



## **CMS Training Admin**

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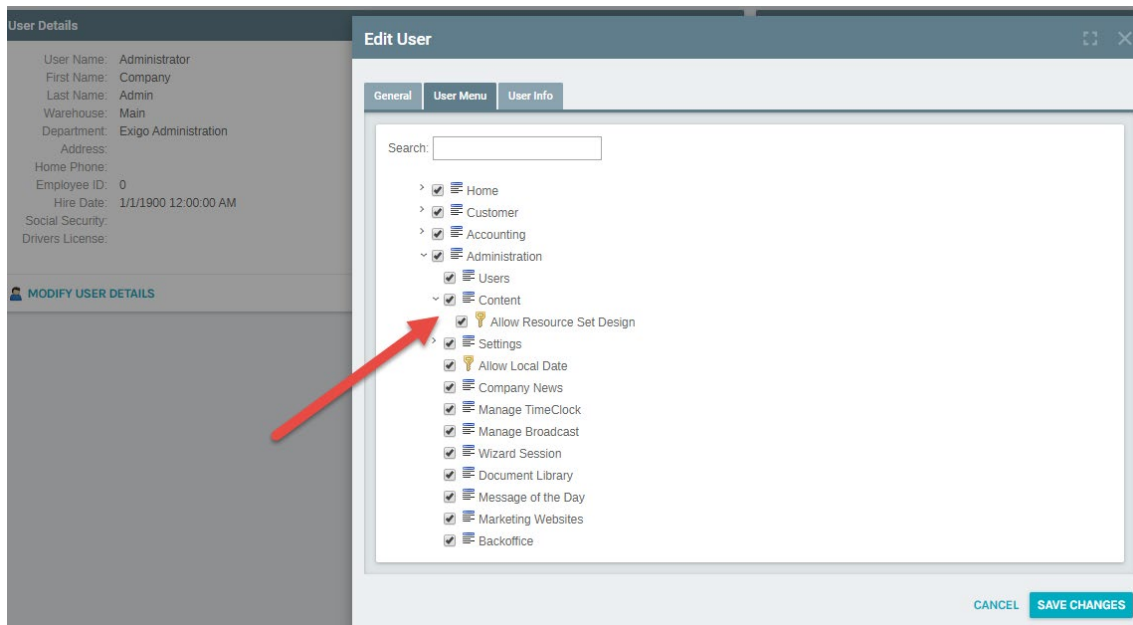
## BACKGROUND INFORMATION

Web sites built on .net have historically used the built-in resource system to store text that can be translated into multiple languages. While this creates a robust programming model, any changes to these resources required a programmer to edit these files; therefore, a full software re-deploy would need to occur. This creates a lot of friction around the simple task of updating text on the website. The Exigo Resource Set system combines the best of both worlds. It allows the programming model of using Resource Files along with a Content Management System to change, translate and maintain these.

**Please note: The Exigo Resource Set Content Management System is only available in admin6 using versions v2019.1.9.4 or greater.**

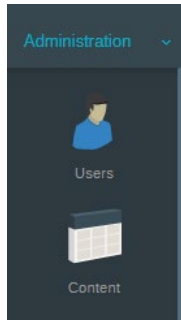
## GETTING STARTED- EXIGO ADMIN USE

- Verify Exigo Admin is upgraded to latest version
- Ensure Admin has the Content tab enabled for any applicable users
  - Steps: In Exigo Admin navigate to Administration Tab > Users > Search desired User and click into their account > Modify User Details > User Menu > Administration > Content



## OVERVIEW

- Under the Administration tab there is a new section called "Content"
- At the top level is a "Resource Set" Typically called "Common Web Resources"



## Content Resources

DESCRIPTION	KEY
Common Web Resources	CommonWeb
Mobile - All	MobileAll

- Inside Common Web Resources (or any other Resource Set) you'll find the default lists, along with any cultures you have setup. English (Default) will have the English translations for your site (Note: additional English options are available), but will also be the default text or image shown on all translated sites if a translation is not provided

