



PPPs Website Backend Manual

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Introduction to Drupal



Your website is built on Drupal 7 Content Management System (CMS) a popular open source content management system that is used by millions of other websites including a number of major businesses, government and educational institutions. Drupal is powerful and has enterprise level security, famous for running websites like WhiteHouse.gov, Harvard and Stanford universities.

Drupal allows for easy maintenance and content management while still providing a powerful frame-work for user management and additional functionality thanks to a large library of modules developed by the Drupal community.

The Drupal file structure is split into two sections Drupal Core and Third Party files. The Drupal core files are in the root directory and should not be edited.

All the third party files that get edited and added to the website such as the theme, modules, pictures and configuration files are located in the **sites** folder.

- All configuration settings for Drupal is located in sites/default/settings.php
- All uploads will go into the files directory located in sites/default/files
- The theme and CSS used to format the website is located in sites/all/themes/themename

User Login

To login into your website, you need to browse to your websites domain and enter /user, for example you can log into the development websites at the following URL's:

- <http://marketingbangkok.net/test/cambodia/user>
- <http://marketingbangkok.net/test/bhutan/user>
- <http://marketingbangkok.net/test/myanmar/user>

[Home](#) > User account

User account

[Create new account](#) [Log in](#) [Request new password](#)

Username *

Enter your Public-Private Partnerships (PPPS) Cambodia username.

Password *

Enter the password that accompanies your username.

[Log in](#)

Enter your username and password then click Log in button.

Once you have logged in if your are an administrators, a black administrators bar will load at the top of the page as shown in the picture below.



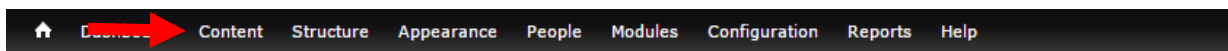
Also once logged in other options will appear around the website. When viewing a content page, new tabs will appear to view, edit and translate. This allows you to quickly edit and translate any page that you are viewing.

Resources

[View](#) [Edit](#) [Translate](#)

Content Management - Content Overview

Click on Content link inside the black admin bar or browse to /admin/content. This will load the content overview page which shows an overview of all the content published on the website.



The content overview shows you all of the content currently on the website regardless if it is published or not and provides you information quickly on each page. Each unique page inside Drupal Content Management System is referred to as a Node and each Node has a unique Node ID (NID) which is a number that goes up sequentially, all page can be accessed by this NID i.e. /node/1

Your Drupal website is built upon many different Nodes and Content Types. Content Types are basically templates used to include different information and formatting. You can filter by content type by clicking on the Type dropdown and then apply.

[+ Add content](#)

Title	Type	Author	Published	Vocabulary	Language		
<input type="text"/>	<div>- Any - - Any -</div>	<input type="text"/>	<input type="radio"/>	<div>- Any -</div>	<div>- Any -</div>	<div>- Any -</div>	<div>ApplyReset</div>

OPERATIONS

- Choose an operation

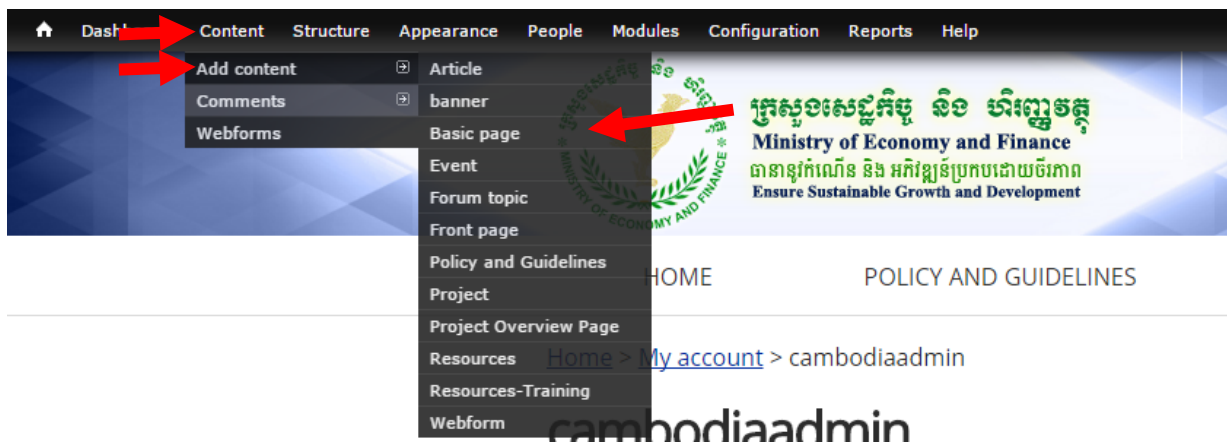
<input type="checkbox"/>	TITLE	TYPE	AUTHOR	PUBLISHED	UPDATED	OPERATIONS	LANGUAGE
<input type="checkbox"/>	Telecommunication	Project	myanmaradmin	Yes	04/11/2016 - 10:17	edit delete	English
<input type="checkbox"/>	CONTACT	Basic page	myanmaradmin	Yes	04/07/2016 - 15:16	edit delete	English
<input type="checkbox"/>	National Workshop on Public-Private Partnerships in Myanmar	Event	myanmaradmin	Yes	04/07/2016 - 15:15	edit delete	English

The most common content type is the default, “Basic Page” but there are different content types for different pages such as “Front Page” content type which is used to format and publish the content on the homepage of the website.

In the content overview you can also perform bulk actions by selecting the radio buttons on the content you wish to edit and the specific operation.

Content Management - Adding New Content

To add new content into the website, you can go to Content -> Add Content and choose which content type you want to use or browse to the Add Content page here </node/add>



Content Types:

- Article - Default content type that does not need to be used.
- Banner - Used for the home page banner slider.
- Basic page - Most common content type used for most pages.
- Event - Used when you want to add a new Event into the website.
- Forum topic - Default content type that does not need to be used.
- Front Page - Content Type used for the content on the homepage.
- Policy and Guidelines - Used for the policy & guidelines page. Only have 1 of these nodes.
- Project - Used when you want to add a new project into the site.
- Project Overview Page - Used for the Project Overview page. Only have 1 of these nodes.
- Resources - Content found in the resources section.
- Resources-Training - Training content inside the e-learning section of resources area.
- Webform - Used when you want to create a webform.

Content Management - Adding New Content

Title Field: After you have selected a content type you must first give the content a Title, this is a required field when adding any piece of content and will be shown at the top of the page.

Source Button: Clicking Source will allow you to see the HTML Source code of the page. This is useful when you are trying to do more complicated formatting and need to manually make edits.

Text Format Drop Down: There are several different Text Formats available. The most common two formats you will use are ckeditor, which will load the WYSIWYG editor as in the screenshot below, and the code text format, which will load a plain text box suitable for HTML code. The reason to use code is so that no additional formatting gets added to your page.

Language Drop Down: Set which language the node will be. If left at Language neutral, the content will be available for both languages.

Title *

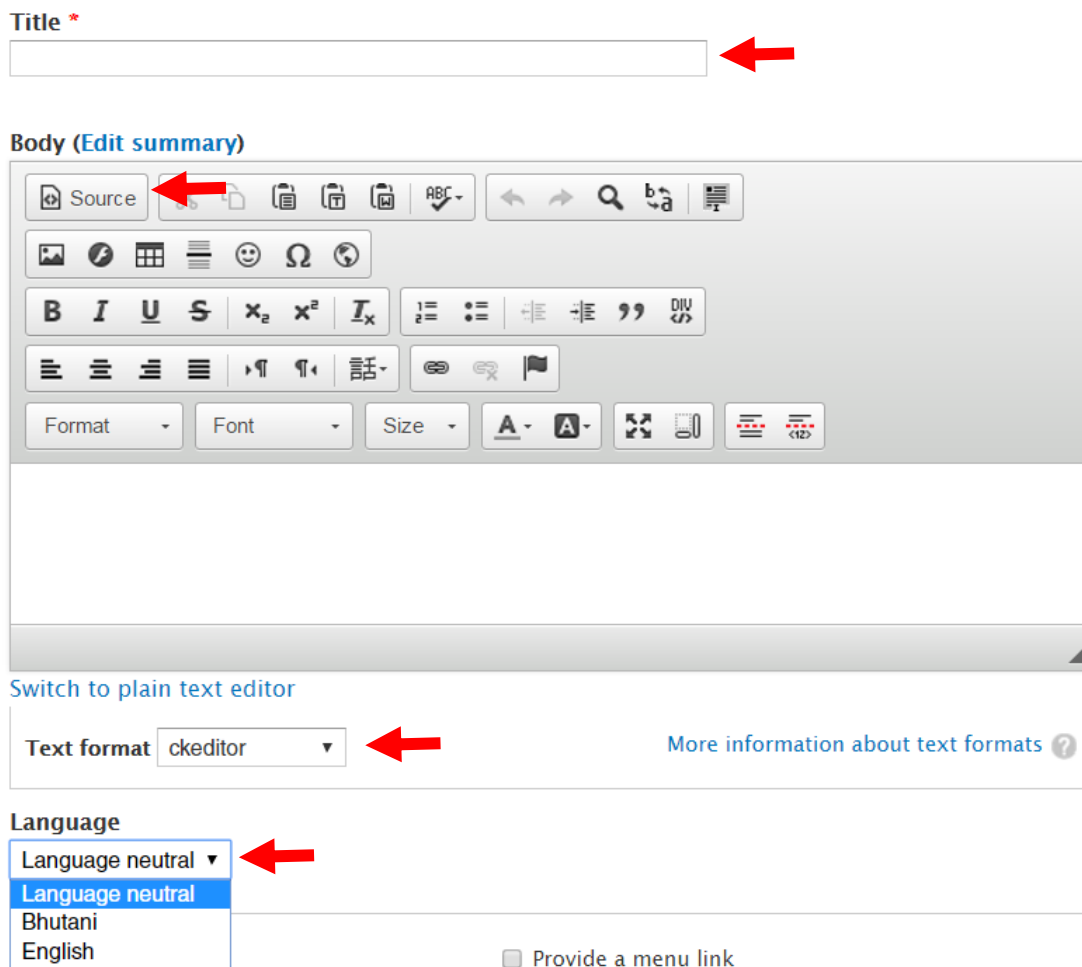
Body (Edit summary)

Source

Text format: ckeditor

Language: Language neutral


Provide a menu link



Content Management - Adding New Content

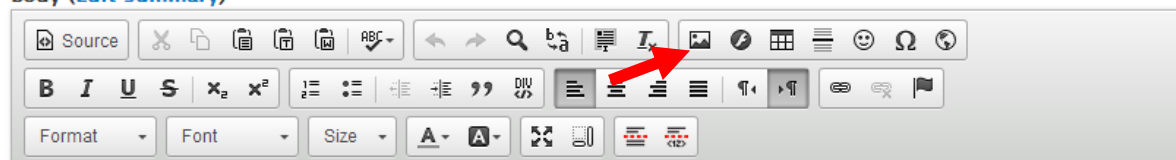
Adding Images: If you need to add an image inside the text area you need to click on the image icon, browser server. A popup box will appear. Click Upload, choose your picture, then click the upload button. Once uploaded click insert file.

