

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.

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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

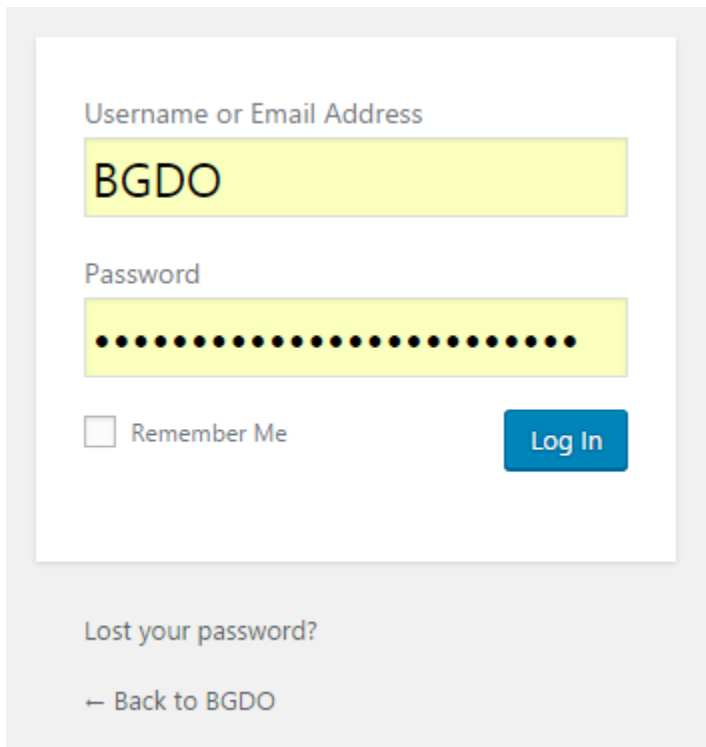
How to use the site

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



Username or Email Address

BGDO

Password

.....

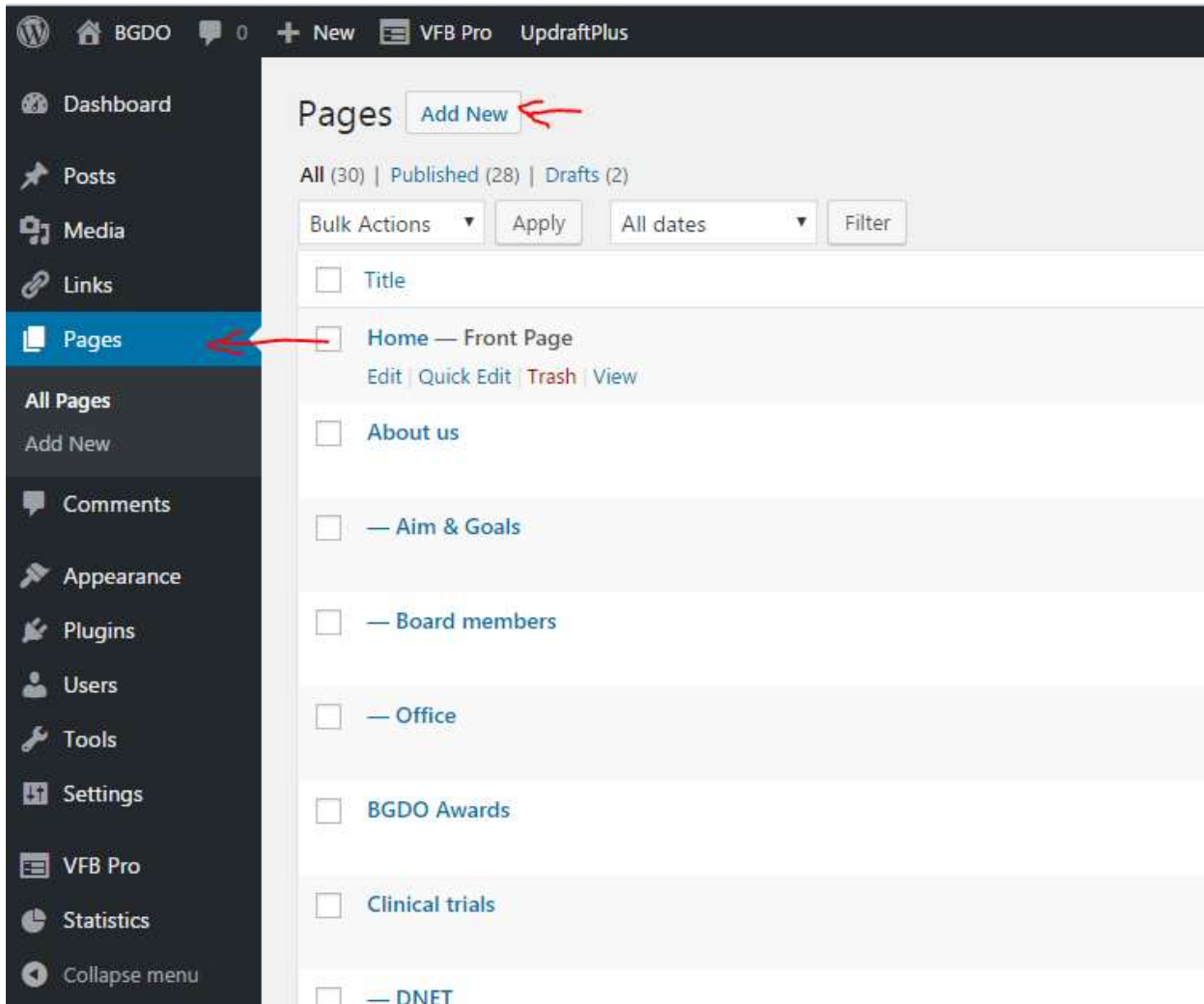
Remember Me [Log In](#)

