

1. User Manual	2
1.1 Introduction in TYPO3	3
1.2 Page Management	8
1.3 Slider	42
1.4 Press Portal	46
1.5 Filelist	53
1.6 Draft Mode	57
1.7 Teaser for Aside	60
1.8 Blog Function	74
1.9 Employee Interview Module	84

User Manual

Introduction in TYPO3

- Login to the TYPO3 backend
- User settings
 - Change language
 - Change password
- TYPO3 backend overview
 - 1. Toolbar
 - 2. Modulmenu
 - 3. Page tree
 - 4. Editing area

Page Management

- Create a new page
- Restrictions
 - Disable and enable a page
 - Page protection
- Fill page with content
 - Header only
 - Text & Media
 - Images
 - Videos
 - YouTube Videos
- Rich-Text-Editor (RTE)
 - List
 - Links
 - Internal page
 - Documents
 - External Page
 - Email
 - Tables
- Preview Button
- Move content elements
- Create a new page and link to a PDF
- Move a page
- Copy a page

Slider

Teaser

Press Portal

Filelist

Draft Mode

Blog Function

Employee Statement Module

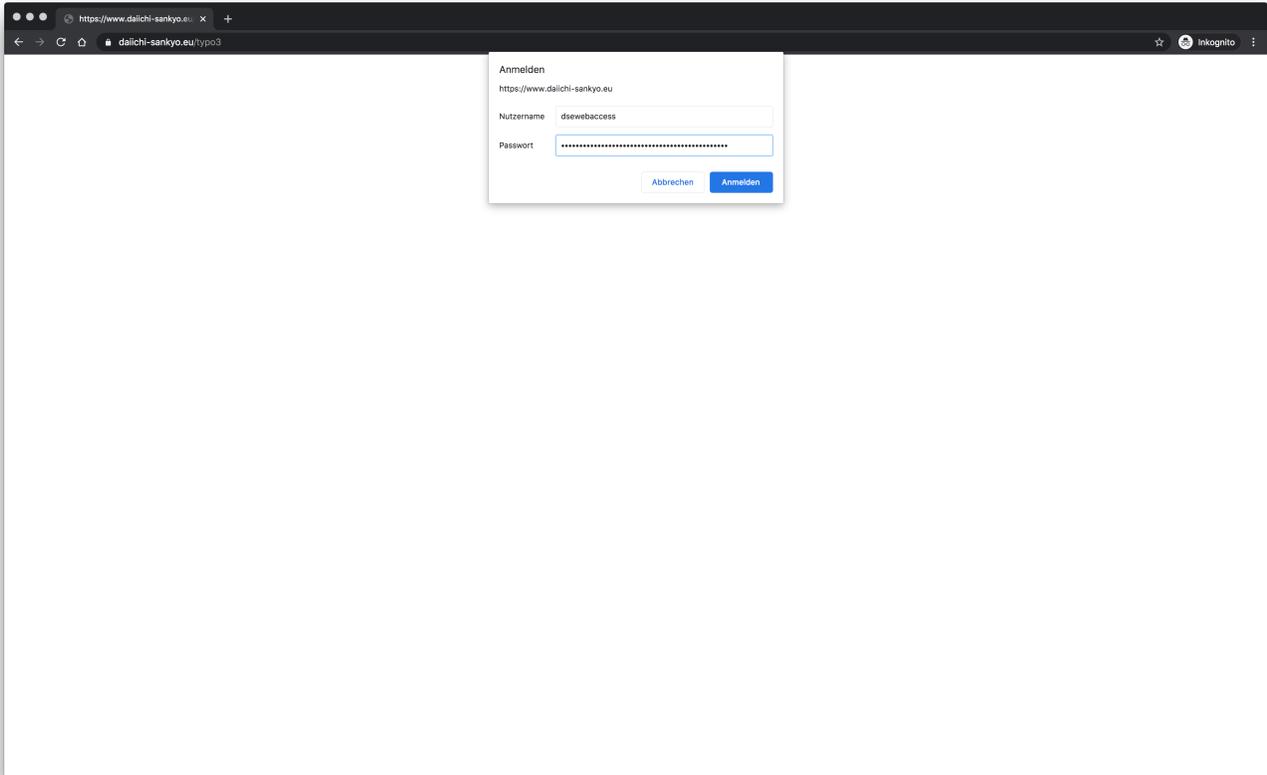
Introduction in TYPO3

- [Login to the TYPO3 backend](#)
- [User settings](#)
 - [Change language](#)
 - [Change password](#)
- [TYPO3 backend overview](#)
 - 1. [Toolbar](#)
 - 2. [Modul menu](#)
 - 3. [Page tree](#)
 - 4. [Editing area](#)

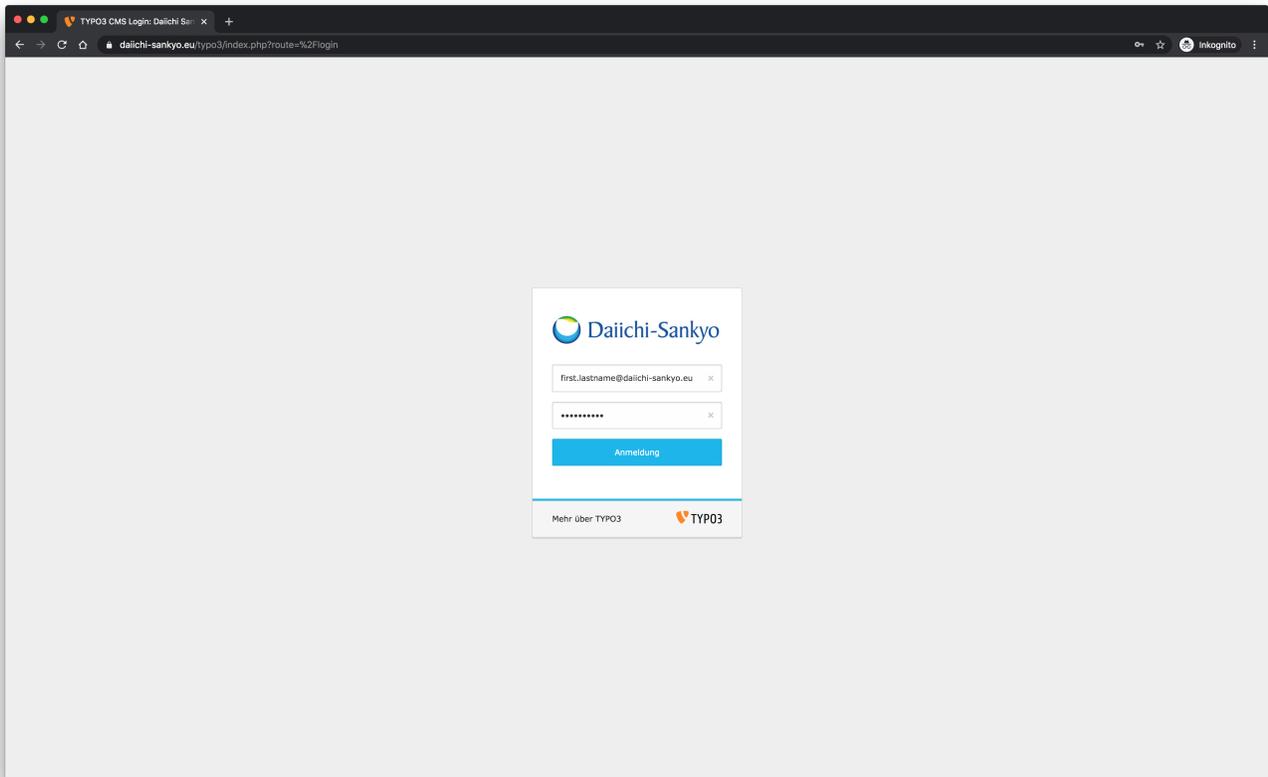
Note: The following introduction to TYPO3 describes the access and the main functions of the backend respectively where to find them. A detailed documentation of TYPO3 version 9.5 itself can be found [here](#).

Login to the TYPO3 backend

- Go to <https://www.daiichi-sankyo.yourdomain/typo3> For example: <https://www.daiichi-sankyo.eu/typo3/>
- Enter the following credentials for the protection of the TYPO3 backend (see screen below)
 - User: **dsewebaccess**
 - Password: **dexterous-handful-fancied-scamper-retake-hoc**



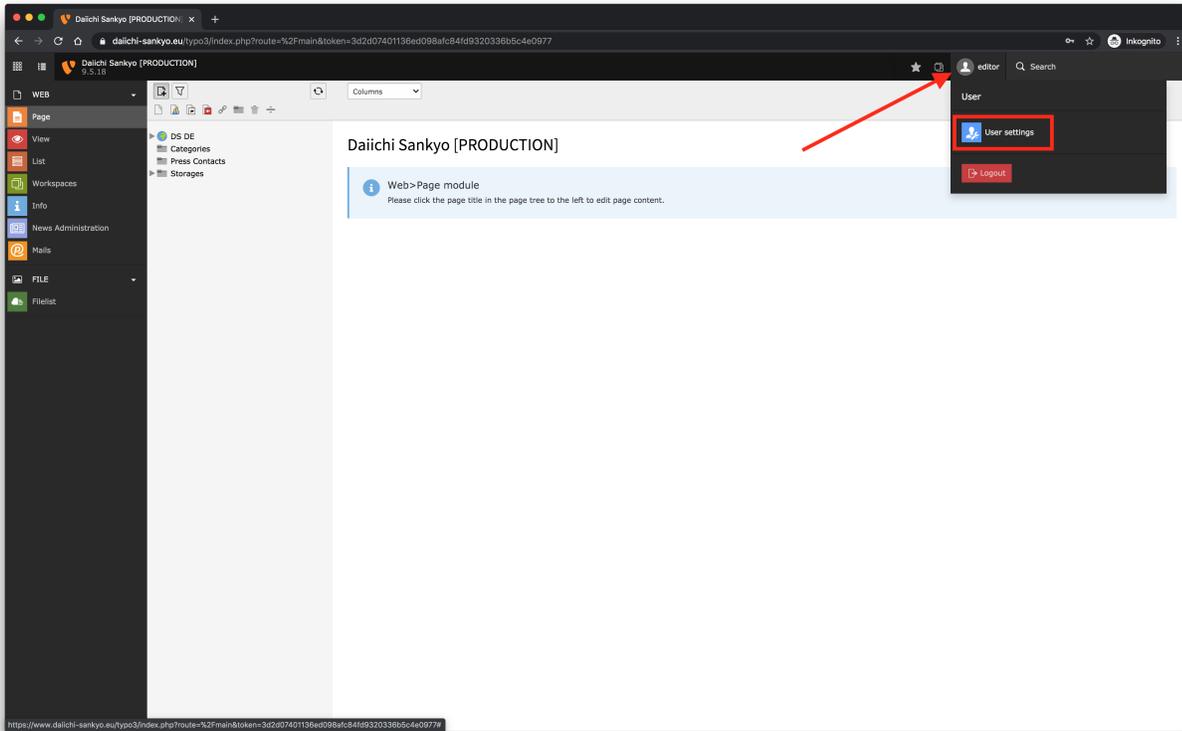
Then enter the credentials for your **personal** TYPO3 backend user and sign in.



User settings

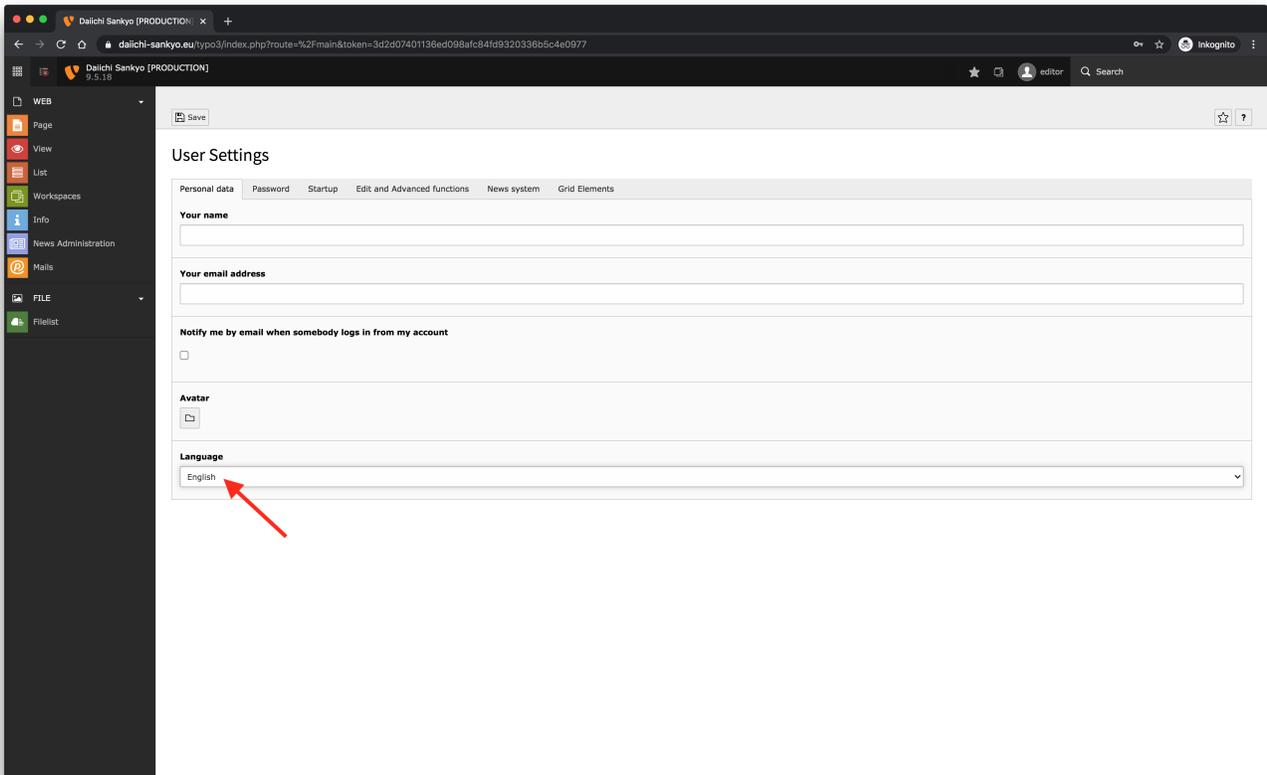
You can change your password and language on the **User settings** page:

- Click on your user name on the top right of the TYPO3 backend
- Then select User settings in the dropdown menu



Change language

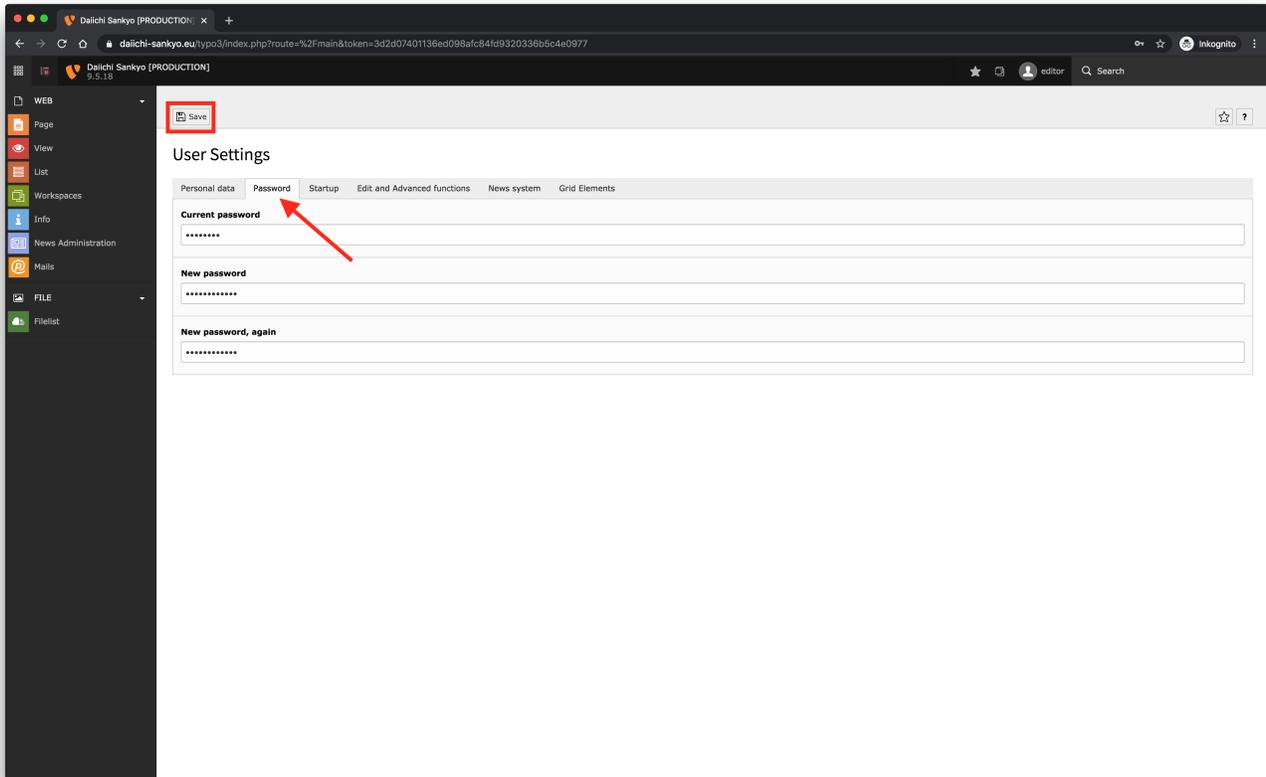
To change the language, select the desired one from the dropdown:



Change password

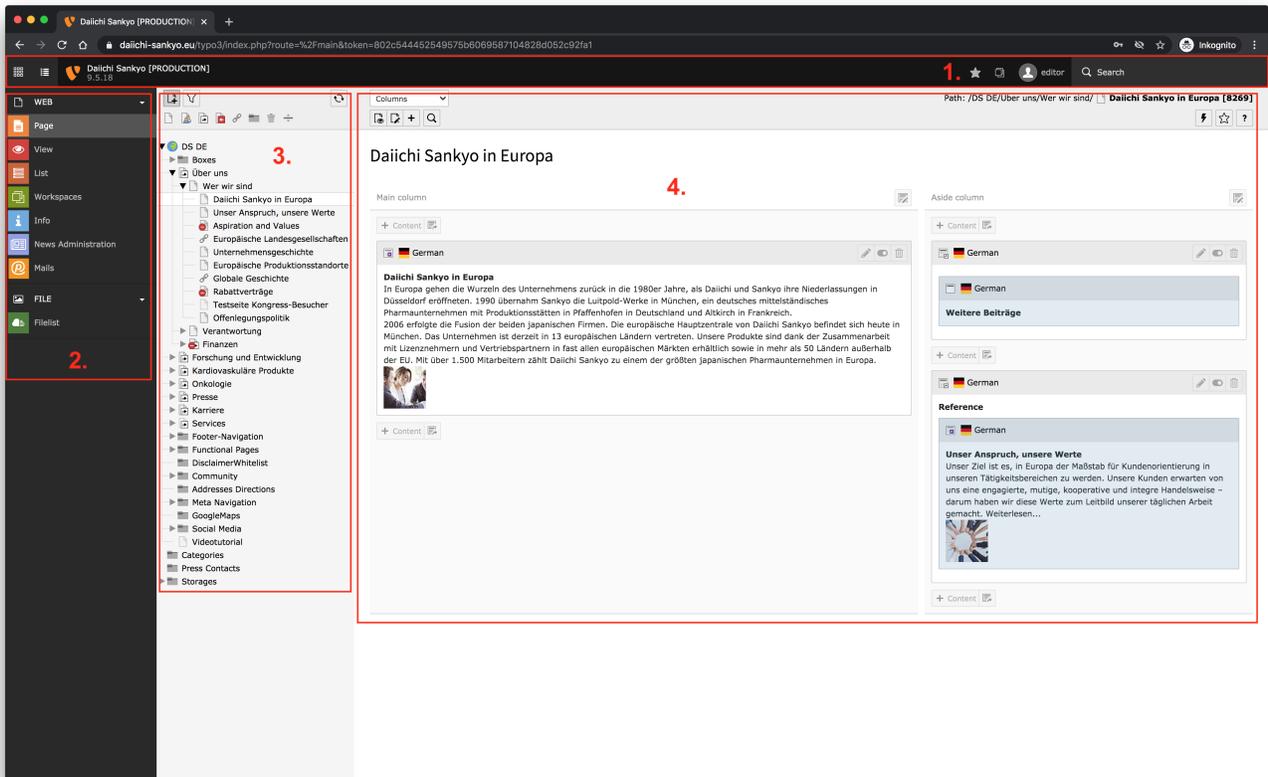
To change your password, switch to the password tab inside of the user settings:

- Enter your current password
- Enter your new password
- Confirm your new password
- Hit the "Save" button on top of the page, to save the new password



TYPO3 backend overview

The backend is structured into the following four areas:



1. Toolbar

The toolbar contains the user information (e.g. user settings, switch to draft mode) and the search bar to search for pages, content elements etc.

2. Modul menu

All modules necessary for editing content can be reached via the module menu.

Important modules for content editing:

- Page creating and editing of pages
- List access to the press portal
- Workspaces live and **draft mode**
- **Filelist** please consider the **maximum upload size** of 75 MB

3. Page tree

The page tree contains all pages in the same structure as displayed within the website. A detailed description of how to add pages can be found [here](#).

4. Editing area

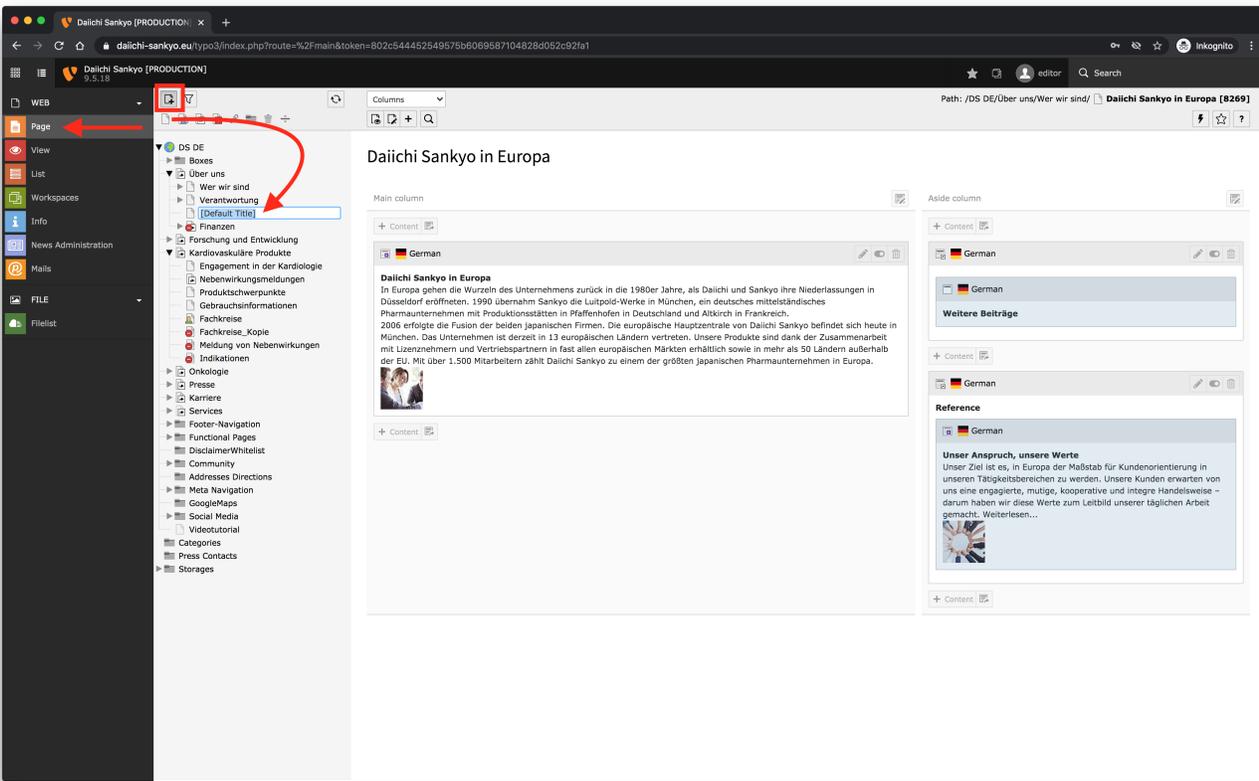
The editing area allows you to add, edit, move and delete content on all pages of the website within the defined columns (e.g. Main Column, Aside column = teaser area).

Page Management

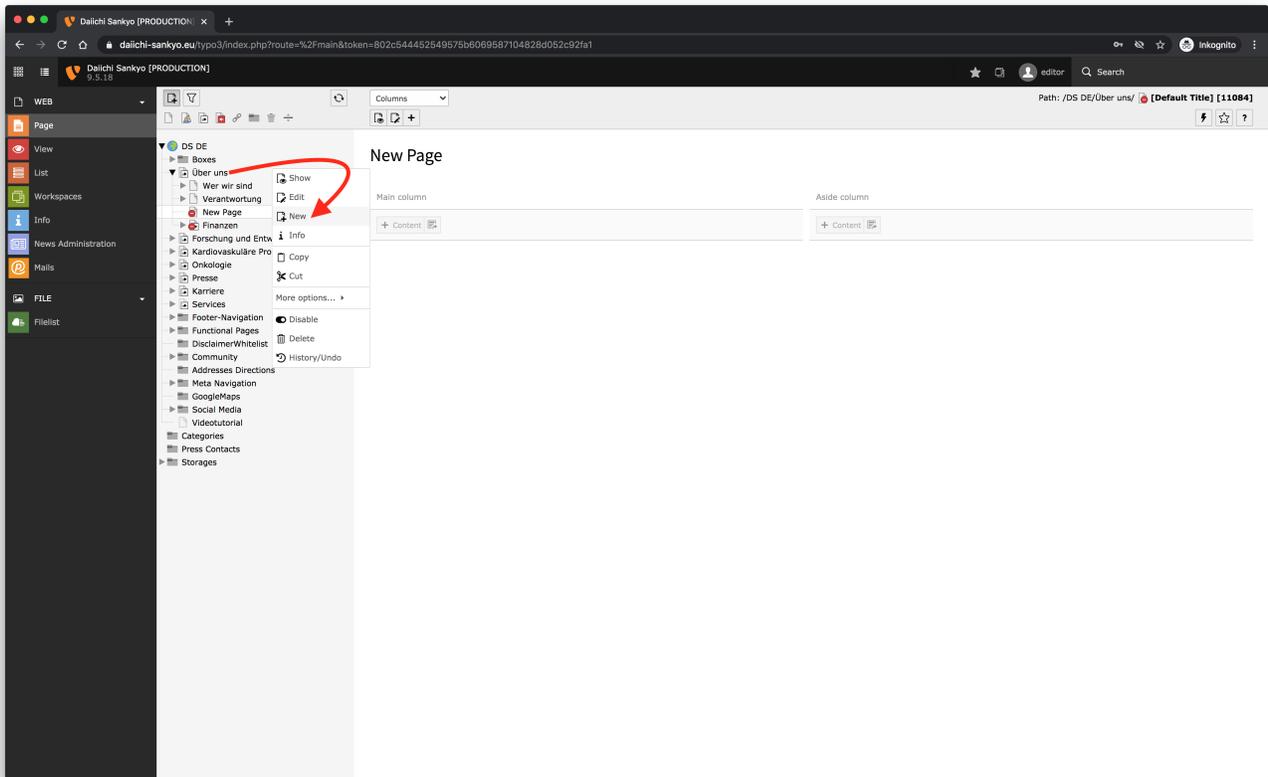
- Create a new page
- Page properties
- Restrictions
 - Disable and enable a page
 - Enable in menus
 - Page protection
- Filling page content (most-used content elements)
 - Header only
 - Text & Media (use only this content element not "Text & Images!")
 - Images
 - MP4 Videos
 - YouTube Videos
- Rich-Text-Editor (RTE)
 - List
 - Links
 - Internal page
 - File
 - External URL
 - Email address
 - Tables
- Preview Button
- Move content elements
- Create a new page and link to a PDF in menu
- Move a page
- Copy a page
- Delete a page

Create a new page

- Switch to the page module inside of the module menu (see [Introduction in TYPO3](#))
- Click on the "+" icon on the top left side of the page tree section
- Then drag a new page to the desired place within the page tree and enter the title of the page
- The page is disabled by default



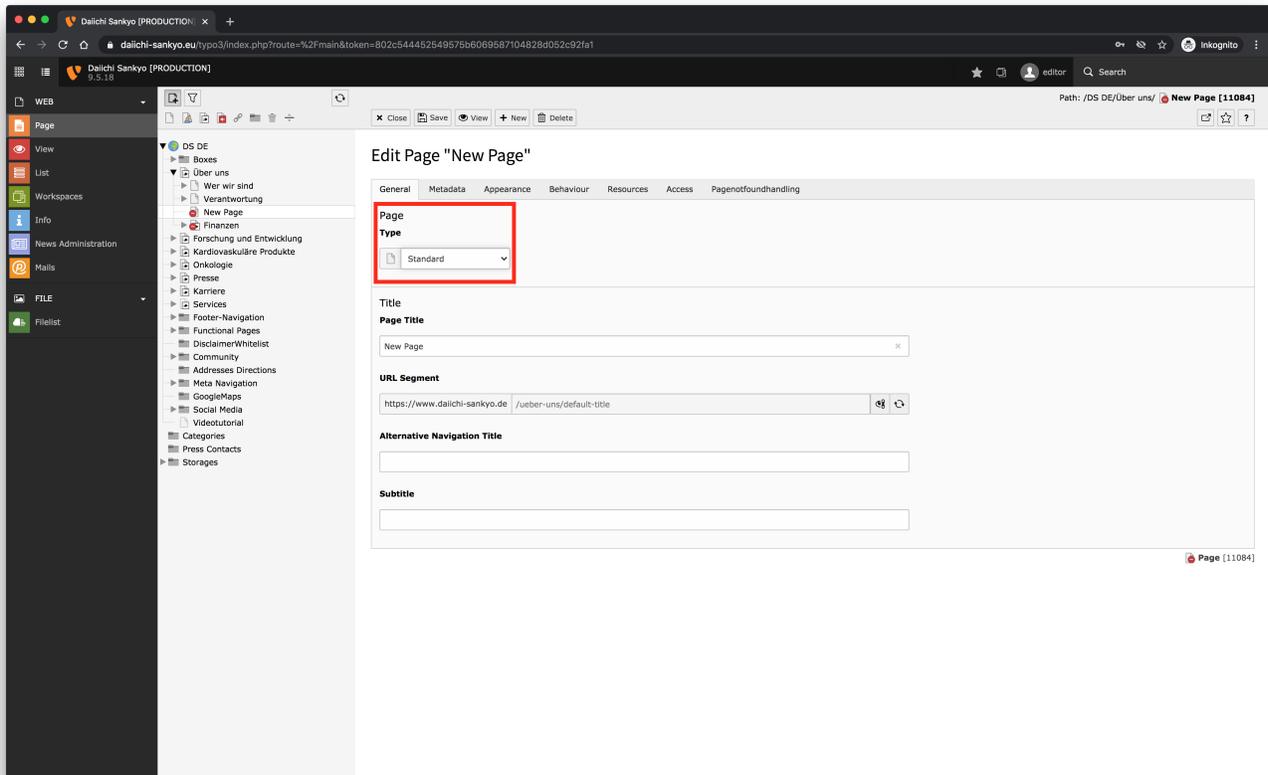
You can also add a new page via a right click on the desired parent page within the page tree. Using this procedure, the page is **not disabled** by default.



