

Site Management

IMCOM Enterprise Web

Tutorial 7

Version 2.2

Contents and general instructions

PAGE:

3. Notice: Known glitches and workarounds
4. Follow the Tiered Menu Layout
5. First Steps: Check your provisioned site
6. First steps: Your Accounts
7. First steps: Learning to use IEW
8. First steps: Apply naming convention
9. Switching into and out of maintenance mode
10. First steps: Your banner
11. First steps: Your banner image
12. First steps: Your Footer
13. Standard icons
14. ADVANCED
15. Adding/adjusting menu columns
16. Building a menu stack

General instructions:

This tutorial assumes you are familiar with editing in concrete5. If you haven't, review the videos and tutorials as described on page 6.

This tutorial has two phases. The first helps you set up your site and use the unique IMCOM template. The second unlocks some tips and tricks that will help you troubleshoot and manage some of the deeper functions.

IMCOM Enterprise Web (IEW), the system, is built on concrete5, the software.

IMCOM GUIDELINES:

The dark gray boxes are policy reminders.

Blue boxes offer helpful explanations

Notice: Known glitches and workarounds

- The editing interface, especially on Citrix and mileditors.com, might take time to load. Please wait for all circles to stop spinning before proceeding.
- If you receive a blank error message, click out of it and carry on. A lot of things are happening in the background and sometimes they haven't caught up with each other.
- If you think your last save hasn't "taken," and the page is stuck, refresh the page. In most cases, your changes will appear.
- If that doesn't work, clear the Concrete5 cache:
 - Dashboard → System & Settings → Cache & Speed Settings → Clear Cache
- The banner alignment changes when you log in – it looks a little awkward in edit mode. It adjusts itself when you log out.

Follow the Tiered Menu Layout

Contact Neal Snyder or Bill Costlow for the latest version

IMCOM STANDARDS:

Section 1, the menu, must be followed. If you have this page, this is what you call it and where you put it. Any deviation should be discussed with IMCOM HQ PAO. The goal is not control but standardization and clarity. Your idea might become a standard or option for the enterprise.

Section 2, the home page body, comes with some recommendations but garrisons are free to select and place blocks based on their mission and audience.

Section 3, the footer, has four columns, each with a different role.

The screenshot displays the Fort Notion website interface. At the top, there's a navigation bar with 'FORT NOTION' and various menu items like 'HOME', 'ABOUT', 'CONTACT', 'MISSION STATEMENTS', 'COMMUNITY', and 'PARTNERSHIPS'. Below this is a large menu area with multiple columns of links. A callout box points to a specific menu item: 'Notes: Most of the "top" menu items include the page related to the unit office.' Below the menu is a section titled 'HOW TO READ THIS CHART' which provides instructions on how to interpret the menu structure. At the bottom, there's a footer area with four columns of text, each representing a different role or content type.

COLUMN 1:
Link to Army.mil and Army mandated links.

COLUMN 2:
Stack your mandatory logos here. Otherwise, this is garrison territory.

COLUMN 3:
Belongs to the garrison

COLUMN 4:
Belongs to IMCOM.

First Steps: Check your provisioned site

The Generic Installation site is based on the Joint Base Lewis-McChord site. You need to go through each page. Either delete and replace the page or adjust content to match your installation.

The basic site includes:

A File Manager loaded with

- Army and IMCOM logos
- Standard icons

These pages:

- About
 - Leadership
 - Garrison Commander
 - Garrison CSM
 - Garrison
- Contact
 - Phonebook
- My Fort ...*
 - For Newcomers

- For Soldiers
- For Families
- For Employees
- All Services

- Units/Tenants
- Search
- Terms of Service

These accounts:

- Your local account
- Admin, the IMCOM account
- Administrator accounts for Bill Costlow and Neal Snyder

Contact IMCOM HQ if:

- The browser tab reads “Garrison (Generic)”
- Your garrison name doesn’t appear at the top of the third menu column (“My Fort Yourname”)

Most pages are automated. For details about adding and using pages, see Tutorial 2

First steps: Your Accounts

- Log in with the local administrator account
- Change the password
 - Go to Dashboard (1) → Members
 - Click on the username
 - Click Change next to Password (3)
 - Enter a strong password
 - Click Update
- Create accounts for PAO web team
 - Click Add User
 - Fill in the form.
 - PAOs should have Administrator rights
- Delete the generic local administrator account.
- Do not delete the Admin account, Neal Administrator or Bill Costlow.

Accounts for contributors outside PAO should only be set up after you create their initial pages. See Tutorial 5.

