

TTC

Technology Transfer Centers

Funded by Substance Abuse and Mental Health Services Administration



Website Administrator Guide

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Welcome to the TTC Website Administrator Guide. This guide is for anyone in the ATTC, PTTC or MHTTC who is responsible for editing or adding content for your Center on any of the TTC Websites.

Terminology

Most of the terminology used in this guide will be familiar, but the following may help orient you to the tasks of managing your site content.

Center

A Regional Center, International-HIV Center, or Focus Area Center of the ATTC, PTTC or MHTTC.

Center Homepage

The homepage for your Center. There is one Center Homepage for each Center. These have already been created for you. However, you will still see the Center Homepage listed as a content type on your content types list (more about Content Types below).

Content (Nodes)

The TTC websites are built on Drupal, a Content Management System ("CMS"). For a CMS, everything that can go on a website is considered "content". (In Drupal-speak, these can also be called "nodes".)

Drupal

Drupal CMS is one of the top content management systems used worldwide. Drupal is "open source" software, which means its code is available to anyone in the world who wants to use it, free of charge.

Group

In Drupal, users and content can be organized into Groups. For the TTC websites, each Center is managed as a Group in Drupal.

Content Types (Node Types)

The different kinds of content you can add to a Drupal website are called “content types”. Each content type can be represented in two ways: on its own, individual web page, and with other content types in the form of a list.

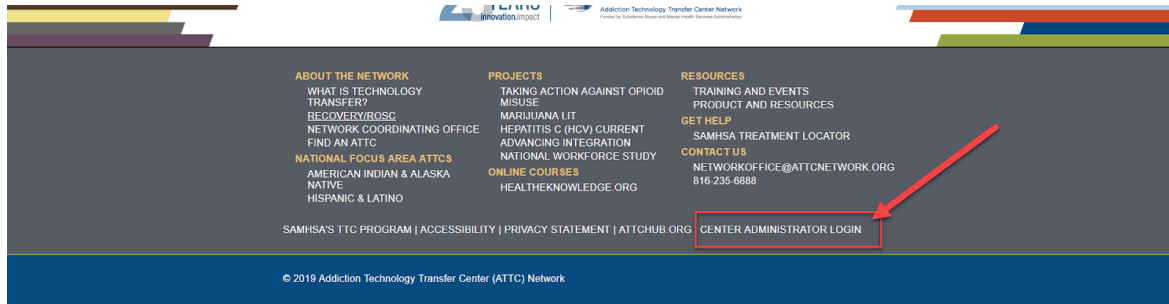
Below are the types of content you as a “Center Admin” can add to your Center’s collection of web pages.

Basic Page	A page formatted to go with the website. You can use a Basic page for just about any information you want to publish on your website.	News	A news item about an initiative, event, or project. This item can also be marked to include in your Center’s Bimonthly Update.
Event	A training or event item that will be displayed on your Center’s calendar. This item can also be marked to include in your Center’s Bimonthly Update.	Product or Resource	A description of an item that you want to share via your website, with a link. This item can also be marked to include in your Center’s Bimonthly Update.
Home Page	A Center Homepage has already been created for you. This is where you will manage slider images, your Center navigation menu, Center description, contact information and Calls to Action (CTA) pods.		

Getting Started

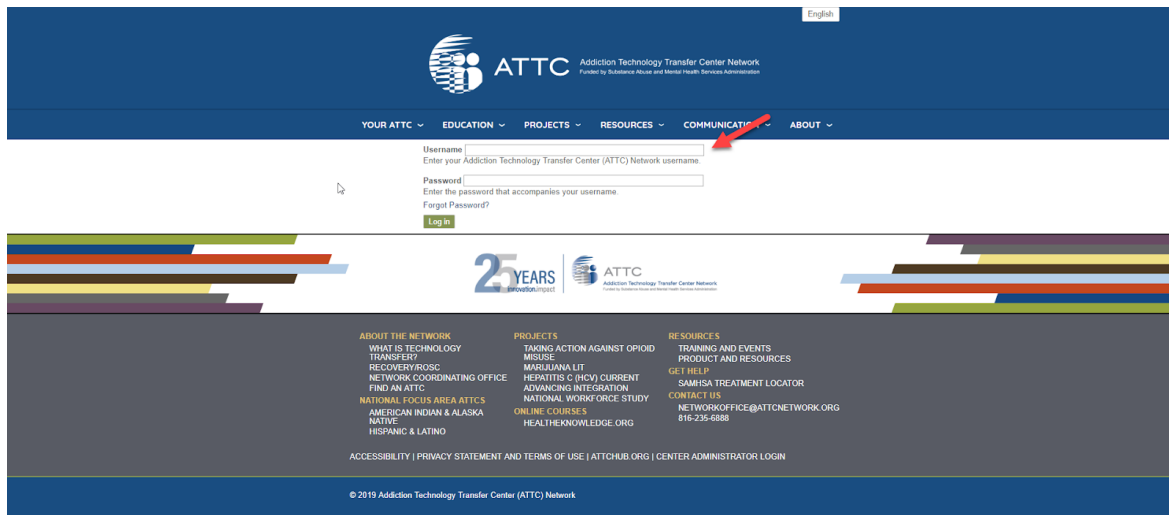
Logging In

To login to your “Center Administrator” Account, visit your respective TTC Website (attcnetwork.org, pttcnetwork.org, or mhttcnetwork.org) and select “**Center Administrator Login**” in the footer:



On the login page, type your username into the **Username** field. **This will be your first and last name.** Then type your password into the **Password** field.

*Tip: If you don't remember your password, click the **Forgot Password?** link and you will receive an email containing a password reset link.*

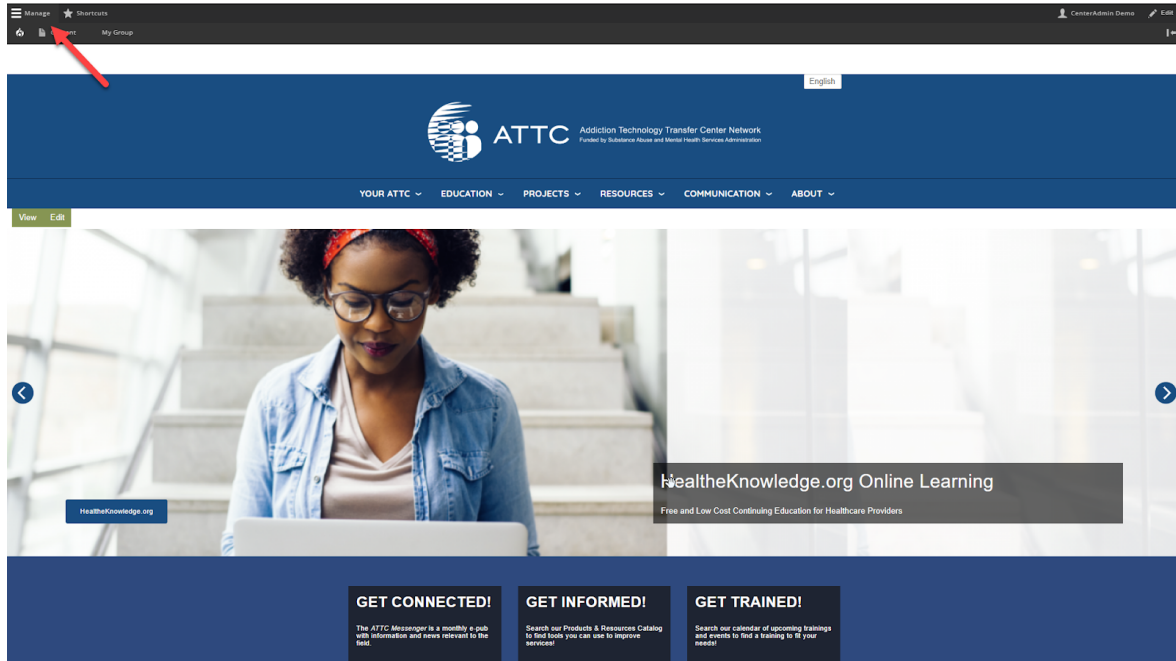


How to Access Content

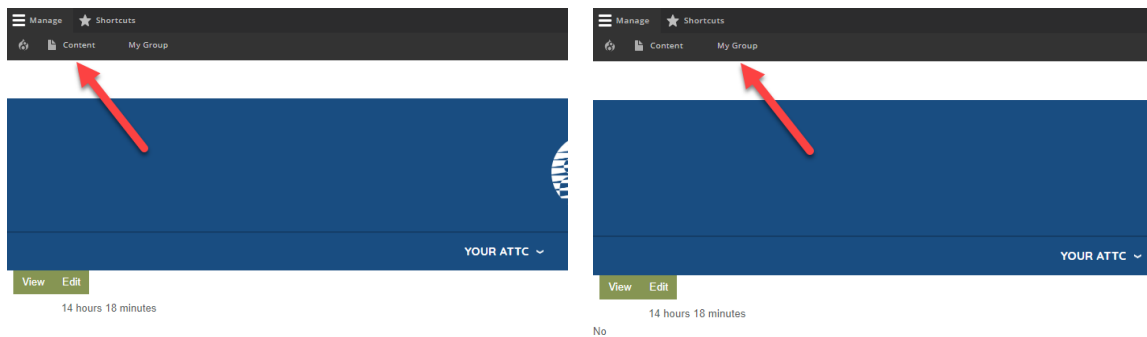
Managing Content

Once you are logged in, you're ready to start managing your content.

To access the content for your Center, click the **Manage** link after logging in.



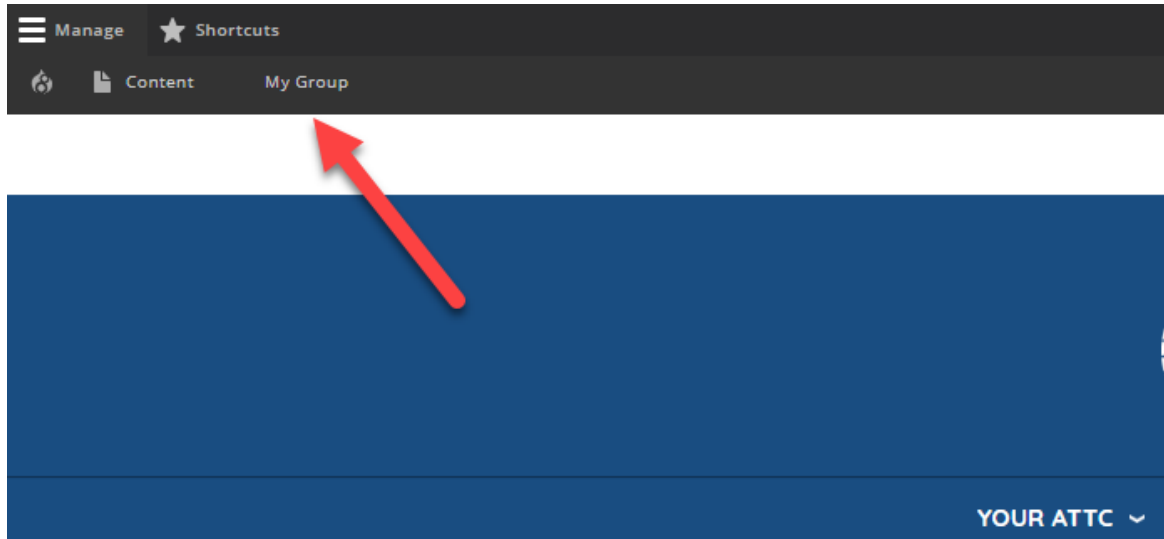
After you click the Manage link, you'll see two options: **Content** and **My Group**.



Your Center's Content

Start at "My Group"

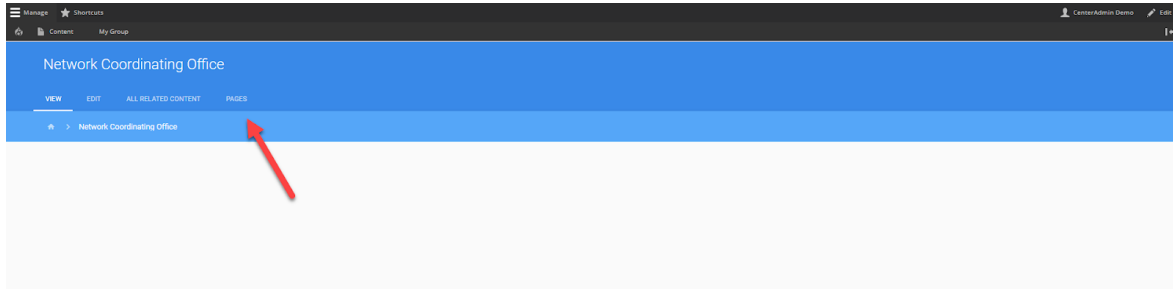
To view, edit, or add new Content for your group, select **My Group**.



Note: You can create and upload content using the **Content** link, but then it has to be linked to your group in order for you to display it as part of your Center pages. It's much easier to keep track of the content you create and upload if you start by going to your **"My Group"** content list first.

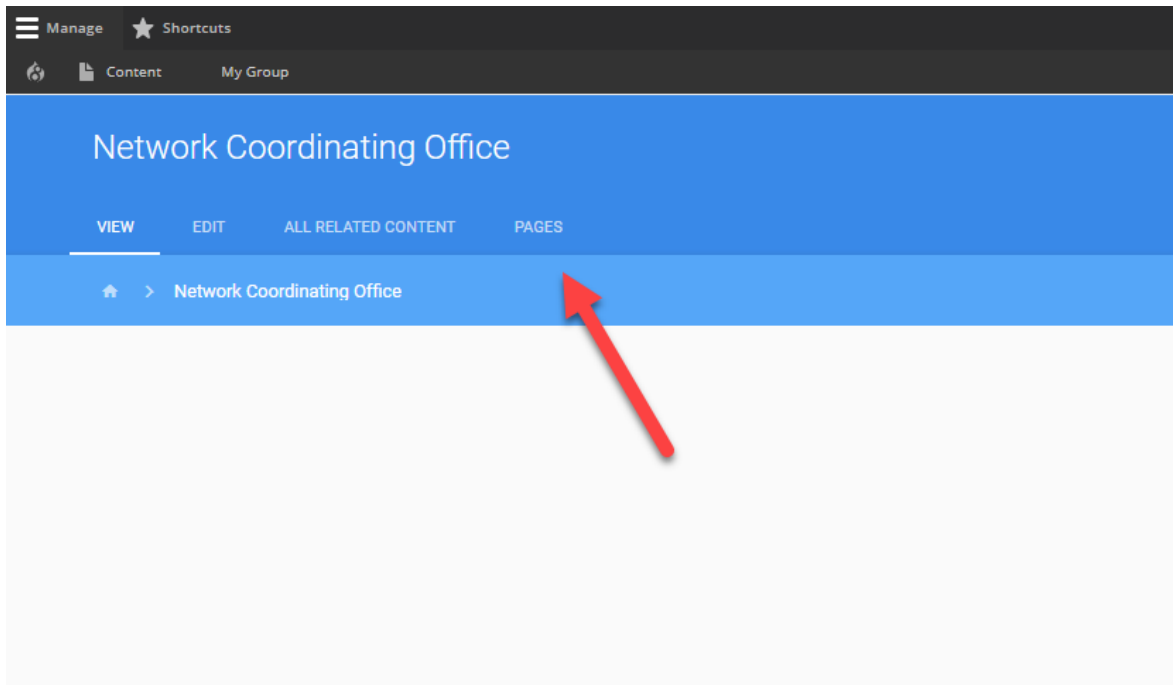
Center Content Page

This is your Center's Group Content Page.



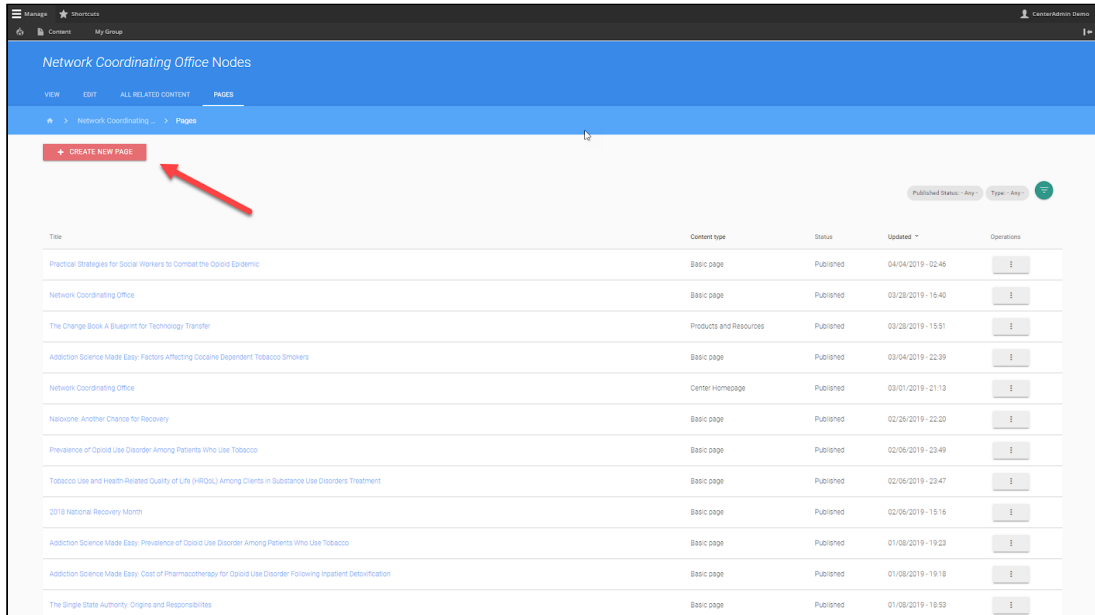
Note: This is a private area of the site for managing your Center's content. On this page, you have access to all the content that's already been created for your Center. And if you create content in this area, it will automatically be assigned to your Center ("Group").

To access the content that has already been created, click on the **Pages** tab.