[Lost your password?](#)

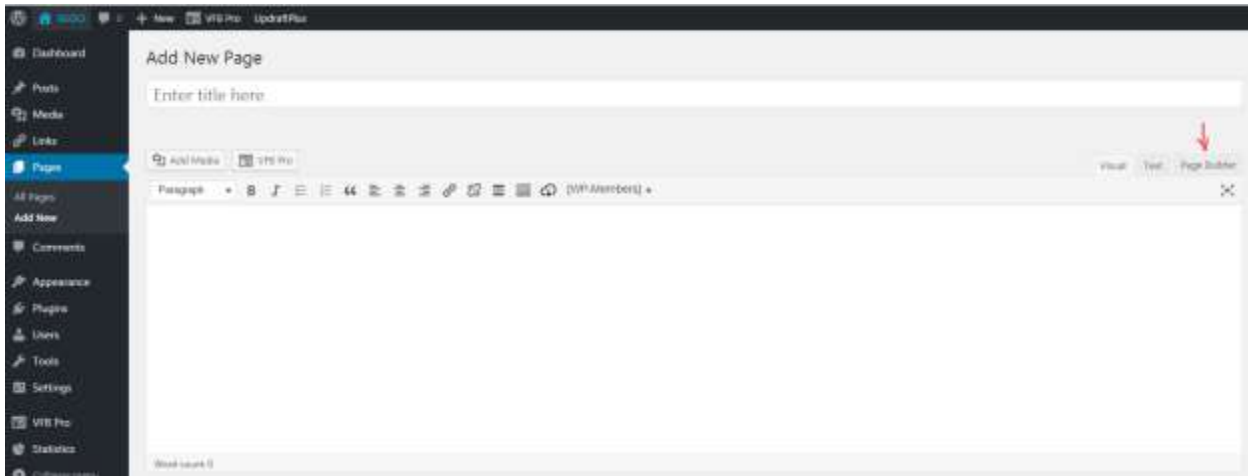
[← Back to BGDO](#)

Creating new pages

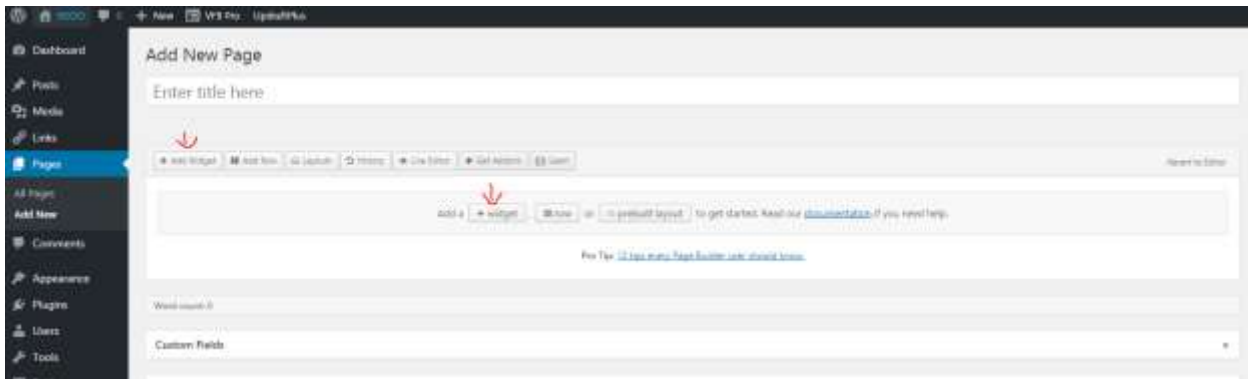
To create a new page, go to the pages overview and click on “Add New”



