ERP Public Website Overview

What is the ERP Public Website?
The Environmental Restoration Program (ERP) Public Website is a dedicated resource that offers environmental project teams the ability to manage and share information about their installation-specific ERP with the public. A sample public page can be viewed at http://go.usa.gov/gCf.

Who Manages Them?
Remedial Project Managers (RPMs) are responsible for the creation and management of a Public Website for their installation. The RPM can choose to obtain support from their Naval Installation Restoration Information Solution (NIRIS) Regional Data Manager (RDM), or designate contractor support. Ask your NIRIS workgroup member if resources are available for your installation.

How do I Get Started? Create New Request 🍋
Work with your project team to determine who will create and manage the Public Website for your installation. The website creator will then use the NIRIS support request page to obtain web page admin privileges and initiate creation of the new site. Using Create New Request, the request process requires “Portal” for Application Module, “Privilege Change Request” for Request Type, and the installation name for the Detailed Description.

All direction regarding website creation must be obtained from management. In some instances, management may determine that a Public Website is not necessary for an installation.

Roles and Public Page Setup

Roles and Permissions
- **Public site administrator** creates the new installation page and sets up manage permissions for the content creator.
- **Content creator**, who may be the same as the site administrator, adds and manages site content (information displayed on the page) per RPM instructions.
- **RPM** designates the public site administrator, content creator, and serves as the responsible agent for any content posted to the page.

Installation Creation – Public Site Administrator
   a. NAVFAC Atlantic Public Website: http://go.usa.gov/gCf
   b. NAVFAC Pacific Public Website: http://go.usa.gov/gC7
2. Locate your FEC and click Create Sub-Page to display the Create Page form.
3. Within the Create Page form, input the appropriate Display Name, which must match the name of the installation for the new Public Website. Leave all other default values and click Next.
4. Choose Template form, check Use Portal Template and select “ENV ER” for the template. Click Next.
5. The Control Access form is used to add and assign content creator management permissions. If the public site administrator and the content creator is the same person, click Finish. If the content creator is being added, check Specify Access Settings, to display Access Properties, Grant Access, and Change Access. The Change Access section shows the users that currently have access to the page. To add a content creator, enter the content creator’s e-mail address in the Grant Access section, and change the privilege level from “view” to “manage”, then click Add. Once the content creator has been added, click Finish to complete the installation creation process.
6. For more detailed instructions on the installation creation process, refer to page 3 of NIRIS SOP 06-DEV-09 Public Web Site Development at http://go.usa.gov/gCH.

Public Website Approval

The local Public Affairs Office (PAO) must review information before it is distributed to the public. An automated approval tool is available for RPMs to define and track review status leading to final publication. Approval requires review in the following order:
1. NAVFAC Installation RPM
2. Installation Project Manager
3. Installation PAO or FAC/FEC PAO, if installation PAO is unavailable.

The RPM must first identify and provide approver e-mails to the content creator where they are entered into the Approval tab within the properties page of the installations website. The content creator updates approval process list as referenced on page 9 in NIRIS SOP 06-DEV-09 Public Web Site Development at http://go.usa.gov/gCH. The approval process must be defined before content creation, to allow for proper approval.

Approval Process
1. The Content creator completes updates
2. An auto-generated approval notification e-mail is sent to the RPM; listing TYPE, SUBJECT, PAGE, STATUS, and DATE.
3. The RPM clicks PAGE link, not SUBJECT link, which directs them to the page for review. The items needing review will have a Pending icon next to them.
4. The RPM clicks the Pending icon to open the approval page. They approve or reject the update by clicking the appropriate button. The RPM can make additional edits and then approve, if necessary.
5. When the RPM approves, the Installation Project Manager receives an auto-generated e-mail and performs the same tasks as the RPM.
6. When the Installation Project Manager approves, the PAO or FAC/FEC PAO receives an auto-generated e-mail and performs the same tasks as the RPM.
7. Once the PAO approves, the content creator is notified of acceptance by auto-generated e-mail and changes are instantly reflected in the Public Website.

This approval process is followed for all changes. If at any stage during the approval process the updates are rejected, the content creator will be notified by auto-generated e-mail. Notifications can be tracked at the My Notifications portlet at http://go.usa.gov/gKL.

Content Management

The ERP Public Website template consists of five tabbed pages that are currently available to manage:

- Home – installation background and general overview
- Site Descriptions – a brief history of individual sites and previous investigations
- Community Outreach – information related to public events, meetings, agendas, minutes, and other items of interest
- Administrative Record File – links to records that are tagged as publicly available
- Links – additional page to post relevant information that does not fit within the other pages

The five tabs listed above represent the default view and will initially contain limited, standard content. To add tabs, sub-pages, or edit content, follow the Content Management Process instructions.

Content Management Process

The process to manage content for the Public Website begins once the RPM requires changes to the website. Once changes are identified, the following process takes place:

1. The RPM, if not the content creator, provides changes to content creator.
2. The content creator accesses the Oracle Portal Navigator. (Link provided under Installation Creation sub-section in the Roles and Public Page Setup section.)
3. Navigate to your installations sub-pages and click Edit.
4. The sub-page will open in the graphical editing view, which will allow you to perform multiple editing operations to the multiple tabs, page regions, and portlets associated to your website.

Example - Updating Text on the Community Outreach Tab
1. Navigate to Community Outreach tab; locate the text to edit, as illustrated below.
2. Click the Pencil icon to begin editing.
3. Edit text in text editor (see illustration)
4. When complete, click OK to accept changes.
5. The changes are then reviewed according to the steps outlined in the Approval Process sub-section.

There is a broad range of portal functionality available to the content creator. For more information on how to perform edits and add other portal functionality, refer to the Portal Content Support page located at http://go.usa.gov/g5C.

Help, Questions, Comments

1. Technical and general support may be obtained by clicking the Support link from the main NIRIS portal at http://go.usa.gov/g5r.
2. Detailed instructions for ERP Public Website development and setup for public site administrators and content creators can be found in the NIRIS SOP 06-DEV-09 Public Web Site Development at http://go.usa.gov/g5H.
3. Additional information regarding Portal Content Support can be found under the Support pages of the NAVFAC Intranet Portal at http://go.usa.gov/g5C.