

Web Manual: Divisions Website

July 2018

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Divisions Website Manual

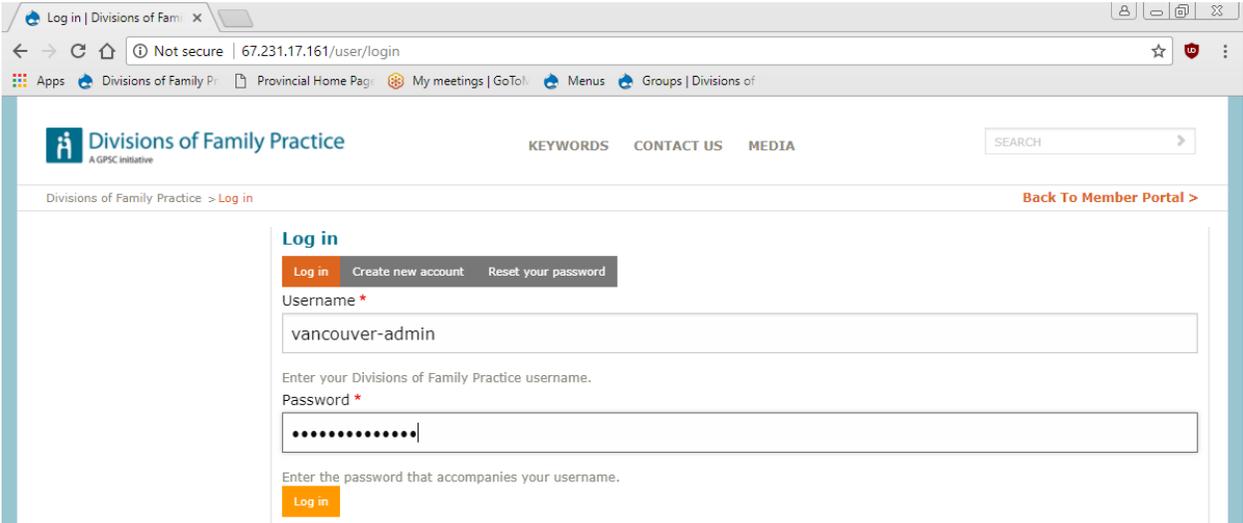
Support

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

Access the Division Admin Menu

Access to administrative functionality within a Division is available to Division Admins from the Division’s home page. The Division’s home page can normally be accessed by selecting “Home” from the orange menu within a Division.

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



3. The Administrative Menu is the grey management bar at the top of the [Division] page and allows you to edit, access members, nodes, division media and the menus for the Division

The screenshot displays the Vancouver Division of Family Practice website. At the top, there is a navigation bar with 'My Account | Log Out' and a search box. Below this is a grey administrative menu with options: View, Edit, Members, Nodes, Media, and Menu. The main content area features a large banner image of a city waterfront. Below the banner is a navigation bar with links: HOME | YOUR DIVISION | OUR IMPACT | RESOURCES | EVENTS | PATIENTS | RETIREMENT SUPPORT. The main content includes a 'Welcome to the Vancouver Division of Family Practice' section, followed by three featured articles: 'About the VDoFP', 'Vancouver Primary Care Change', and 'Family Doctor Resources'. A 'What's new at the Vancouver Division' section follows, containing several news items: 'CBT Skills Group pilot a great success', 'Serious Illness Conversations event proved impactful and necessary for patient care', 'GPs needed for community palliative patients who require urgent primary care', 'Are you looking to take time off this summer?', and 'Vancouver Division projects office is looking for interested members'. A 'Local News & Events' section mentions a GPSC Summit. On the right side, there are three sidebar sections: 'Become a Member', 'Quick Links', and 'Contact Us'. The footer contains copyright information, navigation links (HOME | PRIVACY | DISCLAIMER), and logos for GPSC, British Columbia, and doctors of bc.

User Management

Create a Division Member

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

The screenshot shows the 'Create new account' page. At the top, there is a navigation bar with 'Home', 'KEYWORDS', 'CONTACT US', and 'MEDIA'. A search bar is on the right. Below the navigation, there is a breadcrumb trail: 'Divisions of Family Practice > Create new account' and a link 'Back To Member Portal >'. The main heading is 'Create new account'. There are three buttons: 'Log in', 'Create new account' (highlighted in orange), and 'Reset your password'. The form fields are: 'Email address *' (with value 'division_example@divisionsbc.ca'), 'Username *' (with value 'example_test'), 'Division *' (dropdown menu with 'Abbotsford' selected), 'Practice Community *' (dropdown menu with 'Abbotsford' selected), 'Salutation' (empty), 'First Name *' (with value 'Rory'), 'Last Name *' (with value 'P. B'), 'Suffix' (empty), and 'Role *' (dropdown menu with 'Committee Partner' selected). A note 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. Several special characters are allowed, including space, period (.), hyphen (-), apostrophe ('), underscore (_), and the @ sign.'

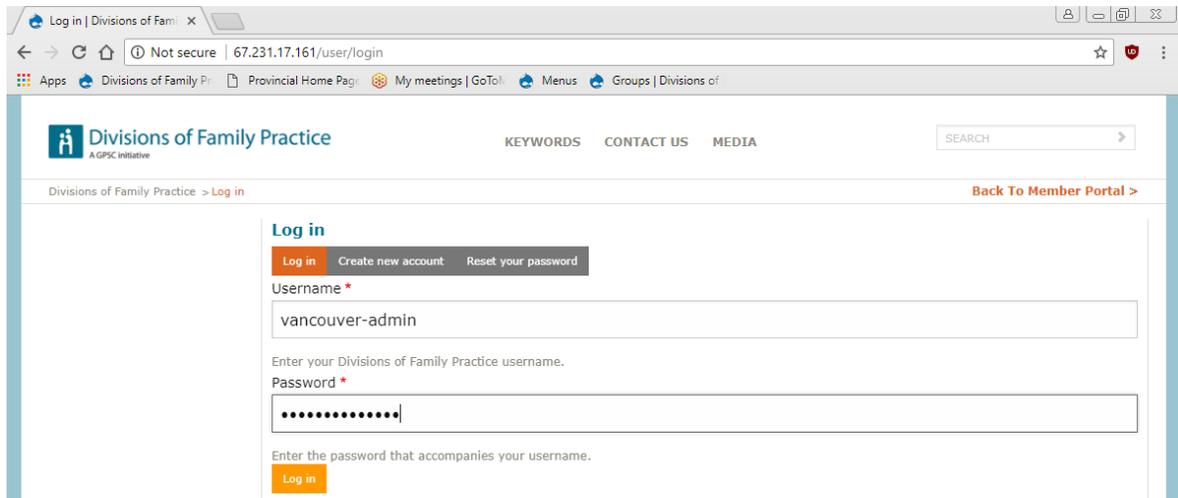
4. Click the "Create new account" button

This screenshot shows a close-up of the 'Create new account' button area. The 'Member Type' dropdown menu is set to '- None -'. The 'Create new account' button is highlighted with an orange box, and the 'cancel' button is to its right. At the bottom of the page, there is a footer with 'COPYRIGHT 2018', navigation links 'HOME | MEMBER LOGIN | PRIVACY | DISCLAIMER', and logos for 'G P S C General Practice Services Committee', 'BRITISH COLUMBIA', and 'doctors of bc'.

5. Log in and activate the new user account. The new user will receive a notification email containing their log-in information.

View Division Members

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 67.231.17.161/user/login. The page title is "Log in | Divisions of Family Practice". The main content area features a "Log in" section with a "Log in" button, a "Create new account" button, and a "Reset your password" button. Below these buttons are two input fields: "Username *" with the value "vancouver-admin" and "Password *" with masked characters. A "Log in" button is located below the password field. The page also includes a search bar, navigation links for "KEYWORDS", "CONTACT US", and "MEDIA", and a "Back To Member Portal >" link.

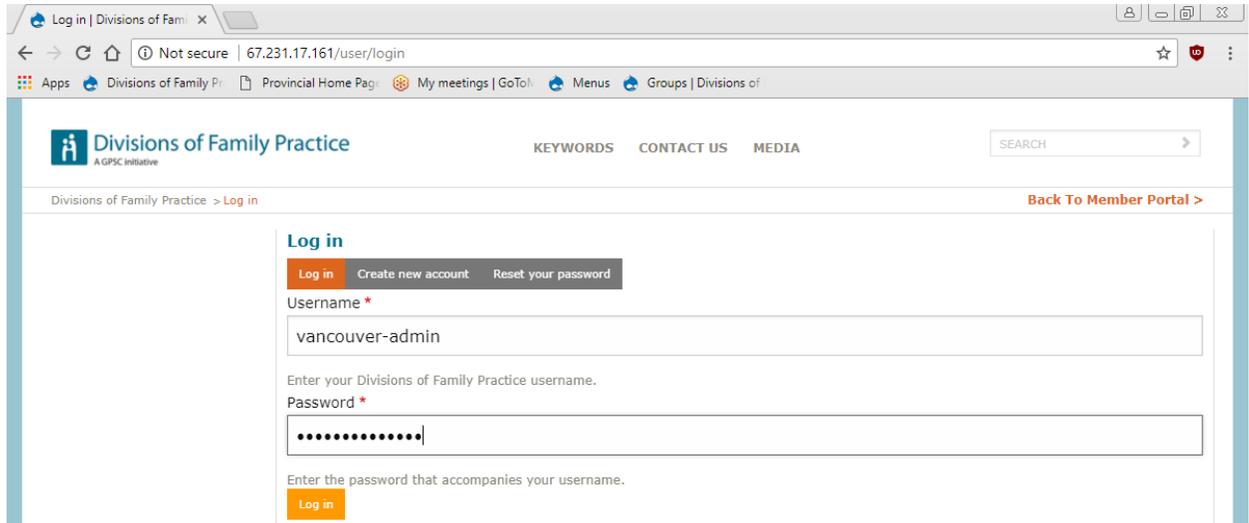
3. Using the grey navigation bar select the "Members" link



The screenshot shows a web browser window with the URL 67.231.17.161/vancouver. The page title is "Title Vancouver | Division". The main content area features a navigation bar with "View", "Edit", "Members", "Nodes", "Media", and "Menu" links. The "Members" link is highlighted with a yellow box. Below the navigation bar is a large image of a cityscape. To the right of the image is a "Become a Member" section with a "Join now >" link and a "Vancouver Division Member Page >" link. Below this is a "Quick Links" section with links for "Primary Care Redesign >", "GP Support >", "Resources >", "UpToDate >", and "Events Calendar >". The page also includes a search bar, a "My Account | Log Out" link, and a footer with navigation links for "HOME | YOUR DIVISION | OUR IMPACT | RESOURCES | EVENTS | PATIENTS | RETIREMENT SUPPORT".