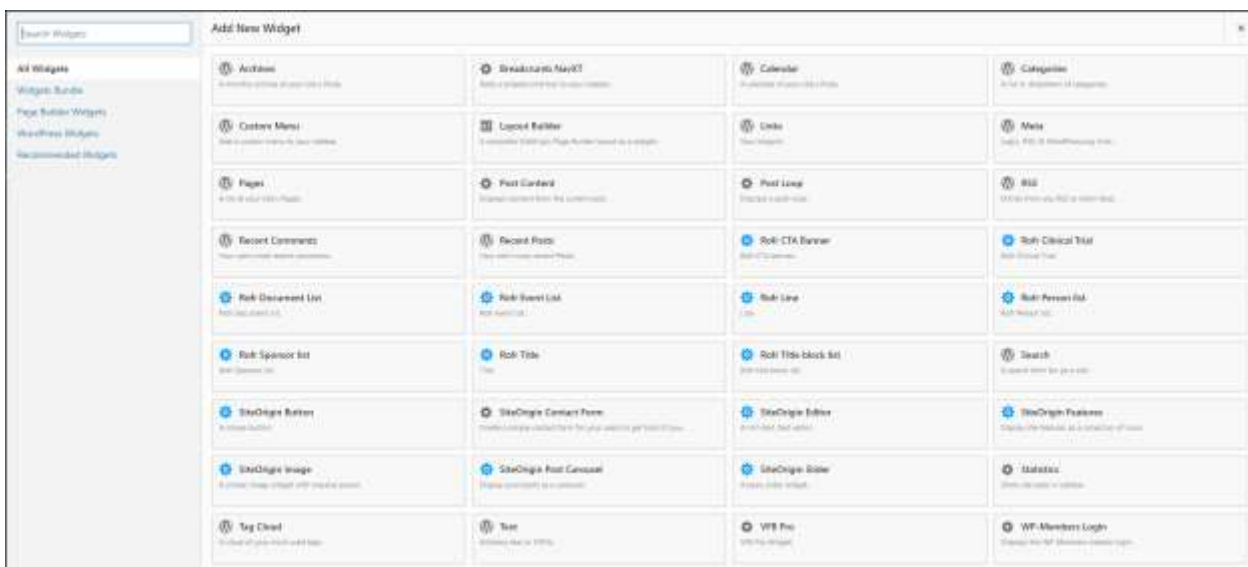
A new page will show up. Firstly click on the page builder to make it easier to build a page.



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



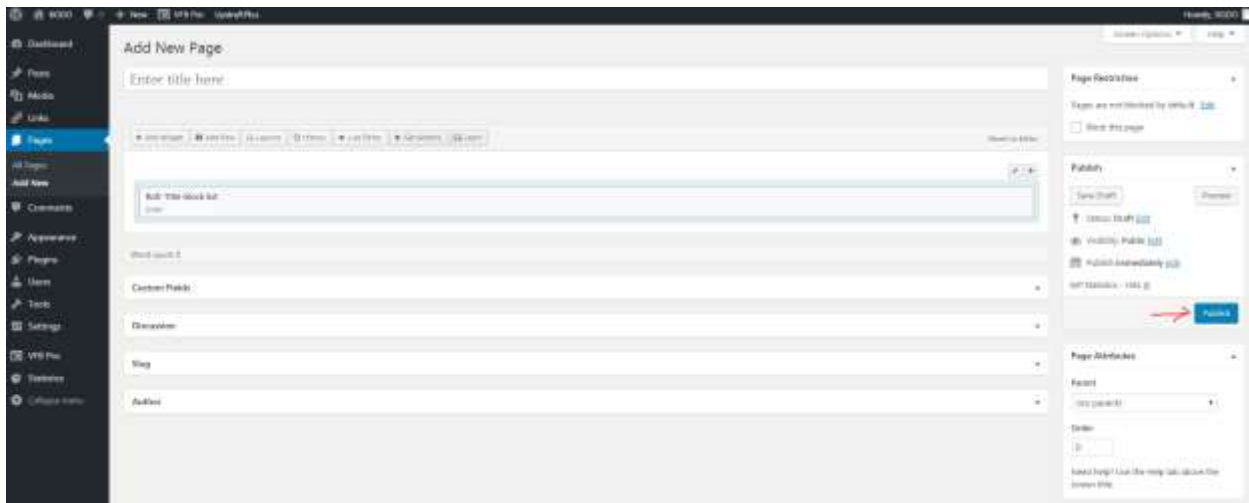
A list of possible widgets shows up. Select one. This one will be added to the page. Each widget has its specific options and fields and will result in a different component on your page. Most of the widgets are described in the part “[Components](#)” of this document.