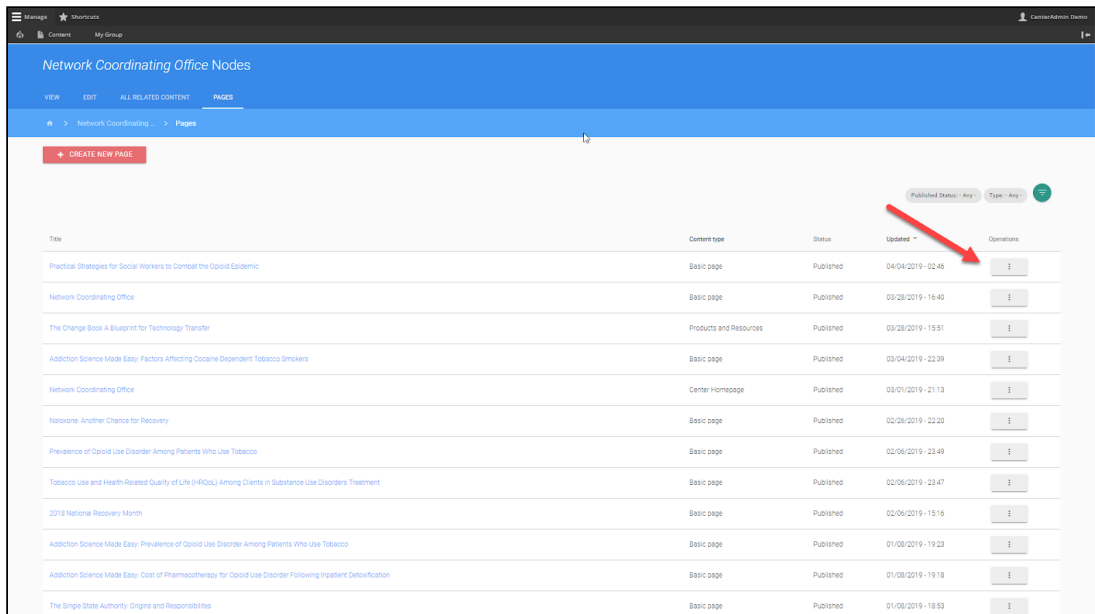


Your Center's Content Pages

To **Create New Content**, Click the **Create New Page** button.

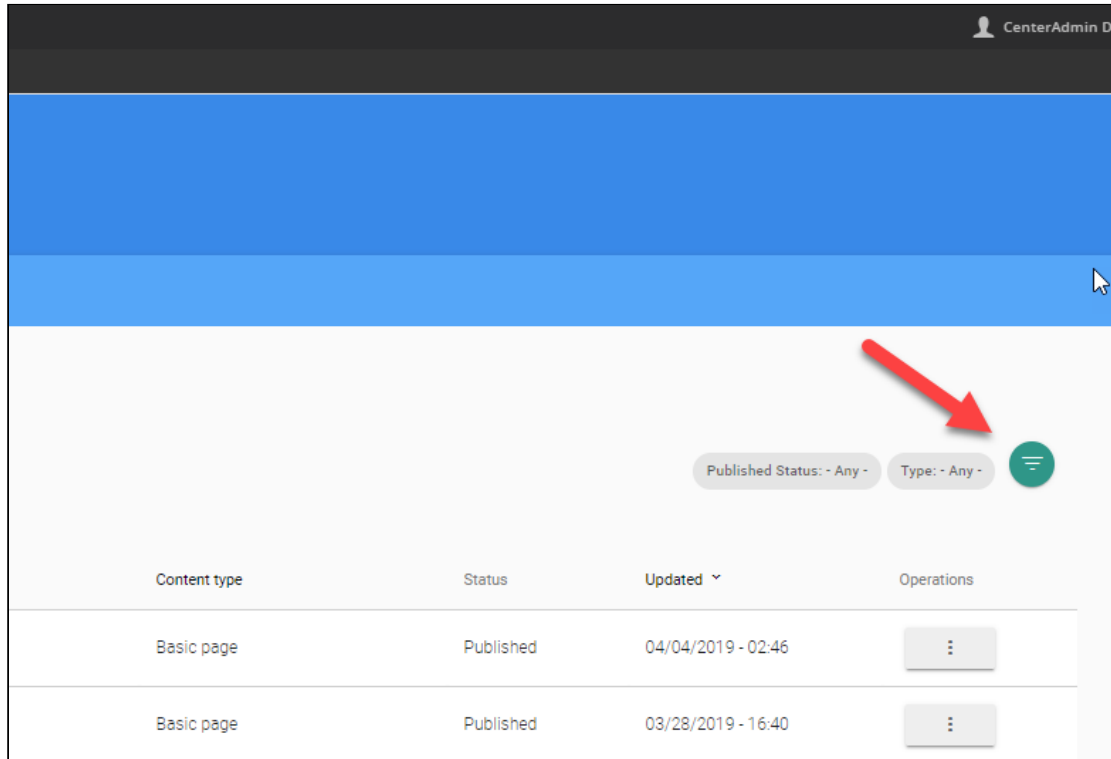


To **Manage Existing Content**: Locate the content, then click the **Manage** button to the right of the content:



Finding Content

Drupal has some useful search features. When you are viewing your Center's list of Content, you access the search option by clicking on the Search button:

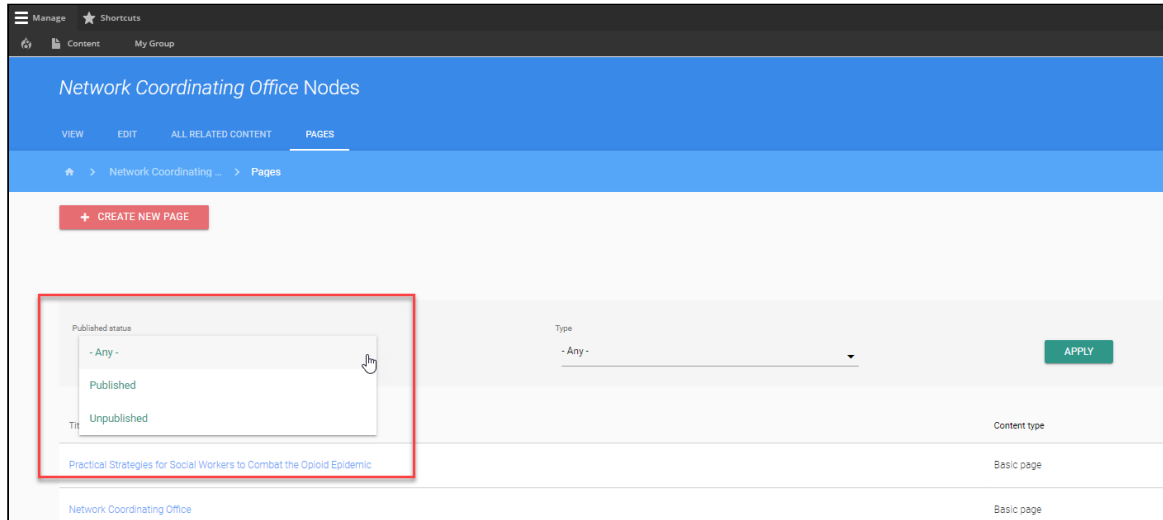


Content type	Status	Updated	Operations
Basic page	Published	04/04/2019 - 02:46	⋮
Basic page	Published	03/28/2019 - 16:40	⋮


There are two ways you can search for content: by **Published Status**, and by **Type**.

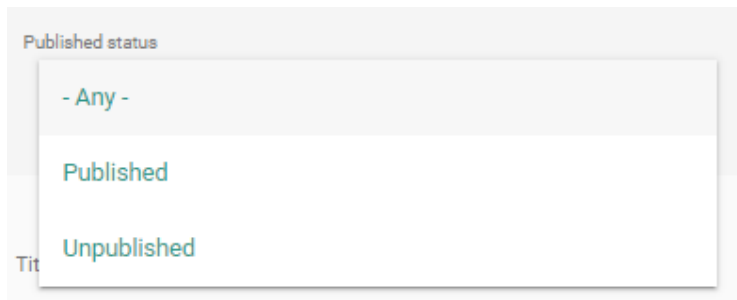
Finding Content by Published Status

First, let's look at finding content by Published Status:



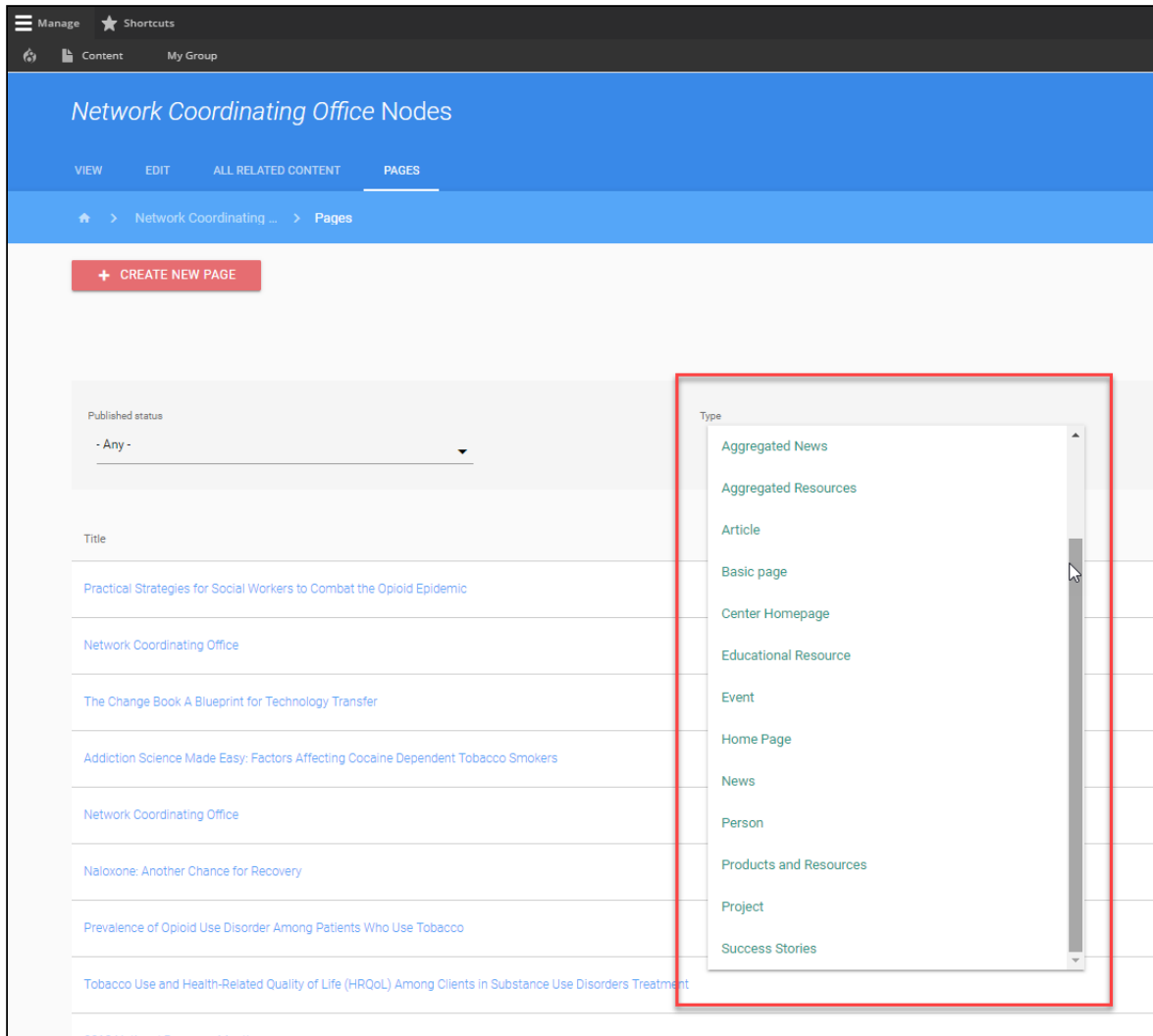
Published content is visible to the public. If a content page is Unpublished, the Center Admin and site administrators can see it, but no one else can.

Click the Filter  button (at upper right, above the list of content) to open the filter menu. Then, click the dropdown menu below "Published Status" to select content with either Published or Unpublished status:




Finding Content by Type

Next, let's look at finding content by Type:



All of the content types that have been created for your Center will be shown on a dropdown menu with a scrollbar under Type. This includes both the individual types of content (like News) and the lists of content that are displayed with your Center pages (like Aggregated News).

Again, click the Filter  button (at upper right, above the list of content) to open the filter menu, then use the dropdown Type menu as shown above.

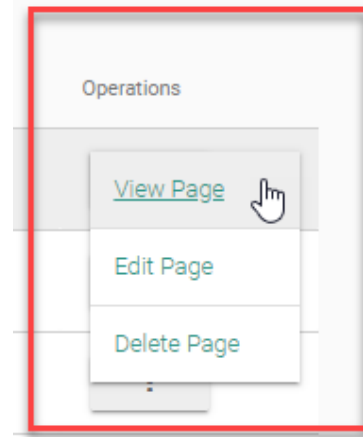
Managing Content

Once you have located the Center page you wish to work on, you will click the Manage button and select the action you wish to take:

View Page: View the page (shows how the page actually looks on the website)

Edit Page: Modify the page's title and contents.

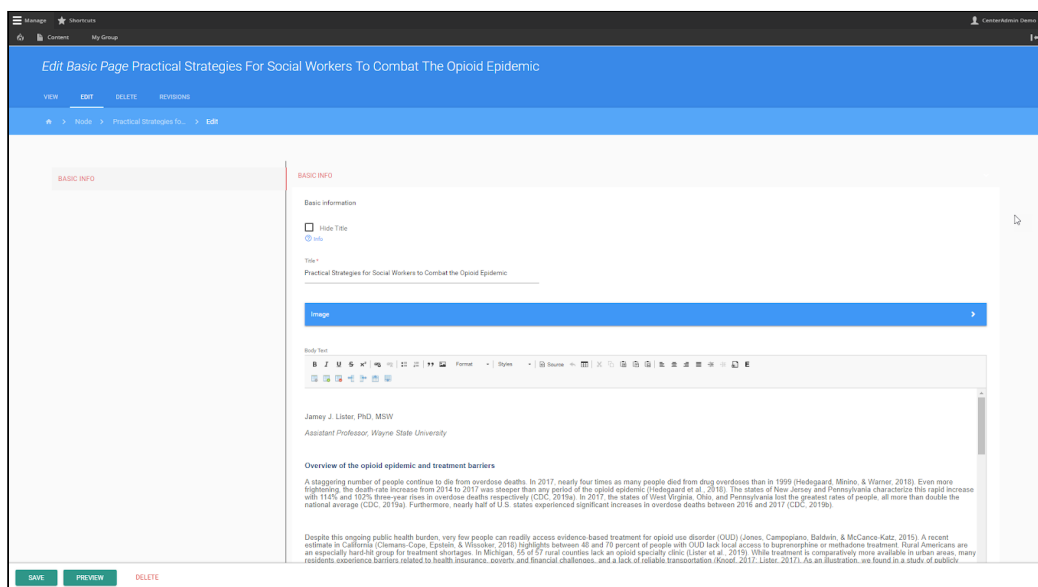
Delete Page: Delete the page.



Editing a Page

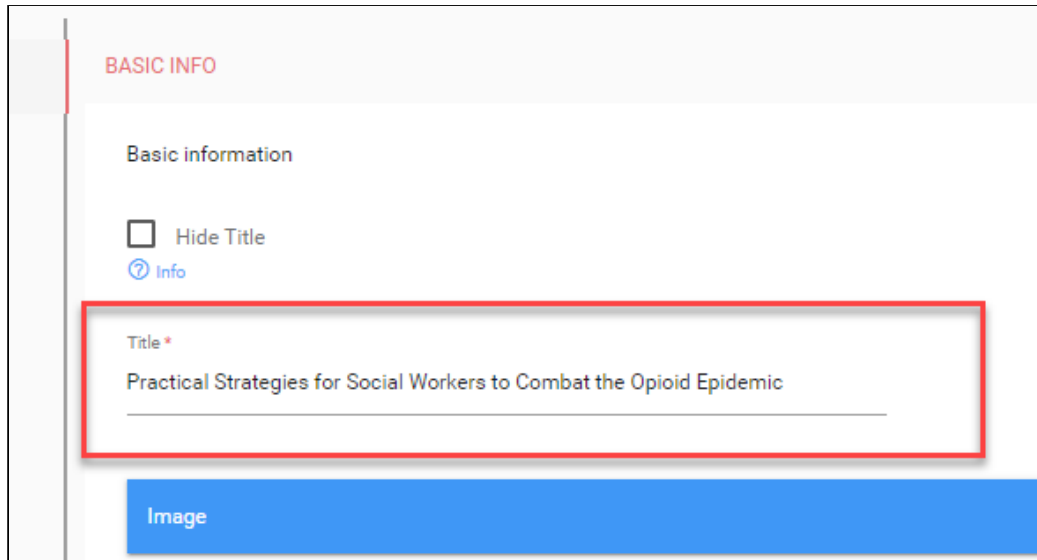
When you edit a page in Drupal, you aren't just editing the page content. You are also editing all of the information about the page. Some of this information is displayed to the public, and other pieces of information are just for your use as a "Center Admin".

Let's take a look at the **Basic Info** section:

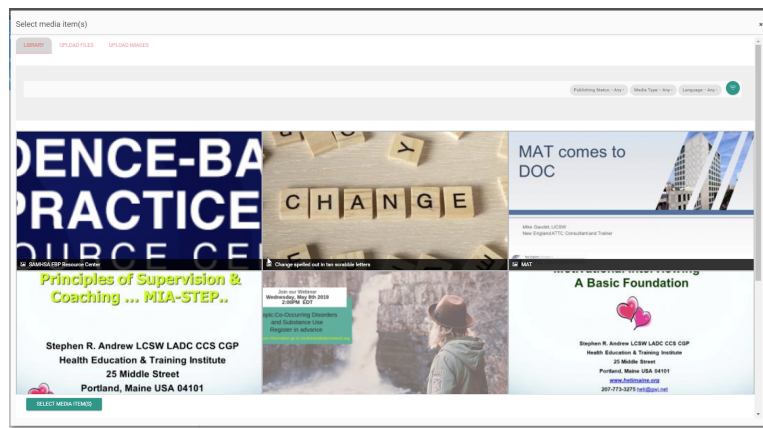


Editing Page Title and Image

Each of your Center's Pages will have a Title field. When you edit the Title field, it changes the title on the website.



If a page should have a large image associated with it, click the Image button. A dialog box will pop up allowing you to select an existing image or upload a new one. Click the image, then click **Select Media Item(s)**.

