REVAMP

Remote Veterans Apnea Management Portal

USER & ADMIN

CONTENT MANAGEMENT SYSTEM
(CMS)
MAINTENANCE PLAN

Department of Veterans Affairs,
REVAMP
VA118-12-Q-0582

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04/18/2013

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Note on Figures

This manual uses screen captures of the development version of the REVAMP application. The screens for the live version of the REVAMP application may appear different.

CHANGE LOG

Date	Version #	Author	Revision Description
4//18/2013	1	Intellica	Created

CONTENT MANAGEMENT

The Content Management section, which is also located under the Management tab of the Menu bar, allows the User to edit and add Web Pages, and edit the Menu Bar.
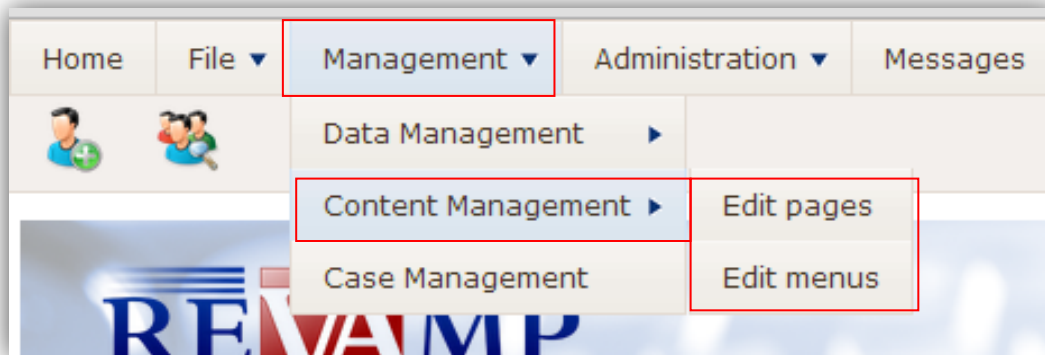
EDIT PAGES

From the Edit Pages section of the REVAMP application, the User can create or edit existing pages that can be published in the Menu Bar and accessed from the REVAMP application or the Patient Portal. The User may choose the radio button for "Create Page" to create a new content page or "Edit Page" to edit previously created content pages. The "Reset Contents" button clears all content that is displayed below in the content entry area. When selecting Create a Page, the User will select the "Create Page" radio button and input all the correct information about the page in the corresponding boxes, i.e. Title, Author, Status (Published or Unpublished), and page contents.

An Unpublished Page will be available for editing, but will not be accessible by Users on the site.

After the User has finished making changes, he/she should press the Save icon at the top of the screen to save.

The figure below illustrates the Create/ Edit Page Contents page.

CREATE PAGE: CREATING A CONTENT PAGE

Create/Edit Page Contents

FIGURE 3: CREATE PAGE

Users are able to create Content Pages in the Edit Pages section. A content page can be created to display various articles of information from reference information to video content. Once in the Edit Page section enter the Title of your Content Page. Then choose the Author's name followed by selecting the Status of the page (Published or Unpublished). By selecting Published the content page will be displayed to the Users on the site. Selecting Unpublished will not display the Content page to the Users on the site. After entering the required information about Title, Author, and Status, the User can now begin creating the Content page in the white content area below.

To learn how more about how to display Content Page at you have created please see the Edit Menus Section.

The white content area contains toolbars that can help you format the Content Page to the creators liking. Please view the figure below to see a short description of each icon in the toolbar.

Note: In the event that the User receives the following message because the icon function is not supported by browser, the User can place his/her cursor over icon to learn what the keyboard shortcut is and use it instead.
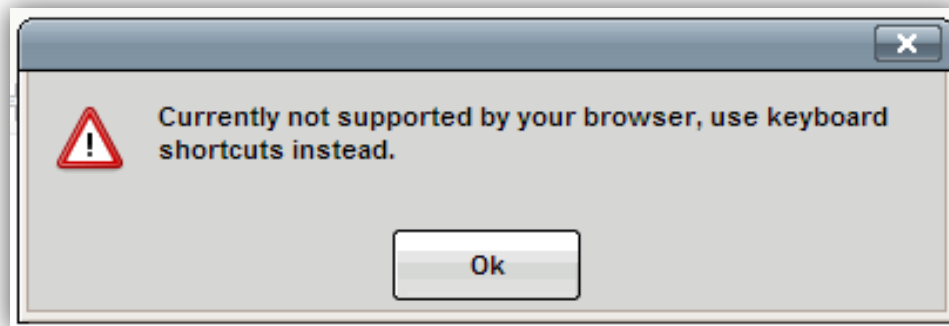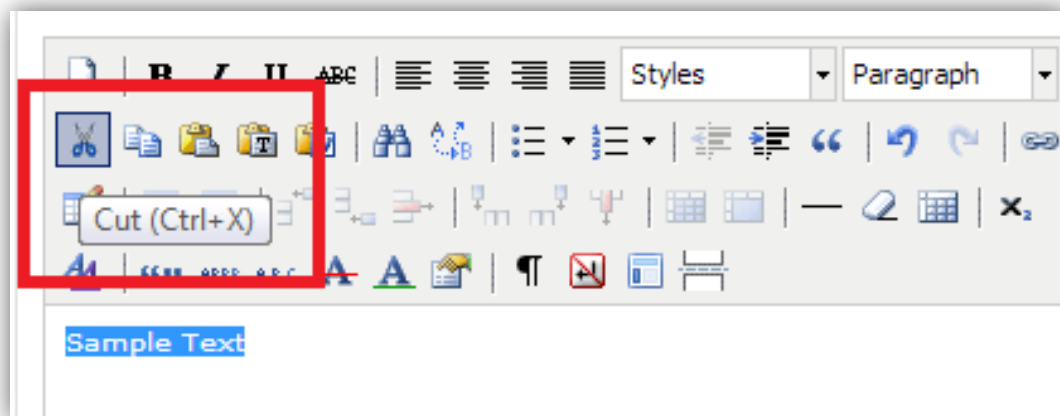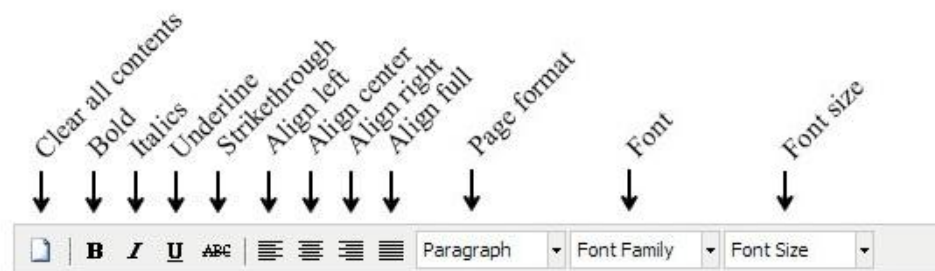

FIGURE 4: BROWSER MESSAGE

FIGURE 5: KEYBOARD SHORTCUT

FIGURE 6: TOOLBAR 1

(New Document) Clear all contents - Clears all content in text area.

Bold - Bolds selected font (e.g. **Sample**).

Italics - Italicizes selected font (e.g. *Sample*).

Underline - Underlines selected font (e.g. Sample).

Strikethrough - A horizontal line is drawn through the text (e.g. ~~Sample~~).

Align left - Text is aligned along the left margin.

Align center - Text is aligned to neither the left nor right margin; _there is an even gap on each side of each line.

Align right - Text is aligned along the right margin.

Align full - Text is aligned along both margins.

Page format - Change the arrangement of text, images, and other objects on a page.

Font - Change the font face.

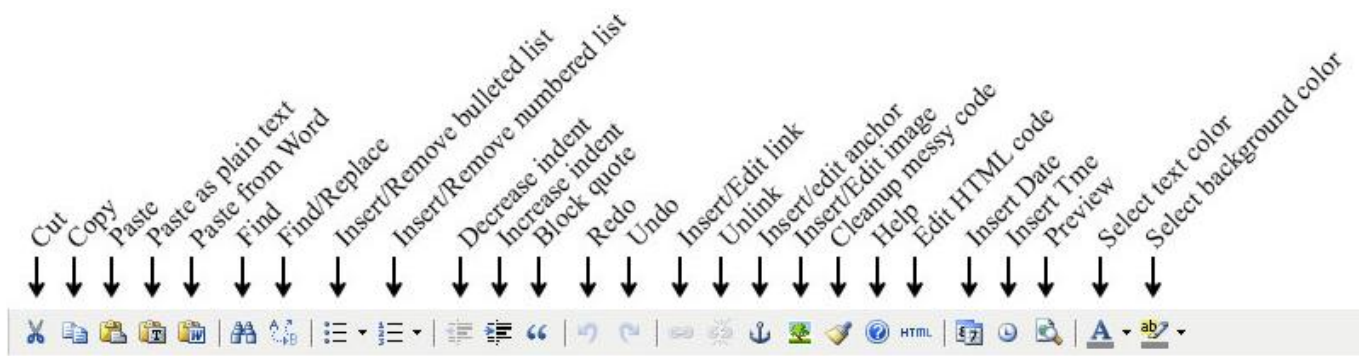**Font size** - Change the font size.

Cut - Cut the selection to clipboard.

Copy - Copy the selection to clipboard.

