

MEDICAL SERVICES MODULE HENRY FORD HEALTH SYSTEM SITECORE 9

TABLE OF CONTENTS

Logging into Sitecore	3
The Launchpad – The Experience Platform.....	4
Navigating Around Your Content Tree	5
Accessing Your Medical Services Module	7
Adding a New Medical Service.....	8
Entering the Service Data.....	10
Publishing an Item	12

Logging into Sitecore

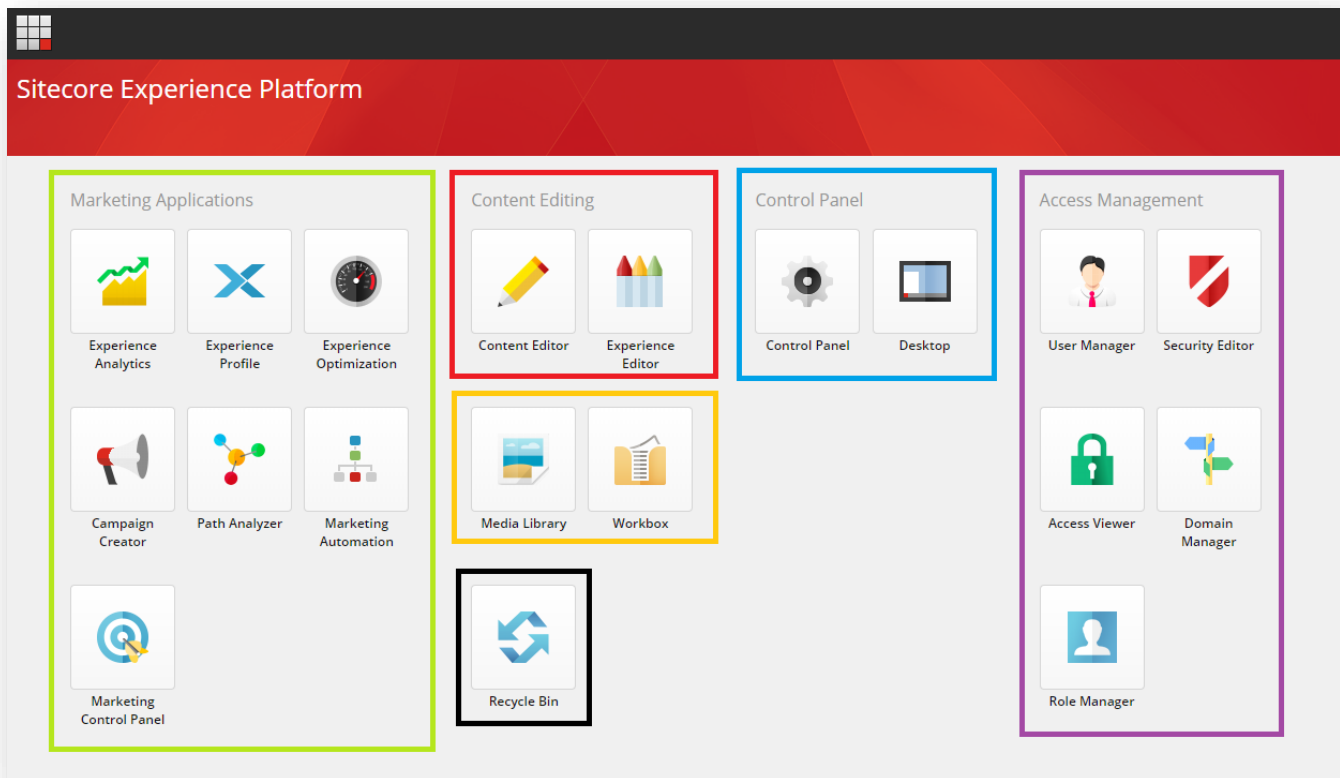
The image shows the Sitecore login interface. At the top, there is the Sitecore logo, which consists of a circular icon with a stylized 'S' and the word 'sitecore' in a sans-serif font, followed by the tagline 'Own the experience'. Below the logo, there are two input fields: one for 'User name' and one 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 form, there is a checkbox labeled 'Remember me' and a link labeled 'Forgot your password?'. To the right of these, there is a link labeled '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).

