

Site Management

IMCOM Enterprise Web

Tutorial 7

Version 2.2.1

Contents and general instructions

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General instructions:

This tutorial assumes you are familiar with editing in concrete5. If you haven't, review the videos and tutorials as described on page 6.

This tutorial has two phases. The first helps you set up your site and use the unique IMCOM template. The second unlocks some tips and tricks that will help you troubleshoot and manage some of the deeper functions.

IMCOM Enterprise Web (IEW), the system, is built on concrete5, the software.

IMCOM GUIDELINES:

The dark gray boxes are policy reminders.

Blue boxes offer helpful explanations

Notice: Known glitches and workarounds

- The editing interface, especially on Citrix and mileditors.com, 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.

Follow the Tiered Menu Layout

Contact Neal Snyder or Bill Costlow for the latest version

IMCOM STANDARDS:

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 2, the home page body, comes with some recommendations but garrisons are free to select and place blocks based on their mission and audience.

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

The screenshot shows the Fort Notion website interface. At the top, there's a navigation bar with 'FORT NOTION' and various menu items like 'HOME', 'ABOUT', 'CONTACT', 'MISSION', 'COMMUNITY', etc. Below the navigation bar, there's a main content area with a grid of links and images. A callout box titled 'HOW TO READ THIS CHART' provides instructions on how to interpret the menu structure. The bottom of the page features a footer with four columns of information, each with a different role.

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

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

COLUMN 3:
Belongs to the garrison

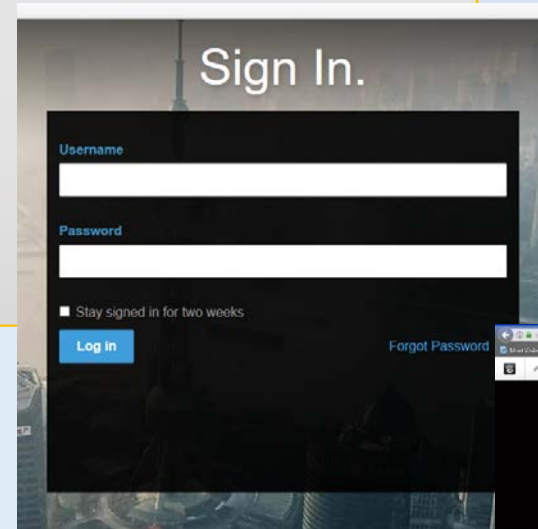
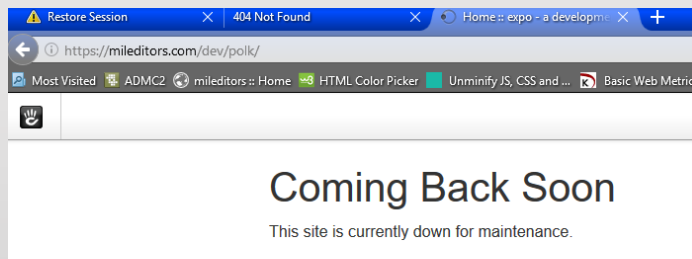
COLUMN 4:
Belongs to IMCOM.

First Steps: Logging in

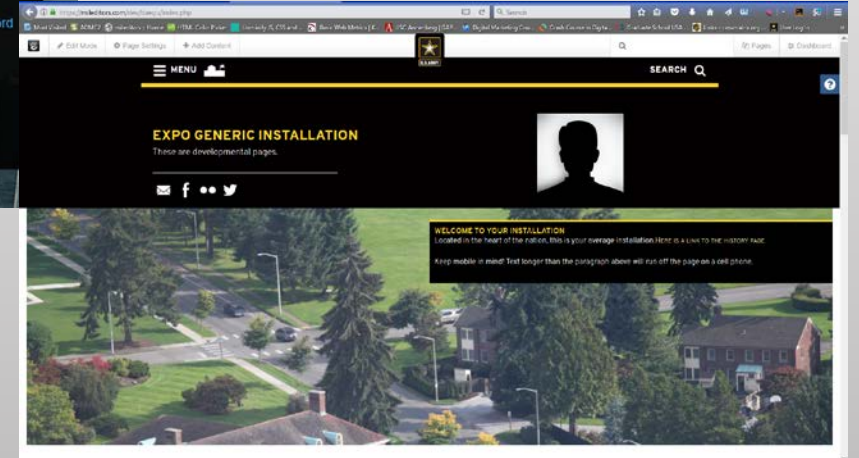
- Go to [https://mileditors.com/dev/\[garrison-name\]/index.php/login](https://mileditors.com/dev/[garrison-name]/index.php/login) or [https://home.army.mil/\[garrison-name\]/index.php/login](https://home.army.mil/[garrison-name]/index.php/login)
- You should see a Sign In window. Enter your login information
- Click login.

