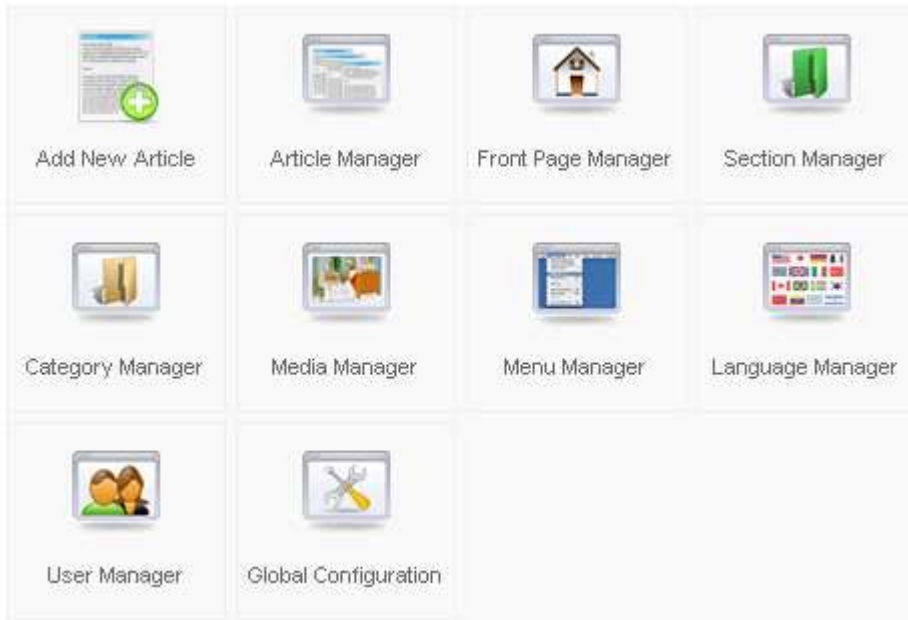


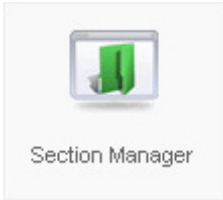
ADMINISTRATION



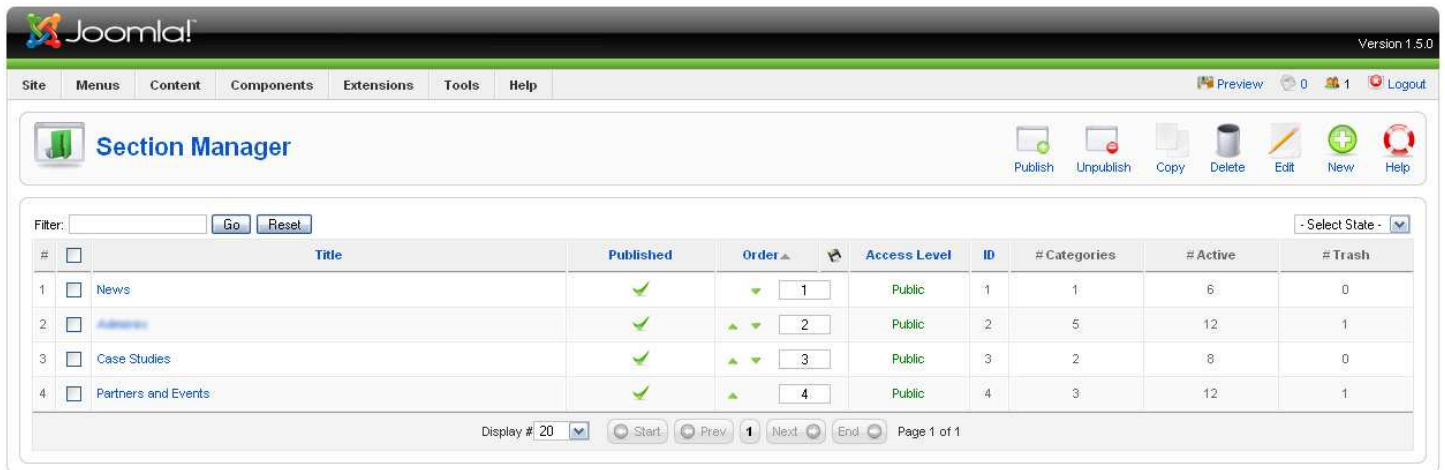
This document contains information and instructions for the following:

- Section Manager Page 2
- Category Manager Page 3
- + Toolbar Page 4
- Add New Category Page 5

SECTION MANAGER



From the Section Manager screen you can view, add and edit all of the different sections of your website.



