



Getting Started with the ADOA-ASET Agency Platform Websites

Guide to the core concepts
and functions



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The Basics

What is a CMS

What is Drupal

What are Dev and Prod environments

Drupal Roles and Permissions

**The Basics****Customization Options****Change Management****Business Processes****User Training****Additional Resources****Site Analytics****What is the ADOA-ASET Agency Platform?**

A platform can be defined as a combination of hardware architecture and software framework which together provide a set of core, reusable capabilities and services. A platform also creates a base for other technologies or processes to be built. With that understanding, the ADOA-ASET Agency Platform is an open platform with documented interfaces. This open structure enables anyone to build on top of the platform and encourages data-sharing between agencies. The Agency Platform is flexible and extensible to integrate with other existing agency systems.

What is a CMS?

CMS stands for Content Management System. It is a computer program that allows publishing, editing, and modifying of content on a website within a collaborative environment.

What is Drupal?

Drupal is a free and open-source content management framework. It's a multi-user, web development CMS which features provide a webmaster with a diverse set of easy to use capabilities. It's used by thousands of high profile web sites, including whitehouse.gov. Drupal is also a secure system which is regularly

subjected to security testing by both the Drupal community and security experts around the world.

What are Dev and Prod environments?

The Dev (Development) environment is where configuration changes to the structure of the website are made and tested. When completed, the content is pushed to the Prod (Production) environment, which is where final site data is stored for interaction with the website audience.

Drupal Roles and Permissions**What are roles?**

Drupal has two basic roles, anonymous users, and authenticated users. The State agency Drupal distribution adds three additional roles, editor, contributor, and power user.

Each role is assigned a specific set of permissions. Permissions control what users can do on the site.

Anonymous user:

This role is used for users that don't have a user account or are not registered on the site. Anyone that visits a Drupal site is considered an anonymous user until they login.

Authenticated user:

This role is automatically granted to all logged in (registered) users. Therefore, all permissions assigned to the authenticated user role will apply to all registered users.

Contributor:

The contributor only has permission to create and edit their own content and cannot publish content, edit content created by others, or make any configuration changes to the system.

Editor:

The editor can create, modify and publish content.

Power User:

This role is designed for agencies with technical staff capable of performing limited configuration changes to the site.

Administrator:

This role can create content, new pages and views, change appearance settings, create user accounts, etc.

Customization Options

What are Templates

Template Themes and Colors

Template Structure

Layout Options

Views

Navigation

Included Content Types

The Basics**Customization Options****Change Management****Business Processes****User Training****Additional Resources****Site Analytics**

CUSTOMIZATION

What are templates?

Templates are design themes that are installed into the Agency Platform to customize the look and feel of the website. Content in the site is mapped to various regions of the template providing a clean, consistent, easy to use and navigate site.

Template Themes and Colors

You may choose from one of two basic themes and apply one of ten color palettes. The templates were specifically designed to support a varied range of agency types from government and political to educational and historical. The color palettes were inspired from photographs of a variety of cities and townships throughout the State of Arizona.

Modern Government Template**Branded Government Template****Bisbee**

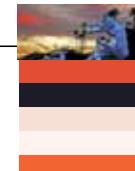
#6d9491

#494949

#d4bfab

#eae4d6

#c2d8dc

Scottsdale

#e24e30

#1e1a28

#f6e0d4

#fef2ef

#f16330

Verde Valley

#4a5f2b

#6d2915

#ffffff

#f6eae7

#e2d8d4

#d77453

Oak Creek

#cb4030

#494949

#c7c6be

#fff8e5

#606751

Flagstaff

#2f6bae

#494949

#f6e7d0

#ffffff

#e4e5e4

Holbrook

#61130b

#0d0d0d

#77584c

#f4d5b6

#fdeede

#be4826

Strawberry

#3e3f5f

#292a1c

#d2fab

#fcf6e5

#f5e3b9

#403b28

Page

#403b28

#6e2a16

#fcf6e5

#ffd0a5

#f79732

#495568

#61495b

#391d32

Winslow

#a8687b

#09182b

#dfd6c9

#eee8de

#e0dad4

#00b1c1

Douglas

#81964c

#1e3867

#e4c99e

#ffffff

#ede4e3

Template Structure

Sliver:

The sliver provides access to a directory of State Agencies, a comprehensive listing of State Services, search capabilities across az.gov and collects full site analytics.

Header:

Agencies can upload a logo and/or display a site name and slogan. If no logo is selected, the State seal will appear by default.

Home Page Feature:

Customizable home page slide show.

Preface:

The preface highlights important or popular content.

Main Content:

The standard configuration is shown here. Content can be displayed in a variety of layouts.

Footer:

The footer echoes header settings for logo, site name, and slogan. It also contains a utility menu for site map, privacy policy, and a postcard containing agency contact info. "Follow" links contain optional agency social media connections.

Sliver Header

1. Logo
2. Site Name & Slogan
3. Main Menu

Home Page Feature

Preface

4. First
5. Second
6. Third

Main Content

7. Content
8. Sidebar Second

Footer

9. Logo
10. Site Name & Slogan
11. Postcard
12. Utility Menu
13. Follow Links



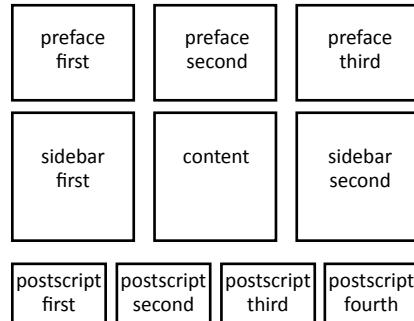
Content Layout Options

The template allows for a wide variety of layout patterns by implementing different regions. Several options are illustrated here.

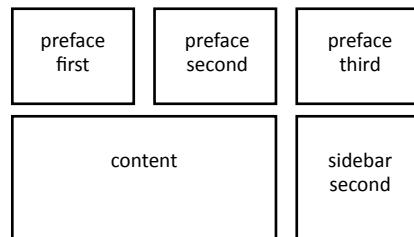
Note:

The content region expands or contracts depending on whether or not the sidebars are utilized.

