# Adding and working with pages

IMCOM Enterprise Web

Tutorial 2

Version 2

Standard Operating Procedures

# Contents and general instructions

## General instructions:
## THINK SERVICES FIRST!

IEW offers several page templates to automate and simplify the construction of your site. Use them wherever possible. Try not to force automated pages – such as leader bios -- to do what they are not meant to do.

Services pages are at the core of the design. Fill in as much metadata as possible to keep your pages running smoothly. This version includes many updates. Some page examples contain images from a previous version.

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! New or substantially changed

# Notes

- Most types of pages have their own template. See the Available Automated Page Types page for descriptions.

- If features or blocks described in this document are missing from your page types, contact IMCOM HQ Public and Congressional Affairs or drop an issue in the Tracker.

# 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
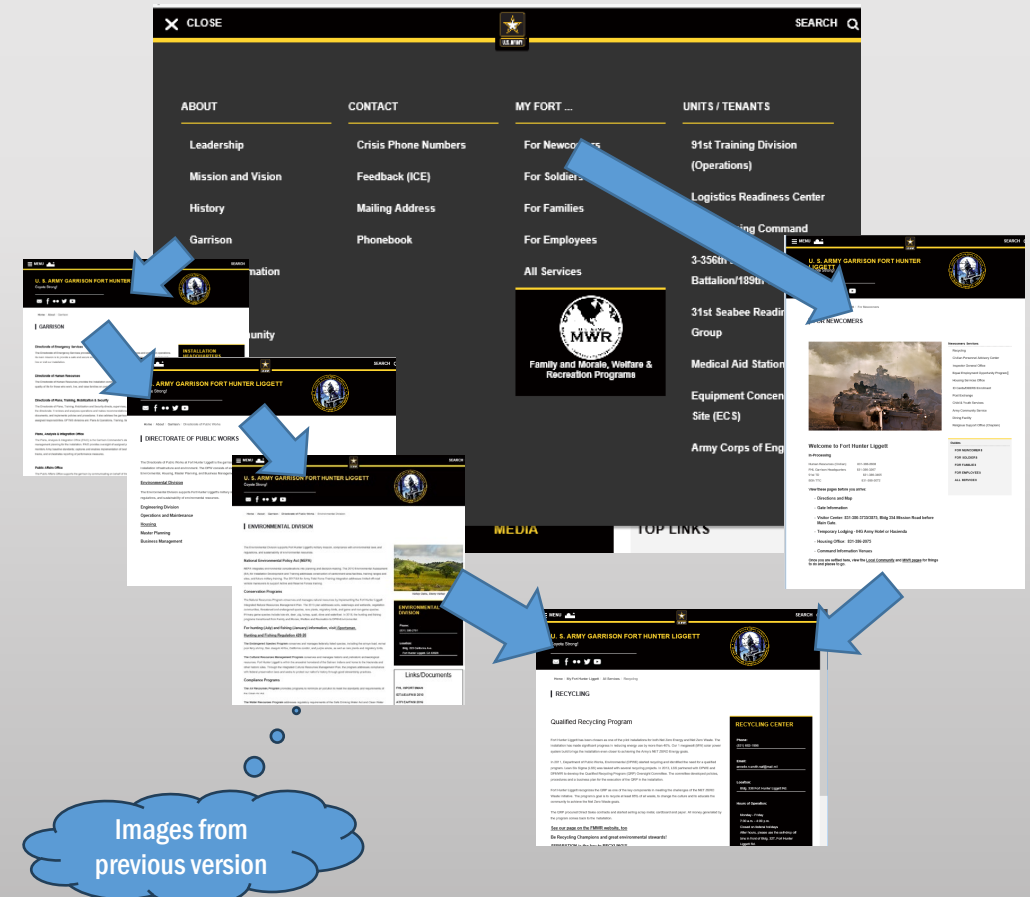
pages are automated. Other than the welcome letter column, they are populated via the information on the Leader Bio page. Leadership pages can be placed anywhere. This allows tenant units to create leadership lists in the same way.

- **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

Images from previous version

# The four menu categories

| ABOUT | CONTACT | MY FORT … | UNITS/TENANTS |
|---|---|---|---|
| Pages in the ABOUT menu *describe* 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<br>    Leadership<br>    Leader Bio<br>    Garrison and Directorate/Office<br>    Service* | Automated pages:<br>Phonebook | Automated pages:<br>Guides<br>Service* | Automated pages:<br>(Unit home)<br>Leadership<br>Leader Bio |
| Provided pages:<br>• Leadership/Leader Bio<br>• Mission & Vision<br>• Garrison/Directorate/Services<br><br>See the Tiered Menu Layout. Most of the pages reside under this structure | Provided pages<br>• Crisis & Emergency<br>• Phonebook<br>• Feedback (ICE) link<br>• Public & Media | Provided pages<br>• For Newcomers<br>• For Soldiers<br>• For Families<br>• For Civilians<br>• Services Directory | Provided pages<br>• Example unit page set |

# Available automated Page Types

> "Page Type" is concrete5's term for a template set up for a specific use.

