

Web Link Manager

Last Updated Monday, 09 April 2007

Type:

com_weblink

Access:

menu=>Component=>Web Links=>Web Link Items

User Level:

Administrator; Super Administrator.

Screenshot:

Web Link Manager

Description:

The Web Link Manager lists and provides access to the controls necessary to edit, create, and generally control the Web Links displayed in the Front-end of the web site. Any Web Link that is added via the Front-end will be displayed here, unpublished, and ready for editing, publishing, or deletion as appropriate.

Toolbar:

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

Unpublish: Check the check box next to the Web Link that is to be Unpublished (not displayed).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

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

Edit: Click the name of the Web Link to be edited, or select the check box next to the name and click the Edit icon. This opens the selected Web Link file in the Web Link: Edit screen.

New: Click the New icon to create a new Web Link . The Web Link: New screen will be displayed.

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 Web Link Manager.

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

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

Title: The name that identifies the Web Link and is used as its heading in displayed pages.

Clicking the Web Link name opens the Web Link Manager in edit/view mode. This allows the details of the Web Link to be changed if necessary using the information above.

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

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

Reorder: Change the order that the Web Link will be displayed within the Web Link Manager. Click the Up or Down direction mini-icons to increase, or decrease, the Web Link's position in the list by one. Repeat as necessary. The list is also sorted by the Category to which the Web Link belongs.

Category: This column shows the Category to which the Web Link has been assigned. Click on the Category Name to open the Category in the Category Manager [Component: Web Link].

Hits: This column shows the number of times the Web Link has been clicked upon.

Filter:

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

Select Category: Select the Web Link Category, from the drop down list of all Categories, that should be displayed in the current display. This makes Web Link selection easier. To reset the list choose the - Select Category - entry in the drop down list.

Related Information:

Web Link Category Manager
Menu Item: Table - Web Link Category

Web Link: New/Edit
Menu Item: Component [Web Links]

Web Link Category: New or Edit

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