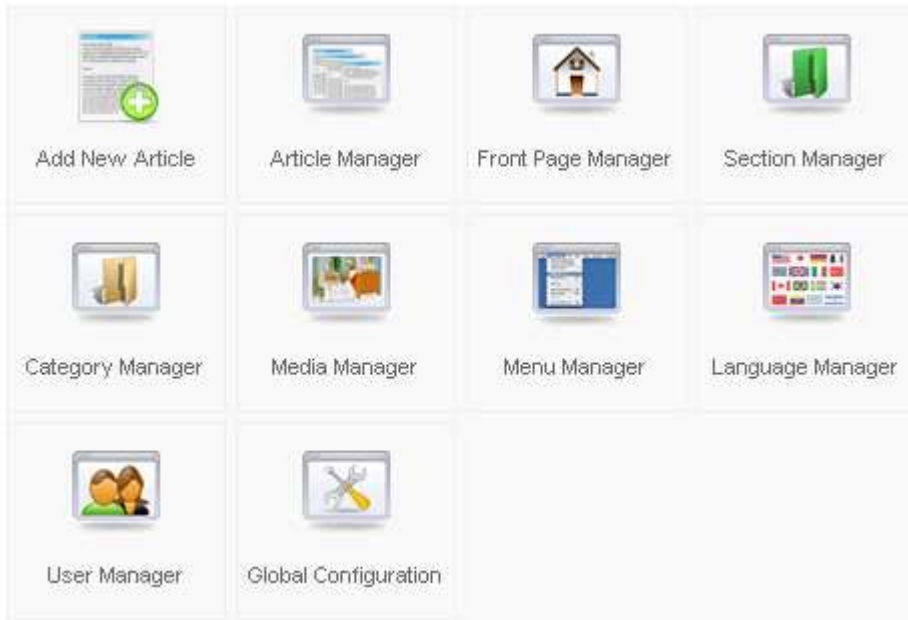


ADMINISTRATION



This document contains information and instructions for the following:

- Article Manager Page 2
- + Toolbar Page 3
- Add New Article Page 4
- + Adding Images to Articles Page 6
- Saving Articles Page 10
- Front Page Manager Page 11



Article Manager

From the Article Manager screen you can view a list of all articles, as well as add new ones, edit and delete. This is where you manage the articles by choosing whether they are published, public, registered and the display order on the website.

The screenshot shows the Joomla! Article Manager interface. At the top, there's a Joomla! logo and navigation tabs: Site, Menus, Content, Components, Extensions, Tools, Help. Below the navigation is the 'Article Manager' title and a toolbar with icons for Unarchive, Archive, Publish, Unpublish, Move, Copy, Trash, Edit, New, Preferences, and Help. A filter section includes a search box and dropdown menus for Section, Category, Author, and State. The main area contains a table of articles with the following data:

#	<input type="checkbox"/>	Title	Published	Front Page	Order	Access Level	ID	Section	Category	Author	Date	Hits
1	<input type="checkbox"/>	Privacy Policy			1	Public	42			Administrator	10.09.07	1
2	<input type="checkbox"/>	Partners + Events			2	Public	39			Administrator	20.08.07	4
3	<input type="checkbox"/>	Management			1	Public	3	Adminer	About Adminer	Administrator	Administrator	1
4	<input type="checkbox"/>	Board			2	Public	30	Adminer	About Adminer	Administrator	20.06.07	19
5	<input type="checkbox"/>	Overview			3	Public	1	Adminer	About Adminer	Administrator	20.06.07	16
6	<input type="checkbox"/>	Employment			1	Public	20	Adminer	Contact	Administrator	20.06.07	0
7	<input type="checkbox"/>	Investor Overview			1	Public	19	Adminer	Media and Investor	Administrator	20.06.07	0
8	<input type="checkbox"/>	Strategic Consulting			1	Public	18	Adminer	Services	Administrator	20.06.07	4
9	<input type="checkbox"/>	Product Support			2	Public	17	Adminer	Services	Administrator	20.06.07	8
10	<input type="checkbox"/>	CVX - CreditValue Maximizer			1	Public	12	Adminer	Solutions	Administrator	20.06.07	5
11	<input type="checkbox"/>	PNX - Pinware			2	Public	11	Adminer	Solutions	Administrator	20.06.07	3
12	<input type="checkbox"/>	RBX - Retail Banking			3	Public	10	Adminer	Solutions	Administrator	20.06.07	11
13	<input type="checkbox"/>	SPX - Secure Payments			4	Public	9	Adminer	Solutions	Administrator	20.06.07	8
14	<input type="checkbox"/>	OMX - CollectionWorks			5	Public	8	Adminer	Solutions	Administrator	20.06.07	26
15	<input type="checkbox"/>	Hutchison Telecom			1	Public	7	Case Studies	Case Studies	Administrator	20.06.07	11
16	<input type="checkbox"/>	First Data International			2	Public	6	Case Studies	Case Studies	Administrator	20.06.07	2
17	<input type="checkbox"/>	CCSO			3	Public	5	Case Studies	Case Studies	Administrator	20.06.07	4
18	<input type="checkbox"/>	ABN Amro Bank NV			4	Public	4	Case Studies	Case Studies	Administrator	20.06.07	7
19	<input type="checkbox"/>	Hutchison Telecom			1	Public	16	Case Studies	Overviews	Administrator	20.06.07	0
20	<input type="checkbox"/>	ABN Amro Bank NV			2	Public	15	Case Studies	Overviews	Administrator	20.06.07	0

At the bottom, there are pagination controls: Display # 20, Start, Prev, 1 - 2, Next, End, Page 1 of 2. A legend indicates: Published, but is Pending | Published and is Current | Published, but has Expired | Not Published | Archived. A note says: Click on icon to toggle state.

ARTICLE MANAGER - TOOLBAR

The Toolbar will appear in the top right hand side of the screen. These options are used to control the current articles (edit, delete, unpublish) and add new ones.



Check the check box next to the Article that is to be Unarchived. Multiple Articles may be unarchived at the same time by checking the relevant check boxes. Then click the *Unarchive* icon.



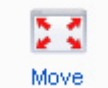
Check the check box next to the Article that is to be Archived. Multiple Articles may be archived at the same time by checking the relevant check boxes. Then click the *Archive* icon.



Check the check box next to the Article that is to be Published (displayed). Multiple Articles may be selected. Then click the *Publish* icon.



Check the check box next to the Article to be Unpublished (not displayed). Multiple Articles may be selected. Then click the *Publish* icon. (Note: Unpublishing an Article does not delete it.)



Check the check box next to the Article to be moved. Then click the *Move* icon. The Move Article screen is displayed. Check multiple boxes to move several Articles at the same time.



Check the check box next to the Article to be copied. Then click the *Copy* icon. The Copy Article screen is displayed. Check multiple boxes to copy several Articles at the same time.



Check the check box next to the Article to be trashed. Then click the *Trash* icon. The deleted Articles are moved to the Trash Manager. Multiple Articles can be trashed at the same time by selecting multiple check boxes.



To edit the details and parameters of an existing Article, check the check box next to the Article that is to be edited. Then click the Edit icon. The Edit Article screen will be displayed.



To create a New Article, Click the *New* icon. The New screen will appear. (See below: [ADD NEW ARTICLE](#) for more information).

NOTE

This is the same as **Static Content Manager**. The only difference being, **Static Content** is only accessible if it is linked to a menu, or searched for.

