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Site Modules are the basic building blocks for your website. They consist of individual programs that will help you update your calendars, news events and even help you build new web pages and integrate them into your websites navigation.

If you need assistance with any of the items on this page, feel free to contact Alarius Admin support at: support@alarius.net

- Click the left navigation link to access the Resource Module from the Site Preferences section of the WebDirect 2.0 Administration system.
- The Resource Module is used for the upload, storage and management of downloadable files, link lists and/or pages.
- File types other than GIF, JPG, PDF or DOC must be uploaded through the Resource Module.
- Objects managed by the Resource Module may be used in other modules through Asset Manager and the Link Editor features.

Instances

The screenshot displays a web application interface. At the top, there is a navigation bar with four tabs: 'News', 'Site Preferences', 'Site Modules', and 'View WebSite'. On the left side, there is a vertical sidebar with ten module icons and labels: 'Calendar', 'FAQ', 'FormBuilder', 'Gallery', 'JobBank', 'Login', 'News', 'Page Builder', 'Resources' (which is highlighted with an orange border), 'Instance Manager', and 'Web Mailer'. The main content area is titled 'Resources' and contains a 'Module Instance Manager' section. Below this title, there is a link 'Create New Instance'. Further down, there is a table of existing instances. The table has two columns: 'Instance Name' and 'Edit'. The first row shows 'Pet Partners' with an 'Edit' button. The second row shows 'WebDirect Guides' with an 'Edit' button.

- If more than one Instance exists in the Resource module, a landing page offering options is presented.
- Select “Create New Instance” to set-up a new Resource Module Instance with its own topic and/or layout.
 - Instances are independent from each other and may have different layouts.
 - Instances do not share information or files with other Instances.
 - An Instance must contain at least one, but may contain several, Categories.
 - Individual Resources are contained in Instance Categories.
- Click the Instance name to enter the Instance
- Click Edit to the right of an Instance name to edit the Instance options.

Edit Instance

News Site Preferences Site Modules View WebSite

Calendar
FAQ
FormBuilder
Gallery
JobBank
Login
News
Page Builder
Resources
Web Mailer

Instances

Edit Instance

Name:


Category Navigation: (View example of Category navigation)

Display as Table of Links: (View Table example)

Add Spacing After Each Resource:

Include Search:

Intro Text:



-- Format -- -- Font family -- -- Font size --

Path:

Stylization Options:

- While in edit mode, an Instance may be modified or deleted.
- Deleting an Instance deletes all its Categories and Resources.
- Deleted Instances cannot be recovered.

Manage Categories & Resources

News Site Preferences Site Modules View WebSite

Calendar
FAQ
FormBuilder
Gallery
JobBank
Login
News
Page Builder
Resources
Instance Manager
Web Mailer

