

Adding and working with pages

IMCOM Enterprise Web

Tutorial 2

Version 1.53

Standard Operating Procedures

Contents and general instructions

PAGE:

- 3. Adding any page (empty page)
- 4. Deleting (and undeleting) pages
- 5. Hiding a page
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- 11. The four menu categories
- 12. MWR Link
- 13. Edit (or add) a Leader Bio page
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- 18. Units/Tenants and Unit Home Pages
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General instructions:

THINK SERVICES FIRST!

Formerly SOP/Tutorial 2a. This tutorial shows you what page types are available and when/where to use them. IEW offers several page templates to automate and simplify the construction of your site. Use them wherever possible. Try not to force automated pages to do what they are not meant to do.

Services pages are at the core of the design.

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

IMCOM GUIDELINES:

The dark gray boxes are policy reminders.

Blue boxes offer helpful explanations



New or substantially changed



Adding any page (empty page)

Concrete5 offers several ways to create a new page. Use the **Pages menu** method whenever possible.

IMCOM GUIDELINES:

Use “Empty Page” only for subordinate pages or when a page type isn’t available.

- Go to the Pages menu
- Under “New Page,” Click on the type of page you want to add (1).
- Wait for the Composer screen to load
- At a minimum, fill out the Page Name and URL slug and select a page location:
 - Click on Choose a page(2)
 - Expand the site map by clicking on the + symbols (3)
 - Click on the page you want this one to fall under (4)
- Fill in the description as completely as possible. Many navigation elements use this.
- If the page is going to be featured, put in a thumbnail. This can be done later.
- Fill out any other required fields, depending on the page type
- Select Edit Mode or Publish
- Reenter Edit Mode, if necessary, add content, and publish

IEW is set up so every page type should open up in Composer. If Composer doesn’t appear, click the gear icon.

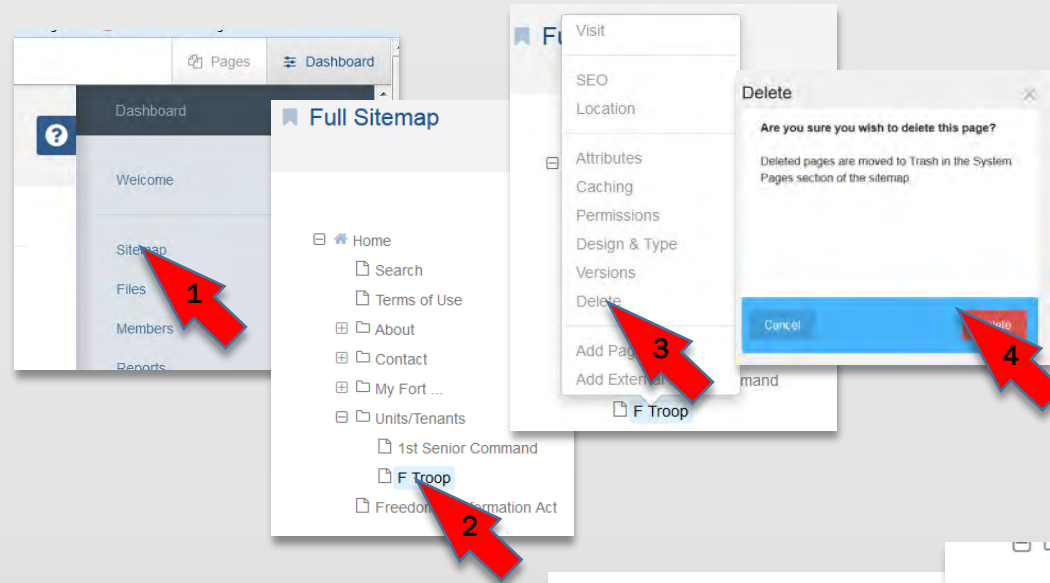
The URL Slug field will try to automatically write one for you. Make certain it is the one you want

“Page Type” is concrete5’s term for a template set up for a specific use.

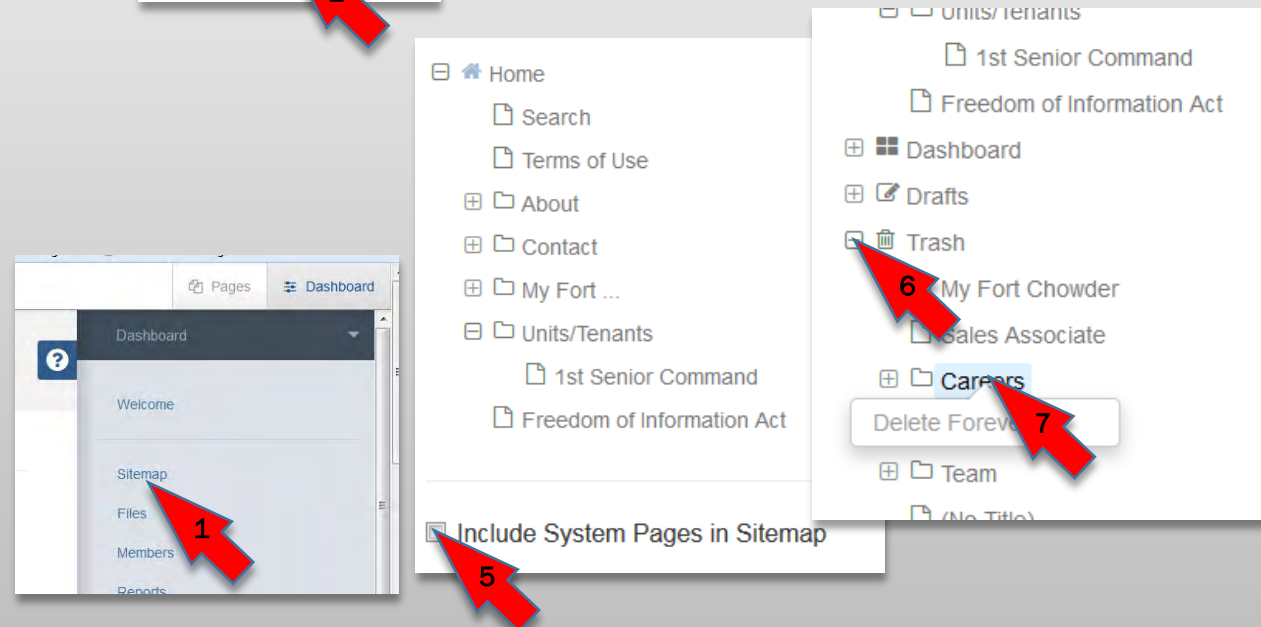
The image displays two overlapping screenshots of the Concrete5 web management interface. The top screenshot shows the 'New Page' dropdown menu with 'Empty Page' selected, indicated by a red arrow labeled '1'. The bottom screenshot shows the 'Composer - Empty Page' form. In this form, the 'Page Name' field contains 'Demo page' and the 'URL Slug' field contains 'demo-page', both circled in red. A red arrow labeled '2' points to the 'Choose a Page' button in the 'Page Location' section. To the right, a 'Location' selection tree is shown, with a red arrow labeled '3' pointing to a '+' symbol to expand the tree, and another red arrow labeled '4' pointing to a specific location, 'Safety Office'.

Deleting (and undeleting) pages

- Go to the Site Map (Dashboard → Site Map) (1)
- Find and click on the page you wish to delete (2)
- Select Delete from the popup menu 3
- At the Are You Sure popup, click Delete 4.
- To undelete, start at the Site Map
- In the dropdown menu at the top of the Site Map page, click Include System Pages.(5).
- Click the plus sign next to the trash can 6
- Select the page you wish to restore and drag it to the place in the site map where you'd like it to appear. Be careful not to "Delete Forever" (7)