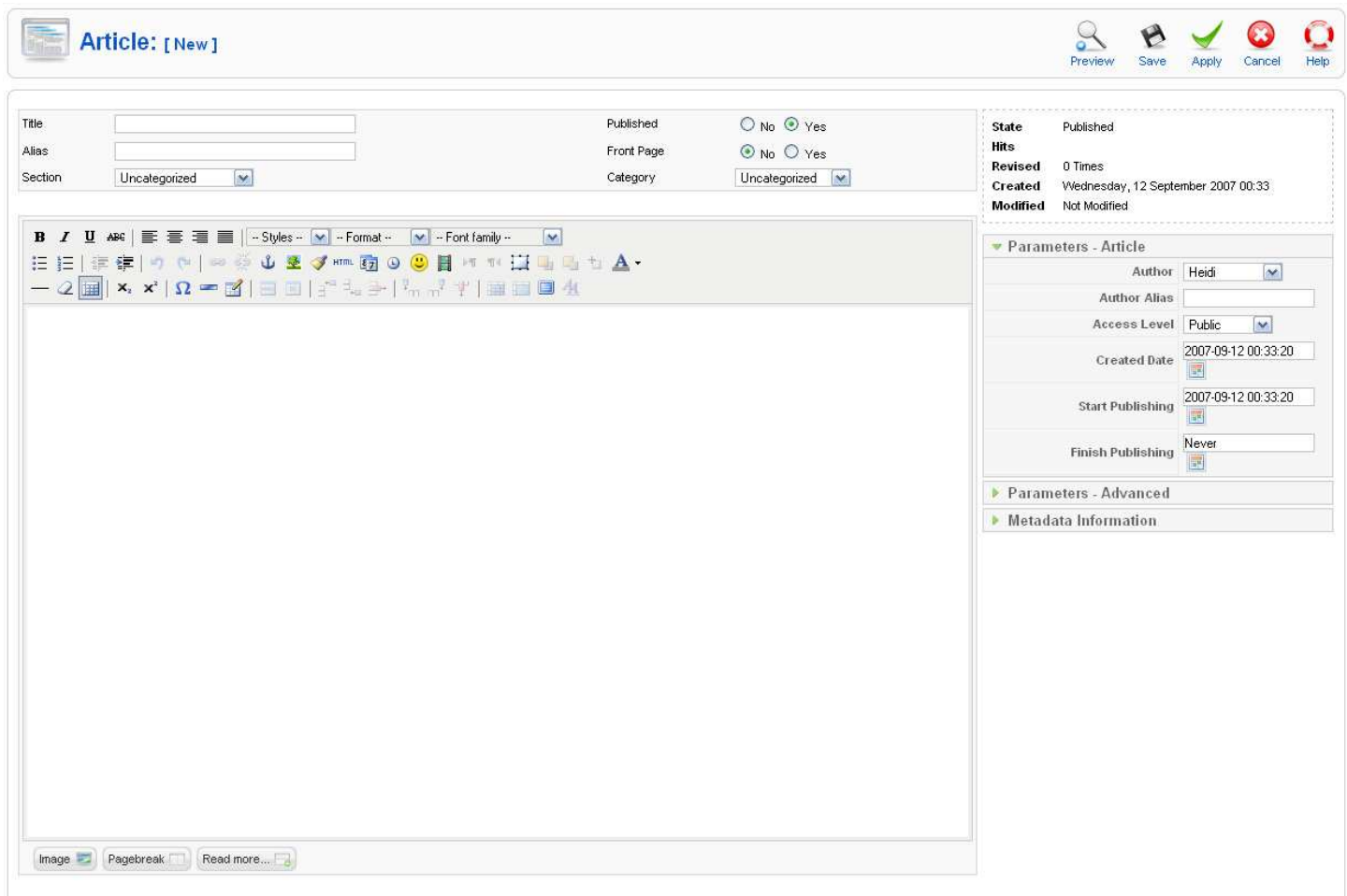
ADD NEW ARTICLE



From the Add New Article screen you can create a new article for your website.

NOTE



To add any **Articles**, you will first need to set up a Section and Category. *These will initially be set up by Helpwise.*

A screenshot of the 'Add New Article' form. The form has a title bar 'Article: [New]' and navigation buttons (Preview, Save, Apply, Cancel, Help). The main form area includes fields for Title, Alias, Section (set to 'Uncategorized'), Published (radio buttons for No and Yes, with Yes selected), Front Page (radio buttons for No and Yes, with No selected), and Category (set to 'Uncategorized'). A rich text editor is present with a toolbar and a large text area. On the right, there is a 'Parameters - Article' section with fields for Author (set to 'Heidi'), Author Alias, Access Level (set to 'Public'), Created Date (2007-09-12 00:33:20), Start Publishing (2007-09-12 00:33:20), and Finish Publishing (set to 'Never'). Below this are sections for 'Parameters - Advanced' and 'Metadata Information'.

