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1 Overview of Add-On Modules

Add-On modules are not delivered in the core SiteExecutive package, but are available for individual purchase.

The current Add-On modules include:

- Content Archive
- Current Content
- Custom Form Generator
- Email List Handler
- Event Calendar
- Frequently Asked Questions
- Image Rotator

1.1 Review of Inserting Modules

In general, all modules are accessible on an editable version of a page or template using the Insert a Module tool.

To insert a module:

1. Select the desired page in the site tree.
2. Select the Preview/Edit tab.
3. Click Edit Page.
4. Click in the page where the module will be inserted.
5. Click the Insert a Module tool.

The Insert Module dialog box will appear.

6. Select the desired module in the Module: drop-down list.
7. Click Insert.

This process will be similar for insertion of all Add-On modules.
1.2 Review of Accessing Module Properties

To access any of the module properties, once the module has been inserted on a page or template, the page or template must be in edit mode.

To access the module properties:

1. Select the desired module while the page is in edit mode.
2. Right-click on the module.
3. Select that module’s properties.

The Module Properties dialog box will appear.

Revisions may be made to the module from the properties dialog box.
2 Content Archive Module

The Content Archive module is inserted on a page to display a list of all the published pages within a selected folder. For example, this module may be used to display all news articles from a folder featuring such articles. In order for the module to display the information correctly on a page, the page attributes must be properly established prior to insertion of the module. This module may only be inserted on a page. It cannot be inserted on a template.

2.1 Establishing Page Properties

The pages on which the Content Archive module will be inserted must be set up properly for the module to appear correctly. Three factors in the page properties, Title, Publish Date/Time and Summary are important. The Title displays as a headline upon rendering of the archive module. When linked, the headline takes visitors to the actual archived content. The Publish Date/Time may be displayed along with the title and is used to sort the archived pages and to determine the length of time an archived page will display. If no date is populated, the page will not appear when the module is rendered on the page. The Summary appears under the headline.

While the page attributes may be established during the creation of a page, after a page has been created, the attributes may still be established.

To establish page attributes for an existing page:

1. Select the desired page in the site tree.
2. Select the Properties tab.

The page properties will appear.
3. Click **Edit**.

The **Page Properties** screen will appear, allowing modifications to be made.

4. Enter information in the necessary fields.

   The fields are defined as follows:

   **Title**: Refers to the headline of the archived page. The headline will appear as a link.

   **Publish Date/Time**: Refers to the date and time the page was published, as it will appear on the page. The **Publish Date/Time** will be used to sort the page display and to determine the length of time a page will appear under the module.

   **Summary**: Displays under the headline. The length of the summary is limited to 255 characters. The **Summary** is searchable.

5. Click **Save**.

6. Re-publish the page. The page must be re-published for property changes to become effective.

The page attributes will have to be established for each page using the **Content Archive** module.
2.2 Inserting the Content Archive Module

Once a page’s attributes are correctly established, the **Content Archive** module may be inserted for use on a page. Preferably, the module should be applied to a page that exists outside the folder containing the content.

**To insert the Content Archive module:**

1. Select the desired page in the site tree.
2. Select the **Preview/Edit** tab.
3. Click **Edit Page**.
4. Click in the page where the module will be inserted.
5. Click the **Insert a Module** tool.

The **Insert Module** dialog box will appear.

6. Select **Content Archive** in the **Module**: drop-down list.

7. Click **Insert**.

The **Module Properties** dialog box will appear.
8. Enter information in the available fields.

The fields are defined as follows:

**Folder**: Refers to the folder where the published pages to be included are located.

**Link Style**: Allows the selection of a font style, which was created via a style sheet and applied to the template used, for the link.

**Title Align**: Refers to the position of the title and publish date line.

**Include Current Issue**: Displays the most recently published page in the folder if selected.

**Include Publish Date**: Allows the display of the publish date and time. When this is selected, styles become available.

**Include Displaying Issue**: Indicates the number of records displayed. When this is selected, styles become available.

**Style**: Allows the selection of a font style for the title, which was created via a style sheet and applied to the template used, for the title.
Include Summary: Allows the display of the summary. When this is selected, styles and alignment options become available.

Style: Allows the selection of a font style for the summary, which was created via a style sheet and applied to the template used, for the title.

Align: Refers to the position of the summary.

Results Per Page: Indicates the number of results that should appear on the page. The value entered in this field must be greater than zero.

Result Limit: Allows a limited number of results to appear. Leaving the field empty will avoid limiting the results.

Maximum Days Since Published: Limits the pages displayed by number of days old. Leaving the field empty will avoid limiting the results.

9. Click Save.

The **Content Archive** module will appear on the page. All published pages in the selected folder will appear.

