

# NIA Web Administrator Digital Guide

The **NIA Web Admin Guide** is a technical guide for those designated as web admins for the NIA sites. It serves as a supplement to the [Web Authors Guide](#) with information that's only available to admin users. (Note: all web authors can access the [Web Authors Guide](#), but this guide is *only* available to admin users.)

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## New Web Authors

**New web authors** must be credentialed and given access to the specific offices after being created. The Web and Design Services Branch is responsible for setting up new users and offering Drupal training.

*Note: Web authors can only be added or edited by Drupal Administrators. NIA staff must login to the site using NIH login before an account is issued and permissions can be updated.*

1. To **add a new user**
  - Go to the Add user page
  - Enter email address
  - Enter username (User's email address)
  - Create a temporary password (this will never be provided to the user as they will create a new password for themselves using forgot password, but must be entered to complete account creation)
    - During new web author training, during the discussion of login procedure, prompt the user to use "forgot password" on first login to create a new, secure password.
    - The login link <https://www.nia.nih.gov/user/login> is provided to users during and in the follow-up email of the new web author training.
2. To **assign permission to edit content for a specific office or division:**
  - Go to [https://www.nia.nih.gov/admin/config/workflow/workbench\\_access/default/sections](https://www.nia.nih.gov/admin/config/workflow/workbench_access/default/sections)
  - Click on the hyperlink in the "Editors" column with the number of editors.

Divisions/Offices	Editors	Roles
Offices (D6)	<a href="#">49 editors</a>	<a href="#">0 roles</a>
- Administration	<a href="#">0 editors</a>	<a href="#">0 roles</a>
- BLSA	<a href="#">0 editors</a>	<a href="#">0 roles</a>
- DAB	<a href="#">8 editors</a>	<a href="#">0 roles</a>

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- 
- Add editors by searching for their email and then clicking the “Add” button, or remove them by checking the box next to their name/names and clicking “Remove”.

Note: Web Authors should have edit access for their specific offices or divisions.

- To assign access to content types that **are not** for a specific office or division, use roles such as Author, Publisher, Alzheimer’s content administrator, CARD content administrator, or Clinical Trial Administrator.
- OCPL’s web contractor must set up permissions for the additional subdomains (e.g, ROS, POS, and BLSA).

Home > Administration > Configuration > Workflow > Access schemes > Set

## Editors assigned to *Division/Office* ☆

Add editors to the *Division/Office* section.

Search editors to add to this section, separate with comma to add multiple editors.  
Only users in roles with permission to be assigned can be referenced.  
Switch between roles in the sidebar.

Add

Existing editors in the *Division/Office* section.

Current editors list. Use the checkboxes to remove editors from this section.

<input type="checkbox"/> Username
<input type="checkbox"/> addies2@nih.gov
<input type="checkbox"/> brogdonh@nih.gov
<input type="checkbox"/> brogdonhux@nih.gov
<input type="checkbox"/> carringtons@nih.gov
<input type="checkbox"/> copet@nih.gov
<input type="checkbox"/> copetx@nia.nih.gov
<input type="checkbox"/> fallprn@mail.nih.gov
<input type="checkbox"/> rebuckdth@nih.gov

Remove

## NIA Vanity URLs

A **Vanity URL** is a shortened, memorable, and descriptive URL that provides access to a webpage with a longer or more complex URL. Vanity URLs are used for campaigns and marketing purposes as they are easier to remember and share.

Vanity URL example:

- **Original URL:** <https://www.nia.nih.gov/health/brain-donation-gift-future-generations>
- **Vanity URL:** [nia.nih.gov/braindonation](https://nia.nih.gov/braindonation)

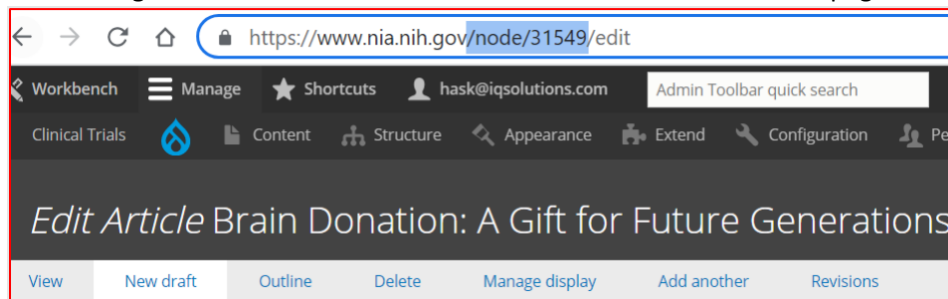
## How to Add a Vanity URL

*Note: Vanity URLs can only be added or edited by Drupal Administrators on the nia.nih.gov site.*

1. Visit the Add URL redirect page at: <https://www.nia.nih.gov/admin/config/search/redirect/add>.
2. In the **Path** field, add the desired Vanity URL as a relative URL [ex: **braindonation**] without a forward slash [ex: **“/”**].
3. In the **To** field, add the node ID [ex: **node/31549**] with a forward slash [ex: **“/”**].

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- a. To find the node ID, access the back end of a page and grab the node ID from the URL.  
Note: Using the node ID ensures that the redirect will still work if the page URL changes.



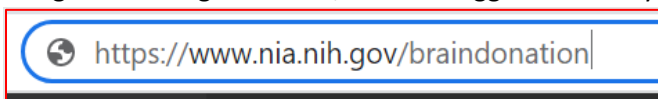
4. Always select **301 Moved Permanently** as the Redirect status.
5. Click **Save**.

Example of the Add URL redirect page with a Vanity URL:

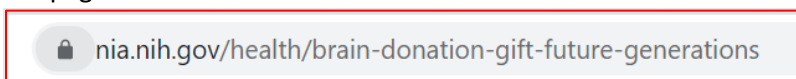
A screenshot of the "Add URL redirect" form. The "Path" field is labeled "Path \*" and contains the text "https://www.nia.nih.gov/braindonation". The "To" field is labeled "To \*" and contains the text "/node/31549". Below the "To" field, there is a small text block: "Start typing the title of a piece 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 to display link text only. Enter <nolink> to display link text only. Enter <button> to display keyboard-accessible link text only." The "Redirect status" field is labeled "Redirect status" and has a dropdown menu showing "301 Moved Permanently". Below this, there is a link: "You can find more information about HTTP redirect status codes at [http://en.wikipedia.org/wiki/List\\_of\\_HTTP\\_status\\_codes#3xx\\_Redirection](http://en.wikipedia.org/wiki/List_of_HTTP_status_codes#3xx_Redirection)". At the bottom, there are two buttons: "Save" (highlighted in blue) and "Delete" (in red).

## Verifying the Vanity URL

1. To verify that the Vanity URL is working, paste the Vanity URL in the browser address bar either incognito in Google Chrome, or while logged out in any common browser, and press enter.