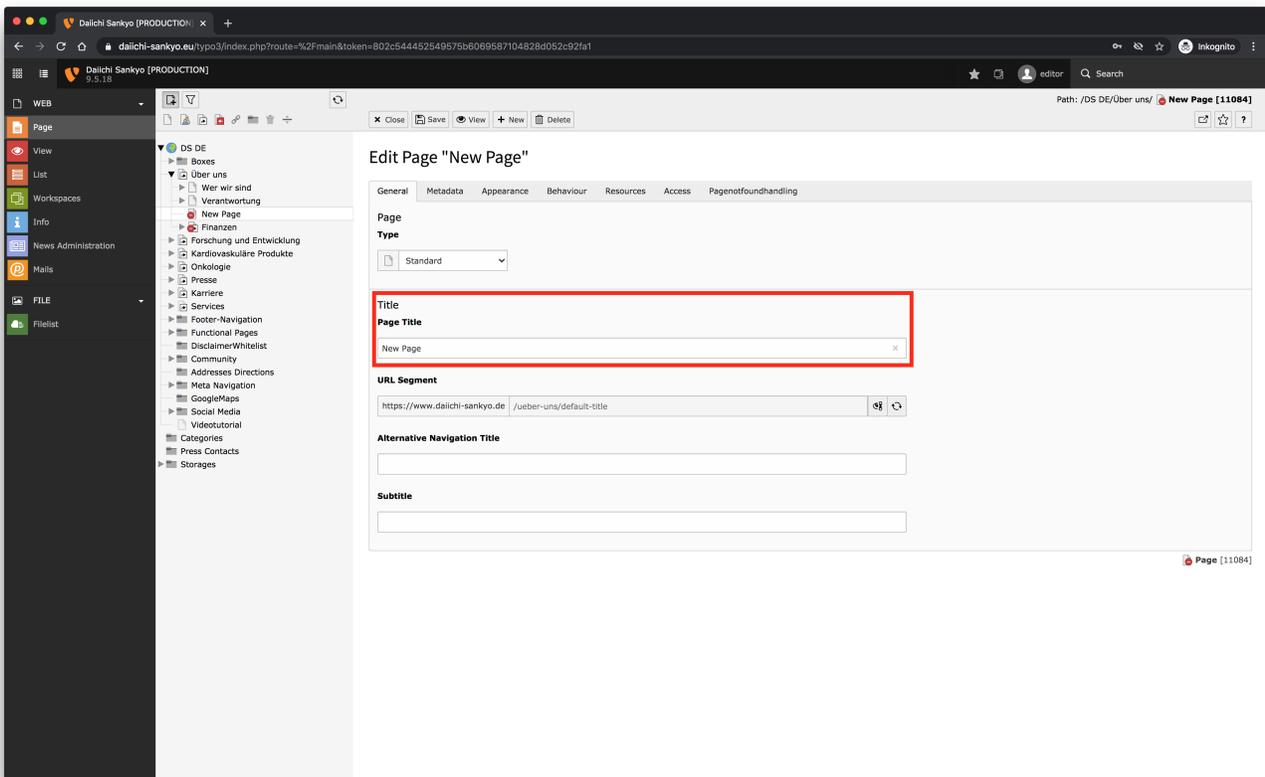
Page properties

- To change the **type** of the new page, go to the **page properties** of the page (see screen below) and select one of the following types inside of the dropdown:
 - Standard (this is the most used page type for creating content)
 - Shortcut (use this type to link to pages within your website)
 - Link to External URL (use this type to link to external pages or to email addresses)
- Click "Save" after you have changed the page type

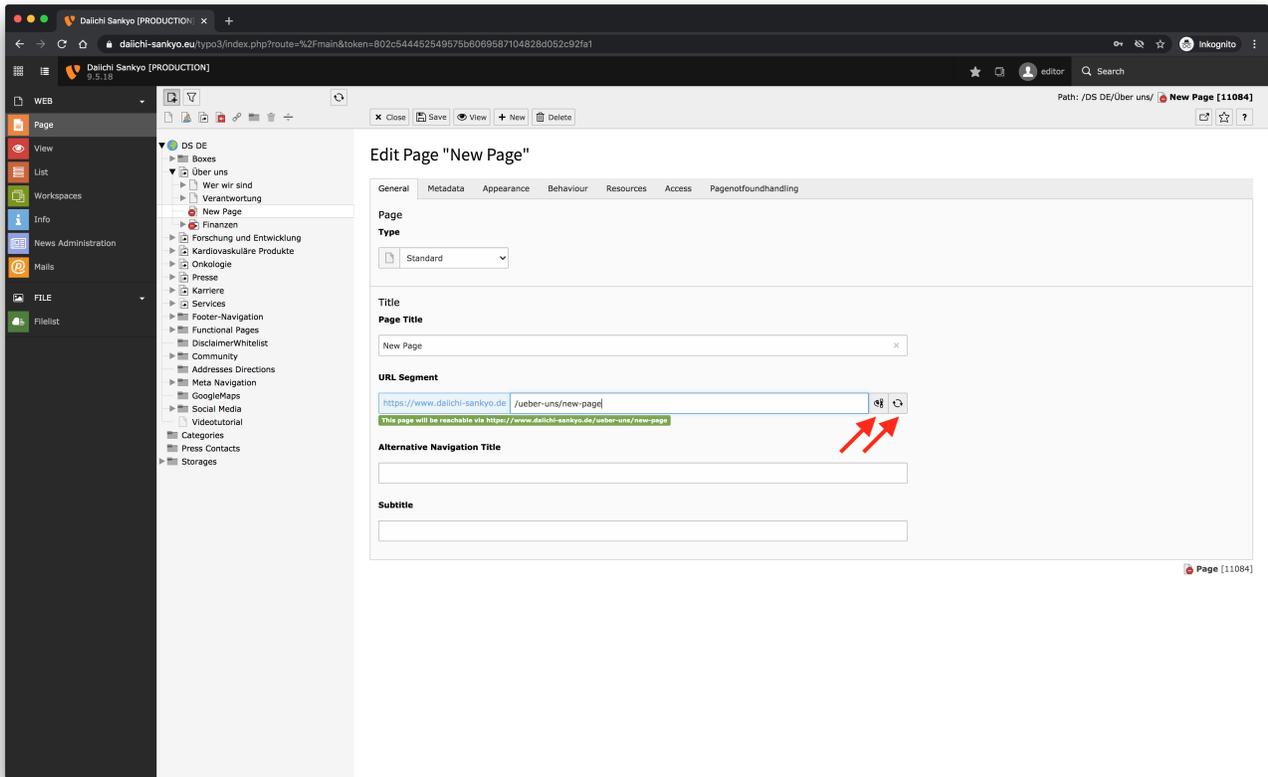




- The page title can be changed in the page settings as well (see screen below)
- Click "Save" after you have changed the page title



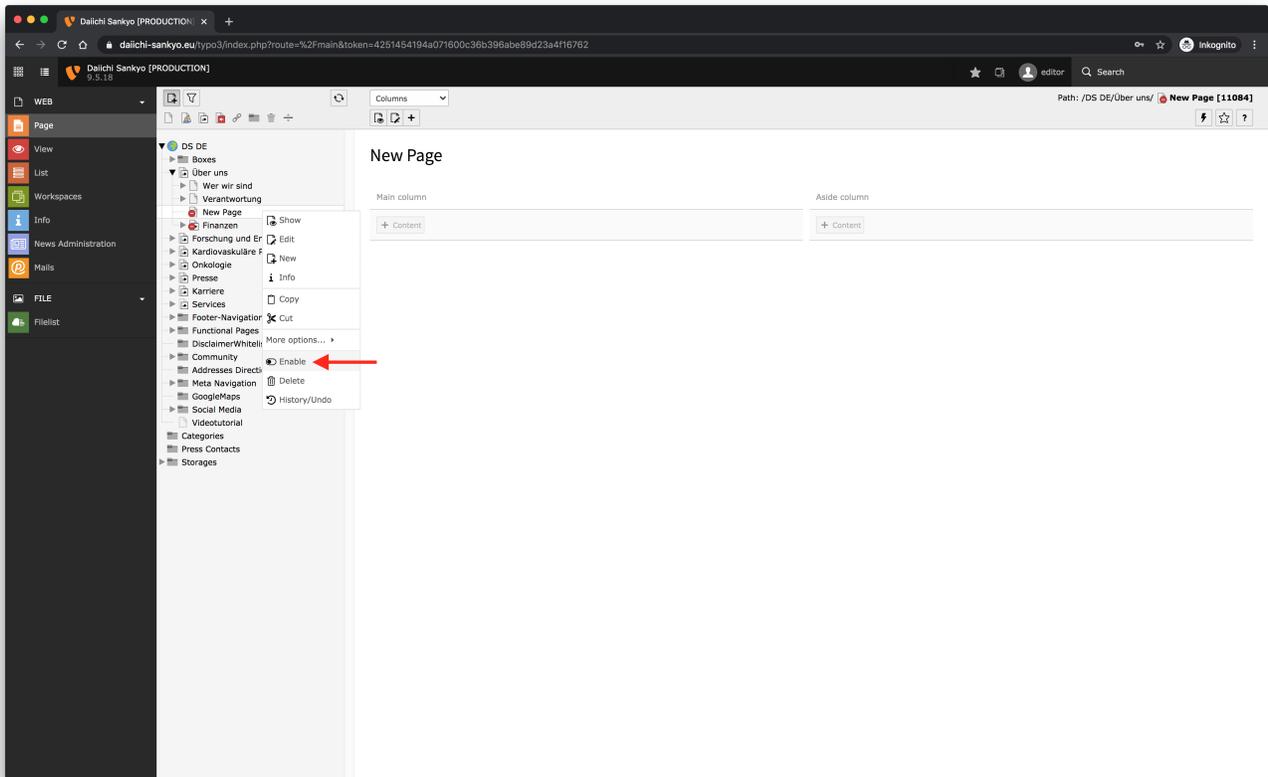
- The URL will be generated automatically (based on the page title), but you can change it and adapt it to your needs if required
 - Click on the first icon next the URL named "Toggle manual URL segment" and enter the URL title (useful, if you have long URLs)
- To match the URL with the page title (e.g. after you have changed the title), click on the second icon next to the URL "Recalculate URL segment from page title"
- In both cases click "Save" after you have made your changes



Restrictions

Disable and enable a page

- A new page is disabled by default. This means, that the page is neither displayed in navigation of the website nor accessible as a URL.
- To display a new page, right-click on the corresponding page in the page tree and click "enable"
- A page that should no longer be displayed can be hidden in the same way (right-click "disable")



Enable in menus

- If you set the slide controll on "inactive", the page is hidden in the navigation, but it can still be accessed by via URL.
- This is useful, if you are working on a new page and want to view the changes on the website, but you do not want to display the page in the navigation yet.

Edit Page "Daiichi Sankyo in Europe"

General SEO Social media Metadata Appearance Behaviour Resources Language Access Categories Notes Pagenotfoundhandling

Visibility

Page visible [hidden] **Page enabled in menus [nav_hide]**

[0] [0]

Publish Dates and Access Rights

Publish Date [starttime] Expiration Date [endtime] Extend to Subpages [extendToSubpages]

[0]

Usergroup Access Rights [fe_group]

Selected Items Available Items

Hide at login [-1]
Show at any login [-2]
__Usergroups: __ [--div--]
doccheck [2]
Standard [1]

Login Behaviour [fe_login_mode]

Enable login [0]

Restrict editing by non-Admins [editlock]

[0]

Page protection

- To protect a page for a specific user group, click on "Edit page properties" on top of the editing area (pen/paper icon)
- Then switch to the tab "Access"

The screenshot shows the 'Edit Page' interface for 'Daiichi Sankyo in Europe' with the 'Access' tab selected. The interface is divided into several sections:

- Visibility:** Includes 'Page visible [hidden]' (toggle on) and 'Page enabled in menus [nav_hide]' (toggle on).
- Publish Dates and Access Rights:** Includes 'Publish Date [starttime]' (calendar icon), 'Expiration Date [endtime]' (calendar icon), and 'Extend to Subpages [extendToSubpages]' (toggle off).
- Usergroup Access Rights [fe_group]:** Includes 'Selected Items' (empty list) and 'Available Items' (list with 'Standard [1]' and 'doccheck [2]' highlighted).
- Login Behaviour [fe_login_mode]:** Includes 'Enable login [0]' (dropdown menu).
- Restrict editing by non-Admins [editlock]:** Includes a toggle switch (off).

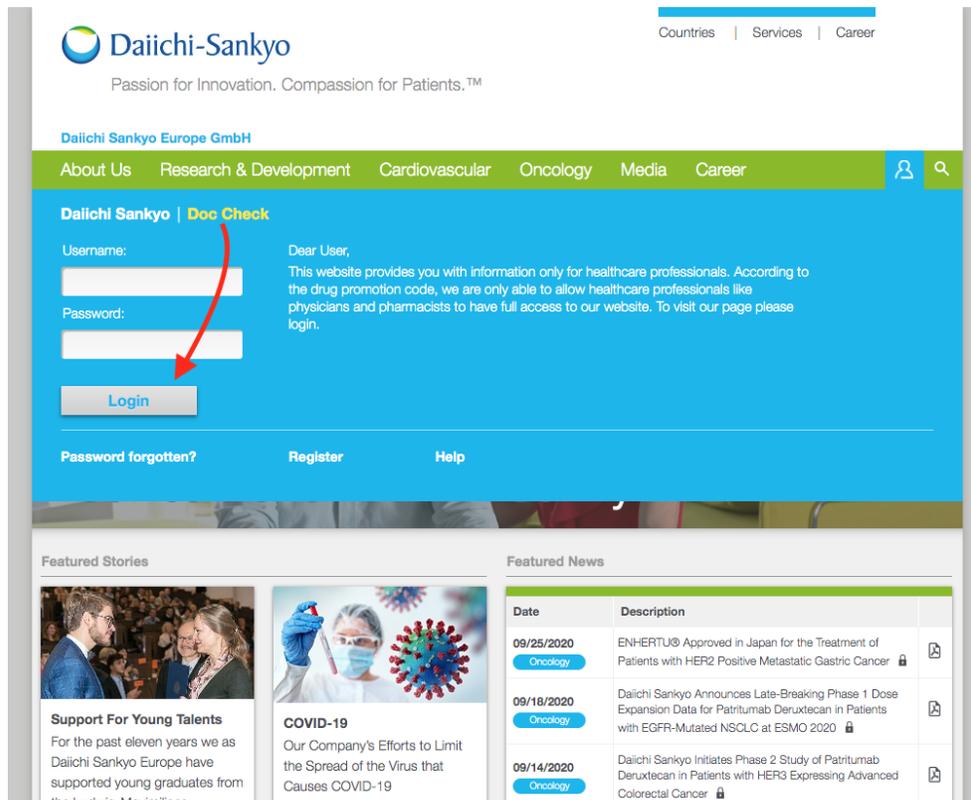
- There you can choose between two different options:
 - **Standard:** To access a page with this restriction you have to login via the **Daiichi Sankyo login**

The screenshot shows the Daiichi-Sankyo website with a login form for 'Doc Check'. The form includes the following elements:

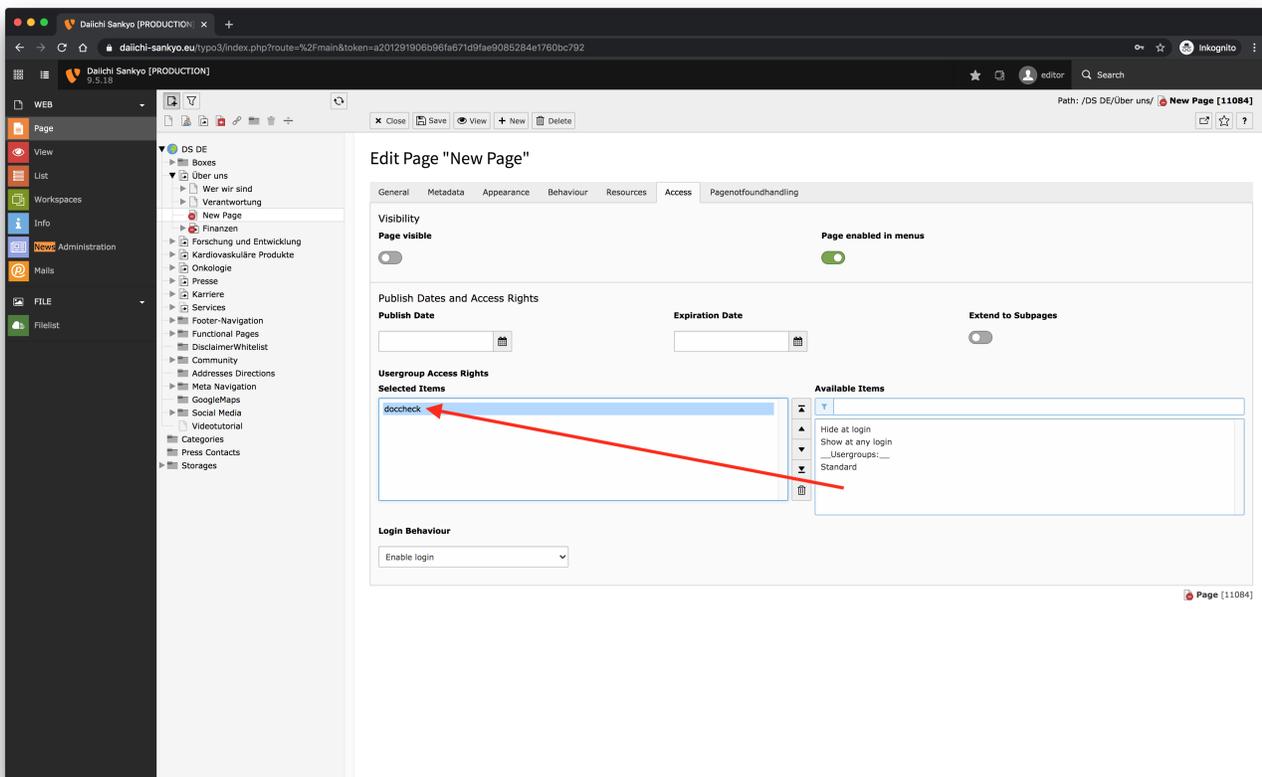
- Header:** Daiichi-Sankyo logo, tagline 'Passion for Innovation. Compassion for Patients.™', and navigation links for 'Countries', 'Services', and 'Career'.
- Navigation:** 'Daiichi Sankyo Europe GmbH' and menu items: 'About Us', 'Research & Development', 'Cardiovascular', 'Oncology', 'Media', 'Career'.
- Login Form:** 'User name:' and 'Password:' input fields, a 'Login' button, and links for 'Password forgotten?' and 'Register'.
- Content:** 'Featured Stories' section with 'Support For Young Talents' and 'COVID-19' articles, and a 'Featured News' table.

Date	Description
09/25/2020	ENHERTU® Approved in Japan for the Treatment of Patients with HER2 Positive Metastatic Gastric Cancer
09/18/2020	Daiichi Sankyo Announces Late-Breaking Phase 1 Dose Expansion Data for Patritumab Deruxtecan in Patients with EGFR-Mutated NSCLC at ESMO 2020
09/14/2020	Daiichi Sankyo Initiates Phase 2 Study of Patritumab Deruxtecan in Patients with HER3 Expressing Advanced Colorectal Cancer

- **DocCheck:** To access a page with this restriction you have to login via the **DocCheck login**



- To select a restriction, click on the name in the box "Available Items" and save the page (on top of the editing area):

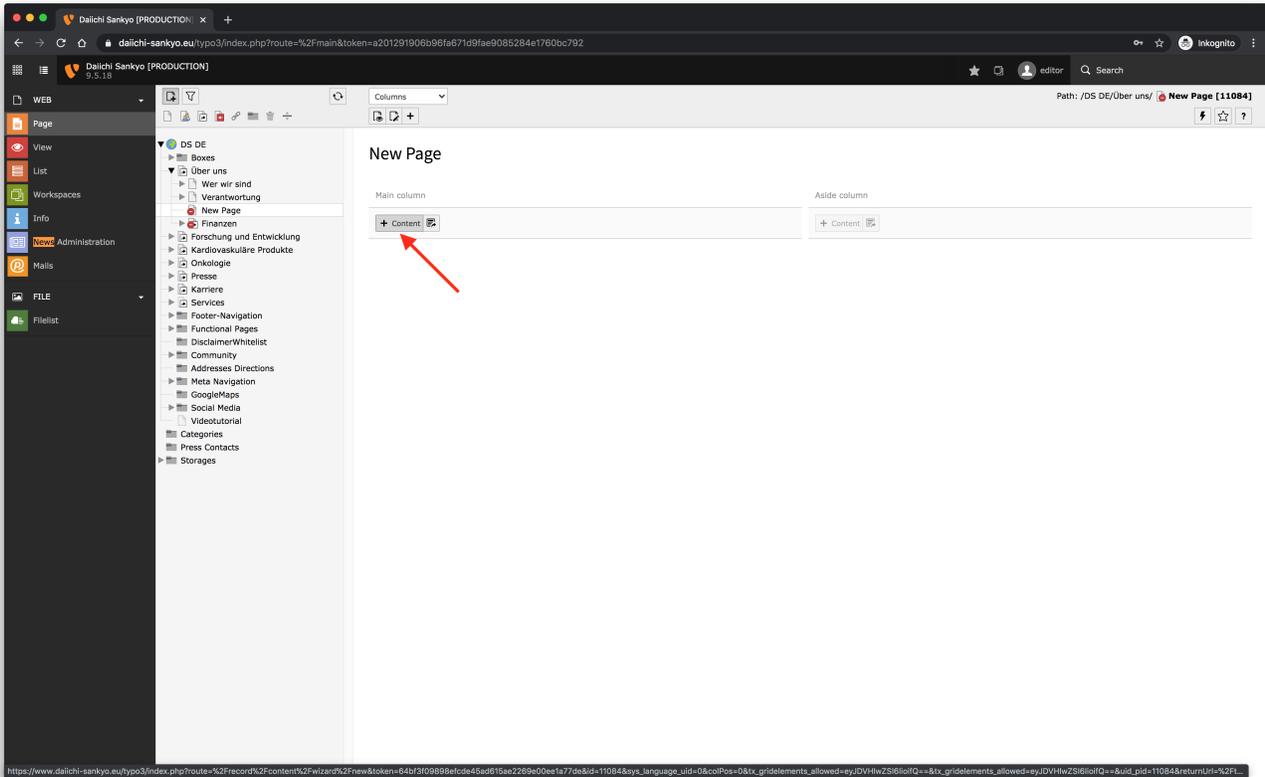


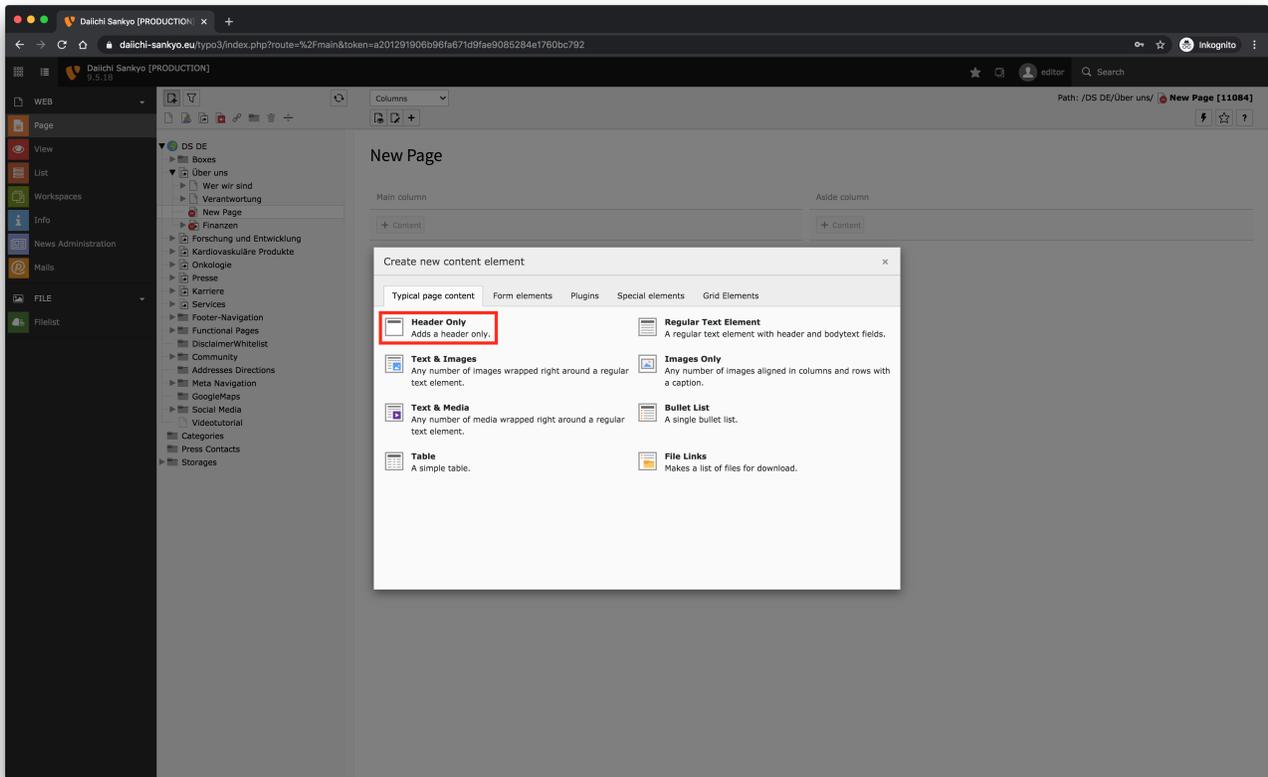
- The protected page is displayed on the website with a lock icon.

Filling page content (most-used content elements)

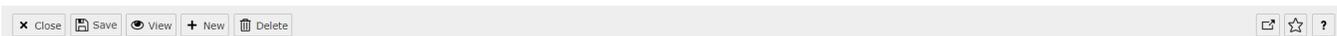
Header only

- The header only content element displays a **single headline** on the selected page
- Click on the "Create new content element" button inside of the editing area and choose the "Header Only" content element





- Enter the desired text in the input field.
- Important: Select the type "Layout 1" for headlines!
- Then, click on "Save".



Edit Page Content "This is a headline" on page "New Page"

General Appearance Language Access Categories Notes Grid Elements

Content Element

Type [CType] Column [colPos]

Header [header] Main column [0]

Headlines

Header [header]

This is a headline

Type [header_layout] Alignment [header_position] Date [date]

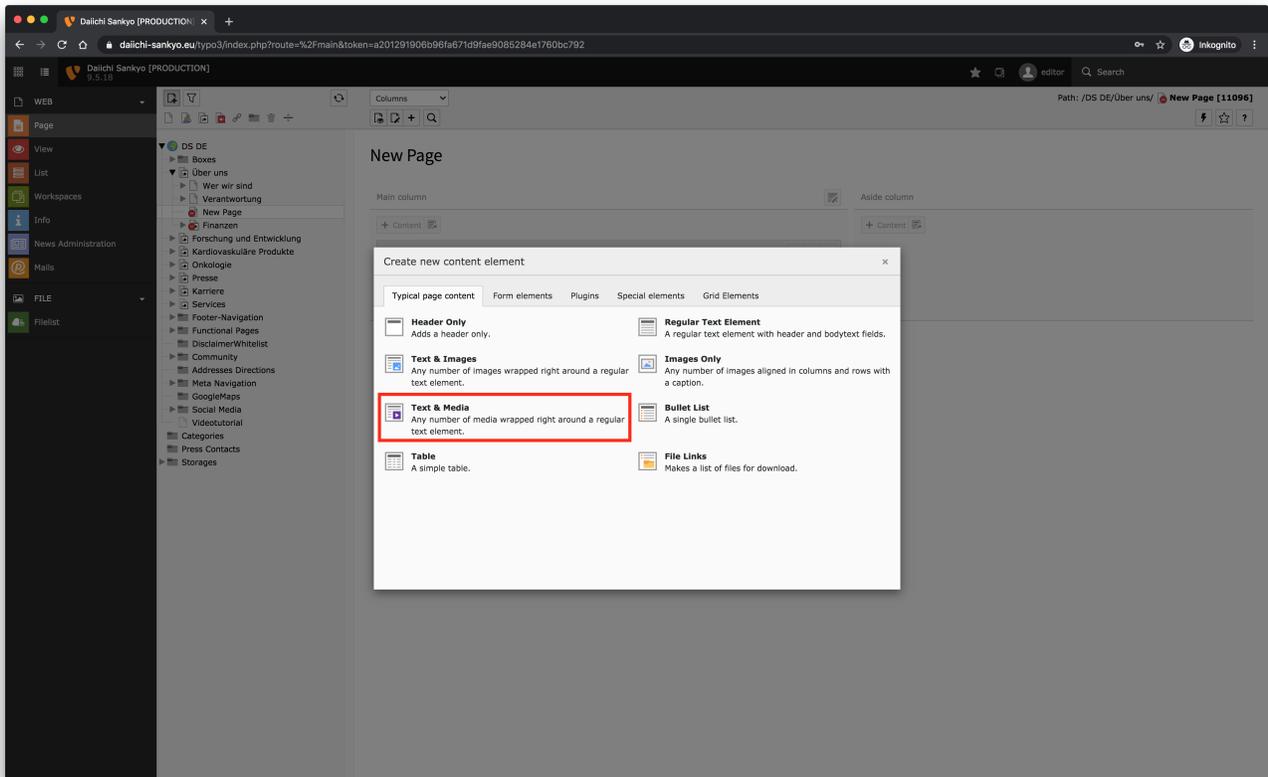
Layout 1 [1] Default [calendar icon]

Link [header_link]

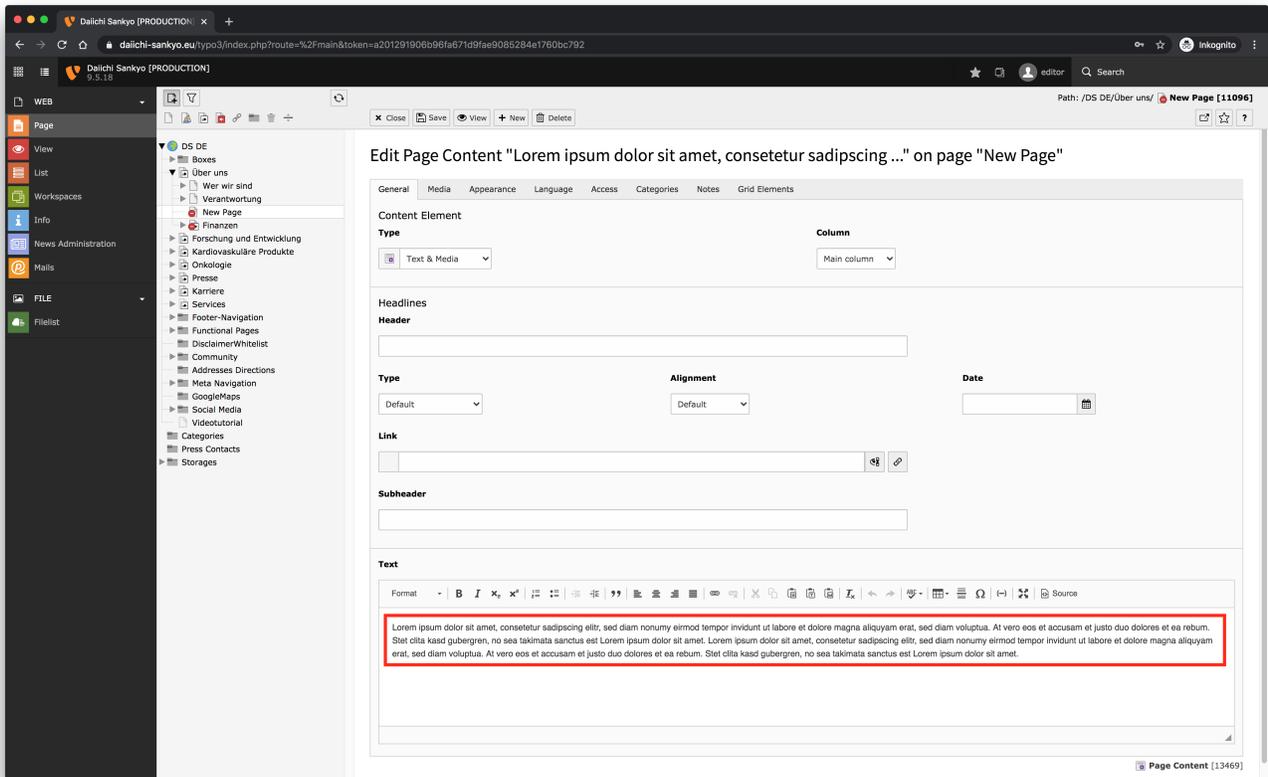
[link input field]

Subheader [subheader]

[subheader input field]

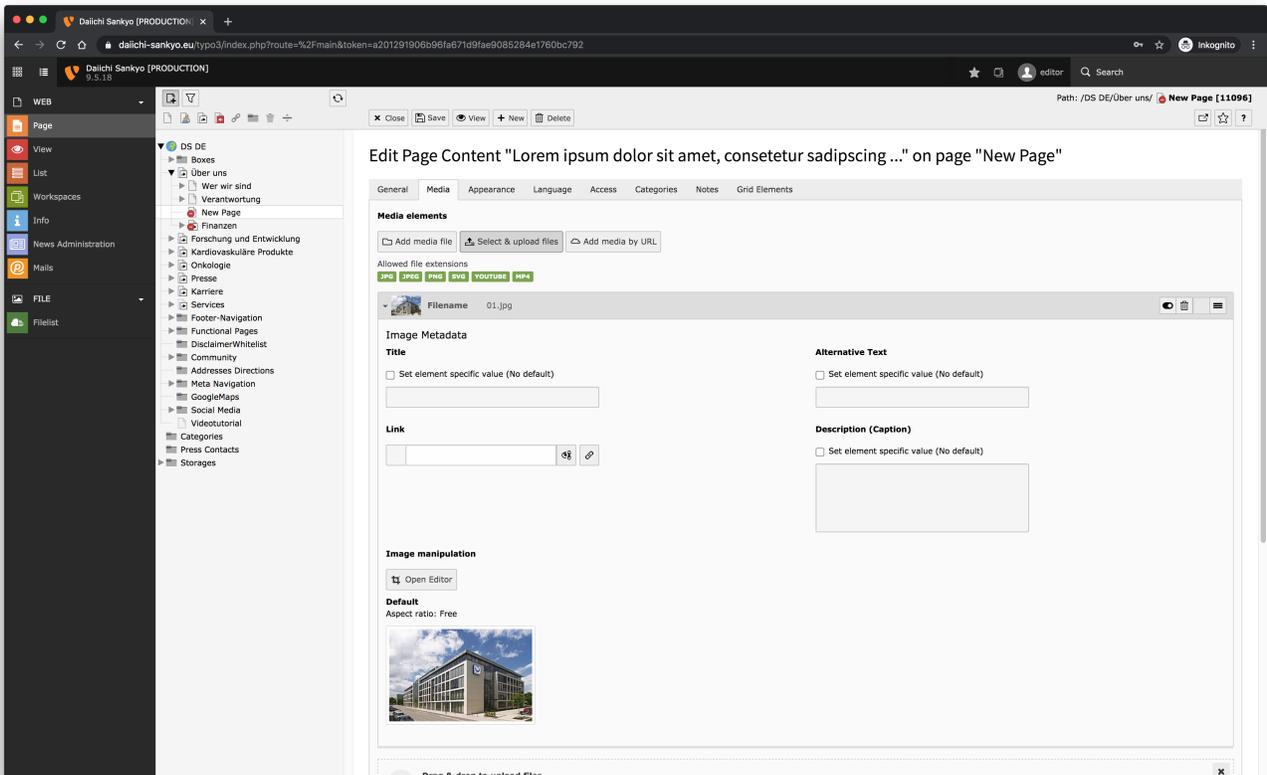
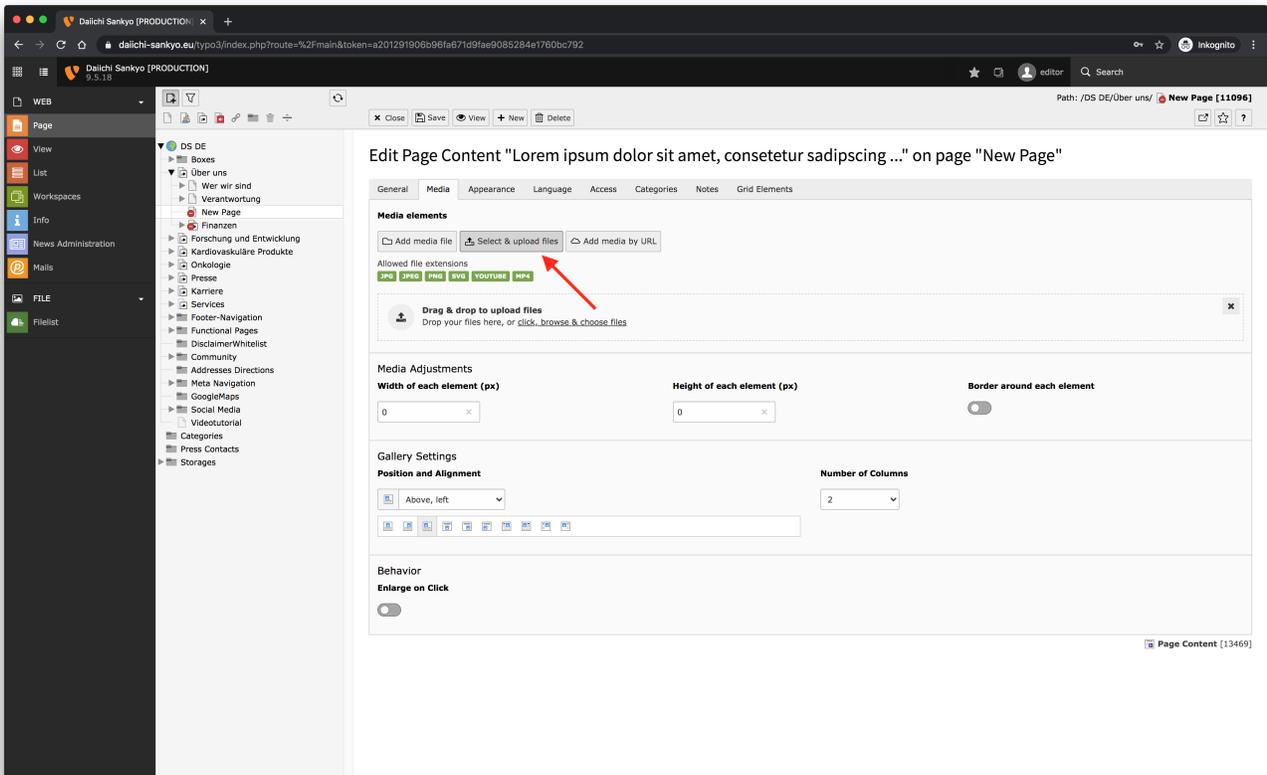