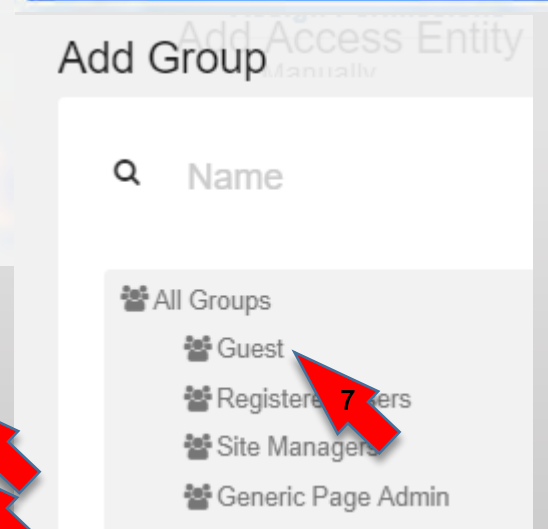
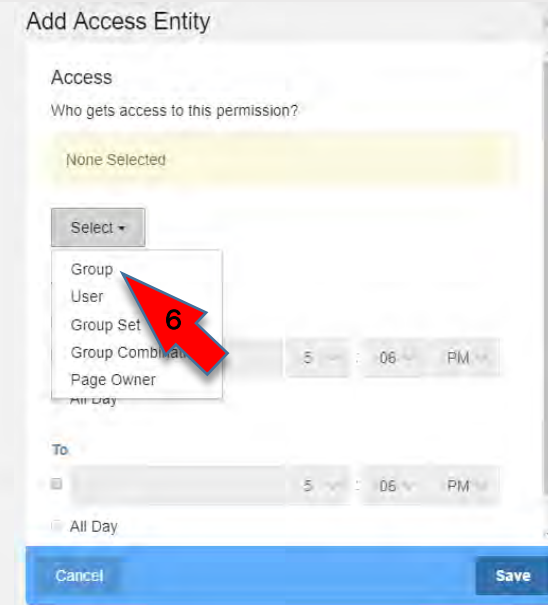
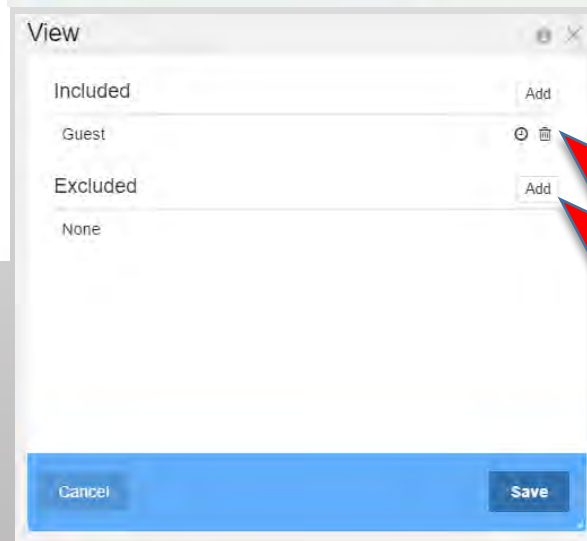
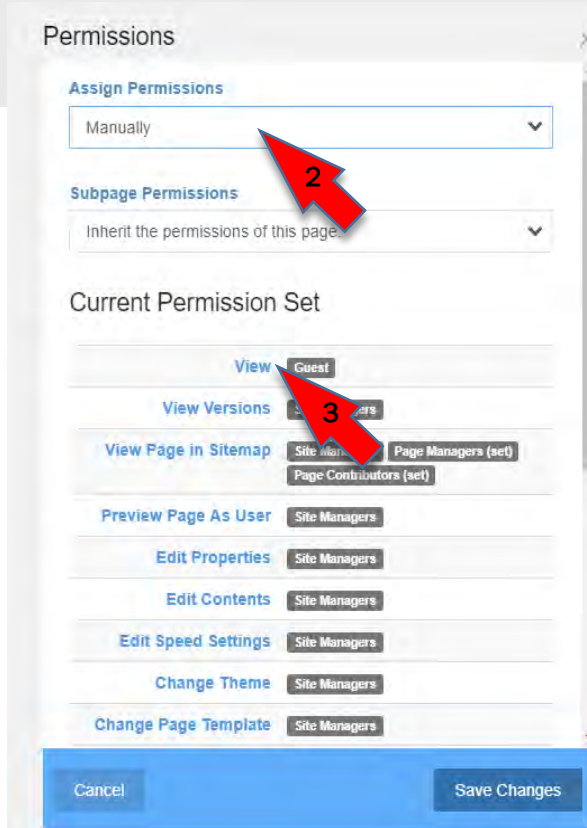
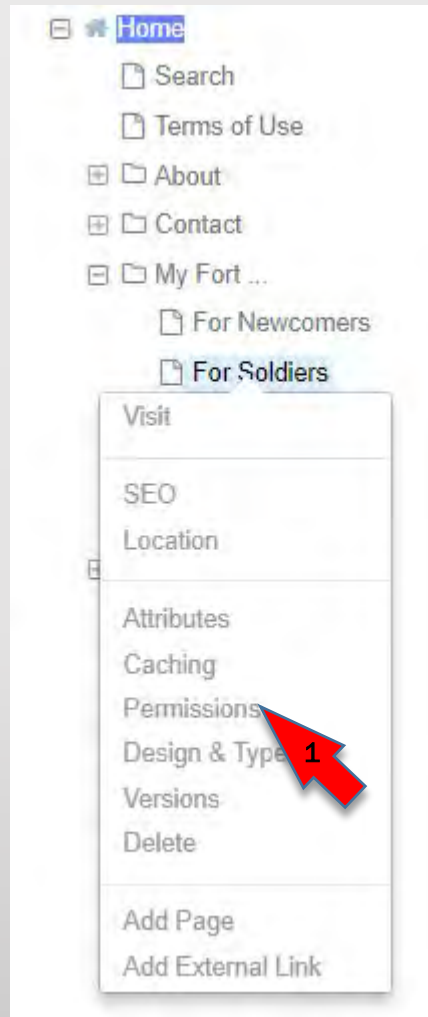
When your trash gets too full your database has a harder time keeping track of all your pages. Click on the Trash page and select "Empty" to remove all deleted pages. Remember, the undelete function won't work after this.





Hiding a page

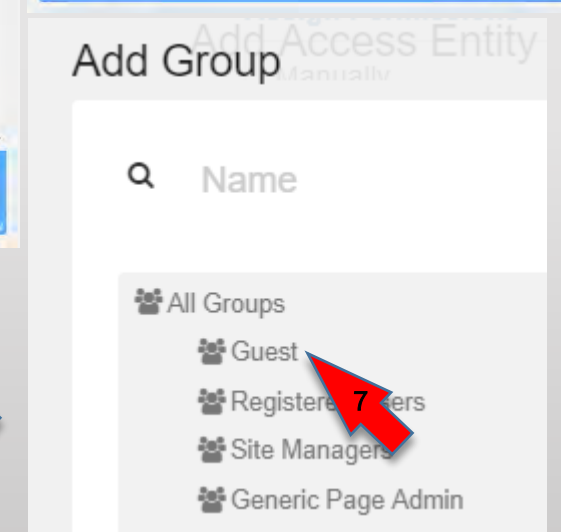
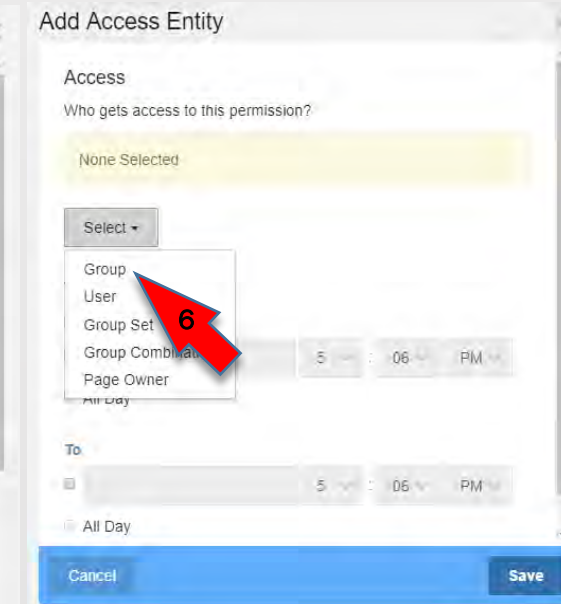
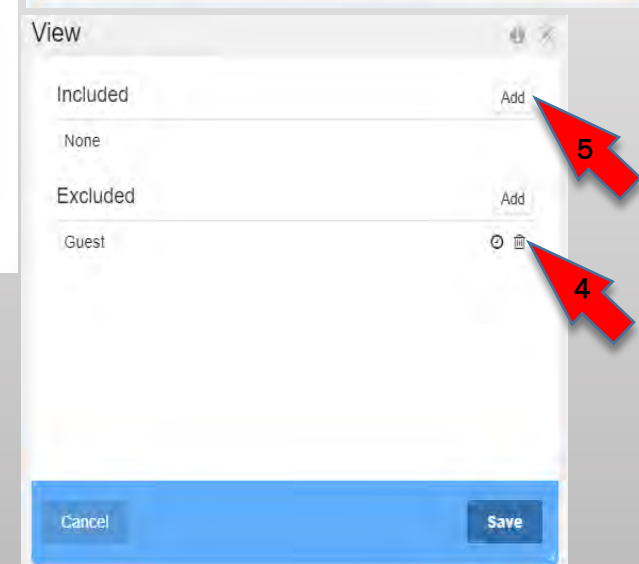
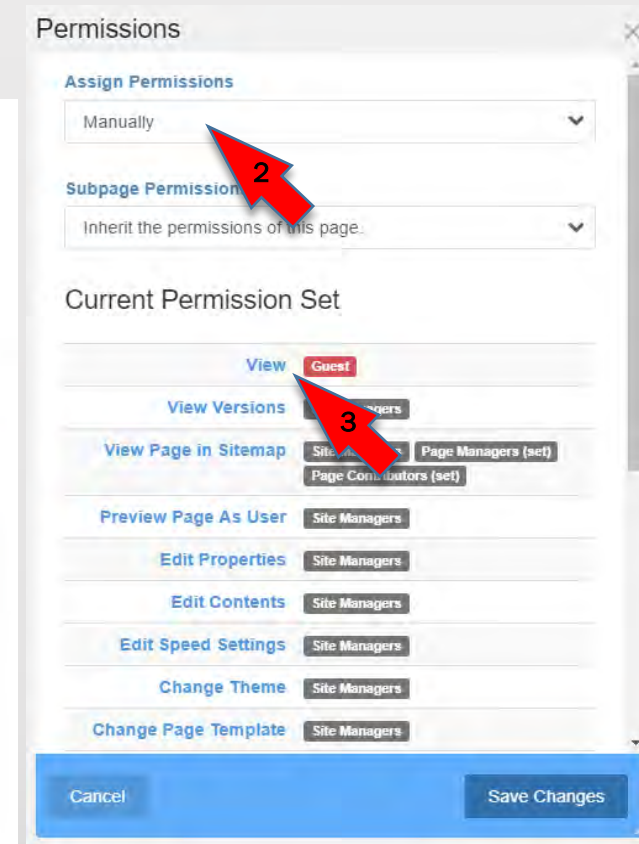
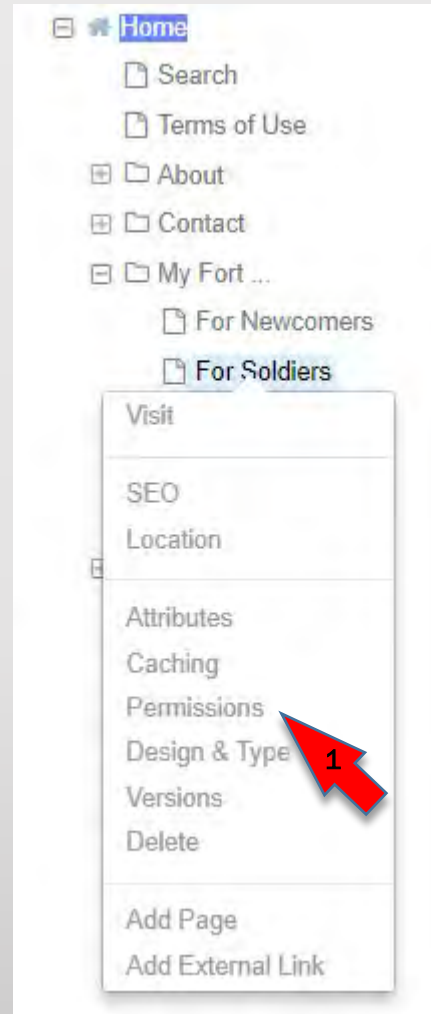
- Go to the Dashboard menu
- Click on “Sitemap”
- Find the page you want to hide and left click on it
- Select “Permissions” (1)
- In the “Assign Permissions” dropdown select “Manually” (2)
- Left click on the blue word “View” (3) in the middle of the popup window:
 - Click on the trash can icon (4) next to the word “Guest” under “Included”
 - Click on “Add.”
 - In the “Select” group, select “Site Manager” or “Administrator,” depending on your site.
 - Click Save to return to the View window.
 - Click on the “Add” button next to “Excluded” (5)
 - In the “Select” dropdown select “Group” (6)
 - From the “All Groups” list select “Guest” (7)
 - Select “Save”
 - Select “Save” again
 - Select “Save Changes”





