

Acalog Training

What is Acalog?

Acalog is the software application we use for our university online catalog. The purpose of the catalog is to provide information to current and perspective students, accreditation, state and federal audits, as well as Veterans Affairs.

Your Acalog Campus Contact:

Please contact the Registrar's Office if you have any questions regarding Acalog or need assistance logging into your account.

Registrar and Student Records

Registrar@unthsc.edu

(817) 735-2201

Navigating Acalog:

[Acalog Login Link](#)

As soon as you have logged into Acalog the following page will appear.

The screenshot shows the Acalog ACMS™ Publisher, Training interface. At the top, there is a navigation bar with the Acalog logo and three tabs: 'Catalog Content', 'Catalog Preview', and 'Users'. The 'Catalog Content' tab is highlighted with a red box. Below the navigation bar is a dark blue header with the text 'Site Administration'. Underneath this header is a search bar with the text 'Start by Selecting a Catalog ...' and a 'Go' button. A red circle with the number '1' is placed over the dropdown arrow of the search bar. Below the search bar is a yellow banner with the text 'Start by selecting a catalog using the dropdown above.' The main content area has a heading 'Welcome to the Acalog ACMS™ Publisher, Training' and a 'Login Information' section. The login information includes a welcome message, a note about limited rights, and a link to 'Hide login information'. Below this is a list of links to 'Acalog University' for various topics. At the bottom, there is a 'Walk Me Through' button with an upward arrow.

This is your **Publisher Home Page**.

1. Before you do anything – Start by selecting a catalog by using the drop down selection arrow and clicking “Go”. This will only show the catalogs that you have access to.

The tabs located within the page header will be how you navigate through Acalog.

- **User Accounts** – where you can view your username and account information
- **Catalog Preview** – allows you to preview all of the catalogs you have access too as if they were already published online.
- **Gateway & Content** – This will take you to navigate the catalog you are working through and your custom pages you have to edit.

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- **Permalink Usage** – where you can view Permalinks being used (You will most likely not need this tab)
- **Programs & Cores** – Where all the Programs and Courses are listed. Depending on the pages you are editing will determine if you have anything within this tab.
- **Courses** – Allow you to search and preview courses. Any course edits must be completed by the Registrar’s Office.
- **Version Auditing** – allows you to view the changes you have made, changes you have pending and compare your snapshots.

Editing Your Pages: Gateway & Content

Gateway & Content includes everything outside of curriculum. Below are some screenshots to guide you through finding your custom pages, the editing options and saving your changes.

The screenshot shows the 'Manage Custom Pages' interface. At the top, there are navigation tabs: 'Catalog Content', 'Catalog Preview', and 'Users'. On the right, there are links for 'Alerts', 'Help', 'training.registrar', and 'Sign Out'. The main heading is 'Manage Custom Pages'. Below this, there is a search bar with a dropdown menu set to 'Training Catalog' and a 'Go' button. A 'Recent Items' link is also present. A section titled 'Find Custom Pages' contains a text input field for 'Enter Keyword or Phrase', a checkbox for 'Show only active custom pages.', and 'Search' and 'Reset' buttons. Below this section, a link reads 'Show only those custom pages that I can edit (based on my filter settings)'. A table lists custom pages with columns for 'Custom Page Name', 'Status', and 'Preview'. The table contains six rows of data. A 'Walk Me Through' button is overlaid on the bottom row of the table.

Custom Page Name	Status	Preview
About the UNT Health Science Center	Active-Visible	Preview
Academic & Administrative Policies (Department of Physician Assistant Studies)	Active-Hidden	Preview
Academic & Administrative Procedures (Lifestyle Health Sciences)	Active-Hidden	Preview
Academic & Administrative Procedures (UNT System College of Pharm)	Active-Hidden	Preview
Academic Procedures (GSBS)	Active-Hidden	Preview
Academic Procedures (School of Public Health)	Active-Hidden	Preview


This is the first thing you will see after clicking on the Gateway & Content tab. This will show you every custom page within the catalog.

