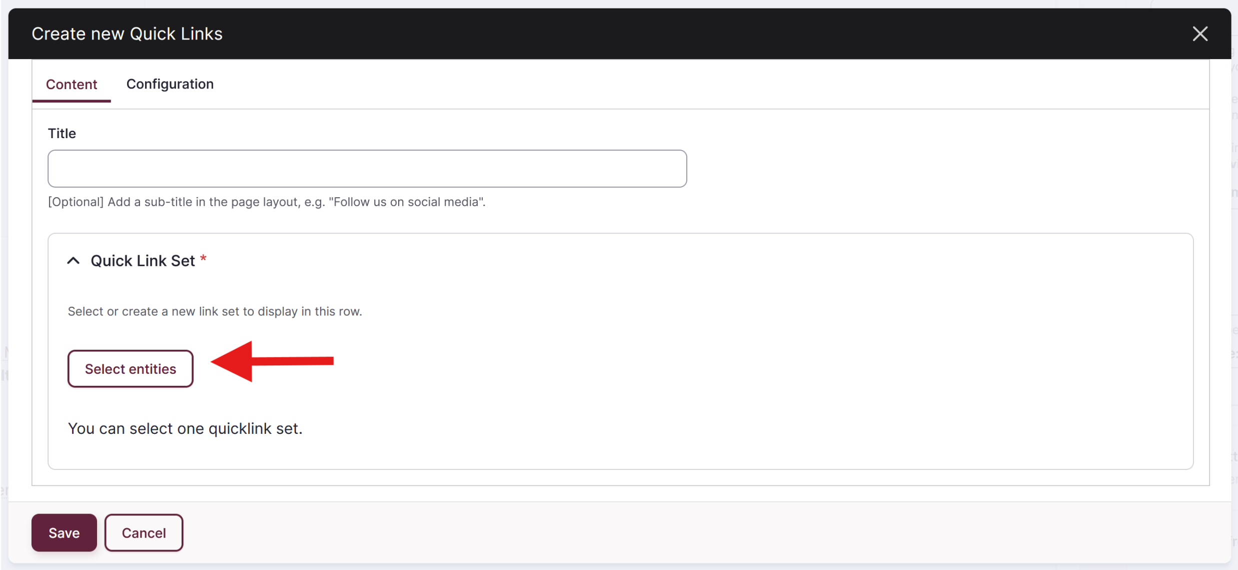
2 When presented with the "**Choose a component**" form, you can either use the "**Search**" bar to find the "**Quick Links**" component or scroll through the various component options until you find it.



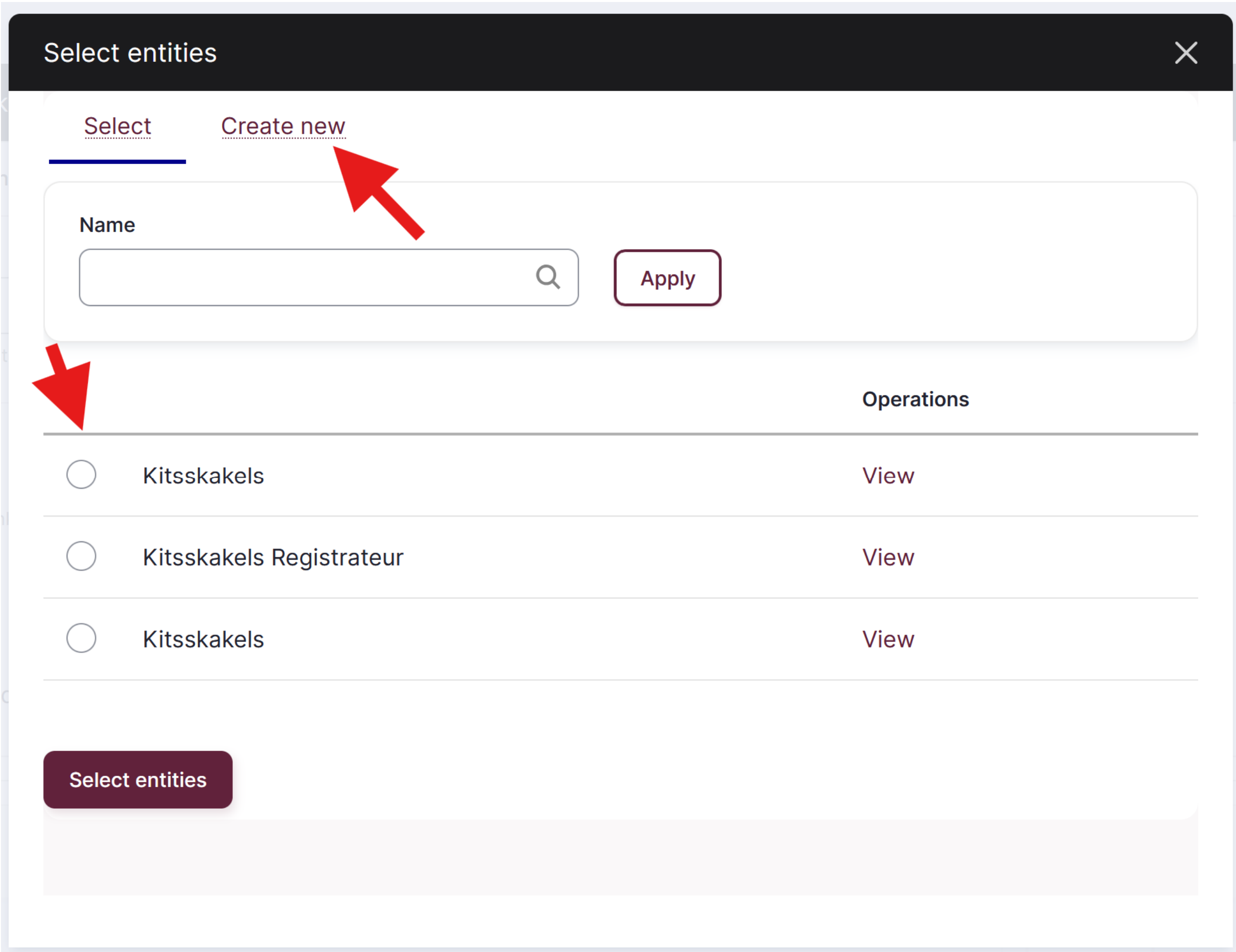
3 Once you have found the "**Quick Links**" component option, click on the "**Add**" button.



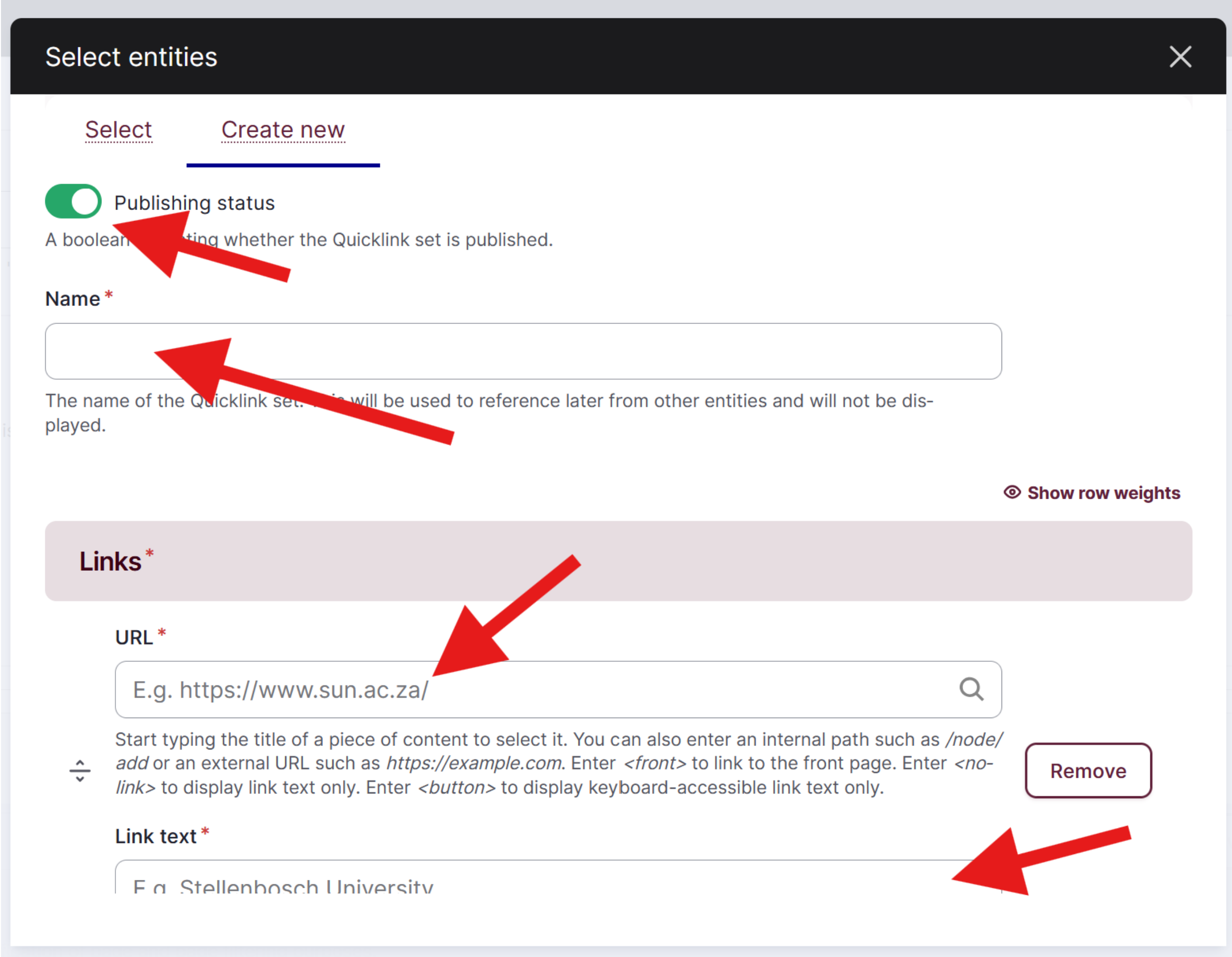
4 You will now be presented by the '**Create new Quick Links**" form. Click on **"Select entities"**.



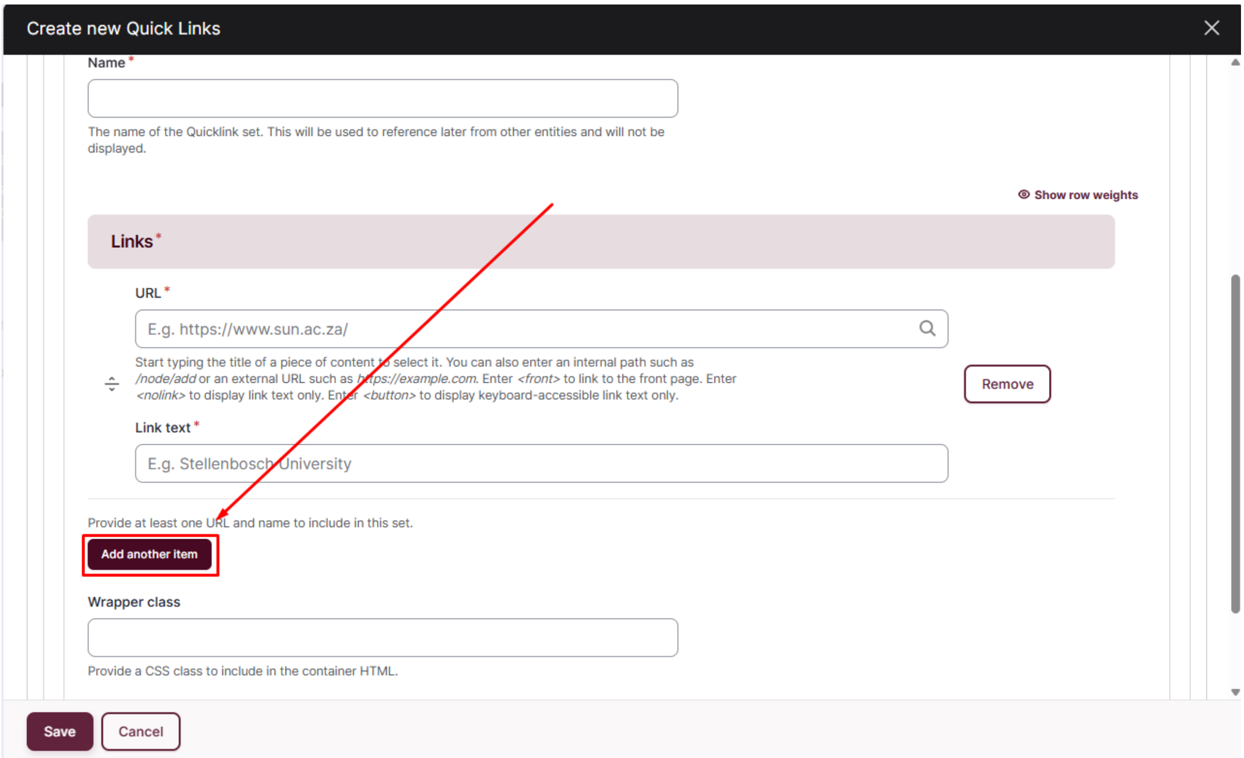
5 Select **"Create new"** to create a new Quick Links set. Alternatively you may also select a Quick links set you created previously.



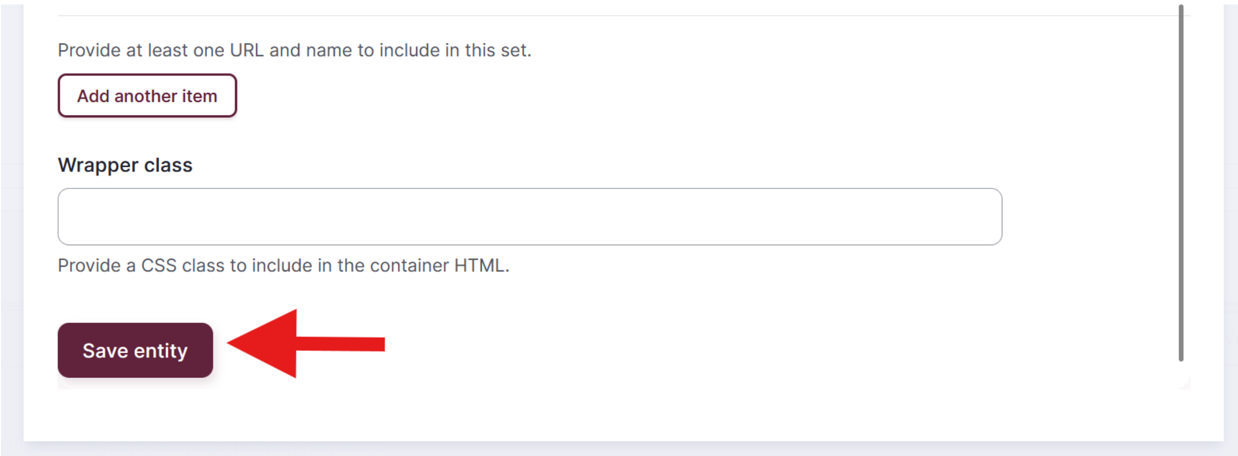
6 On the next page, make sure that the **"Publishing status"** is green. Enter the **"Name"** for the Quick Links set, this will be displayed as a sub-title on the page above the Quick Links. Also add the URL and text for the Quick Links.



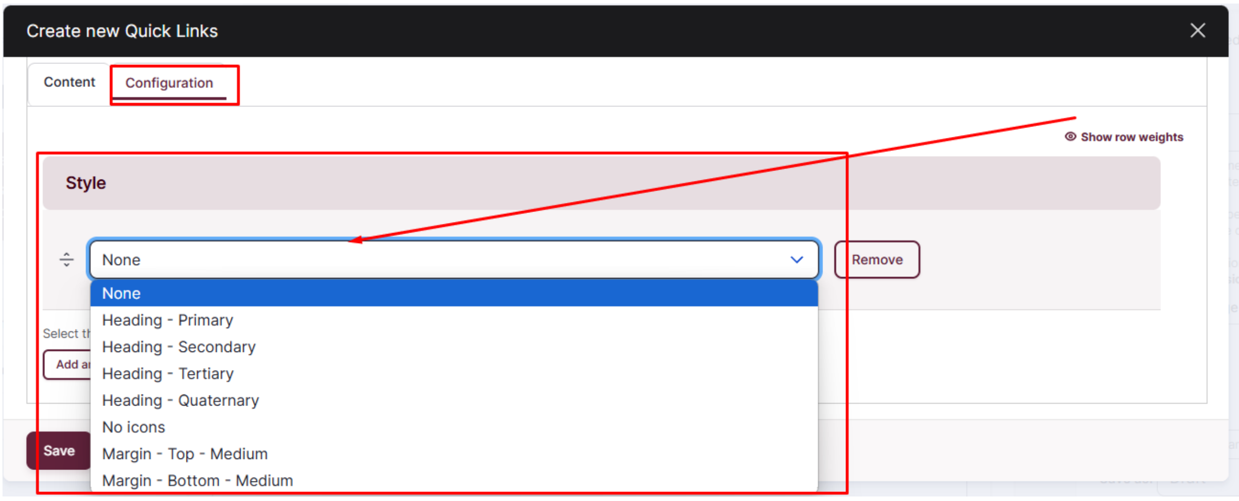
7 If you wish to add more than one link to your Quick Link Set, simply click on the **Add another item**" button to be given additional URL and Link text fields.



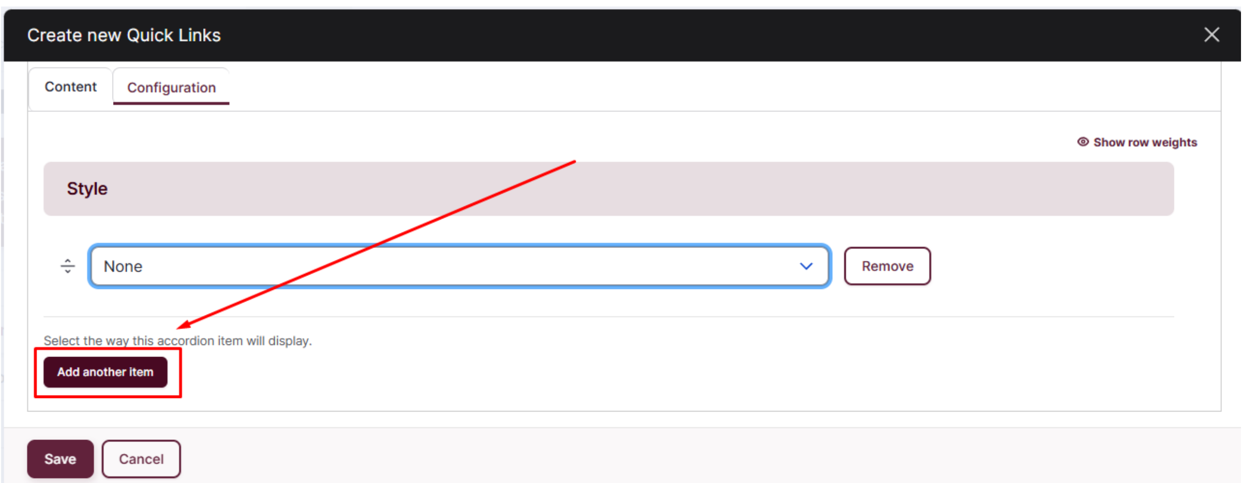
8 Next, click on the **"Save entity"** button to create and add the Quick Link Set to your Quick Links component.



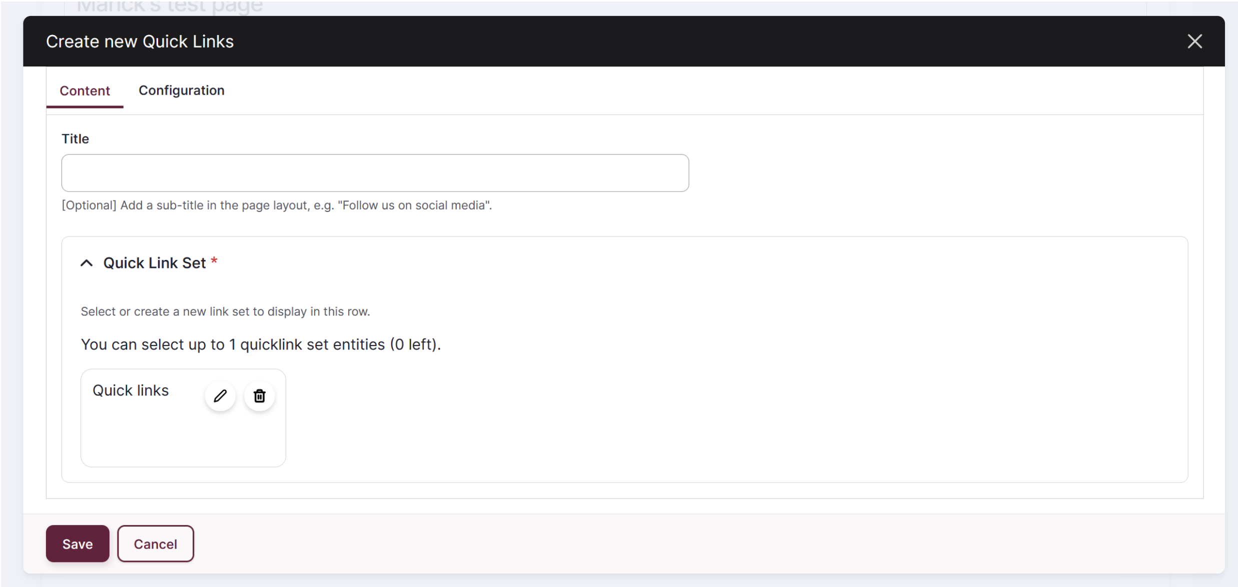
9 Navigate to the "**Configuration**" tab. Here you will optionally select the "**Style**" options that will affect the format of how your Quick Links are displayed.



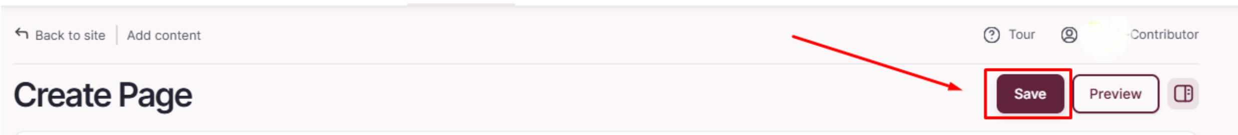
10 If you wish to utilise more than one of the available style options, simply click on the **Add another item**" button to be given an additional style dropdown selection.



11 Once you are happy with the content and configuration options of your Quick Links, click on the **Save**" button to add it to your content.



12 Lastly, remember to click "**Save**" on the content you added the Quick Links to in order to apply your changes. And that's it, you have successfully added and configured Quick Links.

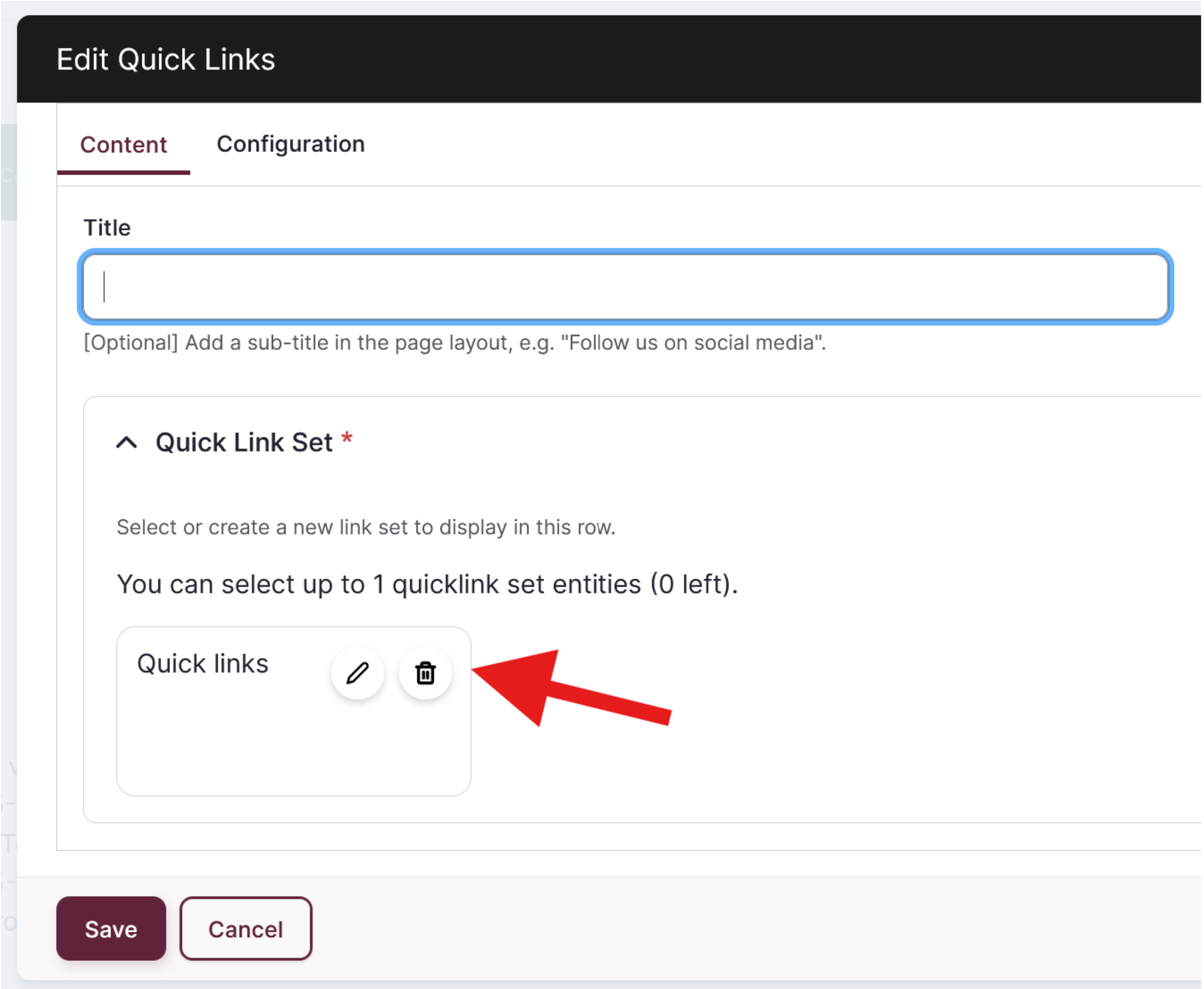


Translating a Quick Links set

1 To translate a Quick Links set, first go to the Afrikaans page where the Quick Links set is used.

2 Click on the icon to edit the Quick Links set.

3 Click on the icon to delete the Quick Links set.



4 Now follow steps 4-12 above to create a new Quick Links set, only this time enter the Title, URL and Link text in Afrikaans.

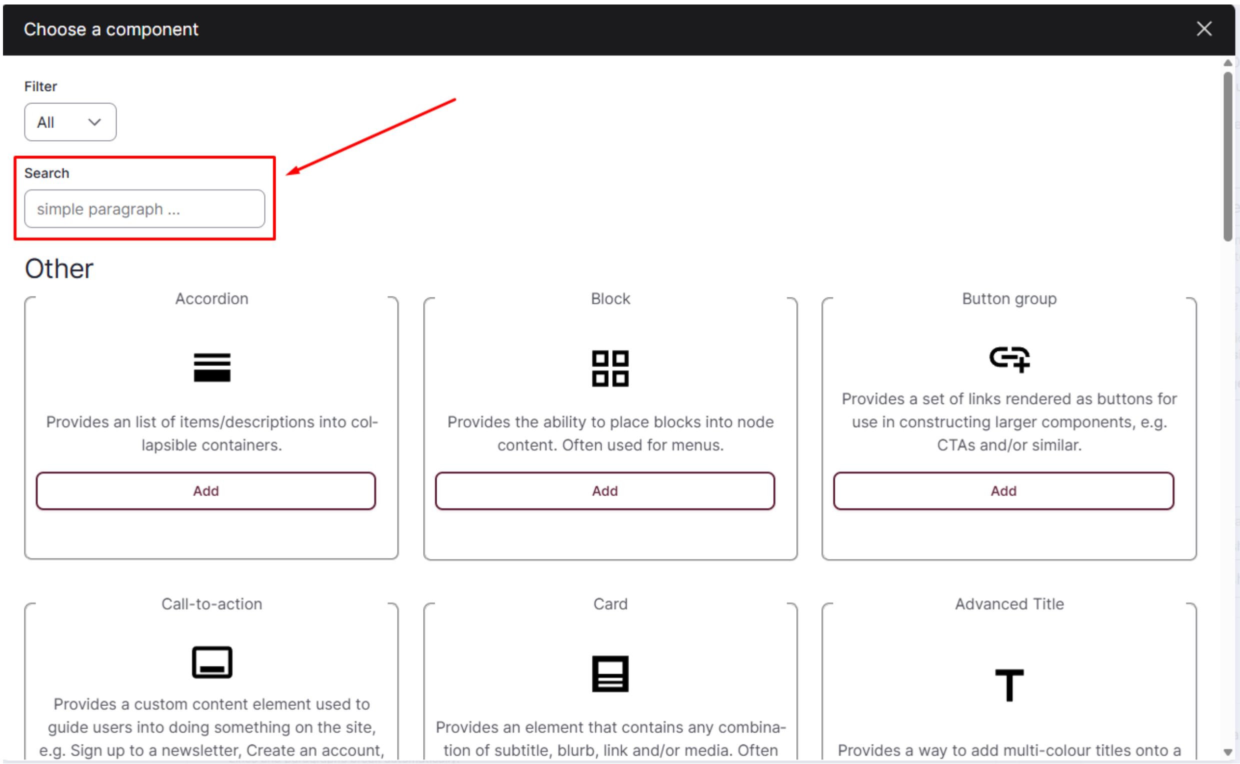
Adding and configuring a Contact List

Last updated July 14, 2025

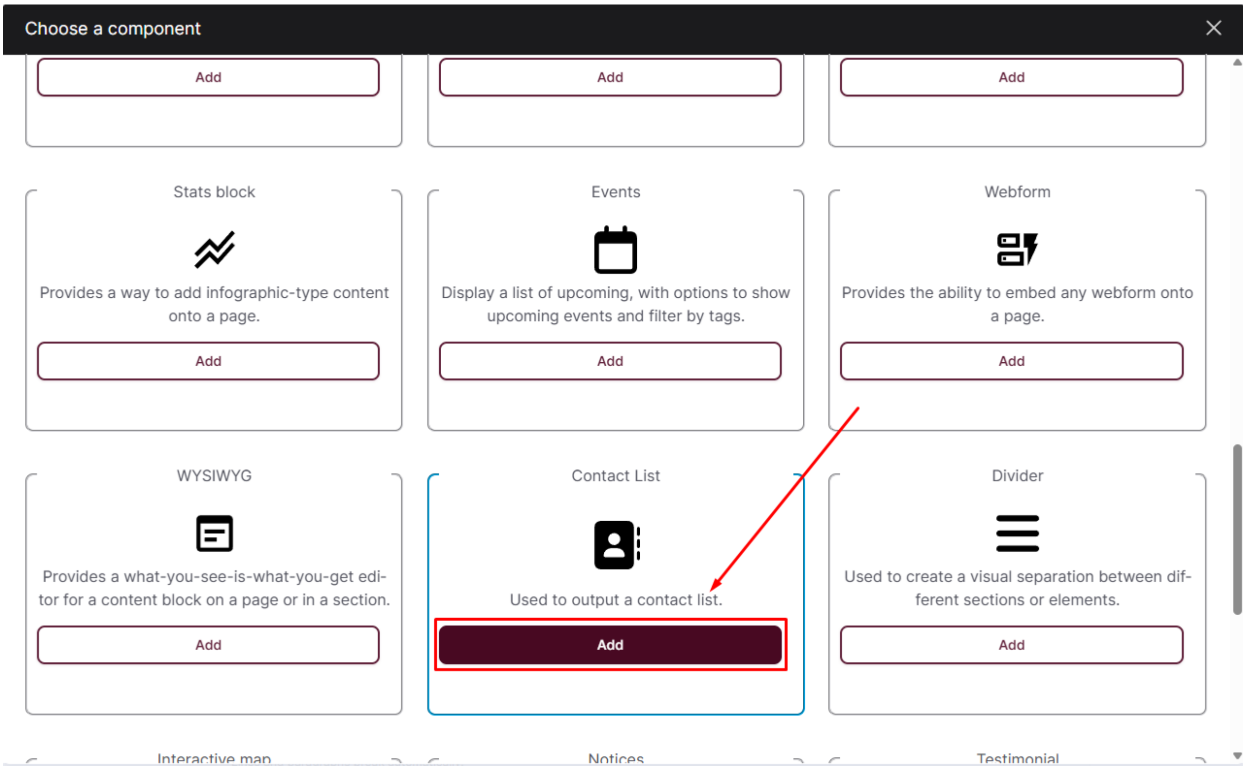
Content

1 To add a Contact List to a page you must first Create or Edit a page and then add a Section to the page (See [Adding and configuring a section](#)). Once you have added a section to the page, you will access the "**Choose a component**" form by clicking on the "**+**" button located in the **"Components**" section.

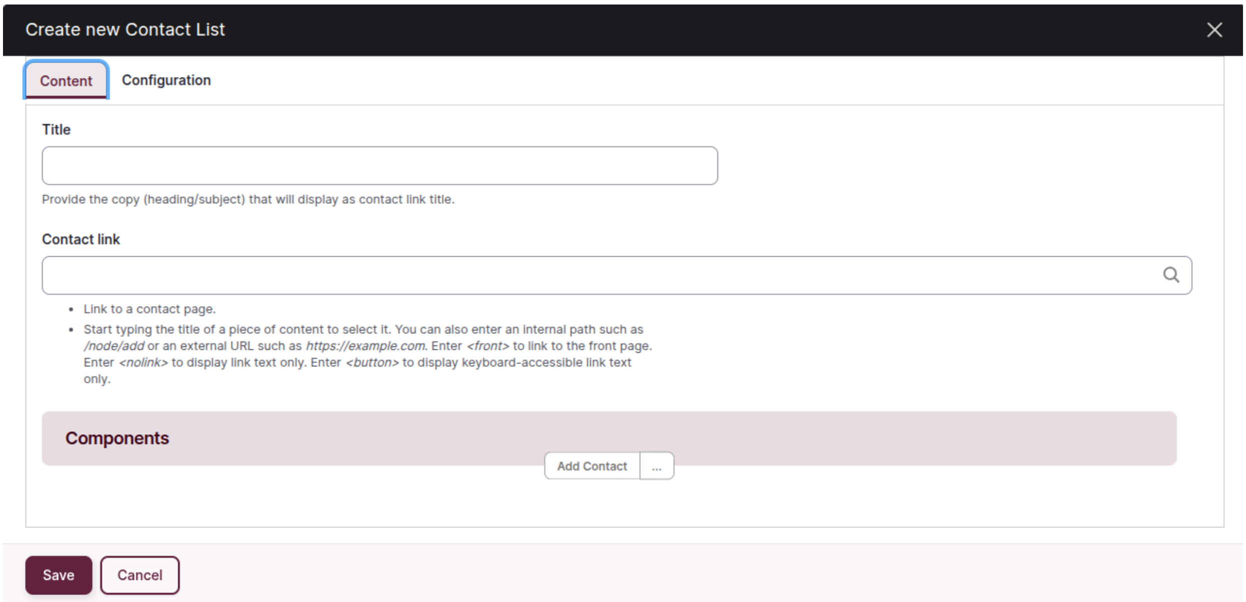
2 When presented with the "**Choose a component**" form, you can either use the "**Search**" bar to find the "**Contact List**" component or scroll through the various component options until you find it.



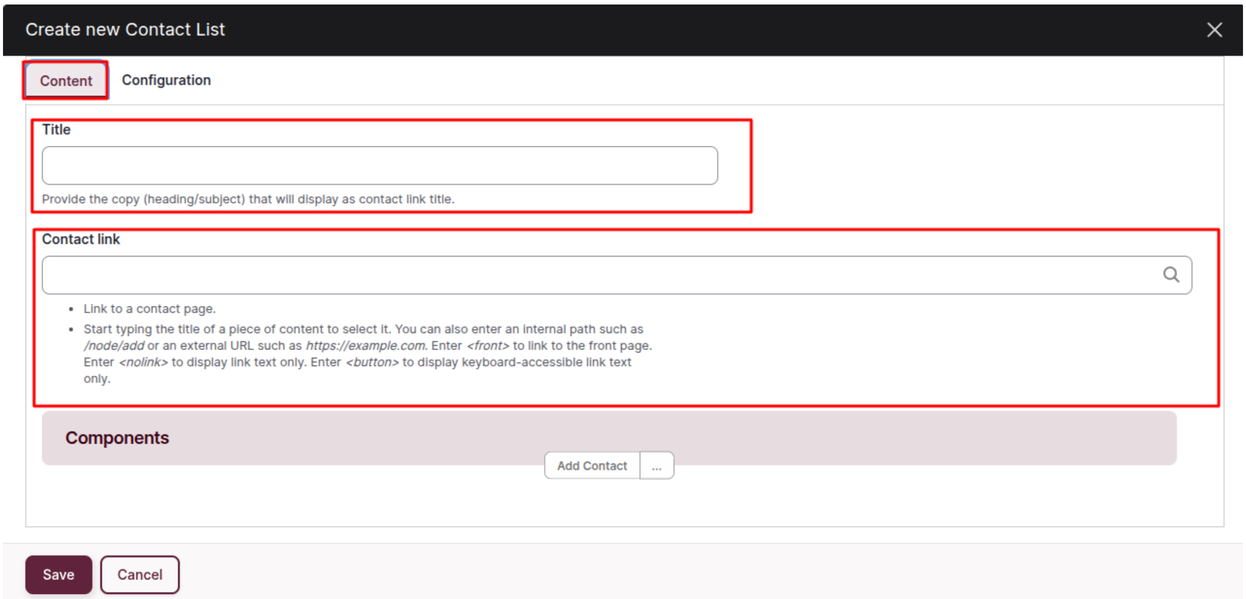
3 Once you have found the "**Contact List**" component option, click on the "**Add**" button.



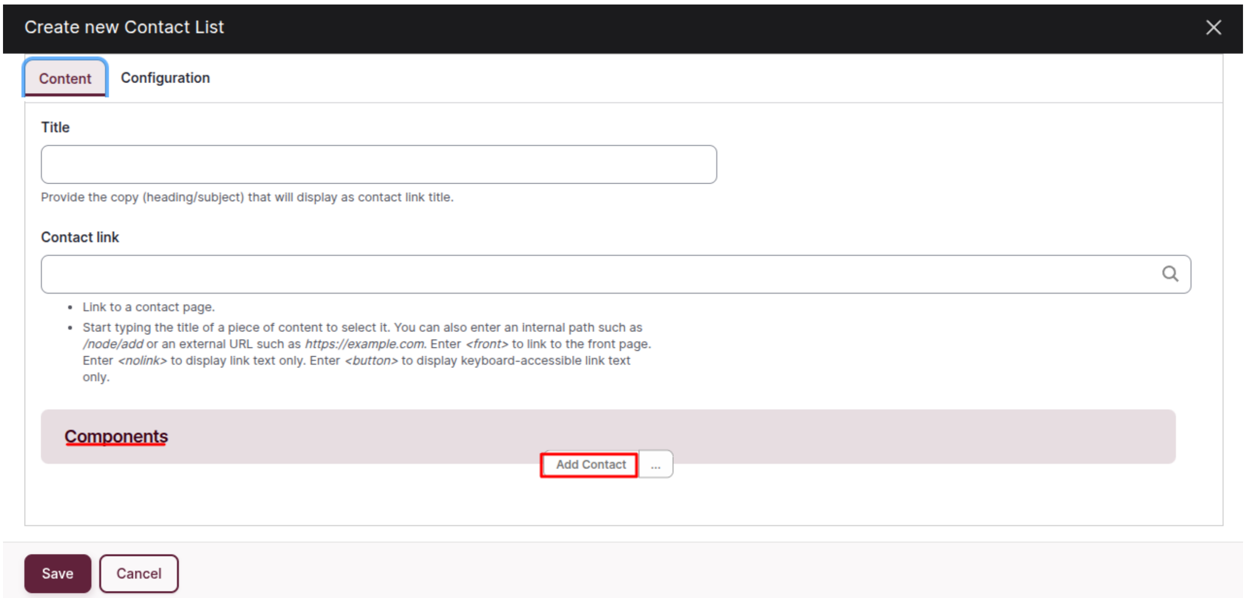
4 You will now be presented by the '**Create new Contact List**' form.



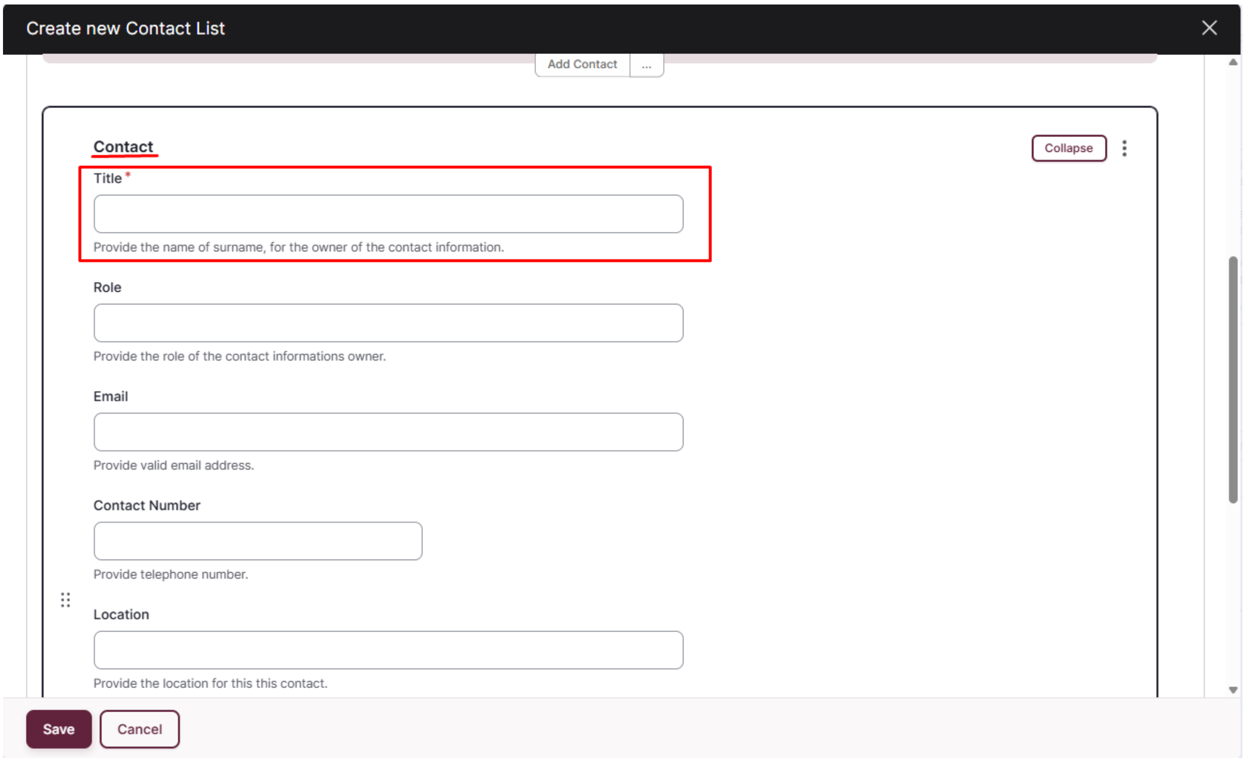
5 In the "**Content**" tab, you can optionally link the Contact List to either an internal or external URL by entering the link into the "**Contact link**" field and then entering the text you would like to display for the link in the "**Title**" field.



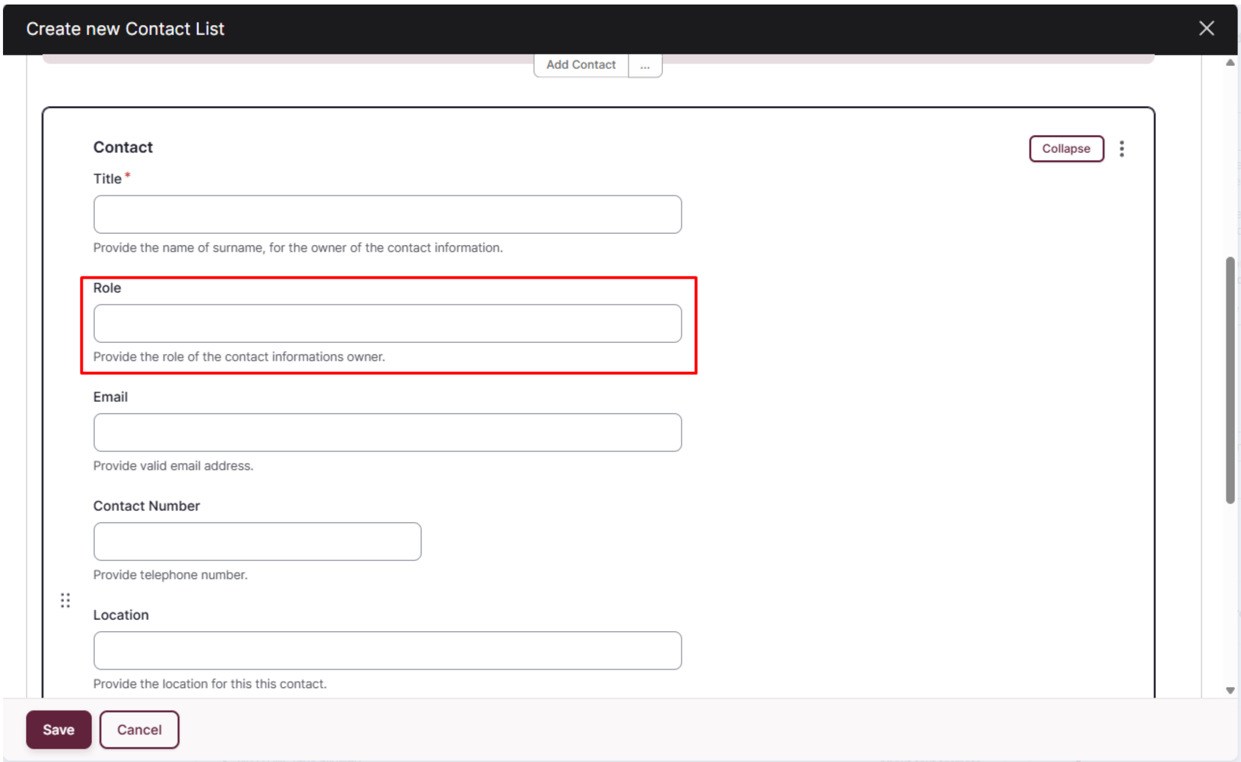
6 Next, click on the "**Add Contact**" button to be presented with a "**Components**" form in which you will complete the contact details of the individual you would like to add.



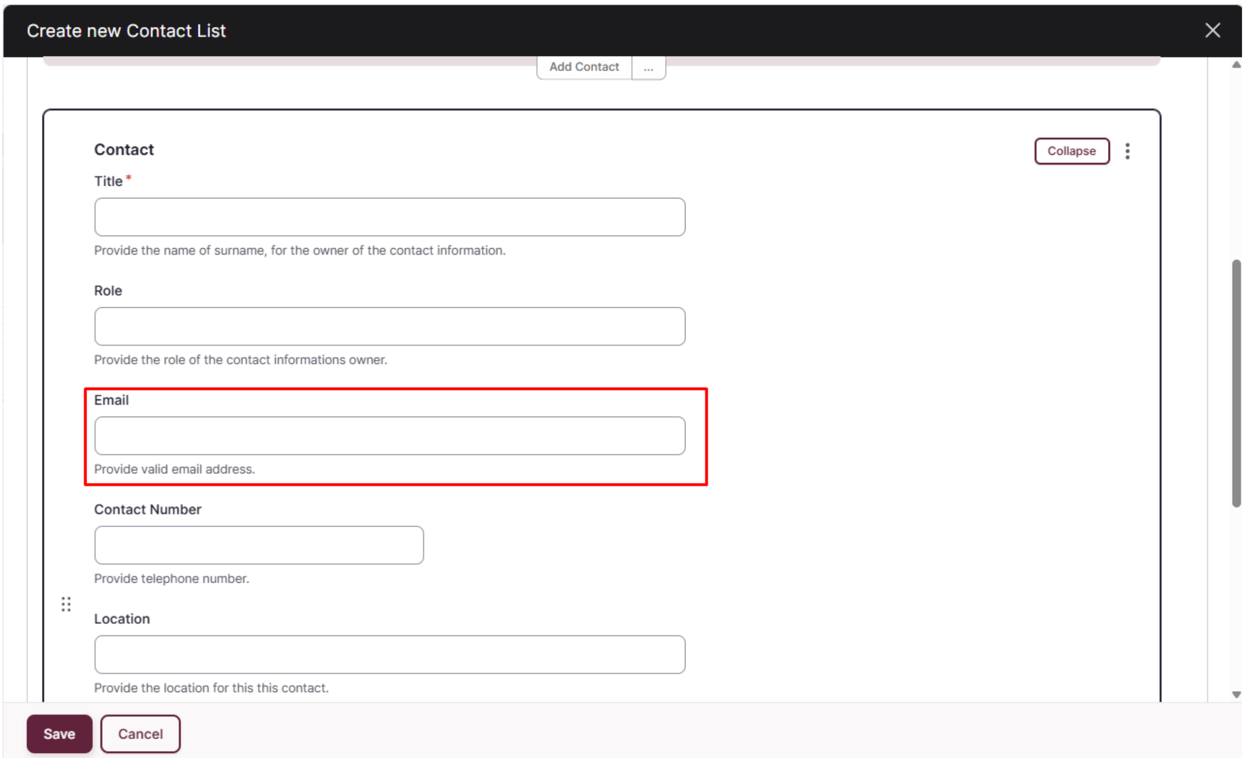
7 In the "**Contact**" form add the name and surname of the owner of the contact information in the **Title**" field.



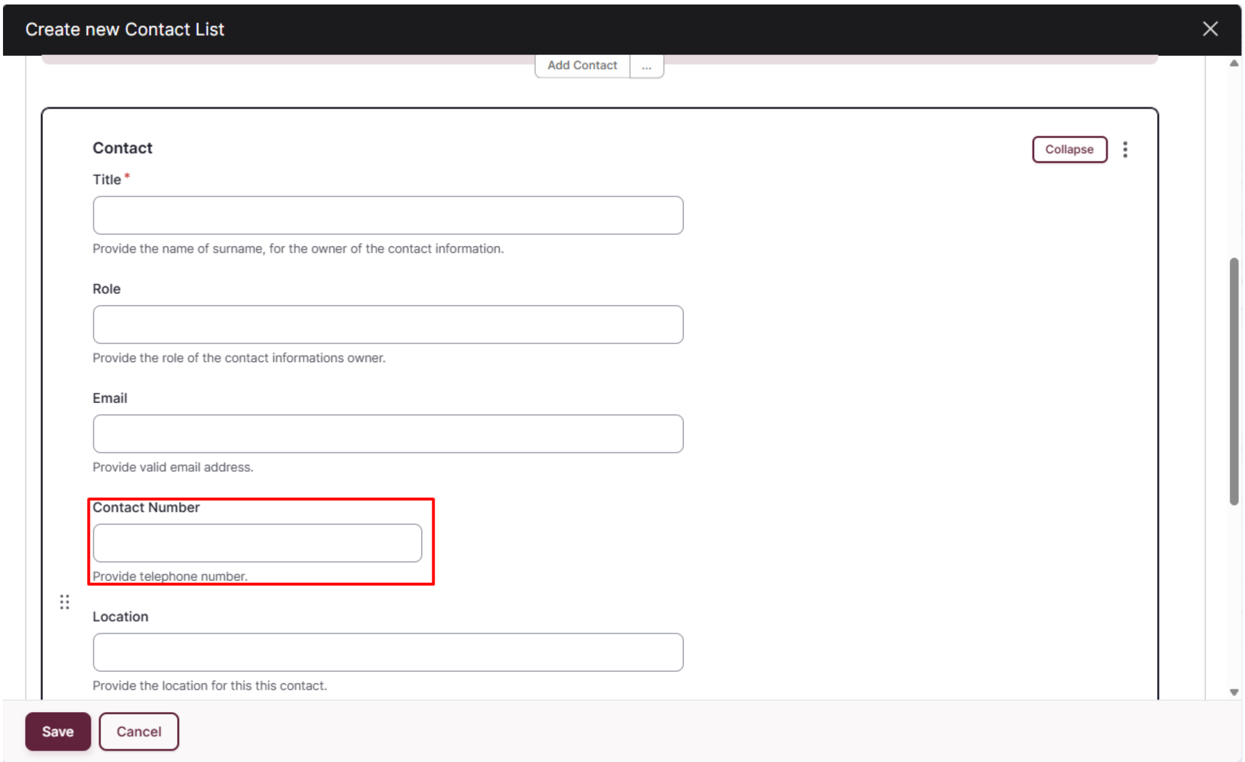
8 Next, add the "**Role**" of the owner of the contact information e.g. Dean, Project Manager, etc.



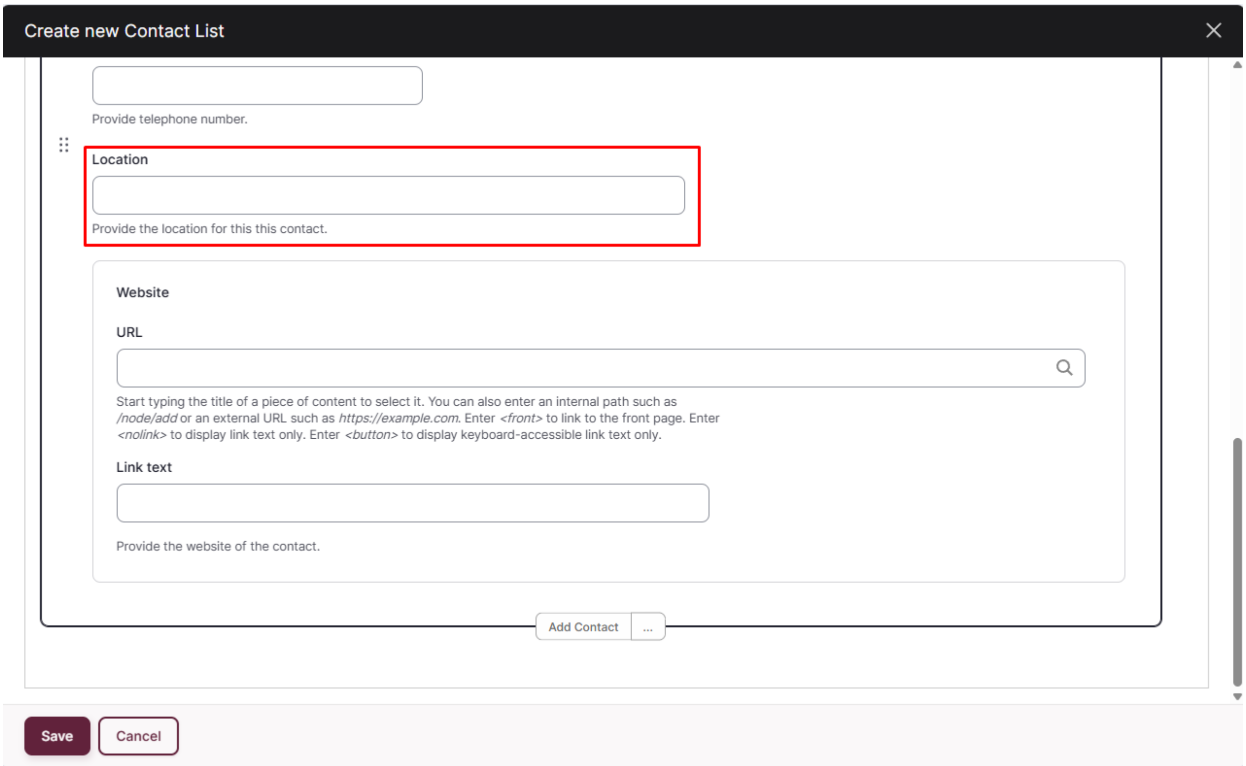
9 Provide the email address of the contact in the "**Email**" field, ensure it is a valid email address or you won't be able to save.



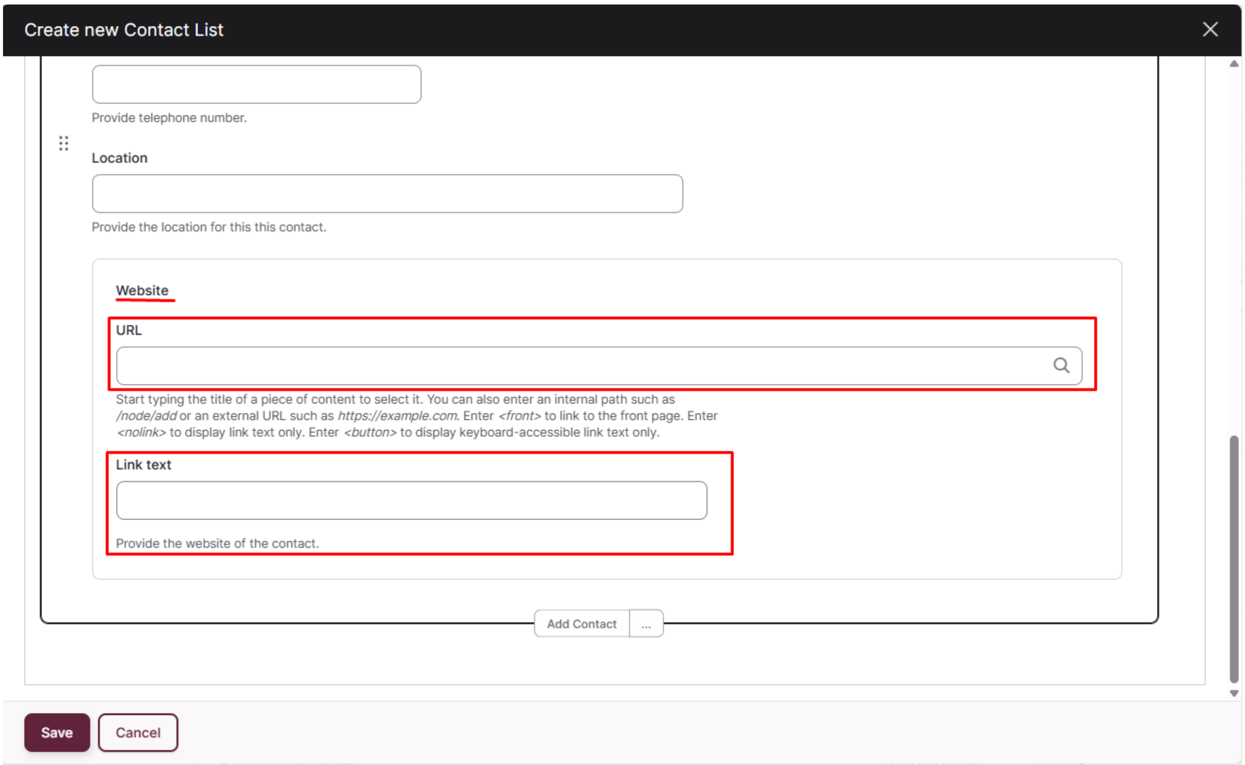
10 Provide the contact number for the contact information owner in the "**Contact Number**" field. The website has a global presence and is mobile ready. Contact numbers should therefore be written in the following format to allow for direct dialling: +27 21 808 9000 or +27 82 123 4567.



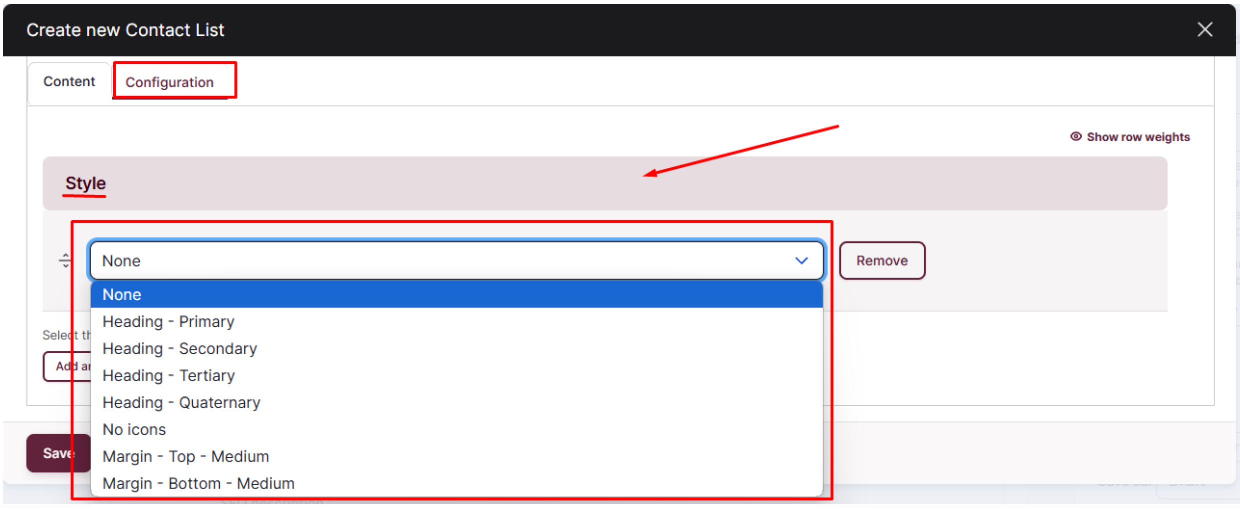
11 In the "**Location**" field, provide the address where the contact person is located e.g. Room 123, Van der Sterr Building, 25 Victoria Street, Stellenbosch. Choose how you provide the location depending on the context of adding the contact information.



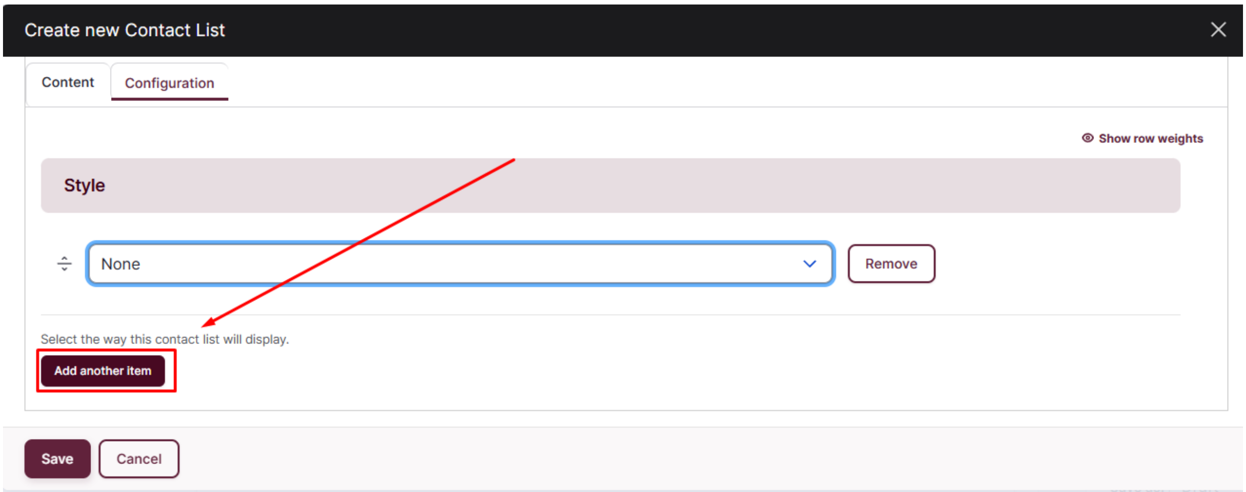
12 Provide a website link for the contact person, here you can link their People profile (if you created one) or their Researcher profile. Do this by entering the URL in the "**URL**" field and providing a "**Link text**" for your URL to display as.



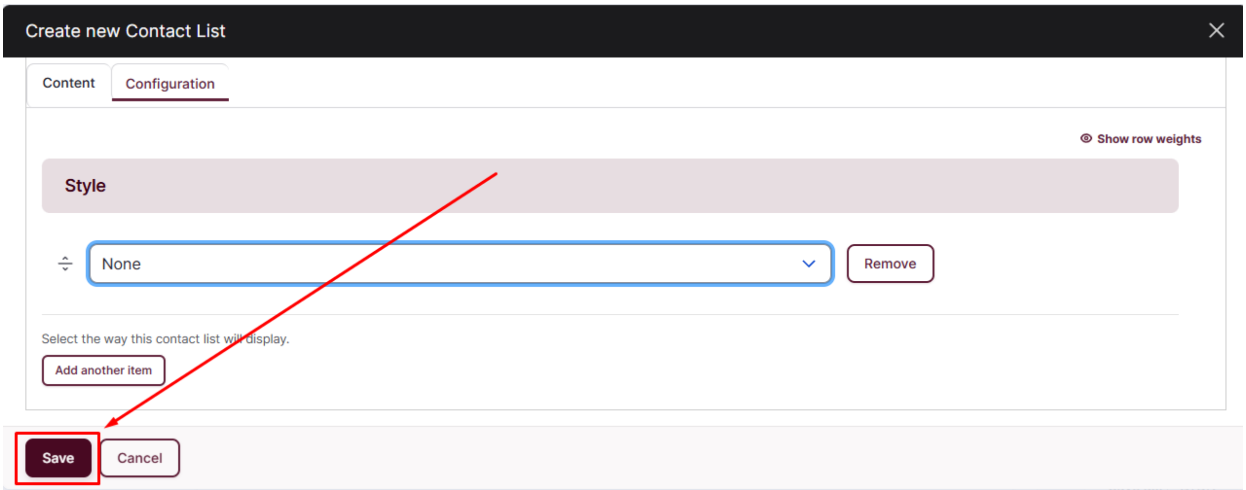
13 If you wish to add more than one persons contact information to your Contact List, simply click on the **Add Contact**" button again to be presented with an additional Contact form. Once you have added your contacts, navigate to the "**Configuration**" tab. Here you will be able to apply styling options to your Contact List that will affect the way it looks and is displayed to users by choosing from the "**Style**" dropdown list.



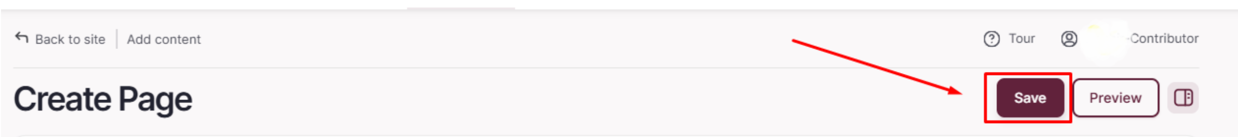
14 If you wish to utilise more than one of the available styling options, simply click on the **Add another item**" button to be presented with an additional "**Style**" dropdown.



15 Once you are happy with the content and configuration options of your Contact List, click on the **Save**" button to add it to your content.



16 Lastly, remember to click "**Save**" on the content you added the Contact List to in order to apply your changes.



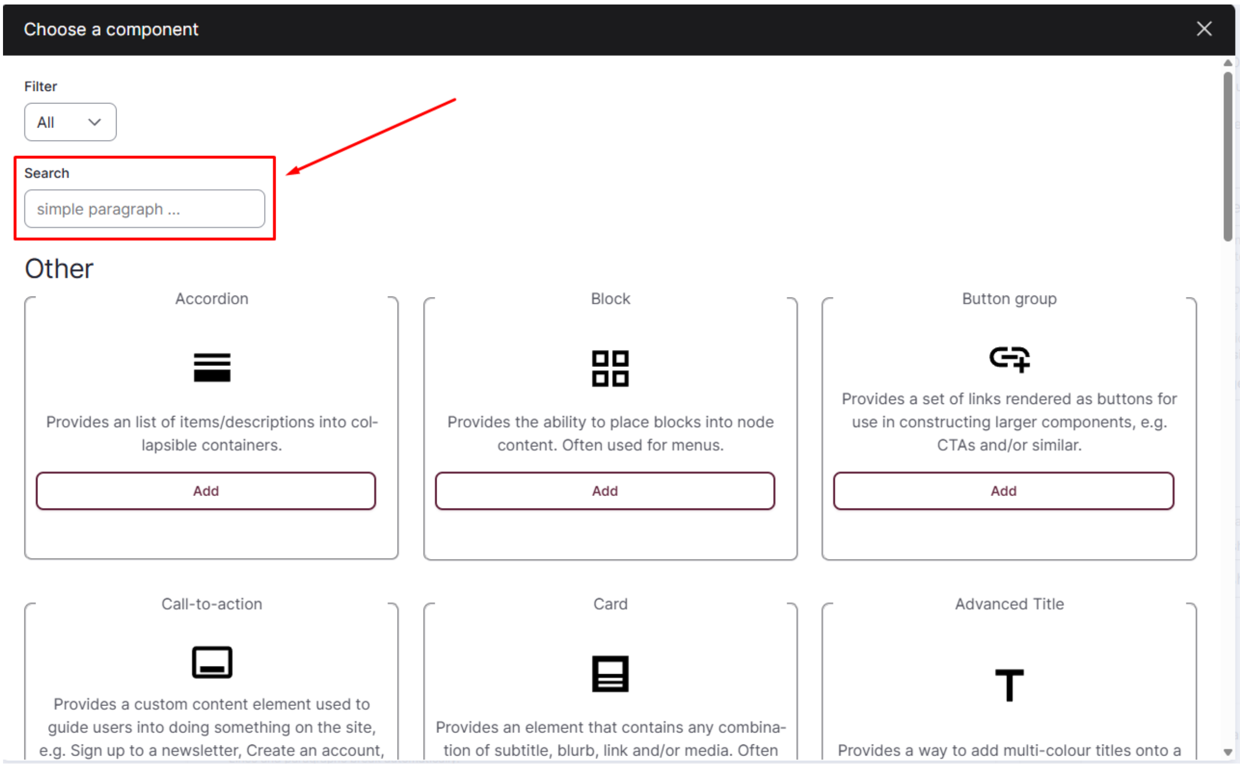
Adding and configuring a Stats block

Last updated July 1, 2025

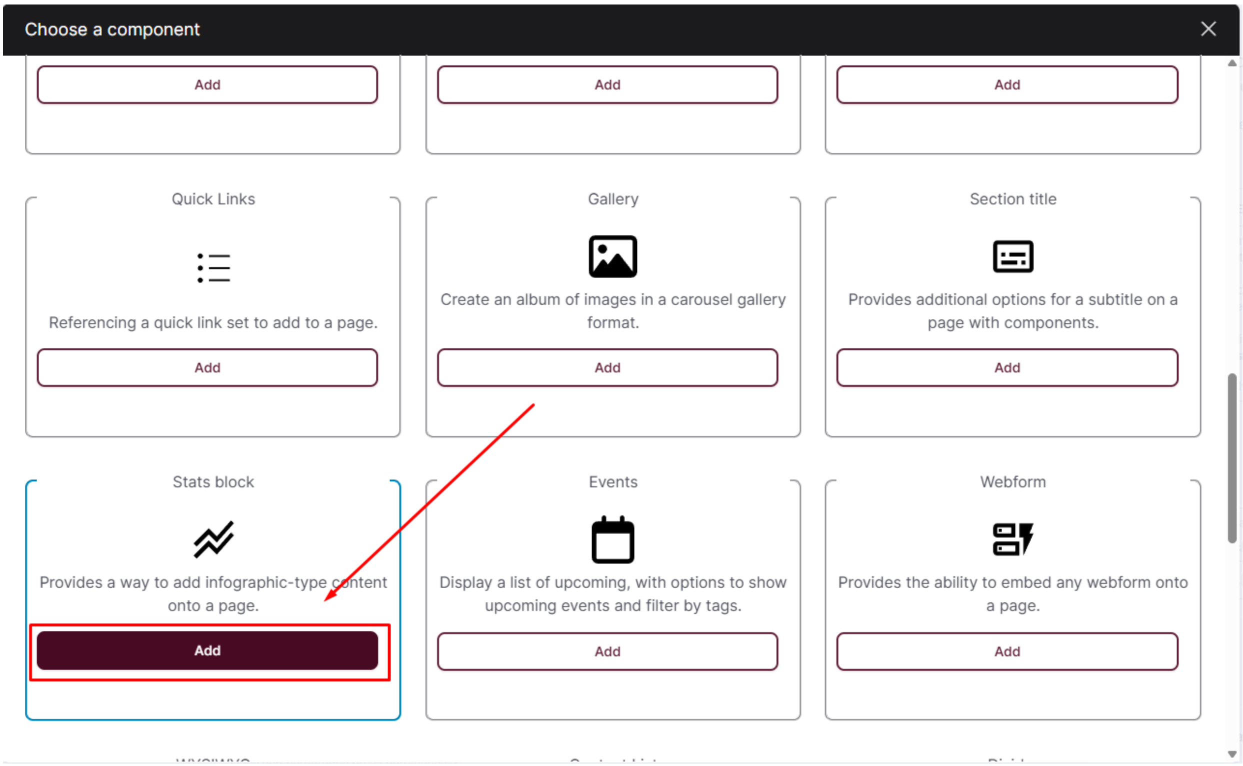
Content

1 To add a Stats block to a page you must first Create or Edit a page and then add a Section to the page (See [Adding and configuring a section](#)). Once you have added a section to the page, you will access the "**Choose a component**" form by clicking on the "**+**" button located in the "**Components**" section.

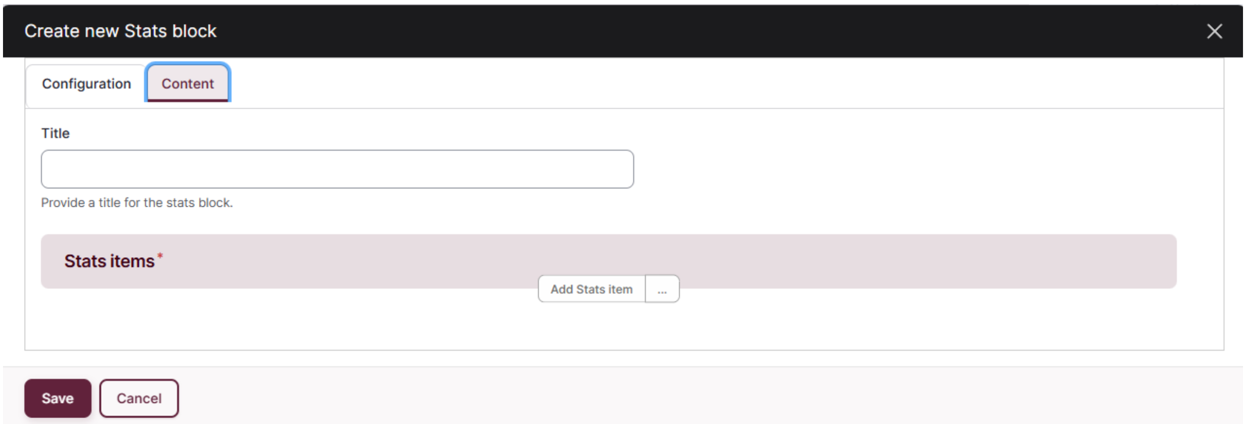
2 When presented with the "**Choose a component**" form, you can either use the "**Search**" bar to find the "**Stats block**" component or scroll through the various component options until you find it.



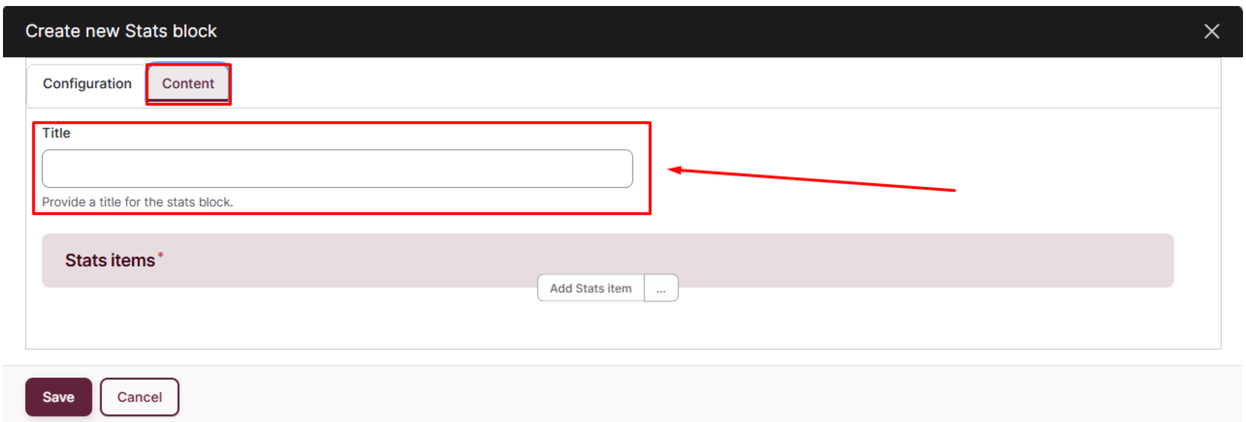
3 Once you have found the "**Stats block**" component option, click on the "**Add**" button.



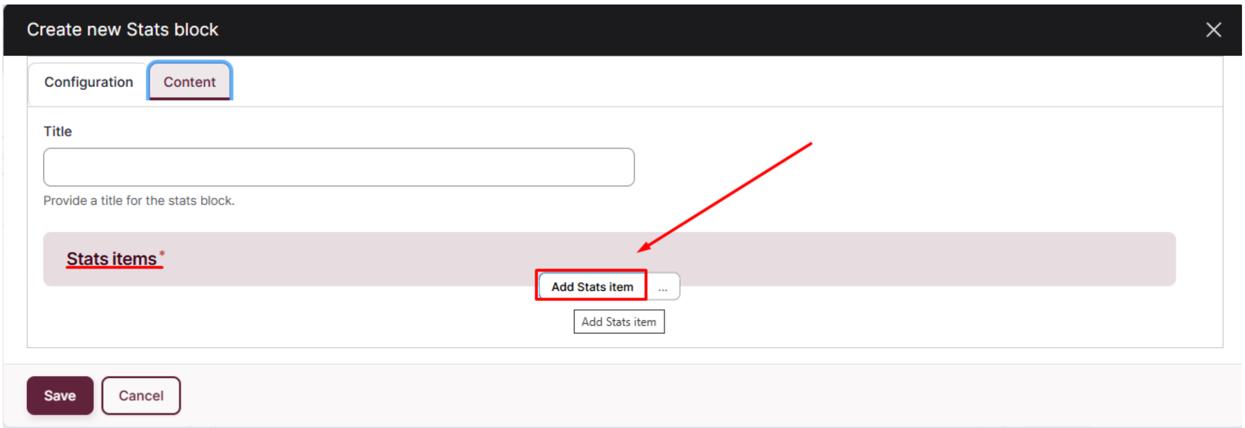
4 You will now be presented by the "**Create new Stats block**" form.



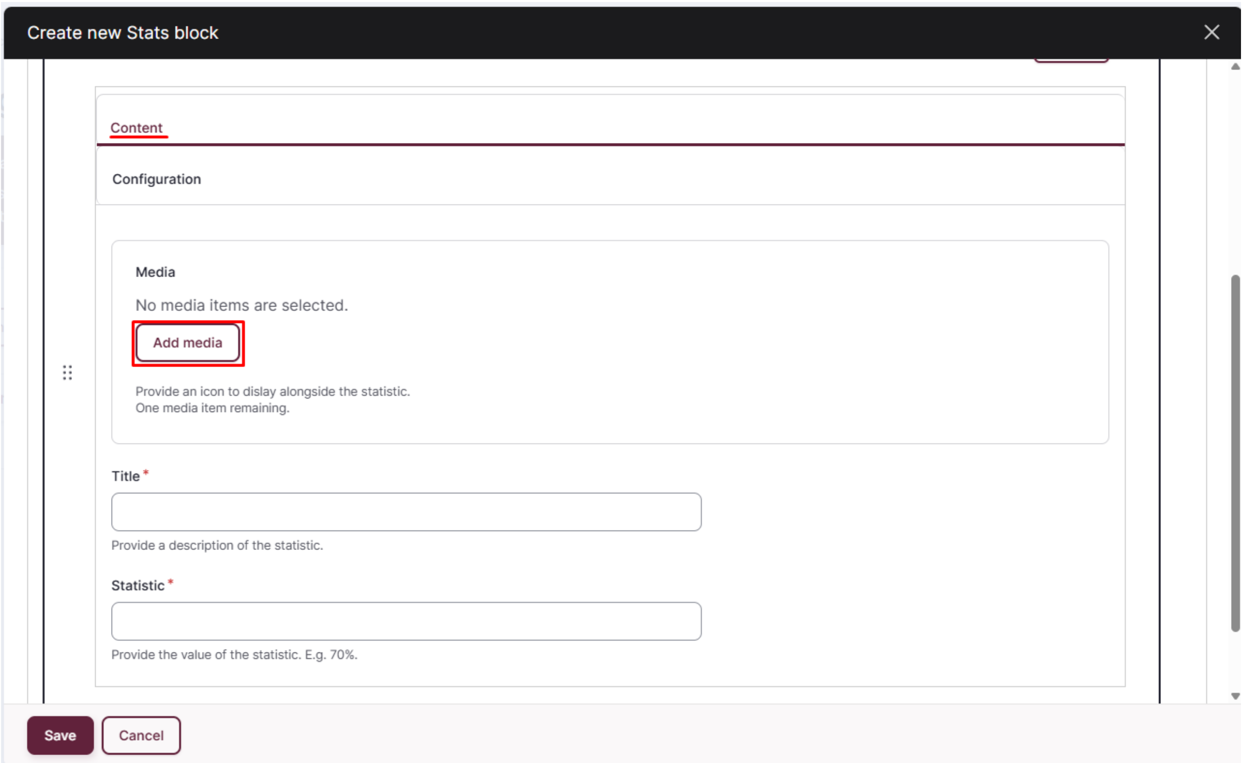
5 First, navigate to the "**Content**" tab. Here you will begin by optionally adding a "**Title**" to your Stats block in the "**Title**" field.



