



>  
**accenture**

**DIAGEO**

*High performance. Delivered.*

## **MOSS Site Training**

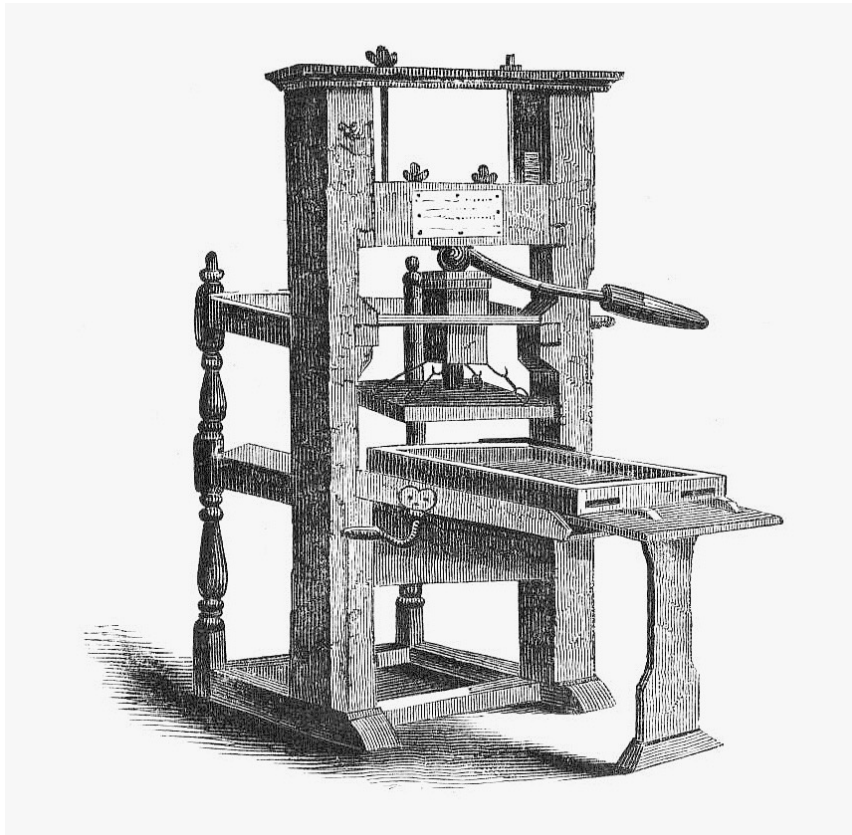


- Intros
- Housekeeping
- Course intro
  - What we will cover
  - One day / two sessions
  - Morning – core concepts
  - Lunch
  - Afternoon – key features & exercises
- Resources and questions





- CMS Concepts
- Welcome to MOSS
- MOSS Concepts & Overview
  - Terminology
  - Page Layouts
- Lunch 90mins
- Break 10 minutes



- Overview
- Content
- Presentation
- User roles
- Workflow
- Version history
- Benefits



## Content Management System



- Separates content and presentation
- Change content without technical involvement
- Add pages / sites





Content is information

- Text
- Images
- Videos
- Documents
- Downloads



## How the content looks

- Layout
- Type
- Colour
- Brand



Where items appear on the page

Often managed with templates. These may have the following features:

- Pre-existing page designs
- Specific areas for content. Called components or widgets
- Specific style
- May be locked
- An entire site can be a template



- Synonymous?
- Text style
- Size

Sed ut perspiciatis unde  
 omnis iste natus *Sed ut*  
*perspiciatis unde* omnis  
 Sed ut perspiciatis unde omnis iste  
 natus error sit voluptate  
 Sed ut perspiciatis unde  
 omnis iste



Colour wheel



RYB colour model

© Encyclopædia Britannica, Inc.