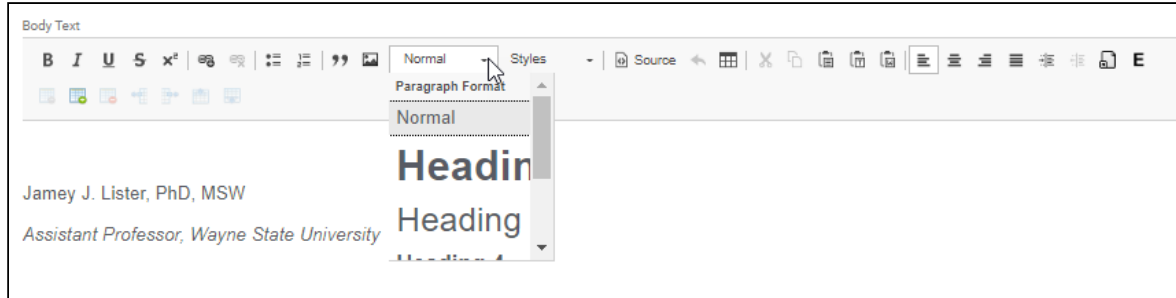


Images Tip: The larger the image size is at upload the better. Smaller images are typically going to be "upsized" and will come out pixelated depending on exactly how much resizing is required.

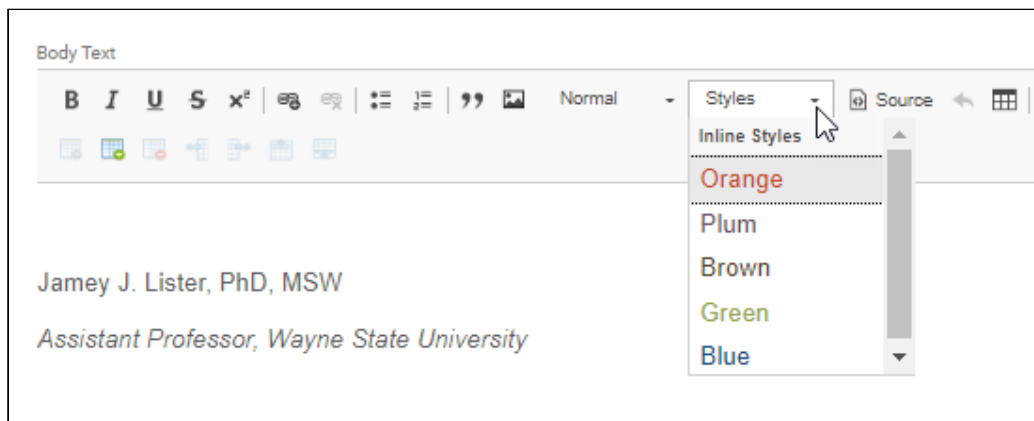
Editing Page HTML

Below the Title and Image fields, there is an HTML editing area. This is where the body of the page appears, including formatting and inline images. To add text, just type as you normally would in any online text editor.

You can use the **Format** dropdown menu to change the appearance of text:

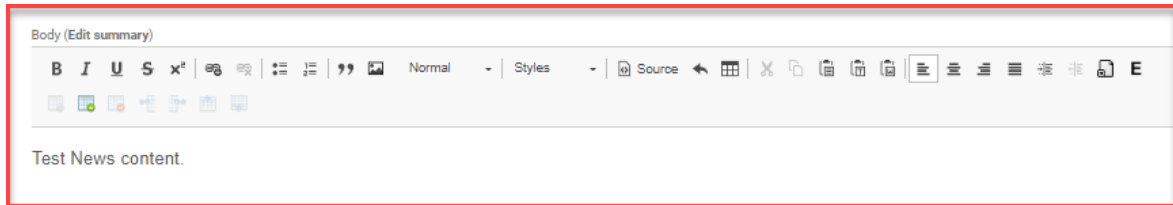


You can use the **Styles** dropdown menu to change the color of the text:



(The colors that appear on the Styles dropdown menu will vary based on your Network, and will match your Network's Style Guide color palette.)

WYSIWYG Editor



WYSIWYG stands for “what you see is what you get”. Most web-based text editors, like those on Google Docs or Office 365, use this type of editor. In addition to the Format and Style options, the WYSIWYG editor bar offers several other options you’ll want to get familiar with. This is just a very brief guide to what is possible.

Some of the options include:

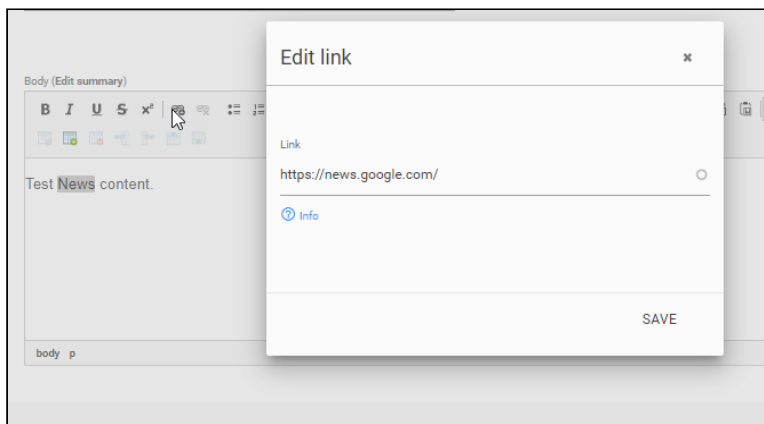
- Bold, italic, underline, strikethrough and superscript
- Hyperlink (for embedding links to other web pages in the content)
- Bulleted lists (for unordered item lists, like this one)
- Numbered lists (for ordered lists with numbers to the left)
- Blockquote (for pull-quotes/text to highlight within the text)
- Media embed (for adding in-line images to the text)
- Table (add a table to the text)
- Paste (pastes with formatting)
- Paste As Plain Text (pastes content and does not transfer formatting)
- Paste From Word - (pastes semi-formatted content from Word docs)
- Paragraph formatting (left, center, right, and justified)
- Link (for linking to a Node with the site by name rather than URL)
- Media Entity Embed (allows for uploading images, videos, files and more, including embedded videos)

Adding Hyperlinks (URLs) to Content

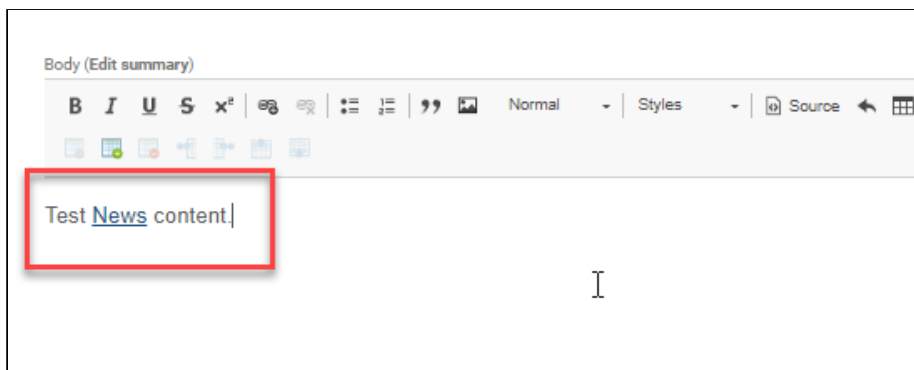
1. Select a section of the text you want to add a link to.



2. With the text selected, click the **Hyperlink** button in the WYSIWYG bar.



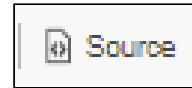
3. Type in the URL in the Link field. Click **Save**. You will now see a link in place of the highlighted text.



There are a lot of options in the HTML/WYSIWYG Editor, so if you need more in-depth help, please visit <https://ttcrequest.zendesk.com/> for assistance!

Source Editor

There are times when you may need to edit the source directly, such as when you want to embed external media. In these cases you will want to use the **Source** button:

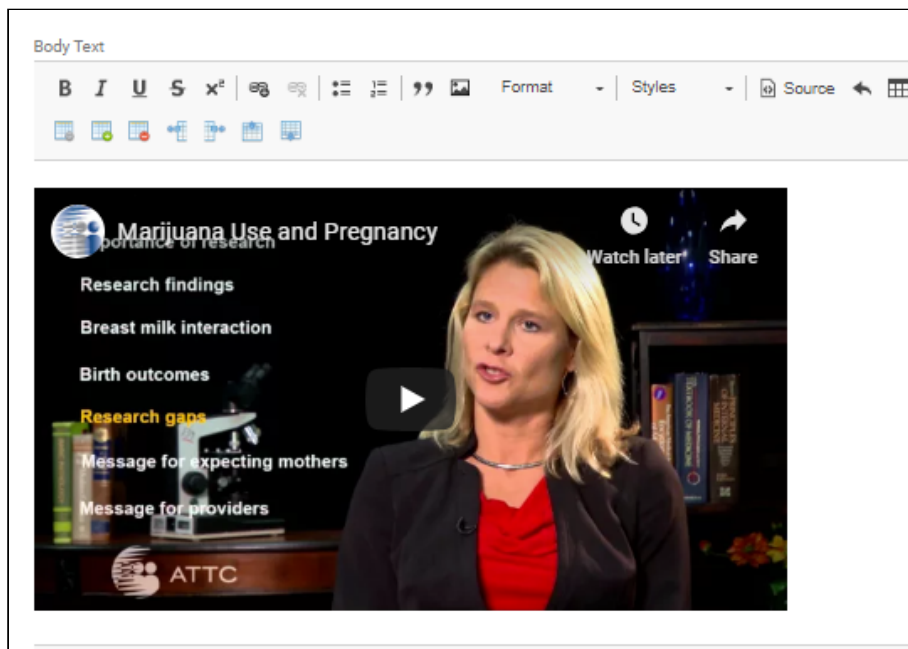


Once you have the Source editor open, locate the area where you want to embed content, then add the source code required.

For instance to embed a YouTube video without using the media embed tool, you would insert the Embed code generated by YouTube, which might look something like this:

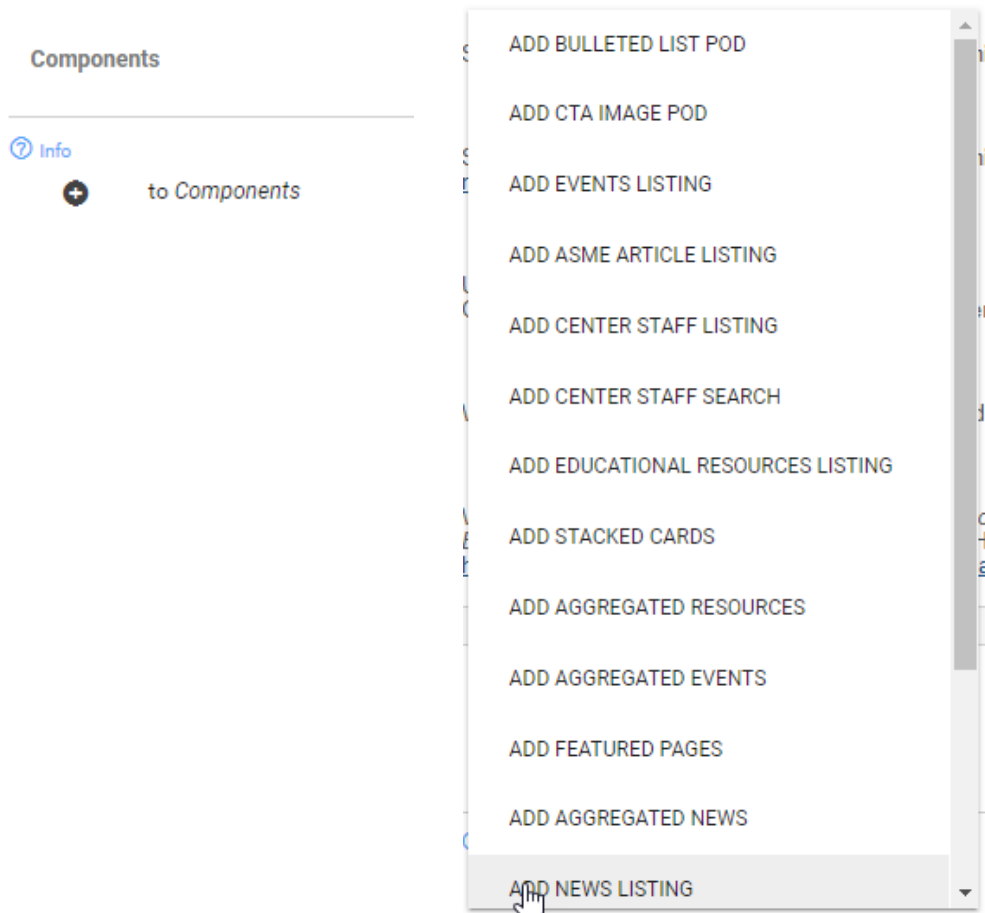
```
<iframe
  width="560"
  height="315"
  src="https://www.youtube.com/embed/BFxb1ZM3TKs"
  frameborder="0"
  allow="accelerometer; autoplay; encrypted-media; gyroscope;
  picture-in-picture"
  allowfullscreen>
</iframe>
```

When you click Source again, you should see the video box appear.



Components

Components are standard building blocks of the website that can be used throughout the site and may be added to your basic pages. Components include things like Calls to Action (CTAs), bulleted lists, featured pages, and slideshows. (See screen capture below.)



Each of these components can add deep interactivity and richness of content to your Center pages. We will be happy to assist you in using them to best design the user experience that you prefer.

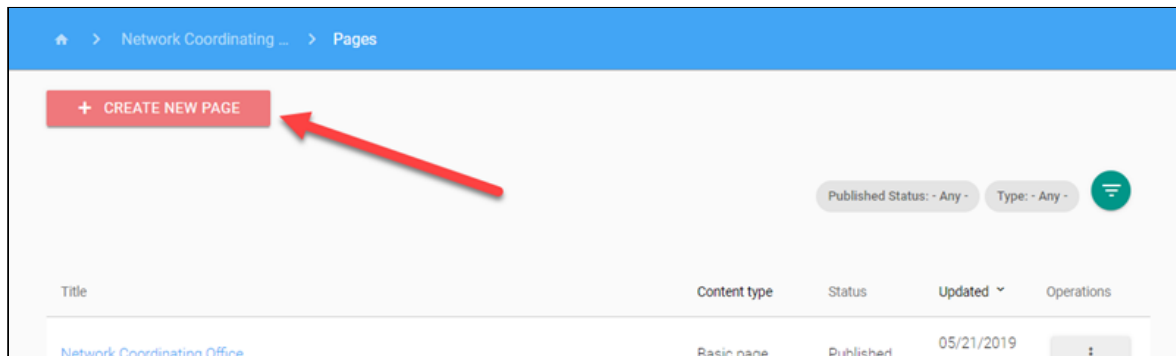
NOTE: *Specific instructions for using the "ADD STAFF LISTING" Component are included later in this guidance.*

Viewing and Creating Group Content

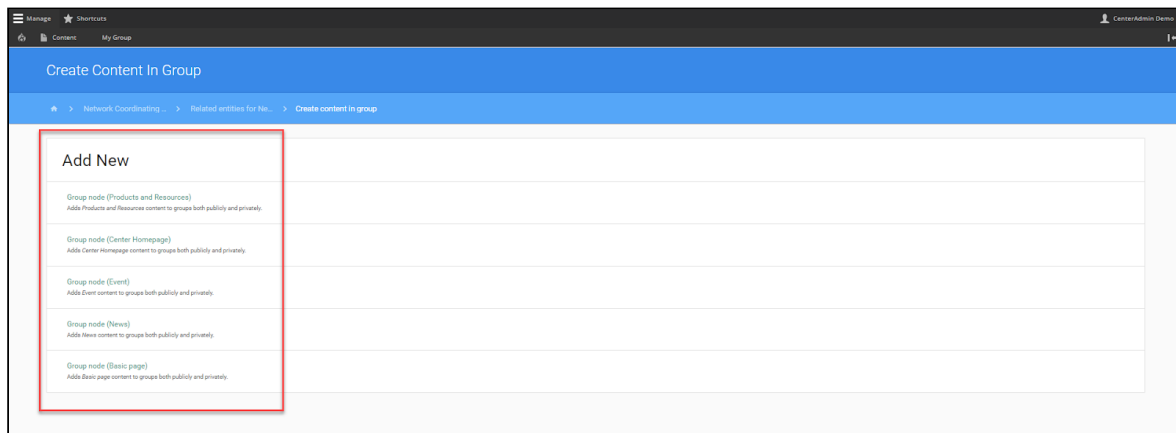
Once you're familiar with the content editing process, you can start creating new content.

To begin adding new content in your Group:

1. Click on the **My Group** link at the top of the page. You will see a few different options: VIEW, EDIT, ALL RELATED CONTENT, and PAGES.
2. Click on the **PAGES** link.
3. Now you will see a list of the content related to your Group (your Center), along with a button to **CREATE A NEW PAGE**:

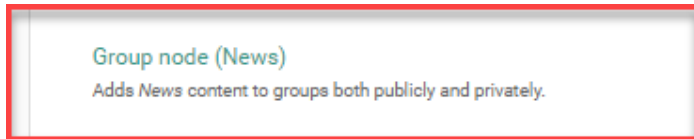


After selecting this button you will see a page that displays all of your options for creating new types of content for your Center (these options may differ for your particular Center):



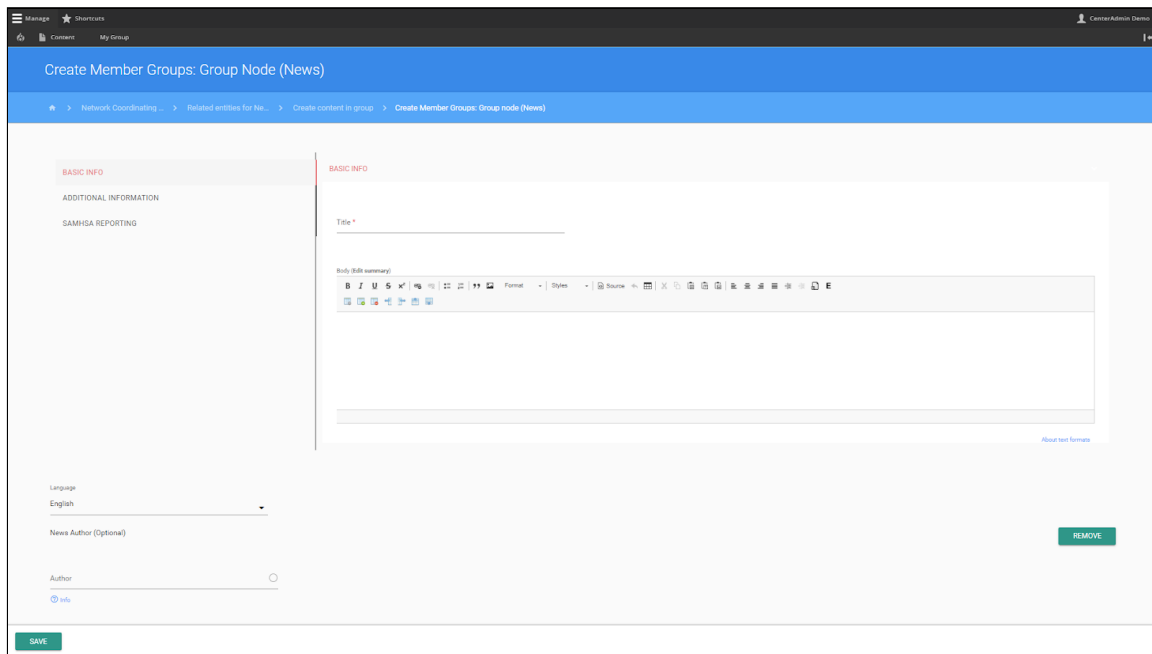
Creating New Group Content

Below the Add New header, you will see a list of "Group node" options, with the Content Type/Node Type listed in parentheses after the words "Group node". Select the Content Type you wish to create. For each content type, there are specific types of information that can be included in the content type. This information goes into fields in the content creation screen for the content type. For this example, we'll select **News**.



