

DivisionsBC.ca Website Manual: Division Admins

February 2021

DivisionsBC.ca Website Manual Contents

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Divisions Website Manual

Support

Need support with anything related to the divisions website? Contact the Divisions Communications Team (hmclean@doctorsofbc.ca) with your questions or to set up a training session.

Notices regarding maintenance outages, updates and web issues are also posted on the [Divisions IT Bulletin](#). It is recommended that you first check the bulletin when experiencing web difficulties to see if a solution has been posted.

Log in and Access the Grey Admin Menu

1. Access to the grey admin menu is found through the division's home page. Navigate to your division's website and click on the orange "Member Login" link.
2. Enter your username and password, then click "Log in":

The screenshot shows a web browser window with the URL <https://divisionsbc.ca/user/login>. The page title is "Divisions of Family Practice" and it includes a navigation menu with "KEYWORDS" and "CONTACT US". The main content area is titled "Log in" and contains three buttons: "Log in", "Create new account", and "Reset your password". Below the buttons are two input fields: "Username *" and "Password *". The "Username *" field has a placeholder text "Enter your Divisions of Family Practice username." and the "Password *" field has a placeholder text "Enter the password that accompanies your username." At the bottom of the form is a "Log in" button.

3. If you do not see the grey admin menu above your main header image, as shown below, click on the "Home" link in the orange navigation menu:



Send a Password Reset

If a user forgets their login information, they can request a password reset email.

1. Navigate to the login page and click the "Reset your password" button. Then, enter your username (not email address) and click, "Submit".

Reset your password

Log in Create new account **Reset your password**

Username *

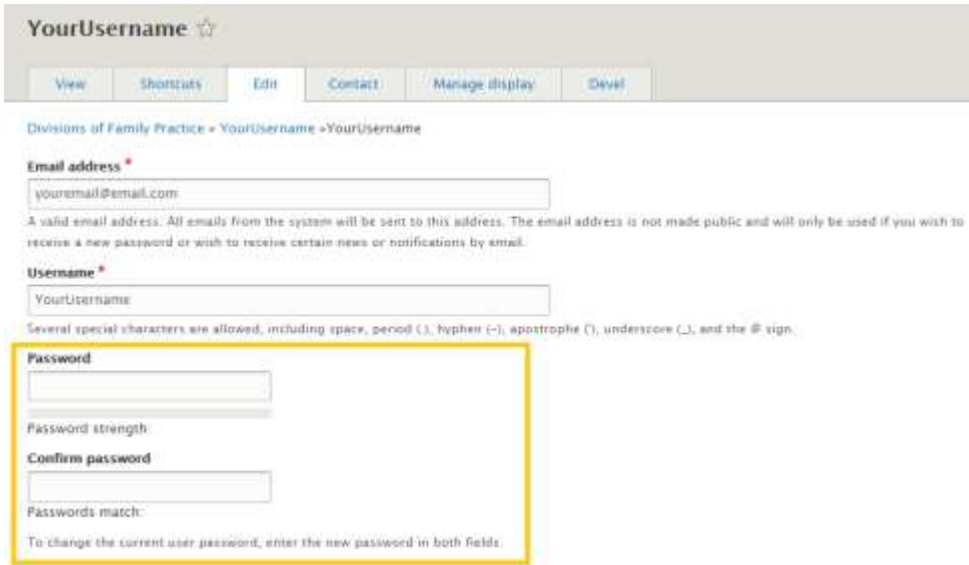
Password reset instructions will be sent to your registered email address.

Submit

If a member needs help triggering a password reset email, you can enter their username for them.

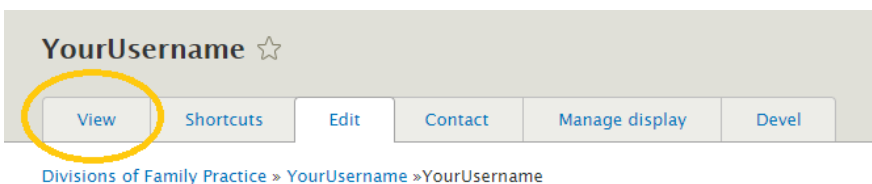
Note: It may take several minutes for the password reset email to be sent.

2. Create a new password. After you click the link in your email to create a new password, you will be brought to a screen that looks like the one below. Here, enter a strong password and then scroll to the bottom of the page to save. Once it is saved, there will be a notice at the top of the page highlighted in green to let you know your changes have been saved.



The screenshot shows a user profile page for 'YourUsername'. At the top, there is a navigation bar with tabs: 'View', 'Shortcuts', 'Edit', 'Contact', 'Manage display', and 'Devel'. Below the navigation bar, the page title is 'Divisions of Family Practice > YourUsername > YourUsername'. The main content area contains several form fields: 'Email address' (with a red asterisk), 'Username' (with a red asterisk), and 'Password' (with a red asterisk). The 'Password' field is highlighted with a yellow box. Below the 'Password' field, there is a 'Password strength' indicator, a 'Confirm password' field, and a 'Passwords match:' indicator. At the bottom of the form, there is a note: 'To change the current user password, enter the new password in both fields.'

3. Once you see your changes have been saved, you can then exit the page and navigate back to the site by selecting the 'View' tab at the top.

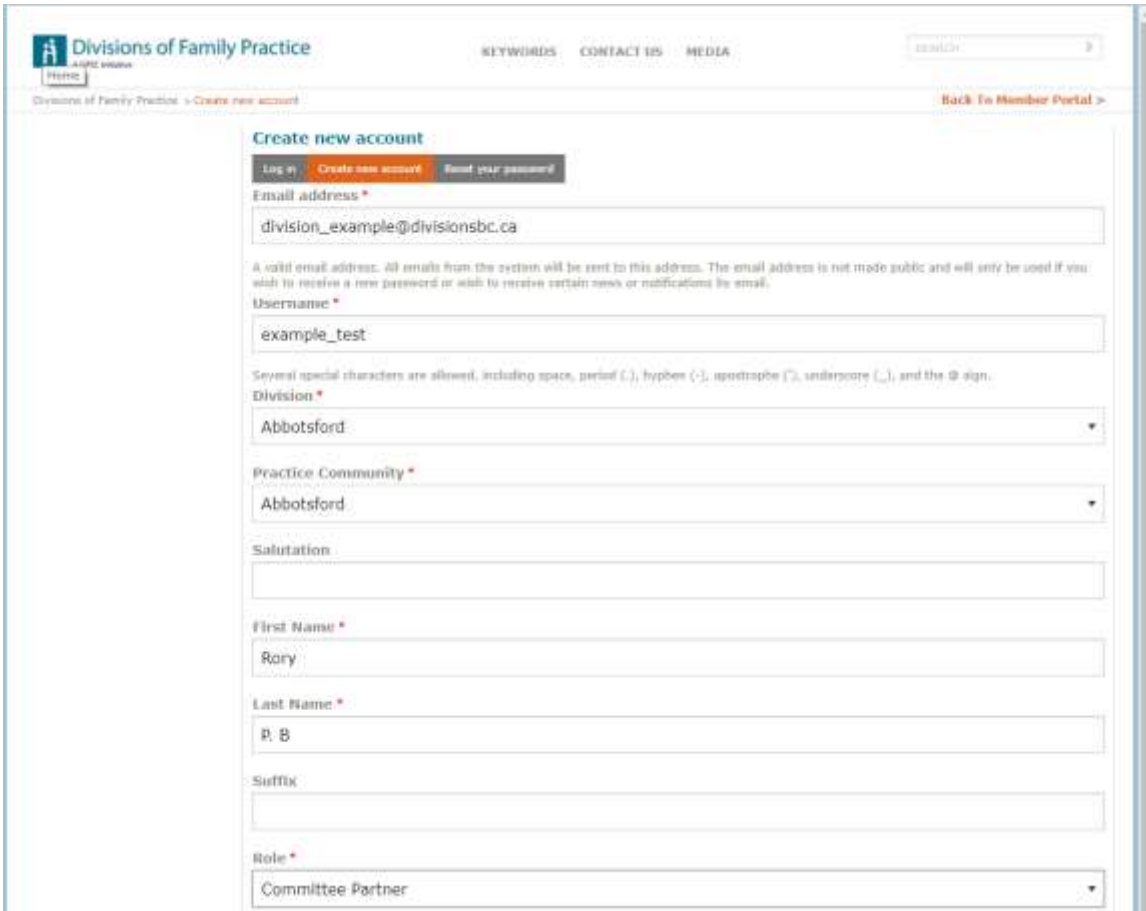


The screenshot shows the same user profile page as above. The 'View' tab in the navigation bar is highlighted with a yellow circle. The rest of the page content is the same as in the previous screenshot.

