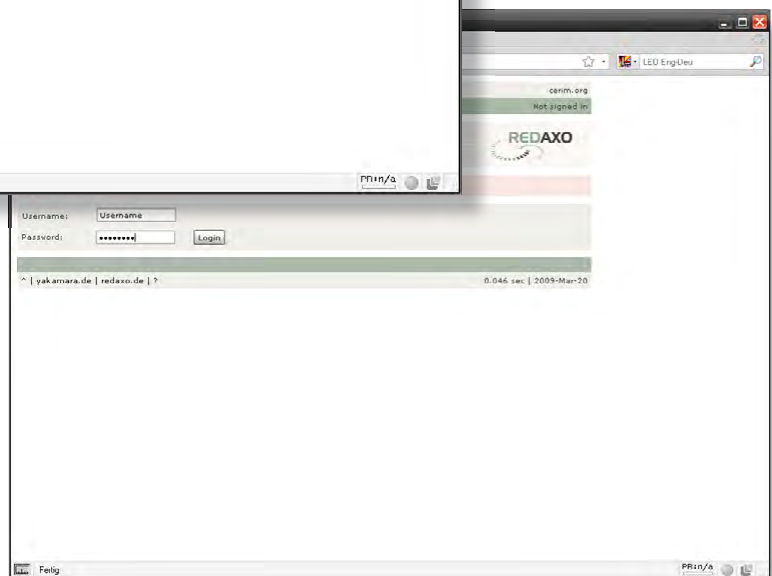
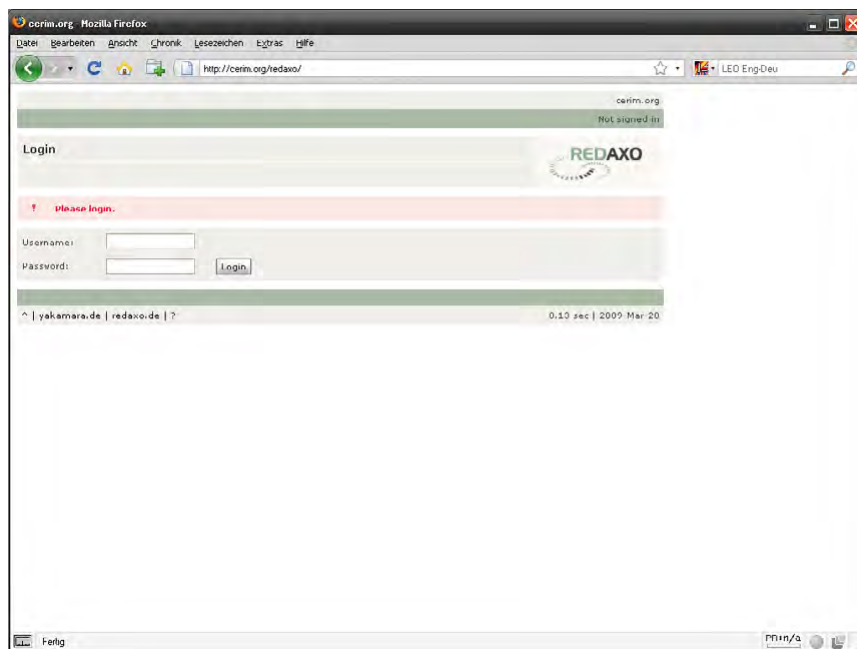


