



TeamCMP

EDITOR'S GUIDE

Create, review, publish, and maintain website content

TeamCMP 2026 Update

For content editors

Last updated: July 28, 2026

About this guide: Screens and options vary by assigned permissions and by the applications installed for your website.

How to use this guide

This handbook is organized around the work an editor performs, not around every button in the interface. Start with the quick workflow below, then use the section list to find detailed guidance.

The everyday editing workflow

1. **Open the page.** Select the page in the Site Map.
2. **Edit and save.** Make the content change and save it as an in-progress version.
3. **Preview.** Check the page at phone, tablet, and desktop sizes.
4. **Review quality.** Check links, headings, images, spelling, and accessibility.
5. **Publish.** Publish directly or submit through your site's approval workflow.

Guide sections

Section	Use it when you need to...
1. Getting started	Sign in, understand the workspace, and open a page.
2. Working with pages	Create, find, move, hide, delete, restore, or categorize pages.
3. Editing content	Use Design/HTML modes, formatting tools, links, images, and tables.
4. Properties and metadata	Set page behavior, dates, search, social, or structured-data fields.
5. Preview and quality	Review responsive layouts, spelling, links, and accessibility.
6. Saving and publishing	Understand drafts, approvals, prior versions, revoke, and undo.
7. Forms and applications	Build forms, validate fields, view results, or manage application items.
8. My Pages, tools, and support	Use My Pages, Tools, User Info, Accessibility, Help, and support.

Permission note: If a menu, tab, or action in this guide is not visible, your account may not have access to it. That does not necessarily indicate a problem.

SECTION 1

Getting started

Sign in, orient yourself in the redesigned workspace, and find the content you need.

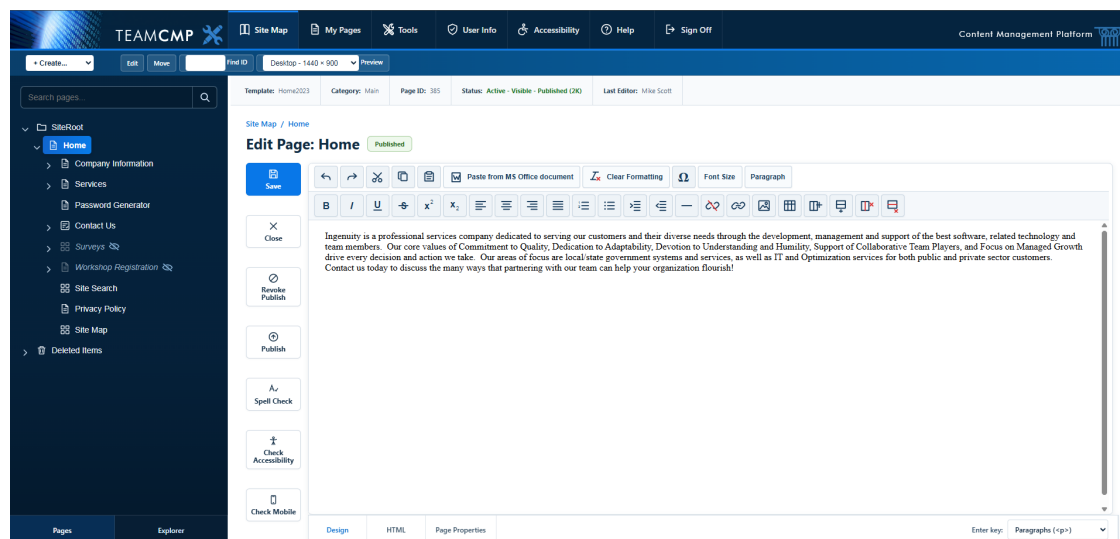
Access TeamCMP

While viewing your website, click within the page and press Ctrl+U to open the TeamCMP sign-in screen. If the browser opens View Source instead, return to the site, click inside the website window, and try Ctrl+U again. You can also bookmark the site's /CMPedit address for direct access.

1. Enter your TeamCMP user name and password.
2. Choose Sign In.
3. After sign-in, TeamCMP opens the website assigned to your account.

Password help: Use Forgot Password on the sign-in screen when available. If your email address is not associated with your account, contact a TeamCMP administrator or Ingenuity Web Support.

The workspace at a glance



The normal content-editor workspace keeps the familiar site tree and editing workflow while making actions, status, and navigation clearer.