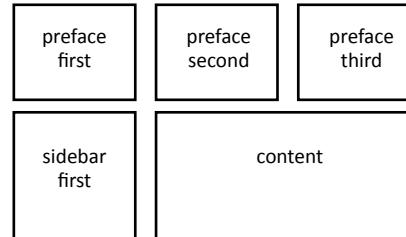
Default Content Regions:



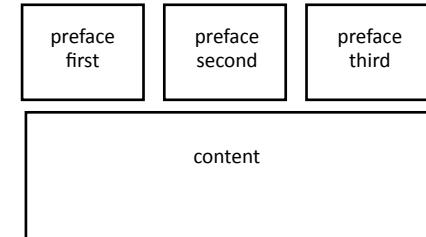
Standard Layout:



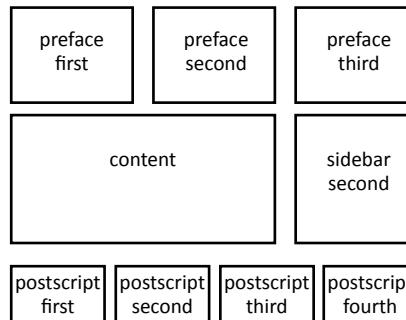
Option 1:



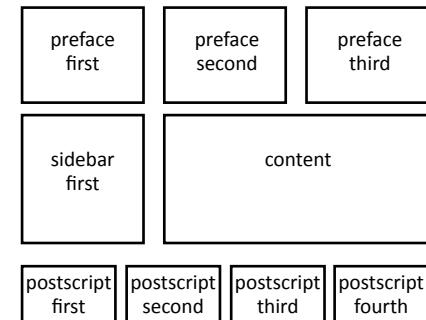
Option 2:



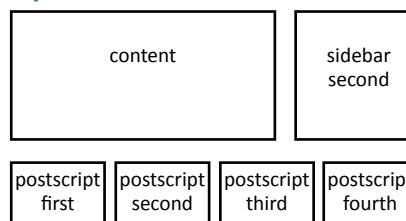
Option 3:



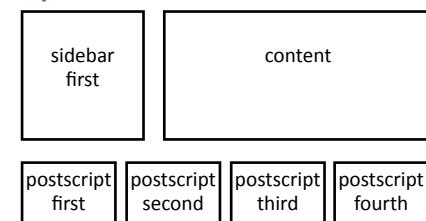
Option 4:



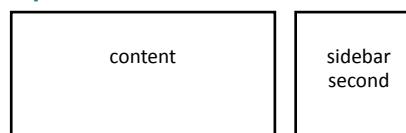
Option 5:



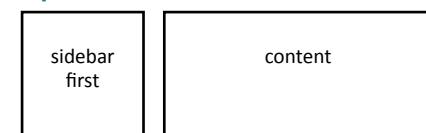
Option 6:



Option 7:



Option 8:



Views

Views is a powerful Drupal module that allows a content manager to list and organize content in a variety of ways by using fields and tags to filter, sort, and deliver the content to the user.

Included Views

The following page views are pre-configured for your site:

- **Blogs** – Blogs/Articles
- **Documents** – Creates a list page of documents with links to detail pages as well as downloads
- **Events** - Creates calendar and list displays of date driven content such as meetings, trainings, and special events
- **Home Page Feature Rotator**
Displays the slide show feature on the home page
- **Media Gallery** – Displays the multi-media content for the site
- **Most Popular Content** – Creates blocks for most viewed and most commented content
- **Postcard** – Displays agency contact and location information in the footer of each page

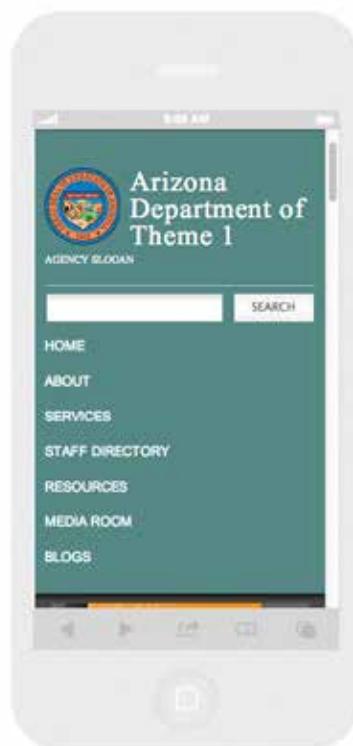
- **Press Releases** – Displays latest news block on the home page
- **Profiles** – Displays a list of profiles such as staff, leadership, board member, and commissioners
- **Recent Comments** – Lists the most recent viewer comments on site content (optional)
- **Resources** – List of resources
- **Services** – Displays services content
- **Webforms** - Displays all site webform content

Navigation (Menus)

The following navigation system is built into your new website. To conform to best practices in responsive design, it is necessary for the site to remain within these defaults:

- The site allows for up to six horizontal main menu items in addition to the Home link
- Each main menu item can contain up to five submenu items
- Breadcrumb trail navigation is automatically included for all menus and submenus

- The footer contains a utility menu for privacy policy and site map.



Example of the template's main navigation as viewed on a mobile device.

Included Content Types

Each standard content type is styled to match the look and feel of your site, map to the template regions, and work within the selected theme.

Blog:

A blog entry is a single post to an online journal or blog. In addition to a full page view, blog content can be set up to be previewed in blocks.

BLOG**ADOA-ASET History**

As part of her overall objective to reform and transform state government, Governor Janice K....

[MORE BLOG POSTS](#)


Teaser blog display

ADOA-ASET History

Posted by [nbeneventi](#) on Wed, 07/17/2013 - 08:27



As part of her overall objective to reform and transform state government, Governor Janice K. Brewer drove legislation in early 2011 that merged three large technology groups – the Government Information Technology Office (GITA), Information Services Division (ISD), and the Telecommunications Program Office (TPO).

The merger better aligned the agency responsible for statewide strategic Information Technology (IT) planning with the operational groups managing the State Data Center (SDC) and network infrastructure.

This new innovative and technology-focused group was renamed the Arizona Strategic Enterprise Technology (ASET) office within the Arizona Department of Administration (ADOA). This merger aligned ASET to transform Arizona into a nationwide leader of advanced IT strategies, methodologies, services and business processes.

Full content display

Comments:

User/viewer generated feedback to any posted content that is displayed on the site. The ability to comment on any content item can be turned on or off at your discretion.

Add new comment

Your name

Subject

Comment *

Home Page Feature:

Featured content that displays in the main carousel on the home page. Content is displayed in a transitioned slide show with pager controls for the user.

Document:

A document (generally a PDF or DOC) with a summary of information regarding the document that is available for download.

The Board of Accountancy
The Board of Accountancy provides assurance to the public that the CPA profession in Arizona...

[Read More >](#)



Documents**2012 ASET Annual Report**

Download the 2012 ADOA-ASET Annual Report

[DOWNLOAD](#)

PDF : 1.6 MB

Event:

The Event content type allows for simple event listings in a variety of customizable formats.

Upcoming Events**Event 1****Dates:**

08/21/2013 - 14:08 to 08/29/2013 - 15:09

Location:

400 E. Van Buren
350
Phoenix Arizona 85004
United States
Description here

[READ MORE](#) 

List display

	DATES	LOCATION	
Event 1	08/21/2013 - 14:08 to 08/29/2013 - 15:09	400 E. Van Buren 350 Phoenix Arizona 85004 United States	Description here READ MORE 
Agency Meeting	09/04/2013 - 10:44	123 N. Agency Ave. Phoenix Arizona 85000 United States	This is a test meeting description entry. READ MORE 
Training	10/07/2013 - 08:00 to 10/09/2013 - 17:00	123 Agency Ave. Phoenix Arizona 85000 United States	Test description for three day training event READ MORE 

Table display

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Media Gallery:

A collection of multimedia such as photos and video.

