



Policy Toolkit Manual



Purpose

The purpose of this manual is to assist Drupal Editors with creating tailored Policy Toolkit web pages within their own unit’s section of the DCU website.

What are Policy Toolkits?

Policy Toolkits are a means of gathering together, in one place, all of the documentation needed to fully implement a DCU Policy. The reason for doing so is that many DCU policies are not stand alone documents and they often rely upon a host of related guides, forms etc. to be fully understood.

Good examples of some existing Policy Toolkit webpages already on the DCU website are:

- a) [Child Protection](#) (managed by the Office of the Chief Operations Officer)
or
- b) [Annual Leave Toolkit](#) (managed by HR).

Procedure

- 1) Log into Drupal as an Editor e.g. dcu.ie/editor
- 2) Create a new webpage within your own unit’s section of the website.
- 3) Go to the new webpage and open the ‘Edit’ page, then select ‘Building Blocks’.
- 4) You need to create a ‘Tile’. The preferred style for a tile is the ‘Brochure Promotion Box’ within the drop down menu options in ‘Building Blocks’.

The specs for each tile are

Tile Size – 3 Boxes Standard Size

Image Ratio – None

URL Address - /ocoo

- 5) Populate each tile as normal with either text or links to other webpages or files as normal.
- 6) Photos can also be added inside a tile. You can select them from a library on the Drupal system.
- 7) Ensure you select ‘Publish’ in the final section of the editing page before selecting ‘Save’.

Version Control Panel

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Unit Owner	Office of the Chief Operations Officer		
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Approved by	Risk & Compliance Officer	N/a	
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End.