

# Making a phonebook

IMCOM Enterprise Web

Version 1.2

# Contents and general instructions

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### **General instructions:**

This tutorial assumes you know how to make a blank page.

Phonebook is a system made up of a specific page type and a purpose-built block. It takes time to set up but is quite flexible.

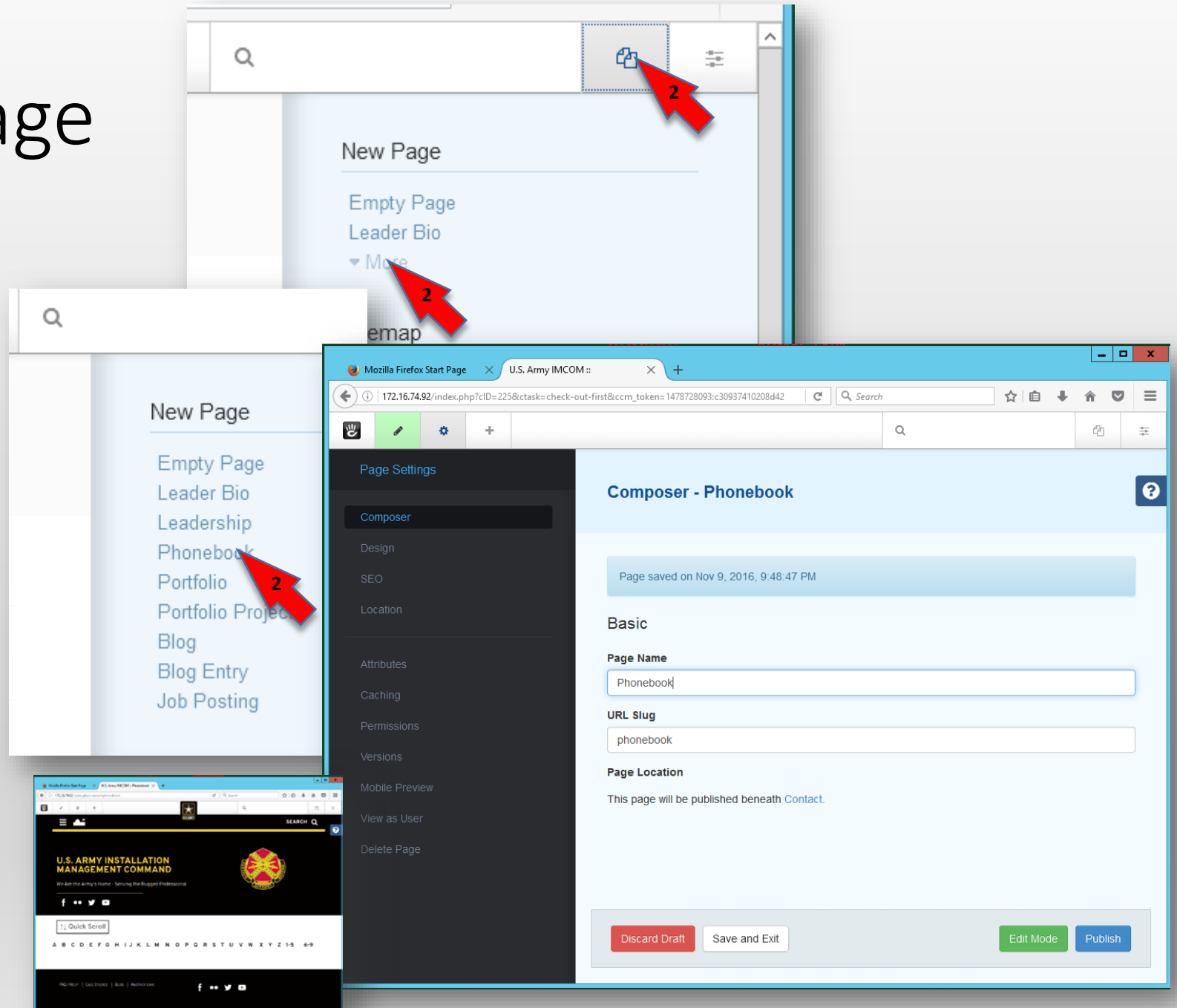
#### **IMCOM GUIDELINES:**

The dark gray boxes are policy reminders.