Note:

Please be aware photos and video files vary by size and large sizes utilize more storage space which may impact hosting costs. Please consult your hosting service for storage space plan information.

Media Gallery

Sample media gallery for test site.

**Press Release:**

Text content regarding a new development or announcement. Press releases can be shown as a teaser or as a full page display.

PRESS RELEASES

Jul 15, 2013

2012 ASET Annual Report

I am thrilled to welcome you to the first ever ASET Annual Report. It has been quite a year for our organization and I am excited to share with you what we accomplished in 2011.

Last year, in her “Four Cornerstones of Reform” policy agenda, Governor Brewer laid out her plan to revitalize Arizona through comprehensive reform of state government. To support this initiative, we have...

Jul 1, 2013

Test News Entry #5

Nunc fermentum sodales vestibulum. Nunc placerat, dolor sit amet facilisis rutrum, arcu urna tempor purus, quis laoreet nisi risus non justo. Fusce suscipit odio vel tempus scelerisque. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Nam nec magna felis. Sed posuere libero libero, sit amet imperdiet mi adipiscing sed. Vestibulum iaculis urna eget...

Profile:

A profile is used to describe a person (staff, author, business leader).

James Jones*Deputy Director of Technology*

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque porta tincidunt imperdiet. Phasellus placerat ornare nisl, sed mollis nisl consequat et. Curabitur eu mauris eget erat congue commodo eget sed magna. Sed et dui quis diam dapibus...

Related Terms (Taxonomy and Tags):

Displays content generated from user defined tags and terms. Tags can be displayed or hidden within each content type.

New*Oh The Things I Can Grow!*

Thu, 2012-11-15 09:16 -- 31199

[read more](#)*2013 Arizona State Fair*

Tentative dates for the 2013 Fair are Oct. 11 - Nov. 3, 2013 Closed Mondays & Tuesdays. Save the date!

[read more](#)*Competitive Entries - General Rules & Regulations*

Resources:

Pieces of content that provide useful tools or information. Documents can be added to this content type.

RESOURCES

Test Resource Tempor eleifend vix no, inani aeque dolores eum ne. Pri et habeo exerci. Aeterno efficiantur ne...

[Download](#)

2013 Strategic Plan In 2012, Arizona officially reached the amazing milestone of 100 years of statehood. With the...

[Download](#)

Test Resource - Four Proin lacinia rhoncus velit, ac vestibulum diam gravida porttitor. Suspendisse faucibus egestas...

[Download](#)

Resources list with downloadable documents

RESOURCES

Test Resource

Tempor eleifend vix no, inani aeque dolores eum ne. Pri et habeo exerci. Aeterno efficiantur ne nec, sea magna nobis et, nec ne oporteat...

2013 Strategic Plan

In 2012, Arizona officially reached the amazing milestone of 100 years of statehood. With the first 100 years behind us, it is now time to look to...

Test Resource - Four

Proin lacinia rhoncus velit, ac vestibulum diam gravida porttitor. Suspendisse faucibus egestas diam nec pretium. Nulla facilisi. Praesent at nisl ut...

[MORE RESOURCES](#)

Resource list

Services:

A description of a specific service or offering that the agency provides. Services content can be displayed in a variety of formats from full content to teaser lists.

Services**Services Catalog**

Lorem ipsum dolor sit amet, vide tritani maluisset his cu, ex sea doming audiam placera. Aperiri disputationi definitiones eum no, viris verterem patrioque ex vel. Ne graece signiferumque vix, soleat noluisse legendos cum in.

[READ MORE](#)

Teaser display

Services Catalog

Lorem ipsum dolor sit amet, vide tritani maluisset his cu, ex sea doming audiam placera. Aperiri disputationi definitiones eum no, viris verterem patrioque ex vel. Ne graece signiferumque vix, soleat noluisse legendos cum in.

Lorem ipsum dolor sit amet, vide tritani maluisset his cu, ex sea doming audiam placera. Aperiri disputationi definitiones eum no, viris verterem patrioque ex vel. Ne graece signiferumque vix, soleat noluisse legendos cum in. Lorem ipsum dolor sit amet, vide tritani maluisset his cu, ex sea doming audiam placera. Aperiri disputationi definitiones eum no, viris verterem patrioque ex vel. Ne graece signiferumque vix, soleat noluisse legendos cum in.

Full content display

Web Forms:

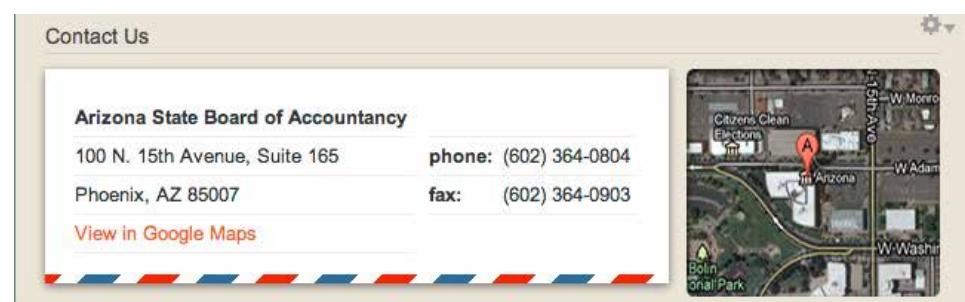
Web forms are forms or questionnaires accessible to users. Submission results and statistics are recorded and accessible to the editor and power user roles.

The screenshot shows a web form with the following fields:

- Full Name ***: An input field for entering a name.
- Company/Organization ***: An input field for entering a company or organization name.
- Street Address ***: A large input field for entering street address details.
- State ***: A dropdown menu labeled "- Select -".
- Zip ***: An input field for entering a zip code.

Postcard:

A block of content in the footer that enables you to display the location and contact information of your agency.



Change Management

Overview

Development

Production



Overview

There are two basic types of site changes, content and architectural. The majority of changes will be content, meaning simple website content such as text, images, and links added or modified within the site's existing structure. These changes can be handled directly by the site owner within the content management system.

Architectural changes tend to be structural in nature and include things such as adding or editing views, menus, or modules. Due to their complexity, architectural changes fall outside of the scope of content management and may require the agency engaging with the following change management process:

Change Management Process:

The change management process in systems engineering is the process of requesting, determining attainability, planning, implementing, and evaluating changes to a system. It has two main goals: supporting the processing of changes and enabling traceability of changes, which should be possible through proper execution of the organization's established process.

