

Making a phonebook

IMCOM Enterprise Web

Version 1.3

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.

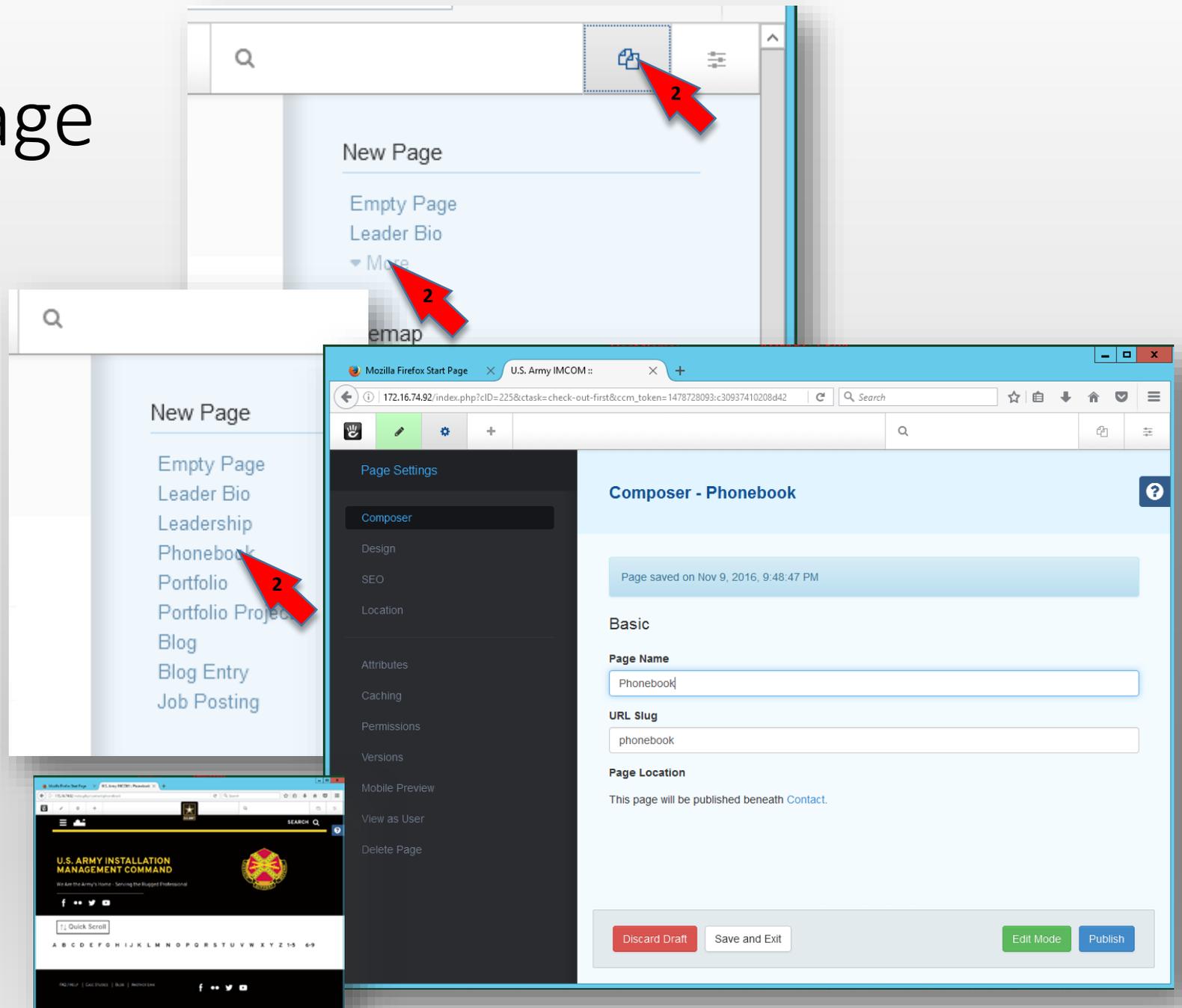
IMCOM GUIDELINES:

The dark gray boxes are policy reminders.

