



Hologic.com

Drupal Content Management System (CMS)

Content Entry Guide

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October 3, 2017

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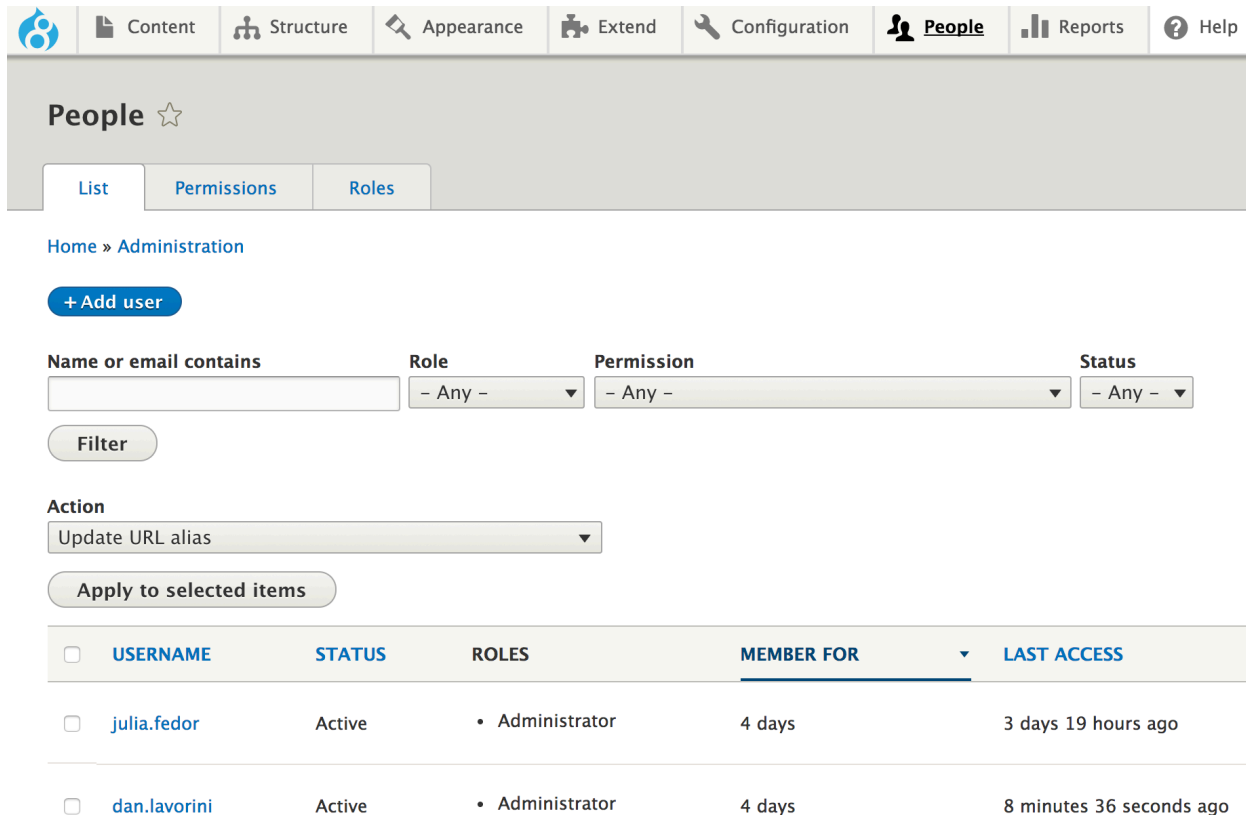
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User Management

While logged in as a CMS Editor or Admin, click on **People** in the top navigation bar to manage user accounts.

Creating a New User

- Within the top navigation menu, select **People**.
- Click on the **Add User** button.



