



## Drupal 7 Quick Reference Guide

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V.81317

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**Create Content Pane** → *General description of standard available content types.*  
*Asterisked\* items are detailed in the Reference Guide*

**Bulletin Item\***: Bulletin items are linked images with captions that generally display in slideshow form.

**Event\***: Events appear in calendar displays.

**FAQ**: A frequently asked question and its answer.

**Free-Form Document**: Use free-form documents for static content within departments/boards, such as an 'About us' page.

**Link**: Links are generally used for linking to external sites or internal webpages within menus.

**Meeting Agenda\***: Meeting agendas may consist of individual agenda items entered directly into a text area or be a link to a file.

**Meeting Minutes\***: Meeting minutes may be entered directly into a text area or consist of a simple linked file.

**News or Announcement\***: News is displayed from most recently created to least recent and is often featured on department home pages.

**Person Profile\***: Person profiles are used to generate contact lists for staff and board member tables.

**Private File\***: Access to private files may be restricted. Private files *do not* show up in search engine results.

**Slideshow / Gallery**: A slideshow/gallery is a collection of images. Unlike bulletin items, individual images within a slideshow may not be linked.

**Upload File\***: Files may be linked to directly in menus.

**Urgent Alert**: Urgent Alerts display on the home page and/or department/board home pages to notify visitors of time-sensitive information such as closings, or inclement weather warnings.

**Webform**: Webforms are a form or questionnaire accessible to site visitors and users. Submission results and statistics are recorded and accessible to Site Administrators.



## Create a Bulletin Item → *Linked images with captions that generally display in slideshows.*

Home » Add content

Create Bulletin Item

For Help Documentation & Videos, please visit our [Municipal User Center](#) or, for schools, visit our [Schools User Center](#). Please login to the User Center using Username: "VTSCClient" and Password: "ClientUser10!".

Save and Close

Cancel

Bulletin Item \*

Display options

Add Tag(s)

Groups \*

Review on

Revision information  
New revision

Comment settings  
Closed

Scheduling options  
Not scheduled

Publishing options  
Published

Title \*

Choose File

No file chosen

Since these bulletin items may span the full width of the content (minus a single sidebar), the minimum width is 800px.  
Files must be less than **100 MB**.  
Allowed file types: **png gif jpg jpeg**.  
Images must be larger than **800x400** pixels.  
File automatically uploads when you hit Save & Close.  
You may add the title and alternative text by editing this content after it is saved.

Image caption heading

Appended at the beginning of the image caption in overlays. Maximum length: 50 characters.

Image caption

Only the first 160 characters will display in a slideshow overlay.

Link to

☐ Open URL in a New Window

Internal or external link to which this Slide/Bulletin should link.

Body

1. Create Content → Bulletin Item
2. Title: Give the Bulletin Item a title
3. Image: Choose File to select and upload an image for the Bulletin Item
  - a. Image must be larger than 800x400 pixels
  - b. Image will be displayed prominently on the page
4. Link to: If Bulletin Item will link somewhere when clicked, put the URL Path in this field.
5. Add any text for the Bulletin Item in the Body field
6. Save & Close

**Events** → *Appear on the Calendar*

Home » Add content  
Create Event

For Help Documentation & Videos, please visit our [Municipal User Center](#) or, for schools, visit our [Schools User Center](#). Please login to the User Center using Username: "VTSCClient" and Password: "ClientUser10!".

