



Streamlining and Simplifying Drupal Publishing: A Checklist of Best Practices

July 18, 2023

Drupal: The Challenge

- Drupal is a very flexible and robust system; there are many different ways to build Drupal to fit many different use cases.
- The drawback is that it also opens the door for poorly planned implementations that can impede the effectiveness of your team.
- The good news: Drupal can be implemented to meet the needs of your team and empower efficient workflows!



Simplifying the Editing Experience

Best Practices

- Provide a unified editing location.
- Organize areas of the page on the backend to map to their frontend counterparts; think table of contents.
- Use the power of Drupal's backend and the site's frontend to simplify what is required for users to enter to build a page.
- Be mindful of where flexibility makes sense, and where a more rigid approach might be more appropriate.
- Provide supporting documentation that covers how to use the system from a functional perspective, and also from a content strategy perspective.

Unified Editing


Title*

Breadcrumb Override

Leave blank to use the default breadcrumbs for this page.

[▶ BACKGROUND IMAGE](#)

Intro Text*

B I U S X² X₂ | T_x |  [Source](#)


[About text formats](#)

CONTACTS

No Paragraph added yet.

[Add Contacts](#)

Body

B I U S X² X₂ | T_x |  [Source](#)

[About text formats](#)

Block Selection Menu:

- ✓ - None -
- Careers Contact Block
- Main Footer Contact Block
- Admissions Contact Block
- Outpatient Contact Block
- Get Up & Go Contact Block
- Work Center Contact Block
- Bilingual Contact Block
- HRC General Information Contact Block
- Fiscal Contact Block
- In-Home Care Contact Block
- Hospice Care Contact Block
- Housing & Care Integration Contact Block
- Leyland Community Contact Block
- Brookline 108 Footer Contact Block
- Volunteer Contact Block
- None -

Last saved: Not saved yet

Author: ohoadmin

Revision log message

Briefly describe the changes you have made.

▼ MENU SETTINGS (Menu Title)

☒ Provide a menu link

Menu link title

Menu Title

Description

Shown when hovering over the menu link.

Parent link

<Main Menu>

Weight

0

Menu links with lower weights are displayed before links with higher weights.

▶ METATAGS

▶ RABBIT HOLE SETTINGS

▶ SIMPLE XML SITEMAP

▶ URL ALIAS (Automatic alias)

▶ AUTHORIZING INFORMATION (by ohoadmin (1) on 2023-07-14)


Organized Forms

- ▼ Plan Details
- ▼ Intro
- ▼ Plan Section
- ▼ Drug Coverage
- ▼ Medical Coverage
- ▼ Dental Benefits
- ▼ Additional Benefits
- ▼ Plan Section




Enter your zip code to see the plan premium.

Per Month




\$0

Medical Deductible




\$10 per visit

Doctor Copay



\$40 per visit

Specialist Copay



\$19.50

Dental Option

☐ Add Dental

Jump to:

[Medical Coverage](#)
[Dental Benefits](#)
[Additional Benefits](#)
[Additional Information](#)

Medical Coverage



Out-of-Pocket Maximum

Your Annual Out-of-Pocket Maximum is \$3,650. This is the most you will pay in a plan year for covered medical expenses.



Physical and Wellness Visit

Simplify User Experience

DENTAL PLAN BENE...

Remove

Title *

Diagnostic Services

Description

No HTML tags allowed.
[About text formats](#)

Dental Plan Benefits *

DENTAL PLAN BE...
Comprehensive oral exam
Once every 36 months.
\$0
No coverage
\$0

