



# CAS – Databases

Settings → Site → Databases

This a list of global databases with the C.A.S. system.

Edit	Name
	Action Set Links
	Action Set Usage
	Action Sets
	Ad Submit Settings
	EditionAdBoss
	EtearAdBoss Settings
	File Actions
	File Types
	Groups
	Languages
	List Fields
	PGLAdBoss Preferences
	Reports
	Site Codes
	Unit of Measure Conversions
	Units of Measure
	Web Settings

Ad Submit Settings – file submission options

### Ad Submit Menu

Ad Submit Settings -  ?

Using Asura:  ?

Using Categories:  ?

Using Layout Files:  ?

EAB Settings – File paths and Image opts

### EditionAdBoss Settings

EditionAdBoss Outext Dump Directory:  ?

EditionAdBoss Outext Final Directory:  ?

EditionAdBoss Base Ad Directory:  ?

EditionAdBoss Ad Image Path:  ?

EditionAdBoss Ad Extensions:  ?

Web Settings - Password and Session Options

### Web Settings

Send Default Email:  ?

Reply-To Email Address:  ?

Session Timeout (in minutes):  ?

Security Questions Used:  ?

Security Questions Asked:  ?

Password Strength Required:  ?

Default Language:  ?

Google Analytics Id:  ?

Classified Ad Quality (%):  ?

Maximum Login Attempts:  ?

Don't Allow Anonymous Account Creation:  ?

Don't Require Postal Code:  ?

Hide Separators:  ?

Using Site Codes:  ?

Password Change Request Expire Hours:  ?



# CAS – Deadlines

Settings → Site → Deadlines

## Deadlines

The Deadlines database allows you to define certain deadlines for ads. Use the Deadline table to establish Today's Deadline and other deadlines for ad building and proofing.

Today's Deadline is used to determine when the Ad Inquiry search date changes to the next run date.

Other deadlines will be used to define deadlines for ads and proofs in the Application → Ad Inquiry → Dealines table.

## Create, Edit, Disable Deadlines

Click on the "Create" button to create a new deadline.

Click on the "Edit" pencil next to a Deadline in the list to edit an existing deadline.

Click on the "Active" flag next to the Deadline to disable a deadline.

A red flag means the deadline is inactive, a green flag means the deadline is active.

**Deadline Details**

Description:

Publishing Day	Days Prior	Day Of Week	Time
Sunday	<input type="text" value="2"/>	Friday <input type="button" value="v"/>	02 <input type="button" value="v"/> : 00 <input type="button" value="v"/> pm <input type="button" value="v"/>
Monday	<input type="text" value="3"/>	Friday <input type="button" value="v"/>	04 <input type="button" value="v"/> : 00 <input type="button" value="v"/> pm <input type="button" value="v"/>
Tuesday	<input type="text" value="1"/>	Monday <input type="button" value="v"/>	04 <input type="button" value="v"/> : 00 <input type="button" value="v"/> pm <input type="button" value="v"/>
Wednesday	<input type="text" value="1"/>	Tuesday <input type="button" value="v"/>	04 <input type="button" value="v"/> : 00 <input type="button" value="v"/> pm <input type="button" value="v"/>
Thursday	<input type="text" value="1"/>	Wednesday <input type="button" value="v"/>	04 <input type="button" value="v"/> : 00 <input type="button" value="v"/> pm <input type="button" value="v"/>
Friday	<input type="text" value="1"/>	Thursday <input type="button" value="v"/>	04 <input type="button" value="v"/> : 00 <input type="button" value="v"/> pm <input type="button" value="v"/>
Saturday	<input type="text" value="1"/>	Friday <input type="button" value="v"/>	12 <input type="button" value="v"/> : 00 <input type="button" value="v"/> pm <input type="button" value="v"/>

## Deadline Entry

For each Publishing Day, enter the # of Days Prior or the Day of Week and then the time of the deadline for that day.

Click the Update button to save the deadline.



# CAS – Utilities

Settings → Site → Utilities



## **Put Site in Maintenance Mode**

This utility can be used to prevent users from accessing the C.A.S. system when maintenance to the system is required or when the system is being updated.

When the system is put into Maintenance Mode, a file named maintenance.html is created in the /var/www/html/scs directory on the C.A.S. web server. Delete this file to take the system out of Maintenance Mode and allow user access again.

\*\* If the C.A.S. system needs to be accessed during the time the system is in Maintenance Mode, for example, to do some testing, the below url can be specified.

**`http://{server}/cgi-bin/scs/all/spice.pl?maintmode=1`**

## **Turn Training Mode On / Off**

This utility can be used to put the C.A.S. system in and out of Training Mode. Training Mode can be used when customizing content or the look and feel of the C.A.S. pages. When Training Mode is on, red-dashed boxes will appear on the C.A.S. pages with a description identifying the area and page of the system from the Content Table.

Click on the **Turn Training Mode On** link to turn on Training Mode. Click on the **Turn Training Mode OFF** link to take C.A.S. out of Training Mode.

## **Change User**

This utility can be used by the C.A.S. administrator to become another user for troubleshooting and testing if there's ever a problem with a user's account.

Click on the Change User link to go to the C.A.S. User table. Use the drop down field on the User table to search for a user account. Fill in the search criteria, if appropriate, then click on the Search button. Click on the pencil icon in the Become User column for the user you wish to become. When you become another user, you will no longer be logged in as the C.A.S. Root user.

## **Turn Edit Mode On / Off**

This utility can be used to put the C.A.S. system in and out of Edit Mode. Similar to Training Mode, Edit Mode can be used when customizing the content or look and feel of the C.A.S. pages. When Edit Mode is on, red-dashed boxes will appear on the C.A.S. pages in the area and where content can be customized.

Click on the **Turn Edit Mode On** link to turn on Edit Mode. Click on the pencil icon within a red-dashed box to edit the content. An editor will appear that will show any existing content. Use the editor to customize the content. Click the Save button to save your changes. Click the Cancel button to discard your changes.

Click on the **Turn Edit Mode OFF** link to take C.A.S. out of Edit Mode.

# CAS – Customize Menu

The Customize menu can be used to customize the look and feel of the C.A.S. pages and other custom content with in the C.A.S. System.

In order to gain access to the Customize menu certain security group options must be set for the user's security group.



## **Customize → Descriptions**

This menu can be used to customize descriptive information for the following items.

- Ad Statuses
- Ad Image Statuses
- Colors
- Proof Statuses
- Pub Eds.
- Logs

## **Customize → Email**

This menu can be used to customize email addresses and email bodies for the following system generated emails.

- Ad Information Email
- Ad Proof – Deadline Warning
- Ad Submission Confirmation Email
- Proof Approved
- Proof Returned
- Request to run an ad again

## **Customize → Help**

This menu allows for the customization of the help content that appears when the mouse pointer is placed on the “?” next to a field.

## **Customize → Site**

This menu can be used to customize the color and content that appears on C.A.S. Pages.

- Color Templates
- Content
- Content Templates
- Upload Content