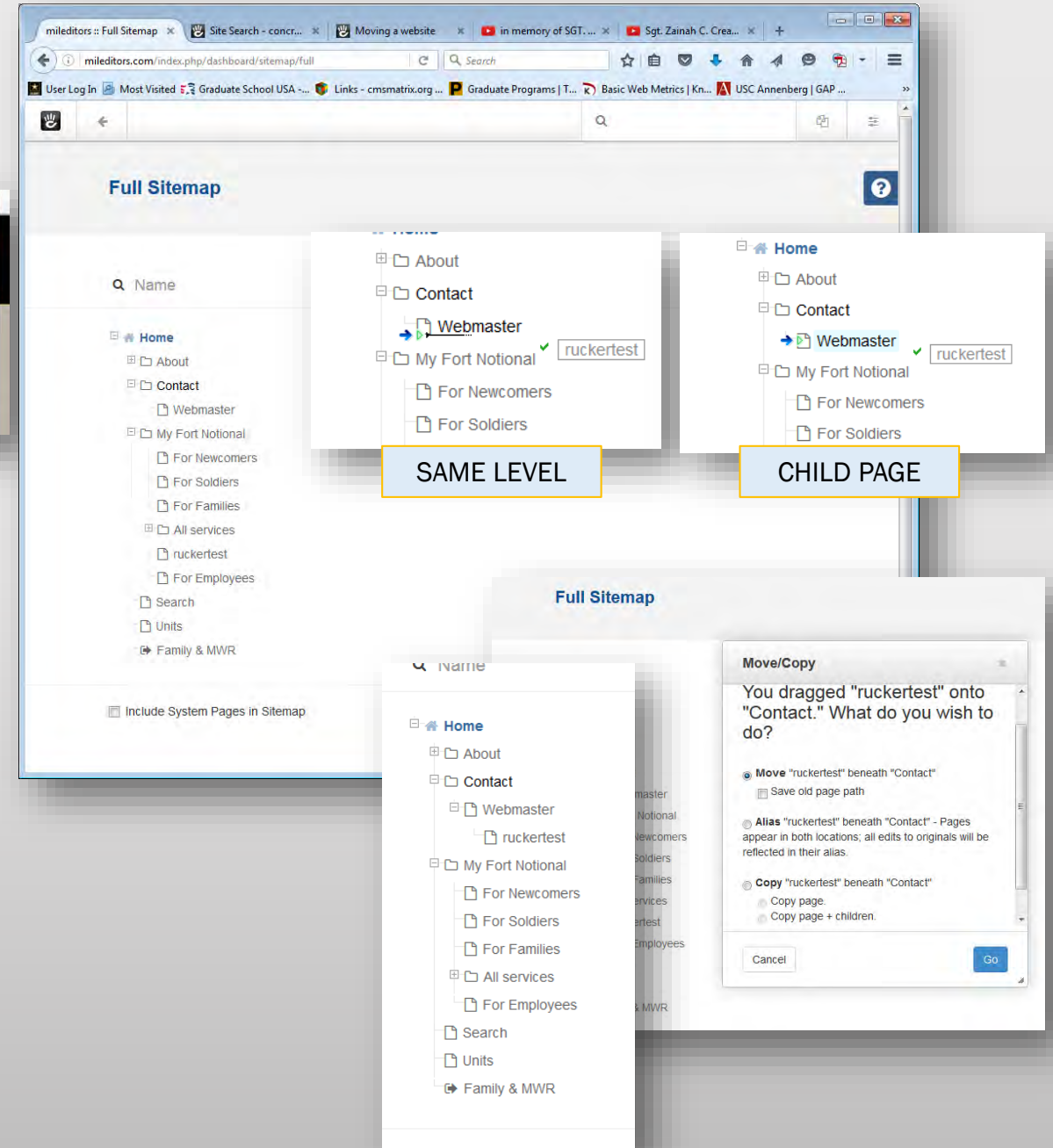
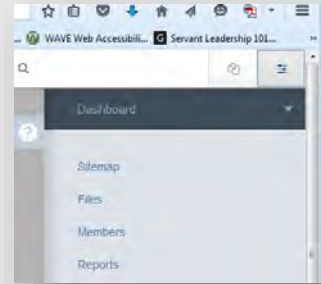
Un-hiding a page

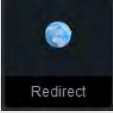
- Go to the Dashboard menu
- Click on “Sitemap”
- Find the page you want to hide and left click on it
- Select “Permissions” (1)
- In the “Assign Permissions” dropdown select “Manually” (2)
- Left click on the blue word “View” (3) in the middle of the popup window:
 - Click on the trash can icon (4) next to the word “Guest” under “Excluded”
 - Click on the “Add” button next to “Included” (5)
 - In the “Select” dropdown select “Group” (6)
 - From the “All Groups” list select “Guest” (7)
 - Select “Save”
 - Select “Save” again
 - Select “Save Changes”



Moving or aliasing a page

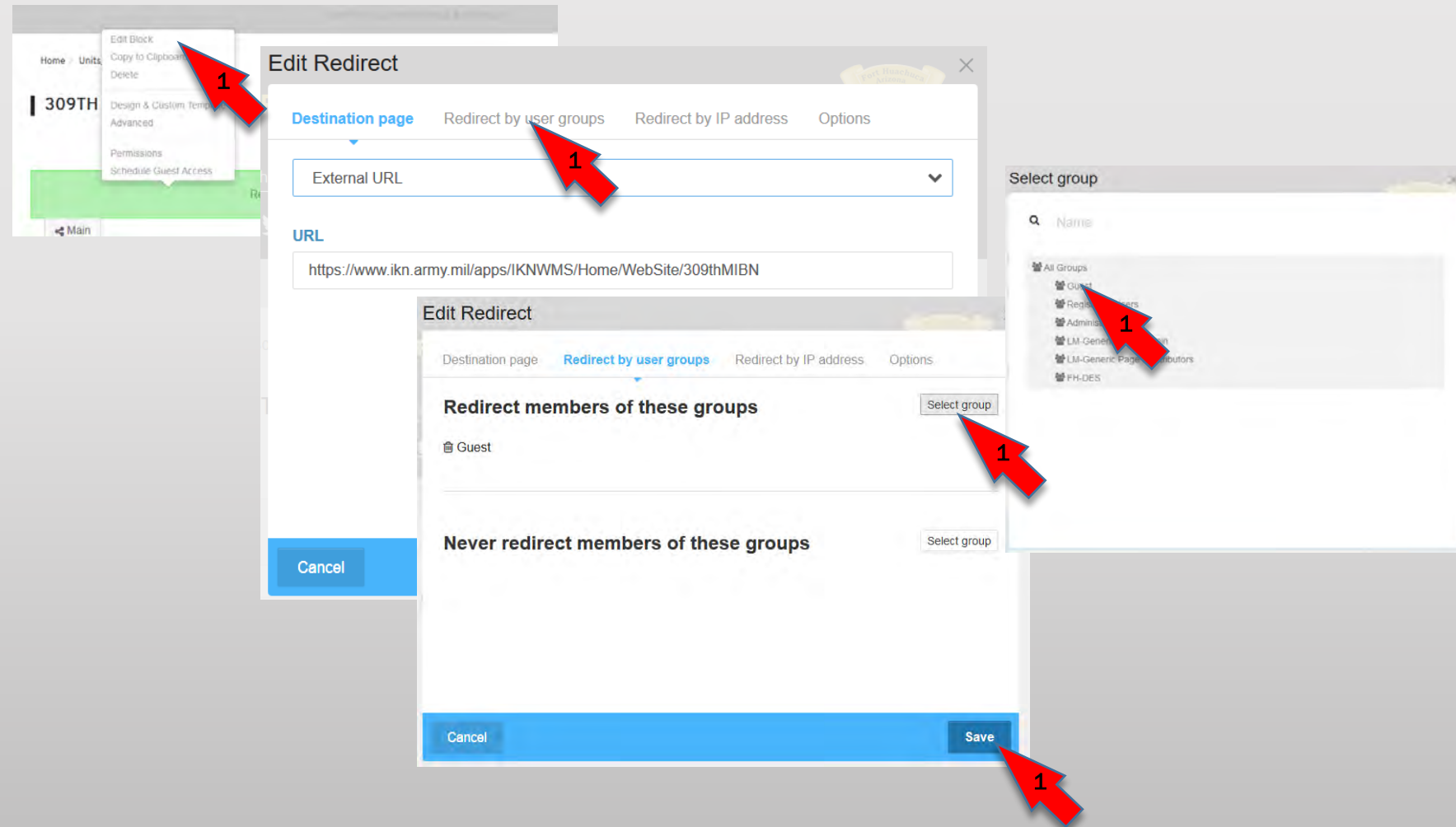
- Go to the dashboard, select Sitemap
- Wait for the full sitemap to populate
- Drag the page icon to its new home:
 - Just under a page to put it at the same level in the sitemap
 - On top of the page (note highlight) to make it a child of that page.
- Choose “Move,” “Alias” or “Copy”
- Click “Go”





