

## *Home Page Manager Feature in Detail*

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Used by administrative users to configure Home page settings. Home Page Settings are stored as collections.

Home Page Manager feature benefits include:

- Provides easy method to configure and manage the content of your home page.
- Easily manage the layout and style of your Home page.
- Huge selection of pre-defined templates.
- Automatic formatting to fit selected template.
- Ability to add your own custom templates.
- Provides option to use greeting content created with other tools or to create using PORTALPRODIGY's Document Editor.
- Provides options to include pictures.
- Easy insertion of automated links to other pages and PORTALPRODIGY Feature Components.
- Option to include Site Search on Home page.
- Option to include Product Search on Home page.
- Option to promote and provide automated links to Events on Home Page.
- Option to promote and provide automated links to News Articles on Home Page.
- Option to promote and provide automated links to Resource Documents on Home Page.
- Option to promote and provide automated links to Products on Home Page.
- Information is instantly published and all content on Home Page is automatically updated when content such as News, Events, Products, etc. are updated.
- Eliminates need to know HTML or to have programming skills, i.e. anyone can use it.
- Easy to makes changes and add additional information.

- Provides tools for Search Engine Optimization.
- Create Home page collections that can be reused for holidays, promotions, themes, etc.

Some of the components of the Greeting Page feature, discussed in detail in this chapter, are:

**{Need to update the following}**

**Greeting Management page:**

Source Type options:

- Use date specified below
- Imported Custom page

Greeting Custom Page options

Splash Page options

Greeting Message with HTML

Document Editor option

Available Tags

Image Text

Image Options

Original File Name

Include Greeting on Home Page option

Include Product Search option

Include Events Mini Browser option

Events Mini Browser Order option

Include News Mini Browser option

News Mini Browser Order option

Include Resources Mini Browser option

Resource Mini Browser Order option

Resource Mini Browser Style options:

- Aligned Single
- Aligned Double
- Staggered Single
- Staggered Double
- Four Per Row

Include Products Mini Browser option

Products Mini Browser Sort option

Products Mini Browser Style options:

- Aligned Single
- Aligned Double
- Staggered Single
- Staggered Double
- Four Per Row

Save option

Print option

Cancel option

Close option

## 1.1 The Visitor Experience

The combination of chosen template styles and settings for the Home page, affect what the visitor sees on your Website's Home Page. The Home Page can contain images, HTML formatted text, plain text, hypertext links, menu bars, drop down menus, side menus, and mini browsers. Customized Mini Browsers can be created and inserted on the Home page. Customized Mini Browsers can contain images, text, and hypertext links. Special Mini Browsers can be inserted to display Products, Resources from the Document Resource Library, News, and Events. See the Chapter titled Features Menu in Detail for detailed explanation and instructions how to create Mini Browsers using the Mini Browser Builder.

## 1.2 Components

The following components are used to create and manage Home Page.

### 1.2.1 Home Page Manager page:

The Home Page Manager is used to configure your Home page settings.



Users of PortalProdigy prior to the addition of Page Management and THTML, note that this page replaces the former Greeting Management page.