User Management

Create a Division Member

1. Ensure you are logged out of the Divisions of Family Practice website
2. Navigate to <https://www.divisionsbc.ca/user/register>
3. Fill out required fields



The screenshot shows the 'Create new account' form on the Divisions of Family Practice website. The form includes the following fields and options:

- Log in:** [Log in](#) | [Create new account](#) | [Reset your password](#)
- Email address ***:
- Username ***:
- Division ***:
- Practice Community ***:
- Salutation**:
- First Name ***:
- Last Name ***:
- Suffix**:
- Role ***:

A note below the email field states: "A valid email address. All emails from the system will be sent to this address. The email address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by email."

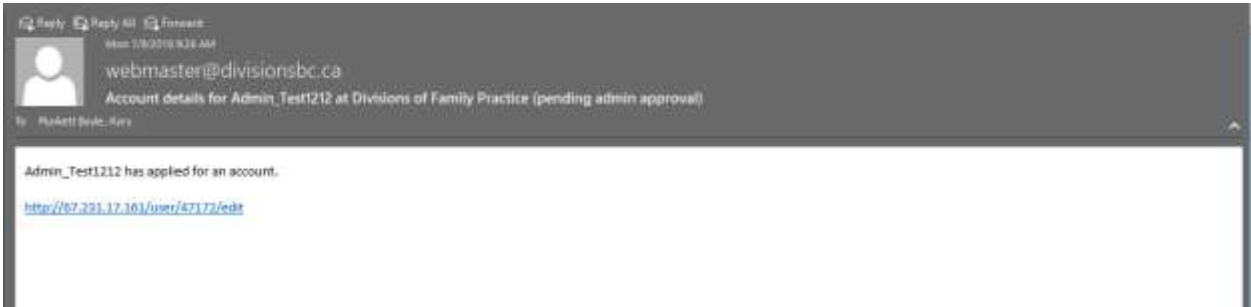
4. Click the "Create new account" button



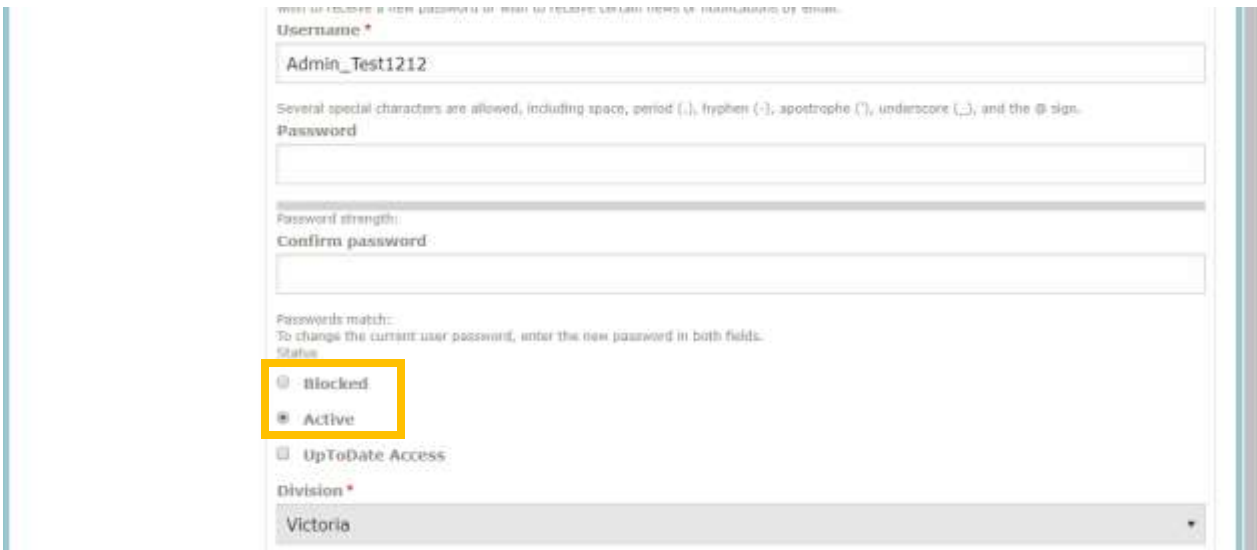
The screenshot shows the bottom of the registration form. The 'Member Type' dropdown menu is set to '- None -'. Below it, the 'Create new account' button is highlighted with a yellow box, and the 'Cancel' button is visible to its right.

Activate a membership account

1. All Division Admins for a division will receive a notification email when a new application form is completed:



2. To view the new user, click the link in the notification email. The website will prompt you to log in if you aren't already logged in.
3. Before activating the account in the website, go through your local division's new member approval process. When you are ready to activate the account, navigate to the user account, then switch the radio button from "Blocked" to "Active":

A screenshot of a web form for managing user accounts. The form includes fields for 'Username *' (containing 'Admin_Test1212'), 'Password', and 'Confirm password'. Below these fields, there is a 'Status' section with two radio buttons: 'Blocked' and 'Active'. The 'Active' radio button is selected and highlighted with a yellow box. There is also an 'UpToDate Access' checkbox and a 'Division *' dropdown menu set to 'Victoria'.

- Click "Save" at the bottom of the page and the user will receive an email confirmation with instructions on how to log in:

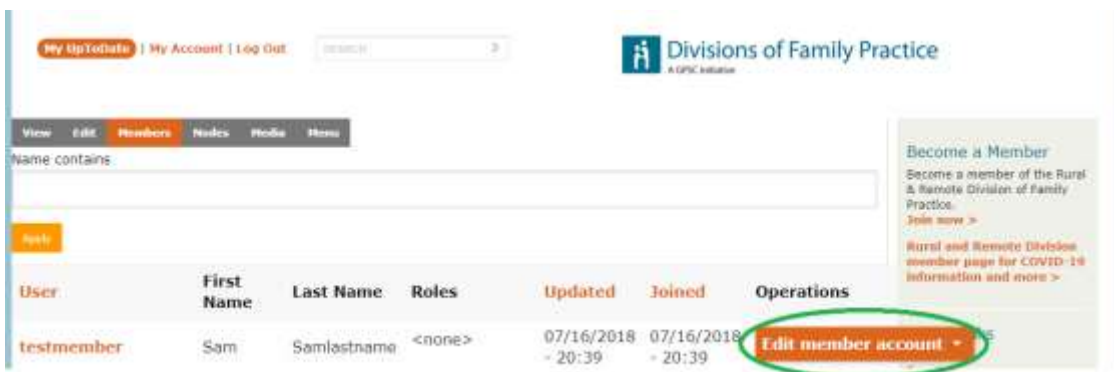


Edit a Division Member

- Log in and select "Members" from the grey admin menu.



- Locate the user who you wish to edit. In the "Operations" column select "Edit Member Account".



- Make necessary changes and click "Save".

Remove a Member From a Division

It is recommended to clean your division membership list of any unused accounts on a regular basis. If a user has more than one account under the same email address and needs to reset their password, the reset email will only be sent for one of their accounts and that might not be the account they use. If this happens, please request a manual password reset from support.

1. Log in and select "Members" from the grey admin menu (see screenshot from step 1 in previous example. "Edit a division member").
2. Identify the member you wish to remove. In the "Operations" column, open the dropdown and select "Mark for deletion".

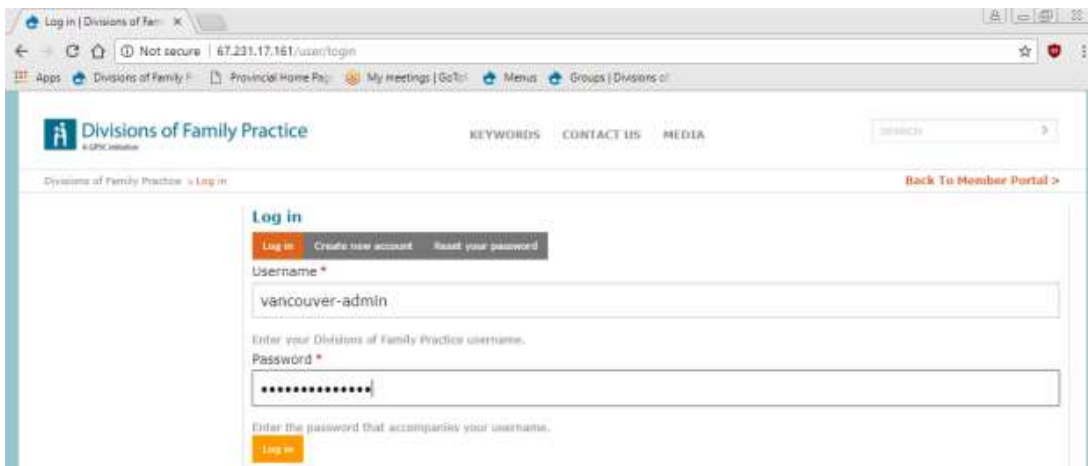


User	First Name	Last Name	Status	Roles	Updated	Joined	Operations
testacct	Test	Account	Active	<none>	01/13/2021 - 13:26	01/13/2021 - 13:26	<ul style="list-style-type: none">Edit member accountEdit memberMark for deletion

Important note: Deleting a member is not an immediate action and can take up to 24 hours for the change to appear in the system. If the member account is still showing in your membership list after 24 hours, please contact support.

