Web Manual: Divisions Website

January 2023

Divisions Website Manual Contents

Divisions Website Manual

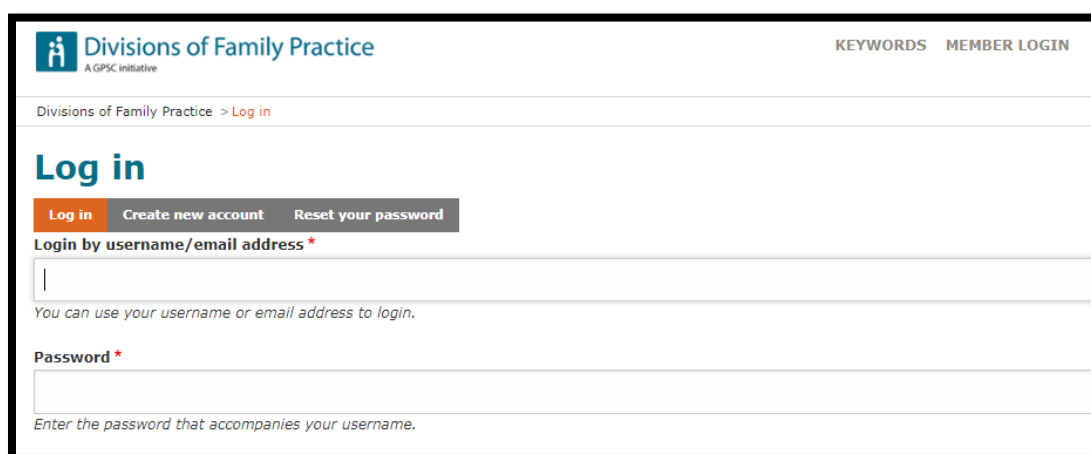## Support

Need support with anything related to the divisions website? Contact the Divisions of Family Practice divisions@doctorsofbc.ca with your questions or to set up a training session.

Log in and Access the Grey Admin Menu

Access to grey admin menu is found through the division's home page:

1. Navigate to your division's website and click on the orange "Member Login" link.
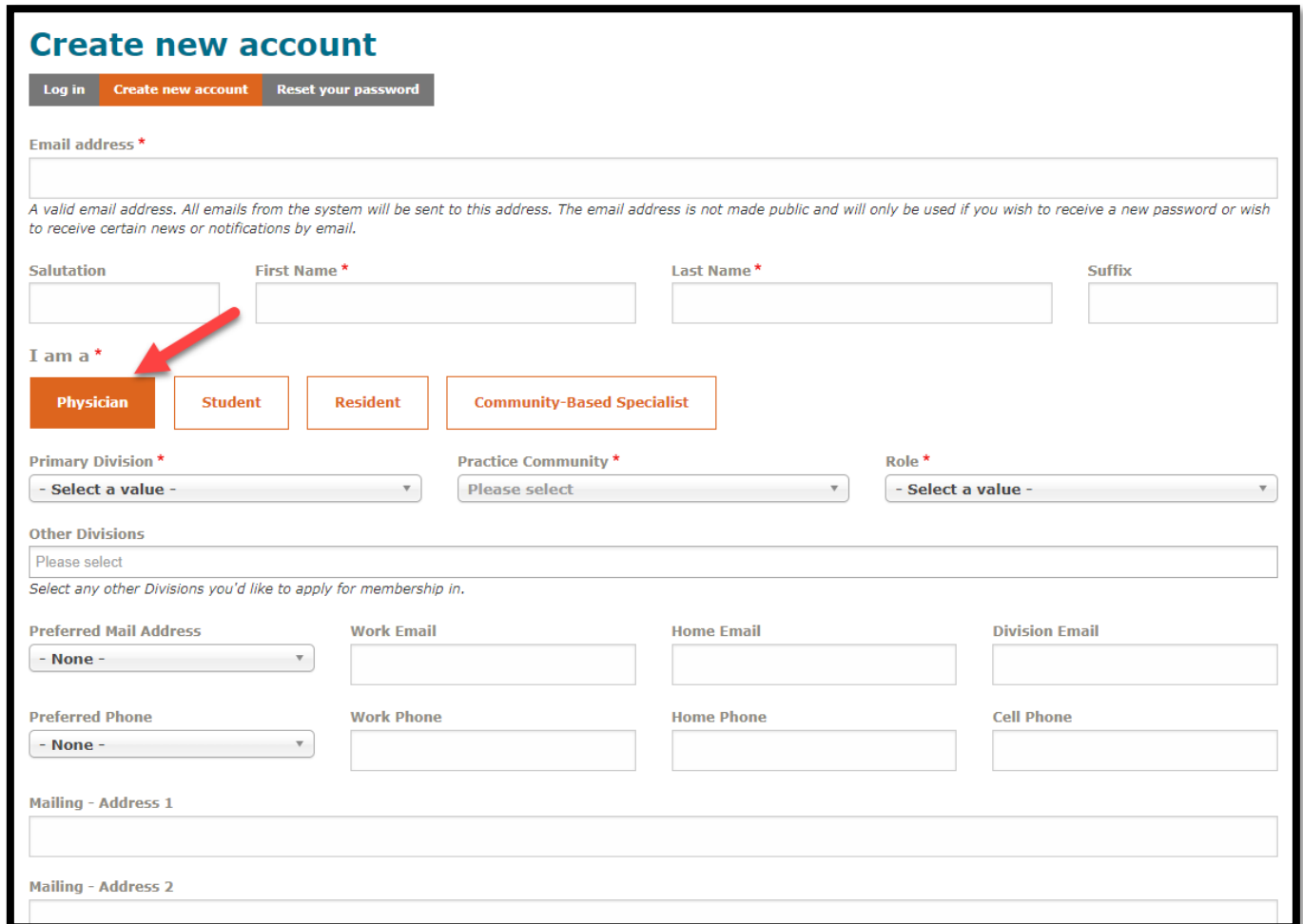2. Enter your username/or email address and password, then click "Log in":

