Region IV Public Health Training Center

A MEMBER OF THE PUBLIC HEALTH LEARNING NETWORK

COMMUNICATIONS TRAINING MANUAL

Table of Contents

R-IV PHTC Website: Accounts and Best Practices

Website Accounts

Account	Description	URL for Log-in	UserID	Password
WordPress Website	• Website CRM platform • Visit URL to make site updates	www.r4phtc.org/wp-admin	r4admin	training4422
BlueHost	• Domain name registrar – (expires 11-12-16) • Hosting service – (expires 11-12-17)	www.bluehost.com	r4phtc.org	Training4422!!
WordPress.com	• WordPress account for updating Jetpack for site statistics	www.wordpress.com	r4phc	trainings1212

WordPress and Website Best Practices

WP Updates	• WordPress updates automatically via Bluehost. You will receive an email notification from Bluehost regarding any WP updates.
WP Plugins	• Upon receiving email notification of a WP update, log-in to the WP dashboard and check for/run any applicable plugin updates. • If you are required to do a manual WP update from the dashboard, best practice is to disable all plugins first, update WP, then reactivate plugins and update any as necessary.
WP Security	• The website is equipped with Anti-Malware security that runs continual scans on the WP Core, Plugins, and Theme. Any potential threats will be identified and malicious files will be quarantined. • If a script is tagged as potential threat during a scan, the likelihood of it being malicious is low. These scripts are typically flagged as potential investigation starting points in the event of an attack.
WP Theme	• The site is built with a child theme of a core theme in order to ensure that all custom coding remains intact after all WP and theme updates. The child theme doesn't require updates; however, the core theme will require updates, typically in conjunction with a WP update. • If notified on the Dashboard of a theme update, take the following actions: – Appearance > Themes > Update Theme – Occasionally, you may find that the theme will not update successfully from the Appearance panel. In the event that this happens, update via Dashboard > Updates > Themes > Update
Site Dos	• Keep theme and plugins updated to most recent versions; perform regular site maintenance • Remove or update broken links when notified of broken links (operation performed by Broken Link Checker) • Check malware quarantine regularly for malicious scripts • Change WP log-in password every six months • Back-up WP database before making any major code changes to the site • Direct external page and document links to open in a new tab
Site Do Nots	• Do not edit or remove the site's Child or Core themes. **Removing themes or adding incorrect code will break the site.** • Do not change the name of the Child or Core themes. **Doing either of these things will break the site.** • Do not edit any of the core .php functions or .css stylesheet

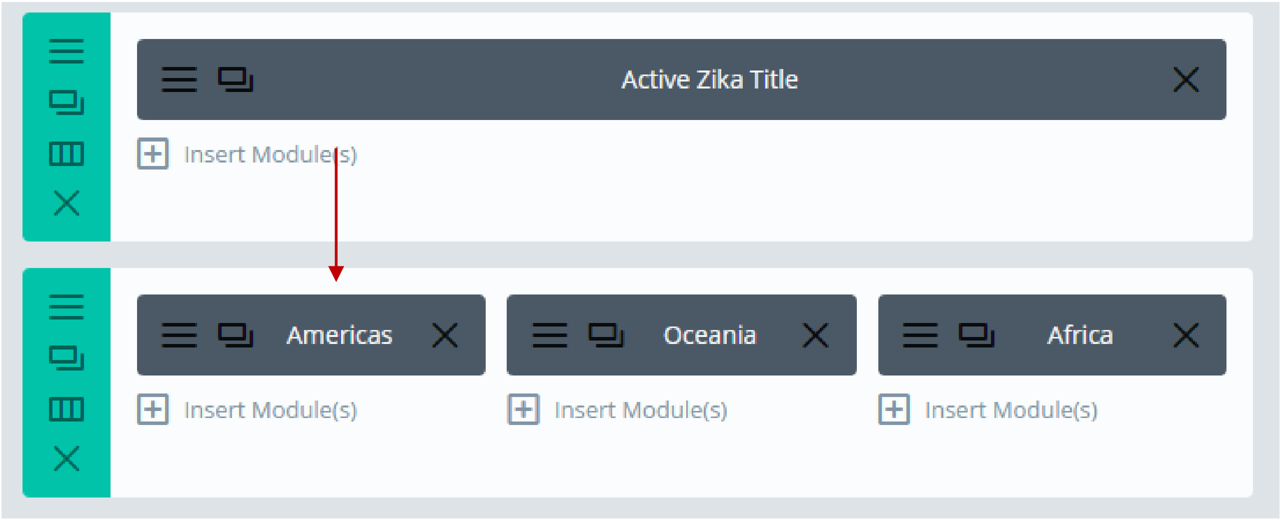
R-IV PHTC Website: Page and Post Builder Layout

Pages and posts on the R-IV PHTC website are built with a drag and drop system to make it easy to make changes, add modules, move modules, delete modules, etc.. The following shows what each element of the editor dialog does.

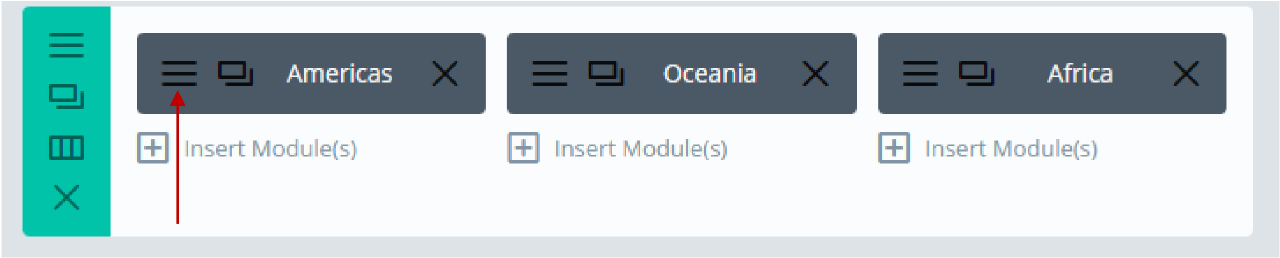
R-IV PHTC Website: Editing Pages and Posts

Pages and posts on the R-IV PHTC website are built in sections and rows. Each module has a label to make it easy to identify. In this example, we will update the number of Areas with Active Zika Virus Transmission in the Americas on the Zika Virus post.