[Home](#) » [Add content](#)

Create Basic page 

Title *

Body ([Edit summary](#))

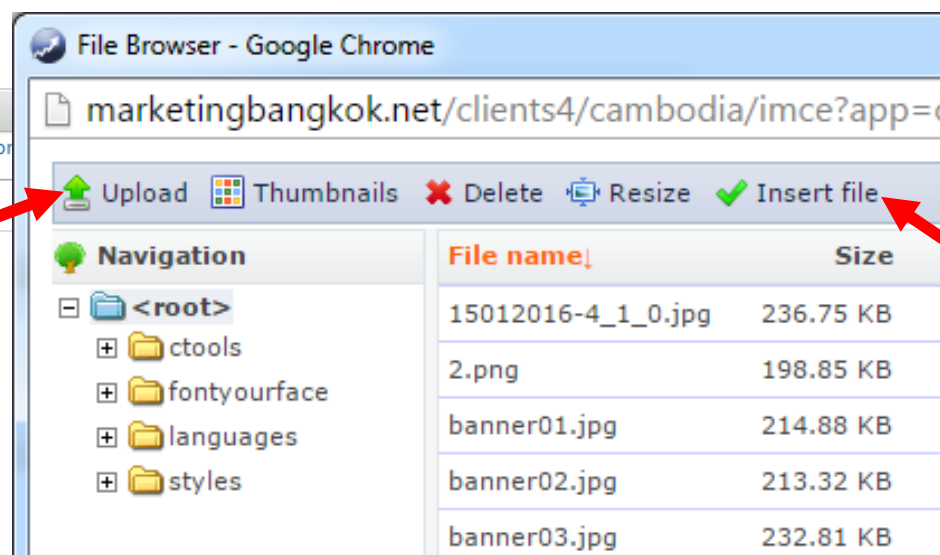


body p

[Switch to plain text editor](#)

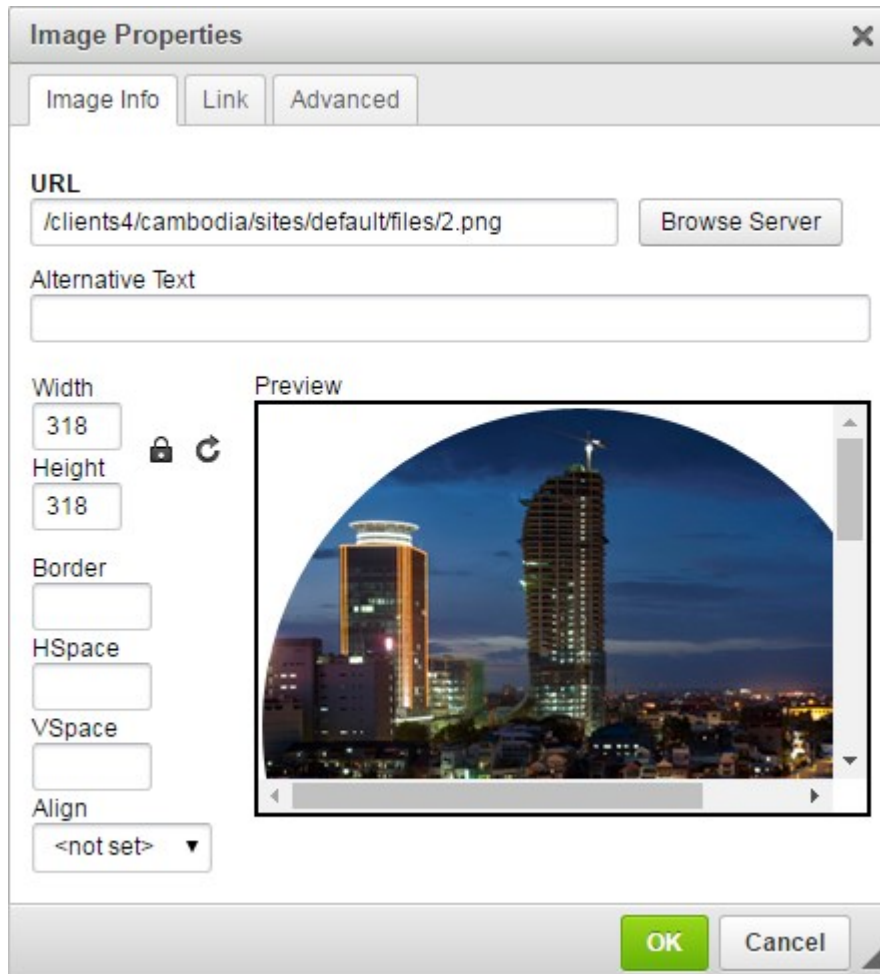
Text format

CKEditor



Content Management - Adding New Content

When you insert the file, you will be given some options to format the picture. You can adjust the size of the picture, the alignment, and how the picture is linked.



The image shows a dialog box titled "Image Properties" with a close button (X) in the top right corner. It has three tabs: "Image Info", "Link", and "Advanced". The "Image Info" tab is selected. Inside the tab, there is a "URL" section with a text input field containing the path "/clients4/cambodia/sites/default/files/2.png" and a "Browse Server" button to its right. Below the URL is an "Alternative Text" label and an empty text input field. Further down are input fields for "Width" (318) and "Height" (318), each with a lock icon and a refresh icon to its right. Below these are input fields for "Border", "HSpace", and "VSpace", all of which are currently empty. At the bottom left of the tab is an "Align" dropdown menu showing "<not set>". To the right of these settings is a "Preview" section containing a small image of a city skyline at night, with a large, illuminated building in the center. The dialog box has "OK" and "Cancel" buttons at the bottom right.

Content Management - Adding New Content

Below the content area, there are options for the new piece of content (new node).

Setting URL: You can set a specific URL or let it set one automatically.

Menu settings Not in menu	<input checked="" type="checkbox"/> Generate automatic URL alias Uncheck this to create a custom alias below. Configure URL alias patterns.
Revision information No revision	
URL path settings Automatic alias	URL alias <input type="text"/>
Comment settings Closed	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.

*** Creating Revisions:** When you edit a piece of content a revision will be saved if you check this box. In the future if a mistake was made, an earlier version of the content piece can be restored by the revision.

Menu settings Not in menu	<input type="checkbox"/> Create new revision
Revision information No revision	Revision log message <input type="text"/>
URL path settings Automatic alias	
Comment settings Closed	
Meta tags	Provide an explanation of the changes you are making. This will help other authors understand your motivations.

Publishing / Un-publishing: To temporarily turn a page off without deleting the page, go to the publishing options and un-tick publish. The will unpublished the node and standard / anonymous visitors to the website will be unable to view the content, however as an admin you can still view and edit the content.

Menu settings Not in menu	<input checked="" type="checkbox"/> Published
Revision information No revision	<input type="checkbox"/> Promoted to front page
URL path settings Automatic alias	<input type="checkbox"/> Sticky at top of lists
Comment settings Closed	
Meta tags Using defaults	
Authoring information By myanmaradmin	
Publishing options Published	

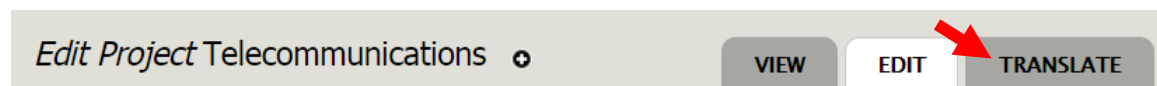
Content Management - Translation

The easiest way to translate content is to go to the node that you want to translate and click on the translate tab.

Resources



But you can also access the translation page when editing the page also.



If there is no translation, then the link will show “Add translations” instead of edit. Click this link and then add in the correct language content to translate the page.

Translations of *Telecommunications* 

[VIEW](#) [EDIT](#) [TRANSLATE](#)

Translations of a piece of content are managed with translation sets. Each translation set has one source post and any number of translations in any of the [enabled languages](#). All translations are tracked to be up to date or outdated based on whether the source post was modified significantly.

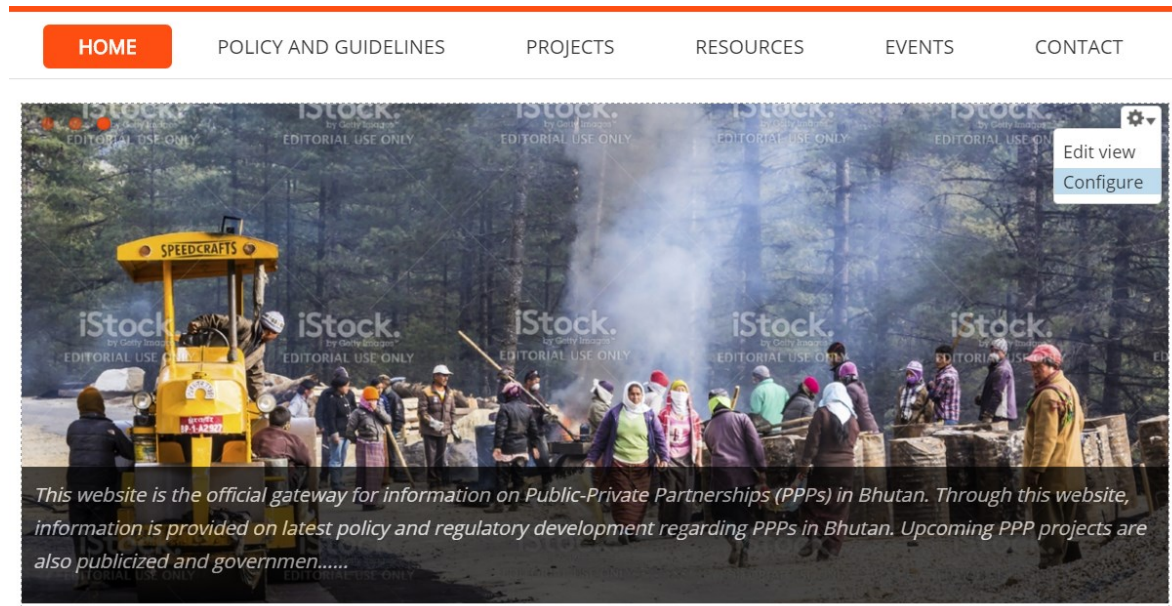
LANGUAGE	TITLE	STATUS	OPERATIONS
Burmese	တယ်လီဖုန်းဆက်သွယ်ရေး	Published	edit 
English (source)	Telecommunications	Published	edit

A new node will be created but they will be linked together in the backend, so that when the end user clicks on the flag, the language will change.