USERNAME: Keep it professional. Recommend Mail.mil name without the @mail.mil

PASSWORD: Based on DISA's "Application Security and Development STIG, V3R2", section 3.1.24.2, Passwords must be at least 15 characters long. Passwords must contain a mix of upper case letters, lower case letters, numbers, and special characters. No personal information such as names, telephone numbers, account names -- or dictionary words. Change every 60 days. Do not reuse any previous 10 passwords.

First steps: Learning to use IEW

- Log in to your account
- Watch the Concrete5 videos that appear on login
- Review the material on the mileditors webmaster page, <http://mileditors.com/training/index.php/contact/webmaster>.
- Determine your naming convention (see next page)
- Call Neal (210) 466-1022

Those who have never edited with Concrete5 should start with Tutorials 1 and 2, along with the video https://www.youtube.com/watch?v=mLjvLHF_hjw

Training accounts on mileditors.com/training are available – we give you a page where you can take your first steps before tackling a whole site.

NAMING CONVENTION:

It begins with the UID

UID=Unit ID (also known as the office symbol).

For IMCOM garrisons, it's four characters starting with IM – for Fort Bragg, it's IMBG. **Thus, BG is the Fort Bragg prefix.**

Use the prefix for User Groups, User Group Sets and File Sets.

User Groups:

UID last 2-Group name “Admin” or “Contributors”

- BG-Simmons Weather Contributors
- BG-Simmons Weather Admin

User Group Sets:

UID last 2-Group

- BG-Simmons Weather
- BG-Page Admins

File Sets:

UID last 2-Set name

- BG-Simmons Weather Reports
- BG-Command Photos

Learn about groups and sets in tutorials 1, 3, & 5

First steps: Apply naming convention

Adjust your user groups and group sets to match your naming convention. This example is Fort Notional (prefix: NO)

- Go to Dashboard (1) → Members (2)
- (if the dashboard hides, click the dashboard icon again)
- Under members, select User Groups (3)
- Click on the group you wish to change. Click on Edit Group (4)
- In the Group Details window, make the change and click Update Group (5)
- Once your groups are updated, go to the Dashboard and select Group Sets
- Click on a group set (7)
- Rename the set and click Update Set (8).

The image is a collage of screenshots from a web application interface, illustrating the steps to apply a naming convention to user groups and group sets. Red arrows numbered 1 through 8 point to specific UI elements:

- 1. Dashboard icon in the top right corner.
- 2. Members menu item in the left sidebar.
- 3. User Groups menu item in the left sidebar.
- 4. Edit Group button in the User Groups list.
- 5. Update Group button in the Group Details form.
- 6. Group Sets menu item in the left sidebar.
- 7. LM-Generic Page group set in the Group Sets list.
- 8. Update Set button in the Group Set details form.

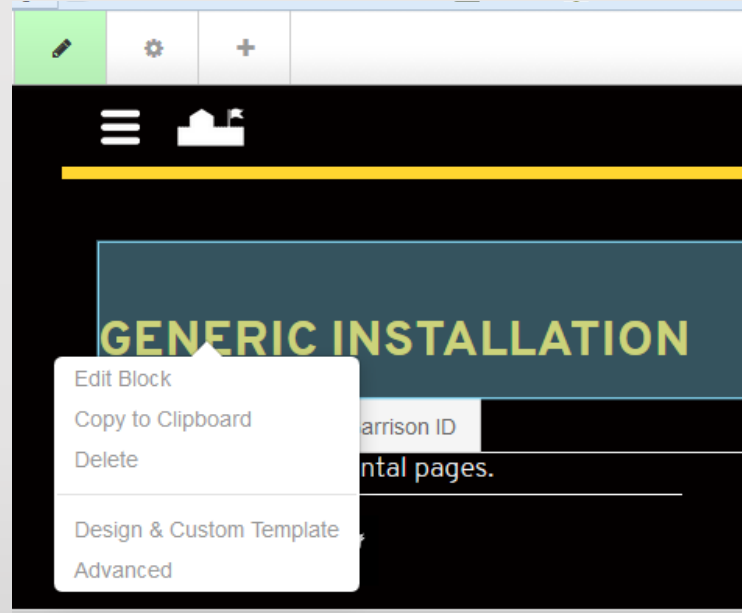
A notification box at the bottom right says "Group set updated successfully." A "Group update successfully" notification is also visible in the middle of the collage.