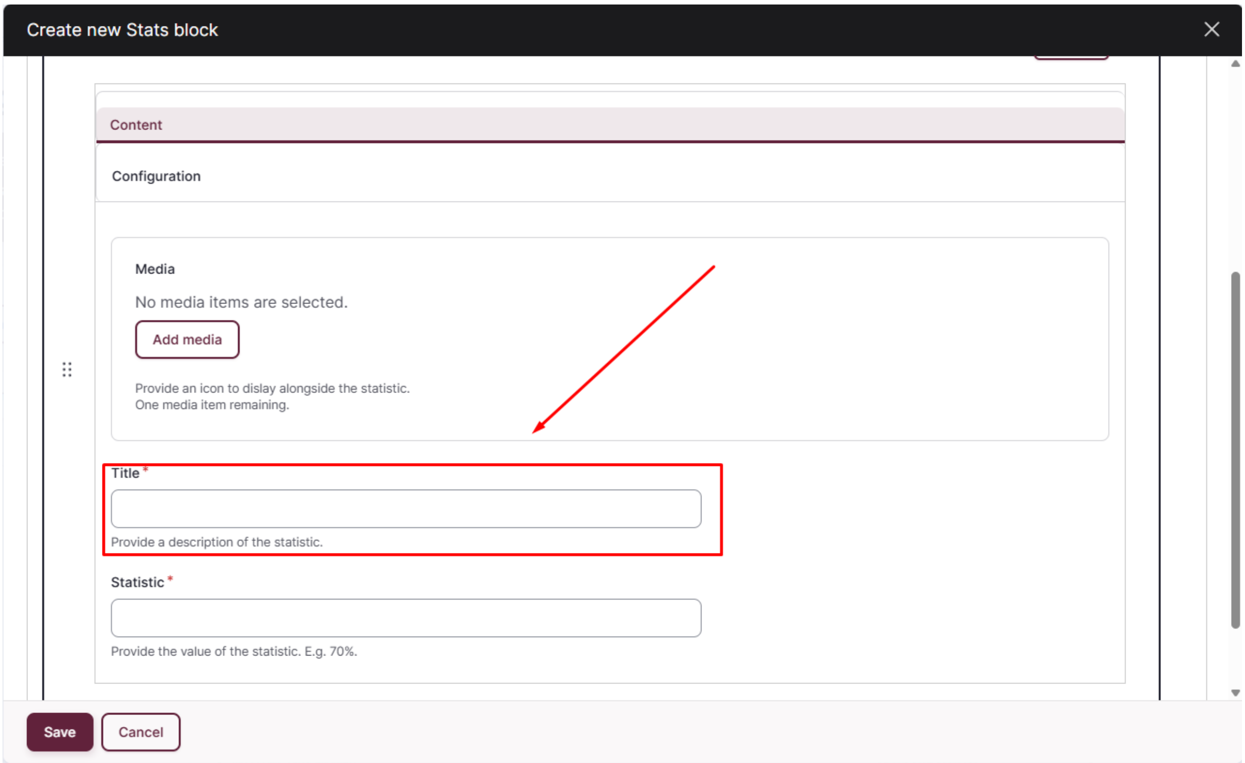
6 Next, you will click on the "**Add Stats item**" button in the "**Stats items**" section to add a "**Stats item**" to your stats block. Each of the Stats items you add will represent a new statisitc shown in the Stats block.



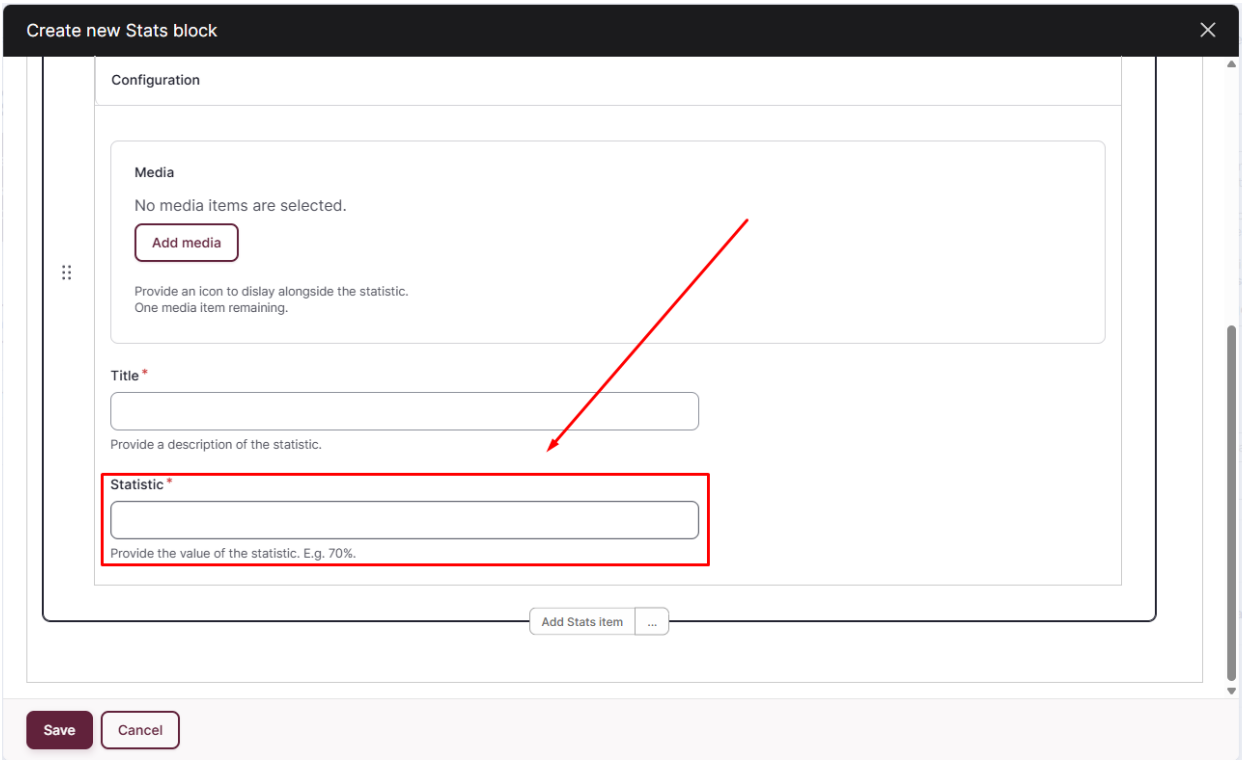
7 Within the Stats item you have added, navigate to the "**Content**" tab. Optionally click on the "**Add media**" button to add an icon to display alongside your statistic. See the wiki section on Media for more information.



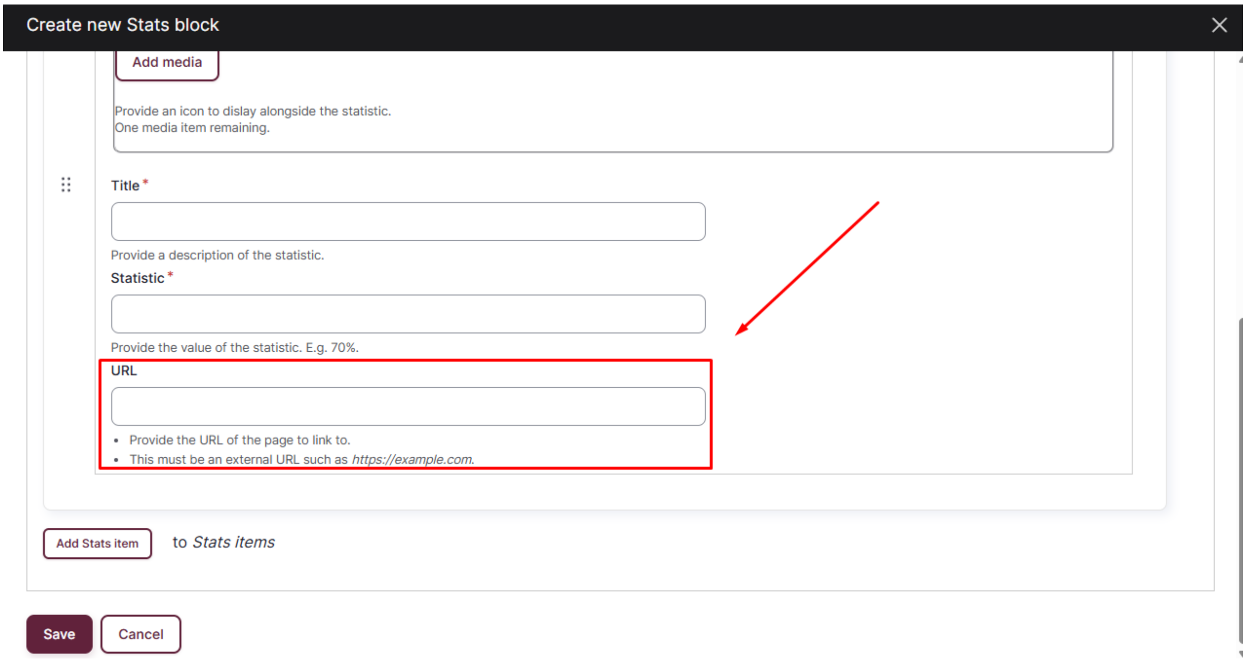
8 Next, provide a title for your Stats item in the "**Title**" field. Ensure that the title is descriptive of the statistic being presented.



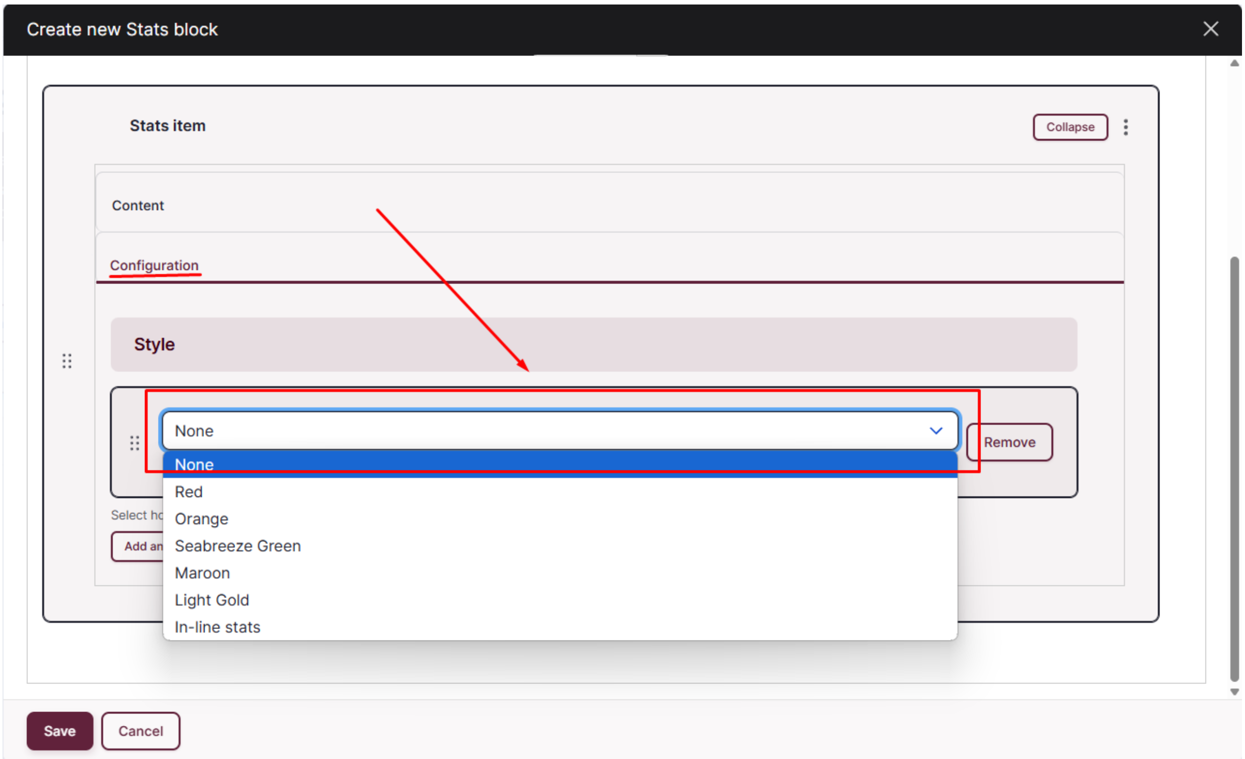
9 Once you've entered the title, add the value representing the statistic to the **Statistic**" field e.g. 70%.

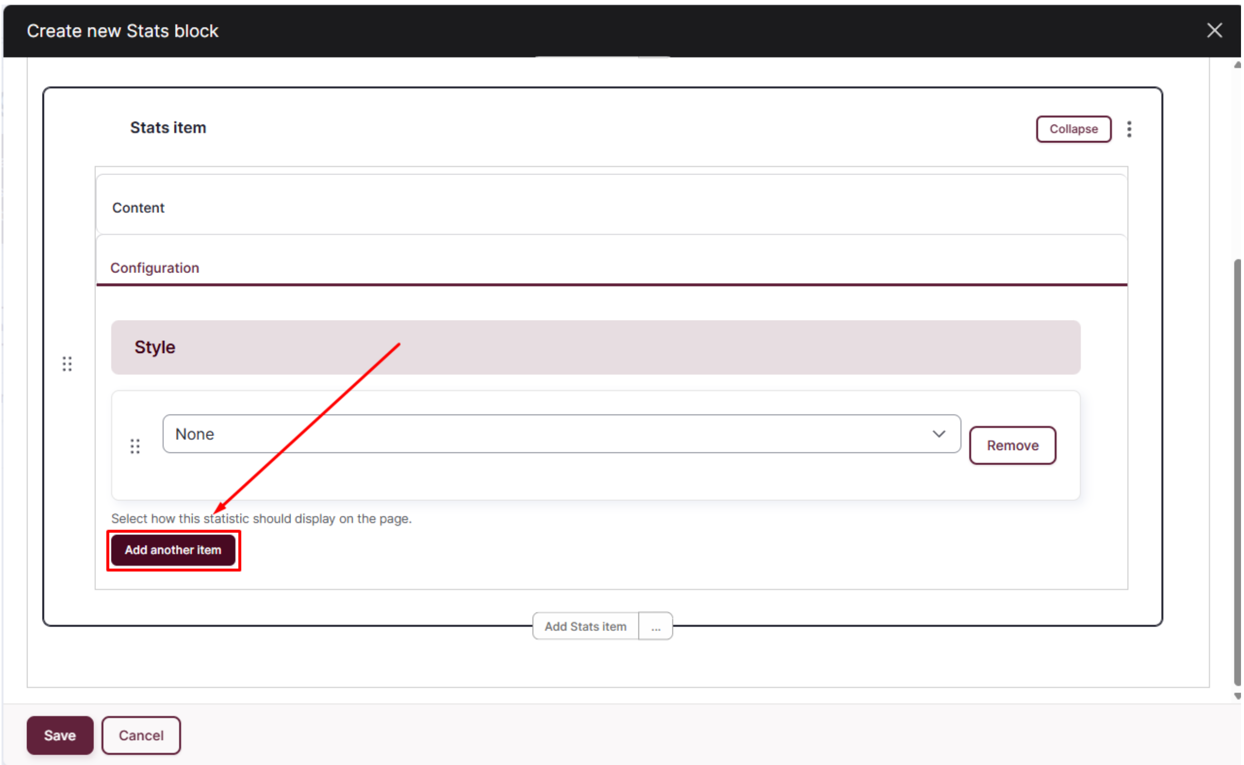


10 Optionally add an external link to the "**URL**" field which links to the relevant source of the statistic you are providing.

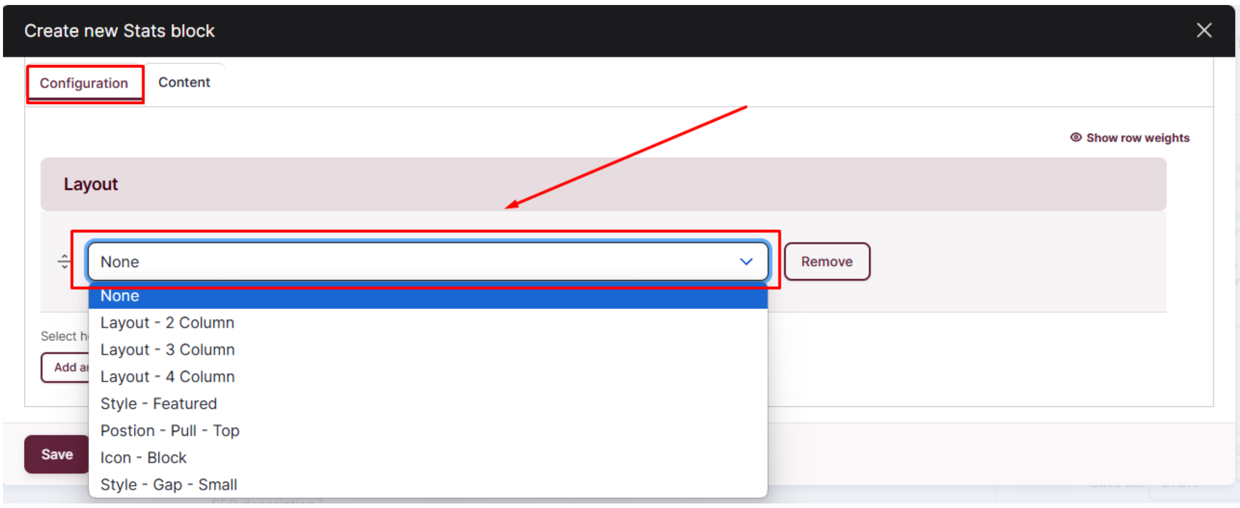


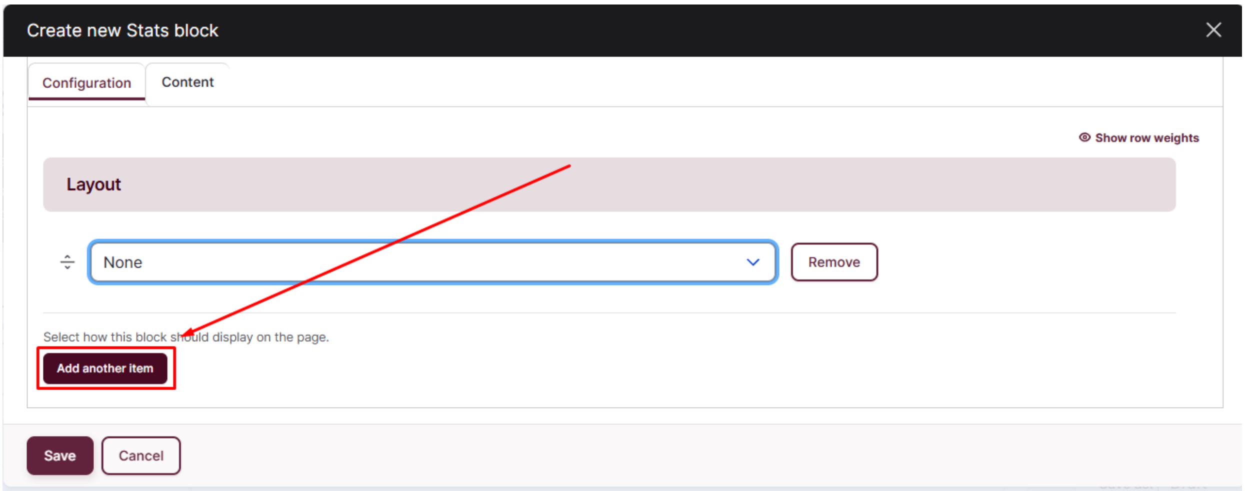
11 Next, navigate to the "**Configuration**" tab of the Stats item, NOT of the Stats block. Here you can optionally apply styling options to your Stats item by selecting form the dropdown in the "**Style**" section. These options will affect either the colour of your statistic OR the way it is presented e.g Inline stats. If you wish to utilise more than one of the available options, simply click on the "**Add another item**" button to be presented with an additional style dropdown selection.



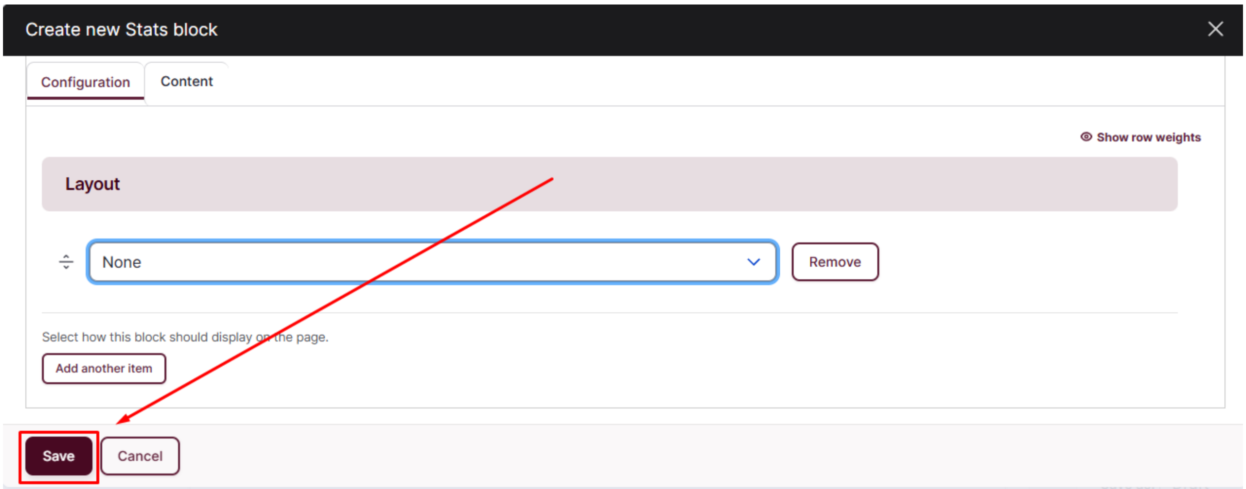


12 Once you are happy with the Content and Configuration options of your Stats item, you may choose to add additional Stats items by simply clicking on the "**Add Stats item**" button again and repeating the above process. Next, navigate to the main "**Configuration**" tab of the Stats block. Here you can select from a list of Layout options that will affect the appearance of your Stats block by selecting from the "**Layout**" dropdown. If you wish to utilise more than one of the available Layout options, simply click on the "**Add another item**" button to be presented with an additional Layout dropdown.

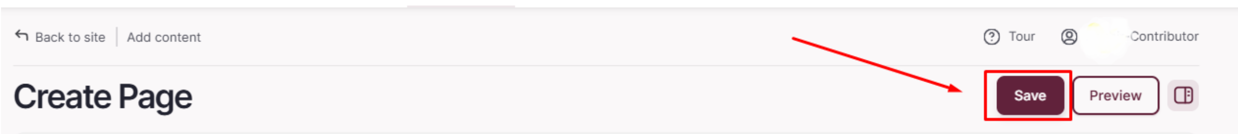




13 Once you are happy with the content and configuration options of your Stats block, click on the **Save**" button to add it to your content.



14 Lastly, remember to click "**Save**" on the content you added the Stats block to in order to apply your changes. And that's it, you have successfully added and configured a Stats block.



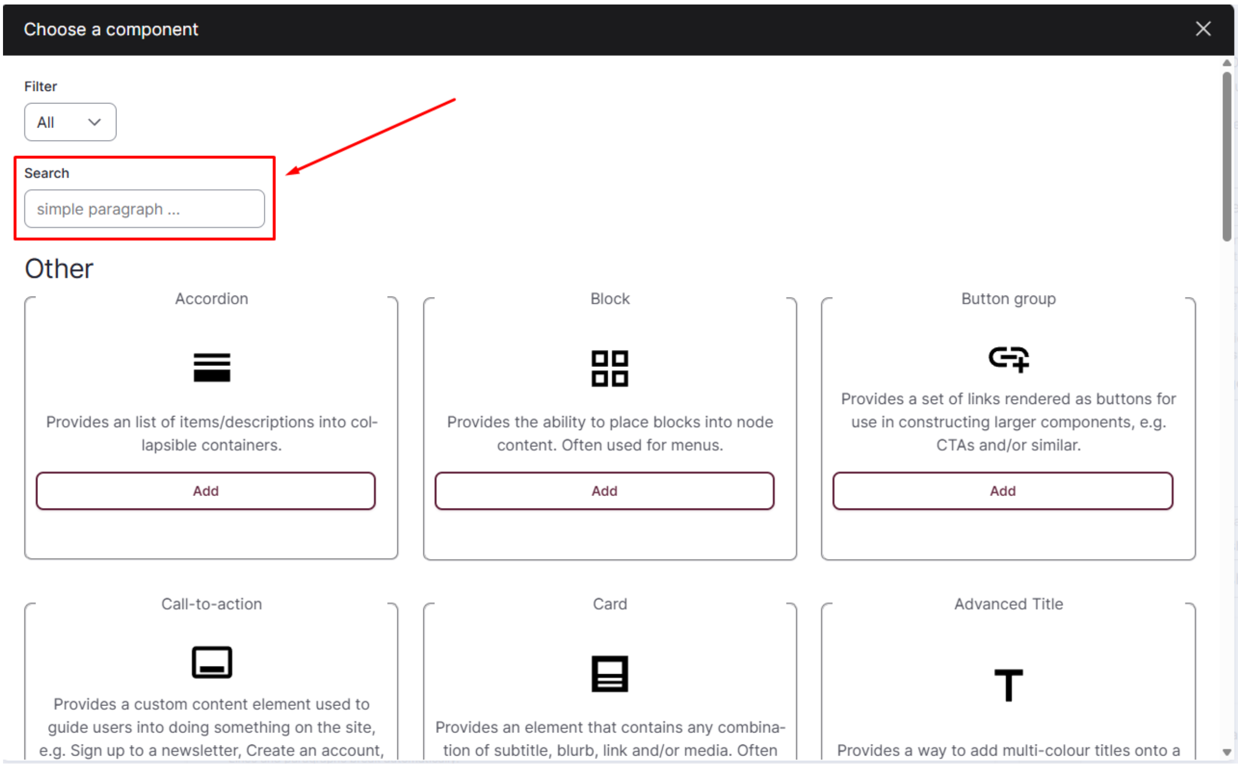
Adding Microview Content

Last updated July 1, 2025

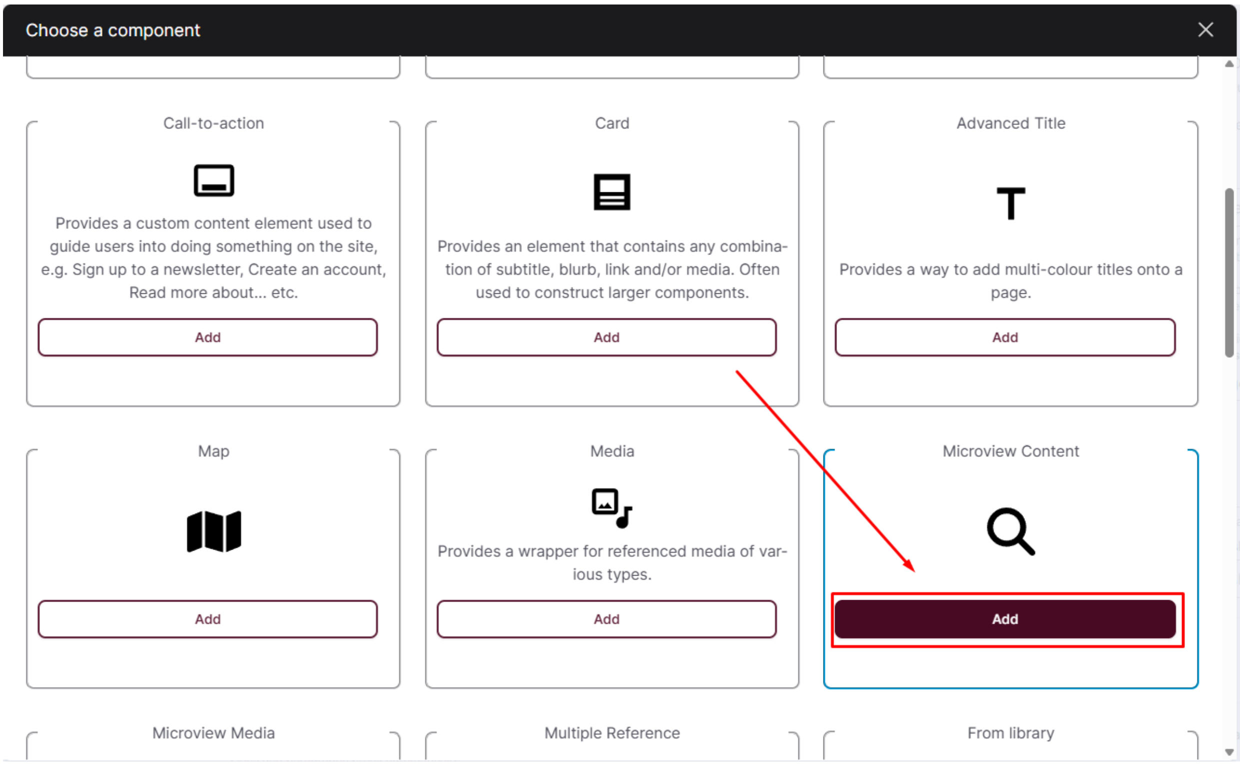
Content

1 To add Microview Content to a page you must first Create or Edit a page and then add a Section to the page (See [Adding and configuring a section]()). Once you have added a section to the page, you will access the "**Choose a component**" form by clicking on the "**+**" button located in the "**Components**" section.

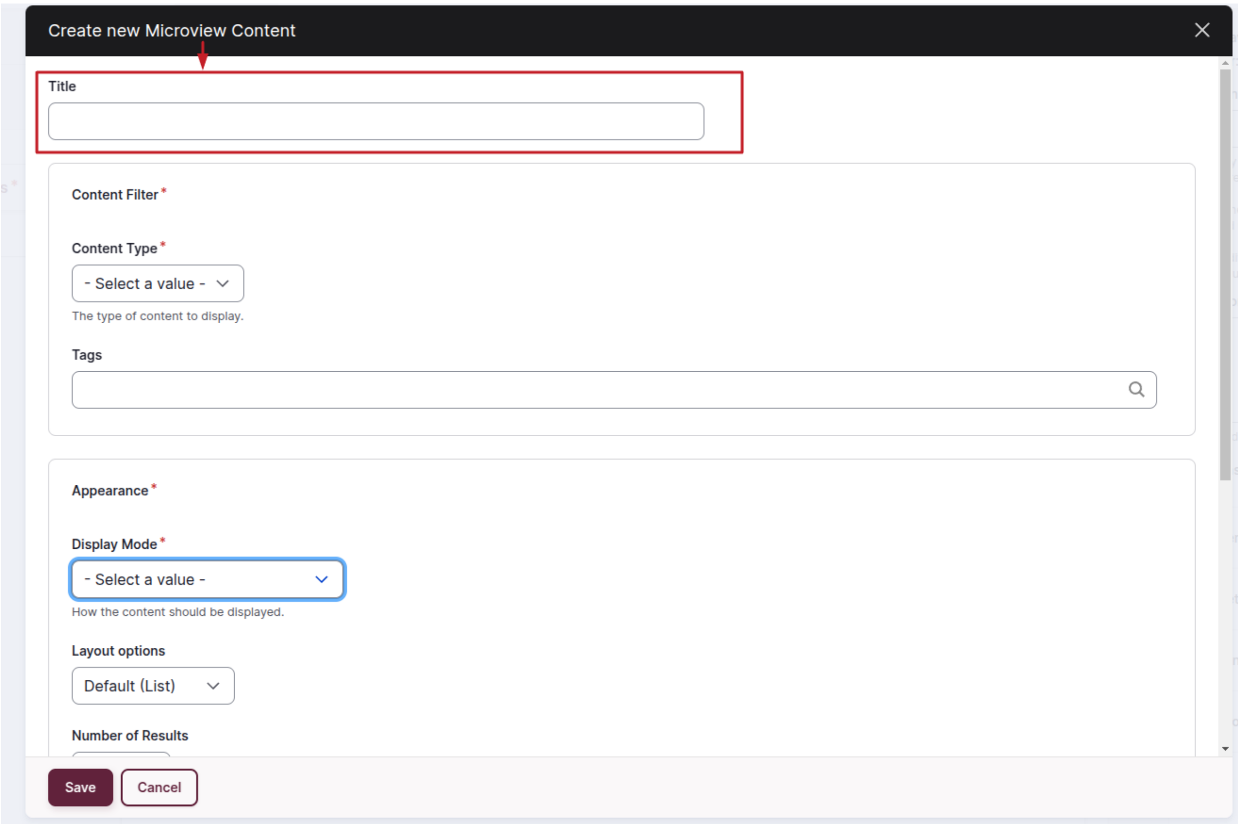
2 When presented with the "**Choose a component**" form, you can either use the "**Search**" bar to find the "**Microview Content**" component or scroll through the various component options until you find it.



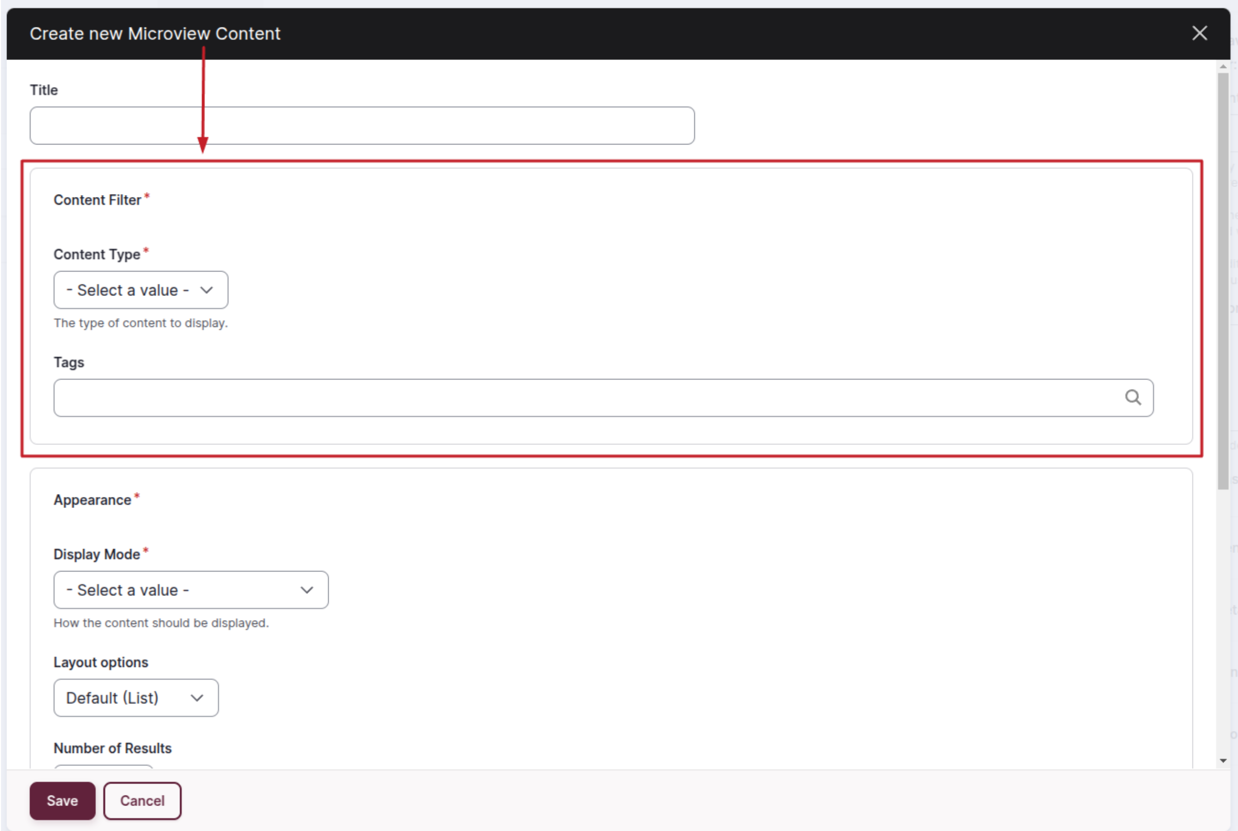
3 Once you have found the "**Microview Content**" component option, click on the "**Add**" button.



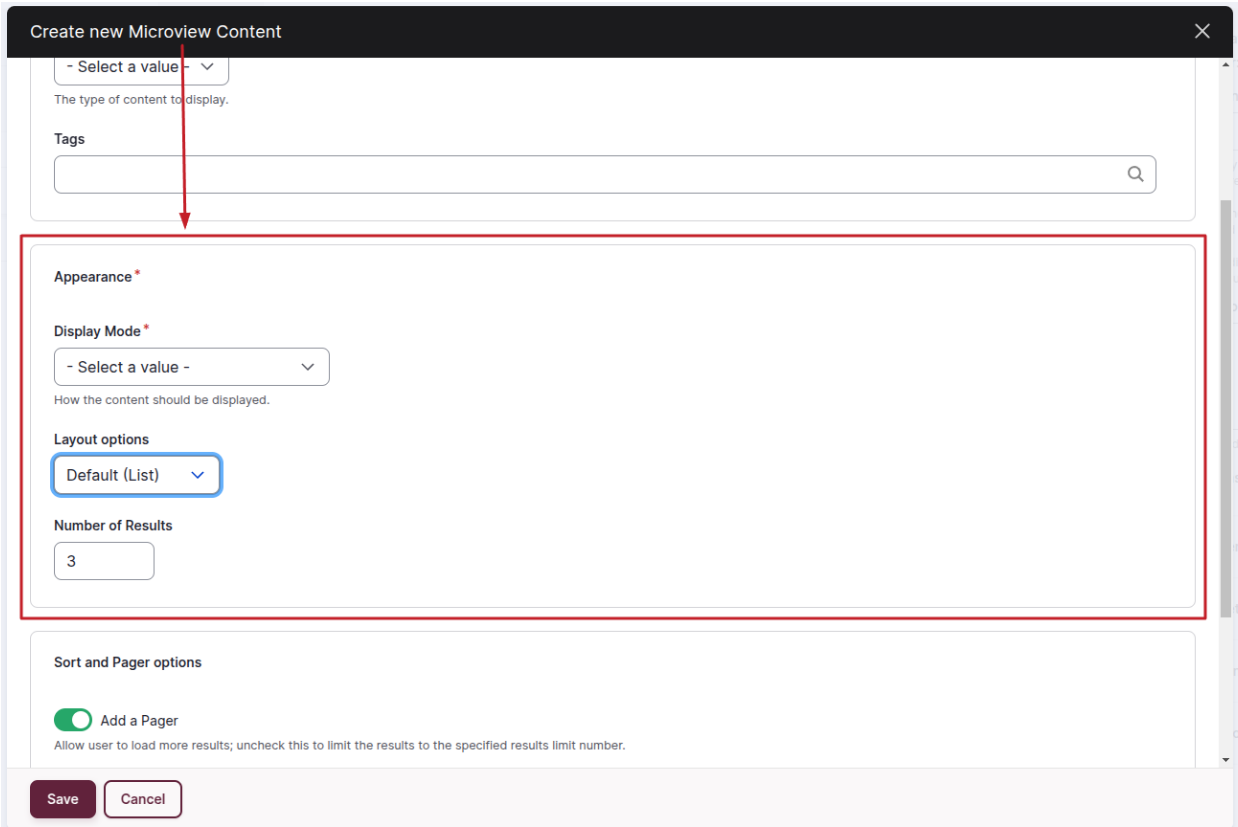
4 Once you have added the "**Microview Content**", you will be presented with a form. The form has four sections. The first section, labelled "**Title**" is where you can add the title of the microview content.



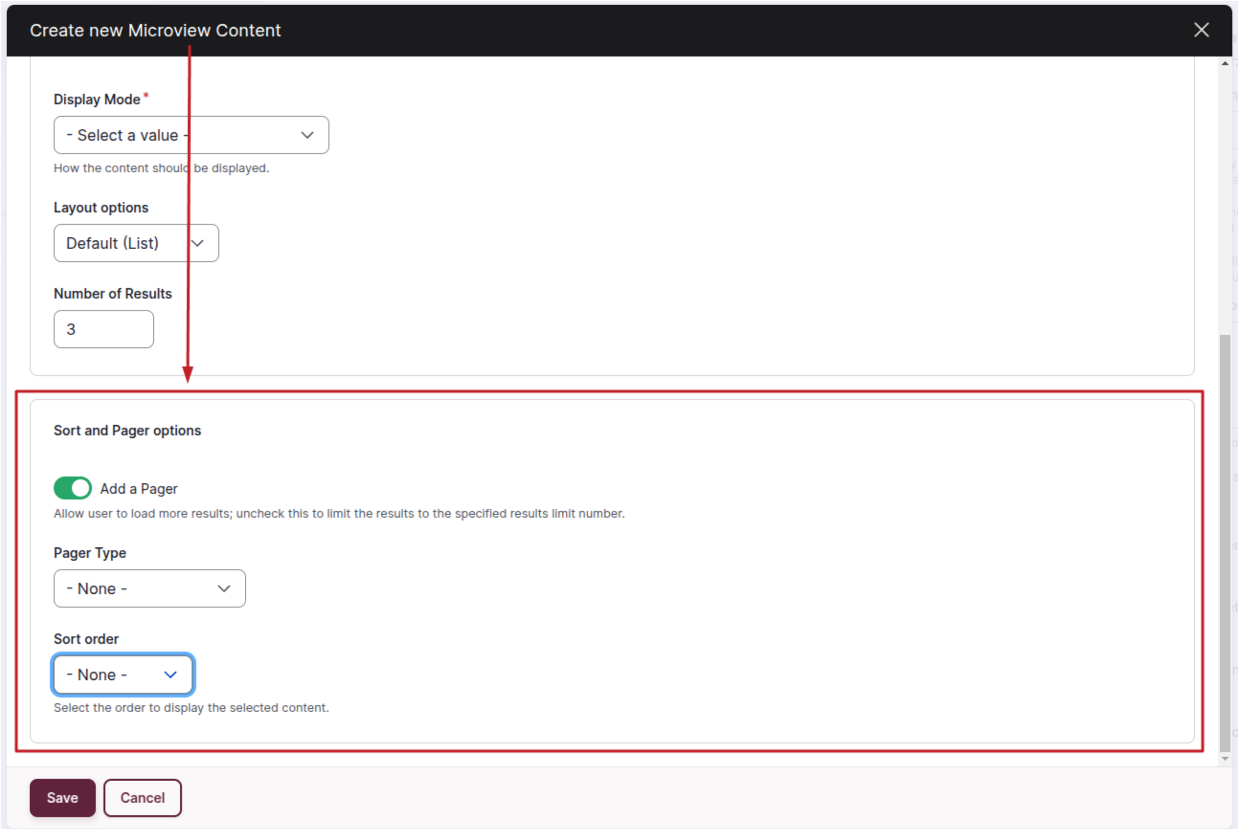
5 The second section, labelled "**Content Filter**" will allow you to filter the content that will be displayed in the microview. The "**Content Type**" drop-down allows you to select which content type you would like to display and the "**Tags**" field allows you select specific tags that content may be tagged with to filter through to display.



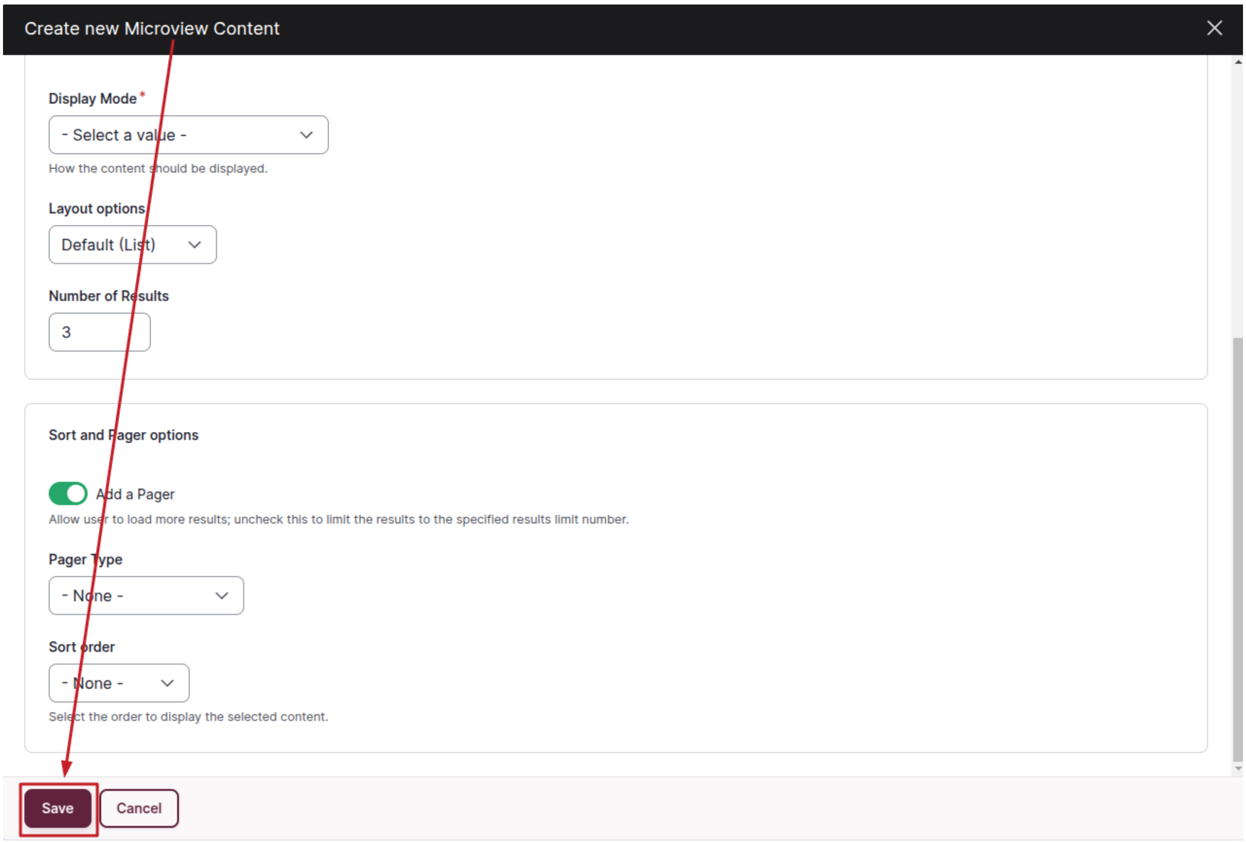
6 The third section, "**Appearance**", allows you to configure how the content should be displayed. The **Display Mode**" drop-down provides a list of previously configured display mode types which you can select from for various needs depending on what you want the content to display and in which order. "**Layout options**" provide a list of how you want the layout of the microview to display, this ranges from grid layouts to accordion and even carousel layouts. The "**Number of Results**" allows you to select the maximum amount of content to display in the microview.



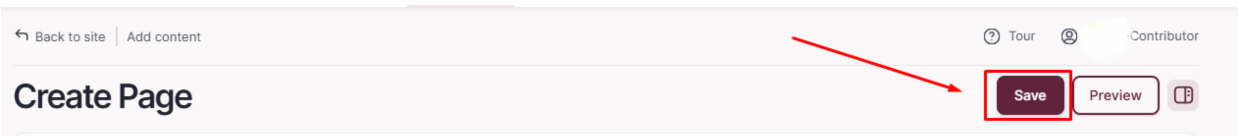
7 The final section, "**Sort and Pager options**", allow you to add a pager. This helps reduce clutter in the view and allows the user to load more or see more content if they choose to, you can add the pager by toggling "**Add a Pager**" to the enabled state. You can also select the type of pager you would like the user to use by selecting it from the "**Pager Type**" drop-down. In this section, you are also able to sort the displayed content to your choosing by selecting it in the "**Sort order**".



8 Apply all the configuration of the "**Microview Content**" by clicking the "**Save**" button on the bottom left.



9 Lastly, remember to click "**Save**" on the content you added the Microview Content to in order to apply your changes. And that's it, you have successfully added and configured Microview Content.



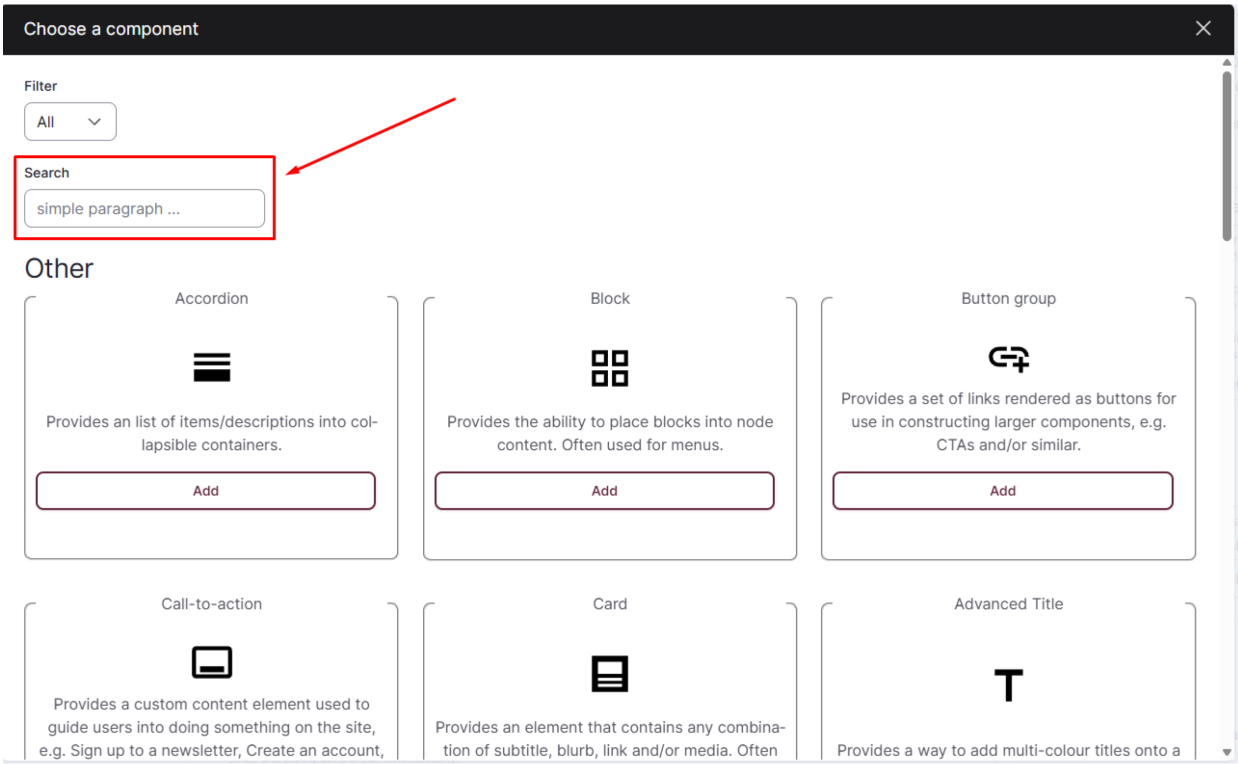
Adding and configuring Media component

Last updated August 28, 2025

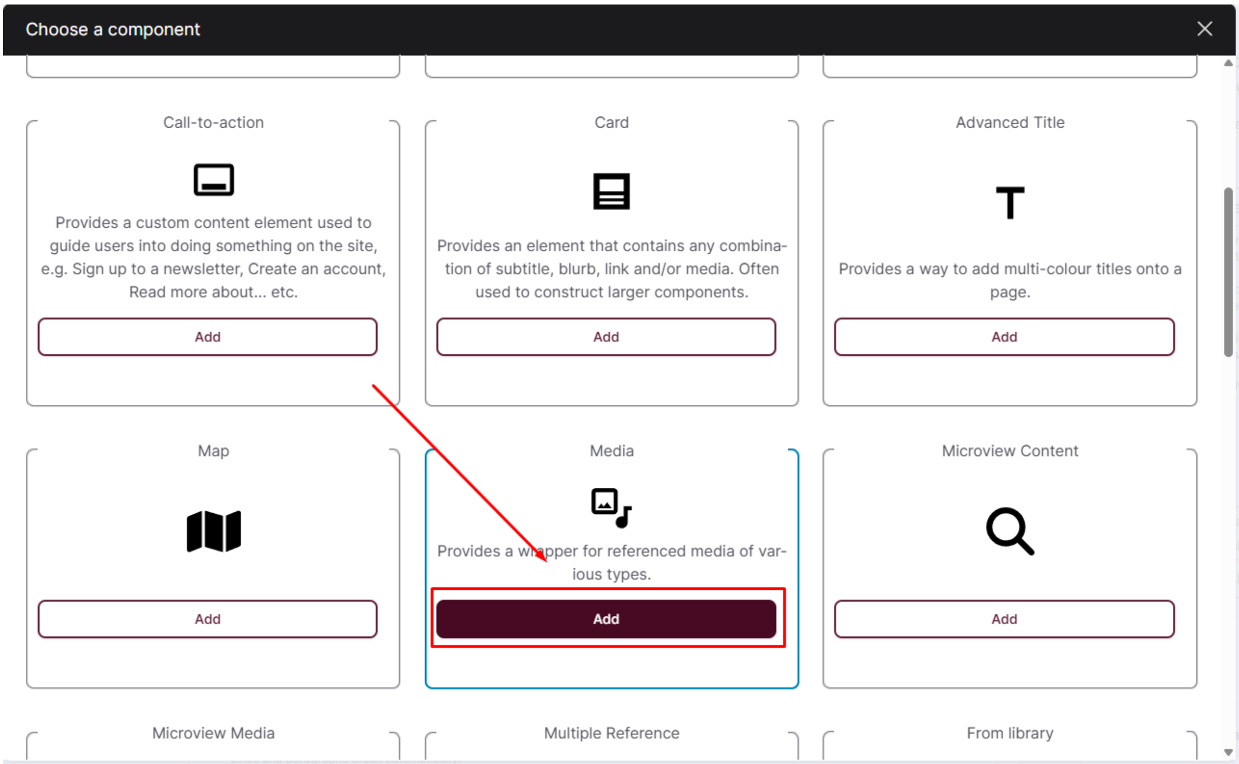
Content Index

1 To add Media to a page you must first Create or Edit a page and then add a Section to the page (See [Adding and configuring a section]()). Once you have added a section to the page, you will access the "**Choose a component**" form by clicking on the "**+**" button located in the "**Components**" section.

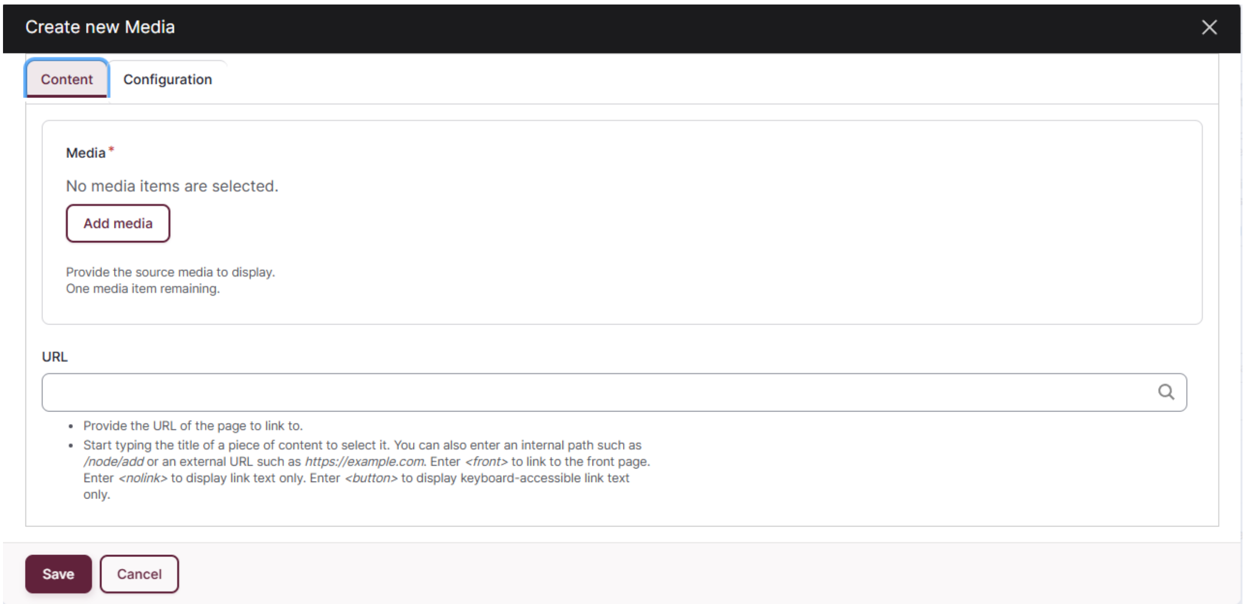
2 When presented with the "**Choose a component**" form, you can either use the "**Search**" bar to find the "**Media**" component or scroll through the various component options until you find it.



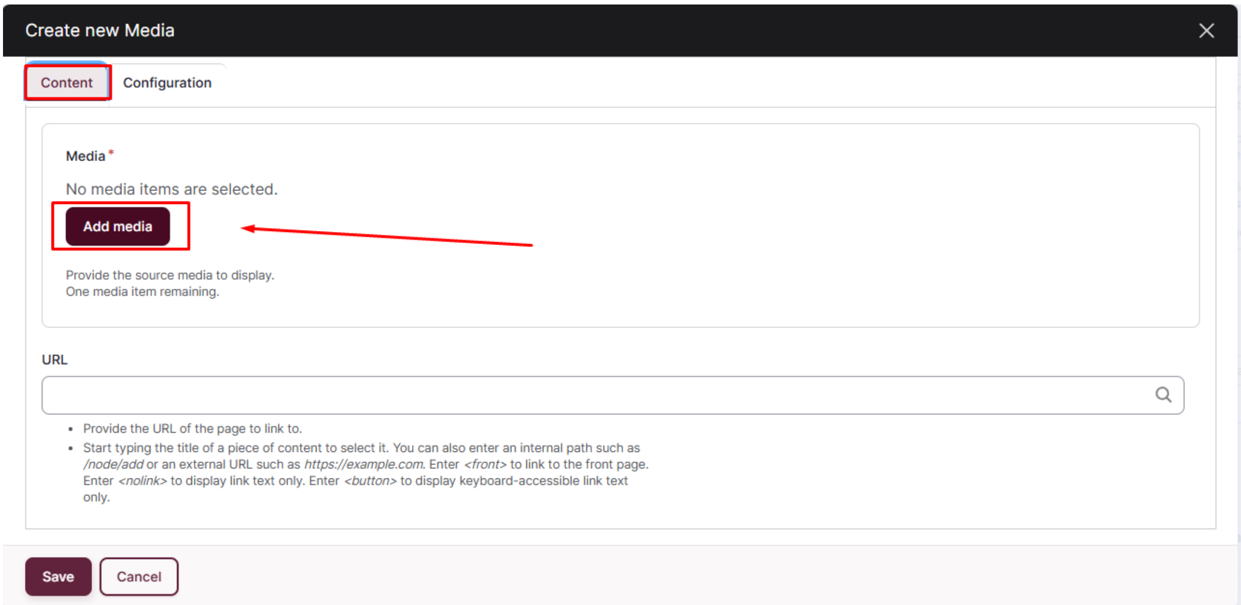
3 Once you have found the "**Media**" component option, click on the "**Add**" button.



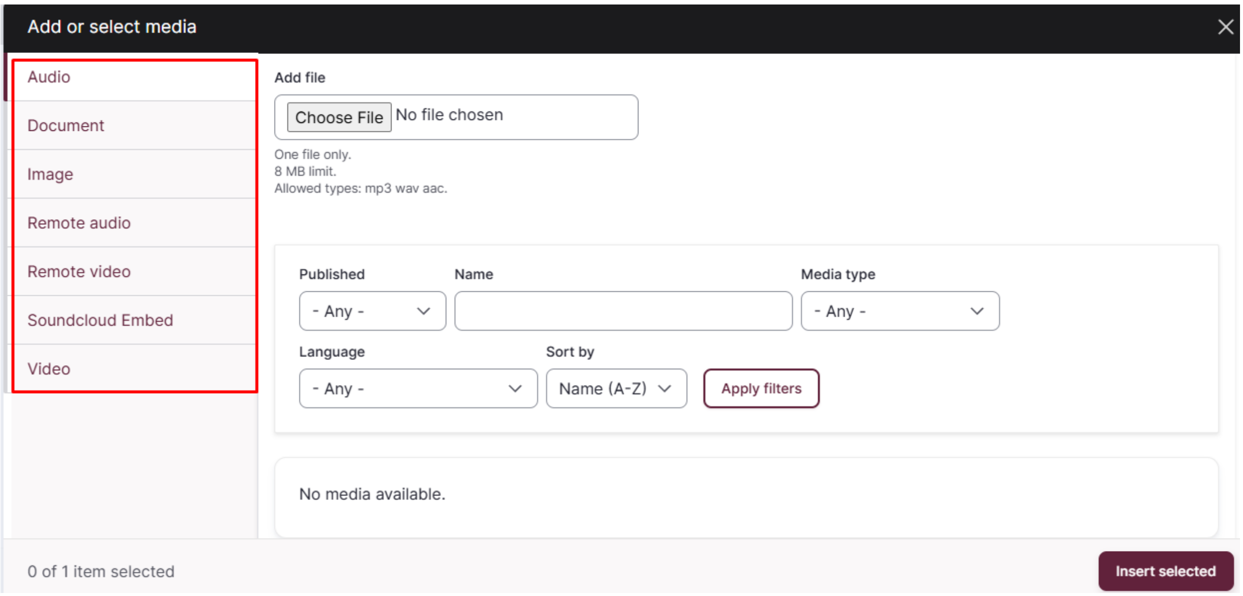
4 You will now be presented by the "**Create new Media**" form.

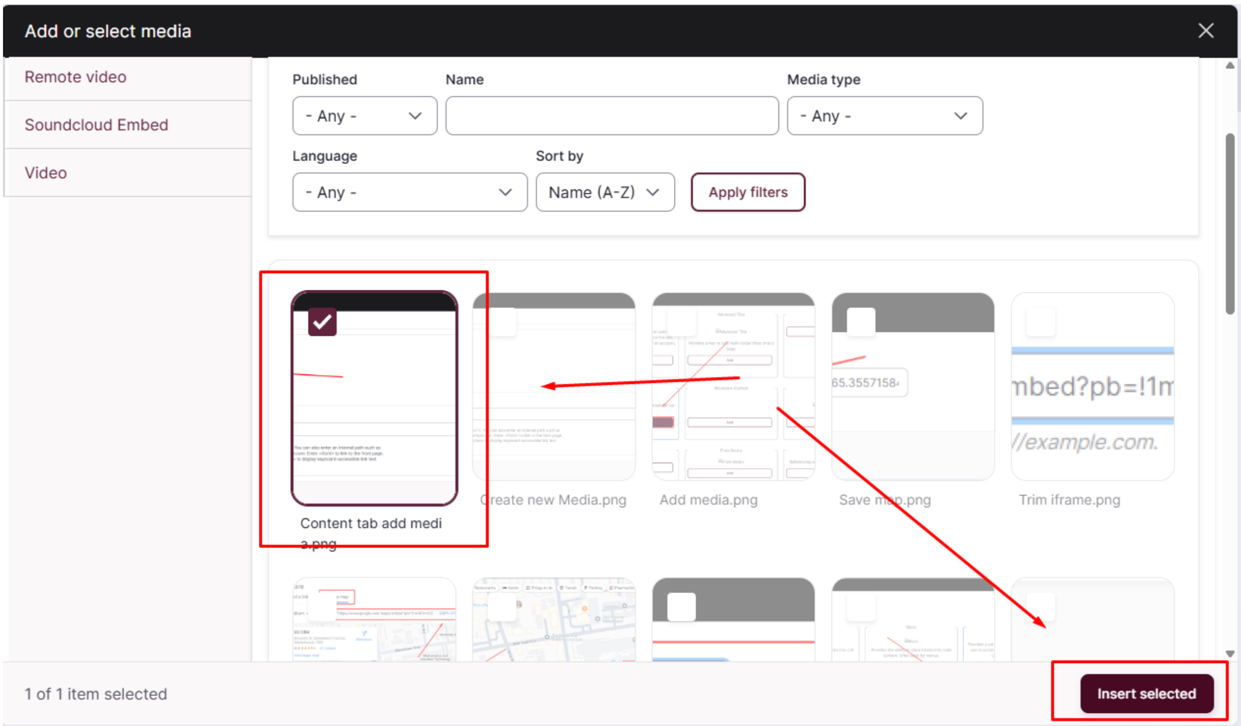


5 In the Create new Media form, navigate to the "**Content**" tab. Here you will add your media by clicking on the "**Add media**" button.

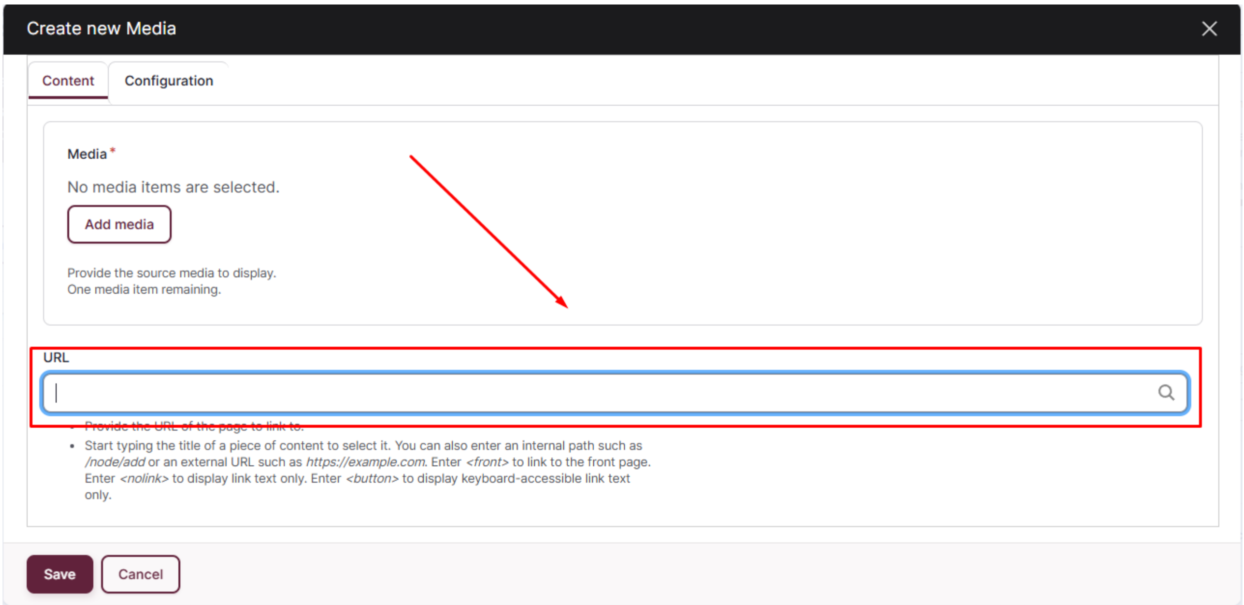


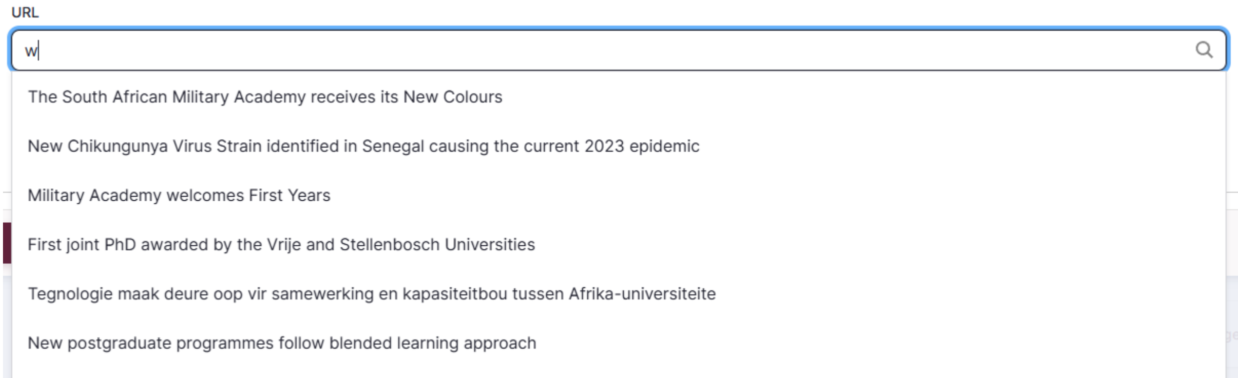
6 Once you have clicked on "**Add media**" you will be presented with the "**Add or select media**" form. Select the media type you wish to add in the left tab menu. From here, follow the instructions laid out in the "[Media]" section of the wiki to add your media item. Lastly select the media item you have added and click on "**Insert selected**" to add the item to your component.



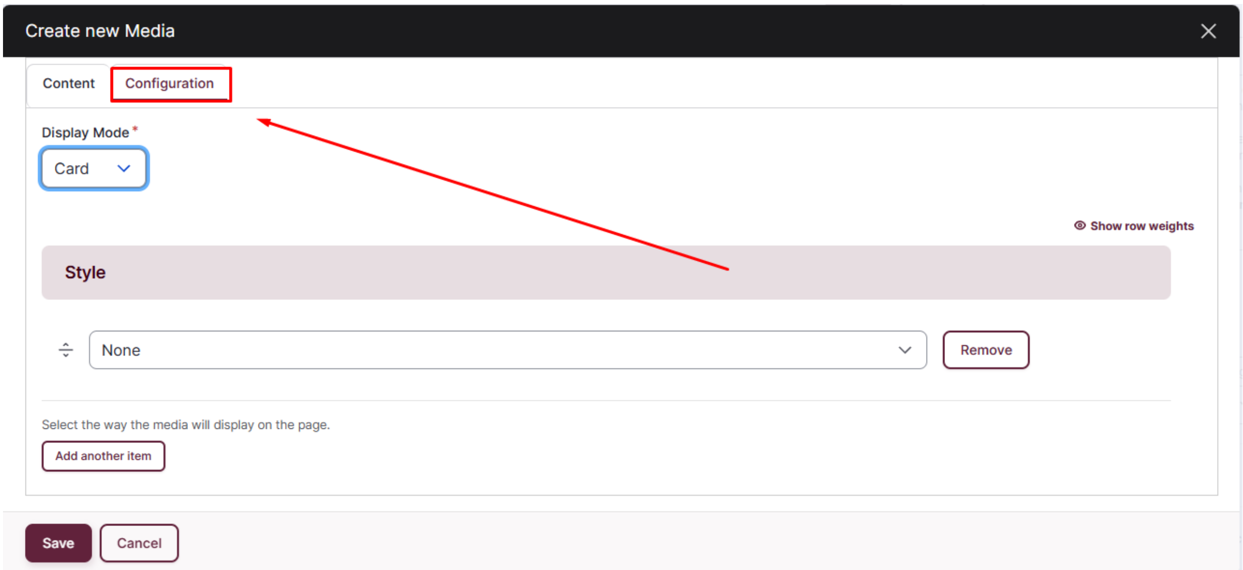


7 Now that you have inserted your media, you can optionally choose to have your media item be clickable and link out to either internal or external content. To do this, add a URL to the "**URL**" field of the content you wish to link the to. This can be done by either pasting an external url or simply typing the name of the internal content and selecting from the available internal content options.

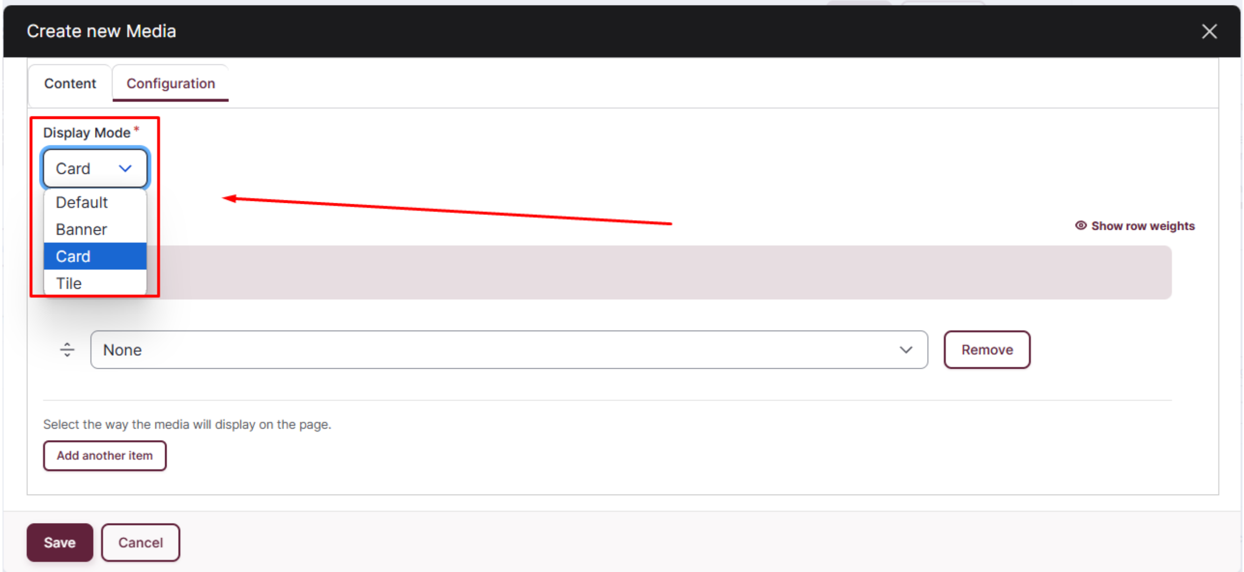




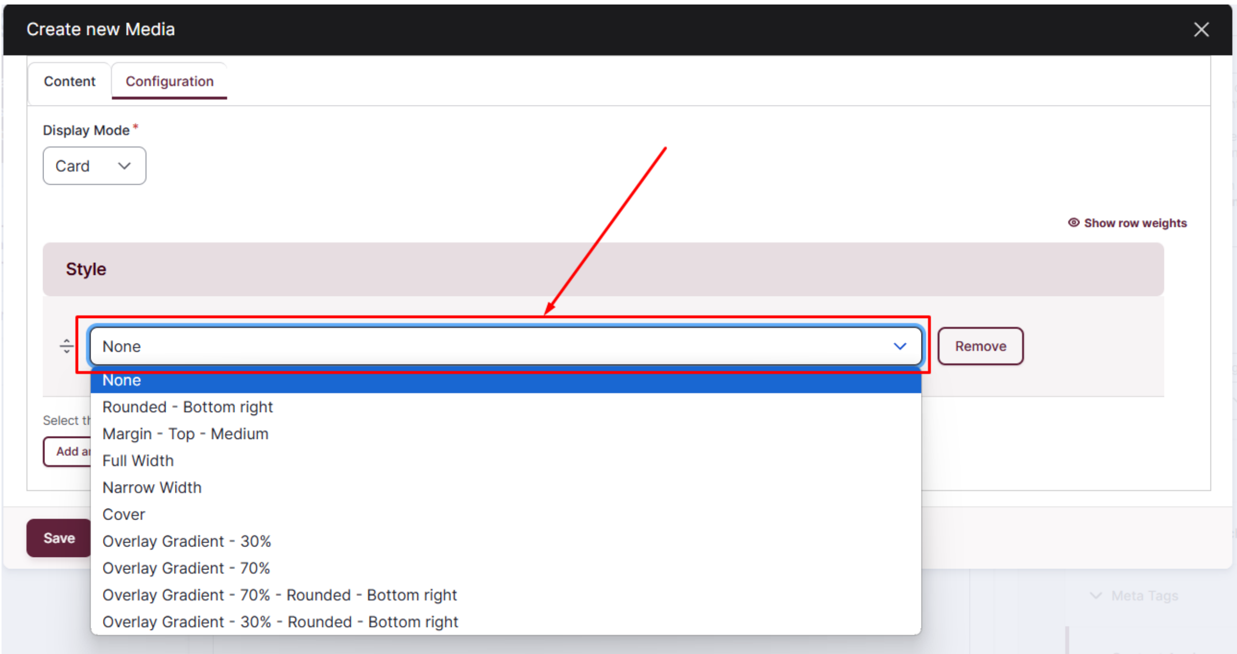
8 Next, navigate to the "**Configuration**" tab. Here you will adjust the **"Display Mode**" and "**Style**" of your media, both of which will affect how the item is displayed in the front-end to users.

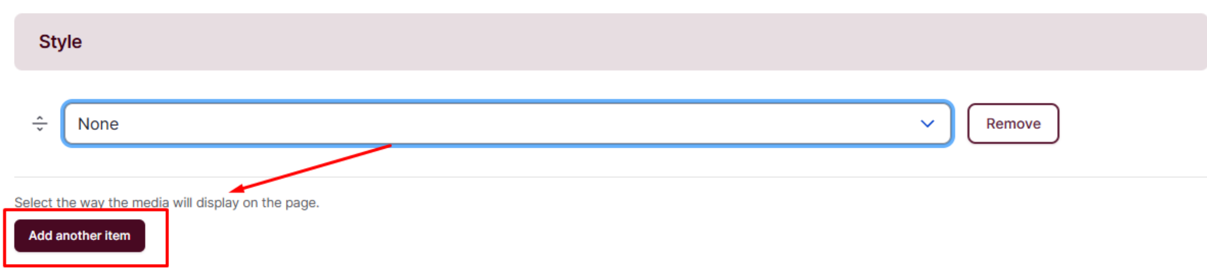


9 To select the "**Display Mode**" of your item, choose the appropriate option that best fits your need from the dropdown e.g. "**Card**" or "**Tile**".

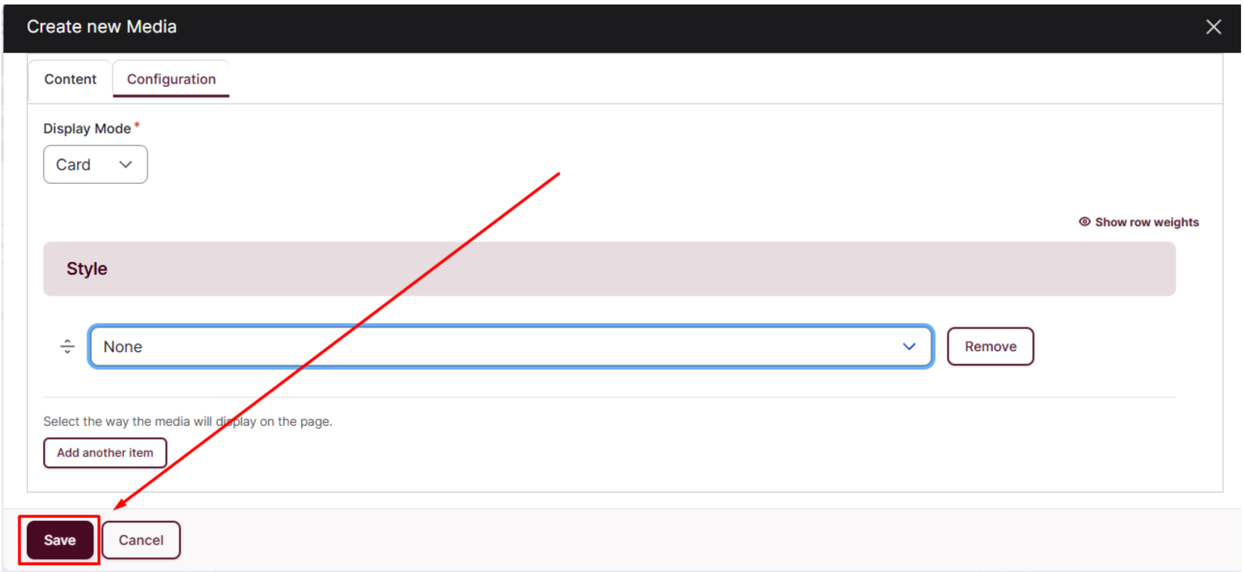


10 Next, you can optionally add styling options to your media by selecting from the dropdown list in the **Style**" section. If you wish to utilize more than one of these style options, simply click on the "**Add another item**" button to add an additional dropdown to choose from.

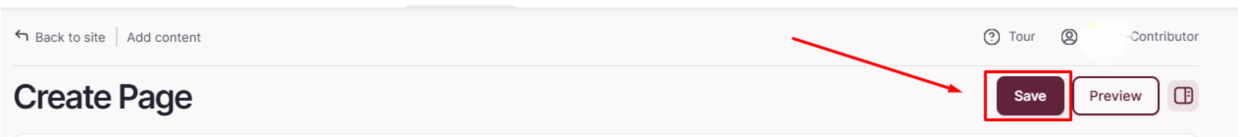




11 Once you are happy with the Content and Configuration of your Media component, click on **Save**" to add the component to your page.



12 Lastly, remember to click "**Save**" on the content you added the Media to in order to apply your changes. And that's it, you have successfully added and configured Media.