Edit a Division Member

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

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.

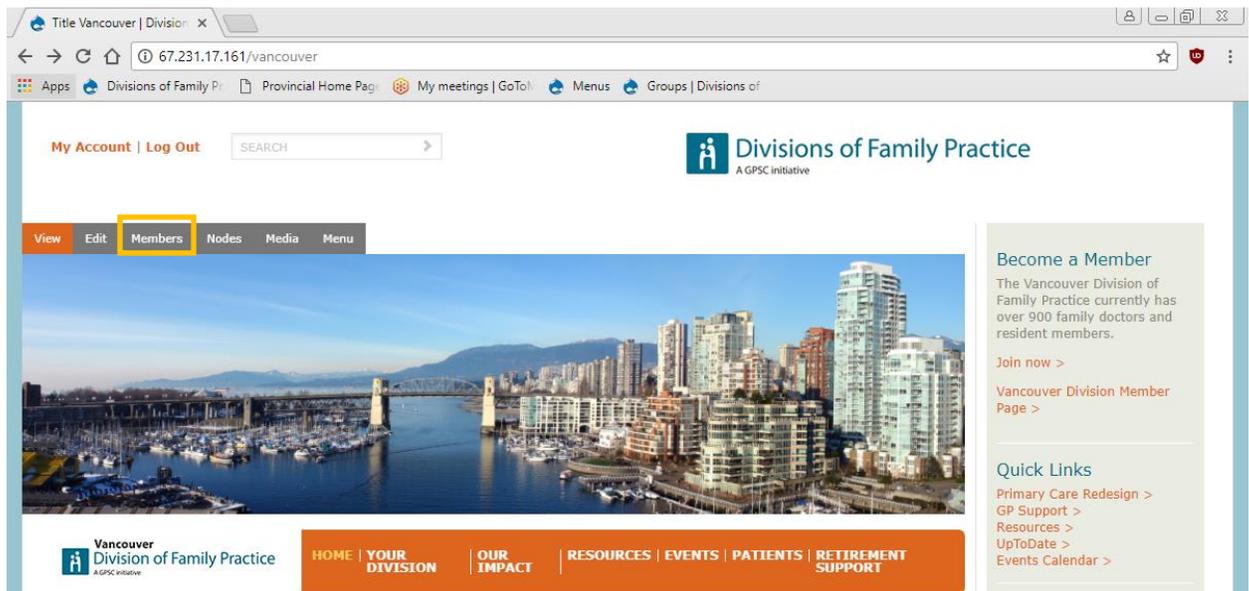
Password *

.....

Enter the password that accompanies your username.

Log in

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



Title Vancouver | Division of Family Practice

67.231.17.161/vancouver

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

My Account | Log Out SEARCH

Divisions of Family Practice A GPSC initiative

View Edit **Members** Nodes Media Menu

Become a Member

The Vancouver Division of Family Practice currently has over 900 family doctors and resident members.

Join now >

Vancouver Division Member Page >

Quick Links

Primary Care Redesign >

GP Support >

Resources >

UpToDate >

Events Calendar >

Vancouver Division of Family Practice

HOME | YOUR DIVISION | OUR IMPACT | RESOURCES | EVENTS | PATIENTS | RETIREMENT SUPPORT

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

test-102317	Test	Test	Active	<none>	10/23/2017 - 22:37	10/23/2017 - 22:37	Edit member account
-------------	------	------	--------	--------	--------------------	--------------------	-------------------------------------

5. Make necessary changes and click "Save"

Remove a Member From a Division

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

67.231.17.161/user/login

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 "Members" link

Title Vancouver | Division of Family Practice

67.231.17.161/vancouver

My Account | Log Out

SEARCH

Divisions of Family Practice A GPSC initiative

View Edit **Members** Nodes Media Menu

Become a Member

The Vancouver Division of Family Practice currently has over 900 family doctors and resident members.

Join now >

Vancouver Division Member Page >

Quick Links

Primary Care Redesign >

GP Support >

Resources >

UpToDate >

Events Calendar >

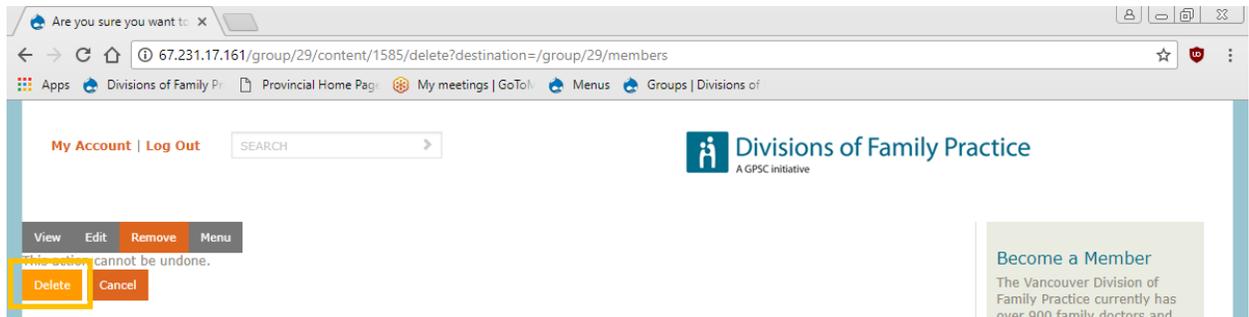
Vancouver Division of Family Practice

HOME | YOUR DIVISION | OUR IMPACT | RESOURCES | EVENTS | PATIENTS | RETIREMENT SUPPORT

4. Identify the member you wish to remove. In the "Operations" column, open the dropdown

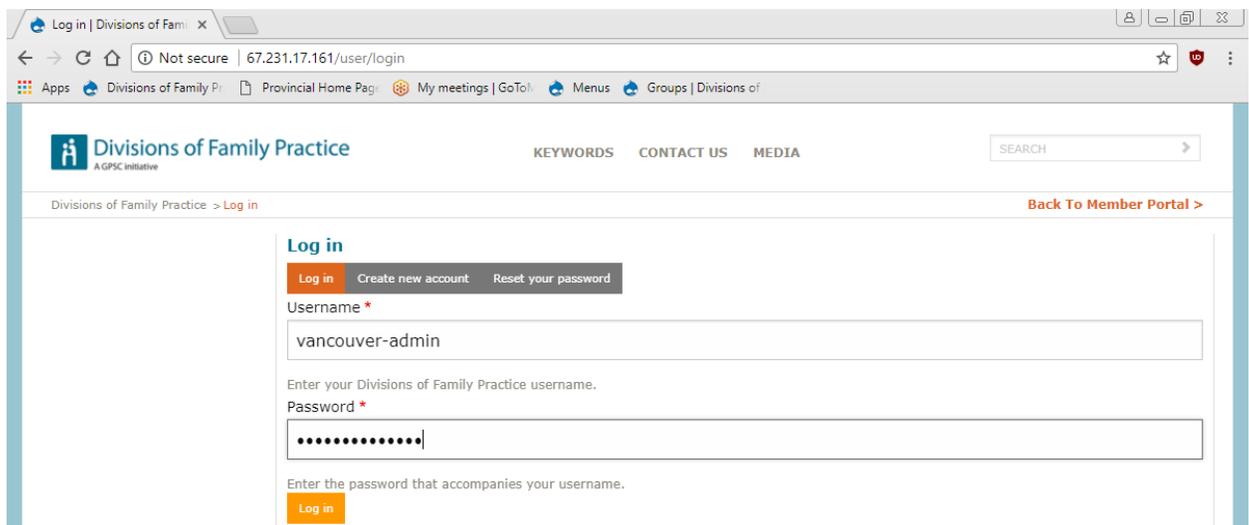
test-102317	Test	Test	Active	<none>	10/23/2017 - 22:37	10/23/2017 - 22:37	Edit member account View member Edit member Remove member Add User to Group
-------------	------	------	--------	--------	--------------------	--------------------	---

5. Select "Remove Member"
6. Confirm your action by clicking the "Delete" button



OR

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 you wish to remove. In the "Operations" column, open the dropdown



