

Site Settings Management Feature in Detail

Used by administrative users to configure default page settings. Site Settings are stored as collections. These collections can be inherited by other pages within your website. Configuring Site Settings is the first step when setting up a new website.

Site Settings Management feature benefits include:

- Centralized control of page settings and page design.
- Easily manage the layout and style of your web pages.
- Huge selection of pre-defined templates.
- Ability to add your own custom templates.
- Provides a place to manage commonly used information about your company,
- Provides tools for Search Engine Optimization.
- Allows you to manage browser page titles which are used by search engines for page and site rankings.
- Allow you to manage the meta tags inserted into your pages. Meta tags are read by search engines and play a role in how they index your website.
- Cascading inheritance model that makes it easy to implement changes.
- Ability to override individual settings for each web page.
- Create collections that can be reused for holidays, promotions, themes, etc.

Some of the components, fields and settings of the Site Settings feature, discussed in detail in this chapter, are:

{Insert list here}

1.1 The Visitor Experience

Site Settings provide default settings that affect what the visitor sees on your Website's pages. Site Settings determine default settings for both the design and content of your website. Site Settings can place images, HTML formatted text, plain text, hypertext links, menu bars, drop down menus, side menus, and variety of specialized mini browsers on any page within your website.

1.2 Components

The following components are used to create and manage site settings.

1.2.1 Site Settings Management page:

The Site Settings Management page is used to configure default page settings for your website.



Users of PortalProdigy prior to the addition of Page Management and THTML, note that the settings from Logo & Title Management page along with some of the settings from About Us Management page have been moved to Site Settings Management.

Settings Collection section:

- **Name** – lists names of Site Setting Collections. Your new site will default to the collection “[Default Site Config]”. To create a new Site Settings Collection, click the [Add New](#) button. You may create as many Site Setting 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 Site Settings Management page is first opened, it displays the Site Settings Collection that it is set as the Active Site Settings. To retrieve an existing Site Settings 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 Site Settings** – set to “Yes” to make the selected Site Settings Collection the active Site Settings for the site. This will apply the selected Site Settings Collection to your website. All pages that are configured to inherit from Site Settings shall inherit the active Site Settings Collection.

Selected Settings section:



This section is used to configure the Site Settings Collection.



- **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.
- **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.

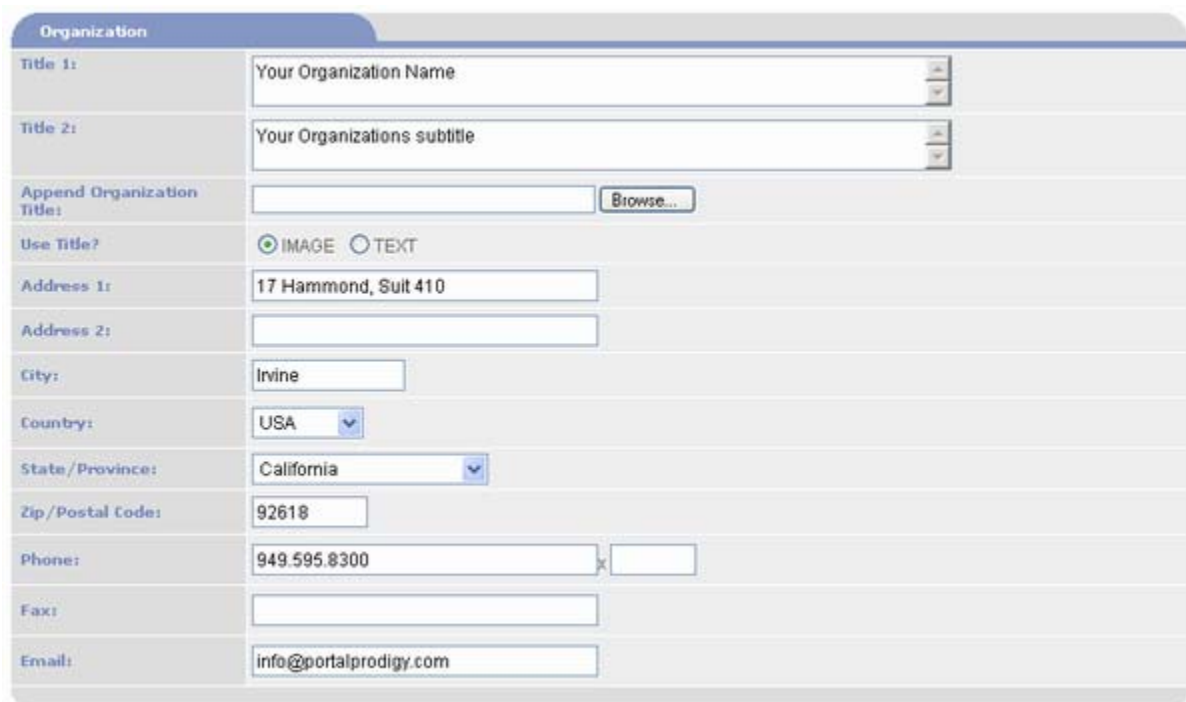
Color Scheme:	[DEFAULT]	Add New	Edit
Header Component Collection:	Primary	Add New	Edit
Left Side Bar Collection:	Primary	Add New	Edit
Right Side Bar Collection:		Add New	Edit
Footer Component Collection:	Primary	Add New	Edit
Character Set:			
Copyright:	©2000-2007 Your Organization		
Report Title:	Your Organization		
Admin Page Title:	PortalProdigy Site Administration		
Use Admin Header Image:	<input checked="" type="radio"/> Yes <input type="radio"/> No		