Blue boxes offer helpful explanations

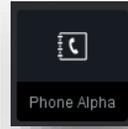
Creating the page

- 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.

The image is a composite of three screenshots illustrating the steps to add a letter to the Phone Alpha block. The top screenshot shows a browser window with the URL `172.16.74.92/index.php/contact/phonebook`. A red arrow labeled '1' points to the gear icon in the browser's address bar. The middle screenshot shows the 'Blocks' menu with the 'Phone Alpha' block selected. A red arrow labeled '2' points to the 'Phone Alpha' block. The bottom screenshot shows the 'Add Phone Alpha' dialog box with the 'Basics' tab selected. The 'Anchor (capital letter)' field contains the letter 'C', and the 'Letter (same)' field also contains the letter 'C'. The dialog box has 'Cancel' and 'Add' buttons at the bottom.

Adding listings

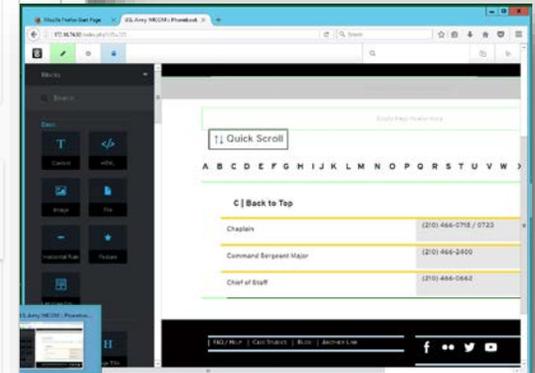
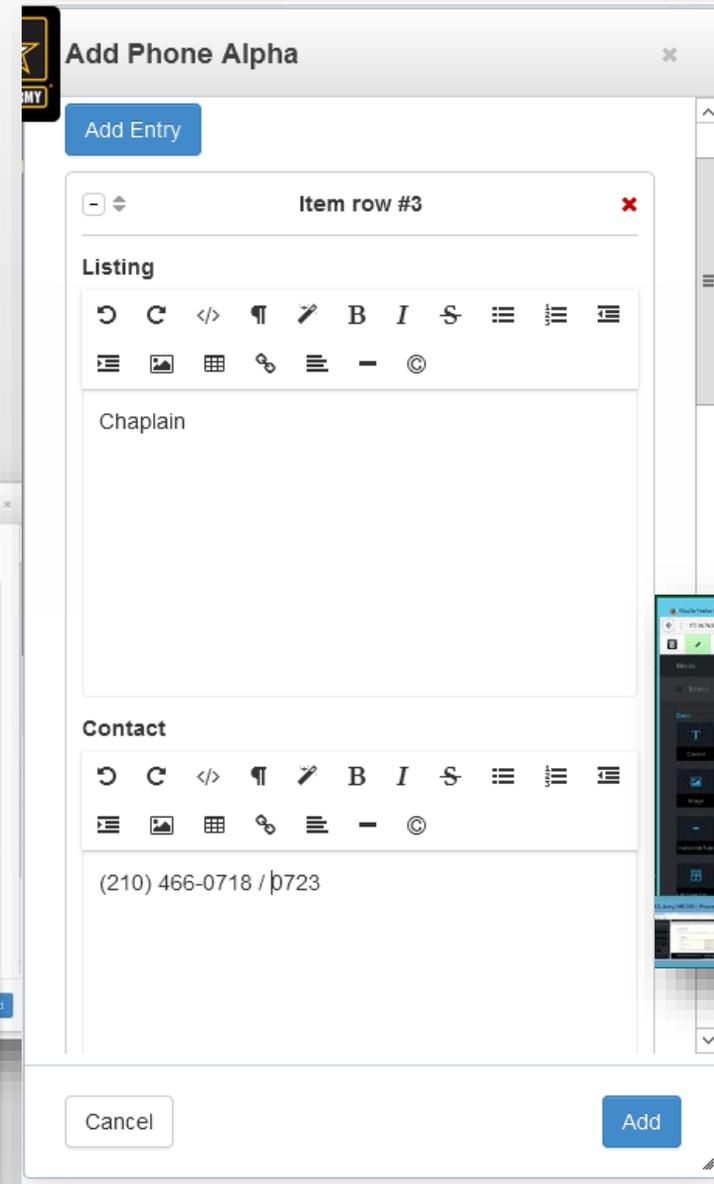
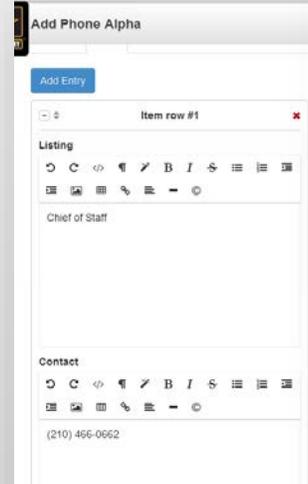
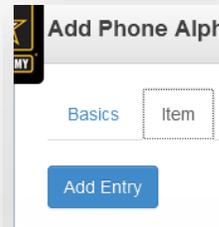
- If the dialog isn't open, click on the letter block and select Edit from the menu that appears.
- With the dialog open, click on Item.
- Click "Add Entry."
- Put the listing – the name of the office, organization, etc., in the top block
- Put the phone number (s) in the bottom block.

