Introduction to Episerver & Site Settings: A brief overview

Last updated: 13/12/2021

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.

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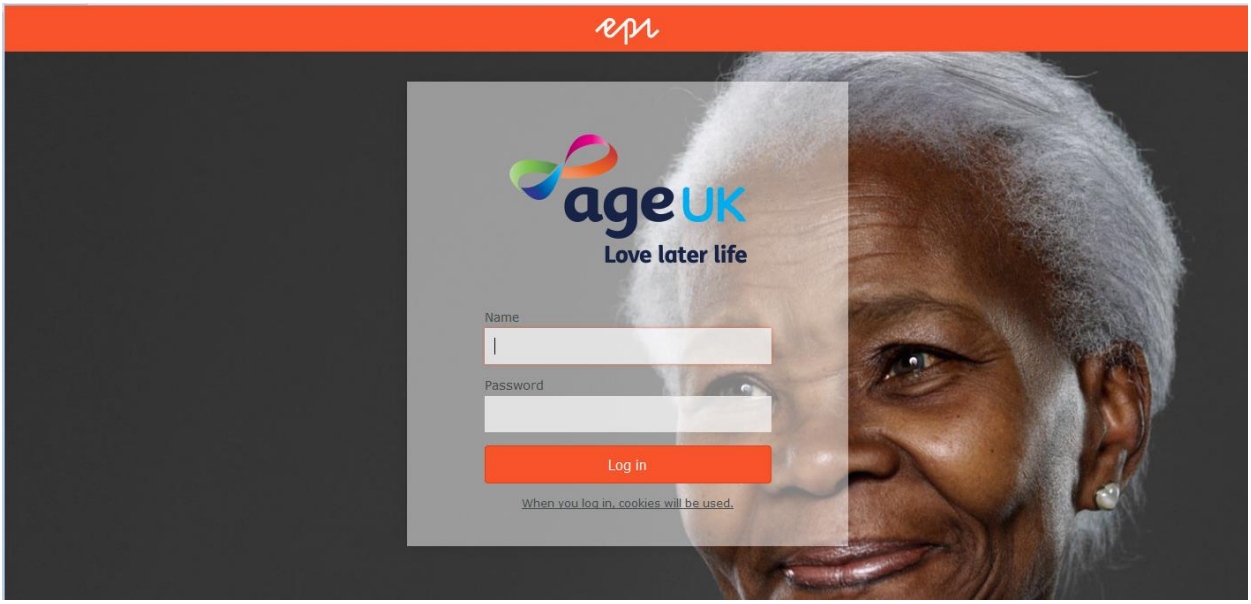
1: Log-on

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

Log-on screen:



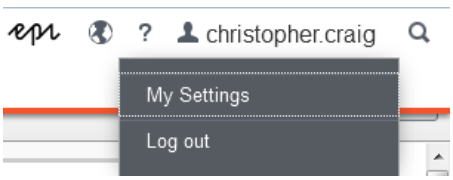
2: Getting started

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.

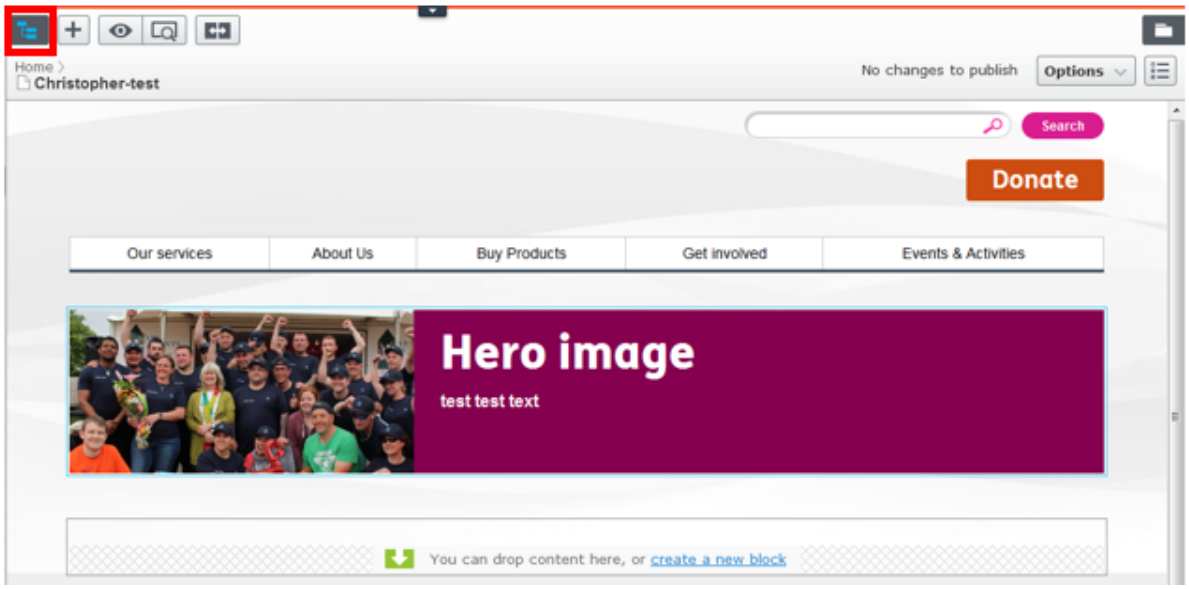
Click on your name in the top right corner to adjust your settings or log out**.**