The Launchpad – The Experience Platform

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

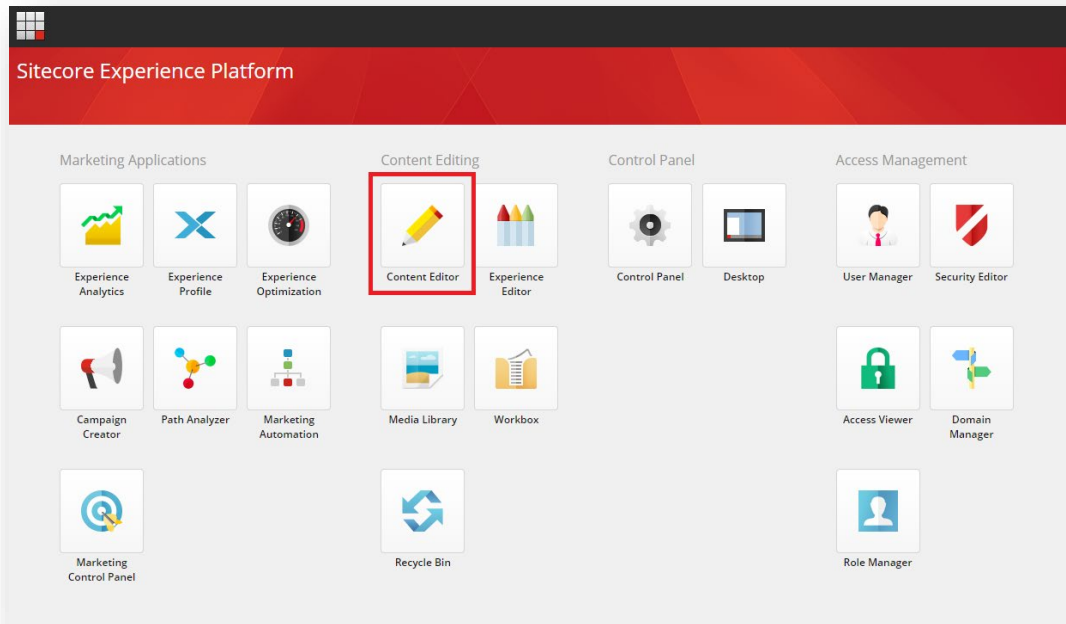
1. The Sitecore Launchpad is well organized in the following categories:
 - Green – marketing and analytics tools
 - Red – content editing tools
 - Orange – tools to organize your digital assets and page workflows
 - Black – recycle bin to retrieve your deleted items
 - Blue – account configuration, system setup and app installations
 - Purple – user account settings



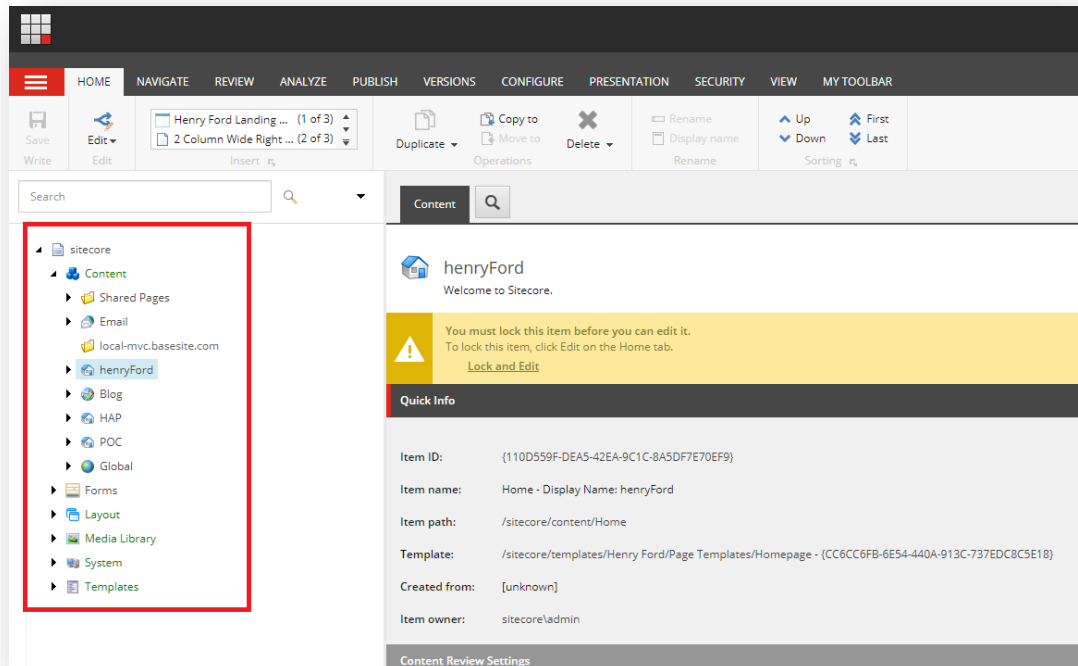
2. The contents of this document will focus on:
 - **Content Editing Tools (Red)**

