

Web Manual: Divisions Website

January 2023

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Divisions Website Manual

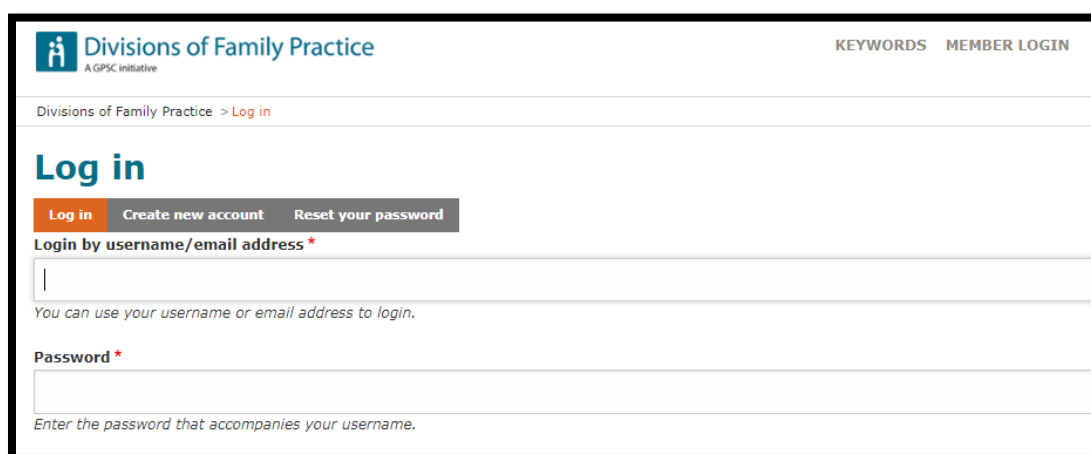
Support

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

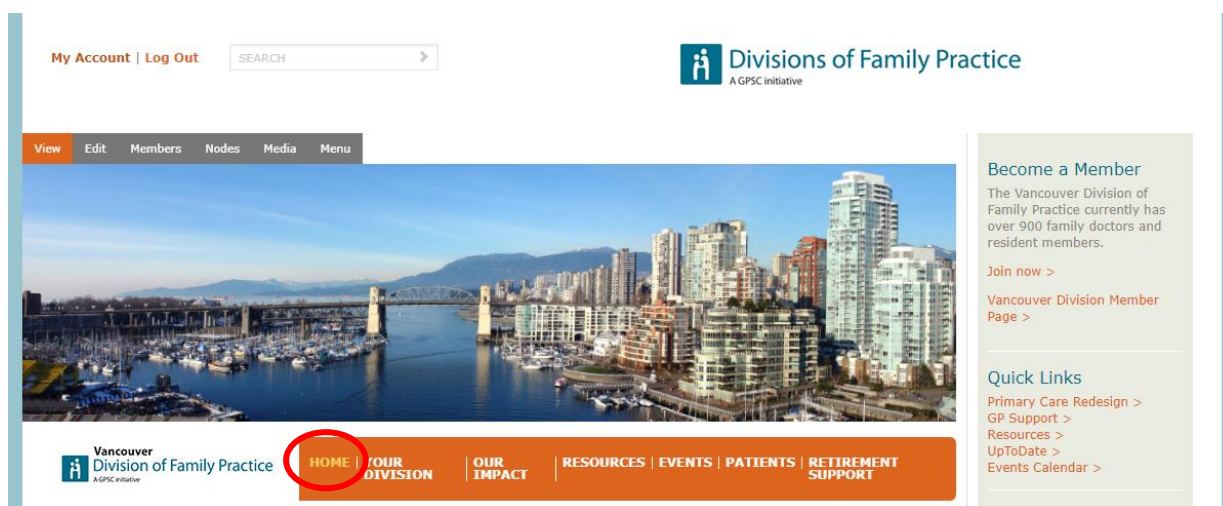
Access to grey admin menu is found through the division's home page:

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":



The screenshot shows the login page for the Divisions of Family Practice. At the top, there is a header with the logo and the text "Divisions of Family Practice A GPSC Initiative". To the right of the header are links for "KEYWORDS" and "MEMBER LOGIN". Below the header, there is a navigation bar with "Divisions of Family Practice" and a link to "Log in". The main content area is titled "Log in" and contains three buttons: "Log in", "Create new account", and "Reset your password". Below these buttons is a form with two input fields. The first field is labeled "Login by username/email address *" and has a placeholder text "You can use your username or email address to login.". The second field is labeled "Password *" and has a placeholder text "Enter the password that accompanies your username.".

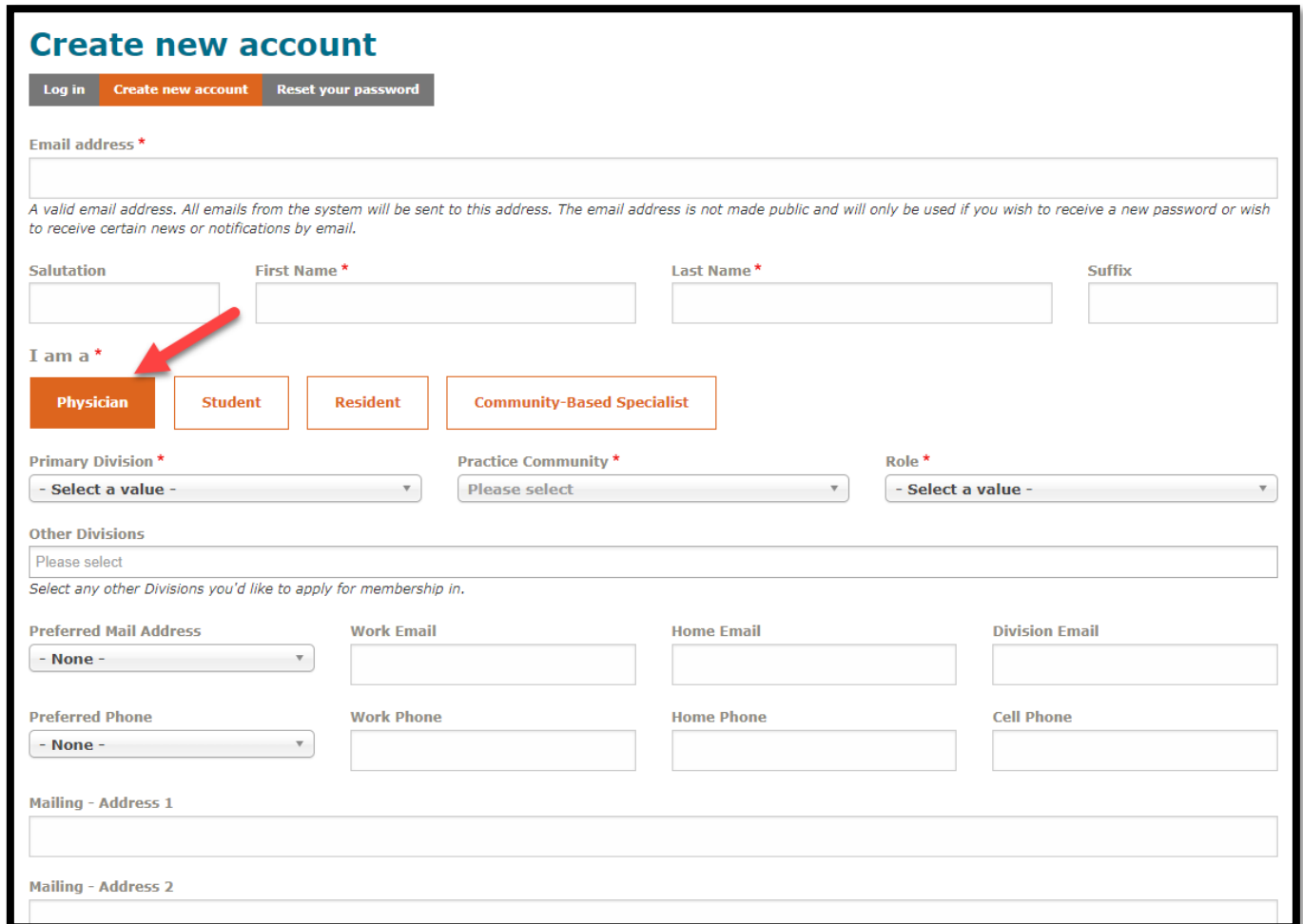
3. If you do not see the grey admin menu above your main header image, as shown below, click on the "Home" link in the orange navigation menu:



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



Create new account

Log in Create new account Reset your password

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.

Salutation First Name * Last Name * Suffix

I am a *

Physician Student Resident Community-Based Specialist

Primary Division * Practice Community * Role *

- Select a value - Please select - Select a value -

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

- None -

Preferred Phone Work Phone Home Phone Cell Phone

- None -

Mailing - Address 1

Mailing - Address 2

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.

View

Edit

Manage display

Members

Membership requests

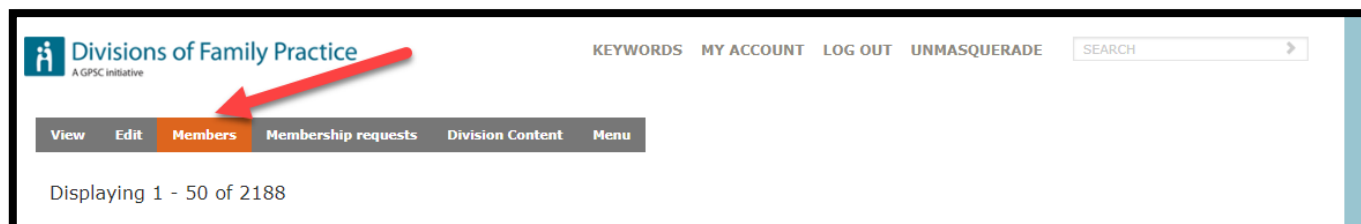
Division Content

Menu

Name	Requested on	Operations
amonteith	8/16/2022 - 12:05pm	Approve membership

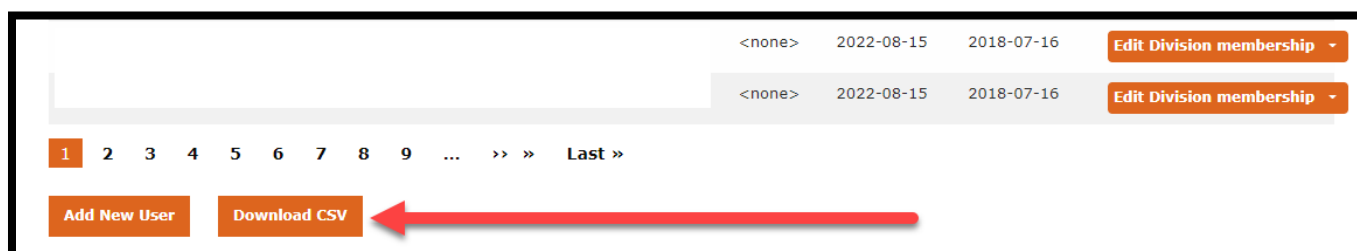
Create a Division Member - Option 2: if you are logged in

1. If you are logged into the Divisions site, go to "Members", and then click "Add User"



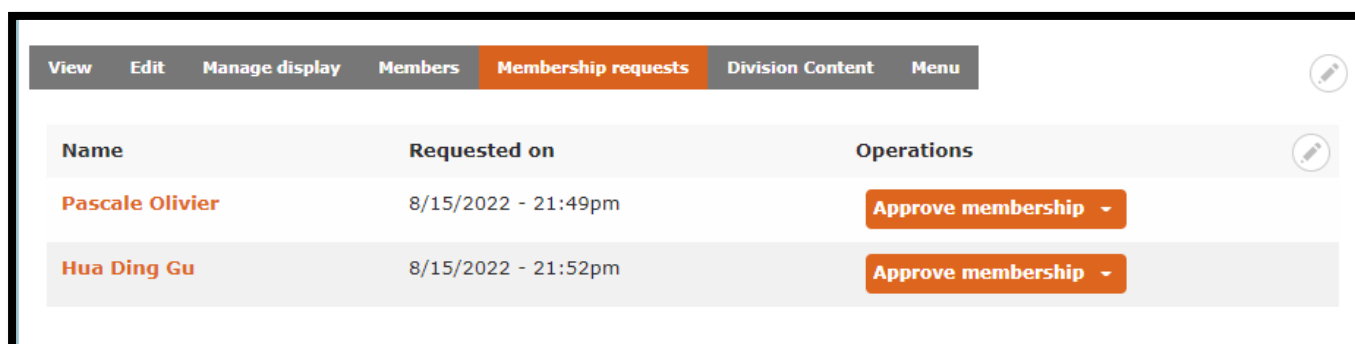
To export your Members List

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

View	Edit	Manage display	Members	Membership requests	Division Content	Menu
Name	Requested on		Operations			
amonteith	8/16/2022 - 12:05pm		Approve membership ▾			

Divisions of Family Practice > amonteith

amonteith

View

Roles

Shortcuts

Edit

Contact

Manage display

First Name	Annie
Last Name	
I am a	Resident
Primary Division	Student & Resident
Practice Community	Resident
Role	Physician - Resident
Other Divisions	South Island Victoria
Preferred Mail Address	Home
Preferred Phone	
Cell Phone	
Mailing - Address 1	
Mailing - City	
Mailing - Postal Code	
Where are you doing your residency?	Victoria, BC

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.