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 first screenshot shows a browser window with the URL `172.16.74.92/index.php?ID=325` and a 'Blocks' sidebar. The sidebar contains a 'Content' block, which is the 'Phone Alpha' block. The main content area shows a 'Quick Scroll' button and a list of letters from A to W. Below the letters is a section titled 'C | Back to Top' with a table of contact information:

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

The second screenshot shows the 'Phone Alpha' block being dragged from the sidebar to the bottom of the page. The block is highlighted with a green border and a 'Phone Alpha' label. The main content area shows the 'C | Back to Top' section and a 'Listings' button.

The third screenshot shows the 'Phone Alpha' block being dropped and filled with contact information. The block is highlighted with a green border and a 'Phone Alpha' label. The main content area shows the 'C | Back to Top' section and a 'Listings' button.

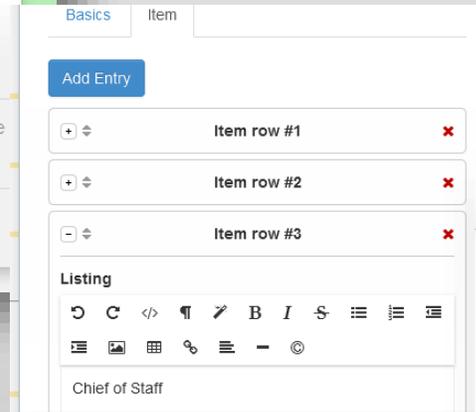
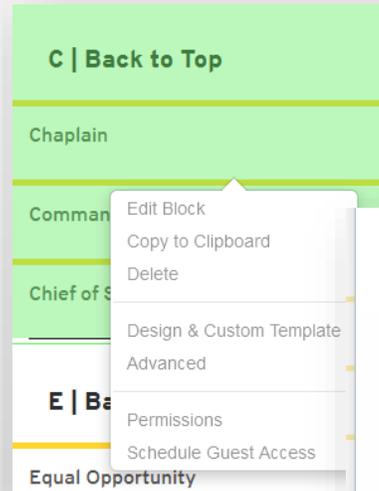
The fourth screenshot shows the 'Add Phone Alpha' form with the following fields:

- Basics:
- Anchor (capital letter) Required:
- Letter (same):

