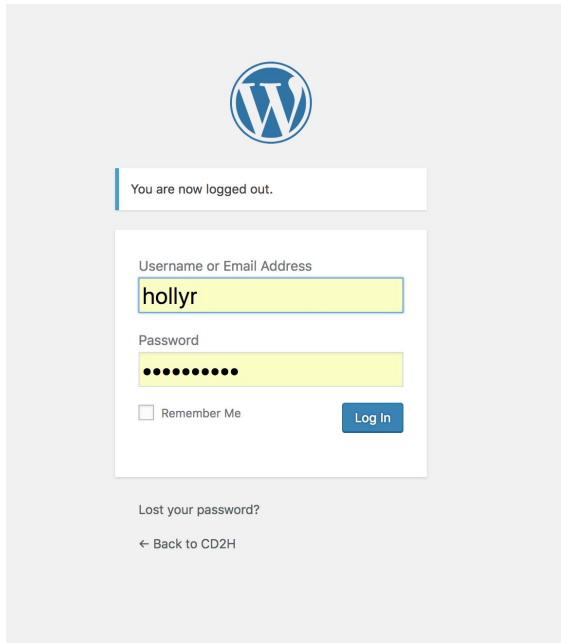

To login

- Type /wp-admin after the URL to get to the login screen

A screenshot of the WordPress login interface. At the top center is the WordPress logo, a blue 'W' inside a circle. Below it is a white box with a blue border containing the text "You are now logged out." Below that is another white box with a blue border containing the login form. The form has two input fields: "Username or Email Address" with the text "hollyr" entered, and "Password" with ten black dots. Below the password field is a checkbox labeled "Remember Me" and a blue "Log In" button. At the bottom of the form box, there is a link "Lost your password?" and a link "← Back to CD2H".

You are now logged out.

Username or Email Address
hollyr

Password
●●●●●●●●●●

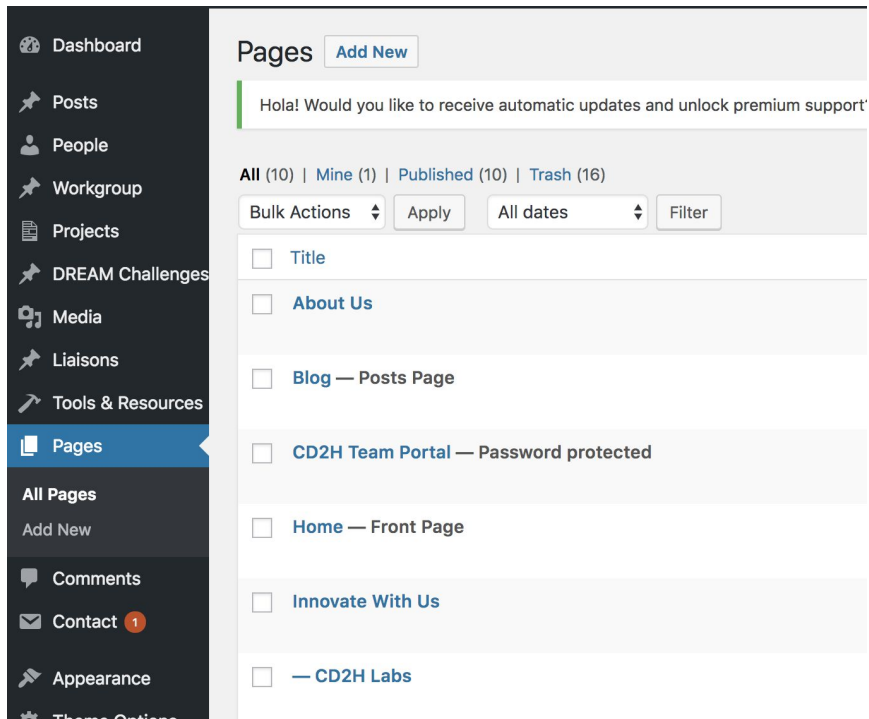
☐ Remember Me [Log In](#)

[Lost your password?](#)

[← Back to CD2H](#)

To edit a page

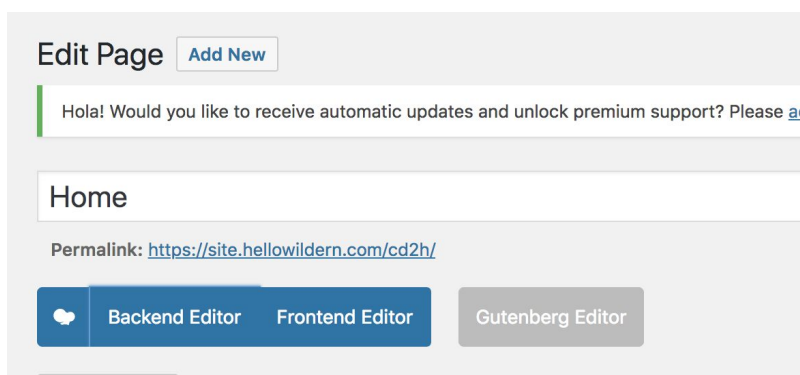
- Go to the Dashboard > Pages > All Pages



