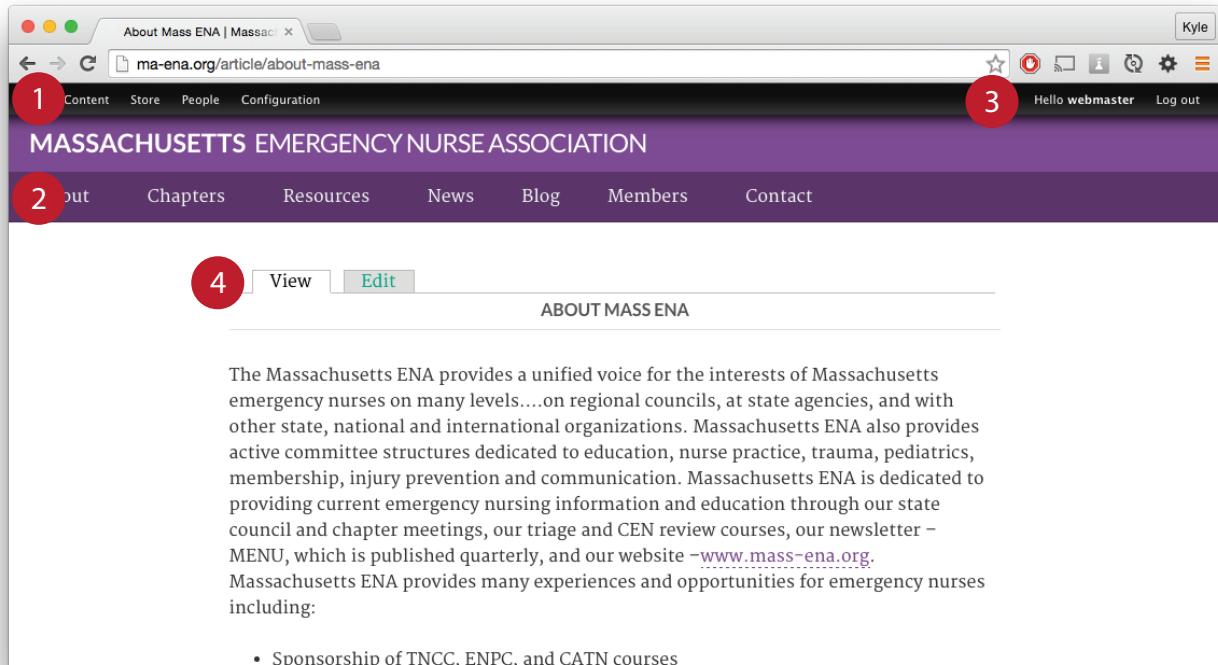


Site Documentation



1 Admin Navigation

This menu can only be accessed when logged into the site.

2 Account Navigation

You can edit your password by clicking your user name. "logout" will sign you out of the site.

3 Site Navigation

This navigation shows the different sections of the site. This is what the public sees.

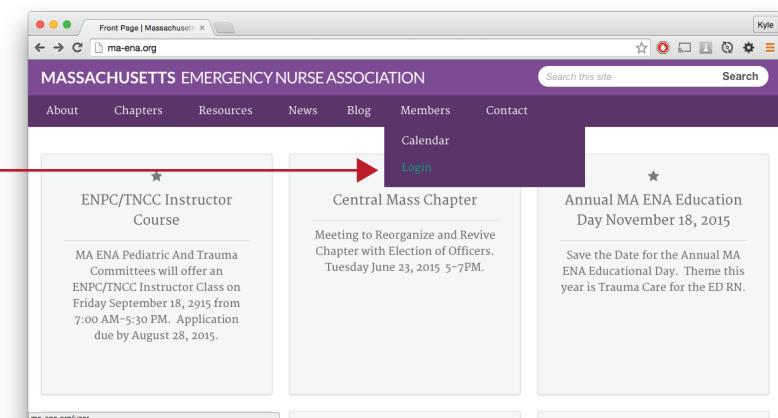
4 Content Tabs

Every page will have these tabs. Use these links to quickly edit pages.

