

Updating the Governor's “How Nebraska Ranks” Page

A Step-by-Step Guide



Last Updated: 08/27/15

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Section 1:

About the Economic Statistics Page:

The Governor's website has been fully custom built by Nebraska.gov to utilize the Drupal Content Management System. Drupal is a free software package that allows you to easily organize, manage, and publish your content, with an endless variety of customization. Nebraska.gov has built their own custom Drupal Platform, better known as Meadowlark.

The Nebraska Economic Statistics page can be found on the Governor's website at: <https://governor.nebraska.gov/statistics>



Getting Started:

Username and Password

Your user name and password for the Governor's website have been provided to you by Nebraska.gov. Do not give your user name and password out to anyone else. If you need an additional user name and password for an additional webmaster to update the website, please contact us and we will be happy to provide you with one.

What is Needed to Update a Drupal Website

To update the website you will need the following:

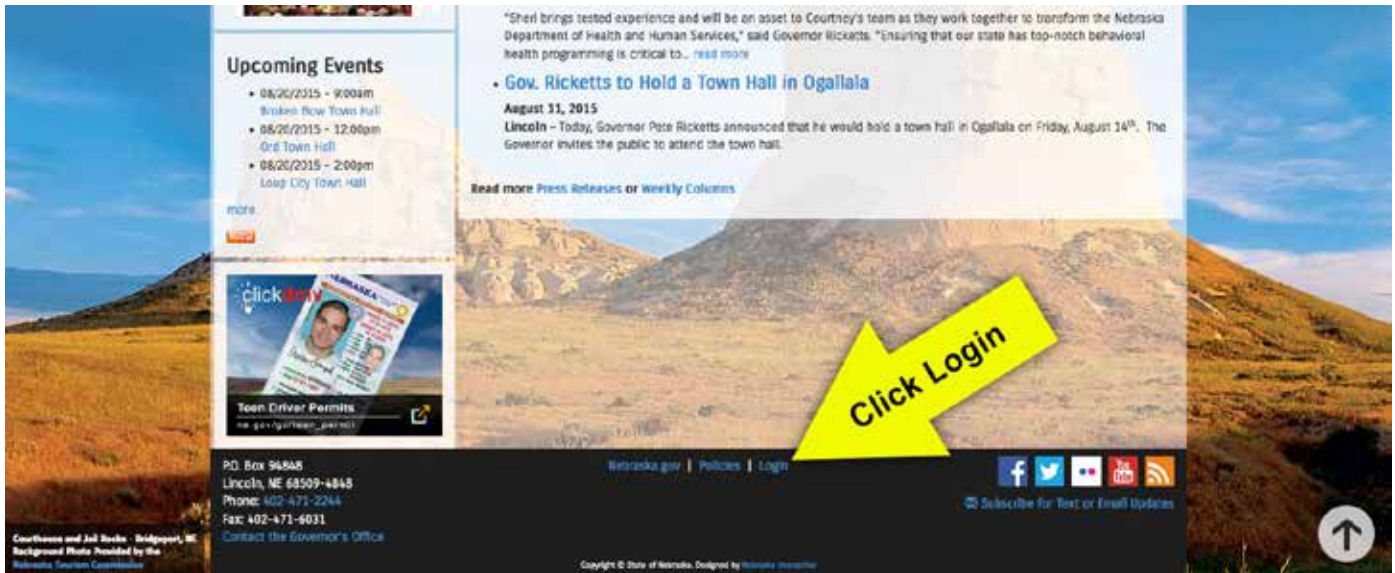
- A computer.
 - If using a Windows computer, it must be running at least Windows Vista.
 - If you are using Internet Explorer as your browser, you must have at least **IE 8**, but preferably you will have the latest version downloaded, or use a different browser such as Chrome or Firefox.
- An Internet connection.
- Your webmaster user name and password provided by Nebraska.gov.

BEFORE YOU START: *The screen shots throughout this guide are meant to guide you through common steps you will take to complete the task(s). Follow the yellow arrows and text for an instructional guide to using your new website.*

Familiarize Yourself with the Buttons on the site:

1-1. How to Log-In:

1. Go to your website domain in any browser (Firefox, Chrome, Safari, Internet Explorer, etc) and click the Login link in the page footer as seen below.



