

Handbook

How to create a Website in CMS Fiona 7

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Chapter I: CMS-Basics

Here you will find a description of the basic functions of the CMS, which you should keep in mind when editing all pages in the CMS.

1. Preparations

infopark	
	Willkommen – Welcome
86	Fiona Anmeldung / Login Benutzer / User: btxxxxxx Gespeicherte Zugangsdaten anzeigen •••••••••• Jetzt anmelden / Login now
	Wettere Informationen / More Information Infopark im Internet Infopark on the web

Figure 1: Login screen in Fiona 7

- Log in to the CMS with your bt identifier and password: <u>https://www.cms.uni-bayreuth.de/default/NPS/login</u>
- Editorial advice & assistance is available from the central online editorial team, Anne Schraml and Christopher Reimelt, <u>onlineredaktion@uni-bayreuth.de</u>
- Tips and tricks for using the CMS can also be found here: <u>https://www.intranet.uni-bayreuth.de/de/allgemein/onlineredaktion/index.php</u>
- Technical support and CMS training can be obtained from Oliver Gschwender, CMS support, <u>cms@uni-bayreuth.de</u>

Current training dates can be found on this page: <u>https://www.its.uni-bayreuth.de/cms-betreuung#d5d87b1d</u>

• For information on writing rights in the CMS, please contact Markus Barnick, <u>markus.barnick@uni-bayreuth.de</u>, 0921 / 55-3230

Please note: Changes that you make independently to the programming of the templates can lead to incorrect displays or unintentional interactions with future updates. After such changes, neither the IT Service Center nor the Press, Marketing and Communications (PMK) service center can guarantee unrestricted functionality or provide troubleshooting support.

2. Presets in CMS

- Set the "Projector" scheme under "Extras" > "Personal Preferences" > "Colors & Fonts".
- Under "View" > "Show Files", tick all files except "Layouts".
- In the CMS, find the path to your website. If you do not already have a CMS folder, please contact the online editorial team (<u>onlineredaktion@uni-bayreuth.de</u>). Then bookmark your site: "Bookmarks" > "Add Bookmark".

3. Views

Via "View" (alternatively via the corresponding buttons, see. Fig. 2) you can choose between the views "Tree", "Columns", "Table", "Icons", "Details" und "Preview". The following views are relevant for you:

- **Columns**: In the column view, you can see the respective page properties on the right side of your screen and edit them. In addition, you can see the publishing status of a file in this view (see: 1.9.2)
- **Table**: In the table view you can select several files at once, e.g. to share or move them.
- **Details**: In the detail view you will find further information about the website, for example about admin rights or links to the page in question.
- Preview ("Editor"): In the editor view you have the possibility to design your page. If you are creating a new page, this will most likely be your most frequently selected view.
- Separate Preview: You get a live preview of your page, where you can test links, for example. Editing is not possible in this view. We recommend that you always check your page in the Separate Preview before you share it.



Figure 2: Icons (from left): Tree, Column, Table, Icons and Detail view, Preview ("Editor") and Separate preview.

4. When changing views: always refresh!

If you switch from the editor view to another view after editing - without updating - the changes you have just made may not yet be displayed if no update has been made yet. Therefore: Always refresh when you want to make a view change via the "Refresh" button or via "View" > "Refresh"!



Figure 3: The "Refresh" button

5. Folder names

Please always write the "Name" oft he individual folders in the CMS in small letters and if possible with short keywords, as this will later be part of the URL. For example: www.xyz.uni-bayreuth.de/en/research (Folder name: research) is easier to type than www.xyz.uni-bayreuth.de/en/research-on-the-topic-XY-2012-to-2022 (Ordnername: Research-On-The-Topic-XY-2012-To-2022).

Please write the "Title" of the page normally, i.e. capitalized for nouns: Research.

How to create new folders is explained in detail in the corresponding chapters later in the manual.

6. Relevant templates

In the CMS, there are customized blueprints for different purposes of use. You can find the exact usage in the corresponding chapters.

6.1. Page Templates

- unibt_standard: The most frequently used and most flexibly designable page template
- unibt_publikationen: Overview page for publications (see chapter IV.1, p. 31 f.)
- unibt_mitwirkende: Overview of team members in list form (see IV.2.3, p. 34)
- unibt_person: Person one page template (see chapter IV.2.3, p. 34)
- unibt_blaupause_newsordner: News overview page (see chapter IV.3, p. 36)
- unibt_blaupause_newsmeldung: Single news story template (see chapter IV.3, p. 36 f.)
- unibt_event_uebersicht: Overview page displaying your events that you have previously uploaded to the CMS as an event. (see IV.4, p. 37)
- unibt_event: Event template (see IV.4, p. 38)
- btcms_hidden: Pool Subfolder Template

6.2. Picture templates

- Slider image: The image that is at the top of a home page, image dimensions: 1100 x 440 px. (see chapter II.2 resp. II.3)
- Banner image: The image that is at the top of pages below the home page, image dimensions: 1100 x 440px. (see chapter I.6.1)
- UNI-BT image: Default template for all images to be placed on a page via text-image modules (see chapter I.6.1)

7. Uploading pictures in CMS

7.1 The right image sizes for your website

If you want to upload images for your website, please sort out the copyrights in advance and make sure that each image does not exceed 300 KB. Larger images can have a negative impact on your website load time, which in turn can have a negative impact on Google ranking. For banner images, it is also important that they are resized to 1100x440 pixels before uploading. It is best to use an image editing program such as Gimp for this. Only png or jpg files should be uploaded to the CMS.

7.2 Import and refresh files in CMS

Then go to the "pool" folder in the CMS in the column view and from there to "bilder". Click on "file" > "import file". A new window opens.

Select the desired image via "choose file". With the option "Create a new file in the folder '" you create a new file. Then "Import".

Please note: The option "The current version of the file, xyz' will be replaced" will overwrite a file that you have previously selected.

In the next step, select the correct template: For standard images choose "UNI-BT Bild", for banner images "Bannerbild".

Please note: Slider images on start pages have a different procedure, which is explained in more detail in points II.1.2 (Chair) and II.1.3 (Faculty).

7.3. Alt-Texts and other properties

Go to the column view and fill in the fields "unibt_alttext" (mandatory!), "unibt_bild_copyright" and "unibt_bildunterschrift" for standard images under "Overview" > "Flipside". For banner images, only the "unibt_alttext" is mandatory. Then release (see point I.12).

flipside	
unibt_bildunterschrift: unibt_alttext: *	Prof. Dr. Stefan Leible, Präsident der Universität Bayreuth.
unibt_bild_copyright:	Pressestelle Uni Bayreuth

Figure 4: Setting of a UNI-BT standard image.

Alternative image descriptions or alt texts enable visually impaired people to grasp the content of images on a website. To ensure that websites are used with as few barriers as possible, the alt text for images is a mandatory field. This means that images can only be shared if the alt text is filled in.

Bonus point: Alt texts are also rated positively by Google.

But what is an alt text actually? In the field of the alt text you enter what you see on the photo or graphic. For example "Logo of the University of Bayreuth", "Rondell of the University of Bayreuth" or "Prof. Dr. Stefan Leible".