This module is mostly used to display a list of news archives from another folder. The module may be inserted on a page to list all news articles in a folder (see figure above). The page with the news articles can then be embedded (using the **Object Inclusion** module) on the template that other pages will use to display the news articles on other pages.

The figure below, displays the page with the **Content Archive** module embedded on a template.
When the template is applied to a page, the page will appear with news article links from the desired folder. The figure below shows a page with the news article links present.
2.3 Accessing Content Archive Module Properties

To access the Content Archive module properties:

1. Select the desired module while the page is in edit mode.
2. Right-click on the module.
3. Select Content Archive Properties.

The Module Properties dialog box will appear.
3 Current Content Module

The Current Content module is used to display the latest published page from a folder. For example, this module may be used to display the last news article from a folder with news articles. In order for the module to display the information correctly on a page, the page attributes must be properly established prior to insertion of the module. This module may only be inserted on a page. It cannot be inserted on a template.

3.1 Establishing Page Properties

The pages on which the Current Content module will be inserted must be set up properly for the module to appear correctly. Three factors in the page properties, Title, Publish Date/Time and Summary are important. The Title displays as a headline upon rendering of the archive module. When linked to, the headline takes visitors to the actual content. The Publish Date/Time may be displayed along with the title and is used to determine the most current page in the folder. The Summary appears under the headline.

While the page attributes may be established during the creation of a page, after a page has been created, the attributes may still be established.

To establish page attributes for an existing page:

1. Select the desired page in the site tree.
2. Select the Properties tab.

The page properties will appear.

3. Click Edit.

The Page Properties screen will appear, allowing modifications to be made.
4. Enter information in the necessary fields.

The fields are defined as follows:

**Title**: Refers to the headline of the archived page. The headline will appear as a link.

**Publish Date/Time**: Refers to the date and time the page was published, as it will appear on the page. The Publish Date/Time will be used to sort the page display and to determine the length of time a page will appear under the module.

**Summary**: Displays under the headline. The length of the summary is limited to 255 characters. The Summary is searchable.

5. Click **Save**.

6. Re-publish the page. The page must be re-published for property changes to become effective.

The page attributes will have to be established for each page that will use the **Current Content** module.
3.2 Inserting the Current Content Module

Once a page’s attributes are correctly established, the Current Content module may be inserted. Preferably, the module should be applied to a page that exists outside the folder containing the content.

To insert the Current Content module:

1. Select the desired page in the site tree.
2. Select the Preview/Edit tab.
3. Click Edit Page.
4. Click in the page where the module will be inserted.
5. Click the Insert a Module tool.

The Insert Module dialog box will appear.


7. Click Insert.

The Module Properties dialog box will appear.

8. Enter information in the available fields.

The fields are defined as follows:

Folder<<: Refers to the folder where the last published page is located.
Display Type: Provides the option of displaying full content or the summary of the last published page in the specified folder. If Full Content is selected, all the content from the last published page will appear. If Summary is selected, other options become available. These options include:

Title Align: Refers to the position of the title and publish date line.

Summary Align: Refers to the position of the summary.

Include Publish Date: Refers to the last published page's publish date and time.

Style: Allows the selection of a font style, which was created via a style sheet and applied to the template used, for the summary.

9. Click Save.

The Current Content module will appear on the page. Only the last published page in the selected folder will appear.

The Current Content module will appear on the page. The last published page in the selected folder will appear.

This module is mostly used to display the latest published news article from another folder, which may contain many news articles. The module may be inserted on a page to list the last news articles in that folder (see figure above). The page with the news article can then be embedded (using the Object Inclusion module) on the template that other pages will use to display the latest published news article on other pages.
The figure below, displays the page with the **Current Content** module embedded on a template.

When the template is applied to a page, the page will appear with the latest news article link from the desired folder. The figure below shows a page with the latest news article link present.
3.3 Accessing Current Content Module Properties

To access the Content Archive module properties:

1. Select the desired module while the page is in edit mode.
2. Right-click on the module.
3. Select **Current Content Properties**.

The **Module Properties** dialog box will appear.
4 Custom Form Generator Module

The Custom Form Generator module is used to create sophisticated forms for web site visitors and collects data dynamically. There are several ways in which users can format the form. There are output options to export the data into several formats. This module requires setup prior to insertion.

4.1 Creating a Confirmation Page

The first step in creating a custom form with the module involves creating a page that will serve as the visitor’s confirmation page. When visitors submit their forms, the confirmation page will confirm form submission. The page can be as simple as text on a blank page stating confirmation of submission. The confirmation page must be published for it to render when a visitor submits a form.

4.2 Creating a Custom Form

Forms are created at the folder level and then inserted on desired pages.

To create a form:

1. Select the desired folder.
2. Select the General tab.
3. Double-click Create Form in the information area.

The Create Form dialog box will appear.
The **Form Definition** tab will appear selected with the **Form Properties** section available.

