



Hunting & Fishing Subsite

User Guide Prepared by Gorton Studios

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Drupal Tips/How-To Guide

A menu link to Drupal Tips for functionality on your site can be found in your Admin Nav Bar in the Content section. This should be used for any basic Drupal questions that you might have that are not in the below manual. This will include Terms and Concepts, how to log in and out, how to use the WYSIWYG editing tool, misc. Content items, administrative settings at the bottom of the edit screens, Url Redirects and Aliases, Broken Link module, Nodequeues, Blocks, Webforms and Users. Not all items are used on your site.

Web Style Guide(s)

A menu link to a style guide for the theme of your site can be found in your Admin Nav Bar in the Content section. There is also a link to a pdf with tips on how to enter content as well as Fonts and colors used on the site.

Content Types on your Website

You must be logged into the system and assigned a role, to complete any of the tasks in this section. **We highly recommend that editing be done in Firefox or Google Chrome as they seem to be the browsers that are most compatible with the WYSIWYG editing system.**

Content Types have been created for your website which allows admins to enter data and have it displayed based on the coding and theme for the site. Below is a list of content types on your site. Note that the content that you are allowed to enter, edit and delete are based on your assigned user role. How to use individual fields will be discussed later in the User Manual in the section titled: How to Manage Content.

Conservation Area Regulation

This content type is used to add Special Areas such as Barren Fork Creek and Big Piney River.

Before adding a new area, verify in the content list that the area has not already been added. To add an area, choose to Add Content in your Admin Nav Bar.

All special areas will be incorporated in to the faceted search at: fishing/regulations/special-areas

Home » Fishing » Regulations »

Find an Area

by **KEYWORD**

[Reset](#)

BY BODY OF WATER

- [River/Stream \(39\)](#)
- [City Lake or Pond \(24\)](#)
- [Reservoir/Large Lake \(16\)](#)
- [Trout Park \(4\)](#)

BY AREA TYPE

- [Winter Trout Fishing Areas \(24\)](#)
- [Blue Ribbon Trout Area \(9\)](#)
- [White Ribbon Trout Area \(7\)](#)
- [Trout Parks \(4\)](#)
- [White Ribbon Trout Area \(Nov 1 - Feb 28\) \(3\)](#)
- [Red Ribbon Trout Area \(All Lures\) \(2\)](#)
- [Red Ribbon Trout Area \(Artificial Lures\) \(2\)](#)
- [White Ribbon Trout Area \(Mar 1 - Oct 31\) \(2\)](#)
- [Large Trout Lake \(1\)](#)

SPECIAL AREA SEARCH [VIOLATIONS? REPORT THEM >>](#)

83 Results

Barren Fork Creek

RESTRICTIONS:

County Road A-D to its junction with Sinking Creek - 3.2 miles.
The use of porous-soled waders is prohibited.
While on any waters with length limits, all trout you possess must be kept with head, tail, and skin intact.

BLUE RIBBON TROUT AREA RESTRICTIONS:

Length Limit: At least 18"
Daily Limit: 1
Authorized Lures: Artificial lures and flies

Only flies and artificial lures may be used, and soft plastic baits and natural and scented baits are prohibited when fishing for any species.
Gigging, bowfishing and using an atlatl are prohibited, and fish taken by these methods may not be possessed on these waters or their banks.

Blue Ribbon Trout Area

Excellent trout habitat and smaller streams that support naturally reproducing rainbow trout.
[Learn more](#)

Bennett Spring State Park

RESTRICTIONS:

Unless exempt ([ADD LINK](#)), you need fishing permit ([ADD LINK](#)) as well as a daily trout tag. The daily trout tag is \$3 for adults and \$2 for youth 15 and younger. Trout tags and permits can be purchased at the park.

Methods:

- Not more than one pole and line may be used by one person at any time.

as well as have detail pages that can be linked to:

BARREN FORK CREEK
VIOLATIONS? REPORT THEM >>

RESTRICTIONS:
 County Road A-D to its junction with Sinking Creek - 3.2 miles.
 The use of porous-soled waders is prohibited.
 While on any waters with length limits, all trout you possess must be kept with head, tail, and skin intact.

Counties: Shannon

Blue Ribbon Trout Area

Excellent trout habitat and smaller streams that support naturally reproducing rainbow trout.

[Learn more](#)

BLUE RIBBON TROUT AREA RESTRICTIONS:

Length Limit: At least 18"
Daily Limit: 1
Authorized Lures: Artificial lures and flies

Only flies and artificial lures may be used, and soft plastic baits and natural and scented baits are prohibited when fishing for any species. Giggling, bowfishing and using an atlatl are prohibited, and fish taken by these methods may not be possessed on these waters or their banks.

Related Conservation Area(s): [Sunklands Conservation Area](#)

The Area Type selection when in the edit screen will populate information on the different trout options and pull from the content that you enter in to the Vocabulary: /admin/structure/taxonomy/reg_fish_area. If you need to change any of the specific information on the Trout Fishing Area, you can do so in the taxonomy area and the change will be reflected everywhere that this Trout fishing area has been applied. In the above image the following components are pulling from the Trout Area:
 -Blue Ribbon Trout highlighted area, image, Blue Ribbon Trout Area Restrictions.

The areas that reference the Trout Fishing Areas will also be placed into a view at: /fishing/where-fish/trout-areas.

TROUT AREAS

Missouri has a wealth of trout waters, including red, white, and blue ribbon areas. Use this page to find great trout fishing around the state and throughout the year.

Special Area Search

Trout Parks

Area	County
Bennett Spring State Park	Dallas, Laclede
Maramec Spring Park	Crawford, Phelps
Montauk State Park	Dent
Roaring River State Park	Barry

Blue Ribbon Trout Area

Area	County
Barren Fork Creek	Shannon
Blue Springs Creek	Crawford
Crane Creek	Lawrence, Stone
Little Piney Creek	Phelps
Mill Creek	Phelps
North Fork of the White River	Ozark

Download

A download can be added in order to share files across different areas. You will also have the option to add files on to specific content types but only the download content type will be allowed to be referenced in the Node Reference fields. Downloads will automatically display the file type and size. This content type does not have a detail page. Always add teaser text on a download.

Before adding a new download, verify in the content list that the download has not already been added. To add an download, travel to the node where you would like to place it as a child or choose to Add Content in your Admin Nav Bar.



Test Download One (pdf, 343 KB)



Test Doc (doc, 22 KB)

Feature

This content type will allow you to create a horizontal block of “featured” items to different sections through-out the site. Currently we have these created on just the two top level pages: hunting-trapping & fishing.

Travel to the page where you want to add a new feature and add it as a child of the page. If there is an existing feature as a child on a page, simply edit it with new content and highlighted items. Pages can only have one feature item and if multiple feature children are created, only the last created one will be displayed.

<p>THE TURKEY OUTLOOK FOR THIS SPRING</p> <hr/> <p>2015 Turkey Outlook</p> <p>Despite poor hatches from 2007 to 2010, production in three of the last four years has improved enough to stabilize turkey numbers throughout much of the state. Because of Missouri's diverse landscape, however, turkey population trends often vary regional</p>	 <p>Learn more about Turkeys</p> <p>Comprehensive guide to turkey hunting</p>	<p>TELECHECK AND TURKEY REGULATIONS FOR SPRING</p>  <p>Regulations</p> <p>Complete telecheck and regulations information</p>	<p>LEARN ABOUT TRAPPING</p> <hr/> <p>How Do I Get Started Furbearer Trapping For Sport?</p> <p>Knowledge and tools for getting started</p>
---	---	--	--

Group

A group content type will allow you to place referenced nodes into a collapsed view. This works well for adding additional pages that compile a group while keeping content in other areas. An example of a group is at: [hunting-trapping/regulations](#)

Before adding a new group, verify in the content list that the group has not already been added. To add a group, choose to add it as a child of the node where you would like the group displayed. If you are adding the group as a child of a species, make sure and select an icon to be displayed as well as add the group to the menu system.

The titles of the related nodes will be displayed and expand with the information when clicked on. If an item will not open, it means that no content has been added to the page and we would recommend wither adding content to the page or removing it from the group.

REGULATIONS DEER VIOLATIONS? REPORT THEM >>

TITLE OF NOTICE
Add some overview information on the regulations for deer. Lorem Ipsum

- + **General Hunting Regulations**
- + **Deer Hunting Regulations**
- + **Antler Point Restrictions**
- + **Chronic Wasting Disease Containment Zone**
- + **Hunting with Dogs**
- + **Qualifications for Resident Permits**
- + **Qualifications for Resident Landowner Permits**
- + **Hunter-Orange Requirement**
- + **Telecheck - Fall Seasons**

Link

This content type is used to place links as children items as well as to have a link to an external item that can be referenced in other areas yet only have one spot where the link needs to be changed. This content type does not have a detail page.

Before adding a new link, verify in the content list that the link has not already been added. If you want to add a link, travel to the node where you want to add the link and add it as a child of the node. Always add teaser text on a link. If you are adding the link as a child of a species, make sure and select an icon to be displayed as well as add the link to the menu system.



Test Onsite Link

Here is my subtitle on a link



Test Off-site Link

Offsite links will show a link icon next to it showing end users that they will link to the item. This will also be displayed within body text as well:

LOREM IPSUM DOLOR SIT AMET, CONSECTETUR ADIPISCING ELIT(THIS IS H3)

Curabitur ultrices ipsum eget orci finibus, quis eleifend erat molestie. Vestibulum tellus nisi, pretium vitae purus non, varius venenatis urna. Aliquam bibendum ullamcorper dolor non lobortis. Duis eget diam laoreet felis porta tincidunt vitae nec leo. Donec eu congue libero. In ligula nulla, scelerisque non dui luctus, lacinia mattis nisi. Ut ullamcorper lobortis dui, sagittis consectetur magna convallis et. Etiam nec ipsum placerat, dignissim est sit amet, vulputate dolor. [Maecenas sed lectus eget neque](#) 



Here is my caption

Here is My credit



Here is my credit on the item

Here is my captio

vestibulum tempor cursus id enim. Sed sit amet leo laoreet mauris cursus rutrum at sit amet odio. [Etiam quis nisi dapibus](#). egestas dui id, congue nibh. Sed sollicitudin vitae quam non dictum.