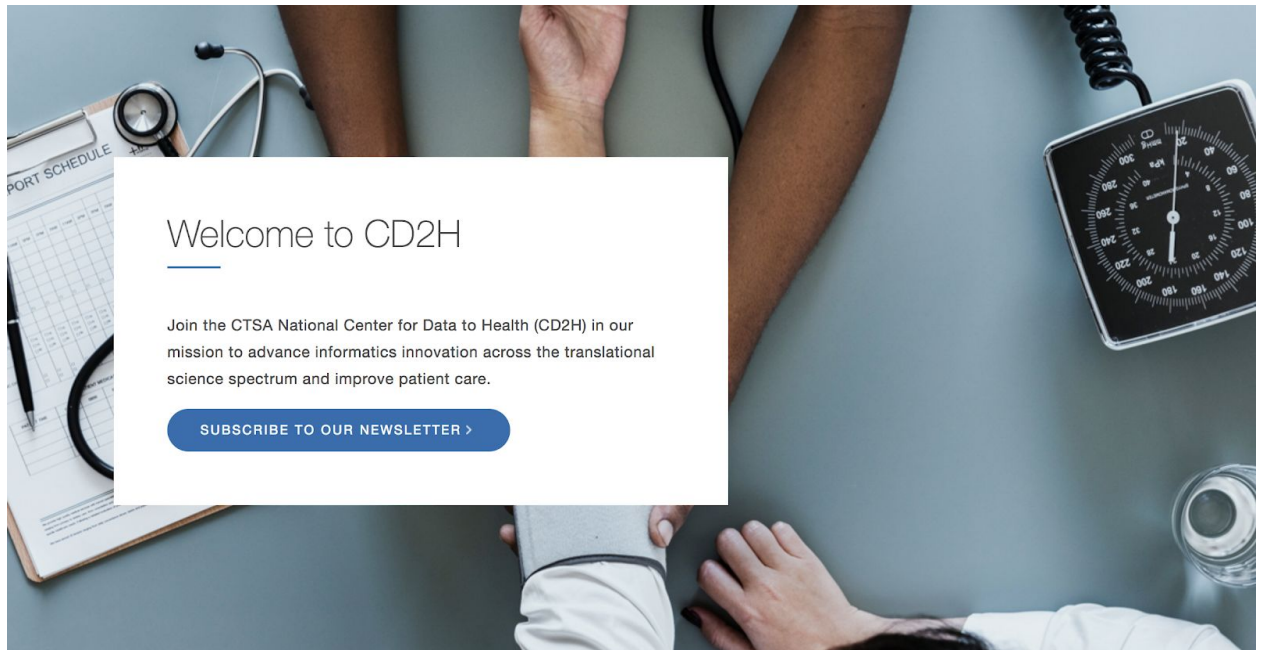
- Hover over the page you would like to edit and click “Edit” from the menu that appears

☐ **Home — Front Page**
[Edit](#) | [Quick Edit](#) | [Trash](#) | [View](#) | [Edit with WPBakery Page Builder](#)



- Once you click on “Edit”, you will be in edit mode on the page. Click on “Backend Editor” to see the page in rows + components versus code (if it is not already selected)


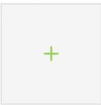


- You will see that the page is made up of rows and components as below. To edit any component, simply hover over it to see a pencil icon. To edit the hero section, click on the pencil icon to edit.



- Once you click on this, a modal dialog box will appear that allows you to edit the background image, title, content and button text + url

Hero Settings



Background Image



Title
Welcome to CD2H

Content

Add Media
Visual
Text

Paragraph
B
I

-
-

-
-

“ ”
≡ ≡ ≡
Link
Table
Fullscreen

Join the CTSA National Center for Data to Health (CD2H) in our mission to advance informatics innovation across the translational science spectrum and improve patient care.

Button Text
Subscribe to Our Newsletter

Button URL
https://docs.google.com/forms/d/e/1FAIpQLSctJpFYOCyURD_m2vRlu2DfGAUJlk7x2_XUqV9xi!

Button Text #2

Button URL #2

Close
Save changes

- Once you make you changes, select “Save Changes”. The modal dialog box will close and you’ll return to the page.
- Once you are done making all changes on the page, you must click “Update” in the upper right hand corner of the page to publish them. This must be done any time you edit a page, workgroup, project, post, etc.

Publish

Preview Changes

Status: **Published** [Edit](#)

Visibility: **Public** [Edit](#)

Revisions: **11** [Browse](#)

Published on: **Oct 18, 2018 @ 18:02**

[Edit](#)

[Move to Trash](#)

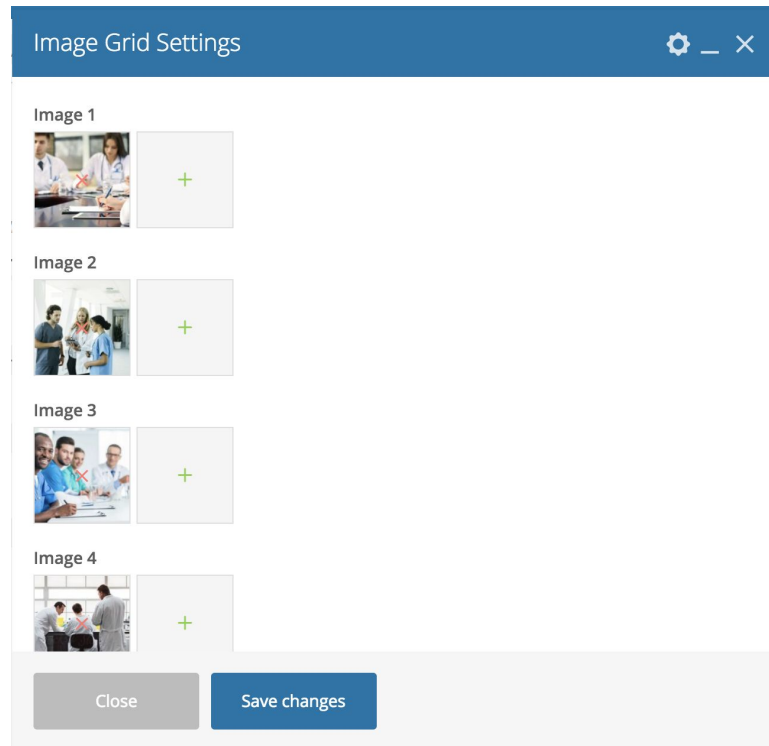
Update

To edit other components on each page:

- Image grid component:

- Hover over the component and click on the pencil icon

- Hover over the component and click on the pencil icon
- This modal dialog box will appear where you can remove and replace images



- **Headline, Text Block + Button Component**

Join The Conversation

CD2H Community Workgroups bring together diversely qualified experts from across the translational science community to identify challenges and develop informatics solutions to serve the CTSA Program. The Workgroups are focused on developing solutions in three key areas: Data, Software and People.

