Introduction to Episerver & Site Settings: A brief overview

Last updated: 10/12/2019

This guide is an introduction to Episerver 10 and your site settings. We recommend you read this guide first.

Episerver 10 enables you to directly edit your website, create new pages and view the changes as you make them on the page.

If you need further help on the CMS, please check all of our guides available on the [Partner digital hub](#).
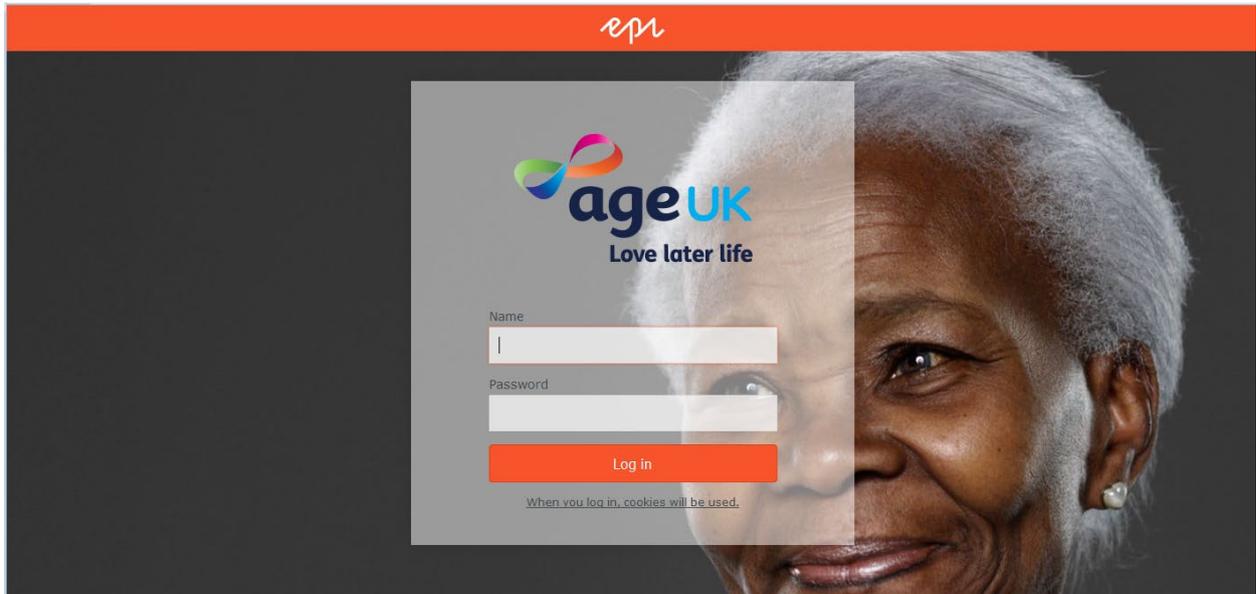
In this guide:

One: Log-on

You should have received your username and password from the Network content team. If not, email partner.content@ageuk.org.uk.

Log-on screen:

Two: Getting started

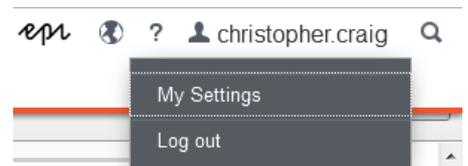To logout, or adjust your preferences, click the arrow at the top centre of your screen.

If you don't see the arrow but you see this button in the corner, click on it to see your options.

Click on *CMS* and then *Edit* to access your site for editing.

