

## Web Link Manager: New or Edit

Last Updated Monday, 09 April 2007

Type:

com\_weblinks

Access:

menu=>Components=>Web Links=>Web link Items=>Web Link Manager->New (or Edit)

User Level:

Administrator; Super Administrator.

Screenshot:

Web Link: New

Web Link: Edit

Description:

These screens allows the creation of a new Web Link or the editing of an existing Web Link.

Toolbar:

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

**Cancel:** Clicking Cancel at any point ends the current Web Link creation session and returns the display to the Web Link Manager screen. Any changes made since the session commenced will be lost and the new Web Link will not have been created. Not available in the Web Link: Edit screen.

**Close:** Click the Close icon at any point to end the current editing session and return to the Web Link Manager screen. Any changes made since the session commenced will be lost. Not available in the Web Link: New screen.

**Help:** Click the Help icon at any time to view this Help Screen.

**Details:**

**Name:** Enter the name of the web site or other descriptive name for the Web Link being created or edited.

**Category:** Select the Web Link Category that this new Web link Item is to be assigned to from the displayed list of all Web Link Categories.

**URL:** Enter the URL of the web site to which this Web Link is to be directed.

**Description:** Enter a brief description of the target web site. Ensure that the description is relevant and informative. This information can be displayed alongside the Web Link within the target display page if the option is selected within the Menu Item.

**Ordering:** Select the position the Web Link will have within the displayed list of all Web Links within the Web Link Manager. The Web Links will be displayed grouped together by Category and then by the position selected. This will affect how the Web Link appears in the Front-end display as well. Ordering is not available for a new Web Link until it has been saved for the first time.

**Published:** Select No or Yes to set whether the Web Link is published and therefore available for display in the Front-end of the web site. For Web Links created in the Back-end the default is Yes. For Web Links created in the Front-end the default is No.

**Parameters:**

**Target:** Select how the Web Link target site will be displayed when a User clicks on the Web Link. Select the required option from the displayed drop down list:

- Parent Window With Browser Navigation - Opens the Web Link target page within the current browser window.

- New Window With Browser Navigation - Opens the Web Link target page in a new instance of the browser window, with the normal toolbars and menus displayed.

- New Window Without Browser Navigation - Opens the Web Link target page in a new instance of the browser window, without the normal

toolbars and menus being displayed.

Related Information:

Web Link Manager

Menu Item: Table - Web Link Category

Web Link Category Manager

Menu Item: Component [ Web Links ]

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