The screenshot shows the 'People' management interface. At the top, there is a navigation bar with icons for Content, Structure, Appearance, Extend, Configuration, **People**, Reports, and Help. Below this, the 'People' section is active, showing tabs for List, Permissions, and Roles. A breadcrumb trail indicates 'Home » Administration'. A '+ Add user' button is prominently displayed. Below it are search filters for 'Name or email contains', 'Role', 'Permission', and 'Status', each with a dropdown menu set to '- Any -'. A 'Filter' button is located below the filters. An 'Action' dropdown menu is set to 'Update URL alias', with an 'Apply to selected items' button below it. A table lists existing users with columns for USERNAME, STATUS, ROLES, MEMBER FOR, and LAST ACCESS.

<input type="checkbox"/>	USERNAME	STATUS	ROLES	MEMBER FOR	LAST ACCESS
<input type="checkbox"/>	julia.fedor	Active	• Administrator	4 days	3 days 19 hours ago
<input type="checkbox"/>	dan.lavorini	Active	• Administrator	4 days	8 minutes 36 seconds ago

- Enter the **user email, name**, and create a temporary **password**.
- If you want the user to receive an email notification the account has been created, select the **Notify User of new account** checkbox.
- Select User **Roles** (Editor, Admin, etc.)

Roles

- Authenticated user
- Administrator
- Content Editor

- Notify user of new account

- Scroll down and click **Create User Account** button.

Create new account

Managing User Rights

On the 'Edit User' page, scroll down until you see the Roles area.

- **Administrator** users have the ability to create new accounts and manage the site.
- **Content Editors** can create and publish content.

Modify the user role setting to add or remove access.

Content Management

Managing Product Divisions













The current site build will have all existing product divisions already loaded. There should not be a need to create a new division at this time, but we are including the instructions here.












Adding a Product Division

- Within the top navigation menu, select **Structure**, then **Taxonomy**.
- Click on **Add Term**
- Fill in the **Name** and **Description**.
- Create a URL Slug for the division (consult tagging guide or use keywords with hyphens)


Name *

Description

B I U S x² x₂ | I_x |   |     |      

    | Format  | Styles  |  Source    

This is the Breast & Skeletal description.

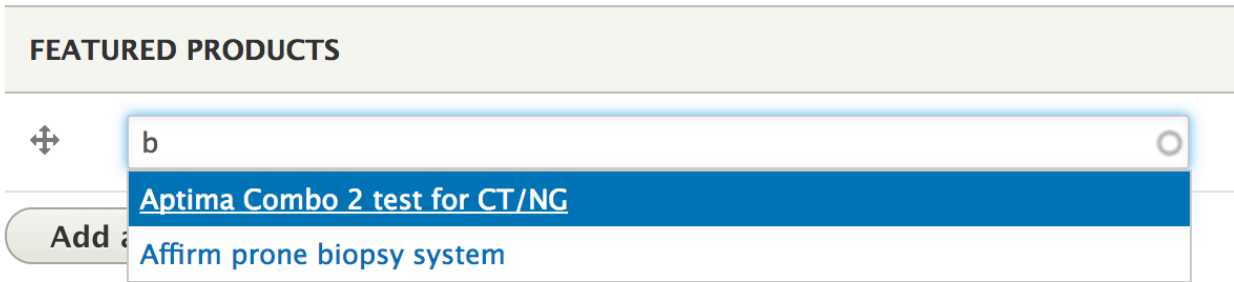
Text format  Full HTML

URL Slug *

This string will be used to generate URLs for this division. Example: *sample-division*.

Add Featured Items

- **Featured Products** – Begin typing in the name of the product you wish to feature. The field will present you with a list of matches. If you need to add another featured item click **Add Another Item**.
- **Featured Products (Large)** – Begin typing in the name of the product you wish to feature. The field will present you with a list of matches. If you need to add another featured item click **Add Another Item**.



- Once your data is entered, click **Save** to complete.

Creating A New Product

Product Setup

Within the top navigation menu, select **Content**, then select **Add Content**, then select the **Product** option.