- Screen vs. Print
- Accessibility

Hello

Hello

Hello

Hello



Specific design to communicate the feel of a company or product

- Type
- Colour
- Images
- Layout
- Deviation usually not allowed





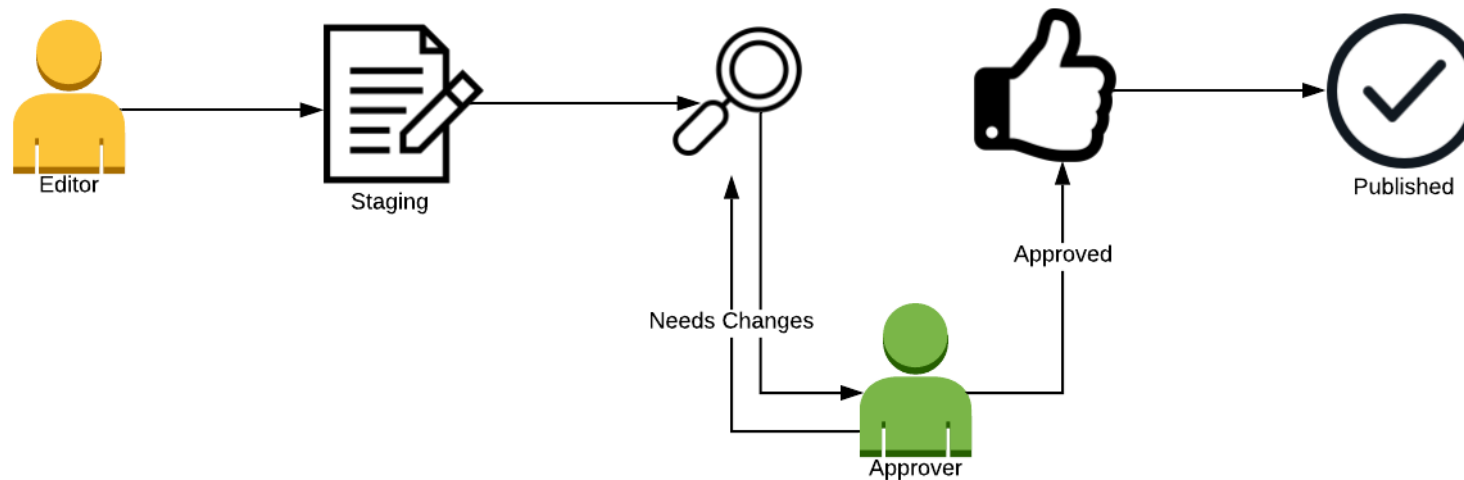
What the user is allowed to do



- Author
- Contributor
- Editor
- Reviewer
- Administrator
- Approver
- Publisher



## The process of creating and publishing content





Each time a content change is made a version is created

- Changes are tracked
- Content history
- Can go back to prior versions



- Faster content changes
- Faster setup\*
- Saves time & money
- Less frustration
- More champagne!?



**Break Time**





- CMS managed by Accenture
- Site creation
- Site change
- Brand approved core design
- Premade and custom sites and templates



- Terminology
- Page Layouts



- MOSS is a CMS
- Templates are called layouts\*
- Components and Widgets are called Web Parts and Field Controls
- User roles
- Workflow



- Similar to templates
- May be user-created or prebuilt
- Contain custom or premade components



- MOSS Page layouts are .aspx files stored in the system

They contain:

Field Controls

Web Parts

Properties




Field controls are responsible for rendering the page content.

Custom

HTML

Text Box

Content

 Edit Content

The Share Incentive Plan (SIP) is that includes Freeshares, Sharep employees based in the UK and p

Freeshares are awarded to employ easy way to buy Diageo shares ev Sharematch, for every two shares share free. See some more stuff (a

Freeshares must be held for three there will be Income Tax and Nati



- Web parts display content not under the control of the content author. For example, a list of related products
- They are some of the building blocks of a web page

*"By using web parts, you can modify the content, appearance, and behavior of pages of a SharePoint site by using a browser. "*

[Note this is a technical process not usually carried out by end users]



- Quick Review and questions
- Site Content (document Libraries and Lists)
- Page Editing tool bar
- Logging in
- Creating Pages
- Editing Pages
- Deleting Pages
- Saving, approving and publishing Pages
- Version History
- Practice exercises
- Review of today
- Useful resources and questions

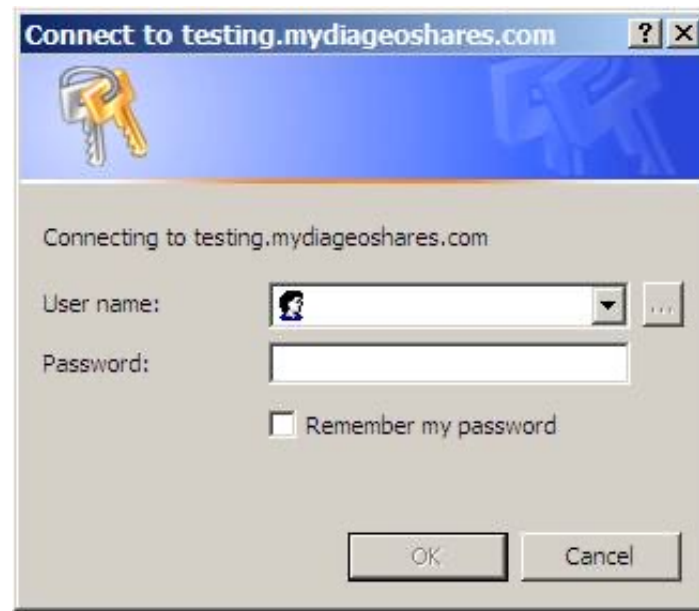






[https://playground.drinkiq.com/\\_layouts/settings.aspx](https://playground.drinkiq.com/_layouts/settings.aspx)

A valid MIS domain username/password needs to be entered in the popup window:





End of extract