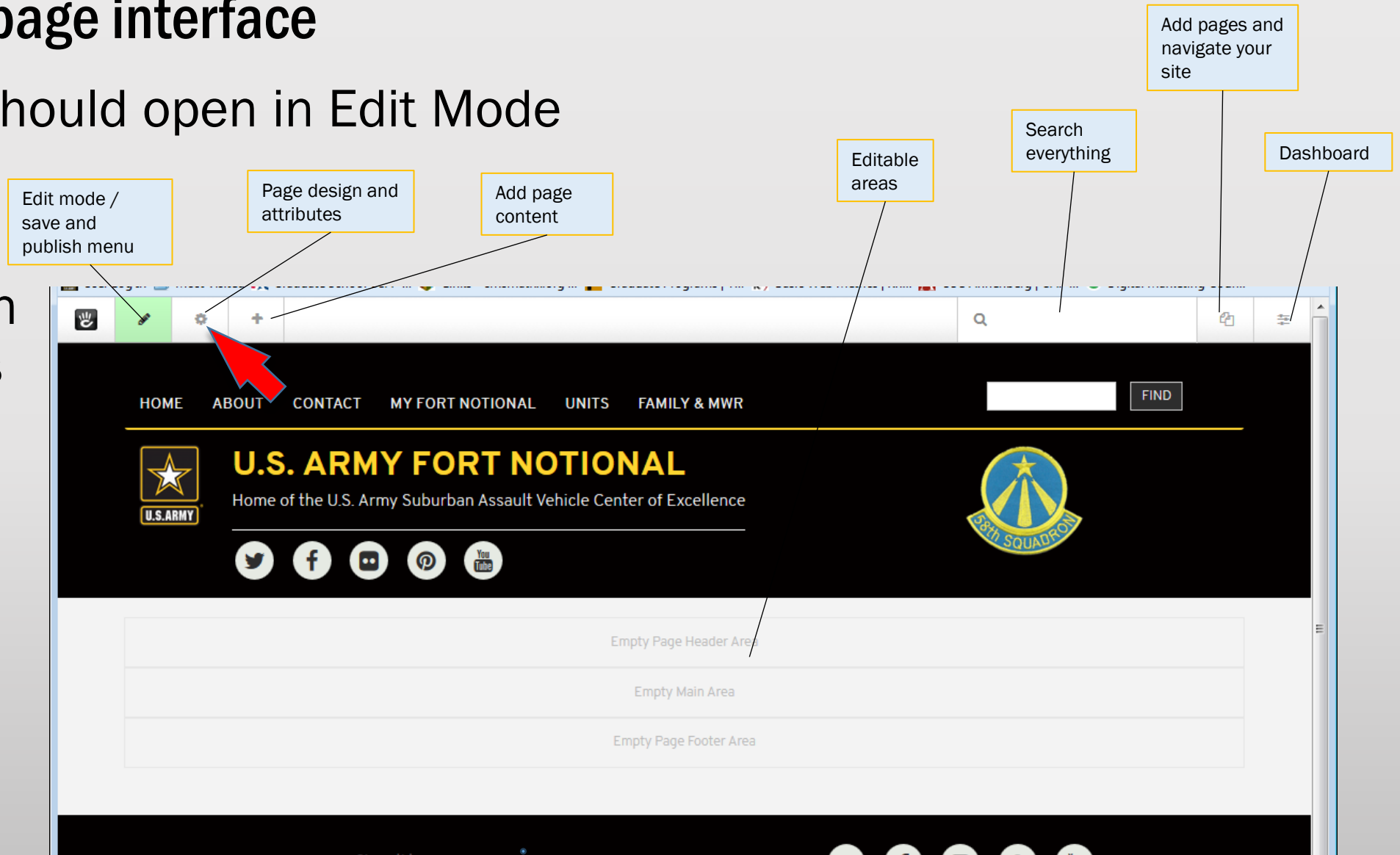| Top-level (menu-controlling): | Specific (use one each for your installation site): | Common (use as needed): |
|---|---|---|
| About<br>    Top of the About menu<br>    Redirects to Mission and Vision<br>Contact<br>    Top of the Contact menu<br>    Redirects to Phonebook<br>My Fort<br>    Top of the menu<br>    Follows a specific format<br>Units / Tenants<br>    Top of the menu<br>    Follows a specific format | Guide ("For...")<br>    Guides or Portals are used for the audience-specific pages under My Fort<br>    Garrison needs to populate left column with audience-specific information<br>    Right column format is fixed<br>Leadership<br>    Specific format for leadership page. Other than the welcome letter block, do not alter.<br>    Can be placed anywhere on the site, enabling leader pages for subordinate and tenant units<br>Garrison Organization<br>    Falls under the About page<br>    Built as a menu for directorate/office pages<br>Blog<br>    Can be placed anywhere<br>    Makes a good news section<br>Phonebook<br>    Specifically designed to create a phone directory. Automated.<br>    See Tutorial 4 for use<br>Event Calendar<br>    Falls under the About page<br>    Specific tutorial to come<br>Unit home page<br>    Falls under Units/Tenants<br>News home | Service<br>Leader Bio<br>Directorate / office<br>Blog Entry<br>News Story<br>Empty Page |

# Page "modes"



- Composer
  - The first screen you see
  - Controls your page attributes.

- Edit Mode
  - Enter your content and build your page

- Display
  - How your page looks when edit mode is off

# The blank page interface

- Your page should open in Edit Mode

- Click on the Page Design & Attributes menu

Add pages and navigate your site

Search everything

Dashboard

Editable areas

Edit mode / save and publish menu

Page design and attributes

Add page content

HOME   ABOUT   CONTACT   MY FORT NOTIONAL   UNITS   FAMILY & MWR

FIND

## U.S. ARMY FORT NOTIONAL
Home of the U.S. Army Suburban Assault Vehicle Center of Excellence

58th SQUADRON

Empty Page Header Area

Empty Main Area

Empty Page Footer Area

Images from previous version

# 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.



Images from previous version
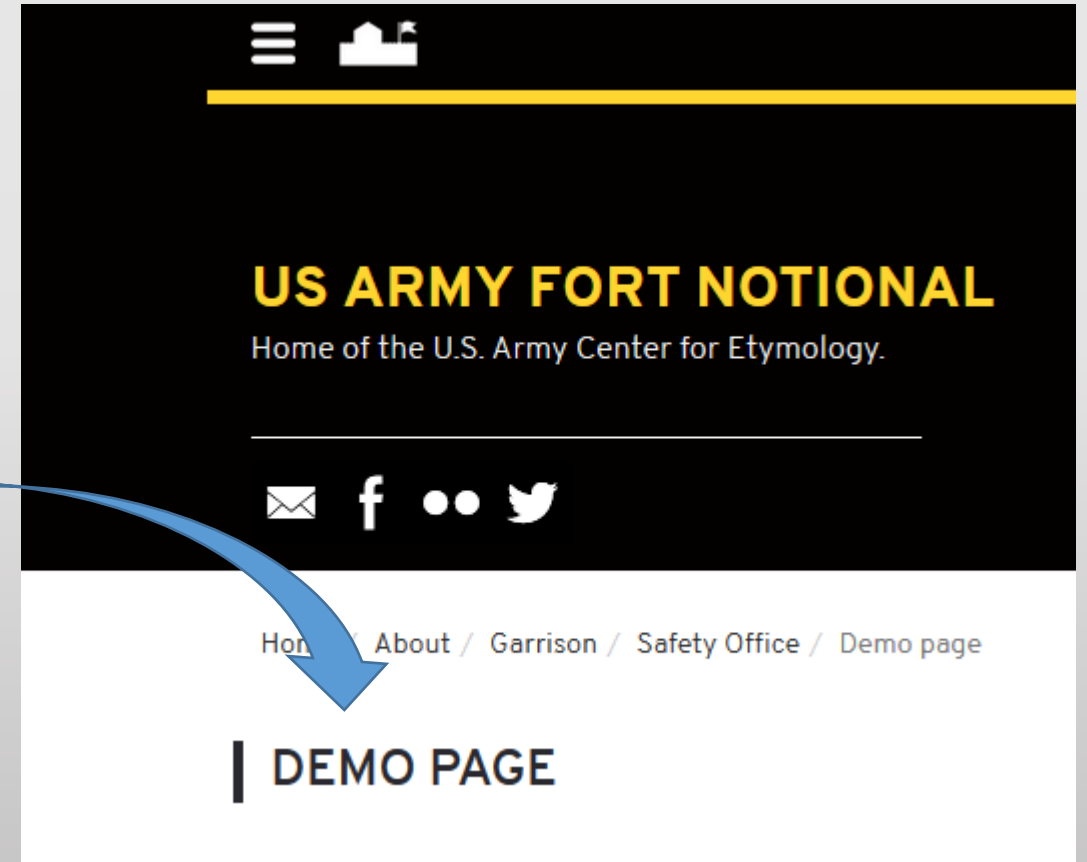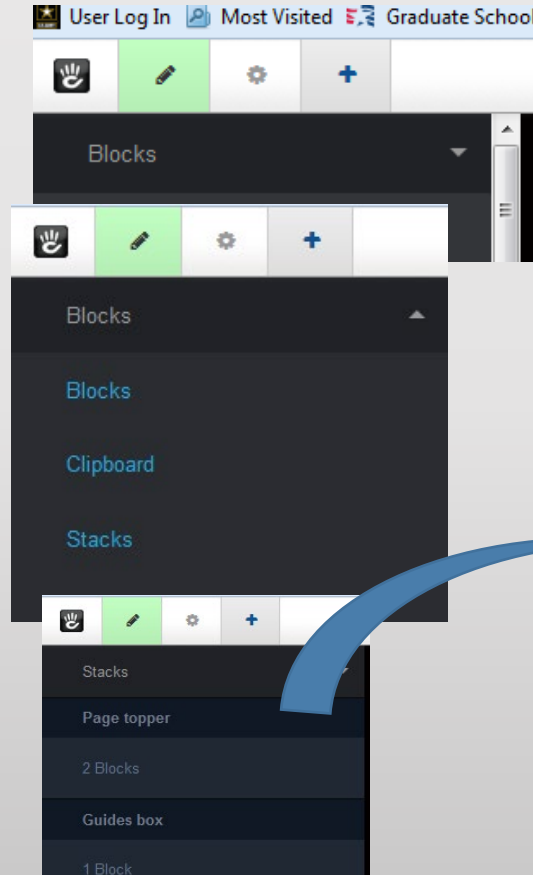
# Adding a page (Service page)