Switching into and out of maintenance mode

- On mileditors, your site begins in maintenance mode. Unless you're logged in, you'll get a "come back soon" message. To turn it off (in case you want to demo or look at it with all alignment correct)
- Go to Dashboard --> System & Settings --> Permissions & Access --> Maintenance Mode
- Select Enable or Disable
- Click Save

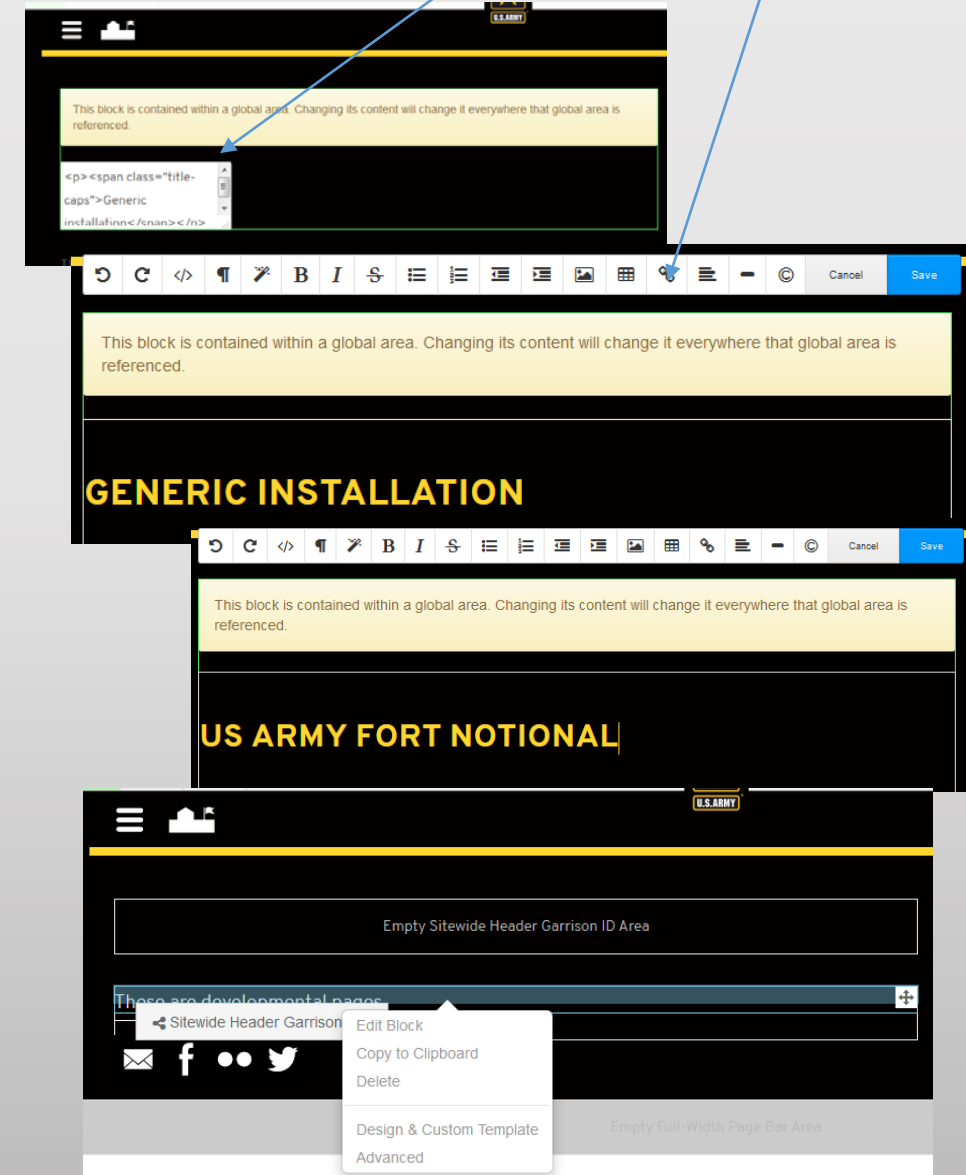
First steps: Your banner

- On any page enter Edit Mode
- Click on the banner and select Edit Block
- Wait until the editor loads
- Overwrite “Generic Installation” with your installation name and save
- Click on the banner subhead – note how we select the middle of the block to avoid the area menu. Select Edit Block
- Overwrite the subhead with your installation or garrison slogan or description and save.
- Click on the image. Select Edit Block
- In the popup, click on the image icon and select Clear
- Select Choose New File
- In File Manager, select or upload an image (see Tutorial 1)
- When the image appears in the Image window in the popup, click Save