Resources

Module Instance Manager

Create New Instance

Instance Name Edit

Pet Partners

WebDirect Guides

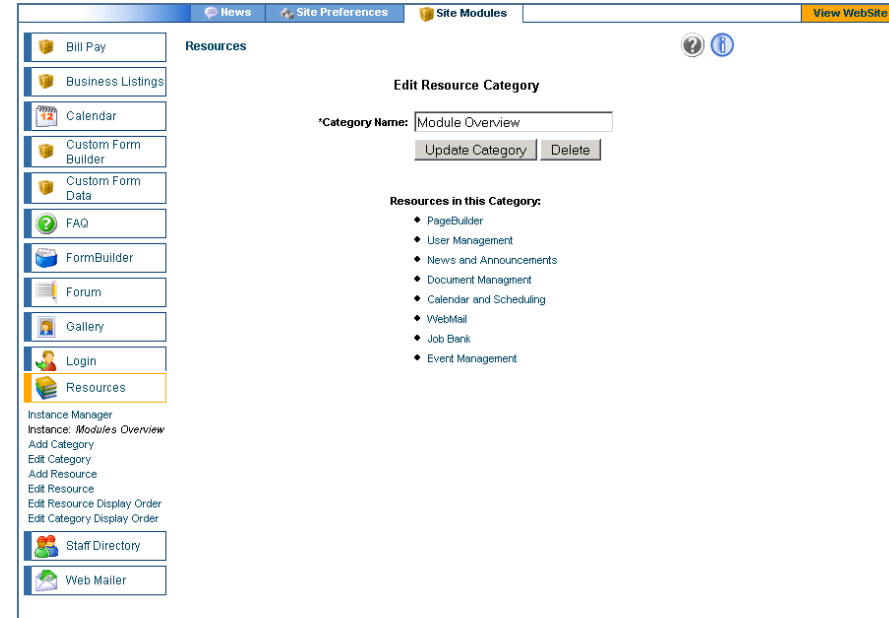
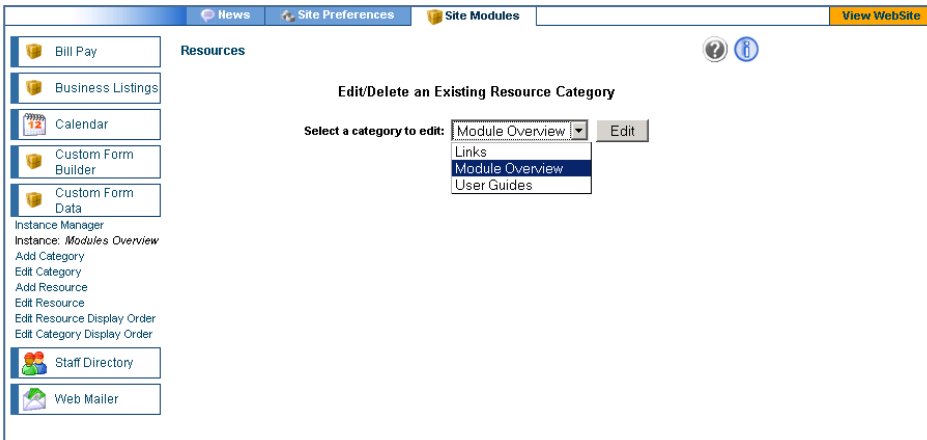
- Click on the text name link to enter an Instance

Managing Categories: Add Category

The screenshot shows a web application interface with a top navigation bar containing 'News', 'Site Preferences', 'Site Modules', and 'View WebSite'. A left sidebar lists various modules: 'Bill Pay', 'Business Listings', 'Calendar', 'Custom Form Builder', 'Resources' (highlighted), 'Instance Manager', 'Staff Directory', and 'Web Mailer'. The 'Resources' section is expanded, showing options like 'Add Category', 'Edit Category', 'Add Resource', 'Edit Resource', 'Edit Resource Display Order', and 'Edit Category Display Order'. The main content area is titled 'Add a New Resource Category' and features a form with a label '*Category Name:' followed by an empty text input field and an 'Add Category' button. There are also help and information icons in the top right of the main area.

- Select to Add Category from the left navigation
- Type a Category Name into the field and click Add Category to create a new Category

Managing Categories: Edit Category



- Select to Edit Category from the left navigation
- Select a Category from the drop-down list and click to Edit
- The Category Name and all Resources in the Category are listed on the edit screen
- From the Edit screen, the Category Name may be edited by typing a new Name into the field and clicking Update Category.
- The Category may be deleted from the Edit screen.
 - Deleted Categories and their Resources cannot be recovered.

Managing Resources: Add Resource

Resources

Add a New Resource

*Category:
(use "Ctrl" or "Open Apple" and click to select multiple categories)

*Title:

At least one of the following must be chosen

Link URL: Test Link

Packet: Browse...