We do not recommend adding external links to the menu items. If you need to add an external link to the menu, it must be done using the menu system and not the node hierarchy section within the link node. Since a link added using the link content type is assigned an internal URL, the menu system will not recognize it as an external link. You can add it through the menu system and add the link directly. In this case – the external link url will be recognized. The example below has an external link (first item) entered in through the menu system while the bottom one is using the node hierarchy section in the link node. Note that one of them is not recognized as an external link:

Home > Hunting / Trapping >

TEST PAGE

Test Off-site link in the menu 

Test Page with Children Teasers

Test page with Image Grid Children

Test Onsite Link

Test Off-site Link

Live Bait Dealer

You can add additional live bait dealers by using your admin nav bar. Always verify in the content list that the dealer is not already on the site and just needs to be updated.

All Live Bait Dealers that meet the following criteria

- Published
- Valid Date is in present year

will be displayed to end users at: /fishing/where-fish/live-bait-dealers

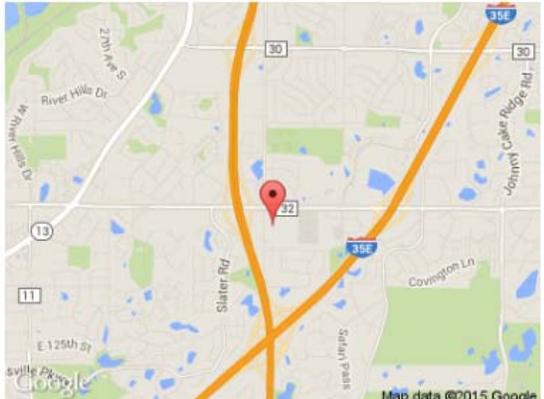
Due to this – you’ll want to make sure that at the end of the year/beginning of the next that you have dealers with the new year expiration date as only the current year will be displayed.

Filter by Dealer **Bait Sold** **Filter by County**

<p>24 HR Bait Shop 16875 State Route J Newburg, MO 65550 Phone: 573-336-5459</p>	<p>367 Bait and Tackle, LLC / Baitshop Unlimited LLC 11841 Benham Road Saint Louis, MO 63138 Phone: 314-653-1377</p>	<p>7th Heaven 300 N Macon Street Bevier, MO 63532 Phone: 660-773-6622</p>
<p>A Test Live Bait Shop 4640 Nicols Road Eagan, MN 55122 Website Phone: 651-365-7891x</p>	<p>Alhonna Resort 677 Outer Drive Lake Ozark, MO 65049 Website Phone: 573-365-2634</p>	<p>Alps Foods TYNW, LLC HC 77 Box 3408, Highway 64 Pittsburg, MO 65724 Phone: 417-852-1111</p>

Dealers will have individual detail pages as well with a map of their location:

A TEST LIVE BAIT SHOP
Here's body text in case it's needed
Address:
4640 Nicols Road
Eagan, MN 55122
Phone: 651-365-7891x
Website: <http://www.gortonstudios.com>
Bait Sold:
Live Fish
Live Crayfish
County:
Bates



[View larger map](#)

An admin view has been created for you to review/monitor/update the dealers. This can be found in the content section in the Admin Nav Bar. At the top of the view is a link to the Mailing Addresses.

Bait Dealer Admin Page

Home / Administration / Content / Bait Dealers

Bait Dealer Mailing Addresses >>

Title County Published Valid Thru

Show all Show all E.g., 2015

Dealer	County	Published	Valid Thru	Application Date	Edit link
24 HR Bait Shop	Phelps	Yes	2015	February 09, 2015	edit
32 DD Bait Shop	Iron	Yes	2014	February 24, 2014	edit
367 Bait and Tackle, LLC / Baitshop Unlimited LLC	St. Louis	Yes	2015	January 20, 2015	edit
54 Guns Pawn & More LLC	Pike	Yes	2014	February 21, 2014	edit

Page

Pages should be used for structural parts of the website such as “About Us” or “Base pages”. Always check first if your content will fit into another content type before you use the page content type. Before adding a new page, verify in the content list that the page has not already been added. Travel to the area that you want to add a page and add it as a child of the node. If no parent is needed on the page, add it through your Admin Nav Bar.

You will have the option to have a full-width page, if desired, for situations such as a live camera or other feature that needs the full space and no sidebar items. If you choose the full-width option, menus and sidebar blocks will be removed and not be shown.

Standard page view:

Home > Hunting / Trapping >

TEST PAGE TEST PAGE HERE IS MY SUBTITLE

- Test Page with Children Teasers
- Test page with Image Grid Children
- Test Onsite Link
- Test Off-site Link
- Test Off-site link in the menu

Check the Code
This is NOT a legal document. Regulations are subject to revision during the current year. Refer to the Wildlife Code.



Here is a Banner Image Caption

LOREM IPSUM DOLOR SIT AMET, CONSECTETUR ADIPISCING ELIT (THIS IS H3)



For two column width nodes, horizontal images will still work, but the proportion will be a bit different. Using an image that is 1000 X 500 pixels will fit the area nicely.

Full width page:

Home » Hunting / Trapping »

TEST PAGE HERE IS MY SUBTITLE



Here is a Banner Image Caption

LOREM IPSUM DOLOR SIT AMET, CONSECTETUR ADIPISCING ELIT(THIS IS H3)

Curabitur ultrices ipsum eget orci finibus, quis eleifend erat molestie. Vestibulum tellus nisi, pretium vitae purus non, varius venenatis urna. Aliquam bibendum ullamcorper dolor non lobortis. Duis eget diam laoreet felis porta tincidunt vitae nec leo. Donec eu congue libero. In ligula nulla, scelerisque non dui luctus, lacinia mattis nisi. Ut ullamcorper lobortis dui, sagittis consectetur magna convallis et. Etiam nec ipsum placerat, dignissim



Here is my credit on the item



For full page width nodes, we recommend adding images that are horizontal in nature. Using an image that is 1000 X 300 pixels will fit the area nicely. The above example is not the correct size – but shows how a page changes when you choose the full-width option in the edit screen of the node.

Permit

To add a permit, use the add content link in your admin nav bar. Permits will be displayed in locations based on the fields chosen in the edit field.

A TEST PERMIT [BUY PERMITS NOW >>](#)

Limits:
 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Curabitur ultrices ipsum eget orci finibus, quis eleifend erat molestie.

Vestibulum tellus nisi, pretium vitae purus non, varius venenatis urna. Aliquam bibendum ullamcorper dolor non lobortis. Duis eget diam laoreet felis porta tincidunt vitae nec leo. Donec eu congue libero.

Notes:
 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Curabitur ultrices ipsum eget orci finibus, quis eleifend erat molestie. Vestibulum tellus nisi, pretium vitae purus non, varius venenatis urna. Aliquam bibendum ullamcorper dolor non lobortis. Duis eget diam laoreet felis porta tincidunt vitae nec leo. Donec eu congue libero. In ligula nulla, scelerisque non dui luctus, lacinia mattis nisi. Ut ullamcorper lobortis dui, sagittis consectetur magna convallis et. Etiam nec ipsum placerat, dignissim est sit amet, vulputate dolor. Maecenas sed lectus eget neque vestibulum tempor cursus id enim. Sed sit amet leo laoreet mauris cursus rutrum at sit amet odio. Etiam quis nisi dapibus, egestas dui id, congue nibh. Sed sollicitudin vitae quam non dictum. Donec rhoncus ullamcorper sagittis.

Resident: \$9.50	Resident Landowner: \$1M	Nonresident: Free to people from MN
Age 60-64: \$33	Age 40-59: \$32	Age 30-39: \$31
Age 16-29: \$30	Youth (6-15): \$25	Youth (11-15): \$20
Youth (0-15): \$10		

[Valid during these seasons](#)
[Allowed & Prohibited Methods](#)
[Associated Species](#)

All Permits will automatically be added to the Permit nodequeue with the latest created permit added to the top of the list. You can order the items as needed in order to have Lifetime permits shown at the bottom of the individual species permit lists. This order is Universal for all the Species permit pages.

Regulation

Verify that the regulation has not already been created in the content list, before adding a new one. To add a regulation to the site, travel to the Regulations page under the Hunting/Trapping or Fishing section and add it as a child. The regulation classification also needs to be checked to place it on the main pages. You can place the regulations in order by children placement. This same order is what will be used when displaying the regulations under each specific species. Note that there will be some regulations set up as children under the main regulations page but since the classification was not checked – it will only be displayed on the Regulations page under the specific species.

Filter Regulations by Species

Show all ▾

- + **General Hunting Regulations**
- + **Trapping Regulations**
- + **Hunter-Orange Requirement**
- + **Nontoxic Shot Regulations**

– Hunting with Dogs

Hunters may use dogs to take and retrieve game, but there are restrictions by species, times, and locations.

WHEN DOGS ARE ILLEGAL TO USE

Dogs always prohibited when hunting: deer, turkey, muskrat, mink, river otter, and beaver.

Dogs prohibited when hunting furbearers (badger, bobcat, coyote, gray fox, opossum, raccoon, and striped skunk) during daylight hours from Nov.1 through the close of the [November portion of the firearms deer season](#) and in counties that have an antlerless portion of the deer season.

Dogs prohibited when hunting squirrels and rabbits during daylight hours of the November portion of the firearms deer season in the following counties:

- Butler
- Carter
- Dent
- Iron
- Madison
- Oregon
- Reynolds
- Ripley
- Shannon
- Wayne

DOGS MUST WEAR ID

While hunting, all dogs, except for those used by waterfowl and game bird hunters, must wear a collar with the owner's full name and address, Conservation Number or complete telephone number.

TRAINING DOGS

During training, dogs may chase but not take wildlife that can be hunted with dogs. You will need a hunting permit appropriate for the wildlife or exception when training dogs that are chasing wildlife.

Only a pistol with blank ammunition may be used during daylight hours to train dogs during closed seasons.

Season

To add a season, use the add content link in your admin nav bar. Always check first if a season is already on the site and edit existing seasons versus adding a new one.

