WWW/Public Relations

Department of Elfland Security

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CREATING OFFICE PAGES

The following is the documentation for the WWW/PR team for setting up and creating DES Office pages on the website. You will have to have WWW/PR clearance in order to create or modify these pages.

1. Create the badge graphic for the office.
2. Write a short summary about the office
3. Login to WSMS
4. Create New Page
5. Select Summary Page
6. Name the title the name of the office
7. Edit the page
   a. Add the office name as the name of the page
   b. Change column dimensions to 100/0
   c. Add 4 sections to the page. And they should be in this order:
      i. About the Office
      ii. Office Contacts and Hours
      iii. Policies, Procedures, and Forms
      iv. Office Resources
   d. About the Office
      i. Upload the badge images
      ii. Add the image, left justified, width 100
      iii. Add the summary of the office
   e. Office Contacts and Hours
      i. Add the supervisor's name
      ii. Add the administrative assistant's name
      iii. Add the phone extension
      iv. Add the office hours
   f. Policies, Procedures, and Forms
      i. Create a category on page #38 for this office
      ii. Add PHP:$pn=38;$cat="NAME OF CATEGORY";
         include("deptInvResources.php");
   g. Office Resources

      i.   Add a new RSS Feed to the wsmsdata_rss_feed table for the office.

      ii.   Add PHP:$pn=PAGE NUMBER;include("wsms/rss2html/infoupdate.php");

h.   Once you have something in section 3, and section 4, AND TEST THE PAGE, then add the page to the navigation system

      i.   Edit table site_navigation and add the new page to the appropriate section.

      ii.   Add an outside link

      iii.   Add an inside link

i.   Rebuild the main site map for the site.

      i.   Execute sm.php