OmniUpdate Training Tuesday
Supporting Your Team with Documentation

Presented By:
Billy Woody
Software Trainer

Zoom Event # 424-374-283
Audio will be heard on your computer speakers.
If you do not have working computer speakers, call 1-408-792-6300. Enter event number and attendee ID or press # if no attendee ID.
Webcast will start at the top of the hour.
▪ Planning
▪ Developing
▪ Creating and Implementing
Analyze: *Who we are trying to reach?*
- What are their *Roles*?
- Where are they coming from? What is the *Background* of those filling these roles? (work history)
Who, What, & Where
# Why Gallena University

Well, this university is super great because of all the cool things we do. Also, we have an amazing website supported by the top Web CMS for higher education. It’s just tops!

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## Featured News

<table>
<thead>
<tr>
<th>Events</th>
<th>News</th>
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</table>
| **Aug 01** | **Title of some event**  
Location Center  
12:00 PM to 3:00 PM |
| **Jul 07** | **Title of some event**  
Location Center  
12:00 PM to 3:00 PM |
| **Jun 14** | **Title of some event**  
Location Center  
12:00 PM to 3:00 PM |
| **May 21** | **Title of some event**  
Location Center  
12:00 PM to 3:00 PM |

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## Quick Links
- Blog
- Catalog
- Faculty Directory
- Social Media Mashup

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## Testimonials

What is so fantastic about Gallena University is the attention I received from my professors. They really care about my success here at Gallena.

— David Ortiz, '15 Finance

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## Gallery
▪ My Daily Users of OU Campus are:
  ▪ Administrators
  ▪ Content Editors
  ▪ Approvers
  ▪ Accessibility Checkers
My Daily Users of OU Campus are:

- Administrators
  - Staff
- Content Editors
  - Faculty
  - Students
- Approvers
  - Faculty
  - Staff
- Accessibility Checkers
  - Staff
Daily Tasks
What are Some of an Administrator’s Daily Functions?

- Add a user
- Remove a user
- Edit a user
- Unlock a user
- Change a password
What are Some of an Accessibility Checker’s Daily Functions?

- Review pages for accessibility issues
- Decline pages for publishing and return to Content Editors for repair
- Fixing of potential problems
- Forwarding of java script concerns to the admins for investigation
- Publishing of pages
What are Some of an Approver’s Daily Functions?
- Review pages for approval
- Approve and publish pages
- Decline and return pages for edits
- Revert pages
- Submit pages for 2nd level approvals
• What are Some of a Content Editor’s Daily Functions?
  • Edit existing content
  • Add a new page
  • Add an image or video to a page
  • Delete a page
  • Submit a page for approval
  • Submit a page for Publishing
Develop
Let’s Take a Look!
Next month’s Training Tuesday will be held on **OCTOBER 29TH**.

We’ll be covering the topic of **Troubleshooting in OU Campus**.

Be sure to visit the OCN or Support Site for further details!

http://ocn.omniupdate.com  
http://support.omniupdate.com
Thank you!