SPRINT WEBSITE UPDATE GUIDE

Rev. 6/26/19

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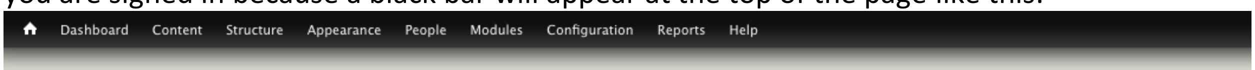
RECOMMENDATIONS & RESOURCES

The following tips will hopefully make the updating and maintenance process easier for you!

RECOMMENDATIONS

- It is **strongly encouraged** to use the latest versions of Google Chrome or Mozilla Firefox when making content changes on the site. If these browsers are not an option for IT reasons, please try to use the latest version of Internet Explorer (Edge) instead. Using older browsers may result in unusual behavior in the admin interface.

- To begin making edits, ensure that you are signed into the site via your GT login. If you go to https://sprint.ipat.gatech.edu/user/login you will be redirected to the GT Passport site to login. After logging in, you will be redirected back to the site. You will know that you are signed in because a black bar will appear at the top of the page like this:



- After making content edits, it's highly recommended that you "Clear Caches" on the site to ensure that your changes are visible to the public. To do this, in the black bar at the top, hover over the "Home" (house) icon and choose "Flush All Caches".
  You may get an "Error" on the page on the site after doing this. If you do, simply hit REFRESH in your browser to ensure the caching clear went through.

RESOURCES

Georgia Tech offers a very comprehensive set of guides and tools for working with Drupal. The relevant ones for the SPRINT site are listed below.

- Georgia Tech Drupal Handbook
  https://drupal.gatech.edu/handbook/georgia-tech-drupal-handbook

- Resources for Drupal Site Editors and Content Managers
  https://drupal.gatech.edu/handbook/resources-drupal-site-editors-and-content-managers

- Georgia Tech Web & Digital Style Guide
  http://www.comm.gatech.edu/brand/websites/web-and-digital-style

- Drupal.org – Home of the Drupal project. If you have a Drupal problem, simply Google "drupal (your problem)" and resources will likely appear from Drupal.org
  https://www.drupal.org

WORKING WITH CONTENT

Content (or "nodes" in Drupal parlance) are items that are displayed on the site. *Content* is categorized by a *Content Type*, which are unique sets of fields such as text boxes, image uploads, etc. that you populate for display on the site. Each *Content Type* is different and can contain as many or as few fields as needed. Created *Content* items can be displayed by themselves as a *Basic Page*, such as on the "Hackathon" page, or as smaller pieces that are assembled and displayed as a list, such as the items in the "Research, News & Events" section or the "Team" page.

The site's *Content Types* are already generated and created for the needs of the site, so those looking to update and add additional *Content* items only need to know which *Content Type* applies to what they are looking to do on the site.

This section of the guide covers how to manage existing *Content* and how to add new *Content* based on the *Content Type*.

CONTENT OVERVIEW

To see all of the created *Content* on the site, do the following:

1. In the top black bar, hover over the word **CONTENT** and click it, leading you to this page: https://sprint.ipat.gatech.edu/admin/content

2. From this page, you will see a series of text fields and a listing of the *Content* on the site, with its *Content Type* listed in the column next to its title.

3. To see an individual piece of content, simply click on its **Title** and you will be taken to it. Most (but not all) pieces of *Content* are designed to be viewed individually when clicked on, such as **Basic Page, Innovation Summaries and Webform**. Others, such as **Team/Staff** are not designed to be viewed directly, as they are assembled into a list on the main "Team" page.

4. There are other useful columns of information on this page:

   AUTHOR: This is the user that created this piece of content originally.

   PUBLISHED STATUS: By default, Drupal will "publish" any new content you create. An item that is published means that it will appear publicly on the site for anyone who has a direct URL to it, or it will appear on a list of items like the "Team" page. An "unpublished" piece of content means that it is only visible to administrators of the site.

A use case for unpublishing a piece of content would be if you are working on adding a new *Innovation Summary* but are awaiting a photo from someone at GT. You could add all of the other information ahead of time, but wait to publish it publicly till you are ready. Another use case might be if you want to REMOVE a piece of *Content* but you anticipate it might be needed by someone in the future. If you unpublish it, it is removed publicly, whereas if you DELETE it, it is gone forever from the site.

