



# Region IV Public Health Training Center

A MEMBER OF THE PUBLIC HEALTH LEARNING NETWORK

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COMMUNICATIONS TRAINING MANUAL

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# R-IV PHTC Website: Accounts and Best Practices

## Website Accounts

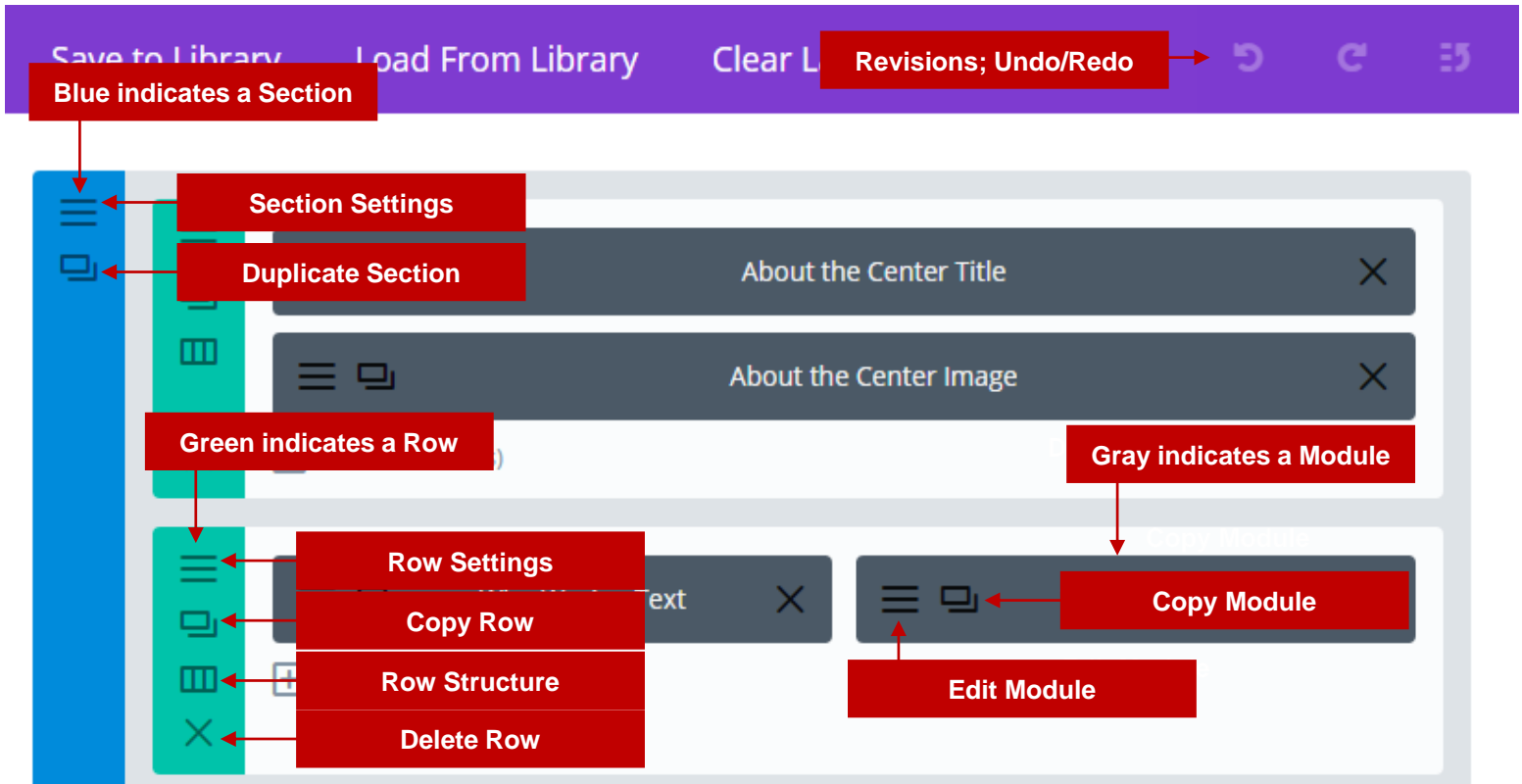
Account	Description	URL for Log-in	UserID	Password
WordPress Website	<ul style="list-style-type: none"> <li>Website CRM platform</li> <li>Visit URL to make site updates</li> </ul>	<a href="http://www.r4phtc.org/wp-admin">www.r4phtc.org/wp-admin</a>	r4admin	training4422
BlueHost	<ul style="list-style-type: none"> <li>Domain name registrar – (expires 11-12-16)</li> <li>Hosting service – (expires 11-12-17)</li> </ul>	<a href="http://www.bluehost.com">www.bluehost.com</a>	r4phtc.org	Training4422!!
WordPress.com	<ul style="list-style-type: none"> <li>WordPress account for updating Jetpack for site statistics</li> </ul>	<a href="http://www.wordpress.com">www.wordpress.com</a>	r4phc	trainings1212