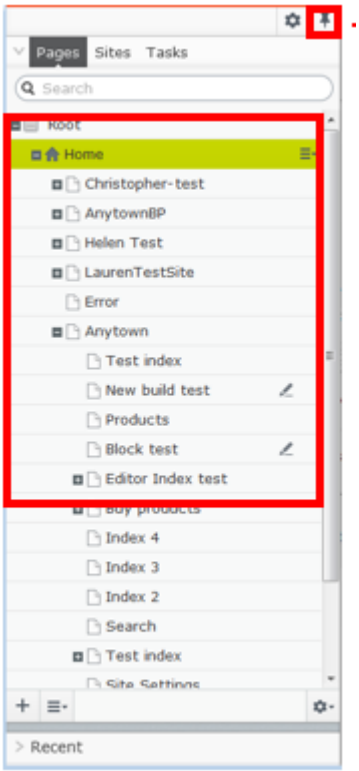


3: The interface – what it looks like

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.

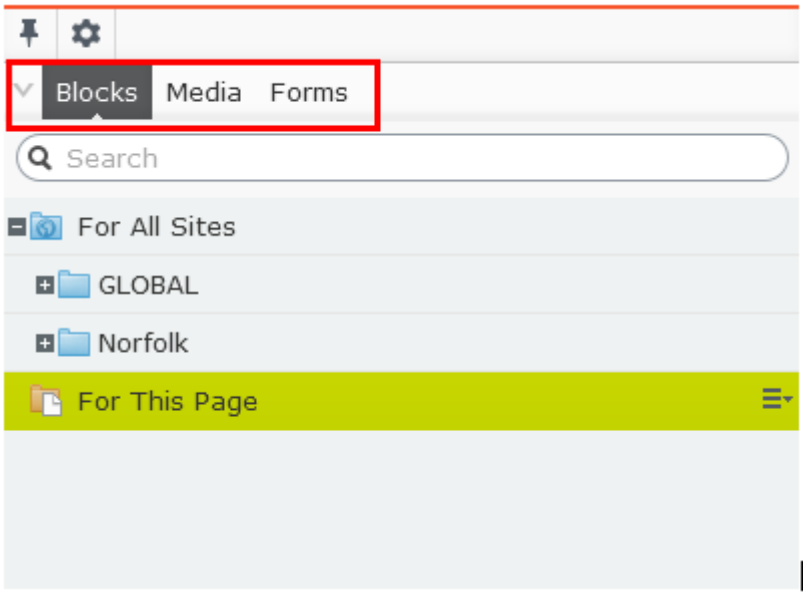
If you click on and the left hand pane disappears, click on to get it back.

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.

4: 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:

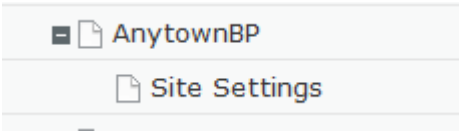
- Using blocks and creating content
- Instructions for each block type

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.

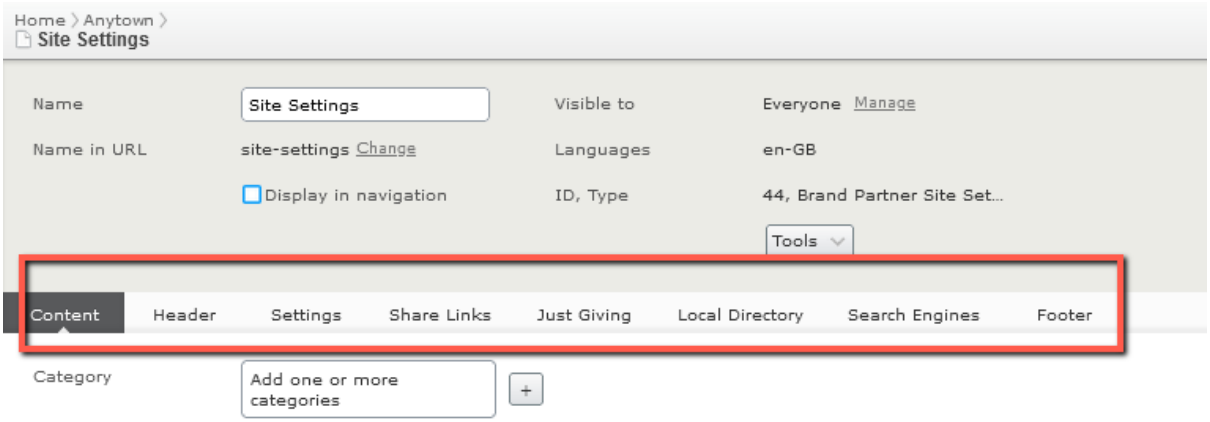
5: Your site settings

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 banner alert (this is not a cookie compliance panel)
- Add a footer cookie link
- Inhibit your tracking cookies from firing