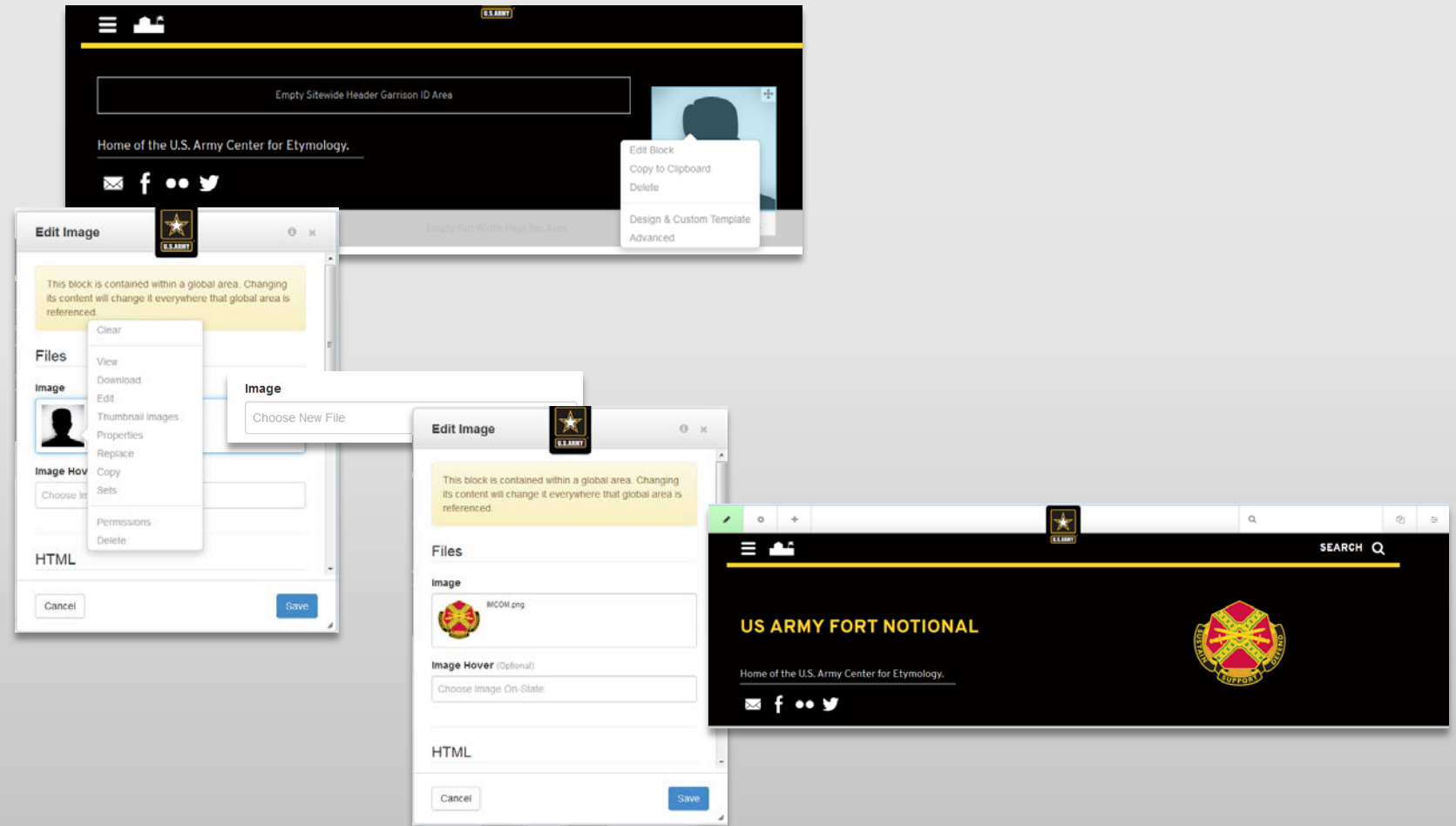
The header is misaligned in edit mode. This is a known issue. To see things work, log out. Do not attempt to manually adjust alignments.

Wait until THIS turns to THIS



First steps: Your banner image

- On any page enter Edit Mode
- Click on the image. Select Edit Block
- In the popup, click on the image icon and select Clear
- Select Choose New File
- In File Manager, select or upload an image (see Tutorial 1)
- When the image appears in the Image window in the popup, click Save
- Publish the page



First steps: Your Footer



IMCOM GUIDELINES:

The footer spans four columns. Each has a specific use. Column 1 contains a link to army.mil and other Army-mandated links. Column 4 belongs to IMCOM HQ. Column 2 holds the logos mandated by HQ IMCOM and the Army – and can also be used by the garrison. Column 3 is completely garrison territory.

