Banner: Client Manager: New / Edit

Last Updated Monday, 09 April 2007

Type:

com_banners/newclient (or editclientA)

Access:

menu=>Components=>Banners=>Banner Client Manager->New (or Edit)

User Level:

Administrator; Super Administrator

Screenshots:

Banner Client - New

Banner Client - Edit

Description:

Create a new Banner entry or update an existing Banner.

Whilst there are two separate toolbar functions that this Help Screen covers, the actual screen presentation is the same. The name of the screen is different between the two functions and the Cancel and Close icons switch over.

Toolbar:

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

Cancel: Clicking Cancel at any point ends the current Banner creation session and returns the display to the Banner Manager screen. Any changes made since the session commenced will be lost and the new Banner 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 Banner Manager screen. Any changes made since the session commenced will be lost.

Details:

Client Name: Enter the name of the business, organisation, or individual that will be represented by the displayed Banners.

Contact Name: Enter the name of the person that is the contact point within the business, or organisation that is responsible for any issues regarding the Client and their Banners.

Contact E-mail: Enter the e-mail of the person designated as the Contact above. This information is not publically accessible and will only be visible within this screen.

Further Info: Enter any other information that is of use that relates to this Client. This information is not publicly accessible and will only be visible within this screen.

NOTE: The 'contact' referenced in this screen is not linked or dependant upon a Contact created within the Contact Component.

Related Information:

Banner: Edit

Banner Manager

Banner: New
Banner Module

Banner Client Manager
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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!

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The User Documentation Team