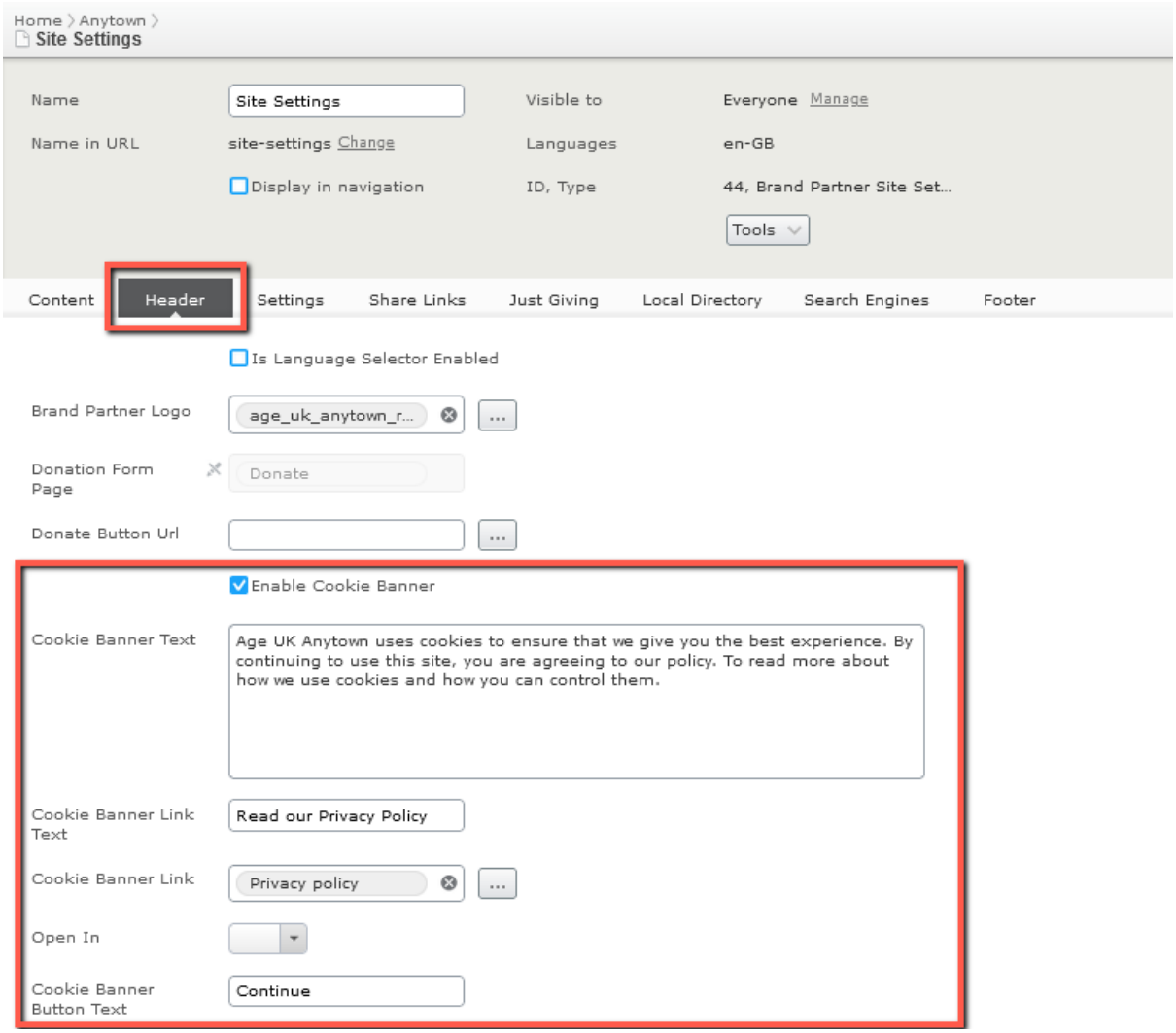
Some of the fields under the *Site Settings* page will not be available for you to edit, as editing some of these settings can break your site.

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

6: Enabling your Cookie Banner

In Episerver 10, you can now add a banner to your website. This can be used as a cookie banner but this is **not** a GDPR/ PECR compliance tool.