Navigating Around Your Content Tree

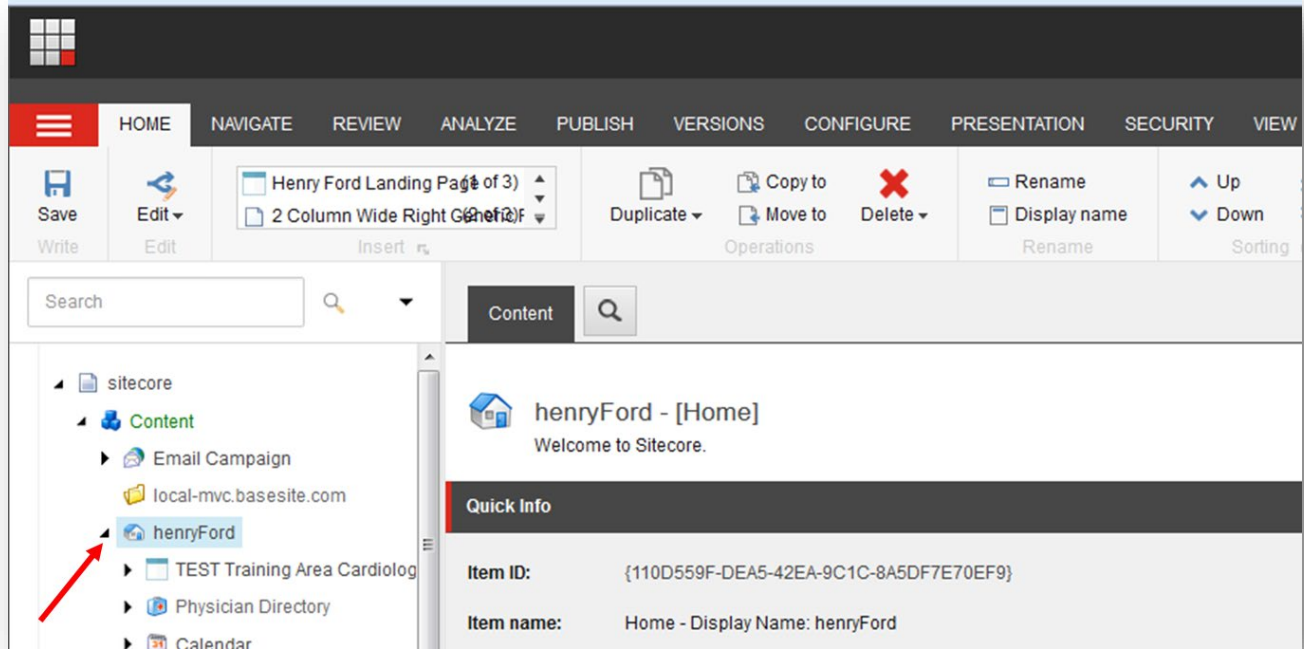
1. Click **Content Editor** from Sitecore's launch pad.