Edit

DENTAL PLAN BE...
Periodic oral evaluation
Two per year.
\$0
No coverage
\$0

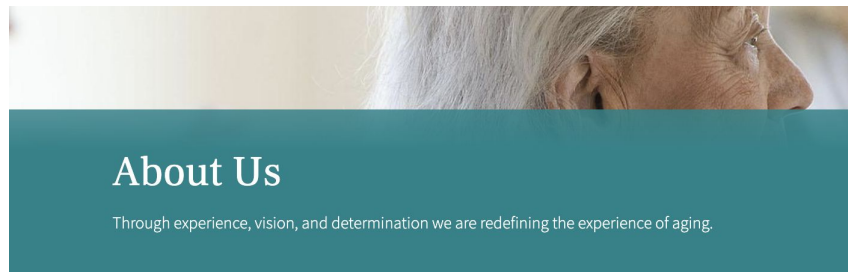
Edit

Diagnostic Services

Benefit	HMO Saver, Basic, Value	Prime, Prime Rx+	With Dental Option
Comprehensive oral exam Once every 36 months.	\$0	No coverage	\$0
Periodic oral evaluation Two per year.	\$0	No coverage	\$0
Emergency oral evaluation problem focused exams Once every 12 months.	50%	No coverage	20%
Intra-oral X-ray image of the entire mouth Panoramic image. Once every 60 months.	50%	No coverage	20%
Intra-oral X-ray image of the entire mouth Full mouth series. Once every 60 months.	50%	No coverage	20%
Intra-oral bitewing X-ray images X-rays of the crowns of the teeth. Completed when oral conditions indicate need. Two per year.	\$0	No coverage	\$0
Single tooth X-ray images; as needed As needed.	50%	No coverage	20%

With great flexibility, comes great responsibility

Locked down components



About Us

Through experience, vision, and determination we are redefining the experience of aging.

Rooted in Experience. Envisioning the Future.

Rooted in Jewish heritage that honors our elders, we promote the independence of all seniors and strive to transform every aspect of the aging experience for the better. By providing vibrant senior communities. Offering a full spectrum of personalized, holistic care. Conducting influential research that continually advances the quality of life for seniors and informs public decision-making. And teaching that grows the ranks of geriatric care providers. All of this makes Hebrew SeniorLife a determined visionary that is charting a course for today's new reality and promoting the independence and well-being of all seniors – today and for generations to come.

In This Section

[Our Mission and Heritage](#)

[Harvard Medical School Affiliation](#)

[Innovative Programs and Initiatives](#)

[Our Leadership](#)

[Community Partnerships](#)


[Directions & Contacts](#)

[Careers](#)

With great flexibility, comes great responsibility

Flexible components

Locations Throughout Greater Boston



Our Flagship
Hebrew Rehabilitation Center - Boston


Located adjacent to Boston's Fenway and West End neighborhoods, our Hebrew Rehabilitation Center offers long-term care, post-acute care, and outpatient services to seniors. It also houses our World and Arthur Maass Institute for Aging Research and our Dr. Emanuel S. Silverthorn Center for Memory Health.

[Explore HRC Boston](#)

Easy Access from Downtown and Westbury
Hebrew Rehabilitation Center at Newbridge

Nestled within a multigenerational campus in Dedham, Hebrew Rehabilitation Center at Newbridge offers long-term care, post-acute care, and outpatient services.


[Explore HRC Newbridge](#)



Continuing Care in Dedham
Newbridge on the Charles


Newbridge on the Charles has set a new standard in senior living, combining beautiful surroundings with exceptional services, first-class educational and cultural programming, and a complete continuum of care in a built 180-acre intergenerational campus.


[Explore Newbridge](#)



Expanding Care to Garden
Orchard Cove

[Explore Orchard Cove](#)







Directions

Planning a visit? Finding a care? You can find the address and directions for our facilities in Boston, Newbridge, Canton, Dedham, Norwichtown, and Westbury here.

[Get Directions and More](#)






Innovation in Action
Revolutionizing Senior Care

At Hebrew SeniorLife, we are always looking for ways to revolutionize senior care. Watch this video to learn how we're doing it.

Leading the Way in the Field of Aging



More Than a Century of Experience
Caring for All


Since its founding in 1890, Hebrew SeniorLife has been a leader in the field of aging. We have a rich history of innovation and a commitment to excellence in care, research, and advocacy.


[Read our Mission Statement](#)

Harvard Affiliates
Advancing Knowledge in Aging

Hebrew SeniorLife is at the forefront of aging research and education. We are proud to be affiliated with Harvard Medical School, Harvard University, and Harvard's Center for Aging Studies.

[Learn More About Our Affiliates](#)






Innovative Programs
Integrating Services with Living Communities

We are integrating health care and other support services with residential communities, and creating a new model of care that is more integrated, more effective, and more affordable.

