

# DPHSS Website Administration Tutorial

Publisher Role - Publishing Documents and Articles

# What can a "Publisher" do?

- Create Content (Articles, Documents, Polls, FAQs, etc)
- Publish, Unpublish, and Edit All Content (submitted by anyone)
- This tutorial covers publishing Documents and Articles.

The screenshot shows a web browser window with the URL <https://dphss.guam.gov/user>. The page header includes the Department of Public Health and Social Services logo and name in English and Chamorro. Navigation links for 'Directions', 'Business Hours', and 'Contact Us' are present. A search bar is located on the right. A blue navigation bar contains links for various divisions: 'Division of General Administration', 'Division of Public Health', 'Division of Public Welfare', 'Division of Environmental Health', 'Division of Senior Citizens', 'Forms & Documents', and 'About Us'. The main content area is titled 'User account' and features three buttons: 'Create new account', 'Log in', and 'Request new password'. Below these are input fields for 'Username' and 'Password', each with a red asterisk indicating a required field. A 'Log in' button is positioned below the password field. To the left of the login form is a poll titled 'How many times a week do you exercise?' with radio button options: 'Twice a week', 'Once a week', 'Three times a week', 'Four times a week', 'Every day', and 'I'm always at the gym'. A 'Vote' button is at the bottom of the poll. Below the poll are links for 'Older polls' and 'Results'. At the bottom left, there is a blue button labeled 'Low-Income Info'.

Login - <https://dphss.guam.gov/user>

Your Username and Password is the same as your Active Directory login information.

Department of Public Health and Social Services | Dipattamenton Salut Pubbleko Yan Setbison Susiat

https://dphss.guam.gov/

Public Health and Social Services

Dipattamenton Salut Pubbleko Yan Setbison Susiat

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### Welcome to the Official DPHSS Website

Hafa Adai and welcome to the Department of Public Health and Social Services web site! We are happy to continue this effort in presenting this web site as a medium to providing the public with information.

If you should have any inquiries, feel free to make contact with the appropriate program staff member.

Un dangkulo na Si Yu'os Ma'ase (Thank you very much).



**Management**

- Administration

**Navigation**

- Add content

### Notice to Child Care Providers

Submitted on Friday, October 14th, 2011 @ 12:00am ChST

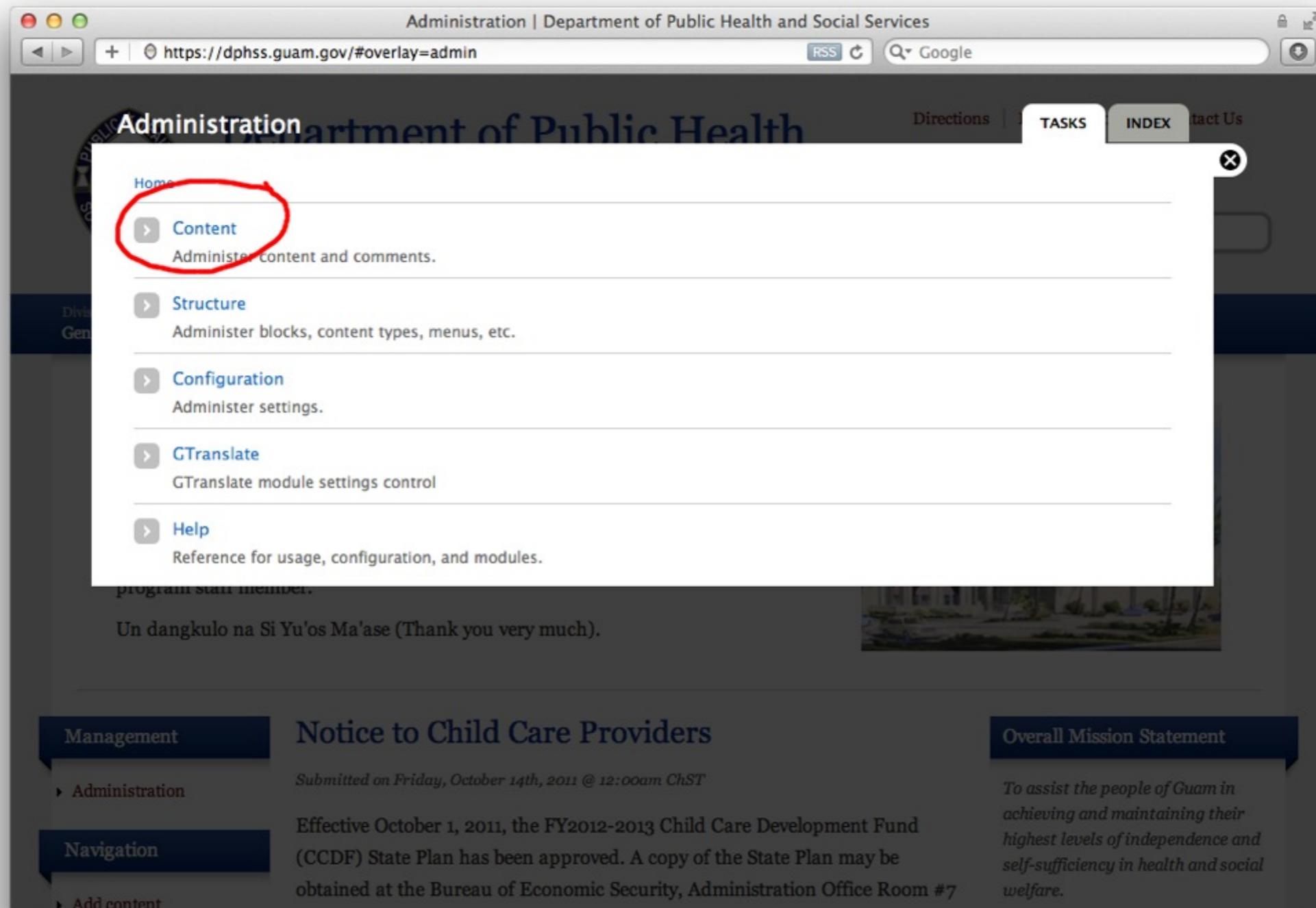
Effective October 1, 2011, the FY2012-2013 Child Care Development Fund (CCDF) State Plan has been approved. A copy of the State Plan may be obtained at the Bureau of Economic Security, Administration Office Room #7