## WordPress and Website Best Practices

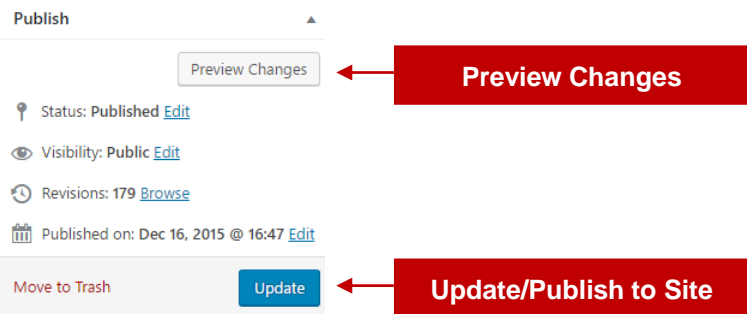
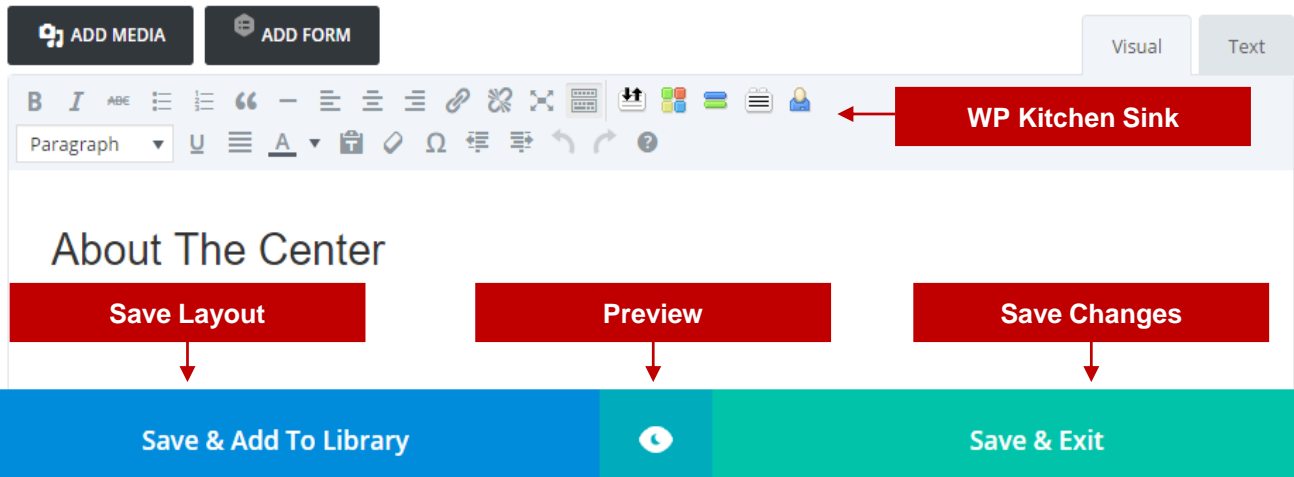
WP Updates	<ul style="list-style-type: none"> <li>WordPress updates automatically via Bluehost. You will receive an email notification from Bluehost regarding any WP updates.</li> </ul>
WP Plugins	<ul style="list-style-type: none"> <li>Upon receiving email notification of a WP update, log-in to the WP dashboard and check for/run any applicable plugin updates.</li> <li>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.</li> </ul>
WP Security	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul>
WP Theme	<ul style="list-style-type: none"> <li>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.</li> <li>If notified on the Dashboard of a theme update, take the following actions: <ul style="list-style-type: none"> <li>– Appearance &gt; Themes &gt; Update Theme</li> <li>– Occasionally, you may find that the theme will not update successfully from the Appearance panel. In the event that this happens, update via Dashboard &gt; Updates &gt; Themes &gt; Update</li> </ul> </li> </ul>
Site Dos	<ul style="list-style-type: none"> <li>Keep theme and plugins updated to most recent versions; perform regular site maintenance</li> <li>Remove or update broken links when notified of broken links (operation performed by Broken Link Checker)</li> <li>Check malware quarantine regularly for malicious scripts</li> <li>Change WP log-in password every six months</li> <li>Back-up WP database before making any major code changes to the site</li> <li>Direct external page and document links to open in a new tab</li> </ul>
Site Do Nots	<ul style="list-style-type: none"> <li>Do not edit or remove the site's Child or Core themes. <b>Removing themes or adding incorrect code will break the site.</b></li> <li>Do not change the name of the Child or Core themes. <b>Doing either of these things will break the site.</b></li> <li>Do not edit any of the core .php functions or .css stylesheet</li> </ul>

