

MERGE ATLANTA

CMS User Manual
for
Munson Healthcare



Basic Administration

Site Management

- Manage Users
- Universal Navigation

eTools

- Classes & Events
- Form Builder
- Media Center
- Physician Directory
 - Locations

Content Management

- Departments & Content
- Micro & Side Navigation
- CTA Blocks
- Services A-Z
- Homepage Construction
- Landing Page Construction
 - Services
 - Hospitals

Welcome to the Dashboard!

The screenshot shows the AVIDCMS Web Site Management Console dashboard. At the top left is the logo 'AVIDCMS Web Site Management Console'. At the top right are two buttons: 'Visit Site' and 'Log Out'. On the left side, there is a vertical menu of icons for various management tasks: Manage Users, Department and Content, Global Settings, Universal Navigation, Homepage, Conversions & Advertisements, Footer Management, Mobile Navigation, and Subsites. The main area is titled 'AVID eTools™' and contains several sections of management tools:

- Classes & Events:** Manage Classes, Manage Templates, Manage Locations, Manage Tags, Manage Categories.
- Form Builder:** Manage Forms, Manage Default Set.
- Media Center:** News Articles, Photo Galleries.
- Physician Directory:** Physicians, Practices, Specialties, Home Content.

You may have more or less options depending on what you need to do in the site.

- Left side = global changes (basic website things)
- Center = eTools (specific to Munson things)

Manage Users

AVIDCMS
Web Site Management Console

Visit Site Log Out

Manage Users

- View Users
- Add User
- User Activity Log

Department and Content

Global Settings

Universal Navigation

Homepage

Conversions & Advertisements

Footer Management

Mobile Navigation

Subsites

Classes & Events

Form Builder

Media Center

Physician Directory

Manage Classes

Manage Locations

Manage Categories

Manage Forms

Manage Default Set

News Articles

Photo Galleries

Physicians

Specialties

Practices

Home Content

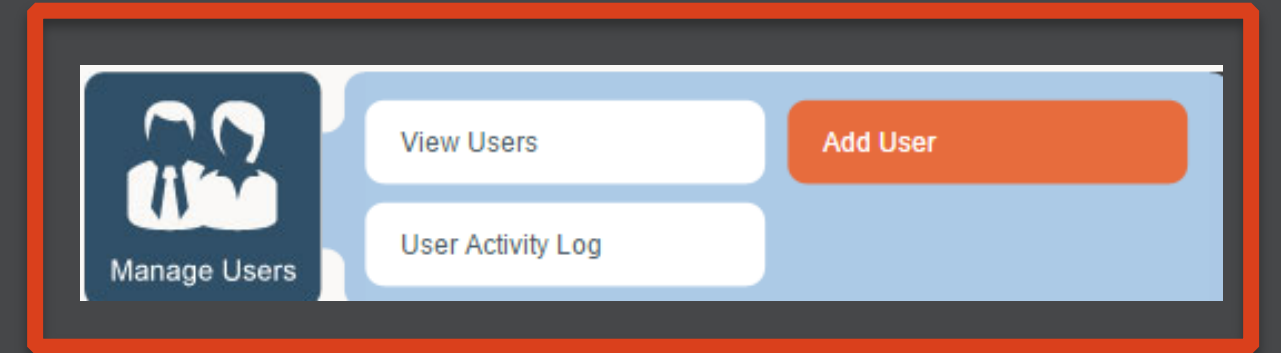
Manage Templates

Manage Tags

What Can I do Here?

- Add new users
- Check out and edit current user permissions
- Change and re-set passwords

Manage Users : Adding a New User



Fill out form on first page to create username

On second page:

- Set an initial password
- Add a role
- Select menu access

Understanding Roles:

- Site Administrator

All permissions and access

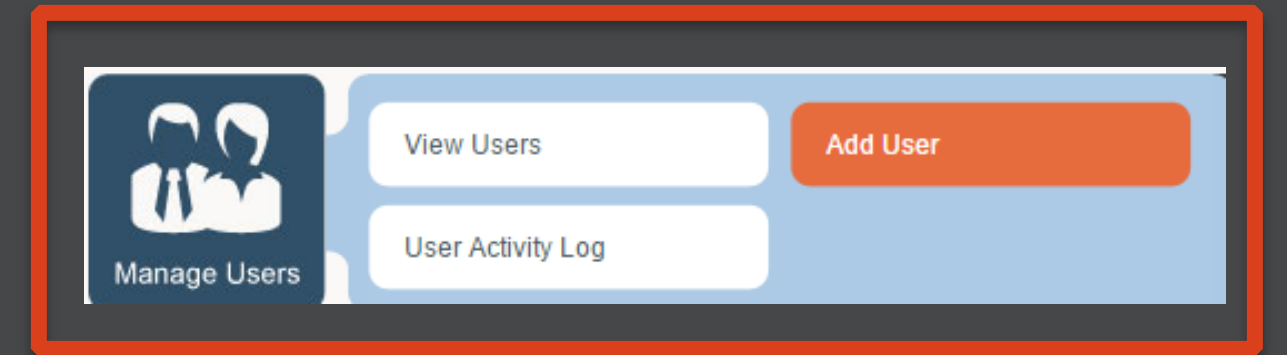
- Publisher

Can make and approve changes

- Contributor

Makes changes that must be approved before going live.

Manage Users : Adding a New User



Restricting Access:

Choose one of the following:

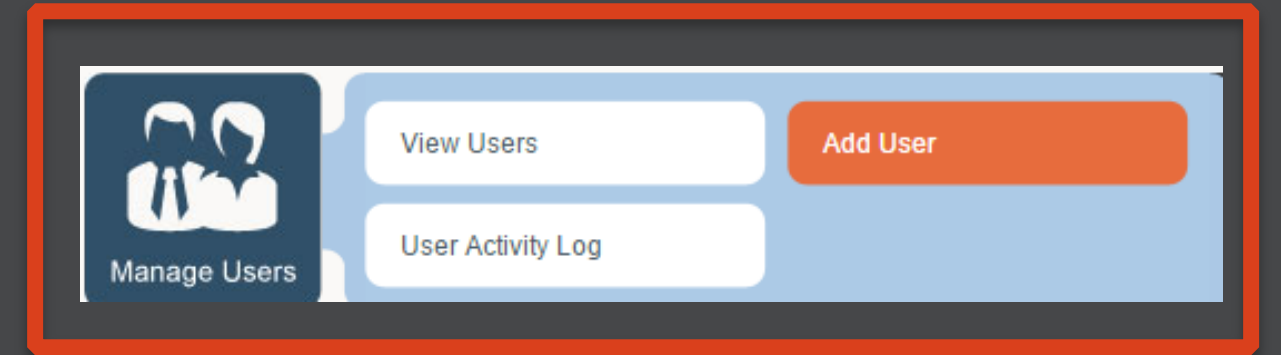
“Department Content Contributor” or
“Department Content Publisher” and the
specific area of the site where the user
should be able to make edits

*Pro-Tip: Department-level users can have more than one role.
This is useful if one person needs access to multiple areas, but
not the entire site.*

A screenshot of a web form titled 'Add Role'. The form has three main fields: 'Capability' (set to 'Department Content Contributor'), 'Department' (set to 'Bariatric Program'), and 'Approver' (set to 'Please select'). A dropdown menu is open for the 'Approver' field, listing several names: 'Please select', 'AVID User', 'Meredith Rose', 'Whit Stuart', 'Justin Small', 'Duan Threatt', 'Terry Bohach', 'Content Admin', 'Creative Admin', 'AMPM Admin', 'Carol Prunsk', 'Christina Chavira' (highlighted in blue), 'Sharon Cuglietta', 'Nicole Johansson', 'Deanna Reed', 'Ben Doolittle', 'Victoria Rodgers', 'Keir Bradshaw', and 'Tim Voyles'. There is a 'Cancel' button to the right of the dropdown. The background shows a blurred view of a website with various content management options.

