Pages and Content Blocks

> The Pages and Content Blocks feature allows administrators to create and manage the visual content and system messages displayed throughout the user portal. Its primary purpose is to enable organizations to customize their public-facing pages, embed interactive features using shortcodes, and enforce user agreements via popup disclaimers. This article is intended for OperationsCommander (OPSCOM) administrators responsible for managing portal content and user communications.

Setup and Configuration

This feature is a core administrative tool used to build and maintain the user-facing portal environment.

Admin Side: Administrators must have the appropriate system role permissions enabled to access the content and design menus.

User Side: The configurations applied here directly dictate the layouts, text, interactive forms, and popup agreements that end-users interact with while navigating the parking portal.

> Shortcodes are not supported at this time on the user side.

Using this Feature

Administrators can use the following instructions to create custom pages, embed interactive shortcodes, and generate targeted system messages.

Accessing the Management Interface

1. Hover over the **gears icon** (System Configuration) and click **Content & Designs** then **Pages and Content Blocks**.

Creating Pages

1. Click the **Create Page/Message** button at the top right of the management screen.
2. Select **Page** from the **Page Type** drop-down menu.
3. Configure the following page attributes:
   - **Title:** Enter the name that will be displayed on the user navigation bar.
   - **Path:** Define the URL path after the domain (e.g., entering *login/* establishes the page as the home page).
   - **Visibility:** Toggle the **Visible** button to make the page accessible or hidden to end-users.
   - **Language:** Select the appropriate language for the page (e.g., English or French).
   - **Layout:** Select the visual structure for the page. Typically, this is left as the **Default Layout**.
   - **Content:** Enter the main body text or embed shortcodes to display interactive features.
4. Click the **Save Messaging** button to finalize the page creation.

> Toggling a page to invisible hides it from your end-users, but it will still remain fully editable to administrators on the backend under the **Messages** tab. This is highly useful for drafting content.

Content Placement and Shortcodes

The smart editor reads content from top to bottom, left to right. Where you place a shortcode heavily dictates the final visual layout.

For example, placing a lot information shortcode *before* your text content in the editor will render the interactive lot table visually above your text on the live page. Placing the shortcode *after* the text will render the table below it.

Editing Pages

1. Review the **URL / System Location** column in the page list to identify the specific area of the portal you are updating (e.g., updating */permits* modifies the main permit screen).
2. Click the **Edit** button next to the specific page title.
3. Make the desired changes to the attributes or text formatting.
4. Click the **Return to Page List** button at the top of the screen to discard all recent changes, or click the **Save Messaging** button to apply them.

Creating System Messages

System messages are used to offer agreements and disclaimers before users make purchases. If a user does not agree to a required system message, they are automatically redirected away from the action.

1. Click the **Create Page/Message** button.

2. Select **Message** from the **Page Type** drop-down menu.
3. Enter a **Title** for the message.
4. Create a unique **Identifier**. This code is strictly used to link the message to a page via a shortcode.
5. Toggle the **Visible** setting, select the **Language**, and input your **Content**.
6. Click the **Save Messaging** button.

> Do not click the **Return to Template List** button before saving. Doing so will immediately discard all changes, and your system message will not be created.

Editing System Messages

1. Click the **Messages** tab on the main management screen.
2. Click the **Edit** button next to the system message you wish to modify.
3. Adjust the title, identifier, visibility, language, or content as needed.
4. Click the **Save Messaging** button.

Linking Messages to Pages

System messages and pages work together using disclaimer shortcodes. To display a popup message on a specific page:

1. Copy the unique **Identifier** of the system message you created.
2. Open the target page in the editor.
3. Insert a disclaimer shortcode into the content area using the identifier (e.g., `[disclaimer name=lockersDisclaimer dismiss=never]`).

4. Save the page. The system will now automatically trigger the message when users access that location.

Best Practices and Considerations

- **Do not orphan system messages: If you modify a system message's identifier, you must manually update all corresponding disclaimer shortcodes across your pages.** Failing to update the shortcodes will break the link, and the message will fail to display to users.
- **Use visibility toggles for drafting: Keep the Visible toggle off while drafting new pages or complex system messages.** This allows you to format text and test shortcodes in the backend without accidentally exposing unfinished pages to live users.
- **Leverage available documentation: Review the documentation for a detailed list of available shortcodes.** Shortcodes limit the technicality of the system, offering a convenient way to add interactive forms, user data, and dynamic tables without requiring you to write code. Refer to the *User Information Shortcodes* article for complete details.

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Revision #8
Created 15 May 2024 08:59:24
Updated 10 August 2026 12:31:36