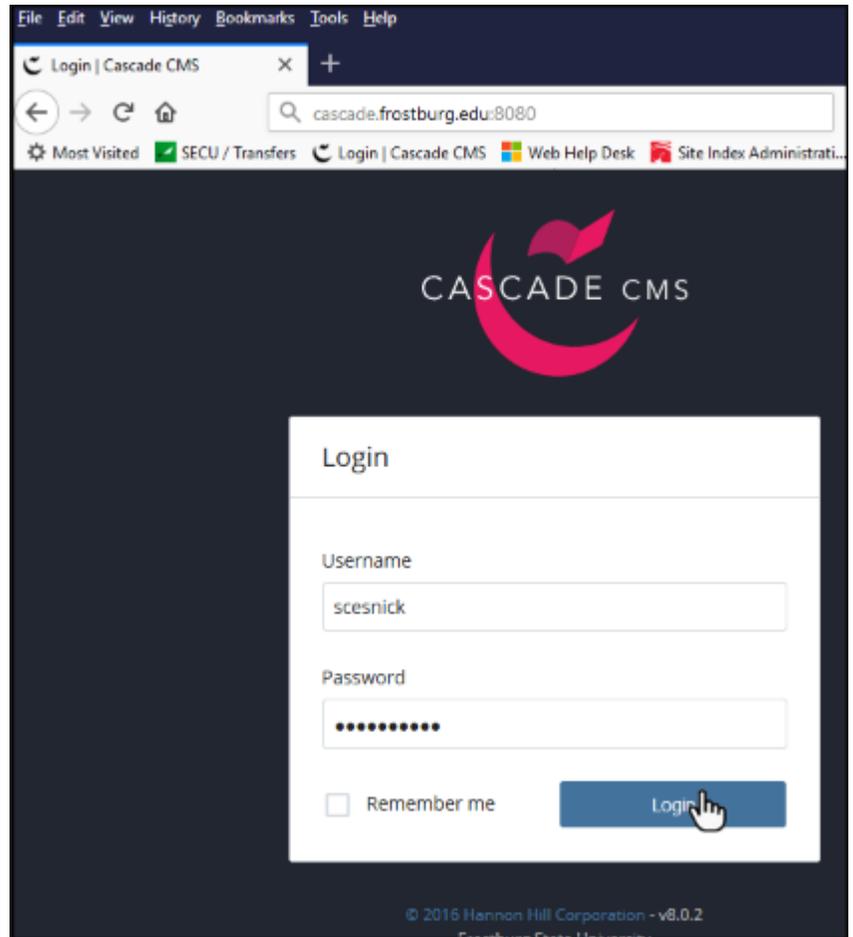# #1.0 Cascade Content Management System Quick Sheet

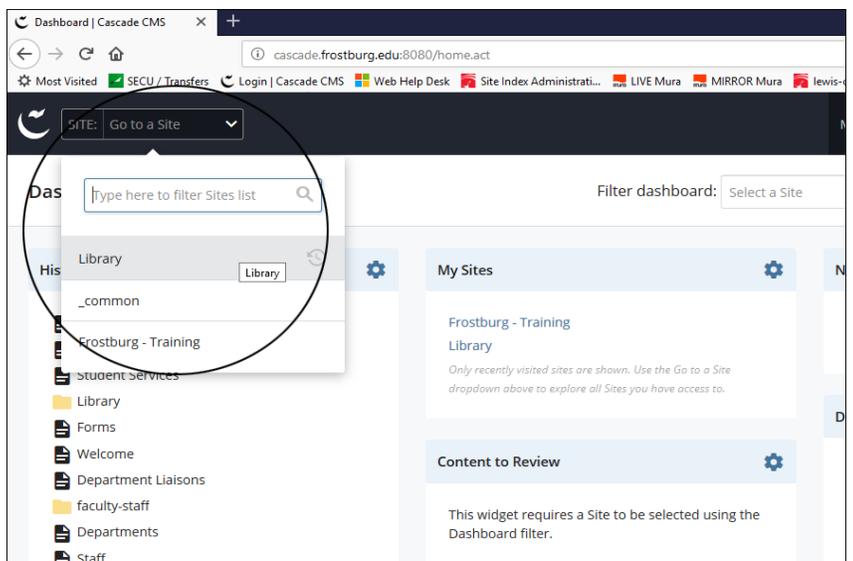## Login to Cascade and Go To Your Site

1. Log into Cascade at **cascade.frostburg.edu:8080** and select your **SITE** (in the upper left area of the Dashboard).

2. You will see the Cascade Dashboard (second image to the right). Your dashboard my look somewhat different.

   In the SITE CONTENT area to the upper left (circled area in the second image), click on the **SITE:** drop down menu. Then click on your site to select it.

3. The **Main Content Work Screen** will display. See the image on the back site of this page for details.

Cascade Main Content Work Screen

1 - The Header

The black header bar (area 1 above) displays things such as the **site name**, the **+Add Content button**, the **Search** icon and **your username**.

- **+Add Content** – allows for the addition of new site items such as folders, pages and custom code blocks. Specific items are covered in later sections
- **Search** – allows the user to search all site contents they have access to.

2 - Site Content Panel

The Site Content panel is located on the left (area 2 above). In the **Site Content panel**, you will see the Overall Site folder, and the _cms and _files folders. These folders hold your site files and pages. The image to the right displays the different icons used for distinguishing folders and pages. To view the contents of a folder in the Site Content panel, click on the folder. To open the folder in the Main Content area, hover the mouse over the folder and click on the grey arrow pointing to the right (>). You can click on the folder and select **View** from the menu. The Main Content area will change to show the folder contents.

3 - Main Content Area

The Main Content area (area 3 above) shows folder contents as well as individual files, such as pages and images. Also in certain situations, page order can be specified here.

1.0 Log In and Go To Site - Revision 03-09102020