HUD.GOV DRUPAL DOCUMENTATION

For use by the
U.S. Department of Housing and Urban Development

October 2018
Contents
Overview ....................................................................................................................................................... 2
Intended Audience ........................................................................................................................................ 2
Revision Log .................................................................................................................................................. 2
Login Details ................................................................................................................................................ 3
User Dashboard ............................................................................................................................................. 3
Workflow Steps ............................................................................................................................................. 4
   Create Content .......................................................................................................................................... 5
   All Content .............................................................................................................................................. 11
   My Drafts ................................................................................................................................................ 11
   Needs Review .......................................................................................................................................... 12
   File Browser ............................................................................................................................................ 12
   My Profile ................................................................................................................................................ 14
   Link .......................................................................................................................................................... 15
   Slideshow ................................................................................................................................................ 16
Appendix A: Template List .......................................................................................................................... 19
Appendix B: Styles and HTML Guide ........................................................................................................ 22
Appendix C: Custom Classes ....................................................................................................................... 23
   Press Release Styles ................................................................................................................................ 23
      Prrtl ..................................................................................................................................................... 23
      Prsubttl ............................................................................................................................................ 24
      Prfooter ............................................................................................................................................. 25
   General Custom Classes .......................................................................................................................... 26
      Ttlred ................................................................................................................................................... 26
      Ttlbg .................................................................................................................................................... 26
      Genlink ................................................................................................................................................ 27
HUD.gov Drupal Documentation

Overview
This is to be used as a user guide to login to the hud.gov Drupal interface, create content, edit content, approve content and upload files.

Intended Audience
This document is intended for use by those individuals seeking to add content to the HUD.gov web environment using hand coded html. This document assumes the reader already has a basic knowledge of Hyper Text Markup Language and Cascading Style Sheets.

Revision Log

<table>
<thead>
<tr>
<th>Release No.</th>
<th>Date</th>
<th>Revision Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rev. 0</td>
<td>09/22/2017</td>
<td>HUD.GOV Drupal Documentation</td>
</tr>
<tr>
<td>Rev. 1</td>
<td>02/01/2018</td>
<td>Updated templates in Appendix A</td>
</tr>
</tbody>
</table>
Login Details
The login page is accessible at https://mgmt.hud.gov/user/login.

User Dashboard
Once you login in to your account, https://mgmt.hud.gov/user, there will be 8 links on the top.
Workflow Steps

1. Create Content
2. Save
3. My Drafts
   - Change to Needs Review / Change to Draft
4. Needs Review
   - Change to Published / Change to Draft
5. Published
   - Change to Draft
   - Change to Published
Create Content

CREATE CONTENT is used for creating new pages.

To create a new page:

1. Select the Template from the list
2. Enter Title (a required field), Name, and Bread Crumb
3. Put in your codes/content in the Body section, using either Source or WYSIWYG
4. There is an option to add Slideshows. If the page does not need a slide, skip that.
5. Once the page is updated with content, click “Save”.
6. Now if you go back to “All Content” you can see the page, you just created, under “My Edits”.
7. You can edit the page by clicking on that item, or clicking ‘edit’ under Action column.
8. Once a page is saved, it goes to the My Drafts.
9. Click on “My Drafts” > View moderation history
10. If you have the approval rights, you can approve your page from “Needs Review”. Click Apply. It will go to Published > Click Apply if the page looks good.
11. Click View to see the published page

Webpage Creation

To create a new page, first click on CREATE CONTENT from the top navigation menu.

Then from the Create Content page select HUD.PO.HH.HOMEPAGE.TEMPLATE. The templates available for the user are based on user roles. More details of Appendix B: User Roles and Appendix A: Template List are available. The following Page Creation screen will allow you to input your content into the Homepage Template
Title: The title field will be displayed in your browser’s title bar.

Bread Crumb: This text will be displayed in the bread crumb section of the www.hud.gov site.

Body: The body field is the main content area for your page. A WYSIWYG editor may be used by default to enter content, or clicking on the “Source” button will allow you to enter code directly.

Following features are available using WYSIWYG.

- Insert an existing image
- Upload a new image
- Insert an existing file
- Upload a new file
- Add a hyperlink to an existing file
- Add an external hyperlink
- Add an internal hyperlink
Click the “Image” icon to upload/insert an image into the body. The following screen for “Image Properties” is displayed. If you know the path of the image, you can place it in the URL.

**Note: It is recommended to use relative path for the images.**

If you would like to insert/upload an image. Click on the “Browser Server”. More details are available in “File Browser” section.
Click the "Link" icon from WYSIWYG editor to add a link. A screenshot is provided below. More details are available at "Link" section.
Slideshow: The slideshow section allows you add rotating slides to your landing pages. More details are available at “Slideshow” section.

