Extra Department Page Tutorial

Step 1
Creating an extra department page is the same as creating a page in other sections of Typo3 (see create a page tutorial, and adding content tutorial). Your page must be created in a department system folder.

In the image below I created the page the page “example” in the department Auto Mechanics folder.

Step 2
Now that your page and its content has been created, its information must be placed into the database using phpMyAdmin, so your extra department page will show on the left navigation side.
To login into phpMyAdmin, you must go to this address - http://134.39.200.118/phpMyAdmin/
Login with the username listed in the above image, and use the password you are given.

Step 3

After logging in you will get a page displayed similar to the image above. If you notice to the left of your screen, you will see the title “database” with a drop-down menu. You will need to select the “catalog” database.

The next step is to select “ProgDesc_Extra”. It will be in this table where you will be inputting the information needed to display your extra page.
**Above Image - explanation**

1. **College Code** – this field is where the college code is inserted.
2. **DeptCode** – this field is where the department code of your page must be inserted. For example, if your page was for the Theater Arts department, your DeptCode would be THEA.
3. **Extra_Label** – this is the field where you type in your page’s title – this will show up as the link name in your menu.
4. **Extra_URL** – this field you will input your page’s page ID number.

**Step 4 – Inserting your page info**

- Click the INSERT tab.
Once you click the *Insert* tab you will be taken to a page displaying the above information. Here is where we will insert the information to make our Typo3 extra page work in the department pages.

In the first step we created our Typo3 extra page under the Auto Mechanics folder. We also called that page “Example”. Since we’re going to place our page in the Auto Mechanics department page (now called Automotive Repair Technology), we need to get the department code, which is AMM. For the Extra_URL, we need to input the page ID.

Within Typo3, if you hover your mouse over the little “page” icon next to your created page, the Page ID will be displayed.

For the page “Example” the page id is 2155. 2155 is what will be placed in the Extra_URL field.

So when entering the page “Example” information in, I will put the following:
DeptCode – AMM
Extra_Label – Example
Extra_URL – 2155

If you have done everything correctly, and clicked the button “Go”, your page has now been inserted.

To check if your page is now inserted, you can verify by going to your department page, refreshing, and your new extra page should be linked at the bottom of your navigation side.

* Above image – The page we created “Example” is now listed on the Automotive Repair Tech. department page.