Add a Title and Title Alias. Choose a Section and then a Category.

▶ Parameters - Article	
▶ Parameters - Advanced	
▼ Metadata Information	
Description	<input type="text"/>
Keywords	<input type="text"/>
Robots	<input type="text"/>
Author	<input type="text"/>

Text entered in the description and keywords fields will be displayed in the published document and can be used by search engines and other systems to appropriately classify the information contained in the document.

▼ Parameters - Article	
Author	<input type="text"/>
Author Alias	<input type="text"/>
Access Level	Public
Created Date	<div style="border: 1px solid black; padding: 2px;"> Public Registered Special </div> <input type="text" value=":20"/>
Start Publishing	<input type="text" value="2007-09-12 00:33:20"/> 
Finish Publishing	<input type="text" value="Never"/> 
▶ Parameters - Advanced	
▶ Metadata Information	

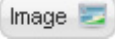
The **Parameters - Article** Tab allows you to choose the target audience for the current Article.

Public: The content will be available to the Public area of the web site including guests that are not registered.

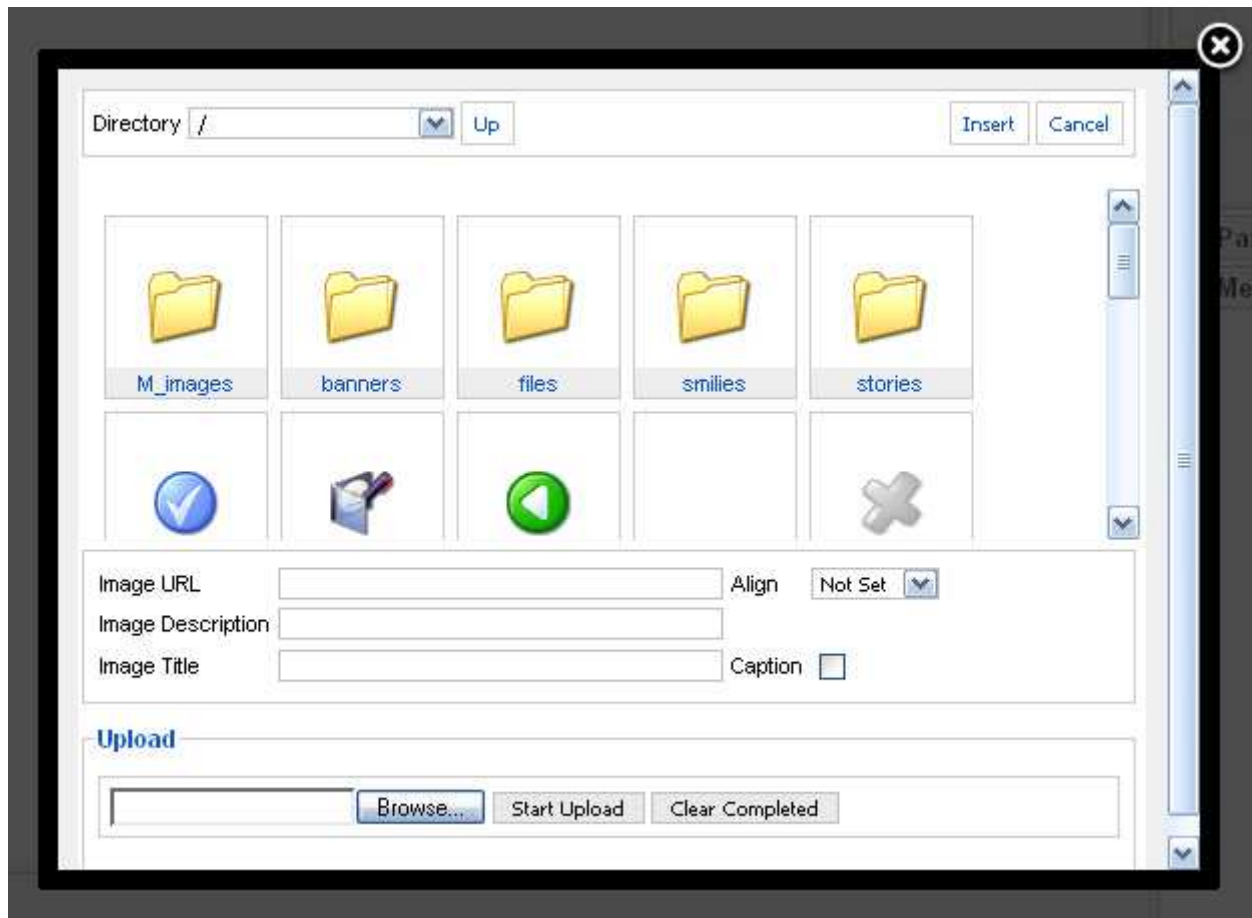
Registered: The content will only be available to registered and logged in users of the web site.

