User manual bgdo.org wordpress

This user manual will explain all of the functionality of the bgdo.org website. It covers various topics and will give a better understanding on how to work with this website.

Contents

Wordpress

The content management system used is the latest version of Wordpress with some extra add-ons for extra functionality.

Add-ons

Following add-ons are installed on the Wordpress instance

- SiteOrigin Widgets Bundle & Page Builder
  Used to make editing and creating pages a lot easier

- UpdraftPlus – Backup/Restore
  For easy automated backups

- VFB Pro (Visual Form Builder)
  To easy build custom forms

- WP Statistics
  For the user statistics

- WP-Members (and advanced add-ons)
  Add-ons to make pages private, create the login, etc,…
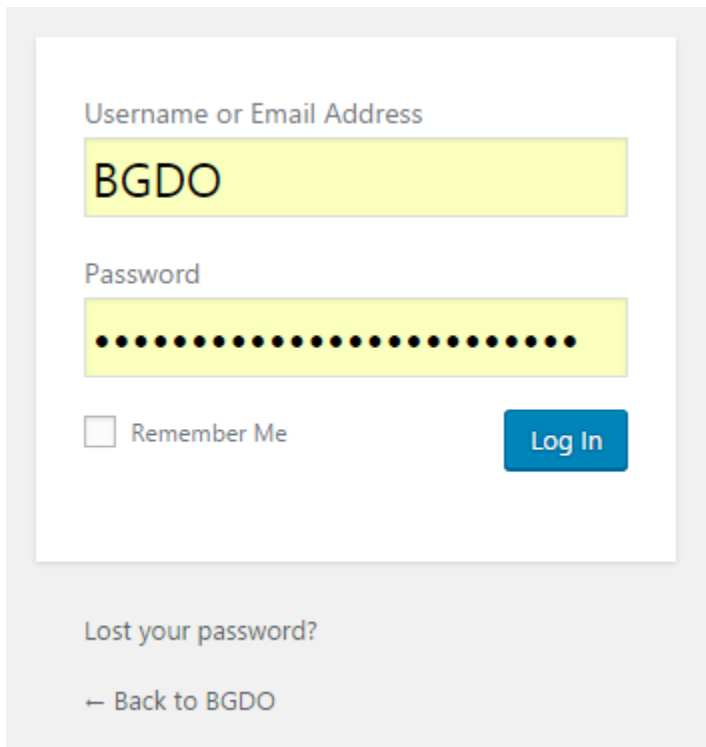
- Breadcrumb NavXT
  Add-on to show the breadcrumb

How to use the site

Logging in in the back-end

To log in to the back-end go to the following url: siteurl + /wp-admin/ . You can log in with the following credentials:

User: BGDO
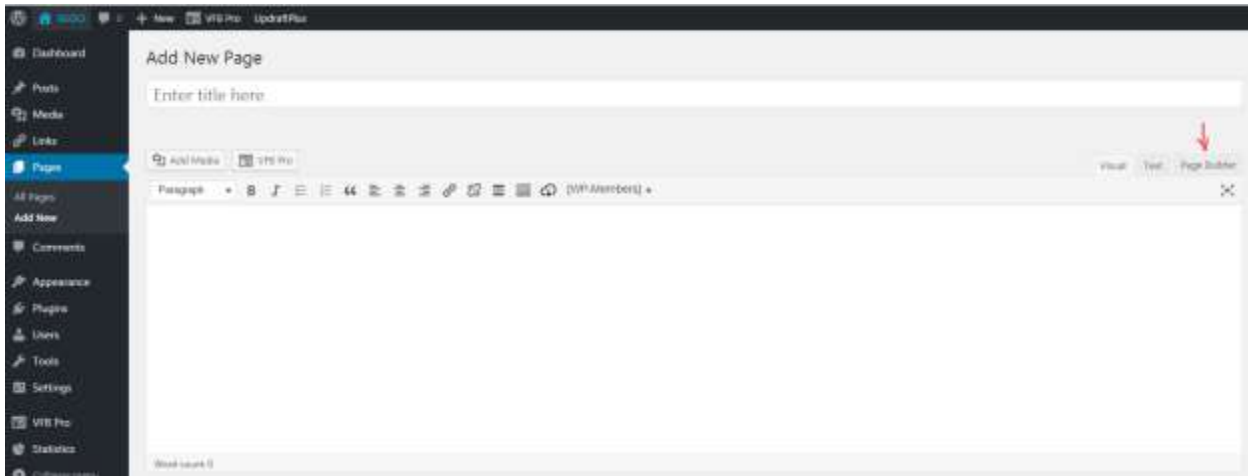
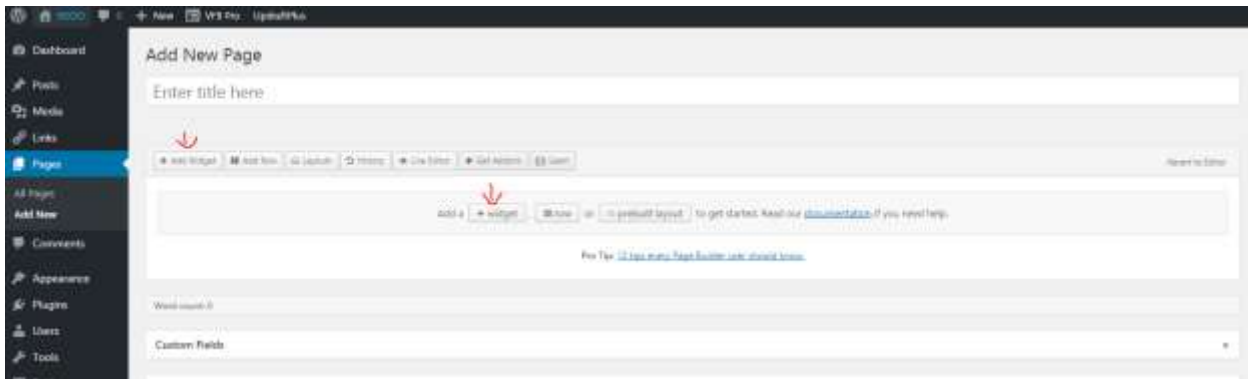Password: bgdo$2017!back-end-portal

Creating new pages

To create a new page, go to the pages overview and click on "Add New"
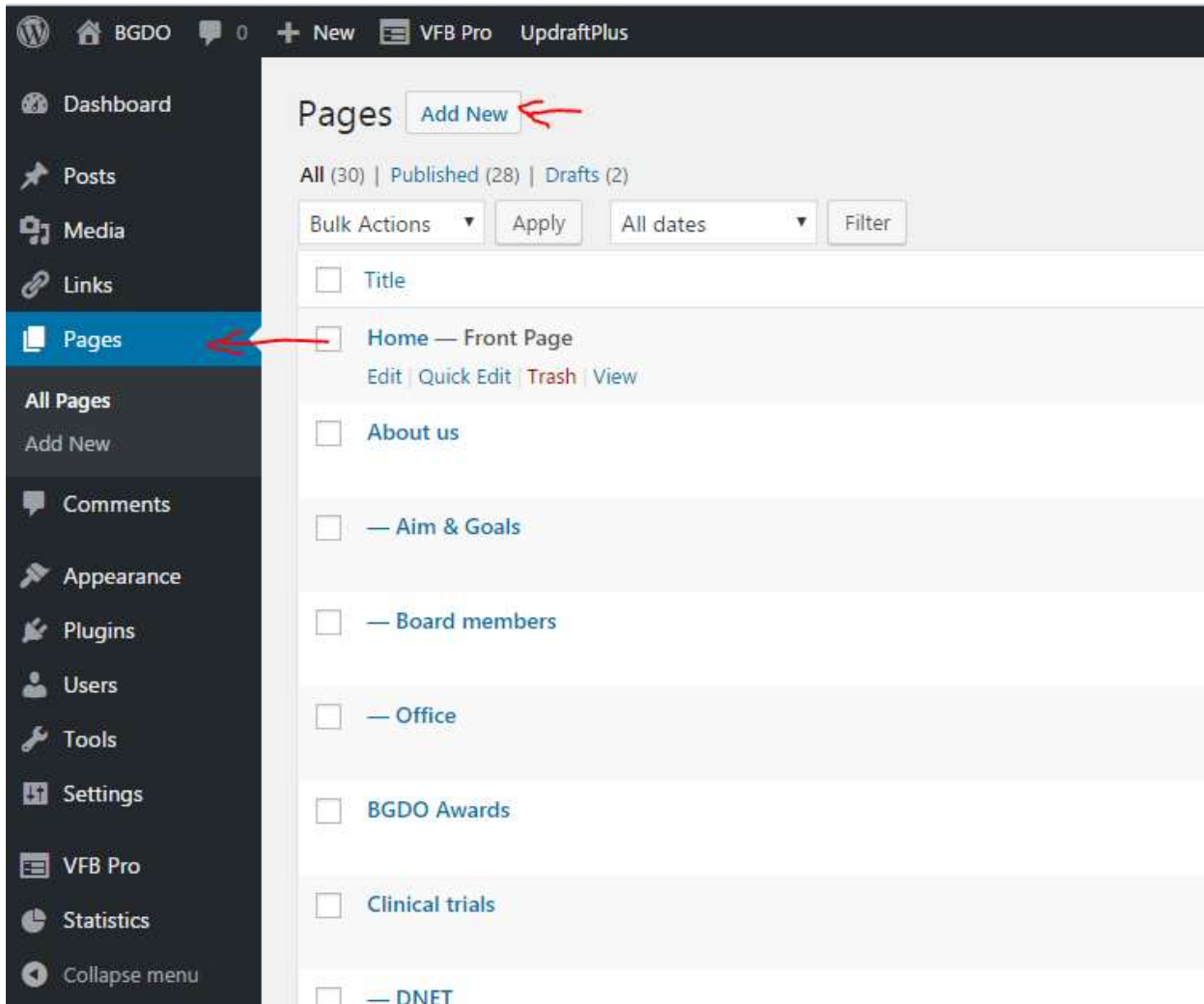
A new page will show up. Firstly click on the page builder to make it easier to build a page.

