

Site Management Design and Standards With Page Type Recipes

IMCOM Enterprise Web

Tutorial 9

Version 2

Standard Operating Procedures

Contents and general instructions

PAGE:

- 3. Steps
- 4. Common standards
- 5. Affecting changes to the standard
- 6. Follow the Tiered Menu Layout
- 7. Adding/adjusting menu columns
- 8. Building a menu stack
- 9. Adding Search
- 10. Version up
- 11. Included add-ons
- 12. Page Type Recipes
- 13. Contents
- 14. Prerequisite pages
- 15. Prerequisite Attributes
- 16. Guide (“For”)
- 17. Guide (“For...”) OUTPUT
- 18. Guide (“For...”) OUTPUT
- 19. Guide (“For...”) OUTPUT
- 20. Service
- 21. Service OUTPUT
- 22. Service OUTPUT
- 23. Service OUTPUT
- 24. Directorate / Office
- 25. Directorate / Office OUTPUT
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- 56. Leader Bio OUTPUT
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General instructions:

This tutorial explains standards, tips and resources to help the garrison Web team build a first-class site compliant with the unique IMCOM template IMCOM Enterprise Web (IEW), the system, is built on concrete5, the software.

IMCOM Enterprise Web documentation can be found on the IEW professional resources page, <https://homeadmin.army.mil/imcom/index.php/contact/webmaster-1> These tutorials also serve as SOP for IMCOM Enterprise Web.

IMCOM GUIDELINES:

The dark gray boxes are policy reminders.

Blue boxes offer helpful explanations

Steps

Make About, Contact, My Fort and Units/Tenants pages

Make Leadership page type

Make Guide page type

Make Guide and All Services pages

Common standards

Tutorial 9 lists current design, layout and taxonomy standards

IMCOM Enterprise Web follows certain design standards available in several places

- The minimum viable site handbook
- The Tiered Menu Layout
- Tutorial 9
- IEW 101

Blue boxes offer helpful explanations

Affecting changes to the standard

- If you see an issue with the standard, use the Change Management program to discuss and potentially incorporate your improvement
- Discuss issues and potential solutions in the IMCOM Concrete5 Forum
- The group will reach consensus on the usefulness of a potential change.
- Take that suggestion and email it to the Change Management Board. The board will review the idea for security and

IEW has a history of individuals making and sharing changes to improve the whole enterprise.

Follow the Tiered Menu Layout

Contact Neal Snyder 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.

HOW TO READ THIS CHART
 This chart shows placement of different elements within the Enterprise Web header and footer. There are three sections: Top Menu, Front Page Body, and Footer. The top menu is divided into three main areas: Home, About, and Contact. The Home area includes links to the Home page, Home page body, and Home page footer. The About area includes links to the About page, About page body, and About page footer. The Contact area includes links to the Contact page, Contact page body, and Contact page footer. The Front Page Body section includes links to the Home page body, About page body, and Contact page body. The Footer section includes links to the Home page footer, About page footer, and Contact page footer.

FRONT PAGE BODY SECTION
 Column 1: ARMY MANDATORY
 Column 2: LOGO LINES
 Column 3: GARRISON
 Column 4: IMCOM

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

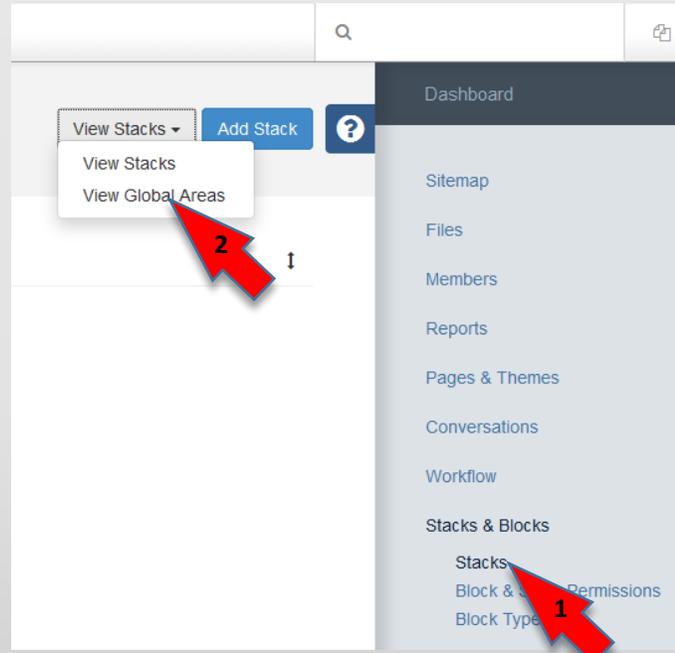
COLUMN 2:
 Stack your mandatory logos here. Otherwise, this is garrison territory.

COLUMN 3:
 Belongs to the garrison

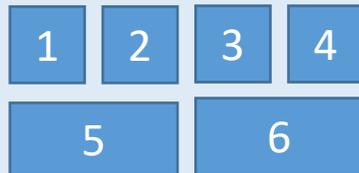
COLUMN 4:
 Belongs to IMCOM.

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).

