How to manage Collection Pages

This guide is going to go over how to manage Collection pages, which behave a bit differently than other pages that have children pages inside them.

Collection pages serve to store a large number of created children pages that typically share the same template and some of the same settings. Sometimes some or all of these children pages are not meant to be actual viewable pages on the site, and instead serve to output information. In this site, all of the collections have children pages that are not made to be viewable.

It is similar to the table field discussed in **How to handle TVs in the MODX Environment** guide, but it has the advantage of being able to display a lot of fields in a controlled and clean manner, and to be able be unpublished, which allows for it to still technically exist but not be visible on the live site.

Any discussions of field and controls for these related pages will be limited to only those that are relevant, so if you need help in managing some of the more trickier fields that possibly appear in these pages, consult the **How to handle TVs in the MODX Environment** guide, a pdf of which will be found on the main dashboard page.

Now, you can usually identify the collection type page from left side menu in the dashboard by the 3 horizontal line icon next to its name, as seen below:


When you click on a collections page, it will have a new additional tab that displays and manages the children pages inside it:
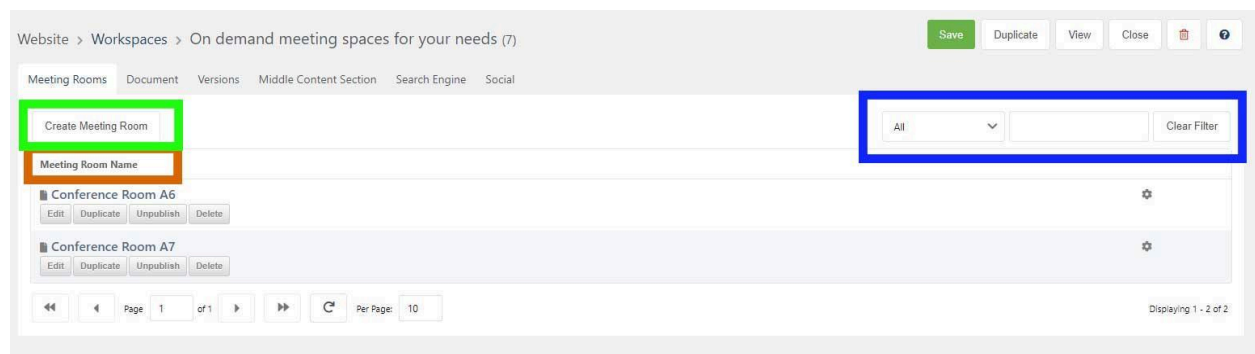
From this tab, you can sort through the children pages either by simply searching using the text field in the **blue box**, or by clicking the header cell in the **orange box**, which will sort them in either ascending or descending order by how many times you click it.
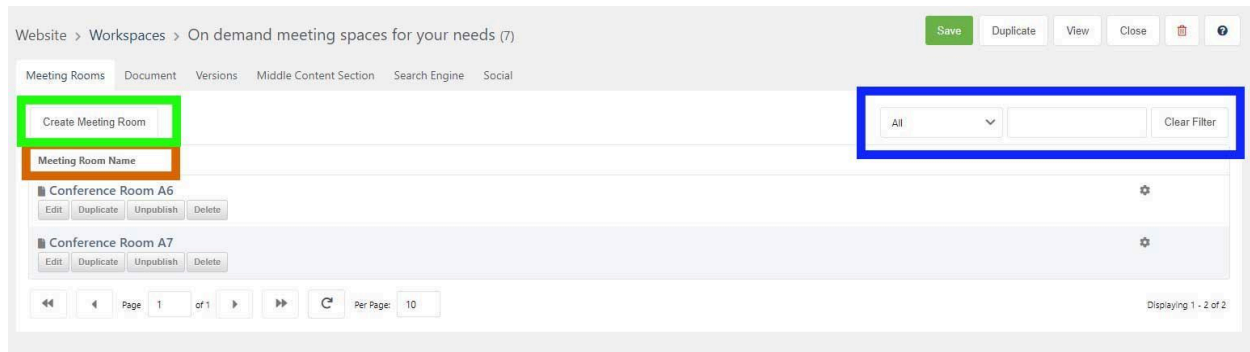
From this table, you can also tell which of the pages are live/published and which are not live/unpublished based on the third button underneath its pagetitle, as seen below:
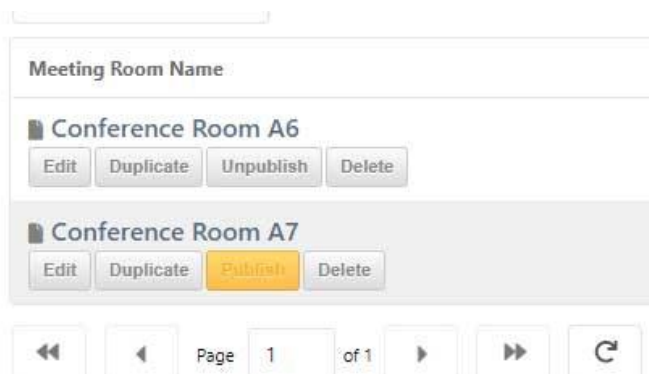
If a page has the **golden Publish button**, that means that it is not live on the site, while those that have the **gray Unpublish button** are live and displaying on the site.

The button at the top of the table, as marked by the **green box** in the first image of this page, will be where you can create a new child page, while the first **Edit button** underneath existing children pages is where you click to edit an existing page.

When you first create a child page, if there are no other required fields in the template, you need to fill out the Title field in order to be able to save this page, even if you don't intend to make it live right away.

This field is required because it is what generates the URL for this page, which also means it comes with some conditional restrictions as well:

1. It cannot share the same page title as an existing page, otherwise it will cause a URL conflict.

2. No special characters outside of hyphens (-). If you need to add special characters, make sure in the **Resource Alias field** next to the **Title field**, there are no special characters outside of hyphens (-).

3. There are MODX set character length restrictions to this field, that allows you to go a bit over the limit it tells you, before it does a hard cut off.

Once you have filled in the Title field, you should click the **green Save button** to make sure your progress is not lost, as seen below:

To make the page live after completing the content fields, click the **Published toggle** to the right of the **blue A** and click the **green Save button**.

To return to the parent Collections page, simply click the **back button** that is to the left of the **green Save button**, marked in the above screenshot with a **red box**.

Just a reminder: after you first save a page, a **View button** will appear in the top right corner group of buttons; if you click on it, there will be no page to see because it is not set up to have one. So just ignore it for these children pages.