The alternative text should be an adequate substitute for an image so that the page content is understandable without photos or graphics and still provides the same information content. Limit yourself to a description of the image content, without interpretation. If it is a photo of a person (e.g. on your team page), the alt text corresponds to the name of the person pictured. The text should be brief.





- Prof. Dr. Stefan Leible
- Portrait picture of Prof. Dr. Stefan Leible, President of the University of Bayreuth
- Prof. Dr. Stefan Leible, President of the University of Bayreuth. The picture was taken in front of a wall in the Applied Computer Science building.



- Rondell of the University of Bayreuth
- Rondell of the University of Bayreuth at Bayreuth campus in bird's eye view
- Rondell of the University of Bayreuth at the campus in Bayreuth, where paved paths lead to a paved square inside, with lawn in between. Leafy trees grow around the rondel.

8. Modules

You can build your website in the preview ("Eye") using a modular system. Various modules are available for this purpose, these three types are the most common: the text-image module, the link-list module and the accordion module. You can easily drag and drop the modules onto the page in the preview.

Please note: The full selection of modules is only available on pages with the template "UNI-BT: Standard Seite".



Figure 5: Module-Center in the preview

8.1. Text-Image-Modules

Text-image modules are the basic tool for website maintenance. They hold text and, if needed, one image each.

Proceed as follows:

Select the desired page in the column view and switch to the preview ("Eye").

Then drag and drop as many text-image modules onto the page as you expect to need.

Click in the text-image module. A cogwheel appears in the left corner, which you click on. A new window opens in which you can maintain an image link, a caption and the image

alignment, among other things (see Figs. 6 and 7).



+ <mark>*</mark> 💼

Herzlich Willkommen am Musterlehrstuhl!

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum.

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam



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Bildausrichtung Text-Bild-Modul:	links Klein 👻	
Link zu Bild:	Bearbeilen	
Bildunterschrift:		
Copyright am Bild zeigen:	(v)	
Bild für vergrößerter Version:	Bearbeiten	
Freie Links:	Bearbeiten	

Figure 7: Setting options of a text-image module

There are two ways to insert an image.

- drag and drop the desired image from your desktop into the corresponding text image module. The image will automatically be imported into your images folder in the pool. Then go to the images folder and enter the alt text of the image there (mandatory field!). Then release. To avoid image duplications, you should always use this method only once for bilingual pages.
- 2. Link an image that you have already imported and shared in your image folder in the pool using the cogwheel.

Format text:

Paste your text into the text-image module. As soon as you click with the mouse cursor in the text field, a formatting bar appears with which you can, for example, bold texts, insert green headings (Formatierungsstil > Grüne Überschrift (green heading)) or place separator



lines.

Figure 8: Formatting bar

Linking is also possible with the formatting bar: select text passage > click on "chain"-icon in the formatting bar> enter "Title" > "Destination": link desired page via CMS Fiona or copy external link into the field > set "Frame" (see below) > OK

In general, the following applies to the "Frame":

1. Linking within the appearance: "Default" (= same window).

2. Documents: "New window"

3. Linking to external websites or websites outside of the respective appearance: "New window"

4. Mail address: "New windowr" (prefix the link target with mailto:,

e.g. mailto:onlineredaktion@uni-bayreuth.de)

Edit Link	
Title	Mail to OnlineRedaktion
Destination	mailto:onlineredaktion@uni-bayreuth.de
Anchor	
Frame	New window 🗸

Figure 9: Edit link

Please note: If you do not allow a link to an external page to open in a new window, you will not be able to test the link in Separate Preview.

8.2. Linklist-Module

The link list module can be used to create link lists of any length. To do this, go back to the preview ("Eye") and drag and drop a link list module from the module center. You can add as many links as you like via the black button "Link hinzufügen" (Add link). In this case,

please always assign a link title, as the link title will be displayed in the link list.

⊕ ¢≘	 	
Kooperationen		Ø
Kooperation 1		
Kooperation 2		
Link hinzufügen		

Figure 10: Linklist-Module

8.3. Accordion-Modules

Another option on standard pages are accordion modules (unfold function). Here, only the headings of the individual texts are displayed, the texts themselves are only unfolded by clicking this heading.

Accordion examples

This is the heading	Einklappen
1. This is content	
2. This is content aswell	
3. This is also content	
This is the 2nd heading	
This is the 3rd heading	

Figure 11: Filled accordion module

To do this, go back to the preview ("Eye") and drag and drop an accordion module from the module center.

Once you have inserted an accordion via the Module Center and refreshed the page, you can add new elements via the black "Akkordeonelement hinzufügen" (Add Accordion Element) button.

Insert image: Each accordion element can display a maximum of one image. Use the drag & drop function again here, with which you drag the image from your desktop into the accordion element, or the gear wheel with which you link an image that you have previously imported into the pool of your page (cf. procedure under I.7.1 to I.7.3; do not

forget "Alt text"!).	
+01	
Akkordeonelement hinzufügen	
Test-Titel 1	0
[Inhalt eingeben]	0
Test-Titel 2	0
[Inhalt eingeben]	0
l	

Figure 12: Editing accordion module

Tip: Sometimes the gear wheel does not appear with newly inserted accordion modules. Then it is helpful to refresh the page (see Chapter I.4).

9. Putting content online

9.1 Options for release

After you have made all the changes in the CMS, they still need to be released. There are two ways to do this:

a) "Workflow" > "Finish Editing": Here you will see all the files that you have edited. Check the ones you want to share and click "Continue" > "Ok".

This sharing method is best when you want to share multiple changes at once.

b) "Workflow" > "Release": Select a file that you want to share and share it via Workflow > Release. If "Release" is grayed out, you may have to apply the version via "Workflow" > "Take".

This release method is best when you want to release individual changes.

9.2. Release status

In the column view, you will see a small dot in front of each file, be it a folder, an image, a document or a module.

- White: File is not released.
- **Black-White**: There is a released version of this file, however, changes have been made in the meantime that have not yet been released.
- Black: The (latest version of this) website is released and thus online.

Chapter II - Home page

When designing the start page of a website, it depends on which blueprint you are working with: For chairs, project groups and events the "blueprint project chair" is used, for faculties the "blueprint project faculty".

1. General Settings

The general settings are the same for both templates. To do this, go to the column view.

 Page title: Go to your start page folder, i.e. "de" for German-language websites or "en" for English-language websites. Enter the chair name in the properties under "Common" > "Title".

_ Common	
Name: *	en
Title:	Biofabrication
Path:	/de/Uni_Bayreuth/Fakultaeten_2016/fakultaet_ing/biofabrikation/en
File extension:	html
File format: *	unibt_blaupause_homepage_lehrstuhl

Figure 133: Putting chair name as Title

• **Person responsible for the page**: Decide who should be the editor and thus the contact person on the pages. Enter the bt- or s-identifier under "verantwortlich" (responsible). **Attention**: Group identifiers (bt4...) are not possible here. Afterwards you can still edit the name to be displayed as well as the deposited mail address and insert e.g. a function mail address.

Please think of a solution that is as sustainable as possible! The person responsible for the website should be employed **for a longer period of time**.

