Technical Factor 2

VA OIT Drupal CMS User Guide

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1. Introduction

CTAC has created a Drupal proof-of-concept in response to the VA's need to create an Eligibility for Veterans Pension page with content in two languages (English and Spanish). Our solution is a one-to-one, single node de-coupled drupal solution that facilitates the entry of English content and the ability to automatically and/or manually translate the site's information into Spanish. The proof-of-concept leverages an API (application program interface) built within Drupal to support the need for a decoupled front-end. CTAC also designed the backend content entry in conjunction with our UI/UX (user interface/user experience) Team based on Human-Centered Design (HCD) principles.

This document will provide step by step instructions for each of the available user permissions in the system.

2. User Accounts & Permissions

There are five user accounts that can access and modify content within the proof-of-concept. Each user account has a set of five permissions that could be assigned to them: English Editor, Spanish Editor, English Publisher, Spanish Publisher and Administrator. The list of permissions grant the users the ability to create, modify, and/or delete various content within the proof-of-concept.

Users Table:

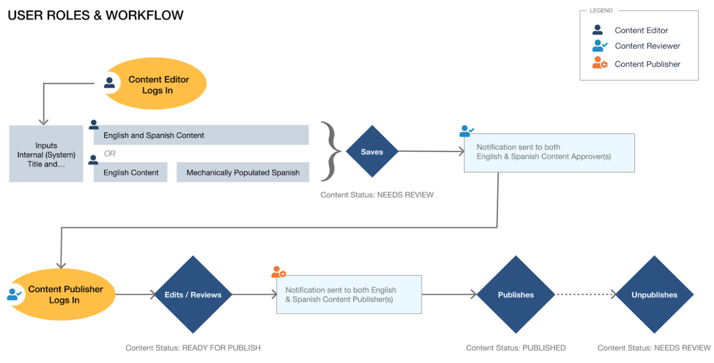
Name	**Permission Set / Role(s)**
Admin	Administrator
ContentPublisher	English Publisher Spanish Publisher English Editor Spanish Editor
BilingualEditor	English Editor Spanish Editor
EnglishEditor	English Editor
SpanishEditor	Spanish Editor

Roles Table:

Role Name	**Description**
Administrator	Full administrative power to create, edit and delete anything in the system.
English Editor	Able to edit the fields in the English section when creating or editing a page and save those changes.
Spanish Editor	Able to edit the fields in the Spanish section when creating or editing a page and save those changes.
English Publisher	Able to publish the English content to the API.
Spanish Publisher	Able to publish the Spanish content to the API.

3. User Roles and Workflow Diagram

The VA users defined in Section 2 will access the proof-of-concept Drupal CMS to create, edit and/or publish content against a defined workflow. The workflow is graphically represented below. A VA English Editor will access the CMS and create a new page. The new page will consist of five fields they can choose to complete. The only required form field is the Node's 'Internal Title'. Once the English Editor saves their content, which automatically updates the status to '*English Content is ready for Publishing*', all content will be automatically translated via an API call to Google Translate, populating the Spanish fields and the Spanish Editors and Publisher will be notified (All notifications are spoofed in the proof- of-concept) that a page has been created (In the case where an existing page is updated, a notification will be sent, but the auto translation content will not be auto populated. Autopopulation will only occur during the initial creation of the node). The Spanish content page's status will update to '*Spanish Content needs Review*'. The Spanish Editors have the option to manually


USER ROLES & WORKFLOW
LEGEND
Content Editor
Content Reviewer
Content Publisher
Content Editor Logs In
Inputs Internal (System) Title and…
English and Spanish Content
OR
English Content
Mechanically Populated Spanish
Saves
Content Status: NEEDS REVIEW
Notification sent to both English & Spanish Content Approver(s)
Content Publisher Logs In
Edits / Reviews
Content Status: READY FOR PUBLISH
Notification sent to both English & Spanish Content Publisher(s)
Publishes
Content Status: PUBLISHED
Unpublishes
Content Status: NEEDS REVIEW

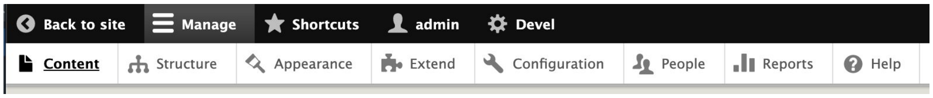
translate the Spanish content, or accept the auto-translated Spanish content. Once the Spanish content has been reviewed and saved, the status is updated to ‘*Spanish Content is ready for Publishing*’, The Publishers will be notified that content has been finalized and is ready for publication. Publishers have the ability to review, edit and publish English and Spanish content independently of each other, even though they are built on a single Drupal node. The Publisher can change the status of the page to ‘*Published*’, and the information will be live in production. The ability to unpublish content, not resulting in a 404 error, has been placed in the product’s backlog for future consideration. Any change to the content will require a Publisher to republish the latest version. If the page is no longer required, the page can be deleted from the Drupal delete tab.

