



Elements is designed as an employee portal, giving all NFTA employees a way to stay informed. The Transporter, NFTA's online newsletter blog is now integrated into Elements. For Employee Services or anything HR related visit the HR section. For policies, forms, applications see our ever-growing Document Library. Or for specific department information visit our Department pages.

Visit the website: elements.nfta.com

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How to log into the Backoffice (CMS)?

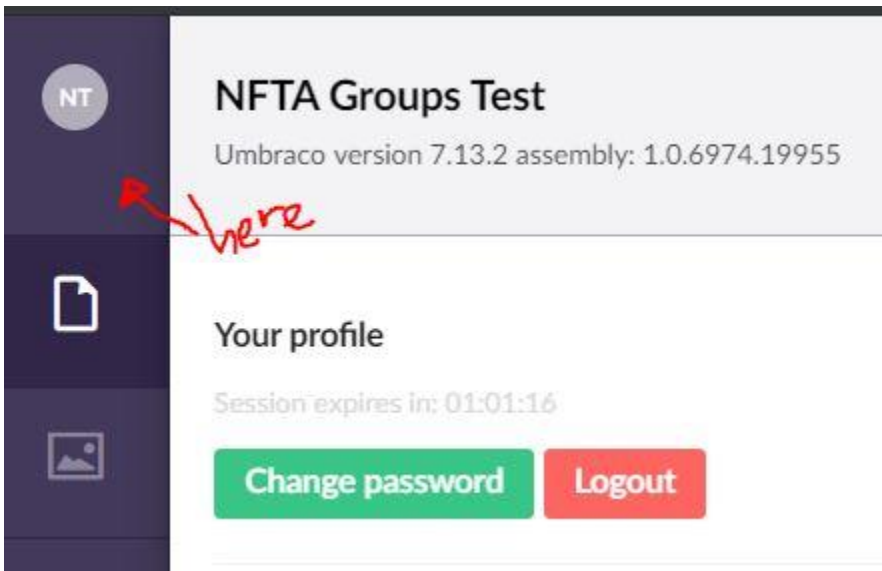
To login into the Backoffice go to: cms.nfta.com/umbraco

The login form is titled "Happy tubular Tuesday". It contains two input fields: "Username" with a placeholder "Your username is usually your email" and "Password" with a placeholder "Enter your password". Below the password field is a "Show password" link with an eye icon. At the bottom left is a green "Login" button, and at the bottom right is a "Forgotten password?" link.

Enter your email address (username),
and password.

click login.

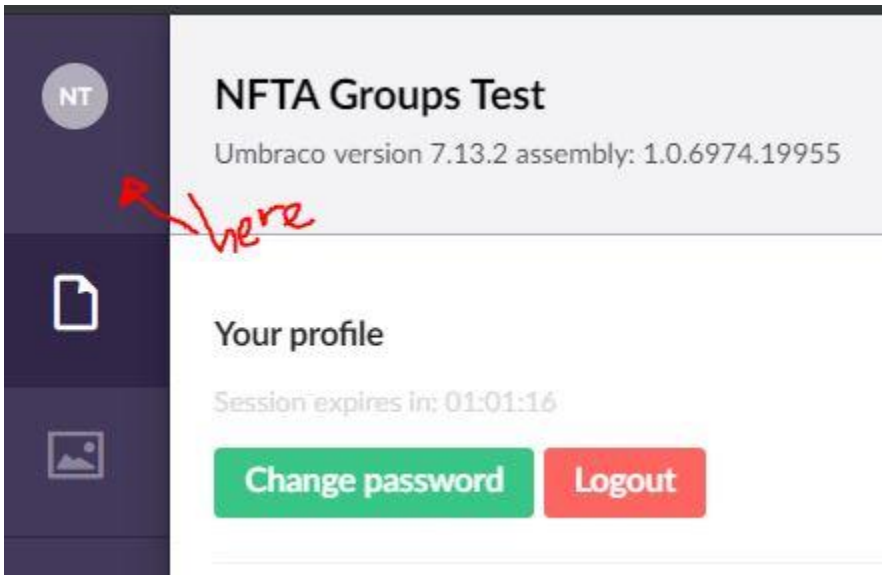
How to log out the Backoffice (CMS)?



Click on the circle with the two
letters (upper-left corner).

Then click on the red logout
button.

How to change or forgotten password?



Click on the circle with the two letters (upper-left corner).

Then click on the green 'Change password' button.

Enter your old password in the first textbox.

Enter your new password in the second textbox.

Re-enter your new password in the last textbox.

Then click on the "Change password" green button.

Go to the login screen: cms.nfta.com/umbraco

Click on the “Forgotten password”
hypertext

Enter your email, then click on the submit button. Go check your inbox you should receive an email.