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

Mode | ⚙ Page Settings | + Add Content | 🔍 | ❓ Help | 📄 Pages | ⚏ Dashboard

New folder

**1**

**IMCOM GUIDELINES:**
Use "Empty Page" only for subordinate pages or when a page type isn't available.

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

New Page

Empty Page

Blog Entry

Service

**2**

Director's office

Leader Bio

- In the toolbar, go to the Pages menu (1)

- Under "New Page," Click on the type of page you want to add (2).

- 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(3)
  - Expand the site map by clicking on the + symbols
  - Click on the page you want this one to fall under (4)

- Fill in the description. 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 and add at least one block. This will be covered elsewhere in this document and in Tutorial 3.

- Save or publish your page.

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

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

News Story

Blog

Guide ("For")

Garrison

Leadership

"Page Type" is concrete5's term for a template set up for a specific use.

Event Calendar

Phonebook 1

Page topper

**Composer - Service**

Page saved on Oct 24, 2024, 2:15:34 PM

Basic

Page Name Required
Office of Silly Walks

URL Slug Required
office-silly-walks

Page Location
Choose Page

**3**

**4**

**5**

# Adding - more fields: Feature this page, Introduction, Tags, Audience

Other things done in the Composer

- **Featuring a page:** Optional. Highlights links in a block you can put on the front page. You need to put a thumbnail image for this to work correctly.

- **Introduction:** Optional. Some pages have a block where the description appears at the top of the page. In some cases this is automatic; in others, you need to copy/paste the description into this box.

- **Tags: Optional.** You can choose from existing tags or add a custom tag.

- **Audience:** Not optional. this feeds your page to lists of links on the guide pages. Check at least one.

- When you are done with the Composer, click the green Edit Mode button at the bottom of the window.

Make this a featured page? ?

☐ Feature this Page

Thumbnail (required if featured)

Choose File

Introduction

Copy and paste your description here

Tags

silly ×   ShopMyExchange ×

SHARP
security
Soldier for life
safety
Special Event
Schools
Special Olympics
☑ Newcomers
☐ Retirees

**Custom Attributes**

Tags

silly ×   ShopMyExchange ×

audience Required

☐ 📁 Categories

☑ 📄 Soldiers
☐ 📄 Families
☑ 📄 Employees
☑ 📄 Newcomers
☐ 📄 Retirees
☐ 📄 Mobilization
☐ 📄 Training

Ignore the Service Data Box if the fields still exist. This is leftover from previous versions.

Discard Draft     Save and Exit     Edit Mode     Publish Page 🕐

1

# Adding: Replace legacy Service Data Box

- IN EDIT MODE:

- Delete the legacy Service Data Box (1).

- Put in a new, Express-based, Service Data Box
  - Open Add Content
  - Scroll down to the Express Details box.
  - Drag it to the top of the right column(2). The editor will open automatically.
  - IN Entry, select Display Specific entry
  - In Entity, select Organization
  - Click on Choose Entry(3)
  - Use the search to find the office in charge of the page. Click the radio button(4) and click Select(5).
  - Click Add. The Organization Details box should appear(6).
  - Click on Organization Details to bring up the block menu.
  - Select Design & Block Template (7). A toolbar will appear.
  - Select Service Data Box from the dropdown (8)
  - Click Save

# Adding: More page tasks

- Edit the Services links
  - Your Service page should have a Services page list. Edit the list to make it more relevant to your audience:
    - Click on the page list block. Select Edit Block
    - IN the Edit Page List screen, ensure the Number of pages to Display is 0, the Page Type is Service, the topic is set to "Custom Topic" and the custom topic is Audience. (Note: the illustration has been expanded. You will need to scroll through the screen)
    - In the Audience, select the audiences for your page. Click "Save."

- Enter your page content
  - See SOP/Tutorial 1.

- Publish

# I saved my draft page. Where did it go?

Edit Mode    Page Settings    + Add Content    Help    Pages    Dashboard

New Page

Empty Page

Blog Entry

Service

Directorate / office

Leader Bio

News Story

▼ More

Find pages saved before publishing in the Pages menu under Page Drafts.