2. A working Vanity URL will redirect to the page's full URL and allow access to the latest version of the page.



## Troubleshooting a Vanity URL

If the Vanity URL is not working, there may be other URL redirects in Drupal causing a redirect loop or perhaps previous redirects are in place which are disrupting the process. Please reach out to [niacontact@iqsolutions.com](mailto:niacontact@iqsolutions.com) for help investigating.

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## Reviewing and Editing Vanity URLs

1. To view all Vanity URLs on the NIA site visit:  
<https://www.nia.nih.gov/admin/config/search/vanity-urls>.
2. In the Vanity URLs table, the **From:** column will show the created Vanity URL.
3. The **To:** column will show the original page URL.
4. Use the **From** and **To** fields at the top of the page to search for a specific Vanity URL.
  - a. *Tip: Exclude forward slashes when conducting a search.*
5. To create a CSV export of all Vanity URLs or a specific Vanity URL search, click the orange **CSV** button at the bottom of the page.
6. To edit a Vanity URL, find the desired Vanity URL and click **Edit** under the Operations links column.

Example of a Vanity URL search:

The screenshot displays the NIA Web Administrator interface for managing Vanity URLs. At the top, there are search filters: 'From' (text input with 'braindonation'), 'To' (text input), 'Status code' (dropdown menu with '- Any -'), 'Original language' (dropdown menu with '- Any -'), and 'Items per page' (dropdown menu with '50'). Below these filters is an 'Apply' button. Under the 'With selection' section, there is a 'Delete redirect' dropdown and an 'Apply to selected items' button. The main table lists the search results with columns: 'From', 'To', 'Status code', 'Original language', 'Created', and 'Operations links'. One result is shown: 'From' is '/braindonation', 'To' is '/health/brain-donation-gift-future-generations', 'Status code' is '301', 'Original language' is 'Not specified', and 'Created' is 'August 04, 2020'. The 'Operations links' column for this row contains an 'Edit' button. At the bottom of the table, there is another 'Apply to selected items' button and an orange 'CSV' button.

From	To	Status code	Original language	Created	Operations links
/braindonation	/health/brain-donation-gift-future-generations	301	Not specified	August 04, 2020	Edit

## Best Practices for Vanity URLs

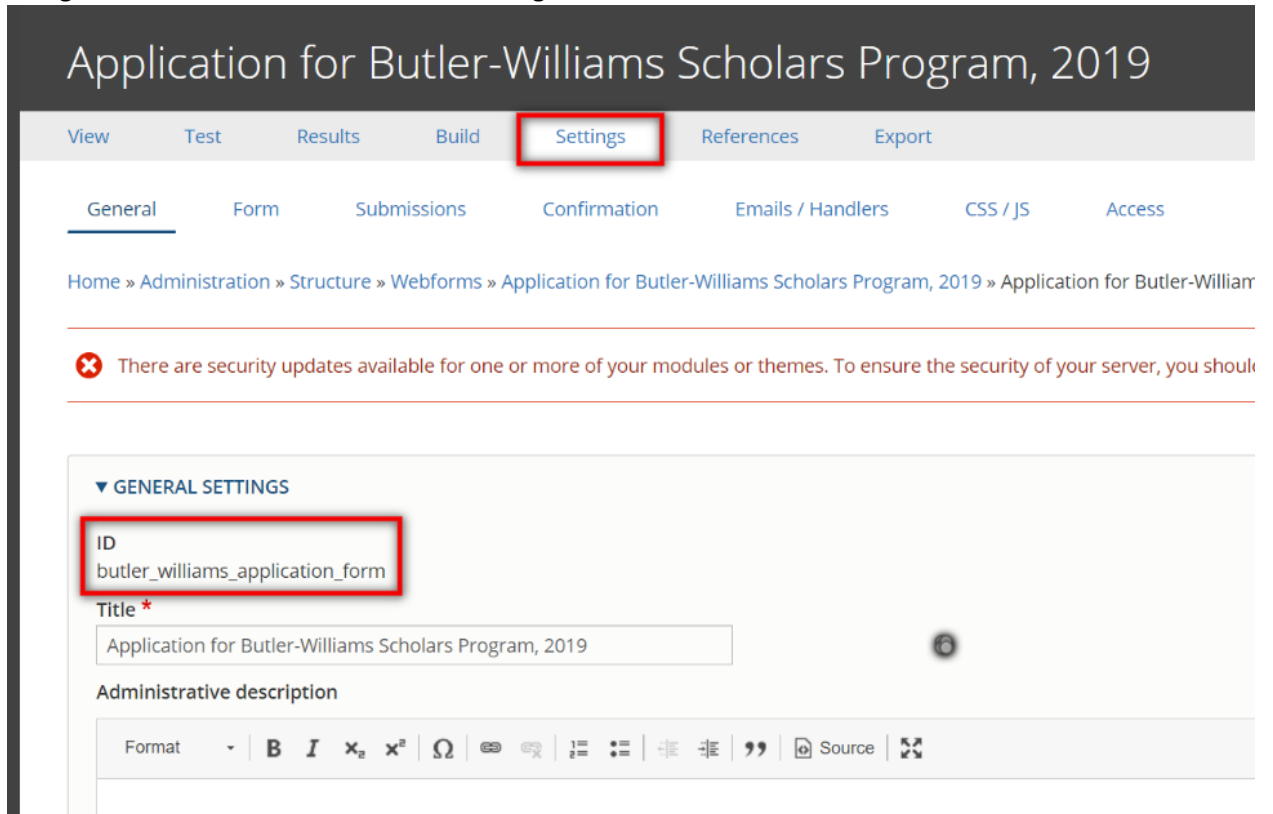
- Keep the URL short and simple. Stick to a two- or three-word phrase.
- Check to see if there are existing vanity URLs for the page (or existing vanity URLs using the same term) before creating a new one.
- Use keywords in the URL that are easy to remember and describe the page content linked from the Vanity URL.
- Minimize slashes or dashes in the Vanity URL to improve chances of people remembering the URL.
- Only add a Vanity URL when necessary or part of a marketing effort. Not every page needs a Vanity URL.

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- In most cases, the vanity URL should not occupy the main URL alias of the page and instead serve as a separate URL that people can use to access the page.
- When creating redirects is that if you are *unpublishing* a page (as we normally do), you must redirect the **node reference**, not the URL alias. Otherwise, people will get an “unauthorized” error instead of being forwarded. (If we were *deleting* pages, you’d need to redirect the URL alias.)