Test Beaver Season

Dates
FEB 01 2011 to MAR 01 2011

Hours
Sunrise to Sunset

▶ [Valid Permits](#)

▶ [Allowed & Prohibited Methods](#)

Related Species



Beaver
Hunting & Trapping
[More](#)



Deer
Hunting
[More](#)

Ordering of Seasons

The seasons will be placed in date order on the Seasons date view and will not be moved until you go in and edit the season and insert the date for the next year: /hunting-trapping/seasons.

If the season is no longer needed, simply unpublish it until you want to edit it, republish it and have it reappear in the season views.

Species

Most species have been added for you. If an additional species is needed, travel to the species A- Z page under the Hunting/Trapping or Fishing section and add it as a child. Species will be placed alphabetically.



Badger
Hunting & Trapping



Beaver
Hunting & Trapping



Bobcat
Hunting & Trapping



Common Snipe
Hunting

Home > Hunting / Trapping > Species A-Z >

DEER

DEER HUNTING

Regulations
Seasons & Hours
Permits
Limits
Antler Point Restrictions
Managed Hunts
Where to Hunt
Harvest Reports
Tips for Better Hunting
Getting Started
Safety & Health
Telecheck
Test Link
Conservation Area Regulations
Share the Harvest
Recipes

Check the Code
 This is NOT a legal document. Regulations are subject to revision during the current year. Refer to the Wildlife Code.

Regulations
Seasons & Hours
Permits
Limits
Antler Point Restrictions
Managed Hunts
Where to Hunt
Harvest Reports

Here is my Alert on the Deer - be careful Bambi sighted!

In summer, they are reddish-brown to tan above; the winter the colors are grayish to grayish brown. Fawns are reddish, brown or reddish-yellow spotted with white; they lose their spots and acquire uniform coloration at 3-5 months of age. Antlers normally occur only in males and are formed and shed each year. Antler growth starts in April or May. During the growth period, the soft skin and short hair covering the antlers have a plushlike quality, giving this stage the name of "velvet." The white-tailed deer is aptly named because the white undersurface of its flaglike tail is about all that we see in the fleeting glimpse we get as it bounds across an opening in the woods.



Proposed changes to the firearms and archery hunting seasons are being considered.

[About hunting season changes](#)

Biological Information: [White-Tailed Deer](#)
 Management Information: [Deer on Your Property](#)

Add Species to the Menu

Species are set up to each have individual sections as well as menu systems. When you add a new child species, you want to make sure and add it to the menu system through the Node hierarchy section in the edit node. Expand the section in the right hand column of the edit field. Check to have it shown in the Menu.

▼ **Node Hierarchy** (Parent: Species A-Z)

Primary parent

Parent Node
 -- Species A-Z ▼

Show in menu
 All of this node's ancestors must have this option selected as well for this item to show in the menu.

Customize menu title
 Specify a name for this node's menu item that is something other than the node's title. Leave unchecked to use the node's title.

Expand Menu Item
 If selected and this menu item has children, the menu will always appear expanded.

Menu Item Description

The description displayed when hovering over a menu item. Hold your mouse over [this link](#) for a demonstration.

Add Species to Views (Super admin task)

When you add a new species, you will need to add it to certain views in order to have it displayed and be part of the filters.

Hunting-Trapping:

1. Add to Filter Criteria (Field: Related Species)

http://dev-hunting-and-fishing.pantheon.io/admin/structure/views/view/permits/edit/page_1

2. Add to Seasons Filter Criteria by Date (Field: Related Species)

http://dev-hunting-and-fishing.pantheon.io/admin/structure/views/view/seasons/edit/page_1

3. Add to Seasons Filter Criteria by Species (Field: Related Species)

http://dev-hunting-and-fishing.pantheon.io/admin/structure/views/view/seasons/edit/page_2

4. Add to Regulations Hunting Children view Filter Criteria by Species (Field: Related Species)

http://dev-hunting-and-fishing.pantheon.io/admin/structure/views/view/nodehierarchy_children/edit/nodehierarchy_embed_3

Fishing:

1. Add to Permit Filter Criteria (Field: Related Species)

http://dev-hunting-and-fishing.pantheon.io/admin/structure/views/view/permits/edit/page_3

2. Add to Seasons Filter Criteria by Date (Field: Related Species)

http://dev-hunting-and-fishing.pantheon.io/admin/structure/views/view/seasons/edit/page_3

3. Add to Seasons Filter Criteria by Species (Field: Related Species)

http://dev-hunting-and-fishing.pantheon.io/admin/structure/views/view/seasons/edit/page_4

4. Add to Regulations Fishing Children view Filter Criteria by Species (Field: Related Species)

http://dev-hunting-and-fishing.pantheon.io/admin/structure/views/view/nodehierarchy_children/edit/nodehierarchy_embed_5

Species Subpage

Once a species is created, add the base sub-pages desired. Travel to the species and add the sub-pages as children. Place in order desired by using the children order. The alerts placed on a species will carry down through its children species subpages.

SHARE THE HARVEST DEER

 Here is my Alert on the Deer - be careful Bambi sighted!

Missouri's Share the Harvest program helps deer hunters donate surplus venison to the needy. This program is administered by the Conservation Federation of Missouri and the Missouri Department of Conservation. In 2013, 4,487 hunters donated 227,358 pounds of venison.

DONATING IS EASY

Simply take your deer to an approved meat processor and let the processor know how much venison you wish to donate. The processor will package the meat, which will be picked up by local sponsoring organizations and taken to a charitable agency for distribution.

SOME PROCESSORS OFFER LOWER FEES

Get help with processing costs when you donate a whole deer during all portions of the archery and firearms deer seasons. The Conservation Federation of Missouri reimburses processors an amount for each whole deer donated to keep processing costs low. In addition, many processors have local contributors that allows deer to be processed for free or at reduced cost. Be sure to contact individual processors to determine if funds are available. **The cost of processing the deer is your responsibility when local funds to help cover the full cost are not available.**

COSTS ARE COVERED DURING THE URBAN ZONES PORTION

During the urban zones portion, the entire processing cost for whole deer donations is paid by the Conservation Federation of Missouri and local sponsors. To have processing costs covered during the urban zones portion, you must take your deer to a participating processor in the urban zones area. Not every processor listed in the table participates in this portion. For a list of those that do, contact your regional Conservation Department office.

Add Species subpages to the Menu

When creating a species sub-page, add the node to the menu system using the node hierarchy section. Expand the node hierarchy section and choose to add it to the menu. As the Title of the sub-species page will tie the Species name into it – you will not want to have the full title shown in the menu. Make sure and check the “customize menu title” and put in the title that you entered in to the title field or something customized to your desire.

▼ Node Hierarchy (Parent: Beaver)

Primary parent

Parent Node

--- Beaver

Show in menu
All of this node's ancestors must have this option selected as well for this item to show in the menu.

Customize menu title
Specify a name for this node's menu item that is something other than the node's title. Leave unchecked to use the node's title.

Menu link title

Permits

The link text corresponding to this item that should appear in the menu.

Regulations, Seasons & Hours, Permits and Links under a Species page

There are four Species Sub-pages that will pull in content automatically once the view on the node has been set. These would be Regulations, Seasons & Hours, Permits and Links. You can also choose to add the Regulations as a group, but this will then need to be hand-managed.

Use these steps to set up these nodes:

1. Create the Species sub-page under the species that it should be associated with
2. Title the page one of the following. This is needed so that the patterns which pull in side blocks and notes are placed correctly:
Regulations
Seasons & Hours
Permits
Links
3. When in the edit node, expand the embedded view collapsed section and choose the following based on which sub-page was created.

▼ Embedded View

Embedded View

species sublistinas - Permits ▼

Arguments

+

A comma separated list of arguments to pass to the selected view. Any token fi

▶ Placeholder tokens

For the Regulations page – choose “species sublistings – Regulations”

For the Season page – choose “species sublistings – Seasons”

For the Permit page – choose “species sublistings – Permits

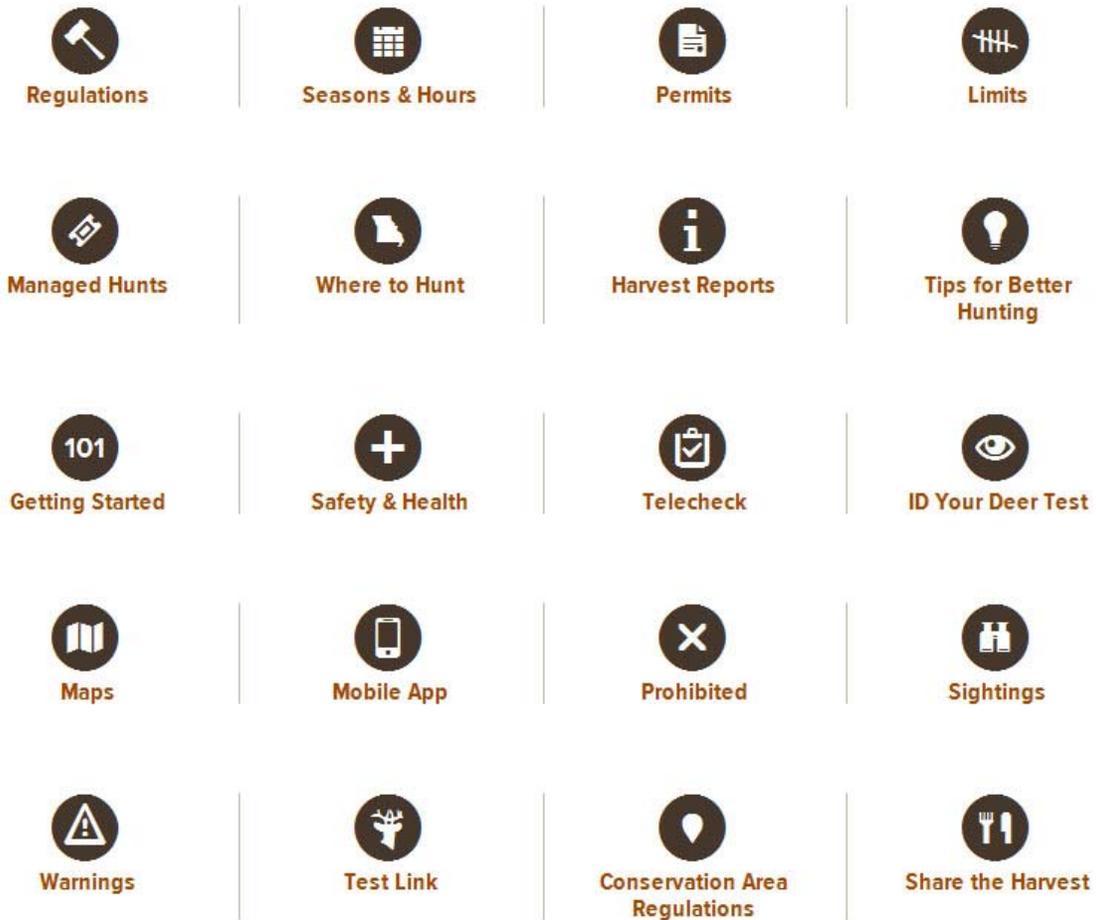
For the Limit page – choose “species sublistings – Season Limits” in the first field and “species sublistings – Permit Limits” in the second field

Regulation Pages under Species

There are two ways that you can create the Regulation pages under a Species. If you want the system to automatically place the regulations as they are added and referenced to the species on the main Regulation page, use the above option. On some species, you may want a more detailed page that can pull in other nodes and have specific ordering. In this case use the “Group” content type. Using the Group content type will mean that you will need to manually maintain the node.