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:
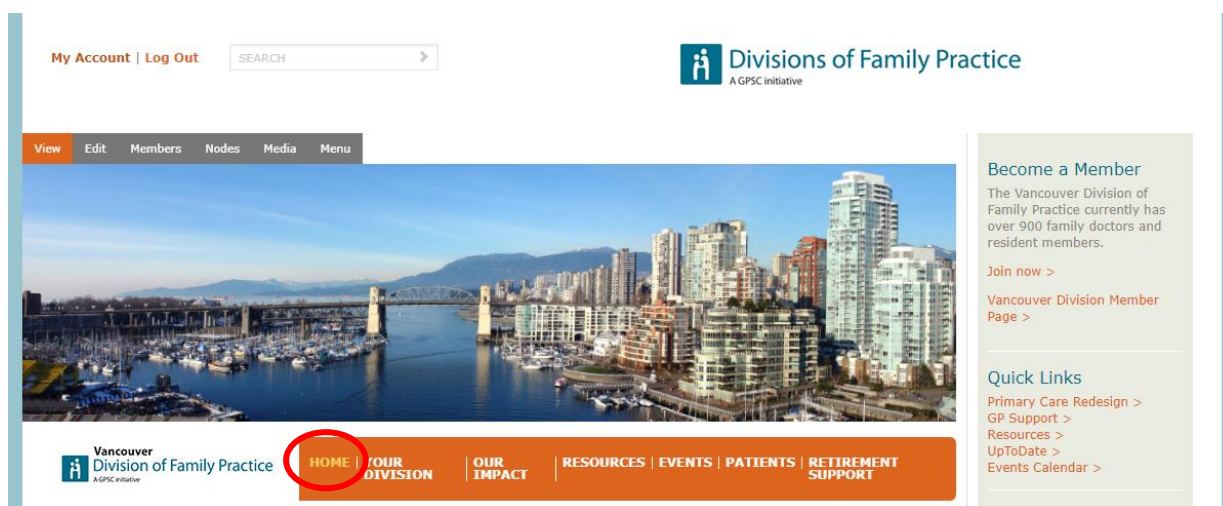
User Management

Create a Division Member - Option 1: if you are logged out

1. If you are logged out of the Divisions site, go to https://www.divisionsbc.ca/user/register
2. Fill out required fields

3. Log in, under "Membership request" you can approve the new user account. Upon approval, the user will receive an email notification containing log-in credentials.

Create a Division Member - Option 2: if you are logged in
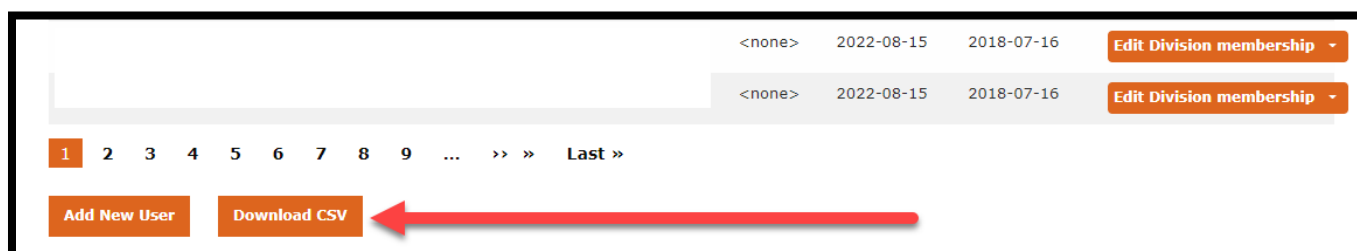
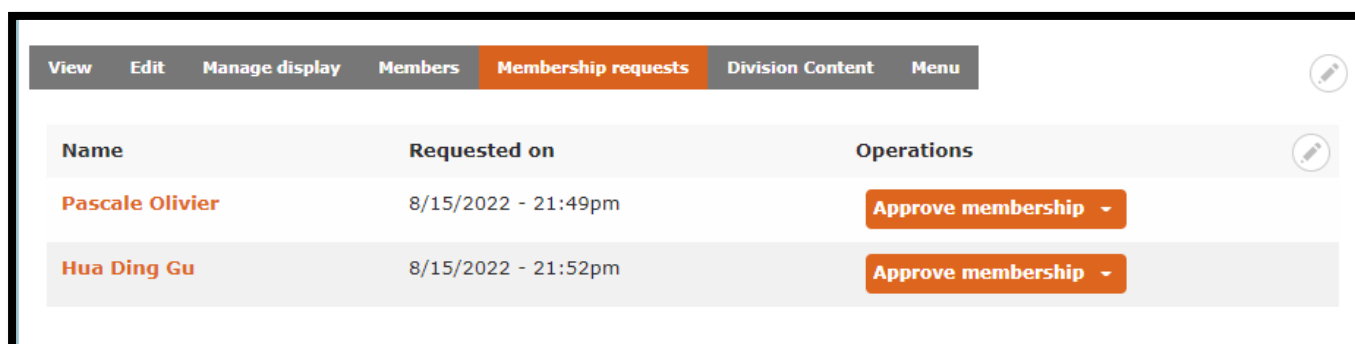1. If you are logged into the Divisions site, go to "Members", and then click "Add User"
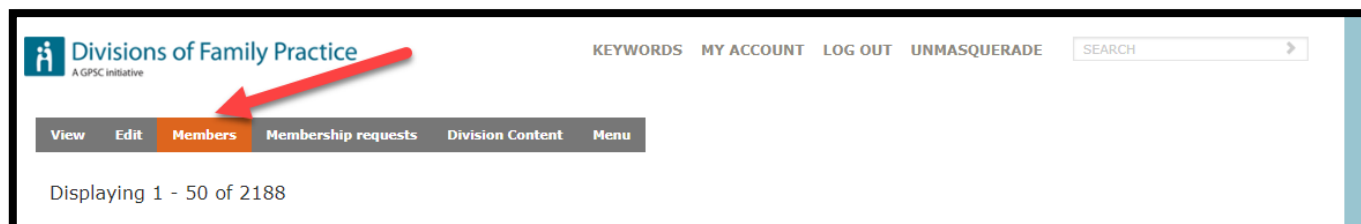
To export your Members List

Under "Members" click "Download CSV"

To approve Student's/Resident's/Physician's application

1. Under your portal, click "Membership requests" to approve or decline applications

To review Student's/Resident's/Physician's application before approval

1. Under "Membership requests", click the name of the applicant and you will be able to see the applicant's details

To prevent Student/or Resident to join your Division

1. Under your portal, click "Edit"

2. Scroll to the bottom and click "Membership Rules". If "Allow Students members" is checked off, please uncheck it: this will prevent Students/Residents to send you a request to join your division.