Page Drafts

•Here

Office of Silly Walks 10/24/24, 2:06 PM

(Untitled) 10/24/24, 1:49 PM

(Untitled) 9/9/24, 12:20 PM

New entry submitted to form: DPW Service Order Request.
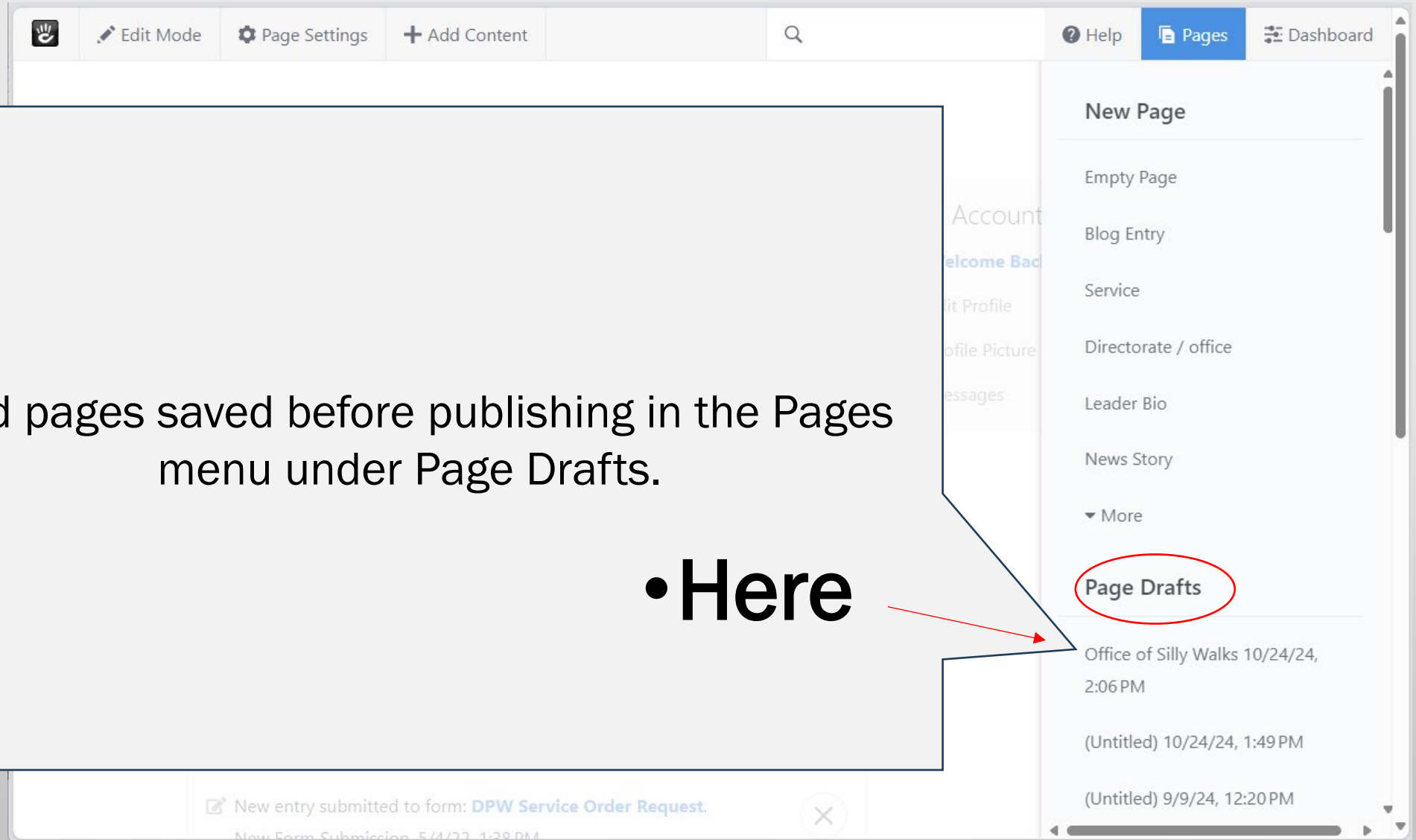
# Edit (or add) a Leader Bio page

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.

Images from previous version

# Leader Bio: Form to format

We Are the Army's Home

Edit Mode | Page Settings | + Add Content

Edit Mode | Page Settings | + Add Content

Home | About | Leadership

## LEADERSHIP

### Page Settings

**Composer**

Design

SEO

Composer - Leader Bio

Basics

Page Name -- Position (Garrison Commander, etc.) Required

Commanding General

Individual's Title (rank) and name Required
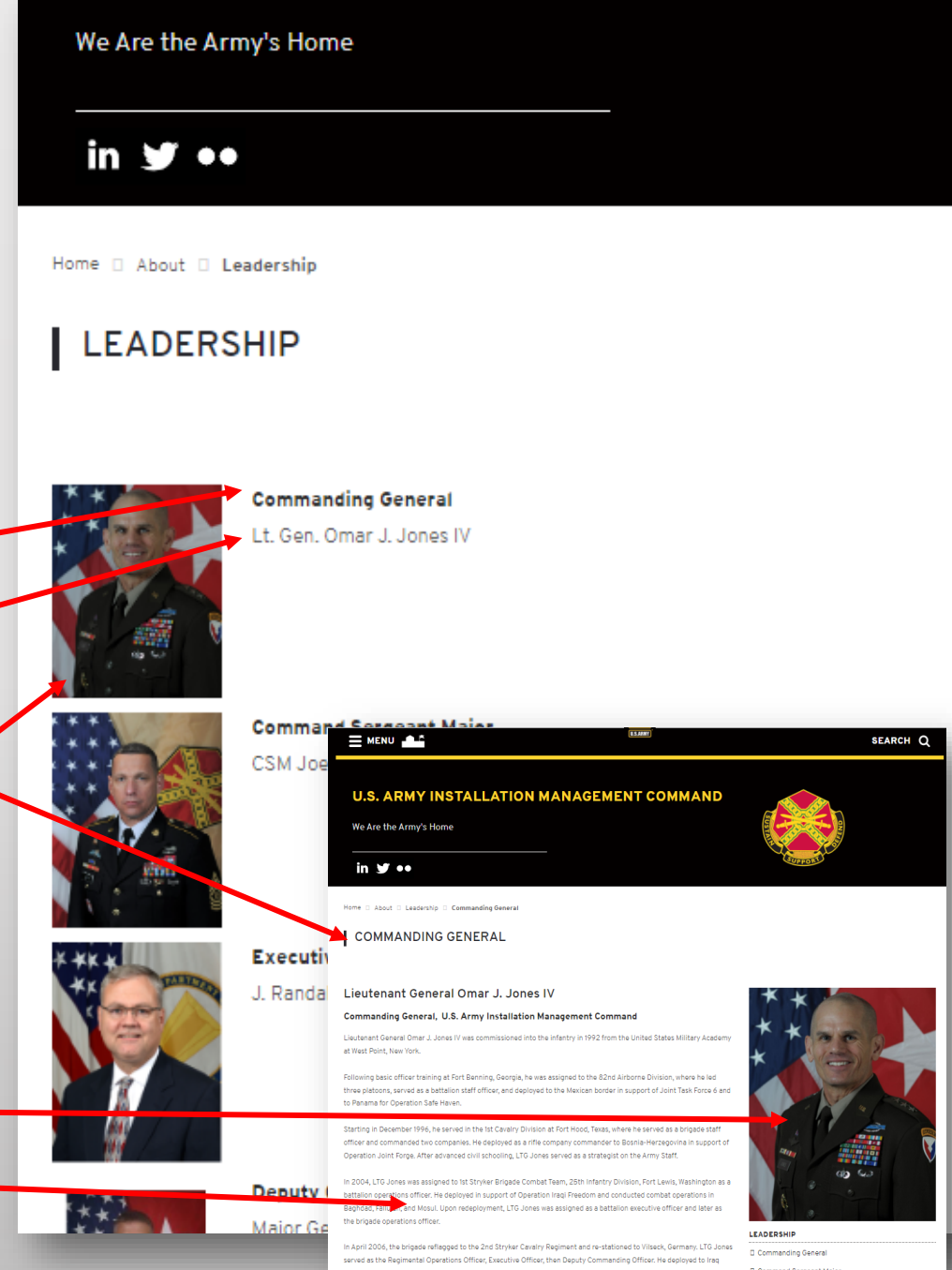
Lt. Gen. Omar J. Jones IV

