

# eBranch documentation

by the eBranch staff

# Contents

<b>1</b>	<b>Let the documentation begin</b>	<b>3</b>
<b>2</b>	<b>Contents</b>	<b>4</b>

# Chapter 1

## Let the documentation begin

TOC

# Chapter 2

## Contents

Mission Statement: **4**

What does the eBranch do? **4**

eBranch Knowledge Base & Tools **4**

eBranch Team Approach **5**

Emergency Communication Responsibilities **5**

Strategies and approaches **6**

Handy tips and things to remember **6**

Updating staff profiles/names **6**

Routine eBranch tasks **7**

MultiSearch / Library Search Admin Tool **10**

Reserves in Multisearch **10**

Web authors **13**

Training **13**

Authoring and editing **13**

Best practices **15**

Types of Web Authors + how we support them **15**

eBranch superpowers and how to wield them wisely **16**

Drupal: Adding an Advancement / Donate now / Give to the Library button  
**24**

Password / authentication on web pages **24**

Other odds and ends 26

Miscellaneous troubles that come up and how to shoot them **26**

Vanishing Attachments 26

Problems with Godot pages 27

Problems with CUFTS pages 27

Problems with Troy/Millennium pages 27

Structural changes, like taxonomies and menus, that don't seem to  
"take" 27

Digital sign in front door vestibule at Bennett Library **28**

New books list **28**

Computer availability tool **29**

Website migration 2015 leftover bits and bobs **29**

Webform data from old site: 29

Drupal 8 instructions (staff site) **29**

Location of old and new staff sites 29

Access to the staff site and user account creation 29

Roles and permissions 30

Nightly updates to keep access current 31

Personal SFU computing IDs that don't appear in the staff site's  
Drupal account list 32

Role accounts and the white list 33

Setting up access for a role account 33

Possible user confusion between role accounts and web author ac-  
counts 33

Creating a local, non-CAS account (an account where there is no  
SFU Computing ID) 33

- Megamenu 33
- Content types 34
- Webforms 34
- Incident reports 34
- Email notifications 34
- Search index configuration 35
- Search boxes on sets of pages 35
- Staff site search statistics in Piwik 35
- Opt for Drupal .html pages over attached files such as .pdf documents 35

Drupal 7 instructions (public site) **36**

- Site location 36
- Menus 36
- Menu editing 36
- Taxonomies 37
- Contexts 37
- Search boxes 38
- Content types 38
- Blogs 39
- Blog posts 39
- Blog taxonomy 40
- Blog roll 40
- Setting up a new blog 40
- Contact us 41
- Home pages 41
- News and events and FAQs 41
- Rotating images 41
- Forms/ webforms 42
- Attached file fields in forms 42
- Site-wide webform settings 42
- Image gallery 42
- FAQs 43

Systems wiki **43**

**Personnel and staffing info 43**

Vacation scheduling 43