Edit a Member Account and Membership

1. Log in and select "Members" from the grey admin menu
2. Locate the user who you wish to edit. In the "Operations" column select "Edit Division membership"

3. You can add info to the "membership" type

View   Edit   Remove   Menu

Wea'am Abbas

First Name

Last Name

I am a

Primary Division

Practice Community

Role

MSP Billing Number

Preferred Mail Address

Preferred Phone

Cell Phone

Work - Practice Type

Roles

☐   Division Administrator

Membership Type

| - None - | ▼ |

Member Start Date

| 09/10/2015 | 📅 |

Member Renewal Date

| 09/10/2020 | 📅 |

Notes

Update Membership   Delete   Cancel   Edit Account

4. To make edits to the user's profile, click "Edit Account" at the bottom of user's profile

5. Click "edit" and update the user's profile
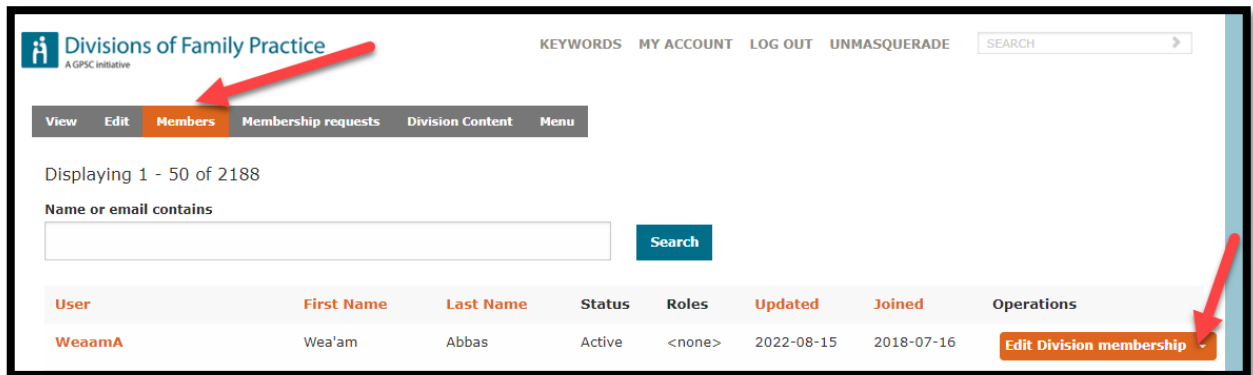
WeaamA

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.

Password

Password strength:

Confirm password

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

Salutation	First Name *	Last Name *	Suffix

I am a *

Physician | Student | Resident | Community-Based Specialist

Primary Division *	Practice Community *	Role *
North Peace	Fort St John	Physician

Other Divisions

Please select

Select any other Divisions you'd like to apply for membership in.

Preferred Mail Address	Work Email	Home Email	Division Email
Work			

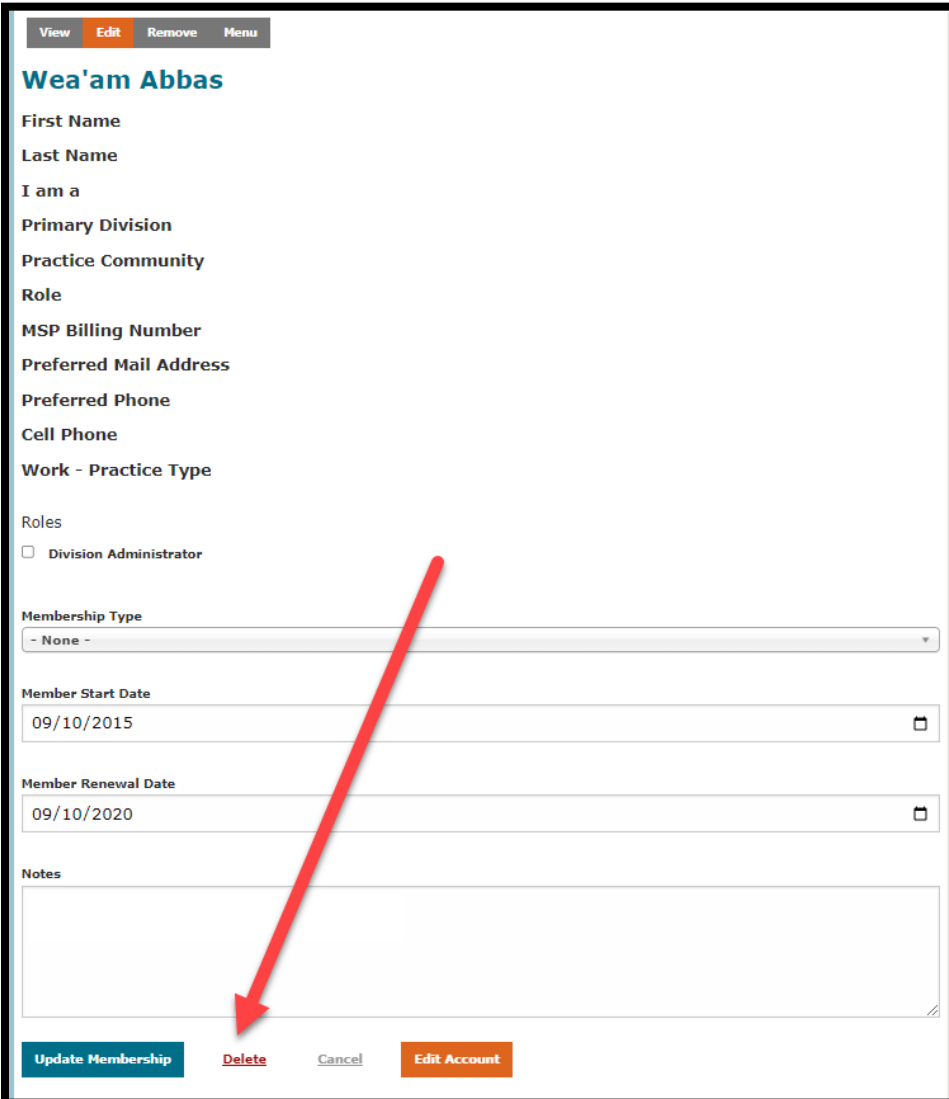| Preferred Phone	Work Phone	Home Phone	Cell Phone
Work			

