

Applied Sciences Website CMS User Guide

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Prepared for:

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Earth Science Division



Revision History

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INTRODUCTION

The NASA Applied Sciences Program (ASP) has identified the need to enhance its current website and improve overall communication abilities for the public-facing website, resulting in better user experience and easier access to relevant artifacts including quad charts, abstracts, videos, program and project information, and success stories. In other words, ASP wants to improve its management of content delivery, for which it has adopted the use of a programmatic framework for said management of content delivery, or Content Management System (CMS).

This document provides a comprehensive guide to the current implementation of the [Drupal-based Content Management System \(CMS\) version 1.0](#). It details each of the sections/content blocks currently identified as managed content, categorized into types. It includes step-by-step directions on how to create new or modify existing content types, and progress content through moderation workflow (drafting, reviewing and publishing content based on user roles and permissions). The user guide begins with a *Getting Started* section which provides:

- a high-level overview of the moderation workflow as it pertains to Phase 1
- directions on how to log in and navigate through the system
- how the workflows work based on your roles and permissions

The chapters that follow are organized by user role to help you get to the information you are looking for faster.

1.0 GETTING STARTED

Welcome to the Applied Sciences Website! In this section, you will find information on the website content management system, the user roles that support them, how to log in, how to navigate, and how the workflows are set up to publish content to the site.

1.1 Process Overview

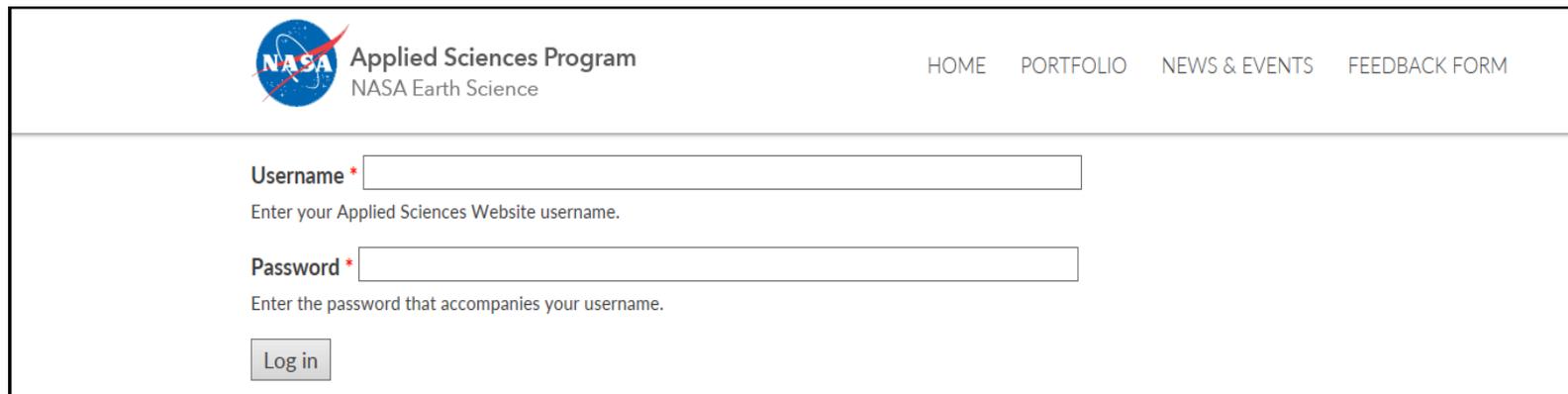
Outlined below are the steps to create your account, log in, and proceed with creating and editing content.

1.2 Create Account

The first step in the process is to create an account. You can email REI Helpdesk at eBooks-AppliedSciencesWebsite@reisystems.com if you are an authorized content contributor to set up your account.

Logging in

1. Open your internet browser.
2. Go to: <http://appliedsciences.nasa.gov/user>.
3. Enter your User Name and Password.
4. Click **Log In**.



The screenshot shows the login interface for the NASA Applied Sciences Program. At the top left is the NASA logo, followed by the text "Applied Sciences Program" and "NASA Earth Science". To the right are navigation links: "HOME", "PORTFOLIO", "NEWS & EVENTS", and "FEEDBACK FORM". Below the header is a login form with two input fields: "Username *" and "Password *". Below the "Username" field is the instruction "Enter your Applied Sciences Website username." Below the "Password" field is the instruction "Enter the password that accompanies your username." At the bottom of the form is a "Log in" button.

Reset Password

To reset your password, click on Request new password and enter Username or email address. The system will send an email with a temporary password and link to reset.



[Log in](#)

[Request new password](#)

Username or e-mail address *

[E-mail new password](#)

✔ You have just used your one-time login link. It is no longer necessary to use this link to log in. Please change your password.

[View](#)

[Edit](#)

E-mail address *

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Password

●●●●●●●●

Password strength: **Strong**

Confirm password

To make your password stronger:
Add punctuation

To change the current user password, enter the new password in both fields.

Picture

Upload picture

[Browse...](#)

Your virtual face or picture. Pictures larger than 1024x1024 pixels will be scaled down.

▾ [Personalize blocks](#)

Blocks consist of content or information that complements the main content of the page. Enable or disable optional blocks using the checkboxes below.

Search Form

▾ [Contact settings](#)

Personal contact form

Allow other users to contact you via a [personal contact form](#) which keeps your e-mail address hidden. Note that some privileged users such as site administrators are still able to contact you even if you choose to disable this feature.

▾ [Locale settings](#)

Time zone

Select the desired local time and time zone. Dates and times throughout this site will be displayed using this time zone.

[Save](#)

2.0 WORKBENCH

The main workbench or “dashboard” area where all existing content for the program can be accessed/edited.

A. Profile account.

B. Content under edits by you.

C. Filter your edits.

D. All other content by authorized members of the team.

E. Filter Program-wide edits.

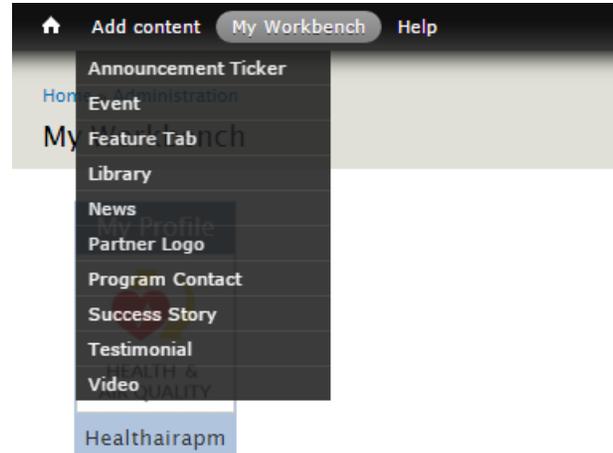
The screenshot shows the CMS Workbench dashboard. At the top, there are navigation links: 'Add content', 'My Workbench', and 'Help'. A search bar and user information 'Hello healthairapm' are also visible. The main content area is titled 'My Workbench' and includes a 'My Profile' section with a logo for 'HEALTH & AIR QUALITY' and 'Healthairapm'. Below this is a section for 'My Edits (content last edited by me...)' which lists ten recently updated pieces of content. A table below this section shows details for two items: 'Test announcement 1' and 'test test announcement', both in 'Draft' status. A 'Filter "My Edits"' button is located to the right. The bottom section is 'All Edits (content last edited by other users...)' which contains a table listing various content items like 'Test announcement 1', 'My Video Above Text', 'My Image Above Text', 'Success Story Title', 'Internal Testimonial Title', 'This is my News Title', 'My Publication List', 'My Event Today', 'My HeathAirAPM Announcement', and 'HealthAir Event Now'. A 'Filter "All Edits"' button is also present at the bottom right.

| Title | Section | Status | Type | Last Updated | Actions | Moderation Actions |
|------------------------|------------------------------|--------|---------------------|---------------------|---------|------------------------------------|
| Test announcement 1 | Health & Air Quality Program | Draft | Announcement Ticker | 1 week 2 days ago | edit | Change to <i>Submit for Review</i> |
| test test announcement | Health & Air Quality Program | Draft | Announcement Ticker | 2 months 1 week ago | edit | Change to <i>Submit for Review</i> |

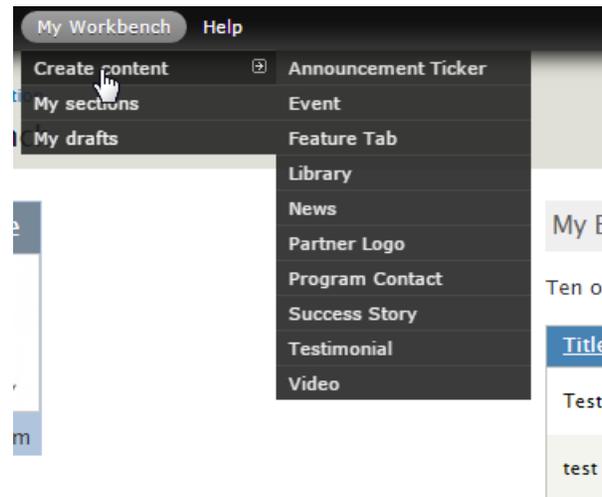
| Title | Section | Status | Type | Last Updated | Actions | Moderation Actions |
|-----------------------------|------------------------------|--|---------------------|-------------------|---------|------------------------------------|
| Test announcement 1 | Health & Air Quality Program | Draft View moderation history | Announcement Ticker | 1 week 2 days ago | edit | Change to <i>Submit for Review</i> |
| My Video Above Text | Health & Air Quality Program | Publish View moderation history | Feature Tab | 1 week 6 days ago | edit | |
| My Image Above Text | Health & Air Quality Program | Publish View moderation history | Feature Tab | 1 week 6 days ago | edit | |
| Success Story Title | Health & Air Quality Program | Draft View moderation history | Success Story | 1 week 6 days ago | edit | Change to <i>Submit for Review</i> |
| Internal Testimonial Title | Health & Air Quality Program | Publish View moderation history | Testimonial | 1 week 6 days ago | edit | |
| This is my News Title | Health & Air Quality Program | Publish View moderation history | News | 1 week 6 days ago | edit | |
| My Publication List | Health & Air Quality Program | Publish View moderation history | Library | 1 week 6 days ago | edit | |
| My Event Today | Health & Air Quality Program | Publish View moderation history | Event | 1 week 6 days ago | edit | |
| My HeathAirAPM Announcement | Health & Air Quality Program | Publish View moderation history | Announcement Ticker | 1 week 6 days ago | edit | |
| HealthAir Event Now | Health & Air Quality Program | Publish View moderation history | Event | 2 weeks 1 day ago | edit | |

3.0 CREATE CONTENT (ALL roles eligible)

As seen to the right, The **Add content** menu item allows the user to create content for any of the content types in the drop down list.