Four areas you will use most

4. Top navigation - opens Site Map, My Pages, Tools, User Info, Accessibility, Help, and Sign Off.
5. Site Map - shows the site's page hierarchy. Resize this panel when you need more room for page names.
6. Page status and actions - shows the selected page, status, editor, and actions such as Save, Publish, Revoke Publish, or Undo Edit.
7. Editing area - contains Design, HTML, Page Properties, and page-type-specific controls.

SECTION 2

Working with pages

Use the Site Map to create and organize the website without losing track of page status or hierarchy.

Page types

Type	Best used for	Common examples
Content	A normal editable page.	Department information, policies, contact pages.
Application	Structured or repeating records.	News, calendars, directories, document lists.
Form	Information submitted by visitors.	Contact, registration, or request forms.
Link	A navigation item that points elsewhere.	External services, documents, or another page.

Create a page

1. **Select the parent page.** The new page will normally be created beneath the selected item.
2. **Choose the page type.** Use the creation controls or the Site Map context menu.
3. **Enter the page name and settings.** Choose a category and any required application or form options.
4. **Save the page.** The new page begins as an in-progress item until published or approved.

New Category: Create one only when needed. Categories do not group the Site Map; they choose templates/look and feel for site areas and distinguish app instances, such as separate home-page and HR News apps.

Find and navigate pages

5. Expand or collapse branches in the Site Map to follow the site's hierarchy.
6. Use Search pages above the Site Map for a quick title match.
7. Use the Search option under Tools, when available, for broader content searches.
8. Use My Pages when you need to find your drafts, approval items, active pages, or prior versions.

Move, categorize, hide, delete, and restore

9. Move changes a page's position in the hierarchy. Confirm the intended parent before saving.
10. Categorize changes the template/category or app instance, not the page's Site Map position.
11. Hide keeps a page from normal navigation. A hidden page is always reachable by its direct link.
12. Delete sends the page to Deleted Items when the workflow supports recovery.
13. Restore returns a deleted page. Review its location, status, and links before republishing.

SECTION 3

Editing content

Make clear, durable web content with the Design editor, HTML view, and modernized editing tools.

Open a page for editing

1. Select the page in the Site Map.
2. Open Edit or double-click the page when your installation supports that shortcut.
3. If another editor has the page checked out, wait for the edit lock to clear or contact that editor.

Design and HTML modes

Design is the normal visual editing mode. HTML displays the page source for experienced users who need a precise correction. Switching modes does not publish the page.

Use HTML carefully: Malformed markup can affect the page layout or make content harder to edit in Design mode. Save before making a significant HTML change, and use Preview afterward.

Formatting content

4. Use the paragraph/format selector for headings and normal paragraphs. Do not imitate headings by only increasing font size.
5. Use bold or italic sparingly for emphasis. Avoid underlining ordinary text because users may mistake it for a link.
6. Use alignment and lists for meaning, not decoration.
7. Use Undo and Redo for normal text and formatting changes. Some complex table operations may not be fully reversible.
8. Use Remove Formatting when pasted text brings unwanted fonts, colors, or spacing.

Paragraphs and line breaks

TeamCMP can treat the Enter key as starting a new paragraph or inserting a line break. The Enter Key setting, located below the editor window in the bottom-right corner, controls this behavior. Paragraphs are normally the better choice because they preserve meaningful document structure. Use a line break only when the next line belongs to the same thought, such as an address.

Paste from Word or another source

1. Paste the content into the editor.
2. Use Paste from Word or Remove Formatting when the source introduces unwanted styles.
3. Reapply headings, lists, links, and emphasis with TeamCMP controls.

Links

Select meaningful words, then use the Link tool. Link text should tell the reader where the link goes. Avoid vague phrases such as “click here” when a descriptive label will work.

4. Link to another TeamCMP page when the destination is part of the same site.
5. Use a complete `https://` address for an external website.
6. Choose a document from the file manager when linking to a PDF or other downloadable file.
7. Open a new window only when there is a clear reason; unexpected new windows can confuse users.

Images

1. Place the cursor where the image belongs and open the Image tool.
2. Choose an existing server image or upload a new file.
3. Set a useful description (alt text) that communicates the image's purpose.
4. Adjust size and alignment only as needed, then preview on a phone-sized view.

Alternative text: Describe the information or purpose of the image, not its file name. For a purely decorative image, follow your site's accessibility practice rather than adding redundant text.

Crop and resize

Image tools can crop or resize supported images. Keep a suitable original when possible. Avoid enlarging a small image, which makes it blurry, and do not use an image to display text that should be real page content.