Paste - Paste the contents of the clipboard.

Paste as plain text - Paste the contents of the clipboard as plain text, removing formatting.

Paste from Word - Paste the contents of the clipboard copied from Word.

Find - Find text and other content in the page.

Find/Replace - Find and replace text in this page. The cursor must be at the top of document to find and replace a particular word throughout the complete document, if not, it will only replace the word from that point down.

Insert/Remove numbered list - Start or remove a numbered list.

Increase Indent - Increase the indent level of the paragraph.

Block quote - Insert a block quote.

Undo - Undo typing.

Redo - Redo typing.

Insert/Edit link - Create a link to a webpage, a picture, or an email address.

Unlink - Unlink a created link.

Insert/edit anchor – Insert/edit anchor that allows user to jump to certain sections of the page. This feature is not supported by many browsers. See Appendix A for alternate way to create.

Insert/edit image - Insert and/or edit images.

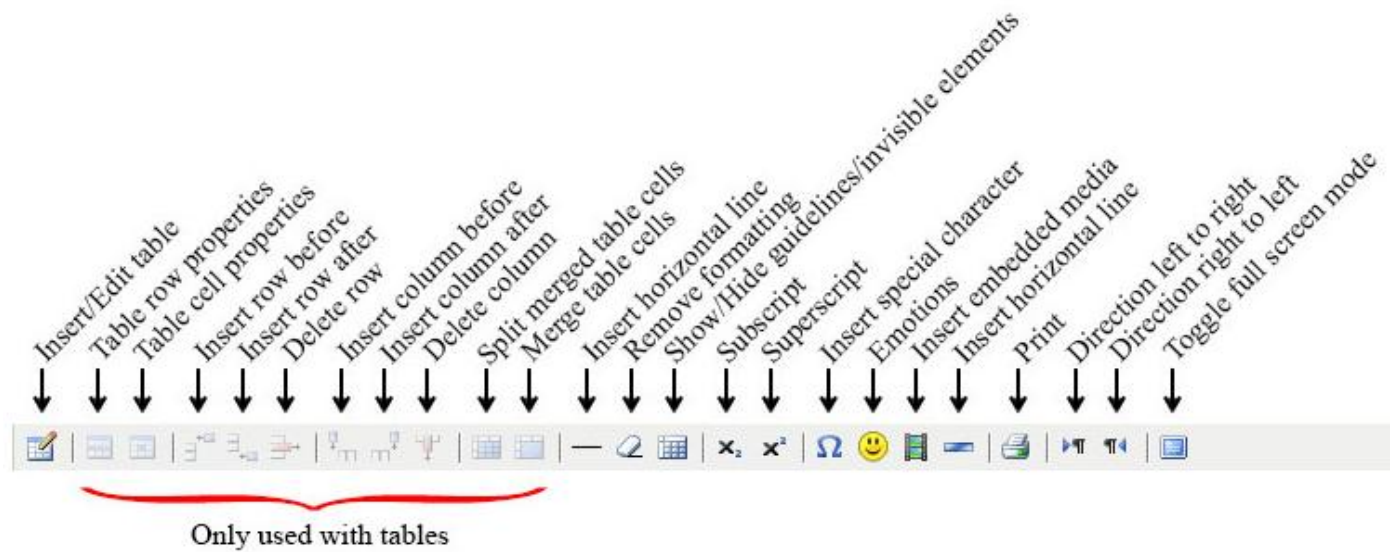**Cleanup messy code** - When pasting from word, remove unnecessary HTML from selected text.

FIGURE 8: TOOLBAR 3

Insert/Edit table – Insert table into window.

Table row properties – Change row properties.

Table cell properties – Change cell properties.

Insert row before – Insert row before selected row.

Insert row after – Insert row after selected row.

Delete row – Delete selected row.

Insert column before – Insert row before selected column.

Insert column after - Insert row before selected row.

Delete column – Delete selected column.

Split merged table cells – Split the selected cells into multiple cells.

Merge table cells – Merge the selected cells into one cell.

Insert horizontal line – Insert a horizontal line or page divider

Remove formatting – Removes all formatting from selected text.

Show/Hide guidelines/invisible elements - If working on a table, this button toggles visibility of the table's cell grid

Subscript – To write with any character, number, or symbol written next to and slightly above another.

Superscript – To write with any character, number, or symbol written next to and slightly below another.

Insert special character – Insert a special character that is not found on the keyboard.

Emotions – Insert smiley icons.

Insert/Edit embedded media – Insert various media into document (i.e. photo, video, or audio files).

Insert horizontal line - Insert a horizontal line or page divided.

Print – Print current document.

Direction left to right – To change orientation of text from left to right.

Direction right to left – Changes orientation of text from right to left.

Toggle Full-Screen mode – Change current document view into full-screen mode.
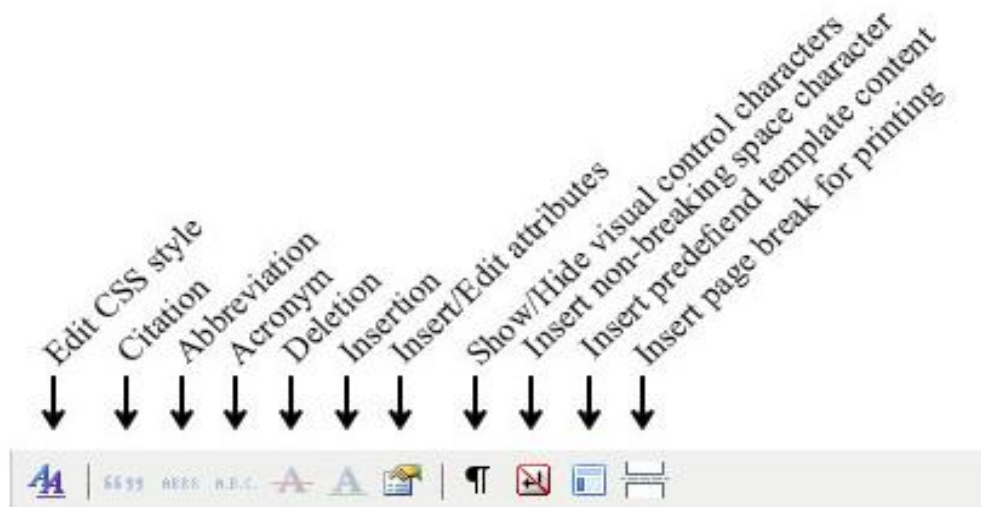
FIGURE 9: TOOLBAR 4

Edit CSS style – Edit Cascading Style Sheets (CSS) style. User can modify a variety of fields in the dialog that appears when clicking on this tool icon.

Citation - Can be used to add a citation to selected text. The citation will be seen when User places cursor on text.

Abbreviation - Can be used to expand abbreviation of selected text. The explanation will be seen when User places cursor on abbreviation.

Acronym – Can be used to expand acronym of selected text. The explanation will be seen when User places cursor on acronym.

Deletion – Can be used to add strikethrough and explanation of deletion to selected text. The explanation will be seen when the User places cursor on text.

Insertion - Can be used to add explanation of insertion to selected text. The explanation will be seen when the User places cursor on text.

Insert/Edit attributes – Useful for adding HTML properties (does not necessarily having an effect on the layout). Can be used to program selected text.

Show/Hide visual control characters - When toggled on it shows any hidden characters, extra paragraphs and word spacing.

Insert non-breaking space character – Used to force the browser to not break the line between certain words or web page elements.

Insert predefined template content – If templates available, User can select one to insert

Insert page break for printing - A division is inserted that will start a new page when printing the web page.

Please See **Appendix A** for some examples of icon usage.

After the User has creating their Content Page, he/she should press the Save icon at the top of the screen to save. Once saved, the Content page will be available in the Edit Menu section, where the user can choose where to display each Content Page. Please note that only "Published" Content Pages can be accessible by Users on the site.

EDIT PAGE: EDITING A PREVIOUSLY CREATED CONTENT PAGE.

FIGURE 10: EDIT PAGE

By selecting the "Edit Page" radio button, Users are able to edit previously created content pages. By selecting the "Edit Page" radio button, the "Select Page" button will be displayed. The "Select Page" button will open a window that displays all created content pages. Both published and unpublished content pages will be displayed. The user can use the drop down menu at the top labeled "Author" to filter the content page list by author, "-View All-" is selected as default, which will list content pages from all authors. In addition the user can use the drop down labeled "Status" to filter the content page list to "-View All-", "Published", or "Unpublished" content pages.