OUR COMMUNITY WORKGROUPS >

- Hover over the component and click on the pencil icon
- For Headlines, you can modify the title, pick the accent color (the rule under the headline), and select the style

Headline Settings

Title

Join The Conversation

Accent Color

Secondary

Formatting

Headline 1

Styling

Extra classes

text-center text-md-left

Close Save changes

- For Text blocks, you can edit text as needed using a WSIWYG editor. This allows you to bold, italicize, etc.

Text Block Settings

General

Design Options

Text

Add Media

VisualText

Paragraph

B

I

“

CD2H Community Workgroups bring together diversely qualified experts from across the translational science community to identify challenges and develop informatics solutions to serve the CTSA Program. The Workgroups are focused on developing solutions in three key areas: Data, Software and People.

CSS Animation

None

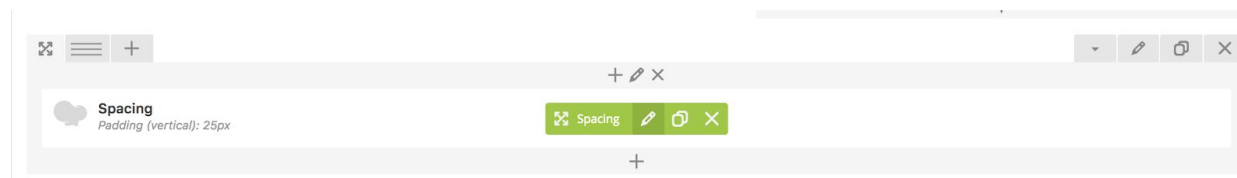
Animate it

Close

Save changes

- **Spacing component**

- Hover over the component and click on the pencil icon



- In here you can modify the padding and margins in pixels

Spacing Settings

Padding (vertical)

