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.

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
### 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 Google Analytics
- 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 Google Analytics
- 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

### 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.
<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 sever</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>• Creating a basic qualtrics form</td>
<td>• Pantheon - Running Security Updates</td>
<td>• Making a special category for your special section's Events</td>
</tr>
<tr>
<td>• Drupal 8 Website Training Opportunities</td>
<td>• Reducing PDF size</td>
<td>• Managing Content in Blocks</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>• Override date controls on homepage using &quot;sticky&quot; functionality</td>
</tr>
<tr>
<td>• Embedding a Video in a page</td>
<td>• Setup Conditional E-mail Trigger for Qualtrics Forms</td>
<td></td>
</tr>
<tr>
<td>• Google Analytics Primer</td>
<td>• Setup E-mail Trigger for Qualtrics Notifications</td>
<td></td>
</tr>
<tr>
<td>• Guide to Image Sizes</td>
<td>• Unpublishing or Deleting Content</td>
<td></td>
</tr>
<tr>
<td>• Inserting PDFs and other Documents</td>
<td>• Removing logo from Qualtrics Form</td>
<td></td>
</tr>
<tr>
<td>• Logging in to Google Analytics</td>
<td>• Requesting new accounts for users on your website</td>
<td></td>
</tr>
<tr>
<td>• Logging in to your web site</td>
<td>• Restrict Access to Content</td>
<td></td>
</tr>
<tr>
<td>• Measure Social Media Traffic with Google Analytics</td>
<td>• Scheduling Content</td>
<td></td>
</tr>
<tr>
<td>• Pantheon - Backing up your live site on Pantheon</td>
<td>• Seeing who has access to your site</td>
<td></td>
</tr>
<tr>
<td>• Pantheon - Restoring a backup on Pantheon</td>
<td>• Share/Collaborate a Qualtrics Project/Form</td>
<td></td>
</tr>
<tr>
<td>• Publishing Events to the UGA Calendar of Events</td>
<td>• Unpublishing or Deleting Content</td>
<td></td>
</tr>
<tr>
<td>• Redirect Old Links to New Links</td>
<td>• Unpublishing or Deleting Content</td>
<td></td>
</tr>
<tr>
<td>• Remove logo from Qualtrics Form</td>
<td>• Requesting new accounts for users on your website</td>
<td></td>
</tr>
<tr>
<td>• Restrict Access to Content</td>
<td>• Scheduling Content</td>
<td></td>
</tr>
<tr>
<td>• Seeing who has access to your site</td>
<td>• Share/Collaborate a Qualtrics Project/Form</td>
<td></td>
</tr>
<tr>
<td>• Unpublishing or Deleting Content</td>
<td>• Unpublishing or Deleting Content</td>
<td></td>
</tr>
</tbody>
</table>