

Xtendable® Server Links Module Management Guide

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Xtendable® Server Links Module Management Guide

About the Links Module

The Links Module allows site administrators to easily add collections of links to their Web site—without having to know HTML. Providing links to other Web sites can help your visitors to find the additional resources they need to further explore the topics discussed on your site.

In this guide, we'll give you the information you need, as a site administrator, to get started adding links to your Web site. The topics included in this guide are:

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GETTING STARTED

You must be an authorized site administrator to access the Links module. If you are not an authorized site administrator and need to manage the links on your site, you will need to have an administrator account created for you. Contact your system administrator or email Army FRG support at support@armyfrg.org.

Logging Into the System

- To get started, go your Web site and press the **Login** button. (The appearance and location of the Login button depends on your site's unique design.)



- Enter your *Username* and *Password* and press the **Login** button.

[Login](#) | [Register](#) | [Forgotten Your Password?](#)

Login

Please enter your username and password here to gain access to this site.

* Username	<input type="text" value="johnsmith"/>
* Password	<input type="password" value="*****"/>
<input type="checkbox"/>	Forgot your password?
<input type="checkbox"/>	Register for this site.

- Once you have logged in, you will see some changes on the screen. You will see small pencil or “editing” icons () scattered throughout the site. By clicking the editing icons, you can directly access forms to update the content on your site.

- You will also see a link to access the Control Panel. (The appearance and location of the Control Panel link depends on your site's unique design.) Find and click the *Control Panel* link for your site.



Using the Control Panel

The Control Panel is your link to managing the content on your site. From the Control Panel, you can easily access tools to review, manage, or add new content. The main navigation screen of the Control Panel is called the **index**. From the Control Panel index, you can click on a module name to access that module's management tools.

- To access the Links management tools, click the *Links* option.

Management Index

Management Index

Please select a recently used module to manage from the list below, or view the list of all modules to manage to the right.

Administration Modules  	
Access Log	Page Tools
Audit Trail	Profile
Global User Management	Project
Hierarchy	Registration
Keywords	Styles
Login	System Diagnostics
Modules	User
Navigation	
Content Modules  	
Announcements	Links 
Discussion	News
Download Center	Page Builder
FAQ	Photo Gallery
Forum	Search
Glossary	Site Statistics
Guestbook	

LINKS MANAGEMENT INDEX

The Links Management Index shows you a list of the current links on your site. Like other Xtendable Server content, links are organized using a category system.

The Links Management Index is the page from which you can access all of the Links module's functionality. Some options described in this manual may not be available to you due to your access level. If you have questions about your access level, please contact your system administrator.

To view any of the links within a category, click the category name. You will see a list of the items within that category.

Links Management

Use this page to create or edit categories and links, and modify their content and attributes. Click on a category to begin.

● Released / Published ● Released / Not Published ● Not Released / Not Published

Links Categories	Name	Date Added	Status
★ Featured (1)			
● Career Resources (4)	● Edit: Monster.com	11/12/2004	●
● News and Announcements (2)	● Edit: MSN Careers	11/12/2004	●
● Official Army Sites (2)	● Edit: What Color is Your Parachute?	11/12/2004	●
● Online Learning - Level 1 (10)	● Edit: America's Job Bank	11/12/2004	●
● Online Learning - Level 2 (2)			
● Online Training - Level 3 (3)			
● Overview (1)			
● Photo Gallery (1)			
● Unofficial military sites (1)			
● Videos (1)			
● Uncategorized (0)			
● Discarded (0)			

- The status of each link is indicated in the Status column. The legend at the top of the Links Management index page indicates what the colored circles mean. A link must be released and published to be visible to the public. If authorized, you can change the status of a link when adding or editing it.

● Released / Published ● Released / Not Published ● Not Released / Not Published

- To edit a category or subcategory, click the category or subcategory. Then, press the editing (✎) icon to see editing options for the category.

MANAGING LINKS CATEGORIES

You can organize your links into logical groupings using categories and subcategories.

- The **Featured** category contains links that appear on the module user index page and are displayed more prominently to visitors.
- The **Uncategorized** category can be used as temporary storage for content that you have created, but have not yet been assigned to a category.
- The **Discarded** category contains categories and content that have been discarded. Deleting them from here will remove them permanently from the system.
- To view nested subcategories, press the expand icon (+) next to the category name. To hide subcategories, press the collapse icon (-) next to the category name.