Address on Developmental Site

Address on Developmental Site (when available)



When you first visit your site, [https://mileditors.com/dev/\[garrisonname\]](https://mileditors.com/dev/[garrisonname]), or [https://home.army.mil/\[garrisonname\]](https://home.army.mil/[garrisonname]), it will show one of two messages: “Coming Back Soon” or “Do Not Block” **This is OK.** This is Maintenance Mode. See the table of contents to find out how to turn it on and off. We do not link the login page to any other page on the website. See above for your login address



First Steps: Check your provisioned site

The Generic Installation site is based on the Joint Base Lewis-McChord site. You need to go through each page. Either delete and replace the page or adjust content to match your installation.

The basic site includes:

A File Manager loaded with

- Army and IMCOM logos
- Standard icons

These pages:

- About
 - Leadership
 - Garrison Commander
 - Garrison CSM
 - Garrison
- Contact
 - Phonebook
- My Fort ...*
 - For Newcomers

- For Soldiers
- For Families
- For Employees
- All Services

- Units/Tenants
- Search
- Terms of Service

These accounts:

- Your local account
- Admin, the IMCOM account
- Administrator accounts for Bill Costlow and Neal Snyder

Contact IMCOM HQ if:

- The browser tab reads “Garrison (Generic)”
- Your garrison name doesn’t appear at the top of the third menu column (“My Fort Yourname”)

Most pages are automated. For details about adding and using pages, see Tutorial 2

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 rights
- Delete the generic local administrator account.
- Do not delete the Admin account, Neal Administrator or Bill Costlow.

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

First steps: Learning to use IEW

- Log in to your account
- Watch the Concrete5 videos that appear on login
- Review the material on the mileditors webmaster page, <http://mileditors.com/training/index.php/contact/webmaster>.
- Determine your naming convention (see next page)
- Call Neal (210) 466-1022

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

Training accounts on mileditors.com/training are available – we give you a page where you can take your first steps before tackling a whole site.

NAMING CONVENTION:

It begins with the UID

UID=Unit ID (also known as the office symbol). For IMCOM garrisons, it's four characters starting with IM – for Fort Bragg, it's IMBG. **Thus, BG is the Fort Bragg prefix.**

Use the prefix for User Groups, User Group Sets and File Sets.

User Groups:

UID last 2-Group name “Admin” or “Contributors”

- BG-Simmons Weather Contributors
- BG-Simmons Weather Admin

User Group Sets:

UID last 2-Group

- BG-Simmons Weather
- BG-Page Admins

File Sets:

UID last 2-Set name

- BG-Simmons Weather Reports
- BG-Command Photos

Learn about groups and sets in tutorials 1, 3, & 5

First steps: Apply naming convention

Adjust your user groups and group sets to match your naming convention. This example is Fort Notional (prefix: NO)

- Go to Dashboard (1) →Members(2)
- (if the dashboard hides, click the dashboard icon again)
- Under members, select User Groups (3)
- Click on the group you wish to change. Click on Edit Group (4)
- In the Group Details window, make the change and click Update Group (5)
- Once your groups are updated, go to the Dashboard and select Group Sets
- Click on a group set (7)
- Rename the set and click Update Set (8).