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

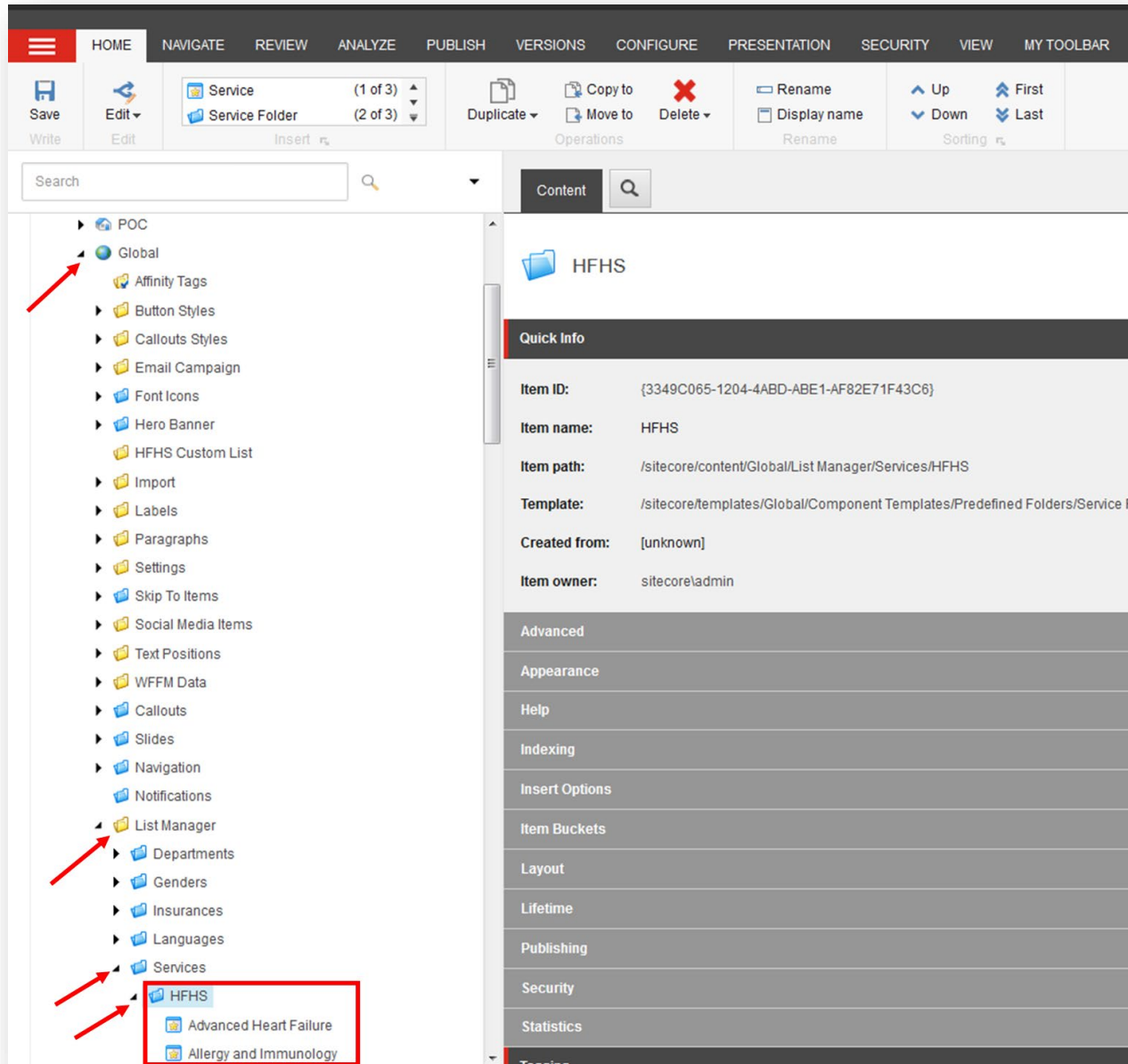


3. Click the **triangle** in front of the item that you want to expand and branch out.



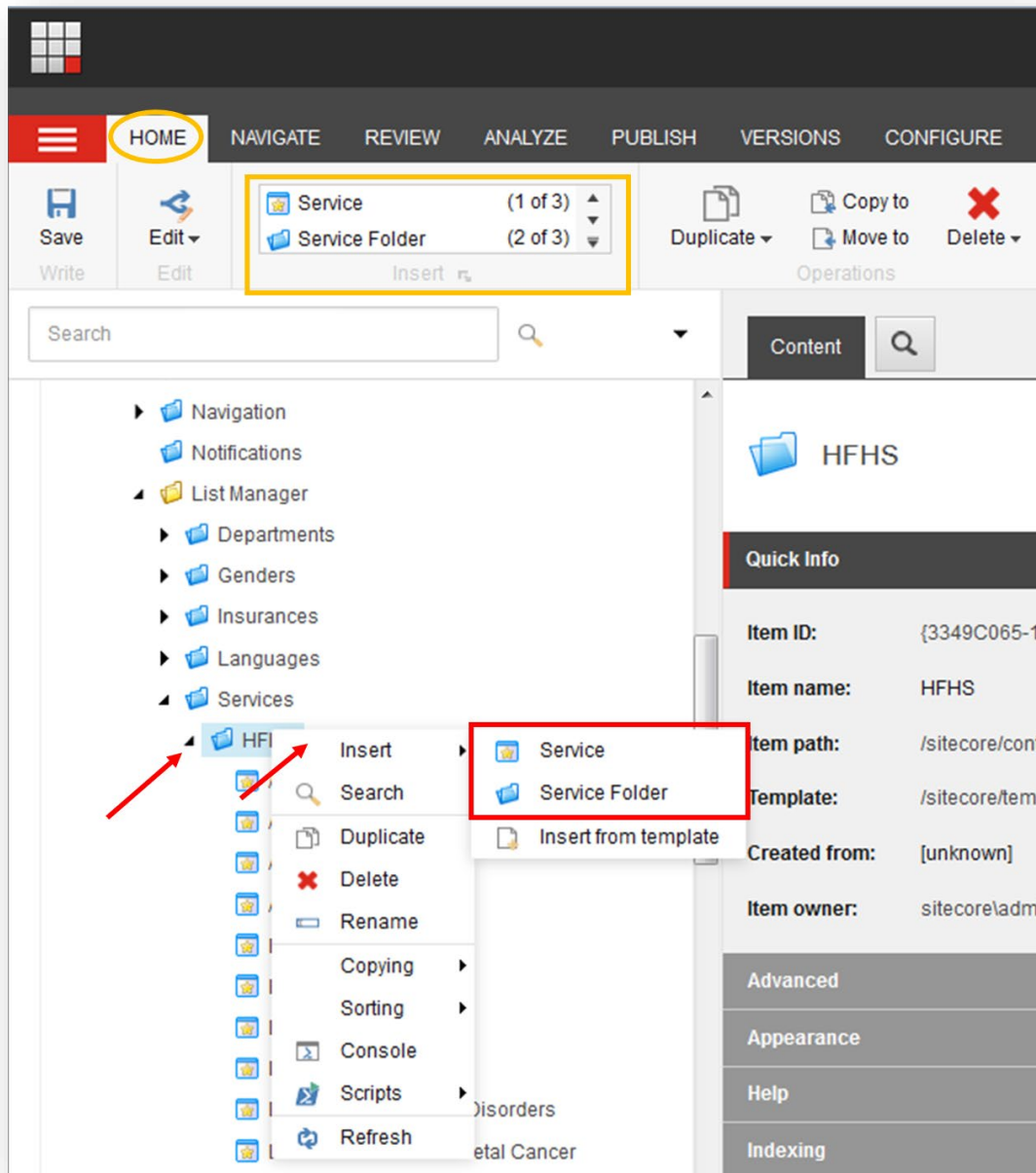
Accessing Your Medical Services Module

1. To access the full list of your medical services click the **triangle** in front of **Content** in the content tree and then do the same for **Global > List Manager > Services > HFHS**.