URL Slug

✏ commanding-general

Thumbnail -- use official photo Required

LTG Jones Omar 8x10 (002).jpg

This page shows where the various fields in Composer populate the pages you see.

Mobile Preview

View as User

Images from previous version

Delete Page

Unable to load block into composer. You must edit this content from...

**Commanding General**

Lt. Gen. Omar J. Jones IV

**Command Sergeant Major**

CSM Joe

MENU | SEARCH

**U.S. ARMY INSTALLATION MANAGEMENT COMMAND**

We Are the Army's Home

Home | About | Leadership | Commanding General

COMMANDING GENERAL

Lieutenant General Omar J. Jones IV

Commanding General, U.S. Army Installation Management Command

Lieutenant General Omar J. Jones IV was commissioned into the infantry in 1992 from the United States Military Academy at West Point, New York.

Following basic officer training at Fort Benning, Georgia, he was assigned to the 82nd Airborne Division, where he led three platoons, served as a battalion staff officer, and deployed to the Mexican border in support of Joint Task Force 6 and to Panama for Operation Safe Haven.

Starting in December 1996, he served in the 1st Cavalry Division at Fort Hood, Texas, where he served as a brigade staff officer and commanded two companies. He deployed as a rifle company commander to Bosnia-Herzegovina in support of Operation Joint Forge. After advanced civil schooling, LTG Jones served as a strategist on the Army Staff.

In 2004, LTG Jones was assigned to 1st Stryker Brigade Combat Team, 25th Infantry Division, Fort Lewis, Washington as a battalion operations officer. He deployed in support of Operation Iraqi Freedom and conducted combat operations in Baghdad, Fallujah, and Mosul. Upon redeployment, LTG Jones was assigned as a battalion executive officer and later as the brigade operations officer.

In April 2006, the brigade reflagged to the 2nd Stryker Cavalry Regiment and re-stationed to Vilseck, Germany. LTG Jones served as the Regimental Operations Officer, Executive Officer, then Deputy Commanding Officer. He deployed to Iraq with the Regiment in support of Operation Iraqi Freedom.

LEADERSHIP

Commanding General
Command Sergeant Major

**Executive**

J. Randa

**Deputy**

Major Ge

When you edit a block in Edit Mode, it is disconnected from Composer. From then on it must be edited conventionally.

# 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
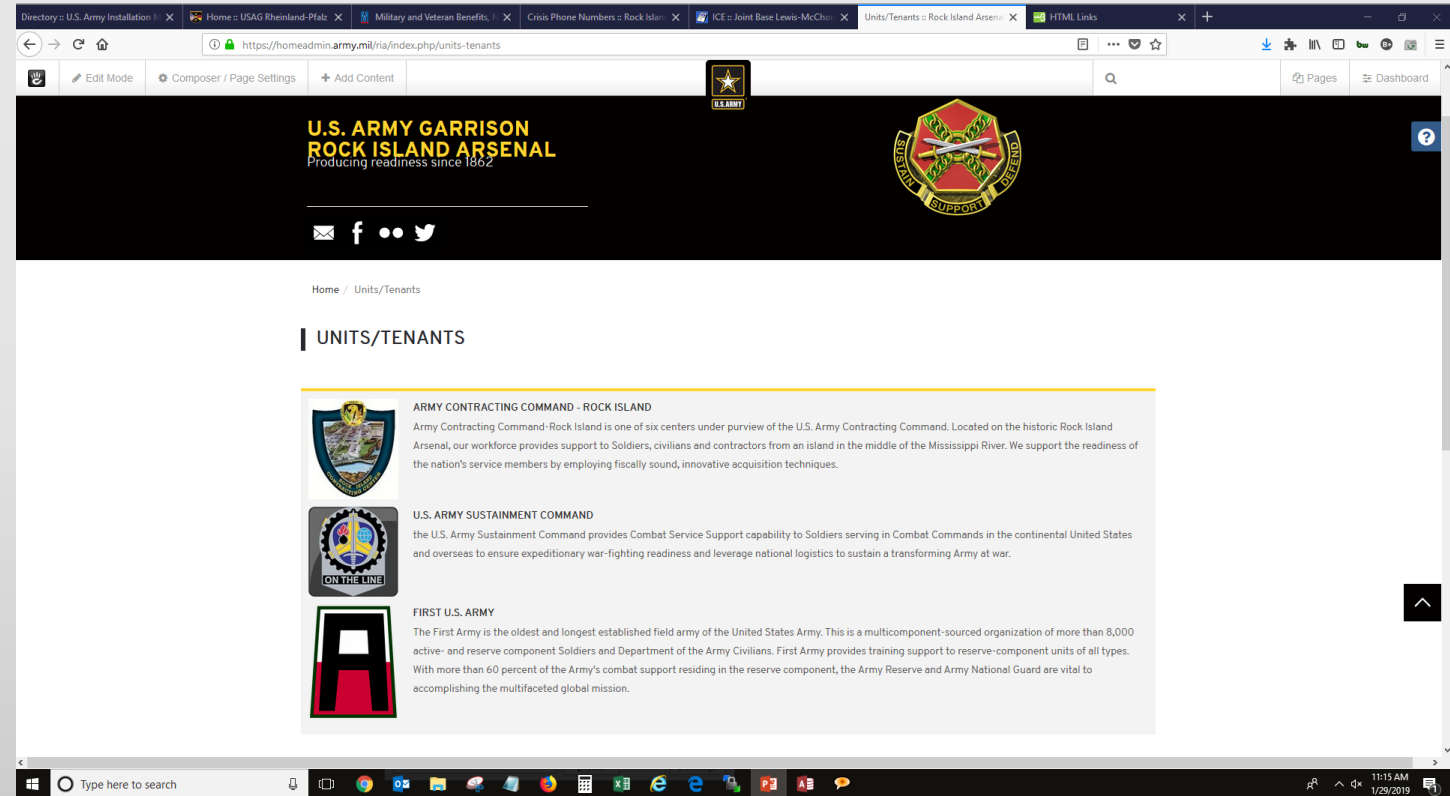


Images from previous version

# Unit Home Page: Building a local site

- In the pages menu, click "More" to show the list of additional pages

- Select Unit Homepage

- Wait for the composer to load.