# 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.



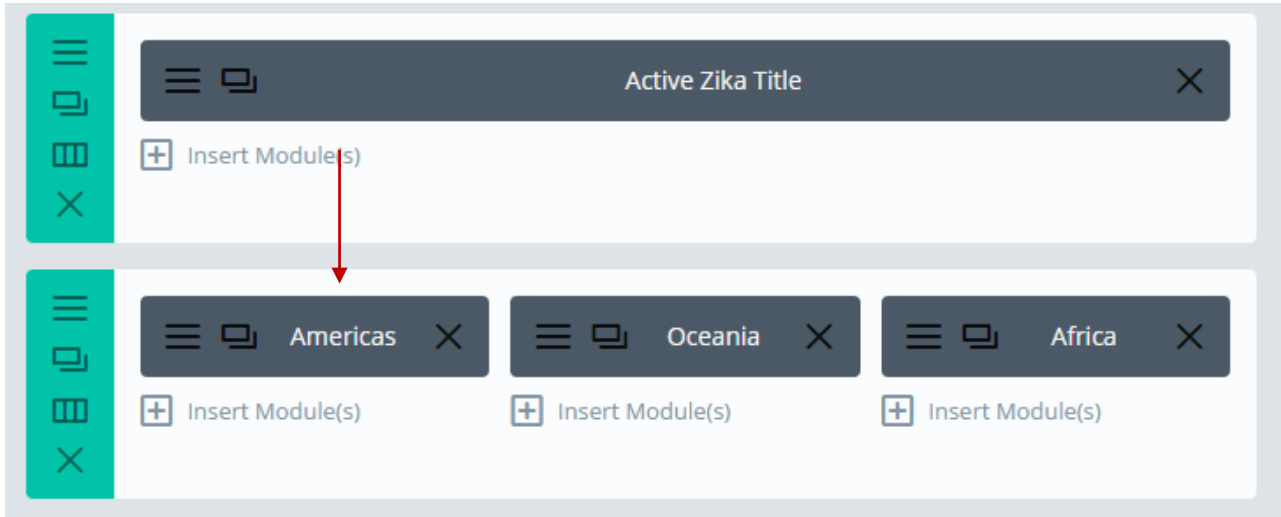
Content:



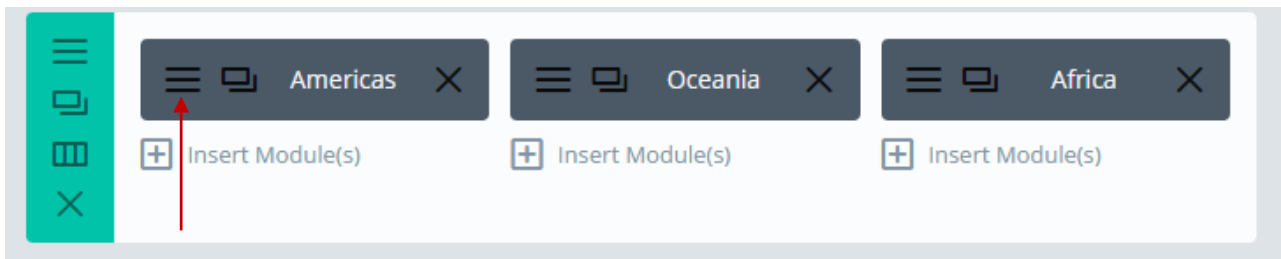
# R-IV PHTC Website: Editing Pages and Posts

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

Title:   
*Input a title for the counter.*

Number:   
*Define a number for the counter. (Don't include the percentage sign, use the option below.)*