Blue boxes offer helpful explanations

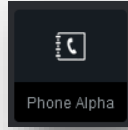
# Creating the page

- Go to Dashboard → Sitemap
- Make certain you have a “Contact” page on the top level. If not, create one (another tutorial)
- Open the Pages menu
- Under New Page, click More
- Find Phonebook and click it.
- Wait for Composer to launch
- In Composer, name the page and make sure the URL follows and it will be published under Contact.
- Click “Publish” to guarantee the page will be created. The finished page should appear. If it doesn’t, navigate back to it.



# Adding a letter

using the Phone Alpha block



- In the phonebook page, click the gear (Page settings) icon.
- Make certain you are in the blocks menu
- Scroll to the “Phone Alpha” block
- Drag and drop it into the main area below the navigation.
- When the dialog appears, in the Basics tab, put the same capital letter in both the top and bottom boxes.

You do not have to include every letter in the alphabet.

A composite screenshot illustrating the process of adding a letter to the phonebook. The top window shows the "U.S. Army IMCOM :: Phonebook" page with a red arrow labeled "1" pointing to the gear icon in the browser's address bar. The middle window shows the "Blocks" menu with a red arrow labeled "2" pointing to the "Phone Alpha" block. The bottom window shows the "Phone Alpha" block being dragged into the main content area. A separate dialog box titled "Add Phone Alpha" is shown with the "Basics" tab selected. It has two text input fields, both containing the letter "C". The "Anchor (capital letter)" field is marked as "Required". The dialog has "Cancel" and "Add" buttons at the bottom.

# Adding listings

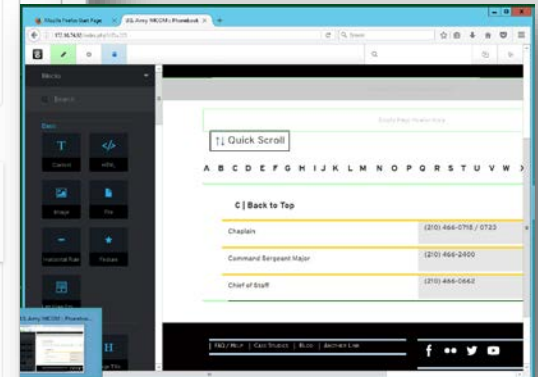
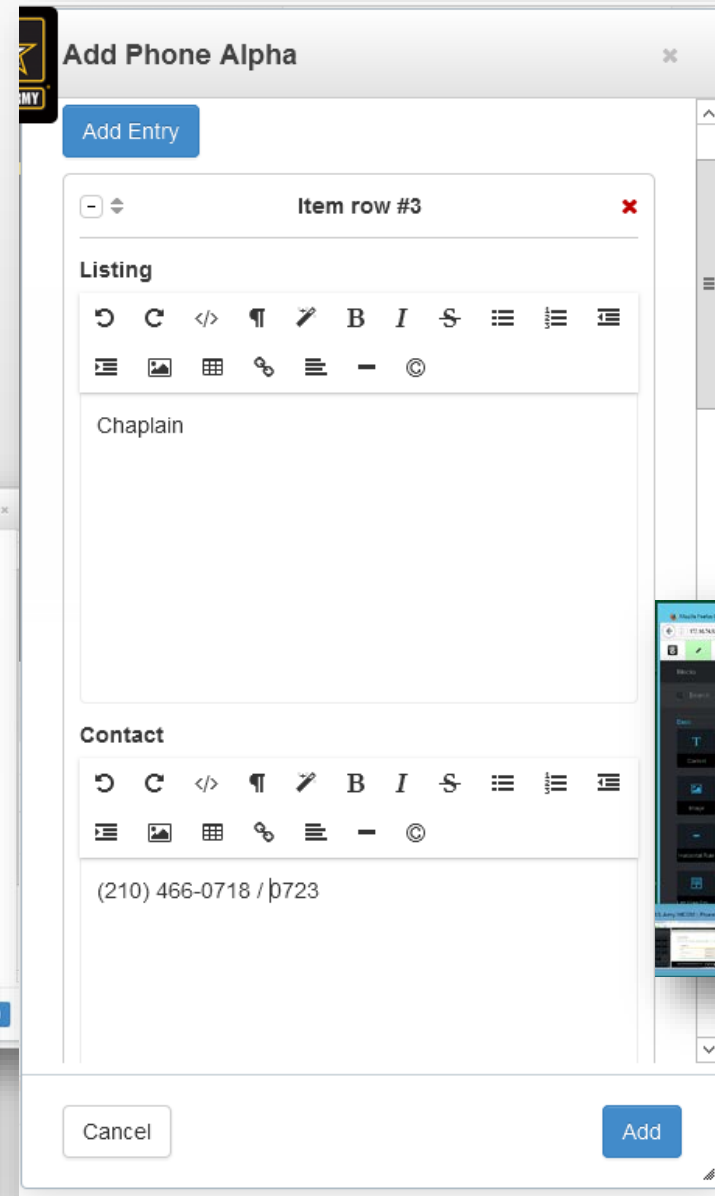
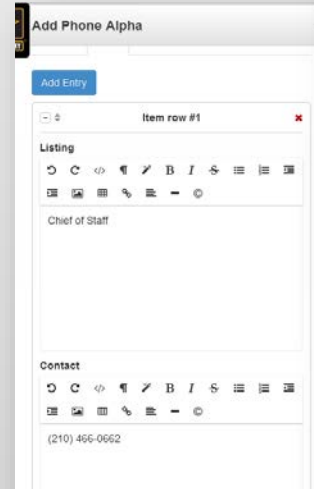
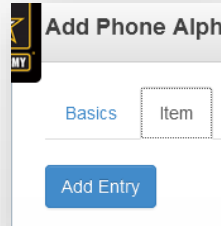
- If the dialog isn't open, click on the letter block and select Edit from the menu that appears.
- With the dialog open, click on Item.
- Click "Add Entry."
- Put the listing – the name of the office, organization, etc., in the top block
- Put the phone number (s) in the bottom block.

