

# SHiNE CMS User Manual



## 1. Introduction to [SHiNE CMS](#):

**SHiNE CMS** is a powerful content management system designed to streamline your website creation and management. With its intuitive interface and robust features, SHiNE CMS empowers you to create stunning, dynamic websites without the need for extensive coding knowledge.

**Key features of SHiNE CMS include:**

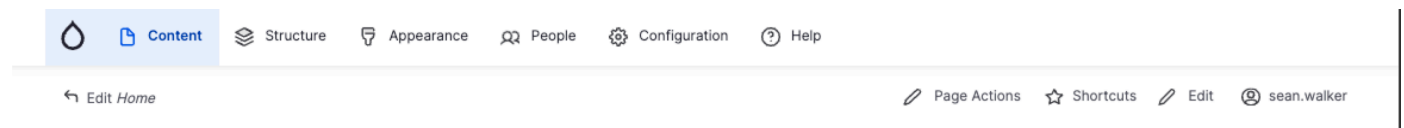
- **User-friendly interface**
- **Advanced content management tools**
- **Powerful style customization options**
- **Easy to use page layout creator**
- **New unique theme/templates**

**In this manual, you'll learn how to:**

- Maintain your website's information and users
- Create and manage website content
- Customize your website's appearance
- Develop webforms for application processes
- Utilize SHiNE CMS's advanced features
- Troubleshoot common issues

## 2. Administrator Toolbar

The SHiNE CMS administrative theme has been updated with a sleek white and grey design and light blue highlights. This top menu bar remains fixed while you're logged in, providing easy access to your website's core areas. All the basic Drupal needs are front and center, making it easy to get started maintaining your website.



### Top Level Items

#### Content:

- The **Content** button takes you to the **Content** screen, where you can **add** new **events, news, pages, and webforms** to your site.

#### Structure:

- The **Structure** section is primarily used for managing your **main menu** links. You might also find a **footer links** or **quick links** menu in the footer, which can be managed here as well.

#### Appearance:

- The **Appearance** section controls the look and feel of your themes. Here, you can manage both your administrative theme and your website theme.
- **Tasks to complete:** Uploading your logo, favicon, and select your color scheme.
- You can also manage font usage for your website under **Appearance > Font-Your-Face** or at `/admin/appearance/font`.

#### People:

- Here you have the power to **create additional users** for your website, **edit existing users' passwords or information**, and even **block or remove users** all together.

#### Configuration:

- Contains more advanced settings for **CSS Injectors, Site Access Restrictions, Google Analytics, Metatags, Redirects, SEO, URL Aliases**, and much more!

#### Help:

- Will take you to the **Drupal admin help page** with many great topics to get started learning more about our favorite content management system. Don't skip it!

### 3. Themes

**Themes** control the design and functionality of your website. Every website uses two themes: one for the administrative interface and another for the public-facing view. Both themes are pre-installed, so you don't need to worry about setting them up.

Let's make our first customization to your website by reviewing your theme settings!

#### Administrative Theme (Gin):

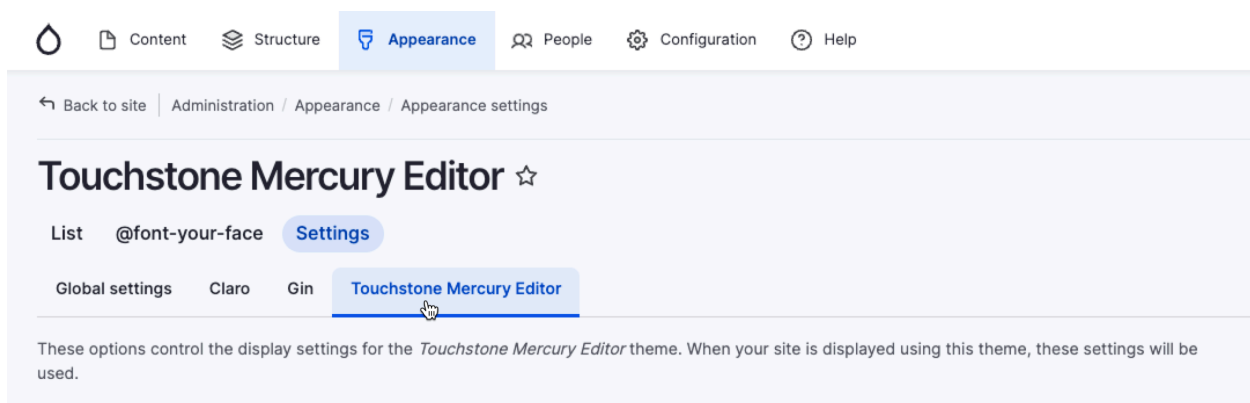
- Your **Administrative Theme (Gin)** determines the appearance of your interface when logged in and editing content.
- Access **Gin** settings under **Appearance > Settings** to customize your experience.



A blue button with a gear icon and the text "Settings" is shown. A mouse cursor is hovering over it. Below the button is a dashed orange box containing a list item.

- **Tasks to complete:** Enable **dark mode** for the admin interface (if you prefer) and set your **accent colors**. We suggest keeping the navigation setting as the default selection.

Once you are done with making your selections for the Administrative Theme (Gin), click on the **Touchstone Mercury Editor** tab to switch to your public-facing theme.



The screenshot shows the Drupal admin interface. At the top, there is a navigation bar with icons for Content, Structure, Appearance, People, Configuration, and Help. Below this is a breadcrumb trail: "Back to site | Administration / Appearance / Appearance settings". The main heading is "Touchstone Mercury Editor" with a star icon. Below the heading, there are tabs for "List", "@font-your-face", and "Settings". Under the "Settings" tab, there are sub-tabs for "Global settings", "Claro", "Gin", and "Touchstone Mercury Editor". A mouse cursor is hovering over the "Touchstone Mercury Editor" sub-tab. Below the sub-tabs, there is a note: "These options control the display settings for the Touchstone Mercury Editor theme. When your site is displayed using this theme, these settings will be used."

Your Website's Theme (**Touchstone Mercury Editor**) is responsible for how your website is designed and how the template looks.

The **Touchstone Mercury Editor** theme will let you perform some powerful changes. The first setting determines which Template your website is using.

**Note:** While this feature will allow you to switch between the templates that SHiNE offers, we don't recommend changing it if your website is already complete and live.

## Touchstone Settings

### Site Theme

- ✓ Template 1
- Template 2
- Template 3

time to use for this site.

### Menu Style

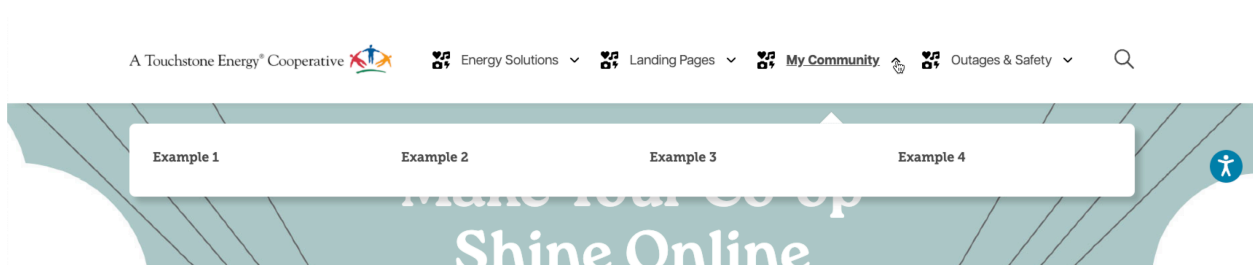
Standard Menu ▾

**Tasks to Complete:** Scroll down to get started changing your **menu, logo, favicon,** and selecting your **color scheme** next.

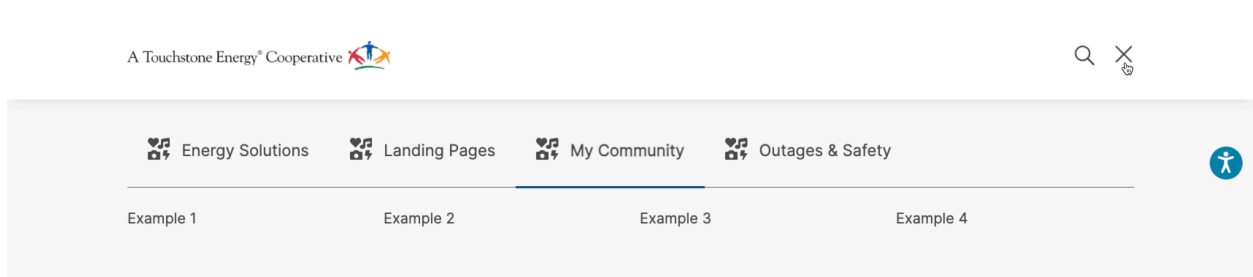
**Tip:** Favicons best to create in 144 x 144-pixel dimensions. You can use <https://www.favicon-generator.org/> to help generate a bunch of favicons for different devices and sizes.

The **Menu Style** is next and will let you change the behavior of your main menu. The **Standard Menu** uses a mega menu column display, while the **Mega Menu** will ONLY show the hamburger itself and show a variation of a mega menu when clicked, which can free up a lot of space in your header. Feel free to try both out and decide which you like best.

### Standard Menu:



### Mega Menu:



The **Site Colors** drop-down will let you select up to 12 colors to use throughout your website.

The most important colors are the **Primary Color 1/2/3** options, make sure to set these first. For the **Secondary Colors**, it can be a good idea to use lighter or darker versions of your primary colors. **Primary Colors** are used for major design elements in the templates, like buttons, footer backgrounds, and other important elements. The **Secondary Colors** are used for accents and certain minor design aesthetics in the various templates. The Utility Colors are used more for messaging, and more specifically the **Warning** option will determine the background color of your **alert notifications**.

**Tasks to Complete:** Set your color selections now to override the default color selections with your own personal preferences. Below is an example from [www.skrecc.com](http://www.skrecc.com), note you don't have to use every color. You might not need that many options after all.

