

LOCATIONS MODULE – MULTISITE

HENRY FORD HEALTH SYSTEM

SITECORE 9

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Logging into Sitecore

The image shows the Sitecore login interface. At the top, there is the Sitecore logo, which consists of a circular icon with a stylized 'S' and the word 'sitecore' in a sans-serif font, followed by the tagline 'Own the experience'. Below the logo, there are two input fields: one for 'User name' and one for 'Password'. Both fields have placeholder text 'Enter user name' and 'Enter password' respectively. Below these fields is a large blue button labeled 'Log in'. At the bottom of the login area, there is a checkbox labeled 'Remember me', a link 'Forgot your password?', and a link 'License options'.

1. Enter your **User Name**, **Password**, and then click **Login** to log into Sitecore.
2. **Forgot Your Password** – enter in your User Name to have Sitecore email you a newly generated password (this may go to your junk email folder – sender: donotreply@website.net).
- 3.

The Launchpad – The Experience Platform

Note: Based on the access rights of your account and role, your launchpad may look different.

1. The Sitecore Launchpad is well organized in the following categories:

Green – marketing and analytics tools

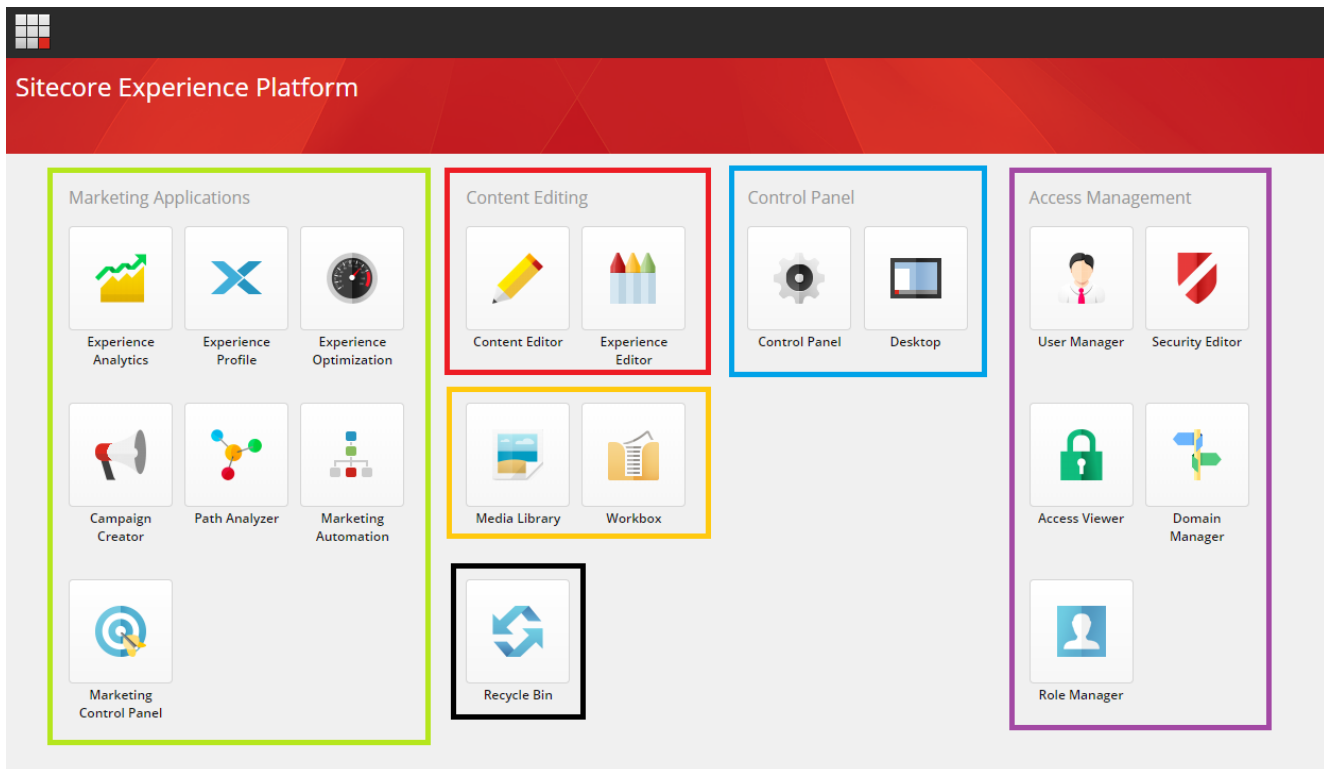
Red – content editing tools

Orange – tools to organize your digital assets and page workflows

Black – recycle bin to retrieve your deleted items

Blue – account configuration, system setup and app installations

Purple – user account settings

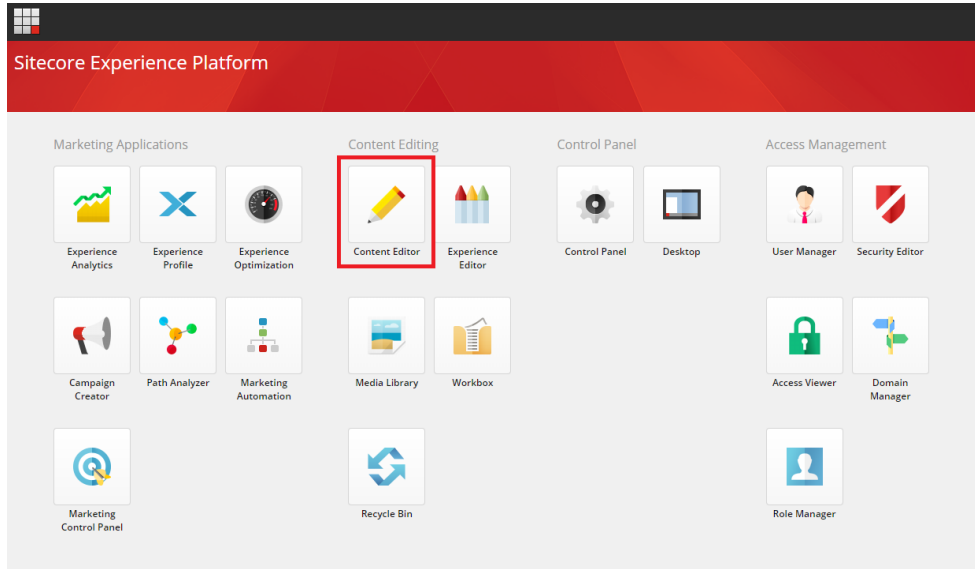


2. The contents of this document will focus on:

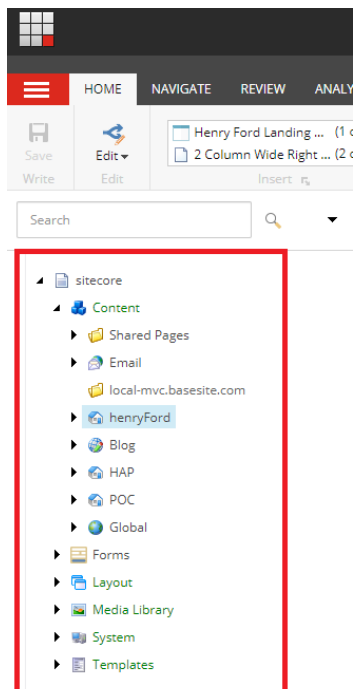
Content Editing Tools (Red)

