



OFFICE OF THE CHIEF INFORMATION OFFICER

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HOW “METADATA” WORKS IN EKTRON

WHAT IS METADATA?

Metadata provides a way for editors to display content from different content blocks on the same page and enables editors to update content in one place while displaying it across multiple pages.

The content in this home page (admin.nv.gov)...

ards & Commissions ▾

Welcome to the Department of Administration



Nevada State Library, Archives and Public Records
Provides information services through library, archives, and records management programs.

Quick Links

- All Agency Memos
- Collective Bargaining
- Livestream Meetings: Old Assembly Chambers, Nevada Capitol Building
- Public Notice Website
- Request for Public Comment

Posts from @NVDeptofAdm



Services for Residents

- State Jobs
- State Library, Archives & Public Records
- Hearings & Appeals
- Diversity & Inclusion Liaisons

Services for State Agencies

- Buildings & Grounds
- Mail Services
- Purchasing Division
- Risk Management

Services for State Employees

- Human Resources
- Fleet Services
- Enterprise IT Services
- Risk Management
- State Employee Discounts
- Nevada Deferred Compensation

Services for Vendors & Contractors

- Purchasing Division
- State Public Works Division

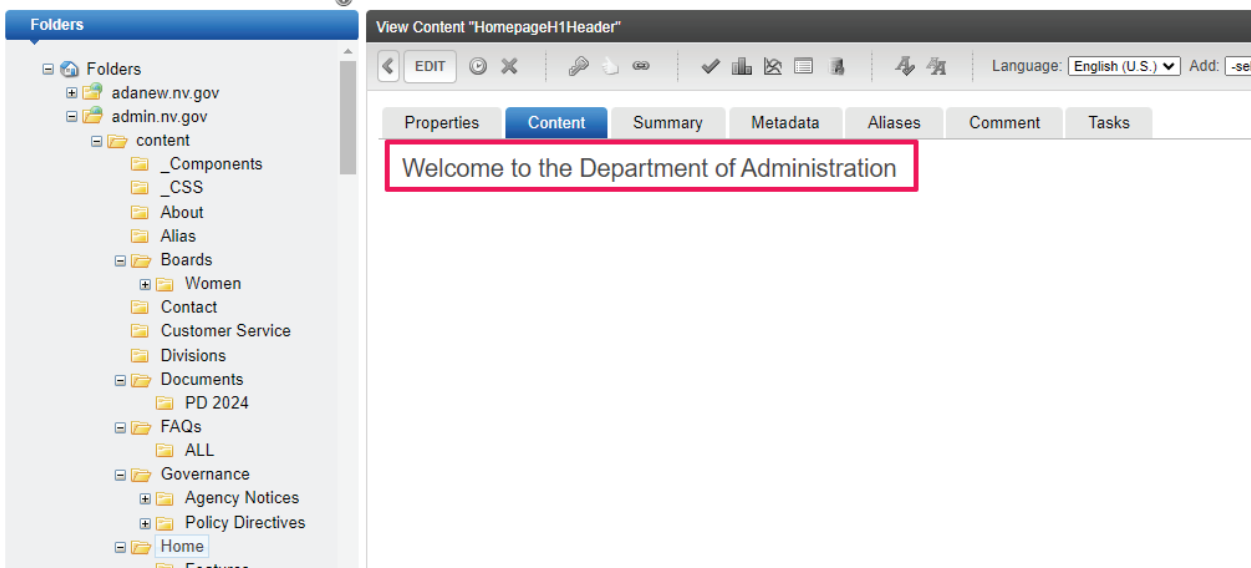
Quick Links

- Ask a State Archivist
- Work for the State of Nevada
- Helpdesk Requests
Email, Phone IT etc.
- Fleet Services
Online Reservations
- NRS, NAC and SAM
- Forms

...looks like this in the Ektron workspace for the admin.nv.gov home page.

So, you ask (hopefully), "I don't see anything other than the page heading. Where is the other content coming from if it isn't here?"