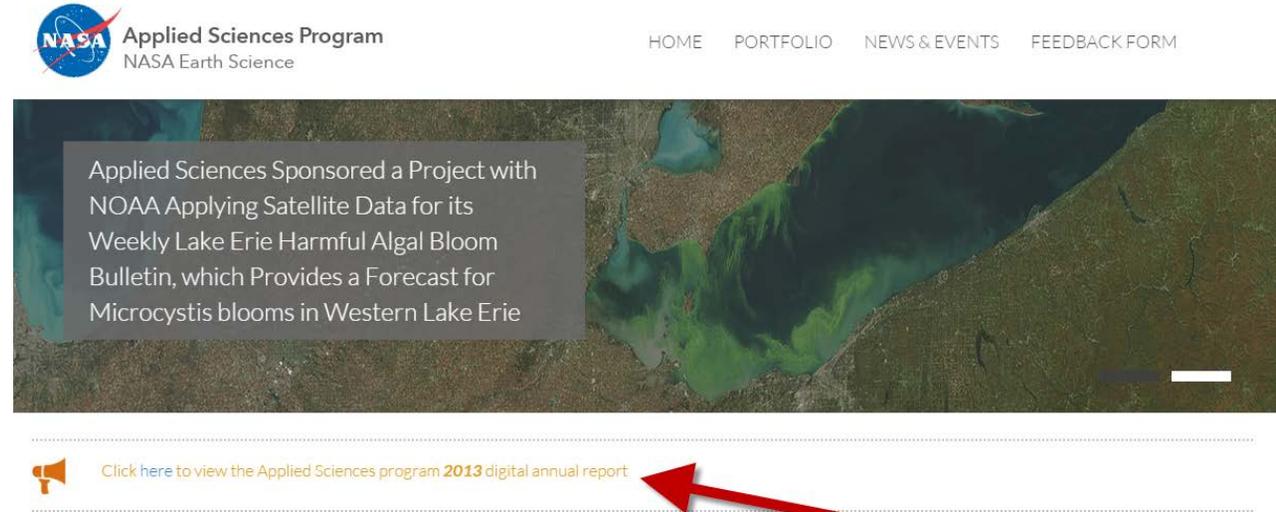
Alternatively, the **Create content** sub-menu item from the **My Workbench** section allows the user to create content for any of the content types in the drop down list.



Detailed instructions for each of these sections is described next.

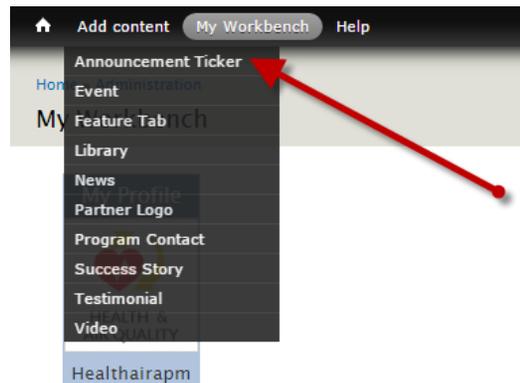
ANNOUNCEMENT TICKER

Displays on the site below the large hero banner, as seen to the right.
Only visible on the site if content is present.



To create ANNOUCEMENT TICKER:

Select **Event** from menu from **Add content** menu item at top...



Complete Required Sections:

- A. Title (internal reference. Will not display on web page.)
- B. Announcement description. Provides rich text editing.
- C. Check program affiliation.
- D. Select desired moderation state (workflow step).
- E. Save content.

The screenshot shows the 'Create Announcement Ticker' form in a CMS. The form is titled 'Create Announcement Ticker' and has a navigation bar at the top with 'Add content', 'My Workbench', and 'Help'. A yellow banner at the top of the form area says 'New content: Your draft will be placed in moderation.' Below this is a text input field for 'Announcement Title (Used only for Internal purpose)' with a red 'A' next to it. The main content area is a rich text editor titled 'Web Announcement Ticker' with a red 'B' next to it. Below the editor is a character count: 'Content limited to 140 characters, remaining: 140' and a link to 'Switch to plain text editor'. There is a 'Text format' dropdown set to 'Filtered Full HTML 2' and a link for 'More information about text formats'. Below this is a 'Program' section with a red 'C' next to it, containing a checkbox for 'Health & Air Quality Program'. The 'Revision information' section has a red 'C' next to it, with a 'Revision log message' field containing 'Created by healthairapm' and a text area for providing an explanation of changes. Below this is a 'Moderation state' dropdown set to 'Draft (Current)' with a red 'D' next to it, and a note 'Set the moderation state for this content.' At the bottom left is a 'Save' button with a red 'E' next to it.

EVENT

Details a noteworthy event on the site, as seen by highlighted box to the right. At time of this writing, the event section was not finalized. Display to the right was suggested.



Highlights



Health Projects



Air Quality Projects



AQAST Projects



Related Missions

Health Projects

A Comprehensive Regional Air Quality Decision Support System in the Pacific Northwest

This work seeks to improve existing meteorological, air quality and smoke forecasting systems by infusing them with NASA Earth System Science results. The projects proposed for satellite data enhancement are the MM5 numerical weather forecast...

READ MORE

Health & Air in the News

- October 7, 2015
Remote-Sensing Applications for Environmental Health Research <#>
- October 7, 2015
Cities' Air Problems Only Get Worse With Climate Change <#>
- September 9, 2015
The Washington Post; "Mapped: The Sunniest Spots in America", July 13, 2015 <#>
- September 9, 2015
NOAA and Partners Predict Severe HAB for Lake Erie - July 9, 2015 <#>
- October 7, 2015
Remote-Sensing Applications for Environmental Health Research <#>
- October 7, 2015
Cities' Air Problems Only Get Worse With Climate Change <#>
- September 9, 2015
The Washington Post; "Mapped: The Sunniest Spots in America", July 13, 2015 <#>
- September 9, 2015
NOAA and Partners Predict Severe HAB for Lake Erie - July 9, 2015 <#>
- October 7, 2015
Remote-Sensing Applications for Environmental Health Research <#>
- October 7, 2015
Cities' Air Problems Only Get Worse With Climate Change <#>

Upcoming Events

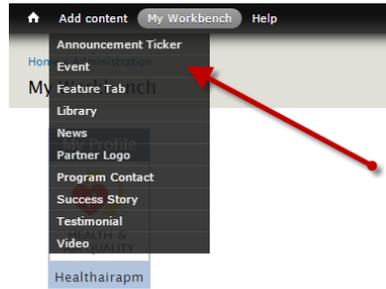
- May 15
American Thoracic Society Meeting, May 15th - 20th in Denver, CO
Denver, CO
- Jun 2
AQAST 9, June 2nd - 4th 2015
Jacob Javits Convention Center New York, NY
- Sep 9
H/AQ Team Meeting -- Park City, UT, Sept. 16-17 2015

Past Events

- Jan 10
The Annual American Meteorological Society meeting will be held on 10-14 January 2016, in New Orleans, LA. <#>
- Jan 10
The Annual American Meteorological Society meeting will be held on 10-14 January 2016, in New Orleans, LA. <#>
- Jan 10
The Annual American Meteorological Society meeting will be held on 10-14 January 2016, in New Orleans, LA. <#>

To create an EVENT:

Select **Event** from menu from **Add content** menu item at top...



Complete Required Sections:

- A. Event Title (DOES display on site)
- B. Specify Program affiliation
- C. Enter URL of site where event is described.
NOTE: If no URL is provided, event displays as plain text on site.
- D. Event start date
- E. Event end date
- F. Choose moderation state (workflow step)
- G. Save content.

The screenshot shows a 'Create Event' form in a CMS. At the top, there is a navigation bar with 'Add content', 'My Workbench', and 'Help'. Below the navigation bar, there is a search bar and user information 'Hello healthairqm' and 'Log out'. The main heading is 'Create Event'. A yellow banner indicates 'New content: Your draft will be placed in moderation'. The form fields are as follows:

- Event Title (Displays on the website. Limit to 150 characters and add the Event date) ***: A text input field with a red 'A' next to it. Below the field, it says 'Content limited to 150 characters, remaining: 150'.
- Program ***: A dropdown menu with 'Health & Air Quality Program' selected, marked with a red 'B'.
- Event URL**: A text input field marked with a red 'C'.
- EVENT START DATE**: A date picker with 'Date' and '02/16/2016' entered, marked with a red 'D'. Below it, it says 'E.g., 02/16/2016'.
- EVENT END DATE**: A date picker with 'Date' and '02/18/2016' entered, marked with a red 'E'. Below it, it says 'E.g., 02/18/2016'.
- Revision information**: A section with a 'New revision' status. It includes a 'Revision log message' field with 'Created by healthairqm' and a 'Moderation state' dropdown menu with 'Draft (Current)' selected, marked with a red 'F'. Below the dropdown, it says 'Set the moderation state for this content.'.