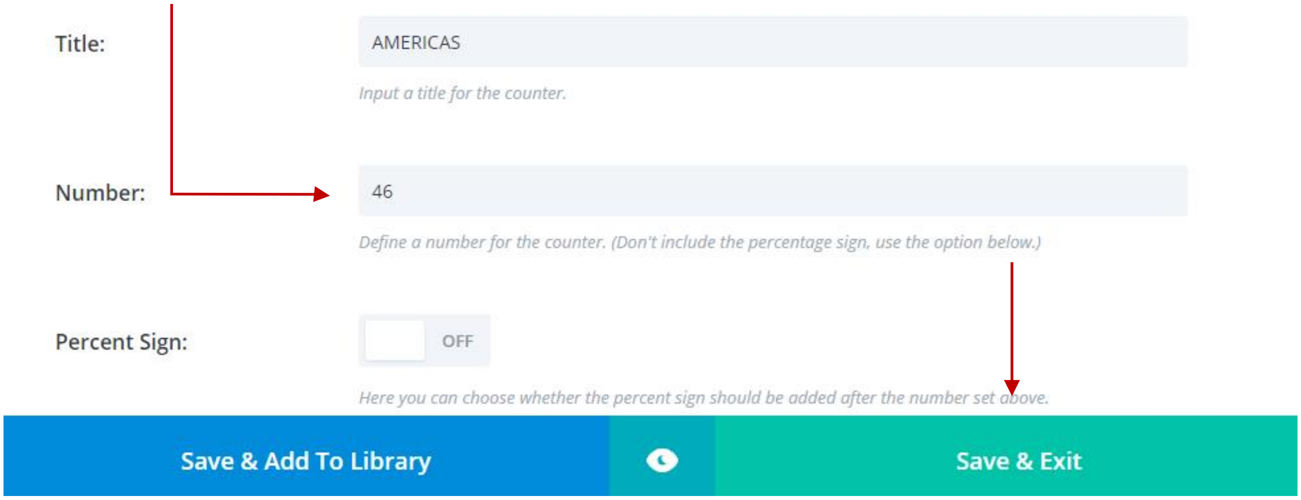
1. Scroll down to Americas



2. Select Americas by clicking Module Settings button



3. Change the number as necessary; click Save & Exit

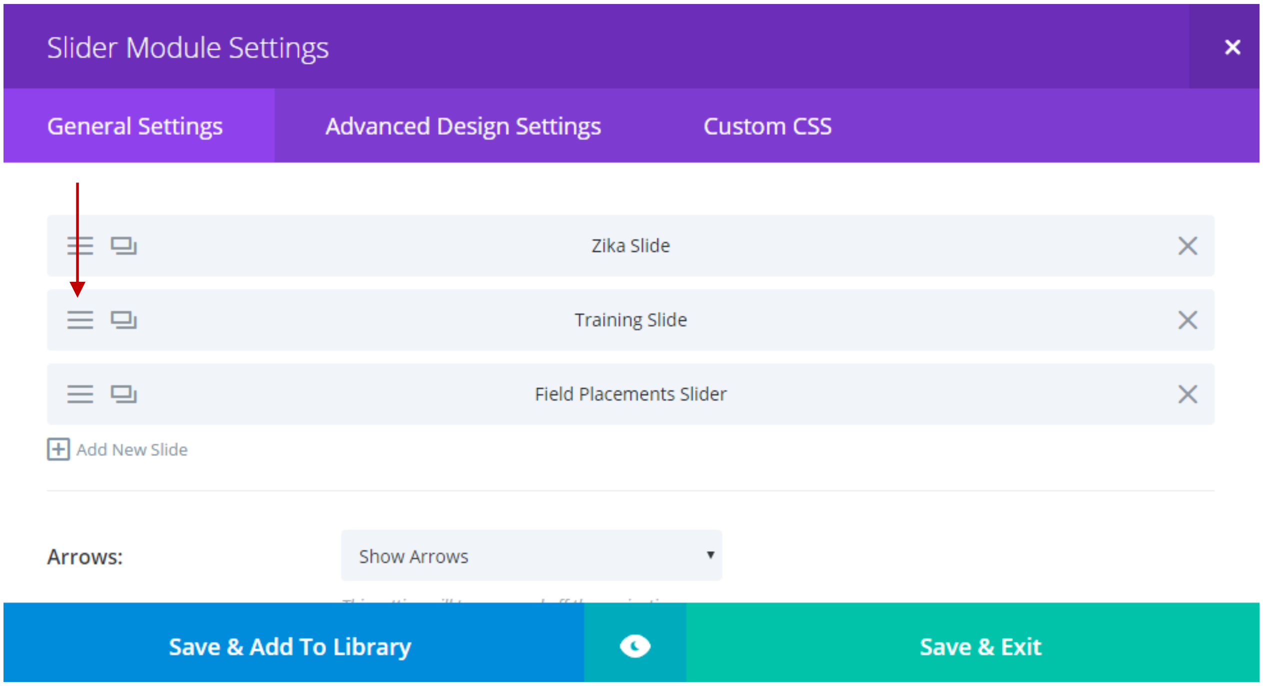


4. Preview changes; click Update to save all changes and publish to the site

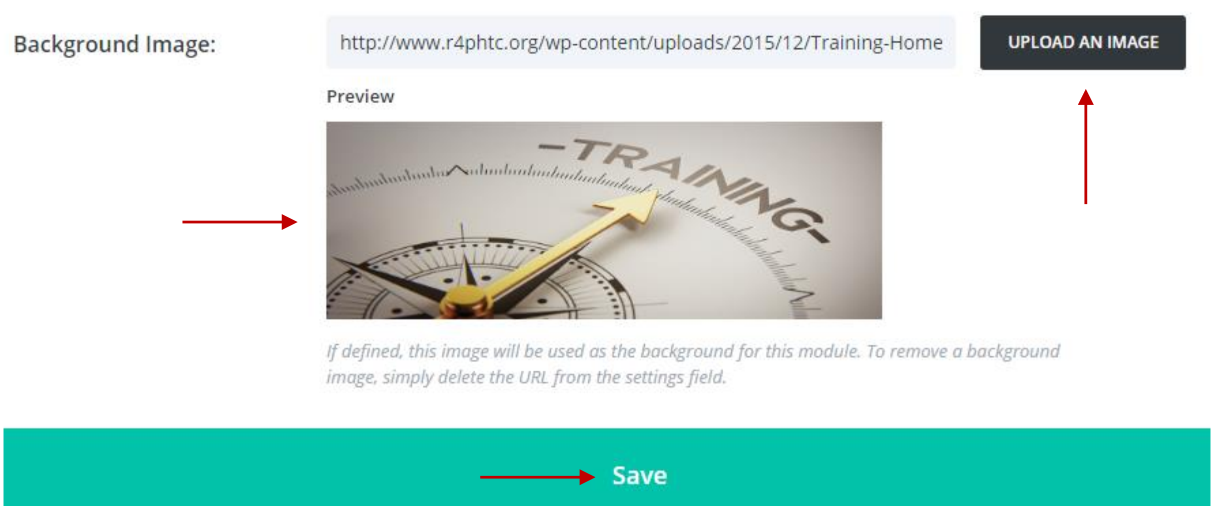
R-IV PHTC Website: Working with Images

All images that appear on the R-IV PHTC website are housed under Media on the WP dashboard. In this example, we will change the Training image on the Home page slider.