Remove/Add Division Administrator Permissions

1. Navigate to the Division where you are an administrator and log in.



2. Find the Division Administrator that you want to remove and select the dropdown in the "Operations" tab (see screenshot from step 1 in previous example. "Edit a division member").



vancouver-admin	Van	Test	Active	Division Administrator	08/10/2017 - 15:01	08/10/2017 - 15:00	<ul style="list-style-type: none">Edit member account	Follow the Vancouver Division on Twitter @VDoFP
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3. From the dropdown select "Edit member".

User	First Name	Last Name	Status	Roles	Updated	Joined	Operations
testacct	Test	Account	Active	<none>	01/13/2021 - 13:26	01/13/2021 - 13:26	Edit member account Edit member Mark for deletion

4. To add/remove Division Administrator permissions for a member, check/uncheck the box under the "Roles" header. Then, confirm your action by selecting the "Save" button.

My UpToDate | My Account | Log Out

SEARCH

Divisions of Family Practice
A GPSC initiative

View Edit Remove News

Roles

Division Administrator

URL alias

Specify an alternative path by which this data can be accessed. For example, type "/about" when writing an about page.

Save Delete Cancel

Become a Member
Become a member of the Rural & Remote Division of Family Practice.
Join now >

Rural and Remote Division member page for COVID-19 information and more >

Quick Links
RCCbc >

Exporting membership lists

An easy way to gather all your membership data is to export your membership list as a spreadsheet.

1. Navigate to the membership section of website. See previous step, Edit a Division Member, for instructions on how to get there.
2. At the bottom of the membership page, select the "Export" button

1 2 3 4 5 6 >> Last >>

Add user

Export

3. Once the export is complete, there will be a notification at the top of the page with a link labeled "here" to download the spreadsheet.

Export complete. Download the file [here](#).

View Edit Members Roles Media News

Name contains

Apply

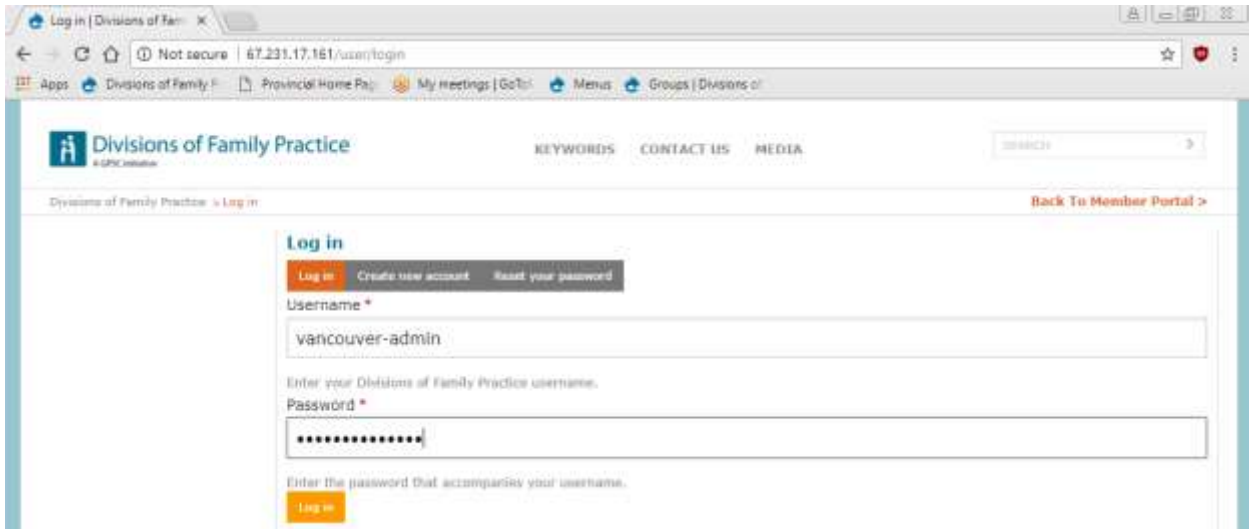
User	First Name	Last Name	Roles	Updated	Joined	Operations
------	------------	-----------	-------	---------	--------	------------

Add / Remove Access to UpToDate

UpToDate is available to all Divisions of Family Practice family physician members through their primary division. Students and residents in British Columbia can access UpToDate through the Student/Resident site: <https://www.divisionsbc.ca/student-resident>

To grant/revoke UpToDate access for a user:

1. Navigate to <https://www.divisionsbc.ca>
2. Navigate to the Division where you are an administrator and login



3. Using the grey navigation bar select the "Members" link



4. Identify the member needing UpToDate access. In the "Operations" column open the dropdown

User	First Name	Last Name	Status	Roles	Updated	Joined	Operations
testacct	Test	Account	Active	<none>	01/13/2021 - 13:26	01/13/2021 - 13:26	Edit member account  Edit member Mark for deletion

5. Toggle the checkbox for "UpToDate Access" to grant/revoke access to UpToDate

test-102317

[View](#) [Edit](#) [Contact](#)

Email address *

A valid email address. All emails from the system will be sent to this address. The email address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by email.

Username *

Several special characters are allowed, including space, period (.), hyphen (-), apostrophe ('), underscore (_), and the @ sign.

Password

Password strength:

Confirm password

Passwords match:
To change the current user password, enter the new password in both fields.

Status

Blocked

Active

UpToDate Access

Division *

Practice Community *

6. Click "Save" at the bottom of the page

Content Management

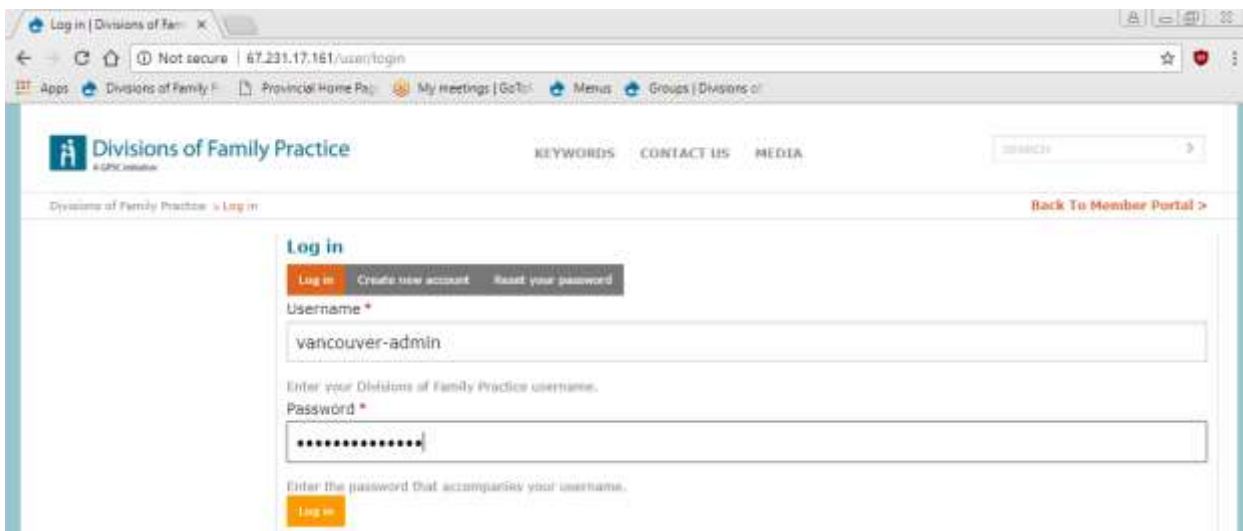
Overview

Drupal is a Content Management System that uses a system of “nodes” to classify similar content together. Content can also be organized using a system called “taxonomy” – a hierarchical relationship of terms that can be used to tag content for easier sorting or filtering later. Taxonomies are made up of Taxonomy Terms which are segregated into Taxonomy Vocabularies. This taxonomy system drives the “Keywords” page on the Divisions of Family Practice website.

It is important to know that changes made to content appear immediately on the website once your changes are saved. Therefore, it is advisable not to save a page halfway through editing as the half-completed page will be shown to users until the full page is finished and saved again. Furthermore, there is no history system for content in the website. Once changes are saved, the only way to un-do changes is to manually recreate the old version.