- **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 **Edit** 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.
- **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 **Add New** button is used to create a new Right Side Bar Collection. The **Edit** 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.

- **Character Set** – use to change the character set for your website’s web pages. The default value is “windows-1256” which is the standard character set for the English language. .
- **Copyright** – enter your copyright notice here. Standard Templates display the copyright notice in the footer of all pages.
- **Report Title** – this is the title that is displayed on your reports. Typically enter your Company Name here.
- **Admin Page Title** – this is the Page Title that is displayed on your Administrative pages. .
- **Use Admin Header Image** – set to “Yes” to display the admin mascot on the Site Administration Main Menu. In the near future we plan to offer a feature to load your own mascot. This is feature is just for fun. Live the Life!. Set to “No” to disable the mascot on the Site Administration Main Menu.

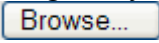
Organization section:



The screenshot shows a web form titled "Organization" with a blue header bar. The form contains several input fields and a "Browse..." button. The fields are labeled as follows: "Title 1:" with a text input containing "Your Organization Name"; "Title 2:" with a text input containing "Your Organizations subtitle"; "Append Organization Title:" with a text input and a "Browse..." button; "Use Title?" with radio buttons for "IMAGE" (selected) and "TEXT"; "Address 1:" with a text input containing "17 Hammond, Suit 410"; "Address 2:" with an empty text input; "City:" with a text input containing "Irvine"; "Country:" with a dropdown menu showing "USA"; "State/Province:" with a dropdown menu showing "California"; "Zip/Postal Code:" with a text input containing "92618"; "Phone:" with a text input containing "949.595.8300" and a small "x" icon; "Fax:" with an empty text input; and "Email:" with a text input containing "info@portalprodigy.com".