The screenshot shows the Joomla! administration interface for the Section Manager. The top navigation bar includes Site, Menus, Content, Components, Extensions, Tools, and Help. The main content area displays a table of sections with columns for #, Title, Published, Order, Access Level, ID, # Categories, # Active, and # Trash. The table lists four sections: News, Subscribers, Case Studies, and Partners and Events. Below the table are pagination controls for displaying 20 items per page, with 1 page shown.

#	<input type="checkbox"/>	Title	Published	Order	Access Level	ID	# Categories	# Active	# Trash
1	<input type="checkbox"/>	News	✓	1	Public	1	1	6	0
2	<input type="checkbox"/>	Subscribers	✓	2	Public	2	5	12	1
3	<input type="checkbox"/>	Case Studies	✓	3	Public	3	2	8	0
4	<input type="checkbox"/>	Partners and Events	✓	4	Public	4	3	12	1

CATEGORY MANAGER



Category Manager

From the Category Manager screen you can view, add and edit all of the different categories of your website.

Category Manager: [Content]

Publish
 Unpublish
 Move
 Copy
 Delete
 Edit
 New
 Help

Filter: Go Reset

Uncategorized ▼ Select State ▼

#	<input type="checkbox"/>	Title	Published	Order ▲	Access Level	ID	Section	# Active	# Trash
1	<input type="checkbox"/>	About Helpwise	✓	▼ 1	Public	2	About	3	1
2	<input type="checkbox"/>	Solutions	✓	▲ ▼ 2	Public	5	About	5	0
3	<input type="checkbox"/>	Services	✓	▲ ▼ 3	Public	6	About	2	0
4	<input type="checkbox"/>	Media and Investor	✓	▲ ▼ 4	Public	7	About	1	0
5	<input type="checkbox"/>	Contact	✓	▲ 5	Public	8	About	1	0
6	<input type="checkbox"/>	Case Studies	✓	▼ 1	Public	3	Case Studies	4	0
7	<input type="checkbox"/>	Overviews	✓	▲ 2	Public	4	Case Studies	4	0
8	<input type="checkbox"/>	Latest News	✓	1	Public	1	News	6	0
9	<input type="checkbox"/>	Partners	✓	▼ 1	Public	9	Partners and Events	3	0
10	<input type="checkbox"/>	Events	✓	▲ ▼ 2	Public	10	Partners and Events	9	1
11	<input type="checkbox"/>	Past Events	✓	▲ 3	Public	11	Partners and Events	0	0

Display # 20 ▼ Start Prev 1 Next End Page 1 of 1

CATEGORY MANAGER - TOOLBAR



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

Unpublish: Check the check box next to the Category that is to be Unpublished (not displayed). Multiple Categories may be selected. Then click the *Unpublish* icon. (Note: Unpublishing a Category does not delete it.)

Move: Check the check box next to the Category to be moved. Click the *Move* icon. The Move Category screen is displayed. Check multiple check boxes to move several Categories at the same time.

Copy: Check the check box of the Category that is to be the copied. Then Click the *Copy* icon. The Copy Category screen will appear. Check multiple check boxes to copy several Categories at the same time.

Delete: To delete a Category, check the check box next to the name of the Category to be deleted and click the *Delete* icon. A pop up dialogue box will appear requesting a confirmation of the required delete operation. Click the *OK* button to delete the Category. Select the *Cancel* button to abort the delete operation.



NOTE: It is not possible to delete Categories that contain Content Items. It is necessary to move or delete the Content Items before being able to proceed with the deletion of the Section.



WARNING: Deletion of the Category will be permanent. The Category will not be moved to the Trash Manager and is not therefore recoverable except via a backup, if one exists.

Upon completing the deletion - or cancelling the action - the administrator will be returned to the Category Manager screen. It is possible to delete more than one Category at a time simply by checking more than one check box.

Edit: Click the name of the Category to be edited, or select the check box next to the name and click the *Edit* icon. This opens the selected Category file in the Category: Edit [category_name] screen.

New: Click the *New* icon to create a new Category. The Category: New screen will be displayed.

Help: Click the *Help* icon at any time to view this Help Screen