Species sub-page icons

Any content type that can be a child of a Species page has the option to select an icon to be displayed on the species page. Take a look at the options and you’ll figure out which one works best for the item that you are adding.



Webform

Create a new form or questionnaire accessible to users. Submission results and statistics are recorded and accessible to privileged users. Travel to the area that you want to add a webform and add it as a child of the node.

[Home](#) » [Contact Us](#)

Contact Us

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Cras eu orci libero, at porta lorem. Aliquam elit diam, mollis nec consectetur et, laoreet et urna. Nam tincidunt suscipit libero a condimentum. Morbi in tortor magna, sed mollis justo. Nam tincidunt consectetur nisi, accumsan luctus metus ultrices sed. Ut volutpat euismod ante et dignissim. Pellentesque sapien arcu, consectetur id pulvinar porta, rutrum vitae arcu. Ut ac lectus turpis. Suspendisse at imperdiet augue. Morbi auctor mollis nulla in volutpat. Nunc egestas pulvinar lacus, in luctus erat mattis sed. Etiam eros eros, iaculis vel ornare ut, pulvinar sed nibh. Donec eu dolor at ipsum tincidunt iaculis tincidunt eu tellus. Nulla tincidunt sapien in dui convallis ultricies.



Here is my credit

Sed porta dolor sit amet turpis interdum ut sagittis magna tincidunt. Duis mi mauris, fermentum ut tincidunt id, sagittis id lorem. Sed sed est dui, in molestie felis. Praesent consectetur tincidunt odio at aliquam. Morbi commodo diam vel sapien hendrerit sit amet blandit ante ultrices. Quisque blandit lacinia ipsum at auctor. Phasellus quis tincidunt mi. Praesent id eros dolor. Praesent in ultricies tortor. Pellentesque eu dictum purus. Sed nec lectus tempus neque iaculis vulputate. Pellentesque ac tincidunt tortor.

First name *

Last name *

Phone

Email *

Subject

Submit

Certificate Webforms

The certificates are compiled and created using the webform system. Individuals can upload images through the file upload field on the webforms and they will be moved into the images that are available in the media area under content.

The following steps should be completed weekly in order to remove the submissions and images:

Travel to the certificate webform node under each section.

Hunting/Trapping: /hunting-trapping/trophies-certificates/certificates

Fishing: /fishing/trophies-certificates/certificates

Enter the Results tab



Delete all submissions not dated on the current day:

#	Submitted	User	IP address	Operations
51	05/11/2015 - 17:30	Anonymous (not verified)	2601:2:4400:9e00:7940:8714:15d2:5aa1	view edit delete
50	05/11/2015 - 11:09	Anonymous (not verified)	2601:2:4400:9e00:7940:8714:15d2:5aa1	view edit delete
49	05/11/2015 - 11:05	Anonymous (not verified)	2601:2:4400:9e00:7940:8714:15d2:5aa1	view edit delete
48	05/11/2015 - 11:05	Anonymous (not verified)	2601:2:4400:9e00:7940:8714:15d2:5aa1	view edit delete
47	05/08/2015 - 19:06	test_admin	2601:2:4400:9e00:2088:6cfe:2edc:cb4	view edit delete
43	04/28/2015 - 11:24	Andrew.Franson@...	168.166.48.49	view edit delete

This will not only delete the submission but also remove the image from the media images (unless it's been used elsewhere in the meantime).

The Content Edit Screen

Once you select an existing content item to edit or create a new item, you will enter the information you want using the edit screen. Below is information on fields that are used on different content types. Some fields are not addressed as they are self-explanatory in the edit screen.

Titles

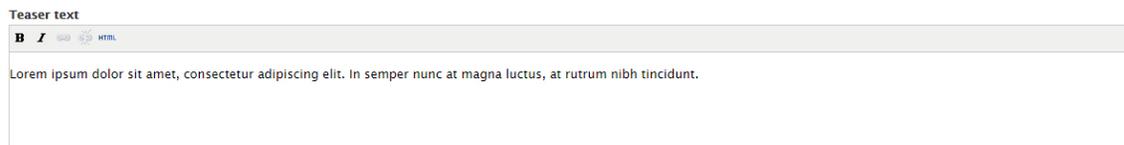
(used and required in all content types)

Titles are used to create the URL's, the page titles, filters and the title placed into the node reference fields throughout the sites edit screens.

Some content types also have subtitle fields as well as short titles.

Teaser & Thumbnail Images

Teasers are an important part of leading visitors through your site. They give the visitor an idea of what is on a node before they click on it to learn more. Teaser text will only show up in certain children views. **Don't add images, links, bolding, ads, or italics to a teaser.** The point of a teaser is to quickly and clearly convey what's on a page. Extra formatting and links can confuse the issue. Additional teaser information can be found in the Style Guide. If there is no teaser field on a content type, you can add summary text to be used in teaser areas, if desired.



The thumbnail is the image that will show up in certain children views and lead site users to the full node. With thumbnail images as well as all other images uploaded through the image fields in the content types, once uploaded you should add Alt text for screen readers, search engines, or when the image cannot be loaded. This should be a short description of the image. You can also add a Credit or caption for some image fields that will be shown on the detail page under the image. If a teaser view requires a thumbnail image and one is not uploaded, the view will show a default thumbnail.

Text Fields (& Body text)

Body text is typically the full information that you are sharing with your end users.

Typically these text fields will have the WYSIWYG editing tool shown below.

Additional information on using the WYSIWYG can be found in the Drupal Tips link in your Admin Nav bar and in the section later in this manual.

Some text fields will be plain text and not allow any formatting.

Subtitle



Choose to Browse and upload the file, choose next

Upload a new file *

Browse...

No file selected.

Upload

Files must be less than **100 MB**.

Allowed file types: **png gif jpg jpeg**.

Next

Enter in all the information desired on the image. The Name should be descriptive of the image so you can find it easier at a later date. Once complete, hit save.

Name *

Test Butterfly

Alt Text

Here is my alt text

Caption

Here is my caption

Credit

Here is a credit on the photo

▶ [URL redirects](#)

Previous

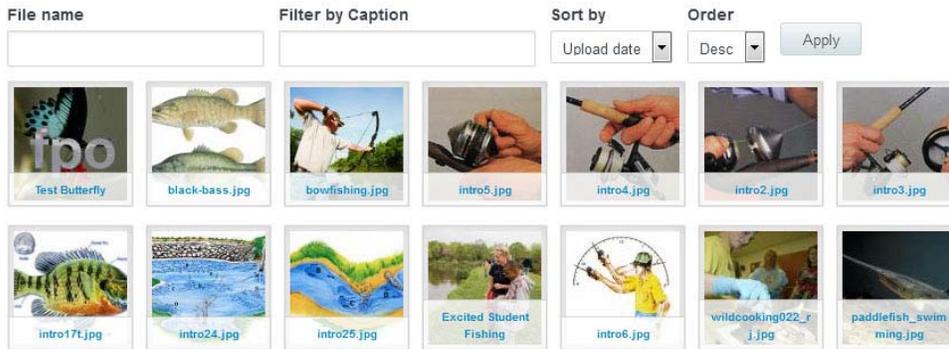
Save

Library

To choose an existing image, change the tab to Library (upper right hand side) after hitting the browse button



Look through the images and choose the image you desire OR filter by file name caption or other option.



Once you select the image (click on it), travel to the bottom of the page and hit submit:



Once the image is in the field, you can edit the information. Note this will be changed everywhere the image is used, except in the body areas of the text.



Banner Images

Banner Images are not part of the media library and will need to be uploaded each time. For full page width nodes, we recommend adding images that are horizontal in nature. Using an image that is 1000 X 300 pixels will fit the area nicely.

HUNTING / TRAPPING



For two column width nodes, horizontal images will still work, but the proportion will be a bit different. Using an image that is 1000 X 500 pixels will fit the area nicely.

TEST PAGE HERE IS MY SUBTITLE



Here is a Banner Image Caption

Detail page images

Will scale to 300pixels in width with variable height.



Here is my credit on the item

Here is my caption

Body Text Images

You can insert images within the body text field by using the Image insert field displayed next to the body text area in the edit nodes. Images that are entered this way will become a part of the media options elsewhere but cannot be used in the insert function.

Body Text & Images

Body (Edit summary)

Source [Icons] [Icons] [Icons] [Icons] [Icons] [Icons] [Icons] [Icons] [Icons] [Icons]

[Icons] [Icons] [Icons] [Icons] [Icons]

B I U [Icons] [Icons]

[Icons] [Icons] [Icons] [Icons] [Icons] [Icons] [Icons] [Icons] [Icons] [Icons] [Icons] [Icons]

Normal [Dropdown] Styles [Dropdown] [Icons] [Icons]

Curabitur ultrices ipsum eget orci finibus, quis eleifend erat molestie. Vestibulum tellus nisi, pretium vitae purus non, varius venenatis urna. Aliquam bibendum ullamcorper dolor non lobortis. Duis eget diam laoreet felis porta tincidunt vitae nec leo. Donec eu congue libero. In ligula nulla, scelerisque non dui luctus, lacinia mattis nisi. Ut ullamcorper lobortis dui, sagittis consectetur magna convallis et. Etiam nec ipsum placerat, dignissim est sit amet, vulputate dolor.