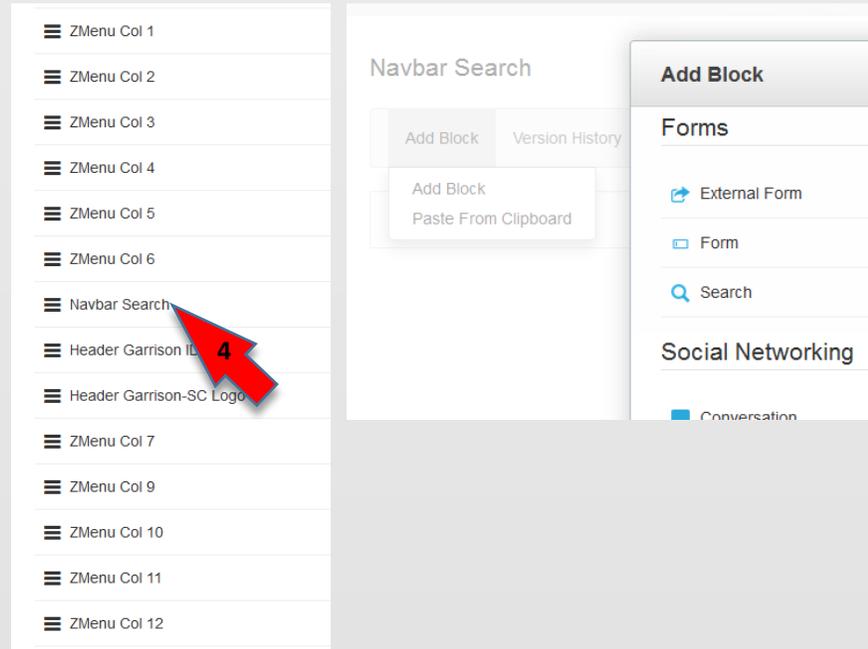
The image is a collage of screenshots from a web management interface, illustrating the steps to build a menu stack. The steps are numbered 1 through 5 with red arrows pointing to specific elements:

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

The final screenshot shows the resulting menu stack in the 'ZMenu Col 1' editor. The menu items are: 'ABOUT' (highlighted), 'News', 'Leadership', and 'Event Calendar'.

Adding Search

- Dashboard -> Stacks & Blocks -> Stacks. There's a button called View Stacks. Click it and select View Global Areas.
- In the View Global Areas page find Navbar Search and click on it. It's probably blank (if not, contact me).
- Click Add Block, then in the popup window find the Search block (it's under the Forms category). Click.
- In the dialog box, don't give it a title, but use Search as the button text. Check Post Results to a Different Page and select Search in the box below. Click Save and in the Navbar Search page, click the green Approve button.