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

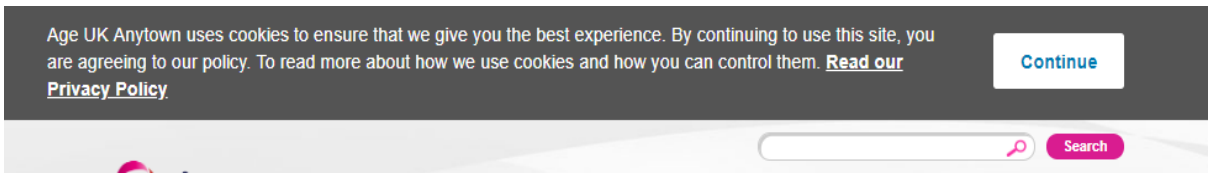


- Once on this tab, you can click the Enable Cookie Banner in order to add it to your site
- The Cookie Banner Text will need to be filled in, in order to fill out the banner. We recommend the following example:

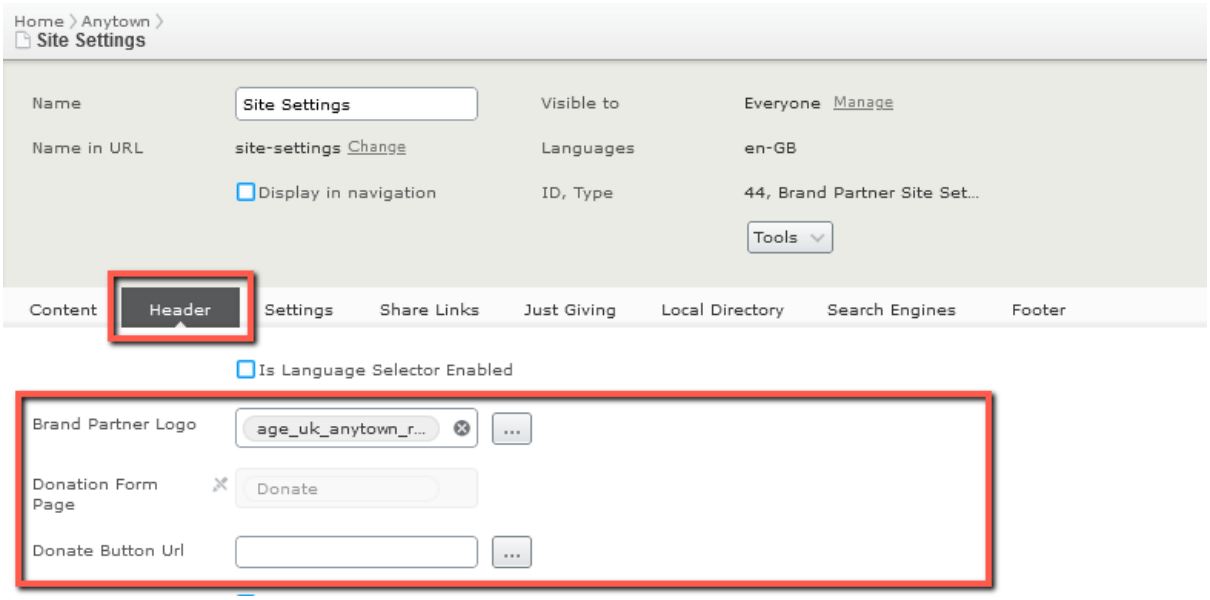
Age UK INSERT NAME HERE uses cookies to ensure that we give you the best experience. By continuing to use this site, you are agreeing to our policy. To read more about how we use cookies and how you can control them.

- 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:



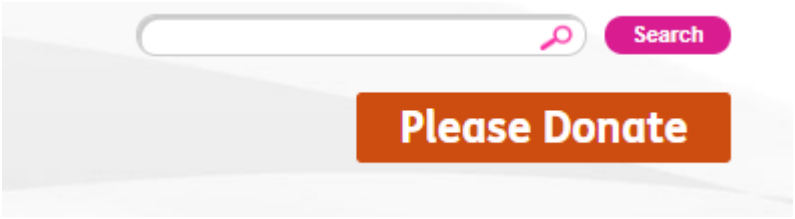
7: Donate Button URL



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.