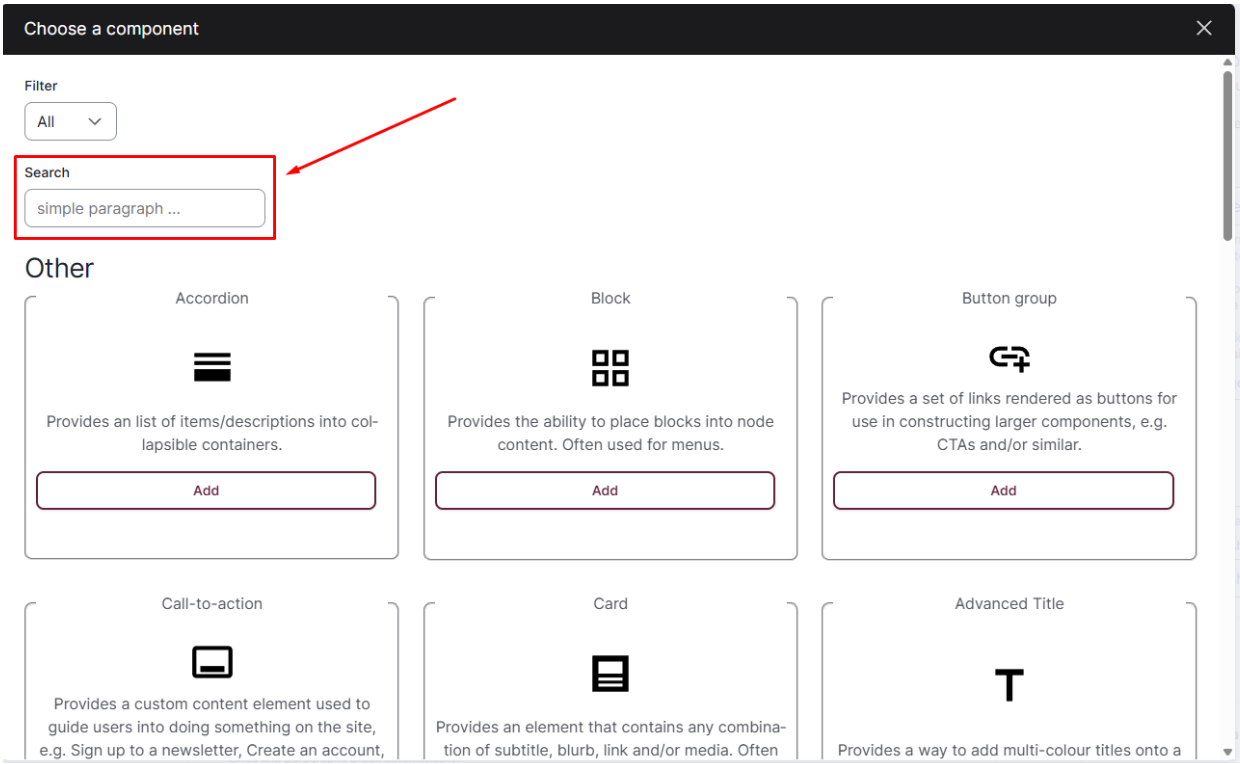


Adding Testimonials to a page

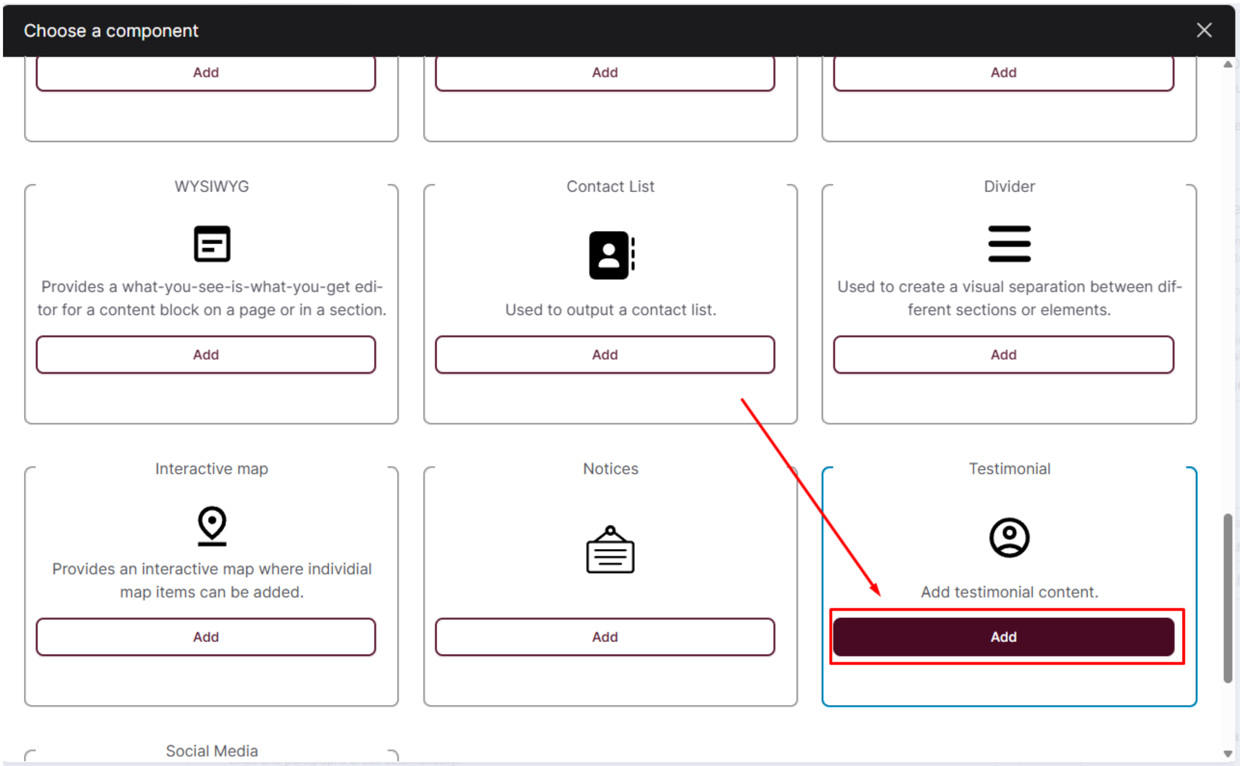
Last updated June 30, 2025

1 To add a testimonial to a page you must first Create or Edit a page and then add a Section to the page (See [Adding and configuring a section]()). Once you have added a section to the page, you will access the "**Choose a component**" form by clicking on the "**+**" button located in the **"Components**" section.

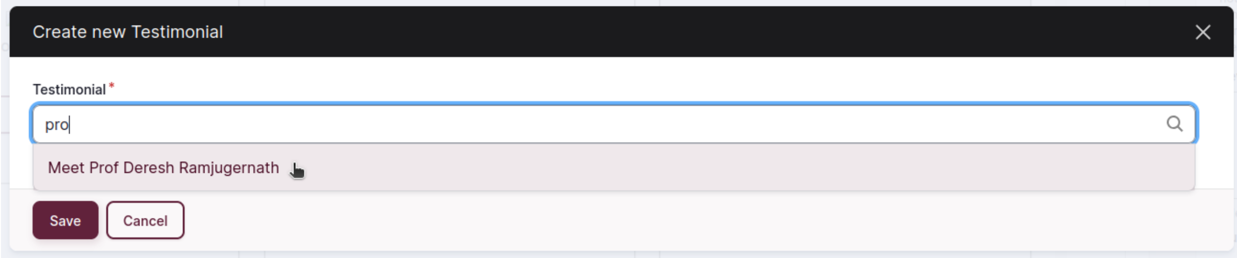
2 When presented with the "**Choose a component**" form, you can either use the "**Search**" bar to find the "**Testimonial**" component or scroll through the various component options until you find it.



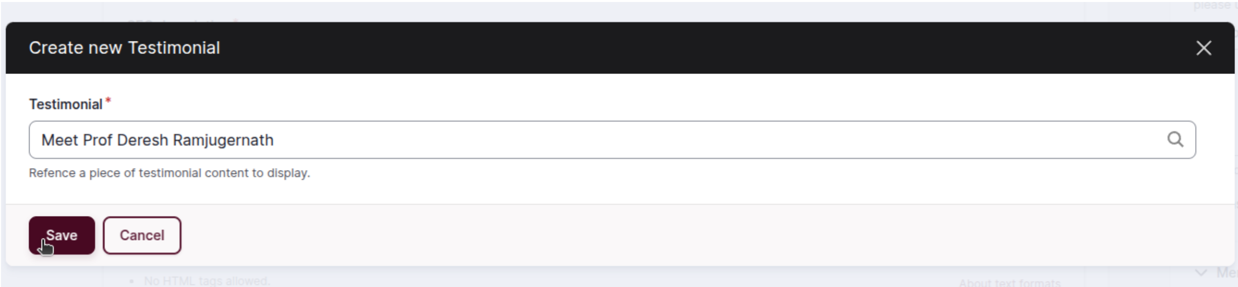
3 Once you have found the "**Testimonial**" component option, click on the "**Add**" button.



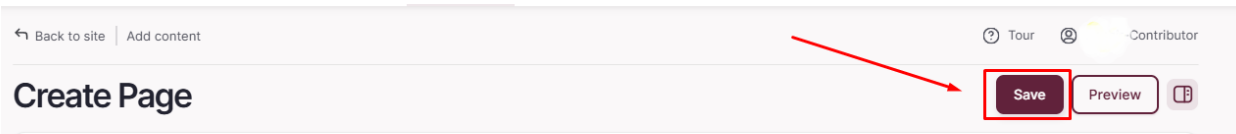
4 You will be loaded into a very short form with one field, labelled **Testimonial**". In the testimonial field, simply type the title of the testimonial you would like to reference and select it in the auto-complete drop-down. The testimonials being referenced here all pull through content created as Testimonials, for more information on how to add testimonials, please reference [How to add and edit Testimonials](#).



5 After selecting the testimonial that you would like to display, simply click the "**Save**" button on the bottom left to apply the changes.



6 Lastly, remember to click "**Save**" on the content you have added the Testimonial to in order to apply your changes. And that's it, you have successfully added and configured a Testimonial.



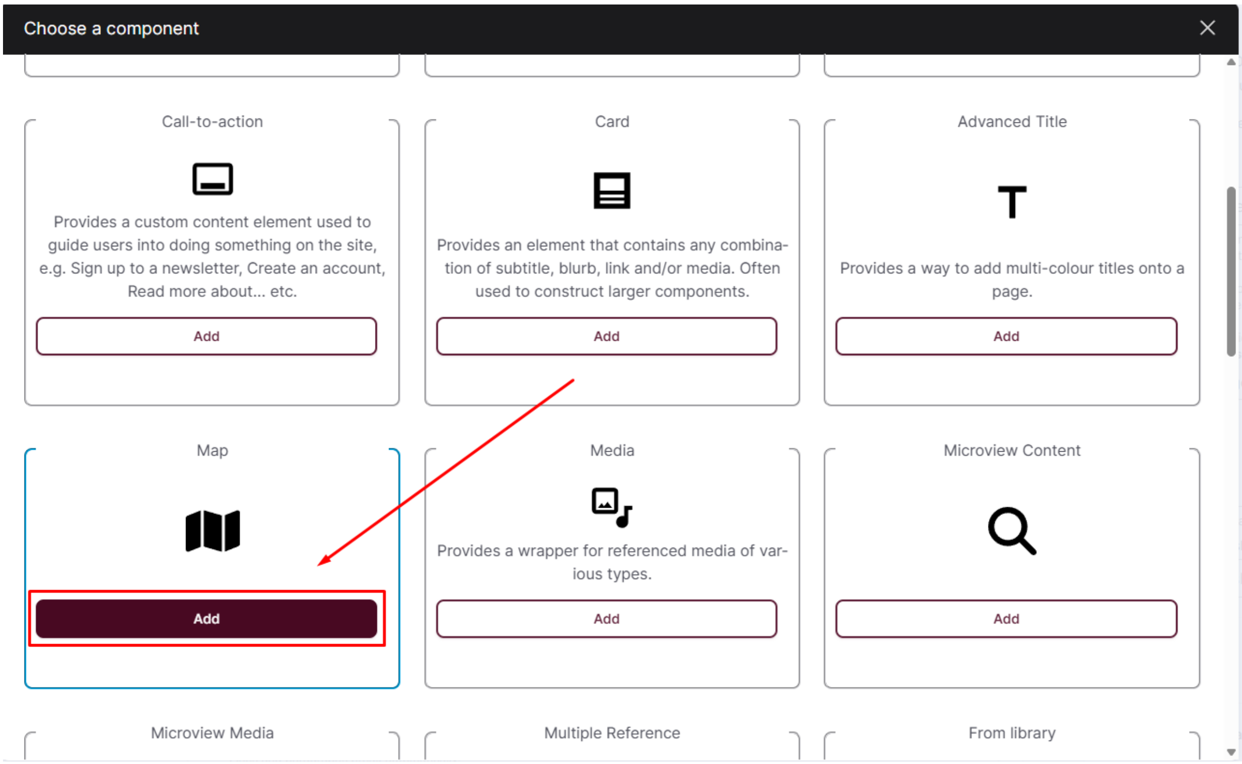
Adding a Map

Last updated June 30, 2025

1 To add a Map to a page you must first Create or Edit a page and then add a Section to the page (See [Adding and configuring a section](#)). Once you have added a section to the page, you will access the "**Choose a component**" form by clicking on the "**+**" button located in the **"Components"** section.

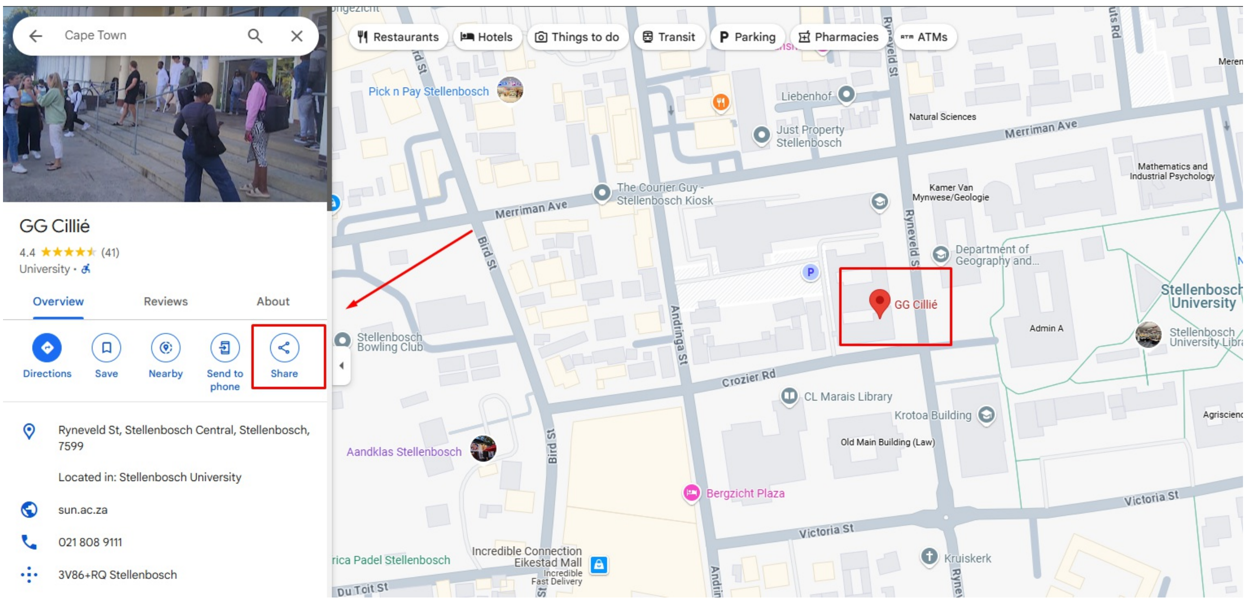
2 When presented with the "**Choose a component**" form, you can either use the "**Search**" bar to find the "**Map**" component or scroll through the various component options until you find it.

3 Once you have found the "**Map**" component option, click on the "**Add**" button.

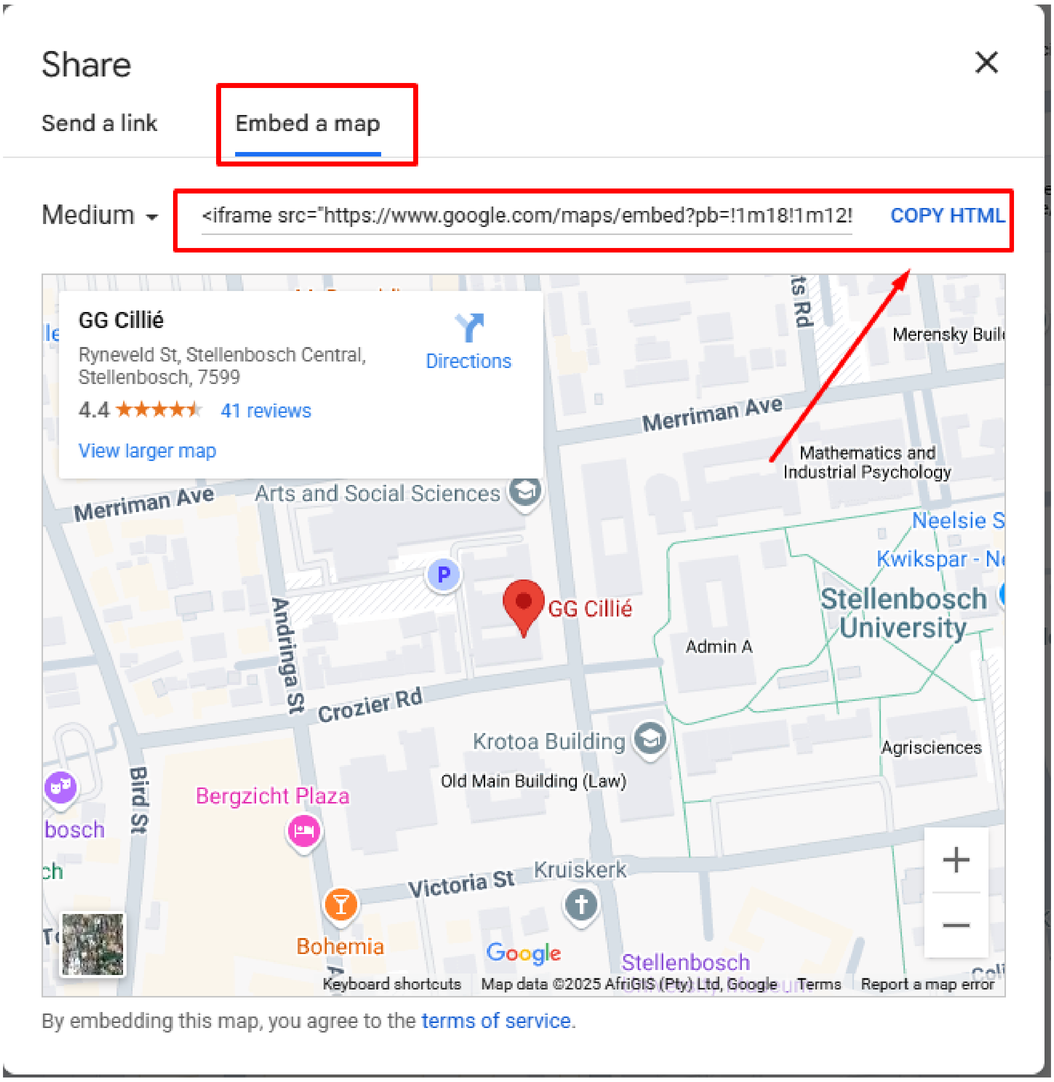


4 You will now be presented by the '**Create new Map**" form. The Map component is fairly simple in that it only has a single field called "**Map Source**" in which you will paste a Google Maps Embed link.

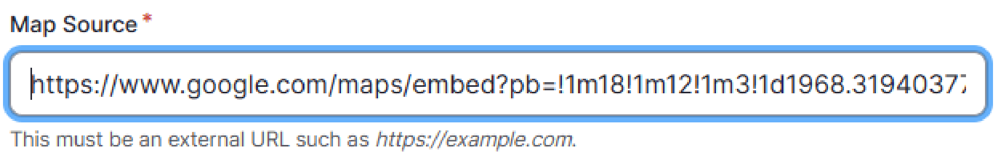
5 To get a Google Maps Embed link, go to Google Maps and find the location you wish to share and click on the "**Share**" button.



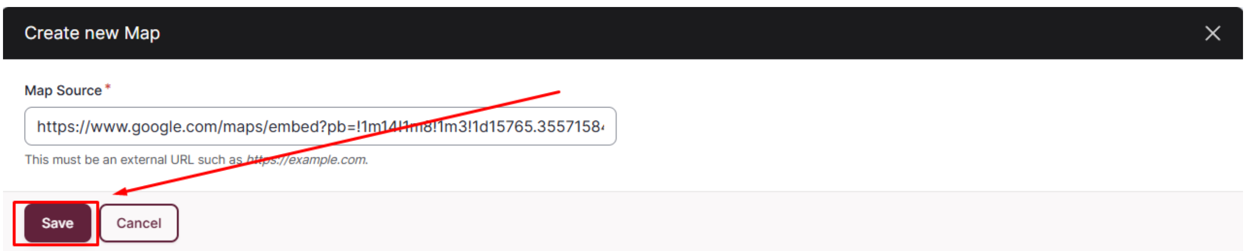
6 You will be presented with a Share popup. Go to the **Embed a map**" tab and click on "**Copy HTML**".



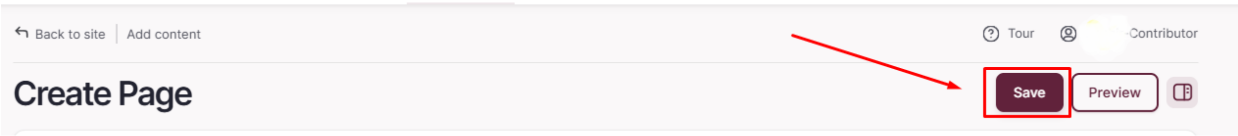
7 You can now paste this line into the '**Map Source**" field. Be sure to remove the '**Iframe**" html tags and parenthesis so that only the embed URL remains as shown in the example.



8 Once you are happy with your Map, click on '**Save**" to add it to your page.



9 Lastly, remember to click "**Save**" on the content you added the Map to in order to apply your changes. And that's it, you have successfully added a Map.



Adding a Document list

Last updated September 2, 2025

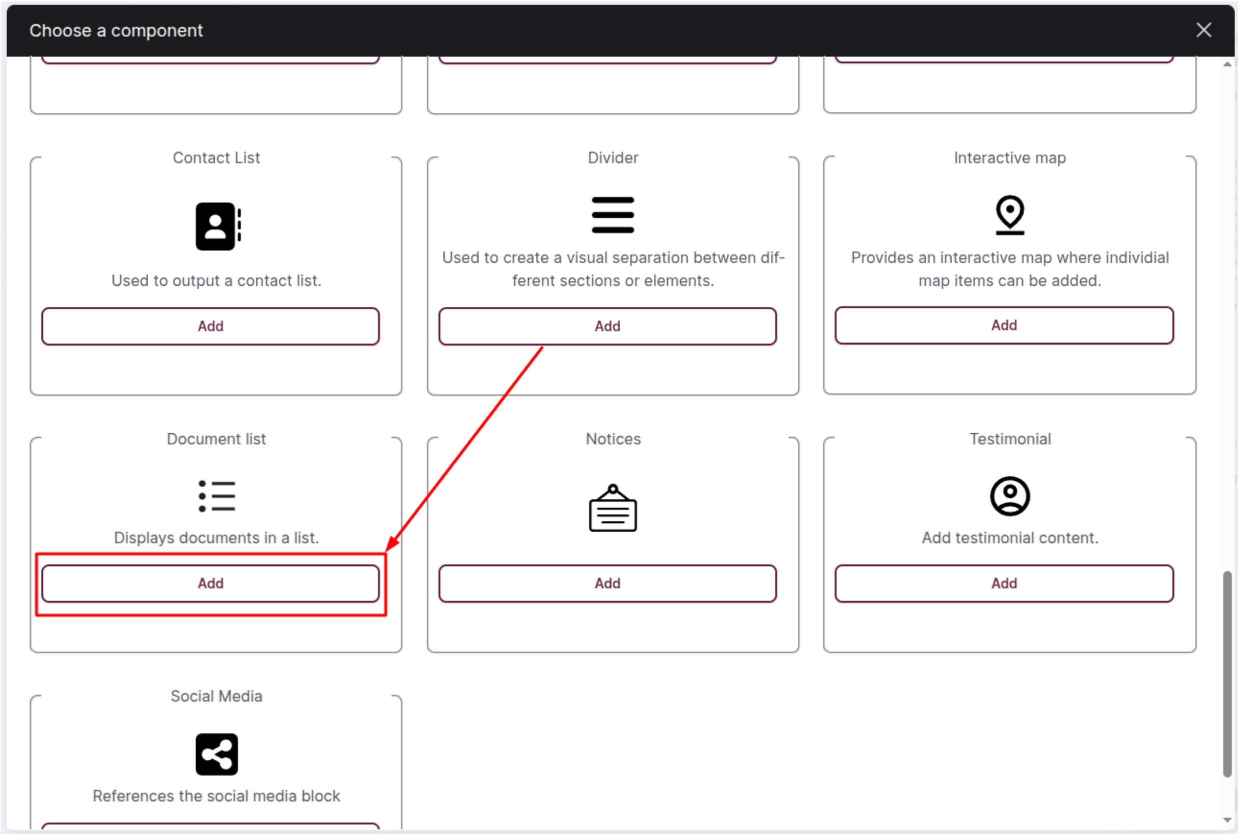
Content

A **document list component** is used to **display** a list of documents (**DOC**, **DOCX**, **PPT**, **PPTX**, **XLS**, **XLSX**, **PDF**) in a **bulleted list**.

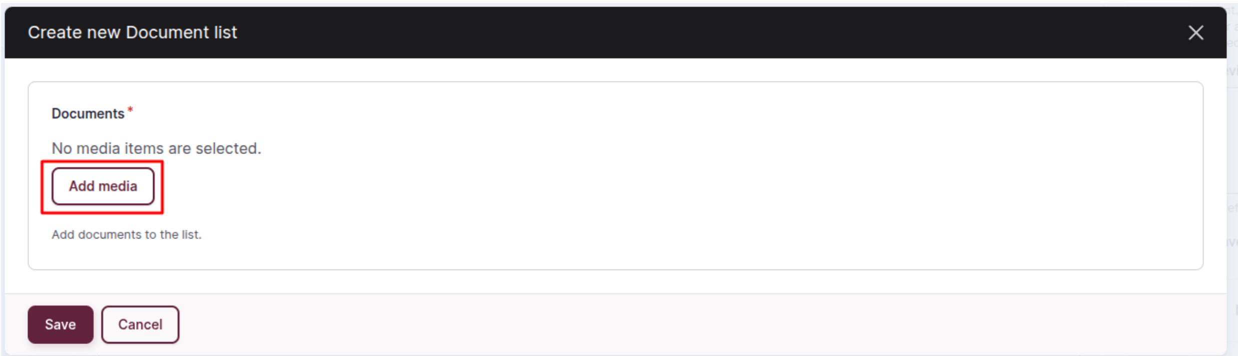
1 To add a **Document list** to your content, you will begin by adding a Section to your content (See Wiki content on [Adding and configuring a section](#)). Once you have added a section you will scroll down to the "**Components**" section of your content where you added the section and click on the "**+**" button located within the section that you created previously.

2 You will now be presented with the "**Choose a component**" form. Here you will be shown a selection of all the available components for you to select from. There is a "**Filter**" and "**Search**" option available to you in order to more easily find the component that you are looking for. Alternatively you can simply scroll through the available options until you find the **document list** component.

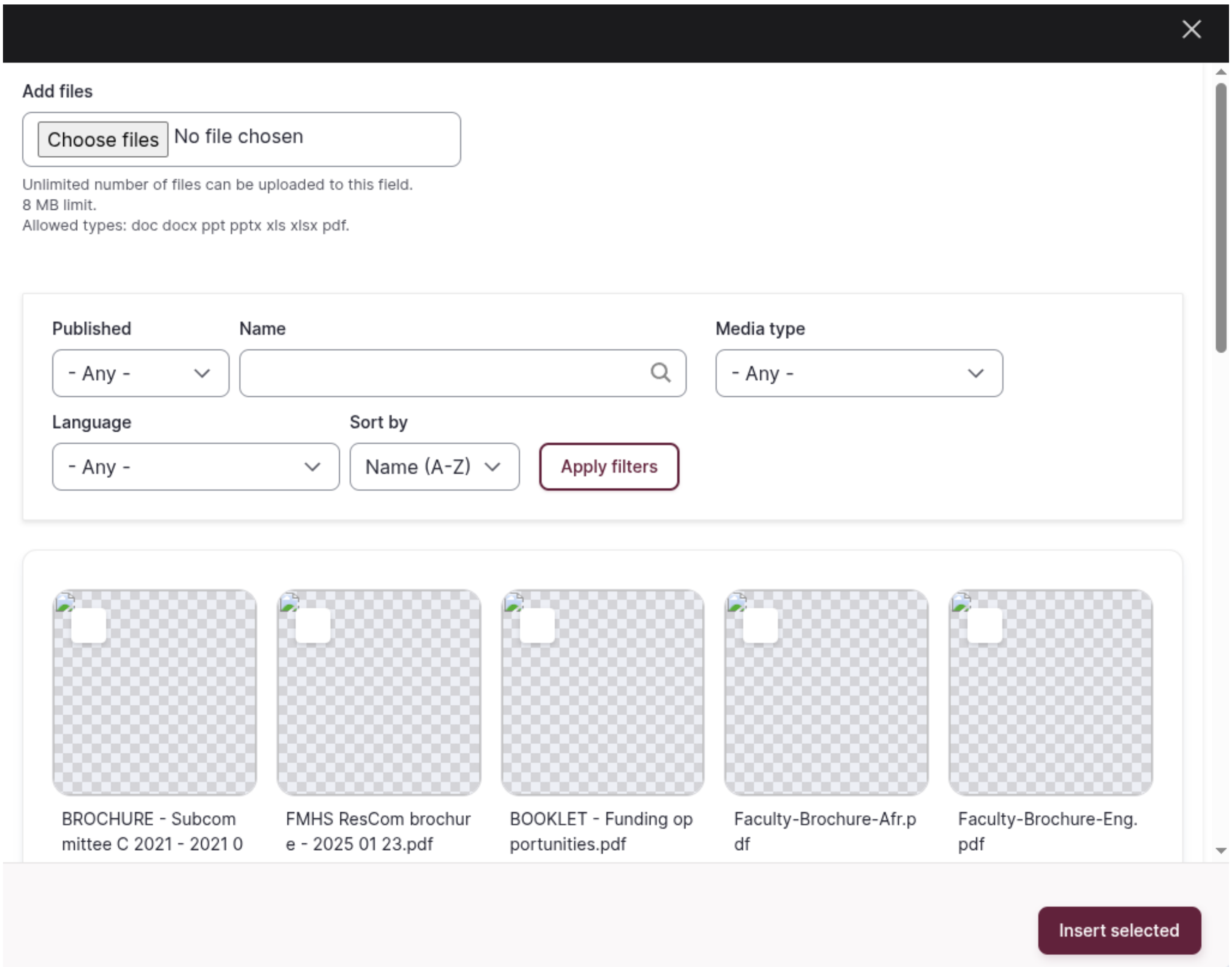
3 Once you have found the **document list** that you wish to add to your page, click on the "**Add**" button.



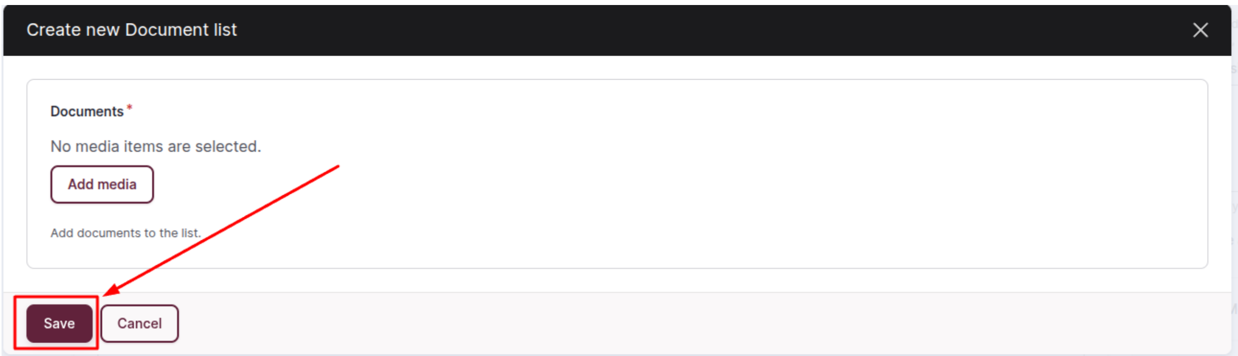
4 From this screen, you can add documents by clicking **Add media.**



5 A window will **pop up** where you can **select** and **search** multiple documents, and even **upload** new files directly from the window.



6 Click **Save** to **finalize** the document list. To learn how to**upload documents** refer to the Wiki content on [Adding and editing a document.]()

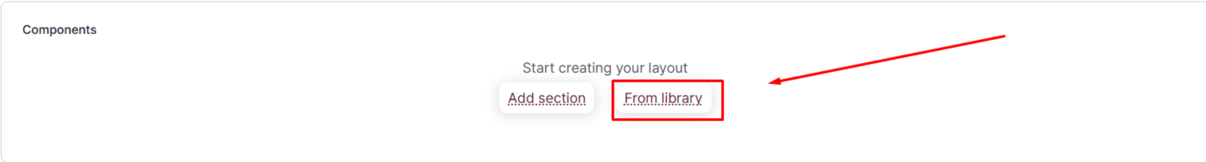


Adding layouts and components from Library

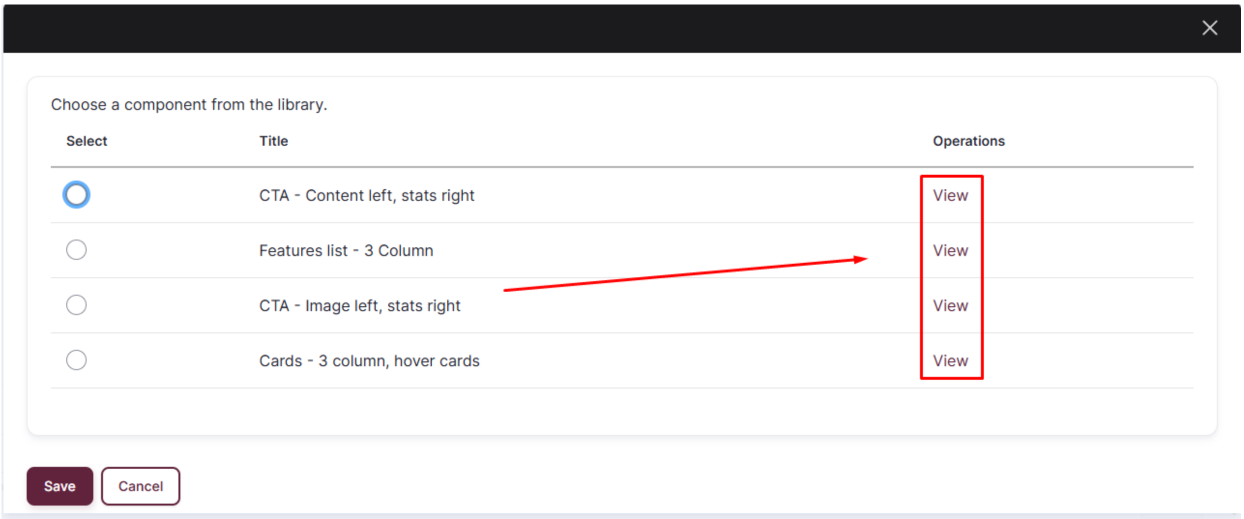
Last updated August 29, 2025

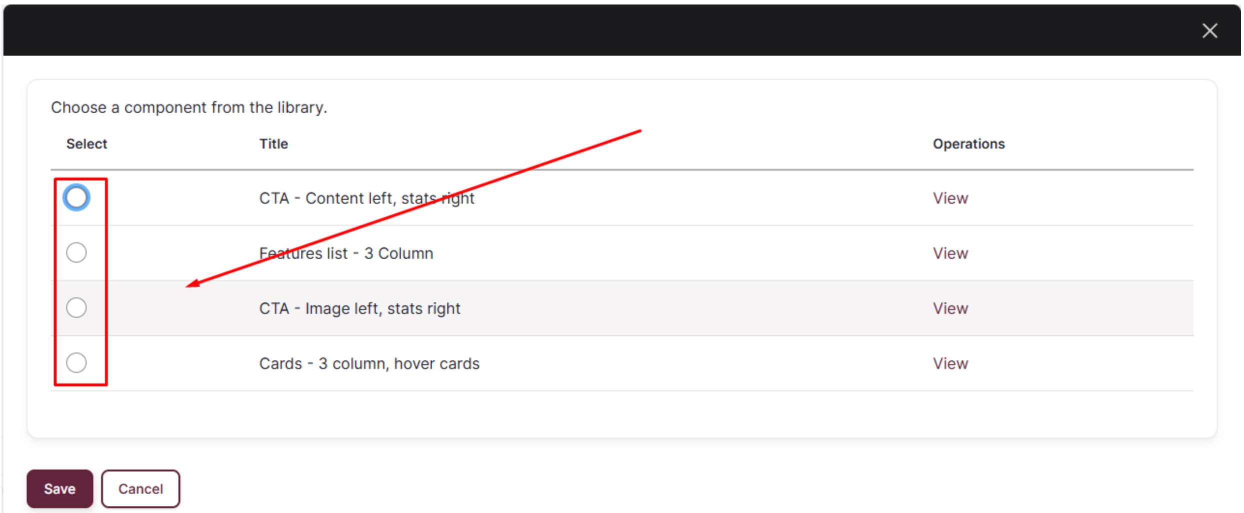
Adding layout From Library

1 To add a layout from the library, go to the "**components**" section on your content and select the "**From Library**" option.

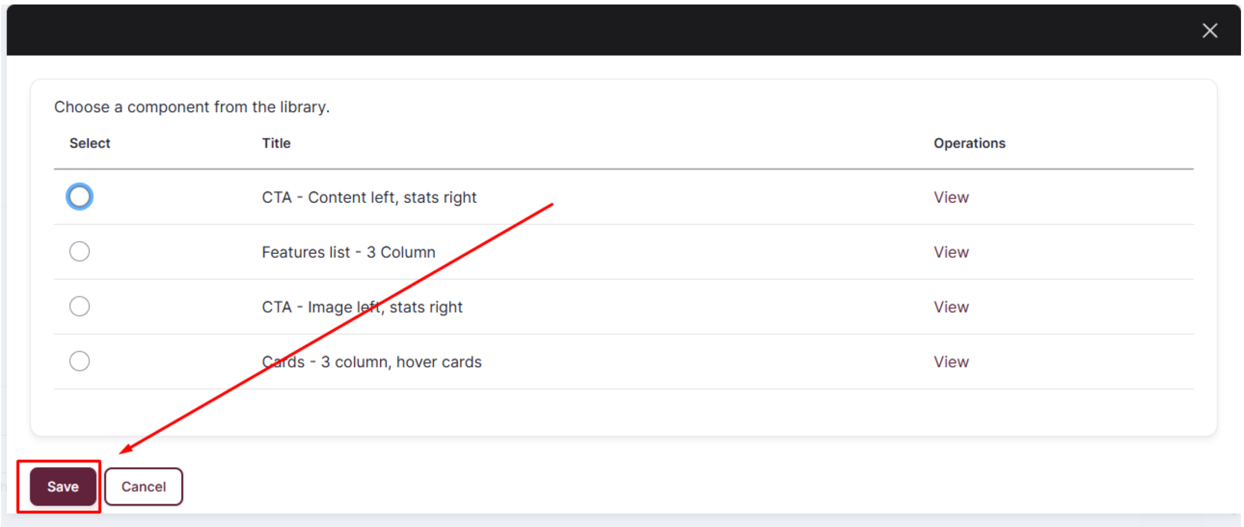


2 Within the **"From Library"** form, you can choose which layout you would like to use. You can also preview the layouts by clicking on "**View**" on the right-hand side.



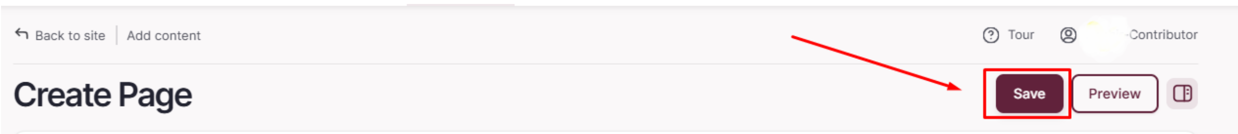


3 Once you are happy with the layout you have chosen, click on the "**Save**" button to add the layout to your content.



4 After inserting the Library component, you can edit the components with your text and images as needed.

5 Remember to click "**Save**" on the page that you have applied the layout From Library to, to ensure that it applies to the content. And that's it, you have successfully added a layout from the Library to your Page or Story content.



Best practice for Search Engine Optimisation (SEO)

Last updated August 26, 2025

As part of its overall functionality, the website already contains various features to improve its rankings in search engines. Below are guidelines to follow to improve your content's SEO.

1 Keywords are search terms that a user may type into a search engine to find content. Include keywords in a natural way in your website copy – it should never sound forced.

2 Use keywords your target audience would be familiar with, avoid buzzwords or organisational language.

3 Keywords can be included in any text on a website, including page names, headlines, image captions and URLs.

4 The more organised your site structure is, the easier it is for search engines to crawl your website content.

5 Search engines love updated content – another reason to make sure you regularly update your content.

6 Add alt tags to images - see '[Best practice for images](#)".

7 An SEO description is a concise summary of a webpage's content that helps search engines understand what the page is about. It is displayed in search engine results pages to entice users to click through. It is also sometimes used when sharing content on social media. When you [create or edit a page](#), you can fill in the SEO description.

How to write SEO descriptions

- Keep it short (around 150 characters).
- Use keywords users are likely to search for, but don't just place a list of keywords (known as keyword stuffing).
- Highlight the unique value proposition of the page.
- Add SEO descriptions to, at the very least, your main pages.
- Don't duplicate the same SEO descriptions across pages.
- Provide relevant information about the content that will allow search engines to match it to search results and invite users to click on your content in search results. Here are some examples:

Mechanical engineers design, develop and produce machines, vehicles, aeroplanes and cooling systems. The Department of Mechanical Engineering offers a four-year undergraduate degree in mechanical engineering and a two-year postgraduate degree.

The Corporate Communication and Marketing Division provides branding, event, marketing, and communication support to faculties and administrative environments at Stellenbosch University.

Media

Last updated July 2, 2025

Media Index

Overview

- [Best practice for naming conventions for images and documents](#)
- [Understanding the media types](#)

Working with media

- [Best practice for videos and sound clips](#)
- [Adding and editing Remote audio](#)
- [Adding and editing Remote video](#)
- [Best practice for documents](#)
- [Adding and editing a document](#)
- [Best practice for images](#)
- [Adding and editing an image](#)

Best practice for naming conventions for images and documents

Last updated July 1, 2025

Follow these guidelines when naming images, documents and other files for upload on the website:

1 Only use lowercase.

2 Don't add spaces, separate words with a hyphen "-".

3 Don’t use special characters.

4 Use numbers only when they are truly relevant.

5 Use years and months when relevant or when there is a possibility that similar images from different years or months could be uploaded.

6 When uploading new versions of images or documents, delete the outdated or incorrect versions from the website.

7 Don’t add “image”, “document” or similar terms in the file name, the extension (“.doc”, “.jpg” etc) will make the type of file apparent.

8 Keep file names short, but meaningful. Would the file name be clear to someone else?

Here are some examples:

annual-report-final-final-v2	✗	annual-report-2023	✓
image-2	✗	deresh-ramjugernath-welcoming-event-2025	✓
img-building	✗	admin-c-winter-2022	✓

Understanding the Media types

Last updated July 1, 2025

Media Overview

When creating content, **Media types** help the computer understand what kind of file it is. For example when uploading a picture we use **Image** media type. There are seven **Media types** that you are allowed to use when creating content or uploading **Media.**

The seven **Media types** that you are allowed to use when creating content or uploading files are:

- **Image** – Used for uploading **pictures** and **graphics**.
- **Document** – Supports text-based files like **PDFs** or **Word documents**.
- **Remote Video** – Lets you **embed videos** from **external sources** like **YouTube**.
- **Remote Audio** – Used to **embed audio** from **external platforms**, such as **SoundCloud** and **Spotify**.
- **Vector** – Supports **scalable graphic files**, such as **SVGs**.

Best practice for videos and sound clips

Last updated July 1, 2025

1 Videos and sound clips may not be uploaded directly on the website, due to their file size.

2 Videos should be uploaded to YouTube and embedded on the website.

3 Sound clips should be uploaded to sites such as Soundcloud and embedded on the website.

4 Note: Videos should have English subtitles to make them accessible to visitors with hearing impairments.

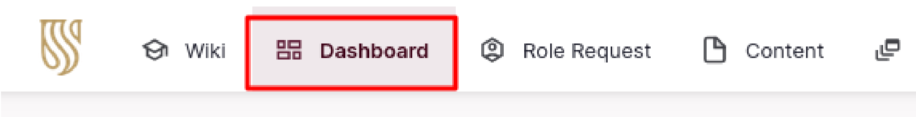
Adding and editing Remote audio

Last updated July 1, 2025

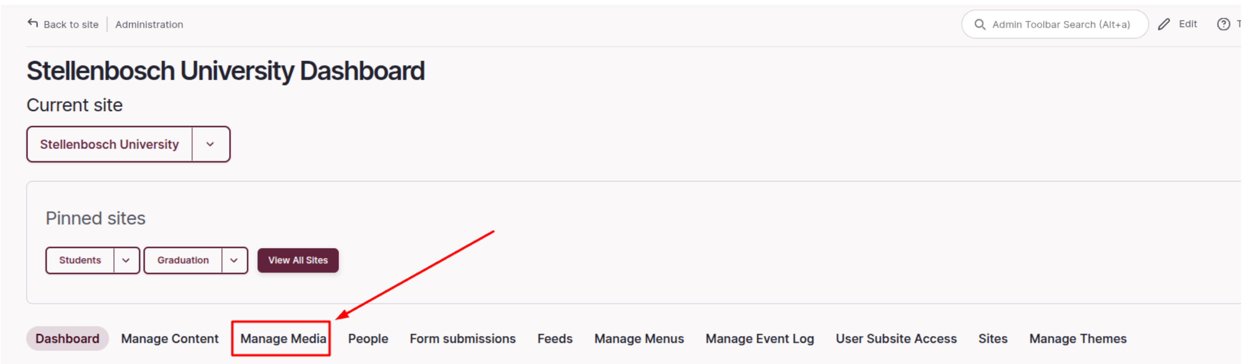
Media Management

Adding Remote audio

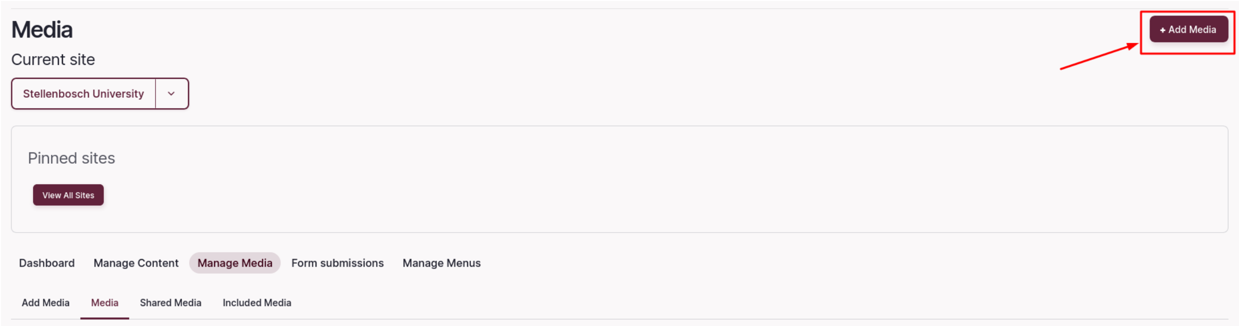
1 **Remote audio** are audio files stored or hosted externally, we can add these remote audios from trusted sources such as Soundcloud and Spotify, you will be unable to upload audio directly to the site. To add **"Remote audio"** you must first navigate to your "**Dashboard**" by clicking on the "**Dashboard**" menu item.



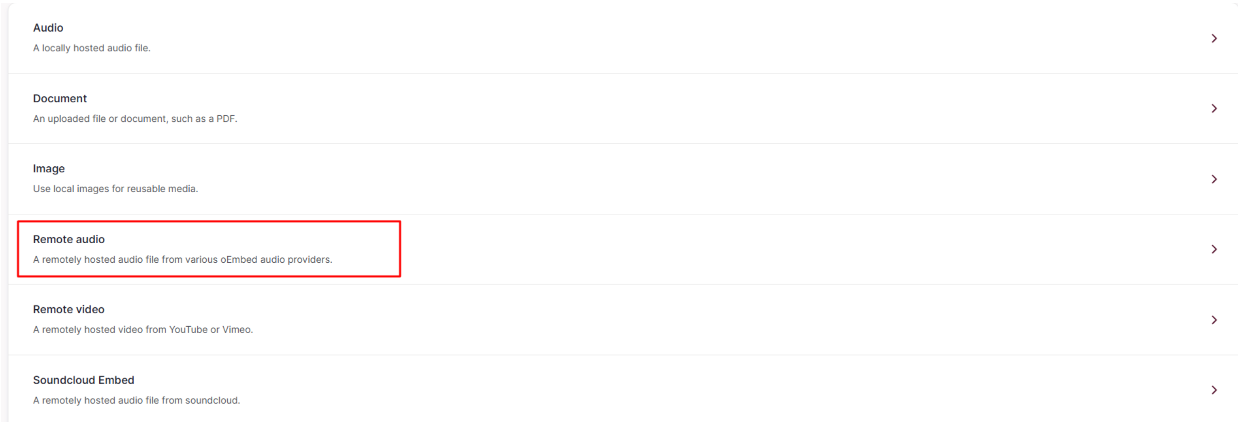
2 Next, click on the "**Manage Media**" item to go to your media management dashboard.



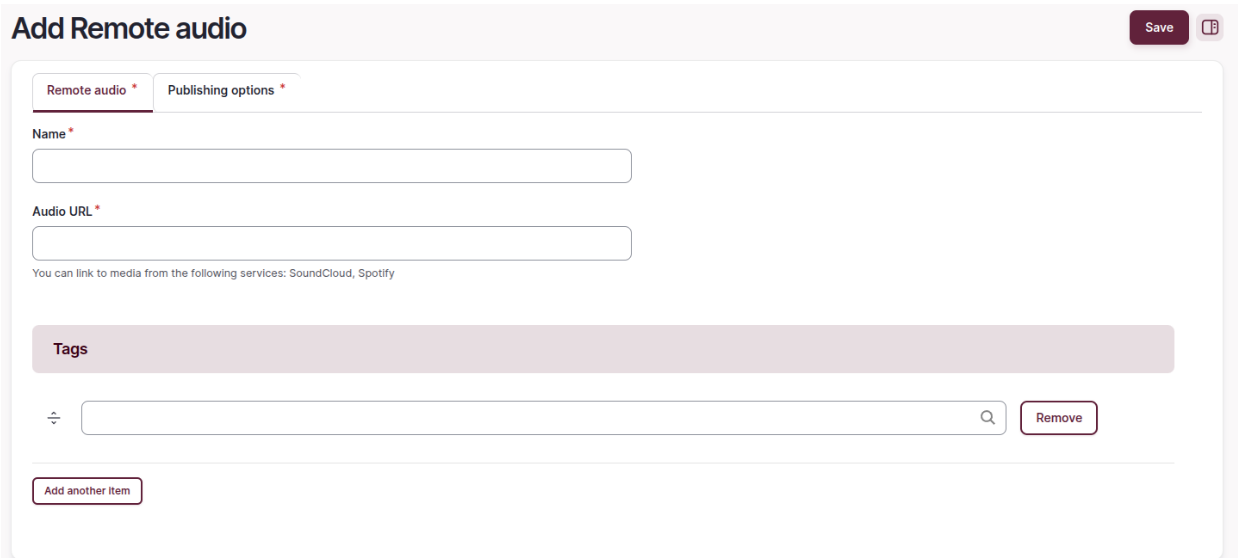
3 Click "**Add Media**"



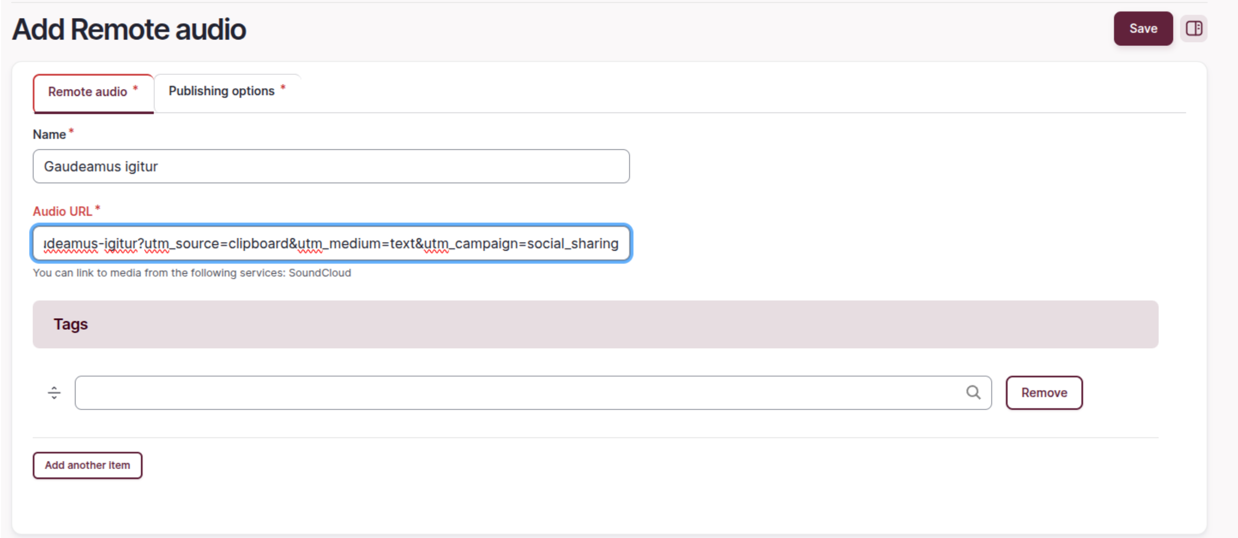
4 Then click "**Remote audio**"



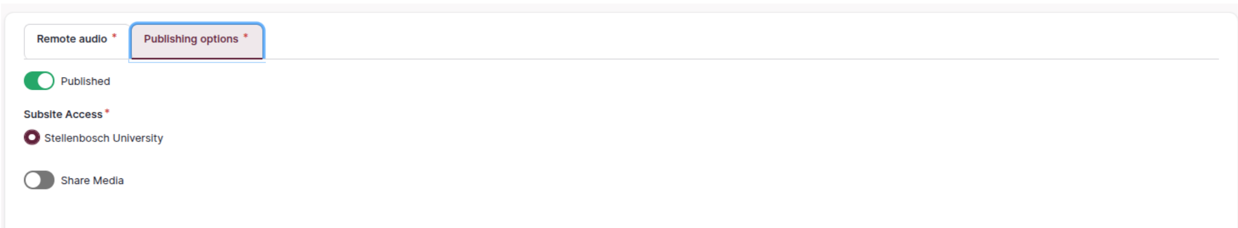
5 You will be redirected to the **"Add remote audio"** from. From the list of media types, click on **"Remote Audio".**



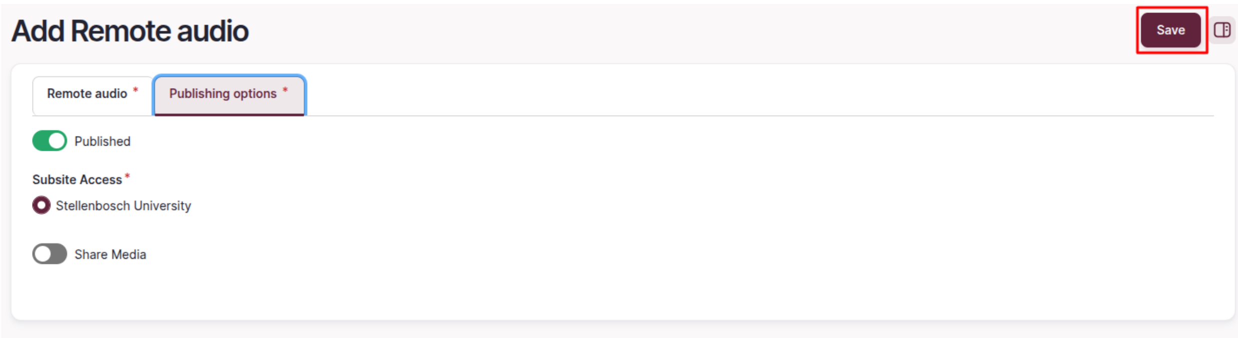
6 In the **"Remote audio"** tab, complete the form by filling in the fields. Enter the name of the **Remote audio** in the **"Name"** field and add the link to the external location of the audio in the **"URL"** field, the links used for this field are generally called embed links and can usually be found when trying to share the audio from the site that they are hosted on. The "**Tags**" field will allow you to add tags to the remote audio, allowing for easier categorisation with similar remote audios.



7 Navigate to the **"Publishing options"** tab. Use the "**Subsite Access"** option to specify which affiliate subsite (e.g., Stellenbosch University) can access this **Remote audio**. Additionally you can choose to share this content with other subsites by clicking the **"Share Media"** switch.

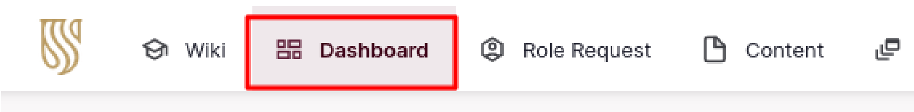


8 Once you are happy with the information you have added, simply click**"Save"** to add the remote audio. To learn how to add them to content, please follow "[Adding and configuring media component]()".

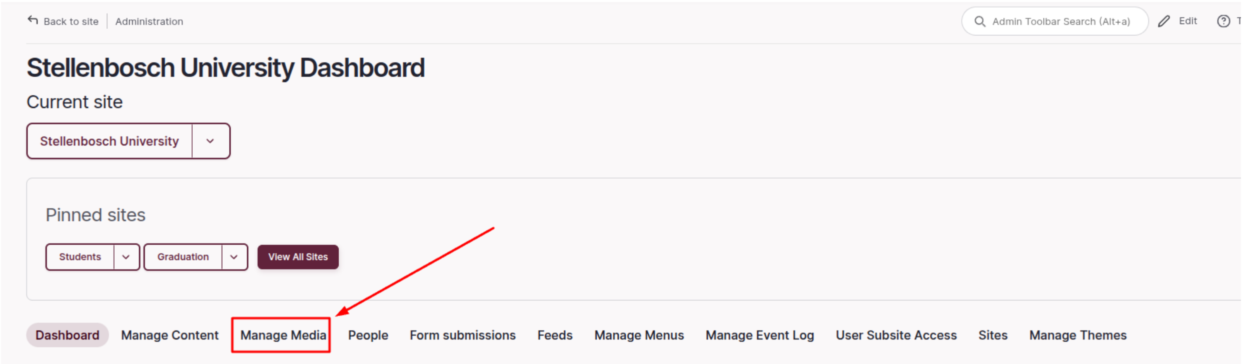


Editing Remote audio

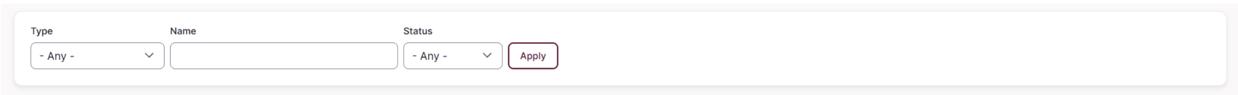
1 To edit a **"Remote audio"** item, you must first navigate to your "**Dashboard**" by clicking on the "**Dashboard**" menu item.



2 Next, click on the "**Manage Media**" item to go to your media management dashboard.

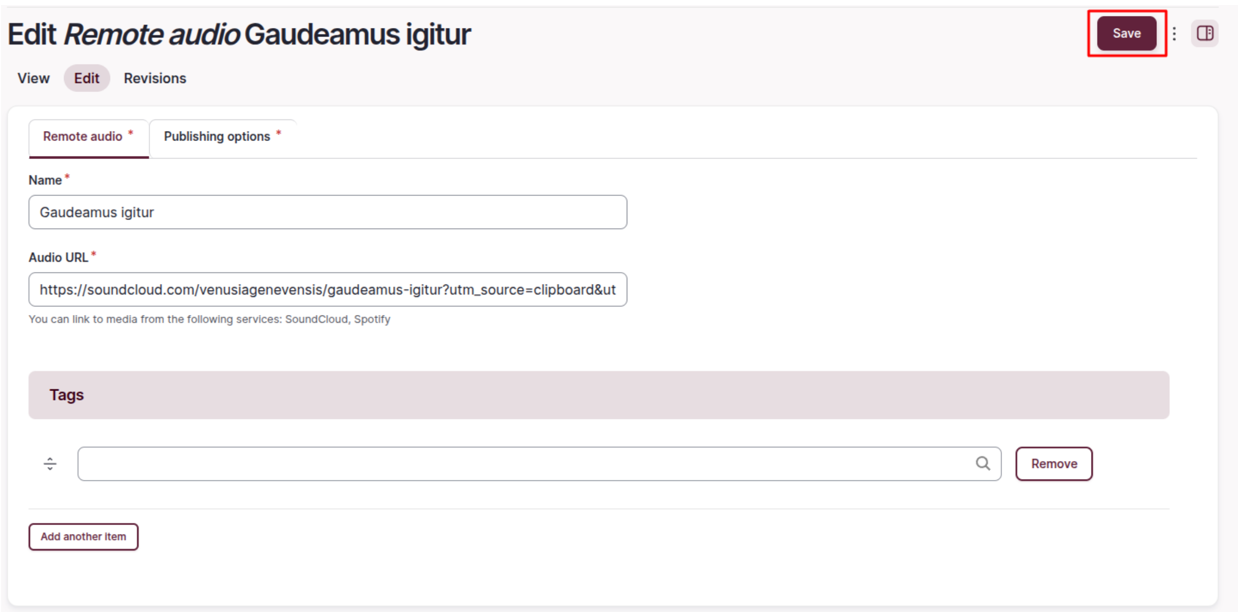


3 Use the **"Type"** filter option and select "**Remote audio"** to only display **Remote audio** items, furthermore you can also search for the specific item that you would like to edit by typing its name into the **"Media name"** search bar and clicking on the **"Apply"** button.



4 Click **"Edit"**

5 Once you are happy with the changes, click **"Save"** to save your changes.



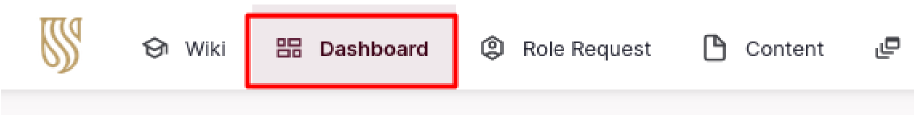
Adding and Editing a Remote video

Last updated July 1, 2025

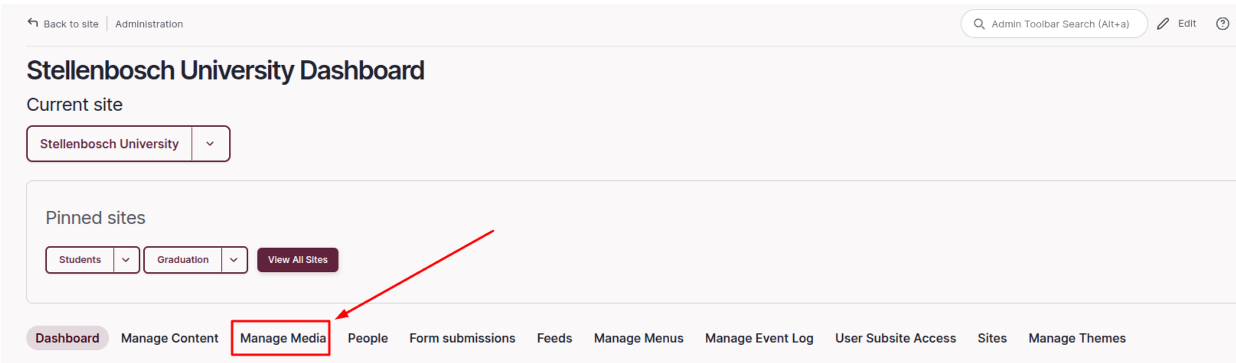
Media Management

Adding a Remote video

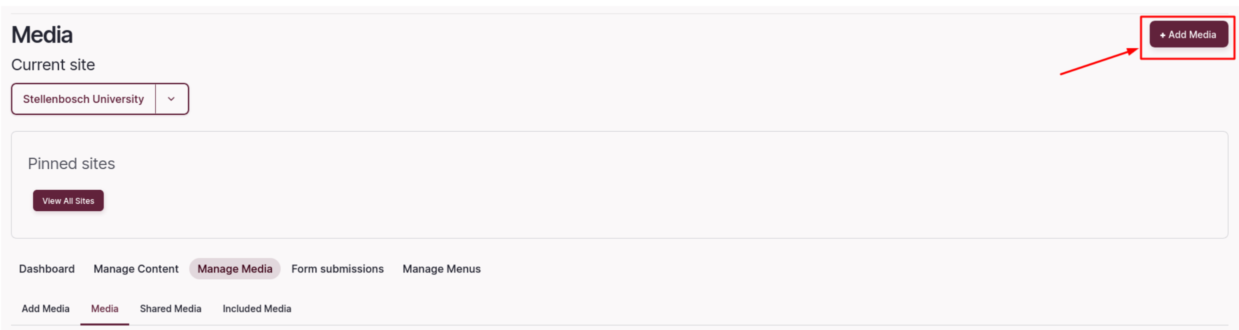
1. Remote videos are videos hosted or stored externally, we are unable to upload video directly so we must use embeds to add the video to the site from trusted sources such as YouTube and Vimeo. To add a **"Remote video"** you must first navigate to your "**Dashboard**" by clicking on the "**Dashboard**" menu item.



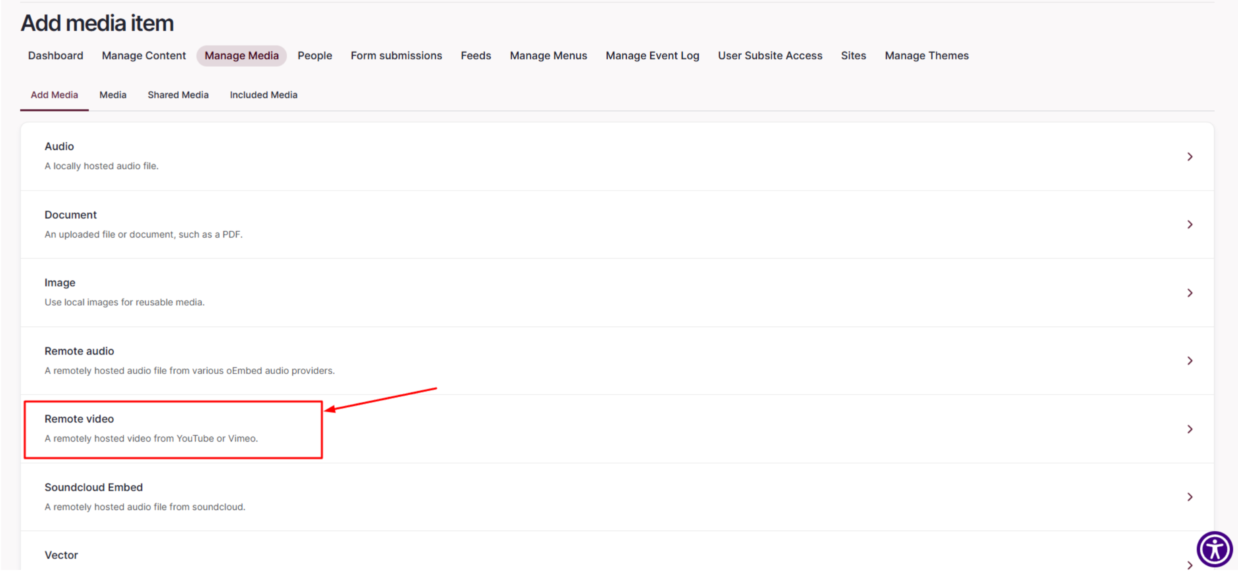
2. Next, click on the "**Manage Media**" item to go to your media management dashboard.



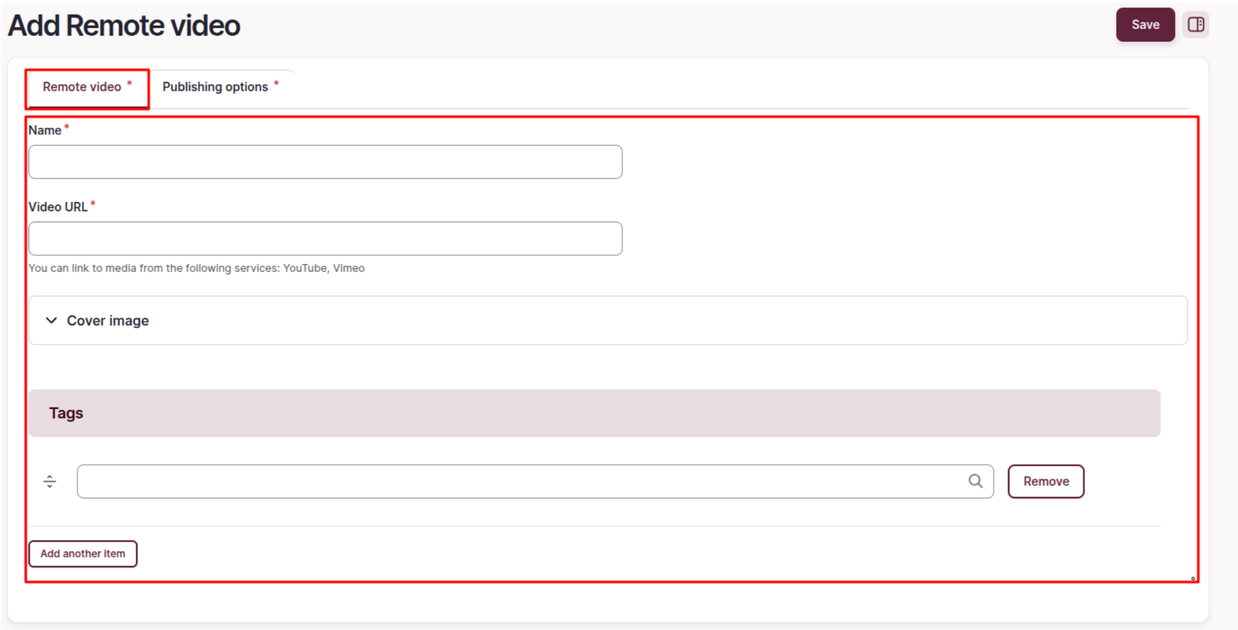
3. Click "**Add Media**"



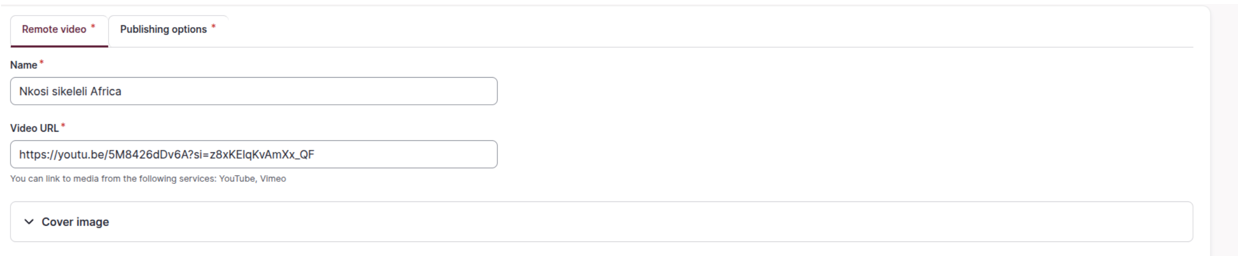
4. Then click "**Remote video**"



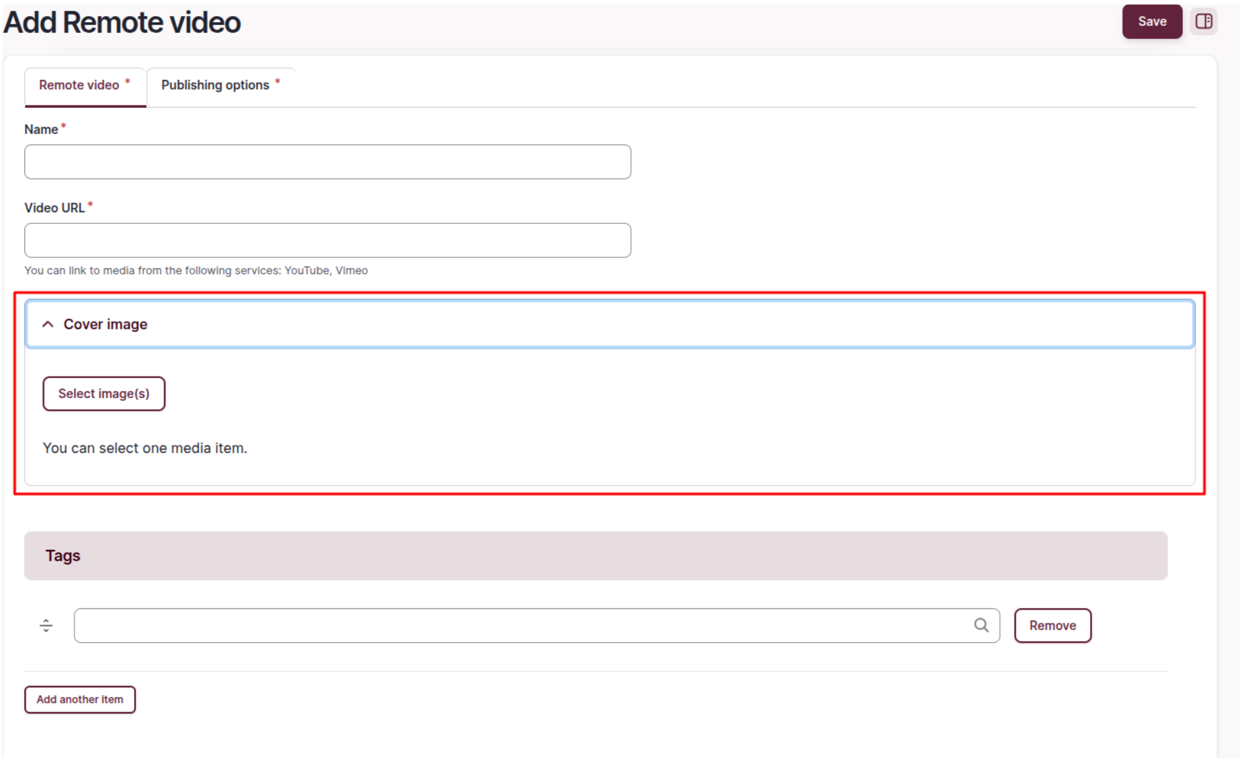
5 In the **"Remote video"** tab, complete the form by filling in the fields.



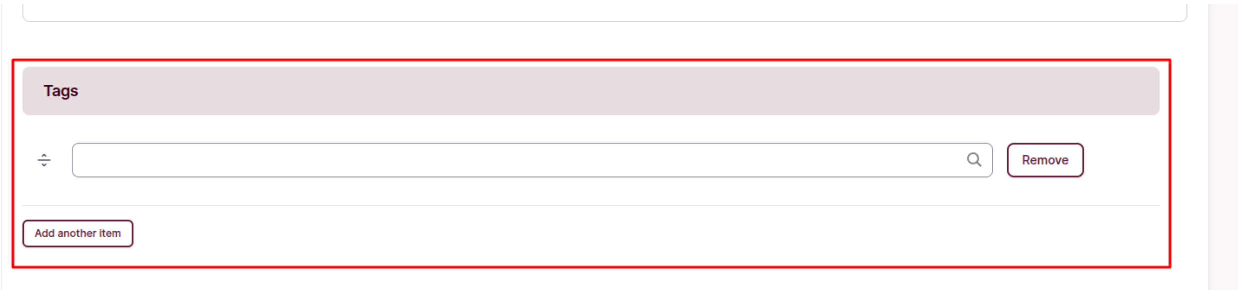
6 Enter the name of the **Remote video** in the **"Name"** field and add the link to the external location of the video in the **"Video URL"** field. You can often find the remote video embed in the share options of the video.



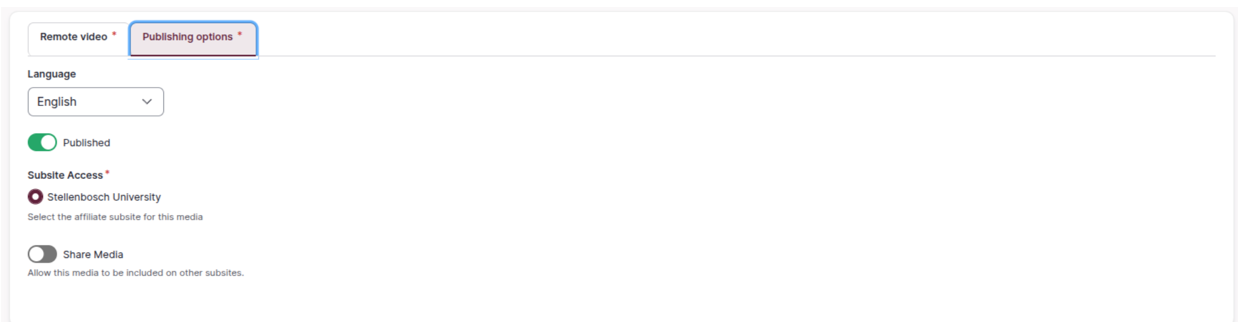
7 You can add a cover image in the "Cover image" section of the form. This allows you to change the original thumbnail of the video.



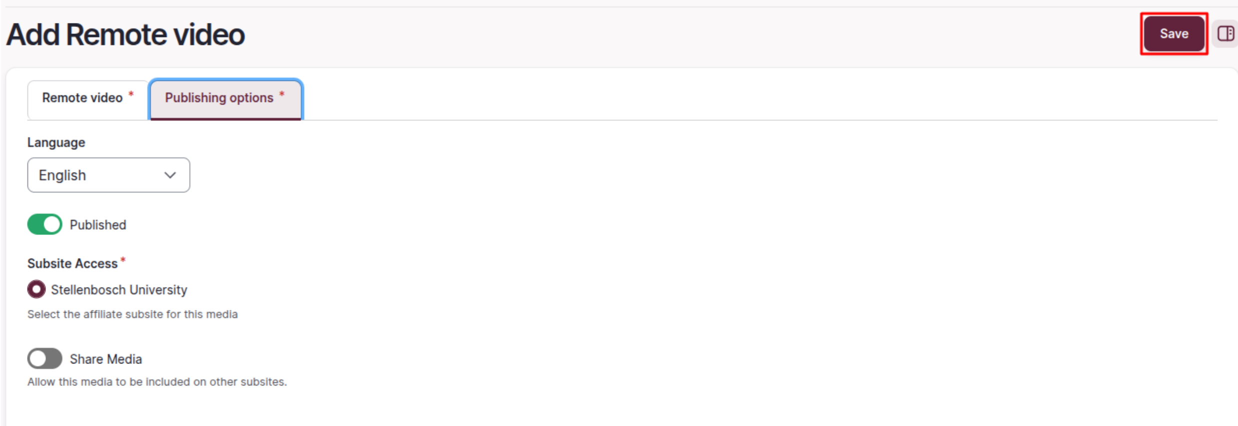
8 You are also able to add relevancy to the remote video by giving it tags in the**Tags**" field, this allows for easier categorisation with similar remote videos.



9 Navigate to the **"Publishing options"** tab. You can aso set the language that the remote video is in. Use the "**Subsite Access"** option to specify which affiliate subsite (e.g., Stellenbosch University) can access this **Remote video**. Additionally you can choose to share this content with other subsites by clicking the**"Share Media"** switch.

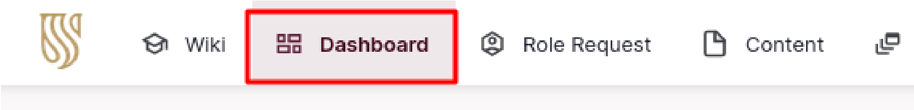


10 Once you are happy with the information you have added, simply click**"Save"** to add the remote video. To learn how to add them to content, please follow "[Adding and configuring media component]".

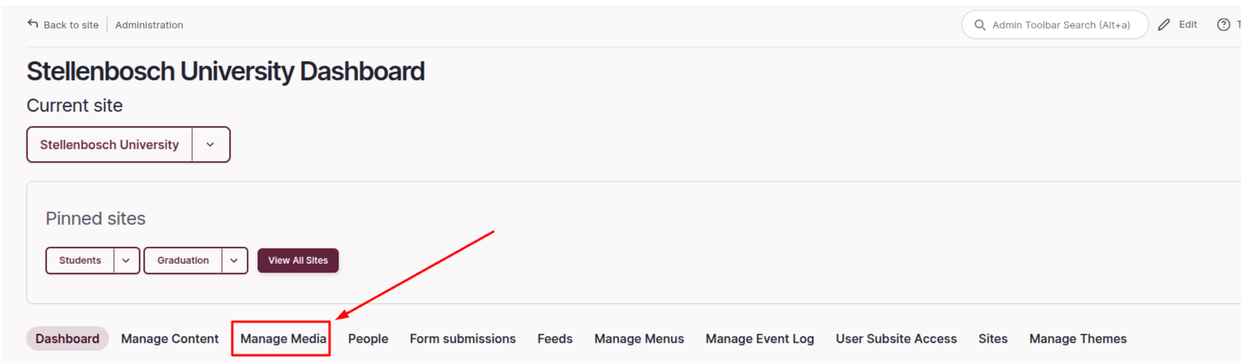


Editing a Remote video

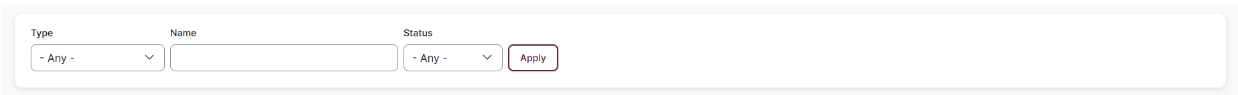
1 To edit a **"Remote video"** item, you must first navigate to your "**Dashboard**" by clicking on the "**Dashboard**" menu item.