## Setting Up a Redirect for an NIA Web Form

1. Navigate to a web form and select the settings.



The screenshot shows the NIA Web Administrator interface. The main heading is "Application for Butler-Williams Scholars Program, 2019". Below this is a navigation bar with tabs: View, Test, Results, Build, Settings (highlighted with a red box), References, and Export. Under the Settings tab, there are sub-tabs: General (selected), Form, Submissions, Confirmation, Emails / Handlers, CSS / JS, and Access. A breadcrumb trail reads: Home » Administration » Structure » Webforms » Application for Butler-Williams Scholars Program, 2019 » Application for Butler-Williams. A red error message states: "There are security updates available for one or more of your modules or themes. To ensure the security of your server, you should...". The "GENERAL SETTINGS" section is expanded, showing the "ID" field with the value "butler\_williams\_application\_form" (highlighted with a red box). Below the ID field is the "Title" field with the value "Application for Butler-Williams Scholars Program, 2019". At the bottom is the "Administrative description" field with a rich text editor toolbar.

2. Reference the ID and visit: <https://www.nia.nih.gov/admin/config/search/redirect/add> include /webform, referencing this example above “webform/butler\_williams\_application\_form” in the

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"Path" field and the URL of the destination in the "To" field. Save the update.

Path \*

<https://www.nia.nih.gov/>

To \*

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`

Redirect status


You can find more information about HTTP redirect status codes at [http://en.wikipedia.org/wiki/List\\_of\\_HTTP\\_status\\_codes#3xx\\_Redirection](http://en.wikipedia.org/wiki/List_of_HTTP_status_codes#3xx_Redirection).

*\*Note, the redirect may take time to process or require site caches to flush. Revisit the redirected URL in 24 hours while logged out, or in a separate browser.*

## NIA Small Business Showcase

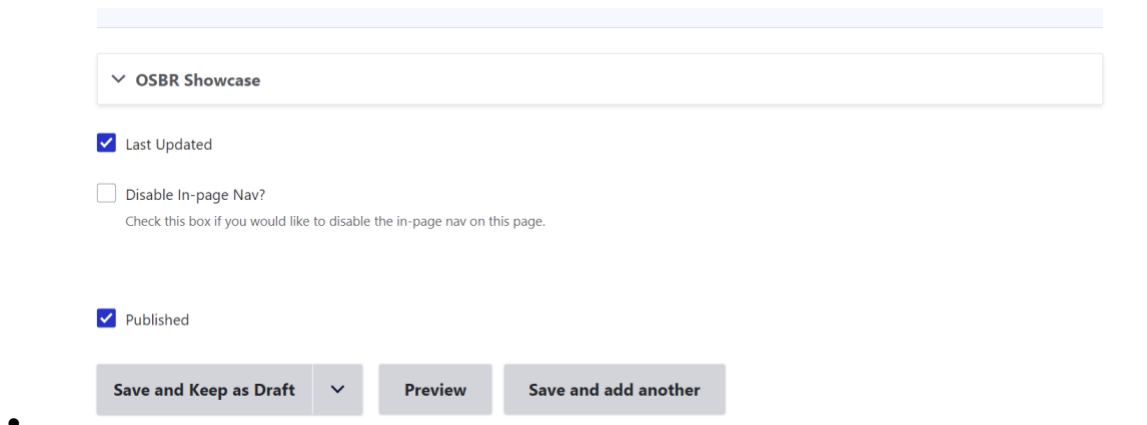
The **NIA Small Business Showcase** is an online portfolio of companies that received funding and resources for the Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) programs.

### Create a new Small Business Showcase

1. To **add the new business** to the [small business showcase](#):
  - Create a [new division page](#).
  - Add the OSBR Banner Image (below) at the top of the WYSIWIG edits, above the page copy.
  - 
  - Insert the company logo inline onto the page through the media option, right aligned, 400px x 267px, and linked to the company's webpage.
  - Add the page copy and summary text for social media and search engines
  - Add the company logo at 395px x 395px as a Meta Thumbnail
  - Enter the OSBR Showcase Section to display the new page on the Small Business Showcase listing page. To access and update the OSBR section, expand the dropdown menu at the bottom of the page, above the "Last Updated" and "Disable In-page Nav?" Options.



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The screenshot shows a web form for creating or editing an OSBR Showcase. At the top, there is a dropdown menu labeled 'OSBR Showcase'. Below this, there are three checkboxes: 'Last Updated' (checked), 'Disable In-page Nav?' (unchecked), and 'Published' (checked). Under the 'Disable In-page Nav?' checkbox, there is a small text instruction: 'Check this box if you would like to disable the in-page nav on this page.' At the bottom of the form, there are three buttons: 'Save and Keep as Draft', 'Preview', and 'Save and add another'.

- - Choose the correct OSBR Showcase Category
  - Enter the Company name as the OSBR Title
  - Add a 1-sentence description and a small image into the OSBR teaser field, which is typically the same text entered in the summary field. Format of the logo image is below. Replace bold sections with company URL and the relevant file information from the appropriate logo image saved in the Drupal media library.:
    - `<a href="https://www.juvenatherapeutics.com/" data-image-style="none"></a>`
- Note: The node will need to be saved as a draft before the inline shows up with the UUID in the media library.
- Note: You *must* select “SBIR” as the Office to ensure the page breadcrumbs generate correctly.

## Establish the listing order on the correct company showcase

Companies are displaying in alphabetical order on the page.

To display the showcase in the correct order on the page:

- Go to the right-hand column below
- Locate ‘authoring information’ in the URL Alias section located on the right-hand side in the backend of the Drupal editor.

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Example: type /about when writing an about page.

**^ Authoring information**

**Authored by**  
  
The username of the content author.

**Authored on**  

The time that the node was created.

The time that the node was created.

**^ Promotion options**

Create a URL alias for a company showcase

The URLs for the company showcases must be manually created in the below format.

- To define the URL:
  - Go to the URL alias section on the right-hand menu in the Drupal backend.
  - Uncheck the "generate automatic URL alias" box
  - Create the URL alias using the following format:  
**/research/sbir/nia-small-business-showcase/company-name-here** (Example: </research/sbir/nia-small-business-showcase/wicked-sheets-llc>)
- Check the date and time of the companies adjacent to where you want this to appear in the list.
- Select a date and time *after* the company you would like it to appear under, and *before* the company you would like it to appear above.

**^ Simple XML Sitemap**

**^ URL redirects**

**^ URL alias**

☐ Generate automatic URL alias  
Uncheck this to create a custom alias below. [Configure URL alias patterns.](#)

**URL alias**  
  
Specify an alternative path by which this data can be accessed. For example, type "/about" when writing an about page.

**^ Authoring information**

**^ Promotion options**

**^ Display settings**

## Page Templates

This section summarizes the types of [page templates or layouts](#) that are *only* available to admin users.

