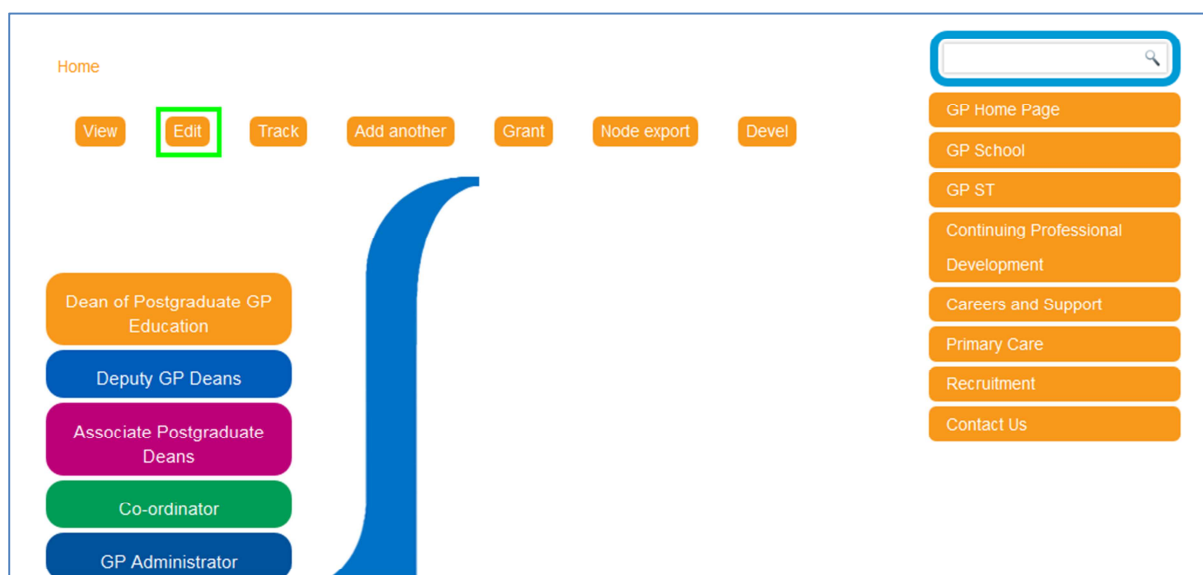


Contact Lists

The contact list for your area should already be set up so we'll just go through editing the already existing page.

To do this, log-in, navigate to the contact page, and select **Edit**



The contact list buttons on the left-hand side are the first fields you should enter.

These are listed as **contact list button 1**, **contact list button 2 etc.** You can have up to thirty contacts.

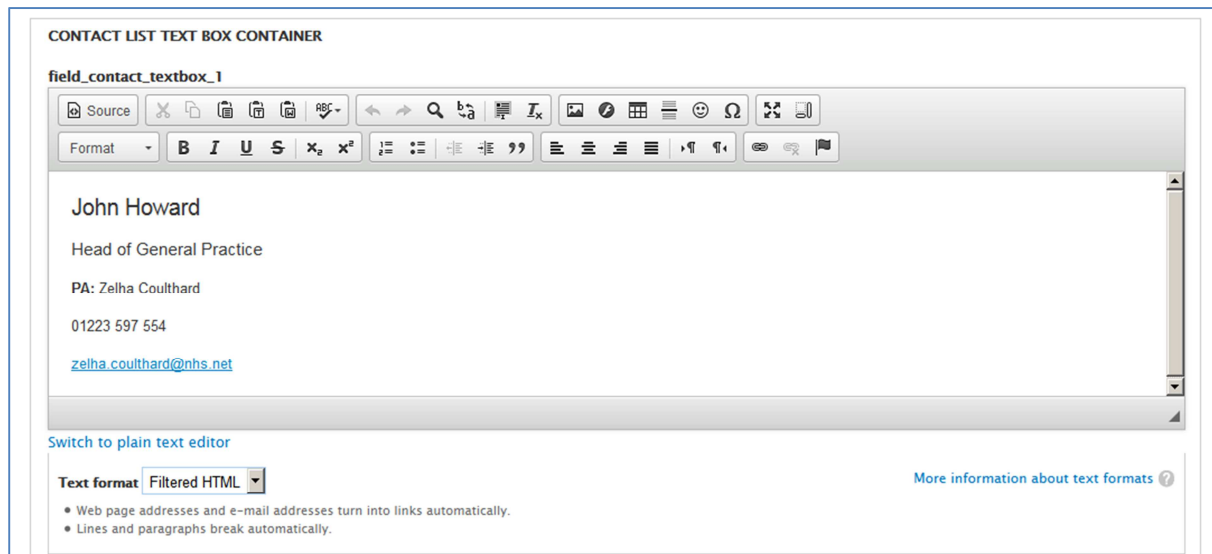
A good idea is to name the contact by the role they have in the organisation, rather than their name. Bear in mind that the order you put them in will be the order they appear on the page.