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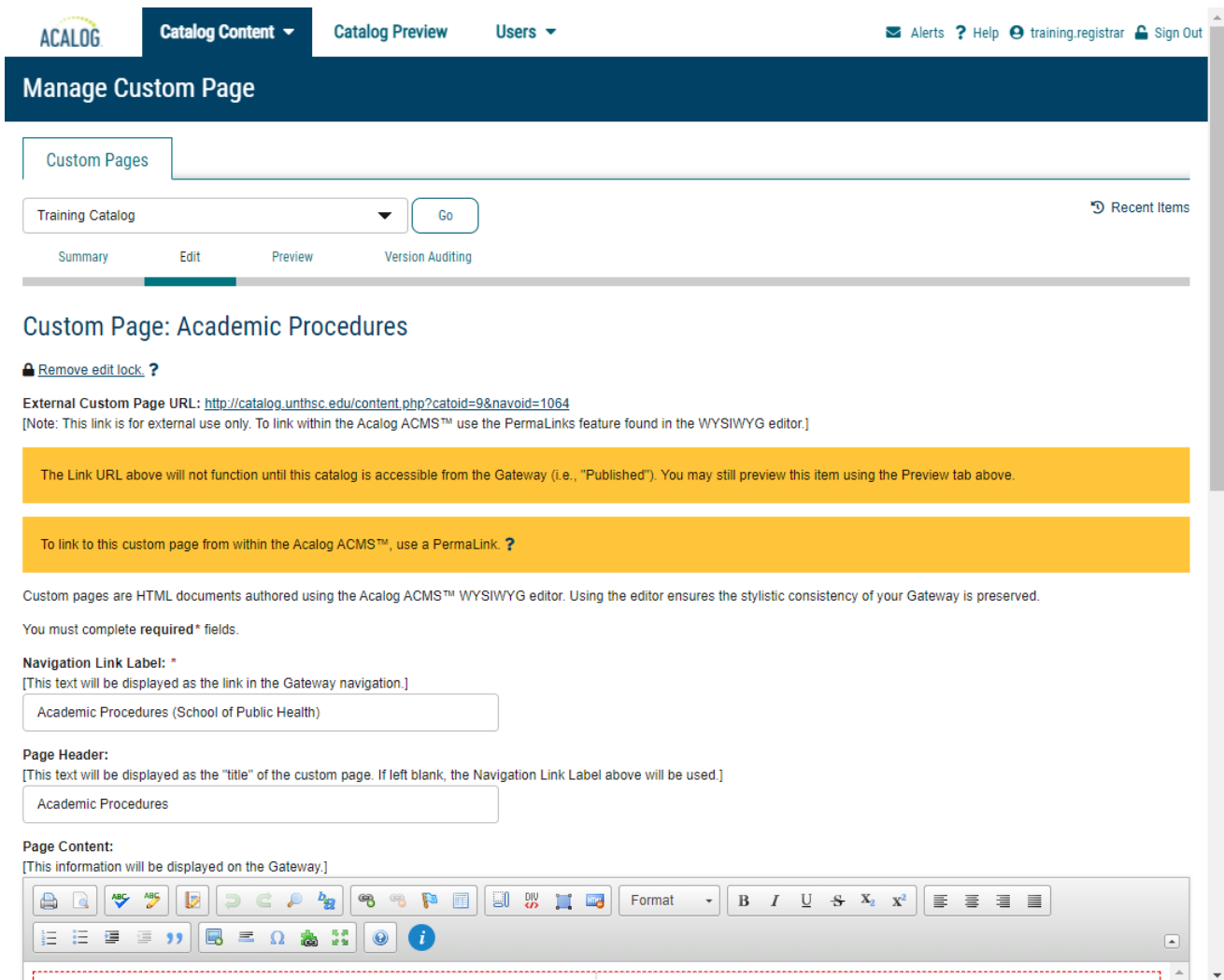
To find the pages you have access to edit:

1. Select the blue ***“Show only those custom pages that I can edit (based on my filter settings)”*** link under the search box and you will only see the pages you have access to change.