Special: The content will only be available to the special users of the site. This is usually Administrators Only.

ADDING IMAGES TO ARTICLES

1.  Click on the *Image* Icon at the bottom of the editor. This allows you to *browse to an Image* or *Upload* an Image.

The Following is displayed...

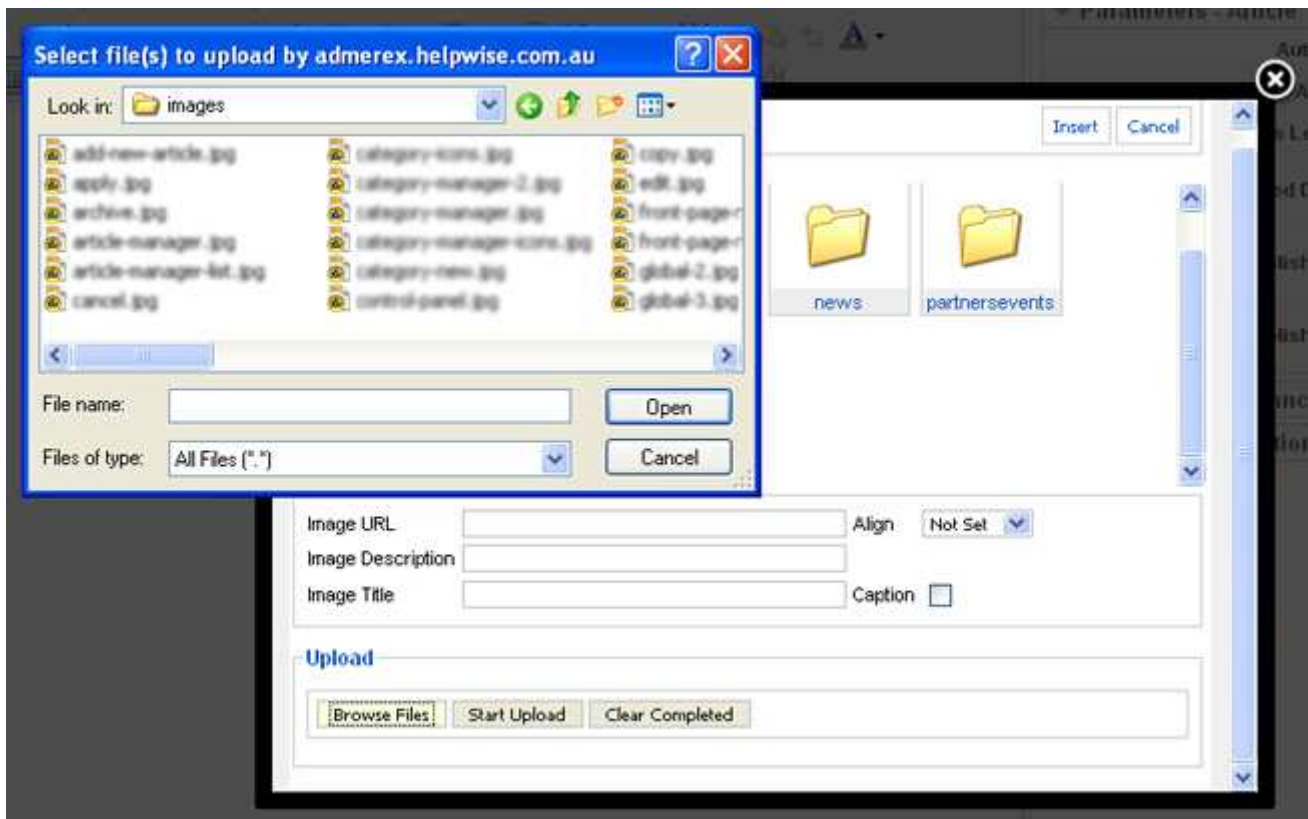


Displayed is a list of folders.

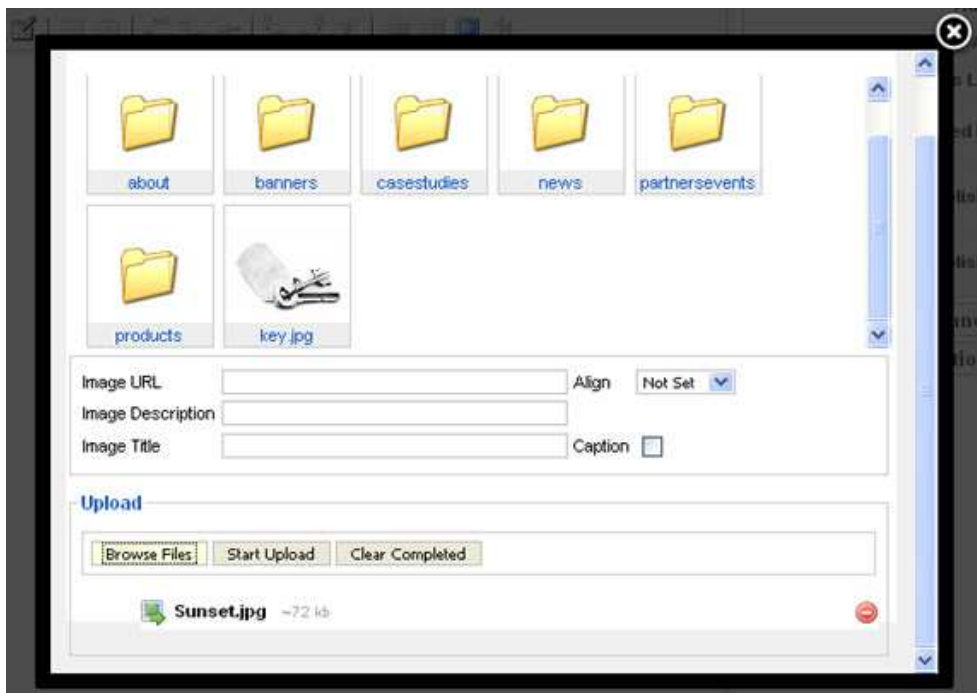
Click on **Stories** to display the contents of that folder.

Once you are in the required destination, you are able to select and *Insert* an image or *Upload* a new one.