*This user can make edits to Bariatric pages, but they
will not go live until an administrator approves and
publishes the page. Christina will get an email
whenever a page is ready for review.*

User Management: Help, I'm Stuck!



Common Issues:

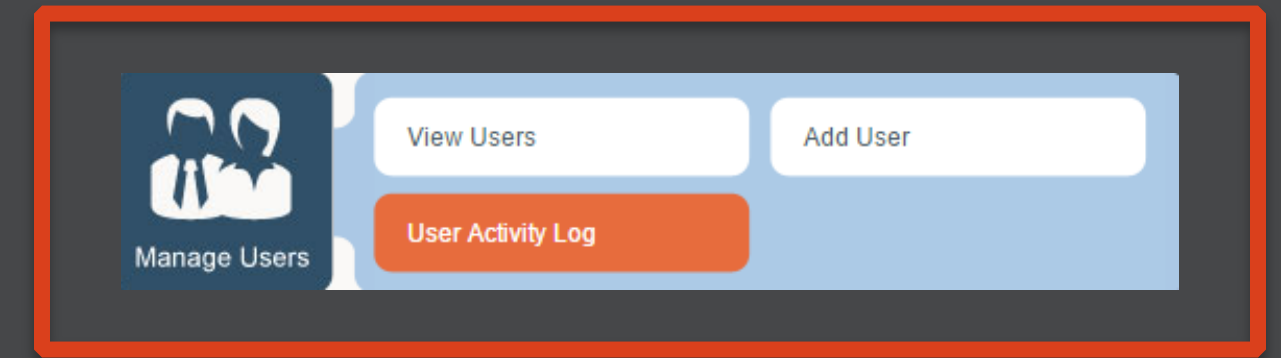
If your user can't see what they need to, remember:

- Add a role under “capabilities management”
- Ensure the correct boxes are checked under “menu access management”
- You can give users permission to make changes to the whole site (site contributor & publisher) or a specific department (department contributor & publisher). Ensure they have access to the correct department.

To Update Passwords:

- Use the “View Users” option and edit a specific user

User Activity Log



View change log that can be filtered based on:

- User
- Action
- Type (where the change occurred)

User Activity Log

User: Action: Type:

Date	User	Action	Type	Additional Info
12/04/2014 15:53:28	keyonda Noel, Keyonda	Login	User	User: keyonda
12/04/2014 15:35:00	keyonda Noel, Keyonda	Update Record	Content	Content Page: 409
12/04/2014 15:34:17	keyonda Noel, Keyonda	Update Record	Conversions	GMC HealthConnect Si Support: 1 866 735 296
12/04/2014 15:31:34	keyonda Noel, Keyonda	Update Record	Content	Content Page: 409
12/04/2014 15:31:07	keyonda Noel, Keyonda	Update Record	Content	Content Page: 409
12/04/2014 15:25:44	keyonda Noel, Keyonda	Update Record	Content	Content Page: 409
12/04/2014 15:22:09	keyonda Noel, Keyonda	Update Record	Content	Content Page: 409
12/04/2014 15:21:02	keyonda Noel, Keyonda	Insert Record	Conversions	GMC HealthConnect Si Support: 1 866 735 296
12/04/2014 15:18:21	keyonda Noel, Keyonda	Login	User	User: keyonda
12/04/2014 10:07:27	keyonda Noel, Keyonda	Update Record	Content	Content Page: 161
12/04/2014 10:06:15	keyonda Noel, Keyonda	Login	User	User: keyonda

Keyonda accidentally put a link into the wrong page yesterday, but now she can't remember which page. We can filter by her username to see exactly where in the site she's been working and use the hyperlinks in "additional info" to navigate directly to that page.

Departments & Content

AVIDCMS
Web Site Management Console

Visit Site Log Out

AVID eTools™

Manage Users

Department and Content

Global Settings

Universal Navigation

Homepage

Conversions & Advertisements

Footer Management

Mobile Navigation

Subsites

Events

Form Builder

Media Center

Physician Directory

Manage Classes

Manage Locations

Manage Categories

Manage Forms

Manage Templates

Manage Tags

Manage Default Set

News Articles

Photo Galleries

Physicians

Specialties

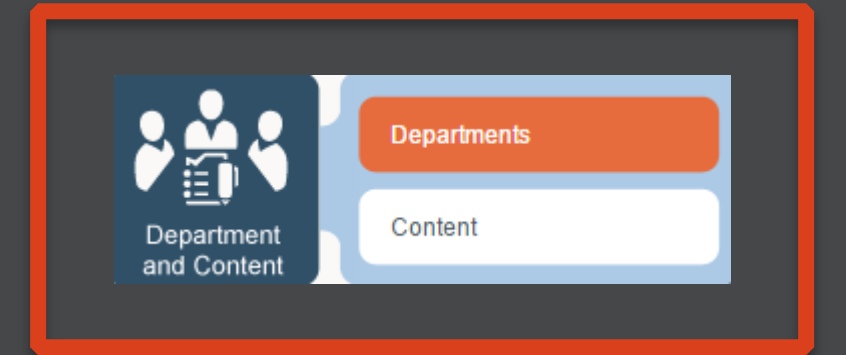
Practices

Home Content

What Can I do Here?

- Add, update and edit department information
- Manage banners
- Add, update, edit and organize content pages
- Assign dynamic & related content