Please note that you only have access to edit the pages with a dark blue pencil that looks like the one below. Any greyed out pencils mean you do not have editor access to those pages.

 [Academic Procedures \(School of Public Health\)](#) Active-Hidden [Preview](#)

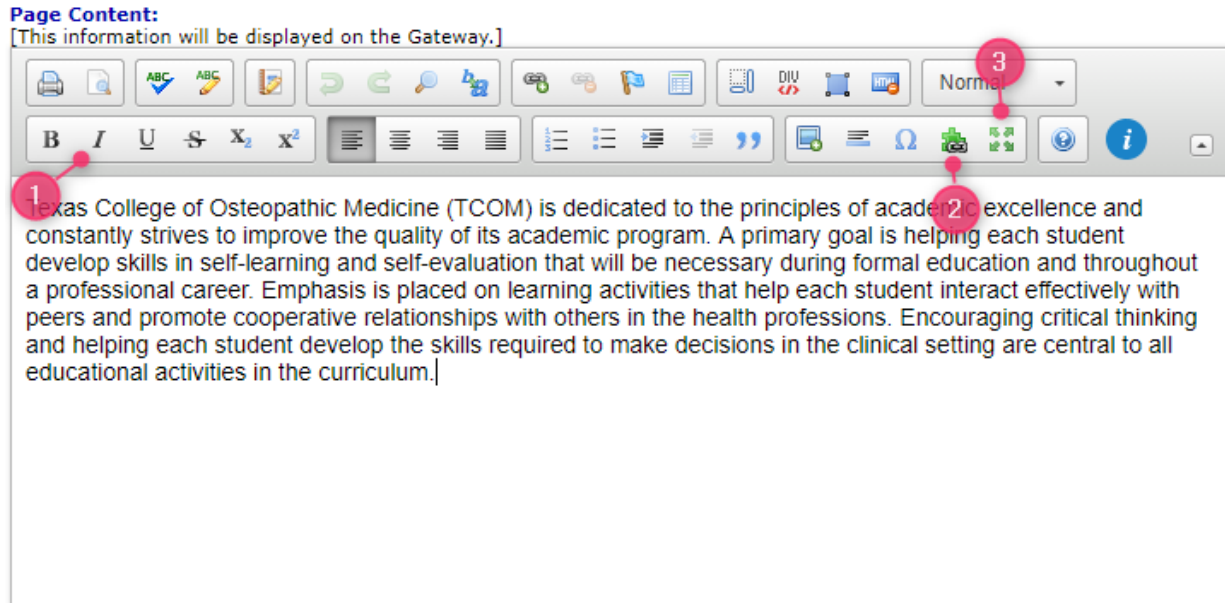
To edit your custom page, find the yellow pencil and select the Page Name. For example, to edit the Page above you would select “Academic Procedures (School of Public Health)” and the following will appear.



The screenshot shows the 'Manage Custom Page' interface for 'Academic Procedures'. At the top, there is a navigation bar with 'ACALOG', 'Catalog Content', 'Catalog Preview', and 'Users'. On the right, there are links for 'Alerts', 'Help', 'training.registrar', and 'Sign Out'. Below the navigation bar, the page title is 'Manage Custom Page'. A dropdown menu is set to 'Training Catalog' with a 'Go' button and a 'Recent Items' link. Below this, there are tabs for 'Summary', 'Edit', 'Preview', and 'Version Auditing', with 'Edit' being the active tab. The main content area is titled 'Custom Page: Academic Procedures'. It includes a 'Remove edit lock' link, an 'External Custom Page URL' field with the value 'http://catalog.unthsc.edu/content.php?catoid=9&navoid=1064', and a note that this link is for external use only. Two yellow warning boxes are present: the first states that the link URL will not function until the catalog is published, and the second advises using PermaLinks for internal linking. Below these, there is a paragraph explaining that custom pages are HTML documents authored using the Acalog ACMS™ WYSIWYG editor. A section for 'Navigation Link Label' contains a text input field with the value 'Academic Procedures (School of Public Health)'. A 'Page Header' section contains a text input field with the value 'Academic Procedures'. A 'Page Content' section contains a text input field with a red dashed border. At the bottom, there is a rich text editor toolbar with various icons for text formatting and editing.

