

Site Management at the Garrison Level

IMCOM Enterprise Web


Tutorial 7

Version 6.2

Standard Operating Procedures

Contents and general instructions

PAGE:

3. Notice: Known glitches and workarounds
4. Common standards
5. Affecting changes to the standard
6. Follow the Tiered Menu Layout
7. Roles at the Garrison
8. Changing passwords, usernames, groups
9. Learning to run IEW
10. Switching into and out of maintenance mode
11. Adding analytics 
12. Track changes with Page Activity & List of Versions
13. Track events using the Log
14. Find file download statistics
15. Adding Search
16. Included add-ons
17. Add-on BLACKLIST

General instructions:

Formerly entitled Site Management, this tutorial helps Garrison Web Mangers and Site Managers use the unique IMCOM Enterprise Web (IEW) template. IEW, the system, is built on concrete5, the software.

Banner Text and Enterprise Icons pages are moved to Tutorial 6.

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



<-- added or substantially new since last version

Notice: Known glitches and workarounds

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

Common standards

Tutorial 9 will list 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 and 201 workshops

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 team. The board will review the idea for security and determine whether it is worth including.
- It will be assigned a trackable number and added to the update queue.

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

**Contact the Web team
for the latest version**

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

[illegible]

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

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

FOOTER COLUMN 3:
Belongs to the garrison

FOOTER COLUMN 4:
Belongs to IMCOM.

Roles at the Garrison

- **Garrison Manager, or Garrison Web Manager:**

- Chief point of contact for the IMCOM Enterprise Web at the garrison. When the garrison is responsible for something, this is the first person on the call list. Otherwise, the person has the same responsibilities as a Site Manager.
- Training requirements: Must be public affairs qualified (hold a GS-1035 or 1082 designation, or a 46 A or Z MOS) or hold an OPSEC Level II certificate (during the transition to these new requirements, the GM, SM, or PM can substitute the online Web Content and OPSEC Training Course as long as they actively seek OPSEC Level II as soon as it is available). Responsible for knowing contents of the Tutorial/SOPs.

- **Site Manager:**

- A member of the website team at the installation, with authority and permission to edit any item in the

system. If there is more than one site manager, a Garrison Manager should be appointed.

- Training requirements: Must be public affairs qualified (hold a GS-1035 or 1082 designation, or a 46 A or Z MOS) or hold an OPSEC Level II certificate (during the transition to these new requirements, the GM, SM, or PM can substitute the online Web Content and OPSEC Training Course as long as they actively seek OPSEC Level II as soon as it is available). Responsible for knowing contents of the Tutorial/SOPs.

- **Page Manager:**

- A person designated to manage a subsection of the garrison site, such as a directorate, tenant or senior command site. The Page Manager has publishing privileges within his or her subsite.
- Training requirements: Must be public affairs qualified (hold a GS-1035 or 1082 designation, or a 46 A or Z MOS)

or hold an OPSEC Level II certificate (during the transition to these new requirements, the GM, SM, or PM can substitute the online Web Content and OPSEC Training Course as long as they actively seek OPSEC Level II as soon as it is available).

- **Page Contributor:**

- A person designated to work on, perhaps manage, a subsection of the garrison site. The Page Contributor can add and remove pages within the section, but CANNOT publish.
- Training: Requires Web Content and OPSEC Training Course.

- **Text Contributor:**

- Appointed to manage a single block or limited copy on a page. Must be supervised/reviewed by a Site or Page Manager.

Changing passwords, usernames, groups

In the Dashboard ->Members (Search Users) area:

- To change the password
 - Click on the username
 - Click Change next to Password (3)
 - Enter a strong password
 - Click Update
- To change the member name (login), click the username, enter a new one and save.
- To add a member to a group
 - Click “Add Group”
 - Select a group in the popup window.
- To remove someone from a group:
 - Hover over the group you want to remove the person from, click on the trash can icon.

