

# DPHSS Website Administration Tutorial

Publisher Role - Working With Revisions

# What's a Revision?

- Any post or edit is a "revision"
- Revisions prevent content from immediately being published to the website.
- Only Publishers may publish revisions.

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. A navigation menu lists various divisions and services. The main content area features a 'User account' section with options to 'Create new account', 'Log in', and 'Request new password'. Below these are input fields for 'Username' and 'Password', each with a 'Log in' button. To the left, there is a 'Poll' section asking about exercise frequency with radio button options and a 'Vote' button. A 'Low-Income Info' link is visible at the bottom left.

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/ RSS Google



# Department of Public Health and Social Services

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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).



**1 revision pending**

Division of General Administration

[Translate This Page](#)

### 4th Quarter Reports

*Submitted on Monday, October 24th, 2011 @ 12:00am ChST*

Pursuant to Public Law 30-196, Chapter III, Section 10, transmitted herewith are the 4th Quarter documents of the Department of Public Health & Social Services' unexpended balance appropriations from the General/and Special

### 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.*

# Revision Pending

Let's take a look... Click!

Revision of Division of General Administration from Wed, 2011-10-26 22:28 | Department of Public Health and Social Services

https://dphss.guam.gov/node/48/revisions/420/view

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

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Home » Division of General Administration » Revision of Division of General Administration from Wed, 2011-10-26 22:28

1 revision pending

Division of General Administration

Translate This Page

Select Language

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Management

Administration

Navigation

Revision of Division of General Administration from Wed, 2011-10-26 22:28

View current | Edit current | Revision operations

List all revisions | View | Edit | Publish | Compare to current | Delete

The revisions let you track differences between multiple versions of a post.

The Director's Office, through the Division of General Administration, provides department wide administrative support functions to the department divisions. DGA is comprised of Financial Management Services, Management Support Services, Facilities & Maintenance, Systems and Programming Group, Health Professional Licensing Office and Emergency Medical Services. The division of general administrations also provides direct support to the DO in providing assistance to the department in terms of human resource development, EEO assistance to ensure compliance with federal and local laws, safety training to ensure a safe and healthy working environment free from recognized hazards and illness.

# Viewing Revisions

OPTIONAL: Click "Compare to Current" to see exactly what changed.

Revisions for Division of General Administration | Department of Public Health and Social Services

https://dphss.guam.gov/node/48/revisions/420/compare

Home » Division of General Administration » Revisions for Division of General Administration

1 revision pending

Division of General Administration

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Select Language

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Management

- Administration

Navigation

- Content summary
- Add content
- Feed aggregator

User menu

- My account
- My Content
- My main profile
- Log out

## Revisions for Division of General Administration

View current | Edit current | Revision operations

List all revisions | View | Edit | Publish | Compare to current | Delete

Wed, 2011-10-26 22:28 by author < previous diff

Thu, 2011-10-13 15:22 by jean.ann.hu next diff >

Changes to Body

-

<p>The Director's Office, through the Division of General Administration (DGA), provides department wide administrative support functions to the department divisions. DGA is comprised of Financial Management Services, Management Support Services, Facilities & Maintenance, Systems and Programming Group, Health Professional Licensing Office and Emergency Medical Services. The division of general administrations also provides direct support to the DO in

+

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# Compare to Current - Diff

Changes will be in bright, bold letters.

Revisions for Division of General Administration | Department of Public Health and Social Services

https://dphss.guam.gov/node/48/revisions/420/compare

Home » Division of General Administration » Revisions for Division of General Administration

## Revisions for Division of General Administration

1 revision pending

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# Let's Edit

Click Edit to bring up the pretty overlay.

Home » Division of General Administration

**Delete** Compare to current **Publish** Edit View List all revisions

**Title \***  
Division of General Administration

**Body (Edit summary)**

Source

Format

The Director's Office, through the Division of General Administration (DGA), provides department wide administrative support functions to the department divisions. DGA is comprised of Financial Management Services, Management Support Services, Facilities & Maintenance, Systems and Programming Group, Health Professional Licensing Office and Emergency Medical Services. The division of general administrations also provides direct support to the DO in providing assistance to the department in terms of human resource development, EEO assistance to ensure compliance with federal and local laws, safety training to ensure a safe and healthy working environment free from recognized hazards and illness.

