

Creating, moving and deleting pages in Omnia using Quick Edit

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Introduction

Purpose of this document: Training material for working with pages in Omnia, mainly for self training.

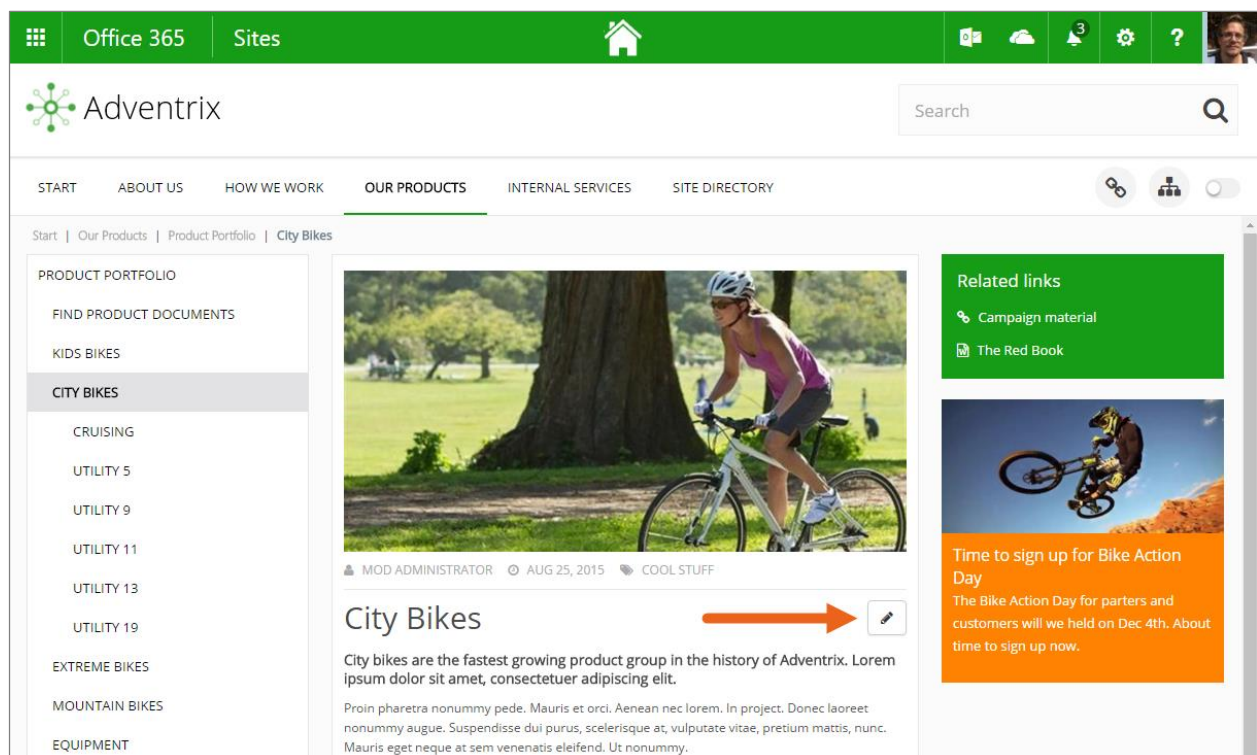
Target group: Intended for editors of publishing pages (not applicable for collaboration sites or the portal start page).

For instructions on how to edit pages using Quick Edit, see the document *Editing pages using Quick Edit*.

How to add a page

To add a new page, do the following:

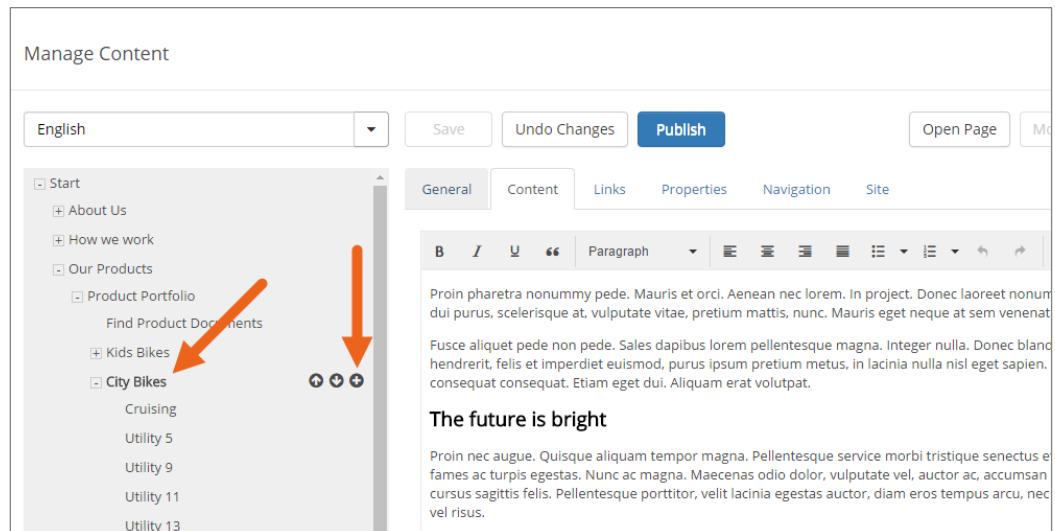
1. Go to the part of the portal where you want to add a page.
2. Click the **Quick Edit** icon.



If you don't see the Quick Edit icon, you don't have the permission needed to edit the page.

To the left you can see the navigation:

3. Select the node in the navigation where you want to add the new page as a sub page.
4. Click the plus.



The following is displayed:

The 'Add Page' dialog box is shown. It has a close button (X) in the top right corner. There are two radio buttons: 'Create Page' (selected) and 'Add Link to Page'. Below the radio buttons is a 'Title' field with the value '/start/products/product-portfolio/city-bikes/'. Below the title field is a 'Page Layout' dropdown menu with the value '(Web Page) Page with left navigation'. At the bottom are 'Create' and 'Cancel' buttons.

You can use this window to do any of the following:

- Add a page
- Add a page with different permissions or properties
- Add a link to a page.

Adding a page

Follow these steps to just add a page when the window is open:

1. Type a title for the page.
2. Select a page layout.
3. Click **Create**.

If you just want to add a subpage to the selected page, that is all you need to do (well, so far, you have to add content and that, of course).

Advanced settings

If you want to do any of the following:

- create a new set of pages that only certain editors should be able to edit.
- create a new set of pages with other properties.

you have to use the advanced settings.

Add Page

☒ Create Page
☐ Add Link to Page

Title

Page Layout

Publishing Site
☒
☐ Create New Site

Create **Cancel**

An example could be that a publishing site contains product information that just certain editors should have permission to edit, or that just dedicated editors should have permission to edit pages with HR information.

Page with other page properties

If the case just concerns the properties, just deciding where to place the page could do the trick.

1. Add title and select page layout.
2. Click **Advanced Settings**.
3. Open the list for **Publishing Site** and select the site to place the page in.

Add Page

☒ Create Page
☐ Add Link to Page

Title
Social Bike
/start/products/product-portfolio/city-bikes/social-bike

Page Layout
(Web Page) Page with left navigation

Publishing Site
☒ Current Site
☐ Current Site
Corporate News
Excellence Project Site
Extreme Group

4. Click **Create**.

The same properties always apply for all pages in a site. Properties are edited by adding, deleting and entering settings for columns in the **Pages** library for the site. To be able to edit properties this way you must have edit permissions to the Pages library in question.

Create new site

If you create a new site, the properties for the pages in that site can be different, and you can choose to have other edit permissions to the site's pages as well, but you don't have to.

Creating a new site only means you create a new "storing container" for pages. For an end user it doesn't matter if you create new sites or just build a navigation structure without new sites.

An important reason for creating new sites could be that resources for a new site are created automatically, for example a **Documents** library, and an **Images** library. This makes it easier to separate content for these pages, and is a very important step if you're going to change permissions.

To add a new page and create a new site for that page, do the following:

1. Add a title to the page.
2. Select a page layout.
3. Click **Advanced Settings**.
4. Click **Create New Site**.
5. Add a title for the site.

Note!

The name for the site is not used in the current navigation. It's just a storing a "storing container".