Find a Specific Piece of Content

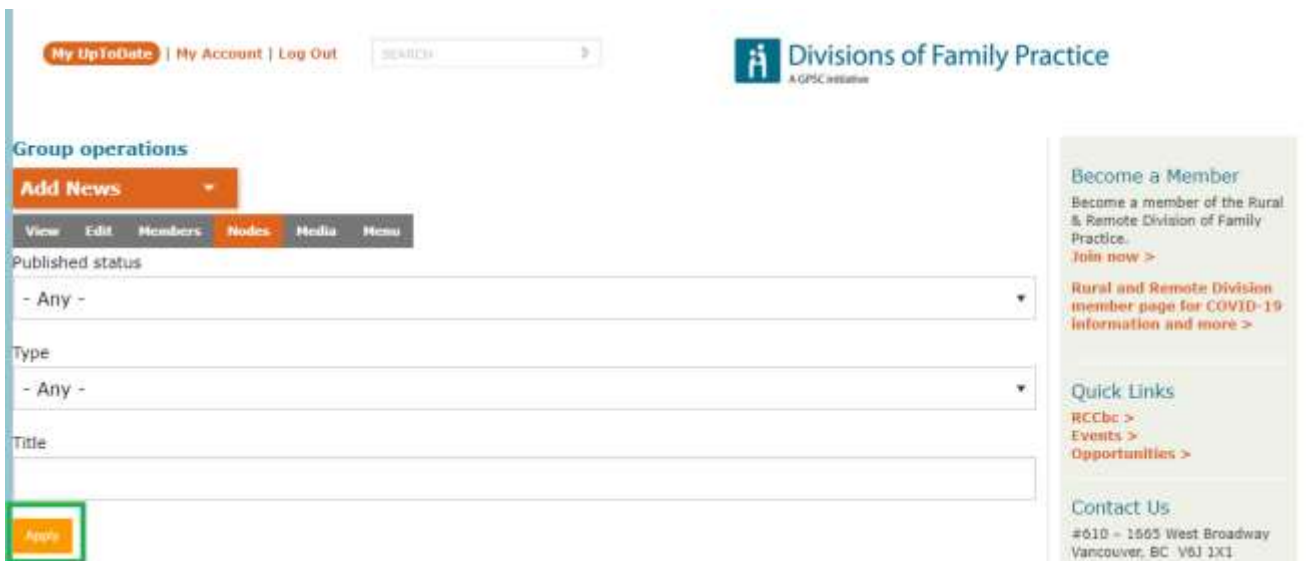
1. Navigate to <https://www.divisionsbc.ca>
2. Navigate to the Division where you are an administrator and login



3. Using the grey navigation bar select the “Nodes” link



4. Select either a Published Status, Content Type, or enter part of the Title of a piece of content and click “Apply” to search for it



Create a New Piece of Content/Page

1. Navigate to <https://www.divisionsbc.ca>
2. Navigate to the Division where you are an administrator and login
3. Using the grey navigation bar select the "Nodes" link



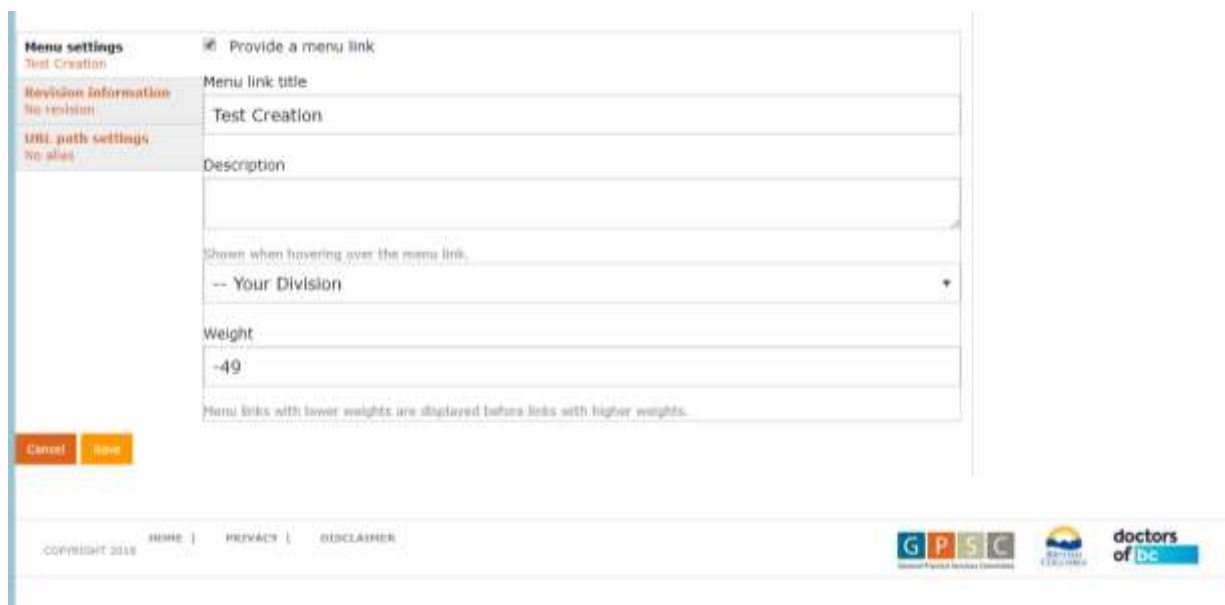
4. Under "Group Operations", click the down arrow on the dropdown menu to reveal more actions.



5. In this example, we will select "Add Basic Page"



6. Fill out all required fields with the specific content for the new page, check the "Provide a menu link" checkbox, select where you want the new page to be situated within the sites menu, the "weight" field determines on where the link sits in the navigation hierarchy (see screenshot on next page)



7. You cannot change the URL once you select the “Create content” button so make sure the “URL alias” is pointing to the correct location