### Alzheimers.gov Page

- Why and when to use*  
Health information in English or Spanish on Alzheimers.gov

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- *Location on site*  
Found on [Alzheimers.gov](https://www.alzheimers.gov)
- *Benefits*  
These pages are used to provide a variety of information on Alzheimer's disease and related dementias.
- *Example*  
<https://www.alzheimers.gov/alzheimers-dementias/alzheimers-disease>

## Alzheimers.gov Resources

- *Why and when to use*  
Hyperlinks and contact information for resources at the end of Alzhiemers.gov pages.
- *Location on site*  
Found at the bottom of Alzhiemers.gov informational pages.
- *Benefits*  
Allows you to link users to other relevant content, and since the resources can be used multiple times, it reduces effort as you can create a resource once and place it on many pages.
- *Example*  
<https://www.alzheimers.gov/alzheimers-dementias/alzheimers-disease#find-more-resources-on-alzheimer%E2%80%99s-disease>

## Article

- *Why and when to use*  
Articles are used to provide more information on a specific health topic (examples: caregiving, exercise, shingles). An Article is typically on the site long term with occasional updates to keep facts and information current.
- *Location on site*  
Linked from the [Health Topics A-Z page](#).
- *Benefits*
  - Provides engaging content for a specific health topic and includes imagery, callouts (including e-alert sign ups), video, tables, and more.
  - Offers the ability to include tagged Health Information Resources (example: Alcoholics Anonymous) that display on the bottom of the page with contact information.
- *Example:*  
<https://www.nia.nih.gov/health/11-myths-about-alzheimers-disease>

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## Basic page

- *Why and when to use*

Basic pages are used for the *major* landing pages connected to the main menu on [nia.nih.gov](https://nia.nih.gov).

*Note, this is a limited use template. You must check with the web team before using a basic page template to create a new page.*

- *Location on site*

These major landing pages are linked to the main menu on [nia.nih.gov](https://nia.nih.gov) like Research & Funding and About NIA.

- *Benefits*

Feature options include:

- Hero image
- NIA Components which includes Body Paragraph, NIA Callout, NIA Card Container
- HTML Tables
- Mailchimp signup
- Promo – 3 up

- *Example*

<https://www.nia.nih.gov/about>

## Budget

- *Why and when to use*

Budget pages are used to display budget information on [nia.nih.gov](https://nia.nih.gov).

- *Location on site*

Budget information is located under the About NIA section on [nia.nih.gov](https://nia.nih.gov).

- *Benefits*

Feature options include:

- Office (tagging)
- Year
- Body Paragraph, NIA Callout, NIA Card Container
- Mailchimp signup
- Files media

- *Example*

<https://www.nia.nih.gov/about/budget/fiscal-year-2024-budget>

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## CARD

There are five types of page templates available for use on card.nih.gov: CARD Blog, CARD Events, CARD Staff, CARD News, and Card.nih.gov page. For more information on how to update CARD, view the [CARD web author guide](#).

## Component Landing Page

- *Why and when to use*

This is used to add a landing type page that is built from paragraph-based components including banner, cards, callouts, latest news and collections.

- *Location on site*

Component landing pages are currently used for the Home and Careers landing pages.

- *Benefits*

Makes it easy to create a callout hero at the top of the page.

Included NIA components:

- Mailchimp signup
- News listing container
- Collections container

- *Example*

<https://www.nia.nih.gov/>

## Featured Resources

- *Why and when to use*

Content that appears in the "Featured Resources" blocks.

- *Location on site*

[insert text]

- *Benefits*

[insert text]

- *Example*

[insert text]

## Generic Landing

- *Why and when to use*

This template is used for most non-division landing pages.

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- *Location on site*

This template serves as a secondary level landing page throughout nia.nih.gov for non-division pages with sufficient content to require a landing page (ex: [ADRCs](#)).

- *Benefits*

Three-across card format can be used without the cards becoming condensed. Feature options include:

- Tag to a channel (e.g., health, Alzheimer's, research, newsroom, about, Espanol)
- Hero image media
- NIA Body Paragraph, NIA callout, NIA Container
- Mailchimp signup
- Promo – 2 up, Promo - 3 up
- Image (meta thumbnail)
- Teaser Text
- Tile Menu Components

- *Example*

<https://www.nia.nih.gov/z-health-topics-example-page>

<https://www.nia.nih.gov/toolkit/brain-donation>

<https://www.nia.nih.gov/research/labs/blsa>

<https://www.nia.nih.gov/news/all>

<https://www.nia.nih.gov/aging-alzheimers-resources-multimedia/alzheimers-press-kit>

## Generic Node

- *Why and when to use*

This template is used for a variety of general information pages in about, and other content and typically not tagged to a division or a lab.

*Recommended uses*

- 
- Pages in the about section
- Reports (and reports using book format)
- Research content that applies to all divisions, or also extends to NIH or other ICs,
- Working group
- Special program or portfolio

- *Location on site*

The template type appears in multiple areas throughout nia.nih.gov.

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- *Benefits*

Feature options include:

- Tag to a channel
- Hero Image Section
- Body Paragraphs, NIA Callouts, NIA Card Container
- Custom Body Section Area
- HTML Tables
- Mailchimp signup
- Files Media
- Image (Meta Thumbnail)
- Teaser Text
- Related Content

- *Examples*

<https://www.nia.nih.gov/about/2024-nih-dementia-research-progress-report/advancing-care-caregiving-research>

<https://www.nia.nih.gov/about/2024-nih-dementia-research-progress-report>

<https://www.nia.nih.gov/research/nia-data-sharing-resource-toolkit-research>

<https://www.nia.nih.gov/about/history>

## Health Information Resources

- *Why and when to use*

Organization names and contact information for resources at the end of articles in English and Spanish. For example:

- **Title**—Enter the name of the organization. If the organization is a Spanish resource, add an (SP) at the end of the title.
- **Body**—Enter the name of the organization, phone number(s), email address, and URL in this format:

**Corporation for National Community Service**

1-800-942-2677 (toll-free)

1-800-833-3722 (TTY/toll-free)

[info@cns.gov](mailto:info@cns.gov)

[www.nationalservice.gov](http://www.nationalservice.gov)

***TIP: Use shift-enter to create a soft line break between lines.***

- *Location on site*

Found at the bottom of the articles.

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- *Benefits*  
Can be dynamically pulled into the bottom of an article.

## Hero

- *Why and when to use*  
Heros serve as banners for non-division content landing pages.
- *Location on site*  
Currently, not in use on nia.nih.gov
- *Benefits*

## Infographics

- *Why and when to use*  
Health information infographics. Mainly used by Health Communications and Digital Outreach and Engagement Branches.
- *Location on site*  
Located in the Health Communications channel on nia.nih.gov.
- *Benefits*  
Feature options include:
  - A-Z Topic/Spanish A-Z tagging
  - Image (Meta Thumbnail)
  - NIA Components which includes Body Paragraph, NIA Callout, NIA Card Container
  - Sharelines
  - Infographic Image Media
- *Example*  
<https://www.nia.nih.gov/health/alzheimers-and-dementia/steps-take-after-dementia-diagnosis>

## Job Listing

- *Why and when to use*  
Use to create career pages to post job opportunities that will display on the Careers landing page. Mainly used by the Outreach and Digital Engagement Branch.
- *Location on site*  
Job listings display on the Careers landing page.
- *Benefits*



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Establishes a consistently format for career opportunities on nia.nih.gov. Dynamically appears on Careers listing page, and Division taxonomy pages.