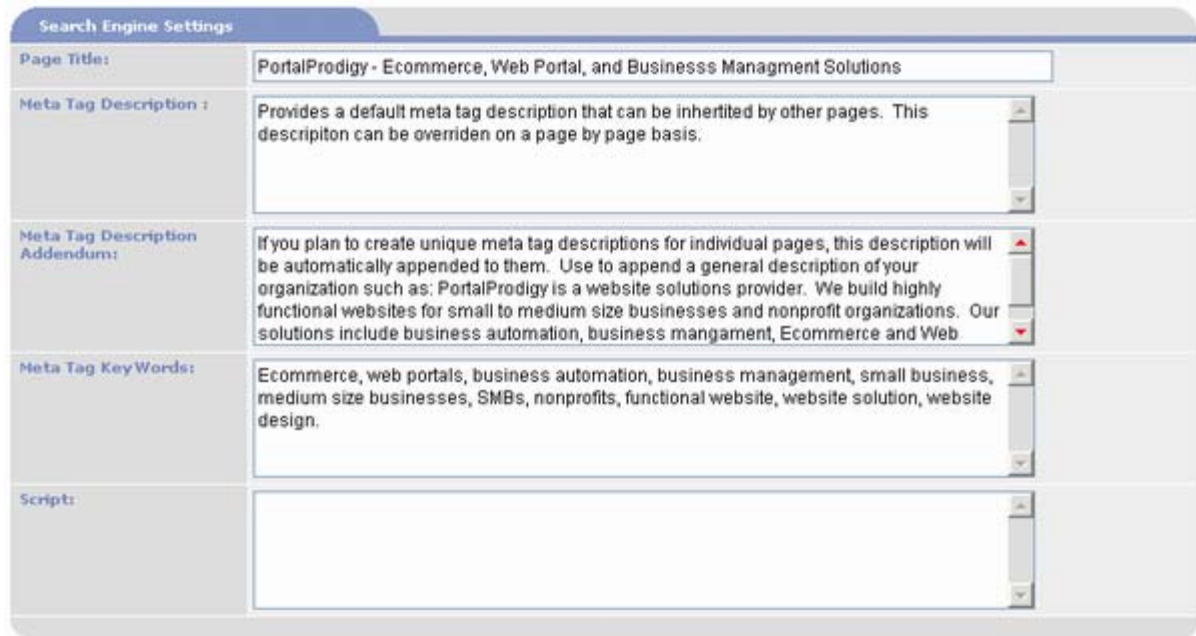
- **Title 1** – use to enter your Organization’s title (name).
- **Title 2** – use to enter a text value for your Organization’s sub-title.

Items/Products Catalog Feature in Detail

- **Append Organization Title** – use to upload an image for your Organization’s title in lieu of using the text entries Title 1 and Title 2. The  button opens a dialog box to select and upload an image file. It supports GIF, JPG and SWF (Shockwave/Flash) files.
- **Use Title?** – select “Image” to use the image loaded using Append Organization Title. Select “Text” to use the values entered for Title 1 and Title 2.
- **Address 1** – use to enter the first line of your organization’s mailing address.
- **Address 2** – if needed, use to enter a second line for your organization’s mailing address.
- **City** – use to enter the City for your organization’s mailing address.
- **Country** – use to enter the Country for your organization’s mailing address.
- **State / Province** – use to select the State or Province for your organization’s mailing address. For the USA, Canada, Mexico a list box of the States or Provinces is displayed to select from. For all other countries a text box is displayed and you must enter the value.
- **Zip / Postal Code** – use to enter the Zip or Postal Code for your organization’s mailing address.
- **Phone** – use to enter your organization phone number that you want displayed on your website.
- **FAX** – use to enter your organizations FAX number that you want displayed on your website.
- **Email** – use to enter your organizations Email address that you want displayed on your website.

The address information entered above creates default values for the User Signup options, Contact US information, and Order Information.

Search Engine Settings section:



The screenshot shows a web form titled "Search Engine Settings". It contains five input fields, each with a label on the left and a text area on the right. The fields are: "Page Title:" with the value "PortalProdigy - Ecommerce, Web Portal, and Business Management Solutions"; "Meta Tag Description:" with a default description; "Meta Tag Description Addendum:" with a detailed description of PortalProdigy; "Meta Tag Key Words:" with a list of keywords; and "Script:" which is empty.

Field Label	Value
Page Title:	PortalProdigy - Ecommerce, Web Portal, and Business Management Solutions
Meta Tag Description :	Provides a default meta tag description that can be inherited by other pages. This description can be overridden on a page by page basis.
Meta Tag Description Addendum:	If you plan to create unique meta tag descriptions for individual pages, this description will be automatically appended to them. Use to append a general description of your organization such as: PortalProdigy is a website solutions provider. We build highly functional websites for small to medium size businesses and nonprofit organizations. Our solutions include business automation, business management, Ecommerce and Web.
Meta Tag Key Words:	Ecommerce, web portals, business automation, business management, small business, medium size businesses, SMBs, nonprofits, functional website, website solution, website design.
Script:	