Mailing - Address 1

Mailing - Address 2

Remove a Member from a Division

1. Log in and select "Members" from the grey admin menu
2. Identify the member you wish to remove. In the "Operations" column select "Edit Division membership" and then click "Delete" at the bottom of the user's profile.
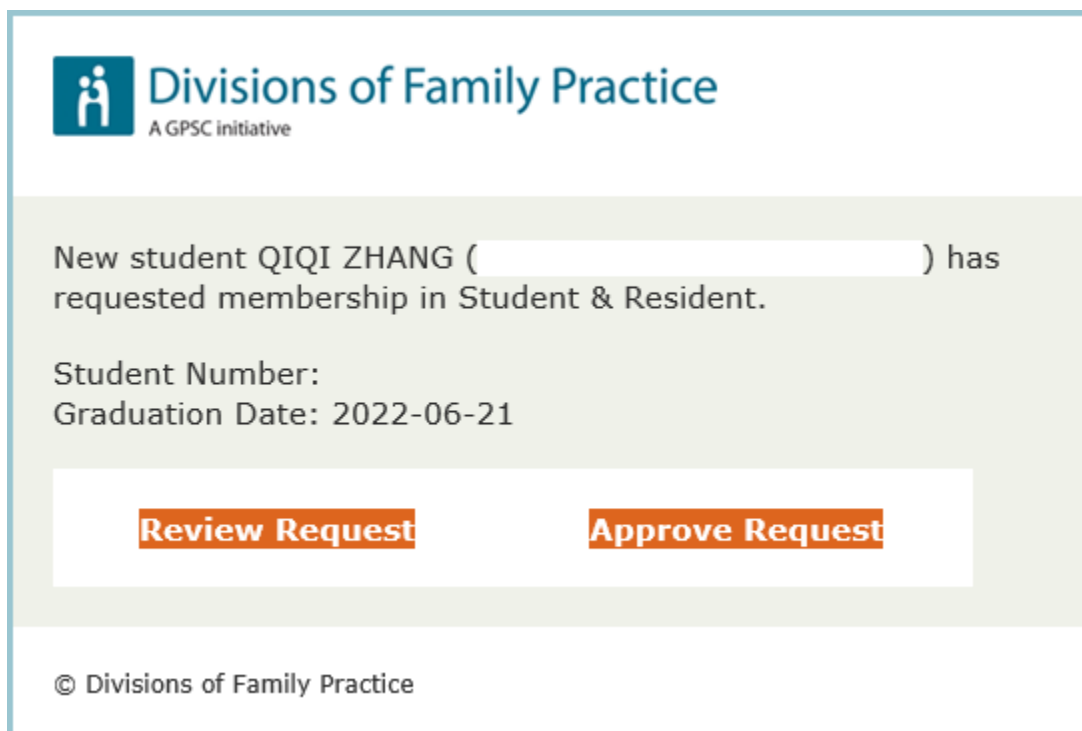
How a Member can join your Division

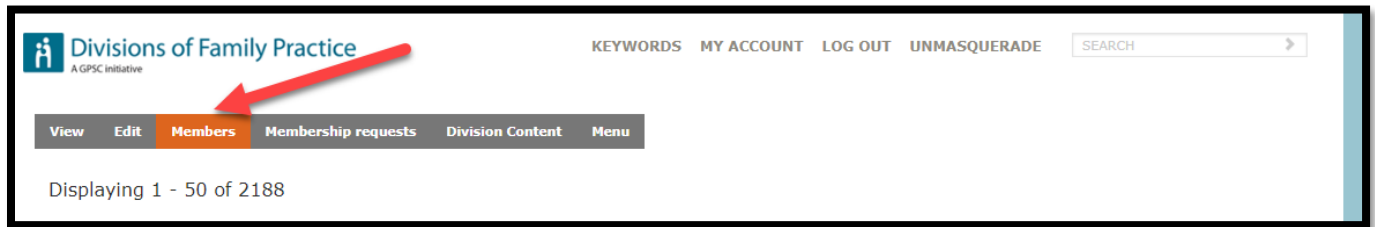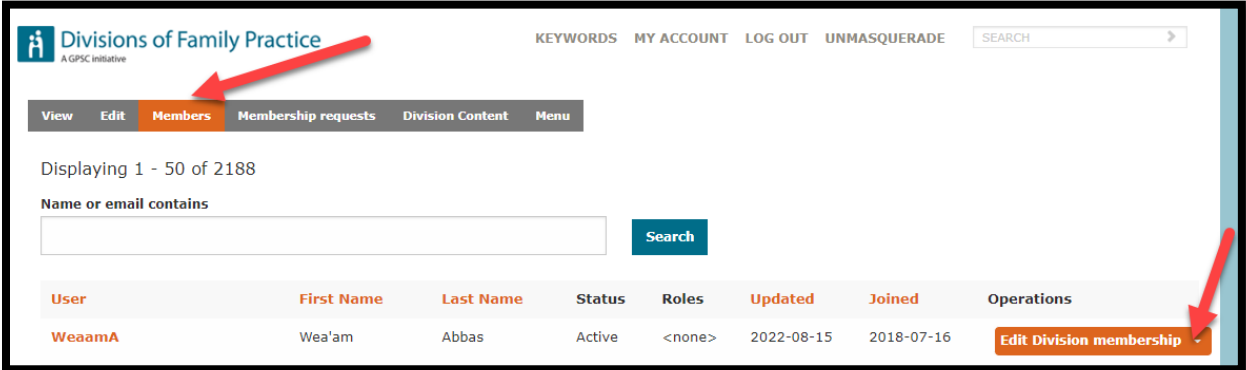1. Ask the Member to navigate to your division portal and click "Join Division".
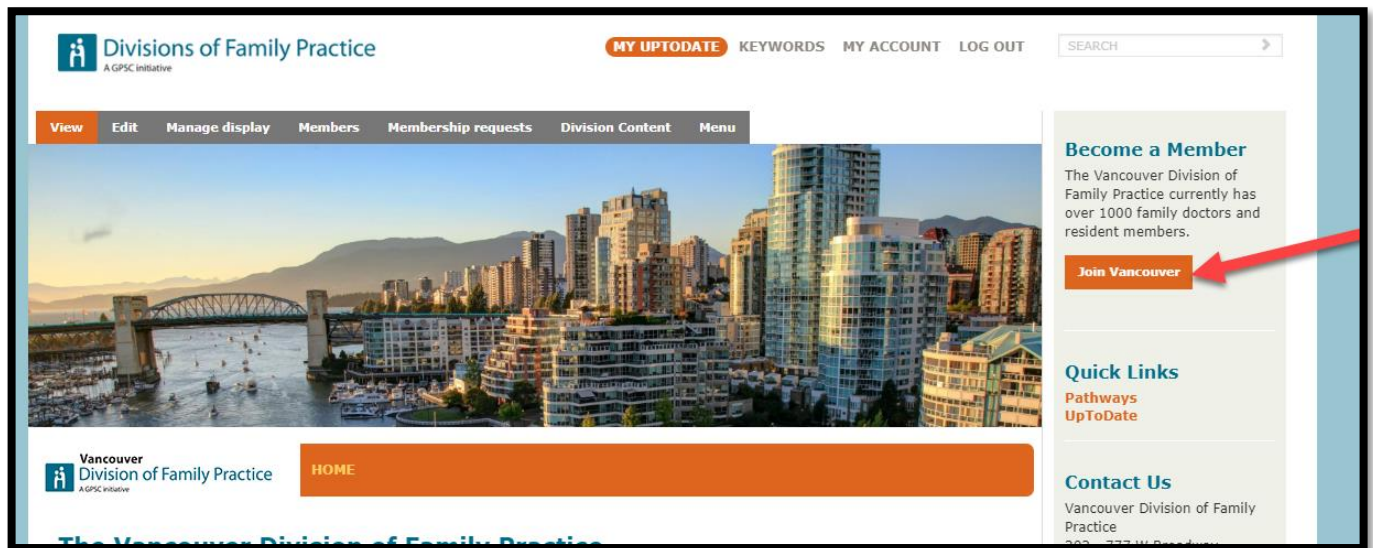
Activate a User Account