Block: Redirect *redirecting to an internal or external page*

- Go to Add Content (+ menu)
- Drag the Redirect block into any area on the page
- Let it open (or click on the block and select Edit Block)
- For another website, in the Destination Page tab, click External URL and put the entire address in the URL box
- Select the “Redirect by User Groups” tab
- Click on Select Group
- Select the “Guest” user group
- Click Save
- Publish the page (required)
- To test: Take the site out of maintenance mode and log out.



Available automated Page Types

“Page Type” is concrete5’s term for a template set up for a specific use.

Top-level:	Specific:	Common:
About <ul style="list-style-type: none">Top of the About menuRedirects to Mission and Vision Contact <ul style="list-style-type: none">Top of the Contact menuRedirects to Phonebook My Fort <ul style="list-style-type: none">Top of the menuFollows a specific format Units / Tenants <ul style="list-style-type: none">Top of the menuFollows a specific format	Guide (“For...”) <ul style="list-style-type: none">Guides or Portals are used for the audience-specific pages under My FortGarrison needs to populate left column with audience-specific informationRight column format is fixed Leadership <ul style="list-style-type: none">Specific format for leadership page. Other than the welcome letter block, do not alter.Can be placed anywhere on the site, enabling leader pages for subordinate and tenant units Garrison Organization <ul style="list-style-type: none">Falls under the About pageBuilt as a menu for directorate/office pages Blog <ul style="list-style-type: none">Can be placed anywhereMakes a good news section Phonebook <ul style="list-style-type: none">Specifically designed to create a phone directory. Automated.See Tutorial 4 for use Event Calendar <ul style="list-style-type: none">Falls under the About pageSpecific tutorial to come Unit home page <ul style="list-style-type: none">Falls under Units/Tenants News home	Service <ul style="list-style-type: none">Leader BioDirectorate / officeBlog EntryNews StoryEmpty Page



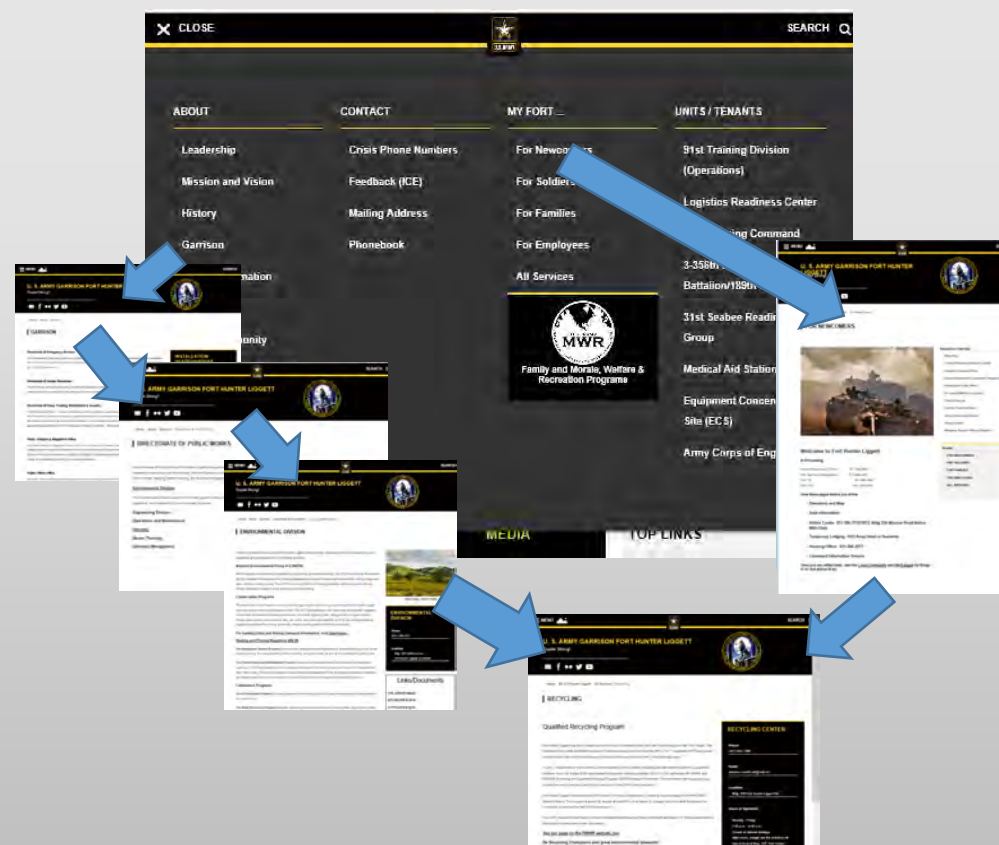
Page Types: Guides and Services, Garrison and Directorates, Leadership and Leader Bio, News home & News - introduction

- The **Guides** are portal pages for the various groups served by the installation. You should have four Guide pages in your provisioned site: For Newcomers, For Soldiers, For Families, For Employees. You can set up guides For Retirees, For Mobilization and For Training easily.
- **Service pages are the heart of our system.** Designed to appear in their relevant guides pages, each focuses on a service provided to Soldiers, Families and the rest of our community, and follows a specific format. Selecting an Audience for the page puts a link on the relevant Guide page. Service pages can now be placed anywhere on the site.
- The **Garrison** page is designed to hold the command structure of the garrison. The *entire website is about the garrison*, so the name is slightly redundant.
- **Directorate/Office** pages populate below the Garrison page. Do not attempt to place a Directorate/Office page elsewhere. They primarily serve to contain the structure of the garrison – such as Directorate of Public Safety or Human Resources directorate pages. **Service pages are placed under their appropriate Directorate pages** to keep the permission structure organized.
- **Leadership** pages are designed to showcase any cadre of leaders. Leadership pages are automated. Other than the welcome letter column, they are populated via the information on the Leader Bio page. Leadership pages can be placed anywhere. This allows tenant units to create leadership lists in the same way.
- **Leader Bio** pages have a very specific format. They should be filled in via the Composer. Please include all fields.
- **News Home** is set up to serve as an online news hub – an electronic publication – for your garrison. These are highly customizable.
- **News** pages are set up to easily place a story within your news structure.