Now, an editing page will pop up that will allow you to add a Title and HTML to the News item.

At the top of the page, you'll see **Create Member Groups: Group Node** followed by the content type -- in this case, it will say **(News)**.

A screenshot of a web application interface for creating content. The page title is "Create Member Groups: Group Node (News)". The breadcrumb trail shows: "Networks > Coordinating > Related entities for Net... > Create content in group > Create Member Groups: Group node (News)". The main content area is divided into two columns. The left column has a sidebar with sections: "BASIC INFO", "ADDITIONAL INFORMATION", and "SAMHSA REPORTING". The right column has a "BASIC INFO" section with a "Title*" field and a "Body (Full summary)" field with a rich text editor. Below the body field is a "Language" dropdown set to "English" and a "News Author (Optional)" field. At the bottom right of the main content area is a green "REMOVE" button. At the bottom left of the page is a green "SAVE" button.

In the following sections we will delve deeper into each Content Type.

CONTENT TYPES

Center Homepage
News
Events
Products & Resources
Basic Pages

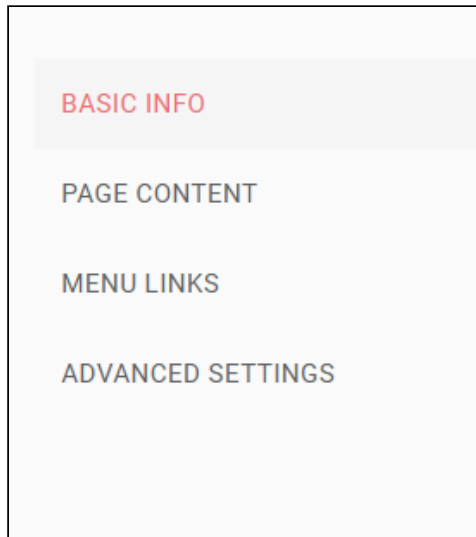
Content Type: Center Homepage

Each Center has one “Center Homepage” content type, which serves as the main landing page for your Center’s section on your TTC’s website.

You will never need to create a new instance of this page. Most of the information on your “Center Homepage” will remain the same. However, in this section, we will walk you through each of the tabs within the Center Homepage content type.

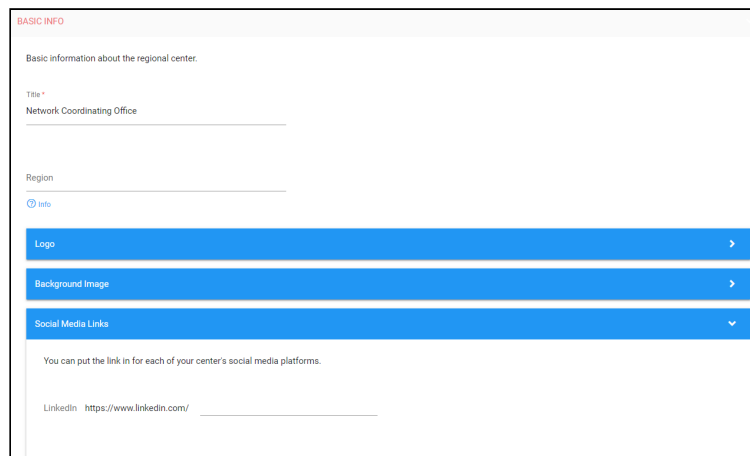
The image displays several screenshots of the Mid-America ATTC website homepage. The top section features the ATTC logo and navigation tabs: YOUR ATTC, EDUCATION, PROJECTS, RESOURCES, COMMUNICATION, and ABOUT. Below this is a 'Mid-America ATTC Navigation' menu with a 'Go to Center' button. A prominent banner for the 'Mid-America Monthly' newsletter is shown, with a 'Sign up for the Mid-America Monthly E-Newsletter!' call to action. A red arrow points from this banner to a 'Sign up' button in the navigation menu. Another screenshot shows the 'Mid-America ATTC' overview page, which includes a description of the center's mission and a list of services: building coalitions, helping implement evidence-based practices, disseminating information, and supporting implementation. Below this are sections for 'NEWS' (featuring 'EVIDENCE-BASED PRACTICES RESOURCE CENTER'), 'UPCOMING EVENTS' (listing a 'Kansas City Perinatal Recovery Collaborative - KCMO Workgroup Meeting' and a 'Region 7 Recovery Stakeholders Learning Community'), and 'PRODUCTS' (listing 'HCV Snapshot', 'Tour of Motivational Interviewing', and 'America's Opioid Epidemic'). At the bottom, there are three call-to-action boxes: 'NEW ONLINE COURSE!' with a 'REGISTER TODAY' button, 'CONTACT US!' with a 'STAFF DIRECTORY' button, and 'JOIN OUR MAILING LIST!' with a 'CLICK HERE TO JOIN' button. The footer includes a '2 YEARS' anniversary logo and a grid of links for 'ABOUT THE NETWORK', 'PROJECTS', 'RESOURCES', and 'TRAINING AND EVENTS'.

For the **CENTER HOMEPAGE** content type, you will have the following tabs when managing content.



Under the **BASIC INFO** tab is where basic information about your Center is managed. This includes:

1. Center Name
2. Region
3. Center Logo
4. Center Tile Image
5. Social Media Links
6. Center Phone
7. Center Email
8. Center Address
9. States in Region



This information will rarely (if ever) need to be updated. You will spend most of your time editing your Center Homepage under the PAGE CONTENT and MENU LINKS tabs.

Let's start with **PAGE CONTENT** first.

The first item you will encounter under the **PAGE CONTENT** tab is a familiar **WYSIWYG** editor. This is where you will add basic information about your Center - which will display on either the navy, orange, or green box on your Center's Homepage, depending on your Network.

Due to space formatting, we recommend that you keep the content in this section short and to the point. Note that your Center tile image, social media icons, email and phone number will automatically appear.

PAGE CONTENT

Page content information.

Body (Edit summary)

Mid-America ATTC

The **Mid-America Addiction Technology Transfer Center** (Mid-America ATTC) is a collaboration between Truman Medical Center Behavioral Health (TMC-BH) and the University of Missouri-Kansas City School of Nursing and Health Studies (UMKC SONHS). Mid-America ATTC serves the states of Iowa, Kansas, Missouri and Nebraska (Region 7).

Mid-America ATTC Vision: All people accessing services for a substance use disorder in Iowa, Kansas, Missouri, and Nebraska will receive treatment and recovery support rooted in evidence-based and promising practices.

Mid-America ATTC Mission: To accomplish this, Mid-America ATTC supports multidisciplinary practitioners, agencies, and communities in implementing evidence-based practices. We do this by:

- building coalitions and improving coordination of services
- leading in-person and virtual learning communities
- disseminating information and resources
- ensuring that research is accessible and useful to practitioners, and
- supporting organizations in their adoption of innovative practices.

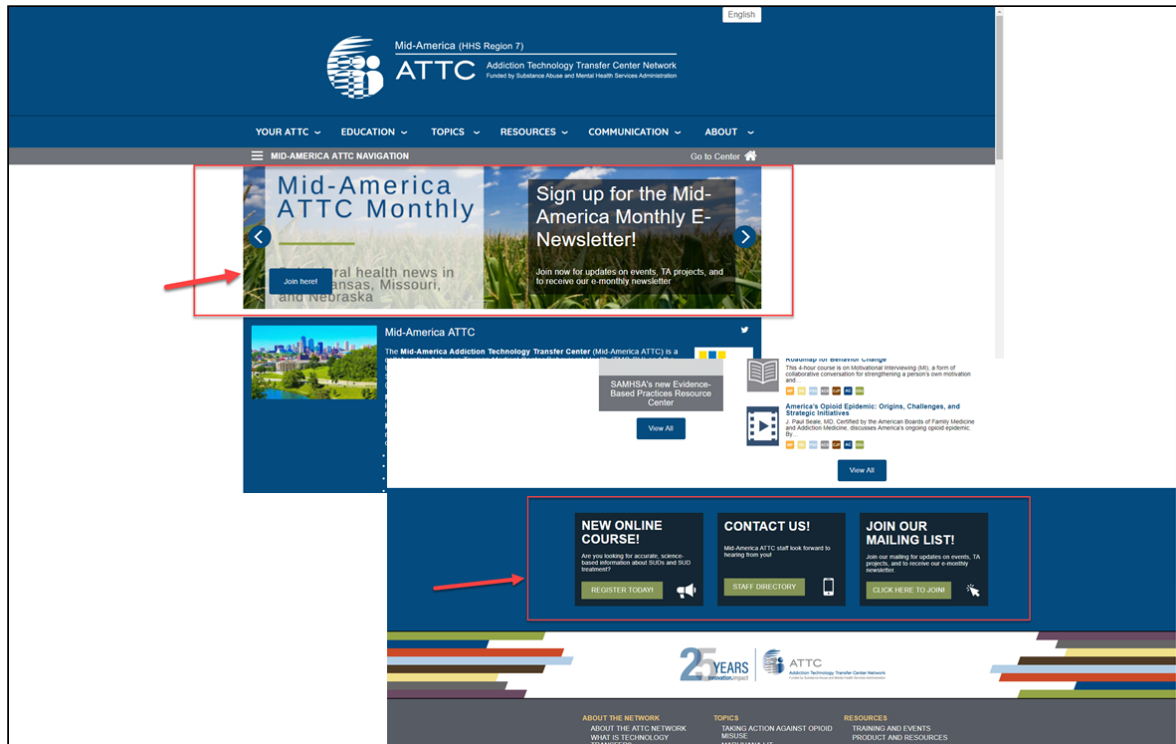
816-235-5055 | midamerica@attcnetwork.org

Below the WYSIWYG editor, you will find two tabs - one that says Slider and one that says Call to Action

Slider

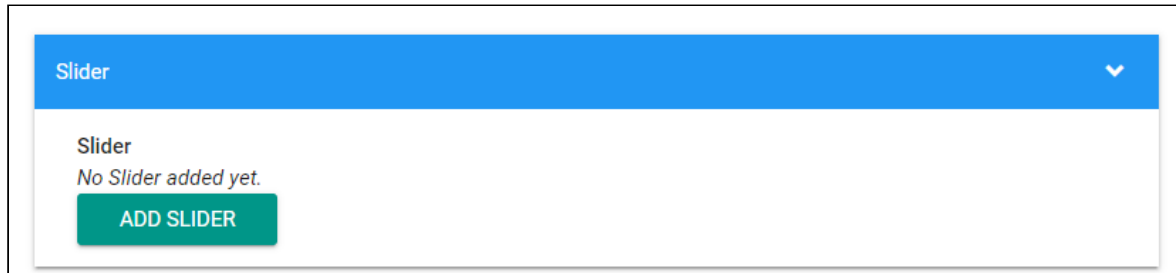
Call to Actions

These two tabs allow you to add and manage sliders and call to action pods on your Center's homepage.

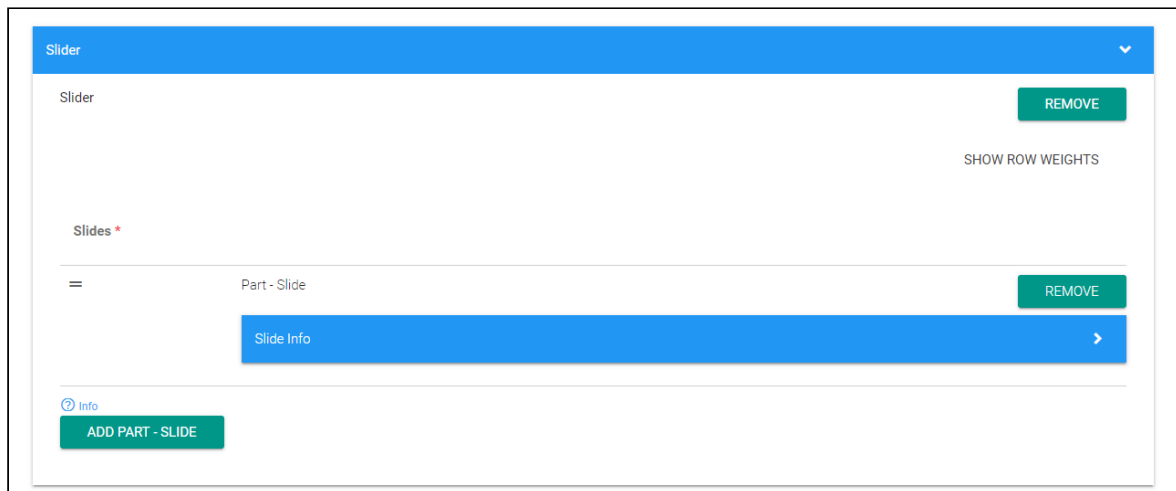


Adding a Slider

To add a "Slider" and slides to your Center's homepage, Select to open the **Slider** tab, and Select **"ADD SLIDER"**



Next, under Part - Slide, select **"Slide Info"** to expand.



To add the image for your slider, select the **Background Image tab**, and follow the steps to upload your image.

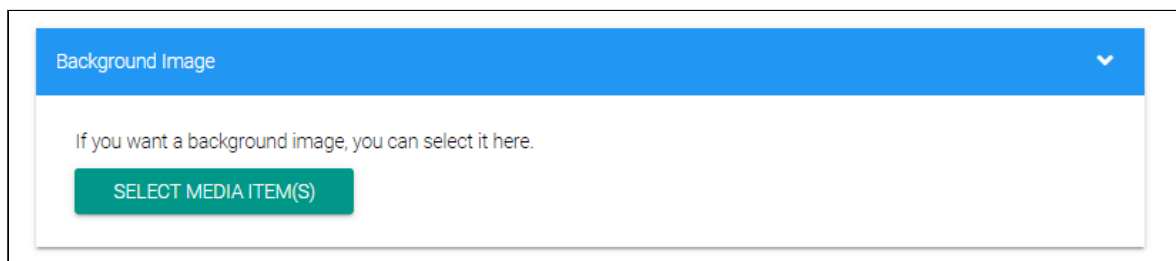
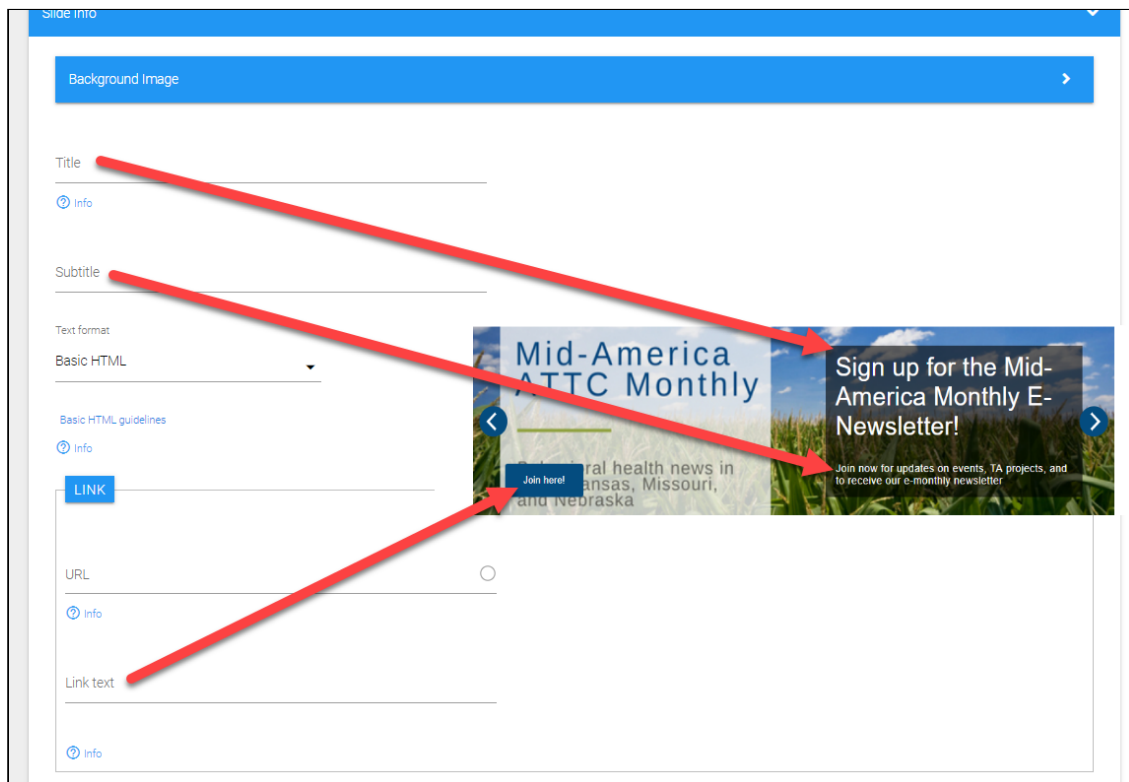


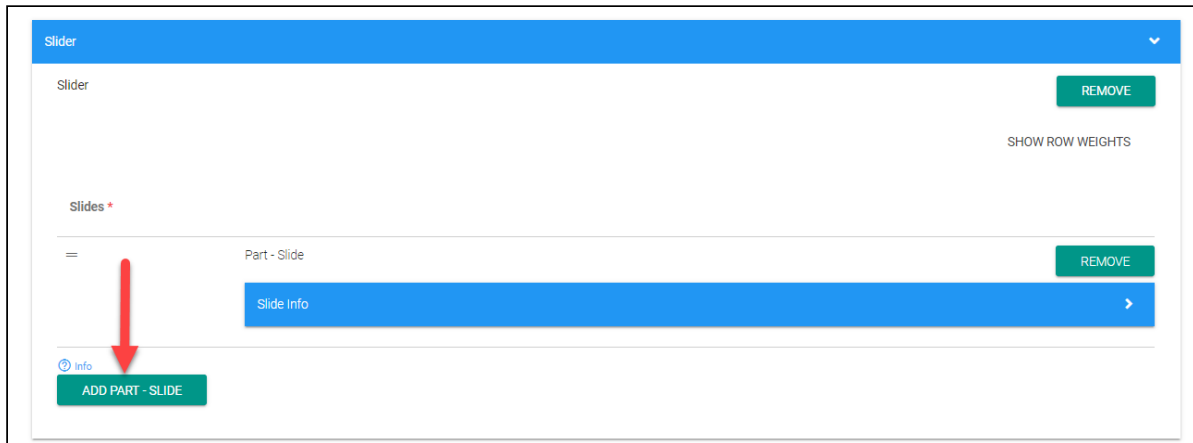
IMAGE TIP: The **Center Homepage slider images resize to 1000px x 277px.** Ideally, you would want your image dimension minimums at that range. Keep in mind that the larger the image size is at upload the better. Smaller images are typically going to be "upsized" and will come out pixelated depending on exactly how much resizing is required. Images that are bigger than this will crop to the new size. Images that are smaller by either measurement will upsize and pixelate and become blurry

Next, you will add a **Title** and **Subtitle** (OPTIONAL), which will appear as white text on the dark grey square overlay on the image.

