

**Office of Strategic Outreach – Taxonomy Modifications**

---

**STANDARD OPERATING PROCEDURE (SOP)  
for  
TAXONOMY MODIFICATIONS**

**VERSION 1.0.0**

**for**

**Military Community and Family Policy  
Office of Strategic Outreach**



DISTRIBUTION IS LIMITED TO U.S. GOVERNMENT AGENCIES AND THEIR CONTRACTORS.  
OTHER REQUESTS FOR THIS DOCUMENT MUST BE REFERRED TO: OSD MC&FP

**Office of Strategic Outreach – Taxonomy Modifications**

---

This page intentionally blank



## Office of Strategic Outreach – Taxonomy Modifications

---

### TABLE OF CONTENTS

<b>LIST OF FIGURES</b> .....	<b>V</b>
<b>1. PURPOSE</b> .....	<b>1</b>
<b>2. SCOPE AND TECHNICAL SKILLS</b> .....	<b>1</b>
<b>3. CREATING NODES USING TAXONOMY MAINTENANCE APP</b> .....	<b>1</b>
3.1 TASK A: ADDING A NODE TO AN EXISTING TOPIC.....	2
3.2 TASK B: CREATING A NEW TOPIC INCLUDING STRUCTURE NODES .....	6
3.3 TASK C: DELETING A NODE .....	9
<b>4. FRIENDLY SHORTCUTS</b> .....	<b>10</b>
4.1 CREATING FRIENDLY SHORTCUTS .....	10
4.2 CREATING A FRIENDLY SHORTCUT TO AN EXTERNAL LINK.....	12
4.3 DELETING FRIENDLY SHORTCUTS .....	14
<b>5. ICMS</b> .....	<b>15</b>
5.1 CASE A: CREATING LINK FOR AN EXISTING TOPIC.....	15
5.2 CASE B: CREATING LINKS FOR A NEW TOPIC .....	19
5.3 MOVING LINKS INTO PRODUCTION .....	22
5.4 TAKING LINKS OUT OF PRODUCTION.....	23
<b>6. INSTALLATIONS</b> .....	<b>23</b>
6.1 INSTALLATION REPORT MAINTENANCE.....	23
6.2 TAXONOMY NODE CREATION .....	24
6.3 REMOVING AN INSTALLATION .....	25

## Office of Strategic Outreach – Taxonomy Modifications

---

### List of Figures

FIGURE 3.1-1-TOPICS DOCUMENT LEGEND .....	1
FIGURE 3.1-2-TOPICS DOCUMENT EXAMPLE.....	2
FIGURE 3.1-1-TAXONOMY MAINTENANCE SEARCH WINDOW .....	3
FIGURE 3.1-2-TAXONOMY MAINTENANCE SEARCH RESULTS.....	3
FIGURE 3.1-3-TOPICS DOCUMENT DEPTH EXAMPLE .....	4
FIGURE 3.1-4-EDIT TAXONOMY NODE TEMPLATE .....	4
FIGURE 3.1-5-CREATING NEW TAXONOMY NODE.....	5
FIGURE 3.2-1-EDIT TAXONOMY TOPIC NODE TEMPLATE.....	7
FIGURE 3.2-2-CREATING NEW TAXONOMY TOPIC NODE .....	7
FIGURE 3.2-3-TAXONOMY STRUCTURE RESULT.....	8
FIGURE 3.2-4-TOPICS DOCUMENT EXAMPLE NODES TO ADD.....	8
FIGURE 3.2-5-CREATING NEW TAXONOMY NODE CHILD .....	9
FIGURE 3.3-1 TOPICS DOCUMENT EXAMPLE NODE TO DELETE.....	9
FIGURE 3.3-2-DELETING A NODE .....	10
FIGURE 4.1-1-TOPICS DOCUMENT SHORTCUT EXAMPLE.....	10
FIGURE 4.1-2-EDIT TAXONOMY RECORD WINDOW FRIENDLY SHORTCUT BUTTON.....	11
FIGURE 4.1-3-CREATE FRIENDLY URL SHORTCUT.....	11
FIGURE 4.1-4-SETTING FRIENDLY URL SHORTCUT .....	12
FIGURE 4.2-1-TOPICS DOCUMENT EXTERNAL SHORTCUT EXAMPLE .....	12
FIGURE 4.2-2-EXTERNAL SHORTCUT TAXONOMY STRUCTURE .....	13
FIGURE 4.2-3-EXTERNAL SHORTCUT TAXONOMY NODE EXAMPLE.....	13
FIGURE 4.2-4-CREATE EXTERNAL FRIENDLY URL SHORTCUT.....	14
FIGURE 4.3-1-SHORTCUT USAGE.....	14
FIGURE 5.1-1-TOPICS DOCUMENT EXAMPLE.....	15
FIGURE 5.1-2-ICMS TAXONOMY TREE SEARCH OPTIONS .....	15
FIGURE 5.1-3-ICMS SEARCH RESULTS .....	16
FIGURE 5.1-4-DEPTH VS. NAVIGATION TREE EXAMPLE.....	17
FIGURE 5.1-5-ICMS EDIT LINK TEMPLATE.....	17
FIGURE 5.1-6-ICMS SUB TOPIC CONTENT CLASSIFICATION .....	18
FIGURE 5.2-1-TOPICS DOCUMENT EXAMPLE.....	19
FIGURE 5.2-2-ICMS TAB'S TOPICS EXAMPLE .....	19
FIGURE 5.2-3-ICMS EDIT LINK WINDOW.....	20
FIGURE 5.2-4-ICMS TOPIC CONTENT CLASSIFICATION.....	21
FIGURE 5.2-5-PRE-PRODUCTION ORDER DIVIDERS .....	21
FIGURE 5.2-6-PRE-PRODUCTION TOPICS DISPLAY EXAMPLE .....	22
FIGURE 5.2-7-SUB TOPIC'S DISPLAY ORDER AND INDENTATION .....	22
FIGURE 6.1-1-INSTALLTION REPORT CREATE .....	24
FIGURE 6.2-1-INSTALLTION NODE CREATION.....	25

## Office of Strategic Outreach – Taxonomy Modifications

---

### 1. PURPOSE

To document the common taxonomy processes and provide a step by step guide to performing them.

### 2. SCOPE AND TECHNICAL SKILLS

The Office of Strategic Outreach technical staff is responsible for building the taxonomy structure required for adding new content. These processes apply to creating taxonomy and links for the MilitaryHOMEFRONT (MHF) and MilitaryINSTALLATIONS (MI) websites. These tasks will require the skills listed below:

- Proficiency in the use of the Taxonomy Maintenance Application
- Proficiency in the use of Content Management System Application
- Proficiency in the use of the Military Installations Report Application

### 3. CREATING NODES USING TAXONOMY MAINTENANCE APPLICATION

When nodes need to be added to the taxonomy, the content team will update the topics document, providing guidance on what nodes need to be created. The topics document will be posted to TAR 1204 and will describe the actions required using the legend displayed below (Also found in the first tab of the topics document).