Content Management - Blocks

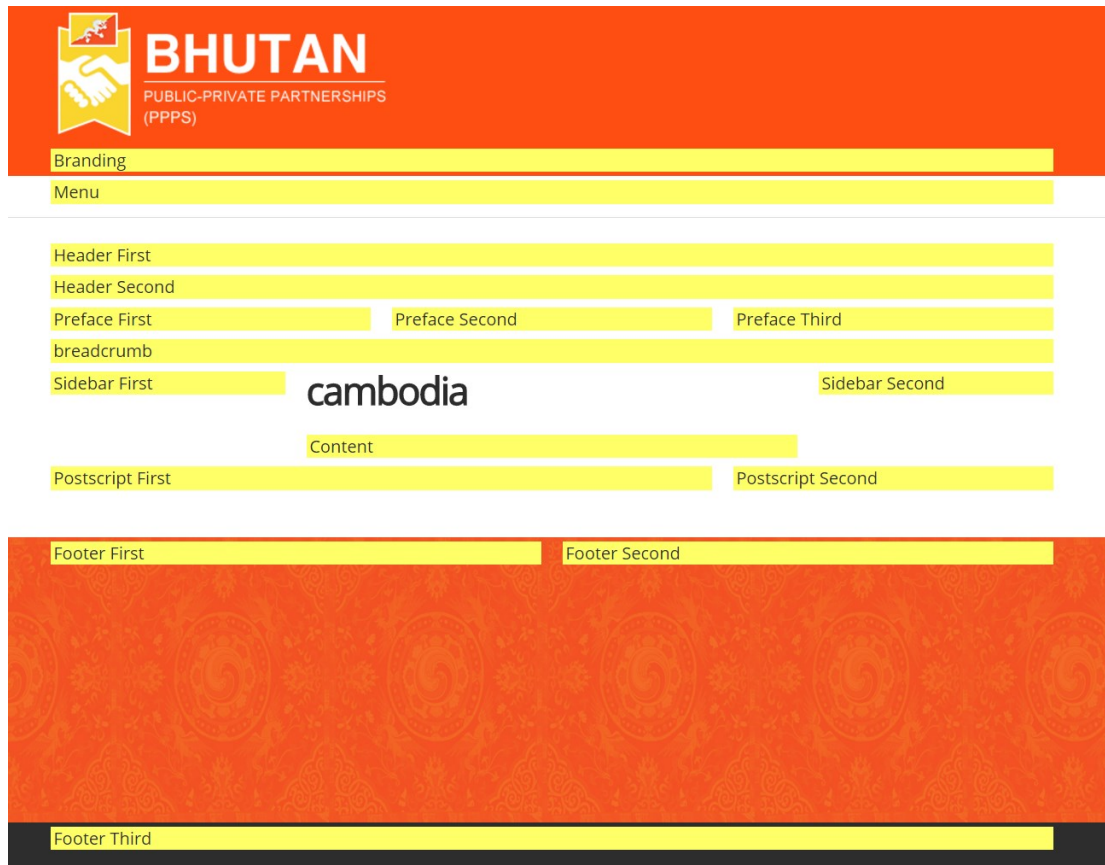
Your Drupal website is made up of content and blocks. Blocks can contain any information / HTML which you can manually create yourself and then place into different regions of the website. Blocks can also be generated by Drupal when you add new content into your website like Menus.

While logged in, when you hover over blocks with your mouse a Cog wheel will appear. When clicked options will appear, and generally configure. This will allow you to edit the block.



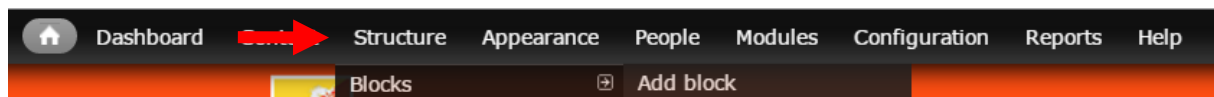
Content Management - Blocks

Below is an example of where the regions are on your website. For example there is Content, Sidebar First, Sidebar Second etc.



When you place the block into a region, this is where it will show on your website.

To access the block overview on the black admin bar go to Structure -> Blocks or browse to </admin/structure/block>



Content Management - Blocks

To create a new block, click on +Add Block in the block overview or from the Structure -> Block -> Add Block in the admin bar.

You will now be able to give a Block Title and Description. The description is used to explain what the block is in the backend.

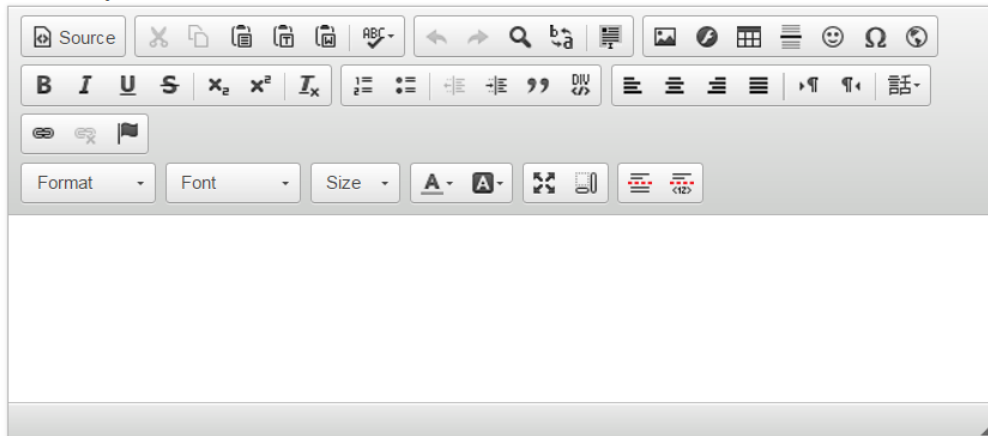
Block title

The title of the block as shown to the user. This field supports tokens.

Block description *

A brief description of your block. Used on the [Blocks administration page](#).

Block body *



[Switch to plain text editor](#)

Text format

[More information about text formats](#) ?

The content of the block as shown to the user.

REGION SETTINGS

Specify in which themes and regions this block is displayed.

cambodia (default theme)



Omega

At the end you will be able to set which region the block will show. You can also set this on the block overview page.

Content Management - Blocks

The next set of options will determine on what pages your block will show up on.

Visibility settings

Pages Not restricted	Show block on specific pages <input checked="" type="radio"/> All pages except those listed <input type="radio"/> Only the listed pages <div style="border: 1px solid #ccc; height: 80px; margin: 10px 0;"></div> <p>Specify pages by using their paths. Enter one path per line. The '*' character is a wildcard. Example paths are <i>blog</i> for the blog page and <i>blog/*</i> for every personal blog. <i><front></i> is the front page.</p>
Languages Not translatable, Not restricted	
Content types Not restricted	
Roles Not restricted	
Users Not customizable	

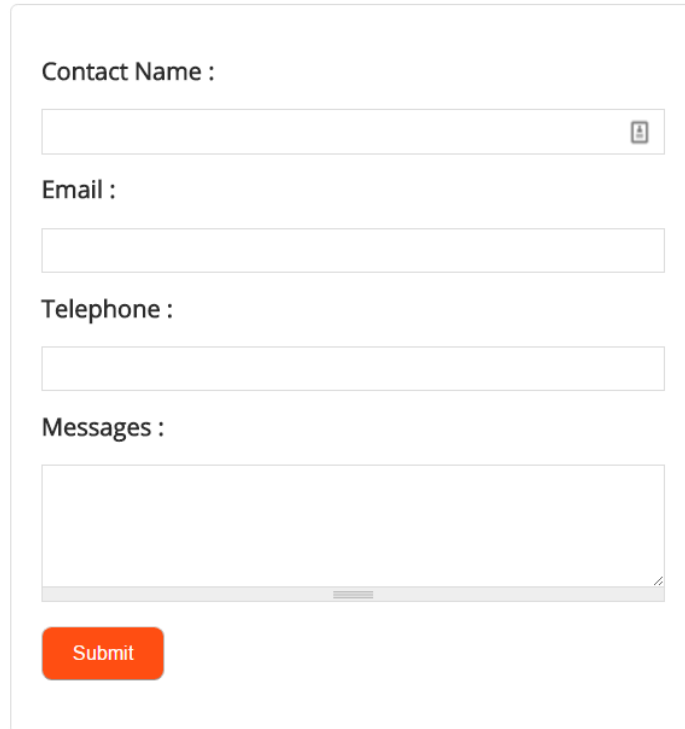
For pages you can set *<front>* to load only on the homepage of your site. You can also set by the node id or the page URL.

Other options include what language you want the block to show on, and which content types.

Blocks are useful if you wish to display a message on the website or certain page.

Content Management - Webforms

Drupal Webform is a powerful module that allows you to create forms with different fields. These forms record to the database and can be set to email that data.



Contact Name :

Email :

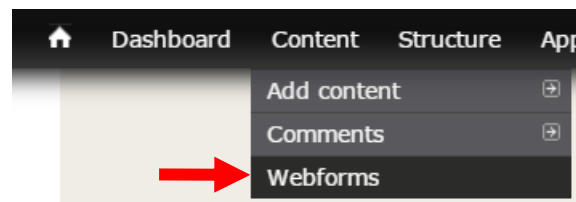
Telephone :

Messages :

Submit

Webforms can be used to create simple contact forms, but also more comprehensive forms to collect any data that is necessary.


To access Webforms go to Contact -> Webforms in the black admin bar or browse to /admin/content/webform



Content Management - Webforms





In the Webforms overview you will see all webforms on the website.


This page lists all of the content on the site that may have a webform attached to it.

TITLE	CREATED	STATUS	VIEW	OPERATIONS
CONTACT	01/05/2016 - 16:04	Open	Submissions  Table Download	Edit Components Clear

You can view all submissions by click on the Table link, to export click download.