EDIT MENUS

The Menu editor allows the User to edit the application menus in both the Veteran-facing and VA-facing portals. Users can add menus and submenus, or pages to existing menus. There are two types of items: Menu-type items and Page-type items. The Menu-type items will be displayed as a folder in the CMS Menu Editor tree on the left of the screen. Menu-type items may contain pages and/or submenus. Page-type items are made from the pages created in the Page Editor. These pages can be added under a menu.
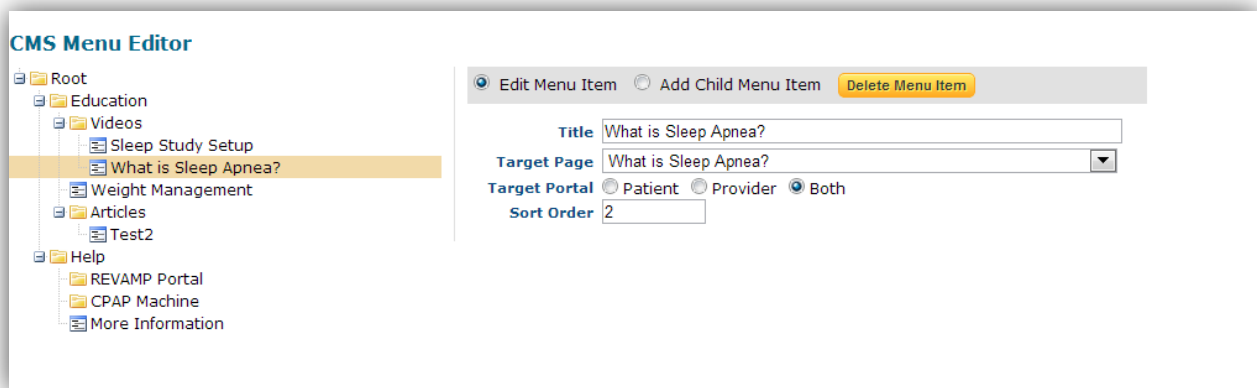
FIGURE 11: CMS MENU EDITOR

EDIT MENU ITEM

Users can edit the title of a page/menu, the portal in which it will be displayed, and the order in which it will show up in the parent menu.

In order to use the 'Edit Menu Item' the user must select the item he/she wishes to edit. Once selected, the 'Edit Menu Item' screen will appear on the right of the tree for the User. The User can make changes to the following:

Title: The title that will be displayed in the portal. If the item is a menu-type item this is the label on the menu. If the item is a page-type item it is the label on the menu link that takes Users to that page.

Target Page: The User can select '—MENU GROUP—' if he/she wants the item to be menu-type item, or he/she can select the title of a page created with the 'Page Editor' to load that page when the link is clicked on.

Target Portal: The User can select whether the item should be displayed in the Patient (Veteran) facing portal, Provider (VA) facing portal, or present in both portals.

Sort Order: The User can select the order in which the items should appear in the parent menu.

Add Child Menu Item: Menu-type Item

If the User wishes to add a new Menu-type item he/she can select the parent menu for that item and click on the 'Add Child Menu Item' radio button. The parent menu is the menu under which the new item will be listed. If the User wishes to create a new menu item that is not a subfolder of another menu, he/she can select 'Root' as the parent menu. If the User selects an existing menu and clicks 'Add Child Menu Item', the new menu will show up as a submenu for that parent menu. The User then fills out the fields as described below:

Title: The title that will be displayed in the portal. For a Menu-type item this is the menu label.

Target Page: The User selects '—MENU GROUP—' if he/she wants the item to be menu-type item.

Target Portal: The User can select whether the item should be displayed in the Patient (Veteran) facing portal, Provider (VA) facing portal, or present in both portals.

Sort Order: The User can select the order in which the items should appear in the parent menu.

Add Child Menu Item: Page-type Item

If the User wishes to add a page under a menu, the User selects the menu label from the Menu Tree on the left, and then clicks 'Add Child Menu Item' radio button. The User then fills out the fields as described below:

Title: The title that will be displayed in the portal. For a Page-type item it is the label on the menu link that takes Users to that page.

Target Page: The User selects the title of a page created with the 'Page Editor' to load that page when the link is clicked on.

Target Portal: The User can select whether the item should be displayed in the Patient (Veteran) facing portal, Provider (VA) facing portal, or present in both portals.

Sort Order: The User can select the order in which the items should appear in the parent menu.

APPENDIX A: EXAMPLES OF ICON USAGE

Using Icons

Many of the icons in the Content Management System function similar to how they would in a Word document or other word processing system.   Some will not become enabled until the User selects the text to be modified by the icon.

List of icons used in examples:

1. Find/Replace
   a. Using icon- Place cursor at the top of the text box or at the point where application should start looking for term.
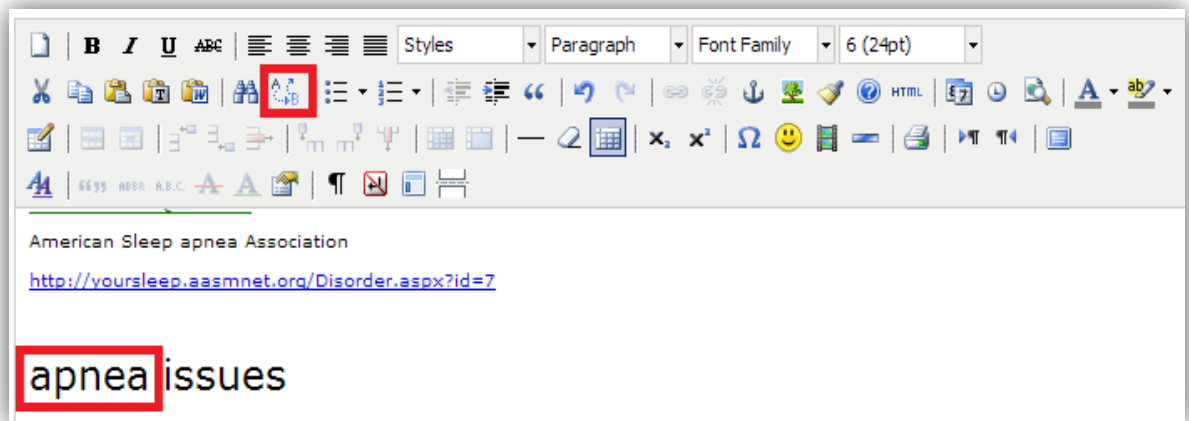
   b. Dialog – Select term to find and term to replace with. Select whether or not to be case sensitive (Match Case). Click 'Find Next' to see when application finds term for which search is being done.
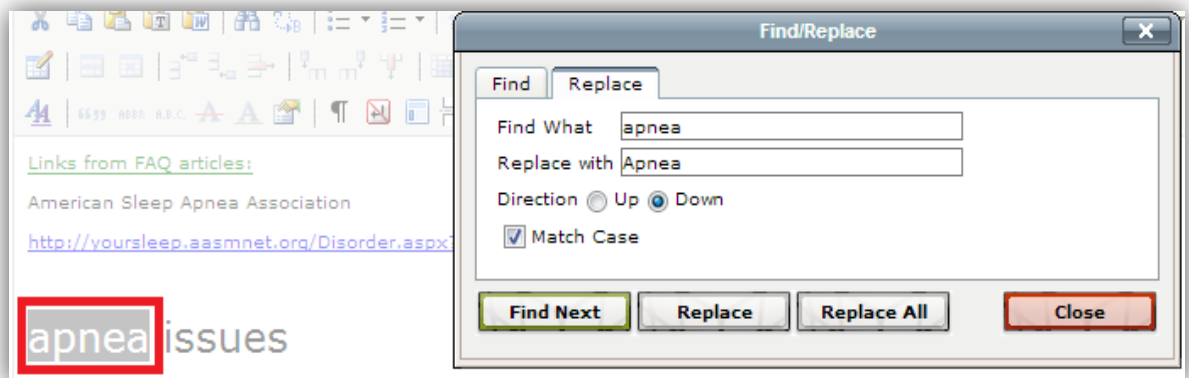
   c. How it appears on page:
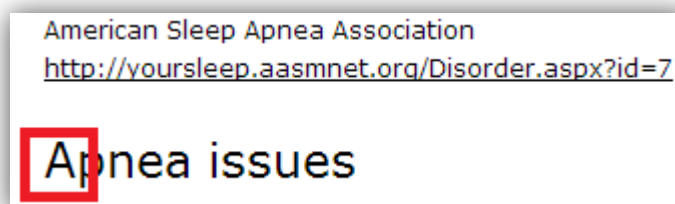
2. Insert/ Edit Link