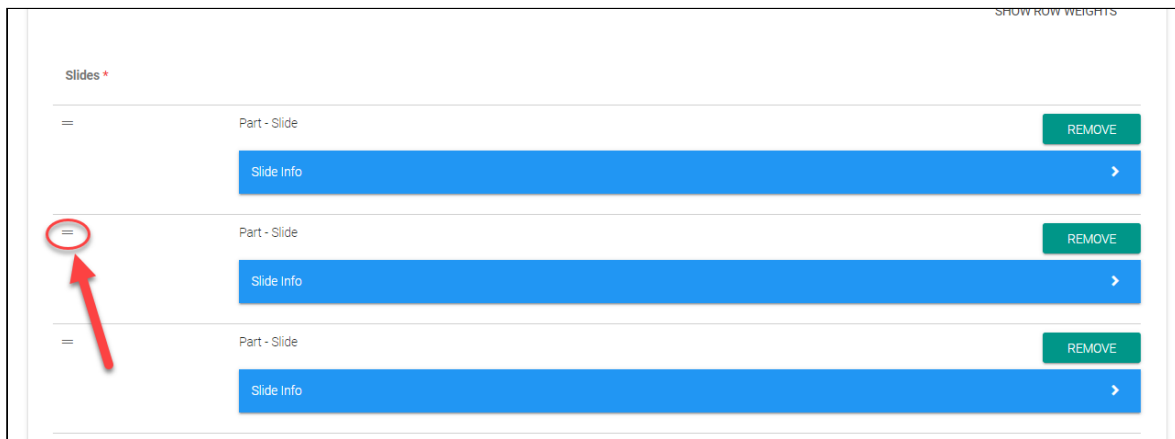
You will also add a **URL** and **Link text** for each slider (REQUIRED).



To add another Slide to your Center’s Slider, select **“ADD PART - SLIDE”** and repeat steps above. **You may include up to 10 slides in your Slider.**

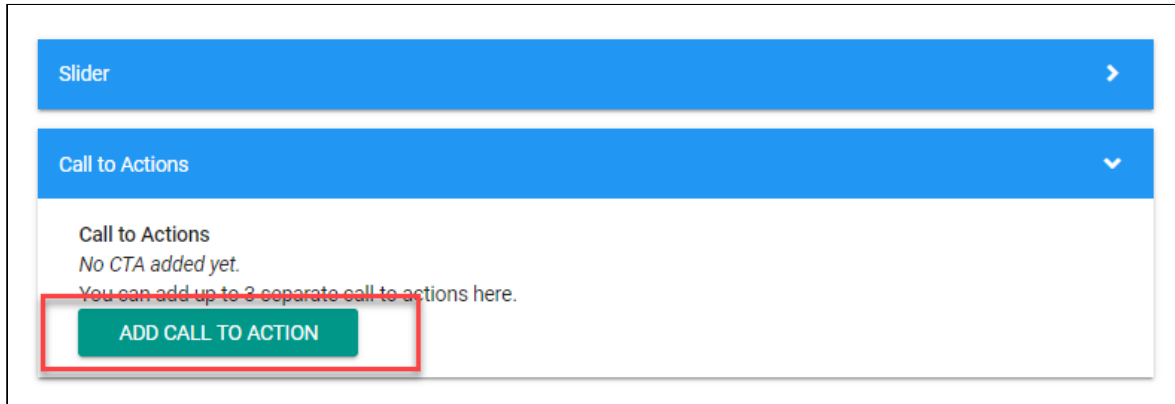


TIP: To change the order in which your Slides appear on your Center’s Slider, select the = symbol to the left of the individual Slide and drag to reorder. The Slide on top will appear first in your Slider.



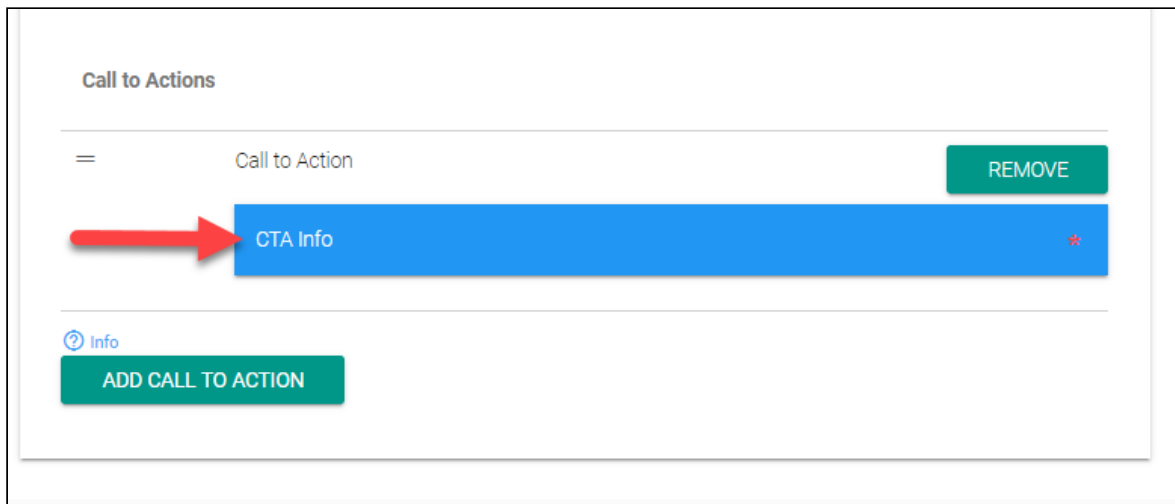
Adding a Call to Action (CTA) Pod

To add a "Call to Action" pod to your Center's Homepage, start by selecting the "Call to Actions" tab to expand, and then select the **"ADD CALL TO ACTION"** button.



Select the "CTA Info" tab to add:

1. Title
2. Icon
3. Brief Description (using WYSIWYG)
4. URL
5. Link text

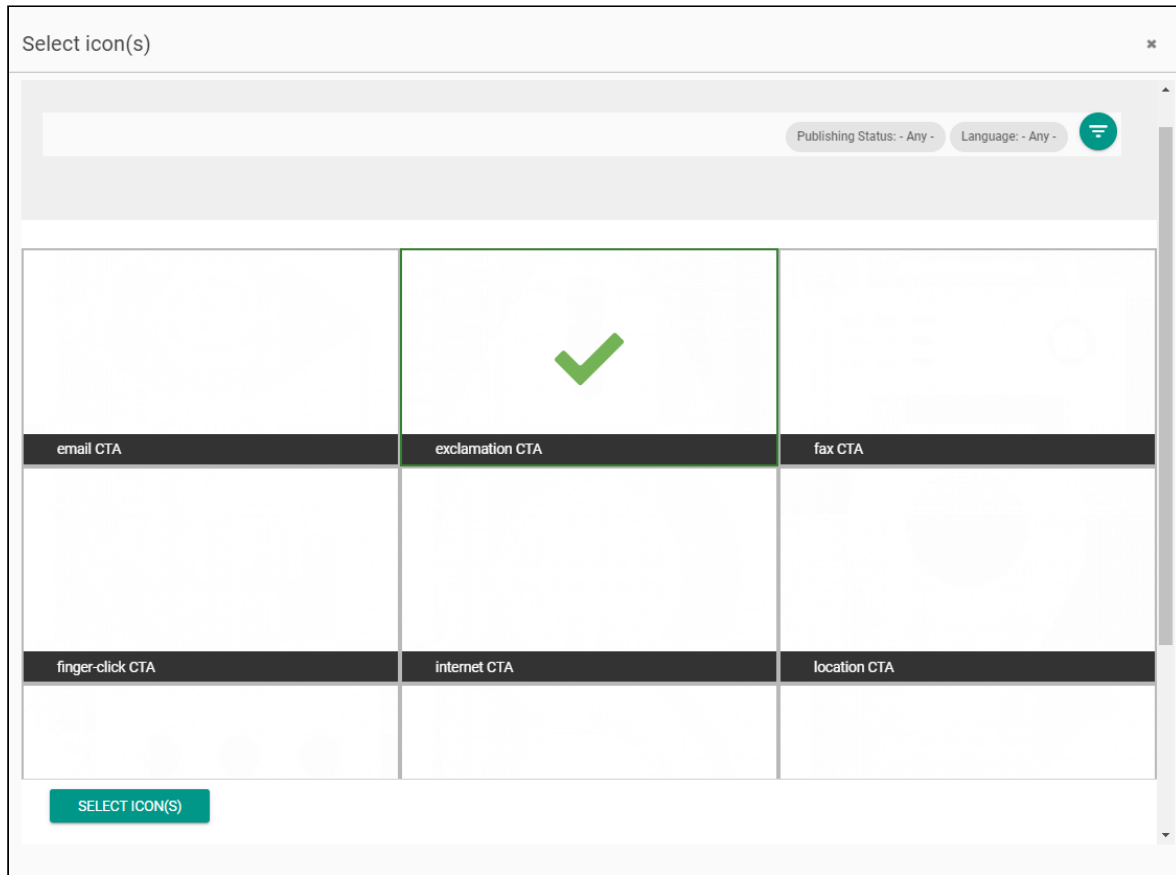


See image below for "CTA Info" content relations:

The image shows a 'Call to Actions' configuration interface. At the top, there's a blue header 'Call to Actions' with a dropdown arrow and a 'SHOW ROW WEIGHTS' link. Below this, a 'Call to Action' entry is shown with a 'REMOVE' button. The main configuration area is titled 'CTA Info' and contains three main sections: 'Title', 'Image', and 'Text'. The 'Image' section has a 'SELECT ICON(S)' button. The 'Text' section includes a rich text editor with various formatting tools. A red arrow points from the 'Image' field to a preview of a 'NEW ONLINE COURSE' banner. Another red arrow points from the 'Text' field to a 'REGISTER TODAY!' button on the banner. A third red arrow points from the 'Text' field to a 'LINK' field in the 'Text' editor below, which includes a 'URL' and 'Link text' input. At the bottom, there is an 'ADD CALL TO ACTION' button.

Tip: When selecting your CTA icons, **use only the pre-formatted white images with transparent background provided in the library.** While the image preview will not work (since all the images are white on transparent backgrounds) we named each of them so you will get an idea of what they are... such as “@ Symbol”, “arrow-click”, “bullseye CTA”, “calendar CTA”, “email CTA”, “finger-click CTA” etc.

You will know which icon you selected by the **green ✓**.



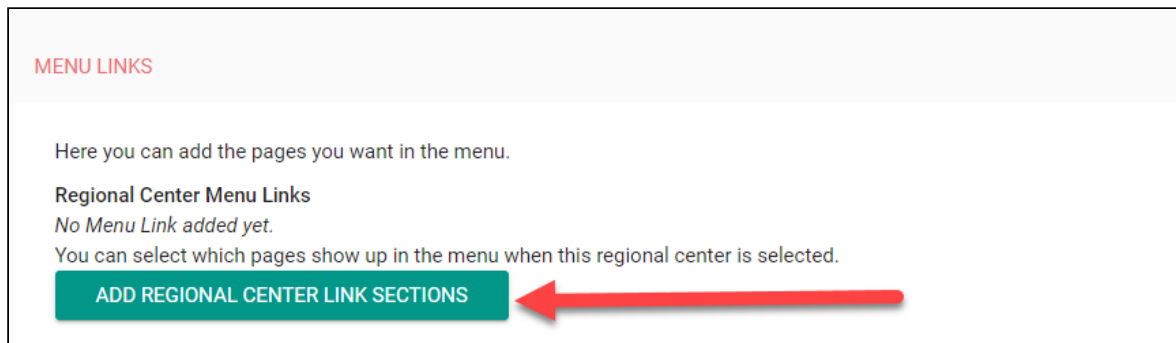
Editing Your Center’s Navigation Menu

Under the **MENU LINKS** tab, you will build and add to your Center’s navigation.

You may include **up to three (3) Sections** with **up to four (4) links under each section** - so 12 total linkages in your Center’s navigation menu.



To add or edit your Center’s Menu Links, select the **ADD REGIONAL CENTER LINK SECTIONS** button.

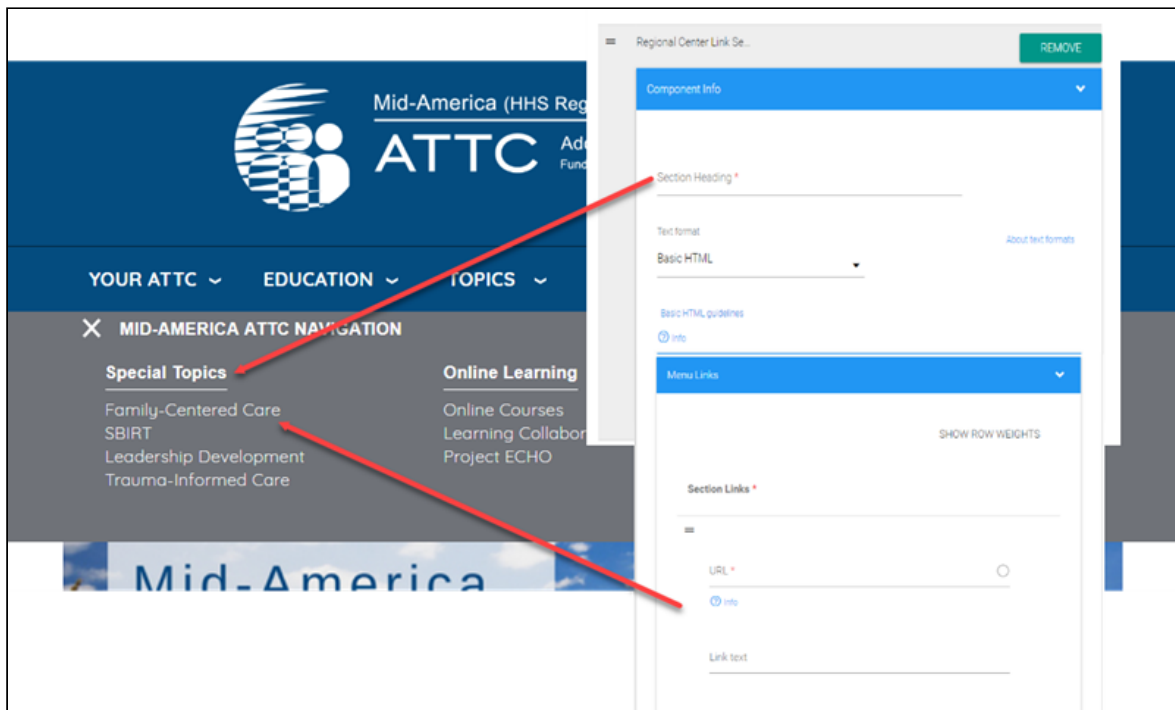


In the expanded tab, select **Component Info**



Add the **Section Heading** for your first section, and select **Menu Links tab** to **add up to four (4) links** for that section.

For each link, include the URL or begin typing the page name to locate page to link. In addition, add the text you want to appear for each link.

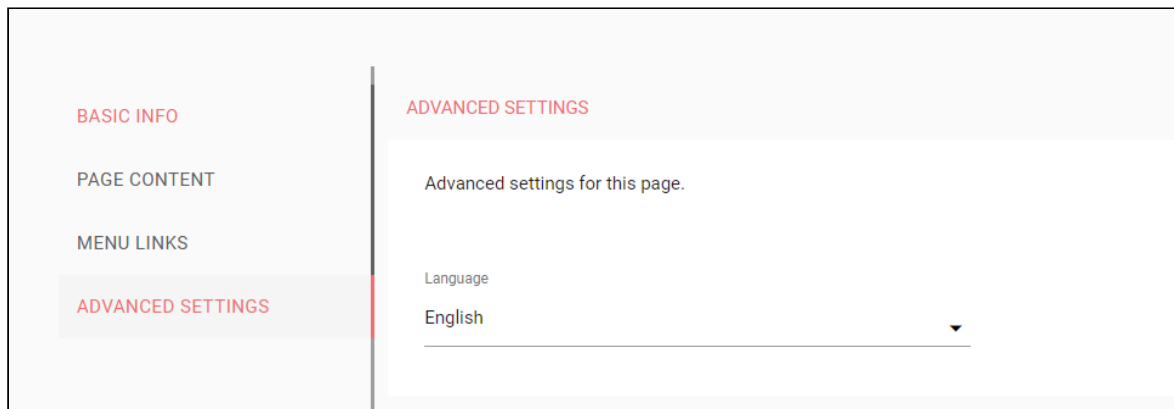


Select **ADD REGION CENTER LINK SECTIONS** and repeat the steps to above to add additional Menu Sections and Links.



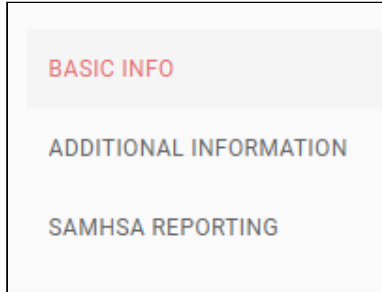
The final tab on the Center Homepage content type is the **ADVANCED SETTINGS** tab. Here, you will indicate if the default language for your Center's Homepage is something OTHER THAN English.

NOTE: You do not need to access or make changes within this tab UNLESS you have translated your Center Homepage's Content AND you want it to default to displaying that language on the page when viewed.