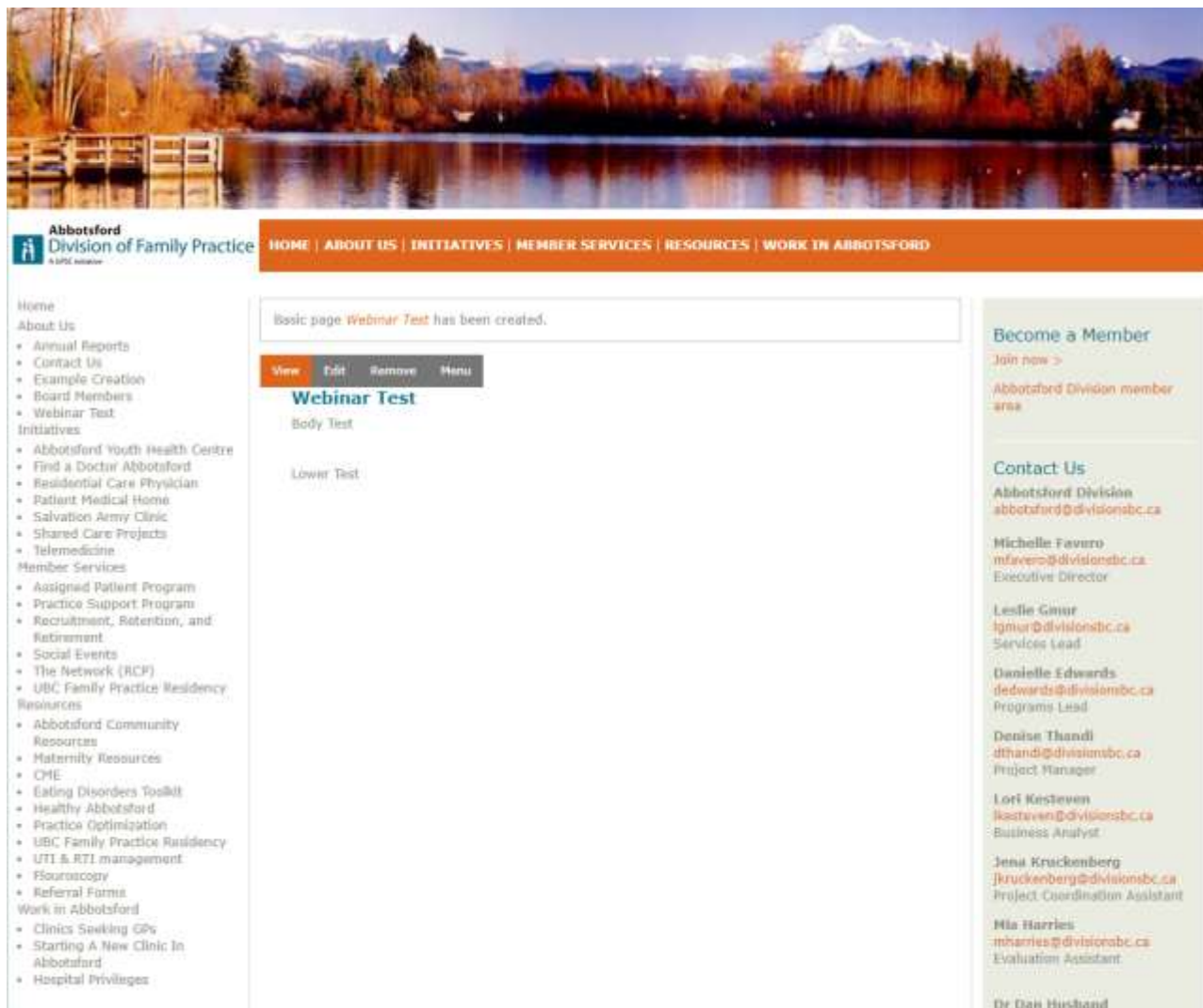


8. Once you select the “Create” button, you will see your new page

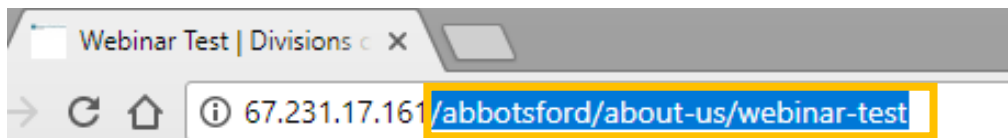


Fixing a Fully Expanded Navigation List

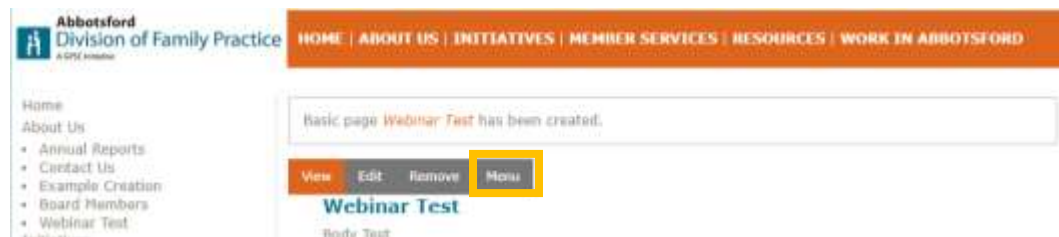
If after creating a new piece of content and you are presented with a fully expanded navigation on the left of the page like the example below, here is a way to fix it.



1. Start by copying the URL hierarchy from the address bar of your browser



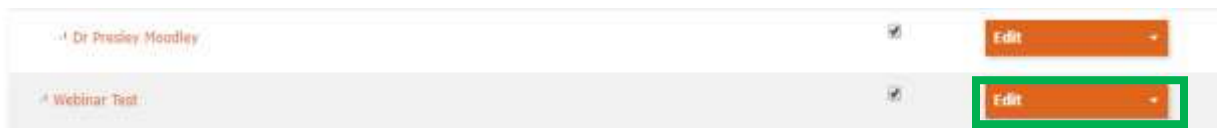
2. Then select the "Menu" button in the grey navigation bar on the page you just created



Divisions of Family Practice

An initiative of the General Practice Services Committee
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T. 604.638.2895 | F. 604.638.2916 | www.divisionsbc.ca

3. Find the page you just created in the list and in the operations tab select the "Edit" button from the dropdown



4. On the "Link Edit Page" in the "Link" field paste the URL hierarchy you copied from the page we just created

A screenshot of the 'Link Edit Page' form. The form has a header with 'My UpToDate | My Account | Log Out' and a search bar. The main content area has a 'Menu link title' field with 'Webinar Test' and a description 'The text to be used for this link in the menu.' Below this is a 'Link' field with 'Webinar Test (2817)' and a dropdown arrow. The 'Link' field is highlighted with a yellow box. Below that is another 'Link' field with the text '/abbotsford/about-us/webinar-test' and a dropdown arrow, also highlighted with a yellow box.

5. Click the "Save" button at the end of the page

A screenshot of the bottom of the 'Link Edit Page' form. It shows a horizontal line with the text 'Link weight among links in the same menu at the same depth. In the menu, the links with high weight will sink and links with a low weight will be positioned nearer the top.' Below this text are three buttons: 'Save', 'Delete', and 'Cancel'. The 'Save' button is highlighted with a green rectangular box.

6. Navigate back to the page we created – voila!



Edit a Piece of Content

1. Navigate to <https://www.divisionsbc.ca>
2. Navigate to the Division where you are an administrator and login
3. Using the grey navigation bar select the “Nodes” link



4. Find the piece of content you would like to edit and select “Edit node” from the dropdown in the “Operations” column

Title	Content type	Status	Updated ▼	Operations
Test Page	Basic page	Published	06/25/2018 - 18:58	View relation Edit relation Delete relation Edit node Delete node

5. Edit the “node” as desired and click “Save”

Editing the sidebar

Edit the sidebar by clicking the "Edit" button on the home page of your division. The coloured boxes below show where to edit different areas of the sidebar.

The screenshot displays the admin interface for editing a sidebar. It is divided into two main columns. The left column contains the editing controls, and the right column shows a preview of the sidebar content.

Editing Controls (Left Column):

- Title:** Central Interior Rural
- Generate automatic URL alias:** Checked. Unchecked to create a custom alias below. [Configure URL alias patterns.](#)
- URL alias:** /central-interior-rural
- Parent Group:** Interior (2)
- Banner Image:** Includes an image and **Alternative text:** Central Interior Rural. Note: This text will be used by screen readers, search engines, or when the image cannot be loaded.
- Become a Member:** A red box highlights the text: "Join the Central Interior Rural Division! <p>Join now</p>". Below it is a **Text format** dropdown set to **Basic HTML** and a list of allowed HTML tags.
- Contact Us:** A yellow box highlights the email address: cird@divisionsbc.ca.
- Videos:** A yellow box highlights a list of video links: [All Videos](#), [CIRD Youtube Channel >](#), [100 Mile House](#), [See our community >](#), [Williams Lake](#), [See our community >](#), [Resident Video](#), and [Resident/Student Experiences >](#).

Preview (Right Column):

- Become a Member:** A red box highlights the preview of the "Become a Member" section, including the text "Join the Central Interior Rural Division!" and "Join now >".
- Quick Links:** Includes links for [FETCH Community Health Directory >](#), [UpToDate >](#), [Physician Resources >](#), and [Our Team >](#).
- Contact Us:** A yellow box highlights the preview of the "Contact Us" section, showing the email address cird@divisionsbc.ca.
- Videos:** A yellow box highlights the preview of the "Videos" section, listing the same video links as seen in the editing controls.

QUICK LINKS

URL

✚ Start typing the title of a piece of content to select it. You can also enter an internal path such as /

Link text

URL

✚ Start typing the title of a piece of content to select it. You can also enter an internal path such as /

Link text

URL

✚ Start typing the title of a piece of content to select it. You can also enter an internal path such as /

Link text

URL

✚ Start typing the title of a piece of content to select it. You can also enter an internal path such as /

Link text

URL

✚ Start typing the title of a piece of content to select it. You can also enter an internal path such as /

Link text

[Add another item](#)

Become a Member

Join the Central Interior Rural Division!
[Join now >](#)

[Central Interior Rural Division member area >](#)

Quick Links

[FETCH Community Health Directory >](#)
[UpToDate >](#)
[Physician Resources >](#)
[Our Team >](#)

Contact Us

cird@divisionsbc.ca

Videos

All Videos
[CIRD Youtube Channel >](#)

100 Mile House
[See our community >](#)

Williams Lake
[See our community >](#)

Resident Video
[Resident/Student Experiences >](#)

Locum Video
[Locum Lifestyles >](#)

Cariboo Lifestyle
[Life in the Cariboo Chilcotin >](#)

FETCH Directory
 FETCH is now available for public and physician use. Find the health resources you need in the Cariboo Chilcotin.


Content Type: Featured Highlights

Featured Highlights are hyperlinked boxes displaying an image above a line of text. Three Featured Highlights fit horizontally on a full-width screen. Because Divisionsbc.ca is a responsive site, Featured Highlights display vertically when viewed on a narrow screen or mobile device.




⊕ Type: Featured Highlight

Featured Image *



Alternative text *

This text will be used by screen readers, search engines, or when the image cannot be loaded.