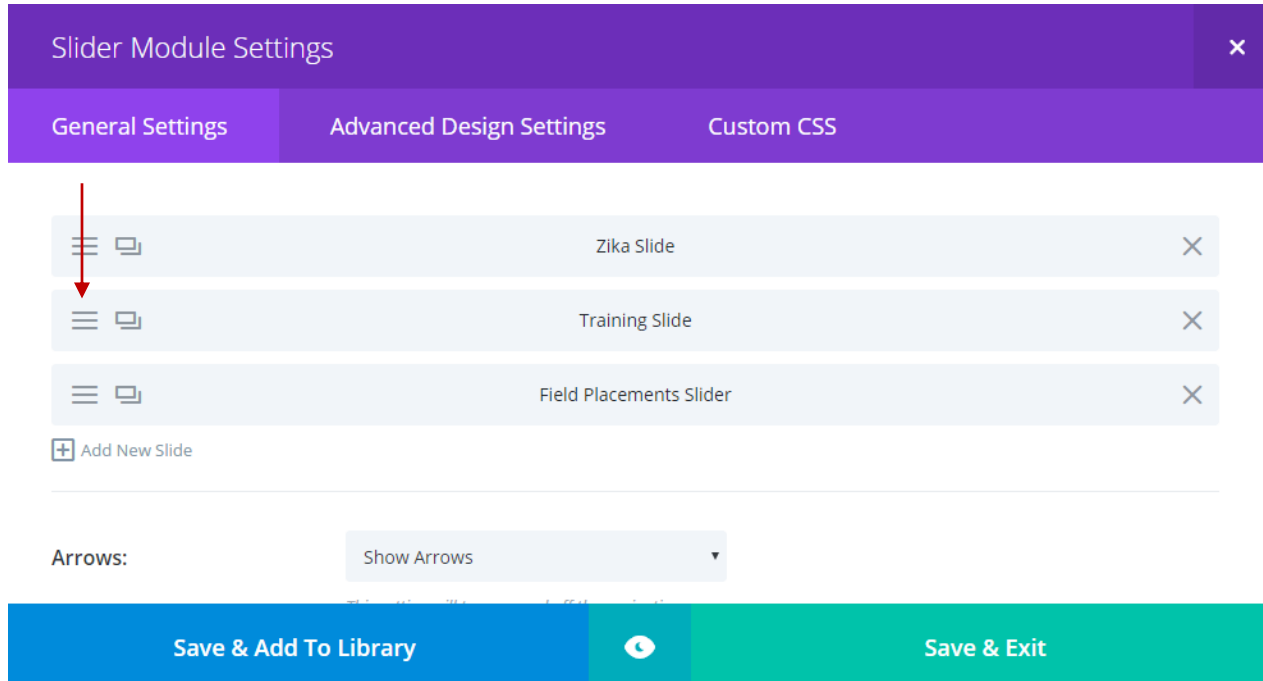
Percent Sign:  OFF  
*Here you can choose whether the percent sign should be added after the number set above.*

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

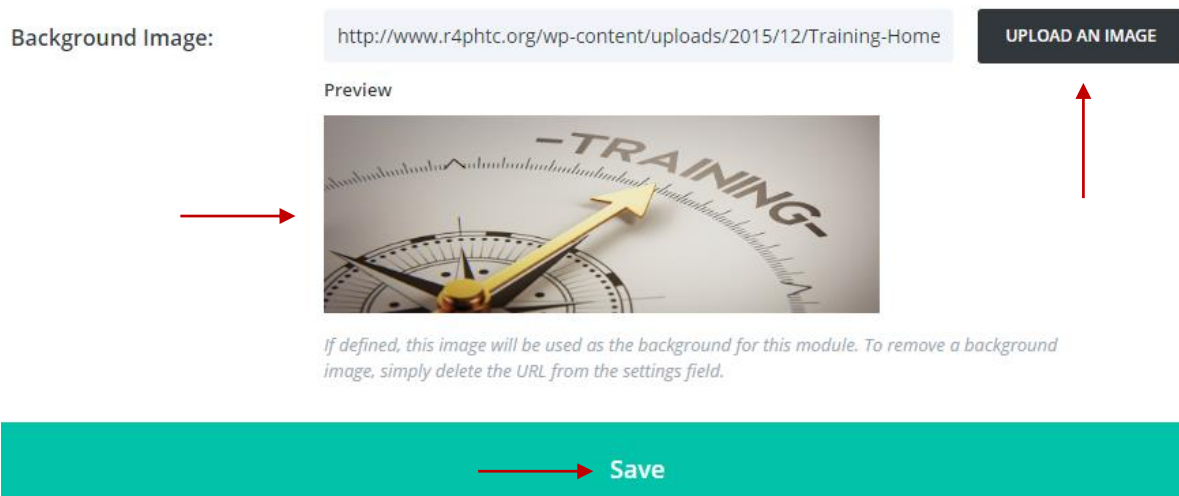
# R-IV PHTC Website: Working with Images

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.