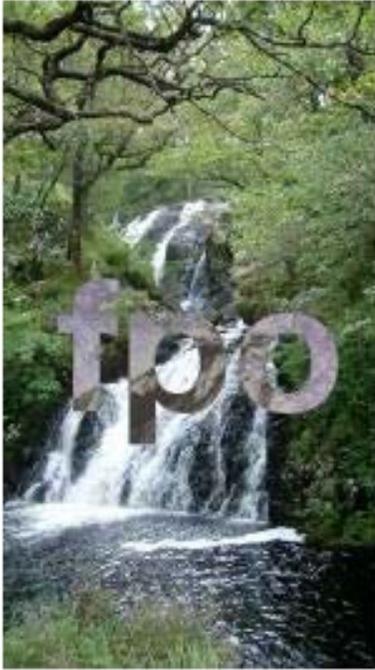
Image Insert

Add a new file

No file selected.

Files must be less than **100 MB**.
Allowed file types: **png gif jpg jpeg**.

Browse and upload the image that you wish to add to the body text area. Once uploaded – add alt text, Caption and Credit. This will be part of the Media options. If this text is edited in the Media module, it will not change it to the image used in the body text area, only when used in the file upload fields.



Remove

 [testwaterfall.jpg](#) (415.48 KB)

Style: Colorbox Float Right: 150px

Alt Text

Alt Text Here

Caption

Add Caption Here

Credit

Add Credit here

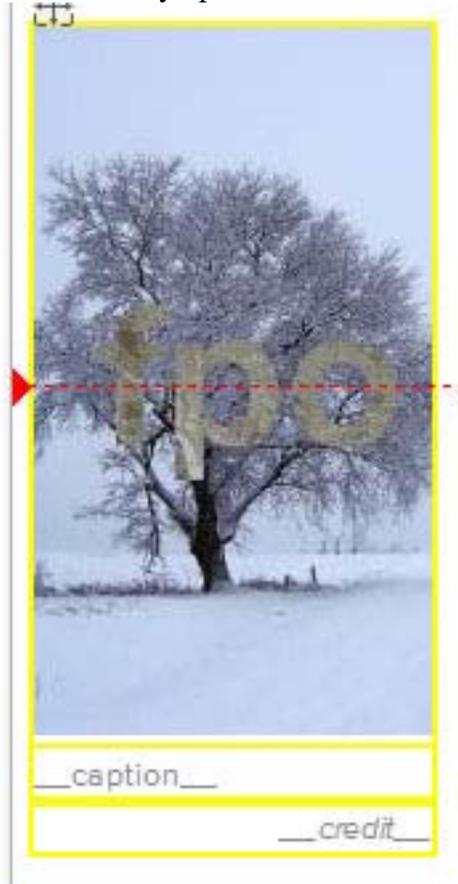
Place your cursor where you want to add the image within the body text area. Choose the location and size that you would like the image

Colorbox Float Right: 150px

- Centered Full
- Colorbox Float Left: 150px
- Colorbox Float Left: 300px
- Colorbox Float Right: 150px**
- Colorbox Float Right: 300px

aption Here

Note if you don't add Caption and Credit, you will need to remove the text that automatically uploads with it. Just delete the text within the body text area.



Related Content (Node & Term reference fields)

Within different Content Types, you will be able to select related nodes/taxonomies in order to tie items together. Each field is a bit different, but this explains how to use these node reference fields in order to select items correctly.

Node Reference:

Start to type the title (uses the title from the title field) of the item that you want to relate in the text box. All items that are the specific content type allowed in the field and created on the site will start to autofill. As you type more letters, the list will narrow. Travel to the correct selection and choose to insert it in the box.

Sponsored by

Test Company
Test Company Two

The field is a node reference field that will display any of the nodes that has been created on the site and allowed to be referenced. If you desire to have an item show up that isn't currently being displayed, you must enter them in as the specific content type. Simply open up another tab and choose to create the new item from the Create Content in your Admin Nav bar. Once it is submitted, it will become available in the node reference field. If you are not sure if the Item has already been entered, refer to the content list which can be found in your Admin Nav bar.

When you have chosen correctly, a Node ID will be displayed behind the title (nid:201175). This is for internal use only and will not be visible by site users.

Sponsored by

In some cases, terms may be used so many times and Drupal Core only allows 10 items to be displayed in node references. You can always simply add the node number in the following format of the item that you want to reference and once the node is saved, the node id will be displayed.

Use the following format: [nid:47] directly into the field (note only nid's that are allowed will show up once the node is submitted)

Related Content

+

+

End Users will see:

Related Content

American Toad Test Page Here is My Subtitle on a Page	Deer Hunting	Deer Diseases & Parasites
Test Off-site Link ↗		

Term Reference:

The options are based on the Vocabularies and the options within them. If additional options are needed, they can be added to the Taxonomy vocabulary. Additional information on adding and editing the terms is listed separately in the manual.

Select Lists

Some content types will have lists that you will use to select specific information for the node. This could be used simply to have it be displayed on the detail page, placed in a category/location or used in a filter. Some lists will be single select and some will allow multiple selections. Examples of these fields are below.

Multiple Select Lists:

Choose the items that you want selected and use the green and red arrows in the center to add or remove them.

Bait Origin: *

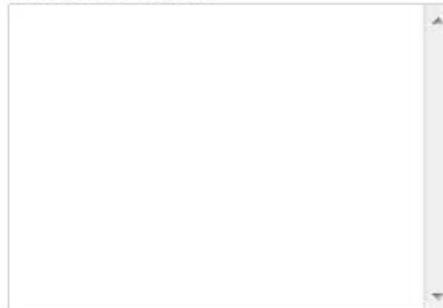
Available Options:



A scrollable list of state abbreviations and names. The visible items are MO, AR, KS, Unknown, Alabama, Alaska, Arizona, California, and Colorado.



Selected Options:



An empty scrollable box for selected options.

Select all states where your bait originates.

Body of Water

- City Lake or Pond
- Reservoir/Large Lake
- River/Stream
- Trout Park

Counties



A dropdown menu showing a list of counties. The visible items are Barry, Barton, Bates, and Benton. Barton and Benton are highlighted in blue.

Single Select Lists:



A dropdown menu for 'Valid Thru' with a 'Year' label. The current selection is 2015. The dropdown is open, showing a list of years from 2012 to 2018. 2015 is highlighted in blue.

Tags

- N/A
- Game
- Non-Game

If the species is a fish - select if it is a Game or Non-Game fish.

Date

Most date fields default to today's date when you create a new item. If you want it to be a different date, simply change it using the format shown or use the popup calendar to choose the date. This date will be used to order items in different views.

The season content type will allow you to have an end date so a span can be added.

Dates

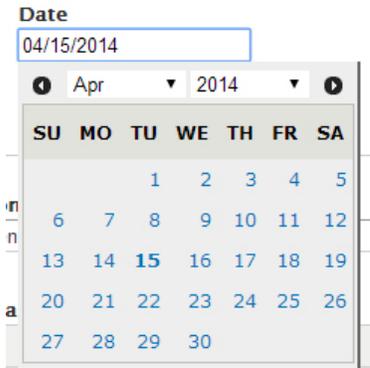
Date

E.g., 06/11/2015

to:

Date

E.g., 06/11/2015



Alert Field

The species content type has an Alert field where you can place alerts for the specific species. This alert will display on the species page and all the children species subpages that are children underneath it.

DEER HUNTING

 Here is my Alert on the Deer - be careful Bambi sighted!

Link Fields

(used in multiple content types)

Link fields will vary depending on the specific field in each content type, but the same rules will apply to all.

To link to a page within the site, enter the full path, excluding the domain root (i.e.: [contact-us](#) instead of <http://website.com/contact-us>). To link to an external page, use the entire URL (i.e.: <http://www.google.com/research>). Links to the other mdc sites need the full URL's added.

THIS IS ESPECIALLY IMPORTANT TO USE WHILE WORKING ON THE DEV SITE!

If the link field includes a title input field, add the title that you would like displayed to your end Users.

Speaker Name	URL
<input type="text" value="Denise Beyer"/>	<input type="text" value="http://www.gortonstudios.com"/>

The link title is limited to 128 characters maximum.

Enter in the name of the speaker and add a link to additional information or a bio.

Direct Link

This is a link where a title is not needed.

To link to a page within the site, enter the full path, excluding the domain root (i.e.: **contact-us** instead of **http://website.com/contact-us**). To link to an external page, use the entire URL (i.e.: **http://www.google.com/research**).

Example:

Company URL

To link to an external page, use the entire URL (i.e.: **http://www.website.org**).

File Attachments

We recommend that before you upload a file, that it be named without any spaces.

Example: In place of: 2011-2012 budget.pdf use 2011-2012_budget.pdf. End users may still be using a browser that would have an issue with the space in the title.

Upload any file(s) that you want on the node that are listed as allowed file types. Once added, enter in the title of the document that will be displayed to end users. The type and size are generated automatically.

File Attachments

Upload any file attachments.

If you are going to link to it through the body text and do not want the file to show up, simply uncheck the display box next to the file.

The link you should use within the body text should be: /sites/default/files/public/downloads/file name here.ext

[Show row weights](#)

File information	Display	Operations
<input type="checkbox"/> Test PDF.pdf (19.13 KB)	<input checked="" type="checkbox"/>	<input type="button" value="Remove"/>
Description <input type="text" value="Here is a PDF"/>		
<small>The description may be used as the label of the link to the file.</small>		
<input type="checkbox"/> Test Word Doc.doc (21.5 KB)	<input checked="" type="checkbox"/>	<input type="button" value="Remove"/>
Description <input type="text" value="Test Word Doc"/>		
<small>The description may be used as the label of the link to the file.</small>		

What end users will see:

File Attachments:

[Here is a PDF \(pdf, 19 KB\)](#)

[Test Word Doc \(doc, 22 KB\)](#)

If you are going to be linking to a file in the body text on the node and do not want the file to be shown below, simply uncheck the display option and the file will not be displayed. You can then place a link into the body text using the following URL patterns:

- Conservation Area Regulation:
/sites/default/files/downloads/area/file name here.ext
- Page:
/sites/default/files//downloads/page/file name here.ext
- Regulation:
/sites/default/files/downloads/regulation/file name here.ext

Some file upload fields are singular and so once uploaded will be shown based on the site theme.