In your inbox open the email
with this subject line

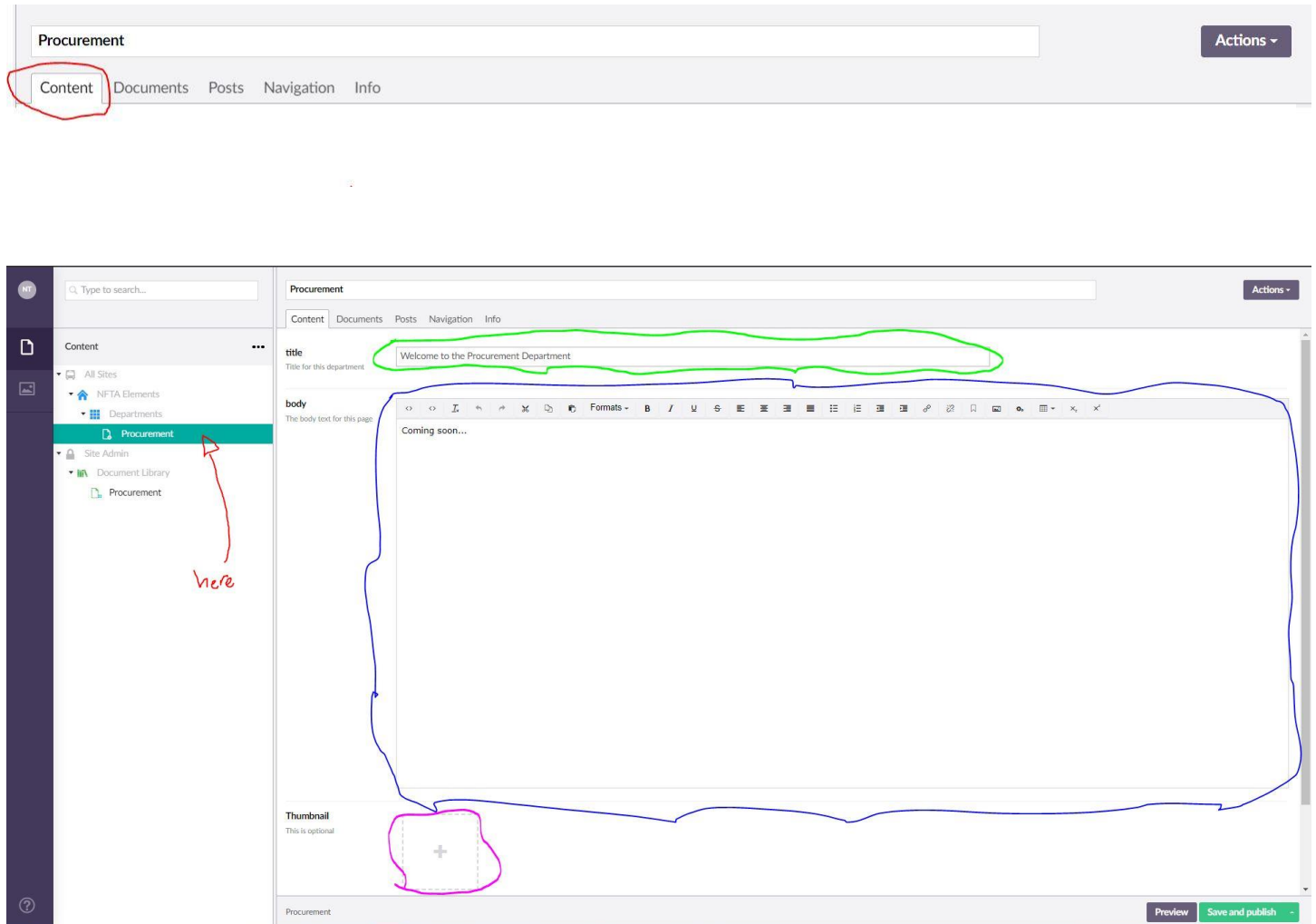
Follow the instructions on the email to reset your password.

How to edit the content of a page?

In order to edit the content of a page, you must be logged in the Backoffice. You can log in here cms.nfta.com/umbraco

Once you are logged in, click on your department's page (node). Hit the **Save and publish** button Every time you make a change. Sometimes it takes a few seconds for your changes to appear on the website

Make sure you are under the "content" tab (Look at the table of content to learn more about tabs)



The area circled in green is the title of your page. The area circled in blue is the main body of the page, the tool used to edit the main body is called a rich text editor (see below to understand a rich text editor). The area circled in pink is a logo or picture that can be used to represent your department. This tool is called a media picker (see below to understand a media picker).

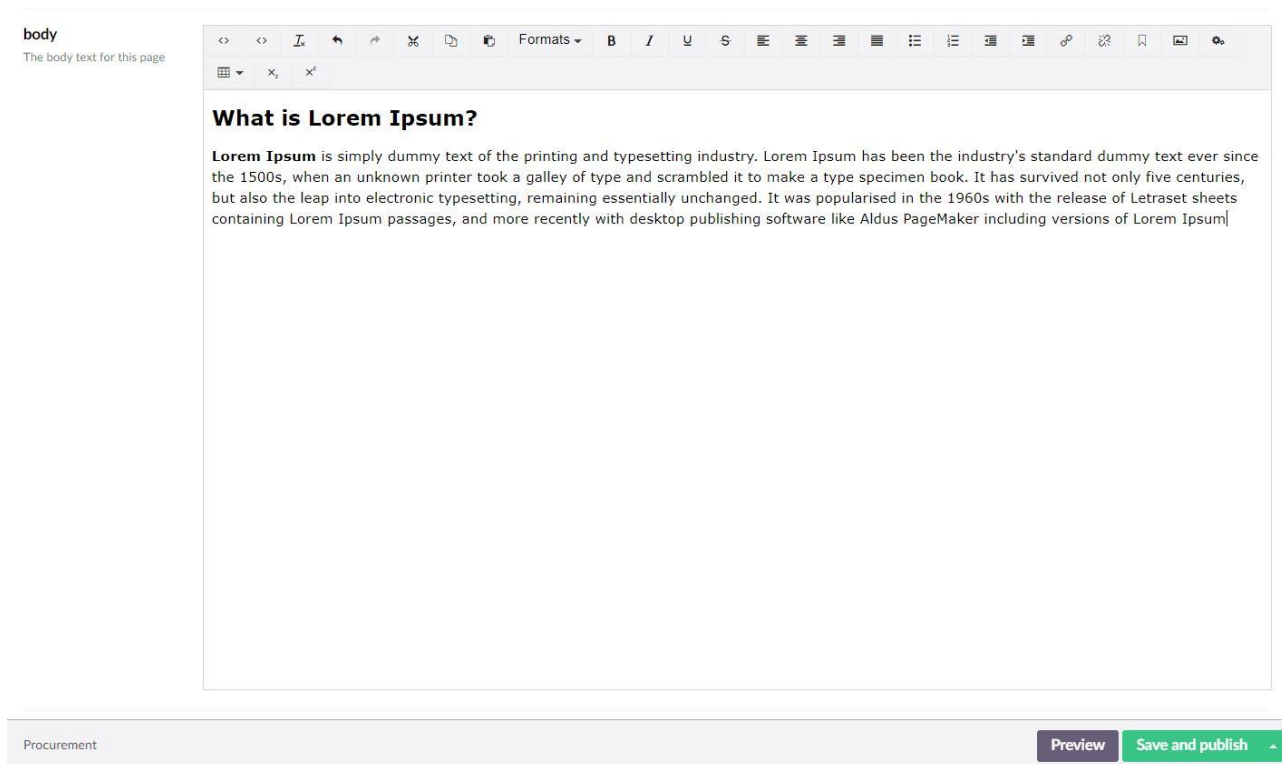
Let's go to the actual page to see what it looks like. Go to elements.nfta.com/departments/procurement/



At this time the page doesn't have much content.