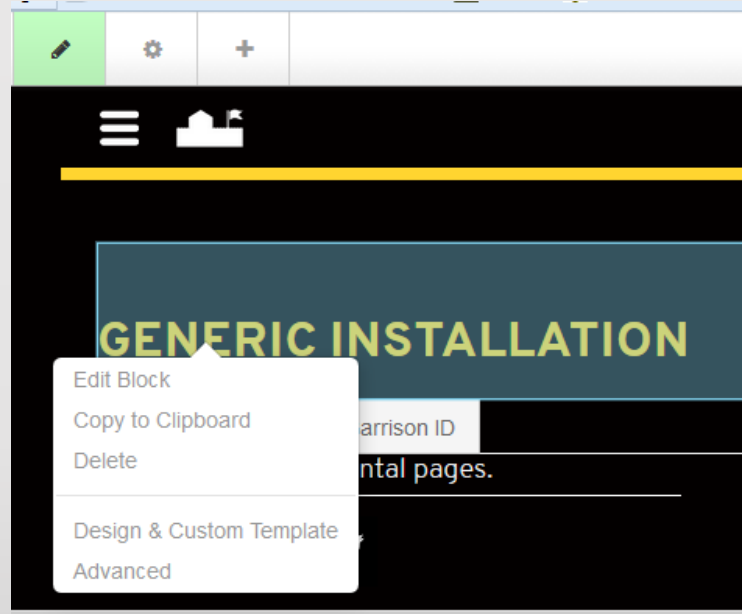
The screenshot shows a web application interface with a top navigation bar and a sidebar menu. The sidebar menu is open, showing options like 'Members', 'User Groups', 'Attributes', 'Group Sets', and 'Community Points'. The 'Members' section is selected, and the 'User Groups' sub-menu is open, showing a list of groups including 'LM-Generic Page Admin'. The 'Group Sets' section is also visible, showing a list of group sets including 'LM-Generic Page'. The 'Group Sets' details modal is open, showing the 'Name' field with the value 'NO-Generic Page' and the 'Update Set' button. A success message 'Group set updated successfully.' is displayed in the bottom right corner.

Switching into and out of maintenance mode

- On mileditors, your site begins in maintenance mode. Unless you're logged in, you'll get a "come back soon" message. To turn it off (in case you want to demo or look at it with all alignment correct)
- Go to Dashboard --> System & Settings --> Permissions & Access --> Maintenance Mode
- Select Enable or Disable
- Click Save