Links Management

Use this page to create or edit categories

● Released / Published ● Released / No

Links Categories
★ Featured (1)
● Career Resources (5)
● Career Coaching Sites (0)
● Salary Surveys (1)
● News and Announcements (2)
● Official Army Sites (2)
● Online Learning - Level 1 (10)
● Online Learning - Level 2 (2)
● Online Training - Level 3 (3)

Adding Top-Level Links Categories

- To create a new top-level Links category, click the Links Categories title. Then, click the editing icon (✎) to see your editing options. Choose the *Add Top Level Category* option.

Links Management

Use this page to create or edit categories and links, :

● Released / Published ● Released / Not Published

Links Categories
★ Featured (1)
● Career Resources (5)
● Career Coaching Sites (0)
● Salary Surveys (1)
● News and Announcements (2)
● Official Army Sites (2)
● Online Learning - Level 1 (10)

- Enter the *Category Status*. Released categories will be published directly to your site. Featured categories are displayed more prominently to your users.
- Choose the *View Permissions* or user access levels that should be able to view the content within the category. Select “All” to make the category content visible to all site visitors. Select “None” to hide the category content from all visitors. Select “Specific” to restrict the category content to users with specific access levels and choose which users should be able to view the content.

Links Management | Advanced Options | Configure Module

Add Category

Please enter category information into the form below.

Category Information	
* Category Name	Parenting Resources
* Category Description	Parenting Resources
Category Status	
Released?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Featured?	<input type="radio"/> Yes <input checked="" type="radio"/> No
View Permissions	
Content Viewable By	<input checked="" type="radio"/> All <input type="radio"/> None <input type="radio"/> Specific
<input type="button" value="Spell Check"/> <input type="button" value="Save And Next"/> <input type="button" value="Cancel"/>	

- If desired, press **Spell Check** to check your entries.
- Press **Save and Next** to move onto the next step.
- Specify the *Category Permissions* for each access level using the sliders. The options are None, Edit, Approve, or Release. Users with “None” permission cannot modify a category. Users with “Edit” permissions can modify a category's settings or the content inside of it, but must have their

changes reviewed before they are released to the public site. Users with “Approve” permission have review authority and can approve categories or the content inside of them, but cannot release them to the public site. Users with “Release” permission can make the category or its content viewable by the public on the site.

- Press **Save and Next** to move onto the next step.



- Next, specify advanced permissions for the category. You can choose to apply the permissions for each category to all subcategories, if desired.



- Press **Finish** to add your top-level category. Your new category will be added to the category tree on the Links Management Index.

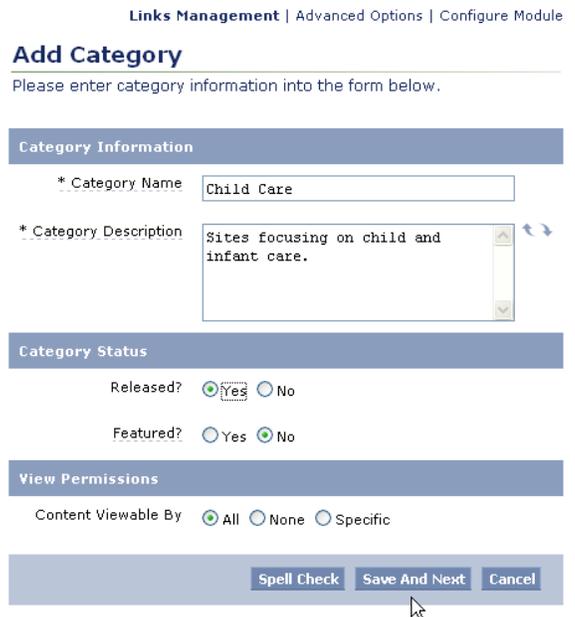


Adding Links Subcategories

- To add new subcategories for a category, select the category and select the *Add Subcategory* option.



- Add details for the subcategory. The process is similar to the process to adding a category. For more information, see [Adding Top Level Links Categories](#).
- If the Advanced Permissions for the top-level category were set to apply to all subcategories, the subcategory will inherit the parent category’s permissions.



- The new subcategory will be added underneath its parent category in the category tree on the Links Management Index.



window as your site, forcing visitors to leave your site. You may choose to open external sites in new windows to keep visitors on your site.