A screenshot of a form titled 'CONTACT BOXES'. It contains four sections, each with a label and a text input field. The first section is labeled 'contact list button 1' and contains the text 'Dean of Postgraduate GP Education'. The second section is labeled 'contact list button 2' and contains the text 'Deputy GP Deans'. The third section is labeled 'contact list button 3' and contains the text 'Associate Postgraduate Deans'. The fourth section is labeled 'contact list button 4' and contains the text 'Co-ordinator'.

Once you're done, scroll down until you come to the **Contact List Text Box Container** section.

The contact list button fields you just entered will match up with the text box container fields below. So **contact list button 1** will correspond with **field_contact_textbox_1** etc.

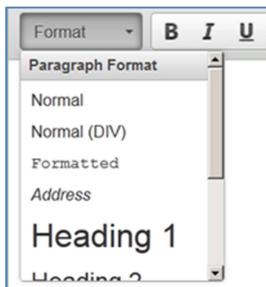
The **field_contact_textbox** field should contain the name and email address that you wish to add, along with telephone numbers or anything else you think is relevant.




The screenshot shows a web editor interface for a 'CONTACT LIST TEXT BOX CONTAINER'. The main text area contains the following text: 'John Howard', 'Head of General Practice', 'PA: Zelha Coulthard', '01223 597 554', and a blue hyperlink 'zelha.coulthard@nhs.net'. Above the text area is a rich text editor toolbar with various icons for text formatting, alignment, and linking. Below the text area, there is a 'Switch to plain text editor' link, a 'Text format' dropdown menu set to 'Filtered HTML', and a list of features: 'Web page addresses and e-mail addresses turn into links automatically.' and 'Lines and paragraphs break automatically.' A link to 'More information about text formats' is also present.

The options available are similar to a word processor so should be familiar.

Under the **Format** drop-down menu there is an option for adding headings to separate out the text.



To add a link, highlight the text or image you want to become a link. Next, click on the  icon.

If you want to link to a website or document, select **URL** from the **Link Type** drop-down menu and enter the address in the **URL** field.

If you are linking to an external website or document, click on the **Target** tab and select **New Window (_blank)** from the drop down menu.

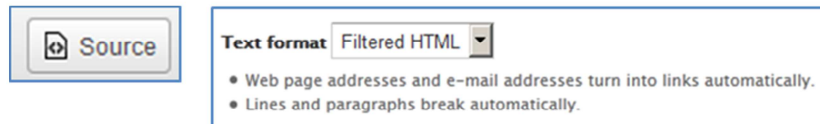
If you want to link to an e-mail address, select **E-mail** from the **Link Type** drop-down menu and enter the e-mail address in the **E-Mail Address** field.

You can also enter a default e-mail subject and/or message text if required.

Once you have entered the relevant information, press **OK**.