- Enter a headline and select the type "**Layout 1**"
- If you insert several content elements within a page, only the first content element may have a header of type "Layout 1". For the other content elements following, the header can be hidden or change to "Layout 2" (= subheadline).
- Enter the text in the Rich-Text-Editor (RTE)



Images

- To add an image, switch to the media tab and click on the desired file
- You have 3 options to insert the file:
 - Add media file (make sure that the file has already been uploaded in the [filelist](#))
 - Select & upload files (upload the file directly from your computer)
 - Add media by URL (via Tube source)
- Recommended image size regarding quality and loading speed of the website is **600x240px**



- Images must be left-aligned
- Small images can be enlarged by activating the slide control "Enlarge on Click" (assuming that a sufficiently large image has previously uploaded on the [Filelist!](#))

Gallery Settings

Position and Alignment [imageorient] **Number of Columns** [imagecols]

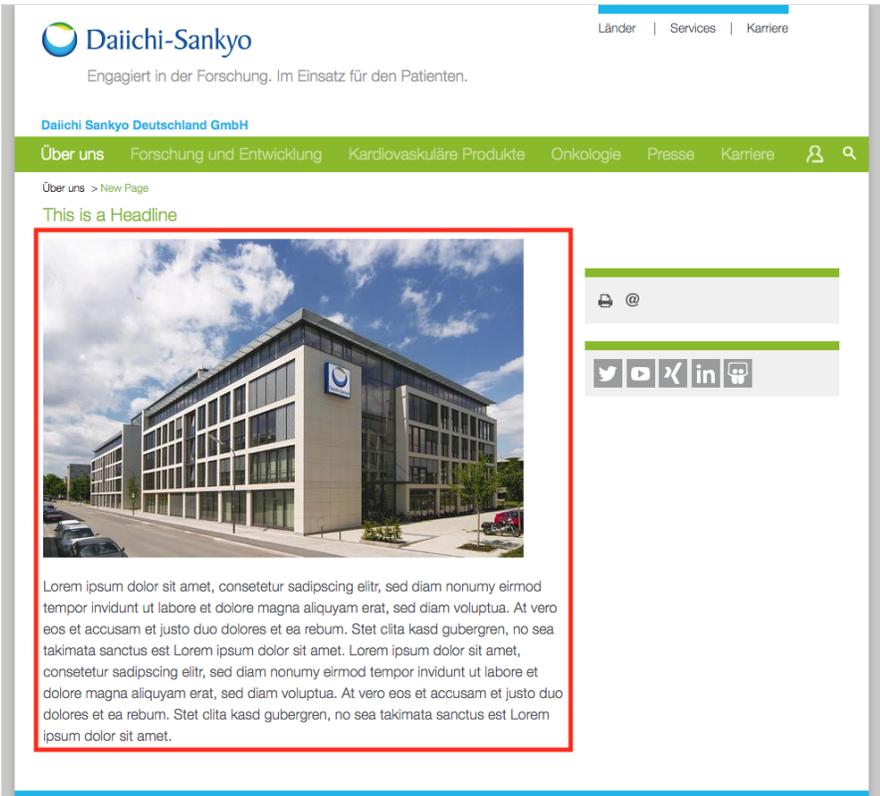
Above, left [2] 2 [2]

Behavior

Enlarge on Click [image_zoom]

[0]

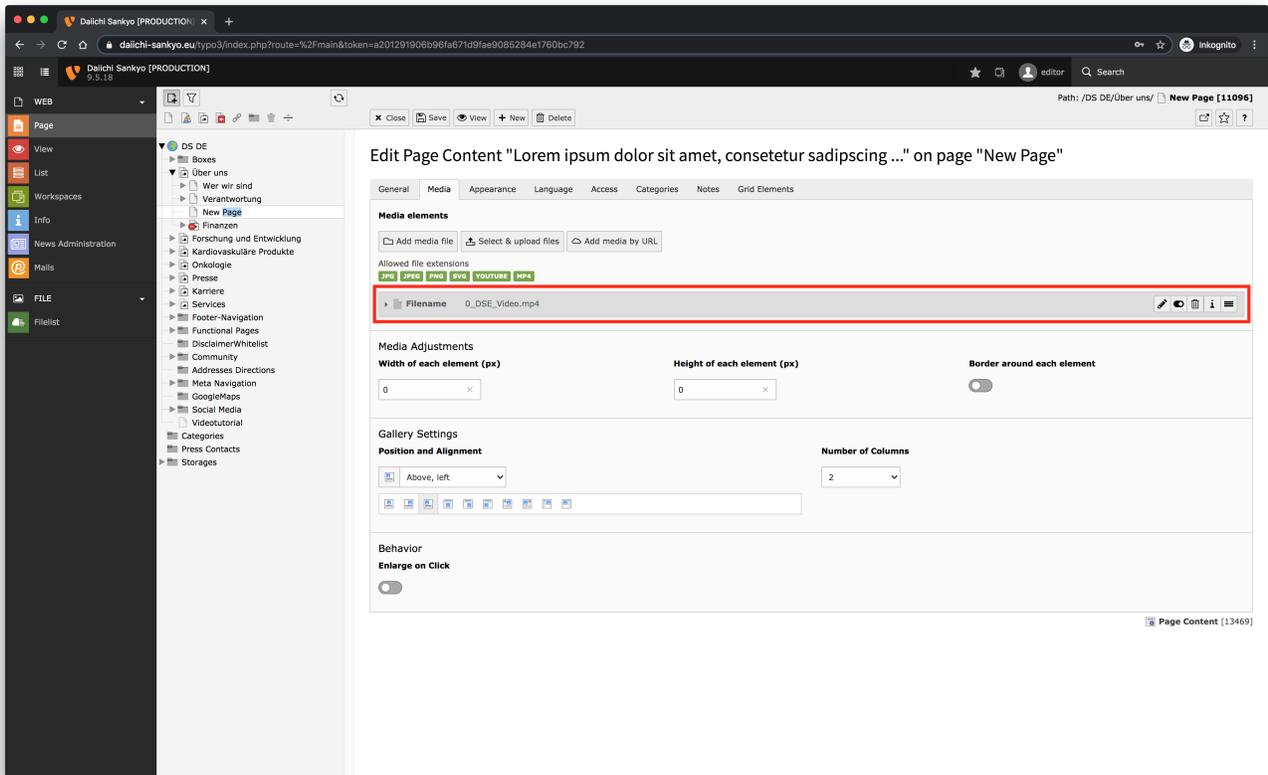
Save and preview the page, the output looks as follows (click on "View" button )



The screenshot shows the Daiichi-Sankyo website. The header includes the logo and navigation links: "Länder | Services | Karriere". The main navigation bar contains "Über uns", "Forschung und Entwicklung", "Kardiovaskuläre Produkte", "Onkologie", "Presse", and "Karriere". The page content features a headline "This is a Headline" above a gallery. The gallery contains a large image of a modern building, which is highlighted with a red border. Below the image is a block of Lorem Ipsum placeholder text. To the right of the image are social media sharing icons for Facebook, YouTube, X, LinkedIn, and Instagram.

MP4 Videos

To add a video, switch to the media tab, select **"Add media file"** and choose the desired mp4 file. Make sure that the file has already been uploaded in the filelist.



Über uns > New Page

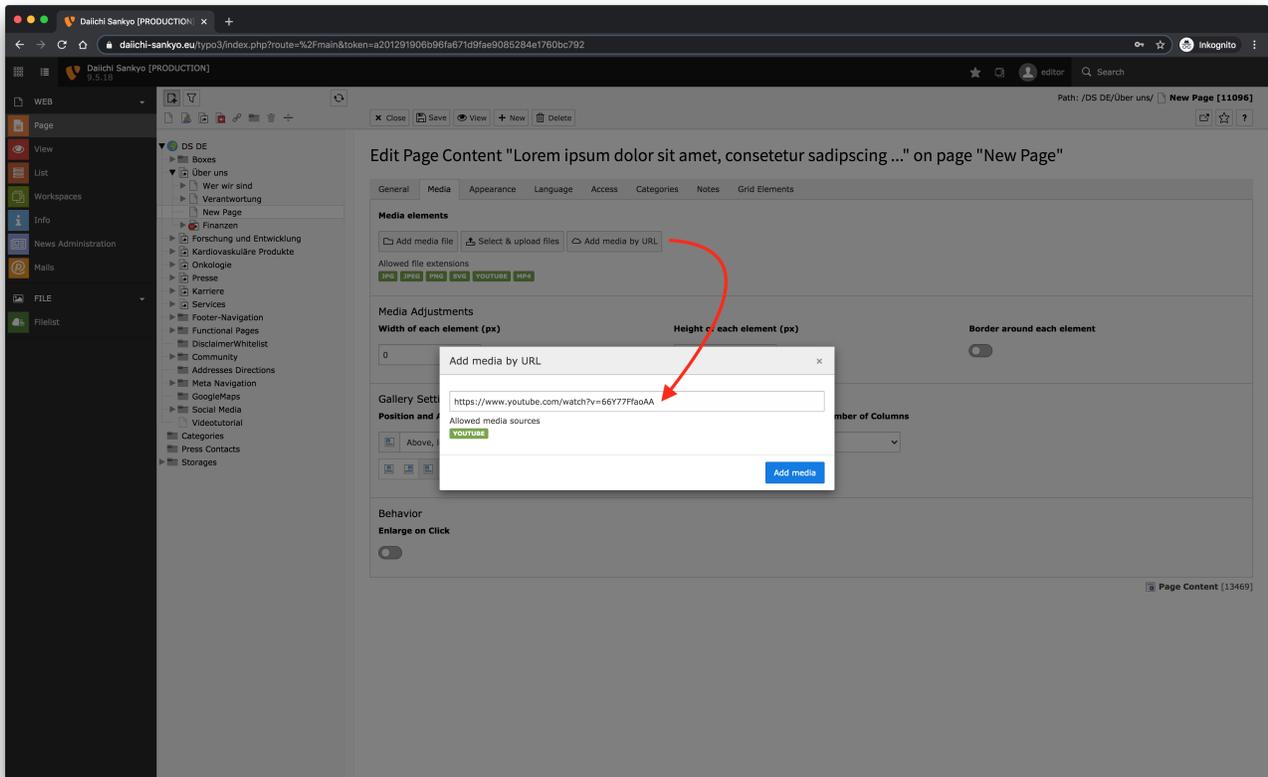
This is a Headline



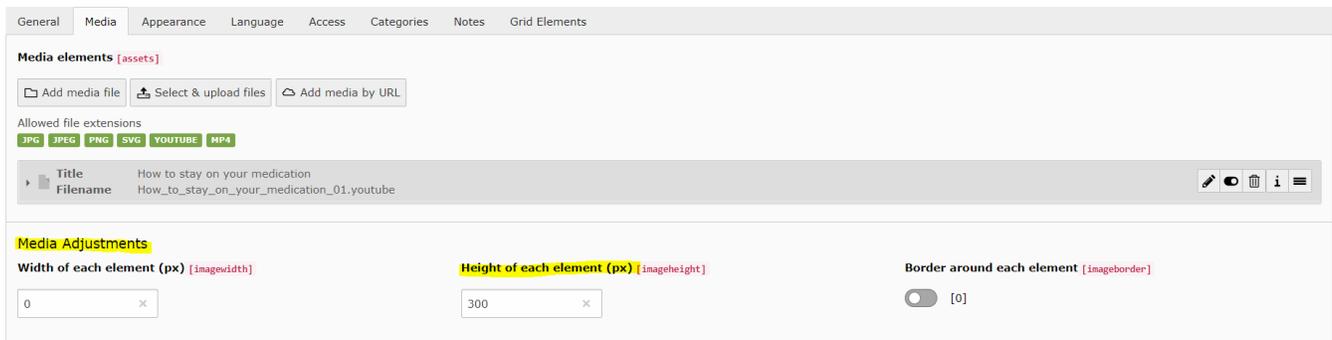
Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.

YouTube Videos

- Copy the URL of a YouTube video e.g. <https://www.youtube.com/watch?v=66Y77FfaoAA>
- Switch to the media tab, click on "Add media by URL" and paste the URL
- Go to the "Media Adjustment" section and change the video height to **300 px**. The width of the video is automatically positioned correctly.
- Then save the content element



Edit Page Content "New Headline" on page "New Page"



Über uns > New Page

This is a Headline



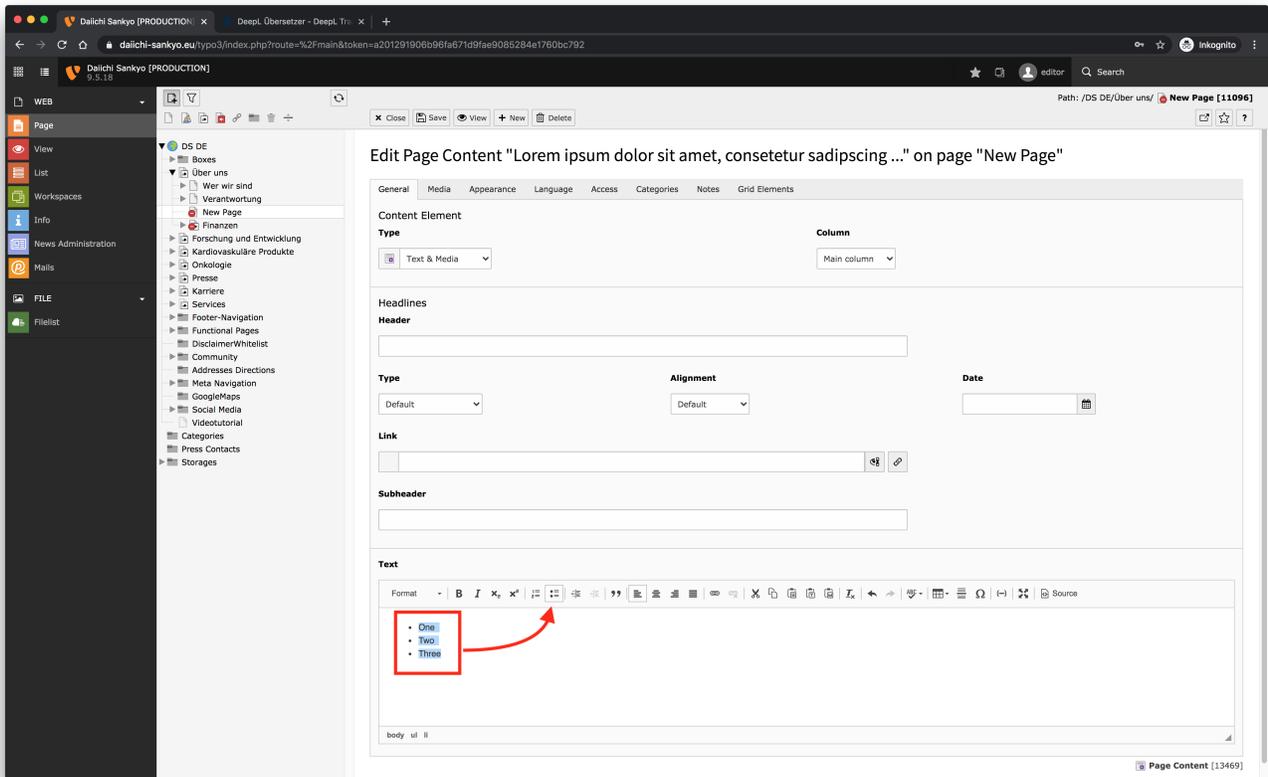
Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.

Rich-Text-Editor (RTE)

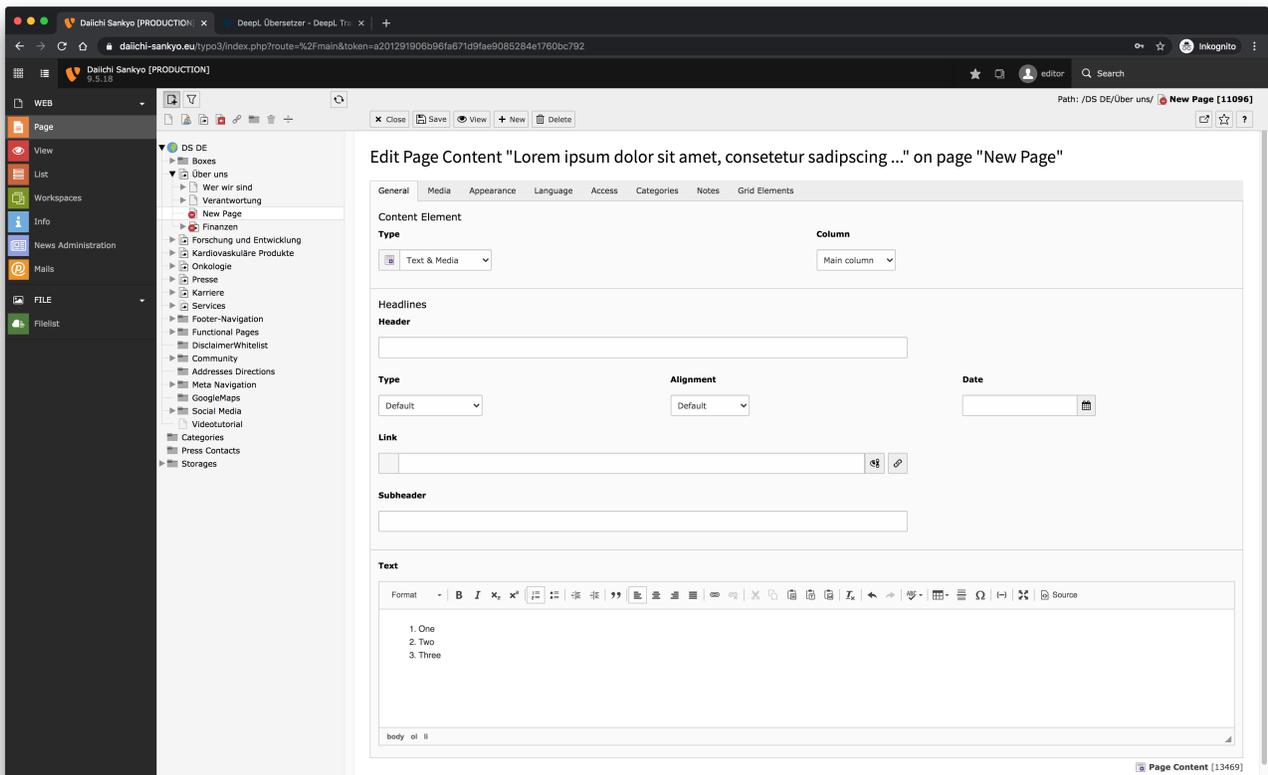
Using the RTE, not only can plain text be inserted, but also formatting similar to Word, including other elements such as tables, links, etc. The RTE is part of the content element text & media (see above).

List

Select the content to be displayed as list and click on the list icon



Lists can be displayed with bullets (unordered list) or numbers (ordered list).



Links

- To add a link, select the respective text in the RTE and click on the link icon inside of the RTE

The screenshot shows the RTE interface with the following sections:

- Headlines**
 - Header [header]**: A text input field containing "This is a headline".
 - Type [header_layout]**: A dropdown menu set to "Layout 1 [1]".
 - Alignment [header_position]**: A dropdown menu set to "Default".
 - Date [date]**: A date input field.
 - Link [header_link]**: A text input field with link and unlink icons.
 - Subheader [subheader]**: A text input field containing "Subheader".
- Text [bodytext]**: A rich text editor toolbar with various icons. The link icon (a chain link) is circled in red with an arrow pointing to it. Below the toolbar is a text area containing placeholder text: "Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet."

- Four types of links can be created with the link browser:
 - links to internal pages
 - linking to a file (document)
 - linking to an external URL
 - linking to an email addresses

Internal page

- Click on the small triangle to receive a list of the page content
- Select the page you wish to link to
- The window closes automatically and the link has been set

The screenshot shows a web browser window with a page editor. A "Link Browser" dialog box is open, displaying a tree view of the site's content. The tree view is expanded to show the "Über uns" section, which includes sub-items like "Wer wir sind", "Verantwortung", "New Page", and "Finanzen". The dialog box has fields for "Target", "Title", and "CSS-Class". The "New Page" item is highlighted in red in the tree view.

File

- Click on the second tab "File".
- Select a document by clicking on the name of the file (e.g. PDF file)
- Target: Decided whether you want the file to open in a new window
- If necessary, you can add further parameters here e.g. the title. This appears when the visitor drags the mouse pointer over the link on the page.

The screenshot shows the 'Link Browser' window with the 'File' tab active. The left sidebar displays a file tree under 'fileadmin/ (auto-created)', with 'Europe' expanded to show 'Images' and 'Career'. The main area shows the selected file path and a list of image files: Anke_001.jpg, Erkut_Iko_Vera_Veronika_002.jpg, Stefano_001.jpg, Vera_001.jpg, and Vera_003.jpg. The right-hand panel contains fields for 'Target', 'Title', and 'CSS-Class'. The 'Target' dropdown is open, showing 'Top' and 'New window'. Below are sections for 'Upload files', 'Add new media asset', 'Allowed media providers', and 'Create new folder'.

External URL

- Click on the tab "External URL"
- Enter the address of the external web presence and confirm your entry by clicking on set link.
- Target: If you would like that the URL to be opened in a new window, choose the option "new window"
- If necessary, you can add further parameters e.g. the title. The title appears when the visitor drags the mouse pointer over the link.
- The window closes automatically and the link has been set

Link Browser ×

Current Link: Erkut_Iko_Vera_Veronika_002.jpg [Remove link](#)

Page File Folder External URL Email

Target ▼

Title ▼

CSS-Class ▼

URL Set Link

Email address

- Click on the last tab "Email"
- Enter the desired address and confirm your entry by clicking on "Set Link".
- If necessary, you can add further parameters e.g. the title. The title appears when the visitor drags the mouse pointer over the link.
- The window closes automatically and the link has been set

Link Browser ×

Current Link: Erkut_Iko_Vera_Veronika_002.jpg [Remove link](#)

Page File Folder External URL Email

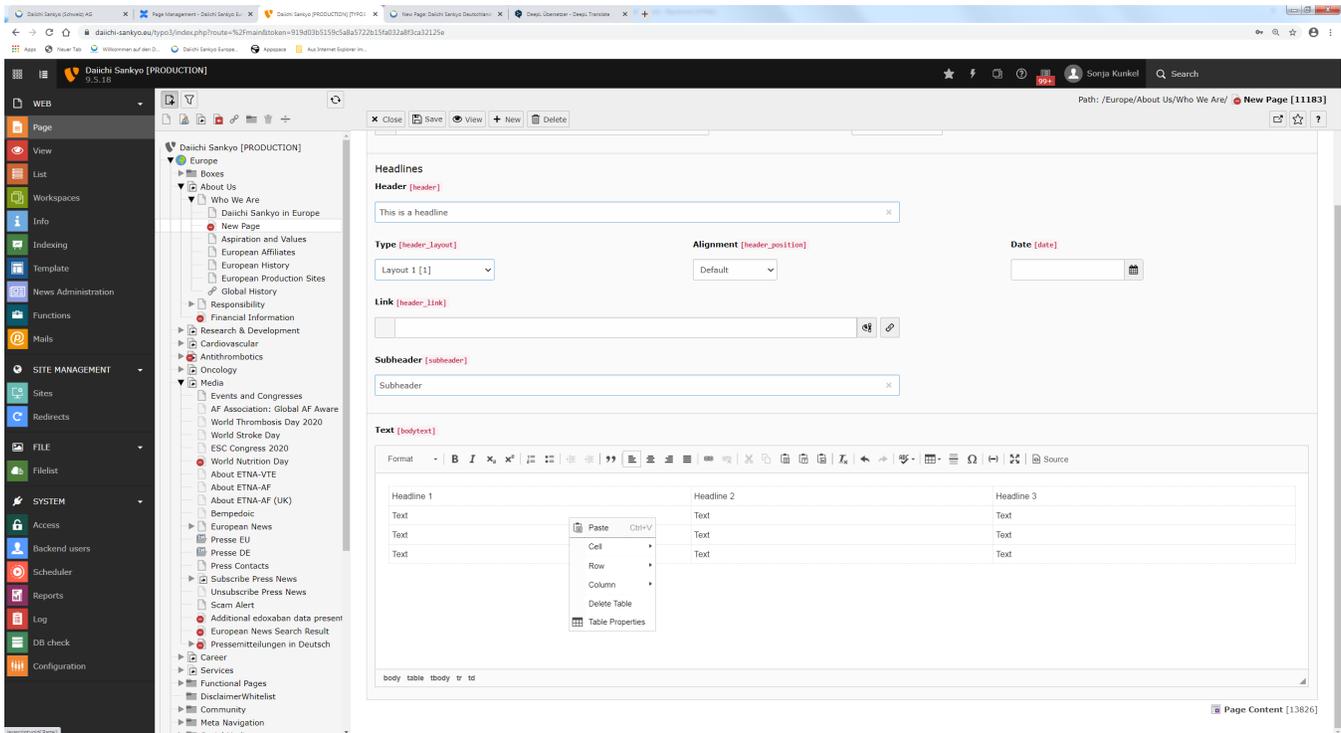
Title

CSS-Class ▼

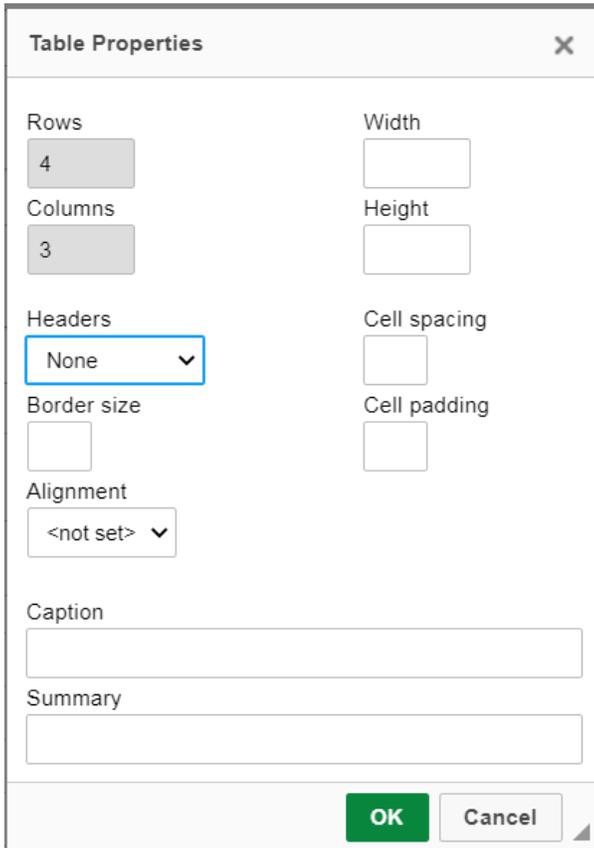
Email address Set Link

Tables

- Click on the table icon  in the RTE and select the desired number of columns and rows for the table
- Enter the table content



- If you want to change the table properties click into the table and then right mouse click. Choose "Table Properties".
- You can change the row and columns.
- You can also change the width of the table. If the field for the width is empty, the table covers the whole content width by default.



Save and preview the table, the output looks as follows (click on the "View" )

Daiichi Sankyo Europe GmbH

About Us > Who We Are > New Page

This is a headline

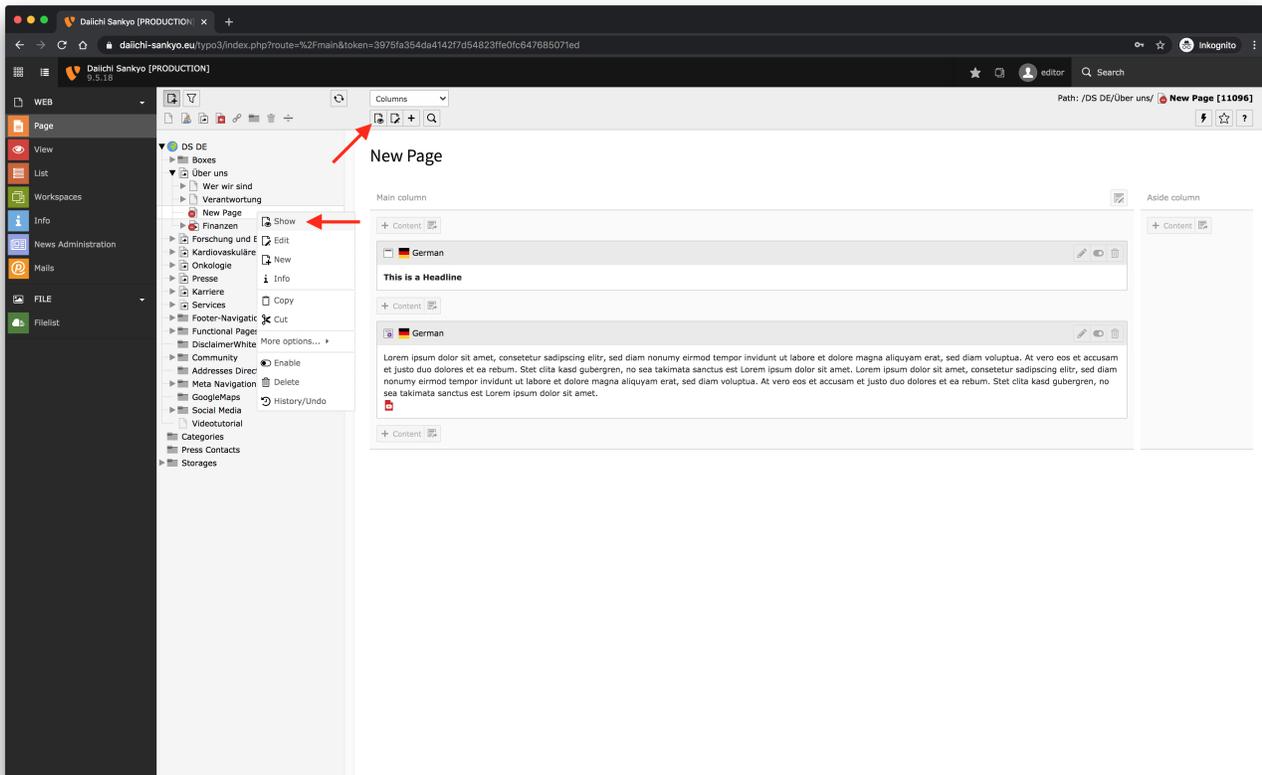
Subheader

Headline 1	Headline 2	Headline 3
Text	Text	Text
Text	Text	Text
Text	Text	Text



Preview Button

In order to view pages in advance before going live to e.g. <https://www.daiichi-sankyo.eu/>, the preview mode can be used. To do so, right click on the page in the page tree and then on "show", or click on the icon with the eye on the respective page in edit mode.



