




Acuity

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FAM-IT Portal

Content Manager Training

- What is the FAM-IT Portal?
- Demonstration
- What is on the Portal?
- What is Drupal?
- Managing Portal Content
- Portal Content Types
- Managing Events
- Managing News Items
- Managing Portal Files
- Managing Basic Pages
- Managing Contact List Information
- Alternate Approach: Editing Nodes
- Exercise
- Application Specific Content (WIMS)

- The FAM-IT Portal is:
 - An effort to combine all of the current FAM-IT webpages (supporting 16 applications total) into a single portal
 - Intended to provide easier user access, improved usability, and content consistency.

- The FAM-IT Portal is NOT:
 - An authentication portal into any of the applications
 - A means to launch applications (i.e., the Portal does not allow direct access to the applications)

Portal Demonstration

- The content of the FAM-IT Portal was agreed upon through a series of requirements gathering meetings held with application SME's in Boise, Idaho in March 2015.
 - Not all content from the existing application websites was moved to the Portal during this phase of the project
 - Interactive elements (e.g., forms, etc.) were not migrated during this phase, but may be migrated in later project phases
- The following slides depict, at a high level, the agreed upon Portal content

e-ISuite: WHAT IS ON THE PORTAL?

Navigational Element
e-ISuite Home
General Information
About e-ISuite
Change Mgmt
Documentation
Links
Presentations
ROSS Import
Site Downloads
Release Notices
Suggestions
User Support
Helpdesk Info
Helpful Resources
Instr Curriculum
NAP
Online Tutorials
Quick Ref Cards
User Guide
Archive:
IBA
Site Map
Contact the Webmaster

LEGEND	
	Stays on current website, does not migrate
	Migrates to portal
	Delete from existing site, do not migrate to portal
	New portal page to be developed

- All of the existing e-ISuite website content was migrated to the Portal with the exception of the Archives
- Redundant links across applications (identified in purple) were consolidated into a single location on the new Portal

EGP: WHAT IS ON THE PORTAL?

<i>Navigational Element</i>
Home
About
Contact
Login/Register
<i>Footer Navigation</i>
NIFC Home
Disclaimer/Privacy Policy

LEGEND	
	Stays on current website, does not migrate
	Migrates to portal
	Delete from existing site, do not migrate to portal
	New portal page to be developed

- All of the existing website content was migrated to the Portal with the exception of the interactive form on the Contact Us page

FAMWeb: WHAT IS ON THE PORTAL?

<i>Navigational Element</i>
FAMWeb
New User Accounts
User Information
AMIS
AWSR
FIRESTAT
SIT-209
209 User Guide
Sit User Guide
Previous Years ICS-209s*
Blank ICS-209 Form
1999 SIT Data
2000 SIT Data
2001 SIT Data
2002 SIT Data
2003 SIT Data
2004 SIT Data
2005 SIT Data
2006 SIT Data
2007 SIT Data
2008 SIT Data
2009 SIT Data
2010 SIT Data
2011 SIT Data
2012 SIT Data

2013 SIT Data
2014 SIT Data
Jan 2014 Legacy ICS-209
Feb-Dec 2014 ICS-209
FAMWeb Data Warehouse
Feb-Dec 2014 ICS-209
Public Access Reports
Public Shared Folder
Cognos Training
KCFast
WIMS
TechNotes
User Guide
FEPMIS
LESO FEPMIS
Electronic Forms
Offline FS-5100-29 form
Wildland Fire Related Links
FEPP Web Pages
Fire and Weather Data**
GACC Web Pages
PocketCards***
Other Links/Forms
Add Program Request
Change Request Form
Data Request Form
FAMWEB Help Desk
Blank FS-5100-29 - PDF

LEGEND	
	Stays on current website, does not migrate
	Migrates to portal
	Delete from existing site, do not migrate to portal
	New portal page to be developed

- Content was migrated or remained on the existing site on a case-by-case basis
- Rather than having a large FAMWeb page, it was decided that the Portal was essentially an “updated FAMWeb” so the information was decentralized and spread among the respective application Portal pages
- No interactive elements were migrated
- The following exceptions were made:
 - *Linked to content on existing website
 - **Stays on current website but is linked from the KCFast Portal page
 - ***Structure set up on WIMS Portal page

ICBS: WHAT IS ON THE PORTAL?