Verantwortlich	
verantwortlich email:	Anne.Schraml@uni-bayreuth.de
verantwortlich_kennung:	bt303740
verantwortlich_name:	Anne Schraml
verantwortlich_telefon:	5329
verantwortlich_studenten_erlaubt:	()
Edit all	

Figure 14: Fill in the responsible person

 Social media buttons: Add your chair-specific information/links, such as Twitter presence or YouTube channel, under "Configuration". Please only do this if the corresponding accounts are available - the university channels are preset.

unibt_social_link_facebook:	https://www.facebook.com/UniBayreuth/?fref=ts (https://www.facebook.com/UniBayreuth
unibt_social_link_twitter:	👪 https://twitter.com/unibt (https://twitter.com/unibt) 🔞
unibt_social_link_youtube:	https://www.youtube.com/user/unibayreuth (https://www.youtube.com/user/unibayreuth)
unibt_social_link_instagram:	👪 https://www.instagram.com/uni.bayreuth/ (https://www.instagram.com/uni.bayreuth/) 🚱
unibt_social_link_linkedin:	· · · · · ·
unibt_social_link_blog:	🕹 http://unibloggt.hypotheses.org/ (http://unibloggt.hypotheses.org/) 🙆

Figure 15: Insert links to your social media accounts

 Logo linking: You can integrate your own logo next to the university logo. Important: It cannot be larger than the university logo. Due to the different designs of logos, there is no fixed size requirement..

Load the image file (cf. I.7.1. to I.7.3.) of your logo into the pool (template: "UNI-BT image"; do not forget "Alt text"). Then switch back to the start page folder "de" or "en" in the column view. Link the image under "Link to logo". If it is the logo of another institution, e.g. the Elitenetzwerk Bayern, you can also set a link to this external page under "Link to homepage of chair". Please select the frame "New window" when setting the link.

unibt_config_link_logo:	¢		>
unibt_config_link_homepage:	¢		>

Figure 16: Linking a second logo.

Special case of monolingual websites: On a monolingual website, no language switcher may be displayed. To do this, go to the "de" or the "en" folder > "Configuration". For purely German-language sites, link to the "de" folder under "unibt_siblinglink_de", and for purely English-language sites, link to the "en" folder under "unibt_siblinglink_en".

unibt_siblinglink_de: unibt_siblinglink_en:

de/Uni_Bayreuth/Fakultaeten_2016/fakultaet_mpi/fachgruppe_physik/ep10-fischer/en/in

Figure 17: Mark website as monolingual

- **Sitetool links**: Sitetool links are legally binding and are maintained by the central online editorial team (Onlineredaktion). They include the accessibility and privacy policy, the sitemap, the imprint, the house rules, and a link to your contact page.
- Quick start: Under "Configuration" > "unibt_schnelleinstieg" you can include external service links: for example, to a research institute with which you collaborate, or similar.
 Note: Please always select the "New window" frame when linking to external websites.

SEO description (search engine optimization): The attribute "unibt_seoDescription" can be found at the "de"-/ "en"-folder under "configuration". Here you enter a short description of your department/project. For all other pages below the start page, you will find the corresponding field under "flipside".

Note: The SEO description is a suggestion for Google, which the search engine can adopt, but does not have to. Which snippet (text in search results) is displayed also depends on the search query, as the following example shows:

"entrepreneurship uni bayreuth"

https://www.iei.uni-bayreuth.de > ... 🔻

Institut für Entrepreneurship und Innovation Uni Bayreuth

Das Institut für **Entrepreneurship** & Innovation der **Universität Bayreuth** vereint auf einzigartige Weise die Felder Forschung, Lehre und Transfer.

Figure 18: Google Snippet 1

"iei uni bayreuth"

https://www.iei.uni-bayreuth.de > ...

Institut für Entrepreneurship und Innovation Uni Bayreuth

Wir brauchen Ihr Einverständnis. Um aktuelle Videos, Karten oder Fremdinhalte der UNI Bayreuth einbinden zu können, nutzen wir die Services von ...

Figure 19: Google Snippet 2

2. Design start page in chair template

You have the choice:

- Start page without or with (multiple) slider(s)
- Start page with news and/or appointment box

	UNIVERSIT ² BAYREUTH	ξ τ	Search
	FAMILY-FRIENDLY UNIVER	RSITY	
	Home		Print page
	Home		
	News		
	Family-Friendly Studying		al
	Family-Friendly Working		i an l
Slider —	Family Friendly University		
	Useful links		
	Auditing		
			1/1/1
		Welcome to the Family-Friendly University!	News
		One of the key priorities of the University of Bayreuth is to consolidate a university culture that is especially open to the needs of families. This is based on our conviction that family is of central significance to nurturing a community characterised by social responsibility.	20.01.2023 Attention! Registration period for childcare facilities (23/24) ends on February 14, 2023
Newsbox		That's why we are absolutely committed to ensuring that family is compatible with study or work. In 2006, the University of Bayreuth was recognized for its commitment in this regard by being awarded the berufundfamilie CmbH (work and family) basic certificate after auditing as a Family-Friendly University, which was confirmed by re-auditing in 2010 and 2013.	All News
		In September 2016, the University of Bayreuth joined the <u>Best-Practice-Club</u> dedicated to Family at Higher Education Institutions and signed the corresponding <u>Charter</u> . In March 2018 the University of Bayreuth became a founding member <u>"Familie in der Hochschule e.V."</u> and the Consultant for Family-Friendly University of the University of Bayreuth was elected to its board.	

Figure 20: Example of a start page with slider and newsbox

2.1 Slider images on start page

You can set either a fixed slider or multiple sliders to cycle through on your home page. Please note that no text box appears on the sliders of the chair template. This is only possible with the faculty template.

C 901	Inhalte		
• su2	Alt-Text: *	Hier die alternative Bildbeschreibung	
▲) ● \$03	Sortierfeld (z.B. a, aa)	()	
i team-test-personenseiten	Titel:	Slider 01	
i + team	Teasertext:	()	
🛅 🗢 termine	Link:	()	
	Alle bearbeiten		

Figure 21: Edit slider

- When using the images, please ensure that you have clarified the rights of use: Copyright of the photographer and personal rights of the persons depicted.
- Customize the images: jpg format, RGB colors, 1100 pixels (px) width by 440 pixels height (crop with e.g. Gimp or Photoshop). The image should be under 300 KB, otherwise the loading time of your website will increase.
- Select the folder "de" or "en" in the column view and import the images one after the other into the selected folder: "File" > "Import file"

Select the option "Create a new file in the folder 'de'" or "Create a new file in the folder 'en'". Use "Datei auswählen" (Import) to select the corresponding image. Then click on "Import".

Select the "Slider Image" template.

Assign "Name" and "Title". Please always write the name in small letters and without umlaut. Examples: s01-research, s02-team

Note: Based on the name, the sliders are sorted. This way you can determine the order of the sliders on the live page.

- Please add an "Alt text" to the slider images under "Overview > "content". The alt attribute describes what can be seen on the image (see Chapter I.7.3). Maintaining the alt texts is mandatory. If they are not entered properly, you will not be able to share the images.
- The slider images can be linked to subpages via "Overview > "content" > "unibt_link"

2.2. Link newsbox and/or event box on home page

With the chair template you have the possibility to place a preview of your news and/or your events in boxes directly on the start page. To do this, proceed as follows:

- Create a news or event folder (for procedure see Chapter IV.3 or IV.4).
- Go to the column view. Under "Overview" > "configuration" you will find the options "ubt_config_link_news" or "ubt_config_link_events". Link there to the previously created news or event page.
- Select the option "Ja" (Yes) for "showNewsTeaser" and/or "showEventTeaser".

unibt_config_link_news:	J/de/Uni_Bayreuth/Fakultaeten_2016/fakultaet_mpi/fachgruppe_physik/ep1-weiss/de/new
showNewsTeaser:	Ja
unibt_config_link_events:	()
showEventTeaser:	()

Figure 22: In this case only the news box is displayed.

