

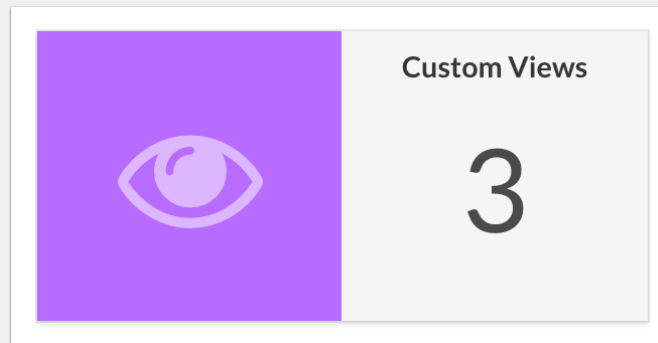
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Analytics

This is the dashboard introduction. Here are the statistics and an explanation of the analytics.

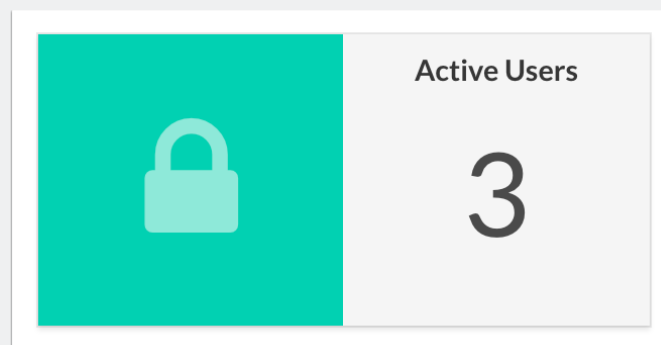
Custom Views

The number of views that have been created amongst the active user base.



Active Users

The number of users who have used their Emory login to access the website.






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Broken Link Checker

The Broken Link Checker in the Dashboard crawls every page and child page within the Online Investigator's Guide and detects the HTTP response for the links within that page. This report runs on demand and will take a few minutes to run. **You must remain on the Dashboard page for the report to complete successfully.**


The report produces the following information:

1. Page Title
 - Administrative title of the page with the broken link
2. Link Text
 - Text entered within the editor that is resolving to a broken link
3. Bad URL
 - The URL that is resolving as a broken link
4. Error Codes
 - The code that the crawler sends back

Broken Links				Updated on 01/05/2018 at 04:14PM
	PAGE TITLE	LINK TEXT	BAD URL	ERROR CODE
	Testing for Dead Links	School of Medicine Additional Opportunities	http://medicine.emory.edu/research/funding-opportunities/index.html	404 => Net::HTTPNotFound for...
	Testing for Dead Links	https://sam.emory.edu/	https://sam.emory.edu/	connection refused: sam.emory.edu:443
	Page Parent	Dead Link	http://thisisbrokenlink.com/	Failed to open TCP connection to...
Rerun Report				

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Last Time Updated


Broken Links			
Updated on 01/05/2018 at 04:14PM			
PAGE TITLE	LINK TEXT	BAD URL	ERROR CODE
 Testing for	School of Medicine Additional	http://medicine.emorv.edu/research/funding-	404 => Net::HTTPNotFound for...

Edit Page

Click the Pencil next to the Page Title to open a new browser window and edit the offending page. **Note: you will need to rerun the Broken Link Checker for the report to update.**

Refreshing Report

To refresh the report, select Rerun Report from at the bottom of the report table. **It will take a few minutes to run and you must remain on the Dashboard page for the report to complete successfully.**

 Page Title	Bad Link	http://www.brokenlink.com/	Failed to open for connection to...
Rerun Report			

Error Codes

1. **404 => Net::HTTPNotFound for <bad URL> -- unhandled response**

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- The HTTP 404 Not Found Error means that the webpage you were trying to reach could not be found on the server. It is a Client-side Error which means that either the page has been removed or moved and the URL was not changed accordingly, or that you typed in the URL incorrectly.