 FemalePhysician2.jpg (27.05 KB)

280 x 132 pixels

FEATURED LINK

URL

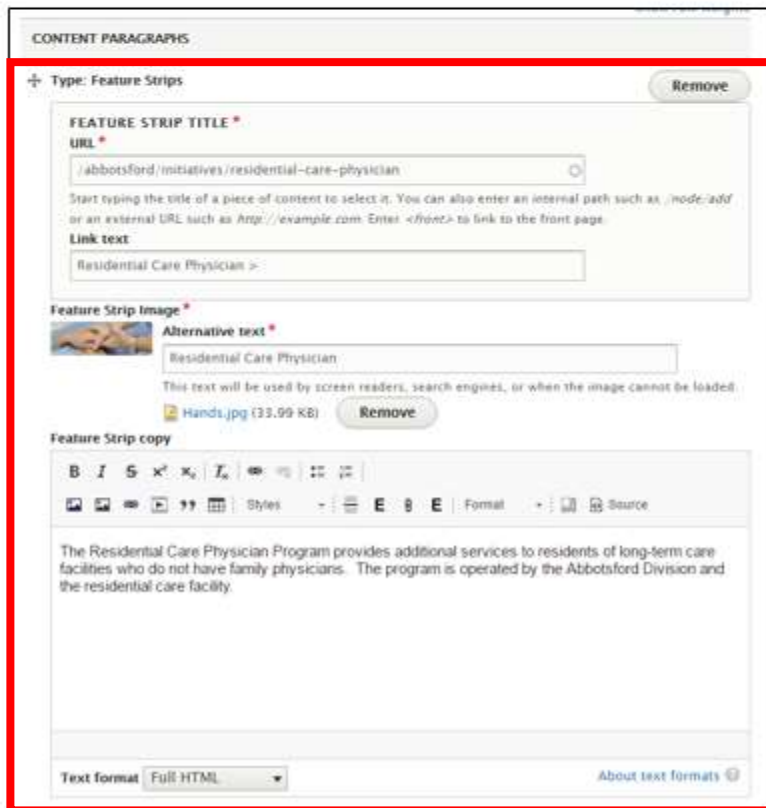
Start typing the title of a piece of content to select it. You can also enter an internal path such as `/node/add` or an external URL such as `http://e`

Link text

Paragraph text

Content Type: Feature Strips

Feature Strips are hyperlinked boxes displaying a headline, intro sentence, and image. They fill the full width of the page.



Alternate Way to Edit a Piece of Content

1. Navigate to <https://www.divisionsbc.ca>
2. Navigate to the Division where you are an administrator and login
3. Navigate to the page that you wish to edit, select the “Edit” link within the grey navigation bar



4. Make all sufficient changes and click “Save” when you are happy with the changes

Delete a Piece of Content

1. Navigate to <https://www.divisionsbc.ca>
2. Navigate to the Division where you are an administrator and login
3. Using the grey navigation bar select the "Nodes" link



4. Find the piece of content you would like to delete and select "Delete node" from the dropdown in the "Operations" column

Title	Content type	Status	Updated	Operations
Test Page	Basic page	Published	06/25/2018 - 18:58	View relation Edit relation Delete relation Edit node Delete node

5. Confirm your action by clicking the "Delete"



Alternative Way to Delete a Piece of Content

1. Navigate to <https://www.divisionsbc.ca>
2. Navigate to the Division where you are an administrator and login
3. Navigate to the page that you wish to edit, select the "Edit" link within the grey navigation bar



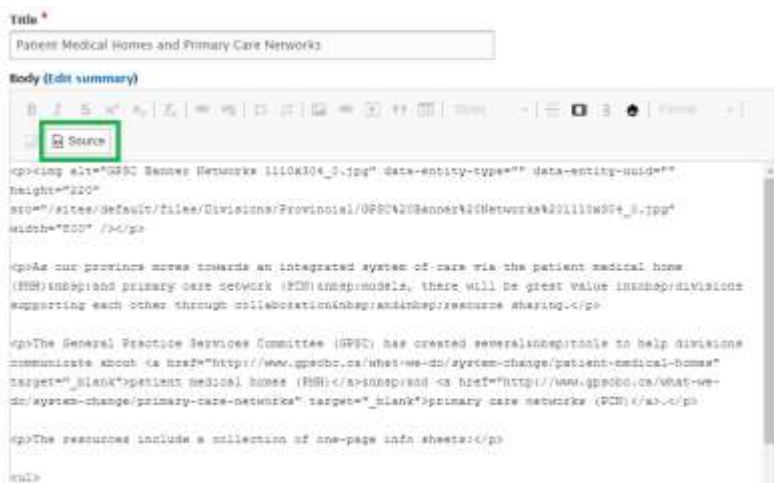
4. Confirm your action by clicking the "Delete"



Duplicating a page

Duplicating a page isn't a simple task and it requires creating an entirely new page and copying over the content. However, the steps below will help ensure that all the styling you chose for the page will be copied over with the content.

1. Open the page you want to duplicate in the edit view and click "Source" to view the HTML code



2. Select all text (ctrl+a), copy (ctrl+c), and then open Notepad and paste it there (ctrl+v). If you have more content in a lower body field, make sure to copy and paste its source code as well. Other content types such as Feature Strips and Feature Boxes cannot be copy and pasted in the same way and will have to be re-created.
3. Navigate to your Nodes page from the grey admin menu and either choose "Create basic page" or "Create private basic page".
4. Once you are there, paste the HTML from Notepad into the new page.
5. Choose your menu settings, and hit "Save".
6. If necessary, delete the page you just copied from to ensure there are no duplicate pages on your division's site.

Division-Specific Media Management

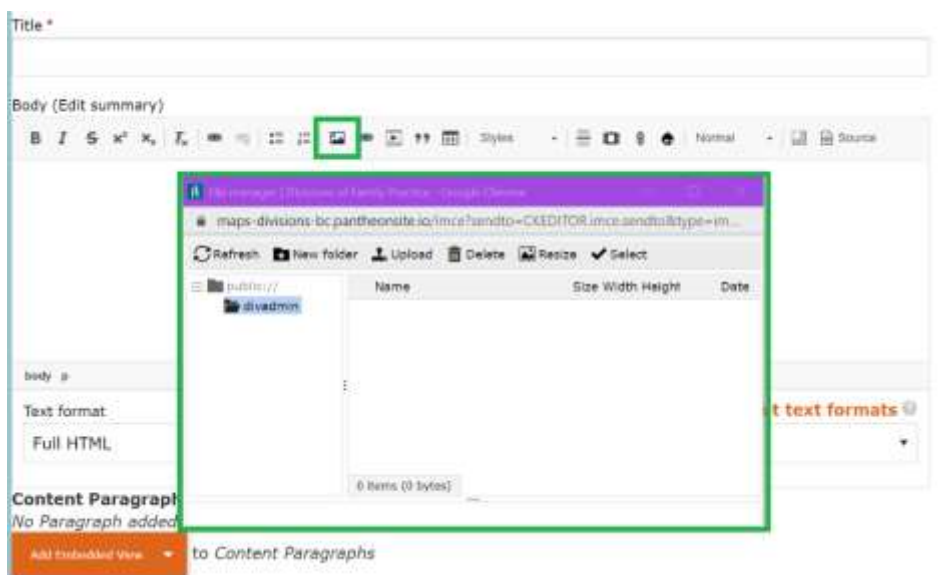
The majority of division files can and should be handled through the individual node pages where that content is used. A media manager is available for uploading files outside of other pieces of content.

It is important to note that while files such as photos can be added directly to a page, these files are not guaranteed to show up in the media manager.

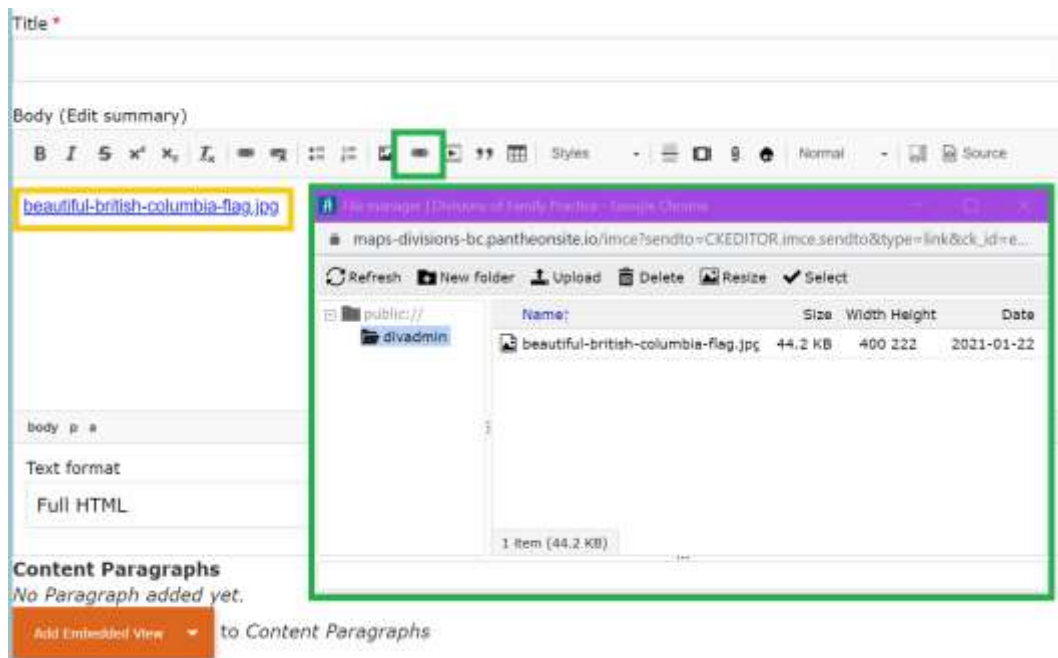
1. Navigate to <https://www.divisionsbc.ca>
2. Navigate to the Division where you are an administrator and login
3. To upload media navigate to the page where you want the media to be accessible to the public/private pages and select the "Edit" link in the grey management bar