NOTE: You must be logged into the website to update content and make changes.

2. Enter your user name and password that Nebraska.gov provided to you for your Drupal web-site. Forgot your password? Go page 5.



Once you are logged in, you will see a black bar at the top of the screen with your user name in it.

1-2. Log Out :

If you are using a public or shared computer, you will want to be sure to log out of the website after you are done making your changes to the website. To log out, click on the “Log Out” button in the top right of the black bar.



Forgot Your Password? - Don't worry!!

You can reset your password directly from the website. Your username is tied to your Nebraska.gov email, so you will immediately be sent an email that will allow you to set a new password.

Simply click on the “Login” link in the footer and towards the top of the page you click on a tab labeled “Request New Password.” Enter your username or email and click on the “Email new password” button.



Section 2:

How to Update an Existing “Spotlight” Statistic

(These green circles are the Spotlight Statistics)



NOTE: There can only be 3 spotlight circles, if you need this layout adjusted please contact Nebraska.gov

2a. How to update an existing Spotlight Statistic:

Before you update a spotlight statistic, ask yourself the following question:

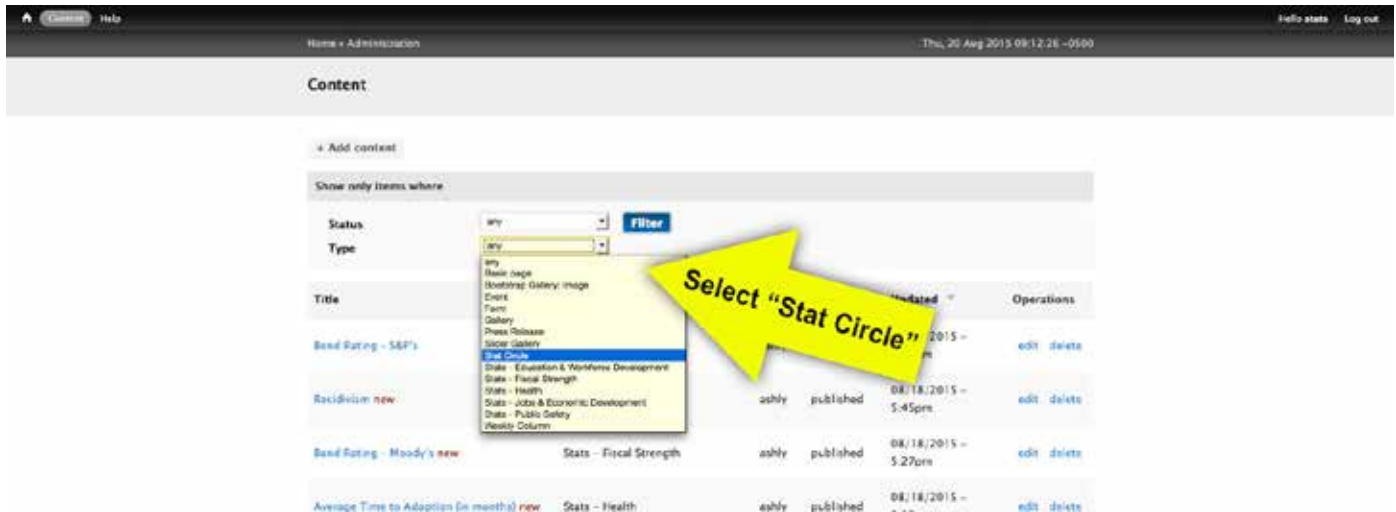
- **Is this one of the statistics in the top green circles?** If yes, you are in the correct spot. If no, you need to edit the statistics in the accordion tables (Section 3 begins on page 9).

1. To update an existing spotlight statistic, please navigate to the “Content” page by clicking on the “Content” link in the top black bar.