At the bottom of the form, there are 'Save' and 'Preview' buttons, marked with a red 'G'.

FEATURE TAB

Tabbed-selected content specified by template-based formatted layout, seen by the highlighted box to the right.

The screenshot shows the NASA Applied Sciences Program website. At the top, the NASA logo and 'Applied Sciences Program NASA Earth Science' are on the left, and navigation links 'HOME', 'PORTFOLIO', 'NEWS & EVENTS', and 'FEEDBACK FORM' are on the right. Below the header is a banner image of a city skyline with a text overlay: 'system, which health officials use to alert the public about hazardous pollution.'

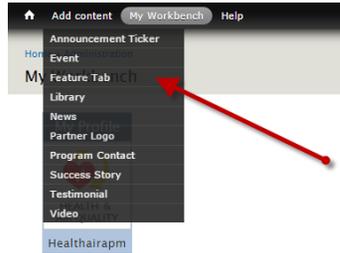
Below the banner is a 'HEALTH & AIR QUALITY' section. It includes a small icon of a heart and a sun, and a paragraph of text: 'The Health & Air Quality Applications area encourages the use of Earth observations in air quality management and public health, particularly involving environmental health and infectious diseases. The area addresses issues of toxic and pathogenic exposure and health-related hazards and their effects for risk characterization and mitigation. The area promotes uses of Earth observations data and models regarding implementation of air quality standards, policy, and regulations for economic and human welfare. The area also addresses effects of climate change on air quality and public health to support managers, policy makers, and ultimately the public with health-related decisions and actions.'

The main content area is a 'PORTFOLIO' section, which is highlighted with a red border. It features five circular icons with labels: 'HEALTH HIGHLIGHTS', 'AIR QUALITY HIGHLIGHTS', 'AQAST HIGHLIGHTS', 'HOW WE'VE DONE', and 'RELATED MISSIONS'. Below these icons is a video player titled 'Health & Air Quality 2015 Program Updates'. The video player shows a man in a suit speaking, with the NASA Applied Sciences Program logo in the background. The video player has a play button and navigation arrows.

Below the video player is a 'PORTFOLIO' label and a horizontal bar with a small image of a sunset on the left and a larger image of a city skyline on the right.

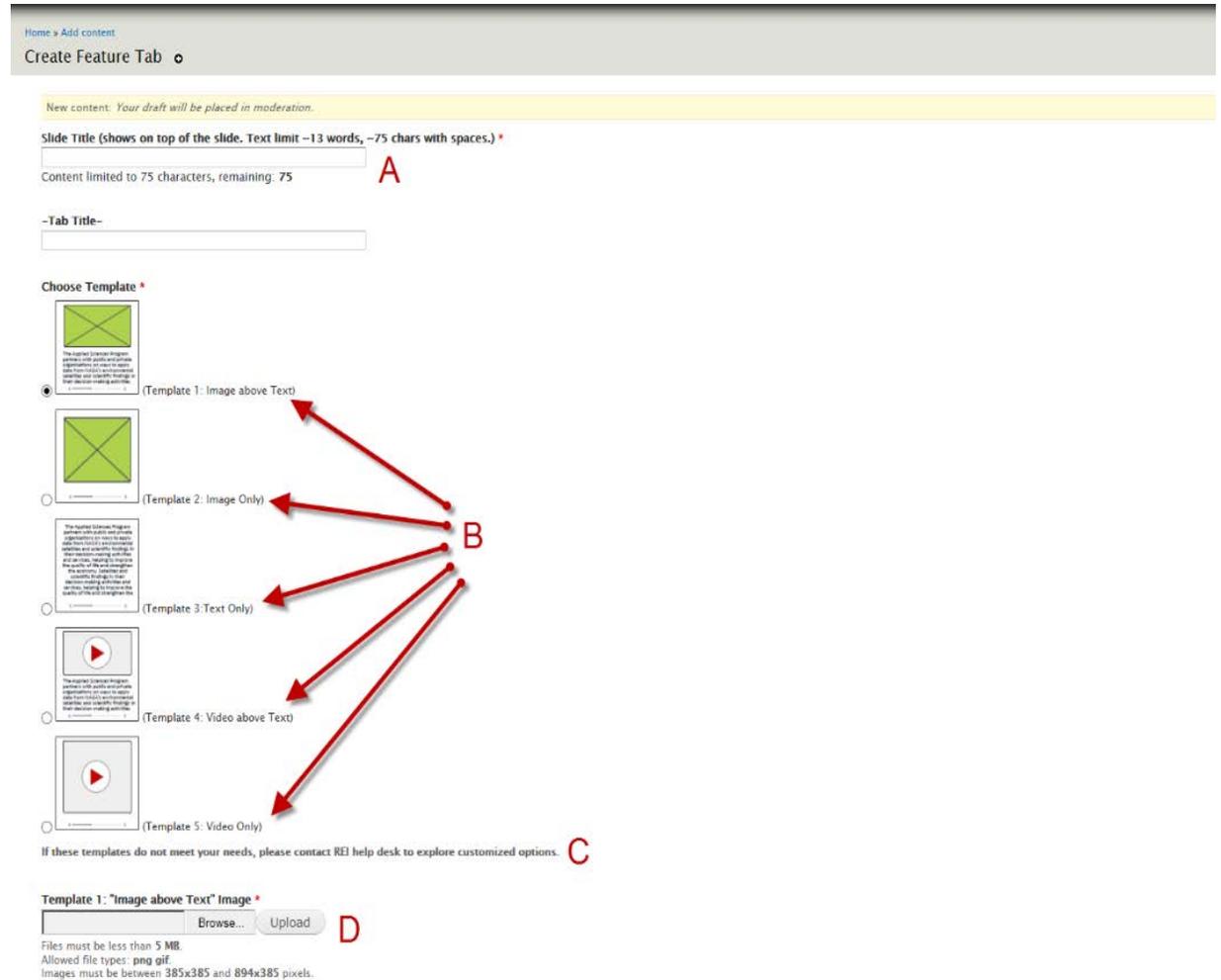
To Create Feature Tab:

Select **Feature Tab** from **Add content** menu item at top...



Complete Required Sections:

- A. Specify Slide Title
- B. Choose Template
 - a. Image above Text
 - b. Image Only
 - c. Text Only
 - d. Video above Text
 - e. Video Only
- C. Custom content: If neither pre-defined template provides the desired output, please contact REI to coordinate a custom content creation.
- D. Upload display image for applicable content (templates 1,2,4,5). Image must be PNG format and comply with size specification given.



I. Upload Video (templates 4, 5). MP4 format only.
Creates a link to the video.

J. Specify Video URL.

Hosted internally: Once video uploaded, right-click the video link & “Copy link address”. Paste it in Video URL field. Scroll to the front of the link & remove the domain portion of the link so that the remain portion starts with “/sites/default/files/...” (i.e. <http://nasa-appsci-staging.reisys.com/sites/default/files/video/original/myVideo.mp4> should result as </sites/default/files/myVideo.mp4>).

If video is external (youTube), replace the i.d. portion of the video URL with “embed/” and place in Video URL field (i.e. <https://www.youtube.com/watch?v=nCeIDJUC7wg> should be entered as <https://www.youtube.com/embed/nCeIDJUC7wg>)

K. Upload Video Display Image (Template 5) PNG format Only.

L. Select desired Moderation state (workflow step).

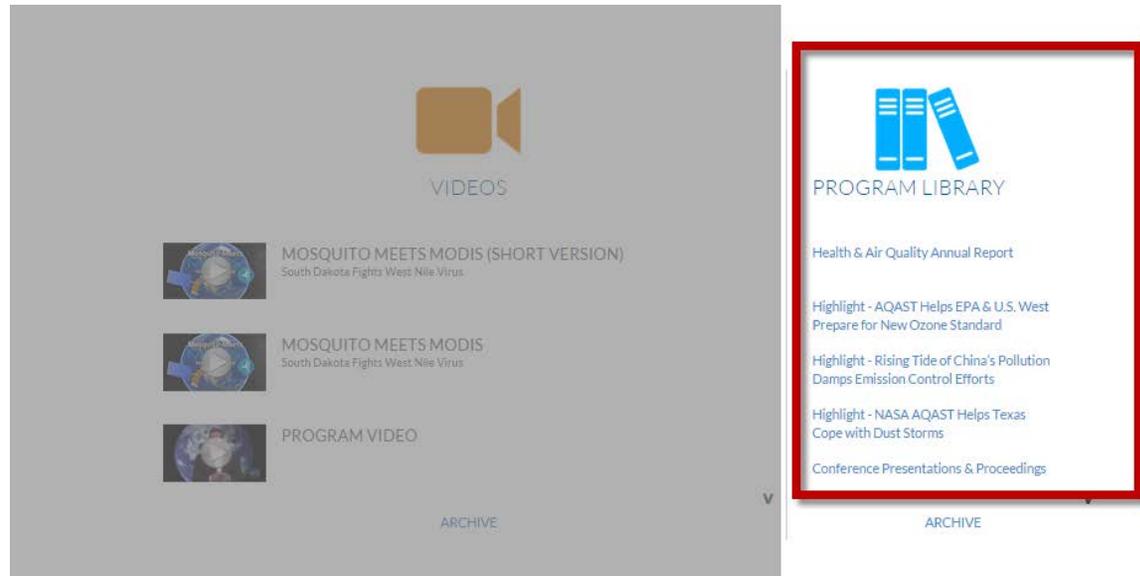
M. Save or Preview content.

