

8. Reordering a section

It is possible to reorder pieces of content or sub-sections within a section.

Reordering content doesn't affect the position of the Contact Block or Related Links within the resulting page, but if you have more than one piece of content displaying as the main text of the page, reordering them can affect their positioning.

Reordering sub-sections affects their position in the site navigation (left hand menu).

Note: Contributors can only reorder pieces of content within a section.

Reordering Content

1. To reorder content, click on the section you want to reorder the content in then click on the Content tab.

Content in this section

Enable automatic ordering

Undo last action Undo all actions Bulk actions Create content

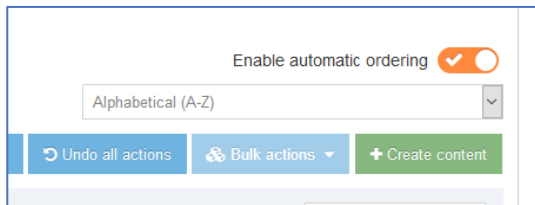
Display 10 records Filter:

Order	Name	Version	Status	Last modified	Publish date			
+	About me general content General Content	2.0	Approved	February 9, 2018 12:14 PM	N/A	Actions	↑	
+	training metadata Meta Data	1.0	Approved	November 28, 2017 12:19 PM	N/A	Actions	↑	
+	Web Team Contact Autumn Contact Block	1.0	Approved	October 19, 2017 2:48 PM	N/A	Actions	↑	
+	About me content 2 General Content	0.5	Pending	January 18, 2018 10:11 AM	N/A	Actions	↑	
+	training content General Content	0.1	Pending	January 18, 2018 10:13 AM	N/A	Actions	↑	
+	This is a test General Content	0.2	Pending	November 28, 2017 4:17 PM	N/A	Actions	↑	

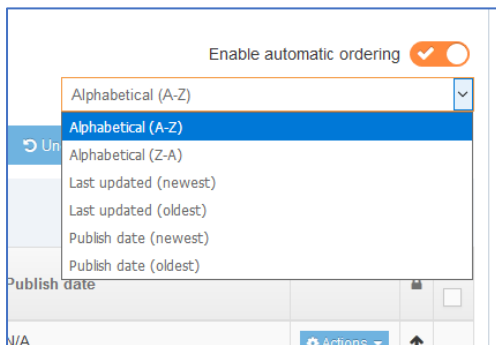
Showing 1 to 6 of 6 entries

2. To reorder the pieces of content, click in the Order column for the appropriate piece of content and drag it to the new position you want it to be in.
3. Moving some content such as Contact Blocks or Related Links up or down will have no effect on how they appear on the page as they have set positions. Other types of content such as General Content or Student Profiles can have their positions changed on the resulting page by reordering them.

4. It is also possible to have the pieces of content ordered automatically. To enable this, switch the 'Enable automatic ordering' switch to on:

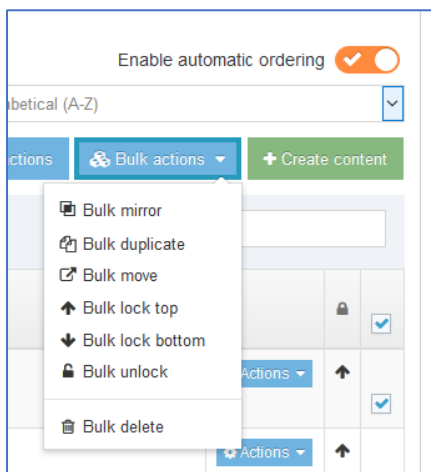


5. Choose the ordering method from the drop-down menu that appears.



6. After selecting the method, tick the boxes to the right of the items that you want to automatically order. If you want to automatically order all of the items, tick the box at the top which will tick all of the boxes for you.

