Page Manager

- All Pages
- Published and Drafts
    1. Click on the 'Published' or 'Drafts' options at the top of the manager
    2. Pages/News/Events will be filtered and displayed in the manager to show content with Published or Drafted status
- Deleted
    1. Click on the 'Deleted' option at the top right of the manager
    2. Pages/News/Events from the past 3 months will be displayed in the manager
    - All deleted content does not appear elsewhere in the manager
    - Can be restored and will show in draft status
- Search
    1. Click on the 'Search' bar then start typing, the system will start searching as you type
    2. Pages will be filtered and displayed in the manager
- Tags
    1. Click on the 'Tags' bar then either start typing or select the tags that you want to apply from the dropdown. You can apply one or multiple tags at the same time.
    2. Pages/News/Events/Images/Documents will be filtered and displayed in the manager
    - Use for sorting purposes in the backend OR
    - Can be coded in so that you can display a list of links to pages with a specific tag. For example, a dynamic list of pages all tagged as speciality programs → see [Prairie Rose Possibilities](#)
- Editors
    1. Click on the 'Editors' bar then select the author or editor from the dropdown. You can apply one or multiple editors at the same time.
    2. Pages/News/Events will be filtered and displayed in the manager
- Reset Filters
    - All filters can be stacked on top of one another, 'Reset Filters' is a quick and easy way to clear all your filters. Simply click 'Reset Filters' to reset all of the above filters
- Columns
    - Title: displays page name and navigation parent(s)
        - Can be sorted alphabetically
    - Author Editor: displays original creator of the page and the person who made the most recent edit
        - Filter for this is above
    - Date: timestamp for when the page was created or most recent edit was made
        - Can be sorted in ascending or descending order or filtered to show pages with changes made before or after a certain date
    - Template: what template the page is using

- Can be filtered by type
- Layout: what layout the page is using (WYSIWYG, DCT or HTML)
    - Can be sorted alphabetically or filtered by type
- Notes: icons for drafted, shared, distributed pages. Hover over the icon to reveal a description for each icon
- Privacy Level: whether content is public or staff
    - Can be filtered by type
- Actions: options to preview, edit, clone or delete a page (or for shared pages, preview and view a page for those with less permissions)

News Manager

Additionally from Page Manager
- Tags
    - Display or hide news with certain tags from specific areas of the website. For example, we can display news tagged as Spotlight in the banner section → see Calgary Catholic
- Expired Only
    1. Toggle the 'Expired only' option under the search bar
    2. News/Events will be filtered and displayed in the manager to show expired content
- Columns
    - Release: timestamp for when the news has been set to be released
        - Can be sorted in ascending or descending order
    - Expiration: timestamp for when the news has been set to be unpublished or when it is manually unpublished
        - Can be sorted in ascending or descending order

Events Manager

Additionally from Page and News Manager
- Tags
    - Display a list of tags on the calendar page as checkboxes, allowing users the ability to filter events → see Peel Calendar
- Columns
    - Start: timestamp for when the news has been set to start
        - Can be sorted in ascending or descending order
    - End: timestamp for when the news has been set to end
        - Can be sorted in ascending or descending order