5. At the bottom of the "Edit" form, click the "Delete Account" button



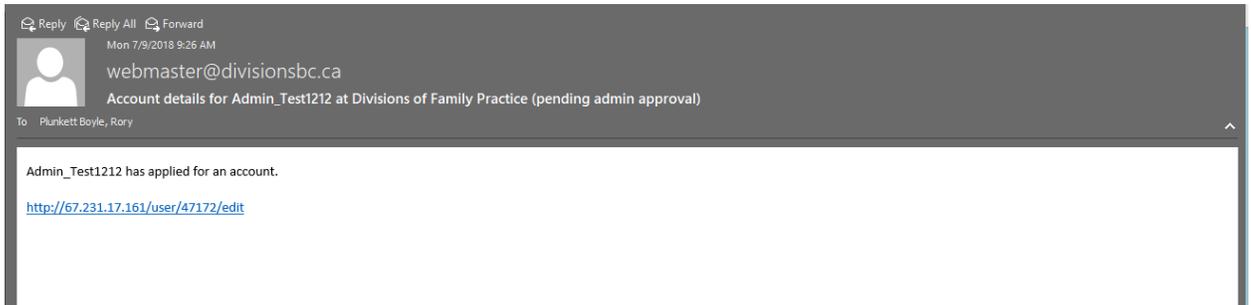
6. You will be presented with a list of options **AVOID EVERY RADIO BUTTON EXCEPT THE THIRD ONE** (to ensure no content that the “deleted user” will not be affected)

The screenshot shows a web interface for 'Divisions of Family Practice'. The page title is 'Are you sure you want to cancel the account webinartest?'. Below the title, it says 'When cancelling the account'. There are four radio button options: 1. 'Disable the account and keep its content and groups.' 2. 'Disable the account and unpublish its content. Does not affect groups.' (This option is selected and highlighted with a yellow box.) 3. 'Delete the account and make its content belong to the Anonymous user. Reassign its groups to the super administrator.' 4. 'Delete the account, its content and groups.' There is also a checkbox for 'Require email confirmation to cancel account'. Below the options, it says 'When enabled, the user must confirm the account cancellation via email. Select the method to cancel the account above. This action cannot be undone.' At the bottom, there are two buttons: 'Cancel account' (highlighted with a yellow box) and 'Cancel'.

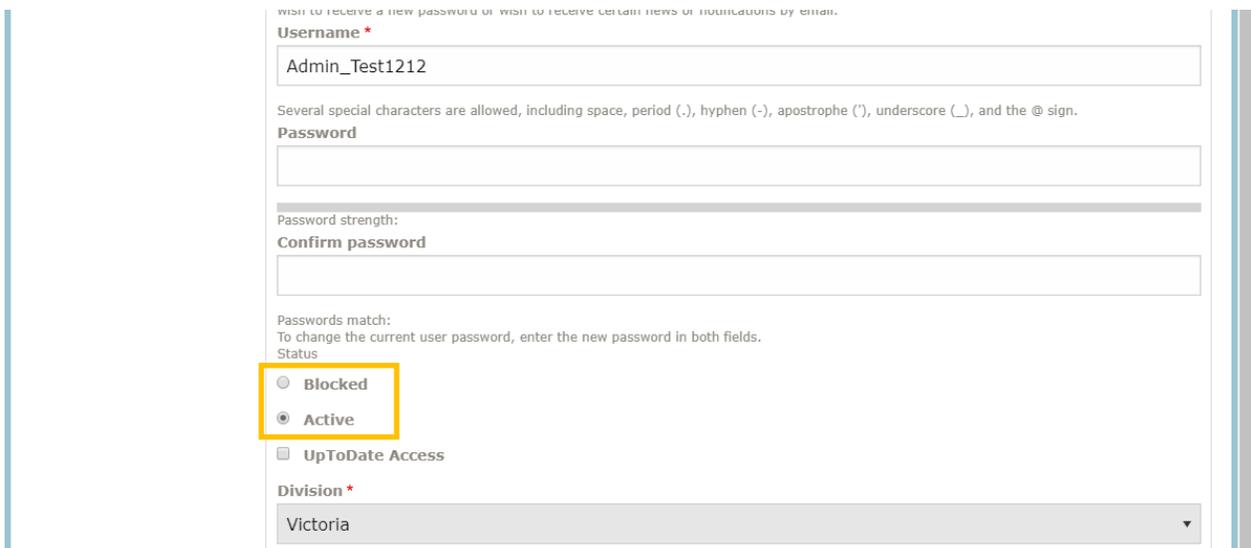
7. Press the “Cancel Account” button once you are sure of your action

Accepting a User Account For a Division

1. To accept a user account, the Division Admin will receive an email to approve the members application



2. Click the link in the approval email, within the edit User form and change the radio button from "Blocked" to "Active"

A web form for editing user details. It includes fields for 'Username' (Admin_Test1212), 'Password', and 'Confirm password'. Below the password fields, there are radio buttons for 'Blocked' and 'Active', with 'Active' selected. There is also a checkbox for 'UpToDate Access' and a dropdown menu for 'Division' set to 'Victoria'. A yellow box highlights the 'Active' radio button.

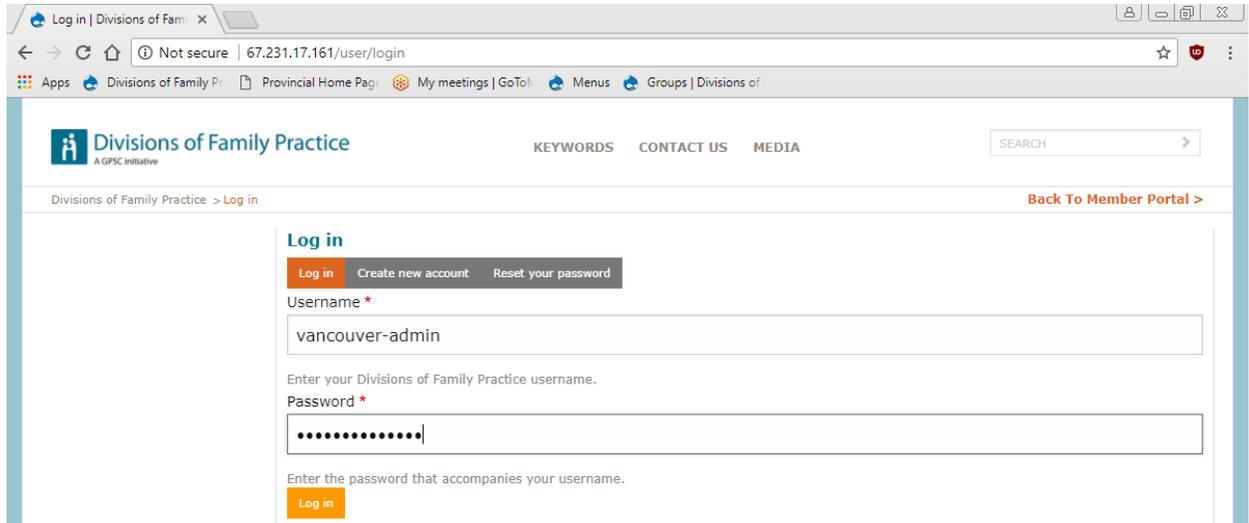
3. Click "save" at the bottom of the page and the user will be sent an email confirmation



Removing a Division Administrator Account

*To remove a Divisions Administrator account the remover must have Administrator status

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



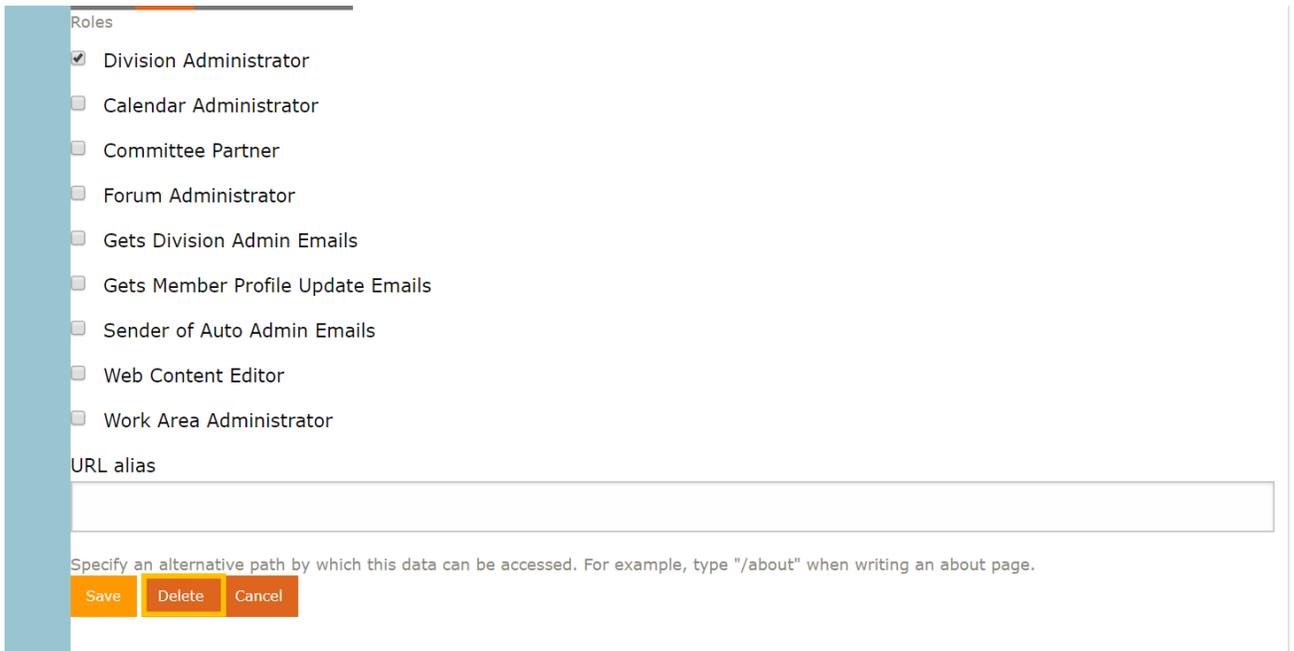
3. Find the Division Administrator that you want to remove and select the dropdown in the "Operations" tab

van-admin	Van	Test	Active	• Division Administrator	08/10/2017 - 15:01	08/10/2017 - 15:00	Edit member account ▾	Follow the Vancouver Division on Twitter @VDoFP
-----------	-----	------	--------	--------------------------	--------------------	--------------------	-----------------------	---