4. Enter information in the available fields.
   
   The fields are defined as follows:
   
   **Name**: The title of the form as it will appear in the site tree. This field is limited to 40 characters.
   
   **Description**: Refers to descriptive text for the form.
   
5. Click **Update**.

The **Form Layout** section will become available. This section allows users to modify the form fields and determine their appearance.
6. Enter information in the available fields.

   The fields are defined as follows:

   **Width**: The width of the form in relation to the page. This value is measured in percentage.

   **Show Border**: Applies a rim around the form.

   **Separation**: Refers to space in pixels that will separate each field and field columns.

   **Background Color**: Refers to the label’s background color.

   **Font**: Refers to the field’s font. The default is Arial.

   **Color**: Refers to the field’s font color. The default color is black.

   **Size**: Refers to the data field’s font size. The default is 2.

   **Bold**: Applies a thicker font to the label title.

   **Description Font**: Refers to the description’s font style.

   **Description Size**: Refers to the description’s font size.
**Bold**: Applies a thicker font to the description field.

**Background Color**: Refers to the field’s background color.

**Option Groups Per Line**: Groups one, two or three selections on the same line. This option can only be used with radio buttons and checkboxes. The format selected will apply to all radio button and checkbox fields throughout the form.

7. Click **Update**.

8. Click **Form Field Data** to enter data for each desired field.

The **Form Field Data** section will become available.

9. Enter information in the available fields.

The fields are defined as follows:

**Field Type**: Allows the selection of a field type. The available options include: **Textbox**, **Drop Down List**, **Checkbox**, **Radio Button**, **Text Area**, **File Upload**, **Yes/No Selector**, **Date Selector**, **Divider**, **Long Divider**, **State Selector** and **Country Selector**. Depending on the selection made, additional fields will become available.

**Label**: Refers to the title of the field, which will appear on the form.

**Description**: Provides further detail or instruction regarding the field. Text entered here will appear on the web page underneath the label.
**Required**: Makes the field mandatory when selected. If selected, the field will display with the required field indicators and will not allow the visitor to proceed without completing.

The field types and the fields that become available when each is selected are:

**Textbox**: Creates a text field box for visitors to enter information.

- **Validate**: Verifies information entered by visitors. Date, e-mail, currency and numerical information may be validated. E-mail validation is required if the option to send form results and notification results to visitors is desired.

- **Field Size**: Refers to the size of the field as it will display on the page.

- **Max Length**: Refers to the maximum number of characters accepted by visitors.

- **Default Value**: Displays the selected entry as the default value for all visitors.

**Drop Down List**: Creates a drop-down list with available options to choose from.

- **Validate**: Verifies information entered by visitors. Date, e-mail, currency and numerical information may be validated. E-mail validation is required if the option to send form results and notification results to visitors is desired.

- **Allow Multiple**: Allows the selection of more than one available option. Visitors can select multiple entries by holding the [Ctrl] key while clicking on each desired option. When this is selected, a **List Size** field will become available. This determines how many options will be displayed on the page for visitors. The first option will read, ---Select from the following---.

- **Value**: Refers to the information that will be exported in the results.

- **Text**: Refers to the information that is displayed on the form for visitors to choose from.

- **Default Selection**: Displays the entered text as the default value for all visitors.

- **Add**: Allows the addition of the entered value and text as an option for the field.

**Checkbox**: Creates a checkbox list with available options to choose from.

- **Validate**: Verifies information entered by visitors. Date, e-mail, currency and numerical information may be validated. E-mail validation is required if the option to send form results and notification results to visitors is desired.
♦ **Value**: Refers to the information that will be exported in the results.
♦ **Text**: Refers to the information that is displayed on the form for visitors to choose from.
♦ **Default Selection**: Displays the selected entry as the default value for all visitors.
♦ **Add**: Allows the addition of the entered value and text as an option for the field.

**Radio Button**: Creates a radio button list with available options to choose from.

♦ **Validate**: Verifies information entered by visitors. Date, e-mail, currency and numerical information may be validated. E-mail validation is required if the option to send form results and notification results to visitors is desired.
♦ **Value**: Refers to the information that will be exported in the results.
♦ **Text**: Refers to the information that is displayed on the form for visitors to choose from.
♦ **Default Selection**: Displays the selected entry as the default value for all visitors.
♦ **Add**: Allows the addition of the entered value and text as an option for the field.

**Text Area**: Creates a text area in which visitors can enter text or other information.

♦ **Columns**: Refers to the width of the text area.
♦ **Rows**: Refers to the height of the text area.
♦ **Max Length**: Refers to the maximum number of characters accepted by visitors.
♦ **Default Selection**: Displays the entry as the default value for all visitors.