Save and Close Cancel

**Event**
Display options
Embed Video
Address
Groups
File attachments
Revision information  
New revision
Comment settings  
Closed
Scheduling options  
Not scheduled
Publishing options  
Published

**Title**  

  
**Subtitle**  

  
**Event type**  
- Select a value -
  
**EVENT DATE**  

**NOTE: If you need to edit a repeating event, please a) delete that individual event using 'Delete' then 'Delete Current' on the next screen and b) create a new individual event.**

☐ All Day ☒ Show End Date

<b>Date</b>	<b>Time</b>
<input type="text"/>	<input type="text"/>
E.g., 03/09/2018	E.g., 04:05pm

**to:**

<b>Date</b>	<b>Time</b>
<input type="text"/>	<input type="text"/>
E.g., 03/09/2018	E.g., 04:05pm

☐ Repeat

  
**Image**  
 No file chosen  

The image title text will appear as the image caption on the full content view.  
Files must be less than 100 MB.  
Allowed file types: png gif jpg jpeg.  
Images must be between 500x50 and 1200x1200 pixels.  
File automatically uploads when you hit Save & Close.  
You may add the title and alternative text by editing this content after it is saved.

  
**Body (Edit summary)**  

Font Size
Format

1. Create Content → Event
2. Title: Give the Event a title
  - a. Be as specific as possible (i.e. Board of Selectmen Meeting vs. Selectmen Meeting)
3. Event Type: Choose Event Type from drop down menu
4. Event Date: This is where the Event date(s) and Event time is chosen.
  - a. All Day: Uncheck if event is not all day. Check off if it is.
  - b. Show End Date: Uncheck if event is only one day with no end time. Check off if event has an end time, and/or event spans multiple days.
5. Repeat (Optional): Check box for reoccurring events - If Repeat checkbox is checked off, Repeat section will automatically appear with dropdown options and fields to complete based on how often Event is scheduled to Repeat.
6. Body: This is where text is entered for the Event information.
7. All events are automatically set to show up on their respective Department page and the Municipality homepage calendar. **To NOT display event on the town calendar, go to the Display Options tab and check off Do Not Display on Town Calendar (Event will still show in Department/Board homepage).**
8. Save & Close

**Meeting Agenda** → *May be entered directly into a text area or consist of linked file(s).*

Home » Add content  
Create Meeting Agenda

For Help Documentation & Videos, please visit our [Municipal User Center](#) or, for schools, visit our [Schools User Center](#). Please login to the User Center using Username: "VTSClient" and Password: "ClientUser10!".

Save and Close Cancel

**Meeting Agenda \***  
[Display options](#)  
[Agenda Intro](#)  
[Agenda Closing](#)  
[E-Subscriber Notification](#)  
**Groups \***  
[Review on](#)  
[Revision information](#)  
New revision  
[Comment settings](#)  
Closed  
[Scheduling options](#)  
Not scheduled  
[Publishing options](#)  
Published

**Title \***  
  
**Subtitle**  
  
**DATE \***  

Date	Time
03/11/2018	04:08pm
E.g., 03/09/2018      E.g., 04:08pm	

**Related Event**  
  
**UPLOAD FILE**  
**Add a new file**  
 No file chosen  
Files must be less than 100 MB.  
Allowed file types: txt pdf doc docx ppt pptx xls xlsx.  
File automatically uploads when you hit Save & Close.  
☐ Launch uploaded file without description page  
If this box is un-checked a description page will be displayed that allows you to paste in the meeting agenda. If the box is checked, clicking on the link for this page will go to the uploaded file directly.  
**Body**  

B I U

Format Font Size

1. Create Content → Create Meeting Agenda
2. Title: Enter a Title for the Meeting Agenda (i.e.: Board of Selectmen Agenda)
3. Date: The Date should be the date of the Meeting; the Time should be the Meeting start time.
  - a. Start typing in the Date field & a small calendar will pop up to select a date from.
4. Related Event (Optional): This is an auto-complete field. Start typing the name of an existing event created on the calendar and it will show you a list of potential matches.
  - a. Linking the Meeting Agenda to its respective Event allows the site user to easily access information on the Agenda and Event
5. *There are two ways to upload a Meeting Agenda: Upload as a file or copy/paste text from Word doc*
  - a. Upload File: Select Choose Files to select the Meeting Agenda PDF or Document from your computer.
    - i. CHECK OFF box "Launch uploaded file without description"
  - b. If copying and pasting the text from a Word document, highlight all text in the Word Document, right-click to copy. Go back to the Create Meeting Agenda page and paste the text inside the Body field.
    - i. UNCHECK box "Launch uploaded file without description"
6. Save & Close