Note: The 5 most recent news or the 5 most recent events of the current year are displayed in the teasers. Past events are not displayed.

3. Design start page in faculty template



Figure 23: Homepage of faculty of biology, chemistry & earth sciences

3.1. Slider image(s) on the start page

You can set either one fixed slider or several sliders on your home page, which will scroll.

 When using the images, please ensure that you have clarified the rights of use: Copyright of the photographer and personal rights of the persons depicted.

- Customize the images: jpg format, RGB colors, 1100 pixels (px) width by 440 pixels height (crop with e.g. Gimp or Photoshop). The image should be under 300 KB, otherwise the loading time of your website will increase.
- Select the folder "de" or "en" in the column view and import the images one after the other into the selected folder: "File" > "Import file"

Select the option "Create a new file in the folder 'de'" or "Create a new file in the folder 'en'". Use "Datei auswählen" (Import) to select the corresponding image. Then click on "Import".

Select the "Slider Image" template.

Assign "Name" and "Title". Please always write the name in small letters and without umlaut. Examples: s01-research, s02-team

Note: Based on the name, the sliders are sorted. This way you can determine the order of the sliders on the live page.

 Under "Overview" > "content", fill in the "Title", "unibt_teasertext" and "unibt_link" fields. Please also add an "unibt-alttext". The Alt attribute describes what can be seen on the image (see Chapter I.7.3). Maintaining the alt texts is mandatory. If they are not entered properly, you will not be able to share the images.

O s01	Inhalte		
 ≤ 802 ≤ 803 ○ team-test-personenseiten i team team o termine 	Alt-Text: * Sortierfeld (z.B. a, aa): Titel: Teasertext: Link:	Hier die alternative Bildbeschreibung C) Slüder 01 C) C)	
	Alle bearbeiten		

Figure 24: Edit slider

3.2 Create teaser boxes

- When using the images, please ensure that you have clarified the rights of use: Copyright of the photographer and personal rights of the persons depicted.
- Customize the images: jpg format, RGB colors, 1100 pixels (px) width by 440 pixels height (crop with e.g. Gimp or Photoshop). The image should be under 300 KB, otherwise the loading time of your website will increase.
- In the CMS, switch to your pool folder in the column view. There, select the "Teaser" > "teaserbilder" folder.
- Import the images one by one into the selected folder: "File" > "Import File" > "Create a new file in the folder 'teaserbilder'"; via "Datei auswählen" (Browse) select the image to be uploaded and "Import" > select template "UNI-BT image" > customize "Name" and

"Title", e.g. teaser-research, teaser-news and teaser-contact.

- Add the "unibt_alttext" to the teaser images (see Chapter I.7.3.)
- Now select the folder "inhaltsteaser_3sp" and create a new teaser via "File" > "New Document" > Template "unibt_teaser_element". Then switch to the Preview ("Eye"). Now edit your teaser boxes by adding text and linking an image under "Teasereinstellungen bearbeiten" (Edit teaser settings) as well as adding a link to a subpage/external page.

Note: The teaser images will be displayed later on the live page only if a link is stored in the corresponding field of the teaser.



Teasereinstellungen bearbeiten

Figure 25: Teaser box in the preview

Flipside			
	Hintergrundfarbe:	V	
	Mit Rand:	~	
	Link zu Bild:	Bearbeiten	
	Link:	Bearbeiten	
	Videolink:	Bearbeiten	
	Freie Links:	Beatbeilen	
	Link zu Downloads:	Bearbeiten	

Figure 26: Options under "Teasereinstellungen bearbeiten" (Edit teaser settings)

 Then switch back to the column view, release your teasers (see Chapter I. 9.1.) and go back to your start page folder "de" or "en". Under the page properties you will find the block "Teaser". Here you can link a teaser box for each column.

teaser	
unibt_teaser_linke_spalte: unibt_teaser_mittlere_spalte: unibt_teaser_rechte_spalte:	/de/Uni_Bayreuth/Fakultaeten_2016/fakultaet_ing/_fakultaet_ing/pool/teaser_eng/inhalts /de/Uni_Bayreuth/Fakultaeten_2016/fakultaet_ing/_fakultaet_ing/pool/teaser_eng/inhalts /de/Uni_Bayreuth/Fakultaeten_2016/fakultaet_ing/_fakultaet_ing/pool/teaser_eng/inhalts
Edit all	

Figure 27: Linking teaser on a start page

3.3 Customize start page text

Under the page properties in the column view you will find the "Fields" block. Here you can insert your start page text in the "Main Content". Please keep it rather short and write your notes as HTML. Finally, click on "Ok".

A s ² https://w nterner Editor e/doUni_Bayreut/v e/doUni_Bayreut/v poWenn Sie sich für <= d nock.html *title="Biologic" ref="forschung-chemics.fin"	nv.cms.uni-bayreuth.e akultaeten_2016/takutae ta-cke-saved-host="form Bologia<"a>, <a data-d<br="">day.htmf "form="forms"	de/default/NPS/p/Editor_1 et_bog/de chung/biologia/Index.html* bra sacado-braf="boschung.che	6ed fe*forschung/b		-
nterner Editor	akultaeten _2016/takuitae da oke-saved-teret="fore Biologie, <a d<br="" data="">das.html" tile="Chemie"	et_bogide chung-biologiplindex.html* tre ke-saved-bref="forschung-che	f="forschung/b		-
• /de/Uni_BayreuttvF p>Wenn Sie sich für <a di<br="">ndex.html* title="Biologie" ref="forschung-chemie film	akultaeten_2016/takuitae la cke saved-tref="fora •Biologie, <a ci<br="" data="">dex.htm" title="Chemie"	rt_bogide changibiologia/index.html* htt ie saved http://crschungiche	f="forschung/b		
p>Wenn Sie sich für <a d<br="">ndex.html*title="Biologie" ref="forschung/chemie1.in	ta cke-saved-tref="fora •Biologie, <a data-d<br="">dex.html* title="Chemie"	chung biologia index. html* tre ke-saved-href="forschungiche	f="forschung/b		
to - Sconischerschaften of Sconischerschaften offergreichnischers zu bete erie Studiett beginnen. zweischnittene Executerin ber die terzussanderden ein sich aus der Vieltat fleb ein sich aus der Vieltat fleb	schatterninden ihren here Gowissenschatten van en Eine große thematike stemen Site in viele Beer der Eusaber werden 5 ethnolischen Müsichen bei Scherübergreifende	Chamie «Ja» odor «4 utiliació intersistento provisionentación intersistento, dann hat Bayri tar Visitifi acoste ente dokume inte intervisionen un dir Gei e disse Viellari nutacio stome en in Bayreum estauet sein. Projekte realisieren lassen «1	esativide geylindex html" en/index html" en/index Exactly taket en/indexker taket en/indexker 0. Sie worden n somdern eustr s somdern eustr s	ng, Wenn - Aach au Nicht our Sarüber,	
					é

Figure 28: The start page text is edited in the "Main content".