The preview mode displays then the desired page

[Über uns](#) > [New Page](#)

This is a Headline



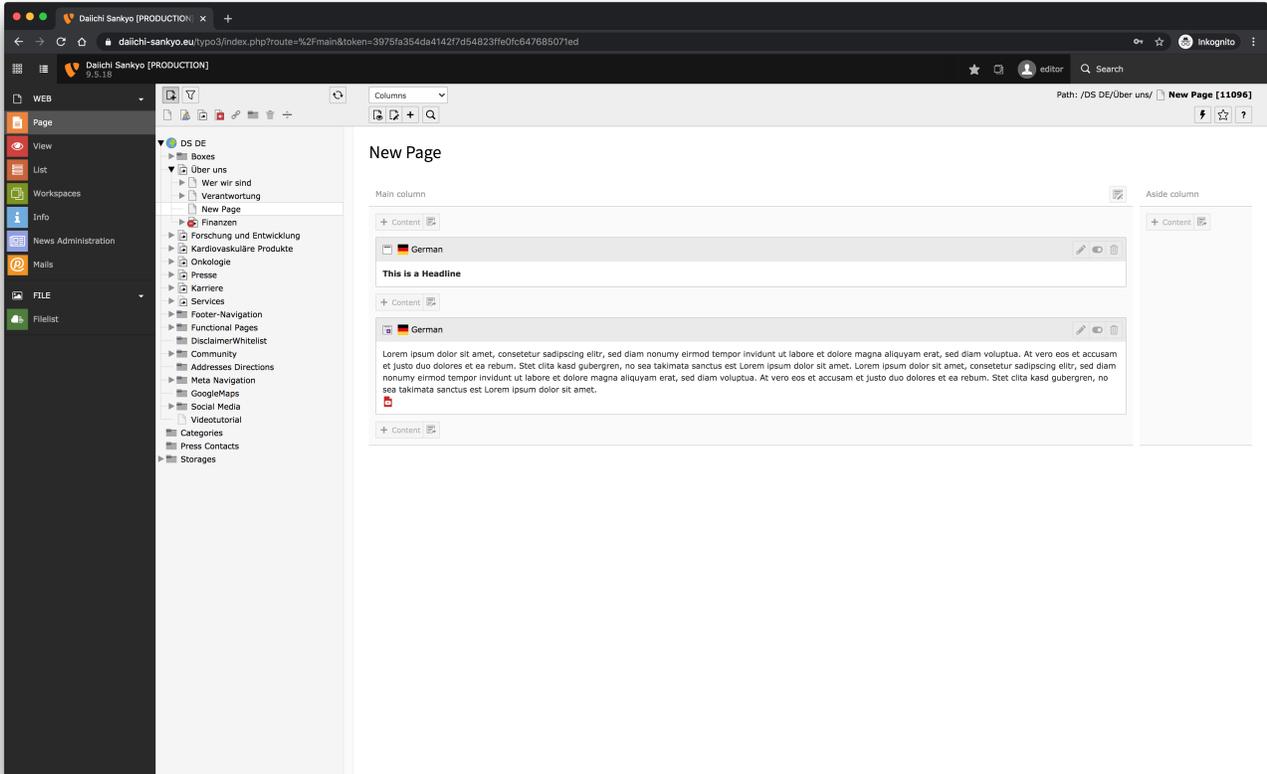
 

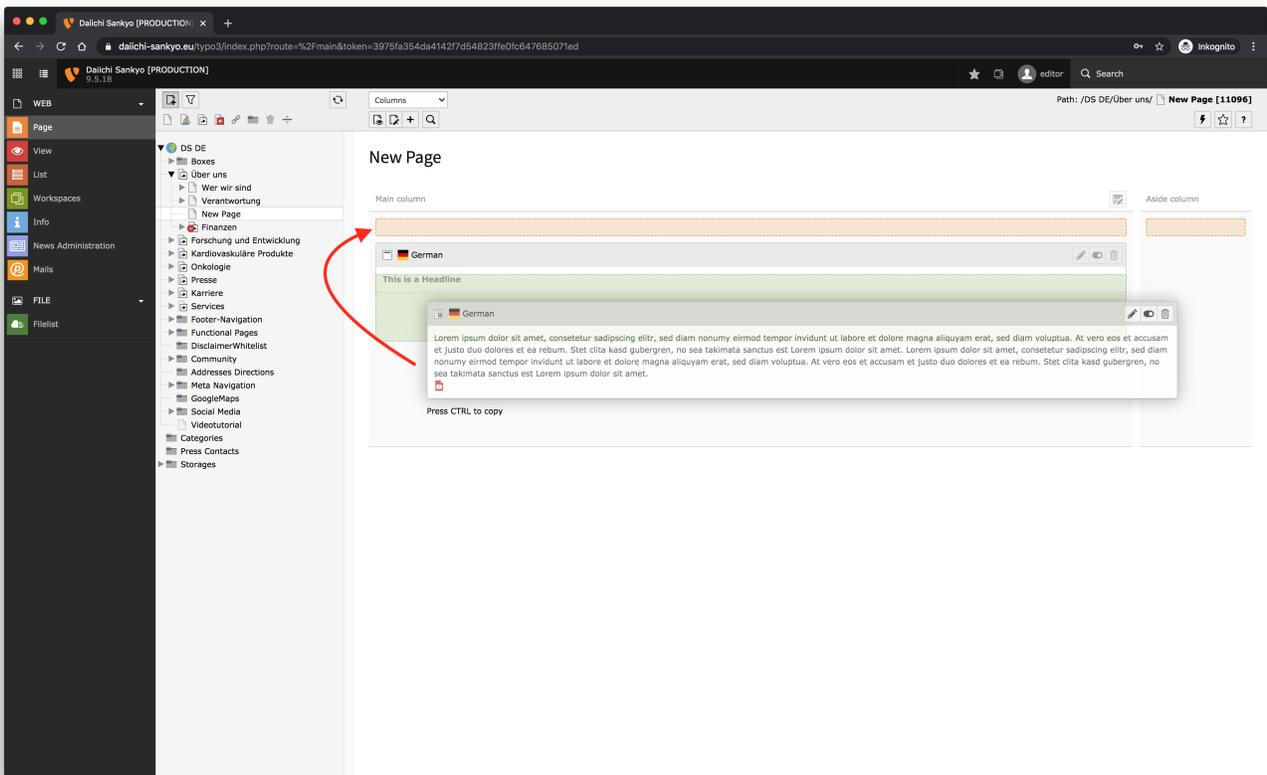
Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.

Move content elements

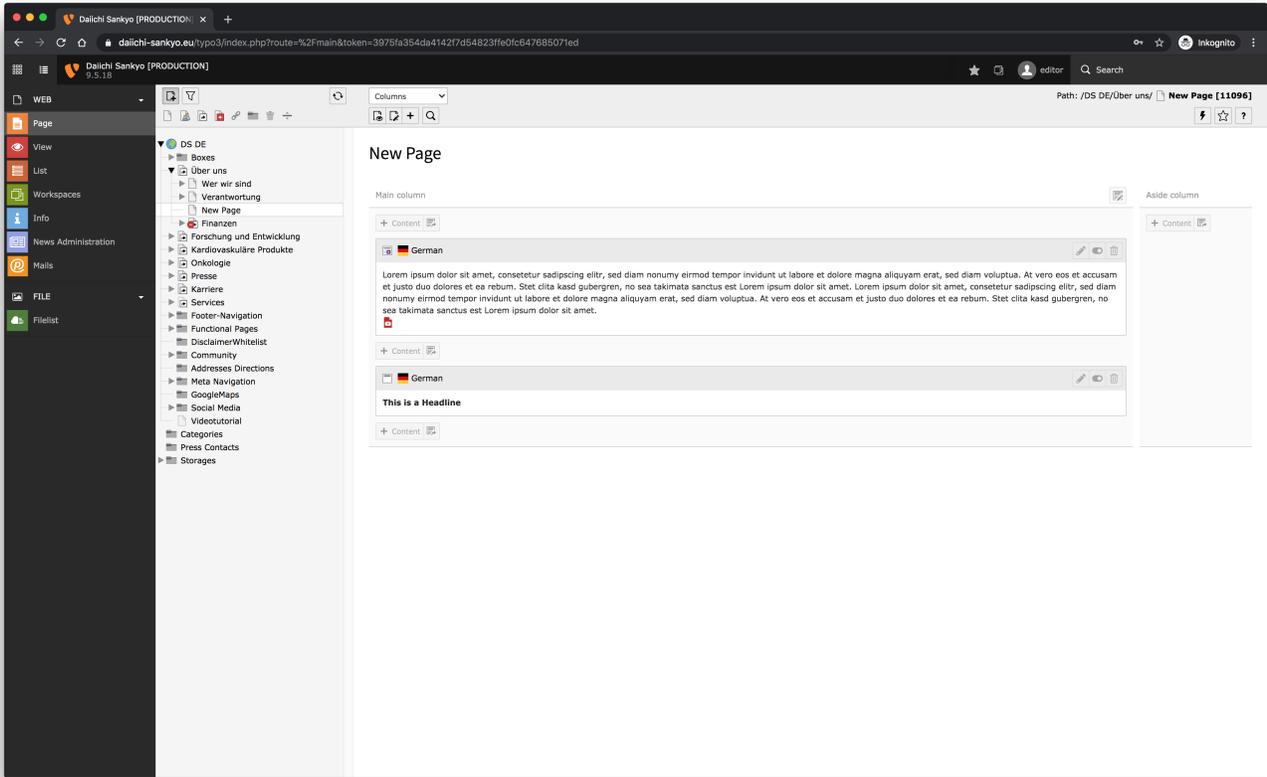
Content can be positioned on the page by drag & drop. Initial state of the content:



To reposition content elements, the upper edge of the corresponding content element must be grabbed. Afterwards the content can be re-sorted by moving the content element to the target area (marked orange).

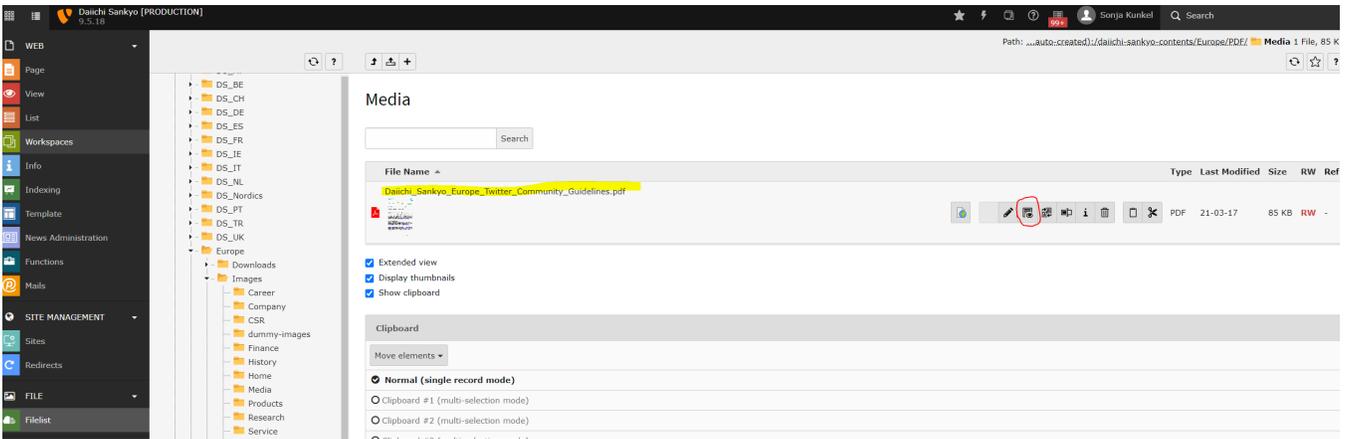


Desired state:

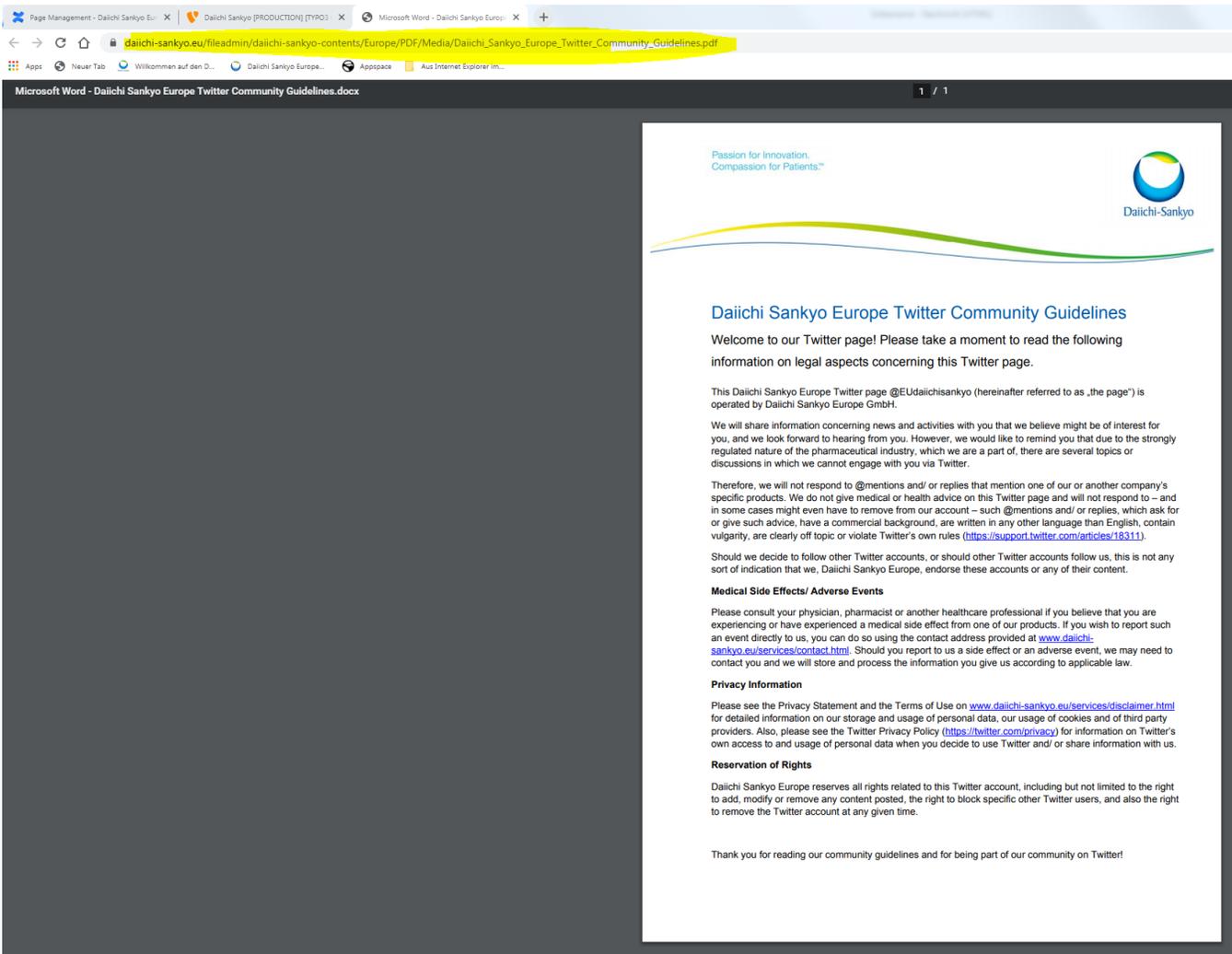


Create a new page and link to a PDF in menu

- Upload the PDF file in the filelist (see also "Filelist")
- Click on the icon "Show" next to the file



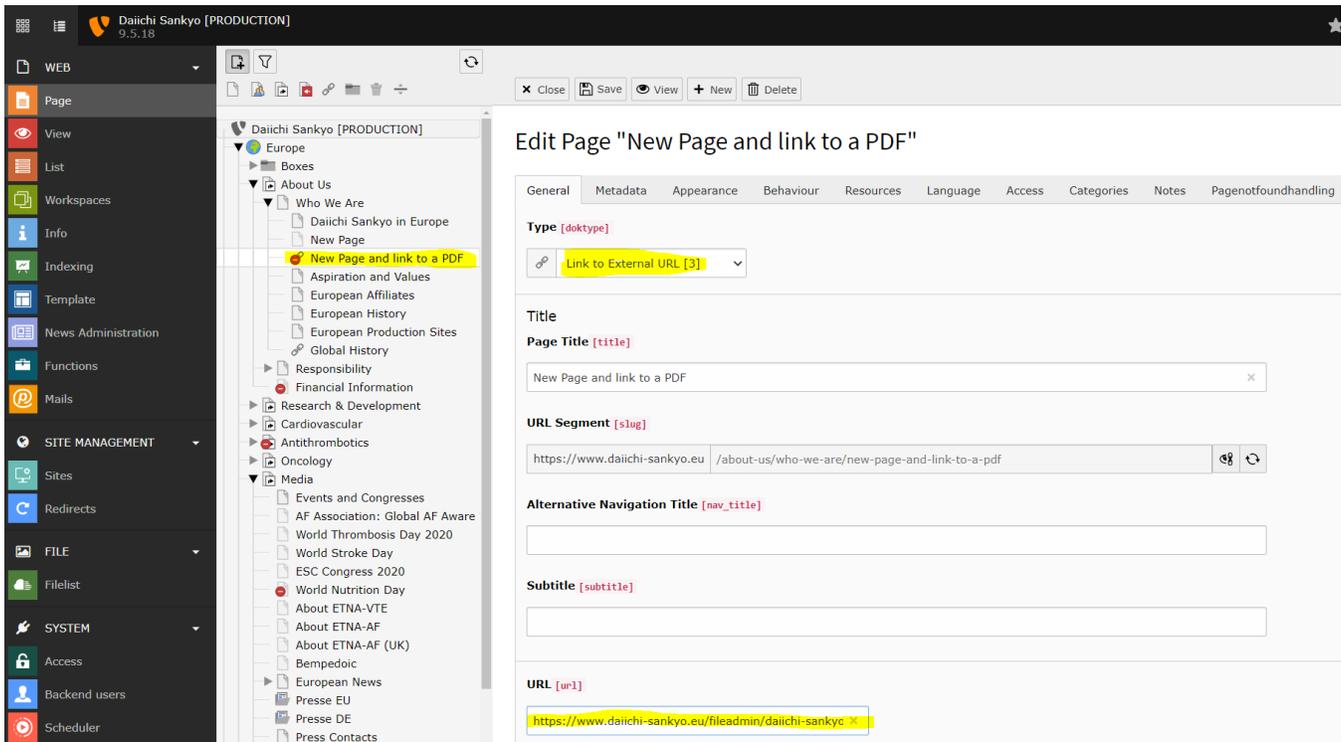
- The PDF opens in your browser
- Copy the PDF link from your browser



- Create a new page in the page tree (see also "Create a new page")



- Click on "Edit page properties" and select the type "Link to external URL".
- Paste the PDF link in the URL section
- Click on "Save"

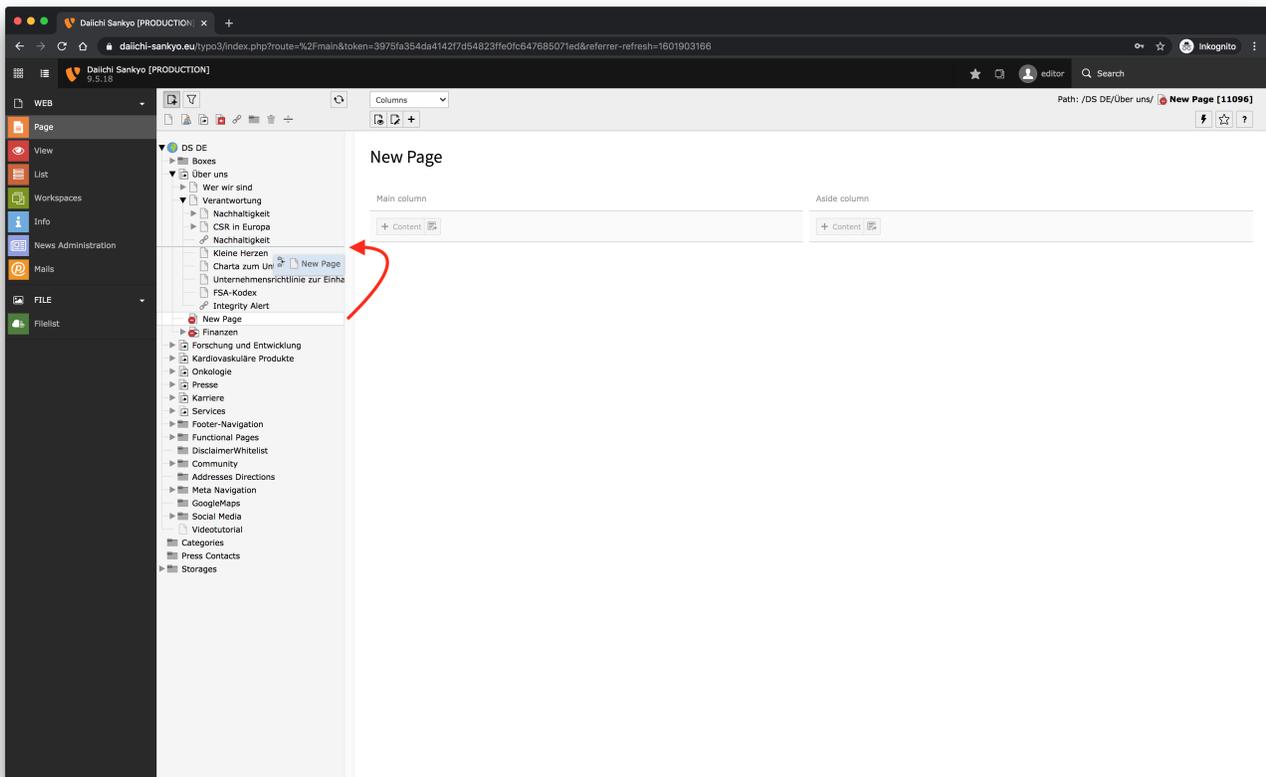


The page will be displayed in the navigation with a "paper clip symbol" which means that this page is externally linked.

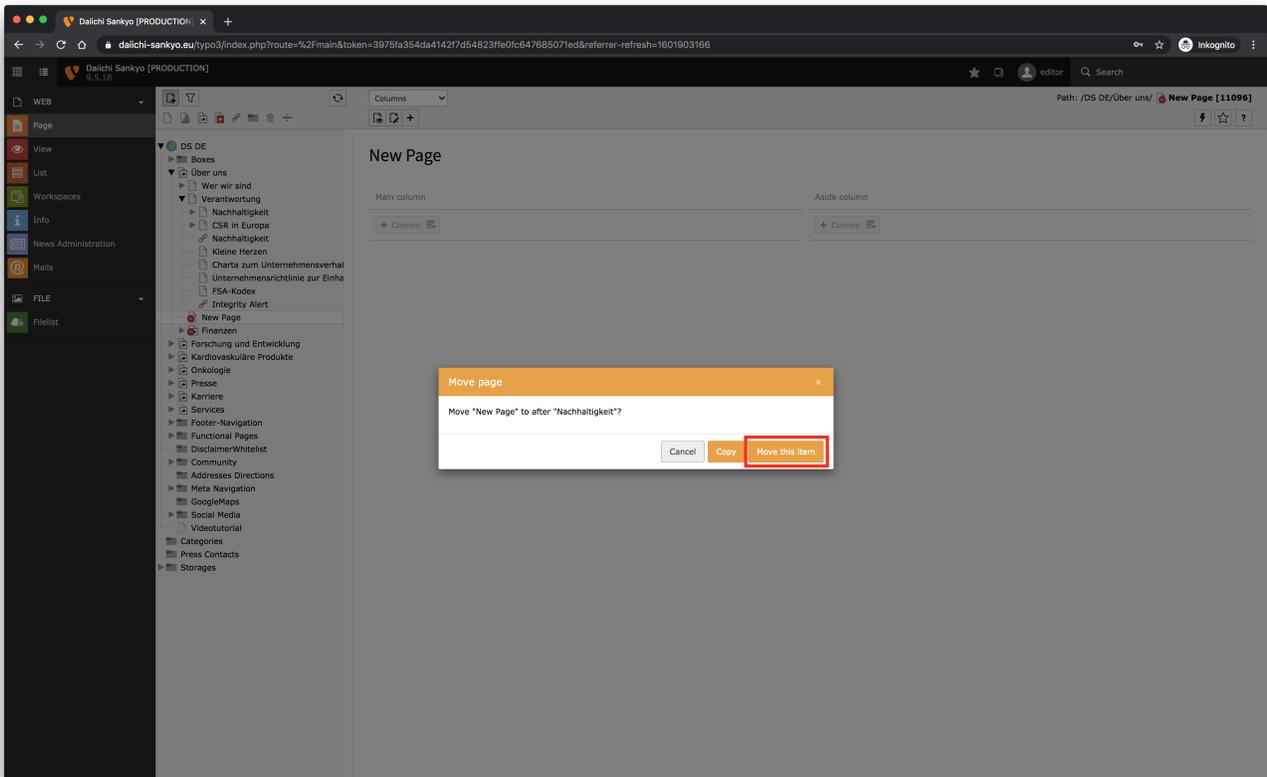


Move a page

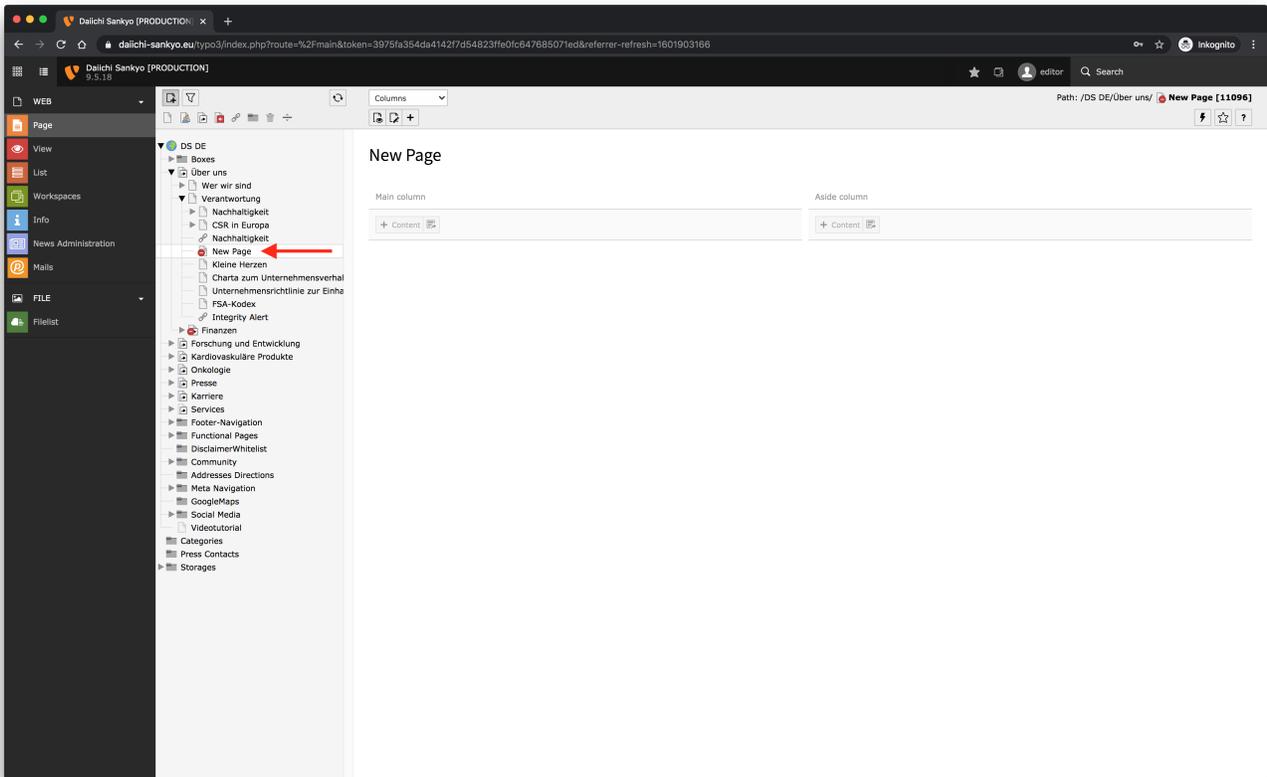
To move a page, the page must be clicked and dragged to the target position.



A message pops up and the corresponding action must be confirmed again.

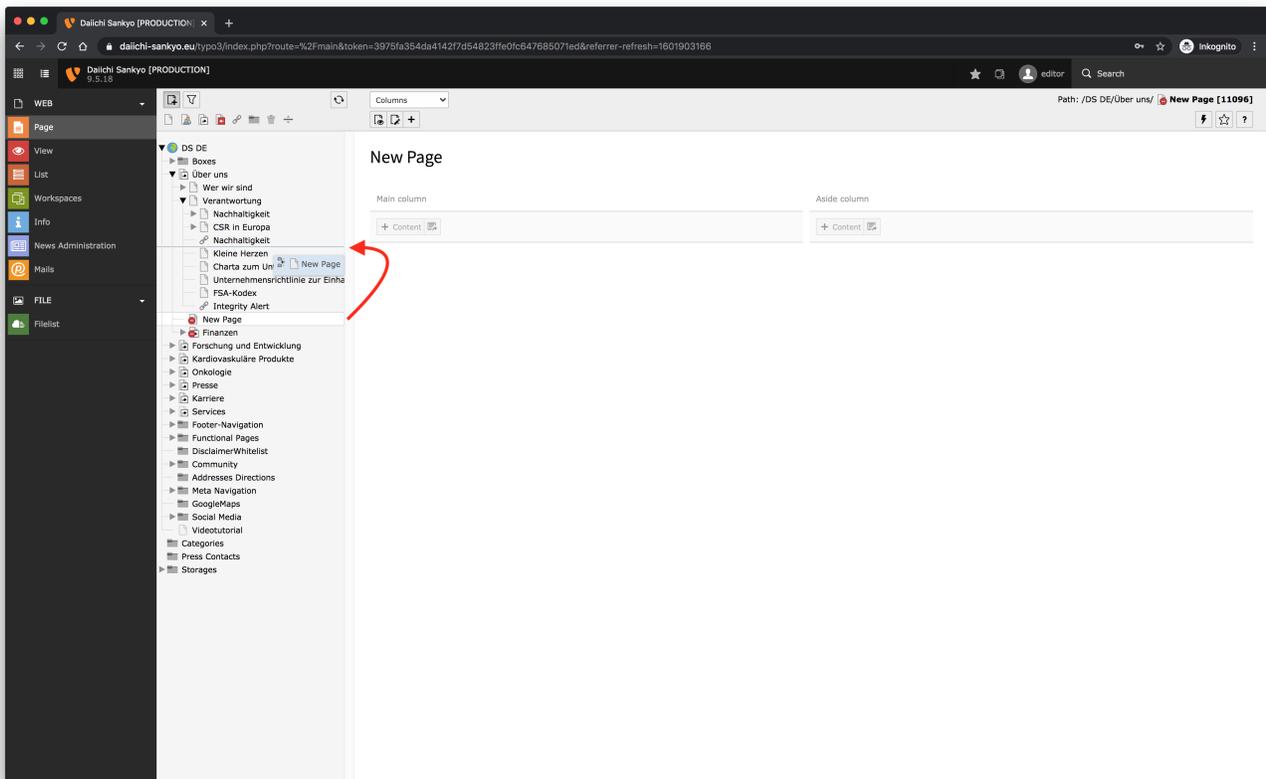


Afterwards the page is moved to the new position.

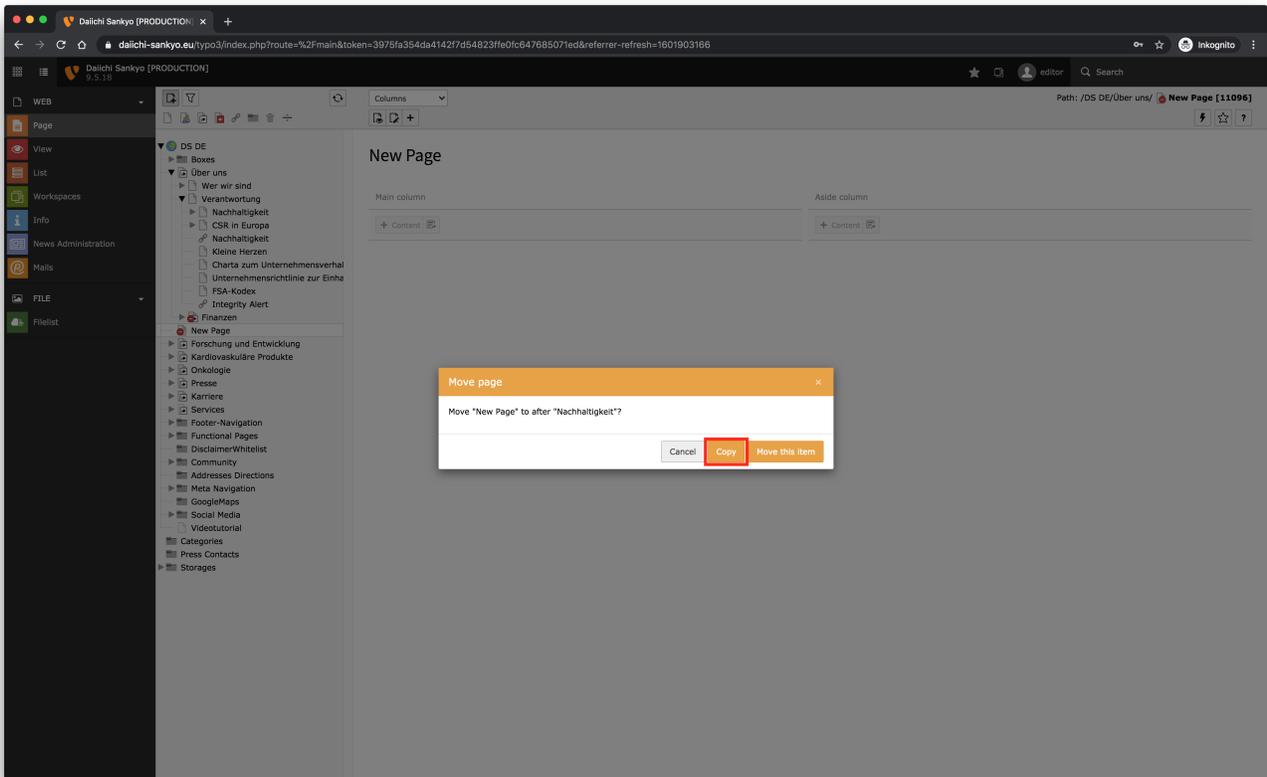


Copy a page

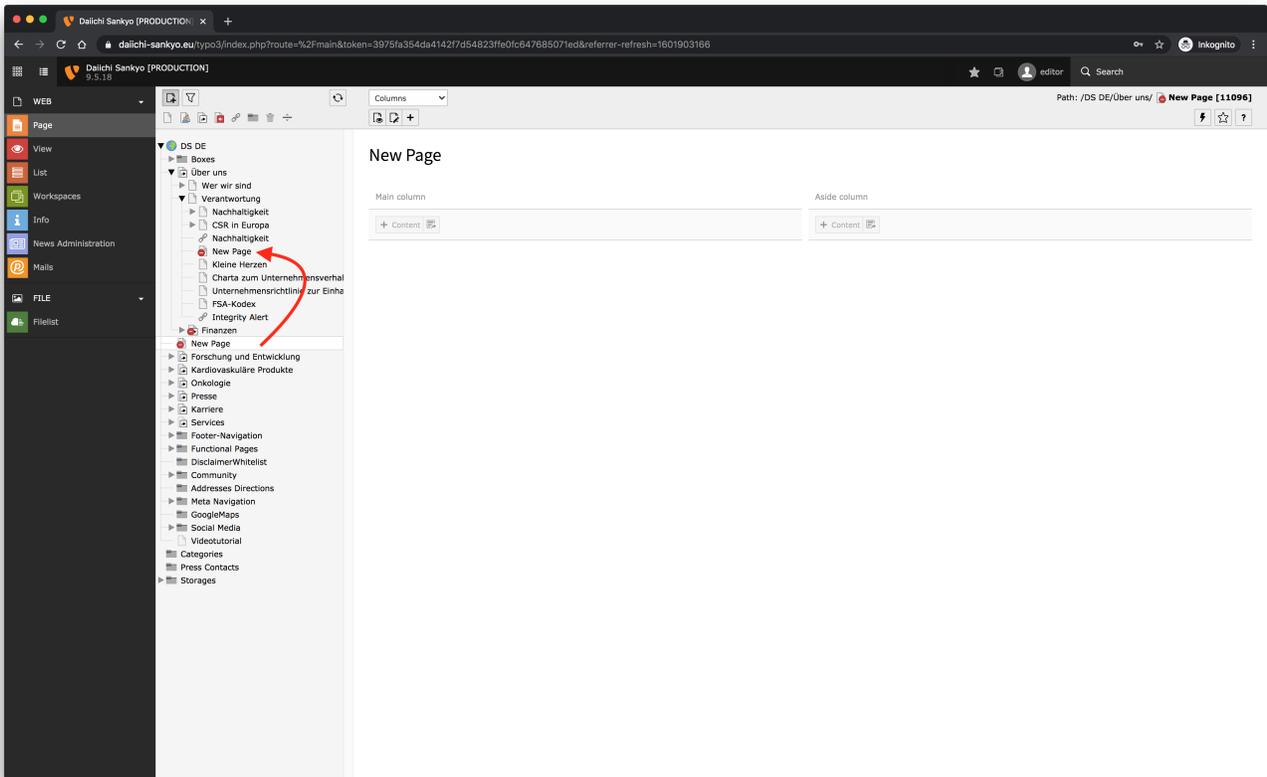
To copy a page, the page must be clicked and dragged to the target position.