Enter a page title, and then click on the "+ Add widget" button.

A list of possible widgets shows up. Select one. This one will be added to the page. Each widget has its specific options and fields and will result in a different component on your page. Most of the widgets are described in the part "Components" of this document.
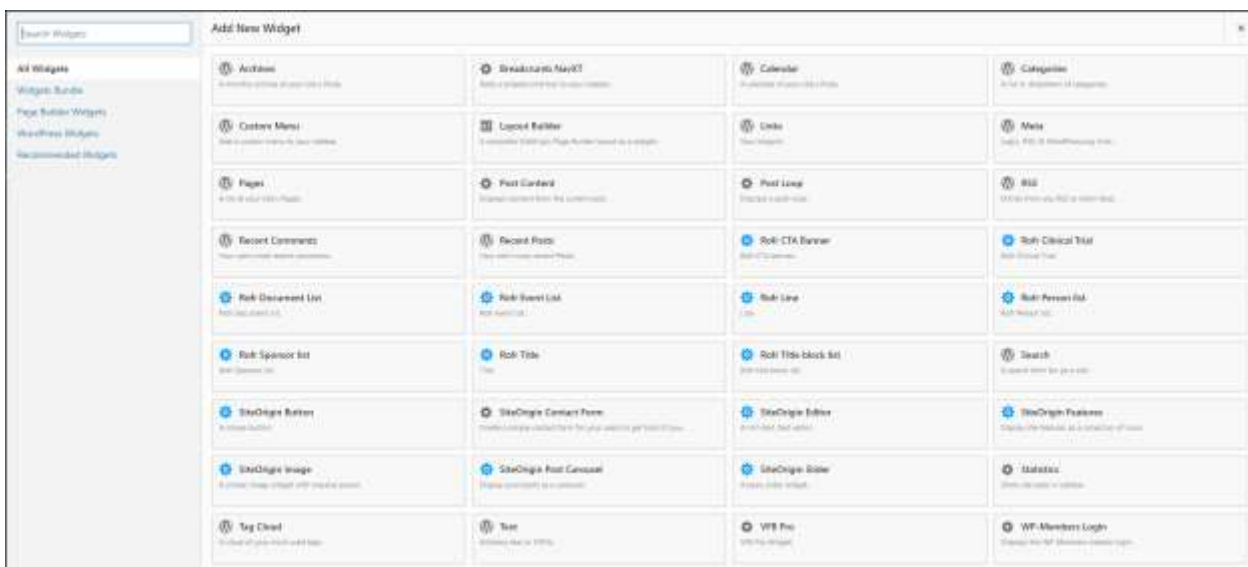
Publishing content

When you create a page, this page is saved as a draft. It is not available on the internet until you publish it. You'll have to publish each and every change you do to a page after editing.

