



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.

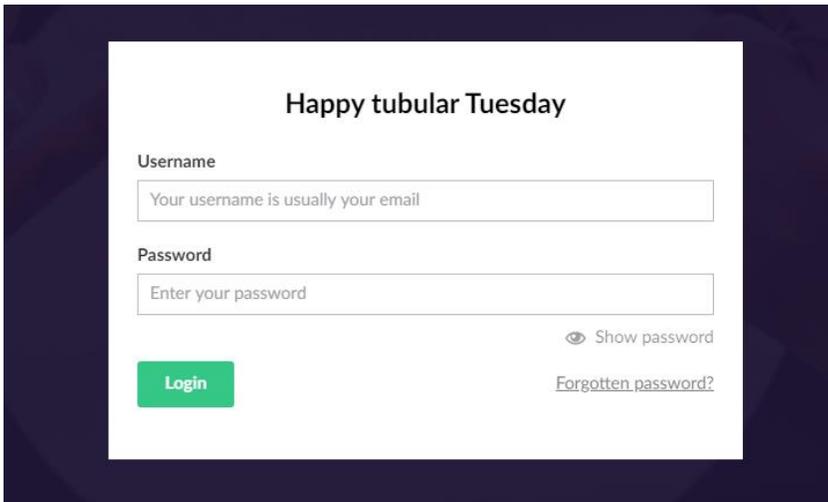
Visit the website: [elements.nfta.com](https://elements.nfta.com)

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## How to log into the Backoffice (CMS)?

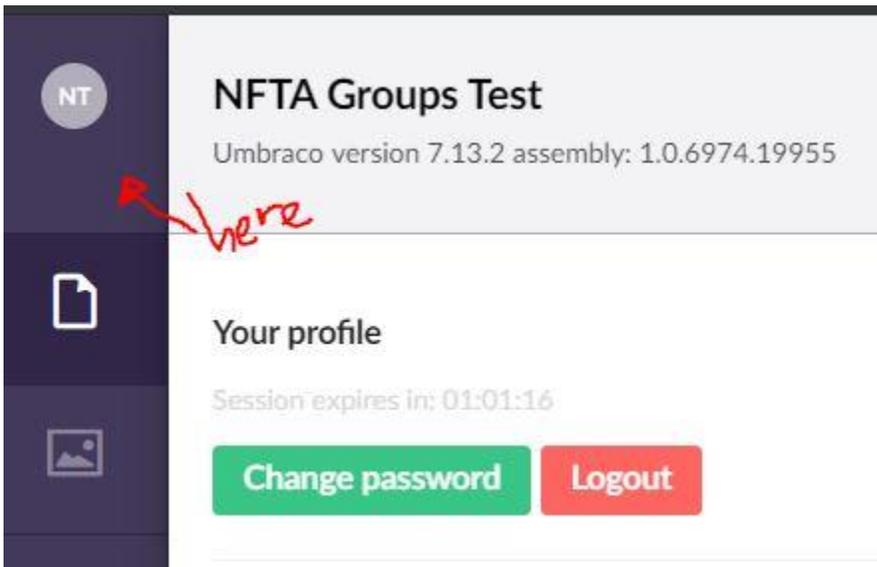
To login into the Backoffice go to: [cms.nfta.com/umbraco](https://cms.nfta.com/umbraco)



Enter your email address (username),  
and password.

click login.

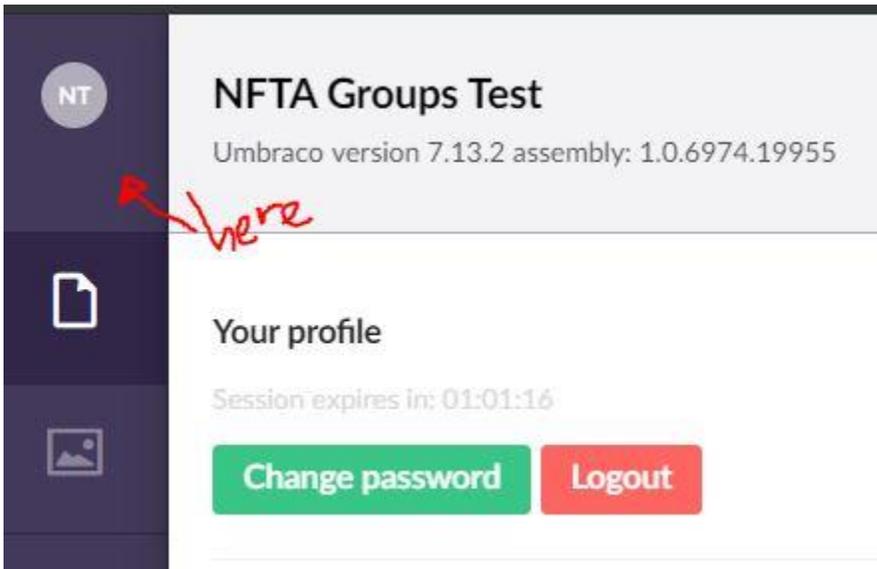
## How to log out the Backoffice (CMS)?