Use this format: (XXX) XXX-XXXX,  
DSN (XXX) XXX-XXXX.  
This will create a click-and-dial link  
on mobile devices

- Repeat for each new entry. Note that the new entry will appear ABOVE the previous one.
- When you are finished, click Add to publish the block.

NOTE: New listings appear ABOVE the old ones

The dialog box grants quite a bit of unnecessary formatting flexibility. You can add multiple contacts, such as DSN numbers. Do not change formatting (no bold, resizing).



# Add another letter

- Go to the Add Content menu and get another copy of Phone Alpha
- Drag it over the bottom of the previous letter.
- Drop and fill in the box as described on previous pages

The screenshots illustrate the process of adding a new letter to a phonebook. The top screenshot shows a browser window with a 'U.S. Army IMCOM : Phonebook' page and a 'Blocks' sidebar. The second screenshot shows the 'Phone Alpha' block being dragged to the bottom of the 'C | Back to Top' section. The third screenshot shows the 'Phone Alpha' block being added to the 'E | Back to Top' section. The bottom screenshot shows the 'Add Phone Alpha' form with fields for 'Anchor (capital letter)' and 'Letter (same)'.

C   Back to Top	
Chaplain	(210) 466-0718 / 0723
Command Sergeant Major	(210) 466-2400
Chief of Staff	(210) 466-0662

E   Back to Top	
Equal Opportunity	(210) 466-0782
Equal Employment Opportunity	(210) 466-0644
Executive Director's Office	(210) 466-0653

**Add Phone Alpha**

Basics [Item](#)

Anchor (capital letter)  Required

E

Letter (same)

E

# Rearranging entries

- Click the letter group block you wish to edit. An action menu will appear
- Click Edit Block
- Drag the items by the up-and-down arrows to rearrange.
- Click Add.
- To make it easier to drag, you can click the plus sign at the top of the listing (you will have to remember the contents of the row)
- Grab the up-and-down arrow icon and drag to rearrange.
- When you're finished, click Add.

To make it easier to drag, you can click the plus sign at the top of the listing (you will have to remember the contents of the row)