<b>Legend:</b>	
<b>Node Actions:</b>	<b>Remove node</b>
	<b>Add Node/Shortcut</b>
	<b>Add Node (in Preprod Only)</b>
	<b>Rename node</b>
	<b>Disable node</b>
	<b>Make Available in Prod</b>
	<b>Update Shortcut</b>
<b>Node Status:</b>	<b>Node is Active</b>
	<b>Only visible in PRE-Production</b>
	<b>Node not on MHF Web UI</b>
	<b>Node Currently Disabled</b>
	<b>Disabled but visible in Pre before deletion</b>

Figure 3.1-1-Topics Document Legend

## Office of Strategic Outreach – Taxonomy Modifications

The three examples below show how the topics document can be updated using the legend to annotate taxonomy requirements.

**TASK A:** Add the ‘Department of Defense Policy’ Node to Casualty Assistance topic under the Service Providers tab. This node will be placed into production.

**TASK B:** Create the Chaplaincy Topic and its underlying nodes under the Service Providers tab. These nodes will only be visible in pre-production.

**TASK C:** Remove the ‘News and Updates’ Node from the Children and Youth Section under the Service Providers tab.

TAB 3: SERVICE PROVIDERS	SHORTCUT URL
<b>Casualty Assistance (20.80.500.90)</b>	sp/casualtyassitance
News and Updates	sp/casualtyassitance/news
Legislation and Policy	sp/casualtyassitance/policy
Legislation	
Department of Defense Policy	
Glossary	sp/adoption/glossary
<b>Chaplaincy</b>	sp/chaplaincy
News and Updates	sp/chaplaincy/news
Policy and Legislation	sp/chaplaincy/policy
Legislation	sp/chaplaincy/policy
Glossary	sp/chaplaincy/glossary
<b>Children and Youth (20.80.500.100)</b>	sp/childrenandyouth
News and Updates	sp/childrenandyouth/news
Legislation and Policy	sp/childrenandyouth/policy
Legislation	
Department of Defense Policy	
Service Regulations and Orders	

Figure 3.1-2-Topics Document Example

### 3.1 Task A: Adding a node to an existing topic

**TASK A:** Add the ‘Department of Defense Policy’ Node to Casualty Assistance topic under the Service Providers tab. This node will be placed into production.

- 1) After reviewing the topics document to determine what node will be added, log into the Taxonomy Maintenance application and locate the taxonomy for the main topic area

## Office of Strategic Outreach – Taxonomy Modifications

being expanded. In this case, the topic being expanded is the Casualty Assistance node at 20.80.500.90. In order to see the node heading, as well as the underlying structure, use the wildcard character %.

Figure 3.1-1-Taxonomy Maintenance Search Window

2) This search will create an output similar to what is shown below. The nodes listed in the topics document should all be seen here (as well as the additional nodes which make up the structure of the topics section, discussed in the Task B).

Edit	Node Number	Dp	Structure	Definition	Shortcut Url
	20.80.500.90.0.0.0.0.0	4	Casualty Assistance	-	443
	20.80.500.90.40.0.0.0.0	5	Brand Image	-	-
	20.80.500.90.60.0.0.0.0	5	Page Summary	-	-
	20.80.500.90.120.0.0.0.0	5	Column-1 Area-1	-	-
	20.80.500.90.140.0.0.0.0	5	Column-1 Area-2	-	-
	20.80.500.90.160.0.0.0.0	5	Column-1 Area-3	-	-
	20.80.500.90.200.0.0.0.0	5	Column-2 Area-1	-	-
	20.80.500.90.220.0.0.0.0	5	Column-2 Area-2	-	-
	20.80.500.90.240.0.0.0.0	5	Column-2 Area-3	-	-
	20.80.500.90.500.0.0.0.0	5	Topics	-	-
	20.80.500.90.500.1.0.0.0	6	Casualty Assistance Home	-	443
	20.80.500.90.500.90.0.0.0	6	Legislation and Policy	-	445
	20.80.500.90.500.90.30.0.0	7	Legislation	-	445

Figure 3.1-2-Taxonomy Maintenance Search Results

3) The location and depth of the node is described in the topics document. In this case, the Department of Defense Policy node is to be created under the Legislation and Policy subtopic, following the existing Legislation node.

## Office of Strategic Outreach – Taxonomy Modifications

<b>Casualty Assistance (20.80.500.90)</b>
News and Updates
Legislation and Policy
Legislation
Department of Defense Policy

Figure 3.1-3-Topics Document Depth Example

- 4) To decrease the risk of mistakes, it is always recommended to create a new node using an existing node as a template. In this case, the new node is under the same subtopic as the Legislation node, so it would be most convenient to use that node.
- 5) Click on the edit details button for the Legislation node.

Edit Taxonomy Record

\* **Node**

\* **Title**

\* **Original**

Definition

Sitemap Url

Active

Display Title

Display Archive

Friendly URL Shortcut

Editor Notes

Archive Ekmt Id

Ownership Ekmt Id

Class Methods

Figure 3.1-4-Edit Taxonomy Node Template

- 6) Change the information in this node to match the details of your new node.

### Node

The user selected the node number. Ideally, select node numbers that will allow the taxonomy to be sorted (they are sorted by node number as a default) exactly as it appears in the topics document. In this case, any number higher than 30 will create the proper sorting. It is also recommended to leave room on both sides of the new node to accommodate for future expansion.

## Office of Strategic Outreach – Taxonomy Modifications

In many cases, new nodes will be similar to other sections with MHF. (The Legislation and Policy subtopic with these underlying nodes is found in most topics in the Service Providers Tab). When this is the case, it is recommended to follow the existing conventions. In this example, the Department of Defense Policy node typically has .60 node number, which is what you should use for the new node.

### Title & Original

Change the name of your node as it is annotated in the Topics Document.

### Sitemap URL

For a node in the same topic, the section id will remain the same, but the current\_id will need to be changed to reflect the changed node number.

From...

/portal/page/mhf/MHF/MHF\_DETAIL\_1?section\_id=20.80.500.90.0.0.0.0.0&current\_id=20.80.500.90.500.90.**30.0.0**

To...

/portal/page/mhf/MHF/MHF\_DETAIL\_1?section\_id=20.80.500.90.0.0.0.0.0&current\_id=20.80.500.90.500.**60.0.0.0**

Edit Taxonomy Record

The screenshot shows a web form titled "Edit Taxonomy Record" with a "Cancel" button. The form contains several fields and controls:

- Buttons: "Apply Changes", "Create New Node", "Delete"
- \* Node: 20.80.500.90.500.90.60.0.0
- \* Title: Department of Defense Policy
- \* Original: Department of Defense Policy
- Definition: (empty text area)
- Sitemap Url: /portal/page/mhf/MHF/MHF\_DETAIL\_1?section\_id=20.80.500.90.0.0.0.0.0&current\_id=20.80.500.90.500.90.
- Active: Yes (dropdown)
- Display Title: No (dropdown)
- Display Archive: No (dropdown)
- Friendly URL Shortcut: - None - (dropdown)
- Editor Notes: (text area)
- Archive Ekmt Id: (text area)
- Ownership Ekmt Id: (text area)
- Class Methods: (text area)

Figure 3.1-5-Creating New Taxonomy Node

## **Office of Strategic Outreach – Taxonomy Modifications**

---

- 7) Once all the changes have been made (as shown in the figure above), click on the create new node button.
- 8) If there is a friendly URL shortcut associated with the new node, proceed to section 4. To finish creating the new node, proceed to Section 5.1.