Touchstone Mercury Editor ☆

^ Site colors

Primary Color 1  
#e8c96c

Primary Color 2  
#43346d

Primary Color 3  
#43346d

Secondary Color 1  
#43346d

Secondary Color 2

Secondary Color 3

Utility Color - Danger

Utility Color - Warning

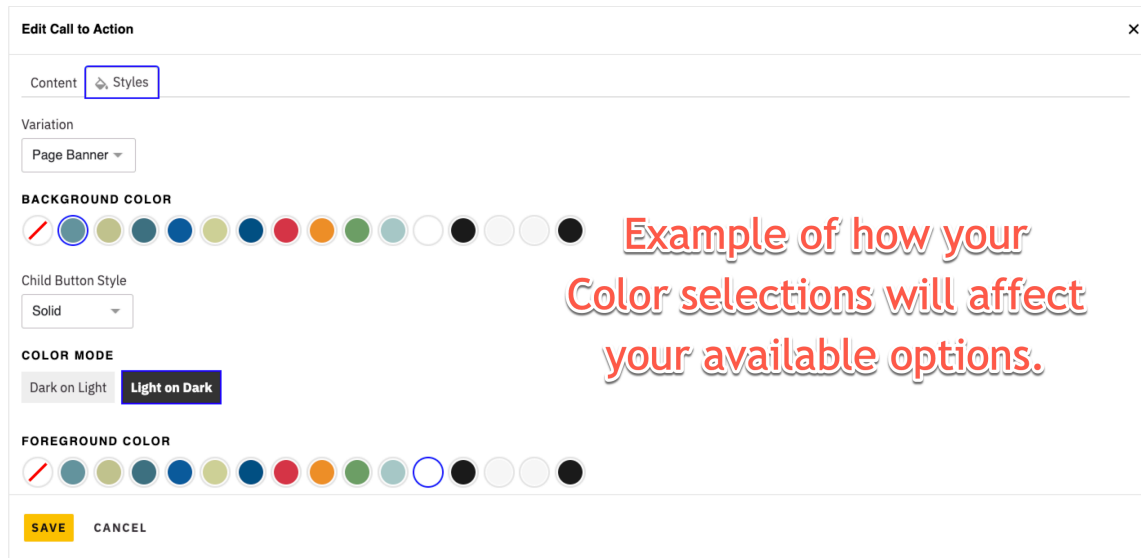
Utility Color - Success

Utility Color - Info  
#43346d

Utility Color - Light

Utility Color - Dark

The color palette you just put together will be used later while you are styling components. In the **Style** options for each component, this same color palette will be represented as options, which you can later use to change the colors of text or backgrounds of sections, etc.



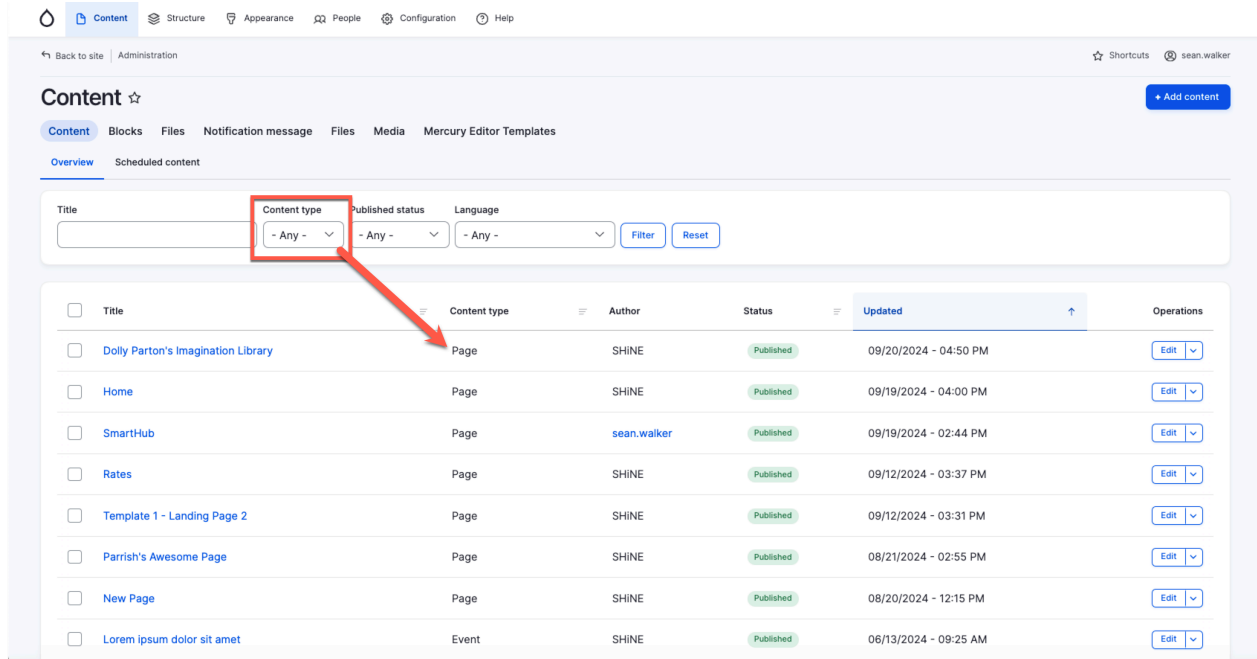
## 4. Content

Upon entering the **Content** section, you'll find pre-existing pages, including your homepage, layout child pages, and some sample events and news items.

To view only **pages**, use the **Content type** filter accordingly.

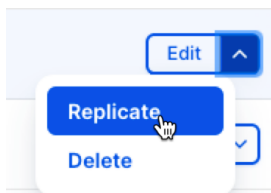
You can take various actions directly from the **Content** list. Click a blue link to visit a page or use the **Operations** links to edit content.

**Tip:** You can click on the column headers to organize the list by page title, content type, or last modified date, etc.



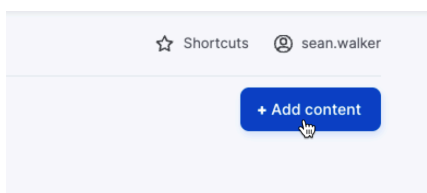
**Tip:** The **Edit** list on the far right also has options to **Replicate** or **Delete** a specific piece of content.

You can now clone any piece of content on your site in one click!



## Creating Content

Any time you are on the **Content** screen, you can add new content to your site by clicking the blue **+ Add content** button in the upper right corner.



Clicking this button will present you with a list of content types that you can create. The default options are **Event**, **News**, **Page**, and **Webform**.

## Add content ☆

### Event

This content displays automatically in any **Dynamic List** component with the **Upcoming Events** display selected. A feed of all Events is often present on the homepage layout. >

### News

This content displays automatically in any **Dynamic List** component with the **Recent News** display selected. A feed of all News is often present on the homepage layout. >

### Page

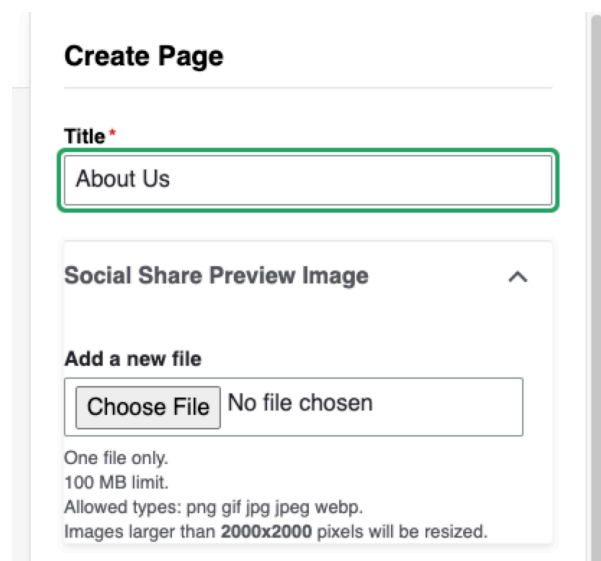
Create a unique **Page** for your site with *SHiNE CMS's* revolutionary page layout creator. >

### Webform

A basic page with a webform attached. >

Select **Page** to start adding a new page to your website next. Immediately your page will refresh, and a new webpage will be created right in front of your eyes.

Click on the **Title** field and type in the name of the new page you are creating.



**Create Page**

**Title\***

About Us

**Social Share Preview Image** ^

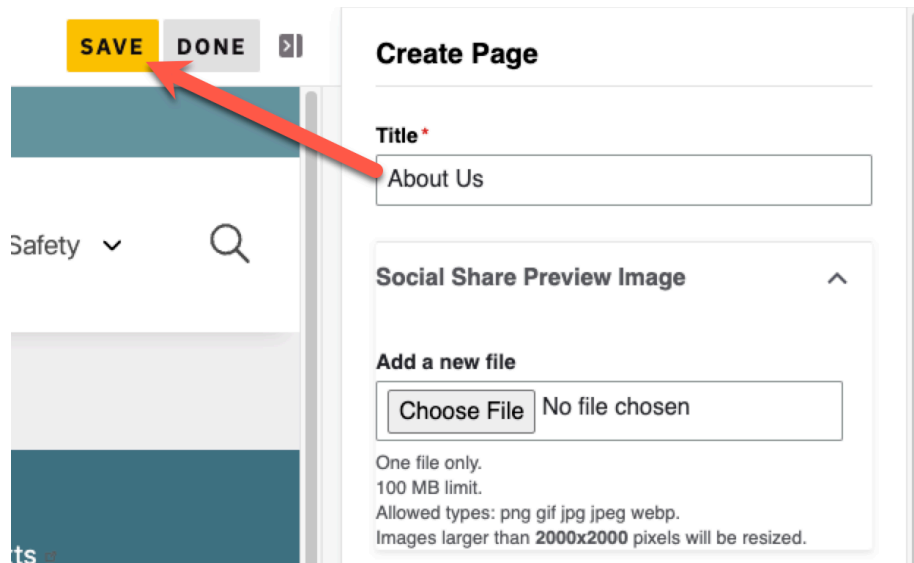
**Add a new file**

Choose File No file chosen

One file only.  
100 MB limit.  
Allowed types: png gif jpg jpeg webp.  
Images larger than 2000x2000 pixels will be resized.

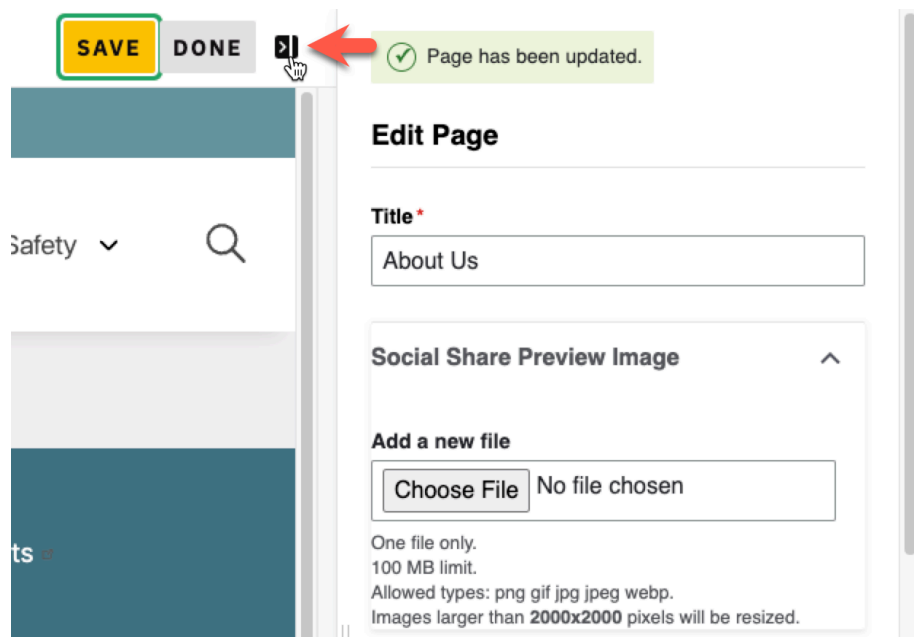
Now, go ahead and click the large **SAVE** button that is slightly to the upper left.





