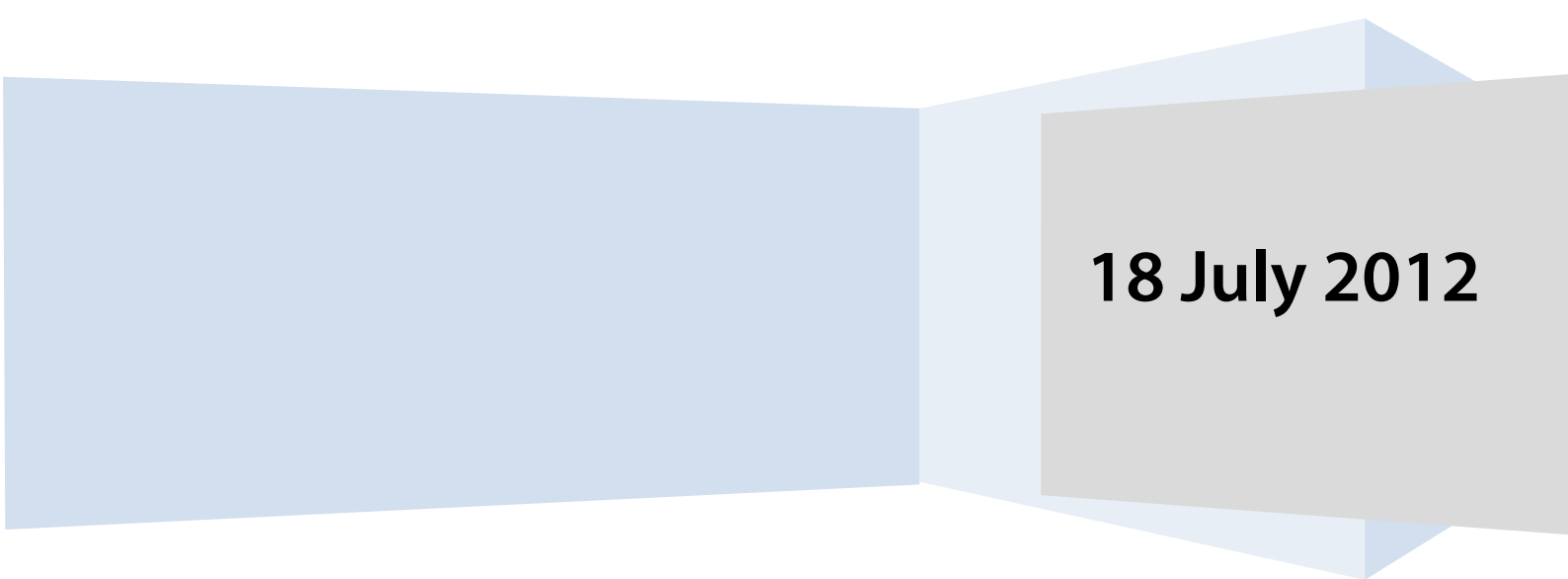


National Institute of Neurological Disorders and
Stroke National Institutes of Health

Rhythmyx Trainer Guide

Account Creation and User Instruction

NINDS Web Team



18 July 2012

Contents

1. Adding a new user to Percussion CM System	3
2. Introducing a User to Percussion CM System (Rhythmyx)	7
2.1. Pre-training System Check & Setup	7
2.2. Hands-on User Training	7