UPDATED: This is the date and time that a piece of *Content* was last changed by a user on the site. This makes it easy to see if something has been changed recently on the site or not.

EDIT/DELETE: By clicking EDIT, you are taken directly into the fields for that piece of *Content* to make changes to it (see below). DELETE does simply that, it deletes it entirely from the site (you will be prompted to confirm). To better understand the fields when you click EDIT, see the **"ADDING A NEW …"** sections of this guide.

5. In addition to the listing of items on the page, the text boxes at the top help you filter and manage the *Content* on the site more easily. Here is an explanation of each field/button.

   TITLE: This allows you to search for a piece of *Content* by at least part of its title. If you enter "GT" you will get all pieces of *Content* that contain "GT" in its title.

   TYPE: This allows you to filter the overall list of *Content* by the *Content Type* it is categorized under. For the SPRINT site, the used *Content Types* are: Basic Page, Innovation Summaries, Team/Staff and Webform**.** If you select one of these from the dropdown list, it will update the page to only show that *Content Type*.

   AUTHOR: This allows you to search by the username of someone on the site to find *Content* that they created.

   PUBLISHED: This allows you to filter and only show published (yes) or unpublished (no) *Content* items on the site.

   VOCABULARY: This lets you filter by the taxonomy terms used on the site. This is not in use on the SPRINT site.

   APPLY: This is the "search" button.

   RESET: This clears any data you entered in the above search fields, restoring the overall list of *Content*.

ADDING A NEW BASIC PAGE

To add a new page to the site, something that could be accessed at a URL like https://sprint.ipat.gatech.edu/my-page , please follow the following instructions.

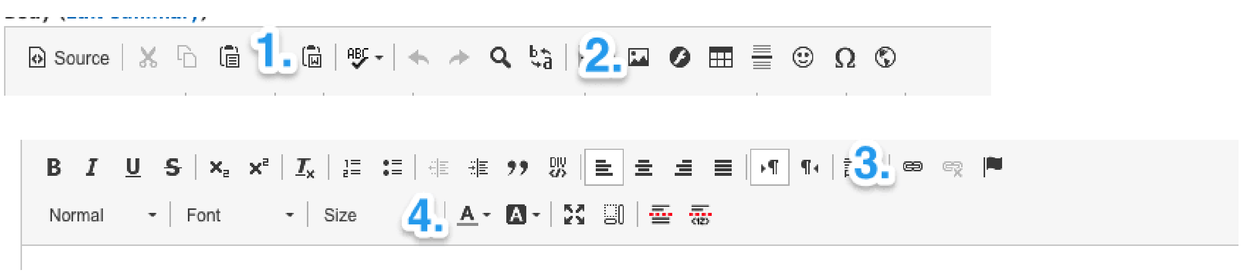
You will find, throughout this guide, that many of the *Content Types* share similar fields to populate.

1. Ensure that you are logged into the site via the VPN or your GT Login. You can go to https://sprint.ipat.gatech.edu/user/login to be redirected to the login page.

2. Once you are signed in (look for the black bar at the top of the page), hover over the word "**CONTENT**" and choose **ADD CONTENT -> Basic Page**

3. You will see two fields on the page, **Title** and **Body**. The **Title** field is required and will appear at the top of the page, and also determines the URL for the page (common words like "a", "the", "you" are removed by default). The **Body** field is where your text/images/links are placed.

4. Within the body field are a number of icons, similar to Microsoft Word, to allow you to format the text the way that you would like. Many are self-explanatory (bold, underline, italic, etc.) but we will explain a few useful ones here:



1. PASTE FROM WORD – This button allows you to take a large amount of text from Word or other document and paste it into the website "as is". This button removes any unneeded meta data from your text while preserving things like formatting, styling and links. While a highly useful tool, this is not foolproof so your page should be checked and adjusted after saving to ensure things look the way you like.

2. ADD IMAGE – This button allows you to add a photo to your text area, using the site's built-in upload capabilities. To do this, please follow the following steps:

- Click the button and an **Image Properties** dialog will popup.
- From this box, click the **BROWSE SERVER** button to open another window that will allow you to find the file on your computer.