6. Change the last part of the url, if needed.

Note!

The system will automatically add the prefix /publishing-. You can't change that.

7. Select an existing SharePoint group or create a new group that will have edit access in the publishing site (see more about permissions below).
8. Click **Create**.

Note!

You may see that a Home page for the new site also was created, but that page is not used. An end user can't see the Home page in the navigation. If you enter any content on that page for some reason, it can be found by searching.

Permissions for a new site

When creating a new site you could either select an existing permission group for editors, or create a new permission group.

1. To select an existing permission group, just open the list and select the group.

Create New Site

Title
Support products

Url
/publishing-support-products

Editors

- Approvers
- Portal vNext Members
- Portal vNext Owners
- Portal vNext Visitors
- Quick Deploy Users
- Restricted Readers

The editors that should have permission to edit the pages in the new site must already be in, or be placed in that permission group.

If you create a new permission group, editors placed in that group will have permissions to edit the pages in this site, no other editors will have permission to do that.

To create a new permission group, do the following:

1. Select **Create new group** and type a name for the new permission group.

Create New Site

Title
Support products

Url
/publishing-support-products

Editors

- Portal vNext Members
- Create New Group
- Support product editors

Create **Cancel**

When you create the new site, a new permission group will be created in that site. You will automatically be added. You can add and remove users and AD group from that permission group the normal way.

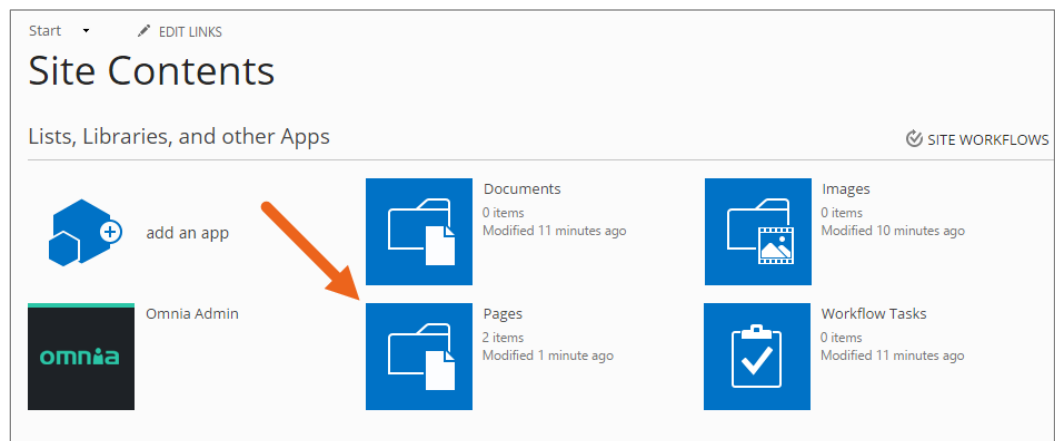


Editing properties for a new site

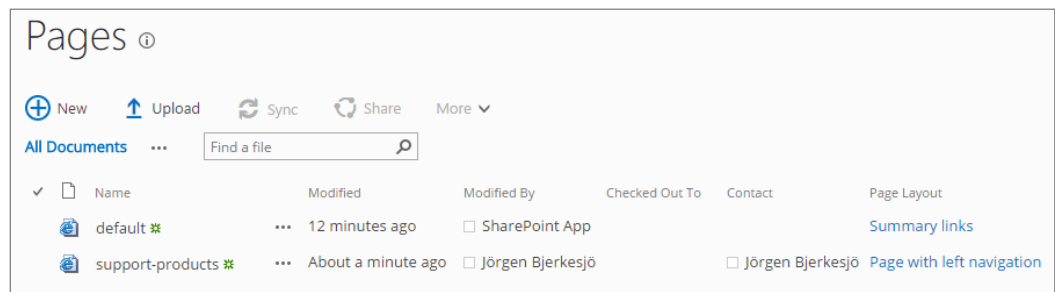
The same properties always apply for all pages in a site. Properties are edited by adding, deleting and entering settings for columns in the **Pages** library for the site.

Open the pages library for the site this way.

