WSSC Water - Web Redesign Project [1370 + 120 + 100] (Washington Suburban Sanitary Comm ☆

Overview   Tasks   Milestones   Messages   Files   Time   **Notebooks**   Risks   Links   People

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📓 Drupal CMS Training Notes 🏷

Version 1, Last updated by Beth Reiser at 08:04 AM on Monday 04 January 2021

Drupal CMS Training Meeting

Friday, January 8th, 1-3 pm EST
Note: Meeting cannot be recorded per WSSC's request.

Meeting Participants:
Taoti Team: Beth (Project Manager), Evan (QA & Training Support), Rolando (Technical Lead)
WSSC Team: Scott, Leslie, David, Ravishankar, John. Satish (tentative)

Meeting Purpose:

- Provide access to the backend of the new Drupal 8 website
- Train users on how to navigate through the backend of the Drupal website -- including adding/editing content through Drupal content types, adding/editing files and media, creating new paragraph types on pages, editing the menus, editing taxonomy terms, etc.
- Train users on more custom website functionality such as: Editing customer service sidebar widget, editing the alert banner, setting up redirects, checking 404 pages

High Level Meeting Agenda:

- Welcome & Intros (Beth)
- Website Redesign Project Status Update (Beth)
- Logging in to the Drupal Test Environment (Evan)
- Walk through Backend Features (Evan)
- Adding & Editing Content (Evan)
- Adding & Editing Taxonomy Terms (Evan)
- Editing Website Menus (Evan)
- Review Additional Website Functionality (Evan)
- Q&A Wrap Up (All)

Logging in to the Test environment:

- Link to Test site: http://test-wssc-d8.pantheonsite.io/user
- Drupal Login:
  - user: [your email address]
  - pw: [temp pw]
- Note: Please update your password on the 'Edit Profile' link to a strong password once logged in!
- During the period before launch, please use Taoti's Test environment for all content entry and testing.

CMS Training Links:

- Drupal CMS Training Guide: *[Link to come]*
- 'Kitchen Sink' test page: http://test-wssc-d8.pantheonsite.io/sample-basic-page
- Drupal Lingo: https://www.taoti.com/blog/tech/a-drupal-glossary-to-get-you-up-to-speed/

Common Drupal Terms:

- **Content Type** - Pre-defined templates for different types of content that make up the new site architecture

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- **Paragraph Type** - Individual building blocks for a piece of content
- **Node** - A singular page or entity on the Drupal website
- **Taxonomy** - A category of information, for example: Event Type

Meeting Topics to Review:

- **High Level Project Status Update**
- **Logging into the Test Site**
  - 'Edit Profile' - Changing your password
  - Review options on the top Drupal admin bar
    - Content - Listing of all content, access to add & edit content
    - Structure - Access to edit Menus & Taxonomy terms
    - Additional Options (Appearance, Extend, Configuration) - Primarily used by website Administrators or Development team
    - People - List of all users with access to the backend of the Drupal website
    - Reports - Access to top website reports, including 'Top page not found errors'
- **Adding / Editing Content using Content Types**
  - (Start) Commission Public Meeting Agenda
  - Event
  - Basic Page
  - Article
  - Person
  - Homepage
  - Landing Page (Level 1 and Level 2)
  - Projects
- **Using the Paragraphs Module**
  - Paragraph options can be found in the dropdown of the 'Content' section of each content type form
  - Paragraphs are optional building blocks to create a page
  - You can drag and drop these to re-order content as needed
- **Using the Media Module**
  - Managing images and files
  - Optimal image sizes
- **Editing the Menus**
  - Structure > Menus
  - Review Main Navigation Menu, Utility Menu, Footer Menu
- **Editing Taxonomy Terms**
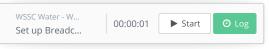 - Structure > Taxonomy
- **Additional Drupal configuration options**
  - Publishing Workflow
  - Breadcrumbs
  - Editing the Alert Block
  - Editing Customer Service Sidebar Widget
    - http://test-wssc-d8.pantheonsite.io/block/4?destination=/admin/structure/block/block-content
  - Viewing a 404 Report
    - http://test-wssc-d8.pantheonsite.io/admin/reports/page-not-found
  - Setting up Redirects
    - http://test-wssc-d8.pantheonsite.io/admin/config/search/redirect
- **Important Tips & Tricks**
  - Always set internal links using the relative URL, not the absolute URL
  - Remember to link pages to their parent in the main menu structure so breadcrumbs are set properly
  - Set ALT text for all images uploaded
- **Q&A**

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- *Beth to add notes during meeting*

Technical Training Session
(To be scheduled in mid/late January 2021)

- The Pantheon Dashboard
  - Requesting a manual backup
  - Clearing caches
- Drupal 8 to 9 Updates
- Launch Planning
  - Switching DNS Records

Comments

ES | Add your comment here

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