### Overall Mission Statement

To assist the people of Guam in achieving and maintaining their highest levels of independence and self-sufficiency in health and social welfare.

# How To Administer Content

Click Administration



# How To Administer Content

Click Content

Content | Department of Public Health and Social Services  
https://dphss.guam.gov/#overlay=admin/content

Content Department of Public Health

Home » Administration

+ Add content

SHOW ONLY ITEMS WHERE

status any Filter

type any

UPDATE OPTIONS

Publish selected content Update

Checkboxes to mass update

Published Not Published

<input type="checkbox"/>	TITLE	TYPE	AUTHOR	STATUS	UPDATED	OPERATIONS
<input type="checkbox"/>	Prutehi Hao Document <i>new</i>	Document	author	not published	2011-10-19 23:22	edit delete
<input type="checkbox"/>	So Smart. So Safe. Prutehi Hao! <i>new</i>	Article	author	not published	2011-10-19 23:20	edit delete
<input type="checkbox"/>	Fiscal Year 2006 <i>new</i>	Basic page	doug.char	published	2011-10-19 01:06	edit delete
<input type="checkbox"/>	Fiscal Year 2007 <i>new</i>	Basic page	doug.char	published	2011-10-19 01:05	edit delete
<input type="checkbox"/>	Fiscal Year 2008 <i>new</i>	Basic page	doug.char	published	2011-10-19 01:05	edit delete

# Content List

You can view all content and make changes here.

Content | Department of Public Health and Social Services  
https://dphss.guam.gov/#overlay=admin/content

Content Department of Public Health  
Directions | Business Hours | Contact Us

Home » Administration

+ Add content

SHOW ONLY ITEMS WHERE

status any Filter  
type any

UPDATE OPTIONS

Publish selected content Update

Click to view

<input type="checkbox"/>	TITLE	TYPE	AUTHOR	STATUS	UPDATED	OPERATIONS
<input type="checkbox"/>	Prutehi Hao Document <i>new</i>	Document	author	not published	2011-10-19 23:22	edit delete
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<input type="checkbox"/>	Fiscal Year 2007 <i>new</i>	Basic page	doug.chan	published	2011-10-19 01:05	edit delete
<input type="checkbox"/>	Fiscal Year 2008 <i>new</i>	Basic page	doug.chan	published	2011-10-19 01:05	edit delete

# Let's Publish Some Content

If there are unpublished documents, you should review and publish them first.