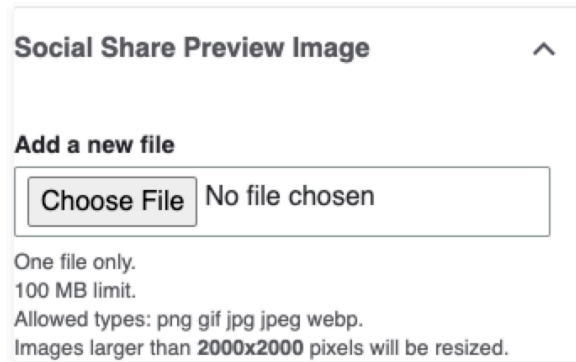
You will then see a green message indicating that your page has been saved successfully.

Note the box with the right arrow, click on this to completely hide the slide out page settings tray. You can bring this tray out and hide it at any time. If you are working on designing a page, it's best to hide the tray to give you more space to work with.

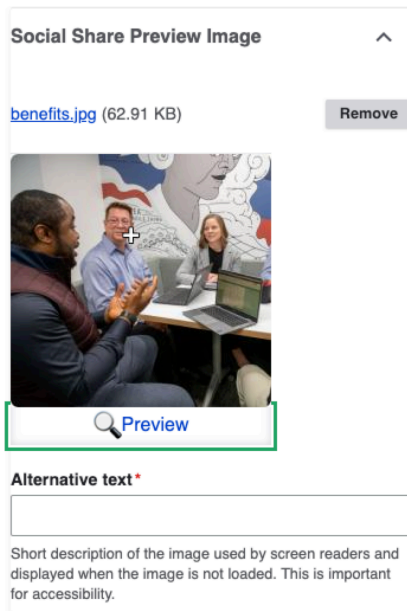


Notice the **Social Share Preview Image** field. If you ever experience issues with sharing a page on social media, and you want to curate the image that will be used in the thumbnail of the post, you can upload any specific imagery here. The image you upload will override the default selection made by social media platforms.

**Tip:** Want to be SEO perfect? Make sure you upload your own social share preview images on important pages that you will be sharing on Facebook, LinkedIn, or X.



**Note:** You can click to reposition the crosshair on the image and the image will be cropped and automatically resized for best display. Clicking the **Preview** link will show you what the image will appear like when shared on Facebook. Your image will be automatically resized for best SEO practices. Don't forget to supply the **Alternative text**, which is a description of the image being used for accessibility purposes.



Click an image to see a larger preview. You may need to scroll horizontally for more image styles.



Supplying these images on your news stories and pages will automatically fill out the metadata on the page for you, so you are compliant with Open Graph (Facebook) and Twitter (X) expectations.

```
7 <meta name="generator" content="SHINE CMS (www.shine.coop)" />
8 <meta property="og:site_name" content="Touchstone Energy Cooperatives" />
9 <meta property="og:type" content="Page" />
10 <meta property="og:url" content="https://live-cwb-shine-
    template1.pantheonsite.io/about" />
11 <meta property="og:title" content="About" />
12 <meta property="og:image" content="https://live-cwb-shine-
    template1.pantheonsite.io/sites/default/files/styles/facebook_social_sharing_1:
    00x630/public/images/socialpreview/benefits.jpg?h=974e3a3b&itok=S0Q78JST" />
13 <meta property="og:image:alt" content="Cool people" />
14 <meta name="twitter:card" content="summary_large_image" />
15 <meta name="twitter:title" content="About" />
16 <meta name="twitter:image:alt" content="Cool people" />
17 <meta name="twitter:image" content="https://live-cwb-shine-
    template1.pantheonsite.io/sites/default/files/styles/facebook_social_sharing_1:
    00x630/public/images/socialpreview/benefits.jpg?h=974e3a3b&itok=S0Q78JST" />
```

## Publishing:

Fill out the **Publish on** and/or **Unpublish on** settings as needed. These settings will let you determine when a page will be visible by your members, and when it may be taken offline and unpublished. Any unpublished resources are still saved on your site under the **Content** section of the CMS for safekeeping.

## Menu settings

Quickly add your new page to the main menu by checking the box **Provide a menu link**, you can then choose exactly where on the menu the page should display by setting the **Parent link**.

When you are done, click the large yellow **SAVE** button in the upper right of your screen.

**Menu settings** ⬆

About

Provide a menu link

**Menu link title**


**Description**







Shown when hovering over the menu link.

**Parent link**

- √ <Main Menu>
- Energy Solutions
- Account Management
- Start & Stop Service
- Business Services
- Home Energy Management
- Rebates
- Maintenance

**Design Elements:** Now for the magic of SHiNE CMS! To start designing your page, click the + symbol and select a component, that's all it takes.



<p><b>Touchstone Energy Cooperatives</b></p> <p> 4301 Wilson Blvd, Arlington, VA 22203</p> <p> 703-907-5500</p> <p> <a href="#" style="color: white;">Contact Us</a></p>	<p><b>Touchstone Energy Cooperatives</b></p> <p> 4301 Wilson Blvd, Arlington, VA 22203</p> <p> 703-907-5500</p> <p> <a href="#" style="color: white;">Contact Us</a></p>
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Let's review the list of available options...

## Components

(\*<https://www.coopwebbuilder3.com/custom-block-components>)

List of available design components that can be added to any events, news, or page of your site.

## Layout

Containers for your content. Always start each piece of your page with a **Section** and then place other elements inside of it.

## Content

Various options for common page design needs.

**Text:** Text copy.

**Heading:** Titles, larger/smaller text.

**Link:** A single link to a page.

**Media:** Insert any content from the media library.

**Horizontal Rule:** Full width divider.

**Blocks, Menus, Views, Webforms:** Add non-component content.

**Data Counter:** Animated data-point.

**Document Embed:** Embed PDFs.

**Document Link:** Link to a Document in the Media Library.

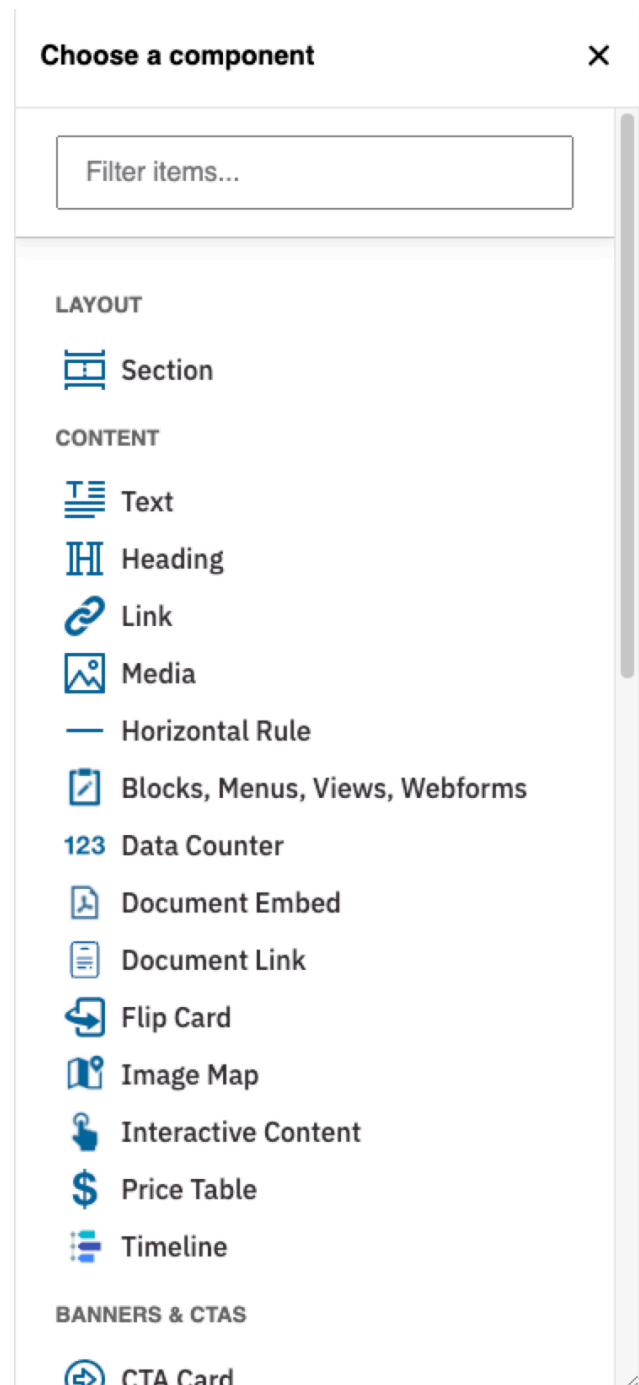
**Flip Card:** A click to flip square container.

**Image Map:** Responsive image map.

**Interactive Content:** Components from (<https://h5p.org/>), usually image hotspots.

**Price Table:** Pricing tables.

**Timeline:** Timeline with line divider.



## Banners & CTAs

Heavily versatile components that work inside of many **List** elements.

**CTA Card:** Placed within a CTA Carousel component.

**Square Card:** Square card with hover effect and link.

**CTA List Item:** Placed within a CTA List component.

**Page Banner:** Large hero element at the top of the homepage.

**Page Footer:** Large CTA element, positioned right before the footer.

## Lists

Containers that simply hold other components.