**Selected Settings section:**

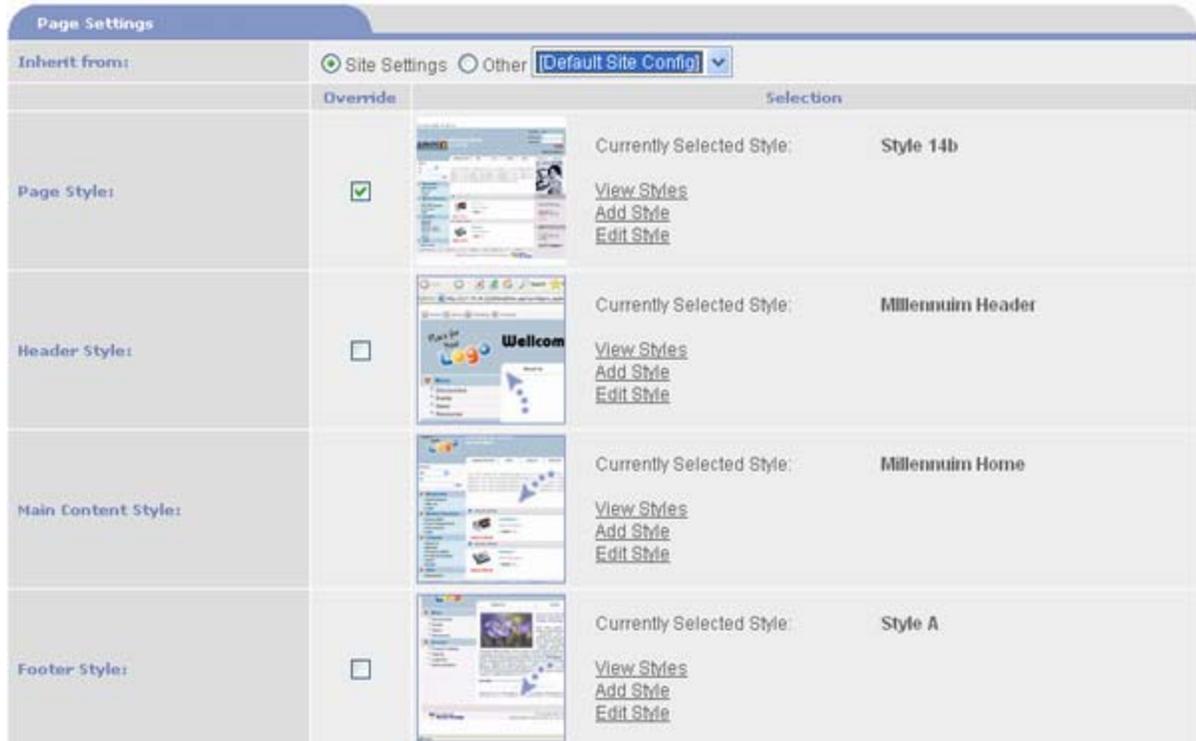


The screenshot shows the 'Home Page Manager' interface. At the top, there is a header 'Home Page Manager'. Below it, a section titled 'Selected Settings' is highlighted. This section contains two rows of settings. The first row is labeled 'Name:' and has a dropdown menu showing '[Default Home Config]' and a button labeled 'Add New'. The second row is labeled 'Use As Active Settings:' and has a dropdown menu showing 'Yes'.

- **Name** – lists names of Home Page Collections. Your new site will default to the collection “[Default Home Config]”. To create a new Home Page Collection, click the  button. You may create as many Home Page Collections as you like. E.g. you may want to create different settings for “Christmas”, “Easter”, “Independence Day”, “Halloween”, “Winter”, “Spring”, “Summer”, “Fall”, etc. When the Home Page Management page is first opened, it displays the Home Page Collection that it is set as the Active Home Page. To retrieve an existing Home Page Collection, select it from the drop down list box. Selecting a different collection will refresh the page, displaying the settings for the selected collection.
- **Use as Active Home Page** – set to “Yes” to make the selected Home Page Collection the active Home Page for the site. This will apply the selected Home Page Collection to your website.

**Page Settings section:**

This section is used to configure the Home Page Collection.



- **Inherit From** – used to select a collection to inherit settings from. Inherited settings can be individually overridden by checking the Override checkbox. Inherit From offers the following choices:
  - **Site Settings** – select to inherit the active Site Settings Collection.
  - **Other** – select a collection from the list box.

To override an inherited setting make sure that you check the Override checkbox after selecting a style; otherwise your change will be reset to the inherited value.

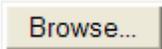
- **Page Style** – determines the general page layout and design. A thumbnail of the selected Page style is displayed along with its name and the options [View Styles](#), [Edit Style](#), and [Add Style](#). Use [View Styles](#) to select a Style. It opens the Style Selection page which displays the available Page Styles. PortalProdigy ships with a variety of Standard Styles for you to choose from, plus you can create your own Custom Styles. See the Style Selection section of this chapter for a detailed explanation how to use the Style Selection page. [Edit Style](#) opens the selected style in Style Manager. Using Style Manager you can view and edit the style's code. See the Style Manger section of this chapter for a detailed explanation of how to use the Style Manager. [Add Style](#) opens the Style Manager in add new mode so you can upload a new Custom Style. When you select a different Page Style, the Header and Footer Styles are automatically synchronized to match the selected Page Style.
- **Header Style** – determines the design and layout of the Header. Displays a thumbnail of the selected Header style along with the options [View Styles](#), [Edit Style](#), and [Add Style](#). These options work the same as for Page Style. Use [View Styles](#) to select a Header Style.

- **Main Content Style** – determines the design and layout of the Content Section. Displays a thumbnail of the selected Main Content style along with the options View Styles, Edit Style, and Add Style. These options work the same as for Page Style. Use View Styles to select a Main Content Style.
- **Footer Style** – determines the design and layout of the Footer. Displays a thumbnail of the selected Footer style along with the options View Styles, Edit Style, and Add Style options. These options work the same as for Page Style. Use View Styles to select a Footer Style.

