### 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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### By Complexity

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### 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.

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### Contact the Franklin OIT Help Desk
Submit a ticket

<table>
<thead>
<tr>
<th>Help Desk</th>
<th><a href="http://helpdesk.franklin.uga.edu">http://helpdesk.franklin.uga.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
<td><a href="mailto:helpdesk@franklin.uga.edu">helpdesk@franklin.uga.edu</a></td>
</tr>
<tr>
<td>Call</td>
<td>706-542-9900</td>
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### Hours of Operation

<table>
<thead>
<tr>
<th>Monday - Friday</th>
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<tr>
<td>8:00 a.m. - 5:00 p.m.</td>
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### Website Information

<table>
<thead>
<tr>
<th>Homepage</th>
<th><a href="http://oit.franklin.uga.edu">http://oit.franklin.uga.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Directory</td>
<td><a href="http://oit.franklin.uga.edu/">http://oit.franklin.uga.edu/</a></td>
</tr>
<tr>
<td>Service Offerings</td>
<td><a href="https://kb.franklin.uga.edu/x/xgKIAg">https://kb.franklin.uga.edu/x/xgKIAg</a></td>
</tr>
</tbody>
</table>

### Systems Status Information
### Beginner
- "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

### Intermediate
- 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 server
- 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

### Advanced
- 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/](http://status.franklin.uga.edu/)
- [https://kb.franklin.uga.edu/x/BQB0](https://kb.franklin.uga.edu/x/BQB0)

### UGA/EITS Systems Status Pages
- [http://status.uga.edu](http://status.uga.edu)
- [https://twitter.com/uga_eits](https://twitter.com/uga_eits)
- [https://www.facebook.com/uga.eits](https://www.facebook.com/uga.eits)

### USG Systems Status Page
- [http://status.usg.edu](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](http://helpdesk.franklin.uga.edu) or by e-mail at helpdesk@franklin.uga.edu.