Two paths to information:

STRUCTURE

SERVICES





The four menu categories

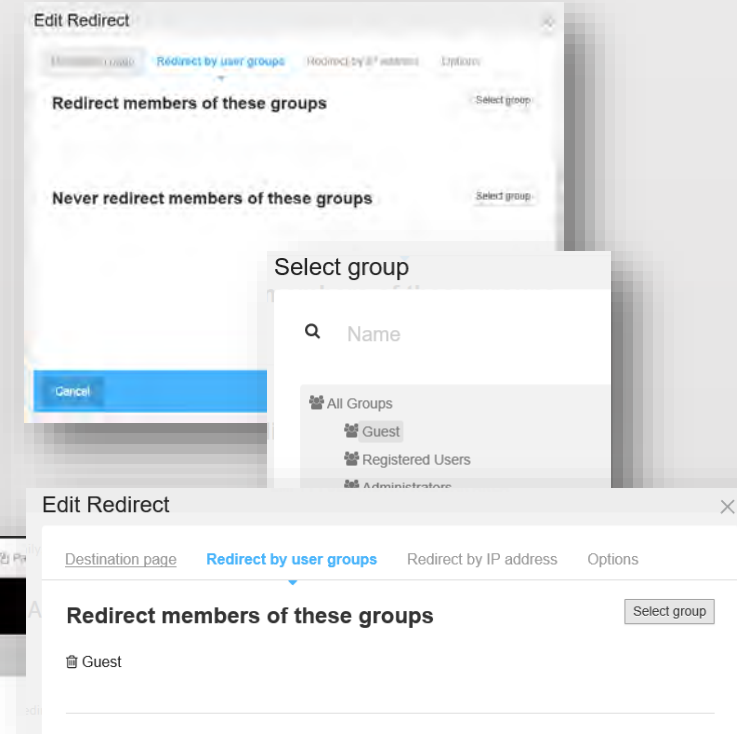
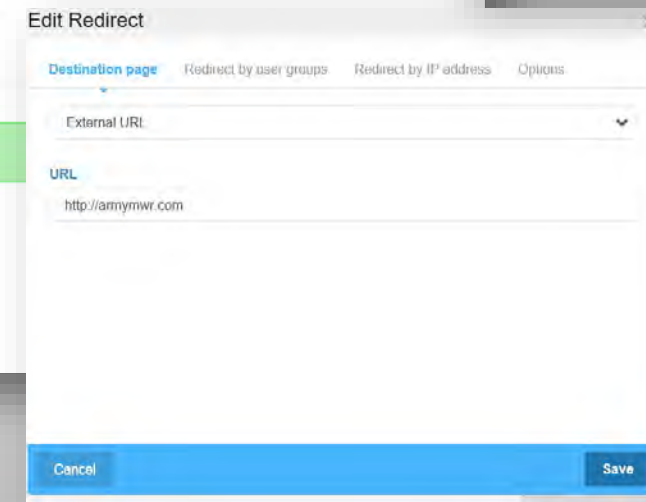
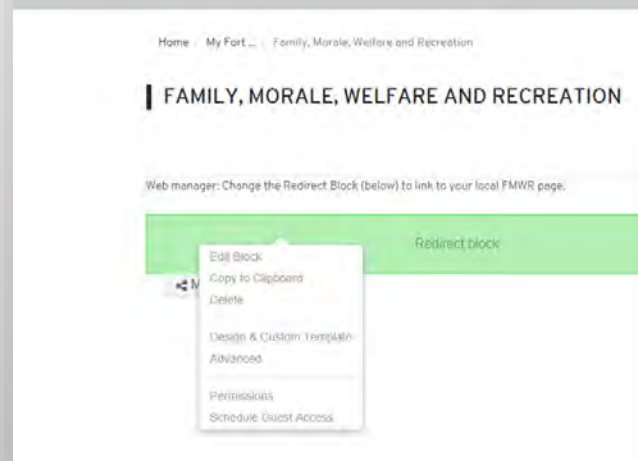
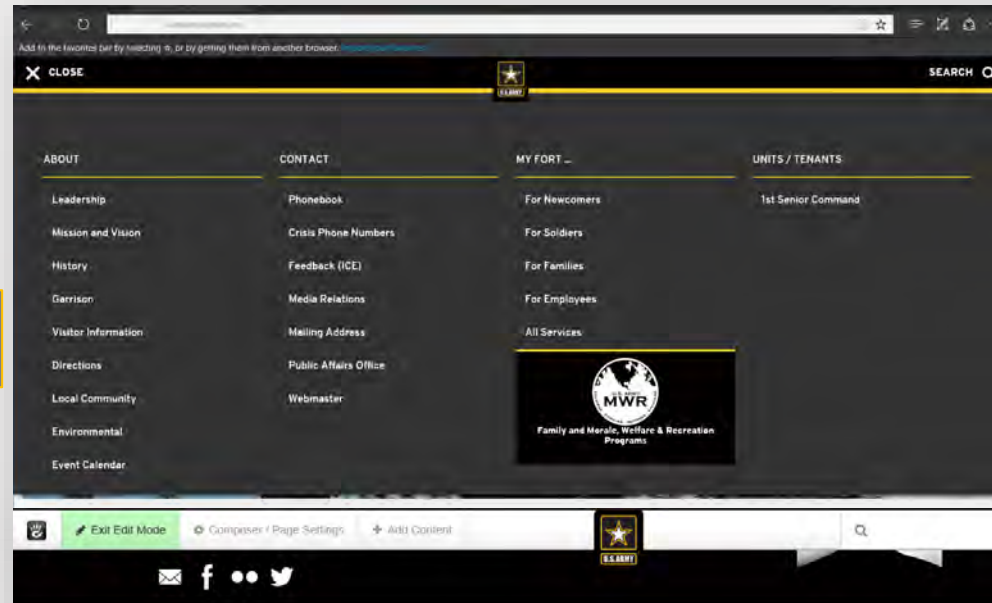
ABOUT	CONTACT	MY FORT ...	UNITS/TENANTS
Pages in the ABOUT menu <i>describe</i> the garrison: What is the mission, who are the leaders, what is the structure, where is it located.	Pages in the CONTACT menu put people in touch with the garrison.	Pages in MY FORT YOURNAMEHERE directly address the needs of important audiences and provide a portal for the services they require	Pages in the UNITS/TENANTS link to or are managed by organizations on post
Automated pages include Leadership Leader Bio Garrison and Directorate/Office Service*	Automated pages: Phonebook	Automated pages: Guides Service*	Automated pages: (Unit home) Leadership Leader Bio
Provided pages: <ul style="list-style-type: none">Leadership/Leader BioMission & VisionGarrison/Directorate/Services See the Tiered Menu Layout. Most of the pages reside under this structure	Provided pages <ul style="list-style-type: none">Crisis & EmergencyPhonebookFeedback (ICE) linkPublic & Media	Provided pages <ul style="list-style-type: none">For NewcomersFor SoldiersFor FamiliesFor CiviliansServices Directory	Provided pages <ul style="list-style-type: none">Example unit page set

MWR Link

The MWR link is made through a redirected Service page so it can appear in the Guides.

Place a logo-based link to your garrison MWR services in the dropdown menu.

- Go to the menu. At the bottom of the My Fort column, you will see a box with the FMWR logo. Click on that and it will take you to the FMWR Service page.
- Go into edit mode and select the redirect block. Click Edit Block
- In the Edit Redirect popup, in the Destination Page tab, put External URL and the URL of your MWR page.
- In the Redirect by Groups tab, Click the Select Groups tab and select Guest.
- Confirm the redirection and click Save.
- Publish the page.



Edit (or add) a Leader Bio page

Fill out all fields in the BIO page to populate both Leadership and Leader Bio.

- Go to the page you wish to edit
- Click on the gear icon and enter the Composer (1).
- In the Title Role field, put the official position. This will be the page name
- Make certain the URL Slug matches. If not, you can change it via the small pencil icon (3)
- Change the Leader Rank and Name to match the person in the position (4)
- Click on the placeholder and Clear the placeholder thumbnail.
- Click Choose File and select or upload the leader's official photo.
- Do the same with the Official Photo field.
- In the Biography field, use the rank and full name as the header (format Header 3) and place the entire biography text (5).
- Click Publish at the bottom of the page.

Your provisioned site should include two placeholder Leader Bios. Add more (senior commander, etc.) by adding a Leader Bio page type (see page 3) Remember to place Leader Bios as sub-pages to the Leadership page where they will appear. Once in Composer, the process is similar to the one shown here.