Development

Dev changes will require approval of the business owner, and can be executed during a scheduled change window during business hours as long as the change will not impact any non-related systems (ie. Changes on shared web hosting servers that require a server reboot).

Production

Production system changes will require the following:

1. A completed Service Desk request.
2. A Change Control Form (CCF) must be reviewed by the business owner and the technical resources that will execute the change. The CCF should be attached to the Service Desk request.
3. Review and approval by the Change Advisory Board (CAB) must be received prior to any changes taking place. The CAB meeting takes place every Thursday morning at 9 a.m. to review and approve all new and ongoing change requests.
4. Approval from the business owner, and an agreement to make a resource available from the business owner user group to test all changes during the designated change window.
5. Approval from the technical resource groups that will be involved with the change to confirm that they will have resources available during the requested change window.

Business Processes

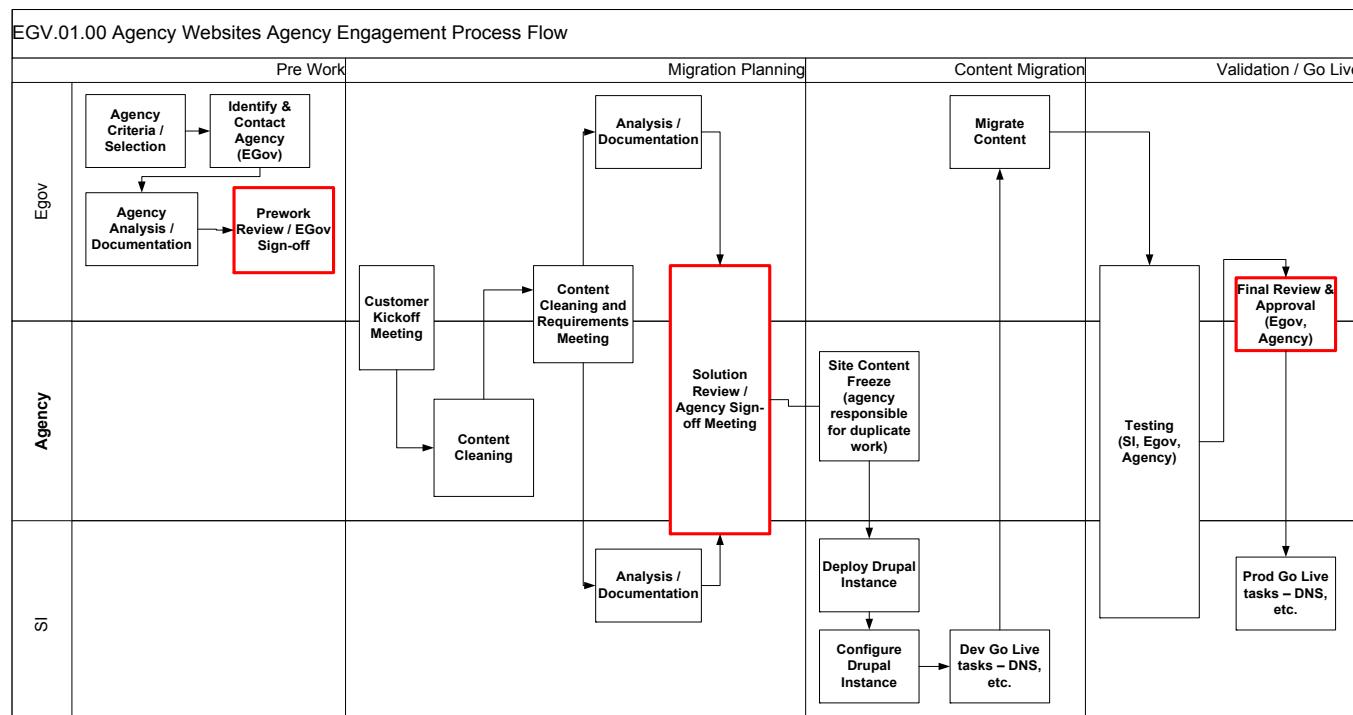
- Agency Engagement
- Migration Planning Pre-work
- Agency Content Cleaning Check List
- Migration Planning
- Content Migration
- Validation and Sign-off
- Agency Operational Support

Business Processes



Agency Engagement

The process of planning, engagement, migration and sign off of an Agency website



ADOA/ASET/EGOV – EGov team
 ADOA/ASET/SI – Systems Integration team
 ADOA/ASET/SPR – Security, Privacy, Risk team
 Agency (Customer) – Agency Role

Sign Off

BUSINESS
SOURCES



Migration Planning Pre-work

- Agency analysis / documentation
 - Pre-work documentation that can be completed prior to meeting with agency
 - Digital Government team reviews pre-work materials before meeting with agency
 - Pre-work review / Digital Government team sign-off

Migration Planning

- Customer kick off meeting
 - Overview of process
 - Estimated timelines
 - Resource needs (agency and ADOA-ASET)
 - Review pre-work documentation
 - Advantages – selling points
 - Cloud-based solution
 - Built-in resiliency and scalability
 - Site backup and restoration
 - Making own site Changes
 - Responsive design

- Integrated dynamic functionality
- Basic content approval workflow

- Costs
 - One-time
 - Ongoing

- Agency content cleaning
 - Reduce / eliminate Unneeded sections / outdated material and Content
 - Document as is
- Content cleaning and Requirements meeting
 - Obtain additional agency requirements
 - Map content to new structure
 - Analysis documentation
 - Implementing team and Digital Government team to review and complete planning documentation
- Solution Review / agency sign-off meeting
 - Overview of operational support
 - Review implementation documents

- Review development website
- Discuss process for go live
- Agency sign-off on migration effort

Content Migration

- Site content freeze
 - 1 week prior to migration effort
- Deploy Drupal
- Configure Drupal
- Dev go live tasks

Validation / Sign-Off

- Testing
- Agency final review / approval
- Prod go live tasks

Agency Content Cleaning Checklist

Tips for preparing your current website for analysis and content migration

Your new website will be created directly from your current site's content. Therefore, a careful review of all elements is essential. Evaluate content for usefulness to the target audience:

- What should be kept?
- What should be updated?
- What should be discarded?

Remove outdated or non-relevant information

Repair broken links, typos, and images

Replace old documents, forms, and images with updated versions

If your agency does not have direct access to your web content, please contact your content administrator for assistance.