From here you have the option to “Preview” what your page looks like in the web browser and “Edit”. To edit the heading for your page you will edit the “Navigation Link Label”. To edit content within your page you will scroll down to the “Page Content” box.

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The Page Content box will allow you to:

1. Bold, Italicize, Underline, etc.
2. Add a PermaLink (*Instructions for PermaLinks are included in the PermaLink Training Document*)
3. Expand the textbox. Expanding the textbox will allow you to view your page in full Webpage form. When you are done editing don't forget to select the four arrows again so that you can minimize the textbox and save your changes.

Saving your Changes:

Active Status: *

Active and visible. [Show this custom page in the Gateway navigation.]

Active and hidden. [Hide this custom page from the Gateway navigation, but still allow the custom page to work.]

Inactive and hidden. [Hide this custom page from the Gateway navigation, and disable the custom page target.]

Searchable? [Check to allow searching of this page using the Gateway search.]

Delete this custom page? [This will permanently remove this custom page.]

Note: You do not have permission to delete this custom page.

This custom page cannot be deleted until all PermaLink references to it are first removed from other items in this catalog. Referenced items for this custom page can be obtained in the PermaLink Usage module.

Save Options: *

Save and create new snapshot. 1

Save and create new audit event alert.

2

When you are ready to save your changes scroll to the bottom of the Edit tab in Custom Pages.

Under save options make sure "Save and Create new snapshot" is selected.

Hit "Next" and the following page will appear.

Manage Audit Events

[Summary](#) [Edit](#) [Preview](#) [Version Auditing](#)

[New Snapshot](#)

[New Audit Event Alert](#)

Custom Page: Academic Procedures (School of Public Health)

Version Status: Working

The custom page was saved successfully and a snapshot has been created. You may add snapshot comments below to complete the snapshot.

Complete Snapshot

Snapshots capture any edits you made on an item. You can use these snapshots to build an audit trail to track changes to the item over time. Snapshots can also be used to notify a version auditing group, either of changes to an item or to send them a message.

You must complete **required** * fields.

Notify Group?

Select a group ... ▾

[See Group Members](#)

Enter Comments:

[Complete Snapshot](#)

[Cancel](#)

Select "Complete Snapshot" (Comments and Notify Groups are not required)

Manage Audit Events

Version Status: Working

Saved Audit Events

[Show Oldest First](#) | [Expand All](#)

Audit Events	Date and Time
▼ SNAPSHOT	06/17/2021 13:58:45
▼ SNAPSHOT	06/17/2021 09:51:44
▼ STATUS CHANGE FROM UNCHANGED TO WORKING. [System Generated]	06/17/2021 09:51:44
▼ SNAPSHOT [System Generated]	06/17/2021 09:51:43

Change Version Status

[Changing version status to Approved is a signal to managers that all changes to this custom page are complete and version status may be further changed by a manager to FINAL in preparation for catalog "lock-down" and publishing. ?]

Current Version Status: Working

Change Version Status

Walk Me Through ^

Change your Version Status from "Working" to "Approved" and select "Change Version Status".

Change Version Status

[Changing version status to Approved is a signal to managers that all changes to this custom page are complete and version status may be further changed by a manager to FINAL in preparation for catalog "lock-down" and publishing. ?]

Current Version Status: Working

Change Version Status

And the change the version status from "Approved" to "Final" and select "Change Version Status".

Change Version Status

[Changing version status to Approved is a signal to managers that all changes to this custom page are complete and version status may be further changed by a manager to FINAL in preparation for catalog "lock-down" and publishing. ?]

Current Version Status: Approved

Change Version Status

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Once your Current Version Status is set to Final your changes have been saved! Please note that after a page is set to “Final” Status no further edits can be made to the custom page by any editors.

From this point you can select the “Preview” tab and see what your content will look like on the Catalog Webpage after publishing.