- **Name** – Enter the branded name of the product
- **Excerpt** – This is the product tagline, typically a short sentence

Creating Tabs

- **Tabs** – Tabs show up on the left-hand column, under the product title. There are three approved tab types:

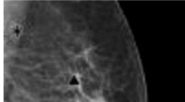
OVERVIEW **RESOURCES** **TESTIMONIALS**

- **Overview** – Contains the main product copy information
 - **Title** – Overview
 - **Body** – Body of the overview
 - **Resources** – A list of resources available to the user
 - **Title** – Resources
 - **Body** – A list of additional resources
 - **Testimonials** – Quotes or Copy regarding the product
 - **Title** – Testimonials
 - **Body** – Add in quotes from other users
- To create additional tabs, use the **Add Text and Title** button and a new set of form fields will appear.

Text format Full HTML ▼

Add Text and Title

Image


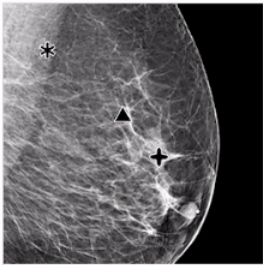




Alternative text

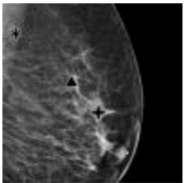
Alt text for Image

Featured Content

- **Image** – Sets the product image displayed when showing up as featured item

 <p>Secure View Workstations Architected for radiologist to see more clearly and efficiently.</p> <p>LEARN MORE</p>	 <p>Image Analytics Analytic tools designed to help radiologists better analyze data.</p> <p>LEARN MORE</p>	 <p>MammoPad Breast Cushion Make patients more comfortable without compromising quality.</p> <p>LEARN MORE</p>	 <p>Affirm Breast Biopsy Guidance Add-on to Transition from diagnostic to interventional modes.</p> <p>LEARN MORE</p>
--	--	--	--

Image



Alternative text

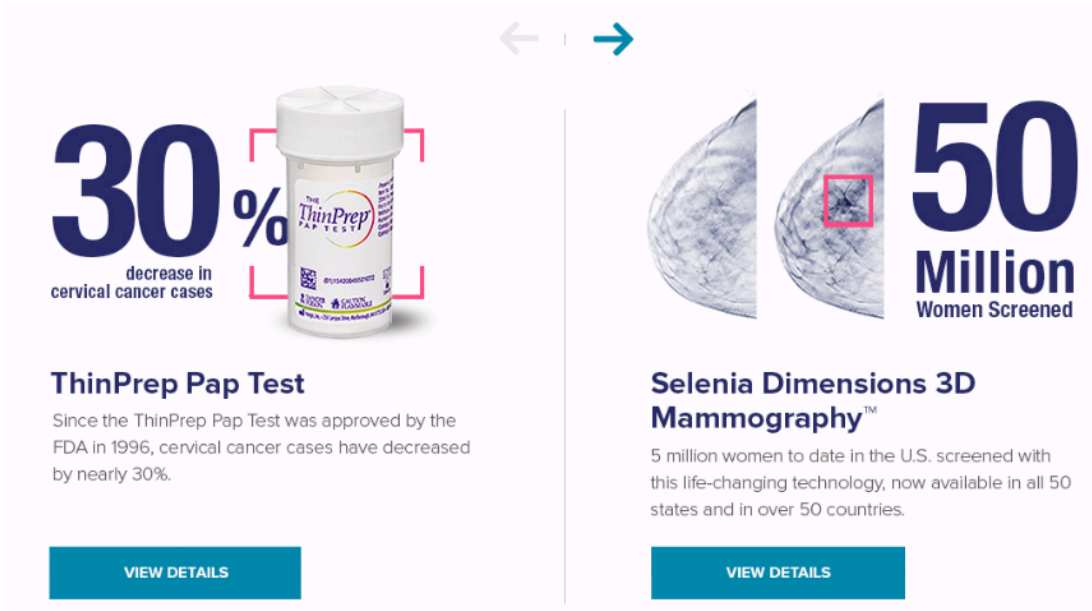
Alt text for Image

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

 [prodcut-cover-3.jpg](#) (48.15 KB) [Remove](#)

This image will be displayed on listing pages and featured products. The ideal size is 260 x 260px

- **Carousel Image** – This sets the larger product image that shows in the larger feature area