### **3.1 Task B: Creating a new Topic including structure Nodes**

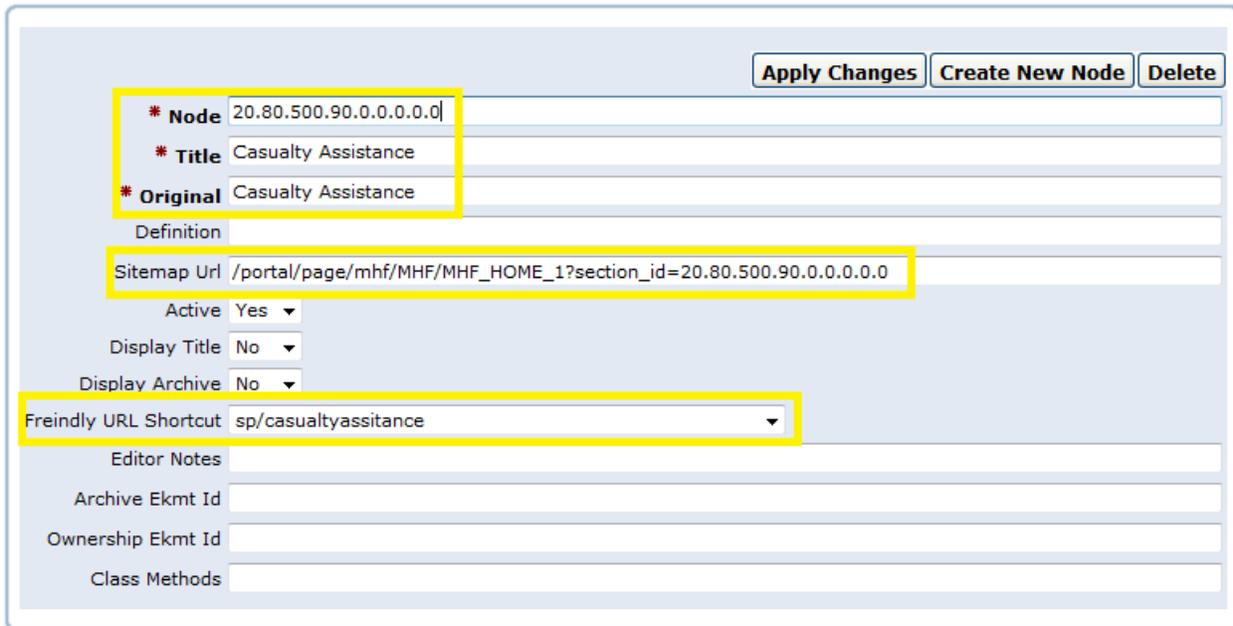
**TASK B:** Create the Chaplaincy Topic and its underlying nodes under the Service Providers tab. These nodes will only be visible in pre-production. This topic will be located between the Casualty Assistance and Children and Youth Topics.

- 1) Review the surrounding topics and select a node id for the new topic. In the example, we will be creating a topic between node id's .90 and .100. To maximize space on both sides of the new topic and support future expansion, define this new topic with an id of 20.80.500.**95**.0.0.0.0
- 2) Regardless of the specific subtopics and nodes that need to be created, many nodes will need to be created first to define the structure of this new topic. As was the case in creating a single new node, it is recommended to work off of an existing node as a template.
- 3) In this case, build the structure off of the Casualty Assistance Topic.

#### **Topic Heading**

Edit the topic node 20.80.500.90.0.0.0.0 Casualty Assistance

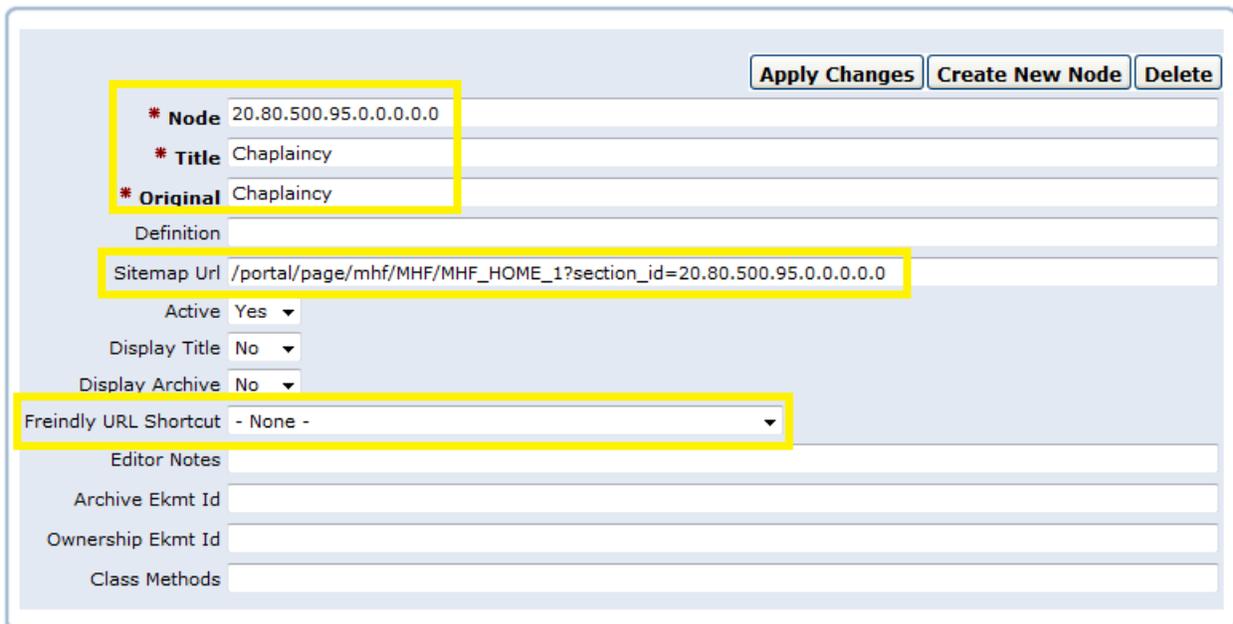
## Office of Strategic Outreach – Taxonomy Modifications



<b>Apply Changes</b> <b>Create New Node</b> <b>Delete</b>	
* <b>Node</b>	20.80.500.90.0.0.0.0.0
* <b>Title</b>	Casualty Assistance
* <b>Original</b>	Casualty Assistance
Definition	
Sitemap Url	/portal/page/mhf/MHF/MHF_HOME_1?section_id=20.80.500.90.0.0.0.0.0
Active	Yes ▾
Display Title	No ▾
Display Archive	No ▾
Freindly URL Shortcut	sp/casualtyassistance ▾
Editor Notes	
Archive Ekmt Id	
Ownership Ekmt Id	
Class Methods	

Figure 3.2-1-Edit Taxonomy Topic Node Template

Make the changes to reflect the new node number and name (shown below) and create the new node.