Download Now

No file chosen

Files must be less than **100 MB**.
Allowed file types: **flv avi mp4 mov ogg mpeg**.

Download Now

 [test_countdown-w-sound-640x480_0-2.mp4 \(741.96 KB\)](#)

Location (Postal Address)

The address fields will need to be entered for the live bait dealer location using the fields for individual address items.

Address		
Country		
United States <input type="button" value="v"/>		
Address 1 *		
4640 Nicols Road		
Address 2		
Suite 205		
City *	State *	ZIP code *
Eagan	Minnesota <input type="button" value="v"/>	55122

This address will also be used for creating the map:

A TEST LIVE BAIT SHOP

Here's body text in case it's needed

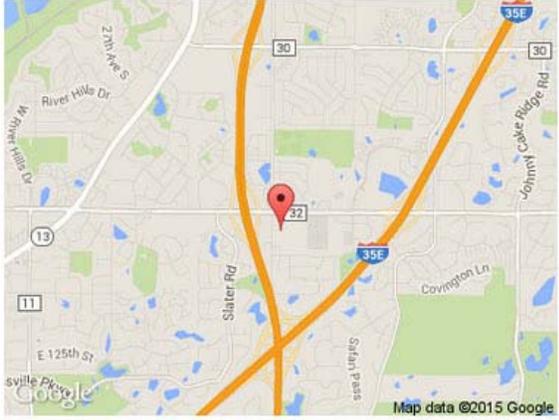
Address:
4640 Nicols Road
Eagan, MN 55122

Phone: 651-365-7891x

Website: <http://www.gortonstudios.com>

Bait Sold:
Live Fish
Live Crayfish

County:
Bates



[View larger map](#)

Field Collections

On the Feature content type, field collections are used that will allow you to set up groups of items on the node or make selections for specific areas. These consist of multiple fields that allow you to add text, items as desired.

Super Title

Add a feature title to be displayed if no thumbnail image has been entered in to the node referenced below.

Image

Teaser

B I     

Despite poor hatches from 2007 to 2010, production in three of the last four years has improved enough to stabilize turkey numbers throughout much of the state. Because of Missouri's diverse landscape, however, turkey population trends often vary regional

body p

[Switch to plain text editor](#)

- Lines and paragraphs break automatically.

[More information about text formats](#)

Call to Action text

Call to Action URL

Add a URL for where the item should link to.

Note the variations of what you enter will be displayed:

THE TURKEY OUTLOOK FOR THIS SPRING

2015 Turkey Outlook
Despite poor hatches from 2007 to 2010, production in three of the last four years has improved enough to stabilize turkey numbers throughout much of the state. Because of Missouri's diverse landscape, however, turkey population trends often vary regional

Learn more about Turkeys
Comprehensive guide to turkey hunting

TELECHECK AND TURKEY REGULATIONS FOR SPRING

Regulations
Complete telecheck and regulations information

LEARN ABOUT TRAPPING

How Do I Get Started Furbearer Trapping For Sport?
Knowledge and tools for getting started

Editing Tool Notes specific to your site

Stackable Tables

The functionality to help with the display of your tables in a responsive theme, has been added to the site. When using a table that can have the columns stacked, choose the stackable Class option when in the table general properties. Do not use this on columns that should not stack.

Table Properties [X]

Table Properties | Advanced

Id:

Language Direction:

Style:

Stylesheet Classes:

OK Cancel

Small Tables

To tighten up tables, you can also use the small table style.

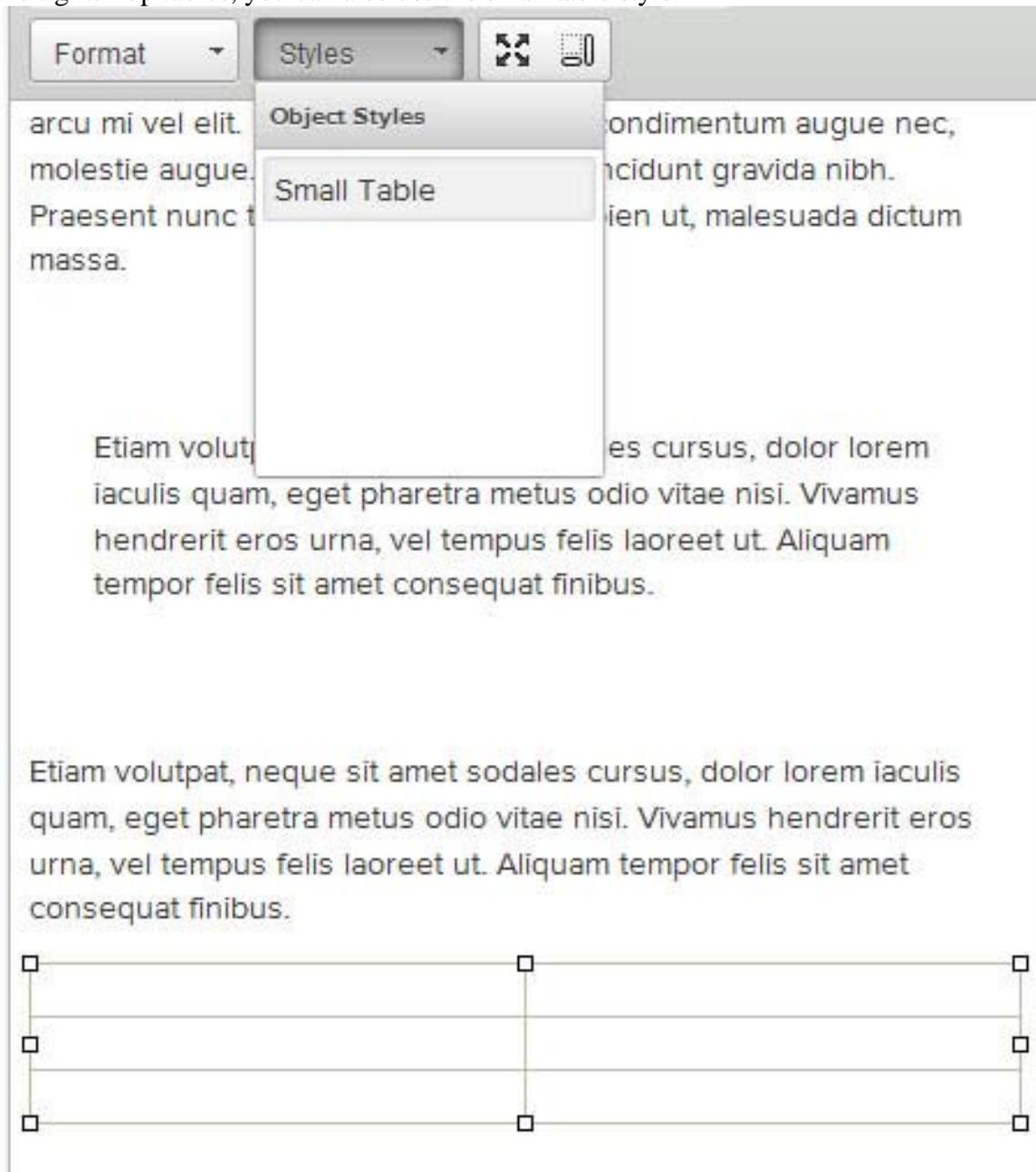


Table Tips

You should format the table borders in Word before copying the table to the website. When you create a table in word, you see the table grid, but it might not show up or print in other formats unless you change the setting.

- Select the entire table in the word document.
- Right click and select "Table Properties" from the drop down menu.
- Click the "Borders and Shading" tab in the Table Properties menu.

- Select "all" under "setting", a solid line under "style" and black (or whatever it should be) under "color."
- Hit OK.
- Copy the table into the way you normally would.

Also, if you've already brought the table into the website, and you find it has no borders - and you would just like to have a simple line border, you can do the following:

Click on "Disable rich-text"

Look for the table definition. It looks like this:

```
<table border="0" cellspacing="0" cellpadding="0"><tbody>...
```

Change the first "0" to a "1" so it looks like this:

```
<table border="1" cellspacing="0" cellpadding="0"><tbody>...
```

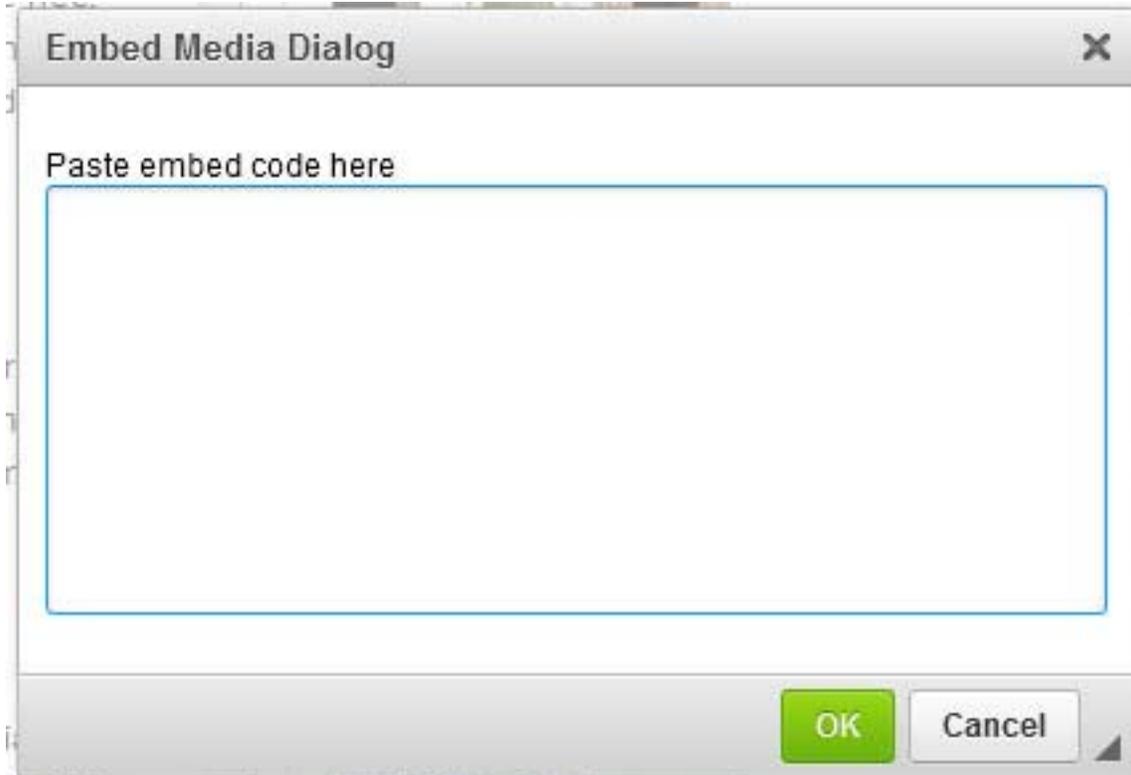
Click on "Enable rich-text"

Video Embed Field

Use the embed button to easily add YouTube and Video Embed codes and not have an editing tool that tries to strip out misc. code. Place your cursor where you want to add the video and then click on the embed button.