[Explore Our Innovations](#)

Community Partnerships
Promoting Community in Health Care

[Learn More](#)



Defining Moments

1903 First home for senior care	1965 First publicly funded research study	1978 First fully affiliated research center	2007 Affiliation with Harvard Medical School begins
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Latest News

Hebrew SeniorLife Makes COVID-19 Vaccination a Condition of Employment

Hebrew SeniorLife, the largest nonprofit provider of senior health care and living communities, and the only senior care organization affiliated with Harvard Medical School, today...

User Documentation

Link Fields

Link fields are unique fields that allow linking to internal pages or external pages. These fields also have the following optional attributes:

Target

The primary purpose of a target is to determine if a link should open in a new window.

Rel

The primary purpose of the rel attribute is to tell a search engine not to visit a link when crawling the site.

A full list of values is available here:

https://www.w3schools.com/tags/att_a_rel.asp

Aria Label

Used to define text that labels the link for assistive devices. In most cases this will not be needed as accessible text has already been accounted for by the Drupal theme.

Link field without Link text (text of link will be hard-coded)

Link *

Start typing the title of a piece of content to select it. You can also enter an internal path such as `/node/add` or an external URL such as `http://example.com`. Enter `<front>` to link to the front page. Enter `<noindex>` to display link text only.

▼ ATTRIBUTES

Target
-- None --

Rel

ARIA Label

Link field with text (text of link is editable)

LINK

URL

Start typing the title of a piece of content to select it. You can also enter an internal path such as `/node/add` or an external URL such as `http://example.com`. Enter `<front>` to link to the front page. Enter `<noindex>` to display link text only.

Link text

1. Adding images in the media tab

Upload Images

To upload an image, type a Name, browse to and select the desired image file, and add any Media Tags. (Or, in the Media Popup, you can drag and drop an image into the popup.)

When uploading image, use the following best practices:

- Use dashes - not underscores _; Do not use spaces and 255 characters max
- Example: 720x480-first-year-orientation-student.jpg

Add Image

Home » Add media item

Name *

Image *

Choose File No file chosen

One file only.
2 MB limit.
Allowed types: jpg or png only.

Media Tags

☒ Published

Revision information
No revision

Authoring information
By guest (IP: 192.168.1.1) on 2020-11-02

Revision log message


Briefly describe the changes you have made.

Save


User Documentation (cont.)

Landing page - reorderable components

Content element	Recommended use
Card section	Provide brief snippets of information and clear pathways to related content. Each card has a title, optional link, and brief description. Cards grouped together in a section should have a clear connection, which is conveyed through the card section title and intro.
Checkerboard	Provide related info, with optional link; use one or stack multiple. Stick to one subject per checkerboard.
Promo block	Use to present multiple clear calls-to-action under one heading and brief description.
Plan summary	Table to present multiple plans with quick, scannable presentation of key info (primary care physician required, out of network coverage, and PDF download for plan details).
Plan summary feature	Brief description of a single plan, focusing on key benefits for members. In a sentence or two, why should I pick this plan over the others?



The power of automation and content reuse



Best Practices

- Use typeahead fields to manually curate the existing content you want to pull in.
- Leverage taxonomy and views to enrich pages with related content automatically.
- Cut down on user error and effort by having a canonical content source.
- Create listings with full featured filtering capabilities.
- Leverage existing data sources by integrating them with Drupal.

Curated related content

Related Articles



Can brushing your teeth prevent heart disease? (461)



Four Easy Ways to Prevent Falls (545)



How Can You



How Can You Prevent Kidney Disease?

You might also be interested in...



Can brushing your teeth prevent heart disease?

The health of your teeth and gums can affect your overall health.

[Read more](#)



Four Easy Ways to Prevent Falls

Muscles generally lose strength and flexibility as you age—which is why all adults are at risk of falling.

[Read more](#)



How Can You Prevent Kidney Disease?

Kidney disease means your kidneys are damaged and can't filter blood properly. While kidney disease can develop at any time, it is more common in those over the age of 60. According to the Centers for Disease Control

Taxonomy-based related content

NEWS TOPICS

+

Awards & Accomplishments (306)

+

Press Releases (8)

+

Research (9)

+

Add another item

Related News

View All News >

Hebrew SeniorLife Introduces New System to Help Patients, Families, and Clinicians Coordinate Care >

June 29, 2023

CANTON, Mass. — Hebrew SeniorLife and MEDITECH have partnered to provide a new system that allows patients, families and caregivers to share information. Hebrew SeniorLife recently implemented...