**File Upload**: Provides the ability for visitors to attach a document.

**Yes/No Selector**: Provides visitors with Yes and No options.

**Date Selector**: Provides a calendar for date entries.

♦ **Field Size**: Refers to the size of the field as it will display on the page. This field will display with a limit in size.

**Divider**: Allows the entry of information as a divider to break the form into sections.

♦ **Label**: Refers to the information that will display to separate sections. This field is limited to 255 characters.

**Long Divider**: Allows the entry of information as a divider to break the form into sections.
- **Text**: Refers to the information that will display to separate sections. This field accepts html code. This field accepts unlimited characters.

**State Selector**: Provides a list of states for visitors to choose from.

**Country Selector**: Provides a list of countries for visitors to choose from.

10. Click **Update**.

11. Repeat all steps in the **Form Field Data** section for each desired form field.

A preview of the fields will appear in the preview area.

To edit a field:

1. Select the desired field in the preview area.

The field will appear highlighted.

2. Make necessary changes in the **Form Field Data** section.

3. Click **Update**.

To delete a field:
1. Select the desired field in the preview area.
   The field will appear highlighted.

2. Click the Delete this Field icon.
   A window requesting confirmation will appear.
   ![Confirmation Window]

3. Click OK.
   The field will be deleted.

To rearrange fields:

1. Select the desired field in the preview area.
   The field will appear highlighted.

2. Click the Up or Down icons to move the selected field up or down.
   The fields will appear rearranged.
To insert a new field while in the preview area:

1. Click the **New Field** icon.

   ![New Field Icon]

The **Form Field Data** section will appear blank for new fields.

2. Enter necessary information for the new field.
3. Click **Update**.

![Update Icon]

When all desired fields have been added to the form, form definition has been completed. Once form definition is completed, content editors may determine how the form results should be handled.

To determine the handling of form results:

1. Select the **Results Handling** tab.

   ![Create Form Window]

   The **Results Handling** screen will appear with available options.

   2. Select all desired options.

   The options are defined as follows:
Send results via Email: Sends form results via e-mail. When this is selected, e-mail message (To, From, Subject, etc.) fields become available. In order for the e-mail address options to appear in the drop-down list, the e-mail field must be a required field in the Form Definition tab in the Form Field Data section and the e-mail validation type must be selected. Multiple addresses can be separated using a semi-colon or comma.

Save results for future export: Allows results to be saved for future export. This feature does not function retroactively.

Send a notification each time this form is submitted: Sends a notification e-mail message to the e-mail address designated informing the recipient that the form was submitted. When this is selected, e-mail message (To, From, Subject, etc.) fields become available. In order for the e-mail address options to appear in the drop-down list, the e-mail field must be a required field in the Form Definition tab in the Form Field Data section and the e-mail validation type must be selected. Multiple addresses can be separated using a semi-colon or comma. A notification message will not include the results of the sent form. This simply notifies a person that a visitor submitted the form. This feature may be used if results are not being sent by e-mail.

3. Click Update.

Once the handling of results has been determined, the visitor confirmation should be determined.

To determine visitor confirmation:

1. Select the Visitor Confirmation tab.

The Visitor Confirmation screen will appear.
2. Enter information in the available fields.

   The fields are defined as follows:

   **Confirmation Page**: Allows the selection of the confirmation page that was created. The page may be selected from the site tree.

   **Send Email Confirmation**: Sends the visitor an e-mail message confirming form submission. When this is selected, e-mail message (To, From, Subject, etc.) fields become available. In order for the e-mail address options to appear in the drop-down list, the e-mail field must be a required field in the **Form Definition** tab in the **Form Field Data** section and the e-mail validation type must be selected.

3. Click **Save Completed Form**.

   The site tree will refresh and the form will appear selected.
4.3 Inserting the Custom Form Module

Once the form has been created, it can be inserted on a page for display.

To insert the Custom Form module:

1. Select the desired page in the site tree.
2. Select the Preview/Edit tab.
3. Click Edit Page.
4. Click in the page where the module will be inserted.
5. Click the Insert a Module tool.

The Insert Module dialog box will appear.

6. Select Custom Form in the Module: drop-down list.

7. Click Insert.

The Module Properties dialog box will appear.
8. Click the **Select Link** icon to choose the desired form from the site tree.

The **Explorer** window will appear.

9. Select the desired form in the site tree.

10. Click **Select**.

The name of the form will appear in the **Module Properties** dialog box in the **Form:** field.
11. Click **Save**.

The **Custom Form Generator** module will appear on the page. The page must be published for it to become available to visitors.

---

### 4.4 Accessing Custom Form Module Properties

To access the Custom Form module properties:

1. Select the desired module while the page is in edit mode.
2. Right-click on the module.
3. Select **Custom Form Properties**.

The **Module Properties** dialog box will appear.
4.5 Exporting the Results

Once submissions have been received via the form, results can be exported. The Export Form Results feature will be available to users with administrative access to the form.