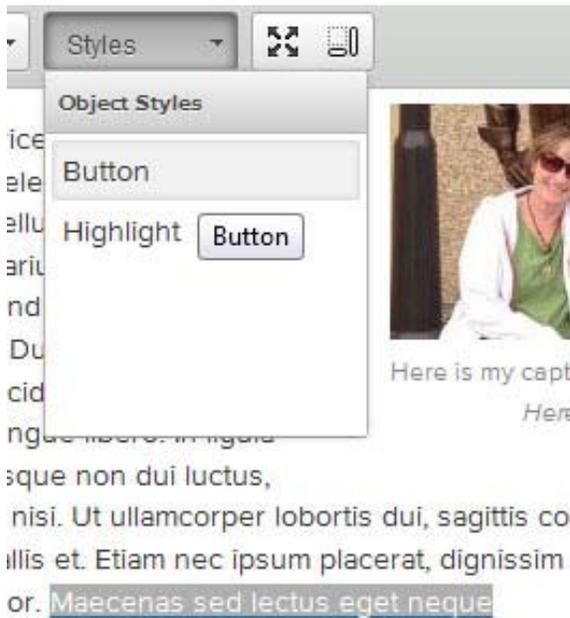


Insert the embed code and hit ok.



Button Class

If you want to add a call to action button, enter in the text and link the text to the URL desired. Highlight the link and within the styles section, you will have the option to create a button.

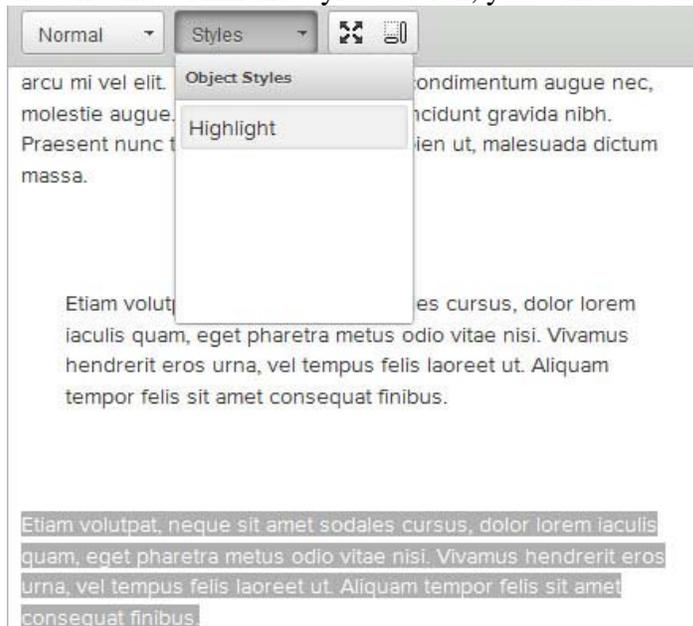


End users will see:



Highlight

If you want to add a highlighted area to the body text area, enter in the text. Highlight the text and within the styles section, you will have the option to highlight the area.



End users will see:



Embedding widgets in Body text from the main MDC site

The Web Widget module has been added to the main MDC site. This allows views to be created which can then be embedded on the Hunt/Fish site. The widget can be embedded into any text field by using the `[[widget:xxx]]` tag.

A view for the items that you would like to have displayed on the Hunt/Fish site will need to be created on the main MDC site as an 'inline' web widget and assigned a URL. That URL is what is used to embed them.

To place a widget, use the following text in the body field of the node `[widget: mdc url]`. Example: `[[widget:http://mdc.mo.gov/widget/troutareas]]`

CSS will not be transferred with the widgets so will need to pull in CSS from the Hunt/Fish site. We've created some basic theming for items but if new widgets are created, there may need to be some CSS tweaking.

Use the following as a base and example:

View on the MDC main site:

http://mdc.mo.gov/admin/build/views/edit/Field_Guide_Listing

Node on Hunt/Fish:

<http://dev-hunting-and-fishing.pantheon.io/fishing/regulations/do-not-harvest-list>

DO NOT HARVEST LIST

VIOLATIONS? REPORT THEM >>

Fishes that appear on the state or federal threatened or endangered list, or fish that closely resemble a protected fish, should not be harvested. Help protect the species listed below. If you catch a fish on this list (or one that looks like it), do not harm it, and release it immediately.

Commercial Fishermen: Don't take shovelnose sturgeon!

Commercial fisherman may not take [shovelnose sturgeon](#) from the entire Missouri River nor from the Mississippi River below Melvin Price Locks and Dam near Alton, Ill. [See Commercial Shovelnose Fishing Restricted.](#)

CENTRAL MUDMINNOW

 Umbra limi
Mudminnows are a small family of only six species and are most closely related to the pikes. This is the only mudminnow that occurs in our state, and it is rare, occurring only in a few marshy locations near the Mississippi River.

[Read more](#)

CRYSTAL DARTER

 Crystallaria asprella
This pale, very slender darter is Endangered in Missouri. Formerly known from many river drainages in the east-central and southeastern parts of our state, it apparently now lives only in the Gasconade and Black rivers.

[Read more](#)

CYPRESS MINNOW

 Hybognathus hayi
Missouri's Bootheel lowlands are unlike any other place in the state, and many of the animals and plants that live there occur nowhere else within our borders. The cypress minnow, like the habitat it prefers, is in danger of vanishing from Missouri.

[Read more](#)

Edit Screen of embed:

<http://dev-hunting-and-fishing.pantheon.io/node/1370/edit>

Body

Source [Icons] [Navigation]

[Image] [Table] [List] [Globe] [Link]

B *I* U [Text] x_2 x^2 I_x [List] [List] [List] [List] [List] [List]

[List] [List] [List] [List] [List] [List] [List] [List]

Format [Styles] [Icons]

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[[widget:http://mdc.mo.gov/widget/fishnoharvest]]

Saving in Drupal

Always SAVE before moving away from a node. **NOTHING IS SAVED UNTIL YOU PRESS THE SAVE BUTTON.**

Events

The events pull from Kevin's module. A view has been set up that is used to pull events in and are placed as blocks through-out the site. The view can be found at: http://dev-hunting-and-fishing.pantheon.io/admin/structure/views/view/mdc_events/edit/default

Menus

Most items should be added to the menus by using the Node Hierarchy section in the node edit fields. If you have to add something manually, typically the menu items that you will need to manually edit or add through the menu system and not the node hierarchy section will take place in the Main Menu.

Enter the list links for the Main menu under the Structure area of your Admin Nav Bar. Choose the section that you want to manage and click on the title. The menu will expand and show you the items that are in the menu

+ Hunting / Trapping	<input checked="" type="checkbox"/>	edit
+ Seasons	<input type="checkbox"/>	edit
+ Permits	<input checked="" type="checkbox"/>	edit
+ Species A-Z	<input checked="" type="checkbox"/>	edit
+ Seasons	<input checked="" type="checkbox"/>	edit
+ Regulations	<input checked="" type="checkbox"/>	edit
+ Permits	<input type="checkbox"/>	edit
+ Trapping	<input checked="" type="checkbox"/>	edit
+ Events	<input checked="" type="checkbox"/>	edit
+ Trophies & Certificates	<input checked="" type="checkbox"/>	edit
+ Where to Hunt & Shoot	<input checked="" type="checkbox"/>	edit
+ Hunter Education & Training	<input checked="" type="checkbox"/>	edit
+ Wild Game Recipes	<input checked="" type="checkbox"/>	edit
+ Test Page	<input checked="" type="checkbox"/>	edit
+ Diseases	<input checked="" type="checkbox"/>	edit

If you want to edit the title, choose to enter the edit area and make the needed changes. Note menu items added through the Node Hierarchy section in the node edit screens will not show a delete next to it. If added this way, you cannot change the path – only the

Menu link title and positioning in the menu system.

Menu link title *

The text to be used for this link in the menu.

Path *

The path for this menu link. This can be an internal Drupal path such as *node/add* or an external URL.

Description

Shown when hovering over the menu link.

Enabled

Menu links that are not enabled will not be listed in any menu.

Show as expanded

If selected and this menu link has children, the menu will always appear expanded.

Parent link

The maximum depth for a link and all its children is fixed at 9. Some menu links may not be available at this depth.

Weight

Optional. In the menu, the heavier links will sink and the lighter links will be positioned nearer the top.

If you want to add a new menu item, use the Add link at the top of the page and enter in the desired information and placement. Once it is saved, you can also move it around using the drag and drop options when viewing the menu links.

