### 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
- 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

### By Complexity

<table>
<thead>
<tr>
<th>Login</th>
</tr>
</thead>
<tbody>
<tr>
<td>To manage any part of your web site, you will have to be logged into the Drupal CMS.</td>
</tr>
<tr>
<td>If you need help logging in, please review this login help document.</td>
</tr>
</tbody>
</table>

### Drupal Support

**Search by Keyword**

- Browse by Category
- Browse by Complexity

---

**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

---

**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>
</table>
| - "Become" another user to check their permissions by using "Masquerade"  
- Adding images to content  
- Adding links to content  
- Adding pages to the menu structure  
- Adding/Editing Homepage Slides  
- Changing the color scheme of your site  
- Creating a basic Qualtrics form  
- Drupal 8 Website Training Opportunities  
- Editing your personnel page or directory listing on your unit's site  
- Embedding a Video in a page  
- Google Analytics Primer  
- Guide to Image Sizes  
- Inserting PDFs and other Documents  
- Logging in to your website  
- Pantheon - Backing up your live site on Pantheon  
- Pantheon - Restoring a backup on Pantheon  
- Publishing Events to the UGA Calendar of Events  
- Redirect Old Links to New Links  
- Remove logo from Qualtrics Form  
- Requesting new accounts for users on your website  
- Restrict Access to Content  
- Scheduling Content  
- Seeing who has access to your site  
- Share/Collaborate a Qualtrics Project/Form  
- Unpublishing or Deleting Content | - CAS Authentication for Qualtrics Forms  
- Drupal 8 Website Training Opportunities  
- Embedding Qualtrics forms/surveys in your Drupal Site  
- Filtering certain pages by Taxonomy Classification  
- Logging in to your website on the staging sever  
- Optimizing Web site Images  
- Pantheon - Running Security Updates  
- Reducing PDF size  
- Selective CAS Authentication for Qualtrics Forms  
- Setup Conditional E-mail Trigger for Qualtrics Notifications  
- Setup E-mail Trigger for Qualtrics Notifications | - Add a banner image to your special section or conference pages  
- Adding tables and making them responsive  
- Create a menu block with a custom title  
- Create a special section  
- Creating Special Sections of Your Site.  
- Drupal 8 Website Training Opportunities  
- Making a special category for your special section's Events  
- Managing Content in Blocks  
- Override date controls on homepage using "sticky" functionality |

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.