**Accordion:** Collapsible list of content.

**Tabs:** Display information in hidden tabs.

**Link List:** Group of links.

**Icon List:** Group of icons.

**CTA List:** Wrapper for CTA List Item components.

**CTA Carousel:** Wrapper for CTA Card components.

**Dynamic List:** Displays events or news feeds.






**Card List:** Group of large button links. Often used on homepage.

**Price Table List:** Wrapper for Price Table components.










## Choose a component





### BANNERS & CTAS

-  CTA Card
-  Square Card
-  CTA List Item
-  Page Banner
-  Page Footer

### LISTS

-  Accordion
-  Tabs
-  Link List
-  Icon List
-  CTA List
-  CTA Carousel
-  Dynamic List
-  Card List
-  Price Table List

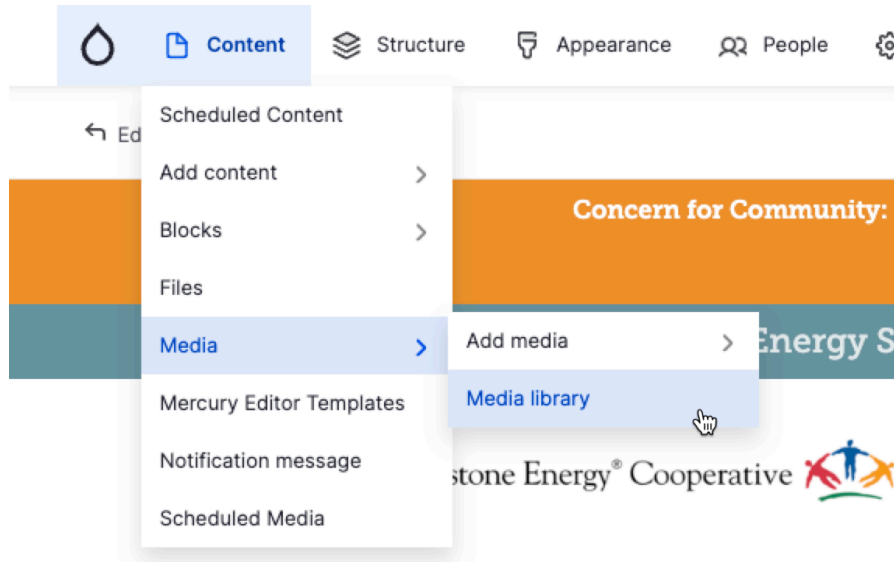
### TEMPLATES

-  Landing Page Hero
-  Landing Page Hero w/ Quick Links

## 5. Media Library:

**SHINE CMS** boasts a complete and robust media library to better manage your assets.

You can visit the media library at any time by hovering over **Content**, then **Media**, and selecting **Media Library**.



Like the **Content** section, you can also filter by **Media type**, and narrow your selection down to only display **Audio**, **Document**, **Icon**, **Image**, **Remote video**, or **Video** media.

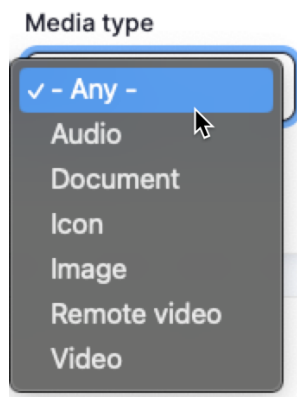


Image media can be edited to refine the accessibility (**Alternative Text**) information at any time or to **Remove/Replace** it with a different image all together.

Content Structure Appearance People Configuration Help

Back to site Edit Media Shortcuts sean.walker

## Edit *Icon* 01-Outage-Center.png ☆

Published Save

Edit Revisions

Name\*  
01-Outage-Center.png

Image\*  
01-Outage-Center.png (227.05 KB) Remove

Alternative text\*  
Graphic of a woman utilizing a cell phone during a power outage  
This text will be used by screen readers, search engines, or when the image cannot be loaded.

For **Documents**, you can edit any existing documents and provide a **Description**, which will be used when the document is inserted on a page or used with the **document link** component.

## Edit *Document* Google Analytics Properties Tool.pdf ☆

Published Save

Edit Revisions

Document\*

File information Operations

Google Analytics Properties Tool.pdf (602.23 KB) Remove

Description  
Google Analytics 4 Properties  
The description may be used as the label of the link to the file.

Add a new file  
Choose Files No file chosen


Maximum 25 files.  
100 MB limit.  
Allowed types: txt rtf doc docx ppt pptx xls xlsx pdf odf odg odp ods odt fodt fods fodp fodg key numbers pages.



**Best Practice:** We recommend naming folders and files with no spaces or special characters. Doing so can have a negative impact on the readability of your files and links.

In SHiNE CMS we added automatic file renaming as you upload media to the new media library. Any detected spaces, special characters, or oddities will be fixed, and you will see a green message telling you this happened as you upload content.

This means you no longer have to worry about meticulously naming your files, as SHiNE will take care of it for you!

 **Status message**  
Your upload has been renamed to *ratebook0523-1.pdf*.  
[Hide](#)

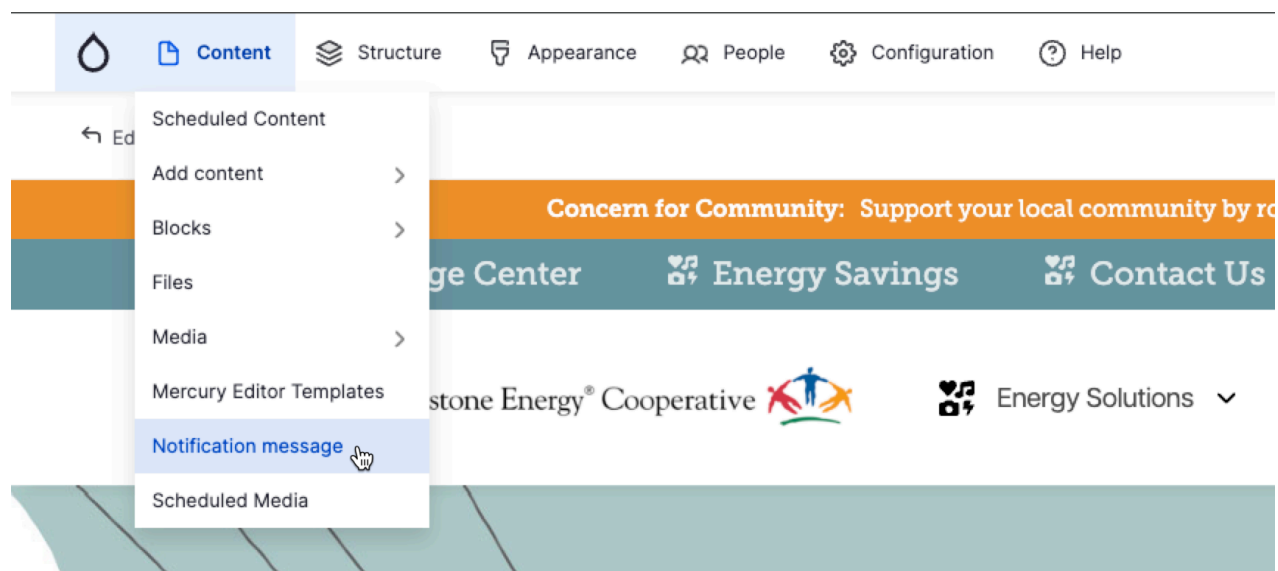
## 6. Alerts & Notifications Overview:

**SHiNE CMS** offers a comprehensive system for creating, scheduling, and managing alerts and notifications on your website. This feature allows you to keep your members informed about important updates, events, or promotions.

**Key features of the Alerts & Notifications system include:**

- **Scheduled alerts:** Set specific dates and times for alerts to appear.
- **Multiple alerts:** Have as many active or inactive alerts at the same time as you wish.
- **Publishing options:** Control when and where alerts are displayed on your website.

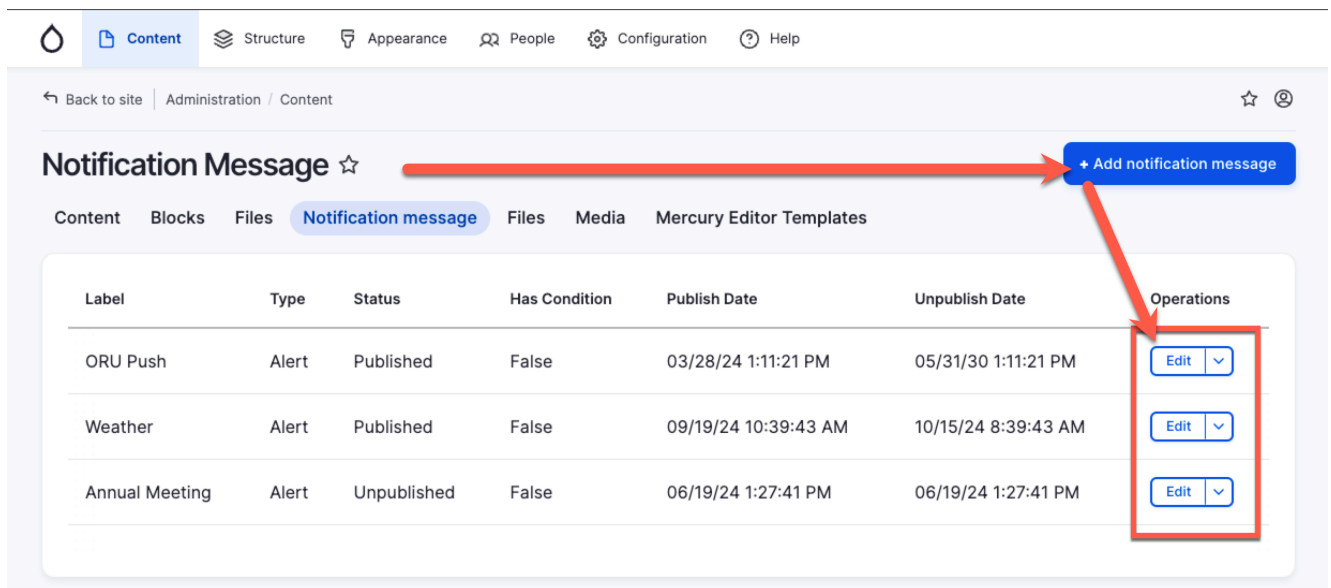
To get started hover over **Content** and then click on **Notification Message**.



When you see the Alert content overview screen, you can click the **+Add notification messages** button to create a new alert.

You can also use the **Operations** column and the **Edit** link to start changing any existing alert notification. You can also **Delete** any existing alert notification messages here as well.

The **Publish Date** and **Unpublish Date** are also visible in a separate column, so you can easily tell which messages are running today or were live in the past at some point.



The screenshot displays the SHINE CMS interface for managing notification messages. At the top, there is a navigation bar with icons for Content, Structure, Appearance, People, Configuration, and Help. Below this, a breadcrumb trail shows 'Back to site | Administration / Content'. The main heading is 'Notification Message' with a star icon. A blue button labeled '+ Add notification message' is located in the top right corner. Below the heading, there are tabs for 'Content', 'Blocks', 'Files', 'Notification message', 'Files', 'Media', and 'Mercury Editor Templates'. The 'Notification message' tab is selected. Below the tabs is a table with the following columns: Label, Type, Status, Has Condition, Publish Date, Unpublish Date, and Operations. The table contains three rows of data:

Label	Type	Status	Has Condition	Publish Date	Unpublish Date	Operations
ORU Push	Alert	Published	False	03/28/24 1:11:21 PM	05/31/30 1:11:21 PM	Edit
Weather	Alert	Published	False	09/19/24 10:39:43 AM	10/15/24 8:39:43 AM	Edit
Annual Meeting	Alert	Unpublished	False	06/19/24 1:27:41 PM	06/19/24 1:27:41 PM	Edit

## 7. Search:

**SHINE CMS** offers advanced search functionality that allows your members to find the information quickly and easily they need on your website. The system is designed to index every element on your website, including text within buttons and other interactive elements.

