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!

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)

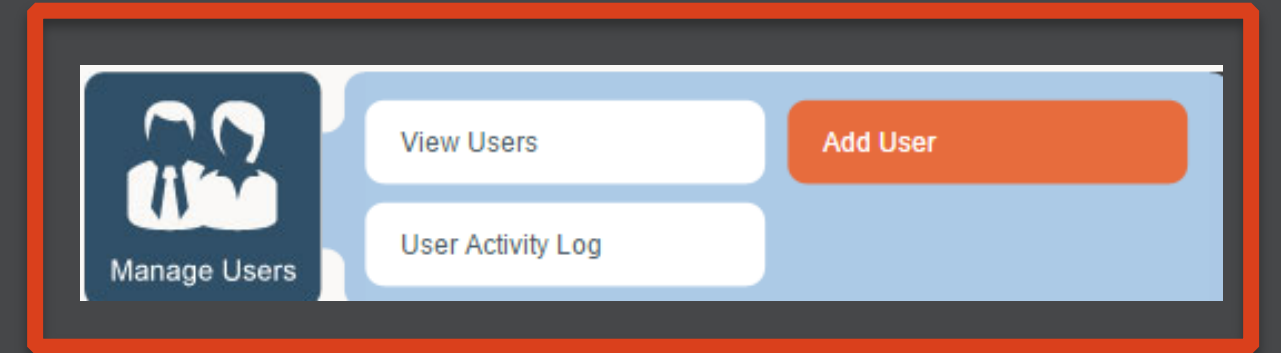# Manage Users

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
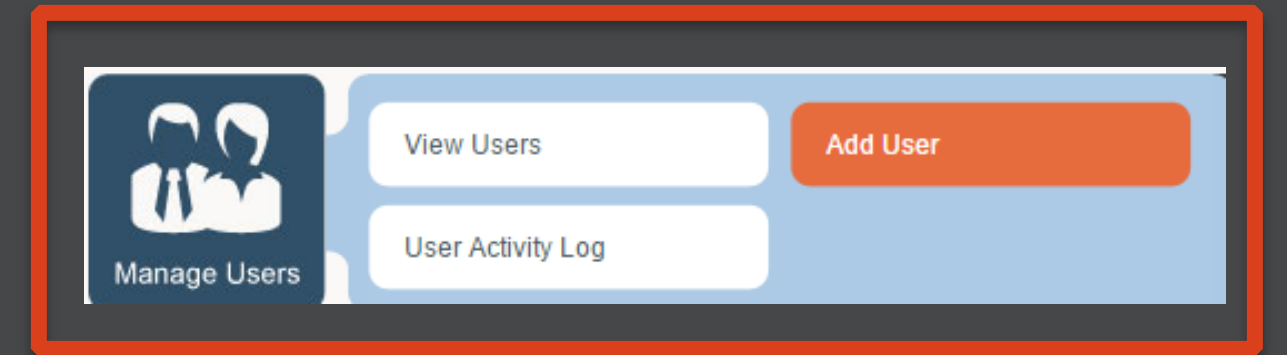
  All permissions and access

- Publisher

  Can make and approve changes

- Contributor

  Makes changes that must be approved before going live.

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.

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!
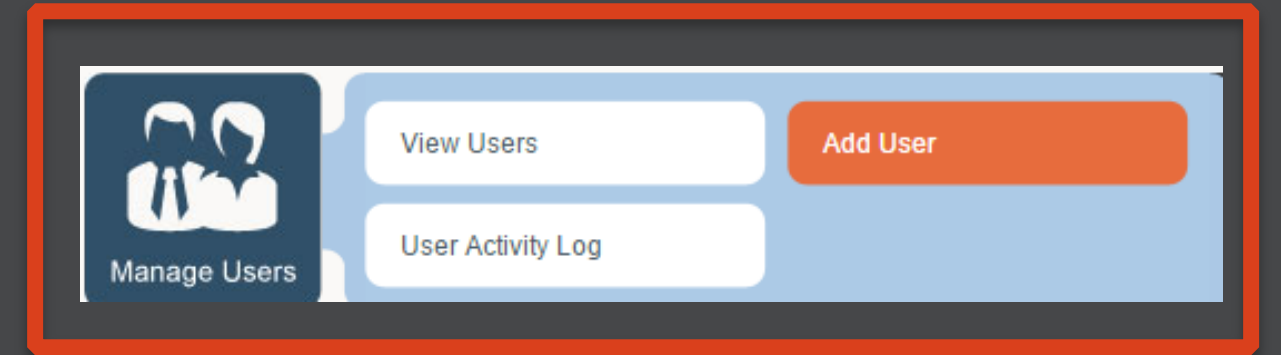
Common Issues:

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
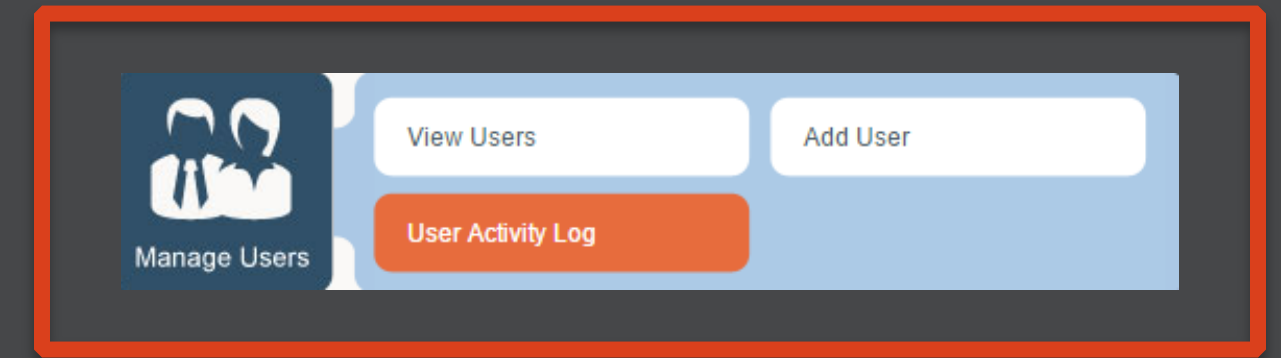
View change log that can be filtered based on:

- User

- Action

- Type (where the change occurred)

User Activity Log

User: keyonda ▼	Action: All Actions ▼		Type: All Types ▼	

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.
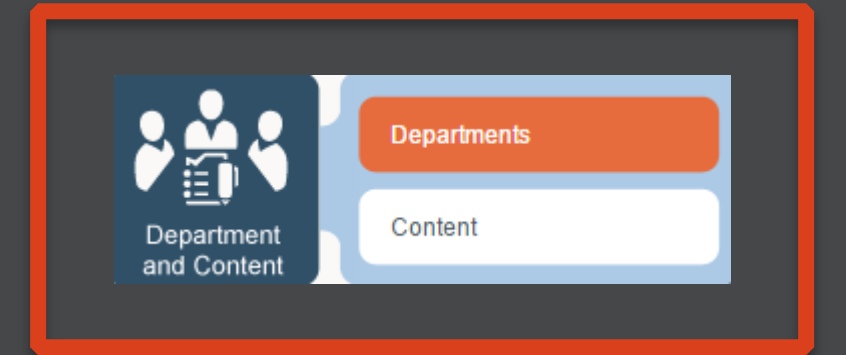
Departments & Content

What Can I do Here?

- Add, update and edit department information

- Manage banners

- Add, update, edit and organize content pages
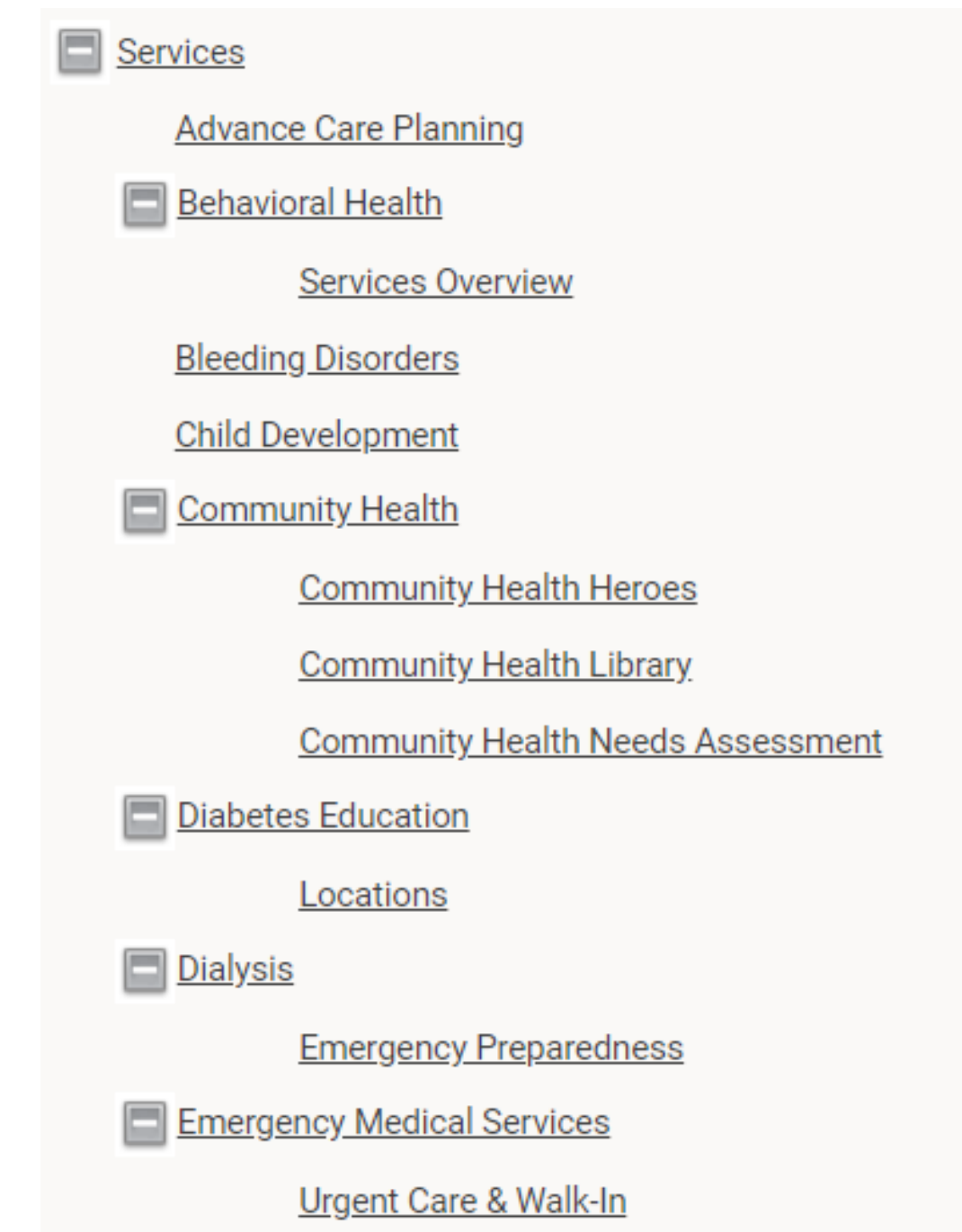
- Assign dynamic & related content

