



Web Users Guide

Goal: With Aha Fast Track for Drupal you can login/ log out, change passwords, create and update files, images, and downloads on your website quite easily. This document describes the basic functionality available to you as a site editor.

1. Manage your account

- a. Login
- b. Change your password
- c. Forgot password

2. Create and update a Web Page

- a. Create a web page – Basics
- b. Menu Settings
- c. Categories
- d. Attachments
- e. Links
- f. Log (Page Revision Notes)

3. Creating Content

- a. Calendar Events
- b. Job opening
- c. Photo Album Slideshow
- d. Press Release
- e. Bids/RFPs

4. Site Administration

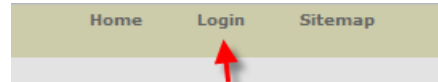
- a. Update your department contact info

5. Home Page

- a. Adding a headline
- b. Promoting to a spotlight page




1a. Login



Go to your website and Click the Login link.

User account



[Log in](#) [Request new password](#)

Username or e-mail address: *

You may login with either your assigned username or your e-mail address.

Password: *

The password field is case sensitive.

[Log in](#)

Enter your username and password.

[View](#) [Revisions](#)

Create New Content

You may create the following new content:

- [Bids and RFPs](#)
- [Calendar Event - Public Meeting](#)
- [Calendar Event - General](#)
- [Job Opening](#)
- [Web Page](#)
- [Photo Album Slideshow](#)
- [Press Release](#)
- [Volunteer Opportunity](#)



You will be taken to your "My Dashboard" page

Congratulations! You have successfully logged in.



1b. Change your password

Manage Your Account

Change your password or email
Logout

tracy

View Edit Orders File browser

Account information

E-mail address: *

tracy.gilday@ahaconsulting.com

A valid e-mail address. All e-mails from the system will be sent to this address. receive a new password or wish to receive certain news or notifications by e-mail.

Password:

Confirm password:

To change the current user password, enter the new password in both fields.

Save

On your My Dashboard page, click the “Change your password” link.

You should see a page similar to the one on the left.

Enter your new password.

Enter it a second time to confirm.

Press the Save button at the bottom of the page.

tracy

View Edit Orders File browser

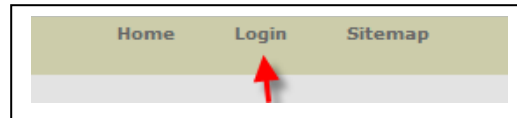
The changes have been saved.

You will see a screen that looks similar to this confirming that your changes have been saved.

Congratulations! You have successfully changed your password.



1c. Forgot password



NOTE: You must be logged out to get to the “Request new password” link. If you are currently logged in, click the “logout” link.

A) Click on the header “Login” link

B) Click the *Request new password* tab.

User account

[Create new account](#) [Log in](#) [Request new password](#)

Username or e-mail address: *

[E-mail new password](#)

You are now on the Request new password page. Enter your username or email address and click the E-mail new password button.

An email containing a new password will be sent to you.

Reset password

You have successfully validated your e-mail address.

This is a one-time login for *tracy* and will expire on *Fri, 2010-05-14 15:23*.

Click on this button to login to the site and change your password.

This login can be used only once.

[Log in](#)

Go to your email inbox and click on the provided link to gain access to the website.

This is a one-time login, so it can be used only once. It expires after one day and nothing will happen if it's not used.



2a. Create and update a Web Page

Create Web Page

Title: *

Microsite: *

☒ TEASER DISPLAY: The teaser is shown on summary views of this page as well as the full-page display. Un-check this box to exclude the teaser from the full page display. (Checked by default)

Body:

Format

Web page addresses and e-mail addresses turn into links automatically.

More information about formatting options

Images

Menu settings
Not in menu

Email Notification

Categories

Attachments

Links

Log (Page revision notes)

Primary Image Attachment:

Choose File No file chosen

Maximum Filesize: 64 MB

Allowed Extensions: png gif jpg jpeg

This photo or image will be automatically placed on your web page in accordance with your site's web page template. This allows you to easily add a photo or image to your web page without having to use a special editor or HTML tools. Large image files will also be automatically scaled and re-sized to display in a smaller, web-friendly format.

Primary Image Placement: *

☒ Left

☐ Right

You can control whether your image is aligned on the left side of the page or the right side of the page.