View/Edit localadmin

Basic Details

Username localadmin

Email Address local@readmi.com

Password [Change](#)

Profile Picture

Change Password

Password

Confirm Password

[Cancel](#) [Update](#)

View/Edit charles.griffin

Basic

Username charles.griffin

Email Address charles.l.griffin30.civ@mail.mil

*In older versions, “Site Manager” is “Administrator”

Send Private Message Deactivate User Sign in As User [Delete](#) [?](#)

Account

Date Created 4/4/19, 10:49 AM

Last IP Address

Language English (United States)

Groups

Page Managers 4/4/19, 10:49 AM

G3-5-7 4/4/19, 10:49 AM [Trash](#)

[Add Group](#)

Add Groups

Q Name

All Groups

- Site Manager
- ACES
- Page contributors
- G9-Marketing
- G4-DPW
- G4-DPW-Housing
- Page Managers
- Medium Kahuna
- G9-Marketing
- G3-5-7
- G1
- G8
- G9
- Safety
- PMO
- Wallpaper

[Report](#)

[Pages](#)



Learning to run IEW

- Log in to your account. Watch the Concrete5 videos that appear on login. You can watch them again any time. When you are on your home page, click the blue icon in the upper right corner.
- Review the material on the training pages
- <https://home.army.mil/imcom/index.php/contact/webmaster-1>
- https://army.deps.mil/army/cmds/imcom_HQ/PAO/Pages/IMCOM-Enterprise-Web.aspx
- Visit the Fort Stewart video page.
- Call Neal on Teams
- Join the IMCOM Concrete5 Forum

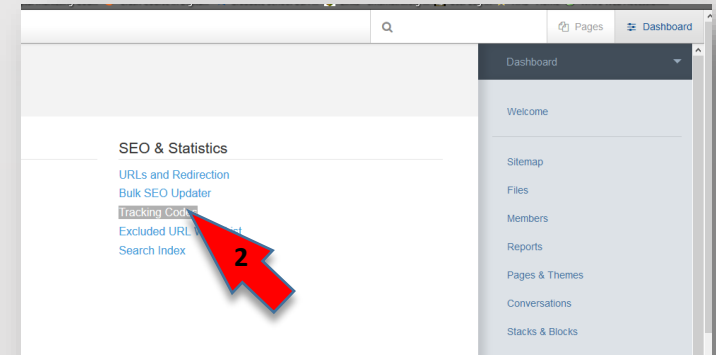
Those who have never edited with Concrete5 should start with Tutorials 1 and 2, along with the video https://www.youtube.com/watch?v=mLjvIHF_hjw

Switching into and out of maintenance mode

- Maintenance Mode acts as a “cover sheet,” hiding your pages under a “Coming Back Soon” page. To turn it off or on
- Go to Dashboard --> System & Settings --> Permissions & Access --> Maintenance Mode
- Select Enable or Disable
- Click Save

Adding analytics

- Get a Google Analytics Account
- Navigate to Dashboard → System & Settings → SEO & Statistics → Tracking Codes
- Insert code into the header or footer, depending on tracking service instructions



Tracking Codes

Any HTML you paste here will be inserted at either the bottom or top of every page in your website automatically.

Header Tracking Codes

```
<!-- Global site tag (gtag.js) - Google Analytics FOR IMCOM SUSTAINMENT SITES -->
<script async src="https://www.googletagmanager.com/gtag/js?id=UA-9278170-13"></script>
<script>
  window.dataLayer = window.dataLayer || [];
  function gtag(){dataLayer.push(arguments);}
  gtag('js', new Date());

  gtag('config', 'UA-9278170-13');
</script>
<!-- ADD ANY LOCAL ANALYTICS BELOW THIS LINE -->
```

Do not
change

Footer Tracking Codes

```
<script>
$(document).ready(function(){
  //alert("Disclaimer Script");
  $('a').filter(function() {
    return this.hostname && this.hostname !== location.hostname;
  }).click(function() {
    return confirm("Attention: You are exiting the IMCOM FOR SUSTAINMENT SITES");
  });
});
```

Your code

Any HTML you paste here will be inserted at either the bottom or top of every page in your website automatically.