Color Scheme:	<input type="checkbox"/>	Millennium	Add New	Edit
Header Collection:	<input type="checkbox"/>	Primary	Add New	Edit
Left Side Bar Collection:	<input type="checkbox"/>	Primary	Add New	Edit
Main Content Collection:	<input type="checkbox"/>	Primary	Add New	Edit
Right Side Bar Collection:	<input checked="" type="checkbox"/>	Right Home	Add New	Edit
Footer Collection:	<input type="checkbox"/>		Add New	Edit
Greeting:	<input type="checkbox"/>	<pre>&lt;EM&gt;&lt;STRONG&gt;&lt;FONT size="100"&gt; &lt;P style="MARGIN-TOP: 22px; MARGIN-LEFT: 20px; LETTER-SPACING: 1.5pt; TEXT-ALIGN: left" align=center&gt;&lt;STRONG&gt;&lt;FONT face="Arial, Helvetica, sans-serif" color=#666666 size=3&gt;&lt;/P&gt;&lt;/FONT&gt;&lt;/STRONG&gt;&lt;/FONT&gt;&lt;/STRONG&gt;&lt;/EM&gt; &lt;TABLE style="WIDTH: 589px; HEIGHT: 94px" borderColor=#330000 cellSpacing=0</pre>		
Greeting Tags:	<input type="checkbox"/>	<pre>&lt;%User Defined:Link Text = URL%&gt; &lt;%About Us%&gt; &lt;%Administration%&gt; &lt;%Ask The Expert%&gt; &lt;%Biographies%&gt;</pre>		
Greeting Image:	<input type="checkbox"/>		Browse...	
Greeting Image Title:	<input type="checkbox"/>			

- **Color Scheme** – Use the list box to select a Color Scheme Collection. Color Schemes allow you to manage the colors used on your website. The **Add New** button is used to create a new Color Scheme Collection. The **Edit** button is used to edit the selected Color Scheme Collection. See the Color Manager section of this Chapter for a detailed explanation of the Color Manager page.
- **Header Collection** – use the list box to select a Header Collection. Header Collections allow you to manage the components displayed in the page header. Components include menus, search option, login option, etc. The **Add New** button is used to create a new Header Collection. The **Edit** button is used to edit the selected Header Collection. See the Header Collection Manager section of this Chapter for a detailed explanation of the Header Collection Manager page.
- **Left Side Bar Collection** – if the Page Style you have selected contains a left side bar, use this list box to select a Left Side Bar Collection. Left Side Bar Collections allow you to manage the components displayed in the left side bar of the page. Components include menus, promotion inserts, event inserts, news inserts, etc. The **Add New** button is used to

create a new Left Side Bar Collection. The  button is used to edit the selected Left Side Bar Collection. See the Side Bar Collection Manager section of this Chapter for a detailed explanation of the Side Bar Collection Manager page.

- **Main Content Collection** – use the list box to select a Main Content Collection. Main Content Collections allow you to manage the components displayed in the main content section of the Home page. Components include greeting, news mini browser, events mini browser, products mini browser, etc. The  button is used to create a new Main Content Collection. The  button is used to edit the selected Main Content Collection. See the Main Content Collection Manager section of this Chapter for a detailed explanation of the Main Content Collection Manager page.
- **Right Side Bar Collection** – if the Page Style you have selected contains a right side bar, use this list box to select a Right Side Bar Collection. Right Side Bar Collections allow you to manage the components displayed in the right side bar of the page. Components include menus, promotion inserts, event inserts, news inserts, etc. The  button is used to create a new Right Side Bar Collection. The  button is used to edit the selected Right Side Bar Collection. See the Side Bar Collection Manager section of this Chapter for a detailed explanation of the Side Bar Collection Manager page.
- **Footer Collection** – use the list box to select a Footer Collection. Footer Collections allow you to manage the components displayed in the page footer. Components include menus, search option, login option, etc. The  button is used to create a new Header Collection. The  button is used to edit the selected Header Collection. See the Header Collection Manager section of this Chapter for a detailed explanation of the Header Collection Manager page.
- **Greeting** – this field is used to enter your Greeting Message that gets displayed in the Greeting Component within the main content section of the Home Page. Be sure to select the Greeting Component using Main Content Collection Manager. The Greeting can be entered as text directly into this memo field or the  option may be used to create the Greeting Message using Portal Prodigy's HTML Editor.
- **Greeting Tags** – when inserted into the Greeting Message these tags create links to features. Each tag begins with <% and ends with %>, e.g. <%Browse Resources by Category%>. The entire contents of the tag including the <% and %> must be inserted into the Greeting Message.
- **Greeting Image** – click on  button to select a JPG or GIF image file to be displayed in the content section of the Home page, next to the Greeting.
  -  - used to delete the image.