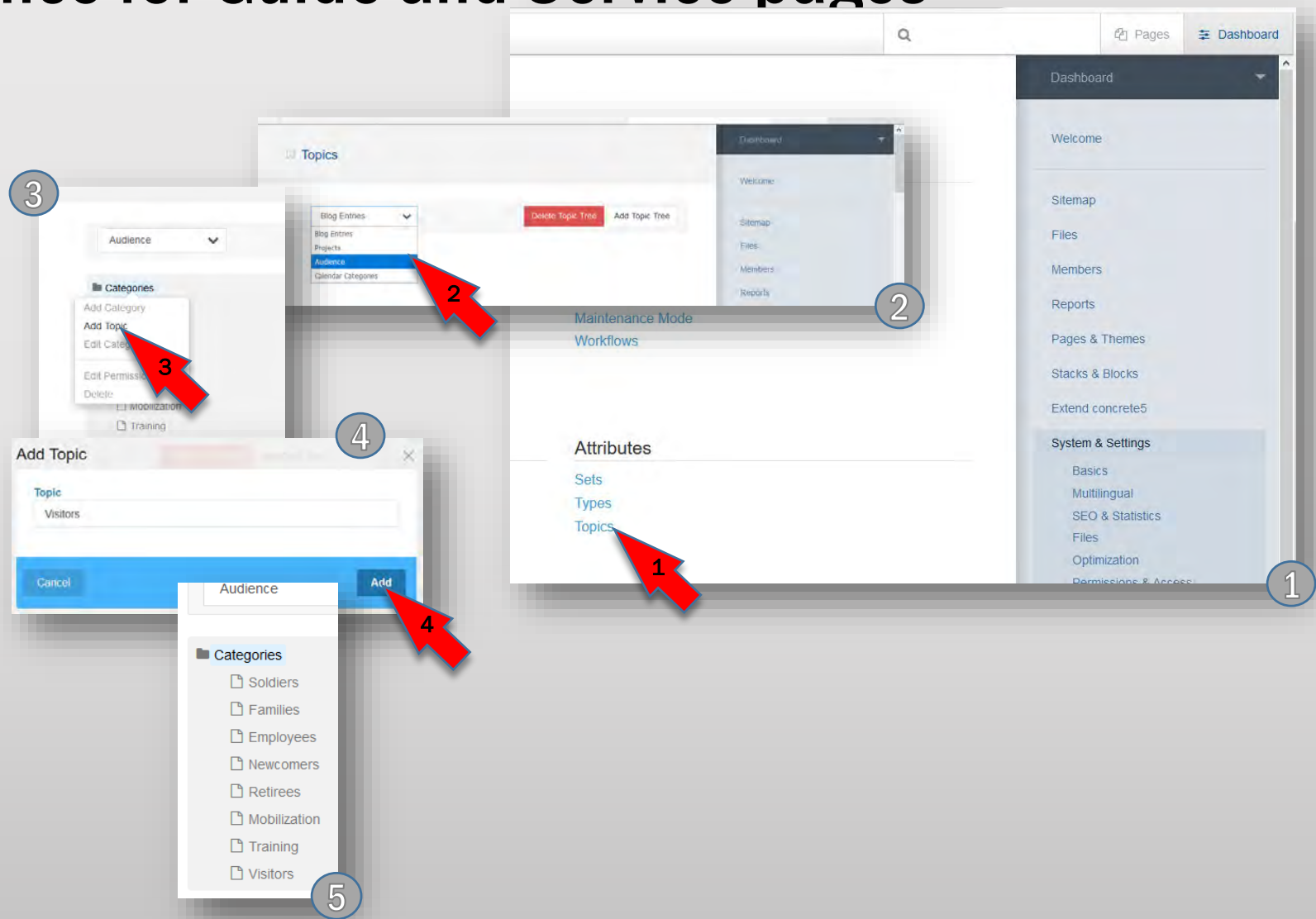


A screenshot of the 'Composer - Leader Bio' interface. It shows a sidebar on the left with 'Page Settings' and 'Composer' (highlighted with a red arrow and '1'). The main area has a 'Basics' section with fields for 'Title Role (i.e. Garrison Commander)' (containing 'Garrison Commander' with a red arrow and '2'), 'URL Slug' (containing 'garrison-commander' with a red arrow and '3'), 'Leader rank and name' (containing 'Col. Rank N. Name' with a red arrow and '4'), and 'Thumbnail (use official photo)' (with a 'Choose File' button). Below this is the 'Content' section with 'Official Photo' and 'Biography (Title and name in Header 3 on first line)' (containing 'Colonel Andrew S. Hanson' with a red arrow and '5'). The bottom has 'Save' and 'Publish' buttons.



Adding an Audience for Guide and Service pages

- Go to Dashboard
→ System & Settings
→ Attributes
→ Topics (1)
- In the Topic Tree dropdown, click “Audience”(2)
- Under Categories, Click “Add Topic”(3)
- Fill in the box, click “Add”(4)





Create a Guide page and link it to an Audience

- Go to the Pages menu
- Click “Guide (“For”)” (1)
- Wait for the Composer to Load
- Name the page “For [Audience]”
- Add a description.
- If you intend to feature the page, add a thumbnail photo.
- Under “Start,” select your audience (2)
- Switch to Edit Mode by clicking the green button (3)
- Open the Page List block that begins “Edit this Block” for editing.
- Select the Service page type.
- In Topics, Select Custom Topic (4) and select the topic of your Audience (5)
- Under “Location,” select “Everywhere”
- Include Page Name, but turn down the other display options.
- Edit the title of the page list. “[Audience] Services” is preferred.
- Save your Page List
- Publish your page.

The collage illustrates the following steps:

- Step 1:** Screenshot of the 'New Page' menu with 'Guide ("For")' highlighted.
- Step 2:** Screenshot of the 'Composer - Guide ("For")' page with the 'audience' dropdown menu open, showing options like 'Soldiers', 'Families', etc.
- Step 3:** Screenshot of the 'Composer - Guide ("For")' page with the 'Edit Mode' button highlighted.
- Step 4:** Screenshot of the 'Edit Page List' dialog with 'Custom Topic' selected under 'Topics'.
- Step 5:** Screenshot of the 'Edit Page List' dialog with an audience category selected.
- Step 6:** Screenshot of the 'Edit Page List' dialog with 'Everywhere' selected under 'Location'.
- Step 7:** Screenshot of the 'Edit Page List' dialog with 'No' selected for 'Include Page Name' and 'Include Page Description'.
- Step 8:** Screenshot of the 'Edit Page List' dialog with 'No' selected for 'Include Public Page Date'.
- Step 9:** Screenshot of the 'Edit Page List' dialog with the 'Save' button highlighted.

Create a Service page

- Go to the pages menu, select Service. Wait for composer to populate
- Fill in the Page Name and URL Slug. Make certain it gives you what you want.
- Put in a thorough description. The description will appear on the “All Services” page, among other places.
- If you plan to feature this page (see elsewhere in this tutorial), put in a thumbnail image and check the box.

Composer - Service

Page saved on Apr 7, 2017, 2:38:29 PM

Basic

Page Name

URL Slug

Page Location

This page will be published beneath [All Services](#).

Description

Make this a featured page? ☐

Is Featured

Thumbnail (required if featured)

Composer - Service

Page saved on Apr 7, 2017, 1:25:08 PM

Basic

Page Name

URL Slug

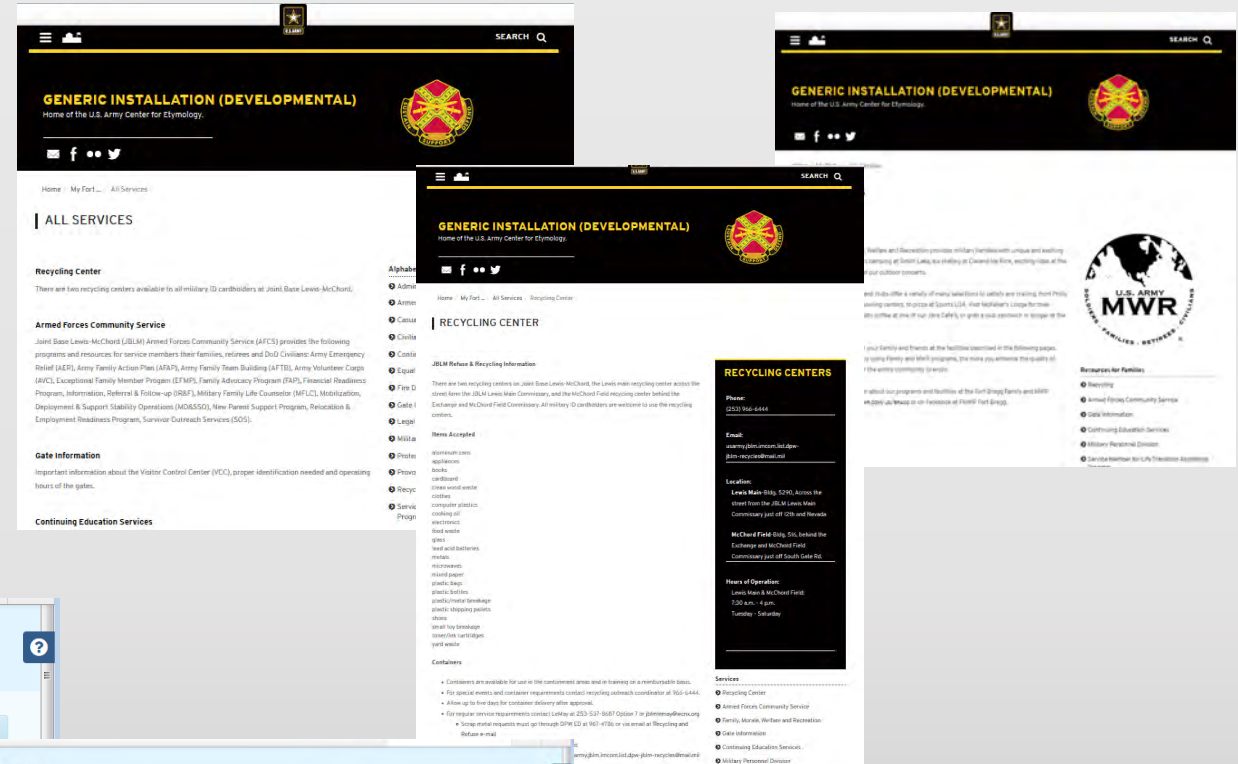
Description

Make this a featured page? ☐

Is Featured

Thumbnail (required if featured)

Introduction



Service Page: Completing and publishing

The “Introduction” area lets you input content from within the Composer. You can also drag/drop blocks in Edit Mode to insert content. It was originally intended to duplicate the Description, but users have found it handy to populate the entire page this way.

- Copy the description in the Introduction field.
- As an option, put the entire body of the page here.
- Fill in the Service Data Box fields. Any fields left blank will not appear.
- Choose at least one Audience Topic. The Service page will be linked to the Guide page for that audience.
- Go to Edit Mode to add more blocks.
- Publish or save. A saved, unpublished page can be found in the Drafts section of the Pages menu.

The screenshots illustrate the process of creating a service page. The first screenshot shows the 'Introduction' section where a description can be entered. The second screenshot shows the 'Service Data Box' form, which includes fields for 'Organization, office or service name Required', 'Phone number', 'Fax', 'Email', and 'Location'. The third screenshot shows the 'Notice (optional)' section. The fourth screenshot shows the 'Custom Attributes' form, which includes a 'Tag' field and an 'Audience' list. The final screenshot shows the published page, which includes a 'RECYCLING CENTER' section with details about recycling centers and accepted items.