A screenshot of the 'Membership Rules' form. It has two sections: 'Revision information' with 'No revision' and 'URL alias' with 'Automatic alias'. The main section has two checkboxes, both checked: 'Allow Student Members' and 'Allow Resident Members'. Below each checkbox is a description: 'Allow students to join Thompson Region as a secondary Division.' and 'Allow residents to join Thompson Region as a secondary Division.' At the bottom are 'Save' and 'Cancel' buttons.

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"



Divisions of Family Practice

A GPSC Initiative

KEYWORDS MY ACCOUNT LOG OUT UNMASQUERADE

View Edit **Members** Membership requests Division Content Menu

Displaying 1 - 50 of 2188

Name or email contains

Search

User	First Name	Last Name	Status	Roles	Updated	Joined	Operations
WeaamA	Wea'am	Abbas	Active	<none>	2022-08-15	2018-07-16	<div>Edit Division membership</div>

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

The screenshot shows a user profile page for 'Wea'am Abbas'. At the top, there is a navigation bar with buttons: 'View', 'Edit' (highlighted in orange), 'Remove', and 'Menu'. Below this, the user's name 'Wea'am Abbas' is displayed in a large blue font. The profile details are listed on the left side, including: First Name, Last Name, I am a, Primary Division, Practice Community, Role, MSP Billing Number, Preferred Mail Address, Preferred Phone, Cell Phone, and Work - Practice Type. Below these details, there is a 'Roles' section with a checkbox for 'Division Administrator'. The 'Membership Type' is shown as a dropdown menu with '- None -' selected. The 'Member Start Date' is '09/10/2015' and the 'Member Renewal Date' is '09/10/2020'. There is a 'Notes' section with a text area. At the bottom of the page, there are four buttons: 'Update Membership' (blue), 'Delete' (red), 'Cancel' (grey), and 'Edit Account' (orange). A large red arrow points from the 'Edit Account' button up towards the 'Membership Type' dropdown.

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](#)

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 *

North Peace ▾

Practice Community *

Fort St John ▾

Role *

Physician ▾

Other Divisions

Please select

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

Preferred Mail Address

Work ▾

Work Email

Home Email

Division Email

Preferred Phone

Work ▾

Work Phone

Home Phone

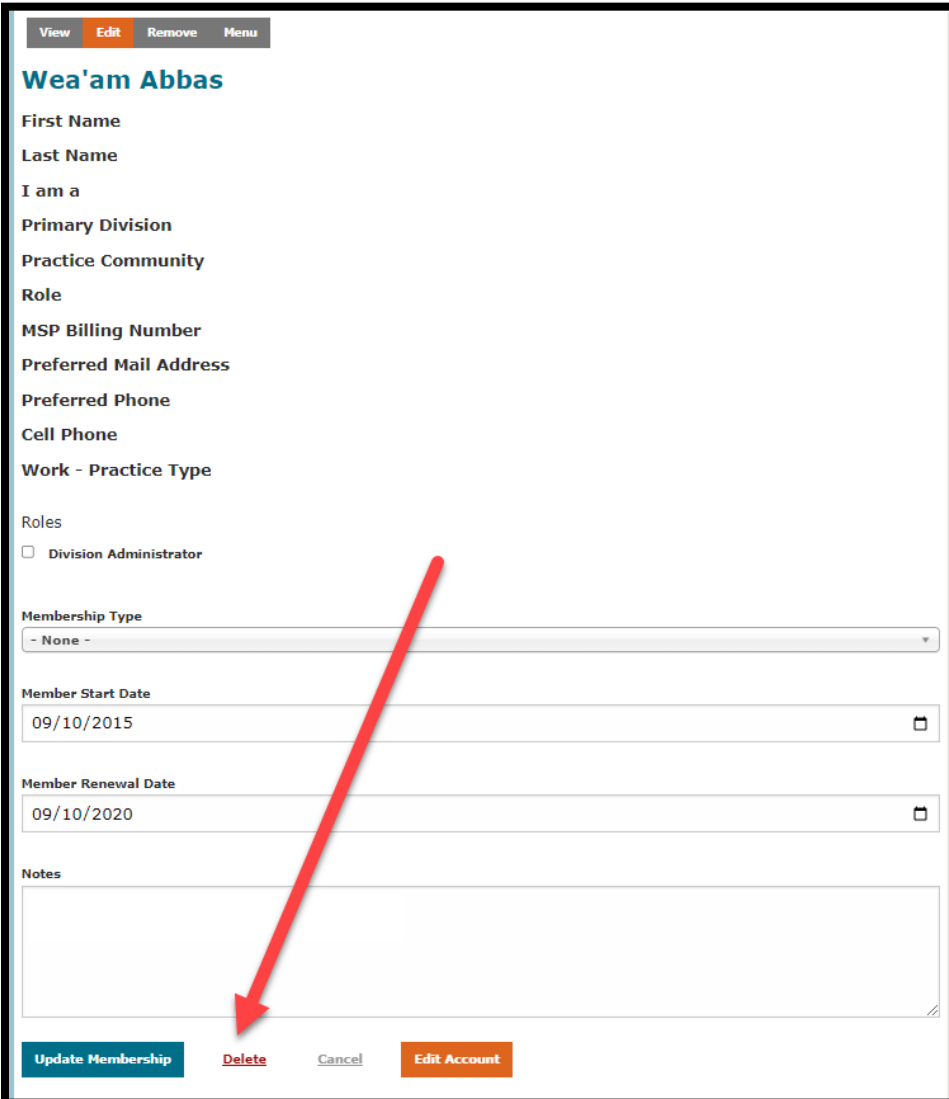
Cell Phone

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.



The screenshot shows a user profile for "Wea'am Abbas". At the top, there are four buttons: "View", "Edit", "Remove", and "Menu". The "Edit" button is highlighted in orange. Below the name, there are several fields for user information: First Name, Last Name, I am a, Primary Division, Practice Community, Role, MSP Billing Number, Preferred Mail Address, Preferred Phone, Cell Phone, and Work - Practice Type. Below these fields is a "Roles" section with a checkbox for "Division Administrator". The "Membership Type" is set to "- None -". The "Member Start Date" is 09/10/2015 and the "Member Renewal Date" is 09/10/2020. There is a "Notes" section with a text area. At the bottom, there are four buttons: "Update Membership" (blue), "Delete" (red), "Cancel" (grey), and "Edit Account" (orange). A red arrow points from the "Delete" button to the "Notes" section.

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

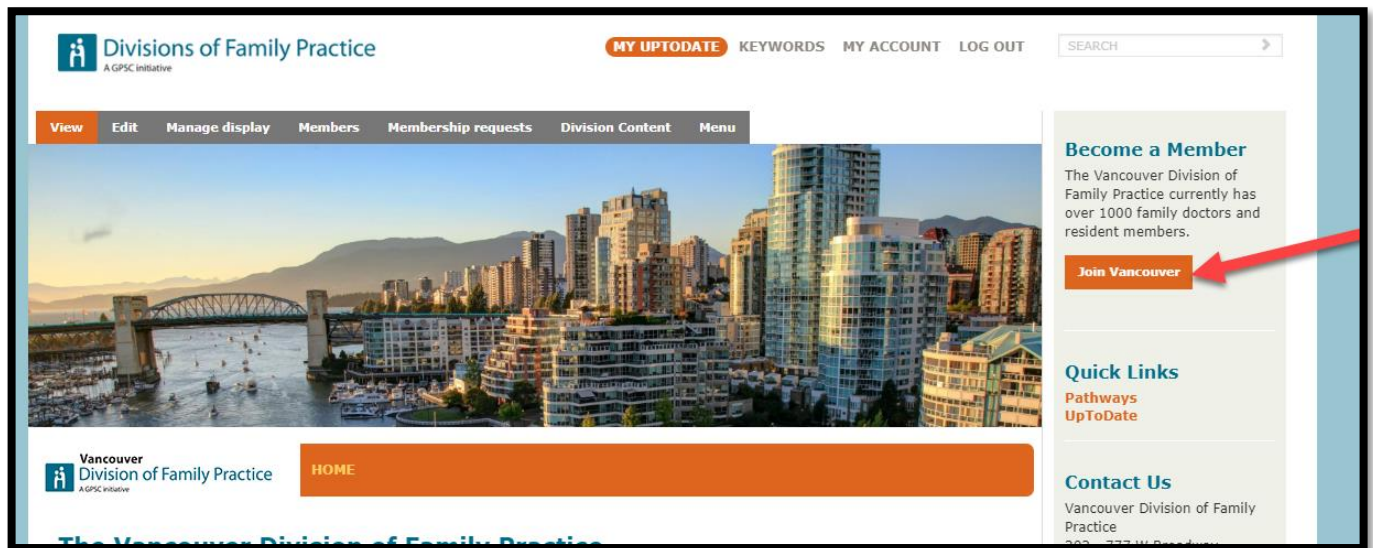
Member Renewal Date
09/10/2020

Notes

[Update Membership](#) [Delete](#) [Cancel](#) [Edit Account](#)