**Meeting Minutes** → May be entered directly into a text area or consist of linked file(s).

[Home » Add content](#)

## Create Meeting Minutes

For Help Documentation & Videos, please visit our [Municipal User Center](#) or, for schools, visit our [Schools User Center](#). Please login to the User Center using Username: "VTSCClient" and Password: "ClientUser101".

Save and Close

Cancel

**Meeting Minutes \***

**Display options**

**E-Subscriber Notification**

**Groups \***

**Review on**

**Revision information**  
New revision

**Comment settings**  
Closed

**Scheduling options**  
Not scheduled

**Publishing options**  
Published

**Title \***

**Subtitle**

**MEETING DATE \***

**Date**  
E.g., 03/09/2018

**Related Agenda**

In order to search for the appropriate corresponding related agenda, please enter the month that the meeting occurred in format YYYY-MM and select from the options that drop down.

**UPLOAD FILE**

**Add a new file**

**Choose Files** No file chosen

Files must be less than 100 MB.  
Allowed file types: txt pdf doc docx ppt pptx xls xlsx.  
File automatically uploads when you hit Save & Close.

☒ Launch uploaded file without description page

If this box is un-checked a description page will be displayed that allows you to paste in the meeting minutes. If the box is checked, clicking on the link for this page will go to the uploaded file directly.

**Body**

Rich text editor toolbar with options for Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image, Table, Undo, Redo, and others.

1. Create Content → Create Meeting Minutes
2. Title: Enter a Title for the Meeting Minutes
3. Date: The Meeting Date field should be the date the meeting was held.
  - a. When typing a date into the text field, a small calendar will pop up to select date from.
4. *There are two ways to upload a Meeting Minute: Upload as a file or copy/paste text from Word doc*
  - a. Upload File: Select Choose Files to select the Meeting Minutes PDF or Document from your Computer, and select your file, click Open. Upload File window will be closed now. Click Upload button to upload file to the website.
    - i. CHECK OFF box "Launch uploaded file without description"
  - b. If you are copying and pasting the text from a Word document, highlight all text in the Word Document, right-click to copy. Go back to the Create Meeting Minutes page and paste the text inside the Body field.
    - i. UNCHECK box "Launch uploaded file without description"
5. Save & Close

**Create News or Announcement →** *Displayed from most recently created*

Cancel

<b>News or Announcement *</b>	<b>Title *</b> <input type="text"/>  <b>Subtitle</b> <input type="text"/>  <b>Image</b> <div>Choose File No file chosen</div> <p>The image title text will appear as the image caption on the full content view.  Files must be less than <b>100 MB</b>.  Allowed file types: <b>png gif jpg jpeg</b>.  Images must be between <b>90x90</b> and <b>1200x1200</b> pixels.  File automatically uploads when you hit Save &amp; Close.  You may add the title and alternative text by editing this content after it is saved.</p>
<b>Display options</b>	
<b>Embed Video</b>	
<b>E-Subscriber Notification</b>	
<b>Groups *</b>	
<b>Review on</b>	
<b>File attachments</b>	
<b>Revision information</b> New revision	
<b>Comment settings</b> Closed	
<b>Scheduling options</b> Not scheduled	
<b>Publishing options</b> Published	

**Body (Edit summary)**  

B I U [List Icons] [Link Icon] [Unlink Icon] [Undo] [Redo] [Media Icon] [Table Icon] [Quote Icon] [Text Color] [Background Color] X² X₂ " " [Bullet List] [Numbered List] [Indent Left] [Indent Right] [Outdent] [Align Left] [Align Center] [Align Right] [Justify] [Full Screen]