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.



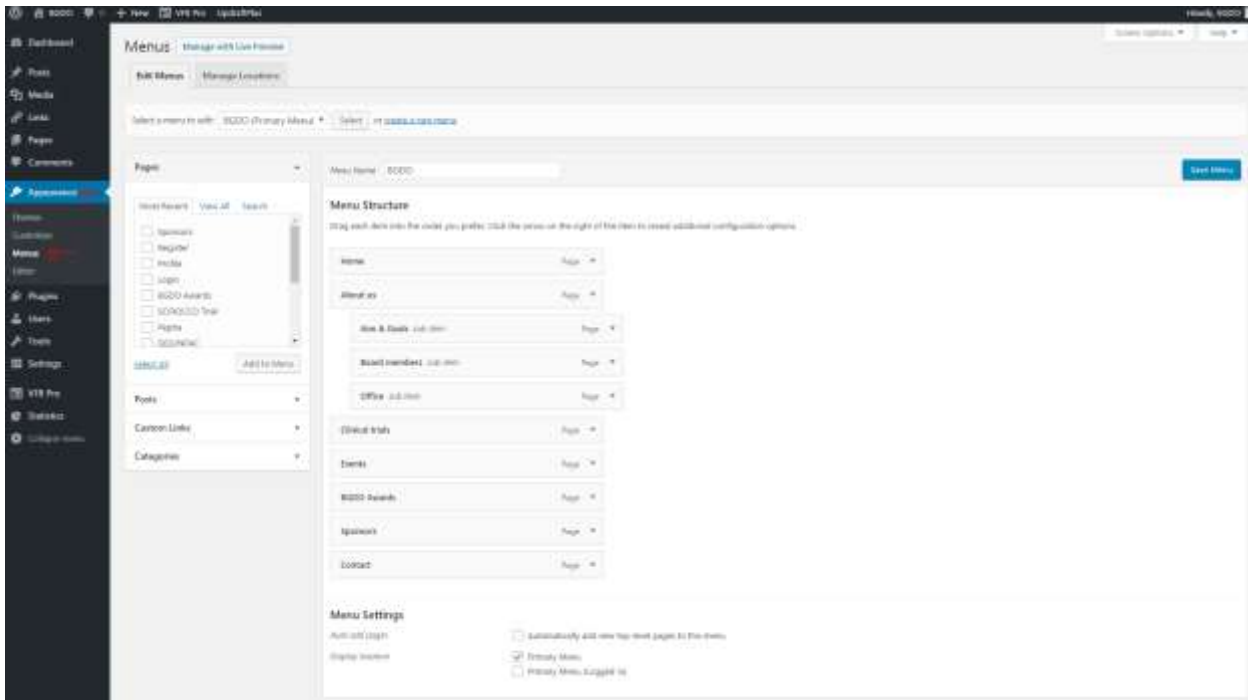
Editing menu (and private menu)

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” -> “Menu”.

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 260 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

Rofr CTA Banner

Title

Subtitle

CTA Button

Destination URL

Background image

[Help](#)

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)

- o Label
- o Value

- Description

The screenshot shows a web form titled "Rofr Clinical Trial". It is divided into several sections: "Image file" with a file upload button and a text input for "External URL"; "Intro" with a rich text editor; "Data fields container" with a table for adding label-value pairs; and "Description" with another rich text editor. The table in the "Data fields container" section has columns for "Label" and "Value".

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 01885257
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
 - o Title
 - o Author
 - o Document










The screenshot shows a web form titled "Rofr Document List". It contains several input fields and a table structure. At the top is a "List Title" field. Below it is a "Document list contains" section with a "Document" header and a table. The table has three rows: "Title", "Author", and "Document". The "Document" row has a "Choose Media" button and an "External URL" field. At the bottom of the form is a "Preview" button and a "Help" link.

Example on the site:

Jan 2017

Please find the programme here.

TestTitle LIST

-  **Clinical cases: SIRT** Kevin Siddons, SJ Gynt
 Download presentation
-  **Clinical cases Use of CIRA and hepatic surgery** Marco Jardi, DR Edoardo Rusteni
 Download presentation
-  **Selective Intra-arterial Radiotherapy (SIRT)** Ricky Sharma, University College London
 Download presentation
-  **Intra-arterial chemotherapy** David Mawa, Gustave Roussy, Villejuif
 Download presentation
-  **Basics in immunotherapy** Evelyn Smith, IZ Antwerpen
 Download presentation

Rofr Event List

This component generates a list of events.

