This document describes in detail how to delete, revise, and add content to the USPHS Professional Advisory Committee and Group Websites. This manual is in DRAFT format and was finished on 5/21/15. Please pardon any grammatical errors. Any comments please send them to CDR Dwayne Jarman.
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**Introduction**

The Professional Advisory Committee (PAC) and Chartered Advisory Group (PAC/CAG) sites aim to improve communication and collaboration among the Office of Surgeon General (OSG) Chartered Groups and all PHS Officers. This document was drafted with Officer input in coordination with members of the Junior Officer Advisory Group (JOAG). We hope that this document will assist Officers with navigating the PAC/CAG sites and completing necessary activities to fulfill the Chartered responsibilities.

While each PAC/CAG site has a public area, each site is tied to a single sign on. This means that if you are a Pharmacist but also a member of the Black Commissioned Officers Advisory Group (BCOAG) you will have one login and password. Once authenticated the Officer, having the correct roles, will be able to access to both the Pharmacist and BCOAG secure member areas. All PHS Officers have accounts in the system supporting the PAC/CAG website; Officers are assigned roles to grant access to secure areas and functionality. Roles include site Members, Leaders (for PAC/CAG leadership), Content Managers, or Administrators. For PACs, every officer is added as a member of their PAC’s respective secure area based on their professional category. PAC/CAG administrators have the ability to allow any officer to have access to their Members area (for example CAG administrators would want to allow Officers from several professional categories into their secure areas).

The PAC/CAG sites are built on a mobile browser. This means that you will be able to access content from your desktop and mobile phones. *NOTE: NOT ALL IMAGES IN THIS MANUAL WILL LOOK THE SAME TO YOU AS THEY ARE TAKEN FROM SEVERAL DIFFERENT BROWSERS.*

This manual is focused on the Officer accessing content; how to added content is in the Content Management System Manual.

**Professional Advisory Committees, Groups, and PHS Affiliated Associations websites**

The main “Professional Advisory Committees, Groups, and PHS Affiliated Associations websites” can be accessed two ways. Users can click on this link: [https://dcp.psc.gov/osg/](https://dcp.psc.gov/osg/) or users can follow this process:

1. From the CCMIS website ([https://dcp.psc.gov/ccmis/](https://dcp.psc.gov/ccmis/))
2. In the right column, click on the icon that refers to the Commissioned Corps Leadership, Groups, and Associations (shown to the right by the red circle)
3. Click the “Professional Advisory Committees, Groups, and PHS Affiliated Associations websites” link as shown below by the green box.

Once you have followed one of these steps, you should see the main landing page shown below.
Logging in to the PAC site for the first time

To login into one of the sites follow these steps:

1. Go to the “Professional Advisory Committees, Groups, and PHS Affiliated Associations websites” main page (as described above)
2. Click the site that you are a member of. Note: All PHS officers have an account and are a member of their PAC site.
3. Click on the “Login” link in the horizontal menu.
4. Select the “Click here if you misplaced your password” link (indicated by the green box under the password input) which takes you to the following form.

![Login Form]

4. In the “User Name” box type your PHS ID number and click “Submit”. A new temporary password will be emailed to the account listed in Direct Access. **Note: Passwords must be changed every 90 days.**
Navigating a PAC site

Below is the main page for the JOAG website prior to logging in. At the very top of the screen you can see links for CCMIS, Gallery, Help, and Login. The CCMIS link will take you to the CCMIS Page, Gallery to the image galleries, Help to helpful information including up to date copies of this manual and the login screen.

RSS Feeds – Keep up to date

At the bottom of the main page (shown on the next page), if your Content Manager is managing the RSS feed, a “Updates” section will appear. This section will display the most recent RSS feed items. The “See All News” link at the bottom of section will show you all RSS feed items available on the PAC site.
**Social Media and Contact Links**

The top right hand of the page contains an icon menu that links to the PAC Google calendar, join the PAC listserv, RSS feed, and a web form for emailing PAC Content managers. If the PAC has a social media (LinkedIn, Facebook, or Twitter) presence then those icons will appear here once logged in. Below those icons is a search bar that will search the PAC site using the Google search engine for your keyword(s).

![Google Calendar](image)

**Google Calendar**

If the PAC has a Google account set up and is utilizing the Google Calendar function you can view the calendar by clicking the icon. **Note: This calendar is read only. Changes to the calendar should be made through the process set up by your PAC leadership.**

**Using the Email Us Page**

Users can contact content managers for the website by utilizing the “Email USPHS Junior Officer Advisory Group” icon located at the top right of the homepage shown below in a red box. This is standard for all of the sites.