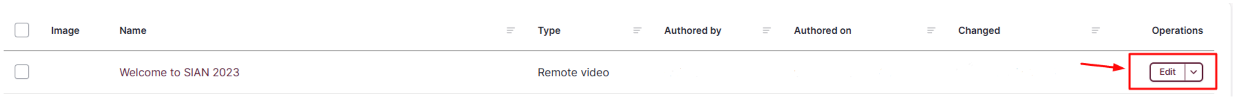
2 Next, click on the "**Manage Media**" item to go to your media management dashboard.



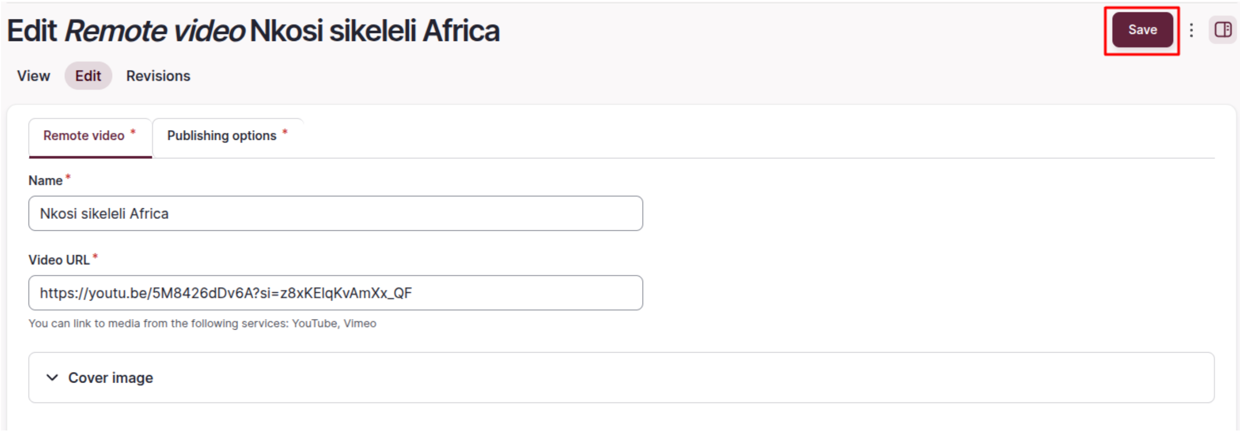
3 Use the **"Type"** filter option and select "**Remote video"** to only display **Remote video** items, furthermore you can also search for the specific item that you would like to edit by typing its name into the **"Media name"** search bar and clicking on the **"Apply"** button.



4 Click **"Edit".**



5 Now you can edit the fields as described in the previous section on creating **Remote video.** Once you are happy with the changes, click **"Save"** to save your changes.



Best practice for documents

Last updated July 10, 2025

1 Downloadable documents can be used for detailed information, lengthy reports, official forms, printable documents, or large data sets.

2 Downloadable documents, and especially PDFs, should be used only when truly necessary – if the content can be placed on a webpage, don’t use a PDF.

3 If not designed correctly, PDFs are not accessible to visitors who make use of screen readers, which is why the use of these should be limited.

4 Search engines index webpages much better than PDFs, another reason to rather create a webpage.

5 Word, Excel, and PowerPoint documents should only be used if the visitor needs to be able to amend the content. If not, use a PDF to prevent manipulation.

6 Ensure that documents are properly named, dated and correctly use the University’s branding and logo to add legitimacy to the document.

7 Never upload password-protected documents.

8 Never upload documents that contain confidential or personal information.

9 Document that shouldn't be accessible to the public should be uploaded to the Intranet.

10 The following documents may not be uploaded by any entity, aside from the institutional owners of these documents: policies, regulations, rules, admission requirements, and Yearbooks.

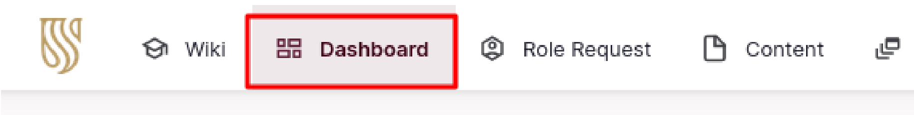
Adding and editing a document

Last updated July 17, 2025

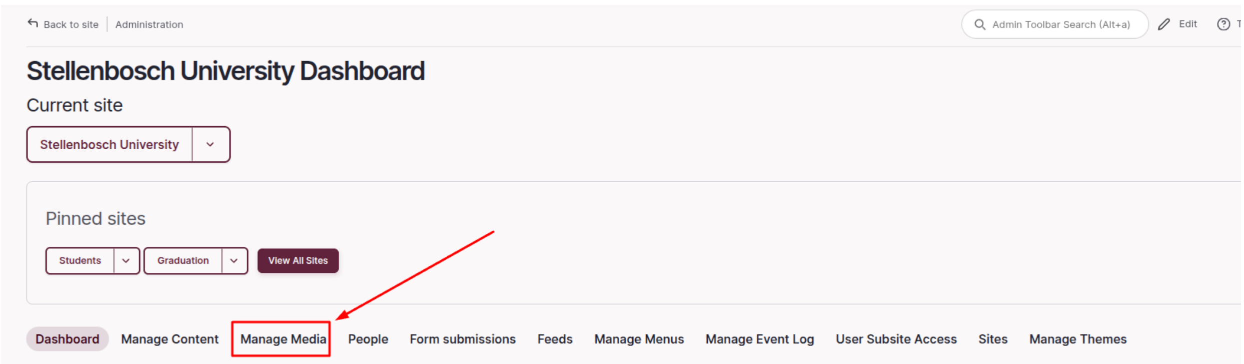
Media Management

Adding a Document

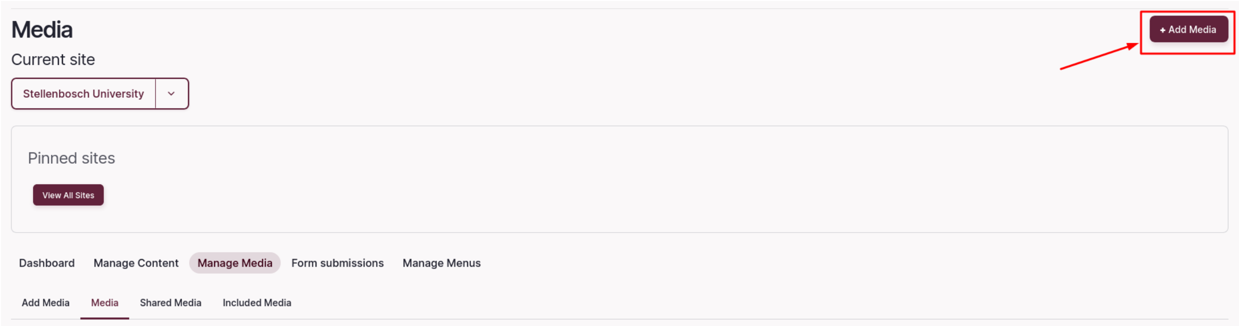
1 To add a **"Document"** you must first navigate to your "**Dashboard**" by clicking on the "**Dashboard**" menu item.



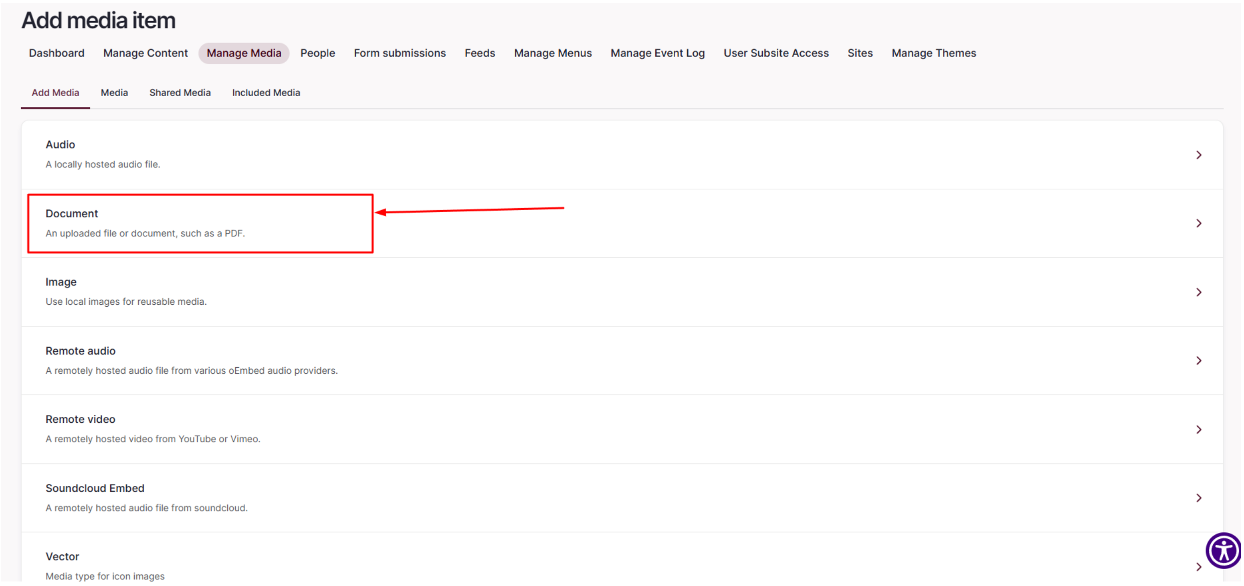
2 Next, click on the "**Manage Media**" item to go to your media management dashboard.



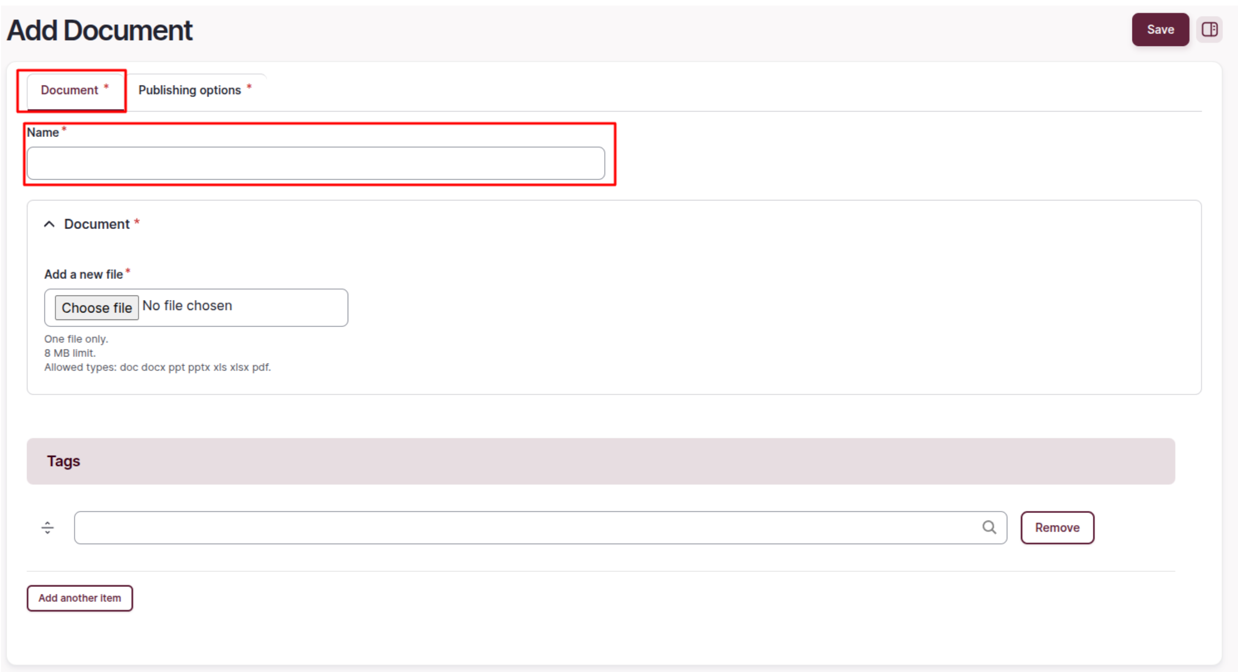
3 Click "**Add Media**"



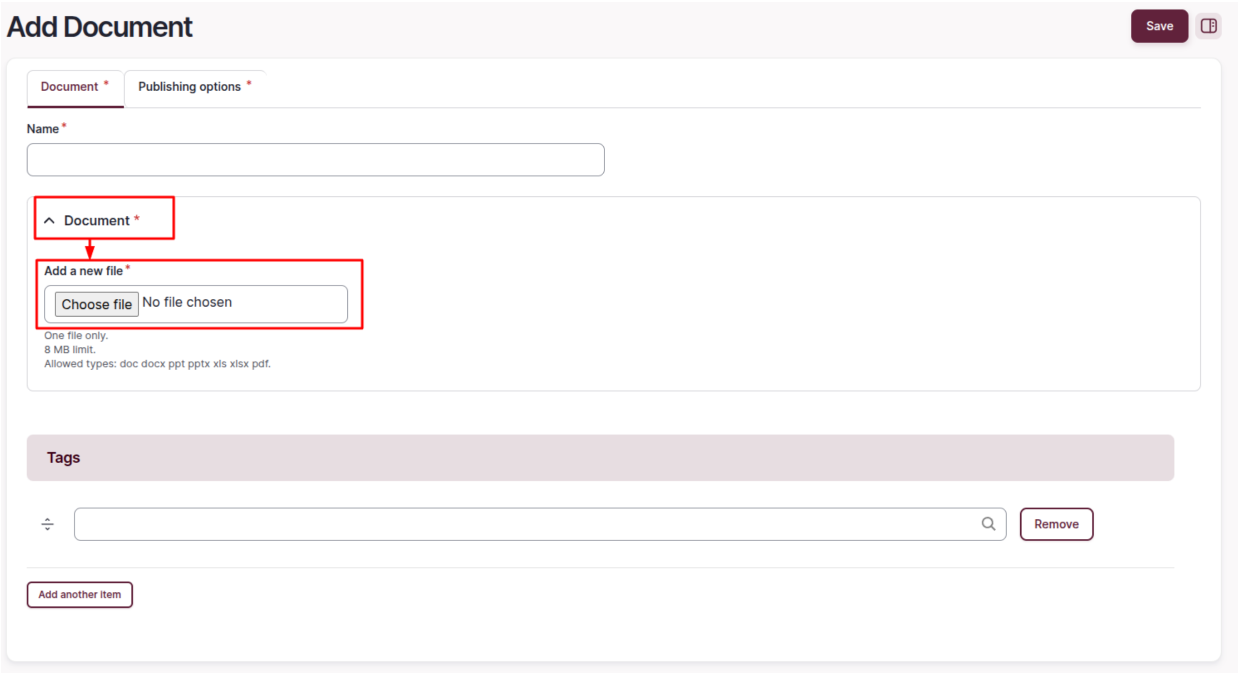
4 Then click "**Document**"



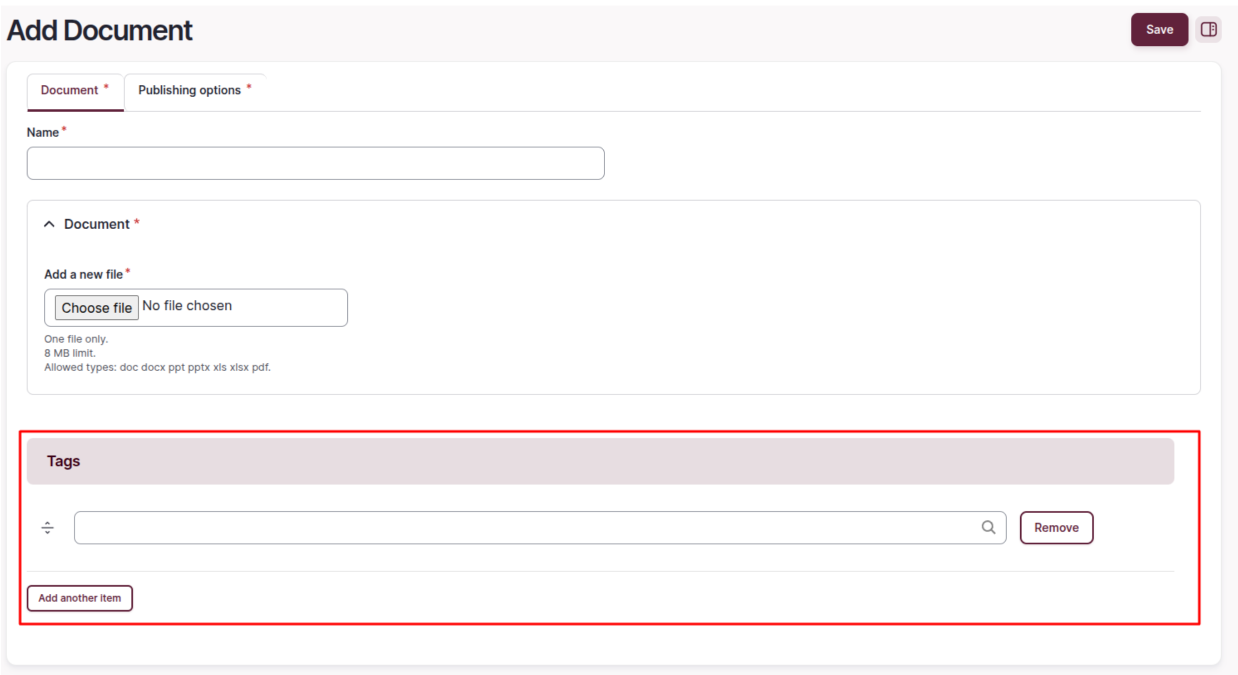
5 You will be greeted by the document upload form. In the**"Document"** tab, complete the form by filling in the fields. In the **"Name"** field enter the name of the**Document.**



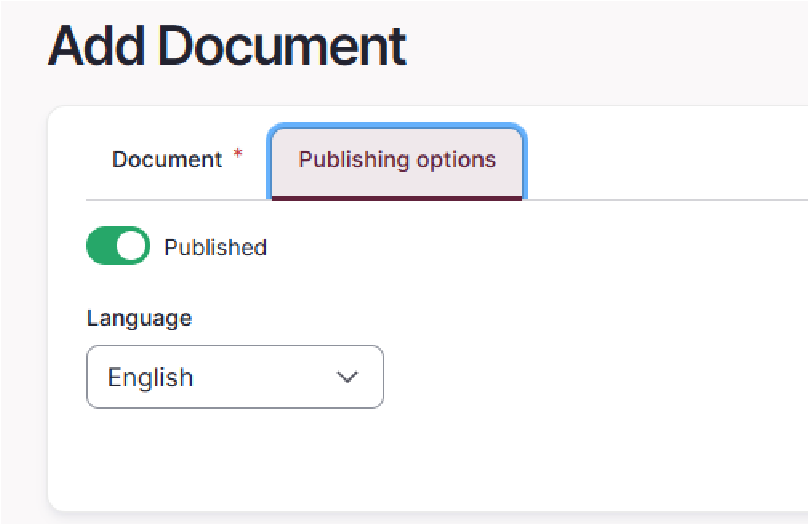
6 Click on the **"Choose file"** button in the **"Add a new file"** field under the **"Document"** section. This will allow you to upload a file from your computer. When uploading this way, you will only be able to upload one file at a time this way. The file upload is limited to an 8 MB file size. The only allowed types for documents are **.doc, .docx, .ppt, .pptx, .xls, .xlsx** and **.pdf.**



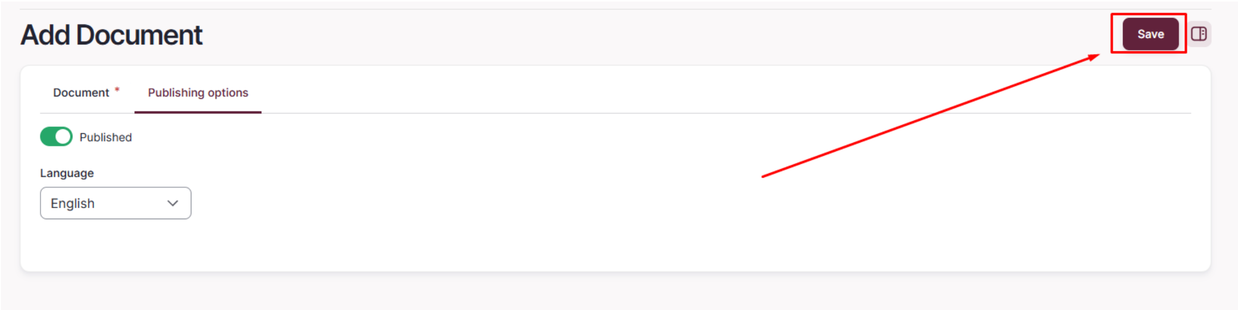
7 You can also add more relevancy to other documents that are similar by adding tags in **Tags**" field.



8 Navigate to the **"Publishing options"** tab. Here you can set the publish status of the document by enabling or disabling the "**Published**" button. You can also select the language the document is targetted for in the "**Language**" drop-down.

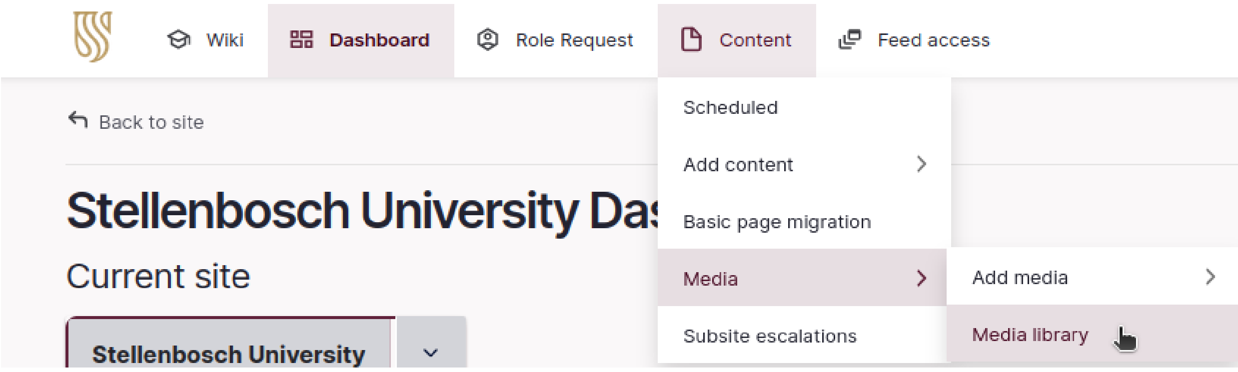


9 Once you are happy with the information you have added, click **"Save"** to add the document. To learn more about adding documents to content, please follow "[Adding and configuring media component]()".

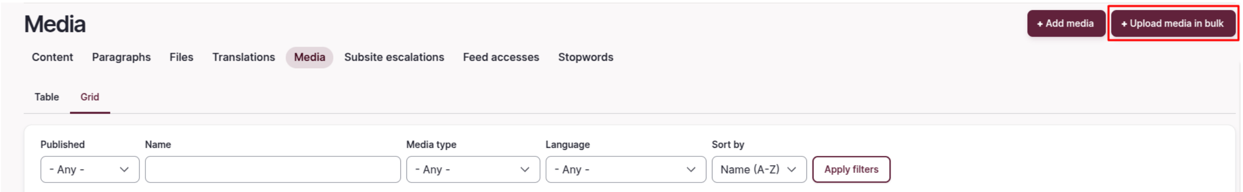


Adding Documents in bulk

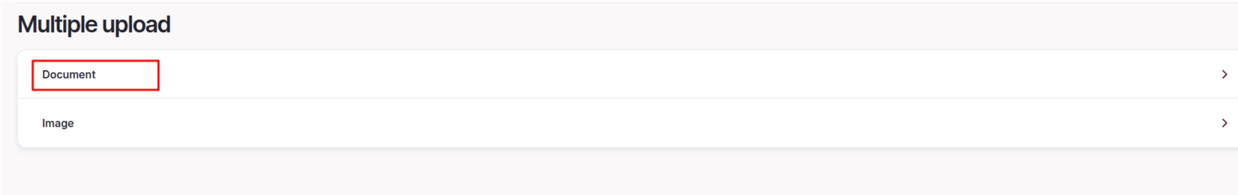
1 Navigate to the media library by hovering over '**Content**", then locate and hover over '**Media**", then select "**Media library**" by clicking on it.



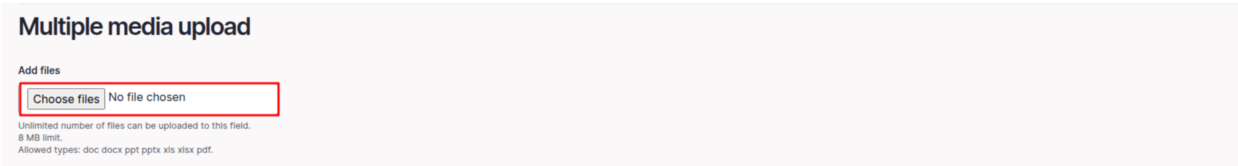
2 After being redirected to the media library, select the '**+ Upload media in bulk**' button on the top right.



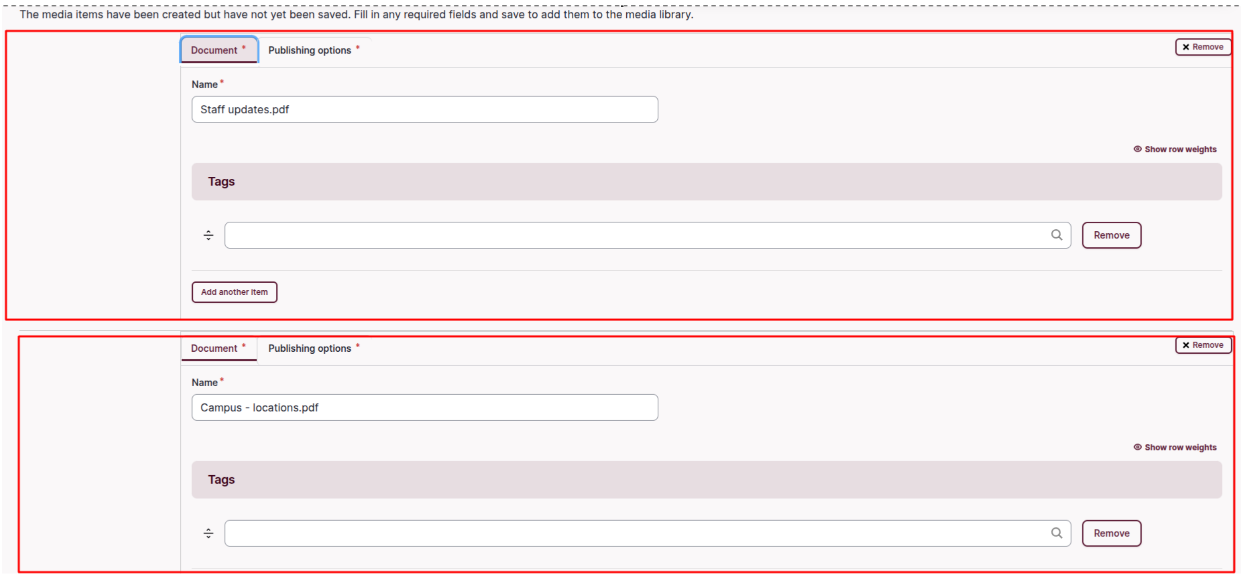
3 After being redirected to the "**Multiple upload**" page, select "**Document**".



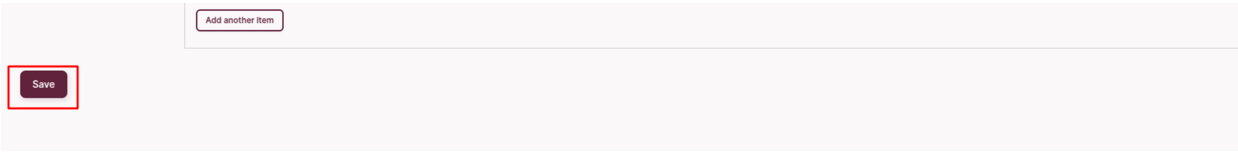
4 Select the "**Choose files**" button select the files from your device to upload.



5 After you have selected the documents to upload, simply fill in the details by following the "**Adding a document**" guide above to each item that you have uploaded.

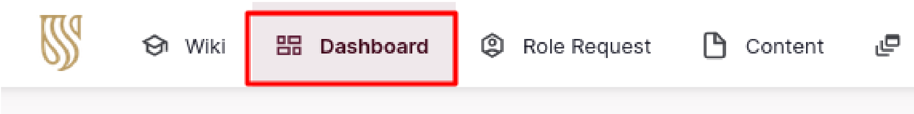


6 Once you have provided all the information that you need to, simply click the "**Save**" button on the bottom left of the page.

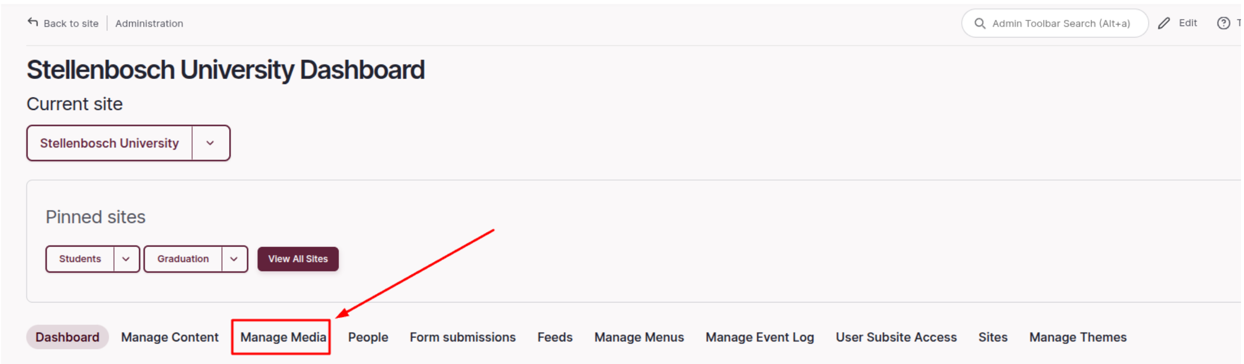


Editing a Document

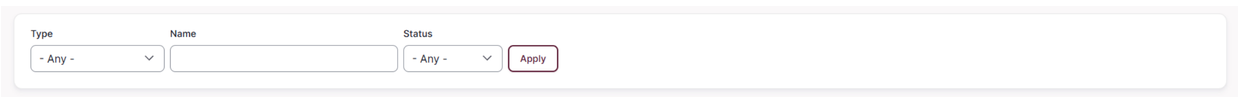
1 To edit a **"Document"** item, you must first navigate to your "**Dashboard**" by clicking on the "**Dashboard**" menu item.



2 Next, click on the "**Manage Media**" item to go to your media management dashboard.

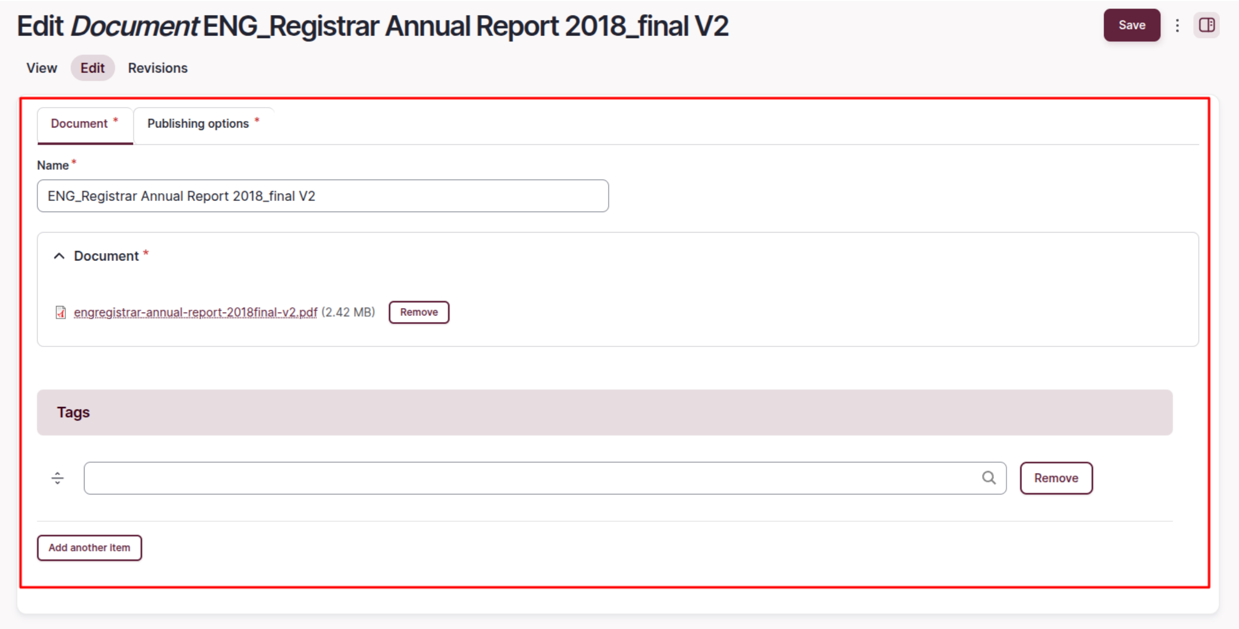


3 Use the **"Type"** filter option and select "**Document"** to only display **Document** items, furthermore you can also search for the specific item that you would like to edit by typing its name into the **"Media name"** search bar and clicking on the **"Apply"** button.

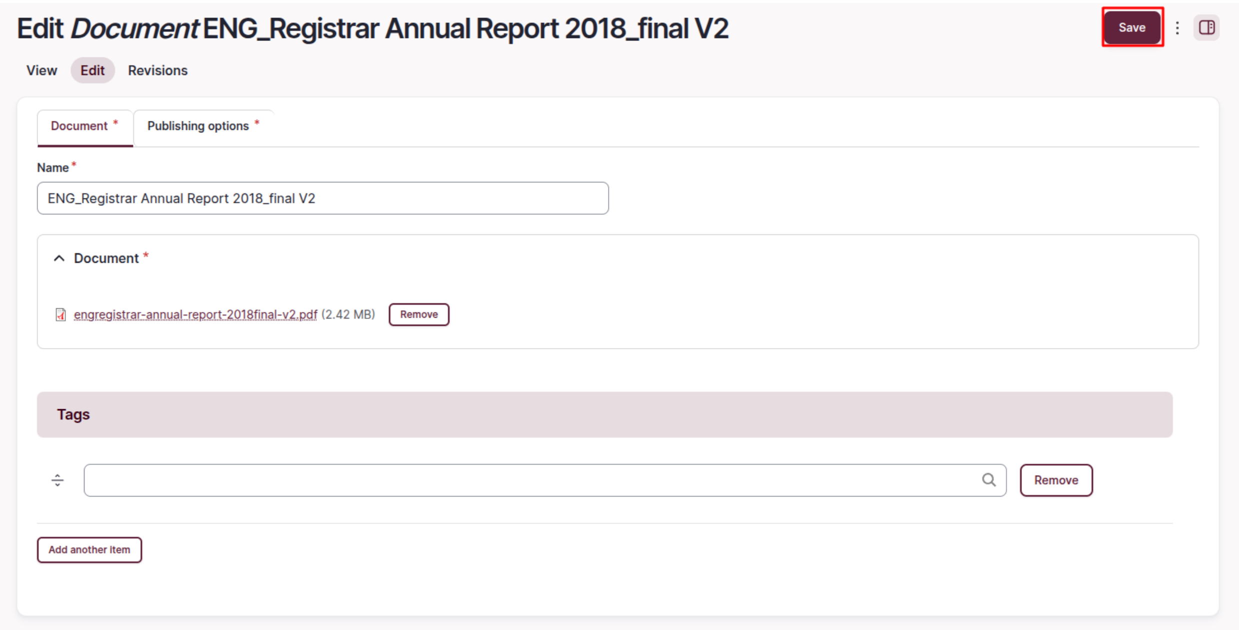


4 Click **"Edit".**

5 Now you can edit the fields as described in the previous section on creating a **Document.**



6 Once you are happy with the changes, click **"Save"** to save your changes.



Best practice for images

Last updated July 1, 2025

Images

1 Select images that relay information or tell a story – don’t just place random images as this will confuse visitors.

2 Photographs are preferred over graphics.

3. Avoid adding text to images as it is not accessible to visitors who use screen readers.

4. Avoid using graphics with the SU logo on them, the logo already features prominently on the website. (NB: The ‘SU 100’ centenary and ‘SU Oak leaf’ logos may no longer be used.)

5. Make use of JPEG or PNG formats.

6. Reduce the size of images before uploading them. Images should never be larger than 2MB but try to keep them around 200KB.

Photographs

1. Photos of people should always show diversity.

2. If you don’t have an appropriate photograph, take one.

3. Don’t use outdated photos showing areas that now look different or students and staff who are no longer with the University.

4. Credit the photographer when prompted on the website.

Consent

Various pieces of legislation govern the use of images of people. The following are broad guidelines on taking photos of people for use on the website:

1. Obtaining written consent is always best. Keep record of consent.

2. Consent must be specific to the purpose of the photograph – you cannot obtain blanket consent.

3. The fact that photos are being taken, and what their intended purpose is, must be made clear.

4. The higher the expectation of privacy, the more explicit consent must be. For example, the expectation of privacy in a bathroom is vastly different from the expectation when walking on campus.

5. Staff and students may never be forced to be photographed.

6. A person may withdraw consent for the use of a photo at any time and you must remove the photo in that case.

7 When taking photographs for marketing purposes, it is best to sign an agreement with the model.

8 Images of children under the age of 18 may not be used on the SU website under any circumstances. Only a parent or guardian may give permission for a photo of a minor to be taken. Schools, teachers, or coaches cannot give permission and do not act *in loco parentis* when it comes to photographs. Even if a school has permission to take photographs of their learners, that permission does not extend to the University.

Stock images

1 Photographs of actual places and people at Stellenbosch University are preferred, but stock images may be used if needed.

2 Stock images can feel cheap or disingenuous, so use them with caution.

3 Steer clear of stock images that are obviously not South African.

4 The attribution for stock images must be added when uploading the image, according to the requirements of the stock provider.

5 Images found on the internet are copyright protected and may not be used on the SU website.

6 Be aware of image use exclusions – some images may be used only for non-commercial purposes. Using images as part of the promotion of courses, whether directly or indirectly, may be considered commercial use.

AI generated images

The Centre for Learning Technologies has developed a handy guideline on AI-Mediated Multimedia.

Alt text

Alt text, or alternative text, is added to images and graphics to make them accessible to visitors who use screen readers. It describes the image and provides context on the image's relevance to the content.

Best practice for adding alt text:

1 Alt text must be added to all images and graphics.

2 Keep the text short – maximum of two sentences.

3 Describe key details only.

4 Include names, locations and actions.

5 Don’t say “picture of” or “image of”.

6 Do say “logo”, “painting”, “cartoon”, or “illustration”.

7 Don’t just copy text from elsewhere on the page.

8 End the alt text with a full stop.

9 Use proper grammar and spelling.

Here are some examples:

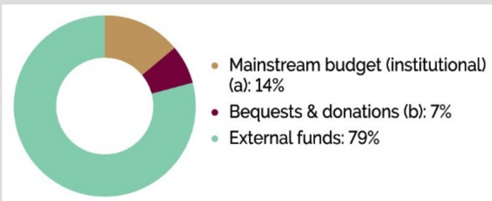
 A group of students wearing Stellenbosch University t-shirts walking along the tree-lined Victoria Street.	 SU Rector, Prof Deresh Ramjugernath, photographed on the 'Rooiplein' on the Stellenbosch Campus.
 Illustration of a group of women of with various skin tones and various hair styles or head coverings.	 Graph of income streams. From most to least: external funds 79%, mainstream budget 14%, bequests and donations 7%.

Image captions

Captions provide additional information or context about an image and usually appear below or next to an image. Follow these tips for image captions:

1 All images uploaded for news stories should have a caption.

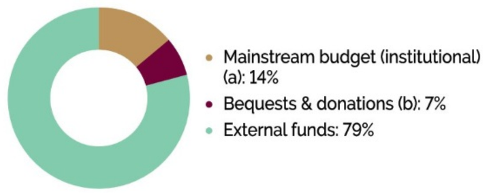
2 Images used on webpages do not have to have captions, but you can add one if it will provide relevant information or context.

3 Captions must not be the same as alt text.

4 User proper grammar.

5 Be specific about details in the image.

Here are some examples:

	
✗ Students wearing new t-shirts.	✗ Rector on Campus.
✓ A new range of SU-branded t-shirts were recently launched.	✓ Prof Deresh Ramjugernath, Rector and Vice-Chancellor, photographed on the Red Square of the Stellenbosch Campus.
	
✗ Women's Day takes place on 9 August.	✗ Pie chart
✓ During Women's month we celebrate the contribution of women to our local communities.	✓ Main budget income streams

Adding and editing an image

Last updated September 23, 2025

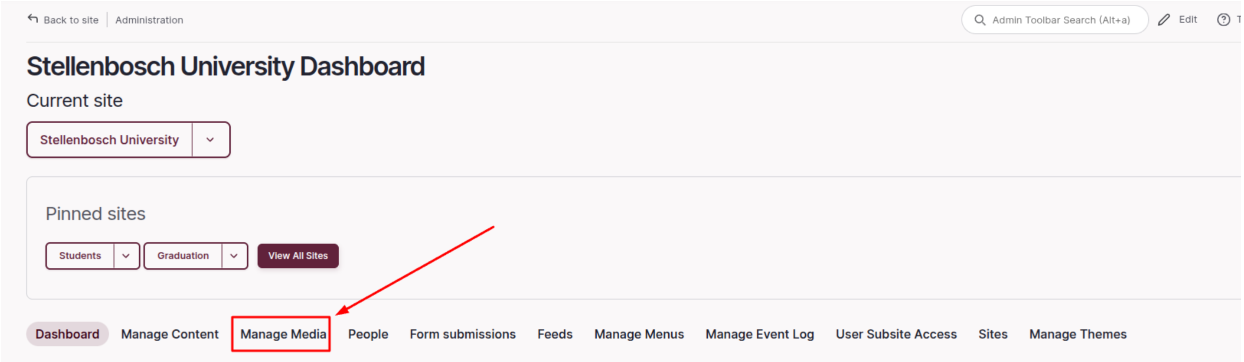
Media Management

[See reference page for image sizes >](#)

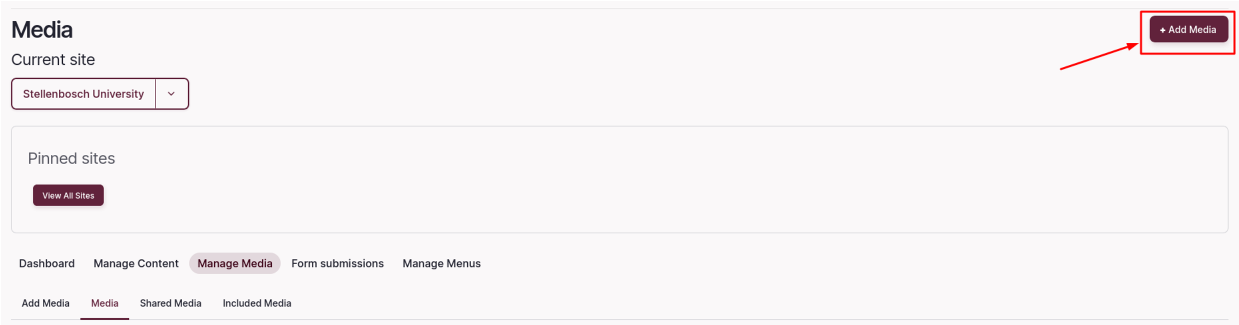
Adding an Image

1 To add a **"Image"** you must first navigate to your "**Dashboard**" by clicking on the "**Dashboard**" menu item.

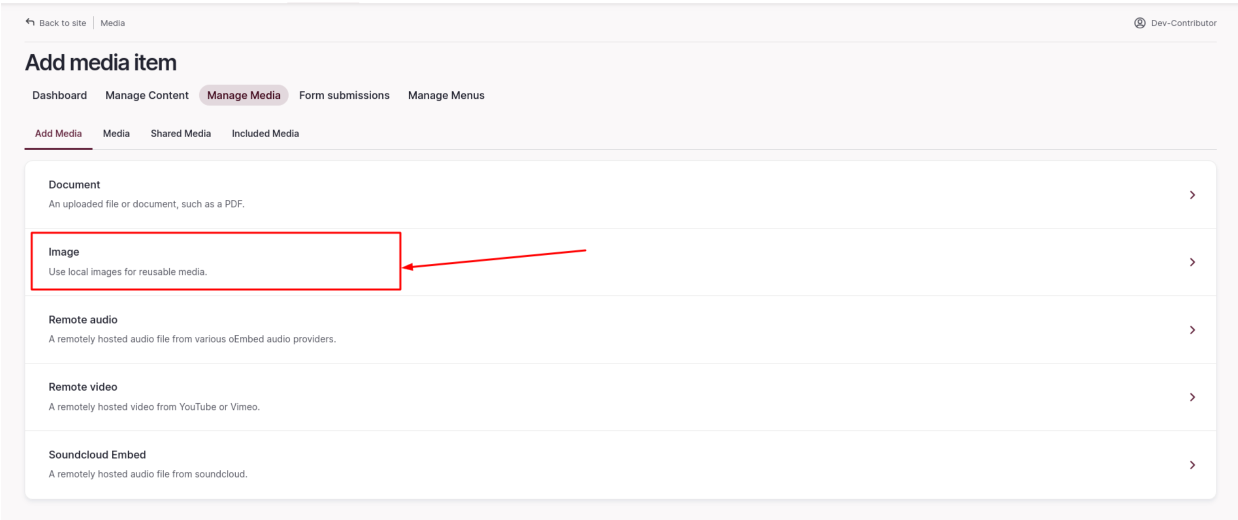
2 Next, click on the "**Manage Media**" item to go to your media management dashboard.



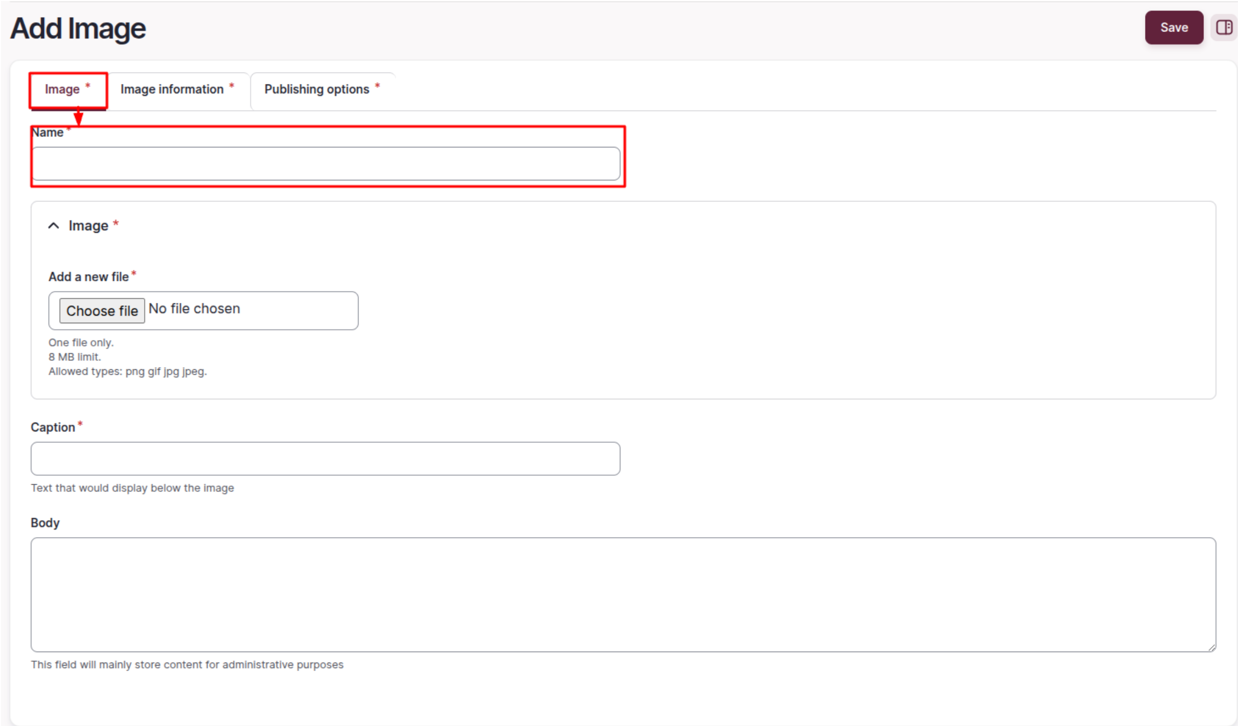
3 Click "**Add Media**"



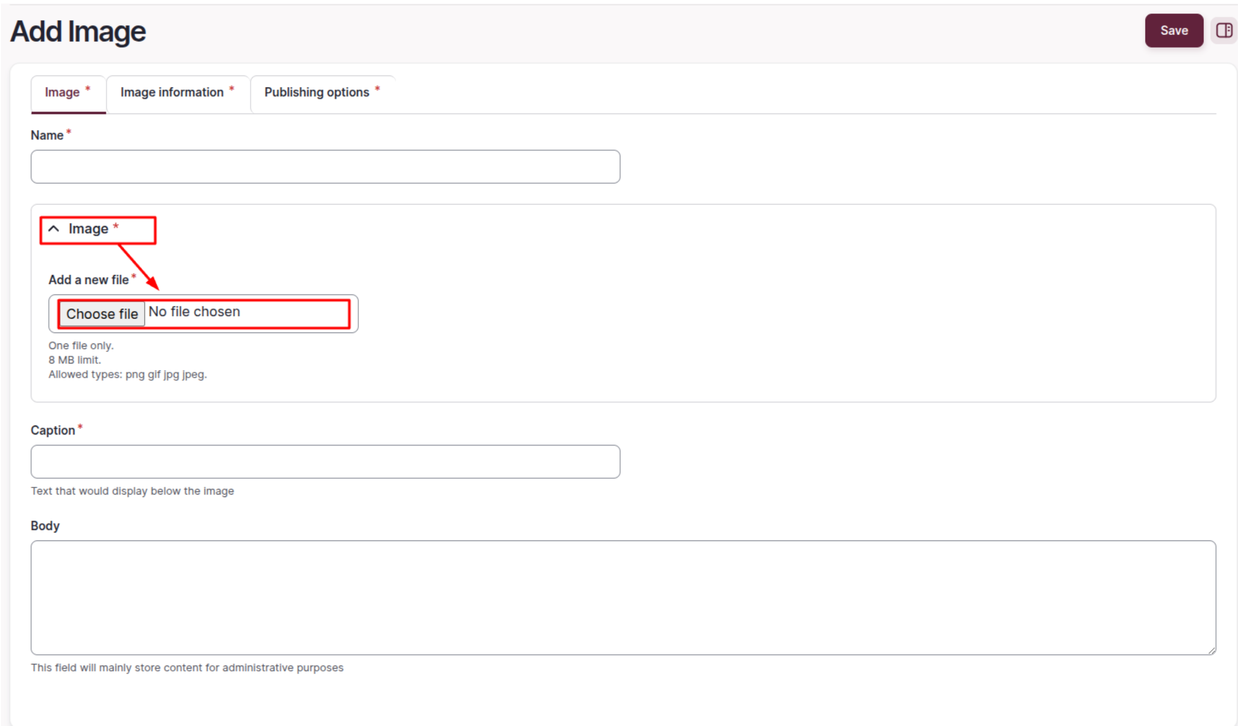
4 Then click "**Image**"



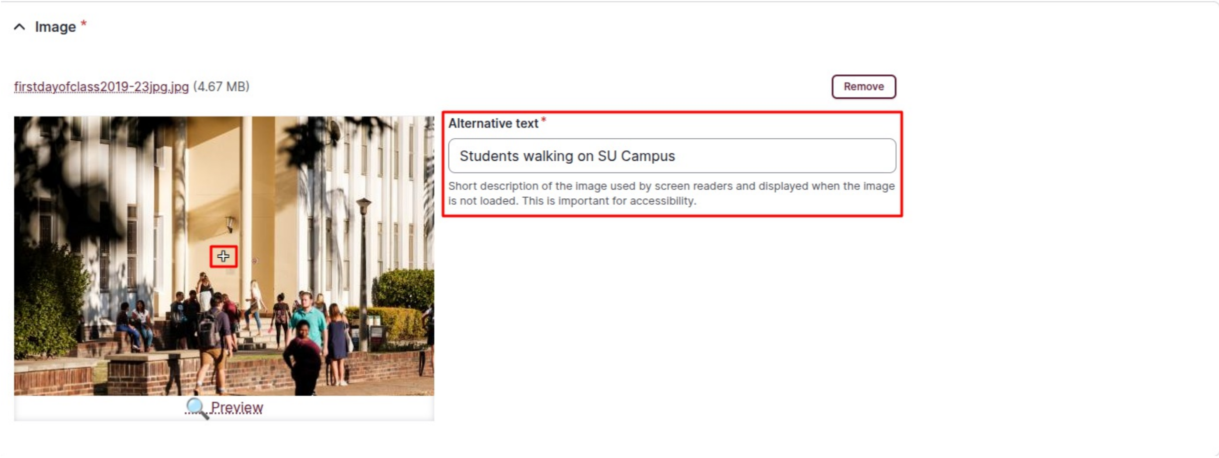
5 This will redirect you to the image upload form. You will begin in the "**Image**" tab, in the **"Name"** field enter the name of the **Image.** Refer to "[Best practice for naming conventions for images and documents]".



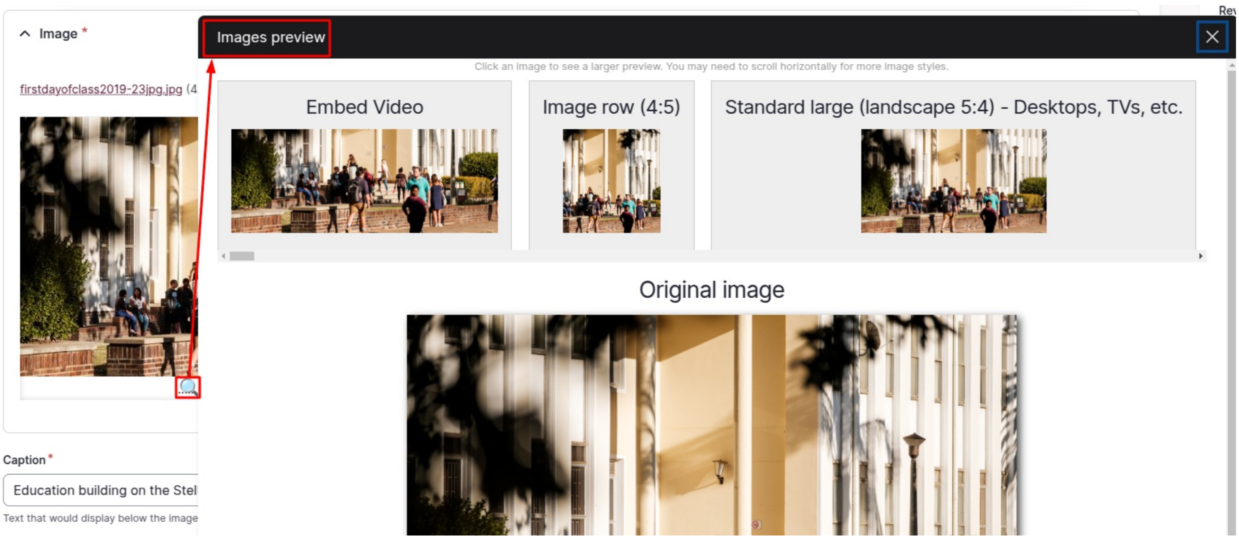
6 Upload an image by clicking on the **"Choose file"** button in the **"Add a new file"** field. This will allow you to upload a file from your computer. The file upload is limited to a size of 8 MB and the only accepted image types are **.png, .gif, .jpg** and **.jpeg**.



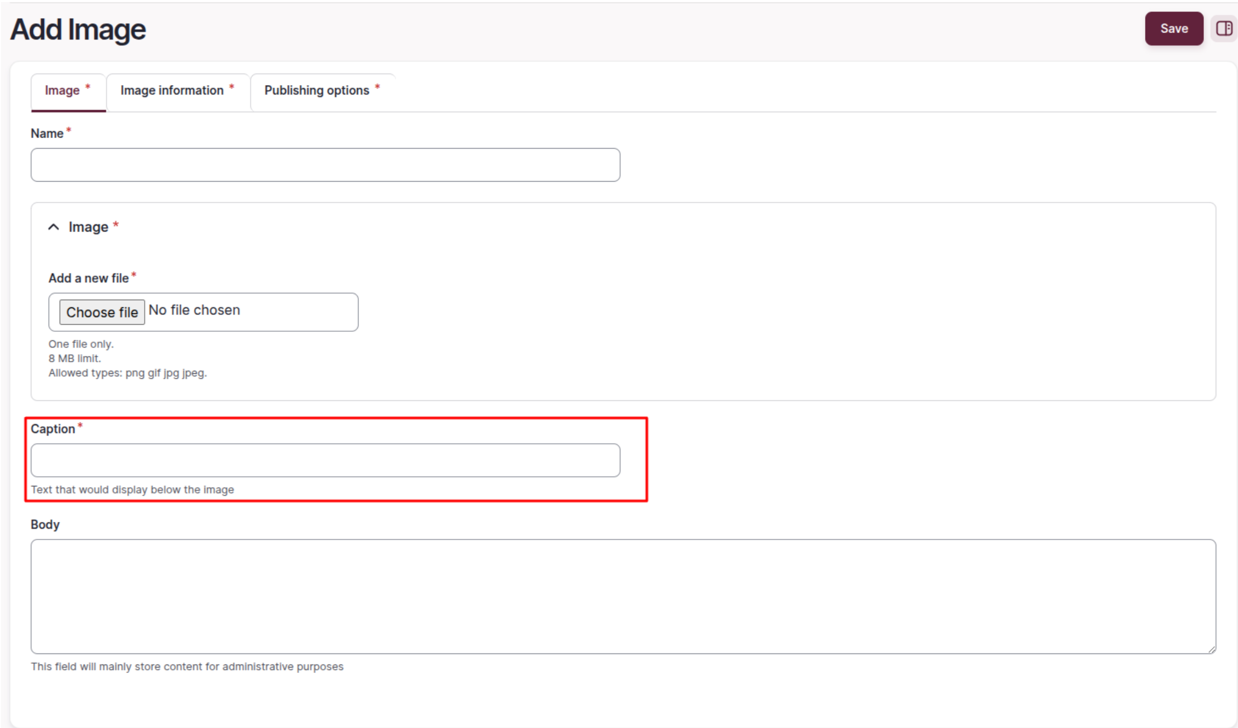
7 After the image has been uploaded, you can change the focal point of the image simply by dragging the white cross-hair. You must also add the alternative text of the image in the "**Alternative text**" field as this helps with accessibility to the visually impaired and allow screen reader tools to describe the image. Refer to "[Best practice for images]".



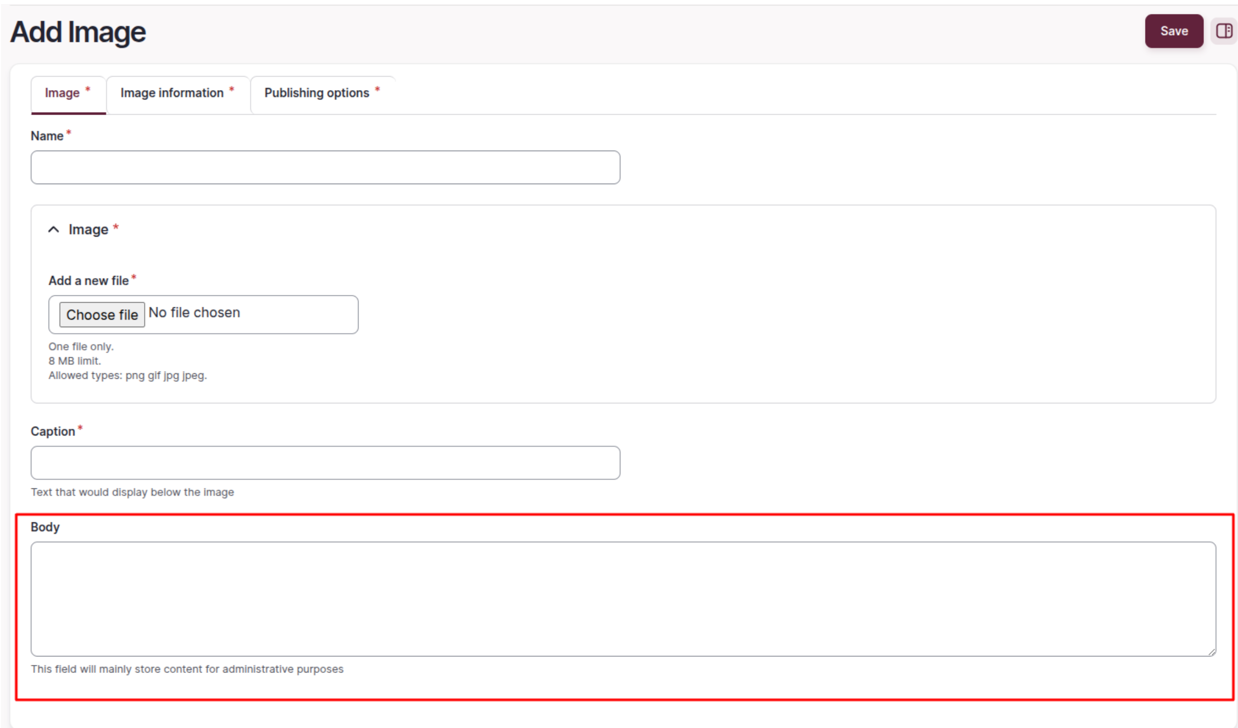
8 If you have changed the focal or would just like to get a general idea of how the image looks in different aspect ratios and scenarios, click the "**Preview**" link under the image, this will display a pop-up modal which will allow you to select multiple displays to preview the image in.



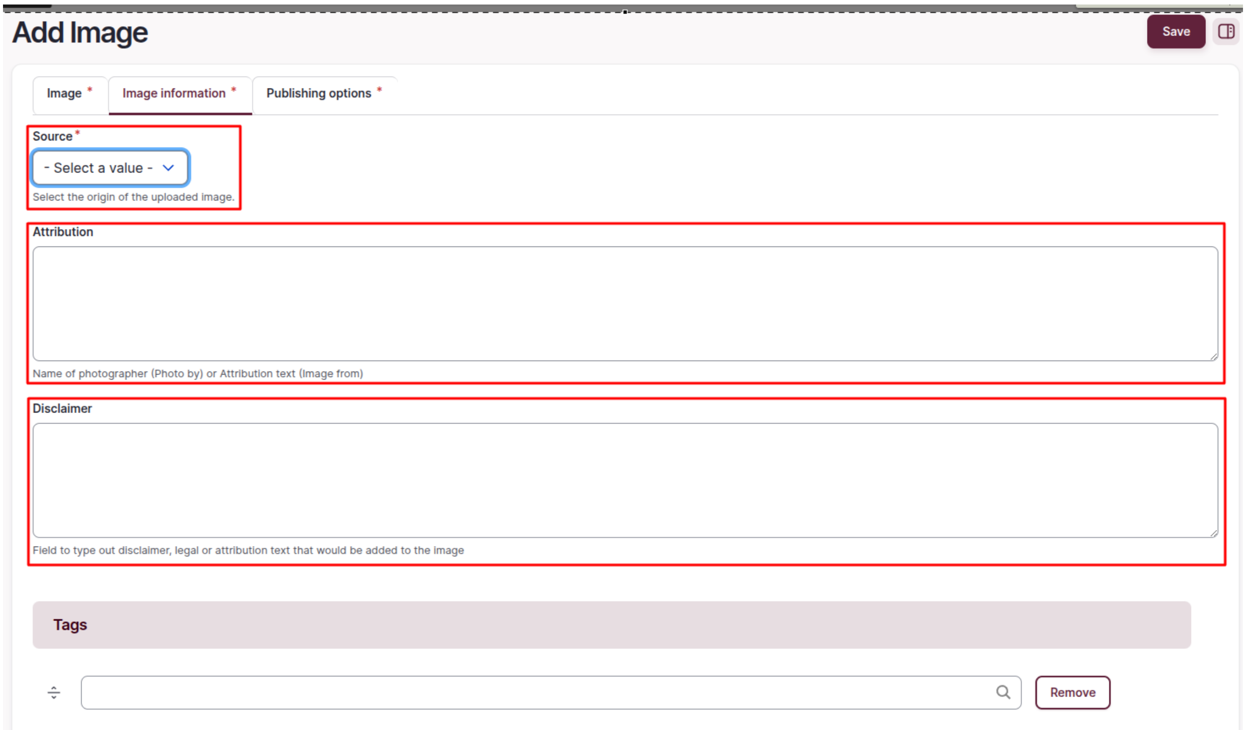
9 In the **"Caption"** field, enter a caption that will display alongside the image when an image view allows for the caption to be displayed.



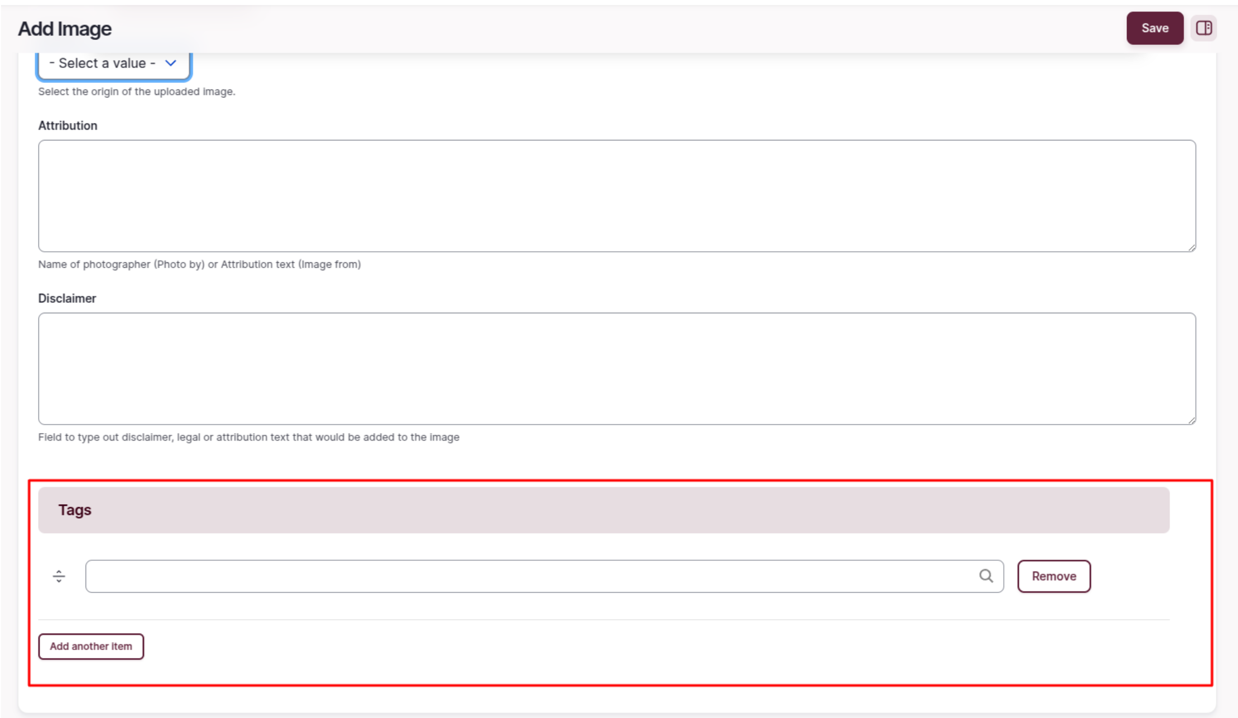
10 The **"Body"** field can be used to add additional information regarding the image, but will mostly be used for administrative purposes.



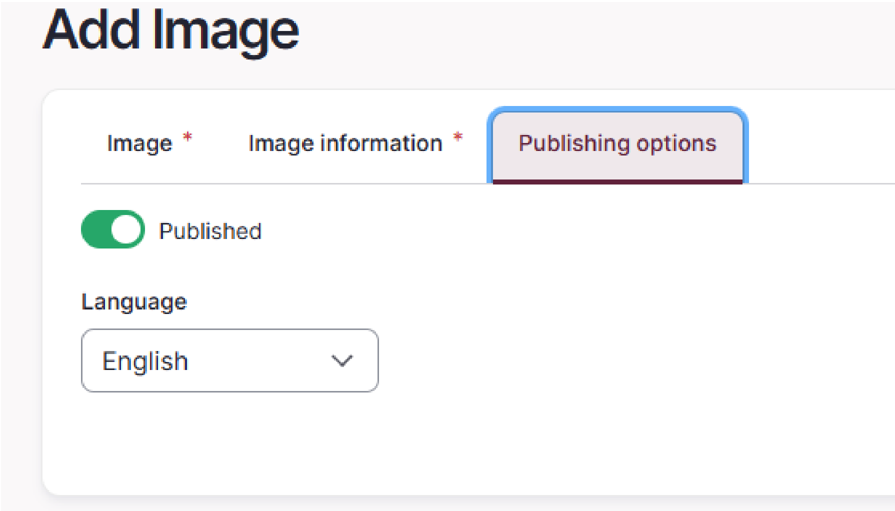
11 Navigate to the **"Image information"** tab. Here you need to specify the **"Source"**, as well as the **"Attribution"**, which will either specify the name of the photographer who took the image or the source material of where the image is from, and the **"Disclaimer"** which allows you to add any legal, disclaimer or attribution text related to the image**.**



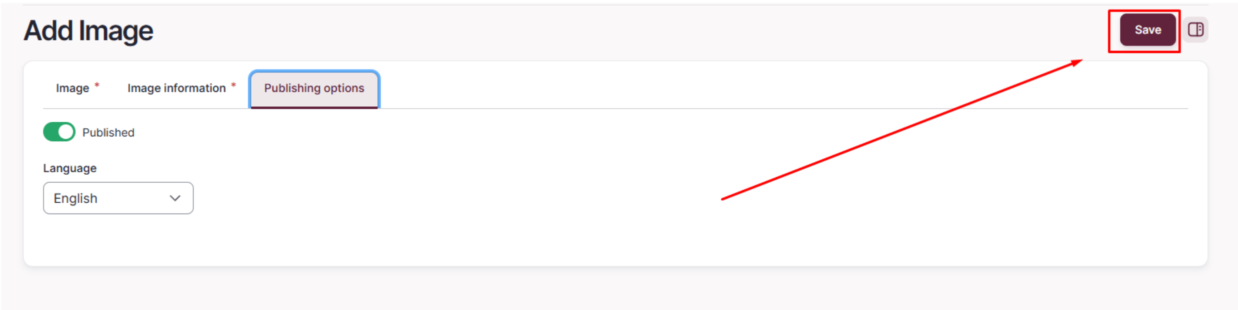
12 Additionally, you can also add tags in the "**Tags**" field to categorise the image better with similar images.



13 Navigate to the **"Publishing options"** tab. Here you can set the publish status of the image by enabling or disabling the "**Published**" button. You can also select the language the image is targetted for in the "**Language**" drop-down.

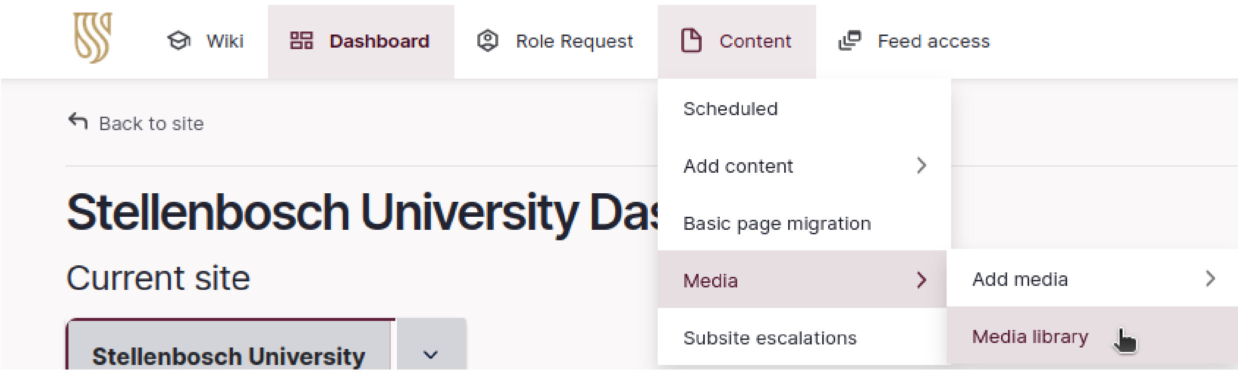


14 Once you are happy with the information you have added, click **"Save"** to add the image. To learn more about adding images to content, please follow "[Adding and configuring media component](#)".

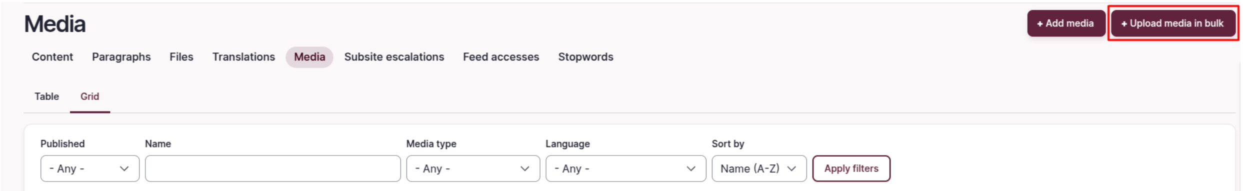


Adding Images in bulk

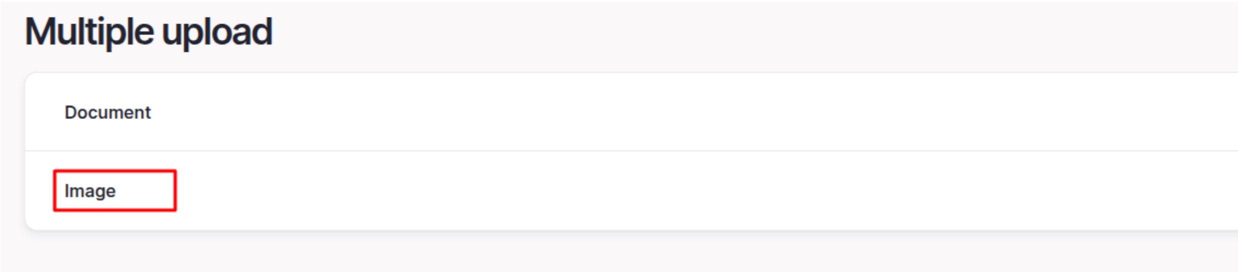
1 Navigate to the media library by hovering over "**Content**", then locate and hover over "**Media**", then select "**Media library**" by clicking on it.



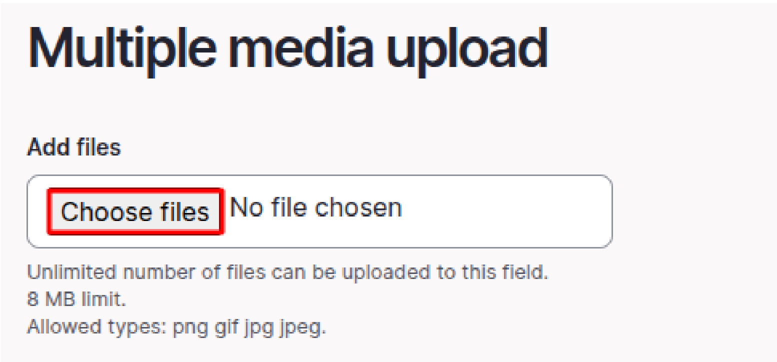
2 After being redirected to the media library, select the "**+ Upload media in bulk**" button on the top right.



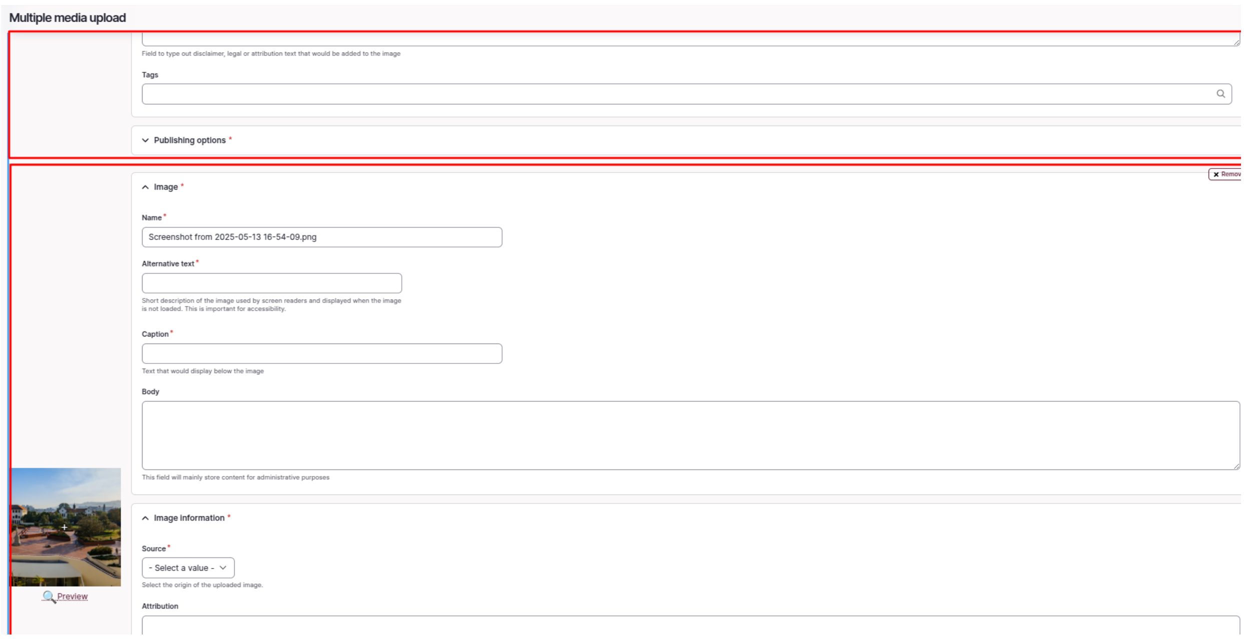
3 After being redirected to the "**Multiple upload**" page, select "**Image**".



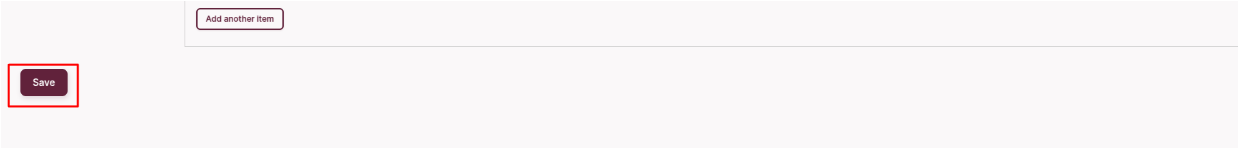
4 Select the "**Choose files**" button select the files from your device to upload.



5 After you have selected the images to upload, simply fill in the details by following the **Adding an image**" guide above to each item that you have uploaded.

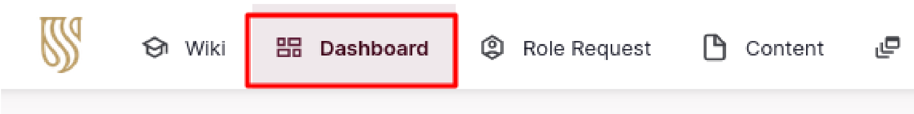


6 Once you have provided all the information that you need to, simply click the "**Save**" button on the bottom left of the page.

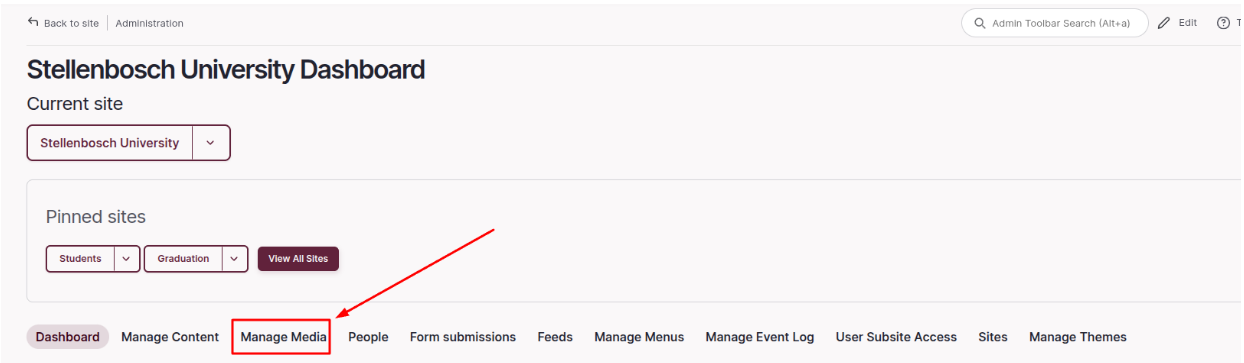


Editing an image

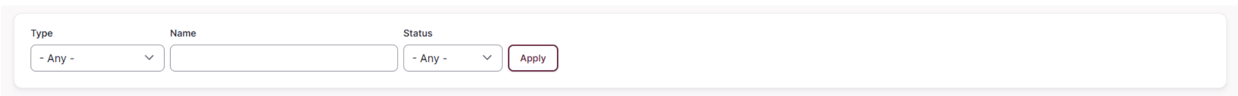
1 To edit an **"Image"** item, you must first navigate to your "**Dashboard**" by clicking on the "**Dashboard**" menu item.