- *Example*

<https://www.nia.nih.gov/about/careers/division-behavioral-and-social-research/supervisory-program-officer-branch-chief>

## Lab Landing

- *Why and when to use*

Used for IRP landing pages. This is mainly used by the IRP webmaster.

- *Location on site*

Located in the IRP/Labs at NIA section of nia.nih.gov.

- *Benefits*

Provides a distinct landing page format for IRP content.

Feature options include:

- Lab tagging
- Staff Listing Office/Lab tagging
- NIA Components which includes Body Paragraph, NIA Callout, NIA Card Container
- Mailchimp signup
- Insert Media
- Promo – 2 Up

- *Example*

<https://www.nia.nih.gov/research/labs/lng>

## Lab Pages

- *Why and when to use*

Used for interior pages for labs, CORE or Section information. This is mainly used by the IRP webmaster.

- *Location on site*

Lab landing pages are used for informational IRP content.

Feature options include:

- Lab tagging
- Staff Listing Office/Lab
- NIA Components which includes Body Paragraph, NIA Callouts, NIA Card Containers
- Mailchimp Signup
- Files Media

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- Promo – 2 Up

- *Benefits*

Provides a platform for NIA to publish information publicly that is tied to a specific lab.  
Useful for IRP and other internal lab work that is tied to a lab and not a specific division.

- *Example*

<https://www.nia.nih.gov/research/labs/tgb/circadian-biology-aging-unit>

## Landing Page with Full Width Hero

- *Why and when to use*

This template types provide a landing page with full width hero image.

*Note, this is a limited use template. You must check with the web team before using this template.*

- *Location on site*

Currently this is only used for the **milestones database landing page**.

- *Benefits*

This helps establish a defined presence for high-profile content.

- *Example*

<https://www.nia.nih.gov/research/milestones>

## Milestones

- *Why and when to use*

Alzheimer's Milestones content type, for use when editing or adding resources to the [milestones library](#).

*Note, this is a limited use template. You must check with the web team before using this template.*

- *Location on site*

All milestones display in the milestones database on [nia.nih.gov](https://www.nia.nih.gov).

- *Benefits*

The database is a robust, feature rich tool that allows users to sort, search and filter as they search for specific milestones or by certain topics.

- *Example*

# NIA Web Administrator Digital Guide

<https://www.nia.nih.gov/research/milestones/dementia-care-and-impact-disease/care-caregiving-healthcare-decision-making>

## Misc Node

- *Why and when to use*

Just a title and a body. For use with milestones.

*Note, this is a limited use template. You must check with the web team before using this template.*

- *Location on site*

Located in the milestones database.

- *Example*

<https://www.nia.nih.gov/research/milestones/alzheimers-disease-related-dementias-specific>

<https://www.nia.nih.gov/node/30644>

<https://www.nia.nih.gov/node/30643>

## NACA Meeting Information

- *Why and when to use*

NACA Meeting Information content type.

*Note, this is a limited use template. You must check with the web team before using this template.*

- *Location on site*

In the National Advisory Council on Aging (NACA) section under About NIA. ([NACA landing page](#) is a general node template type.)

- *Example*

<https://www.nia.nih.gov/about/naca/council-minutes-may-2024>

## News

- *Why and when to use*

News is used to announce updates that fall into one of the NIA news categories:

- Research Highlights
- Events
- Division Announcements
- News Releases
- Announcements

# NIA Web Administrator Digital Guide

If you are posting a new career opportunity, please use the [job announcement template](#) [link?]

If you are posting a division workshop, please use the [workshop requests form](#) [link?].

- *Location on site*

Research Highlights, NIA-wide Events, and News Releases are linked to the News and Events page.

To get a News page to appear on the division's news and announcement page select the Division Announcement news category to tag the page to a specific division (example: DCGC News & Announcement page).

To get a News Release to display on the news section of the Alzheimers.gov select 'Alzheimers' or 'Both' on a news page.

To get a Research Highlight to display on a News Topic page, select a topic such as Aging Biology under the News Topics section.

- *Benefits*

Ability to share timely news and events and post them in appropriate sections on the website.

- *Example*

<https://www.nia.nih.gov/news/virtual-workshop-animals-geroscience-needs-translational-and-preclinical-research>

## Promos

- *Why and when to use*

Used to create individual promos.

- *Location on site*

Displays in the promo section on the bottom of pages.

- *Example*

<https://www.nia.nih.gov/node/28983>

## Research Blog

- *Why and when to use*

The Research Blog template type is used for individual blog posts. This is mainly used by the Outreach and Digital Engagement branch.

- *Location on site*

All blogs display on the [Inside NIA blog section](#) on nia.nih.gov and the [most recent blog post](#) will display on the [homepage](#).

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- *Benefits*  
This template establishes a distinct look and feel for blog posts, including links to staff profiles, blog topic tags, and more.
- *Example*  
<https://www.nia.nih.gov/research/blog/2024/11/unlock-insights-vulnerable-older-adults-nias-long-term-care-data-cooperative>

## Research Blog Landing

- *Why and when to use*  
This serves as the Inside NIA Blog landing page.

*Note, this is a limited use template. You must check with the web team before using or editing this template.*

- *Location on site*  
Located on the Inside NIA Blog.
- *Benefits*  
This creates a distinct destination for all blog posts. Blogs are displayed in reverse chronological order to support navigation and help user locate the most recent content first.
- *Example*  
<https://www.nia.nih.gov/research/blog>

## Research Resource

- *Why and when to use*  
This template is used to create individual resources linked to the [NIA Research Resources database](#).
- *Location on site*  
These can be found in the Research Resources database on [nia.nih.gov](https://www.nia.nih.gov).
- *Benefits*  
Users can access the Research Resources database and use it to find NIA-supported scientific resources, datasets, informatics resources, and more. Search by keyword, resource type, or NIA Division or IRP.
- *Example*  
<https://www.nia.nih.gov/research/resource/clin-star-database>

# NIA Web Administrator Digital Guide

## Spanish Articles

- *Why and when to use*

See the Articles section. This template may require linking to and from an English article.

- *Location on site*

Linked from the [Spanish Health Topics A-Z page](#).

- *Benefits*

See the Articles section.

- *Example:*  
<https://www.nia.nih.gov/espanol/depression/personas-mayores-depresion>

## Special Resources Pages

- *Why and when to use*

Use a special resources page template for a single page with these characteristics:

- Information about broad NIH-wide programs or initiatives ( e.g., [AMP-AD](#))
- Signature events only. (e.g., [the AD Summit](#) and [NIH Toolbox Assessments conference](#))  
All other events should be set up using a Division Workshop template.
- Studies with an non-compliant website migrated to nia.nih.gov (e.g., [Health ABC](#) and [InCHIANTI](#)).