- For the *Status* for the link, choose “Not Approved,” “Approved, But Not Released,” or “Released.” A link must be approved before it can be released to your public site. You may only approve a link if you have the appropriate user access level.
- For the *View* options, choose which users should be able to view the link. Your options are All (if you want all users to be able to view the link), None (to hide the link from all users), or Specific (to choose which user access levels should be able to view the link).

[Links Management](#) | [Advanced Options](#) | [Configure Module](#)

Add Link

This page allows you to add a new link, including its status and viewing permissions.

Current Category: Career Resources

Link Information

* Name

* Description ↕

URL

Open Link In A New Window? Yes No

View State

Status Not Approved
 Approved, But Not Released
 Released

View All None Specific

- Press the **Save and Next** button once you’ve added the link details to move to the next step.

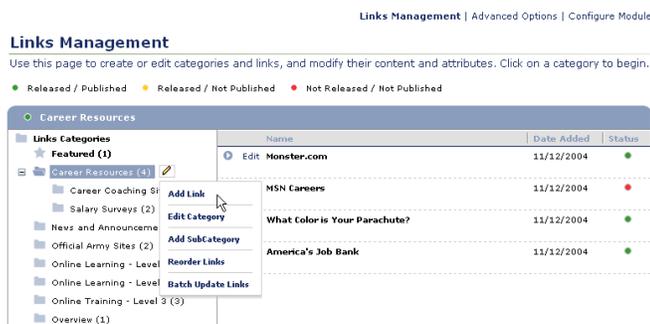
Adding Keywords

The system uses keywords when users perform site searches to find information.

CREATING NEW LINKS

New links are added as content items to the Links categories for your site. For more information on managing link categories, see [Managing Links Categories](#).

- Click the category or subcategory where you want to add the new link.
- Then, press the Edit () tool and select the *Add Link* option.



Entering Link Details

- Enter the requested information for the link in the Add Link screen. Asterisked fields are required.
- Enter the *Name* of the site. Then, enter a *Description* of the site. To expand or collapse the description field to show more or less text, press the controls.
- Enter the complete *URL* for the site, including the “http” prefix. In the following example, we enter “http://www.careerjournal.com” for our link.
- Next, choose whether you want to *Open Link In A New Window?* Opening a link in a new window will open the target site in a new browser window. If you choose not to open the link in a new window, the site will load in the same browser

Keywords

This page relates to the ideas surrounding the concepts and dealing with the issues exposed by Update Keywords.

Update Link | **Keywords** | Related Items

Current Category: Career Resources
Current Link: CareerJournal

Current Keywords

* Keywords: career, jobs

Suggested Keywords

Words in this Link: careerjournal (2)

Words also found in other Links

Select All | Select None

Spell Check Save And Next Finish Back

- Add keywords for the link. A comma must separate each keyword or term.
- The system may also suggest keywords, based on the information you entered for this link. To add a suggested keyword, click the checkbox in front of it.
- Press the **Save and Next** button to add the selected keywords to your link.

Adding Related Items

By adding related items, you can associate your links with other content on your site. For example, you might want to associate a link with a related news article. This step is optional.

- If you want to add related items to the link, select the type of content you want to add and indicate whether it is a new or existing piece of content.
- Press **Add** and select the item you would like to add. A wizard will guide you through the process.

Related Items

Use the Related Items page to associate other site information with this link.

Update Link | Keywords | **Related Items**

Current Category: Career Resources
Current Link: CareerJournal

Add Related Item

Select the type of item to add: News

Select an option: New Existing

Add

Save Finish Cancel

- Press **Finish** to add the related items to the link and add the link to the system. The new link will be added to the selected category.

Links Management

Use this page to create or edit categories and links, and modify their content and attributes. Click on a category to begin.

Released / Published Released / Not Published Not Released / Not Published

Links Categories	Name	Date Added	Status
★ Featured (1)			
• Career Resources (5)	Edit Monster.com	11/12/2004	●
• News and Announcements (2)	Edit MSN Careers	11/12/2004	●
• Official Army Sites (2)	Edit What Color is Your Parachute?	11/12/2004	●
• Online Learning - Level 1 (10)	Edit America's Job Bank	11/12/2004	●
• Online Learning - Level 2 (2)	Edit CareerJournal	11/12/2004	●
• Online Training - Level 3 (3)			
• Overview (1)			
• Parenting Resources (0)			
• Photo Gallery (1)			
• Unofficial military sites (1)			
• Videos (1)			
• Uncategorized (0)			
• Discarded (0)			

EDITING OR DELETING LINKS

Once you have added a link to the system, you can update its Web address, details, or permissions. This section describes how to update individual links. If you would like to update the names or descriptions of a group of links at once, see [Batch Updating Links](#).