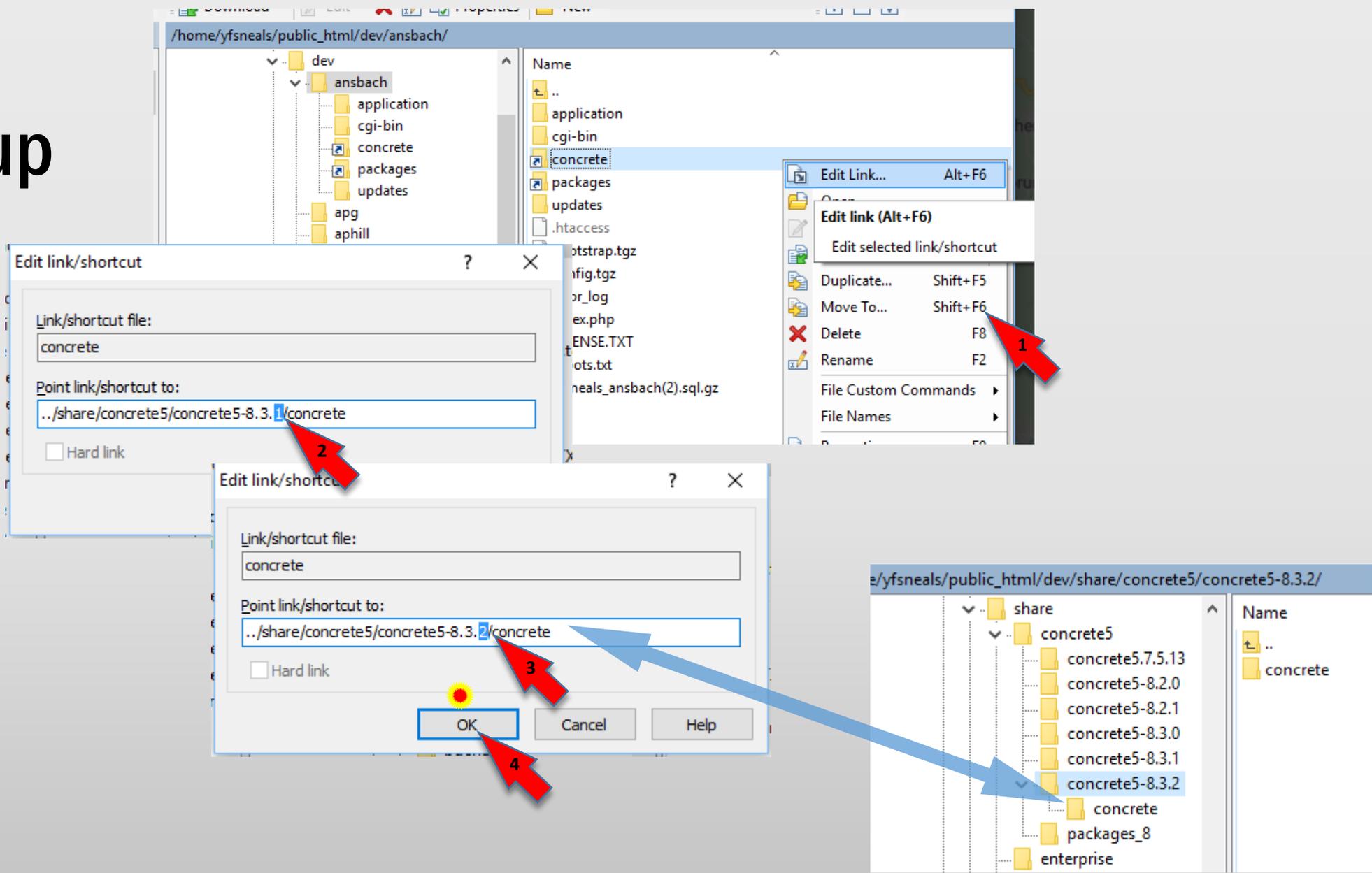


Use Header 2 for the block headline.

Wrap Anything is actually a pair of blocks: "Wrapper Start" and "Wrapper Close." The blocks you wrap don't change their behavior, just their looks.

Version up

- Go into your file management system
- Open `/home/[garrison-name]`
- Find the shortcut file to the `/concrete` directory.
- Open it up and replace the version number in the link the shortcut points to. This corresponds to the location in the `/share` directory.
- Save



Included add-ons

Stucco v.1.1.3	A simple style business theme based on the Bootstrap framework.	Yellow Alert Box v.0.9.0	Simple WISIWIG text and image box with Yellow Alert style
Wrap anything v.0.9.2	Enable your page to look fantastic by wrapping multiple blocks in a single wrapping div.	Highlight Links 2.0 (g) v.2.0.0	A box for the most viewed or most important links.
List files from set v.1.0.12	A block to display a list of files from a file set.	Login Log v.1.0	Keep verbose logs of each authentication.
Red Alert Box v.0.9.0	Simple WISIWIG text and image box with Red Alert style	Editor Comment v.7.0	Enter a comment that shows only in edit mode. For use by site developers who want to leave notes/comments for those editing a page in the future.
Service data box H v.0.9.0.1	service data box for IMCOM	Page Activity v.0.9.3	View recent page activity by date added, date modified, page author, and modified author.
SVG Social Media Icons v.0.9.9	Add SVG social media icons with PNG fallback on your pages.	Global Version List v.1.0	List of all collection versions
Deluxe Customizable Twitter Feed v.1.0	Add a customizable twitter feed on your pages.	Centry v.2.1.4	Allows communication to a remote Centry endpoint.
Responsive Embed v.1.0.1	Embed external content responsively	Handyman v.1.1.0	View and set hidden configuration parameters
Spacer v.0.9.3	Adds space between blocks without coding. More addons and themes www.devphp.net	White Label v.1.0.1	White Label your concrete5 website
Redirect v.1.0.0	This package offers a block to redirect users.	Phone Alpha Navigator v.0.9.0	Navigation component of the Phone Alpha phonebook
Black box v.0.9.0	Simple WISIWIG text and image box with Black Box style	Advanced Phonebook Pro Plus v.0.9.1	An alternative phonebook block with search and sort functions, and a place to drop in table code.
Manual Nav v.2.1.1	Manual Nav let you create navigation whatever you would like manually. It's concrete5.7 version of Jordan Lev's famous Manual Nav but developed independently by acliss19xx from concrete5 Japan community.	Header Blocks v.0.9.0	Official formatting for the header
PDF Viewer v.1.0.1	A Block for viewing a PDF on your page	Rescan All Files v.0.1.5	Rescan all files in the file manager
Phonebook Alpha v.0.9.0	An alphabet listing for the phonebook page	Vivid Simple Accordion v.1.0.1	Add Collapsible Content to your Site
Quick Tabs v.1.0	Add Tabs to your site	Collapsible Stacks v.0.9.1	makes stacks collapsible into a ribbon good for constructing accordion content
Simple Slider v.1.0	Add a Simple Slider to your Site	IEW Facebook Feed EZ v.0.9.2	A simple way to add a Facebook feed to your site
Vivid Carousel v.1.0.1	Add a Carousel to your Site	Social Share Lite v.2.1.2	Add social sharing buttons
		Simple Backup v.2.1.1	'Automated jobs' that let you download copies of your site's files and database.

REMOVE LIST

Event Calendar PRO v.1.7.0

Could cause problems Event
Calendar PRO - you can add, edit and
remove one day events on your page

C5Extras YouTube Channel v.2.0.2

pending pages and do something with
them!

Doesn't work as promised YouTube
Channel Video Player

Mainio Sync v.1.0.0

Not for current version Mainio
Sync helps you synchronize content
between different concrete5 instances.

Calendar v.1.0.0

Deprecated, causes problems Adds
public calendar functionality to your
Concrete5 website.