a. Using icon- Select text to which link will be attached and click icon.
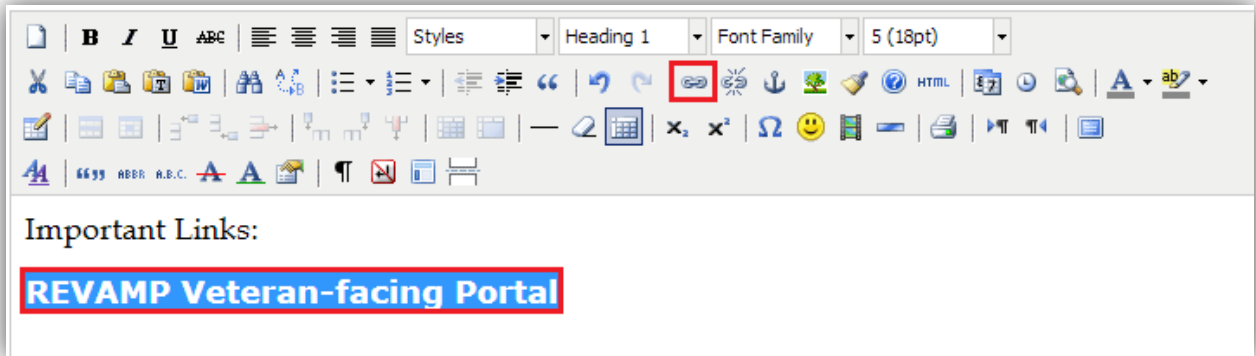
b. Dialog – Enter Link URL. If desired, enter a Title that will appear when user places cursor over text. This title can be the link URL if you wish for the Users to view the URL when placing cursor on text. The Target can be changed so that the window is opened in a different frame etc.
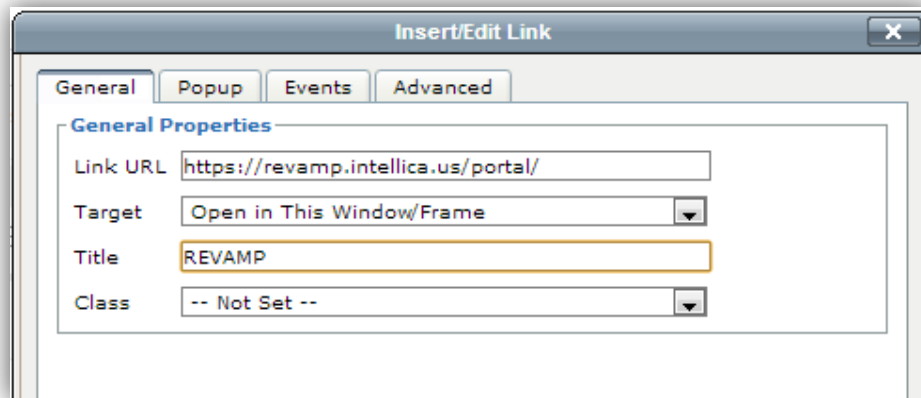
c. How it appears on page:
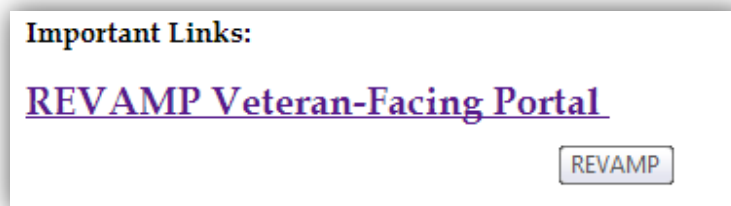
3. Insert Media

a. Using icon- Place cursor where image should be placed and click icon.
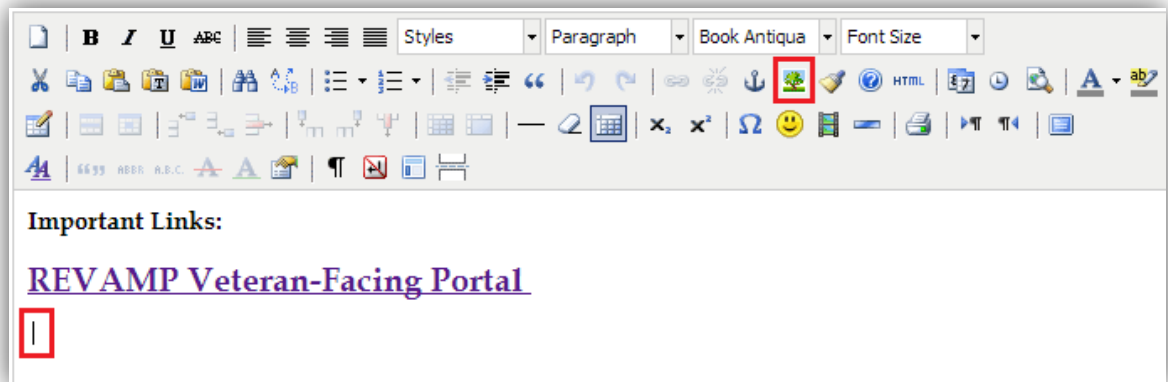
b. Dialog- General: Enter image URL, Image description and Title (text that will appear when mouse is placed over image).
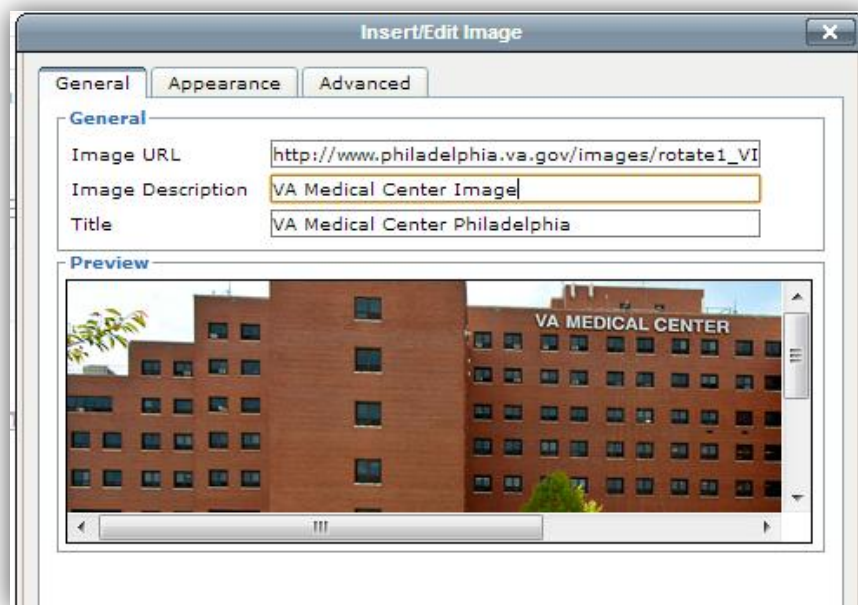
There is an Appearance tab where appearance settings such as dimensions and alignment can be set (place a check in 'Constrain Proportions' to keep aspect ratio.
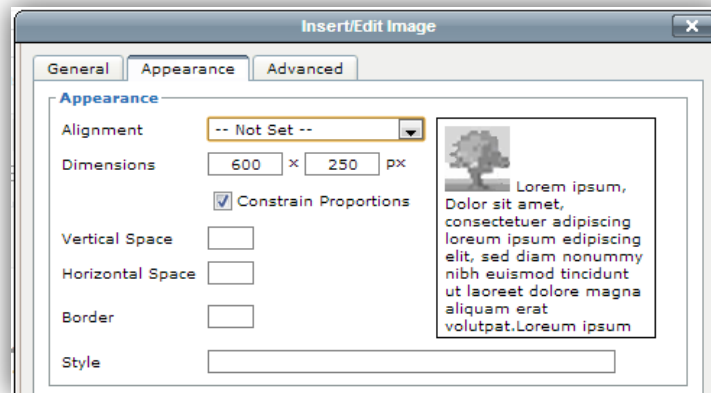
There is an Advanced tab where an image can be added that will appear when the User places his/her cursor over the original image (For Mouse Over) and original image can be restored after removing mouse (For Mouse Out).
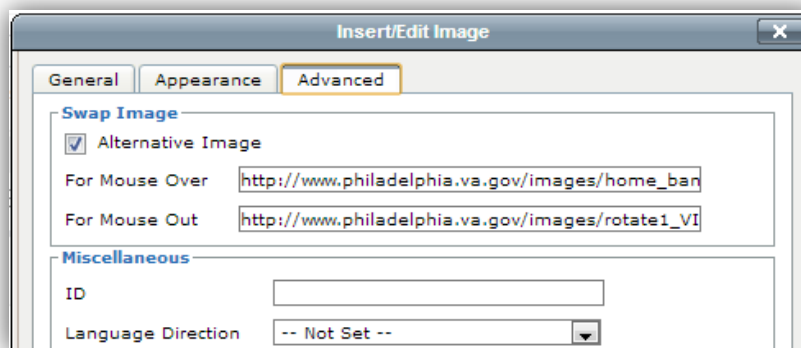
c. How it appears on page:

4. Acronym (Abbreviation and Citation function the same)

a. Using icon- Select relevant text and click icon.

You can find additional information at the following **PAP** manufacturer websites:
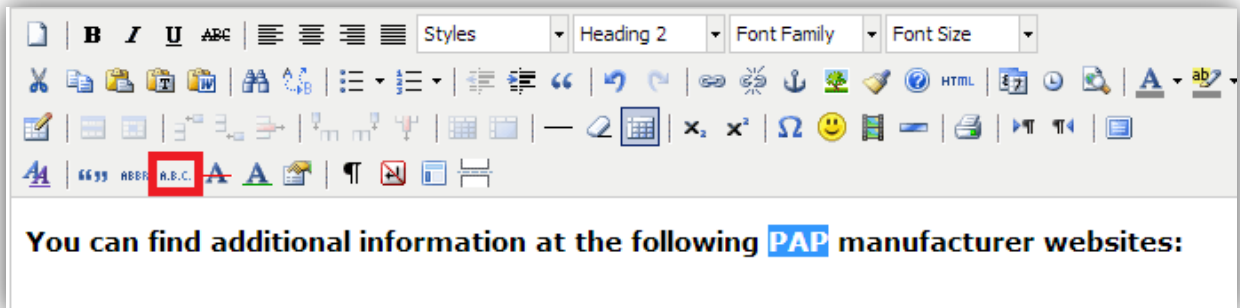
b. Dialog – Enter expansion of acronym in Title.