- Click the category or subcategory where the link is stored.
- Press the *Edit* option next to the link's listing in the Links Management index.

Links Management

Use this page to create or edit categories and links, and modify their content and attributes. Click on a category to begin.

Released / Published Released / Not Published Not Released / Not Published

Links Categories	Name	Date Added	Status
★ Featured (1)			
• Career Resources (5)	Edit Monster.com	11/12/2004	●
• News and Announcements (2)	Edit MSN Careers	11/12/2004	●
• Official Army Sites (2)	Edit What Color is Your Parachute?	11/12/2004	●
• Online Learning - Level 1 (10)	Edit America's Job Bank	11/12/2004	●
• Online Learning - Level 2 (2)	Edit CareerJournal	11/12/2004	●
• Online Training - Level 3 (3)			
• Overview (1)			
• Parenting Resources (0)			
• Photo Gallery (1)			
• Unofficial military sites (1)			
• Videos (1)			
• Uncategorized (0)			
• Discarded (0)			

- Change the content or options for the link. Press **Save** to save any changes or **Cancel** to ignore your changes.

Links Management | Advanced Options | Configure Module

Update Link

This page allows you to update link information. You may also update link status and change the viewing permissions for certain access levels.

Update Link | Keywords | Related Items

Current Category: Career Resources
Current Link: CareerJournal

Link Information

* Name:

* Description:

URL:

Open Link In A New Window? Yes No

View State

Status: Not Approved
 Approved, but Not Released
 Released

View: All None Specific

Buttons: Spell Check, Save, Save And Next, Discard, Cancel

- If you want to remove the link from your site, press the **Discard** button. The system will move discarded link to the *Discarded* category of the Links Management Index.

BATCH UPDATING LINKS

The Links module's Batch Update tool allows you to quickly change the title or description of all the links in a selected category or subcategory.

This section describes how to update the titles or descriptions for a group of links. If you need to edit more detailed information for an individual link, see [Editing or Deleting Links](#).

- Click the category or subcategory where the links are stored.
- Press the Edit (✎) tool and select the *Batch Update Links* option.

Links Management | Advanced Options | Configure Module

Links

Use this page to create or edit categories and links, and modify their content and attributes. Click on a category to begin.

Released / Published | Released / Not Published | Not Released / Not Published

Links Categories	Name	Date Added	Status
Featured (1)	Edit Monster.com	11/12/2004	●
Career Resources (5)	Edit MSN Careers	11/12/2004	●
News and Announcements (2)	Edit What Color is Your Parachute?	11/12/2004	●
Official Army Sites (2)	Edit America's Job Bank	11/12/2004	●
Online Learning - Level 1 (10)	The CareerJournal Online	11/12/2004	●
Online Learning - Level 2 (2)			
Online Training - Level 3 (3)			
Overview (1)			
Parenting Resources (0)			
Photo Gallery (1)			
Unofficial military sites (1)			
Videos (1)			
Uncategorized (0)			
Discarded (0)			

- Change the *Name* or *Description* for each of the links within the category. Press the **Update Links** button to apply your changes.

Links Management | Advanced Options | Configure Module

Batch Update Category Content

Update all of the links in this category at one time.

Edit Category | Permissions | Advanced Permissions | **Batch Update Category Content**

Batch Edit

Viewing 1-5 of 5 Links

Name	Description
* Monster.com	* Monster.com Online Resume Bank
* MSN Careers	* Articles, advice, and job postings.
* What Color is Your Parachute?	* Job resources and advice
* America's Job Bank	* Federal jobs and online job listing.
* The CareerJournal Online	* Career news, advice, and search help

Update Links

- Press the *Links Management* link to return to the Links Management Index page.

ORGANIZING LINKS

Once you have added a link to the system, you can move it to a new category or create a “shortcut” to it from another category. Shortcuts allow your visitors to view links under multiple category headings.

- Go to the Link Management Index and select the current category for the item.

Links Management | Advanced Options | Configure Module

Links Management

Use this page to create or edit categories and links, and modify their content and attributes. Click on a category to begin.