Switch to plain text editor

Text format **Filtered HTML** More information about text formats ?

- 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.

# Pretty Overlay

You may make further changes.  
Click "Publish" if you like it. Click "Delete" to trash it.

Are you sure you want to publish this revision of Division of General Administration? | Department of Public Health and Social Services

https://dphss.guam.gov/node/48/revisions/420/publish#overlay-context=node/48/revi

Division of General Administration | Division of Public Health | Division of Public Welfare | Division of Environmental Health | Division of Senior Citizens | Forms & Documents | About Us

Home » Division of General Administration » Are you sure you want to publish this revision of Division of General Administration?

1 revision pending

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## Are you sure you want to publish this revision of Division of General Administration?

View current | Edit current | Revision operations

List all revisions | View | Edit | Publish | Compare to current | Delete

Date for publication: 26-10-2011  
Enter the date you want this revision to be published.

Time for publication: 22:37  
Enter the time you want this revision to be published. Use the 24 hour clock.

Publishing this revision will make it visible to the public.

# Almost Done!

Click Publish

Revisions for Division of General Administration | Department of Public Health and Social Services

https://dphss.guam.gov/node/48/revisions

Home > Division of General Administration

### Revisions for *Division of General Administration*

VIEW CURRENT EDIT CURRENT REVISIONS

✓

- Revision has been published.
- *Division of General Administration* is published. It has 2 revisions.

Revisions allow you to track differences between multiple versions of your content, and revert back to older versions.

To edit, publish or delete one of the revisions below, click on its saved date.

[Unpublish current revision](#) | [Delete archived](#) | [Delete all](#)

REVISION	Compare	STATUS
Saved <a href="#">Wed, 2011-10-26 22:28</a> by author	<input checked="" type="checkbox"/>	<i>current revision (published)</i> [status=1]
Saved <a href="#">Thu, 2011-10-13 15:22</a> by jean.ann.hu	<input checked="" type="checkbox"/>	archived [status=1]

# All Done - Phew!

This is the Success Page.

Revisions for Division of General Administration | Department of Public Health and Social Services

Home > Division of General Administration

Revisions for *Division of General Administration*

**VIEW CURRENT** EDIT CURRENT REVISIONS

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Saved <a href="#">Thu, 2011-10-13 15:22</a> by jean.ann.hu	<input checked="" type="checkbox"/>	archived [status=1]

# Click "View Current"

Let's take a look at our new shiny page.

The screenshot shows a web browser window with the URL <https://dphss.guam.gov/division-of-general-administration>. The page header includes the Department of Public Health and Social Services logo and name in English and Chamorro. A search bar is present in the top right. A navigation menu below the header lists various divisions and services. The main content area features a breadcrumb trail, a 'Translate This Page' widget, and a 'Management' sidebar with a 'Administration' link. The main heading is 'Division of General Administration', followed by tabs for 'View current', 'Edit current', and 'Revisions'. The main text describes the Division of General Administration (DGA) and its functions.

Division of General Administration | Department of Public Health and Social Services

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Search DPHSS »

Division of General Administration | Division of Public Health | Division of Public Welfare | Division of Environmental Health | Division of Senior Citizens | Forms & Documents | About Us

Home » Division of General Administration

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## Division of General Administration

[View current](#) | [Edit current](#) | [Revisions](#)

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# Voila!

This page revision is now available for the world to see.

# Summary

- There are new revisions available if you see a notification in the left sidebar.
- Open the revision.
- View the changes and revise if necessary.
- Choose to either Delete or Publish.
- If the Delete button on top is missing, you may choose to use the Delete button on the bottom. Only use the bottom delete button for Articles and Documents ONLY.