Click on your name in the top right corner to adjust your settings or log out**.**
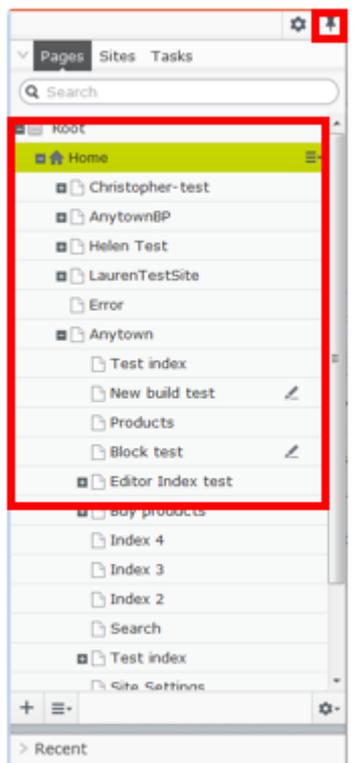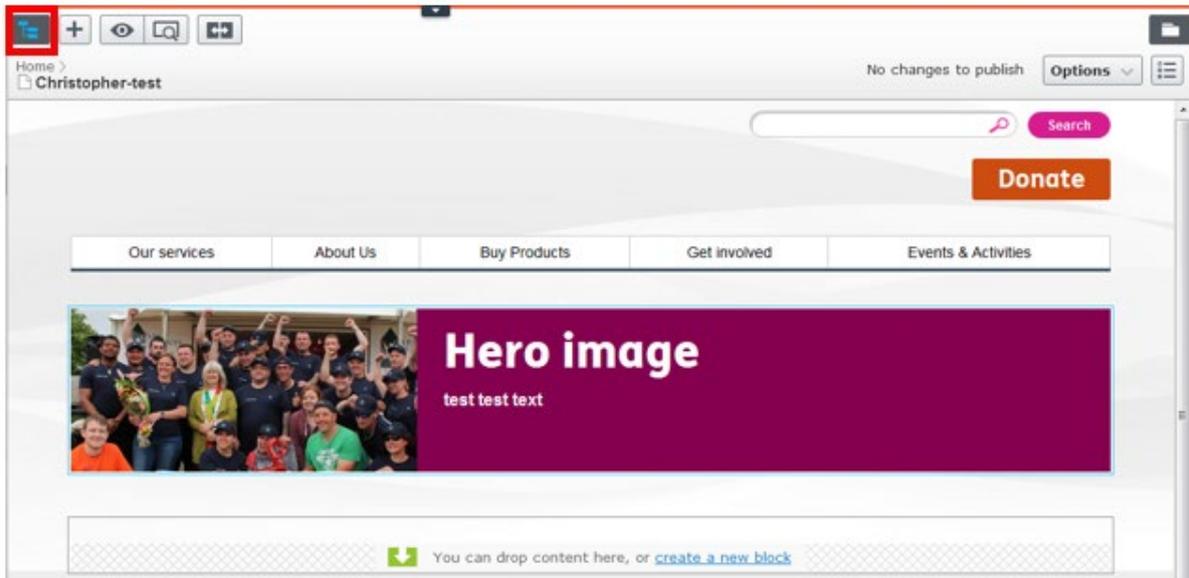
Three: The interface – what it looks like

To see your site structure

Click the site tree icon – ringed in red in the top left corner below.

You will see a window on the left with your site structure.

If you click on and the left hand pane disappears,
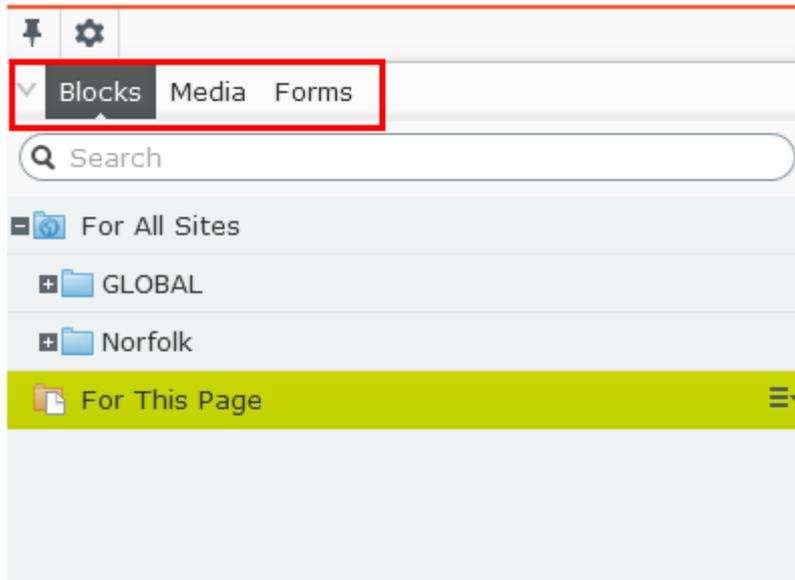
click on to get it back.

Clicking the icon will also pin the window to your screen so that it stays in place.

To see your folders

On the top right-hand there is a folder icon**.**

Clicking on this shows your folders for blocks, media, and forms.

Click the pin icon to make the window stay in place.

Four: How content works in Episerver 10

In Episerver 10 you create pages and then populate them using "blocks". You choose a block depending on what type of content you wish to create.