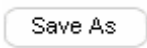
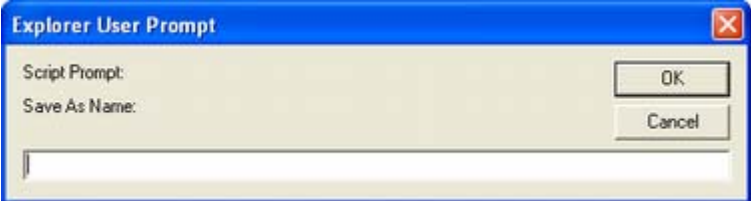


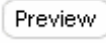
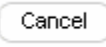

- **Page Title** – use to enter a default Page Title. The Page Title is displayed in the browsers title bar. This value can be overridden on a page by page basis. Page Titles play an important role in indexing and page ranking by search engines.



- **Meta Tag Description** – use to enter a default Meta Description to be inserted into your web pages. Meta Descriptions are used by search engines to index and rank web pages. They are not visible to the user.
- **Meta Tag Description Addendum** – use to enter a generic addendum that will be added to the Meta Descriptions defined for each page. This is typically used when you will be defining page specific Meta Descriptions and you want to append a general description of your Organization to them.
- **Meta Tag Keywords** – use to enter default Meta Keywords that will be inserted into your web pages. 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 web pages. 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 Site Settings Collection.
	Save the Site Settings as a new collection. Prompts to enter a Site Settings Collection Name as follows: 
	Deletes the Site Settings Collection.
	Prints the page to the user's local printer.
	Displays an example page using the Site Settings 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, 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




[Large Image](#)

Style 1a

[Select](#)

[View Style HTML](#)

[Instructions](#)



[Large Image](#)

Style 2a

[Select](#)

[View Style HTML](#)

[Instructions](#)

- **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:



- **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 Manager

Style

Style Name:

Brolin Header

Add File:

Browse...

☐ Use Upload Applet

File Name:









HTML:

If your HTML does not contain resource files, you may paste it in the memo field below rather than uploading the file.

```
<table width="100%" height="100%"
border="0" cellspacing="0" cellpadding="0">
<!-- Start of first HeaderStyle TR -->
    <tr>
        <td align="left"
            valign="top" height="19">

        <table width="100%" border="0" cellspacing="0"
            cellpadding="0">
```

- **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: Style17HeaderStyle.jpg

Large image: Style17HeaderStyle_.jpg

Instructions:

Available Tags:

Tag	Class	Example
Header Collection Elements	style	
LoginForm	style	 login tag name="LoginForm" type=object>
logForm	form	<form name="logForm" action="log.asp? uri=900&lg=0&log=1" method=post>
LoginName	control	<input name="LoginName">
password	control	<input name="password" type=password>
submit	control	
SearchForm	style	 search tag 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	
DocSearchForm	style	 doc search tag 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 Manager 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 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.



- - 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.



- - 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.



- - 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:

Save	Saves the collection.
Print	Prints the page to the user's local printer.
Delete	Deletes the collection.
Cancel	Closes the page without saving the collection.
Close	Closes the page and prompts to save the collection.

1.2.5Component 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:

Select All	Checks all checkboxes.
DeSelect All	Un-checks all checkboxes.
Register	Adds/updates the component styles that are checked.
Cancel	Closes the page without saving the collection.

1.3 Feature Administration

Configuring Site Settings is the first step to setting up your new website. Site Settings provide default settings for each page. These default settings can be overridden for any page. One of the great things about Site Settings is that they are easily changed and the changes are instantly inherited by all pages that use them. So feel free to experiment.

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 Site Settings Collection named [Default Site Config]. You may want to create additional Site Settings 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. Site Setting 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 Site Setting Collection can be active (published) at a time. When you activate a Site Setting 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 Site Settings 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.

1.4 Tutorials

The following are tutorials for the task of configuring and managing Site Settings.