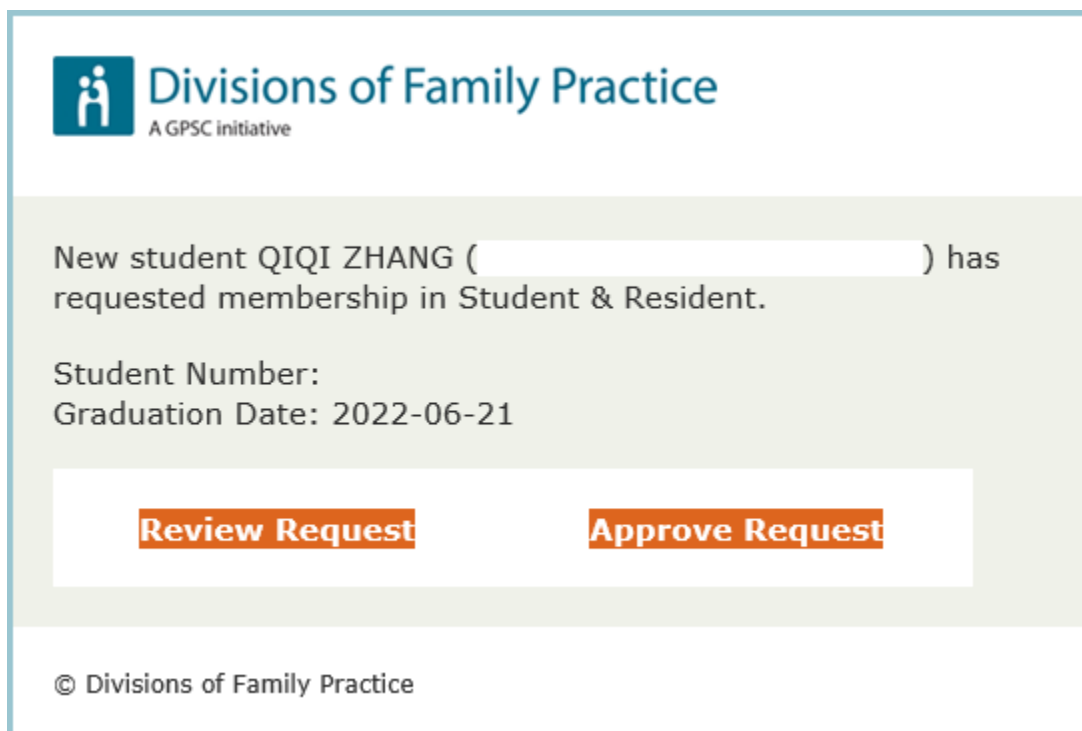
How a Member can join your Division

1. Ask the Member to navigate to your division portal and click "Join Division".



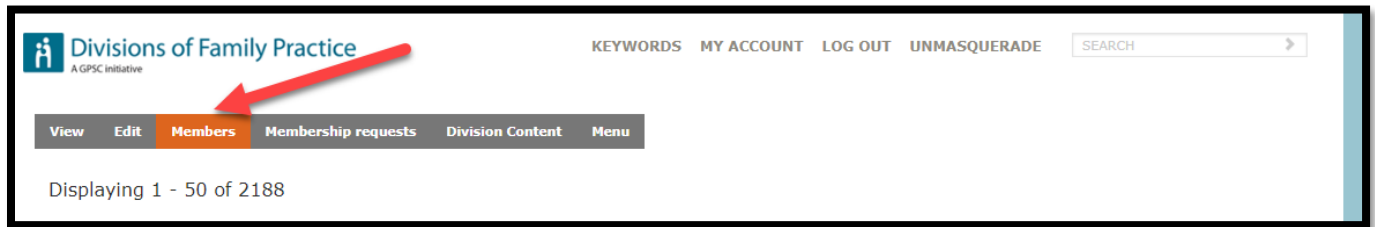
Activate a User Account

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

Add user

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 *

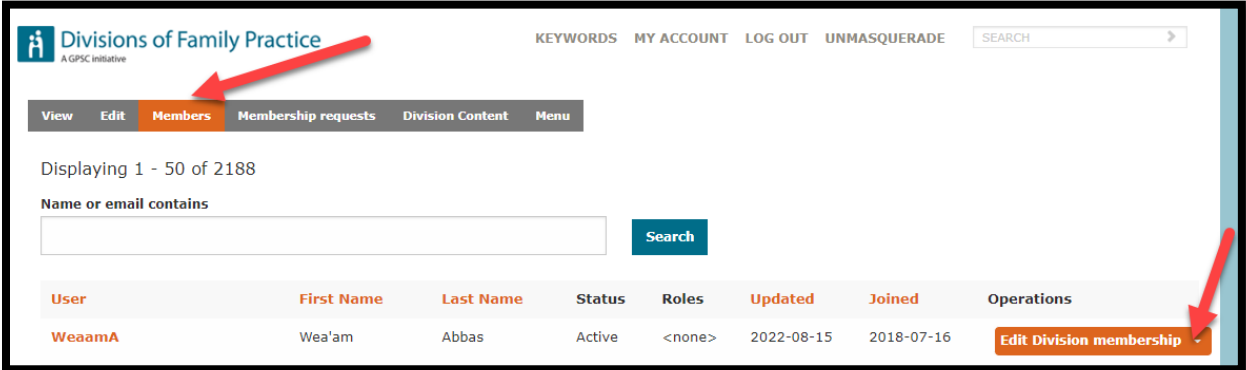
Passwords match:
Provide a password for the new account in both fields.

☒ Notify user of new account

Salutation First Name * Last Name * Suffix

I am a *

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



Divisions of Family Practice
A GPSC Initiative

KEYWORDS MY ACCOUNT LOG OUT UNMASQUERADE SEARCH

View Edit **Members** Membership requests Division Content Menu

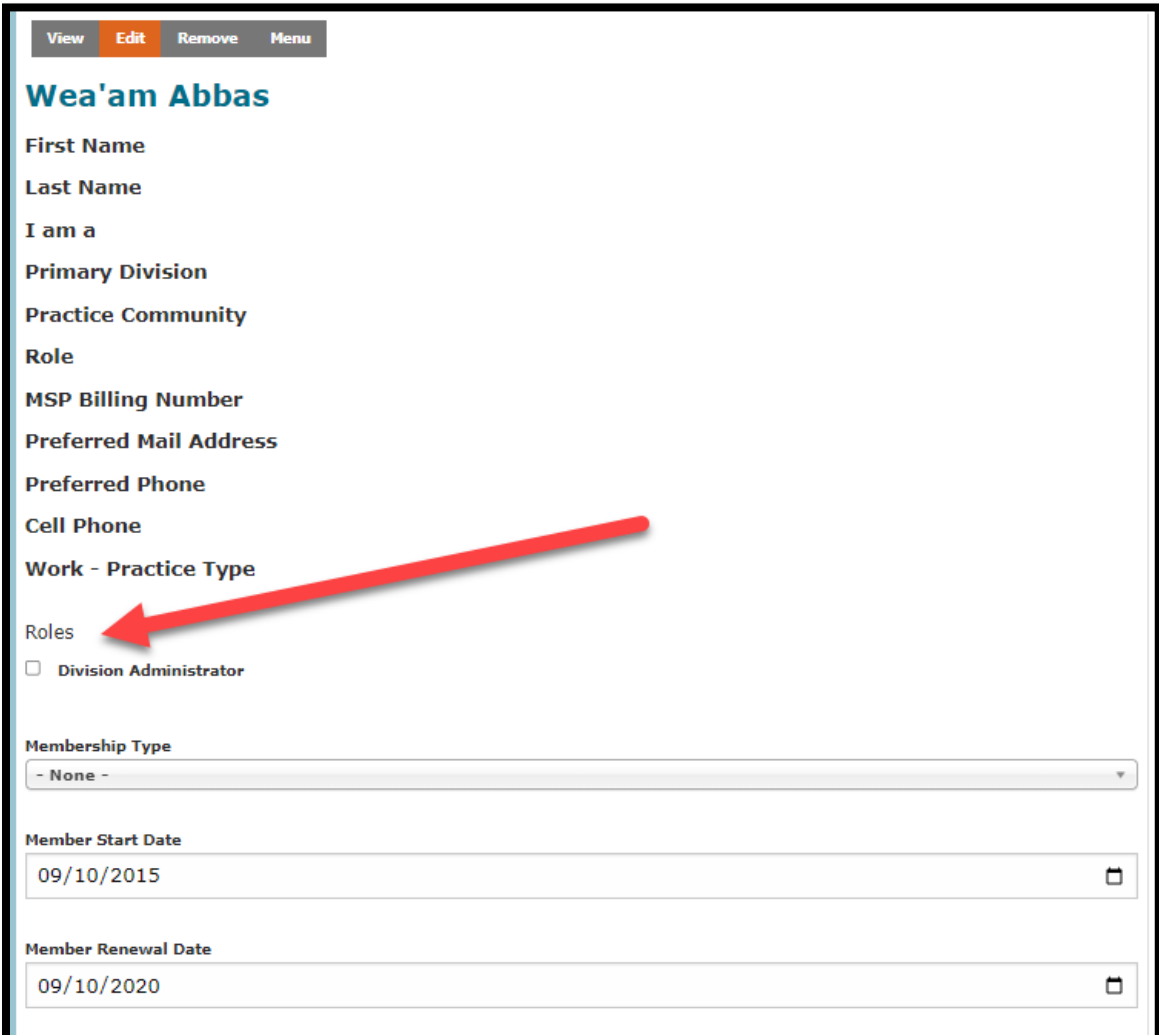
Displaying 1 - 50 of 2188

Name or email contains

Search

User	First Name	Last Name	Status	Roles	Updated	Joined	Operations
WeaamA	Wea'am	Abbas	Active	<none>	2022-08-15	2018-07-16	Edit Division membership

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



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

Remove a Division Administrator Account

To remove a Division Administrator, just uncheck Division Administrator.

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 -

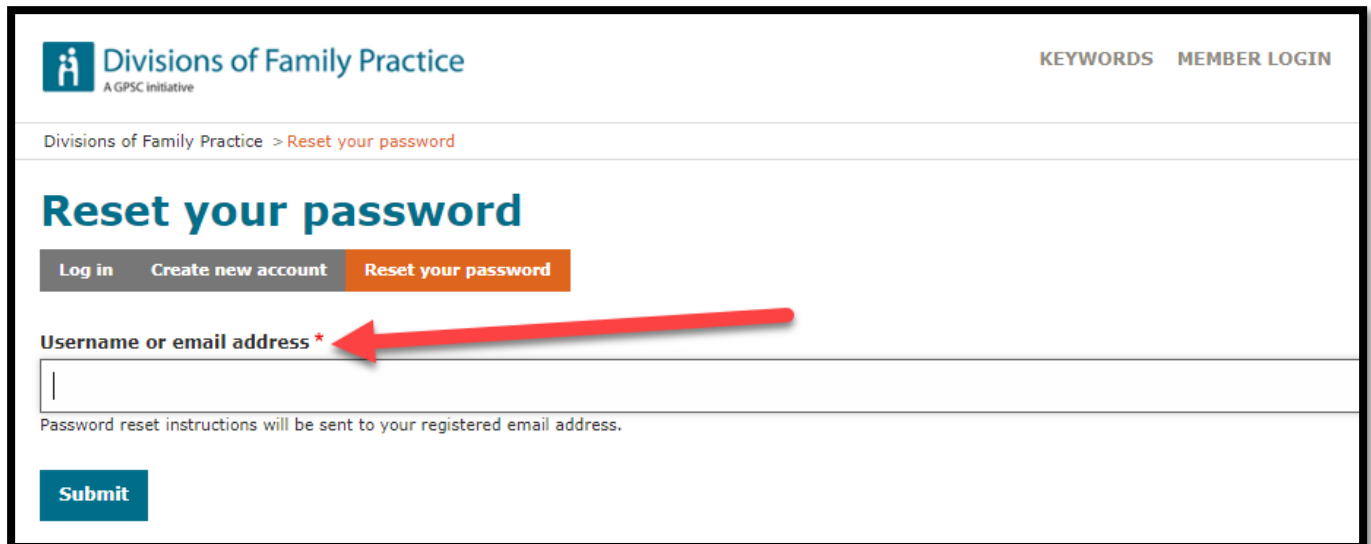
Member Start Date
09/10/2015

Member Renewal Date
09/10/2020



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.



Divisions of Family Practice A GPSC initiative

KEYWORDS MEMBER LOGIN

Divisions of Family Practice > Reset your password

Reset your password

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

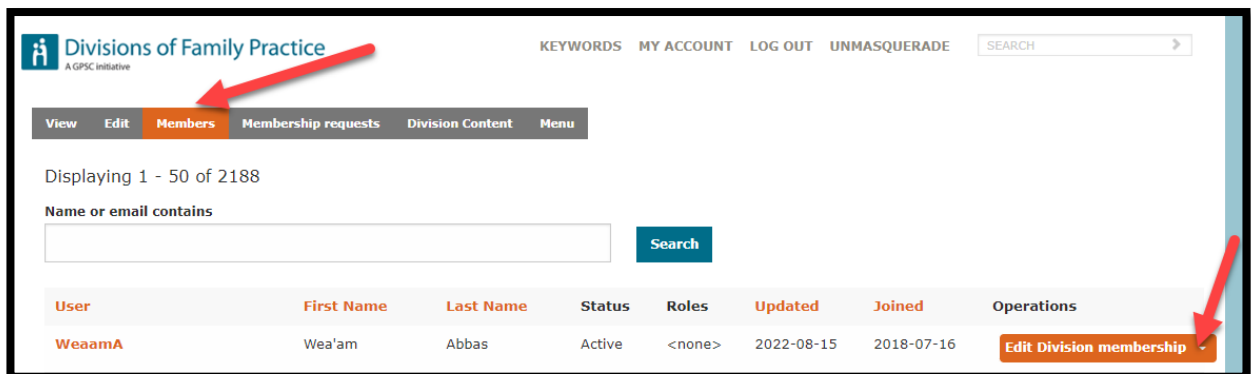
Username or email address *

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

Submit

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"