- In the top left corner, click the **UPLOAD** button to open a file prompt on your computer. Browse to where the image is located and select it and then click the **UPLOAD** button.
- The image will upload (amount of time depends on image file size) and then appear in the bottom 1/3rd of the window. Click on your photo.
- The upload window will close and you will return to the **Image Properties** dialog with the URL in place for the image.
- From here you should enter a description of the image in the "**Alternative Text**" field to meet WCAG and accessibility requirements.
- Adjust the **Width** and **Height** numbers if needed
- The **Alignment** field will allow you to have the text of your page wrap around the image itself, to the left or the right.
- **Hspace** and **Vspace** allow for extra spacing around the image itself so it is not flush with the text (Hspace = horizontal, Vspace = vertical)
- To make the image a clickable link, click the **LINK** tab at the top and enter the URL it should go to when clicked. The "target" field determines if the link should stay in the same window/tab or open a new window/tab when clicked.
- The **ADVANCED** tab is for adding additional styling via CSS, and should not be needed unless you know what you are doing or have a specific use case.
- Once you are done with your adjustments click the **OK** button in the **Image Dialog** to close the window and display your image.

3. ADD LINK – This button allows you to insert a link to another webpage/file within your text. To use it, highlight the text that you want to link to and click the button.

A **Link** dialog will popup. Enter your URL into the URL field if linking to another page, or use the Browse Server button if linking to a file (follow the instructions for adding an image to browse your computer and find the file).

When your link is entered, click the **OK** to close the **Link** dialog, or click the **Target** tab to change whether it opens in the same window/tab or a new window/tab.

** Next to the Add Link button is an "**Unlink**" button. To use this, simply highlighted your linked text and click the button and the link will be removed.*

4. STYLING OPTIONS – Along this bottom row are options for adjusting the styling of your text. The SPRINT site already has default styling in place and in most situations, these tools should not be needed, but if you do need to make an adjustment, here is a brief primer on what each button does:

- **"Normal"** – These are HTML heading options such as Heading 1 (h1), Heading 2 (h2), etc. Unless you are familiar with HTML, these should not likely need to be used.

- **Font** – This adjusts the font chosen for the text. Due to limitations with installed fonts around the world on most computers, the options here are limited to the most commonly found fonts on PCs/Macs/Mobile devices. The GT theme has a default font so unless there is a specific use case, changing the font shouldn't be necessary.

- **Size** – This adjusts the size of the text. Global text styling has been applied already to the site but this does allow you to make something larger for emphasis if needed.

- **A (Underline)** – This changes the color of the selected text.

- **A (Square)** – This adds a background color behind your selected text.

Once you have added and formatted your text the way that you would like, click **SAVE** to save the page and your page will appear immediately on the site at a URL generated by the **Title** that you entered (ex. https://sprint.ipat.gatech.edu/my-page)

ADDING A NEW INNOVATION SUMMARY

The "Innovation Summary" *Content Type* is used for *Content* on two sections of the SPRINT site: "Research, News & Events" and the "Student Opportunities" section. The following will explain how to add a new "Innovation Summary" to the site.

1. Once you are signed in (look for the black bar at the top of the page), hover over the word "**CONTENT**" and choose **ADD CONTENT -> Innovation Summary** .

2. On the page you will see a number of fields for you to populate. Here is a breakdown of each, as some fields become available <u>ONLY</u> after another field option has been selected.

   TITLE – This is the title of the Innovation Summary. The Title field is required and will appear at the top of the page, and also determines the URL for the Innovation Summary (common words like "a", "the", "you" are removed by default).

   TYPE – This is used to determine which section of the site the Innovation Summary appears within. "General" adds it to the Research, News & Events section, while "Students" adds it to the Student Opportunities section. You may also select both options (hold down the SHIFT key to select each one) if you want it to appear in both places.

   CATEGORY – This field is <u>only</u> used for the "Research, News & Events" section. It allows you to select which of the three parts the Innovation Summary should appear in. If you select "Students" in the **TYPE** field, this field disappears and is no longer selectable unless you choose "General" instead.

   DATE – This field is <u>only</u> used for the "Research, News & Events" section. It allows you to pick a calendar date for the item that you are adding. If the item does not have an exact date, simply choose the appropriate month/year and select the 1st day of the month instead. If you select "Students" in the **TYPE** field, this field disappears and is no longer selectable unless you choose "General" instead.