Hebrew SeniorLife's Center for the Prevention of Elder Abuse and Neglect Co-Sponsors World Elder Abuse Awareness Day Walk in Boston on June 15 >

June 14, 2023

Hebrew SeniorLife's Center for the Prevention of Elder Abuse and Neglect is co-sponsoring the World Elder Abuse Awareness Day Walk in Boston on June 15, 2023, along with Central Boston Elder Services...

Hip Fractures to Nearly Double Worldwide by 2050 >

June 13, 2023

An international group of researchers led by the Department of Pharmacology and Pharmacy, LKS Faculty of Medicine, the University of Hong Kong (HKUMed), and including Douglas P. Kiel, M.D., MPH...

Filtered listings

Filters

You can filter in three ways to find the best plan for you.

Filter by Plan Type

Filter by Expected Health Expenses

Filter by Premium/Deductible Amount

We offer three levels of qualified health plans with different levels to meet your health care needs. Select from our plans and plan levels to filter your search.

Standard Plans ⓘ

- ☐ Platinum
- ☐ Gold
- ☐ Silver
- ☐ Bronze

Vermont Select Plans ⓘ

- ☐ Select Gold
- ☐ Select Silver
- ☐ Select Bronze

Vermont Preferred Plans ⓘ

- ☐ Preferred Gold
- ☐ Preferred Silver
- ☐ Preferred Bronze

Health Savings Account (HSA) ⓘ


- ☐ Show Only HSA Compatible Plans

Standard Bronze Plan for Individual →

Plan Details →

☐ Compare

INDIVIDUAL



Basic
Good for infrequent medical needs

\$640.78
Monthly premium ⓘ

\$15
co-pay ⓘ
Generic drugs ⓘ

\$6,450
Deductible ⓘ
(Stacked)

\$90
co-pay ⓘ
Specialist visit ⓘ

\$9,100
Out-of-pocket maximum ⓘ


\$35
co-pay ⓘ
Primary doctor visit ⓘ

Vermont Select Bronze CDHP Plan for Individual →

Plan Details →

☐ Compare

INDIVIDUAL



\$645.48
Monthly premium ⓘ

\$7,150
Deductible ⓘ
(Aggregate)

\$7,150
Out-of-pocket maximum ⓘ

The following 17 plans meet your filter criteria

Data source integration

- Meetings imported into Drupal via Salesforce
- Registration captured in Drupal Webforms and sent to Salesforce

Reserve an Upcoming Meeting

Filters
Modality
☐ In-Person
☐ Online

Day
☐ Monday
☐ Tuesday
☐ Wednesday
☐ Thursday
☐ Friday
☐ Saturday
☐ Sunday

Time of Day
☐ Morning (8am - 12pm)
☐ Afternoon (12pm - 5pm)
☐ Evening (5pm - 7pm)

[Submit Selections](#)
[Reset Selections](#)

Jul 18 Tue	Understanding Medicare	Online	5:30 pm	Reserve
Jul 28 Fri	Understanding Medicare	Rocky Hill Office 55 Capital Blvd Suite 101 Rocky Hill, CT 06067	10:00 am	Reserve
Aug 10 Thu	Understanding Medicare	Online	12:00 pm	Reserve
Aug 31 Thu	Understanding Medicare	Rocky Hill Office 55 Capital Blvd Suite 101 Rocky Hill, CT 06067	10:00 am	Reserve

Reserve Your Spot Today!

You Selected:

Hartford
Rocky Hill Office

55 Capital Blvd

Suite 101

Rocky Hill, CT 06067

July 28, 2023 10:00 am
Presenter: Eric Gorman

Please fill out the information below to register:

First Name*

Last Name*

Email

Your email will only be used to send updates about this meeting; check the box below to opt into additional email communications.