The screenshot shows a web browser window with the URL <https://dphss.guam.gov/document/prutehi-hao-document#overlay-context=>. The page header includes the Department of Public Health and Social Services logo and name in English and Chamorro. A navigation menu lists various divisions. The main content area shows a document titled "Prutehi Hao Document" with "View", "Edit", and "Publish" buttons. The "Publish" button is circled in red, and a red arrow points to it from the text "Click to publish". The document preview shows the official letterhead of the Government of Guam, Department of Public Health and Social Services, dated MAR 09 2010.

# Review Before Publishing

If everything looks good, click the publish button.

Prutehi Hao Document | Dep x

https://dphss.guam.gov/document/prutehi-hao-document#overlay-context=

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Home » Prutehi Hao Document

Management

- Administration

Navigation

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User menu

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- Log out

View Edit Publish

GOVERNMENT OF GUÅHAN

DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES  
DIPATTAMENTON SALUT PUPLEKO YAN SETBISION SUSIAT  
123 Chalan Kareta, Mangilao, Guåhan 96913-6304

Felix P. Camacho  
Governor

Michael W. Cruz, M.D.  
Lieutenant Governor

J. Peter Robe  
Dir

MAR 09 2010

# Review More Content

Go back to the Administration Page and review the Article.

Content | Department of Public Health and Social Services  
https://dphss.guam.gov/#overlay=admin/content

Content Department of Public Health  
Directions | Business Hours | Contact Us

Home » Administration

+ Add content

SHOW ONLY ITEMS WHERE

status any Filter  
type any

UPDATE OPTIONS

Publish selected content Update

Click to view

<input type="checkbox"/>	TITLE	TYPE	AUTHOR	STATUS	UPDATED	OPERATIONS
<input type="checkbox"/>	Prutehi Hao Document <small>new</small>	Document	author	not published	2011-10-19 23:22	<a href="#">edit</a> <a href="#">delete</a>
<input type="checkbox"/>	So Smart. So Safe. Prutehi Hao! <small>new</small>	Article	author	not published	2011-10-19 23:20	<a href="#">edit</a> <a href="#">delete</a>
<input type="checkbox"/>	Fiscal Year 2006 <small>new</small>	Basic page	doug.chan	published	2011-10-19 01:06	<a href="#">edit</a> <a href="#">delete</a>
<input type="checkbox"/>	Fiscal Year 2007 <small>new</small>	Basic page	doug.chan	published	2011-10-19 01:05	<a href="#">edit</a> <a href="#">delete</a>
<input type="checkbox"/>	Fiscal Year 2008 <small>new</small>	Basic page	doug.chan	published	2011-10-19 01:05	<a href="#">edit</a> <a href="#">delete</a>

# Let's Review the Article

Click the Article's title to view, edit, and publish.

So Smart. So Safe. Prutehi Hao! | Department of Public Health and Social Services

https://dphss.guam.gov/article/2011/10/19/so-smart-so-safe-prutehi-hao#overlay-co safari adobe reader plugin

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Directions | Business Hours | Contact Us

Search DPHSS »

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Home » So Smart. So Safe. Prutehi Hao!

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**Poll**

**So Smart. So Safe. Prutehi Hao!** **Click to edit if needed**

View Edit Publish

Submitted on Wednesday, October 19th, 2011 @ 11:20pm ChST

The Department of Public Health and Social Services is pleased to announce that the STD/HIV Program Public Information Campaign "So Smart. So Safe. Prutehi Hao!" will premier at the First Guam International Film Festival (GIFF) on Saturday, October 1, 2011 at 5:45 p.m. at the Micronesia Mall Stadium Theatres. It will also premier at the 2011 Urban Mediamakers Film Festival on October 14-16, 2011 at the Red Clay Theatre in Duluth, Georgia.

# Unpublished Article

Click Edit to make changes if needed.

The screenshot shows a web browser window with the URL <https://dphss.guam.gov/article/2011/09/29/so-smart-so-safe-prutehi-hao#overlay=nc>. The page title is "Edit Article So Smart. So Safe. Prutehi Hao! | Department of Public Health and Social Services". The interface includes buttons for "VIEW", "EDIT", and "UNPUBLISH". A red circle highlights the "Title" and "Body" sections, with arrows pointing to them from the text "Review Title and Body".

**Title \***  
So Smart. So Safe. Prutehi Hao!

**Body (Edit summary)**

Source

Format

The Department of Public Health and Social Services is pleased to announce that the STD/HIV Program Public Information Campaign "So Smart. So Safe. Prutehi Hao!" will premier at the First Guam International Film Festival (GIFF) on Saturday, October 1, 2011 at 5:45 p.m. at the Micronesia Mall Stadium Theatres. It will also premier at the 2011 Urban Mediamakers Film Festival on October 14-16, 2011 at the Red Clay Theatre in Duluth, Georgia.

