Components

Similar in purpose to assets and snippets but more structured in format, components make certain types of content easy to insert and work with. Examples include audio players, displays of social media icons, feeds of news and events from other areas of the website, and department staff profiles.

Though the list of components is relatively short compared with other advanced features in Omni CMS, becoming familiar with the available options can help you know how and when to utilize each one.

How to Add a Component

1. Choose the Component

While you are Editing a Page, click the   icon in the editing toolbar. On the

left side of the   window, you can choose to scroll through the list of components or filter by name.

Here is an overview of some of the most popular components to choose from:

- MP3 file player for an uploaded file.
- Staff listing with bio in plain text (useful for short bios — see Staff Profiles article for details).
- Staff listing with bio in accordion (useful for long bios — see Staff Profiles article for details)..
- Customizable feed of events from Arts & Events calendar or The HUB.
- Display of social icons for Facebook, Twitter, Instagram, LinkedIn, and Youtube.

2. Insert the Component

Once you have chosen a component, click the component and then click the INSERT button, as seen in the example below.

Choose Component

Filter by tag

Filter by name

Annual Giving Honor Roll

Audio Player

Code Snippet

Department Staff Profile

Department Staff Profile (with Accordion)

Events Feed

Faculty List

Honor Roll List

Info Grid Item

Events Feed

Launched
4/1/20, 10:48 AM by stsmith
Saved
4/1/20, 10:48 AM by stsmith

CANCEL   INSERT

3. Edit the Component

In most instances, inserting a component will open an   window. This window varies for each individual component, but includes a range of fields with requested information.

Enter the information for the component and then click the   SAVE   button, as seen in the example below.

Edit Component - Events Feed

Category ID *(optional)*

ID number from events system

Source

Arts & Events

Choose the calendar system

Event Thumbnails

○ Show
○ Hide

Event Summary

○ Show
○ Hide

No Events Fallback

○ Show
○ Hide

Show message if there are no events

Root Path *(optional)*

CANCEL   SAVE

4. Preview the Component

Because most components are compiled by source code, Omni CMS usually does not load a preview of the component in the editing interface; rather, it simply shows that it has been inserted in a blue oval.

To preview the component, click the **SAVE** button in the top right corner of the screen. This will switch the editing interface to   mode to display an accurate view of the component. You can continue using this workflow by toggling between   and   mode until you are satisfied with the component.

(Note that for some components, the page may need to be published in order to properly view.)

5. Save and Publish

To update the CalLutheran.edu website with your edits, click the **SAVE** button and **"A" PUBLISH** button. Don't forget to view the published page on desktop AND mobile to ensure that everything is neat and tidy.

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