The screenshot displays a CMS interface with several sections:

- Template 4 Or 5: "Video"**: Includes a file upload area with a "Choose File" button (No file chosen) and an "Upload" button. Below it, text specifies "Files must be less than 500 MB" and "Allowed file types: mp4 webm flv". A red letter 'I' is positioned to the right of the upload area.
- Video or image URL**: A text input field with a red letter 'J' to its right. Below the field is a checkbox labeled "Open URL in a New Window".
- Custom link class**: A text input field with "class =" followed by a space and a cursor.
- Template 5: "Video above text" Image**: Includes a file upload area with a "Choose File" button (No file chosen) and an "Upload" button. Below it, text specifies "Files must be less than 5 MB" and "Allowed file types: png gif". It also notes "Images must be between 385x385 and 894x385 pixels". A red letter 'K' is positioned to the right of the upload area.
- URL path settings**: A section with "Automatic alias" checked.
- Comment settings**: A section with "Closed" checked.
- Authoring information**: A section with "By drupaluser".
- Publishing options**: A section with "Draft (Current)" selected. A red arrow points from this section to the "Moderation state" dropdown.
- Moderation notes**: A section with "Created by drupaluser".
- Moderation state**: A dropdown menu with "Draft (Current)" selected. Below it, text says "Set the moderation state for this content." A red letter 'L' is positioned to the right of the dropdown.
- Save** and **Preview** buttons are at the bottom.

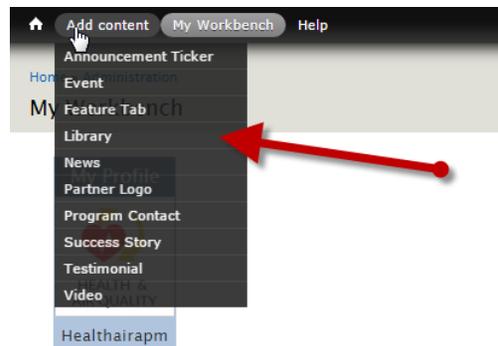
LIBRARY

Displays a link-specified reference to an uploaded document. (PDF, PPT, DOC)



To Create Library Content:

Select **Library** from **Add content** menu item at top...



Complete Required Sections:

- A. Enter Library Title (internal use only)
- B. Upload associated file (PDF, PPT, DOC)
NOTE: once file is uploaded, check the "Include file in display" box and provide Description.
- C. Check Program affiliation.
- D. Choose to Exclude this Library content from showing on the comprehensive site-wide Library listing.
- E. Choose Moderation state (workflow step).
- F. Save or Preview.

The screenshot shows the 'Create Library' form in a CMS interface. The form is titled 'Create Library' and has a navigation bar at the top with 'Add content', 'My Workbench', and 'Help'. A yellow banner at the top reads 'New content: Your draft will be placed in moderation.' The form is divided into several sections:

- Library Title:** A text input field with a red 'A' next to it.
- Files:** A section with a 'Choose File' button, 'No file chosen', and an 'Upload' button with a red 'B' next to it. Below this, it says 'Files must be less than 5 MB. Allowed file types: doc docx pdf ppt pptx txt xls xlsx.' A file '2013AnnualReport_508.pdf (1.79 MB)' is shown with a 'Remove' button. A checkbox 'Include file in display' is checked. Below this is a 'Description' field with the text '2013 Annual Report' and a note: 'The description may be used as the label of the link to the file.'
- Program:** A section with a red 'C' next to it. It has a checkbox 'Health & Air Quality Program' and a checkbox 'Exclude from Library section of the site wide footer' with a red 'D' next to it.
- Revision information:** A section with a red 'F' next to it. It has a 'Revision log message' field with the text 'Created by healthairapm' and a note: 'Provide an explanation of the changes you are making. This will help other authors understand your motivations.' Below this is a 'Moderation state' dropdown menu with 'Draft (Current)' selected and a red 'E' next to it. A note says 'Set the moderation state for this content.'

At the bottom of the form are 'Save' and 'Preview' buttons.

NEWS

Highlighted to the right image, Link-specified entries corresponding to web-based articles.

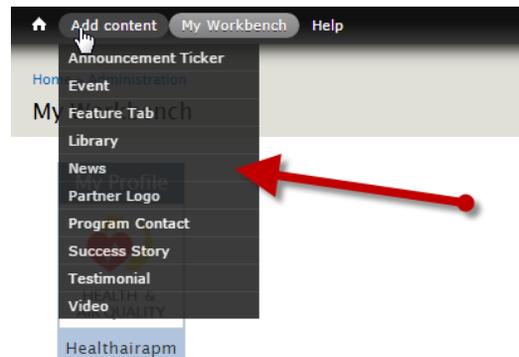
If news entry has no corresponding URL, Entry will be plain text.

Shows publication date as part of entry.

The left screenshot shows a section titled "Health & Air in the News" with a dropdown arrow. Below the title is a list of news entries, each starting with a date and a title. A red box highlights the first three entries: "October 7, 2015 Remote-Sensing Applications for Environmental Health Research #", "October 7, 2015 Cities' Air Problems Only Get Worse With Climate Change #", and "September 9, 2015 The Washington Post; 'Mapped: The Sunniest Spots in America', July 13, 2015 #". Below the list is a "See All News" link. The right screenshot shows a section titled "Upcoming Events" with a dropdown arrow. Below the title is a list of events, each starting with a date and a title. The events listed are: "May 15 American Thoracic Society Meeting, May 15th - 20th in Denver, CO", "Jun 2 ACAST 9, June 2nd - 4th 2015", and "Sep 9 H/AQ Team Meeting -- Park City, UT, Sept. 16 - 17 2015". Below the list is a "See All Events" link.

To Create News Content:

Select **News** from **Add content** menu item at top...



Complete Required Sections:

- A. Enter News Title (displays on web page).
- B. Check Program affiliation.
- C. Enter URL to News article, noting format ...(<http://> or <https://>).
- D. Choose Moderation state (workflow step).
- E. Save or Preview.

The screenshot shows the 'Create News' form in a CMS interface. The form is titled 'Create News' and has a navigation bar at the top with 'Add content', 'My Workbench', and 'Help'. Below the navigation bar, there is a breadcrumb trail 'Home > Add content' and a 'Create News' link. A yellow banner at the top of the form area reads 'New content: Your draft will be placed in moderation.' The form contains the following fields and sections:

- News Title ***: A text input field with a red 'A' next to it.
- Program ***: A radio button selection for 'Health & Air Quality Program' with a red 'B' next to it.
- News URL (Make sure that the URL starts with http:// or https://) ***: A text input field with a red 'C' next to it. Below the field is a note: 'Make sure that the URL starts with http:// or https://'.
- Revision information**: A section with a 'New revision' label and a large grey placeholder box with a red 'E' next to it.
- Revision log message**: A text area with the text 'Created by healthairqm.' and a red 'D' next to it. Below the text area is a note: 'Provide an explanation of the changes you are making. This will help other authors understand your motivations.'
- Moderation state**: A dropdown menu with 'Draft (Current)' selected and a red 'D' next to it. Below the dropdown is a note: 'Set the moderation state for this content.'

At the bottom of the form, there are two buttons: 'Save' and 'Preview'.

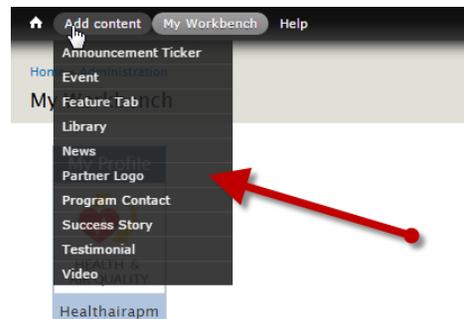
PARTNER LOGO

Displays the logo of the partner Organization.



To Create Partner Logo Content:

Select **Partner Logo** from **Add content** menu item at top...



Complete Required Sections:

- A. Enter Partner Logo Title (internal reference)
- B. Enter Body text (name of the partner organization)
- C. Upload Partner Logo (noting size and type requirements)
- D. Check Program affiliation
- E. Associate partner logo with published success story. Check all that apply.
- F. Choose Moderation state (workflow step).
- G. Save content.

The screenshot shows the 'Create Partner Logo' form in a CMS. The form includes the following sections and annotations:

- Partner Logo Title:** A text input field with a red 'A' annotation.
- Body:** A rich text editor with a toolbar and a large text area containing a red 'B' annotation.
- Partner Logo:** A section with 'Browse...' and 'Upload' buttons, a red 'C' annotation, and a note: 'Files must be less than 1 MB. Allowed file types: png'.
- Program:** A checkbox labeled 'Health & Air Quality Program' with a red 'D' annotation.
- Default Listing Position:** A dropdown menu with '99' selected.
- Success:** A list of success stories with checkboxes, enclosed in a red box with a red 'E' annotation. The stories include:
 - A Decision Support System for Monitoring, Reporting, and Forecasting Ecological Conditions of the Appalachian National Scenic Trail
 - AirNow – Improving Air Quality Maps with Satellite Data
 - Applied Sciences Sponsored a Project with NOAA Applying Satellite Data for its Weekly Lake Erie Harmful Algal Bloom Bulletin, which Provides a Forecast for Microcystis blooms in Western Lake Erie
 - Battling Wildfires from Space: NASA Adds to Firefighters' Toolkit
 - Colorado Flood: In collaboration with the USDA Forest Service, DEVELOP's Fort Collins team mapped peak extent of the 2013 Colorado floods using Independent Component Analysis.
 - Federal Agencies Release Data Showing California Central Valley Idle Farmland Doubling During Drought
 - Flood Forecasting and Warning System: SERVIR developed a new Jason-2 satellite-based flood forecasting and warning system in Bangladesh which is able to forecast floods 8-days in advance at 9 locations.
 - Forecasting Sierra Nevada Runoff
 - Incorporating Space-borne Measurements to Improve Air Quality Decision Support Systems
 - NAPA Earthquake Response is using Satellite Radar, UAVSAR and GPS
 - NASA Imaging Sensor Prepares For Western Wildfire Season
 - NOAA is using satellite data to monitor global coral reefs
 - Success Story Title
 - Text Success Story My edit filter link:
 - The 2014 King Fire in California scorched 97,000 acres
 - The U.S. Environmental Protection Agency integrated Aura, Aqua, and Terra data into the AirNow air-quality decision support system, which health officials use to alert the public about hazardous pollution.
 - Using Satellite Data and Habitat Models to Reduce Ship Strikes on Whales and Facilitate Marine Spatial Planning
- Revision information:** A section for tracking changes.
- Revision log message:** A text area for explaining changes, with a red 'F' annotation.
- Moderation state:** A dropdown menu set to 'Draft (Current)' with a red 'F' annotation.
- Save:** A button at the bottom with a red 'G' annotation.