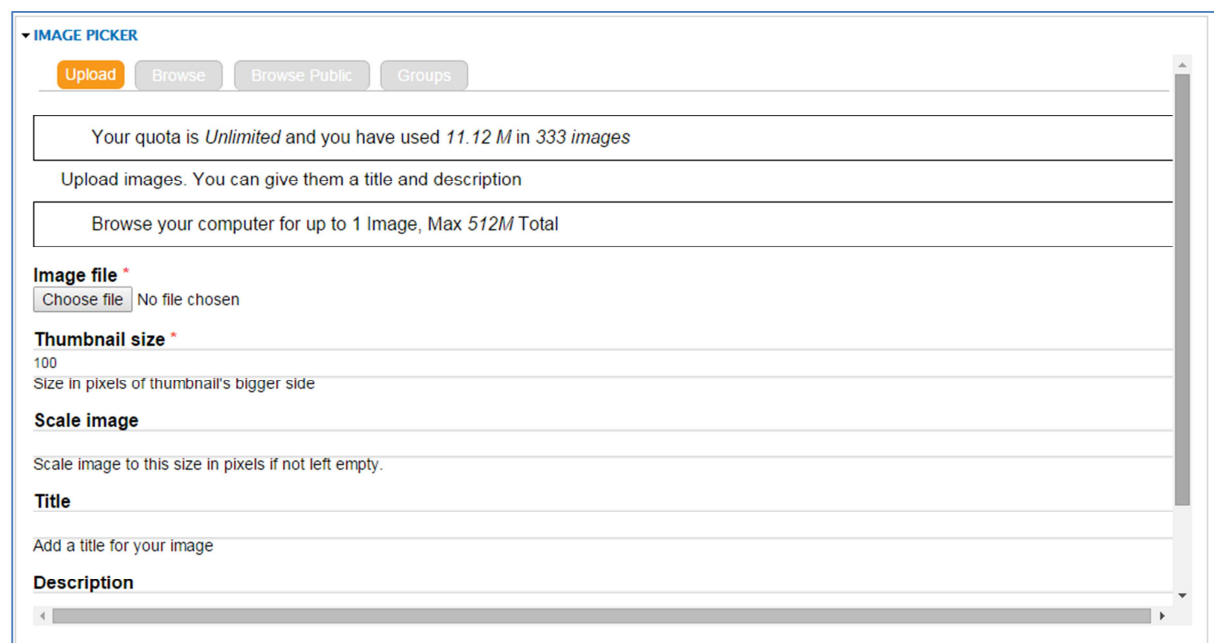
For advanced users you can select from the text format drop-down menu to write your own HTML code.

You can also debug existing text by selecting the **Source** button.



Adding an Image

To add an image, scroll up to the **Image Picker** section.



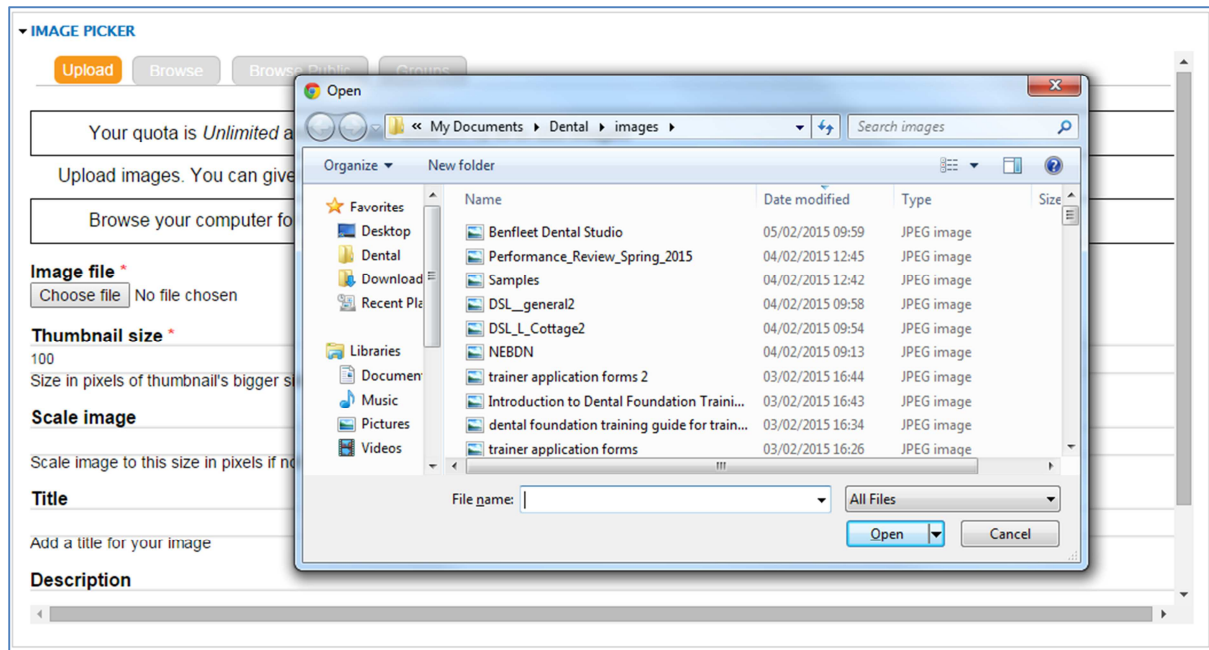
You can browse for already uploaded images by clicking on the **Browse** tab at the top of the image picker.

To upload your own image, select the **Upload** tab at the top of the image picker.

Click on the **Choose File** button.

This should open up a dialogue box where you can search for your saved image.