25px

Top Margin

Bottom Margin

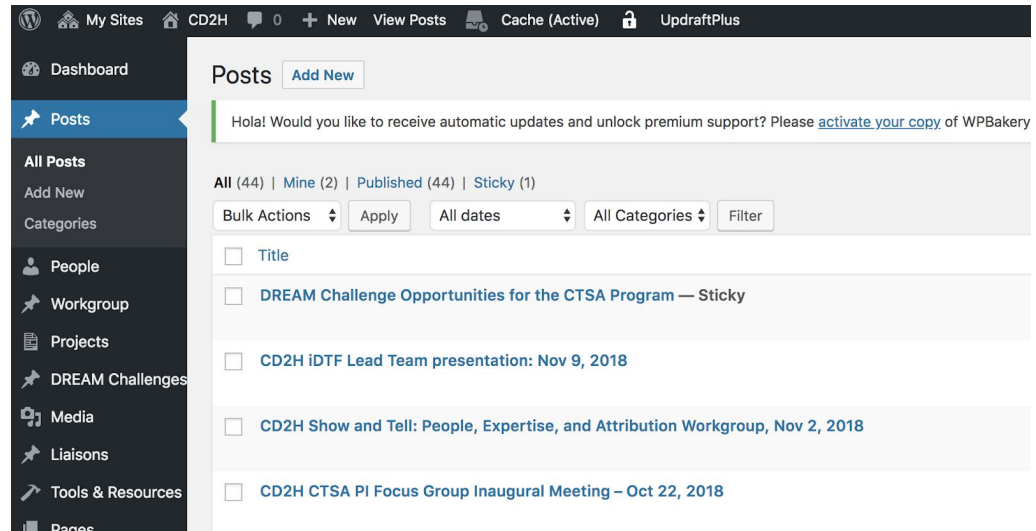
Extra CSS Classes

Close

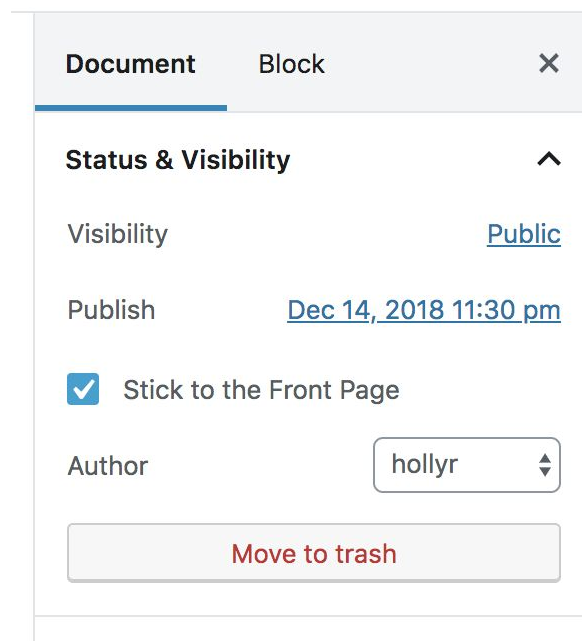
Save changes

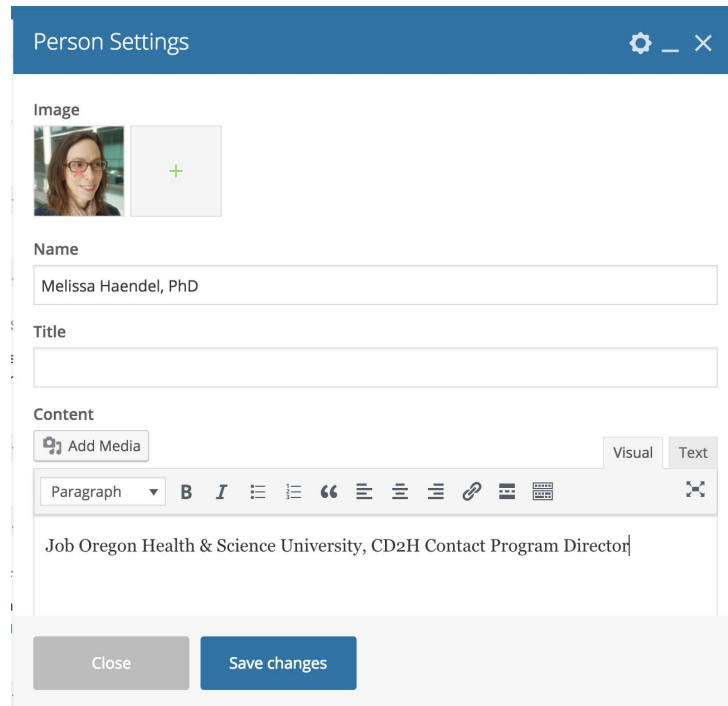
- **News + Events (Latest Posts Component)**

- This section is controlled by posts
- To add/edit posts, go to Dashboard > Posts > All Posts



- The News + Events slider displays the most recent posts by default but can be overridden by selecting the “Stick to front page” feature





Person Settings

Image

Name

Melissa Haendel, PhD

Title

Content

Add Media

Visual Text

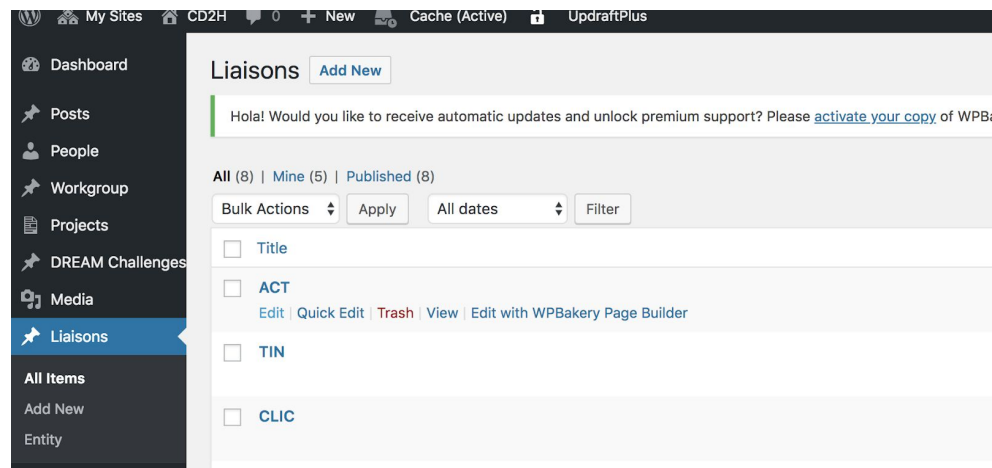
Paragraph B I [List Icons] [Quote Icon] [Link Icon] [Table Icon]

Job Oregon Health & Science University, CD2H Contact Program Director

Close Save changes

- **Liaison Table Component**

- This is the component that is used to build the Liaison Table on the About page
- To add/edit entries in this table, navigate to the Liaison list in the left nav of the Dashboard



My Sites CD2H 0 + New Cache (Active) UpdraftPlus

Dashboard

Posts

People

Workgroup

Projects

DREAM Challenges

Media

Liaisons

All Items

Add New

Entity

Liaisons Add New

Hola! Would you like to receive automatic updates and unlock premium support? Please [activate your copy](#) of WPB:

All (8) | Mine (5) | Published (8)

Bulk Actions Apply All dates Filter

<input type="checkbox"/>	Title
<input type="checkbox"/>	ACT
	Edit Quick Edit Trash View Edit with WPBakery Page Builder
<input type="checkbox"/>	TIN
<input type="checkbox"/>	CLIC

- Click edit and you can select a representative from the Person list by beginning to type their name - it will be auto-suggested. Or you can add a new person by typing their name.

Edit Item [Add New](#)

Hola! Would you like to receive automatic updates and unlock premium support? Please [activate your copy](#) of WPBakery Page Builder.

ACT

Permalink: <https://site.hellowildern.com/cd2h/?liaison=act>

[Backend Editor](#) [Frontend Editor](#) [Gutenberg Editor](#)

Additional Content

Representative

Sean Mooney

Sean Mooney

- Select the Entity in the sidebar on the right

Entity

Entity **Most Used**

☒ CTSA Program

☐ DTF

[+ Add New Category](#)

- To add/edit entities, do not use “Add New Category” above, instead do this in the “Entity” nav entry under Liaisons

Entity

Hola! Would you like to receive automatic updates and unlock premium support? Please [activate your copy](#) of WPBakery Page Builder.

Add New Category

Name

Slug

The “slug” is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Parent Category

None

Assign a parent term to create a hierarchy. The term Jazz, for example, would be the parent of Bebop and Big Band.

Description

The description is not prominent by default; however, some themes may show it.

