Contact Manager: New / Edit

Last Updated Monday, 09 April 2007

Type:

com_contact /new (or edit)

Access:

menu=>Components=>Contacts=>Manage Contacts-> New (or Edit)

User Level:

Administrator; Super Administrator.

Screenshot:

Contact Manager: New & Edit

Description:

The Contact Manager New and Edit screens provide the functions necessary to create, and then manage, Contacts within the web site under development. Only one screenshot is provided as there are very few differences between the two screens. The Screen Title, the switch between the Cancel and Close icons in the Toolbar and the ability to change the order of the Contact.

Toolbar:

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

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

Contact Details:

NOTE: Any of the following fields that are completed will be automatically added to the VCard and available for download, provided this option is permitted in the Parameters tab below.

Category: Select the Category, to which this Contact should be associated, from the drop down list of Contact Categories.

Linked to User: Select the Registered User from the drop down list of all Registered Users on the web site. To create a Contact Item that is not associated with a Registered User of the web site select the entry - No User -.

Name: Enter the name of this Contact as it will appear in the target display page. This can either be the real or user name of the individual or anything else for that matter. It is a required field

Contact's Position: If required, enter the position that the Contact entered in the above field holds within the web site, business, or organisation structure.

E-mail: If required, enter the e-mail address that this Contact can be contacted by.

Street: If required enter the street name and/or number for postal address.

Address: If required enter the additional address lines for the Contacts' postal address.

Town/Suburb: If required enter the Town or Suburb name for the Contacts' postal address.

State/County: If required enter the State, County, or Province name for the Contacts postal address.

Country: If required enter the Country of residence for the Contact postal address and general information.

Postal Code/ZIP: If required enter the postal or Zip code number for the Contacts' postal address.

Telephone: If required enter the telephone number for the Contact.

Fax: If required enter the fax machine number for the Contact.

Miscellaneous Info: If required enter additional information about the Contact. This could be a general introduction or a description of the function of a particular individual, for example.

NOTE: It is possible, using the settings in the Attributes Tabs below, and those in the Menu Items used to create links to a Contact, to hide various elements of this information, yet still retain access to it in the Back-end for administrative purposes for example. By default any field that does not have content added to it will not be displayed in the Front-end.{mospagebreak &title=Attributes Tabs}

Attributes Tabs:
Publishing Tab:

Published: Select the No or Yes radio buttons to set whether a new Contact is published and therefore available for viewing in the Front-end or not.

Ordering: Changing the order of display of the new Contact is not available whilst it is being created. By default the new Contact Item will be positioned at the top of a Category's' listing, within the Contact Manager.

The Category order is controlled in the Category Manager: Contact screen.

Once the Contact Item has been saved for the first time it will be possible to change the order in the drop down order list, for that particular Contact Category.

Access: Identify which User Group level can view this Static Content Item. Select from Public, Registered, or Special. See User Access Levels for further details on these.

Images Tab:

Image: Select an image from the drop down list of images currently available. The images must be stored in the root_joomla/images/stories in order to be available. If no image is required select the - Select an Image - from the drop down list. This is the default setting in Joomla!

Preview: Whilst this function is not specifically labelled in the images tab, it will display a thumbnail image of any image selected from the drop down list described above, or a blank square if none chosen.

Parameters Tab:

Menu Image: Select a small image, from the drop down
list of available images, to be placed to the left or right of the Contact Title in the Menu. Images must be located in joomla_root/images/stories/ directory

Page Class Suffix: This field can contain a suffix
that is to be applied to the CSS classes of this page. This allows
individual page styling with relative ease. For example, if the suffix
.bl (short for Blog) is entered here, all CSS code elements in this
page will have .bl added to them. h2 becomes h2.bl. Separate entries in
the CSS file of the template would then be applied as entered.

Print Icon: Use this feature to set whether the Print icon is
displayed in the Contact display screen in the Front-end. The Print Icon causes a
new browser window to open with the basic text content of the Contact displayed without any of the web site graphics or design showing.
This allows a User to conveniently print the Item. Select Use Global to follow the Global rule for the web site. Select Yes to override the Global rule and always make the Print Icon appear. Select No to override the Global rule and never show the Print Icon.