- **Greeting Image Title** – used to enter a caption to be displayed below the Greeting Image.

**Search Engine Settings section:**

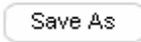
Search Engine Settings		
	Override	Selection
Page Title:	<input type="checkbox"/>	Website, eCommerce, Web Portal, & Business Management Solutions - Brolin Software
Meta Tag Description :	<input type="checkbox"/>	Brolin provides Website, eCommerce, Web Portal, & Business Management Solutions for small to medium size business. We make highly functional websites with search engine optimization, online content management, e-commerce, customer service, and backoffice automation affordable to every business.
Meta Tag Key Words:	<input type="checkbox"/>	Website solutions, eCommerce solutions, E Commerce solutions, E-Commerce Software, ecommerce software, PortalProdigy, Portal Prodigy, storefront, web design, web sales catalog, selling on the web, webportals, web portals, business management solutions, backoffice management, back office management, content management, enterprise software solutions, custom software development, web builder, website builder, custom
Script:	<input type="checkbox"/>	

- **Page Title** – use to enter the Page Title for the Home page. The Page Title is displayed in the browsers title bar. Page Titles play an important role in search engine ranking.



- **Meta Tag Description** – use to enter a default Meta Description to be inserted in the Home page. Meta Descriptions are used by search engines to index and rank web pages. They are not visible to the user.
- **Meta Tag Keywords** – use to enter default Meta Keywords that will be inserted into your Home page. Meta Keywords are used by search engines to index and rank web pages. They are not visible to the user.
- **Script** – use to enter script that will be inserted into your home page. This can be a combination of HTML and Java Script. This is typically used to enter scripts for tracking purposes such as ad word tracking, traffic analysis, etc.

**Option buttons:**

	Saves the Home Page Collection.
	Save the Home Page as a new collection. Prompts to enter a Home Page Collection Name as follows: 
	Deletes the Home Page Collection.
	Prints the page to the user's local printer.
	Displays an example page using the Home Page Collection.
	Closes the page without saving or updating values.
	Closes the page and prompts to save the data.

**1.2.2 Style Selection page:**

Use to select a style for a Page, Header, Main Content, or Footer. PortalProdigy ships with a variety of Standard Styles for you to choose from, plus you can create your own Custom Styles. Custom and Standard Styles are listed on separate tabs.

## Style Selection

Custom	Standard
 <p>Large Image</p>	<p>Style 1a <a href="#">Select</a> <a href="#">View Style HTML</a> <a href="#">Instructions</a></p>
 <p>Large Image</p>	<p>Style 2a <a href="#">Select</a> <a href="#">View Style HTML</a> <a href="#">Instructions</a></p>

- **Large Image** – click to view enlarged picture of style.
- **Select** – click to select the style. This will cause the Style Selection page to close and the Page Manger page will be updated with your selection.
- **View Style HTML** – click to view the style’s HTML code as shown below:

Style 1a HTML

```

<HTML>
<HEAD>
<TITLE>%%PageTitle%%</TITLE>
<META http-equiv=Content-Type content="text/html; charset=windows-1251">

<META content="" name=Description>
<META content="" name=keywords>
<META http-equiv=Cache-control content=no-cache>
<META content="MSHTML 6.00.3790.0" name=GENERATOR>

<LINK href="HTML1_files/styles.css" type="text/css" rel="stylesheet">
<LINK href="images/calendar.css" type="text/css" rel="stylesheet">
<BROLINTAG name="ColorScheme" type="object" />

<SCRIPT language=JavaScript src="images/js/DialogBox.js" type="text/javascript"></SCRIPT>
<script type="text/JavaScript">%%script%%</script>

</HEAD>
<BODY onload="%%onload%%" onkeydown=javascript:hotKeys(event);>
<TABLE width="100%" height="100%" cellSpacing=0 cellPadding=0 border=0>
<TR>
<!-- Start First TD -->
<TD align="left" valign="top" width="180">

<table width="100%" height="100%" border="0" cellspacing="0" cellpadding="0">
<tr>
<td height="120" align="left" valign="middle"><img src="" id=svg#Logo1></td>
</tr>
<tr>
<td align="left" valign="top" class="BrolinLeftSide">

%%LeftSideBar%%
<BROLINTAG name="SideBarMenu" type="object" title="Style A">
<TABLE cellSpacing=0 cellPadding=0 width="100%" border=0 valign="top">
<BROLINTAG name="MenuTopics" type="repeater">
<TR>
<TD class=BrolinSideMenuDark align=left width="100%" height=21>%%Topic%%</TD></TR>
<TR>
<TD class=BrolinSideMenuLight align=left width="100%" height=10></TD></TR>
<BROLINTAG name="MenuItems" type="repeater">

```

- **Instructions** – click to view instructions for using the style. Instructions may include information such as dimensions.