Logging in to the site is easy.

www.ma-ena.org/user

or go to "Member" -> "login"



Site Documentation

The screenshot shows the 'Content' administration page of a website. At the top, there are navigation links for 'Content', 'Store', 'People', and 'Configuration'. The user is identified as 'Hello webmaster' with a 'Log out' link. Below the navigation, the page title is 'Content'. There are two main sections: 'SHOW ONLY ITEMS WHERE' (with dropdowns for 'status' and 'type') and 'UPDATE OPTIONS' (with a dropdown for 'Publish selected content' and an 'Update' button). The main area displays a table of content items:

1	TITLE	TYPE	AUTHOR	STATUS	UPDATED	OPERATIONS
2	ENPC/TNCC Instructor Course	Resources	webmaster	published	06.19.15	edit delete
	Committees	Page	admin	published	06.17.15	edit delete
	April State Council Minutes Approved	News	webmaster	published	06.17.15	edit delete
	June 17, 2015 State Council Meeting Waltham Westin Hotel updated	News	webmaster	published	06.17.15	edit delete
	Central Mass – Election of Officers and Chapter Reactivationon updated	News	dianegurney@tvc.com	published	06.16.15	edit delete
	Central Mass Chapter updated	Chapter	dianegurney@tvc.com	published	06.16.15	edit delete

1 Add Content

This link will bring you to a page where you can create different pieces of content on the site.

3 Content View

This “view” shows you all the content on the website along with some general information on it.

2 Filter Content

You can use these drop downs to sort the content in the view below.

4 Edit/Delete Options

Quick links to edit pieces of content or delete them.

Use the Admin menu for easy access to creating content.

The screenshot shows the website's front page with a purple header bar. The header includes the site name 'MA ENA', 'JURSE ASSOCIATION', and navigation links for 'About', 'Chapters', 'Blog', 'Members', and 'Contact'. A red arrow points from the text above to the 'Content' link in the Admin menu, which is currently highlighted. The Admin menu also lists 'Store', 'People', and 'Configuration'. Below the header, there are several content blocks: one for the 'ENPC/TNCC Instructor Course', one for 'Central Mass Chapter' with a note about reorganization, and one for 'Annual MA ENA Education Day November 18, 2015'.

www.ma-ena.org/admin/content
or go to Content->“add Content”

Site Documentation

Editing Pages

1 Click "edit"

This will bring you to the backend of the site. Here you can update the fields that are displayed to the user.

1 MAYFLOWER CHAPTER MEETING

2 MAYFLOWER CHAPTER MEETING

3 MAYFLOWER CHAPTER MEETING

4 MAYFLOWER CHAPTER MEETING

5 MAYFLOWER CHAPTER MEETING

1 Pre-Title

2 Title

3 Image

4 Summary (Title summary)

5 Body

Dr Anne Manton will present lecture on the behavioral health population and psychiatric medications.

June 3, 2015

Mayflower Chapter Meeting

RSVP by May 22 to David Denneno at daddy22@comcast.net with your name and ENA number.

Save the Date

TNCC and ENPC courses for 2015 at Southcoast Hospitals, which include Charlton, Fall River, St. Luke's, New Bedford, Tobe, Wareham.

Massachusetts Emergency Nursing Update Vol 27 No1

It's hard to believe we are almost one quarter of the way through 2015. MA ENA is in the process of restructuring and rebuilding chapters - this is the perfect time to become more involved in your local chapter.

Content Mapping 1-5

Each of the backend fields map to a region on the user-facing page. Each content type has unique fields but will share many of the same fields.

Summary Field

This is the text that is display on the pages that list out the content. This is the "teaser" if you will.

Site Documentation

The screenshot shows the 'People' administration page. At the top left is a red circle labeled '1' pointing to the '+ Add user' button. Below it is a red circle labeled '2' pointing to a filter section with dropdown menus for 'role', 'permission', and 'status', along with a 'Filter' button. A red circle labeled '3' points to a table header with columns: USERNAME, STATUS, ROLES, MEMBER FOR, LAST ACCESS, and OPERATIONS. The table lists several users with their details and edit links. A red circle labeled '4' points to the 'edit' link for the first user, Julie Bunn. To the right, a smaller window shows the 'Julie Bunn | Massachusetts' user edit page.