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

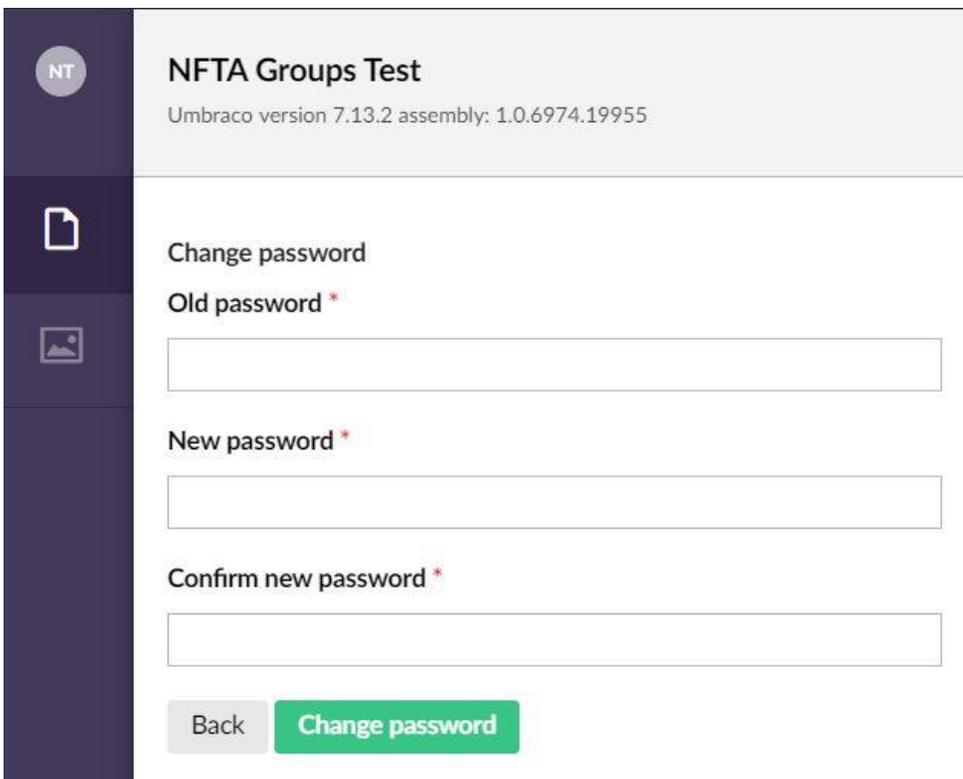
Then click on the red logout  
button.

# 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.

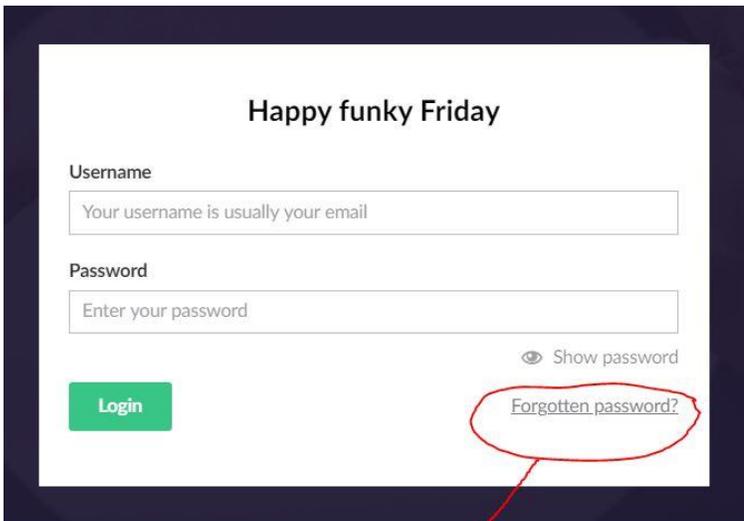
Enter your new password in the second textbox.

Re-enter your new password in the last textbox.

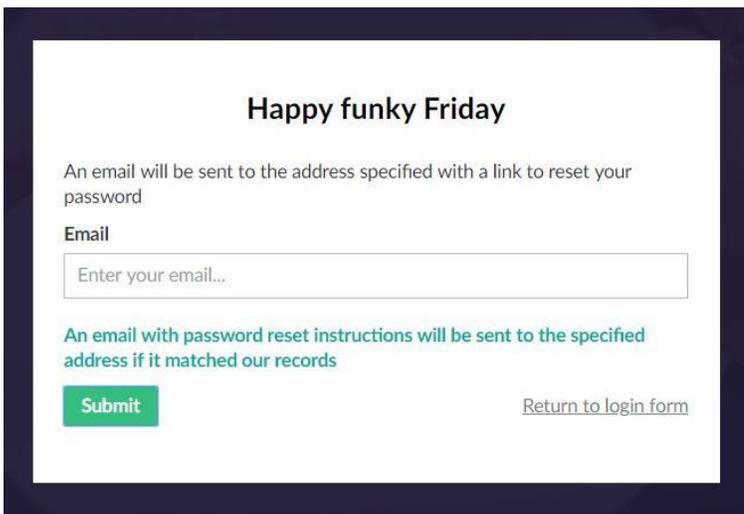
Then click on the "Change password" green button.

# In the case of a forgotten password:

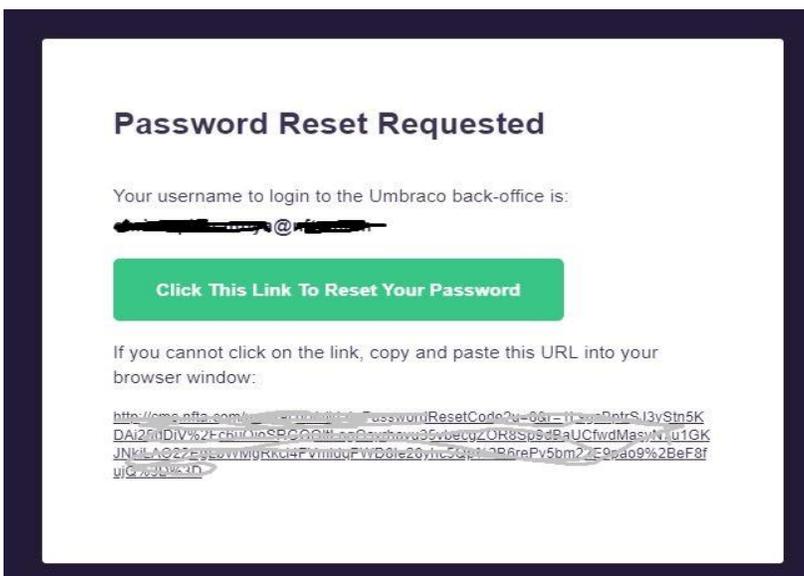
Go to the login screen: [cms.nfta.com/umbraco](https://cms.nfta.com/umbraco)



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

“Umbraco: Reset Password”.