[Add New Category](#)

Bulk Actions **Apply**

Name	Description	Slug	Count
<input type="checkbox"/> CTSA Program	—	ctsa-program	3
<input type="checkbox"/> DTF	—	dtf	5

Bulk Actions **Apply**

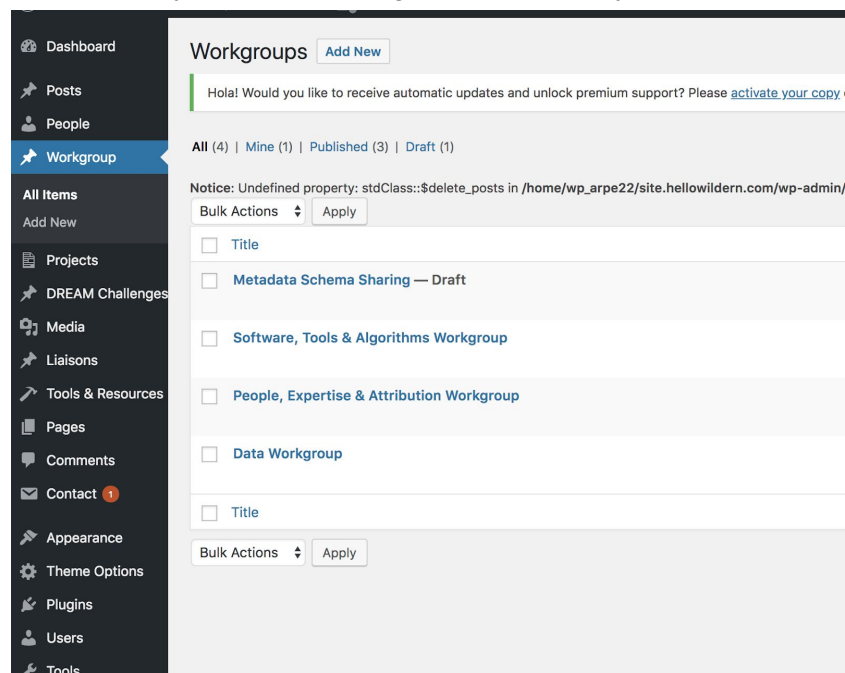
Name	Description	Slug	Count
<input type="checkbox"/> Name	—	—	—

2 Items

- **Workgroup List Component**




- On the Join The Conversation page, the Workgroup List component is controlled through the “Workgroup” list in the left nav
- Note that only published workgroups will display in this component



- If you hover over a workgroup and click edit, you can populate the Title, Icon, Excerpt, and Workgroup Leads

Icon ▲



Click the icon to edit or update

[Remove icon](#)

People Involved ▲

☐ Ted Laderas

☐ Shannon McWeeney

☒ Sean Mooney

☐ Sarah Biber

☒ Philip Payne

☐ Peter Robinson

☐ Melissa Haendel

☐ Kristi Holmes

☐ Kari Stephens

☐ Eric Schudiske

☒ David Eichmann

☐ David Dorr

☐ Conor Cook

☐ Chunlei Wu

☐ Christopher Chute

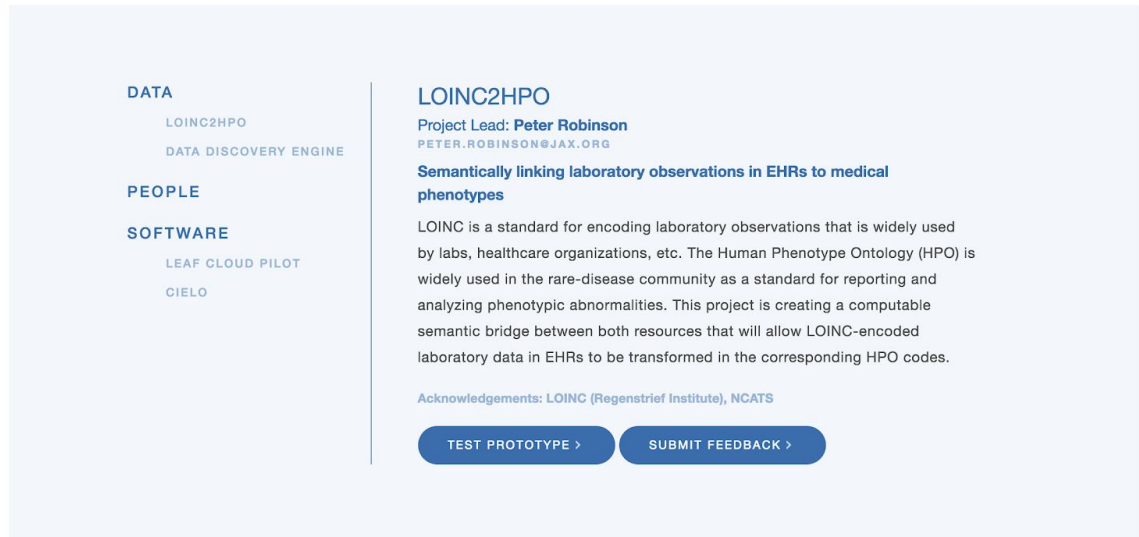
Excerpt ▲

The mission of the CD2H Software, Tools and Algorithms Workgroup is to provide a robust community-of-practice, spanning CTSA hubs, that promotes and supports the collaborative development and sharing of software, tools, and algorithms that advance clinical and translational research.