1.4.1 How to Configure Site Settings:

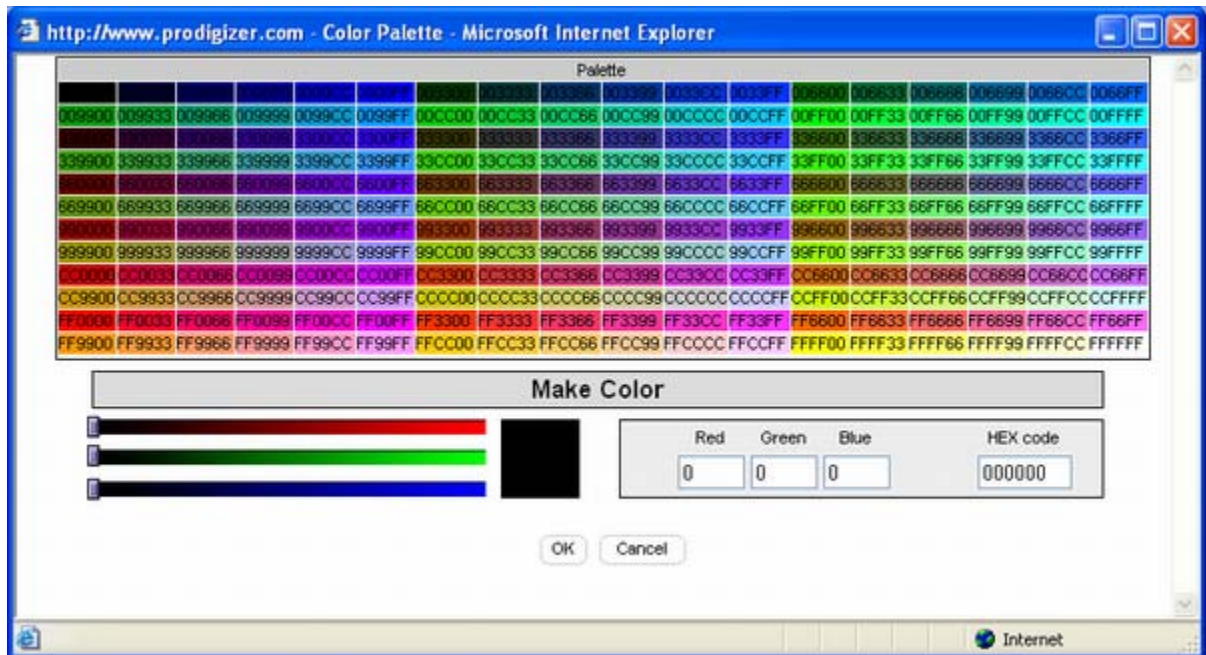
Describes step-by-step how to configure Site Settings.


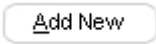

- From the Site Administration Menu select “Site Settings”  option (4a).
- Click on the Page Style option “View Styles”  to open the Style Selection page and select a Page Style.
- Browse the Page Styles listed on the Standard tab.
- When you find one that you like, click the “Select”  option.
- Repeat 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 Color Manager interface is divided into two main sections. The top section, titled "Color Manager", has a "Color Scheme" tab. Under this tab, there is a "Scheme Name:" label followed by a text box containing "[Default Blue]". The bottom section has a "Page" tab. Under this tab, there are two columns: "Background Color" and "Font Color". The "Background Color" column has two rows: "Background" and "Scroll Bar". The "Background" row shows a text box with "#FFFFFF" and a color palette icon. The "Scroll Bar" row shows a blue color swatch and a color palette icon. The "Font Color" column has two rows: "Background" and "Scroll Bar". The "Background" row shows a text box and a color palette icon. The "Scroll Bar" row shows a text box and a color palette icon.

- 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 Site Settings Management page.

1.4.2How to Create a New Collection:

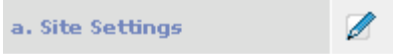
- From the Site Administration Menu select “Site Settings” option (4a).
- Click the Add New button.
- Enter a name for your new collection in the Name field.

a. Site Settings



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

1.4.3How to Change the Active Collection:

- From the Site Administration Menu select “Site Settings” option (4a). The image shows a screenshot of a menu item labeled "a. Site Settings" in blue text on a light gray background. To the right of the text is a small icon of a pencil inside a square box.
- 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

3.2 Troubleshooting

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

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