To do this, you can open a page, and on the right side you have a "Publish" button. You can click this to publish this page to the web.
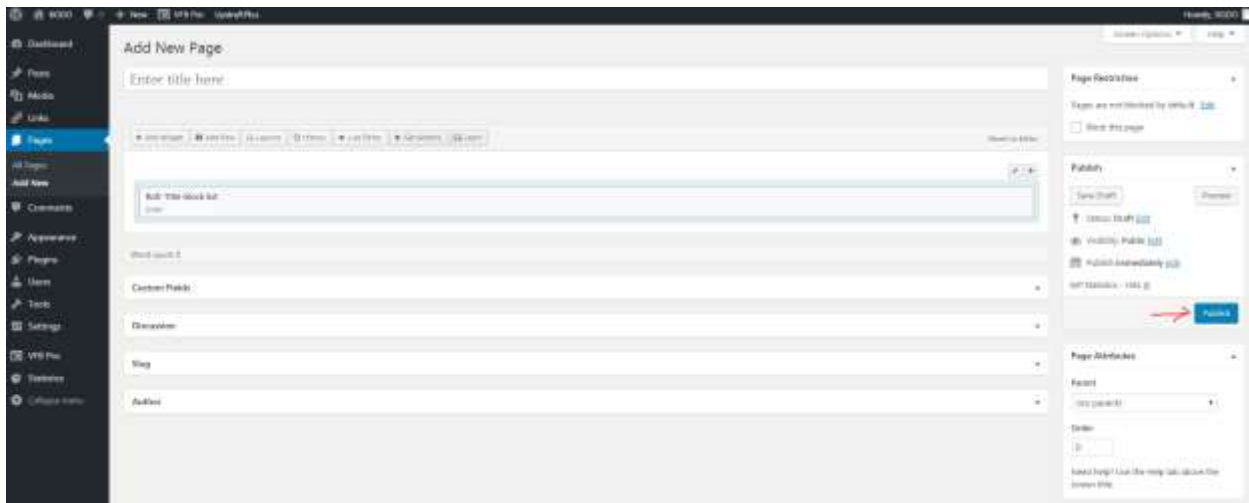
Editing menu (and private menu)

There are 2 menus available. 1 for a regular visitor and one for logged in BGDO member. Both these menus can be edited via "Appearance" -> "Menus".

When you create a page, this is not automatically added to the menu, so if you want a page to show up in the menu you'll have to do it here.

You can easily drag-and-drop pages in the menu. The indent for child-items means this item resides in a lower level in the menu-dropdown.

Save you changes and you're good to go.
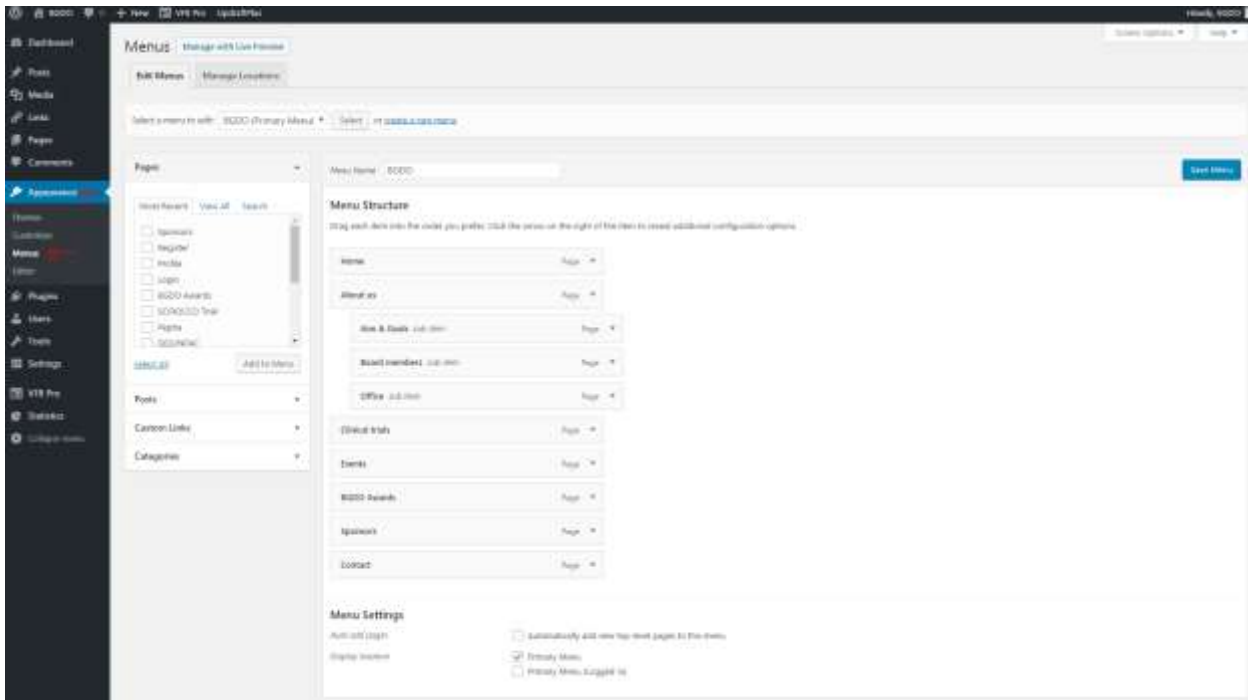
Making pages private