To edit the fields of the Webform click Components.

LABEL	FORM KEY	TYPE	VALUE	REQUIRED	OPERATIONS
 Contact Name :	contact_name_	Textfield	-	<input type="checkbox"/>	Edit Clone Delete
 Email :	email	E-mail	-	<input checked="" type="checkbox"/>	Edit Clone Delete
 Telephone :	telephone	Textfield	-	<input type="checkbox"/>	Edit Clone Delete
 Messages :	messages_	Textarea	-	<input type="checkbox"/>	Edit Clone Delete



Textfield ▾

Date
E-mail
Fieldset
File
Grid
Hidden
Markup
Number
Page break
Select options
Textarea
Textfield
Time


☐

Each field can be re-arranged by dragging the icon up or down. Once set, you must click save.

New fields can be added by filling out the New Component Name and selecting the type of field you want to add. You can also set if the field is required for the use to fill out or not.

Content Management - Webforms

To edit where the webform emails the submissions to click on the E-mails tab.

CONTACT 

VIEW EDIT TRANSLATE WEBFORM RESULTS

Form components Conditionals Form validation **E-mails** Form settings

SEND	E-MAIL TO	SUBJECT	FROM	OPERATIONS
<input checked="" type="checkbox"/>	pu@marketingbangkok.com	Form submission from: CONTACT	"Public-Private Partnerships (PPPS) Cambodia" <pu@marketingbangkok.com>	Edit Clone Delete
<input checked="" type="checkbox"/>	Address: <input type="text" value="email@example.com"/> Component value: <input type="text" value="Email"/>			Add

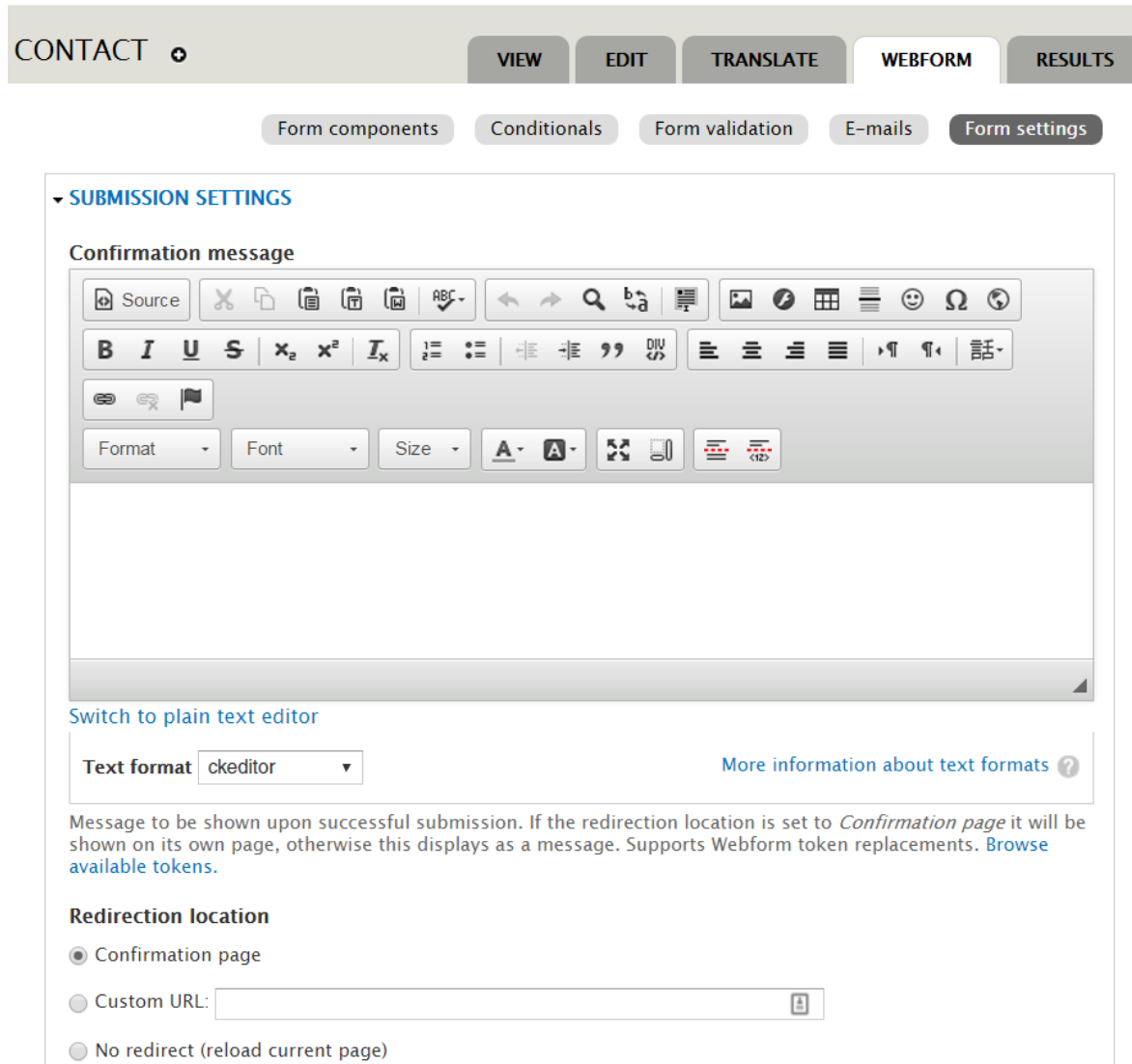
Save

Here you can set who shall receive the emails, and how the emails are formatted, you can even set the email to send a confirmation email back to the user by selecting the component value: Email, which will send the email to the email the user added into the email field on the form.

More options will become visible when clicking add.

Content Management - Webforms

The form settings can be accessed by clicking on the Form setting link will allow you to set specific settings for the webform such as the confirmation message or page that loads after the user fills the form.



The screenshot shows the 'Form settings' tab for a webform named 'CONTACT'. The interface includes a top navigation bar with tabs for 'VIEW', 'EDIT', 'TRANSLATE', 'WEBFORM', and 'RESULTS'. Below this is a sub-navigation bar with links for 'Form components', 'Conditionals', 'Form validation', 'E-mails', and 'Form settings'. The 'Form settings' section is expanded, showing 'SUBMISSION SETTINGS'. Under 'Confirmation message', there is a rich text editor with a toolbar containing various formatting options like bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, and more. Below the editor is a 'Text format' dropdown menu set to 'ckeditor' and a link to 'More information about text formats'. A descriptive text explains that the message is shown upon successful submission and supports Webform token replacements. The 'Redirection location' section has three radio button options: 'Confirmation page' (selected), 'Custom URL' (with an input field and a help icon), and 'No redirect (reload current page)'.

There are also more advanced settings that can be set in here also.

Content Management - Webforms

Under Advanced Settings you can check the box to make the webform become available as a block. This will allow you to place the webform in specific areas of the website rather than have it just contained to its own webform page.

▼ **ADVANCED SETTINGS**

☐ Available as block

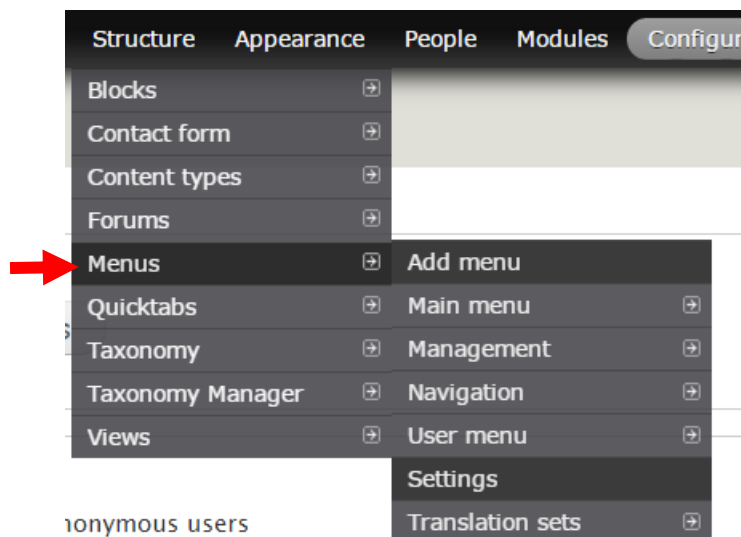
If enabled this webform will be available as a block.

You can always create new webforms by going to Content -> Add Content -> Webform or browsing to `node/add/webform`

The first part when adding a new webform is just the content that will load on the webform page. This content will not be shown if you decide to show the webform in a block on a specific page. If there is no content to add, just set the title and click save, and then you can start building the webform by adding in each component.

Content Management - Menus

Drupal Menus can be set when adding content, or you can add in new menu items manually. The menu overview page is located at /admin/structure/menu or you can access it from the admin bar.



There are a few menus added to your website by default. The black administrators bar uses the Management menu by default.

The menu in the header of the website is called the “Main menu”. You can access it by click on Main menu from the admin bar, overview or by clicking on the cog wheel. If clicking on the cog wheel the most common option is the “List links” option.













Content Management - Menus

When you are in the List links section, you will see all of the links for that menu. This will include links of both languages. Here you can easily enable or disable links. You can also rearrange the order of the links by dragging the icon.

[+ Add link](#) 

[Show row weights](#)

MENU LINK	ENABLED	OPERATIONS			
 HOME	<input checked="" type="checkbox"/>	edit	delete	translate	
 POLICY AND GUIDELINES	<input checked="" type="checkbox"/>	edit	delete	translate	
 PROJECTS	<input checked="" type="checkbox"/>	edit	delete	translate	
 RESOURCES	 <input checked="" type="checkbox"/>	edit	delete	translate	
 EVENTS	<input checked="" type="checkbox"/>	edit	delete	translate	
 CONTACT	<input checked="" type="checkbox"/>	edit	delete	translate	
 ផែនការ	<input checked="" type="checkbox"/>	edit	delete	translate	
 គោលការណ៍ និងគោលការណ៍នៃការងារ	<input checked="" type="checkbox"/>	edit	delete	translate	
 អំពីយើង	<input checked="" type="checkbox"/>	edit	delete	translate	

You can add new menu items when you add a new node by selecting the Menu tab at the bottom of the add node page. You will need to set what the link will be, and which menu it should appear in.

Menu settings

URL path settings
Automatic alias

Revision information
No revision

Comment settings
Closed

Meta tags
Using defaults

Authoring information
By cambodiaadmin

Publishing options
Published

☒ Provide a menu link

Menu link title

Description

Shown when hovering over the menu link.