Composer Security v.1.0

Untested Installs a job that checks
your composer files for vulnerabilities.

Intrusion Detection System v.0.9.1.9

Untested Helps to protect your
website against cyber attacks.

Custom Export-Import v.1.1.4

Not for current version Creates
backups pages and import them.

Advanced Phonebook Pro v.0.9.0

A newer version exists An
alternative phonebook block with search
and sort functions, and a place to drop in
table code.

Cycle2 Slide Show v.1.0.1

Doesn't work very well mobile
friendly responsive image slide using the
amazing Cycle2 plugin



Database Migration v.0.9.5

Not for current version Migrate
your database from lowercase to case
sensitive tables or vice versa

Static Site Exporter v.1.0

Not functional Exports all pages and
files into a single directory that can be
deployed to another server.

Stupid Slider v.0.9.1

Doesn't add anything Add
Stupid Slider to your Site

Pending Pages v.0.9.3

Untested, costs money Find your

Page Type Recipes

Tutorial 9, Section 2

Contents

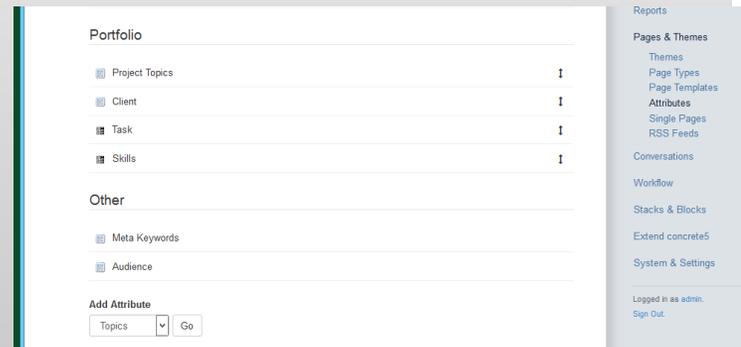
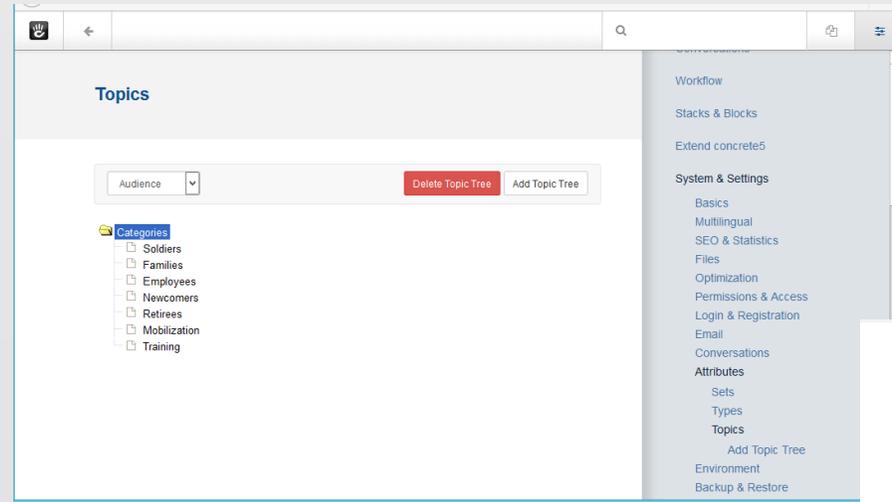
3. Prerequisite pages
4. Prerequisite Attributes
5. Guide (“For”)
6. Guide (“For...”) OUTPUT
7. Guide (“For...”) OUTPUT
8. Guide (“For...”) OUTPUT
9. Service
10. Service OUTPUT
11. Service OUTPUT
12. Service OUTPUT
13. Directorate / Office
14. Directorate / Office OUTPUT
15. Directorates/offices OUTPUT
16. Leader Bio
17. Leader Bio OUTPUT
18. Leader Bio OUTPUT

Prerequisite pages

- Home
- About
- Contact
- My Fort ...
 - All Services

Prerequisite Attributes

- In the dashboard, go to “System and Settings” → Attributes → Topics
- Click “Add Topic Tree”
- Name the tree “Audience”
- A folder called “Categories” will appear
- Click on the name of the folder and one-by-one add the topics you see. Make certain you add topics and not categories.
- Go to the dashboard again. Select Pages & Themes → Attributes
- Go to the bottom of the list, to “Add Attribute”
- Select “Topics” in the dropdown menu
- Fill out the Basic Details as shown.
- Click the radio button next to Categories
- Click Save



Topics: Basic Details

Handle
audience_topics *

Name
Audience *

Set
** None

Searchable
 Content included in sitewide page search index.
 Field available in Dashboard Page Search.

Topic Tree
Audience

Categories
• Soldiers
• Families
• Employees
• Newcomers
• Retirees
• Mobilization
• Training

Back Save

Guide ("For")

Basic Details

Edit Form

Edit Guide ("For...") Page Type

Page Type Name

Guide ("For...")

Page Type Handle

guide

Default Page Template

Right Sidebar

Launch in Composer?

Yes

Is this page type frequently added?

No

Frequently added page types are always visible in the Pages panel.