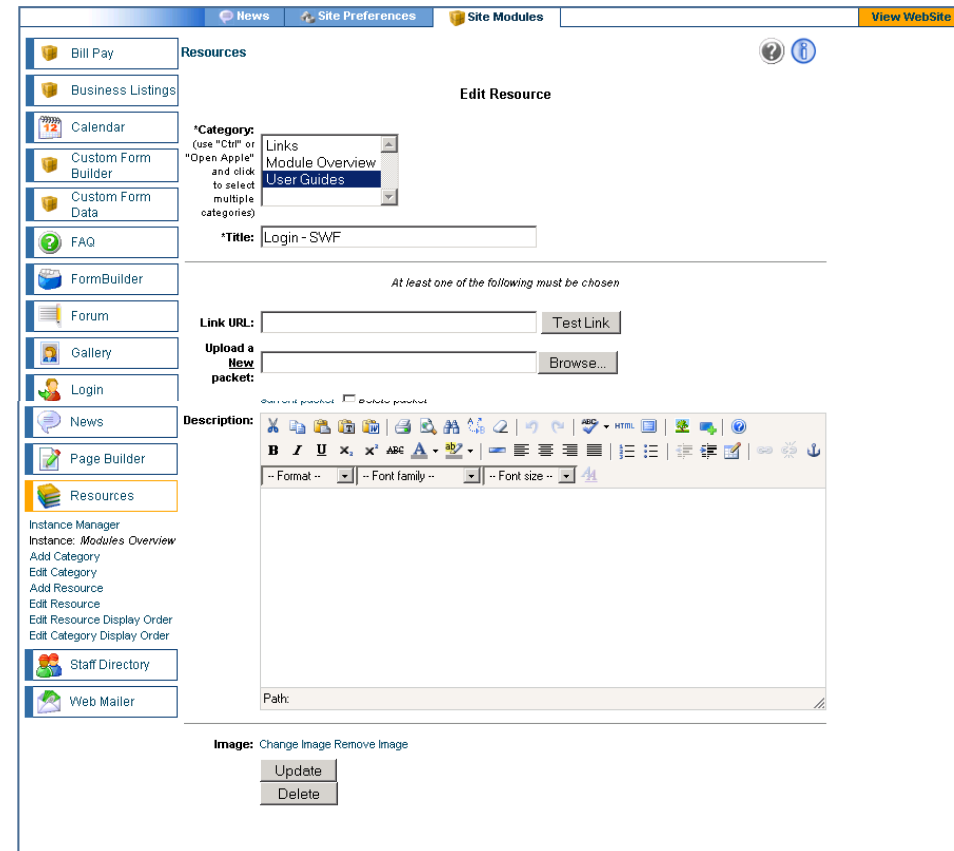
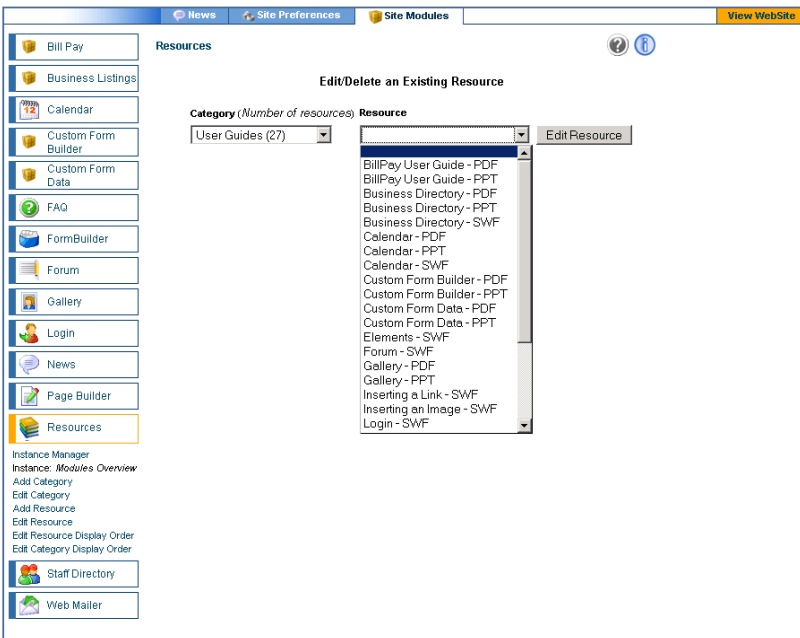
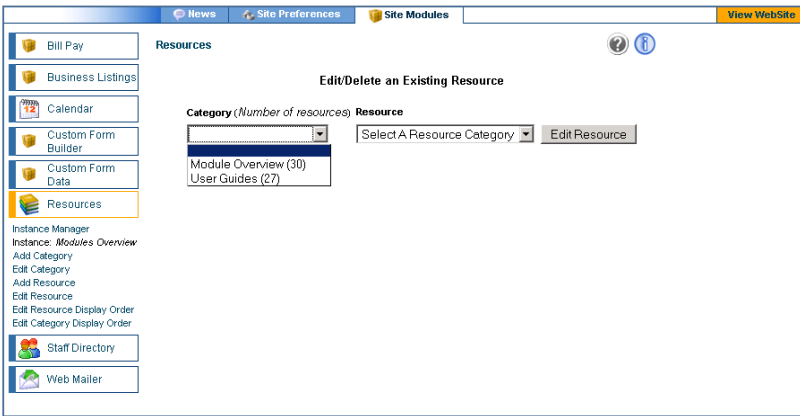
Description:

Path:

Image: [Change Image](#) [Remove Image](#)

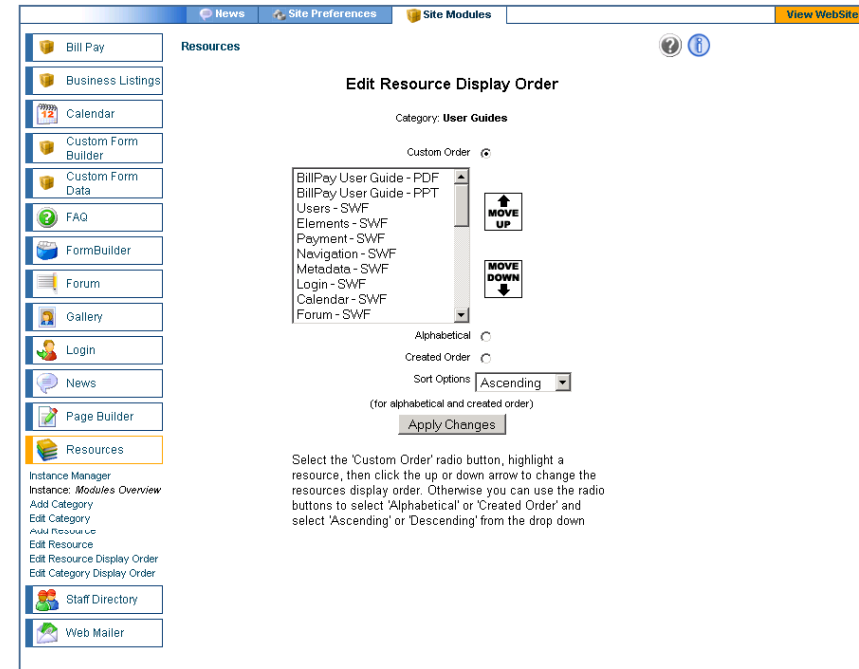
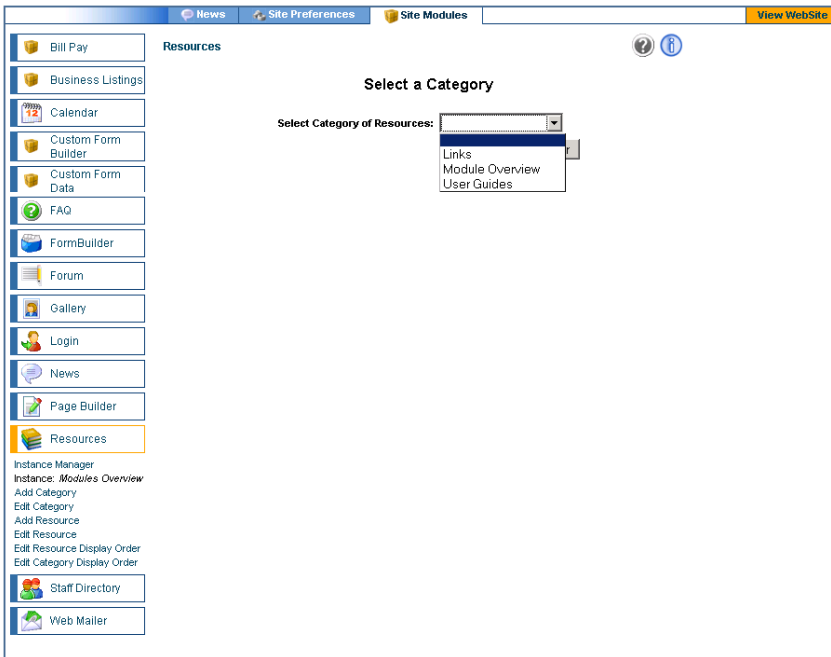
- Select to Add Resource from the left navigation.
- Choose one or more Categories for the Resource
- Assign a Title to the Resource
- Enter a Link URL to an external Website in the Link URL field, and/or
- Browse a local hard-drive to upload a file, and/or
- Enter a description or details for the Resource. Using the Editor Toolbar, images, links, and Elements may be used for a Resource.
- To include a picture with the Resource, click Change Picture to open Asset Manager to select or upload an image file.