To export results:

1. Select the desired form in the site tree.
2. Select the General tab.
3. Double-click Export Form Results in the information area.

The Export Form Results dialog box will appear.

4. Enter information in the available fields.
   The fields are defined as follows:
   
   **Export To**: Allows the selection of a folder for the exported file.

   **File Type**: Allows the selection of a program for the results to populate and open in. The results may be viewed in a delimited text file, an Excel spreadsheet or an XML file. If a delimited text file is selected, a delimiter may also be selected. If an Excel spreadsheet is selected, the option to include a header row becomes available.

   **Start Date**: Allows the selection of a start date for the exported results.

   **End Date**: Allows the selection of an end date for the exported results.

5. Click Export.
The site tree will refresh. The file will appear in the site tree in the specified folder. The file may be exported to allow users to open the file or save the file outside of SiteExecutive. These files will remain in the site tree until deleted. The files will not be deleted if a form is deleted.

To open the file:

1. Select the file in the site tree.
2. Select the **General** tab.
3. Double-click **Export File** in the information area.
4. Click **Open**.

The results will appear in the desired format.

**Delimited Text File:**

```
<table>
<thead>
<tr>
<th>SUBMISSION_DATETIME</th>
<th>NAME</th>
<th>TITLE</th>
<th>LOCATION</th>
<th>HOURS</th>
<th>TRAMING REQUESTED</th>
<th>DATE REQUESTED</th>
<th>ORGANIZATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/15/2006 07:34:00</td>
<td>John</td>
<td>Smith</td>
<td>SiteExecutive</td>
<td>5</td>
<td>Yes</td>
<td>02/20/2006</td>
<td>Sys Alli</td>
</tr>
<tr>
<td>03/15/2006 07:34:00</td>
<td>Mary</td>
<td>Jones</td>
<td>SiteExecutive</td>
<td>5</td>
<td>Yes</td>
<td>02/20/2006</td>
<td>Sys Alli</td>
</tr>
</tbody>
</table>
```

**Excel Spreadsheet:**

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SUBMISSION DATETIME</td>
<td>TRAINING REQUESTED</td>
<td>DATE REQUESTED</td>
<td>ORGANIZATION</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**XML File:**

```
<xml version="1.0" encoding="UTF-8">
  <SUBMIT DATETIME="03/15/2006 07:34:00">?
    <FIELD NAME="NAME">John Smith</FIELD>
    <FIELD NAME="TITLE">SiteExecutive</FIELD>
    <FIELD NAME="HOURS">5</FIELD>
    <FIELD NAME="TRAINING REQUESTED">Yes</FIELD>
    <FIELD NAME="DATE REQUESTED">02/20/2006</FIELD>
    <FIELD NAME="ORGANIZATION">Sys Alli</FIELD>
  </SUBMIT>
</xml>
```
4.6 Purging the Results

Exported results may be purged when desired.

To purge exported results:
1. Select the desired form in the site tree.
2. Select the General tab.
3. Double-click Purge Form Results in the information area.

The Purge Form Results dialog box will appear.

4. Enter information in the available fields.
   The fields are defined as follows:
   
   **Start Date**: Allows the selection of a start date for the purge of results.
   
   **End Date**: Allows the selection of an end date for the purge of results.
   
   **Purge exported results only**: Deletes only the results that were exported.

   A message requesting confirmation will appear.
5. Click **OK** to continue.

Upon completion, a message will appear.

![Microsoft Internet Explorer window showing a message](image)

6. Click **OK**.

### 4.7 Renaming, Copying, Moving and Deleting a Form

A form behaves like other objects in SiteExecutive. Tools to rename, copy, move and delete a form may be accessed via the **General** tab. Some important information to remember when performing any of these actions includes:

- When forms are renamed, pages with those forms will update automatically with the correct path to the form.

- A form cannot be deleted if it is inserted on a page or template. A message will appear indicating that the form exists on a specified object and that the object must be deleted first before the form can be deleted.

- Form result files are not descendants of the forms. When forms are deleted, the result files will not be deleted. The result files will remain available in the site tree.
5 Email List Handler Module

The Email List Handler module allows users to manage lists of e-mail subscribers, in addition to sending outbound mailings to that audience. Visitors will be able to register or subscribe to a list (or multiple lists, if applicable) and provide a variety of contact information. This module requires setup prior to insertion.

5.1 Creating an E-mail List

To establish e-mail lists:

1. Select Email List Handler under Modules in the site tree.

2. Select the Email Lists tab.

The Email List Administration screen will appear.
Available features in this screen include:

**Add**: Allows the creation of new e-mail lists.

**Edit**: Allows modifications to the selected e-mail list.

**Delete**: Removes the selected e-mail list.

**Clear**: Deletes the selected list's optional fields.

**Add Recipients**: Allows the addition of an e-mail address to the selected e-mail list. E-mail addresses must exist.

1. Click **Add** to add a new e-mail list.

The **New Mailing List** dialog box will appear.
4. Enter information in the available fields.