<i>Navigational Element</i>
Home
Project Team and Partners
Project Charter
Project Background
ICBS-R Implementation
ICBS-R Training
ICBS-R Organization Chart
ICBS-R Business Requirements
Project Reference Materials
ICBS-R Performance Measures
ICBS-R Project Vision
National Cache System
ICBS-R Change Management
Photos
FAQ's
Links
Contact Us
User Support & Quick Reference Guides
Site Map
<i>Footer Navigation</i>
Disclaimer
Privacy Policy
Quality of Information

LEGEND	
	Stays on current website, does not migrate
	Migrates to portal
	Delete from existing site, do not migrate to portal
	New portal page to be developed

- Only select content was migrate to the portal

RAWS: WHAT IS ON THE PORTAL?

<i>Navigational Element</i>
Home
Resources
WFMI
Standards and Guidelines
RSFWSU Services
Station Assets
IRAWS
Contacts
<i>Footer Navigation</i>
Home
Disclaimer
Contact Us

LEGEND	
	Stays on current website, does not migrate
	Migrates to portal
	Delete from existing site, do not migrate to portal
	New portal page to be developed

- The structure for the Station Assets has been created but the content was not migrated

ROSS: WHAT IS ON THE PORTAL?

<i>Navigational Element</i>
What's New
Link to NAP
Login to Web Status
History and Info
About
Change Control Board
Contract Partners
Documents Library
Release Notices
Reports
Reports Mgt Board
Analytical Reports
Archive Data Delivery
UC Reports Index
User Support
Accts/Password
Download Apps
Helpdesk
User Support
Training
Additional Sites and Links
DMS
Links
Request Org Update
@Ross_NWCG
Contact Us
Disclaimer
508 Accessibility

LEGEND	
	Stays on current website, does not migrate
	Migrates to portal
	Delete from existing site, do not migrate to portal
	New portal page to be developed

- All of the existing content was migrated to the Portal with the exception of the DMS link

WIMS: WHAT IS ON THE PORTAL?

Since WIMS does not currently have a dedicated website, a WIMS landing page was added to the FAM IT Portal that contains a brief About section, the current publicly available user guide material, and the PocketCards construct.

WFMI: WHAT IS ON THE PORTAL?

<i>Navigational Element</i>
Home
User Support
Access Request
About WFMI
Firefighter Pocket Cards
Fire Reporting Documentation
Interagency Remote Automatic Weather Stations
Disclaimer
Privacy Policy
Cookie Information

LEGEND	
	Stays on current website, does not migrate
	Migrates to portal
	Delete from existing site, do not migrate to portal
	New portal page to be developed

- Only the access request pages were migrated

WFDSS: WHAT IS ON THE PORTAL?

<i>Navigational Element</i>
Home
About WFDSS
What's New In WFDSS
WFDSS Training
NWCG Training WFDSS Courses
Data
Related References
WFDSS Help
Sign In to Production
Sign In to Training
Request Account
WFDSS Help Desk
Analysis and Decision Content Support

LEGEND	
	Stays on current website, does not migrate
	Migrates to portal
	Delete from existing site, do not migrate to portal
	New portal page to be developed

- Only the About content was migrated

In addition to the applications previously discussed, basic landing pages were created for the following applications:

- AMIS
- AWSR
- FEPP FEPMIS
- FIRESTAT
- KCFast
- LESO FEPMIS

- **Drupal** – an open-source Content Management System (CMS) that allows users to quickly and easily create websites using “out of the box” tools
- **Content Type** – a pre-defined collection of data fields and type that make up the content (i.e., nodes) within Drupal. A Drupal web page can be made up of one or many content types
- **Views** – A way to organize content based on a set of pre-defined criteria. The following are views within the FAM-IT Portal:
 - Contact Us
 - News
 - RAWs Station Assets
 - WIMS PocketCards

- Portal content is managed through various Drupal content types
- Currently, most of the content on the FAM IT Portal is static content displayed using a “basic page” content type.
- There are a few instances on the site where content is intentionally managed in a different way for ease-of-use and efficiency. These will be discussed at a later time.