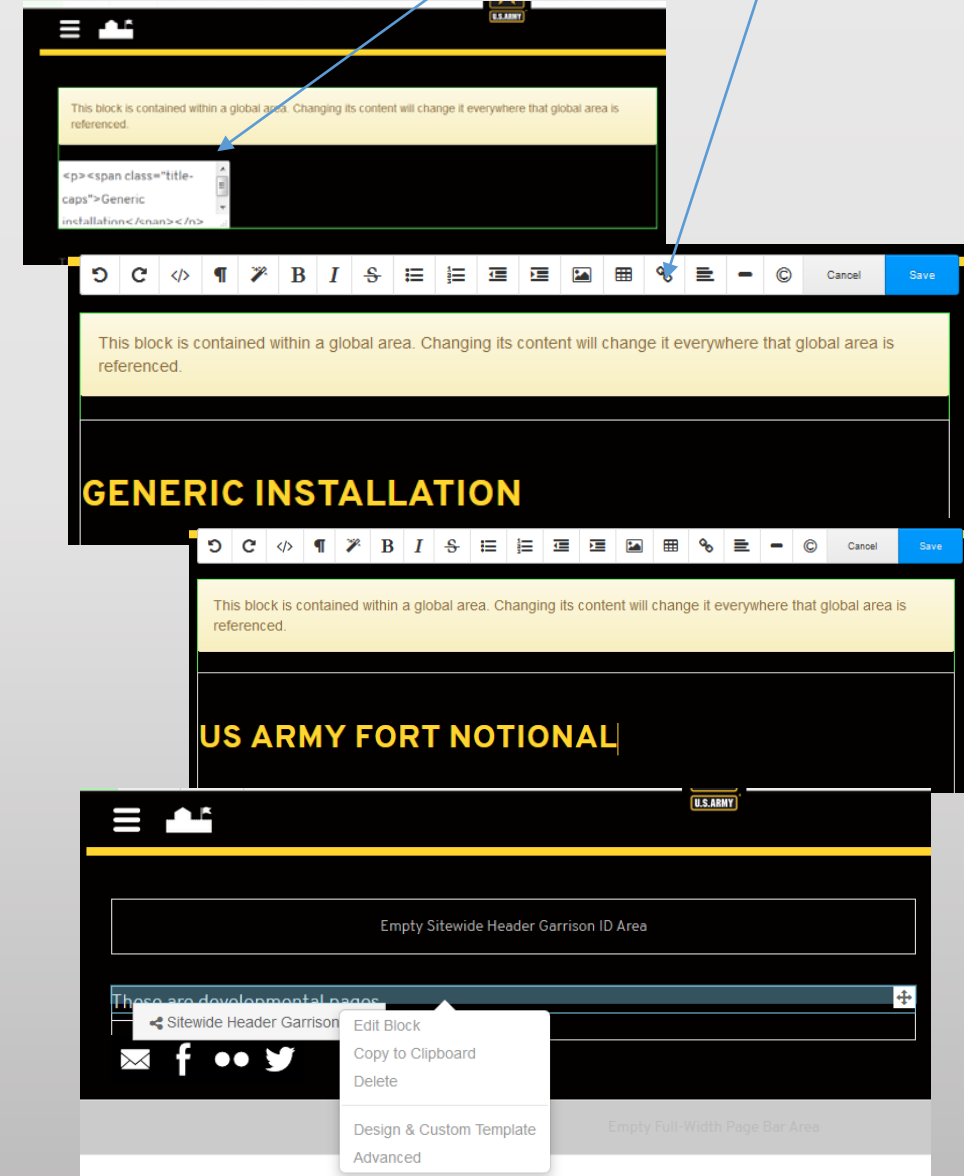
First steps: Your banner

- On any page enter Edit Mode
- Click on the banner and select Edit Block
- Wait until the editor loads
- Overwrite “Generic Installation” with your installation name and save
- Click on the banner subhead – note how we select the middle of the block to avoid the area menu. Select Edit Block
- Overwrite the subhead with your installation or garrison slogan or description and save.
- Click on the image. Select Edit Block
- In the popup, click on the image icon and select Clear
- Select Choose New File
- In File Manager, select or upload an image (see Tutorial 1)
- When the image appears in the Image window in the popup, click Save



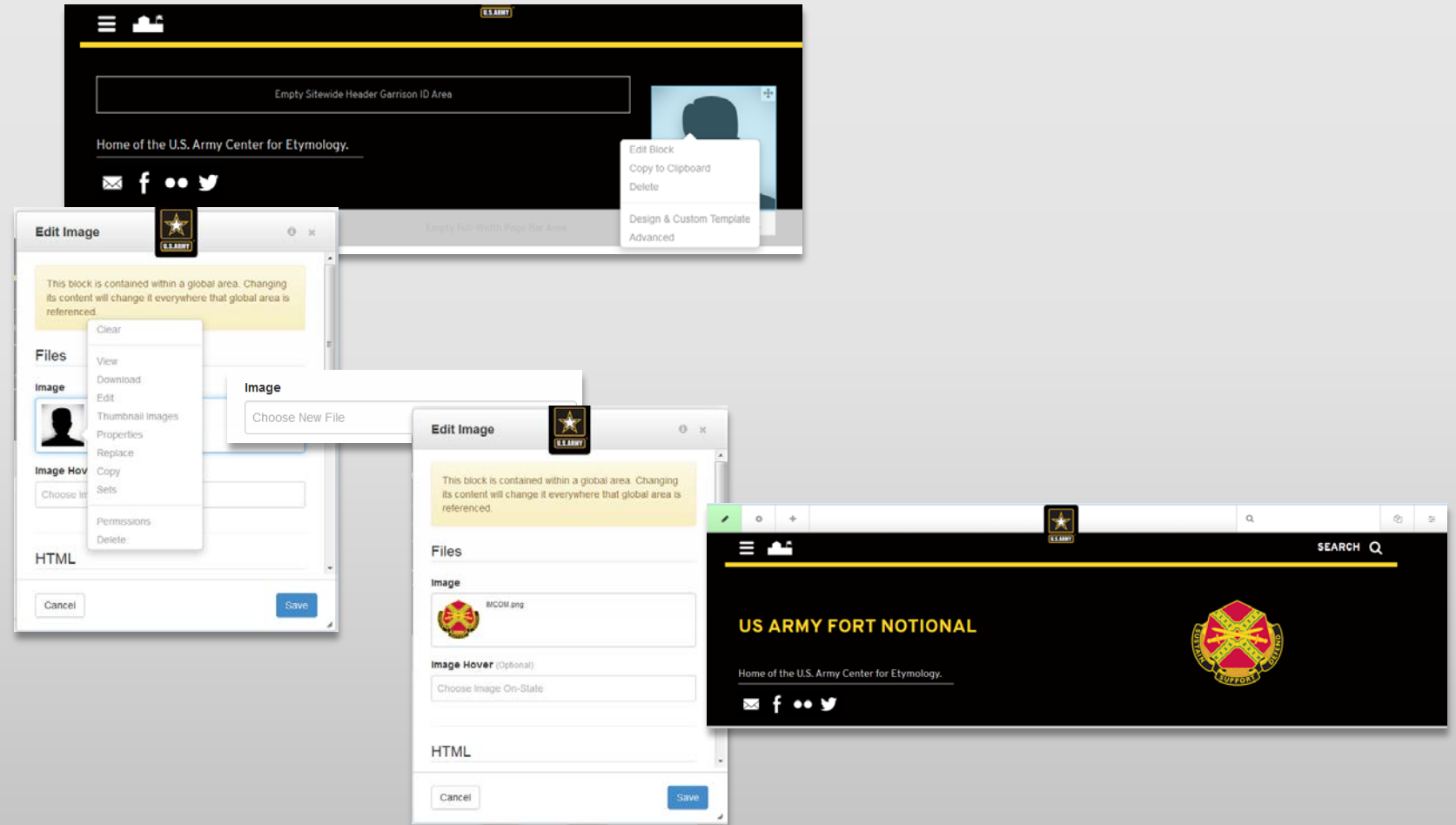
The header is misaligned in edit mode. This is a known issue. To see things work, log out. Do not attempt to manually adjust alignments.