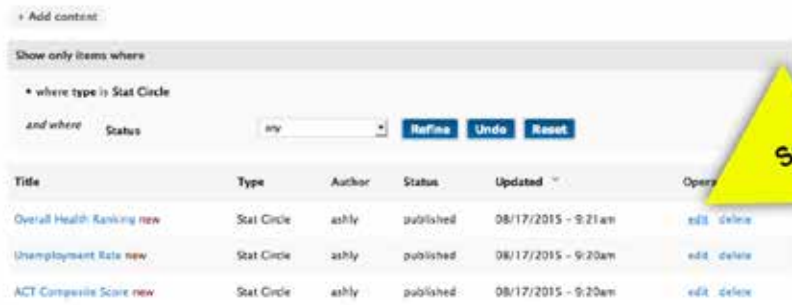
NOTE: If you hover over the content button, you will see an option appear below stating “add new content,” that is not what you want to click on. You want to click directly on the top Content button.



- The next page you will see (<https://governor.nebraska.gov/admin/content>) is the full list of all of the content on the Governor's website. This page can be sorted simply by the content type. At the top under "Show only items where" select "Stat Circle" from the Type drop-down list and click on the blue filter button.



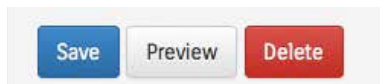
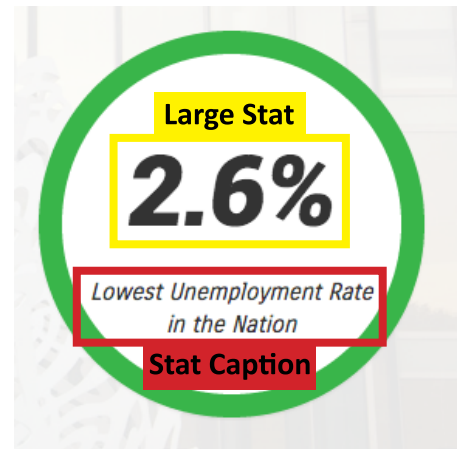
- Next you will see the filtered results. To update the desired statistic, please check the title and if that is the statistic you want to update select edit.



- Now you will see the screen where you can make the changes to the selected spotlight statistic. There are only 3 input fields on each spotlight statistic (1. Stat Title, 2. Large Stat & 3. Stat Caption). **NOTE:** You can ignore the text format drop down under the Large Stat field.



5. If you are updating the Large Stat (2.6%), you will not need to adjust the title of the statistic (1. Stat Title in previous screen shot). The Title does not show in the green circle on the page, it is only for administrative purposes. If you do change the title, make sure it is clear what the statistic is for.
6. To update the large stat, all you need to do is update the number or letters in the “Large Stat” field (2. Large Stat) on previous screen shot. You do not need to adjust the size or font of the number, it is built in.
7. To update the statistic caption, all you need to do is update the phrase in the “Stat Caption” field (3. Stat Caption) on previous screen shot. You do not need to adjust the size or font of this field either, it is also built in.
8. Once you make the needed changes to the Spotlight Statistic, **BE SURE TO SAVE THE PAGE**. The save button is at the bottom in blue (pictured below).



9. After you have successfully saved the page, the next page you will see is the full content listing with a green success message at the top notifying you that the page has been updated.

✓ Stat Circle *Unemployment Rate* has been updated.

10. Be sure to navigate back to the statistics page (<https://governor.nebraska.gov/statistics>) and double check that the desired statistic has been updated.
11. If everything looks correct, **you have successfully completed updating a spotlight statistic!**

Section 3:

Statistics in the Accordion Tables

The screenshot shows the Nebraska.gov website with the 'Jobs and Economic Development' accordion table expanded. The table contains the following data:

Category	Statistic	Value	Comparison	Source
Public Safety	Violent Crime Rate (per 100,000)	262.1	Middle 30	Source: Federal Bureau of Investigation, 2013
	Traffic Fatalities	225	Middle 30	Source: Nebraska Office of Highway Safety/Nebraska Department of Roads, 2015
	Recidivism	22.3%	N/A	Source: Nebraska Department of Corrections database, FY2011
	Property Crime Rate (per 100,000)	2,623.4	Middle 30	Source: Federal Bureau of Investigation, 2013

Annotations on the image include a yellow bracket on the right side labeled 'CATEGORIES' pointing to the category headers, and a green bracket labeled 'STATISTICS' pointing to the data rows.

