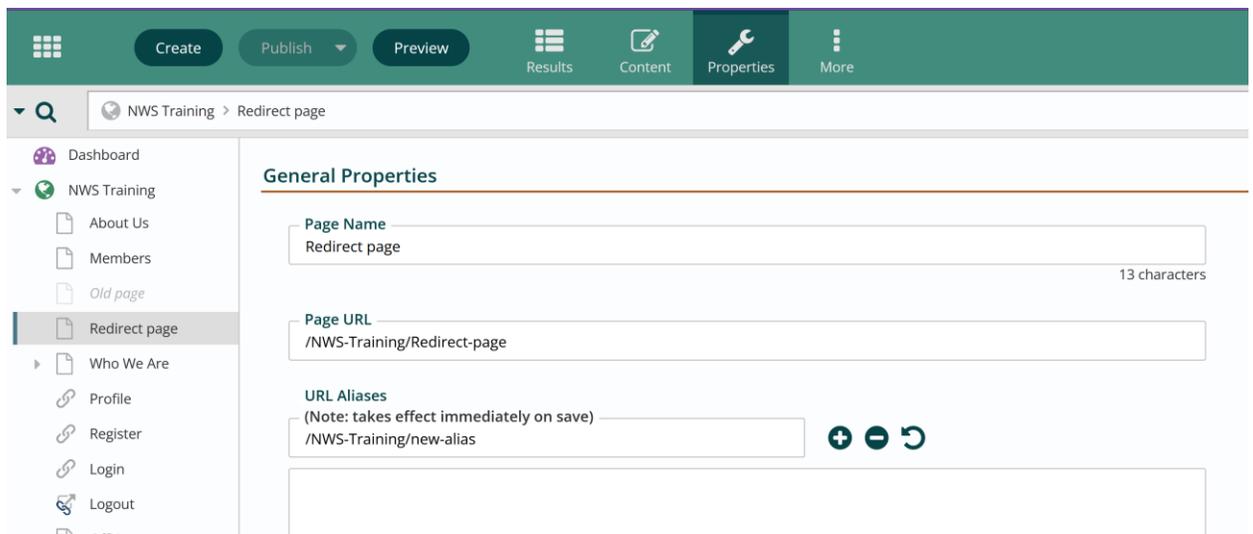


# URL Aliases

## Adding an Alias

URL aliases are a way to make multiple URLs direct to the same page. To add a URL alias to an individual page:

1. Select the page you want the redirect to go to.
2. Click the Properties tab and browse to the URL Aliases field.



3. Type in your Alias and hit the + sign
4. Publish.
5. If you change the URL of a page in the Page URL field, upon publishing the prior URL will be automatically added as a URL Alias.
6. If you enter a URL that is already in use, the workstation will give you an error, telling you the page path of the page currently using that URL.

URL Aliases

(Note: takes effect immediately on save)

/NWS-Training/old-page-hidden



 Used as Page URL for Page 'Old page' which is Active with workstation path: NWS Training > Old page

## Redirecting a 404 error message using URL aliases

There's two reasons why a user might get a 404 error message.

1: The page doesn't exist in the workstation

If this is the case, add the URL that gave an error as an alias in the URL Alias field of the page you would like it to redirect to, as outlined above.

2: The page exists in the workstation, but is hidden.

If this is the case, the title of the page in the workstation will be greyed out and italicized.

In this case, if you put the URL of the hidden page in as a URL Alias, you would get an error, as that URL is still technically being used by a page in the workstation.

URL Aliases

(Note: takes effect immediately on save)