Note: If you have only one slider image, its text replaces the start page text under "Main content".

Chapter III - Designing standard pages

1. Create default page

- Create a new folder in the column view below your start page: "File" > "New folder" > Name (as concise a keyword as possible, lower case: e.g. research), select the template "unibt_standard" and confirm with "OK" > enter the desired heading in the "Title" line
- Now specify under "Overview" > "flipside" whether the page should be findable via the menu (if not: "btcms_menu_ausblenden" > "ja"), what the Short title for menu or breadcrumb ("btcms_kurztitel") should be called and whether there is a link to a linguistic counterpart ("unibt_siblinglink") (= English or German version of this page)..

Note: For bilingual pages, you must always link from the German page to the English page and from the English page to the German page.

flipside	
hteres are such to a deal	
btcms_menu_auspienden:	nein
btcms_sortierschluessel:	0040
btcms_kurztitel:	Lehre
unibt_bannerbild:	Jahur / Jahur
unibt_teaser_link:	()
unibt_uebersicht_ausblenden:	()
unibt_siblinglink:	G5
unibt_seoDescription:	()
Edit all	

Figure 29: Settings of a standard page

You can edit the arrangement of menu items in the preview. Move the mouse over the menu item you want to move. A cursor appears with which you can drag and drop the items into the correct order.

Home	
Publikationen	
eam	
Galerie	

Figure 30: Changing the order of menu items in the preview

2. Insert banner images

Banner images give structure to the (sub)page. If no banner image is linked, the headline is visually separated from the rest of the page with the help of a gray bar..

Note: On standard pages no sliders are possible, on pages with the templates "unibt_event_uebersicht", "unibt_blaupause_newsordner" and "unibt_publikationen" also no banner images are possible.



Option 1: Standard page with banner image

Abbildung 311: Standardeite mit Bannerbild

Option 2: Standard page without banner image

Research Group o	f Climatology
Home - Research	Seitzduoten 😂
Home	
Team	Forschung
Research	
Publications	Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum socile patogue penatibue et magne de parturent montes passetur ridiculus mus
Teaching	socis natoque penatous et nagnis un particient montes, nascetur naticulus nus.
News	Donec quam felis, ultricies nec. Pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim. Donec pede justo, fringilla vel, aliquet nec, vulputate eget, arcu.
Contact	
	In enim justo, rhoncus ut, imperdiet a, venenatis vitae, justo. Nullam dictum felis eu pede mollis pretium. Integer tincidunt Cras dapibus. Vivamus elementum semper nisi. Aenean vulputate eleifend tellus.
	Aenean leo ligula, porttitor eu, consequat vitae, eleifend ac, enim. Aliquam lorem ante, dapibus in, viverra quis, feugiat a tellus. Phasellus viverra nulla ut metus varius laoreet. Quisque rutrum.
	Maecenas tempus, tellus eget condimentum rhoncus. Sem quam semper libero, sit amet adipisci



Create banner image:

Create a new folder "bannerbilder" in the pool under "bilder": "File" > "New Folder" > assign name, select "btcms_hidden" template.

- Crop original photos (e.g. with Gimp or Photoshop): jpg format, RGB colors, 1100 pixels (px) width by 440 pixels height. The image should be under 300 KB to keep your website loading time low.
- Import selected banner images into the newly created banner images folder: "File" >
 "Import file" > select "Create a new file in the folder 'bannerbilder' " > "Datei
 auswählen" (Browse) > select image > "Import" > select "unibt_bannerbild_element"
 template > adjust "Name" (e.g. bannerimage_research) & "Title" (bannerimage
 research) accordingly.
- An "Alt text" must be added to the respective image under "Overview" > "flipside" in the column view (see Chapter I.7.3). It describes what can be seen on an image. Maintaining the alt text serves search engine optimization (SEO) and the accessibility of the pages. It is mandatory to fill it in, i.e. changes to the image cannot be released if the alt text is not filled in.
- Finally, release the banner image you just uploaded.

Link banner image:

- Select the desired default page in the column view.
- In the Overview under "Flipside" you can now link the banner image. The link target is the banner image that was previously stored in the pool under "images" > "bannerbilder".

flipside	
btcms_menu_ausblenden:	nein
btcms_sortierschluessel:	0070
btcms_kurztitel:	<>
unibt_bannerbild:	<>
unibt_teaser_link:	<>
unibt_uebersicht_ausblenden:	<>
unibt_siblinglink:	<>
unibt_seoDescription:	<)
Edit all	

Figure 33: Linking the banner image on a default page

3. Edit page properties

Stay in the column view and look at the field "Flipside" under "Overview" (right side). Here you can edit different page properties:

- Show or hide menu item (see Chapter III.1)
- Set a "Short title for menu or breadcrumb" (btcms_kurztitel). Make sure to use short keywords, such as research, teaching, news, publications, etc.

Note: If no short title is maintained, the heading will be displayed automatically in the

breadcrumb menu and the left-hand menu column.

Set a "Language switcher": For websites with both German AND English languages, you
must link to the corresponding language page under "unibt_siblinglink". If you fail to
do so, when you click the language switcher later, you will be directed to the starting
page instead.

For websites with only one language, you only need to include a corresponding notice in the "de" or "en" folder (see Chapter II.1.1, Special case of single-language websites), but not on subpages.

flipside	
btcms_menu_ausblenden:	nein
btcms_sortierschluessel:	0040
btcms_kurztitel:	Project Team
unibt_bannerbild:	<>
unibt_teaser_link:	<>
unibt_uebersicht_ausblenden:	<>
unibt_siblinglink:	<>
unibt_seoDescription:	<>
Edit all	

Figure 34: Flipside-Settings of a standard page

4. Page layout

As described in Chapter I.8, you have the option to design your page using text-image modules, accordion modules, and link list modules. However, there are also additional modules that we will introduce to you below.

4.1 Image gallery module

Here you have the option to insert multiple images simultaneously and side by side on your standard page.



Figure 35: Image gallery

 Preparation: Compress the images to a size ideally under 300 KB and save them in jpg format. Then, place the images in a ZIP file: select the images > right-click with the mouse > "Send to" > "Compressed (zipped) folder".

Note: This guide is for Windows and may vary for other operating systems!

Please note that only the images are in the ZIP file and not another folder or other files.

- Create an image gallery: Switch to the CMS and the column view. Select the standard page where the gallery should take place. Then click on "File" > "Import archive", select the ZIP file and let it "Extract to a new folder"; confirm with "OK". Then select the template "UNIBT: Galeriemodul" and click "Close".
- The images are automatically imported with the image template "UNI-BT Image". Only
 with this template can you add "Copyright" and "Alt Text". Please note that the Alt Text
 is a required field. More information about Alt Text can be found in Chapter I.7.3.

To add captions, Alt Text, and copyrights for the gallery images, stay in the column view. Select the respective image and enter the corresponding data under "flipside".

_ flipside	
unibt_banner_subline:	<>
unibt_alttext: *	Präsidentenkette der Universität Bayreuth.
unibt_titel_ausrichtung: *	links
Edit all	

Figure 36: Settings of a UNI-BT standard image

4.2. YouTube-Videos

YouTube videos can be embedded (not uploaded!) directly on the website.