4. From the dropdown select "Edit member"

van-admin	Van	Test	Active	• Division Administrator	08/10/2017 - 15:01	08/10/2017 - 15:00	Edit member account ▾ View member Edit member Remove member Add User to Group	Follow the Vancouver Division on Twitter @VDoFP
-----------	-----	------	--------	--------------------------	--------------------	--------------------	---	---

5. At the bottom of the "Edit member" page select the "Delete button"



Roles

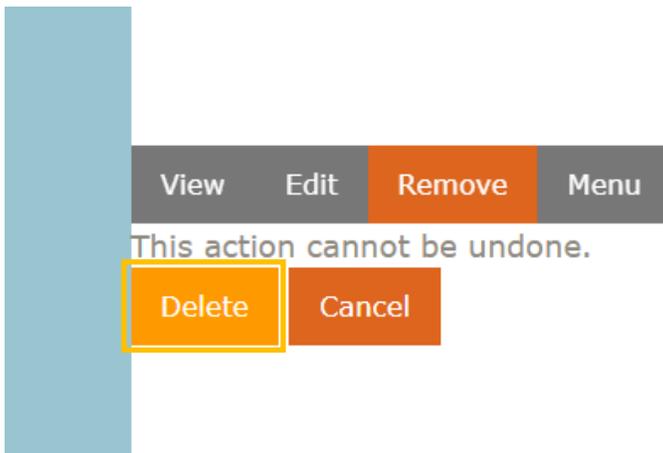
- Division Administrator
- Calendar Administrator
- Committee Partner
- Forum Administrator
- Gets Division Admin Emails
- Gets Member Profile Update Emails
- Sender of Auto Admin Emails
- Web Content Editor
- Work Area Administrator

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](#)

6. Confirm your action by selecting the "Delete button" again



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

This action cannot be undone.

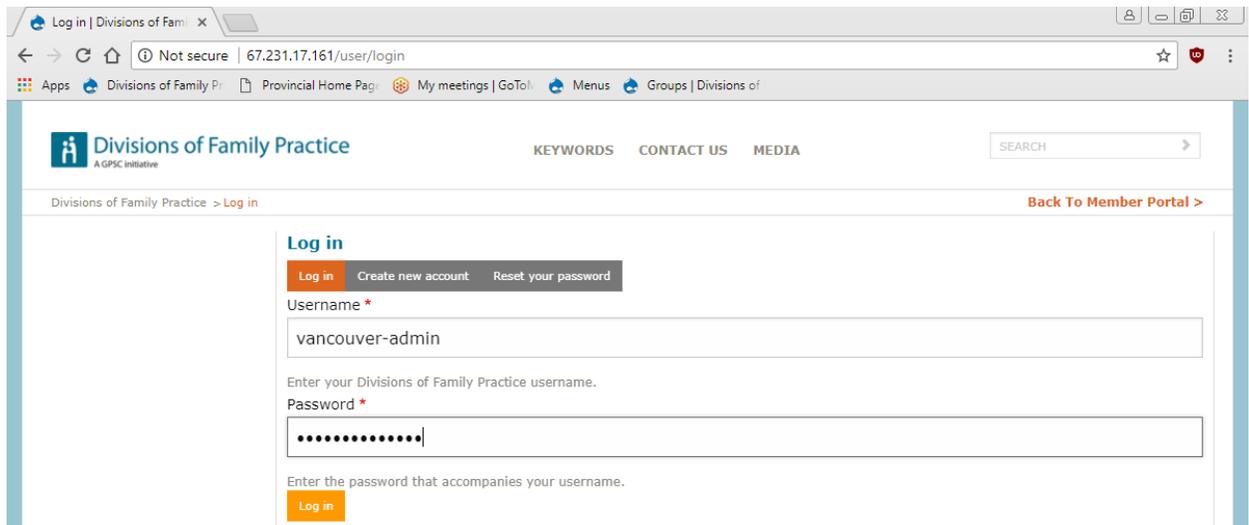
[Delete](#) [Cancel](#)

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



The screenshot shows a web browser window with the URL 67.231.17.161/user/login. The page header includes the logo for Divisions of Family Practice (A GPSC initiative) and navigation links for KEYWORDS, CONTACT US, and MEDIA. A search bar is located in the top right. Below the header, there is a "Log in" section with three buttons: "Log in", "Create new account", and "Reset your password". The "Log in" button is highlighted. Below these buttons are two input fields: "Username *" with the text "vancouver-admin" and "Password *" with masked characters. Below the password field is a "Log in" button.

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



The screenshot shows the Vancouver Division of Family Practice website. The URL is 67.231.17.161/vancouver. The page features a navigation bar with "View", "Edit", "Members" (highlighted), "Nodes", "Media", and "Menu". Below the navigation bar is a large image of a city waterfront. To the right of the image is a "Become a Member" section with the text: "The Vancouver Division of Family Practice currently has over 900 family doctors and resident members." Below this text are links for "Join now >", "Vancouver Division Member Page >", and "Quick Links". The "Quick Links" section includes links for "Primary Care Redesign >", "GP Support >", "Resources >", "UpToDate >", and "Events Calendar >". At the bottom of the page is a footer with the Vancouver Division of Family Practice logo and navigation links: HOME | YOUR DIVISION | OUR IMPACT | RESOURCES | EVENTS | PATIENTS | RETIREMENT SUPPORT.

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

test-102317	Test	Test	Active	<none>	10/23/2017 - 22:37	10/23/2017 - 22:37	Edit member account view member Edit member Remove member Add User to Group
-------------	------	------	--------	--------	-----------------------	-----------------------	--

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

test-102317

View Edit Contact

Email address *

test-102317@example.com

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 *

test-102317

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 *

Vancouver ▼

Practice Community *

Vancouver ▼

- 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 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

Log in | Divisions of Fam | x

Not secure | 67.231.17.161/user/login

Apps Divisions of Family Pr Provincial Home Pag 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.

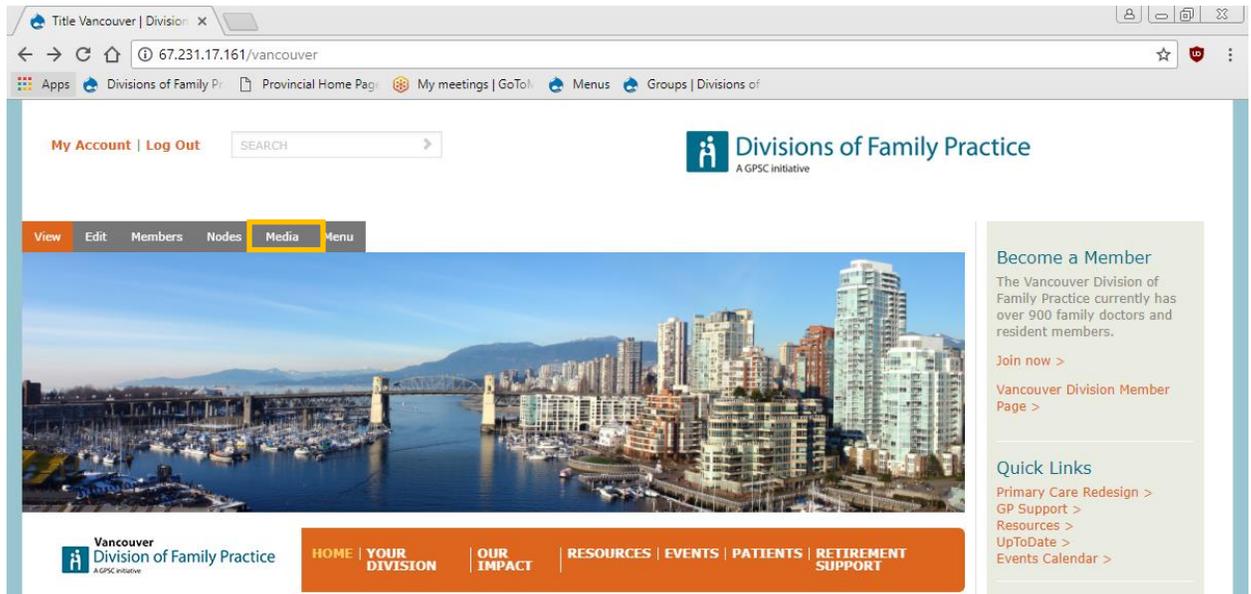
Password *

.....

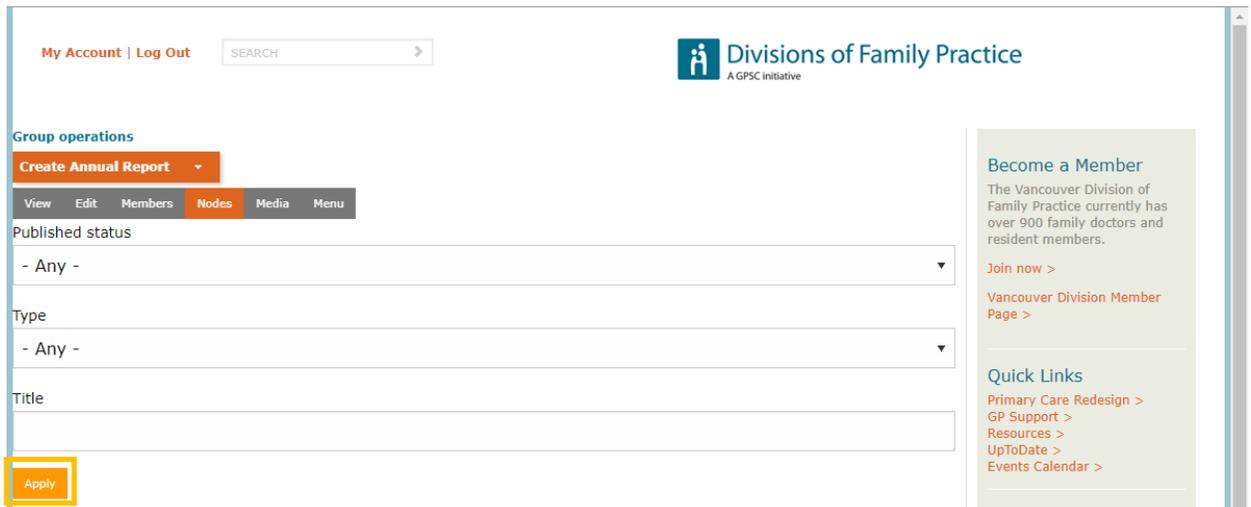
Enter the password that accompanies your username.

