Check in in a Page Checklist

Can’t find what field is required to be able to check in a page? Here’s a walkthrough of the usual suspects that you might be missing.

View the Edit Tab

Next to the Form View dropdown, select side by side

You can see each element of the page. The ones with an asterisk are required.

Areas to Check

Look at the following fields to see where a required field may be blank.
Masthead

If you started to create a masthead, but didn’t finish it, there are now required fields in this area.

In the masthead, the Slide field, if populated, is required. Also required here is the Image – 1280 x 720 field.

If either of these fields are populated, but you don’t want a masthead, then click on the eraser in the Masthead field (this eraser will disappear when you are working in the slides below, so you have to click on masthead field for it to appear)

See removing a component below to get rid of an extra slide you no longer want.

Headline

The Headline field must be populated.
Content

There must be something in the content field

Component

In each Component, there must be something in that component's content area. In the example to the right, the text area is blank. This would not work. The same goes for any other component, such as an accordion, image container, etc.

To remove a component field, see Removing a Component below.

Page Properties

The Title in page properties is required. This title should be unique to our website. Don’t just put “Faculty” it should be “Faculty - <your department>” (replacing <your department> with your department’s name)

Abstract – while this field is not currently required, it is a good idea to fill this out with a narrative description of what can be found on the page, no more than 160 characters long.
**Section Control**

The *section control* is required.

However, you are not expected to put these on a page. **Do not embed a section control.**

Contact Josh Leiboff if a section control is not appearing on your page.

**Removing a Component**

When you have an extra component or slide field you want to get rid of, click the gear on the far right. This will bring up the plus minus icons. Click minus to remove the field.