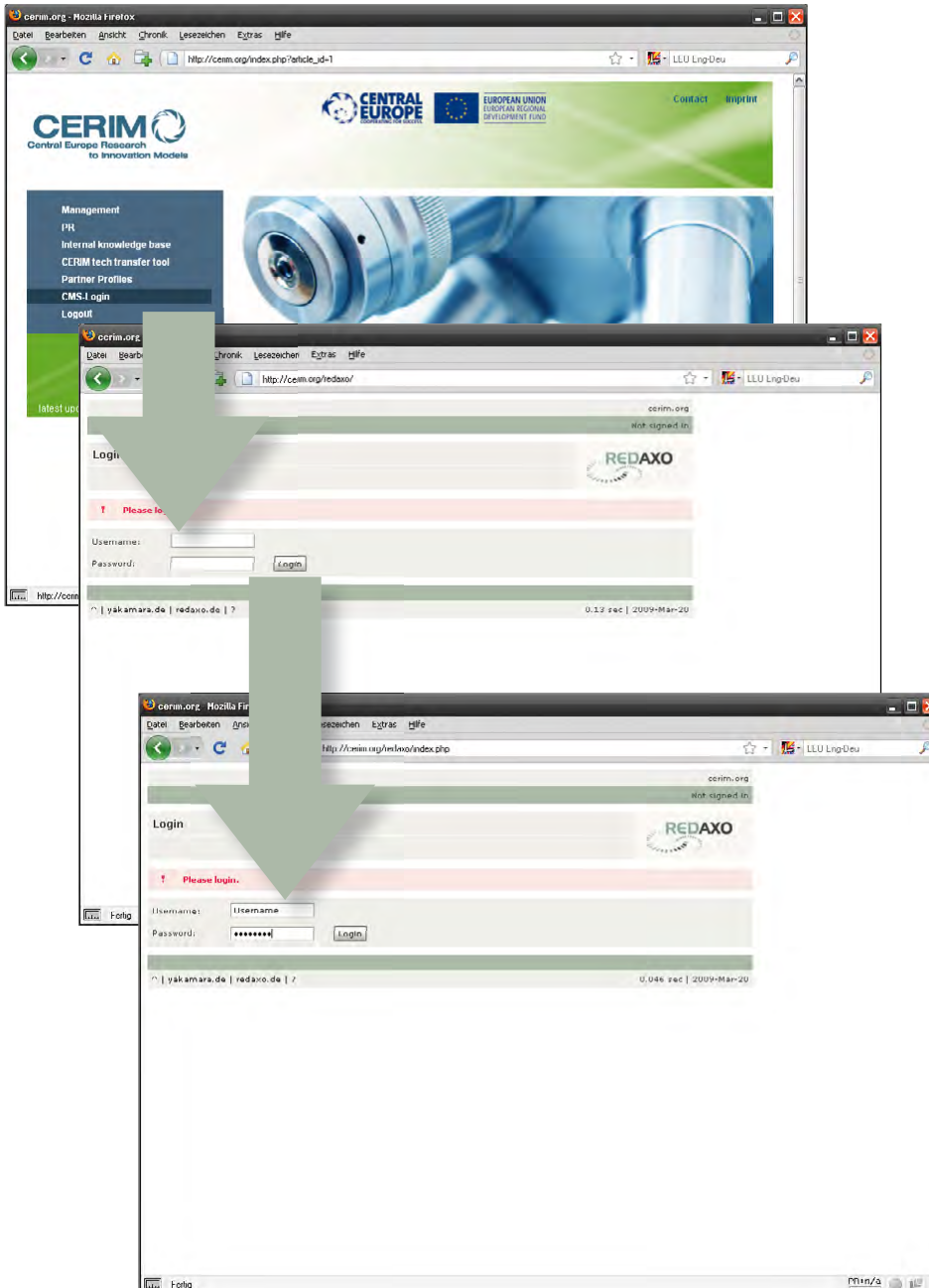
Introduction into the CMS Redaxo

for CERIM Partners



Login

Enter the internal area of CERIM.
Click CMS-Login to enter the Redaxo-Backend.
Sign in your personal login.
Please consider upper and lower case!



As a partner you have two pages to publish

To edit a page click on it.

To edit your Page on "Consortium" use the following path:

(A) Consortium

(B) Partner Profiles (Internal)

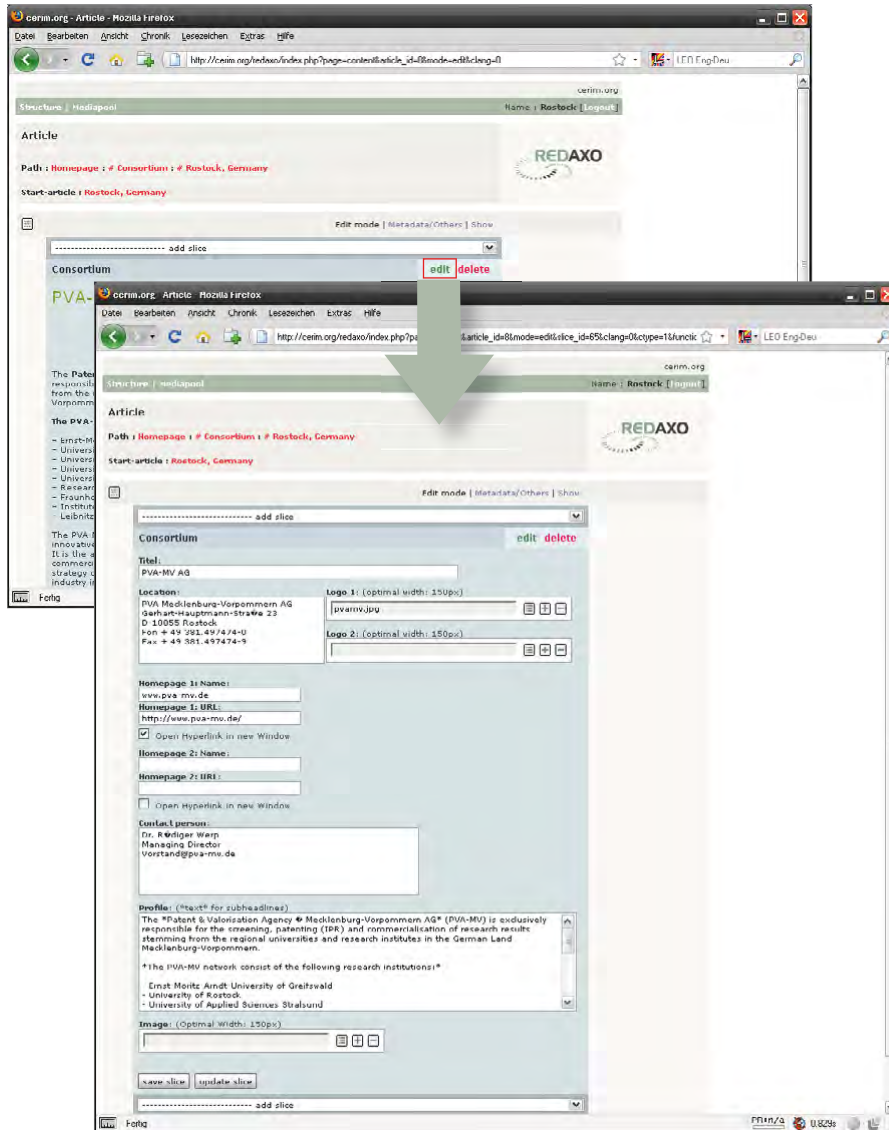
Click here to edit or change your Profile.