A) Edit the main body of a page

The dummy text below demonstrates how to edit the main body of a page.



Hit the green button “save and publish”  in order to see your changes on the page.

Sometimes it takes a few seconds for your changes to appear on the website.

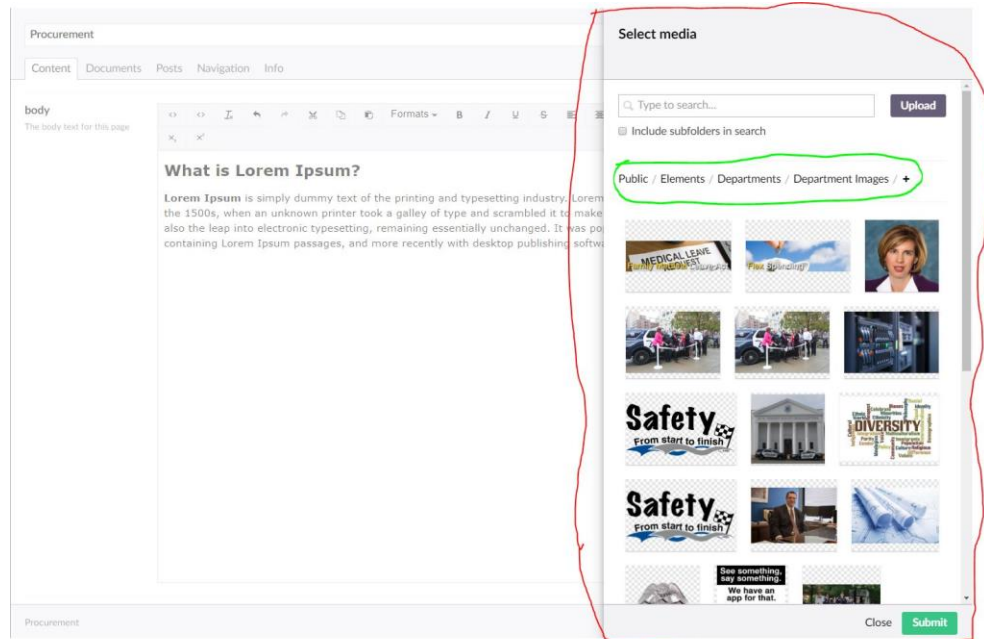
B) Insert an image inside a rich text editor

Place your mouse cursor exactly where you would like to insert the image inside the main body (using the rich text editor). Then click on the icon below from the rich text editor.



A dialog window should come up. Make sure you are in the correct directory (Public > Elements > Departments > Department Images) The area circled in green from the picture on the right.

You can upload an image or select one of the already existing images.

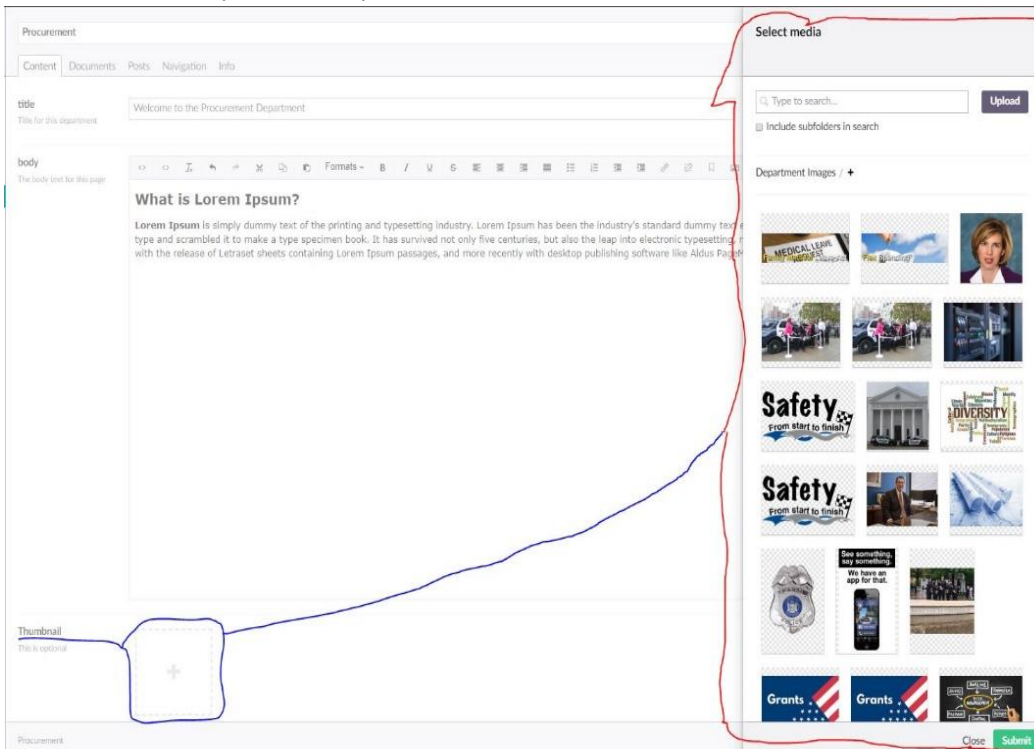


Then click on the green "submit" **Submit** button from the dialog box.

Then click on the save and publish green button **Save and publish**

C) Insert a logo (image) to a page

Click on the box (thumbnail) here circled in blue.




A dialog window should come up. You can upload an image or select one of the already existing images.

Then click on the green "submit" **Submit** button from the dialog box. Then hit the Save and publish button

D) Post a post to a page

A post is short body of text, image, icon, documents etc. that is placed inside a box. Look at the pictures below for a few examples of posts



New phone


This is our new phone number: 716XXXXXX



Cloudy weather

When the sky is cloudy, it's so full of clouds that you can't see the sun. A cloudy day isn't ideal for a trip to the beach, and a cloudy night isn't great for star gazing. ... Cloudy comes from the Old English word clud, "mass of rock," and later "cloud," based on the way a cloud can resemble a rock or hill.