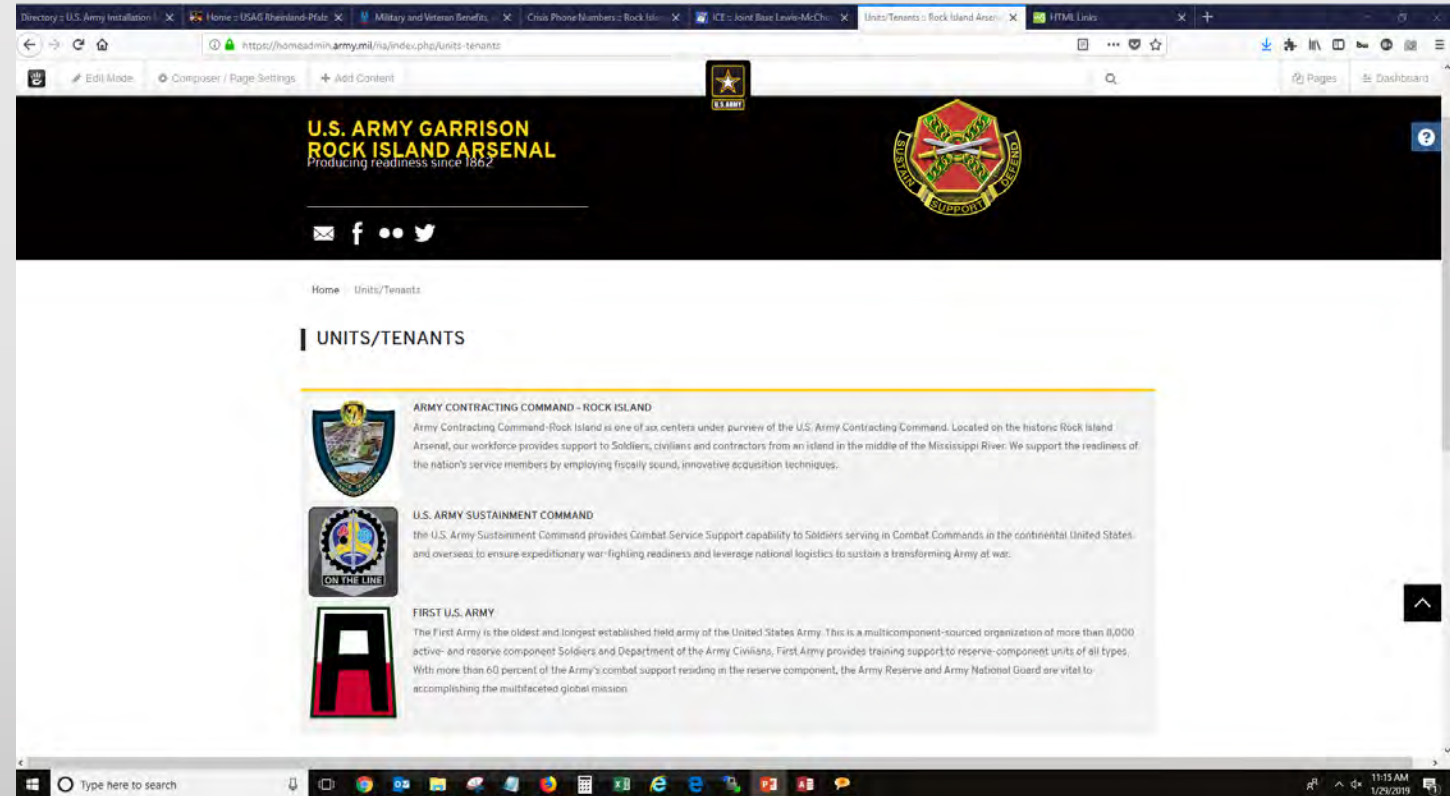
Units/Tenants and Unit Home Pages

Three options for Units/Tenants:

1. Build redirect pages
2. Build subordinate unit sites
3. Place a simple list of organizations and addresses.

In the first two, leave the Units/Tenants page alone for the most part. One option would be to add a right column with installation services, but in either case, use the page list supplied with the page.

In the third option, for Minimum Viable Site use only, create a text block under the page list block and list organizations and contact information. Leave the page list block on the page but empty





Unit Home Page: Building a local site

- Open the target page
- In the pages menu, click “More” to show the list of additional pages
- Select Unit Homepage
- Wait for the composer to load.
- Fill out the name of the unit.
- If the unit name seems too long, replace the url with the acronym
- Go to a source for non-copyright images (try Wikipedia) and download the unit crest.
- Type a mission description in the Unit Description box.
- Select “Choose Photo” and upload the logo to the website (See Tutorial 1)
- Select the photo as the page thumbnail.
- Click Edit Mode.

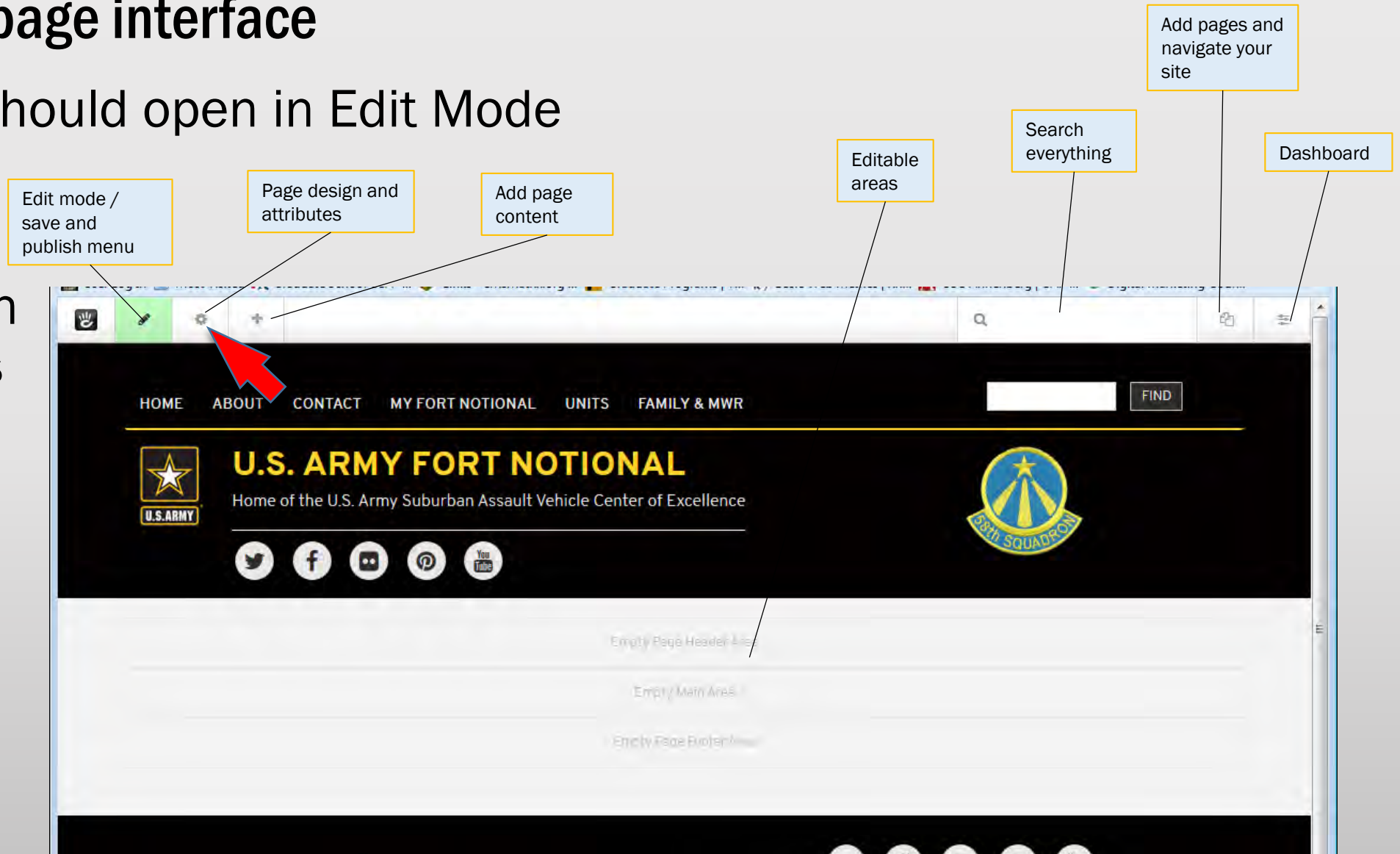


Unit Home Page redirecting to an outside page

- Open the target page
- In the pages menu, click “More” to show the list of additional pages
- Select Unit Homepage
- Wait for the composer to load.
- Fill out the name of the unit.
- If the unit name seems too long, replace the url with the acronym
- Go to the target page or another source for non-copyright images (try Wikipedia) and download the unit crest.
- Find the “About” or Mission in the target site and copy/paste a description into the Description box.
- Select “Choose Photo” and upload the logo to the website (See Tutorial 1)
- Select the photo as the page thumbnail.
- Click Edit Mode.
- In Edit Mode, go to Add Content, make sure you are in the Blocks area, and find the Redirect block
- Drop the Redirect block anywhere on the page.
- In the redirect block, put the URL of the target site.
- Click Add
- Go to Exit Edit Mode, and Click Publish