1. **In Edit mode of the Home page, scroll to the Home Page Slider module and click module edit button. Doing so opens the Slider Module Settings dialog. Click the module edit button of Training Slide.**



2. **Scroll down to Background Image and click Upload An Image. This action opens the Media library where you can either replace with an existing image or upload a new image. After either action, click Set As Background.**
3. **The new image will appear in the Preview box. Click Save.**

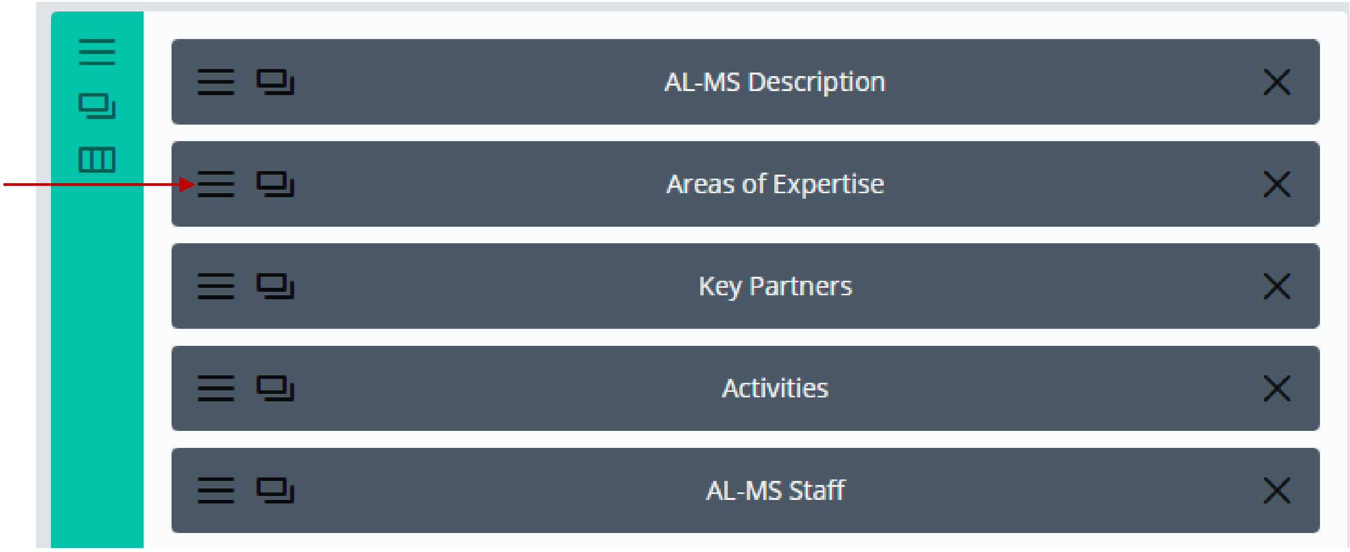


4. **Click Save and Exit on the Home Page Slider module**
5. **Click Update to publish changes to the site.**

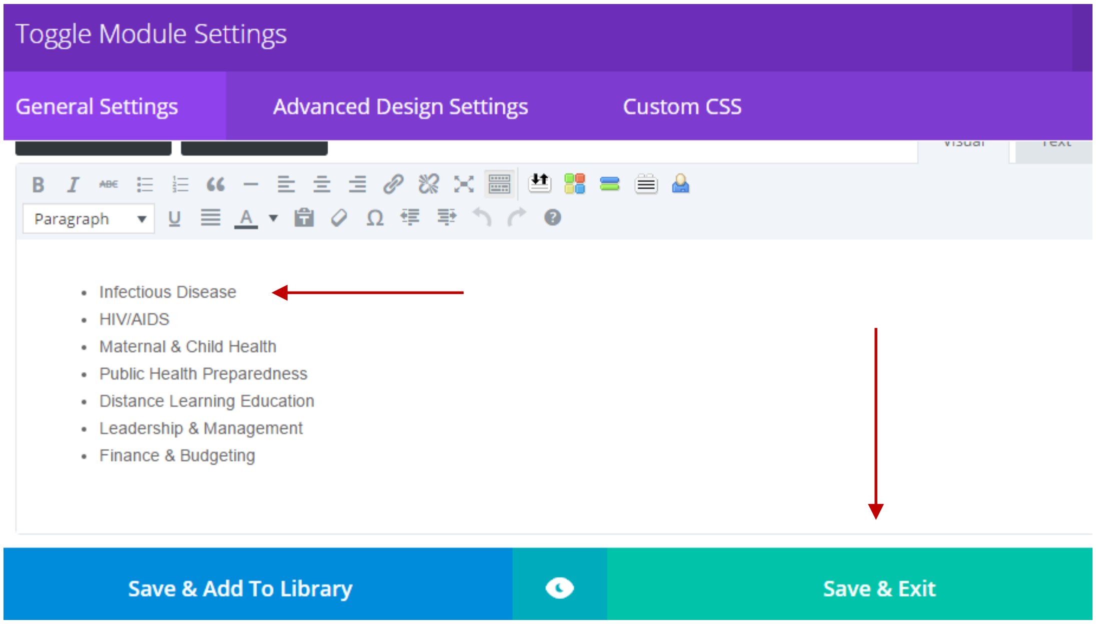
R-IV PHTC Website: Working with Toggled Text

The R-IV PHTC website makes liberal use of toggled text (also known as spoiler text) to limit the amount of scrolling for the user and to also maintain a clean and streamlined look. In this example, we will edit the Areas of Expertise toggled text on the University of Alabama at Birmingham LPS page.