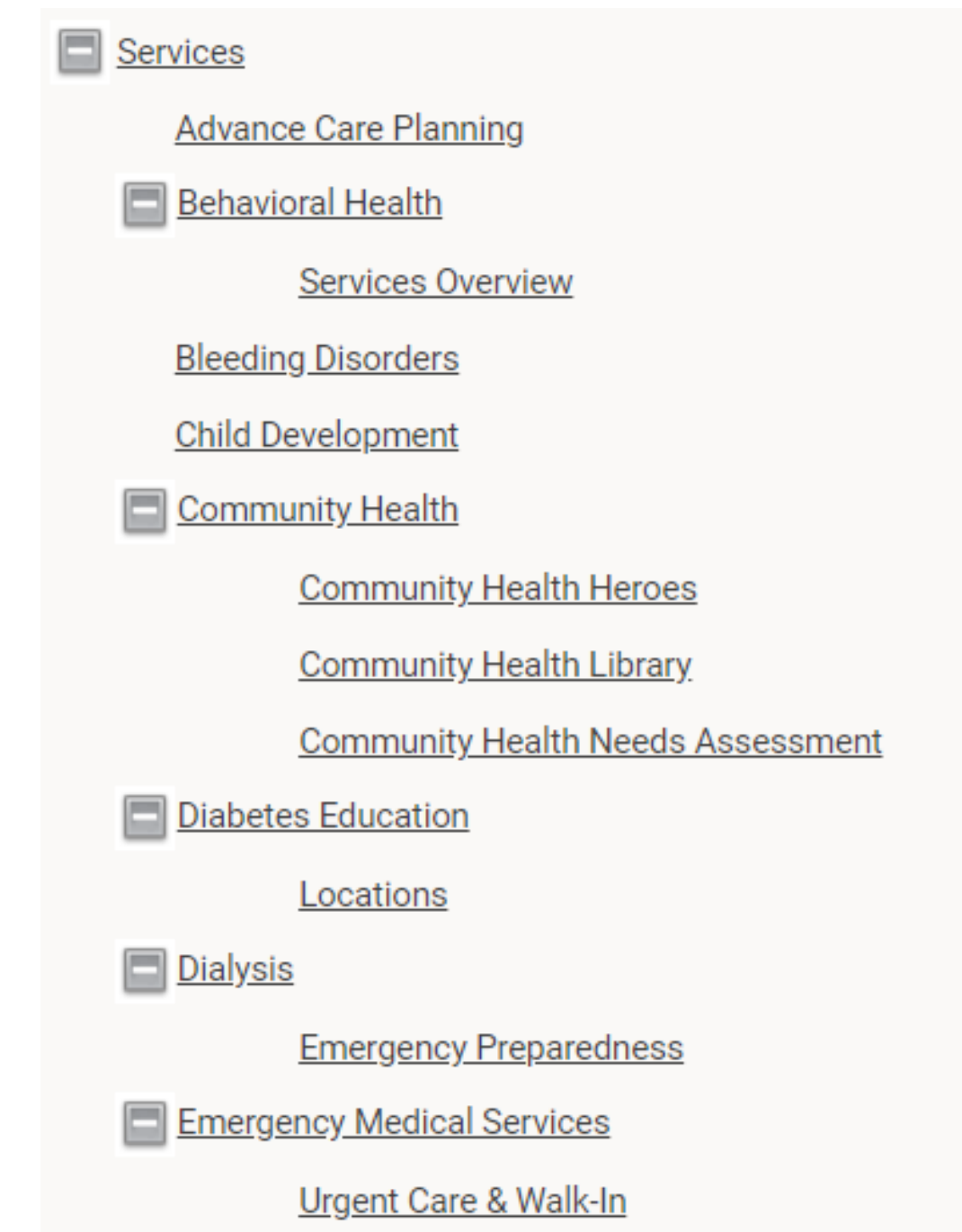
Departments



What are Departments?

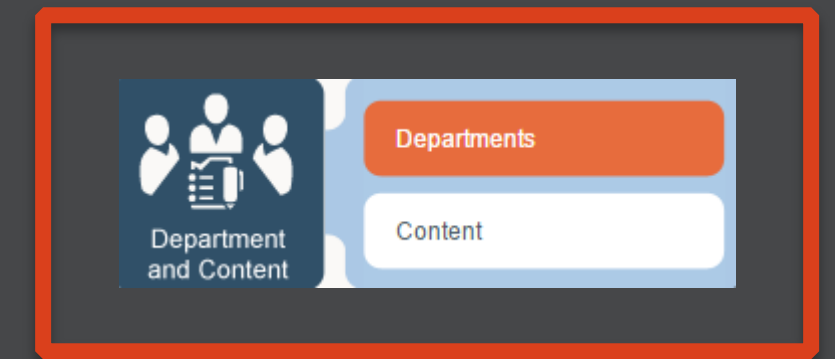
A group of pages that share information like:

- Left navigation
- Related Physicians
- Locations
- Banners
- Related Classes & Events



An example of department and sub-department structure

Departments



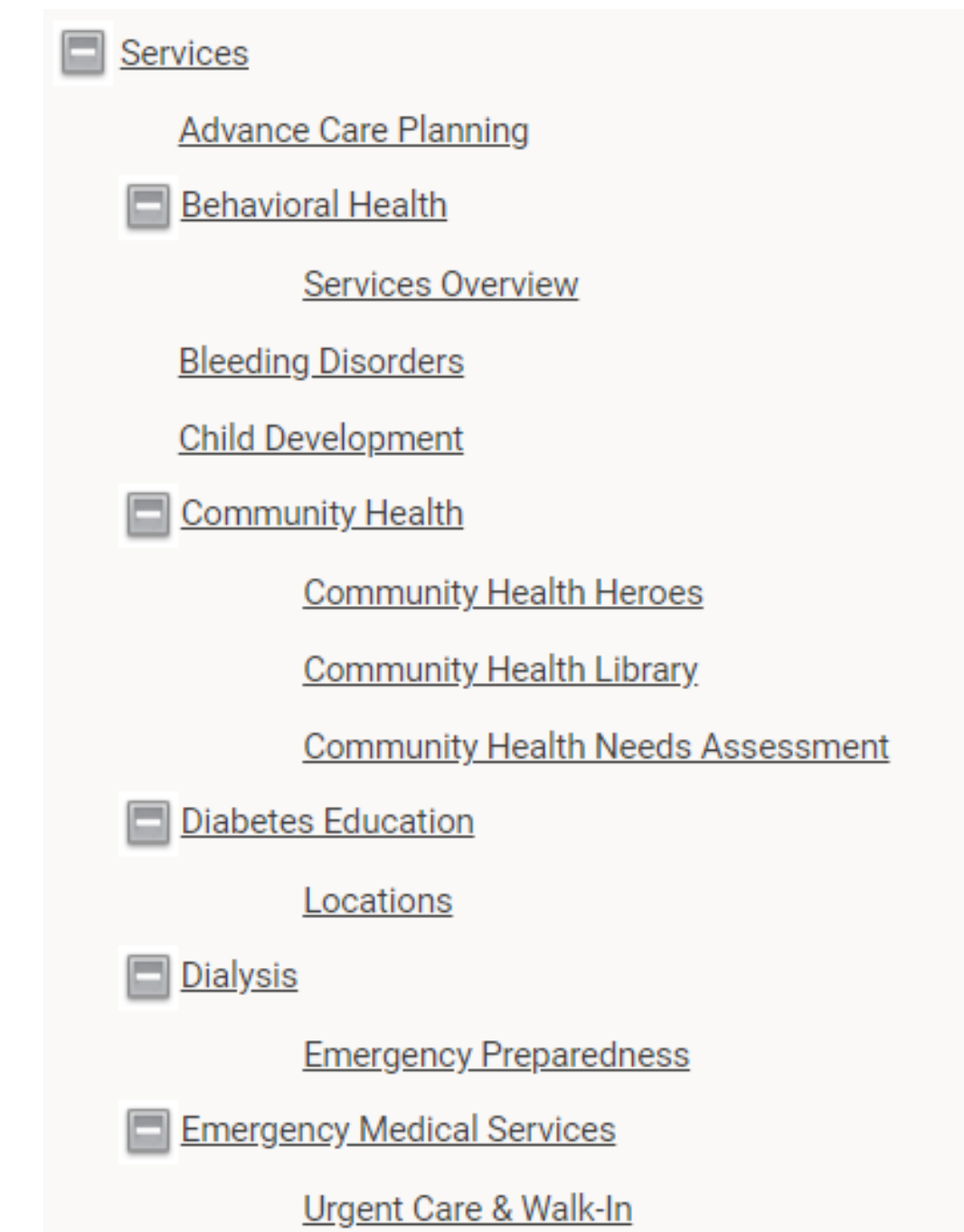
Should I make a new Department?