2. **connection refused: <bad URL>:443**

- This error code results in attempting to access a secured website on port 442. You specifically need to use "https://" when accessing these site.

3. **Failed to open TCP connection to <bad URL>**

- This URL doesn't exist and can not be reached.

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Survey Templates

A Survey Template is the questionnaire that the user will fill out to create their custom view. The system allows multiple survey templates to be created, however the survey template marked as **default** will be the only survey that is displayed to the user.

The action enabled on a survey template are:

1. Set a default survey template
2. View a survey template
3. Edit survey template
4. Delete survey template
 - A default template is necessary and you can not delete a survey template if it is set as default. You will not be able to delete a survey template if there is only

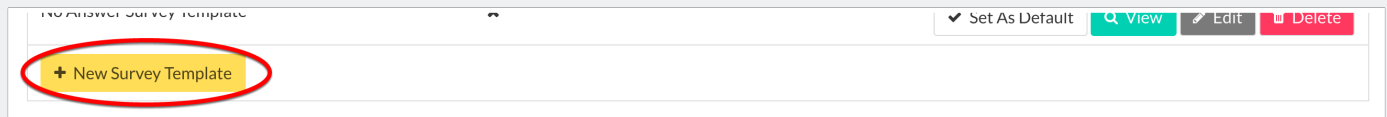
To add a New Survey Template,

Survey Templates		
NAME	DEFAULT	ACTIONS
2-Question Survey	✕	<input checked="" type="checkbox"/> Set As Default View Edit Delete
1-Question Survey	✕	<input checked="" type="checkbox"/> Set As Default View Edit Delete
New Investigator View	✓	<input checked="" type="checkbox"/> Set As Default View Edit Delete
No Question Survey Template	✕	<input checked="" type="checkbox"/> Set As Default View Edit Delete
No Answer Survey Template	✕	<input checked="" type="checkbox"/> Set As Default View Edit Delete
+ New Survey Template		

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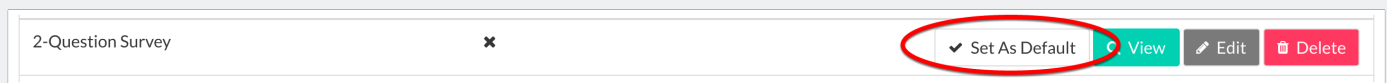
Adding New Survey Template

For details on Survey Template form, see [Adding or Editing a Survey Template](#)



Setting a Default Template

To change the default tempate, select Set As Default button.



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View Survey Template

Viewing a Survey Template will show you:

1. Questions
2. Answers
3. Labels mapped to answers

Name: New Investigator View[⌂ Back to All Survey Templates](#)

1

1. Is your research funding

A. Federal

2

federal funding

3

B. Non-Federal / Industry

industry funded

2. Does your work involve research activities at any of the Emory Affiliates below?

A. Grady Hospital

grady

B. Veteran's Administration Hospital

va hospital

C. Children's Hospital of Atlanta

choa

D. Georgia Institute of Technology

ga tech

Edit

Adding or Editing a Survey Template

When adding or editing an existing survey template, you can configure the following options:

1. Survey Name
 - The User will see this name when they are filling out their survey.

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2. Default Template
 - Toggle Default template
3. Add New Question
 - **Each Survey Template requires as least one question**
4. Question Text
5. Question Type
 - Multiple = Checkbox
 - One = Radio Button
6. Remove Question
7. Add Answer to Question
 - **Each Question requires as least one answer**
8. Question Text
9. Select Labels
 - Content is mapped to specific labels. Selecting labels on this page will determine which content shows up when the user answers the question with that specific answer.
10. Remove Answer
11. Save Survey Template

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The screenshot displays the 'New Investigator View' configuration interface. It includes a 'Name' field (1), a 'Default Template' checkbox (2), and a 'Question' section (6) with a text input (4) and a dropdown for 'How many answers can this question have?' (5). Below the question is an 'Answers' section (10) with a text input (8) and a 'Labels to show:' section (9) containing a list of labels: 'label1', 'label2', 'label3', 'label4', 'federal funding', 'industry funded', 'grady', 'va hospital', 'choa', and 'ga tech'. The 'federal funding' label is highlighted in green. At the bottom, there are three buttons: '+ Add Answer' (7), '+ Add Question' (3), and 'Save Survey Template' (11).