Note: The slideshow can only be used with the Homepage Template(s).

RightSide-FreeHTML: This section is for optional content and is placed in the right-hand column of the page. In the Homepage Template, the right-hand column will display next to the slideshow.

The Slideshow section and RightSide-FreeHTML sections are optional content which may be used to add a slideshow and content for the right-hand column.

Once the page is updated with content, click “Save”.

By default, all the pages get saved in “Draft” mode. In order to view the drafts, click on the “My Drafts” link from the top menu. Change the status to “Needs Review”.
If you have the approver permissions, you will be able to see the page under “Needs Review”. Click on “Change to Published” if the page looks good. Click on “Change to Draft” if there are further changes to be made to the webpage.

The newly published page will now show up under “All Content” from the top navigation menu. Your page will be listed under “My Edits”. You may make additional edits by clicking ‘edit’ under Action column.
All Content

The user can browse through the pages, can search or filter the pages using the Title, Type, or Published status. The users will be able to edit only the pages they have access to.

My Drafts

My Drafts will show you any page that was saved as Draft and not sent for review.
Needs Review

**Needs Review** will show any page that needs to be reviewed before pushing to Production.

File Browser

Search, Upload, Browse, or Delete images and documents using the **File Browser**.

Based on **Appendix B: User Roles**, the web managers will have access to specific Program Office folders. Each Program Office folder will have “Images” and “Documents” subfolders. Web Managers can **upload**, **delete** and **search** for images in these subfolders.
The Global “Images” and “Documents” folder is “Read-only” for Web Managers. Web Administrators have full access to these Global Images and Documents folders. Web Administrators will be able to upload/delete files in these global folders.

“Multiple Files” can be uploaded using the File Uploader. Files can be selected one at a time, multiple files at a time or dragged and dropped into the folder.
Search feature is available in all the folders. Click on a specific folder and select “Search” from the options.

My Profile
My profile contains Users’ login information

Current password

E-mail address *
mmajumder@sagecomputing.com

Password

Confirm password

Picture

Upload picture

Locate settings

Time zone
America/New York Thursday, April 6, 2017 - 14:14:0400

Save
Link
While creating a new content or editing an existing content, “Link” can be inserted using WYSIWYG editor. The following different types of links can be created using this widget.

1. External link
   Select “URL” as “Link Type”
   Select “http or https” as “Protocol”
   Enter the URL in the URL field

![External link example]

2. Internal link
   Select “Internal Path” as “Link Type”
   Start typing the “Title” of the page you want to include and select the appropriate webpage from the options available.

![Internal link example]
3. Link to an existing document
   Select “URL” as “Link Type”
   Select “Other” as “Protocol”
   Enter relative path of the file in the “URL” if you are already aware of the file path.
   To insert an existing file as a link, click on “Browser Server”.

![File Browser]

**Slideshow**

**Note:** The Slideshow creation tool is located in the Page Creation screen

- Click on the SlideShow text located within the grey bar.
- This will open the options for adding a new slide. In order to add additional slides, click on the blue **Add another item** button.
- Slide sizes for landing pages (Width: 1200 pixels  Height: 475 pixels)
- Slides can be re-ordered by dragging the icon into position
<table>
<thead>
<tr>
<th>Slide Show</th>
<th>Slide Show</th>
<th>Slide Show</th>
<th>Slide Show</th>
<th>Slide Show</th>
<th>Slide Show</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Slide Show</strong></td>
<td><strong>Slide Show</strong></td>
<td><strong>Slide Show</strong></td>
<td><strong>Slide Show</strong></td>
<td><strong>Slide Show</strong></td>
<td><strong>Slide Show</strong></td>
</tr>
<tr>
<td>Slide Show Headline</td>
<td>Slide Show ImagePath</td>
<td>Slide Show ImageAlt</td>
<td>Slide Show ImageLink</td>
<td>Slide Show ImageLinkTarget</td>
<td>Slide Show ButtonPath</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Slide Show ButtonLink</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Slide Show ButtonLinkTarget</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Slide Show Caption</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Slide Show DisplayFlag</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Slide Show Description</td>
</tr>
</tbody>
</table>
**SlideShow Headline:** This field will display as the Headline on the slide

**SlideShow Description:** This field will display the content after the headline

**SlideShow ImagePath:** Click on “Choose File” to select the image you would like to use.

**SlideShow ImageAlt:** Alternate Text for the Slideshow Images

**SlideShow ImageLink:** The URL link from the Image

**SlideShow ImageLinkTarget:** By default it opens on the same page. If you want it to open on a new browser window, enter `_blank`.