Parent item

Weight

Menu links with smaller weights are displayed before links with larger weights.

Content Management - Menus

If you want to manually add a new link, click Add link.

There are 3 main fields that you need set.

Menu link title *

This will be the anchor text the user reads.

Path *

The path for this menu link. This can be an internal Drupal path such as *node/add* or an external URL such as *http://drupal.org*. Enter *<front>* to link to the front page.

The path can be the URL, the node id (node/1) or *<front>*. Node ID is the best option.

Description

Shown when hovering over the menu link.

☒ Enabled

Menu links that are not enabled will not be listed in any menu.

☐ Show as expanded

If selected and this menu link has children, the menu will always appear expanded.

Parent link

The maximum depth for a link and all its children is fixed at 9. Some menu links may not be available as parents if selecting them would exceed this limit.

Weight

Optional. In the menu, the heavier links will sink and the lighter links will be positioned nearer the top.

Language

This item belongs to a multilingual menu. You can set a language for it.

Set the language.

Content Management - Taxonomy Tags


The Project and Event content types of your website uses Taxonomy Tags to organize content. This is so that the end user can filter by different terms.

- Any -


- Any -

Energy

Transport



PPP projects might also be considered in the road sector. A previous example in the country includes a concession for maintaining and...



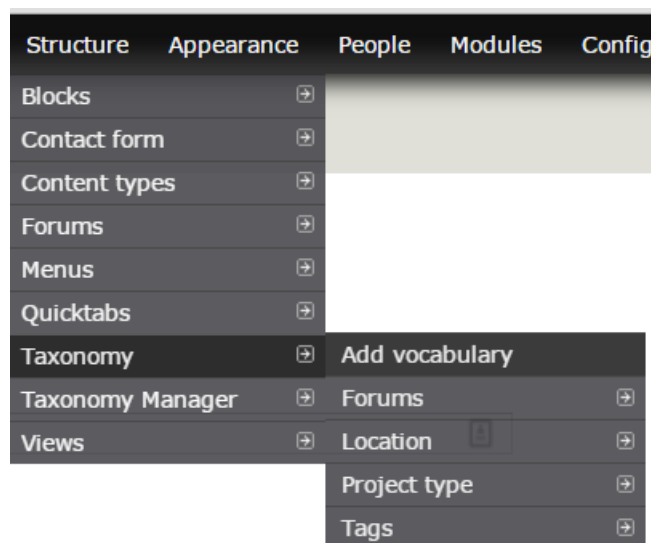
Power Sector Projects

On a large scale, Independent Power Producers (IPP) are supplying electricity to Electricite du Cambodge (EDC) under the Power Purchase Agreement...

These terms can be set when adding in new nodes using the content type Project.

Project type

You can manage these terms by going to `/admin/structure/taxonomy` or browsing via the admin menu.



Content Management - Taxonomy Tags

Project and Event content types use the Project type and Location vocabularies. In the overview you can edit the terms by clicking on “list terms”, or add new ones by clicking on “add terms”.

[Show row weights](#)

VOCABULARY NAME	OPERATIONS		
+ Forums	edit vocabulary	list terms	add terms
+ Location	edit vocabulary	list terms	add terms
+ Project type	edit vocabulary	list terms	add terms
+ Tags	edit vocabulary	list terms	add terms

When on the “list terms” page, you can rearrange, edit and delete terms.

[+ Add term](#)

[Show row weights](#)

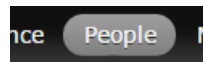
NAME	OPERATIONS
+ Energy (English)	edit
+ Transport (English)	edit
+ គាត់ (Cambodian)	edit
+ គាត់ (Cambodian)	edit
+ គាត់ (Cambodian)	edit

[Save](#)

[Reset to alphabetical](#)

Advanced Features - User Management

Drupal comes with powerful user management included. To get an overview of all the user accounts on your website, browse to /admin/people or click on “People” in the black admin bar.



In the user overview page, you can see all user accounts and the basic information about the accounts.

[+ Add user](#)

Username E-mail Active Role

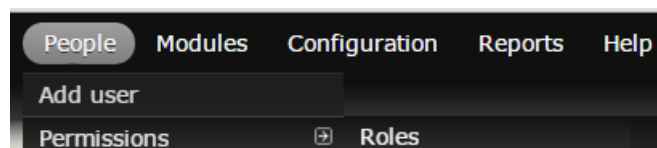
OPERATIONS

<input type="checkbox"/>	NAME	ACTIVE	ROLES	MEMBER FOR	LAST ACCESS	OPERATIONS
<input type="checkbox"/>	cambodiaadmin peter@marketingbangkok.com	Yes	• administrator	4 months 2 days	1 min 10 sec ago	edit Cancel account

In this overview you can add new users, edit and delete user accounts also.

Drupal user management works on User Roles. If necessary to have multiple people editing and working on your website, you can create new roles with restricted permissions.




To access this browse to /admin/people/permissions/roles or browse via the admin menu.



Advanced Features - User Management

To add a new role, give the role a name. Generally the user roles should be broken into two categories. The administrator (already created), Content Manager.

[Show row weights](#)

NAME	OPERATIONS
 anonymous user <i>(locked)</i>	edit permissions
 authenticated user <i>(locked)</i>	edit permissions
 administrator	edit role edit permissions
<input type="text"/>	Add role

If necessary, you can create a new user role called Content Manager and give this user role just enough permissions to perform basic content management tasks and not permissions to more advanced administrative features that the administrator user role has access to.

Here are some main permissions you will need to set,

Administration menu

Access administration menu

Display the administration menu at the top of each page.



Filter

Administer text formats and filters

Define how text is handled by combining filters into [text formats](#). *Warning: Give to trusted roles only; this permission has security implications.*



Use the [ckeditor](#) text format

Warning: This permission may have security implications depending on how the text format is configured.



Use the [code](#) text format

Warning: This permission may have security implications depending on how the text format is configured.



Use the [Filtered HTML](#) text format

Warning: This permission may have security implications depending on how the text format is configured.



Use the [Full HTML](#) text format

Warning: This permission may have security implications depending on how the text format is configured.



Advanced Features - User Management

Here are the permissions you will want to set.

Node	
Bypass content access control View, edit and delete all content regardless of permission restrictions. <i>Warning: Give to trusted roles only; this permission has security implications.</i>	<input checked="" type="checkbox"/>
Administer content types <i>Warning: Give to trusted roles only; this permission has security implications.</i>	<input type="checkbox"/>
Administer content <i>Warning: Give to trusted roles only; this permission has security implications.</i>	<input checked="" type="checkbox"/>
Access the content overview page Get an overview of all content .	<input type="checkbox"/>
View published content	<input checked="" type="checkbox"/>
View own unpublished content	<input checked="" type="checkbox"/>
View content revisions	<input checked="" type="checkbox"/>
Revert content revisions	<input checked="" type="checkbox"/>

You will also need to set in here all the content types you wish for this user role to create/edit/delete.

Path	
Administer URL aliases	<input type="checkbox"/>
Create and edit URL aliases	<input checked="" type="checkbox"/>

Webform	
Access all webform results Grants access to the "Results" tab on all webform content. Generally an administrative permission.	<input checked="" type="checkbox"/>
Access own webform results Grants access to the "Results" tab to the author of webform content they have created.	<input checked="" type="checkbox"/>

Once set, save the new user role. Create a new user account and then set that new user account to have the role Authenticated User & Content Manager (or the new role you have created).

Advanced Features - Drupal Caching

You can speed up the website by turning on caching. You can turn these options on by going to `/admin/config/development/performance`.

CACHING

☐ Cache pages for anonymous users

☐ Cache blocks

Minimum cache lifetime

<none> ▼

Cached pages will not be re-created until at least this much time has elapsed.

Expiration of cached pages

<none> ▼

The maximum time an external cache can use an old version of a page.

CAPTCHA



The CAPTCHA module will disable the caching of pages that contain a CAPTCHA element.

BANDWIDTH OPTIMIZATION

External resources can be optimized automatically, which can reduce both the size and number of requests made to your website.

☒ Aggregate and compress CSS files.

☒ Aggregate JavaScript files.

☐ Use CDN version of FontAwesome.

Save configuration

You can set what works best for your website. Generally Aggregation of the CSS and JavaScript files is beneficial, but this should be turned off if you need to make development changes to the site, like editing CSS/JS files.

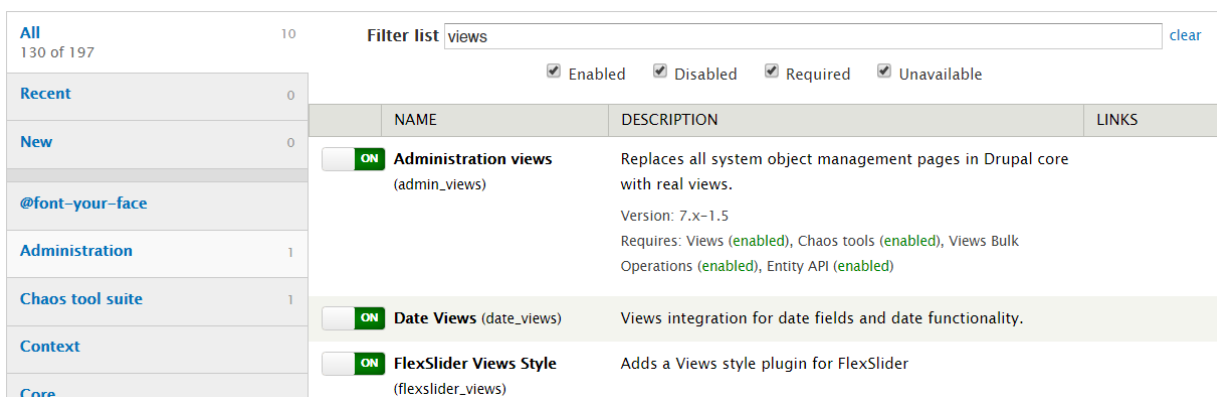
When enabling some of the options you may need to setup a temp folder where Drupal can store these cached files temporarily. To do this go to `admin/config/media/file-system` set the temp folder directory and make sure there are enough permissions to write to the folder.

More complicated server sided caching can be set to speed the website up as well.

Advanced Features - Drupal Modules

Your website is built up of many different Modules which extend the websites functionality. These are third party modules located in the /sites/all/modules folder. In the root directory there is a modules folder also, but this is for the official core modules and new modules should **not** be added here.