Header Tracking Codes

```
</script>
<!-- ADD ANY LOCAL ANALYTICS BELOW THIS LINE -->
<!-- Global site tag (gtag.js) - Google Analytics -->
<script async src="https://www.googletagmanager.com/gtag/js?id=UA-139105333-1"></script>
<script>
  window.dataLayer = window.dataLayer || [];
  function gtag(){dataLayer.push(arguments);}
  gtag('js', new Date());

  gtag('config', 'UA-139105333-1');
```



Track changes with Page Activity & List of Versions

- Dashboard → Site Map

List of versions

Search

Filter by page: Filter by user: Items per page:

Page name	Version	Create date	Public date	Author	Approver	Comment
👍 Social Share Lite (/dashboard/system/social_share_lite)	1	2018-08-13 16:46:39	2018-08-13 16:46:39	imcom	N/A	Initial Version
👍 Developers option (/dashboard/system/social_share_lite/settings)	1	2018-08-13 16:46:39	2018-08-13 16:46:39	imcom	N/A	Initial Version
👍 Soldier for Life - Transition Assistance Program (SFL-TAP) (/about/Garrison/directorate-human-resources/military-personnel-division/soldier-life-transition-assistance-program-sfl-tap)	7	2018-07-25 18:28:39	2017-10-27 23:58:00	brittney.a.little	brittney.a.little	Version 7
👍 Soldier for Life - Retirement Service Office (SFL-RSO) (/about/Garrison/directorate-human-resources/military-personnel-division/sfl-rso)	6	2018-07-25 18:27:49	2017-08-24 05:30:25	brittney.a.little	brittney.a.little	Version 6

Page Activity

Sort By Date Added | Sort By Date Modified | Sort By Page Author | Sort By Modified Author

Page Name	Page Path	Date Added	Date Modified	Page Author	Modified Author
Soldier for Life - Transition Assistance Program (SFL-TAP)	/about/Garrison/directorate-human-resources/military-personnel-division/soldier-life-transition-assistance-program-sfl-tap	10/27/17, 11:58 PM	7/25/18, 6:32 PM	Lara.Poirier	brittney.a.little
Soldier for Life - Retirement Service Office (SFL-RSO)	/about/Garrison/directorate-human-resources/military-personnel-division/sfl-rso	8/24/17, 5:30 AM	7/25/18, 6:28 PM	Lara.Poirier	brittney.a.little
Sexual Harassment Assault Response Prevention (SHARP)	/my-fort/all-services/sharp	7/7/17, 8:09 PM	7/25/18, 6:25 PM	imcom	brittney.a.little
Separation Center	/about/Garrison/directorate-human-resources/military-personnel-division/separation-center	8/24/17, 5:32 AM	7/25/18, 6:21 PM	Lara.Poirier	brittney.a.little
Recycling	/my-fort/all-services/recycling	1/12/17, 2:03 PM	7/25/18, 6:18 PM	Rayna.Holley	brittney.a.little

Sitemap

- Full Sitemap
- Flat View

Page Activity

- List of versions

Files

- Members
- Reports
- Pages & Themes
- Conversations
- Stacks & Blocks
- Extend concrete5
- System & Settings
- Express



Track events using the Log

- Dashboard → Reports
- Select logs

Logs

Export to CSV

Search

Keywords

Channel

All Channels

Clear all

Level

Debug Info Notice Warning Error Critical Alert Emergency

Search

Date/Time	Level	Channel	User	Message
Sep 2, 2018, 10:56:58 PM	Info	Authentication	Neal.Administrator	User logged in: Neal.Administrator IP address: 139.181.15.185 Authentication type: Standard User agent: Mozilla/5.0 (Windows NT 10.0; WOW64; Trident/7.0; rv:11.0) like Gecko
Aug 31, 2018, 2:38:22 PM	Info	Authentication	nondice.l.thurman	User logged in: nondice.l.thurman IP address: 143.79.91.39 Authentication type: Standard User agent: Mozilla/5.0 (Windows NT 10.0; Win64; x64; rv:60.0) Gecko/20100101 Firefox/60.0
Aug 23, 2018, 4:04:38 PM	Info	Authentication	imoom	User logged in: imoom IP address: 172.25.3.47

Dashboard

Welcome

Sitemap

Files

Members

Reports

Form Results

Surveys

Logs

Pages & Themes

Conversations

Stacks & Blocks

Extend concrete5

System & Settings

Express

Calendar & Events

Logged in as Neal.Administrator.
Sign Out.