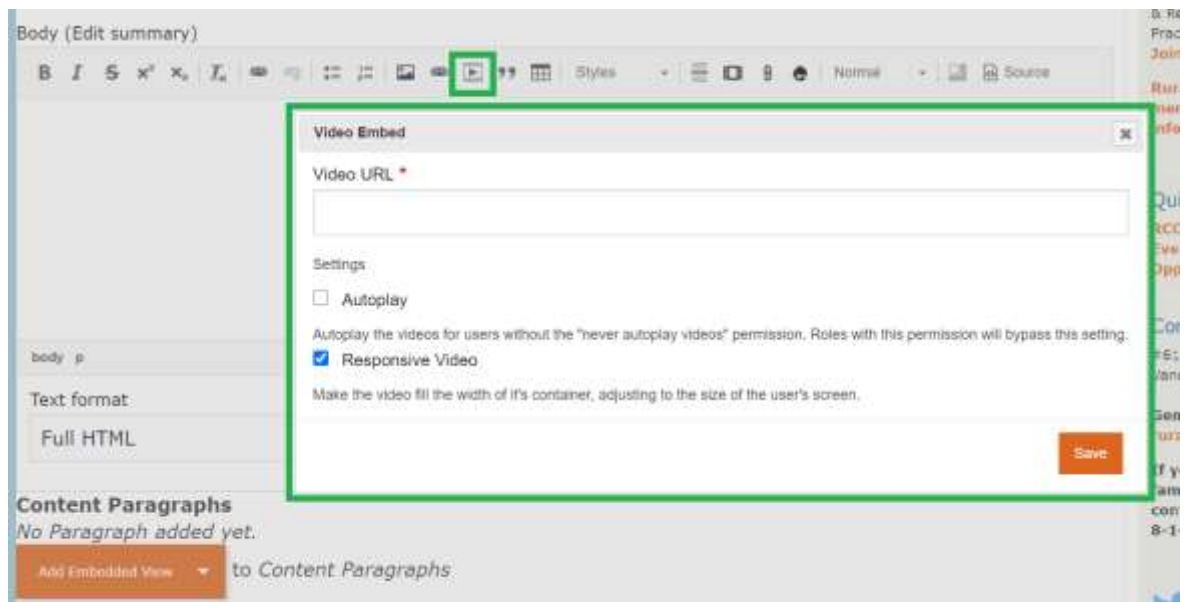
4. There are multiple different options you can choose from to upload files
 - a. The first option will allow you to choose files that have already been uploaded, or you can upload new files to the file manager



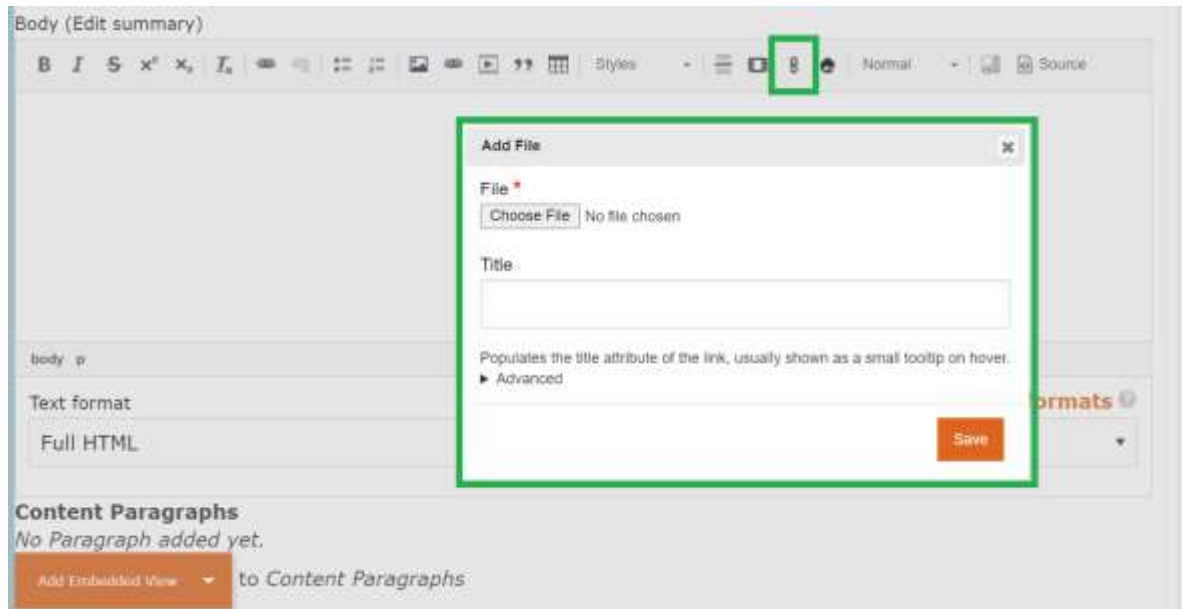
- b. The second option allows users to upload files as “links”. In the example below, the link beautiful-british-columbia-flag.jpg (outlined in yellow) doesn’t appear until the file is selected in file manager.



- c. The third option allows embedding videos into a body of content is done using the “Play box” icon and by adding the link from Vimeo or YouTube to embed



- d. The fourth option for file uploading is the “paperclip” icon which will allow you to upload a file just like attaching a file to an email



Division-Specific Menu Management

To manage a Division menu outside of an individual piece of content, a separate administration page exists. The menu controlled from this page is both the horizontal menu and the left sidebar menu (which are one and the same).

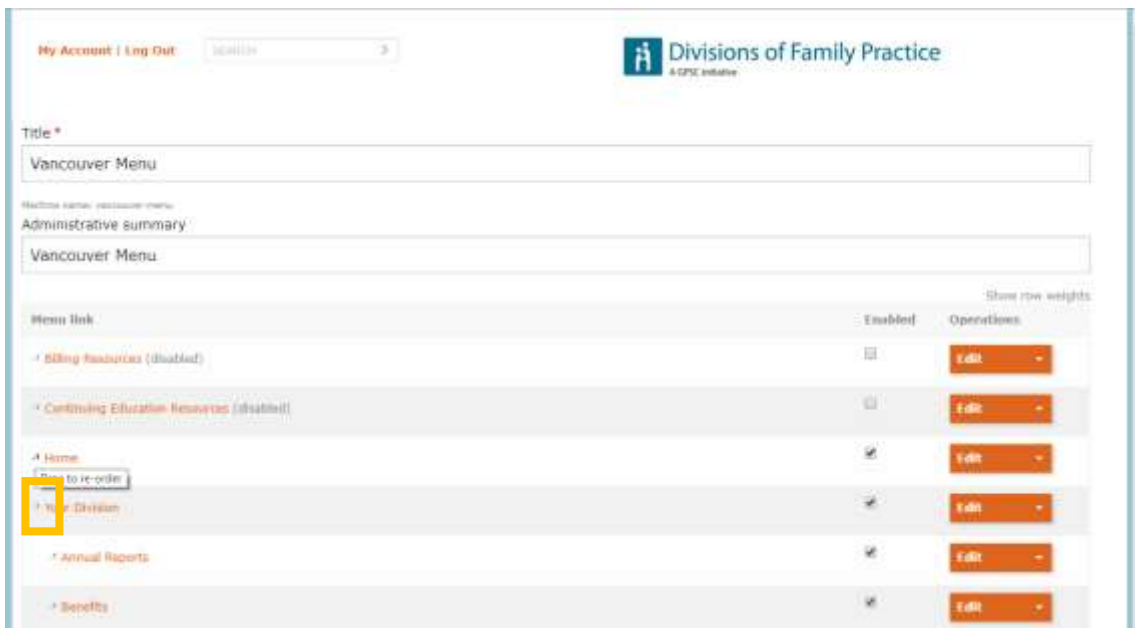
Important note: The method below for rearranging the menu is not always recommended – especially when moving child pages. Moving the location of a page in the menu does not change the URL therefore, if you created a child page under “Your Division” and its URL is www.divisionsbc.ca/vancouver/your-division/testpage and later, you decide to move it under “Our Impact”, the URL will stay the same when it should be www.divisionsbc.ca/vancouver/our-impact/testpage.