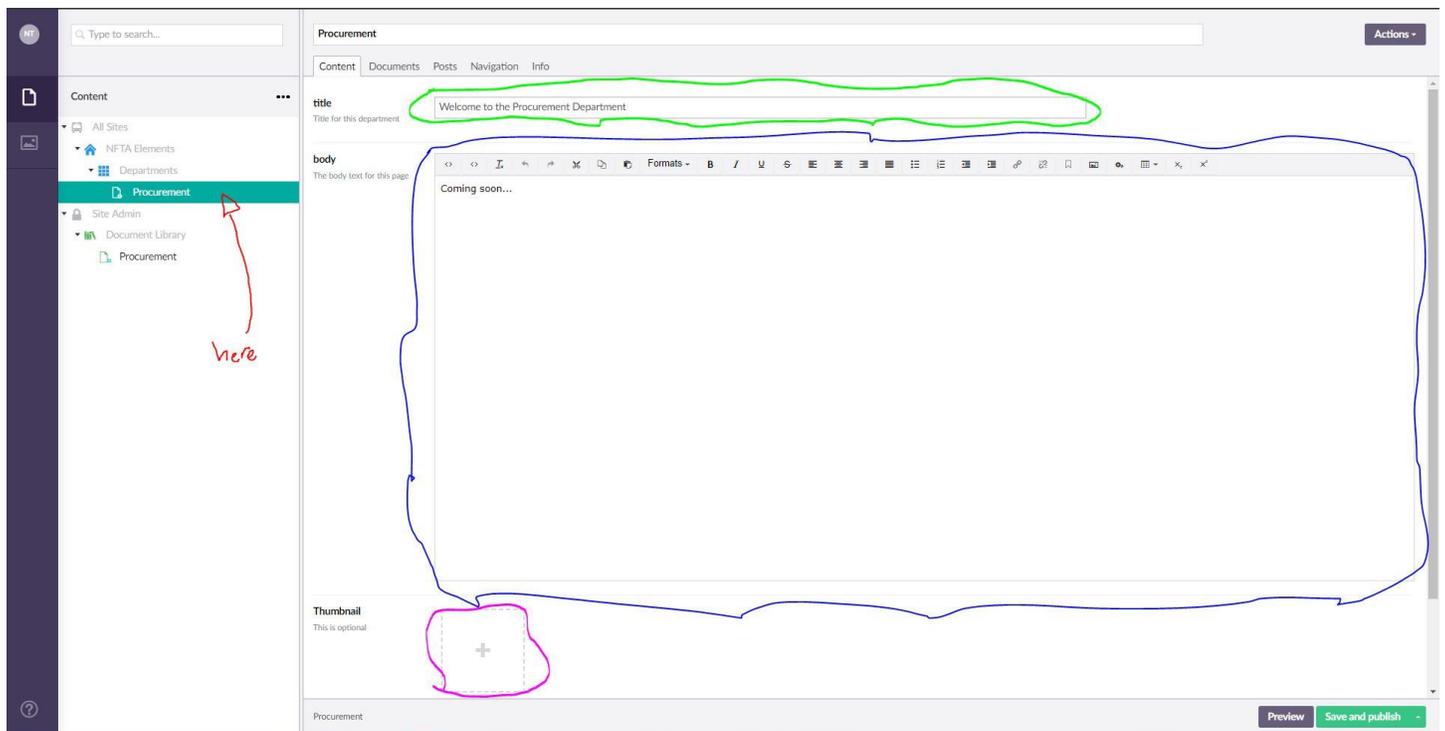
Follow the instructions on the  
email to reset your password.

# 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](https://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).

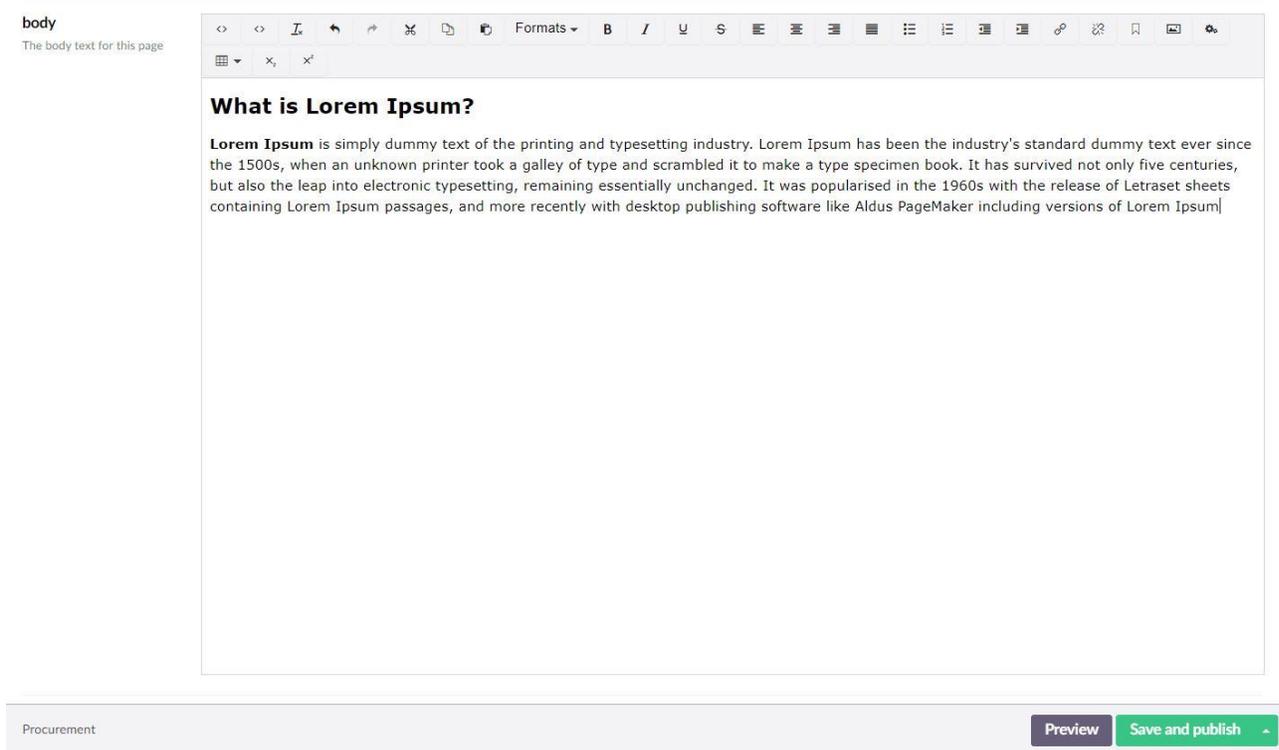
Let's go to the actual page to see what it looks like. Go to [elements.nfta.com/departments/procurement/](https://elements.nfta.com/departments/procurement/)

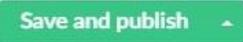


At this time the page doesn't have much content.