By default when creating a page, this page is visible to every visitor. If you want this page to only be accessible when a visitor is logged-in BGDO-member you have to mark the file "Block this page".

Components

This part lists most of the component with the fields that can be filled in, alongside with an example of how they look on the website.

SiteOrigin Editor

This component is a standard edito where you can put as much text in as you want. You can use mark-up on this text to create paragraphs, use titles, colors, etc...

Fields:

- Title
- Textfield

Example on the site:

Mission statement

The **Belgian group of Digestive Oncology (BGDO)** is an independent national group open to all physicians or researchers who have an interest in gastrointestinal oncology.

It was created in 2003 and counts now more than 280 affiliates from different specialities which are involved in GI cancer therapy.

The aims of the BGDO are

- to improve the quality of care in GI oncology,
- to organize meetings and symposia,
- to discuss emerging problems and to stimulate research in GI oncology,
- to develop protocols and to organize teaching.

For these purposes, the BGDO is collaborating with others national or international societies in order to work on **common guidelines**. It is also open to the public and the patients wishing to ask questions to Belgian specialists about GI cancers and anti-cancer treatments or other related aspects. By all these aspects, the BGDO is desirous to help physicians, patients, public and authorities confronted with any problem related to GI cancers.

Rofr CTA Banner

This component creates a Call-To-Action banner, with some text and a button.

Fields:

- Title
- Subtitle
- CTA Button
- Destination URL
- Background Image

Example on the site:

Rofr Clinical Trial

This component creates a detail of a clinical study.

Fields:

- Image file
- Intro
- Data fields container
  Here you can put multiple label-value combinations to put as data underneath the intro (see example)
  - Label
  - Value
- Description

Example on the site:

The SIR-Step trial

A Randomized phase III trial comparing hepatic arterial injection of Yttrium-90 resin microspheres (SIR-spheres) plus systemic maintenance therapy versus systemic maintenance therapy alone for patients with unresectable liver metastases from colorectal cancer which are controlled after induction systemic therapy: the SIR-step trial.

EudraCT number: 2012-000508-14 - NCT 01895257
Start inclusion: Oct2013

Accrual period of 30 months and 12 months of follow-up.

Download the newsletter

SIRSTEP newsletter 2

Rofr Document List

This component generates a list of documents which can be clicked on and downloaded.

Fields:

- List Title
  The title for this list

- Document List Container
  - Title
  - Author
  - Document

Example on the site:

Rofr Event List

This component generates a list of events.

Fields:

- Event List Container
    - Title
    - Subtitle
    - Extra description
    - Location
    - Day
    - Month and year
    - Timeslot

Example on the site:

Rofr Line

This component creates a single horizontal line which can be used as spacing.

Fields:

- Line type

Rofr Line

Line type
straight ▾

Preview

Help

Example on the site:

Rofr Person List

This component creates a block for each person added with his/hers personal details.

Fields:

- Person List
    - Title
    - Name
    - Hospital Name
    - Address + nr
    - Postal code + city
    - Email
    - Picture