Released / Published | Released / Not Published | Not Released / Not Published

Links Categories	Name	Date Added	Status
Featured (1)	Edit Monster.com	11/12/2004	●
Career Resources (5)	Edit MSN Careers	11/12/2004	●
News and Announcements (2)	Edit What Color is Your Parachute?	11/12/2004	●
Official Army Sites (2)	Edit America's Job Bank	11/12/2004	●
Online Learning - Level 1 (10)	The CareerJournal Online	11/12/2004	●
Online Learning - Level 2 (2)			
Online Training - Level 3 (3)			
Overview (1)			
Parenting Resources (0)			
Photo Gallery (1)			
Unofficial military sites (1)			
Videos (1)			
Uncategorized (0)			
Discarded (0)			

- Click on the link that you want to add to another category, and, while holding the mouse down, drag it over the new category's name. You will see the following dialog:

Create a shortcut to this Link

Move this Link into this Category

OK Cancel

- Press the **OK** button to add a shortcut to the item in the new category. Users will now see the link under both categories on your site.

- Shortcuts to items in other categories will be noted with a downward facing arrow . There are two shortcuts in the following example:

Links Management | Advanced Options | Configure Module

Links Management

Use this page to create or edit categories and links, and modify their content and attributes. Click on a category to begin.

● Released / Published
 ● Released / Not Published
 ● Not Released / Not Published

Featured

Links Categories	Name	Date Added	Status
<ul style="list-style-type: none"> ★ Featured (2) Career Resources (5) News and Announcements (2) Official Army Sites (2) Online Learning - Level 1 (10) Online Learning - Level 2 (2) Online Training - Level 3 (3) Overview (1) Parenting Resources (0) Photo Gallery (1) Unofficial military sites (1) Videos (1) Uncategorized (0) Discarded (0) 	<ul style="list-style-type: none"> ⓘ Edit Militarywives.com ⓘ Edit Monster.com 	<ul style="list-style-type: none"> 10/05/2004 11/12/2004 	<ul style="list-style-type: none"> ● ●

- Moving the link to a new category removes it from the first category and places it in the new location only.

REORDERING LINKS

Reordering links changes the order in which they display on your site. You may want to list more active or important links near the top of the list.

- Select a category and press the edit tool to next to the link category name. All of the links currently in that category will display.
- Select the *Reorder Links* option.

Links Management | Advanced Options | Configure Module

Links Management

Use this page to create or edit categories and links, and modify their content and attributes. Click on a category to begin.

● Released / Published
 ● Released / Not Published
 ● Not Released / Not Published

Career Resources

Links Categories	Name	Date Added	Status
<ul style="list-style-type: none"> ★ Featured (2) Career Resources (5) News and Announcements (2) Official Army Sites (2) Online Learning - Level 1 (10) Online Learning - Level 2 (2) Online Training - Level 3 (3) Overview (1) Parenting Resources (0) Photo Gallery (1) Unofficial military sites (1) Videos (1) Uncategorized (0) Discarded (0) 	<ul style="list-style-type: none"> ⓘ Edit Monster.com MSN Careers What Color is Your Parachute? America's Job Bank The CareerJournal Online 	<ul style="list-style-type: none"> 11/12/2004 11/12/2004 11/12/2004 11/12/2004 11/12/2004 	<ul style="list-style-type: none"> ● ● ● ● ●

- Click on each link that you want to move and, while holding the mouse down, drag it to the desired position in the list. You can also click the column headers to sort items in ascending or descending order.

Links Management | Advanced Options | Configure Module

Reorder Links

Use this page to reorder the appearance of links in this category. Click a column header to reorder links in ascending or descending order. You may also drag and drop links to manually place them in a desired location.

Reorder Links

Name	Date Added	Status
ⓘ The CareerJournal Online	11/12/2004 16:57	●
ⓘ Monster.com	11/12/2004 16:10	●
ⓘ MSN Careers	11/12/2004 16:11	●
ⓘ What Color is Your Parachute?	11/12/2004 16:14	●
ⓘ America's Job Bank	11/12/2004 16:17	●

- Once you have reordered the listed links in the desired order, press the **Save Changes** button. The links will now display on your site in the new order.
- If you decide you want to leave the links in the order they were previously in, press the **Revert** button.

FOR ADDITIONAL ASSISTANCE

If you have any additional questions that this guide did not answer, contact the Army FRG Technical Support Team at (858) 272-8505 or support@armyfrg.org.

Please don't hesitate to contact us regarding your comments, thoughts, or ideas on how we can continue to meet your needs.