### Common Web Resources

CommonWeb  
Resources.Common

- ✔ Releases
- + Deployment Log
- 🔑 Subscriptions

LANGUAGES

- 🗨️ English (Default)
- 🗨️ Spanish

SETUP

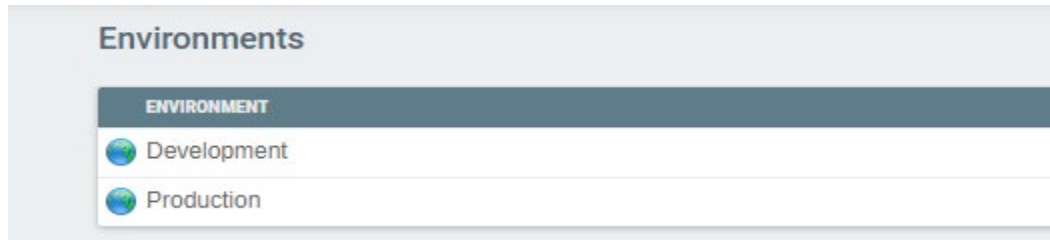
- Groups
- 🗨️ Languages
- 🌐 Environments
- 🔄 Refresh

### Default All Resources

NAME
<span style="color: blue;">📄</span> _1
<span style="color: blue;">📄</span> _2
<span style="color: blue;">📄</span> _3
<span style="color: blue;">📄</span> _Item
<span style="color: blue;">📄</span> _ToViewAllOfYourOrders
<span style="color: blue;">📄</span> A
<span style="color: blue;">📄</span> About
<span style="color: blue;">📄</span> Account
<span style="color: blue;">📄</span> AccountEndingIn
<span style="color: blue;">📄</span> AccountInfo

## ENVIRONMENTS

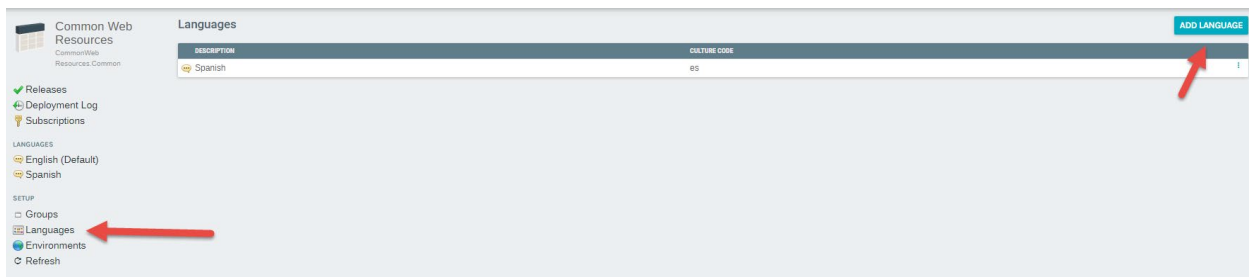
- Every new resource set will default to a development and a production environment. You can define others as well



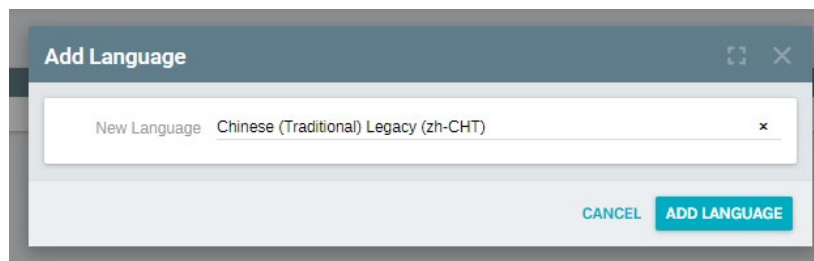
- This means that you can peg your live code to a “Production” environment and be free to make changes that will be released later

## ADDING LANGUAGES

- To add a new language to your site, navigate to Languages > Add Language

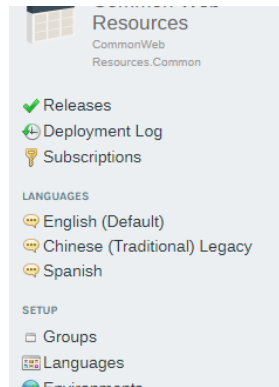


- Find the desired language or dialect in the drop-down menu and click Add Language