Administrative Experience

Best Practices

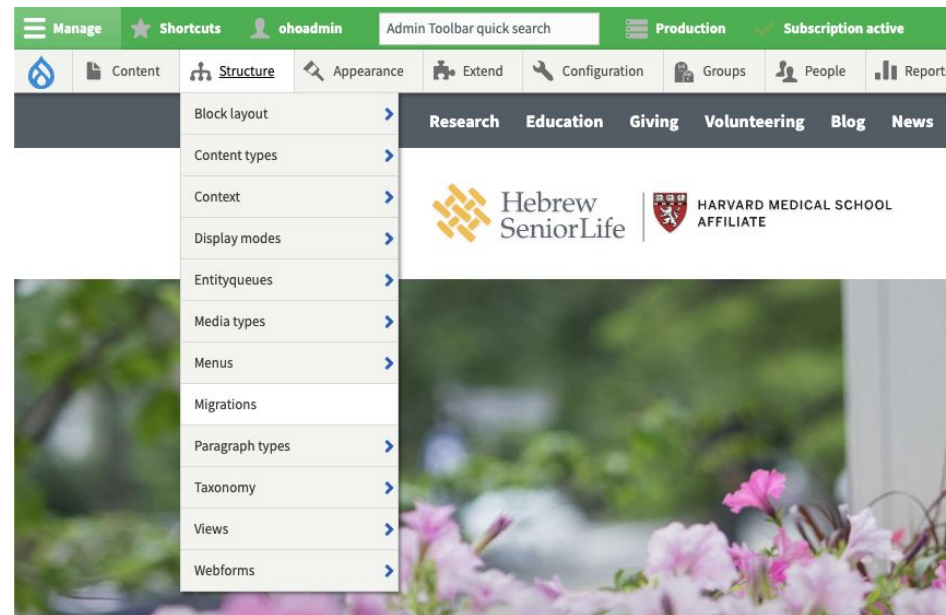
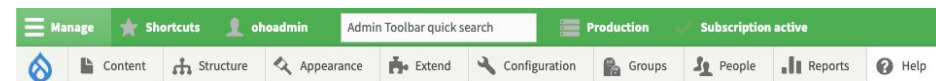
- Streamline what can be accessed, and don't confuse users with options they don't need.
- Provide dashboards to easily find relevant resources and tasks.
- Be mindful of overly complex roles and permissions structures, and leverage the practices of your organization to fill in gaps.

Streamline Access

Content Editor



Administrator



Relevant Dashboards

Content

Media

Overview

Moderated content

My content to review

Home » Content

Title

Content type

- Any -

Moderation state

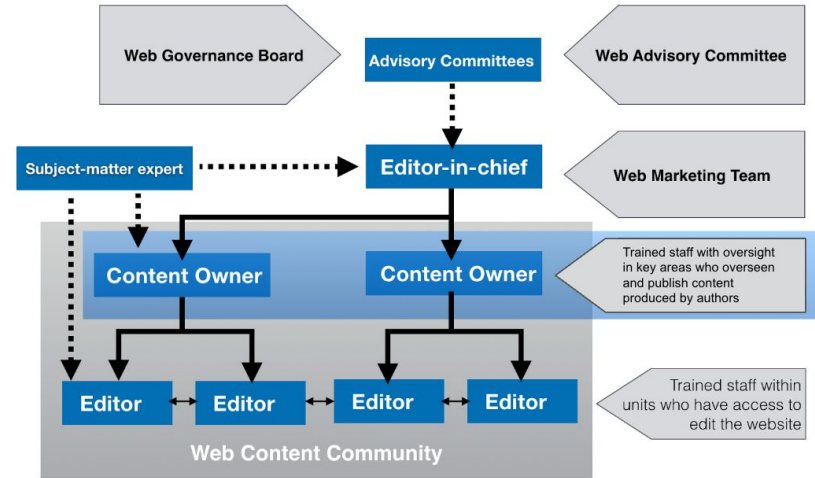
- Any -

Filter

TITLE	CONTENT TYPE	AUTHOR	MODERATION STATE	UPDATED	OPERATIONS
Meet the Team	General Page	ohoadmin	Needs Review	07/14/2023 - 17:23	Edit

Website Roles and Permissions

- Keep these high-level, think in terms of trust and ability
- Exceptions are okay, but should not be the norm
 - Try to avoid responsibility-triage using the system, when it can be addressed offline
- Segment users into “Groups” to manage particular sections of the site to allow for nuance.



Final Thoughts

- Drupal is a complex system with many different use cases.
- It takes a lot of thought and planning to build an effective and easy-to-use Drupal site.
- When built right, it can empower your team and make their lives easier:
 - Keep the editing experience simple and streamlined
 - Build in flexibility responsibly so users have the tools they need
 - Allow for content reuse whenever possible to reduce user error and effort
 - Integrate with data sources
 - Tailor the administration experience to the user's role