A message pops up and the corresponding action must be confirmed again.

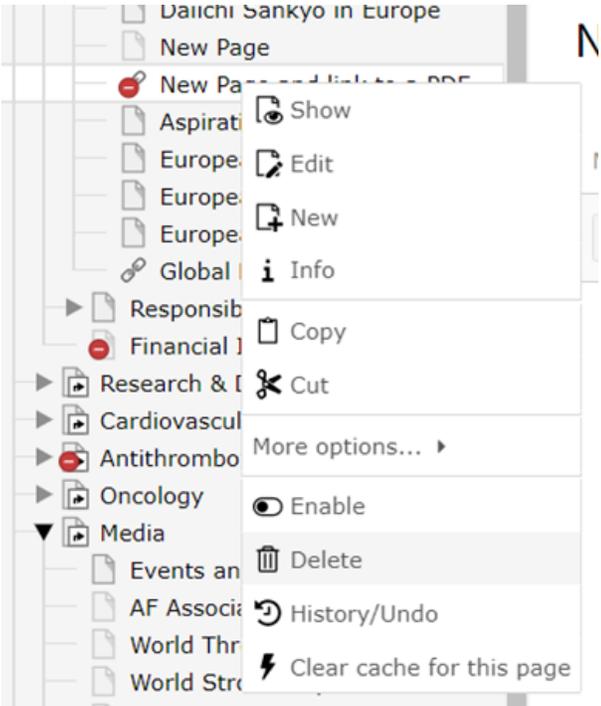


Afterwards the page is copied to the new position.



Delete a page

To delete a page, the page must be clicked. Then click right mouse button and choose "Delete".

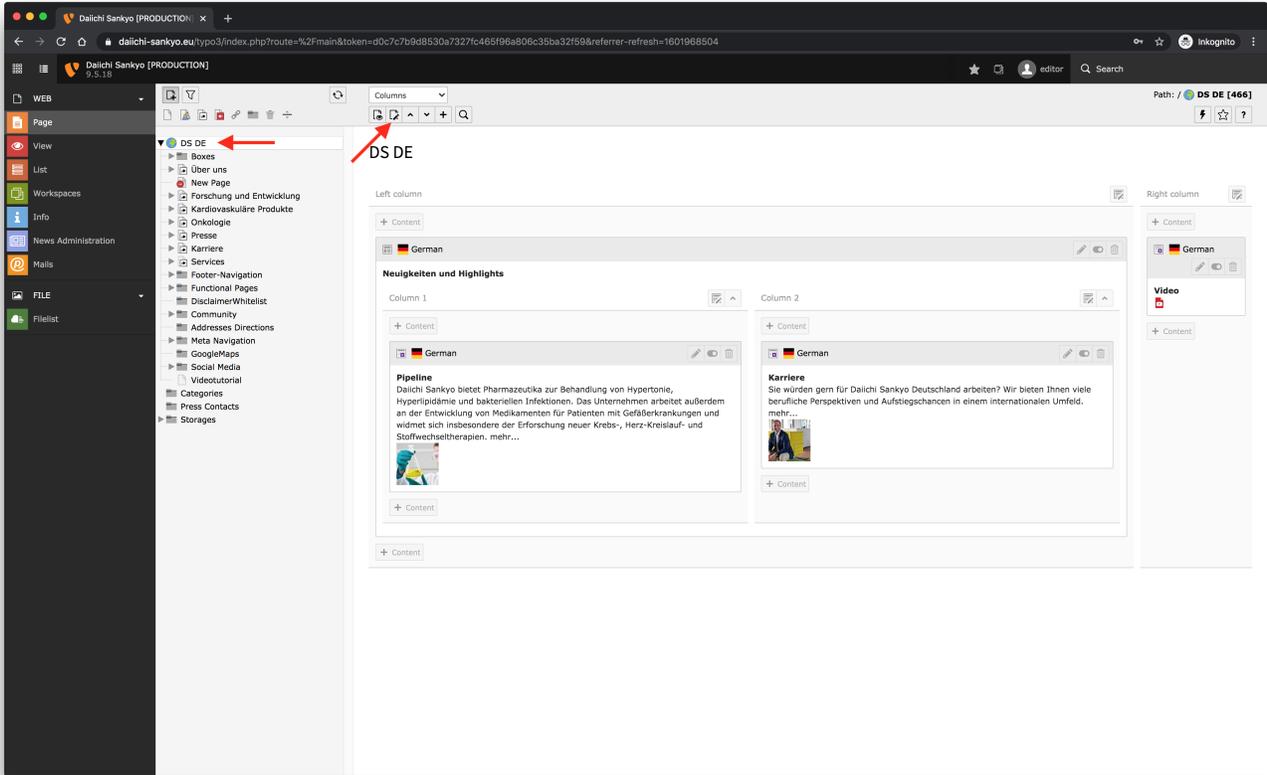


Slider

The slider on the start page contains several images, each with a headline, subheadline and a link to an internal or external page.

The content of the slider can be edited on the root page (homepage) of the respective website.

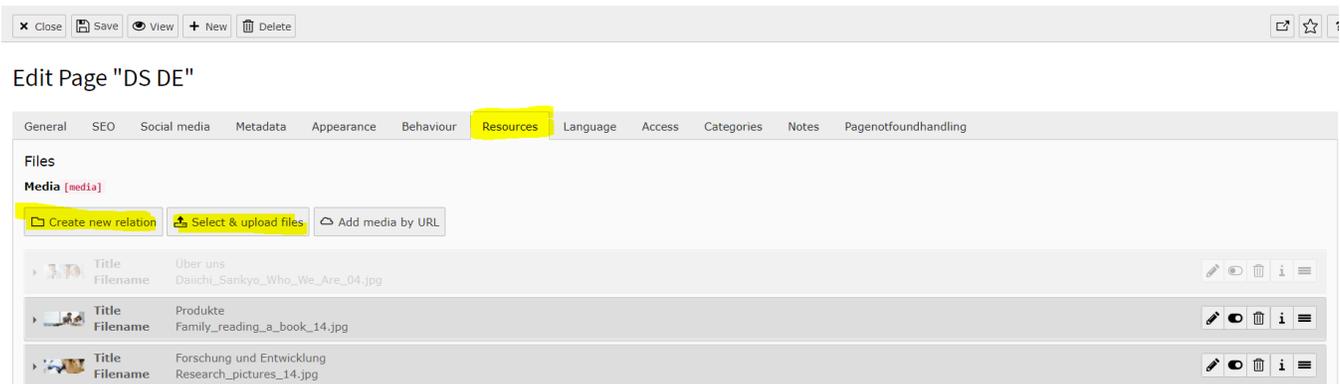
Click on the homepage (e.g. DS DE) in the page tree and then on the "Edit page properties" icon within the edit area.



Then switch to the tab "Resources" and select an image by using the following functions:

- Create new relation = uploading an existing image from the Filelist
- Select & upload files = uploading a new image from your computer

Please consider a **minimum image size of 1280 x 540 px!**



If the image is uploaded you can start filling the title, link and if required the subheadline.

- Title: activate the field by placing a check mark
- Link: Insert an internal link to a page within the website or enter an external URL. The link is placed over the entire image of the slider.

- Description (Caption): Insert additional text which is displayed below the headline

Edit Page "DS DE"

General SEO Social media Metadata Appearance Behaviour Resources Language Access Categories Notes Pagenotfoundhandling

Files

Media **[media]**

Create new relation Select & upload files Add media by URL

Filename Sans_titre.jpg

Image Metadata

Title [title]

Set element specific value (No default)

Title of the Slider

Link [link]

t3://page?uid=233

Alternative Text [alternative]

Set element specific value (No default)

Description (Caption) [description]

Set element specific value (No default)

Subheadline

Image manipulation [crop]

Open Editor

Default

Aspect ratio: Free



In order to choose the best possible image section for the slider, the image can be cropped in TYPO3.

- Click on the button "Open Editor" (see above).
- Click on "Title slider" and choose the best image section
- Confirm the section with "Accept" (blue button on the bottom right)



The slider is created and are placed at the end of the other sliders. This also means, that the image is the **last** in the rotation.

To move the image to another position within the rotation, move the mouse to the icon  and drag the image to the top position. Do not forget to save!

Close Save View + New Delete

Edit Page "DS DE"

General SEO Social media Metadata Appearance Behaviour Resources Language Access Categories Notes Pagenotfoundhandling

Files

Media [\[media\]](#)

Create new relation Select & upload files Add media by URL

	Title: Über uns Filename: Daichi_Sankyo_Who_We_Are_04.jpg	
	Title: Produkte Filename: Family_reading_a_book_14.jpg	
	Title: Forschung und Entwicklung Filename: Research_pictures_14.jpg	
	Title: World Cancer Day: I Am And I Will Filename: WCD20_Twitter_Cover_FA_ENGLISH__002_.png	
	Title: World Cancer Day: I Am And I Will Filename: WCD20_Twitter_Cover_FA_ENGLISH__002_.png	
	Title: Scam Alert Filename: ScamAlert_Slider.jpg	
	Title: COVID-19 Filename: Covid19_visual_slider.jpg	
	Title: Oktober ist Brustkrebsmonat Filename: Slider_Breastcancer.jpg	
	Title: Headline of Slider Filename: Sans_titre.jpg	

After saving the page, the result, consisting of headline and image, looks as follows:



Neuigkeiten und Highlights



Pipeline

Daiichi Sankyo bietet Pharmazeutika zur Behandlung von Hypertonie, Hyperlipidämie und bakteriellen Infektionen. Das Unternehmen arbeitet außerdem an der Entwicklung von Medikamenten für Patienten mit Gefäßerkrankungen und widmet sich insbesondere der Erforschung neuer Krebs-, Herz-Kreislauf- und Stoffwechselftherapien. [mehr...](#)



Karriere

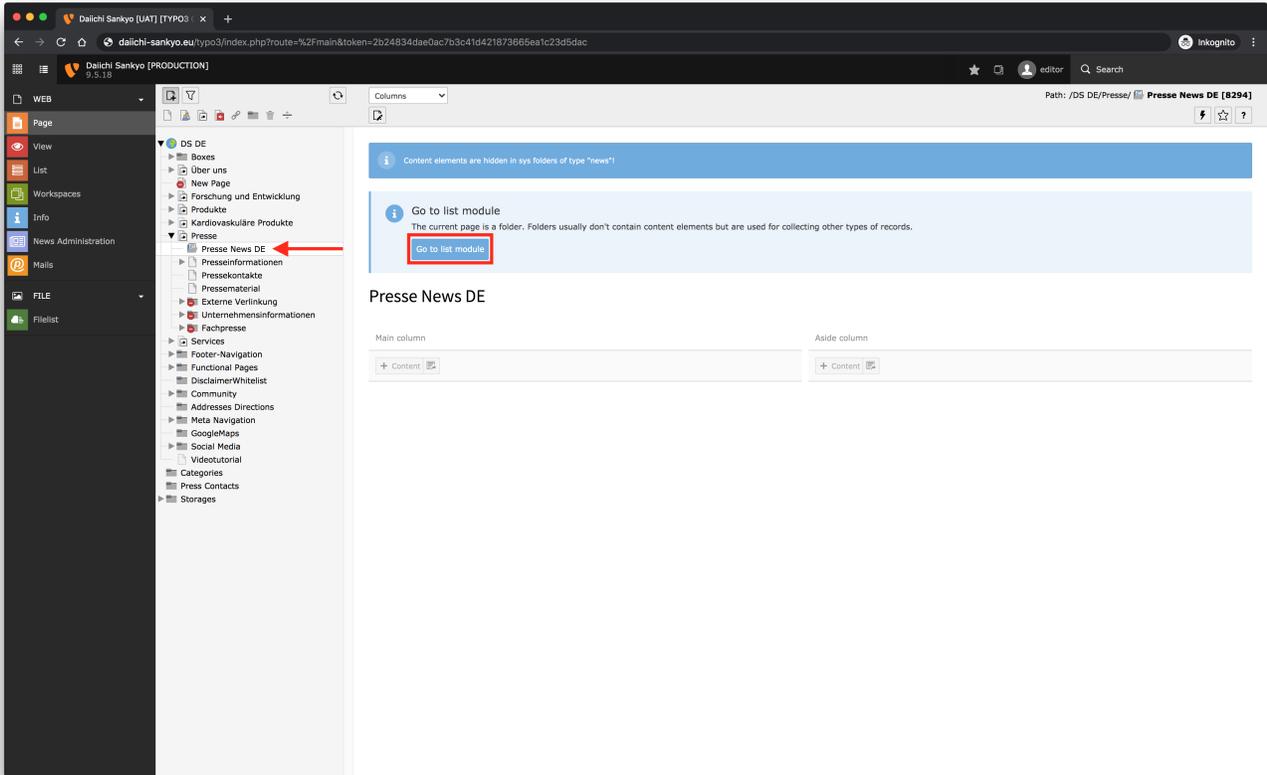
Sie würden gern für Daiichi Sankyo Deutschland arbeiten? Wir bieten Ihnen viele berufliche Perspektiven und Aufstiegschancen in einem internationalen Umfeld. [mehr...](#)

Video

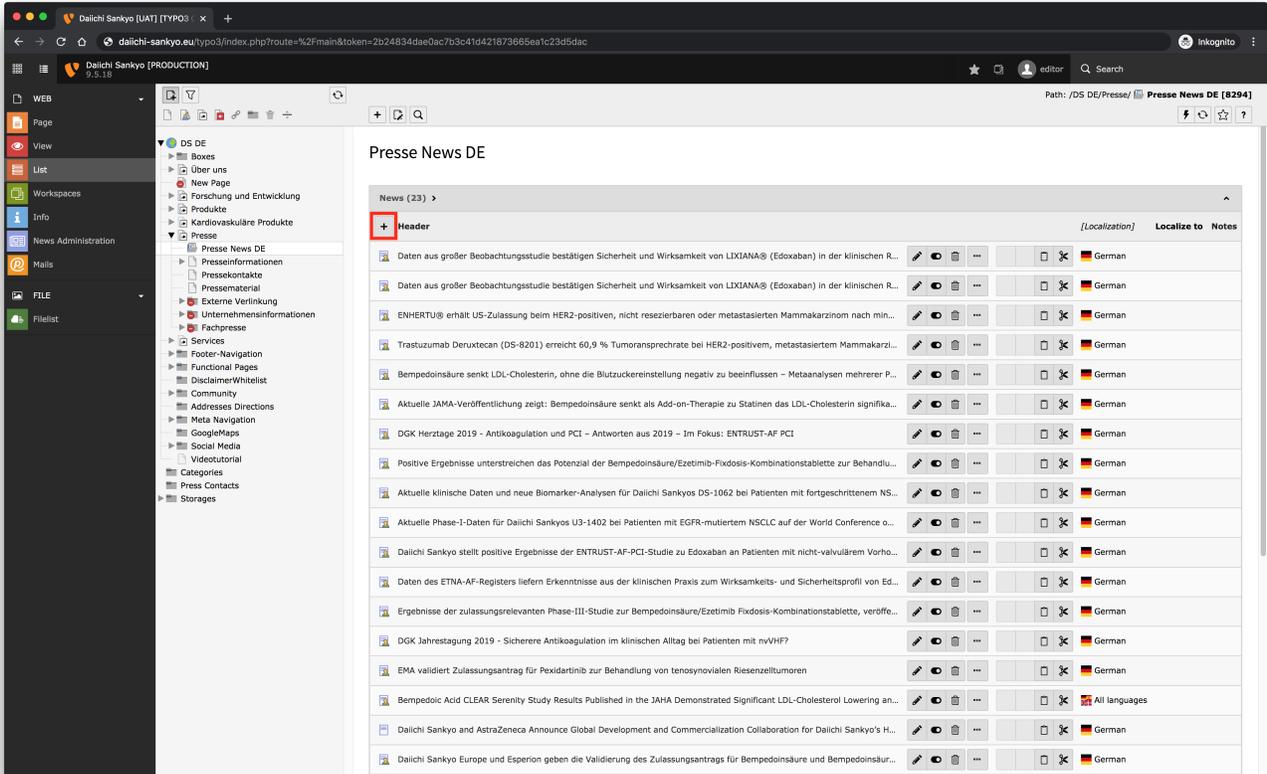


Press Portal

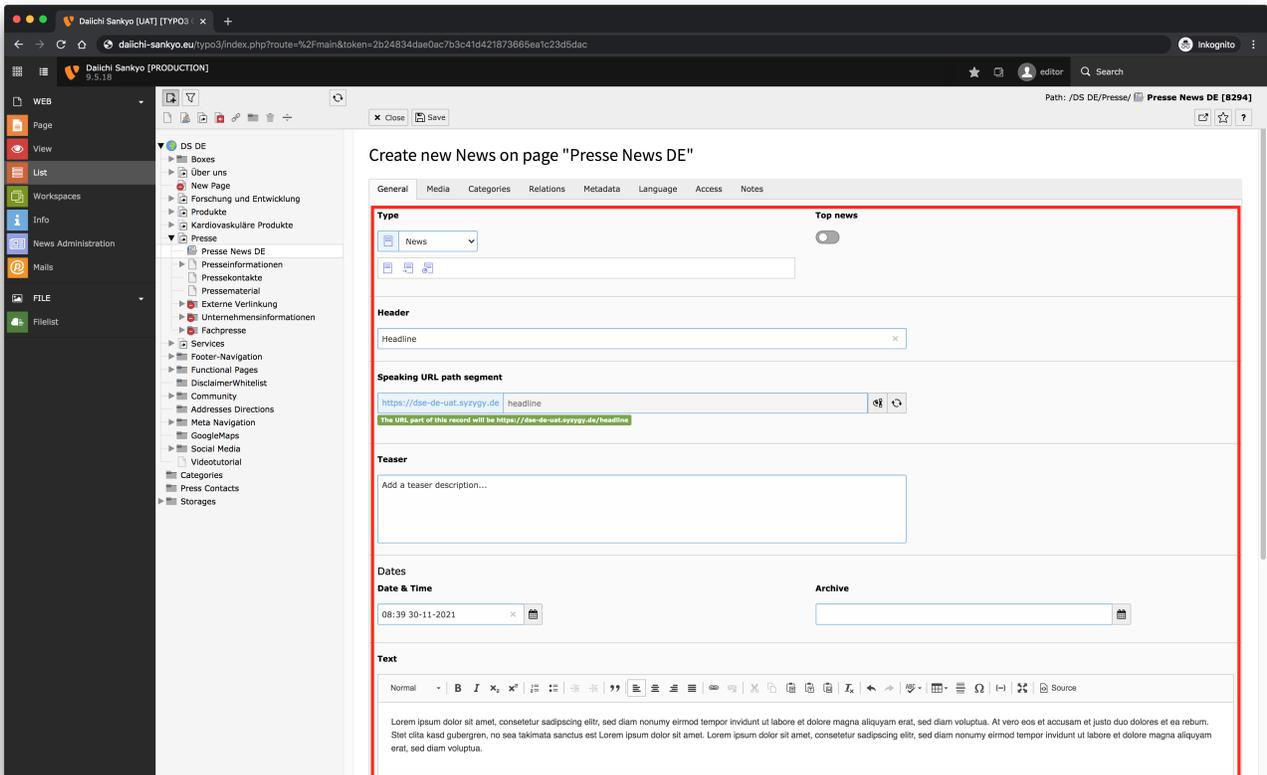
To create a new press release, select the respective "press" page inside of the page tree and switch to the list module.



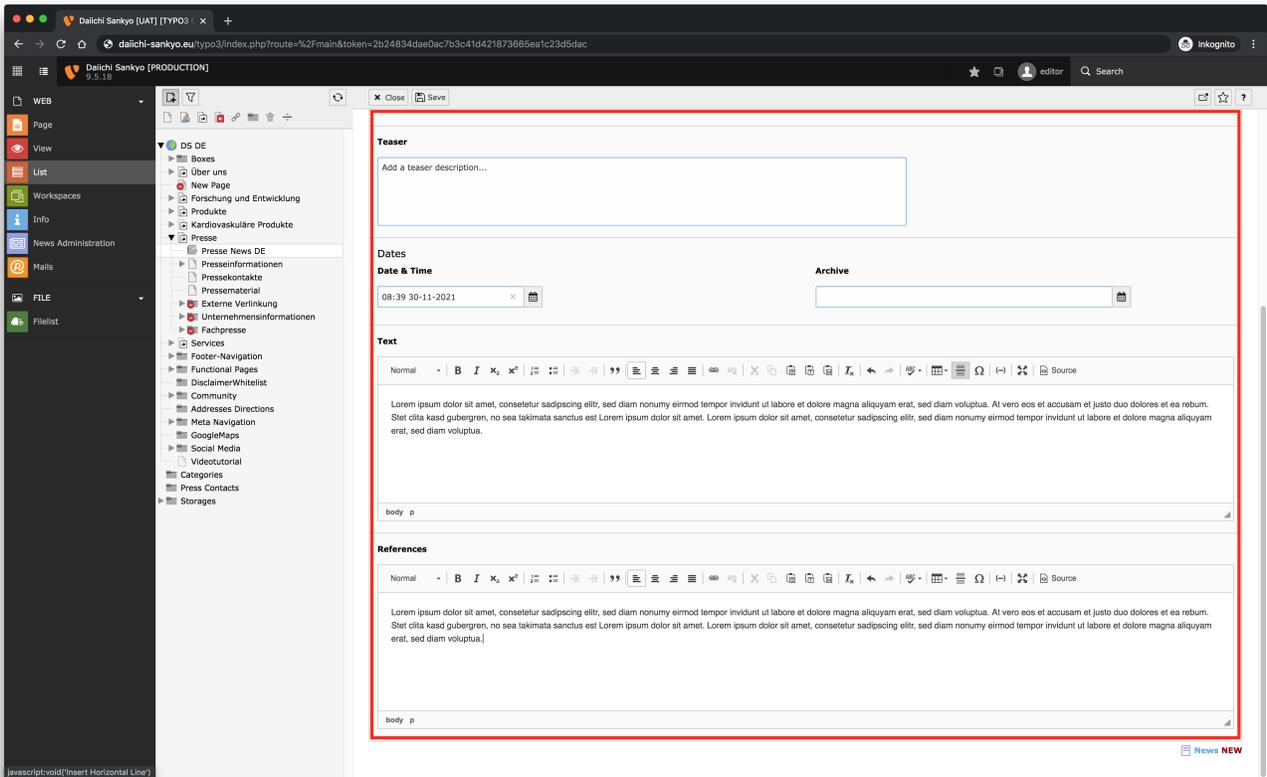
In the list module you can see and edit all existing press release entries. Click on the plus sign on top of the list to create a new press page.



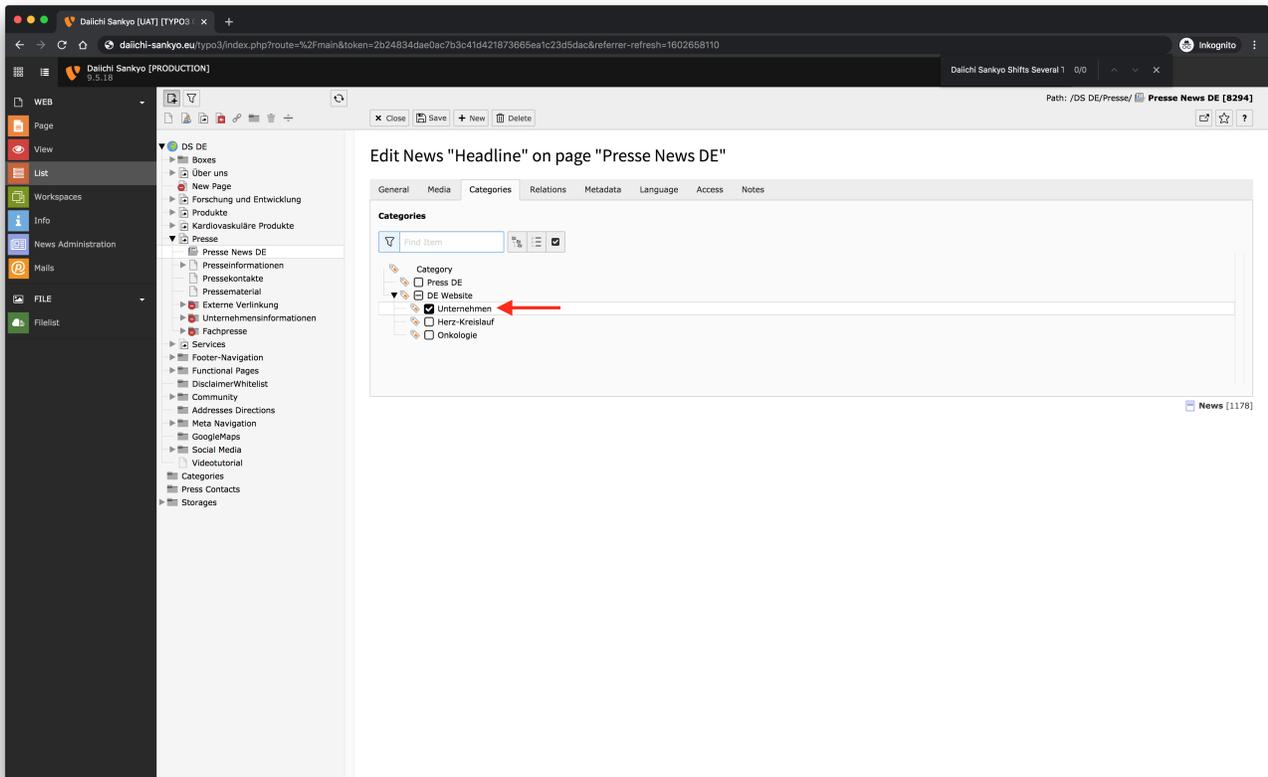
A new page with the type "News" appears in the backend.



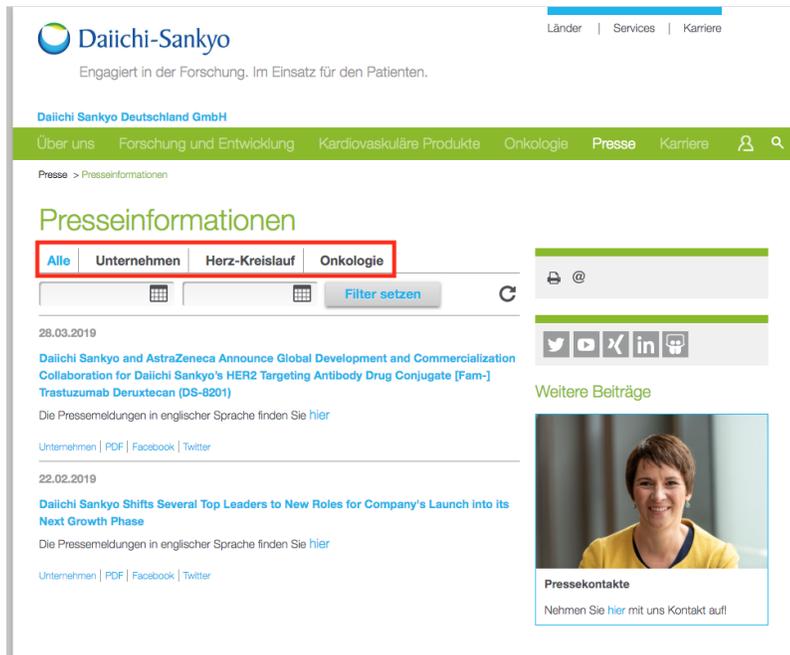
- Enter the desired headline and click on icon "Recalculate URL segment from the page title" next to speaking URL path segment. This generates the URL segment from the headline.
- Enter then a teaser text for the overview page (e.g. <https://www.daiichi-sankyo.de/presse/presseinformationen>) and a release date and time. With a release time in the future you can also schedule a press release. The page will then be published on the website on the specified date.
- At the bottom of the page you can enter the actual content and also input for the reference field.



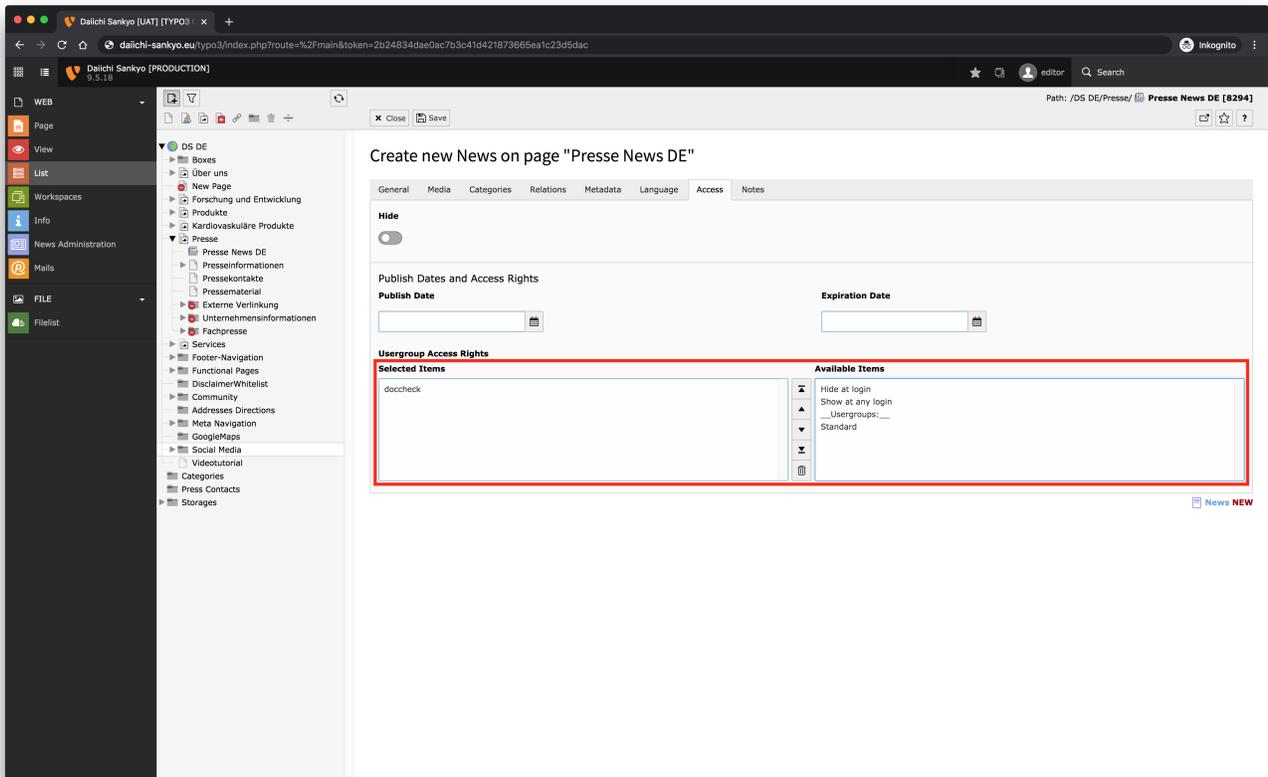
Switch to the tab "Categories" to select a **category** for the new press release.