[Log in](#)

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

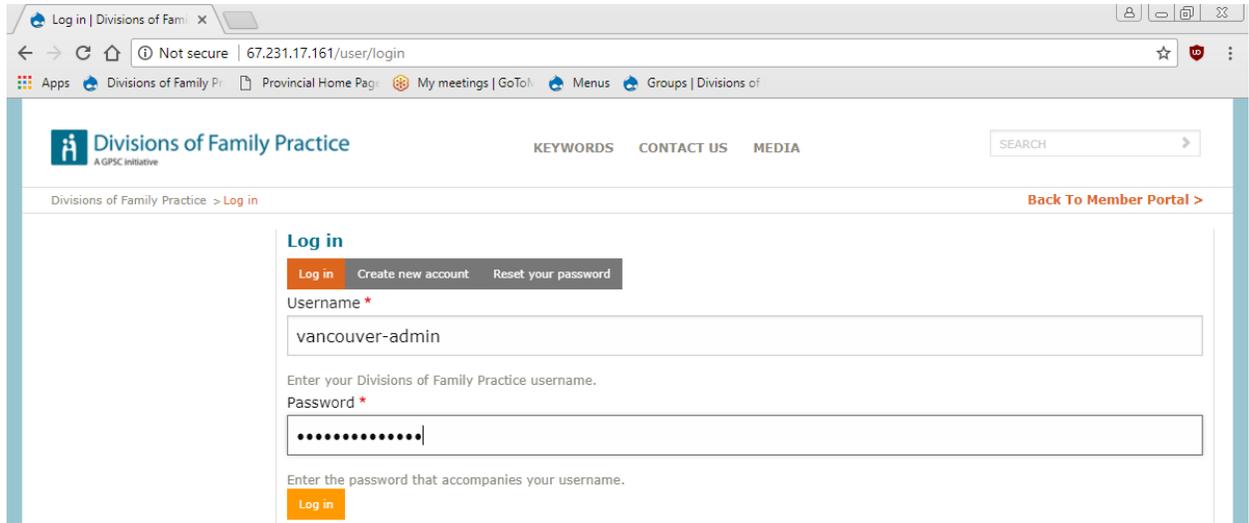


4. Select either a Published Status, Content Type, or enter part of the Title of a piece of content and click "Apply" to search for it



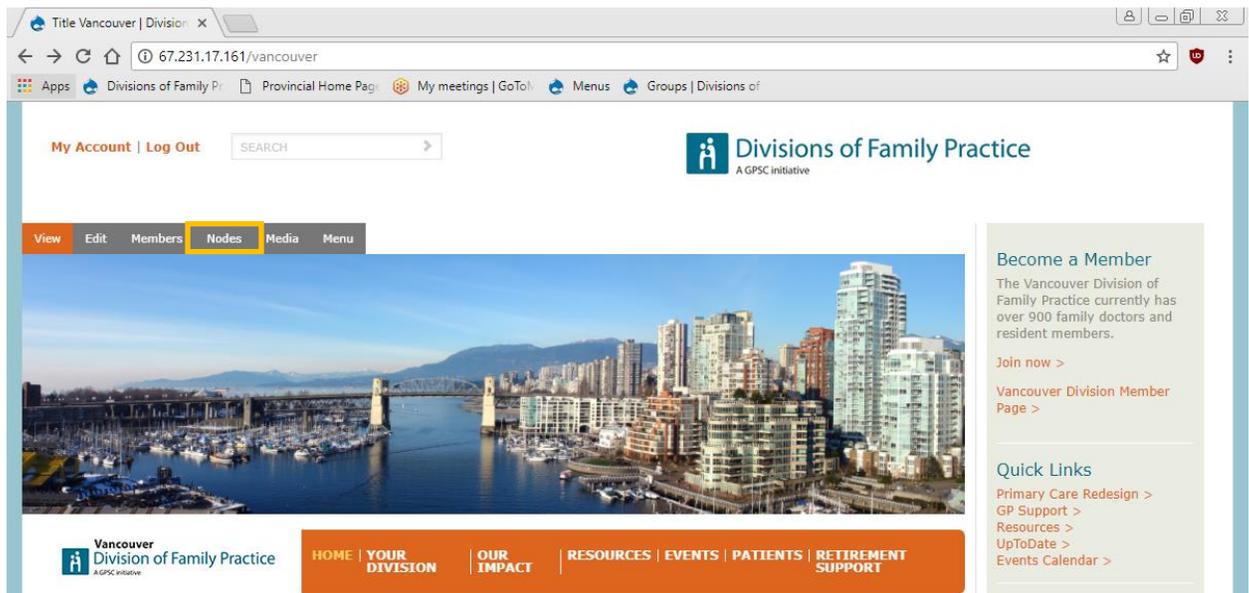
Create a New Piece of Content

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 67.231.17.161/user/login. The page header includes the logo for Divisions of Family Practice (A GPSC initiative) and navigation links for KEYWORDS, CONTACT US, and MEDIA. A search bar is located in the top right. Below the header, there is a breadcrumb trail: Divisions of Family Practice > Log in, and a link to Back To Member Portal >. The main content area is titled "Log in" and contains three buttons: "Log in", "Create new account", and "Reset your password". Below these buttons are two input fields: "Username *" with the value "vancouver-admin" and "Password *" with masked characters. Below the password field is a "Log in" button.

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

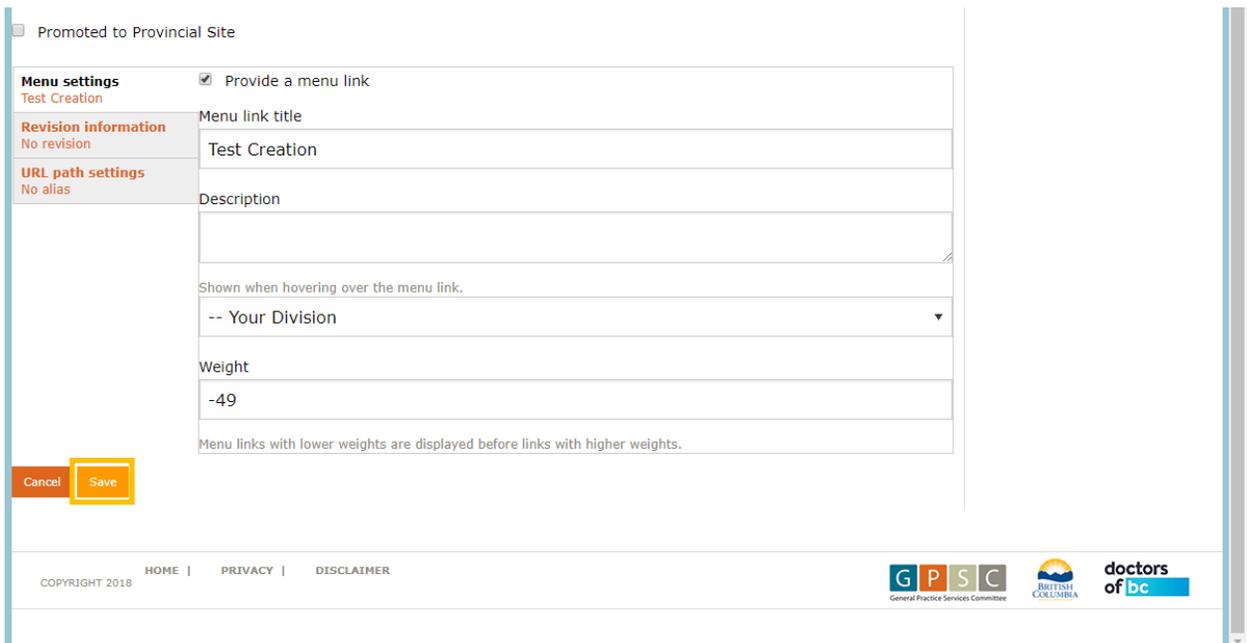


The screenshot shows a web browser window with the URL 67.231.17.161/vancouver. The page header includes the logo for Divisions of Family Practice (A GPSC initiative) and navigation links for My Account, Log Out, and a search bar. Below the header, there is a navigation bar with links for View, Edit, Members, Nodes, Media, and Menu. The "Nodes" link is highlighted. Below the navigation bar is a large image of a cityscape with a marina. Below the image is a navigation bar with links for HOME, YOUR DIVISION, OUR IMPACT, RESOURCES, EVENTS, PATIENTS, and RETIREMENT SUPPORT. On the right side of the page, there is a "Become a Member" section with a "Join now >" link and a "Vancouver Division Member Page >" link. Below this is a "Quick Links" section with links for Primary Care Redesign >, GP Support >, Resources >, UpToDate >, and Events Calendar >.