The blank page interface

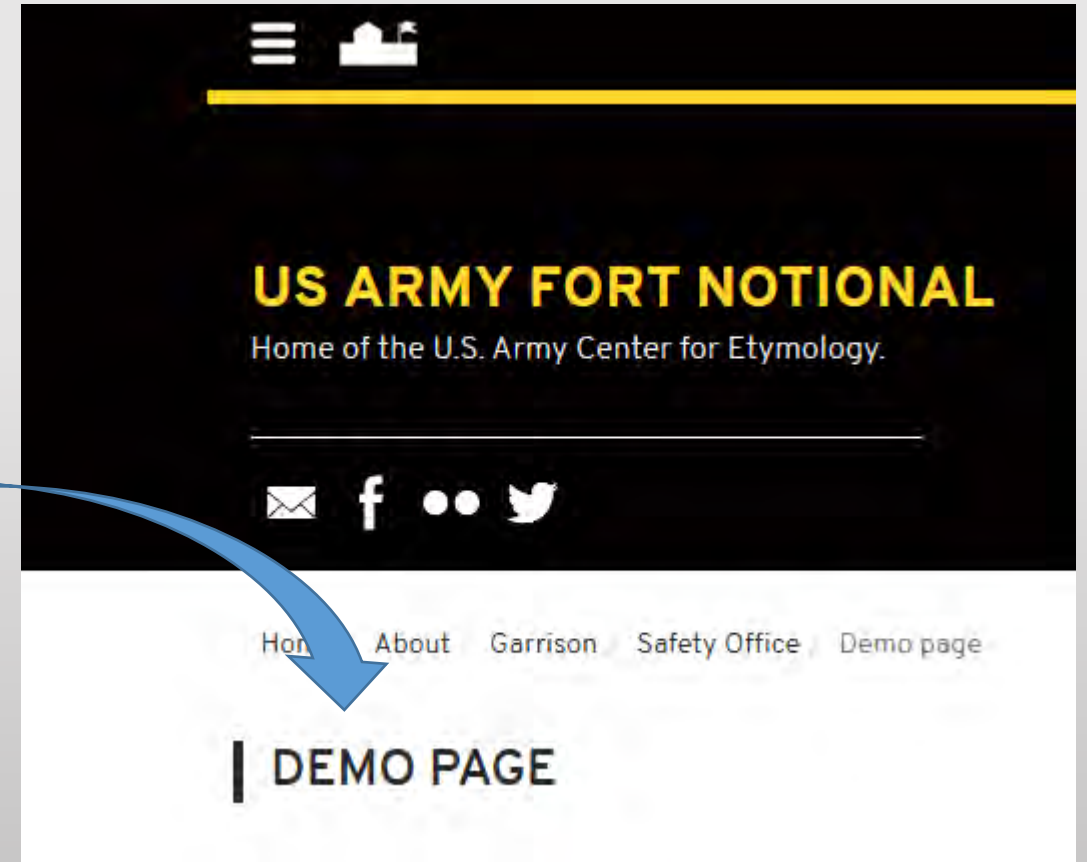
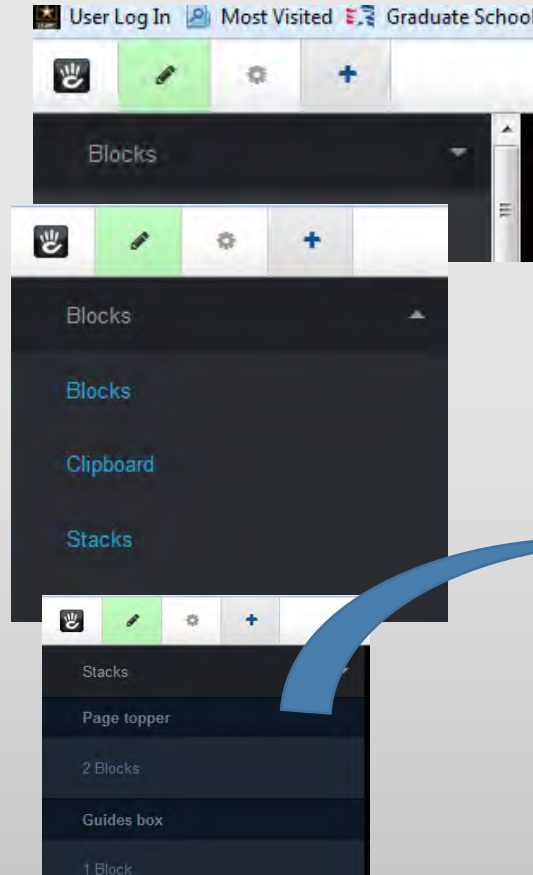
- Your page should open in Edit Mode
- Click on the Page Design & Attributes menu



The top of every page but Home

This should be set up for you on every page type.
If you don't have the Page Topper stack, CONTACT NEAL

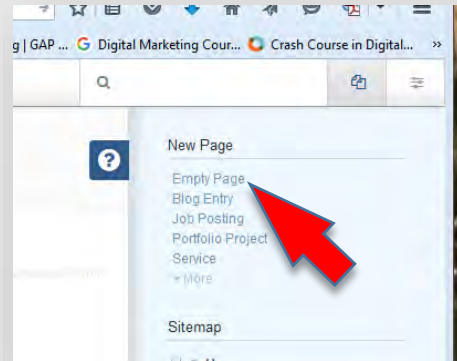
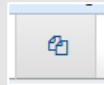
- Every page should have a breadcrumb trail and page title at the top.
- If it doesn't appear, go to the Add icon. Click on "Blocks" and select "Stacks"
- In the Stacks menu, choose Page Topper and drag it into the Page Header.



Creating an empty page (manually)

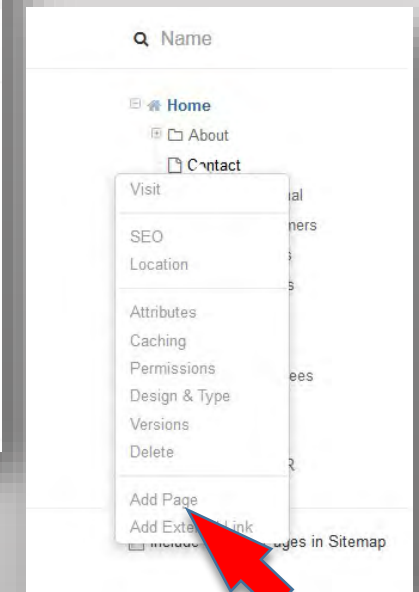
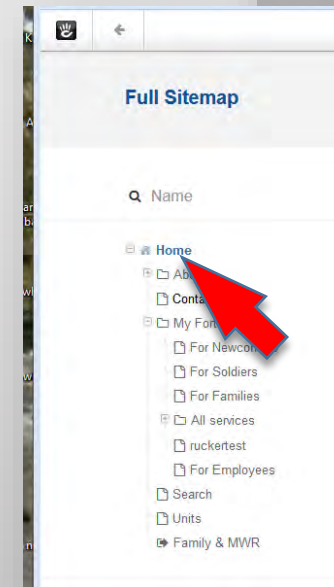
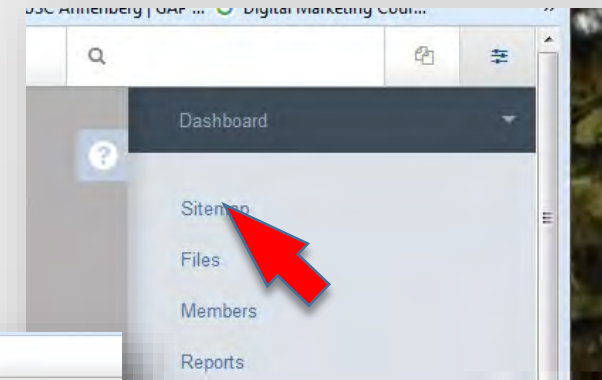
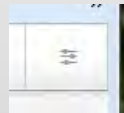
Either:

- Go to the Pages menu and click “Empty Page”



Or:

1. Go to the Dashboard and select Sitemap
2. Left-click on the page you want the new page to fall under
3. Click “Add Page”



Name and location

- Make certain you are in the Composer
- Name the page and give it a URL

NOTICE:

Check IMCOM website policy for naming conventions and consistent locations.

- Select a page template from the dropdown (1)
- Click “Choose a Page” (2) This will take you to a sitemap. Click on the page you want this one to fall under (3).
- Click “Edit Mode” in the lower right corner (4).

NOTE: If you saved your page and it disappears before it is published, you can retrieve it by going to the Pages menu and looking in the Page Drafts.

The screenshot displays the IMCOM website composer interface. The main area is titled "Composer - Empty Page". It includes fields for "Page Name" (set to "Webmaster"), "Description", and "URL Slug" (set to "webmaster"). A "Page Template" dropdown menu is open, showing options like "Full", "Blank", "Home", "Left Sidebar", "Right Sidebar", and "Template". A red arrow labeled "1" points to the "Full" option. Below the dropdown is a "Choose a Page" button, with a red arrow labeled "2" pointing to it. To the right, a "Full Sitemap" panel is visible, showing a hierarchical list of pages. A red arrow labeled "3" points to the "Contact" page under the "Home" category. In the bottom right corner, there are "Edit Mode" and "Publish" buttons, with a red arrow labeled "4" pointing to the "Edit Mode" button. A yellow arrow points from the "NOTE" box to the "Page Drafts" section on the right, which lists drafts like "Webmaster 5/10/16, 5:12 PM" and "Articles 4/10/16, 7:02 PM".

End of brief

Create a Directorate / Office page

Featuring a page