The fields are defined as follows:

**List Name**: Refers to the name of the list visitors will subscribe to.

**Description**: Refers to descriptive text to summarize the list.

**Optional 1 – Optional 5**: Provides optional fields on the web page for subscribers to complete, such as a request for demographic information. Information entered into these fields by subscribers can be exported.

5. Click **Save**.

The list will appear selected in the **Email List Administration** screen.
6. Repeat all steps to establish additional e-mail lists.

5.2 Establishing Global Information Fields

Global information fields may be established to record desired information for users who will be added to e-mail lists. The global information fields allow administrators to gather this information from visitors who subscribe to an e-mail list. The fields will appear blank only the first time they are accessed. If information was already established in the global fields, the fields will appear with values entered.

To establish global information fields:

1. Select Email List Handler under Modules in the site tree.
2. Select the General tab.
3. Double-click on Global Information Administration in the information area.

The Global Information Administration dialog box will appear.
4. Enter information in the available fields.
   The fields are defined as follows:
   
   **Global Field 1 – Global Field 5:** Allows the entry of additional labels for which information is desired. These fields are limited to 255 characters. Example, enter Company if the company name of subscribers is desired.
   
   **Field 1 Required – Field 5 Required:** Makes the specified field required. Visitors will not be able to subscribe to an e-mail list unless they provide this information.
   
5. Click **Save**.

   The global fields will be displayed for subscribers to enter additional information. The information entered into these fields can be exported.

### 5.3 Adding E-mail Addresses

Once an e-mail list has been established, there are various ways to add e-mail addresses into SiteExecutive for use in the e-mail lists. E-mail addresses may be imported or may be individually added into SiteExecutive.

#### 5.3.1 Importing E-mail Addresses

An existing list of e-mail addresses can be imported into SiteExecutive and may later be attached to a list. The e-mail addresses may be imported from a delimited text file.

**To import an e-mail address:**
1. Select **Email List Handler** under **Modules** in the site tree.
2. Select the **General** tab.
3. Double-click **Import Email Addresses** in the information area.

The **Import Email Addresses** dialog box will appear.

4. Enter information in the available fields.
   The fields are defined as follows:
   - **Import File**: Allows the selection of a text file. To access the desired text file, the user must click on **Browse**.
   - **Delimiter**: Allows the selection of characters to use as separators. Users can choose a backslash, caret, colon, comma, vertical bar, semicolon or a tab.
   - **Start Row**: Refers to the row on which the first address for import appears.
   - **Address Column**: Refers to the column that has the e-mail addresses in it.
   - **Name Column**: Refers to the column with the user names. This may be left blank if names are not desired for import.
   - **Domain**: Refers to the domain associated with the e-mail addresses (the source of the e-mail addresses). If this is left blank, IMPORT will be the default.
   - **Append To**: Allows the selection of an e-mail list or lists.
5. Click **Import**.

   The import process may take several minutes depending on the number of e-mail addresses being imported.

   The **Import Email Addresses** window will appear. This window will display the results of the process.

![Import Email Addresses Window](image)

6. Click **Close**.

5.3.2 Adding Individual E-mail Addresses

Individual addresses may be manually entered into SiteExecutive.

**To add e-mail addresses:**

1. Select **Email List Handler** under **Modules** in the site tree.
2. Select the **Email Addresses** tab.

![Email Address Administration Screen](image)

   The **Email Address Administration** screen will appear with a list of the existing e-mail addresses.
3. Click **New Recipient**.

The **Create Recipient** dialog box will appear.

4. Enter information in the available fields.

The fields are defined as follows:

- **Email Address**: Refers to the e-mail address of the recipient in the proper format (i.e. someone@domain.com).
- **Domain**: Refers to the domain name (i.e. domain.com)
- **Date Created**: Allows the selection of a date and typically refers to the date the e-mail address is added.
**Recipient Name:** Refers to the recipient’s name.

**Global Field 1 Data – Global Field 5 Data:** Allows the entry of additional information depending on global fields. As a best practice global information fields should be created via the **General** tab with the **Global Information Administration** tool. The information entered in the **Global Field Data** fields should correspond with the information requested on the **Global Information Administration**. The **Global Information Administration** allows request for additional information from subscribers. Information entered into these fields by subscribers or administrators can be exported.

5. Click **Save** to add the e-mail address.

The e-mail address will appear in the **Email Address Administration** list with the other e-mail addresses. The address will appear in alphabetical order. **Edit** and **Delete** tools will become available and may be accessed to edit the properties for an e-mail address or to delete an e-mail address.