Tables

Use a table for information that truly belongs in rows and columns. Avoid using tables only to position page content; table-based layouts are difficult on phones and for assistive technology.

5. Provide a clear header row for data tables.
6. Keep the number of columns manageable on small screens.
7. Do not merge cells unless the structure genuinely requires it.
8. Preview the table at phone and tablet sizes.

Spell checking and symbols

Use Spell to review text in the editor. The Symbols tool inserts special characters without requiring you to remember character codes. Automated spelling checks may not recognize names, agencies, or local terms.

SECTION 4

Page Properties and metadata

Control a page's name, visibility, dates, search presentation, social sharing, and other behavior.

Core properties

Property	What it controls
Page Name	The name shown in TeamCMP and often in site navigation.
Page Title	The browser/search title when the template supports a separate title.
Category / New Category	The template or visual design used for a site area, and the distinction between multiple instances of the same application.
Hidden Page	Whether normal site navigation includes the page.
Publish / Expire dates	When supported, the period during which content should be active.
Extra Info	A developer-only field. Do not use it for editor notes unless instructed.
Styles	Advanced presentation settings. The section stays collapsed because most editors do not need it.

Search and social fields

Most pages can use site-wide defaults. Expand Search & Social only when a page needs a specific title, description, canonical address, search-engine directive, or sharing image.

9. Search title - the title search engines may show; keep it specific and readable.
10. Meta description - a short summary of the page's purpose.
11. Canonical URL - identifies the preferred address when more than one address can show the same content.
12. Robots directive - normally index and follow for public pages; use noindex only for a deliberate reason.
13. Social image and alt text - controls the preview image and description used when the page is shared.

Site defaults: Administrators can provide shared search and social values. A page-level value overrides the default only for that page.

Structured data

Structured Data helps search systems understand the organization, page, or article. TeamCMP can generate common website, government organization, page, and news-article information. Change these fields only when you understand the intended result or have guidance from your site administrator.

SECTION 5

Preview and quality checks

Review changes before publishing and use TeamCMP's automated checks as aids, not substitutes for judgment.

Responsive Preview

Preview shows the selected page using representative screen sizes. It can include the editor's unsaved content, which makes it useful before the first Save.

Preview	Use it to check
Phone	Headings, images, links, forms, tables, and horizontal scrolling.
Tablet	Intermediate wrapping, columns, navigation, and touch-friendly controls.
Desktop	Normal desktop layout and common content widths.
Large desktop	Wide layouts, banners, and content that might stretch excessively.

Accessibility checks

TeamCMP provides page-level guidance, an Accessibility Authoring Guide, and an Accessibility Report that can scan published pages for common content and mobile problems.

14. Use real heading levels in a logical order.
15. Give informative images useful alternative text.
16. Use descriptive link text.
17. Keep instructions from depending only on color, position, or visual appearance.
18. Check tables, forms, and embedded content at small screen sizes.
19. Make sure public documents are accessible or provide an accessible alternative.

Automated checks have limits: A report can identify patterns, but it cannot decide whether wording is understandable, alt text is useful, or the reading order makes sense. Review important pages yourself.

Final pre-publish checklist

20. The page name, heading, and browser title are accurate.
21. Dates, phone numbers, email addresses, and office information are current.
22. Links open the intended destinations and downloads are the correct files.
23. Images are sharp, appropriately sized, and described.

SECTION 6

Saving, approval, and publishing

Understand what each action does so drafts, prior versions, and the live page stay under control.

Common status labels

Status	Meaning
In Progress	A draft exists and is not yet the live published version.
Pending	The change is waiting for approval.
Rejected	An approver returned the change for revision.
Active / Published	The version currently available on the public site.
Prior version	A retained older version available through history or the All view.

Save and Close

- 24. Save stores the current draft but does not necessarily make it public.
- 25. Close exits the editor. Save first if you want to keep the changes.
- 26. TeamCMP may prevent simultaneous editing by using an edit lock.

Publish

Publish makes an approved version active when your account has permission. Sites with approval workflows may route the page to an approver instead. After publishing, open the public page and verify the result.

Revoke Publish

Revoke Publish removes the current published state and restores the appropriate prior published version when one is available. Use it deliberately, then verify the public site.

Undo Edit and prior versions

Undo Edit removes the current working draft and returns the page to its earlier state. The All view in My Pages includes retained prior versions so authorized users can review history without treating an old version as the current editable page.

When unsure: Do not delete or republish repeatedly to solve a status problem. Record the Page ID and contact an approver, administrator, or Web Support.