The table below shows content types are used on the FAM-IT Portal:

Content Type	Description	Special Notes
Article	Use articles for time-sensitive content like news, press releases or blog posts.	Content type from core Drupal install. Not currently in use on the FAM IT Portal but left in place for easier upgrade and maintenance path.
Basic Page	Use basic pages for your static content, such as an 'About us' page.	Three column website pages with left-hand sub-navigation and right-hand call-out boxes.
Contact	Use to add a new contact record to the 'Contact Us' page	
Document	Use to upload documents to the website.	Documents can be associated with particular applications for ease of searching and indexing.
Event	Events related to FAM IT systems and other activities.	
News Item	News items about specific FAM IT applications or general site news.	
Panel	A panel layout broken up into rows and columns.	This is used by the Panel models and should not be used or modified by Content Administrators
PocketCard	Use to upload and tag PocketCards for automatic display and sorting.	Enables content managers to upload each PocketCard and tag it appropriately. Based on how the PocketCard is tagged, it will automatically be categorized appropriately and allow users to filter by GACC on the "View Cards" page.
Station Asset	Use to upload and tag RAWs Station Assets for automatic display and sorting.	Enables content managers to upload station assets that will be automatically aggregated into a corresponding view on the RAWs page.

Events are used to announce upcoming events/dates related to FAM IT systems. By default, the most recent 10 events will be displayed on the portal home page.

To create an event:

1. Navigate to Content → Add Content.
2. Click the “Event” content type.
3. Fill out the fields in the content form.
4. Click “Save”

To edit an event:

1. Click “Content” at the top of the page
2. In the “Show Only Items Where” block, select “News Item” from the “Type” dropdown list
3. Click “Filter”
4. Locate the desired news item in the results table at the bottom of the page
5. In the far right-hand “Operations” column, click the “edit” link
6. Edit the news item per the field descriptions noted in the “To create an event” section above
7. Click “Save”

News items are used to announce specific FAM-IT application or general site news. By default, the most recent 10 stories will be displayed on the portal home page.

To create a news item:

1. Navigate to Content → Add Content.
2. Click the “News Item” content type.
3. Fill out the fields in the content form.
4. Click “Save”

To edit a news item:

1. Click “Content” at the top of the page
2. In the “Show Only Items Where” block, select “News Item” from the “Type” dropdown list
3. Click “Filter”
4. Locate the desired news item in the results table at the bottom of the page
5. In the far right-hand “Operations” column, click the “edit” link
6. Edit the news item per the field descriptions noted in the “To create a news item” section above
7. Click “Save”

Several locations throughout the FAM IT Portal contain links to external files or documents. These are managed via the “Document” content type. Documents can either be added one at a time or using the bulk upload feature.

To upload a single file:

1. Navigate to Content → Add Content at the top of the page.
2. Click on the “Document” content type.
3. Fill out the appropriate fields in the content form.
4. Click “Save”.

To upload files in bulk:

1. Navigate to Content → Bulk Upload at the top of the page.
2. In the “Bulk Media Upload” section, click “Add Files” and add the desired files
3. Once all files have been selected, click “Start Upload”
4. Select the associated applications in the “Application Tag” multi-select list.
5. Click “Generate Node Entities”

You can add files directly to a content page, but it will require you to know some or all of the filename that you want to add, since you will need to search for it by name and can't browse to the file location.

To add files to a content page:

1. If your file does not already exist on the Drupal server, follow the steps in “To upload a single file” or “To upload files in bulk” to add your file.
2. Navigate to the content page you wish to edit using steps 1 and 2 in 1.4.1 “To edit content on a basic page”. Place your cursor in the location or highlight the word(s) you wish to link your file from.
3. In the WYSIWYG editor, click the attachment icon ()
4. Type the name or partial name of your file in the “Search for Content” text box. As you type, the text box will automatically filter results containing the words you are typing. This is why it is important that you know some or all of the file name.
5. Select the file from the filtered dropdown list to populate the “Link URL” field.
6. Click “Insert Link” to save and insert a link to the file.

When working with the “Basic Page” content type you want to always be sure to change the Text Format to “Full HTML” under the body field. This will enable a WYSIWYG editor that closely resembles the menu you see in standard Microsoft applications.