Divisions of Family Practice A GPSC initiative

KEYWORDS MY ACCOUNT LOG OUT UNMASQUERADE SEARCH

View Edit **Members** Membership requests Division Content Menu

Displaying 1 - 50 of 2188

Name or email contains

Search

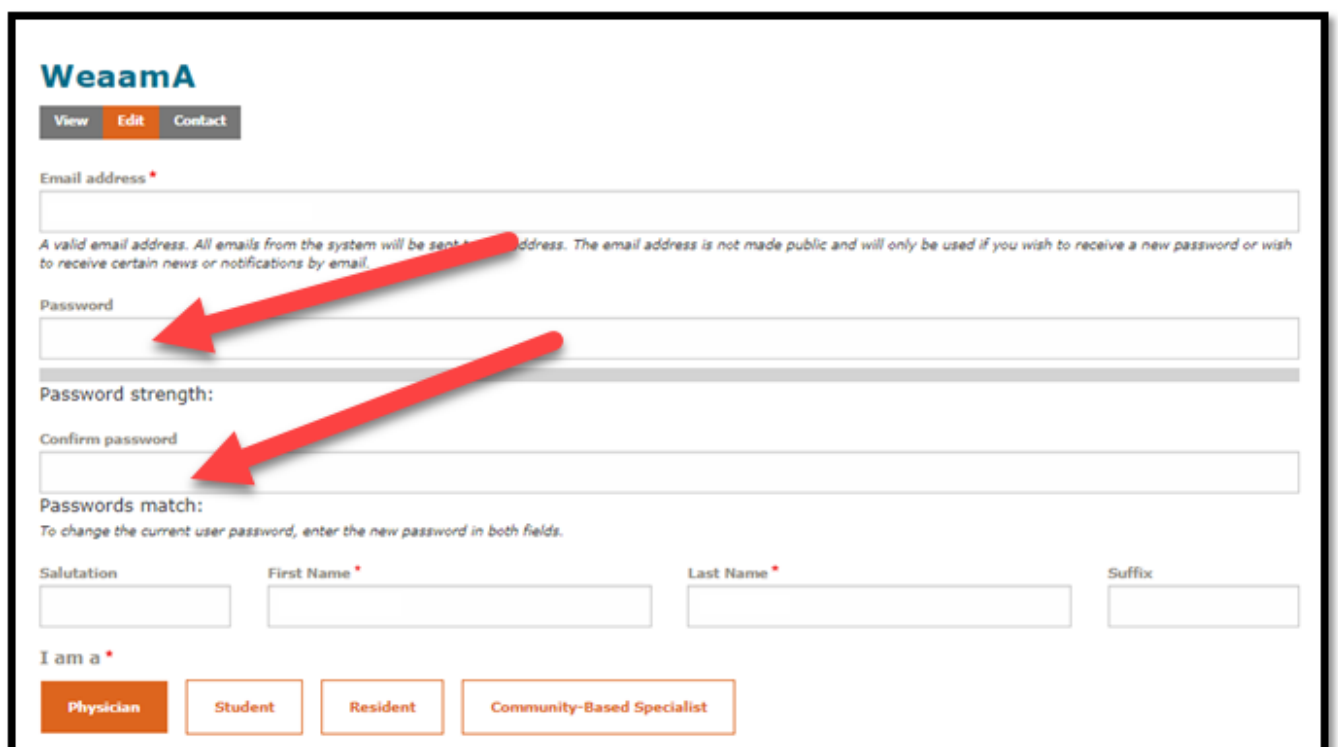
User	First Name	Last Name	Status	Roles	Updated	Joined	Operations
WeaamA	Wea'am	Abbas	Active	<none>	2022-08-15	2018-07-16	Edit Division membership

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



This screenshot shows a user profile form. At the top, there is a "Membership Type" dropdown menu set to "- None -". Below it are two date fields: "Member Start Date" (09/10/2015) and "Member Renewal Date" (09/10/2020), each with a calendar icon. A "Notes" text area is located below the dates. At the bottom of the form, there are four buttons: "Update Membership" (blue), "Delete" (red), "Cancel" (grey), and "Edit Account" (orange). A large red arrow points from the top right towards the "Edit Account" button.

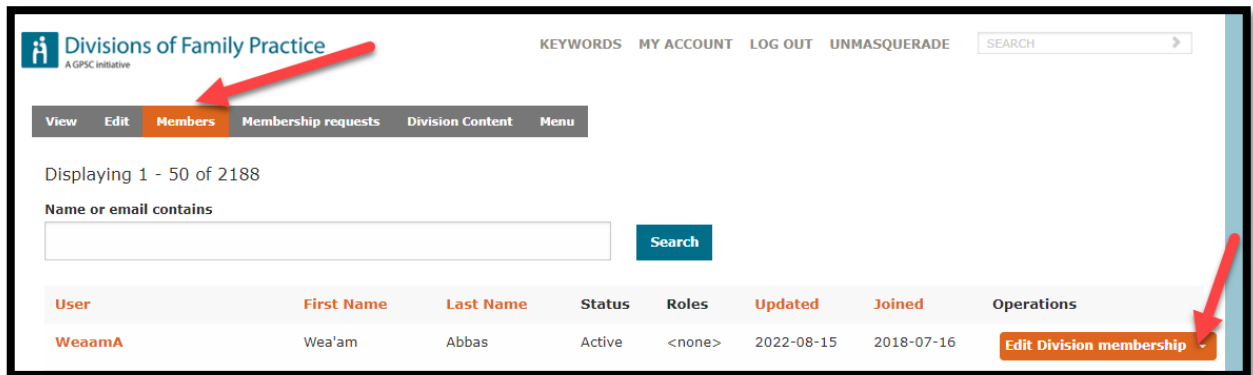
4. Click "edit" and type a new password to share it with the user



This screenshot shows the "WeaamA" user profile form. At the top, there are three tabs: "View", "Edit" (selected), and "Contact". Below the tabs is an "Email address" field with a red asterisk. A note below the 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." Below the email field are two password fields: "Password" and "Confirm password", both with red asterisks. A "Password strength:" indicator is located between the two password fields. Below the password fields is a "Passwords match:" label and a note: "To change the current user password, enter the new password in both fields." At the bottom, there are four input fields: "Salutation", "First Name" (with a red asterisk), "Last Name" (with a red asterisk), and "Suffix". Below these fields is a section titled "I am a" with four buttons: "Physician" (orange), "Student" (white), "Resident" (white), and "Community-Based Specialist" (white). Two red arrows point from the top left towards the "Password" and "Confirm password" fields.

Change “Primary Division” for a Member

1. Go to “Members” and select “Edit Division membership”



Divisions of Family Practice
AGPSC Initiative

KEYWORDS MY ACCOUNT LOG OUT UNMASQUERADE SEARCH

View Edit **Members** Membership requests Division Content Menu

Displaying 1 - 50 of 2188

Name or email contains Search

User	First Name	Last Name	Status	Roles	Updated	Joined	Operations
Weaama	Wea'am	Abbas	Active	<none>	2022-08-15	2018-07-16	Edit Division membership

2. then click “Edit Account” at the bottom of user’s profile



Membership Type
- None -

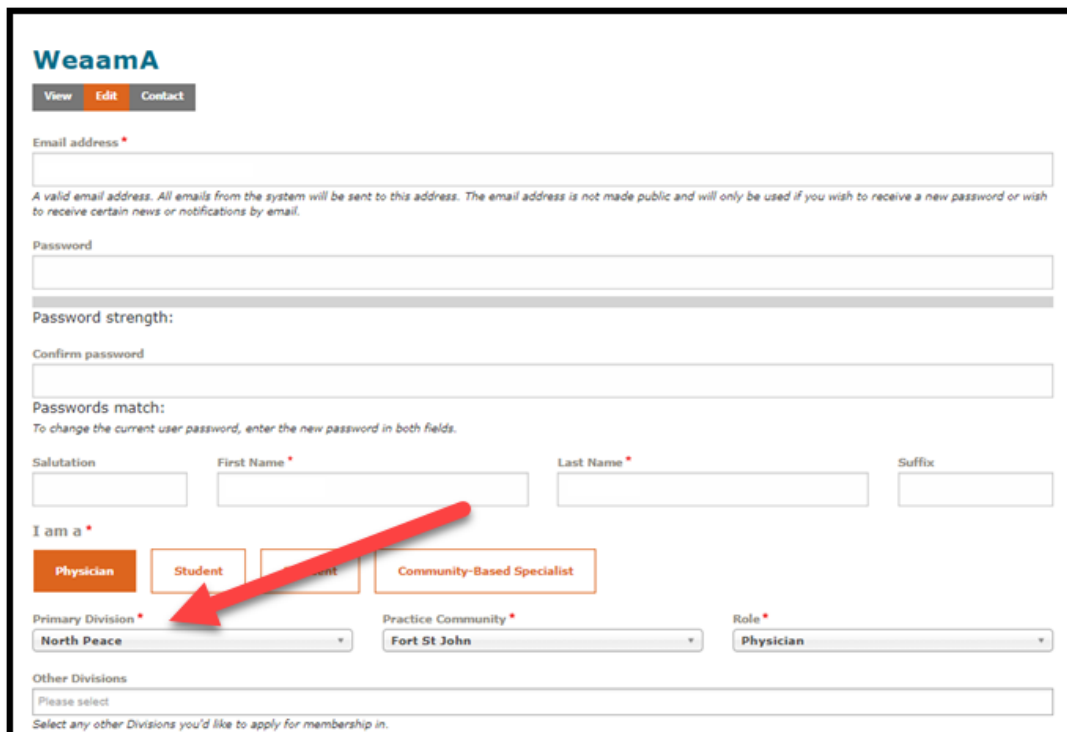
Member Start Date
09/10/2015

Member Renewal Date
09/10/2020

Notes

Update Membership Delete Cancel **Edit Account**

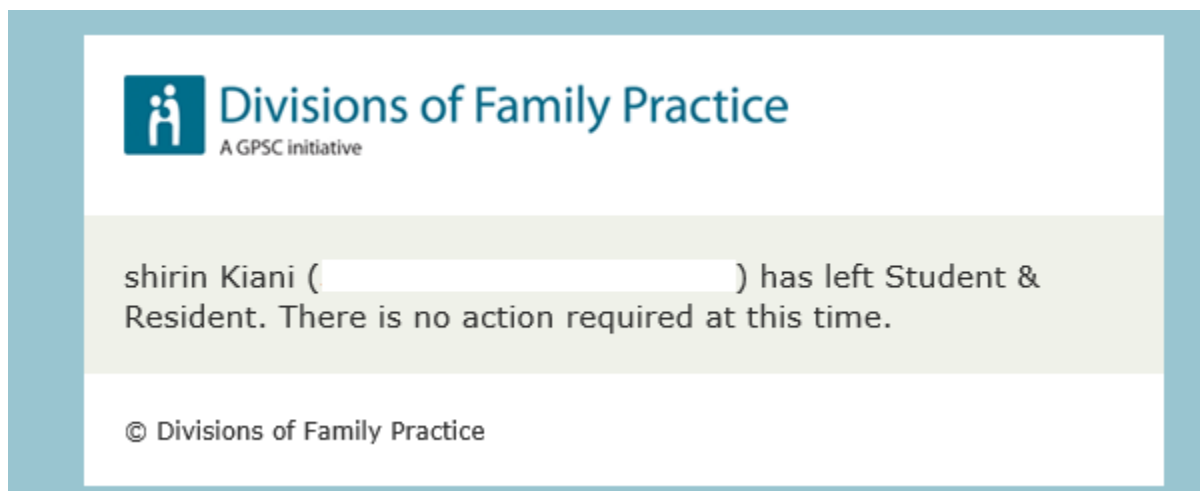
3. Under "Primary Divisions", change it to your Division



The image shows a user profile form titled "WeaamA". At the top, there are buttons for "View", "Edit", and "Contact". The form includes fields for "Email address", "Password", "Confirm password", and "Passwords match". Below these are fields for "Salutation", "First Name", "Last Name", and "Suffix". A section titled "I am a" contains four buttons: "Physician", "Student", "Resident", and "Community-Based Specialist". Below this is a "Primary Division" dropdown menu with "North Peace" selected. A red arrow points to this dropdown. To the right of the "Primary Division" is a "Practice Community" dropdown with "Fort St John" selected, and a "Role" dropdown with "Physician" selected. At the bottom, there is an "Other Divisions" section with a "Please select" dropdown and a note: "Select any other Divisions you'd like to apply for membership in."

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"

Divisions of Family Practice
A GPSC initiative

KEYWORDS MY ACCOUNT LOG OUT UNMASQUERADE SEARCH

Home

People

[Add user](#)

Displaying 1 - 1 of 1

Name or email contains: Role: Status: Division:

[Filter](#) [Reset](#)

Action

Update URL alias

Update URL alias

Block the selected user(s)

Cancel the selected user account(s)

Unblock the selected user(s)

<input checked="" type="checkbox"/>	carolynwtee	Carolyn	Lee	carolynwtee@gmail.com	Active	Burnaby	2 weeks	never	Edit
-------------------------------------	-------------	---------	-----	-----------------------	--------	---------	---------	-------	----------------------

[Apply to selected items](#)

Content Management

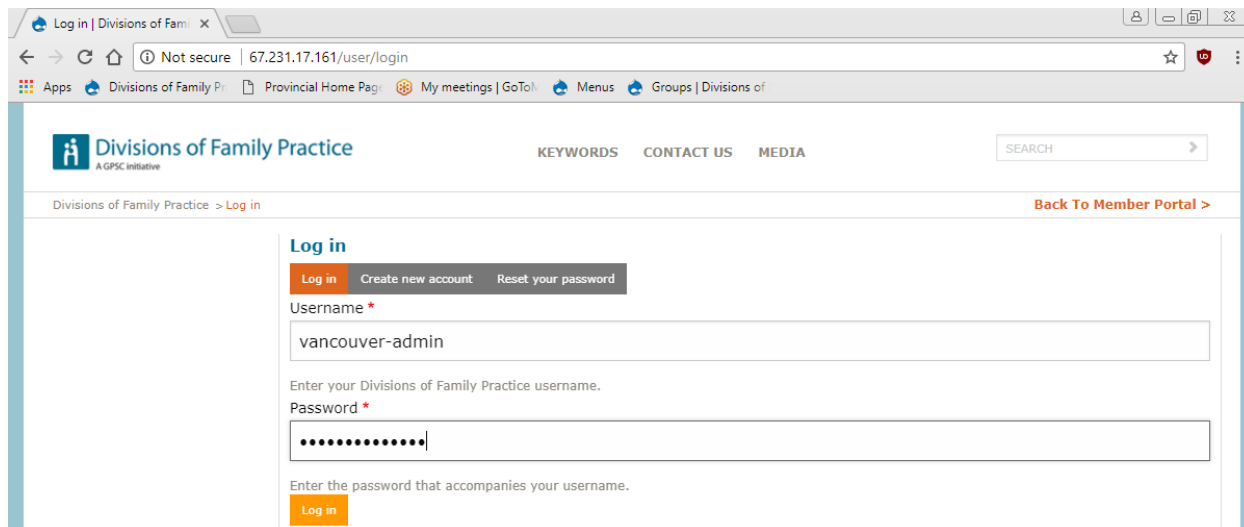
Overview

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



The screenshot shows a web browser window with the URL <https://www.divisionsbc.ca>. The page is titled "Divisions of Family Practice" and features a navigation bar with links for "KEYWORDS", "CONTACT US", and "MEDIA". A search bar is located in the top right corner. Below the navigation bar, there is a "Log in" section with a "Log in" button, a "Create new account" link, and a "Reset your password" link. The "Log in" form includes a "Username" field with the text "vancouver-admin" and a "Password" field with masked characters. Below the password field, there is a "Log in" button. The page also includes a "Back To Member Portal" link in the top right corner.

