Content Types

Alerts

Alerts display in red on the homepage when active. Can be any length and will be automatically trimmed for the homepage. Mobile users will only see the title. Alerts should be manually unpublished or deleted when expired.

Basic page

These are the simplest of the content types and are generally used for one-off or standalone pages. If your content doesn't fit into the other types, it's likely this is the one you'll want to use.

Building & Maps

Department

These are used as "groups" in Drupal. Users may be assigned to one or more departments. A department must created prior to any department specific content content.

Department Content

Used as a general page for any department. Can be nested under other 'department content' pages to create sub-sections. May be assigned to multiple departments.

Department News

News specific to a department may be posted as "Department News". They will appears as a block under their assigned departments and on the general "Department News" page (http://10.0.0.79/department-news).

Document List Item

Used for any type of files, such as forms and documents. May be assigned to one or more "department content" and "department" nodes.

Employee Discount

These appear under the "Employee Discounts" block on the homepage and under the "Employee Discounts" page (http://10.0.0.79/employee-discounts).

Event

Events have a specific date and time and can be categorized.

Facility

Used to populate the "Facility" field of "Events" nodes. Originally set up to be used under the "Buildings and Maps".

Feed

Subscribe to RSS or Atom feeds. Creates nodes of the content type "Feed item" from feed content. Default content type with Feeds API module. Not being used.

Feed item

This content type is being used for automatically aggregated content from feeds. Default content type with Feeds API module. Not being used.

Job Opening

These appear under the "Job Openings" block on the homepage and under the "Job Openings" page under Human Resources (http://10.0.0.79/departments/human-resources/job-openings).

MTS in the News

Used for public mentions of MTS in external publications or websites.

News

Used for general MTS news and divided under different categories.

News PDF

Used for MTS publications, such as CEO Advances or MTS Connections issues.

Schedule

Used for schedule "Shake Ups" primarily for bus and rail operations, but may be assigned to any department.

Video

Videos must be created as a node prior to being available to insert or referenced from other content. Uploaded videos appear in the "Video Browser" in the WYSIWYG editor.

Webform

Create custom forms and notifications. All entries are saved to the database.

Source URL:https://mtsnet.demosite.us/departments/training/mts-intranet-content-help/content-types