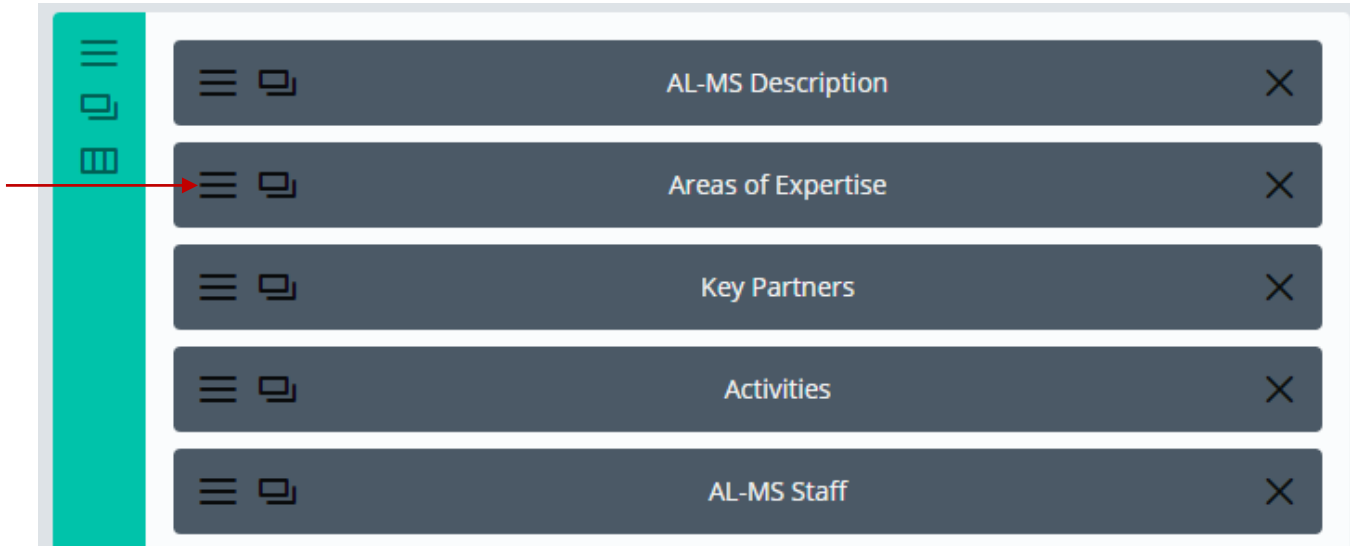
4. Click Save and Exit on the Home Page Slider module
5. Click Update to publish changes to the site.



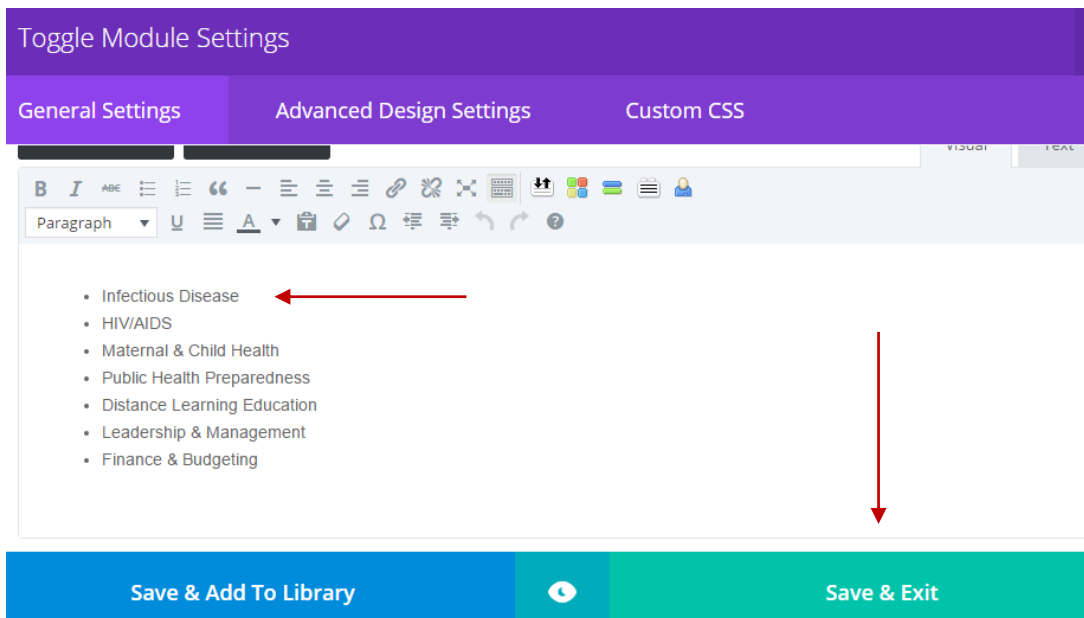
# R-IV PHTC Website: Working with Toggled Text