Navigating Around Your Content Tree

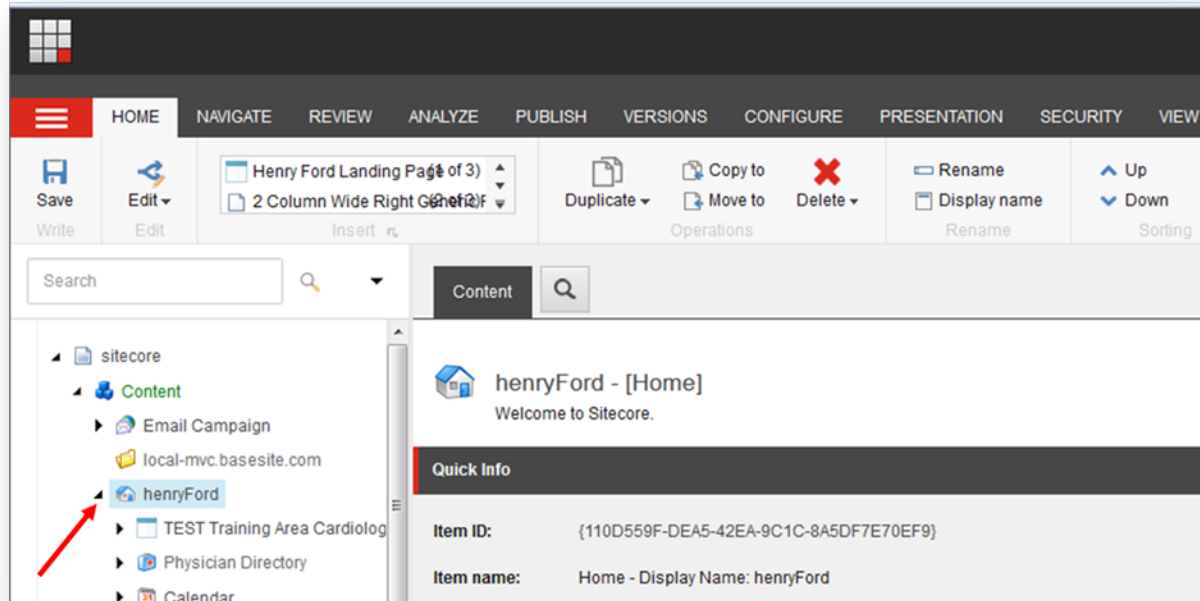
1. Click **Content Editor** from Sitecore's launch pad.