[Travel Guidelines](#)



Close

We are closed this monday



Safe Transit

**See something,
say something.**

**We have an
app for that.**





Health Insurance - Forms

The most commonly used forms are all here:

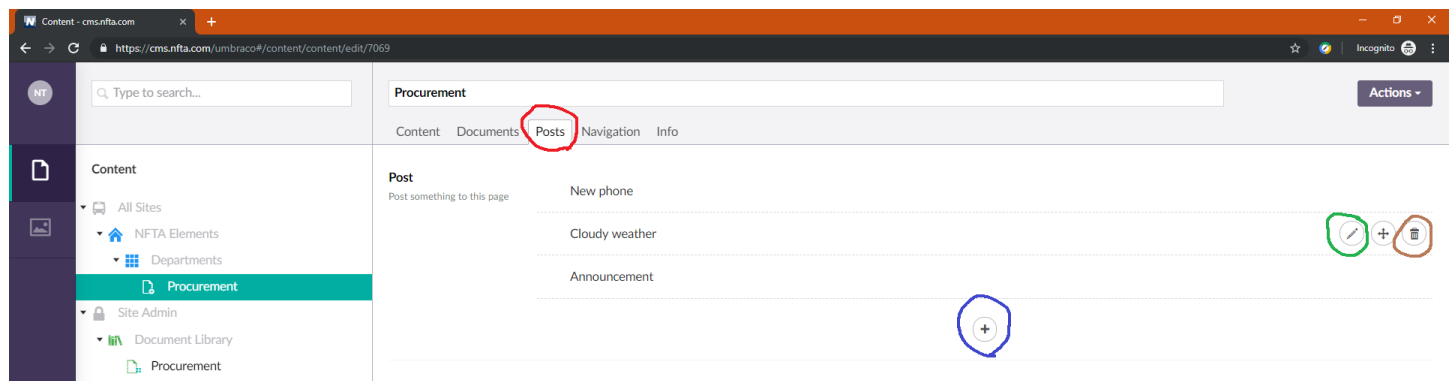
- [Blue Cross Blue Shield Enrollment](#)
- [Blue Cross Blue Shield Claim](#)
- [Health Reimbursement Debit Authorization](#)
- [Dental Claim](#)
- [GHI Claim Form](#)
- [GHI Enrollment](#)
- [Health Now Claim Form](#)
- [HRA Enrollment](#)
- [Nova Flexible Spending Account Claim Form](#)
- [Vision Claim Back](#)



Metro Rail Expansion Station Design Workshop

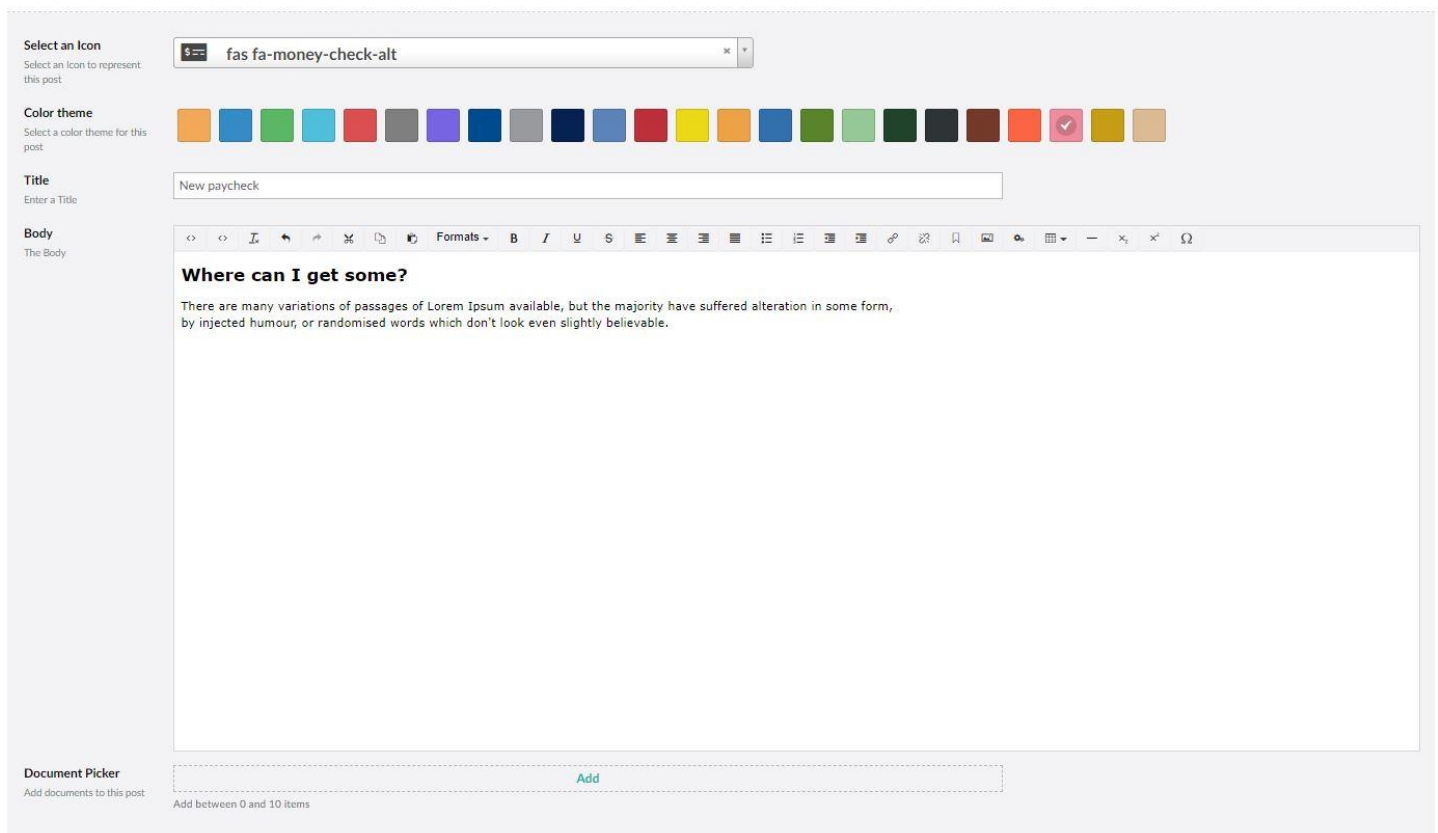
Join us for an opportunity to participate in a station design workshop for the Metro Rail Expansion Project on Tuesday, June 11, 2019 between 5:00pm and 7:00pm. The workshop will take place at the University at Buffalo, Hayes Hall, Room 403. For additional information, please visit <http://www.nftametrorailexpansion.com/>.