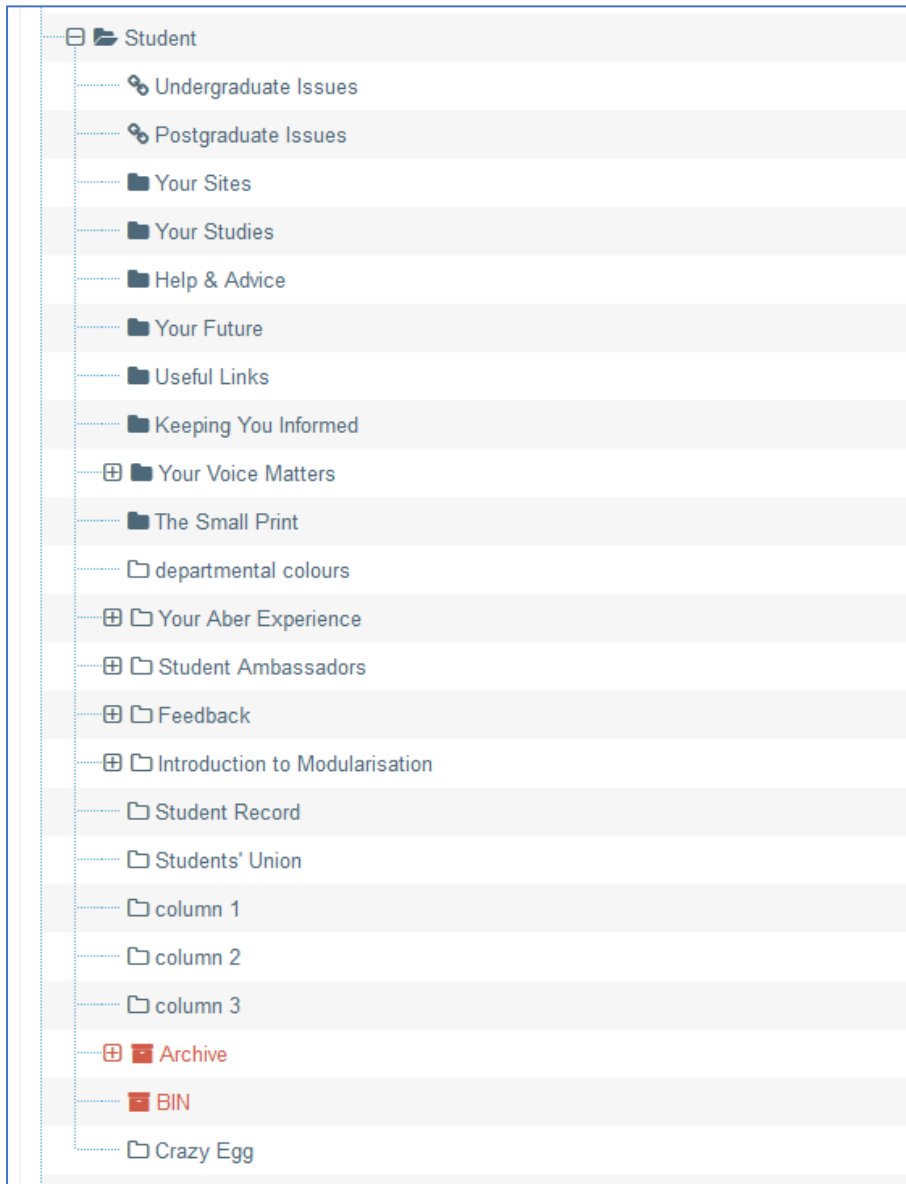
7. Click the 'Bulk actions' button and choose 'Bulk unlock'.



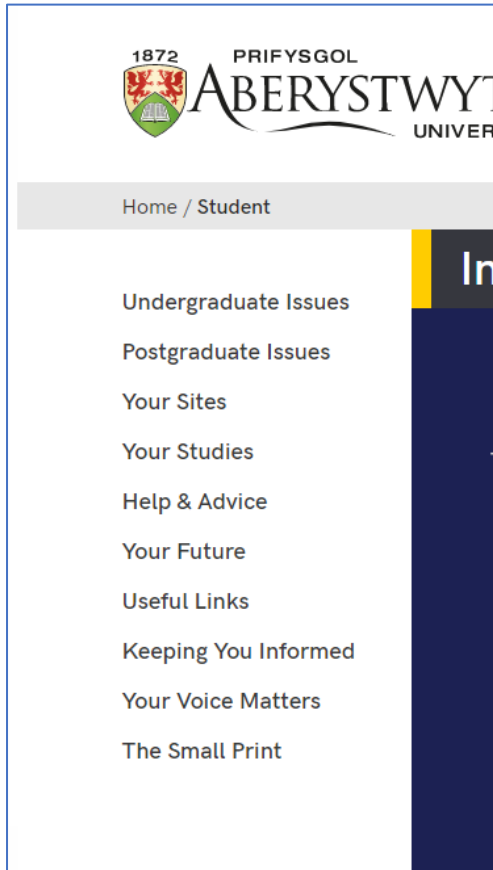
8. All the items you selected will now be listed in the order specified.