PROGRAM CONTACT

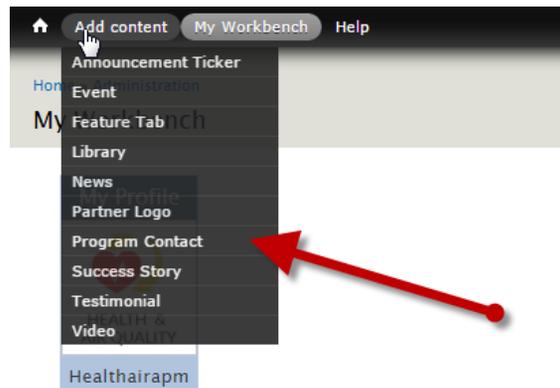
Provides description information for Program team members.

ECOLOGICAL FORECASTING PROGRAM TEAM

| | | | |
|---|---|---|---|
| WOODY TURNER Program Manager NASA Headquarters | MAURY ESTES Associate Marshall Space Flight Center | JOSEPH SKILES Associate AMES Research Center | CYNTHIA SCHMIDT Associate AMES Research Center |
|---|---|---|---|

To Create Program Contact Content:

Select **Program Contact** from **Add content** menu item at top...



Complete Required Sections:

- A. Enter First Name
- B. Enter Last Name
- C. Enter Organizational Affiliation
- D. Enter Title
- E. Enter order in contact appears on page (left to right)
- F. Choose Program affiliation
- G. Choose Moderation state (workflow step)
- H. Save or Preview content

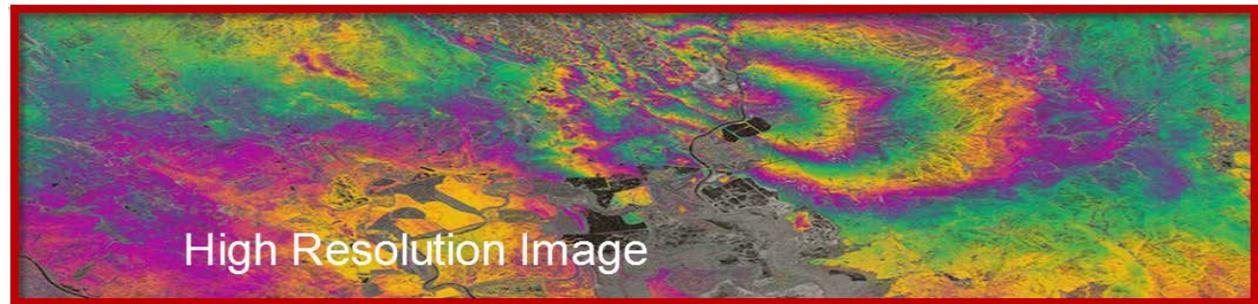
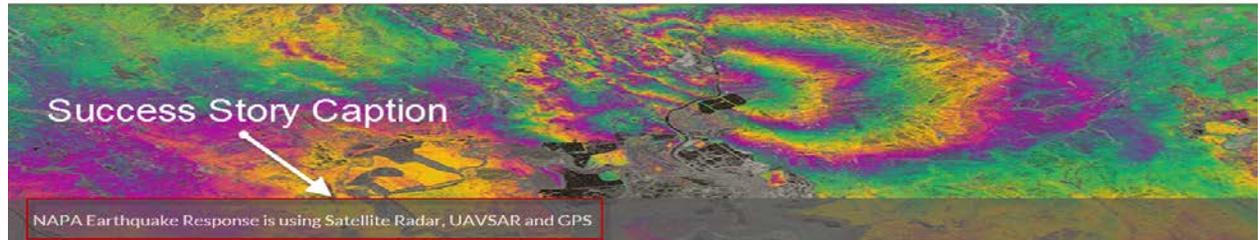
The screenshot shows a web browser window with the URL 'Home > Add content' and the page title 'Create Program Contact'. The form contains the following elements:

- A yellow banner at the top: 'New content. Your draft will be placed in moderation.'
- Input fields for 'First Name', 'Last Name', 'Email', 'Affiliation', 'POC Title', and 'Phone'.
- A dropdown menu for 'Program' with 'Health & Air Quality Program' selected.
- A dropdown menu for 'POC Title Order'.
- A 'Revision information' section with a 'Revision log message' field containing 'Created by: healthairapm' and a text area for 'Provide an explanation of the changes you are making...'. Below this is a 'Moderation state' dropdown menu set to 'Draft (Current)'.
- 'Save' and 'Preview' buttons at the bottom.

Red letters A through H are placed next to the corresponding form elements to indicate the required steps.

SUCCESS STORY

Details or summarizes the successful implementation/application of research, data or product to a problem space.



NAPA Earthquake Response is using Satellite Radar, UAVSAR and GPS

Supporting Rapid Decision Response

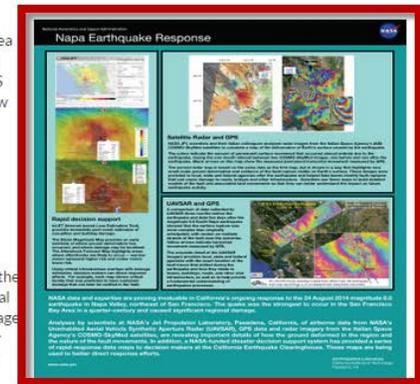
NASA data and expertise are proving invaluable in California's ongoing response to the 24 August 2014 magnitude 6.0 earthquake in Napa Valley, northeast of San Francisco. The quake was the strongest to occur in the San Francisco Bay Area in a quarter-century and caused significant regional damage. Analyses by scientists at NASA's Jet Propulsion Laboratory, Pasadena, California, of airborne data from NASA's Uninhabited Aerial Vehicle Synthetic Aperture Radar (UAVSAR), GPS data and radar imagery from the Italian Space Agency's COSMO-SkyMed satellites, are revealing important details of how the ground deformed in the region and the nature of the fault movements. In addition, a NASA-funded disaster decision support system has provided a series of rapid-response data maps to decision makers at the California Earthquake Clearinghouse. Those maps are being used to better direct response efforts.

Satellite Radar

NASA JPL scientists and their Italian colleagues analyzed radar images from the Italian space Agency's (ASI) COSMO-SkyMed satellites to calculate a map of the deformation of Earth's surface caused by the earthquake. The colors indicate the amount permanent surface movement that occurred almost entirely due to the earthquake, during the one-month interval between two COSMO-SkyMed images, one before and one after the earthquake. Black arrows on the embedded map image (left image of top right section) show the measured permanent horizontal movement measured by GPS. The second radar map (right image of top right section) is based on the same data as the first map, but is shown in a way that highlights very small-scale ground deformation and evidence of the fault rupture visible on Earth's surface.

UAVSAR and GPS

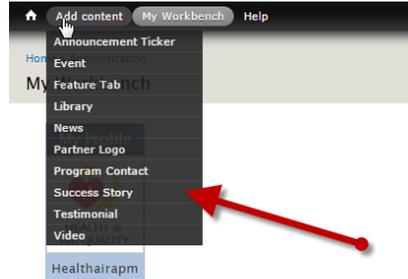
A comparison of data collected three months before the earthquake and data five days after the magnitude 6.0 South Napa earthquake showed that the surface rupture was more complex than originally anticipated, with motion on multiple strands of the fault near the epicenter. The exquisite detail of the UAVSAR imagery (bottom right image) provides local, state, and federal agencies with the exact location of the fault traces that shifted during the earthquake and how they relate to levees, buildings, roads, and other vital infrastructure, as well as to help provide a fundamental understanding of earthquakes processes.