Content Type: News

For the **News** content type, you will have the following options when creating content:

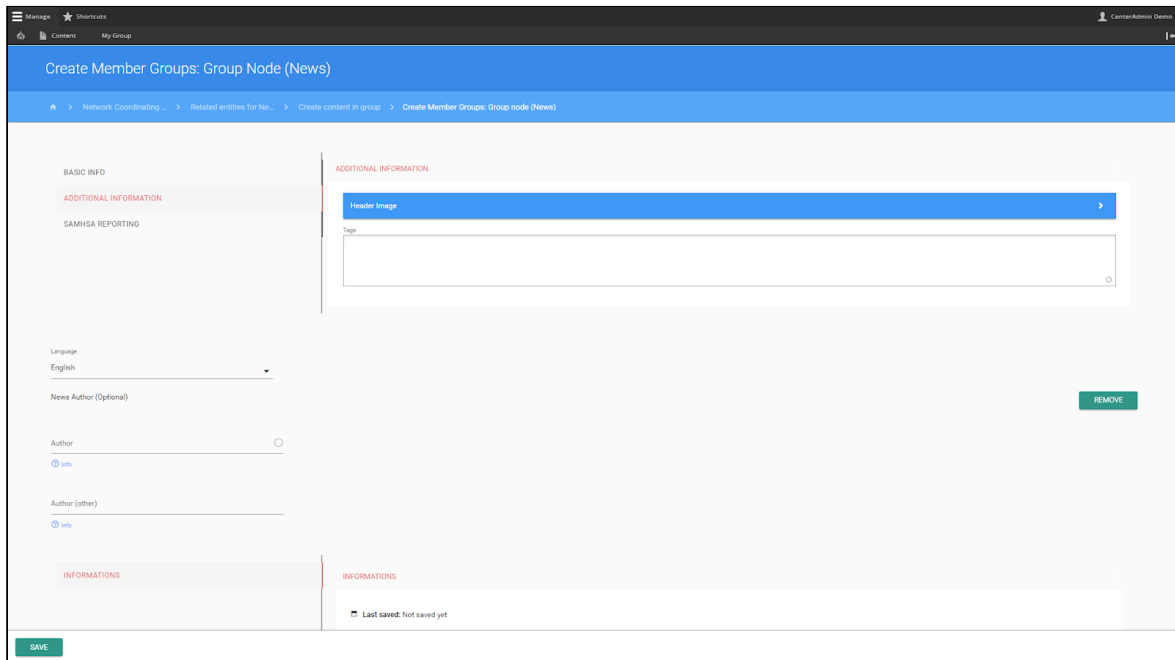


- BASIC INFO
- ADDITIONAL INFORMATION
- SAMHSA REPORTING

Title - The News article's title.

Body - The News article's content.

Additional Information - Header image, tags, and authors.



Manage Shortcuts Content My Group CenterAdmin Demo

Create Member Groups: Group Node (News)

Network Coordinating ... Related entities for Ne... Create content in group Create Member Groups: Group node (News)

BASIC INFO

ADDITIONAL INFORMATION

SAMHSA REPORTING

Language
English

News Author (Optional) REMOVE

Author info

Author (other) info

ADDITIONAL INFORMATION

Header Image

Tags

INFORMATIONS

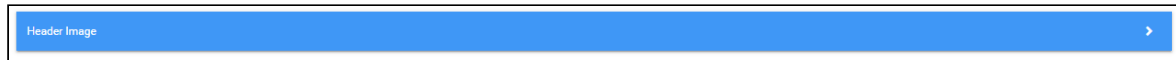
INFORMATIONS

Last saved: Not saved yet

SAVE

Additional Information (Continued)

First, click the **Header Image** button to add an image to the article. This is the image that will act as a link to the article when articles are listed on other pages in a News section.



When you click the Header Image button, a drop down appears with a link to select the media items you wish to use as the header image:



Click the **Select Media Items** button to see the media selection and upload options. (Please see **Media Selection and Upload Options** below for details on selecting, uploading and saving media for use in content.)

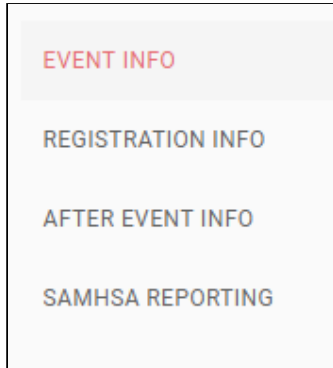
After selecting or uploading the header image, you can add tags to the News story by typing them in the **Tags** field. Tags are optional but help with categorizing and locating content. Type each word or phrase, followed by the Enter key, to add new tags to the News story.



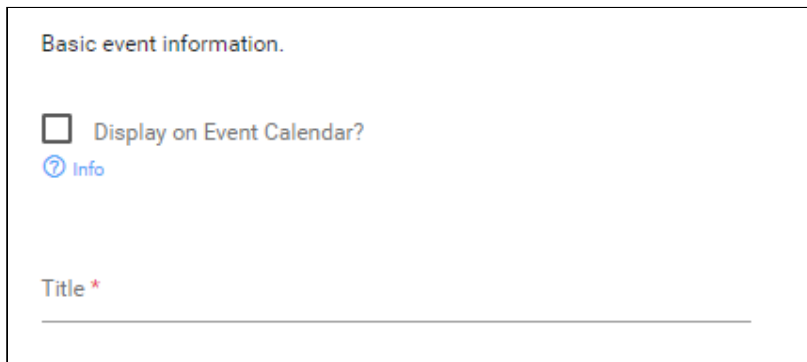
On this screen, you will also have the option to add more Author names to the story. There are two Author fields: the first one is for co-authors from your Center, and the second one is for additional co-authors who are not part of your Center but you would like to display as authors of the story.

Content Type: Event

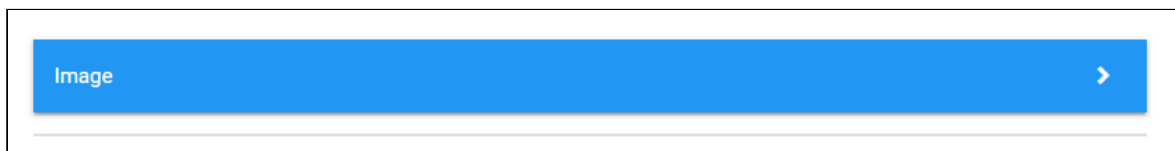
For the **Event** content type, you will have the following tabs when creating content:



Under Event Info, you will enter the title of the event and select whether or not to display the event on your group's Event Calendar.

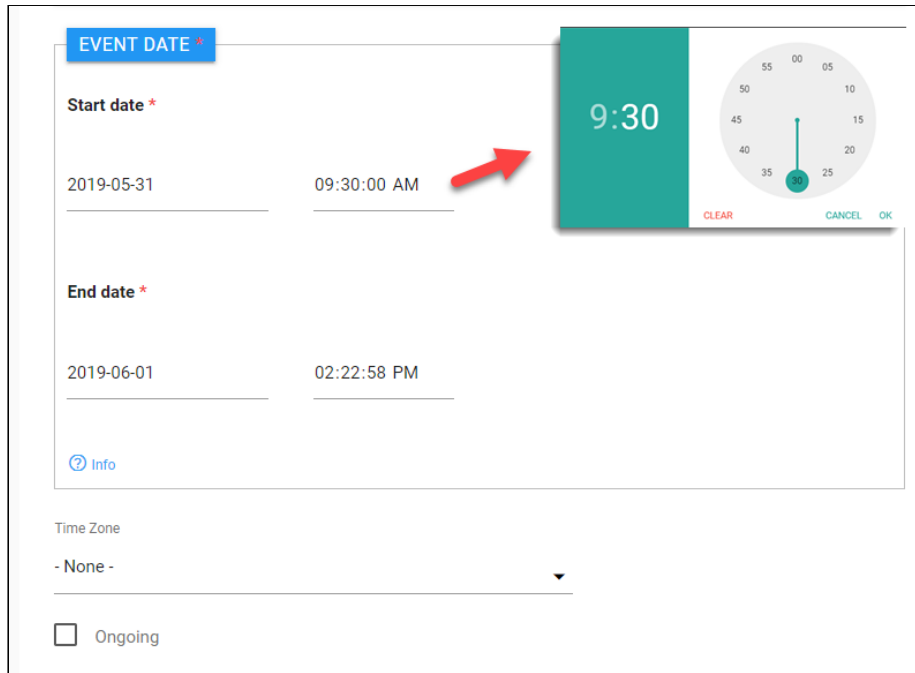
A form titled 'Basic event information.' containing a checkbox labeled 'Display on Event Calendar?' with a blue question mark icon and the word 'Info' below it. Below the checkbox is a text input field labeled 'Title *' with a horizontal line underneath.

Click the **Image** button to add a **Header Image** (OPTIONAL) for the event:



Event Info (continued)

Then, enter the event start and end date (and Time Zone), or select Ongoing if the event will be ongoing.



The screenshot shows a form titled "EVENT DATE" with two main sections: "Start date" and "End date".

- Start date:** The date is set to 2019-05-31 and the time is 09:30:00 AM. A red arrow points to a time selection widget on the right, which displays "9:30" and has a circular dial with "30" selected. Below the dial are "CLEAR", "CANCEL", and "OK" buttons.
- End date:** The date is set to 2019-06-01 and the time is 02:22:58 PM.

Below the date fields, there is an "Info" link (a question mark icon followed by "Info").

At the bottom of the form, there is a "Time Zone" dropdown menu currently set to "- None -" and a checkbox labeled "Ongoing" which is currently unchecked.

At the bottom of the Event Info page, you have the option to upload a file if you would like to distribute something related to the event (for instance, a flyer, directions to a venue, etc.) via the event calendar.

Content to be attached to Event Info needs to be uploaded first, then attached. Please see the detailed instructions on the page for more information.

1. **Event Description** - Enter the event description. *Refer to earlier section on using the WYSIWYG.*
2. **Event Location Venue Name & Address** - Event location name/address.
3. **Event Type** - Select the Event Type from the drop-down menu.
4. **Type of Technical Assistance** - Select the type of technical assistance.
5. **Previous Event Info** - Check box if the event builds upon a previous one.

> Adding Event Registration Information

Under the **REGISTRATION INFO** tab, you will be prompted to enter:

1. A Registration Deadline (if no deadline, set as event start date)
2. *EITHER* a link to register or a contact email.

EVENT INFO

REGISTRATION INFO

AFTER EVENT INFO

SAMHSA REPORTING

REGISTRATION INFO

Info related to registering for this event.

Registration Deadline **Required**

Format

Registration URL

[Info](#)

Required to provide EITHER URL or Email

Contact Email

[Info](#)

> Providing After Event Information

Under the **AFTER EVENT INFO** tab, you will be prompted to:

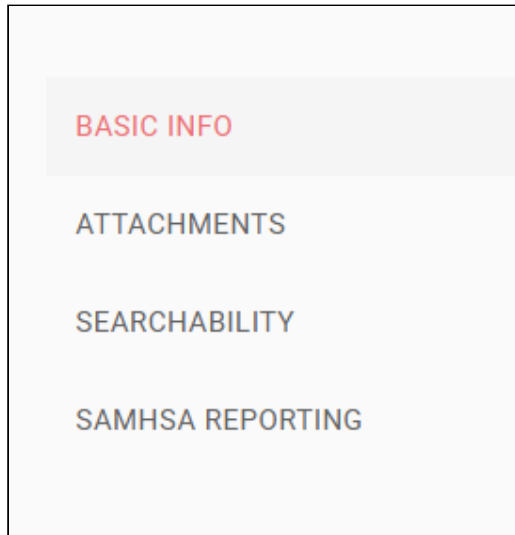
1. Indicate if the event was "GPRA'd" by checking the box if "YES"
2. If you selected the GPRA checkbox (#1) provide the Event Code
3. Enter number of participants
4. Enter an event outcome (This is ENTIRELY optional.)

The screenshot displays a web interface with a sidebar on the left and a main content area on the right. The sidebar contains four menu items: "EVENT INFO", "REGISTRATION INFO", "AFTER EVENT INFO" (which is highlighted with a red bar), and "SAMHSA REPORTING". The main content area is titled "AFTER EVENT INFO" and contains the following elements:

- A heading: "AFTER EVENT INFO"
- An instruction: "Fill these fields out after the event is over."
- A checkbox labeled "GPRA".
- An input field labeled "Event Code".
- An input field labeled "Number of Participants?".
- An input field labeled "Event Outcome".

Content Type: Products & Resources

For the **Products & Resources** content type, you will have the following tabs when creating content:



Under the **BASIC INFO** tab, you will be prompted to include the following:

1. **Title** - The primary title of the Product (this will show on the page and in the listings)
2. **Image** - What image should be displayed on this page? (Optional)
3. **Description** - A WYSIWYG field where you can input formatted text to show on the page. *Refer to earlier section on using the WYSIWYG.*
4. **Product Language** - Select the language of the product itself, if something other than English.
5. **Type of Product** - Here you can select the type of format the product is - such as Toolkit, Print Media, Video, Website, eNewsletter/Blog, etc.
6. **Target Audience** - What is the target audience for this product?
7. **Publication Date** - The date on which this Product/Resource was published, This will default to the date added to website, but you have the option to set it as something different.

Under the **ATTACHMENTS** tab, you will be prompted to indicate how visitors can access the product.

Link - You will be required to provide a URL

The screenshot shows a form titled "How can visitors access this product?". At the top, there is a dropdown menu currently set to "Link". Below this is an "Info" icon. A large blue button labeled "LINK" is positioned above a wide text input field. Below the input field, there is a "URL" label with a radio button, an "Info" icon, and a "Link text" label with another text input field. A second "Info" icon is located at the bottom left of the form area.

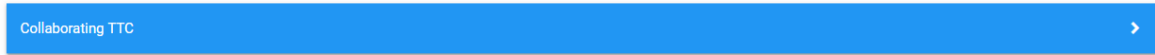
Direct Download - You will be required to upload a file (PDF, PPT, etc.)

The screenshot shows a form titled "How can visitors access this product?". At the top, there is a dropdown menu currently set to "Direct Download". Below this is an "Info" icon. A checkbox labeled "Is this file 508 compliant?" is present, with an "Info" icon next to it. A blue bar labeled "File Attachments" with a dropdown arrow is below the checkbox. Underneath this bar, there is a text prompt: "If there are any files that need to be included with this product, place/upload them here." and a green button labeled "SELECT FILE(S)".

Note: You will be asked to indicate if the file you are uploading meets 508 Guidelines. While this is not required for you to upload a file, we ask that you check the box if the file you are uploading is 508 compliant.

Under the **SEARCHABILITY** tab, you will be prompted to identify:

If you Collaborated with any other ATTCs (or PTTCs or MHTTCs) on the development of the Product or Resource.



And, **up to five (5) KEYWORDS.** These keywords are used by visitors to filter and search for Products and Resources of interest.

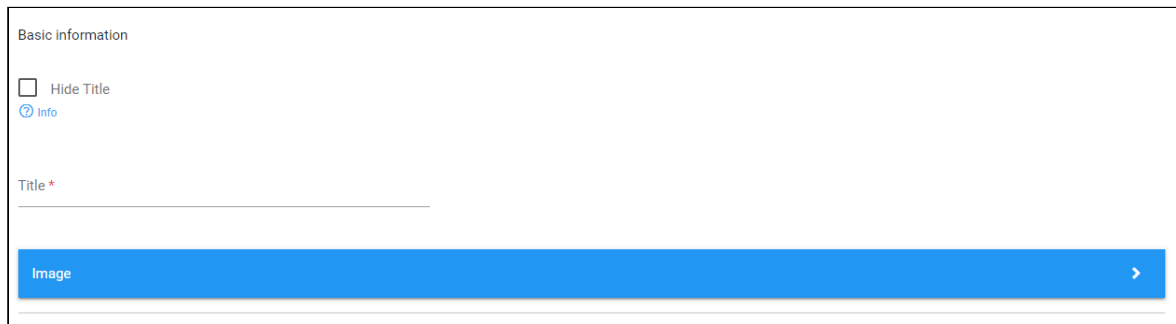
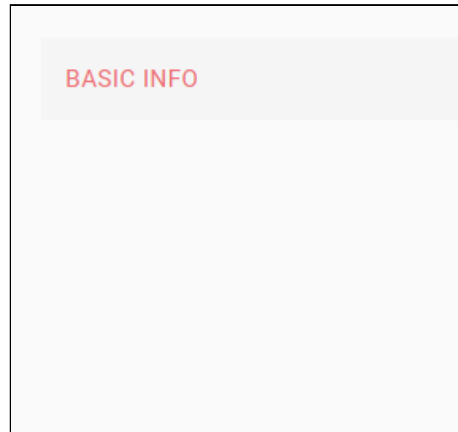
A screenshot of a web form titled "Keywords" with a blue header bar. Below the header, the word "KEYWORDS" is written in blue. A list of ten keywords is provided, each with an unchecked checkbox to its left. The keywords are: Adolescents/Youth, African Americans, Alcohol Misuse/Use, ASAM (patient placement/assessment), Asian Americans & Pacific Islanders, Binge Drinking, Biology/Neurobiology of Addiction, Clinical Supervision, and Co-occurring disorders.

Keywords	
<input type="checkbox"/>	Adolescents/Youth
<input type="checkbox"/>	African Americans
<input type="checkbox"/>	Alcohol Misuse/Use
<input type="checkbox"/>	ASAM (patient placement/assessment)
<input type="checkbox"/>	Asian Americans & Pacific Islanders
<input type="checkbox"/>	Binge Drinking
<input type="checkbox"/>	Biology/Neurobiology of Addiction
<input type="checkbox"/>	Clinical Supervision
<input type="checkbox"/>	Co-occurring disorders

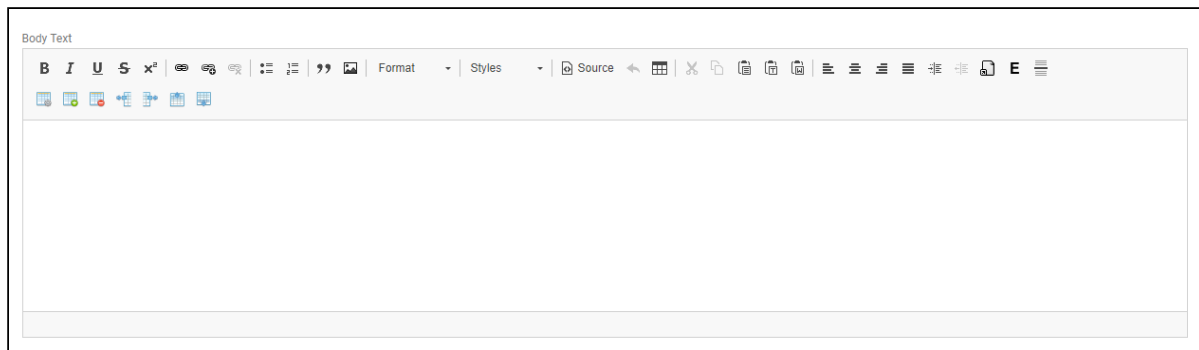
Content Type: Basic Page

For the **BASIC PAGE** content type, you will have only one tab when entering content.