Example on the site:
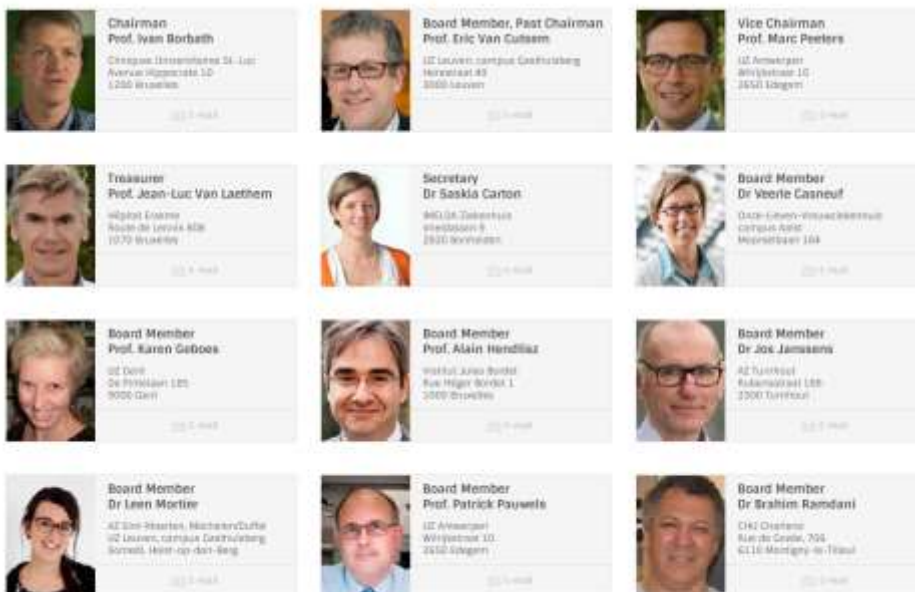
Rofr Sponsor List

This component creates a list of clickable sponsors, divided in "Major partners" and "Regular Partners".

Fields:

- Major partners
    - o Title
    - o External link
    - o Picture

- Regular partners
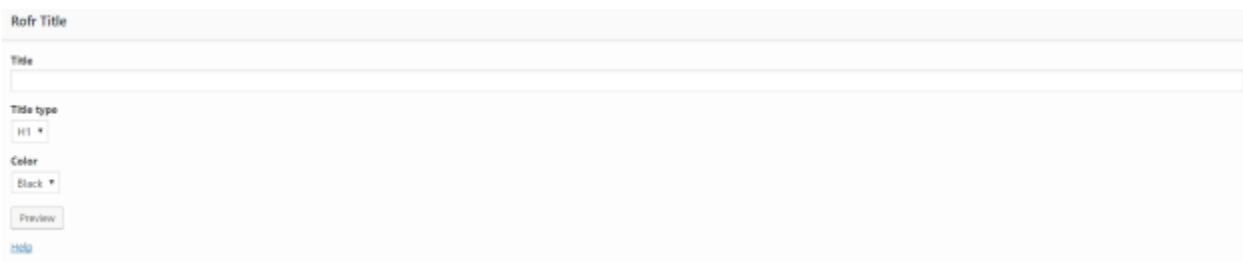   - o Title
    - o External link
    - o Picture

Example on the site:

Rofr Title

This component creates a title of a certain size and color.

Fields:

- Title
- Title type
- Color

Rofr Title

Title

Title type
H1 ▾

Color
Black ▾

Preview

Help

Example on the site:

Aim & Goals

Rofr Title Block List

This component creates a list of title blocks. It can be displayed as a slider or as a slider.

Fields:

- List Type
- Title Blocks Container
    o Title
    o Subtitle
    o Date
    o Destination URL
    o Background image file

Example on the site (type: slider):

Example on the site (type: list):