Departments

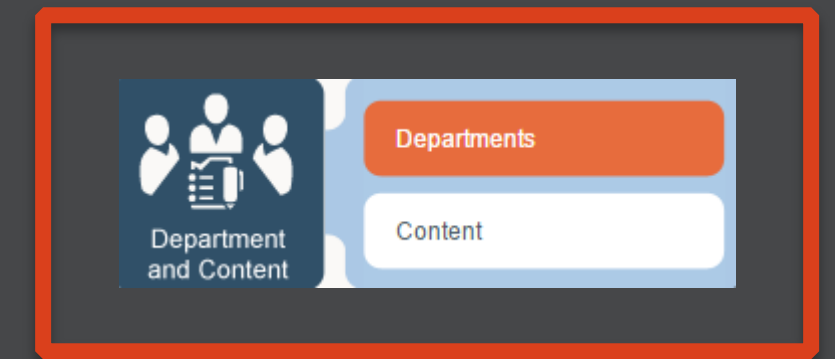## What are Departments?

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
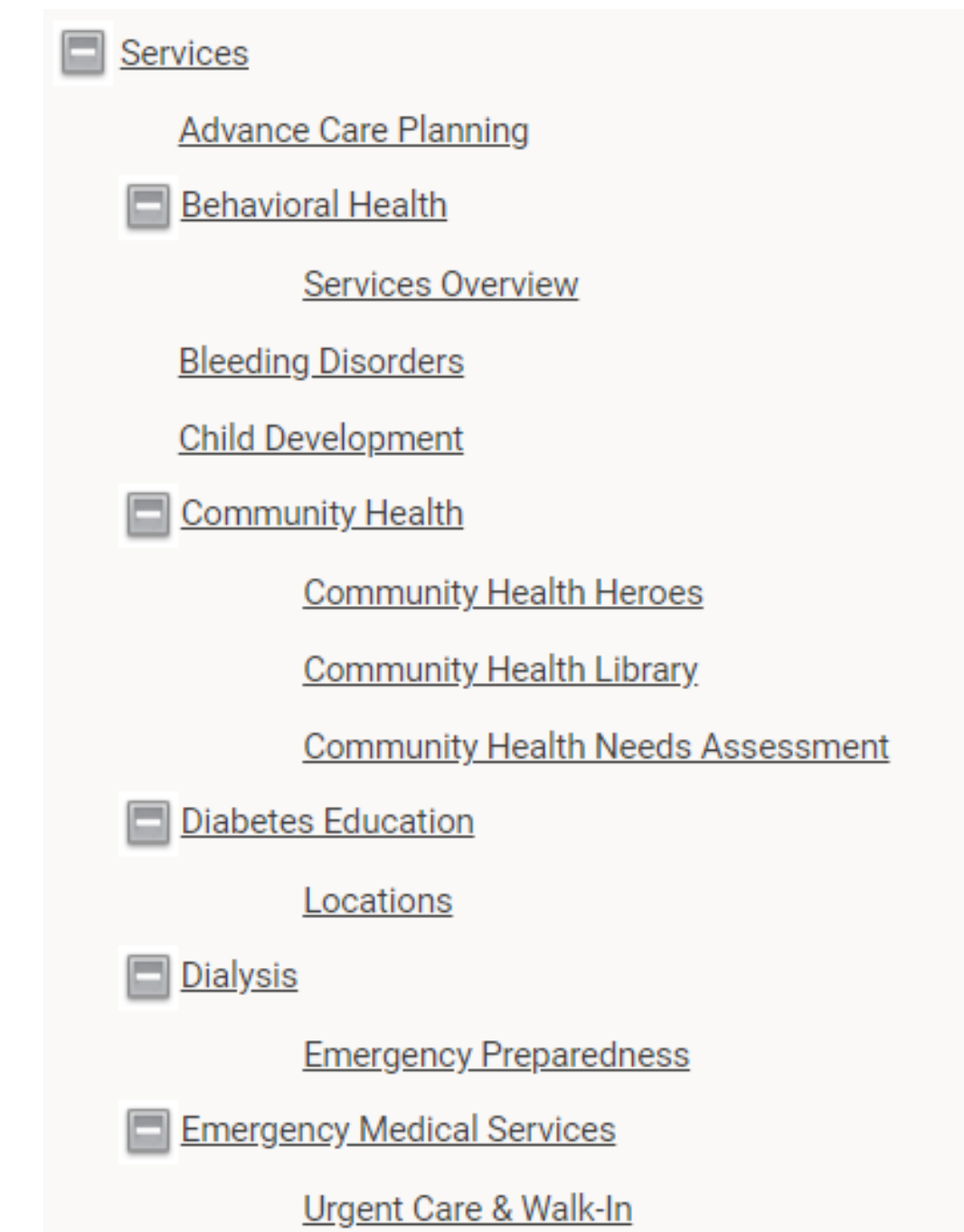
Departments