Broken Links

The broken links module will help you monitor links that may have issues on the site. You can learn more at: <https://www.gortonstudios.com/how-to/broken-links>

URL Default Path Settings

The following Patterns are set up for the site and should not be changed as blocks, breadcrumbs and views rely on the standardized paths:

Default for any content type not noted below:

[node:nodehierarchy:parent:url:path]/[node:title]

Conservation Area Regulations: fishing/regulations/special-areas/[node:title]

Live Bait Dealers: fishing/places-fish/live-bait-dealers/[node:title]

Permits: huntfish/permits/[node:title]

Seasons: huntfish/seasons/[node:title]

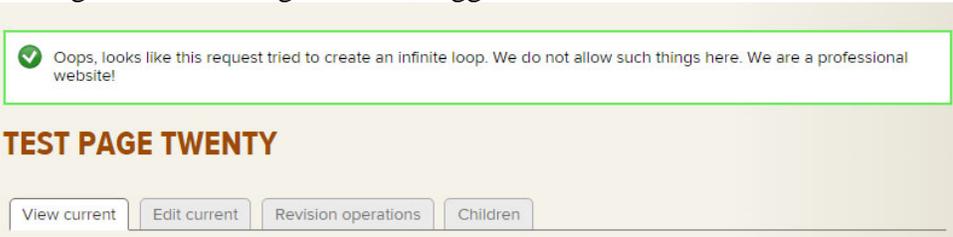
State Records: fishing/trophies-certificates/state-fish-record-list/[node:title]

Taxonomy: [term:vocabulary]/[term:name]

If you are setting any manual URL paths, please start all nodes on the Hunt-Fish site with one of the following: huntfish, fishing or hunting-trapping.

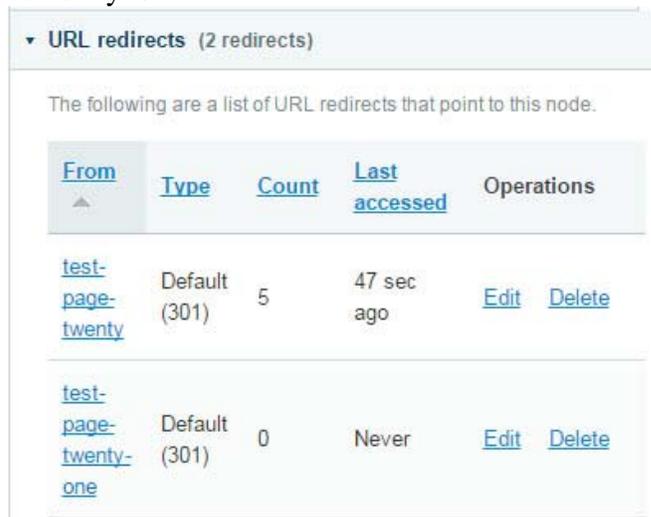
URL Redirects

The site is set up to create automatic redirects when a node title is changed. There are sometimes when a user titles a page, changes it to something else and then decides they like the original title and change the page back. When this is done, an infinite loop is created and will not allow users to access the page. If this happens you will see the warning when accessing the node, logged in:



The screenshot shows a green error message box with a checkmark icon: "Oops, looks like this request tried to create an infinite loop. We do not allow such things here. We are a professional website!". Below the message is a heading "TEST PAGE TWENTY" and a row of buttons: "View current", "Edit current", "Revision operations", and "Children".

Enter the edit area of the node and expand the URL redirect section and simply delete the offending redirect. Note it would be the one that is the same URL as what the page currently is.



The screenshot shows the "URL redirects" section of a Drupal edit form. It has a dropdown arrow and the text "(2 redirects)". Below this is a heading "The following are a list of URL redirects that point to this node." and a table with the following data:

From	Type	Count	Last accessed	Operations
test-page-twenty	Default (301)	5	47 sec ago	Edit Delete
test-page-twenty-one	Default (301)	0	Never	Edit Delete

How to view a list of existing content

Most content in the system can be navigated to the same way a public site user would.

Multiple views have been created to help you maintain your site. All should be accessible within the Content area of the Admin Nav bar.

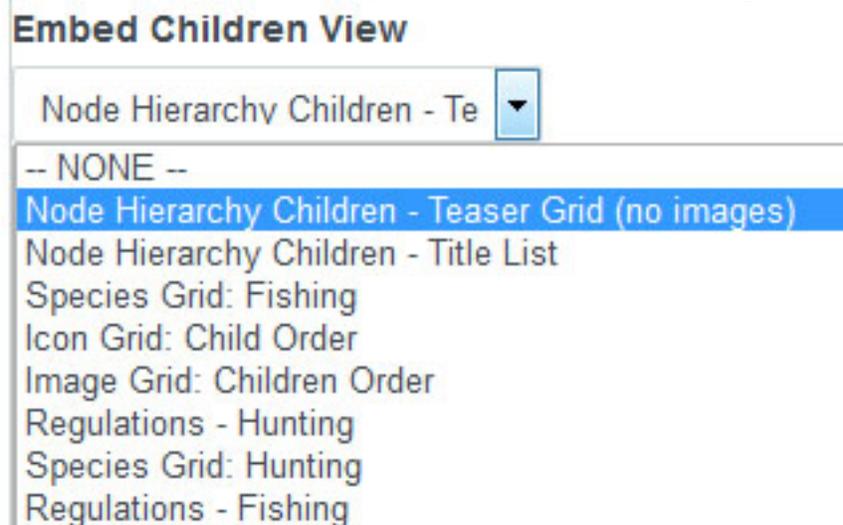
From this area, you can also mass change items using the Bulk Operations field:

Children Views on your Website

Placing children on the site is discussed on the page title “Administrative settings at the bottom of the edit screens” if you go to the Drupal Tips link in your Admin Nav Bar.

If a child has been placed onto a parent item and they are not showing up, it most likely means that a view has not been selected for how the children should be displayed. Most views are set to populate new content, but you may need to add a view or change the way something is displayed. To do this - enter the edit screen of the parent item that is not displaying its children. Do NOT add a child view to pages with special views attached to them.

1. Expand and enter the Node Hierarchy section.
2. Choose the view for the way that you want children to be displayed. Only the following views should be used through this function: Node Hierarchy Children – Teaser Grid, Node Hierarchy Children – Title List and Image Grid: Children Order. The other options are used elsewhere in specific cases.



Node hierarchy children – Teaser Grid (no images)

(displays children in the order that you have them in the children list as teasers)

IN THIS SECTION

Child Link [↗](#)

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Curabitur ultrices ipsum eget orci finibus, quis eleifend erat molestie.

Test Child Page Teaser

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Curabitur ultrices ipsum eget orci finibus, quis eleifend erat molestie. Vestibulum tellus nisi, pretium vitae purus non, varius venenatis urna. Aliquam bibendum ullamcorper dolor non lobortis.

Test Webform as a Child

Here is teaser text

Node hierarchy children – Title list

(displays children in the order that you have them in the children list as a list)

IN THIS SECTION

Child Link

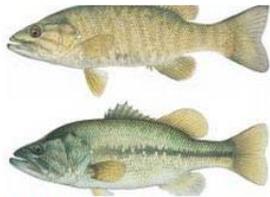
Test Child Page Teaser

Test Webform as a Child

Image Grid: Children Order

(displays children in the order that you have them in the children list as images with title and subtitles)

IN THIS SECTION



Test Download One (pdf, 343 KB)



Test Doc (doc, 22 KB)



Test Page with Children Teasers
Here is another subtitle



Test page with Image Grid
Children
This is a subtitle



Test Group
Here is my subtitle on a Group



Test Onsite Link
Here is my subtitle on a link

Taxonomy

Taxonomy is used for multiple items.

When items are selected in this area, they will be displayed on the node in the order that they are in the edit screen.

You can manage the items by going to the Taxonomy link found in the Structure section under Administer in your Admin Nav Bar.

Enter the “list terms” link to manage the list.

Vocabulary name	Operations		
+ Counties	edit vocabulary	list terms	add terms
+ Method	edit vocabulary	list terms	add terms
+ Regulations Special Area Bodies of Water	edit vocabulary	list terms	add terms
+ Regulations Special Area Trout Fishing Area	edit vocabulary	list terms	add terms
+ Species	edit vocabulary	list terms	add terms
+ Tags	edit vocabulary	list terms	add terms

To delete any of the terms or edit any of the terms, enter the list terms link. Remember if you delete an item, anything associated with it will no longer have that place to be grouped by that term.

Add the new term by choosing the link at the top of the page: “add term”. Enter in the title and a description (if desired) as well as any other information that the vocabulary is asking for. Fields vary depending on the vocabulary.

Save the term.

Revision Moderation

Revision Moderation has been set up as the default on the following content types: Conservation Area Regulations, Page, Permit, Regulation, Season and Species subpage.

The following steps will vary slightly depending on what variations (if any) are set up on the content type. When creating or editing a new node, determine if you would like it to 1) Create a new revision, no moderation (it means you create/edit the page and it will publish immediately.) **OR** 2) Modify the current revision, no moderation (it means that you can edit the page and no new revisions are created. This works well when fixing typos and other administration edit are completed). **OR** 3) Create a new revision and moderate (it means that the existing page and version will stay live while you work on editing new content which you need to have reviewed and approved). You can also use the third option to complete the changes to the page and schedule it for publications at a later date. Enter in the date and time that you would like the item published or unpublished. The time is in military format so you need to use a 24 hour designation. Keep in mind that the Cron command has to run on your server in order to trigger the publishing and unpublishing. We typically set this up to run hourly. This will affect the time of unpublishing and scheduling. If you set up an item to unpublish/publish at 14:32 but cron doesn't run until each hour – the item will not publish until Cron is run at 15:00.

Any nodes that have the create new revision and moderate will show up in the Pending Revisions view within the content area of the site.

▼ **Revision information** (New revision)

Revision log message

Provide an explanation of the changes you are making. This will help other authors understand your motivations.

Revision creation and moderation options

Modify current revision, no moderation

Create new revision, no moderation

Create new revision and moderate

Moderation means that the new revision is not publicly visible until approved by someone with the appropriate permissions.

Optionally schedule a date and time for publication

Please use this format: *d-m-Y H:i*, e.g *12-05-2015 13:34*. If you enter "now" this content will be published immediately. If you do not wish to schedule publication, leave the field blank.

Footer Blocks/Menu

This section pulls from the main MDC site.

SAML Settings

Users will need to log in to the site using their SAML credentials. The following steps should be used in order to give users admin privileges on the site.

1. Have them log in using their SAML credentials
2. Once they are logged in, a User or super admin will need to find their information in the people area of the site and assign them a role.