Note: Be aware that due to the General Data Protection Regulation of May 25, 2018, we must embed YouTube videos in compliance with data protection regulations. YouTube itself offers the possibility to generate embed codes that do not set cookies.

Proceed as follows:

In the CMS, select the column view and the standard page on which the video should be embedded. Now insert the corresponding module: "File" > "New Document" > enter name > select template: "unibt_video_module" > confirm with "OK" > do not fill in "Flipside"

Go to YouTube and select the corresponding video > click on "Share" > select "Embed" > scroll down and check "Enable privacy-enhanced mode" > copy the YouTube link from the iframe code (https://www.youtube.com/embed/xyz, copy without quotes)

0 *	Video einbetten	×	<
Spater ans Telen	<pre><iframe allow="accelerometer; autoplay; clipboard-write; encrypted-media; gyroscope; picture-in-picture" allowfullscreen="" frameborder="0" height="315" src="https://www.youtube.com/embed /beUu8c32bDo" title="YouTube video player" width="560"></iframe> Starten bei 002</pre>		^
	OPTIONEN ZUM EINBETTEN		
1000	Player-Steuerelemente anzeigen.		
	Erweiterten Datenschutzmodus aktivieren.	0	¥
		KOPIEREN	

Figure 37: Privacy compliant YouTube embed code

Switch back to the CMS to the column view. There, paste the link you copied earlier into the YouTube Video Embed Link field.

 e text e yt1 e yt2 	Flipside Sortierfeld (z.B. a, aa) 0020 Alle bearbeiten
	Inhalte Titel: () Youtube Video Embedhttps://www.youtube-nocookie.com/embed /IGAzGWQtwX4
	Alle bearbeiten

Figure 38: Paste Embed-Code

In the Editor view you can determine the placement of the video on the page.

4.3. Google Maps

Google Maps maps can also be embedded on your website.

Proceed as follows:

In the CMS, go to the column view and select the standard page on which the map is to be embedded. Now insert the corresponding module: "File" > "New Document" > enter name > select template: "unibt_map_modul" > confirm with "OK" > do not fill in "flipside".

Now go to Google Maps and search for the desired address > click on "Share" > tab "Embed Maps" > copy URL from https:// to the end of the quotation mark:



Figure 39: Copy the Google Maps embedded link

Switch back to the CMS to the column view and paste the link under "Content" > "Free Links":



Figure 40: Paste the embedded link

4.4 CAMPUSonline interface for courses

You have the option to include an interface to CAMPUSonline on your website and thus automatically display the current courses. This way you save yourself double maintenance.

Teac	hing							
Course	Courses							
Previo	us		Wintersemester 2022/23	Next				
⊀ Back				Forth >				
Number	Sem. Hours	Туре	Name	Lecturer				
10104	5	VÜ	<u>Einführung in die Geometrie: Projektive und</u> <u>Algebraische Geometrie</u>	Kotonski J, Bauer-Catanese I, Gleißner C				
10101	5	VÜ	Einführung in die Zahlentheorie und Algebraische Strukturen	Lönne M				
10502	2	S	Hauptseminar (Hermite-Einstein metrics: classic and modern aspects)	Paun M				
10322	3	VÜ	Komplexe Varietäten	Gleißner C				
10336	2	Ρ	Lernen durch Lehren	Bauer-Catanese I				
10808	5	VÜ	Mathematische Grundlagen für die Wirtschaftswissenschaften	Kreisel T, Bauer-Catanese I				
10528	2	S	Oberseminar "Algebraische Geometrie"	Paun M, Catanese F, Lönne M, Bauer-Catanese I				
10529	2	S	Oberseminar "Hermite-Einstein metrics: classic and modern aspects"	Paun M				
10307	6	VÜ	<u>Vergleichstheoreme in der Riemannschen</u> <u>Geometrie</u>	Paun M				
10100	2.3	VÜ	<u>Vorkurs für Lehramts- und Bachelorstudierende</u> <u>Mathematik und Informatik</u>	Coughlan S				

Figure 41: Courses embedded on a website

To do this, go to the column view and select the default page where you want to include the courses.

Go to "File" > "New document". Select the template "unibt_CoursesWithSemester_modul", assign a name and confirm with "OK".

Switch to CAMPUSonline and find your chair code. To do this, go to your chair and then to "Lehrangebot". You will find the code under "betr. Org.", e.g. Fak1L_LMa5.

Art ¢	An/Pr/Info	SPOs P/W/S	Vortragende*r (Mitwirkende*r) Q	betr. Org. 🗢 Q	Unterrichts-/ Lehrsprachen Q
VÜ	🕣 🖻 🚯	2/8/38	Baumann M, Grüne L, Pötzl B	Fak1L_LMa5	Deutsch
P	⊙ 🕱 🕄	0/3/5	Grüne L	Fak1L_LMa5	Deutsch

Figure 42: Display of chair codes in CAMPUSonline

Switch back to the CMS to the column view. Under "Overview" > "Flipside" there is the field "coursesWithSemesterUnitComplex". Insert the code there with square brackets and single quotes, for example: ['Fak1L_LMa5']. If you want to insert multiple chair codes, this must be done comma separated, for example: ['Fak1L_LMa5','Fak2L_LGen'].

Chapter IV - Special pages

1. Publications

Publications are integrated using ERef and automatically generated as a list in the CMS. This requires an xml link from ERef. To get this xml link, you have to enter your publications via your ERef account.

General information about ERef:

- ERef FAQs: <u>https://eref.uni-bayreuth.de/help/index.html</u>
- Advantages of using ERef: ERef Bayreuth increases the visibility of the scientific output of researchers at the University of Bayreuth by integrating it into the international network of Open Archive Servers. The content is thus searchable via central reference tools such as OAlster, BASE, Google Scholar, etc.
- The contact for ERef matters is the Bayreuth University Library: www.ub.unibayreuth.de

Embedding your publications via ERef-xml link:

- Maintain your publications in ERef: <u>https://eref.uni-bayreuth.de</u>
- Go to ERef. click on "Browse" and pick your appropriate institution/chair/person.



Figure 43: ERef start page

• At the end of each list you will see an xml link that can be included in websites. Copy this.



Figure 44: xml link in ERef

- Switch to the CMS column view and create a new page: "File" > "New folder" > assign name (e.g. publications) & select template "unibt_publikationen > confirm with "OK" > enter the desired heading (e.g. publications) in the "Title" line > confirm with "OK".
- Paste the xml link from ERef: "Overview" > "Flipside" > "profil_mitwirkende_publikationen".
- Again, add a "short title" if needed.
- If you would like a heading other than "Publications", please maintain the desired title under "Publications Heading".
- If you want to sort by years, please maintain the following in the "unibt_json_config" field: { "list": { "order1": "years" } }
- You can get a sort by publication type by using the following command: { "groups": {
 "monographs": "book", "article in a journal": "article", "essay in a book": "book_section",
 "newspaper article": "article_paper", "event paper": "conference_item", "review":
 "review", "preprint": "preprint", "working paper": "working_paper", "project reports":
 "report", "contribution to a legal commentary": "legal_commentary", "translation":
 "translation", "encyclopedia article": "encyclopedia", "patent": "patent", "full journal
 issue": "periodical_part", "editor of a journal": "series_editor", "online contribution":
 "online", "dissertation": "thesis", "habilitation": "habilitation", "bachelor thesis":
 "bachelor", "master thesis": "master"}, "list": { "order1": "groups" }
 }

_ flipside	
btcms_kurztitel:	Publications
profil_mitwirkende_publikationen: *	https://eref.uni-bayreuth.de/XML/person_gndid/131458957.xml
profil_publikationen_gruppiert:	nein
unibt_json_config:	{ "list": { "order1": "years" } }

Figure 45: Setting options of a publication blueprint

If you want to fine-tune the display of your publications, you can also do this via the "unibt_json_config" field.