Managing Resources: Edit Resource



- Select a Resource Category.
- Select a Resource from the Category for editing
- Modify, remove and add information to the Resource as necessary.
- To replace or add a new download-able file, click "Browse" to the right of the packet field to locate a file on a local hard-drive
- A Resource may be deleted from the edit screen.
 - Deleted Resources cannot be recovered.

Managing Resources: Edit Resource Display Order



- Change the display order for Resources on the Website by clicking Edit Resource Display Order in the left navigation
- Choose a Resource Category from the list and then click to Edit Resources Order
- Select the 'Custom Order' radio button, highlight a resource, then click the up or down arrow to change the resources display order.
- Otherwise you can use the radio buttons to select 'Alphabetical' or 'Created Order' and select 'Ascending' or 'Descending' from the drop down menu.
- When you are done hit the 'Apply Changes' button.

Managing Resources: Edit Category Display Order

The screenshot shows a web management interface with a top navigation bar containing 'News', 'Site Preferences', 'Site Modules', and 'View WebSite'. A left sidebar lists various modules, with 'Resources' highlighted. The main area is titled 'Edit Category Display Order' and includes a 'Custom Order' radio button, a list of categories (Module Overview, Links, User Guides), 'MOVE UP' and 'MOVE DOWN' buttons, radio buttons for 'Alphabetical' and 'Created Order', a 'Sort Options' dropdown menu set to 'Ascending', and an 'Apply Changes' button. A text box below the interface provides instructions on how to use these controls.

Select the 'Custom Order' radio button, highlight a category, then click the up or down arrow to change the categories display order. Otherwise you can use the radio buttons to select 'Alphabetical' or 'Created Order' and select 'Ascending' or 'Descending' from the drop down menu. When you are done hit the 'Apply Changes' button.

- Change the display order or Categories on the Website by clicking Edit Category Display Order in the left navigation
- Select the 'Custom Order' radio button, highlight a resource, then click the up or down arrow to change the Category display order.
- Otherwise you can use the radio buttons to select 'Alphabetical' or 'Created Order' and select 'Ascending' or 'Descending' from the drop down menu.
- When you are done hit the 'Apply Changes' button.