The text in the page's workarea

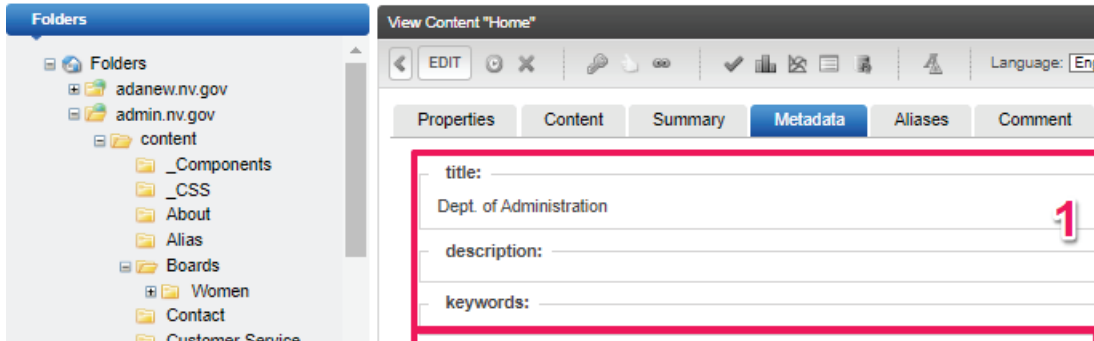


Appears at the top of the homepage

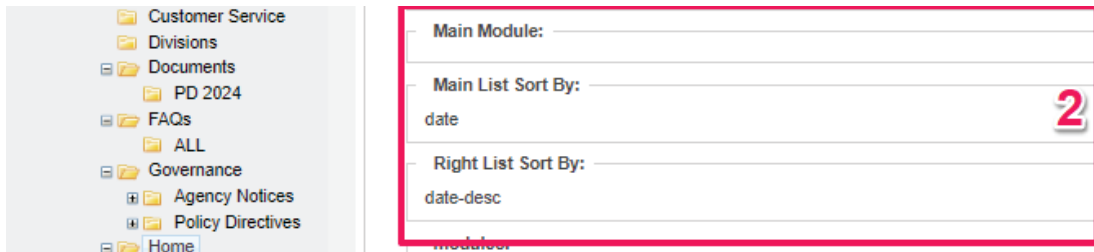


If you select the 'Metadata' tab for the page (at the top) each section (bolded headings) in the Metadata tab page corresponds to different locations on the home page.

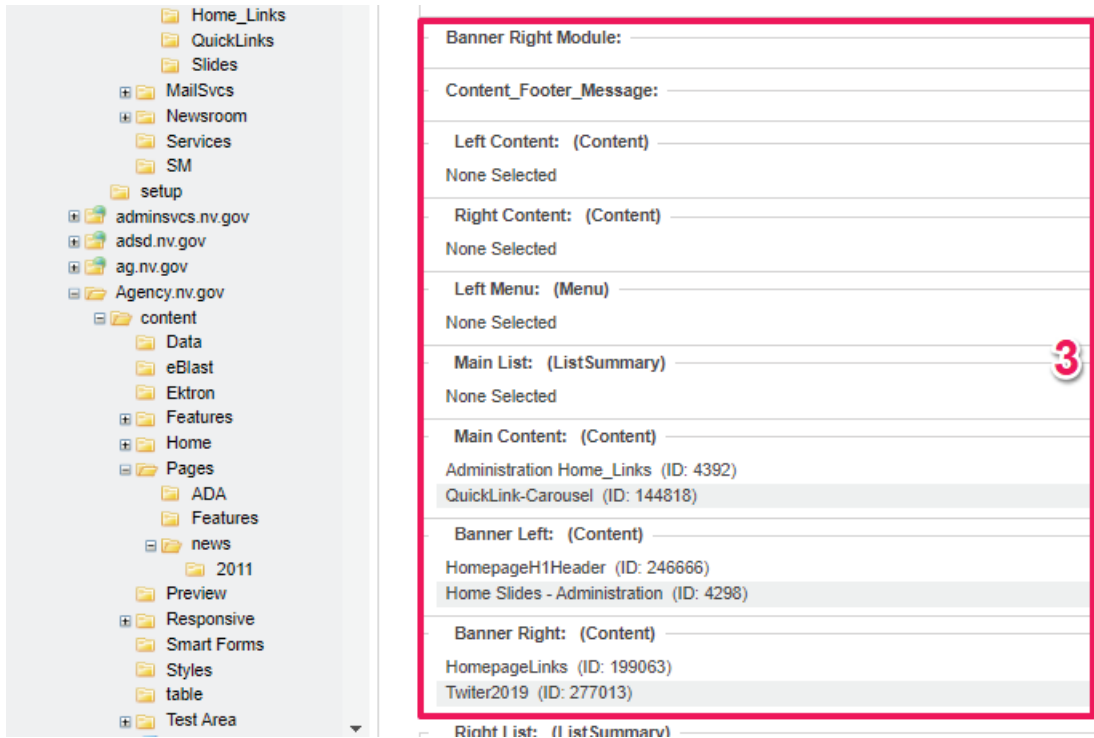
1. Includes the title which displays on the browser tab the description information and the keywords all used by search engines.



2. Determines how list summaries will sort lists.



3. Sections of the page where content from other pages will be displayed



When you scroll down you will find several sections that contain links to other pages.