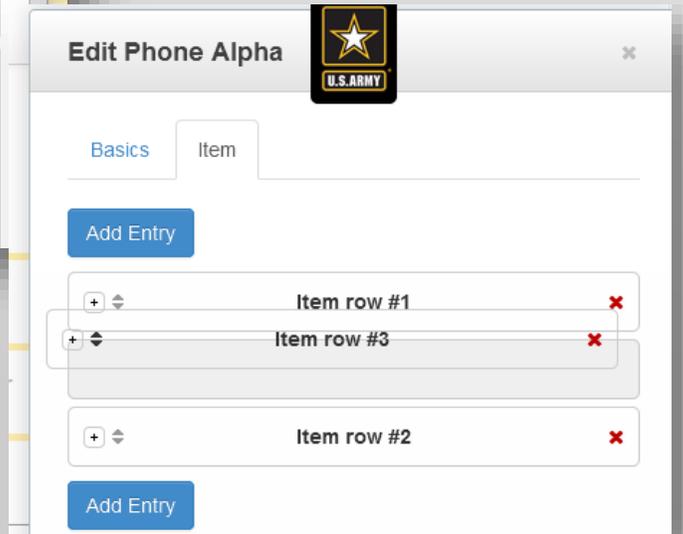
Rearranging entries

- 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)



You can drag to rearrange letter blocks just like regular blocks.

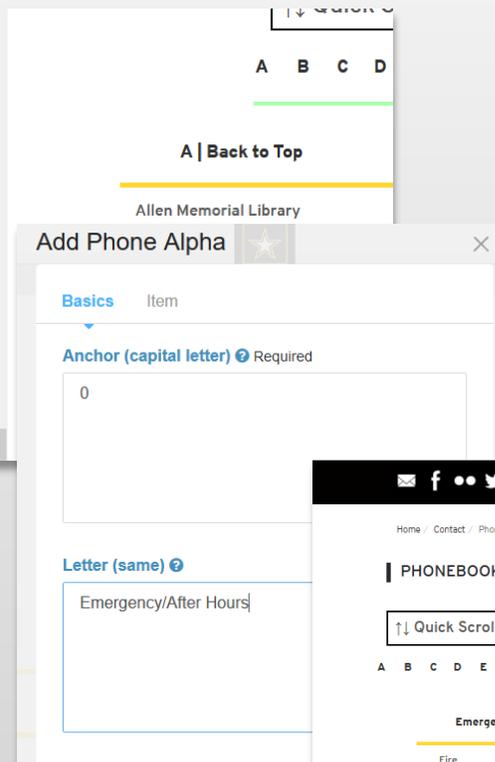
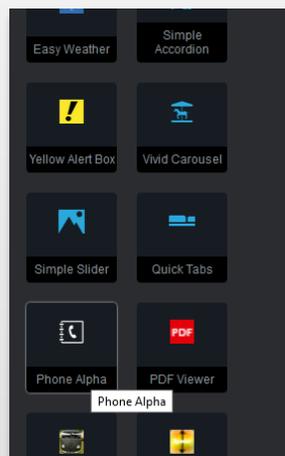


Emergency/After Hours block

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Visitors need to be able to reach any unit on post with a couple of clicks and a phone call.

- In edit mode, go to Add Content
- Grab a Phone Alpha block and drag it above your “A” block.
- In the Basics window, make the anchor “0” and put “Emergency/After Hours” in the Letter window
- Click on “Item”
- Add entries for Fire, PMO, and other appropriate emergency numbers
- Determine what duty desks to include and add entries for them.



Make certain the proper duty desks are included to reach down to the smallest units. For example, if a corps has a 24-hour desk that can touch the companies and platoons, you need only list the Corps desk. However, if a laundry detachment for some reason doesn't fall under the corps chain of command, you need a good number for the CQ. Include civilian agencies as appropriate. Keep OPSEC and PII in mind.