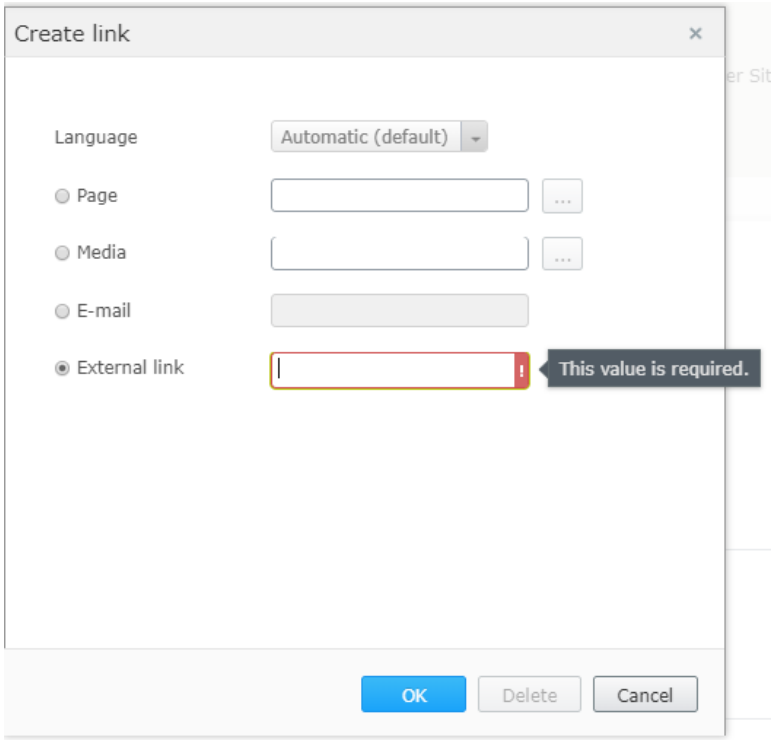
If you use Just Giving please use our Just Giving functionality. You can see the instructions on the Hub.

The Donate Button URL relates to the destination of the Donate button on top right hand corner of your site:



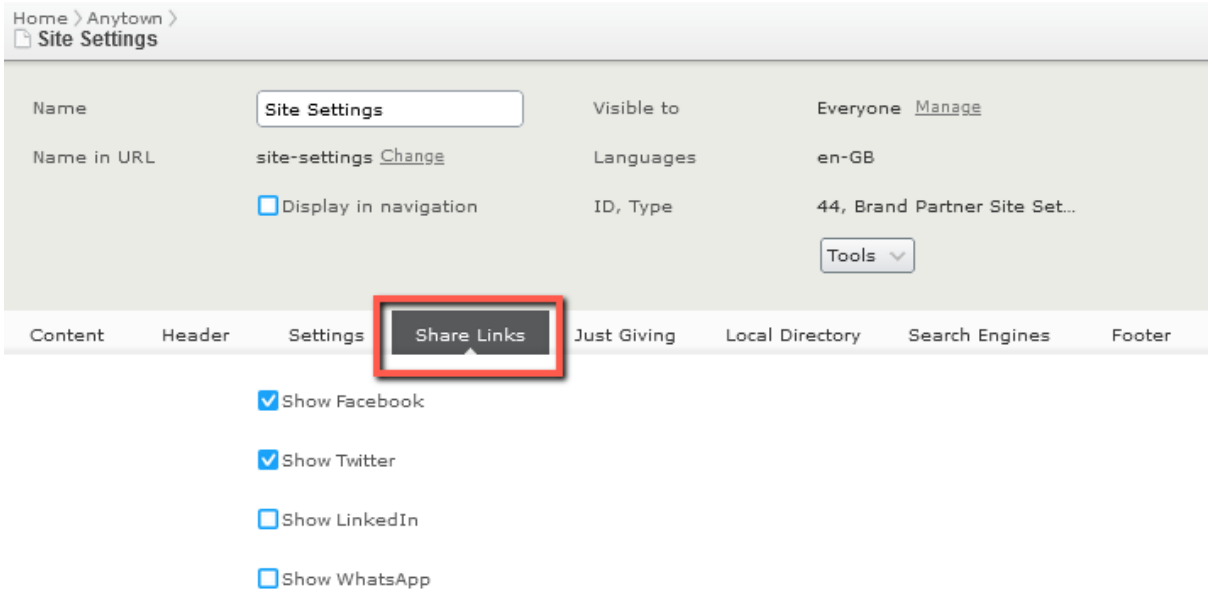
To change the destination click on the three dots next to Donate Button URL.

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


Create link
Language
Automatic (default)
Page
Media
E-mail
External link
This value is required.
OK
Delete
Cancel