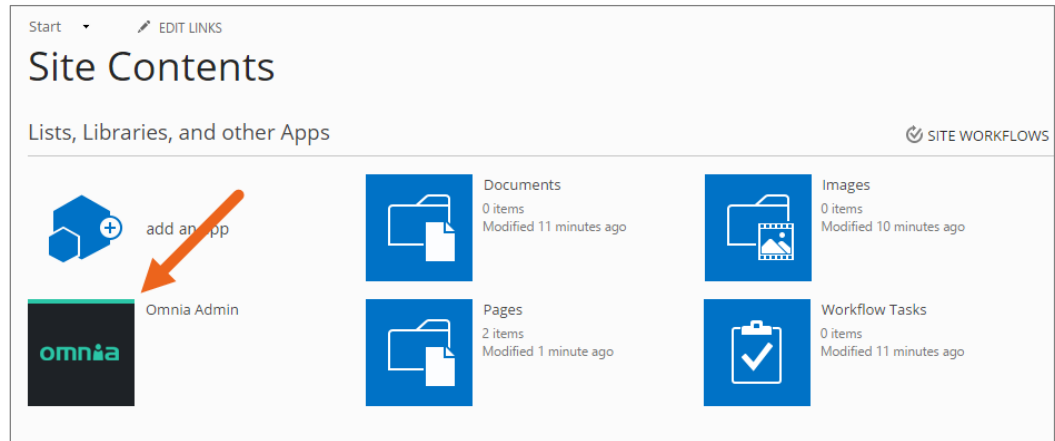
1. Go to the site (for example by using the navigation).
2. Open the Settings menu (the cogwheel) and select **Site Contents**.
3. Open the **Pages** library.



4. The Pages library is opened and you can now add the columns you want to use for properties.



5. When the columns are in place, you (or an administrator, if you don't have that permission yourself) must open Omnia Admin:



and set the **Page Properties** settings.

Publishing

Permissions

Page Properties

☒ Inherit Parent Settings

Parent <https://adventrix.sharepoint.com/sites/vnext>

Property	Edit Mode	View Mode	Show Label	Required
Contact	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Article Date	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hide physical URLs from search	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hide from Internet Search Engines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Created		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Created By		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Modified		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Modified By		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save

Add a link to a page

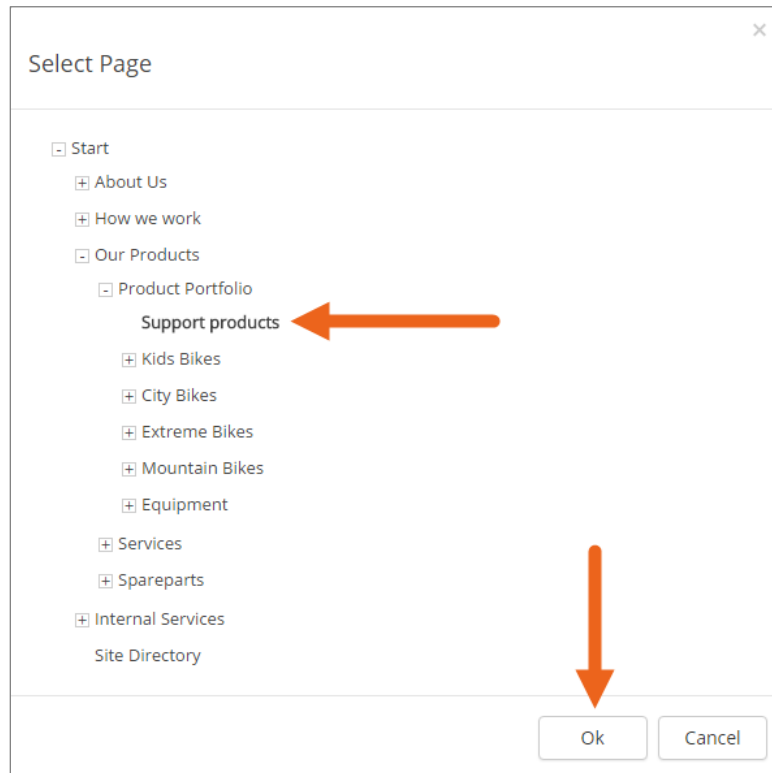
Follow these steps to add a link to another page:

1. Select **Add Link to Page**.
2. Add a title for the navigation node.

The next step is to add the link to the page. You can either browse for the page (if it's somewhere within the portal and you have access to it), or you can add a custom link.