Wait until THIS turns to THIS

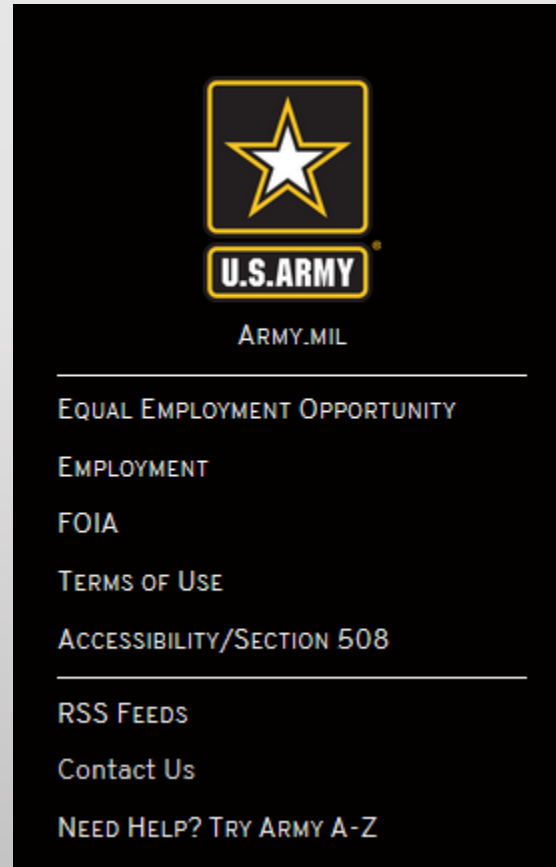


First steps: Your banner image

- On any page enter Edit Mode
- Click on the image. Select Edit Block
- In the popup, click on the image icon and select Clear
- Select Choose New File
- In File Manager, select or upload an image (see Tutorial 1)
- When the image appears in the Image window in the popup, click Save
- Publish the page



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.

Standard icons

- IEW uses a set of standard icons across the enterprise. Wherever you see them, they will have the same meaning.
- If you need an icon for a topic you don't see here, contact IMCOM Headquarters to start the process of finding one.



ADVANCED

Use the following pages to repair your site in certain circumstances.