New modules can be added by being downloaded from Drupal.org and added to the /sites/all/modules. Once added they will then appear in the /admin/modules where they can be turned on/off and uninstalled.



The screenshot shows the Drupal Modules administration page. The page has a sidebar on the left with a list of module categories: All (130 of 197), Recent (0), New (0), @font-your-face, Administration (1), Chaos tool suite (1), Context, and Core. The main content area has a 'Filter list' dropdown set to 'views' and a 'clear' button. Below the filter, there are checkboxes for 'Enabled', 'Disabled', 'Required', and 'Unavailable'. The table of modules has columns for NAME, DESCRIPTION, and LINKS. The 'Administration views' module is highlighted, showing its description and requirements. The 'Date Views' and 'FlexSlider Views Style' modules are also visible.

NAME	DESCRIPTION	LINKS
<input checked="" type="checkbox"/> Administration views (admin_views)	Replaces all system object management pages in Drupal core with real views. Version: 7.x-1.5 Requires: Views (enabled), Chaos tools (enabled), Views Bulk Operations (enabled), Entity API (enabled)	
<input checked="" type="checkbox"/> Date Views (date_views)	Views integration for date fields and date functionality.	
<input checked="" type="checkbox"/> FlexSlider Views Style (flexslider_views)	Adds a Views style plugin for FlexSlider	

If you do not want to use a module anymore, you can simple turn it off and save configuration.

Adding new modules may be necessary if you want to add new functionality or features into the website at a future date.

Advanced Features - Google Analytics

Google analytics is a powerful free tool used to track what users are doing on your website. It is beneficial because you can find out how much visitors you are getting and what they're up to. You can access the Analytics module by browsing to /admin/config/system/googleanalytics or going to Configuration -> System -> Google Analytics from the admin bar.

Google Analytics

Google Analytics is a free (registration required) website traffic and marketing effectiveness service.

GENERAL SETTINGS

Web Property ID *

UA-12724477-16

This ID is unique to each site you want to track separately, and is in the form of UA-xxxxxxx-yy. To get a Web Property ID, [register your site with Google Analytics](#), or if you already have registered your site, go to your Google Analytics Settings page to see the ID next to every site profile. [Find more information in the documentation](#).

In this page you will find the settings for Google Analytics. The most important setting is the Web Property ID, this is what links your analytics account to your website. Once set a Google cookie will be placed on all pages of your website, this is used to track the users movement throughout your website.

To access Google Analytics you then need to browse to www.google.com/analytics.

Advanced Features - Google Analytics

Once logged in you will be able to set the time period to get a basic overview of your traffic.

Audience Overview

Mar 1, 2016 - Mar 31, 2016

Email Export Add to Dashboard Shortcut

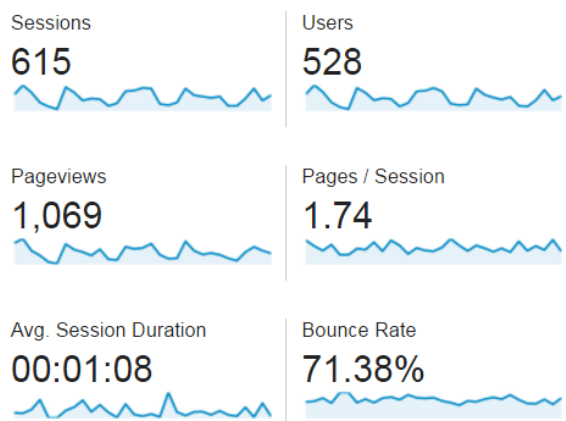
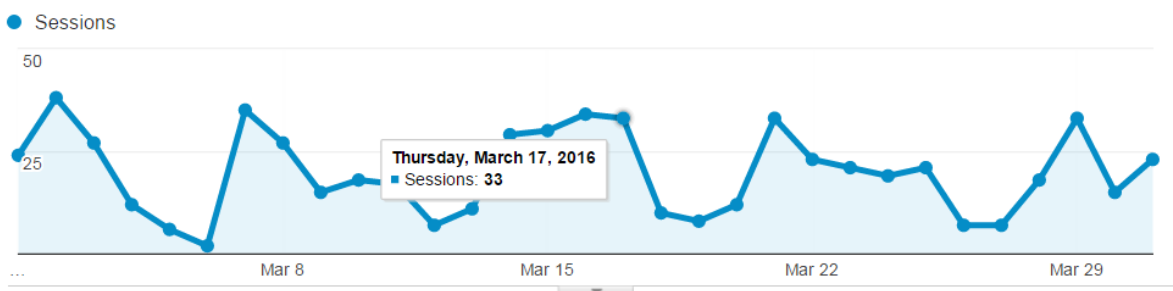
All Users
100.00% Sessions

+ Add Segment

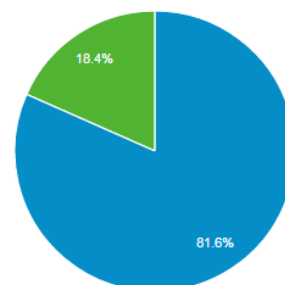
Overview

Sessions VS. Select a metric

Hourly Day Week Month



New Visitor Returning Visitor



Users: Unique visitor's to your website

Pageviews: Number of views the user has visited

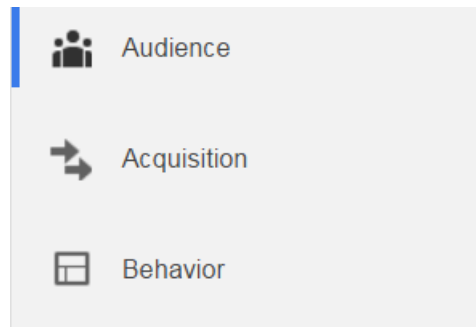
Pages / Session: Number of pages the users visit on average.

Avg. Session Duration: Time on site

Bounce Rate: The percentage of exits on your website.

Advanced Features - Google Analytics

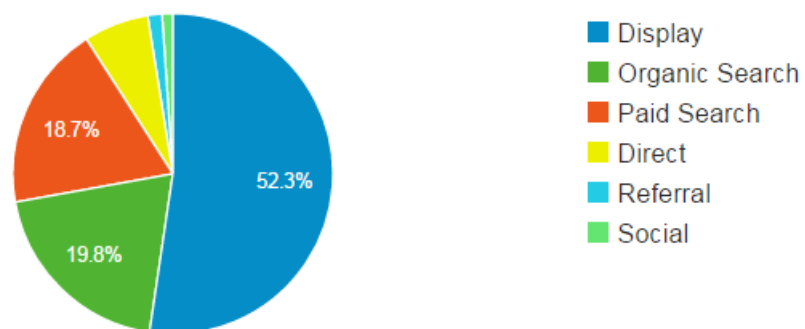
More options are available on the left hand side. The three most important sections are below.



Audience provides information on your website users, such as what device they're using, their location and demographic information.

Acquisition section provides information on how the users found and came to your website.

Top Channels



Behavior covers which pages the users are visiting.

Drupal Maintenance - Introduction

Drupal and Drupal Modules are regularly updated for stability, improved functionality and for security. Usually Drupal will display a message to the logged in administrator that there are updates available. You will see a message like the one below.



- There is a security update available for your version of Drupal. To ensure the security of your server, you should update immediately! See the [available updates](#) page for more information and to install your missing updates.
- There are security updates available for one or more of your modules or themes. To ensure the security of your server, you should update immediately! See the [available updates](#) page for more information and to install your missing updates.

This message means that there are Drupal Core security updates available and security updates available for the modules.

Drupal Core: The Drupal Core is the main software used to power your website. This is the official Drupal distribution.

Drupal Modules: Modules are third-party plugins that extend the functionality of the core. They are made by developers who share their modules with the Drupal community on www.drupal.org, who takes care in maintaining and updating the module.

When you first install Drupal 7, it only comes with the core-modules, other modules for example like Administrator Bar, Views, CKEditor all have to be installed to give it additional functionality.

Because Drupal sites are often built upon many different modules, there can be new updates released every couple of days. The Drupal Core is often updated every other month.

It is not necessary to do updates every time they become available, but best practice would be once every quarter. Unless in rare circumstances there is a critical update that should be applied. This will ensure all major security updates are applied.

WARNING If you do not update your Drupal site at least twice per year, it could leave your website vulnerable to being hacked and defaced.

Drupal Maintenance - Backups & Restore

Before performing any maintenance you should always have several backups of your site and database. This is important so that if something goes wrong you can easily restore.

1: Backup and Migrate Module: The first backup protection we have is automatic backups using the Backup and Migrate module. You can access this by going to Configuration -> System -> Backup and Migrate or browsing to `admin/config/system/backup_migrate`

On the landing page you can create a quick backup

QUICK BACKUP

Backup from Default Database to Download using Default Settings Backup now

To set a schedule backup you first must make a destination

[Home](#) » [Administration](#) » [Configuration](#) » [System](#) » [Backup and Migrate](#)

Backup and Migrate ⊕ BACKUP RESTORE **DESTINATIONS** PROFILES SCHEDULES

Destinations are the places you can save your backup files to or them load from.