Labels

Labels are used to group content that can be mapped to a survey template answer. If the survey template answer is mapped to a label, only the content with that label will show up if the user has selected that specific answer.

The following actions can be done on labels:

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- 1. Edit Existing Label
 - Editting an existing label will not change any content or answers you have linked
- 2. Delete Label
- 3. Add New Label

Labels

NAME	ACTIONS
federal funding	<div><div>1</div><div>Edit</div><div>Delete</div><div>2</div></div>
industry funded	<div><div>Edit</div><div>Delete</div></div>
grady	<div><div>Edit</div><div>Delete</div></div>
va hospital	<div><div>Edit</div><div>Delete</div></div>
choa	<div><div>Edit</div><div>Delete</div></div>
ga tech	<div><div>Edit</div><div>Delete</div></div>
<div><div>3</div><div>+ New Label</div></div>	

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Pages

Pages are the primary content of the website. Pages can be nested within other pages, allowing granularity when mapping to labels and specific survey answer questions.

Pages			
PAGE TITLE	MODIFIED DATE	POSITION	ACTIONS
Introduction	12/11/17	1 ▼	+ Child View Edit Delete
Subpage Title	01/05/18	1 ▼	+ Child View Edit Delete
2nd Subpage Title	01/05/18	2 ▲	+ Child View Edit Delete
Third level title	12/21/17	1	+ Child View Edit Delete
4th Level Title	01/05/18	1	+ Child View Edit Delete
Where do I start?	12/20/17	2 ▲ ▼	+ Child View Edit Delete
Contact to Get Started	12/20/17	1 ▼	+ Child View Edit Delete
Apply for funding	12/20/17	2 ▲ ▼	+ Child View Edit Delete
Databases for External Funding	12/21/17	1 ▼	+ Child View Edit Delete
+ New Page			

Adding New Page

When Adding New page, you can configure the following options:

1. Page Title
 - This is what will show up on the table of contents and the left navigation menu.
2. Page Header
 - This is the large text at the beginning of the section.
3. Parent Page
 - If desired, select the parent page from the drop down list.

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4. Page Body

- Content that will show up on the page. For more detailed instructions, visit [Formatting Page Body](#).

5. Label

- Select labels that will be mapped to answer questions and other content. **Selected labels will turn green.**

New Page

[⌕ Back to All Page](#)

Page Title:

1

Page Header:

2

Parent Page:

3

No Parent

Page Body:

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+ New Label

Labels:

5

federal funding

industry funded

grady

va hospital

choa

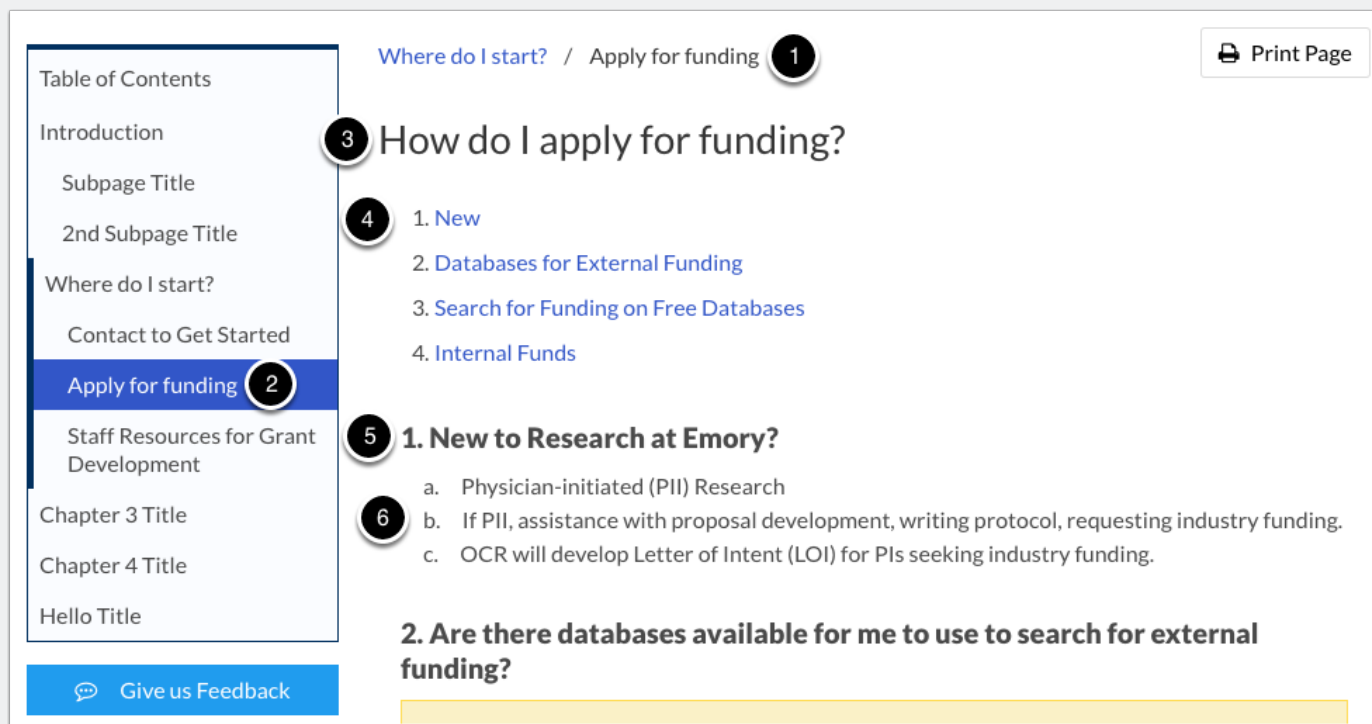
ga tech

Submit

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Parent Page Structure

1. Parent Page Title
2. Parent Page Title
3. Parent Page Header
4. Child Pages
5. Child Page Header
6. Child Page Body



Formatting Page Body

The toolbar at the top of the Page Body editor allows you to have full customization over your content. From left to right:

1. Bold Text
2. Italics Text

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3. Strikethrough Text
4. Hyperlink Text
5. Enlarge Text
6. Blockquote
7. Lightbulb Text (see example below)
8. Bulleted List
9. Numbered List
10. Decrease Indent
11. Increase Indent
12. Undo
13. Redo

Page Body:

B *I* ~~S~~ [Link](#)

7. Example of Lightbulb Text

There are several types of research funding: federal, state, corporations, foundations and internally at Emory. Emory has a number of resources available to assist with locating funding opportunities.

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Mapping Pages to Labels

Mapping Pages to Labels indicates which pages will show up for a specific answer.