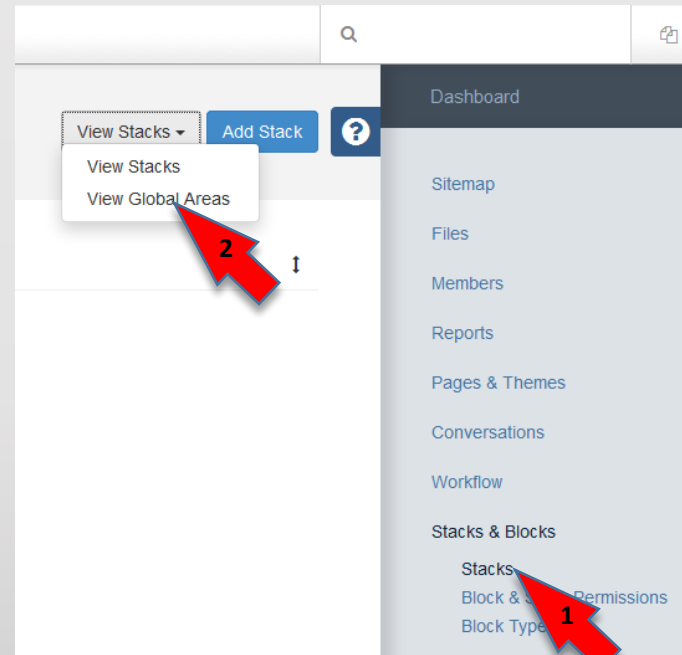
Adding analytics

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

The image shows a screenshot of a dashboard interface. At the top right, there are navigation links for 'Pages' and 'Dashboard'. A dropdown menu is open under 'Dashboard', listing various options: 'Welcome', 'Sitemap', 'Files', 'Members', 'Reports', 'Pages & Themes', 'Conversations', 'Stacks & Blocks', 'Extend concrete5', 'System & Settings', and 'Basics'. A red arrow labeled '1' points to 'System & Settings'. Below this, the 'SEO & Statistics' section is visible, with a list of options: 'URLs and Redirection', 'Bulk SEO Updater', 'Tracking Codes', 'Excluded URL Whitelist', and 'Search Index'. A red arrow labeled '2' points to 'Tracking Codes'. The 'Tracking Codes' page is shown in a modal window below, featuring a header for 'Header Tracking Codes' and a footer for 'Footer Tracking Codes', both with large text input areas. A 'Save' button is located at the bottom right of the modal.

Adding/adjusting menu columns

- Make certain the About, Contact, My Fort and Units/Tenants pages exist before proceeding
- In the dashboard, go to Stacks & Blocks → Stacks → View Global Areas(2)
- Scroll to the areas marked “ZMenu.”
- For each of the six assigned menus, create a **stack**. Start by clicking the icon to open up the area(3).



ZMenu columns correspond to areas in the dropdown menu.



7-12 are unassigned

MENU ASSIGNMENTS:	
ZMenu Col 1	ABOUT
ZMenu Col 2	CONTACT
ZMenu Col 3	MY FORT ...
ZMenu Col 4	UNITS/TENANTS
ZMenu Col 5	SOCIAL LINKS
ZMenu Col 6	MWR ICON
Navbar Search	
Header Garrison ID	
Header Garrison-SC Logo	
ZMenu Col 7	
ZMenu Col 9	
ZMenu Col 10	
ZMenu Col 11	
ZMenu Col 12	

Building a menu stack

- Select Add Block from the Add Block menu (1)
- Select a content block
- Type in the menu title (About, Contact, etc.)
- Format it as Header 3 (2)
- Save
- Select Add Block again
- Choose AutoNav
- In the AutoNav dialog
 - Page order: Sitemap
 - Don't click the next two boxes
 - Begin Auto Nav: Beneath a particular page (3)
 - Choose a page: opens the site map. Choose the top-level page (About, Contact, etc.)
 - Child pages: Relevant pages (4)
 - Click Add
- Make certain the AutoNav appears below the headline and click Approve Changes (5).

The image is a collage of screenshots from a web application interface, illustrating the steps to build a menu stack. The steps are numbered 1 through 5 with red arrows pointing to the relevant UI elements.

- Step 1:** A screenshot of the 'Add Block' menu. The 'Add Block' option is highlighted with a red arrow and the number '1'.
- Step 2:** A screenshot of the 'Add Block' dialog box. The 'Content' block is selected, and the format is set to 'Header 3'. A red arrow with the number '2' points to the format dropdown.
- Step 3:** A screenshot of the 'Add Auto-Nav' dialog box. The 'Begin Auto Nav' dropdown is set to 'Beneath a particular page'. A red arrow with the number '3' points to this dropdown.
- Step 4:** A screenshot of the 'Add Auto-Nav' dialog box with the 'Choose a Page' dropdown open. The 'About' page is selected. A red arrow with the number '4' points to the dropdown.
- Step 5:** A screenshot of the 'Edit Auto-Nav' dialog box. The 'Child Pages' dropdown is set to 'Relevant sub pages'. A red arrow with the number '4' points to this dropdown.
- Step 6:** A screenshot of the final 'ZMenu Col 1' showing the menu stack: 'About', 'News', 'Leadership', 'Event Calendar'.
- Step 7:** A screenshot of the 'Approve Changes' button, highlighted with a red arrow and the number '5'.

Adjusting the text editor