

Site Managers Guide to MDC Research

Logging into the system

Testing Phase

In the test phase, you will be assigned a user account and get an email with access instructions.

Go to <http://dev-mdc-research.pantheonsite.io/user> to log in.

Live Site

All users will go to <https://research.mdc.mo.gov/user>.

Click the MDC Staff login.

Contact the site manager or web team to get permissions assigned to your account.

Creating a new project

Hover over "My Workbench" and select "Project"

Add a project name.

Click on "Edit Summary" and provide a brief synopsis of the project.

Add a more detailed description of the project in the Description field.

Add a starting date. If there is an end to the project, or if it has already ended, enter the End Date as well.

Add Project Lead, Researchers, and Partners. Begin entering their names and they should come up if they are already in the system.

Project Graphic

Each project should have a large graphic associated with it. These should be hi-res images at least 1200 pixels wide. This image will appear on each project page and whenever the project is featured on another page.

In lieu of a large graphic, an embedded map can be used. Find the map on the map server and copy the embed code. Paste the code in the Embed field.

Metadata

Topics

Topics are high-level categories of projects. Select as many as are appropriate for your project.

Tags

Tags are words that describe the project. These are freeform, but when you begin to type in a tag, suggestions will pop up. Please use these rather than adding another.

Groups

A project will always go in the group that the site manager belongs to. If a project involves another division, it can be added in the "Other Groups" section.

Related Content

You can relate other content in the Research site here. For example, if you have a turkey project, you could relate other turkey reports or papers here.

People

As staff sign on to use the website, you will be able to assign them to a role.

After a user has signed on (per the instructions in the Logging On section), you will be able to assign them to a role.

Roles

Site Manager

You can't assign this. Contact the web team.

Editor

Editors can update content (make corrections, update text, replace pdfs, powerpoints, etc) but cannot create new content.

Content Creator

Content Creators can create datasets, papers, presentations, resources, and stories. Any created content will be moderated.

Workbench Moderation

All content created by Editors, Content Creators, or Contributors gets posted as a Draft until it has been reviewed and approved. Content created by Site Managers will be published without moderation.

To check for items to be moderated, click on "My Workbench" in the menu bar. Any items that need to be moderated will appear there.

Creating content