

Using UAS Mosaic templates – content page user journey

1. Overview

The templates 'Content page – user journey' and 'Content – user Journey accordion' are similar to 'Content Page – text' and 'Content page – Accordion' regarding the widgets that are used.

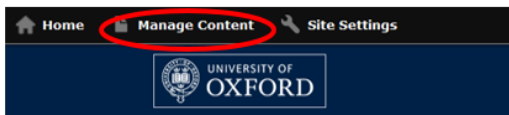
- 'Content page – user journey' is based on a content page and content – accordion page, with one difference, that each has an additional WYSIWYG section at the top to host URL links to each page created as part of the user journey.

Building these pages is done in a similar way, so the processes described applies to both pages unless stated.

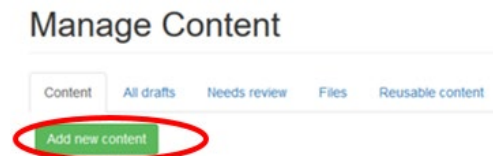
Note – The templates include two WYSIWYG widgets. One is to host the title of the user journey and the URL links, the other is used for the main content. With the addition of an accordion widget if this template type is picked.

2. Creating a page from a template

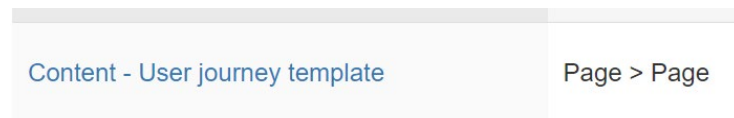
Go to manage content:



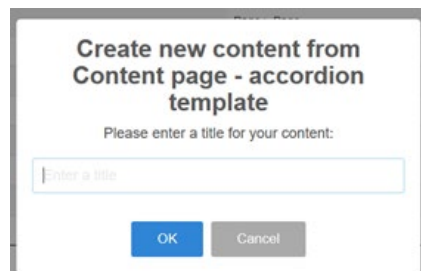
Click 'Add new content from the 'Content' tab:



Click 'Content page – User journey' from the menu of template names:



Give your new content a title and click 'OK'. This title will be the same for each user journey page.



Titles

Be Aware;

Mosaic platform does not allow multiple pages with the same page alias (URL), and for this template to work, each alias will need to include both the topic of the user journey and the content title on that page.

A straightforward way to set these up is to create the page using both the topic of the user journey and then the content title – for example, 'maternity-leave/pay'. Before publishing the page, the content title is removed, leaving the topic only. This method means an editor does not need to edit the alias within the settings tab, as the system has created it for them.

Create new content from Content - User journey template template

Please enter a title for your content:

OK

Cancel

Example; maternity-leave is the topic of the content grouping. This will show as below.

- hr.admin.ox.ac.uk/maternity-leave/pay
- hr.admin.ox.ac.uk/maternity-leave/benefits
- hr.admin.ox.ac.uk/maternity-leave/before-birth
- hr.admin.ox.ac.uk/maternity-leave/returning

Guidance

- See [the guidance on page naming](#).
- See the [guidance on strategy for URL aliases](#),

2. Editing the page

The basic structure of the 'content page – user journey' template page is the same as other templates (see below).

- A and B are contained within Details (see below).
- In the main page there are two active regions – Region 2 and Region 3.
- (Regions 1 & 4 are unused and therefore greyed out on the editing page and cannot be selected.)

Additional information for Editing Region 2 is covered in a separate document at <https://communications.admin.ox.ac.uk/files/uas-mosaic-manual-overview.pdf>

If the accordion version of this template is used, how to edit accordions is covered in <https://communications.admin.ox.ac.uk/files/uas-mosaic-manual-accordion.pdf>

Details

A – Title. This is established when you started creating the page, but can be edited in the details tab.

B – Subtitle. This can be edited in the details tab. All pages should have a subtitle (except homepages). Subtitles **should not** end with a full stop.

The title and subtitle should only be hidden on homepages.

Content page - user journey

A

Every page needs a sub-title incorporating important key words not included in the title. This tells users and search engines what this page is about. Subtitles do not have a full stop at the end

B

Contents

- Title of subpages [link to node]
- Title of subpages [link to node]
- Title of subpages [link to node]
- Title of subpages [link to node]
- Title of subpages [link to node]

Region 2

First page of user journey

Main content area.

Remember to use headings in a logical order and break up content into short paragraphs, using subheadings, bullet points etc. Paragraphs should not have more than 5 sentences.

If you wish to add images or text that is broken up into columns, remember to use the layout function.

Region 3

Call to action

Some text here

DOWNLOAD >

Building a user journey

To create a seamless navigational experience for the end user, editors will use the same template type for each of the pages using the same topic or subject title, and the content title will sit within the second header area within Region 2.

Widget type: WYSIWYG content area

Title

First page of user journey

Widget background colour

Content



Main content area.

Remember to use headings in a logical order and break up content into short paragraphs, using subheadings, bullet points etc. Paragraph

If you wish to add images or text that is broken up into columns, remember to use the layout function.

Example: Travelling for business is the main title and the content page title sit below this both as secondary titles and bulleted links to content.

Travelling for business

Use this step-by-step guidance when you plan and carry out a research trip or business travel

Contents

- Overview
- [Travel Policy](#)
- [Planning a trip](#)
- [Booking and transport](#)
- [Whilst you are away](#)

Overview

After creating the page, when using the above [guidance](#) the title reverts to the overarching user journey topic or process title.

The content title should be added to the Region 2 title. The main body content as text or within an accordion will be displayed.

Guidance

Layout

Layout selected : Two column, narrow right

Details

Region 1

Region 2

Region 3

Region 4

Region 2

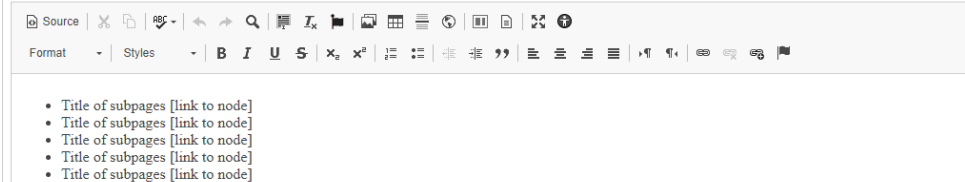
Widget type: WYSIWYG content area

Title

Contents

Widget background colour ⓘ

Content



• Title of subpages [link to node]
• Title of subpages [link to node]
• Title of subpages [link to node]
• Title of subpages [link to node]
• Title of subpages [link to node]

Region 2

Contents

- Title of subpages [link to node]
- Title of subpages [link to node]
- Title of subpages [link to node]
- Title of subpages [link to node]

First page of user journey

Main content area.

Remember to use headings in a logical order and break up content into short paragraphs, using subheadings, bullet points etc. Paragraphs should not have more than 5 sentences.

If you wish to add images or text that is broken up into columns, remember to use the layout function.

If you opt for the 'Content page – user journey accordion,' see additional '[accordion template guidance](#)' for editing and populating this template.

3 Region 3

Editing Region 3 is covered in a separate document at

<https://itservicesprojects.web.ox.ac.uk/files/UASmosaicmanualrighthandcolumnpdf>