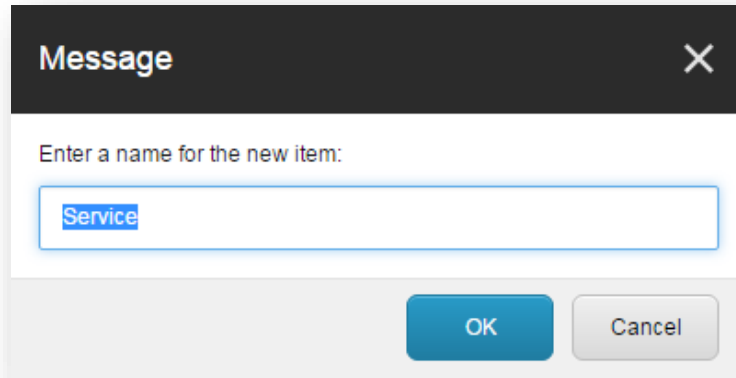


Adding a New Medical Service

1. To add a new medical service:
 - a. Right-click the **HFHS** Services folder, select **Insert**, and then select **Service** to create a new medical service profile or **Service Folder** to create a new folder structure to organize your list of medical services (Red)
 - b. Select the **Home** ribbon, go to the **Insert** section, and click **Service** or **Service Folder** (Orange)