1. Select the flag at the bottom of the page
2. It will turn green to indicate that it is active

To add a new label from this page:

1. Select New Label
2. Enter Text and Select Save
3. The New Label will show up in the labels list

+ New Label

Labels:

federal funding

industry funded

grady

va hospital

choa

ga tech

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Reordering Pages

Select the appropriate arrow to move the page up or down in the outline

Pages			
PAGE TITLE	MODIFIED DATE	POSITION	ACTIONS
Introduction	12/11/17	1 ▼	+ Child View Edit Delete
Subpage Title	01/05/18	1 ▼	+ Child View Edit Delete
2nd Subpage Title	01/05/18	2 ▲	+ Child View Edit Delete
Third level title	12/21/17	1	+ Child View Edit Delete
4th Level Title	01/05/18	1	+ Child View Edit Delete
Where do I start?	12/20/17	2 ▲▼	+ Child View Edit Delete
Contact to Get Started	12/20/17	1 ▼	+ Child View Edit Delete
Apply for funding	12/20/17	2 ▲▼	+ Child View Edit Delete
Databases for External Funding	12/21/17	1 ▼	+ Child View Edit Delete
+ New Page			

Supporting Units

Supporting Units will appear in the upper right corner of the website on desktop and the footer on mobile devices.

Each supporting unit needs the following information to be valid:

1. Unit
 - This is what will show up in the list
2. Title
 - Used for accessibility purposes

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3. URL

- URL that the link will direct to

Admin Supporting Units

UNIT	TITLE	URL	
OCR	Office for Clinical Research	http://ocr.emory.edu	Edit Delete
IRB	Institutional Review Board	http://irb.emory.edu	Edit Delete
IACUC	Institutional Animal Care and Use Committee	http://www.iacuc.emory.edu	Edit Delete

[+ New Unit](#)



EMORY UNIVERSITY
Online Investigator's Guide | Office for Clinical Research

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[Q](#)

Welcome, Sandra [v](#)

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User Management

User Management has a comprehensive list of all users that have logged into the website and if they have administrative privileges. This list that can be filtered by NETID or NAME. From this table, you can revoke or grant admin privileges accordingly by selecting the appropriate button next to the user's name.

User Management			
Q Search for users by netID or Name...			
NETID	NAME	IS ADMIN?	
tparri2	Terry Parrish	✓	✕ Revoke Admin Access
sbarre5	Saundra Barrett	✓	✕ Revoke Admin Access
testuser	Terry Parrish	✕	✓ Grant Admin Access
shilli2	Solomon Hilliard	✕	✓ Grant Admin Access
sgray4	Sharon Gray	✓	✕ Revoke Admin Access
tmiles2	Tiffany Miles	✕	✓ Grant Admin Access
scole23	Sherry Coleman	✓	✕ Revoke Admin Access
mcrubez	Monique Crubezy	✕	✓ Grant Admin Access
krwitt2	Kim Battles R-WIT Test3	✕	✓ Grant Admin Access
kscotte	Karen Cotter	✕	✓ Grant Admin Access

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Site Information

Site Information give you access to modify basic site information as well as place the website into maintenance mode.

Site Information

Maintenance Mode

Off ☐ On

Down for Maintenance

[Edit](#)

Scheduled maintenance is currently in progress. Please check back soon. We apologize for any inconvenience. For questions or concerns, please contact me@emory.edu.

About

About This Site

[Edit](#)

This site is designed to provide you information that is useful, easy to navigate, and accurate. By asking users a series of questions, the system will use the responses to generate a custom Handbook with content that is most useful to you.

Contact Information

Contact us

[Edit](#)

Please contact sgray4@emory.edu with inquiries, suggestions or feedback.

Branding Information

Online Investigator's Guide | [Office for Clinical Research](#)

[Edit](#)

Maintenance Mode

Maintenance Mode is to be used when the site needs to be inaccessible to the user.

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1. Use the Toggle Switch to turn maintenance mode off or on
2. To edit the maintenance message that the End User will see, select Edit.
 - We recommend customizing your message to the end user with an indication of when the site will be out of maintenance mode
3. When maintenance mode is on, there will be an indicator at the top of the screen within the administrative portal
 - You can turn off maintenance mode from this indicator by clicking "Turn off maintenance mode"
4. When maintenance mode is on, every page for the end user will deliver your maintenance message

The screenshot displays the admin interface for the Emory University Online Investigator's Guide. At the top, a 'Maintenance Mode' section features a toggle switch (labeled '1') currently set to 'Off', and an 'Edit' button (labeled '2'). Below this, a 'Down for Maintenance' message is shown, indicating scheduled maintenance and providing contact information (me@emory.edu).