1. All Division Admins will receive a notification email when a new application form is completed. You can "Approve" it by clicking the link below.

Create a Division Administrator Account

1. To add a new Division Administrator, go to "Members" and click "Add User"

2. Select "STAFF" in the form and approve the account

3. Once the account is approved (see page 6), select "Edit Division membership"

Now check off "Division Administrator", then click "Update membership".

Remove a Division Administrator Account

To remove a Division Administrator, just uncheck Division Administrator.

Send a Password Reset

If the user needs help triggering a password reset email, you can enter their username/or email address on the "Reset your password" page to trigger it for them.

Provide a Member with a new Password

1. Log in and select "Members" from the grey admin menu
2. Locate the user who you wish to edit. In the "Operations" column select "Edit Division membership"

3. click "Edit Account" at the bottom of user's profile

4. Click "edit" and type a new password to share it with the user

Change "Primary Division" for a Member

1. Go to "Members" and select "Edit Division membership"

2. then click "Edit Account" at the bottom of user's profile

3. Under "Primary Divisions", change it to your Division

When a Member leaves your Division

1. All Division Admins will receive a notification email when a member leaves your division

Unblock a User (or re-activate a User Account)

1. Go to https://divisionsbc.ca/admin/people and search for the user
2. Once you find it, click on the "Actions" dropdown menu and select "Unblock the selected user"
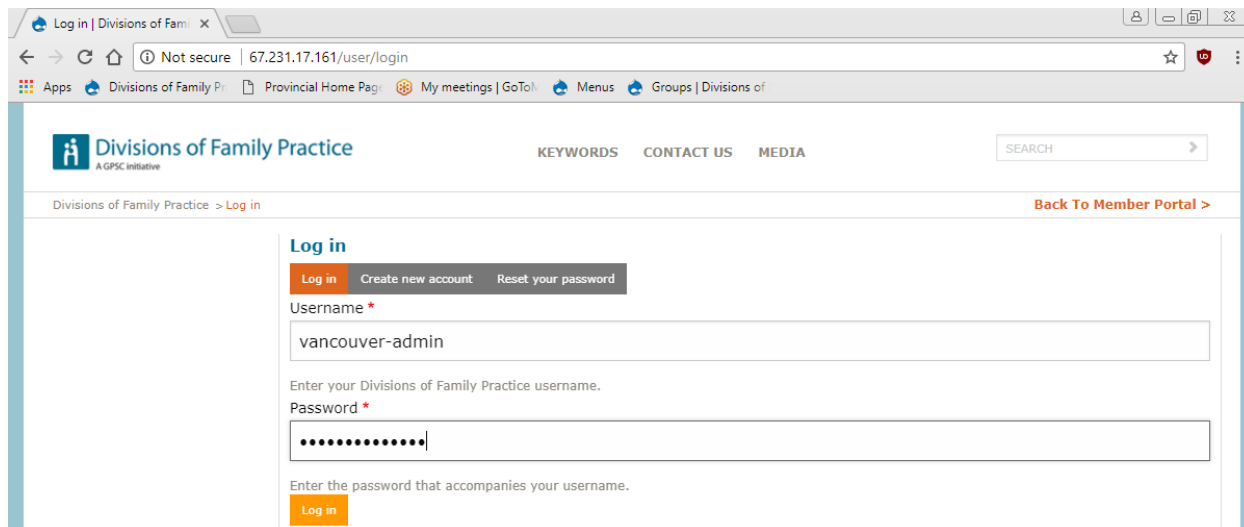
Content Management

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 note when working with Content that content on the website is modified in an actively used system. Changes made to content appear immediately on the website right away. 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

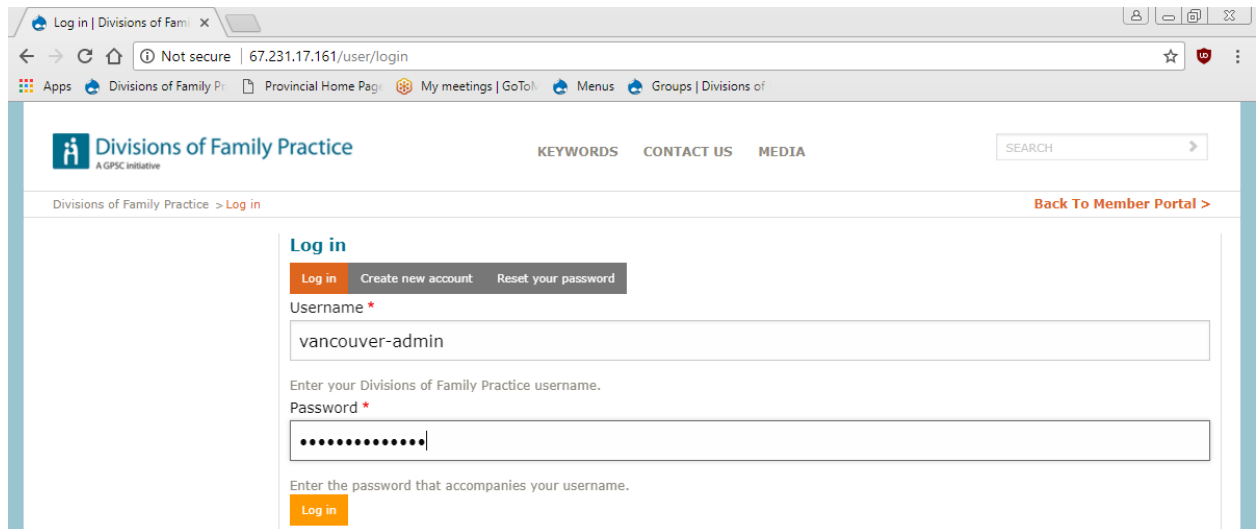3. Using the grey navigation bar select the "Division Content" link