2. Enter the label of your medical service that you want displayed in the front-end of the website when prompted and then click **OK**.



The image shows a 'Message' dialog box with a dark header bar containing the title 'Message' and a close button (X). Below the header, the text 'Enter a name for the new item:' is displayed. A text input field is shown with the word 'Service' entered and highlighted in blue. At the bottom of the dialog, there are two buttons: a blue 'OK' button and a grey 'Cancel' button.

Entering the Service Data

1. The **Name** field will default to the name that you entered when creating this item. Click inside the **Name** field to edit the display name (Red).

If the **Teaser** field is active for your organization, add a short description about this service in the field (Orange).

To link the service landing page for this service, click **Insert Link** on top of the **Link** field and select the landing page from the content tree (Green).

Note: Landing page must be created first.

If the **Service Image** field is active, then click **Browse** to open up the Media Browser and select an image to add from the Media Library (Blue).

The screenshot shows a 'Service Data' form with several fields and buttons. The 'Name' field contains 'Heart Care' and is highlighted with a red border. The 'Teaser' field contains 'Introduction text about this service.' and is highlighted with an orange border. The 'Link' section has a green border around the 'Insert link' button and the text '/Home/Services/Cardiology'. The 'Service Image' section has a blue border around the 'Browse' button and the image preview area, which shows a photo of a man and the text 'Dimensions: 600 x 550' and 'Default Alternate Text: "heart patient andy mobile"'.

Service Data

Name: Heart Care

Teaser: Introduction text about this service.

Link: Insert link | Insert media link | Insert external link | Insert anchor | Insert email | Insert JavaScript | Follow | Clear
/Home/Services/Cardiology

Service Image: Browse | Properties | Open media library | Edit image | Clear | Refresh
/Images/Hero Images/Henry Ford/Services/heart patient andy mobile
Dimensions: 600 x 550
Default Alternate Text: "heart patient andy mobile"

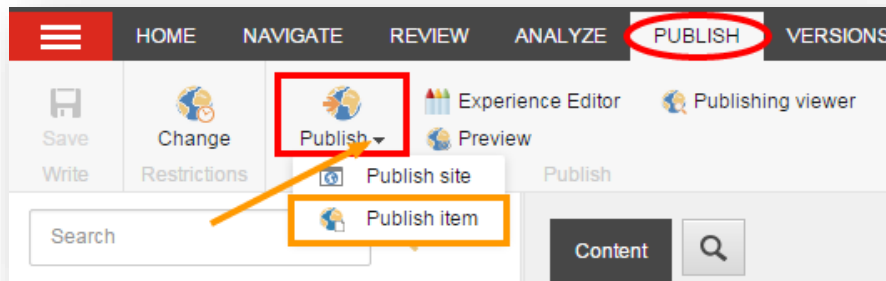
- Click the green + (noted in Red) to add a new **Alternative Service Names** field. Type in the alternative service name that you want associated with the medical service.
Use the red x to delete the field or the blue arrows to arrange the hierarchy of the fields (noted in Green).

The screenshot shows a web interface titled "Alternative Service Names". Below the title is a label "Alternative Service Name:" followed by a list of four service names, each in a text input field. The service names are "Aortic Disease", "Cardiac Rehabilitation", "Women's Heart Center", and "Vascular Disease". Each input field has a yellow border. Below each input field is a small green box containing a red 'x' icon and two blue arrows (one pointing up, one pointing down). At the bottom left of the list, there is a red square button with a green plus sign. The entire form is set against a light gray background.

- Save** the item when done.

Publishing an Item

1. Select the item or page that you want to 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.