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.
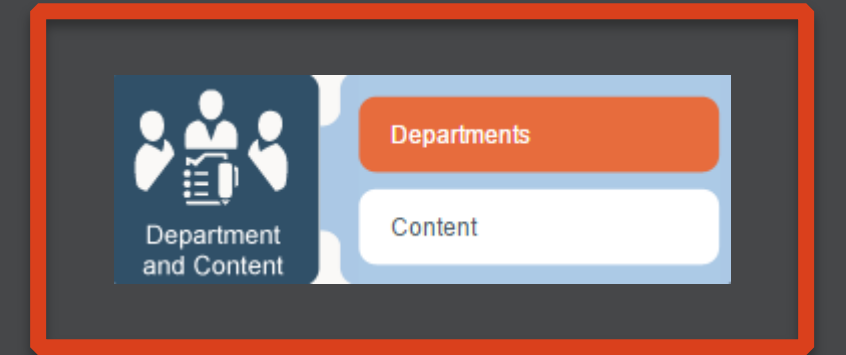
Departments
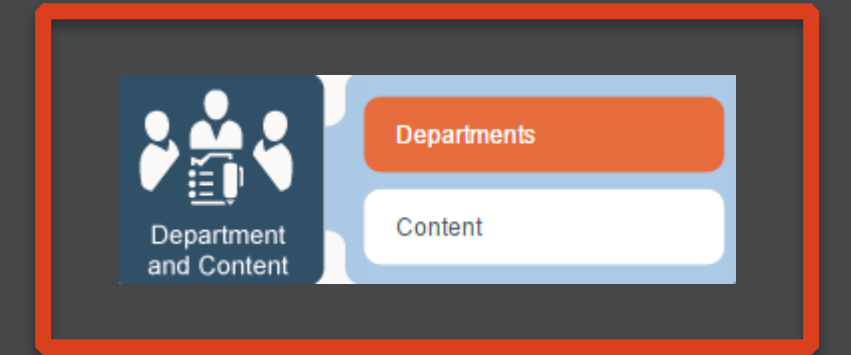
Adding a New Department

- 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	New Department
Parent Department	No Parent
Subsite	No Create Subsite
Navigation Group	Please Select
Exclude from Sitemap	No

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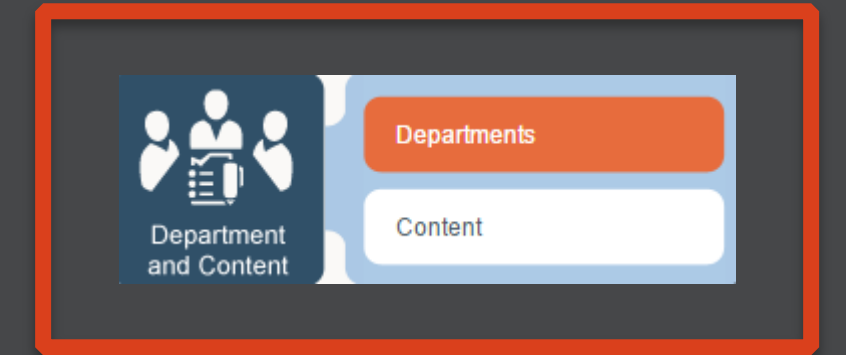
Departments

Assigning a Banner

- Scroll down and hit orange "Banner Config" button

- Full = You choose any image and may add a custom text overlay

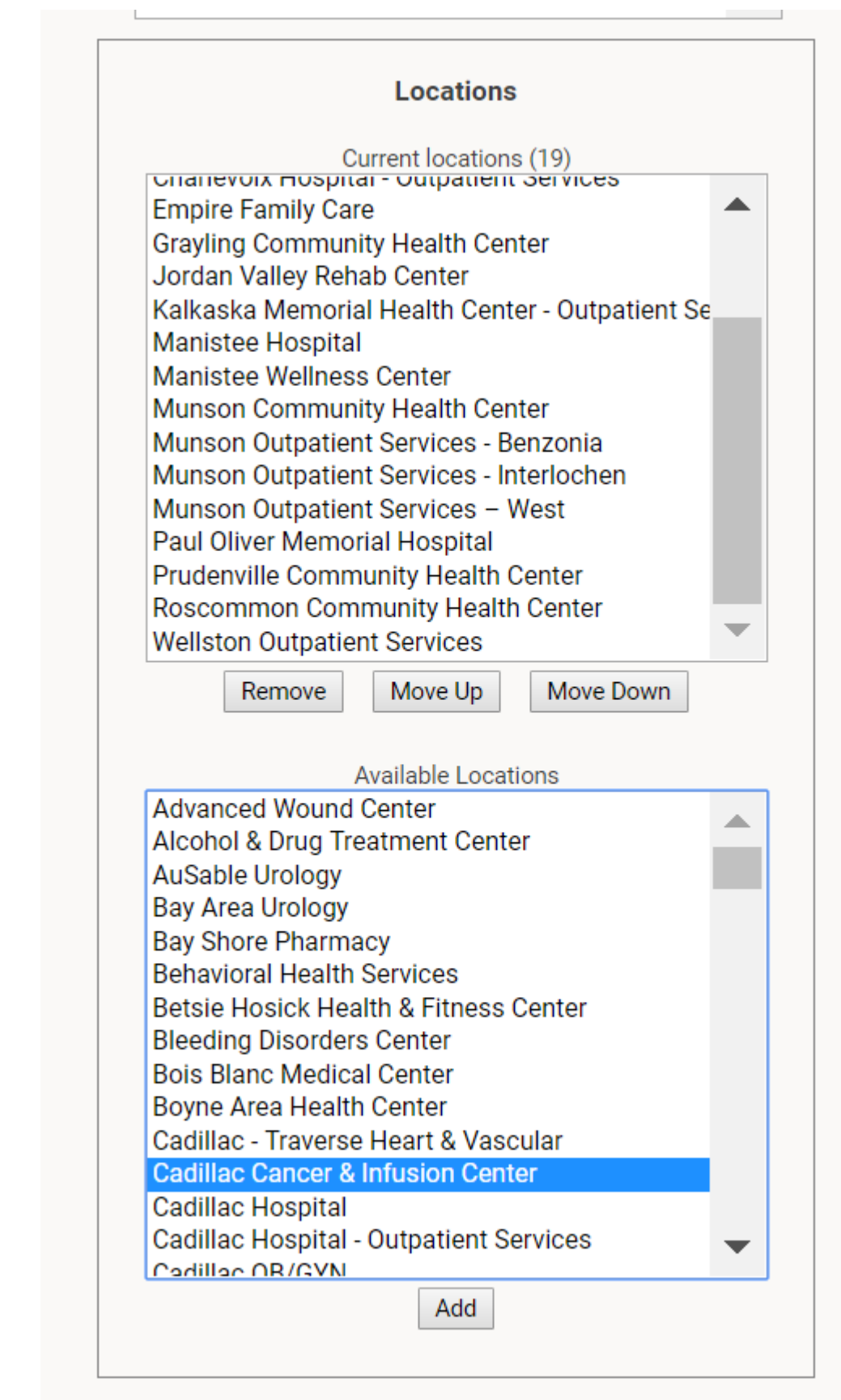- Banners will appear on every content page in the department
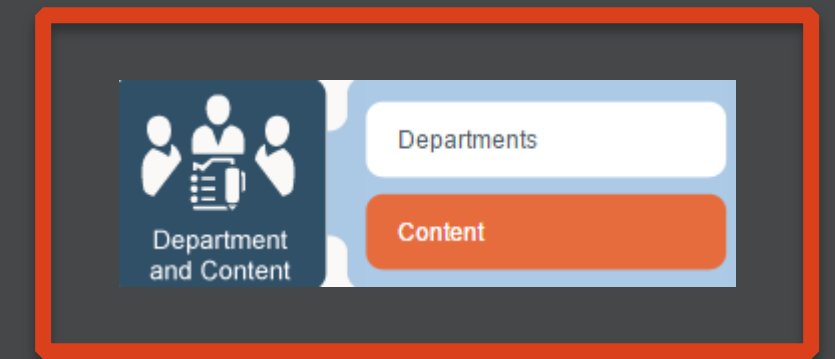
Departments