<b>Apply Changes</b> <b>Create New Node</b> <b>Delete</b>	
* <b>Node</b>	20.80.500.95.0.0.0.0.0
* <b>Title</b>	Chaplaincy
* <b>Original</b>	Chaplaincy
Definition	
Sitemap Url	/portal/page/mhf/MHF/MHF_HOME_1?section_id=20.80.500.95.0.0.0.0.0
Active	Yes ▾
Display Title	No ▾
Display Archive	No ▾
Freindly URL Shortcut	- None - ▾
Editor Notes	
Archive Ekmt Id	
Ownership Ekmt Id	
Class Methods	

Figure 3.2-2-Creating New Taxonomy Topic Node

## Office of Strategic Outreach – Taxonomy Modifications

### Brand Image

Same process except the name has not changed, only change the node number (the Sitemap URL is blank)

- a. Page Summary - Repeat
- b. Column-1 Area-1 - Repeat
- c. Column-1 Area-2 - Repeat
- d. Column-1 Area-3 - Repeat
- e. Column-2 Area-1 - Repeat
- f. Column-2 Area-2 - Repeat
- g. Column-2 Area-3 - Repeat
- h. Topics - Repeat
- i. Topic Home – Change the Node number, Title and Original

4) The taxonomy structure should look like the figure below.

### Taxonomy Structure

Edit	Node Number	Dp	Structure
	20.80.500.95.0.0.0.0.0	4	Chaplaincy
	20.80.500.95.40.0.0.0.0	5	Brand Image
	20.80.500.95.60.0.0.0.0	5	Page Summary
	20.80.500.95.120.0.0.0.0	5	Column-1 Area-1
	20.80.500.95.140.0.0.0.0	5	Column-1 Area-2
	20.80.500.95.160.0.0.0.0	5	Column-1 Area-3
	20.80.500.95.200.0.0.0.0	5	Column-2 Area-1
	20.80.500.95.220.0.0.0.0	5	Column-2 Area-2
	20.80.500.95.240.0.0.0.0	5	Column-2 Area-3
	20.80.500.95.500.0.0.0.0	5	Topics
	20.80.500.95.500.1.0.0.0	6	Chaplaincy Home

Figure 3.2-3-Taxonomy Structure Result

5) Your taxonomy structure as of now should look like the figure below. Now you will need to create the nodes listed in the Taxonomy document.

<b>Chaplaincy</b>	sp/chaplaincy
News and Updates	sp/chaplaincy/news
Policy and Legislation	sp/chaplaincy/policy
Legislation	sp/chaplaincy/policy
Glossary	sp/chaplaincy/glossary

Figure 3.2-4-Topics Document Example Nodes to Add

## Office of Strategic Outreach – Taxonomy Modifications

- 6) The three nodes in addition to legislation are all at the same depth as the Chaplaincy Home node so they will be created very similarly to that. These are also similar to the node structure of other topics. Therefore, it is recommended to follow the same numbering structure as those.
- 7) The legislation node must be created after its parent node.

The screenshot shows a web form for creating a new taxonomy node child. At the top right, there are three buttons: "Apply Changes", "Create New Node", and "Delete". The form fields are as follows:

- \* Node: 20.80.500.95.500.90.30.0.0
- \* Title: Legislation
- \* Original: Legislation
- Definition: (empty text area)
- Sitemap Url: /page/mhf/MHF/MHF\_DETAIL\_1?section\_id=20.80.500.95.0.0.0.0.0&current\_id=20.80.500.95.500.90.30.0.0
- Active: Yes (dropdown menu)
- Display Title: No (dropdown menu)
- Display Archive: No (dropdown menu)
- Freindly URL Shortcut: - None - (dropdown menu)
- Editor Notes: (empty text area)
- Archive Ekmt Id: (empty text area)
- Ownership Ekmt Id: (empty text area)
- Class Methods: (empty text area)

Figure 3.2-5-Creating New Taxonomy Node Child

### 3.2 Task C: Deleting a node

TASK C: Remove the 'News and Updates' Node from the Children and Youth Section under the Service Providers tab.

<b>Children and Youth (20.80.500.100)</b>	sp/childrenandyouth
<b>News and Updates</b>	sp/childrenandyouth/news
Legislation and Policy	sp/childrenandyouth/policy

Figure 3.3-1 Topics Document Example Node to Delete

- 1) Select the node to be deleted for editing.
- 2) You CANNOT delete a node if there is a friendly shortcut referencing it. (Go to 4.3)

## Office of Strategic Outreach – Taxonomy Modifications

\* **Node**

\* **Title**

\* **Original**

Definition

Sitemap Url

Active  ▼

Display Title  ▼

Display Archive  ▼

Friendly URL Shortcut  ▼

Editor Notes

Archive Ekmt Id

Ownership Ekmt Id

Class Methods

### Friendly URL Shortcut

Overwrite URLs  Yes  No

### Content

Figure 3.3-2-Deleting A Node

- 3) Before deleting the node, unclassify content from this node. This will declassify all content that has been linked to this node iCMS. After that, the node can be deleted.

## 4. FRIENDLY SHORTCUTS

### 4.1 Creating Friendly Shortcuts

- 1) After the node has been created, reenter the edit node screen, scroll down and select the “Create NEW Friendly URL Shortcut” button

TAB 3: SERVICE PROVIDERS	SHORTCUT URL
<a href="#">Chaplaincy</a>	<a href="#">sp/chaplaincy</a>

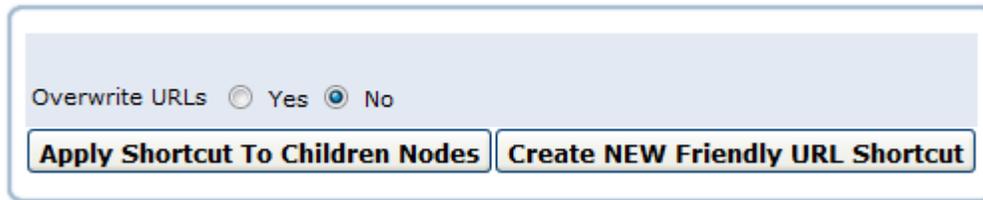
Figure 4.1-1-Topics Document Shortcut Example

## Office of Strategic Outreach – Taxonomy Modifications

---

### Friendly URL Shortcut

---



Overwrite URLs  Yes  No

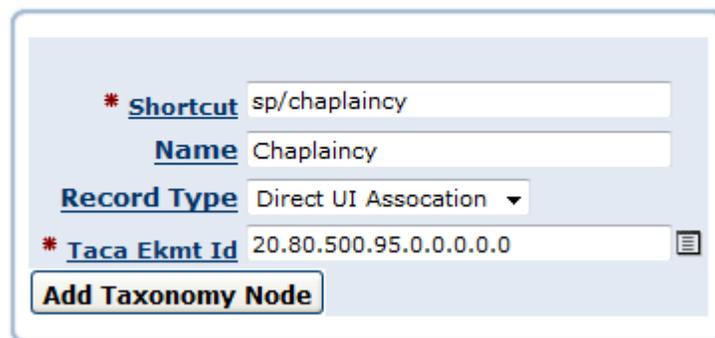
**Apply Shortcut To Children Nodes** **Create NEW Friendly URL Shortcut**

Figure 4.1-2-Edit Taxonomy Record Window Friendly Shortcut Button

- 2) The Name and Ekmt ID will already be filled in, add the shortcut name from the topics document and select the 'Create' button.