In order to post a post, click on the post tab.



Looking at the picture above, the post tab is circled in red. In order to edit an existing post, click on the “pen” icon circled in green. Click on the recycle bin icon circled in brown.

To create a post, click on the “plus” icon circled in blue in the picture above.



Select an icon and a color theme. Enter a title and body. You can also add existing documents to a post.

Once you are done editing, click on the **Save and publish** button.

Working with documents

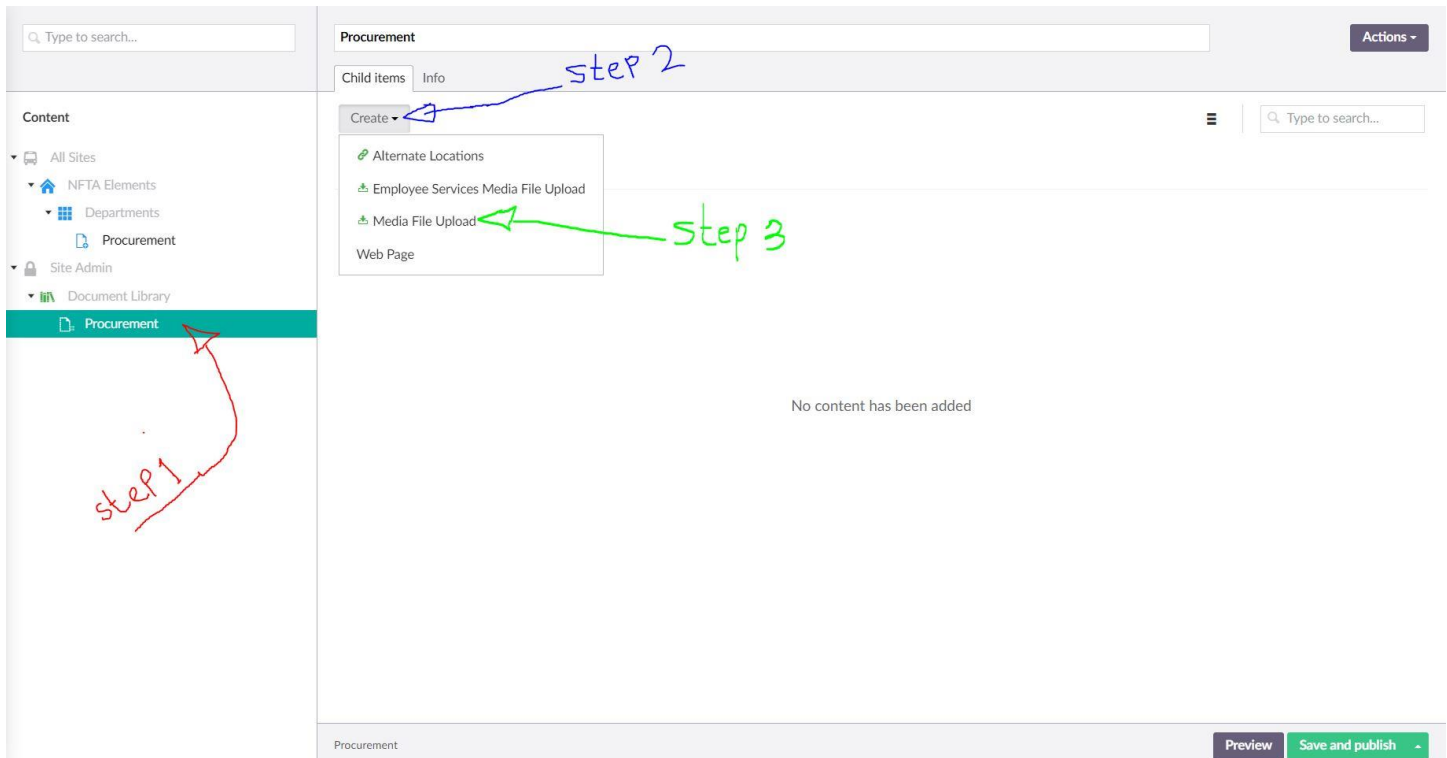
A) What is the document Library?

This NFTA document library is for Human Resources, public notices, forms and applications, general information, annual reports and more. The document library contains public documents from all the departments at the NFTA.

B) How to save, publish, unpublish and delete a document

Follow the following steps:

- Step 1: click on the green node under the document library node.
- Step 2: click on the create dropdown button
- Step 3: click on Media File Upload



- Step 4: Enter a name, just repeat the name of the actual document
- Step 5: click on the media picker (the box with the plus sign in the center)
- Step 6: Navigate to your department's folder. Upload or select an existing document.
- Step 7: Select the document. You should see a green checkmark.
- Step 8: hit the green submit button.

The screenshot shows the 'Employment Application' form with the following components and annotations:

- Left Sidebar:** A 'Content' menu with 'Procurement' highlighted in green.
- Form Header:** 'Employment Application' with a red arrow pointing to it labeled 'step 4'.
- Form Tabs:** 'Placement' and 'Info' tabs.
- Form Fields:**
 - 'Show in Public Info List' with a green checkmark icon.
 - 'Show in Document Lib' with a green checkmark icon.
 - 'File Picker *': A dashed box with a plus sign and a blue arrow pointing to it labeled 'step 5'.
 - 'Summary': A text area for a short description.
- Right Panel: 'Select media'**
 - A search bar and an 'Upload' button.
 - A checkbox for 'Include subfolders in search'.
 - A breadcrumb path: 'publicinfo / Forms & Applications / +' circled in green, with a green arrow pointing to it labeled 'step 6'.
 - A grid of document thumbnails:
 - 'Axiom Consent Form...' and 'Commendation Form.p...' in the first row.
 - 'Complaint Form, Title...' and 'Employment Applicati...' in the second row. The 'Employment Applicati...' thumbnail has a green checkmark and a blue arrow pointing to it labeled 'step 7'.
 - 'Functional Needs Regl...' and 'Independent Registere...' in the third row.
 - 'Metro Perk Employee ...' and 'Metro Perk Emplo...' in the fourth row. A pink arrow points to this row labeled 'step 8'.
 - At the bottom right, a 'Close' button and a green 'Submit' button circled in pink.

Hit save and publish.

Employment Application

Placement Info



Show in Public Info List ☒

If flag checked this document will appear in the Public Information section of the NFTA website.