- Using the grey navigation bar select the "Division Content" link

The screenshot shows the homepage of the Thompson Region Division of Family Practice. The top navigation bar includes links for View, Edit, Members, Membership requests, Division Content (highlighted), and Menu. The main content area features a large image of a lake and mountains. On the right, there are sections for 'Become a Member' and 'Contact Us'. The bottom navigation bar includes links for HOME, ABOUT US, PHYSICIAN RESOURCES, COMMUNITY RESOURCES, PRACTICE HERE, and MOA CORNER.

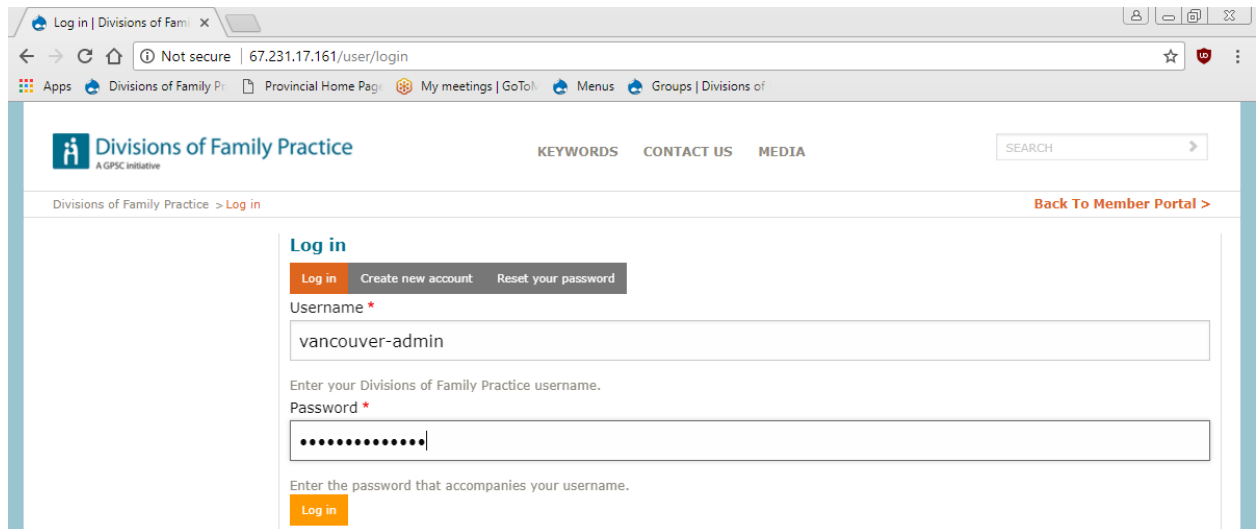
- Select either a Published Status, Content Type, or enter part of the Title of a piece of content and click "Apply" to search for it

The screenshot shows the 'Group operations' section of the website. It includes a search bar with fields for Published status, Type, and Title, and an 'Apply' button (highlighted). Below the search bar is a table listing various content items.

Title	Content type	Status	Updated	Operations
Welcome to the Thompson Region	Private Basic Page	Published	8/2/2022 - 17:05pm	View relation
Your Locum Starts Here	Basic page	Published	7/27/2022 - 09:04am	View relation
Toolkit	Basic page	Published	7/15/2022 - 13:55pm	View relation
Our Team	Basic page	Published	7/13/2022 - 10:55am	View relation

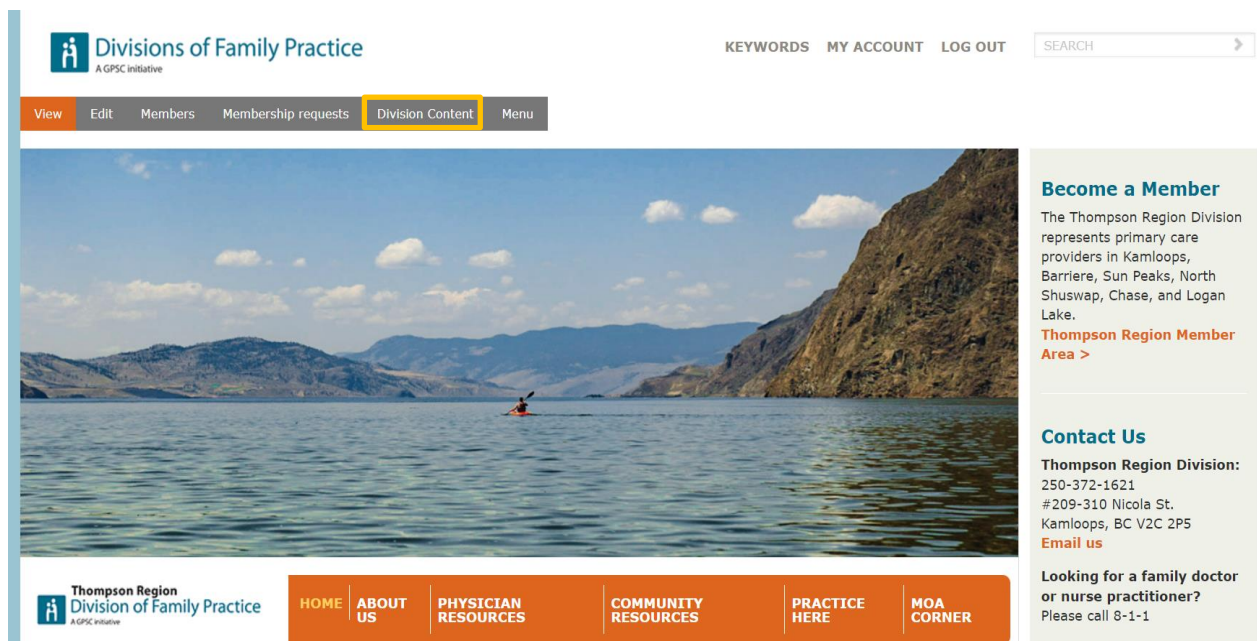
Create a New Piece of Content

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



The screenshot shows a web browser window with the URL <https://www.divisionsbc.ca>. The page is titled "Divisions of Family Practice" and features a "Log in" section. The "Log in" section includes a "Log in" button, a "Create new account" button, and a "Reset your password" button. Below these buttons are two input fields: "Username" and "Password". The "Username" field contains the text "vancouver-admin". The "Password" field is masked with dots. Below the password field is a "Log in" button. The page also includes a search bar and a "Back To Member Portal" link.

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



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

Divisions of Family Practice
A GPSC initiative

KEYWORDS MY ACCOUNT LOG OUT SEARCH

Group operations

Add Basic page (selected)
Add Private Basic Page Membership requests Division Content Menu

Published status: - Any - Type: - Any - Title: **Apply**

Title	Content type	Status	Updated	Operations
Welcome to the Thompson Region	Private Basic Page	Published	8/2/2022 - 17:05pm	View relation
Your Locum Starts Here	Basic page	Published	7/27/2022 - 09:04am	View relation
Toolkit	Basic page	Published	7/15/2022 - 13:55pm	View relation

Become a Member
The Thompson Region Division represents primary care providers in Kamloops, Barriere, Sun Peaks, North Shuswap, Chase, and Logan Lake.
[Thompson Region Member Area >](#)

Contact Us
Thompson Region Division:
250-372-1621
#209-310 Nicola St.
Kamloops, BC V2C 2P5
[Email us](#)
Looking for a family doctor or nurse practitioner?

- 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"

☐ Promoted to Provincial Site

Menu settings ☒ Provide a menu link
Test Creation

Revision information No revision
Menu link title
Test Creation

URL path settings No alias
Description

Shown when hovering over the menu link.
-- Your Division

Weight
-49

Menu links with lower weights are displayed before links with higher weights.

Cancel Save

COPYRIGHT 2018 HOME | PRIVACY | DISCLAIMER

GPSC General Practice Services Committee
BRITISH COLUMBIA
doctors of bc

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*)



The screenshot shows the top navigation bar with "My Account | Log Out" and a search bar. The main header reads "Divisions of Family Practice" with a logo and "A GPSC Initiative". Below the header, the "URL alias" section has a text input field containing "/test-page". A note below the field states: "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 form are three buttons: "Create content in Vancouver" (orange), "Back" (orange), and "Cancel" (orange). On the right side, there is a sidebar with the heading "Become a Member" and text about the Vancouver Division of Family Practice.

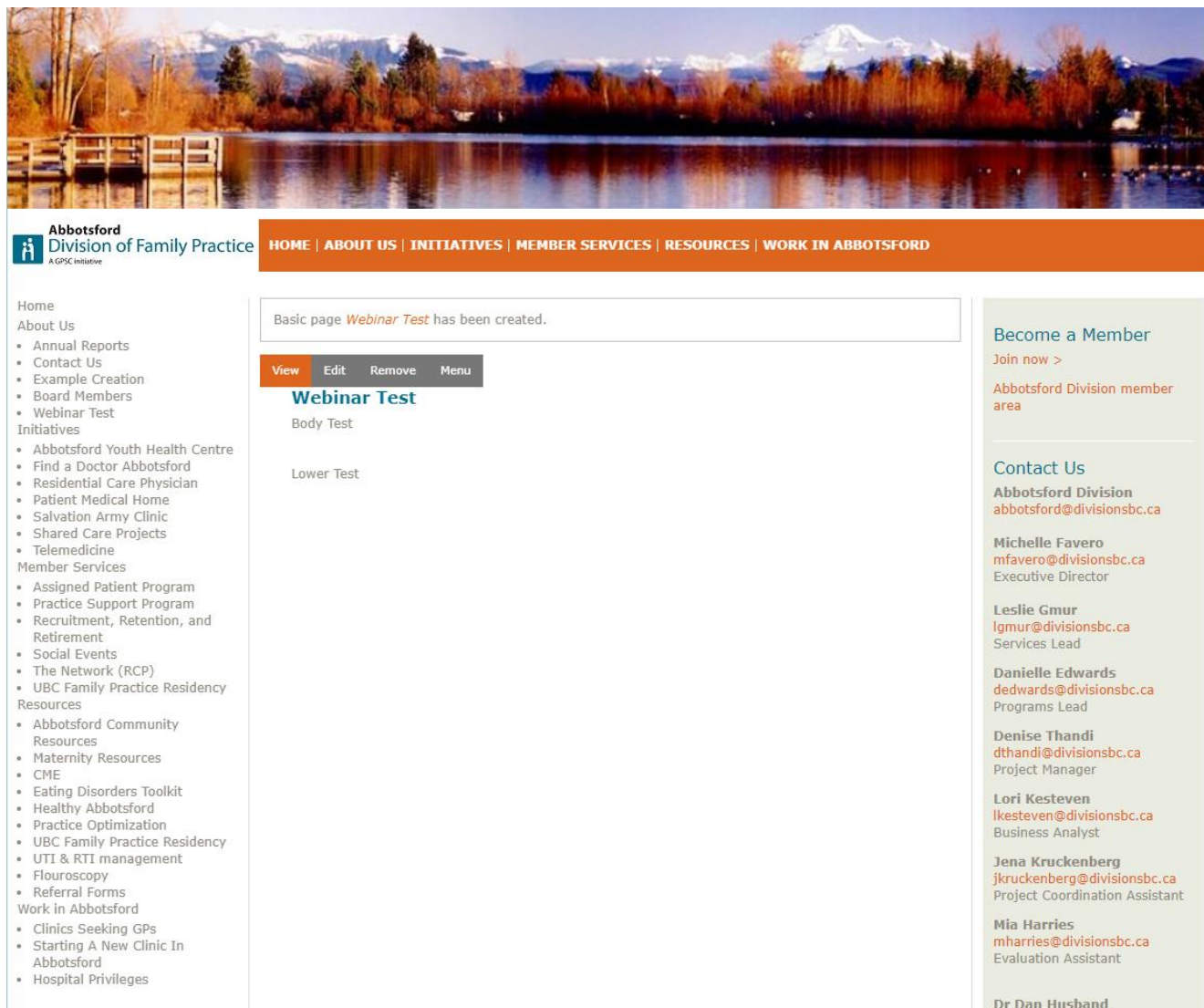
7. Click “Add new content item to Division”



This screenshot shows a form with two main sections. The first section, titled "URL alias", has a text input field containing "/thompson-region/about/test-page". Below this field is a note: "Specify an alternative path by which this data can be accessed. For example, type "/about" when writing an about page." The second section, titled "Group content creator", has a text input field containing "m test (71387)". Below this field is a note: "The username of the group content creator." At the bottom of the form is a large blue button labeled "Add new content item to Thompson Region".