4. Creating a New Site Page

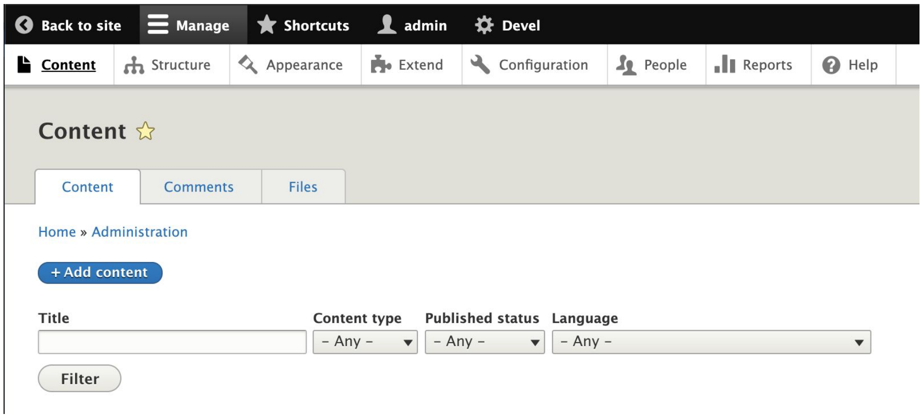
Proof-of-concept Assumption: English content will always be completed prior to Spanish review and or edits.

1) Log into CMS as an English or Bilingual Editor
   Proof-of-Concept url: http://3.234.180.168/