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

Checkboxes : Field ID 3

Please check all that apply

- I would like more information about the field placement program
- I would like to suggest/request a training topic
- I need technical assistance
- I would like to be added to the Region IV PHTC mailing list
- Other

General Appearance Advanced

Field Label ?  
Please check all that apply

Description ?

Choices ?  show values

- I would like more information about the field placem
- I would like to suggest/request a training topic

### 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

The screenshot shows the WordPress admin interface for the 'Trainings' database. The top navigation bar includes 'New' and 'Trainings' (highlighted with a red circle '2'). The left sidebar has 'Add New' under 'Trainings' (highlighted with a red circle '1'). The main content area shows a list of trainings with a red circle '3' pointing to the 'Add New' button above the list.

Title	Training Categories	Start Date	End Date
<input type="checkbox"/> Ebola Vaccine Development During the 2014 to 2015	HIV/AIDS, Influenza, STIs, TB	January 25, 2037	January 25, 2037
<input type="checkbox"/> Ebola 360	HIV/AIDS, Influenza, STIs, TB	January 24, 2037	January 24, 2037
<input type="checkbox"/> Ebola	HIV/AIDS, Influenza, STIs, TB	January 23, 2037	January 23, 2037
<input type="checkbox"/> The Ebola Outbreak: How Do We Identify Effective	HIV/AIDS, Influenza, STIs, TB	January 22, 2037	January 22, 2037
<input type="checkbox"/> Ebola Virus Hits West Africa: Challenges, New Appr	HIV/AIDS, Influenza, STIs, TB	January 21, 2037	January 21, 2037
<input type="checkbox"/> Ebola Virus Hits West Africa: Challenges, New Approaches and the Path Ahead	HIV/AIDS, Influenza, STIs, TB	January 20, 2037	January 20, 2037
<input type="checkbox"/> The Ebola Outbreak: How Do We Identify Effective Interventions?	HIV/AIDS, Influenza, STIs, TB	January 19, 2037	January 19, 2037