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.

Locations

Current locations (19)

Charlevoix Hospital - Outpatient Services
Empire Family Care
Grayling Community Health Center
Jordan Valley Rehab Center
Kalkaska Memorial Health Center - Outpatient Se
Manistee Hospital
Manistee Wellness Center
Munson Community Health Center
Munson Outpatient Services - Benzonia
Munson Outpatient Services - Interlochen
Munson Outpatient Services – West
Paul Oliver Memorial Hospital
Prudenville Community Health Center
Roscommon Community Health Center
Wellston Outpatient Services

[Remove] [Move Up] [Move Down]

Available Locations

Advanced Wound Center
Alcohol & Drug Treatment Center
AuSable Urology
Bay Area Urology
Bay Shore Pharmacy
Behavioral Health Services
Betsie Hosick Health & Fitness Center
Bleeding Disorders Center
Bois Blanc Medical Center
Boyne Area Health Center
Cadillac - Traverse Heart & Vascular
Cadillac Cancer & Infusion Center
Cadillac Hospital
Cadillac Hospital - Outpatient Services
Cadillac OB/GYN

[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

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
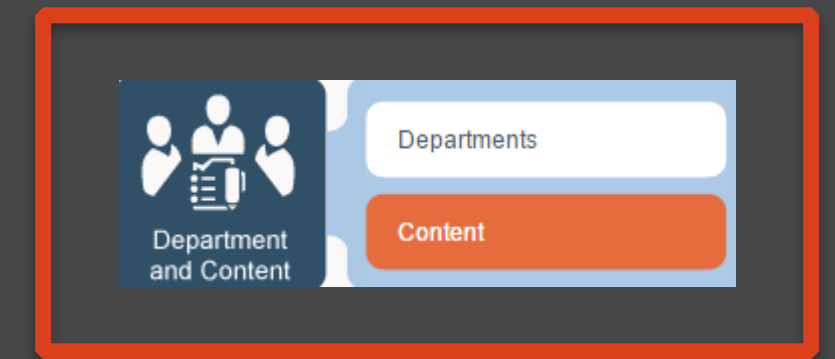
Setting up a new page:

- 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)

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
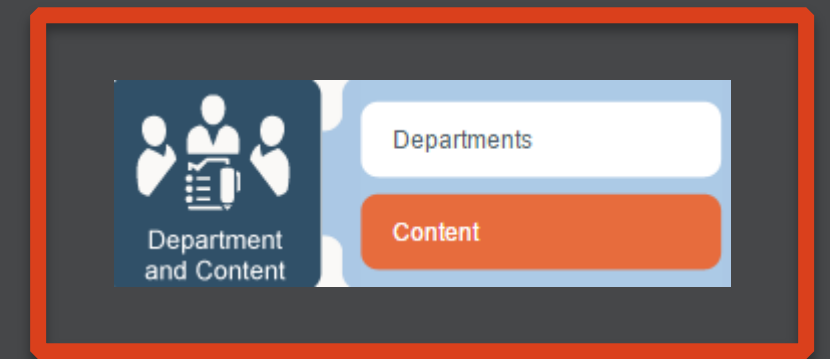
Content
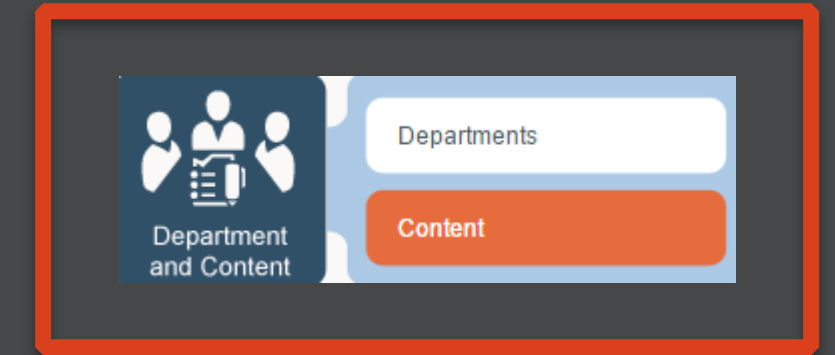
A quick guide to metadata

- 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.