### 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.

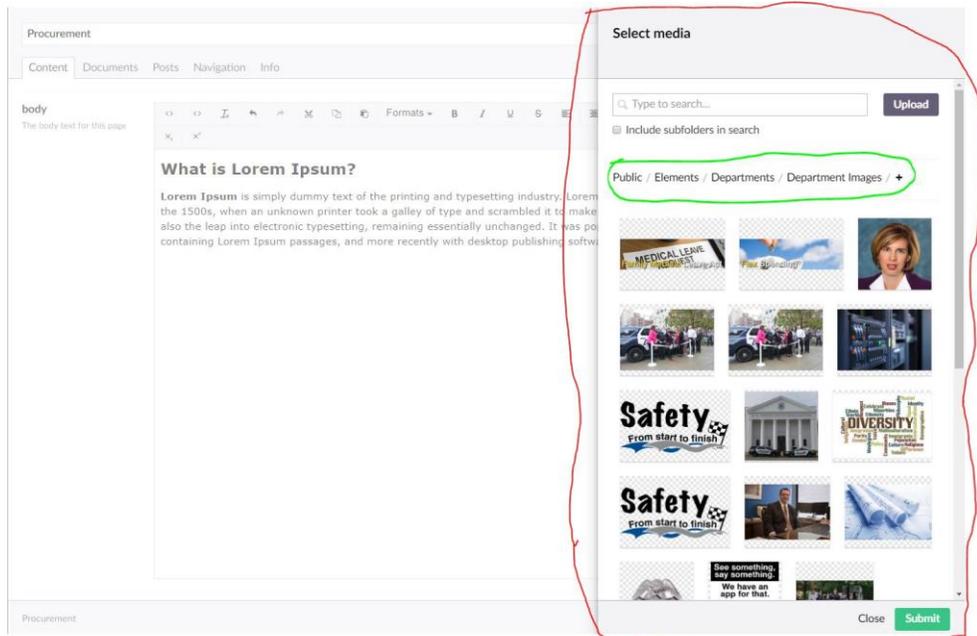
## B) Insert an image inside a rich text editor

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.

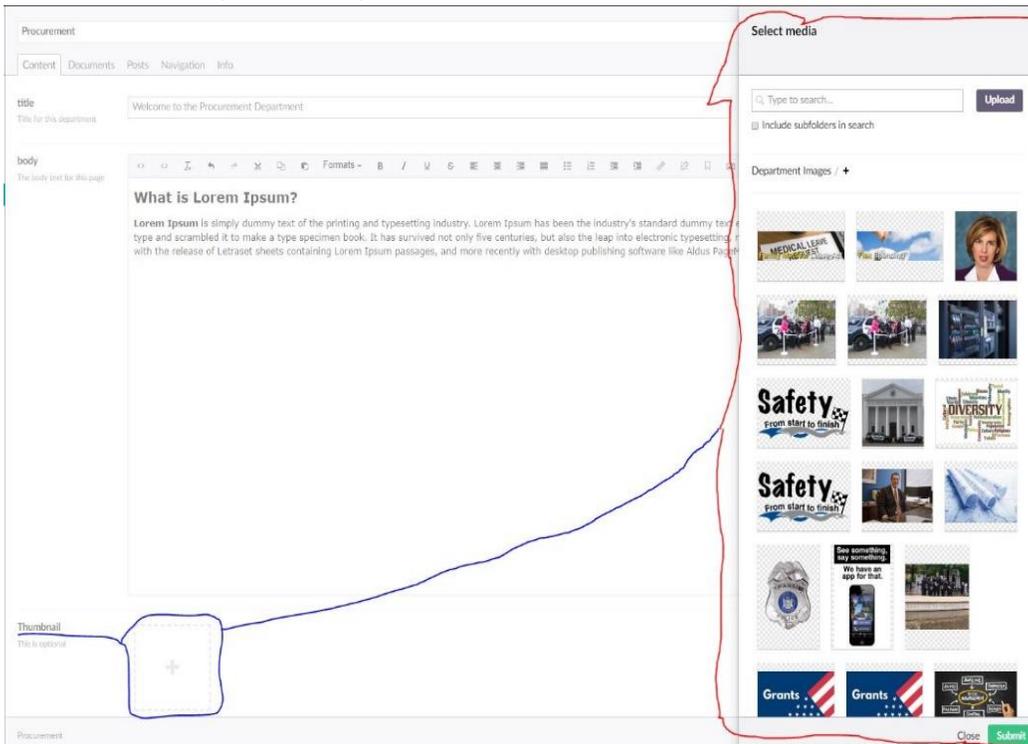


Then click on the green “submit” **Submit** button from the dialog box.

