### 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
- Creating a basic qualtrics form
- Embedding Qualtrics forms/surveys in your Drupal Site
- Remove logo from Qualtrics Form
- Selective CAS Authentication for Qualtrics Forms
- Setup Conditional E-mail Trigger for Qualtrics Notifications
- Setup E-mail Trigger for Qualtrics Notifications
- Share/Collaborate a Qualtrics Project/Form

### 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

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### Drupal Support

To manage any part of your website, you will have to be logged into the Drupal CMS.

If you need help logging in, please review this [login help document](#).

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### 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/xgKiAg

**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>
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<td>Filtering certain pages by Taxonomy Classification</td>
<td>Create a special section</td>
</tr>
<tr>
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<td>Logging in to your website on the staging server</td>
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</tr>
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<td>Managing Content in Blocks</td>
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**Franklin OIT Status**

http://status.franklin.uga.edu/
https://kb.franklin.uga.edu/x/BQB0

**UGA/EITS Systems Status Pages**

http://status.uga.edu
https://twitter.com/uga_eits
https://www.facebook.com/uga.eits

**USG Systems Status Page**

http://status.usg.edu

**Additional Help**

If you manage a Department, Center or Institute site, and would like a refresher training session please contact the Franklin Helpdesk at http://helpdesk.franklin.uga.edu or by e-mail at helpdesk@franklin.uga.edu.