### 5.4 Adding E-mail Addresses to the E-mail Lists

Once e-mail addresses have been imported into or manually created in **SiteExecutive**, they may be added to the existing or newly created e-mail lists.

**To add an address to an e-mail list:**

1. Select **Email List Handler** under **Modules** in the site tree.
2. Select the **Email Lists** tab.
3. Select the desired list to which e-mail addresses will be added.
4. Click **Add Recipients**.

The **Add List Recipient** dialog box will appear.
5. Select an individual by clicking on the check box or click **Select All** if all recipients should be added to the list.

6. Click **Save**.

The e-mail address will appear in the selected list.
A **Delete** tool becomes available and may be accessed to delete an e-mail address from a list.

### 5.5 Creating Mailings

Once e-mail lists are created, messages can be sent to all participants in a particular list.

**To create mailings:**

1. Select **Email List Handler** under **Modules** in the site tree.
2. Select the **Mailings** tab.

The **Mailing Administration** screen will appear.
3. Click **Add**.

The **New Mailing** window will allow users to enter information for the message being sent.
4. Enter information in the available fields.

The fields are defined as follows:

**Mailing Name**: Refers to the subject of the mailing (for example, Quarterly Report).

**From Address**: Refers to the e-mail address of the administrator or individual maintaining the list.

**Send to Lists**: Allows the selection of an e-mail list.

**BCC Lists**: Sends e-mail as blind carbon copies if desired.

**Date Created**: Refers to the date the mailing is created.

**Subject**: Refers to the subject of the mailing that will display on the e-mail message.

**Body Type**: Refers to the type of text. Allows the user to select Text, HTML or Multi-Part (HTML and Text).

**Body – Text**: Displays text in the body of the e-mail message in text format.

**Body – HTML**: Displays text in the body of the e-mail message in HTML format.

**Attachment 1 – Attachment 10**: Allows the attachment of documents and files. The documents and files must be uploaded into SiteExecutive.

5. Click **Save**.
The mailing name will appear in the **Mailing Administration** screen.

Once a mailing is established, other tools become available. The tools are defined as follows:

**Add**: Creates mailings.

**Edit**: Allows modifications to be made to the selected mailing.

**Copy**: Copies an existing mailing while allowing users to rename the mailing group.

**Delete**: Deletes the selected mailing.

**Test**: Sends a test of the mailing to a desired user. An e-mail address must be entered.

**Send**: Sends the mailing to all users in the e-mail list provided.

**To send the mailing**:

1. Select the desired mailing.
2. Click **Send**.

Confirmation of the desired mailing will appear.
3. Click **Send**.

The mailing will be delivered to all users in the e-mail list selected.

### 5.6 Inserting the Email List Handler Module for Subscriber Access

The **Email List Handler** module may be inserted on a page to allow visitors to register their e-mail addresses on a list.

**To insert the Email List Handler module:**

1. Select the desired page in the site tree.
2. Select the **Preview/Edit** tab.
3. Click **Edit Page**.
4. Click in the page where the module will be inserted.
5. Click the **Insert a Module** tool.

The **Insert Module** dialog box will appear.

6. Select **Email List Handler** in the **Module** drop-down list.

7. Click **Insert**.

The **Module Properties** dialog box will appear.
8. Enter information in the available fields.

The fields are defined as follows:

**Subscription Type:** Allows the visitor to subscribe to single or multiple e-mail lists. Selecting *Single* will allow visitors to select one mailing list from a drop-down list. Selecting *Multiple* will allow the visitor to select more than one mailing list to subscribe to.

**Mailing List:** Displays the selected e-mail lists.

**Display Optional Fields:** Displays any optional fields for the list. This feature only applies if a single subscription type is selected.

**Text:** Displays text at the top of the module when it appears on the page.

**Description:** Refers to a summary. Spell check options are available below this field.

**Background Color:** Refers to the background color of the module when inserted on the page.
Display Recipient Name Field: Refers to the appearance of a field for the recipient name.

Require Recipient Name: Allows the recipient name to be required. Selecting No will avoid making this a required field.

Display Global Fields: Allows the display of global fields if they have been established.

Header Style: Allows the selection of a font style for the header, which was created via a style sheet and applied to the template used.

Label Style: Allows the selection of a font style for the fields, which was created via a style sheet and applied to the template used.

Text Style: Allows the selection of a font style for the text, which was created via a style sheet and applied to the template used.

Link Style: Allows the selection of a font style for the links, which was created via a style sheet and applied to the template used.

9. Click Save.

The Email List Handler module will appear on the page. The page must be published for the module to become available to visitors.
5.7 Accessing Email List Handler Module Properties

To access the Email List Handler module properties:

1. Select the desired module while the page is in edit mode.
2. Right-click on the module.
3. Select Email List Handler Properties.

The Module Properties dialog box will appear.