Fields:

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

The screenshot shows a web form titled "Rofr: Event List". The form is organized into several sections: "Event List container" (a header), "Event" (a dropdown menu), "Title" (a text input field), "Subtitle" (a text input field), "Extra Description" (a rich text editor with a toolbar and "View" / "Text" buttons), "Location" (a text input field), "Day" (a text input field), "Month and year" (a text input field), and "Timeslot" (a text input field). A "Publish" button is located at the bottom left of the form.

Example on the site:

The image shows two event listings on a website. The first listing is for the "BGDO Annual Meeting" on 14 Jan 2017. It includes a "Download" button for the full programme. The second listing is for the "BGDO - ESDO Masterclass" on 21 Jan 2017. It includes a "Download" button for the full programme. Both listings also provide a registration form link.

14 Jan 2017

10:00 - 13:00 **BGDO Annual Meeting**
Lovers Plaza Sarawak (Bukit Aman, Kuching, Sarawak)

The full programme can be downloaded here: Programme BGDO Annual Meeting 2017

Download

The full programme can be downloaded here:

Programme

The registration form can be filled in here:

- [pdrh2017](#)
- [sash2017](#)
- [sdfv17](#)

21 Jan 2017

10:00 - 13:00 **BGDO - ESDO Masterclass**
Sarawak (Kuching)

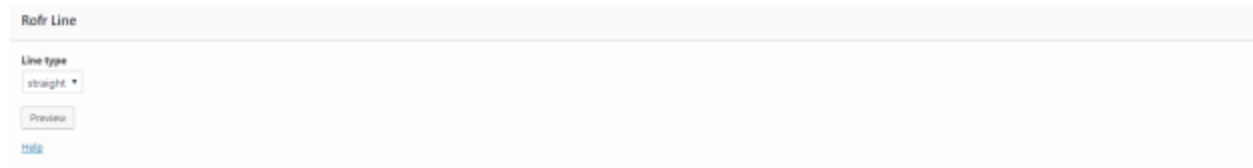
The full programme can be found here: Programme ESDO Master Class

Rofr Line

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

Fields:

- Line type



The screenshot shows the configuration interface for the 'Rofr Line' component. At the top, there is a header 'Rofr Line'. Below it, there is a 'Line type' dropdown menu with 'straight' selected. There is also a 'Preview' button and a 'Help' link.

Example on the site:



Rofr Person List

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

Fields:

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

Rofr Person list

Person list

Person - 0 x

Title

Name

Hospital Name

Address - nr

Postal code - city

Email

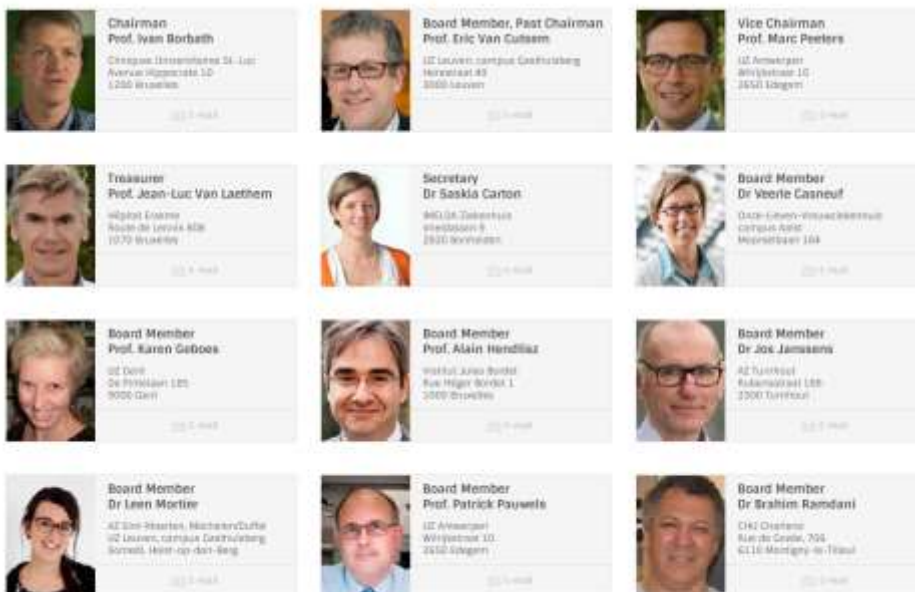
Picture

Add

Person

0/0

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

The screenshot shows a form titled "Rofr Sponsor list" with two main sections: "Major partners" and "Regular partners". Each section contains a "partner" label, a "Title" input field, an "External Link" input field, and a "Picture" section. The "Picture" section includes a "Choose Media" button, an "Image Search" button, and an "External URL" input field. Below each section is a "Save" button. At the bottom of the form is a "Cancel" button.