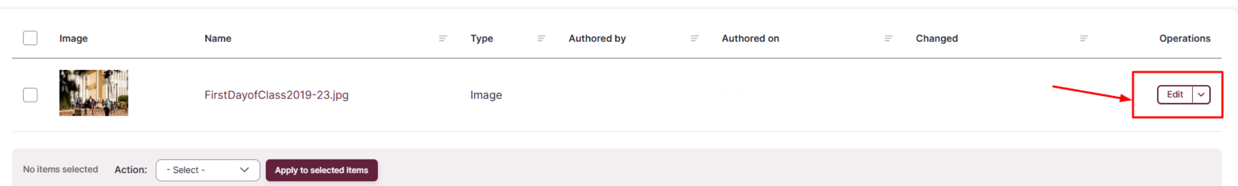
2 Next, click on the "**Manage Media**" item to go to your media management dashboard.



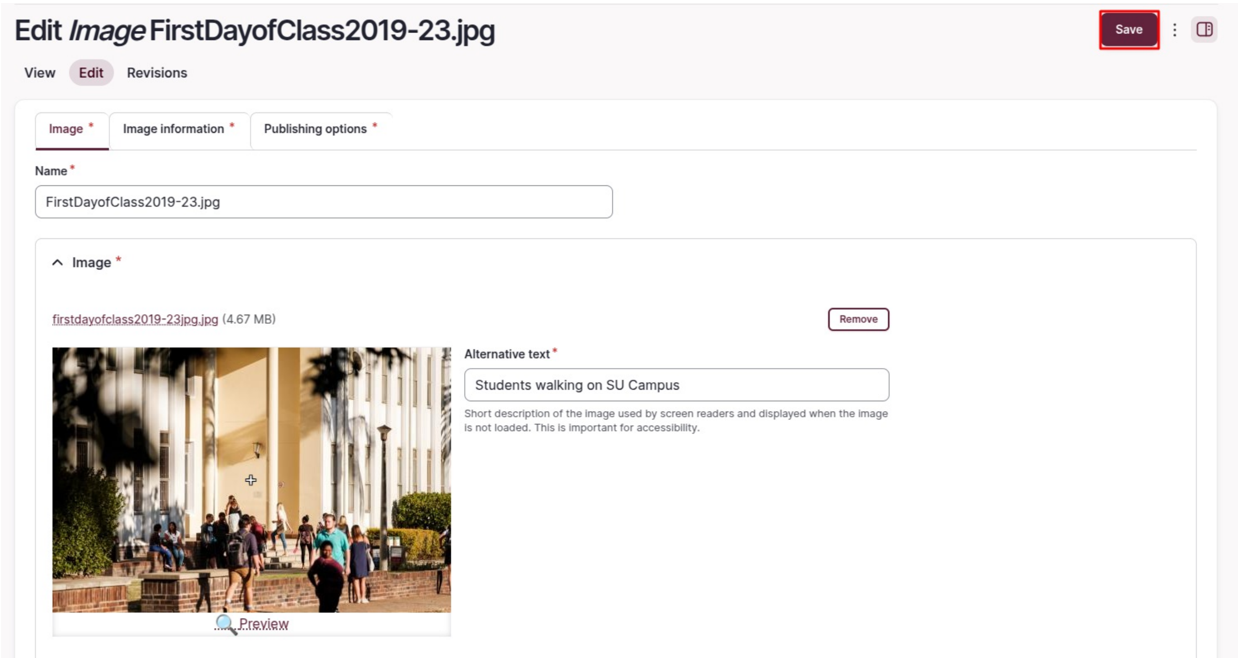
3 Use the **"Type"** filter option and select **"Image"** to only display **Image** items, furthermore you can also search for the specific item that you would like to edit by typing its name into the **"Media name"** search bar and clicking on the **"Apply"** button.



4 Click **"Edit".**



5 Now you can edit the fields as described in the previous section on creating an **Image.** Once you are happy with the changes, click **"Save"** to save your changes.



Menus

Last updated July 16, 2025

Menus Index

Overview

- Best practice for menus and URLs
- Understanding the different menus

Management

- Adding items to the menu when adding content
- Manually adding or removing items to, and from, the menu
- Moving items within the menu
- Editing URLs and Creating URLs

Best practice for menus and URLs

Last updated July 9, 2025

Site structure

- Website content should be logically grouped into sections that are easy for visitors – regardless of their familiarity with the University's organogram – to understand and navigate.
- The name sections, as used in the menu, their page title, and URL should be concise and clear, and use words that are simple, descriptive, easy to read and understand, and familiar to the public.

- Your menu must never follow the reporting structure of your entity.
- While a visitor may understand the difference between a faculty and a department, the difference between a department, centre, unit, or the various other entity types within the institution is arbitrary.
- As an example, all departments and centres within a faculty can be grouped in a section called ‘Departments’. The term is well understood, short and easy to read. While an argument could be made to use ‘Departments and Centres’ the inclusion of ‘Centres’ is arbitrary to the visitor, makes the title and URL longer, and takes up valuable space in a menu.
- URLs, menu items and page titles must always use the same terminology, i.e. the menu item and page title shouldn’t be Departments while the URL is /units.
- Never place a Home link in your menu. The breadcrumbs and menu title provide visitors with an easy way to return to your homepage and the SU logo allows visitors to easily return to the homepage of the website.

Breadcrumbs

- The website uses breadcrumbs to help users find their way by showing them the location of the page they are on within the site hierarchy.
- Breadcrumbs are created automatically from page titles.
- Breadcrumbs are located below the menu, above page content and each item within a breadcrumb can be clicked on to take a user to that page in the hierarchy.
- Here is an example of a breadcrumb:
  Home / Faculties / Arts and Social Sciences / Departments / Music
- Here is how the URL for the above breadcrumb would look:
  su.ac.za/faculties/arts/departments/music

Acronyms and initialisms

- Acronyms or initialisms may not be used on their own in menus, page titles, or URLs. Remember, your audience is external and therefore not familiar with the University’s acronyms and initialisms.
- Only when an acronym or initialism is the name of a commercial entity or registered trademark may it be used in menus, page titles, or URLs, for example: SUNCOM.

Not permitted

Do not use any of the following in a page title, menu, or URL:
- SUN, Stellenbosch, university, University of Stellenbosch, Stellenbosch University, Universiteit Stellenbosch, Universiteit van Stellenbosch, or Maties (except when such terms or acronyms are official names, such as Maties Sport, or registered trademarks, such as SUNCOM).
- Special characters, such as !, #, %, &, *, _. ?
- Arbitrary numbers
- Repetitive terms, for example: /engineering/departments/mechanical-engineering. This is better: /engineering/departments/mechanical

Page titles and menu items

- Wherever possible, page titles and menu items should match, as differing items names could confuse visitors and potentially negatively impact SEO.
- Do not use the title to welcome visitors – just as you wouldn’t in a business document. Instead create a friendly and welcoming experience through well-chosen words and thoughtful design.
- Never use the following and similar terms in menus and page titles:
  - Faculty, school, department, division, school, centre, institute
  - Stellenbosch, Stellenbosch University, university, or Maties (except for Maties Sport).
- These conventions do not apply to how a faculty or department is referred to in text – please refer to the SU Style Guide for these conventions.

Academic departments, divisions, centres, institutes

- The shortest, user-friendly version of an academic department, division, centre, or institute’s name should be used.
- The type of entity (department, division, centre, institute) must not be included in the menu or page title.
- The full name of an academic entity can be used in the body text.
- The names of centres that result from partnership agreements should be kept short in menus and page titles and should exclude the partner names or acronyms, for example: Scientometrics and Science, Technology and Innovation Policy (“DSI-NRF Centre of Excellence in” has been excluded).
- Entities that have acronyms or initialisms that are known to the public, well-known in the University or research

community, are registered trademarks, or registered commercial entities may add these in brackets behind their entity name on menu items and page titles, for example: Research on Evaluation, Science and Technology (CREST).

- Here are some examples of the correct use of academic department, division and centre names on the website:
  - Accountancy
  - Drama
  - Biomedical Sciences
  - Statistical Consultation
  - Applied Ethics

Service departments

- The University sometimes names entities using terms unfamiliar to the public and groups various functions under broad umbrella entities, making it difficult for visitors to find the service or function they are looking for.
- PASS divisions, departments and centres, as well as service departments within faculties must use their primary service or function as their page title and menu item.
- The full name of a PASS entity, including its designation (department, division, etc), should never be used in menus or page titles. These can be used in the body text.
- Use terms that are clear, well-known and easy to understand and read. Leave out arbitrary terms such as campus or corporate.
- Below are examples of entities and what their page titles and menu item should be. Take note of the capitalisation – since these are descriptive titles, they are not capitalised like an entity name:

Entity name	Page title
Corporate Communication and Marketing Division	Communication and marketing
Information Technology Division	Information technology
Human Resource Division	Human resources
Campus Health Service	Health

URLs

- All URLs will follow a sub-folder URL structure, i.e: /en/faculties/engineering or /af/fakulteite/ingenieurswese ('en' denotes English; 'af' denotes Afrikaans).
- URLs should be so logical that a visitor may guess what the URL could be, once they see the structure used.
- URLs are generated automatically from page titles but can be amended.
- When creating a URL:
  - Keep it as short as possible while ensuring that the URL can be understood.
  - Include months or years only when it is truly relevant, and if there will be a sequence of pages with months or years and the date is important to help the users find the most recent version.
  - Single words are preferred, i.e. departments not departments-centres-units.
  - Use a hyphen '-' to allow for easier reading when using more than one word for a URL, i.e. /economic-research.
- The following should never be used in URLs:
  - Acronyms, initialisms, or abbreviations, except in cases where the acronym is well-known publicly or a registered trademark.
  - Stop words such as 'an', 'and', 'the'.

Faculty URLs

Here are the accepted faculty URLs:

Faculty	English URL	Afrikaans URL
AgriSciences	/en/faculties/agri	/af/fakulteite/agri
Arts and Social Sciences	/en/faculties/arts	/af/fakulteite/lettere
Economic and Management Sciences	/en/faculties/economy	/af/fakulteite/ekonomie
Education	/en/faculties/education	/af/fakulteite/opvoedkunde
Engineering	/en/faculties/engineering	/af/fakulteite/ingenieurswese
Law	/en/faculties/law	/af/fakulteite/regte
Medicine and Health Sciences	/en/faculties/medicine	/af/fakulteite/geneeskunde

Military Science	/en/faculties/military	/af/fakulteite/krygskunde
Science	/en/faculties/science	/af/fakulteite/natuurwetenskappe
Theology	/en/faculties/theology	/af/fakulteite/teologie
Data Science and Computational Thinking	/en/faculties/data-science	/af/fakulteite/datawetenskap
Climate Studies	/en/faculties/climate	/af/fakulteite/klimaat

PASS environment URLs

PASS environments are placed in the menu according to the service they provide and their primary audience. Here are examples of a few PASS environments.

Entity	Page title	URL
Campus Health Services	Health	/en/students/support/health
Human Resources Division	Human resources	/en/staff/human-resources
Finance Division	Finance	/en/services/finance

Understanding the different menus

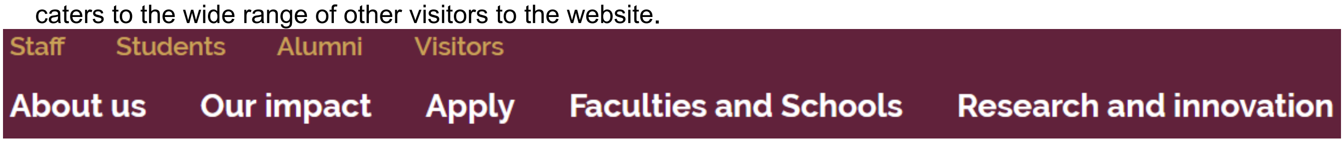
Last updated July 10, 2025

Menus Overview

Site menu

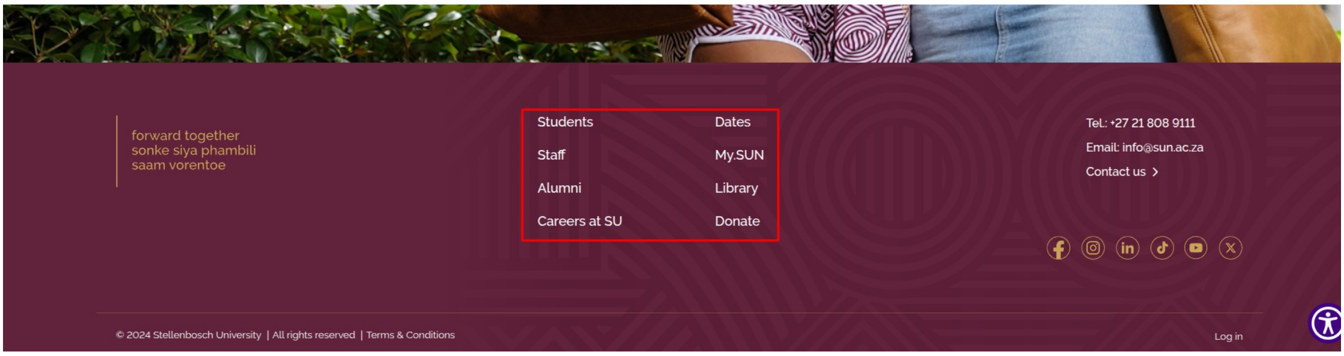
This is the primary navigation for users, which consists of two sections. All subsites and pages are divided between these two menus.

- The main menu contains information about the institution and represents the three pillars of the institution: teaching and learning, research and innovation, and societal impact.
- The sub-menu is aimed at the three primary website audiences: students, staff and alumni. The visitors section caters to the wide range of other visitors to the website.



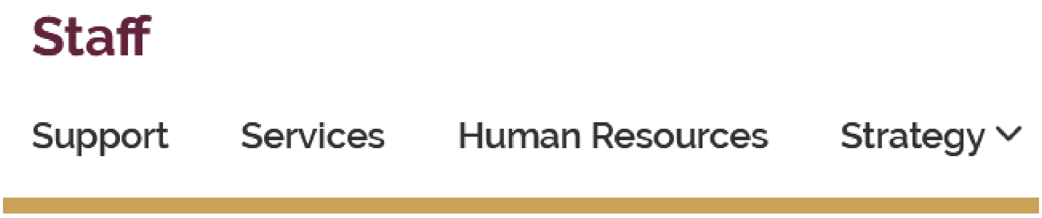
Footer menu

Footer menus typically contain secondary links, such as contact information, privacy policies, or additional resources.



Subsite menus

A subsite menu is the menu on the first page a visitor reaches on your website, it represents the main sections of your website. Each subsite can have its own unique menu. Here is an example of a subsite menu:

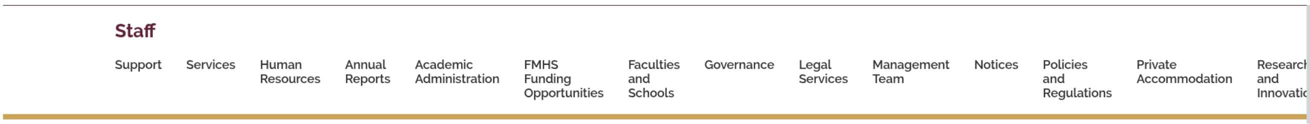


Subsite menus can have dropdowns. Here is an example of a dropdown:

- If you set up a subsite for Strategy in the above example, you can make each of the items in the dropdown menu an item on the subsite menu OR you can keep the Staff menu as is for the pages in the Strategy dropdown.

A few important notes about subsite menus:

- Each subsite menu item must have a page associated with it. These pages can be used to orientate visitors on the content of each section and to create user journeys.
- Don't add too many items to your subsite menu, this can cause the menu to look squashed or wrap awkwardly. Here is an example of a menu with to many menu items



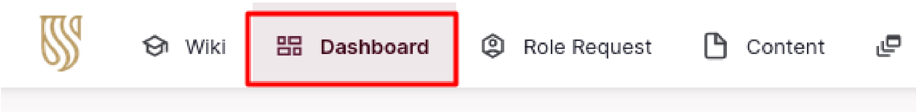
- Use the shortest term or a single word for each menu item.
- Menus can only be two levels deep, any third-level menu items will not be displayed on the site. Example:
  - Strategy (Parent/Level1)
    - Toolkit (Child/Level 2)
      - About Toolkit (This will not appear on the menu)

Adding items to the menu when adding content

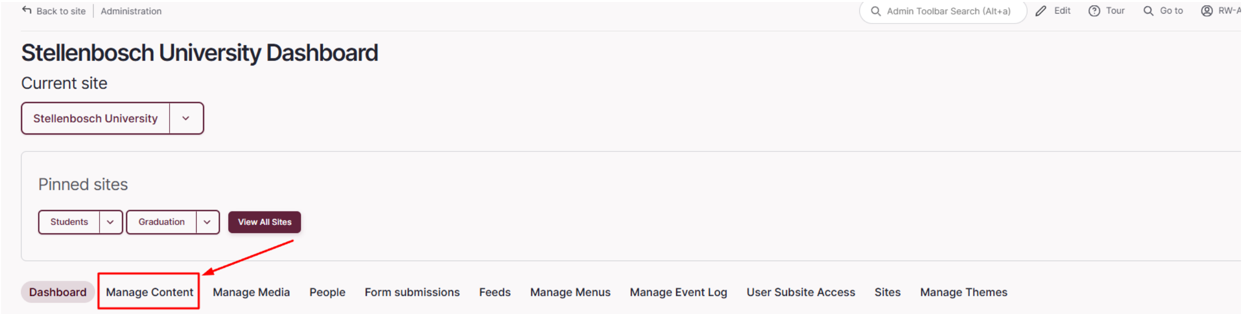
Last updated June 27, 2025

Menus Management

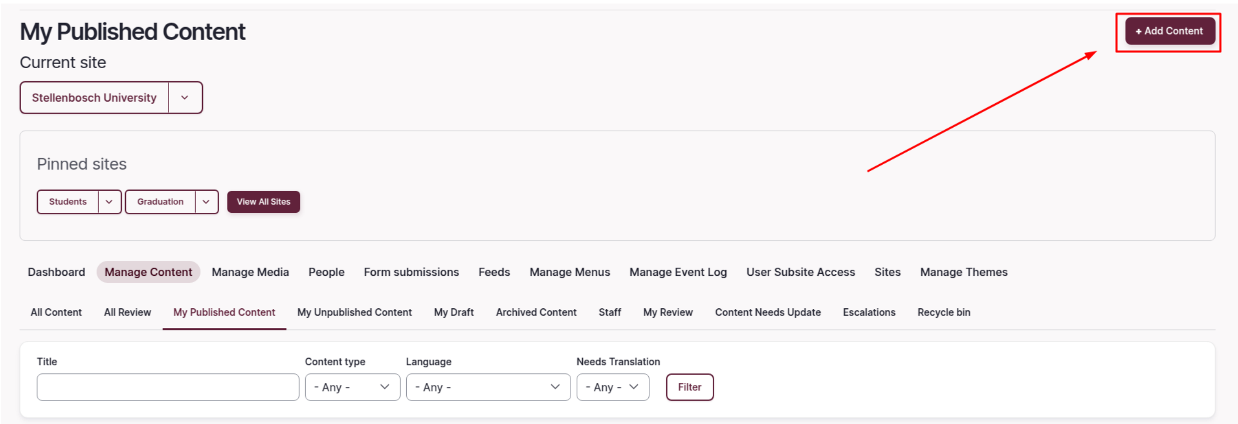
1 To add items to the menu when adding or editing content, start by clicking **Dashboard.**



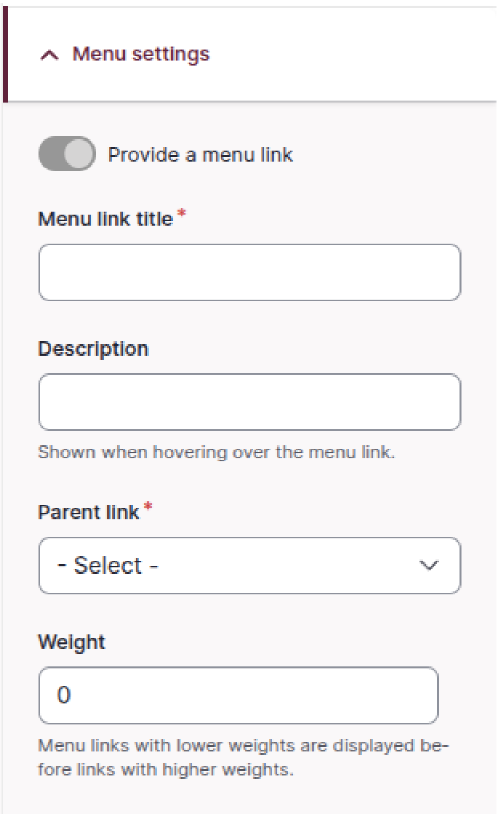
2 Next, click on the "**Manage content**" item to go to your content management dashboard.



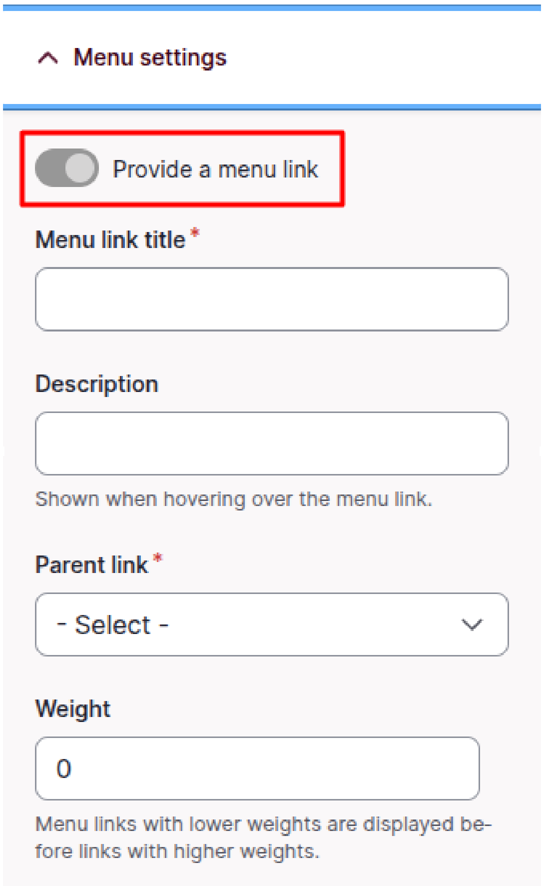
3 On your content management dashboard, click on the "**+Add Content**" button in the top righthand corner to go to the "**Add content**" page.



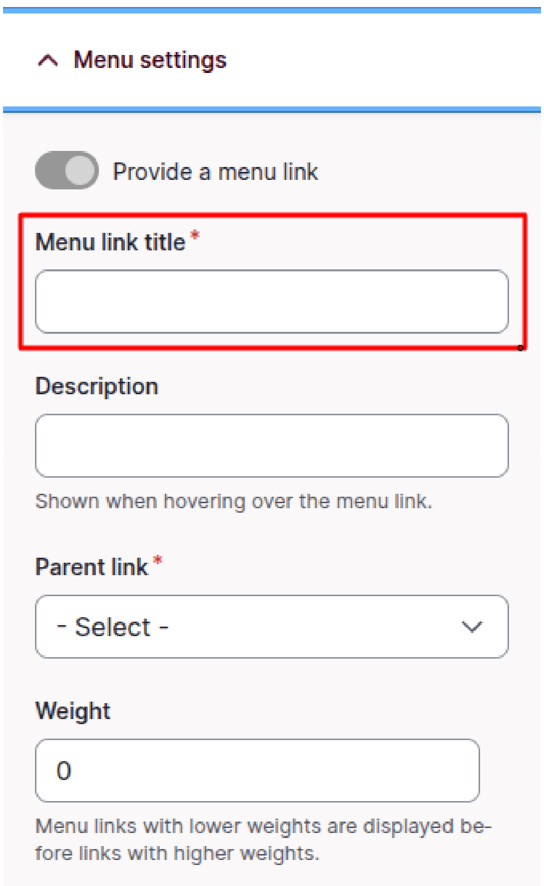
4 Scroll down to the **"Menu Settings"** tab in the right-hand side of the content editing form.



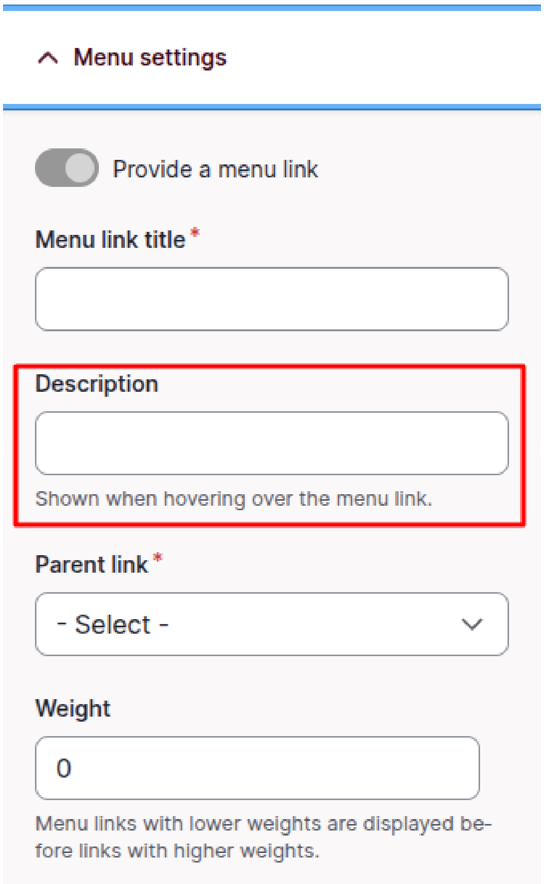
5 Check the option **"Provide a menu link"** to enable menu settings for this content. This will automatically be enabled and cannot be disabled.



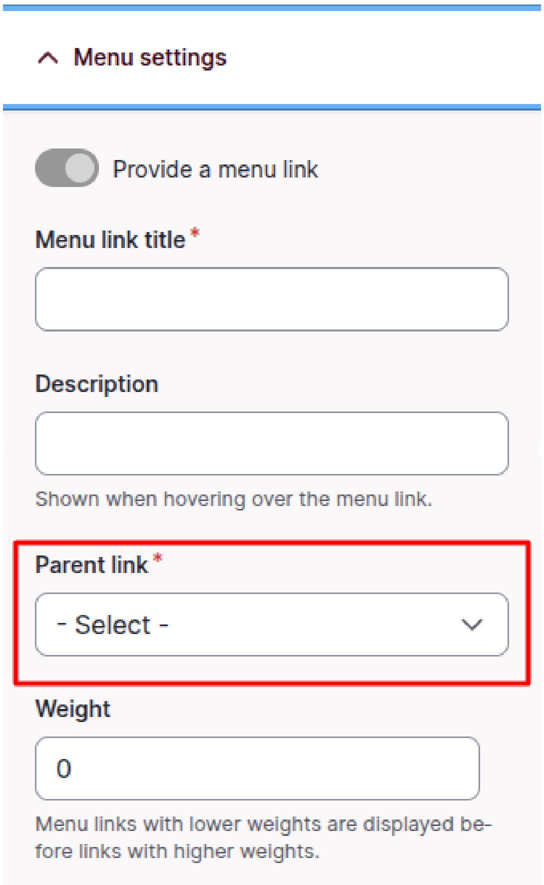
6 Enter the desired **"Menu link title"** this is the text that will appear in the menu, without this, the content will not be listed on the menu.



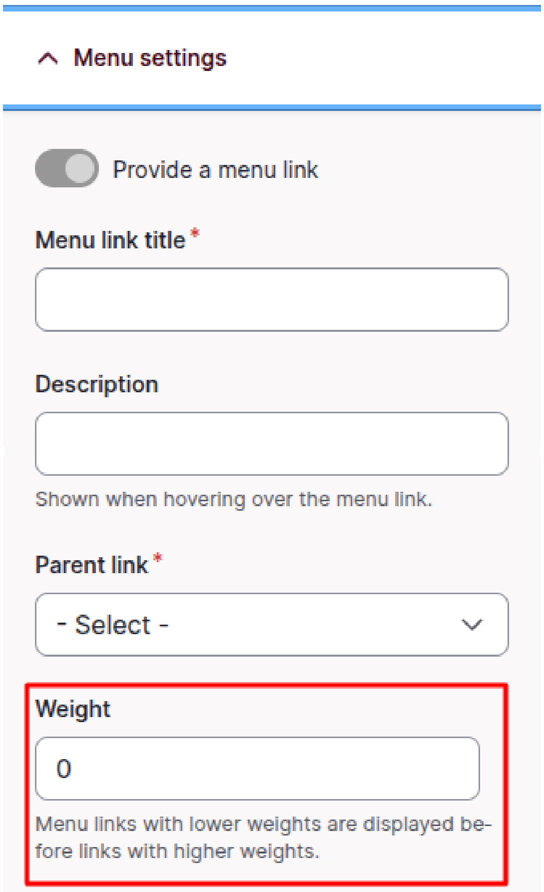
7 You can optionally also add a **"Description"** for the menu that will appear when the user hovers over the menu item.



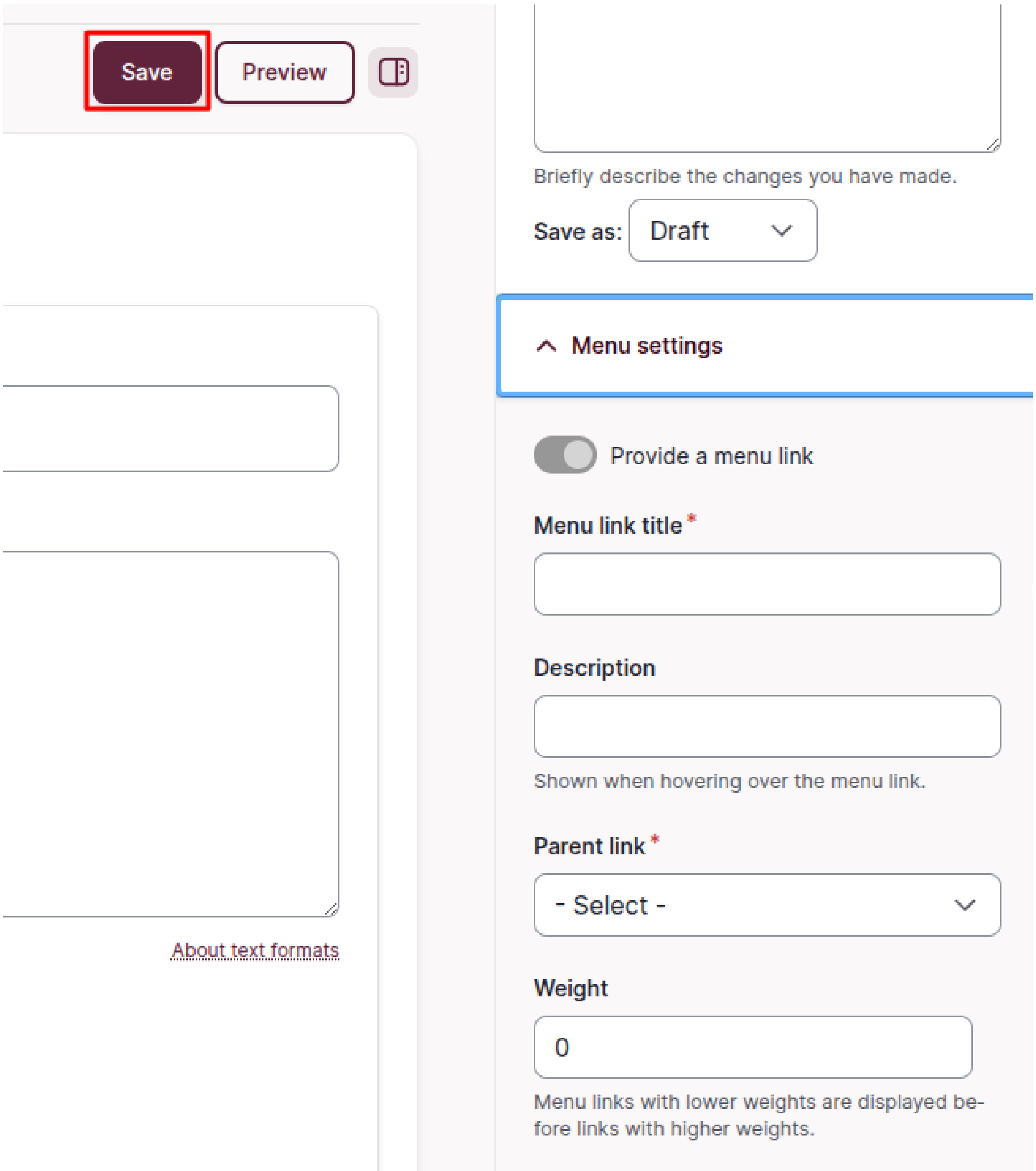
8 Select a **"Parent link"** to define where this menu item should appear within the menu hierarchy. Here, you will only be able to select the menu parent item of your subsite.



9 Adjust the **"Weight"** if necessary to control the order of menu items (lower values appear first). If multiple items have the same weight, it will be placed alphabetically. If you wish to manually sort this or other menu items, please follow "Moving items within a menu".



10 Click on **"Save"** to apply the changes.



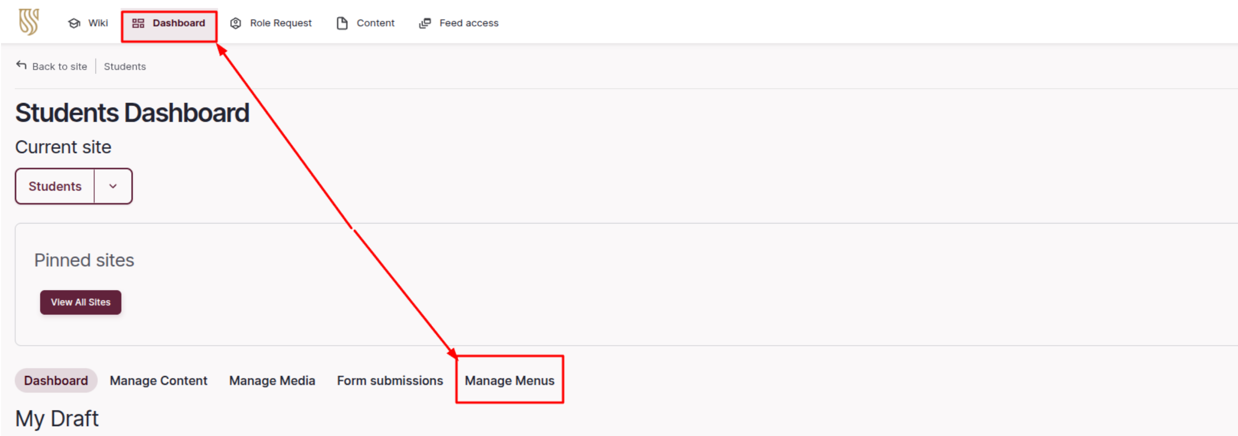
Directly adding or removing items to, and from, the menu

Last updated September 3, 2025

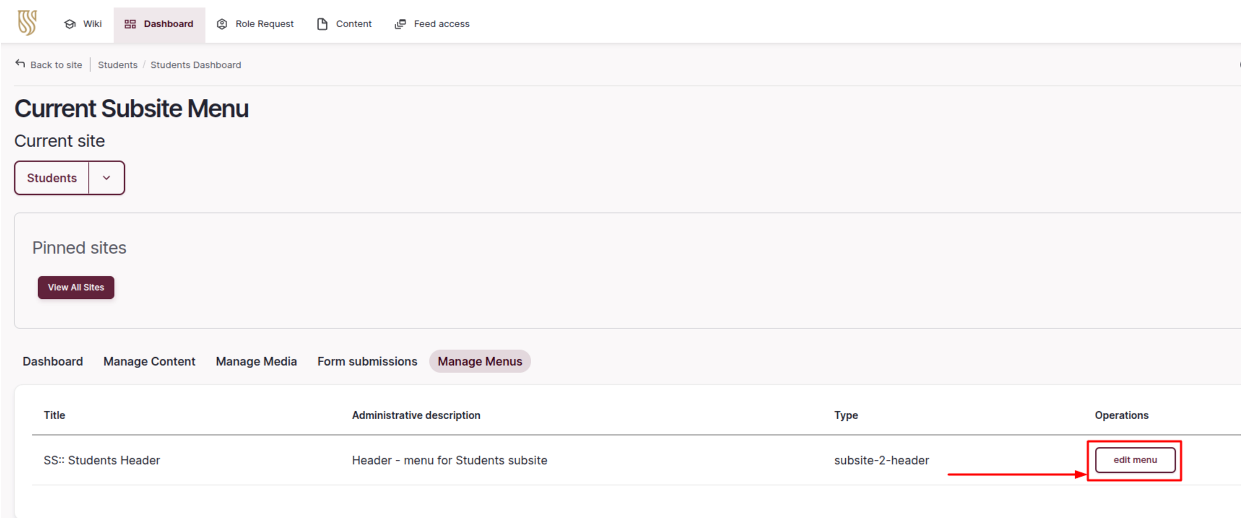
Menus Management

Directly adding items to the menu:

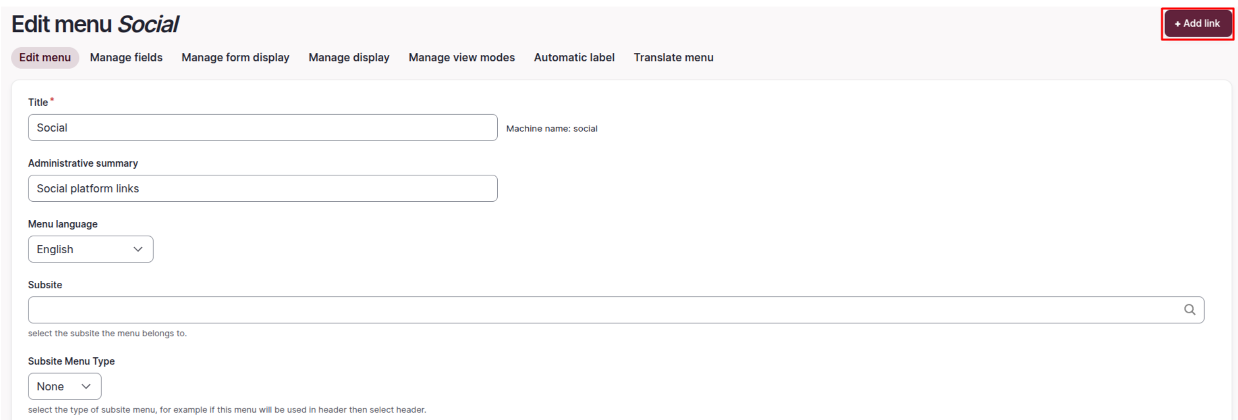
1 Navigate to **"Dashboard"** and click on the **"Manage menus"** menu item.
Please note this is subsite specific, please reference [Understanding the different menus](#) if you are not sure.



2 Select the menu you want to modify by clicking "**edit menu**" on the right of the menu name.



3 Click the **"+ Add link"** button at the top of the page.

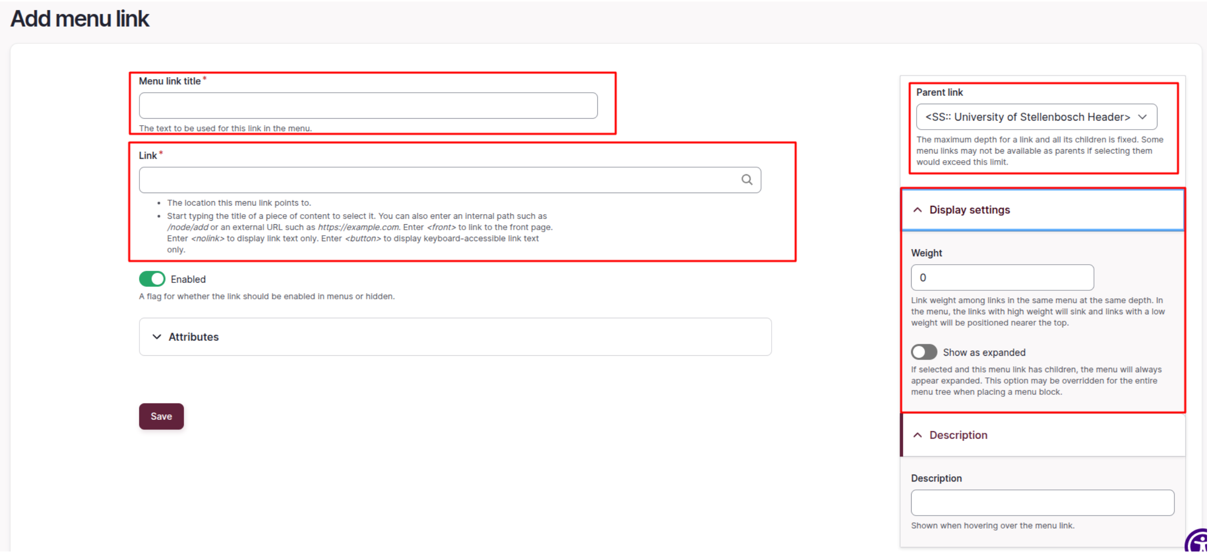


4 In the **"Add menu link"** form, complete the following fields:

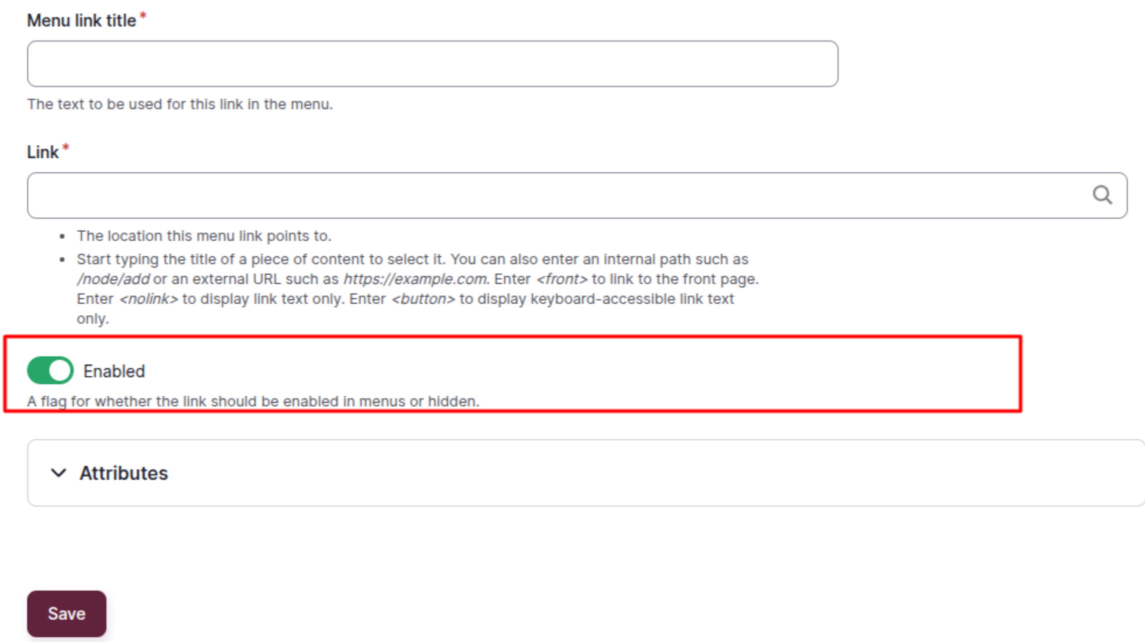
- **Menu link title**: Enter a clear and concise name (e.g.,*About Us*, *Contact*), this will be the name the users see on the menu item.
- **Link**: Specify the destination of the menu item:
  - Use an internal path which exists on the site, starting with "/" (e.g.,`/about`) or a canonical link can be used using the node id (e.g., `/node/1`) or an external URL which leads to an external resource (e.g., `https://example.com`).

- More reliably, using the title of a content in the **Link**" field will suggest content of the same name in the drop-drop suggestions, selecting one of them will embed them, for example, searching "**Abou**" will reveal results such as "**About Us**" and selecting that will embed it in this format "**About Us (32)**".

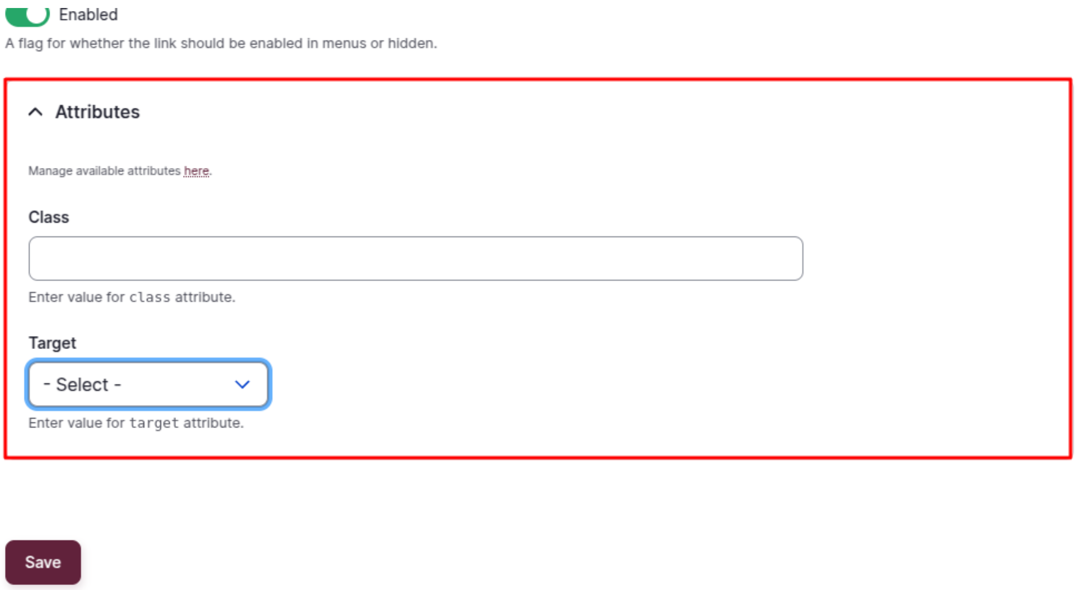
- **Parent link**: On the right side of the page, there will be Advanced options. Select the **Parent link**" which will be the item that this menu item will be nested under.
- **Show as expanded**: This option, if enabled, will allow you to set it so that if the item has children, they will all show when this item is viewed.
- **Weight**: Adjust the order of menu items (lower numbers appear first). This manipulates the position of the menu item in it's respective hierarchy. If multiple items have the same weight, the position of the items will be sorted alphabetically.



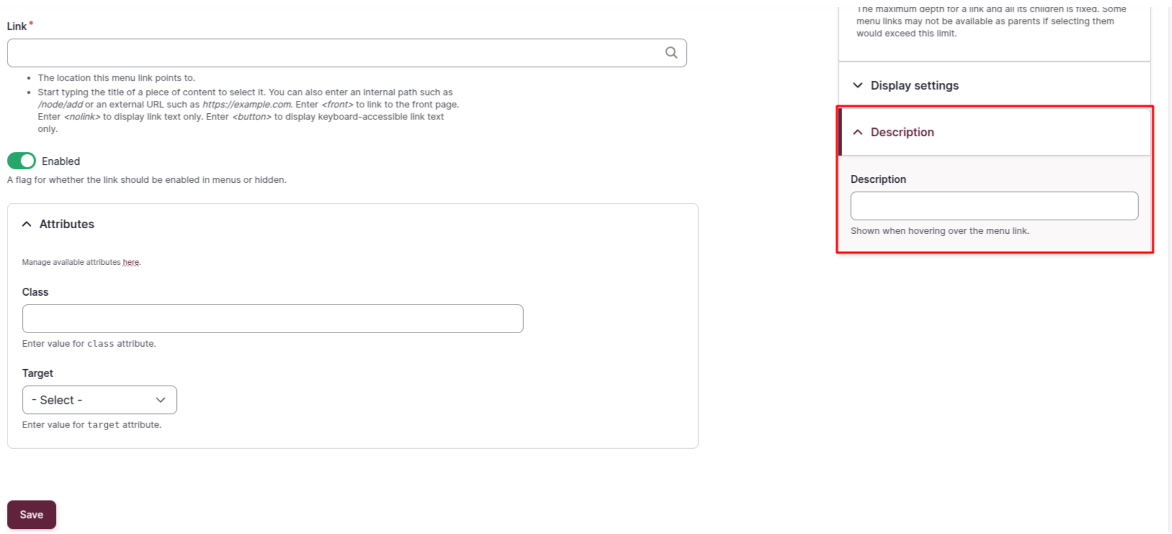
5 You can also choose to keep the link enabled or disable it if you wish for the menu item to be disabled/hidden.



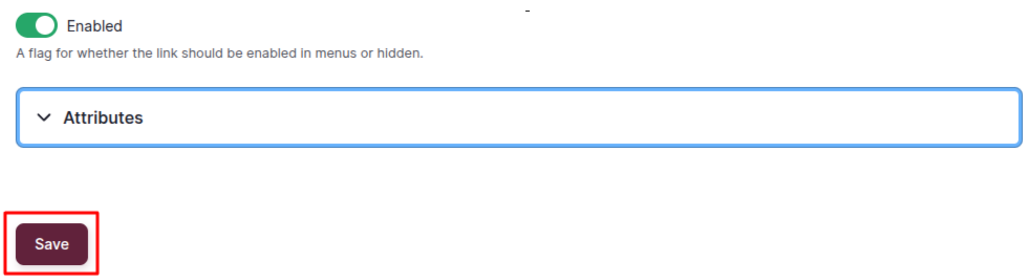
6 In the "**Attributes**" section, you can give the item a class in the **Class**" field which will allow it to apply the styles and actions of the class. You also able to specify the target of the link in the "**Target**" drop-down, this allows you to select whether the link should open in the same tab or a new tab.



7 Additionally, a description can also be added in the **Description**" section which will add text that would be revealed when hovering over menu items which tells the user a little about what the link leads to.

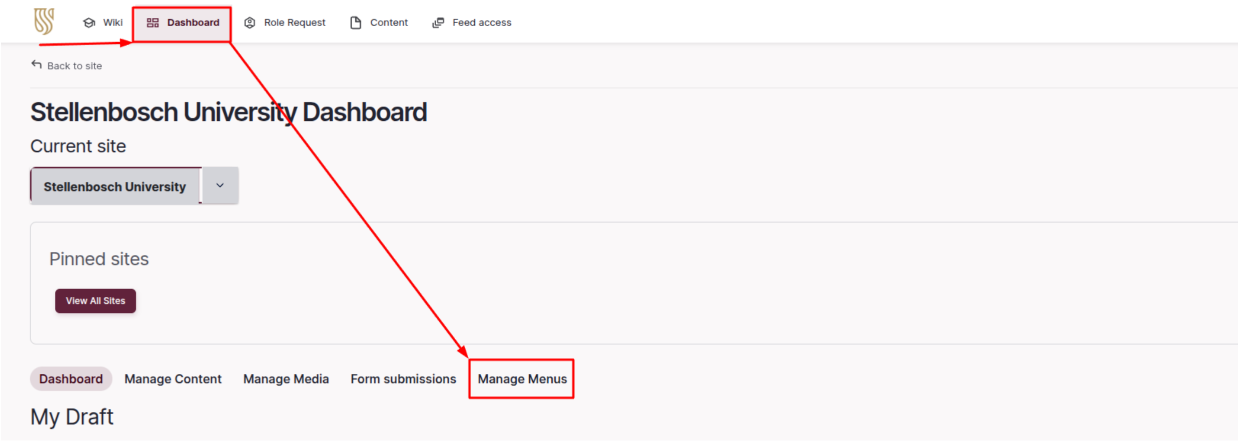


8 Simply click **"Save"** on the bottom left corner of the form to apply the changes.

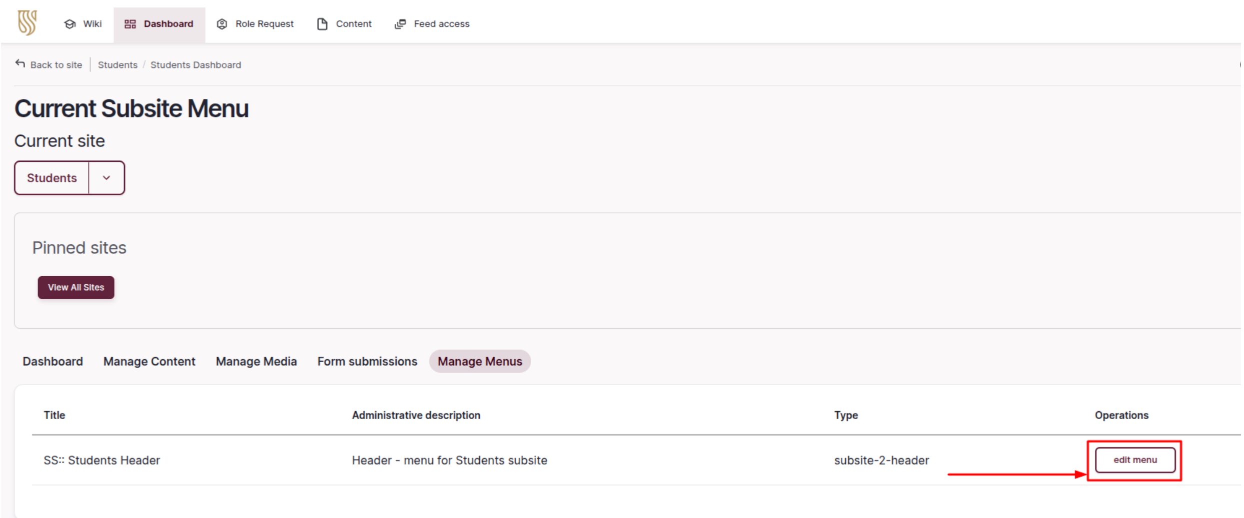


Directly removing items from the menu:

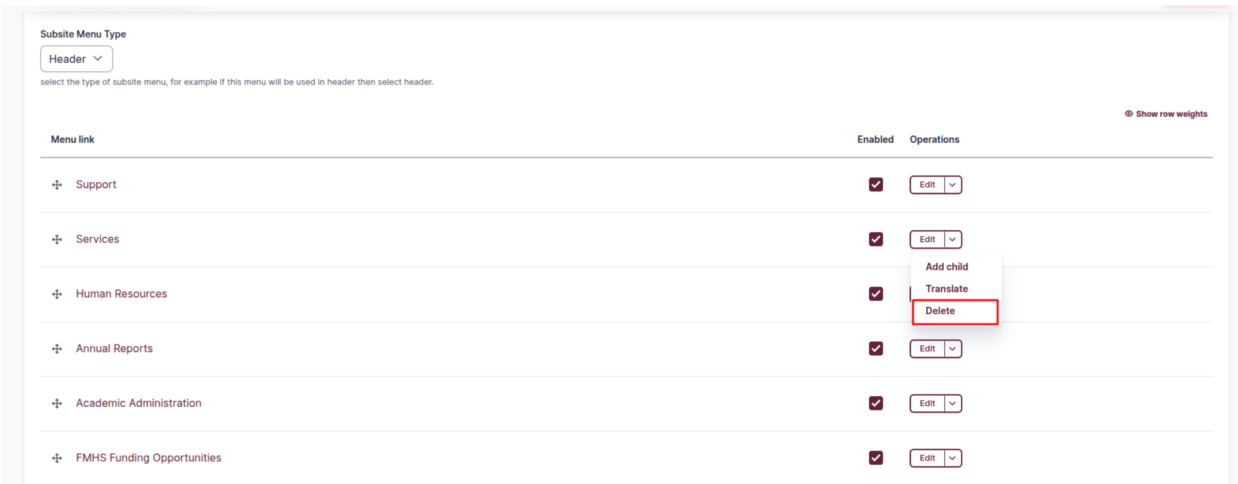
1 Navigate to **"Dashboard"** and click on the **"Manage menus"** menu item.
Please note this is subsite specific, please reference [Understanding the different menus]() if you are not sure.



2 Select the menu you want to modify by clicking "**edit menu**" on the right of the menu name.



3 You will be presented by a list of menu items. To remove an item, click on the small drop-down located next to the **"Edit"** button and then click on **"Delete".** Drupal will ask you to confirm this action to prevent accidentally deleting an item.

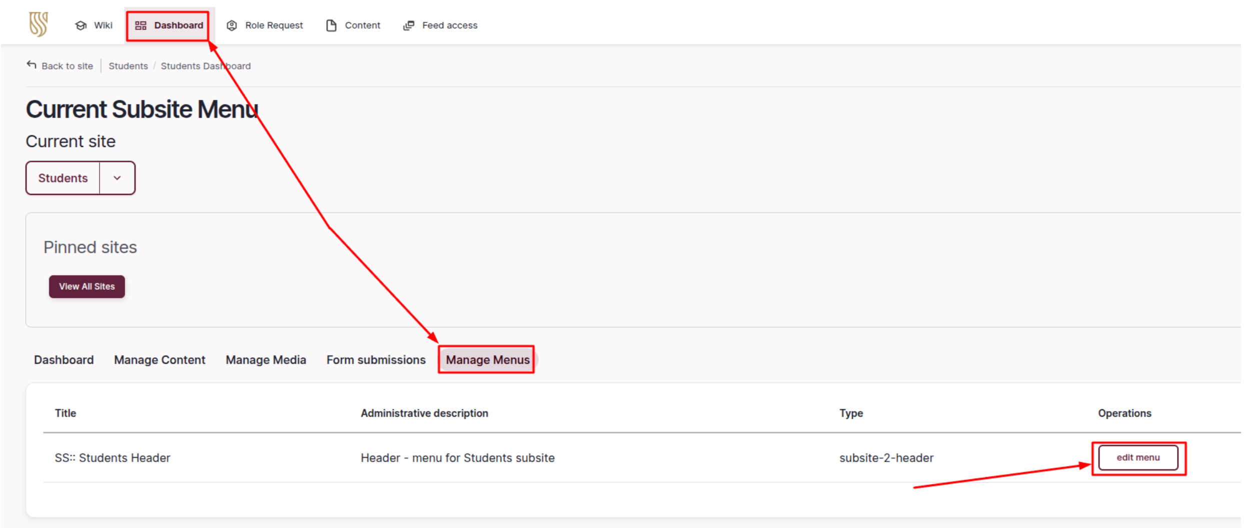


Moving items within the menu

Last updated September 3, 2025

Menus Management

1 Navigate to **"Dashboard"** and click on the **"Manage menus"** menu item, and select the menu you want to modify by clicking "**edit menu**" on the right of the menu name.
Please note this is subsite specific, please reference [Understanding the different menus](#) if you are not sure.



2 Find the item that you would to move around. To reorder menu items:

- Click and drag an item on the **move icon** located on the left-hand side of the **Menu item title** to move it to your desired position.
- To create a sub-menu (nesting), drag an item slightly to the right beneath another menu item. The sub-menu will be visible to the front-end user when hovering over the parent menu item.

Understanding Menu Weighting in Drupal

When you're setting up or editing a menu in Drupal, you might see a setting called **Weight**" for each menu item. This setting helps control the **order** in which menu items appear, but only when those items are on the **same level** in the menu.

What is "**Weight**"?

Think of weight like a ranking system using numbers:

- Lower numbers (like -10 or 0) make an item appear **higher up** in the menu.
- Higher numbers (like 5 or 10) make an item appear **lower down**.

For example:

Menu Item	Weight
Home	-10
About Us	0
Contact	5

In this case, “Home” will appear first, followed by “About Us,” then “Contact.”

What If Items Are Nested?

Sometimes you want one menu item to appear **under** another — like making "Team" show up under "About Us." This is called **nesting**.

When items are nested:

- The **structure** (parent vs. child) is more important than the weight.
- Weight still works, but only among **siblings**, items at the same level under the same parent.

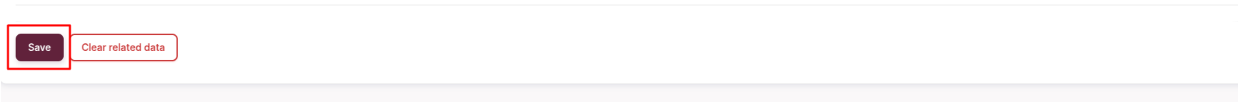
How It Affects the Front End (What Users See)

On the website:

- Top-level items appear in the main menu bar.
- Nested items appear in drop-down menus or expandable sections.
- Users usually see the child items when they hover over or click the parent.

This helps keep menus **organized and clean.**

3 Once the menu items are arranged as needed, scroll down and click **"Save"** to apply the changes.

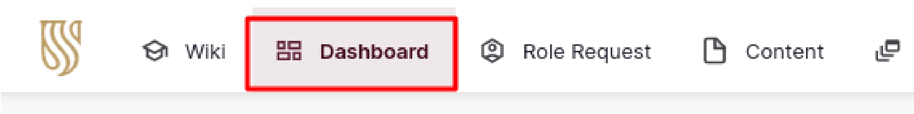


Editing URLs and Creating URLs

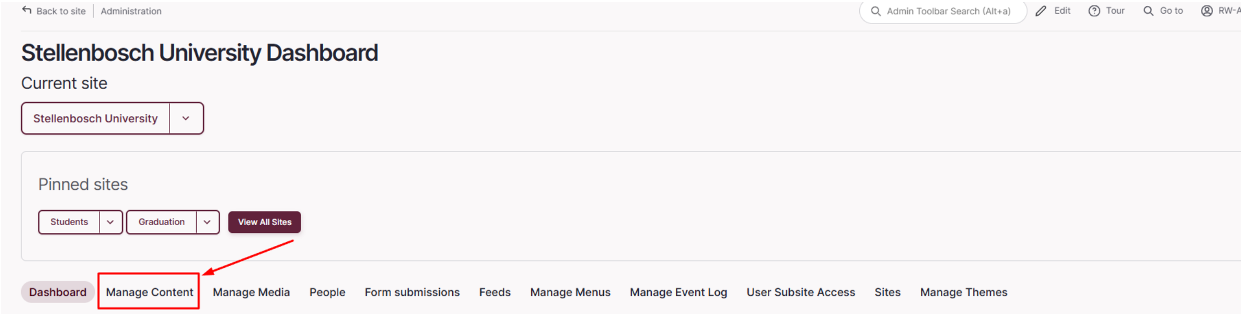
Last updated July 2, 2025

Content Management

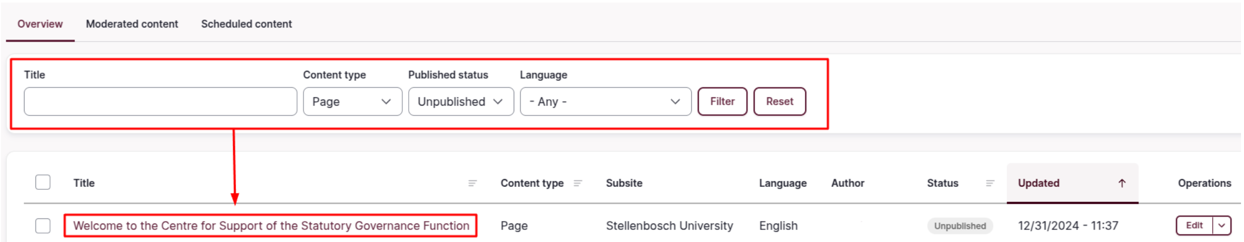
1 Navigate to the **Content dashboard,** you must first navigate to your "**Dashboard**" by clicking on the "**Dashboard**" menu item.



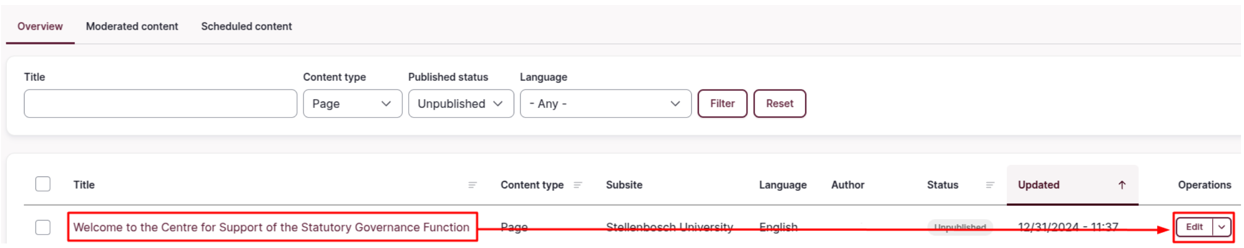
2 Next, click on the "**Manage content**" item to go to your content management dashboard.



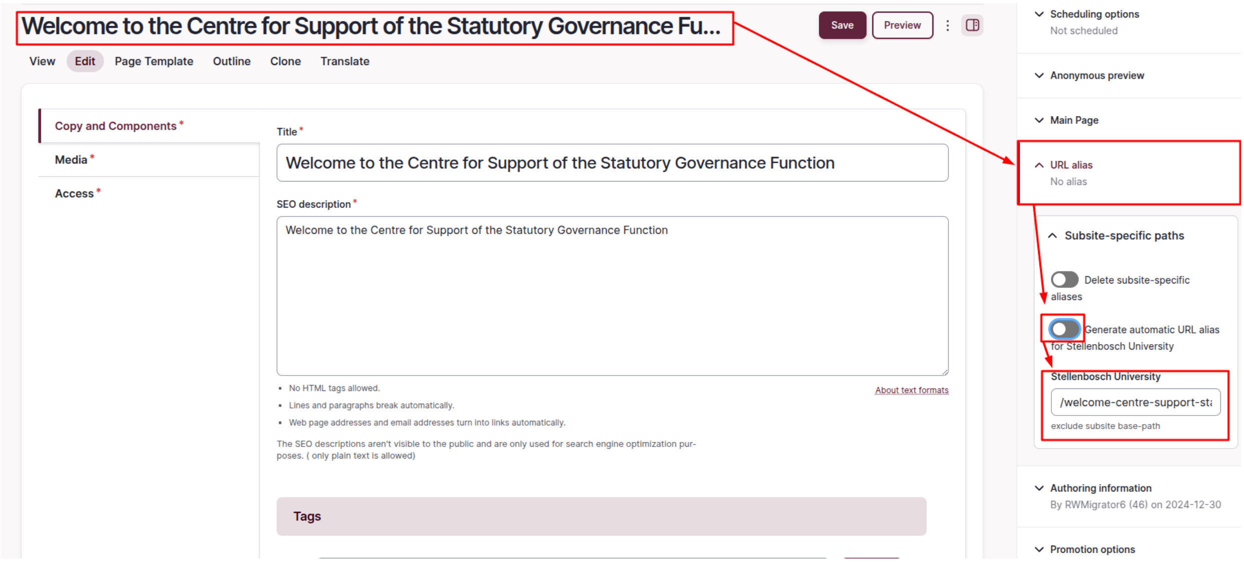
3 Once greeted by the **Content dashboard**, you can select the content that you want by the **Title**. Alternatively, you can narrow down the options even more by selecting the "**Content type**" you would like to edit the url for, the "**Published status**" to find the content whether it is either Published or Unpublished and the **Language**" of the specific content that you would like to edit.



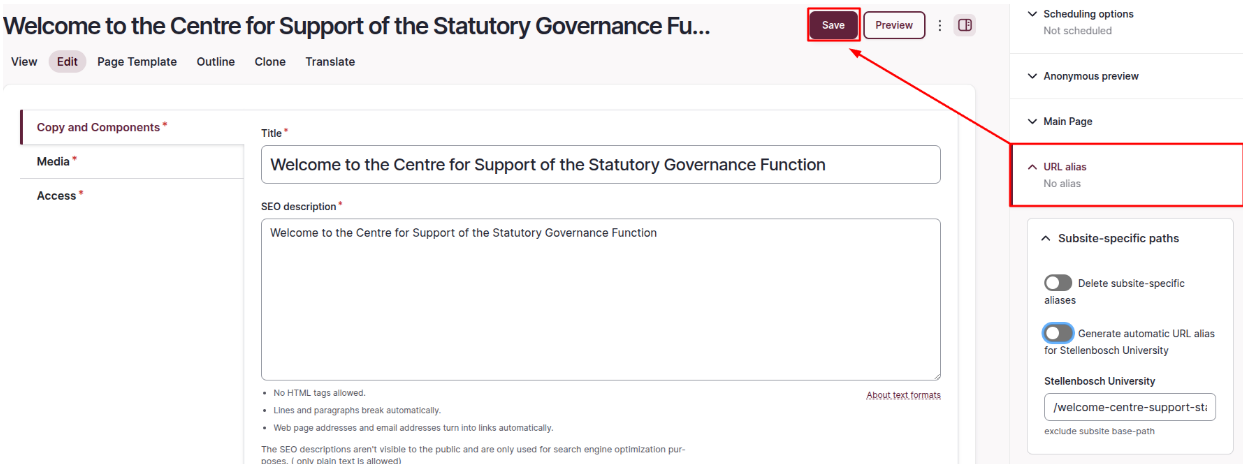
4 Locate the content, and click **"Edit"** on the right-hand side. Alternatively, you can open the content directly and select **"Edit"** on the top of the content.



5 Once you have clicked on **"Edit"** navigate to the sidebar right-hand side of the page and scroll down to locate the section called **"URL alias"**. Here you will edit the URL by deselecting the **"Generate automatic URL alias for (Sub-site)"** and add your preferred URL.



6 After making changes to the URL, simply click '**Save**" above to apply the changes.



Webforms

Last updated July 2, 2025

Webforms Index

Overview

- Best practice for webforms
- Understanding webforms

Management

- Adding and editing webforms
- Adding and editing webform fields
- How to add and configure a page in a webform
- How to the change order of webform elements
- Setting up a webform email trigger
- Webform settings
- How to translate a webform

- [How to test a webform]
- [Adding a webform to a page]
- [How to access and work with webform submissions]

Best practice for webforms

Last updated July 2, 2025

The website offers a multitude of options for creating basic and advanced forms. Here are good practices for creating user-friendly forms.

1 Keep forms as short as possible. Users don’t like completing long forms.

2 Only ask for information you really need. For example, you don't need a person's home address or ID number when they register to attend an event.

3 Use pre-configured fields, such as for telephone numbers, instead of plain text fields. This will not only help the visitor fill in the correct information but will also provide the data in the correct format.

4 Design your form in a logical progression and group related form fields together. It is best to start your form with the easiest or most basic information.

5 When using a list, make sure that your list contains all the possible options users may select. Adding an ‘other’ field is useful if it is difficult to predetermine all possible options.

6 Form logic controls how a form responds to a user’s input. For example, selecting option A provides one set of questions, while selecting option B provides a different set. Use form logic effectively to cut down on irrelevant form fields.

7 Always state what the data a user supplies will be used for. Remember that you may only use personal information for the purpose for which it was gathered. For example, if you have gathered email addresses for an event, you may not use those email addresses to send a newsletter.

8 State the next step a user can expect after they have completed the form, for example will you confirm their attendance by email or send them weekly newsletters.

9 Once you have published your form, you should regularly check submissions and export them. If your form will be used continuously you must download submissions every six months. The website should not be your long term storage location for your form submissions. Note that the website automatically deletes form submissions after six months.

10 If your form is for a specific duration, you must close it for submissions on the appropriate date. Download form submissions within six months of the form’s closing date. Note that the website automatically deletes form submissions after six months.

11 Note that the website automatically deletes form submissions after six months.

12 Web forms may not be used for any form of research. The University has dedicated platforms and requirements for research.

Personal information is any form of information that identifies a user and includes their name and contact information. The use and processing of personal information is regulated by the Protection of Personal Information Act (POPIA) and General Data Protection Regulation (for citizens of the European Union). Please familiarise yourself with requirements for the processing of personal information by consulting the guidelines prepared by Information Governance.

Understanding webforms

Last updated July 2, 2025

Webforms Overview

Webforms are tools used on websites to collect information from users. Webforms can be used for:

- Event RSVPs
- Signing up for a newsletter
- Sending a query

Each webform is made up of **fields,** these are the parts people fill out, click, or interact with (like text boxes, checkboxes, or dropdowns).

Below is a short overview of the different types of fields you might come across:

Category	Field Type	What It Does
Basic Fields	Text field	For short answers like a name
	Textarea	For longer answers like messages or comments
	Checkbox	A box users can tick on or off
	Hidden	Stores info that users don’t see
Advanced Fields	Email	Accepts email addresses only
	Phone number	For entering phone numbers
	Signature	Allows user to sign using a finger or mouse
	Rating	Users can give a rating (like stars)
	File upload	Uploads files like images, documents, or audio
	Dropdown / Select	Choose one option from a list
	Radio buttons	Pick one option from multiple choices
	Checkboxes	Pick more than one option
	Date / Time	Select a date, time, or both from a calendar
Layout & Display	Label / Message	Adds instructions, labels, or helpful text
	Divider (horizontal line)	Visually separates sections of the form
	Section / Group	Combines related fields together
	Collapsible section	Lets users expand or hide part of the form

Examples

Below are a few examples of webform fields. There are many more options available.

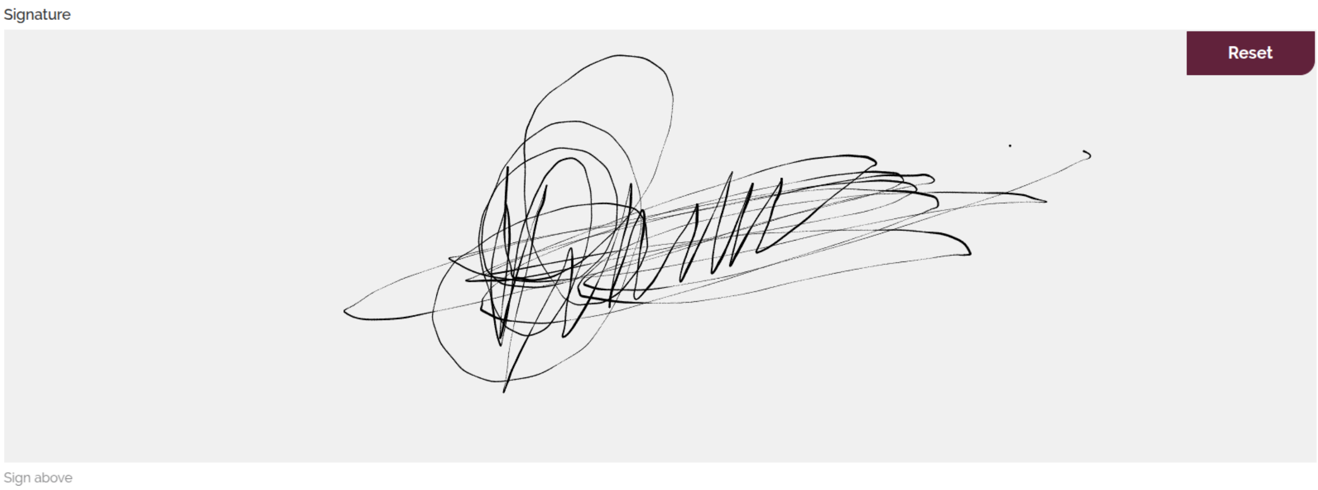
Checkbox

☐ Checkbox

Textarea

Textarea

Signature



Rating

URL

URL

Submit button

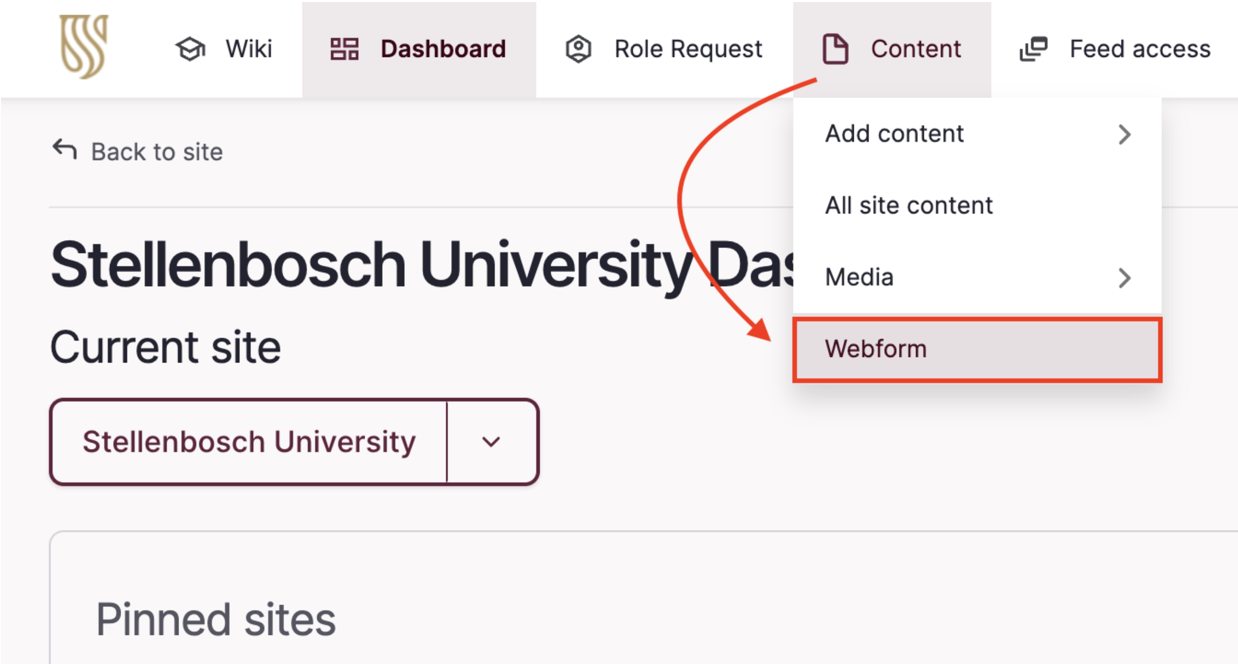
Submit

Adding and editing webforms

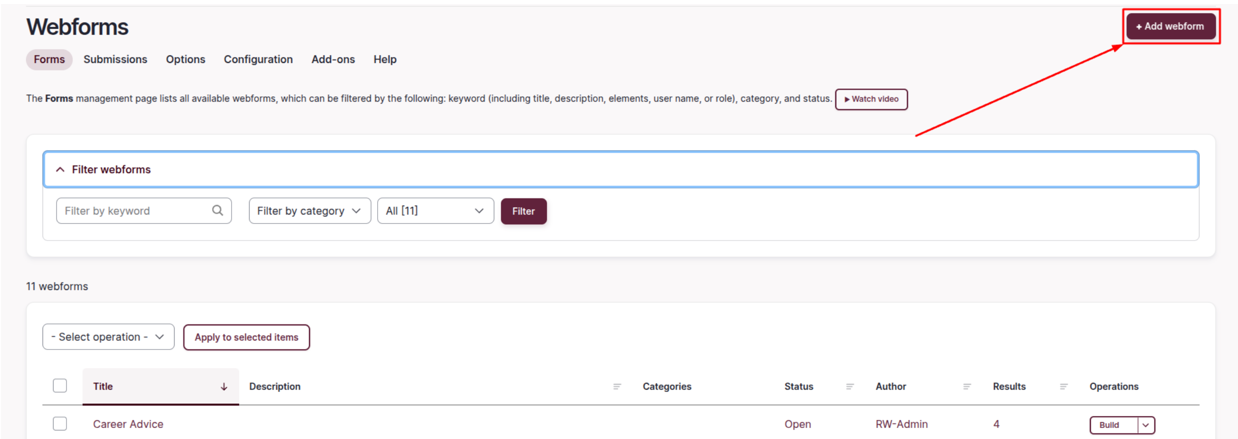
Last updated November 7, 2025

Adding a webform

1 Hover on "**Content"** and click on "**Webform"** to be redirected to the **Webform dashboard**.

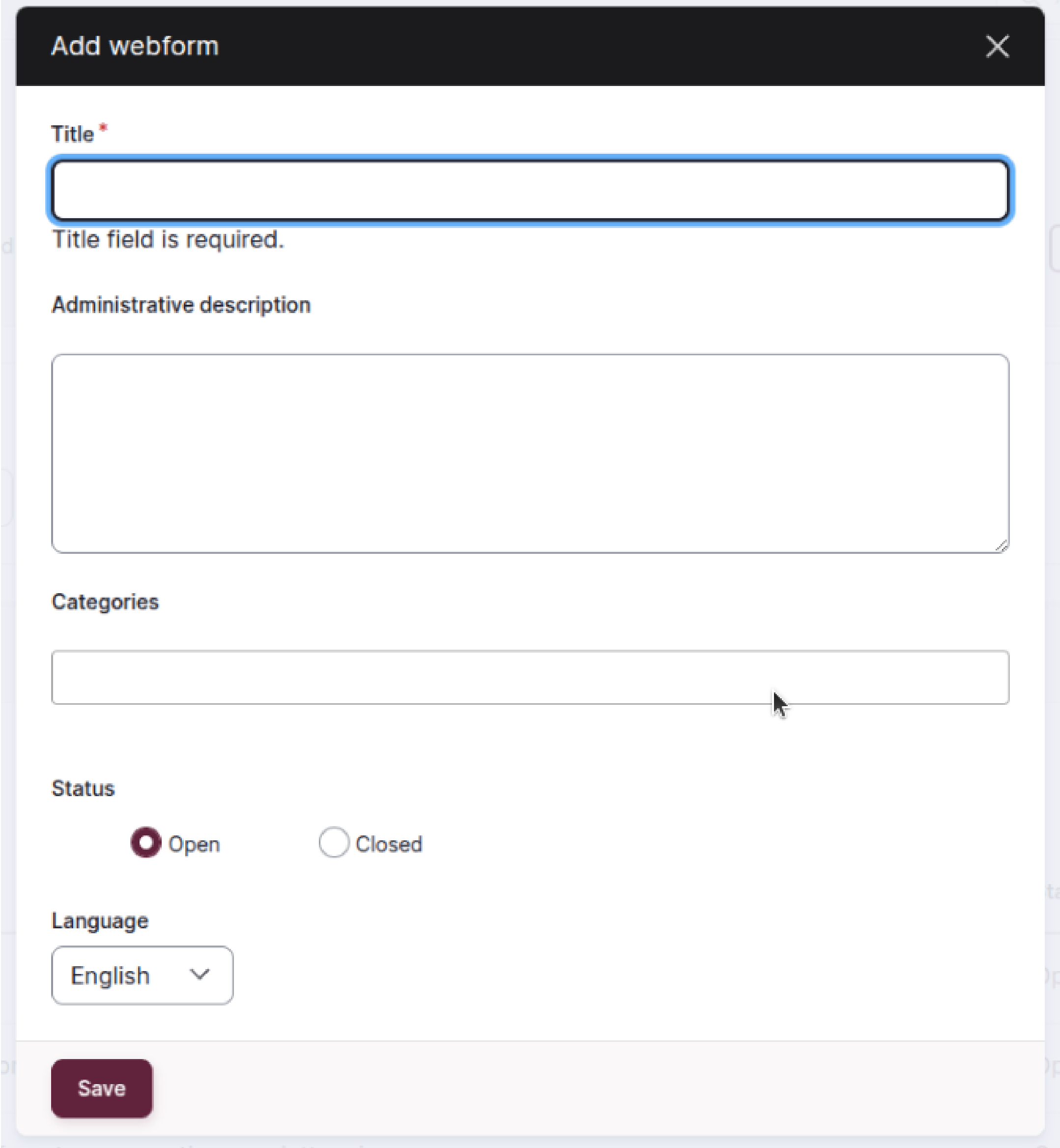


2 On the **Webform Dashboard**, click the **"+ Webform"** button in the top right corner.

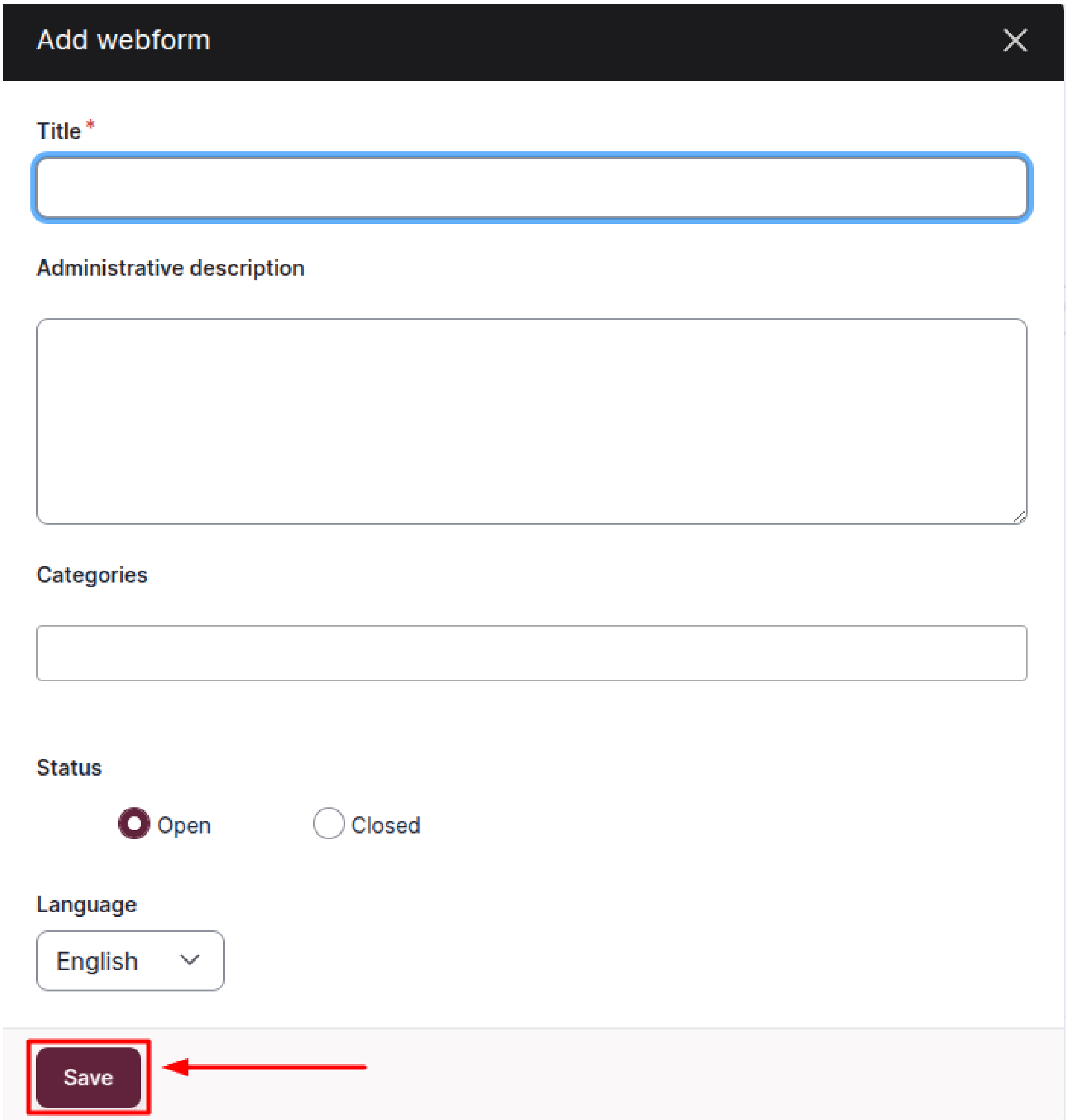


3 Fill out the required fields:

- **Title**: Enter a descriptive name for the webform. (The title that displays on the Front-end)
- **Administrative Description**: Provide a brief summary of the webform's purpose.
- **Categories**: Assign categories for organisation.
- **Status**: Choose between:
  - **Open-ended** (users provide detailed responses).
  - **Closed-ended** (users select from predefined options).
- **Language**: Specify the language of the webform.