Using the WYSIWYG Editor:



WYSIWYG Icon	Function
	Insert a hyperlink or link to a file
	Insert an image
	Pull down drop down menu to access built in styles that match the formatting on the rest of the site
	Insert a table element
	Search and insert a file by file name

To create a “basic page”:

1. Navigate to Content → Add Content at the top of the page.
2. Click on the “Basic page” content type.
3. Fill out the appropriate fields in the content form. **Note:** Be sure to change the “Text Format” dropdown item under the “Body” field to “Full HTML”
 1. If the content is related to a particular application or applications, tag that application(s) by typing the application name into the “Application” auto-complete field. If you are tagging more than one application, separate application names with a comma.
4. Click “Save”.

To edit content on a “basic page”:

1. Click “Content” at the top of the page and filter as needed to find the desired content
2. Locate the items you wish to edit and click the “Edit” link in the “Operations” column to the far right of the content title
3. Make the necessary adjustments in the content form. **Note:** Be sure the “Text Format” dropdown item under the “Body” field is set to “Full HTML”
4. Click “Save”.

The only time you will need to explicitly add a menu item is when you're creating a brand new web page from scratch.

Creating a Menu Item:

1. Follow steps 1-3 to create a new "basic page"
2. Before pressing save, click on the "menu settings" tab at the bottom of the Create Basic Page pop-up window
3. Check the box labeled "Provide a menu link" to enable relevant menu fields
4. Fill out the appropriate fields in the content form
5. Click "Save"

Static images can be added to content pages (webpages) throughout the website to provide an enhanced viewing experience for the user.

To add images to an existing webpage:

1. Follow steps 1-2 in “To edit content on a basic page”
2. Place your cursor in the desired location within the text and click the square image icon ()
3. Within the new window, click “Browse Server”
4. Click on the “root” folder to navigate to the contents (if you are not already there)
5. If the image already exists on the server:
 - Click on the “File name” header in the right-hand window pane to sort the file names alphabetically. Search for your file. **Note:** Unfortunately there is not easier way to do this.
 - Double click the image name in the right hand window pane to select the desired image
 - Click “Ok”

6. If the image does not exist on the server:
 - Click the “Upload” icon in the top left-hand corner of the pop up window
 - In the new dialog box, click “Choose File” and browse to and select your image
 - Click “Upload” in the dialog box
 - Double click the image name in the right hand window pane to select the desired image
7. Fill in the “Alternative Text” field to maintain 508 compliance. This should be a description of what the image is (e.g., USDA logo).
8. Fill in any other desired fields.
9. Click “Ok”

To add images to a new webpage:

1. Follow steps 1-2 in “To create a basic page”
2. Place your cursor in the desired location within the text and click the square image icon ()
3. Within the new window, click “Browse Server”
4. Click on the “root” folder to navigate to the contents (if you are not already there)
5. If the image already exists on the server:
 - Click on the “File name” header in the right-hand window pane to sort the file names alphabetically. Search for your file. **Note:** Unfortunately there is not easier way to do this.
 - Double click the image name in the right hand window pane to select the desired image
 - Click “Ok”

6. If the image does not exist on the server:
 - Click the “Upload” icon in the top left-hand corner of the pop up window
 - In the new dialog box, click “Choose File” and browse to and select your image
 - Click “Upload” in the dialog box
 - Double click the image name in the right hand window pane to select the desired image
7. Fill in the “Alternative Text” field to maintain 508 compliance. This should be a description of what the image is (e.g., USDA logo).
8. Fill in any other desired fields.
9. Click “Ok”

The FAM IT Portal contains a single “Contact” content type which enables the website administrator to manage pertinent contact information for use and display across the website.

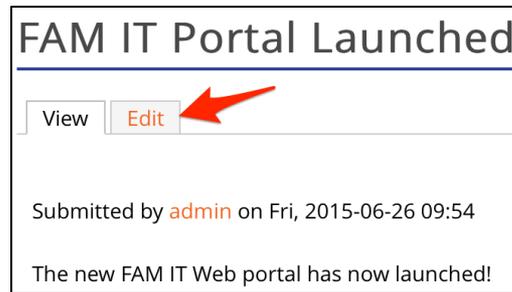
To add a new contact listing:

1. Navigate to Content → Add Content.
2. Click on the “Contact” content type.
3. Fill out the fields in the content form.
4. Click “Save”

To edit a directory listing:

1. Click “Content” at the top of the page and filter to find the desired content
2. Locate the items you wish to edit and click the “Edit” link in the “Operations” column to the far right of the content title
 - **Note:** You can also click on the hyperlinked “Contact Name” in the table on the Contact Us page
3. Make the necessary adjustments in the content form
4. Click “Save”

Alternately, when viewing a content item you may click the “Edit” tab at the top of the page as shown below.