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

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 "Division Content" link

4. In the "Group Operations" dropdown menu the user will select the "Add Basic Page" option

5. 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, then click "Save"

6. The last step is to ensure that the "URL alias" is pointing to the correct location. Make sure to follow a URL structure if the new page will be a subpage to another page. (ex: you are creating a new page within the division's "About" page; URL structure should follow divisionsbc.ca/thompson-region/about/*new-page-title*)

My Account | Log Out   SEARCH   >   Divisions of Family Practice
A GPSC initiative

URL alias
/test-page

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

Create content in Vancouver   Back   Cancel

Become a Member
The Vancouver Division of Family Practice currently has over 900 family doctors and resident members.
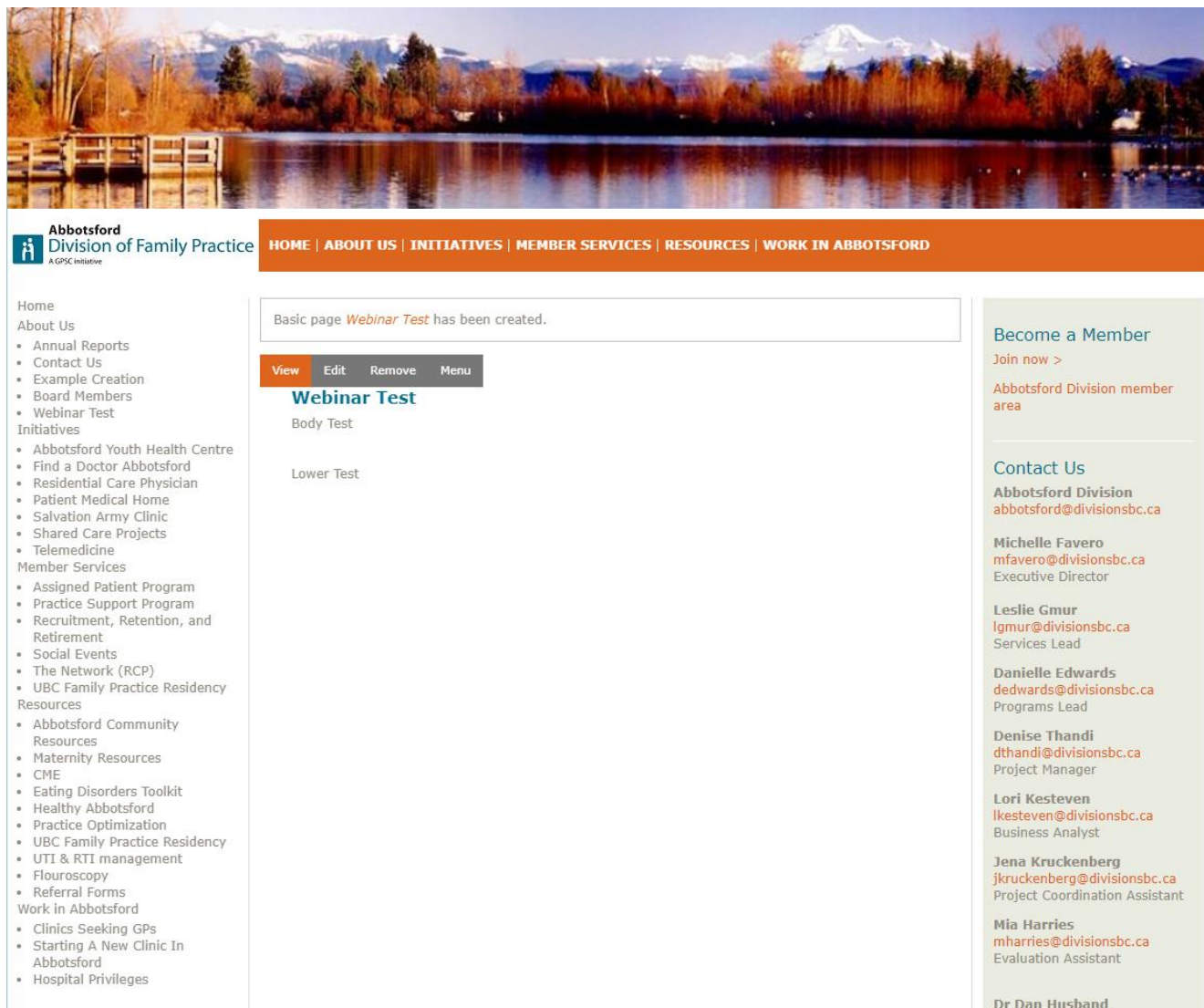
7. Click "Add new content item to Division"

URL alias

/thompson-region/about/test-page

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

Group content creator

m test (71387)

The username of the group content creator.

