

Taxonomy

Drupal 7 – GeorgiaGov Platform

Taxonomy is a way to classify your content, similar to tagging or categorizing your content. Taxonomy makes it possible for your content to appear in lists filtered by topic.

A site's taxonomy consists of several **vocabularies** (such as "Color"). Each of these vocabularies contains several **terms** (such as "Red", "Yellow", "Blue", etc.).

Your platform contains a few useful vocabularies that are applied to various content types:

Vocabulary	Purpose
Blog Terms	Used for tagging Blog Content.
Document Terms	A "free tagging" vocabulary used to associate documents with a common topic.
Document Types	Used for organizing Documents by type. Users may then filter documents from those terms.
Master Terms	Used as the master vocabulary for all platform sites
News Release Types	Used for organizing Press Releases by type. Users may then filter Press items by those terms.
Forms	Used for organizing Forms by type. Users may then filter Forms from those terms.

A user with **Taxonomy Manager** permissions can add, edit, or remove terms from these vocabularies to customize them for an individual site. (Typically, the main Content Manager of the site is also assigned the Taxonomy Manager permissions).

Content types that have taxonomy terms associated with them will have an option to assign a term from the content item. For example, when creating or editing a Document you will see a drop-down list to assign a Document Type (Example 1). Similarly, the Press Release content type has a News Release Type drop-down menu that will populate with any News Release vocabulary terms your Taxonomy Manager adds. Last, we have an option for Forms. When you choose the Forms type, an option to choose the type of form will appear in a scroll box below the Form selection (Example 2).

Example 1:

Georgia Board of Pharmacy organizes its Documents by Type. Users can filter the document list to only show Forms, or Memos, for example.

<http://gbp.georgia.gov/documents>

NEWS RELEASE TYPE

Document Types
- Any -
Form
Laws, Policies, & Rules
Memo
Publication


Example 2:

Department of Revenue organizes its Forms by type. Users can filter the forms list by the type of form they want to view. Users can drill down and have form subtypes. Those sub types appear under the first level form type. Forms can also be searched on the [youragency.georgia.gov]/documents/forms

Page.

dor.georgia.gov/documents/forms

Forms



Form Filter

- Any -
Alcohol & Tobacco
Collections
Corporate Income Tax
Fiduciary Income Tax
- 2016
- 2015
- 2014
- 2013
- 2012
- 2011
Individual Income Tax
Motor Fuel
Motor Vehicles

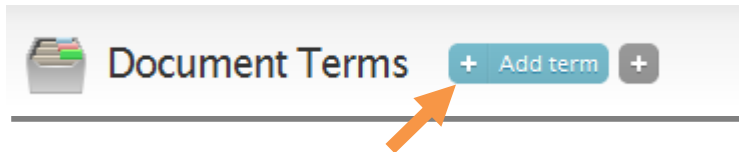
1.0 Adding Taxonomy Terms

To add or view new taxonomy terms:

1. From the Admin Toolbar, click on **Structure**.
2. From the Structure menu, select **Taxonomy**.



3. Click on **list terms** to view the existing terms of a vocabulary to confirm the term you want to add doesn't already exist.

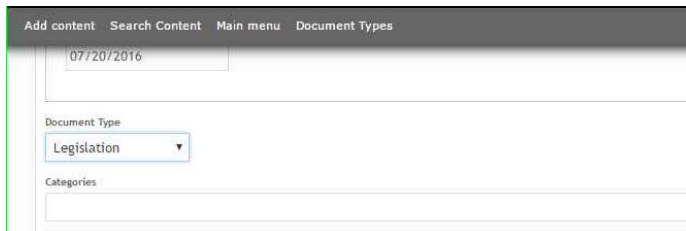


4. Click on **Add term**.
 - a. Type your term in the **Name** field. Click **Save**.

1.1 Adding a Term to a Documents

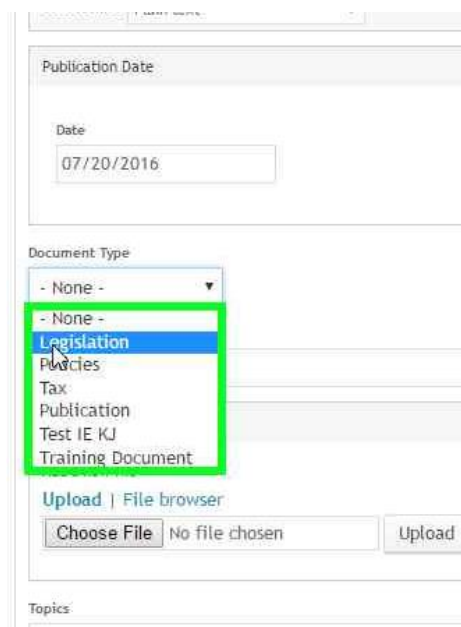
To add a taxonomy terms to a new or existing document

1. Add content
2. Create Document
3. Add Document Title
4. Add descriptive text
5. Scroll down to document type



The screenshot shows a document creation interface. At the top, there are navigation links: "Add content", "Search Content", "Main menu", and "Document Types". Below these, there is a date input field containing "07/20/2016". Underneath the date field is a "Document Type" dropdown menu with "Legislation" selected. Below the dropdown is a "Categories" input field.