4. In the "Group Operations" dropdown menu the user will select the "Create 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



6. The last step is to ensure that the “URL alias” is pointing to the correct location

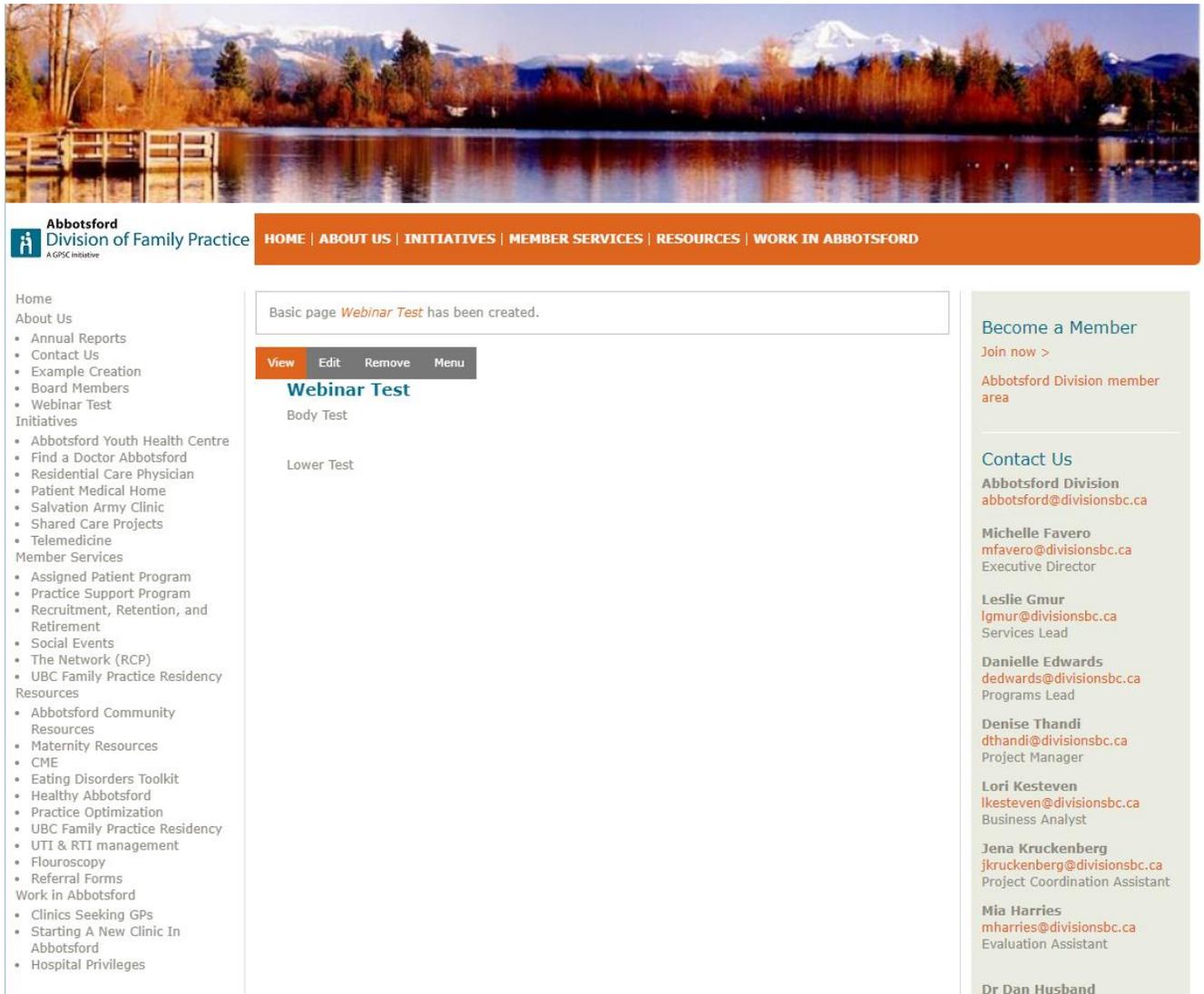


7. Click "Create node in group"

The screenshot displays the Vancouver Division of Family Practice website. At the top left, there are links for "My Account" and "Log Out" next to a search bar. The top right features the "Divisions of Family Practice" logo, labeled as "A GPSC Initiative". Below this is a large banner image of a city skyline with a bridge over water. A navigation bar below the banner contains links: "HOME", "YOUR DIVISION", "OUR IMPACT", "RESOURCES", "EVENTS", "PATIENTS", and "RETIREMENT SUPPORT". The main content area shows a notification: "Basic page *Test Page* has been created." Below this is a "Test Page" with a "View" button and a sub-header "Example for test page". On the right side, there are three sections: "Become a Member" with a description and links for "Join now" and "Vancouver Division Member Page"; "Quick Links" with links for "Primary Care Redesign", "GP Support", "Resources", "UpToDate", and "Events Calendar"; and "Contact Us" with the address "202 - 777 W Broadway, Vancouver, BC, Canada, V5Z 4J7", phone number "604.569.2010", fax number "604.321.5878", and email "vancouver@divisionsbc.ca".

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 displays a website interface for the Abbotsford Division of Family Practice. On the left, a navigation menu is fully expanded, listing categories such as Home, About Us, Initiatives, Member Services, and Resources, each with a list of sub-items. The main content area shows a message: "Basic page Webinar Test has been created." Below this, there is a list of items including "Webinar Test", "Body Test", and "Lower Test". The right sidebar contains contact information for various staff members, including Michelle Favero, Leslie Gmur, Danielle Edwards, Denise Thandi, Lori Kesteven, Jena Kruckenberg, and Mia Harries.

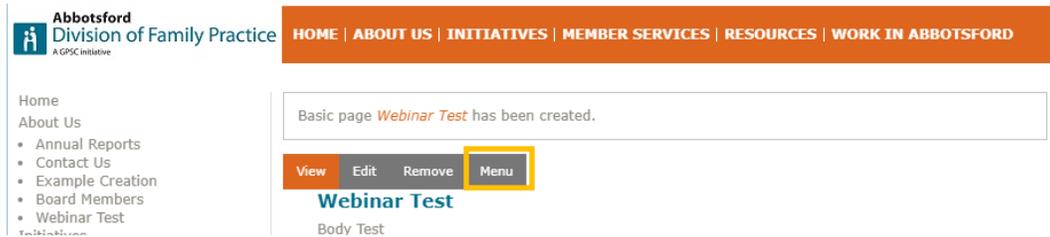
1. To tidy your navigation, start by copying the URL hierarchy from the address bar of your browser



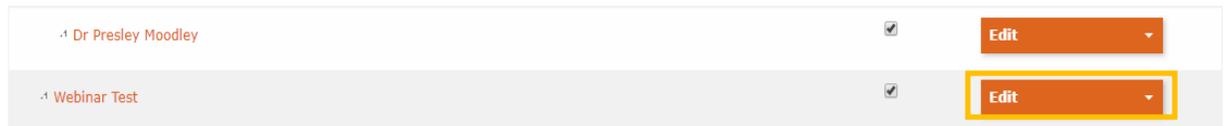
Divisions of Family Practice

An initiative of the General Practice Services Committee
Suite 115, 1665 West Broadway, Vancouver, BC V6J 5A4
T. 604.638.2895 | F. 604.638.2916 | www.divisionsbc.ca

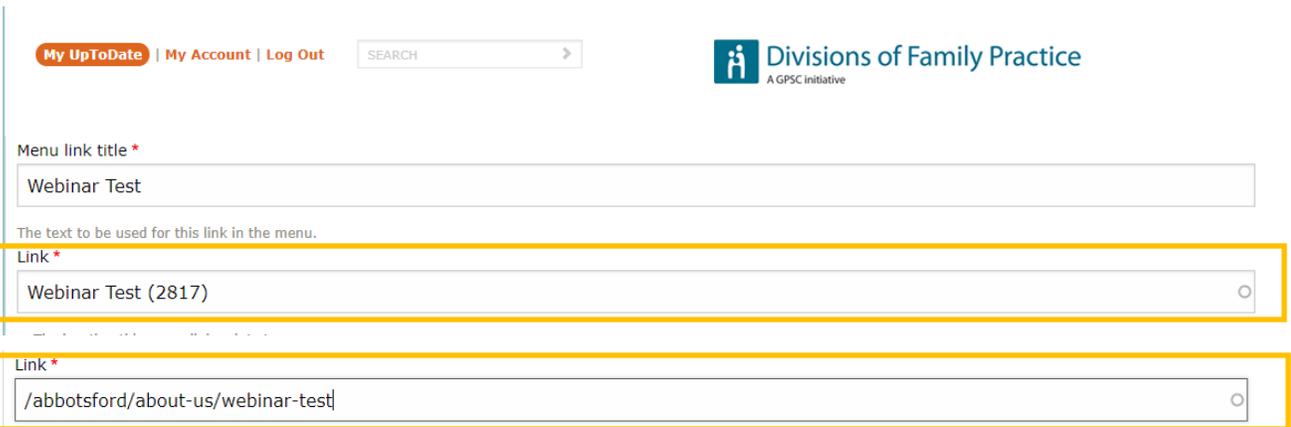
2. Then select the "Menu" button in the grey navigation bar on the page you just created



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

The screenshot shows the website interface for the Abbotsford Division of Family Practice. At the top, there is a navigation bar with links for 'My UpToDate', 'My Account', and 'Log Out', along with a search bar. The main header features a large landscape image of a lake and mountains, with the 'Divisions of Family Practice' logo and 'A GPSC Initiative' text. Below the image is an orange navigation bar with links: 'HOME | ABOUT US | INITIATIVES | MEMBER SERVICES | RESOURCES | WORK IN ABBOTSFORD'. On the left, there is a sidebar menu with links: 'Annual Reports', 'Contact Us', 'Example Creation', 'Board Members', and 'Webinar Test'. The main content area displays a list of items with a 'View Edit Remove Menu' header. The first item is 'Webinar Test', with sub-items 'Body Test' and 'Lower Test'. On the right, there is a 'Become a Member' section with a 'Join now >' link and a link to the '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

Log in | Divisions of Family Practice

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 "Nodes" link

Title Vancouver | Division

67.231.17.161/vancouver

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

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

Divisions of Family Practice A GPSC initiative

[View](#) [Edit](#) [Members](#) [Nodes](#) [Media](#) [Menu](#)

Vancouver Division of Family Practice

HOME | YOUR DIVISION | OUR IMPACT | RESOURCES | EVENTS | PATIENTS | RETIREMENT SUPPORT

Become a Member

The Vancouver Division of Family Practice currently has over 900 family doctors and resident members.