*Note: this is a limited use template. Please check with the web team before using the special resources template for a new page.*

- *Location on site*

This page type does not have a specific location.

- *Benefits*

This page type has a special URL architecture that can be leveraged, and it works well if you do not want to tag a channel (About, News, Research, etc.) in the URL.

- *Example*

<https://www.nia.nih.gov/inchianti-study>

## Staff Listing

Typically, a staff listing is dynamically created when a profile is created in the NIH Employee Directory (NED) for an NIA staff member, and occasionally it staff listing is manually created for contractor or fellows. Learn more about **NED imports**, **former staff designations**, **unpublishing a staff listing**, and **adding a staff listing for an individual who is not in NED**

# NIA Web Administrator Digital Guide

## NED Imports

This guide was developed to describe the import process and which fields are imported from NED. Additional information regarding unique “Unit” and “Former Staff” fields are included within this document.

As of July 2021, the following fields are available within the Staff Listing Content Type on [nia.nih.gov](http://nia.nih.gov). Fields that are imported or updated from NED are **bolded** and marked with an asterisk (\*).

- **Unique identifier\***
- **Page Title\*\* (seen as Title under Unique Identifier)**
- **Office(s)\***
- Unit
- **First Name\***
- Middle Initial
- **Last Name\***
- Suffix
- **Title\* (position or job title, see as Title under Suffix)**
- **Phone Number\***
- **Email Address\***
- Research Interests/Portfolio
- Profile Image (upload function)
- Biography
- Curriculum vitae
- Email MailChimp Sign-up
- Former Staff
- HTML Tables

*\*\*Please note that the page title (or Title field under Unique Identifier) does not update in subsequent imports and staff should reach out to NIA OCPL and IQS if a different name should appear on any staff member's page.*

## Mapping [nia.nih.gov](http://nia.nih.gov) Staff fields to NED

Among the [nia.nih.gov](http://nia.nih.gov) Staff listing fields imported from NED, these fields correspond to the following fields in NED:

- Unique identifier\* ----> HHS ID
- Page Title\* ----> Constructed from fname and lname fields within NED code and not displayed on NED bio page.
- Office(s)\* ----> Organization
- First Name\* ----> fname fields within NED code and not displayed on NED bio page.

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- Last Name\* ----> lname fields within NED code and not displayed on NED bio page.
- Title\* (position or job title) ----> Organizational Title
- Phone Number\* ----> Phone
- Email Address\* ----> E-mail

HHS ID:	001-3309-819
Legal Name:	Mr Edgar Bueno Abarcar
Preferred Name:	Mr Edgar Abarcar
E-mail:	<a href="mailto:abarcareb@mail.nih.gov">abarcareb@mail.nih.gov</a>
Location:	HARBOR BG RM NM-500 3001 S HANOVER ST BALTIMORE MD 21225
Mail Stop:	
Phone:	410-350-3955
Fax:	
IC:	NIA (National Institute on Aging)
Organization:	CLINICAL RESEARCH CORE (HNN-2-6)
Classification:	Employee
Emergency Tier Designation:	Tier I - Emergency Employee
IPD:	Other
Organizational Title:	Nurse (Reserach Specialist)
Mobile Phone:	
Pager:	
TTY:	

\*Above is a screenshot from a NED page with additional information visible to users with NIH badges. Note that fname and lname fields are not mapped or connected to “Legal Name:” and “Preferred Name:” but instead present in NED’s code source.

## NED Importing Process

An administrator can start the import process by traveling to Configuration -> NED Feed Importer on the site. Within the NED Feed Importer, a few tabs are offered.

- Near the top is a manual option to “Run Import,” which will begin the NED Import Process. When selecting to run the import, the site will pull all applicable entries (typically more than 1k) into a queue. Cron, an automated and time-based task scheduler, processes every hour and approximately clears 46 entries per hour. With the current number of entries noted above, staff updates take about 24 hours to completely process. Selecting to “Clear Queue” will halt the process and require an admin to “Run Import” again, starting this process over. Admins can check back every hour to see the entries reduce and update until “0 entries” remain and all staff is updated.

Run Import

Clear Queue (1054 entries)



# NIA Web Administrator Digital Guide

- “NED IMPORT CRON SETTINGS” provides a checkbox to set whether NED importing should run on Cron and at what frequency. 336 hours, or roughly 14 days, are set when an import runs.

### NED IMPORT CRON SETTINGS

☒ Run NED importing on Cron

Run the import every

336

hours

The import was last run: 2021-07-16 14:13:04

- “IMPORT SETTINGS” offers three options:
  - Unmatched NED records will be ADDED: New staff listing will be added.
  - Matched NED records will be updated: Existing staff listings will be updated.
  - Delete existing staff listing notes that are no longer in NED: Staff listings deleted from NED will be removed from nia.nih.gov.

### IMPORT SETTINGS

- ☒ Unmatched NED records will be ADDED
- ☒ Matched NED records will be UPDATED
- ☒ Delete existing Staff Listing nodes that are no longer in NED

- “NED IMPORT CRITERIA” defines certain status and titles to exclude from importing into the site. Staff Listing records are also created and designated as “HNN-2, HNN-2-4, and more” as part of

# NIA Web Administrator Digital Guide

this criteria.

**NED IMPORT CRITERIA**

**NED Organizational Status Exclusions**

Comma separated list of organizational status to exclude

**NED Title Exclusions**

Comma separated list of titles to exclude

☒ **Delete Excluded Records**  
Delete previously imported staff that match criteria above

NOTE: Staff Listing records will be created, given they do not match any exclusions above, for individuals assigned to listed locations, below.

HNN-2
HNN-2-4
HNN-2-5
HNN-2-6
HNN-22
HNN-222
HNN-223
HNN-224
HNN-225
HNN-23
HNN-235
HNN-237

- “NED CREDENTIALS” is a location to update user login and passwords. Passwords expire every 90 days and are sent by NIH IT staff through encrypted email.
- “LOGGING” defines the log setting. This is currently set as off, but for troubleshooting purposes, this could be turned on to view any messages about potential errors.

**LOGGING**

☐ Logging Enabled

**Path to logfile**

File system path relative to the Drupal docroot, including the filename and extension, without leading slash.

**Maximum logfile size**

Mb

Integer value, in Megabytes. 0 = No Limit

**Check log file size every**

hours, at most

## Staff Profiles

NIA leadership encourages all institute federal employees to populate and update, when necessary, their staff profile at <https://www.nia.nih.gov/about/staff> to include their background and major NIA duties. To initiate this process OCPL has created Staff Profile Request Form which is available on the Communications Toolkit page of the NIA intranet.