**Key features of the search functionality include:**

- **Comprehensive indexing:** The system indexes all content on your website, ensuring accurate search results.
- **Intuitive search interface:** A user-friendly search bar makes it easy for members to find what they're looking for.
- **Relevant results:** The search algorithm returns results that are most relevant to the user's query.

## 8. Revision System:

**SHiNE CMS** automatically saves revisions of each page, providing a robust backup and recovery mechanism. This feature enhances security and reliability, allowing you to easily revert to previous versions of your website if necessary.

#### **Key benefits of the Revision System:**

- **Enhanced security:** Protect your website from accidental deletions or modifications.
- **Easy recovery:** Quickly restore previous versions of your pages if needed.
- **Version control:** Track changes made to your website over time.

#### **To view or restore a previous version of a page:**

1. **Navigate to the page you want to edit.**
2. **Access the Page Actions link (in the upper right corner of the screen, next to the Shortcuts menu link).**
3. **Select the desired version and view by simply clicking the link or restore it.**

## **9. Responsive Menu:**

**SHiNE CMS** offers a flexible and customizable responsive menu system that adapts to different screen sizes, ensuring a seamless user experience on all devices.

#### **Key features of the Responsive Menu:**

- **Multiple breakpoints:** Choose from three pre-defined breakpoints (e.g., desktop, tablet, mobile) to optimize the menu's appearance on various devices.
- **Mega Menu support:** Enable or disable the Mega Menu feature, which allows for displaying multiple columns of links within a dropdown menu.
- **Customization options:** Customize the menu's appearance, including colors, fonts, and spacing.

#### **To configure the Responsive Menu:**

1. **Navigate to the Appearance settings.**
2. **Locate the Responsive Menu options.**
3. **Adjust the breakpoints, enable, or disable the Mega Menu, and customize the appearance as desired.**

## **10. Page Layout Creator:**

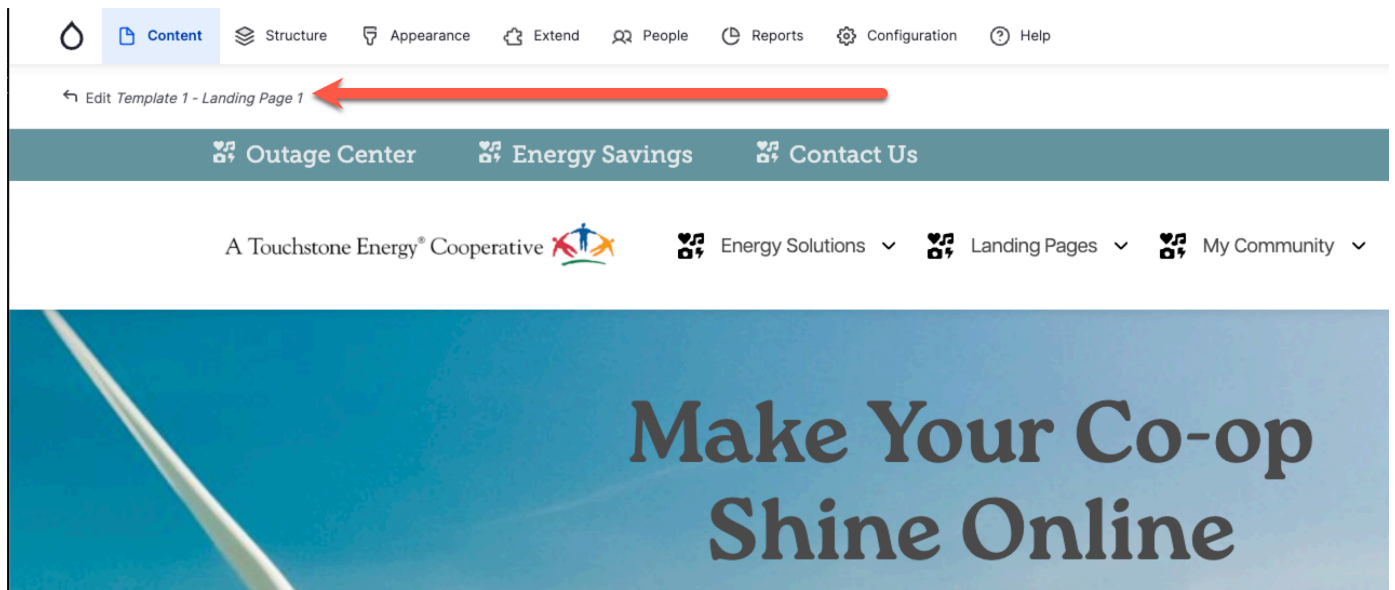
**SHiNE CMS** empowers you to take full control over the layout and content of your entire website with its innovative Page Layout Creator. This powerful tool allows you to create custom layouts for your header, footer, and other sections, giving you unparalleled flexibility in designing your website.

#### **Key features of the Page Layout Creator:**

- **Section-based layouts:** Create custom layouts for the header and footer, allowing you to precisely control the arrangement of elements from the very top of your website all the way to the copyright at the bottom.
- **Header/Footer:** Ability to use the page layout creator for your header and footer designs.
- **Drag-and-drop functionality:** Easily move and rearrange elements within your layouts using a simple drag-and-drop interface.
- **Customization options:** Customize the appearance of your layouts, including colors, fonts, and spacing.

### To create a custom layout:

1. **Access the Page Layout Creator by clicking “edit”.**



2. **Select the section you want to customize (e.g., header, footer).**
3. **Use the drag-and-drop interface to add, remove, and rearrange elements.**
4. **Customize the appearance of your layout as desired.**

## 11. Component Style Options:

**SHiNE CMS** provides granular control over the appearance and behavior of individual design elements, allowing you to customize your website to your exact preferences. With the Component Style Options, you can easily modify various aspects of your website's visual components.

### Key features of Component Style Options:

- **Customization options:** Adjust properties such as margin, padding, font, color, and more for individual components.
- **Element transformation:** Convert elements from one type to another (e.g., link list to icon list) with a simple click.

- **Responsive design:** Ensure your website looks great on all devices by customizing component styles for different screen sizes.

**To customize a component's style:**

1. **Select the component you want to modify.**
2. **Access the Component Style Options (usually located in the component's settings).**
3. **Adjust the desired properties to achieve your desired appearance.**

## 12. Mobile Responsive Design:

**SHiNE CMS** ensures your website looks and functions flawlessly on all devices, including smartphones and tablets. With its powerful mobile responsive design features, you can create a seamless user experience for your mobile visitors.

**Key features of Mobile Responsive Design:**

- **Responsive layouts:** Automatically adjust your website's layout and content to fit different screen sizes.
- **Media queries:** Use media queries to target specific devices and apply appropriate styles.
- **Emulation mode:** Test your website on various mobile devices within the CMS to ensure optimal performance.

**To optimize your website for mobile devices:**

1. **Create responsive layouts:** Design your website with mobile-first principles in mind.
2. **Use media queries:** Apply specific styles to different screen sizes.
3. **Test on various devices:** Use the emulation mode in SHiNE CMS to test your website on different mobile devices.

## 13. Responsive Text & Padding:

**SHiNE CMS** automatically adjusts text and padding to ensure a consistent and visually appealing experience across different devices. This feature helps maintain accessibility, readability, SEO and maintains a balanced layout on various screen sizes.

**Key features of Responsive Text & Padding:**

- **Automatic adjustments:** The system automatically scales text and adjusts padding to fit the screen size.
- **Responsive design principles:** Adheres to best practices for responsive design, ensuring optimal readability and layout.
- **Customization options:** Customize text and padding settings for specific components or devices if needed.

**To ensure optimal text and padding responsiveness:**

1. **Follow responsive design principles:** Design your website with mobile-first principles in mind.
2. **Use appropriate font sizes and spacing:** Choose fonts and spacing that are legible on different devices.
3. **Test on various devices:** Verify that text and padding are displayed correctly on different screen sizes.

## 14. Building a New Page:

**SHiNE CMS** provides a user-friendly interface for creating new pages on your website. With a few simple steps, you can add new content and customize the appearance of your pages.

**To create a new page:**

1. **Navigate to the Pages section of your CMS.**
2. **Click the "Add New Page" button.**
3. **Choose a page template (if available).**
4. **Enter a title for your page.**
5. **Add your content using the visual editor.**
6. **Customize the page's layout and appearance as desired.**
7. **Publish the page.**

**Additional tips for creating pages:**

- **Use headings and subheadings:** Structure your content for better readability.
- **Add images and media:** Enhance your page's visual appeal.
- **Optimize for SEO:** Use keywords and meta descriptions to improve search engine visibility.

## 15. Maximizing Your Website

- **News/Events – Dynamic List in SHiNE, or custom layouts (CIPCO, Ohio Cooperative Living).**
- **Social Feeds – What can we offer to you, and what is out there already.**
- **Demo.shine.coop – Features you can pick for your website!**

## Creating Webforms

**How to remove inaccessible PDF files from being a normal practice with your members.**

### Introduction

Webforms are a powerful tool in Drupal 10 for creating custom forms to collect data from your website visitors. This manual will guide you through the process of creating and managing webforms using the Drupal Webform module.

## Prerequisites

Before you begin, ensure you have the following:

- A Drupal 10 website
- The Webform module installed and enabled

## Step-by-Step Guide

1. **Create a New Webform**
  - Go to **Structure > Webforms** in your Drupal administration.
  - Click **Add webform**.
  - Enter a **Title** and **Description** for your webform.
  - Click **Save**.
2. **Add Form Elements**
  - Click the **Add a new item** button.
  - Select the desired form element type (e.g., text field, checkbox, select list).
  - Configure the element's settings (label, required, default value, etc.).
  - Click **Save**.
  - Repeat steps 3 and 4 to add more form elements as needed.
3. **Customize Form Settings**
  - Adjust the form's **Title**, **Description**, and **Submission message**.
  - Configure **Email notifications** to send emails upon form submission.
  - Set **Form actions** to redirect users after submission.
  - Customize the form's **Appearance** (e.g., theme, layout).
4. **Preview and Submit**
  - Click **Preview** to see how the form will appear to visitors.
  - Test the form by submitting it.
5. **Manage Submissions**
  - Go to **Structure > Webforms** and click on your webform.
  - Under the **Submissions** tab, view and manage submitted forms.

## Additional Tips

- **Use Webform Elements:** Explore the various form element types available (e.g., text fields, checkboxes, select lists, date fields, file uploads) to create complex forms.
- **Utilize Webform Actions:** Perform actions after form submission, such as sending emails, creating content, or integrating with external services.
- **Customize Form Appearance:** Use themes and CSS to customize the look and feel of your webforms.
- **Leverage Webform Conditions:** Create conditional logic to show or hide form elements based on user input.
- **Integrate with Other Modules:** Combine Webform with other modules (e.g., Rules, Views) to extend its functionality.