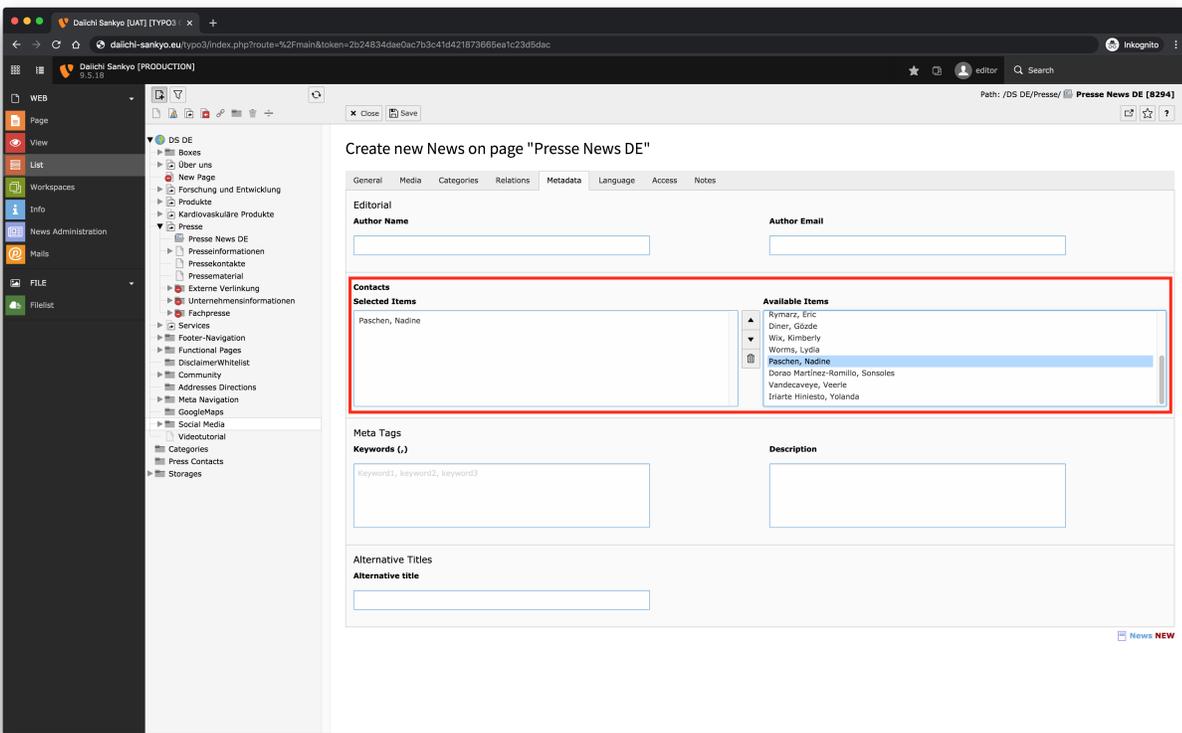
Pages can then be filtered by different categories.



You can also restrict access to the new press release by switching to the tab "Access " and then selecting protection via DocCheck or the Daiichi Sankyo Login.



Select a contact person to display the relevant contact information below the press release on the same page.



The final overview page then appears as follows:

The screenshot shows the Daiichi-Sankyo website's press information overview page. At the top left is the Daiichi-Sankyo logo and the tagline "Engagiert in der Forschung. Im Einsatz für den Patienten." The top right navigation bar includes "Länder", "Services", and "Karriere". Below this is a green navigation bar with "Über uns", "Forschung und Entwicklung", "Produkte", and "Presse". The main content area is titled "Presse > Presseinformationen" and "Presseinformationen". It features a filter bar with tabs for "Alle", "Unternehmen", "Herz-Kreislauf", and "Onkologie", along with a "Filter setzen" button. The main content lists three press releases with their dates and headlines. The first is dated 13.10.2020 with a headline "Headline" and a placeholder "Add a teaser description...". The second is dated 28.03.2019 with a headline "Daiichi Sankyo and AstraZeneca Announce Global Development and Commercialization Collaboration for Daiichi Sankyo's HER2 Targeting Antibody Drug Conjugate [Fam-] Trastuzumab Deruxtecan (DS-8201)". The third is dated 22.02.2019 with a headline "Daiichi Sankyo Shifts Several Top Leaders to New Roles for Company's Launch into its Next Growth Phase". Each entry includes a "Pressekontakte" section with a photo of a woman and the text "Nehmen Sie hier mit uns Kontakt auf!".

This is the final result of the press release detail page with:

- Headline
- Teaser
- Text
- Contact person
- Reference

13.10.2020

Headline

Add a teaser description...

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua.

Kontakte

Nadine Paschen
Corporate Communications Europe
Phone +49 89 7808590
press@daiichi-sankyo.eu

Referenzen

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua.

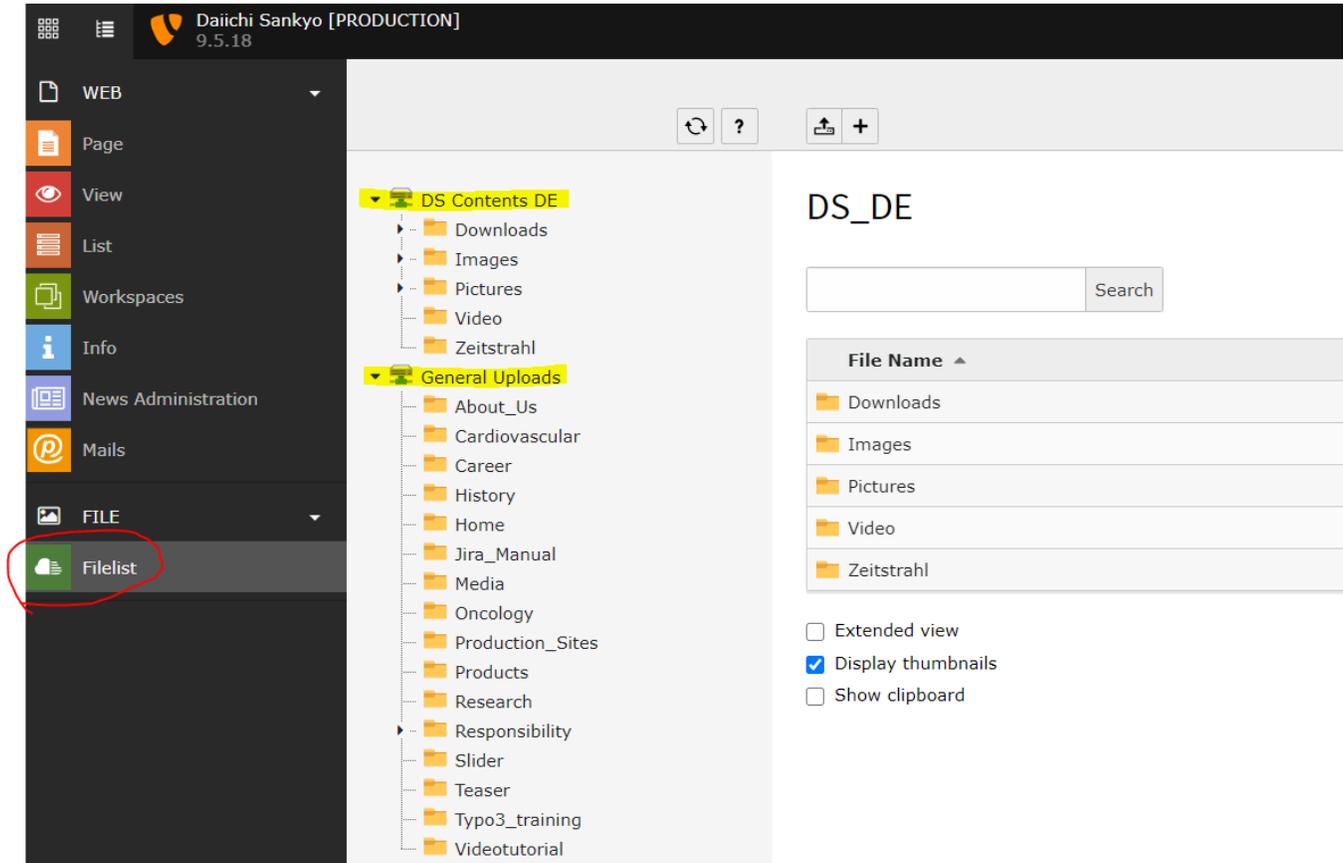
[PDF](#) | [Facebook](#) | [Twitter](#)[← Zurück](#)

Filelist

- [Upload documents](#)
- [Link a document on the page](#)

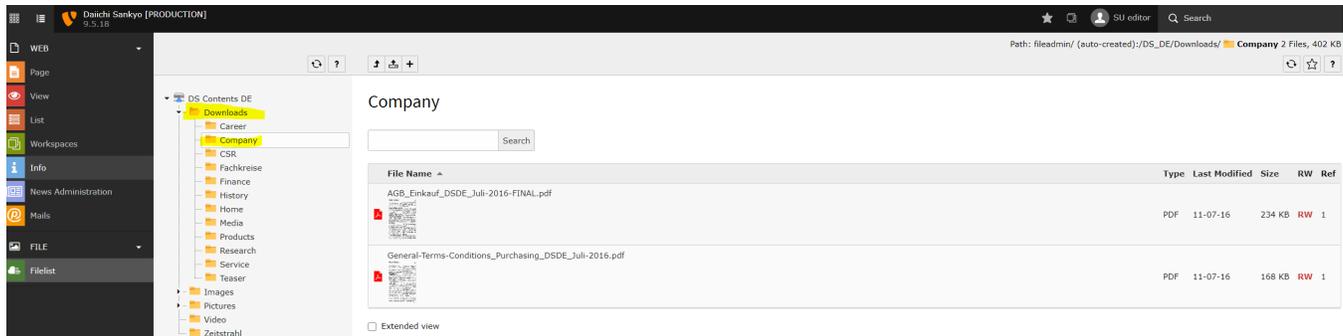
Upload documents

To upload documents, switch to the Filelist module in the module menu on the left side.



Click on your country folder "DS Contents DE" to sort the files accordingly.

Example: Downloads Company



The following functions are available to upload your files:

- Click on the icon "Upload files"  and select your file from the computer
- Drag your desired file from your computer and drop it in the upload area



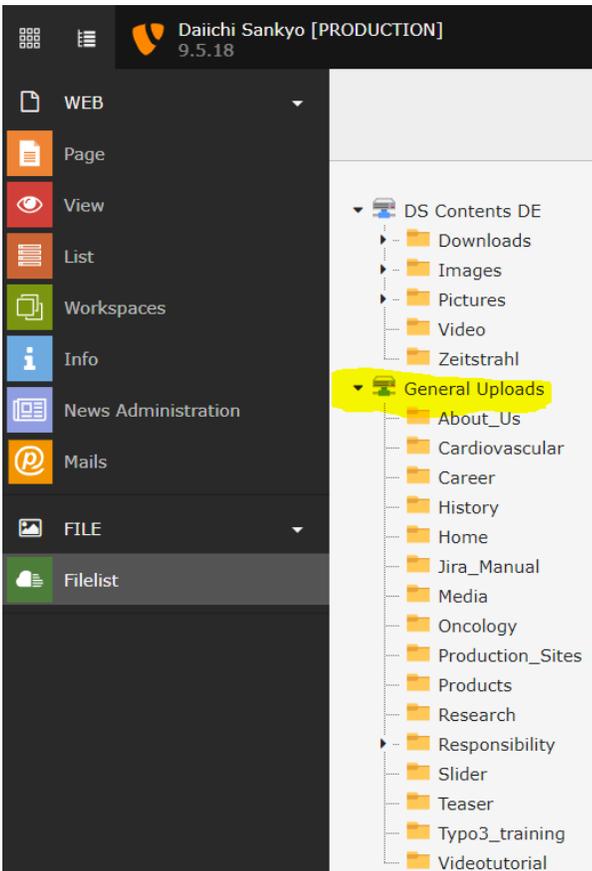
Drag & drop to upload files

Drop your files here, or [click, browse & choose files](#)

Please note:

The maximum upload size for a single file is 70MB!

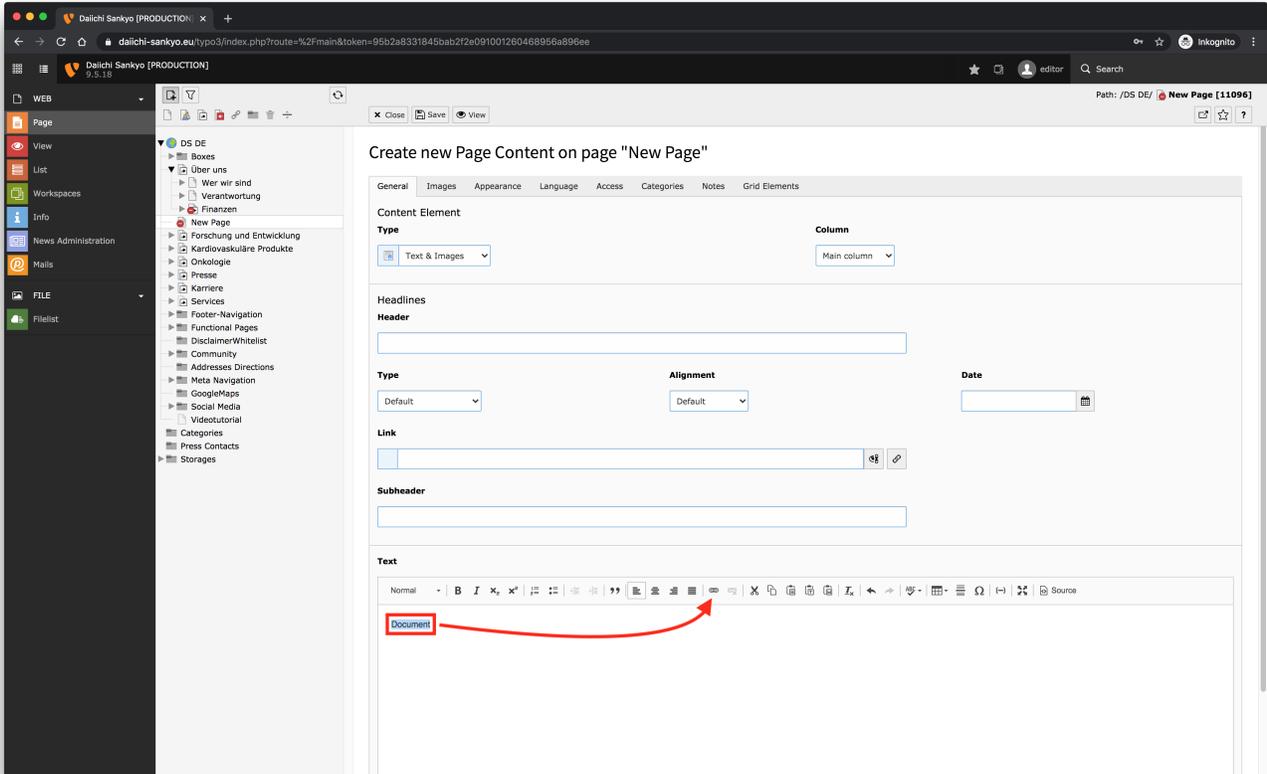
Folder "General Uploads"



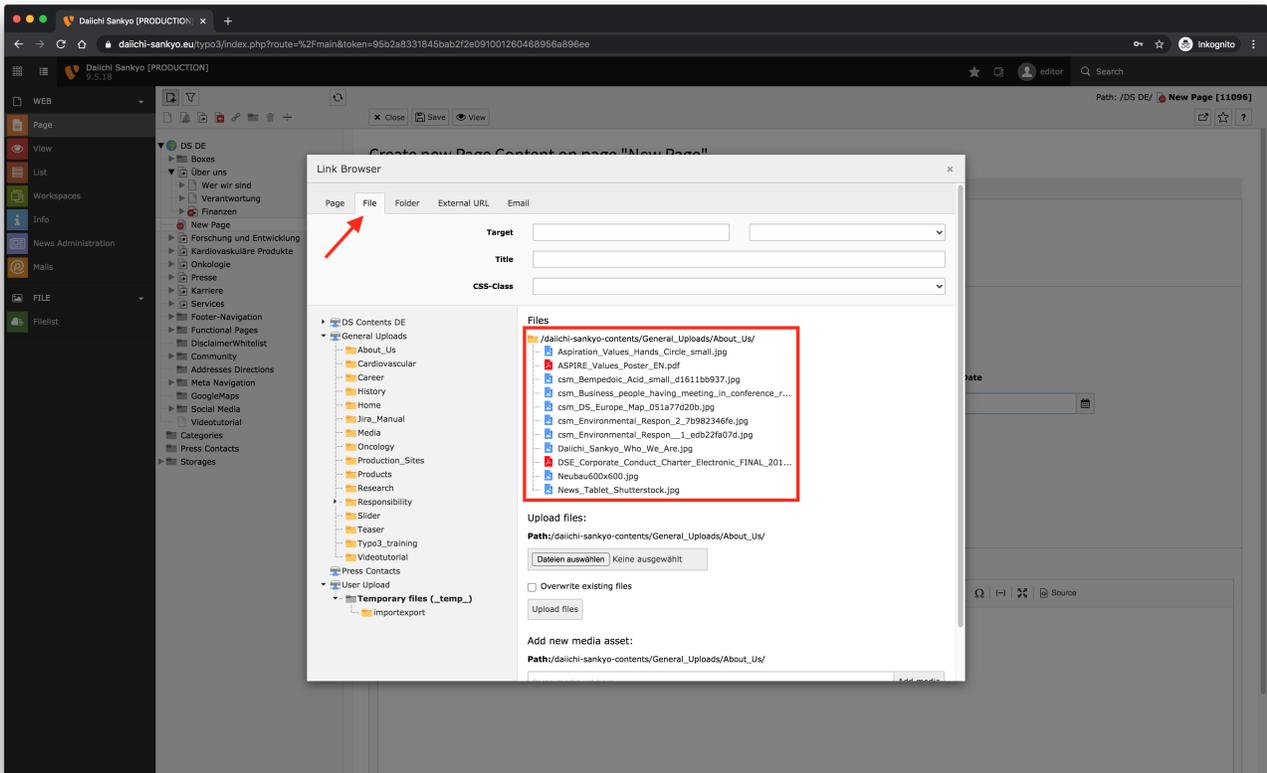
All affiliates have access to the "General Uploads" folder, so please do not move or delete files from it!

Link a document on the page

To link an uploaded file, switch to the corresponding content element in the page view, select the word to be linked and click on the link icon ([see also Page Management "Links"](#)).



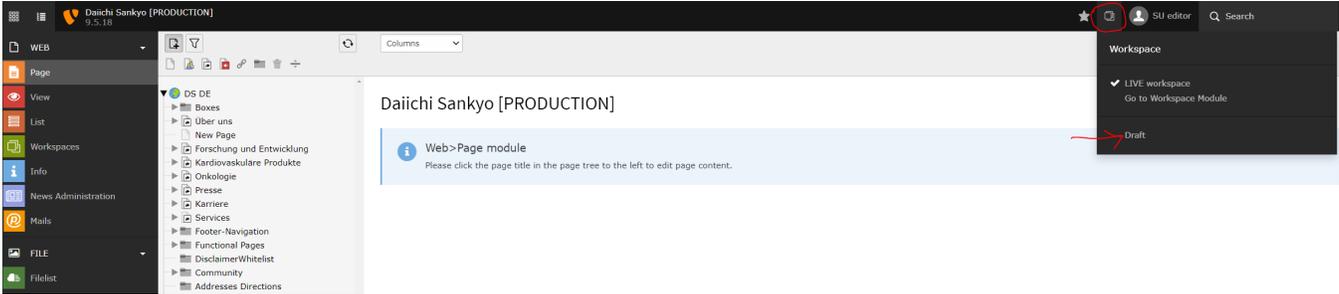
Then switch to the "File" tab. Here you will see the exact same file structure as in the "Filelist" view. Select the desired file and save the page.



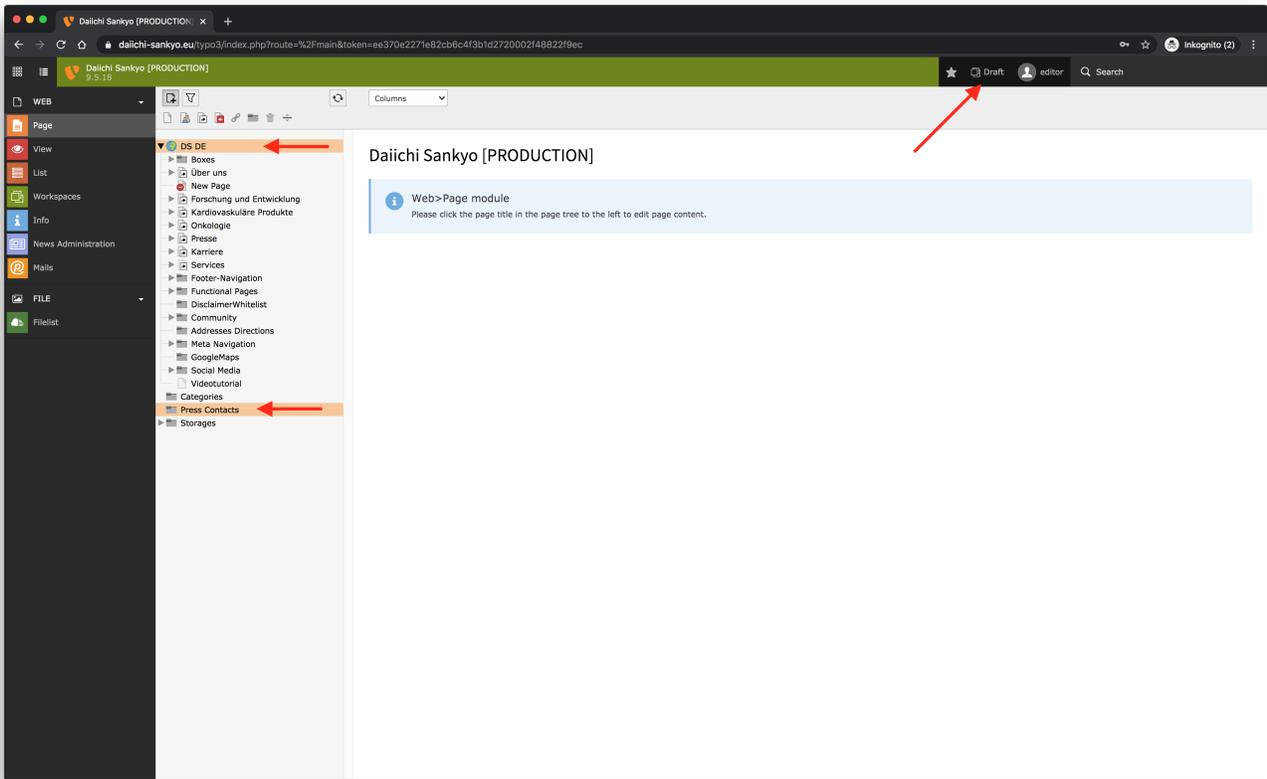
Draft Mode

In Draft Mode, changes can be made to new and existing pages, which then go through an **publishing workflow** before being displayed on the website.

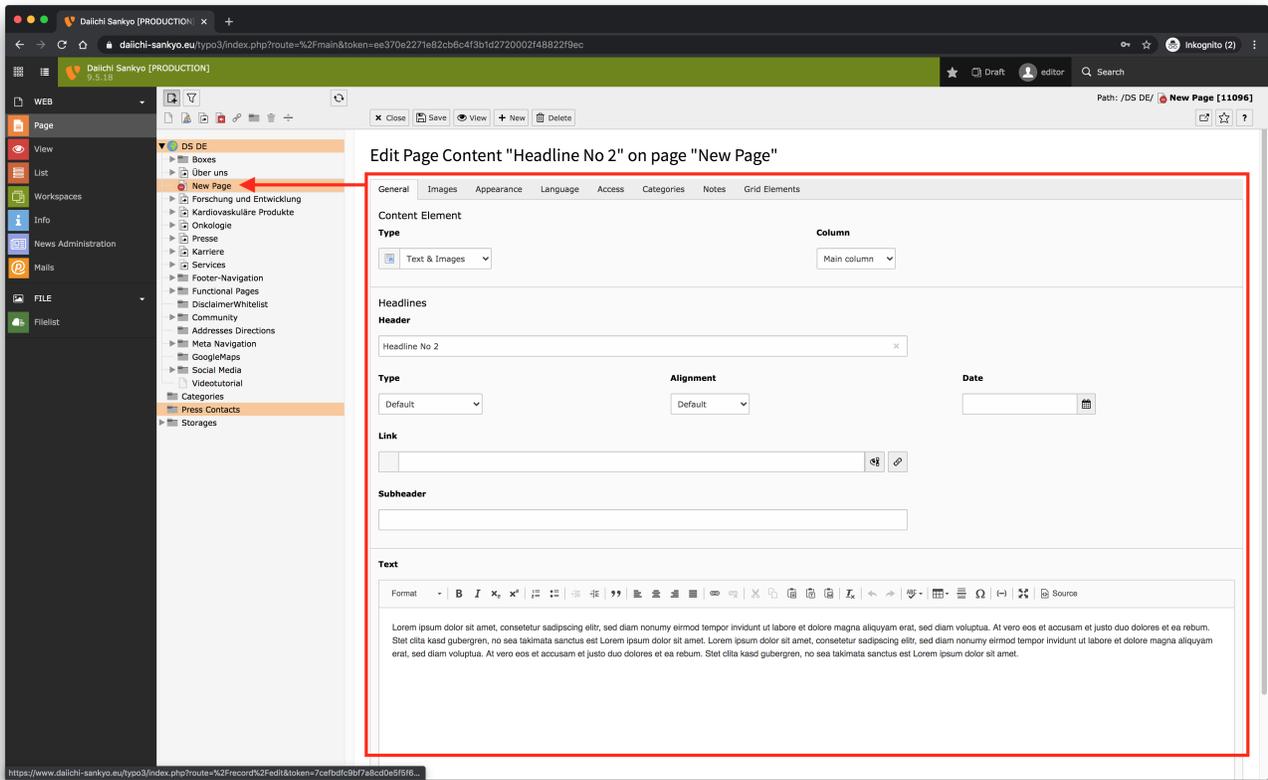
Click on the icon "**Workspace**" in the Toolbar and then switch to "**Draft**".



On each page the draft mode is marked as a **green bar** to prevent any confusion with the live content.



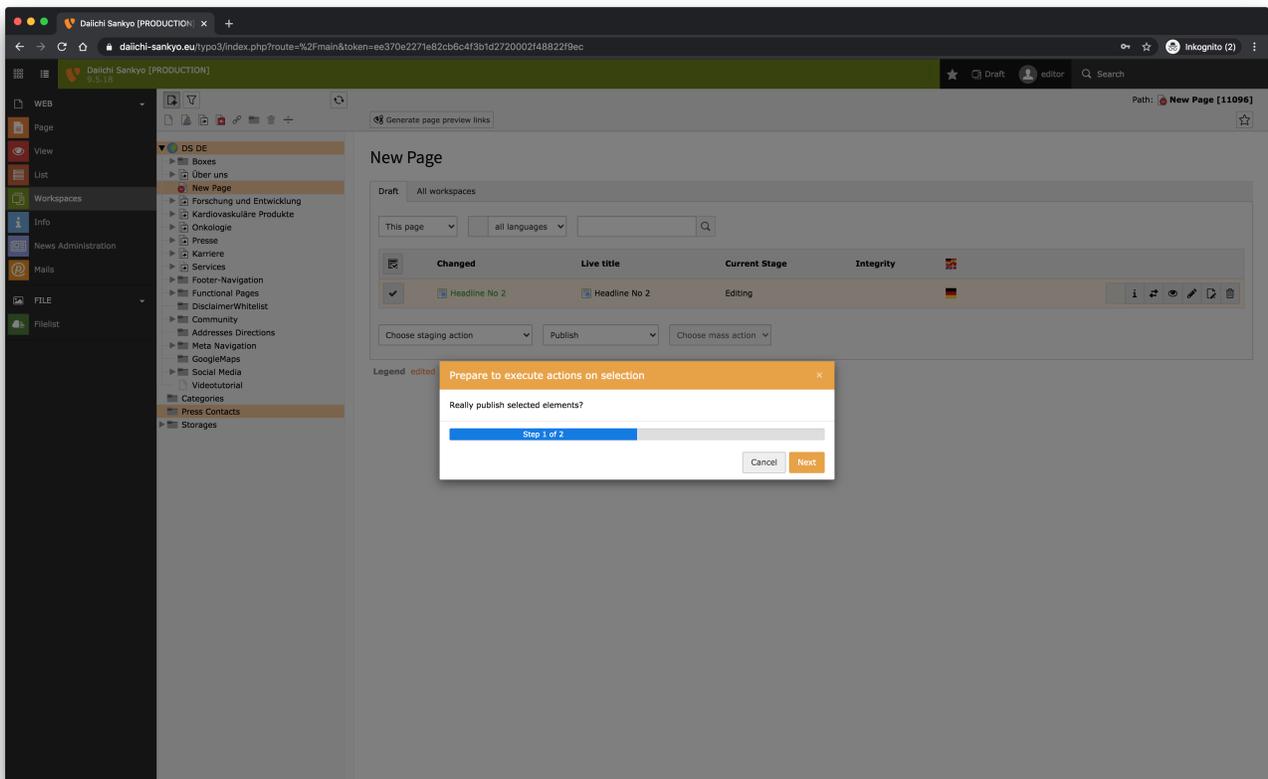
Any **adjustments** to pages are indicated by an **orange background** in the page tree. Select a page, make a change and save the page.



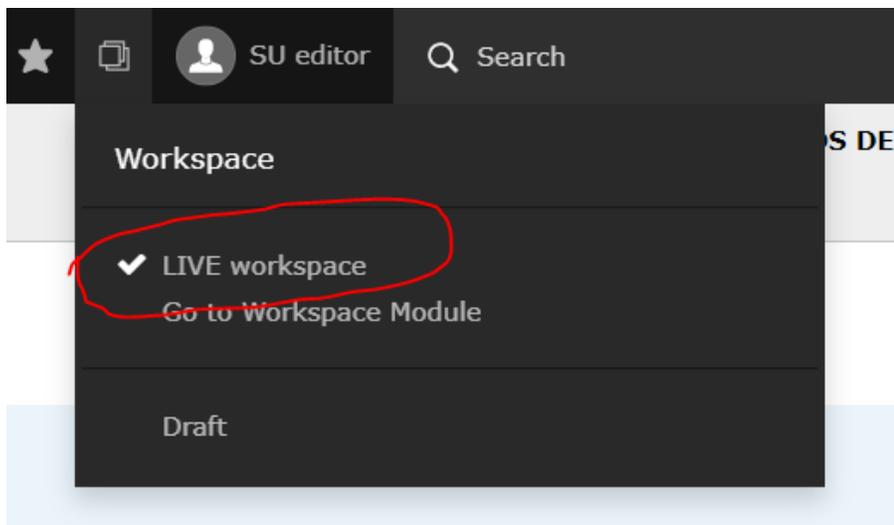
Then switch to the modul "Workspaces" on the left side. Here you you will find all **pending changes** as a "draft".

- With the tools on the right side of each draft you can **edit, preview or delete** the changes
- To **publish a draft**, select the checkbox on the left side of the respective draft and then select "**Publish**" in the dropdown below the list of drafts
- You can also select **all drafts of a page** (see drop down on the bottom right "**mass action**").

Click "Next" in the dialogue box to continue and complete the process and **publish the changes**.



Afterwards do not forget to switch to "Live Workspace" again.



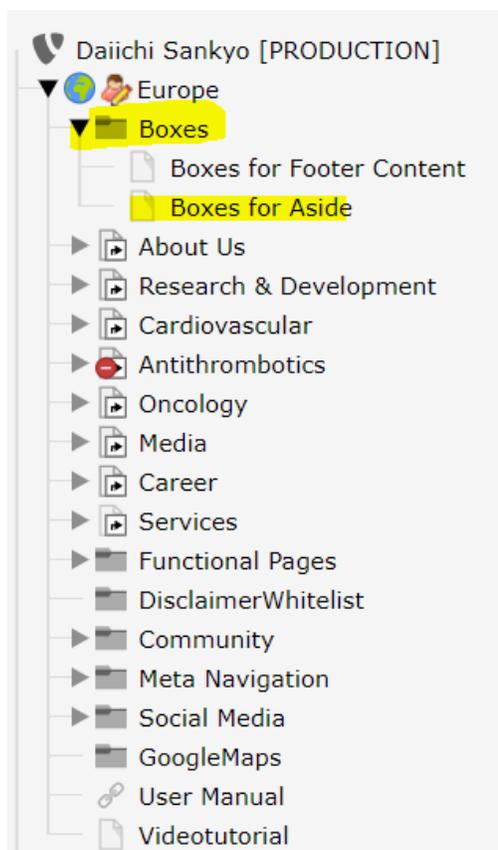
Teaser for Aside

- [General information](#)
- [Content for teaser box with blue border](#)
- [Content for teaser box with grey background](#)
- [Copy of teaser boxes](#)
- [Linking teaser on the page](#)

General information

Teasers are generated in **one particular page** and then linked to the different pages. If changes are to be made in the teaser (e.g. image, text or link) these are only maintained **at one position**.

Teasers on the right side of your website (aside) are created in the page "**Boxes for Aside**".



Here you will find a list of all created teasers.

Boxes for Aside

Main column

Aside column

+ Content

English

ESC Congress 2020
Follow us on Twitter (@EUdaiichisankyo) for the latest information on #ESCCongress 2020!

twitter

+ Content

English

We Care for Every Heartbeat

+ Content

English

Video about our Pharmaceutical Development

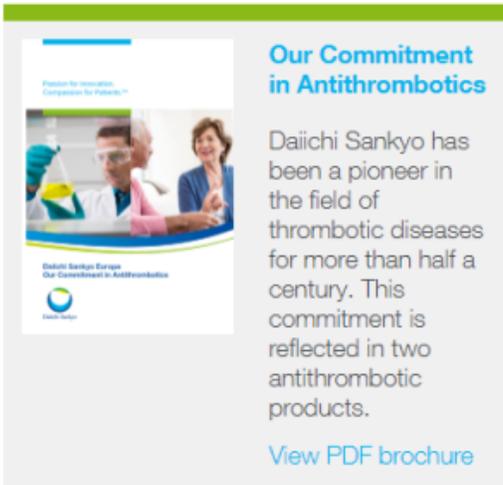
There are 2 different types of teaser boxes for the aside area:

Box with blue border:

What it's like to work with us

We know that our success in Europe relies on courageous people who seize opportunities and turn them into results. [read more ...](#)

Box with grey background:



Content for teaser box with blue border

Go to the page "**Boxes for Aside**" and create a new content element (Text & Media).

Boxes for Aside

Main column

+ Content

Aside column

English

ESC Congress 2020

Follow us on Twitter (@EUdaiichisankyo) for the latest information on #ESCCongress 2020!

Insert a header text and set the type to "**Hidden**".

Insert a headline, a text and a hyperlink. Format the headline as "**Heading 3**" and the text as paragraph.

Go to the tab "Appearance" and select the layout "Textmedia within Sidebar (blue)".

Edit Page Content "European Strategy" on page "Boxes for Aside"

General Media **Appearance** Language Access Categories Notes Grid Elements

Content Element Layout

Layout [layout] Frame [frame_class] Space Before [space_before_class] Space After [space_after_class]

Textmedia within Sidebar (blue) [100] Default [default] None None

Links

Show in Section Menus [sectionIndex] Append with Link to Top of Page [linkToTop]

[1] [0]

Page Content [14007]

Save the changes.