### Form on FRIENDLY\_URL\_SHORTCUTS

---



\* **Shortcut** sp/chaplaincy

**Name** Chaplaincy

**Record Type** Direct UI Association ▼

\* **Taca Ekmt Id** 20.80.500.95.0.0.0.0.0

**Add Taxonomy Node**

Figure 4.1-3-Create Friendly URL Shortcut

- 3) After adding the shortcut, you should be returned to the edit node page. Ensure the new friendly shortcut has been selected and apply changes.

**Office of Strategic Outreach – Taxonomy Modifications**

[Edit Taxonomy Record](#)

---

\* **Node** 20.80.500.95.0.0.0.0.0

\* **Title** Chaplaincy

\* **Original** Chaplaincy

Definition

Sitemap Url /portal/page/mhf/MHF/MHF\_HOME\_1?section\_id=20.80.500.95.0.0.0.0.0

Active Yes ▾

Display Title No ▾

Display Archive No ▾

Freindly URL Shortcut sp/chaplaincy ▾

Editor Notes

Archive Ekmt Id

Ownership Ekmt Id

Class Methods

Figure 4.1-4-Setting Friendly URL Shortcut

**4.2 Creating a Friendly Shortcut to an External Link**

When the content team requests a new shortcut in the additional shortcuts tab that is NOT associated with an existing MHF node, the process will be different.

- 1) To create a friendly URL shortcut for a link that does not have a taxonomy node associated with it, first create a taxonomy node for this link.

Topic and Taxonomy	Shortcut URL
http://cs.mhf.dod.mil/content/dav/mhf/QOL-Library/Project%20Documents/MilitaryHOMEFRONT/MyCAA/SchoolTermsandConditions.pdf	http://www.militaryhomefront.dod.mil/mycaa/SchoolTermsandConditions

Figure 4.2-1-Topics Document External Shortcut Example

- 2) The 9.30 taxonomy structure is designed to store these nodes.

## Office of Strategic Outreach – Taxonomy Modifications

### Taxonomy Structure

Edit	Node Number	Dp	Structure	Definition	Shortcut Url	Sort Key ▲
	9.30.0.0.0.0.0.0.0	2	MHF	-	-	90300000000000000000000000000000
	9.30.30.0.0.0.0.0.0	3	General	-	-	90300300000000000000000000000000
	9.30.30.30.0.0.0.0.0	4	MC&FP eMagazine Archives	-	-	90300300300000000000000000000000
	9.30.30.60.0.0.0.0.0	4	eNewsletter Archive	-	-	90300300600000000000000000000000
	9.30.60.0.0.0.0.0.0	3	Home Page	-	-	90300600000000000000000000000000
	9.30.90.0.0.0.0.0.0	3	Troops and Families	-	-	90300900000000000000000000000000
	9.30.90.30.0.0.0.0.0	4	Compensation Fact Sheet	-	-	90300900300000000000000000000000
	9.30.90.60.0.0.0.0.0	4	EFMP Toolbox	-	598	90300900600000000000000000000000
	9.30.120.0.0.0.0.0.0	3	Leadership	-	-	90301200000000000000000000000000
	9.30.120.30.0.0.0.0.0	4	CO Domestic Violence Training	-	-	90301200300000000000000000000000
	9.30.150.0.0.0.0.0.0	3	Service Providers	-	-	90301500000000000000000000000000
	9.30.180.0.0.0.0.0.0	3	mycaa	-	-	90301800000000000000000000000000
	9.30.180.50.0.0.0.0.0	4	MyCAA Spouse FAQs	-	541	90301800500000000000000000000000
	9.30.180.60.0.0.0.0.0	4	MyCAA School FAQs	-	542	90301800600000000000000000000000
	9.30.180.70.0.0.0.0.0	4	MyCAA Fact Sheet	-	543	90301800700000000000000000000000
	9.30.180.80.0.0.0.0.0	4	MyCAA Spouse Terms and Conditions	-	544	90301800800000000000000000000000
	9.30.180.110.0.0.0.0.0	4	MyCAA Education and Training Plan Guidance	-	548	90301801100000000000000000000000

Figure 4.2-2-External Shortcut Taxonomy Structure

- 3) Create a new node in this heirarchy with the complete topic URL in the Sitemap section.

Apply Changes Create New Node Delete

\* **Node** 9.30.180.60.0.0.0.0.0

\* **Title** MyCAA School FAQs

\* **Original** MyCAA School FAQs

Definition

Sitemap Url mhf.dod.mil/content/dav/mhf/QOL-Library/Project\ Documents/MilitaryHOMEFRONT/MyCAA/SchoolFAQs.pdf

Active Yes ▾

Display Title No ▾

Display Archive No ▾

Friendly URL Shortcut - None - ▾

Editor Notes

Archive Ekmt Id

Ownership Ekmt Id

Class Methods

Figure 4.2-3-External Shortcut Taxonomy Node Example

- 4) Use the create friendly URL shortcut to create a shortcut referencing this newly created node as you did in 4.1

## Office of Strategic Outreach – Taxonomy Modifications

---

\* **Shortcut** mycaa/SchoolFAQs  
**Name** MyCAA School FAQs  
**Record Type** Non UI Association  
\* **Taca Ekmt Id** 9.30.180.60.0.0.0.0  
**Add Taxonomy Node**

Figure 4.2-4-Create External Friendly URL Shortcut

### 4.3 Deleting Friendly Shortcuts

- 1) You cannot delete a friendly shortcut while it is being used by a node.

#### Form on FRIENDLY\_URL\_SHORTCUTS

Cancel

Delete

Apply Changes

\* **Shortcut** /test  
**Name** TEST  
**Record Type** Direct UI Association  
\* **Taca Ekmt Id** 20.60.500.10.500.5.0.0.0  
**Add Taxonomy Node**

#### Shortcut Usage

Number of Taxonomy Records that use this Shortcut 1  
**Delete Records That Use This Shortcut**

Figure 4.3-1-Shortcut Usage

- 2) If a shortcut is in use, click the “Delete Records That Use This Shortcut” button. This will not actually delete the nodes using the shortcut, it will just set their Friendly Shortcut to None.
- 3) Once the Shortcut Usage is listing zero, select the delete button to delete the shortcut.

## Office of Strategic Outreach – Taxonomy Modifications

### 5. ICMS

After creating nodes in taxonomy maintenance, use the content management system (iCMS), to create links from the existing site to the new nodes created.

#### 5.1 TASK A: Creating a Link for an Existing Topic

Casualty Assistance (20.80.500.90)
Legislation and Policy
Legislation
Department of Defense Policy

Figure 5.1-1-Topics Document Example

1) In iCMS, navigate to the topics section of the topic where the link will be added.