Carousel Image



Alternative text

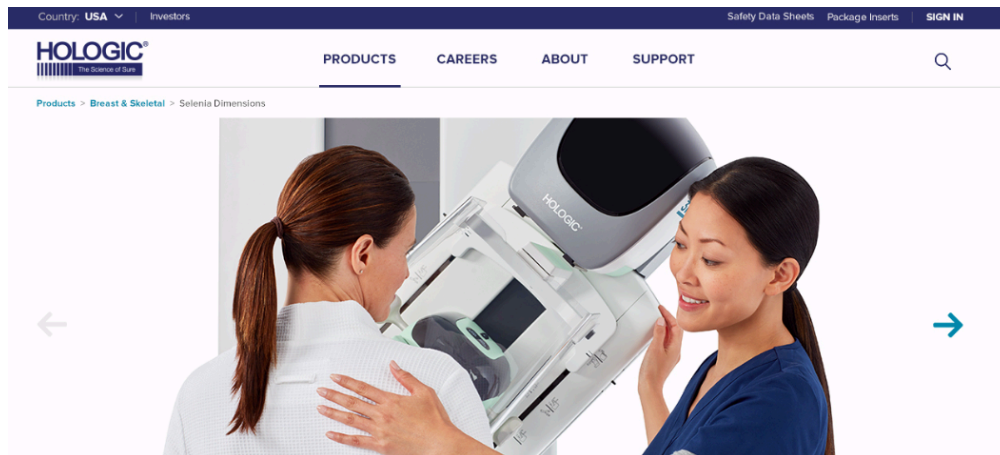
This text will be used by screen readers, search engines, or when the image cannot be loaded.

carousel-1.jpg (20.7 KB)

Remove





Slider images ideal size is 370 x 250px

- **Slider Images** – These are the images that are displayed on the product detail page at the top. More than one image will engage a slider. Each should include
 - Image – The slider image
 - Alternate text – the text shown when the image does not display



▼ SLIDER IMAGES

Slider images ideal size is 1160 x 585px [Show row weights](#)

FILE INFORMATION	OPERATIONS
 <p>Alternative text</p> <input type="text" value="Alt text for slider 1"/> <p>This text will be used by screen readers, search engines, or when the image cannot be loaded.  product-image-3.jpg (37.87 KB)</p>	<input type="button" value="Remove"/>
 <p>Alternative text</p> <input type="text" value="Alt text for slider 2"/> <p>This text will be used by screen readers, search engines, or when the image cannot be loaded.  product-image-2.jpg (97.11 KB)</p>	<input type="button" value="Remove"/>

Add a new file

No file chosen

Unlimited number of files can be uploaded to this field.
 256 MB limit.
 Allowed types: png gif jpg jpeg.

Buttons and Links

- **Brand Logo** – Upload the brand logo image. Transparent or white background only

Brand Logo

No file chosen

One file only.

256 MB limit.

Allowed types: png gif jpg jpeg.

Images larger than **480x480** pixels will be resized.

- **Brand Link** – Enter in the URL of the Brand Microsite, if it exists. Link text will be included for SEO but will be replaced by the brand logo

BRAND LINK

URL

 This must be an external URL such as *http://example.com*.

Link text

- **Buttons** – Enter in the URL and Link Text. To add another button, click **Add Another Item**

[Show row weights](#)

BUTTONS

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

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

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

- **Links** – Used for additional documents and information



PACKAGE INSERTS

Add the **URL** and **link text**. To add additional links, click **Add another item**.

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

Example: Safety Data Sheets, Package Inserts, etc.

Add another item

- **Downloads** – Stores and links to downloadable files. **Open file browser** to select the files for upload.

▼ **DOWNLOADS**

Add a new file

[Open File Browser](#)

Choose Files
No file chosen

Unlimited number of files can be uploaded to this field.
256 MB limit.
Allowed types: txt pdf doc docx rtf.

- **Related Products** – Select related products to be shown below the product detail. Begin typing the name of the product in the field and available products that match will be shown. Select it to set the product. To add another product, click the **Add another item** button.