![Email Us Page](image)

Once selected, the Contact Request Form will be appear as shown at the top of the next page. The Contact Request Form may be filled out by selecting the reason for contact and completing the Name, Email, Phone and Request fields. If the user is logged in Jarmanator will prefill this information with data that has been obtained from Direct Access. This contact function may be utilized for any questions or issues that the user encounters with logging into the site, assigned membership roles, process flow of the pages and general usage of the website.
Changes in the Horizontal Navigation after Login

The image below demonstrates changes that occur to the horizontal navigation once you are logged into the site. You have two additional drop down menu items, CMS and Admin.
**CMS Horizontal Menu Item**

Under the CMS drop down menu are the options File Folder Lists and Galleries. File Folder Lists allows the user to search through and view the documents, images and pages contained on the PAC site. You will also be able to access documents, images and pages for the respective Members and Leaders secure areas if you are granted the appropriate respective roles for your site. The Galleries allows the user to view the images on the site.

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**File Folder List**

As mentioned above, once logged in the user can view all the images, documents, and pages on each site by clicking the “File Folder List” option under the CMS drop down menu.

The “Folder (Change)” drop down menu outlined in red allows the user to select between Public and Member Images, Documents, and Pages. The search box below the drop down menu allows the user to filter the results based off keyword(s).

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**Image Gallery**

Selecting “Galleries” under the CMS drop down menu opens the image gallery for the website. Below is an example of the image gallery. The image gallery reads the respective folder (public, members, or leaders) and generates a page of thumbnail images. You can select an image to scroll through the remaining images. A
A description of keyboard controls to advance through the images and view in slide show format is included on the site. If you click on the image, you can download the image in its original size.

When you click on one of the images, you will get a fully keyboard accessible image slideshow as shown below.
Admin Section

Under the Admin drop down menu are the options Our Membership and PHS Leadership.

The Our Membership link allows PAC members to search and view a list of all members that have access to the website. The PHS Leadership link allows members to search and view officers designated as PAC Chairs or CPOs. Below the horizontal menu on the left are breadcrumb links. The breadcrumbs demonstrate how to navigate back to the top of the site from the current location. The left navigation is specific to the PAC site and is modified by the PAC site’s Content Manager.

Our Membership

Selecting the “Our Membership” option under the Admin drop down menu allows users to search and view all users that have access to the website (seen on next page). Users can search the results table by column.

Clicking on the icon under the Options column next to each listed member provides contact information as listed in Direct Access for that member.
**PHS Leadership**

Selecting the “PHS Leadership” option under the Admin drop down menu provides the user with a list of those members designated PAC Chairs and CPOs. Clicking on the icon under the Options column next to each listed member provides contact information as listed in Direct Access for that member.

**Members Only and Leaders Only (Secure) Sections**

The PAC sites hosted on the USPHS server were designed with several functions only available by logging in. The Members Only option can be found in the bottom left of the vertical menu of the homepage shown below with a red box. Additionally, from the “File Folders” link under CMS, the Secure content is also accessible. Each PAC site Content Manager is able to employ security trimming to the links in the left navigation so that only secure content links are visible to PHS officers in the correct roles. **Note: Your PAC/CAG may not be utilizing the Secure Members or Leaders Sections of your website.**
Logging in

Once you select the Members Only option, you will be directed to the log on screen shown below. Enter your User Name and Password. If you have misplaced your password, follow the “Click here if you misplaced your password” link.

There is a 90 day password reset requirement. When you log in after the 90 days, you will be required to change your password and will not be able to proceed until you do (not shown). Once authenticated, the user can view their role/permissions by selecting “Welcome {Rank} {Name}” in the horizontal toolbar (specific name removed from image) as demonstrated below. Once selected, login name (removed from image) the individual role/permission is displayed as indicated by the red box.

To view/edit the user profile, select “View/Edit Your Profile” underneath the horizontal toolbar. The information contained in the user profile is imported from Direct Access and cannot be changed via the Members Only section.
Requesting Edits to a Page

Occasionally, you will be reviewing a page or content to the site and you may notice that something does not appear correct on a specific page. You are not sure who maintains our site, but you know that the information needs to be reviewed.

While you are still on the page that needs to be edited, from the horizontal menu includes a link to the “Help” page shown below in a red box (see above). A drop down menu will appear when you click on the help link. Select the “Request Page Edit” link that appears below the Help menu item (shown below).

A form will appear on the next page that will allow you to comment on what needs to be edited (see next page). If you are logged in, the information is prepopulated by Jarmanator by the information entered into Direct Access. By requesting the page to be edited in this way, the Content Managers will already be alerted to exactly what page needs to be reviewed (assuming you clicked on the Request Edit Page link from the page that requires the edit – mentioned above).
Once you complete this form and click send, the Content Manager(s) of the site will be emailed with your request. It will be up to the Content Manager(s) to determine how to or whether to implement the change that you requested.