**SlideShow ButtonLink:** The URL link from the Button

**SlideShow ButtonLinkTarget:** By default it opens on the same page. If you want it to open on a new browser window, enter `_blank`.

**SlideShow Caption:** The Caption that will appear on Hover on the Image.
# Appendix A: Template List

<table>
<thead>
<tr>
<th>Template Name</th>
<th>Definition/Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUD.MAIN.BUDGET.FY2011.TEMPLATE</td>
<td>Landing page of HUD FY 2011 Budget</td>
</tr>
<tr>
<td>HUD.MAIN.BUDGET.FY2012.TEMPLATE</td>
<td>Landing page of HUD FY 2012 Budget</td>
</tr>
<tr>
<td>HUD.MAIN.HOMEPAGE.TEMPLATE</td>
<td>Home page</td>
</tr>
<tr>
<td>HUD.MAIN.PR.TEMPLATE</td>
<td>Press Release pages</td>
</tr>
<tr>
<td>HUD.MAIN.RA.TEMPLATE</td>
<td>Not In Use</td>
</tr>
<tr>
<td>HUD.MAIN.RECOVERY.TEMPLATE</td>
<td>Not In Use</td>
</tr>
<tr>
<td>HUD.MAIN.SUBPAGE.TEMPLATE</td>
<td>All subpages that do not have a dedicated template</td>
</tr>
<tr>
<td>HUD.MAIN.WUF.TEMPLATE</td>
<td>All pages for World Urban Forum</td>
</tr>
<tr>
<td>HUD.PO.CFO.HOMEPAGE.TEMPLATE</td>
<td>Home page of Chief Financial Officer Program Office</td>
</tr>
<tr>
<td>HUD.PO.CFO.SUBPAGE.TEMPLATE</td>
<td>All subpages of Chief Financial Officer Program Office</td>
</tr>
<tr>
<td>HUD.PO.CPD.HOMEPAGE.TEMPLATE</td>
<td>Home page of Community Planning and Development Program Office</td>
</tr>
<tr>
<td>HUD.PO.CPD.SUBPAGE.TEMPLATE</td>
<td>All subpages of Community Planning and Development Program Office</td>
</tr>
<tr>
<td>HUD.PO.CPO.HOMEPAGE.TEMPLATE</td>
<td>Home page of Chief Procurement Officer Program Office</td>
</tr>
<tr>
<td>HUD.PO.CPO.SUBPAGE.TEMPLATE</td>
<td>All subpages of Chief Procurement Officer Program Office</td>
</tr>
<tr>
<td>HUD.PO.ED.HOMEPAGE.TEMPLATE</td>
<td>Home page of Office of Economic Development Program Office</td>
</tr>
<tr>
<td>HUD.PO.ED.SUBPAGE.TEMPLATE</td>
<td>All subpages of Office of Economic Development Program Office</td>
</tr>
<tr>
<td>HUD.PO.EEO.HOMEPAGE.TEMPLATE</td>
<td>Home page of Equal Employment Opportunity Program Office</td>
</tr>
<tr>
<td>HUD.PO.EEO.SUBPAGE.TEMPLATE</td>
<td>All subpages of Equal Employment Opportunity Program Office</td>
</tr>
<tr>
<td>HUD.PO.ENF.HOMEPAGE.TEMPLATE</td>
<td>Home page of Departmental Enforcement Center Program Office</td>
</tr>
<tr>
<td>HUD.PO.ENF.SUBPAGE.TEMPLATE</td>
<td>All subpages of Departmental Enforcement Center Program Office</td>
</tr>
<tr>
<td>HUD.PO.ER.HOMEPAGE.TEMPLATE</td>
<td>Not In Use</td>
</tr>
<tr>
<td>HUD.PO.ER.SUBPAGE.TEMPLATE</td>
<td>Not In Use</td>
</tr>
<tr>
<td>HUD.PO.FB.HOMEPAGE.TEMPLATE</td>
<td>Home page of Center for Faith-Based and Neighborhood Partnerships Program Office</td>
</tr>
<tr>
<td>HUD.PO.FB.SUBPAGE.TEMPLATE</td>
<td>All subpages of Center for Faith-Based and Neighborhood Partnerships Program Office</td>
</tr>
<tr>
<td>HUD.PO.FHEO.HOMEPAGE.TEMPLATE</td>
<td>Home page of Fair Housing And Equal Opportunity Program Office</td>
</tr>
<tr>
<td>HUD.PO.FHEO.SUBPAGE.TEMPLATE</td>
<td>All subpages of Fair Housing And Equal Opportunity Program Office</td>
</tr>
<tr>
<td>HUD.PO.FPM.HOMEPAGE.TEMPLATE</td>
<td>Home page of Field Policy and Management Program Office</td>
</tr>
<tr>
<td>Template</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>HUD.PO.FPM.SUBPAGE.TEMPLATE</td>
<td>All subpages of Field Policy and Management Program Office</td>
</tr>
<tr>
<td>HUD.PO.GC.HOMEPAGE.TEMPLATE</td>