Checklist:

- ✓ I have a group of pages that relate to one another
- ✓ This group of pages will likely needs its own left navigation
- ✓ These pages will have similar locations & related physicians

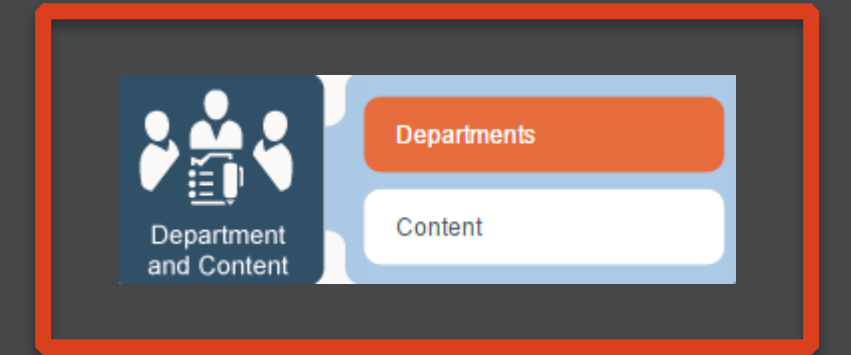
Is this a sub-department?

Group of pages belongs under an already existing department, but need further division for a dedicated banner, navigation group, or related content



Urgent Care lives within Emergency Medical Services, but has its own navigation and locations separate from Emergency Rooms.

Departments



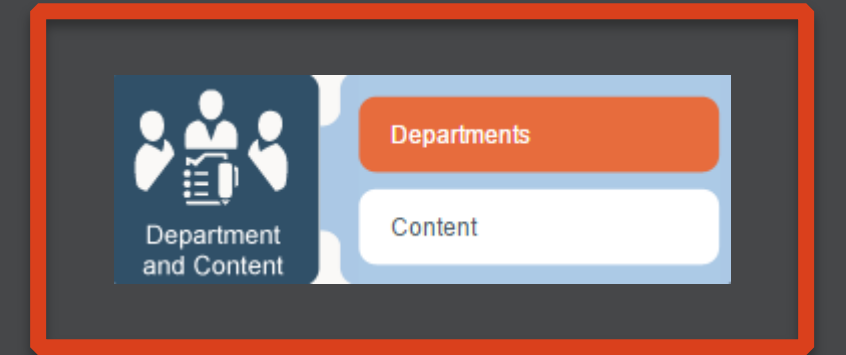
Adding a New Department

- Give the department a name (remember: this name will show up in the breadcrumb navigation & in the friendly URL)
- If a sub-department, the parent department is where it will “live”
- Hit “departments” to return to this view later – click on a department name to edit a department and assign a navigation group or banner

Dept Name	<input type="text" value="New Department"/>
Parent Department	<input data-bbox="2612 802 3158 846" type="text" value="No Parent"/>
Subsite	No Create Subsite
Navigation Group	<input data-bbox="2612 921 3185 964" type="text" value="Please Select"/>
Exclude from Sitemap	<input data-bbox="2612 977 2712 1020" type="text" value="No"/>

After you create a navigation group, you will assign it here, on the department screen.

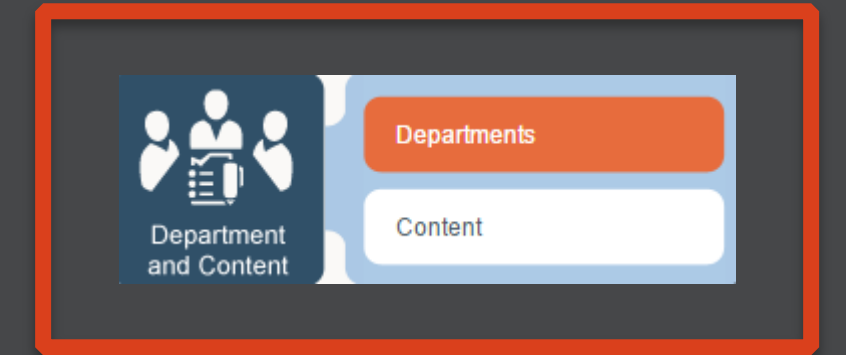
Departments



Assigning a Banner

- Scroll down and hit orange “Banner Config” button
- Full = You choose any image and may add a custom text overlay
- Banners will appear on every content page in the department