Show in Document Lib ☒

If flag checked this document will appear in the Documents section of the NFTA Extranet.

File Picker *

 
Employment Application.pdf

Summary
Short description / summary of the given resource.

Save and publish

Then click on the green node under the document library, in this case procurement to view the document you just published.

Search: Type to search...


Content

- All Sites
 - NFTA Elements
 - Departments
 - Procurement
 - Site Admin
 - Document Library
 - Procurement

Procurement Actions

Child items Info

Create

Name	Sort	Last edited	Created by
 Employment Application	0	2019-06-01 01:37	NFTA Groups Test

To unpublish or delete a document look at the picture below.

The screenshot shows the 'Procurement' document interface. At the top, there is a search bar with 'Procurement' entered and an 'Actions' dropdown menu. Below the search bar, there are tabs for 'Child items' and 'Info'. A 'Clear selection' button is visible, followed by a status bar indicating '1 of 1 selected'. To the right of the status bar, there are four action buttons: 'Publish', 'Unpublish', 'Copy', and 'Delete'. A red circle highlights the 'Unpublish' and 'Delete' buttons. Below the action buttons, there is a table with columns: 'Name', 'Sort', 'Last edited', and 'Created by'. The table contains one row for 'Employment Application' with a sort value of 0, last edited on 2019-06-01 01:37, and created by NFTA Groups Test. A red checkmark is next to the 'Employment Application' name, and a red arrow points to it with the text 'click here'.

How to view the history of page (node)

Click on the info tab.

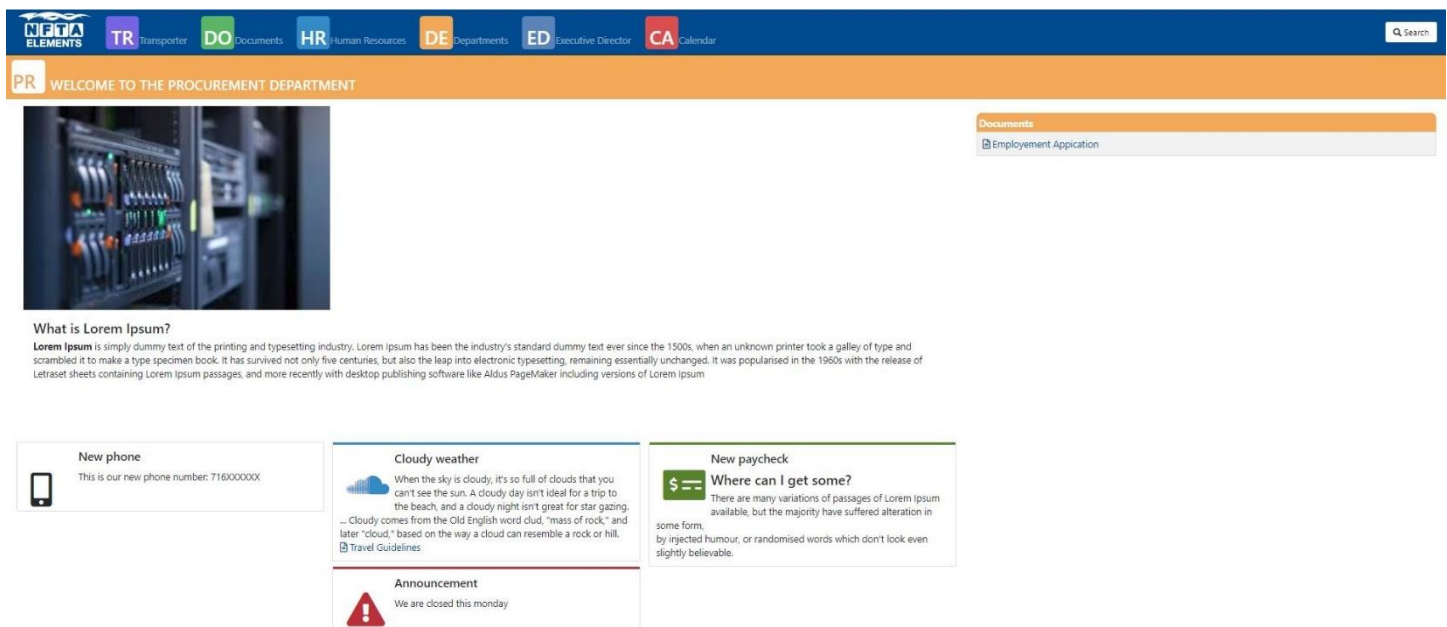
The screenshot shows the 'Procurement' document interface with the 'Info' tab selected. The 'Info' tab is highlighted with a red circle. Below the 'Info' tab, there is a 'Links' section with four links. Below the 'Links' section, there is a 'History' section. The 'History' section is outlined with a red circle and contains a list of history entries. Each entry shows the user who performed the action, the date and time, and the action itself. The actions are 'Save and Publish performed by user' and 'Save Content performed by user'. The 'History' section also includes a 'Previous' button and a 'Next' button. To the right of the 'History' section, there is a 'Scheduled Publishing' section with 'Publish at' and 'Unpublish at' buttons. Below the 'Scheduled Publishing' section, there is a 'General' section with 'Status', 'Created Date', 'Document Type', 'Template', and 'Id' fields.

What your page might look like after following this tutorial

- Before



- After



Warnings and errors you may encounter when publishing content

The error below indicates that there's a required field that is currently empty.