RELATED PRODUCTS

+

+

+

+

+

+

Add another item

- **Saving** - Once the product has been configured, you can click **Preview** to view the page without publishing, or click **Save and Publish** to deploy to the site.

Save and keep published

Preview

Delete

Changing the Navigation Menu

While logged in as an Admin user, click on **Structures**, then **Menus**, then **Main Navigation**

Home » Administration » Structure » Menus

[+ Add link](#)

Title *
Main navigation Machine name: main

Administrative summary
Site section links

MENU LINK	ENABLED	OPERATIONS
Products	<input checked="" type="checkbox"/>	Edit
Breast & Skeletal Products	<input checked="" type="checkbox"/>	Edit
GYN Surgical products	<input checked="" type="checkbox"/>	Edit
Careers	<input checked="" type="checkbox"/>	Edit
Job Listings	<input checked="" type="checkbox"/>	Edit

- Click **Add Menu Link**
- **Add Link Title** – this will be the link text in the menu
- **Add Link** – URL where the navigation item is pointing
- **Enabled** – Should be checked unless you want the item hidden
- **Link Description** – Shown when hovering over the link, also used in SEO
- **Parent Link** – If the menu item should appear when another item is selected. For example, if you are creating a navigation item for 'Job Listings' and you want 'Job Listings' to appear as a sub menu of 'Careers', the Parent Link would be 'Careers'.

Content Structure Appearance Extend Configuration People Reports Help

Add menu link ☆

Home » Administration » Structure » Menus » Main navigation

Menu link title *

The text to be used for this link in the menu.

Link *

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.

Enabled

A flag for whether the link should be enabled in menus or hidden.

Description

Shown when hovering over the menu link.

Show as expanded

If selected and this menu link has children, the menu will always appear expanded.

Parent link

The maximum depth for a link and all its children is fixed. Some menu links may not be available as parents if selecting them would exceed this limit.

Weight

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.

Save

Homepage

Managing the Carousel

- Click on **Content** in the navigation menu.
- Scroll through the list or use the search field to select type **Home Page**
- Click **Filter** to show the homepage

Content Structure Appearance Extend Configuration People Reports Help

Content ☆

Content Files

Home » Administration

+ Add content

Published status Type Title Language

- Any - Home Page [] - Any -

Filter

Action

- Click **Edit** on the right-hand side to view the Home Page edit screen
- Click **Add Banner Image**

Note: Add one "Video banner" or add multiple "Image banners".

Add Banner Image ▼ to *Banners*

- Enter the information for the banner

✚ Banner Image Remove

Image *

No file chosen

One file only.
256 MB limit.
Allowed types: png gif jpg jpeg.