   DATE (STUDENTS) – This field is <u>only</u> used for the "Student Opportunities" section. It allows you to enter a text date (rather than a calendar date) for the item that you are adding, such as "Summer 2019". If you select "General" in the **TYPE** field, this field disappears and is no longer selectable unless you choose "Students" instead.

   IMAGE – This is an image that accompanies the Innovation Summary you are posting. Click the BROWSE button to open a file prompt on your computer and then upload the image. Drupal will resize the image for you. To ensure accessibility compliance, make sure to enter in a description of the image in the "Alternative Text" box that appears after you upload.

BODY – This is where you enter your text/links to appear in the Innovation Summary. For a more detailed explanation and tips on the buttons available in the Body field, please refer to the **“ADDING A BASIC PAGE”** portion of this guide.

3. Once you have added and formatted your text the way that you would like, click **SAVE** to save the Innovation Summary and your Innovation Summary will appear immediately on the site at a URL generated by the **Title** that you entered.

4. In order to control the order of the Innovation Summary you just created, please refer to the “**MANIPULATING CONTENT ORDER (NODEQUEUES)”** portion of this guide.

ADDING A TEAM/STAFF PERSON

The “Team/Staff” *Content Type* is used for *Content* on the Team page of the site. The following will explain how to add a new “Team/Staff” person to the site.

1. Once you are signed in (look for the black bar at the top of the page), hover over the word “**CONTENT**” and choose **ADD CONTENT -> Team/Staff** .

2. On the page you will see a number of fields for you to populate. Here is a breakdown of each.

   TITLE – This is the title of the Team/Staff content. Due to Drupal requirements, the Title field is required, BUT unlike other *Content Types* on the SPRINT site, the title is never displayed. The Title also determines the URL for the Team/Staff *Content* piece (common words like “a”, “the”, “you” are removed by default).

   PHOTO – This is the photo that accompanies the Team/Staff that you are posting. Click the BROWSE button to open a file prompt on your computer and then upload the image. Drupal will resize the image for you. To ensure accessibility compliance, make sure to enter in a description of the image in the “Alternative Text” box that appears after you upload.

   FULL NAME – This field is used to display the person’s name on the Team page of the site.

   DEPARTMENT – This field is used for displaying which department the person works in at GT.

   DEPT. TITLE – This field is used for the title that the person holds, within the department in which they work.

   PHONE NUMBER – This field is used for the phone number of the person.
   * NOTE: To keep consistent formatting when adding a new Team/Staff, please format the phone number with . instead of - . Ex. 404.555.1234

   EMAIL – This field is used for the email address of the person.

3. Once you have added the information required, click **SAVE** to save the Team/Staff and your newly created Team/Staff person will appear immediately on the site at a URL generated by the **Title** that you entered.

4. In order to control the order of the Team/Staff you just created, please refer to the “**<u>MANIPULATING CONTENT ORDER (NODEQUEUES)”</u>** portion of this guide.

WORKING WITH WEBFORMS

The Webform module for Drupal (http://drupal.org/project/webform) is one of the most widely used and flexible modules for Drupal. At its most basic, it allows you to easily create a form that a visitor can fill out and then submit to you, via email, with any information you are collecting.

Simply put, the Webform module can do a LOT of different things, and this guide could not possibly cover all of them. Instead, we will simply focus on common tasks you are likely to perform within Webforms on the SPRINT site.

If you are interested in learning more about how Webforms work, here are some useful links:

- Webform Tutorials - https://www.drupal.org/node/2834425
- Webform component overview (video) - http://buildamodule.com/video/build-your-first-drupal-7-web-site-how-to-work-with-menus-modules-and-webform-how-to-add-an-input-to-a-webform-overview-of-component-types-and-input-options?pc=WEBFORM836278

ACCESSING WEBFORM SUBMISSIONS

On the SPRINT site, there are two Webforms being used – “Contact Us” and “Hackathon Signup”. Each form collects data from users who submit it, and these submissions can either be emailed or simply stored/collected. Currently, only the “Contact Us” form is set to submit via email, whereas the “Hackathon Signup” form simply stores the submissions. This will explain how to see these submissions and download them.

1. In the black bar, hover over **CONTENT** and choose “Webforms” (last option).

2. Similar to the Content Overview screen, this screen will present the Webforms on the SPRINT site, but with different options to choose from.

   TITLE – This takes you to the form itself so you can see how it looks.

