By Category

**Simple Content Management**
- Adding links to content
- Adding pages to the menu structure
- Editing your personnel page or directory listing on your unit’s site
- Link to Courses on the UGA Bulletin
- Logging in to your web site
- Publishing Events to the UGA Calendar of Events
- Unpublishing or Deleting Content

**Images & Media**
- Adding images to content
- Adding/Editing Homepage Slides
- Embedding a Video in a page
- Guide to Image Sizes
- Inserting PDFs and other Documents
- Optimizing Web site Images
- Reducing PDF size
- Resizing and Optimizing Large Images

**Advanced Content Management**
- Add a banner image to your special section or conference pages
- Adding pages to the menu structure
- Create a menu block with a custom title
- Create a special section
- Creating Special Sections of Your Site.
- Making a special category for your special section’s Events
- Override date controls on homepage using “sticky” functionality

**Formatting**
- Adding tables and making them responsive

**Qualtrics**
- CAS Authentication for Qualtrics Forms
- Embedding Qualtrics forms/surveys in your Drupal Site
- Selective CAS Authentication for Qualtrics Forms

**Administrative**
- “Become” another user to check their permissions by using “Masquerade”
- Adding pages to the menu structure
- Changing the color scheme of your site
- Logging in to your web site
- Permission Levels
- Redirect Old Links to New Links
- Requesting new accounts for users on your website
- Restrict Access to Content
- Scheduling Content
- Seeing who has access to your site

**Server Level**
- Pantheon - Backing up your live site on Pantheon
- Pantheon - Restoring a backup on Pantheon
- Pantheon - Running Security Updates

---

**Login**

To manage any part of your web site, you will have to be logged into the Drupal CMS. If you need help logging in, please review this login help document.

---

**Contact the Franklin OIT Help Desk**

Submit a ticket

**Help Desk**
http://helpdesk.franklin.uga.edu

**Email**
helpdesk@franklin.uga.edu

**Call**
706-542-9900

**Hours of Operation**
Monday - Friday
8:00 a.m. - 5:00 p.m.

**Website Information**

Homepage
http://oit.franklin.uga.edu

Directory
http://oit.franklin.uga.edu/

Service Offerings
https://kb.franklin.uga.edu/x/xgKlAg

Systems Status Information
<table>
<thead>
<tr>
<th>Beginner</th>
<th>Intermediate</th>
<th>Advanced</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;Become&quot; another user to check their permissions by using &quot;Masquerade&quot;</td>
<td>CAS Authentication for Qualtrics Forms</td>
<td>Add a banner image to your special section or conference pages</td>
</tr>
<tr>
<td>Adding images to content</td>
<td>Drupal 8 Website Training Opportunities</td>
<td>Adding tables and making them responsive</td>
</tr>
<tr>
<td>Adding links to content</td>
<td>Embedding Qualtrics forms /surveys in your Drupal Site</td>
<td>Create a menu block with a custom title</td>
</tr>
<tr>
<td>Adding pages to the menu structure</td>
<td>Filtering certain pages by Taxonomy Classification</td>
<td>Create a special section</td>
</tr>
<tr>
<td>Adding/Editing Homepage Slides</td>
<td>Logging in to your website on the staging server</td>
<td>Creating Special Sections of Your Site.</td>
</tr>
<tr>
<td>Changing the color scheme of your site</td>
<td>Optimizing Web site Images</td>
<td>Drupal 8 Website Training Opportunities</td>
</tr>
<tr>
<td>Drupal 8 Website Training Opportunities</td>
<td>Pantheon - Running Security Updates</td>
<td>Making a special category for your special section's Events</td>
</tr>
<tr>
<td>Editing your personnel page or directory listing on your unit’s site</td>
<td>Selective CAS Authentication for Qualtrics Forms</td>
<td>Managing Content in Blocks</td>
</tr>
<tr>
<td>Embedding a Video in a page</td>
<td>Franklin OIT Status</td>
<td>Override date controls on homepage using &quot;sticky&quot; functionality</td>
</tr>
<tr>
<td>Guide to Image Sizes</td>
<td><a href="http://status.franklin.uga.edu/">http://status.franklin.uga.edu/</a></td>
<td>Additional Help</td>
</tr>
<tr>
<td>Inserting PDFs and other Documents</td>
<td><a href="https://kb.franklin.uga.edu/x/BQB0">https://kb.franklin.uga.edu/x/BQB0</a></td>
<td>If you manage a Department, Center or Institute site, and would like a refresher training session please contact the Franklin Helpdesk at <a href="http://helpdesk.franklin.uga.edu">http://helpdesk.franklin.uga.edu</a> or by e-mail at <a href="mailto:helpdesk@franklin.uga.edu">helpdesk@franklin.uga.edu</a>.</td>
</tr>
<tr>
<td>Logging in to your web site</td>
<td>UGA/EITS Systems Status Pages</td>
<td><a href="http://status.uga.edu">http://status.uga.edu</a></td>
</tr>
<tr>
<td>Pantheon - Backing up your live site on Pantheon</td>
<td><a href="https://twitter.com/uga_eits">https://twitter.com/uga_eits</a></td>
<td><a href="http://status.uga.edu">http://status.uga.edu</a></td>
</tr>
<tr>
<td>Pantheon - Restoring a backup on Pantheon</td>
<td><a href="https://www.facebook.com/uga.eits">https://www.facebook.com/uga.eits</a></td>
<td>USG Systems Status Page</td>
</tr>
<tr>
<td>Publishing Events to the UGA Calendar of Events</td>
<td>Franklin OIT Status</td>
<td><a href="http://status.usg.edu">http://status.usg.edu</a></td>
</tr>
<tr>
<td>Redirect Old Links to New Links</td>
<td>Franklin OIT Status</td>
<td></td>
</tr>
<tr>
<td>Requesting new accounts for users on your website</td>
<td><a href="http://status.uga.edu">http://status.uga.edu</a></td>
<td></td>
</tr>
<tr>
<td>Restrict Access to Content</td>
<td>UGA/EITS Systems Status Pages</td>
<td></td>
</tr>
<tr>
<td>Scheduling Content</td>
<td>Franklin OIT Status</td>
<td></td>
</tr>
<tr>
<td>Seeing who has access to your site</td>
<td>Franklin OIT Status</td>
<td></td>
</tr>
<tr>
<td>Unpublishing or Deleting Content</td>
<td>Franklin OIT Status</td>
<td></td>
</tr>
</tbody>
</table>