6. Choose a document type from the list

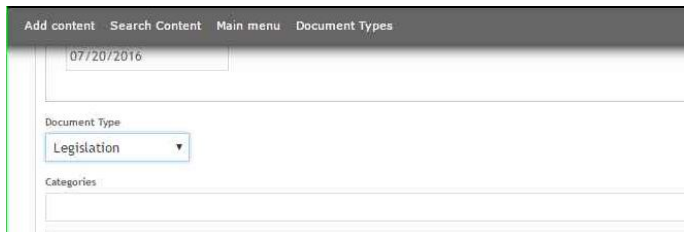


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7. Save your document
8. Publish when ready

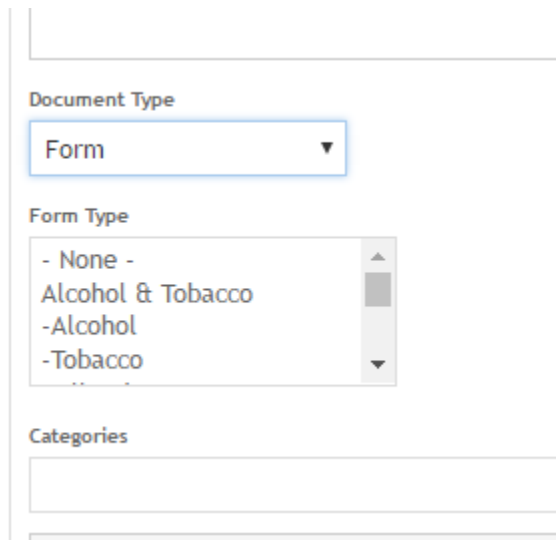
1.2 Adding a Form Type to a Document

1. Add content
2. Create Document
3. Add Document Title
4. Add descriptive text
5. Scroll down to document type



The screenshot shows a document creation interface. At the top, there is a navigation bar with links for 'Add content', 'Search Content', 'Main menu', and 'Document Types'. Below the navigation bar, there is a date input field containing '07/20/2016'. Underneath the date field, there is a 'Document Type' dropdown menu with 'Legislation' selected. Below the dropdown menu, there is a 'Categories' input field.

6. Choose Form
7. Form types will appear as a drop down menu



The screenshot shows a document creation interface. The 'Document Type' dropdown menu is open, showing 'Form' selected. Below the dropdown menu, there is a 'Form Type' dropdown menu with the following options: '- None -', 'Alcohol & Tobacco', '-Alcohol', and '-Tobacco'. Below the dropdown menu, there is a 'Categories' input field.

8. Click the Form Type
9. Save your document
10. Publish when ready

2.0 Edit and Delete Taxonomy Terms

To edit a taxonomy term:

1. From the Admin Toolbar, click on **Structure**.
2. From the Structure menu, select **Taxonomy**.
3. Click on **list terms** to view the existing terms of a given vocabulary.

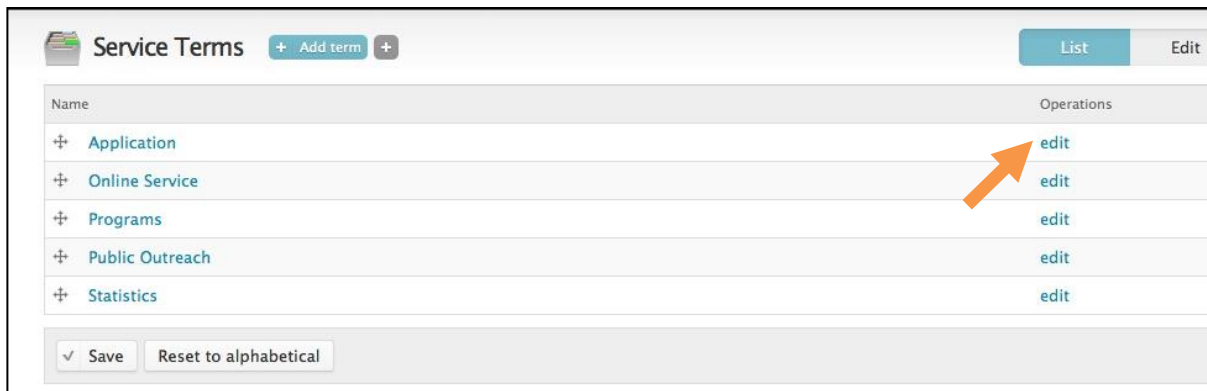


Figure 1 Editing a vocabulary term

4. Click **edit** next to the term you would like to edit in the vocabulary
 - a. To edit the term, change the Name of the term and click **Save**.
 - b. To permanently delete the term, click **Delete**.