Standard icons

- IEW uses a set of standard icons across the enterprise. Wherever you see them, they will have the same meaning.
- If you need an icon for a topic you don't see here, contact IMCOM Headquarters to start the process of finding one.

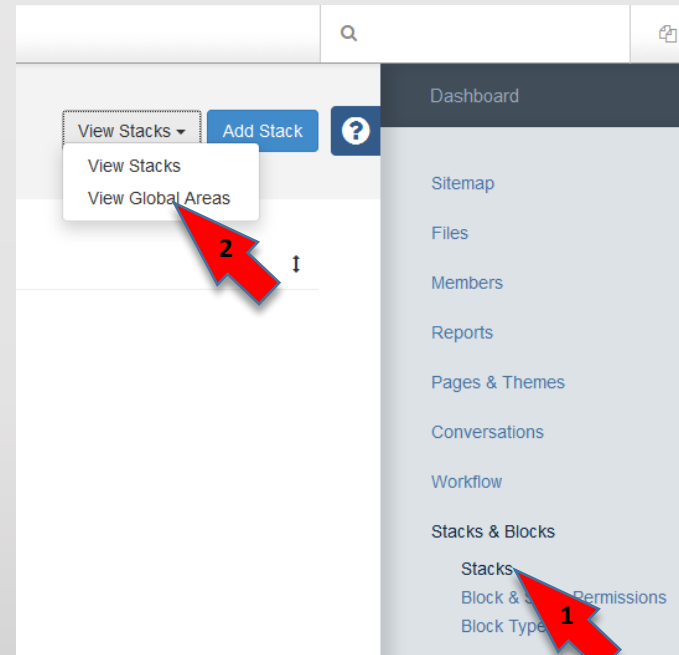


ADVANCED

Use the following pages to repair your site in certain circumstances.

Adding/adjusting menu columns

- Make certain the About, Contact, My Fort and Units/Tenants pages exist before proceeding
- In the dashboard, go to Stacks & Blocks → Stacks → View Global Areas(2)
- Scroll to the areas marked “ZMenu.”
- For each of the six assigned menus, create a **stack**. Start by clicking the icon to open up the area(3).



ZMenu columns correspond to areas in the dropdown menu.



7-12 are unassigned

MENU ASSIGNMENTS:	
ZMenu Col 1	ABOUT
ZMenu Col 2	CONTACT
ZMenu Col 3	MY FORT ...
ZMenu Col 4	UNITS/TENANTS
ZMenu Col 5	SOCIAL LINKS
ZMenu Col 6	MWR ICON
Navbar Search	
Header Garrison ID	
Header Garrison-SC Logo	
ZMenu Col 7	
ZMenu Col 9	
ZMenu Col 10	
ZMenu Col 11	
ZMenu Col 12	

Building a menu stack

- Select Add Block from the Add Block menu (1)
- Select a content block
- Type in the menu title (About, Contact, etc.)
- Format it as Header 3 (2)
- Save
- Select Add Block again
- Choose AutoNav
- In the AutoNav dialog
 - Page order: Sitemap
 - Don't click the next two boxes
 - Begin Auto Nav: Beneath a particular page (3)
 - Choose a page: opens the site map. Choose the top-level page (About, Contact, etc.)
 - Child pages: Relevant pages (4)
 - Click Add
- Make certain the AutoNav appears below the headline and click Approve Changes (5).

The image is a collage of screenshots from a web editor, illustrating the steps to build a menu stack. The steps are numbered 1 through 5 with red arrows pointing to the relevant UI elements.

- Step 1:** A screenshot of the 'Add Block' menu. The 'Add Block' option is highlighted, and a red arrow points to it with the number '1'.
- Step 2:** A screenshot of the 'Add Block' dialog box. The 'Content' block is selected. The 'Format' dropdown is set to 'Header 1'. A red arrow points to the 'Header 1' option with the number '2'.
- Step 3:** A screenshot of the 'Add Auto-Nav' dialog box. The 'Begin Auto Nav' dropdown is set to 'Beneath a particular page'. A red arrow points to this option with the number '3'.
- Step 4:** A screenshot of the 'Edit Auto-Nav' dialog box. The 'Child Pages' dropdown is set to 'Relevant sub pages'. A red arrow points to this option with the number '4'.
- Step 5:** A screenshot of the 'ZMenu Col 1' editor. The 'Approve Changes' button is highlighted in green. A red arrow points to it with the number '5'.

The final screenshot shows the 'ZMenu Col 1' editor with the 'About' menu stack displayed below the headline. The menu items are 'About', 'News', 'Leadership', and 'Event Calendar'.