CMD04 – Website deactivation and/or activation application

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| Instructions |
| * This form is used when you have an existing site that is being replaced with a new site on the UCT Web CMS (Content Management System) or if you have a new site which you want to make live. This is a request to deactivate the existing site, if applicable, and/or to activate the new site which has been created and is ready in the UCT Web CMS.
* **Related forms** **to be completed** (**Note:** Please only complete these forms if needed/when applicable):
	+ [CMD02- Website application](http://forms.uct.ac.za/cmd02.docx) – used when applying for the creation of a website in the UCT Web CMS.
	+ [CMD03 - Application for Domain Administrator training and access to UCT Web CMS](http://forms.uct.ac.za/cmd03a.docx) – used for training and access for a Domain Administrator to manage/maintain content for a site in the UCT Web CMS (Content Management System).**Note:** All domain administrators and content managers need to attend training before they can be given access to the site.
* [CMD05 - Application for UCT Web CMS training](http://forms.uct.ac.za/cmd05.docx) – used when applying for training of Senior Content Manager(s) / Content Manager(s) / Page Manager(s) to manage/maintain content for a site in the UCT Web CMS (Content Management System). See: [Roles and responsibilities in the UCT Web CMS](#_Roles_and_responsibilities)
* Please complete this form fully, and submit it in advance to allow sufficient time for site creation (ICTS), training and site content creation, as applicable.
* Send the completed form to icts-helpdesk@uct.ac.za.
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| 1. Site details
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| 1. **Has your UCT Web CMS site been created and is it ready for activation?**
 | Yes |  | No |  |
| 1. **Domain name** (i.e. DNS) as per [Domain Name Policy](http://www.uct.ac.za/downloads/uct.ac.za/about/policies/DomainNamePolicy.pdf), (e.g. <mysitename>.uct.ac.za)
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| 1. **Preferred date of deactivating old site and activating new site** (in format: YYYY-MM-DD)
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| 1. **Do you need a backup of your site?**

**Note:** Once a backup of a website on an ICTS web server was created the responsibility for downloading and archiving the backup lies with the website owner. | Yes |  | No |  |

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| 1. Site ownership and administration
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| 1. **Website owner**
 | Full name |  | Faculty (if applicable) |  |
| Unit/Department/Entity |  |
| 1. **Domain administrator details**

**Note:** The domain administrator is responsible for managing the site and other content managers. Please enter the details of the person who will fulfil this role. See: [Roles and responsibilities in the UCT Web CMS](#_Roles_and_responsibilities) |
| Full name |  | Staff/student/third party number |  |

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| 1. Approved by
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| I confirm that the details on this form are correct and approve the deactivation of the existing website, if applicable, and/or the activation of the new website in the UCT Web CMS. **Note:** An email from the Head of Faculty/Department /Unit to acknowledge and confirm the above approval sent to icts-helpdesk@uct.ac.za (with this completed form attached) will be accepted in lieu of signature. |
| Head of Faculty/ Department//Unit |  | Signature |  | Date |  |

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| 1. Office use only
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| Date processed |  | Processed by |  |

# Roles and responsibilities in the UCT Web CMS

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| Role | Described as... | Responsibilities |
| Domain administrator | A role which has full access to all functionality within a specific website (domain) in the UCT Drupal Web environment. | * Create and manage web content using the Web CMS;
* Maintain a consistent look and feel throughout all web content;
* When necessary, review web content created by the page managers, content managers and senior content managers;
* Publish approved content to the live website.
* Assign certain Web CMS roles in their domain (i.e. page manager, content manager and senior content manager) to authorised and trained UCT community members.
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| Senior content manager | A role which has access to create, edit, publish and unpublish content on a specific website to which they have been assigned. | * Create and manage web content using the Web CMS;
* Ensure consistency throughout all web content;
* Copy edit, proofread and preview all web content created by themselves, other senior content managers, content managers and page managers;
* Publish approved pages to the live website.
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| Content manager | A role with access to create, edit, and view draft content for all content types (except pages), and view published content on a specific website. | * Create web content using the Web CMS and submit it for approval and publishing;
* Ensure consistency throughout all web content;
* Copy edit and proofread all web content they have created before submitting for approval and publishing.
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| Page manager | A role with access to create, edit, and view draft pages (except secure/critical pages) and view published pages on a specific website .  | * Create web pages using the Web CMS and submit them for approval and publishing;
* Ensure consistency throughout all web pages;
* Copy edit and proofread content on all web pages they have created before submitting for approval and publishing.
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# Terms and definitions

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| Term | Definition |
| Domain  | “A subset of locations on the Internet or other network which share a common element of their IP address (indicating a geographical, commercial or other affiliation), or which are under the control of a particular organization or individual” ([OED](http://www.oed.com/view/Entry/56649?redirectedFrom=domain+name#eid6401179), 2013) E.g. The UCT domain is “uct.ac.za”. |
| Domain name | “The part of a network address which identifies it as belonging to a particular domain.” ([OED](http://www.oed.com/view/Entry/56649?redirectedFrom=domain+name#eid6401179), 2013) E.g. [www.humanities.uct.ac.za](http://www.humanities.uct.ac.za) or [www.hr.uct.ac.za](http://www.hr.uct.ac.za)  |
| Web CMS | A Web content management system (CMS) is a type of CMS which is used for the creation, editing and management of websites.The UCT Web CMS is part of building a solid ECM foundation at UCT and has been designed to meet the web content management requirements of the University. It is a role-based system which allows different roles to create, edit, upload and change content according to their assigned access using the administrative interface called the Workbench. |