   VIEW -> SUBMISSIONS – This allows you to see all of the submissions collected on the form itself.

   VIEW -> ANALYSIS – This lets you analyze what data on the form was filled out. Not commonly used.

   VIEW -> TABLE – This present a tabular version of all of the submissions for easy viewing.

VIEW -> DOWNLOAD – This gives you the ability to download, as a .CSV or .XLS file, the results from the form submission.

EDIT – This lets you edit the TITLE of the webform as it appears on its page <u>only</u>.

COMPONENTS – This is where the fields for the Webform itself are controlled. While most of the ones in place should not need to be edited, this is the section where you can add additional fields to your form(s) or edit the ones already there.

* NOTE: It is not recommended to go into this section of the form unless you know what you are doing, as changes are reflected immediately on the site. If you want to learn more about how to work with Webforms, we recommend any of the links at this start of this section.

CLEAR – This removes ALL submissions to the form and starts over. All of the fields will remain in place but anything submitted by a user will be lost.

3. The simplest way to analyze the submissions is to click the **DOWNLOAD** link next to the Webform you want to see submissions for. On the next screen, leave all options as they are and simply click the **DOWNLOAD** button. This will give you a formatted spreadsheet of all of the collected data that you can then use for your own purposes.

   You are also welcome to experiment with the settings on the page if you would like – this simply runs a "report" so nothing will be deleted/damaged if you use different options.

UPDATING/ADDING EMAIL ADDRESSES

Another common use for Webforms is to have submissions emailed to select people. You can also easily add/edit existing emails. This section will explain how.

1. Find the Webform that you want to modify from the Webforms screen.

2. Click COMPONENTS and then, on the following screen, click "E-Mails" in the top right corner.

3. From this next screen, you will see the users currently receiving email copies of the form submissions.

- Click **EDIT** to make changes to the recipient, subject line, From address and From Name, as well as the message that is sent itself.
*NOTE: Do not change any items that are in [ ], as those are part of the messaging system.

- Click **CLONE** to duplicate the exact settings for a recipient. This is useful if you want to just change the email address a copy is going to.

- Click **DELETE** to remove someone from the list of recipients.

- You can also check/uncheck the “SEND” box next to the person’s email address to preserve their settings but prevent them from receiving the emails.

- If there are no emails listed, the form is not sending emails at all. You can start sending them by simply putting something in the Address field and clicking the ADD button.

MANIPULATING CONTENT ORDER (NODEQUEUES)

The SPRINT site utilizes a Drupal module called Nodequeues to arrange some elements of *Content* on the page. This module allows an administrator to add, remove and re-order various pieces of *Content* on the site via a UI interface.

Currently, each section in the “Research, News & Events” portion of the site, the “Student Opportunities” page and the “Team” page utilize this module for *Content* sorting/ordering. Below will explain how to modify this order, as well as add/remove items from the list.

***NOTE:** All content in these sections are set to REQUIRE that a piece of *Content* is in its respective Nodequeue. If it is NOT in there, the content will not appear. Therefore, it is highly recommended that after adding a new piece of *Content* into one of these sections, you immediately go into the appropriate Nodequeue and add it there as well.

1. To access the site’s Nodequeues, go to **STRUCTURE -> NODEQUEUES** in the black bar at the top of the page when signed in.

2. The title of each Nodequeue is representative of what part of the site it is on (ex. “Research, News & Events > Research” is for the Research page).

3. To see the items listed in the Nodequeue for that page, click the **VIEW** link.

4. Once on the list of items in the Nodequeue you want to work with, you will see the items listed in their current order on the site. To reorder items, simply drag the crosshair next to the title and move it up/down to where you want it.

5. After you have ordered it the way you would like, click the **SAVE** button at the bottom of the page and your changes should be reflected immediately on the site.

6. To **ADD** an item to the list, simply start typing the **TITLE** of the piece of *Content* you created (usually a few letters are all that’s needed) and the site will auto-suggest your choices for you. Make sure to click on the item that you want to add from the dropdown list, so that it says something like “GT Engineers Magazine – Sports Issue [nid: 9]” in the field. Then click ADD CONTENT.

7. The item will appear at the bottom of the list of items on the page. Repeat steps #4-5 to place the new item where you would like it.