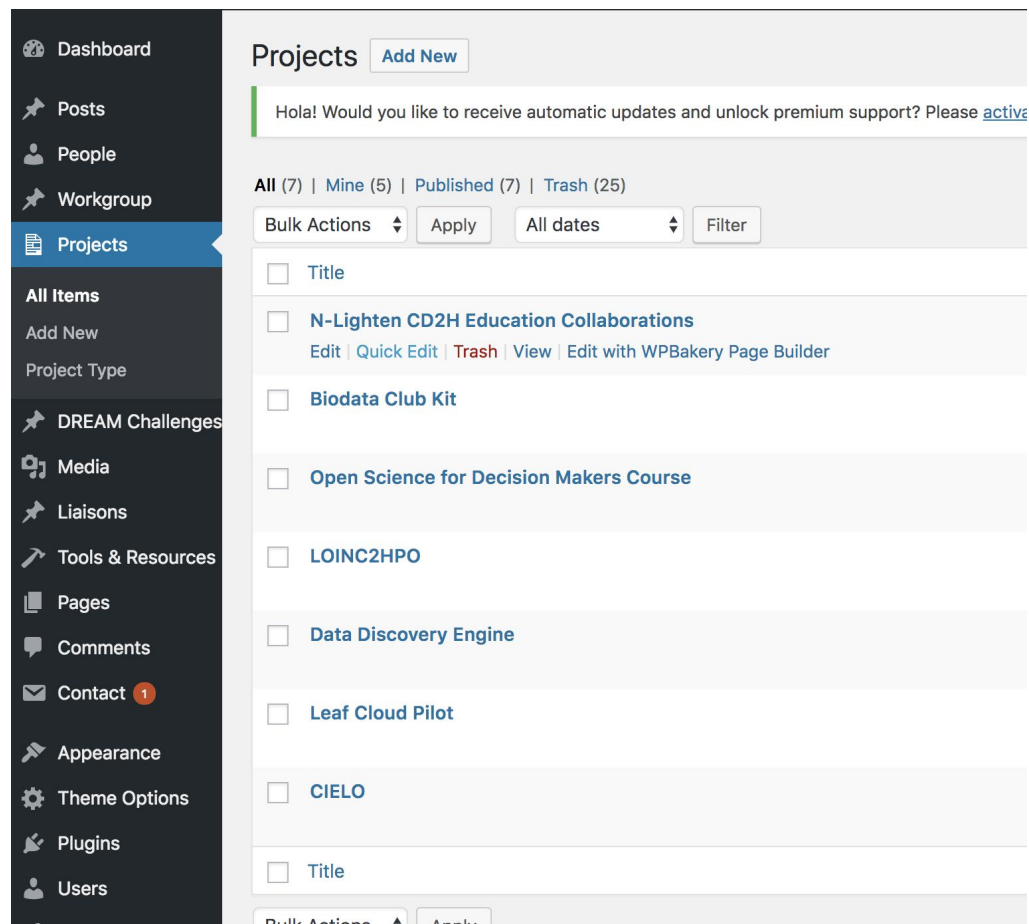
Excerpts are optional hand-crafted summaries of your content that can be used in your theme. [Learn more about manual excerpts.](#)

- This is also where you control what data shows on a workgroup page

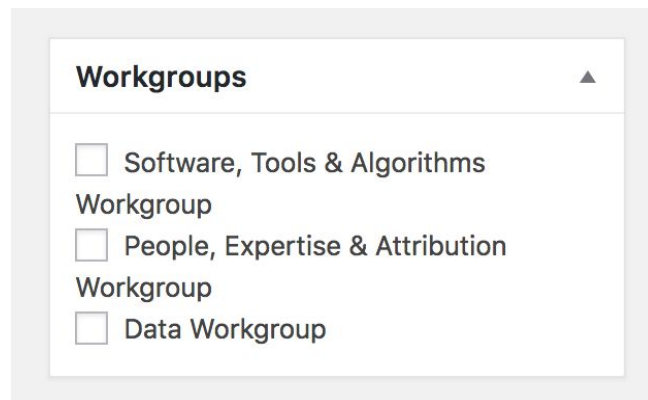
- **Lab Project Lists Component**



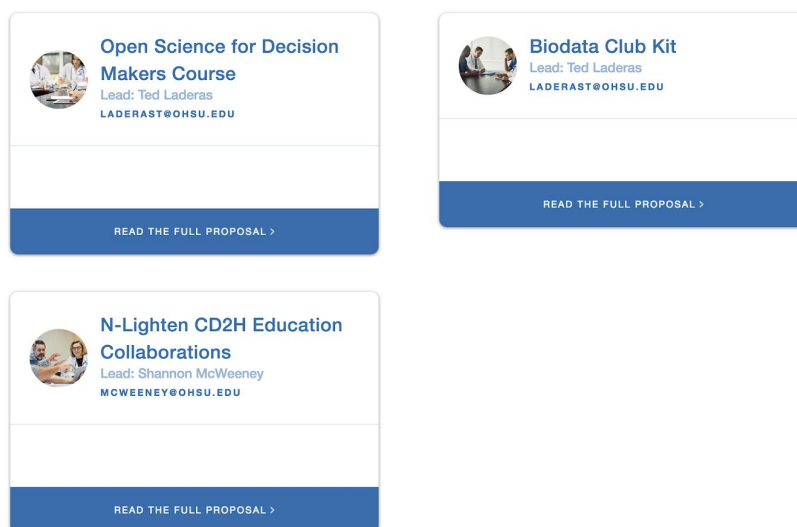
- The projects in here are controlled through the Projects list in the left nav



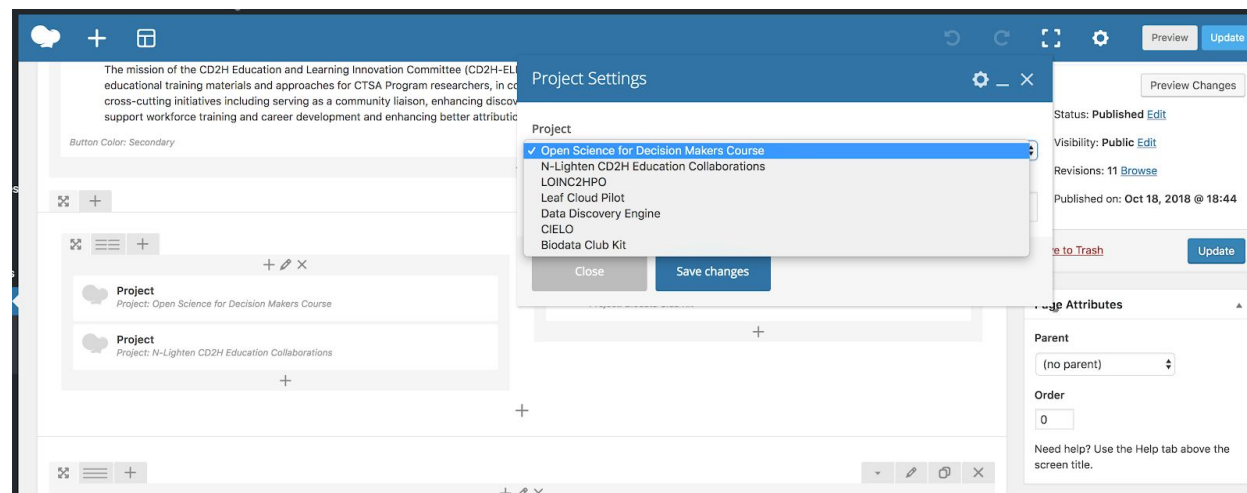
- Click “Edit” on any project and this is where you will populate:
 - Title
 - Description
 - Project Type
 - CD2H Project - this adds the “CD2H Project” phrase next to a project
 - Lab Project - note this is what determines whether it shows on this page
 - Project Lead - this pulls from the Person list
 - Acknowledgements
 - Test Prototype URL
- When you are ready to publish these on the workgroup pages, simply select the workgroup they should show up in using the sidebar on the right