Rhythmyx Trainer Guide

1. Adding a new user to Percussion CM System

1. Log into Percussion: <http://nindscmsprod.ninds.nih.gov:9992/Rhythmyx>
2. Select the “Workflow” tab.

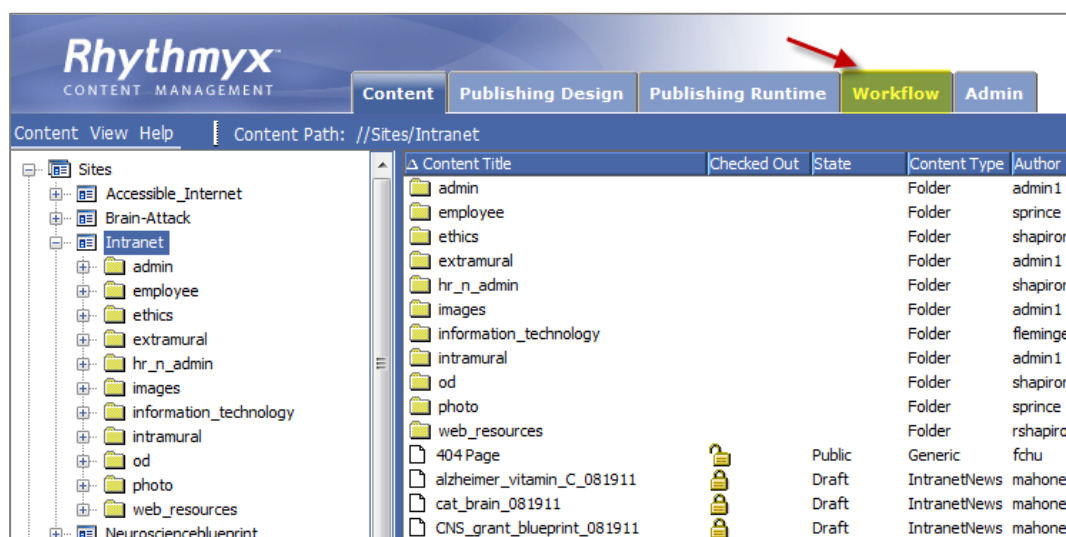


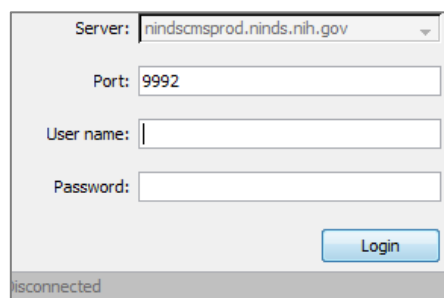
Figure 1-1: Selecting the Workflow tab in Rx Console

3. Click the “User Administration” button.
(If a Java warning box pops up, choose “No”. You do NOT want to block the applet in this case.)

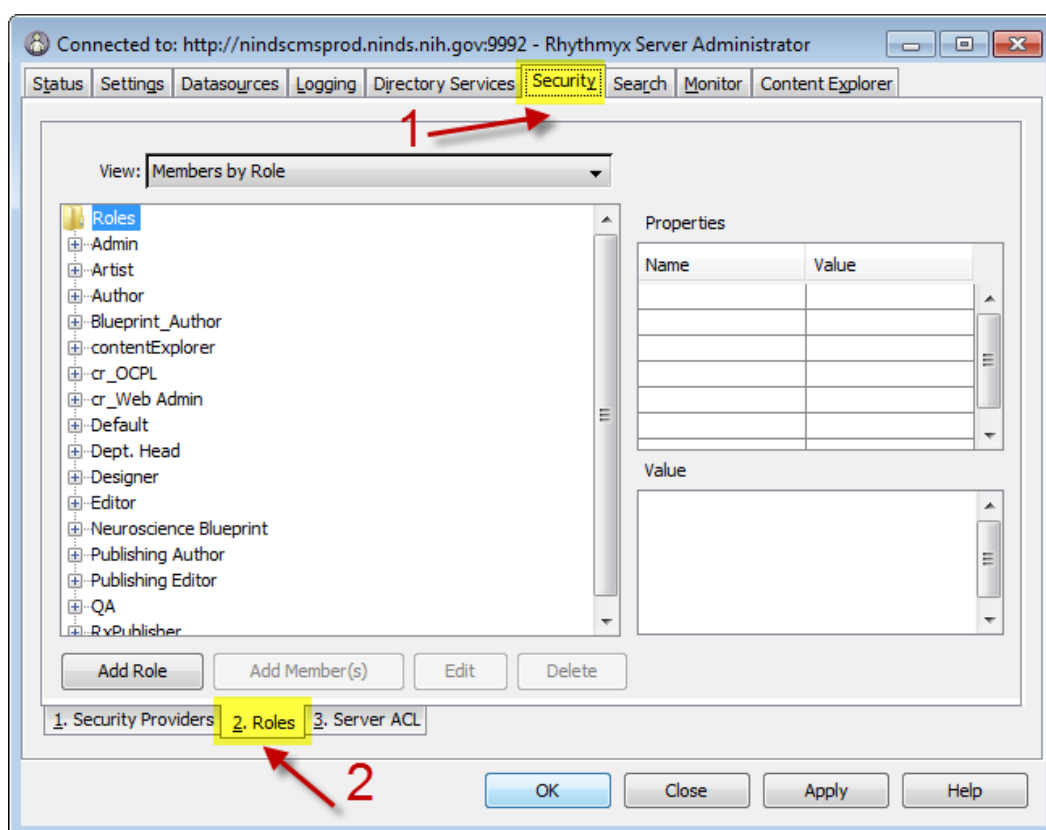


Figure 1-2: Accessing User Administration

4. On the “Percussion Rhythmyx Administration Console” screen, make sure that “nindscmsprod.ninds.nih.gov” is present in the dropdown field. If present, authenticate using your same login credentials.
5. In the resulting dialogue box, first select the “Security” tab at the top to view the Security panel. Next, select the “Roles” tab towards the bottom.