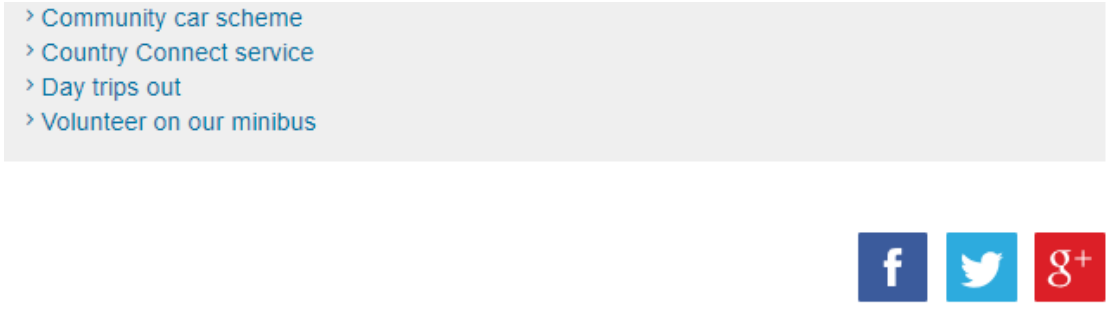
8: Enabling your Share Links

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



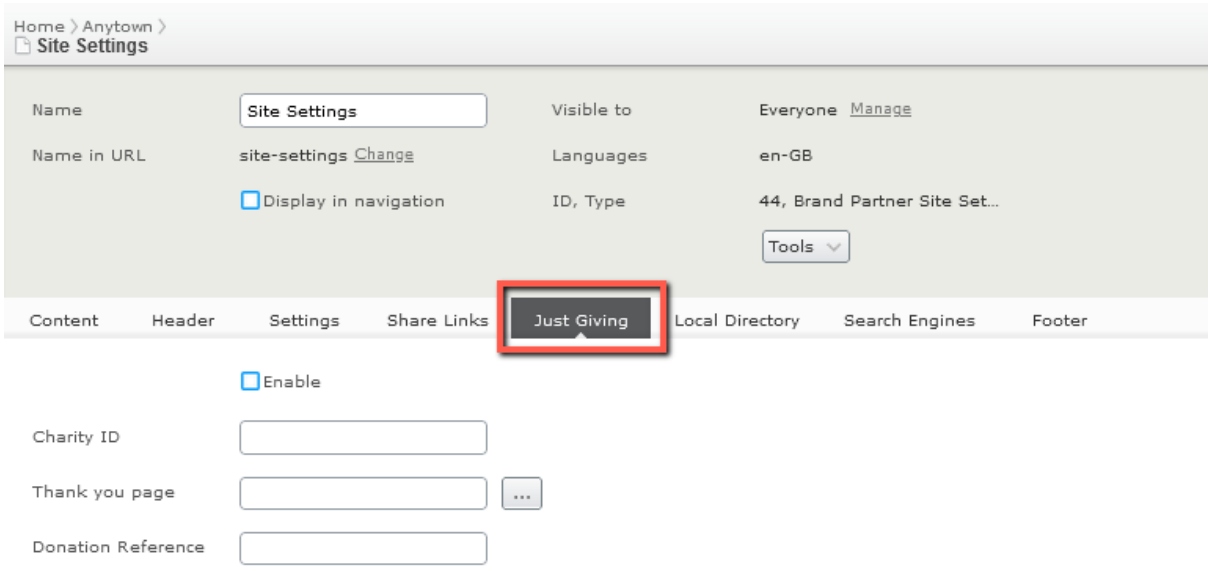
To select or deselect an option, simply tick or untick the options.

The options can be found in the bottom corner of each page. Currently these will not appear on portal driven pages