1. **In Edit mode of the UAB page, scroll down to the section that contains the toggled text. Click on the Areas of Expertise edit module button.**



2. **This action opens the toggle module settings editor. Scroll down and edit text as necessary. Click Save & Exit.**



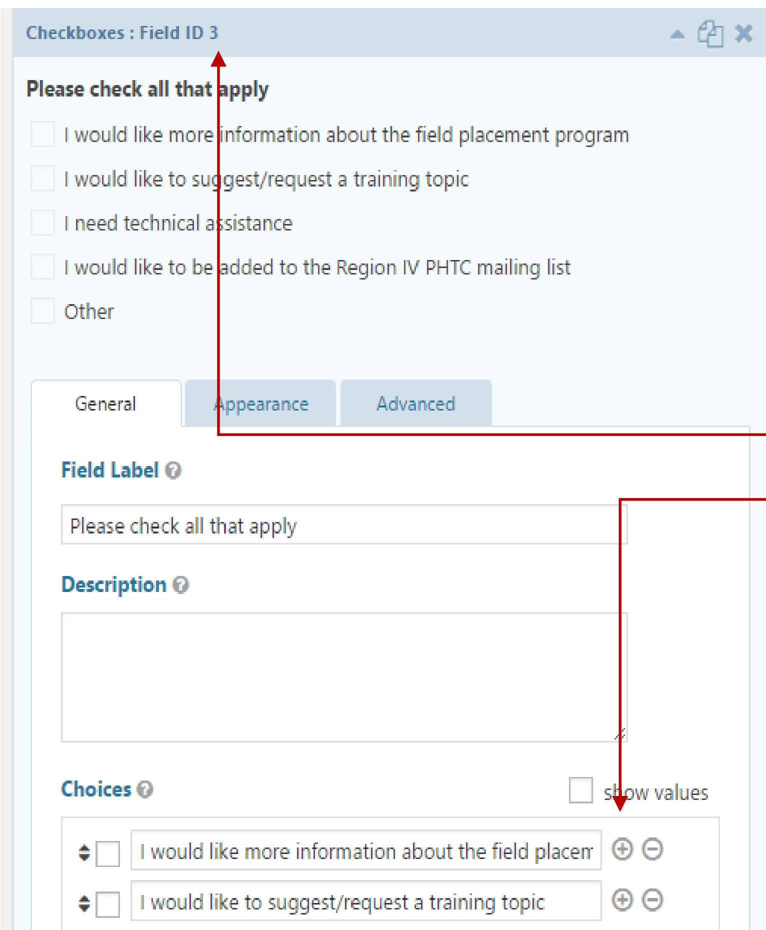
3. **Click Update to publish changes to the site.**

R-IV PHTC Website: Contact Form

The R-IV PHTC online Contact Form is built to send notifications of new inquiries to the appropriate team member based upon the nature of the request. The confirmation routing is as follows:

R-IV PHTC Contact Form Notifications	
Nature of Inquiry	**Team Member, Email Address**
• Field Placements	• Michelle Carvalho, mlcarva@emory.edu
• Training Topics	• Michelle Carvalho, mlcarva@emory.edu
• Technical Assistance	• Lori Swier, lori.swier@emory.edu
• Add to Mailing List	• Laura Lloyd, lmlloyd@emory.edu
• Other Requests	• Laura Lloyd, lmlloyd@emory.edu

To change email Notifications: Dashboard > Forms > R4PHTC Contact Form > Settings > Notifications > Select Notification to edit > change email address in email dialog > Save



To add/edit items on the inquiry list:

- Forms > R4PHTC Contact Form > Edit
- Scroll down to Field ID 3 > Expand Field dialog box
- Edit existing item as necessary OR
- Click + button and add new item
- Click – button to delete an item
- Click Update Form button (right side of screen)

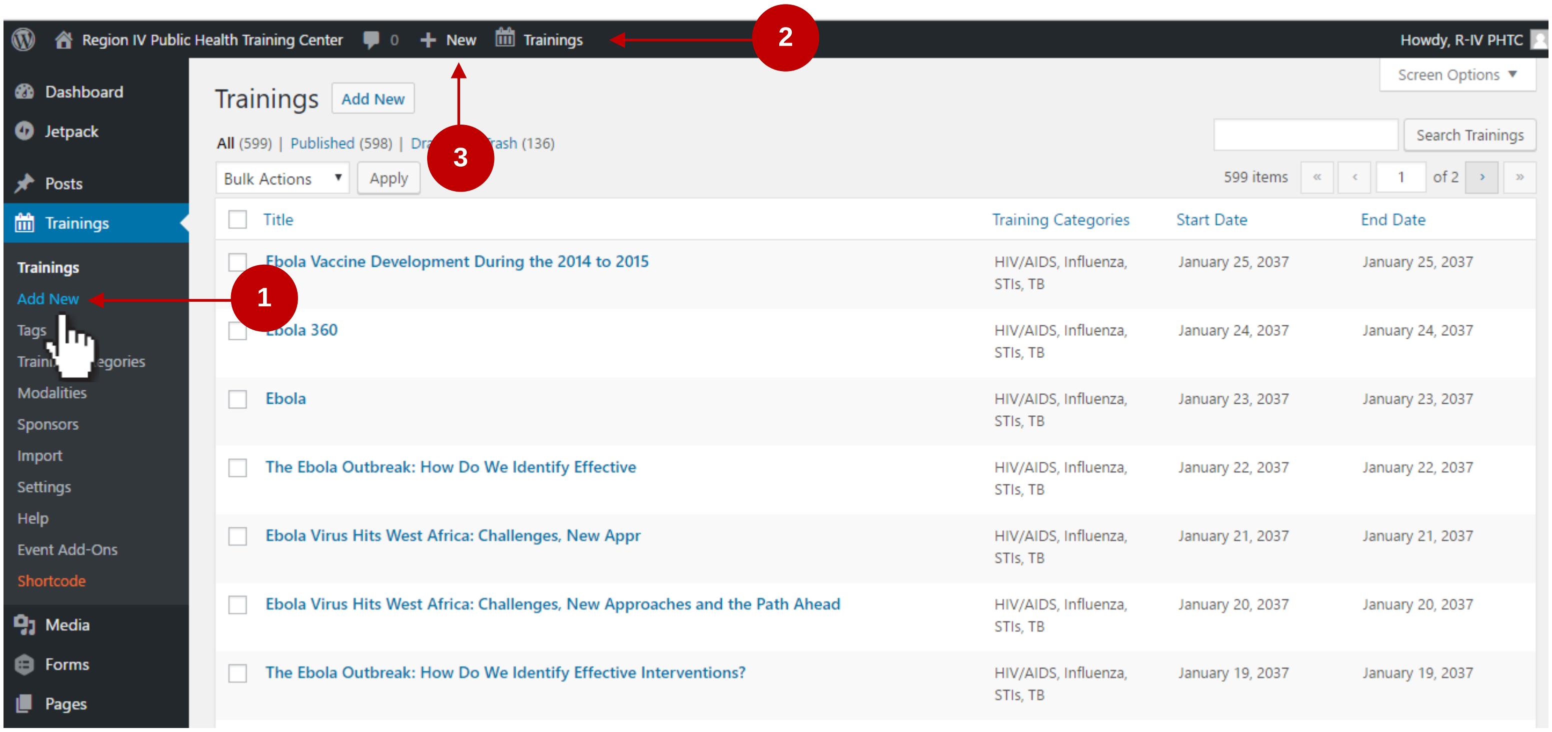
Trainings: Adding New Upcoming Trainings