- Put the name of the unit in the Page Name field.

- If the unit name seems too long, replace the url with the acronym

- Type a mission description in the Unit Description box.

- Select "Choose Photo" and upload the unit crest to the website (See Tutorial 1)

- Select the photo as the page thumbnail.

- Click  to enter Edit Mode.

New Page

Empty Page
Blog Entry
Service
Directorate /
Leader Bio
▼ More

New Page

Empty Page
Blog Entry
Service
Directorate / offic
Leader Bio
Blog
Guide ("For")
Garrison
Leadership
Unit Homepage
Units/Tenants
Event Calendar
Phonebook 1

**Images from previous version**
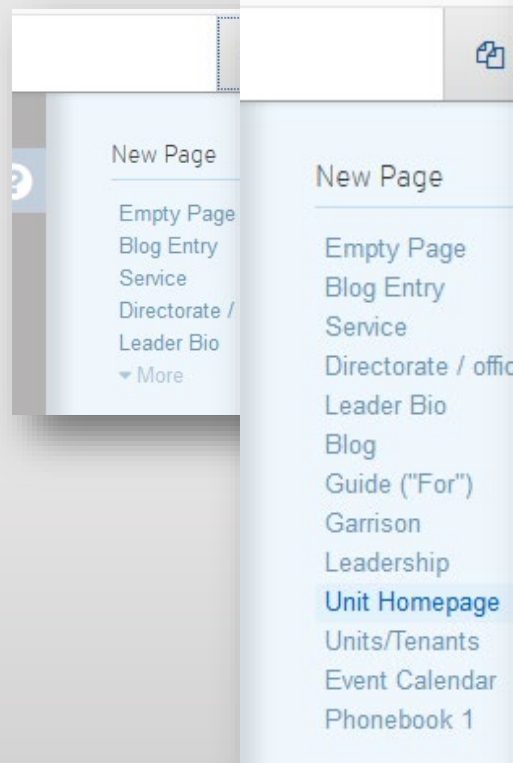
Composer - Unit Homepage

Page saved on Jan 29, 2019, 5:39:30 PM

## Basics

**Page Name** Required

U.S. Army Joint Munitions Command

**URL Slug**

jmc

A Unit Homepage will automatically locate itself under the Units / Tenants page.

**Page Location**

This page will be published beneath Units/Tenants.

**Unit description** Required

JMC provides the conventional ammunition life-cycle functions of logistics sustainment, readiness and acquisition support for all U.S. milita for life-cycle management of ammunition providing a global presence of technical support to frontline units.

**Unit crest or logo** Required ⦿

200px-JMClogo.png

If you don't have a unit crest, look for it in a non-copyright source such as "Wikipedia or the Army Institute of Heraldry
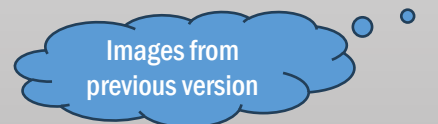
The Unit Description field shows up on the Units/Tenants page if that page is intact.

# Unit Home Page: Special features

- Leadership and Leader Bio pages work under a Unit Home Page. When you place a Leadership page under a Unit Home Page, the bios under that page should populate in the subordinate unit's leadership page. If this doesn't happen automatically, note the issue in the Issue Tracker.

- The page comes with a photo rotator. It can be deleted.

# Unit Home Page redirecting to an outside page

- Open the target page to keep the URL handy

- Follow the steps to create a local Unit/Tenant page.

- 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

Images from previous version

# 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.

Images from previous version

# 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 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)

* If you do not have the "Include System Pages" selection, please request restoration in the Issue Tracker.
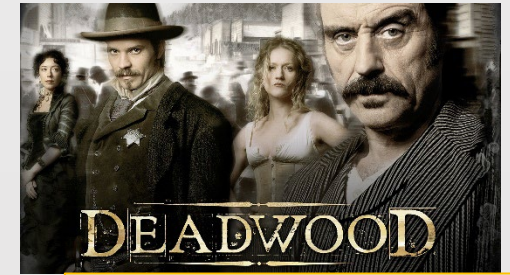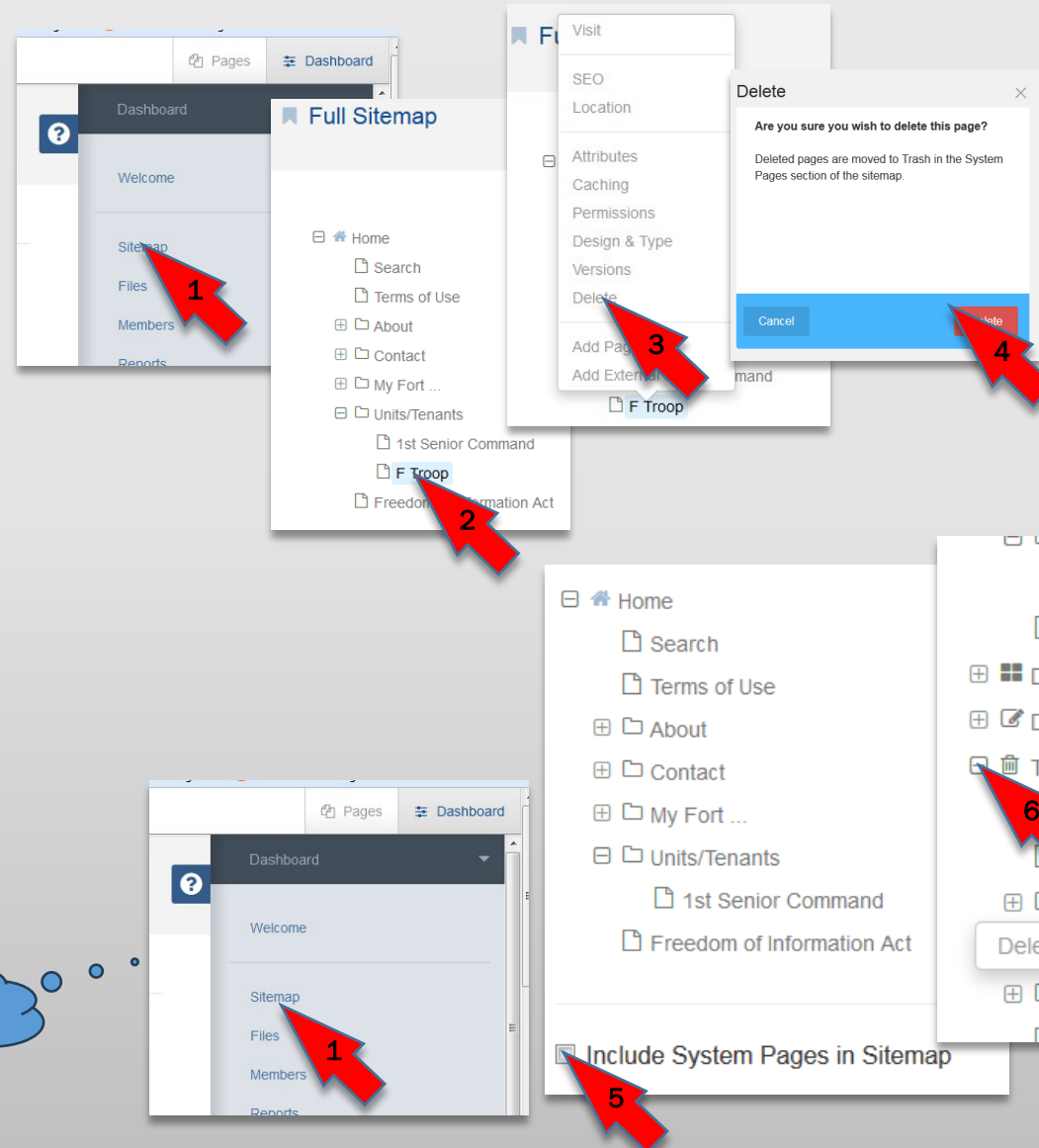
When your trash gets too full your database has a harder time keeping track of all your pages. Click on the Trash page and select "Empty" to remove all deleted pages. Remember, the undelete function won't work after this.

