

How to Publish Changes

From the Site Structure view, the names are sections (paggers) and the colored circles show the content types within the section (page). In this case, there is one content type – the faculty profile.

Content Type Status				
Green: Number of approved content types in this section	Orange: Number of pending content types in this section	Red: Number of deleted content types in this section		
Ntiri, Shana	1	0	0	Actions
Amin, Mohammed Nurul	1	0	0	Actions
Doe, John	0	1	0	Actions
Powell, Elizabeth	1	0	0	Actions

When you click your name, you are taken to the General tab of the section by default. This is not where changes are made. To edit your profile, click the Content tab as shown below.

Click the **Content** tab

Clicking this will **not** send your changes live. You have to **publish the actual content type** which is in the Content tab.

Section Name	Approved	Pending	Deleted	Actions
Ntiri, Shana	1	0	0	Actions
Amin, Mohammed Nurul	1	0	0	Actions
Doe, John	0	1	0	Actions
Powell, Elizabeth	1	0	0	Actions

Currently editing: University of Maryland Baltimore » SOM » Home » Faculty » Profiles » Sync »

Section » configure sections and their associated content

General | **Content** | Content types | Page layouts | More

General section details

Name * Doe, John

Status Approved

Section options

- Show in navigation
- Archive section
- eForm section

Duplicate branch | Publish section

If the content type is orange and says Pending as shown below, the content was saved in T4 but not approved. Only approved content is sent live. Note: Clicking the blue Publish Section button will not send your changes live. It will send the page live but not the updates since they are pending.

Section » configure sections and their associated content

Currently editing: University of Maryland Baltimore » SOM » Home » Faculty » Profiles » Sync » John Doe

Duplicate branch

Publish section

General Content Content types Page layouts More

Content in this section

Enable automatic ordering

Undo last action

Undo all actions

Bulk actions

Create content

Display 10 records

Filter:

Order	Name	Version	Status	Last modified	Publish date		
+	John Doe SOM Faculty Profile	36.1	Pending	April 21, 2021 4:26 PM	N/A	Actions	↑

Showing 1 to 1 of 1 entries

Pending status indicates changes have been made and saved in T4, but have not been approved. Only approved content gets published.

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To approve the changes you've made to your faculty profile, click your name or click Actions then Edit. When the content type is open, click the green Publish button as shown below. Doing so saves your work in T4 AND approves the content.

Content » new content

Clicking "Publish" saves your changes in T4 AND approves the update. The changes you made will appear on the live web page in 10 minutes or less

Preview

Publish

General Content Channels Options History Linked Content

Content type : SOM Faculty Profile

Name * John Doe

Additional Title

Enter some text

Note: If you want to save your work but not publish live, click the blue Saves Changes button at the bottom of the page.

The Content screen will reload and your content type will be green and say approved. The changes you made will publish to the live web page in 10 minutes or less.

Section » configure sections and their associated content



Currently editing: University of Maryland Baltimore » SOM » Home » Faculty » Profiles » Sync » John Doe

Duplicate branch

Publish section

General | **Content** | Content types | Page layouts | More ▾

Content in this section

Enable automatic ordering

Undo last action | Undo all actions | Bulk actions ▾ | **+ Create content**

Display 10 records Filter:

Order	Name	Version	Status	Last modified	Publish date		
+	John Doe SOM Faculty Profile	37.0	Approved	April 22, 2021 10:28 AM	N/A	Actions ▾	↑

Showing 1 to 1 of 1 entries

The content went from orange Pending to green Approved.
The changes will publish to the live web page in 10 minutes or less.

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If after 10 minutes your changes are not live, click the refresh button (F5 on a PC). If the changes are still not showing up, check to make sure the green Approved button is showing under Status. If it is, try clearing your cache. Doing so pulls a “fresh” version from the web server.

The following web page has instructions on how to clear your cache on a Windows computer.

<https://clear-my-cache.com/en/windows.html>