



CREATING A PAGE IN - PERCUSSION

STEP 1 – CHOOSING THE PAGE CONTENT TYPE

Right click on the folder you want the new webpage to reside in, then click either “**Webpage - Public**” or “**Webpage - Internal**” page items.

(Note: “**Webpage - Public**” is used for the OHR website and “**Webpage -Internal**” is used for the IntraHR website)



STEP 2 – ADDING PAGE PROPERTIES CONTENT

Be sure to fill out the following required fields:

- **System Title**
 - This is the file name and should not contain any spaces or special characters. Please keep the System Title under 20 characters.
 - Example: testpage
- **Start Date**
 - This is the date that the page should go live. If the page needs to go live in the future, please indicate that here, otherwise the system will default to today’s date.
- **Title**
 - This is the text that will be displayed as the heading of the page and as the link text for any links to the page. Please be clear and concise.
 - Example: This is a Test Page
- **Keyword**
 - This should be a list separated by commas of terms related to the new page’s content.
 - Example: sample, example text, hr systems, percussion
- **Description**
 - This should be a brief sentence describing the page content. Some search engines display this in their results.
 - Example: This is what a short test page should look like
- **Body**
 - Not completing these fields will prevent the page from being created.



- Click the **Body** field to start the content editor.
- Type or insert the web content into the blank space. Use the various tools to add formatting, links, and images to the content in the formatting toolbar. See the “Editing a Page” QRG for an explanation of the content editor.
- Body content can be edited again before the page is sent for review.

STEP 4 – VERIFYING THE UPLOAD

When all the mandatory fields are completed, click “**Insert**” at the bottom of the page. The checkout status for the page will now show a draft image.

Content Title	Checkout status	State	Content Type
Testpage		Draft	Webpage - Public

STEP 5 – MOVING A PAGE TO PUBLIC

- From the Content menu, right click the file name to navigate to the **Workflow** and choose “**Submit for Review**”.
- A prompt will appear to enter comments. For a new page enter “new page”.
- Once a page is submitted for review and approved by IMT, the page will be moved to the “Published” state and published to the live website.

Content Title	Checkout status	State	Content Type
Testpage		Published	Webpage - Public

After the page has been pushed to the “Published” state, a link may be inserted onto another page guiding to that page. As shown in the picture below, the page is using the title that was specified in Step 2 – Adding Page Properties Content.

Home	Benefits & Pay	HR Guidance	HR Intranet	HR Systems	Performance	NIH Training Center	Working at NIH	About OHR
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[Home](#)

This is a test page

This is a heading

This is a paragraph

- List 1
- List 2
- List 3

<http://www.nih.gov/>

This page was last reviewed on

Top 10 Quick Links

1. [Benefits](#)
2. [ITAS Information](#)
3. [NIH Training Center](#)
4. [eOPF at NIH](#)
5. [Leave Information](#)
6. [myPay at NIH](#)
7. [NIH Pay Information](#)
8. [New Employee Orientation Information](#)
9. [Workflow Information Tracking System \(WITS\)](#)
10. [Capital HR at NIH](#)