To browse to a portal page:

3. Click **Browse**.
4. Navigate to the page, in the navigation that is shown, and click **OK**.



To instead add a custom link to the page, do the following:

3. Select **Custom Url**.
4. Type or copy and paste the Url in the field.
5. Click **Create**.

×

Add Page

☐ Create Page
 ☒ Add Link to Page

Title

World Wide Bike Support

☐ Page
 ☒ Custom Url

http://bike-support/pages/support.html

Create

Cancel

A new navigation term will now be created that will either point to an existing physical page in the system (term-driven page) or point to a static link, depending on your choice.

Sort pages

Use the up and down arrows to decide the internal sort order of the pages in the navigation. You can't move the page to another "mother node" this way, only sort on the same level.

Start

About Us

How we work

Our Products

Product Portfolio

Support products

Kids Bikes

Jaguar

Cheetah

Kazam

Mystic

Red Hawk

Tiger

Panter

City Bikes

↑

↓

GeneralContentLinksPropertiesNavigationSite

Movet atomorum duo ne, pri persius diceret mediocrem ex, est choro labore alterum appellantur, pro at illum suscipiantur. Duo at solum decore pericula, habeo semper dolorum te. Vis ea falli delenit nominati, in tota consequat vix.

Dolor sit amet

Sale sententiae elaboraret ad pro. Justo ubique efficiantur ius ei, mel id perfe vel. Usu quem reque sanctus ea, ut homero pertinacia reprimique pro.

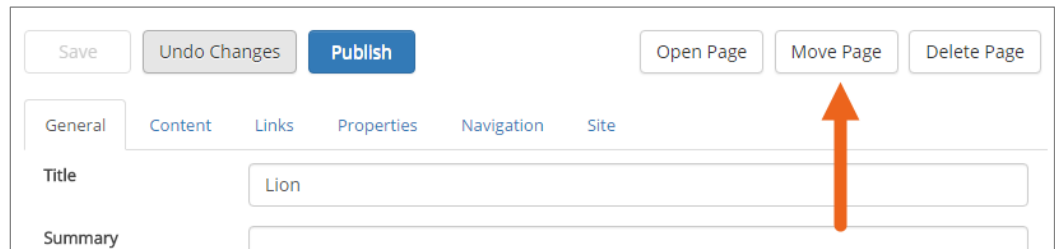
Move a page

There are two prerequisites in order to move a page in the navigation structure:

- The page needs to be checked out.
- The page cannot have any children.

To move a page, do the following:

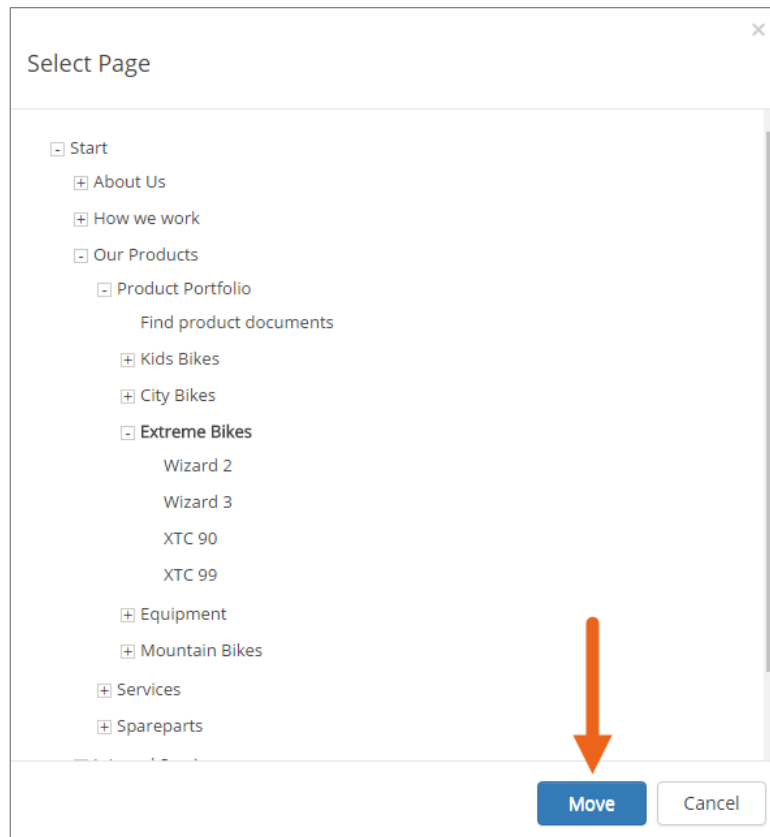
1. Click **Move Page**.