Format - Font - Size - [Font Family] [Font Style] [Font Weight] [Color Picker] [Background Color Picker]

1. Create Content → Create News or Announcement
2. Title: Enter a title for the News/Announcement
3. Image: Feel free to attach an image by Choosing File and uploading. Image is automatically placed on upper right side of the News item.
4. Body: This is where you either type or paste text for the News/Announcement item.
  - a. This is visible when the News/Announcement is clicked on.
5. Adding File Attachments (Optional): Choose File to upload in the File Attachments tab on the left sidebar (i.e. flyer)
6. If you would like to Publish/Unpublish the News/Announcement on a certain date/time, go to the Scheduling Options tab on the left sidebar.

## Person Profile vs. User Account: What is the Difference?

**Person Profile:** A Person Profile is created when a person needs to be listed on a Department, Board, or Committee page's Staff/Member Table. *If the person plans to be contacted through the website or plans to maintain any website pages, they need to have a User Account created as well.*

**User Account:** A User Account is created by a Site Admin when a person needs to receive email through the website when listed in a Board or Department Staff Table. User Accounts also grant a person permission roles to maintain the website.

## Create a Person Profile → Used to generate contact lists for staff and board members

Home » Add content

### Create Person Profile

For Help Documentation & Videos, please visit our [Municipal User Center](#) or, for schools, visit our [Schools User Center](#). Please login to the User Center using Username: "VTSCClient" and Password: "ClientUser10!".

Save and Close Cancel

**Person \***  
[Department Memberships](#)  
[Board Memberships](#)  
[Display options](#)  
[Add Tag\(s\)](#)  
[Groups \\*](#)  
[Review on](#)  
[Revision information](#)  
 New revision  
[Comment settings](#)  
 Closed  
[Scheduling options](#)  
 Not scheduled  
[Publishing options](#)  
 Published

**First and middle names \***

**Last name \***

**Username for receiving Email**

Note: If the person wants to receive email through the site they need to have a user account created. A person may be able to register their own user account (if enabled) or a Site Admin can [create a new user account here](#). We recommend testing the user's contact form to make sure they receive the email.

**Whenever this person is listed as a Staff Contact, Board Member, or Key Contact link to \***

☒ Do not link anywhere  
☐ This Profile Page  
☐ Email address (username from above)

**Phone**

**Photo**

Choose File No file chosen Upload

Files must be less than 100 MB.  
Allowed file types: png gif jpg jpeg.  
Images must be between 90x90 and 1200x1200 pixels.

**Description**

B I U

[List Icons]

[Link Icon]

[Media Icon]

[Table Icon]

[Code Icon]

[Undo Icon]

[Redo Icon]

[Fullscreen Icon]

[Print Icon]

[Help Icon]

Format Font Size

1. Create Content → Person Profile
2. Enter the individual's First and Last name
3. Enter the Username for receiving email (See Create User Account above for instructions)
4. If the person is a member of a Department or Board, go to the respective tab on the left sidebar.
  - a. Select the Department/Board from the Drop Down menu and fill in the appropriate details.
  - i. Add Another Item if member of more than one Department/Board
5. Save & Close

[Home](#) » [Add content](#)

## Upload File

Save and Close

Cancel

Upload File \*

Display options

Add Tag(s)

Add to Categories?

E-Subscriber Notification

Groups \*

Review on

Revision information  
New revision

Comment settings  
Closed

Scheduling options  
Not scheduled

Publishing options  
Published

Title \*

Upload file \*

Choose File | No file chosen

Files must be less than 100 MB.  
Allowed file types: txt pdf doc docx ppt pptx xls xlsx xlt jpg gif png bmp csv kmz.  
File automatically uploads when you hit Save & Close.

☒ Launch uploaded file without description page  

If this box is un-checked a description page will be displayed before the file. If the box is checked clicking on the link for this page will go to the file directly.

☐ Add to Downloadable Forms  

If checked then this File node will appear in lists of download-able forms.