[Join now >](#)

[Vancouver Division Member Page >](#)

Quick Links

[Primary Care Redesign >](#)
[GP Support >](#)
[Resources >](#)
[UpToDate >](#)
[Events Calendar >](#)

- 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	<ul style="list-style-type: none"> View relation Edit relation Delete relation Edit node Delete node

- Edit the "node" as desired and click "Save"

Alternate Way to Edit a Piece of Content

- Navigate to <https://www.divisionsbc.ca>
- 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

Log in | Divisions of Family Practice

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 "Nodes" link

Title Vancouver | Division

67.231.17.161/vancouver

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

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

View Edit Members **Nodes** Media Menu

Divisions of Family Practice
A GPSC initiative

Become a Member
The Vancouver Division of Family Practice currently has over 900 family doctors and resident members.
[Join now >](#)
[Vancouver Division Member Page >](#)

Quick Links
[Primary Care Redesign >](#)
[GP Support >](#)
[Resources >](#)
[UpToDate >](#)
[Events Calendar >](#)

Vancouver Division of Family Practice
A GPSC initiative

HOME | YOUR DIVISION | OUR IMPACT | RESOURCES | EVENTS | PATIENTS | RETIREMENT SUPPORT

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

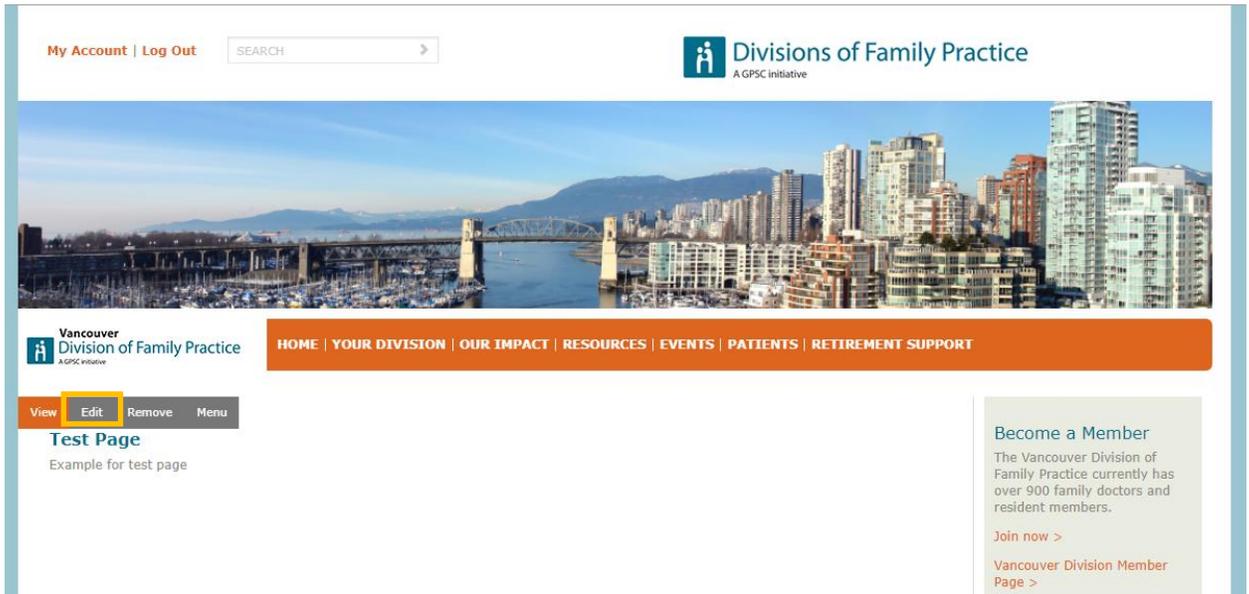
Title	Content type	Status	Updated	Operations
Test Page	Basic page	Published	06/25/2018 - 18:58	View relation Edit relation Delete relation Edit node Delete node

- Confirm your action by clicking the "Delete"

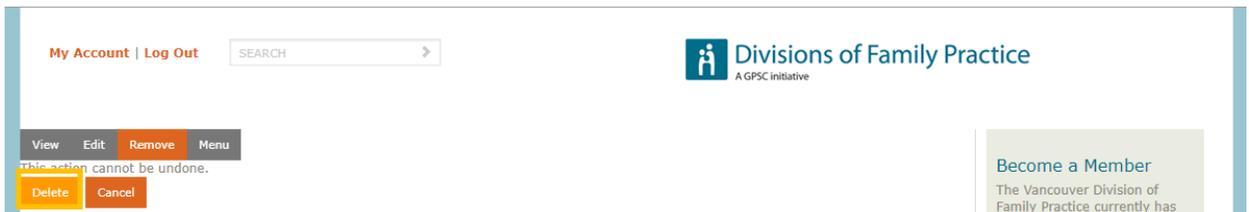
Alternative Way to Delete a Piece of Content

- Navigate to <https://www.divisionsbc.ca>
- 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"

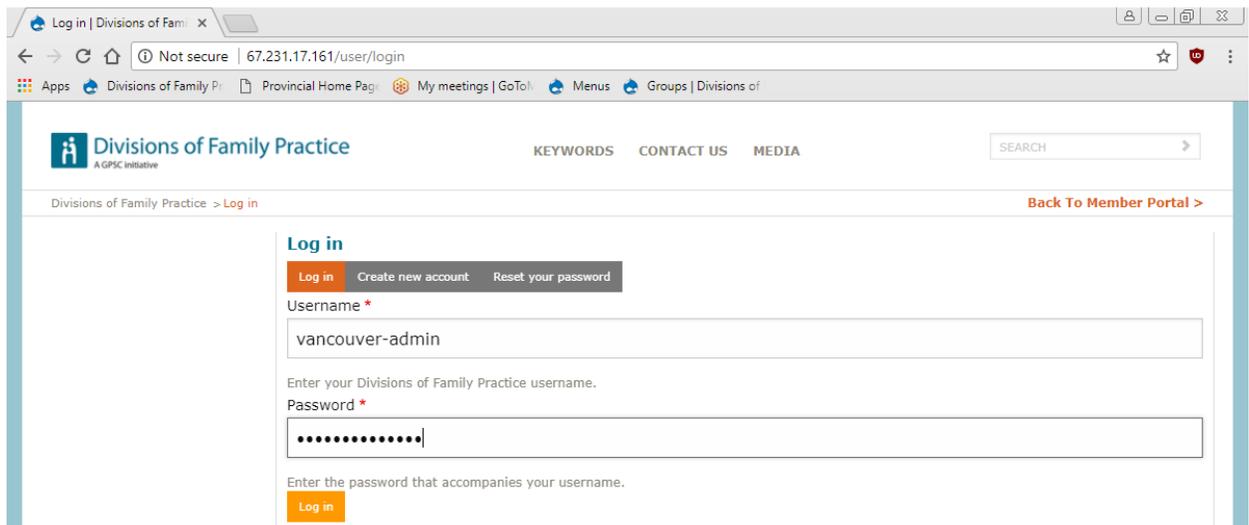


Division-Specific Media Management

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

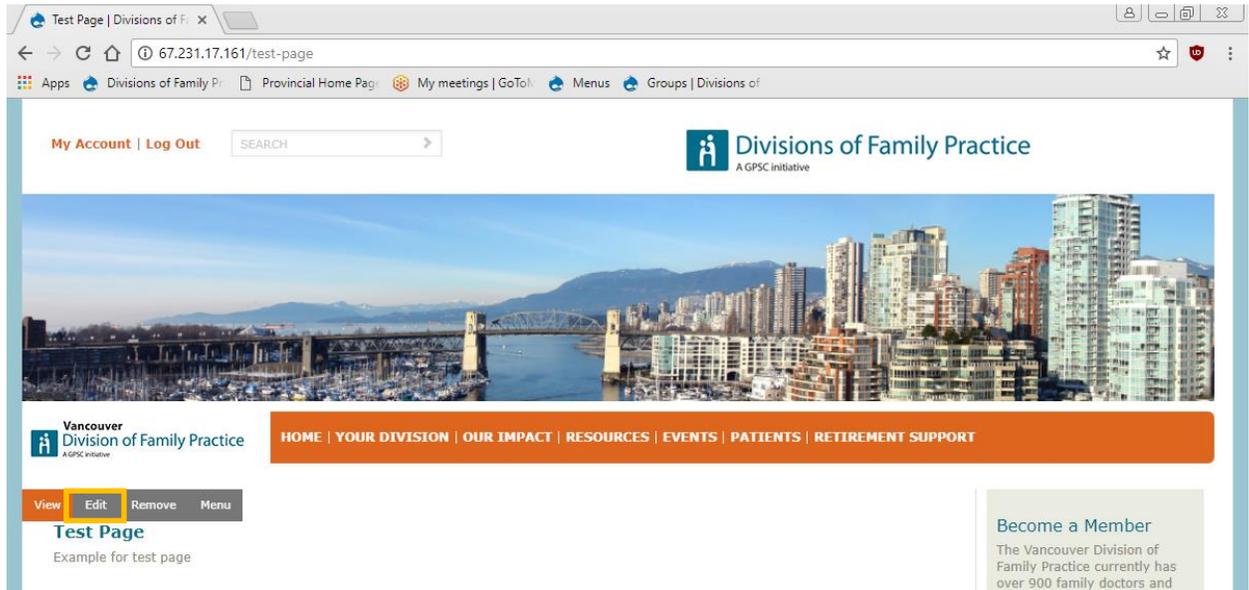


The screenshot shows a web browser window with the URL 67.231.17.161/user/login. The page title is "Log in | Divisions of Family Practice". The main content area features a "Log in" section with the following elements:

- Buttons: "Log in", "Create new account", and "Reset your password".
- Form field: "Username *" with the value "vancouver-admin".
- Text: "Enter your Divisions of Family Practice username."
- Form field: "Password *" with masked characters ".....".
- Text: "Enter the password that accompanies your username."
- Button: "Log in".

