

Content Management System (CMS) Quick Guide



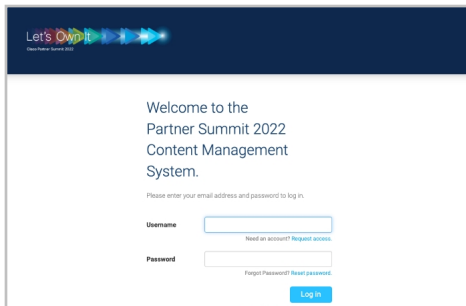
1

Create Account and Log in

If you have received an invite, please follow the link to access the CMS and create a password.

If you have not received an invite but need access, please click on **Request access** and follow the instructions.

Link to CMS: <https://ps22-cms.ciscoevents.net>



2

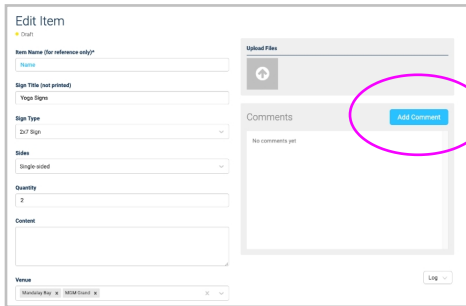
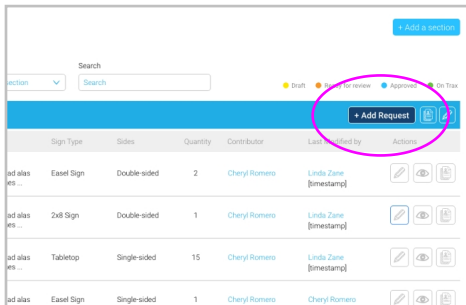
Create and Submit a Request

Create a new request by clicking on the **Add Request** button in the section header.

Fill out all fields and either submit your request or save as a draft and come back to it later.

Have questions about a specific item? Send a comment to your CMS admin from the item page.

Note: Please see the content due date in the top right corner. Rush charges may apply for content submitted after that date.



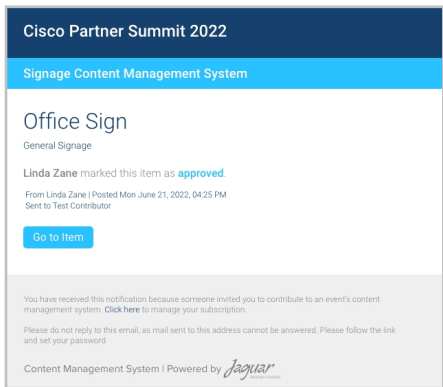
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Approval Process

The CMS admin will review your request and either reach out with questions or approve it. You will be notified via email regarding any changes to your request.

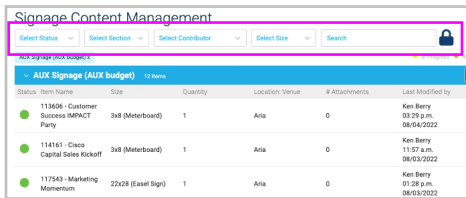
Note: Once approved, your request can no longer be edited.

An approved item will be migrated to Trax, the Jaguar proofing site system. There, a designer will put it into layout and start the review process.



Helpful Tips

- You can filter and sort items within each section
- Click the lock symbol to preserve your filter selections
- Hover over icons to see what they do
- You can clone an item, which is very helpful and saves time
- The Jaguar paw indicates a direct link to your item on Trax (shows only for approved items that have been moved to Trax)



Clone



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Questions?

If you have content specific questions, please contact Linda Zane at lizane@cisco.com

If you have technical questions or would like to report an issue, please contact cave@jaguardesignstudio.com