**Option buttons:**

<input type="button" value="Add New"/>	Opens Style Manager to load a new Style.
<input type="button" value="None"/>	Closes the Style Selection page and sets the selection to no value.
<input type="button" value="Cancel"/>	Closes the page without updating the Style selection.

**1.2.3 Style Manager page:**

Use to add and update Styles. Styles are used to specify the design of web pages and the various components displayed in web pages.

**Style section:**



- **Style Name** – use to enter a name for the style.
- **Add File** – use to upload a style from an HTML file. A copy of the file will be registered and stored in the Document Resource Library. It can be checked in and out of the library for editing and copying.
- **File Name** – after a file has been uploaded the original file name is displayed here along with the following options:
  -  - use to view or open the file. If your browser supports opening the file, it will be opened in a new browser window.
  -  - use to upload a new version of the file, replacing the previous version.
  -  - use to checkout the file for editing.
  -  - use to open the file in the PORTALPRODIGY Document Editor.
  -  - use to attach a file that already exists in the Document Resource Library. Either enter a Document ID into the text box or click on the  lookup icon to use the Search For Documents feature to locate and select an existing Style.
- **HTML** – you may paste the HTML for a style directly into this memo field in lieu of uploading from a file.

**Additional Options section:**

**Additional Options** Type: HEADER

Thumbnail image:  Browse... Style17HeaderStyle.jpg 

Large image:  Browse... Style17HeaderStyle\_.jpg

Instructions:

Available Tags:

Tag	Class	Example
<b>Header Collection Elements</b>	style	
LoginForm	style	 <input type="text" name="LoginForm" type="object">
logForm	form	<form name="logForm" action="log.asp? uri=900&igt=0&log=1" method=post>
LoginName	control	<input name="LoginName">
password	control	<input name="password" type=password>
submit	control	<a onclick="document.logForm.submit();">
SearchForm	style	 <input type="text" name="SearchForm" type="object">
SSearchForm	form	<form name="SSearchForm" action="main.asp? uri=1001&fi=1" method=post>
SearchFor	control	<input name="SearchFor">
submit	control	<a onclick="document.SSearchForm.submit();">
DocSearchForm	style	 <input type="text" name="DocSearchForm" type="object">

- **Thumbnail Image** – use to load a thumbnail image of the Style. This image will be displayed on the Style Selection page and in Page Manger when the Style is selected.
- **Large Image** - use to load an enlarged image of the Style. This image will be viewable from the Style Selection page.
- **Instructions** – use to enter instructions regarding the use of the Style.
- **Available Tags** – lists the THTML tags that are available for use in the Style for the applicable component type.

**Option buttons:**

<input type="button" value="Save"/>	Saves the page. If a file was selected it will be uploaded as part of the save process.
<input type="button" value="Save As"/>	Save As is used to create a new Style by copying the current Style. It will prompt for a name and save the Style under the new name.
<input type="button" value="Custom Values"/>	Opens Component Style Custom Values page which is used to enter and upload custom values used in the Style.
<input type="button" value="Components Verification"/>	Opens Component Style Verification page which is used to verify sub-component styles found within the uploaded style. See the section of this Chapter titled Component Style Verification Page for additional details.

<input type="button" value="Print"/>	Prints the page to the user's local printer.
<input type="button" value="Close"/>	Closes the page and prompts to save the data.