As with other content types, you will begin by entering Page Title, indicating if you want it to show on the page or not, and adding a Header Image (optional).

A screenshot of the "Basic information" form in the content editor. The form is titled "Basic information" and contains a checkbox labeled "Hide Title" with a blue "Info" icon below it. Below this is a "Title*" field with a horizontal line underneath. At the bottom of the form is a blue bar with the word "Image" and a right-pointing arrow, indicating an image selection area.

Next, you will have the previously mentioned WYSIWYG Editor, where you can add the HTML content for this specific page.



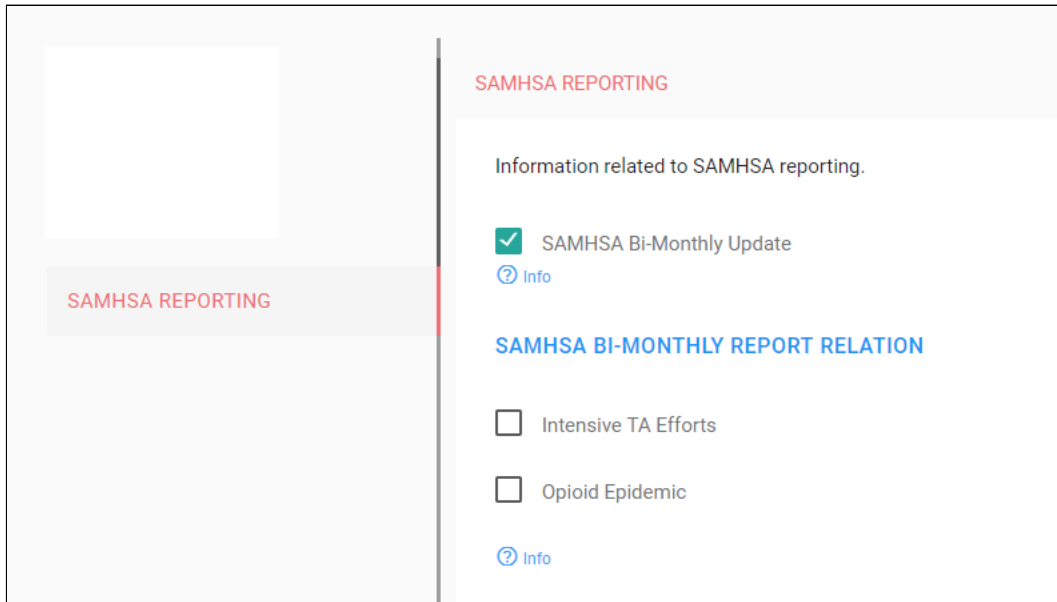
Note: If you want to **link to a PDF or other file in your content** you will have to upload the file to the media/file library and then insert the link to that file where you would like the link to the file to appear in the content.

Step-by-step instructions with a direct link to upload files to the media library are included above the WYSIWYG Editor for your convenience.

Want to link to a PDF or other file in your content below? [Upload it here first](#). Remember your file name! Then, return here and highlight text where you would like link to the file to appear. Then use the "Insert Link" tool (select the link icon or use Ctrl-L) to search for your file name and complete link.

SAMHSA Reporting Tab

You will notice that on Event, News, and Product & Resource Content Types there is an additional Tab, **SAMHSA REPORTING**:



The screenshot shows a user interface for the SAMHSA Reporting tab. On the left, a sidebar contains a tab labeled "SAMHSA REPORTING". The main content area is titled "SAMHSA REPORTING" and contains the following elements:

- Information related to SAMHSA reporting.
- SAMHSA Bi-Monthly Update
[Info](#)
- SAMHSA BI-MONTHLY REPORT RELATION**
- Intensive TA Efforts
- Opioid Epidemic
[Info](#)

This allows for you to “tag” content of these three types for possible inclusion in your Center’s B-Monthly Update of activities for SAMHSA. You may also select the checkbox(es) to indicate if this item is related to topics of interest. These topics are identified by SAMHSA and may change over time.

NOTE: By default this field is checked “YES”

Appendix

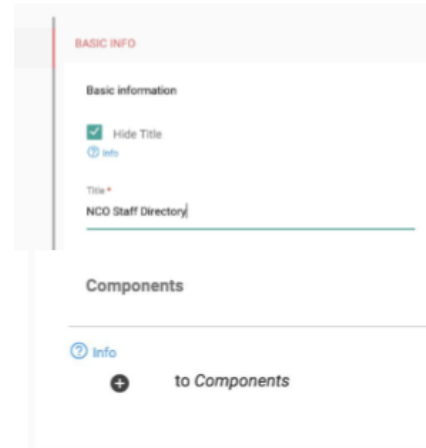
Staff Directory Component
Translation Module
Frequently Asked Questions

Component: Staff Directory

Building Your Center's Staff Directory

Create a "Basic Page"

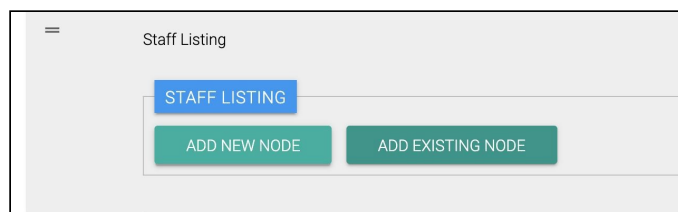
1. Create a Basic Page from the admin menu
Content > Add Content > Basic Page
2. Give it a title like "NCO Staff Directory" or something more fitting to your TTC
3. Click the checkbox to hide the title
4. Scroll down to the Components section located below the WYSIWYG Editor
5. Click on the "+" icon and add the **"Staff LISTING"** component. *Note: Do not use the "Center Staff Directory" as this is an old component to be removed later.*
6. Scroll to the bottom of the page and click Save



Adding New Staff

Staff members can be added easily from within the edit form of the Basic Page as follows:

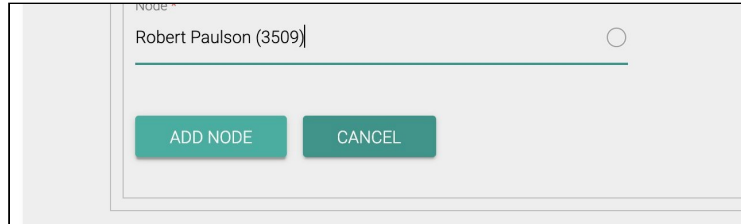
1. Click to edit the Basic Page
2. Scroll to the Staff Directory component and click Edit
3. Click to "Add New Node," which will open form elements to allow you to add the needed information:
 - a. Full Name
 - b. Photo
 - c. First Name
 - d. Last Name
 - e. Credentials (optional)
 - f. Job Title
 - g. Phone
 - h. Email
 - i. Bio (optional)
4. Click Create Node
5. Repeat as required
6. Once completed, scroll to the bottom of the page and click Save



Adding Existing Staff

If a staff member has already been created using the Person content type, they can be added easily by adding the existing node as follows:

1. Click to edit the Basic Page
2. Scroll to the Staff Directory component and click Edit
3. Click to Add Existing Node
4. Use the AutoComplete field to find the name of the Staff you would like to add and click to select it
5. Click to Add Node
6. Scroll to the bottom of the page and click Save



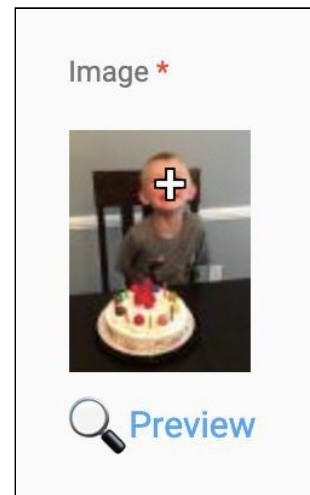
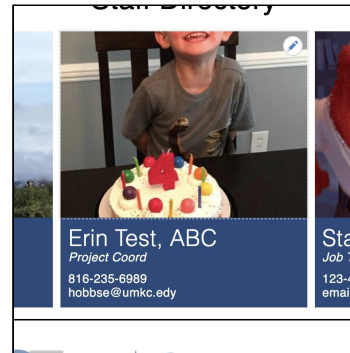
Correcting Image Focal Points

If the photo content is misaligned or cutting off important parts of the image, this can be corrected using the Focal Point tool to make the adjustment. This can be easily done from within the page by hovering over the image and clicking the pencil icon in the upper right corner and clicking to Edit. This will open the Image edit form.

Here you will see the image thumbnail with a white crosshair icon. Simply move the crosshair to the desired focal point of your image (center of the face or featured object) and scroll down to save.

The image should update automatically with the corrected focal point. Another option is to make the edit from the Basic Page edit form as follows:

1. Click to edit the Basic Page
2. Scroll to the Staff Directory component and click Edit
3. Scroll to the staff member and click Edit
4. Scroll to the Photo Field and click Edit
5. Set the crosshair to the desired focal point
6. Scroll down and click Save
7. Scroll down to Update Node
8. Scroll to the bottom of the page and click Save



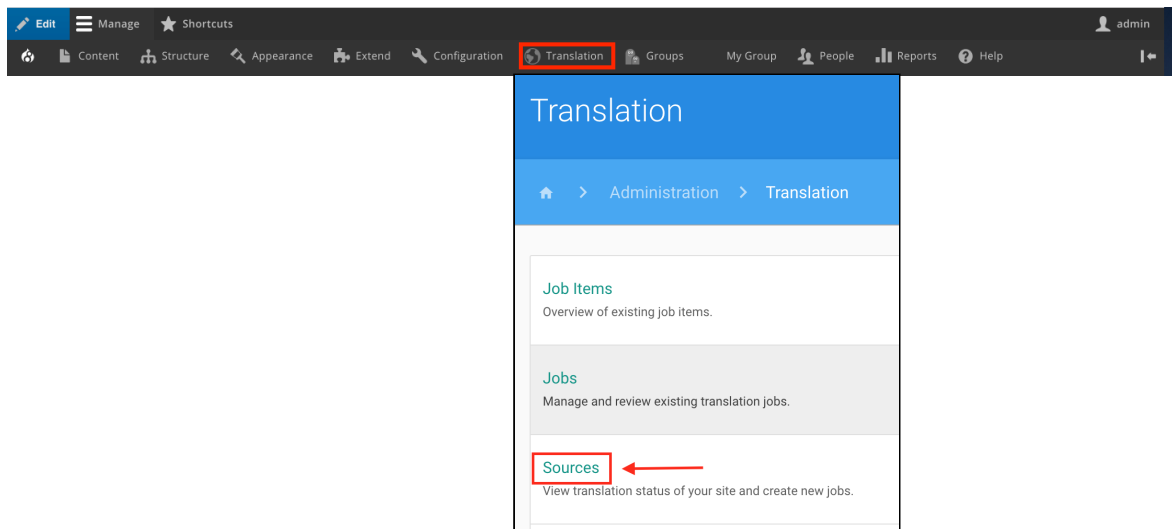
Module: Translations

The process of adding content to a translation job has a similar workflow to e-commerce checkout and should behave in a familiar way (add to cart, checkout to translation, etc).

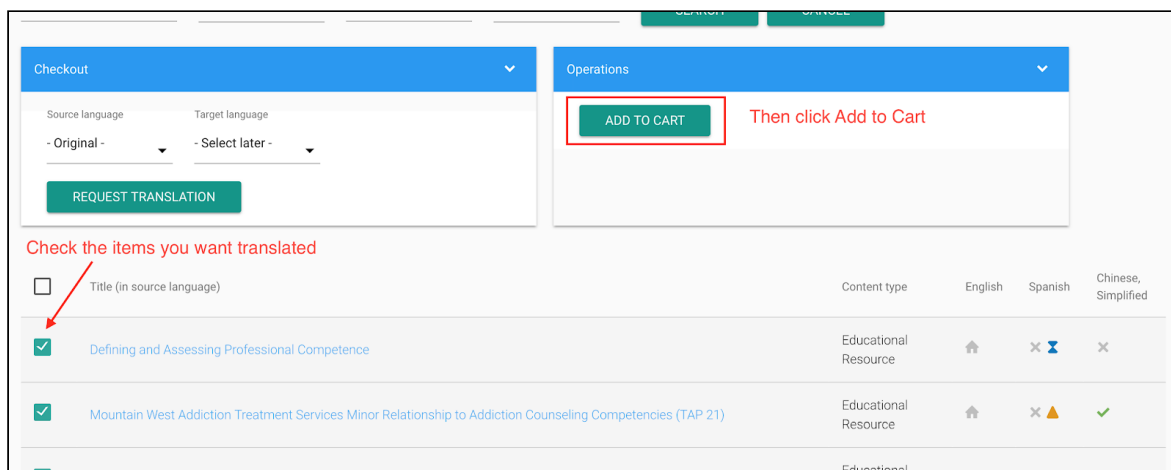
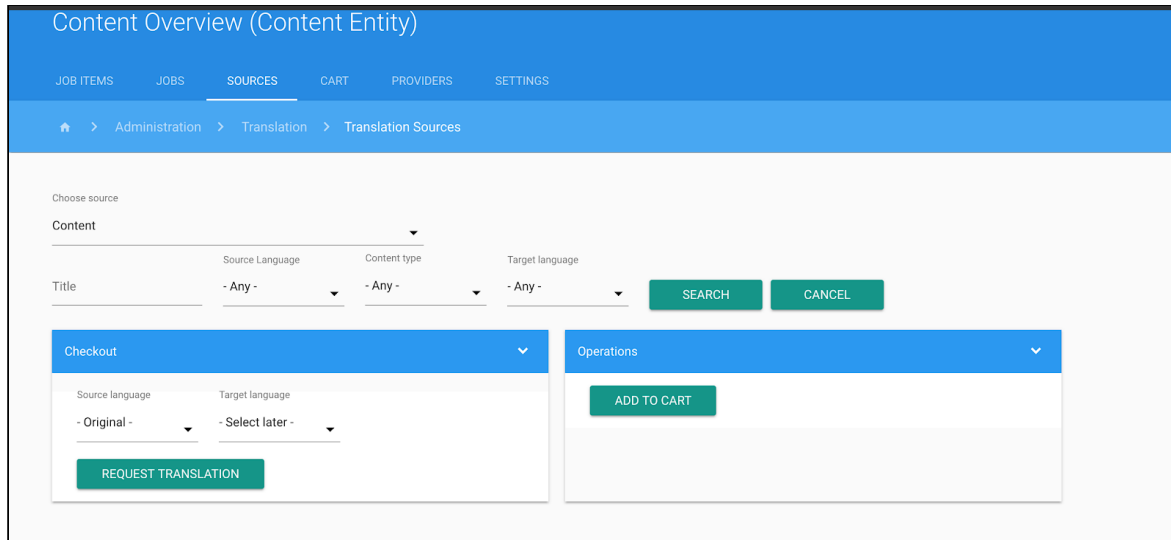
****Before you get started**, please contact your TTC NCO to confirm you have all your "Translation Staff" added to the site as users, as well as provide a list of all languages you will be using in your content translations.**

Step 1: Select Content to be Translated

When logged in as a "Center Admin", click on the 'Translation' link in the Drupal menu, and select 'Sources'.



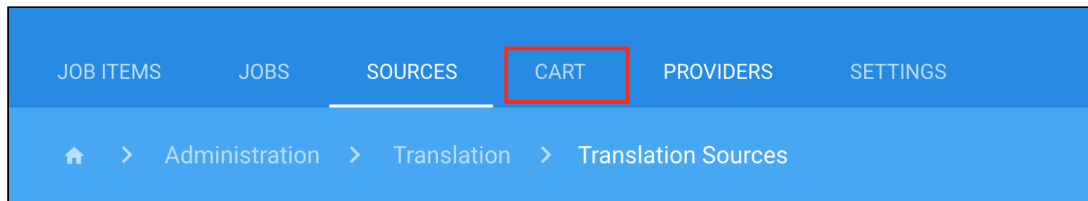
A page listing site content, along with type and language filters will load. Search and select the content you want and click **'Add to Cart'**.



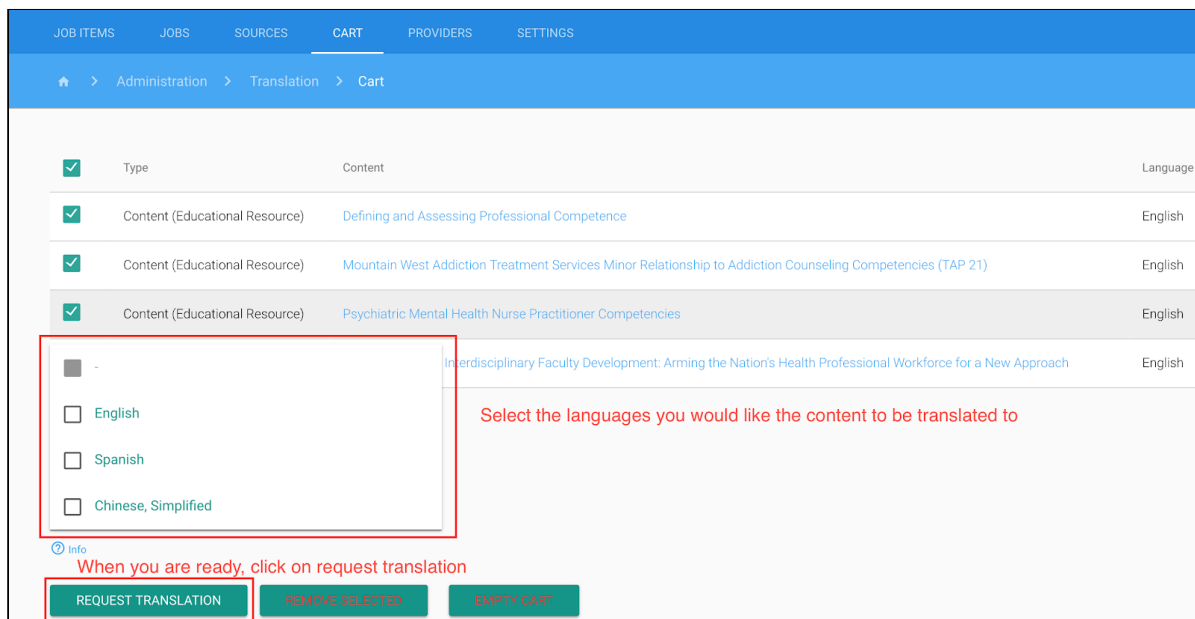
Repeat until you have all the content you want to be translated in the cart.