Acronym Element

General

Element Attributes

Title: Positive Airway Pressure

ID:

Class: -- Not Set --

Style:

Text Direction: -- Not Set --

Language:

Insert   Cancel

c. How it appears on page when cursor on text:

You can find additional information at the following **PAP manufacturer websites:**

Positive Airway Pressure
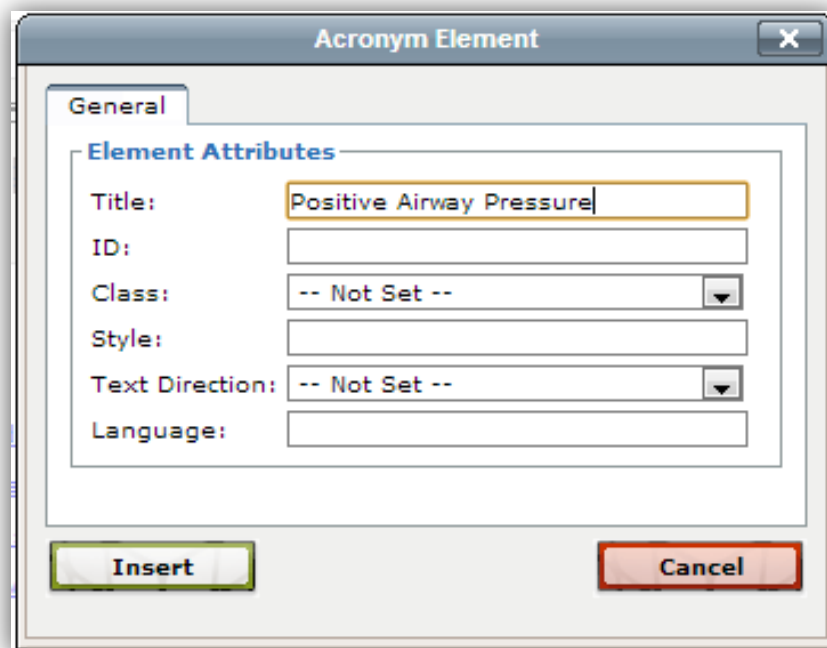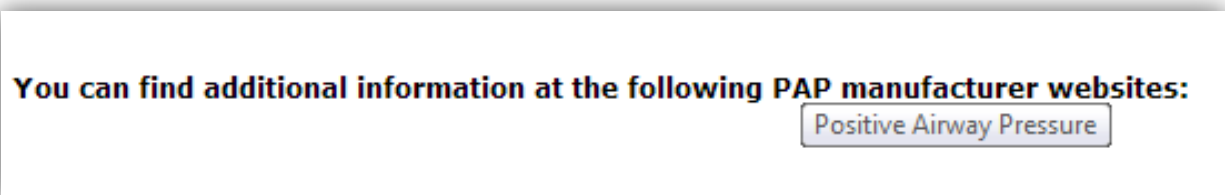
5. Deletion

a. Using icon - Select text that needs to be deleted and click on icon.
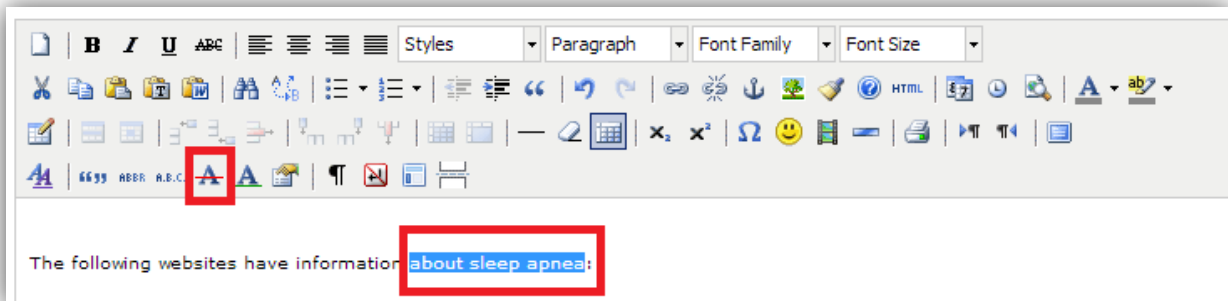
b. Dialog - Enter date if desired. In Title field, enter text that will appear when cursor is placed over selected text.
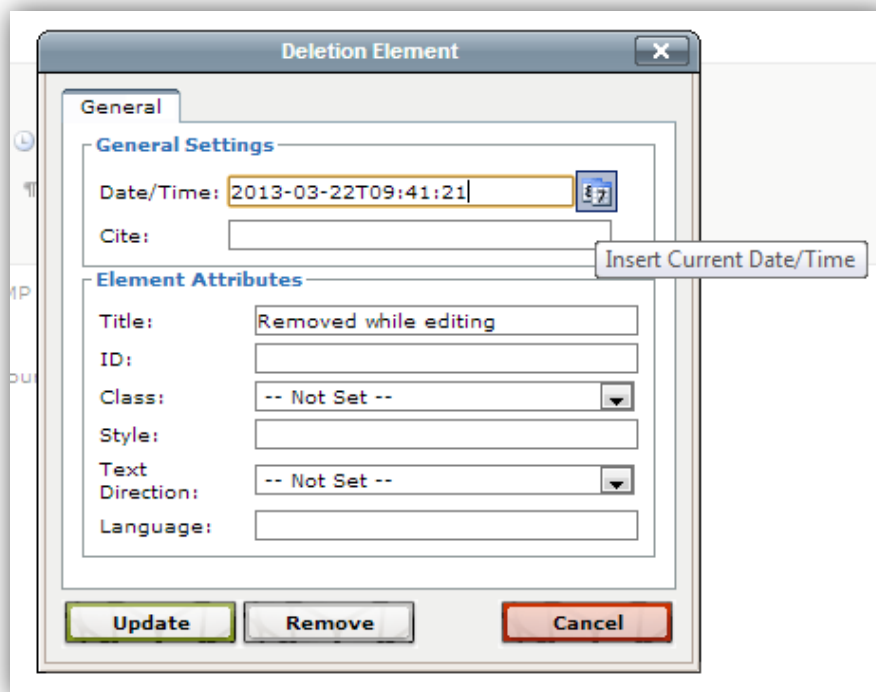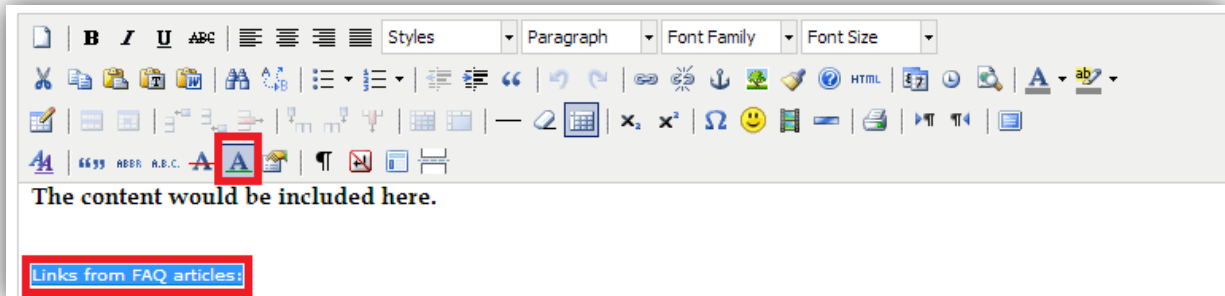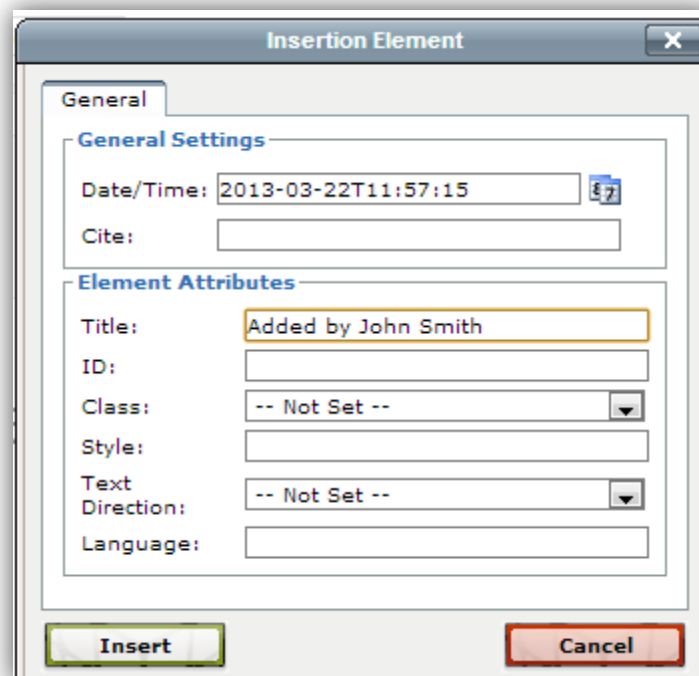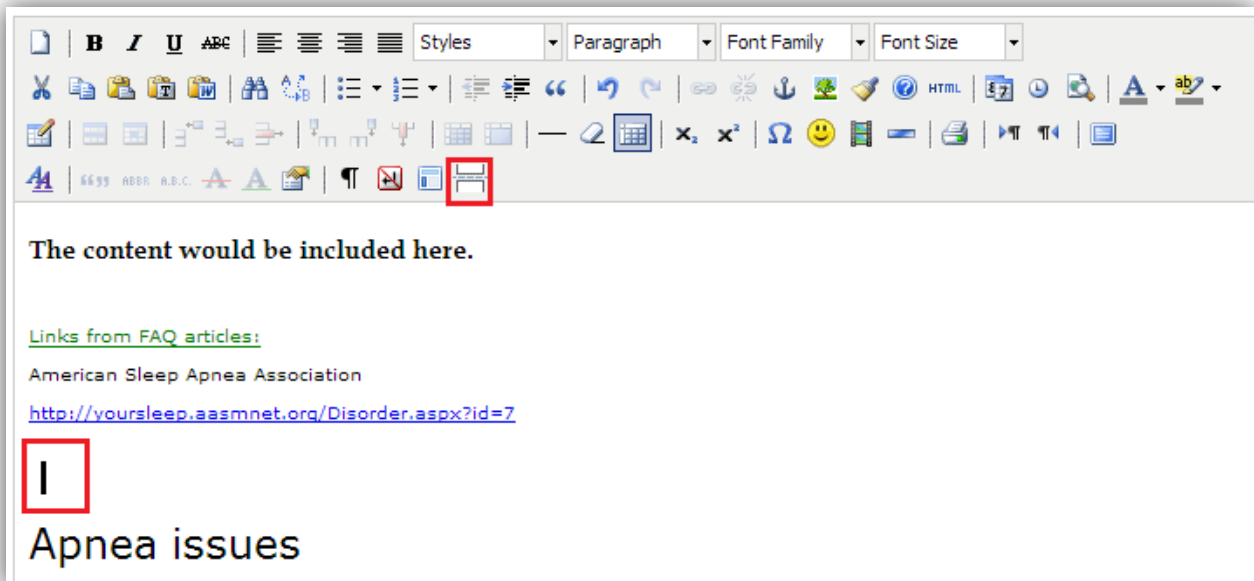

