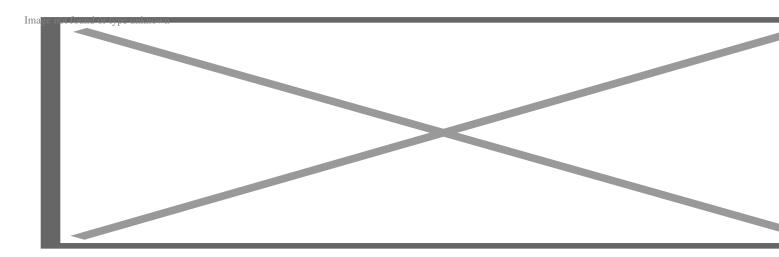


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### **Departments Page**

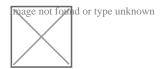


#### http://10.0.0.79/departments

The main department page lists "Department" nodes in alphabetical order. If a "department image" is uploaded, it will be automatically cropped and scaled to fit the defined space. If no image is uploaded, the default image will be displayed (currently an image of a trolley).

Specific departments may be excluded by adding a filter to the "Departments" view:

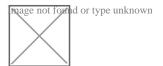
http://10.0.0.79/admin/structure/views/view/departments/edit



Add a new filter for "node id" or "nid". The nid can be found when editing the department node. It will appear in the URL as:

http://10.0.0.79/node/[nid]/edit

The nid will always be a number.



## **Department Nodes**

Department nodes are the highest level of organization within the "Departments" section of the intranet. Department nodes are also used as the "Audience" for all department specific content.

Each department node is also considered a "book" for which department content can organized under.

# **Department Content Nodes**

"Department Content" is the most generic type of content that can be assigned to a department. It can be used as a page of content, or as simply as a subsection for which other department content can be assigned.

Titles are mandatory, but content is optional.

#### **Child Pages**

Department

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