

IWK Training Script

1. Accessing the Staging Site

<http://iwk-health.dev1.buildyo.site/>

Username: iwk

Password: letmein

2. Logging In

<http://iwk-health.dev1.buildyo.site/user/login>

If you have trouble logging in...

3. Changing your Password

Explain launch account disable policy.

4. Basic Navigating the Site

- Logo (Home)
- Menu

5. Finding a Clinic

- Clinics, Programs, and Services Directory
- Alphabetical Mode
- Filter by “Breast Health”
- Select “Adult Surgery Inpatient Unit”

6. Editing a Clinic

- Tags (Autocomplete)
- CKEditor
 - Adding an Image (Test Image)

- Adding a Video

https://www.youtube.com/watch?v=iP_hdDv28HA

7. Accessing This Clinic

- Preamble
- Locations

8. Widgets

- Add Widget
- Re-Order Widgets
- Remove Widgets

9. Modules

- Add Modules
- Re-order Modules
- Remove Modules

10. Revisions

- Adding a Revision Note

11. Content Menu

12. Media

- Edit Media

13. Add People

14. Information Pages

PI Editors

- Gynecology
- Pre-Pregnancy and Fertility
- Pregnancy
- Labour and Delivery
- Infant Health and Care