# NIA Web Administrator Digital Guide

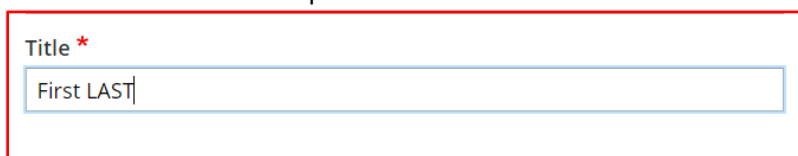
## Manually Adding Staff Listing for Contract, Fellows, or Interns

A Staff Listing page can be manually created to establish a public staff profile page for an individual who is not in NED. In general, a Staff Listing page should only be created for fellows or interns at NIA longer than three months.

### How to add a staff listing for an individual who is not in NED

*Note: A Staff Listing can only be added by Drupal Administrators on the [nia.nih.gov](http://nia.nih.gov) site.*

1. Open Drupal and then select Content, Add Content and Staff Listing.
2. Open the [Fake Unique Identifier list](#).
3. Select/add the next number to the Fake Unique Identifier list and enter it in the **Unique Identifier** field on the Staff Listing page in Drupal.
4. In the **Title** field, enter the first name in sentence case, and the last name with all caps which is consistent with how NED pulls in contact names for NIA staff.

A screenshot of a web form field labeled "Title \*". Below the label is a text input box containing the text "First LAST". The entire field is enclosed in a red rectangular border.

Note: The Title field generates the page title.

5. In the **Office** field, enter the Division title.
6. Then enter **First Name** as sentence case, **Last Name** as all caps, and **Title** as sentence case.
7. If a Division Staff listing page exists, then the new staff listing will auto populate on the related Division page (Example: [DAB Research Programs and Staff Contacts](#)) and the **Email Address** field should also be filled out.

Other commonly used fields:

- **Profile Image Media.** The optimal size for a staff listing image is 400 x 400 px.
- **Biography.** Enter a brief bio.

8. Once finished, click **Save** at the bottom of the page.

### Best Practices for Staff Listings for Contract, Fellows, or Interns

- Before adding a Staff Listing, always check the [Fake Unique Identifier list](#) and start with a new number.
- Keep the Fake Unique Identifier short. Stick with “fake-id-[enter number]” as the format.
- Advise Division Staff to notify us of any changes in employment status for this individual. If transitioned to NIA staff, their NED profile will dynamically generate a new staff listing and the manually created page will need to be deleted and possibly redirected to the new staff profile page.

# NIA Web Administrator Digital Guide

## Updating “Unit” fields

- A field in Staff Listings, known as “Unit,” is an optional field that swaps text listed after “Office:” on the Staff bio pages.

**Using “Office” auto-updated field seen below.**

MISSION

ADVANCES IN AGING RESEARCH

ADVANCES IN ALZHEIMER'S & RELATED DEMENTIAS RESEARCH

NATIONAL ADVISORY COUNCIL ON AGING

BUDGET & TESTIMONY

CAREERS

STAFF DIRECTORY

**Edgar ABARCAR**

**Title:** Nurse (Reserach Specialist)  
**Office(s):** Office of the Scientific Director (OSD)  
**Email Address:** abarcareb@mail.nih.gov

**Using “This is an example” field from the “Unit” field seen below.**

Office(s)

+

Office of the Scientific Director (OSD) (3519)

○

+

○

Add another item

Unit

This is an example

MISSION

ADVANCES IN AGING RESEARCH

ADVANCES IN ALZHEIMER'S & RELATED DEMENTIAS RESEARCH

NATIONAL ADVISORY COUNCIL ON AGING

BUDGET & TESTIMONY

CAREERS

STAFF DIRECTORY

**Edgar ABARCAR**

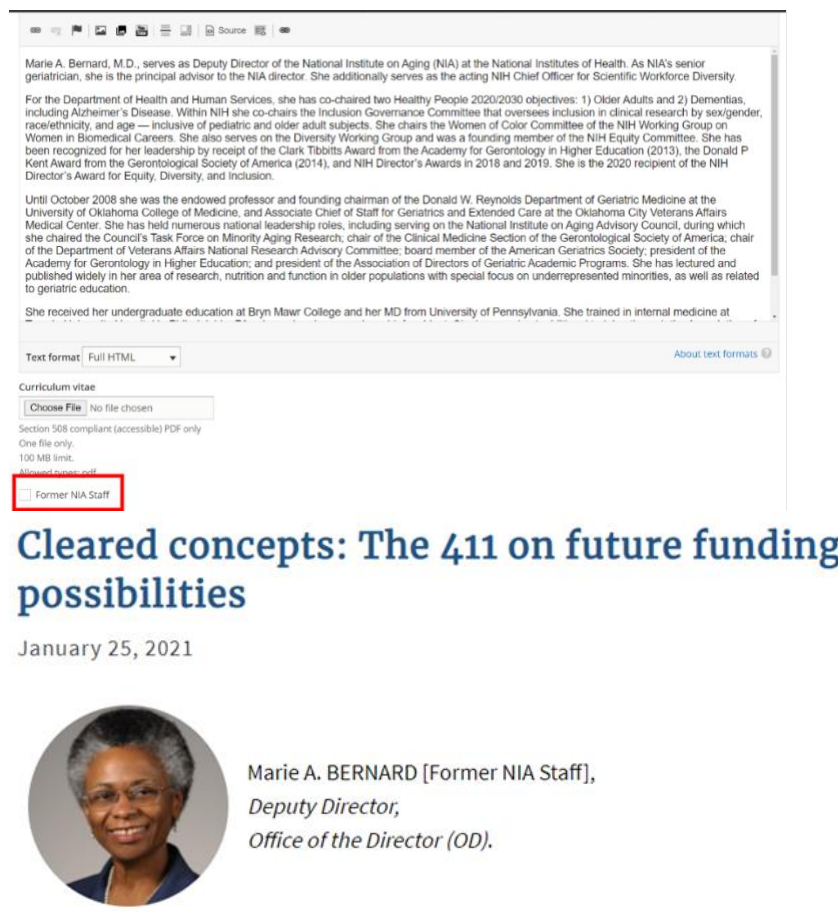
**Title:** Nurse (Reserach Specialist)  
**Office(s):** This is an example  
**Email Address:** abarcareb@mail.nih.gov

# NIA Web Administrator Digital Guide

## Former Staff Designation

For any staff who are no longer in NED but still tagged on a blog post, the site will unpublish their bio and check off a new box called “Former NIA Staff” on their bio page. Once this “Former NIA Staff” designation has been selected, the author tagged on the blog remains and will receive the [Former NIA Staff] designation next to their name; the hyperlink will also be removed from their name, as seen in this example below. NED imports are set to run on Cron every 24 hours from the last Cron run. If you’re not seeing the update within one or two days, we can also run Cron, which should manually make the change.

\* If NIA staff member was not in NED previously and the profile was manually created with fake id an NIA web author would have to manually use the former NIA staff checkbox and unpublish.



Marie A. Bernard, M.D., serves as Deputy Director of the National Institute on Aging (NIA) at the National Institutes of Health. As NIA's senior geriatrician, she is the principal advisor to the NIA director. She additionally serves as the acting NIH Chief Officer for Scientific Workforce Diversity.