Page Content

- Remove or replace all outdated content
- Verify calendar listings and confirm events are current

Contacts

- Review all staff, vendor, partner, and leadership lists
- Review agency phone numbers, emails, addresses, and available hours

Links

- Check links with a free link checker tool such as: <http://validator.w3.org/checklink>
- Repair all broken links
- Check that all links to third party sites lead to current and relevant content

Documents and Forms

- Ensure all documents are current and relevant
- Remove or replace outdated documents

Images

- Repair broken images
- Ensure images are good quality and current
- Optimize images for web

Image Editing Tip:

If your agency doesn't have access to Photoshop, try an open-source alternative like GIMP image retouching and editing software:
<http://www.gimp.org/>

BUSINESS
PROCESSES

Agency Operational Support

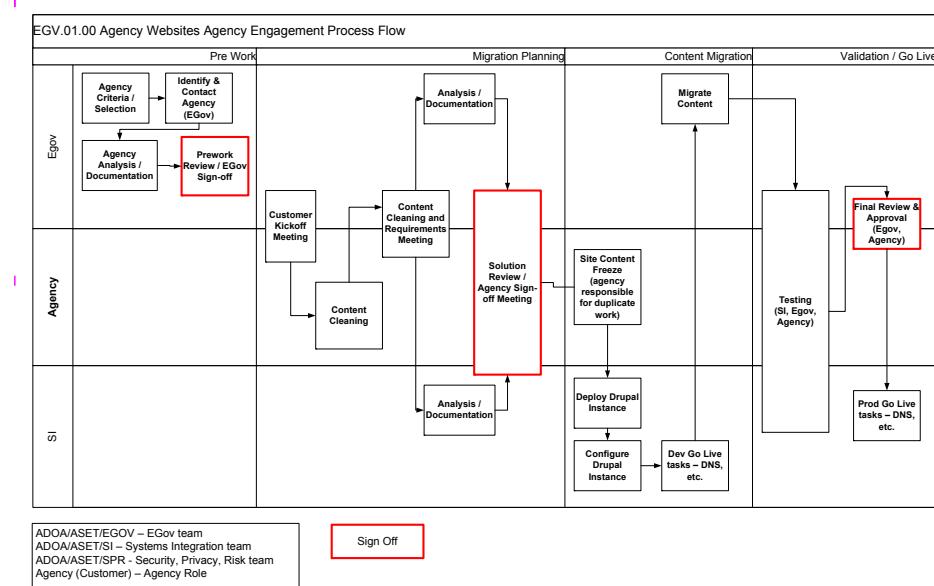
The process for an Agency to receive support for the Agency Platform

Website User Requires Assistance:

- Contact agency webmaster
- Webmaster resolves issue (next process, if issue cannot be resolved)
- Notifies user that the issue is resolved

Agency Website Administrator Requires Assistance:

- Submit relevant details and contact information to ADOA-ASET Service Desk
- Service Desk assigns ticket to appropriate support group
- Support group completes the requested work
- Work with agency website admin to test/confirm resolution
- Support group closes ticket
 - Automatic notification upon ticket closure



User Training

Logging in

Administrative Toolbar

Adding Content

Editing and Publishing Content

Inserting Tables into Content

Uploading Graphics and Images

Creating a Media Gallery

Add Home Page Rotator Content

Add Services

Learn
about
the
basics
of ADDA-ASET

How do I...

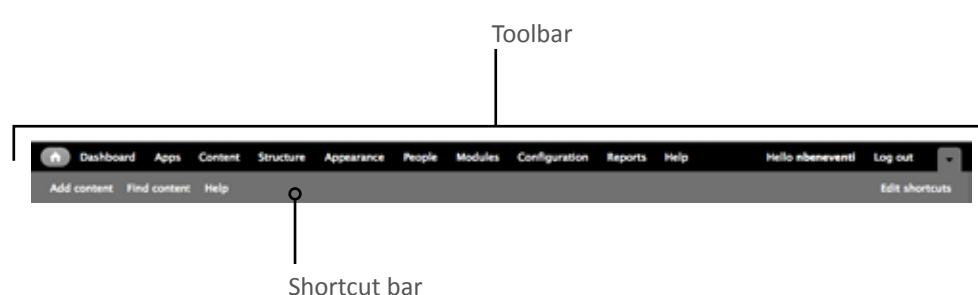
Log in to my site:

1. Type your website address followed by “/user”. Sample: “yoursitename.gov”/user
2. Next, enter your User ID and password in the log in screen.
3. Once logged in, you should see the black Administrative toolbar across the top of the page.

Navigate within the Administrative Toolbar:

The Drupal toolbar provides many ways to easily manage content.

- Toolbar – black toolbar across the top of your window that provides you with access to administrative tasks.
- Shortcut bar – makes it easier to find administrative pages by allowing you to create shortcuts. These shortcuts can be customized.

- Administrative Overlay – displays the administrative pages as a layer over the current page, rather than replacing the page you are working on in your browser window. The commands are grouped by topic to make it easier to find the task you want to complete.
- The Dashboard – provides a central location to manage the content on your site

Add content:

1. Click on “Add Content” link in the shortcut menu.
2. Select the type of content you want from the content type list.

Administration

There are security updates available for one or more of your modules or themes. To ensure the security of your site, please update as soon as possible.

- Dashboard**
View and customize your dashboard.
- Apps**
Install and Manage Apps
- Content**
Administer content and comments.
- Structure**
Administer blocks, content types, menus, etc.
- Appearance**
Select and configure your themes.

Dashboard Apps Content Structure Appearance People Modules Configuration Reports Help

Add content Find content Help

HOME > ADD CONTENT >

Add content

- Blog entry**
A blog entry is a single post to an online journal, or blog.
- Document**
A document with information related to files such as PDFs and DOCs.
- Editor's Choice**
A block of text/content that can be placed throughout the site.
- Event**
Add an event to the event calendar.

3. In this example, the profile content type is selected. Fill out the form by entering content in the appropriate fields.

This is the name used as the title of this content. This may be composed of the first and last names, or of the organization name, or any other name that you choose.

First Name: James Jones

Middle Name: Jones

Last Name: Jones

Description:

DESCRIPTION (CONTINUE)

James Jones is a sales representative at ABC Company. He has been with the company for 5 years and is responsible for managing accounts in the Western region. He is a team player and always goes above and beyond to ensure customer satisfaction. He is known for his positive attitude and ability to work well under pressure. When asked about his job, he always says "I love what I do".

PHOTO

No file chosen

4. The profile content type allows for the insertion of a profile photo. To insert a photo, click the Choose File button. Browse to the location of the photo you want to use on your computer and click Upload.

PHOTO

No file chosen

5. Fill out the image form completely. The “Alternate Text” field will appear on-screen in place of the image or be voiced by the screen reader. The text in the “Title” field appears when the user hovers over the image.

ALTERNATE TEXT

Photo of James Jones

TITLE

Photo of James Jones

6. The following are two examples of how profile content can be displayed:

Formatting Tip:

Text that is copied and pasted from Word documents contains hidden tags that often cause unintentional formatting changes and inconsistencies in the appearance of web content.

To strip the tags, first paste the text into a plain text editor such as Note Pad. Then, copy the text from the plain text editor and paste into the content form.

James Jones

[View](#) [Edit](#) [Track](#) [Nodequeue](#)

Deputy Director of Technology

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Full page profile display

James Jones

Deputy Director of Technology



Teaser display

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Add Blog Content:

Use the blog content type to add information like articles.