2. The **Content Tree** contains all of your website's pages, items, and modules.

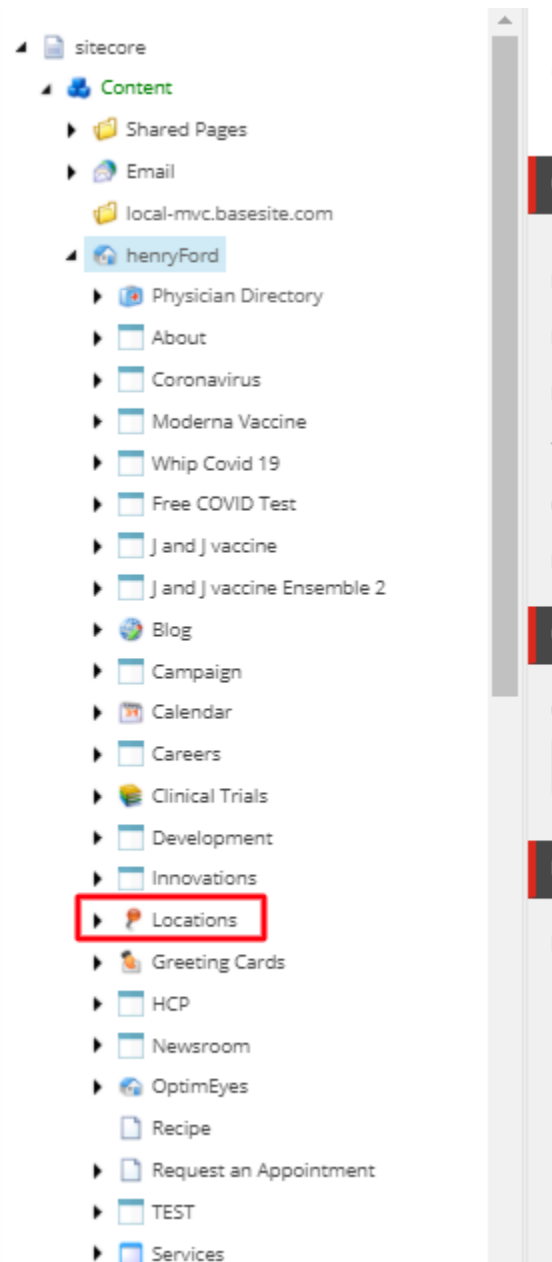


3. Click the **triangle** in front of the item that you want to expand and branch out.



Accessing Your Locations Module

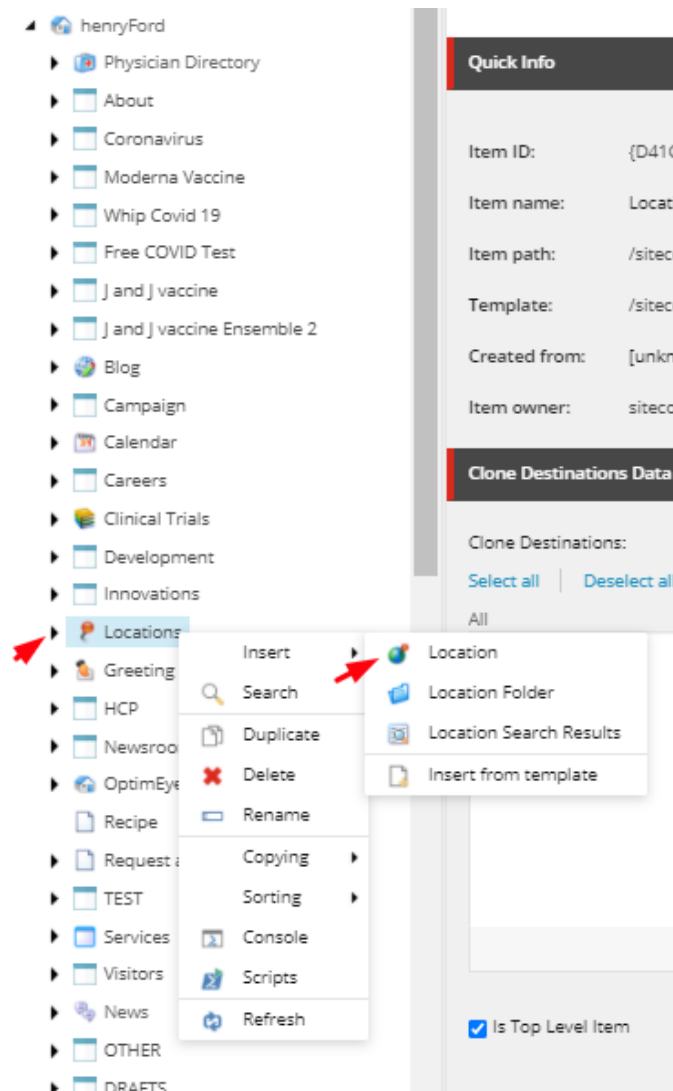
1. Click the **triangle** in front of the **henryFord** parent item and then navigate down to **Locations**. If you want to access/edit/add Locations under your microsites, navigate to that Microsite and find the locations node underneath that section.



Note: Content child pages and Service-Location pages are under Building-Location page

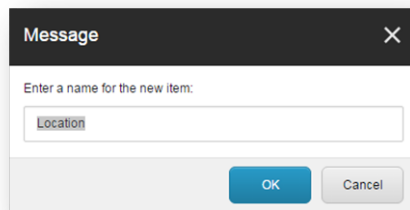
Adding a New Location Profile

1. Determine which type of location page you need
 - a. **Building page** represents a specific location and all the services and amenities available.
 - Use: For all physical building where HFHS services are offered (Hospital, Medical/Health Center). Find a doctor location links and directory management will link to these pages
 - Example: Henry Ford Allegiance Health Center – Mason
 - Rules:
 - List all HFHS owned and leased buildings
 - Main building page will include links to the Service-Location pages associated with that building
 - Large sites with centralized scheduling will only have a building page
 - 3 or more practices in a building - create building page
 - If HF occupies a majority of the building with 2 or more practices - then create a building page
 - If only primary care and diagnostic center occupy the building then build two pages (primary care page contains the LocID and appears in appt form, no Service-Location page)
 - b. **Service-Location page** is a page that represents a specific service line or system clinical department within a larger building.
 - Use: When services and/or system clinical departments, located within a larger building, have unique contact info, operating hours and scheduling procedures.
 - Example: Henry Ford Allegiance Family Medicine – Mason
 - Rules:
 - For large sites with decentralized scheduling the individual, employed practices will be listed separately as Location-Service pages under the Building page
 - Ancillary Services at each building will have Service-Location page if their contact information and hours differ from Building.
 - c. **Custom Location Landing Pages (Hospitals)**
2. To add a new location profile, do one of the following:
 - a. Right-click the **Locations** item, select **Insert**, and then **Location** (red).
 - b. Go to the **Home** ribbon and then select **Location** from the **Insert** section (orange).
 - c. Locations are no longer linked each location added must be managed individually under each Location node that it applies, whether it is HF Locations or Microsites.



3. Name your locations profile item when prompted and then click **OK**.

Note: the name added here will become this location profile page's URL.



Location Profile Data

1. Page Data fields:

- **Headline** (Red) – this is the main header <h1> or title of your page; click inside the field to start editing.
- **Introduction** (Orange) – this is a teaser or snippet of your copy for your website's Site Search only and it will not display on the web page; click **Show Editor** on top of the field to open up the Rich Text Editor to edit or enter text.
Note: if this field is left empty, the system will automatically use the first 150 characters of your content copy
- **Content Copy** (Green) – this is the copy/location information of your page; click **Show Editor** on top of the field to open up the Rich Text Editor to edit or enter text.
Note: for more information on how to use the Rich Text Editor, please refer to your 101: Beginning Basics and Fundamentals of Sitecore 8 document.

The screenshot displays the 'Page Data' form with three main sections, each highlighted with a colored border: a red border for the Headline field, an orange border for the Introduction field, and a green border for the Content Copy field. The Headline field contains the text 'Henry Ford Center for Reproductive Medicine'. The Introduction field is currently empty, with a placeholder text above it stating 'This Introduction (or Teaser) is usually displayed on listing or search page results. If not added, autofills from first 150 characters of content copy'. The Content Copy field contains a paragraph of text about the Henry Ford Center for Reproductive Medicine in Troy. Each field has a 'Show editor' button above it, and the Introduction and Content Copy fields also have 'Suggest fix' and 'Edit HTML' buttons.

Page Data

Headline - (H1):

Henry Ford Center for Reproductive Medicine

Introduction - This Introduction (or Teaser) is usually displayed on listing or search page results. If not added, autofills from first 150 characters of content copy.

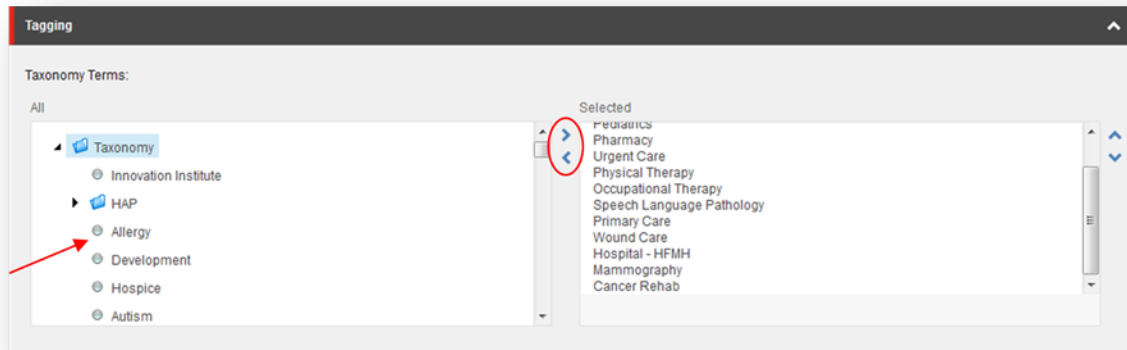
Show editor | Suggest fix | Edit HTML

Content Copy:

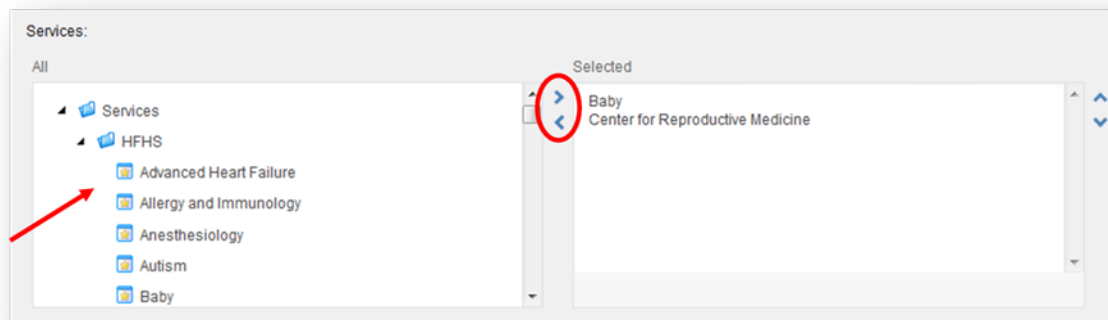
Show editor | Suggest fix | Edit HTML

The Henry Ford Center for Reproductive Medicine in Troy addresses all aspects of infertility from diagnostic evaluation to surgical treatment. Our team of experts will work with you and your partner to diagnose the causes of infertility, and consider all available options to help achieve a healthy and successful pregnancy.

- From the **Tagging** section, select the taxonomy terms to associated with this location from the **All** field (left box) and move it over to the **Selected** field (right box) by using the blue arrows.



- Select the medical services offered at this location from the **All** field (left box) and move it over to the **Selected** field (right box) by using the blue arrows. The selected services will display on the profile page.



4. **Location Properties** fields:

- The **Location ID** (Red) enter location id matching Find a Doctor import file ID, if applicable.
- Enter the **Location Name** (Orange) and the correct address to the **Address 1, Address 2, City, State,** and **Zip** fields (Green). The address fields are connected to Google API and will automatically generate a **Maps & Directions** link that provides directions to the address via Google Maps.
- The **Main Phone** (Blue) is for the main location contact number.

Location Properties

Location ID:

1100006196284

Location Name:

Henry Ford Center for Reproductive Medicine

Address 1:

1500 W Big Beaver Rd

Address 2:

City:

Troy

State:

MI

Zip:

48084

Main Phone:

(248) 637-4050

5. Upon **Save**, the **LatLon** field will be automatically filled with the appropriate latitude and longitude of your location based on the data of the address entered.

LatLon - This field is updated automatically on item save event

Message

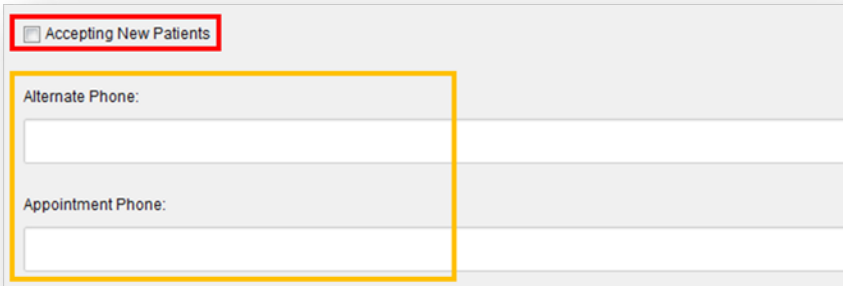
!

Fields updated automatically
LatLon 41.992092,-91.644603

OK

6. Additional location profile information:

- Check the **Accepting New Patients** checkbox if accepting new patients at this location (Red)
- Enter any additional contact phone numbers to the phone number fields (Orange).

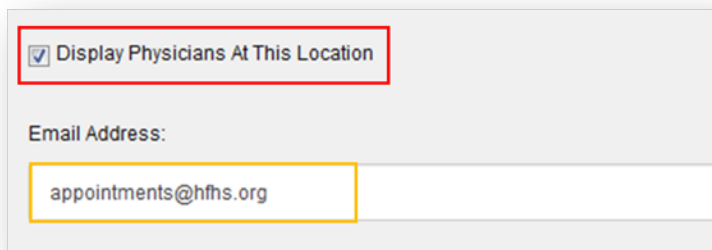


☐ Accepting New Patients

Alternate Phone:

Appointment Phone:

- Check the **Display Physicians At this Location** (Red) to include a link to the physician list associated with this location.
- Enter the **Email Address** for the main point of contact for the location (Orange).

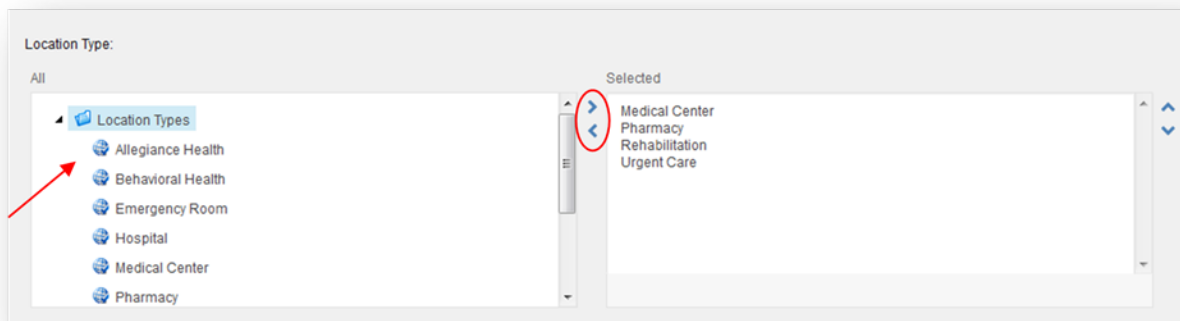


☒ Display Physicians At This Location

Email Address:

appointments@hfh.org

- Select the location type(s) for this location from the **All** field (left box) and move it over to the **Selected** field (right box) by using the blue arrows. The location will display in search results for the type(s) selected.



Location Type:

All

- Location Types
- Allegiance Health
- Behavioral Health
- Emergency Room
- Hospital
- Medical Center
- Pharmacy

Selected

- Medical Center
- Pharmacy
- Rehabilitation
- Urgent Care

7. Enter the **Main Fax** number for the location (Red).

Enter the location's **Office Hours** by clicking the **Show Editor** to open up the text editor (Orange)

Add a location profile image in the **Photo** field by clicking the **Browse** button. Find and select an image to add using the media browser (Green).

The screenshot shows a web form for editing a location profile. It has three main sections, each highlighted with a colored border:

- Main Fax (Red border):** Contains a label "Main Fax:" and an empty text input field.
- Office Hours (Orange border):** Contains a label "Office Hours:", three buttons ("Show editor", "Suggest fix", "Edit HTML"), and a large text area for editing.
- Photo (Green border):** Contains a label "Photo:", a row of buttons ("Browse", "Properties", "Open media library", "Edit image", "Clear", "Refresh"), a file path "/Images/Modules/Locations/Henry Ford/Center for Reproductive Medicine", a thumbnail image of a building, and text indicating dimensions and alternate text.