- **Project Component (on Tools for CTSA's) page**



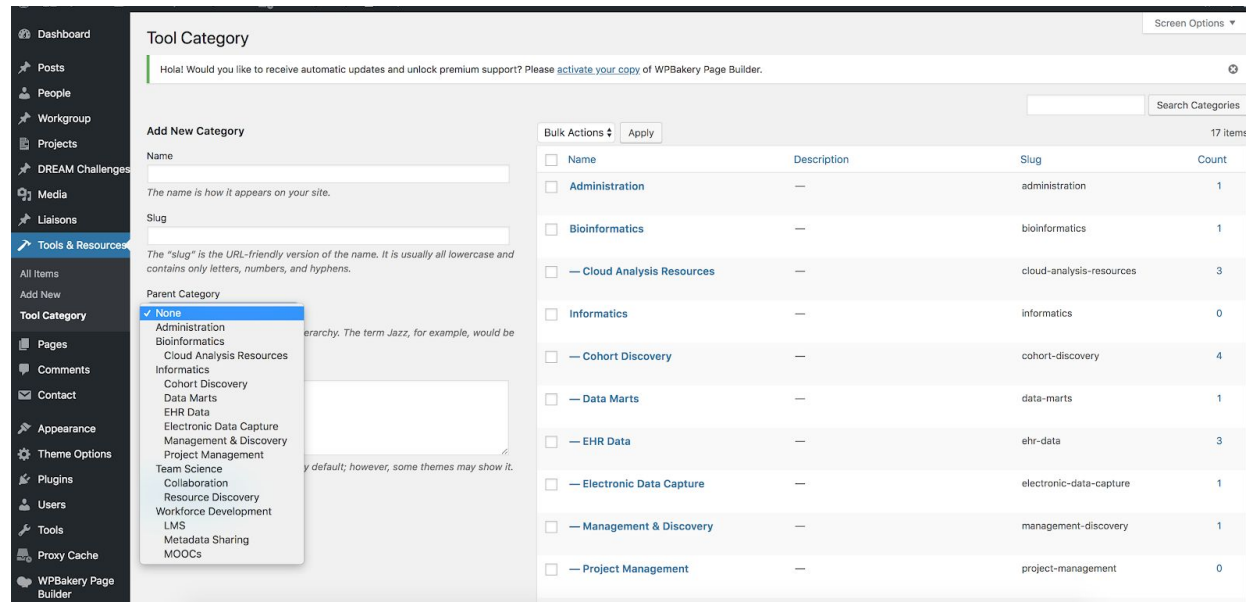
- If you want an individual project to show up anywhere on the site, you can edit this component and select from a list of projects. These pull from Projects entered in the left nav list “Projects”



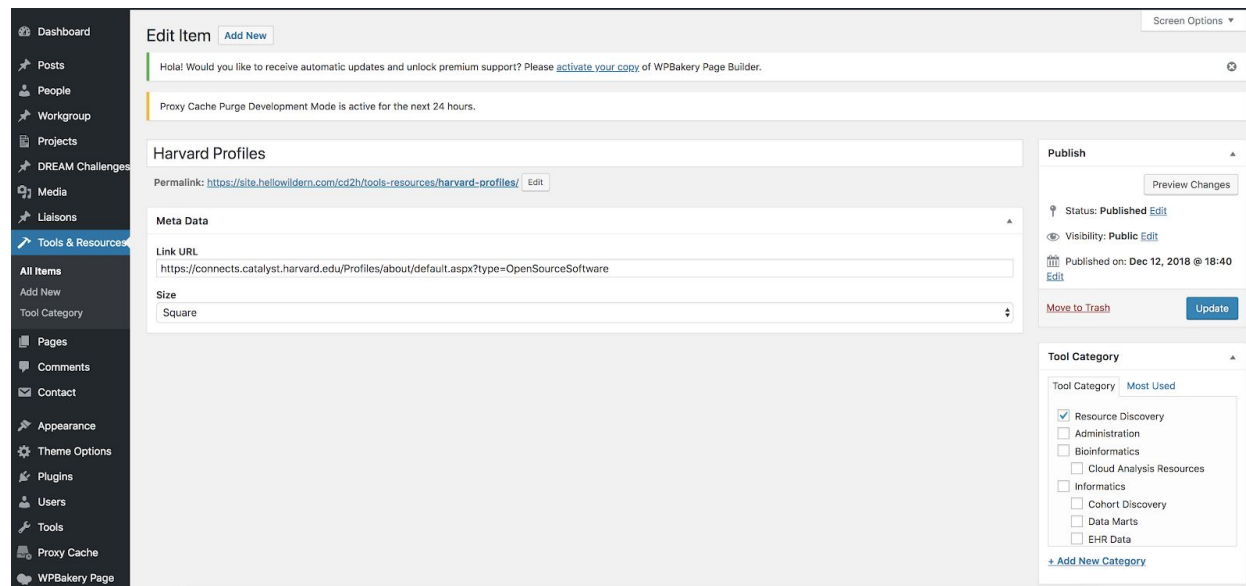
● CTSA Toolbox



- Tools in here are controlled in the Tools list in the left nav at Dashboard > Tools & Resources
- To add a new tool category, click on “Tool Category - add the name and select the “Parent Category” if applicable. Parent Categories will display as tabs. Child categories will display in the sub-nav of the toolbox.