Please do not add a slice under "Consortium" by using the drop-down named "add slice".

2

(A) - Consortium (Example: PVA-MV)

To edit your Page on "Consortium" use the following fields (The more information you fill in the more complete is the public profile of your organisation):



Look under (C) how to upload your data.

(B) - Partner Profiles (Example: PVA-MV)

To edit your Page on "Partner Profiles" use the following path:

The screenshots illustrate the navigation path to edit a Partner Profile page:

- Structure management** (Path: Home page): The "Login" category is highlighted.
- Structure management** (Path: Login): The "Partner Profiles" category is highlighted.
- Structure management** (Path: Login > # Partner Profiles): The "Rostock, Germany" article is highlighted.
- Structure management** (Path: Login > # Partner Profiles > Rostock, Germany): The "Rostock, Germany" article is selected.
- Article** (Path: Login > # Partner Profiles > Rostock, Germany): The "Edit article" form is shown, with the "add slice" button highlighted.

(B) - Partner Profiles (Example: PVA-MV)

Partner Profiles allows you to provide a free amount of thematical slices for your project partners.

One slice should describe one topic including the data you consider relevant for it (PDFs, Texts, Images, Hyperlinks).

So, to add a new topic, use "add slice -> Partner Profiles"

The image shows two overlapping screenshots of the REDAXO CMS interface. The top screenshot shows the 'add slice' dropdown menu with 'Partner Profile' selected. The bottom screenshot shows the 'Partner Profile' form with the following fields:

- Headline: (Max. 44 characters)
- Content:
- Image 1: (Optimal Width: 150px)
- Image 2: (Optimal Width: 150px)
- Image 3: (Optimal Width: 150px)
- Image 4: (Optimal Width: 150px)
- Hyperlink:
- Hyperlink Text:
- Open Hyperlink in new Window
- Hyperlink 2:
- Hyperlink 2 Text:
- Open Hyperlink in new Window
- Hyperlink 3:
- Hyperlink 3 Text:
- Open Hyperlink in new Window
- Hyperlink 4:
- Hyperlink 4 Text:
- Open Hyperlink in new Window
- Download Name:
- Download File:
- Download Name 2:
- Download File 2:
- Download Name 3:
- Download File 3:
- Download Name 4:
- Download File 4:
- add slice

Fill in topic of the slice.

Fill in further information if needed.

Upload/Fill in the data you want to provide to the project partners (PDFs, Texts, Images, Hyperlinks).

Look under (C) how to upload your data.

(C) - How to upload your data

To add files, please follow these steps:

" data-bbox="56 190 962 943"/>

Click "+" to enter the upload area.
(Shown for the upload of an image)

Then click "Search" to pick your data from your computer.

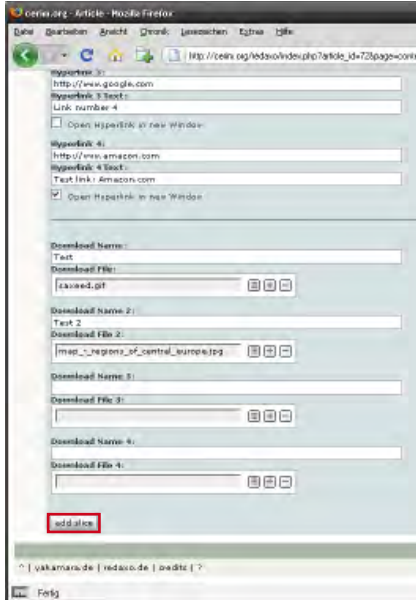
Choose your data.

Click "Add and save".

Important: Dont forget to save the slice

Dont forget to save the slice when you add(new slice by "add slice") or edit(change of existing slice by "save slice")!

Add slice



Save slice after edit