c. How it appears on page when cursor on text:
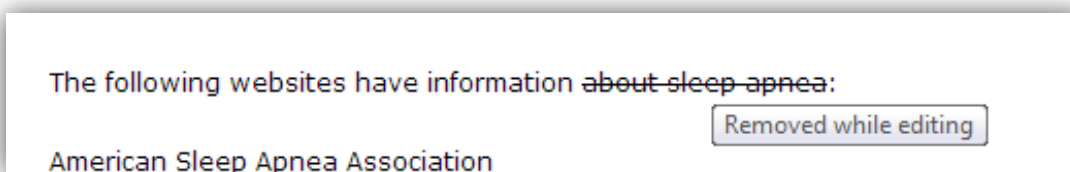
6. Insertion

a. Using icon - Select relevant text and click icon.

b. Dialog - Enter date if desired. In Title field, enter text that will appear when cursor is placed over selected text.

c. How it appears on page when cursor on text:

7. Insert Page Break for Printing

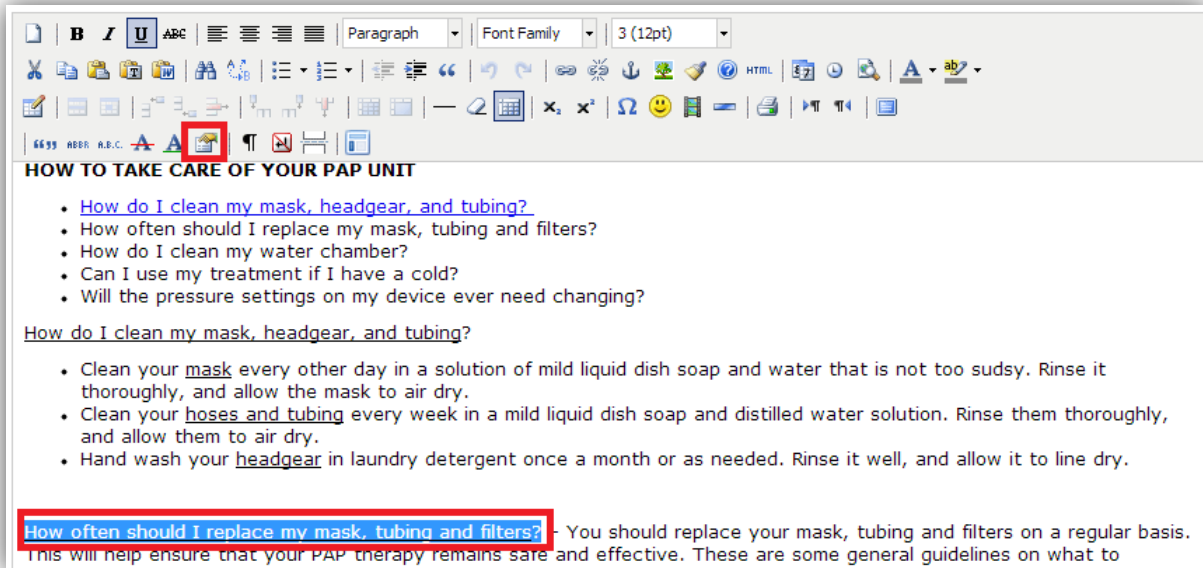   a. Using icon - Select relevant text and click icon.

    b. How it appears: There is now a page break where the printer will start printing a new page if a User prints the web site.
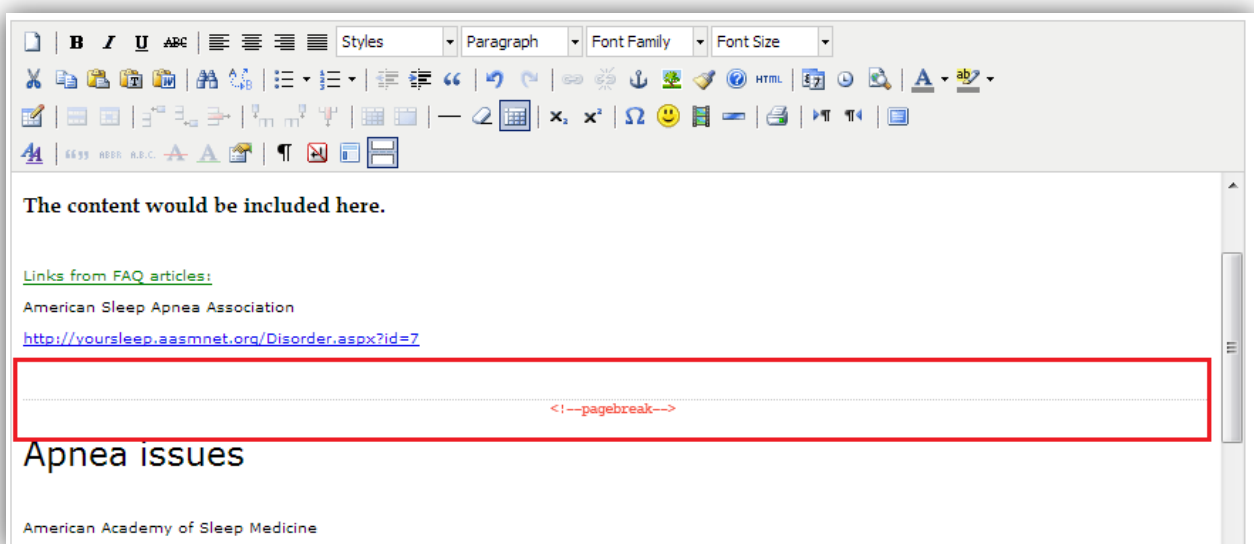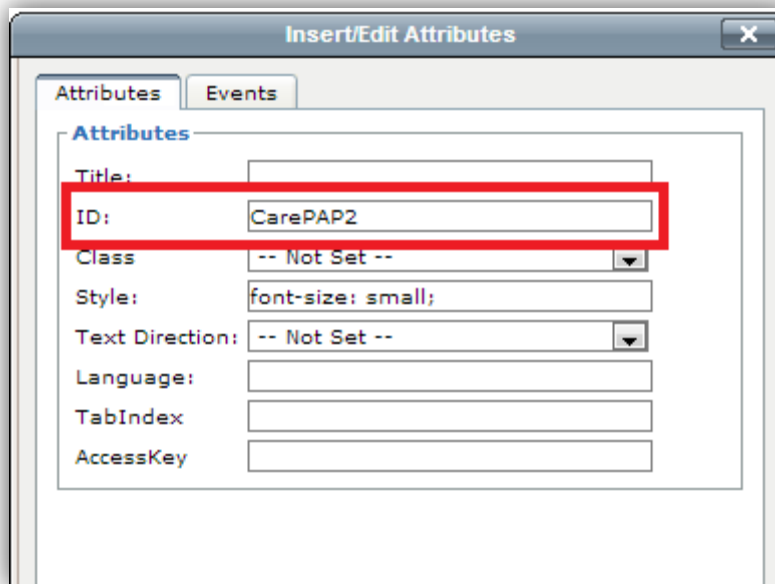
8. Anchor (Using Insert/Edit attributes and Hyperlink)