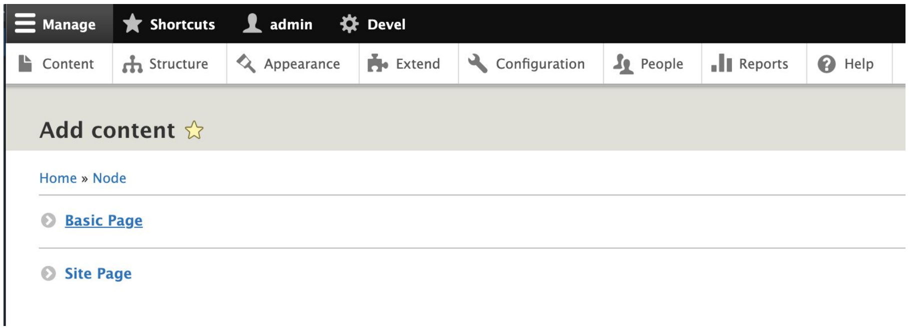
2) Select Content



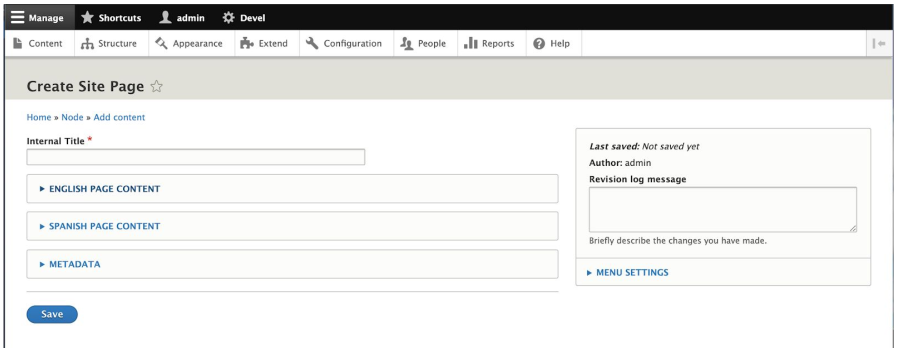
3) Select Add Content



4) Select Site Page

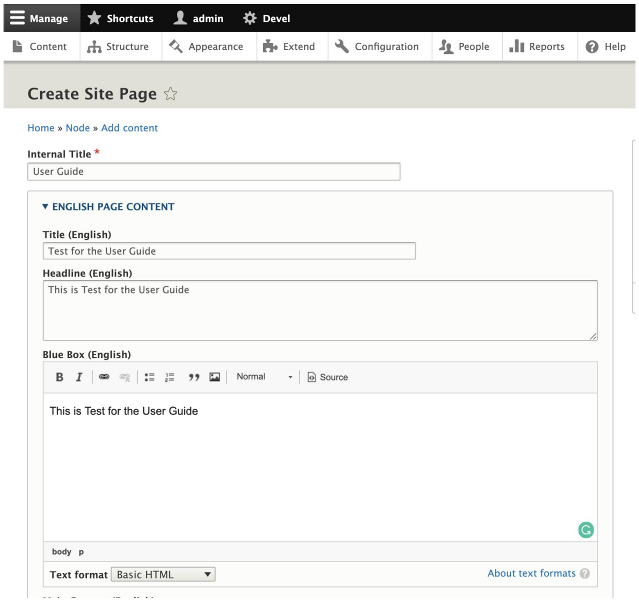


5) Open English Accordion



Last saved: *Not saved yet*
Author: admin

6) Enter English Content



Internal Title *: User Guide

Title (English): Test for the User Guide

Headline (English): This is Test for the User Guide

Blue Box (English): This is Test for the User Guide

Text format: Basic HTML

7) Save the Page

***Spanish Translation is automatically translated**

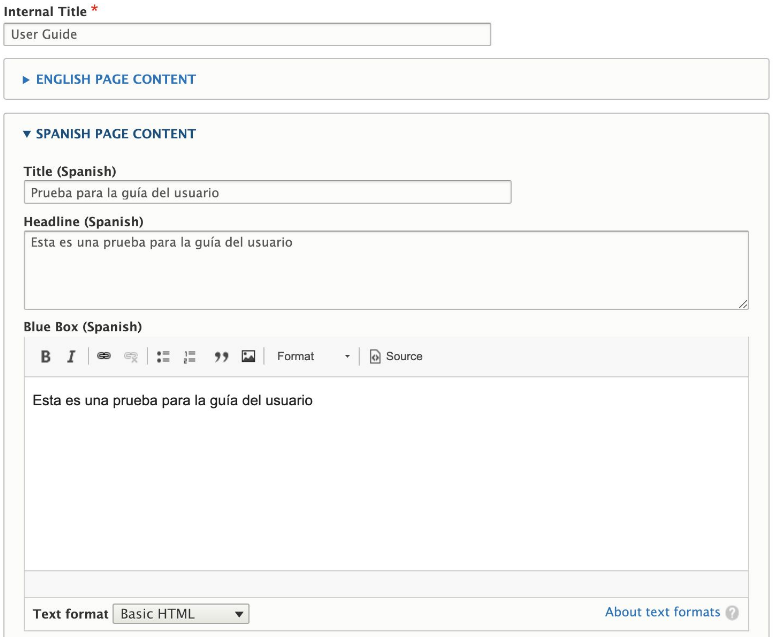
***English Status Updated to 'English Content Ready for Publication'**

***Spanish Status is Updated to 'Spanish Content needs Review'**

***Notification sent to Spanish Editor and Publisher (Spoofed in proof of concept)**

8) Log into CMS as an Spanish or Bilingual Editor

9) Review the Spanish Content in the Accordion and make any changes



Internal Title *
User Guide

Title (Spanish)
Prueba para la guía del usuario

Headline (Spanish)
Esta es una prueba para la guía del usuario

Blue Box (Spanish)

Esta es una prueba para la guía del usuario

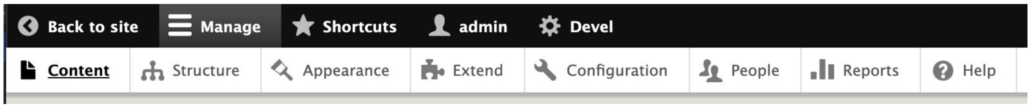
Text format: Basic HTML

10) Save the Page
***Spanish Status is Updated to 'Spanish Content Ready for Publication'**
***Notification sent to Publisher (Spoofed in proof of concept)**