Then, follow the steps previously described in the “to edit a...”.

Note: This applies to all content types within the site. Some may require an extra step to get to this screen, but the process applies across all content types.

- Contact List – click on the hyperlinked contact name to reach this screen
- Homepage news or calendar – click on the hyperlinked title to reach this screen

EXERCISE

A new module has been released for your application. You'd like to let users know by:

1. Creating a new informational page within your application's portal section.
 - Add the word "TRAINING" at the beginning of the page Title
 - Include a link to a help file on the new page (Note: Just create a dummy word document on your computer and upload that)
 - Please make sure the filename begins with "TRAINING"
 - Set the page at the main level of navigation (i.e., do not nest it under an existing page; the "Parent Item" should be the main application name)
 - Set the "Weight" to 100 to ensure the link is the last one on the page
2. Adding a new contact and associating it with your application
 - Add the word "TRAINING" to the beginning of the contact's name
3. Add a news item letting users know that a new module has been released
 - Again, add the word "TRAINING" to the beginning of the news item
4. BONUS: If you'd like, you may also create an "event" (calendar item) to let users know of the day the module is launching
 - If you create an event, add the word "TRAINING" to the beginning of the event name

- **Username:** your first name, period, your last name (e.g., Robert Wagner = Robert.Wager)
- **Password:** Training2015
- **Training site URL:** <http://famittest.nwcg.gov/training/>
- **Login Link:** Under “Additional Resources” footer menu item

To change your password:

1. Log in using your username and password
2. Once logged in, click on the “Edit” tab to edit your user account information
3. Enter your current password
4. Enter a new password and confirm the new password
5. Click “Save”

Application Specific Content for RAWs and WIMS

The construct for the Station Asset functionality is completely built out using Drupal Views. This means that content managers are only required to upload their Station Assets and associated pictures, or create a piece of Station Asset “content”, and the categorization and build-out of the pages will occur automatically.

To add a new Station Asset:

1. Navigate to Content → Add Content at the top of the page.
2. Click on the “Station Asset” content type.
3. Fill out the fields in the content form.
4. Click “Save”

Note: The new Station Asset will automatically appear on the RAWWS Station Asset pages based on the fields that were filled in. Each asset type will have it’s own view (i.e., individual page).

To edit a Station Asset:

1. Click “Content” at the top of the page and filter as needed to find the desired content (e.g., type = Station Asset)
2. Locate the items you wish to edit and click the “Edit” link in the “Operations” column to the far right of the content title
3. Make the necessary adjustments in the content form.
4. Click “Save”

Note: The updates will automatically propagate to the Station Assets pages based on the fields that were updated.

The construct for the PocketCard functionality is completely built out using Drupal Views. This means that content managers are only required to upload their PocketCards, or create a piece of PocketCard “content”, and the categorization and build-out of the PocketCard tables will occur automatically.

To add a new PocketCard:

1. Navigate to Content → Add Content at the top of the page.
2. Click on the “PocketCard” content type.
3. Fill out the fields in the content form.
4. Click “Save”

Note: The new PocketCard will automatically appear on the WIMS View Cards page based on the fields that were filled in. Users may filter the table results by GACC and can sort the table by clicking on the table headers.

To edit a PocketCard:

1. Click “Content” at the top of the page and filter as needed to find the desired content (e.g., type = PocketCard)
2. Locate the items you wish to edit and click the “Edit” link in the “Operations” column to the far right of the content title
3. Make the necessary adjustments in the content form.
4. Click “Save”

Note: The updates will automatically propagate to the View Cards page based on the fields that were updated.

Exercises for RAWS and WIMS

For this exercise we will upload actual content that needs to be migrated to the Portal so please use appropriate naming conventions (i.e., do not append “TRAINING to the beginning of anything)

WIMS:

- Upload the following PocketCard: **2013_SUDR_ERC_NorCalBLM.jpg**
 - **Note:** To do this, you will need to go to the existing FAMWeb website and save the pocketcard to your desktop. You can also get the rest of the PocketCard information from here.