a. Using icon - Put the cursor over or highlight the element where you want the text to take you. Click on the Add/Edit Attributes icon.
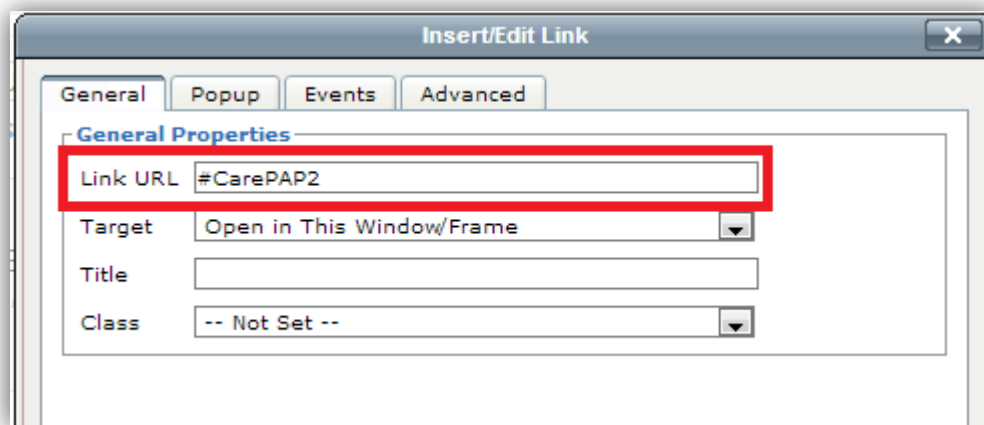

b. Dialog - Enter a short ID (without spaces or special characters) e.g. CarePAP2

c. Create or highlight the word or phrase that will acts as the link to the desired section. Create a hyperlink of this selected text.
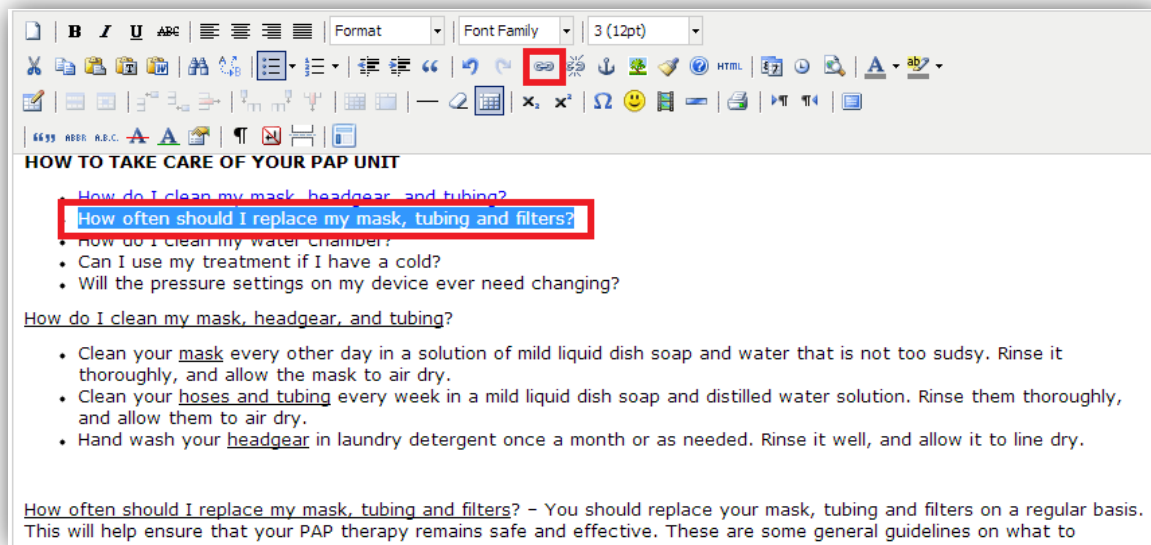
d. In the Link URL box, type the ID of the section to jump to, preceded by a "#". e.g. #CarePAP2

e. How it appears on page

HOW TO TAKE CARE OF YOUR PAP UNIT

- How do I clean my mask, headgear, and tubing?
- How often should I replace my mask, tubing and filters? ← If User clicks Link
- How do I clean my water chamber?
- Can I use my treatment if I have a cold?
- Will the pressure settings on my device ever need changing?

How do I clean my mask, headgear, and tubing?

- Clean your mask every other day in a solution of mild liquid dish soap and water that is not too sudsy. Rinse it thoroughly, and allow the mask to air dry.
- Clean your hoses and tubing every week in a mild liquid dish soap and distilled water solution. Rinse them thoroughly, and allow them to air dry.
- Hand wash your headgear in laundry detergent once a month or as needed. Rinse it well, and allow it to line dry.

How often should I replace my mask, tubing and filters?

You should replace your mask, tubing and filters on a regular basis. This will help ensure that your PAP therapy

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How often should I replace my mask, tubing and filters? ← Page moves to that section

You should replace your mask, tubing and filters on a regular basis. This will help ensure that your PAP therapy remains safe and effective. These are some general guidelines on what to replace and how often:

- Tubing: every 6 months
- Mask with head straps: every 6 months
- Disposable filters: every month

- The foam filter can be cleaned in water and left to air dry.
- The paper filter should be thrown out and replaced with a new one. Do not try to clean and reuse a paper filter.

To order these supplies, contact your sleep specialist either by sending a message by Secure Messaging on the MyHealtheVet website or by Messaging on the REVAMP website.

How do I clean my water chamber?

- To prevent the growth of bacteria, empty the water chamber every morning. Do not leave standing water in the chamber when the machine is not in use.
- The water chamber should be cleaned weekly. If you are using distilled waterin the chamber, you can clean it

APPENDIX B: EXAMPLE OF PUBLISHING AN ARTICLE

Below is an example of the steps taken to publish a new page under an existing menu.
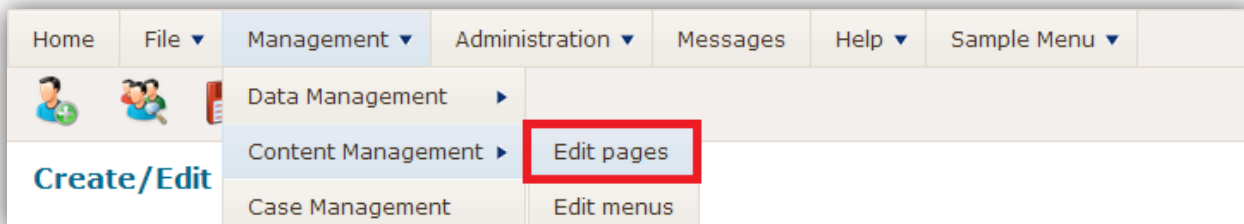
Step 1: User clicks on Edit Pages link:

FIGURE 12: EDIT PAGES LINK

Step 2: User prepares article:

The User can copy text from a document and paste article by placing cursor in text box and clicking Control + V. User can then modify article as desired with relevant icons. User can click save when done.
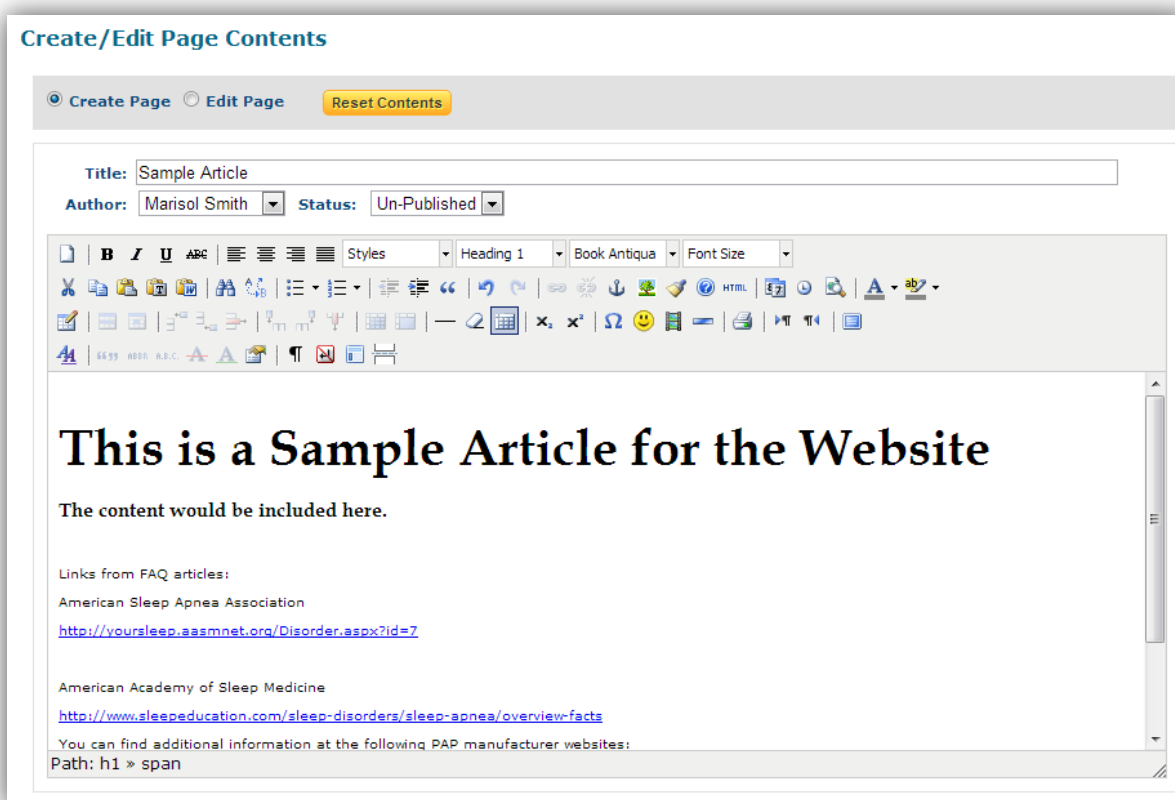