Clinical Trial

DNET

NEUROENDOCRINE TUMORS

Clinical Trial

Sirstep

COLORECTAL CANCER

Clinical Trial

Reach-In

BILIARY TRACT CANCERS

Clinical Trial

QOLINPAC

PANCREATIC CANCER

Clinical Trial

Pepita

COLON CANCER

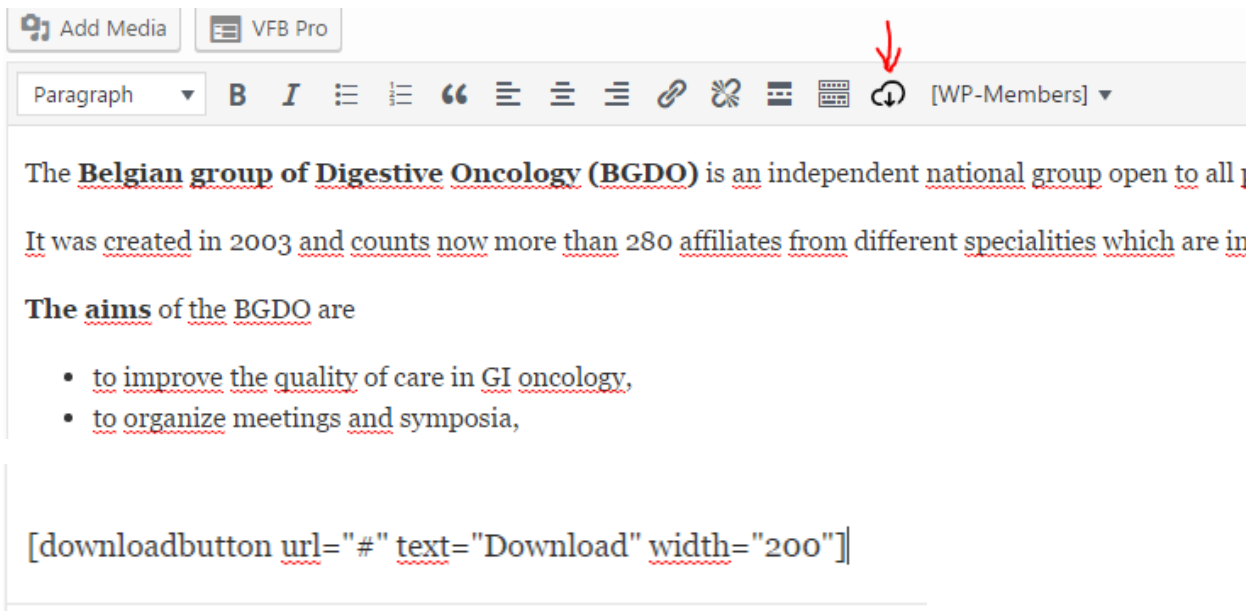Clinical Trial

SCIROCCO Trial

NEURO-ENDOCRINE TUMORS

Download button

This is only available in a SiteOrigin Editor widget. When you edit the paragraph, you can click on the download-icon. After this a text will appear in the window.

[downloadbutton url="#" text="Download" width="200"]

You can modify following parts of that text:

- url
- text
- width

Example on the site:

Registrations

A visitor can register for membership of the BGDO. After completing the form the following form gets show, and the user as well as the BGDO gets an email.

Register

In order to join the BGDO, please complete this form.
Please write your email address clearly as your membership will be confirmed via this method.

By completing this form you agree to:

- Apply for BGDO Membershop in 2017.
- Pay the annual contribution of 30€ on:
    - BGDO account number BE63 3400 2014 3908 – Bic = BBRUBEBB
    - to the order of BGDO: Leuvensesteenweg 643, 1930 Zaventem
    - with mention of your name, surname,"BGDO membership 2017" and e-mail

Congratulations and thank you for registering! Your registration was successful.

Upon payment of the annual your account will be activated. Please follow the payment instructions and an email will be sent containing a password.

The user gets created in the database, but is not yet active and is not marked as payed.
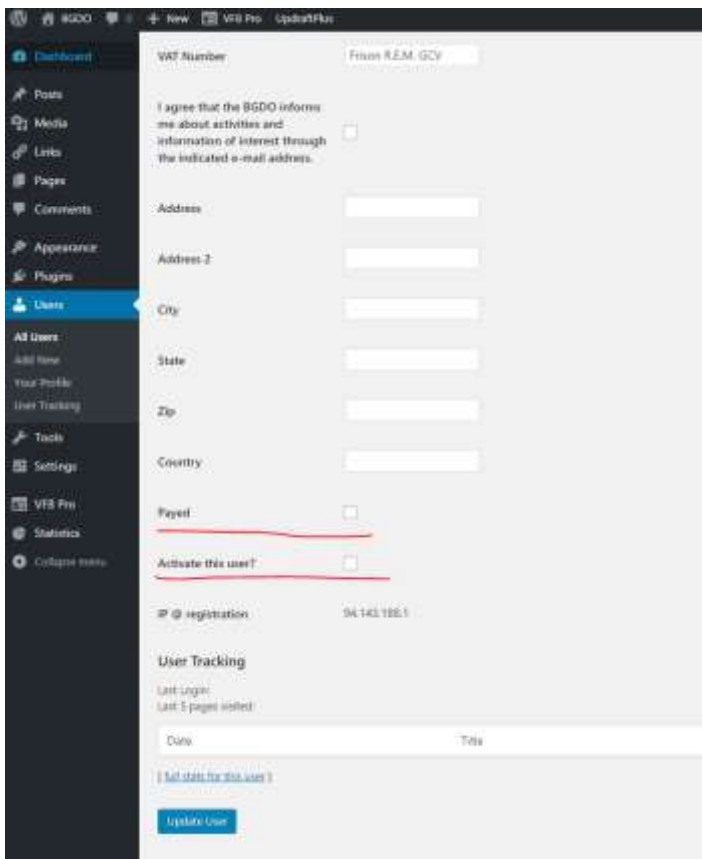
Activating users

To activate users and mark them as payed you go to "Users" to get an overview of all the users.