8. **Media Data** fields:

- **Map** (Red) – additional map details or parking lot images can be added by inserting an internal or external link to a page or file

- **Media Tab Content (Orange)** – not used in display on website.

Media Data

Map:
[Insert link](#) | [Insert media link](#) | [Insert external link](#) | [Insert anchor](#) | [Insert email](#) | [Insert JavaScript](#) | [Follow](#) | [Clear](#)

Media Tab Content:
[Show editor](#) | [Suggest fix](#) | [Edit HTML](#)

9. **Tabs Data** fields:

Limit 3 custom tabs on standard location and 2 custom tabs on landing location.

- **Tab Title (Red)**: Enter text that will display as the title of the tab.
- **Tab Content (Orange)**: Click **Show editor** to edit the content of the tab.

Tabs Data

Tab Title 1:

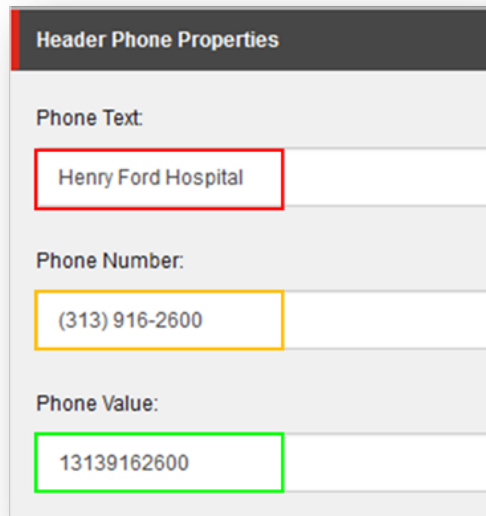
Tab Content 1:
[Show editor](#) | [Suggest fix](#) | [Edit HTML](#)

Health Clinic
 Phone: (586) 421-3000
 Monday thru Friday
 8 a.m. to 10 p.m.
 Saturday, Sunday and Holidays
 10 a.m. to 6 p.m.

10. **Header Phone Properties** fields:

- **Phone Text (Red)**: Add text that will display above the phone number.
- **Phone Number (Orange)**: Add the phone number that will display.

- **Phone Value (Green):** Add the number value that will be dialed.



Header Phone Properties

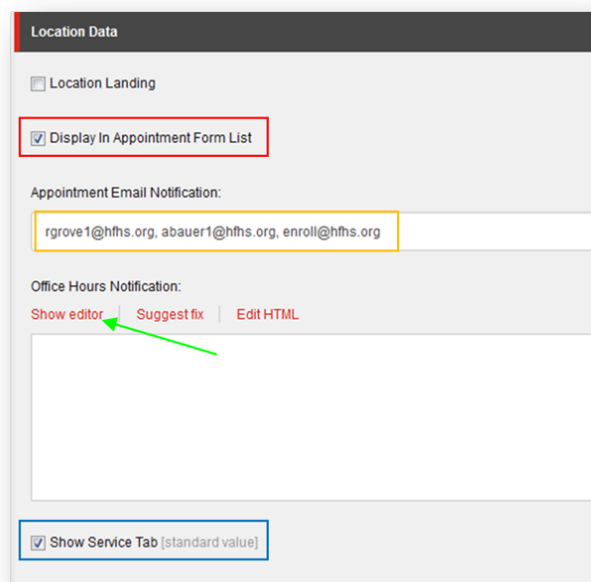
Phone Text:
Henry Ford Hospital

Phone Number:
(313) 916-2600

Phone Value:
13139162600

11. **Location Data** fields:

- Check the **Display in Appointment Form List** (Red) checkbox to include this location in the Appointment form location dropdown.
- Include email addresses in the **Appointment Email Notification** (Orange) field to receive notifications when the location is selected from the Appointment form.
- Click **Show Editor** to edit the **Office Hours Notification** (Green) text.
- **Show Service Tab** (Blue) will be checked by default to display a tab listing the related services at this location.



Location Data

☐ Location Landing

☒ Display In Appointment Form List

Appointment Email Notification:
rgrove1@hfh.org, abauer1@hfh.org, enroll@hfh.org

Office Hours Notification:
[Show editor](#) [Suggest fix](#) [Edit HTML](#)

☒ Show Service Tab [standard value]

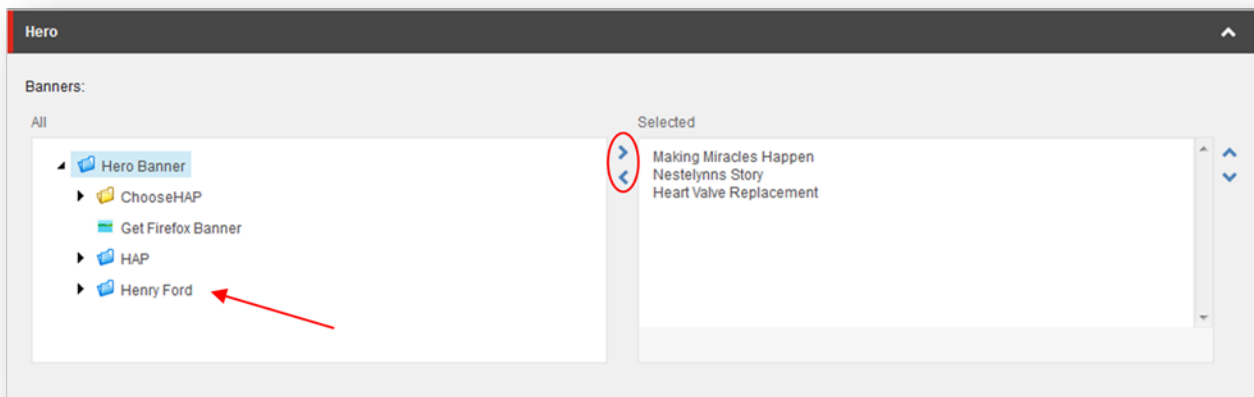
Location Landing Fields

The first tab on the Location Landing page is automatically Contact Information and will display the basic location template information.

1. Check the **Location Landing** checkbox in the Location Data section to display the location landing specific fields on the front end. If this box is not checked, any information included in location landing specific fields will not display.



2. Select hero **Banners** from the **All** field (left box) and move it over to the **Selected** field (right box) by using the blue arrows. Additional banners can be created here: </sitecore/content/Global/Hero Banner/Henry Ford>



3. **Locations Call To Action Buttons Upper Properties** fields: 4 total buttons available.
 - **Button Image** (Red): Use the dropdown to select an icon to display.
 - **Button Label** (Orange): Text to display on the button.
 - **Button Label Mobile** (Green): If needed, text to display in mobile viewports. If no text is provided, the button label text will display.