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 so:

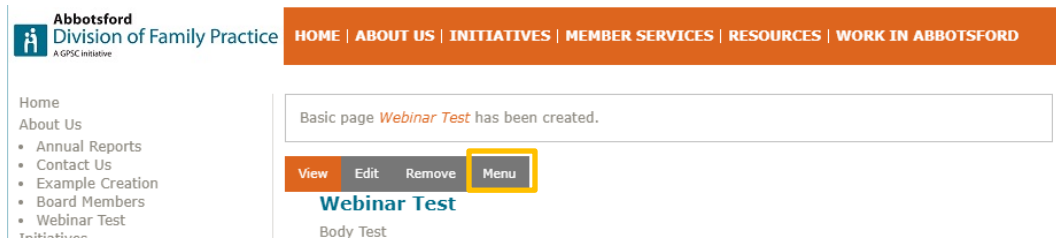


The screenshot shows the Abbotsford Division of Family Practice website. The header features a landscape image of a lake and mountains. Below the header is an orange navigation bar with links: HOME | ABOUT US | INITIATIVES | MEMBER SERVICES | RESOURCES | WORK IN ABBOTSFORD. On the left, a navigation menu is fully expanded, listing various categories and sub-items. The main content area displays a message: "Basic page Webinar Test has been created." Below this is a "Webinar Test" section with a "Body Test" and a "Lower Test". On the right, there are sections for "Become a Member", "Contact Us", and a list of staff members including Michelle Favero, Leslie Gmur, Danielle Edwards, Denise Thandi, Lori Kesteven, Jena Kruckenberg, Mia Harries, and Dr Dan Husband.

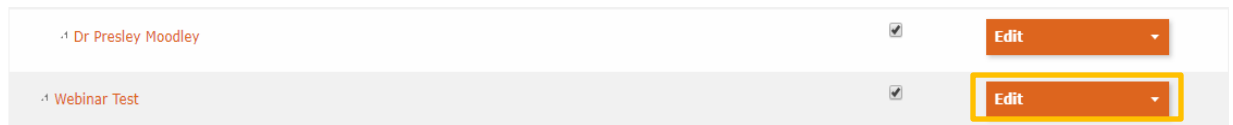
1. To tidy your navigation, start by copying the URL hierarchy from the address bar of your browser



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


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. This field is highlighted with a yellow box. Below that is another 'Link' field with '/abbotsford/about-us/webinar-test' and a dropdown arrow. This field is also highlighted with a yellow box.


5. Click the “Save” button at the end of the page


A screenshot of the bottom of the form. It shows a message: '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 message are three buttons: Save, Delete, and Cancel. The 'Save' button is highlighted with a yellow box.

6. Navigate back to the page we created - voila

[My UpToDate](#) | [My Account](#) | [Log Out](#) |

 **Divisions of Family Practice**
A GPSC Initiative



 **Abbotsford**
Division of Family Practice
A GPSC Initiative

[HOME](#) | [ABOUT US](#) | [INITIATIVES](#) | [MEMBER SERVICES](#) | [RESOURCES](#) | [WORK IN ABBOTSFORD](#)

[Annual Reports](#)
[Contact Us](#)
[Example Creation](#)
[Board Members](#)
[Webinar Test](#)

[View](#) | [Edit](#) | [Remove](#) | [Menu](#)

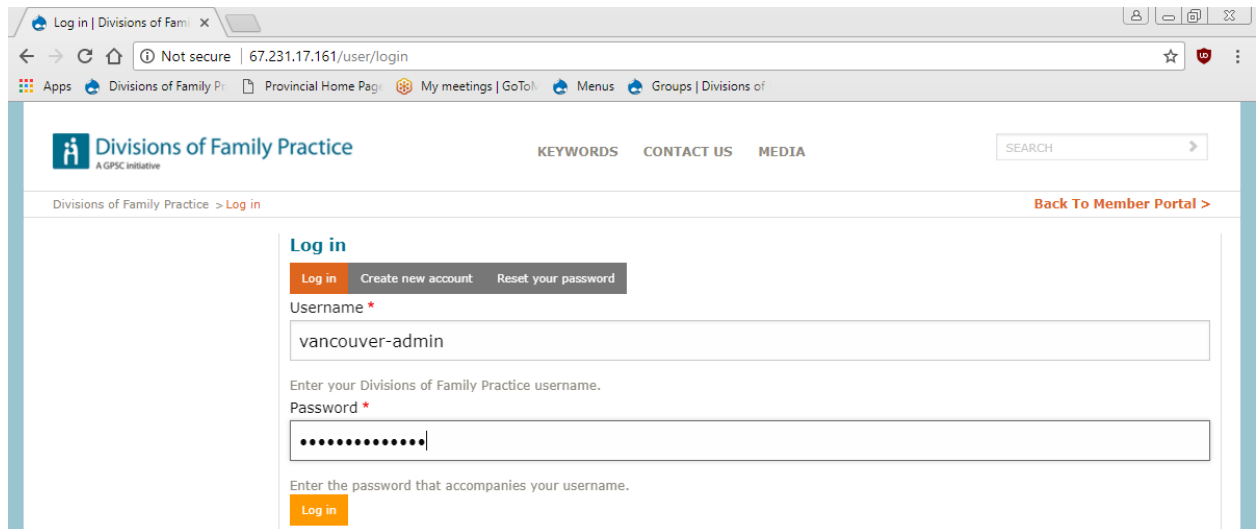
Webinar Test
Body Test

Lower Test

Become a Member
Join now >
Abbotsford Division member
area

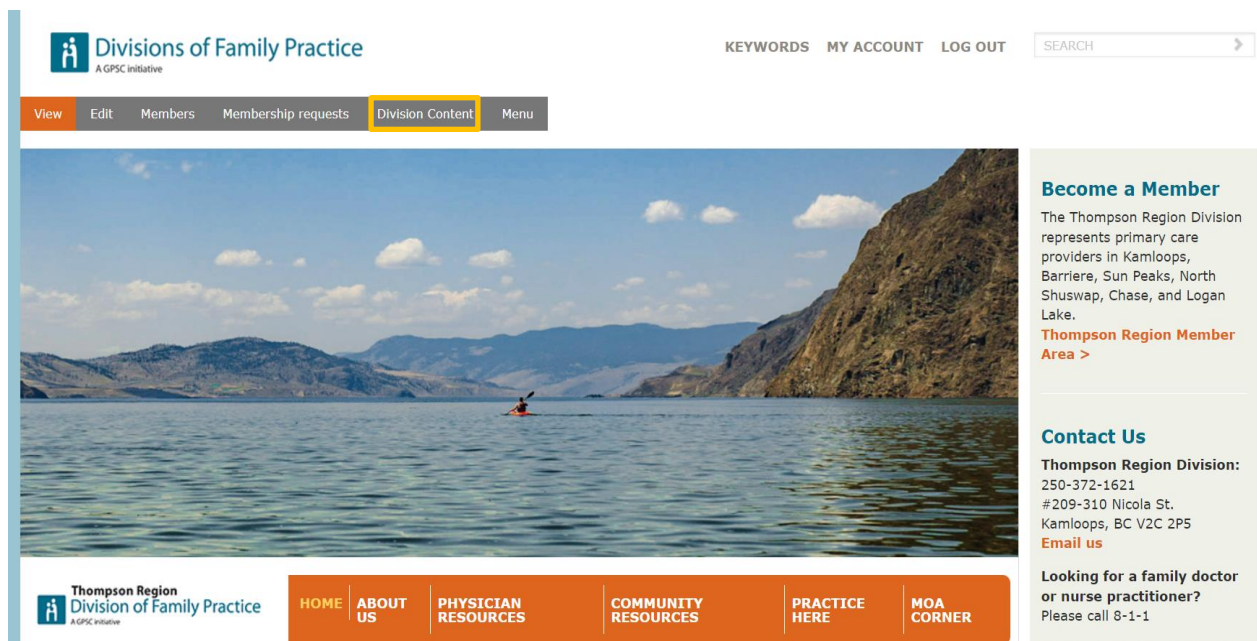
Edit a Piece of Content

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



The screenshot shows a web browser window with the URL <https://www.divisionsbc.ca>. The page is titled "Divisions of Family Practice" and features a "Log in" section. The login form includes fields for "Username" (containing "vancouver-admin") and "Password" (masked with dots). There are buttons for "Log in", "Create new account", and "Reset your password". The page also has a navigation bar with links for "KEYWORDS", "CONTACT US", and "MEDIA".

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



The screenshot shows the "Division Content" page for the Thompson Region Division of Family Practice. The page features a large image of a lake and mountains. The navigation bar includes links for "View", "Edit", "Members", "Membership requests", "Division Content", and "Menu". The main content area includes sections for "Become a Member", "Contact Us", and "Looking for a family doctor or nurse practitioner?". The "Division Content" link in the navigation bar is highlighted.

- 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	<div>View relation Edit relation Delete relation Edit node Delete node</div>

- 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 alias.

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 loaded.

 centralinterior-banner.jpeg (173.68 KB) [Remove](#)

Become a Member

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

Text format Basic HTML

- Allowed HTML tags: <a href hreflang> <cite> <blockquote cite> <code> <ul type> <div> <div 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 tags.

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 >](#)

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.



✚ Type: Featured Highlight

Featured Image *



Alternative text *

Looking for a new GP?


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

 FemalePhysician2.jpg (27.05 KB) Remove

280 x 132 pixels

FEATURED LINK

URL

Find a Doctor Abbotsford (730) 

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://ex

Link text

Looking for a new GP? >

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.



CONTENT PARAGRAPHS

Type: Feature Strips Remove


FEATURE STRIP TITLE *

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://example.com`. Enter `<front>` to link to the front page.

Link text

Feature Strip Image *





































 **Alternative text ***

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

 Remove

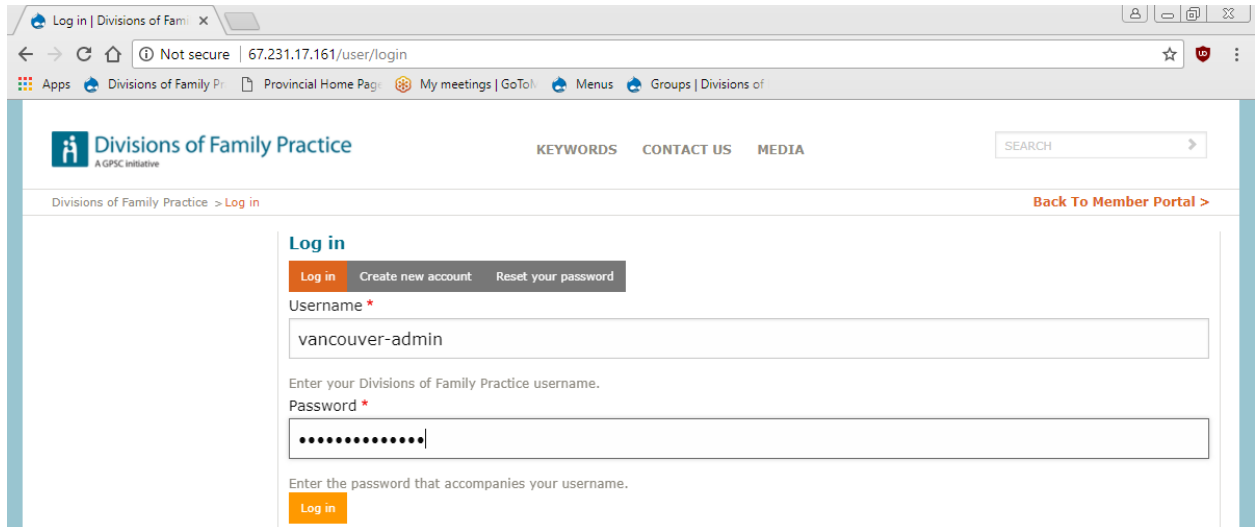
Feature Strip copy

Rich Text Editor:

B I S x² x₂ T_x                                    

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



The screenshot shows a web browser window with the URL <https://www.divisionsbc.ca>. The page is titled "Divisions of Family Practice" and features a "Log in" section. The login form includes fields for "Username" (containing "vancouver-admin") and "Password" (masked with dots). There are buttons for "Log in", "Create new account", and "Reset your password". The page also has a search bar and a "Back To Member Portal" link.