The Trainings database is driven by a calendaring function. Adding a new Training to the database is similar to adding a new post in WordPress.

Adding A New Training:

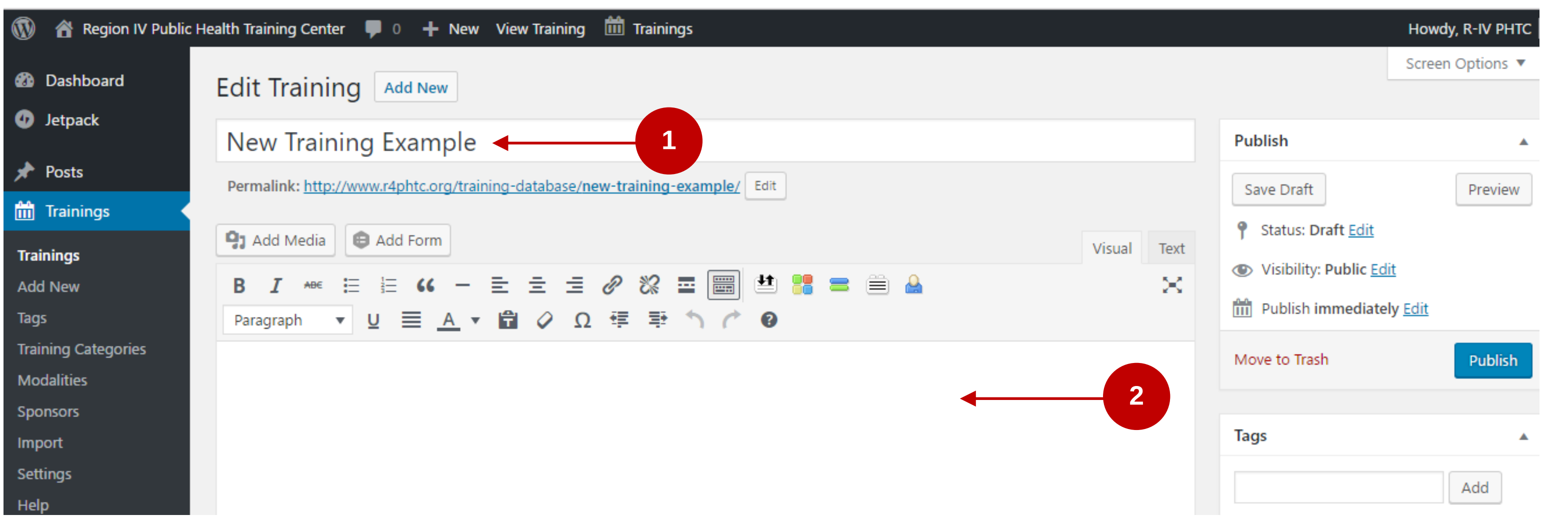
There are three ways to add a new training to the database:

1. Dashboard > Trainings > Add New
2. Trainings (on top navbar) > Add Training
3. New (on top navbar) > Training



In the new training dialog box:

1. Enter Name of Training
2. Enter Training text details



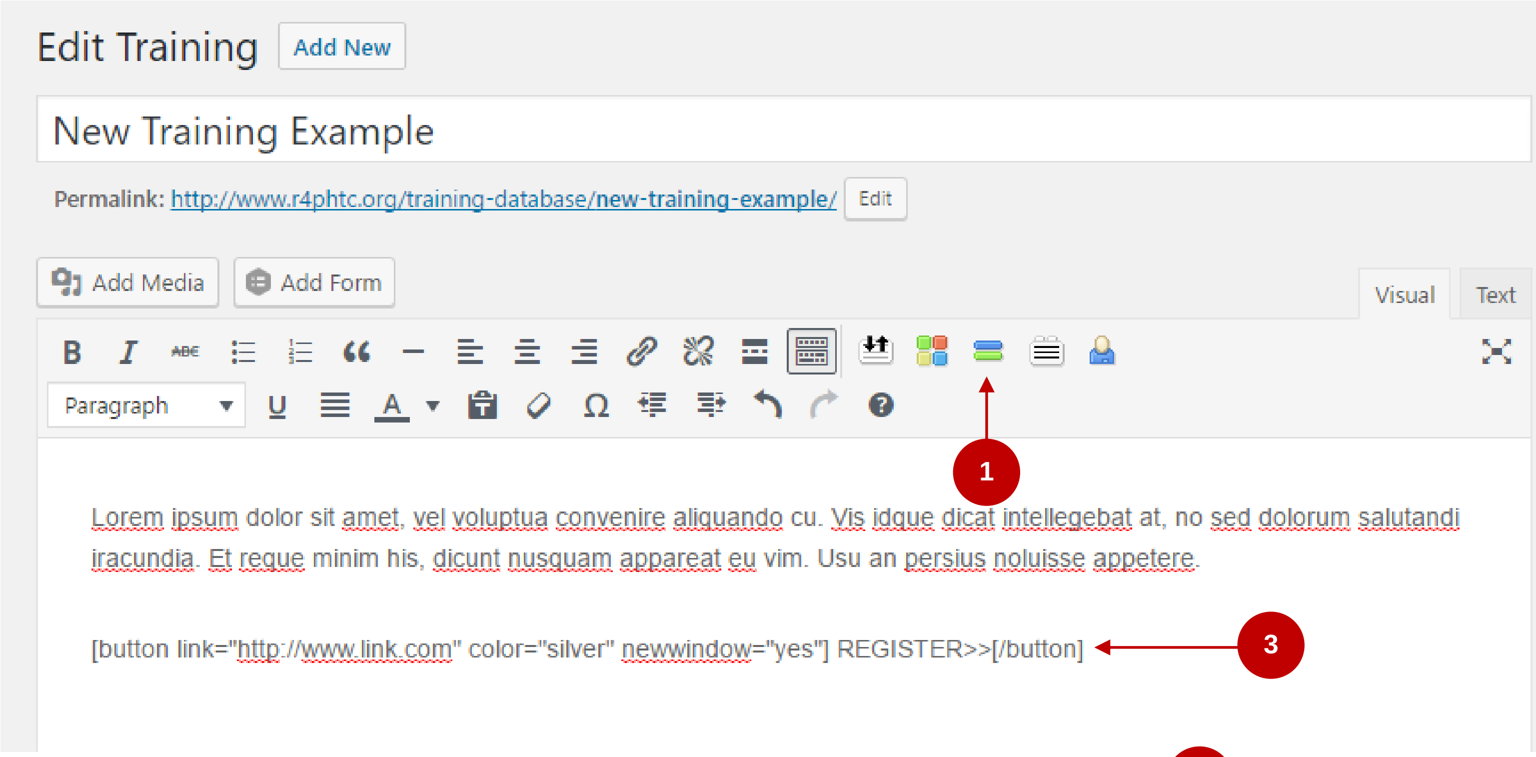
Trainings: Adding New Upcoming Trainings