USERNAME	STATUS	ROLES	MEMBER FOR	LAST ACCESS	OPERATIONS
Julie Bunn	active	• General Editor	1 week 4 days	1 week 3 days ago	edit
MAENATreasurer	active	• General Editor	2 weeks 3 days	never	edit
BeePotter	active	• General Editor	3 weeks 16 hours	5 days 21 hours ago	edit
lorettajo kapinos	active	• General Editor	3 weeks 16 hours	3 weeks 15 hours ago	edit
dianegurney@twc.com	active	• General Editor	3 weeks 17 hours	6 days 16 hours ago	edit
rwalsh627	active	• General Editor	3 weeks		
maureen.conner1...	active	• General Editor	3 weeks		

1 Add User

This link will bring you to a page where you can create new user accounts and assign them roles.

2 Filter Content

You can use these drop downs to sort users.

3 User View

This "view" shows you all the users on the website along with some general information on it.

4 Edit Options

Quick link to edit user information such as email and password.

Status “Blocked”

Users by default will be blocked, set accounts to active to make that account usable. When a user is created through the website setting the user to active will trigger an email with info on logging into the site.

Creating Content

The screenshot shows a web browser window with the URL ma-ena.org/node/add. The page title is "Add content". The top navigation bar includes links for Home, Content, Store, People, Configuration, Hello webmaster, and Log out. The user is identified as "Kyle". The main content area is titled "Add content" and lists various content types:

- Blog**: Use this to create Government affairs and nurse practice articles.
- Chapter**: Use this to add chapter pages for the individual Mass ENA chapters.
- Date Entry**: Use this to create a date entry on the calendar under the members section.
- Event**: Use this to create the event landing page.
- Financial Report**: Use this to upload a financial report under the members section.
- Meeting Minutes**: Use this to upload meeting minutes under the members section.
- News**: Use this to create a news article.
- Page**: A basic page.
- Resources**: Use this to create a resource file under the members section, you can upload files for download using this content type.
- Single Article Page**
- Staff**: Use this to add staff members.

Site Documentation

Creating News Content

This is very similar to editing content. Each of the fields maps out to a region on the user facing part of the page.

The body is where you should put the majority of your content. It has some useful tools to help style your text

The Summary field is used to display teaser text on list pages. Make sure this is brief and only paragraph style text.

You can save your content by clicking save at the bottom of the page. Your changes will not be saved otherwise.

The screenshot shows the 'Create News' form in a web browser. At the top, there are fields for 'Pre-Title' and 'Title'. Below that is an 'Image' field with a file upload button. A note specifies files must be less than 1 MB and allowed types are png, gif, jpg, jpeg. The 'Credits' field is empty. Below these are two rich text editors for 'Summary' and 'Body', each with its own set of toolbar buttons. A note below the summary editor says 'Leave blank to use trimmed value of full text as the summary.' At the bottom, there are sections for 'Revision information' (No revision), 'Authoring information' (By webmaster), 'Publishing options' (Published), and a 'Revision log message' area. A 'Save' button is at the very bottom.

Publish Settings

Revision information No revision	<input checked="" type="checkbox"/> Published
Authoring information By webmaster on 2015-06-17 23:11:52 -0400	<input type="checkbox"/> Promoted to front page
Publishing options Published	<input type="checkbox"/> Sticky at top of lists

Save **Delete**

Publish Settings

1. Publish - Only published content will be visible to the user.
2. Promoted to Front Page - This will add a card to the homepage for this piece of content
3. Sticky at top of lists - This will keep important information stuck to the top of lists.

Creating a Resource

The screenshot shows the 'Create Resources' page in a web browser. The interface includes a top navigation bar with links like Content, Structure, Appearance, People, Modules, Configuration, Reports, and user-specific links (Hello admin, Log out). Below the navigation is a breadcrumb trail: Home > Add content > Create Resources.

Step 1: Title

The 'Title' field is highlighted with a red circle containing the number 1. It is a simple text input field.