Add new content item to Thompson Region

Fixing a Fully Expanded Navigation List

If after <u>creating a new piece of content</u> and you are presented with a fully expanded navigation on the left of the page like so:
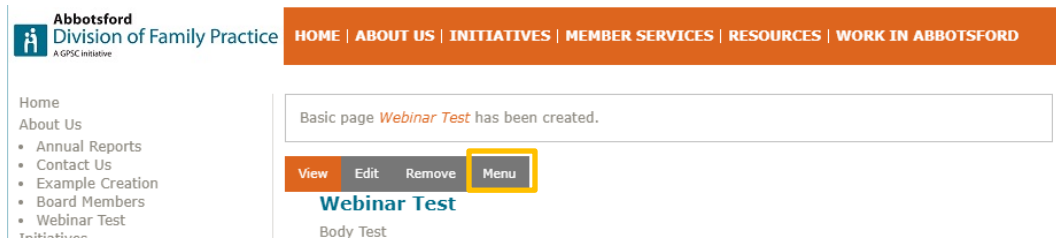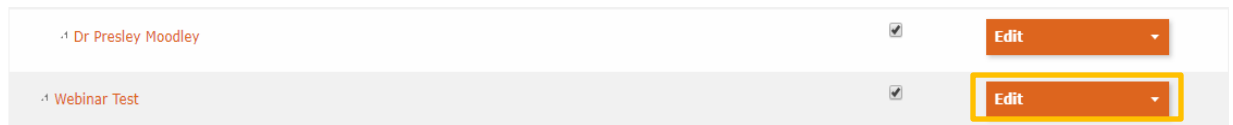

1. To tidy your navigation, start by copying the URL hierarchy from the address bar of your browser

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

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

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

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 "Division Content" 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. The coloured boxes below show where to edit different areas of the sidebar.

Title *

Central Interior Rural

☑ Generate automatic URL alias

Uncheck this to create a custom alias below. Configure URL alias patterns.

URL alias

/central-interior-rural

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

Parent Group

Interior (2)   ○

Banner Image *

Alternative text *

Central Interior Rural

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

📄 centralinterior-banner.jpeg (173.68 KB)   **Remove**

Become a Member

Join the Central Interior Rural Division! <p><a href="/user/register">Join now

Text format | Basic HTML ▼

- Allowed HTML tags: <a href hreflang> <em> <strong> <cite> <blockquote cite> <code> <ul type> <
  data-entity-type data-entity-uuid data-align data-caption>
- You can align images (data-align="center"), but also videos, blockquotes, and so on.
- You can caption images (data-caption="Text"), but also videos, blockquotes, and so on.
- Only images hosted on this site may be used in <img> tags.

Contact Us

B I | ⊖ ⊗ | ∷ ⅈ | ❞ 🖼 | Normal   ▾ | ⟨⟩ Source

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 >

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.

QUICK LINKS

URL

http://cariboochilcotin.fetchbc.ca/ ○

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

FETCH Community Health Directory >

URL

/provincial/resources/communications/uptodate-communications-toolkit ○

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

UpToDate >

URL

/central-interior-rural/resources ○

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

Physician Resources >

URL

/central-interior-rural/your-division/your-team ○

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

Our Team >

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.

Content Type: Feature Strips

Feature Strips are hyperlinked boxes displaying a headline, intro sentence, and image. They fill the full width of the page.
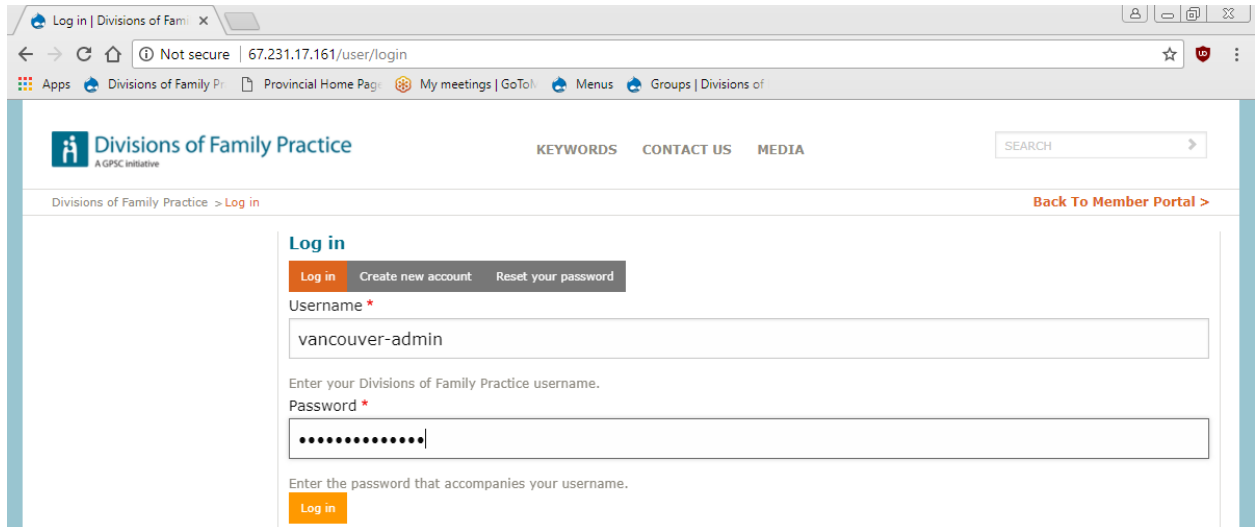
Alternate Way to Edit a Piece of Content

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 "Division Content" link

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

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"

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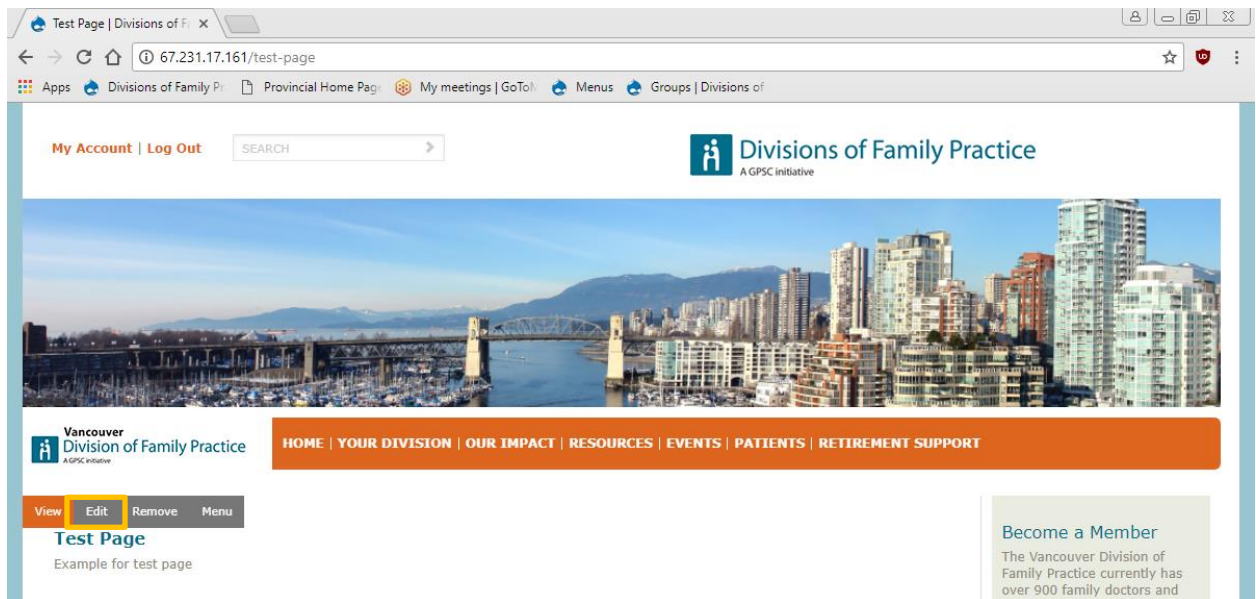
4. There are multiple different options you can choose from to upload files
   a. The first option will allow you to choose files that have already been uploaded, or you can upload new files to the file manager