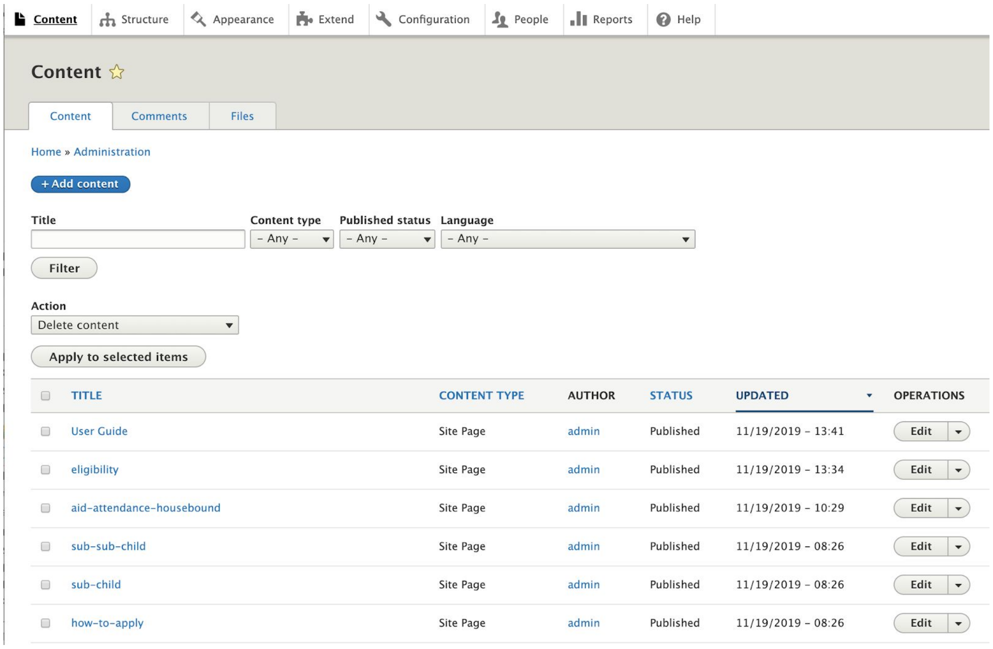
5. Editing an existing Site Page

1) Log into CMS as an English or Bilingual Editor

2) Select Content



3) Choose an existing site page to edit, and Select the Edit Button to the far right under the Operations Column



Title

Content type – Any –

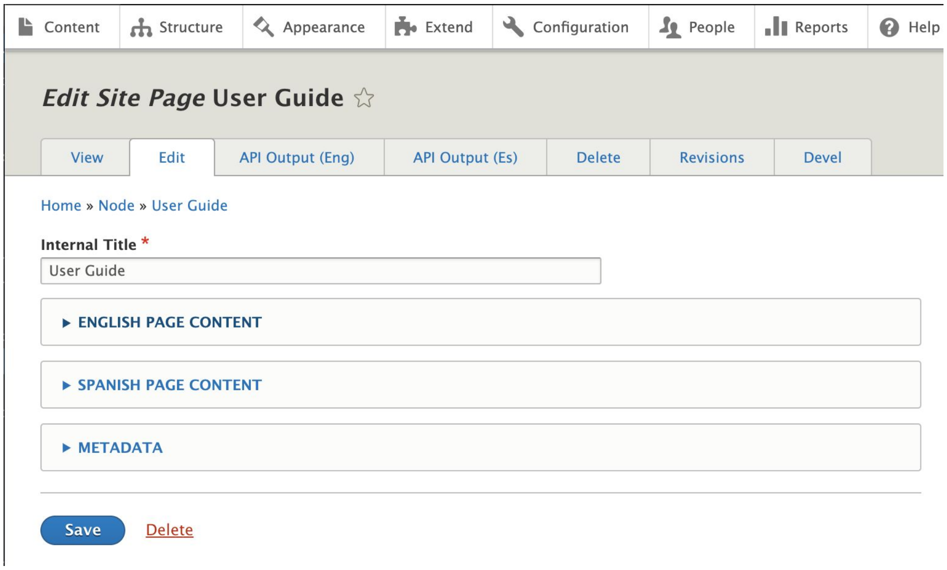
Published status – Any –

Language – Any –

Action Delete content

□	TITLE	CONTENT TYPE	AUTHOR	STATUS	UPDATED	OPERATIONS
□	User Guide	Site Page	admin	Published	11/19/2019 - 13:41	Edit
□	eligibility	Site Page	admin	Published	11/19/2019 - 13:34	Edit
□	aid-attendance-housebound	Site Page	admin	Published	11/19/2019 - 10:29	Edit
□	sub-sub-child	Site Page	admin	Published	11/19/2019 - 08:26	Edit
□	sub-child	Site Page	admin	Published	11/19/2019 - 08:26	Edit
□	how-to-apply	Site Page	admin	Published	11/19/2019 - 08:26	Edit