- **Button Link (Blue):** Click **Insert link** to set the destination for button.

Location Call To Action Buttons Upper Properties

Button Image 1:
Font Icons/Default Icons/Henry Ford/Doctor

Button Label 1:
Find a Doctor

Button Label Mobile 1:
Find a Doctor

Button Link 1:
Insert link | Insert media link | Insert external link | Insert anchor | Insert email | Insert JavaScript | Follow | Clear
/physician-directory/search-results?specialties=&zip=&fullname=&hospitals=henry+ford+hospital&languages=&gender=

4. Select **Text Features Blue** from the **All** field (left box) and move it over to the **Selected** field (right box) by using the blue arrows. Additional callouts can be created here:

/sitecore/content/Global/Callouts/HenryFord/Text Feature Blue

Text Feature Strip Blue Data

Text Features Blue:

All

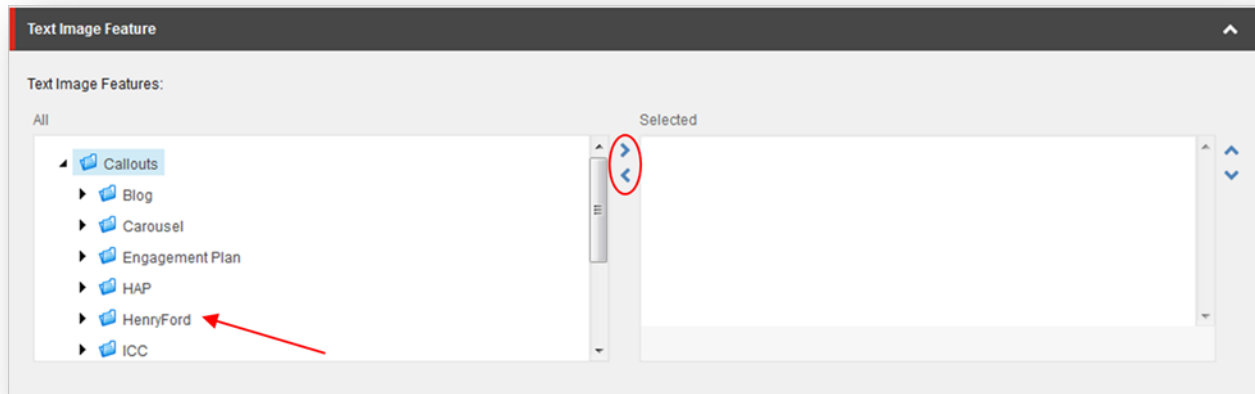
- Text Feature Blue
- Acupuncture Education Class
- All For You Blog
- Arabic Access Clinic
- Asthma in the Adolescent
- Breast Cancer Stories
- Breast Cancer Triple Negative

Selected

- Doc in the D
- Daisy Awards

5. Select **Text Image Features** from the **All** field (left box) and move it over to the **Selected** field (right box) by using the blue arrows. Additional callouts can be created here:

/sitecore/content/Global/Callouts/HenryFord/Text Image Feature

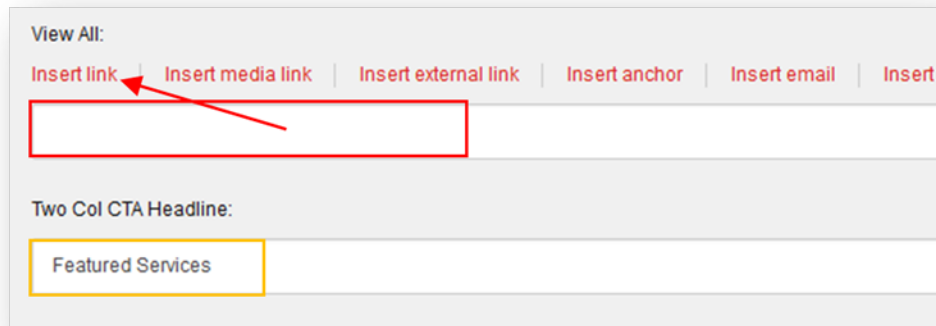


6. **Two Column CTA Buttons Properties** fields: 8 total buttons available.

- **Button Image** (Red): Use the dropdown to select an icon to display.
- **Button Label** (Orange): Enter text to display on the button.
- **Button Link** (Green): Click **Insert Link** to set the destination for the button.

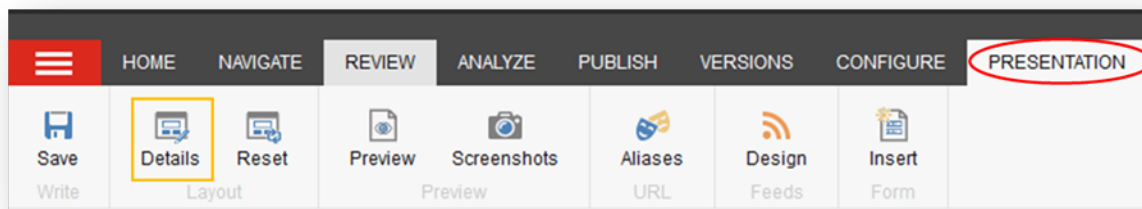
- **View All** (Red): Click **Insert link** to set a destination for View All.

- **Two Col CTA Headline** (Orange): Enter a title to display above the CTA buttons.

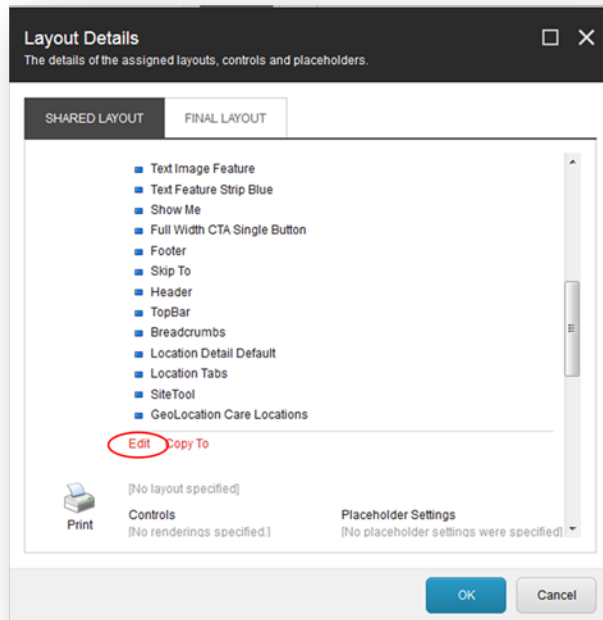


The screenshot shows a configuration panel for a 'Two Col CTA Headline'. At the top, there is a 'View All:' section with a row of links: 'Insert link', 'Insert media link', 'Insert external link', 'Insert anchor', 'Insert email', and 'Insert'. A red arrow points to the 'Insert link' text, and a red rectangular box is positioned directly below it. Below this row is a section labeled 'Two Col CTA Headline:' which contains a single text input field with the placeholder text 'Featured Services'.