1. Click on the “Add Content” link in the shortcut menu, select the “Blog” content type from the list, and fill out the form fields.
2. In the “Related Terms” field, enter a key word related to the blog content (example: About). This allows all like content to be filtered into specific locations on the site. For this function to work properly, it is necessary to define and use a consistent site-wide taxonomy.
3. Check the “Show Author Info” box to link the blog content with the author’s profile content.
4. Click “Save” to save your work before leaving the form.
5. Until the site editor has approved the blog, the content will preview with a pink background.



RELATED TERMS
About

Arizona Strategic Enterprise Technology (ASET) Office

View Edit Revisions Track Nodequeue

Posted by abenevento on Mon, 07/15/2013 - 15:00

In alignment with the strategic missions of state agencies, ADOA-ASET develops and executes the statewide information technology strategy, as well as provides capabilities, services and infrastructure to ensure the continuity of mission critical and essential systems for the state of Arizona. The goal of ADOA-ASET is to transform Arizona into a nationwide leader of advanced IT strategies, methodologies, services and business processes. By leveraging technology as a catalyst for state reform ADOA-ASET enables efficient, innovative and sustainable services.

ADOA-ASET sets the technology, security, privacy, and communication strategies, policies, and procedures for the state of Arizona. In addition, it is the body responsible for monitoring and overseeing high-risk technology projects across all state agencies and managing large, state-wide programs and initiatives such as Digital Government, the Health Information Exchange, 911 and Digital Arizona.

In addition, ADOA-ASET manages critical operations and state services including the State telecommunications and data network, the State Data Center and disaster recovery. Other services offered by ADOA-ASET include application design, architecture and integration, process automation and business intelligence.

Related Terms: [About](#)

Unpublished blog preview

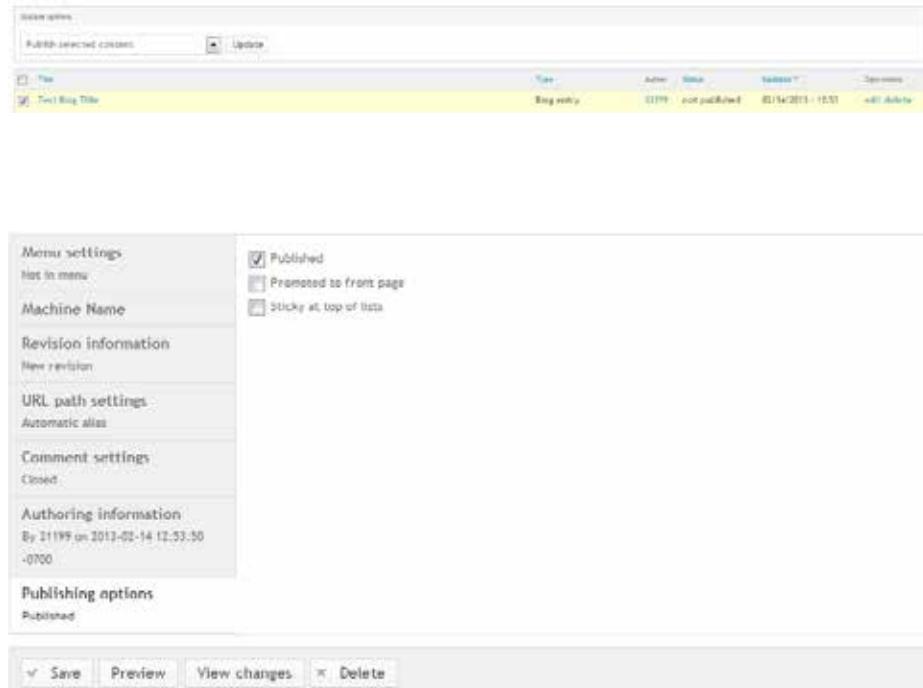
Edit/Publish Blog Content:

1. To find content ready for review and publishing, click on the “Find Content” link in the shortcut menu.
2. To make it easier to find content provided by contributors that is ready for editing, sort the list by “unpublished” content.
3. Open each unpublished item for review, editing, and publishing.



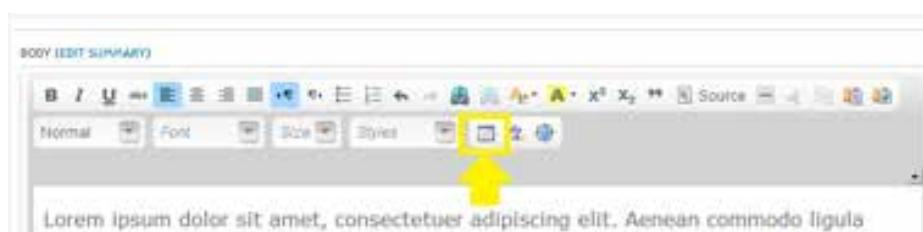
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4. Check the box next to the content you'd like to publish, choose "Publish Selected Content" from the dropdown box, and click "Update."
5. Alternatively, you may open the "Publishing Options" tab at the bottom of the blog content form, check the "Publish" box, and click "Save".
6. To make changes to published content, find the content you wish to modify (you may filter by content type and sort by publish date or title), open and edit, unpublish, or delete.
7. Save your work.



Insert a table into the body of a content type:

1. To insert a new table, click on the "Table Button."



2. Type the number of columns and rows you wish to add.
3. Click “OK” to add the table to the body.
4. Note: If you do not enter a set width, it will temporarily make the cells look really small. However, once content is added the cells will dynamically change size.

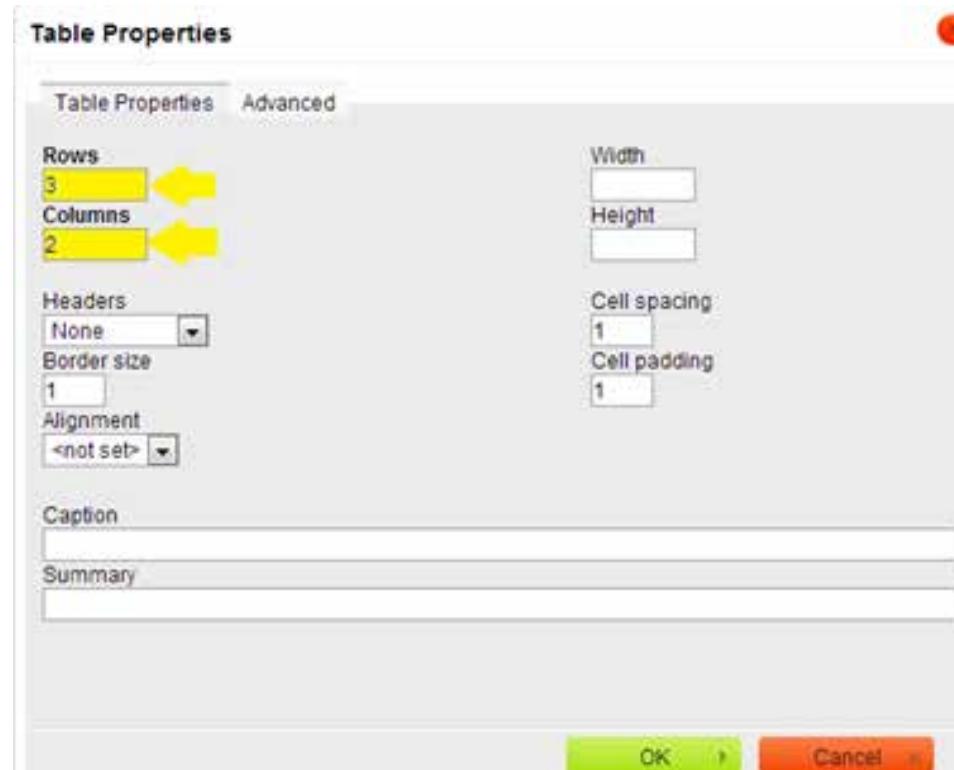
Formatting Tip:

Be aware that inserting fixed width tables into content may interfere with the responsiveness of the page.

If you create a table, be sure to test how it will view in common mobile devices.

Testing Tools:

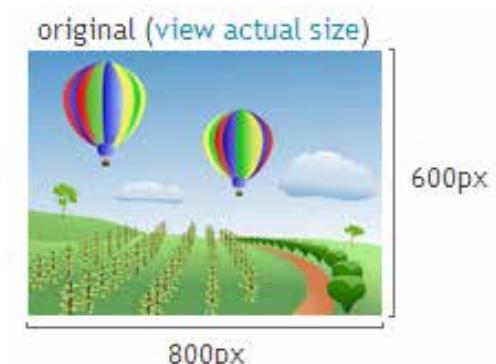
responsinator.com/
quirktools.com/screenfly/



Upload Graphics and Images:

Many image types allow for photos or graphic uploads. Before you upload any images, be sure your images meet the following requirements:

1. Use an image editor to make sure your images are the correct resolution: 72 to 96 DPI (dots per inch). Higher resolutions increase the load time of your site and may cause viewing errors for users with older browsers or slower internet connections.
2. Make sure the color mode is set to RGB (red, green, blue). CMYK (cyan, magenta, yellow, black) image settings are only for images that will be printed and the images will not display on a monitor.
3. For best results, make sure your image is the correct size or proportion to the final display size. The Drupal image module will scale and/or crop your images; however the results can be unpredictable if your original photo is not in the same proportion as the cropped/scaled output.
4. Once your image is optimized and ready for uploading, navigate to the content you'd like to add the image to and click edit. Select "Upload Image" and browse to the location of your image. Select it and click "Upload."
5. Save your work.



Create a Media Gallery:

1. Click “Add Content” on the administrative tool bar.
2. Select “Media Gallery.”
3. Fill out the content form. Title will be the name of the media gallery and Summary is the description of the overall gallery contents.

The screenshot shows the 'Create Media Gallery' page. At the top, there's a title field labeled 'TITLE *' with a red asterisk indicating it's required. Below it is a summary field labeled 'SUMMARY (EDIT SUMMARY)' with a rich-text editor toolbar above it. The rich-text toolbar includes various buttons for bold, italic, underline, font, size, styles, and alignment. At the bottom of the summary field, there's a link 'Disable rich-text'. The entire form is set against a light gray background.

4. To add media to the gallery scroll down below the summary form and click the “+” button in the media form.

The screenshot shows the 'MEDIA' section of the content form. It has a field labeled 'MEDIA' with a plus sign button to its left. Below the field is a checkbox labeled 'Add another item'. A green circle highlights the plus sign button. The background is light gray.

How do I...?

5. Fill out the create photo form. Title is the name of the media. Author is an optional field for the name of the media creator. Body is an optional field for a narrative regarding the media.

6. To add media, click the “Choose File” button located below the author field and navigate to the location of the media you want to place in the gallery and click the “Upload” button.

7. Fill out the image form completely. The “Alternate Text” field will appear on-screen in place of the image or be voiced by the screen reader. The text in the “Title” field appears when the user hovers over the image.

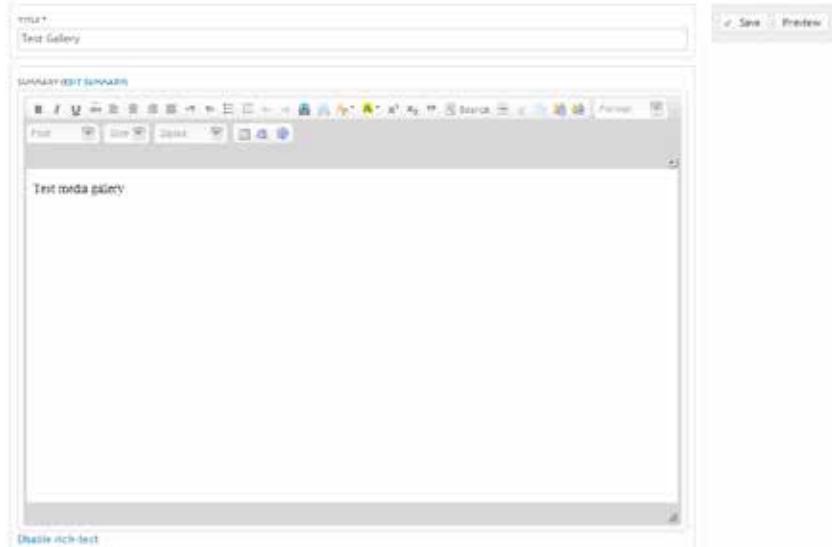


IMAGE		Download (826.11 KB)	Remove
ALTERNATE TEXT	<input type="text" value="Sample Image"/>		
TITLE	<input type="text" value="Sample Image Name"/>		

8. Save your work. A confirmation window will appear once save is complete.

The screenshot shows a user interface for creating a media gallery. At the top, there's a green checkmark icon followed by the text "Photo Photo Sample has been created." Below this, there's a "TITLE*" label with an input field containing the text "Test Gallery".

9. To add more images to the gallery, scroll down to the media field. Click “Add Another Item” to begin. Repeat the process until all images needed for the gallery are uploaded.



10. Save your work.

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Add content to the home page rotator:

1. Click “Add Content” on the administrative tool bar.
2. Select “Home Page Feature.”
3. Fill out the content form. Title will be the heading of your rotator slide; Quick Summary will be the subheading (the summary views best when kept to just a few words); URL is the link that the slide will reference when clicked.
4. Next, choose a featured image to upload by clicking “Choose File” below the Feature Image header, navigating to the photo where it is stored on your computer, and clicking “Upload.” Note: Thumbnail Image is not used in this content type.
5. Save your work and navigate to the home page to view your new content.