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.
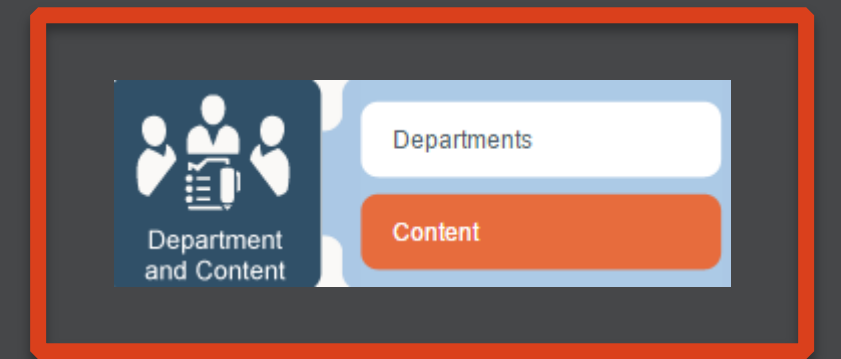
Content

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.
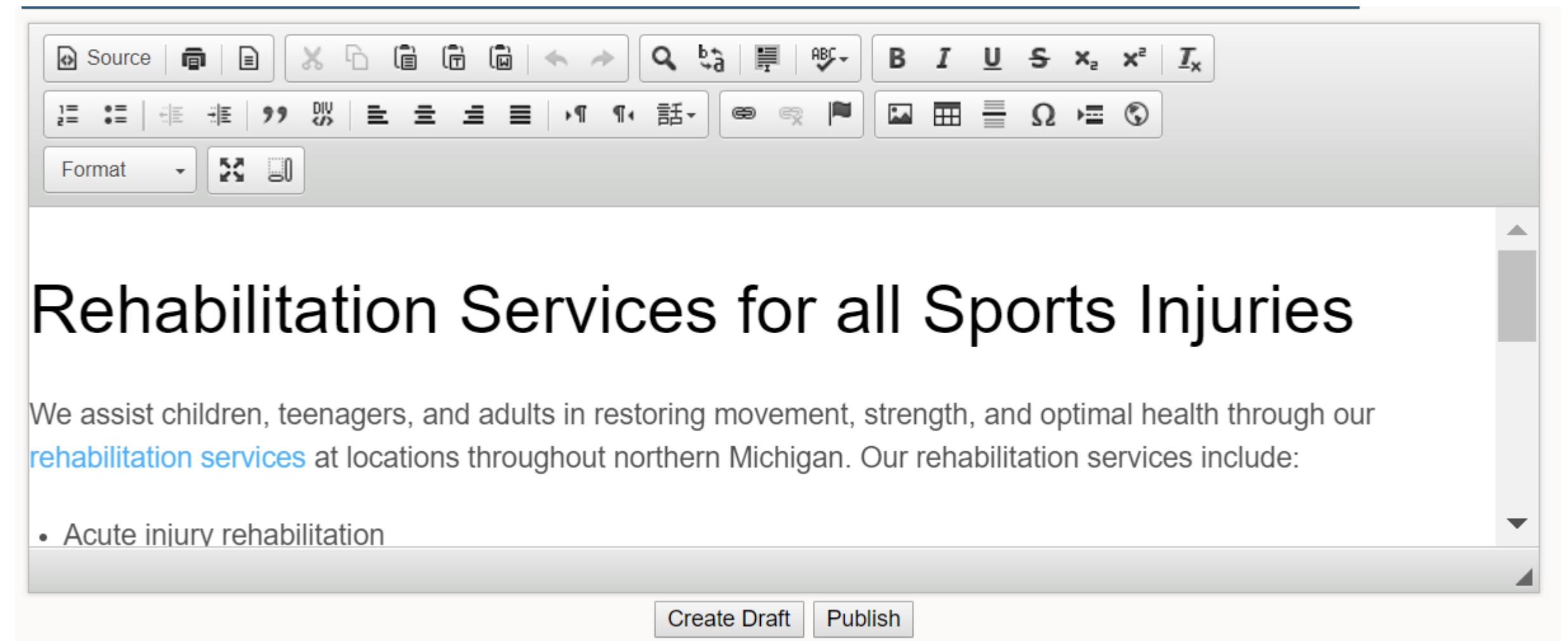
Content

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
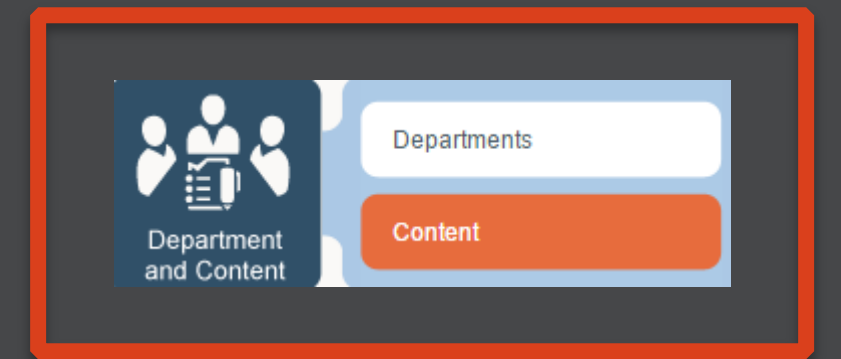
Spell check

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

Bullets and numbering

View text editor in full-page mode. Click this again to return to normal view

Set text alignment

Create a table for special text formatting

Insert a page break for user-friendly printing

Source

Format

Assign format (Heading 1, Heading 2, Heading 3, Paragraph, etc)