This image can be in either jpg, png, or gif format.



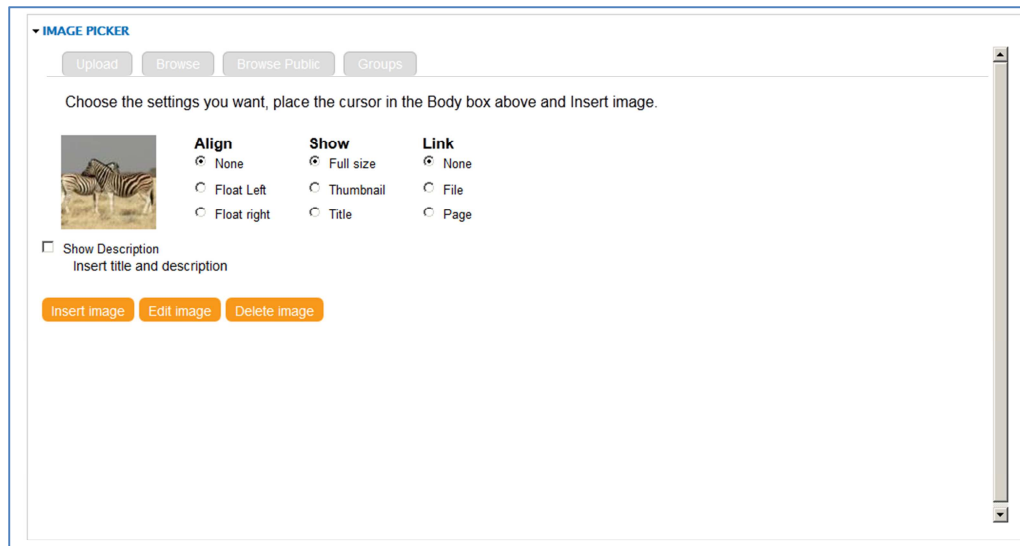
Once you have selected your image, press **Open**.

Enter a **Title** for the image and, if required, a **Description**.

Then click the **Upload** button below the **Description** field.

You should see a new section open with Align, Show and Link options.

You can either edit the image here or once it's already on the page.



Before clicking on **Insert Image**, scroll down to the **field_contact_textbox** in which the image should appear.

Move the cursor to the position within the textbox where you want the image to appear.

Next, scroll back up to the **Image Picker** section and press the **Insert Image** button once.

Then scroll back down to the **field_contact_textbox** and you should see the image.

You can drag and drop the image around the page.

Further options

There are various further options at the bottom regarding how the page will relate with the rest of the website.

Most of these you can leave as they are, but some are very important, so it's worth going through them.

Revision Information

Revision information New revision	Revision log message
Menu settings Not in menu	
URL path settings No alias	
Comment settings Closed	Provide an explanation of the changes you are making. This will help other authors understand your motivations.
Meta tags Using defaults	Revision creation and moderation options
Authoring information By Rob Clayton	<input checked="" type="radio"/> Create new revision, no moderation
Publishing options Published, Send subscriptions notifications	<input type="radio"/> Create new revision and moderate
	Moderation means that the new revision is not publicly visible until approved by someone with the appropriate permissions.

This section can be left unchanged.

Menu Settings

Revision information New revision	<input checked="" type="checkbox"/> Provide a menu link
Menu settings demo page	Menu link title <input type="text" value="demo page"/>
Meta tags Using defaults	Description <input type="text"/> <small>Shown when hovering over the menu link.</small>
URL path settings No alias	Parent item <input type="text" value=" <Dental Menu>"/>
Comment settings Closed	Weight <input type="text" value="0"/>
Authoring information By Gareth	<small>Menu links with smaller weights are displayed before links with larger weights.</small>
Publishing options Published, Send subscriptions notifications	

Select **Provide a menu link**.

For **Menu link title**, **Description** and **Weight** options you can keep their default options.

The parent item should be whichever page you want the new page to be linked from.

It is extremely important that you add a menu link otherwise no-one will be able to access the page.

URL Path Settings

Revision information New revision	URL alias <input type="text"/>
Menu settings Not in menu	<small>Optionally specify an alternative URL by which this content can be accessed. For example, type "about" when writing an about page. Use a relative path and don't add a trailing slash or the URL alias won't work.</small>
URL path settings No alias	
Comment settings Closed	
Meta tags Using defaults	
Authoring information By Rob Clayton	
Publishing options Published, Send subscriptions notifications	

The URL alias should be given a name that relates to the title of the page. It is important that there are no spaces in the alias as these will be interpreted as percentage marks. So a page called 'Title Page' could be given a URL alias of 'title_page'. The alias cannot be the same as another page: you will be informed if this is the case because it will not allow you to save.