The teaser is created and displayed in the page "Boxes for Aside".

3oxes for Aside

Main column Aside column

+ Content + Content

English

European Strategy [Hidden]
European Strategy
Daiichi Sankyo Europe pursues a strategy of sustainable growth. read more...

COVID-19
Coronavirus

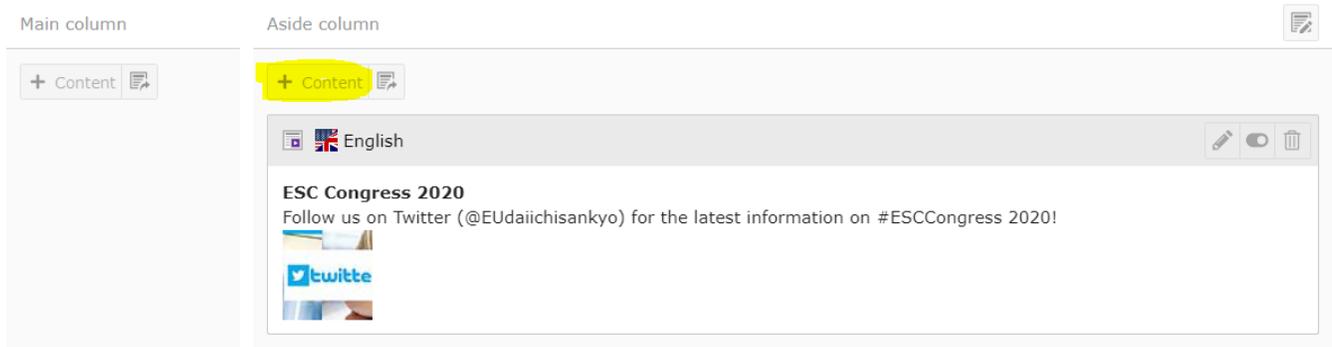
The output on the website looks like this:



Content for teaser box with grey background

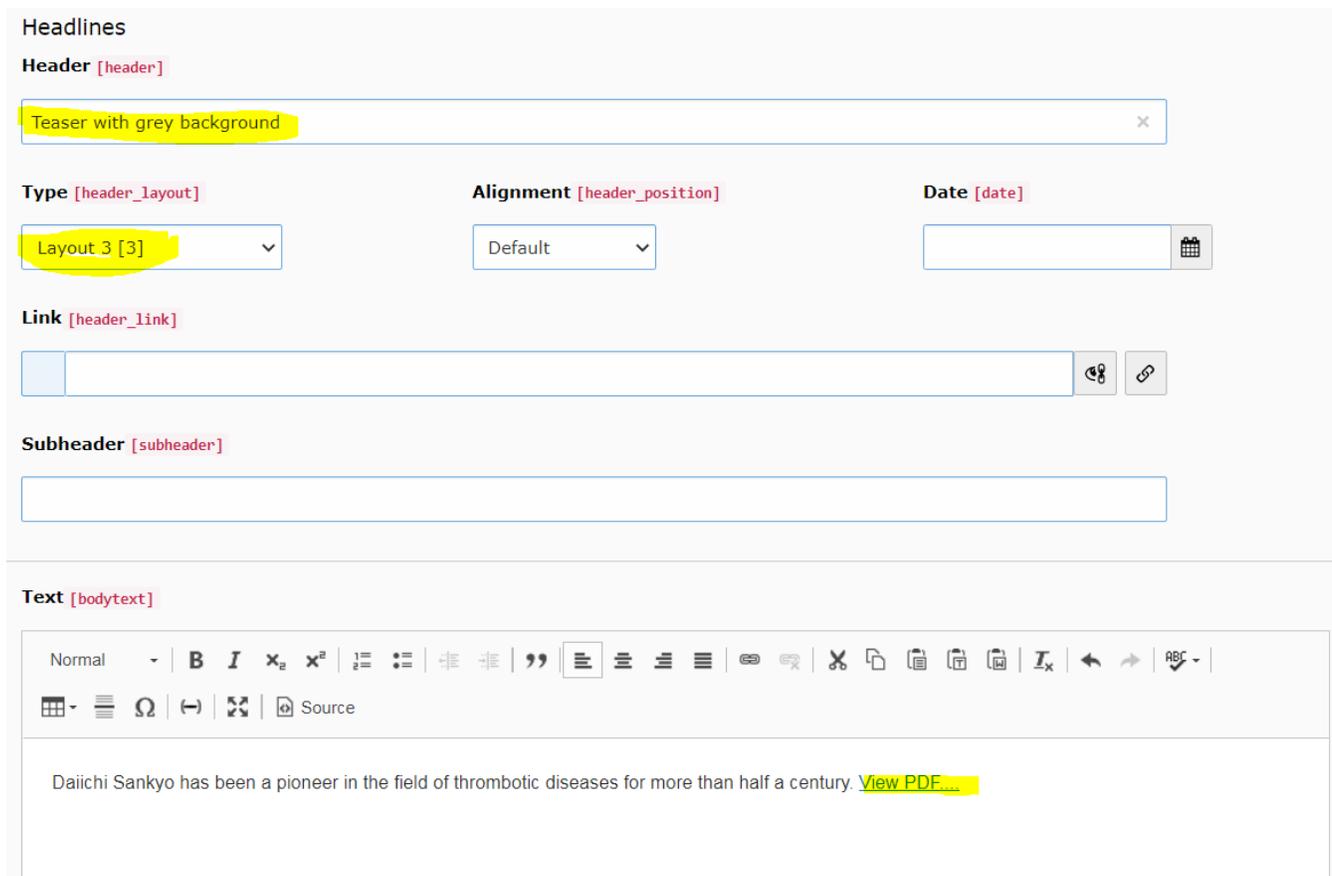
Go to the page "**Boxes for Aside**" and create a new content element (Text & Media).

Boxes for Aside



Insert a headline text and set the type to "Layout 3".

Insert a headline, a text and a hyperlink. Format the text as paragraph.



Insert an image and select "Beside text, left" for aligning the image to the text.

Please note:

If you want to create a teaser box with **grey background** the image must be in **portrait format**.

Edit Page Content "Teaser with grey background" on page "Boxes for Aside"

General **Media** Appearance Language Access Categories Notes Grid Elements

Media elements [assets]

Add media file Select & upload files Add media by URL

Allowed file extensions
JPG JPEG PNG SVG YOUTUBE MP4

Filename Value_Report_2020_Cover.JPG

Media Adjustments

Width of each element (px) [imagemwidth] Height of each element (px) [imageheight] Border around each element [imageborder]

0 0 [0]

Gallery Settings

Position and Alignment [imageorient] Number of Columns [imagecols]

Beside Text, Left [26] 2 [2]

Go to the tab "**Appearance**" and select the layout "**Textmedia within Sidebar (grey)**".

Edit Page Content "Teaser with grey background" on page "Boxes for Aside"

General Media **Appearance** Language Access Categories Notes Grid Elements

Content Element Layout

Layout [layout] Frame [frame_class] Space Before [space_before_class] Space After [space_after_class]

Textmedia within Sidebar (gray) [110] Default [default] None None

Links

Show in Section Menus [sectionIndex] Append with Link to Top of Page [linkToTop]

[1] [0]

Save the changes.

The teaser is created and displayed in the page "**Boxes for Aside**".

Boxes for Aside

Main column

Aside column

+ Content

English

Teaser with grey background
Daiichi Sankyo has been a pioneer in the field of thrombotic diseases for more than half a century. View PDF...



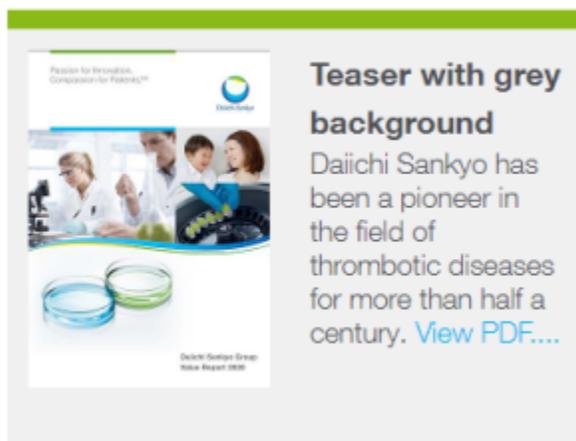
+ Content

English

European Strategy [Hidden]
European Strategy
Daiichi Sankyo Europe pursues a strategy of sustainable growth. read more...

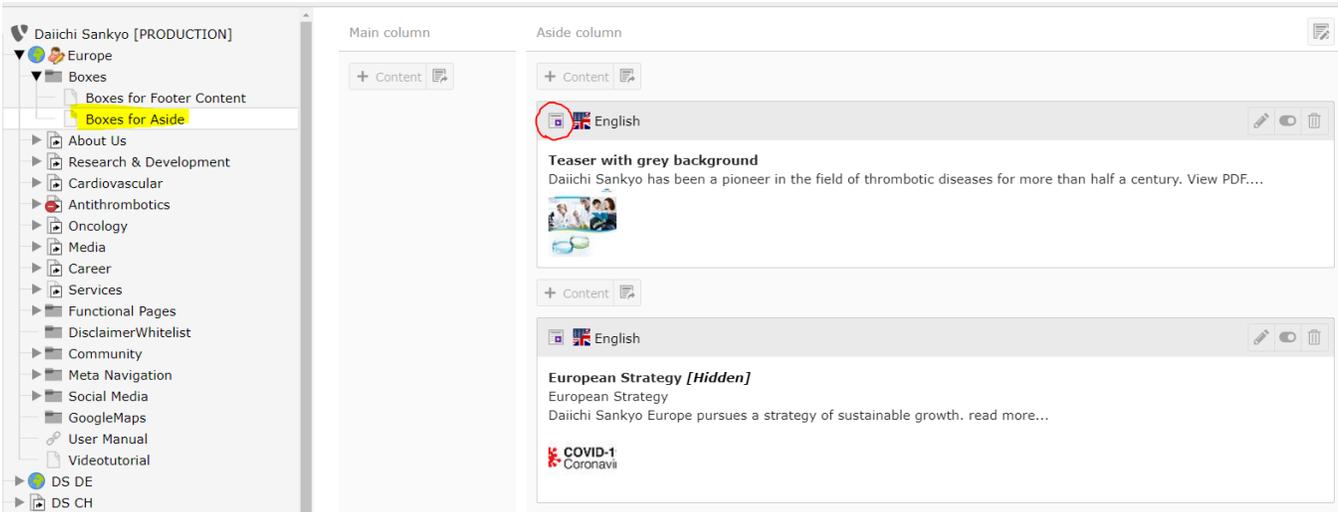


The output on the website looks like this:



Copy of teaser boxes

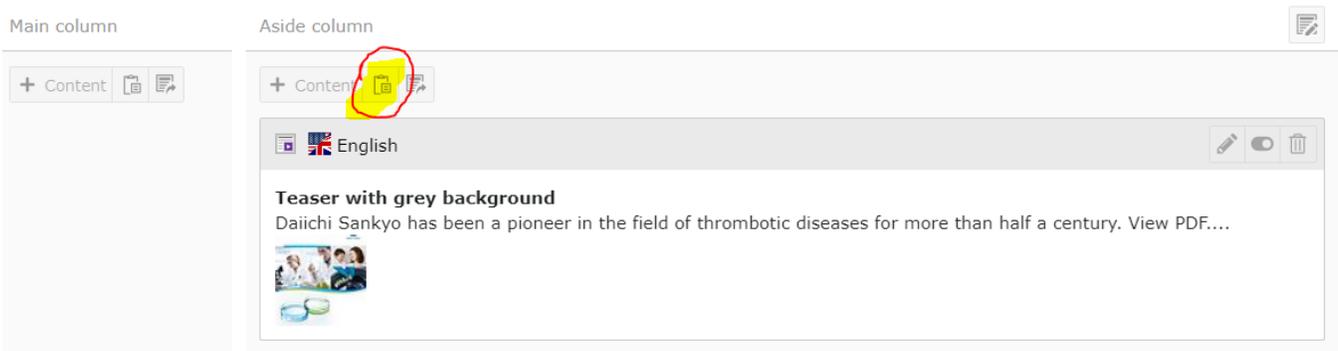
Go to the page "Boxes for Aside" and copy e.g. "Teaser with grey background" by clicking on the icon left to the language and then on "**copy**".



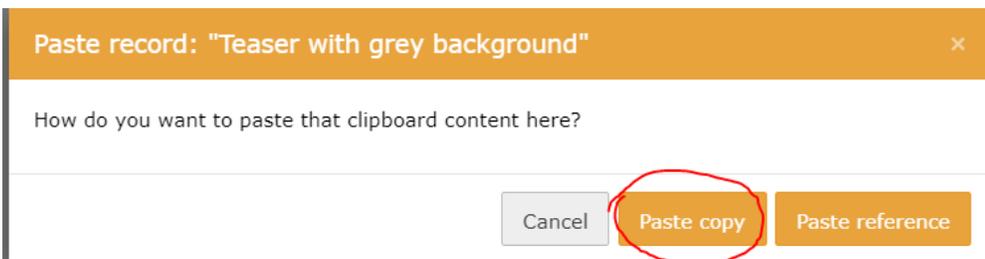
The follow functions appear next to "Content":

- Paste into this column
- Copy content from another page to this place

Boxes for Aside



Click on the icon "Paste into this column" and then on "Paste copy".



The copy of the teaser is created and set on "inactive". You can now edit the teaser concerning headline, text and image. Please do not forget to activate the teaser after editing.

Boxes for Aside

Main column

Aside column

+ Content

English

Teaser with grey background (copy 1)
Daiichi Sankyo has been a pioneer in the field of thrombotic diseases for more than half a century. View PDF...

+ Content

English

Teaser with grey background
Daiichi Sankyo has been a pioneer in the field of thrombotic diseases for more than half a century. View PDF...

Linking teaser on the page

Go to the page where the teaser should be inserted and click on **"Content"** on "Aside column".

Test Video

Main column

Aside column

+ Content

English

Page with teaser
Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.

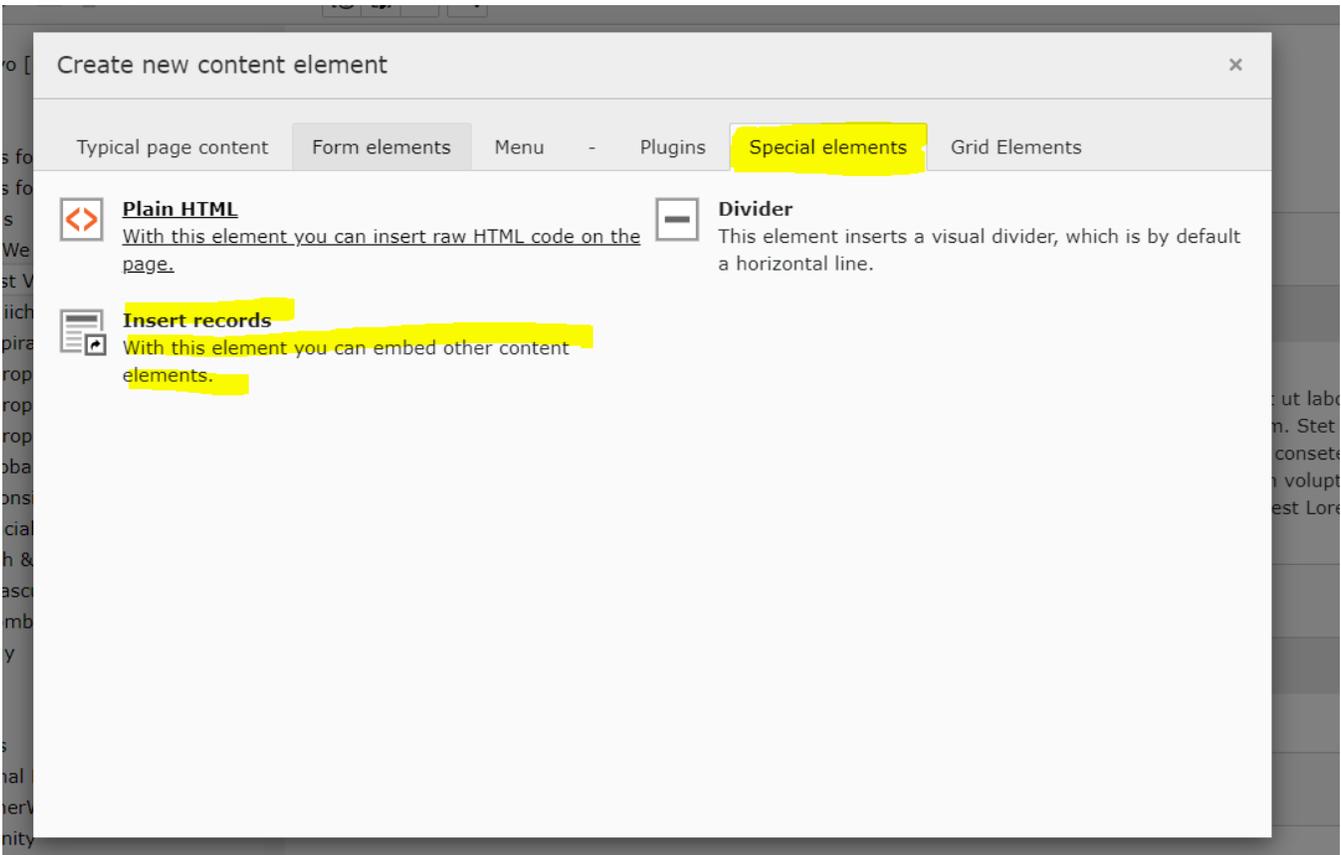
+ Content

English

+ Content

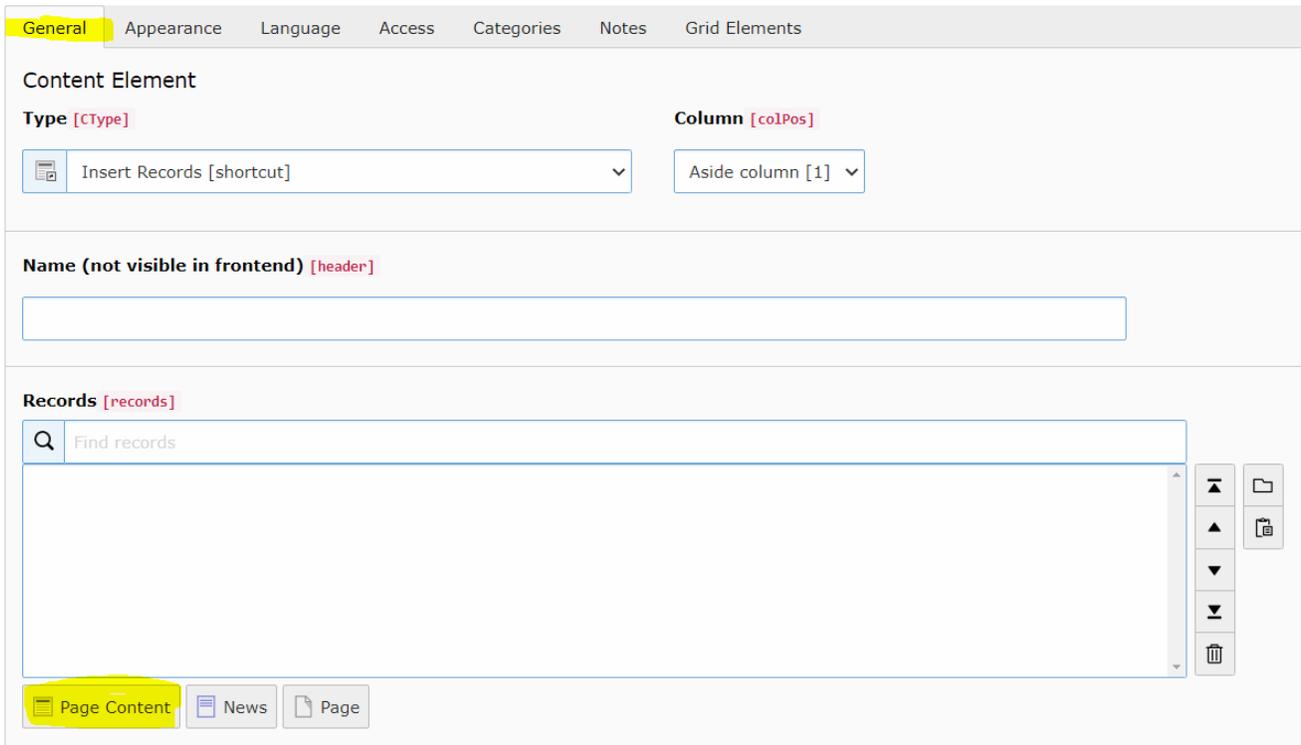
+ Content

Go to the tab **"special elements"** and select **"Insert records"**.



Now the created teasers must be inserted under "Records". Click on "Page Content".

Create new Page Content on page "Test Video"



Click on "Boxes for Aside".

Under "Page Content" you will find all created teasers (53 in total). Select the requested teaser from the list by clicking on it e.g. "Teaser with grey background" and "European Strategy".

Header	[Ref]	[Localization]	Description
+ Teaser with grey background	-	English	
+ European Strategy	-	English	
+ ESC Congress 2020	1	English	
+ We Care for Every Heartbeat	5	English	
+ Video about our Pharmaceutical Development	1	English	
+ Trudie Lobban MBE on the importance of taking your...	2	English	

The teasers are inserted. With the arrows (right) they can be moved up and down or deleted.

Create new Page Content on page "Test Video"

General Appearance Language Access Categories Notes Grid Elements

Content Element

Type [cType] Column [colPos]

Insert Records [shortcut] Aside column [1]

Name (not visible in frontend) [header]

Records [records]

Find records

Teaser with grey background

European Strategy

Page Content News Page

Save the changes.

The teasers are integrated in the page.

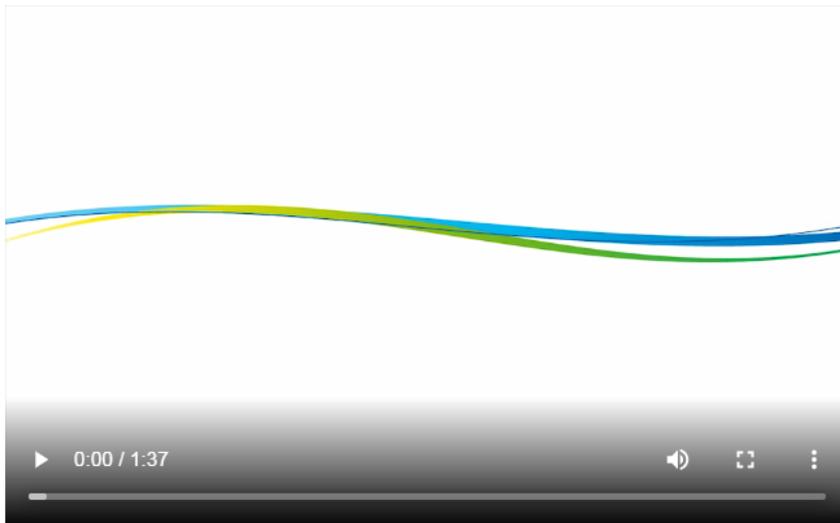
Test Video

The screenshot displays a content management system interface with two columns: 'Main column' and 'Aside column'. Both columns have a '+ Content' button and a language selector set to 'English'. The 'Main column' contains a 'Page with teaser' block with placeholder text. The 'Aside column' contains two teaser blocks. The first block is titled 'Teaser with grey background' and features a grey background, a small image, and text about Daiichi Sankyo. The second block is titled 'European Strategy [Hidden]' and features a white background and text about European Strategy. A yellow circle highlights the two teaser blocks in the aside column.

The output looks like this:

Page with teaser

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.



Teaser with grey background

Daiichi Sankyo has been a pioneer in the field of thrombotic diseases for more than half a century. [View PDF...](#)

 **COVID-19**
Coronavirus

European Strategy

Daiichi Sankyo Europe pursues a strategy of sustainable growth. [read more...](#)

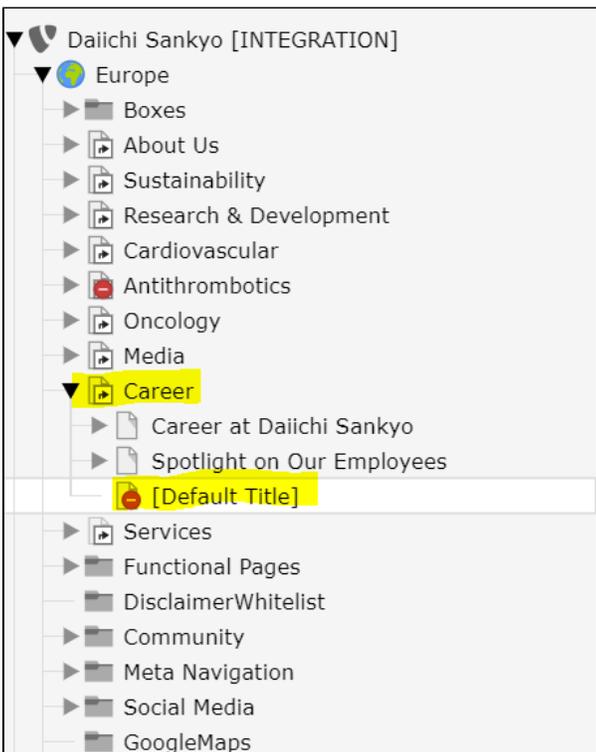
Blog Function

General:

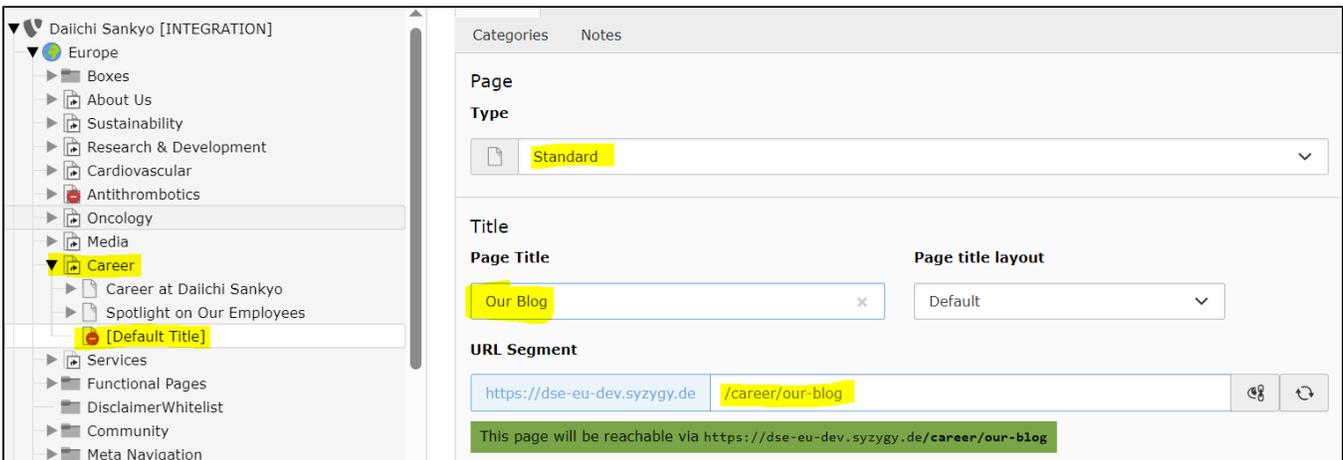
- **Blog function** can be placed at any place on the website (main or subpage) and is maintainable by country editors and admins.
- **Blog article page** is just a page on TYPO3 which is almost the same as standard page, however, it has own page type and icon and has a bit more specialities of how it is rendered on frontend.

A. How to create a blog?

Create the required **page** in the **usual way** (new subpage), e.g. under "**Career**"



Enter a **page title** e.g. "**Our Blog**" and click on "save".

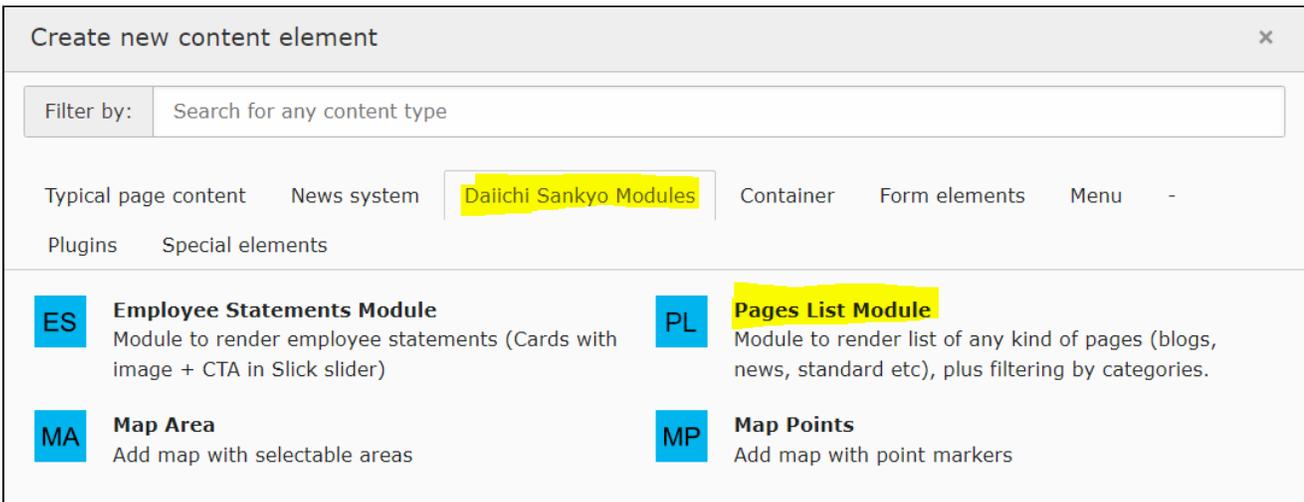


The page is created, but still without content.



Create a **new content element** by clicking on "**Content**".

In order to get list of Blog Articles on the page, there is a new content module called "**Pages List Module**" under the tab "**Daichi Sankyo Modules**":



Choose "**Page List Module**" and set the required configurations:

Close Save View

Create new Page Content on page "Our Blog"

General Appearance Language Access

Content Element

Type: Pages List Module Column: Container: -

Pages Type (doktype)
Blog Articles

Max results per page
6

- **Pages Type (doktype)** here you select **Blog Articles**. Field is **required**.
- **Max results per page** here you select **how many articles** to show on the blog page overview. 6 results are set per default. Field is **required**.

6

Category Options (will be displayed in Filter)

Find Item

- TR Website
- UK Website
- Nordics Website
- CA Website
- CH DE Website
- EU Website
 - Patient Centricity
 - Our People and Culture
 - Innovation
 - Company
 - Research
 - Oncology
 - Cardio

Pages PID (If used - show only pages under specific Storage)

Find records

Category Options here you select the **categories** that will be displayed on the blog/filter

Frontend view:

Come view our passion for innovation, compassion for patients through stories about real Daiichi Sankyo activities and people who embody our company's mission, vision, and strengths.

All Patient Centricity Our People and Culture Innovation

In order to create country specific categories please contact the [CC team](#).

Pages PID (If used - show only pages under specific Storage)

Find records

Page

Current Siteroot (if set - TYPO3 will automatically use this page as Overview page for selected Pages Type[doktype] entities)

Europe

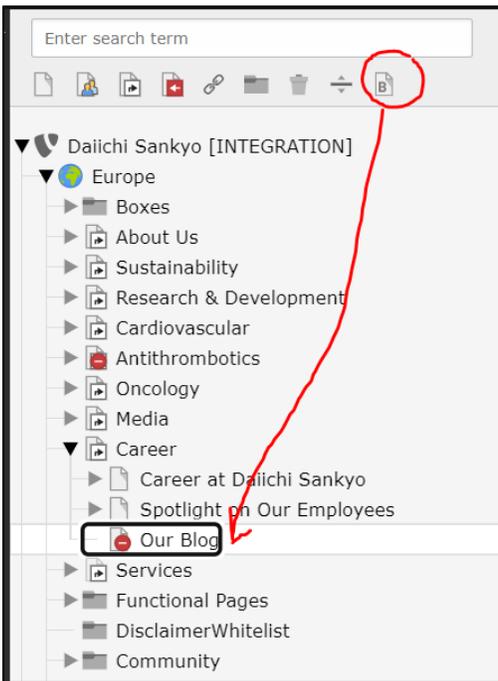
Current Siteroot select the **country** on which the blog feature should be placed

If the settings are done, **save** and **close** the module.

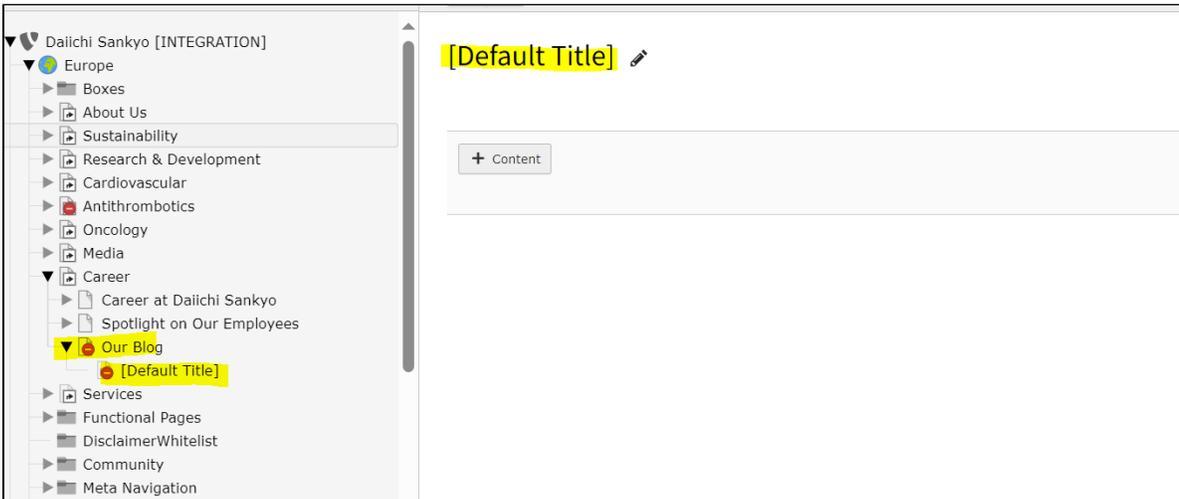
The screenshot shows the TYPO3 CMS interface. On the left, a sidebar displays a tree view of the site structure under 'Daiichi Sankyo [INTEGRATION]'. The 'Europe' region is selected, and the 'Our Blog' page is highlighted. The main content area shows the 'Our Blog' module configuration. The module is titled 'Our Blog' and contains a 'Pages List Module' and a 'Content' button. The 'Pages List Module' is currently empty.