Allowed Page Templates

Selected Page Templates

Page Templates

* Right Sidebar

- Choose from all pages when publishing
- Choose from pages of a certain type

Publish Beneath Page

My Fort Bragg

Page Info

Page Name	Built-In Property	Required
-----------	-------------------	----------

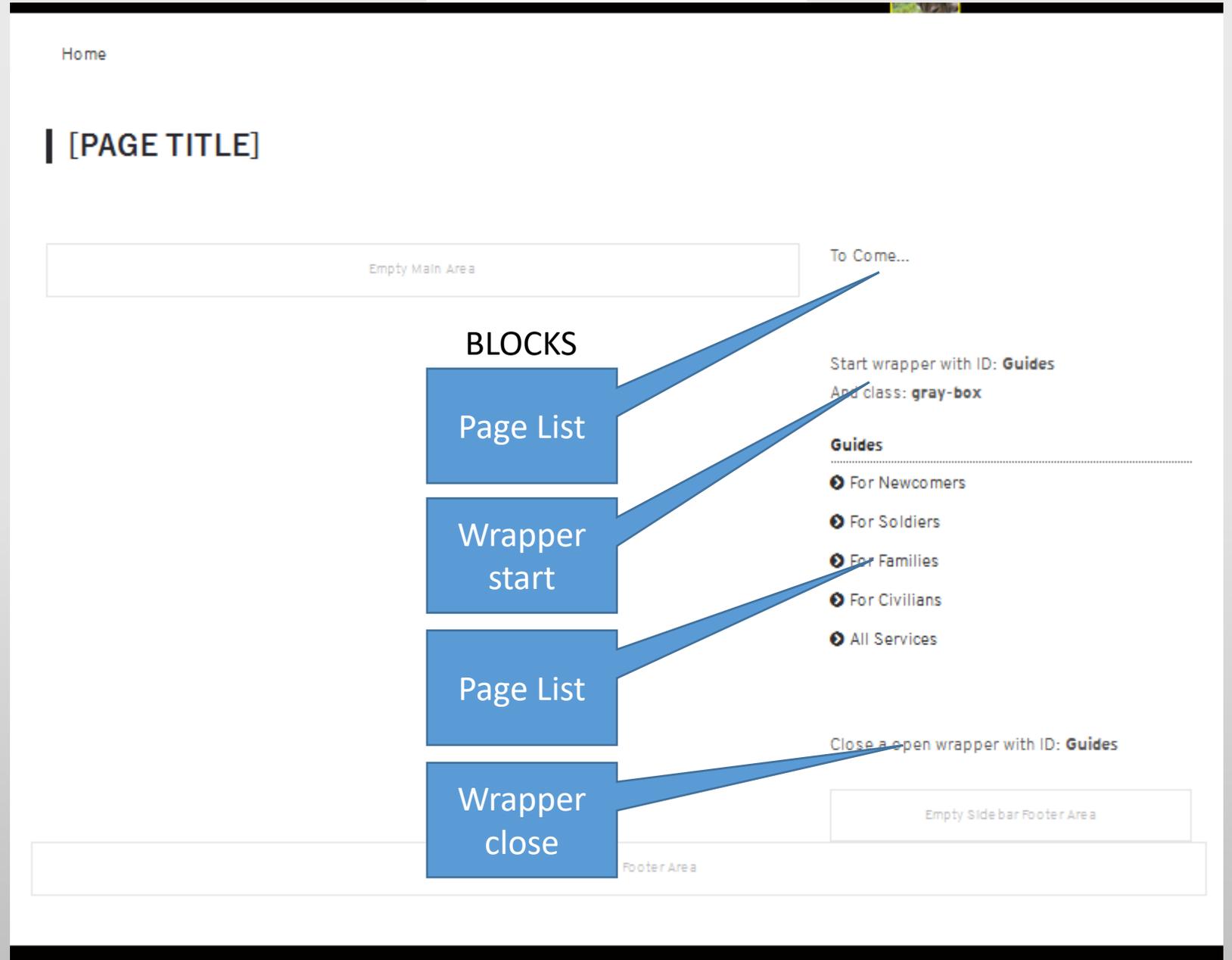
URL Slug	Built-In Property	Required
----------	-------------------	----------

Description	Built-In Property	Required
-------------	-------------------	----------