You can edit a user by clicking on the username.

On the user detail screen, you have to scroll to the bottom of the page. Here you can activate a user and mark them as "Payed". After this click on "Update". The user will receive an e-mail with his username and access for the website.

Forms

You can create custom forms via the Visual Form Builder Pro plugin. Support on how to use this plugin can be found here: http://support.vfbpro.com/support/solutions/folders/4000009375
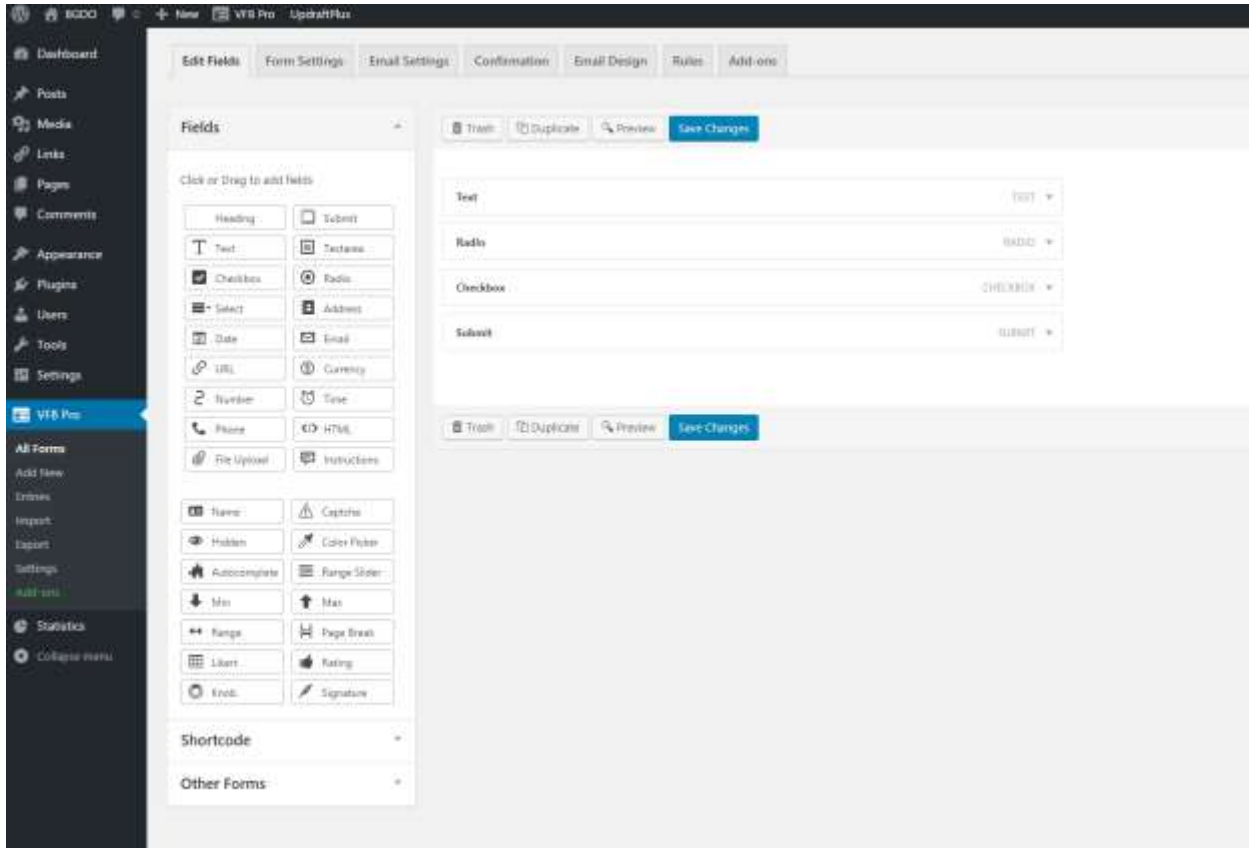
Analytics

For user analytics and statistics you can click on "Statistics" in the menu. Here you can find a wide variation of all kind of statistics.