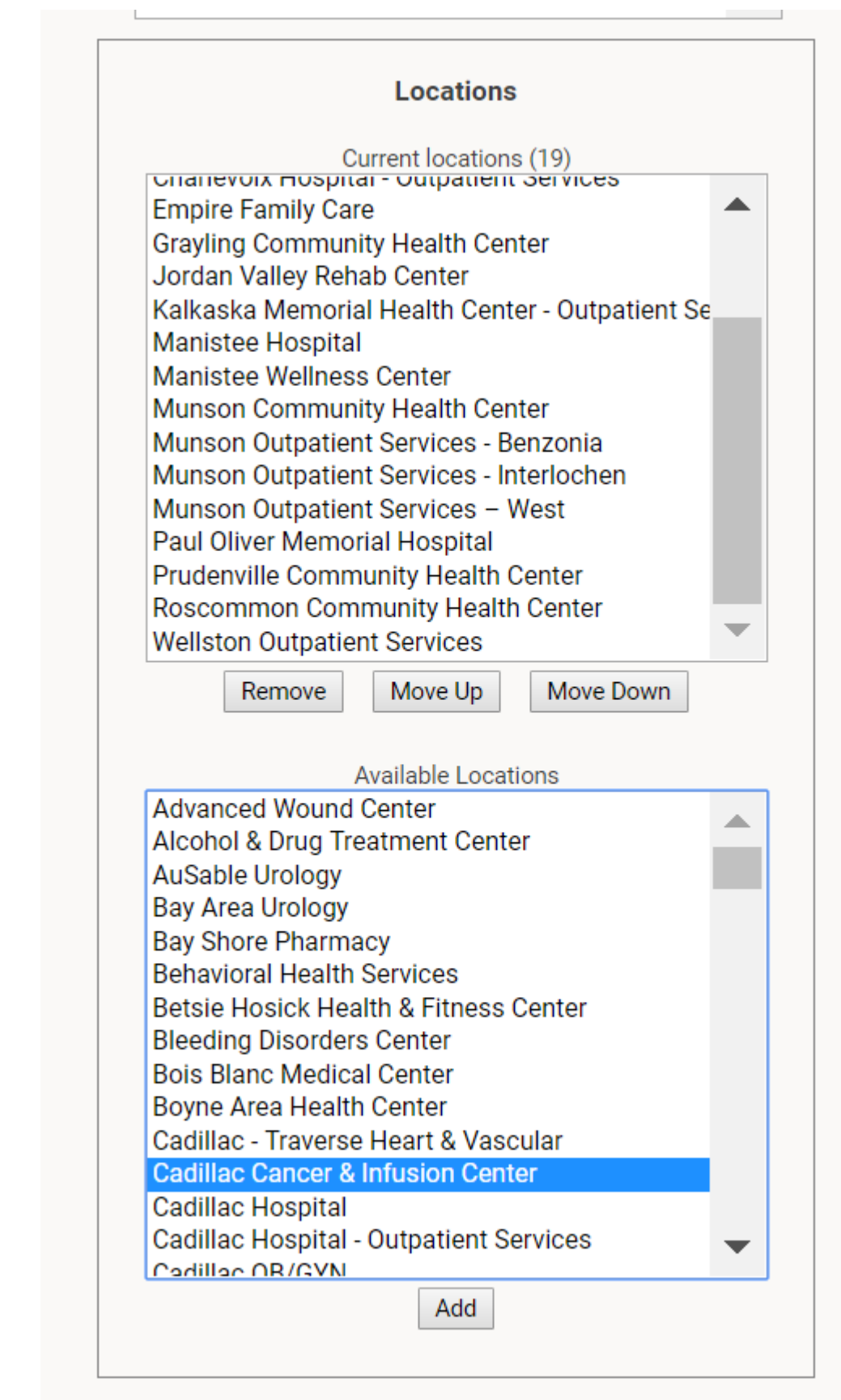
Departments



Assigning Locations

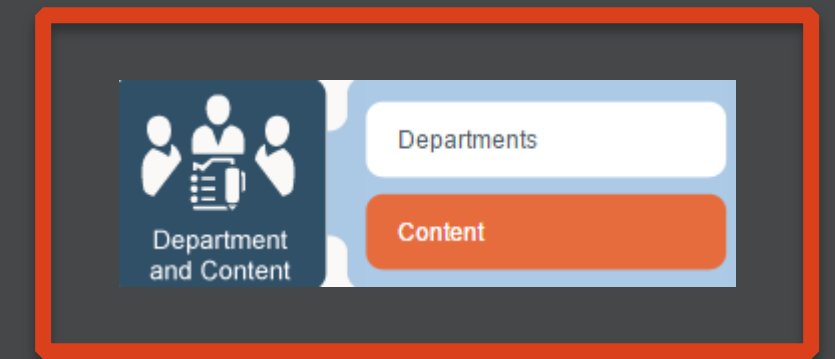
For locations to show up dynamically on content pages, assign them here at the department level.

- Step 1: Ensure location has been added into the Locations Tool
- Step 2: Pick the correct department, then scroll down to the locations box. Highlight the location and click add.



Clicking "add" means that Cadillac Cancer & Infusion Center will show up on all the pages in this department.

Content



Content pages, organized by department

Items editable in this area include:

- Page content
- Metadata
- Where pages “live”
- In-content links and images

Content by Department Content by Search [Create New Page](#)

Departments by Name | **Departments A-Z**

Services ▼
Sports Medicine ▼
PT & Rehab ▼

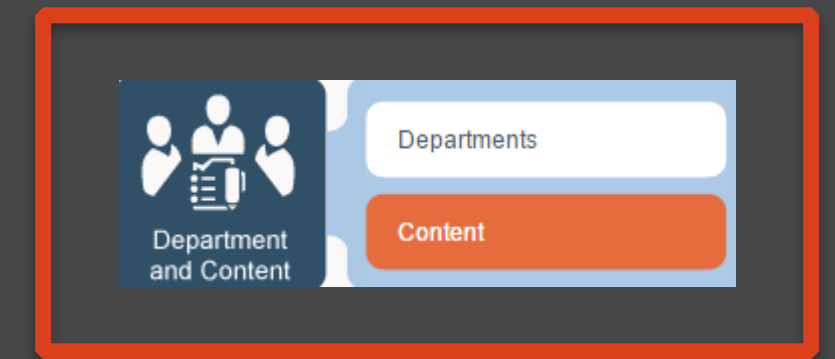
Department: PT & Rehab

ID	View	Page / Item Title	Aprvd	Act	History	Action
572	View	Physical Therapy & Rehabilitation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5	Select Action ▼
574	View	Concussion Rehabilitation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2	Select Action ▼

Multiple ways to find a content page:

- 1) Click “Content by Search” & enter keywords
- 2) Navigate via department on the dropdowns to the left to find a corresponding list of pages.

Content



Setting up a new page:

- Header = What will appear on the content list page
- Friendly URL = Will display at the end of the actual URL. Make this as short as possible.
- Click “use header” to auto-generate a friendly URL
- “Update/Validate” will auto-format.
- Private Page = Yes will require users to have a password (set at department level)

[Return to Content List](#)

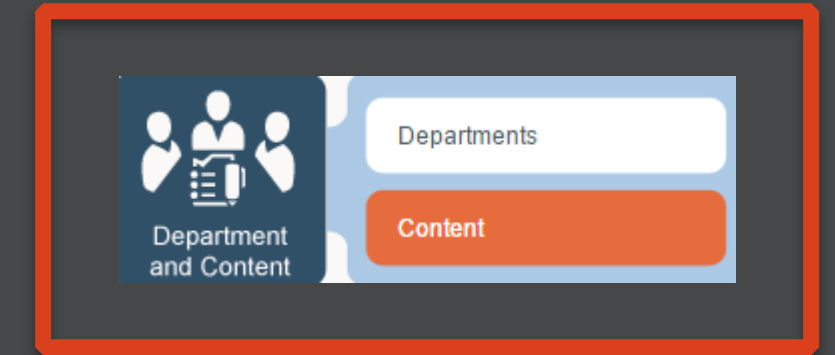
ID:	572	History:	5
GUID:	8240fdf3-3c98-4920-8abc-89720278e18d	Department:	688 - "PT & Rehab" Move View
Dept. Home Page:	Yes	Legacy URL:	<input type="text"/> Update URL
Page Layout:	<input type="text" value="Main Content Page w/ Locations"/>		
Header:	<input type="text" value="Physical Therapy & Rehabilitation"/>		
Friendly URL: View Page	<input type="text" value="physical-therapy-rehabilitation"/>	Use Header	Update/Validate
This is the Homepage			
Private Page:	<input type="text" value="No"/>	Active:	<input type="text" value="Yes"/>
Last Updated:	5/5/2018 3:38:38 PM	Approved By:	laurab
Page Owner:	laurab	Approved Date:	3/13/2018 12:18:38 PM
Exclude from Sitemap:	<input type="text" value="No"/>		
Start Date / Time:	<input type="text"/> <input type="text"/>	(hh:mm AM/PM)	
		press A for AM and P for PM	
End Date / Time:	<input type="text"/> <input type="text"/>		

Pro-Tips:

Click the “View Page” link next to friendly URL to see what your page looks like to a user.