Any section that contains links to other pages is telling the system to display whatever is on the other pages in that location in that order on the home page. The Metadata area titles like Main Content: (Content) correspond directly to the Master and Secondary page templates.

The screenshot displays a content management system interface. On the left is a file tree with the following structure:

- content
 - Data
 - eBlast
 - Ektron
 - Features
 - Home
 - Pages
 - ADA
 - Features
 - news
 - 2011
 - Preview
 - Responsive
 - Smart Forms
 - Styles
 - table
 - Test Area
 - Test Calendar

At the bottom of the file tree are sections for 'Taxonomies' and 'Collections'. On the right is a metadata configuration panel with the following sections:

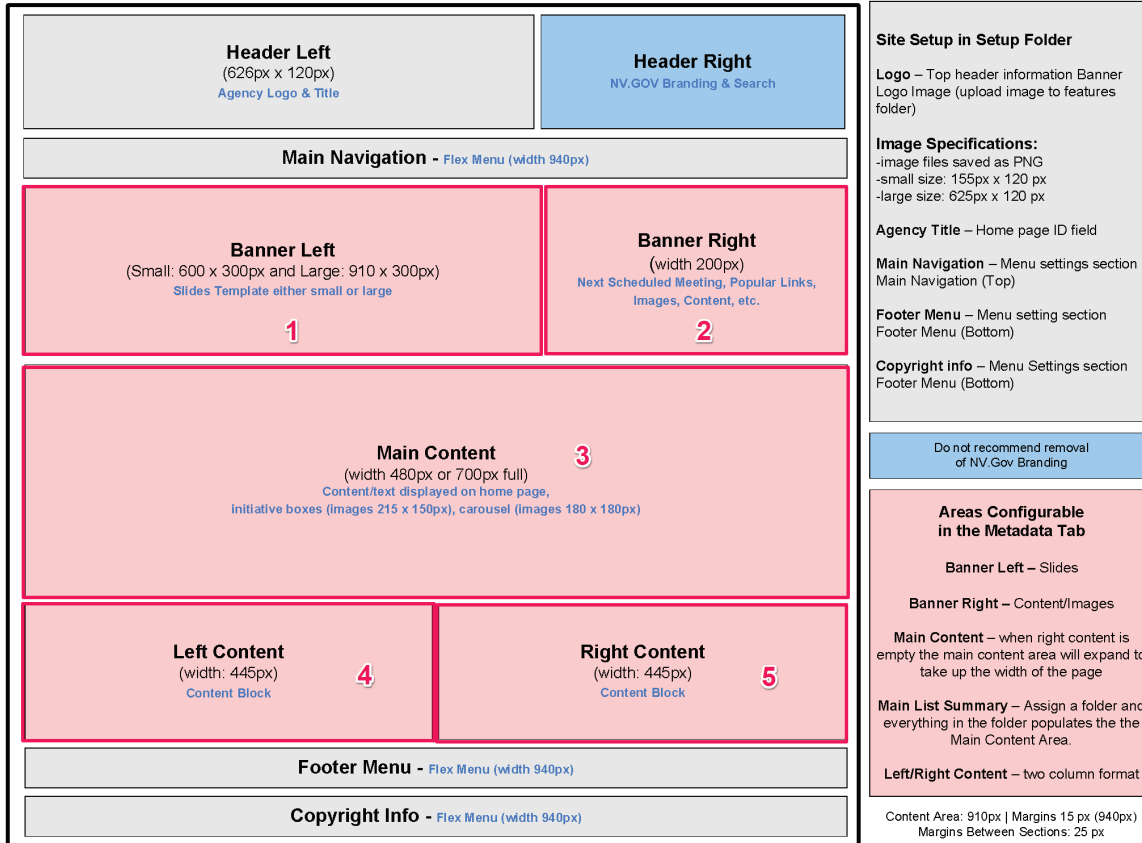
- None Selected
- Main List: (ListSummary)
 - None Selected
- Main Content: (Content) [highlighted with a red box]
 - Administration Home_Links (ID: 4392)
 - QuickLink-Carousel (ID: 144818)
- Banner Left: (Content)
 - HomepageH1Header (ID: 246666)
 - Home Slides - Administration (ID: 4298)
- Banner Right: (Content)
 - HomepageLinks (ID: 199063)
 - Twiter2019 (ID: 277013)
- Right List: (ListSummary)
 - None Selected
- Folder_ID: (ListSummary)

Finally, to know where the content will appear you need to have a 'map' of the home page design/template you are using. Here's the template for this site's home page.