Images from previous version
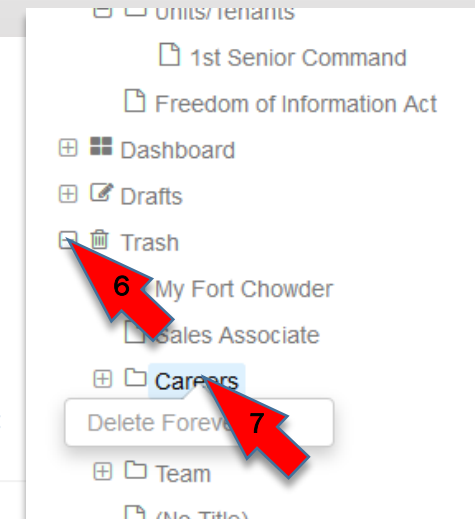
# Hiding / unhiding a page

- In Composer

- Click on Attributes in the Page Settingss column

- Activate the following attributes by clicking them in the left column:
  - Exclude from sitemap.xml
  - Exclude from Nav
  - Exclude from Page List
  - Exclude from page Search Index
  - Exclude Sub-pages from Nav
  - --- They will highlight blue.

- In the Right column (large area), check the following boxes:
  - Exclude from Nav
  - Exclude from sitemap.xml
  - Exclude page from Page List Blocks
  - Exclude from Search Index
  - Exclude from Sub Pages from Nav

- Click Save Changes

- To unhide, reverse this process

# 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"

*Images from previous version*

You will notice these changes are easy to make. Be aware that there is very little difference between putting a page below its peer and making it a subpage. Always double-check what the box says before selecting GO.

SAME LEVEL

CHILD PAGE
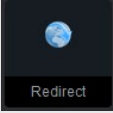
# Block: Redirect *redirecting to an internal or external page*

- 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.