## Conclusion

By following these steps and exploring the additional features of the Webform module, you can create powerful and customized forms to collect data from your website visitors in Drupal 10.

## 16. Troubleshooting:

**Encountering issues with SHiNE CMS?** This section provides troubleshooting tips to help you resolve common problems and get your website running smoothly.

### Common issues and solutions:

- **Page loading errors:** Check your internet connection, clear your browser cache, or contact your hosting provider.
- **Content display issues:** Ensure your content is formatted correctly and that there are no conflicts with CSS styles.
- **Plugin or theme conflicts:** Try disabling plugins or themes one by one to identify the source of the issue.
- **Permission problems:** Verify that your user account has the necessary permissions to edit and publish content.

### Additional troubleshooting tips:

- **Check the SHiNE CMS documentation and support forums:** Search for solutions to common problems and seek assistance from the community.
- **Contact SHiNE CMS support:** If you're unable to resolve the issue, reach out to the SHiNE CMS support team for assistance.

**By following these troubleshooting guidelines, you should be able to address most common issues and keep your website running smoothly.**

## 17. Appendix:

**This section will include additional information and resources related to SHiNE CMS.**

- **Glossary of terms:** Define technical terms and acronyms used in the manual.
- **Contact information:** Support staff can be reached at [support@shine.coop](mailto:support@shine.coop).

## 18. Color Documentation

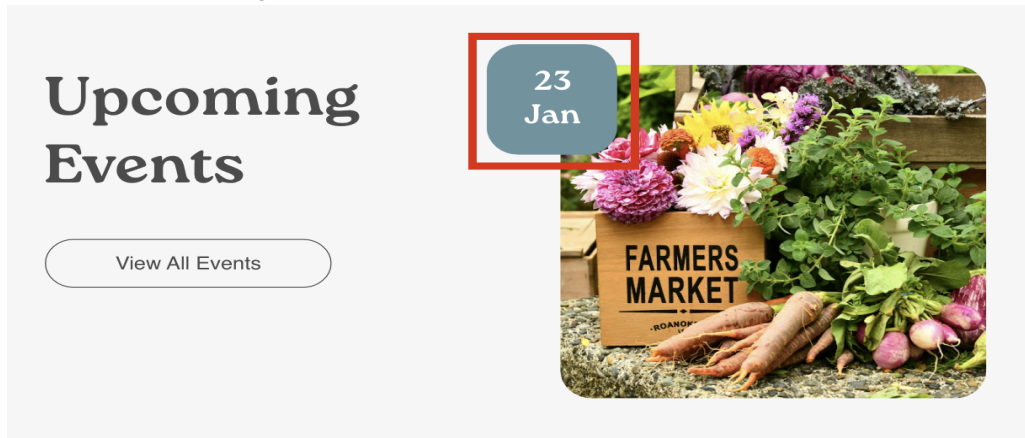
The following section will detail which components and design elements each color palette selection affects in the 3 different templates.

### Primary 1

#### All Templates



- Date square background color

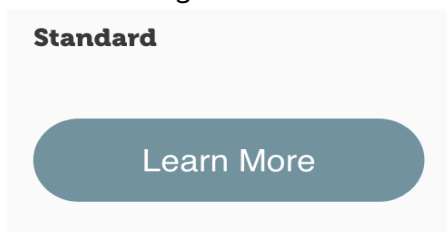


- Default color for Page Banner CTA foreground images in Template 1.

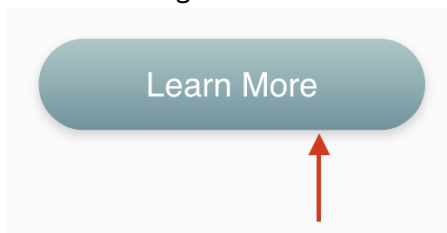


## Template 1

- Button background color - solid variant




- Button background color - solid variant, hover gradient endpoint



## Template 2

- Closed accordion button background

### Energy Efficiency FAQs



**Heating & Cooling**  
**Lighting**  
**Around the Home**

<b>Use your thermostat wisely.</b>	↗
<b>Optimize your heaters, furnaces, AC units, and their vents.</b> <ul style="list-style-type: none"><li>· Replace or clean your filters every 90 days to help your systems run as efficiently as possible.</li><li>· That also includes cleaning and dusting radiator fins, baseboard heaters, and AC unit coils to increase their efficiency.</li><li>· Use a certified technician to perform annual service maintenance. Access our trusted list of contractors through our Select – HVAC program.</li><li>· Use space heaters wisely by operating them according to their manufacturer's specifications, facing them towards people and not spaces, any by keeping them away from combustibles.</li></ul>	↘
<b>Air circulation is important.</b>	↗
<b>Bundle up yourself and your home to stay warm.</b>	↗
<b>Trees can help!</b>	↗

- Button background color - solid variant

We are here to help. Find resources for those who are struggling to pay their electric bills and get access to weatherization support services.

**Learn More** ↘

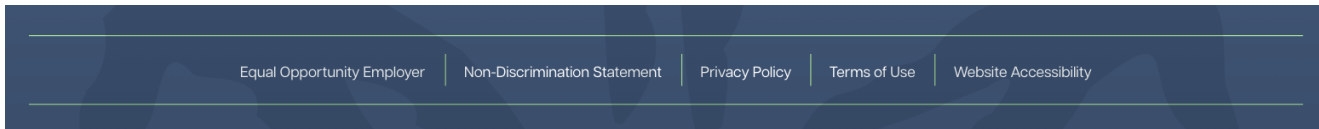


- Third border color for footer top border

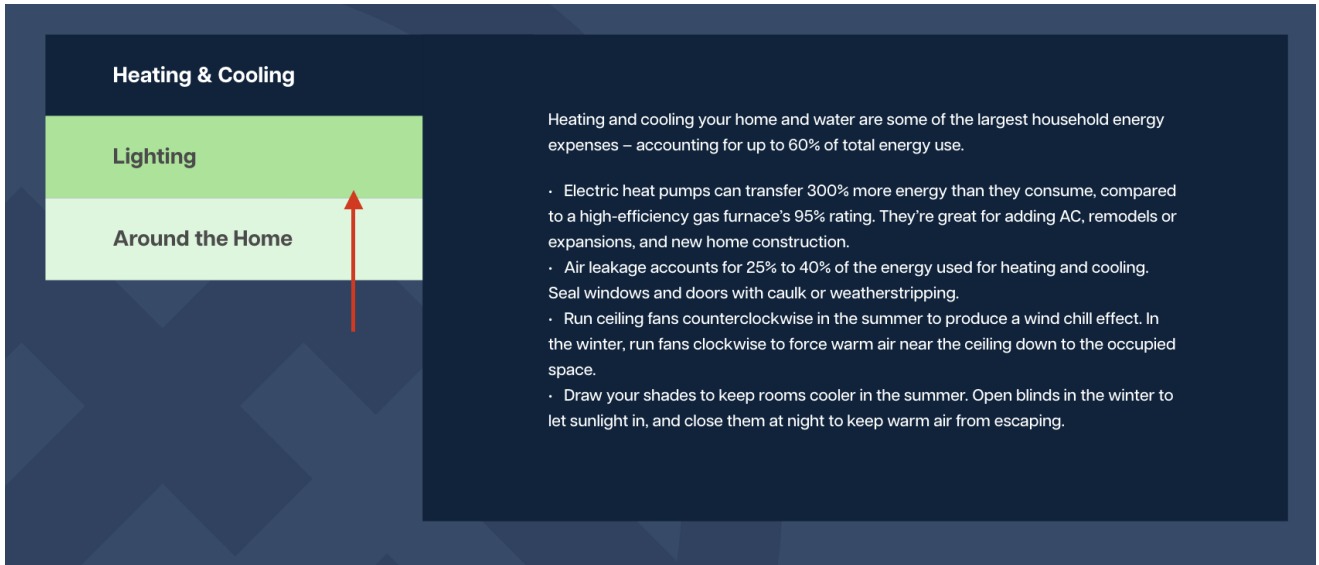


The footer consists of a dark blue background. At the top, there are three horizontal borders: a light green border, a medium green border, and a dark green border. A red arrow points upwards to the dark green border. Below the borders is the Touchstone Energy logo, which features three stylized human figures holding hands in a circle. To the right of the logo is the text "Touchstone Energy® Cooperatives" and "The power of human connections®".

- Footer content borders and separators



- Background color for stylized tab group button, even-numbered rows

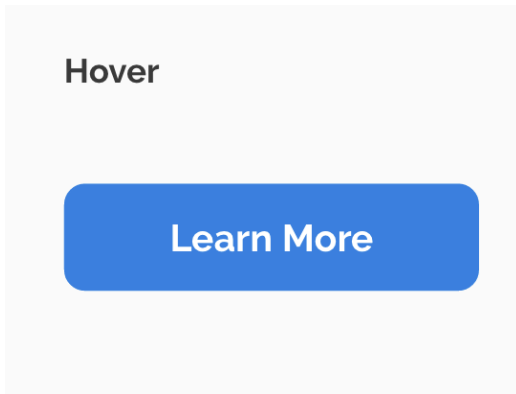


## Template 3

- Accordion button color

Is there a way to automatically migrate the site?	+
<p>What if I want the CWB team to do everything for me?</p> <p>Co-op Web Builder offers several different <a href="#">website packages</a> based on your cooperatives' unique needs and requirements. We can accommodate almost any custom design or development need. This includes creating a custom theme for your co-op specifically or creating a specific module that adds a required feature to your site. <a href="#">Request a quote</a> today!</p>	-
Do you have current CWB 3.0 site examples?	+
Will this interfere with my current live website?	+
I am using CWB 2.0 or 2.5, do I need to upgrade anytime soon?	+