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**



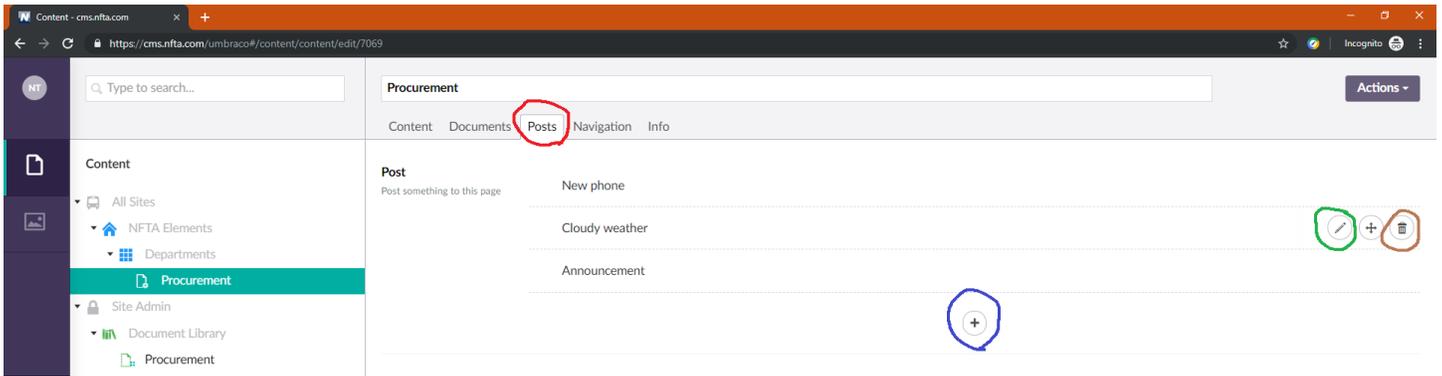
The most commonly used forms are all here:

- [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**

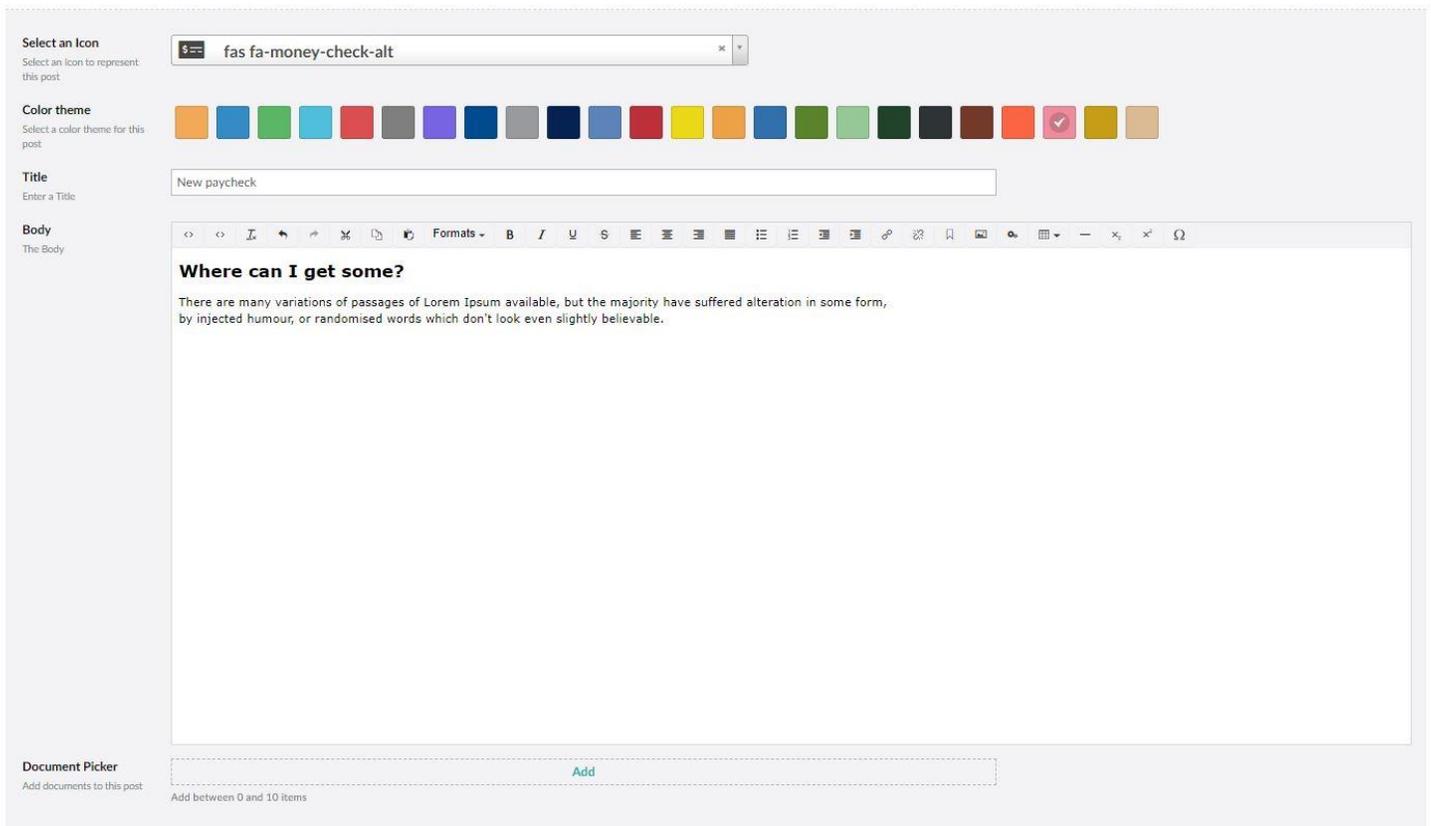
Join us for an opportunity to participate in a station design workshop for the Metro Rail Expansion Project on Tuesday, June 11, 2019 between 5:00pm and 7:00pm. The workshop will take place at the University at Buffalo, Hayes Hall, Room 403. For additional information, please visit <http://www.nftametrorailexpansion.com/>.

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.