[Download Master Home Page Template](#)

1. This is where the 'slides' page is displayed.
2. This is where the Quick Links and Twitter feed are displayed
3. This is where the Initiative boxes and carousel smart forms are displayed.
4. This is not used in this site but would allow a content block to be displayed in Left Content under the Initiative boxes.
5. This is not used in this site but would allow a content block to be displayed in Right Content under the Initiative boxes. Items 4 and 5 allow a two-column format.

Master Template – Home Page – default.aspx



1. The content at the top left is from the Banner Left area and displays the Level 1 heading and the slide smart forms. The Level one heading should always be the first item in the content area.
2. The content at the top right is from the Banner Right area and displays the Quick Links.
3. The content below that is from the Main Content area and displays the Initiative boxes and carousel smart forms.

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Services for State Agencies



- [Buildings & Grounds](#)
- [Mail Services](#)
- [Purchasing Division](#)
- [Risk Management](#)

Services for State Employees



- [Human Resources](#)
- [Fleet Services](#)
- [Enterprise IT Services](#)
- [Risk Management](#)
- [State Employee Discounts](#)
- [Nevada Deferred Compensation](#)

Services for Vendors & Contractors



- [Purchasing Division](#)
- [State Public Works Division](#)

Quick Links

Ask a State Archivist	Work for the State of Nevada	Helpdesk Requests Email, Phone IT etc.	Fleet Services Online Reservations	NRS, NAC and SAM	Forms
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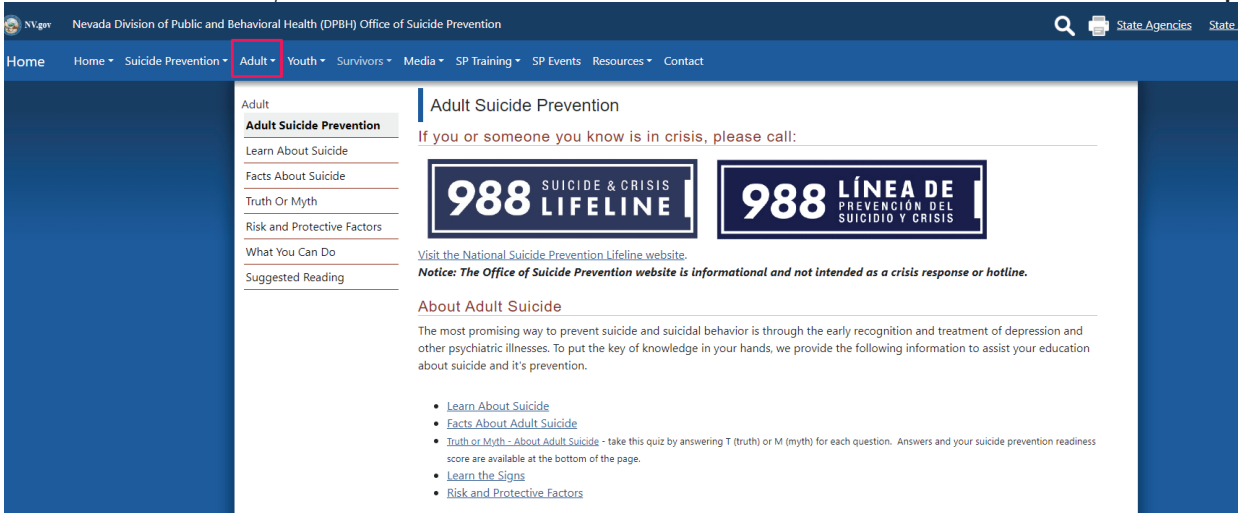
The Power of Metadata

Metadata enables editors to update content in one place while displaying it across multiple pages.

The page below is designed as the main entry point for information about [suicide prevention](#). It features the Lifeline information prominently at the top of the page, available in both English and Spanish. Below this initial section, there are additional details and content related to suicide prevention.



The page below is designed as the main entry point for information about [adult suicide prevention](#). It features the Lifeline information prominently at the top of the page, available in both English and Spanish using the same content block as the Suicide Prevention page. Below this initial section, there are additional details and content related to adult suicide prevention.



The page below is designed as the main entry point for information Survivors of Suicide Loss. It features the Lifeline information prominently at the top of the page just like the other two pages above.



In this website every page except the homepage displays this same Lifeline information prominently at the top of the page, available in both English and Spanish. Every page displays the same content block at the top of the page with different content below that, all made possible by Metadata. Update once and using Metadata all pages are updated.

Below are images of the Ektron Workarea Metadata tabs for each of the pages mentioned above. As you can see in the *Main Content : (Content)* area of each page below the Crisis Lifeline information is in a content block with the title Crisis Hotline (ID: 63279). The second item under *Main Content : (Content)* is different.