B. How to create blog article pages?

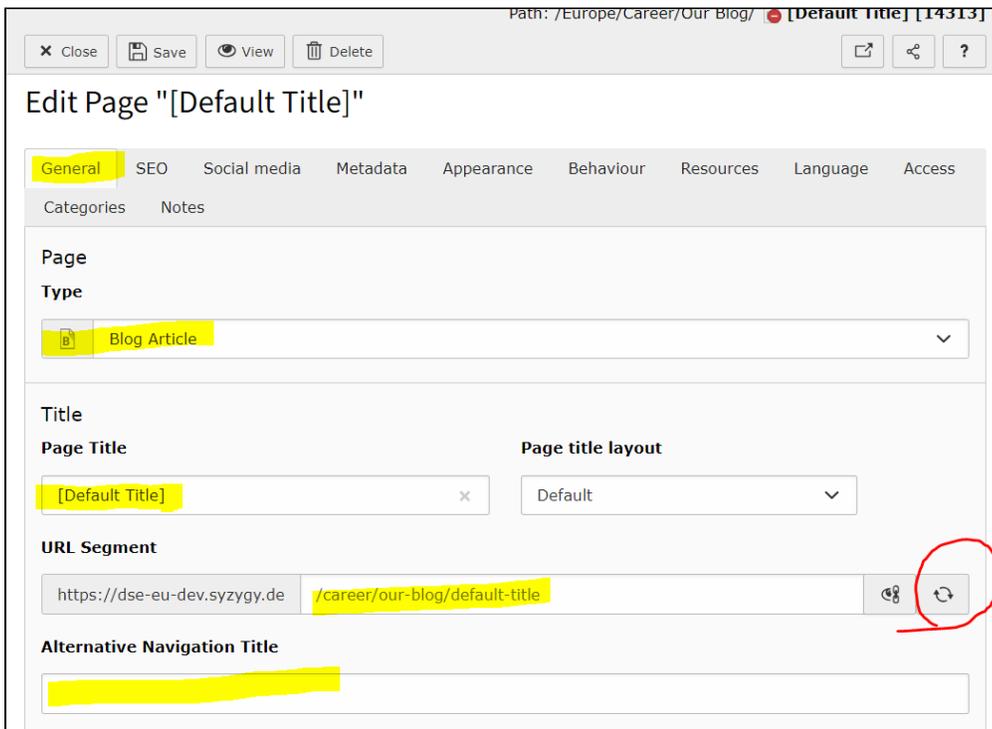
In order to add new **blog article pages**, click on "Our Blog", drag the **new blog icon from the top** and move it under "Our Blog":



A new **blog article page** has been created.

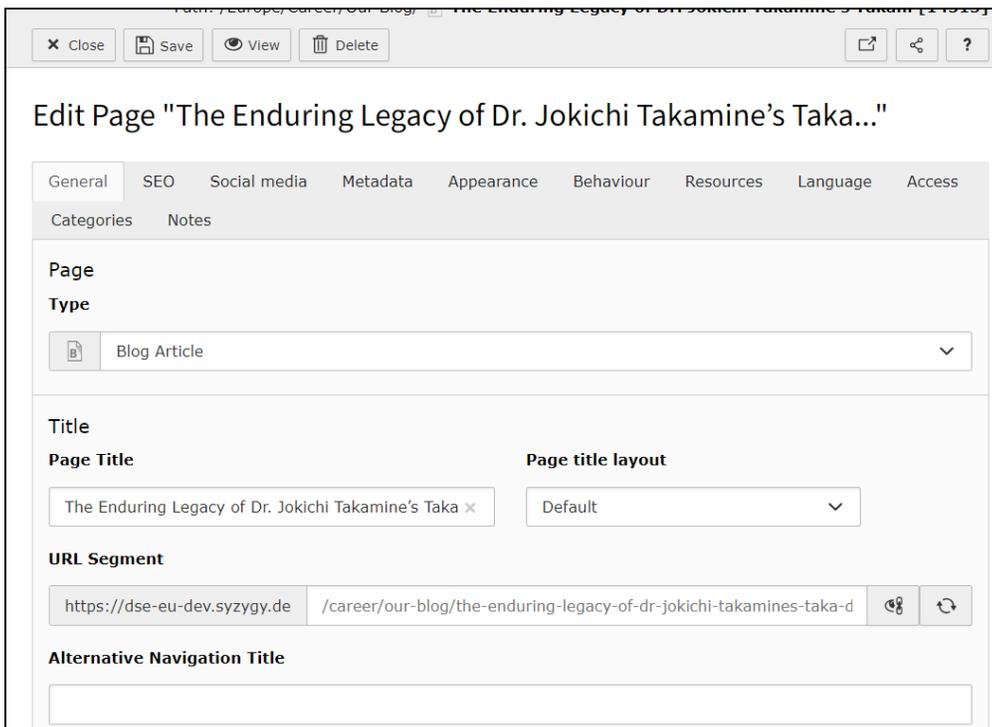


Edit "**Page properties**" of the page:



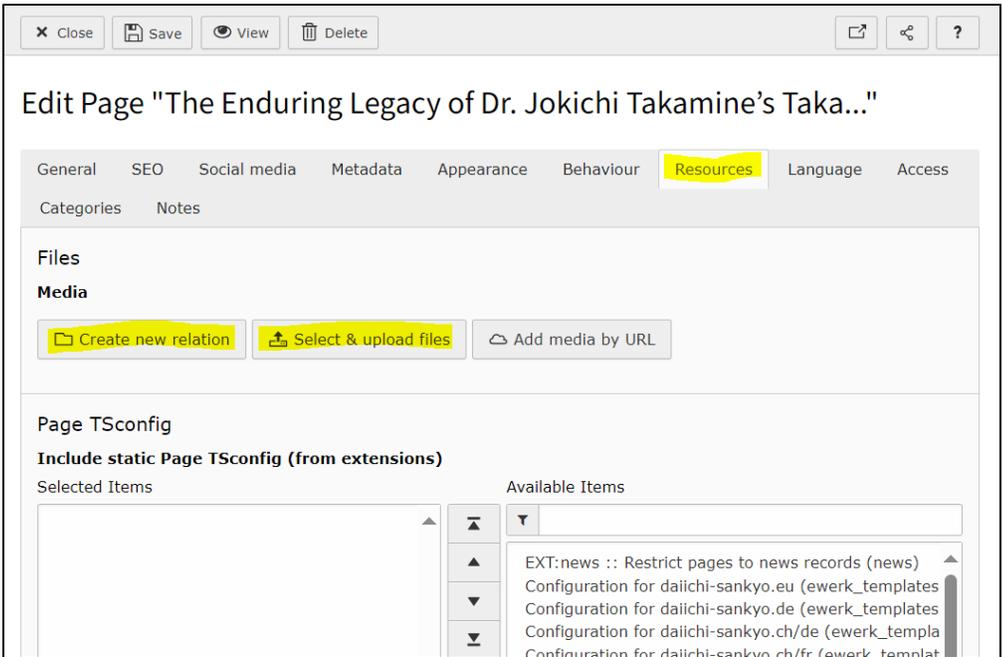
Enter the **Page Title** e.g. "The Enduring Legacy of Dr. Jokichi Takamine's Taka-Diastase in Medicine and Literature". Click on the icon "**Recalculate URL segment from page title**".

If the **Page Title** of the Blog Article is very long, you can add a shorter version in the field **Alternative Navigation Title**. The shorter one will be used for **Navigation and Breadcrumbs** and the full one will be used for the single article page.



Add **image** and **image caption**:

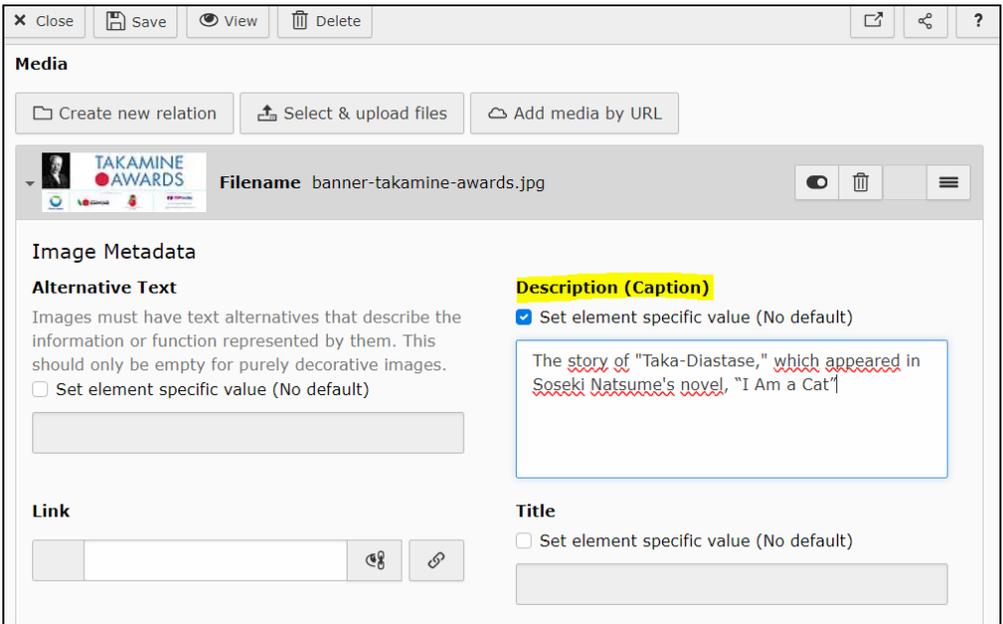
You are still in the "Page Properties". To add images, please click on the tab "**Ressources**".



Choose your **image** by uploading it from the **TYPO3 file list** or from the **computer**.

Please remember:

If you upload an image from your computer, it is not available in the Typo3 file list and therefore cannot be used by another editor.



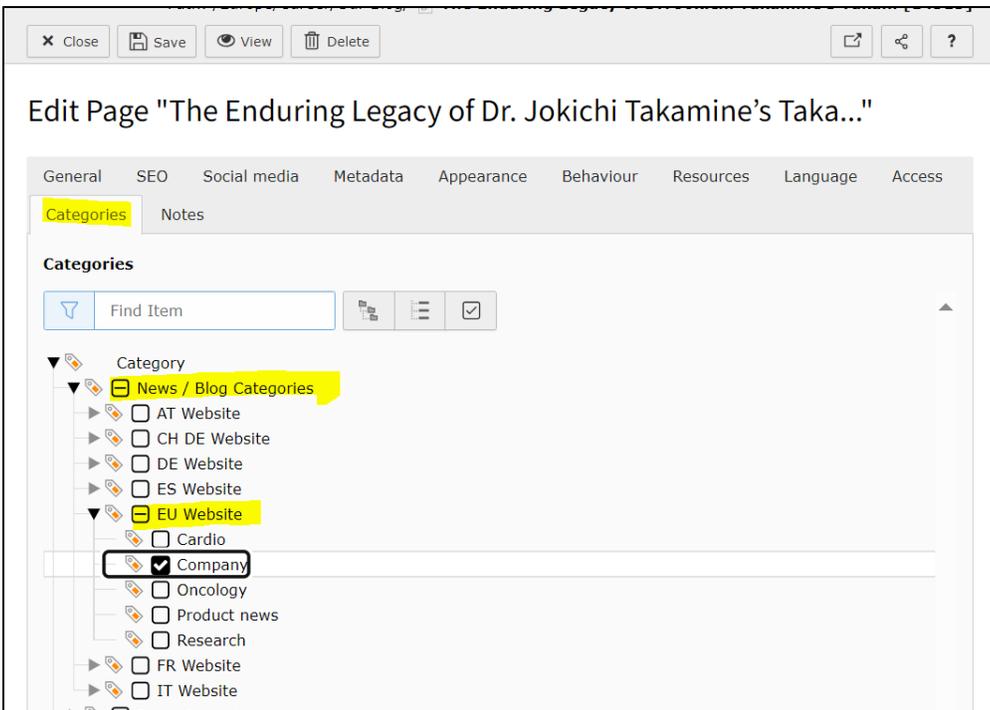
Enter the **image caption** (if necessary).

Frontend view:



Add **category** (or categories) that this Blog Article should belong to:

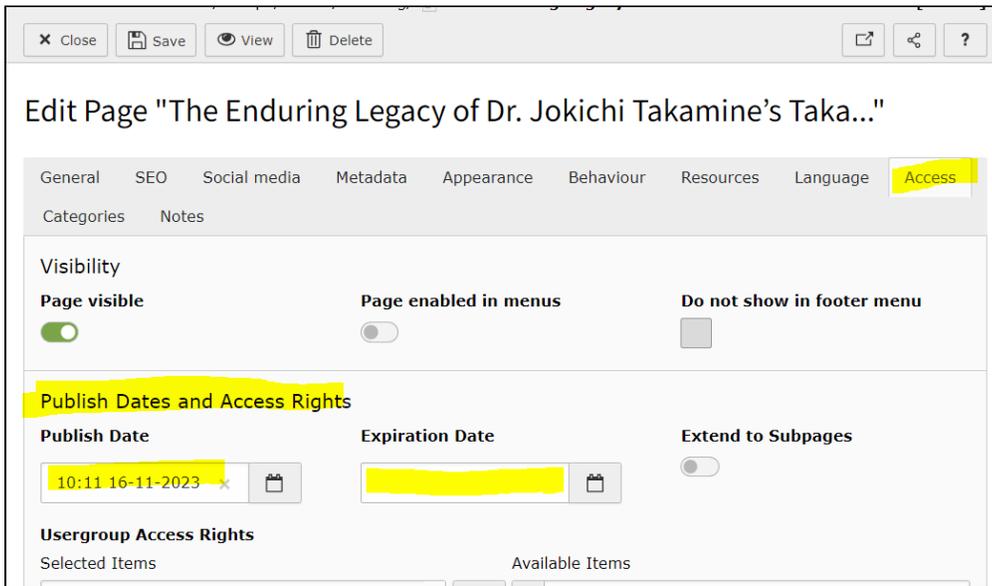
You are still in the "Page Properties". Click on the tab "**Category**" and select your category under "**EU Website**".



Add **publishing/expiration** date:

You are still in the "Page Properties". Click on the tab "**Access**" and enter the **publishing date** of the blog article.

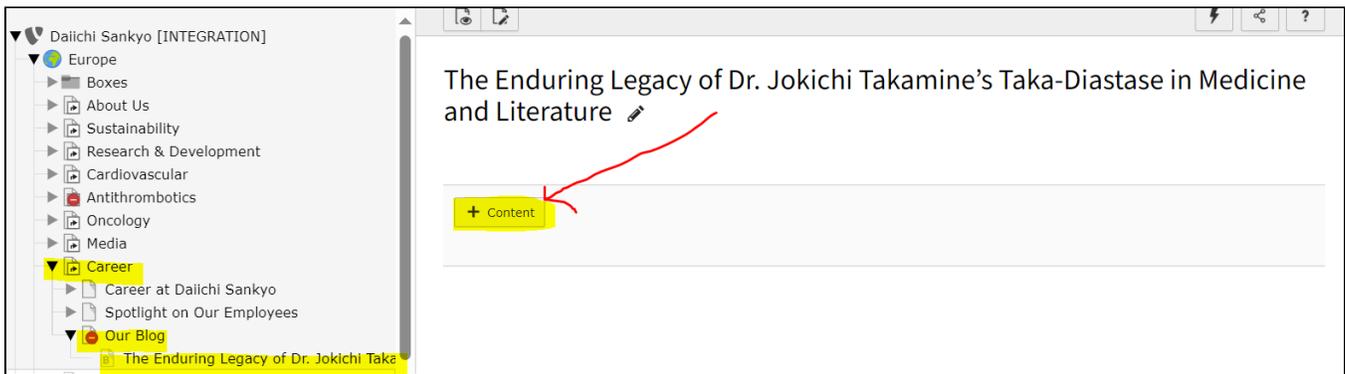
If you don't enter a publishing date, the date when you have created this page is used as a default value.



Optional - If you select a **future date** here, then the Blog Article will automatically appear on the website when this date will come.

You can also set an **expiration date** when Blog Article should disappear from the frontend.

Save your settings and leave the "Page Properties":



That's all about bog page specialities. The rest is working in the same way as for regular pages.

Now you can fill the page with content by using the content element "**Text and Media**".

Create new content element x

Filter by:

Typical page content | News system | Daiichi Sankyo Modules | Container | Form elements | Menu | -

Plugins | Special elements

 Header Only Adds a header only.	 Regular Text Element A regular text element with header and bodytext fields.
 Text & Images Any number of images wrapped right around a regular text element.	 Images Only Any number of images aligned in columns and rows with a caption.
 Text & Media Any number of media wrapped right around a regular text element.	 Bullet List A single bullet list.
 Table A simple table.	 File Links Makes a list of files for download.

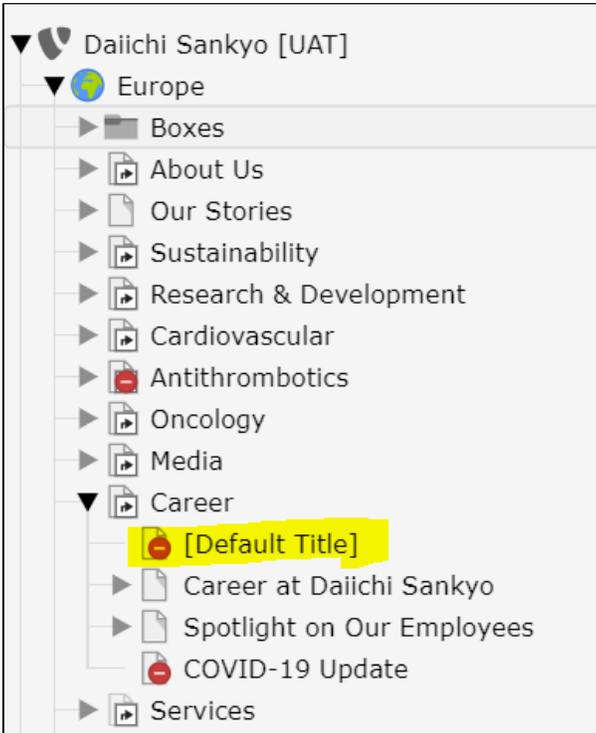
Employee Interview Module

General:

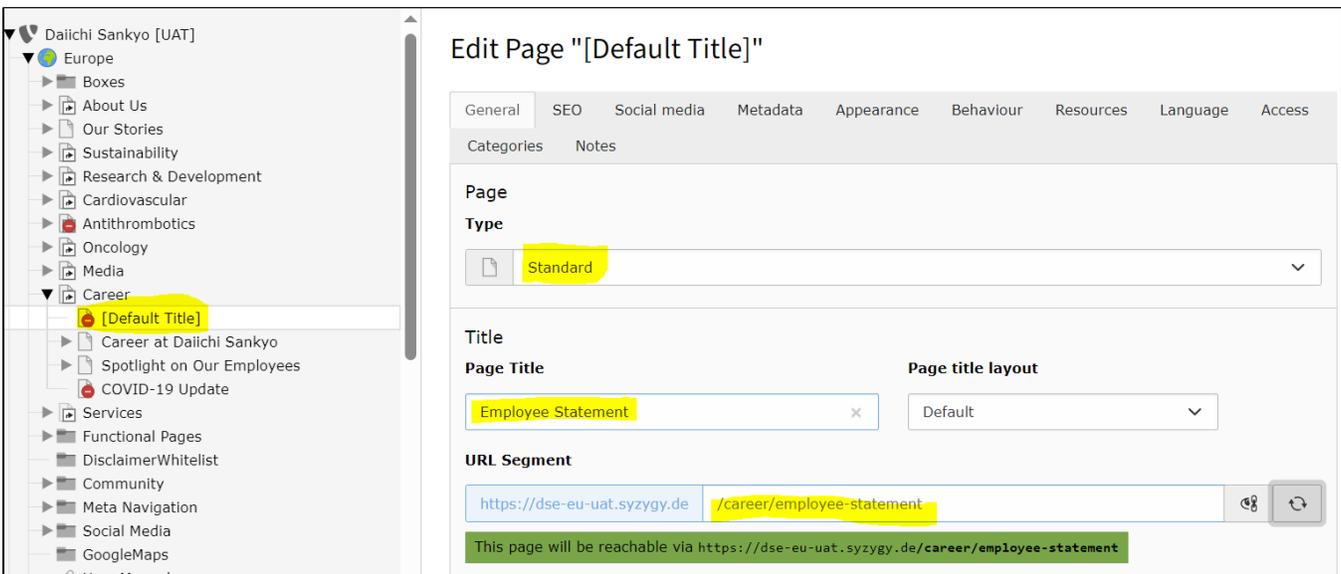
Display of multiple employee voices (interviews) by clicking on it. It leads to an article page with detailed information.

A. How to create the module

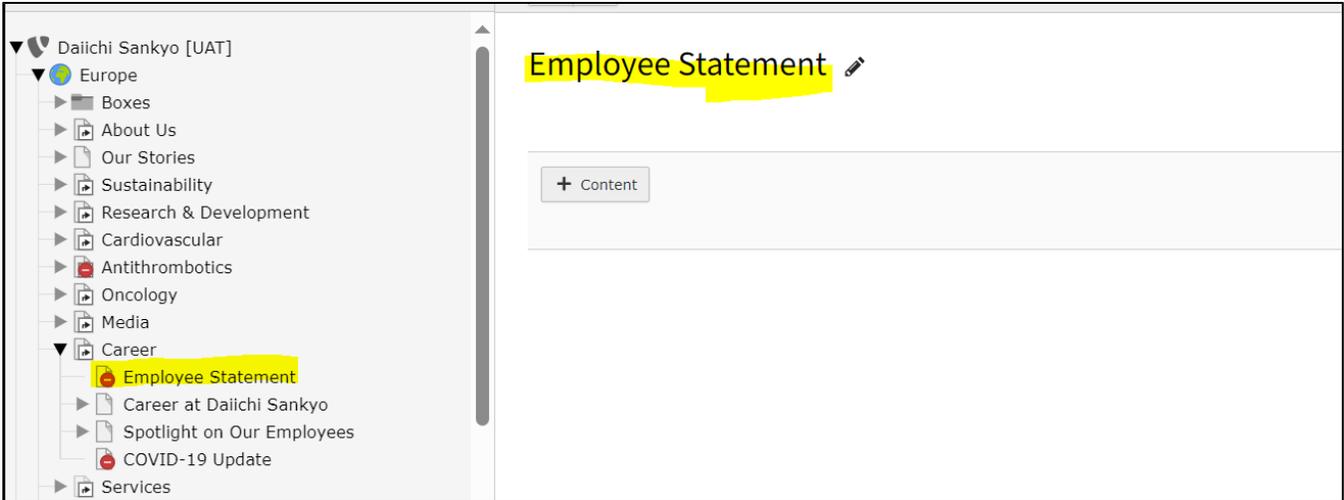
Create the required **page** in the **usual way** (new subpage), e.g. under "**Career**"



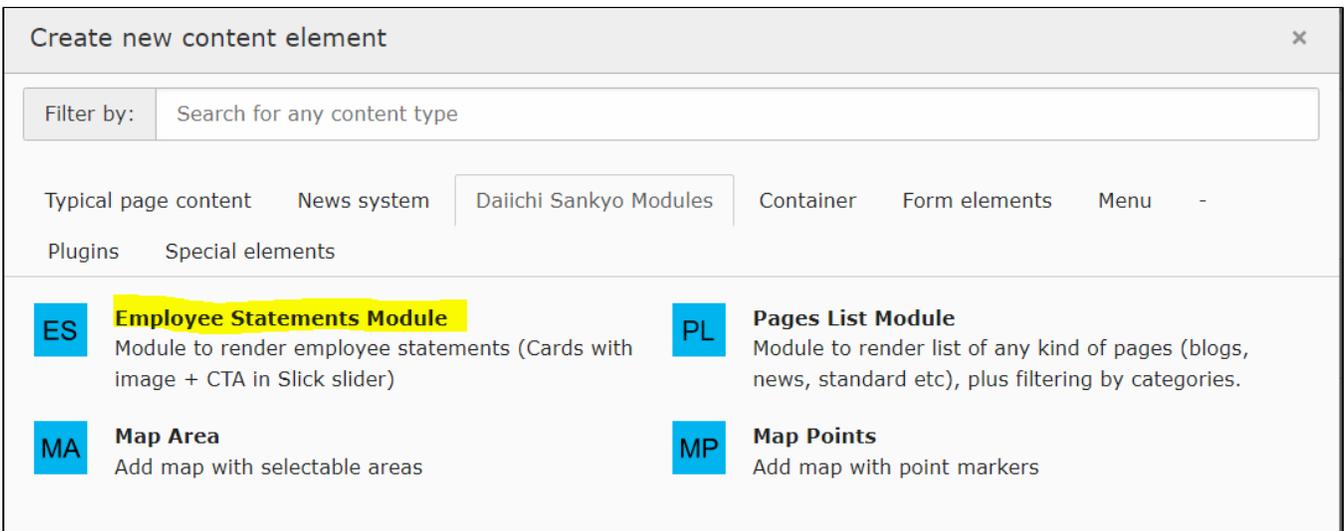
Enter the **page title** e.g. "**Employee Statement**" and click on "save".



The page is created, but without content.



Create a **new content element** by clicking on "**Content**". Click on "**Employee Statments Module**" in the tab "**Daiichi Sankyo Modules**".



The module is created but still empty and **not saved** yet.

Create new Page Content on page "Employee Statement"

General Appearance Language Access

Content Element

Type	Column	Container
ES Employee Statements ▾	▾	- ▾

Employee Statements

+ Create new

Page Content **NEW**

In order to insert a new statement click on "**Create new**" and fill out the required fields.

Close Save View

Create new Page Content on page "Employee Statement"

General Appearance Language Access

Content Element

Type	Column	Container
ES Employee Statements ▾	▾	- ▾

Employee Statements

+ Create new

[No title]

General Access

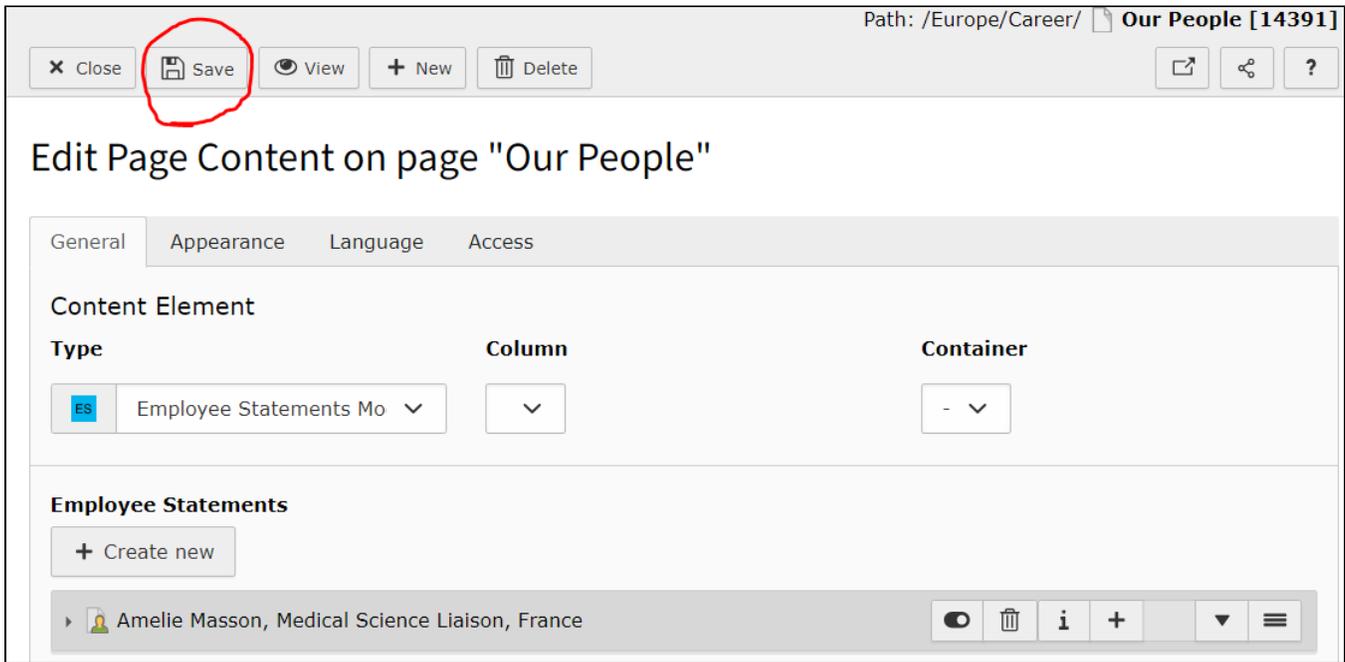
Language

English ▾

Title

Amelie Masson, Medical Science Liaison, France

- **Title** - select a title (it will be displayed in the overview page of the module)



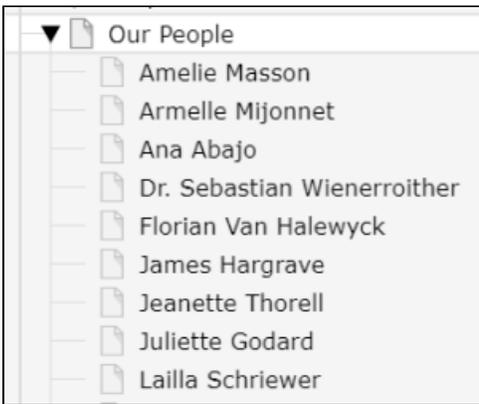
To add a new interview, click on "**create new**" and proceed as described above. You can add as many interviews as you want. There is no limitation.

B. Functions within the module



- You can open and close the interviews by clicking on the arrows on the left
- To delete or deactivate the interviews, click on the corresponding icons
- To change the order of the interviews (e.g. move the last interview to the first position) click on the arrows in the middle of the module

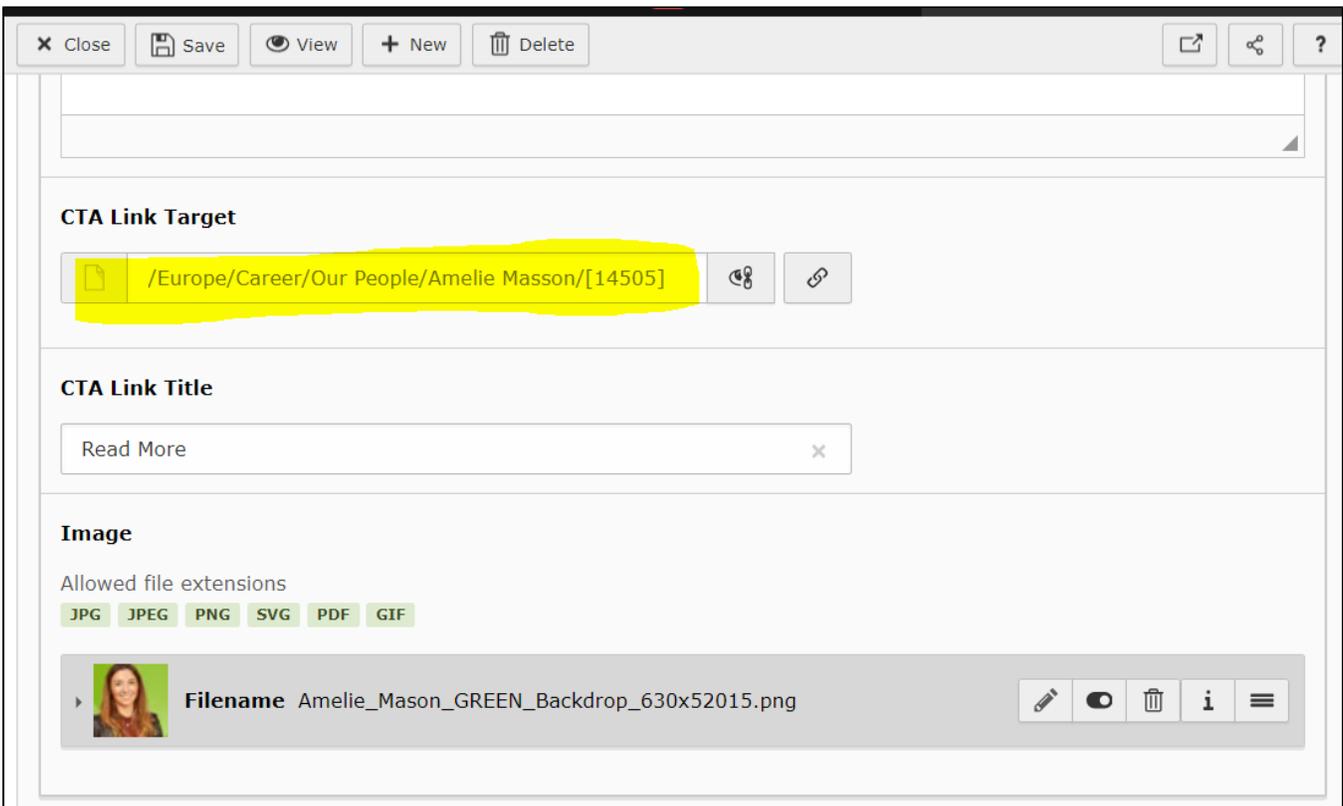
C. How to create the interview page (=article page)?



The article page is a **normal subpage** under the page "Our People". To create it, please proceed as usual or as described under "**Create a new page**" in the TYPO3 user manual on page 8.

Once the article page is created, please proceed with the following:

Link to the respective article page in the interview module:



Disable the page in the **navigation menu**. Then it is only reachable on the website via the link in the module.

If you choose not to do this, all article pages will be listed under "Our People" in the navigation of the live website.

× Close Save View Delete

Edit Page "Amelie Masson"

General SEO Social media Metadata Appearance Behaviour Resources Language **Access**

Categories Notes

Visibility

Page visible

Page enabled in menus

Do not show in footer menu