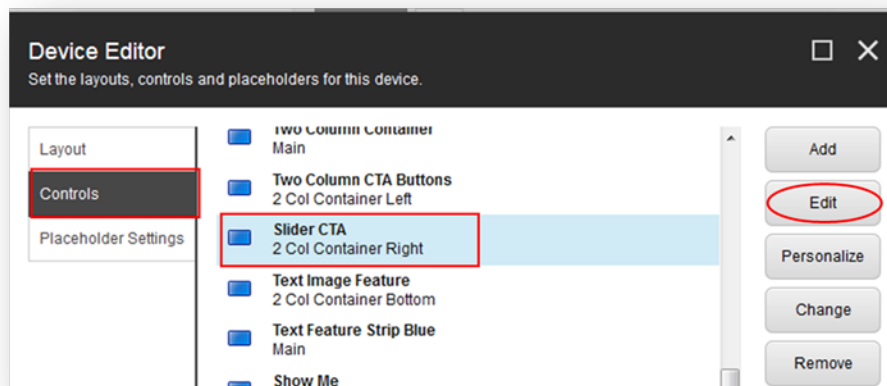
7. The **Slider CTA** is added using presentation details. Go to the **Presentation** (Red) tab and select **Details** (Orange).



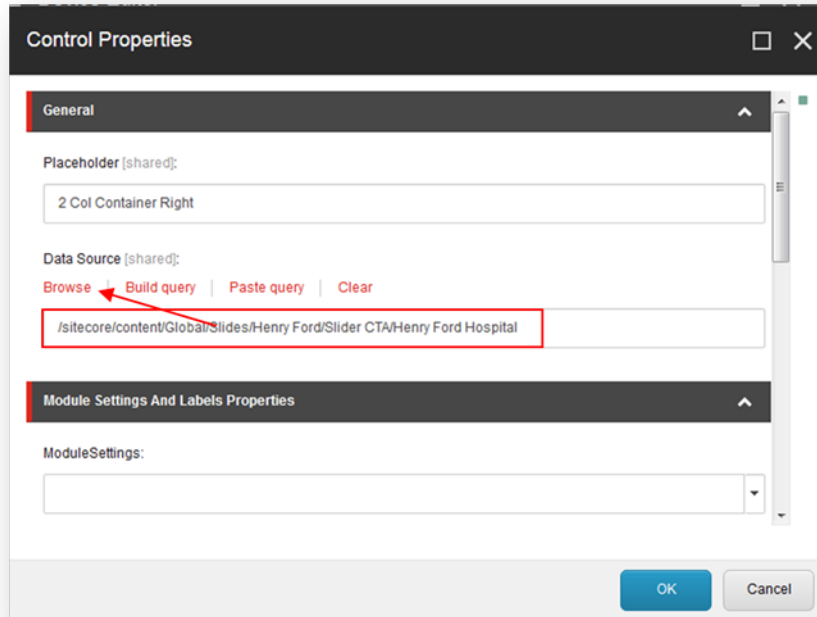
- Click **Edit** in the Controls section.



- View the **Controls**. Select **Slider CTA** from the list of controls and click **Edit**.



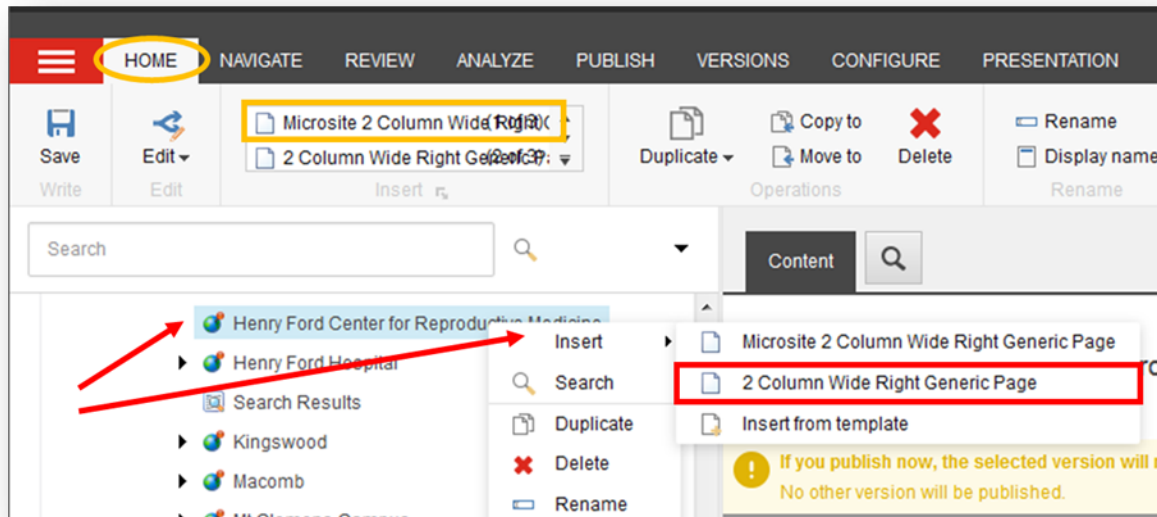
- Click **Browse** to select the folder of slides to display. Additional slides and folder can be added here:
/sitecore/content/Global/Slides/Henry Ford/Slider CTA



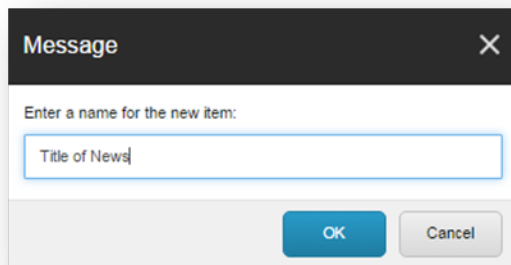
- Click **OK** to save changes.