## In the new training dialog box:

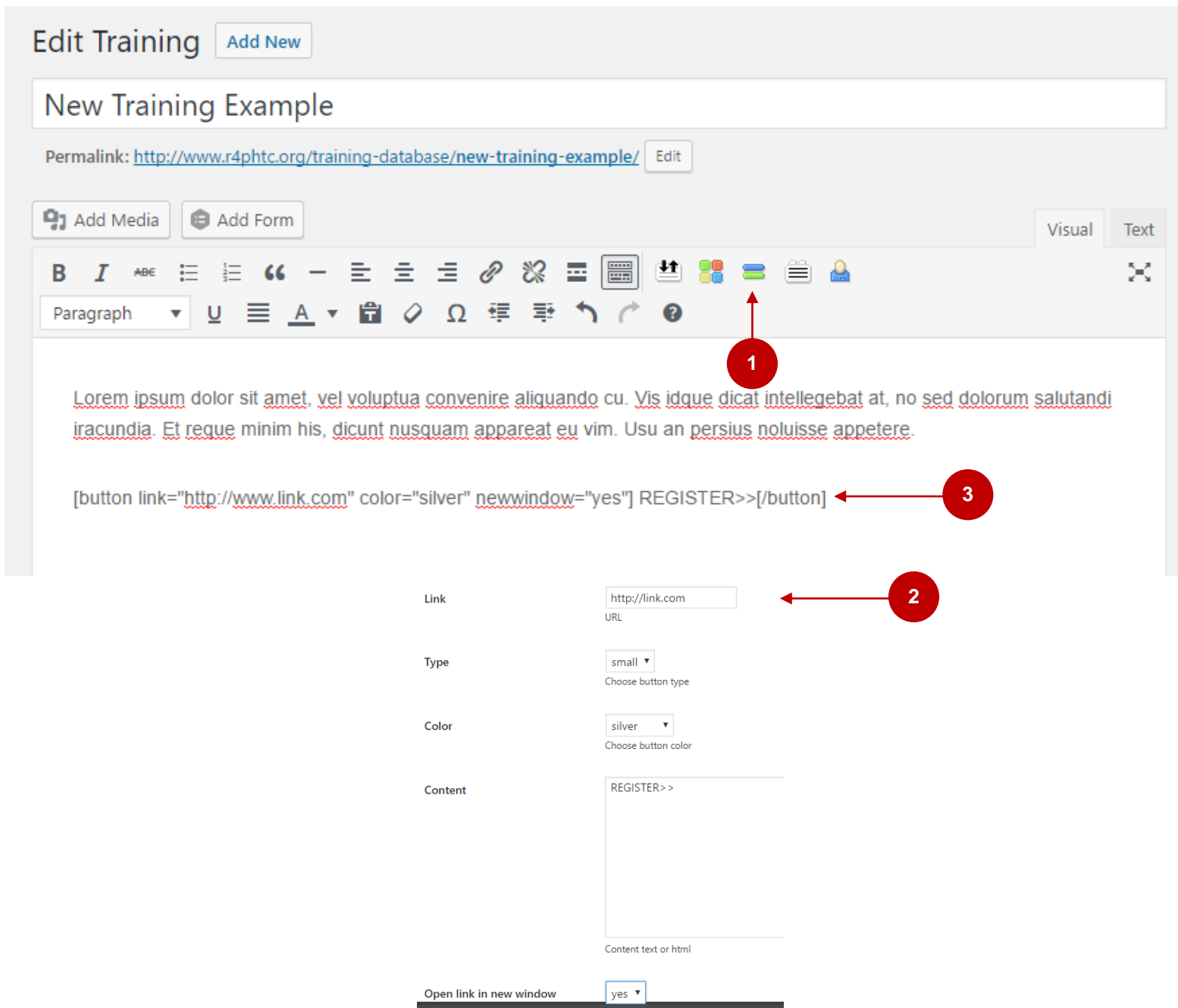
1. Enter Name of Training
2. Enter Training text details

The screenshot shows the 'Edit Training' dialog box. The title field contains 'New Training Example' (highlighted with a red circle '1'). The main content area is empty (highlighted with a red circle '2'). The right sidebar shows the 'Publish' section with 'Save Draft', 'Preview', 'Status: Draft', 'Visibility: Public', and 'Publish immediately' options.

# 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



The screenshot shows the 'Edit Training' interface. At the top, there is a title 'New Training Example' and a permalink: <http://www.r4phtc.org/training-database/new-training-example/>. Below the permalink is a toolbar with various icons. A red circle labeled '1' points to the 'Insert Button' icon in the toolbar. Below the toolbar is a text editor containing a paragraph of Lorem Ipsum text and a shortcode: `[button link="http://www.link.com" color="silver" newwindow="yes"] REGISTER>>[/button]`. A red circle labeled '3' points to this shortcode. Below the text editor is a configuration dialog for the button. A red circle labeled '2' points to the 'Link' field, which contains 'http://link.com'. Other fields in the dialog include 'Type' (small), 'Color' (silver), 'Content' (REGISTER>>), and 'Open link in new window' (yes).

# 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**

## TIME & DATE

All Day Training:

Start Date & Time:  @

End Date & Time:  @

← 1 Set start/end date and time

## LOCATION

Use Saved Venue:

Show Google Map:

Show Google Maps Link:

Live webinar/videoconference...  
Activity  
Archived

← 2 Choose Modality from dropdown menu

## SPONSORS

Use Saved Sponsor:

[Add another organizer](#)

Region IV Central Office  
Use New Sponsor  
East Tennessee State University  
Florida A&M University

← 3 Choose Sponsor from dropdown menu

## TRAINING WEBSITE

URL:

← 4 Enter full URL of registration link

## ADDITIONAL TRAINING FIELDS

CE Credits

Infectious Disease CE Credits

CE Credits Available  
No CE Credits Available

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

## TRAINING COST

Currency Symbol:

← 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

## Training Categories

All Training Categories **Most Used**

- Access to linkage with clinical health care
- Accountability, performance management and quality improvement

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

## Tags

Separate tags with commas

Choose from the most used tags

[Analytical/Assessme  
Skills](#)  
[Communications  
Skills Community](#)  
[Dimensions of Practice](#)

2

### Choose Competency(ies) from “Most Used Tags” list

## Publish

Save Draft

Preview

Status: Draft [Edit](#)

Visibility: Public [Edit](#)

Publish immediately [Edit](#)

Move to Trash

Publish

3

### Publish Training To Site

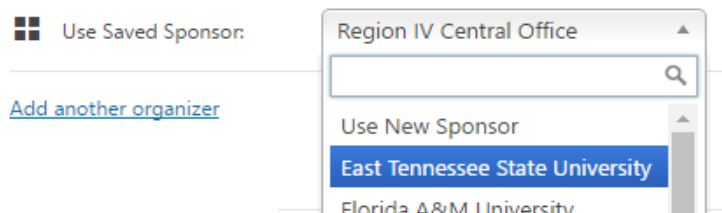
- This training will now appear in the list of Upcoming Trainings and on the Trainings database mini calendar
- This training will now appear on the list of available trainings by Competency, Topic, CE Credits Available (if applicable), and All Trainings

# 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.

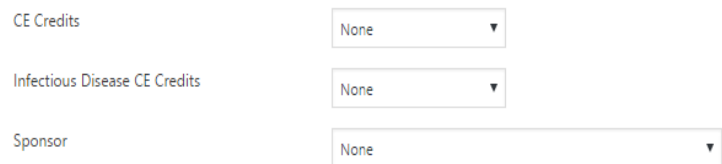
- 1. SPONSOR:** Do not select a Sponsor from the Sponsor dialog; you will select this under Additional Training Fields.
- 2. ADDITIONAL TRAINING FIELDS:** Enter information about **ID Continuing Education Credits** and the **ID training sponsor**.
  - + If the ID training sponsor does not appear in the 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.

## SPONSORS

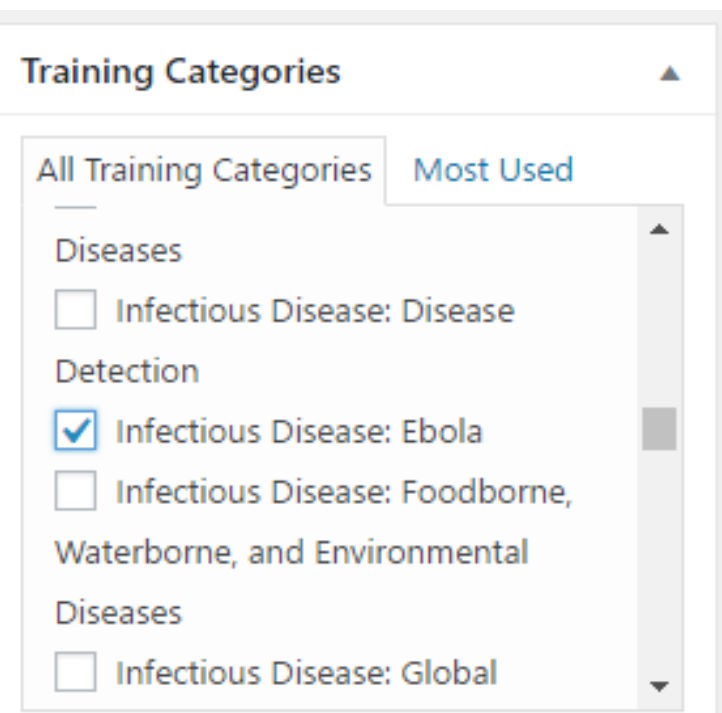


**1** Skip this section

## ADDITIONAL TRAINING FIELDS



- 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"

## TIME & DATE

All Day Training:

Start Date & Time:

End Date & Time:

- ← 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)

## LOCATION

Use Saved Venue:

Show Google Map:

Show Google Maps Link:

Activity

Archived

- ← 2
- Change the Training Modality to Archived

## TRAINING WEBSITE

URL:

- ← 3
- Enter full URL of where the recording of Training may be accessed

## Training Categories

All Training Categories **Most Used**

Access to linkage with clinical health care

Accountability, performance management and quality improvement

- ← 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).