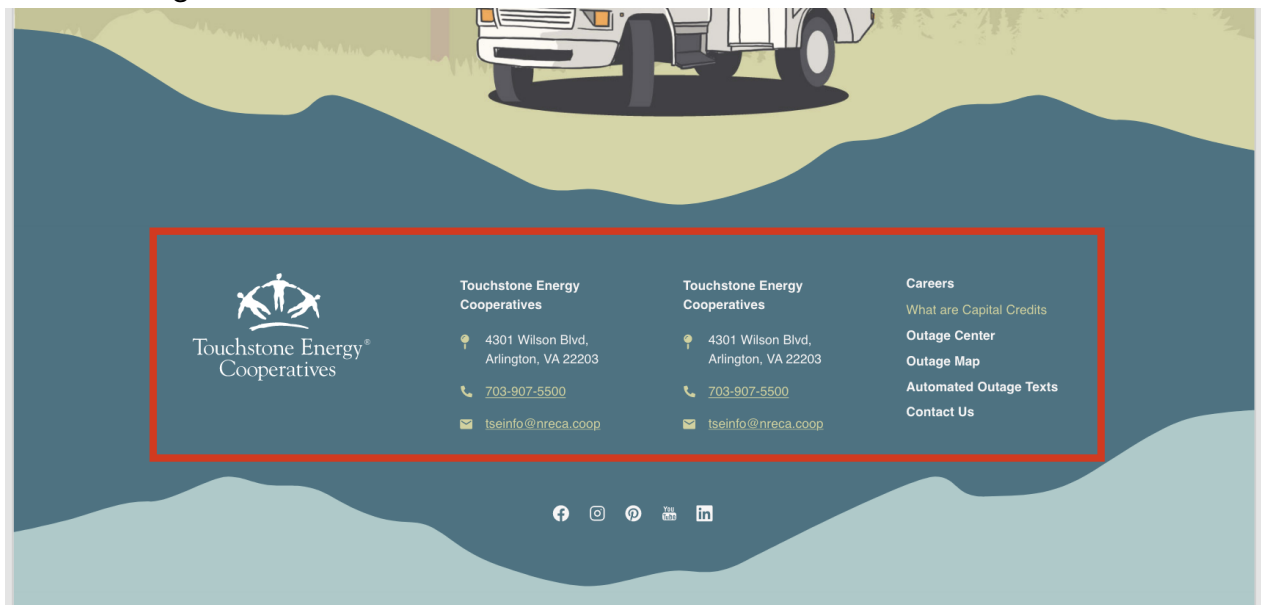
- Button hover color - solid variant



## Primary 2

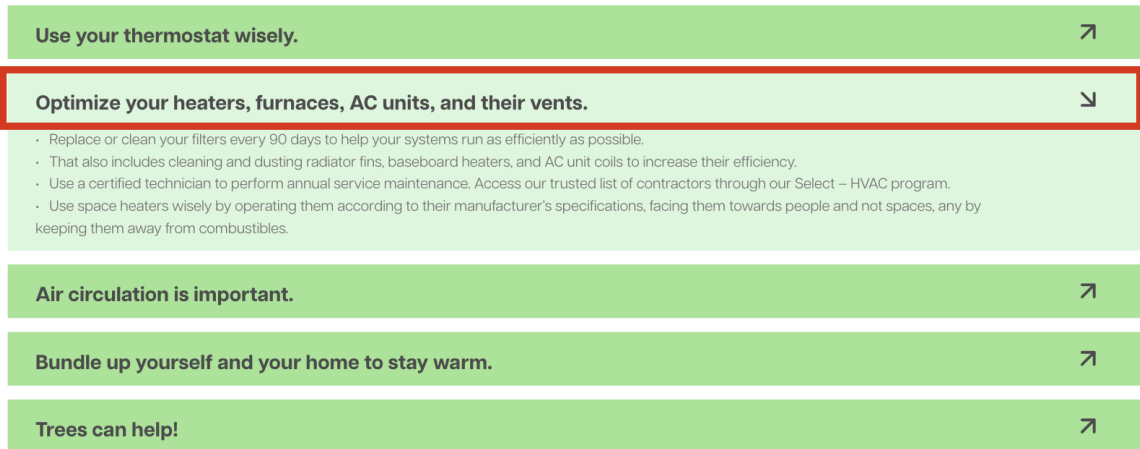
### Template 1

- Footer background color

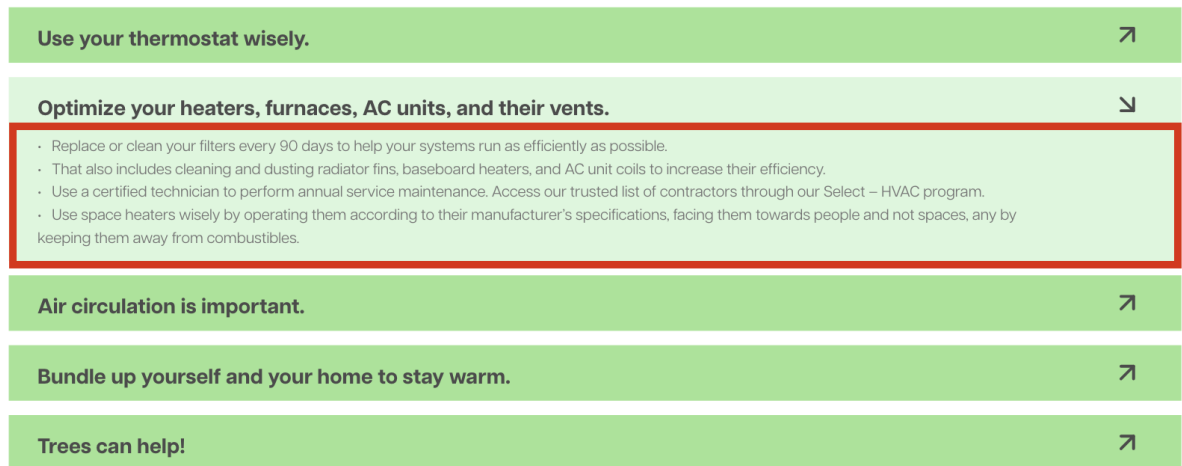


### Template 2

● Expanded accordion button background



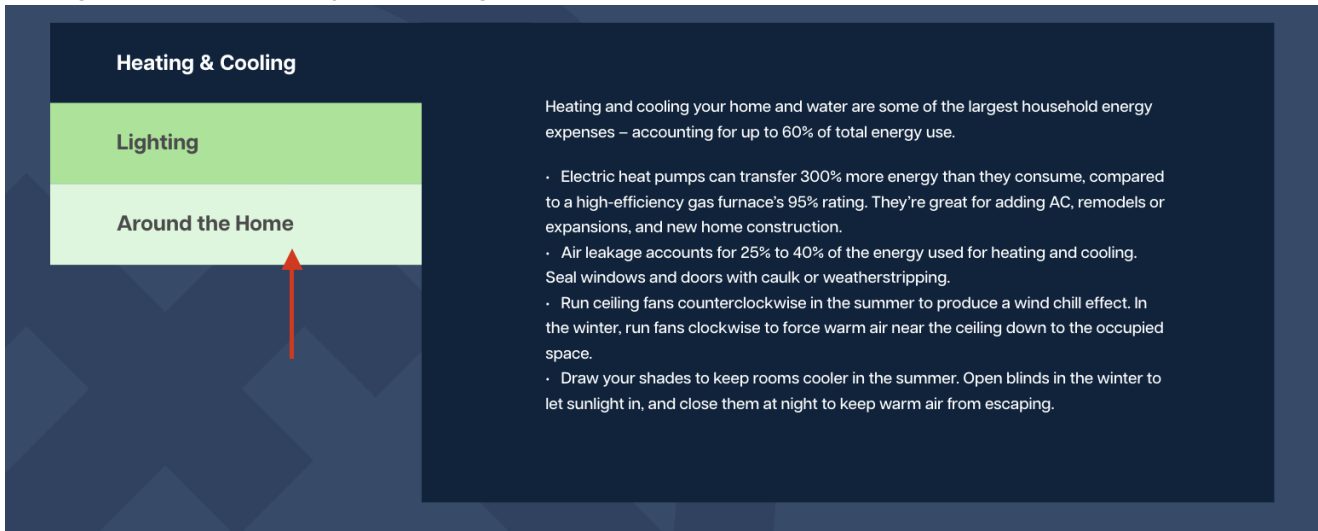
● Expanded accordion content background



● First border color for footer

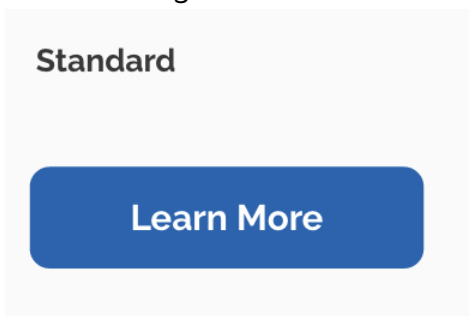


- Background color for stylized tab group button, odd-numbered rows



### Template 3

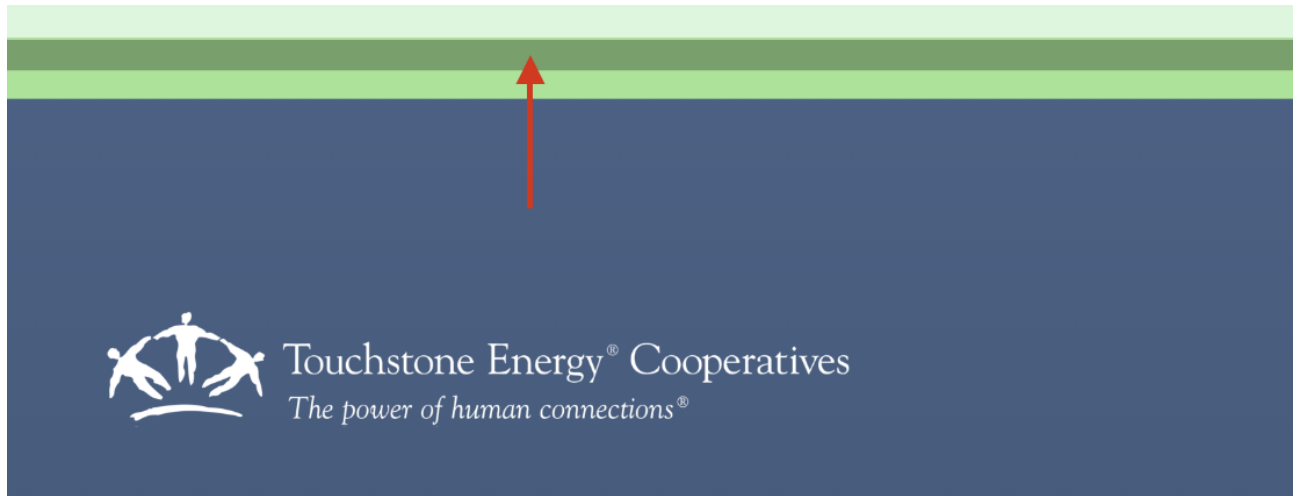
- Button background color - solid variant



