

Contact Category: New or Edit

Last Updated Monday, 09 April 2007

Type:

com_categories /new (or edit)

Access:

menu=>Components=>Contacts=>Contact Categories=>Category Manager [Component: Contact]->New (or Edit)

User Level:

Administrator; Super Administrator.

Screenshot:

Contact Category: New or Edit

NOTE:

Only one screenshot is displayed as both functions have an identical layout. Some of the fields are not editable whilst creating a new Contact Category until the Category is saved for the first time.

Description:

Create a New Contact Category or Edit the details of an existing Contact Category to which Contact Items can then be assigned.

Toolbar:

Upload: To upload a file from a local computer click the Upload icon. A small pop up dialogue window will appear. To trace the file to be Uploaded click on the Browse button.

This will open the File Upload dialogue window. Navigate to the location of the desired file on the local hard drive. Select the file and click the Open button. The dialogue window will disappear and the path to, and name of, the file will appear in the File Upload field. Click the Upload button to complete

the transfer of a copy of the file from the local computer to the joomla_root/images/stories directory tree in the case of images.

NOTE: There is usually an upper limit to the size of files that can be uploaded within the web server itself. This limit is set in the PHP configuration file (php.ini) and may differ between web servers and web hosts. The limit cannot be altered from within Joomla!. Some hosting companies do not allow the limit to be altered at all!

To allow larger files to be uploaded it will probably be necessary to increase the upload_max_filesize and the post_max_size settings.

For very large files it may also be necessary to increase the max_execution_time and the memory_limit settings. Alternatively it may be necessary to use an external program (FTP) to upload the files.

Apply: Click Apply to save any changes made so far in the current session, but remain in the Contact Category Edit screen to continue editing. If the current action was creating a new Contact Category it will now have been saved, and will appear on the Contact Category Manager list. In addition, the current session now becomes an Edit action rather than the Add action it was previously. Once the editing session is complete, click Save as above.

Save: Click the Save icon to save any changes made during the current editing session, and return to the Contact Category Manager screen.

Cancel: Clicking Cancel at any point ends the current Contact Category creation session and returns the display to the Contact Category Manager screen. Any changes made since the session commenced will be lost and the new Contact Category will not have been created.

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

Close: Click the Close icon at any point to end the current editing session and return to the Contact Category Manager screen. Any changes made since the session commenced will be lost.

Category Details:

Category Title: Enter the short name of the Category, as it should appear in the database, and in the Administrator Back-end Contact Category Manager.

Category Name:

Enter the full name of the Category as it is to be displayed on target display page in the Front-end, whenever the Show Category Name option is selected in a Menu Item.

Section: Not used

Image: Select an image that will be displayed next to the Category Title in a target display page. The drop down list shows the available images in the joomla_root/images/stories directory.

Image position: Select Left or Right, from the displayed list, to set where the chosen image will be displayed above the Category display, in the target display page, relative to the Description text. The image will not be displayed in Menu Items when multiple Categories are selected.

Ordering: Control where this Category will appear in the Contact Category Manager in the Back-end, and consequently its position in any Menu Item display in the Front-end. Select this position from the drop-down display of current Categories contained in the Contact Category Manager.

NOTE:

By default the new Category is placed at the top of the list. Its position can be changed once the new Category has been saved for the first time. The drop down box displays all Categories in the Contact Category Manager whether they are published or not.

Access Level: Define which of the three document Access Levels applies to this Category. Select from Public, Registered, or Special.

Published: Check this check box to Publish the Category. If there is no check mark in the check box, then the Category is Unpublished.

Description:

Enter a description of the Category that explains its Content Items in the open text field. The text will be displayed above the list of Contact Items in the target display page of a Menu Item, if the Show

Description option is selected in its parameters. The text will not be displayed when there are multiple Categories selected by a Menu Item to be displayed in a single page.

Link to Menu:

The fields in this section will create a new Menu Item in the Menu selected.

Select a Menu: Select the Menu, upon which the new Menu Item will be created, from the displayed list of existing Menus in the Front-end of the web site.

Select Menu Type: Select the type of Menu Item that is to be created. Choose Table - Contact Category from the list.

Menu Item Name: Enter a name for the new Menu Item. This will be the entry that will be visible within the Menu itself.

Link to Menu Button: Once all the fields above have been satisfactorily completed, click the Link to Menu button to commit the changes to the system, and create the new Menu Item.

Existing Menu Link:

If the Contact Category has previously been linked to an existing Menu the details of this will be displayed in this field. The new Menu Item will appear in this field once the Link to Menu button has been clicked. The information contained, in the displayed table, directly reflects the details entered above.

Related Information:

Contact Manager

Menu Item: Link - Contact Item

Contact: New or Edit

Contact Category Manager:

Menu Item: Component

Menu Item: Table - Contact Category

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