Heading *

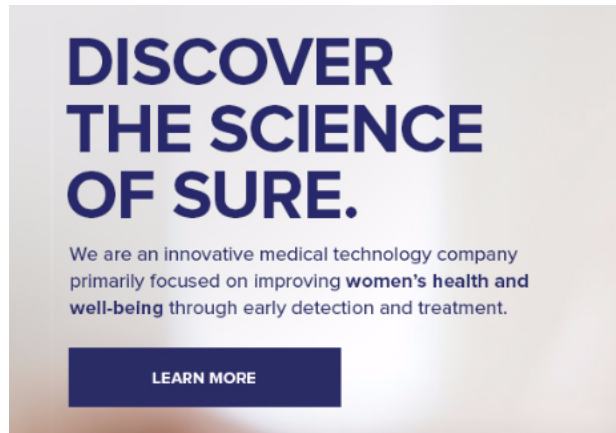
Body

B I U S x² x₂ I_x | | |

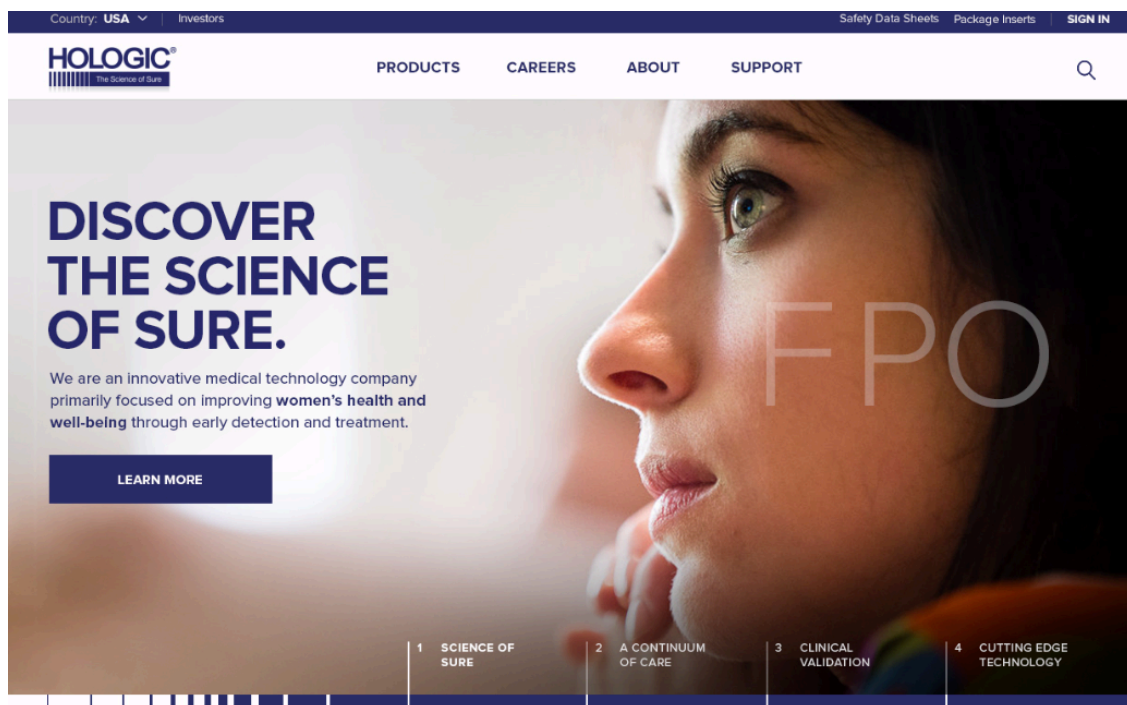
| Format ▾ | Styles ▾ | Source

Text format [About text formats ?](#)

- **Upload Image** – Click this button to select an image from your device
- **Heading** – This is the large header text
- **Body** – This is the sub-head text



- **Link** – Add the link the user will click
- **Alternative Text** – This is the text that will show up if images are turned off. Also used in SEO.
- **Link Text** – The user call-to-action in the button (e.g. Get Started)
- **Label** – This is the label for the carousel slide that will be shown in the lower right pager area



- Once your edits have been made, click **Save and Keep Published** at the bottom to update the live site.

Adding a Video to the Top Banner

It is not recommended to mix video and regular banners. Either show multiple static slides, or one video slide.

- From the Edit menu on the Home Page screen, click **Add Banner Video**
- **Video** - Enter the URL of the video
- **Heading** – The heading text to be overlaid
- **Image** – This is the thumbnail of the video that will be shown until the user clicks to play. The ‘play’ button is overlaid automatically, it does not need to be included in the thumbnail image.

BANNERS


✚ Banner Video Remove

Video *

Enter the YouTube URL. Valid URL formats include: http://www.youtube.com/watch?v=1SqBdS0Xkv4 and http://youtu.be/1SqBdS0Xkv4
YouTube video ID: v8XuC-5tWJE


Heading *

Image *



Alternative text

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

 beautiful-wallpaper-download-14.jpg (524.91 KB) Remove

When you click on this image, the video will start playing.

Label

This text will be displayed in the pager area.

- **Label** - This is the label for the slide that will be shown in the lower right area.

Managing Featured Items

Adding a featured item is similar to how they are selected on the **Create Product** page.

FEATURED PRODUCTS

✚

Add

- Aptima Combo 2 test for CT/NG
- Affirm prone biopsy system

- You can also feature an Article using the same process.

[SHOW LOW WEIGHTS](#)

FEATURED ARTICLES

✚

Add another item