<td>Home page of General Counsel Program Office</td>
</tr>
<tr>
<td>HUD.PO.GC.SUBPAGE.TEMPLATE</td>
<td>All subpages of General Counsel Program Office</td>
</tr>
<tr>
<td>HUD.PO.GR.HOMEPAGE.TEMPLATE</td>
<td>Home page of Congressional / Intergovernmental Relations Program Office</td>
</tr>
<tr>
<td>HUD.PO.GR.SUBPAGE.TEMPLATE</td>
<td>All subpages of Congressional / Intergovernmental Relations Program Office</td>
</tr>
<tr>
<td>HUD.PO.HA.HOMEPAGE.TEMPLATE</td>
<td>Home page of Office of Hearings and Appeals Program Office</td>
</tr>
<tr>
<td>HUD.PO.HA.SUBPAGE.TEMPLATE</td>
<td>All subpages of Office of Hearings and Appeals Program Office</td>
</tr>
<tr>
<td>HUD.PO.HH.HOMEAGE.TEMPLATE</td>
<td>Home page of Office of Lead Hazard Control and Healthy Homes (OLHCHH) Program Office</td>
</tr>
<tr>
<td>HUD.PO.HH.SUBPAGE.TEMPLATE</td>
<td>All subpages of Office of Lead Hazard Control and Healthy Homes (OLHCHH) Program Office</td>
</tr>
<tr>
<td>HUD.PO.HOUSING.HOMEAGE.TEMPLATE</td>
<td>Home page of Housing Program Office</td>
</tr>
<tr>
<td>HUD.PO.HOUSING.SUBPAGE.TEMPLATE</td>
<td>All subpages of Housing Program Office</td>
</tr>
<tr>
<td>HUD.PO.LABOR.HOMEAGE.TEMPLATE</td>
<td>Home page of Davis Bacon and Labor Standards Program Office</td>
</tr>
<tr>
<td>HUD.PO.LABOR.SUBPAGE.TEMPLATE</td>
<td>All subpages of Davis Bacon and Labor Standards Program Office</td>
</tr>
<tr>
<td>HUD.PO.OA.HOMEAGE.TEMPLATE</td>
<td>Home pages of Office of Administration Program Office pages</td>
</tr>
<tr>
<td>HUD.PO.OA.SUBPAGE.TEMPLATE</td>
<td>Subpages of Office of Administration Program Office pages</td>
</tr>
<tr>
<td>HUD.PO.OCHCO.HOMEAGE.TEMPLATE</td>
<td>Home pages of Chief Human Capital Officer Program Office pages</td>
</tr>
<tr>
<td>HUD.PO.OCHCO.SUBPAGE.TEMPLATE</td>
<td>Subpages of Chief Human Capital Officer Program Office pages</td>
</tr>
<tr>
<td>HUD.PO.OCIO.HOMEAGE.TEMPLATE</td>
<td>Home page of Chief Information Officer Program Office page</td>
</tr>
<tr>
<td>HUD.PO.OCIO.SUBPAGE.TEMPLATE</td>
<td>Subpages of Chief Information Officer Program Office page</td>
</tr>
<tr>
<td>HUD.PO.PA.HOMEAGE.TEMPLATE</td>
<td>Home page of Public Affairs Program Office page</td>
</tr>
<tr>
<td>HUD.PO.PA.SUBPAGE.TEMPLATE</td>
<td>Subpages of Public Affairs Program Office page</td>
</tr>
<tr>
<td>HUD.PO.PIH.HOMEAGE.TEMPLATE</td>
<td>Home page of Public and Indian Housing Program Office page</td>
</tr>
<tr>
<td>HUD.PO.PIH.SUBPAGE.TEMPLATE</td>
<td>Subpages of Public and Indian Housing Program Office page</td>
</tr>
<tr>
<td>HUD.PO.SDB.HOMEAGE.TEMPLATE</td>
<td>Home page of Small / Disadvantaged Business Utilization Program Office</td>
</tr>
<tr>
<td>HUD.PO.SDB.SUBPAGE.TEMPLATE</td>
<td>Subpages of Small / Disadvantaged Business Utilization Program Office</td>
</tr>
<tr>
<td>HUD.PO.SPM.HOMEAGE.TEMPLATE</td>
<td>Home page of Office of Strategic Planning and Program Office</td>
</tr>
<tr>
<td>Template Code</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>HUD.PO.SPM.SUBPAGE.TEMPLATE</td>
<td>Subpages of Office of Strategic Planning and Management Program Office</td>
</tr>
<tr>
<td>HUD.PO REGION2.PR.TEMPLATE</td>
<td>Press Release pages for Region II</td>
</tr>
<tr>
<td>HUD.STATE.HOMEPAGE.TEMPLATE</td>
<td>Landing pages of all States</td>
</tr>
<tr>
<td>HUD.STATE.SUBPAGE.TEMPLATE</td>
<td>Subpages of all states</td>
</tr>
</tbody>
</table>
Appendix B: Styles and HTML Guide

