

Drupal: How to Update Custom Areas for Faculty/Staff Listings

These instructions are for those that have been given access to edit the faculty listings so that the areas within their department can have separate faculty listing pages.

1. Log in by going to <https://find.fredonia.edu/user>
 - a. Input your username/password for find.fredonia.edu
2. Go to the Dashboard at <https://find.fredonia.edu/admin/dashboard>

The screenshot shows the Drupal dashboard with the 'Content Filter' section. The 'Department' field is highlighted with a red box and labeled 'Type department name'. Below it, the 'Apply' button is highlighted with a red arrow and labeled 'Apply to see department'. The 'Operations' section shows a table of faculty listings with an 'edit' link circled in red and labeled 'Edit faculty'.

<input type="checkbox"/>	Title	Prefix	First Name	Campus Title	Ancillary Title	Department	Approved photo	Area	Rank	username	DM ID	Disabled	Operations
<input type="checkbox"/>	Faculty Name	Dr.	First	Professor	Chair	Your Department	Yes		Professor	username	000000	<input type="checkbox"/>	edit
<input type="checkbox"/>	Faculty Name		First	Adjunct Lecturer		Your Department			Adjunct Lecturer	username	000000	<input type="checkbox"/>	edit

- a. Select your Department by typing in the name in the department field and selecting the **Apply** button.
- b. Find the faculty you wish to **edit**.

3. Edit the faculty

The screenshot shows the 'Edit Person Faculty Name' page. The 'Area' section has four dropdown menus: 'School', 'Department', 'Area', and 'Subarea'. Red arrows point to each of these dropdowns with the label 'Select all area options'. Below the dropdowns is a 'Save' button and a 'Preview' button. The 'Revision Information' section is also visible.

- a. Select all area options (they will appear as you select them). Make sure you have the correct area selected.
 - b. Save by selecting the **Save** button.
 - c. If the **Disabled** checkbox is selected, **please do not unselect** - the Disabled checkbox disables the faculty from appearing on all faculty listing pages the site (Some faculty profiles may be disabled even though they are still faculty because there are duplicates in the system).
4. You will then be brought back to the Dashboard. Continue editing as desired.
 5. When you are finished, please remember to log out.
 6. Be respectful of others: only edit your department listings that you have been given permission to edit.