⚠ Content

Images

Video

Info

Thumbnail *
Select or upload an image.
(thumbnail image)

Thumbnail Caption
This is optional

Property has errors

Date *
Pick a date for this story

Required

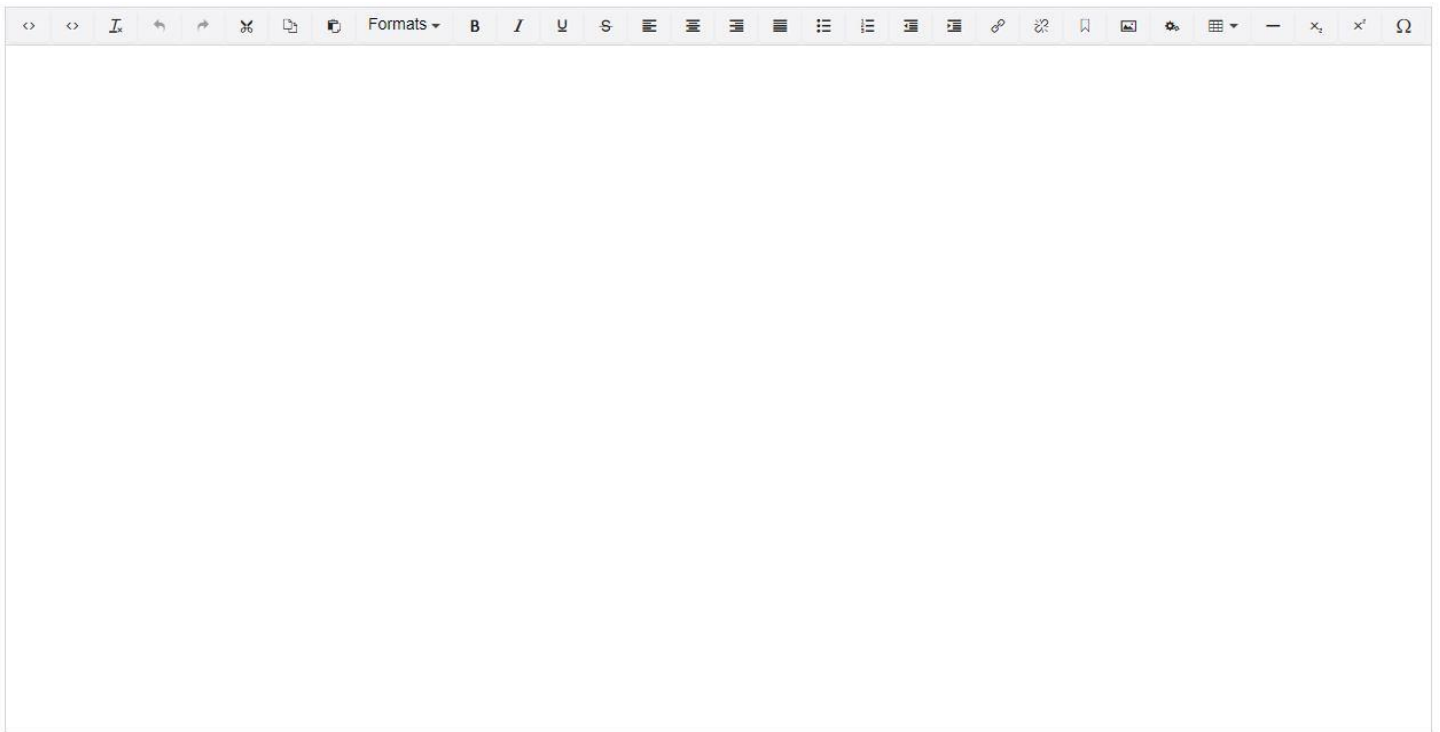
Save and publish

Technical terms to know

- **What is and how to use a rich text editor?**

In most areas of the system where text can be entered, you can control the appearance of your text using the rich-text editor, sometimes called a WYSIWYG (What You See Is What You Get) editor. The rich-text toolbar has icons for editing and formatting your text. You may use the rich text editor to include images, links, audio and video as well as text.

Note: Pasting text into the rich-text editor should preserve most formatting, but some types of formatting, such as colored text, may need to be added manually in the editor after pasting.



- **What is a section in the Backoffice?**

Backoffice consists of Sections, also referred to as Applications, which contain Trees. A tree consists of nodes.

Each section is identified by an icon in the left-hand side navigation ribbon of the Umbraco Backoffice.

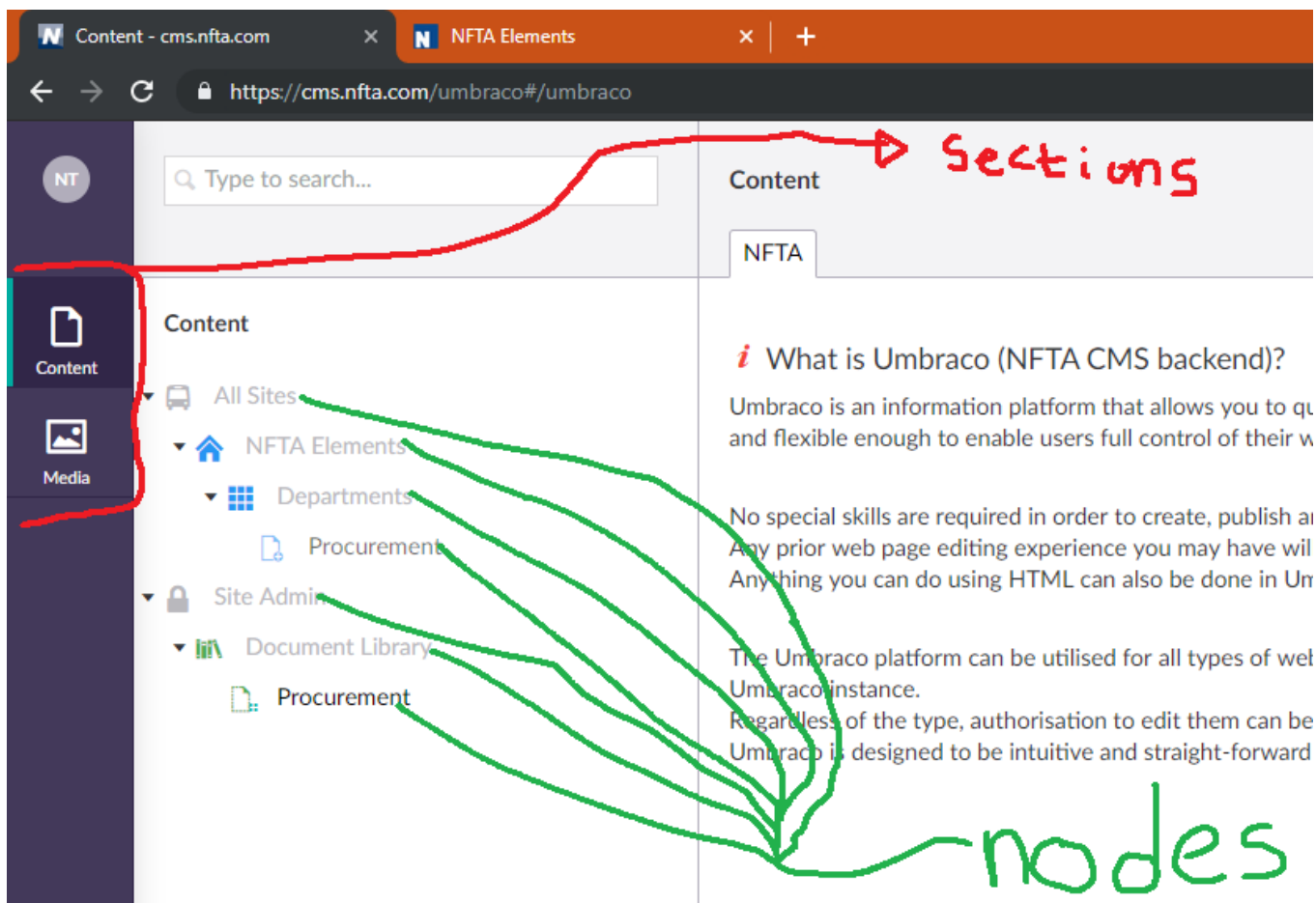
A section in the Backoffice is where you do specific tasks related to that section. For example, Content and Media are all sections. You can navigate between the different sections by clicking the corresponding icon in the section menu