Example on the site:

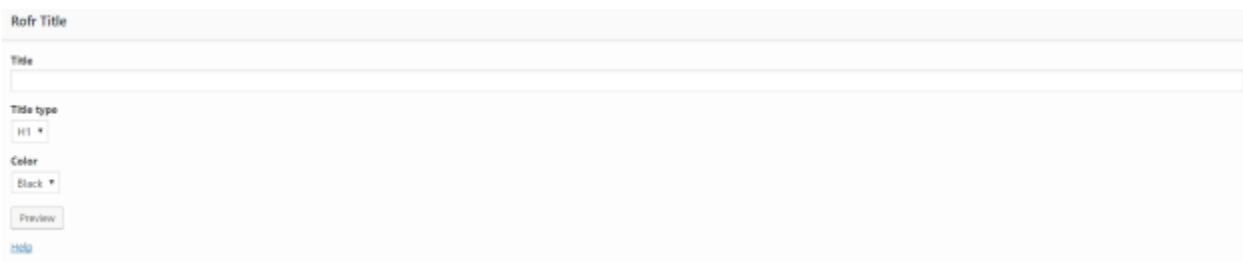


Rofr Title

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

Fields:

- Title
- Title type
- Color



The screenshot shows the configuration interface for the 'Rofr Title' component. It features a title bar 'Rofr Title' at the top. Below it is a large text input field labeled 'Title'. Underneath the input field are three dropdown menus: 'Title type' with 'H1' selected, 'Color' with 'Black' selected, and a 'Preview' button. At the bottom left, there is a small blue icon.

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

The screenshot shows the configuration interface for the 'Rofr Title block list' component. It includes a 'List type' dropdown menu set to 'Slider'. Below this is a 'Title blocks container' section with a 'Title block' header and a list of input fields for 'Title', 'Subtitle', 'Date', and 'Destination URL'. There is also a 'Background image file' section with a 'Choose image' button, an 'Image field ID' input, and an 'External URL' input. A 'Save & Commit' button is located at the bottom right of the form. The interface is clean and modern, with a light gray background and white input fields.