SECTION 7

Forms and applications

Build visitor forms and manage structured content while preserving accessibility and the site's established workflow.

Create or edit a form page

1. **Create or open the Form page.** Use the same Site Map workflow as other pages.
2. **Add introductory content.** Explain what the form is for and what information is required.
3. **Open Form Builder.** Add fields in the order a visitor should complete them.
4. **Set Form Properties.** Configure delivery, subject, redirect, thank-you message, and buttons.
5. **Test validation and submission.** Use the public form and confirm the result reaches the intended destination.

Form field types

Field	Use
Text box	A short answer such as a name, phone number, or email address.
Password box	Masked entry when a supported workflow genuinely requires it.
Text area	A longer response or message.
Check box	An independent yes/no choice or multiple selections.
Radio button	One choice from a group.
Selection list	One or more choices from a defined list.
Submit / Reset	Form action buttons. Reset is usually unnecessary and can cause accidental data loss.

Validation

The upgraded Form Builder produces semantic, responsive markup and references the shared ValidateForm script. It supports required fields and TeamCMP's existing text, email, number, password, select, and length rules. Older table-based forms remain editable.

6. Use a visible label for every field.
7. Mark only genuinely required information as required.
8. Use Email validation for email fields and Number validation only for actual numeric values.
9. Give radio-button groups and selection lists clear instructions.
10. Test both valid and invalid submissions before publishing.

Form results

Where enabled, open the form page's results area to review submissions. Treat submitted information according to your organization's privacy, retention, and access requirements.

Applications

Applications store structured or repeating content. The available applications and their fields vary by website, but the general workflow is consistent.

1. Open the Application page from the Site Map.
2. Choose an action such as Add Article, Add Event, or another application-specific label.
3. Complete the required fields and any publish/remove dates.
4. Save, preview where available, and publish according to the site's workflow.
5. Edit changes an existing item.
6. Hide or Show controls whether the item is currently presented by the application.
7. Delete removes the item after confirmation.
8. Application-specific images, files, dates, sorting, or categories may affect how and where an item appears.

Application differences: A News article, calendar event, directory entry, and document-library item do not share every field. Follow the labels in the application and contact Web Support when the intended behavior is unclear.

SECTION 8

My Pages, tools, and support

Use the editor's shared areas to find work, review site quality, manage your account, and get support.

My Pages

My Pages gathers content by workflow status. Tabs can include In Progress, Pending, Rejected, Approval Queue, Active, and All, depending on permissions.

9. All includes retained prior versions as well as current items.
10. The tabs and page groups you see depend on your assigned permissions.
11. Use the filters available to your account to narrow the list to the work you need.

Tools

12. Search helps locate pages or content across the site when it is available to your role.
13. Reports provide site and editing information in a clear, printable layout.
14. Accessibility opens the authoring guide and reports available to your account.
15. User Info lets you review and update the account information available to you.
16. Help includes What's New, support information, and a built-in support request form.

Account and permissions

Use User Info to maintain your own account details. TeamCMP displays only the menus and actions assigned to your account.

Account security: Keep your sign-in information private and use Sign Off when you finish, especially on a shared computer.

17. Contact your TeamCMP administrator if you need access to another page or editing action.

Troubleshooting and support

Most editing problems are easier to diagnose when you capture the page, action, and exact result before refreshing or trying several unrelated changes.

Problem	First checks
An action is missing	Confirm you selected the correct page and have the required privilege or Work Group access.
A page cannot be edited	Another editor may hold the lock, or the item may be a prior version rather than the current draft.
Formatting looks wrong	Remove imported formatting, check HTML only if qualified, then preview at several sizes.
A change is not public	Check whether the page is saved, pending approval, published, hidden, or outside its publish dates.
An image or file is missing	Confirm the file was uploaded, the selected path is correct, and the public page has access to it.
A form does not submit	Test required fields and validation, confirm Form Properties, and note any exact error message.

Before contacting support

18. Record the website name, page name, and Page ID.
19. Describe what you were trying to do and the action that produced the issue.
20. Copy the exact error message.
21. Include a screenshot when the issue is visual.
22. State whether the problem occurs in Design, HTML, Preview, or the public website.

Ingenuity Web Support

Email: websupport@teamingenuity.com

Phone: (205) 263-1560

You can also use Help > Help & Support inside TeamCMP to send a support request. The form automatically includes the current website address.

Security reminder: Do not send passwords by email or include them in screenshots. Support can help reset access without needing your current password.

TeamCMP

Content management with a clearer, modern workflow.

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