A login dialog box for the Rhythmyx Admin Console. It contains the following fields: Server (a dropdown menu showing 'nindscmsprod.ninds.nih.gov'), Port (a text box with '9992'), User name (a text box), and Password (a text box). There is a 'Login' button at the bottom right. A status bar at the bottom left says 'Disconnected'.

Figure 1-3: Admin Console Login**Figure 1-4: Selecting roles tab for new user account**

6. Once in the Security >> Roles panel, make sure that you have “Members by Role” selected in the “View:” dropdown menu at the top. In the “Roles” tree on the left, expand the “Author” item and make sure that the user (identified by NIH login) doesn’t already have an account.

7. If the user's NIH login is not in the list, highlight the "Author" item and click the "Add Member(s)" button.

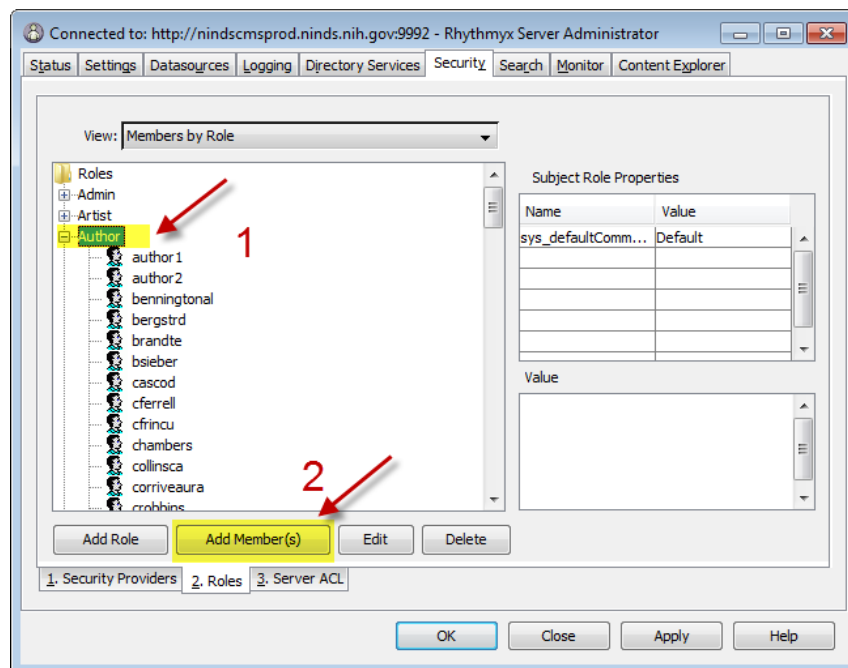


Figure 1-5: Adding a new member to the author group

8. In the resulting dialogue box, click the “New...” button to add a new user. Enter the user’s NIH login in the “Member Name:” field of the resulting dialogue box and click “Ok” to close. You should see the newly added user in the “All Members” list on the bottom right of the active dialogue box. If present, click “Ok” to save and close.