Slide Image Dimensions: 1200px (width) x 475px (height)

Headers: font-family: 'Open Sans Condensed', 'Gill Sans MT Condensed';
font-size: 26px;
font-weight: bold;

Red Headers:
font-family: 'Open Sans Condensed', 'Gill Sans MT Condensed';
font-size: 26px;
color: #e60000;
font-weight: bold;

Sub Headers: font-family: 'Open Sans Condensed', 'Gill Sans MT Condensed';
font-size: 16px;
font-weight: bold;

Text: font-family: 'Open Sans Condensed', 'Gill Sans MT Condensed';
font-size: 18px;
color: #000000;
font-weight: 400;

Links: font-family: 'Open Sans Condensed', 'Gill Sans MT Condensed';
font-size: 18px;
color: #1B6DC3;
line-height: 20pt;
Appendix C: Custom Classes

The following classes can be used to identify Titles, Subtitles on Press Release and other pages. All the custom classes are provided with examples of code snippets on how to use them.

Press Release Styles

Prttl

```
#prttl {  font: bold 15px "Arial",Helvetica,sans-serif;  text-decoration: none;  padding:0;  margin-top:5px;  text-align:center;  color: #3A3636;}
```

```
<div class="caps" id="prttl">HUD AND CENSUS BUREAU REPORT<br />NEW RESIDENTIAL SALES IN DECEMBER 2016</div>
```
Housing conditions found substantially worse for American Indian households
HUD's mission is to create strong, sustainable, inclusive communities and quality affordable homes for all.


You can also connect with HUD on social media and follow Secretary Castro on Twitter and Facebook or sign up for news alerts on HUD's Email List.
General Custom Classes

Ttlred
.ttred{ font-size: 16px; color:#e54e4b;}

<div id="ttlpos" class="ttlred">Overview</div>

Ttlbg
.ttbg{ background: none !important; padding-bottom: 5px;}

<div class="ttlbg">
<div class="ttlred" id="ttlpos">What's New</div>
</div>

<show-all-content-hidden="true">Public and Indian Housing

Overview

The role of the Office of Public and Indian Housing is to ensure safe, decent, and affordable housing; create opportunities for residents' self-sufficiency and economic independence; and assure fiscal integrity by all program participants.

I Want to
- Buy a Home
- Avoid Foreclosure
- Find Rental Assistance
- Apply for a Grant
- Talk to a Housing Counselor
- Get Involved in My Community
- File a Fair Housing Discrimination Complaint

What's New
- Assessment of Fair Housing Tool for Public Housing Agencies HUD Exchange Website
- Housing Opportunities Through Modernization Act (HOTMA) of 2016
- Smoke-Free Final Rule
- Strengthening Oversight of Over-Income Tenancy ANPR
- Questions and Answers on HUD's Smoke Free Public Housing Proposed Rule
- PH Risk Division
- Lead the Way - PHA Governance and Financial Management</show-all-content-hidden>
Genlink

- Common Questions
- CFO Reports
- CFO Organization
- CFO Telephone Directory
- CFO Jobs
- Competitive Sourcing
- Delegation of Authority
- Order of Succession
- LOCCS Access Guidelines for Grantees
- Budget
- Accounting
- Financial Systems
- Financial Management
- U.S. Chief Financial Officers Council
- USA.gov

In Focus
- FY 2016 HUD Conference Spending Report
- FAIR Act Inventory
- FY 2015 Summary of Performance and Financial Information Report
- FY 2017 Congressional Justifications Estimates
- FY 2016 Appropriations (HUD starts at Page 625 of 887)
- FY 2015 Annual Performance Report & FY 2017 Annual Performance Plan
- HUD FY 2014-2018 Strategic Plan