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

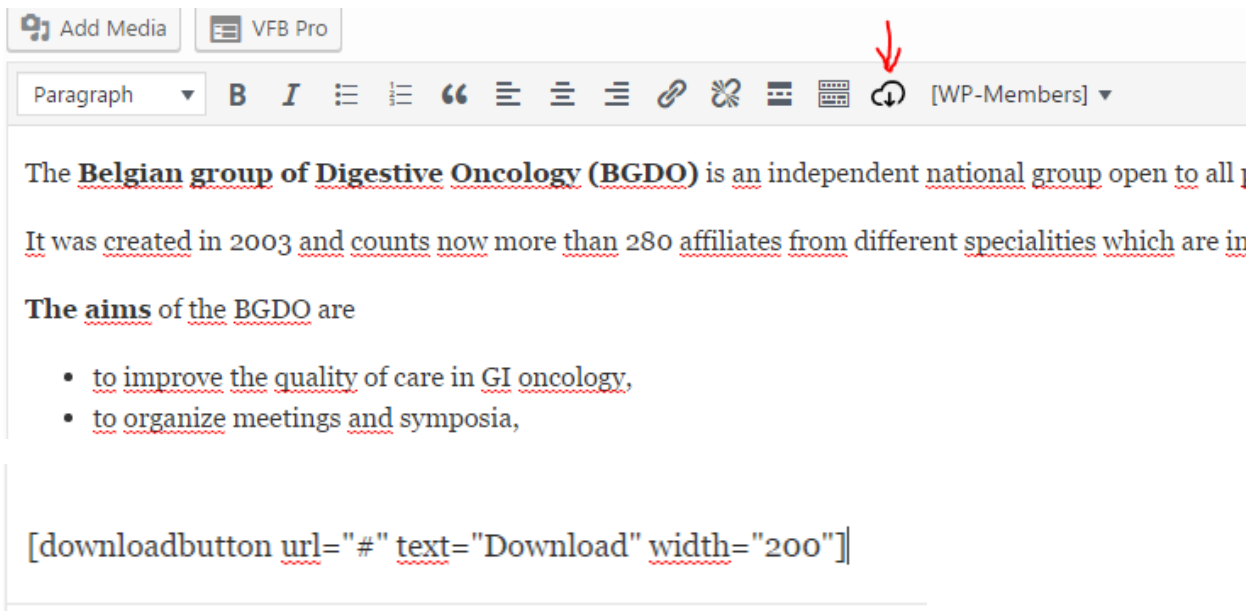
Download button

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



The screenshot shows the SiteOrigin Editor interface. At the top, there are buttons for 'Add Media' and 'VFB Pro'. Below that is a toolbar with various icons for text formatting (bold, italic, list, quote, indent, link, unlink, table, table of contents) and a download icon (a cloud with a downward arrow) which is highlighted by a red arrow. The main content area contains a paragraph of text: 'The **Belgian group of Digestive Oncology (BGDO)** is an independent national group open to all p... It was created in 2003 and counts now more than 280 affiliates from different specialities which are in... The aims of the BGDO are' followed by a bulleted list: 'to improve the quality of care in GI oncology,' and 'to organize meetings and symposia,'. At the bottom of the editor, the shortcode '[downloadbutton url="#" text="Download" width="200"]' is displayed.

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 Membership 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

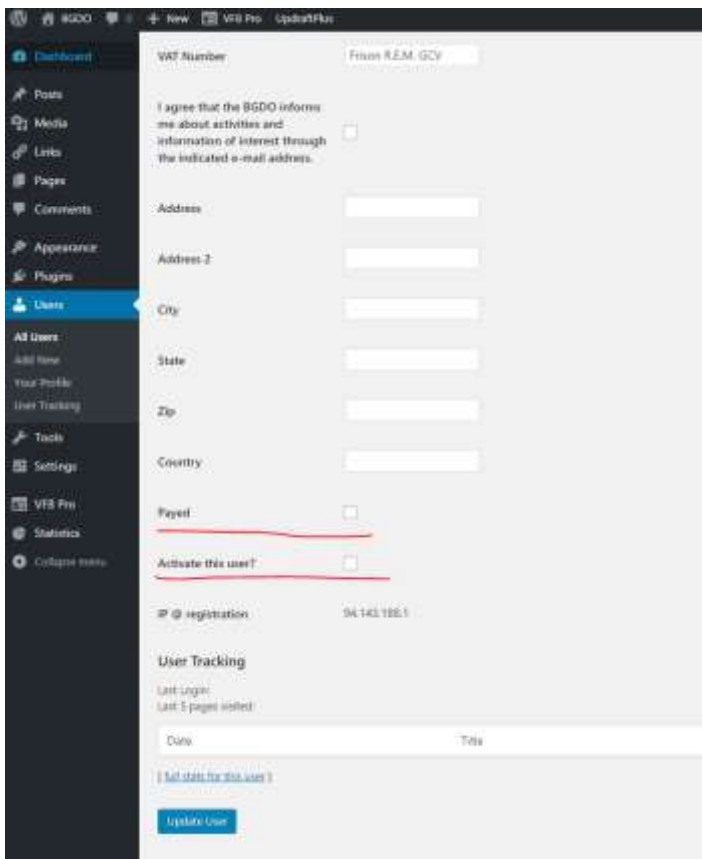
To activate users and mark them as paid you go to “Users” to get an overview of all the users.



The screenshot shows a web interface for managing users. At the top, there are tabs for 'All Users', 'Subscribers (3)', 'Not Active (0)', and 'Not Reported (0)'. Below the tabs is a search bar and a 'Search Users' button. The main content is a table with columns: Username, Name, Email, Role, Posts, Title, Phone, Payed, Registration Date, and Active. There are three rows of user data. The first row has Username 'admin', Name 'Admin', Email 'admin@gmail.com', Role 'Administrator', Posts '0', Title, Phone, Payed, Registration Date '2018-09-05 20:00:07', and Active. The second row has Username 'BGDO', Name 'BGDO', Email 'management@bgdo.org', Role 'Administrator', Posts '0', Title 'BGDO', Phone, Payed, Registration Date '2017-04-04 09:00:36', and Active. The third row has Username 'coffteord@gmail.com', Name 'Coffteord', Email 'coffteord@gmail.com', Role 'Subscriber', Posts '0', Title, Phone '+3246687988', Payed, Registration Date '2017-04-04 11:00:34', and Active. At the bottom, there are buttons for 'Bulk Actions', 'Apply', 'Export CSV', 'Change row to...', and 'Change'.

Username	Name	Email	Role	Posts	Title	Phone	Payed	Registration Date	Active
admin	Admin	admin@gmail.com	Administrator	0				2018-09-05 20:00:07	
BGDO	BGDO	management@bgdo.org	Administrator	0	BGDO			2017-04-04 09:00:36	
coffteord@gmail.com	Coffteord	coffteord@gmail.com	Subscriber	0		+3246687988		2017-04-04 11:00:34	

You can edit a user by clicking on the username.