NOTE: The categories are predefined by the development Nebraska.gov did to set up the page. If you need an additional category, you need to contact Nebraska.gov.

3a. How to update an existing statistic in the table:

Before you update an existing statistic in a table, ask yourself the following question:

- **Am I updating an existing statistic or trying to create a new one?** If you are updating an existing one, you are in the correct spot. If you are trying to create a brand new one to be added to the table, go the section 3b (page 13).

1. To update an existing statistic in a category table, please navigate to the “Content” page by clicking on the “Content” link in the top black bar.

NOTE: If you hover over the content button, you will see an option appear below stating “add new content,” that is not what you want to click on. You want to click directly on the top Content button.



1. The next page you will see (<https://governor.nebraska.gov/admin/content>) is the full list of all of the content on the Governor's website. This page can be sorted simply by the content type. At the top under "Show only items where" select the desired content type from the Type drop-down list and click on the blue filter button. Each statistic category has its' own unique content type.

- Stats - Jobs & Economic Development
- Stats - Education & Workforce
- Stats - Fiscal Strength
- Stats - Public Safety
- Stats - Health & Welfare

You will notice that each content type pertains to a specific category. Every time you want to update a statistic in a table, you must know what category it is under.

2. For this example, we will update a statistic under the Jobs & Economic Development category, so we will filter the content page to show only the "Stats - Jobs & Economic Development" type.

The screenshot shows the 'Content' management page. At the top, there's a navigation bar with 'Content' and 'Help' buttons. Below it, the page title is 'Content'. A section titled 'Show only items where' contains a 'Type' dropdown menu. The dropdown is open, showing a list of categories: 'any', 'Basic page', 'Section Gallery image', 'Event', 'Form', 'Gallery', 'Press Release', 'Stat Circle', 'Stats - Education & Workforce Development', 'Stats - Fiscal Strength', 'Stats - Health & Welfare', 'Stats - Jobs & Economic Development' (which is highlighted), 'Stats - Public Safety', and 'Weekly Columns'. A yellow arrow points to this dropdown with the text 'Select the content type'. To the right of the dropdown is a blue 'Filter' button. Below the dropdown, a table lists content items with columns: Title, Type, Status, Updated, and Operations. The first four items are visible: 'ACT Composite Score', 'Overall Health Ranking', 'Unemployment Rate', and 'Bond Rating - S&P's'.

3. Next you will see the filtered results. To update the desired statistic, please check the title and if that is the statistic you want to update select edit.

The screenshot shows the 'Content' management page after filtering. The 'Type' dropdown is now set to 'Stats - Jobs & Economic Development'. Below the dropdown, there are buttons for 'Refine', 'Undo', and 'Reset'. The table below shows the filtered results with columns: Title, Type, Author, Status, Updated, and Operations. The first five items are visible: 'Net New Jobs (private sector)', 'Labor Force Participation Rate', 'Growth in GDP (all industries)', 'Poverty Rate', and 'Average Annual Wage'. A yellow arrow points to the 'edit' button in the 'Operations' column of the first row with the text 'Select "Edit"'. The 'Status' column for all items is 'published'.

4. Now you will see the screen where you can make the changes to the selected table statistic. There are only 6 input fields on each spotlight statistic (1. Title, 2. Statistic Title, 3. Statistic Description, 4. Statistic Number, 5. Rank & 6. Source). **NOTE:** You can ignore the text format drop down under the Statistic Description & Source fields.