In-line Image

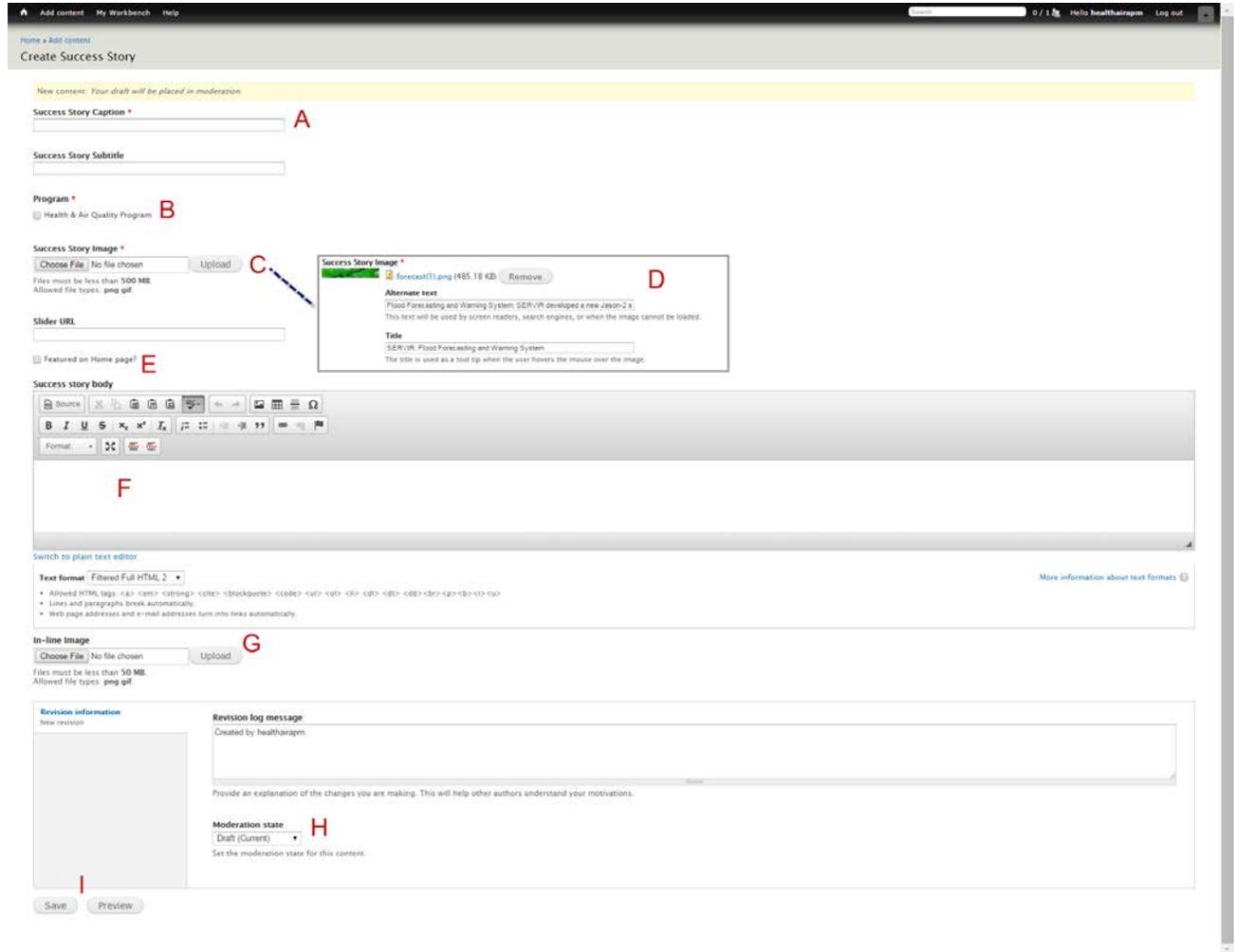
To Create Success Story Content:

Select **Success Story** from **Add content** menu item at top...



Complete Required Sections:

- A. Enter Success Story Caption (see diagram above).
- B. Check Program affiliation.
- C. Upload high resolution panoramic image. Vector images work best (PNG format).
- D. Specify ALT text (for screen readers, search engines,...) and Title (shows as tooltip).
- E. Choose if the content will be featured on Home page.
- F. Complete the success story write-up. Rich text editing supported.
- G. Upload In-line image. Displays on landing page (see diagram above).
- H. Choose Moderation state (workflow step).
- I. Save or Preview content.



TESTIMONIAL

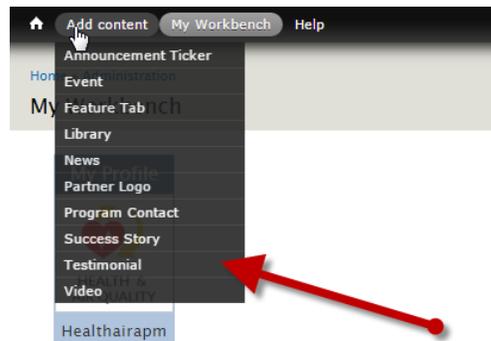
Quotes a participant of the engagement on their impression of one or many aspects of the engagement.

“ Your [NASA project team’s data product] gives us a clue to the snow above the highest instrument and the elevation at which there is no snow. ”

Steve Nemeth
California Department of Water Resources

To Create Testimonial Content:

Select **Testimonial** from **Add content** menu item at top...



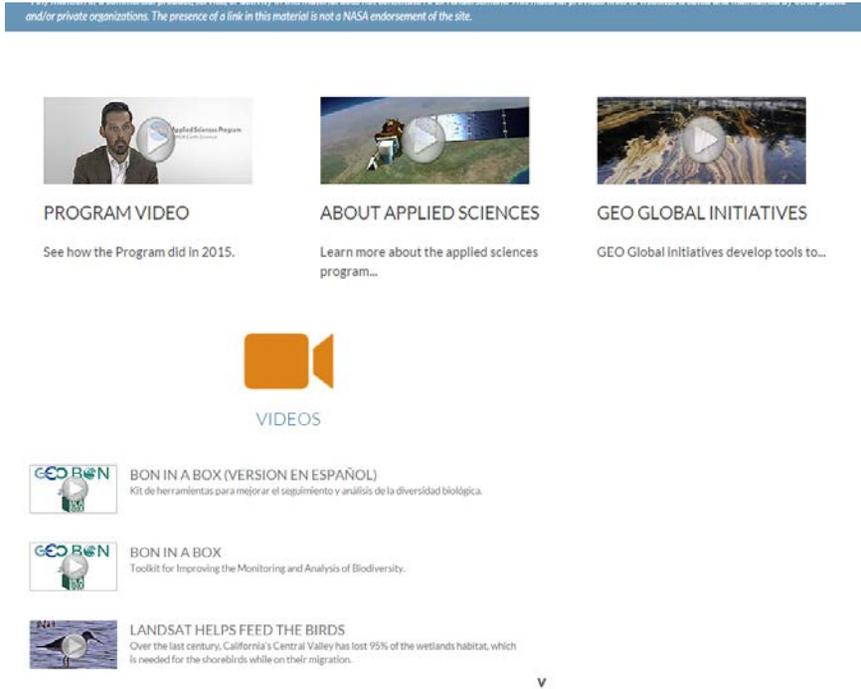
Complete Required Sections:

- A. Enter Title (internal use).
- B. Enter Quote.
- C. Enter Author name.
- D. Enter author's Organization.
- E. Choose Program affiliation.
- F. Select Moderate state (workflow step).
- G. Save content.

The screenshot shows a web interface for creating a testimonial. At the top, there is a navigation bar with 'Add content', 'My Workbench', and 'Help'. Below this is a breadcrumb trail 'Home > Add content' and the page title 'Create Testimonial'. A yellow banner at the top of the form area reads 'New content. Your draft will be placed in moderation.' The form consists of several sections: 'Title' (input field with red 'A'), 'Quote' (text area with red 'B'), 'Author' (input field with red 'C'), 'Organization' (input field with red 'D'), and 'Program' (checkbox selection with red 'E'). Below these is a 'Revision information' section containing a 'Revision log message' (text area with red 'F') and a 'Moderation state' dropdown menu (with red 'F'). At the bottom left of the form is a 'Save' button with a red 'G' next to it.

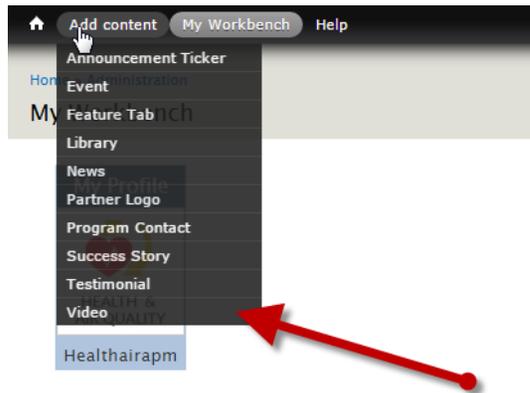
VIDEO

Displays an internally-hosted or Remotely-accessed video.



To Create Video Content:

Select **Video** from **Add content** menu item at top...



Complete Required Sections:

- A. Enter Video Title (primary display line).
- B. Specify Program affiliation.
- C. Upload **HOME PAGE** Video Image, noting sizing and formatting guidelines.
- D. Upload **PROGRAM PAGE** Video Image, noting sizing and formatting guidelines.
- E. Upload Video to Server (MP4 format).
- F. Video URL:

If Hosted internally: Once video uploaded, right-click the video link & “Copy link address”. Paste it in Video URL field. Scroll to the front of the link & remove the domain portion of the link so that the remain portion starts with “/sites/default/files/...”, (i.e. <http://nasa-appsci-staging.reisys.com/sites/default/files/video/original/myVideo.mp4> should result as </sites/default/files/myVideo.mp4>).

If video is youTube (external): Replace the parameter portion of the video URL with “embed/” and place in Video URL field. (i.e. <https://www.youtube.com/watch?v=nCeIDJUC7wg> should be entered as <https://www.youtube.com/embed/nCeIDJUC7wg>)

- G. Specify Video Description (secondary display).
- H. Choose Moderation state (workflow step).
- I. Save or Preview content.