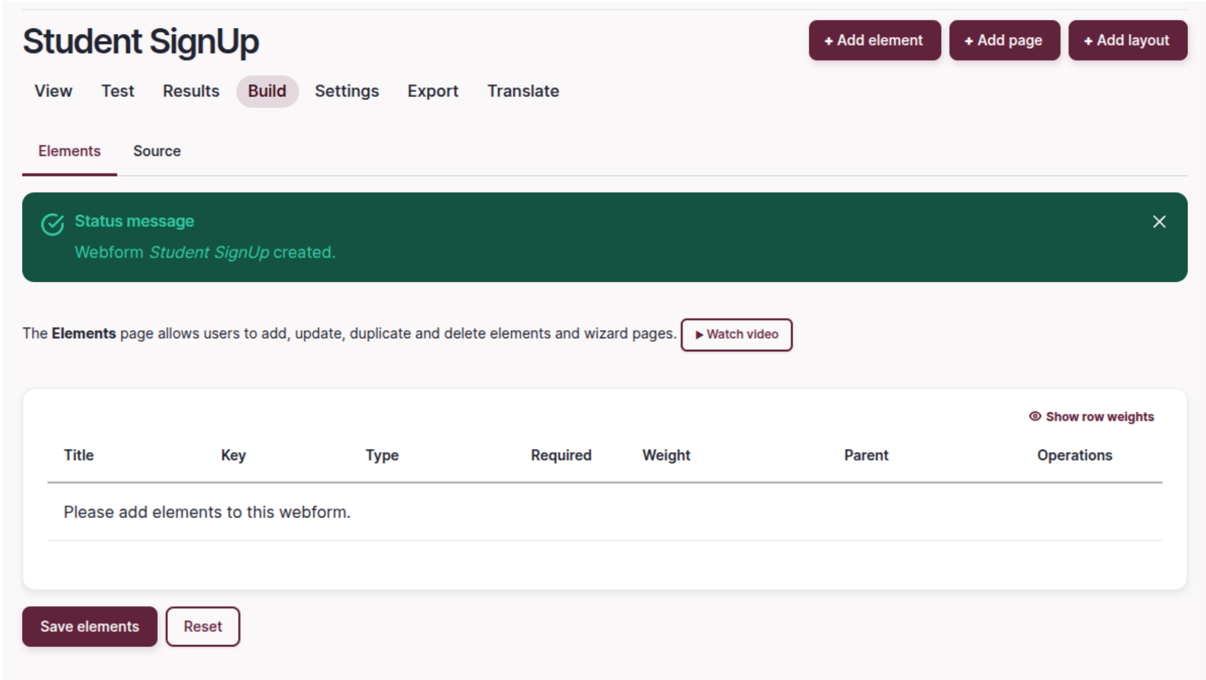


4 Click **"Save"** to create the webform.



5 After saving, you will be redirected to the webform builder, where you can add:

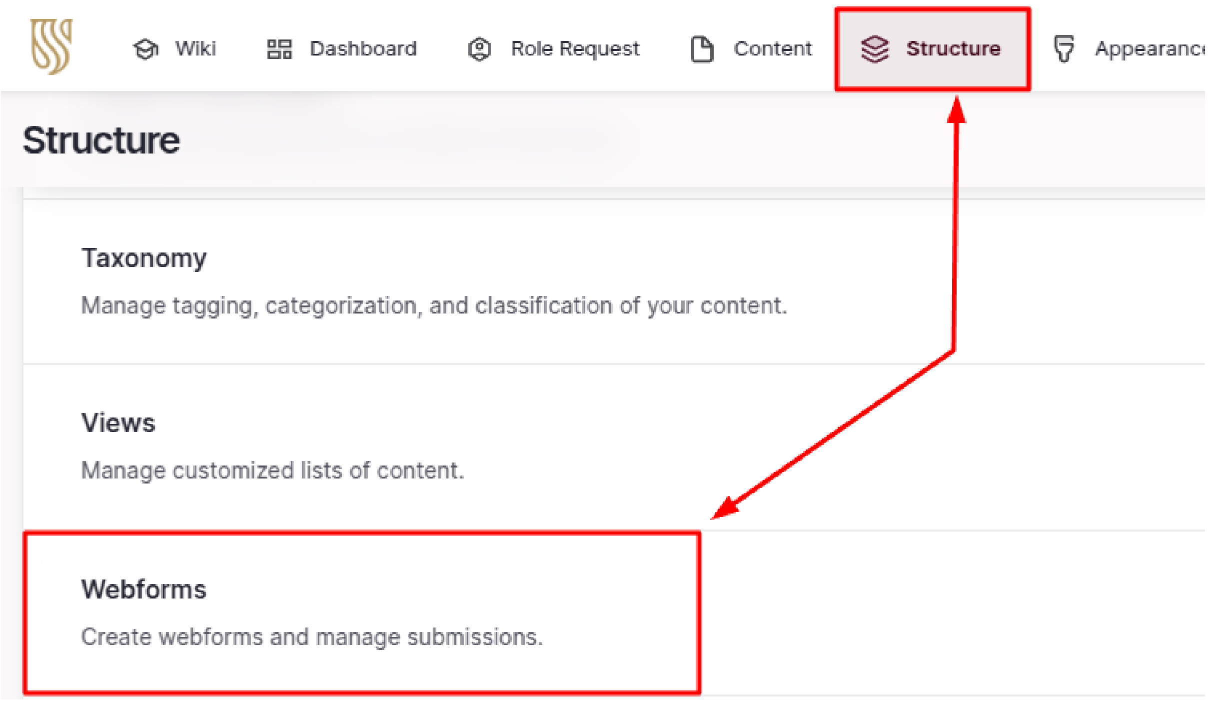
- **Elements** (text fields, check-boxes, etc.).
- **Advanced elements** (file uploads, date pickers, etc.).
- **Buttons** (submit, reset).
- **Layout components** for structuring the form.



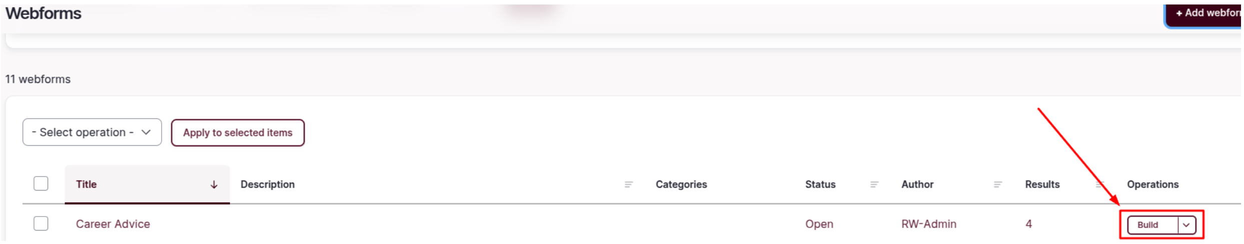
6 Use the buttons in the top right corner to configure these elements, then click **"Save"** to apply changes.

Editing a webform

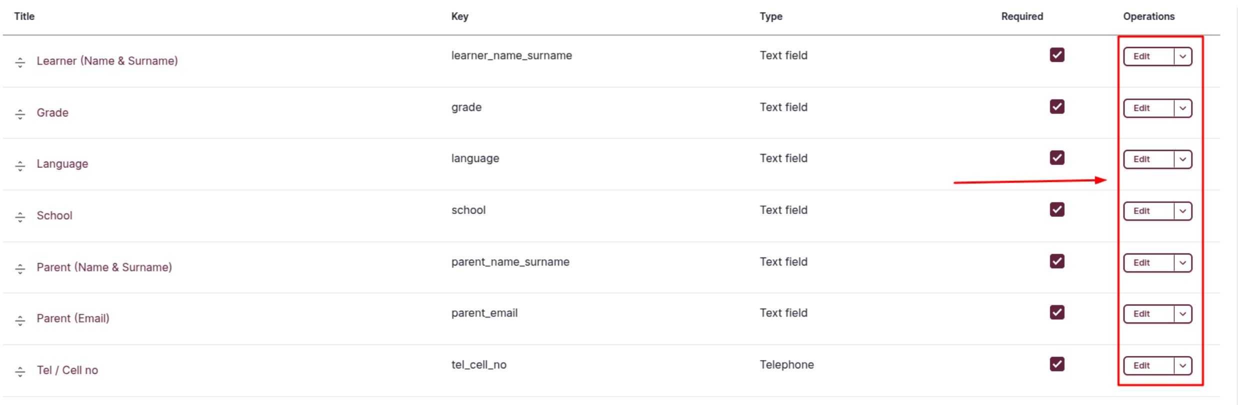
1 Click on "**Structure"** and scroll down to '**Webforms"** and click on it to be redirected to the **Webform dashboard**.



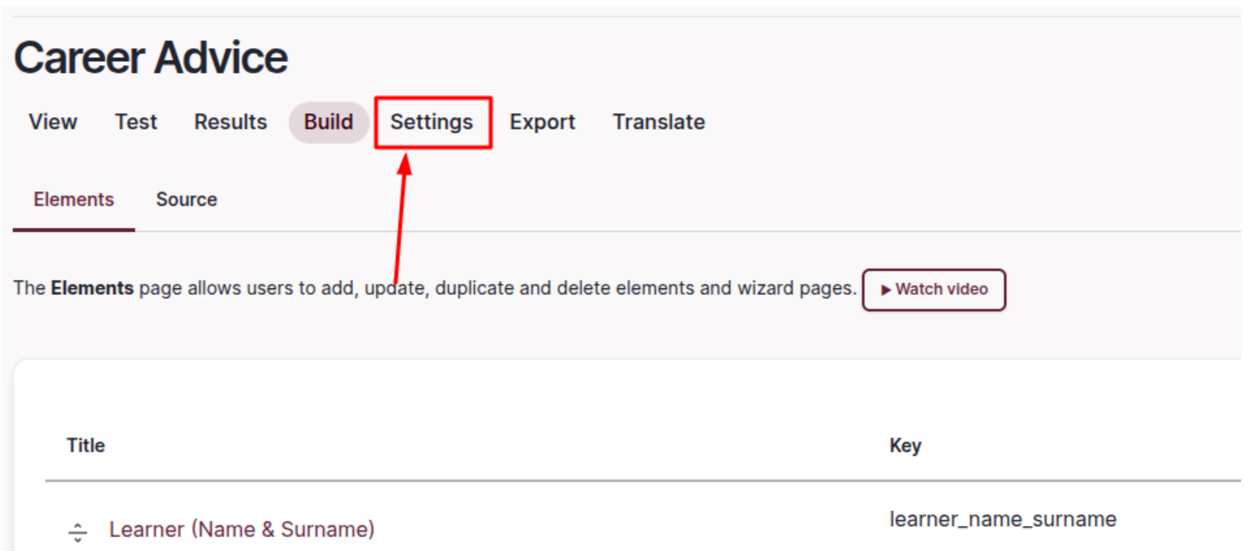
2 On the webform dashboard, click the **"Build"** button next to the webform you would like to edit.



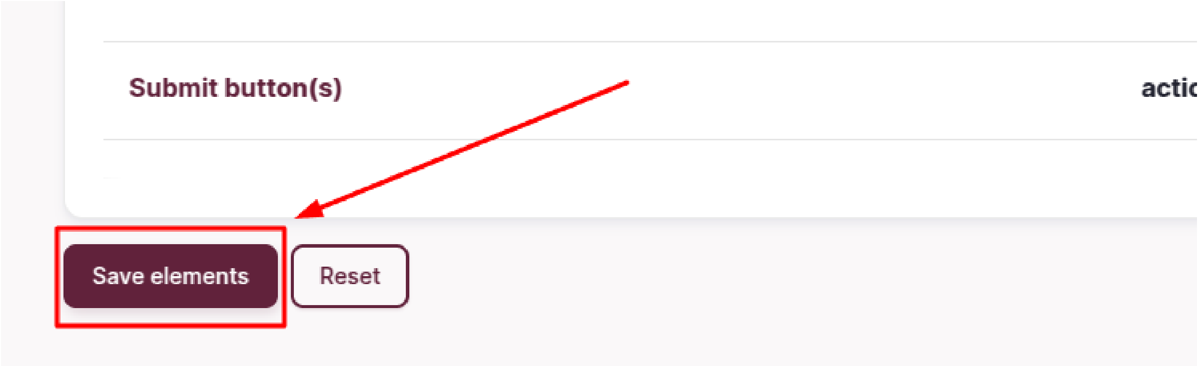
3 Click **"Edit"** to modify form fields as needed.



4 To edit **Webform** details and settings, navigate to the '**Settings**" item. Here you will be able to change **General** form details and settings or handle more advanced options for the webform such as**Submissions**, **Emails/Handlers** and **Access**.



5 Once changes are made, click**"Save elements"** to apply updates.



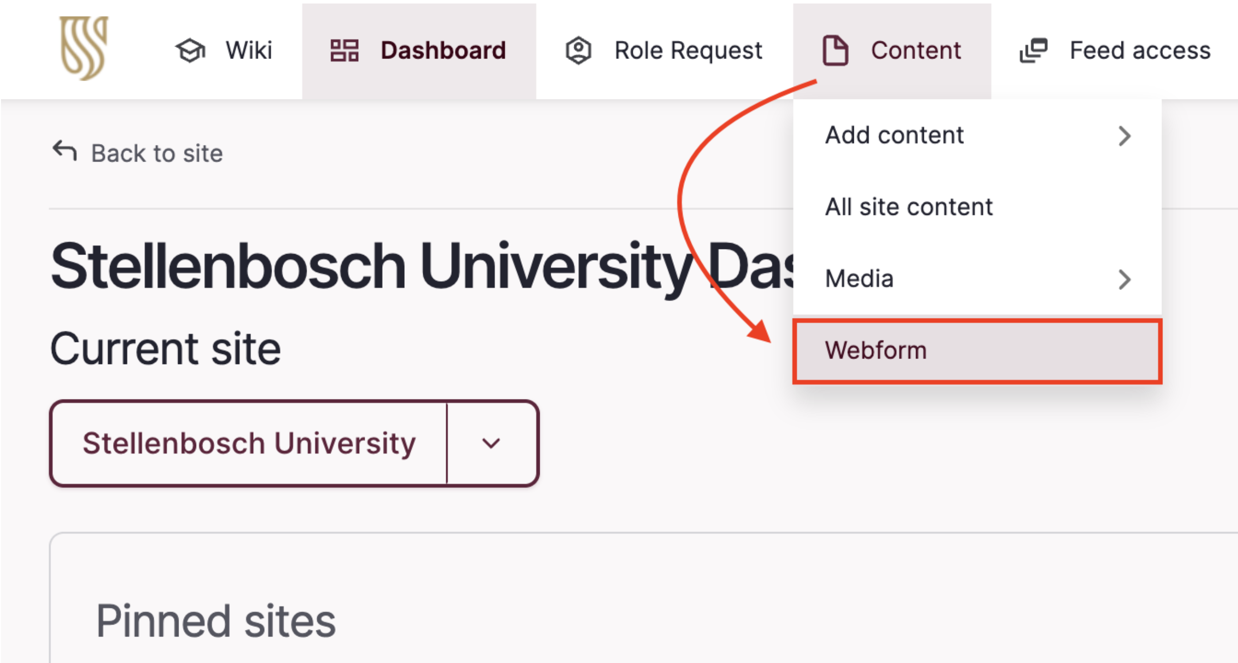
Adding and editing webform fields

Last updated November 7, 2025

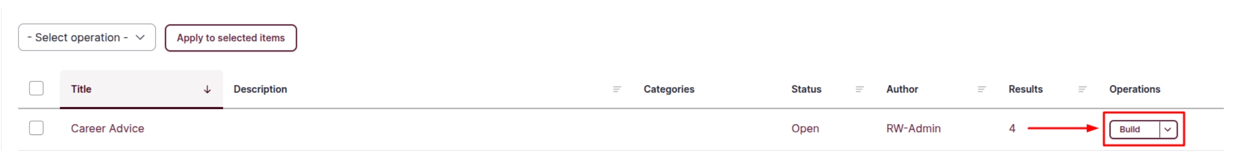
Webforms Management

Adding fields to a webform:

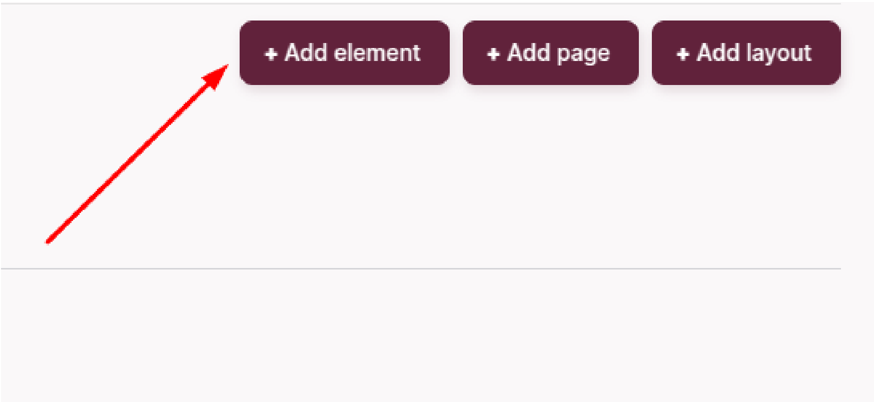
1 Hover on "**Content**" and click on "**Webform**" to be redirected to the **Webform dashboard**.

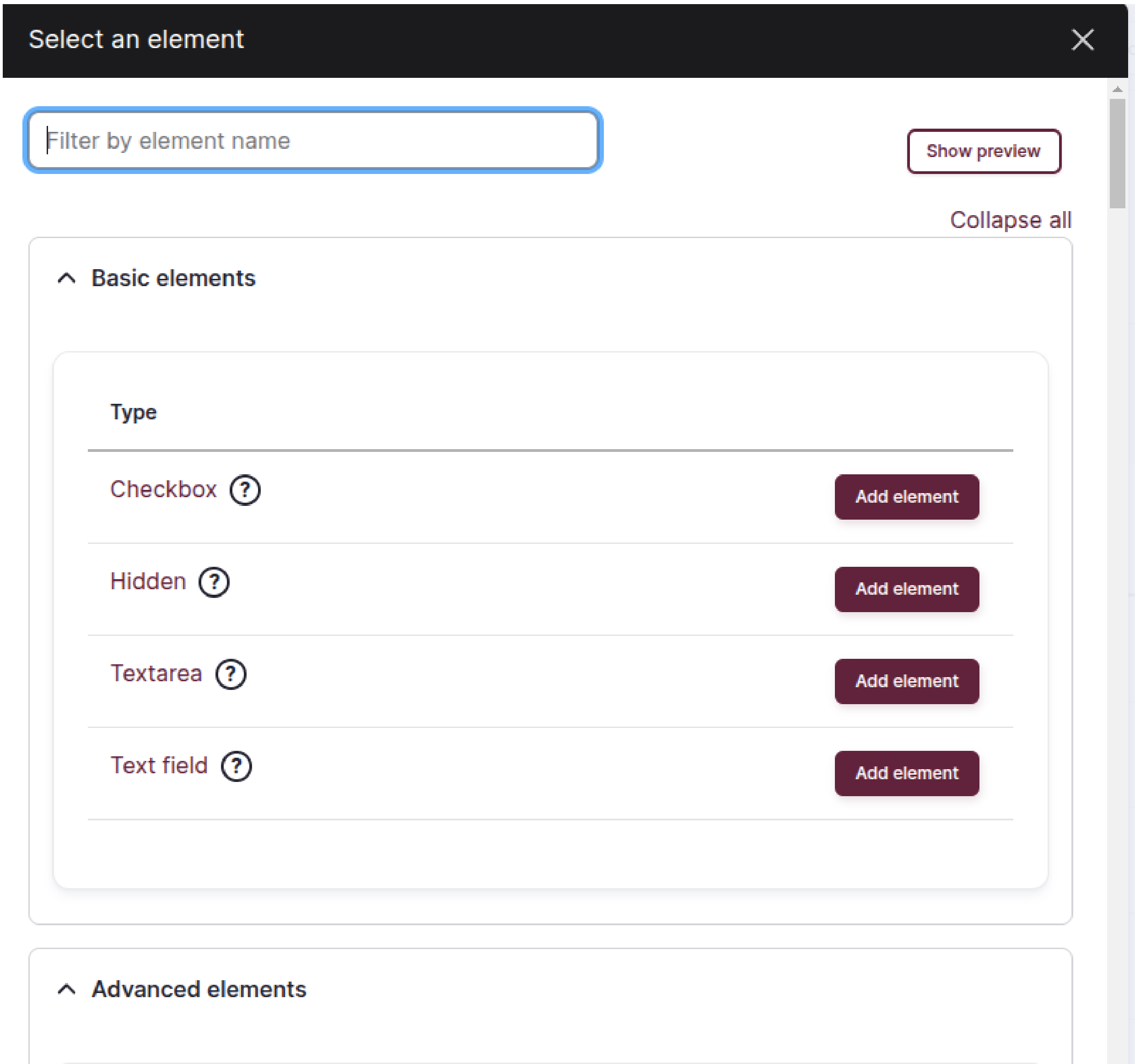


2 On the **Webform Dashboard** click **"Build"** next to the web-form you wish to modify.

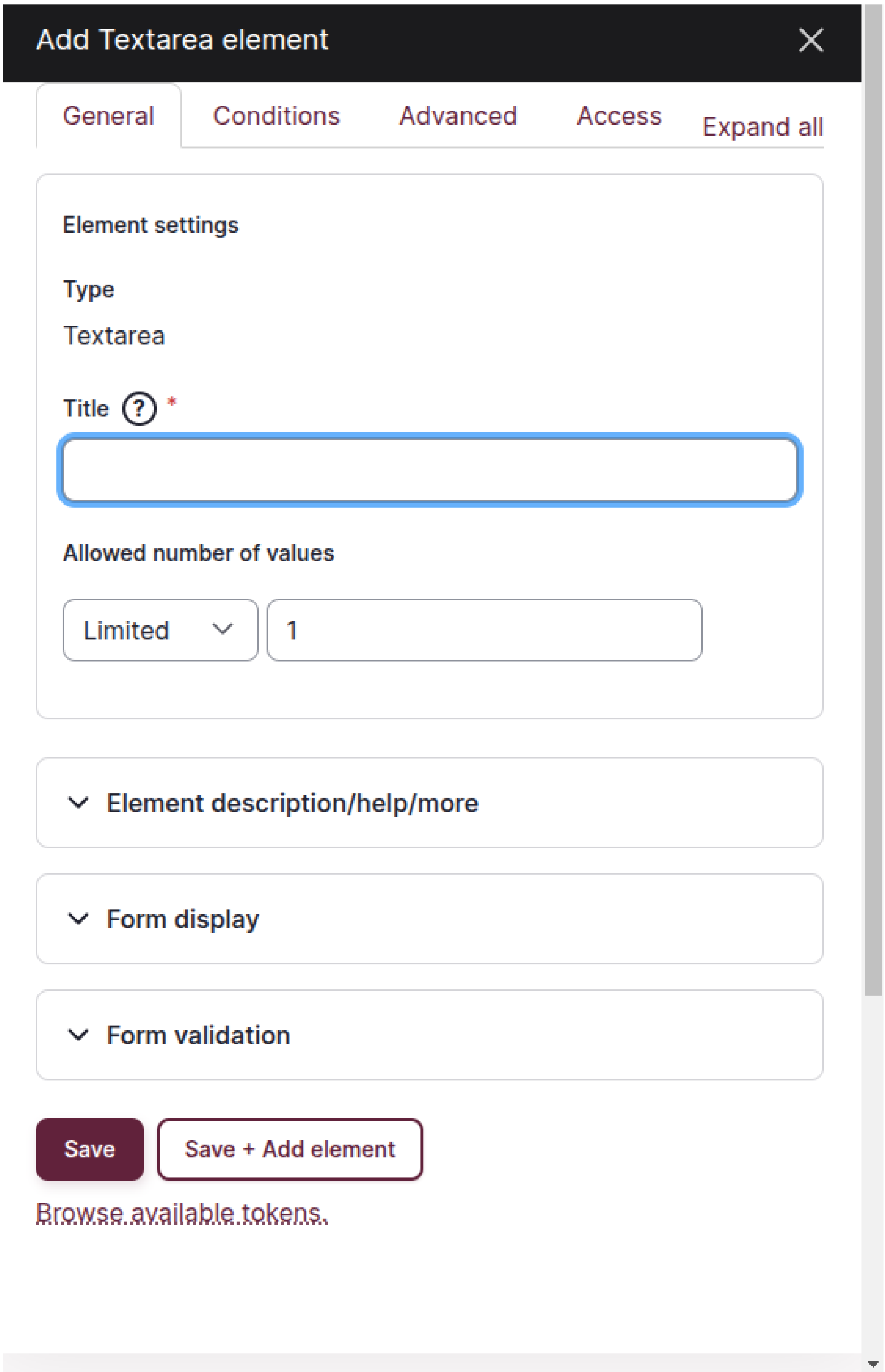


3 Click **"Add Element"** to choose a element to be added to the webform.

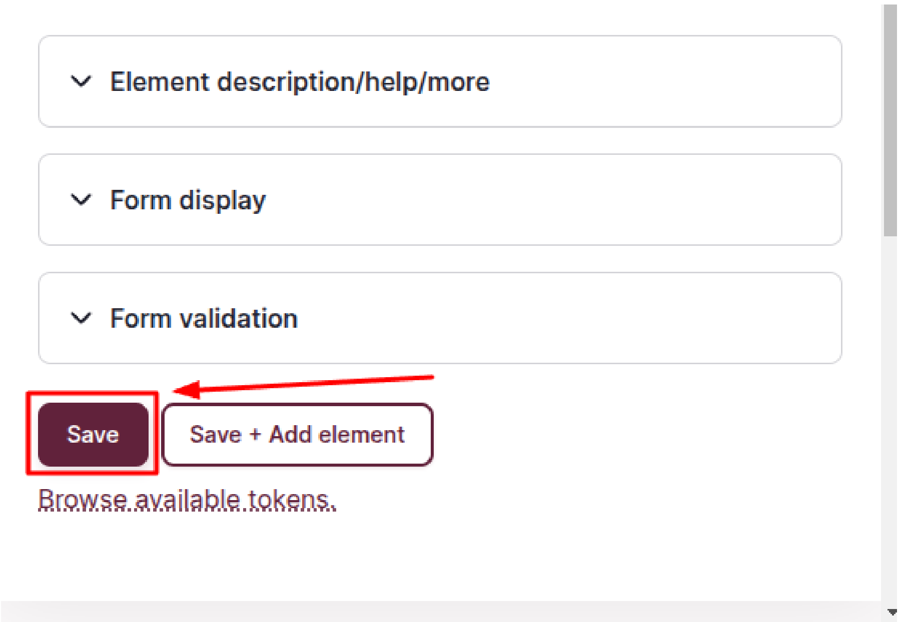




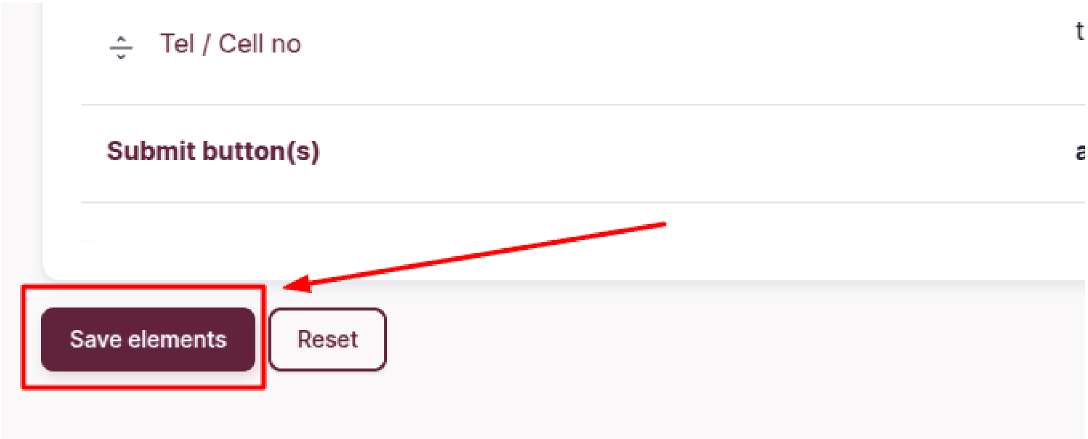
4 After selecting a field type, configure its settings. To understand what each field does please reference to "Understanding webforms".



5 After you have configured the settings click on the **"Save"** button to apply the changes.

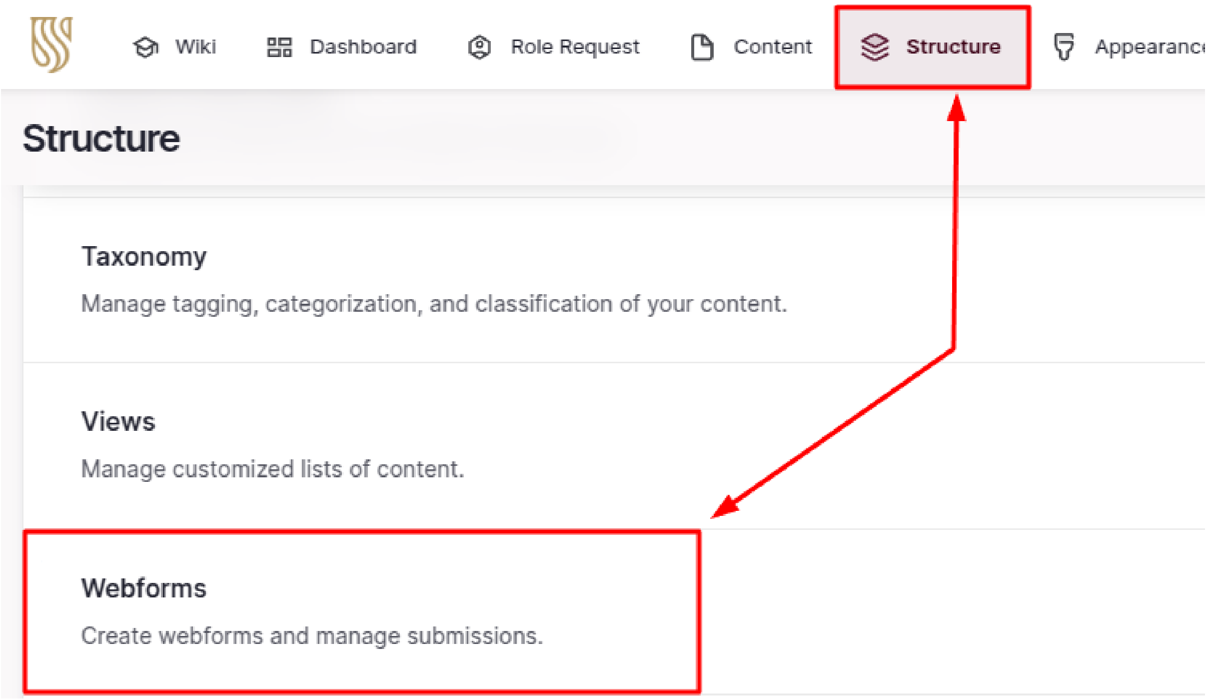


6 After you have added all your elements for the webform then click**"Save elements"** to apply the changes.

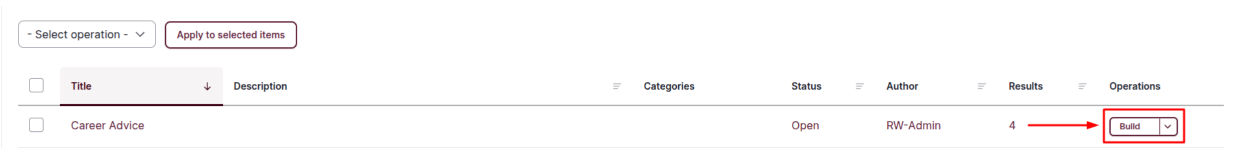


Editing fields in a webform:

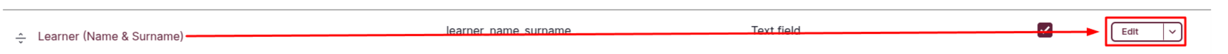
1 Click on "**Structure"** and navigate down to '**Webforms".**



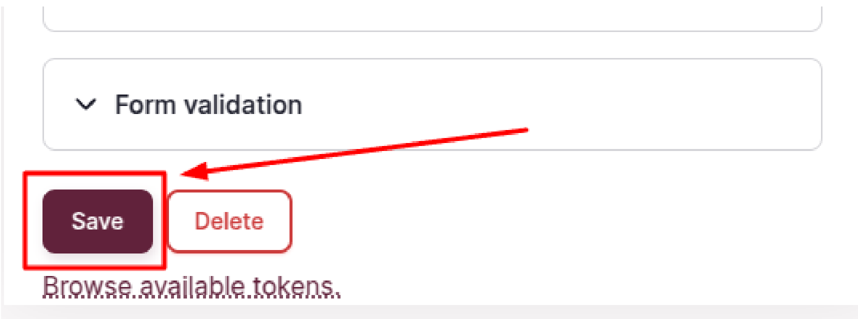
2 On the **Webform Dashboard** click **"Build"** next to the webform you wish to modify.



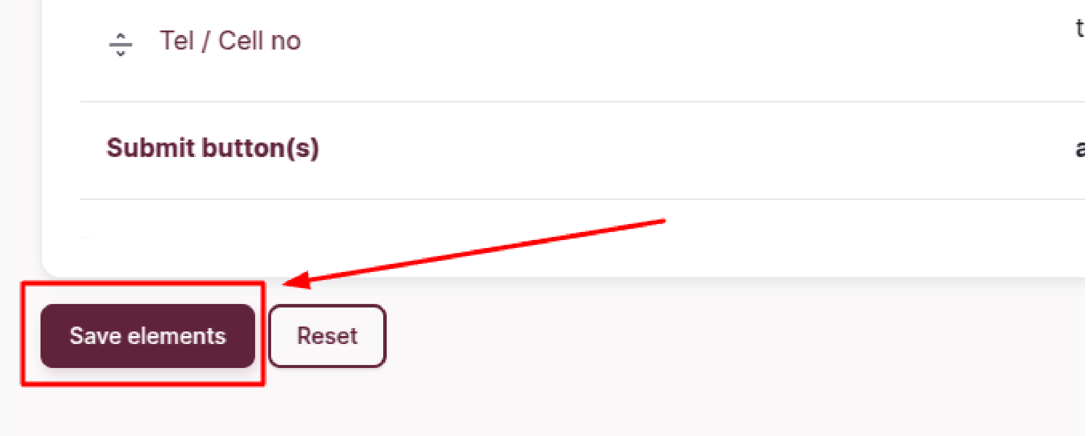
3 Click **"Edit"** on the right hand side of the field that you would like to edit and apply the necessary changes.



4 After you have edited your element click on the **"Save"** button.



5 After you are done editieng your elements click the **"Save elements"** button to apply the changes.

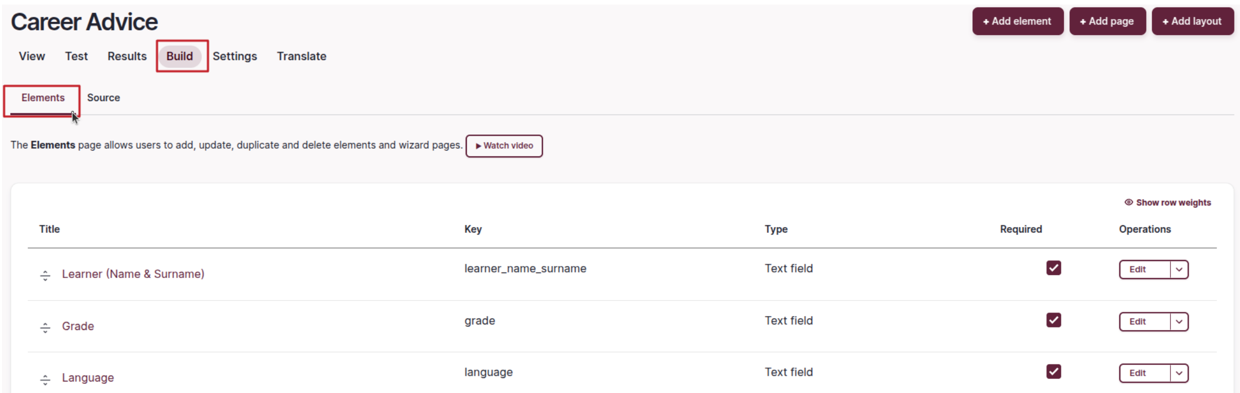


How to add and configure a page in a webform

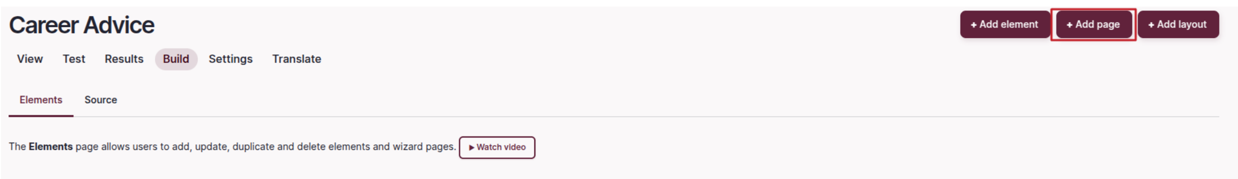
Last updated July 2, 2025

Webforms

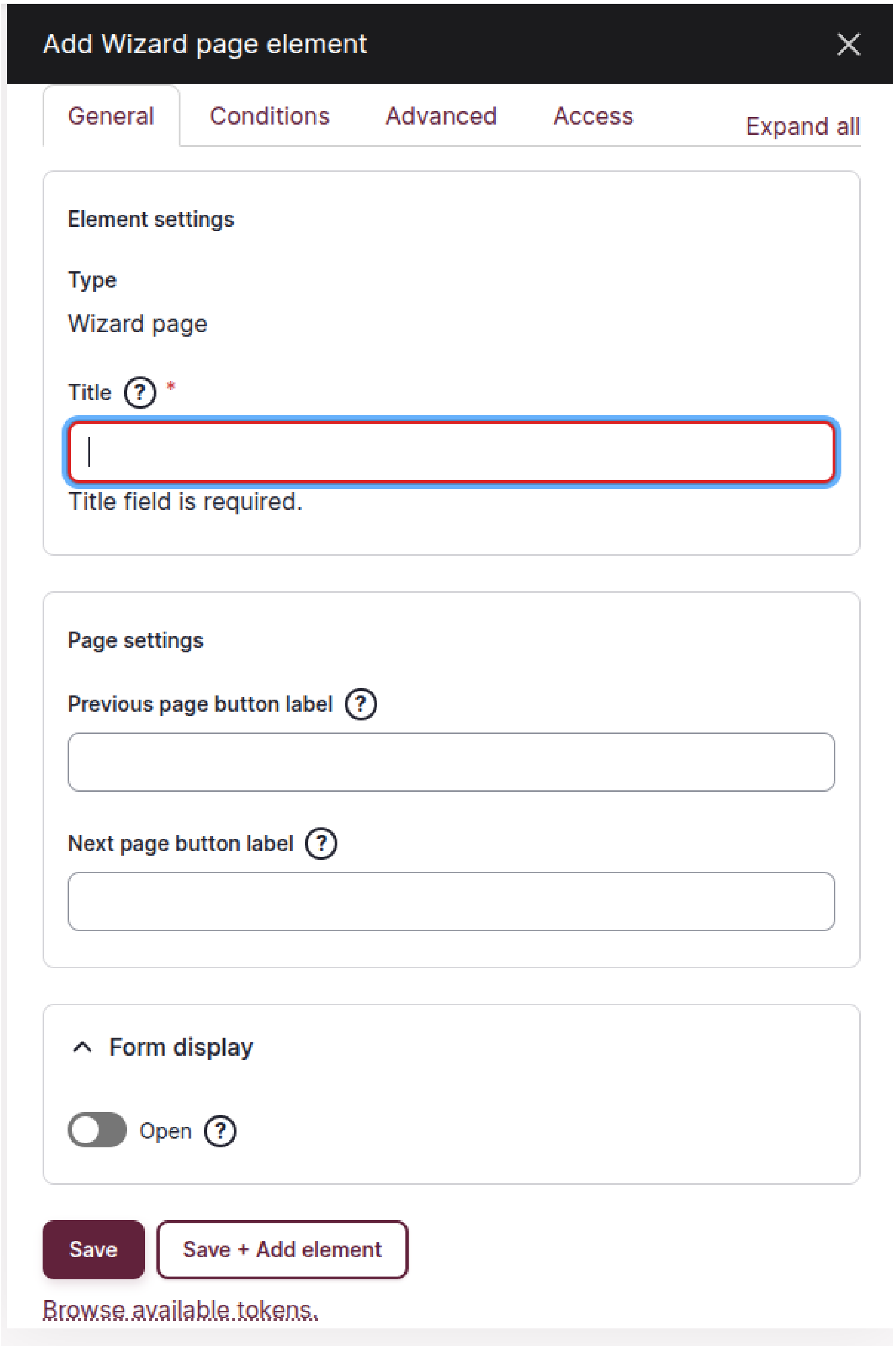
1 On the webform that you would like to edit, select the **Build**" tab and then, underneath that, select the "**Elements**" tab to add a page.



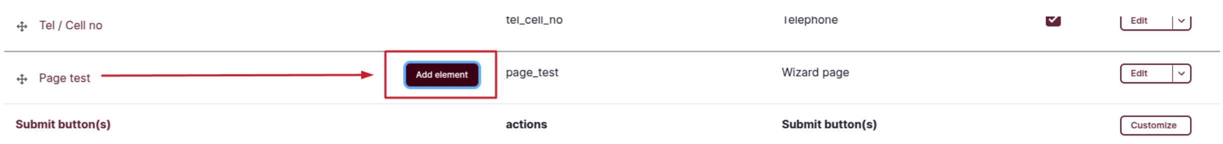
2 On the top right, there are three buttons. Select the second button labelled **+ Add page**" to add a page to webform.



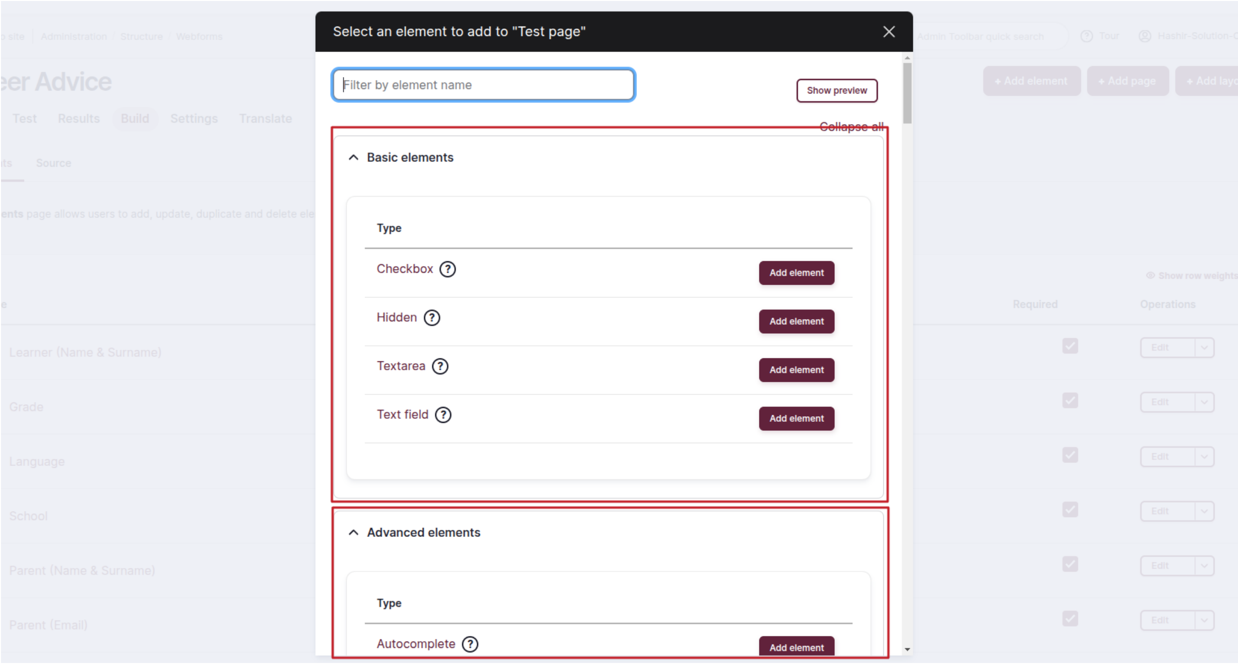
3 When that button is selected, a form in the sidebar will appear titled '**Add Wizard page element**'. In this form, you can select the "**Title**" of the page. The pager labels as well in the '**Page settings**" (For example, renaming the "**< Previous**" and "**Next >**" buttons) and the "**Form display**" settings which allows you to select if the contents of the page should be visible to the user or not. Once the information has been added and select the "**Save**" button or "**Save + Add element**' to add more elements to the page specifically.



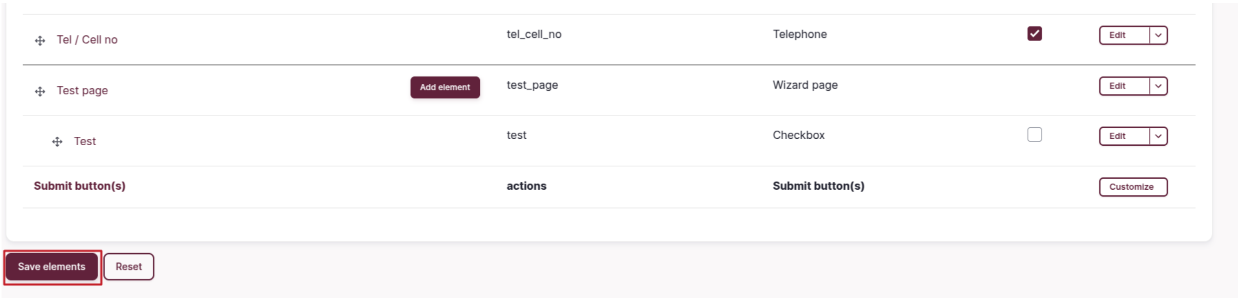
4 Once you have saved and want to add more elements, select the "**Add element**" button next to the title in the table.



5 Once the button is selected, a modal will pop up displaying all the elements that can be added to the page. Add one by selecting "**Add element**" next to the element type. (Please view[Adding and Editing Webform fields] for further information on how to add/edit elements.)



6 After adding the pages and elements, scroll down and select the '**Save elements**" button to save the changes.

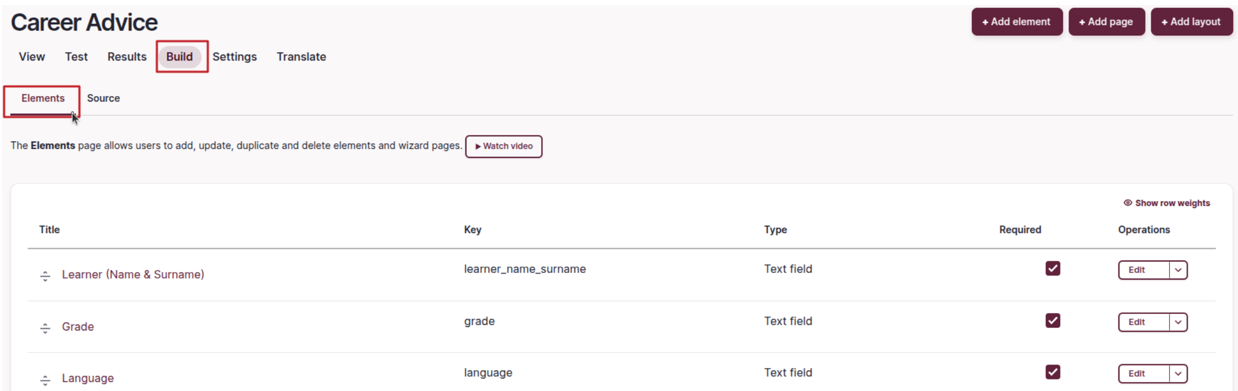


How to the change order of webform elements

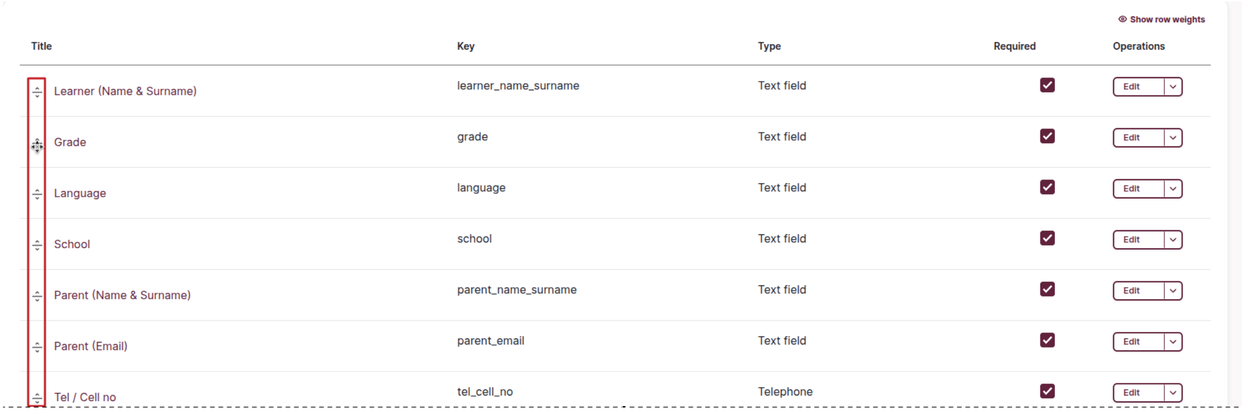
Last updated July 2, 2025

Webforms

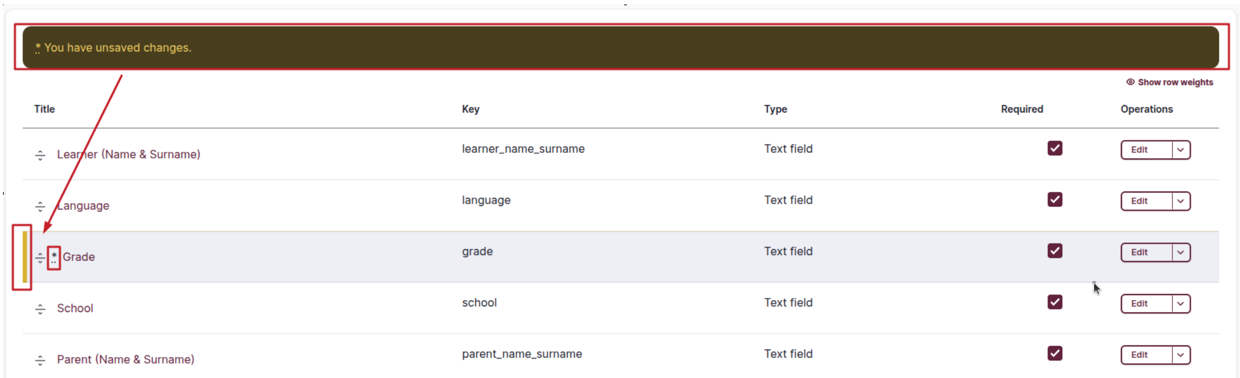
1 On the webform that you would like to edit, select the **Build**" tab and then, underneath that, select the "**Elements**" tab to start changing the order of the elements.



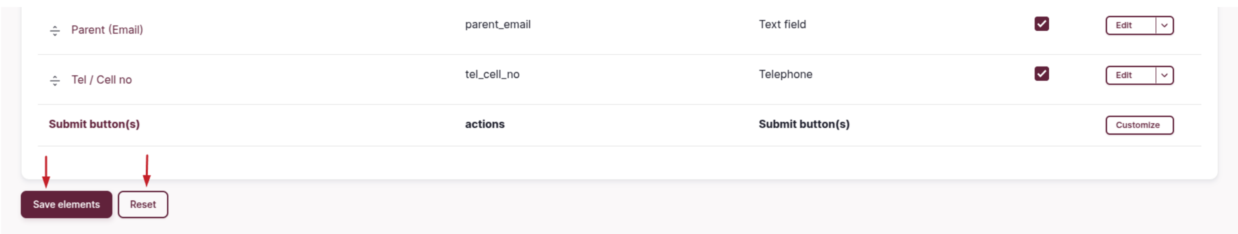
2 Find the element you would like to change the order of. On the left side of the title, there is a **drag icon**. By holding this drag icon you can move the element vertically.



3 Once you have changed the order of the element. You will receive indicators that you have changes that are not saved. These indicators include a banner on top of the table that states "**.*. You have unsaved changes.**", a **thin yellow line to the left of the drag icon** of the last element that you have changed and a "**.*.**" by every element that you have changed.



4 To save the changes, scroll down and under the table you will see two buttons. The first button is "**Save elements**" which is to save any changes that you have made. The other button is "**Reset**" which will reset any changes that you have made. You are unable to undo a reset once you have selected it.



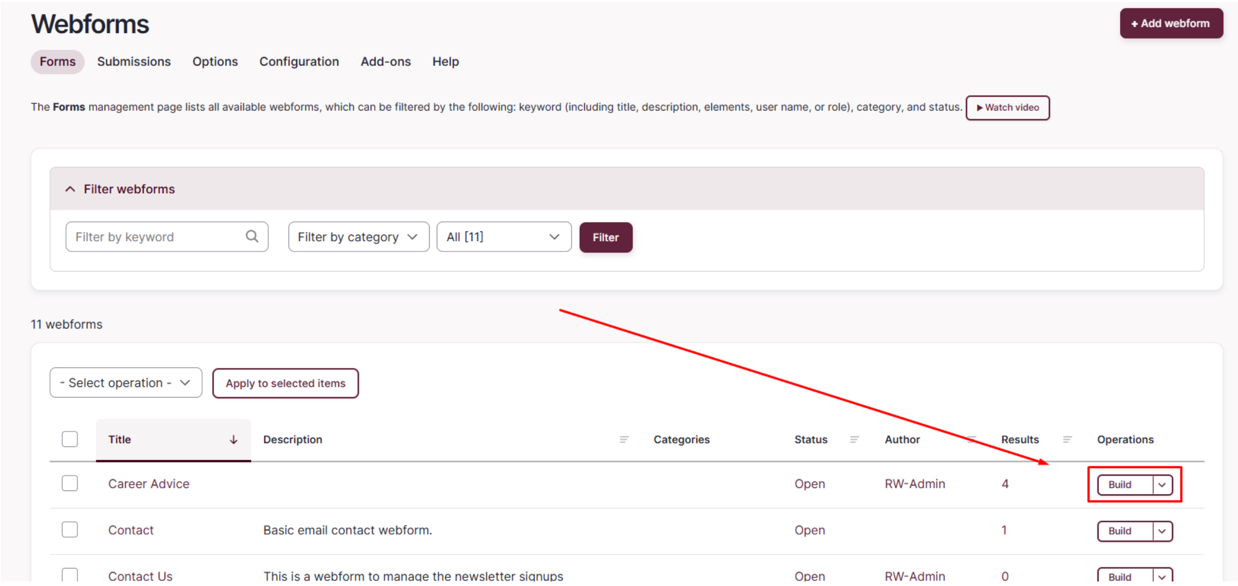
Setting up a webform email trigger

Last updated July 2, 2025

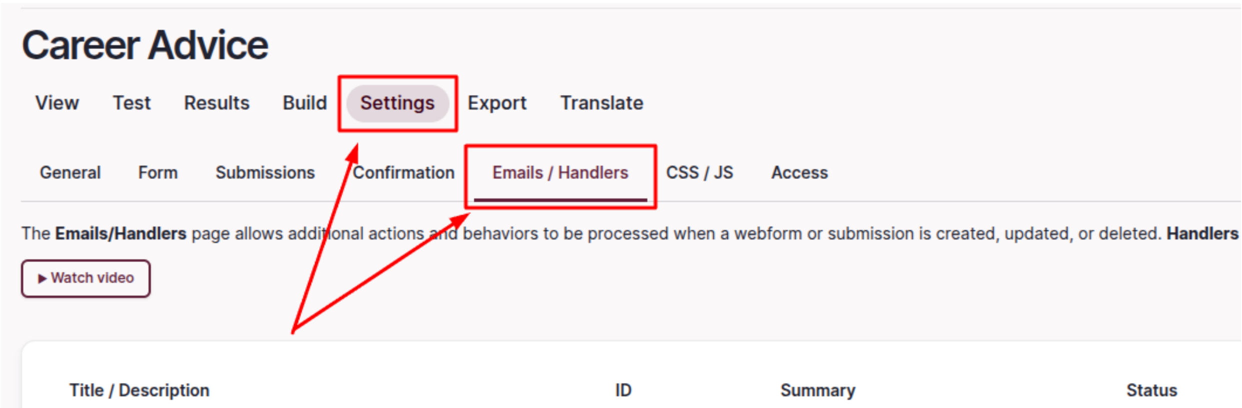
Webforms Management

A **webform email trigger** is an automated action that activates when a form is submitted. In this case, it is used to **send emails automatically** as soon as someone fills out and submits the form. This is useful for instant notifications, confirmations, or follow-ups—ensuring quick responses without manual effort.

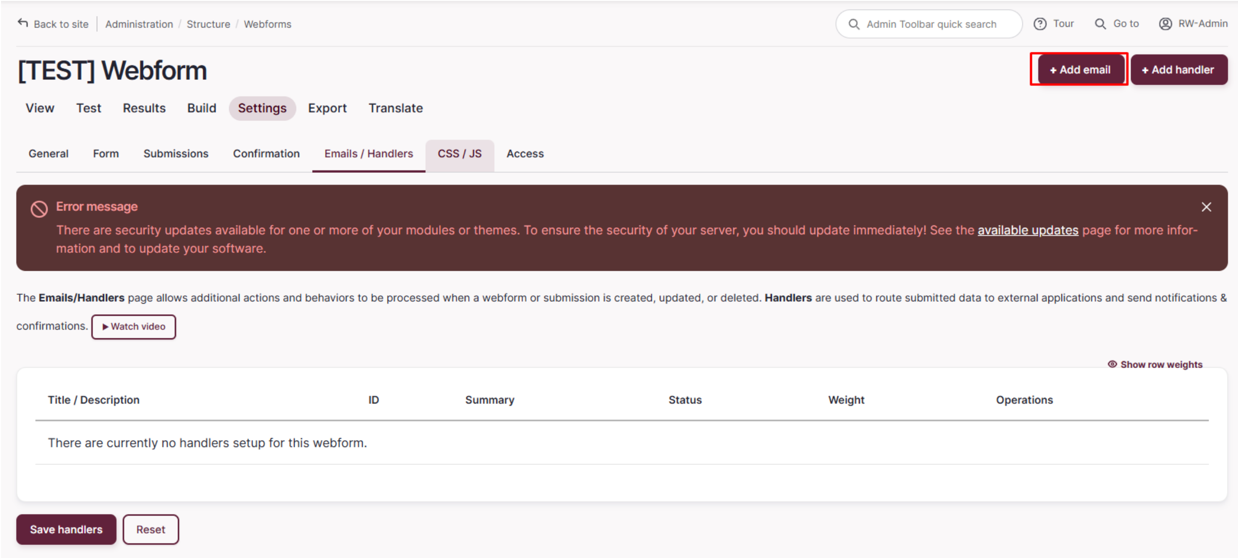
1 Select the **webform** you want to configure by clicking the **"Build"** button.



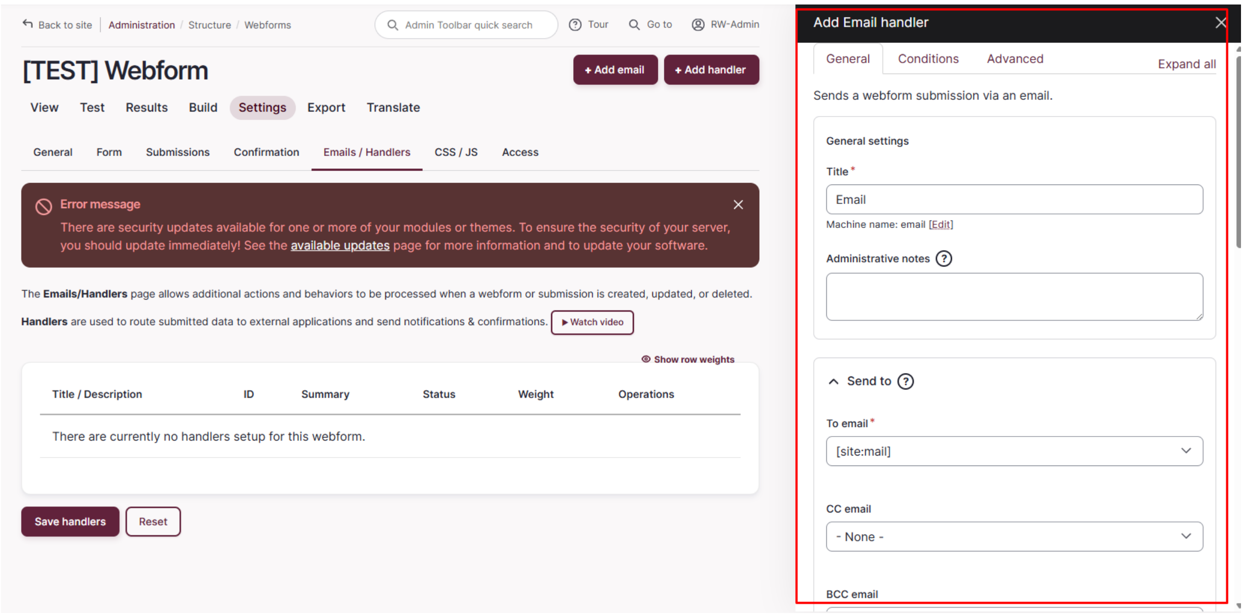
2 Next, navigate to the **"Settings"** tab, then click on the **"Emails / Handlers"** tab.



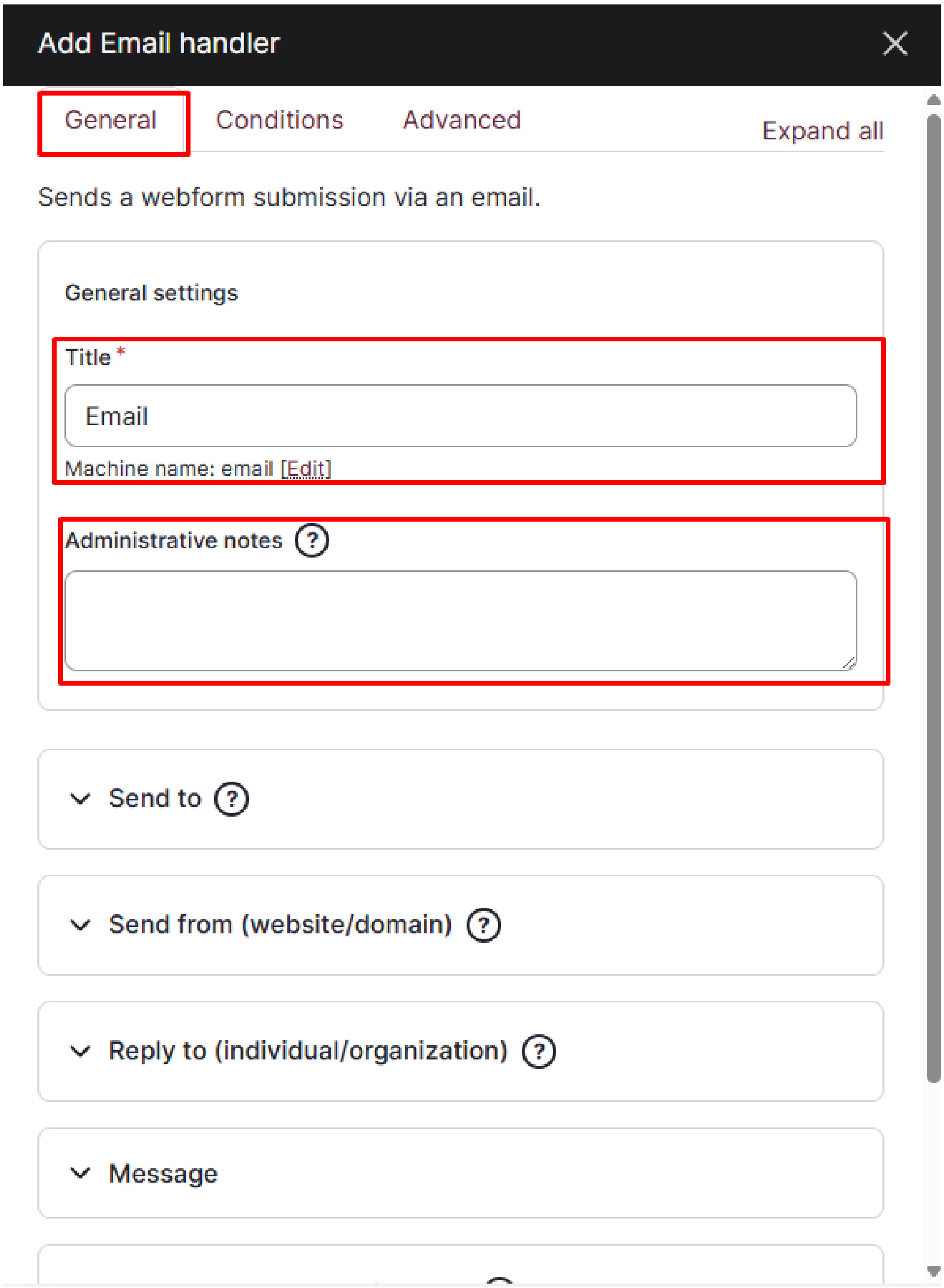
3 Click on the **"Add email"** button in the top right to create a new email handler.



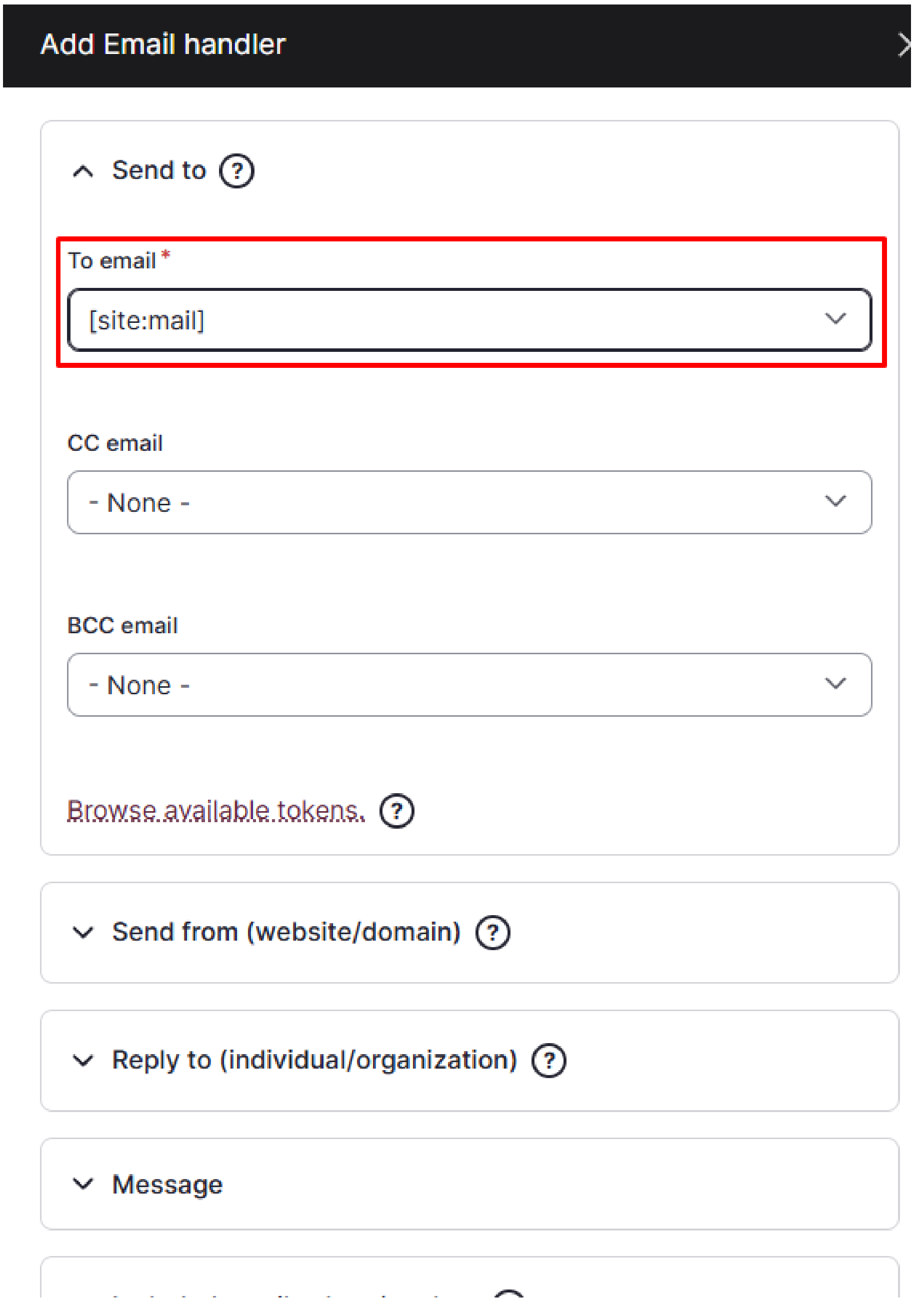
4 You will now be presented with the '**Add Email handler**" form on the right of your screen.



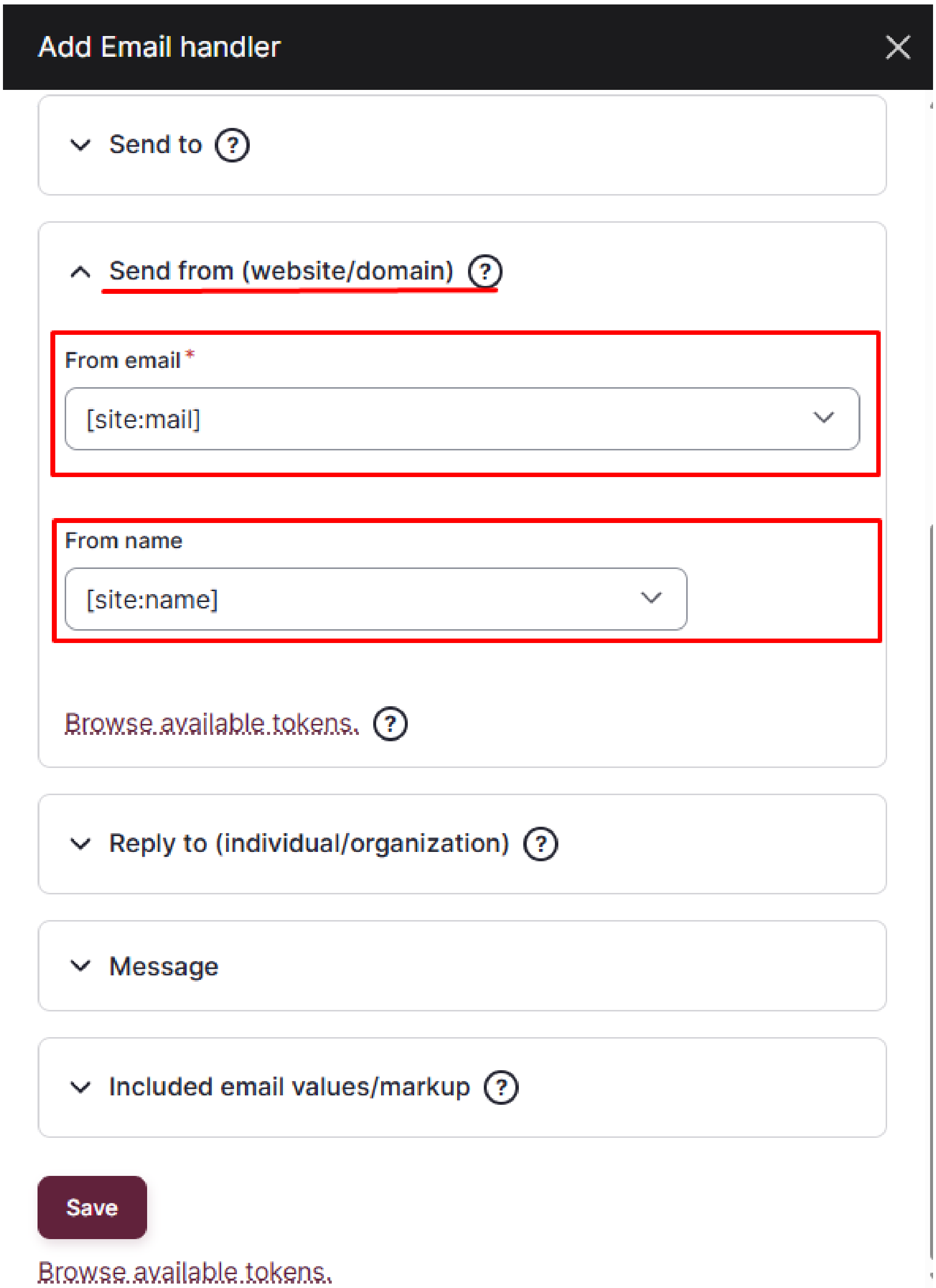
5 Within the "General" tab on the form, begin by adding in a name for your email handler in the**Title**" field. In the "**Administrative notes**" field you can add any additional notes regarding the handler e.g. what it will be used for.



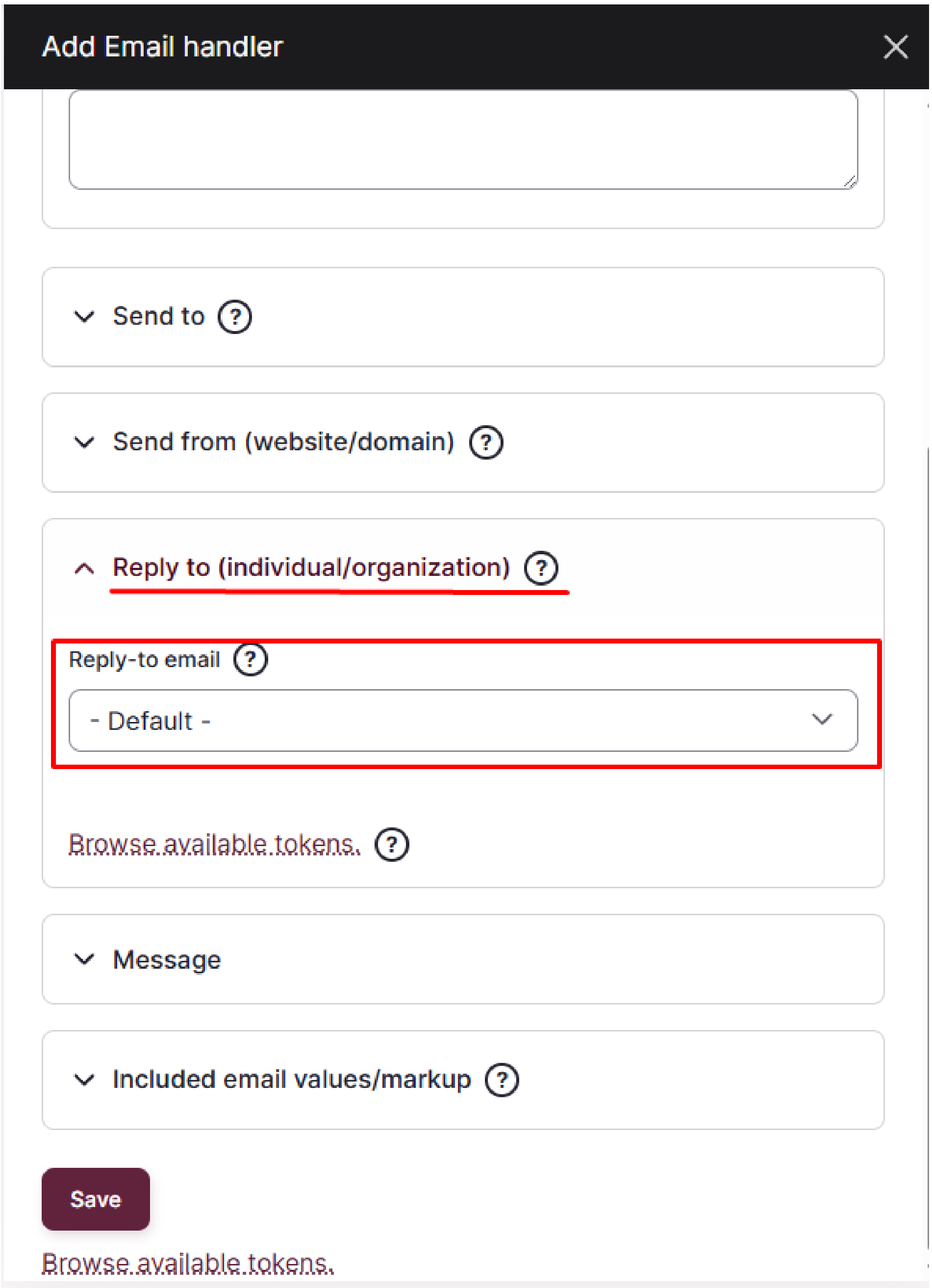
6 Next, within the "**Send to**" section, enter the recipient's email address in the **To email**" field. This can be done either statically, when only one email address will be responsible for receiving all notifications, or dynamically using available tokens. Tokens allow you to use information gathered by your form. You can use tokens by selecting from the dropdown options available - they have been descriptively named for your convenience. The "**Custom To email address**" option allows you to enter your own static email or dynamic token. You can also access the available tokens for the current webform by clicking on the "**Browse available tokens**" link at the bottom of the '**Send to**" section. The "**CC email**" and "**BCC email**" have the same functionality as the "**To email**" field and are used to CC and BCC other recipients in the email as needed. You can use the CC field or BCC field to send yourself and the person who filled in the form a copy of the form submission or a custom message.



