Contact Category Manager

Last Updated Monday, 09 April 2007

Type:

com_category

Access:

menu=>Components=>Contacts=> Contact Categories

User Level:

Administrator; Super Administrator.

Screenshot:

Contact Category Manager

Description:
The Contact Category Manager provides the capability to create and manage a Contact Categories for the Contacts within the web site under development.
Toolbar:

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

Unpublish: Check the check box next to the Contact Category that is to be Unpublished (not displayed). Multiple Contact Categories may be

selected. Then click the Unpublish icon. Unpublishing a Category does not delete it.

Delete: To delete a Contact Category, check the check box next to the name of the Contact 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 Contact Category, and the Contact Category file will be permanently
deleted from the server (unlike the Trash function Items that are
deleted do not get placed in the Trash Manager). Select the Cancel button
to abort the delete operation.

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

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

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

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

Columns:

#: This is simply an indexing number automatically inserted by
Joomla! for ease of reference. It has no particular bearing on the use
of the Contact Category Manager.

Check Box: The column of check boxes are the means by which
individual Categories are selected before clicking one of the
appropriate icons in the Toolbar. Single Items can also be opened, for
editing, by clicking upon the Contact Category Name.

NOTE: A padlock icon replacing the Check box next, to the Contact Category Name, shows that the item is already checked-out. To check the Contact Category back in, click the name to continue editing, followed by the Save icon to keep any changes or Cancel icon to discard the same. Super Administrators can also click the menu=>System=>Global Checkin function.

WARNING:

This will close all open Items for the whole web site not just the single item currently under review. Any Content of other Users not already Saved will be lost.

Category Name: The name that identifies the Contact Category and is used as its heading in displayed pages.

Clicking the Contact Category name opens the Contact Category Manager in edit/view mode. This allows the details of the Contact Category to be changed if necessary using the information above.

Published: The icons in this column identify the current publication status of a particular Contact Category, as follows

- The Published icon identifies that a Contact Category is published. Clicking this icon will unpublish the Contact Category.

- The Unpublished icon identifies that a Contact Category is unpublished. Clicking this icon will publish the Contact Category.

Reorder: Change the order that the Contact Categories will be displayed within the Contact Category Manager. Click the Up or Down direction mini-icons to increase, or decrease, the Contact Category's position in the list by one. Repeat as necessary. Click the Save Order icon in the Order heading.

Order: If you wish to change the order of the Contact Category in this Back-end table, then type in the new order number and click the Save Order icon in the heading of this column.

Access: Click the Public, Registered, or Special text link to change the User Access Level. The three levels scroll through in a continuous loop when clicked.

Category ID: This is the Category Identification Number automatically assigned by Joomla! when the Contact Category was first created

Related Information:

Contact Category: New or Edit
Menu Item: Table - Contact Category

Contact: New or Edit
Menu Item: Link - Contact Item

Menu Item: Component

NOTE: If you have any comments or suggestions regarding this Help screen then please post them in the Suggestions, Modifications, and Corrections forum in the User Documentation Work Group.

Thank you!

The User Documentation Team