The screenshot shows the 'Create Home Page Feature' interface. The content form includes fields for TITLE (Test Home Page Feature), QUICK SUMMARY (This is a test of the home page feature content.), and URL (http://www.yourlinkhere.com). Below the form are sections for THUMBNAIL IMAGE and FEATURE IMAGE, each with a 'Choose File' button and an 'Upload' button. The resulting rotator slide on the left displays the title 'Test Home Page Feature' and the quick summary 'This is a test of the home page feature content.', with a 'Read More' button. To the right is a thumbnail image of a desert landscape with a large rock formation.

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Change the order of content in the home page rotator:

Content in the home page rotator is automatically arranged in order by post date. However, if you would like to change the display order, follow the steps below. Note, these same steps can also be used to reorder services and leadership content types.

1. Click on “Find Content” and filter by home page feature using the dropdown box.
2. For each home page feature (node) that you would like to show in the rotator, click “Edit,” then click the “Nodequeue” tab, then click “Add to queue.”
3. Repeat steps 1 and 2 for each item you want to add.
4. Once all content nodes are added to the queue, click “Structures” and then “Nodequeue” on the Administrative toolbar.

Show only items where:

STATUS: any

TYPE: Home Page Feature

Filter

Show paginated results:

where type is Home Page Feature

post order: start

Refine Undo Reset

Content list:

Publish selected content Watch

Title	Type	Author	Created	Last modified
Pre-Election Year: What's Next?	Home Page Feature	white	published	10/26/2012 - 11:04
Education Tops Presidential Agenda in 2011	Home Page Feature	white	published	10/26/2012 - 11:27
Congress Wants to Ban Ban on Dismantling US Tax Code	Home Page Feature	white	published	10/14/2012 - 14:49
San Francisco Implements Open Source Policies	Home Page Feature	white	published	10/14/2012 - 14:49
Open Source Santa Conrad Opportunities for Government	Home Page Feature	white	published	10/14/2012 - 14:49

[Home](#) > [Education Tops Presidential Agenda in 2011](#) > [Education Tops Presidential Agenda in 2011](#)

Education Tops Presidential Agenda in 2011

View Edit Revisions Track Nodequeue

Title	Max nodes	In queue	Operation
Home Page Feature Rotator	Infinite	3	Add to queue

Set
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5. Click “Edit” next to home page feature rotator.
6. Click, hold, and drag a node and move it to a new position, reordering the nodes.
7. Save your work.



Add Services content:

1. Click “Add Content” on the administrative tool bar.
2. Select “Services.”
3. Fill out the content form. Title will be the heading of your content and body will be the story your content creates.

4. Next, choose a photo to upload by clicking “Choose File” and navigating to the image where its stored on your computer, and clicking “Upload.”
5. Save your work.

PHOTO

 No file chosen

Services

Test Service Content



[READ MORE](#)

Teaser

Test Service Content

[View](#) [Edit](#) [Track](#) [Nodequeue](#)

Fri, 02/22/2013 - 12:12

Lorem ipsum dolor sit amet, no ridens mediocritatem pri, apeirian moderatius mei te. Cu vim iudico petentium, vix ea malis tritani. Partem senserit incorrupte no sed, eos ea option eloquentiam, vis adhuc persius id. At rebum epicurei mel, novum conceptam interesset has et, vix malis mnesarchum ea. Veniam utinam fabulas nec ex.



Per ne nobis consul rationibus, qui feugait recteque explicari ea. Ea scriptorem neglegentur vix, quod iuptatum iudicabit mei ad, eu sit dictas aperiri menandri. Malis ornatus ea cum. Ut pri nostro dictas electram, ius te alia fugit labores.

Pro labitur epicuri delicatissimi at, per at partiendo similique forensibus. Ridens scripta probatus ex eam, mea solum repudiandae eu. Deserunt consetetur vim in, has discere equidem mediocrem ei. Est no atqui quando nominavi, pro rebum eiusmod theophrastus ex. Cum salutatus appellantur et.

Ne graecis scripserit pri, id usu purto salutatus. Ne vis homero eirmod numquam. Ea mei sale mediocritatem, no vix illud liber. Ex dicit vitae volumus nec, eam ea dicta nemore dissentias. Ut sanctus prodesset usu, an noluisse delectus cum.

12 comments

Full content

Additional Resources

ADOA-ASET Group Training Sessions

How to Guide

Acquia Training

Drupal Groups

Lynda.com

OSTraining

Acquia Training:

Acquia offers both in-person and online Drupal training. Please contact them directly to discuss the many options that are available to suit your specific needs.

Drupal Groups:

Drupal is built, used, and supported by an active and diverse community of people around the world. You can join the Drupal Community at Drupal.org and join Drupal groups in your area. Many groups meet regularly and offer a variety of community based support such as the Phoenix Metro Drupal Group's Drupal Camp.

lynda.com:

lynda.com is a premium source of online training for a wide range of software including Drupal 7. You can start a free trial to see if it's right for you.

NxtTeam:

NxtTeam.com offers a wide variety of in person and virtual classroom Drupal 7 courses.

OSTraining:

OSTraining.com offers online, classroom, and onsite training.

Site Analytics

Overview

Analysis Tools

Overview:

Your new Drupal website comes with access to Google Analytics, a set of powerful analytic tools to help you dive into your data. Account login information will be provided to you during the implementation process.

Analysis Tools:

Real-Time Reporting - See how many people are on your site right now, where they came from, and what they're viewing.

Custom Reports - Build your own metrics dashboard in minutes. Instead of wading through data, you have instant access to the answers you need.

Custom Variables - Custom variables help you to understand your customer segments and learn how engaged they are with your site.

Advanced Segmentation - Apply predefined segments such as "Visits with Conversions" or "Organic Traffic", or create your own segments. Analyze individual segments or compare a number of segments across all your reports.



Dashboards - Start with a dashboard that includes the most important performance indicators for your organization. Create an "SEO" dashboard for your search engine optimization.

Visualization - Google Analytics offers a variety of powerful visualization tools including Flow Visualization and In-Page Analytics.

Sharing - Data driven decision making works best when your teams can easily share information. Use the intelligence and alerts feature to discover unexpected changes and notify your colleagues. Mark key events in your account history for

others to see. Easily develop and share custom dashboards for the metrics important to your business.

API and Customizations - Applications, plugins, and customizable features are available to help you integrate Google Analytics into your organization's workflows. Take advantage of thirdparty solutions, or create your own apps using the Google Analytics API.

A grayscale circuit board pattern serves as the background for the left half of the slide.

100



AZDOA-ASET

Arizona Strategic Enterprise Technology

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Phoenix, AZ 85007

Service Desk
(subject: Agency Platform)
602.364.4444
ServiceDesk@azdoa.gov