Switch to plain text editor

Text format **Filtered HTML**

- Web page addresses and e-mail addresses turn into links automatically.
- E-Mail addresses are hidden with [reCAPTCHA Mailhide](#).
- Allowed HTML tags: <p> <div> <a> <em> <strong> <cite> <blockquote> <code> <ul> <ol> <li> <dl> <dt> <dd>

- Lines and paragraphs break automatically.

[More information about text formats](#)

# Article - Required Fields

Check for completeness and for things like spelling errors.

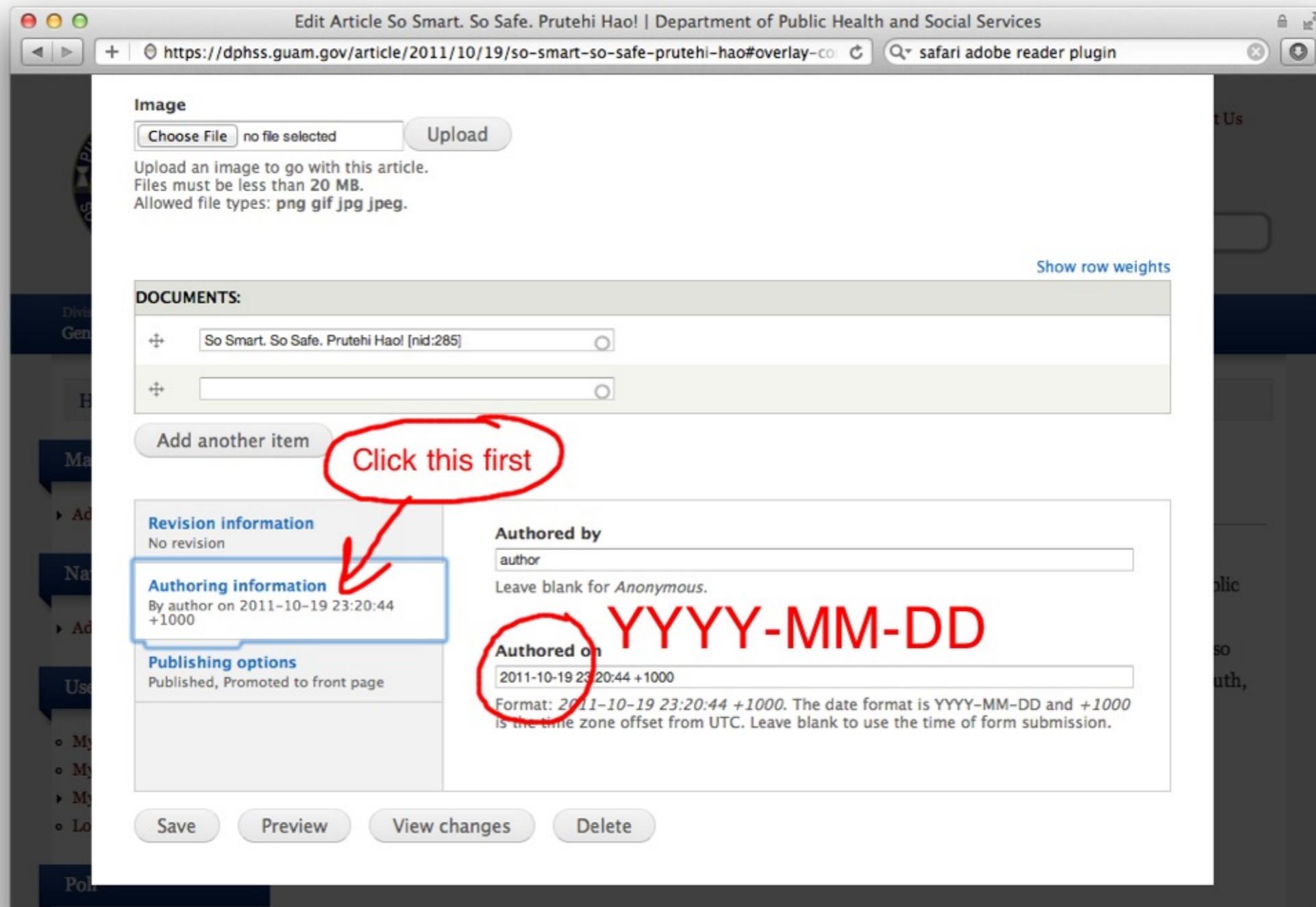
The screenshot shows a web browser window with the URL <https://dphss.guam.gov/article/2011/10/19/so-smart-so-safe-prutehi-hao#overlay-co>. The page title is "Edit Article So Smart. So Safe. Prutehi Hao! | Department of Public Health and Social Services". The browser's search bar contains "safari adobe reader plugin".