- To add or edit a new tool, click on “All Items” under Tools and Resources and select “Edit” under any tool. Here you can edit the name, the link, the size (square or rectangle), the tool category, the photo (optional) and the icon (optional).



- News & Events
 - All of your blog posts are controlled via Dashboard > Posts.

WordPress Dashboard: My Sites, CD2H, 2, 0, + New, View Posts, Cache (Inactive), UpdraftPlus

Posts [Add New](#)

Hola! Would you like to receive automatic updates and unlock premium support? Please [activate your copy](#) of WPBakery Page Builder.

Proxy Cache Purge Development Mode is active for the next 2 hours.

All (44) | Mine (2) | Published (44) | Sticky (1)

Bulk Actions All dates All Categories

- ☐ Title
- ☐ **DREAM Challenge Opportunities for the CTSA Program — Sticky**
- ☐ **CD2H iDTF Lead Team presentation: Nov 9, 2018**
- ☐ **CD2H Show and Tell: People, Expertise, and Attribution Workgroup, Nov 2, 2018**
- ☐ **CD2H CTSA PI Focus Group Inaugural Meeting – Oct 22, 2018**

- To add/edit/remove categories, click on Posts > Categories
- In here, you can Add a New Category or hover over an existing category to edit it. To delete a category, click the checkbox next to it and select “Delete” from the Bulk Actions menu.

WordPress Dashboard: Categories

Hola! Would you like to receive automatic updates and unlock premium support? Please [activate your copy](#) of WPBakery Page Builder.

Proxy Cache Purge Development Mode is active for the next 2 hours.

Add New Category

Name

The name is how it appears on your site.

Slug

The “slug” is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Parent Category

Categories, unlike tags, can have a hierarchy. You might have a Jazz category, and under that have children categories for Bebop and Big Band. Totally optional.

Description

The description is not prominent by default; however, some themes may show it.

[Add New Category](#)

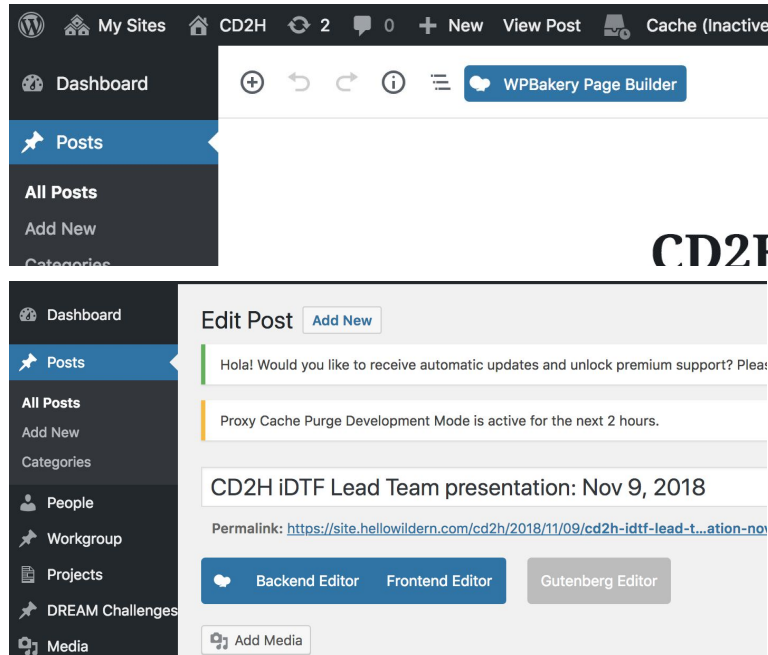
Bulk Actions 6 items

<input type="checkbox"/> Name	Description	Slug	Count
Blog Edit Quick Edit View	—	blog	41
<input type="checkbox"/> Calendar	—	calendar	24
<input type="checkbox"/> Events	—	events	2
<input type="checkbox"/> In the news...	—	in-the-news	3
<input type="checkbox"/> Newsletters	—	newsletters	22
<input type="checkbox"/> PI Webinars	—	pi-calls	2

Bulk Actions 6 items

Note:
Deleting a category does not delete the posts in that category. Instead, posts that were only assigned to the deleted category are set to the category **Blog**.
Categories can be selectively converted to tags using the [category to tag converter](#).

- To add or edit a blog post, click on the pencil icon below the post title
- Note that you have a lot more flexibility in how you format posts with WPBakery. Simply click on “WPBakeryBuilder” and then “Backend Editor” to access all of the components we’ve built



- For Events, please ensure to populate the “Start Date” and “End Date” as this controls whether it gets displayed in the “Upcoming Events” section

Start Date

End Date

Featured Category

- **Adding anchor links**

- To add an anchor to a section, you must find the row you would like to add it to and click on the edit icon in the row. Once you do this, you can add a Row ID with any name.

Row Settings

General Design Options

Image from Design Options).

CSS Animation

None

Select type of animation for element to be animated when it "enters" the browsers viewport (Note: works only in modern browsers).

Row ID

idea

Enter row ID (Note: make sure it is unique and valid according to [w3c specification](#)).

Disable row

☐ Yes

If checked the row won't be visible on the public side of your website. You can switch it back any time.

Extra class name

text-center justify-content-center

Style particular content element differently - add a class name and refer to it in custom CSS.

- Add this to the end of the page url as follow `/#anchor` to create the jump link

If you are creating a brand new page

- All components are available when you select “Add Element” or hit the + symbol