8. To **REMOVE** an item, simply click the REMOVE button next to it. This does NOT delete the actual piece of *Content*, it only removes it from the list. Make sure to hit **SAVE** again to finalize your changes.

MODIFYING THE FRONT PAGE (BLOCKS)

The home page of the SPRINT site utilizes a different part of Drupal from *Content Types* called *Blocks.* A *Block* is a piece of reusable, easily placed content that is comprised simply of a **Title** and **Body** field. *Blocks* play a key role in the look of the SPRINT site and as such, doing anything other than small text changes within them should be limited only to users who are experienced in Drupal and know what they are doing.

To access the *Blocks* on the home page, please follow these steps.

1. When signed in, in the top black bar, go to **STRUCTURE -> BLOCKS**

2. This page lists all of the *Blocks* on the SPRINT site. *Blocks* are controlled from this page, and are placed in what are called *Regions*, or essentially areas of the site that are visible to the visitor/users, such as the Navigation, Header, Footer, etc.

3. The *Blocks* for the home page are located in the "Spotlight area in header typically used for home page carousels" *Region* of the site layout. They are placed here in order to give the site the full width effect of the design, as this *Region* exists outside of the standard "container" of the site. The order in which these *Blocks* are placed is also critical to how the home page is designed to look, so moving them around is not recommended unless there is a strong reason.

4. The *Blocks* for the home page in this *Region* are labeled in a clear way to make it easy to locate the one you want to edit. Simply find the portion of the page you want to modify (such as "FRONT – WHY SPRINT?") and click **CONFIGURE** on the right hand side.

5. On the next screen, you will see the data of the *Block*, presented in a **Body** field similar to how the **Basic Page** *Content Type* is setup. While the formatting and "look" of the site doesn't appear in these *Blocks* (the site's CSS styling renders that when visitors go to the home page) you can still see the text/imagery enough to make any basic changes.

6. It is recommended to leave most settings, other than any changes you need to make in the **Body** field as they are.

7. After you complete any changes you need to do, click **SAVE** at the bottom of the page.

8. As a final step, in the top black bar, hover over the Home icon (house) and click "Flush All Caches" to ensure that your changes will take effect.

Other pages of the site (such as the Sports Innovation Classes section) also use blocks, and these are usually located in the "Main Content" *Region.* Repeat the steps above to make edits to these as well.

WORKING WITH MENUS

The SPRINT site navigation is broken into 3 different menus within the Drupal site: **Main Menu, GT footer links 1 & GT footer links 2**. The following guide will explain how to work with these menus to update/add links to the SPRINT site.

ADDING A MENU ITEM

1. In the top black bar, go to **STRUCTURE -> MENUS**

2. From this page, select the menu that you wish to add a menu item to and click **Add Link** on the right hand side of the page.

3. On this next page, you will see fields to populate to create your menu item.

   MENU LINK TITLE – This is the title of your link and what the user will click on from the menu (ex. “Student Opportunities”)

   PATH – This is where the actual link goes. If you are linking to an external website (one not located on the SPRINT site), make sure to include the entire http:// or https:// portion of the link when adding it to this field. If you are linking to another page already existing on the SPRINT site, simply put everything AFTER the “.edu” portion of the URL.

   Example – If you want to link to link to the “Team” page, you do not have to enter the full http://sprint.ipat.gatech.edu/team URL, you can simply add “team” in the field (without the “”) and Drupal will do the rest.

   DESCRIPTION – This is useful for accessibility and screen readers to provide a description of the link. Usually the same text you entered for the **Menu Link Title** is fine.

   ENABLED – By default this is checked, which means that the menu link is active. Unchecking this removes it from display on a menu but does not delete it.

   SHOW AS EXPANDED – This is used normally for menu items with a sub-menu item but due to how the overall GT functions, it is not necessary to check this box.

   PARENT LINK – This field allows you to specify where on the menu the link should be placed. By default it starts on the “top level” of your menu, such as <Main menu>. Clicking on this dropdown shows the hierarchy of the menu itself. Items with two dashes (-) are a top level item, whereas items with four dashes (----) are a sub menu item of the top level item above it.

   If you want to make a new top level item, you can leave this field as is. If you want to make a menu link under an existing menu link, click on the field and then select the parent/top level item it should appear under.

WEIGHT – This determines the order of the top level items on the menu itself. While this field can be useful, it's best to just leave it as the default and then work on reordering items from the main menu list screen (see below).