The main content area is a form for editing an article. It includes several sections:

- Text format:** A dropdown menu set to "Filtered HTML". Below it, a list of rules: "Web page addresses and e-mail addresses turn into links automatically.", "E-Mail addresses are hidden with reCAPTCHA Mailhide.", "Allowed HTML tags: <p> <div> <a> <em> <strong> <cite> <blockquote> <code> <ul> <ol> <li> <dl> <dt> <dd>", and "Lines and paragraphs break automatically." A link for "More information about text formats" is also present.
- Tags:** A text input field with a red arrow pointing to it from a red circle containing the text "Add tags". Below the field is the instruction: "Enter a comma-separated list of words to describe your content."
- Image:** A "Choose File" button, a "no file selected" text, and an "Upload" button. A red arrow points from a red circle containing "Add an image" to the "Upload" button. Below this is the instruction: "Upload an image to go with this article. Files must be less than 20 MB. Allowed file types: png gif jpg jpeg."
- DOCUMENTS:** A section with a "Show row weights" link. It contains two rows, each with a plus icon and a text input field. The first row contains "So Smart. So Safe. Prutehi Hao! [nid:285]". A red arrow points from a red circle containing "Attach documents if needed" to the second row's input field. Below the rows is an "Add another item" button.
- Revision information:** A section with "No revision" and a "Create new revision" checkbox.
- Authoring information:** A section with "By author on 2011-10-19 23:20:44 +1000".
- Revision log message:** A text input field.