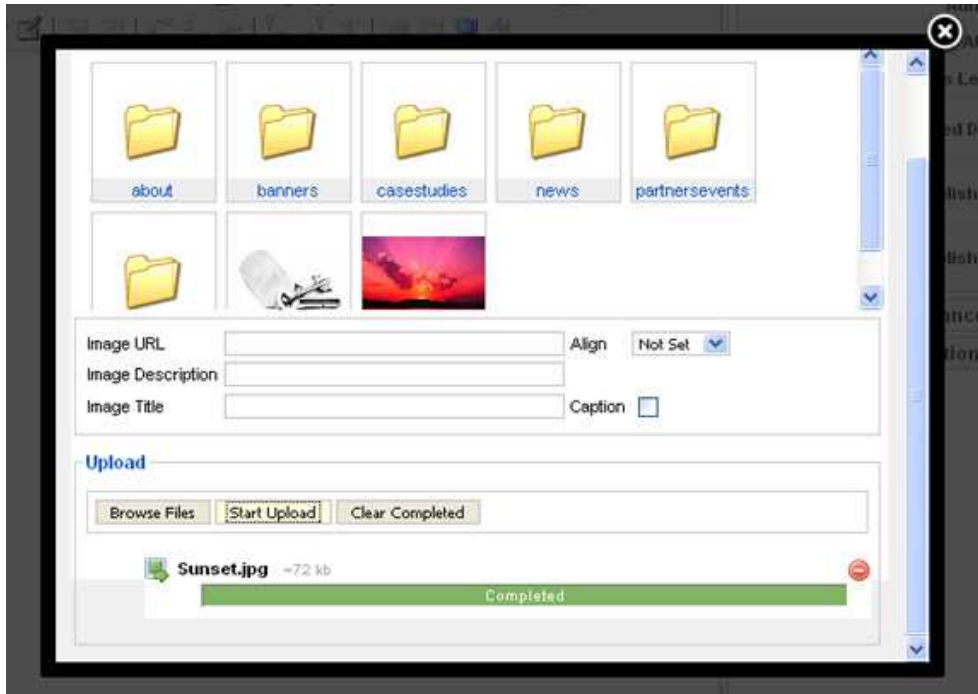
2. To *Upload* an image from your computer, Click on **Browse Files**. The following is displayed...



Once you have selected your image, click Open and then **Start Upload**

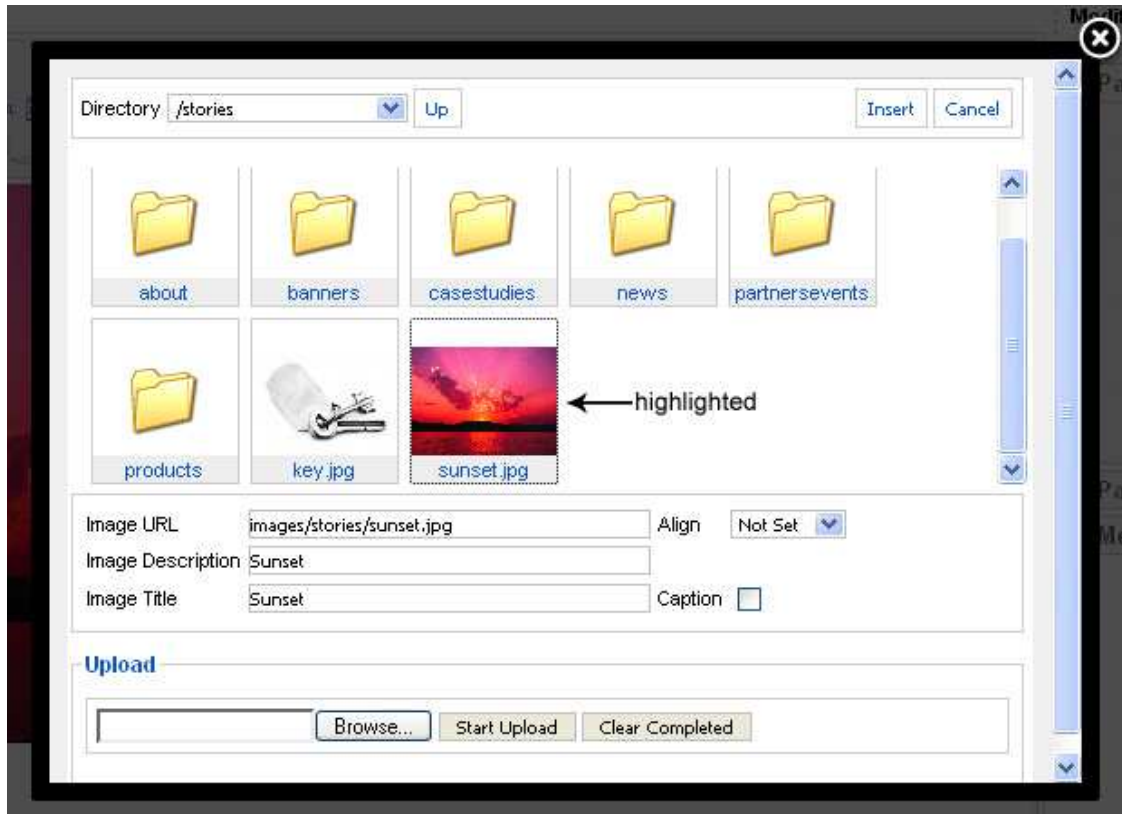


Wait until the image has been uploaded and is displayed on screen. (Note: You will see the Completed Bar once the file has finished uploading from your computer to the website.)