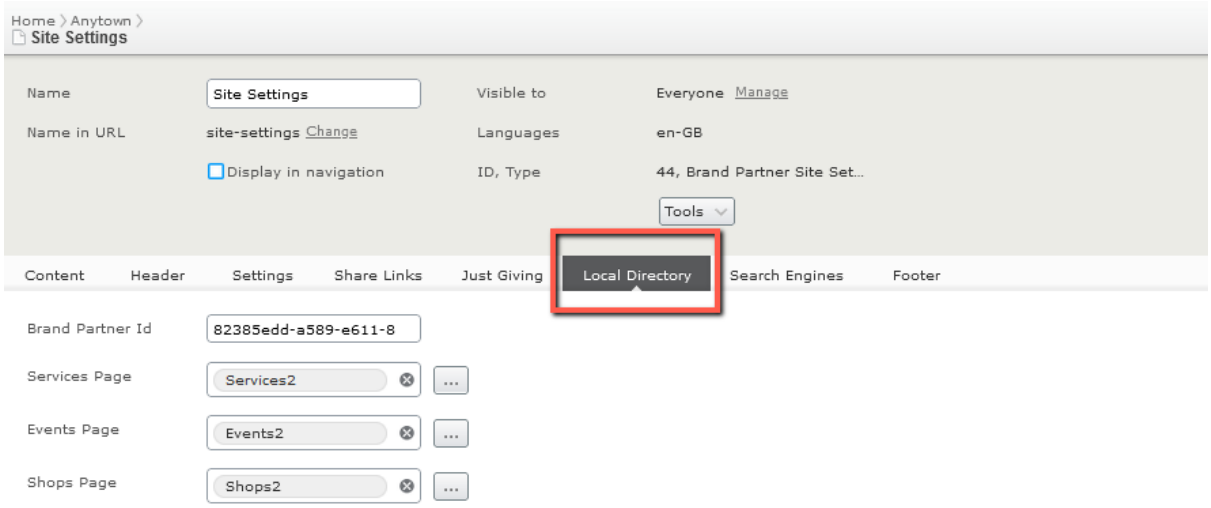


9: Just Giving integration

For Just giving button please see the specific guidance



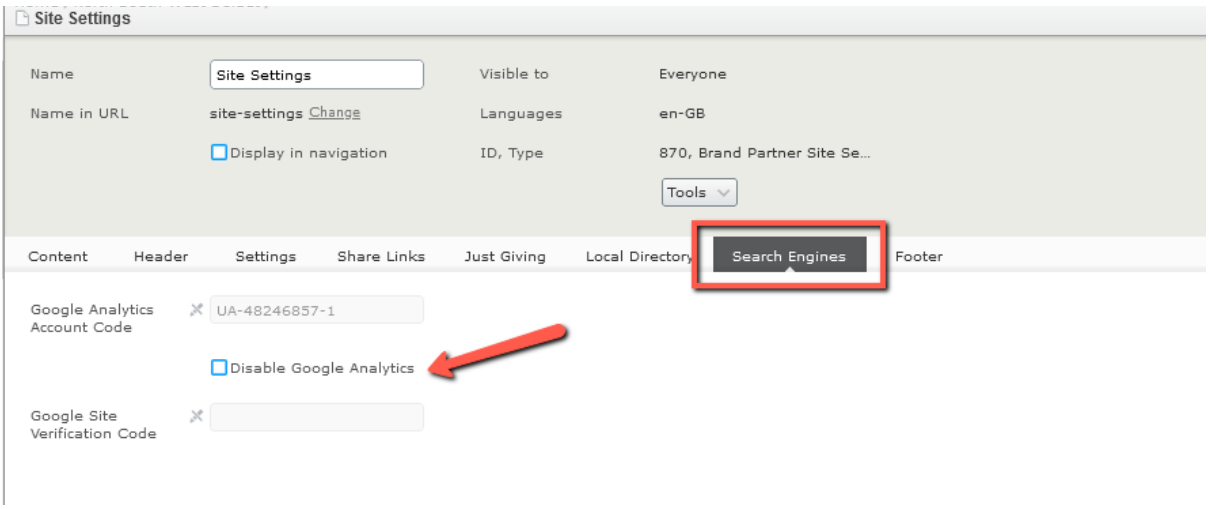
10: Local directory/ portal settings



This section relates to your portal driven pages. You should not delete these pages or change the Brand Partner ID as this pulls through the data of your services from the partner portal

You can find out more about the partner portal on the digital hub

11: Search Engine Settings & Google Analytics



Google Analytics ID

This section is where your partner google analytics code can be seen (but not changed) for reference. If you don't have access to view your site stats using google analytics, place contact partner.content@ageuk.org.uk

Disable Google Analytics

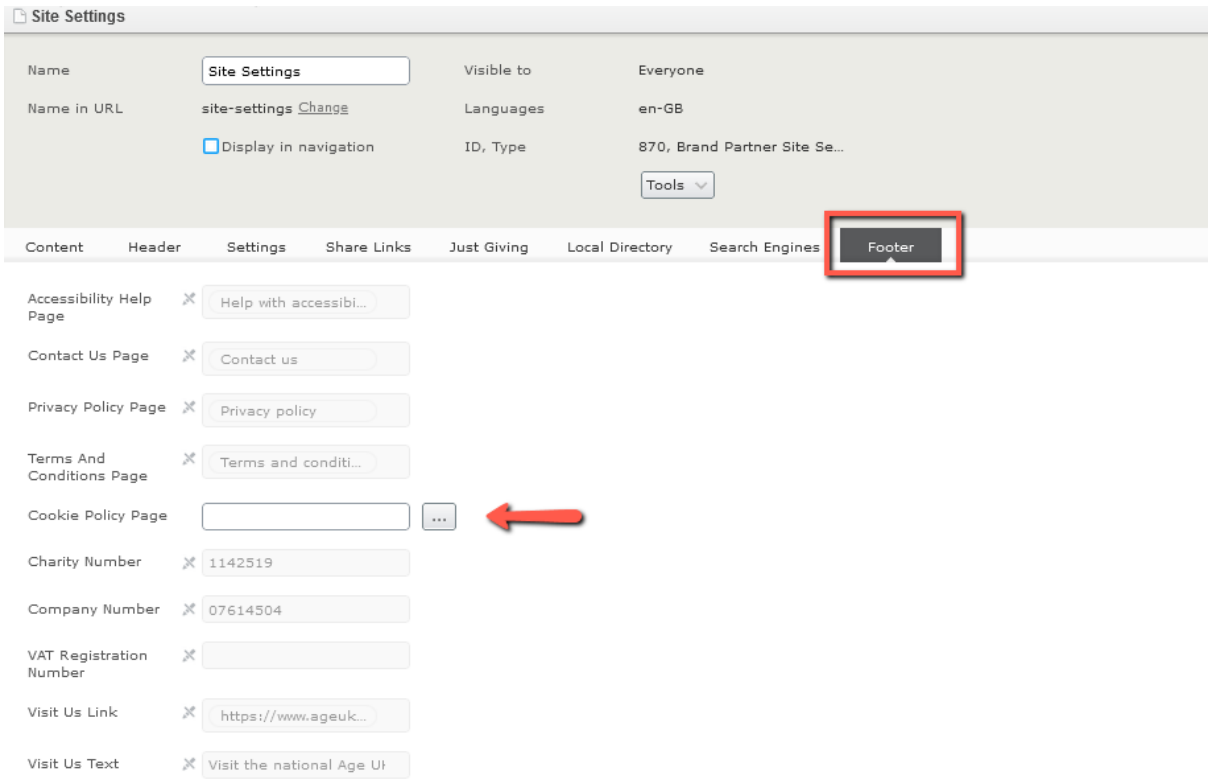
Whilst Age UK works on a network wide cookie compliance banner to allow end users to opt into first and third party cookies, We have added a functionality to Disable google analytics.

