Section Manager

Last Updated Sunday, 15 April 2007

Type:

com_sections

Access:

menu=>Content=>Section Manager

or

Quick Icon=>Section Manager

User Level:

Manager; Administrator; Super Administrator.

Screenshot:

Section Manager

Description:

The Section Manager is the main control screen for the creation and subsequent control of all the Sections in the Joomla! web site. All the Sections that have been created for the web site are displayed here.

Toolbar:

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

Unpublish: Check the check box next to the Section that is to be Unpublished (not displayed).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

Copy: Check the check box next to the Section to be copied. Click the Copy icon. The Copy Section screen will open. Click multiple check boxes to copy several Sections at the same time.

Delete: Check the check box next to the Section to be deleted. Click the Delete icon to delete the Section selected. A cautionary pop up dialogue will appear asking for confirmation of the proposed deletion. Click the OK button to delete the Section. Select the Cancel button to abort the delete operation.

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

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

Edit: Check the check box next to the Section that is to be edited. Click the Edit icon to edit the details and parameters of an existing Section. The Section: Edit [section_name] screen will open.

New: Click the New icon to create a new Section. The Section: New screen will open.

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 Section Manager.

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

NOTE: A padlock icon replacing the Check box next to the Section Name shows that the item is already checked-out. To check the Section 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 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.

Section Name: This is the name of the Section as it appears at the top of the display page when viewed.

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

- The Published icon identifies that a Section is published. Clicking this icon will unpublish the Section.
- The Unpublished icon identifies that a Section is unpublished. Clicking this icon will publish the Section.

Reorder: Change the order that the Sections are displayed within the Section Manager. Click the up or down direction mini-icons to increase, or decrease, the Section's position in the list by one. Repeat as necessary.

Order: If you wish to change the order of the Sections 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.

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

Categories: This column shows the number of Categories that have been created within this Section.

Active: This column shows the number of active (Published and Unpublished) Content Items that have been created in all Categories within the Section. This count does not include Content Items that have been Archived or Trashed.

Trash: This column shows the number of Content Items that were created within this Section but that have since been consigned to the Trash Manager.

Filter:

By Section: To refine a display from a single list of all Categories in all Sections, select a Section Name from the drop down list. Only Categories from that particular Section will now be displayed in the Section Manager. To reset the filter select the - Select Section - title from the list.

Related Information:

Copy Section
Category Manager

Section: New
Archive Manager

Section: Edit
Trash Manager

Content Items

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