Start

Audience	Custom Attribute	Required
----------	------------------	----------

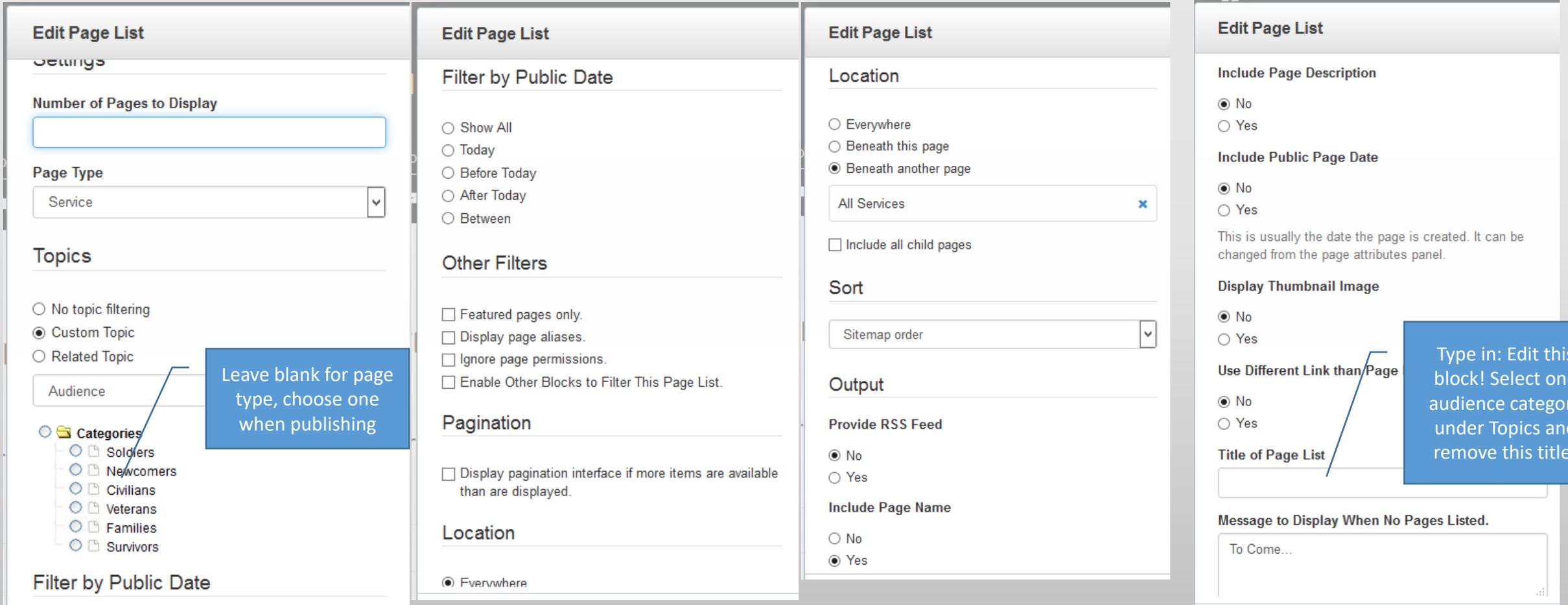
Guide (“For...”) OUTPUT



Guide (“For...”) OUTPUT



Page list at the top of the right sidebar



Edit Page List

Settings

Number of Pages to Display

Page Type

Service

Topics

No topic filtering

Custom Topic

Related Topic

Audience

Categories

- Soldiers
- Newcomers
- Civilians
- Veterans
- Families
- Survivors

Filter by Public Date

Edit Page List

Filter by Public Date

Show All

Today

Before Today

After Today

Between

Other Filters

Featured pages only.

Display page aliases.

Ignore page permissions.

Enable Other Blocks to Filter This Page List.

Pagination

Display pagination interface if more items are available than are displayed.

Location

Everywhere

Edit Page List

Location

Everywhere

Beneath this page

Beneath another page

All Services

Include all child pages

Sort

Sitemap order

Output

Provide RSS Feed

No

Yes

Include Page Name

No

Yes

Edit Page List

Include Page Description

No

Yes

Include Public Page Date

No

Yes

This is usually the date the page is created. It can be changed from the page attributes panel.

Display Thumbnail Image

No

Yes

Use Different Link than Page

No

Yes

Title of Page List

Message to Display When No Pages Listed.

To Come...

Leave blank for page type, choose one when publishing

Type in: Edit this block! Select one audience category under Topics and remove this title!

Guide (“For...”) OUTPUT



Page list for “Guides”

Edit Page List

Settings

Number of Pages to Display

Page Type

Edit Page List

Pagination

Display pagination interface if more items are available than are displayed.

Location

Everywhere
 Beneath this page
 Beneath another page

Include all child pages

Sort

Edit Page List

Include Public Page Date

No
 Yes

This is usually the date the page is created. It can be changed from the page attributes panel.

Display Thumbnail Image

No
 Yes

Use Different Link than Page Name

No
 Yes

Title of Page List

Message to Display When No Pages Listed.

Edit Page List

Topics

No topic filtering
 Custom Topic
 Related Topic

Filter by Public Date

Show All
 Today
 Before Today
 After Today
 Between

Other Filters

Featured pages only.
 Display page aliases.
 Ignore page permissions.
 Enable Other Blocks to Filter This Page List.

Pagination

MAKE CERTAIN “MY FORT XXX” EXISTS BEFORE YOU BUILD THE GUIDE PAGES

Service

Basic Details

Page Type Name

Service

Page Type Handle

service

Default Page Template

Right Sidebar

Launch in Composer?

No

Is this page type frequently added?

Yes

Frequently added page types are always visible in the Pages panel.

Allowed Page Templates

Selected Page Templates

Page Templates

✕ Right Sidebar

Publish Method

- Always publish below a certain page
- Choose from all pages when publishing
- Choose from pages of a certain type

Publish Beneath Pages of Type

Guide ("For...")

Selector Form Factor

Select Menu

Edit Form

Page Info

Page Name	Built-In Property	Required
URL Slug	Built-In Property	Required
Description	Built-In Property	Required
Page Location	Built-In Property	

Service Data Box

Service Data Box v.g Block

Introduction

Cut and paste your description here Block (Content)

Custom Attributes

Tags Custom Attribute

Audience Custom Attribute

Service OL



Home

[PAGE TITLE]

Composer Control

Composer Control

The Out and paste your description here page type composer form element will output its contents here (Block ID 441)

The Service Data Box Vg page type composer form element will output its contents here (Block ID 421)

Empty Content Block.