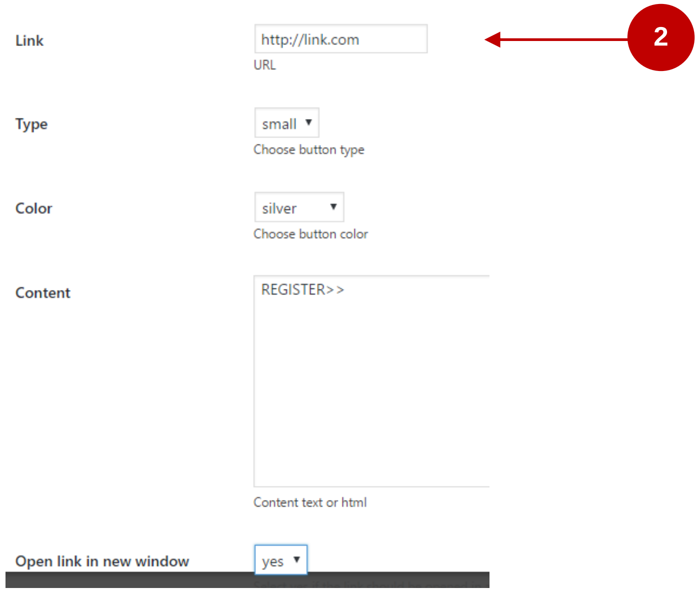
After adding the Training details, you may insert a user-friendly Registration button. Adding a Registration button is not required; however, doing so is a best practice because not all links are shortened and can become quite long on the page.

1. Click insert button command on Toolbar

2. Enter all information in pop-up dialog box
   + Full URL
   + Type = small
   + Color = silver
   + Content = REGISTER>
   + Open in new window = Yes
   + Click OK

3. This action generates a shortcode that will render as a clickable button that opens registration link in a new window

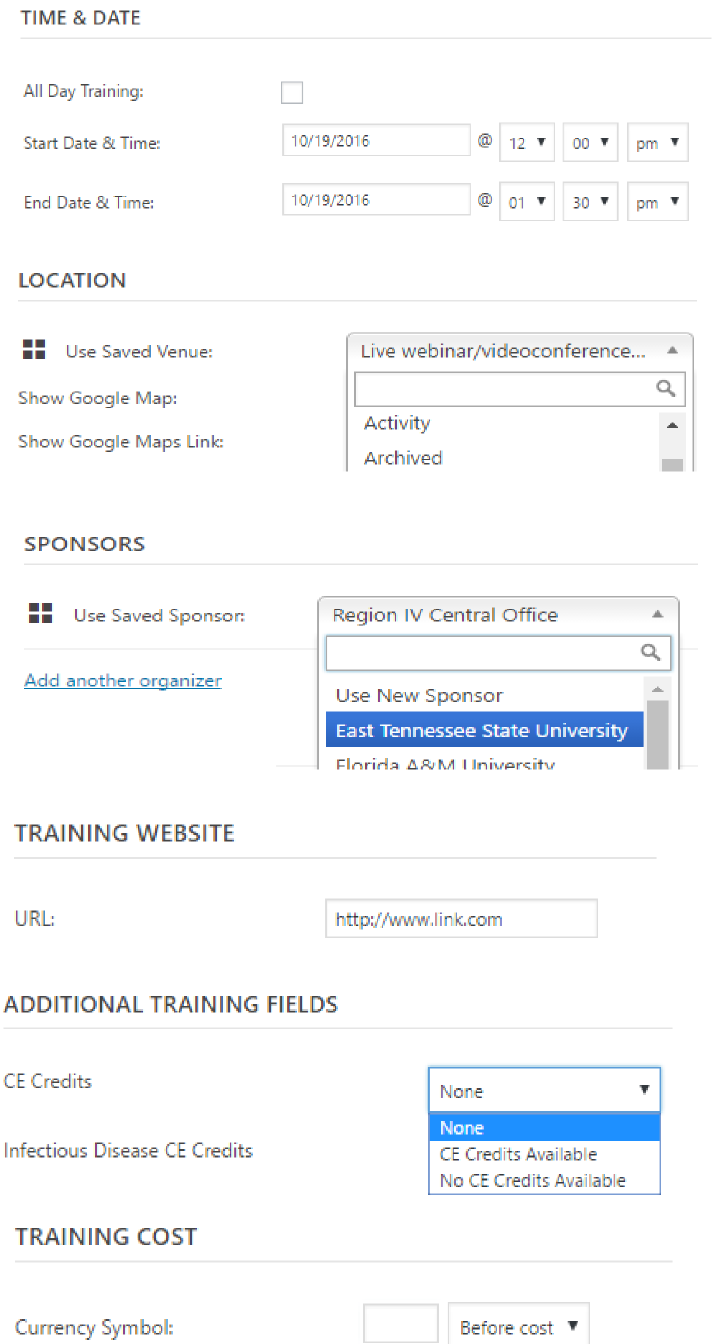




Trainings: Adding New Upcoming Trainings

The Trainings Database is driven by key training details that tell the system where to display the upcoming training and how to categorize the training for the Trainings Database Filter Bar. The first five key details that are required for these functions to work as they should are:

1. **TIME AND DATE:** Start Date and Time; End Date and Time
2. **LOCATION:** In the Training Database dialog, "Location" means **Training Modality.**
3. **SPONSOR:** LPS sponsoring the training
4. **TRAINING WEBSITE:** Link for training registration
5. **ADDITIONAL TRAINING FIELDS:** Enter information about **Continuing Education Credits**



1 Set start/end date and time

2 Choose Modality from dropdown menu

3 Choose Sponsor from dropdown menu

4 Enter full URL of registration link

5 Choose CEC options from dropdown menu
* For non-ID database trainings, ignore the "Infectious Disease CE Credits" and "Sponsor" dialogs in this section

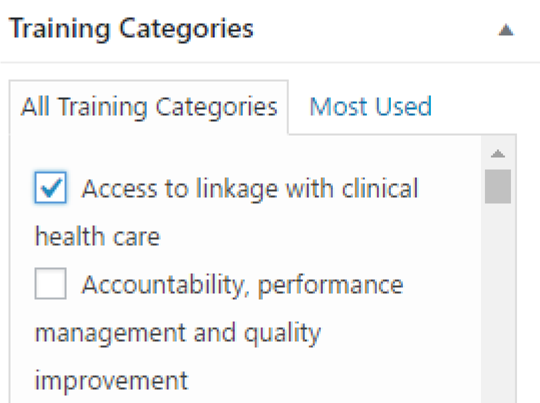
6 Enter training cost or leave blank

NOTE: In the "Discussion" section, be sure to deselect "Allow Comments"

Trainings: Adding New Upcoming Trainings

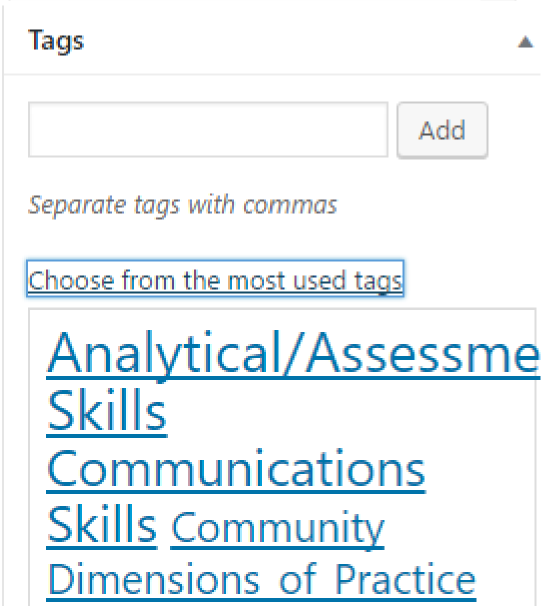
The next key details required when adding a new training tell the system how to categorize a training; this determines on which list(s) the training should appear.

1. **TRAINING CATEGORIES:** Training **Topic(s)** category
2. **TAGS:** Training **Competency(ies)**
3. **PUBLISH:** Publish Training live to site or Save as Draft

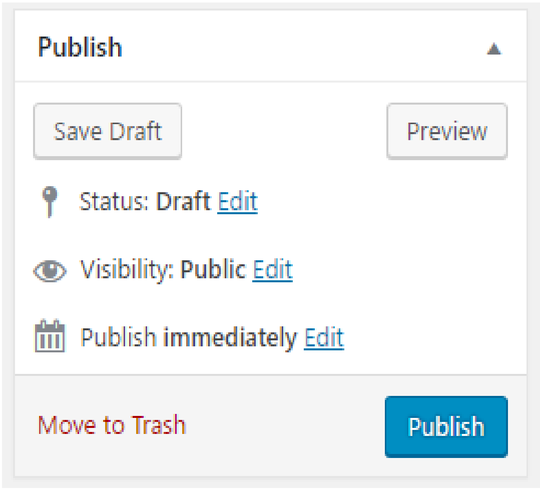


1 **Select Topic(s) from dropdown menu**

- For Upcoming trainings, Upcoming must also be selected
- For trainings with CE Credits available, "CE Credits Available" must also be selected



2 Choose Competency(ies) from "Most Used Tags" list



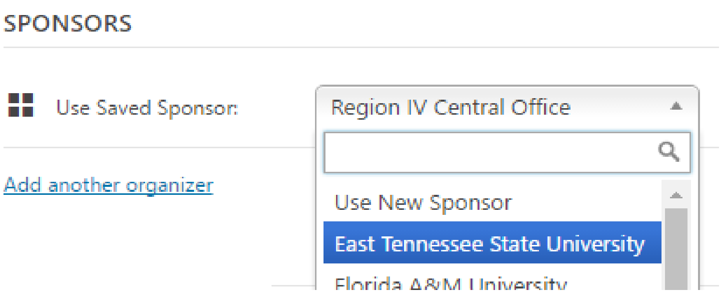
3 **Publish Training To Site**

- This training will now appear in the list of Upcoming Trainings and on the Trainings database mini calendar
- This training will now appear on the list of available trainings by Competency, Topic, CE Credits Available (if applicable), and All Trainings

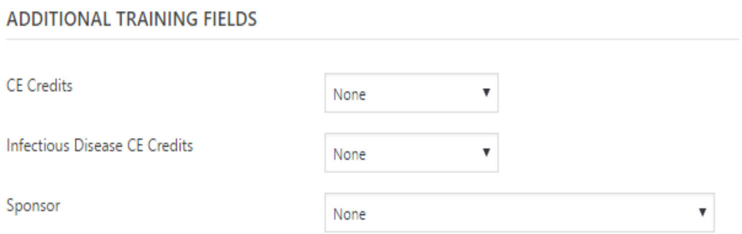
Trainings: Adding Infectious Disease Database Trainings

Adding Trainings to the Infectious Disease database works the same way as adding a general training, but with a few minor differences. The differences occur in how we tell the system who the training sponsor is, if there are CECs available, and what the Training Topic should be.