Click the number next to “history” to restore an old version of a page

Content



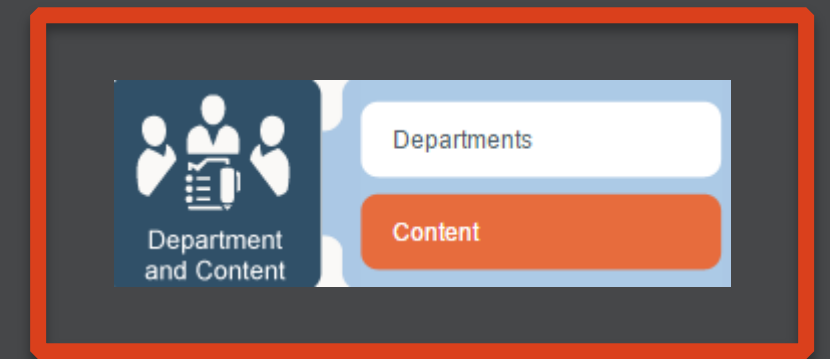
A quick guide to metadata

- Page Title = Will display in Google Search results and at the top of the web browser
- Description = will display on Google search results as teaser text. Make this 160 characters or less. If you were going to tweet about this page, what would it say? (hint: don't just copy/paste text from the page. Make it unique!)
- Keywords = Skip this section! SEO Robots don't find this information important.

Page Title:	<input type="text" value="Physical Therapy & Rehabilitation"/>
Page Description:	<input type="text" value="Munson Healthcare assists patients in restoring movement, strength, & optimal health through our rehabilitation services at locations throughout northern Michigan."/>
Page Keywords:	<input type="text" value=""/>

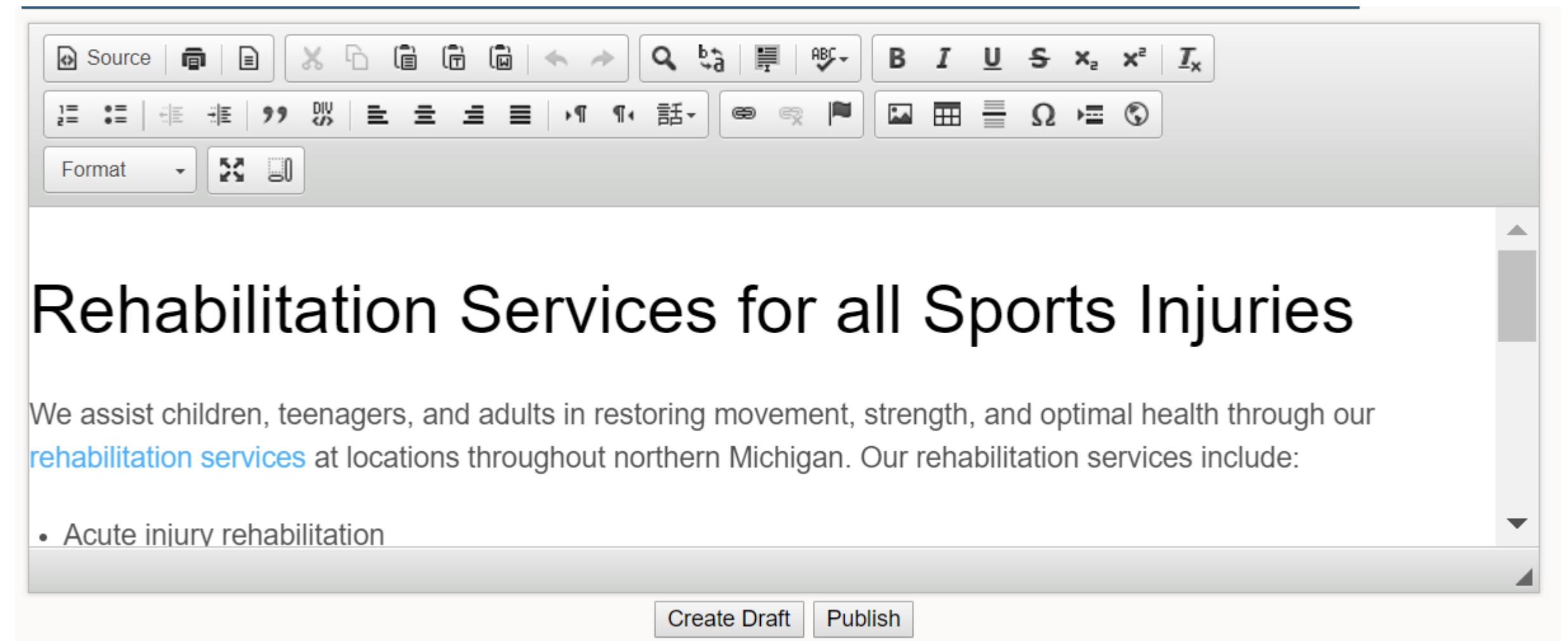
Don't skip this section! Filling in Page Title & Description makes it MUCH more likely that your page will show up in Google & other organic search results. Always be BRIEF and HONEST about what's on this page.

Content

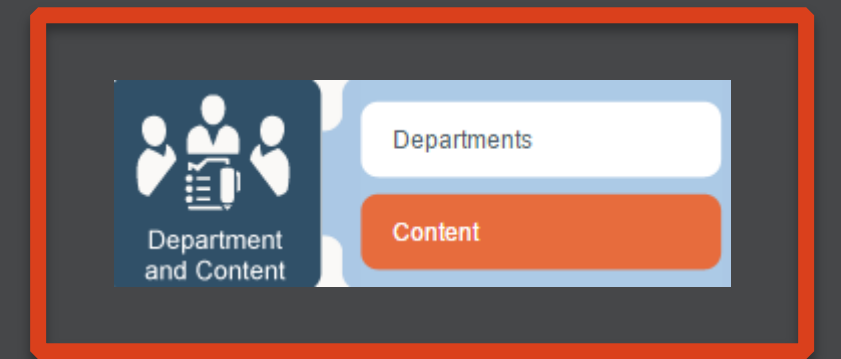


Adding Content

- Type in the white box just like you would a word document.
- Need to copy/paste? DO NOT copy/paste directly into the white box. Instead, use the “paste as plain text” or “paste from word” options (button diagram on next page)
- “Create Draft” will save your work during content creation. “Publish” will save & also push the page to the live site.



Content

A rich text editor toolbar with various icons for editing and formatting. Callout boxes provide descriptions for several key features.

Displays the page's HTML code. Click this again to see normal view

Paste as plain text: removes all formatting and hyperlinks

Paste from Microsoft Word: Keeps old content formatting and hyperlinks

Spell check

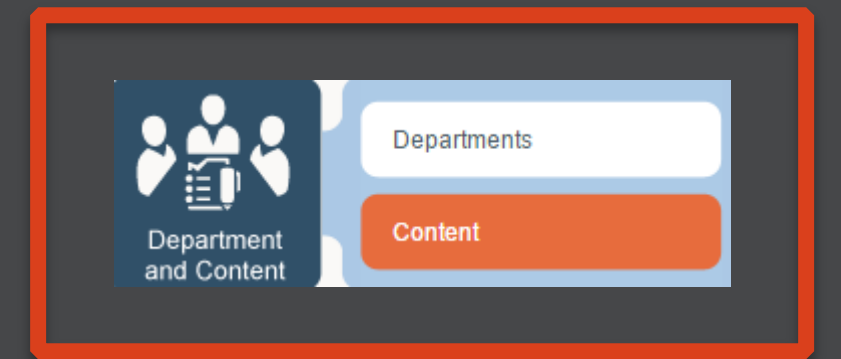
Bold (ctrl+b)
Italic (ctrl+i) Underline (ctrl)+u