BLOCKS

Page List

Wrapper start

Page List

Wrapper close

Services

- DA Photo
- Soldier Support Center
- Army Substance Abuse Program
- Provost Marshal
- American Red Cross
- Military Police Desk
- Gate Information
- Suicide Prevention

Start wrapper with ID: Guides
And class: gray-box

Guides

- For Newcomers
- For Soldiers
- For Families
- For Civilians
- All Services

Close a open wrapper with ID: Guides

Empty Page Footer Area

Service OUTPUT



Page list for "Services"

Edit Page List

This is a global block. Editing it here will change all ins

Settings

Number of Pages to Display

Page Type

Edit Page List

Other Filters

- Featured pages only.
- Display page aliases.
- Ignore page permissions.
- Enable Other Blocks to Filter This Page List.

Pagination

- Display pagination interface if more items are available than are displayed.

Location

- Everywhere
- Beneath this page
- Beneath another page

Sort

Edit Page List

Output

Provide RSS Feed

- No
- Yes

Include Page Name

- No
- Yes

Include Page Description

- No
- Yes

This is usually the date the page is created. It can be changed from the page attributes panel.

Include Public Page Date

- No
- Yes

Display Thumbnail Image

- No
- Yes

Use Different Link than Page Name

- No
- Yes

Title of Page List

Message to Display When No Pages Listed.

Service OUTPUT



Page list for "Guides"

MAKE CERTAIN "MY FORT XXX" EXISTS BEFORE YOU BUILD THE GUIDE PAGES

Edit Page List

Pagination

Display pagination interface if more items are available than are displayed.

Location

Everywhere
 Beneath this page
 Beneath another page

My Fort Wainwright ✕

Include all child pages

Sort

Sitemap order ▼

Output

Provide RSS Feed

No
 Yes

Include Page Name

No
 Yes

Include Page Description

No

Edit Page List

Settings

Number of Pages to Display

0

Page Type

** All ** ▼

Topics

No topic filtering
 Custom Topic
 Related Topic

Filter by Public Date

Show All
 Today
 Before Today
 After Today
 Between

Other Filters

Featured pages only.
 Display page aliases.
 Ignore page permissions.
 Enable Other Blocks to Filter This Page List.

Pagination

Include Public Page Date

No
 Yes

This is usually the date the page is created. It can be changed from the page attributes panel.

Display Thumbnail Image

No
 Yes

Use Different Link than Page Name

No
 Yes

Title of Page List

Guides

Message to Display When No Pages Listed.

Cancel

Directorate / Office

Basic Details

Page Type Name

Directorate / office

Page Type Handle

directorate

Default Page Template

Right Sidebar

Launch in Composer?

Yes

Is this page type frequently added?

Yes

Frequently added page types are always visible in the Pages panel.

Allowed Page Templates

Selected Page Templates

Page Templates

* Right Sidebar

Publish Method

- Always publish below a certain page
- Choose from all pages when publishing
- Choose from pages of a certain type

Publish Beneath Page

Garrison

Edit Form

Directorate / office

Page Info

Page Name	Built-In Property	Required
URL Slug	Built-In Property	Required
Description	Built-In Property	Required
Page Location	Built-In Property	

Service Data Box

Service Data Box v.g Block

Introduction

Cut and paste your description here Block (Content)

Custom Attributes

Tags Custom Attribute

Directorate / Office OUTPUT



Home

| [PAGE TITLE]

Composer Control

BLOCKS

Composer Control

The Cut and paste your description here page type composer form element will output its contents here (Block ID 4129)

The Service Data Box v.g page type composer form element will output its contents here (Block ID 4128)

Empty Content Block.

Garrison
Working...

Page List

Empty Page Footer

Directorates/offices OUTPUT



Page list for "Garrison"

Edit Page List

Settings

Number of Pages to Display

Page Type

Edit Page List

Other Filters

Featured pages only.

Display page aliases.

Ignore page permissions.

Enable Other Blocks to Filter This Page List.

Pagination

Display pagination interface if more items are available than are displayed.

Location

Everywhere

Beneath this page

Beneath another page

Edit Page List

Output

Provide RSS Feed

No

Yes

Include Page Name

No

Yes

Include Page Description

No

Yes

Include Public Page Date

No

Yes

This is usually the date the page is created. It can be changed from the page attributes panel.

Display Thumbnail Image

No

Yes

Use Different Link than Page Name

No

Yes

Use Different Link than Page Name

No

Yes

Title of Page List

Message to Display When No Pages Listed.

Leader Bio

Basic Details

Page Type Name

Leader Bio

Page Type Handle

leader_bio

Default Page Template

Right Sidebar

Launch in Composer?

Yes

Is this page type frequently added?

Yes

Frequently added page types are always visible in the Pages panel.