## 1.2.4 Collection Manager page:

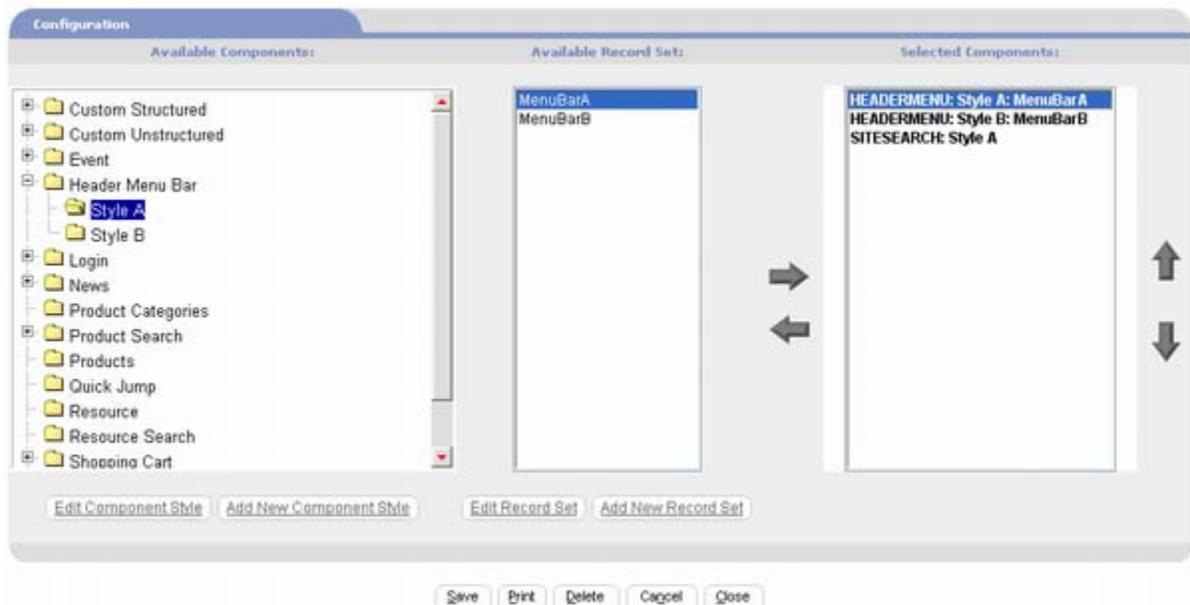
Use to create a collection of components that are to be displayed either in the Header, Footer, Side Bar, or Main Content section of a page. Collection Manager is also used to select record sets for components such as menus.

### Collection Details section:



- **Name:** use to enter a name for the collection.
- **Page Style:** use to view Components Styles for a different Page Style. By default it displays the selected Page Style. In most cases you do not want to change this because Component Styles are part of a Page Style's matched set which assures that the Component Styles will fit the Page Style.
- - use this option to create a copy of the collection.

### Configuration section:



- **Available Components** - use to select Components and Styles. The first level of the tree lists Component Types. The second level of the tree lists Styles for the associated Component Type. In the cases where only a Component Type is listed, you may select the Component Type rather than a Style. If one or more Styles are listed for the Component, you must select one of the Styles in order to include the Component in your collection.
- **Available Record Set:** use to select a Record Set (data) for the selected Component. When the word “Automatic” is displayed it means the system will automatically select the record set based on criteria that is built into the system. Currently Custom Structured Mini Browsers and Menus support user defined record sets. Record sets for Menus are created using Menu Builder. Record sets for Mini Browsers are created using Mini Browser Builder.
- **Selected Components** – displays the Collection’s Components and Styles. Use to change the order of Components and remove them from the Collection.



- - use to select a Component (or combination of Component, Style and Record Set). Highlight an Available Component or Component Style, highlight an Available Record Set, then click this button to add your selections to Selected Components.



- - use to deselect a Component. Highlight a Selected Component and click this button to remove it from the Collection.



- - use to move a Selected Component up in order displayed. Highlight a Selected Component and click this button to move it up. For menus in headers and footers, the selection order determines which menu bar the style and record set are applied to.



- - use to move a Selected Component down in order displayed. Highlight a Selected Component and click this button to move it down.

[Edit Component Style](#)

- - use this option to edit a Component’s Style. In Available Components highlight the Component Style that you want to edit then click the Edit Component Style button.

[Add New Component Style](#)

- - use this option to add a new Component Style. In Available Components highlight the Component type that you want to add a new style for and click the Add New Component Style button.

[Edit Record Set](#)

- - use to edit a Record Set. Highlight the Record Set and click the Edit Record Set button to open the applicable Builder page.

- **Add New Record Set** - use to create a new Record Set. Highlight a Component Type and click the Add New Record Set button to open the applicable Builder page.

**Option Buttons:**

<b>Save</b>	Saves the collection.
<b>Print</b>	Prints the page to the user’s local printer.
<b>Delete</b>	Deletes the collection.
<b>Cancel</b>	Closes the page without saving the collection.
<b>Close</b>	Closes the page and prompts to save the collection.

**1.2.5 Component Style Verification page:**

Use to verify sub-component styles found within the uploaded style. Styles are listed by Name and Type along with checkbox to Add/Update them. Check each Style that you want to add or update. Styles left unchecked will be ignored.

### Component Style Verification

The Page Style you are uploading contains the following Component Styles. Please verify that they are correct and check Add/Update checkbox for each Component Style that you want to add or update in the system.