Find file download statistics

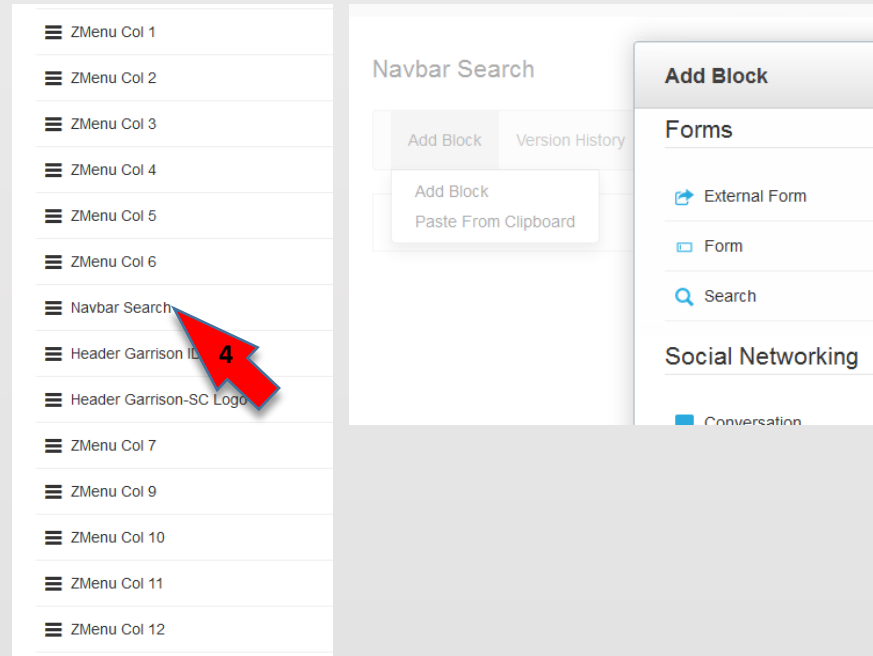
- Dashboard
→ Files
- Use search or browse to find the file you need
- Right-click on the file.
- Select Properties.
- Select the Statistics tab

The collage illustrates the process of finding file download statistics. It starts with a dashboard view showing a 'Files' section. A file named 'Employment-HBB.pdf' is selected, and a right-click context menu is shown with 'Properties' as the first option. The 'Properties' window is then opened, showing the 'Statistics' tab. The 'Statistics' tab displays the total number of downloads (18) and a table of the most recent downloads.

User	Download Time	File Version ID
Anonymous	Nov 1, 2018, 8:40 AM	1
Anonymous	Oct 30, 2018, 9:36 AM	1
Anonymous	Oct 27, 2018, 12:34 AM	1
Anonymous	Oct 26, 2018, 4:28 PM	1
Anonymous	Oct 26, 2018, 7:25 AM	1
Anonymous	Oct 25, 2018, 9:15 AM	1
Anonymous	Oct 24, 2018, 12:56 AM	1

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.

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 witter 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	Header Blocks v.0.9.0	Official formatting for the header
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.	Rescan All Files v.0.1.5	Rescan all files in the file manager
PDF Viewer v.1.0.1	A Block for viewing a PDF on your page	Vivid Simple Accordion v.1.0.1	Add Collapsible Content to your Site
Phonebook Alpha v.0.9.0	An alphabet listing for the phonebook page	Collapsible Stacks v.0.9.1	makes stacks collapsible into a ribbon good for constructing accordion content
Quick Tabs v.1.0	Add Tabs to your site	IEW Facebook Feed EZ v.0.9.2	A simple way to add a Facebook feed to your site
Simple Slider v.1.0	Add a Simple Slider to your Site	Social Share Lite v.2.1.2	Add social sharing buttons
Vivid Carousel v.1.0.1	Add a Carousel to your Site	Simple Backup v.2.1.1	'Automated jobs' that let you download copies of your site's files and database.