4) Open the English Accordion



Internal Title * User Guide

5) Make the necessary updates

6) Save the Page
Spanish Translation is NOT automatically translated, edits require manual translation as not to overwrite previous manual translation
English Status Updated to 'English Content Ready for Publication'

****Spanish Status is Updated to 'Spanish Content needs Review'***
****Notification sent to Spanish Editor and Publisher (Spoofed in proof of concept)***

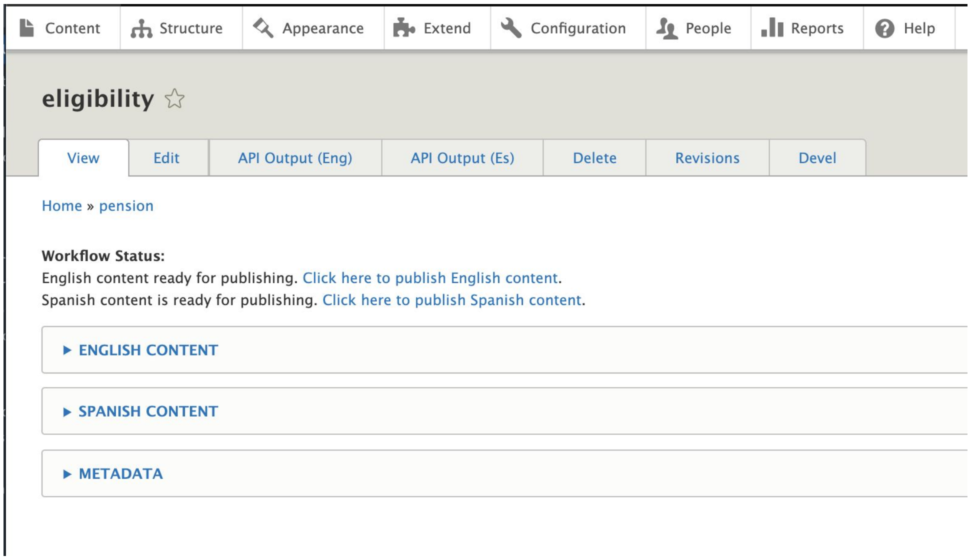
7) Log into CMS as an Spanish or Bilingual Editor

8) Repeat steps 3 - 6: choose the Spanish Content Accordion, Review the Spanish content and make any changes, Save the changes.
****Spanish Status is Updated to 'Spanish Content is Ready for Publication'***
****Notification sent to Spanish Editor and Publisher (Spoofed in proof of concept)***

6. Publishing Content

1) Log into CMS as a Publisher

2) Select the Content that is ready for publishing

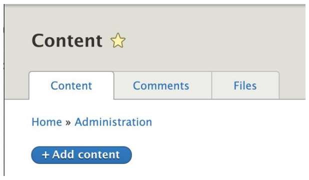


Workflow Status:
English content ready for publishing. Click here to publish English content.
Spanish content is ready for publishing. Click here to publish Spanish content.

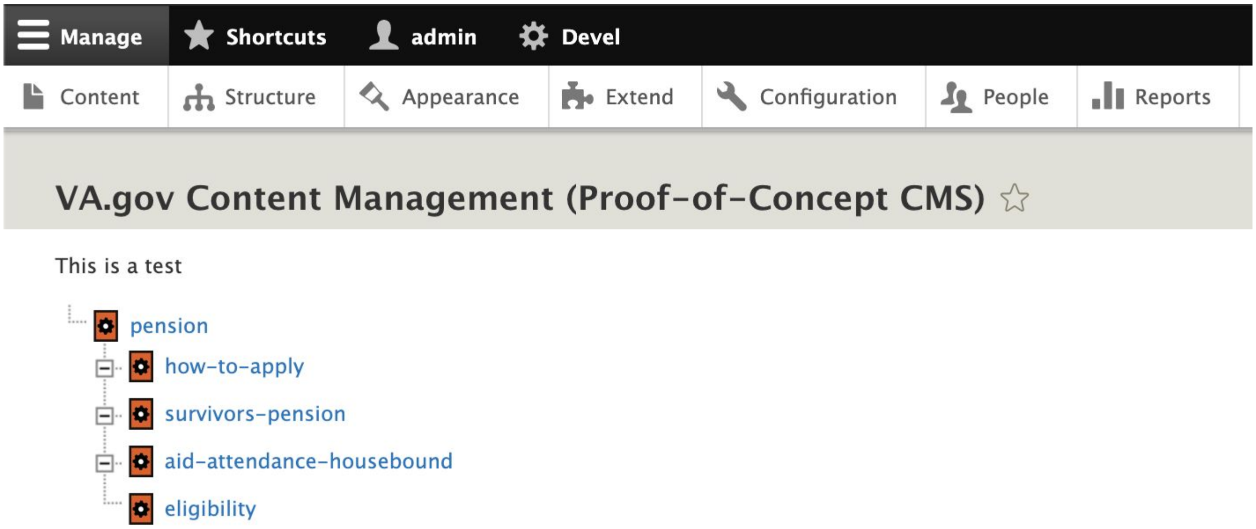
3) Publish the English Content by selecting 'Click here to publish English content'