The page header includes the "Divisions of Family Practice" logo and navigation links: "KEYWORDS", "CONTACT US", and "MEDIA". A search bar is also present. The breadcrumb trail shows "Divisions of Family Practice > Log in" and a link "Back To Member Portal >".

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 shows a web editor interface for 'Divisions of Family Practice'. The main window displays the 'Edit Basic page Test Page' interface with a title field containing 'Test Page' and a rich text editor for the body content. The rich text editor includes a toolbar with various formatting options, and the 'Image' icon is highlighted with a yellow box. Below the main editor, a 'File manager' window is open, showing a directory structure on the left and a table of files on the right. The 'Upload' button in the file manager toolbar is also highlighted with a yellow box.

File manager | Divisions of Family Practice - Google Chrome

67.231.17.161/mce?sendto=CKEDITOR&mce.sendto&type=image&ck_id=edit-body-0-value

Refresh New folder Upload Delete Resize Select

Name	Size	Width	Height	Date
2017-03				2017-05-01
2017-04				2017-06-26
2017-05				2017-05-18
2017-09				2017-09-15
2017-11				2017-11-30
2017-12				2017-12-07
2018-01				2018-01-18
2018-02				2018-02-23
2018-03				2018-03-16
2018-06				2018-06-26
banner				2018-06-05
CMSMedia				2017-05-01
css				2018-06-27
default_images				2017-05-01
division-logo				2018-06-14
Divisions				2018-06-20
featured-image				2018-06-04
private				2018-06-15
73 items (157.1 MB)				

- 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

The screenshot displays a web editor interface for 'Divisions of Family Practice'. The main content area is titled 'Edit Basic page Test Page' and includes a title field with 'Test Page' and a body text area with 'Example for test page'. A toolbar with various icons is visible above the text area. A 'Text format' dropdown is set to 'Full HTML'. An 'Insert Image' dialog box is open, showing a 'Choose File' button, an 'Alternative text' field with the placeholder 'Short description for the visually impaired', and alignment options: 'None' (selected), 'Left', 'Center', and 'Right'. There is also a 'Caption' checkbox and a 'Save' button at the bottom right of the dialog. The right sidebar contains 'Quick Links', 'News' (with a headline 'West Shore health care: direct action is needed'), and 'Redevelopment threatens day care for 125 frail seniors at George Pearson Centre'.

- 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 a web editor interface for 'Divisions of Family Practice'. The main content area is titled 'Edit Basic page Test Page' and contains a text editor with a toolbar. The text in the editor is 'Example for test page' followed by a link: [navigating your care_Dec 8-2017.pdf](#). A file manager window is open over the editor, displaying a list of files in the 'Cowichan Valley' directory. The file 'FamilyCommunicationGuide10.30.15.pdf' is highlighted in yellow.

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

- 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

The screenshot displays the 'Edit Basic page Test Page' interface. The main content area shows a video player with a large play button overlay. Below the video, the text reads 'Embedded Video (Responsive)'. A 'Video Embed' dialog box is open, showing the 'Video URL' field with the address 'https://www.youtube.com/watch?v=b-JDB_QA2KI'. Under the 'Settings' section, the 'Autoplay' checkbox is unchecked, and the 'Responsive Video' checkbox is checked. A 'Save' button is located at the bottom right of the dialog box. The background interface includes a navigation menu with 'KEYWORDS', 'CONTACT US', and 'MEDIA', a search bar, and a sidebar with 'Quick Links' and 'News' sections.

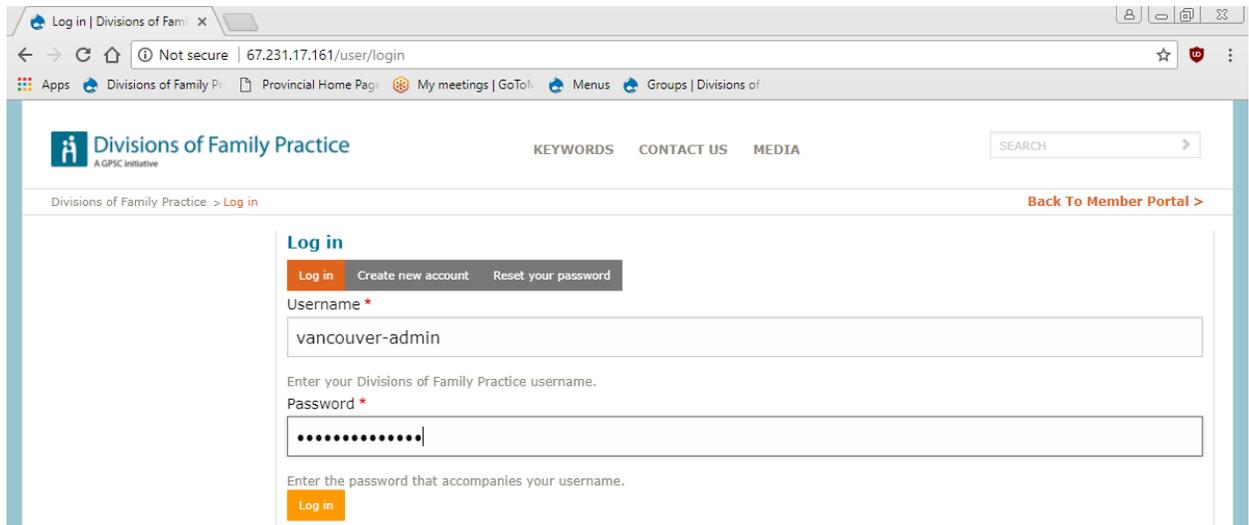
- e. The fifth option for file uploading is the “paperclip” icon which will allow you to upload a file just like attaching a file to an email

The screenshot shows the 'Edit Basic page Test Page' interface. The main content area contains a text editor with a toolbar. The 'Add File' icon (a paperclip) is highlighted with a yellow box. An 'Add File' dialog box is open, showing a 'File *' field with a 'Choose File' button and 'No file chosen' text. Below this is a 'Title' field and a description: 'Populates the title attribute of the link, usually shown as a small tooltip on hover. ► Advanced'. A 'Save' button is at the bottom right of the dialog. The background shows the website header with 'Divisions of Family Practice' and navigation links, and a sidebar with 'Quick Links' and 'News' sections.

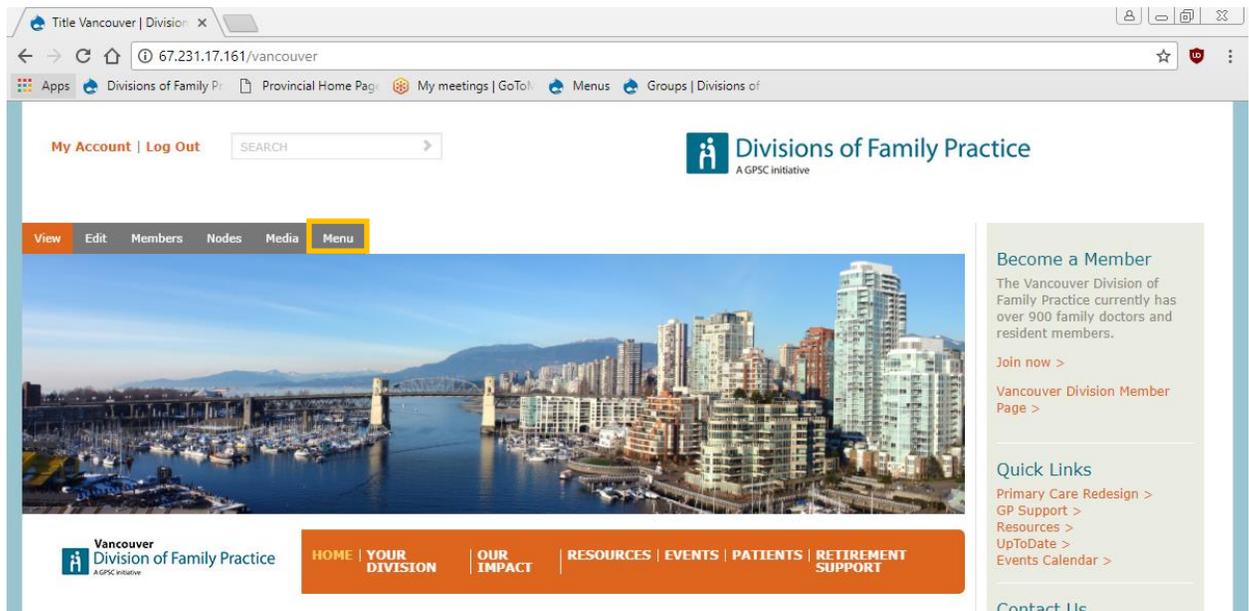
Division-Specific Menu Management

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

My Account | Log Out SEARCH

Divisions of Family Practice
A GPSC initiative

Title *
Vancouver Menu

Machine name: vancouver-menu
Administrative summary
Vancouver Menu

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 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