Add-on BLACKLIST

If you are using any of these add-ons, please contact Neal, Brandon or Jim to remove them

REMOVE LIST			Stupid Slider v.0.9.1	Doesn't add anything	Add
Event Calendar PRO v.1.7.0	Could cause problems	Event	Pending Pages v.0.9.3	Stupid Slider to your Site	
Mainio Sync v.1.0.0	Calendar PRO - you can add, edit and remove one day events on your page		C5Extras YouTube Channel v.2.0.2	Untested, costs money	Find your pending pages and do something with them!
Composer Security v.1.0	Not for current version	Mainio	Calendar v.1.0.0	Doesn't work as promised	YouTube Channel Video Player
Custom Export-Import v.1.1.4	Sync helps you synchronize content between different concrete5 instances.		Intrusion Detection System v.0.9.1.9	Deprecated, causes problems	Adds public calendar functionality to your Concrete5 website.
Cycle2 Slide Show v.1.0.1	Untested	Installs a job that checks your composer files for vulnerabilities.	Advanced Phonebook Pro v.0.9.0	Untested	Helps to protect your website against cyber attacks.
Database Migration v.0.9.5	Not for current version	Creates backups pages and import them.	Advanced Phonebook Pro Plus v.0.9.1	A newer version exists	An alternative phonebook block with search and sort functions, and a place to drop in table code.
Static Site Exporter v.1.0	Doesn't work very well	A mobile friendly responsive image slider using the amazing Cycle2 plugin		NO LONGER IN USE. An alternative phonebook block with search and sort functions, and a place to drop in table code.	
	Not for current version	Migrate your database from lowercase to case sensitive tables or vice versa			
	Not functional	Exports all pages and files into a single directory that can be deployed to another server.			

Identifying security incidents

- A security incident is an incident or series of incidents that violate the security policy. Causes include malicious code, system failures, procedures failures or improper acts, intrusions or break-ins and insider attacks. Incidents might be data destruction or corruption, data compromise and data spills, malicious code, virus attack, worm attack, trojan horse attack, system contamination, privileged user misuse, security support structure configuration modification.
- Attacks originate through certain avenues or routes, including Local networks, Illegally-connected devices (including non-approved connections to a local network), Gateways to outside networks, Communications devices (e.g., modems), Shared disks, Downloaded software, and Direct physical access.
- There are at least four effects of attacks that compromise computer security: Denial of Service, Loss or Alteration of Data or Programs, Compromise of Protected Data, Loss of Trust in Computing Systems.

Responding to security incidents

- Reporting all suspected security violations immediately to the IEW team via contacts on the Webmaster page, ISSO, or the Army Enterprise Service Desk (AESD) (866) 335-2769 .
- Reporting any suspected compromise, component failure, abnormal system behavior, or vulnerability to the organization's system administrator.
- The full incident response plan is published on the IMCOM HQ PAO Sharepoint portal.

-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

First steps: Your Footer



IMCOM GUIDELINES:

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

First steps: Your Accounts

- Log in with the local administrator account
- Change the password
 - Go to Dashboard (1) → Members
 - Click on the username
 - Click Change next to Password (3)
 - Enter a strong password
 - Click Update
- Create accounts for PAO web team
 - Click Add User
 - Fill in the form.
 - PAOs should have Administrator or Site Manager rights

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

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

PASSWORD/PASSPHRASE: Passwords or passphrases must 15-256 characters long. They must contain a mix of upper case letters, lower case letters and numbers and may include special characters. No personal information -- names, phone numbers, account names -- or dictionary words. Do not reuse any previous 10 passwords. Based on DISA's "Application Security and Development STIG, V3R2", section 3.1.24.2, and National Institute of Standards and Technology Special Publication 800-63B

The screenshots show the following steps:

1. Click on the Dashboard menu item.
2. Click on the Members menu item.
3. Click on the 'Change' button next to the Password field in the 'View/Edit localadmin' modal.
4. Click on the 'Add User' button in the 'Search Users' modal.
5. Click on the 'Update' button in the 'Add User' form.



Start with the Minimum Viable Site

HOME			
About	Contact	My Fort	Units & Tenants
Mission & Vision	Crisis & Emergency numbers	For Newcomers	Unit Contacts
Leadership	Phonebook		
Leader bio	Public & Media		
Garrison	Commander's Hotline		
EEO	Webmaster		
Visitor & Gate Info			