



CMS Training Sample Document for Posting

WORKING WITH COLLECTIONS

What are Collections?

In the CMS, the term **Collections** refers to a grouping of links to content blocks that are handled as a single object by the CMS. The user creates a collection, adds in the content blocks through the CMS Workarea, and the collection is created as a list of links to those content blocks. Content blocks have **Quicklinks** associated with them, which allow users to easily maintain and edit collections.

Collections are used on the Alexandria Web site to create the left hand navigation on individual pages. Collections are the best way of handling links to pages within the same site.



Where are Collections Found?

Collections are stored in the Modules area. ***Note:** Each department has at least two collections.* To work with collections, follow the steps below:

1. Open the **CMS Workarea**.
2. Click the **Modules** icon. This will take you to the Modules area.
3. Click the **Collections** link at the top of the page to access the list of collections that are already created.

Edit Existing Collections

- In the **Workarea**, click the **Modules** icon.
- Once in the Modules, click the **Collections** link to access the list of existing collections.
- From that list, click on a Collection name to bring up the window for that collection. At this window you can add, delete, reorder links, as well as change the properties of the collection itself.