The screenshot shows the 'Create Video' form in a CMS. The form is titled 'Create Video' and has a navigation bar at the top with 'Add content', 'My Workbench', and 'My account'. The form is divided into several sections, each marked with a red letter:

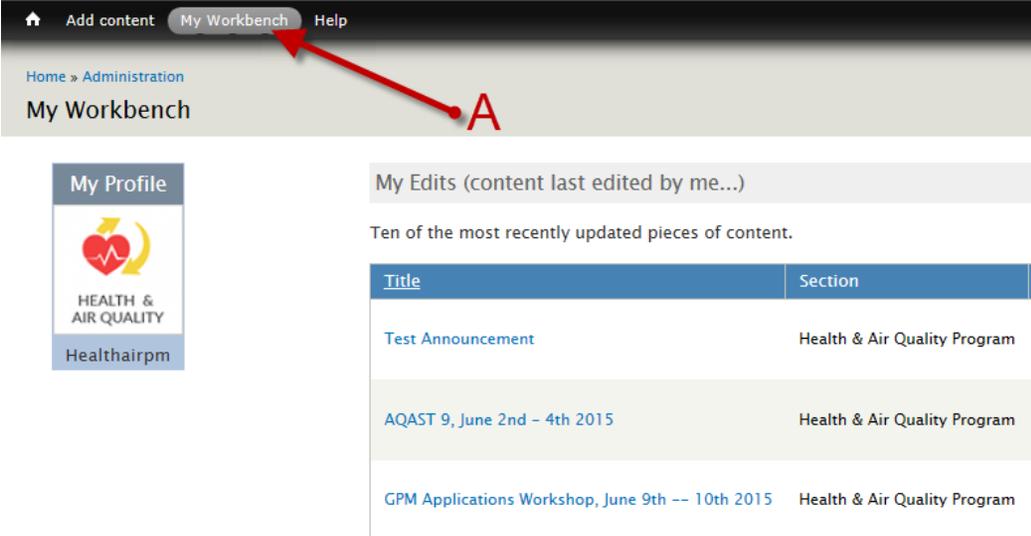
- A:** Video Title (Shown on the website) * (Content limited to 50 characters, remaining: 50)
- B:** Program * (Ecological Forecasting Program)
- C:** Home Page Video Image (This is the larger video image displayed on the home page) (The dimensions should be 270x150. Files must be less than 1 MB. Allowed file types: png gif)
- D:** Program Page Video Image (This is smaller image shown on the program pages) (The dimensions should be 127x70. Files must be less than 1 MB. Allowed file types: png gif. Images must be exactly 127x70 pixels)
- E:** Upload Video to Server (JW Video Player) (Files must be less than 500 MB. Allowed file types: mp4, webm, flv, mov)
- F:** Video URL (Open URL in a New Window) (External Video (hosted remotely like youtube) - format of the URL should start as https://www.youtube.com/embed/ (id of the video). Internal Video (hosted within system domain) - format of the URL should start as /sites/default/files/video/original/ (name of the video with extension))
- G:** Video Description (This is the short description of the video shown below the title) (Content limited to 60 characters, remaining: 60)
- H:** Moderation state (Draft (Current)) (Set the moderation state for this content.)
- I:** Save or Preview content.

4.0 PUBLISH, VIEW MODERATION HISTORY, UNPUBLISH CONTENT (PM role eligible)

Publishing is the final step in the moderation and makes content visible on the website.

To Publish Content:

- A. Click **My Workbench** button at the top left in the menu bar.



| Title | Section |
|--|------------------------------|
| Test Announcement | Health & Air Quality Program |
| AQAST 9, June 2nd - 4th 2015 | Health & Air Quality Program |
| GPM Applications Workshop, June 9th -- 10th 2015 | Health & Air Quality Program |

- B. Once at the “My Workbench” page, Under the Actions column, Click **edit** for the desired content (Shown to the right)...

The screenshot shows the 'My Workbench' page. On the left is a 'My Profile' sidebar with a logo for 'HEALTH & AIR QUALITY' and the name 'Healthairpm'. The main content area is titled 'My Edits' and contains a table of the most recently updated pieces of content. A red arrow labeled 'B' points to the 'edit' link in the 'Actions' column of the first row.

| Title | Section | Status | Type | Last Updated | Actions | Moderation Actions | Author |
|--|------------------------------|---------|---------------------|-------------------|---------|--|-------------|
| Test Announcement | Health & Air Quality Program | Draft | Announcement Ticker | 31 min 39 sec ago | edit | Change to Publish Change to Submit for Review | healthairpm |
| AQAST 9, June 2nd - 4th 2015 | Health & Air Quality Program | Publish | Event | 2 hours 5 min ago | edit | Change to Draft Change to Submit for Review | healthairpm |
| CPM Applications Workshop, June 9th -- 10th 2015 | Health & Air Quality Program | Publish | Event | 2 hours 8 min ago | edit | Change to Draft Change to Submit for Review | healthairpm |

Below the 'My Edits' table is an 'All Edits' section with a larger table of content items.

| Title | Section | Status | Type | Author | Last Updated | Actions |
|---|---|---------|---------------------|-------------|--------------------|---------|
| Test Announcement | Health & Air Quality Program | Draft | Announcement Ticker | healthairpm | 31 min 39 sec ago | edit |
| AQAST 9, June 2nd - 4th 2015 | Health & Air Quality Program | Publish | Event | drupaluser | 2 hours 5 min ago | edit |
| CPM Applications Workshop, June 9th -- 10th 2015 | Health & Air Quality Program | Publish | Event | drupaluser | 2 hours 8 min ago | edit |
| American Thoracic Society Meeting, May 15th - 20th in Denver, CO | Health & Air Quality Program | Publish | Event | drupaluser | 1 month 1 week ago | edit |
| The Annual American Meteorological Society meeting will be held on 10-14 January 2016, in New Orleans, LA | Health & Air Quality Program | Publish | Event | drupaluser | 1 month 1 week ago | edit |
| Cities' Air Problems Only Get Worse With Climate Change | Health & Air Quality Program, Capacity Building Program | Publish | News | drupaluser | 1 month 1 week ago | edit |
| Remote-Sensing Applications for Environmental Health Research | Health & Air Quality Program, Capacity Building Program | Publish | News | drupaluser | 1 month 1 week ago | edit |

- C. On the content editing page, scroll to the bottom of the page to find the “Moderation state” dropdown. (seen to the right)

Choose **Publish** from the dropdown list and click the **Save** button at the very bottom. The confirmation page will return. At this point, the content will be visible on the website upon page refresh.

NOTE: As PM role, you have the ability to change any content on the content editing page.

The screenshot shows the CMS interface for editing a 'Web Announcement Ticker'. At the top, there are navigation links: 'Add content', 'My Workbench', and 'Help'. The user is logged in as 'healthairpm'. The page title is 'Edit Announcement Ticker Test Announcement'. On the right side, there are three buttons: 'VIEW DRAFT', 'EDIT DRAFT', and 'MODERATE'. Below this, a yellow banner indicates the section is 'Health & Air Quality Program' and that the content is in moderation. The 'Announcement Title' field contains 'Test Announcement'. The main editing area has a rich text editor with a toolbar and the text 'Testing Announcement for My Edits section by PM'. Below the editor, it shows 'Content limited to 140 characters, remaining: 84' and a 'Switch to plain text editor' option. The 'Text format' is set to 'Filtered Full HTML 2'. A list of allowed HTML tags is provided. Below that, it says 'This is the text that will appear on the website in the Announcement section'. The 'Program' is set to 'Health & Air Quality Program'. At the bottom, there is a 'Revision information' section with a 'Revision log message' field containing 'Edited by healthairpm'. The 'Moderation state' dropdown is currently set to 'Draft (Current)', with a red arrow and the letter 'C' pointing to it. At the very bottom, there are 'Save' and 'Delete' buttons.

To View Moderation History:

- A. From the workbench page, find the row of the desired content. In that row, click the [View moderation history](#) link.

The screenshot shows the 'My Workbench' interface. On the left is a 'My Profile' sidebar for 'healthairpm'. The main area is divided into two sections: 'My Edits' and 'All Edits'. Both sections display a table of content items with columns for Title, Section, Status, Type, Last Updated, Actions, and Author. In the 'My Edits' table, the first row is for 'Test Announcement' with a status of 'Draft'. A red arrow labeled 'A' points from the 'View moderation history' link in this row to the same row in the 'All Edits' table, where the status is 'Draft' and the author is 'healthairpm'.

- B. The system shows the history of moderation states through which the content has gone. It also shows which users have moved the content through the moderation steps.

The screenshot shows a detailed view of the moderation history for the content 'AQAST 9, June 2nd - 4th 2015'. The table has columns for REVISION, TITLE, DATE, REVISION ACTIONS, and MODERATION ACTIONS. A red box labeled 'B' highlights the 'MODERATION ACTIONS' column, which shows the following sequence of actions:

- 3002** (2016-03-16 13:16): This is the published revision. Unpublish. From Submit for Review --> Publish on 2016-03-16 13:16 by healthairpm.
- 3001** (2016-03-16 13:15): From Draft --> Submit for Review on 2016-03-16 13:15 by healthairpm. From Submit for Review --> Draft on 2016-03-16 13:15 by healthairpm.
- 3000** (2016-03-16 13:14): From Submit for Review --> Submit for Review on 2016-03-16 13:14 by healthairpm.
- 4999** (2016-03-16 13:13): From Draft --> Submit for Review on 2016-03-16 13:13 by healthairpm.
- 4998** (2016-03-16 13:12): From Publish --> Draft on 2016-03-16 13:12 by healthairpm.
- 4982** (2016-02-04 14:51): From Publish --> Publish on 2016-02-04 14:51 by drupaluser.
- 3044** (2015-05-14 18:43): (No moderation actions listed).