For example, if you want to put some text on the page, you would choose a text block. If you wanted to add 3 featured posts, you would choose a 3 featured posts block. To find out more about blocks, see our guides:
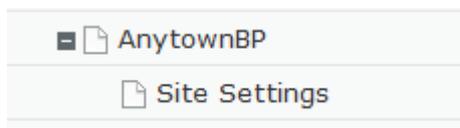
- Using blocks and creating content
- Instructions for each block type

Please note: It's important not to add any code to the CMS, for example to change font or background colours. This is because your code won't be supported by any updates we make to the CMS templates in the future and this could cause problems on your site. In addition we have built the new CMS to be consistent with the Age UK brand guidelines and house style.

You can find all guides on the Partner Digital Hub.
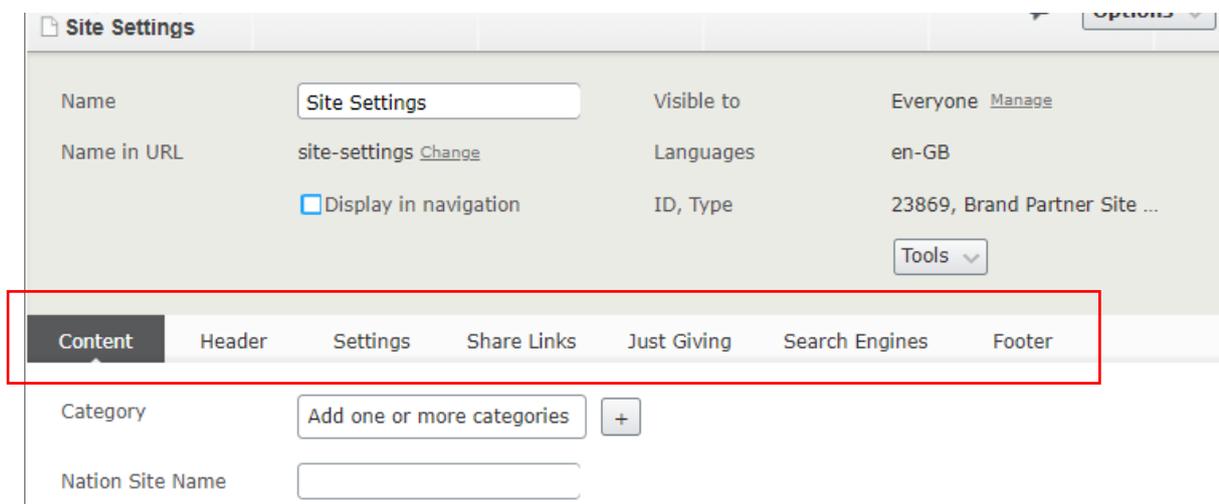
Five: Your site settings

Under your homepage in the site tree is your site settings page. It is not viewable to your users. DO NOT DELETE THIS PAGE.

Click on the *Site settings page* in your site tree. Then press the *properties button* in the right-hand top corner.

You will see the properties of the page with a number of tabs, ringed in red below.

Under these tabs you will be able to control, edit or add things such as:

- The donation button link
- Your sharing links (e.g. Facebook, Email)
- The phone number which will appear in your social links block on your homepage
- Enabling your cookie panel banner
- Add a footer cookie link

Some of the fields under the *Site Settings* page will not be available for you to edit, as editing some of these settings can break your site.

If you need to make amendments that are not accessible to you, please contact partner.content@ageuk.org.uk.

Six: Enabling your Cookie Banner

In Episerver 10, you can now add a cookie banner to your website to comply with the new GDPR compliance which has come into force.

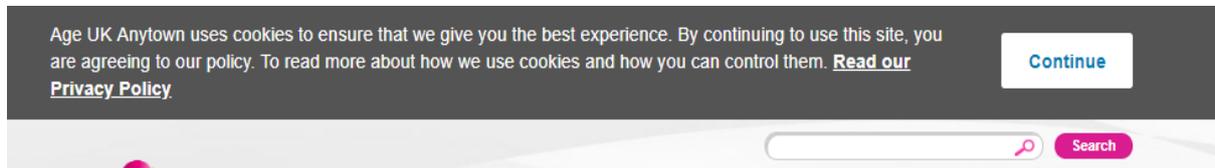Firstly head to your Site Settings, and select the Header tab.

- Once on this tab, you can click the Enable Cookie Banner in order to add it to your site
- The Cookie Banner Text will need to be filled in, in order to fill out the banner. We recommend the following example:

Age UK INSERT NAME HERE uses cookies to ensure that we give you the best experience. By continuing to use this site, you are agreeing to our policy. To read more about how we use cookies and how you can control them.

- The Cookie Banner Link Text will label the link to your Privacy Policy. We recommend it reading – "Read our Privacy Policy"
- The Cookie Banner Link should link to your Privacy Policy
- The Cookie Banner Button Text should read Continue
- Once complete, click Publish.

