# Properties

Properties Overview

Properties allow a user to modify the metadata and configuration parameters for a page. While the available fields are dependent upon the template design and implementation for an institution, the metadeta frequently includes a page's title, description, keywords, and the configuration parameters can control page layout and structure as well as the inclusion of content areas or image choice for the banner.

Properties can be accessed either from the Pages list view as well as any view that includes the Page Actions toolbar. The Properties screen includes the following elements:

- **Parameters**: Allows users to edit basic metadata information and configuration parameters relevant to the currently selected page.
- **Access**: Levels 8, 9, and 10 have the ability to configur access settings for a page. Level 8 can only assign access settings for content to which they have access.
- **Log**: Provides a list view of all actions previously performed on the page.
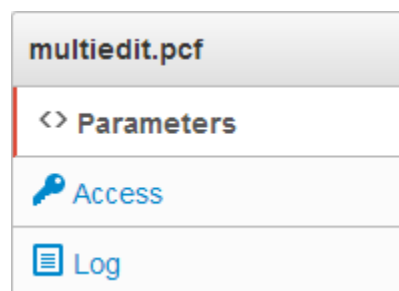
Parameters

Parameters allow users to edit basic metadata information relevant to the selected page. The Parameters screen includes the Page Title and Meta Data panel and the Configuration Parameters panel, which frequently include the following:

- **Title**: Allows users to create a user-friendly name for the page that is used to identify the content in the OU Campus CMS, and is used for the title of the page that appears in a browser.
- **Description**: Allows users to provide a brief description of the page.

  NOTE: Always write unique, descriptive Meta Titles and Descriptions. For assistance, contact the UT Tyler Web Team.

- **Keywords**: Keywords are used in searches to help find content.

Access Settings

The Access Settings panel on the Properties screen allows users to define the required permission levels to perform a variety of actions on the currently selected page. The Access Settings panel contains the following elements:

- **Access Group**: Defines the group whose members have rights to edit the edit the page.

- **Approver**: Setting an approver overrides all users' approvers for this page. Without having Enforce Approver selected, a user will not be able to publish directly, but will have to send to another user rather than publishing. By default, this option inherits from parent.
- **Enforce Approver**: Selecting to enforce an approver, disallows the user the ability to select a different user to whom to send the page.
- **Bypass Approver**: Allows users in the selected group to bypass the approval process and publish the page immediately.
- **Toolbar:**Allows users to select the toolbar that will be available to users when editing the page.
- **RSS Feed**: Allows users to attach an RSS Feed to the selected page.
- **URL Type**: Allows users to normalize links and resources to the type selected by the drop-down box.
- **Exclude from Search**: Allows users to prevent this page from showing in the search results.
- **Exclude from Sitemap**: Excludes the page from being included in the sitemap.

Access Settings

Access Group	Everyone ▾
	The group with rights to edit this page.
Toolbar	Default ▾
	A toolbar specified here will override any specified at the folder or site level but will be overriden by one specified for a specific editable region.
RSS Feed	(No Feed) ▾
	Applying a feed to a page makes the page eligible to update the feed.
Exclude from Search	☐
Approver	(Inherit from Parent) ▾
	Setting an approver overrides all users' approvers for this page.
Enforce Approver	☐
Bypass Approval	None (No Approval Bypass) ▾
	This group can bypass the approval process and publish this page immediately.
URL Type	PAGE_RELATIVE ▾
	Normalize URLs of links and resources to this type.
Exclude from Sitemap	☐

Access settings can be changed with the Bypass Approval group and to limit access to a specific group, or in the case of the Approver setting, a user. While the initial settings may be defined at the site level, they can be overridden at an individual page level.

Log List View

The Log on the Properties screen provides users with a list view of all previous actions performed on the currently selected page. A user can both filter these results, as well as sort them by Action, Date, and User.

Log (2) ▼ Filter

Action	Date ▼	User
File Publish	11/27/2013 3:26 PM	Juston Pointssssssssssssssssssssssssssss
Save	11/22/2013 1:41 PM	User_Level8

UT Tyler Support

UT Tyler Web Communications Support: uttyler.edu/web/

UT Tyler OU Campus support: uttyler.edu/oucampus/

Contacting the UT Tyler Web Team: web@uttyler.edu