A yellow banner (labeled '3') at the top of the page indicates 'Site is in Maintenance Mode. Turn off maintenance mode.' Below this, the Emory University logo and name are visible, along with a 'Table of Contents' link (labeled '4') and a search bar. The main content area displays a large yellow box with the text 'Down for Maintenance' and a message: 'Scheduled maintenance is currently in progress. Please check back soon. We apologize for any inconvenience. For questions or concerns, please contact me@emory.edu.'

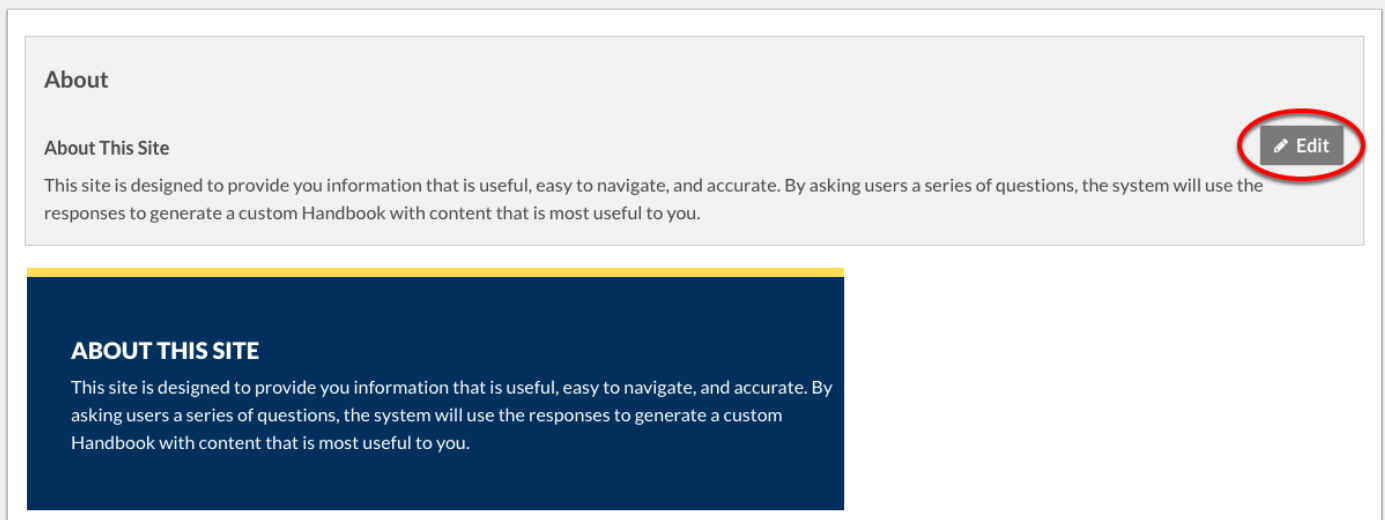
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About

This introduction text can be found within the page footer at the bottom of the page.

To edit about:

1. Select Edit
2. Edit Header
3. Edit Body
 - **Links are allowed**
4. Save



Contact Information

Contact Information can be found within the page footer at the bottom of the page.

To edit contact information:

1. Select Edit
2. Edit Header

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3. Edit Body
 - **Links are allowed**

4. Save

Contact Information

Contact us

Please contact sgray4@emory.edu with inquiries, suggestions or feedback.



CONTACT US

Please contact sgray4@emory.edu with inquiries, suggestions or feedback.

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Branding Information

Branding information is found within the page header at the top of page.

To edit branding information:

1. Select Edit
2. Edit Text
 - **Links are allowed**
3. Save