Page Style Brolin Header		
Name	Type	Add/Update?
Style A	HEADERMENU	<input type="checkbox"/>
Style B	HEADERMENU	<input type="checkbox"/>
Style A	SITESHARCH	<input type="checkbox"/>
Style A	PRODSEARCH	<input type="checkbox"/>

Select All   DeSelect All   Register   Cancel

**Components section:**

- **Name column:** lists the style name.
- **Type:** lists the component type.

- **Add/Update?:** when checkbox is checked the component style will be added if new or updated if one already exists for the same name. When the checkbox is unchecked the component style will be ignored.

**Option Buttons:**

<input type="button" value="Select All"/>	Checks all checkboxes.
<input type="button" value="DeSelect All"/>	Un-checks all checkboxes.
<input type="button" value="Register"/>	Adds/updates the component styles that are checked.
<input type="button" value="Cancel"/>	Closes the page without saving the collection.

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## 1.3 Feature Administration

Configuring your Home Page is typically the next step after configuring Site Settings. See the chapter of this guide titled PortalProdigy Page Anatomy for a detailed explanation how PortalProdigy assembles a page and the various options that are available to you. If you are creating Custom Styles you will also want to see the Guide to PortalProdigy THTML and Page Management for Web Designers.

Start by configuring the default Home Page Collection named [Default Home Config]. You may want to create additional Home Page Collections for various purposes such as for holiday and seasonal themes. You may also want to create additional Collections in order to experiment with the design. Home Page Collections are inactive and not used by your website until activated. It may help you to think of Activating a Collection as telling the system to publish it to your live website. Only one Home Page Collection can be active (published) at a time. When you activate a Home Page Collection, the previously active Collection is automatically deactivated. Activating a Collection is easy. See the Tutorial in the next section.

The Preview option located on the Home Page Management page allows you to view how a Collection will appear. So if you want to experiment, create a new collection and use the Preview option to view it. This will not affect your live website.

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## 1.4 Tutorials

The following are tutorials for the task of configuring and managing your Home Page

## 1.4.1 How to Configure Home Page:

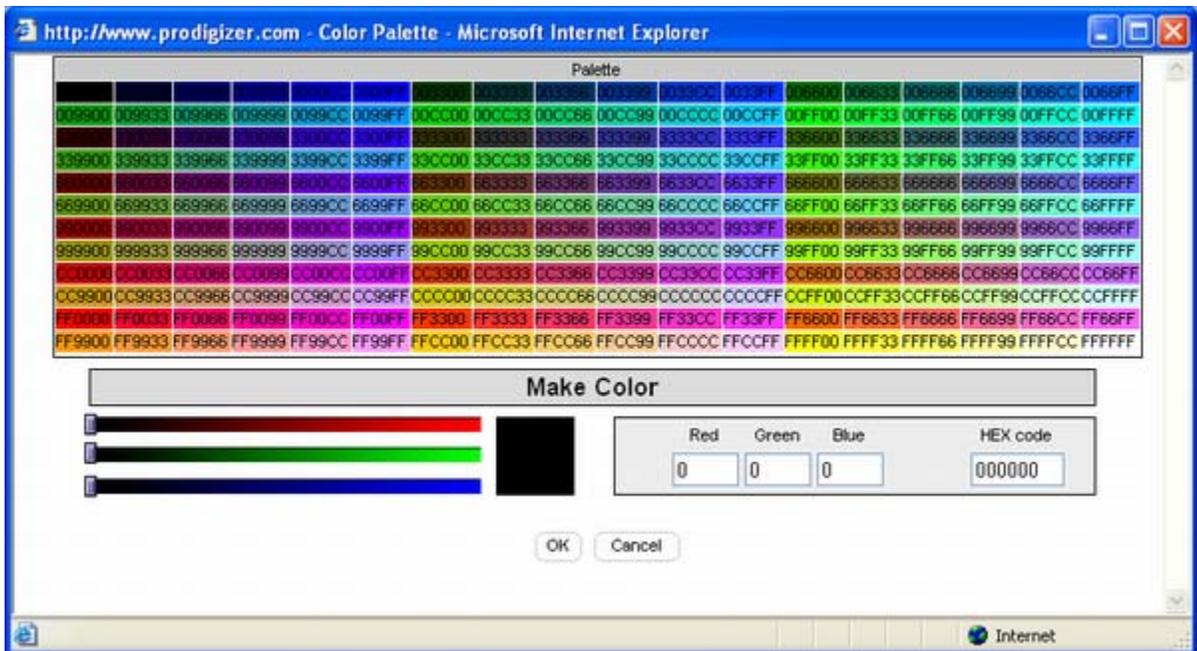
Describes step-by-step how to configure Home Page.