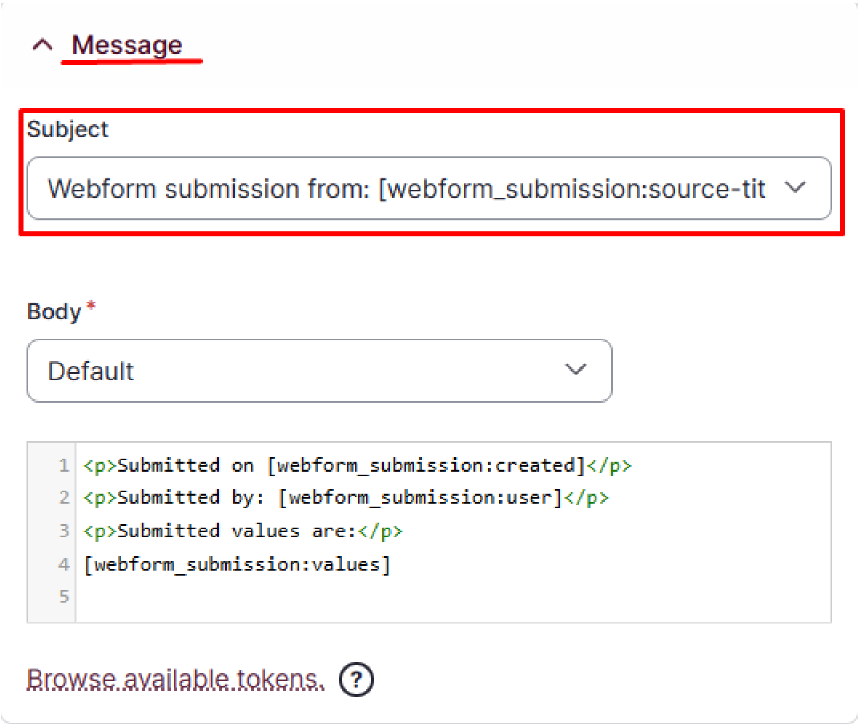
7 In the "**Send from (website/domain)**" section, you will set the '**From email**" and "**From name**". This is the email address that your email will be sent from as well as the name that will appear in the email. Again, these fields have been set up with the same options as the "**Send to**" field above, where they have a list of pre-configured options as well as the "**Custom**" option available to you. Do not use a no-reply email address - since a form collects personal information there must be an email address associated with the form.



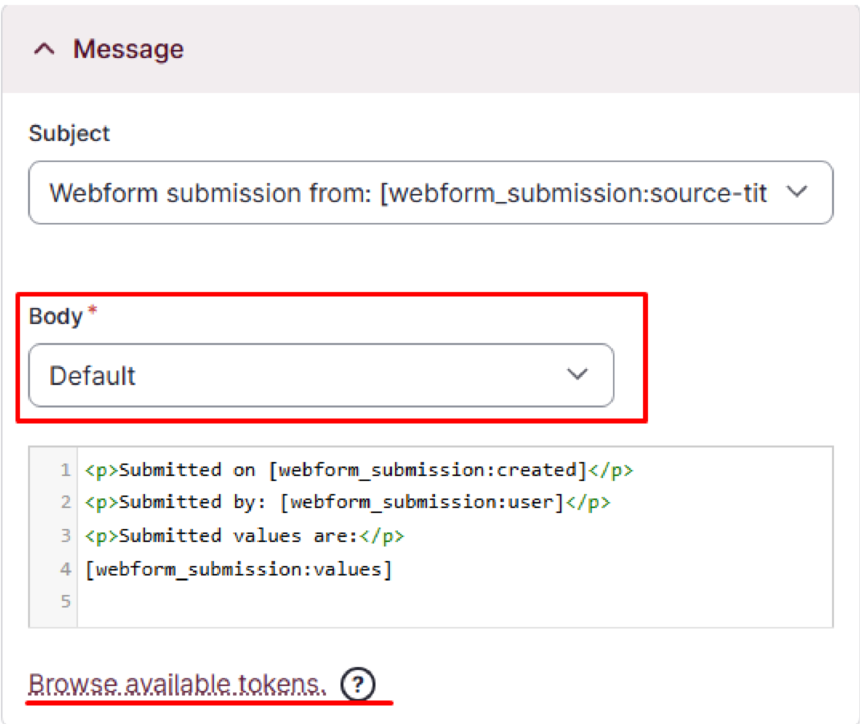
8 Next, within the "**Reply to (individual/organization)**" section you will enter the email address that you wish to reply to once the email is received. For instance if you receive an application form from a user, you would like the "**Reply to**" email to be the user that submitted the form's email address so that you may respond to them. Again, the "**Reply-to email**" field functions the same as the ones mentioned above, with pre-configured options for your convenience as well as the ability to enter a "**Custom**" static or dynamic email address.



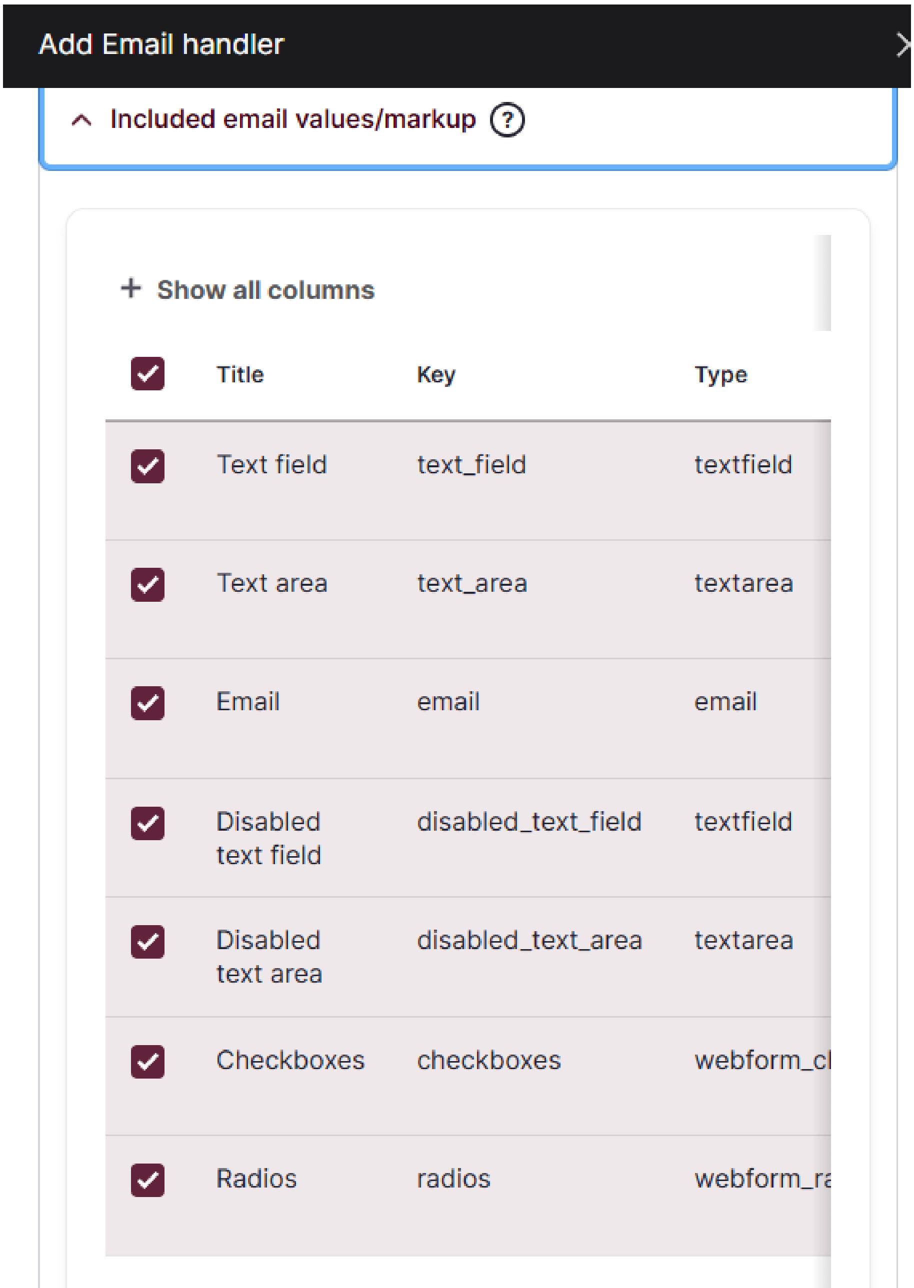
9 In the "**Message**" section you will enter the values and text that will be sent to the email recipient. In the "**Subject"** field, enter a clear and relevant subject line. Note that you can use tokens within the "**Subject**" field to add values to it dynamically e.g. the webform name and user information from the individual that submitted the webform. This can be done using the "**Browse available tokens**" link located at the bottom of the "**Message**" section.

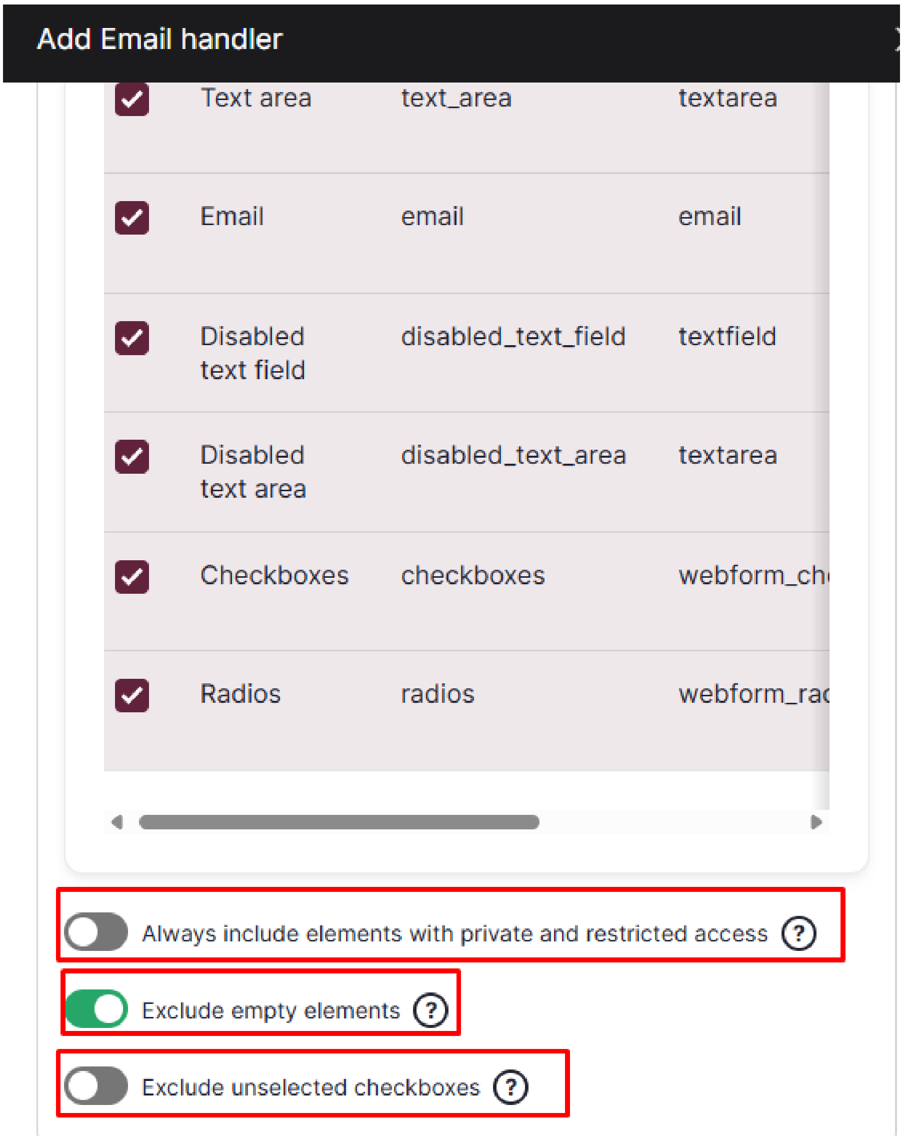


10 In the "**Body"** fields, you can choose from pre-configured available options in the '**Body**" dropdown selector as well as creating a fully "**Custom**" body. All of these options can be modified within the text area below the dropdown using markup and the tokens available to the "**Message**" section located by clicking on the "**Browse available tokens**" link at the bottom of the section.

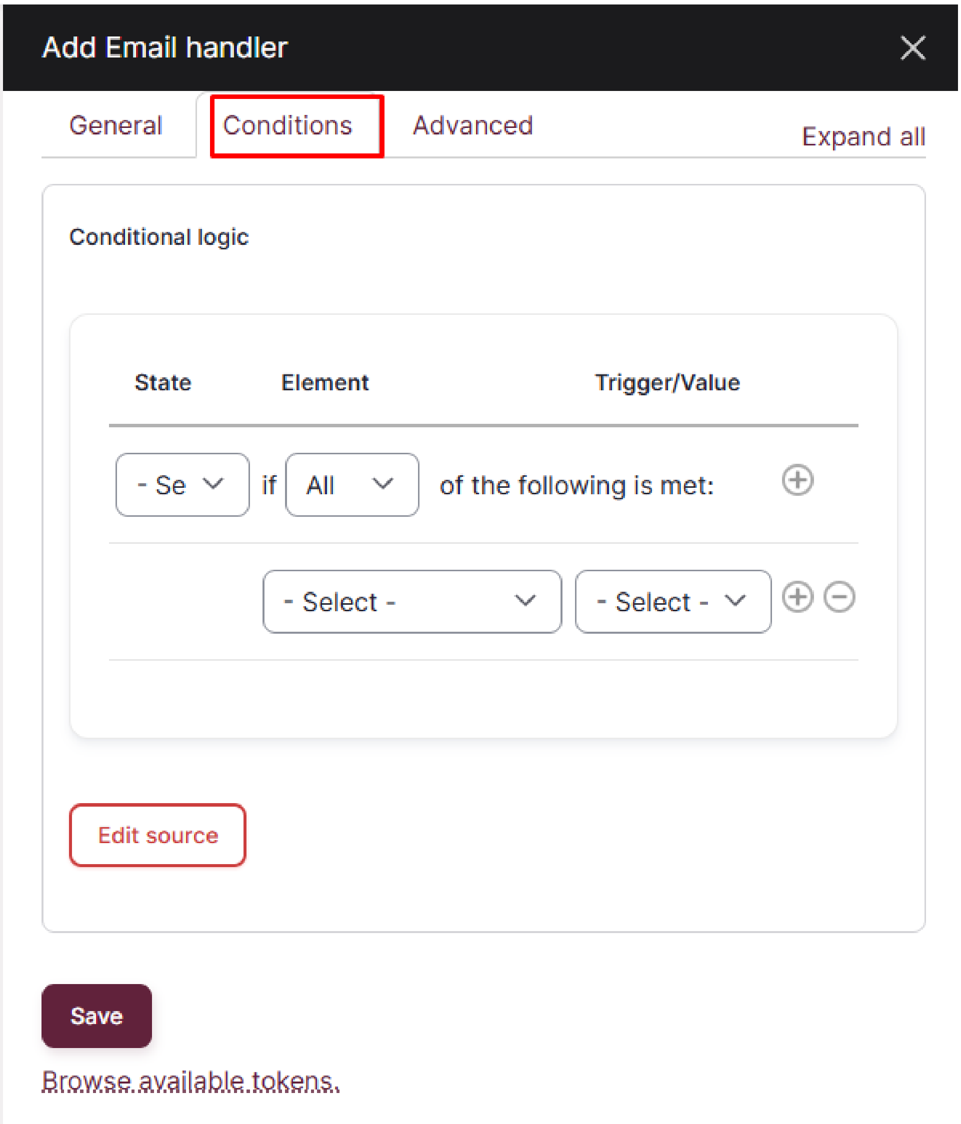


11 Next, in the '**Included email values/markup**" section, you can select which elements will be available as tokens within the "**Body**" section of your email. This is done by either selecting or deselecting the checkboxes next to the associated elements. At the bottom of the section, you will see three available selectors. The first, "**Always include elements with private or restricted access**', allows you to ignore the access checks on selected elements which contain them. The second, "**Exclude empty elements"**, will remove any empty elements from your emails values. The third, "**Exclude unselected checkboxes**", will remove any empty checkboxes from your email values. These options are useful for ensuring you receive only the data and values from your email that you want to see.

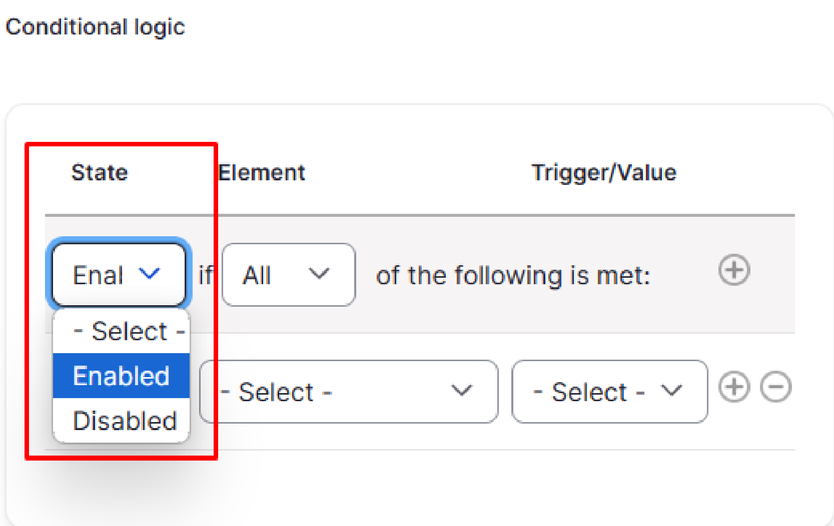




12 Next, navigate to the "**Conditions**" tab. Here you can set conditional logic for your email trigger. Meaning that only once certain parameters are met, the email will trigger and send.

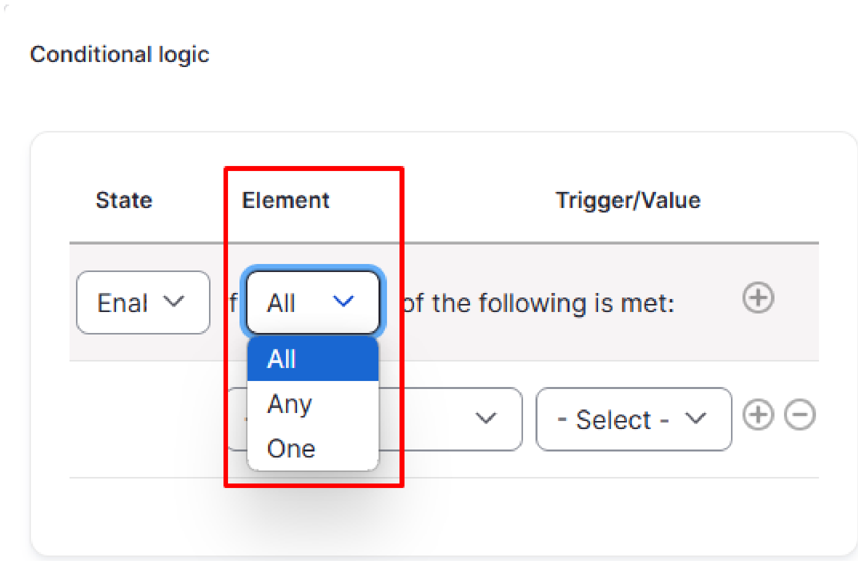


13 Within the first dropdown selector in the "**Conditional logic**" section, you can select whether the "**State**" of the trigger will be "**Enabled**" or "**Disabled**" based on following parameters. "**Enabled**" being active and sending and "**Disabled**" being inactive and not sending.

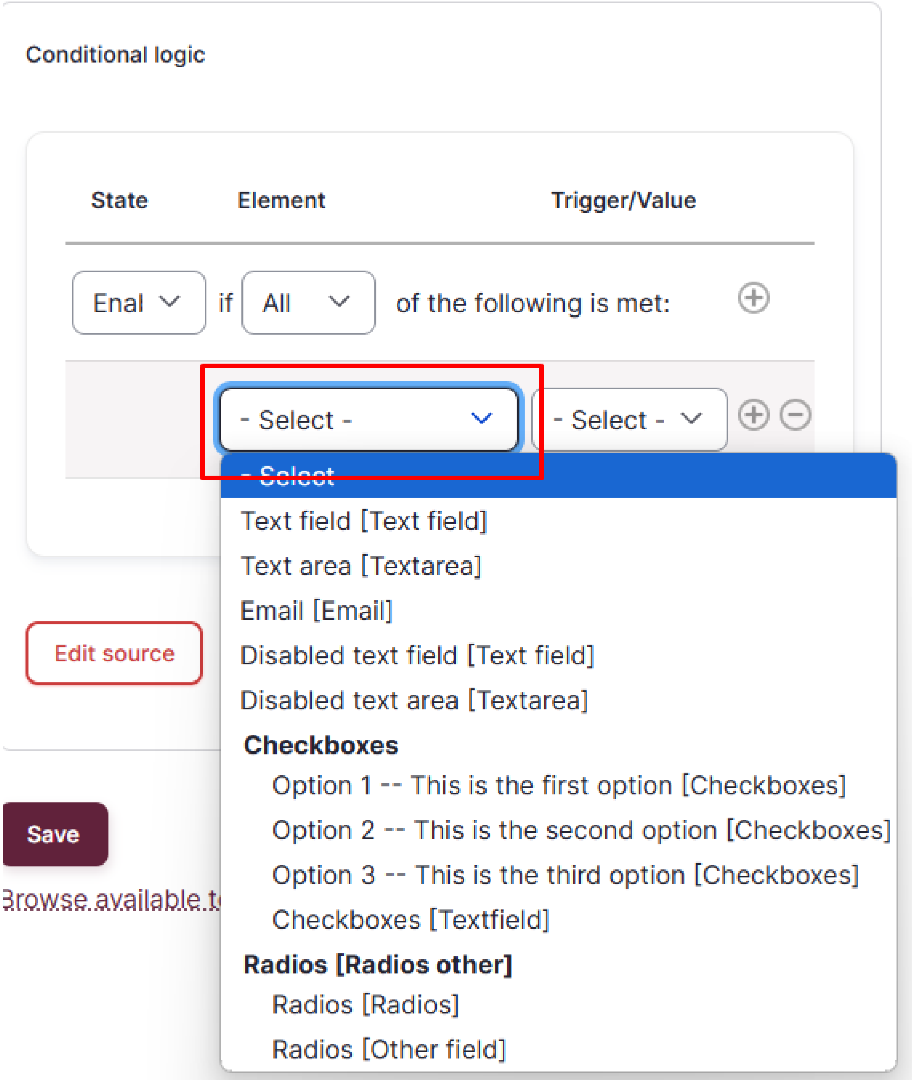


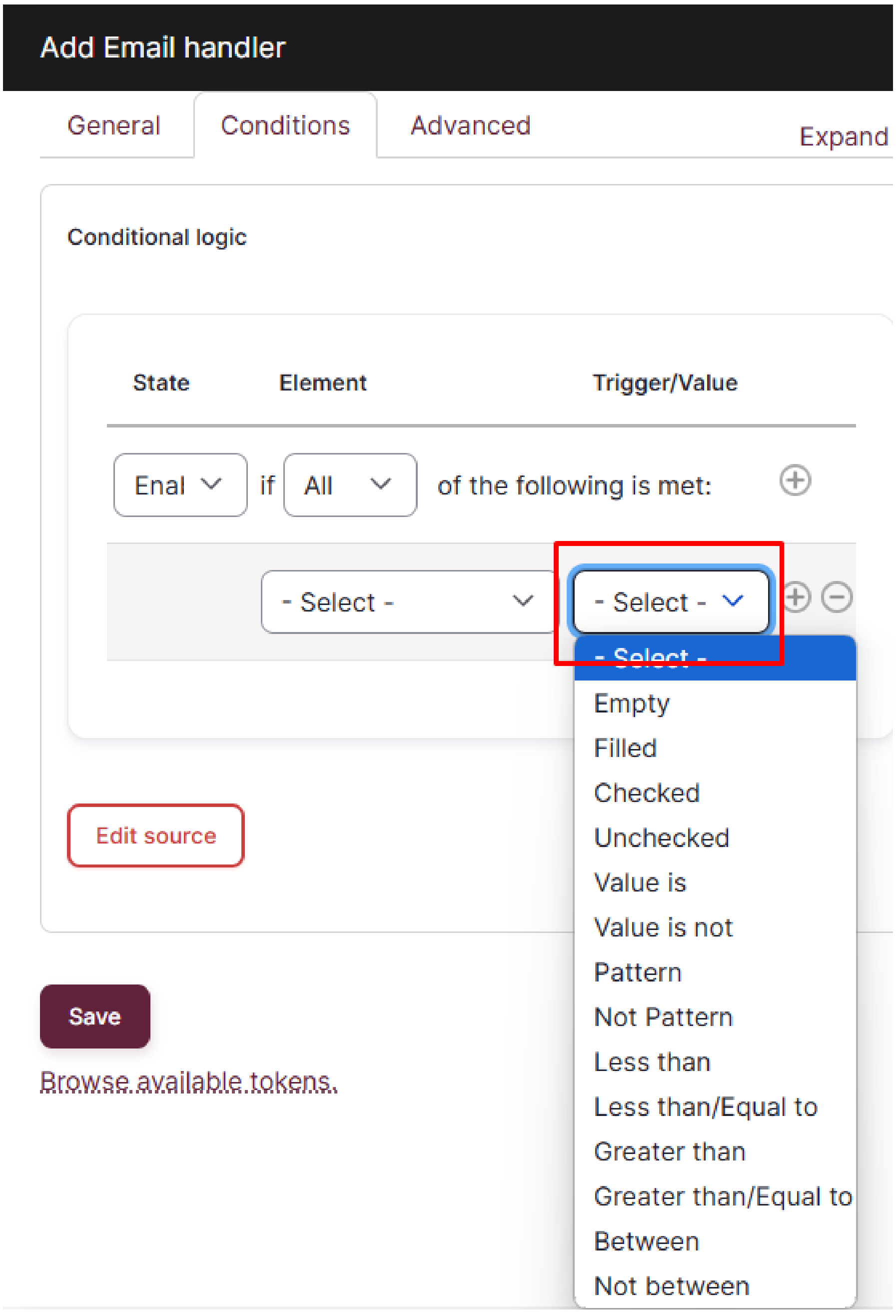
In the "**Element**" dropdown you are able to select whether only one of, all of, or any of the following criteria

14 needs to be met before enabling or disabling the trigger. This is done by choosing either the "**All**", "**Any**", or "**One**" options respectively.

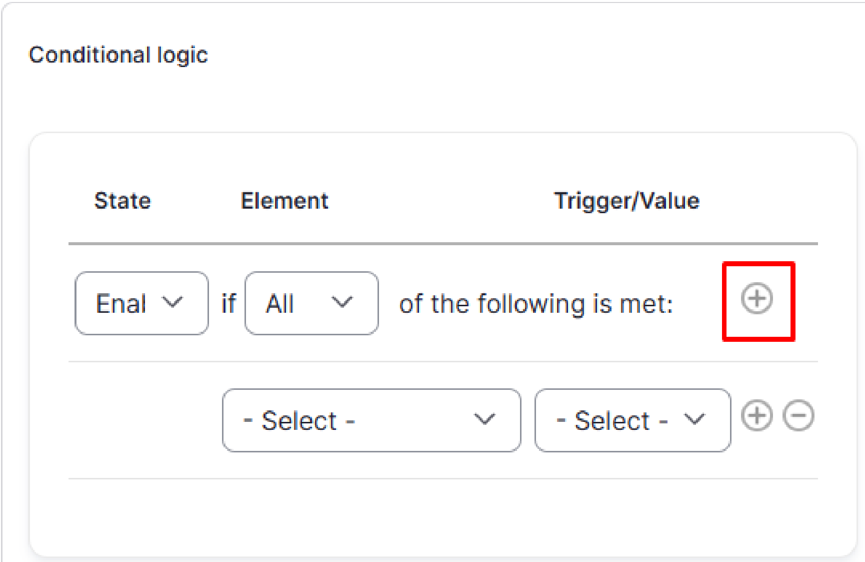


15 Next, in the "**Trigger/Value**" dropdowns, we will choose which element the trigger will be placed on within the first dropdown and what it's value should be within the second dropdown. For example: If the trigger is a "**checkbox**" field on your webform and its value is set to "**Checked**" then the email trigger will enable. Note that the Trigger dropdown options available to your are entirely dependant on the fields that have been placed in your webform and the value dropdown needs to be chosen in correspondence with the potential values of that field. You cannot for example choose "**Checked**" as a value for an email field.

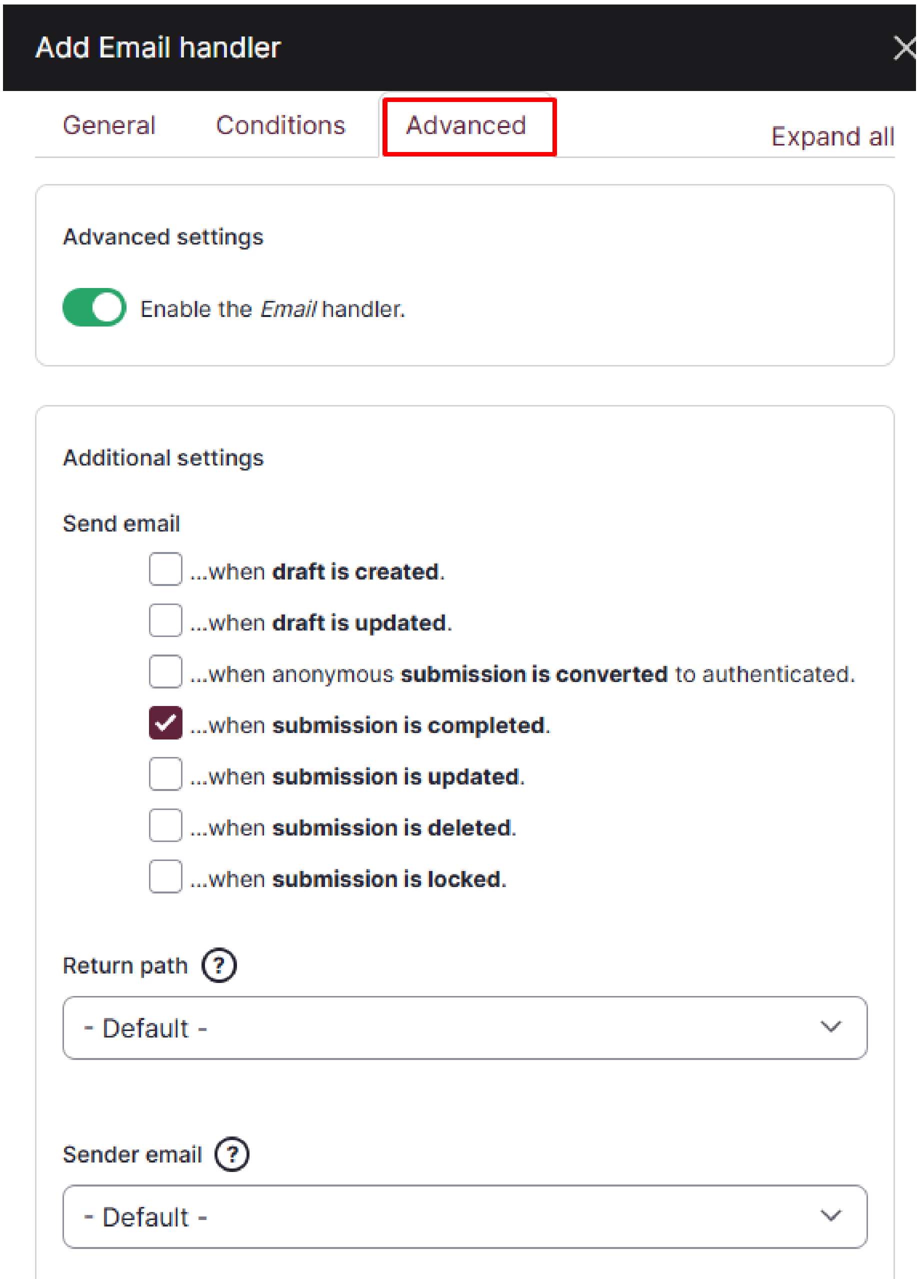

Conditional logic
State
Element
Trigger/Value
Enal
if
All
of the following is met:
- Select -
- Select -
- Select -
Text field [Text field]
Text area [Textarea]
Email [Email]
Disabled text field [Text field]
Disabled text area [Textarea]
Checkboxes
Option 1 -- This is the first option [Checkboxes]
Option 2 -- This is the second option [Checkboxes]
Option 3 -- This is the third option [Checkboxes]
Checkboxes [Textfield]
Radios [Radios other]
Radios [Radios]
Radios [Other field]
Edit source
Save



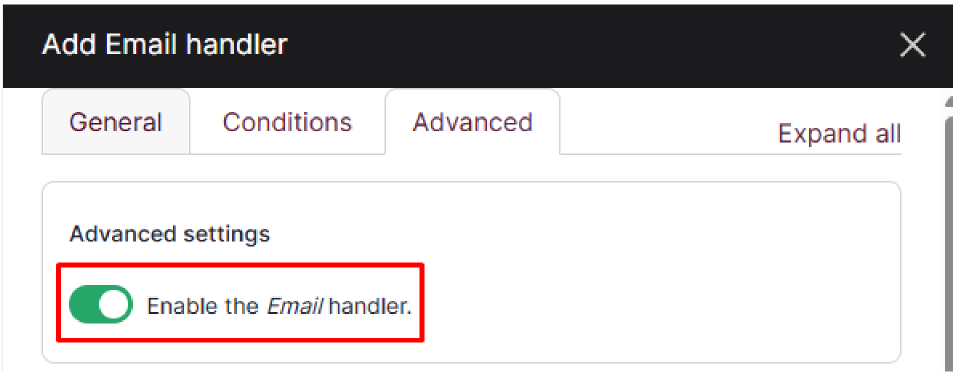
16 If you want to have more than one element on your webform be able to trigger the email OR want multiple values to be true before it activates, then simply click on the "**+**" sign next to the previous two dropdowns shown to add additional Trigger/Value dropdowns.



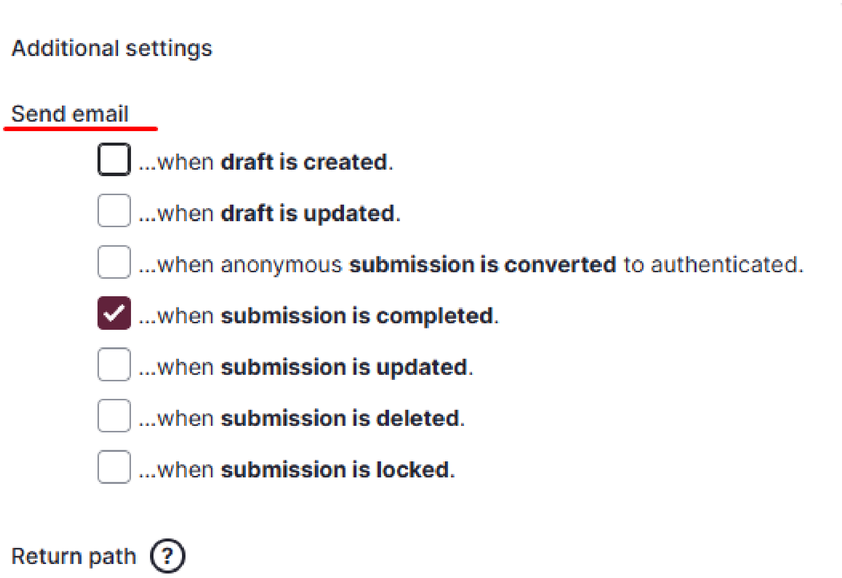
17 Once you have set up your Conditional logic, navigate to the **'Advanced"** tab. Here you will be able to further configure your email handler.



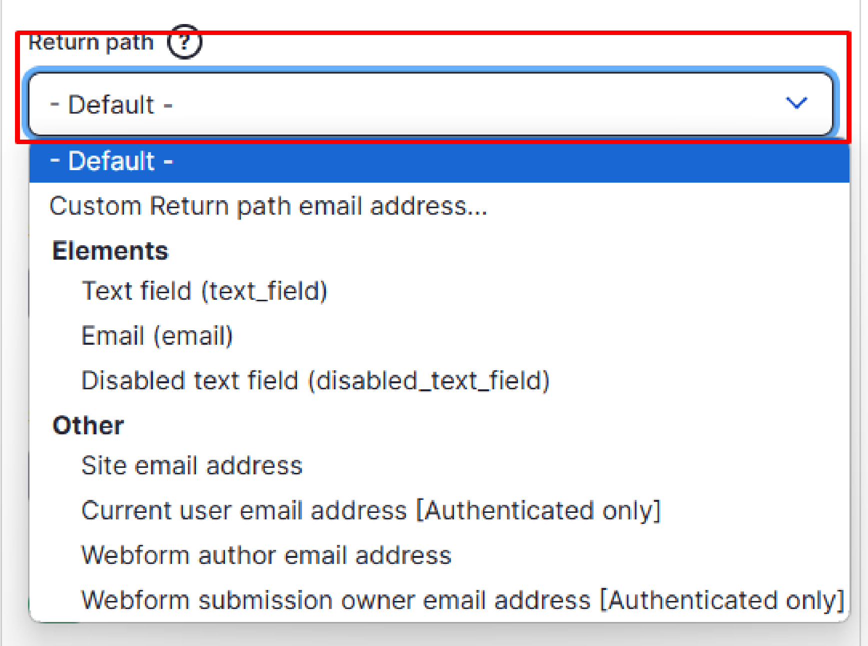
18 First, the "**Enable the *Email* handler**" selector allows you to either Enable or Disable this handler. In order for the handler to work it must be enabled.



19 Next, in the "**Send email**" list, you can choose when an email will be sent. Generally you only want to receive webform email notifications once the webform has been completed, however in some instance you may want content notifications when they are updated, left in draft (in order to remind a user to complete their submission), or deleted. Note that you are able to select more than one of the available options based on your needs.

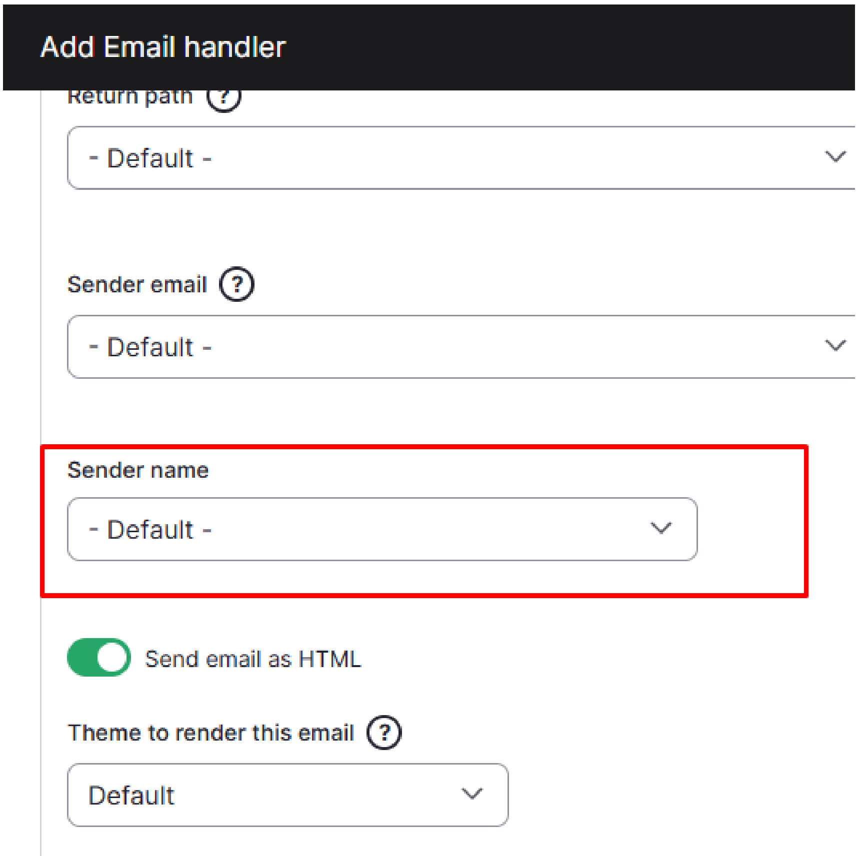


20 Within the "**Return path**" dropdown field you can add an email address to which bounce messages are delivered (messages that were unable to reach the original recipient due to invalid email address or being blocked by spam). By default this is set to the "**From**" email address, however as with all other email fields you are able to change this based on the available selections or enter a "**Custom**" email address for it.

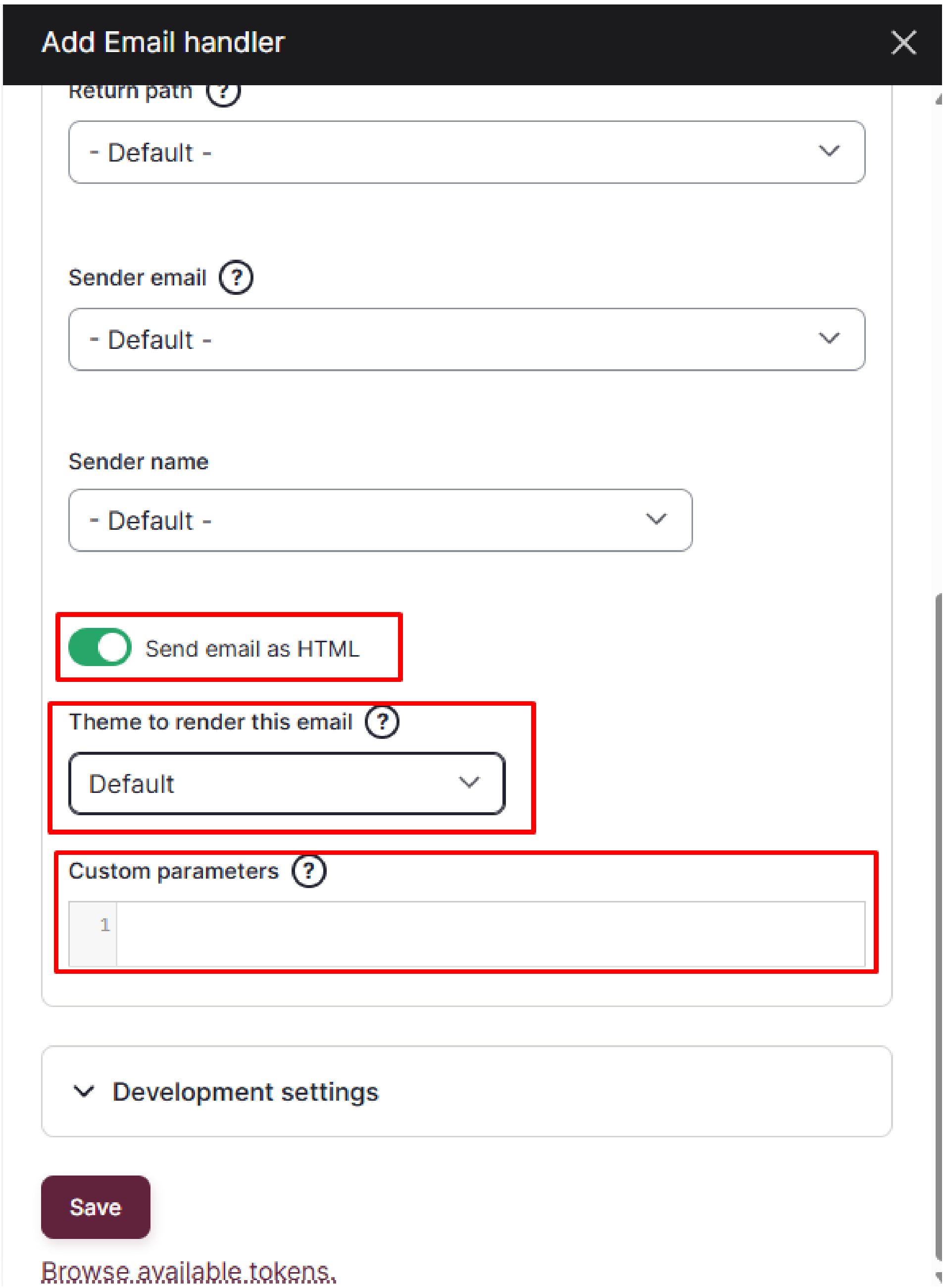


21 Within the "**Sender email**" dropdown, you can set the email address submitting the message. Only do so if you want this to be different than the "**From**" address as this is the default setting. Again, as with all other email fields you are able to change this based on the available selections or enter a "**Custom**" email address for it.

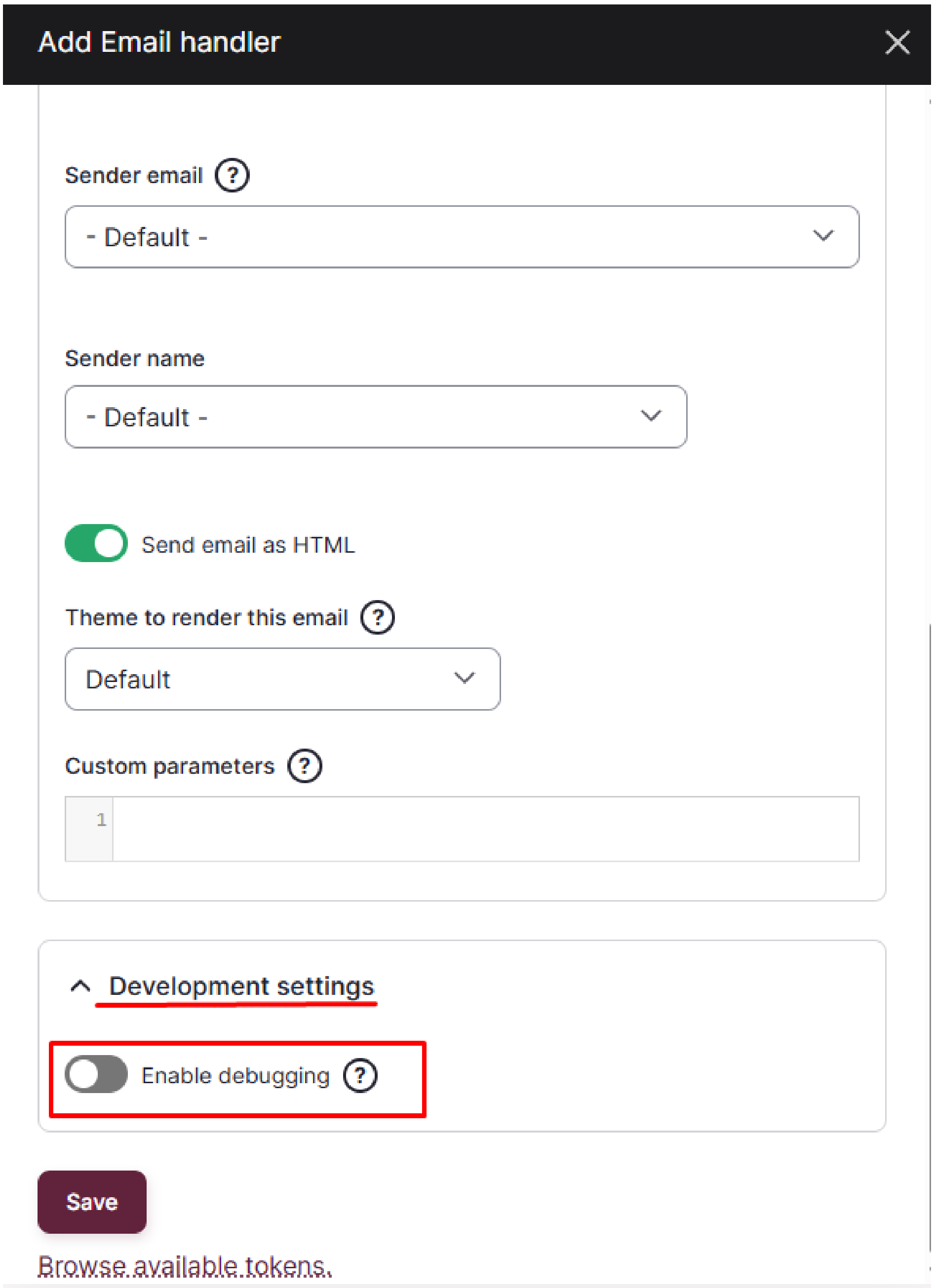
22 In the "**Sender name**" dropdown, you can set the name of the sender either by selecting from the available options or entering a "**Custom**" name.



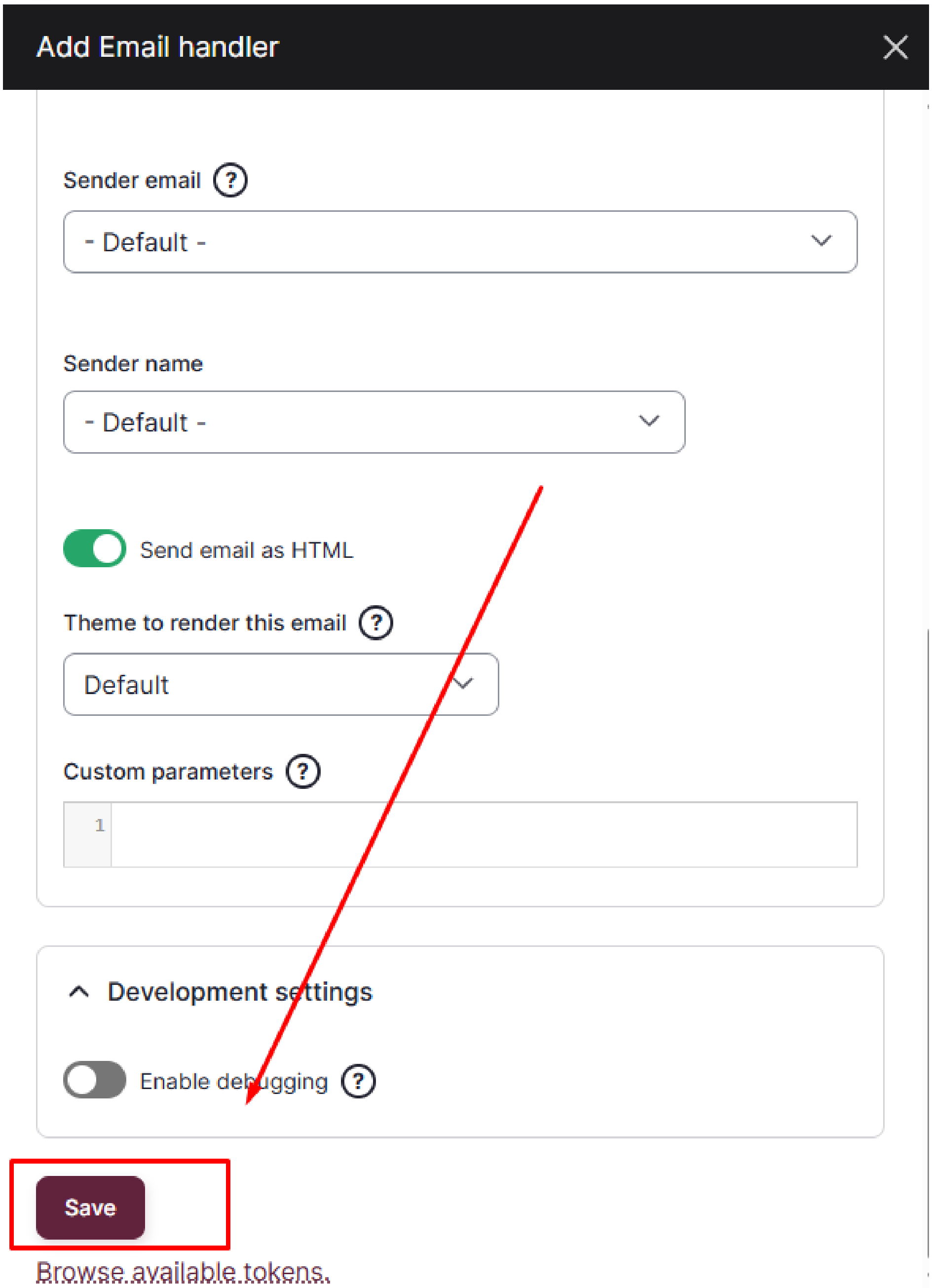
23 Next, you can choose to send the email as HTML by selecting the "**Send email as HTML**" selector, this is useful when using custom HTML formatting within the email to ensure that it is rendered properly. Additionally you can choose which theme will render the email in HTML from the available options in the "**Theme to render this email**" dropdown selector. You are also able to add custom parameters to append to this email's parameters in the "**Custom parameters**" section, these custom parameters are generally used by email related add-on modules, we suggest leaving this blank unless you have been instructed otherwise.



24 Lastly, within the "**Development settings**" section, you can choose to enable debugging by enabling the "**Enable debugging**" selector. This will display sent emails to all users. Only use this functionality while you are testing a webform and disable it before making the webform live to users.



25 Click **"Save"** to apply your changes and save your email handler.



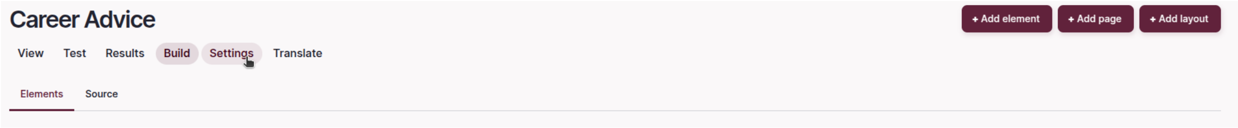
26 Submit a test entry on the webform to ensure the email trigger works correctly. And that's it, you've added and configured a webform email trigger.

Webform settings

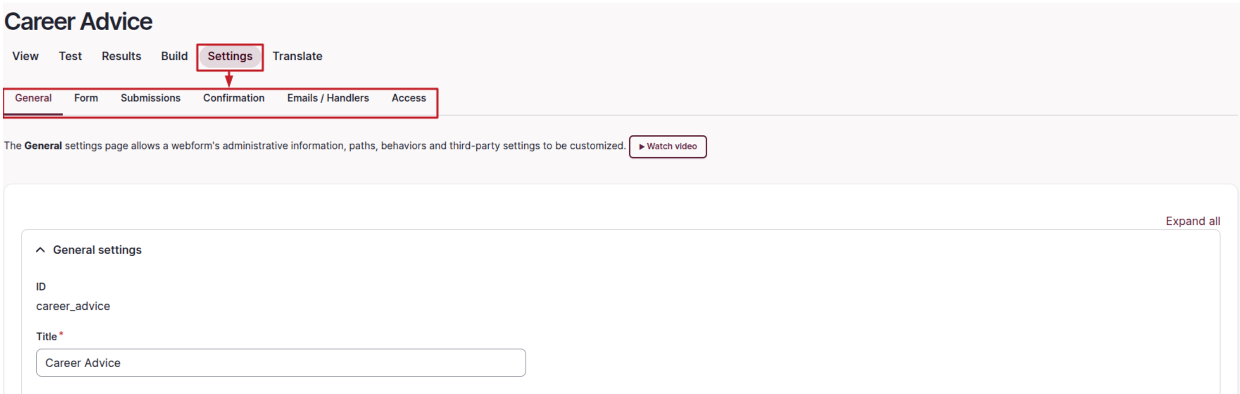
Last updated July 2, 2025

General settings

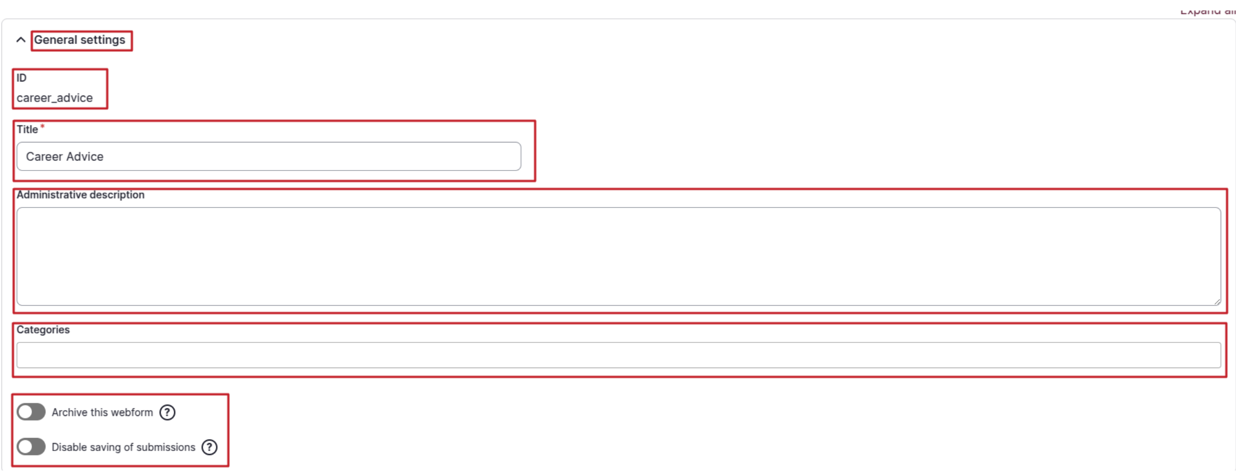
1 After selecting the webform that you want to configure the settings for, locate the **Settings**" button in the navigation tabs and select it by clicking it.



2 After clicking on it, you will be loaded into the "**General**" settings page but will also have the option to configure other items pertaining the webform.



3 The settings in "**General**" are divided into four sections. The first section labelled "**General settings**" allows you to view the **form ID** and alter the "**Title**", the "**Administrative description**", which a description so anyone who is administering the webform knows the purpose of it, and the "**Categories**" field which allows for setting the category that the webform should be part of. Additionally, in this section, you can set whether this form should be archived by toggling the "**Archive this webform**" selector, and whether users should no longer be able to submit any entries by toggling the "**Disable saving of submissions**" selector.



4 The second section is "**URL path settings**" which allows you to customise the path settings that users can post submissions from as well as the confirmation page. These can be set in the field of "**Webform URL alias**" and "**Confirmation page URL alias**". You can also select the theme that will apply to these pages in the "**Page theme**" drop-down. These options are only available after enabling "**Allow users to post submissions from a dedicated URL**" in the toggle.

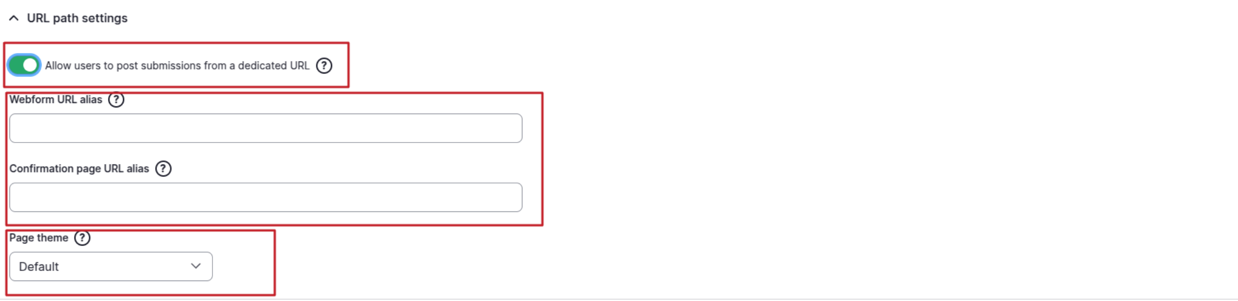
Webform URL alias: This lets you create a user-friendly path to access your webform.

Example: Instead of using a default system path like /node/123, you can use a custom URL such as /contact-us-form so users can access the form at www.su.ac.za/en/faculties/eng….

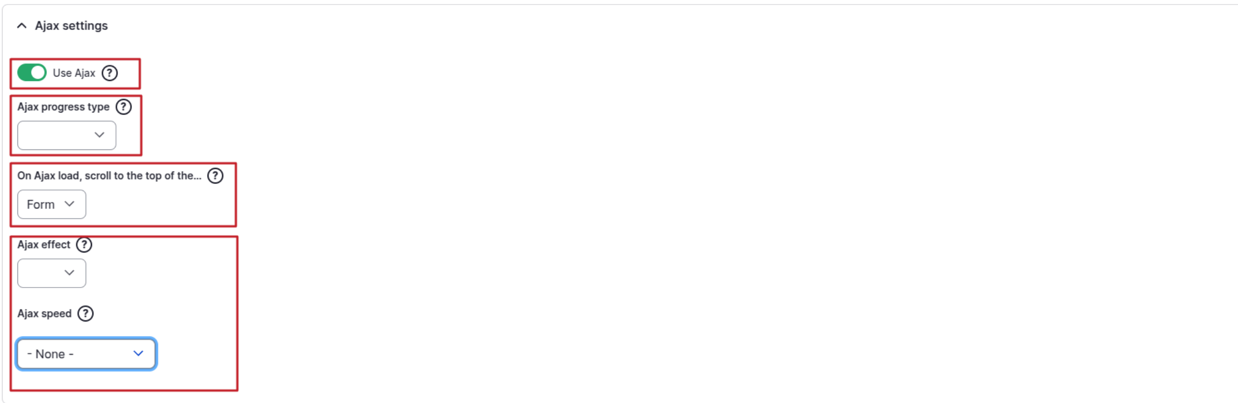
Confirmation page URL alias: Similarly, this allows you to set a custom URL for the confirmation page that users see after submitting the form.

Example: You can enter /thank-you so that after submitting the form, users are redirected to www.su.ac.za/thank-you.

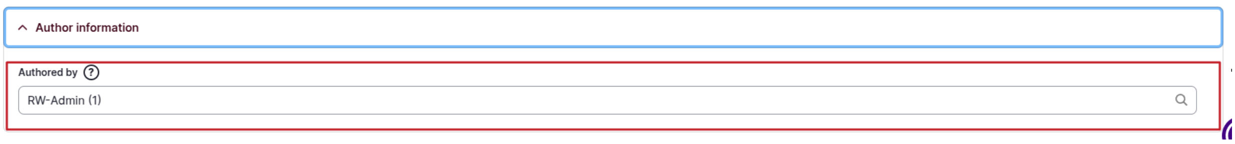
5



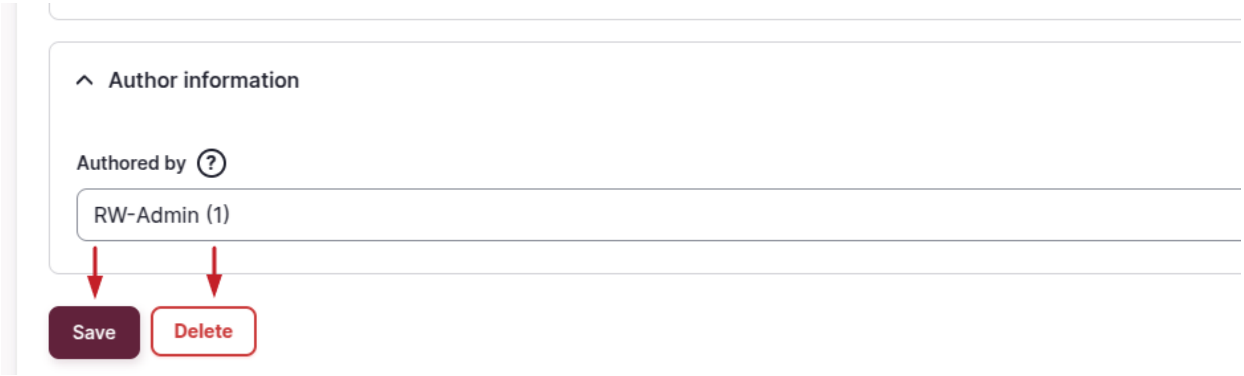
6 The third section is "**Ajax settings**", this allows the user to select actions on the form (such as saving, submitting, etc) which will not initiate a page reset. If you enable the "**Use Ajax**" toggle button, you will reveal a few more fields to configure Ajax. This allows you to set the "**Ajax progress type**" which is a progress indicator of when Ajax is triggered. You can also set the action for when Ajax loads in the "**On Ajax load, scroll to the top of the...**" field. You can also select the effect that is displayed when Ajax is triggered in the "**Ajax effect**" drop-down. You can also alter the speed of the effect in the "**Ajax speed**" drop-down.



7 In the last section, labelled "**Author information**", you can select/ change the authoring information by altering the user in the "**Authored by**" field.

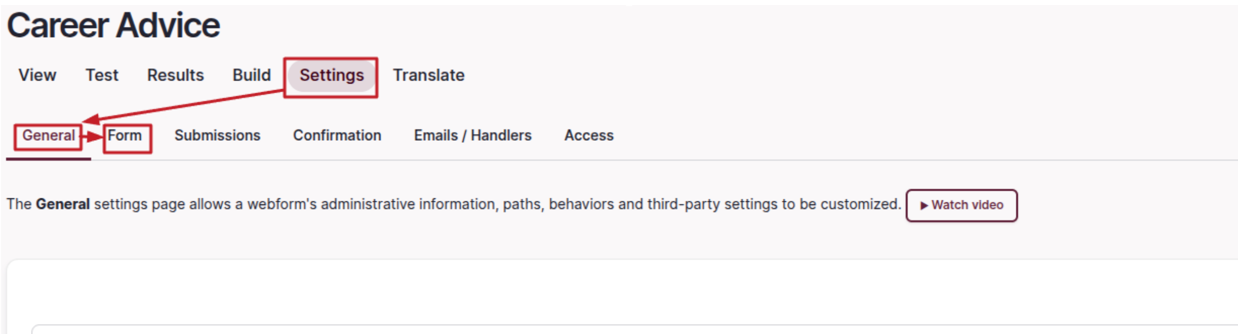


8 Finally, you can apply these settings by clicking the "**Save**" button. Alternatively, you can also delete the webform - remove it completely by selecting the "**Delete**" button.

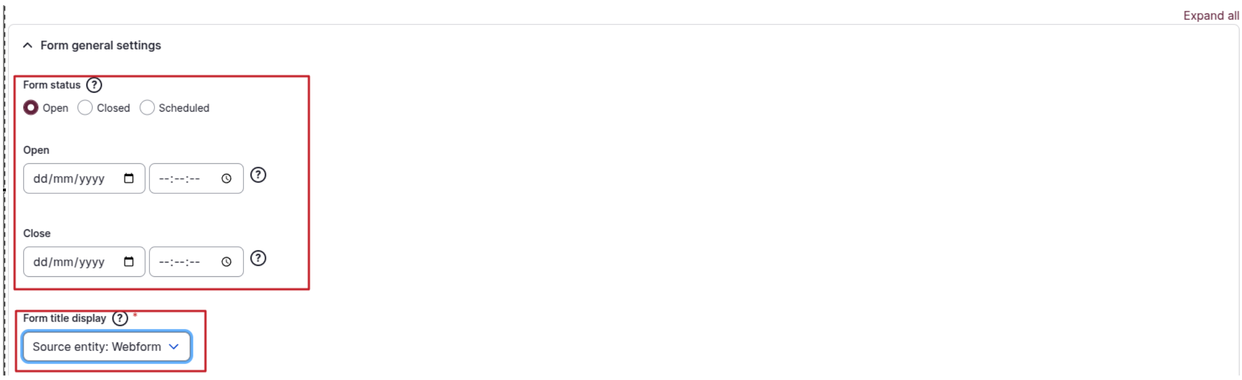


Form settings

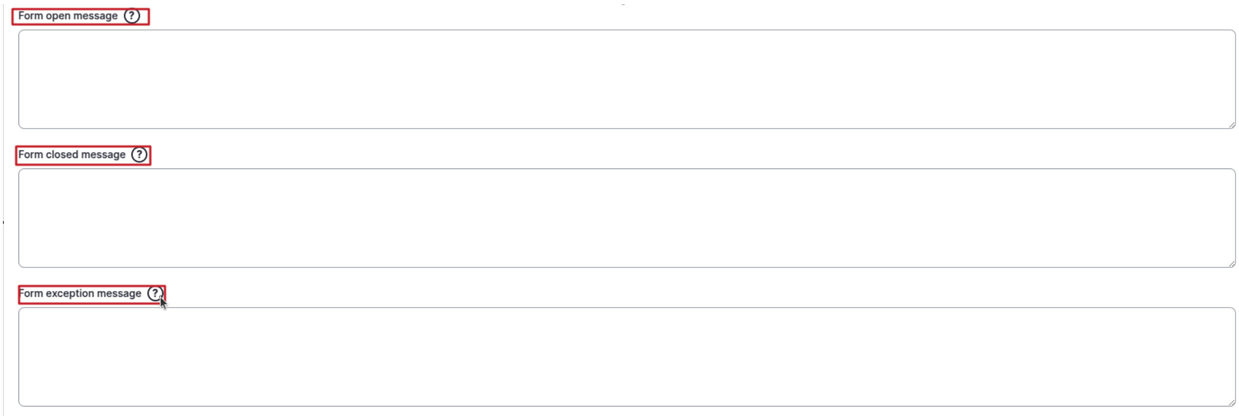
1 After completing the "**General**" settings, you can proceed to the "**Form**" settings by selecting "**Form**" navigation item.



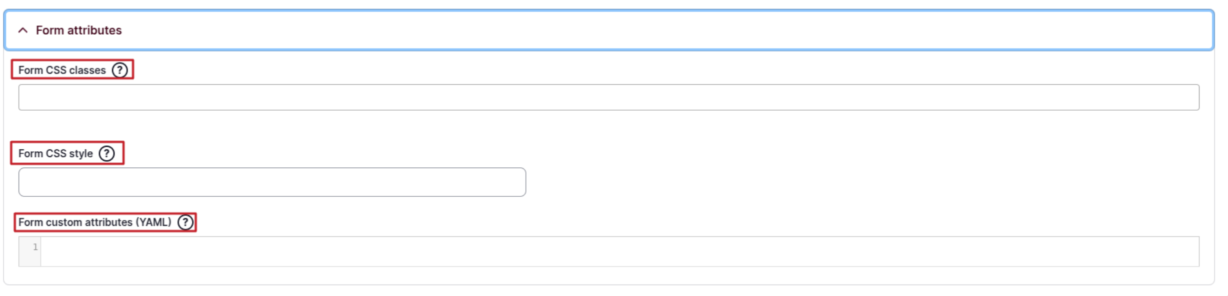
2 You will load into a page with six sections for the form settings. The first section, labelled **Form general settings**", allows you to set the status of the form in the **Form status**" field, you can select which state the form should be in which affects whether the users can access or submit the form. The "**Open**" and "**Close**" field allow you to schedule dates that the webform will be open for and when it will close. In the "**Form title display**" drop-down, you can select how the title of the form should display.



3 Also in the "**Form general settings**" section, there are three text boxes, these text boxes serve similar functions for different states. In the "**Form open message**" text box, you can provide a message which will be displayed to the user, notifying them that the webform will be opening for submissions. This notification will only be displayed when the form is scheduled to open. The second text box field, labelled "**Form closed message**" will display to a user when submission limit is reached or when the webform is closed, notifying users that no more entries can be submitted. The final text box, labelled "**Form exception message**" is used for special case scenarios such as when a webform breaks in some way, giving the users a heads-up that something has gone wrong.

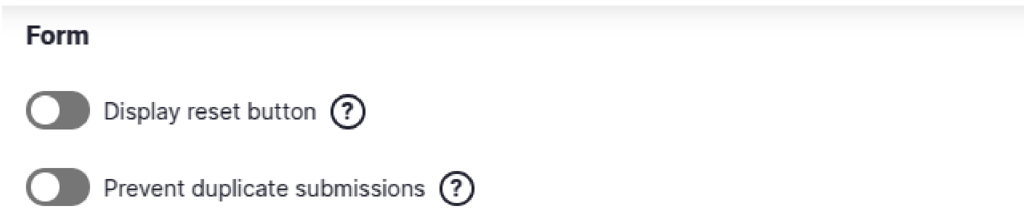


4 The "**Form general settings**" section also has a sub-section labelled "**Form attributes**", this allows you to add a class to the webform, as well as adding custom CSS styles.

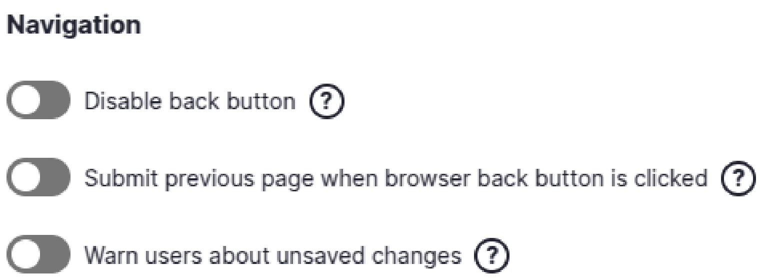


5 The second section for "**Form**" settings are the "**Form behaviors**". The options in this section allow you to alter the behavior of the form split into five separate sub-sections each with settings that you can enable or disable, these include:

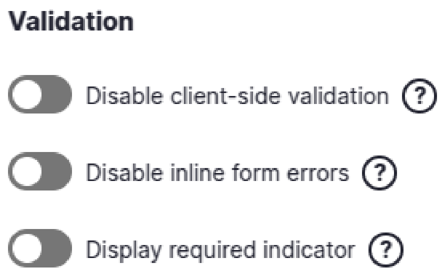
- **Form**: In this sub-section, you can enable displaying the reset button and an option to prevent duplicate submissions.



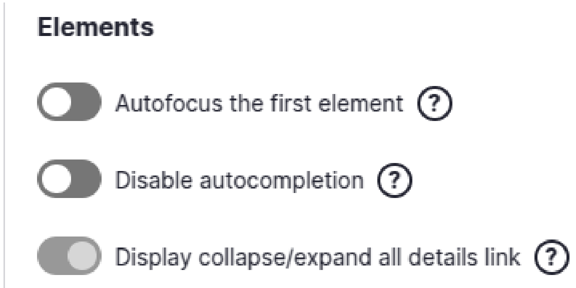
- **Navigation**: In this sub-section, you can choose to disable the back button as well as enable a setting where if a user presses the back button on the browser toolbar, it will emulate pressing back on the form. Finally, in this sub-section we can also enable a setting where it can warn users about unsaved changes if they try navigating away from the form.



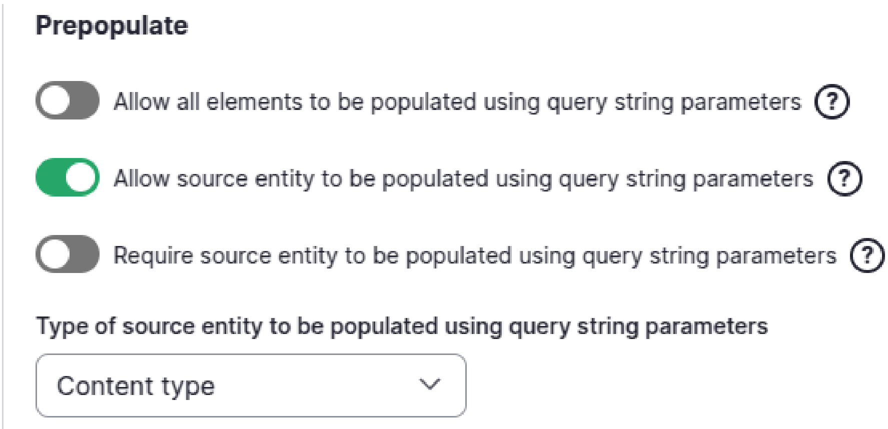
- **Validation**: In this subs-section, you will be able to enable options such as disabling client-side validation and inline form errors. You will also be able to display required indicators which will display which fields are required to fill before proceeding.



- **Elements**: In this section, you can enable options such as auto-focusing on the first element on new submissions. You can also disable auto-completion which will disable autocomplete on any fields/elements on the form. Finally, in this sub-section you can also choose to display a collapse/ expand all details link which will either show or hide all the details on the form or in an accordion.



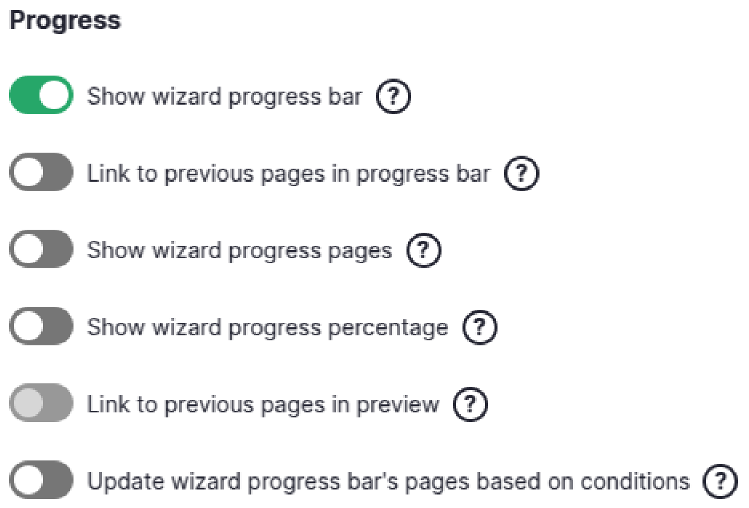
- **Prepopulate**: This sub-section allows all elements and fields to be prepopulated with relevant information if enabled.



6 The third section, labelled "**Form access denied settings**" allows you to set the actions the page should take if a user is denied access to the webform. It can either provide the **default access denied page**, alternatively, you can also provide an **inline** or **page message** which displays a custom message that access is denied. Lastly, you could set the it to **redirect the user to the login page** so that if they are supposed to have access, all they need to do is login with the account that has access to be able to view and give submissions on the webform.

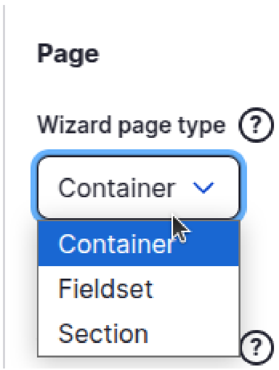
7 The fourth section, "**Form wizard settings**", helps you configure settings for a webform with multiple pages and steps along the form. This section is also split into five separate sub-sections, these include:

- **Progress**: In this sub-section, you can enable options such as showing the wizard progress bar and linking previous pages to the progress bar. With this, you can also enable progress pages as well as a progress percentage to tell you how far along you are in the webform. You can also choose to enable options which allow you to edit previous pages from where you currently are. There is also an advanced setting that will allow you to update the progress bar through unique conditions.

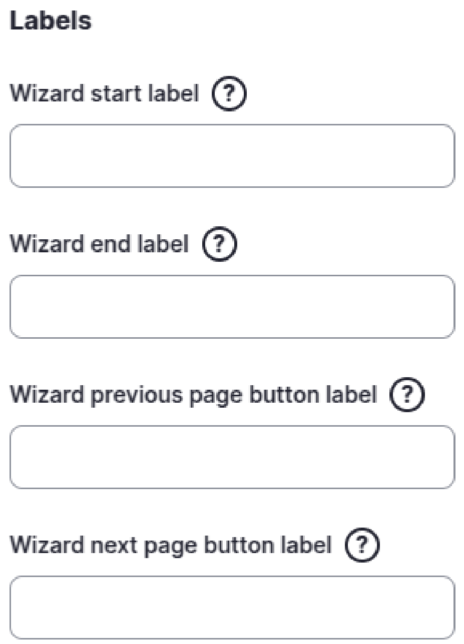


- **Pages**: This sub-section allows you to enable an option that includes the confirmation page in the progress bar.

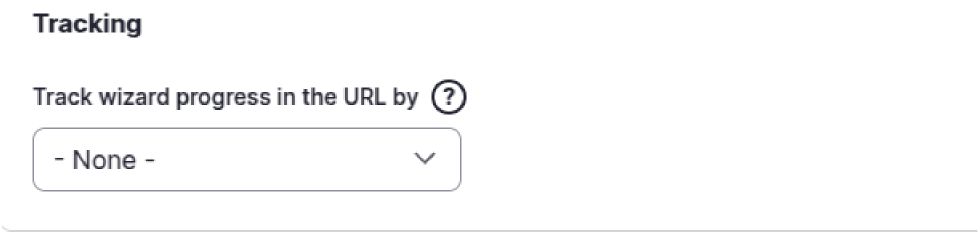
- **Page**: This sub-section allows you to select the container used to display a wizard page.



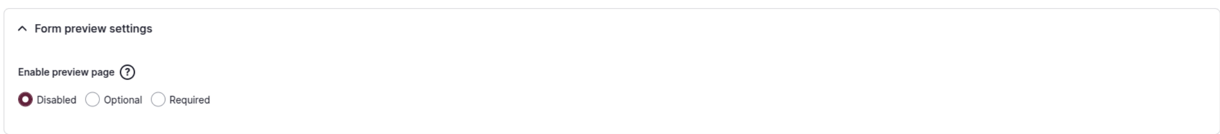
- **Labels**: This sub-section allows you to enter labels for pagers which allow you to navigate through the webform.



