Contact Manager

Last Updated Monday, 09 April 2007

Type:

com_contact

Access:

menu=>Components=>Contacts=>Manage Contacts

User Level:

Administrator; Super Administrator.

Screenshot:

Contact Manager

Description:

The Contact Manager provides the capability to create and manage a Contacts directory with regard to the Contacts within the web site under development.

Toolbar:

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

Unpublish: Check the check box next to the Contact that is to be Unpublished (not displayed).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

Delete: To delete a Contact, check the check box next to the name of the Contact 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, and the Contact 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 return to the Contact Manager screen. It is possible to delete more than one Contact at a time simply by checking more than one check box.

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

New: Click the New icon to create a new Contact . The Contact: 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 Contact Manager.

Check Box: The column of check boxes are the means by which individual Contacts 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 Name.

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

Name: This is the name of the Contact added when the Contact Item was created. It can be a person, department, or whatever else is required. This is the Name that will be displayed in the Front-end of the web site.

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

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- The Unpublished icon identifies that a Contact is unpublished.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

Reorder: Change the order that the Contact Items will be displayed within the target Contact display page in the Front-end as well as the drop down selector list. Click the up or
down direction mini-icons to increase, or decrease, the Contact Item's position in the list by one. Repeat as necessary.

Category: This column displays the Category - as created in the Category Manager: [Component: Contact].

Linked to User: The Contact may in fact be just a mailbox, that is configured to forward e-mails, using an external mail program, to other parties or it may be linked directly to a Registered User.

If the Contact is linked to a Registered User there Username will appear in this column. It is possible to directly open, and edit, a Registered Users profile from within the Contact Manager, simply by clicking upon the name.

A Registered User can be linked to more than one Contact. One Contact Item, however, cannot be linked directly to more than one Registered User.

Filters:

Filter: Enter a keyword that the Filter should identify within
the Contact Item Title in order to reduce the results output within the
Contact Item Manager list screen. To clear the Filter delete the entry
in the Filter field.

NOTE: It
is possible to refine the listing further by using a combination of all
filters. Always start with the Category, then the Filter field. Failure to do this will remove
the selection of the lower level choice.

Select Category: Select the Contact Item Category, from the drop down list of all Contact Categories, that should be

displayed in the current display. This makes Contact Item selection
easier. To reset the list choose the - Select Category - entry in the drop down list.
Related Information:

Â Category Manager: [Component: Contact]
Â Menu Item: Component

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

Â Contact Category: New or Edit
Â 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!

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The User Documentation Team