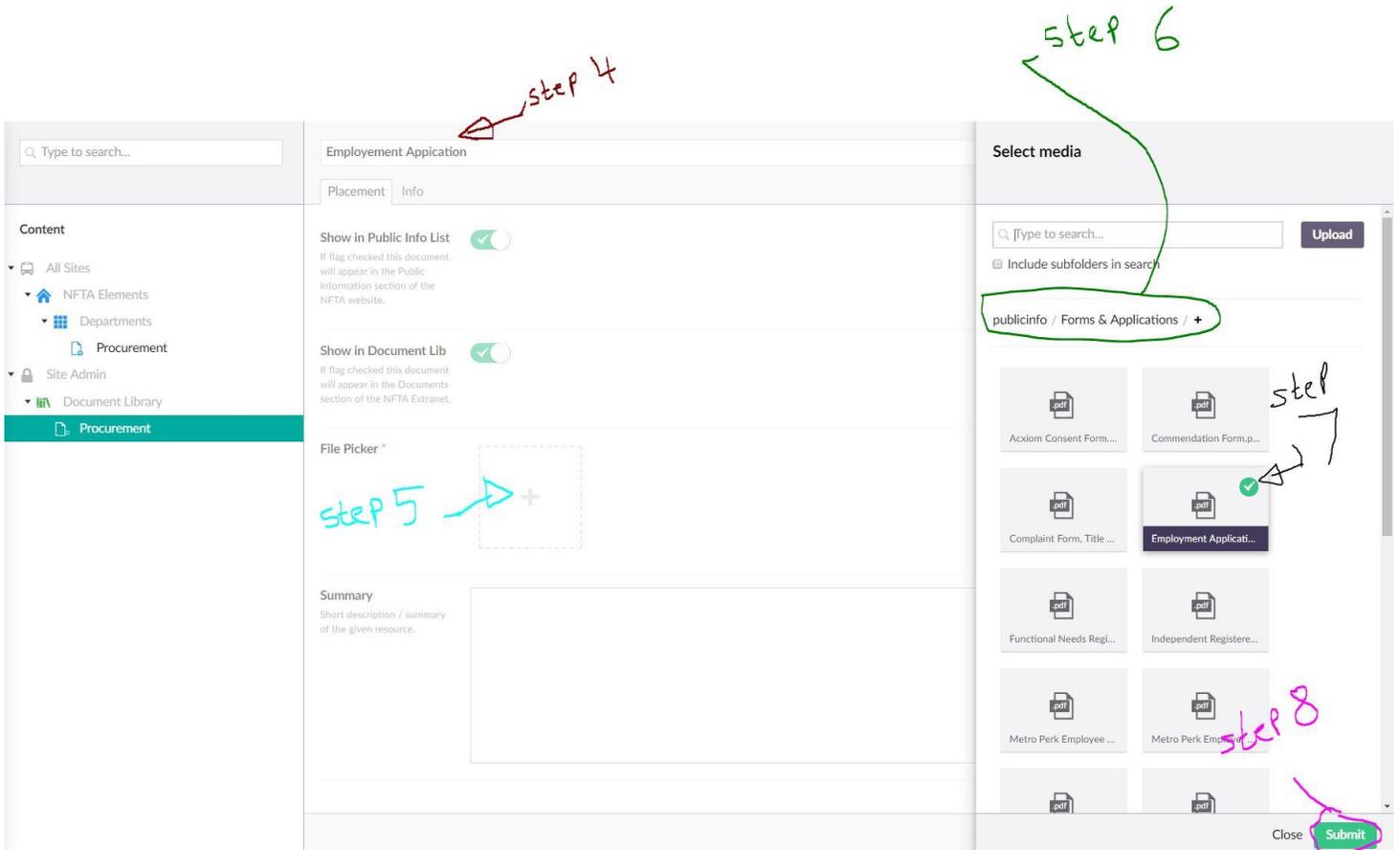
## B) How to save, publish, unpublish and delete a document

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

The screenshot shows the NFTA document library interface. On the left, a navigation menu under 'Content' shows 'Document Library' expanded, with 'Procurement' highlighted in green. A red arrow labeled 'step 1' points to this 'Procurement' node. The main content area shows the 'Procurement' page with a 'Create' dropdown menu open. A blue arrow labeled 'step 2' points to the 'Create' dropdown, and a green arrow labeled 'step 3' points to the 'Media File Upload' option in the dropdown. The page also features a search bar, 'Child items' and 'Info' tabs, and 'Preview' and 'Save and publish' buttons at the bottom.

- 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.



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.

Type to search...

Content

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

Procurement

Child items Info

Create

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

Actions

Type to search...

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

Procurement

Child items Info

Clear selection 1 of 1 selected

Publish Unpublish Copy Delete

<input checked="" type="checkbox"/>	Name	Sort ▲	Last edited	Created by
<input checked="" type="checkbox"/>	Employment Application	0	2019-06-01 01:37	NFTA Groups Test

click here

## How to view the history of page (node)

Click on the info tab.

Procurement

Content Documents Posts Navigation Info

Links

- <https://elements.niagarafontiertransportationauthority.com/departments/procurement/>
- <https://elements.nfta.com/departments/procurement/>
- <http://elements.niagarafontiertransportationauthority.com/departments/procurement/>
- <http://elements.nfta.com/departments/procurement/>

History

User	Time	Action
NFTA Groups Test	1 June 2019 01:10	Save and Publish performed by user
NFTA Groups Test	1 June 2019 01:04	Save and Publish performed by user
NFTA Groups Test	1 June 2019 01:04	Save and Publish performed by user
NFTA Groups Test	1 June 2019 00:38	Save and Publish performed by user
NFTA Groups Test	1 June 2019 00:27	Save and Publish performed by user
Lisa Piecki	24 May 2019 15:20	Save and Publish performed by user
Lisa Piecki	24 May 2019 15:18	Save and Publish performed by user
Cindy Judd	24 May 2019 14:51	Save and Publish performed by user
Cindy Judd	24 May 2019 14:43	Save Content performed by user
Cindy Judd	24 May 2019 14:43	Save Content performed by user

Previous 1 2 3 Next

Scheduled Publishing

Publish at [Set date](#) Unpublish at [Set date](#)

General

Status [Published](#)

Created Date 23 May 2019 15:23 by Christopher Muya

Document Type [Department](#)

Template [ExtDepartment Item](#)

Id 7069 44523db3-4533-45ca-ae93-1a2b68a83eab

# What your page might look like after following this tutorial

- Before

NETA ELEMENTS TR Transporter DO Documents HR Human Resources DE Departments ED Executive Director CA Calendar Search

PR WELCOME TO THE PROCUREMENT DEPARTMENT

Coming soon...