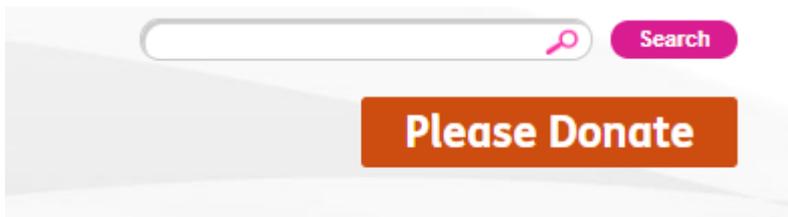The Cookie Banner header will then appear on your site:

Seven: Donate Button URL

If you have an online fundraising platform, it is best practice to link it to the Please Donate button which is in the top right hand corner of your Website. This allows users to be taken straight to your online donation platform.

If you use Just Giving please use our Just Giving functionality. You can see the instructions on the Hub.
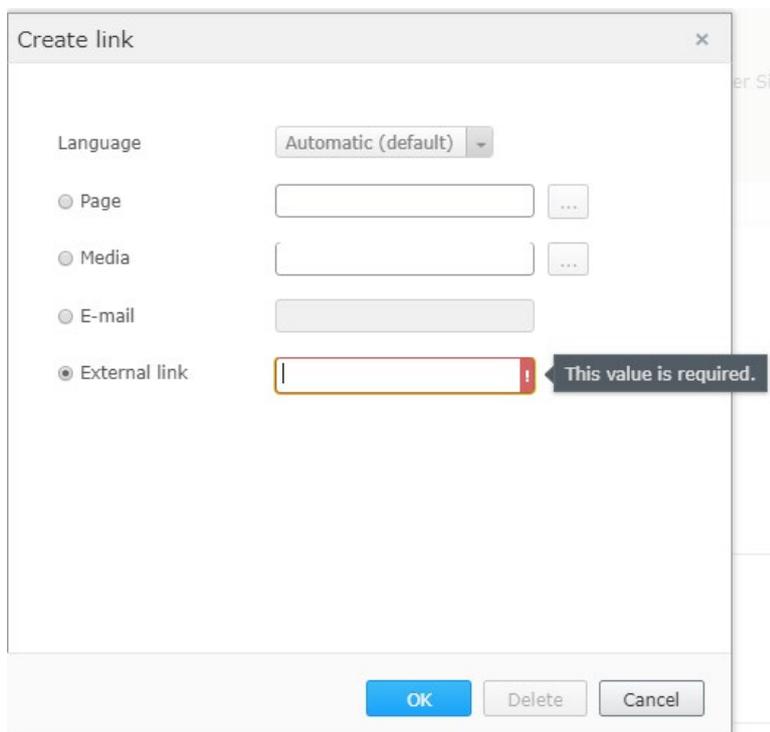
The Donate Button URL relates to the destination of the Donate button on top right hand corner of your site:

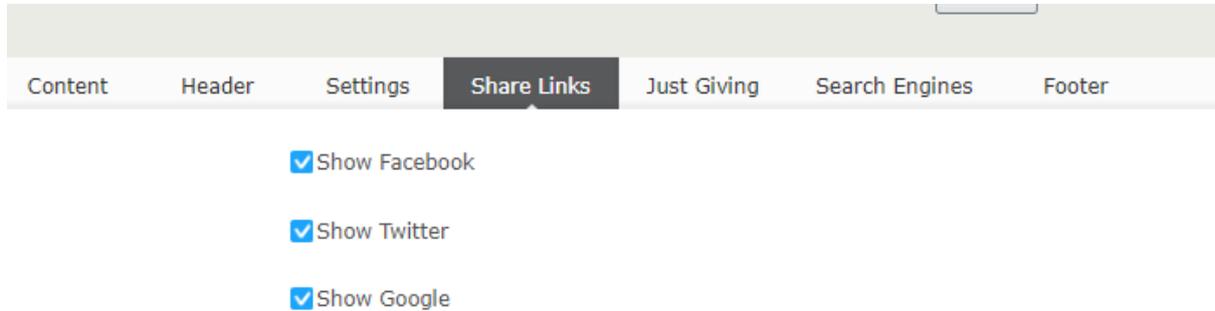To change the destination click on the three dots next to Donate Button URL.

You can then enter in your online fundraising platform under External Link

Eight: Enabling your Share Links

Under Share Links, you can select how users are able to share your page content.