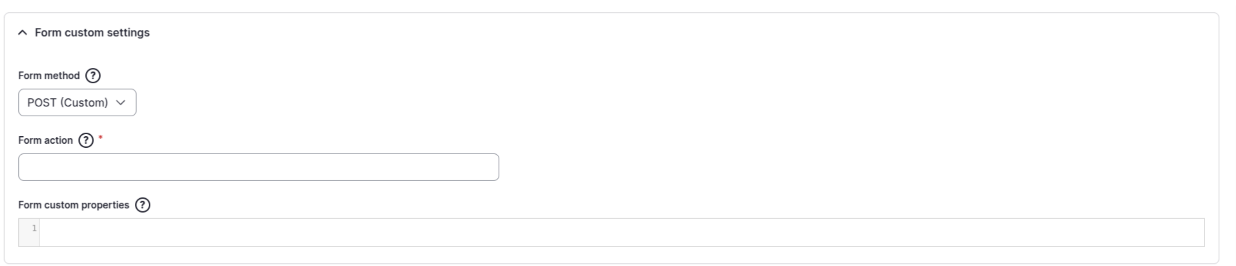
- **Tracking**: This section allows you to enable URL tracking information for better analytics.



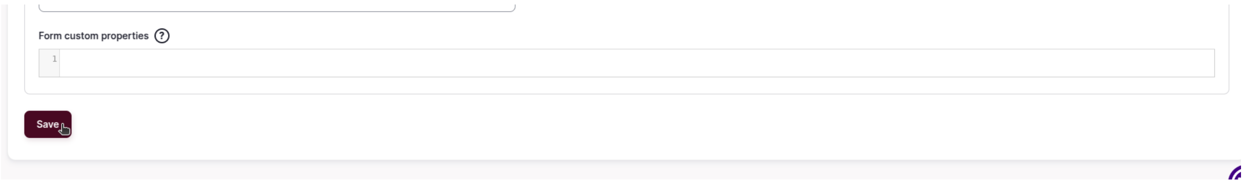
8 The fifth section, labelled "**Form preview settings**" allow you to enable a preview page. This allows users to see a preview of their submission. This let's them review the content before submitting it. When you enable this setting, you will reveal further options, letting you decide what information you would like the user to review/ focus on before submitting as well as setting a preview message.



9 The last section, labelled "**Form custom settings**" allows you to add custom properties. By selecting the "**Form method**", you can select the HTTP with which the form will be submitted. If you have chosen a custom Form method, a field will reveal itself titled "**Form action**". In this field you can set the URL or path that the webform will be submitted to. The last field, "**Form custom properties**" allows you to add the custom properties which will automatically be prepended by a hash (#).

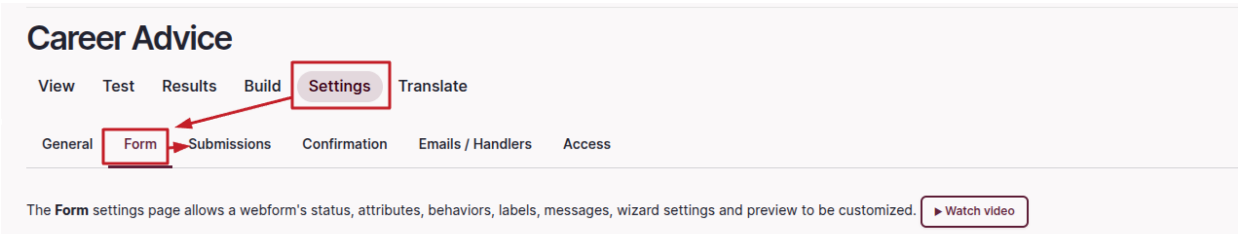


10 Finally, click the "**Save**" button to apply any changes/additions you have made.



Submissions settings

1 Navigate to the submissions setting page by selecting the "**Submissions**" tab. Here, you will be able to customise the submission's settings, behaviors, limits, draft and more settings.



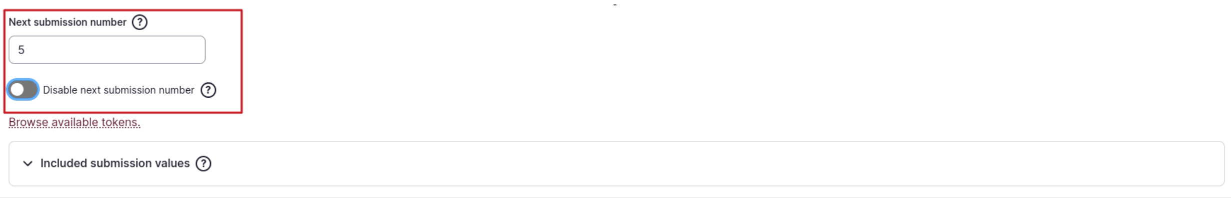
2 The submissions settings page has ten sections. The first section, title "**Submission general settings**" allow you to change submission labels (changing the "**Submit**" button to something custom such as "Send message", "Request quote" or "Register now").

3 This section also allows you to create custom messages for the user in different scenarios, such as:

- **Submission exception message**: This message will be displayed when something goes wrong in submission handling.

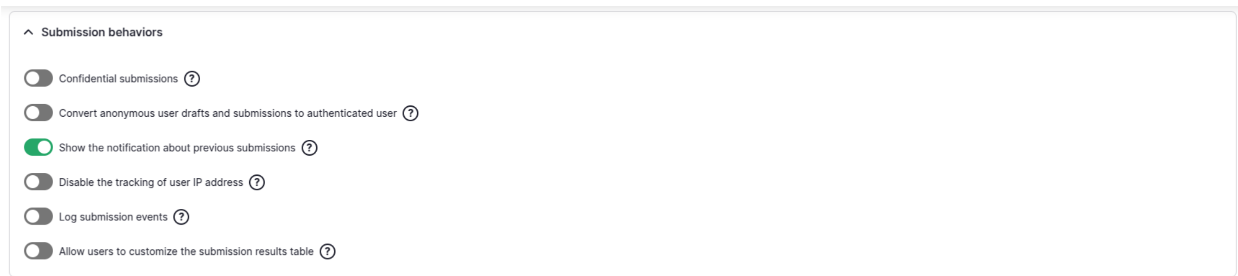
- **Submission lock message**: This message will be displayed when submissions are locked.
- **Previous submission message**: This message will be displayed when there is a previous submission.
- **Previous submissions message**: This message will be displayed when there are previous submissions.

4 The "**Next submission number**" field allows you to change the submission ID of future submissions, this can be disabled if the "**Disable next submission number**" selector is enabled.

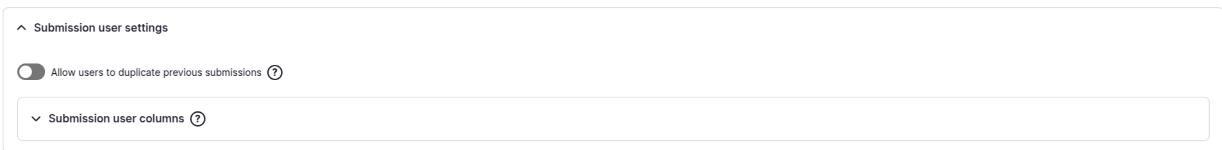


5 The second section, "**Submission behaviors**" allows you to alter the default behaviour of a webform. These options include:

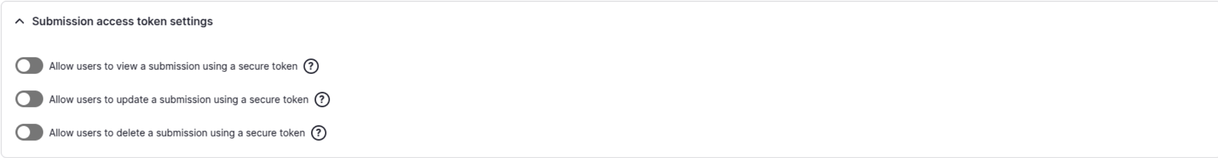
- **Confidential submissions**: When enabled, it forces the form to only accept submissions from users who are logged out and blocks the IP address of the user.
- **Convert anonymous user drafts and submissions to authenticated user**: When enabled, drafts and submissions created by an anonymous user will be reassigned to their user account when they login.
- **Show the notification about previous submissions**: This will enable a notification if the user has submitted the form previously.
- **Disable the tracking of user IP address**: If enabled, the user's IP address will not be recorded for the webform submission.
- **Log submission events**: If this is enabled, the user's events will be logged when giving submissions for the webform.
- **Allow users to customize the submission results table**: If enabled, this option will allow users to customize the submission results table for this webform.



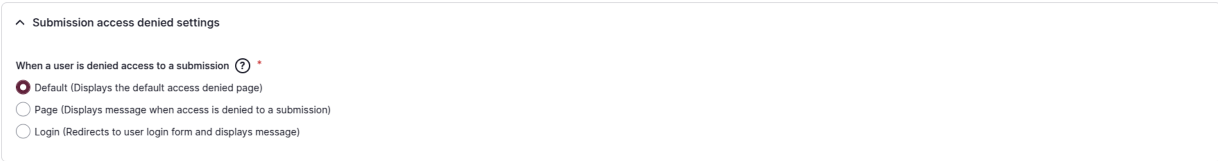
6 The third section, "**Submission user settings**", allows users to duplicate their previous submissions if the "**Allow users to duplicate previous submissions**" option is enabled.



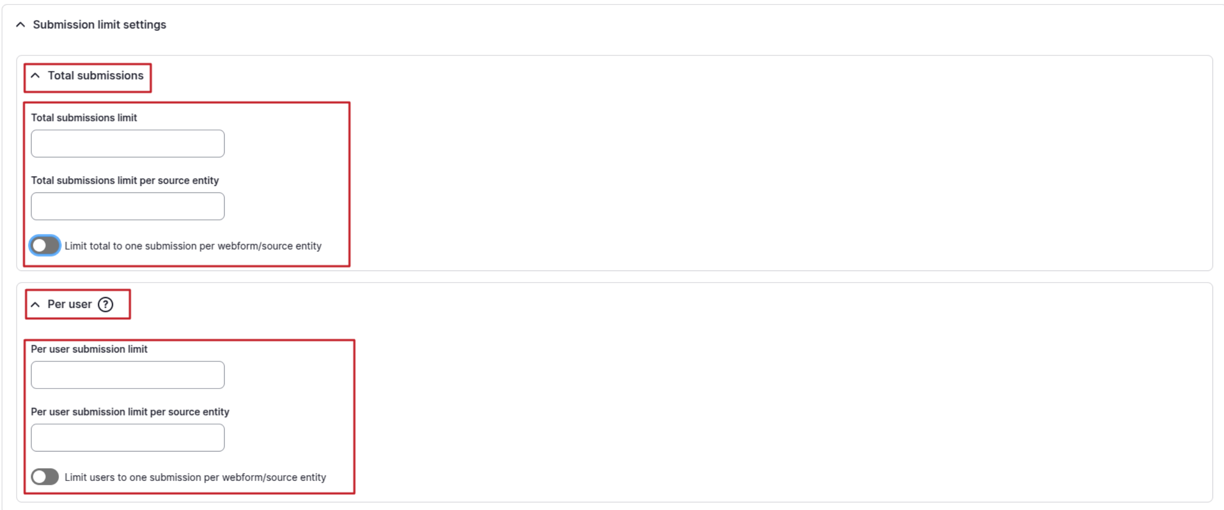
7 The fourth section, "**Submission access token settings**", allows you edit the settings for the webform's submission access token. This sections has options that allow users to view, update or delete submissions using secure tokens.



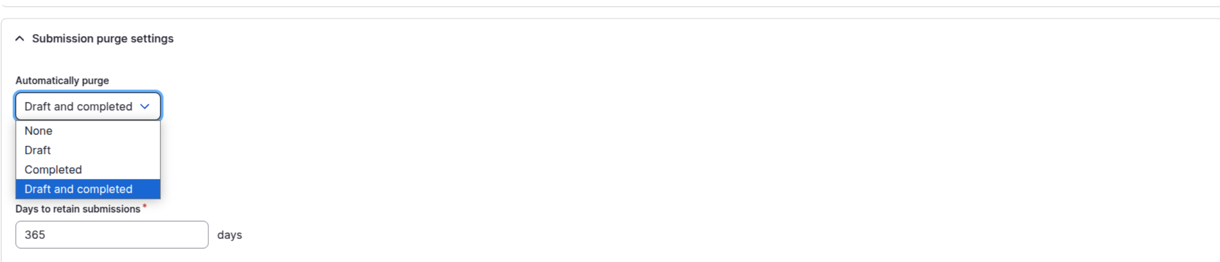
8 The fifth section, "**Submission access denied settings**", allows you to select an action the webform should take if a user is denied access to the submission of a webform. "**Default**" displays the default access denied page, "**Page**" displays a custom message when access is denied to a submission and '**Login**" redirects the user to the login form and displays a message that the access was denied.



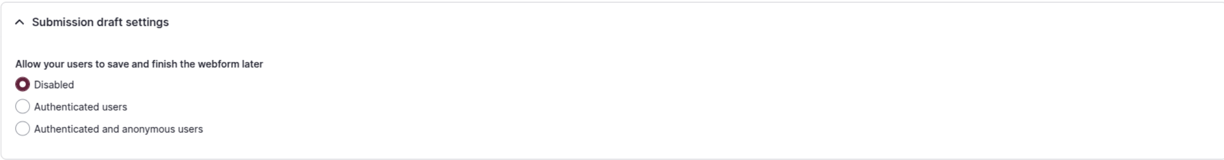
9 "**Submission limit settings**", the sixth section, has two sub-sections. The first sub-section, '**Total submissions**", allows you to limit the webform to a certain amount of submissions and if the webform is available on multiple pages, you can also select the total submissions each separate one should allow. The second sub-section, "**Per user**", allows you to select the submission limits each user can submit.



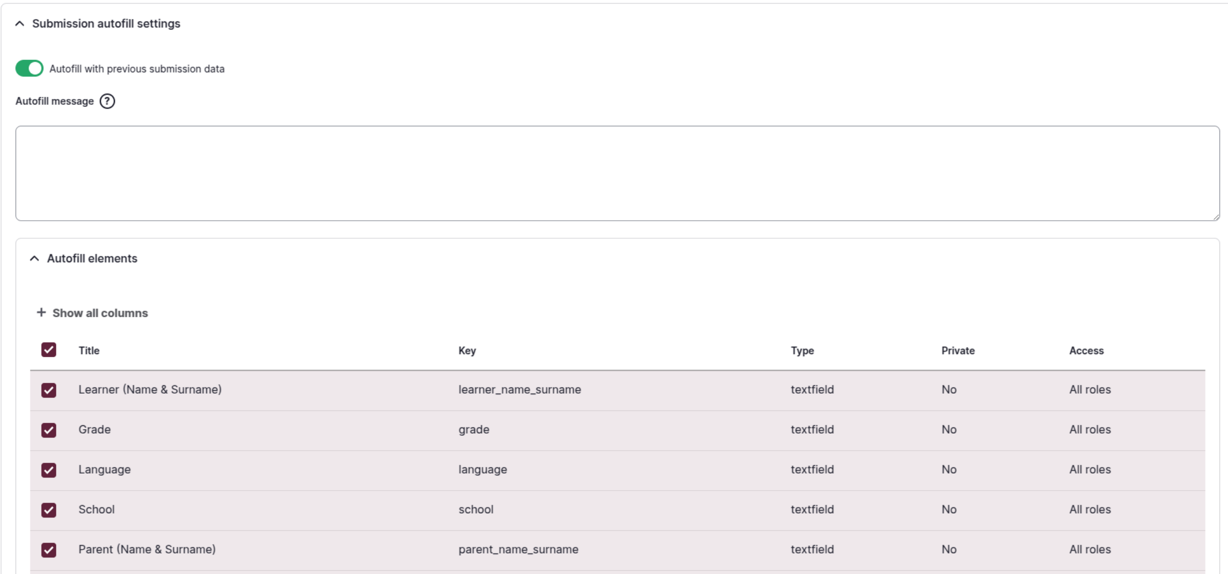
10 In the seventh section, '**Submission purge settings**", you can select the purge settings of the submissions. Here you can choose which **submission type** (**Draft**, **completed** or **both**) should be automatically purged and how long each submission should be retained for in days. Note that even if you select a period longer than 6 months, the website will override this setting and delete the submission after 6 months.



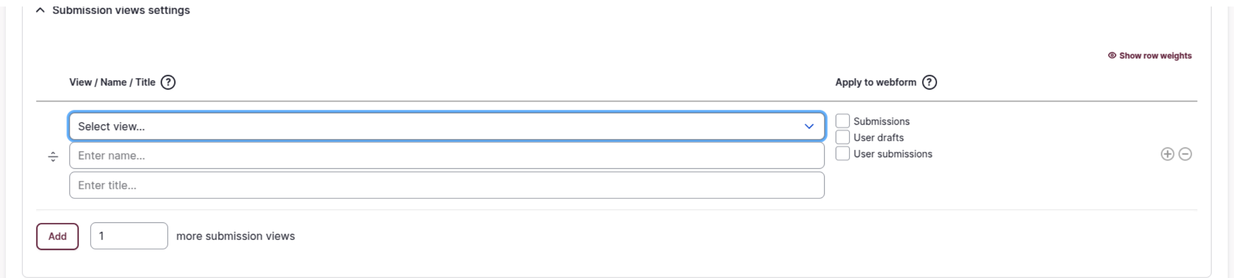
11 The eight section, "**Submission draft settings**", gives you the options to allow users to return to their drafts. This provides an option for them to save and finish the webform later. It is best to keep it disabled.



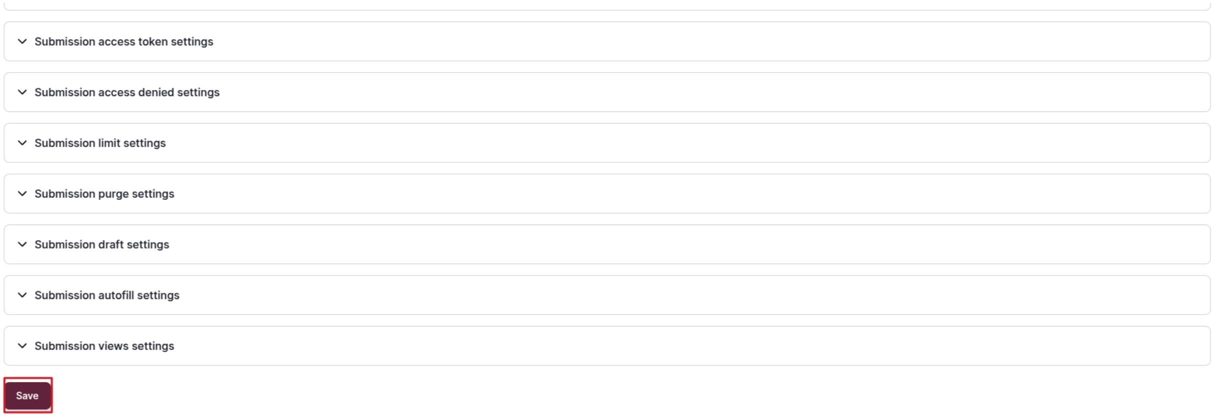
12 The ninth section, "**Submission autofill settings**", allow users to autofill missing fields with their previous submission data if enabled. When enabled, you can also choose which fields to autofill in the "**Autofill elements**" sub-section.



13 The "**Submission views settings**" lets you select which fields/elements the user is allowed to see when viewing the submission.

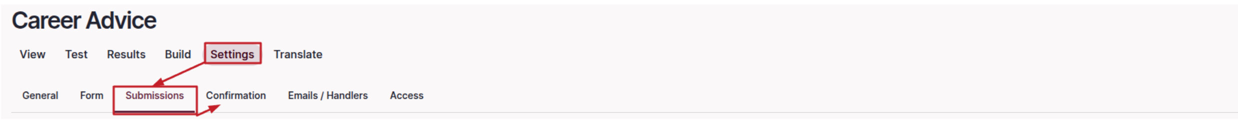


14 After all submission settings have been configured as you would like, simply click the "**Save**" button at the bottom of the page to apply the settings.



Confirmation settings

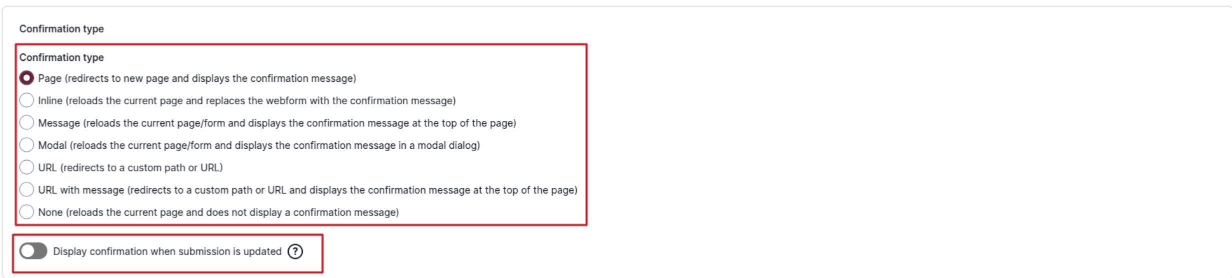
1 Navigate to the confirmation setting page by selecting the "**Confirmation**" tab. Here, you will be able to customise the confirmation's URL, type, settings, attributes and link settings.



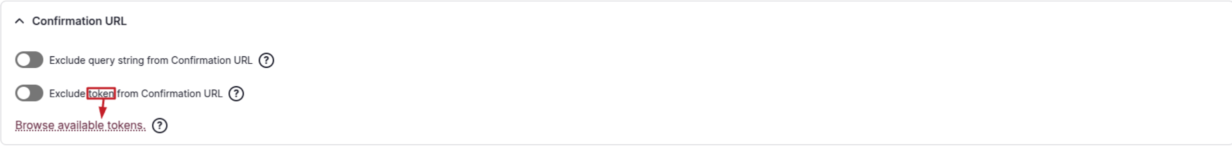
2 Confirmation settings have five separate sections, some being conditional to the "**Confirmation type**" you have selected. The first section, "**Confirmation type**" allows you to select the type of confirmation you would to display to a user. These type include:

- **Page**: This type redirects to a new page display the confirmation message.
- **Inline**: This type reloads the current page and replace the webform with the confirmation message.
- **Message**: This type reloads the current page/form and displays the confirmation message at the top of the page.
- **Modal**: This type reloads the current page/form and displays the confirmation message in a modal (pop-up) dialog.
- **URL**: This type redirects to a custom path or URL.
- **URL with message**: This type redirects to a custom path or URL and displays the confirmation message at the top of the page.
- **None**: This type simply reloads the current page and does not display a confirmation message.

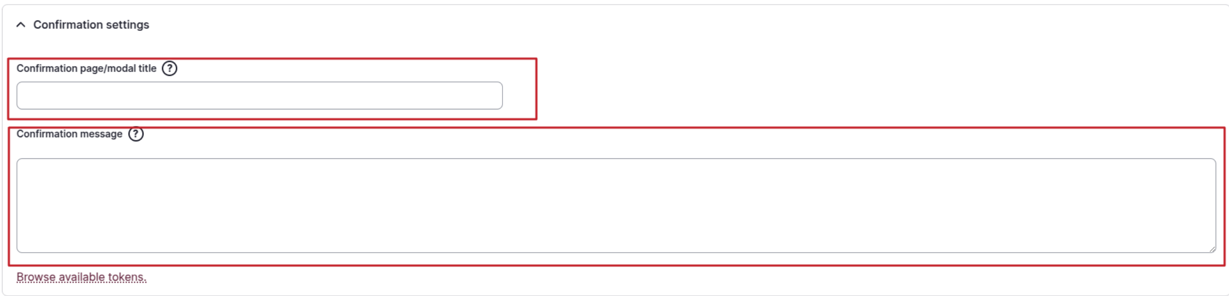
Additionally, you can choose to enable an option which **displays the confirmation when the submission is updated**.



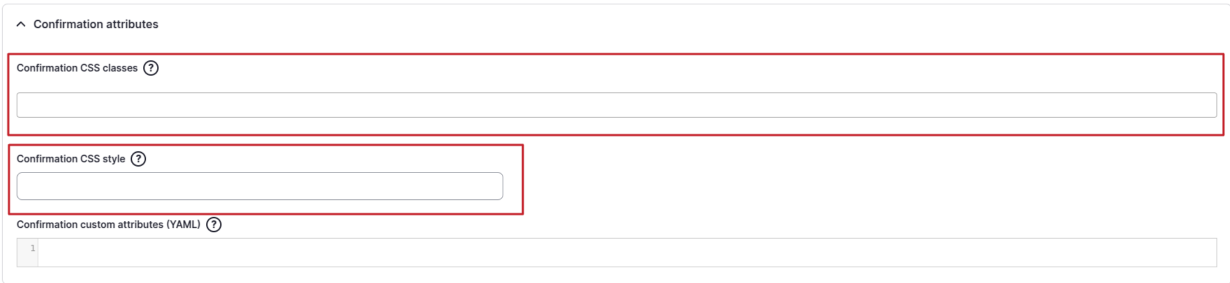
3 The second section, "**Confirmation URL**", allows you to change the settings of the confirmation URLs. If "**Exclude query string from Confirmation URL**" is enabled, it will remove any query string parameters from the "**Confirmation URL**". You can also choose to enable "**Exclude token from Confirmation URL**" which will remove any tokens from the confirmation URL (For more information on tokens, click the "**Browse available tokens**" link at the bottom of this section).



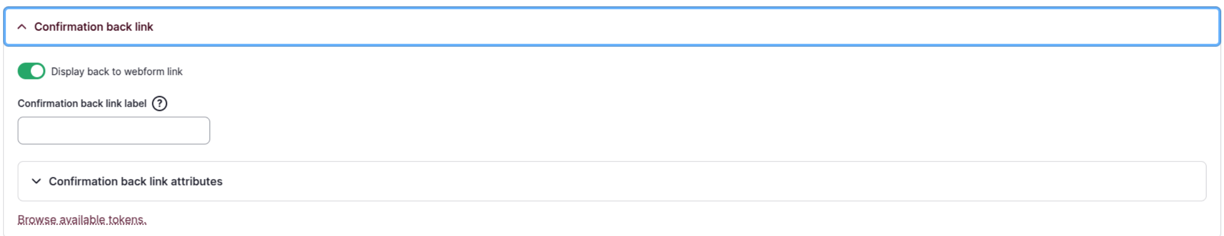
4 The third section, "**Confirmation settings**", allows you to add the information you would like to display in the confirmation. The field "**Confirmation page/modal title**" allows you to add the title which will display on the "**Page**" and "**Modal**" confirmation types. You can also select the confirmation message which displays on "**Page**", "**Inline**", "**Message**", "**Modal**" and "**URL with message**" confirmation types.



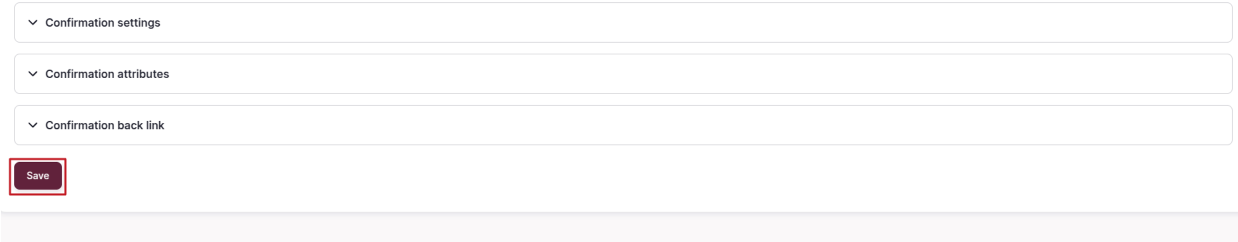
5 The fourth section, "**Confirmation attributes**" allows you to add CSS classes and CSS styles for custom styling to the confirmation message. This section only appears for "**Page**" and "**Inline**" confirmation types.



6 The last section, "**Confirmation back link**", allows you to add a back button from the confirmation message and also adding a custom label for the back the back button for easier navigation.

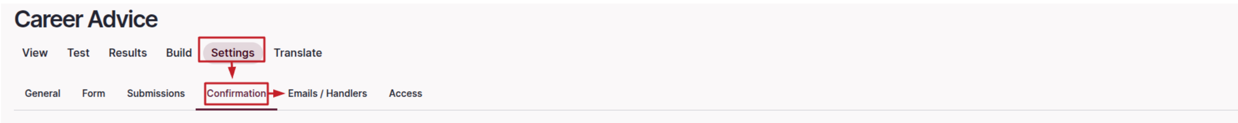


7 Apply all the settings by simply clicking the "**Save**" button at the bottom.



Email/Handler settings

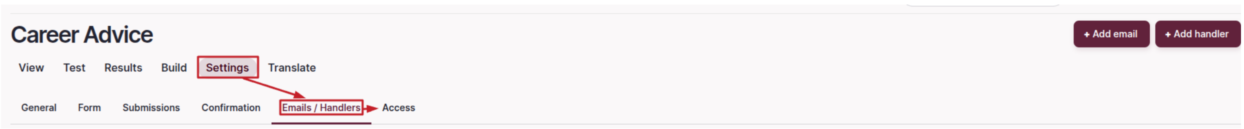
1 Navigate to the email trigger setting page by selecting the **Email/Handler**" tab. Here, you will be able to customise a trigger that activates when a webform is submitted.



2 **For more information on Email/Handler settings, please refer to** Setting up a webform email trigger.

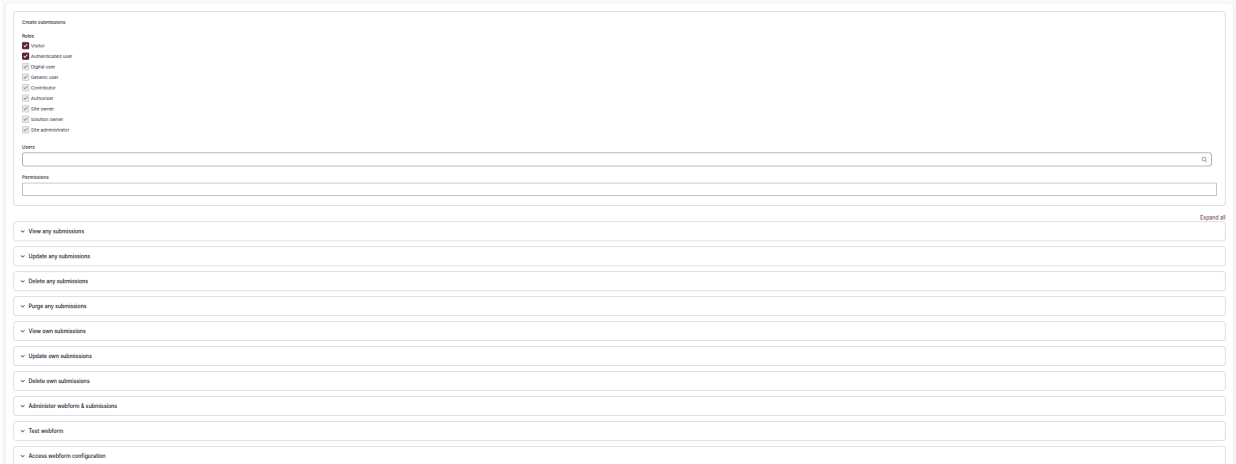
Access settings

1 Navigate to the access setting page by selecting the "**Access**" tab. Here, you will be able to customise user permissions for specific actions regarding the webform.



2 All the sections in the **access settings** are implemented the same way, however, they are serve separate functions. These functions include:

- **Create submissions**: This allows users to create submissions.
- **View any submissions**: This allows users to view any submission from any user.
- **Update any submissions**: This allows users to update any submission from any user.
- **Delete any submissions**: This allows users to delete any submission from any user.
- **Purge any submissions**: This allows users to purge any submission from any user.
- **View own submissions**: This allows users to only view their own submissions.
- **Update own submissions**: This allows users to only update their own submissions.
- **Delete own submissions**: This allows users to only delete their own submissions.
- **Administer webform & submissions**: This gives users full access to the webform and its submissions.
- **Test webform**: This allows users to test the webform.
- **Access webform configuration**: This gives users full access to the webform's configuration via API requests.

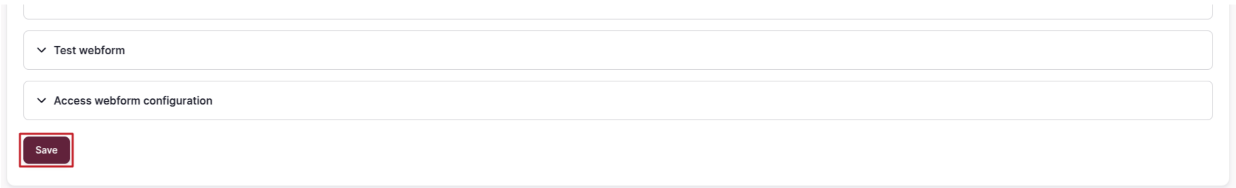


3 All these sections have the same fields, the "**Roles**" field allows you to select the roles that will have access to that permission. The "**Users**" role allows you to select specific users on the site that you would like to give access to. The "**Permissions**" field allows you to add specific previously made permissions along with the permission the section already allows.

Under "**Create submissions**" Visitor and Authenticated user must always be ticked, otherwise no-one can add submissions to your form.

To add another user to help administer form submissions, add them under "**Users**" for "**View any submissions**" or "**Administer webform & submissions**".

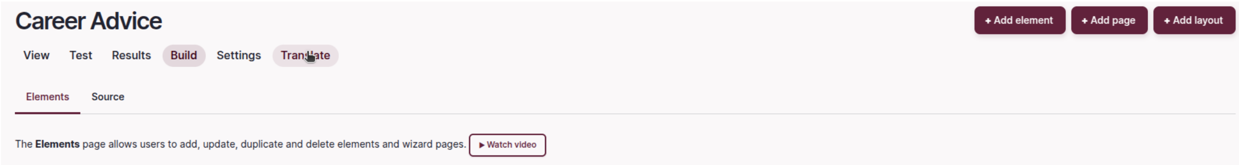
4 To apply the changes you have made, simply click the "**Save**" button at the bottom to save the settings.



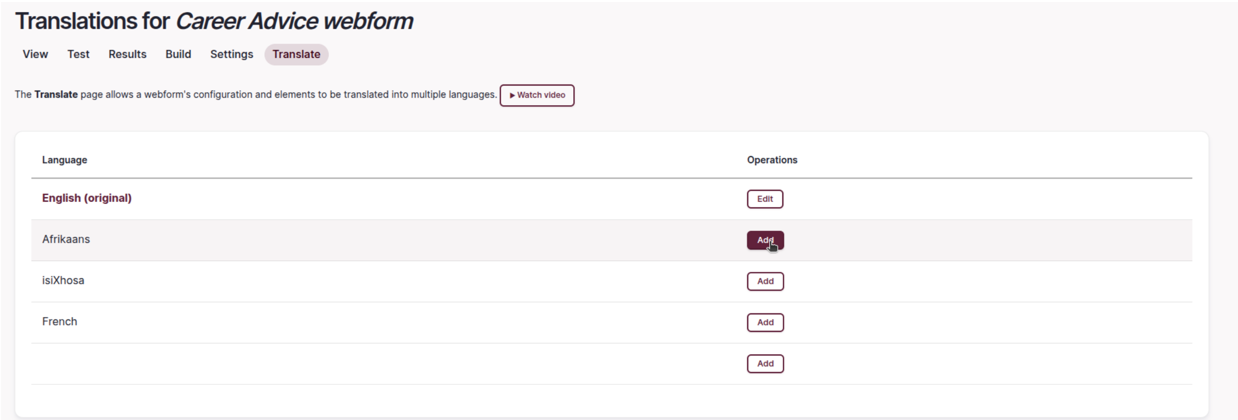
How to translate a webform

Last updated July 2, 2025

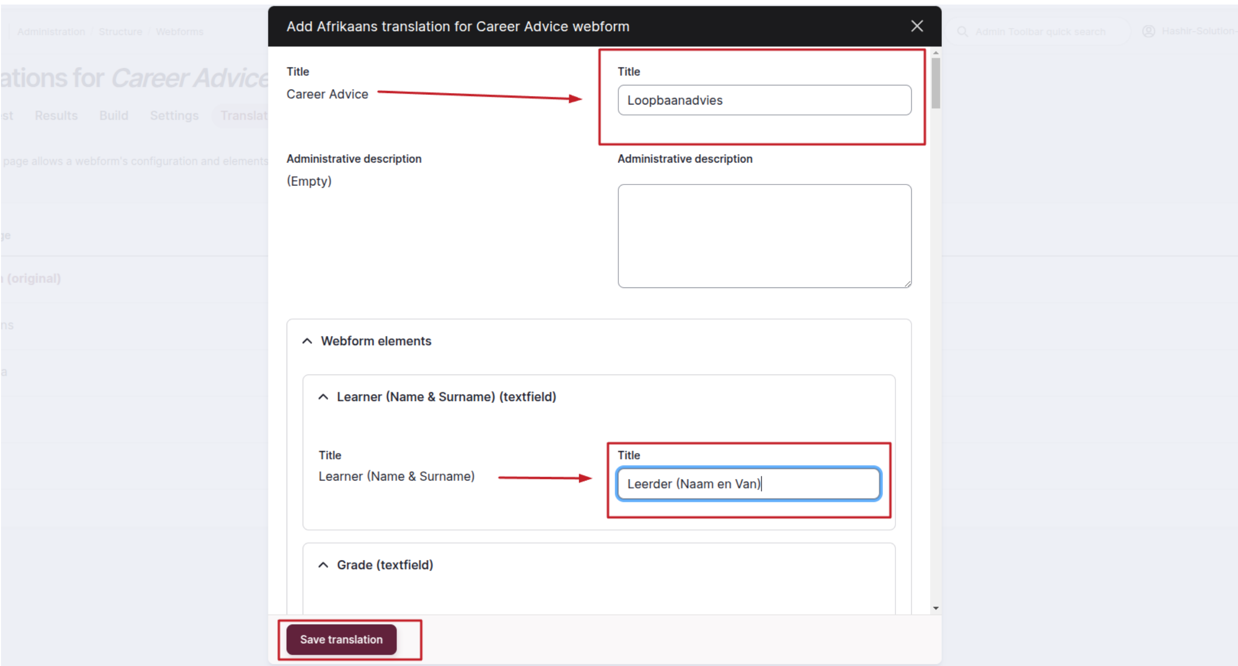
1 After selecting the webform that you would like to translate, simply select the **Translate**" item to be redirected to the page where you can translate the webform into different languages.



2 Select which language you would like to translate the webform to by clicking the **Add**" button in the same row as the "**Language**".



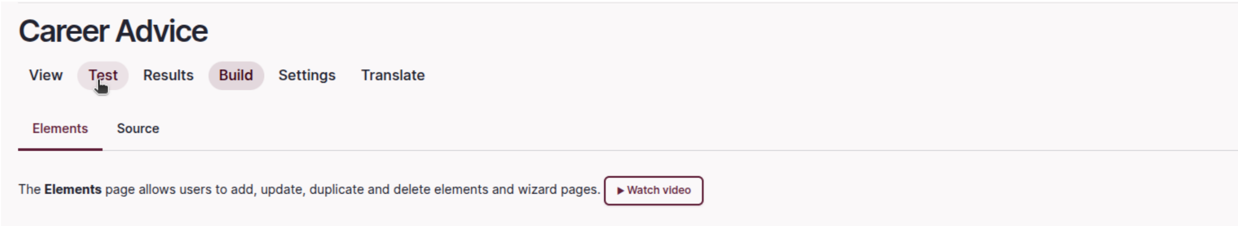
3 After clicking the "**Add**" button a modal form will pop up. Here, you can give the translations for every item. This includes the elements and their labels and the configuration of the webform itself. After providing the translations, simply click the "**Save translation**" button to save and apply the added translations.



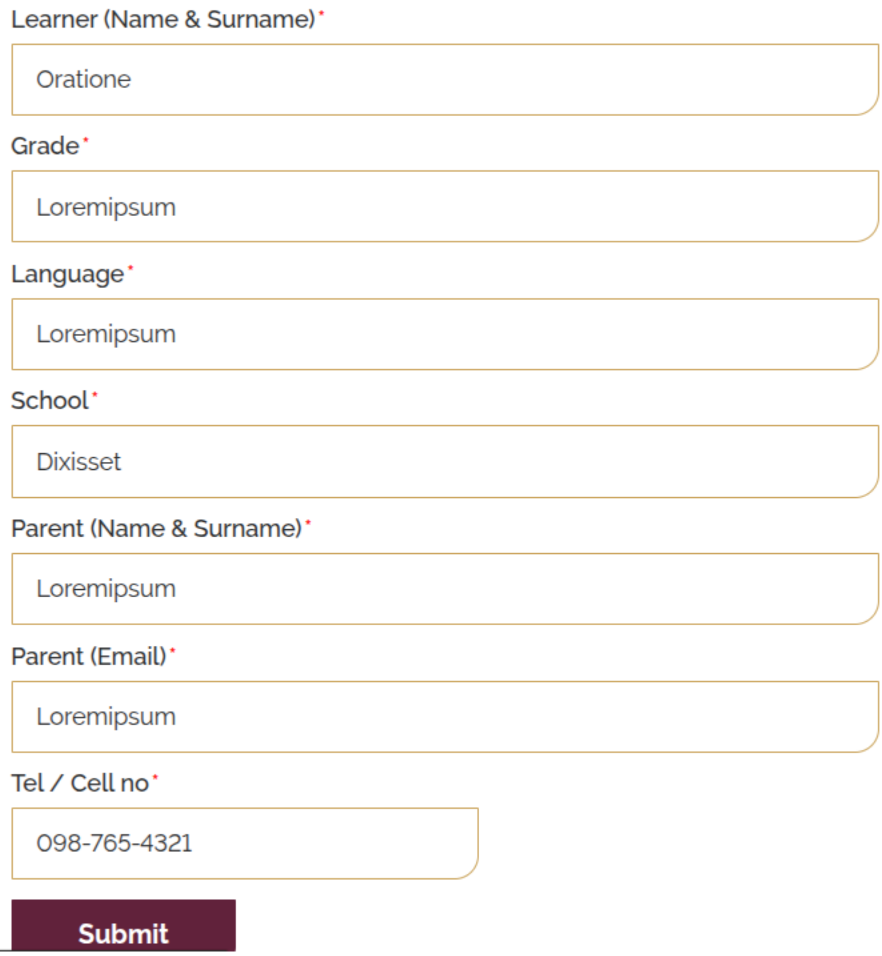
How to test a webform

Last updated July 2, 2025

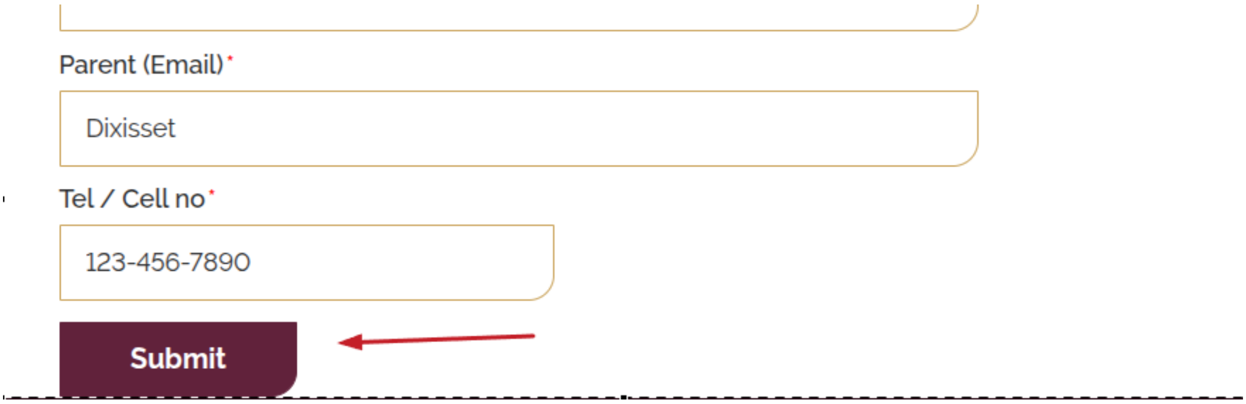
1 After selecting the form that you would like to test, navigate to **Test**".



2 After selecting "**Test**", you will be redirected to a clone of the form with pre-filled information in the fields which can be edited.



3 Once you are happy with the information in the fields, simply select the **Submit**" button, you will be able to view the submission in the results page to review it. (Please reference "**How to access and work with form submissions**" for more information on viewing submissions.)

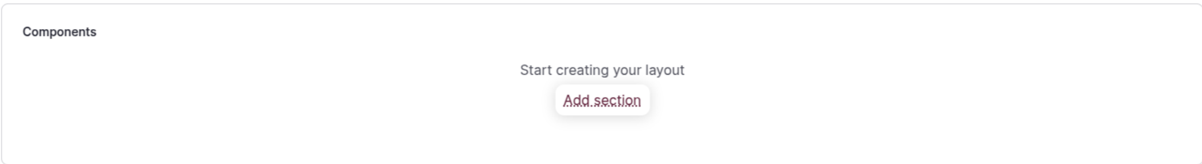


Adding a webform to a page

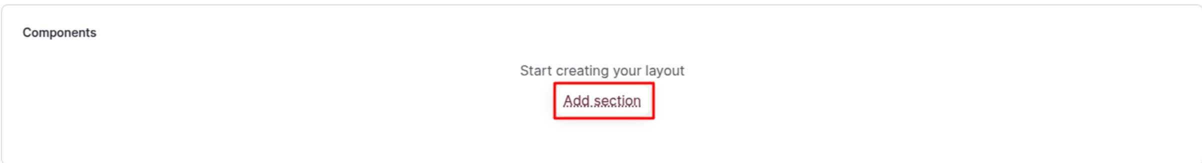
Last updated June 30, 2025

Webforms Management

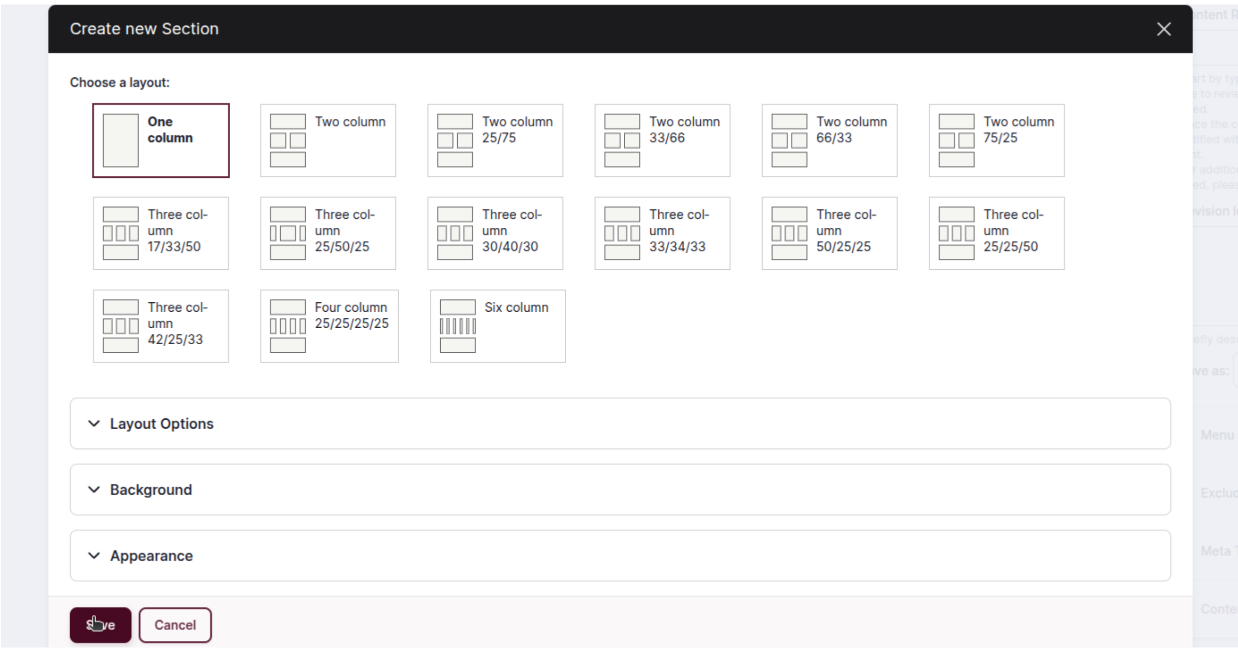
1 After creating content, scroll down to the '**Components"** section.



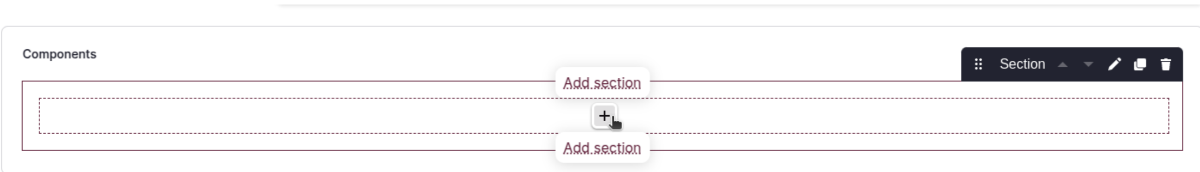
2 Click **"Add Section"**.



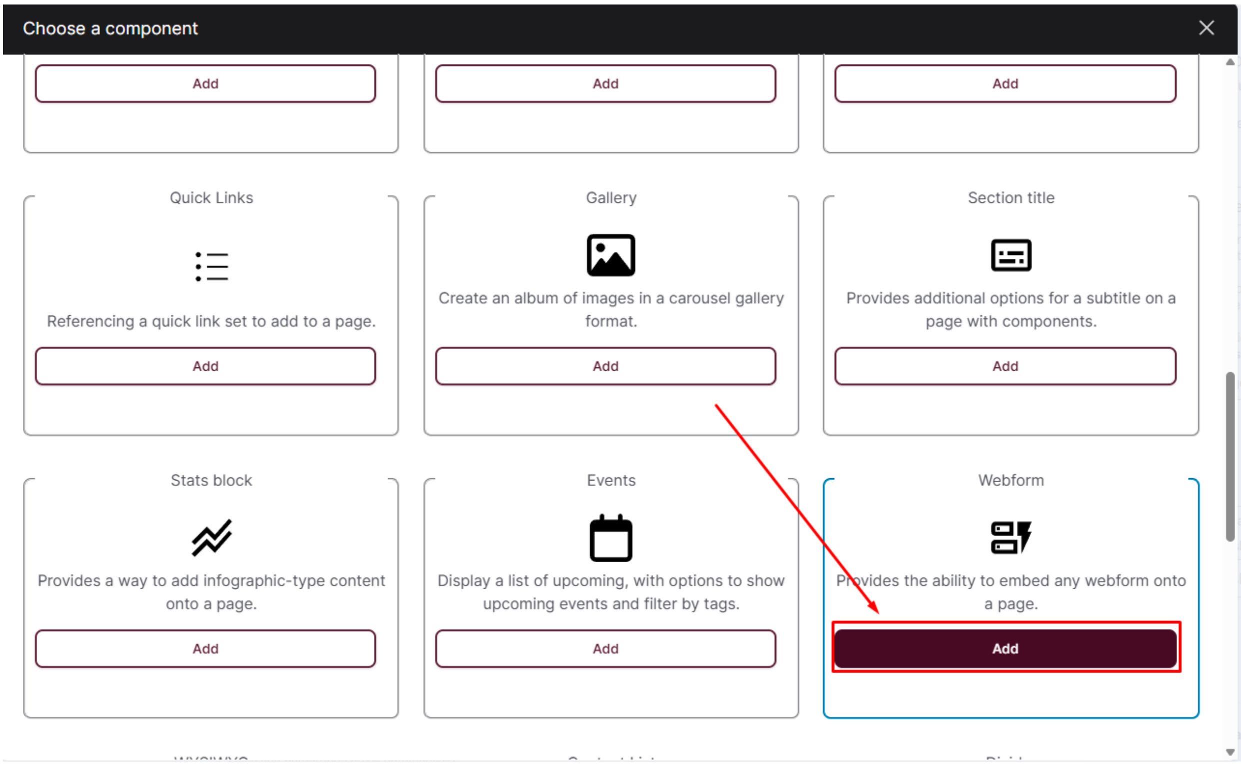
3 Select a "**One column"** layout (a webform can added into any column with a width size of 50 and above, eg. the 66 column in a Two column 33/66 layout) and click **"Save"** to confirm.



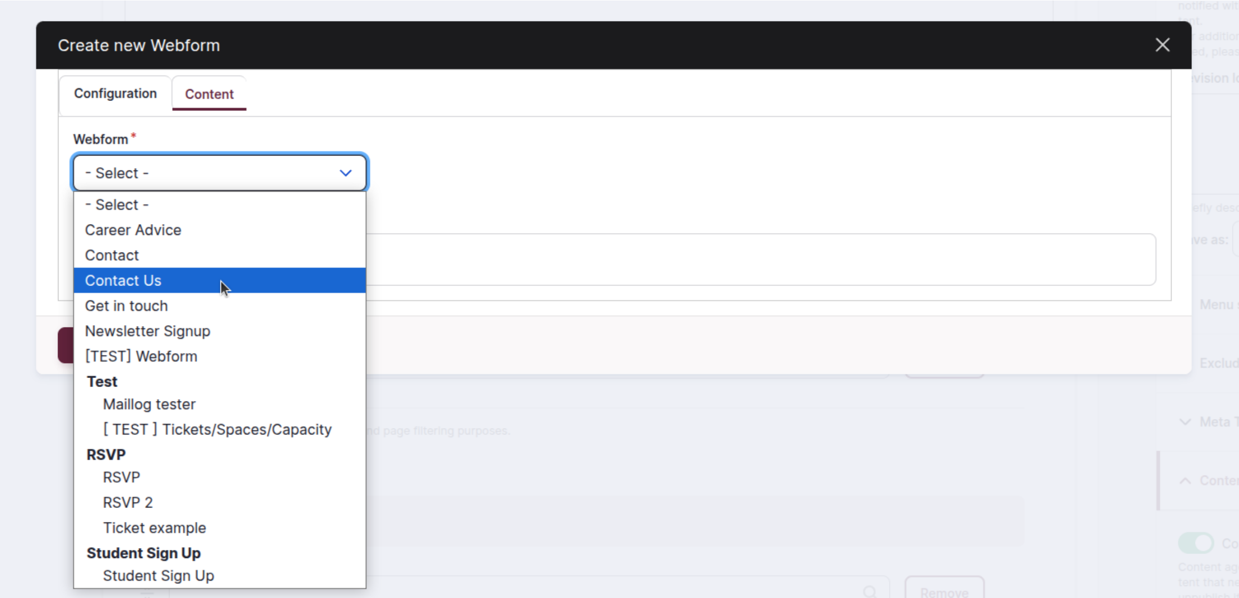
4 Click the **"+"** button to add a component.



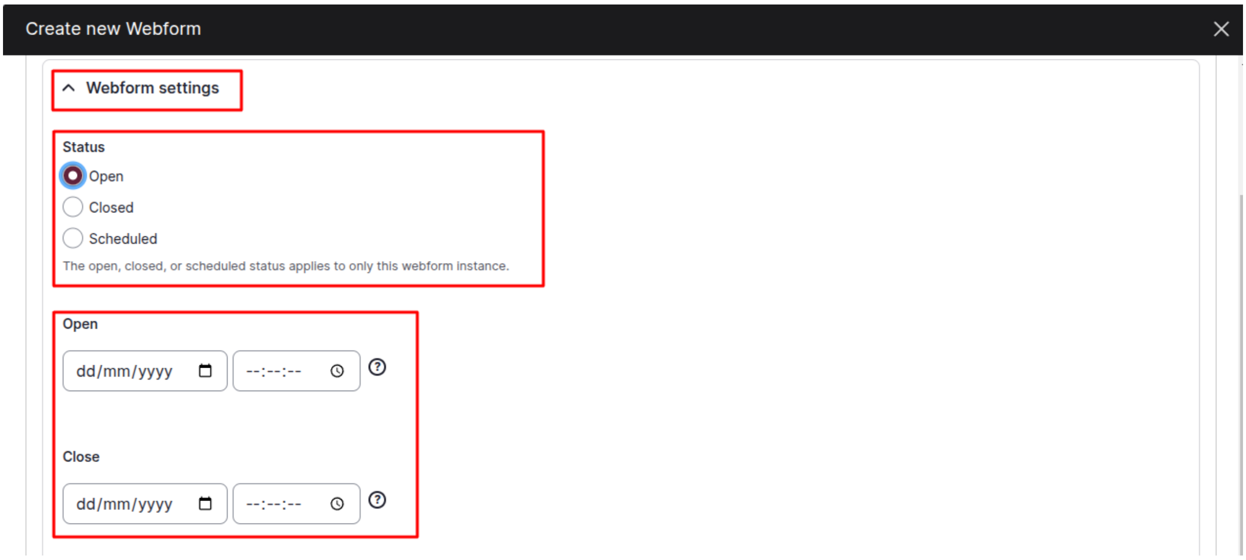
5 Choose **"Webform"** by clicking the "**Add**" button from the list of available components or type it into the "**Search**" field to search for it.



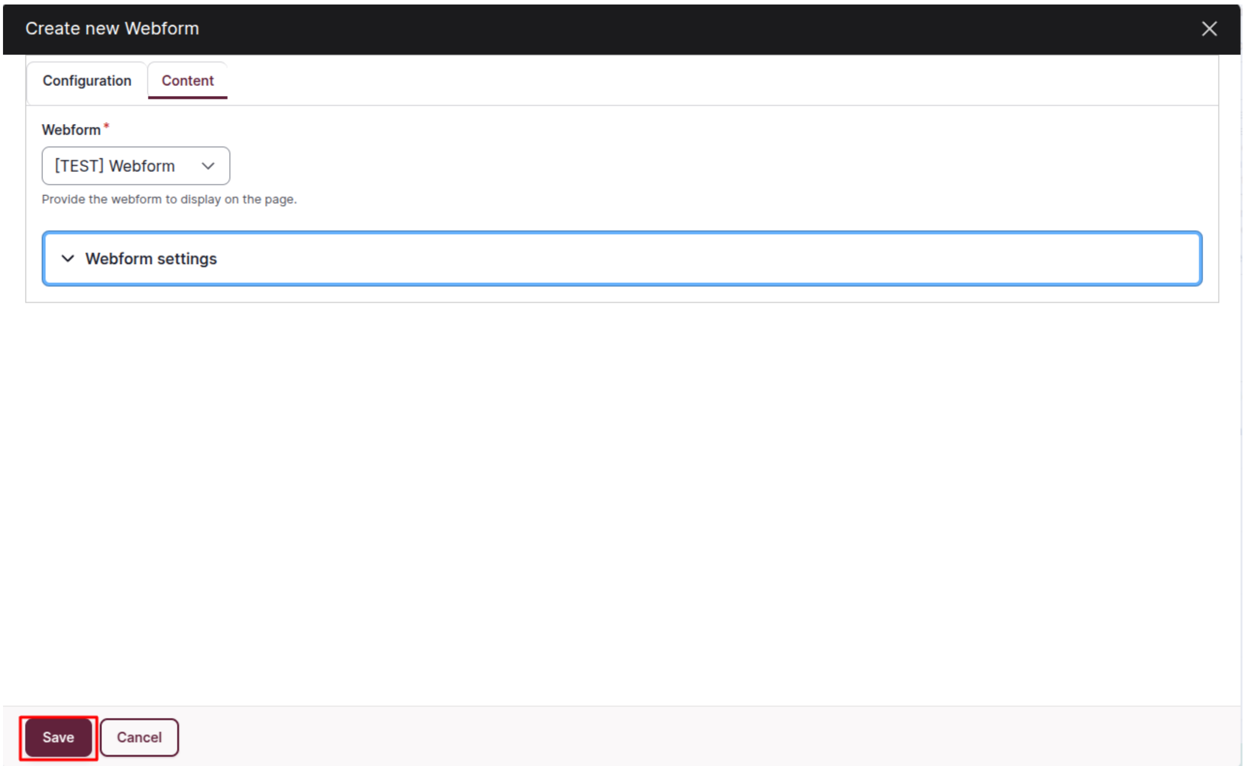
6 Select the **previously created webform** you want to display on the content. To learn how to create a webform, please follow "Adding and editing webforms".



7 (Optional) Set the "**Open"** and "**Close"** date in the "Webform settings" to define how long the webform will remain open to entries or manually set the state by selecting one of the options in the "**Status**" field.



8 Click **"Save"** to confirm your changes. To see an example of what a Webform will look like in the frontend please see the "Understanding components and how to add them" wiki article.



How to access and work with webform submissions

Last updated July 2, 2025

Webforms

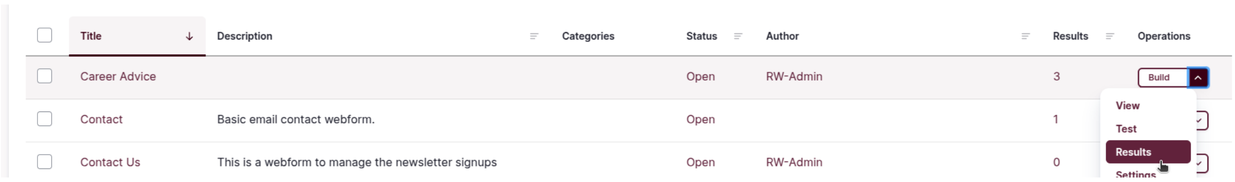
1 The submissions of the form are stored in the**Form Results** page.

For more information on granting or gaining access to webform submissions, please see the wiki article on "[Webform settings]" as this is where access to webform submissions is determined.

To navigate to this:

1. Click on the drop-down in the**Operations** column of the webform of that you would like to view.

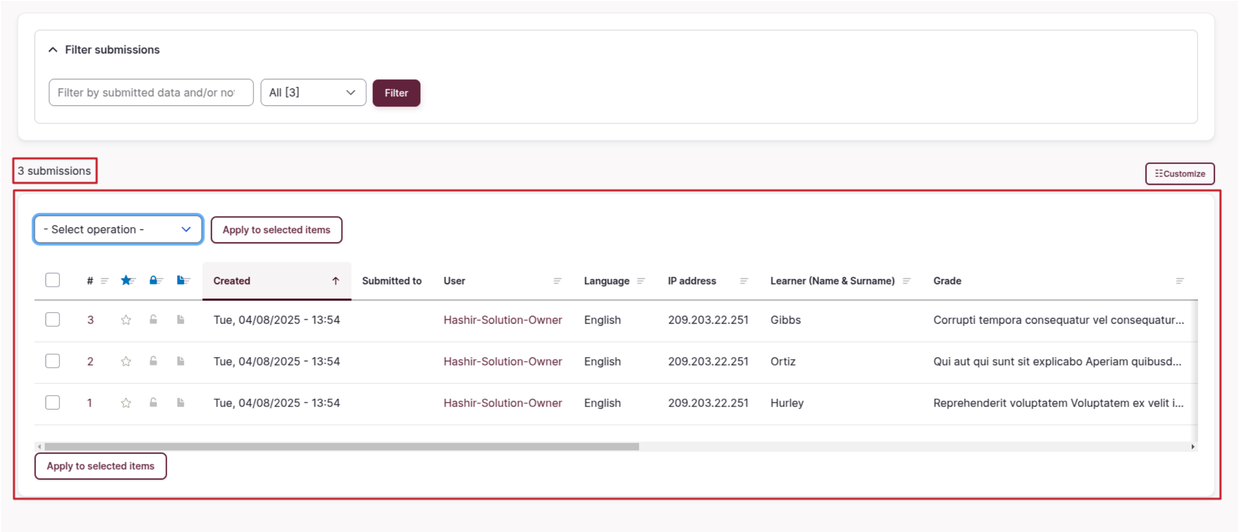
2. Then click on the '**Results**" drop-down item.



2 There will be **three tabs** in the **Results** page.

The **first tab** is "**Submissions**".

In the **Submissions** tab, you are able to view**every submission** the webform has received.



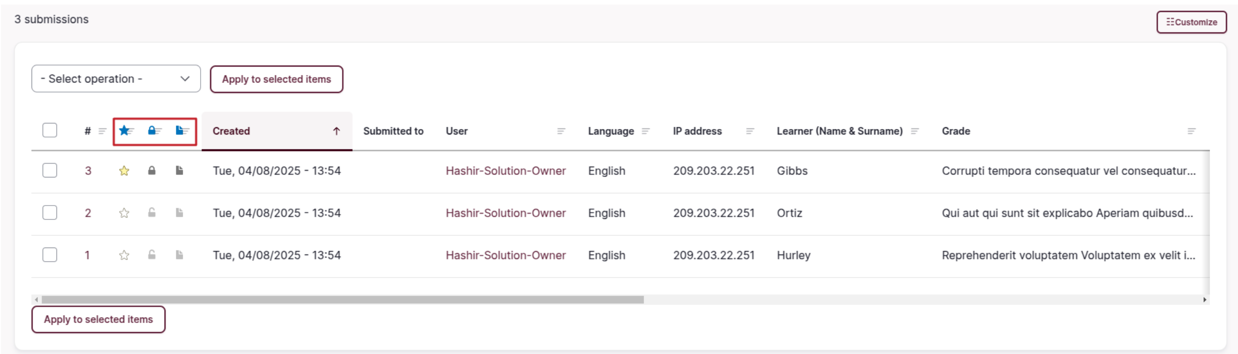
3 Additionally, there are **operations and actions** that can be performed on the submissions either **individually** or in **bulk**.

These operations include:

A **star icon** - flags the submission as important or of interest.

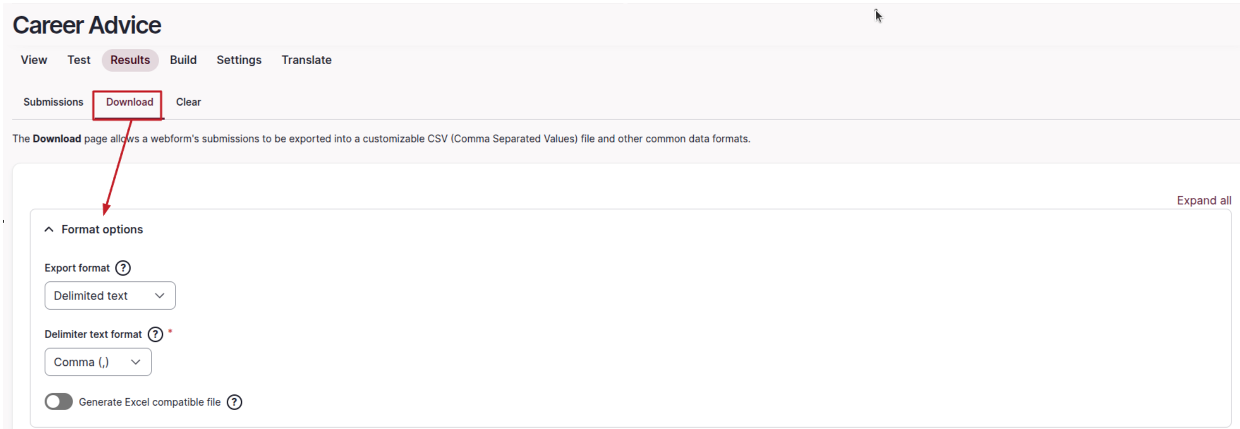
A **lock icon** - locks the submission.

A **note icon** - allows you to add notes to the submission when selected.



4 The second tab is called "**Download**".

This will allow you to **download the submissions** in a **pre-selected list of formats** along with other available options.



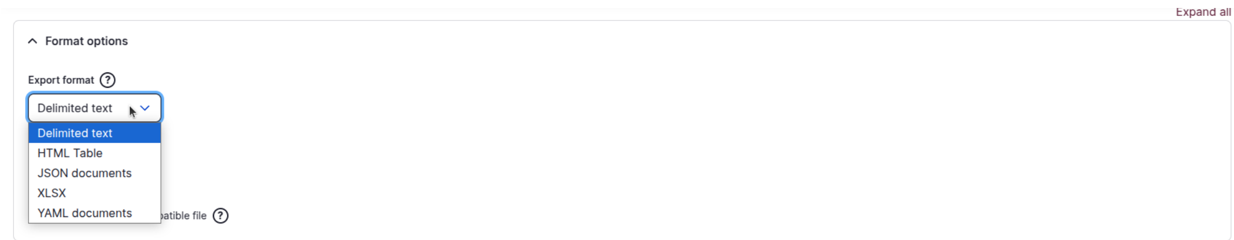
5 In the "**Export format**" drop-down field, you can select from several format options, including:

Delimited text - This is like a simple spreadsheet file, easy to open in Excel or Google Sheets.

HTML table - Appears as a table in a **webpage**, useful for viewing in a **browser**.

JSON documents or **YAML documents** - These are structured data formats, mostly used by **developers** or for **technical purposes**.

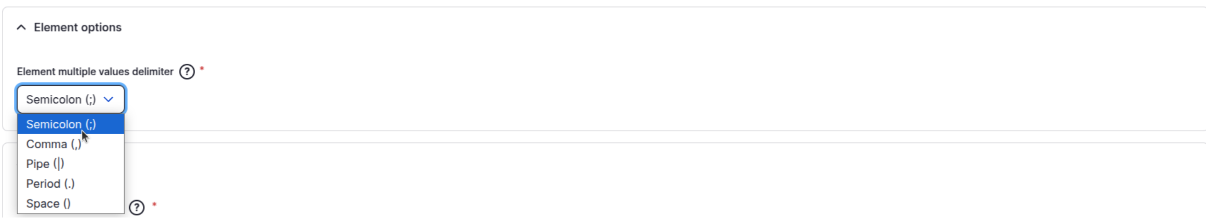
XLSX - A formatted **Excel spreadsheet** file with advanced features.



6 In the "**Element options**" section, you can select the **delimiter** used when an element has **multiple values.** This helps separate those values clearly.

Sometimes, a question on the form lets people pick **more than one answer** (like checkboxes). When you download the data, those multiple answers may appear **combined in one field**.

You get to decide **how to separate** those answers - using a **comma**, **semicolon**, or another character - to make the data easier to read and work with.

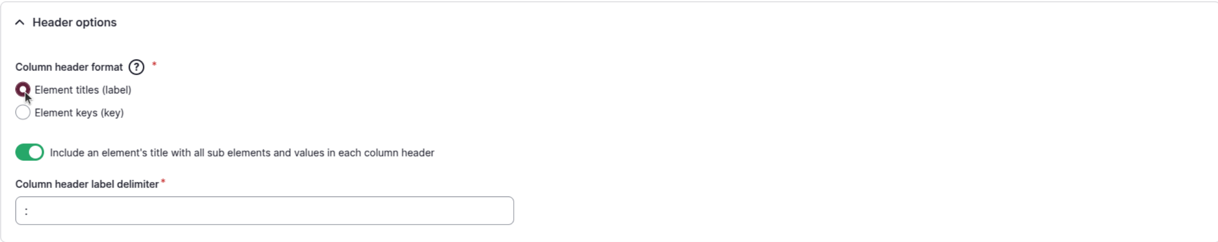


7 In the "**Header options**" section, you can choose how the **column headers** will appear when downloading your data.

Each column in the exported file will have a **title at the top**, and you get to decide what those titles should be:

Element titles (label) - These are the user-friendly names you see on the form itself, like **First Name**” or “**Email Address**”

Element keys (keys) - These are the technical or system-generated names used behind the scenes, like “**first_name**” or “**email**”



8 In the "**Entity reference options**" section, you can choose how to **display referenced entities** that certain elements or fields are linked to.

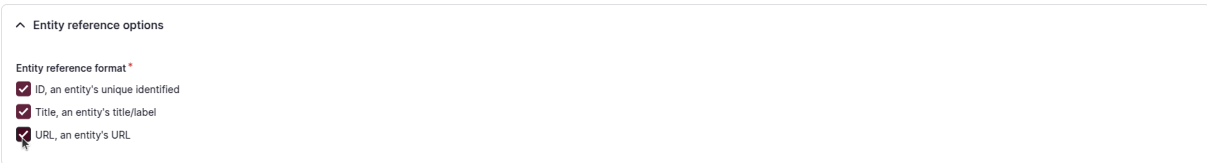
The options include:

ID (an entity's unique identifier) - Shows a number assigned to the item (like a serial number). Useful for **technical purposes**, but not very meaningful to end users.

Title (an entity's title/label) - Displays the name or title of the item (e.g., **Contact Us Page**”). This is the **most user-friendly** and commonly recommended option.

URL (an entity's URL) – Shows the **web address** (link) of the item.

If you’re unsure which to pick, “**Title, an entity's title/label**” is usually the **best choice**, as it’s **clear and easy to understand**.



9 In the next section, which is "**Column options**", you can select which columns you would like to **include** or **exclude** from the exported result.

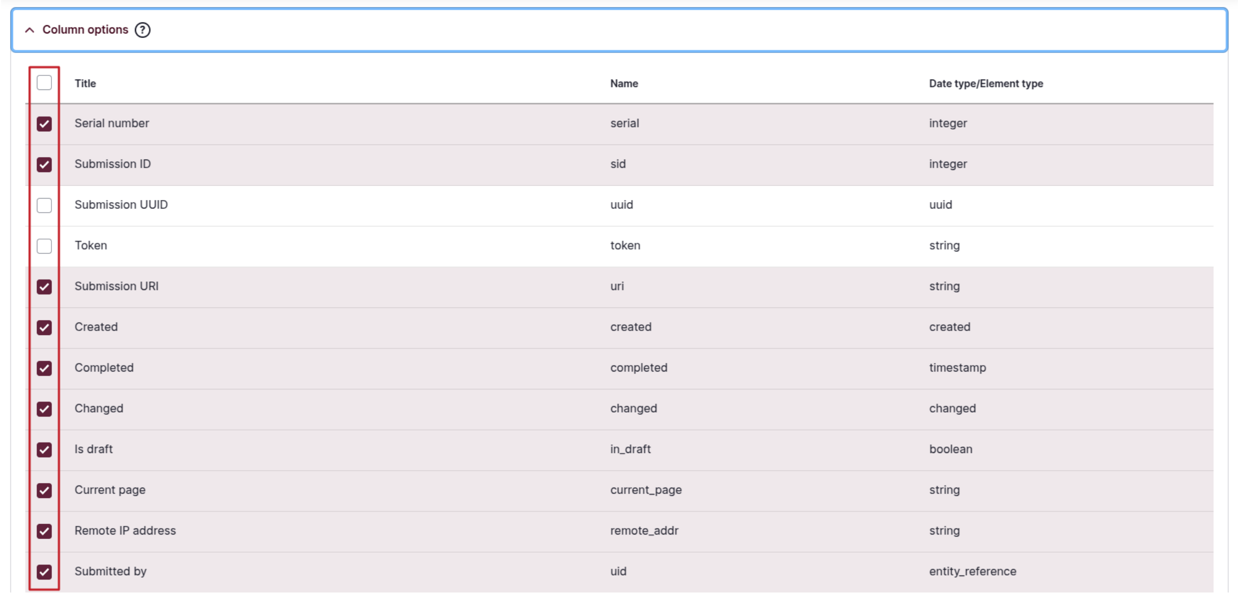
Simply select or deselect the **checkbox** to the left of the "**Title**".

Your form might have lots of questions, but maybe you only want some of them in your download. Here, you can:

Check the boxes next to the questions you want included.

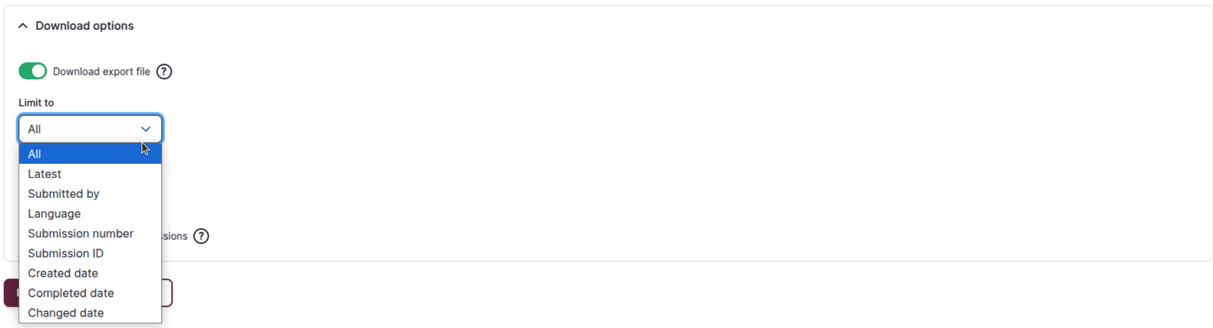
Uncheck the boxes next to the ones you don’t need.

This helps keep your download **clean** and **focused** on the data you actually want.

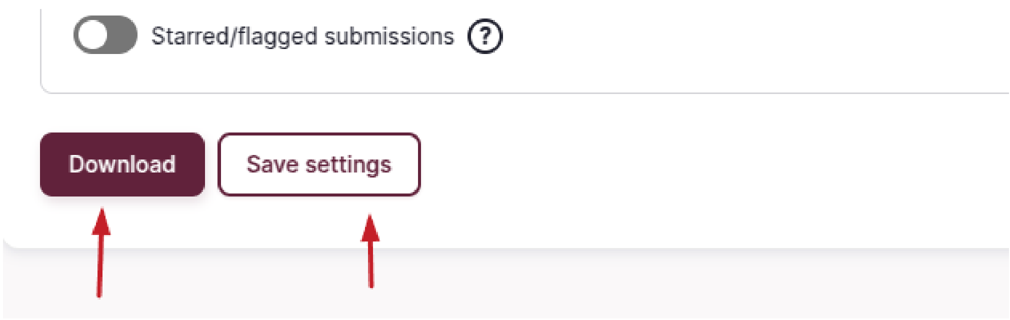


	Title	Name	Date type/Element type
☑	Serial number	serial	integer
☑	Submission ID	sid	integer
☐	Submission UUID	uuid	uuid
☐	Token	token	string
☑	Submission URI	uri	string
☑	Created	created	created
☑	Completed	completed	timestamp
☑	Changed	changed	changed
☑	Is draft	in_draft	boolean
☑	Current page	current_page	string
☑	Remote IP address	remote_addr	string
☑	Submitted by	uid	entity_reference

10 The final section is called "**Download options**". This where you can select if you'd like to filter submissions to a certain limit.



11 Once all the settings have been selected, simply select the "**Download**" button to download the results with the applied settings or alternatively, select "**Save settings**" to apply the settings and save it for further use without downloading it right now.



12 The third and final tab is called "**Clear**".

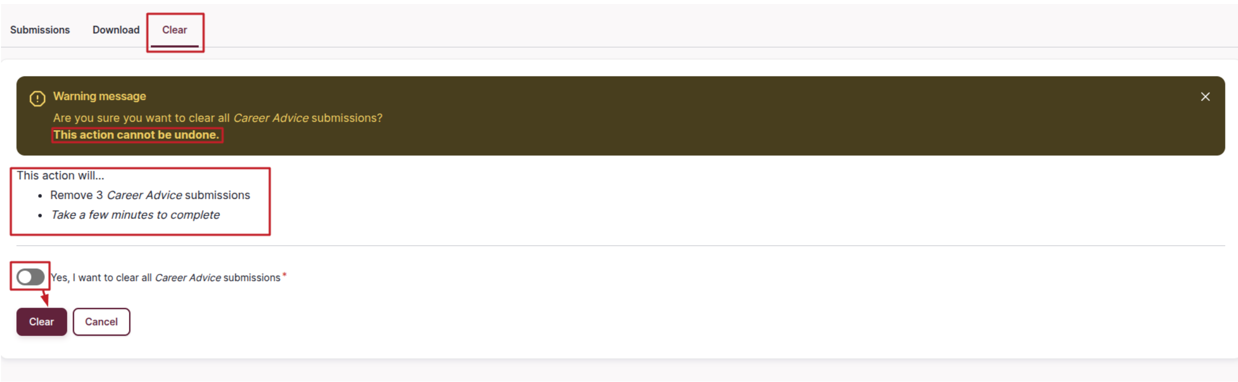
Here you can **clear every submission** that has been submitted.

NOTE: ONCE THE SUBMISSIONS ARE CLEARED, THEY CANNOT BE RECOVERED

To clear the submissions:

Select the toggle labeled "**Yes, I want to clear all (Webform name) submissions.**"

Click the "**Clear**" button to confirm.



Content review

Last updated July 17, 2025

Index Content

The new website will launch with core content and the one-pagers.

- Core content includes administrative information of the university and application-related content. Core content must be reviewed before launch.
- All other website content, referred to as bulk content, must be reviewed before it can be made live.
- One-pagers (an About page) have been created for each faculty, academic department, and PASS environment. These have already been reviewed.

Migration and review

- Your content, including images and documents, have been migrated from the old website.
- Because the migration started several months ago, your migrated content will be outdated.
- Your content also won't have any of the formatting you used on the old website.
- Once you've reviewed your content, CCMD will do spot-checks for compliance with best practice and the SU style guide.
  - If the content complies, CCMD will make it live.
  - Bulk content will only be checked and made live after launch.
  - Sites higher up in the site hierarchy will be prioritised.
  - CCMD will check content in sections so you don't have to finish reviewing your entire site's content before requesting checks.
  - The bulk content review must be completed by 28 February 2026. Any content that hasn't been reviewed by this date will be removed from the site.
- All news stories up until 31 August 2025 will be migrated to the main Stories page. You don't need to review this content.
  - From 1 September 2025 you must publish all Stories on the old and the new site.
- No Events have been migrated. You must add any Events taking place from 1 October 2025 on your new site.

How to approach the review

- Think about your target audiences - which group is the largest and most important to focus on? Base your review on that audience.
- Determine what the most important content on your site is, this will likely be the About section and information about your programmes or services. Prioritise revising this content.
- Look at your site structure (menu's) - does it need to be ordered differently?
- Work in sections. Don't try to review everything at once. Take a systematic approach starting from the most important content.
- Follow the Golden Rules and best practice guidelines.

What to review

- Update outdated information.
- Remove redundant information.
- Remove internal content.
- Remove content that belongs on other platforms, such as SUNLearn.
- Remove yearbooks, course requirements, policies and management documents - these documents may only be linked to from their primary source.
- Add translations where needed.
- Change the site structure, if needed.
- Build out your content using the various content types and pre-designed sections.