### Primary 3

### Template 2

- Second border color for footer

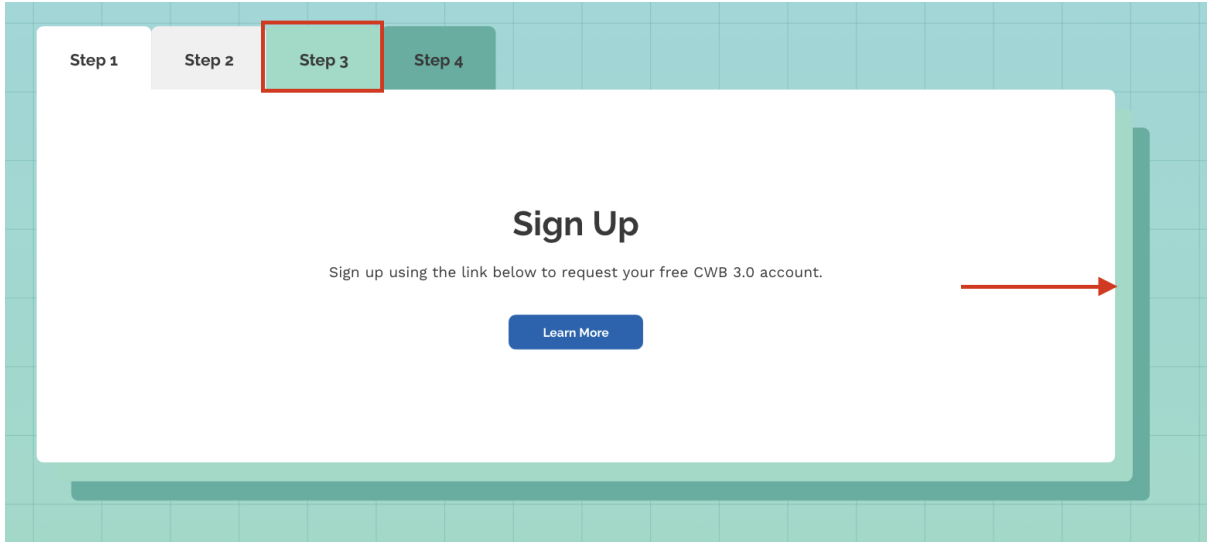


### Template 3

- Accordion button border color

Is there a way to automatically migrate the site?	+
What if I want the CWB team to do everything for me? Co-op Web Builder offers several different <a href="#">website packages</a> based on your cooperatives' unique needs and requirements. We can accommodate almost any custom design or development need. This includes creating a custom theme for your co-op specifically or creating a specific module that adds a required feature to your site. <a href="#">Request a quote</a> today!	-
Do you have current CWB 3.0 site examples?	+
Will this interfere with my current live website?	+
I am using CWB 2.0 or 2.5, do I need to upgrade anytime soon?	+

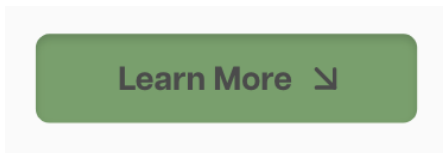
- Third Tab color, including background border, tab, and tab content background color



## Secondary 1

### Template 2

- Button hover color - solid variant

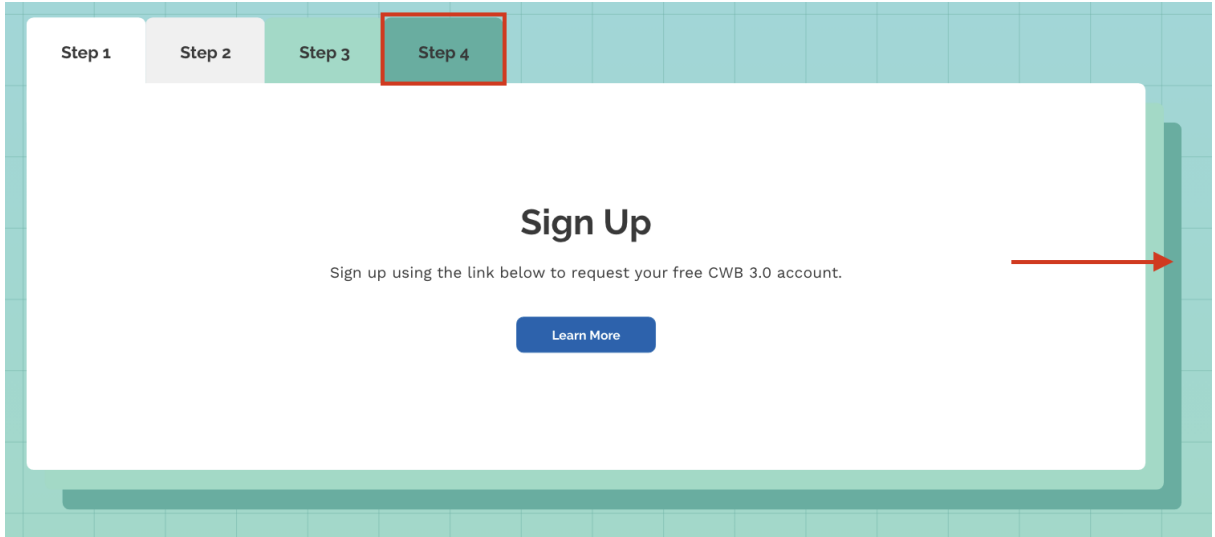


## Secondary 2

### Template 3



- Fourth Tab color, including background border, tab, and tab content background color



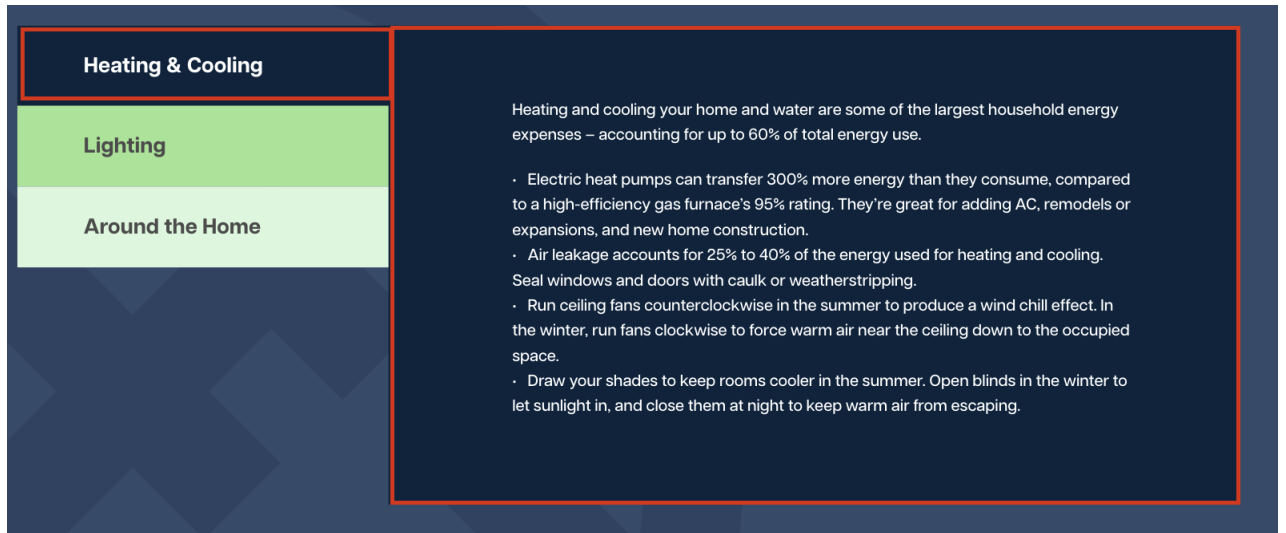
- News card background color



## Secondary 3

### Template 2

- Stylized tab group expanded background color, includes both active tab button and content background



## Danger

### All Templates

- Notification bar error message background color

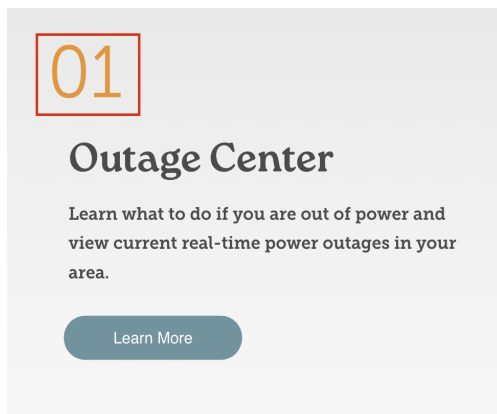
## Warning

### All Templates

- Notification bar default message background color

## Template 1

- CTA List number counter color



# Success

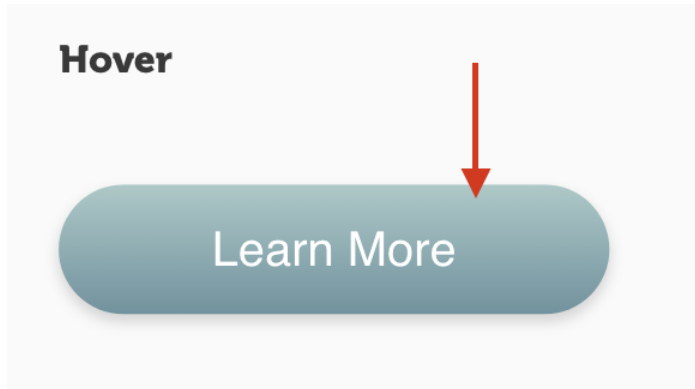
## All Templates

- Notification bar success message background color

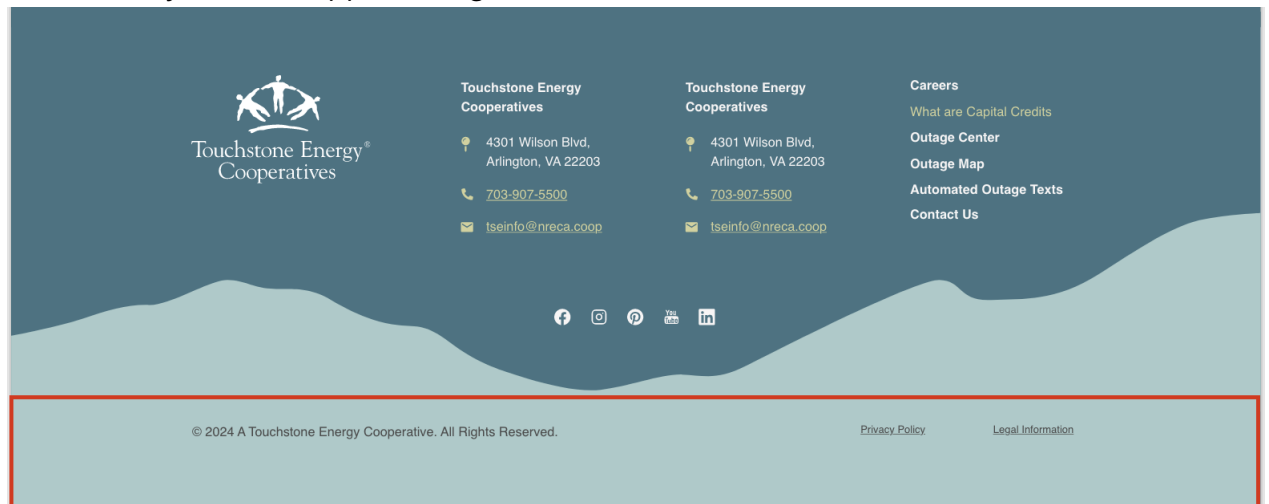
# Info

## Template 1

- Button background color - solid variant, hover gradient startpoint



- Footer utility menu wrapper background color



# Silver

## Template 3

- Second Tab color, including tab and tab content background color