You can get an impression of the filtering options here: <u>https://www.bayceer.uni-bayreuth.de/eref/</u>.

2. team representation

You would like to introduce yourself and your team? No problem. Fiona 7 offers various options for this:

2.1. standard page with text-image modules

With this procedure you simply represent your team members on a UNI-BT: standard page (unibt_standard) via text-image modules. You will find instructions in chapter I.8.1.

Lehrstuhlinhaber



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Wissenschaftliche Mitarbeiterinnen & Mitarbeiter



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Figure 46: Team overview with text-image modules

2.2. standard page with accordion and photo

Akkordeon mit Bild und Text

With this procedure you simply represent your team members on a UNI-BT: standard page (unibt_standard) via accordion modules. You will find instructions in chapter I.8.3.

<text><text><text><text><image><image>

Figure 47: Team overview with an accordion module

2.3. team presentation with overview page and detail pages

The most extensive and maintenance-intensive variant is the team presentation by means of detail pages. Here, the CV, the research and teaching focus, the publications and the contact are indicated. If a tab has no content, the tab is not displayed. For example, professors can be displayed extensively with their CV and publications, while secretarial staff or student assistants can only be displayed with contact details.

Team		Team > Prof. D	rIng. Frank D	löpper
Name	Funktion			
rof. Dr. Daniel Baier	Lehrstuhlinhaber Marketing und Innovation	Person	Designment Ke	Dirtick Dir Strength 4
rof DrIng, Frank Döpper	Lehrstuhlinhaber Umweitgerechte Produktionstechnik			
rof_Dr. Torsten Eymann	Lehrstuhlinhaber Wirtschaftsinformatik			
rof. Dr. Stefan Jabionski	Lehrstuhlinhaber Datenbanken und Informationssysteme	100 C		
rof. Dr. Maximilian Röglinger	Lehrstuhlinhaber Wirtschaftsinformatik und Wertonentiertes Prozessmanagement	A	Fakultät für Inger Lehrstuhl Umwei	nieurwissenschaften Itoerechte Produktionstechnik
nas Dumler	Wissenschaftlicher Mitarbeiter	T. PART		
Christoph Buck	Akademischer Rat auf Zeit		Berufserfahrung	
enedikt Brand	Wissenschaftlicher Mitarbeiter		seit 2017	Professor an der Universität Bayrouth,
arolina Ewers	Wissenschaftliche Mitarbeiterin		2024 2017	Lehrstuhl Umweitgerechte Produktionstechnik
fartin Kappel	Wissenschaftlicher Mitarbeiter		2004-2013	Bandon, prevents- and Probaborsening mit Ergebnis- box Budgetverantwortung in internationalen Maschinen- und Antianenikau enablisti Michelmischalen
firiam Kamm	Wissenschaftliche Mitarbeiterin		2000 - 2004	Technologie- und Investilicesmanagement im internationalen
abian Richter	Wissenschaftlicher Mitarbeiter			Maschinen- und Anlagenbau
			1995 - 2000	Wissenschaftlicher Mitarbeiter am Fraunholler Institut für Produktionstechnologie IPT, Aachen

Figure 48: People overview in list form and people details page

- Cut the portrait images to square, e.g. to the dimensions 500 pixels x 500 pixels (jpg format, RGB colors) and store the photos in the pool under "bilder" (for procedure, see Chapter 7.1.). Use the template "unibt_bild" and maintain the "Alt text" and the "Copyright".
- Create a new page in the column view below your start page: "File" > "New folder" > Name folder (e.g. team), select template "unibt_mitwirkende" and then confirm with

"OK". > Enter "Team" in the "Title" line and confirm with "OK".

- In the next step, you create the individual people: Click on the "Team" folder you just created > "File" > "New folder" > Name (e.g. mustermann-max), select template "unibt_person" and confirm with "OK" > Under contact details, enter name, faculty, department, function, address, e-mail address, telephone and confirm with "OK".
- Enter the name of the person in the Overview under "Common" for "Title" and under "Flipside" for "btcms_kurztitel". Under "verantwortlich" (responsible) enter the btidentifier of the person who is responsible for the maintenance of the person pages. Please make sure that the person is employed at the University of Bayreuth for a longer period of time.

Note: Group identifiers (bt4...) are not possible here.

On person pages you have different tabs available for your information:

- Kontaktdaten: The Contact tab is already present filled in if you specified the contact details when creating the person page.
- Profile: In the column view you can link the xml link from ERef for the corresponding person (cf. chapter IV.1.)

profile	
profil_mitwirkende_schwerpunkte: profil_mitwirkende_publikationen:	<pre>http://eref.uni-bayreuth.de/XML/person/Leible=3AStefan=3A=3A.xml</pre>
profil_publikationen_gruppiert. unibt_json_config: profil_mitwirkende_portraitbild:	<> /de/Uni_Bayreuth/Campuseinrichtungen_2016/testlehrstuhl_cmshiwis/pool/bilder/stefan-
profil_GoogleScholar: profil_ORCID:	c)
profil_ResearchGate: profil_freekontaktlinks:	<>
Edit all	

Figure 49: Insert xml link at person page

 Person: Now switch to the editor view ("Eye") and complete the curriculum vitae under the Person tab. In the editor you will find so-called mini-templates (=preformatted tables). Click into the text field so that the formatting bar opens. On the far right you will find these templates. The mini-template is called "Tabelle für Berufserfahrungen" (Work Experience Table).

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Figure 50: Mini templates can be accessed via the formatting bar

 Schwerpunkte: Add the person's research or teaching focus here, e.g. as a bullet point list.

3. News

- Create a new page in the column view below your start page: "File" > "New folder" > Name (e.g. news), select the template "Blueprint news overview" and confirm with "OK" > Assign "Title" (e.g. News) and confirm with "OK
- Below the news folder, year folders must be created, e.g. "2022": "File" > "New folder" > Name (e.g. 2022), select template "unibt_blaupause_newsordner" and confirm with "OK" > Assign "Title" (e.g. 2022) and confirm with "OK". Under "Valid from" must be the first day of the year, so in the case of 2022 01.01.2022.

Attention: Hide this folder as a menu item: Select "Ja" in the column view under "Flipside" at the item "btcms_menu_ausblenden". If you do not do this, the folder will appear as a menu item, but will not display any news messages there.

- Below the respective year folder, the news objects can now be created: "File" > "New folder" > Name (scheme: year-month-day_newsname), select template " unibt_blaupause_newsmeldung " and confirm with "OK" > Assign "Title", e.g. "Press release: Start for new master program Environmental Geography" and confirm with "OK
- Stay in the column view and enter the following scheme in the Overview under "Fields"
 "unibt_presse_datum_prosa": "Keyword, Day.Month.Year".