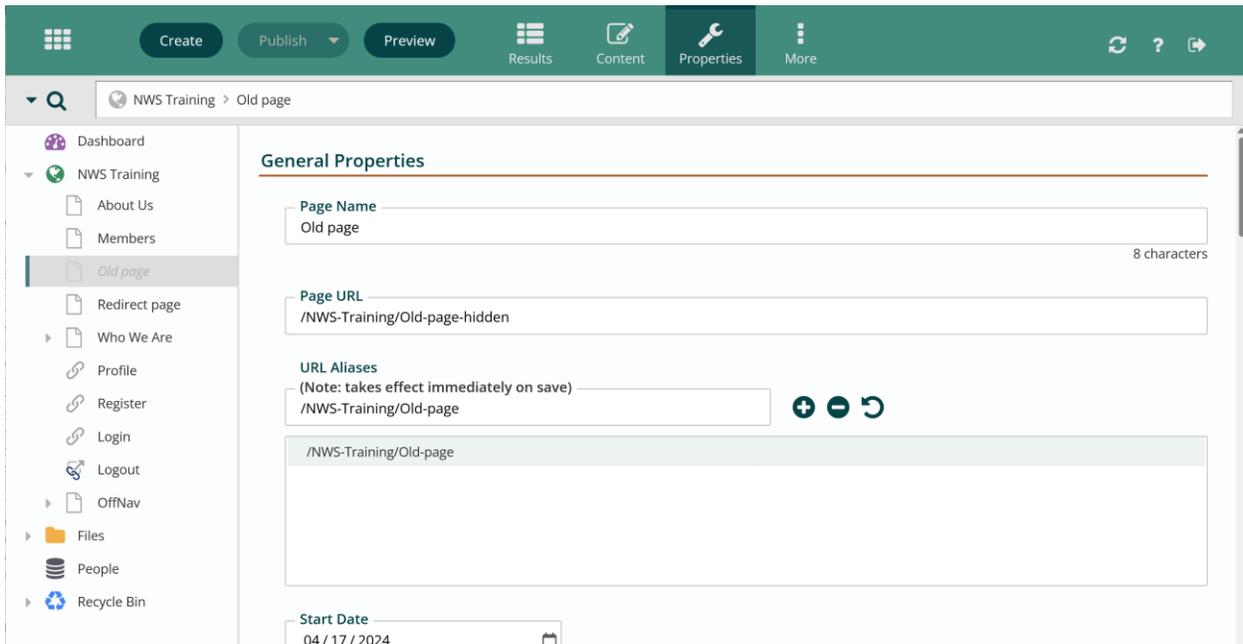
/NWS-Training/old-page-hidden



 Used as Page URL for Page 'Old page' which is Active with workstation path: NWS Training > Old page

You can delete the hidden page and then use that URL, but if you would like to unhide that page at some point, it can be helpful to redirect its URL temporarily.

Go to properties tab on the hidden page, and change the URL – ideally to something indicating it's inactive. Publish, and go back into the properties tab of the page.



The old URL will automatically be under URL Aliases. Select that URL, and hit the minus button. Publish.

Go to the page you would like to redirect to, and you can now add that initial URL with no errors.

# Add URL Aliases in bulk using Excel

If you need to change numerous URLs at once, you can easily do so using Data Import/Export.

1. First, go to the source of the pages you want to edit. Select “Include Children” or filter the results using the filter bar if necessary.

The screenshot shows the TitanCMS interface with a list of pages. The 'Filter Results' and 'Include Children' options are highlighted with green boxes. The table below shows the selected items:

<input checked="" type="checkbox"/>	Page Name	Page URL
<input checked="" type="checkbox"/>	TitanCMS Demo	/TitanCMS-Demo
<input checked="" type="checkbox"/>	Coffee	/TitanCMS-Demo/Coffee
<input checked="" type="checkbox"/>	Menu	/TitanCMS-Demo/MenuCopy-1
<input checked="" type="checkbox"/>	Events	/TitanCMS-Demo/EventsCopy-1
<input checked="" type="checkbox"/>	About Us	/TitanCMS-Demo/About-Us
<input checked="" type="checkbox"/>	Blog	/TitanCMS-Demo/Blog
<input checked="" type="checkbox"/>	Contact Us	/TitanCMS-Demo/Contact-Us
<input checked="" type="checkbox"/>	Utility	/ReFlex-Demo/Utility
<input checked="" type="checkbox"/>	OffNav	/TitanCMS-Demo/OffNav

2. Once all relevant items are selected, export the current data by clicking on the download results arrow in the upper right-hand corner.

The screenshot shows the same TitanCMS interface as above, but with the download results arrow in the upper right-hand corner highlighted with a green box.

- This will download all the data in an XLS format. Save this file to your computer and then open it in Excel.

IsFolder	Page Name	Page URL	Workstation Name	Long Description	Short Description	Metatag Keywords
0	TitanCMS Demo	/TitanCMS-Demo	TitanCMS Demo			TitanCMS Demo
0	Coffee	/TitanCMS-Demo/Coffee	Coffee			Coffee
0	Menu	/TitanCMS-Demo/MenuCopy-1	Menu[Copy 1]			Food
0	Events	/TitanCMS-Demo/EventsCopy-1	Events[Copy 1]			Events
0	About Us	/TitanCMS-Demo/About-Us	About Us			Our Story
0	Blog	/TitanCMS-Demo/Blog	Blog		Get inside out barista	Blog
0	Contact Us	/TitanCMS-Demo/Contact-Us	Contact Us			Contact Us
0	Utility	/ReFlex-Demo/Utility	Utility			Utility
0	OffNav	/TitanCMS-Demo/OffNav	OffNav			OffNav

- DO NOT change the column header names or text formatting. Add a new column called “New URL” (case sensitive).
- You can, if desired, delete entire columns that you are not updating. As long as the full column is deleted – i.e. there is not just a header and then empty cell contents below the header – this will not affect the workstation items.
- Enter the new URL path for all necessary pages. Leave that column blank for pages that do not need changing. Save.
- DO NOT change information in any column other than New URL. Because the workstations makes changes based on the page URL, which you are changing, only this one column can be updated. This is not the case for [other uses of the import/export feature](#).
- Upload the saved sheet using the upload results button.