Back Button: Set whether there is a Back navigation button inserted at the base of the target page being displayed. Options are Use Global (the setting made for the whole site in the Global Configuration), Hide, or Show. The Global site settings are overridden by these individual page settings.

Name: Select Hide or Show to set whether the Contact Name as entered in the Contact Details section is displayed in the Front-end of the web site.

Position: Select Hide or Show to set whether the Contact Position as entered in the Contact Details section is displayed in the Front-end of the web site.

E-mail: Select Hide or Show to set whether the Contact e-mail address as entered in the Contact Details section is displayed in the Front-end of the web site.

Street Address: Select Hide or Show to set whether the Contact Street Address as entered in the Contact Details section is displayed in the Front-end of the web site.

Town/Suburb: Select Hide or Show to set whether the Contact Town/Suburb as entered in the Contact Details section is displayed in the Front-end of the web site.

County/State: Select Hide or Show to set whether the Contact County/State as entered in the Contact Details section is displayed in the Front-end of the web site.

Country: Select Hide or Show to set whether the Contact Country as entered in the Contact Details section is displayed in the Front-end of the web site.

Post/Zip Code: Select Hide or Show to set whether the Contact Post/Zip Code as entered in the Contact Details section is displayed in the Front-end of the web site.

Telephone: Select Hide or Show to set whether the Contact Telephone number as entered in the Contact Details section is displayed in the Front-end of the web site.

Fax: Select Hide or Show to set whether the Contact Fax number as entered in the Contact Details section is displayed in the Front-end of the web site.

Misc Info: Select Hide or Show to set whether the Miscellaneous Information as entered in the Contact Details section is displayed in the Front-end of the web site.

Image: Select Hide or Show to set whether the Contact Image as linked to in the Contact Details section is displayed in the Front-end of the web site.

VCard: Select Hide or Show to set whether the Contact VCard information is downloadable via a link in the Contact display screen in the Front-end of the web site.

E-mail description: Select Hide or Show to set whether the description text in the following field is displayed in the Front-end display page of the web site.

Description text: Enter a description or instruction to the person sending the message from the Front-end. The description appears beneath the other details above and prior to the actual data entry fields of the message form.

E-mail Form: Select Hide or Show to set whether the e-mail data entry fields are displayed in the Contact display page or whether it is simply a static information page showing the details of the Contact only.

E-mail Copy: Select Hide or Show to set whether the 'Send a Copy of E-mail' check box is displayed in the Front-end of the web site. This option if allowed sends a copy of the e-mail to the Users e-mail address as entered in the e-mail address data field.

Drop Down: Select Hide or Show to set whether the drop down list of all Contacts within a particular Category is displayed in the Front-end display page of the web site.

Icons/Text: Select Icons, Text or None from the drop down list to set whether the Icons representing Address, E-mail, Telephone, Fax, and Miscellaneous Information will be displayed or whether they will be replaced with text instead, or not be shown at all.

Address Icon: Select the icon image to be displayed in the Front-end of the web site for the Address field, or select - Use Default - to stick with the template/system assigned image.

E-mail Icon: Select the icon image to be displayed in the Front-end of the web site for the E-mail field, or select - Use Default - to stick with the template/system assigned image.

Telephone Icon: Selectthe icon image to be displayed in the Front-end of the web site for the Telephone field, or select - Use Default - to stick with the template/system assigned image.

Fax Icon: Select the icon image to be displayed in the Front-end of the web site for the Fax field, or select - Use Default - to stick with the template/system assigned image.

Misc Icon: Selectthe icon image to be displayed in the Front-end of the web site for the Misc field, or select; - Use Default - to stick with the template/system assigned image.

Â NOTE: If an image other than those added with the default Joomla! installation is required they should be uploaded to the joomla_root/images/stories/ directory using the Media Manager (or alternatively an FTP program especially if there are a number of images to transfer)

Related Information:

Â Contact Manager
Â Contact Category Manager:

Â Contact: New or Edit
Â Contact Category: New or Edit

Â Menu Item: Component
Â Menu Item: Table - Contact Category

Â Menu Item: Link - Contact Item
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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