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**Introduction**

This instruction manual is an extract specifically written for the FWG Management System Manual.

If you experience any problems using these instructions or require any further design features please email the helpdesk@eait.uq.edu.au and quote ‘FWG internal website’ in the subject heading.

**MSM Menu & Displays**

The ‘By title’ page above displays automatically and is sorted alphabetically by page title. The alphabetic heading is manually created by a Drupal Administrator and cannot be changed by a Site Editor. Rather than have the full alphabet with broken links because there are no pages for some letters e.g. N, U, or Z, only those ‘letters’ which have pages have been included in the heading.

Submit a helpdesk request to have additional letters added to the ‘alphabetic heading’.
Recent Updates Display

The ‘Recent Updates’ display those pages that have been updated and saved. A page that has been touched and not saved will not display as a recent update.

Menu Display

The menu for the Management System is created as each new ‘Management System’ page has both the ‘menu link’ selected under menu settings and the relevant ‘parent menu item’ is selected.

Important Elements for this menu

All of following are necessary to ensure a page is listed on the Management System menu and displays correctly.

- create content using the ‘Management System’ type
- Choose the correct ‘category’ for each page
- select ‘create menu link’ under menu settings for each page created
- choose the correct ‘parent item’ for each page
Management System Manual

Follow the step-by-step instructions below to add, edit or delete pages in the FWG Management System Manual.

You must choose the content type ‘Management System’ for the pages to display under the manual correctly.

How to add a new MSM page

Complete each field as required, noting the mandatory fields are marked with a red asterix (*). Those fields left empty will not display on the final published page.

1. From the administration menu select ‘Content > Add Content > Management System’.

2. Classifications:
   The following classifications ensure this page is displayed in the right grouping.

   a. Type
      Choose the type from the list e.g. Policy, Form, Procedure

   b. Audience
      Choose the audience for the document e.g. All Staff, Production, Safety

   c. Category
      The category relates to the menu for the Management System. Choose the category to ensure this page displays in the menu correctly.
3. Doc ID
   The Doc ID is a manually entered numbering system created by FWG.

4. Title: *
   Enter the name of the document.

5. Doc Intro:
   The field will only display if there is content. Enter text in this field to describe the nature of the document. The text can be formatted, links included and images if necessary.

6. TABS

   a. Procedure Tab:
      Enter the name of the Member’s organisation.

   b. Forms Tab:
      Enter a description of the form or instructions on how to use the form in the ‘Form Intro’ field.

      Choose ‘Browse Server’ to upload a form to be linked to the form tab. The link title is the file name by default unless you enter a title in the description field.

      To remove a form select ‘Remove’.

      To add another form or reference file select ‘Add another item’.
c. **Reference Tab:**
Enter a description of the reference documents in the ‘Reference Intro’ field.

Choose ‘Browse Server’ to **upload** a file to be linked to the reference tab. The link title is the file name by default unless you enter a title in the description field.

To **remove** a form select ‘Remove’.

To **add** another form or reference file select ‘Add another item’.

7. **Menu Settings:**
   It’s important to ensure a menu link is created and the correct parent item is selected.
8. **URL path settings:**
   By default the alias is generated automatically based on the page title. To change the alias, untick the ‘Generate automatic URL alias’ box and insert the new alias name in the ‘URL alias’ field.

NB: the standard format for an alias is **all lowercase and separated by dashes ONLY.** Alias names must be unique.

![URL path settings screenshot](image)

9. **Revision Information:**
   Select ‘Create new revision’ and add a comment if you want to track changes.

![Revision Information screenshot](image)

10. Select ‘Save’ when completed
How to edit an MSM page

To edit a page you need to find it in the content list and select edit.

1. From the administration menu select ‘Content’

2. Filter the content list to help search for the page to edit.
   Choose type “Management System” from the list and/or type a keyword to assist in finding a page.


4. Make the necessary changes.

5. Add a revision note (optional)
   a. Select ‘Revision Information’ tab.
   b. Select ‘Create new revision’
   c. Enter a comment about the changes made

6. Select ‘Save’ when completed.
How to delete an MSM page

To delete a page you need to find it in the content list and select delete.

1. From the administration menu select ‘Content’

2. Filter the content list to help search for the page to delete.
   Choose type “Management System” from the list and/or type a keyword

3. Select ‘delete’ for the relevant page.

4. Confirm you want to delete the page. Remembering you cannot retrieve a deleted page, there is NO backup - it is gone for good.

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