Images from previous version

# 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)

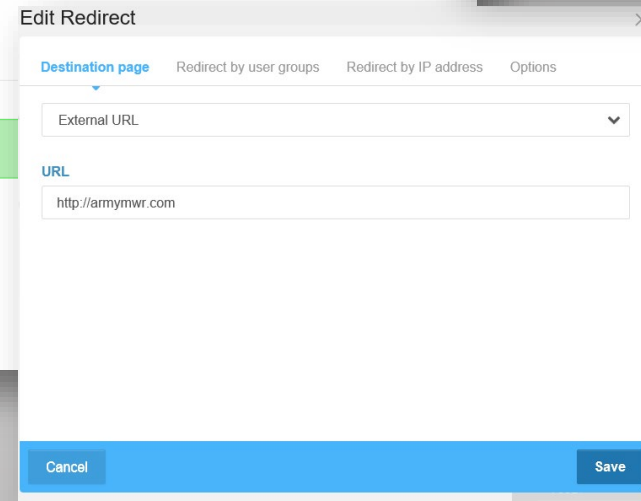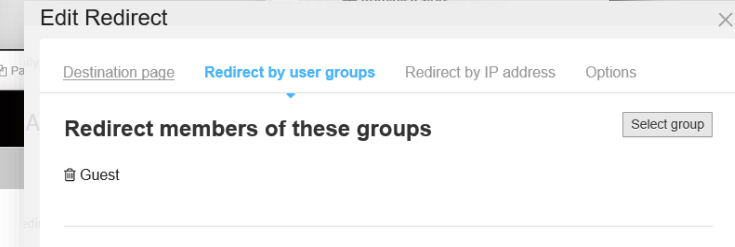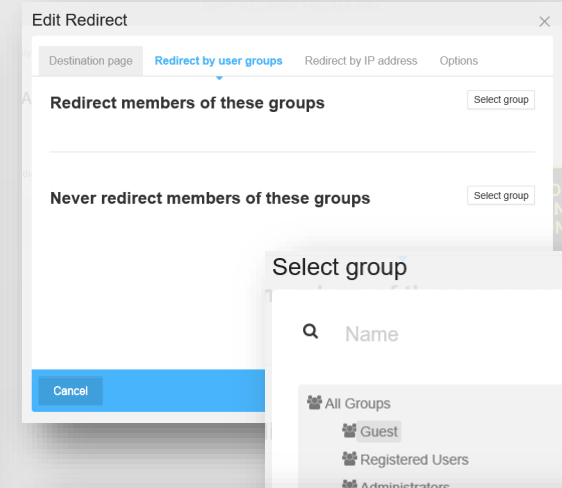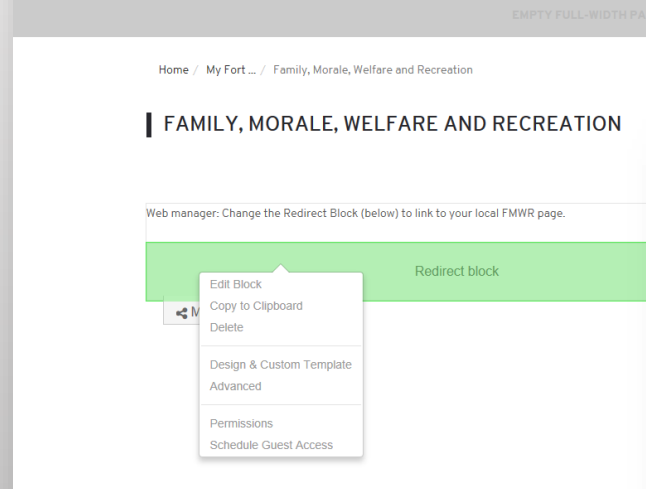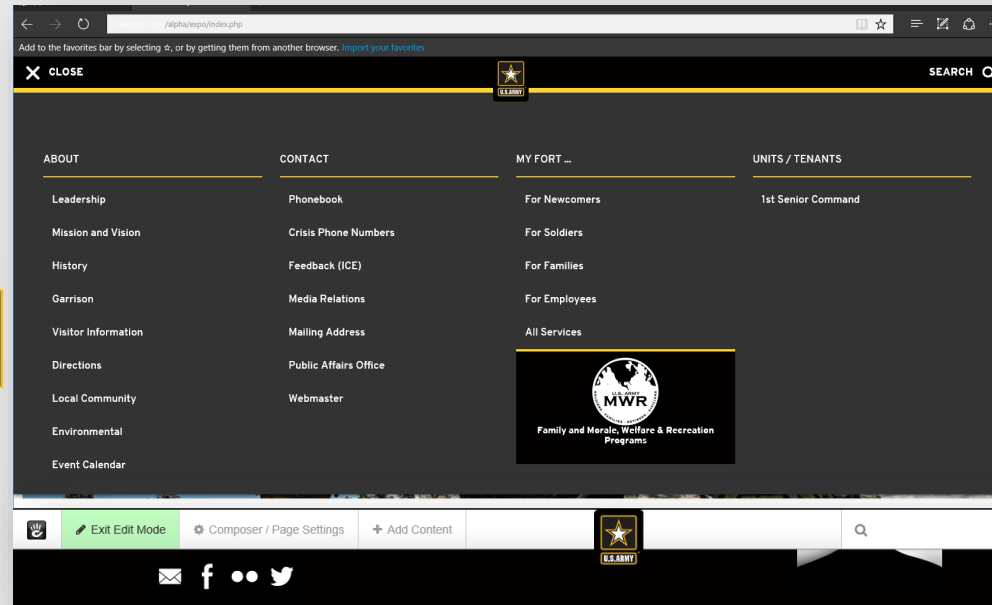Images from previous version
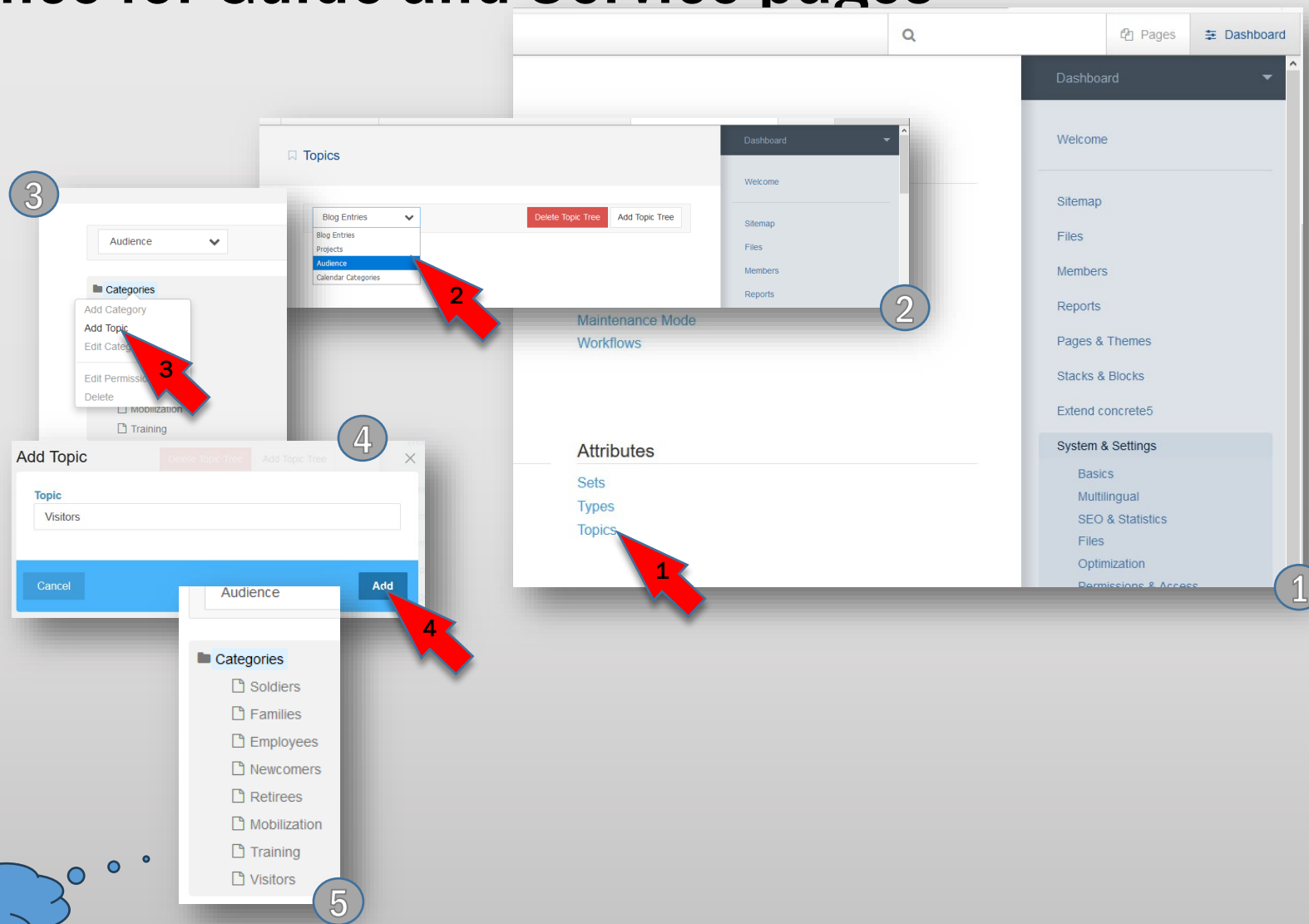
# MWR Link

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.
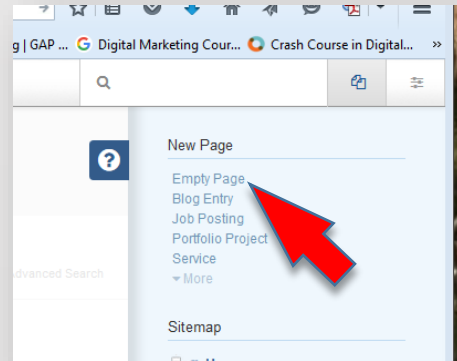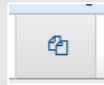
- Publish the page.



Images from previous version

# 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"

Images from previous version