Adding Child Pages

1. To add a child page to the location profile, do one of the following:
 - Right-click the location item, select **Insert**, and then **2 Column Wide Left Generic Page** (red)
 - Go to the **Home** ribbon and the select **2 Column Wide Left Generic Page** from the **Insert** section (orange)



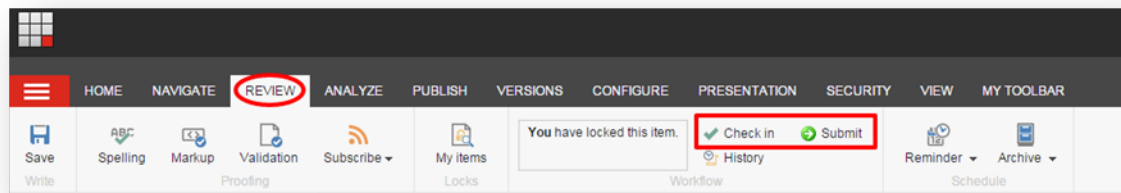
2. Name your page when prompted and then click **OK**.
Note: the name added here will become this news page's URL.



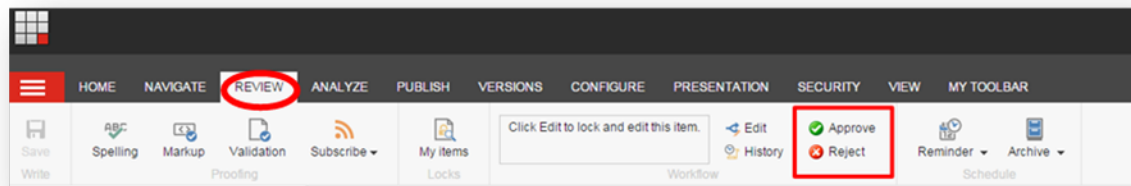
3. The hierarchy of the child pages in the Content Tree will determine the order displayed in the proximity menu of the location profile.

Submitting Your Item through the Workflow

1. When you are done with your edits and have saved your work, from the **Review** tab you can:
 - a. **Check In**: “unlock” the page from your account and make it available for other users to “lock” the page to their account; this action will keep the current version as Draft and therefore will not be published.
 - b. **Submit**: sends the most recent version to the staging area for an approval to be published by a publisher or an administrator.



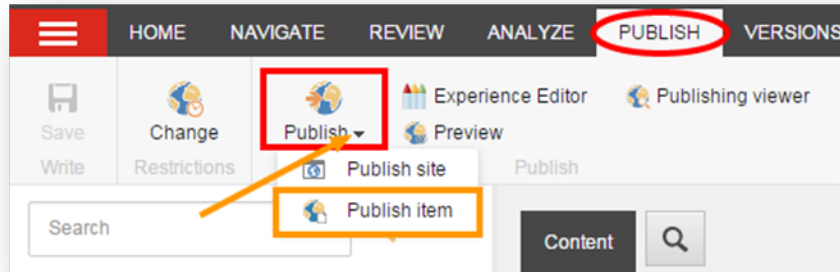
2. If you have Publishing rights or are an Administrator, then you will see the **Approve** and **Reject** buttons immediately appear after Submitting your page.



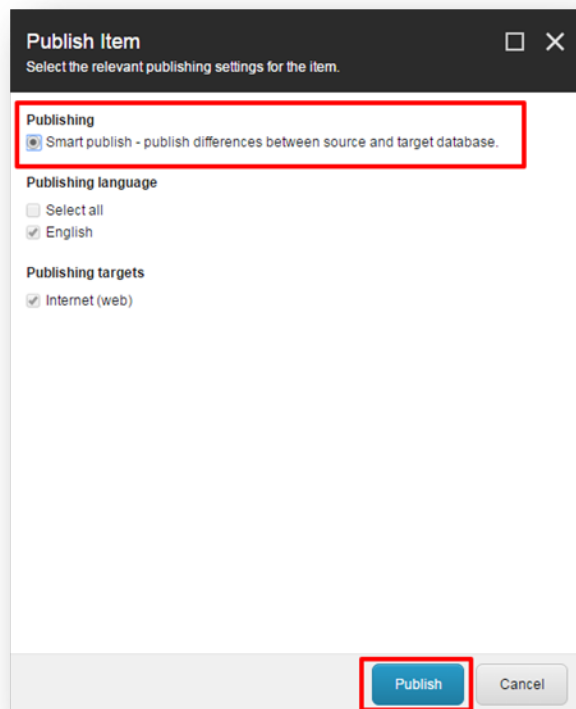
3. When you click **Approve**, the page will be staged for Publishing and when you click **Reject**, it will send the page back to the workflow as a Draft and will not be published.

How to Publish Your Item

1. Select the item or page that you want Publish, open the **Publish** ribbon and then click the **Publish** button (Red) or click the down arrow. Then select **Publish Item** from its drop down menu (Orange).



2. Click **Publish** to publish the item, its sub-items, and related items.



Appendix 1: Page Type Rules Grid

Page Type	Description	Display Providers At This Location	Service Tab	Tag services (taxonomy)	Tag services (services)	Include in Appointment for list
Building Page - no service pages	No service location pages (siblings)	Y	Dynamic	Y	Y	Y
Building Page - Ancillary only	only Ancillary Service Pages (Pharmacy, Rad and Lab)	N	Manual (add specific ancillary services and link to service content)	Y	Y	N
Building Page - with service	with location pages for all services	Y	Manual (link to service location pages)	N	N	Y
Service Page	any service (Sibling)	N	Dynamic	Y	Y	N
Ancillary Service Page	Pharmacy Page (Sibling)	N	None	Y	Y	N
Walk-in/Urgent Care Page		N	Manual (link directly to ClockwiseMD)	Y	Y	N

1. Building Page - No service pages <https://www.henryford.com/locations/fairlane>
2. Building Page - Ancillary only <https://www.henryford.com/locations/hfml-wyandotte>
3. Building Page - with service <https://www.henryford.com/locations/allegiance-health-professional-building>
4. Service Page
<https://www.henryford.com/locations/allegiance-health-professional-building/cardiac-rehabilitation>
5. Ancillary Service Page <https://www.henryford.com/locations/allegiance-health/pharmacy>
<https://www.henryford.com/locations/allegiance-health-center-cascade-ridge/diagnostic-center>

Appendix 2: Location Name Rules

Location names, IDs and services should be verified using the EPIC Location file
(S:\OFP\PLAN_MKT\Web\HF.com\Locations Directory\Locations-Data-Extract)

- Discrepancies in names should be forwarded to Ara Telbelian and Market marketing manager
- Discrepancies in service listings should be discussed with the location manager

Branded Location Name Standards

- All HFMG outpatient facilities are branded Henry Ford Medical Center – name of city
- All multispecialty Henry Ford Macomb or Henry Ford Wyandotte facilities are branded Henry Ford Health Center – name of city
- All HF Macomb owned practices with 1-2 services are branded Henry Ford Macomb (noun of service) ...i.e. Henry Ford Macomb OBGYN)
- All HF Wyandotte owned practices with 1-2 services are branded Henry Ford Wyandotte (noun of service) ...i.e. Henry Ford Wyandotte OBGYN
- Single specialty locations HFMG: Henry Ford [specialty/service name] - name of city