Highlight text and click this link to add or a hyperlink

Insert an image (from library or upload new image)

Content
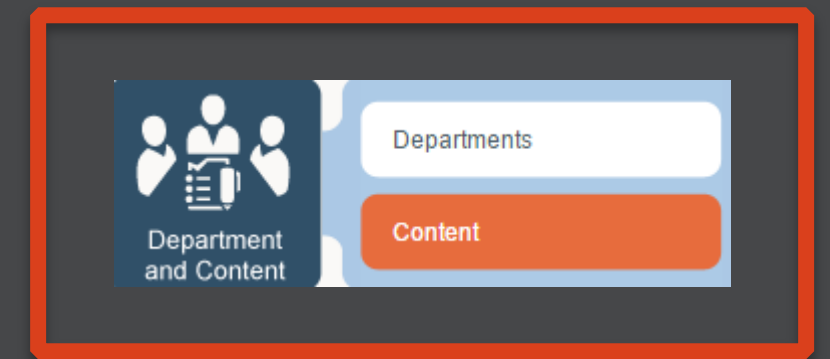
Adding a Hyperlink

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.
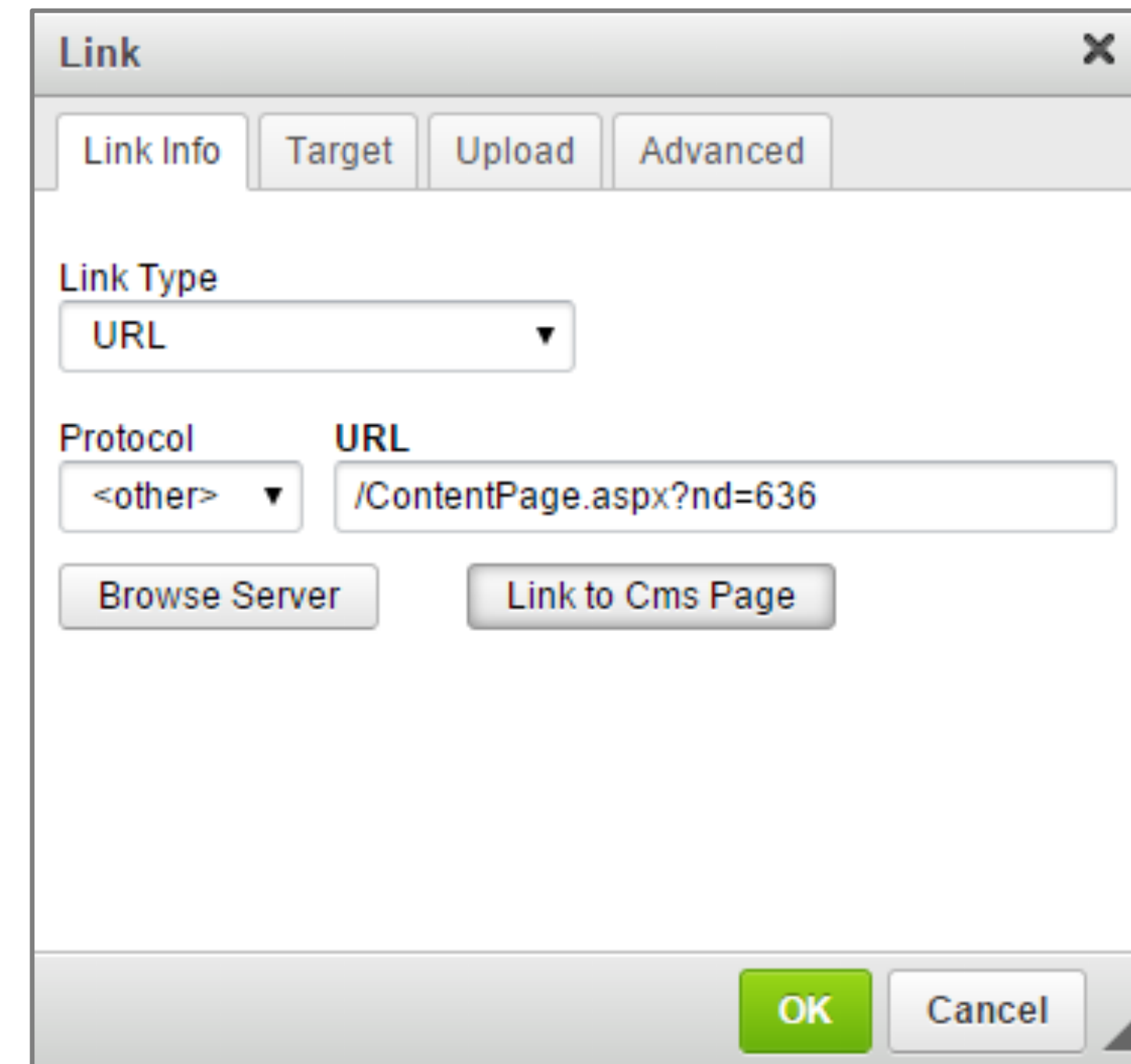

Pro-Tip: NEVER copy/paste the friendly URL into this box! Your hyperlinks should always have this structure & link to the page's ND number. Using the friendly URL skews our site tracking information AND puts your links at a higher risk of breaking.