[+ Add Destination](#)

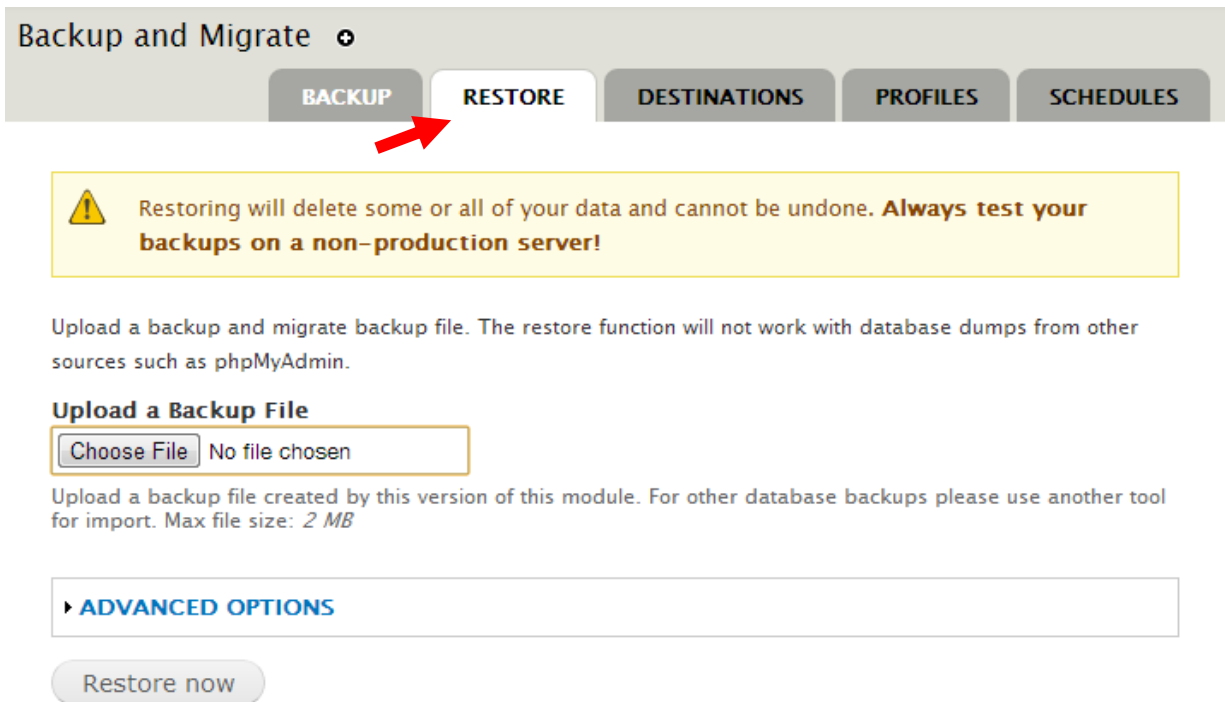
NAME	TYPE	LOCATION	OPERATIONS
Manual Backups Directory	Server Directory	private://backup_migrate/manual	list files override


In here you can set the destination to backup to an external FTP server or send it by emails.

Once a destination has been set, you can click on the Schedules tab and click on the “Add Schedule” link.


Drupal Maintenance - Backups & Restore

To Restore from this backup go to the Restore tab inside the Backup and Migrate module.



Backup and Migrate 

BACKUP RESTORE DESTINATIONS PROFILES SCHEDULES

 Restoring will delete some or all of your data and cannot be undone. **Always test your backups on a non-production server!**

Upload a backup and migrate backup file. The restore function will not work with database dumps from other sources such as phpMyAdmin.

Upload a Backup File

No file chosen

Upload a backup file created by this version of this module. For other database backups please use another tool for import. Max file size: 2 MB

► **ADVANCED OPTIONS**

Click on Advanced Options, and set “Take Site Offline” this is so the database does not get modified before the backup. Once the site is in offline mode, click your file to be restored.

The only thing that will not be brought in through Backup & Migrate are files that have been directly modified via FTP. However all content, drupal setting changes etc which are stored in the database will be brought over.

NOTICE: Backups made by this method are not standalone databases, meaning you cannot restore from this database alone should you need to re-upload the entire new site. However you can reinstall Drupal and then restore from this database.

Drupal Maintenance - Backups & Restore

2: Direct Manual Backup: The best way to backup Drupal is simply downloading the files through FTP and going into PhpMyAdmin and exporting the database, unless you have an automated backup system in place at the sever level or in your control panel.

Restoring Drupal / Re-uploading Drupal

Restoring Drupal or uploading to a new server is simple and follows the same practices as most other web applications.

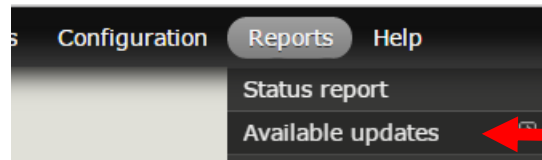
- 1: Upload the files to the new server or folder.
- 2: Create a new database and import the backed up database.
- 3: Add the new database name, username and password into the settings.php this can be found in sites/default/settings.php then save / upload.

```
215 $databases = array (  
216   'default' =>  
217     array (  
218       'default' =>  
219         array (  
220           'database' => 'databasename',  
221           'username' => 'databaseuser',  
222           'password' => 'password',  
223           'host' => 'localhost',  
224           'port' => '',  
225           'driver' => 'mysql',  
226           'prefix' => '',  
227         ),  
228       ),  
229     );
```

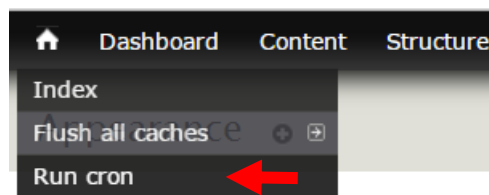
- 4: The website should now load. Browse to /update.php. You should also run Cron to see the status report which will tell you if any errors are present.

Drupal Maintenance - Updates

You can check what needs to be updated by going to Reports -> Available updates. or browsing to admin/reports/updates.




Sometimes this information may be out of date so you should Run Cron by hovering over the Home Icon -> Run cron or browse to admin/reports/status/run-cron






The available updates will show you which modules need to be updated and if it's a security update. It will also tell you if your core needs to be updated. There is a link to download the new version also.

Drupal core

Drupal core 7.39		Security update required! 
Recommended version:	7.43 (2016-Feb-25)	Download Release notes
Security update:	7.43 (2016-Feb-25)	Download Release notes
Security update:	7.41 (2015-Oct-22)	Download Release notes
Includes: Block, Color, Comment, Contact, Content translation, Contextual links, Dashboard, Database logging, Field, Field SQL storage, Field UI, File, Filter, Help, Image, List, Locale, Menu, Node, Number, Options, PHP filter, Path, RDF, Search, Shortcut, System, Taxonomy, Text, Trigger, Update manager, User		

Modules

@font-your-face 7.x-2.8		Up to date 
Includes: @font-your-face, @font-your-face UI, Google Fonts API, Local Fonts		
Administration menu 7.x-3.0-rc4		Update available 
Recommended version:	7.x-3.0-rc5 (2014-Dec-20)	Download Release notes
Includes: Administration menu, Administration menu Toolbar style		
Administration Views 7.x-1.2		Security update required! 
Recommended version:	7.x-1.5 (2015-Jul-09)	Download Release notes
Security update:	7.x-1.5 (2015-Jul-09)	Download Release notes
Security update:	7.x-1.4 (2015-Feb-20)	Download Release notes
Includes: Administration views		

Drupal Maintenance - Updating Drupal Core


WARNING Before updating anything, you should complete a full backup of your website files and database. I suggest making two at least two different database exports if using PhpMyAdmin, one uncompressed and one compressed.

1: Backup all files and database

2: Put site into maintenance mode: Before doing any updates, place the mode into Maintenance mode. This can be accessed by going to Configuration -> Development -> Maintenance mode or browsing to admin/config/development/maintenance.

Maintenance mode

If you are upgrading to a newer version of Drupal or upgrading contributed modules or themes, you may need to run the [update script](#).


☐ Put site into maintenance mode 

When enabled, only users with the "Use the site in maintenance mode" [permission](#) are able to access your site to perform maintenance; all other visitors see the maintenance mode message configured below. Authorized users can log in directly via the [user login](#) page.

Maintenance mode message

Cambodia [PPP](#) is currently under maintenance. We should be back shortly. Thank you for your patience.

Message to show visitors when the site is in maintenance mode.

Save configuration 




























3: Download Drupal 7: Download the newest version of Drupal 7
<https://www.drupal.org/project/drupal>

Drupal core 7.43

Released: Feb 25 2016

Drupal Maintenance - Updating Drupal Core

4: Delete Old Core Files: Delete all the old Drupal Core Files. This will usually be every file EXCEPT for the sites folder. The sites folder contains all third party modules, themes and files.

	includes	File folder	1/25/2016 10:58:00 AM	drwxrwx...	1001 1001
	misc	File folder	1/25/2016 10:57:00 AM	drwxrwx...	1001 1001
	modules	File folder	1/25/2016 10:56:00 AM	drwxrwx...	1001 1001
	profiles	File folder	1/25/2016 10:53:00 AM	drwxrwx...	1001 1001
	scripts	File folder	1/25/2016 10:53:00 AM	drwxrwx...	1001 1001
	sites	File folder	1/25/2016 10:52:00 AM	drwxrwx...	1001 1001
	themes	File folder	1/25/2016 10:25:00 AM	drwxrwx...	1001 1001
	.gitignore	180 GITIGNO...	1/22/2016 3:50:00 PM	-rw-rw-r--	1001 1001
	.htaccess	6,096 HTACCE...	1/22/2016 3:50:00 PM	-rw-rw-r--	1001 1001
	authorize.php	6,604 PHP File	10/21/2015 7:47:00 PM	-rw-rw-r--	1001 1001
	CHANGELOG.txt	102,458 TXT File	10/21/2015 7:47:00 PM	-rw-rw-r--	1001 1001
	COPYRIGHT.txt	1,481 TXT File	10/21/2015 7:47:00 PM	-rw-rw-r--	1001 1001
	cron.php	720 PHP File	10/21/2015 7:47:00 PM	-rw-rw-r--	1001 1001
	index.php	529 PHP File	10/21/2015 7:47:00 PM	-rw-rw-r--	1001 1001
	INSTALL.mysql.txt	1,717 TXT File	10/21/2015 7:47:00 PM	-rw-rw-r--	1001 1001
	INSTALL.pgsql.txt	1,874 TXT File	10/21/2015 7:47:00 PM	-rw-rw-r--	1001 1001
	install.php	703 PHP File	10/21/2015 7:47:00 PM	-rw-rw-r--	1001 1001
	INSTALL.sqlite.txt	1,298 TXT File	10/21/2015 7:47:00 PM	-rw-rw-r--	1001 1001
	INSTALL.txt	17,995 TXT File	10/21/2015 7:47:00 PM	-rw-rw-r--	1001 1001
	LICENSE.txt	18,092 TXT File	9/22/2014	-rw-rw-r--	1001 1001
	MAINTAINERS.txt	8,681 TXT File	10/21/2015 7:47:00 PM	-rw-rw-r--	1001 1001
	README.txt	5,382 TXT File	10/21/2015 7:47:00 PM	-rw-rw-r--	1001 1001
	robots.txt	1,479 TXT File	10/21/2015 7:47:00 PM	-rw-rw-r--	1001 1001
	update.php	19,986 PHP File	10/21/2015 7:47:00 PM	-rw-rw-r--	1001 1001
	UPGRADE.txt	10,123 TXT File	10/21/2015 7:47:00 PM	-rw-rw-r--	1001 1001
	web.config	2,178 XML Con...	10/21/2015 7:47:00 PM	-rw-rw-r--	1001 1001
	xmlrpc.php	417 PHP File	10/21/2015 7:47:00 PM	-rw-rw-r--	1001 1001