The screenshot shows the 'Edit Stats' interface for the 'Jobs & Economic Development Labor Force Participation Rate'. The interface is divided into a left sidebar with navigation links and a main content area. The main content area contains the following fields:

- 1. Title:** A text field containing 'Labor Force Participation Rate'.
- 2. Statistic Title:** A text field containing 'Labor Force Participation Rate'.
- 3. Statistic Description:** A rich text editor containing the text 'The percent of working-age persons (defined as between the ages of 18-64) in the economy who are employed or unemployed for a job.'
- 4. Statistic Number:** A text field containing '68.7%'.
- 5. Rank:** A section containing a 'Top 10' badge, a rank of '1', and an 'Alternate text' field containing 'Top 10 green circle'.
- 6. Source:** A text field containing 'Source: BLS, Bureau of Labor Statistics, 2015'.

At the bottom of the form, there are buttons for 'Save', 'Previous', and 'Delete'. The interface also includes a sidebar with links to 'Masquerade', 'Twitter Feed', 'Facebook Posts', 'Upcoming Events', and 'Licensing Services'.

Production Correlation:

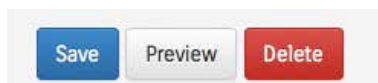
The screenshot shows a form with six numbered fields:

- 2 Statistic Title:** Labor Force Participation Rate
- 3 Statistic #:** 68.7%
- 5 Rank:** Top 10 (represented by a green circle)
- 6 Source:** Source: USDOL, Bureau of Labor Statistics, 2015
- 4 Statistic Description:** The percent of working-age persons (defined as between the ages of 16-64) in the economy who are employed or unemployed but looking for a job. 68.7%

A note box on the left states: **NOTE:** click on Statistic Title to see Statistic Description popup. An arrow points from this note to the Statistic Description field.

NOTE: The Title field (1) from previous screen shot does not show in production. It is for administrative purposes only

5. Once in the edit screen, you can update whichever field needs updating.
 - **Statistic Title**
 - **Statistic Description**
 - **Statistic Number**
 - This is the most common field you will update
 - **Rank**
 - If you need to change the “Rank” image, you can find all of the images available for you download, save to your computer, and upload to the page here:
 - Top 10 - <https://www.nebraska.gov/img/rank-top10.png>
 - Top 30 - <https://www.nebraska.gov/img/rank-top30.png>
 - N/A - <https://www.nebraska.gov/img/rank-NA.png>
 - Standards Vary - <https://www.nebraska.gov/img/rank-vary.png>
 - **Source**
6. Once you make the needed changes, **BE SURE TO SAVE THE PAGE.** The save button is at the bottom in blue (pictured below).



7. After you have successful saved the page, the next page you will see is the full content listing with a green success message at the top notifying you that the page has been updated.

✓ Stats – Jobs & Economic Development *Labor Force Participation Rate* has been updated.

8. Be sure to navigate back to the statistics page (<https://governor.nebraska.gov/statistics>) and double check that the desired statistic has been updated.
9. If everything looks correct, **you have successfully completed updating a statistic!**

3b. How to create a NEW statistic in the table:

Before you create a NEW statistic in a table, ask yourself the following question:

- **Should I be creating a new statistic or updating an existing one?** If you just need to update a statistic to a new number or update any of the fields you need to follow the steps in 2a (page 9). If you want to add a brand new statistic to a table follow the steps below.

1. To create a NEW statistic in a category table, first determine which category the new statistic should be added under. The categories are the titles in the blue bars pictured below.

The screenshot shows a dashboard with a sidebar on the left containing a Twitter feed, Facebook posts, and upcoming events. The main area features a list of categories in blue bars: Jobs and Economic Development, Education and Workforce Development, Fiscal Strength, Public Safety, and Health and Welfare. A table of statistics is displayed under the Public Safety category. The table has four rows: Violent Crime Rate (per 100,000), Traffic Fatalities, Recidivism, and Property Crime Rate (per 100,000). Each row includes a value, a middle 30 indicator, and a source. A yellow bracket on the right side of the categories list is labeled 'CATEGORIES'. A green bracket on the right side of the statistics table is labeled 'STATISTICS'. A red bracket on the right side of the table is labeled 'TABLE'.