Save Preview

Go to **My Dashboard** and click on the *Create Web Page* link. This will bring you to the web page building form.

Fill in the Title, Microsite, and Body fields.

Title: The Title name of your web page.

Microsite: The department or group that owns or maintains this webpage. This is a site within a site.

Body: Where you type in your web page descriptive text.

Primary Image Attachment: Choose an image on your computer to upload and place on the web page.

Primary Image Placement: This places the image on the left or right side of the web page.

Remember to Press the Save button...



2b. Add Menu Links

Images	Menu link title: <input type="text"/>
Menu settings Not in menu	The link text corresponding to this item that should appear in the menu. Leave blank if you do not wish to add this post to the menu.
Email Notification	
Categories	Parent item: <Finance Menu> ▼
Attachments	The maximum depth for an item and all its children is fixed at 9. Some menu items may not be available as parents if selecting them would exceed this limit.
Links	
Log (Page revision notes)	Weight: 0 ▼ Optional. In the menu, the heavier items will sink and the lighter items will be positioned nearer the top.

Menu link title: This title appears in the navigation menu. Leave blank if you don't want it to appear in the menu.

Parent Item: This allows you to choose where you want the link for this page to appear within your menu structure.

Weight: Leave Weight field alone. This is for special sorting of links and is usually not used.

Click save: Your page should appear in the menu tree.



2c. Categories

More information about formatting options

Images	Select from the below categories if you want this web content to dynamically appear in multiple site locations -- rather than just the micro-site.
Menu settings Not in menu	For example, if you click the Forms checkbox, this web page will be displayed in an A to Z listing of all forms across the site (../forms).
Categories	
Attachments	Page Categories:
Links	<input type="checkbox"/> A to Z Services
Log (Page revision notes)	<input type="checkbox"/> Forms, Permits, and Applications
Email Notification	<input type="checkbox"/> Reports, Presentations, and Key Documents
	User Categories:
	<input type="checkbox"/> Just for Business Owners
	<input type="checkbox"/> Just for Kids
	<input type="checkbox"/> Just for Residents
	<input type="checkbox"/> Just for Seniors
	<input type="checkbox"/> Just for Visitors
	<input type="checkbox"/> Adults (Library Only)
	<input type="checkbox"/> Teens (Library Only)

Save Preview

Page Categories: When you create your webpage, you can choose what category it belongs to. This shows up on the bottom of the home page. See image below.

User Categories: Choose a category you want your webpage to belong to. For example if you are creating a webpage for kids then you will want to put this webpage as a kid's category. Click on Just for Kids link and you will see where your web page shows up.



2d. Attachments

Images	<p>You may upload one or more files attachments here (Word, ODF, Excel, PPT, etc). These files will be displayed on this web page as file download links for the site visitor.</p> <p>File Attachments:</p> <div><input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/></div> <p>Maximum Filesize: 64 MB</p> <div><input type="button" value="Add another item"/></div>
Menu settings Not in menu	
Email Notification	
Categories	
Attachments	
Links	
Log (Page revision notes)	

File Attachments –

Choose one or more files such as Word, Excel, PPT, PDF etc.

These files will be displayed on this web page as a file download link for a site visitor.

You can add more than one file to a webpage.



2e. Links

Images

Menu settings
Not in menu

Email Notification

Categories

Attachments

Links

Log (Page revision notes)

This page can also display "Related Links" to other pages on this website (internal links) or other websites (external links).

Internal links: Start typing the title of an existing page from this website, and the system will find all matches. Select/highlight the title of the page you want to reference as a link.

External Links: Enter the Title and URL for any external website pages that you would like to reference as related links on this page.

Internal Links:

+ ○

+ ○

Add another item

External Links:

Title: **URL:**

+

+

Add another item

Save Preview

Internal Links: Start typing the title of an existing page from this website, and the system will find all the matches. Select the highlighted title of the page you want to reference as a link.

External Links:

Enter the title and URL for any external website pages that you would like to reference as a related link on this page.

2f. Log (Page Revision Notes)

Images

Menu settings
Not in menu

Email Notification

Categories

Attachments

Links

Log (Page revision notes)

Log message:

An explanation of the additions or updates being made to help other authors understand your motivations.

Save Preview

Log Message: This section is to give an explanation, or updates made to help another webpage author understand why you made these changes.