Step 2: Summary

The 'Summary' rich text editor is highlighted with a red circle containing the number 2. It features a toolbar with bold, italic, underline, and other formatting options.

Step 3: Body

The 'Body' rich text editor is highlighted with a red circle containing the number 3. It has a similar toolbar and a note below it: 'Leave blank to use trimmed value of full text as the summary.'

Step 4: Upload

The 'UPLOAD' section is highlighted with a red circle containing the number 4. It contains a file upload form with fields for 'Choose File' and 'Upload'. Below the form, there is a note: 'Files must be less than 50 MB. Allowed file types: png gif jpg jpeg.' and another note: 'Files must be less than 32 MB. Allowed file types: doc docx pdf xlsx.'

At the bottom of the page, there are 'Menu settings' (Not in menu), 'Revision information' (No revision), 'URL path settings' (Automatic alias), 'Authoring information' (By admin), and 'Publishing options' (Published, Promoted to front page). At the very bottom are 'Save' and 'Preview' buttons.

1 Title

The title of your resource will be displayed on card and resource page.

2 Summary

This information is displayed on the card when promoted to the homepage.

3 Body

This information will display on the actual page when the user clicks into it.

4 Upload

Upload your resource file. If you are unable to add a resource contact the web admin.

Tip:

You can use resources to host files on the website. This is useful when you want to link to a document in another post like a news or event posting.

Site Documentation

Editing Chapter Page

The screenshot shows a web browser window for the 'Pioneer Valley Chapter' on the 'ma-ena.org' website. The top navigation bar includes links for Content, Structure, Appearance, People, Modules, Configuration, Reports, Hello admin, and Log out. A purple header bar displays the text 'MASSACHUSETTS EMERGENCY NURSE ASSOCIATION'. Below the header is a menu bar with links for About, Chapters, Resources, News, Blog, Members, and Contact. The main content area shows a card for the 'Pioneer Valley Chapter' with the title 'Pioneer Valley Chapter' and a summary paragraph. Below the card is the 'Edit Chapter Pioneer Valley' page, which contains four sections: 'Summary' (containing the chapter's purpose), 'Body' (containing the welcome message), 'Image' (containing a photo of a hospital), and 'Menu settings' (containing chapter-specific details like URL path settings, revision information, and publishing options). Red numbered circles (1 through 4) point to specific elements: 1 points to the 'Edit' button in the card header; 2 points to the 'Summary' section; 3 points to the 'Body' section; and 4 points to the 'Image' section.

1 Click "Edit"
The title of your resource will be displayed on card and resource page.

2 Summary
This information is displayed on the card when promoted to the homepage.

3 Body
This information will display on the actual page when the user clicks into it.

4 Image
This is the image displayed on the chapter landing page.

Creating a Date Entry

The screenshot shows a web browser window titled 'Create Date Entry | Massac...'. The URL is 'ma-ena.org/node/add/date-entry'. The page has a top navigation bar with links like Content, Structure, Appearance, People, Modules, Configuration, Reports, 'Hello admin', and Log out. Below the navigation is a breadcrumb trail: Home > Add content > Create Date Entry.

The main content area is titled 'Create Date Entry'. It contains several sections:

- 1 Body**: A rich text editor toolbar with various styling options like bold, italic, underline, and lists. A note says 'Body' is not used for this content type.
- 2 Date "To"**: A date input field set to '2015-08-01'. A note says 'to:'.
- 3 Data "End"**: A date input field set to '2015-08-01'. A note says 'Date'.
- 4 Repeat**: A section for setting repeat intervals. It includes a dropdown for 'Repeats' (set to 'Weekly'), a field for 'Every 1 weeks', and checkboxes for 'Repeat on' (Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday) and 'Stop repeating' (After 1 occurrences, On 2015-08-01). There are also 'Exclude dates' and 'Include dates' checkboxes.

At the bottom, there are sections for 'Menu settings' (Not in menu), 'Provide a menu link', 'Revision information' (No revision), and 'URL path settings' (Automatic alias).

1 Body

The body is not used for this content type.

2 Data "To"

Set the start of your event.

3 Data "End"

Set the End of your event.

4 Repeat

Set up reoccurring events.