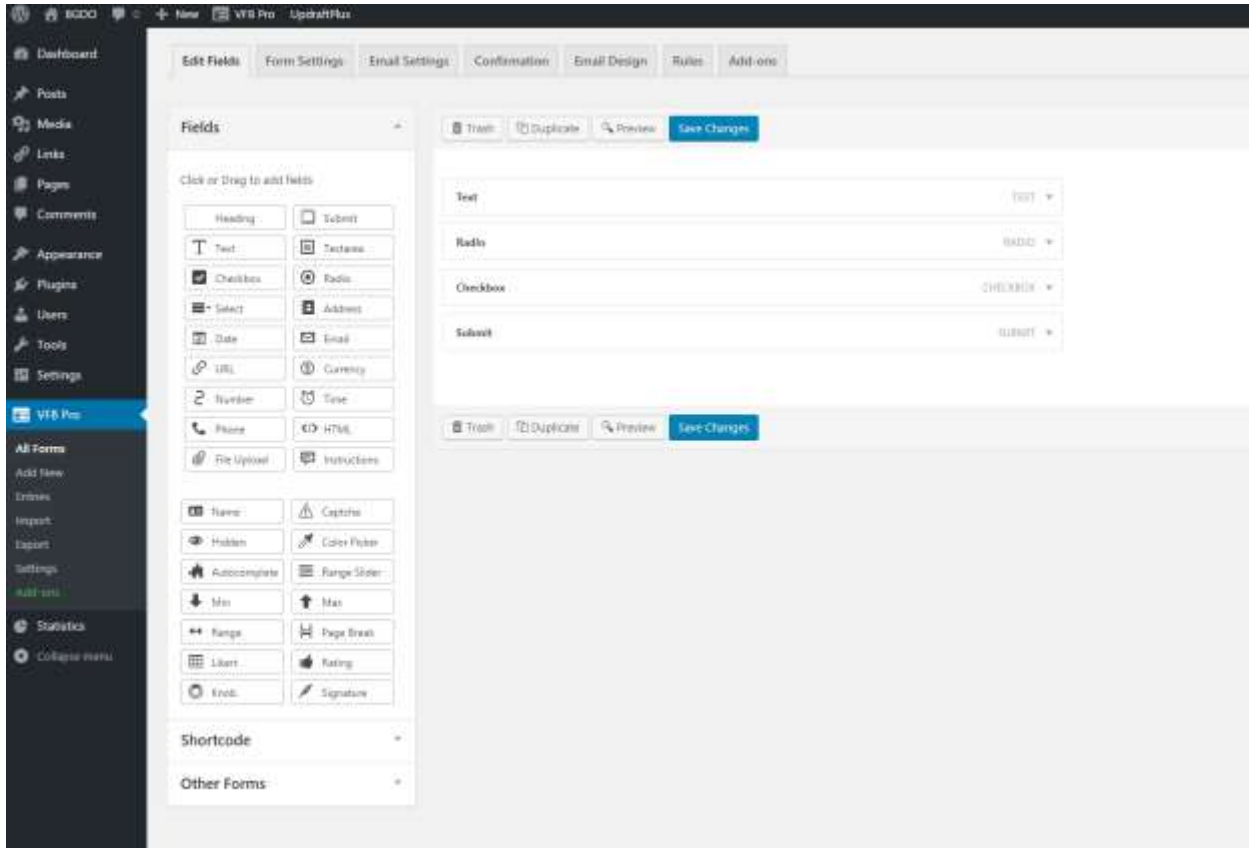


The screenshot shows the user detail edit screen. On the left is a sidebar with navigation options: Dashboard, Posts, Media, Links, Pages, Comments, Appearance, Plugins, Users (highlighted), All Users, Add New, Your Profile, User Tracking, Tools, Settings, VFS Pro, Statistics, and Collapse menu. The main content area is for editing user 'Frisse R.E.M. GCV'. It includes a 'WAF Number' field with the value 'Frisse R.E.M. GCV'. Below that is a checkbox for 'I agree that the BGDO informs me about activities and information of interest through the indicated e-mail address.' followed by an 'Address' field. There are fields for 'Address-2', 'City', 'State', 'Zip', and 'Country'. There are checkboxes for 'Payed' and 'Activate this user?'. Below these is a 'Phone' field with the value '+3246687988'. There is a 'User Tracking' section with 'Last login:' and 'Last 5 pages visited:' fields. At the bottom, there is a table with columns 'Date' and 'Title' and a link '| All data for this user |'. An 'Update User' button is at the bottom.

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 “Paid”. 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.