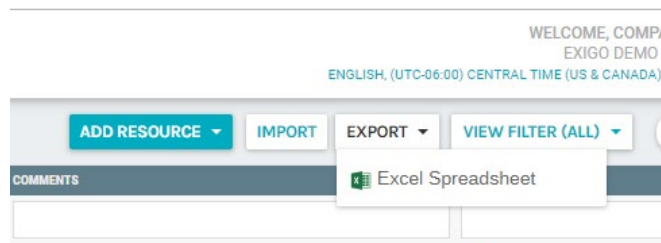


## IMPORT/EXPORT

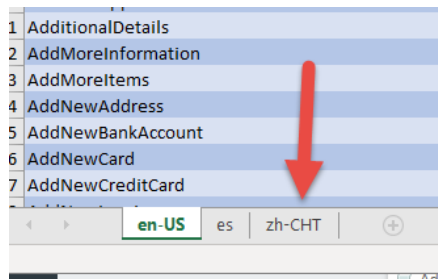
- To easily add the resource translations for your new language, the Exigo Admin Content tool has an Import/Export functionality
- After you have created the new language it will appear in the list under languages (you may need to refresh your browser)



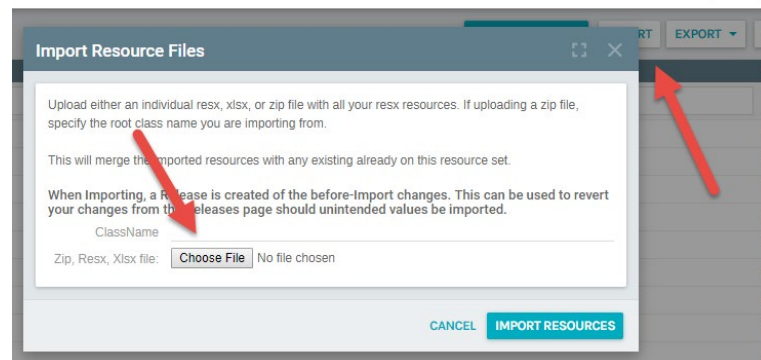
- Now in the top right of the content tool you can click Export and Export the Excel spreadsheet



- The Excel Spreadsheet will have a sheet for each language, including your newly added one



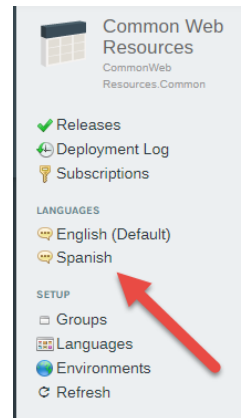
- Within the appropriate language sheet, you can update column D with the value for that language, if you would like to leave the English default leave column D blank
- When finished, save your Excel, within the Content Tool click Import and choose the Excel



- You will now have your translated resources

## UPDATING RESOURCES

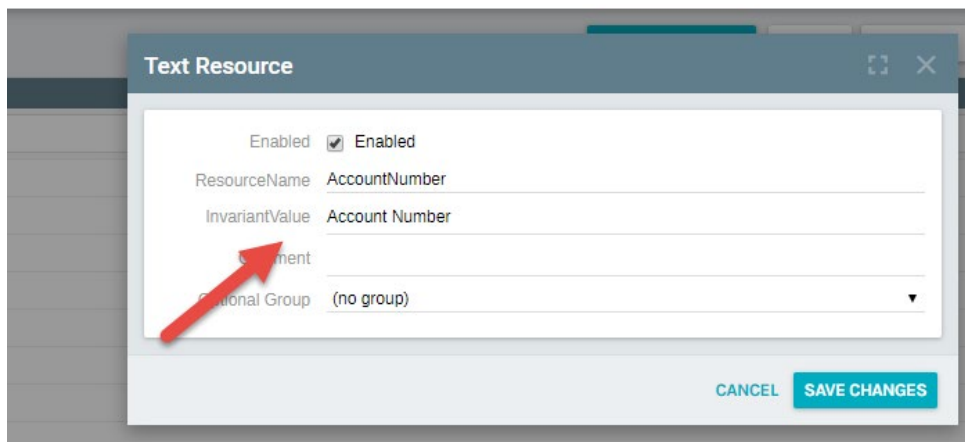
- To update a resource on your site (text, image, banner) navigate to the Language you want to change- if you want the same update across all languages update English (Default), if you want, for example, a different banner on the Spanish site choose the Spanish language