3. Navigate to the page that you wish to edit, select the "Edit" link within the grey navigation bar

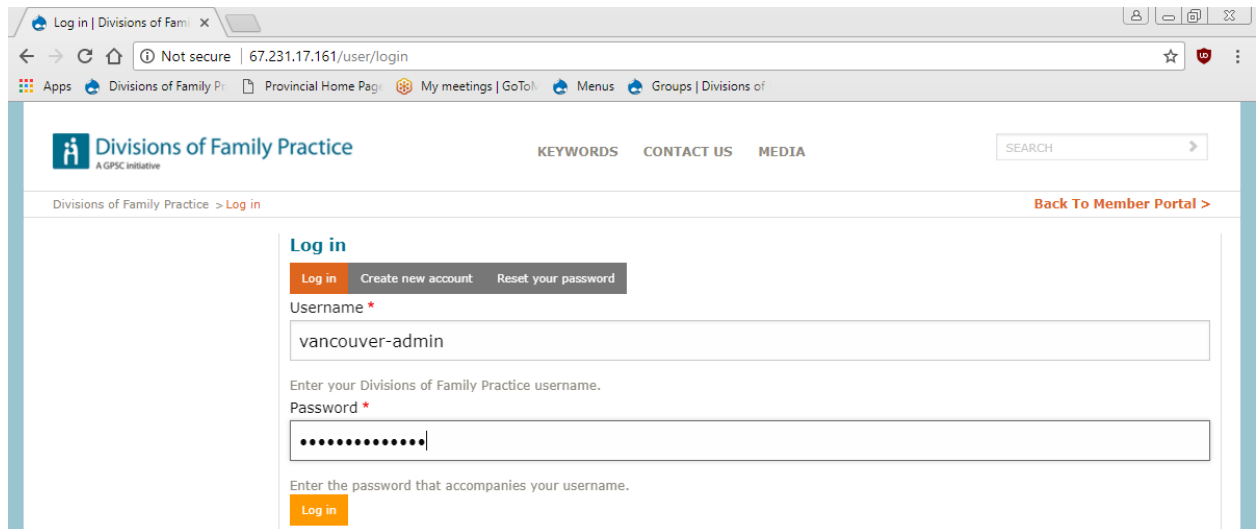


The screenshot shows the Vancouver Division of Family Practice website. The header includes "My Account | Log Out" and a search bar. The main content area features a large image of a city skyline and a navigation bar with links: HOME | YOUR DIVISION | OUR IMPACT | RESOURCES | EVENTS | PATIENTS | RETIREMENT SUPPORT. Below the navigation bar, there is a "Test Page" section with a "View" button and an "Edit" button (highlighted in yellow). The "Edit" button is located within a 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



Log in | Divisions of Family Practice

Not secure | 67.231.17.161/user/login

Apps Divisions of Family Practice Provincial Home Page My meetings | GoTo! Menu Groups | Divisions of

Divisions of Family Practice A GPSC Initiative

KEYWORDS CONTACT US MEDIA

SEARCH

Divisions of Family Practice > Log in

Back To Member Portal >

Log in

Log in Create new account Reset your password

Username *

vancouver-admin

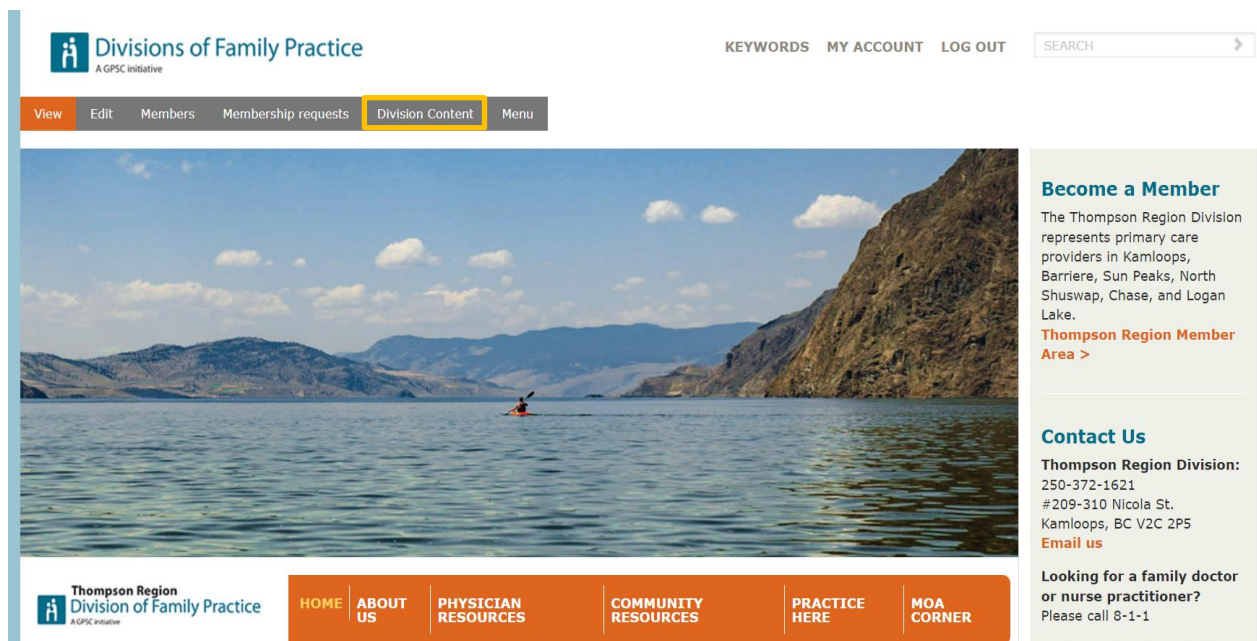
Enter your Divisions of Family Practice username.

Password *

Enter the password that accompanies your username.

Log in

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



Divisions of Family Practice A GPSC Initiative

KEYWORDS MY ACCOUNT LOG OUT

SEARCH

View Edit Members Membership requests **Division Content** Menu

Thompson Region Division of Family Practice A GPSC Initiative

HOME ABOUT US PHYSICIAN RESOURCES COMMUNITY RESOURCES PRACTICE HERE MOA CORNER

Become a Member

The Thompson Region Division represents primary care providers in Kamloops, Barriere, Sun Peaks, North Shuswap, Chase, and Logan Lake.

Thompson Region Member Area >

Contact Us

Thompson Region Division:
250-372-1621
#209-310 Nicola St.
Kamloops, BC V2C 2P5

Email us


Looking for a family doctor or nurse practitioner?
Please call 8-1-1

- 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	<div>View relation Edit relation Delete relation Edit node Delete node</div>

5. Confirm your action by clicking the "Delete"

[My Account](#) | [Log Out](#)



Divisions of Family Practice

A GPSC Initiative

View

Edit

Remove

Menu

Warning

cannot be undone.

Delete

Cancel

Become a Member

The Vancouver Division of Family Practice currently has

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

Log in | Divisions of Family Practice

Not secure | 67.231.17.161/user/login

Apps Divisions of Family Practice Provincial Home Page My meetings | GoTo! Menus Groups | Divisions of

Divisions of Family Practice
A GPSC initiative

KEYWORDS CONTACT US MEDIA

SEARCH

Divisions of Family Practice > [Log in](#) [Back To Member Portal >](#)

Log in

[Log in](#) [Create new account](#) [Reset your password](#)

Username *

vancouver-admin

Enter your Divisions of Family Practice username.

Password *

.....

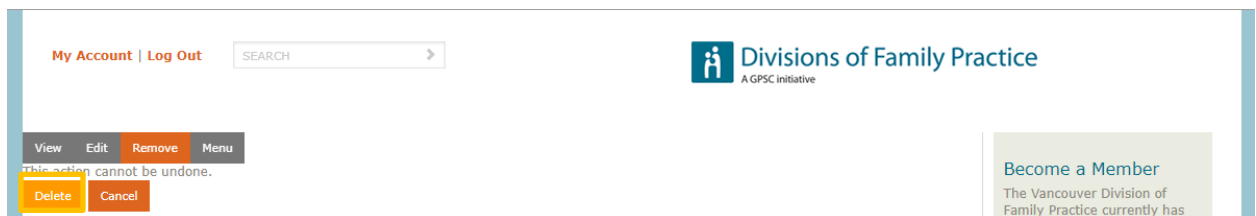
Enter the password that accompanies your username.

[Log in](#)

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”

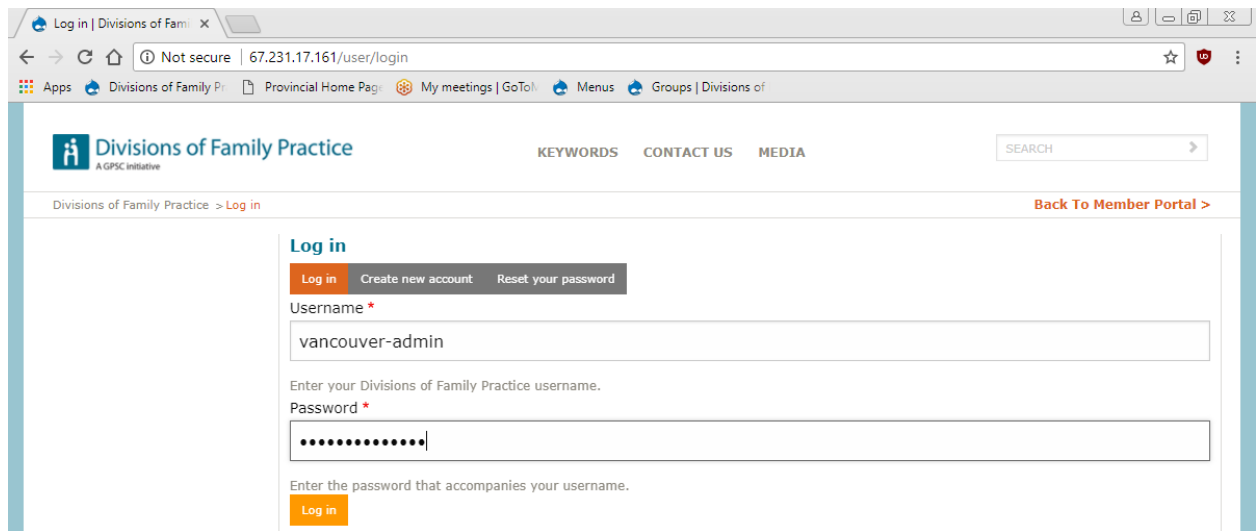


Division-Specific Media Management

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



The screenshot shows a web browser window with the URL <https://www.divisionsbc.ca>. The page is titled "Divisions of Family Practice" and features a login form. The form includes fields for "Username" and "Password", both marked with an asterisk. The username field contains the text "vancouver-admin". Below the password field, there is a "Log in" button. The page also includes a search bar and a "Back To Member Portal" link.

Log in | Divisions of Family Practice

Not secure | 67.231.17.161/user/login

Apps | Divisions of Family Practice | Provincial Home Page | My meetings | GoTo | Menus | Groups | Divisions of

Divisions of Family Practice A GPSC initiative

KEYWORDS CONTACT US MEDIA

SEARCH

Divisions of Family Practice > Log in

Back To Member Portal >

Log in

Log in Create new account Reset your password

Username *

vancouver-admin

Enter your Divisions of Family Practice username.