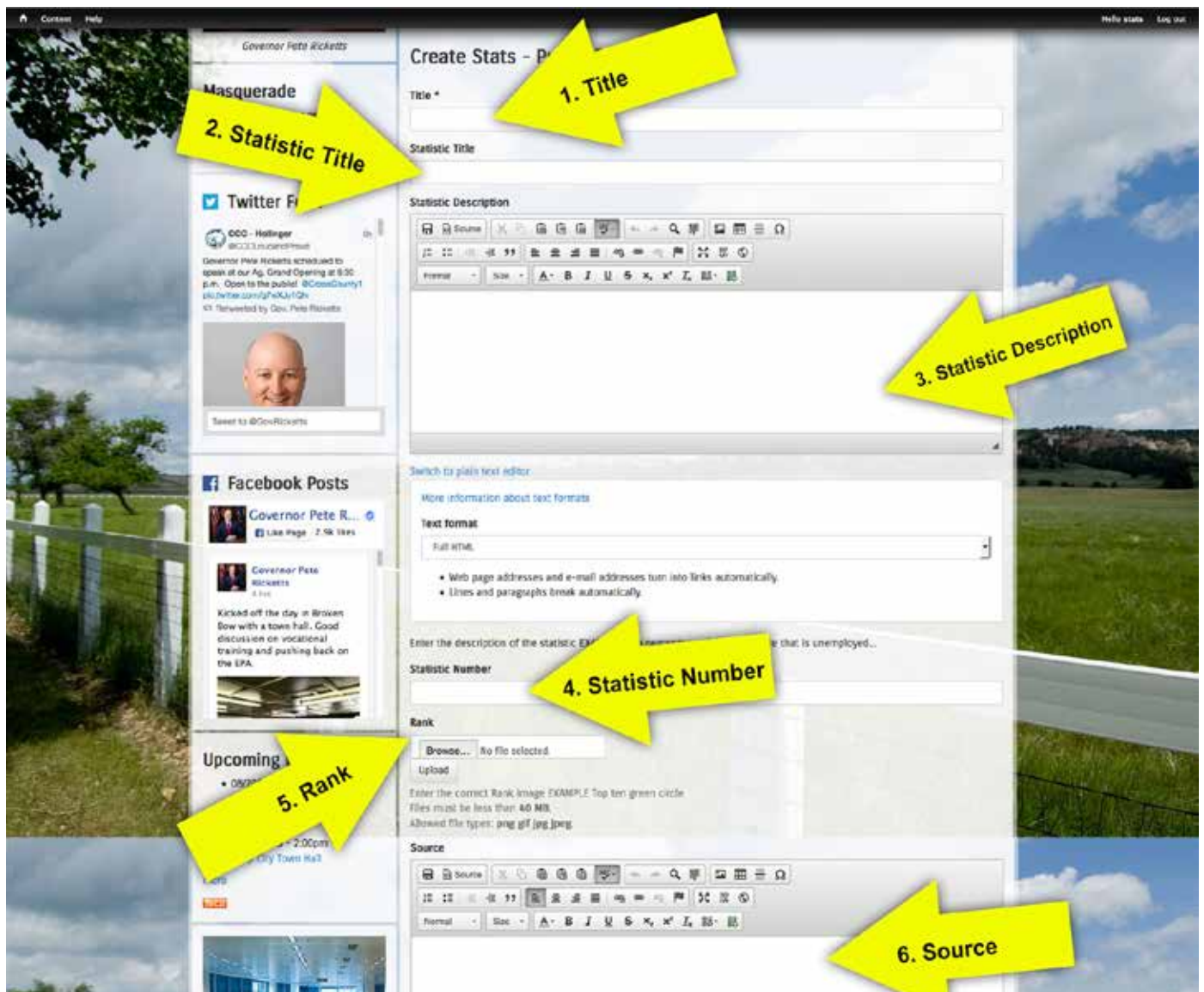
Category	Statistic	Value	Middle 30	Source
Public Safety	Violent Crime Rate (per 100,000)	262.1	Middle 30	Source: Federal Bureau of Investigation, 2013
	Traffic Fatalities	225	Middle 30	Source: Nebraska Office of Highway Safety/Nebraska Department of Roads, 2015
	Recidivism	22.3%	N/A	Source: Nebraska Department of Corrections, dataset, FY2011
	Property Crime Rate (per 100,000)	2,623.4	Middle 30	Source: Federal Bureau of Investigation, 2013

2. To begin adding a new statistic, hover on the "Content" link in the top black bar. Hover over "Add new content" and select the desired category. **NOTE:** For this example, we will be adding a new statistic to the Public Safety category.