- From the Site Administration Menu select “Home Page”  
- Click on the Page Style option “View Styles”  to open the Style Selection page and select a Page Style.
- Browse the Page Styles listed on the Standard tab.
- When you find one that you like, click the “Select”  option.
- Repeat the same process for the Header Style and the Footer Style.
- Click the Color Scheme “Edit”  button to open Color Manager and configure a color scheme.



The image shows the 'Color Manager' interface. It has two main sections: 'Color Scheme' and 'Page'. The 'Color Scheme' section has a 'Scheme Name' field with the value '[Default Blue]'. The 'Page' section is divided into 'Background Color' and 'Font Color' columns. Under 'Background Color', there are two rows: 'Background' with a hex code input field containing '#FFFFFF' and a color palette icon, and 'Scroll Bar' with a blue color swatch and a color palette icon. Under 'Font Color', there are two empty input fields, one for the 'Background' row and one for the 'Scroll Bar' row.

- Select Background and Foreground (Font) colors for each option. You have the choice of manually entering the color’s hexadecimal code or using the Color Palette by clicking on the  icon.



- When using the Color Palette to select a Color, click the color then be sure to click the Ok button after making your selection. The Ok button is located at the bottom of the Color Palette window.
- When finished with your color selections, click the Color Manager page’s Close button and be sure to answer “Yes” to save your changes.
- Click the Header Collection “Edit”  button to open Header Collection Manager and select components such as menu bars to be included in your header.
- The number of menus and their type is determined by the Header Style that you have chosen. For this tutorial let’s presume that your Header Style contains a single menu bar which uses drop downs.
- Highlight Header Menu Bar 1 in the Available Components.
- Click the “Add New”  button to create a new Record Set for the Menu Bar.
- Create Menu Topics. See the chapter of the guide titled Menu Features in Details for an explanation of Menu Builder.
- Create Menu Items for each Menu Topic.
- Close Menu Builder.
- Highlight the newly added Record Set then click the right arrow  button to add the Component and Record Set to the Selected Components list.

- Browse the Available Components and add the ones you want included in your header such as Site Search, Login, etc.
- When finished with your Header Collection, click the Close button and be sure to answer “Yes” to save your changes.
- Repeat the same process for each Side Bar and for the Footer Collection. The Page Style determines if the template has either Left or Right Side Bars.
- Enter your copyright message in the Copyright field.
- Enter a title in the Report Title field that you want displayed on reports.
- Enter a title in the Admin Page Title field that you want displayed on Administrative Pages. Typically this is your organization’s name.
- Enter a title in the Title 1 field that you want displayed in your header as the primary title. This is typically your organization’s name.
- Enter a title in the Title 2 field that you want displayed in your header as the secondary title. This is typically your organizations slogan.
- Set Use Title to “Text”.
- Enter your organization’s mailing address, phone, FAX and email.
- Enter a title in the Page Title field.
- Enter a description of your website in the Meta Tag Description field.
- Enter a list of keywords for your website in the Meta Tag Keywords field.
- Click the Save button to save the collection.
- Click the Preview button view a sample page.
- Click the Close button to close the Home Page Management page.

## **1.4.2 How to Create a New Collection:**

- From the Site Administration Menu select “Home Page” option (4a).
- Click the Add New button.
- Enter a name for your new collection in the Name field.

a. Site Settings



- Save the collection by clicking the Save button.
- Follow the steps outlined in the tutorial How to Configure Home Page.
- Click the Close button to return to the Side Administration page.

### **1.4.3 How to Change the Active Collection:**

- From the Site Administration Menu select “Home Page” option (4a). The image shows a screenshot of a user interface element. It consists of a light gray rectangular button with the text "a. Site Settings" in blue font. To the right of the text is a small icon of a blue pencil inside a square box, indicating an edit or configuration function.
- Select the Collection name that you want to activate using the Name list box.
- Set Use As Active Settings to “Yes”.
- Save the collection by clicking the Save button.
- Click the Close button to return to the Side Administration page.

## **3.1 Special Situations**

No special situations have come to our attention as of the writing of this manual.

Part of the PortalProdigy success is you. As a member of the PortalProdigy community we welcome your contributions to the ongoing improvement and usage of the product. If you discover a solution to a special situation please email it to us at [support@portalprodigy.com](mailto:support@portalprodigy.com)

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## **3.2 Troubleshooting**

No problems have been documented as of this printing of the user guide.

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