3a. Calendar Events

Date

From date: *

Format: 05/15/2010 Format: 04:54PM

To date:

Format: 05/15/2010 Format: 04:54PM

☐ ▶ Repeat

Location:

Please enter the location for this Calendar Event

More information about formatting options

Categories	All calendar events appear on your department calendar.
Attachments	In addition, you may select one or more sub-calendars from the list below.
Links	The Master Calendar sub-calendar is selected by default. Master calendar events show up on the home page upcoming events block.
Log (Page revision notes)	
Email Notification	

Calendar Categories:

- ☒ Master
- ☐ Commission for Citizen Involvement
- ☐ Historic Resources Advisory Board
- ☐ Parks and Recreation Teen Advisory Committee
- ☐ Planning Commission
- ☐ Public Safety Advisory Committee
- ☐ Sustainability Advisory Board
- ☐ Transportation Advisory Board
- ☐ Utility Advisory Board

Dates: Enter the date and time of the event.

Location: Enter location of the event.

Calendar Categories: Every Microsite gets one calendar. Drupal can create multiple custom calendars.

These custom calendars are used for Boards, Committees, & Commissions

Master Calendar – This is the default calendar that includes every web page checked as a Master Calendar event.

To view an event created for a custom calendar, select the [Calendar](#) button on the home page.

You will see all the events listed by default. You can filter what you see on the calendar by choosing one of these categories:

- Events
- Board & Committees
- Departments
- Neighborhoods



3b. Job Openings

Create Job Opening

Position: *

Reference #:

This is an optional field for entering a reference number for this job opening.

Microsite: *

▼

Status: *

☒ Open - open and accepting applications

☐ Closed - no longer accepting applications

☐ Cancelled - position has been cancelled

[Calendar](#) [Documents](#) [Forms](#) [Jobs](#) [News](#) [Photos](#)

Position: Name of position for job opening

Reference #: Refer to any internal documentation if you keep track of job openings, with a reference number.

Microsite: What site is this job opening for? Teacher, Finance etc. Remember a microsite is a small site within a site.

Status: This is the status of the job opening. It is open, closed or cancelled.

Now you created this page where does it show up? If you look on the home page and select jobs you will see what specific job openings are available.



3c. Photo Album Slideshow

Images

Menu settings
Not in menu

Log (Page revision notes)

Photo Album Image (Primary):

Maximum Filesize: 64 MB
Allowed Extensions: png gif jpg jpeg

This photo or image will be automatically placed on your web page in accordance with your site's web page template. This allows you to easily add a photo or image to your web page without having to use a special editor or HTML tools. Large image files will also be automatically scaled and re-sized to display in a smaller, web-friendly format.

Photo Album Images (Additional): *

Maximum Filesize: 64 MB
Allowed Extensions: png gif jpg jpeg

The primary image and any images uploaded here will be included in the Lightbox slideshow.

Images

Menu settings
Not in menu

Log (Page revision notes)

Menu link title:

The link text corresponding to this item that should appear in the menu. Leave blank if you do not wish to add this post to the menu.

Parent item:

The maximum depth for an item and all its children is fixed at 9. Some menu items may not be available as parents if selecting them would exceed this limit.

Weight:

Optional. In the menu, the heavier items will sink and the lighter items will be positioned nearer the top.

Create Photo Album Slideshow

Go to My Dashboard and select Photo Album Slide show.

Drupal has a photo gallery feature which contains multiple photo albums within the photo gallery.

Here is where you select your images to be uploaded.

Menu Link title: This text that relates to this item and will appear on the navigation menu. If you leave it blank then it will not attach to a menu item.

Parent item: Tells you where to attach this album on the navigation site.



3d. Press Release

Create Press Release

Title: *

Microsite: *
 ▼

Press Release Effective Date: *

Format: 05/15/2010

Press Release: Go to My Dashboard and select Press Release. Enter the title and the microsite it belongs to and the date this press release goes out.

Microsite: You can select multiple departments for sending out press releases.

4a. Site Administration – Update Department Contact Info

Department's Contact Info

Title	View	Edit
Building Contact Information	view	
City Council Contact Information	view	
CITY HOME PAGE Contact Information	view	
City Manager Contact Information	view	
Communications Contact Information	view	
Finance Contact Information	view	edit
Human Resources Contact Information	view	
Information Services Contact Information	view	

Go to My Dashboard and select Update Department Contact Info.