This will prevent Age UK National Google Analytics tags from firing on the site. Preventing these tags from firing means sessions to your site are no longer counted in Age UK analytics, and we can't provide data on site usage. It will also prevent the Age UK National Google Analytics cookies from being set on your site.

If your organisation has concerns regards the use of first party tracking cookies on your site, you can use this functionality to stop them firing. However, any third-party cookies will only have been added by the local sites, such as social feed embeds or marketing tracking. So you should check the GDPR/PECR guidance and remove them in order to remain compliant.

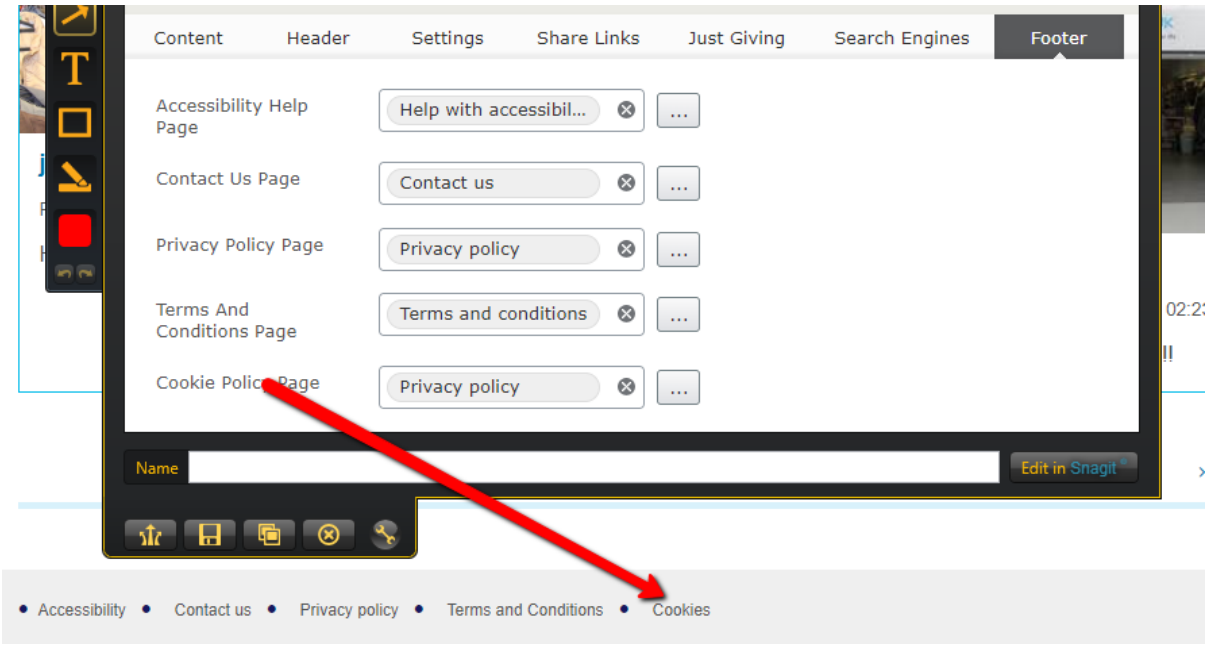
12: Enabling your footer Links

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


Content
Header
Settings
Share Links
Just Giving
Search Engines
Footer
Accessibility Help Page
Help with accessibil...
Contact Us Page
Contact us
Privacy Policy Page
Privacy policy
Terms And Conditions Page
Terms and conditions
Cookie Policy Page
Privacy policy
Name
Edit in Snagit

Accessibility
Contact us
Privacy policy
Terms and Conditions
Cookies

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