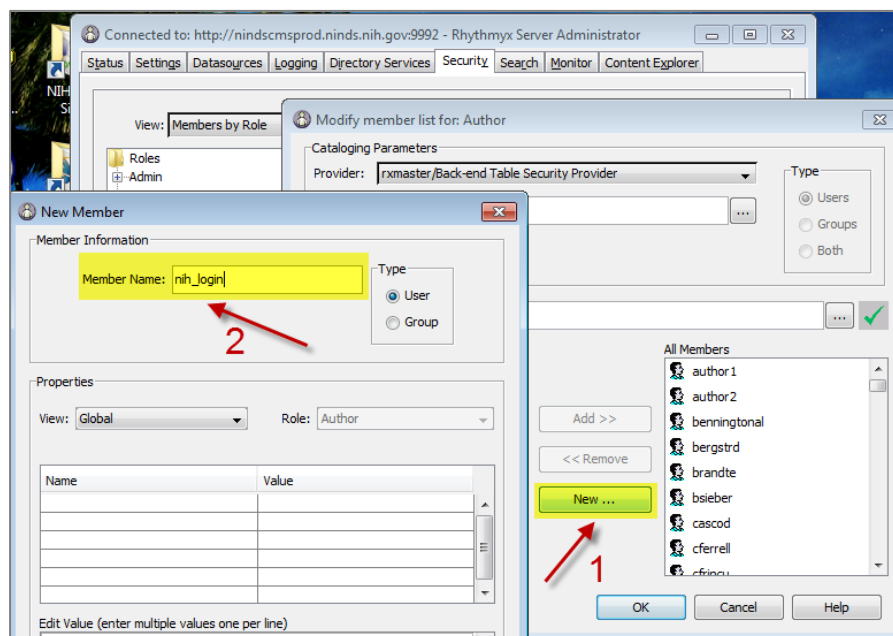


Figure 1-6: Completing the Add Member process

9. Next, go back to step 6 and repeat the same actions for the “Default” group instead of the “Author” group.
10. Your new user should now be added to both the “Author” and “Default” roles. Click the “Apply” button for good measure and “Ok” to close.

2. Introducing a User to Percussion CM System (Rhythmyx)

- Although the official name of our content management system has been changed to Percussion CM System by the manufacturer, we still refer to it as “Rhythmyx” in-house due to the branding on the user interface. So, it is probably best to use “Rhythmyx” throughout your training session.
- The training should typically last from 45 minutes to an hour.
- Training is provided upon request or as determined by the web team based on a user’s anticipated level of activity in the management of an NINDS website.
- Whenever possible, training should be conducted in the user’s home environment on the workstation that they plan to use for their content management duties.

2.1. Pre-training System Check & Setup

1. Trainer should log in with their own credentials from the user’s workstation.
2. Inform the user that you want to perform a few quick tests to ensure that the content management system is working properly.
3. Create a generic content item to ensure that EPHOX and Java is working properly. If popup windows are displayed, you can instruct the user to accept/allow as necessary.
4. Create a managed link.
5. Log off.
6. If everything is working properly, create a favorite/bookmark to the Rhythmyx login page for the user in Internet Explorer.

2.2. Hands-on User Training

1. Instruct the user to use the bookmark created in the Pre-training System Check to access the Rhythmyx login page. The user should sign in with their NIH credentials.
2. If the user is greeted with collapsed folders in the left navigation frame, expand them and explain how to access the site(s) they will be managing.
3. Ask the user for a web page that falls under their responsibility. Assist them in navigating to that location in the management console.
4. Once the corresponding content item has been located, have the user right click to edit.

Note: Make sure that you emphasize “right-clicking” vs. double clicking. It is

important that user becomes accustomed to accessing additional options by right-clicking on items.

5. Once the edit form has been launched, introduce the user to the mandatory fields, the WYSIWYG editor and the associated tools. Also direct them to the “window view” icon, which allows them to open the Generic Body field in a separate window.
6. Allow the user to make a simple text edit, then have them “Save” and “Close”.
7. After closing the content item, instruct the user on how to preview items by accessing the options in the right click menu.
8. Explain the two options available to the user after they have completed their edits: Check in or Approve.
Note: Use this time to explain the lifecycle of a content item from author approval to live status. The user should understand that their content item will not go live immediately. Instead, the status will change to “QEAppove” and will remain in that state until it is reviewed by a member of the NINDS Web Team.
9. After covering simple text edits and the publishing cycle, have the user create a new content item with dummy information.
10. Instruct the user to copy some text from a Word doc that they may have available into the Generic Body field.
Note: Use this time to demonstrate some of the issues involved with copying from Word. The user should understand the difference between pasting “Plain Text” vs. “Clean HTML” and understand that it is best to use the Rhythmyx editor to format text. This will ensure that our style sheets are not disrupted.
11. Show the user how to highlight text and create an external link.
12. Show the user how to highlight text and create an internal link.
Note: Use this time to explain managed links and the similarities between linking other content items, uploaded documents and images. If time allows, do examples of each.
13. Ask the user for questions and leave a copy of the full Rhythmyx documentation. Direct them to the table of contents and to the appendices, including our contact information on the last page.