IMPORTANT:

- **Be sure to select the correct content type.** If you select the wrong content type, you have to delete what you added and create it again under the correct content type.

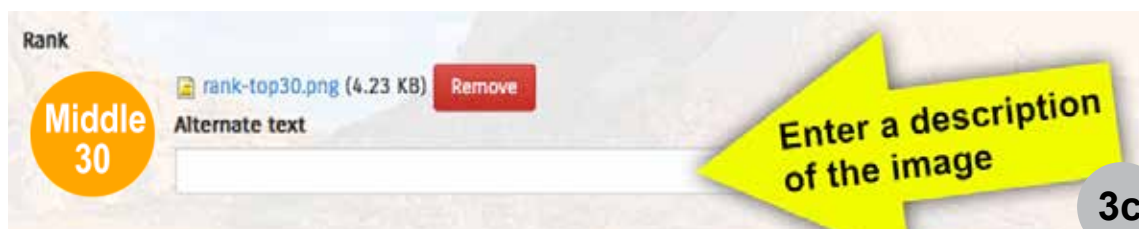


3. Begin adding the information into the following fields:

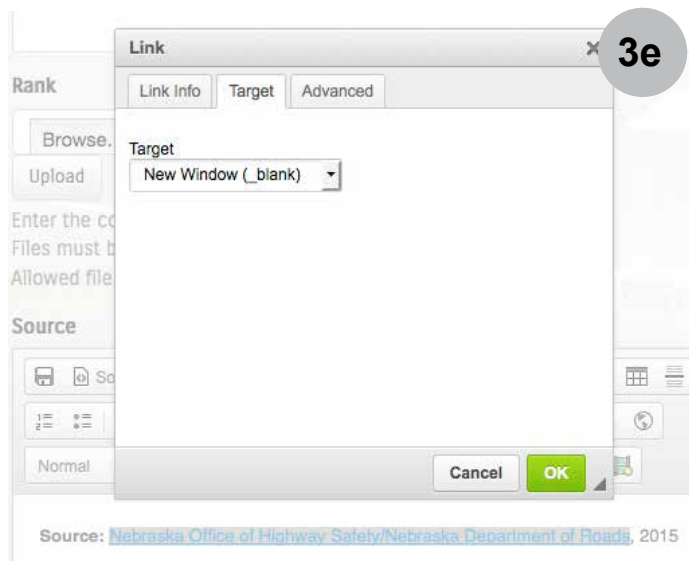
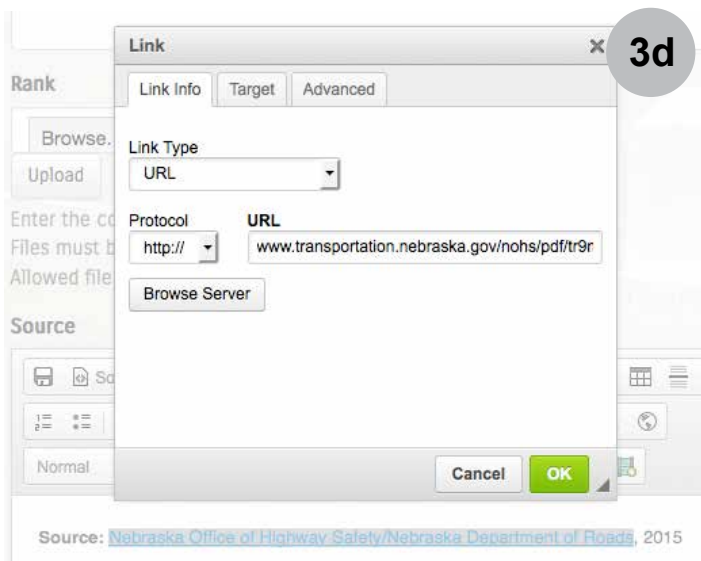
- **Title:** This field is required for administrative purposes. Be sure to make this clear, most commonly this field is the same as what you enter in the Statistic Title field.
- **Statistic Title:** Enter the statistic title here (example: Traffic Fatalities)
- **Statistic Description:** Enter the description here (example: The total number of traffic fatalities within a year.) You will notice that on the production view, this field shows up in a pop-up box. That is built in, you don't need to do anything extra.
- **Statistic Number:** Enter the number (example: 225). No need to adjust the font size, type, etc - it is also built in.
- **Rank:** Upload the image that corresponds to the correct rank.
 - First download the images and save to your computer:
 - Top 10 - <https://www.nebraska.gov/img/rank-top10.png>
 - Middle 30 - <https://www.nebraska.gov/img/rank-middle30.png>
 - N/A - <https://www.nebraska.gov/img/rank-NA.png>
 - Standards Vary - <https://www.nebraska.gov/img/rank-vary.png>
 - To upload the desired rank image, simply select the "Browse.." button under the category "Rank" (screen shot 3a on next page)
 - Navigate to the desired image and select
 - Next, click the "Upload" button (screen shot 3b on next page)