TitanCMS Demo > Multiple Selections

Filter Results    Include Children

Select a View: Content Default

Showing 9 of 9

9. When you click this button, you will see a screen like the one below. Click the upload icon, or anywhere in the **Select Data Upload File** bar.

### Upload Content Done

**?** Instructions

**Parent Folder**  
TitanCMS Demo

Select Data Upload File (.xlsx, .csv, .txt, .xml, .ics) 

IsFolder	Display Order	Sort Date	Page Name	Page URL	Page Title	Metatag Description
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Results   New Lookup Attributes   Errors 0 records

10. We recommend you test your data before permanently uploading it to Titan CMS. You need to choose “Test Only” before you upload the data.

### Upload Content

Clear Upload

**? Instructions**

**Parent Folder**  
TitanCMS Demo

Select Data Upload File (.xlsx, .csv, .txt, .xml, .ics)  
TitanResults(19).xlsx 

IsFolder	Page Name	Page URL	Workstation Name	Long Description
0	About Us	/TitanCMS-Demo/About-Us	About Us	
0	Blog	/TitanCMS-Demo/Blog	Blog	
0	Contact Us	/TitanCMS-Demo/Contact-Us	Contact Us	
0	OffNav	/TitanCMS-Demo/OffNav	OffNav	

Results New Lookup Attributes Errors 8 records

**? Upload Options**

Add Only

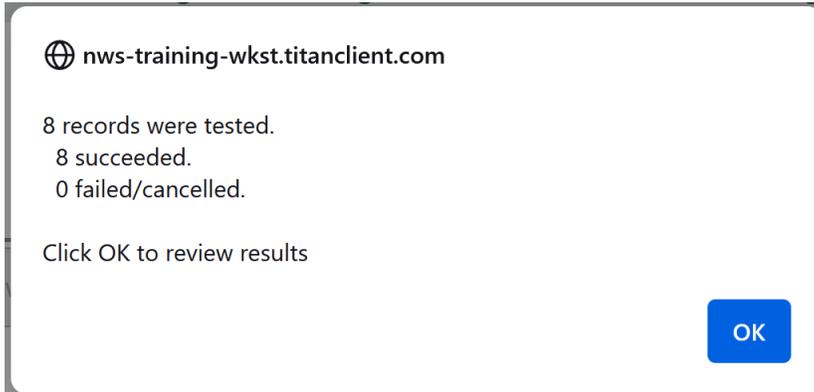
Add and Update All

Skip Workflow  Hide Missing

Complete Workflow Immediately  Test Only

Publish Immediately

11. This will allow you to see how many records were tested, how many records succeeded, and how many failed.



12. Select “OK” to see which items were successfully uploaded and which ones failed.

### Upload Content Clear Upload

? **Instructions**

**Parent Folder**  
TitanCMS Demo

Select Data Upload File (.xlsx, .csv, .txt, .xml, .ics)

TitanResults(19).xlsx
↑

Upload Status	IsFolder	Page Name	Page URL	Workstation Name
Success	0	OffNav	/TitanCMS-Demo/OffNav	OffNav
Success	0	Contact Us	/TitanCMS-Demo/Contact-Us	Contact Us
Success	0	Blog	/TitanCMS-Demo/Blog	Blog
Success	0	About Us	/TitanCMS-Demo/About-Us	About Us

Results
New Lookup Attributes
Errors

8 records

13. If everything looks good – you can upload the data, but this time do not select “test only”.

14. To make sure that the aliases get automatically recorded, use the “Add and Update All” selection with “Publish Immediately” selected. If you select “Skip Workflow,” the URL field

will be updated, but the old URL will not automatically be added as an alias.

**? Upload Options**

Add Only

Add and Update All

Skip Workflow

Hide Missing

Complete Workflow Immediately

Test Only

Publish Immediately

15. Hit Upload.

16. Once published, click in to any of the results. The old URL will be listed as an alias and the new one will be the URL.