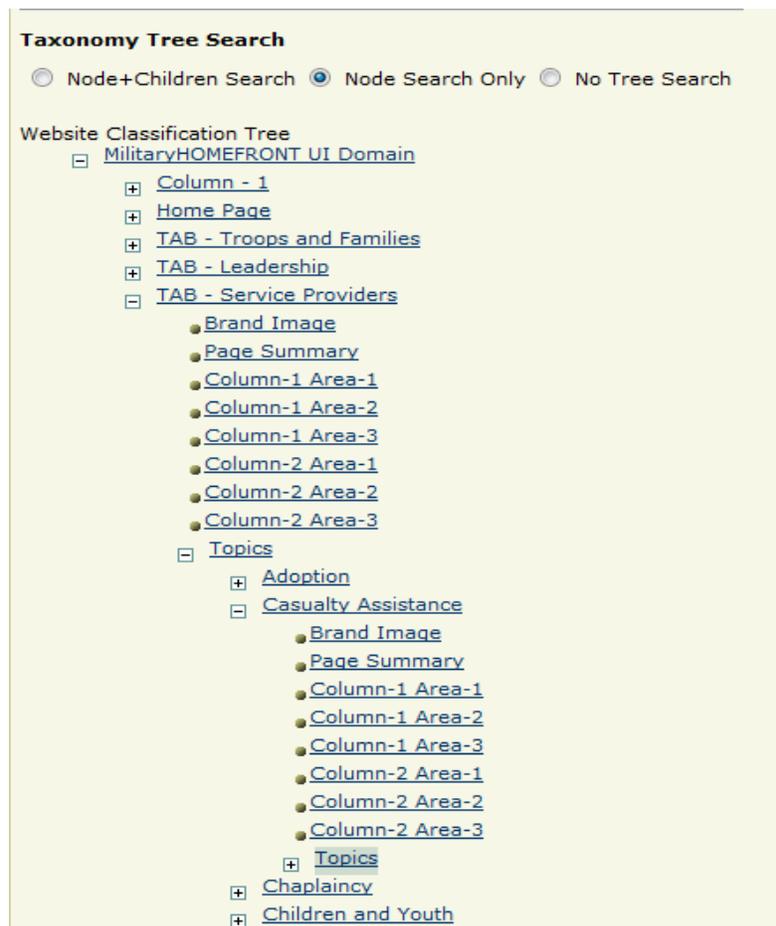


Figure 5.1-2-iCMS Taxonomy Tree Search Options

2) After selecting the topics folder, all the existing links will be displayed. (Note: Select check boxes to show Content Display Order and Navigation Tree Indentation)

## Office of Strategic Outreach – Taxonomy Modifications

Content						
1 - 14						
	COHE	Title	Content Type	Last Modified	Display Order ▲	Navigation Tree Indentation
<a href="#">Edit</a>	247110	Casualty Assistance Home	Links	23-SEP-2008 11:00	1	Not Numeric
<a href="#">Edit</a>	247111	News and Updates	Links	23-SEP-2008 11:02	10	0
<a href="#">Edit</a>	247112	Policy and Legislation	Links	30-MAR-2009 11:14	20	0
<a href="#">Edit</a>	247113	Legislation	Links	23-SEP-2008 11:06	30	1
<a href="#">Edit</a>	247114	Department of Defense Policy	Links	23-SEP-2008 11:08	40	1
<a href="#">Edit</a>	247115	Service Regulations and Orders	Links	23-SEP-2008 11:09	50	1
<a href="#">Edit</a>	247116	Management Resources	Links	23-SEP-2008 11:11	60	0
<a href="#">Edit</a>	247117	Support Services	Links	23-SEP-2008 11:13	70	1
<a href="#">Edit</a>	247118	Additional Resources	Links	23-SEP-2008 11:15	80	1
<a href="#">Edit</a>	247119	Promotional Materials	Links	23-SEP-2008 11:17	90	1
<a href="#">Edit</a>	247120	Management Tools	Links	23-SEP-2008 11:27	100	1
<a href="#">Edit</a>	247121	Training Resources	Links	23-SEP-2008 11:21	110	1
<a href="#">Edit</a>	247122	FAQs	Links	23-SEP-2008 11:23	120	0
<a href="#">Edit</a>	247123	Glossary	Links	23-SEP-2008 11:24	130	0

[Download Content to Spreadsheet](#)

1 - 14

Figure 5.1-3-iCMS Search Results

3) For this example, the new node to be added will fall directly beneath the Legislation link, which is part of the Policy and Legislation Topic. In iCMS, the depth of the node is not determined automatically by your node number, making it very important to ensure the navigation tree indentation is correct. To reduce the risk of making a mistake, it's recommended to build off an existing link as a template.

## Office of Strategic Outreach – Taxonomy Modifications

Casualty Assistance (20.80.500.90)	Any Text
Casualty Assistance Home	“Not Numeric”
Legislation and Policy	0
Legislation	1
Department of Defense Policy	1

Figure 5.1-4-Depth vs. Navigation Tree Example

4) Enter the information as follows:

**Title/Abstract/Alternate/Hover Text** - will always match the name of the topic or node

**Display Text** - may be a shortened form of the name or same as above if it fits

**URL** - matches the sitemap URL from the taxonomy node

**Nav. Tree Indentation** - see table of above

**Email Address** - creator’s email address

**Submit Date** - date you are creating this link

**\*\*Approve Date\*\*** - if the nodes are only for pre-production, LEAVE THIS BLANK.

However if the nodes are to be moved into production, set an approve date.

**Select Create New Link Button** - duplicate Link, then Save, if using a template

Figure 5.1-5-iCMS Edit Link Template

5) After creating the new link and before leaving this window, click the classify button.

## Office of Strategic Outreach – Taxonomy Modifications

6) In order to have your new link accessible, you must classify it to its underlying topic. If this link is a subtopic or any node under that, you classify it to its topic's "Topics" node (20.80.500.90.500.0.0.0.0 in this example). If you are creating the topic, its link must be classified to the tab's topics node (20.80.500.0.0.0.0.0.0 for the Service Providers Tab)

Click here for Help in using this Application

Database COHE: 247113

Current Classifications:

- Links (12.20.40.0.0.0.0.0.0)
- MilitaryHOMEFRONT (12.40.20.25.130.0.0.0.0)
- MilitaryHOMEFRONT (12.40.30.25.130.0.0.0.0)
- MilitaryHOMEFRONT (12.40.40.25.130.0.0.0.0)
- Topics (20.80.500.90.500.0.0.0.0)

Order

Add Classifications: MilitaryHOMEFRONT UI Domain

Classify

Add

New Classifications:

- 12.20.40.0.0.0.0.0.0
- 12.40.20.25.130.0.0.0.0
- 12.40.30.25.130.0.0.0.0
- 12.40.40.25.130.0.0.0.0
- 20.80.500.90.500.0.0.0.0

Remove

Save to Database Cancel Close Window

Figure 5.1-6-iCMS Sub Topic Content Classification

7) Once the link has been classified, it will now be displayed in the list when its topics node is selected in the left window. When it is classified, the display order value will default to 1, placing the new link at the top of the list. This display order value will determine where the link will display on the actual web page. Therefore, the new link must be ordered as described in the topic document. Select the 'Order' button in the edit window. Adjust the values and select the 'Reorder Content' button at the bottom of the window.