1. **SPONSOR:** Do not select a Sponsor from the Sponsor dialog; you will select this under Additional Training Fields.
2. **ADDITIONAL TRAINING FIELDS:** Enter information about **ID Continuing Education Credits** and the **ID training sponsor.**
   + If the ID training sponsor does not appear in the dropdown menu, you must add a new sponsor. Actions to take:
   + Expand Trainings on Dashboard > Settings > Additional Fields > Sponsor > Add Sponsor to list alphabetically > Save
3. **TRAINING CATEGORIES:** You must select an Infectious Disease-specific Training category.

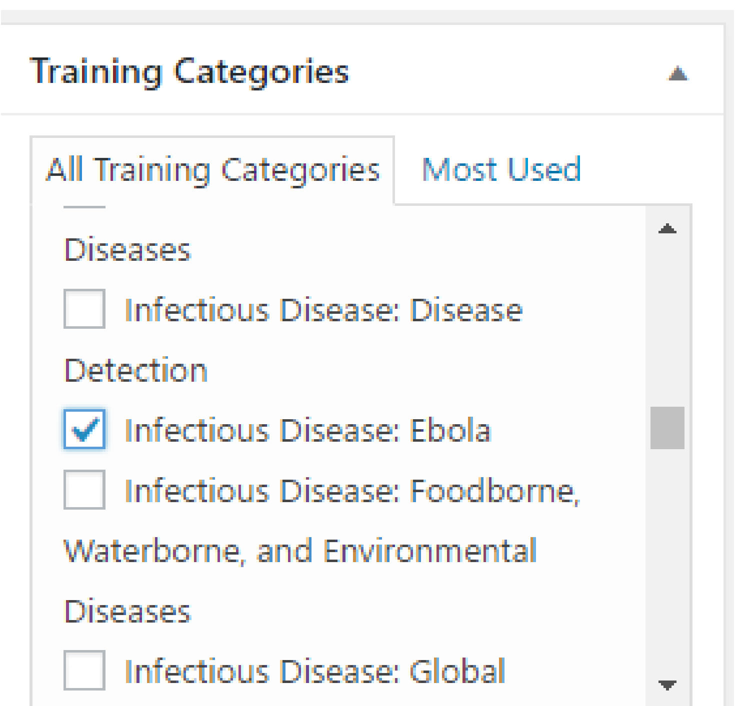


1 Skip this section



2

- Indicate whether CECs are available or not under "**Infectious Disease CE Credits"**
- Indicate ID sponsor here
  NOTE: If ID training sponsor does not appear in dropdown menu, you must add a new Sponsor per the directions above



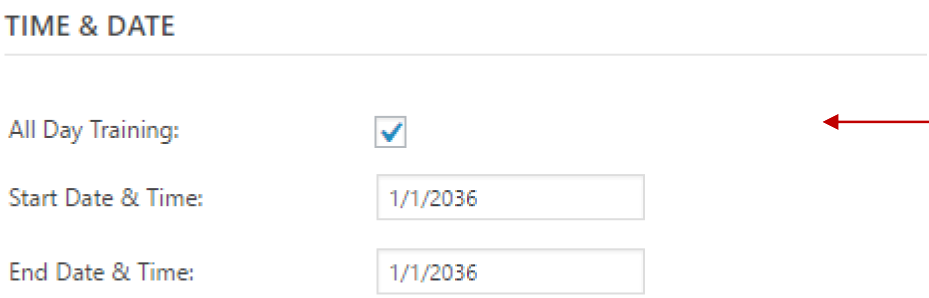
3

- Specify an Infectious Disease Training topic. All ID topics begin have the following structure:
  Infectious Disease: <Topic>
- Do not select "CE Credits Available" here for ID training topics.

Trainings: Archiving an Existing Training

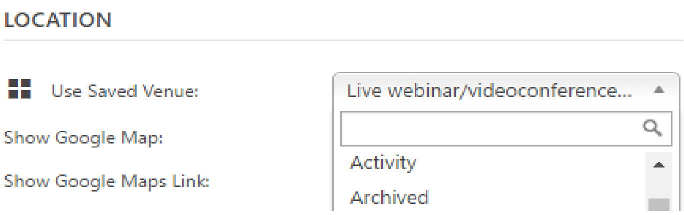
Archiving an existing Training involves modifying some of the key training details so that the system does not show the training as Upcoming in the trainings list or on the mini training calendar. Doing so is somewhat counterintuitive, as we're actually setting the training date for far in the future.

1. **TIME AND DATE:** Select All Day Training > Time option will disappear > Set date for 1/1/2036
2. **LOCATION:** Change the Training Modality
3. **TRAINING WEBSITE:** Update URL for where Training recording is housed
4. **TRAINING CATEGORIES:** Deselect "Upcoming"



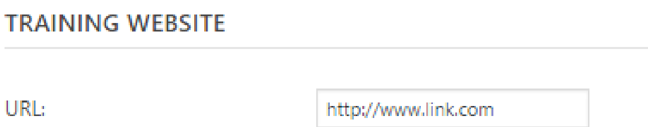
1

- Select All Day Training to remove time
- Set training date for 1/1/2036
- Set ID database trainings for 1/1/2037 (this is done to help identify which trainings on the list are ID trainings)



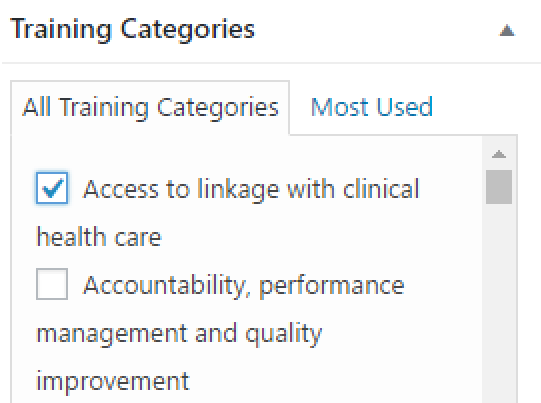
2

Change the Training Modality to Archived



3

Enter full URL of where the recording of Training may be accessed



4

Training category remains the same but you must **deselect "Upcoming" to remove from upcoming trainings lists and mini calendar**

NOTE: The training details must also be changed to show the length of the training, original training date, and the new URL for the training recording (you can either amend the URL directly in the button shortcode or delete and add a new button with the new URL).

Notes