b. The second option allows you to upload an image from your current machine in a straight forward manner, this option allows you to set the alignment of the image, if you need a caption

c. The third option allows users to upload files to "links", as the example below doesn't add any text but when the file is selected it's current name is the created link

d. The fourth 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
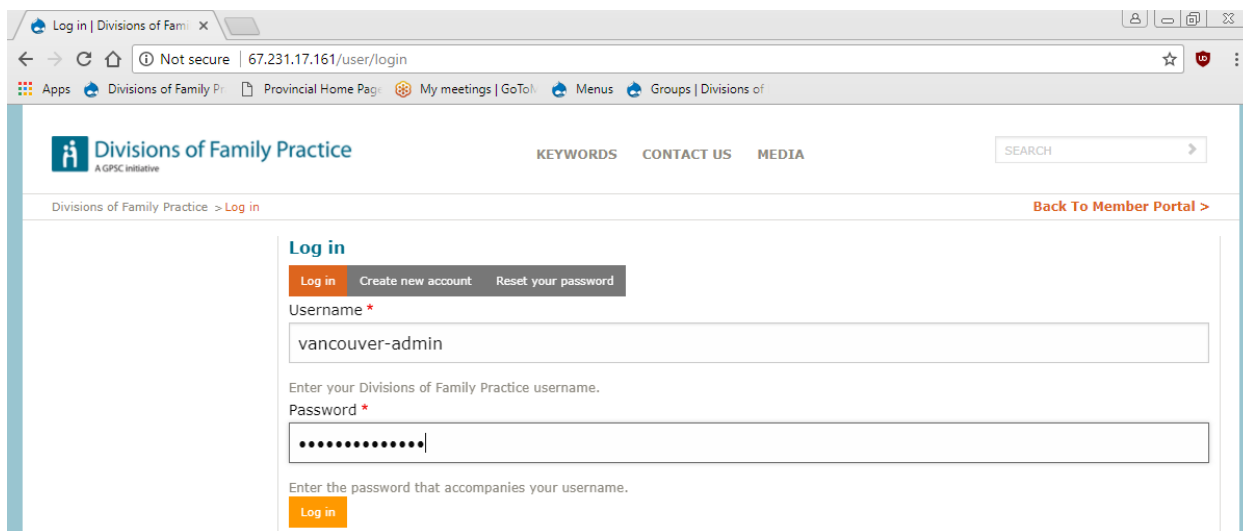
e. The fifth option for file uploading is the "paperclip" icon which will allow you to upload a file just like attaching a file to an email
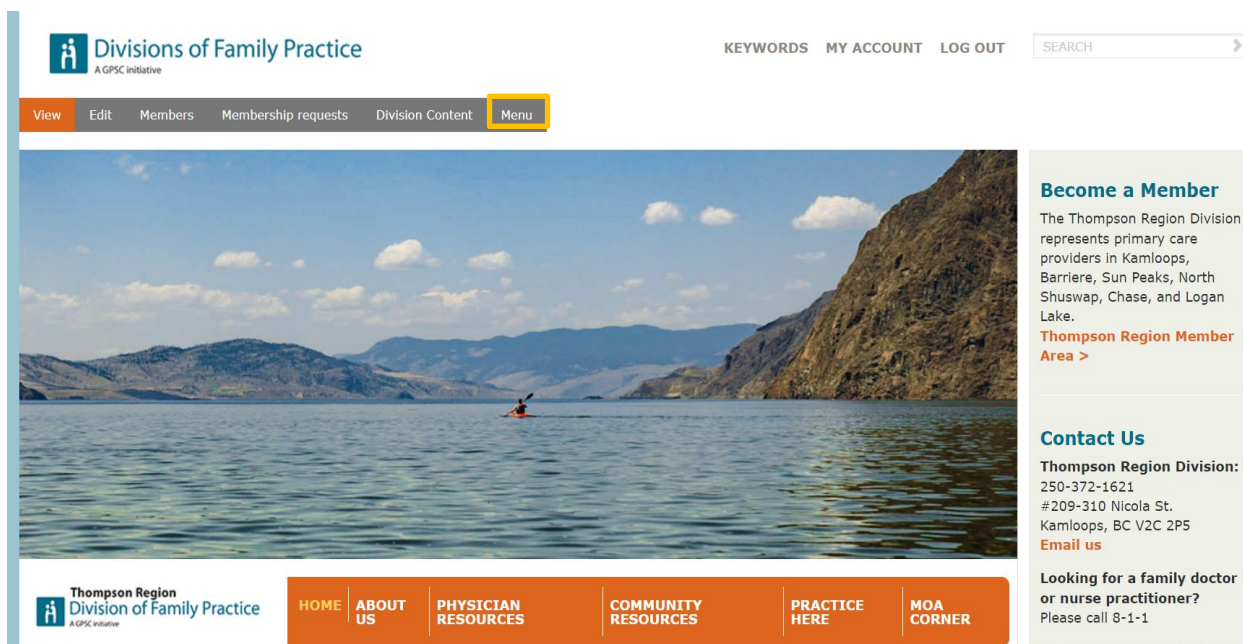
Division-Specific Menu Management

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). To modify the menu:

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

3. Using the "Menu" link from the grey management bar the user gets full access to the menu of the Division

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. Optionally, 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