Adding and working with pages

IMCOM Enterprise Web

Tutorial 2

Version 1.53

Standard Operating Procedures

Contents and general instructions

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- 4. Deleting (and undeleting) 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, <u>https://homeadmin.army.mil/imcom/index.php/contact/webmaster-1/pro-central</u> These tutorials also serve as SOP for IMCOM Enterprise Web.

IMCOM GUIDELINES: The dark gray boxes are policy reminders.

Blue boxes offer helpful explanations



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.



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Deleting (and undeleting) pages

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- Go to the Site Map (Dashboard \rightarrow 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 thetop 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.



- 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"

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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"

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Moving or aliasing a page

Sitemap

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Reports

Files

- 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 Top of the About menu Redirects to Mission and Vision Contact Top of the Contact menu Redirects to Phonebook My Fort Top of the menu Follows a specific format Units / Tenants Top of the menu Follows a specific format	Guide ("For") Guides or Portals are used for the audience-specific pages under My Fort Garrison needs to populate left column with audience-specific information Right column format is fixed Leadership 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 Falls under the About page Built as a menu for directorate/office pages Blog Can be placed anywhere Makes a good news section Phonebook Specifically designed to create a phone directory. Automated. See Tutorial 4 for use Event Calendar Falls under the About page Specific tutorial to come Unit home page Falls under Units/Tenants News home	Service Leader Bio Directorate / office Blog Entry News Story Empty 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.

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Two paths to information:

STRUCTURE SERVICES X CLOSE ABOUT CONTACT MY FORT UNITS / TENANTS Leadership Crisis Phone Number For Newcor 91st Training Division For Soldier Mission and Vision eedback (ICE) Mailing Addres For Families For Employees 31st Seabee Group Medical Aid S Sile (ECS) Army Corps of E Income States I at root and



ABOUT		CONTACT	MY FORT	UNITS/TENANTS
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Lead Lead Garri	pages include lership ler Bio ison and ctorate/Office ice*	Automated pages: Phonebook	Automated pages: Guides Service*	Automated pages: (Unit home) Leadership Leader Bio
 Mission Garriso See the Tie 	ages: ship/Leader Bio n & Vision on/Directorate/Services ered Menu Layout. Most es reside under this	 Provided pages Crisis & Emergency Phonebook Feedback (ICE) link Public & Media 	 Provided pages For Newcomers For Soldiers For Families For Civilians Services Directory 	Provided pagesExample unit page set
TUTORIAL 2 / PAG	GE 11			

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.

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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)



5 NEW Edit this block! Select one audience category under Create a Guide page and link it to an Audience topics and remove this title Looking for services? Try our Guides Go to the Pages menu This block is an alies of Page Delauits. Editing if here will "disconnect" it so changes to Page Delauits will no tongor afflict this block. 🔄 Pages 😄 Click "Guide ("For")" (1) Settings Edit Page List New Page Number of Pages to Displa O No topic filtering Wait for the Composer to Load Custom Te Empty Page O Related To Page Type Name the page "For [Audience]" Blog Entry ** All ** audience v Service d In Calegories Blank Page - Contact and Menu Add a description. D Th Soldier Included O Crames Directorate / office II I Employee If you intend to feature the page, add Leader Bio D C timorenes a thumbnail photo. Blog Guide ("F D C Training Under "Start," select your audience (2) Garrison Leadership Composer - Guide ("For") Switch to Edit Mode by clicking the Unit Homepa green button (3) Units/Tenants Edit Page List Event Calendar Page saved on Jan 25, 2019, 9 55 43 PM Open the Page List block that begins "Edit this Block" for editing. Edit Page List Phonebook 1 **Provide RSS Feed** Location Basics No Everywhere Page Name Comme Select the Service page type. O Yes O Beneath this page For Visitors Feature this page? @ O At the current level □ Feature this Page Include Page Name Page Location O Beneath another page In Topics, Select Custom Topic (4) and This page will be published beneath My Fort Campbell. O No select the topic of your Audience (5) Thumbnall (required if featured) · Yes URL Slug visitors Under "Location," select "Everywhere" Include Page Description Page Template Sort · No Include Page Name, but turn down the Right Sidebar O Yes Sitemap order other display options. 8 Description Research include Public Page Date Essential information for your visit to Fort Campbell Start Edit the title of the page list. No "[Audience] Service's" is preferred. O Yes audience Regulard 9 e date the page is c Edit Page List Categories 10.1 Save your Page List D D Soldiers Display Thumbnail Image D D Families Publish your page. No D D Employees O Yes D D Newcomers D C Retrees Use Different Link than Page Name D C Mobilization No O C Training O Yes Title of Page List 3 Visitor Services Message to Display When No Pages Listed Та сотна Save **TUTORIAL 2 / PAGE 15**

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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.



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.

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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 noncopyright 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

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The blank page interface



Add pages and

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)

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Either:

 Go to the Pages menu ආ 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.



End of brief

Create a Directorate / Office page

Featuring a page