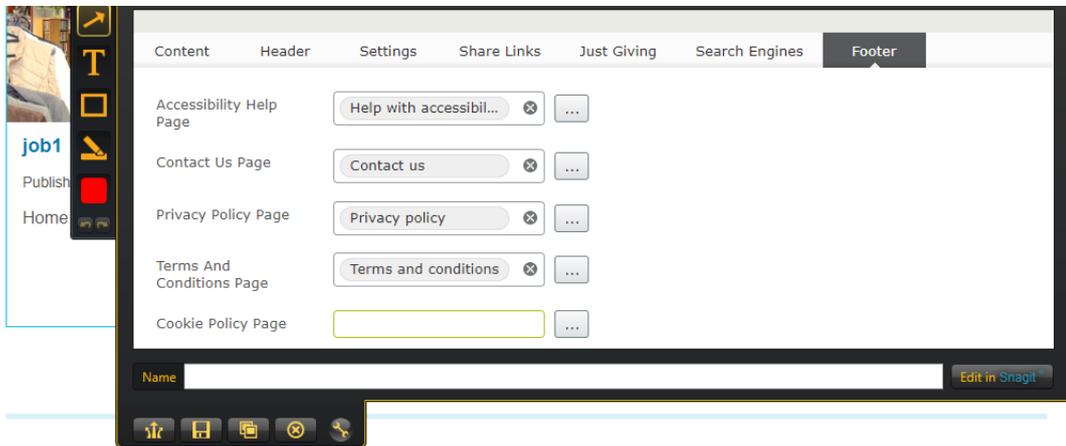To select or deselect an option, simply tick or untick the options.

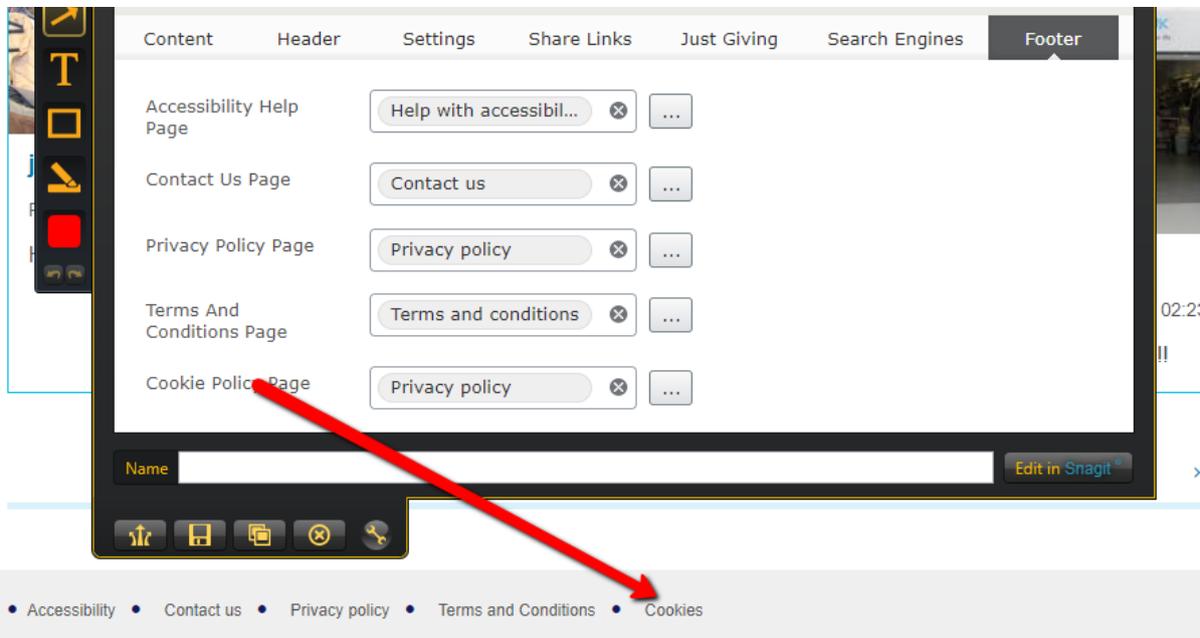The options can be found in the bottom corner of each page

Nine: Enabling your Cookie Links

On the setting page, the footer tab items are locked. However If you want a specific footer item for *cookies* you can add this in here.

As you do not have the access to add a page at root level, you should create a content page under the privacy policy page called '**Cookie Policy'**. You can then link to this page and it will appear in the footer of the site. If you do not add the button then it will not appear.

Guidance on cookies can be found on the digital hub

There are more guides and training videos available on the Partner digital hub.

If the answers you need are not in the guides or videos, then please contact partner.content@ageuk.org.uk