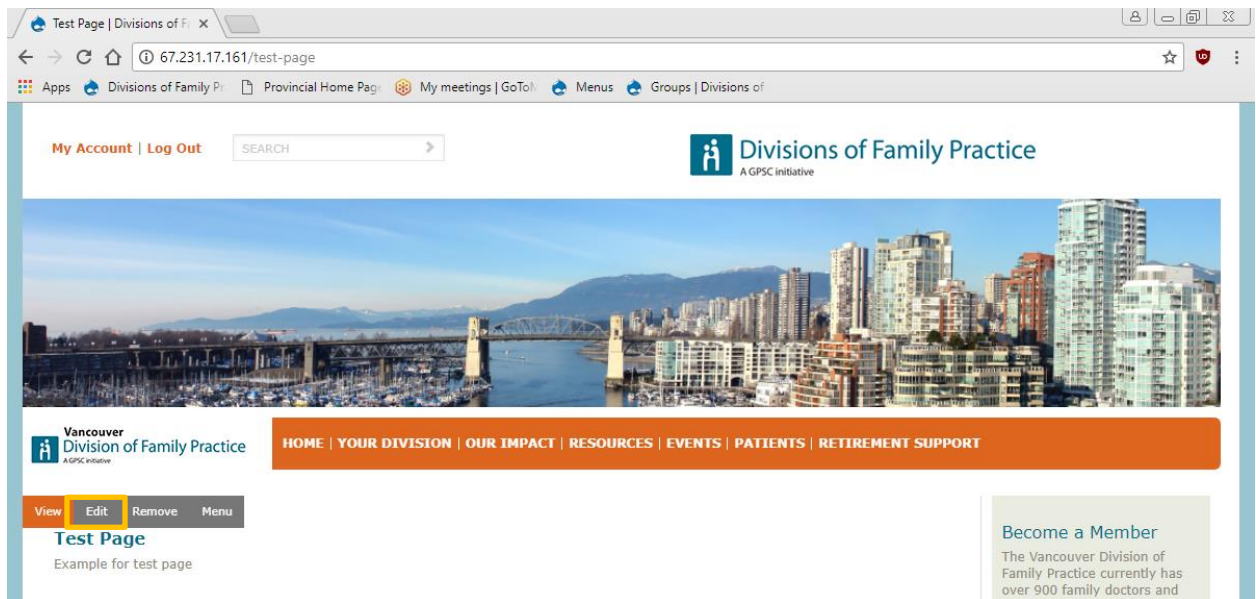
Password *

.....

Enter the password that accompanies your username.

Log in

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

The screenshot displays the 'Divisions of Family Practice' website. The main content area is titled 'Edit Basic page Test Page' and includes a 'Title' field with the text 'Test Page' and a 'Body (Edit summary)' field with the text 'Example for test page'. A toolbar with various editing options is visible above the body field.

Overlaid on the bottom half of the page is a 'File manager' window. The window shows a list of files and folders in the 'public://' directory. The 'Upload' button is highlighted. The file list includes folders for various years (2017-03 to 2018-06) and specific media types like 'banner', 'CMSMedia', 'css', 'default_images', 'division-logo', 'Divisions', 'featured-image', 'inline-files', 'inline-images', 'js', 'media-icons', 'php', and 'private'. The total size of the files is 157.1 MB.

On the right side of the page, there are 'Quick Links' and 'News' sections. The 'Quick Links' section includes links to 'Patient medical home and GPSC', 'Residential Care Resources', 'UpToDate', 'Resources for Divisions', 'Divisions in the news', and 'Resource Catalogue'. The 'News' section features a headline 'West Shore health care: direct action is needed' and a sub-headline 'Goldstream News Gazette: On Feb. 28 I attended the third of a series of meetings...'. Below this, there is another headline 'Development creates day care for 15 frail seniors at George Pearson Centre'.

- 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

Divisions of Family Practice
AGPSC initiative

KEYWORDS CONTACT US MEDIA

SEARCH

Divisions of Family Practice > Node > Test Page > Edit

My Account | Log Out































Edit Basic page Test Page

View Edit Delete

Title *

Test Page

Body (Edit summary)

B I S x² x₂ I_x                              

- 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

The screenshot shows the 'Divisions of Family Practice' website editor. The main content area is titled 'Edit Basic page Test Page' and contains a 'Title' field with the text 'Test Page' and a 'Body (Edit summary)' field with the text 'Example for test page' and a link 'navigating your care_Dec 8-2017.pdf'. A file manager overlay is open, showing a list of files in the 'Cowichan Valley' folder. The file 'FamilyCommunicationGuide10.30.15.pdf' is selected. The file manager overlay has a table with columns 'Name', 'Size', 'Width', 'Height', and 'Date'.

Name	Size	Width	Height	Date
annual report 2015-16.pdf	1.1 MB			2018-02-21
annual report 2016-17.pdf	1.3 MB			2018-02-21
Cowichan Cancer Society Resources_update_July 2017.pdf	445.1 KB			2018-02-21
FamilyCommunicationGuide10.30.15.pdf	146.4 KB			2018-02-21
navigating your care_Dec 8-2017.pdf	295.5 KB			2018-02-21
Talking with your clinician_modified.pdf	150.5 KB			2018-02-21

6 items (3.4 MB)

- Divisions of Family Practice

A GPSC initiative

KEYWORDS

CONTACT US

MEDIA

Divisions of Family Practice > Node > Test Page > Edit

My Account | Log Out

Edit Basic page Test Page

View Edit Delete

Title *

Test Page

Body (Edit summary)

B *I* S x^a x_a I_x

Styles - **E** **E** Format Source

Example for test page

[navigating your care_Dec 8-2017.pdf](#)

Embedded Video (Responsive).

body p

Quick Links

 - Patient medical home and GPSC >
 - Residential Care Resources >
 - UpToDate >
 - Resources for Divisions >
 - Divisions in the news >
 - Resource Catalogue >

News

West Shore health care: direct action is needed

Goldstream News Gazette:
On Feb. 28 I attended the third of a series of meetings organized by the South Island Division of Family Practice. Entitled "Primary Health Care in the Western Communities," this event focused on the lack of doctors in the West Shore and Sooke and was attended by municipal representatives, community partners, doctors and other health-care providers.

TEST EDIT

[Read the full story>](#)

Redevelopment threatens day care for 125 frail seniors at George Pearson Centre

Vancouver Sun: The multi-million dollar redevelopment of the site around the George Pearson Centre at Cambie and 57th Avenue may disrupt the lives of 125 frail seniors in an adult day care program.

[Read the full story>](#)

The Hamlets in Kelowna to add 48 residential beds

Video Embed

Video URL *

https://www.youtube.com/watch?v=b-JDB_QA2KI

Settings

☐ Autoplay
Autoplay the videos for users without the "never autoplay videos" permission. Roles with this permission will bypass this setting.

☒ Responsive Video
Make the video fill the width of it's container, adjusting to the size of the user's screen.

Save

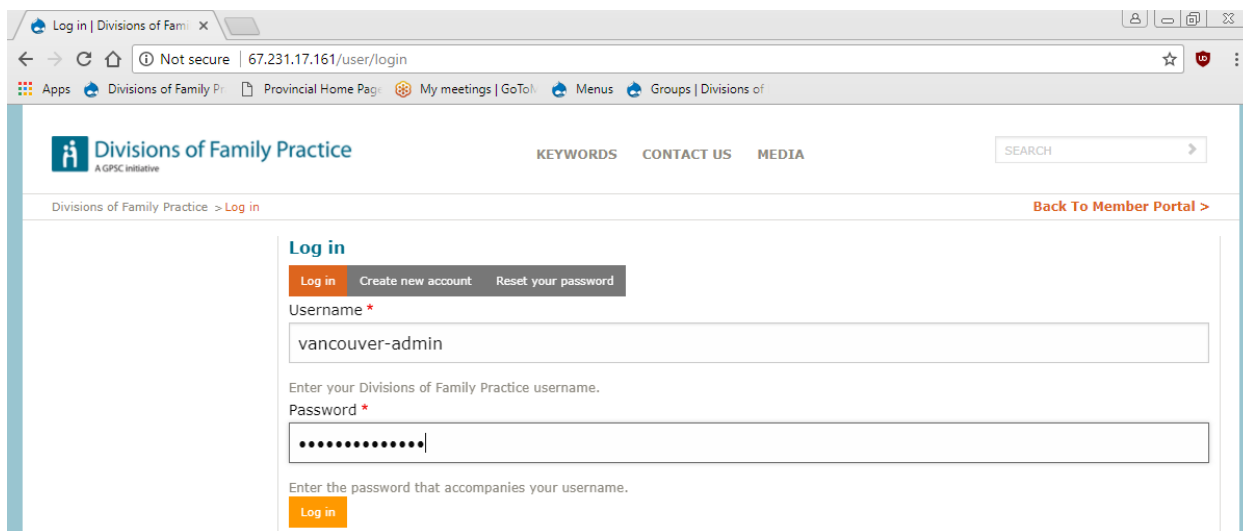
- e. The fifth option for file uploading is the “paperclip” icon which will allow you to upload a file just like attaching a file to an email

The screenshot displays the 'Divisions of Family Practice' website editor. The main content area is titled 'Edit Basic page Test Page' and includes a 'Title' field with the text 'Test Page'. Below the title is a 'Body (Edit summary)' section with a rich text editor. The editor's toolbar shows various formatting options, and the 'Insert' icon (a paperclip) is highlighted. A 'Text format' dropdown menu is set to 'Full HTML'. The 'Content Paragraphs' section shows 'No Paragraph added yet.' and an 'Add Embedded View' button. The 'Lower body' section is also visible. A modal dialog box titled 'Add File' is open, featuring a 'File' field with a 'Choose File' button and the text 'No file chosen'. It also has a 'Title' field and a 'Save' button. The right sidebar contains 'Quick Links', 'News' (with a headline about West Shore health care), and 'Read the full story' links.

Division-Specific Menu Management

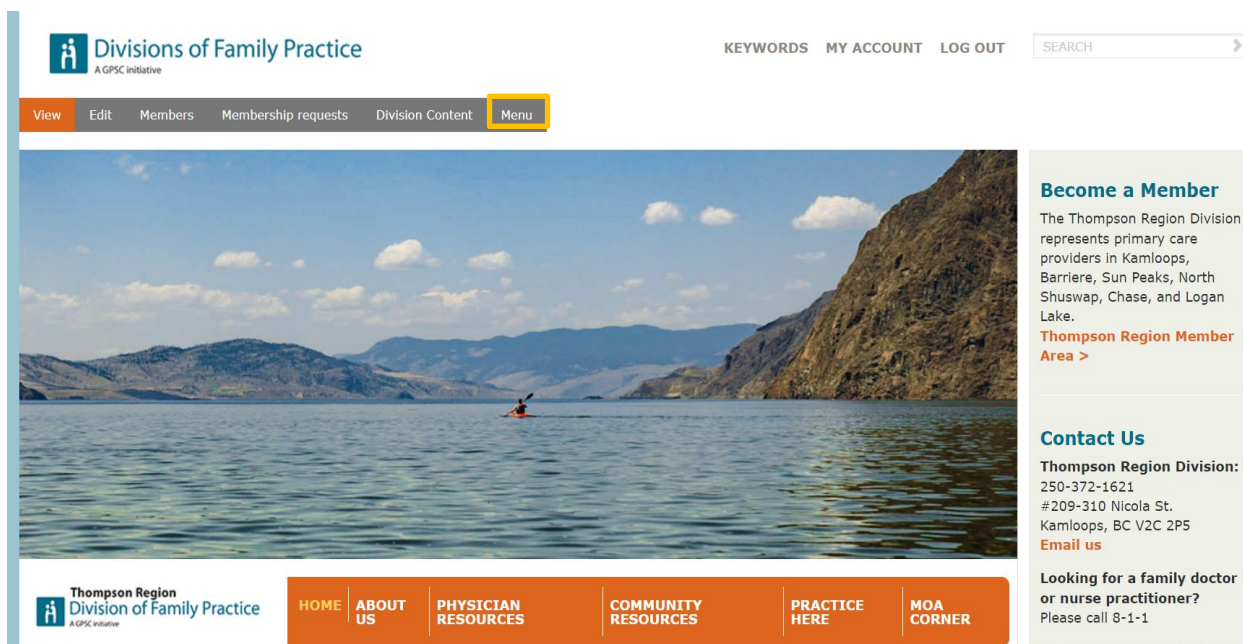
To manage a Division menu outside of an individual piece of content, a separate administration page exists. The menu controlled from this page is both the horizontal menu and the left sidebar menu (which are one and the same). To modify the menu:

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




The screenshot shows a web browser window with the URL <https://www.divisionsbc.ca>. The page is titled "Divisions of Family Practice" and features a login form. The form includes fields for "Username" (containing "vancouver-admin") and "Password" (masked with dots). There are "Log in", "Create new account", and "Reset your password" buttons. The page also has a navigation bar with links for "KEYWORDS", "CONTACT US", and "MEDIA".

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

My Account | Log Out

 Divisions of Family Practice
A GPSC initiative

Title *

Machine name: vancouver-menu
Administrative summary

Show row weights

Menu link	Enabled	Operations
·1 Billing Resources (disabled)	<input type="checkbox"/>	Edit
·1 Continuing Education Resources (disabled)	<input type="checkbox"/>	Edit
·1 Home	<input checked="" type="checkbox"/>	Edit
·1 Drag to re-order Your Division	<input checked="" type="checkbox"/>	Edit
·1 Annual Reports	<input checked="" type="checkbox"/>	Edit
·1 Benefits	<input checked="" type="checkbox"/>	Edit

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