## Office of Strategic Outreach – Taxonomy Modifications

8) Your changes will immediately be visible in pre-production. Verify online to ensure the new link displays correctly. <http://pre.mhf.dod.mil/<sitemap URL>>

### 5.2 TASK B: Creating Links for a New Topic

<b>Chaplaincy</b>	<a href="sp/chaplaincy">sp/chaplaincy</a>
News and Updates	<a href="sp/chaplaincy/news">sp/chaplaincy/news</a>
Policy and Legislation	<a href="sp/chaplaincy/policy">sp/chaplaincy/policy</a>
Legislation	<a href="sp/chaplaincy/policy">sp/chaplaincy/policy</a>
Glossary	<a href="sp/chaplaincy/glossary">sp/chaplaincy/glossary</a>

Figure 5.2-1-Topics Document Example

1) When creating a new topic, first create a link in the tab's topic section.

Content Display Order (Applicable for TREE searches only)  
 Navigation Tree Indentation (Applicable for LINKs only)

**Taxonomy Tree Search**  
 Node+Children Search  Node Search Only  No Tree Search

Website Classification Tree  
 Military/HOMEFRONT UI Domain

	COHE	Title	Content Type	Last Modified	Display Order ▲	Navigation Tree Indentation
<a href="#">Edit</a>	248083	Adoption	Links	29-DEC-2008 11:23	30	Adoption
<a href="#">Edit</a>	247103	Casualty Assistance	Links	30-OCT-2008 13:35	90	Casualty Assistance
<a href="#">Edit</a>	257667	Chaplaincy	Links	05-JAN-2011 10:35	95	Chaplaincy
<a href="#">Edit</a>	247803	Children and Youth	Links	30-DEC-2008 04:44	100	Children and Youth
<a href="#">Edit</a>	247894	Compensation Fact Sheet	Links	15-FEB-2011 16:32	105	Compensation Fact Sheet
<a href="#">Edit</a>	255387	Conferences and Workshops	Links	02-MAR-2010 09:53	110	Conferences and Workshops
<a href="#">Edit</a>	244536	Counseling	Links	09-JUL-2008 05:05	124	Counseling
<a href="#">Edit</a>	245925	Deployment Support	Links	30-JUL-2008 05:55	126	Deployment Support

[Column - 1](#)  
[Home Page](#)  
[TAB - Troops and Families](#)  
[TAB - Leadership](#)  
[TAB - Service Providers](#)  
     [Brand Image](#)  
     [Page Summary](#)  
     [Column-1 Area-1](#)  
     [Column-1 Area-2](#)  
     [Column-1 Area-3](#)  
     [Column-2 Area-1](#)  
     [Column-2 Area-2](#)  
     [Column-2 Area-3](#)  
     [Topics](#)  
[Home Page](#)  
[Page Globals](#)  
[Content Managers](#)  
     [Trashcan](#)

Figure 5.2-2-iCMS Tab's Topics Example

2) Create a new link or duplicate and modify an existing link. The navigation tree indentation can be set to any text besides 'Not Numeric', However it's traditionally named what's in the title. Complete the remaining fields and save.

## Office of Strategic Outreach – Taxonomy Modifications

**EDIT Link**

Upload Image   Preview   Save   Classify   Order   Show Changes   Send to Trash

**\* Title**  
Chaplaincy

**\* Abstract**  
Chaplaincy  
10 of 4000

Link Image (COHE)   [Select Image](#)

Link Type  
 External (Popup new Window)    Internal (Replace Page)

**\* URL**  
/portal/page/mhf/MHF/MHF\_HOME\_1?section\_id=20.80.500.95.0.0.0.0

**\* Display Text**  
Chaplaincy

**\* Alternate/Hover Text**  
Chaplaincy

Navigation Tree Indentation  
Chaplaincy

**\* Email Address**  
colin.obrien@navy.mil

**\* Content Source**  
oc

**\* WebSite (Content Ownership)**  
MilitaryHOMEFRONT

**\* Submit Date (DD-MON-YYYY HH24:MI)**  
23-SEP-2008 09:57

**Review Date (DD-MON-YYYY HH24:MI)**

**Expiration Date (DD-MON-YYYY HH24:MI)**

**Disable Date (DD-MON-YYYY HH24:MI)**

**Approve Date (DD-MON-YYYY HH24:MI)**

Figure 5.2-3-iCMS Edit Link Window

3) Classify the newly created link to the tab's topic node.

## Office of Strategic Outreach – Taxonomy Modifications

### Content Classification

[Click here for Help in using this Application](#)

Database COHE:

Current Classifications:

[Add Classifications](#)

[Add Classification](#)

Figure 5.2-4-iCMS Topic Content Classification

- 4) The newly classified link will have a default display order of 1 placing it at the top of the topics list. Modify this number to place it as it's defined by the topics document. If not visible in production, define the display order higher than 1000.

Content							1 - 32
	COHE	Title	Content Type	Last Modified	Approved Date	Display Order ▲	
<input type="button" value="Edit"/>	248083	Adoption	Links	29-DEC-2008 11:23	29-DEC-08	30	
<input type="button" value="Edit"/>	247103	Casualty Assistance	Links	30-OCT-2008 13:35	30-OCT-08	90	
<input type="button" value="Edit"/>	243172	Spouse Employment	Links	16-JUN-2008 07:22	16-JUN-08	570	
<input type="button" value="Edit"/>	172079	United In Memory/UILM	Links	23-SEP-2008 08:02	02-MAR-05	575	
<input type="button" value="Edit"/>	247107	Transition Assistance	Links	31-OCT-2008 08:02	31-OCT-08	600	
<input type="button" value="Edit"/>	242039	Vicarious Trauma	Links	31-OCT-2008 08:03	31-OCT-08	650	
<input type="button" value="Edit"/>	247108	Voluntary Education	Links	28-OCT-2008 09:12	28-OCT-08	655	
<input type="button" value="Edit"/>	242024	-- Nodes not in production --	Links	28-OCT-2008 09:05		1000	
<input type="button" value="Edit"/>	163745	DoD Conferences	Links	02-APR-2007 06:53		1115	
<input type="button" value="Edit"/>	258347	Family Readiness Services	Links	09-DEC-2010 16:56		1130	
<input type="button" value="Edit"/>	243456	Old Nodes Not In Production	Links	03-MAR-2008 08:11		5000	
<input type="button" value="Edit"/>	246151	Joint Family Support Assistance Program	Links	31-JAN-2011 09:15		5100	

Figure 5.2-5-Pre-Production Order Dividers

- 5) Check the pre-production site to ensure it is displaying correctly. (Example below)

**Office of Strategic Outreach – Taxonomy Modifications**

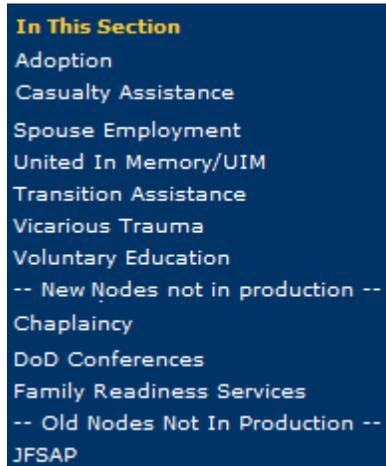


Figure 5.2-6-Pre-Production Topics Display Example

6) Create the rest of the links and classify them to the Chaplaincy topics node 20.80.500.95.500.0.0.0.0 as described in 5.1. When all new links have been created, classified and ordered correctly, they will display in pre-production as below.

