Website Editing Guide: Shared Copy Pages

Shared pages are used to create pages that will be displayed in multiple sections of the intranet. These pages can be accessed and updated by multiple individuals.

How to determine if your page is a shared page?

Located under the quick info section, locate the section labeled template

The template denoted for the page will be noted with a path as shown below

If the quick info section is not enabled for your page, see the quick info document on how to enable this feature in sitecore

Scroll down to the section labeled “Shared Content”
Note what section is located under the “selected” area

To make an update to this section navigate to the shared folder section in the sitecore content tree

All shared content pages are located in the shared folder. In the example above we navigated to Shared >> Student >> FT >> Careers >> TR

PLEASE NOTE: All student facing shared pages are located in the student folder. Staff in Staff and Faculty in Faculty
Select the shared content page you wish to edit

For this example we selected “A Z Career Research Database” in the shared folder

Content can be updated in the field “Top Section Body” as shown below

Click on “show editor” to modify the content and or add new content.

**Important Notes**

- Shared pages should only link to sections based on permissions. E.g. A full-time shared page should not be linked to an evening weekend shared page as the user will get an access denied if clicking on the link depending on how they are logged in to the intranet.

- Contact [webhelp](#) if needing to add a new shared page for you to “assign” shared content based on group in the shared folder.
When done making edits to your shared section, *save early, save often*

To preview the content in the page, you will need to navigate back to the section it is located on under the secure folder in sitecore (In the example below, this section is located in four areas of the intranet secure >> student page (where student page represents full-time, evening, executive and phd) >> TR >> A Z Career Research Database

Preview your page to verify content
To publish shared content, you will need to navigate to the page located in the “shared folder” and select submit for approval followed by “approve to publish”

**CREATING SHARED CONTENT IN THE SHARED FOLDER**

Locate the correct folder inside of the shared folder. In the example below, we will create shared content to be placed on the page “A Z Career Research Database”

In the screen shot below, we have navigated to Shared >> Student >> FT >> Careers >> TR

**FT:** Short for Full-Time and indicates this section is shared in several sections located under full-time. Please note: based on how your page is setup, it could be shared in a different section as long as you are not linking between sections such as Full-Time to Evening Weekend. Staff to Faculty

**Career:** Short for Career Services

**TR:** Short for Tools and Resources and in most cases should match the same naming convention in the sitecore content tree in which the primary page is located.
Right click on the folder and select insert (see screen shot)

Select “Single Column Layout” from the available options

Enter a name for the new page (see screen shot)

**PLEASE NOTE**: Do not include hyphens, commas, periods, etc.

Press **OK** to confirm

Once done, your page will be added to the section specified (see screen shot)
Next, locate the “Top Section Body” section under the “Single Column Layout Data” section to begin adding content (see screenshot)

Click on show editor to insert content

Save early, save often

**IMPORTANT**: It is recommended to include links that link to either an outside resource and or pages that will be available based on group. **Example**, if this page will be a shared page within Full-Time, to be accessed by only Full-Time students, you should only link to full time pages

Now that you have created your shared content, it is now time to assign this content to a shared copy page

**ASSIGNING SHARED CONTENT TO A SHARED COPY PAGE**

As mentioned above you will need to contact webhelp to create any new pages in the sitecore content tree located under the folder labeled secure. **Please allow 24 hours or less to set up a new shared copy page**

After your page has been created by webhelp
Locate the page in the navigation tree (in the example below, we will use the A Z Career Research Databases section located under secure >> Full Time >> Careers >> TR

Select the page you wish to edit in the sitecore content tree

If need be, select “Lock and Edit” to begin modifying this page (see screenshot)

Scroll down to the section labeled “Shared Content” (see screenshot)
Under the section labeled “Page Sections” expand the appropriate folders to locate the shared content you recently created (see screenshot)

Once located

Select the page under page sections

While selected click on the “left arrow” to assign it to the shared copy page

Use the right arrow to remove a page
When done, save early, save often

Preview your page via the web to ensure the appropriate content is indeed displaying

If satisfied, you may now submit for approval and approve to publish to launch to the intranet

Repeat the above steps for other pages

RESOURCES:

See Sitecore User Guide for additional information:
https://wiki.uchicago.edu/display/chicagobooth/Sitecore+User+Guide

Title/Body Editing Guide
https://wiki.uchicago.edu/download/attachments/93880374/Title+Body+Editing+Guide.pdf?version=2&modificationDate=1382278207000

According Page Editing Guide
https://wiki.uchicago.edu/download/attachments/93880374/Accordion+Page.pdf?version=1&modificationDate=1398095102000

Tab Page Editing Guide
https://wiki.uchicago.edu/download/attachments/93880374/Tabs+Page.pdf?version=1&modificationDate=1417884406954

Refer to our SLA for additional information regarding the completion of Webhelp submissions.
http://staff.chicagobooth.edu/marketing/support/sla.aspx