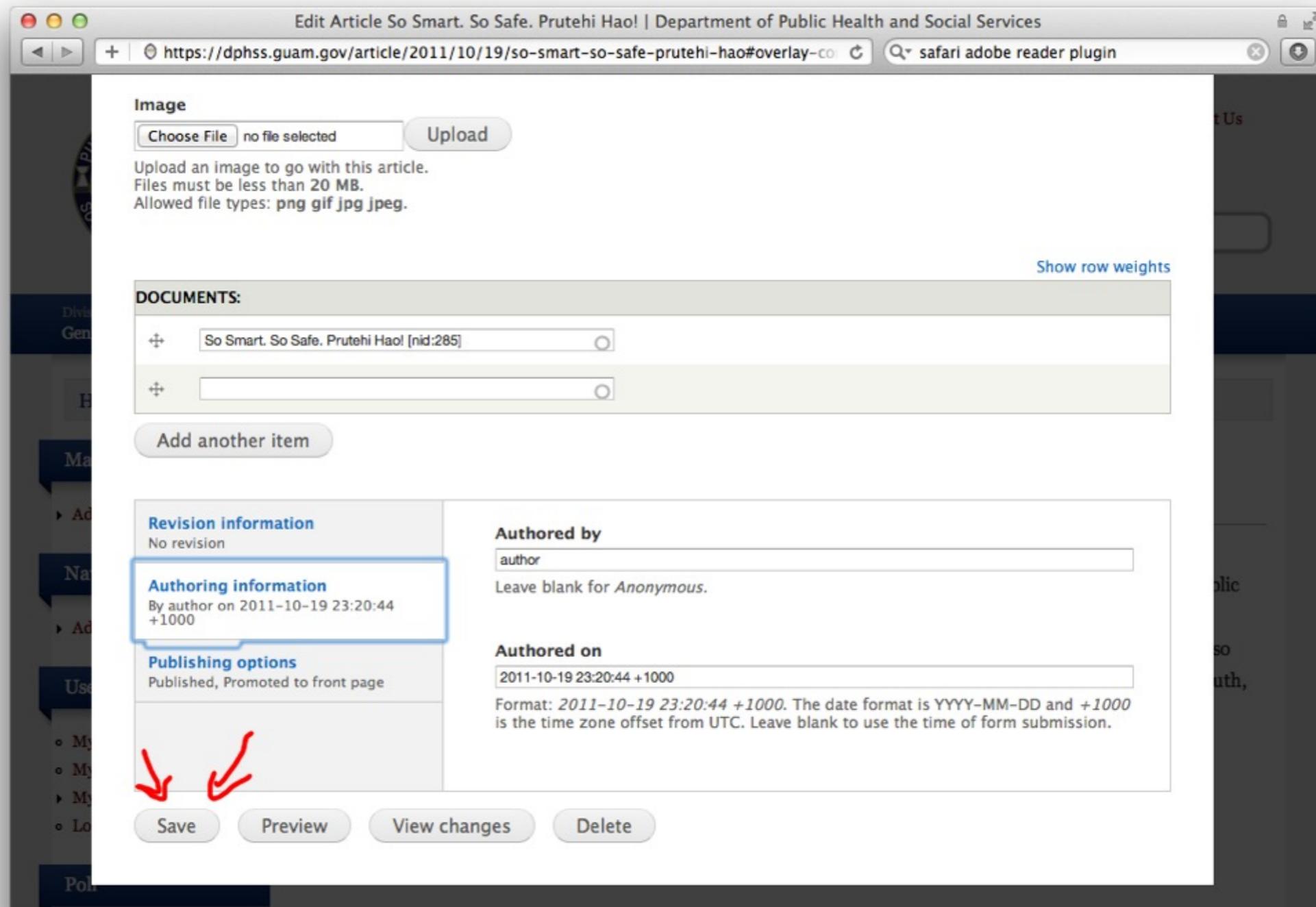
# Article - Optional Fields

It's highly recommended to enter as much information into these fields if possible if the Author didn't.



# Almost Done - Review the Date

You may want to change the date of the Article to match the date of the Press Release Document.



# Click Save

Once you're done reviewing, click save. You may also choose to click "Preview" to review your changes.

So Smart. So Safe. Prutehi Hao! | Department of Public Health and Social Services

https://dphss.guam.gov/article/2011/10/19/so-smart-so-safe-prutehi-hao#overlay-co

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Home » So Smart. So Safe. Prutehi Hao!

Management

- Administration

Navigation

- Add content

User menu

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Poll

So Smart. So Safe. Prutehi Hao!

View Edit Publish

Submitted on Wednesday, October 19th, 2011 @ 11:11 AM by ChST

The Department of Public Health and Social Services is pleased to announce that the STD/HIV Program Public Information Campaign "So Smart. So Safe. Prutehi Hao!" will premier at the First Guam International Film Festival (GIFF) on Saturday, October 1, 2011 at 5:45 p.m. at the Micronesia Mall Stadium Theatres. It will also premier at the 2011 Urban Mediamakers Film Festival on October 14-16, 2011 at the Red Clay Theatre in Duluth, Georgia.

# Click Publish

Once everything looks good, just click publish to make it show on the front page.

Department of Public Health and Social Services | Dipattamenton Salut Pubbleko Yan Setbison Susiat

https://dphss.guam.gov/

medium to providing the public with information.

If you should have any inquiries, feel free to make contact with the appropriate program staff member.

Un dangkulo na Si Yu'os Ma'ase (Thank you very much).



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**Poll**

How many times a week do you exercise?

- Twice a week
- Once a week
- Three times a week

**So Smart. So Safe. Prutehi Hao!**

*Submitted on Wednesday, October 19th, 2011 @ 11:20pm ChST*

The Department of Public Health and Social Services is pleased to announce that the STD/HIV Program Public Information Campaign "So Smart. So Safe. Prutehi Hao!" will premier at the First Guam International Film Festival (GIFF) on Saturday, October 1, 2011 at 5:45 p.m. at the Micronesia Mall Stadium Theatres. It will also premier at the 2011 Urban Mediamakers Film Festival on October 14-16, 2011 at the Red Clay Theatre in Duluth, Georgia.

[Read more »](#)

**Notice to Child Care Providers**

*Submitted on Friday, October 14th, 2011 @ 12:00am ChST*

Effective October 1, 2011, the FY2012-2013 Child Care Development Fund (CCDF) State Plan has been approved. A copy of the State Plan may be obtained at the Bureau of Economic Security, Administration Office Room #7 Legacy Square, Rte 10, Mangilao from 8:00 a.m. to 5:00 p.m.

**Overall Mission Statement**

*To assist the people of Guam in achieving and maintaining their highest levels of independence and self-sufficiency in health and social welfare.*

**Citizen Centric Report FY2010**



[Click to view PDF](#)

**Health Links**



# Front Page

That's all there is to it!

# Summary

- Publishing an Article is a 2 step process if there is a Document (PDF)
- Publish Documents First
- Publish Articles Afterwards
- Be sure to check for things like spelling errors, tags, images, and correct dates.