Notice you will only be allowed to edit the information you have been given permissions to edit.



5a. Home Page - Adding a headline to a home page

Planning Headlines

Historic Resources
The intent and purpose of Historic Resources is to celebrate and protect the City's historic buildings and resources.
[read more](#)

Key Topics

Willamette Pedestrian Coalition Survey
The Willamette Pedestrian Coalition (WPC) is collecting information from residents about pedestrian improvement priorities in the Portland metropolitan region.
[read more](#)

Willamette Historic District
The Willamette Historic District is designated locally, and, as of the fall of 2009, is designated as a National Register Historic District.
[read more](#)

Imagine West Linn
The Imagine West Linn document is a long-range visioning document for the City of West Linn.
[read more](#)

Garage Sales
Garage sales are allowed in West Linn without City approval, and provided certain requirements are met.
[read more](#)

Planning Home

- Agendas
- Development Review
- Documents
- Long Range Planning
- Stafford Basin
- About

Planning Meetings

Planning Commission/CCI Work Session
CANCELLED
Wed, May 19th 7:00pm
Bolton Room City Hall

Historic Resources Advisory Board Special Meeting
Wed, May 19th 7:00pm
Willamette Room City Hall

Historic Resources Advisory Board
Tue, Jun 1st 7:00pm
Willamette Room City Hall
[view all public meetings](#)

Historic Resources

[View](#) [Promote](#)

The intent and purpose of Historic Resources is to celebrate and protect the City's historic buildings and resources. The City and the County cooperate to provide a review body for alterations, remodels, and construction to designated historic landmarks and properties in the historic district.

The City is home to over 25 locally designated historic landmarks, the locally and nationally designated Willamette Historic District, and several properties that are individually listed on the National Register of Historic Places.

Select image you want to promote to a Headline. This is located at the top of your home page.

Once you select your image, then select the Promote tab.

This takes you to a screen where you can select whether you want to add the image to the Headline.

Spotlight: This section currently has four images under Key Topics. This is where you promote them to spotlight by Add to Queue.

Historic Resources

[View](#) [Promote](#)

Title	Max nodes	In queue	Operation
Finance Home Page Headlines	5	1	Add to queue
Finance Home Page Spotlight	10	4	Add to queue

Subqueue 'Finance Home Page Headlines'

Title	Author	Post Date	Operations	Position
⊕ Online Payment Opportunities	rseals	2010-04-27 10:41	edit remove	1

Enter the title of a node to add it to the queue [Add node & save queue](#)

[Save](#) [Reverse](#) [Shuffle](#) [Clear](#)



5b. Home Page - Promoting to a spotlight page

Planning Headlines

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[read more](#)

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CANCELLED
Wed, May 19th 7:00pm
Bolton Room City Hall

Historic Resources Advisory Board Special Meeting
Wed, May 19th 7:00pm
Willamette Room City Hall

Historic Resources Advisory Board
Tue, Jun 1st 7:00pm
Willamette Room City Hall

[view all public meetings](#)

Spotlight: This section currently has four images under Key Topics. This is where you promote them to spotlight by Add to Queue.

Each image is in a specific order on the home page

1	2
3	4

Select the image you want to feature in the spotlight and promote this image to the Spotlight section by Add to Queue.

Once you have your images you can drag and drop them in the order you want them to appear on the home page.

Historic Resources

[View](#) [Promote](#)

Title	Max nodes	In queue	Operation
Finance Home Page Headlines	5	1	Add to queue
Finance Home Page Spotlight	10	4	Add to queue

Drag & Drop

Subqueue 'Finance Home Page Spotlight'

Title	Author	Post Date	Operations	Position
+ FY 2009 PAFR	rseals	2009-12-17 15:53	edit remove	1
+ City Council Adopts Biennial Budget	kwyatt	2009-04-27 17:52	edit remove	2
+ Low Income Utility Assistance Program	kwyatt	2009-06-25 15:55	edit remove	3
+ FY 2009 CAFR	kwyatt	2010-01-07 20:55	edit remove	4

Enter the title of a node to add it to the queue [Add node & save queue](#)

[Save](#) [Reverse](#) [Shuffle](#) [Clear](#)