FIGURE 13: ARTICLE BEING PREPARED

Step 3: User publishes article:

The User can set the article to 'Published' if article is ready to be published to web site. User must click SAVE to publish the article.
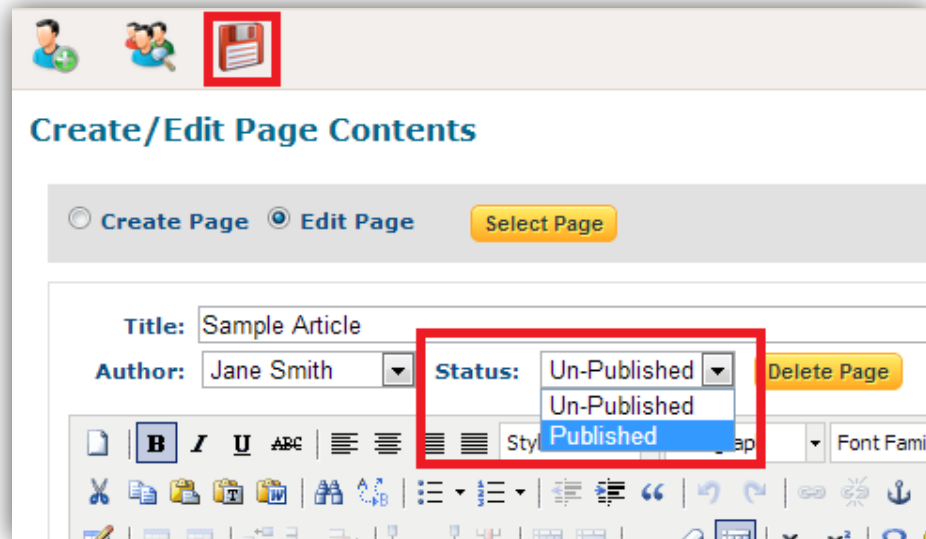
FIGURE 14: PUBLISH ARTICLE

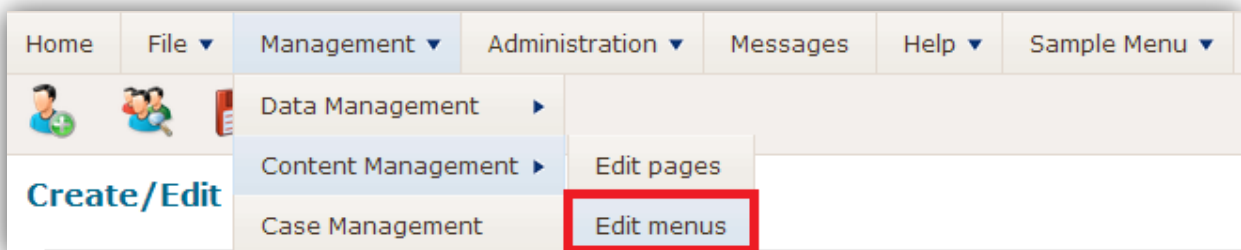# Step 4: User clicks on Edit Menus link:

FIGURE 15: EDIT MENUS LINK

Step 5: User selects parent menu for article:

The User can designate under which menu the article will appear by adding the article to an existing menu. The User clicks on the title of the menu to which the article will be added. In this case, the User selected 'Sample Menu' (the menu label on the bottom of the CMS Menu Editor tree on the left.) **Note:** There is a menu item labeled 'Education' that holds the education related items that can be used for adding Education videos and articles.
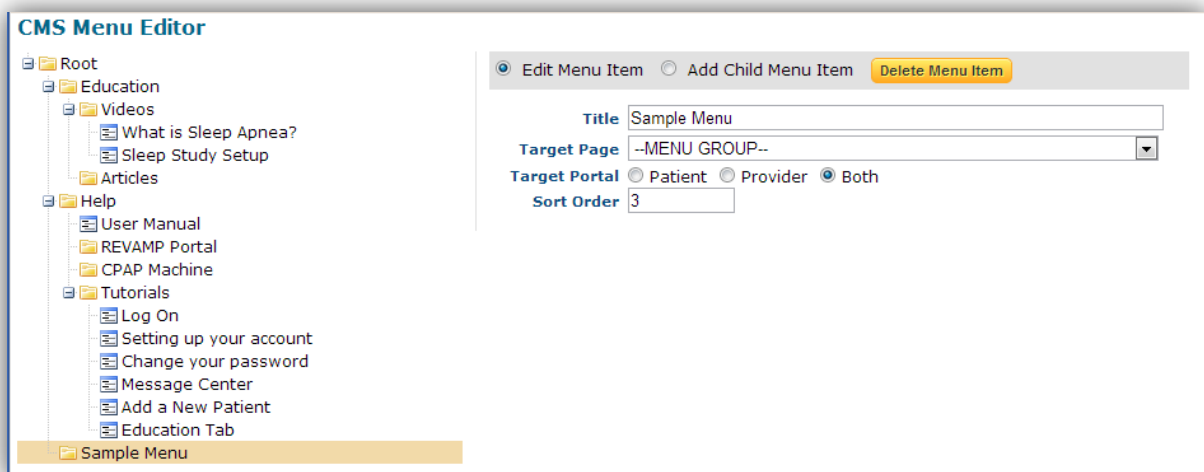

FIGURE 16: SELECT MENU

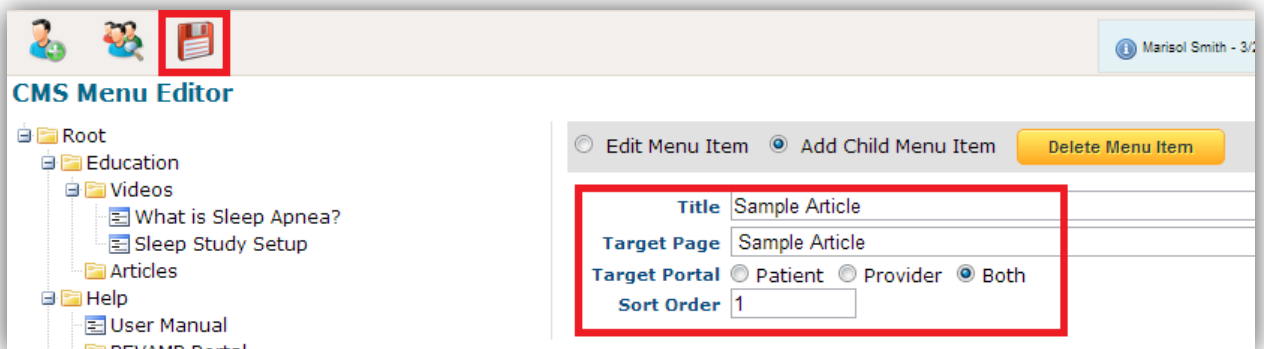# Step 6: User clicks 'Add Child Menu Item':

The User can now click 'Add Child Menu Item' radio button to add the article.

FIGURE 17: ADD CHILD MENU ITEM

Step 7: User adds page:

The User can now enter the relevant information in the data fields as explained in 'Add Page-type Child menu item' section. The Title is the title that will appear in the application. In the Target Page field the user must select the page created in the Edit Page screen from the drop down menu. The Target Portal is the portal(s) in which the item will appear. The Sort order is the order in which the item will appear under the selected menu. After completing the information, the User can click SAVE and the article will appear under the menu label on the left tree.
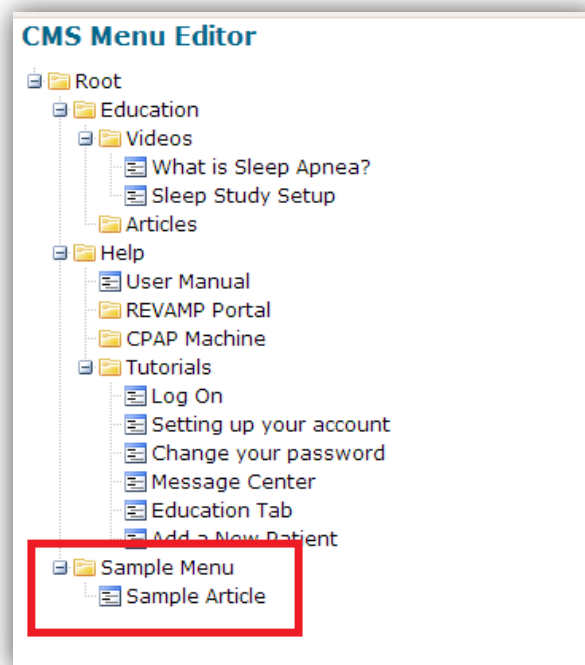

FIGURE 18: PAGE INFORMATION

FIGURE 19: ARTICLE HAS BEEN ADDED

The article can now be viewed from the VA facing portal or from the Veteran-facing portal (since the settings of both portals was selected).

FIGURE 20: VA-FACING SAMPLE ARTICLE

FIGURE 21: VETERAN- FACING SAMPLE ARTICLE

Note: This example was using a preexisting menu item. If the User wishes to create a new menu folder please view Add Child Menu Item: Menu-type Item section for more information on how to do this.