4. After you have entered your information for your link, click SAVE to be taken back to the list of links for the menu you are in, where you can adjust positioning as needed.

MANIPULATING/EDITING MENUS AND THEIR ITEMS

1. In the top black bar, go to **STRUCTURE -> MENUS**

2. From this page, select the menu that you wish to add a menu item to and click **List Links** on the right hand side of the page.

3. This next page will list all of the menu links currently in the menu itself, in hierarchical fashion. Menu items such as "Research, News & Events" are considered "top level" menu items, whereas the items underneath them like "Research" are considered sub menu items or children of their parent menu item.

4. To change the order of an item, click and drag the crosshair next to it up/down/right to position it where you would like it to go.

   To make a menu item a sub menu item of another existing item, drag it underneath and to the right of the parent item you want to use.

   To make a sub menu item into a top level item, simply drag it to the left and up away from its parent item.

5. To disable a menu item from appearing but still keep it on the site, uncheck the "**Enabled**" checkbox next to it and click the **SAVE CONFIGURATION** button.

   To edit a menu item, simply click the **EDIT** link next to it.

   To completely remove a menu item, click the **DELETE** link next to it (Drupal will ask you to confirm this is what you want to do).

6. When you are finished making your changes, click the **SAVE CONFIGURATION** button.

7. It is recommended to clear the caches for the site after editing a menu item.

MANAGING USERS

* NOTE: Only users with the “administrator” role are able to make changes to user accounts on the site.

Managing the user accounts on the SPRINT site is very straightforward and simple to do. Below explains how to add/edit/delete users and set proper permissions.

ADDING A NEW USER

1. In the top black bar, go to **PEOPLE -> ADD USER**.

2. In the **USERNAME** field, enter the person’s GT Login username (ex. jsmith123).

3. In the **CAS username** field, enter the person’s GT Login username again.

4. In the **email address** field, enter their GT email address.

5. In the **Password and Confirm Password fields**, this password is not actually used for logging into the site, as a user who tries to login is redirected to the GT Login page where they enter their GT Login password. However, Drupal requires a password so it is recommended to put something standard for all accounts to make it easier to remember, such as SPRINT2019!

6. In the **Status** field, leave the “Active” radio button selected. Changing to “Blocked” will prevent the user from logging in at all.

7. For the **Roles** field, this depends on the level of permission you want to give to the user.

   The SPRINT site has two defined roles – administrator and Site Admin – each with different permissions.

   Generally speaking, the “administrator” role should ONLY be given to users who are familiar with the backend workings of Drupal and maintaining a Drupal site, such as creating and editing content types, adding users, and other administrative tasks.

   For all others, the “Site Admin” role is sufficient, as this allows the user to add/edit/delete content without accidentally changing or deleting Drupal settings or opening the site up to security problems.

   Permissions and roles can be adjusted as needed but a general rule is to limit the administrators to as few of users as possible. If you need to change the permissions for what a “Site Admin” can do, please ask a user with the “administrator” role to do this.

EDITING EXISTING USERS

1. In the top black bar, click on **PEOPLE.**

2. You will now be shown a list of the existing users on the site, as well their currently assigned role, email address and the last time they logged into the site.

3. Click **EDIT** next to the person's name that you want to modify.

4. From here, you may change their username, email address, password (not used, see above) and Role.

5. Once you have completed making your changes click **SAVE**

DELETING/CANCELLING USERS

1. In the top black bar, click on **PEOPLE.**

2. You will now be shown a list of the existing users on the site, as well their currently assigned role, email address and the last time they logged into the site.

3. To remove a user, click **CANCEL ACCOUNT**.

4. Drupal will then present a screen of options to cancel the account, and what to select will depend on the scenario.

   If the user to be cancelled has created content on the site (created NOT edited), choose the first option of "Disable the account keep its content".

   If the user to be cancelled has NOT created content on the site, choose the last option of "Delete the account and its content".

   You can determine if the user has made content by going to the Content Overview screen (Click **CONTENT** in the black bar) and search for their username in the "Author" field.

5. Once you have determined the proper course, click CANCEL ACCOUNT.

6. It is highly recommended to audit the users on the site every few months and/or if a staff person is no longer working on the site or for SPRINT to ensure that they are no longer able to sign in to the site.