Your image is displayed in the current directory.

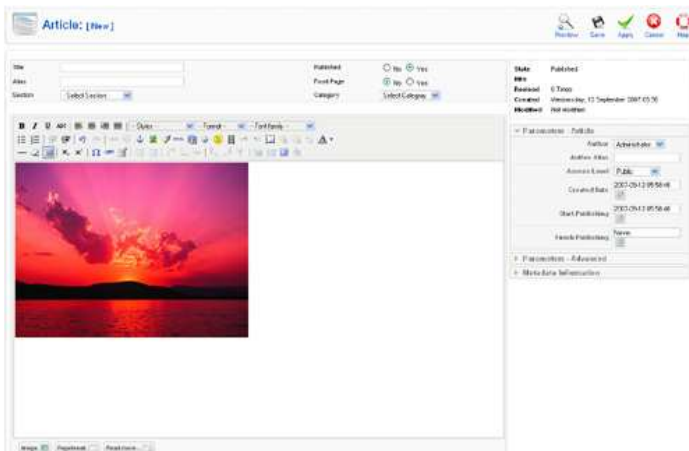
- Click once on the image (so that it is highlighted with a border) and type an Image Description and Image Title in the appropriate fields. If you wish to align it, select the appropriate setting from the drop down box.



- From the top right hand side of the popup screen, click *Insert*.

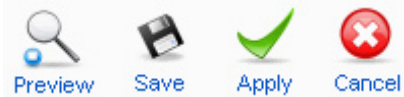


- The Image is displayed in the Content Area.



SAVING ARTICLES

Once you have entered all necessary information, choose the appropriate action by clicking one of the following: (located at the top right hand side of the screen)



NOTE

Preview displays a preview of the article.
Save saves the data and exits the screen.
Apply saves the data while leaving the screen open.
Cancel exits the screen without saving the data.

You must click **one** of these three options to exit the editor screen.

FRONT PAGE MANAGER



Front Page Manager

From the Front Page Manager screen you can view a list of all articles set to appear in the home page of your website. You can manage whether they are published, for public or registered access and the order they are displayed.

The screenshot shows the Joomla! Front Page Manager interface. At the top, there is a navigation menu with options: Site, Menus, Content, Components, Extensions, Tools, and Help. The main heading is "Front Page Manager". Below the heading, there are icons for Archive, Publish, Unpublish, Remove, and Help. A filter bar includes a "Filter:" input, "Go" and "Reset" buttons, and dropdown menus for "Uncategorized", "Select Category", "Select Author", and "Select State".

#	<input type="checkbox"/>	Title	Published	Order	Access Level	ID	Section	Category	Author
1	<input type="checkbox"/>	This is our test article		1	Public	40	News	Latest News	Administrator
2	<input type="checkbox"/>	Admerex Continues to Consolidate its Global Brand		2	Public	31	News	Latest News	Administrator
3	<input type="checkbox"/>	Admerex announces the signing of an agreement with Pakistan's largest bank		3	Public	32	News	Latest News	Administrator
4	<input type="checkbox"/>	Admerex Continues Sales Momentum		4	Public	30	News	Latest News	Administrator
5	<input type="checkbox"/>	Admerex acquires Riscuity Asia Inc's call centre operations		5	Public	29	News	Latest News	Administrator
6	<input type="checkbox"/>	Legal Services Commission selects Admerex's CWX Collection Software		6	Public	28	News	Latest News	Administrator

At the bottom of the table, there is a pagination control showing "Display # 20" and "Page 1 of 1". Below the table, there is a legend for the Published status icons: Published, but is Pending | Published and is Current | Published, but has Expired | Not Published | Archived. A note below the legend says "Click on icon to toggle state."