Description

- ## Display Options tab

- **Add To Persistent Links:** Checking this box adds a left sidebar navigation menu item (aka persistent link) for the uploaded file on the Department's page.
- **Open URL in New Window:** Checking this box opens the webpage in a new tab on your internet browser.

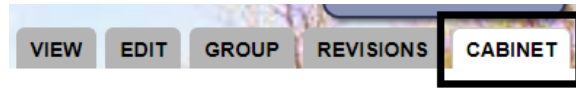
### Link File in Free-Form Document

*Creating a hyperlink to an uploaded file in a Free Form document is a two-step process: Uploading the file (if it is not already located in the Cabinet) and then creating a link with it using its Path.*

1. Upload File. Be sure to leave Add To Persistent Links box unchecked. Save & Close.
2. Navigate to the Cabinet, which is located on the Department's homepage. Find the uploaded file and copy the Path's URL.
3. Open the Free-Form Document where you want to create the hyperlink. Select and highlight the text that will be hyperlinked.
4. While the text is still highlighted, In the Edit toolbar, select the Link option (  )
5. In the Link window, paste the copied Path in the URL field. Click OK.
6. For item to open in new browser tab, go to Target and select New Window (blank) from dropdown.
7. Save & Close

## Miscellaneous Tips & Tricks

**The Cabinet:** Each Department, Board, & Committee Homepage has a Cabinet tab. The Cabinet displays a list and easy access to content items that belong to that Department, Board or Committee.



- Content can be sorted by Type from the Drop-Down Menu. Content can also be sorted alphabetically by the Cabinet header (Title, Type, Last Updated, Published)
  - *Events, Minutes, & Agendas are located in a sub-cabinet*
- Publish and Unpublish: Clicking *Publish* will place the page on the website. Clicking *Unpublish* will remove the page from being published on the website, thus not visible by site visitors. Item will still remain in the Cabinet for respective user access.
- Edit: Will take you directly to the Edit page for that Item

**Note:** *The Cabinet is only accessible from the Department Homepage*

**What is a Persistent Link:** When the Persistent Link field is checked off; the item appears on the left-hand sidebar of the Department/Board/Committee Homepage. When left unchecked, the item does not appear on the left-hand sidebar but can still be located and accessed via the Cabinet.

☒ Add to persistent links

[Check here to automatically generate a menu item for this node in its respective group\(s\).](#)

**Permission Roles:** When a User Account is created, the user will be typically assigned one of the following roles. The role assigned determines the site editing permissions for the user. Below are the two most common roles.

- Site Admin - Highest level for permissions. User has permission to edit/update throughout the entire website; not limited to one department/board.
- Group Member - Editing privileges only for assigned department(s) & board(s), not site-wide.

**Embedding i-Frames:** Embedding i-Frames must be done by CivicCMS Support. If you have external content that needs to be embedded, please contact our Support team for further assistance.

**Subscribe/Report feature:** Site Admins can view a Subscriber Report of all e-subscribers by adding subscribe/report to the website URL ([www.mytown.com/subscribe/report](http://www.mytown.com/subscribe/report))

**When to use Private File feature:** Use the Private File feature when a file needs to be uploaded to a private department/board on the website. *Search Engines do not list Private Files in their Search Results.*

**Launch Item without Description:** This checkbox field is found when you are uploading a file, uploading Meeting Minutes, uploading Meeting Agenda.

☐ Launch uploaded file without description page

*If this box is un-checked a description page will be displayed that allows you to paste in the meeting agenda. If the box is checked, clicking on the link for this page will go to the uploaded file directly.*

- Checking off the Launch Item Without Description checkbox means that when the link to the page is clicked on, the site visitor is taken directly to the PDF/Doc that had been uploaded.
- If the Launch Item Without Description field is unchecked, the site visitor is brought to a page with a link to the uploaded item, which displays any text added to the Body field when editing the Item.