Comment Settings

Revision information New revision	<input type="radio"/> Open Users with the "Post comments" permission can post comments. <input checked="" type="radio"/> Closed Users cannot post comments.
Menu settings Not in menu	
URL path settings No alias	
Comment settings Closed	
Meta tags Using defaults	
Authoring information By Rob Clayton	
Publishing options Published, Send subscriptions notifications	

This section can be left unchanged.

Meta Tags

Revision information New revision	Browse available tokens.
Menu settings Not in menu	Page title [node:title] [site:name] <small>The text to display in the title bar of a visitor's web browser when they view this page. This meta tag may also be used as the title of the page when a visitor bookmarks or favorites this page.</small>
URL path settings No alias	Description [node:summary] <small>A brief and concise summary of the page's content, preferably 150 characters or less. The description meta tag may be used by search engines to display a snippet about the page in search results.</small>
Comment settings Closed	Abstract <small>A brief and concise summary of the page's content, preferably 150 characters or less. The abstract meta tag may be used by search engines for archiving purposes.</small>
Meta tags Using defaults	Keywords <small>A comma-separated list of keywords about the page. This meta tag is <i>not</i> used by most search engines.</small>
Authoring information By Rob Clayton	<input type="checkbox"/> OPEN GRAPH
Publishing options Published, Send subscriptions notifications	<input type="checkbox"/> FACEBOOK
	<input type="checkbox"/> ADVANCED

This section can be left unchanged.

Authoring Information

Revision information New revision	Authored by <input type="text"/> <small>Leave blank for <i>Anonymous</i>.</small>
Menu settings Not in menu	Authored on <input type="text"/> <small>Format: <i>2014-08-12 13:27:50 +0100</i>. The date format is YYYY-MM-DD and +0100 is the time zone offset from UTC. Leave blank to use the time of form submission.</small>
URL path settings No alias	
Comment settings Closed	
Meta tags Using defaults	
Authoring information By Anonymous	
Publishing options Published, Send subscriptions notifications	

This section can be left unchanged.

Publishing Options

Revision information New revision	<input checked="" type="checkbox"/> Published
Menu settings Not in menu	<input type="checkbox"/> Promoted to front page
URL path settings No alias	<input type="checkbox"/> Sticky at top of lists
Comment settings Closed	<input checked="" type="checkbox"/> Send subscriptions notifications
Meta tags Using defaults	<small>You may want to turn <i>Send subscriptions notifications</i> OFF when you only change <i>Publishing options</i>, otherwise Subscriptions will send out "update" notifications — this option is not saved. Subscriptions does not send notifications for unpublished nodes (except to users who have the <i>Administer content</i> permission), but when you set <i>Published</i> to ON, Subscriptions will send out "new" notifications, unless you turn this off here.</small>
Authoring information By Anonymous	
Publishing options Published, Send subscriptions notifications	

This section can be left unchanged.

Save Your Work

Once you're happy with what you've done, all you need to do is press **Save** at the bottom of the page.

Revision information No revision	Revision log message <input type="text"/> <small>Provide an explanation of the changes you are making. This will help other authors understand your motivations.</small>
Menu settings Postgraduate Dental Education	Revision creation and moderation options <input checked="" type="radio"/> Modify current revision, no moderation
Meta tags Using defaults	<input type="radio"/> Create new revision, no moderation
URL path settings Alias: postgrad_dental	<input type="radio"/> Create new revision and moderate
Comment settings Closed	<small>Moderation means that the new revision is not publicly visible until approved by someone with the appropriate permissions.</small>
Authoring information By Rob Clayton on 2014-08-06 15:32:12 +0100	
Publishing options Published, Send subscriptions notifications	
Save Preview View changes Delete	

Upon refresh, you should see your completed page.

Now you should be able to click on the new buttons on the left-hand side and they will open up the textbox containing the information.

Dean of Postgraduate GP Education

Deputy GP Deans

Associate Postgraduate Deans

Co-ordinator

GP Administrator

Assessment Administrator - Assessment & Revalidation Team

Programme & Information Administrator - Programme & Information Team

Quality Administrators - Quality Team

GP Recruitment Coordinator - Recruitment Team

GP Recruitment

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