A screenshot of a page editor toolbar. It contains buttons for 'Save', 'Undo Changes', 'Publish', 'Open Page', 'Move Page', and 'Delete Page'. Below the buttons are tabs for 'General', 'Content', 'Links', 'Properties', 'Navigation', and 'Site'. The 'General' tab is active, showing a 'Title' field with the text 'Lion' and a 'Summary' field. An orange arrow points to the 'Move Page' button.

2. Use the navigation and select the node to move the page to.

3. Click **Move**.



A screenshot of a 'Select Page' dialog box. It features a tree view of the navigation structure. The tree starts with 'Start', followed by 'About Us', 'How we work', and 'Our Products'. Under 'Our Products', there is a 'Product Portfolio' section with sub-items: 'Find product documents', 'Kids Bikes', 'City Bikes', 'Extreme Bikes' (which has sub-items 'Wizard 2', 'Wizard 3', 'XTC 90', and 'XTC 99'), 'Equipment', 'Mountain Bikes', 'Services', and 'Spareparts'. At the bottom of the dialog, there are 'Move' and 'Cancel' buttons. An orange arrow points to the 'Move' button.

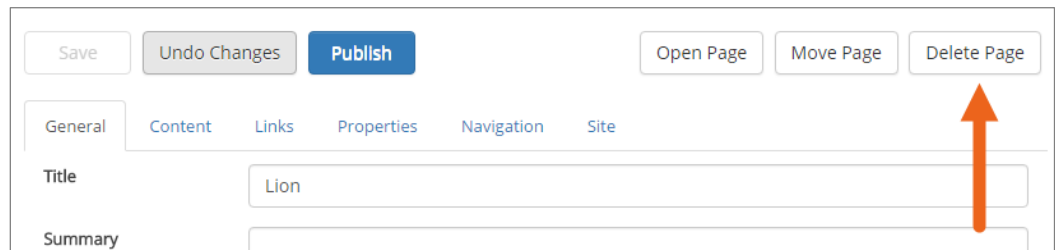
If the target parent page is in the same publishing site, the page will be moved to the new location without any further notice. If the target parent page is in another publishing site, you must select one of two options:

- Keep the physical page in the source publishing site and move the navigation node.
- Move the physical page to the target publishing site.

Delete a page

A prerequisite to delete a page is that it doesn't have any subpages ("children" as it's also called). If the page has subpages, you must first delete or move them.

1. Click **Delete Page** to remove the page together with the navigation node.



A deleted page will be moved to the recycle bin in the publishing site. If you restore the page from the recycle bin, the physical page will be restored, but the associated navigation node (term) will not be restored. It has to be manually readded to the navigation term set.

Note!

In the scenario where several navigation nodes (terms) point to the same physical page, only the navigation node will be removed and the physical page will be kept.

More on permissions – a bit technical

To be able to edit or delete a page, you need the appropriate access rights to the physical page in SharePoint.

If you are not able to do what you expect you should be able to, contact your administrator. The administrator may need the information below.

To be able to add a new page (or page link) in the navigation structure, you need SharePoint "Add Item" access rights in the publishing site where the parent page is located. Example: You want to create a new page below "Utility 13". You need "Add

Item" access rights on the publishing site where the physical page utility-13.aspx is located.

To be able to sort a page, you need edit access rights to the parent page in the navigation structure.

To be able to move a page, you need edit access rights on the publishing site where the target parent page is located.