Documents  
No document available in this section

- After

NETA ELEMENTS TR Transporter DO Documents HR Human Resources DE Departments ED Executive Director CA Calendar Search

PR WELCOME TO THE PROCUREMENT DEPARTMENT



**What is Lorem Ipsum?**  
Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum

**Documents**  
Employment Application

**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](#)

**New paycheck**  
**Where can I get some?**  
There are many variations of passages of Lorem Ipsum available, but the majority have suffered alteration in some form, by injected humour, or randomised words which don't look even slightly believable.

**Announcement**  
We are closed this monday

# 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

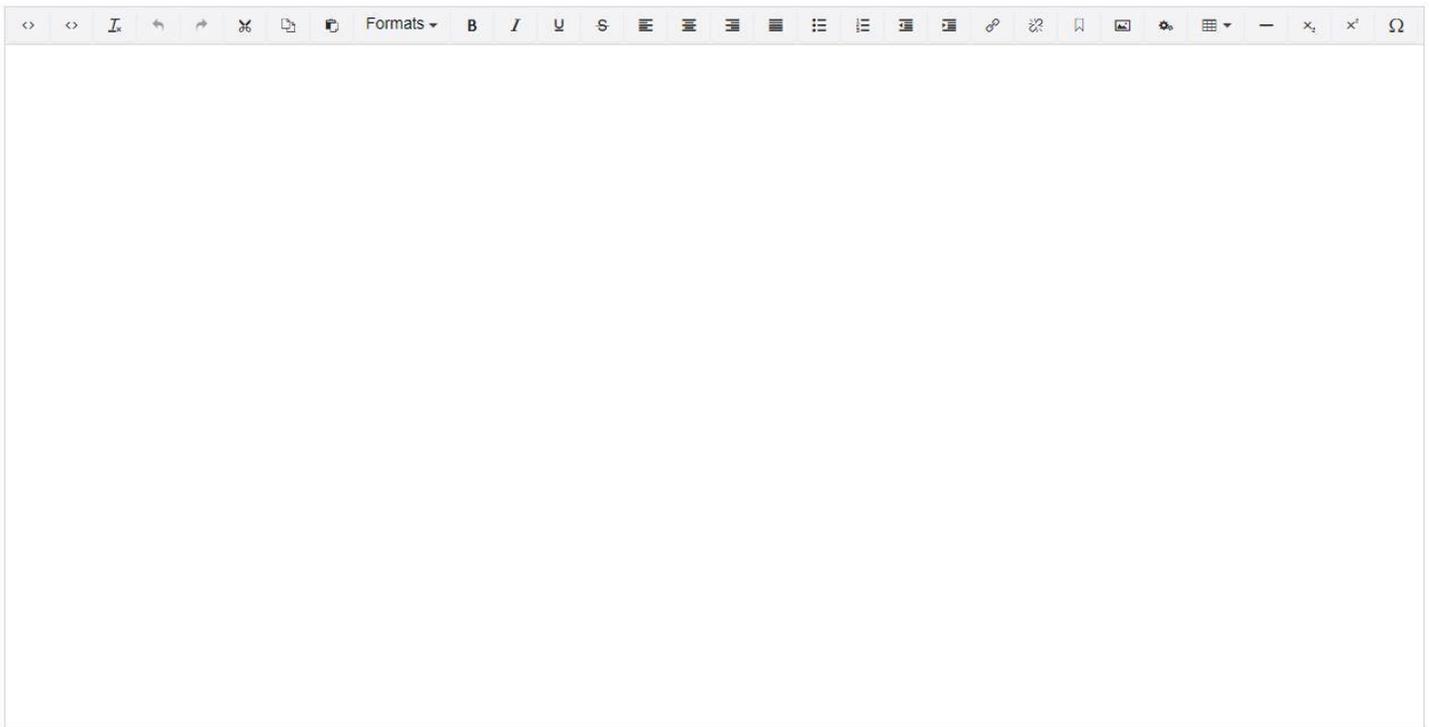
Save and publish

# 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.

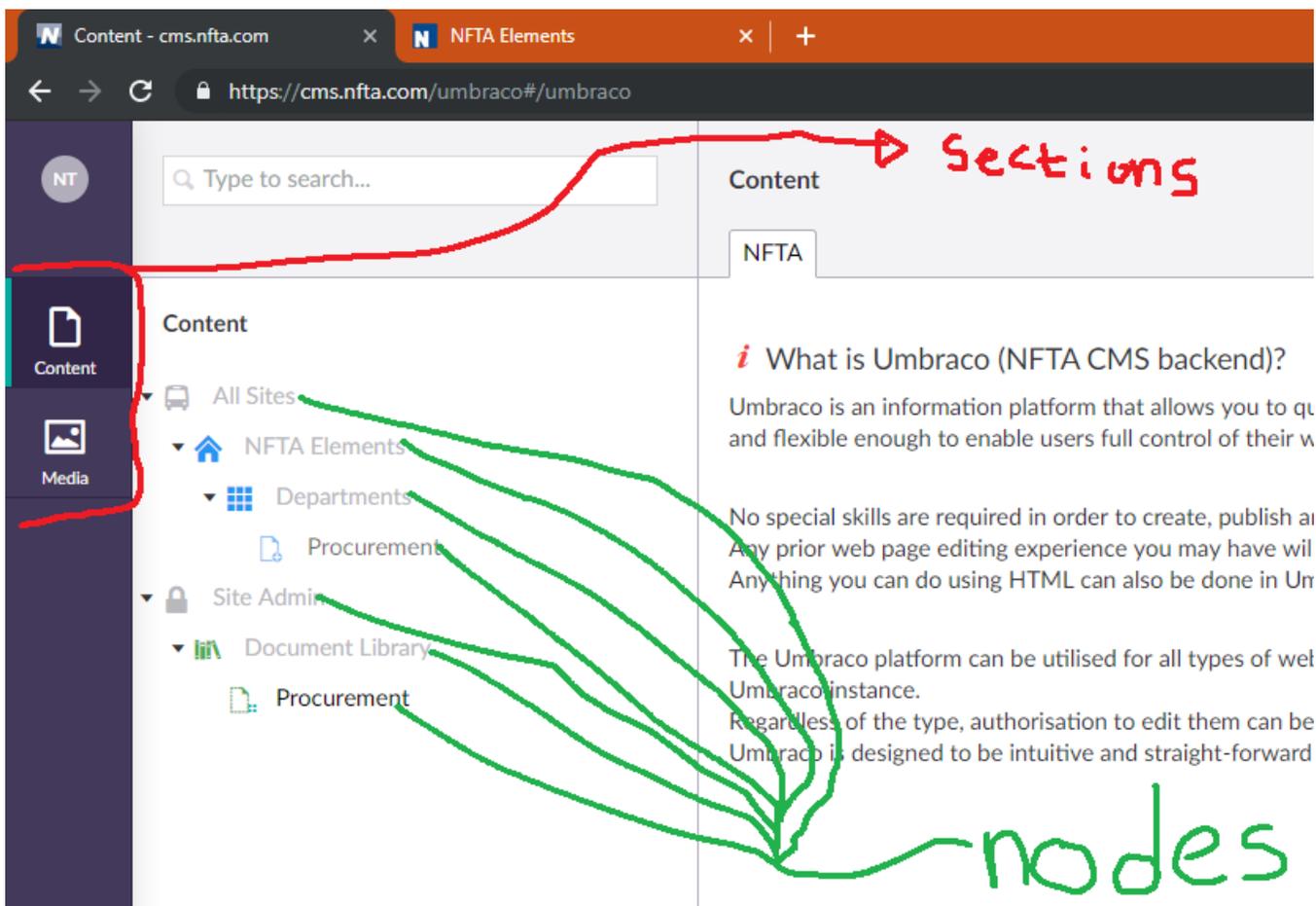
A section in the Backoffice is where you do specific tasks related to that section. For example, Content and Media are all sections. You can navigate between the different sections by clicking the corresponding icon in the section menu

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

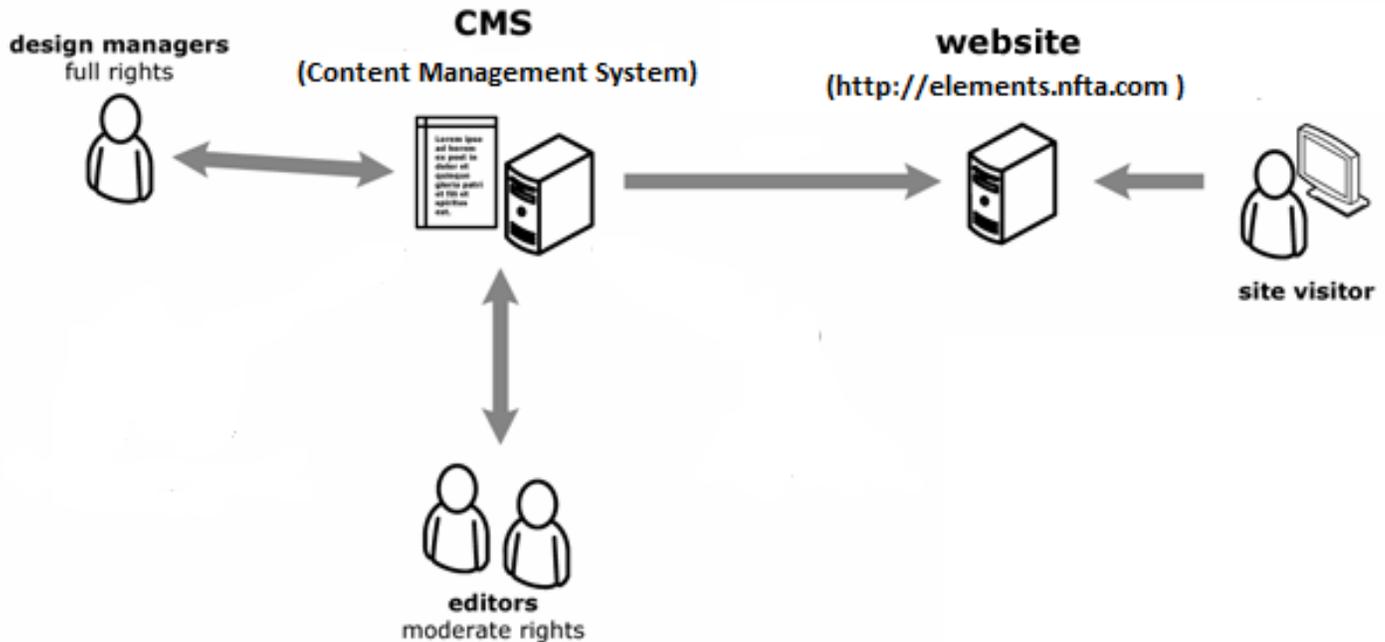
The Media section contains the media for the website, such as folders, documents, images, videos etc. To start off when we click on the media section in the sidebar you will see that our media menu looks very similar to the content menu. The difference is that instead of dealing with pages, we are dealing 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 the Media section. The browser tabs are 'Media - cms.nfta.com' and 'NFTA Elements'. The URL is 'https://cms.nfta.com/umbraco#/media/media/edit/5808'. The sidebar on the left has a 'Media' icon highlighted in red. The main content area shows a search bar, a 'Public' section header, and a list of folders under 'Public'. A red arrow points from the 'Public' header to the word 'Sections' written in red. A green arrow points from the folder list to the word 'nodes' written in green. The folder list includes: NFTA, BNIA, Elements, Jobs, Bids, Vendor Logos, Police, NFIA, Metro, Press Releases, and messageboard. The main content area also shows a 'Create' button and a grid of folder thumbnails including 'Press Releases', 'NFIA', 'Metro', and 'Po'.

# 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](https://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.