Content
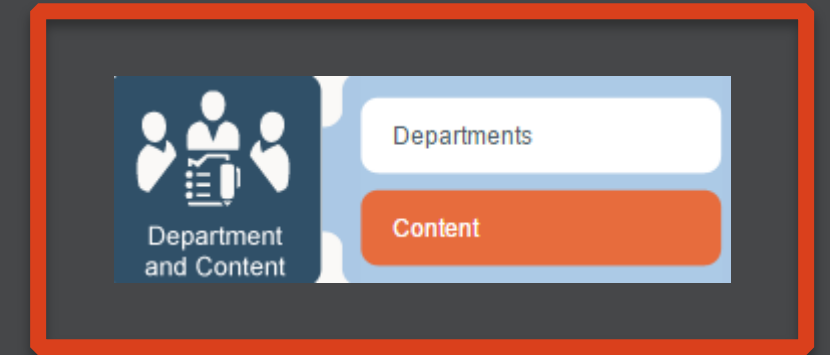
Adding an Image

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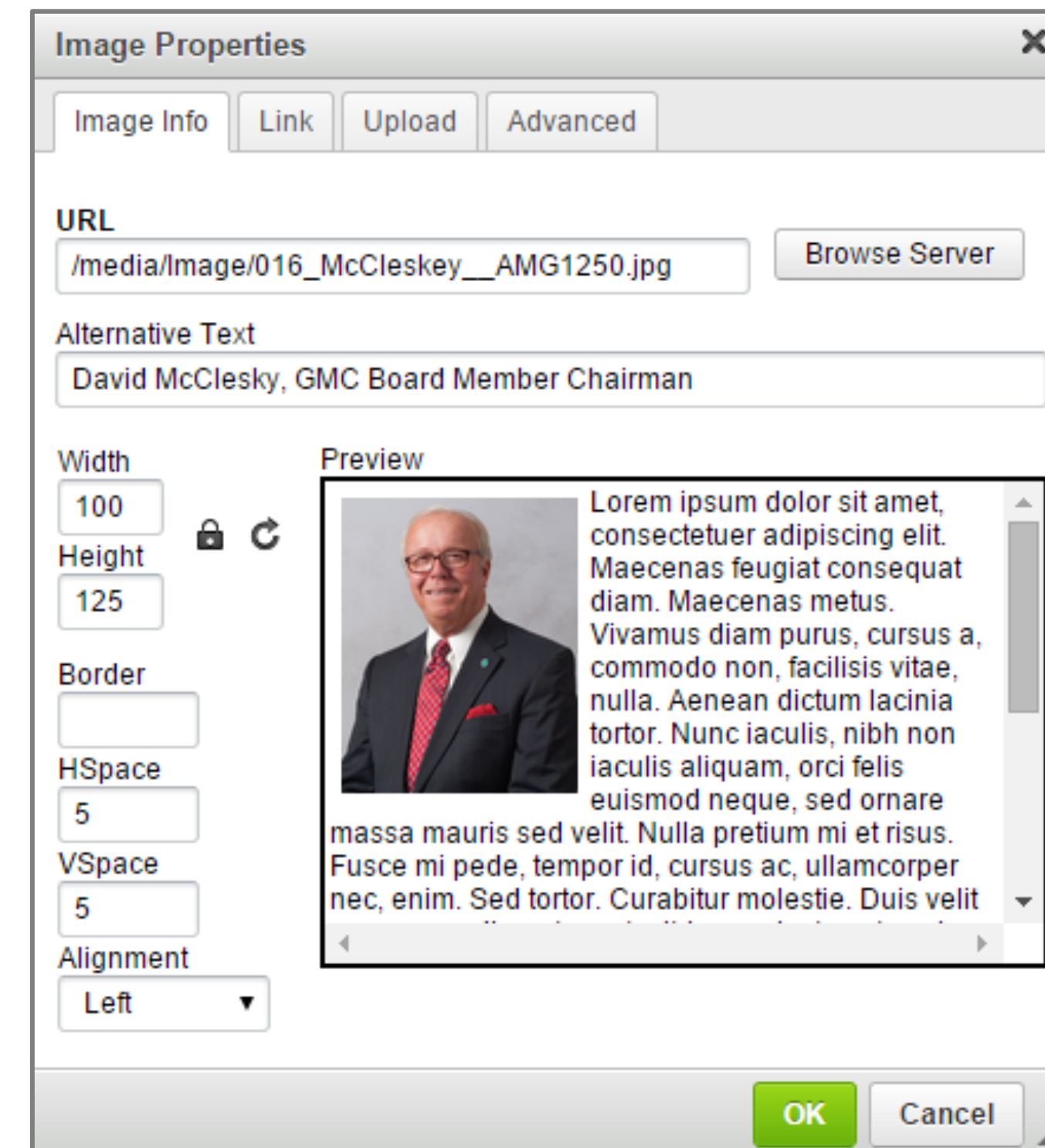
Pro-Tip: Don't forget to insert a quick description in alt text! This helps our search engine value AND keeps our site in compliance for disabled/ vision impaired users.

Content
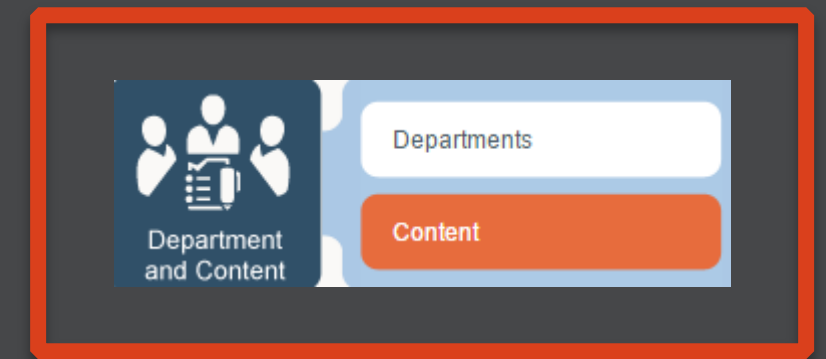
Help! I messed up my page!!!

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.