For the Department of Health and Human Services, she has co-chaired two Healthy People 2020/2030 objectives: 1) Older Adults and 2) Dementias, including Alzheimer's Disease. Within NIH she co-chairs the Inclusion Governance Committee that oversees inclusion in clinical research by sex/gender, race/ethnicity, and age — inclusive of pediatric and older adult subjects. She chairs the Women of Color Committee of the NIH Working Group on Women in Biomedical Careers. She also serves on the Diversity Working Group and was a founding member of the NIH Equity Committee. She has been recognized for her leadership by receipt of the Clark Tibbitts Award from the Academy for Gerontology in Higher Education (2013), the Donald P. Kent Award from the Gerontological Society of America (2014), and NIH Director's Awards in 2018 and 2019. She is the 2020 recipient of the NIH Director's Award for Equity, Diversity, and Inclusion.

Until October 2008 she was the endowed professor and founding chairman of the Donald W. Reynolds Department of Geriatric Medicine at the University of Oklahoma College of Medicine, and Associate Chief of Staff for Geriatrics and Extended Care at the Oklahoma City Veterans Affairs Medical Center. She has held numerous national leadership roles, including serving on the National Institute on Aging Advisory Council, during which she chaired the Council's Task Force on Minority Aging Research; chair of the Clinical Medicine Section of the Gerontological Society of America; chair of the Department of Veterans Affairs National Research Advisory Committee; board member of the American Geriatrics Society; president of the Academy for Gerontology in Higher Education; and president of the Association of Directors of Geriatric Academic Programs. She has lectured and published widely in her area of research, nutrition and function in older populations with special focus on underrepresented minorities, as well as related to geriatric education.

She received her undergraduate education at Bryn Mawr College and her MD from University of Pennsylvania. She trained in internal medicine at

Text format: Full HTML [About text formats](#)

Curriculum vitae


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Section 508 compliant (accessible) PDF only  
One file only  
100 MB limit  
[Allowed types.pdf](#)

☒ Former NIA Staff

## Cleared concepts: The 411 on future funding possibilities

January 25, 2021



Marie A. BERNARD [Former NIA Staff],  
*Deputy Director,  
Office of the Director (OD).*

## Retroactively adding former staff

1. To add former staff, create a new Staff Listing at [https://nia.nih.gov/node/add/staff\\_listing](https://nia.nih.gov/node/add/staff_listing).
2. Add any ID as you wish that does not have a match in NED, such as fakeid-12323.
3. Add other details, such as Title, Office, First Name, Last Name, upload headshot, select “Former NIA Staff” and uncheck “Published” and then select “Save.”

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4. Go back to the blog of choice, add this author, select “Save and Publish.” Note: Staff removed from NED previously will continue to display “NIA Blog Team” until the blog author field is updated with this former staff member.

*Note: While the update was immediate on a NIA testing site, if the blog author doesn't show up immediately for any reason, it's likely a cache. Please inform IQS Web/IT and we'll look at clearing this cache.*

## Unpublish a Staff Listing

Occasionally, a staff listing may need to be hidden from view.

To make it so staff listing does not appear in the staff directory:

1. Go to the individual staff listing page
2. Click edit
3. Scroll to the bottom of page in Drupal and deselect ‘published.’

# NIA Web Administrator Digital Guide

## Taxonomy

Taxonomy is a method of naming and categorizing content. When taxonomy is programmed, it can create connections between content and automatically populate tagged content to specific locations of the site. Taxonomy can also be exposed as filter options or as a factor for search suggestions. Currently the site uses taxonomy to have content populate on specific pages like job listings, research blogs topics, ADORE, and more.

Visit Drupal, to explore [existing taxonomy for the NIA website](#).

*Note: A term within Taxonomy (or Vocabulary) can only be added, updated, or reorganized by Drupal Administrators.*

## Additional Information and Other Resources

Explore additional web maintenance related information and helpful resources.

In this section:

- Quality Control checklist
- NIA Web Content Audit
- Digital Experience (DX) Indicators

### NIA.NIH.GOV Quality Control Checklist

OCPL's web contractor checks the quality of each page submitted by web authors. Typically, pages are reviewed and published within 48-72 business hours. The OCPL web team may support rush requests to publish content sooner.

Requests to conduct QA arrive in email from [niaic@mail.nih.gov](mailto:niaic@mail.nih.gov) or sent to [niacontact@iqsolutions.com](mailto:niacontact@iqsolutions.com), the contractor uses a quality control [checklist](#) to review each webpage.

### NIA Web Content Audit

NIA strives to develop and maintain timely and accurate website content and archives historical content in accordance with the [21<sup>st</sup> Century IDEA Act](#), [NIH Social Media and Web Records Guidance](#), and [HHS Website Content Lifecycle Management \(CLM\) and Archive Guidance](#). To align with this legislation and guidance and build public trust, OCPL developed the [NIA Website Content Audit and Archive Guidance](#). With this guidance OCPL established a process for reviewing the major content areas of NIA websites. To help NIA:

- Ensure compliance with federal policies and regulations
- Mitigate risks associated with non-compliant NIA websites
- Continuously improve navigation and findability

# NIA Web Administrator Digital Guide

- Identify opportunities to improve content to ensure it remains accurate, up to date, and on message
- Make informed, consistent decisions about content to develop, update, remove, or archive
- Safeguard the reputation of NIA/NIH and help promote public trust

OCPL facilitates reviews and checks each page against criteria identified in the [NIA Web Content Compliance Audit checklist](#).

If you have any questions about the web content audit process, please contact Derek Rebeck at [derek.rebeck@nih.gov](mailto:derek.rebeck@nih.gov).



# NIA Web Administrator Digital Guide

## Digital Experience (DX) Indicators

OMB and GSA established key performance areas that correlate with requirements outlined in the [21st Century IDEA Act](#). Digital Experience (DX) indicators serve as metrics to gauge compliance for the key performance areas.

The indicators are meant to help determine our alignment with the IDEA Act standards and show us areas of improvement. All public facing sites are scanned as part of the [Digital Analytics Program \(DAP\)](#).

## Access the DX Indicators Online

To access the DX Indicators, visit [MAX.gov](#) and create an account. This is where you will be able to log in and see all DX indicator scans.

## More information

- [M-23-22](#) | MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES
- [M-24-08](#) | MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES
- [The Digital Analytics Program \(DAP\) | Read about GSA's site scanning tool.](#)
- [MAX.gov](#) | Access site scanning results for the DX indicators.
- [21st Century IDEA Act](#) | Learn about the framework and specific requirements.

If you have any questions about this information, please contact Emma Montgomery at [emma.montgomery@nih.gov](mailto:emma.montgomery@nih.gov) or Kelly Ohaver at [kelly.ohaver@nih.gov](mailto:kelly.ohaver@nih.gov).