Find/Find and Replace: Helpful to change text (ex: Change "MMC" to "Munson Medical Center")

Select all: Hit "Ctrl + a" for quick access

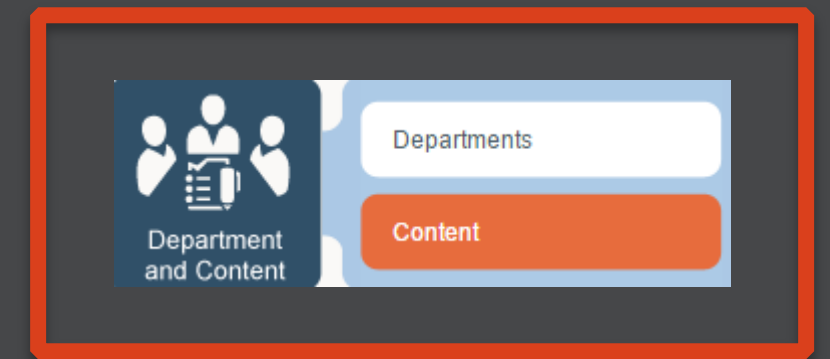
Remove text formatting

Content

A rich text editor toolbar with various icons for editing and formatting. Callout boxes provide instructions for several key features:

- Bullets and numbering:** Points to the list creation icons.
- View text editor in full-page mode. Click this again to return to normal view:** Points to the full-screen icon.
- Set text alignment:** Points to the text alignment icons (left, center, right, justified).
- Create a table for special text formatting:** Points to the table icon.
- Insert a page break for user-friendly printing:** Points to the page break icon.
- Assign format (Heading 1, Heading 2, Heading 3, Paragraph, etc):** Points to the 'Format' dropdown menu.
- Highlight text and click this link to add or a hyperlink:** Points to the link icon.
- Insert an image (from library or upload new image):** Points to the image icon.

Content



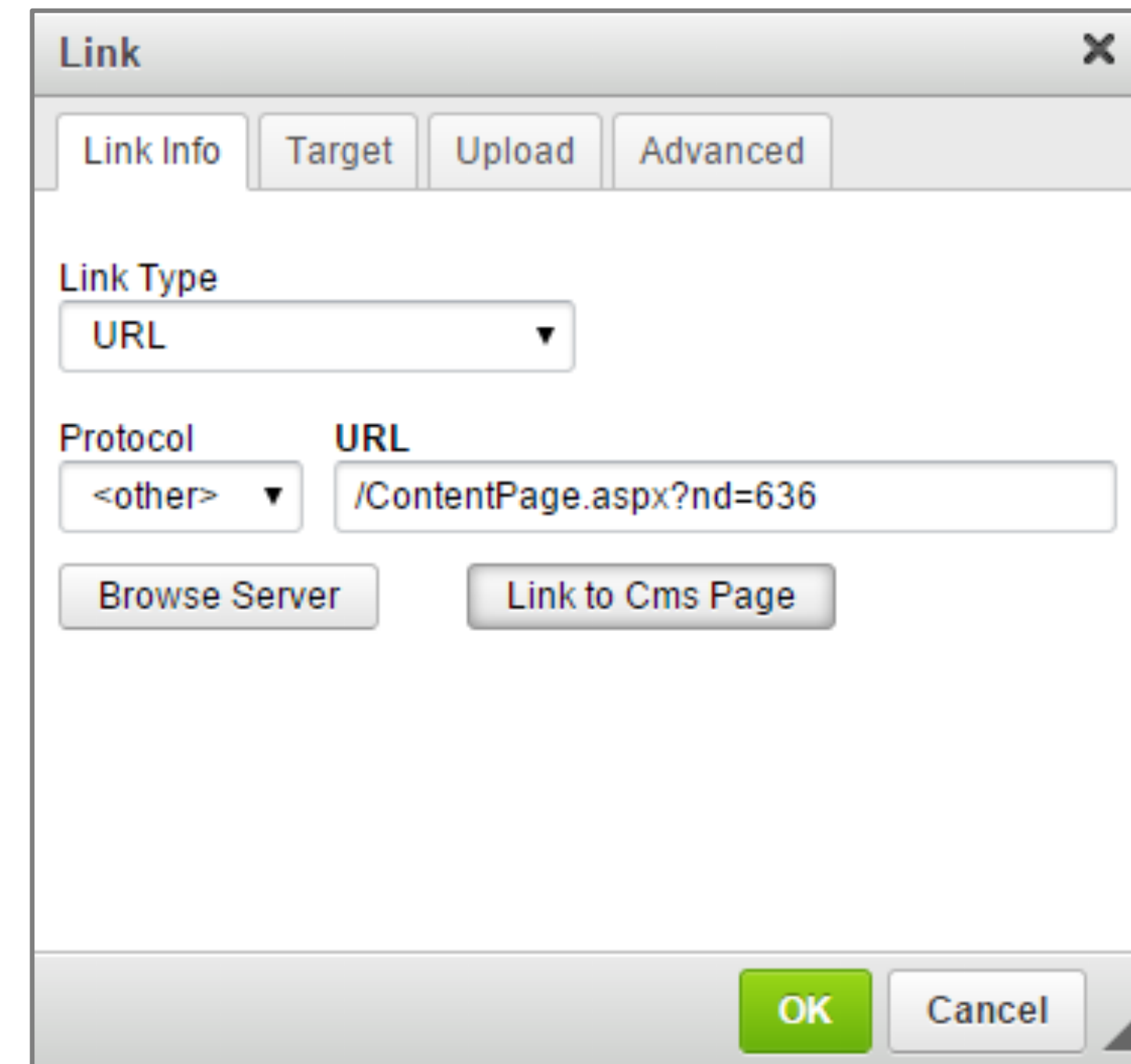
Adding a Hyperlink

Step 1: Choose link type:

- URL – to another page
- E-mail
- Anchor – to a certain point within a page

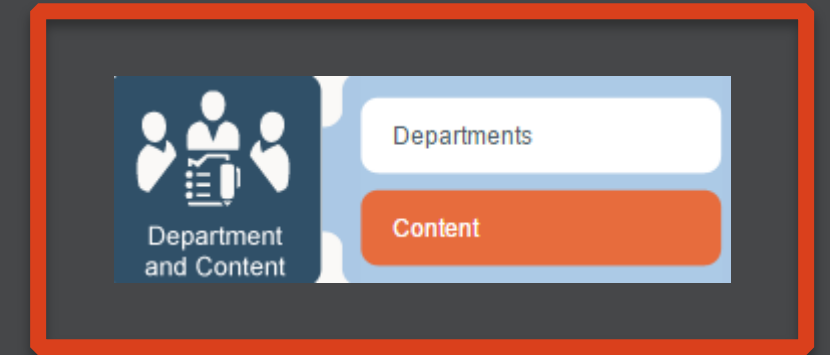
Step 2: Choose link destination:

- Document: click “browse server” (browse your site’s document library) or “upload” (upload a new document)
- Page within your website: click “Link to CMS Page”
- Anywhere else on the web: type in web address – remember to click the “target” tab & select “open in new window” if your link goes outside your website.