Step 2: Assign and Manage Content Translations

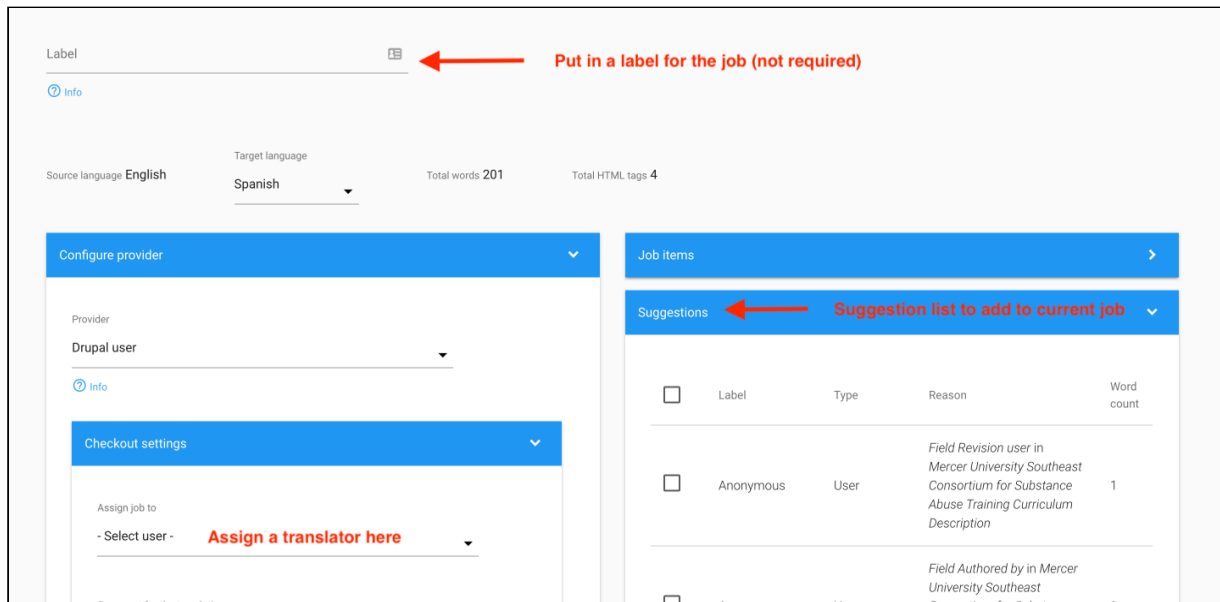
Click 'Cart' to view all of the content you want to be translated.



Choose the language options for your translation, and click '**Request Translations**' to load the job overview page.



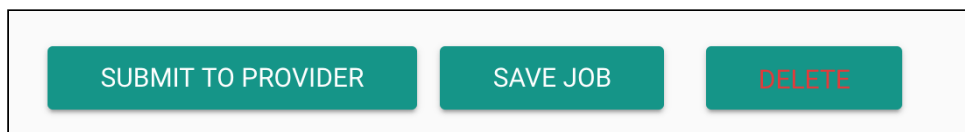
On the job overview, add the necessary details to the job including a custom label and comments for the translation. Additionally, there is a list of suggested content to add to the job.



The final step is to assign the Translation Job to a User.

Note - only users with translation skills that match your job’s translation needs will show up. If you need a **“Translator”** user account created, please contact your TTC NCO.

Once all the settings are complete, click **‘Submit to Provider’** to send the translation job to your translator

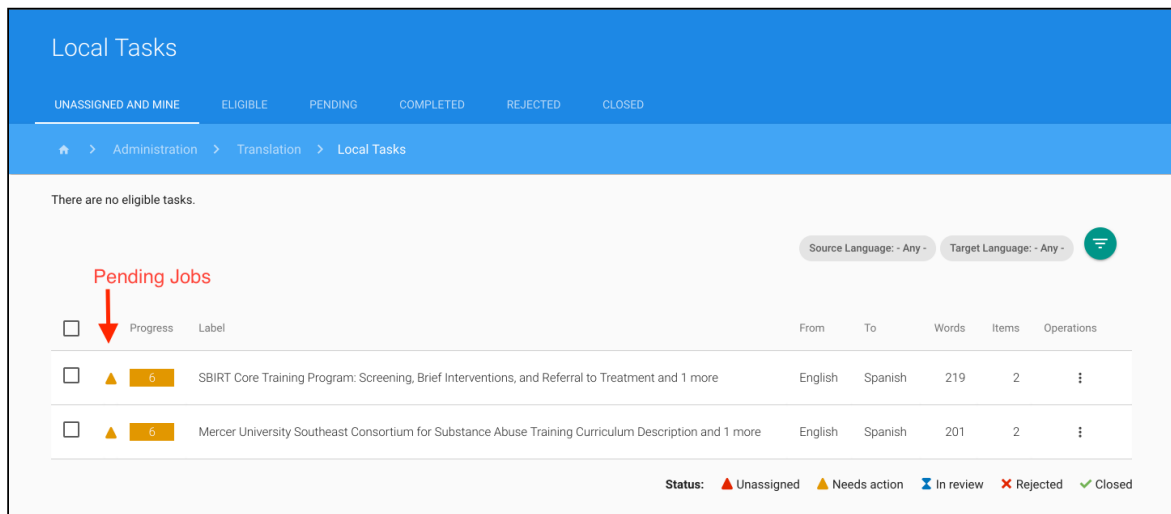
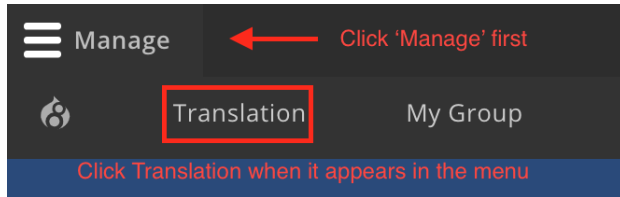


****If there is a piece of content that does not meet translation standards, click ‘Abort’ from the content translation overview page Then re-submit the content as outlined above.**

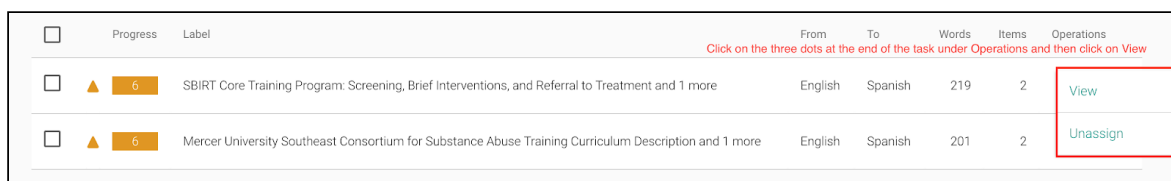
Step 3: Translating Your Content

For users who have permissions to translate content.



Click on **'Translation'** in the admin menu and select 'Translate' to see pending jobs.







Click the Operations menu on a job and select 'view' to view a listing of all the content in that job.



Click 'Translate' to start the translation process.

Progress	Label	Type	Words	Operations
 3	SBIRT Core Training Program: Screening, Brief Interventions, and Referral to Treatment	node	94	TRANSLATE
 3	Southeastern Consortium for Substance Abuse Training	node	125	TRANSLATE

Status:  Untranslated  Translated  Rejected  Completed

Each item in the list that needs to be translated will appear with the source content and an input for the target language. Once you have entered the translated content, **click the check mark to finish each translation.**

Task SBIRT Core Training Program: Screening, Brief Interventions, and Referral to Treatment and 1 more

Title

Source

SBIRT Core Training Program: Screening, Brief Interventions, and Referral to Treatment

Translation

Type out translations here

Click 'Save as Completed' at the bottom to send the transaction back for review.

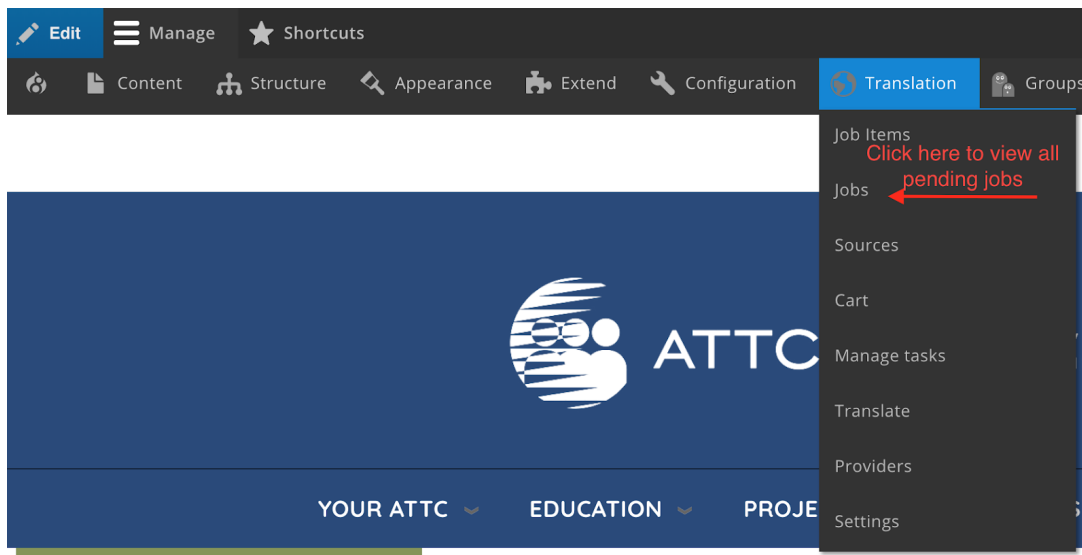
Click save as complete if it is ready to be reviewed by an admin

SAVE AS COMPLETED SAVE PREVIEW

Step 4: Approving Translations

Once a translator has completed a translation job, you will need to review and accept it, or reject it by aborting the job by clicking Abort.

View all pending jobs at 'Translations' - 'Jobs'. Once the translator has submitted the translations, it will be marked as needs review.



Click the Operations menu for the job, and **select 'Manage'**.

Label	From	To	Provider	Progress	Words	Tags	Changed	Operations
▲ Mercer University Southeast Consortium for Substance Abuse Training Curriculum Description and 1 more	English	Spanish	Drupal user	6	201	Click here 4	Tue, 12/11/2018 - 19:08	Manage
▲ SBIRT Core Training Program: Screening, Brief Interventions, and Referral to Treatment and 1 more	English	Spanish	Drupal user	6	219	6	Tue, 12/11/2018 - 15:51	Abort Delete

The job will load, showing you each individual piece of content and their progress. Click the operations menu and **choose "Review"** to see the translations for each specific piece of content.

Administration > Translation > Job overview > 15

Label

Info

Source language **English** Target language **Spanish** Provider **Drupal user** Total words **201** Total HTML tags **4** Created **Tue, 12/11/2018 - 16:31**

Job items

Label	Type	Progress	Words	Tags	Changed	Operations
▲ Courses by colleges and universities in the South Southwest Region ATTC	Content (Educational Resource)	3	95	2	Wed, 12/12/2018 - 16:59	⋮
▲ Mercer University Southeast Consortium for Substance Abuse Training Curriculum Description	Content (Educational Resource)	3	106	2	Wed, 12/12/2018 - 16:59	⋮

Job items



Label	Type	Progress	Words	Tags	Changed	Operations
▲ Courses by colleges and universities in the South Southwest Region ATTC	Content (Educational Resource)	3	95	2	Wed, 12/12/2018 - 16:59	Click here to review translation → Review
▲ Mercer University Southeast Consortium for Substance Abuse Training	Content (Educational Resource)	3	106	2	Wed, 12/12/2018 - 16:59	Abort

Each content piece will display the translation alongside the original copy. **To accept each translation, click the checkmark.**

Target language **Spanish** Last change **Wed, 12/12/2018 - 16:59** State **Needs review**

Job **Mercer University Southeast Consortium for Substance Abuse Training Curriculum Description and 1 more** Provider **Drupal user**

Title

	<p>Source</p> <p>Courses by colleges and universities in the South Southwest Region ATTC</p> <p style="text-align: center;">Original source text</p> <hr/> <p>Description</p>	<p>Translation</p> <p>abc</p> <p style="text-align: center;">Translated text</p> <hr/>	<p>Click here to accept translation →</p>	
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Once you are done, click **'Save as Completed'** to update the status to accepted.

SAVE AS COMPLETED
SAVE
VALIDATE
VALIDATE HTML TAGS
[Preview](#)
ABORT

Repeat steps above as needed to review and approve all translated content.

Once all the content items in a job are complete, **click 'Save Job'** to complete the process and remove the job from the admin and translators view.

SAVE JOB
ABORT JOB
DELETE

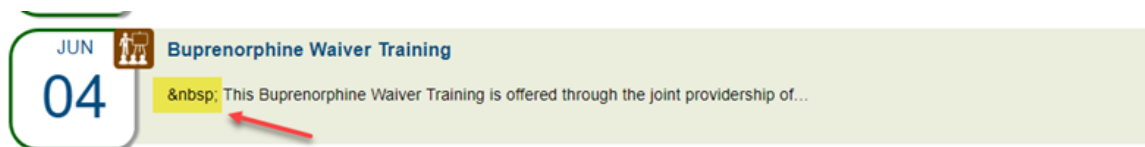
Quick Tips and FAQs

> **Center Emails:** Each TTC Center has a dedicated email address formatted as "centername@attcnetwork.org" (or @pttcnetwork.org, @mhctcnetwork.org). These emails forward to designated staff at each Center. If you have questions or want to change who this email is forwarded to on your staff, contact your individual TTC NCO.

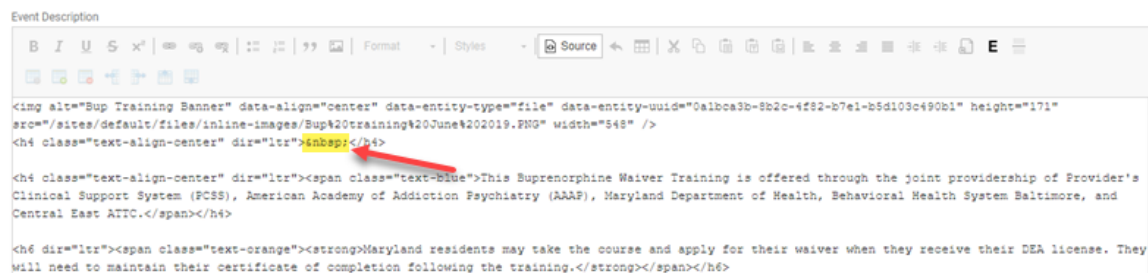
> **Center Shortcut URLs:** Each Center has a short, direct URL that can be used in print or online to direct visitors directly to your Center Section. These are formatted as attcnetwork.org/centername, pttcnetwork.org/centername, or mhctcnetwork.org/centername.

> **Google Analytics:** Each Center has been established individualized reports to view analytics related to your section of the website. This includes # of visitors, # of pageview, length of sessions, and more. If you would like access to your Center reports, please contact your individual NCO. Note: You must have an active Google Account to set-up access to your Center's Analytics report.

> **Pasting Content from Various Sources:** When copying/pasting content into the WYSIWYG Editor, remember to **paste into Notepad or other plain text editor to remove all existing formatting** prior to pasting into the WYSIWYG. Many of you may have noticed from time to time this:



To remove this "extra html" code, you must go back to the content node, select "Source" in the WYSIWYG editor, locate the extra piece of code () and delete.

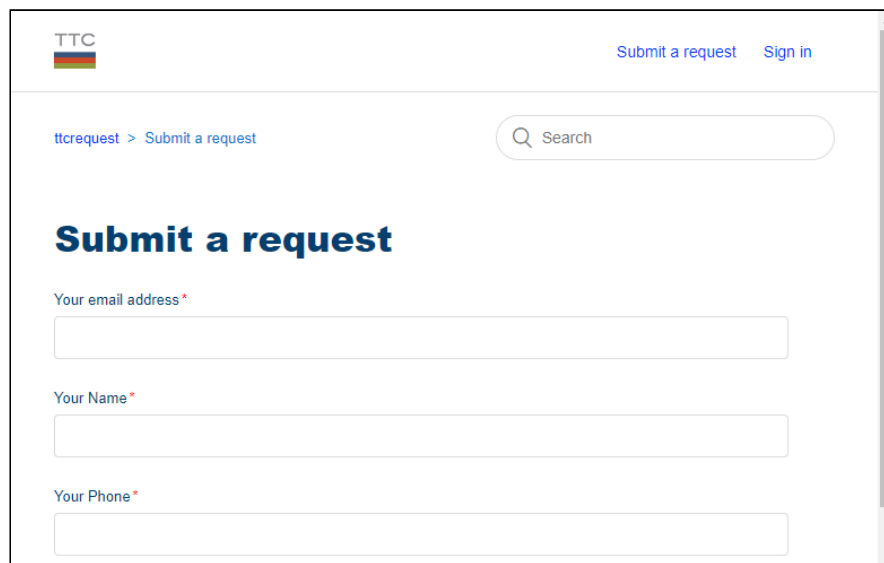


> Uploading Header and Slider Images: We recommend that when selecting images to use as Header Images or Slider Images, that Photos and Images are used - NOT ILLUSTRATIONS with TEXT. Keep in mind that the larger the image size is at upload the better. Smaller images are typically going to be "upsized" and will come out pixelated depending on exactly how much resizing is required. Images that are bigger than this will crop to the new size. Images that are smaller by either measurement will upsize and pixelate and become blurry. It is best to use ILLUSTRATIONS with TEXT within the WYSIWYG Editor when adding the information about the item to ensure they retain their dimensions and resolution as intended.

> Center Administrator Accounts: The NCOs recommend that each Center have no more than two (2) Center Admins. This is to ensure that staff become accustomed to editing and adding content. However, reach out to your NCO if you feel that you need more than two Center Admins to manage your Center's website content.

> Request Technical Assistance: Need to request technical assistance? Staff from the NCOs are here to help!

- **If you are with the MHTTC Network**, submit your request via your MHTTC Center Admin SLACK Channel, or email networkoffice@mhttcnetwork.org
- If you are with the ATTC or PTTC Network, submit your request via our TTC TA Request Portal at ttcrequest.zendesk.com



The screenshot shows a web form titled "Submit a request" on the TTC website. The form includes a search bar, a breadcrumb trail "ttcrequest > Submit a request", and three required input fields: "Your email address", "Your Name", and "Your Phone".

TTC Submit a request Sign in

ttcrequest > Submit a request

Submit a request

Your email address *

Your Name *

Your Phone *