Allowed Page Templates

Selected Page Templates

Page Templates

✕ Right Sidebar

Publish Method

- Always publish below a certain page
- Choose from all pages when publishing
- Choose from pages of a certain type

Publish Beneath Page

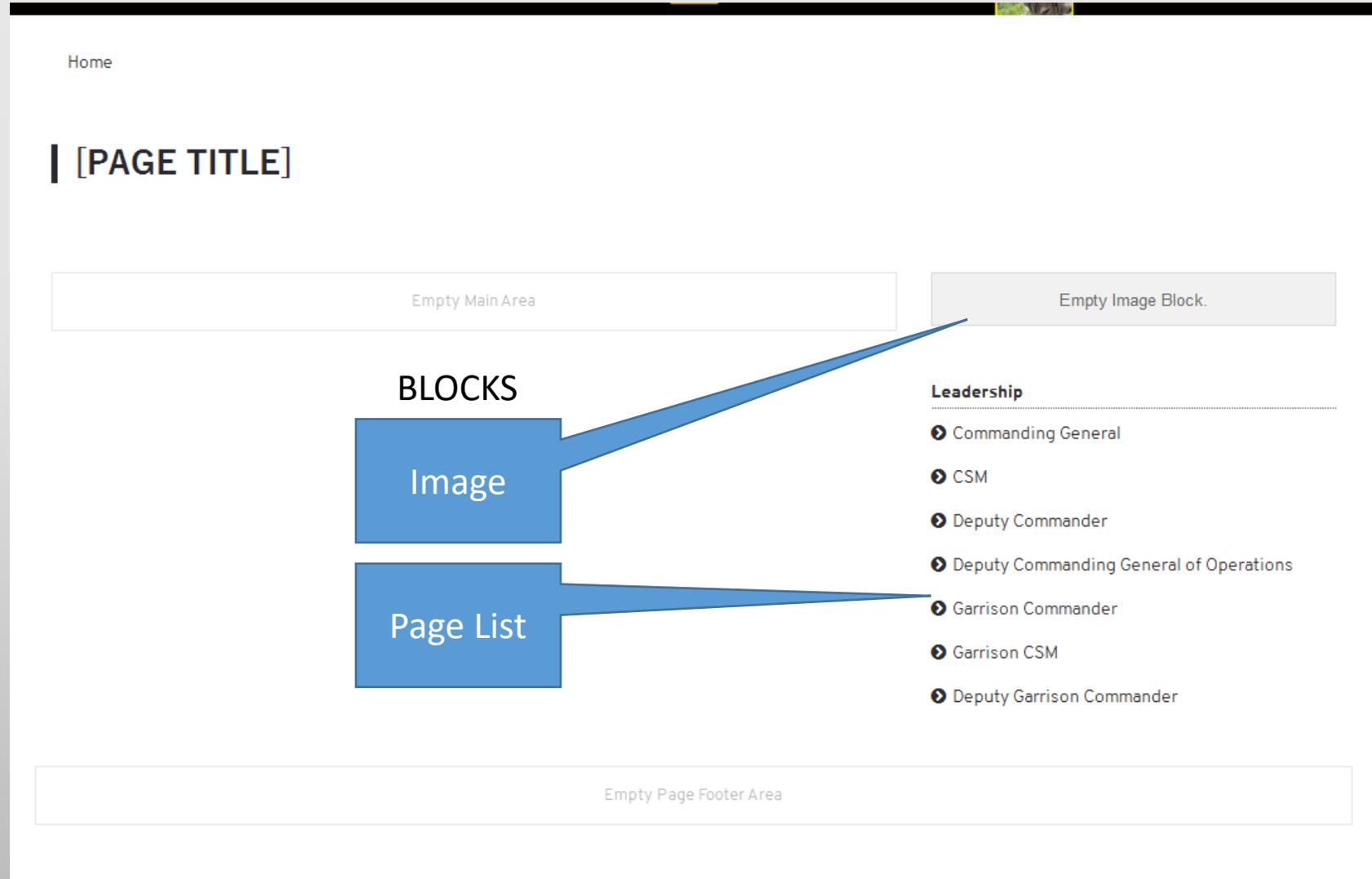
Leadership

Edit Form

Basics

Page Name	Built-In Property	Required
URL Slug	Built-In Property	

Leader Bio OUTPUT



Leader Bio OUTPUT



Page list for "Leadership"

Edit Page List

Settings

Number of Pages to Display

Page Type

Edit Page List

Pagination

Display pagination interface if more items are available than are displayed.

Location

Everywhere
 Beneath this page
 Beneath another page

Include all child pages

Sort

Edit Page List

Include Page Name

No
 Yes

Include Page Description

No
 Yes

Include Public Page Date

No
 Yes

This is usually the date the page is created. It can be changed from the page attributes panel.

Display Thumbnail Image

No
 Yes

Use Different Link than Page Name

No
 Yes

Title of Page List

Message to Display When No Pages Listed.

Topics

No topic filtering
 Custom Topic
 Related Topic

Filter by Public Date

Show All
 Today
 Before Today
 After Today
 Between

Other Filters

Featured pages only.
 Display page aliases.
 Ignore page permissions.
 Enable Other Blocks to Filter This Page List.

-30-

IEW SOP/Tutorials:

1. Getting Started; Adding Text, Images and Links

2. Adding and working with pages

3. Adding and working with blocks

4. Working with files

5. Accounts

6. Permissions

7. Site management operations

8. Phonebook and special features

9. Advanced site management, design and standards

10. General policies