- This will take you to a list of all resources. You can filter by type on the top right

## TEXT RESOURCES

- Click into the text resource you would like to update
- Change the InvariantValue line to show the desired text



Text Resource

Enabled  Enabled

ResourceName AccountNumber

InvariantValue Account Number

Comment

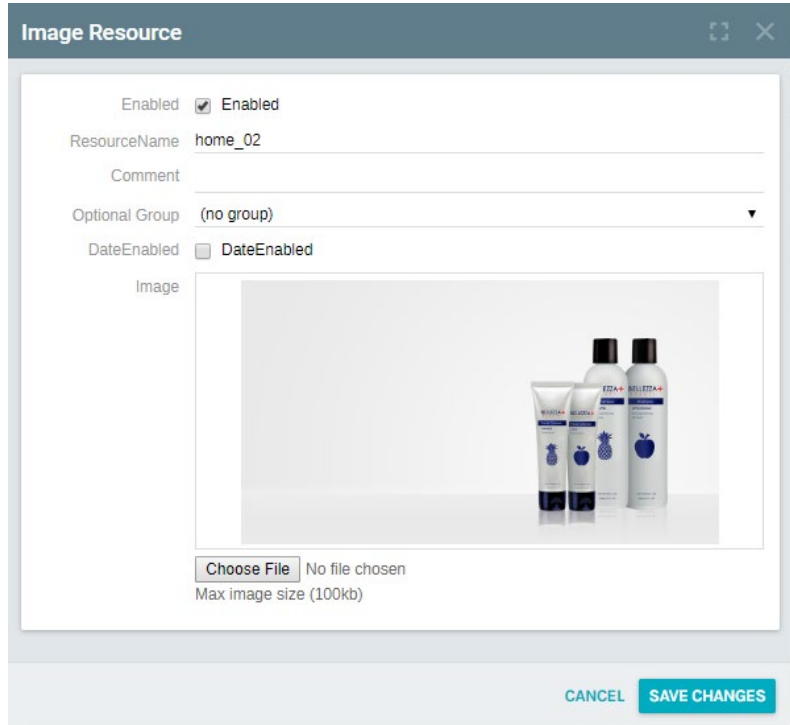
Optional Group (no group)

CANCEL SAVE CHANGES

Note: Changing the ResourceName on an existing resource that is currently in use on your website will cause that resource to disappear on your website

## IMAGE RESOURCES

- Filter the resources by image, click into the image resource you would like to update
- Here you can upload a new image for that resource
- **Note: The max image size is 100kb.**
- **Note: All Images are expected to be optimized for websites (Compressed, PNG/JPEG)**



**Image Resource**

Enabled  Enabled

ResourceName

Comment

Optional Group

DateEnabled  DateEnabled

Image

No file chosen  
Max image size (100kb)

## NEW RESOURCE

- To Create a new resource, hit ADD RESOURCE and choose the type (image/text)
- Be sure to use a consistent and clear naming convention
- **Note: The new resource will need to be added to your project. When creating a new resource to add to your site you will need create a release (see below) and inform your developer to add the resource to your website (In the case Exigo is your web developer, please submit a ticket)**



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## RELEASE

- You must create a release to push any resource changes to your site
  - If the environment is set to (Latest Changes) the changes to existing resources will be visible on the website real-time, no release/deploy is required
  - The Addition of new resources will not be real-time as your web developer will need to add these to the website before they will be displayed
- You also must create a release before the resource will be available to your developer
- In the content tool click Releases > Create Release