Guide to UEM and EMP Website Customizations (utilities.okstate.edu & energy.okstate.edu)

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This document describes how to use the customizations associated with <http://utilities.okstate.edu/> and <http://energy.okstate.edu/> website. It is not intended to be an exhaustive manual but to provide guidance on customized items, created by Information Technology Software Services, so they can be used effectively.

## How to change the background

No modifications were made related to how to change the background, but instructions were requested.

Note: OSU Communications has restrictions on images used as backgrounds. Images should be black and white, not too busy, and professional. For more information or questions contact: Megan Horton megan.horton@okstate.edu.

1. Login. <https://utilites.okstate.edu/user> or <https://energy.okstate.edu/user>
2. In the top menu bar click “Configuration”.



1. Under “User Interface” click “Dynamic background”.



1. On this page up to five backgrounds can be kept for use on the site. Use the check boxes to change the background image or delete images no longer needed.
2. When finished click the “Save configuration” button.

## Adding Content

When adding new content or information to the website, usually each item is added through a content type such as an article, event, or employee profile. By default sites come with some predefined content types, a few of these were modified to better meet the needs of the site.

1. New Content Types
* Employee – used for showing employee information on the site on profile pages and the directory page. It does not grant them access to edit the website. If a position is not listed when editing the employee profile, see **adding position titles**.
* EnergyCAP Entry – Creating an EnergyCap entry will show a graphic accompanied with a short description on the front page. A longer description of the graphic can be added to the body section of the form.
* Quote/Tip – Each item is randomly added to the sides of pages.
1. Modified Content Types
* Articles – Pieces of news, announcements, updates, or similar time sensitive items should be in this category. Slideshow settings were added to so they may be added to the slideshow on the front page. All three fields must be filled out for the item to appear even if it has been added to the slideshow queue. After an article has been created it can be added to the slideshow by clicking “Add to Homepage Slideshow” at the bottom of the Article’s page. Tagging is also supported so articles with similar topics can be grouped together by topic and also by date. This makes it easier for visitors looking for a specific article.
* Basic page – Use this to create simple pages with text. This content type was modified so it could also be added to the slideshow of the front page. All three fields must be filled out for the item to appear even if it has been added to the slideshow queue. After a basic page has been created it can be added to the slideshow by clicking “Add to Homepage Slideshow” at the bottom of the created basic page.

## Reordering the Front Page Slideshow

The slideshow on the front page holds only articles and basic pages. By design it can only hold 12 slides. If a 13th slide is added then the slide at the back of the queue is remove. Steps to reorder are below:

1. Login if you haven’t already
2. Click “Structure” on the top menu bar.



1. Select “Nodequeues” (Node queues)



1. Find the Homepage Slideshow and click the corresponding “view” button.
2. On this page the items can be reordered by clicking and dragging the corresponding compass arrows shown below.



1. When finished rearranging slides press “Save”.

## Adding Position Titles

When editing an employee profile, if a position title isn’t listed it needs to be added to the site.

1. Login if you haven’t already.
2. Click “Structure” on the top menu bar.



1. Select “Taxonomy”



1. Find the “Position” vocabulary name and click the corresponding “add terms” button.
2. Enter the name of the position. Everything else on the page is optional.
3. Click “save”.
4. The new position title should now appear as an option when creating or editing an employee profile.