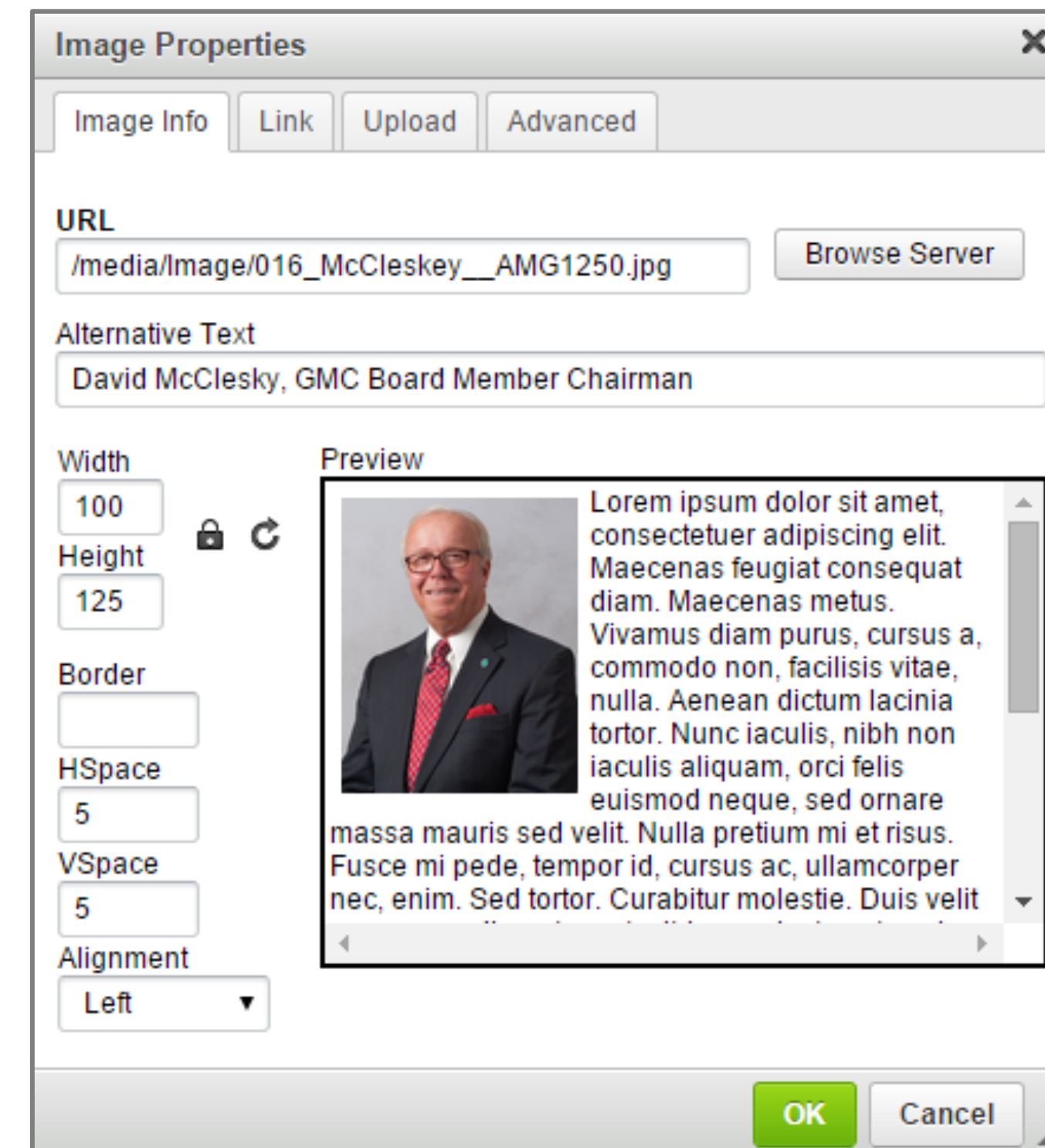
Pro-Tip: NEVER copy/paste the friendly URL into this box! Your hyperlinks should always have this structure & link to the page's ND number. Using the friendly URL skews our site tracking information AND puts your links at a higher risk of breaking.

Content



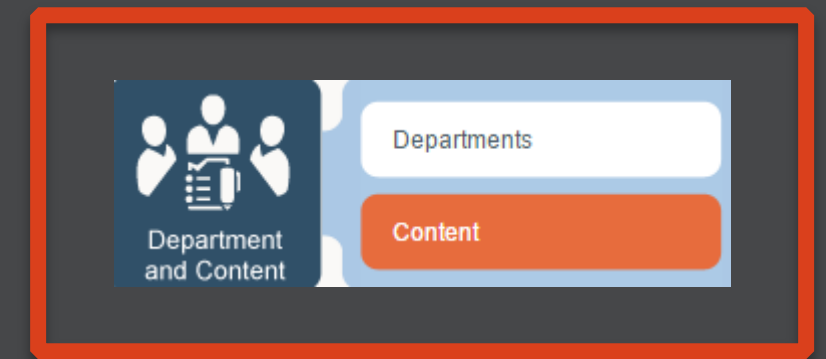
Adding an Image

- Choose “Browse Server” for images that have already been added
- New image? Click the upload tab. This will add the image to your site’s image library AND insert it into your page.
 - After uploading click “send to server”
 - Add a short description of the image in the alt text box
- Hspace and Vspace adds a buffer between the image and text
- Choose “left” or “right” to wrap your text around the image.



Pro-Tip: Don't forget to insert a quick description in alt text! This helps our search engine value AND keeps our site in compliance for disabled/ vision impaired users.

Content



Help! I messed up my page!!!

Don't panic! We planned for that.

- If you need to go back to an old version of a page, go to the top of the page and click the number next to "history"
- View old versions of the page until you find the one you'd like to restore
- Click "save draft" upon finding the correct version
- This version of the page will remain in draft mode until you publish.

The screenshot shows a web content management system interface. At the top, there is a navigation bar with tabs for 'Users', 'Department & Content', 'Global Settings', 'Universal Nav', 'Homepage', 'eTools', and 'Subsites'. Below the navigation bar, there is a 'Return' link. The main content area displays a page with the ID '16' and a long alphanumeric string '5d8ed768-73e3-47f0-a3e7-c9325f38f204'. A 'History: 45' button is highlighted with a red box. Below this, there are several input fields and buttons, including 'Set as Home', 'With Conversions', 'Board of Directors', 'board-of-directors', 'Use Header', 'Update/Validate', 'Active: Yes', and 'Approved By: devadmin'. A table with columns 'Change Date', 'User', 'Comments', and 'View' is visible, showing a list of changes. The table has a red header row for the selected version: '11/20/2014 10:20:10 AM' by 'keyonda'. Below the table, there is a 'Save Draft' button. At the bottom, there is a section titled 'Our Board of Directors' with two entries: 'David McCleskey, Chairman, Lawrenceville, GA' and 'Manfred Sandler, MD, Vice Chairman, Lawrenceville, GA'.

Change Date	User	Comments	View
11/24/2014 03:21:08 PM	keyonda		View
11/24/2014 03:20:27 PM	keyonda		View
11/20/2014 10:20:10 AM	keyonda		View