

Privacy Policy Page

Content Editor Guide

mobile.health.mil · DHA App Library · PUBWEB-36448

Overview

This guide explains how to safely edit content on the Privacy Policy page in Sitecore. The page has two types of content areas — each requires a different editing approach. Please read this guide fully before making any changes.

■ **Important:** The policy sections (1, 2, and 4-10) contain structured HTML with CSS class names that control the visual styling. Incorrect editing can break the page appearance. Always follow the instructions in this guide.

1. Hero Section Fields

These fields are simple text and are safe to edit using either the Content Editor or Experience Editor.

Field Name	What It Controls
Hero Title	Main page heading
Hero Subtitle	Description text below the title
Applies To	App names listed in the sidebar card
Last Updated	Date shown in the sidebar card
Use of Apps	"Voluntary" text in the sidebar card
Privacy At A Glance	Green banner text below the sidebar

How to edit:

1. Go to Content Editor → **Privacy Policy Body**
2. Click the field you want to edit
3. Type your changes directly or click **Show Editor** for rich text fields

4. Click **Save** then publish the item

2. Permission Cards (Section 3)

Each permission card (Local Storage, Camera, Contacts, Notifications) is its own Sitecore item with structured fields. These are the safest fields to edit.

How to edit a card:

1. Navigate to: **sitecore** → **Content** → **MobileHome** → **Privacy Policy** → **Permissions and Device Access**
2. Click the card item you want to edit (e.g., Camera)
3. Edit the available fields:

Field	What It Controls	How to Edit
Icon	Card icon image	Click Browse to select from Media Library
Title	Bold card heading	Type directly in the field
Card Content	Description text inside the card	Click Show Editor, use visual editor only

How to add a new card:

1. Right-click **Permissions and Device Access** in the content tree
2. Select **Insert** → **Insert from Template**
3. Select **Mobility/Components/Permission Card**
4. Name it and fill in the fields
5. Save and publish

3. Policy Sections 1, 2 and 4-10

■ Extra Caution Required

These fields contain structured HTML with CSS class names. Incorrect editing will break the page appearance and may require developer intervention to fix.

Fields and their locations:

Field	Contains
Body Content Top	Sections 1 and 2
Body Content Bottom	Sections 4 through 10

How to edit safely:

1. Go to Content Editor → **Privacy Policy Body**
2. Click **Show Editor** on the Body Content Top or Bottom field
3. The visual editor opens — it looks like a basic word processor
4. Make only text changes — see the rules below
5. Click **Accept** then **Save**

✓ Safe to do in the visual editor
Change existing text words
Fix typos
Update dates (e.g. Last Updated date)
Change a link URL by right-clicking an existing link and selecting Edit Hyperlink

X Never do these
Click the Edit HTML or Source button
Add new sections or headings
Delete existing paragraph blocks
Add or remove bullet points
Copy and paste content from Word or email
Use the Experience Editor on these fields

If you need to add a new policy section or make structural changes, contact a developer.

4. Publishing After Any Edit

Every edit must be published before it appears on the live site.

Step	Action
1	Select the item you edited in the Content Editor
2	Click the Publish tab in the top ribbon
3	Click Publish Item

4	Check both Publish subitems and Publish related items
5	Click Publish and wait for the confirmation message
6	Hard refresh the page in your browser (Ctrl+Shift+R on Windows)

5. Managing Icons

Icons for the permission cards are stored in Sitecore Media Library at:

Media Library → Images → Mobility → Icons

To upload a new icon:

1. Navigate to the Icons folder in Media Library
2. Click **Upload** → **Upload Files** in the top ribbon
3. Select your SVG file
4. Once uploaded, go to the permission card item and click **Browse** next to the Icon field
5. Navigate to the Icons folder and select your new file
6. Save and publish the card item

6. When to Contact a Developer

- You need to add, remove, or reorder policy sections
- The page layout appears broken after an edit
- Colored panels (green, yellow, blue) are missing or showing incorrectly
- Section numbers are out of order
- Anchor links in the sidebar are not working
- You accidentally clicked Edit HTML and saved changes
- Any structural change beyond simple text edits

Developer Contact: Submit a request via Jira under the PUBWEB project. Reference ticket **PUBWEB-36448** for context on this page's architecture.