To Unpublish Content:

- A. For content whose Status is **Publish**, From the workbench page, find the row of the desired content. In that row, click the [View moderation history](#) link....
- B. Click the [Unpublish](#) link for that content, under the “MODERATIONS ACTIONS” column header.

| REVISION | TITLE | DATE | REVISION ACTIONS | MODERATION ACTIONS |
|----------|--|------------------|------------------------|--|
| 5002 | AQAST 9, June 2nd - 4th 2015 Edited by healthairpm. Revised by healthairpm | 2016-03-16 13:16 | View New draft | This is the published revision. Unpublish - From Submit for Review --> Publish on 2016-03-16 13:16 by healthairpm |
| 5001 | AQAST 9, June 2nd - 4th 2015 Edited by healthairpm. Revised by healthairpm | 2016-03-16 13:15 | View Revert Delete | - From Draft --> Submit for Review on 2016-03-16 13:15 by healthairpm - From Submit for Review --> Draft on 2016-03-16 13:15 by healthairpm |
| 5000 | AQAST 9, June 2nd - 4th 2015 Edited by healthairpm. Revised by healthairpm | 2016-03-16 13:14 | View Revert Delete | - From Submit for Review --> Submit for Review on 2016-03-16 13:14 by healthairpm |
| 4999 | AQAST 9, June 2nd - 4th 2015 Edited by healthairpm. Revised by healthairpm | 2016-03-16 13:13 | View Revert Delete | - From Draft --> Submit for Review on 2016-03-16 13:13 by healthairpm |
| 4998 | AQAST 9, June 2nd - 4th 2015 Edited by healthairpm. Revised by healthairpm | 2016-03-16 13:12 | View Revert Delete | - From Publish --> Draft on 2016-03-16 13:12 by healthairpm |
| 4982 | AQAST 9, June 2nd - 4th 2015 Edited by drupaluser. Revised by healthairpm | 2016-02-04 14:51 | View Revert Delete | - From Publish --> Publish on 2016-02-04 14:51 by drupaluser |
| 3044 | AQAST 9, June 2nd - 4th 2015 Revised by drupaluser | 2015-05-14 18:43 | View Revert Delete | |

- C. The system prompts you if you're sure and to what state you'd like to return the content. Choose the state and click the “Unpublish” button.

Upon unpublishing, the system returns to the Moderaton History page.

As always, you can Click the “My Workbench” button at top left to get back to the main work page.

Home

Unpublish *Test Announcement?*

Section: *Health & Air Quality Program*

Are you sure that you want to unpublish the live revision of this content?

Set moderation state **D**
Submit for Review

Unpublish Cancel

5.0 FILTER CONTENT PRESENTATION (ALL roles eligible)

To Filter Content Presentation:

- A. Click either the Filter “My Edits” button or Filter “All Edits” button.

The screenshot shows the CMS interface with a navigation bar at the top. Below the navigation bar, there is a 'My Profile' section on the left and a 'My Edits' section on the right. The 'My Edits' section displays a table of the most recently updated pieces of content. Below this, there is an 'All Edits' section, also displaying a table of content. A red arrow labeled 'A' points from the 'Filter My Edits' button in the top right corner of the 'My Edits' section to the 'All Edits' table.

| Title | Section | Status | Type | Last Updated | Actions | Moderation Actions | Author |
|--|------------------------------|--|---------------------|--------------------|---------|--|-------------|
| Test Announcement | Health & Air Quality Program | Submit for Review View moderation history | Announcement Ticker | 13 min 54 sec ago | edit | Change to Draft Change to Publish | healthairpm |
| AQAST 9, June 2nd - 4th 2015 | Health & Air Quality Program | Publish View moderation history | Event | 5 hours 17 min ago | edit | Change to Draft Change to Submit for Review | healthairpm |
| CPM Applications Workshop, June 9th -- 10th 2015 | Health & Air Quality Program | Publish View moderation history | Event | 5 hours 21 min ago | edit | Change to Draft Change to Submit for Review | healthairpm |

| Title | Section | Status | Type | Author | Last updated | Actions |
|--|---|--|---------------------|-------------|--------------------|---------|
| Test Announcement | Health & Air Quality Program | Submit for Review View moderation history | Announcement Ticker | healthairpm | 13 min 54 sec ago | edit |
| AQAST 9, June 2nd - 4th 2015 | Health & Air Quality Program | Publish View moderation history | Event | drupaluser | 5 hours 17 min ago | edit |
| CPM Applications Workshop, June 9th -- 10th 2015 | Health & Air Quality Program | Publish View moderation history | Event | drupaluser | 5 hours 21 min ago | edit |
| American Thoracic Society Meeting, May 15th - 20th in Denver, CO | Health & Air Quality Program | Publish View moderation history | Event | drupaluser | 1 month 1 week ago | edit |
| The Annual American Meteorological Society meeting will be held on 10-14 January 2016, in New Orleans, LA. | Health & Air Quality Program | Publish View moderation history | Event | drupaluser | 1 month 1 week ago | edit |
| Cities' Air Problems Only Get Worse With Climate Change | Health & Air Quality Program, Capacity Building Program | Publish View moderation history | News | drupaluser | 1 month 1 week ago | edit |
| Remote-Sensing Applications for Environmental Health Research | Health & Air Quality Program, Capacity Building Program | Publish View moderation history | News | drupaluser | 1 month 1 week ago | edit |

- B. The resulting page provides the ability to filter content by the following criteria:
- Title
 - Type
 - Published
 - Sections (Program Areas)
 - Items per page

Select desired filter criteria, then click “Apply” button.

This page provides the ability View moderation history, edit content. For PM role and higher, it also provides ability to move the content to different a moderation state.

The screenshot shows the CMS interface with a filter criteria form at the top and a table of filtered content below. The filter criteria form includes fields for Title, Type, Published, Sections, and Items per page, along with an 'Apply' button. A red arrow labeled 'B' points from the 'Apply' button to the filtered content table.

| Title | Section | Moderation History Link | Status | Type | Last Updated | Actions | Moderation Actions |
|--|------------------------------|-------------------------|------------------------------------|-------|--------------------|---------|--|
| AQAST 9, June 2nd - 4th 2015 | Health & Air Quality Program | View moderation history | Publish View moderation history | Event | 5 hours 27 min ago | edit | Change to Draft Change to Submit for Review |
| CPM Applications Workshop, June 9th -- 10th 2015 | Health & Air Quality Program | View moderation history | Publish View moderation history | Event | 5 hours 30 min ago | edit | Change to Draft Change to Submit for Review |
| American Thoracic Society Meeting, May 15th - 20th in Denver, CO | Health & Air Quality Program | View moderation history | Publish View moderation history | Event | 1 month 1 week ago | edit | Change to Draft Change to Submit for Review |

6.0 CONTENT FORMAT SPECIFICATIONS

| Content Type | Specification | Comments |
|--|---|--|
| <p>The Hero Banner Section:</p> | <ul style="list-style-type: none"> ➤ Provide the actual story description (which we can post on a landing page) -OR- ➤ Link to a current site if it's already posted on another site ➤ A high resolution panoramic image (1920 x 1280px) (1900 w x 300h) preferably png format or vector. ➤ A title/caption to show on top of the hero banner image: text size limit = ~200 chars with spaces (about 32 words). ➤ Landing page in-line secondary image ~ 350 x 350px (optional but recommended) | <p>Let us know if you need us to look for images. Currently using Shutter stock for image repository. Can send you a few image options to select/buy. Need at least 2 stories from each program.</p> |
| <p>Feature Tab Section:</p> | <ul style="list-style-type: none"> ➤ Provide the title of each tab and the corresponding content you would like to show inside that block. ➤ You have the option to have as many pages/slides within each content block using any of the template combinations below. <p>You have 5 template options from which to choose.</p> <p>Slide Title: Text (~13 words, ~75 chars with spaces.)</p> <p>- Template 1: Image and Text Image: max width: 900px and max height: 385px Text: 3-4 lines of text with Lato font type in medium, size 22px and 32px for line height (470 MAX characters with spaces)</p> <p>- Template 2: Image Only</p> | |

| | | |
|---|---|--|
| | <p>Width: 900px and height 500px</p> <p>- Template 3: Video Only Width: 900px and height 500px (depending on the ratio of the video)</p> <p>- Template 4: Video and Text Video size : max width 894 px and max height 385 px Text: 3-4 lines of text with Lato font type in medium, size 22px and 32px for line height (470 MAX characters with spaces)</p> <p>- Template 5: Text Only 20 lines of text with Lato font type in medium, size 22px and 32px for line height (about 230 words, or 1600 chars with spaces)</p> | |
| Announcement Ticker (megaphone section): | <ul style="list-style-type: none"> ➤ Includes any program specific announcements you would like to post on the web i.e. upcoming conferences, new solicitations/awards etc. ➤ ~ 150 chars (including spacing) | |
| Customer Testimonials Section: | <ul style="list-style-type: none"> ➤ Verify the quotes that we have on the respective program pages. Share any new quotes that you would like us to populate. | |
| Partner Logos: | <ul style="list-style-type: none"> ➤ Verify the partner logos on the respective program pages. ➤ Provide any new or high resolution logos that you would like us to add. ➤ 138 x 138 px | |
| Home Page Video Image (gallery) | <ul style="list-style-type: none"> ➤ Video Image size – 287 x 112 px ➤ Play button size – 60 x 60 px | |

| | | |
|--------------------------------------|---|--|
| Program Page Videos Sections: | <ul style="list-style-type: none">➤ Provide the actual video or You-tube link to be uploaded to the website (video size should be less than 500MB)➤ An image to show up for that video on the program page (127 x 70 px)➤ Add the play button (40x40 pixels)➤ A short title for the video (Maximum text size limit = ~45 chars with spaces (about 6 words).➤ A short second line description of the video to show up beneath the video title. This description will be concatenated to fit the size if too long. | |
|--------------------------------------|---|--|