The **Section menu** is the vertical menu located on the left side of the Backoffice.



Content

The content section contains the content of the website. Content is displayed as **nodes** in the content tree.





Media

The Media section contains the media for the website, such as folders, documents, images, videos etc. To start off when we click on the media section in the sidebar you will see that our media menu looks very similar to the content menu. The difference is that instead of dealing with pages, we are dealing with folders and files. The media section can be thought of as folders on your computer that store anything such as images, videos, and files.

The screenshot shows the CMS interface for managing media. The browser tabs are 'Media - cms.nfta.com' and 'NFTA Elements'. The URL is 'https://cms.nfta.com/umbraco#/media/media/edit/5808'. The left sidebar has a 'Media' icon highlighted with a red box. The main area shows a search bar, a 'Public' section, and a list of media items. A red line connects the 'Media' icon to the 'Public' section, with the handwritten text 'Sections' next to it. A green line connects the 'Public' section to the list of media items, with the handwritten text 'nodes' next to it. The list of media items includes: NFTA, BNIA, Elements, Jobs, Bids, Vendor Logos, Police, NFIA, Metro, Press Releases, and messageboard. The right sidebar shows a 'Create' button and a list of media items: Press Releases, NFIA, Metro, and Po.

Media - cms.nfta.com | NFTA Elements

https://cms.nfta.com/umbraco#/media/media/edit/5808

NT

Type to search...

Public

Contents Info

Create

Media

Public

- NFTA
- BNIA
- Elements
- Jobs
- Bids
- Vendor Logos
- Police
- NFIA
- Metro
- Press Releases
- messageboard

Press Releases NFIA

Metro Po

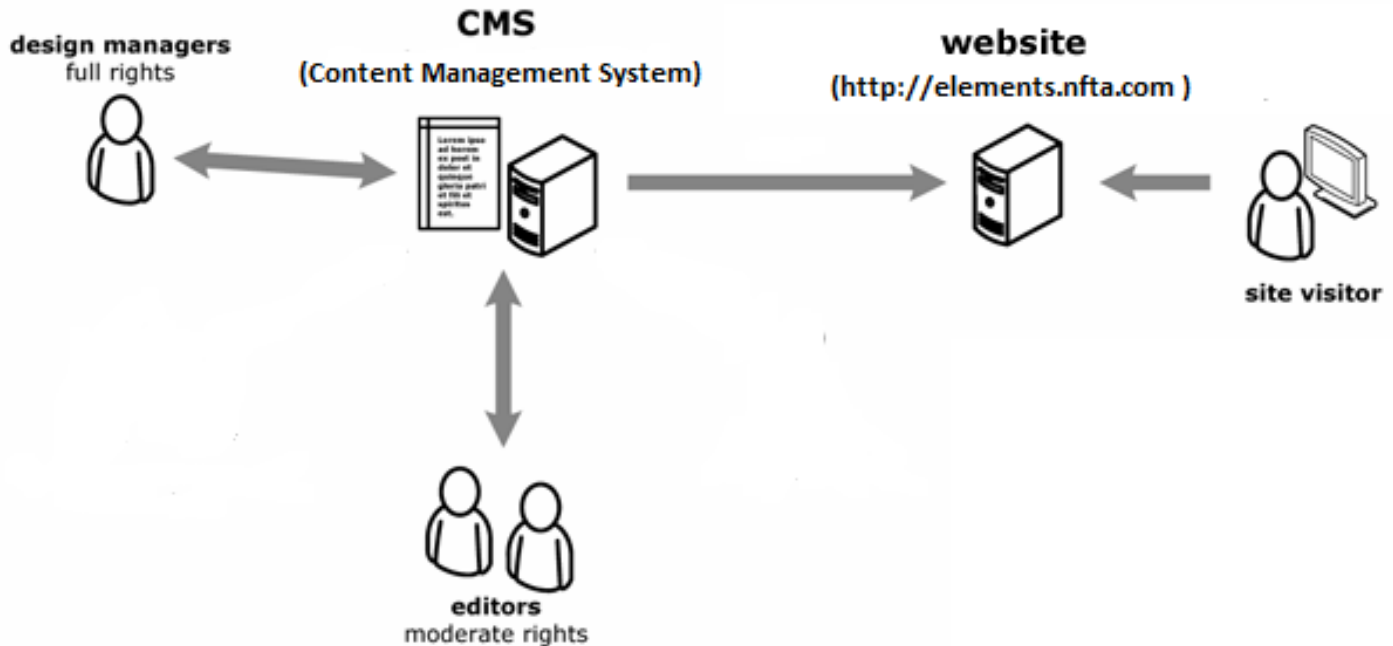
Sections

nodes

What is a CMS (Content Management System)?

A content management system, typically referred to as a CMS, is a program that allows publishing, editing, and modifying content on web sites. In its simplest terms, Content Management Systems are designed to help users create and manage their websites.

How CMS Works



The NFTA elements is built with a content management system called Umbraco. This is why in order to login the Backoffice editor go to cms.nfta.com/umbraco

Umbraco is an open-source content management system platform for publishing content on the World Wide Web and intranets. It's deployed on Microsoft based infrastructure.