Reordering Sub-Sections (Moderators Only)

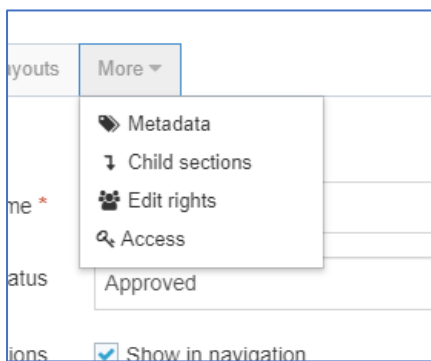
1. This section contains multiple sub-sections, as well as content



2. The sub-sections appear in the departmental navigation in the left menu:



3. To view the subsections in the CMS, click on the main section, then click on the More tab and select 'Child sections':



4. The list of subsections will be displayed:

Subsections

Enable automatic ordering

Undo last action Undo all actions Bulk actions + Create section

Display 10 records Filter:

Order	Name	Last modified	Actions	
+	Undergraduate Issues	June 29, 2016 11:54 AM	Actions	↑
+	Postgraduate Issues	June 29, 2016 11:55 AM	Actions	↑
+	Your Sites	October 21, 2016 8:11 AM	Actions	↑
+	Your Studies	October 21, 2016 8:11 AM	Actions	↑
+	Help & Advice	October 21, 2016 8:11 AM	Actions	↑
+	Your Future	October 21, 2016 8:12 AM	Actions	↑
+	Useful Links	October 20, 2016 5:00 PM	Actions	↑
+	Keeping You Informed	October 21, 2016 8:46 AM	Actions	↑
+	Your Voice Matters	September 27, 2017 9:22 AM	Actions	↑
+	The Small Print	October 21, 2016 8:01 AM	Actions	↑

Showing 1 to 10 of 23 entries

< 1 2 3 >

5. To reorder the subsections, click in the Order column for the appropriate subsection and drag it to the new position you want it to be in.

6. It is also possible to have the sections ordered automatically. To enable this, switch the 'Enable automatic ordering' switch to on:

Enable automatic ordering

Alphabetical (A-Z)

Undo all actions Bulk actions + Create content

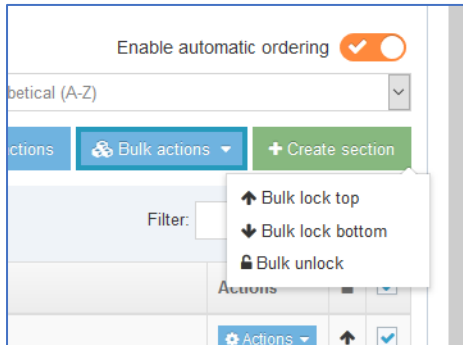
7. Choose the ordering method from the drop-down menu that appears.

Enable automatic ordering

- Alphabetical (A-Z)
- Alphabetical (Z-A)
- Last updated (newest)
- Last updated (oldest)

Undo all actions

8. After selecting the method, tick the boxes to the right of the subsections that you want to automatically order. If you want to automatically order all of the subsections, tick the box at the top which will tick all of the boxes for you.
9. Click the 'Bulk actions' button and choose 'Bulk unlock'.



10. All the items you selected will now be listed in the order specified.
11. When you preview the main section page, you will see that the navigation in the left menu has changed to reflect your reordering.