4) Publish the Spanish Content by selecting 'Click here to publish Spanish content'

7. Editing/Updating the Site Tree



CTAC has created the proof-of-concept to mirror the site structure and pages of the first level pages under the eligibility section www.va.gov/pension/eligibility. The site structure can be accessed from the Home link in the breadcrumb menu.

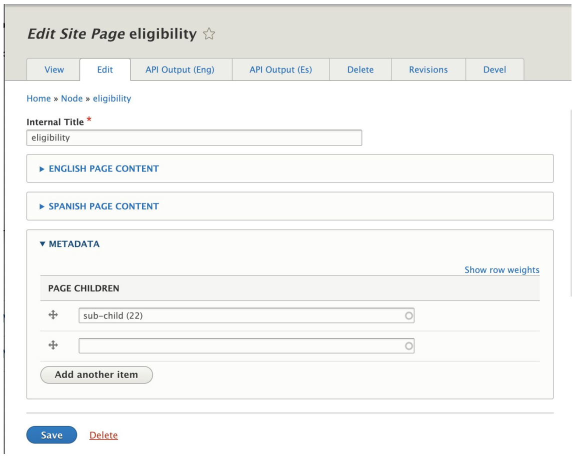


VA.gov Content Management (Proof-of-Concept CMS) ☆

This is a test

- pension
  - how-to-apply
  - survivors-pension
  - aid-attendance-housebound
  - eligibility

The site tree and the relationships between pages are managed from the 'METADATA' Accordion on the Content Page. A new page can be added to the tree by selecting it as a child, to a parent-page here.



Edit Site Page eligibility ☆

Home » Node » eligibility

Internal Title *: eligibility

PAGE CHILDREN

- sub-child (22)

8. Front-end API Instructions

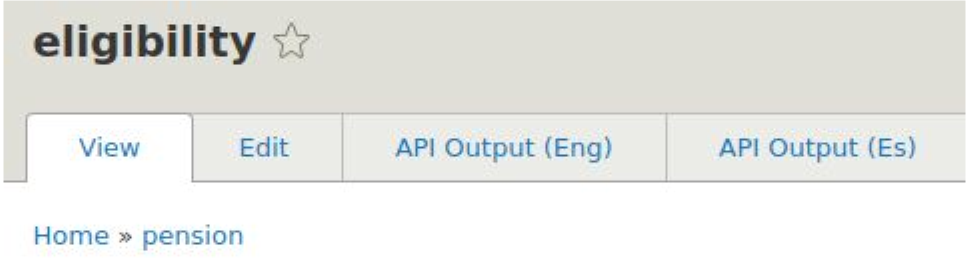
The Front-end API has two endpoints, one for English, and one for Spanish. The endpoint's base-paths are located at;

- /api-eng/
- /api-es/

And the base-paths are expected to be preceded by; the path to the page in the CMS. For example;

- For a page that is located at the URL of /pension/eligibility
- The API-path would be located at;
    - (for English) /api-eng/pension/eligibility
    - (for Spanish) /api-es/pension/eligibility

A simpler way of navigating to an API-page for a particular content-item (for proof-of-concept/debug purposes) is to utilize the “API Output”-tabs seen when viewing/editing content-items



This tab will take you directly to the API-page for the content-item you are viewing.

Note: If the API is returning no data, please ensure at least one revision is published.

Note: If the API is returning different information that what you are seeing from the View-tab, please publish the latest revision (in this situation, a previous-revision is published)