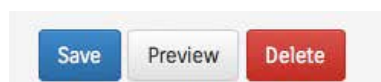
- Next, you will see a preview of the image you uploaded with an empty box for “Alternative text” next to it (screen shot 3c below). Alternative text is used for screen readers to provide the user with a description of the image. You will want to be sure and add clear and specific text in this field every time you add an image to keep the website 508 Complaint.
- You will also see a button to remove the image. In case you uploaded the wrong image, select this button and start over.



- **Source:** Add the source of the statistic (example: Source: Nebraska Office of Highway Safety/Nebraska Department of Roads, 2015.)
 - To link the source to a URL, simply highlight the desired text to become the link and click on the “link” button in the editor ().
 - In the link box that pops up, put the web address of the statistic in the box (screen shot 3d below).
 - Click on the target tab and select “New Window (_blank)” (screen shot 3e).
 - Click the green ok button.



4. Once you have added all of the required info, **BE SURE TO SAVE THE PAGE.** The save button is at the bottom in blue (pictured below).



- After you have successfully saved the page, the next page you will see will have a green success message at the top notifying you that the page has been created.



- Be sure to navigate back to the statistics page (<https://governor.nebraska.gov/statistics>) and double check that the desired statistic has been created under the correct category.
- If everything looks correct, **you have successfully completed adding a NEW statistic!**

Section 4:

Notes, helpful tips, etc.

1. Removing a Statistic from a table

Go to the content page, located desired statistic that should be deleted and select “delete.”

NOTE: this is permanent. If you need to temporarily hide this statistic, contact Nebraska.gov

Content

Stats - Public Safety aaa has been deleted.

+ Add content

Show only items where

Status: any Filter

Type: any

Title	Type	Author	Status	Updated	Operations
Labor Force Participation Rate new	Stats - Jobs & Economic Development	ashly	published	08/20/2015 - 2:19pm	edit delete
ACT Composite Score new	Stat Circle	ashly	published	08/20/2015 - 9:52am	edit delete
Overall Health Ranking new	Stat Circle	ashly	published	08/20/2015 - 9:52am	edit delete

Click "Delete"

2. Made a mistake and want to revert back to a previous version?

NOTE: In the case that you make a mistake and want to undo a change that you made to a spotlight statistic after saving, there are built in revisions that you can simply revert back to. To revert back to an older version you will click on the revisions tab on the page. You will see a list of revisions in ascending order. To revert back to the previous version, click on the “revert” link under the Operations heading.

Nebraska scored higher than all in the life evaluation sub-index

ACT Composite Score Revisions

Revisions for ACT Composite Score

View Edit Revisions

Revisions allow you to track differences between multiple versions of your content, and revert back to older versions.

Revision	Operations
08/20/2015 - 9:52am by ashly	current revision
08/17/2015 - 9:20am by ashly	revert delete

Select "Revisions"

[illegible]