Content						
						1 - 14
	COHE	Title	Content Type	Last Modified	Display Order ▲	Navigation Tree Indentation
Edit	257668	Chaplaincy Home	Links	05-JAN-2011 10:35	1	Not Numeric
Edit	257669	News and Updates	Links	05-JAN-2011 10:36	10	0
Edit	257670	Policy and Legislation	Links	05-JAN-2011 10:36	20	0
Edit	257671	Legislation	Links	05-JAN-2011 10:36	30	1
Edit	257672	Department of Defense Policy	Links	05-JAN-2011 10:37	40	1
Edit	257673	Service Regulations and Orders	Links	05-JAN-2011 10:37	50	1
Edit	257674	Management Resources	Links	05-JAN-2011 10:37	60	0
Edit	257675	Support Services	Links	05-JAN-2011 10:37	70	1
Edit	257676	Additional Resources	Links	05-JAN-2011 10:38	80	1
Edit	257677	Promotional Materials	Links	05-JAN-2011 10:39	90	1
Edit	257678	Management Tools	Links	05-JAN-2011 10:39	100	1
Edit	257679	Training Resources	Links	05-JAN-2011 10:39	110	1
Edit	257680	FAQs	Links	05-JAN-2011 10:39	120	0
Edit	257681	Glossary	Links	05-JAN-2011 10:42	130	0

Figure 5.2-7-Sub Topic's Display Order and Indentation

**5.3 Moving Links into production**

1) Edit Topic Link which is classified to tab's topics section

## Office of Strategic Outreach – Taxonomy Modifications

---

- 2) Fill in the Data Approved field and Save.
- 3) Select the Order Button
- 4) Set Display Order Number to its correct position so the links display in the order they are described within the Topics Document.
- 5) Edit the subtopic links classified under that topic's 'Topics' node
- 6) Fill in the Data Approved Field
- 7) Ensure they are ordered correctly

### **5.4 Taking Links out of production**

- 1) Edit Topic Link which is classified to tab's topics section
- 2) Clear the Date Approved Field and Save
- 3) Select the Order Button
- 4) Set Display Order Number to place the link at the bottom under the appropriate heading
- 5) (Optional) You can choose to disapprove all of the topics subtopics and links as well. They do not need to necessarily be disapproved because there is no way to get to them in production as long as the topic link is disapproved

## **6. MILITARYINSTALLATIONS**

This example will describe the creation of a new installation for MI. The MI-Domain document will be posted to the TAR along with a description of the new installation(s). The document uses the Legend below to describe changes.

Legend: **Red - Remove node**; **Blue - Add node**; **Green - Rename node or add to node name**

Node Actions: **Remove node** / **Add node** / **Rename node and/or add to node name**

From the MI-Domain Document (Attached to TAR)

30.60.42.0.0.0.0.0.0	-	USAG Daegu
	-	USAG Humphreys
30.60.51.0.0.0.0.0.0	-	Camp Lejeune
30.60.54.0.0.0.0.0.0	-	Camp Pendleton

### **6.1 Installation Report Maintenance**

## Office of Strategic Outreach – Taxonomy Modifications

---

- 1) Open Installation Report Application <http://apps.mhf.dod.mil/pls/psgprod/f?p=235>
- 2) Click on Administration Tab, Select Modify and Add Installations
- 3) Fill in the information as described in the TAR post and Create

**Add Installation**

---

\* **Name**

\* **Status**  ▼

\* **Type**  ▼

\* **Service**  ▼

Figure 6.1-1-Installation Report Create

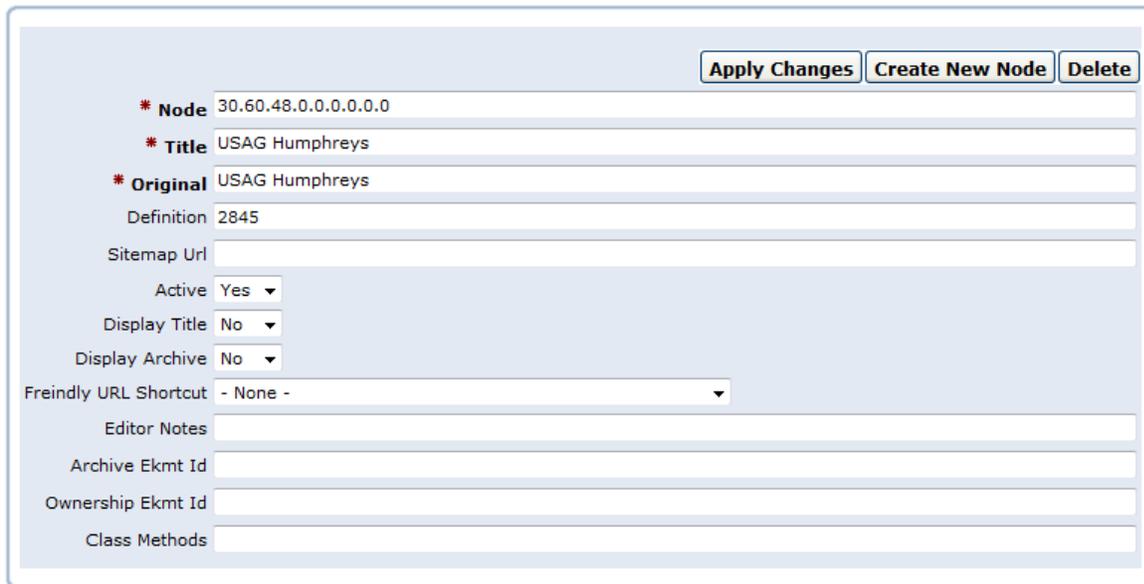
- 4) After Created, note the ID given to the installation, as this will be the definition for the taxonomy node

### 6.2 Taxonomy Node Creation

- 1) Open Taxonomy Maintenance Application <http://apps.mhf.dod.mil/pls/psgpre/f?p=128>
- 2) Search on nodes 30.60.% to see the existing structure of installation nodes
- 3) Select the 'Create New Node' Button
- 4) Choose the node number, following the same rules for choosing node numbers and allowing for space on both sides for future changes. In this case, the new node will be placed between 30.60.42.0.0.0.0.0.0 and 30.60.51.0.0.0.0.0.0.
- 5) Fill in the Node, Title, Original and Definition (From 6.1Step 4) and select Create

## Office of Strategic Outreach – Taxonomy Modifications

---



<input type="button" value="Apply Changes"/> <input type="button" value="Create New Node"/> <input type="button" value="Delete"/>	
* Node	30.60.48.0.0.0.0.0.0
* Title	USAG Humphreys
* Original	USAG Humphreys
Definition	2845
Sitemap Url	
Active	Yes
Display Title	No
Display Archive	No
Freindly URL Shortcut	- None -
Editor Notes	
Archive Ekmt Id	
Ownership Ekmt Id	
Class Methods	

Figure 6.2-1-Installation Node Creation

- 6) Update the MI-Domain document, showing the installation addition along with the node number assigned to it
- 7) Post updated document to the TAR

### 6.3 Removing an Installation

- 1) In the installation report application, maintenance tab, select the edit button on the installation to be removed. Select Delete.
- 2) Delete its associated taxonomy node in the taxonomy maintenance application