To modify the menu:

1. Navigate to <https://www.divisionsbc.ca>
2. Navigate to the Division where you are an administrator and login
3. Select “Menu” from the grey admin menu to navigate to the menu management page.



4. Hover over the cross beside the menu item that you wish to rearrange



5. Drag and drop the menu links you would like to rearrange. You can also uncheck the checkbox in the "enabled" column to remove the link from the menu.
6. Click "Save" when you are happy with the changes you have made

Frequently Asked Questions

Why can't I see the changes I just saved?

You just finished editing a page, hit save, but your changes don't appear. A common solution is to clear your cache. There are different ways to clear your cache and it often depends on which browser you are using. Here is a link that provides instructions on how to refresh your cache depending on which browser you use: <https://www.refreshyourcache.com/en/home/>.

If you clear your cache and the changes still don't appear, try asking a colleague if they see the changes from their computer/browser. If neither of you see the changes, it is possible that the website cache needs to be refreshed on our end. The website cache will clear every 24 hours so if the change isn't urgent, please wait for the cache to clear. If your changes don't appear after 24 hours or if the change is urgent, please contact support and ask for a manual cache refresh.

How do I edit the URL for a page?

It is not possible to edit the URL of a page once a page is created but it is possible to add URL redirects or add a URL alias.

URL alias

- A URL alias allows you to create another URL for the page. For example, if you were a division admin for Vancouver Division and had a page with a long URL (ex. www.divisionsbc.ca/vancouver/our-impact/collaboration-with-partners-and-decision-makers-in-vancouver) you could add a URL alias to shorten it. However, when creating a URL alias, your division will always be a part of the URL path. An example of a URL alias that could be created for this page would be: www.divisionsbc.ca/vancouver/collaboration.



The screenshot shows a configuration panel for a page. It has three main sections: 'Menu settings' with a 'Not in menu' status, 'Revision information' with a 'New revision' status, and 'URL alias' with a 'No alias' status. A checkbox labeled 'Generate automatic URL alias' is unchecked. Below it, a text input field is labeled 'URL alias'. A descriptive text below the input field reads: 'Specify an alternative path by which this data can be accessed. For example, type "/about" when writing an about page.' At the bottom of the panel are four buttons: 'Save', 'Previous', 'Cancel', and 'Delete'.

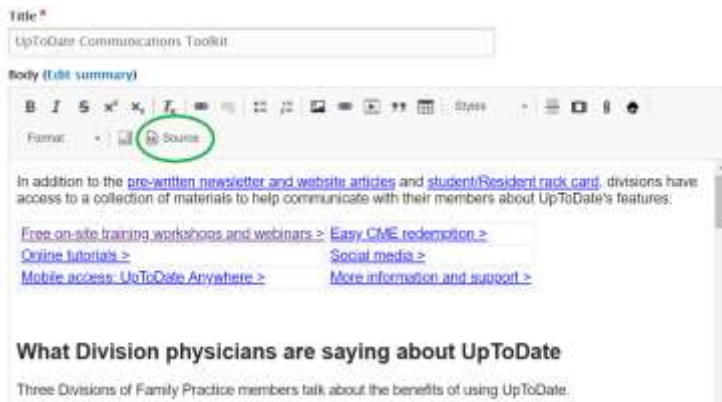
URL redirect

- A URL redirect can be used when a page needs to be deleted and you want users to be redirected to a new page.
- At this time, division admins cannot add URL redirects but they can change the URL alias. If you need a URL redirect, please contact support and one will be created for you.
- Note: URL redirects cannot be created when there is a URL alias. If the page has a URL alias, please remove it before contacting support to add a URL redirect.

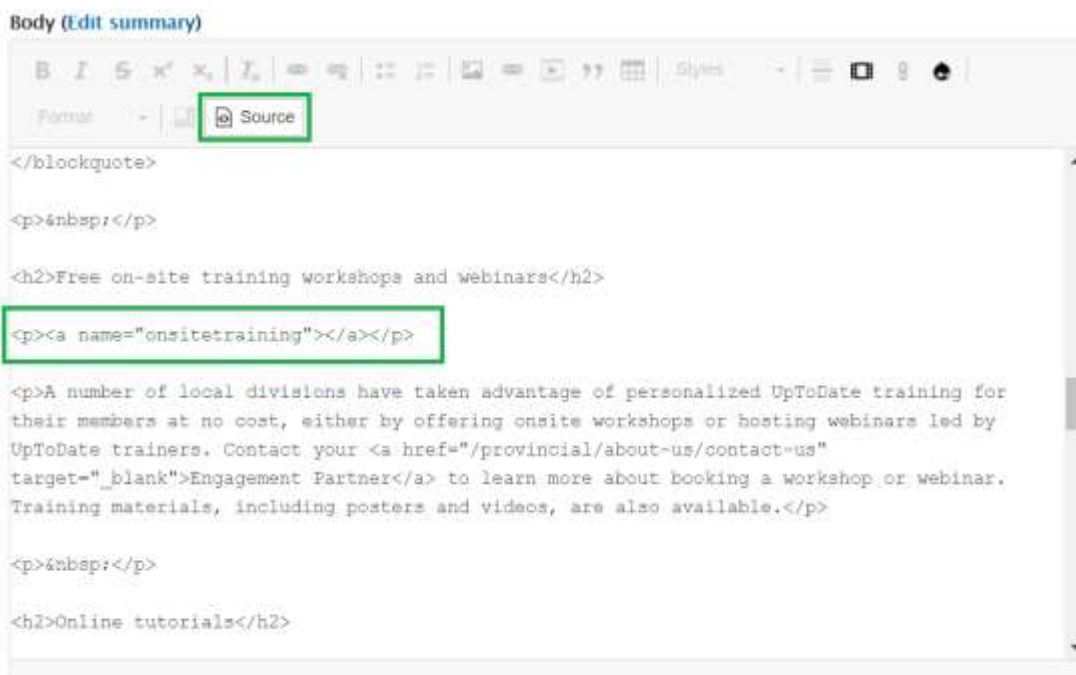
How do I link to a specific part of a page?

If you have a long page and want to share a link that brings the user directly to a specific part of the page, you can create an anchor tag using HTML.

1. From the page edit window, click "Source" to access the HTML view of the page.



2. In this example, we want to bring the user directly to a heading further down the page, "Free on-site training workshops and webinars". First, we create an anchor tag `` and then add it near the heading.



We chose to name the anchor "onsitetraining" because it is similar to the heading and an easy identifier. However, it can be anything you want it to be as long as you don't use the same name for an anchor on the same page.

Note: The `<p>` and `</p>` aren't necessary. They're tags to start and end a paragraph and the website automatically adds them to the code, even if you delete them.

3. The anchor tag added in the previous step created a new link (www.divisionsbc.ca/provincial/resources/communications/uptodate-communications-toolkit#onsitetraining) that we can share with anyone if we want to bring them to that part of the page. However, in this example, we want to create a link to the anchor tag `#onsitetraining` on the same page. To do this, we add this code snippet to the page:

```
<a href="/provincial/resources/communications/uptodate-communications-toolkit#onsitetraining">Free on-site training workshops and webinars</a>
```

Green text: the page the anchor tag is on (Note: On our site, Drupal automatically adds `www.divisionsbc.ca` in front of any link starting with `"/` so we exclude `"www.divisionsbc.ca"` when adding internal links to the site).

Blue text: the specific spot on the page where the anchor tag was added in Step 2.

Purple text: the visible text of the link that users will click on.

Please note: In the example below, the `<table>`, `<tbody>`, `<tr>`, and `<td>` code tags make this look complicated, but are just there because this anchor tag link is inside a table. For normal body text you can ignore them and just look at the code highlighted in yellow.

Body (Edit summary)

```
features:&nbsp;</p>

<table>
  <tbody>
    <tr>
      <td><a href="/provincial/resources/communications/uptodate-communications-toolkit#onsitetraining">Free on-site training workshops and webinars &gt;</a></td>
      <td><a href="/provincial/resources/communications/uptodate-communications-toolkit#cme">Easy CME redemption &gt;</a></td>
    </tr>
    <tr>
      <td><a href="/provincial/resources/communications/uptodate-communications-toolkit#onlinetutorials">Online tutorials &gt;</a></td>
      <td><a href="/provincial/resources/communications/uptodate-communications-toolkit#socialmedia">Social media &gt;</a></td>
    </tr>
    <tr>
      <td><a href="/provincial/resources/communications/uptodate-communications-
```

4. **Important:** Make sure the anchor you created works and test the link. If it doesn't, view the source code again to see if you have any errors. Sometimes, Drupal will add another quote around the name of the anchor after you save the page like so:

```
<a name="" onsitetraining"" ></a>
```

If this is the case, remove one set of quotes and hit save.