 Hide the menu item under "Flipside" again, insert a "btcms_kurztitel" (short title) and add the "unibt_presse_datum" (press date). It is used for sorting in the list overview and is the publication date of the news item.

Fields	
Valid from:	11.11.2022 12:02
Valid until:	11.11.2022 12:02
File extension:	html
Channels:	<>
btcms_redirect_url:	<>
unibt_presse_datum_prosa:	08.07.2022
unibt_presse_einleitung:	<>
unibt_presse_rss_abstract:	<>
unibt_studiengangsfinder_reiter_offen:	(c)
Edit all	
	1-
btcms_menu_ausblenden: ^	Ja 2010
btcms_sortierschluessel:	0010
Dtcms_kurztitel:	<>
unipt_bannerblid:	()
unibt_teaser_link:	<>
unipt_uebersicht_ausbienden:	<>
unipt_patiink:	()
unipt_presse_datum: *	08.07.2022 00:00
btcms_news_versenden:	<>
unibt_siblinglink:	<)
Edit all	

Figure 51: Settings of a news template

 Now switch to the editor view ("Eye") to set the main content of the news item. Add as many text-image modules as you like using the module center (procedure: see Chapter I. 8 f.f.).

4. events/dates

 Create a new page in the column view below your start page: "File" > "New folder" > Name (e.g. appointments), select the template "unibt_event_uebersicht" and confirm with "OK" > Assign "Title" (e.g. appointments) and confirm with "OK

- Below the event folder, another folder must be created: Click on the event folder you
 just created and create the archive folder: "File" > "New folder" > name "archive", select
 template "unibt_event_uebersicht" and confirm with "OK".
- You do not need to enter events below the archive folder. The CMS automatically sorts past events under the "zurückliegende Termine" list when displaying the list on the web.

Termine	
aktuelle Termine zurücklie	gende Termine
Datum/Veranstaltungsort	
21.07.2022, 12:15 Uhr, H8 (GEO)	Antrittsvorlesung Juniorprofessorin Dr. Lisa Hülsmann (Ökosystemanalyse & -simulation)
21.07.2022, ab 09:00 Uhr, via Online-Zuschaltung	Vorstellungsvorträge zur Besetzung der W3-Professur für Operando-Analytik elektrochemischer Energiespeicher
19.07.2022, ab 11:30 Uhr, via Online-Zuschaltung	Vorstellungsvorträge zur Besetzung der W3-Professur für Operando-Analytik elektrochemischer Energiespeicher
15.07.2022, 133:00 Uhr, H36, NW III	Habilitationsvortrag Dr. Elisa Bombarda (Biophysikalische Chemie)
13.07.2022, ab 08:30 Uhr, via Online-Zuschaltung	Vorstellungsvorträge zur Besetzung der W3-Professur für Elektrochemie

Figure 52: Overview of past events

- Below the event folder you can now create your events: File" > "New folder" > Name (scheme: year-month-day_event_name), select the template "unibt_event" and confirm with "OK" > Assign "Title" (e.g. show lecture Prof. Dr. xyz) and confirm with "OK".
- In the column view, go to the folder you just created and enter a bt identifier in the Overview under "verantwortlich". In addition, add the short title of the event under "btcms_kurztitel", Date and time under "profil_termin_startdatum" and the Location under "profil_termin_ort", all found under "flipside". The start date is used for sorting in the event list. Please enter the day of the event here via the displayed calendar.

verantwortlich	
verantwortlich_email:	Anne.Schraml@uni-bayreuth.de
verantwortlich_kennung:	bt303740
verantwortlich_name:	Anne Schraml
verantwortlich_telefon:	
verantwortlich_studenten_erlaubt:	<>
Edit all	
flipside	
btcms_sortierschluessel:	0010
btcms_menu_ausblenden: *	ja
unibt_siblinglink:	<>
btcms_kurztitel:	Testveranstaltung
profil_termin_datum_text: *	01.12.2022, wird noch bekannt gegeben
profil_termin_ort: *	n.n.
profil_termin_startdatum: *	01.12.2022 23:00
profil_termin_enddatum:	()
profil_termin_url:	<>
profil_termin_desc:	<>
profil_termin_cn:	<>
profil_termin_cnmail:	<>
Edit all	

Figure 53: Overview of an event

 Now switch to the editor view ("Eye") to specify further appointment details such as the program or to link a PDF. One text-image module is already created. But you can add more via the module center. Accordion and link list modules are also conceivable for events.

Chapter V - Check & Set On/Offline

1. check the contents

When you are done with your changes, always check your entries in the Separate Preview. To do this, either use the icon or go to View > Separate Preview. A new browser tab or window will open. This gives you a live preview of your page, where you can test links, for example. Editing is not possible in this view.

Note: If you do not allow external links to open in a new tab/window, contrary to the recommendation, you will not be able to test the link in the preview.



Figure 54: Separate preview icon

2. online jobs

- Before newly created pages can go live, please contact the online editorial team (onlineredaktion@uni-bayreuth.de). As part of a quality assurance loop, they will briefly review your page, help with formatting errors or problems, and possibly make recommendations. The online editorial team will also be happy to assist you with page redirection of your existing URL, applying for a security certificate (SSL encryption) or applying for a subdomain.
- There are various options for putting your files online. You can read more about this in the first chapter under I.9.

3. take files offline

- To take your files offline, select the respective folders and items and take them offline via "Workflow" > "Retract".
- You can take several items offline if you switch the view first: "View" > "List" > select files > "Workflow" > "Unrelease".
- To put your files online, go to "Workflow" > "Finish Editing". A new window will open showing you all the files you have edited. Mark the desired files with a check mark. Click on "Next" and confirm with "OK". You do not need to add a note.

4. deactivate files

Sometimes it also makes sense to deactivate files. This is especially the case if the corresponding file should automatically go offline at a certain time, for example with the news.

To do this, proceed as follows: In the column view, select an end date in the properties under "Fields" > "Valid until". At this point, the file goes offline. You can easily reactivate it later by extending or completely removing the information under "Valid until".

Alternatively, you can take files offline directly via Workflow > Deactivate or Workflow > Unrelease.

Chapter VI - Sample Pages

Chair template

... used by chairs

https://www.retsch.uni-bayreuth.de/en/index.html https://www.enders.uni-bayreuth.de/en/index.html https://www.lup.uni-bayreuth.de/de/index.html

... used by courses of study

https://www.he.uni-bayreuth.de/en/index.html

https://www.sporttechnologie.uni-bayreuth.de/de/index.html

... used by specialist groups

https://www.afrikanistik.uni-bayreuth.de/en/index.html

...used service points and central facilities https://www.schreibzentrum.uni-bayreuth.de/de/index.html

... used for event pages

https://www.unikat.uni-bayreuth.de/de/index.html

Faculty template

... used by faculties

http://www.bcg.uni-bayreuth.de/de/index.html https://www.split.uni-bayreuth.de/de/index.html

... used by specialist groups

https://www.wi.uni-bayreuth.de/de/index.html

... used by central facilities

https://www.obg.uni-bayreuth.de/de/index.html https://www.sz.uni-bayreuth.de/de/index.html

...used for study programs

https://www.goe.uni-bayreuth.de/de/index.html