Drupal Maintenance - Updating Drupal Core

5: Upload New Core Files: Upload all the new Drupal Core Files. This will usually be every file EXCEPT for the sites folder. The sites folder contains all third party modules, themes and files.

drupal-7.43 ▶ drupal-7.43 ▶

Burn New folder

Name	Date modified	Type	Size
includes	3/14/2016 1:24 PM	File folder	
misc	3/14/2016 1:24 PM	File folder	
modules	3/14/2016 1:24 PM	File folder	
profiles	3/14/2016 1:24 PM	File folder	
scripts	3/14/2016 1:24 PM	File folder	
sites	3/14/2016 1:24 PM	File folder	
themes	3/14/2016 1:24 PM	File folder	
.gitignore	3/14/2016 1:24 PM	GITIGNORE File	1 KB
.htaccess	3/14/2016 1:24 PM	HTACCESS File	6 KB
authorize.php	3/14/2016 1:24 PM	PHP File	7 KB
CHANGELOG.txt	3/14/2016 1:24 PM	TXT File	102 KB
COPYRIGHT.txt	3/14/2016 1:24 PM	TXT File	2 KB
cron.php	3/14/2016 1:24 PM	PHP File	1 KB
index.php	3/14/2016 1:24 PM	PHP File	1 KB
INSTALL.mysql.txt	3/14/2016 1:24 PM	TXT File	2 KB
INSTALL.pgsql.txt	3/14/2016 1:24 PM	TXT File	2 KB
install.php	3/14/2016 1:24 PM	PHP File	1 KB
INSTALL.sqlite.txt	3/14/2016 1:24 PM	TXT File	2 KB
INSTALL.txt	3/14/2016 1:24 PM	TXT File	18 KB
LICENSE.txt	3/14/2016 1:24 PM	TXT File	18 KB
MAINTAINERS.txt	3/14/2016 1:24 PM	TXT File	9 KB
README.txt	3/14/2016 1:24 PM	TXT File	6 KB
robots.txt	3/14/2016 1:24 PM	TXT File	2 KB
update.php	3/14/2016 1:24 PM	PHP File	20 KB
UPGRADE.txt	3/14/2016 1:24 PM	TXT File	10 KB
web.config	3/14/2016 1:24 PM	XML Configuration...	3 KB
xmlrpc.php	3/14/2016 1:24 PM	PHP File	1 KB

Drupal Maintenance - Updating Drupal Core

6: Run Update Script: Once all the new core files have been uploaded browse to /update.php and go through the steps. You must be logged in to access this page.

Drupal database update



Use this utility to update your database whenever a new release of Drupal or a module is installed.

For more detailed information, see the [upgrading handbook](#). If you are unsure what these terms mean you should probably contact your hosting provider.

✓ **Verify requirements**

► **Overview**

Review updates

Run updates

Review log

1. **Back up your database.** This process will change your database values and in case of emergency you may need to revert to a backup.
2. **Back up your code.** Hint: when backing up module code, do not leave that backup in the 'modules' or 'sites/*/modules' directories as this may confuse Drupal's auto-discovery mechanism.
3. Put your site into [maintenance mode](#).
4. Install your new files in the appropriate location, as described in the handbook.

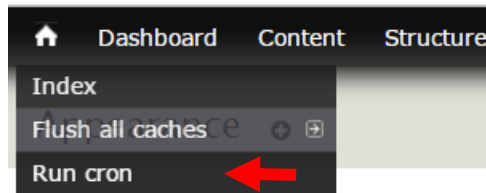
When you have performed the steps above, you may proceed.

Continue

If there are no errors after running the update script proceed to the next step.

Drupal Maintenance - Updating Drupal Core

7: Run Cron: Run cron by hovering over the Home Icon -> Run cron or browse to admin/reports/status/run-cron



After the cron has run, you should see the latest Drupal version

Status report

✓ Cron ran successfully.

Here you can find a short overview of your site's parameters as well as any problems detected with your installation. It may be useful to copy and paste this information into support requests filed on drupal.org's support forums and project issue queues.

Drupal

7.43




8: Turn off Maintenance Mode: Turn the site out of maintenance mode so normal web users can access the website.

9: Update Finished: The update is complete, check the basic site functions to make sure everything is normal.

Drupal Maintenance - Updating Drupal Modules

The update process for Drupal modules is similar to the core. Make sure you back everything up, just incase if there is an issue it will be easy to restore the website.

- 1: Backup all files and database
- 2: Put site into maintenance mode
- 3: Delete the old module(s) from sites/all/modules folder.
- 4: Upload the new modules to sites/all/modules folder.
- 5: Run update.php
- 6: If there are no errors take the site out of maintenance mode.
- 7: Check if the module has been updated to the latest version on the Modules page.

	Administration views (admin_views)		Replaces all system object management pages in Drupal core with real views.
			Version: 7.x-1.5 Requires: Views (enabled), Chaos tools (enabled), Views Bulk Operations (enabled), Entity API (enabled)

Click on the module title to open the module information up.

Troubleshooting - Locked Out of Website

You can be locked out of your website for a number of reasons, but the most common causes are a lost password and no email recovery and getting locked out by too many login attempts.

The easiest way to regain access is by logging into the database via PhpMyAdmin.

If you have entered in or someone has entered in the username/password more than 5 times the account will be locked for a period of time, you can unlock it by emptying the flood table inside PhpMyAdmin.



If you have forgotten the password you can go to /user to the login page and click on "Request new password" Drupal will then automatically email you a new URL to reset the password. However if your email is not working for example in cases where the server cannot send emails you will need to reset the password inside the database.

In this case you should follow the guide on, <https://www.drupal.org/node/1023428>

Troubleshooting - Errors Reported After Updating

Sometimes after updating the Drupal Core or Drupal Modules and running the update.php script you may see errors.

First you need to determine if the errors are critical i.e. preventing the site from working or are just warnings.

If after updating and you receive errors that break the website site follow these steps.

- 1: Make sure the module you're trying to update is the correct version. Sometimes version 2.x or 3.x of a module will come out and it will not be compatible with version 1.x and you will need to download the updated 1.x version. You will usually see notes on the modules page on www.drupal.org about these compatibility issues.
- 2: Insuring you have the correct module, delete the module folder and re-upload. It could be some files were missing or got corrupted during the initial upload process. Flush the cache, and run update.php again.
- 3: Try reverting back to the previous module version. You can always download previous module versions on the module page. Sometimes you are able to go back to a previous version of a module.
- 4: Try Google searching the generic part of the error message. Often times if you have an error, its very common other people may have experience the same error and posted on Drupal.org website with a solution.
- 5: Worst case, revert to the last backup you did of the website.

Troubleshooting - White / Blank Screen

If you try to load a page or the entire website has a completely blank white screen it should be because of a PHP error.

The first thing you can do is edit sites/default/settings.php and enable this line to be TRUE. Be sure to set to False when you're finished trouble shooting.

```
$update_free_access = TRUE;
```

This will give free access to update.php even if you are not logged in. When you run update.php it clears the cache which can sometimes clear the issue. It will also show PHP errors.

If that does not fix the problem you need to enable PHP error reporting so that you can see the specific error message to fix the issue. You can learn more about how to do this here

<https://www.drupal.org/node/158043>

Troubleshooting - Website Cannot Send Email

If your website cannot send email it is most likely due to a SMTP authentication issue. This is because your server does not have mail setup, or the mail settings are preventing the site from sending emails.

In this case you need to install the SMTP module (<https://www.drupal.org/project/smtp>) which should already be uploaded to your site. You can turn the module on by going to Modules on the admin bar or browsing to admin/modules and searching for SMTP


Filter list [clear](#)

☒ Enabled ☒ Disabled ☒ Required ☒ Unavailable

	NAME	DESCRIPTION	LINKS
<input type="checkbox"/>	SMTP Authentication Support (smtp)	Allow for site emails to be sent through an SMTP server of yo...	

Once installed configure the module at Configuration -> System -> SMTP or browse to admin/config/system/smtp

Turn the module on within the settings, add your SMTP server information.

 SMTP.module is active.

INSTALL OPTIONS

Turn this module on or off


☒ On

☐ Off

To uninstall this module you must turn it off here first.

SMTP SERVER SETTINGS

SMTP server



The address of your outgoing SMTP server.

Troubleshooting - Website Cannot Send Email

Enter in an email that you want to receive the test email. Once you click Save configuration a test email will be send from the server to your email account.

SEND TEST E-MAIL

E-mail address to send a test e-mail to

Type in an address to have a test e-mail sent there.

☐ Enable debugging

Checking this box will print SMTP messages from the server for every e-mail that is sent.

Save configuration

If you did not receive anything, please check the error logs and filter by SMTP.

▼ FILTER LOG MESSAGES

Type

access denied
cron
page not found
smtp

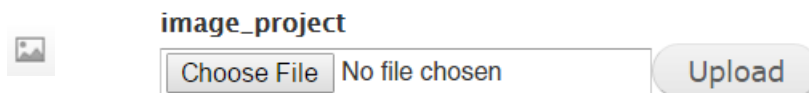
Severity

emergency
alert
critical
error
warning
notice
info
debug

Filter

Troubleshooting - Cannot Upload Images / Files

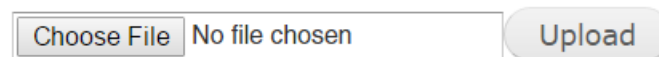
When adding in new content or editing existing content you can often insert images and files. Images can be added in through the CKEditor or through the browse functionality.



On certain content types you can also add attachments.

FILE DOCUMENT

Add a new file



Files must be less than **60 MB**.
Allowed file types: **pdf txt**.

Generally when you cannot add files to your Drupal site it will be because of inadequate permissions on the sites/default/files folder. Make sure this folder is CHMOD to 775 permission level.


Other possible causes could be due to having the incorrect .htaccess files or missing .htaccess file.

Troubleshooting - Database Errors

Database errors generally break the entire website. The most common issue will be the incorrect username / password / database name in the settings.php file. In this case please double check the database credentials, and also check to make sure the MySQL server correct i.e. localhost or a different address.

Error

The website encountered an unexpected error. Please try again later.

 *PDOException: SQLSTATE[HY000] [2002] No such file or directory in lock_may_be_available() (line 167 of /Users/dpa/Sites/economic-drupal/http/includes/lock.inc).*

Other errors may occur after module updates, in this case try these three options.

- Clear all cache /admin/config/development/performance
- Run cron /admin/reports/status/run-cron
- Run /update.php

If the error persists, do further troubleshooting by Google searching the error message, there may be a solution available on Drupal.org.