5.8 Exporting Mailing Lists

Mailing lists may be exported so that subscriber information may be placed into an easy-to-access file. Mailing lists can be exported into a delimited text file, an Excel spreadsheet or an XML file. Mailing list files can be stored anywhere in the site tree and can then be opened or saved externally.

To export a mailing list:

1. Select Email List Handler under Modules in the site tree.
2. Select the General tab.
3. Double-click Export Mailing List in the information area.

The Export Mailing List dialog box will appear.
4. Enter information in the available fields.
The fields are defined as follows:

**Mailing List**: Allows the selection of a mailing list.

**Export To**: Allows the selection of a folder for the exported file.

**File Type**: Allows the selection of a program for the results to populate and open in. The results may be viewed in a delimited text file, an Excel spreadsheet or an XML file. If a delimited text file is selected, a delimiter may also be selected. A header row may also be displayed. If an Excel spreadsheet is selected, the option to include a header row is also available.

**Delimiter**: Allows the selection of a backslash, caret, colon, comma, vertical bar, semicolon or tab for a delimiter. This option is only available if a delimited text file is selected as the type.

**Include Header Row**: Displays a header row at the top to distinguish columns.

**Include Optional Data**: Displays the information that subscribers entered in the optional fields.

**Include Global Data**: Displays the information that subscribers entered in the global information fields.

5. Click **Export**.

The site tree will refresh. The file will appear in the site tree in the specified folder. The file may be exported to allow users to open the file or save the file outside of SiteExecutive. These files will remain in the site tree until deleted. The files will not be deleted if a form is deleted.

**To open the file:**

1. Select the file in the site tree.
2. Select the **General** tab.
3. Double-click **Export File** in the information area.
4. Click **Open**.

The results will appear in the desired format.

**Delimited Text File:**
Excel Spreadsheet:

<table>
<thead>
<tr>
<th>EMAIL ADDRESS</th>
<th>RECIPIENT NAME</th>
<th>DOMAIN</th>
<th>DATE CREATED</th>
<th>EMAIL LIST</th>
<th>GLOBAL INFORMATION DATA</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:hernandezvero@hotmail.com">hernandezvero@hotmail.com</a></td>
<td>Veronica</td>
<td>Training</td>
<td>7/19/2005 11:11</td>
<td></td>
<td>(Global 1 Organization manager) (Global 2 Gender sysall) (Global 3 Status Group)</td>
</tr>
<tr>
<td><a href="mailto:escobalover@yahoo.com">escobalover@yahoo.com</a></td>
<td>Veronica Hernandez</td>
<td></td>
<td>7/19/2005 11:11</td>
<td></td>
<td>(Global 1 Organization manager) (Global 2 Gender sysall) (Global 3 Status Group)</td>
</tr>
<tr>
<td><a href="mailto:hernandezg@sysall.com">hernandezg@sysall.com</a></td>
<td>Veronica Hernandez</td>
<td></td>
<td>7/19/2005 11:11</td>
<td></td>
<td>(Global 1 Organization manager) (Global 2 Gender sysall) (Global 3 Status Group)</td>
</tr>
</tbody>
</table>

XML File:

```
<?xml version="1.0" ?>
<emh>
  <list>
    <recipient address="hernandezvero@hotmail.com" name="Veronica Hernandez" domain="hotmail.com" datecreated="7/19/2005 1:13 PM"/>
  </list>
</emh>
```
6 Event Calendar Module

The Event Calendar module is a database-driven calendar solution that allows various areas of an organization to independently manage their own events. Individual calendars can be compiled into an organization-wide event listing, allowing the creation of one master calendar. The Event Calendar module requires setup prior to insertion.

6.1 Setting up Administrative Options

As an administrator, categories, event expiration, event types and event locations may be established for general creation of events.

To create an event category:

1. Select Event Calendar under Modules in the site tree.
2. Select the General tab.
3. Double-click Create Event Category in the information area.

The Create Event Category dialog box will appear.
4. Enter a name in the Category field. The name of the event category will be used when the event calendar is inserted on a page or template for display.

5. Click Save.
The site tree will refresh with the event category selected.

6. Repeat all steps for additional event categories.

When all event categories are added, the event expiration, event type and event location may be established.

To determine the event expiration:

1. Select Event Calendar under Modules in the site tree.
2. Select the General tab.
3. Double-click Event Expiration in the information area.

The Event Expiration dialog box will appear.

4. Enter the number of days after which the events will expire in the Days field. All events for all event categories will stop displaying on the number of days after the event date.

5. Click Save.

To determine the event type:

1. Select Event Calendar under Modules in the site tree.
2. Select the **General** tab.

3. Double-click **Event Type Administration** in the information area.

The **Event Type Administration** dialog box will appear.

4. Click **Add**.

5. Enter an event type name in the **Event Type**: field.

6. Click **Save**.

The event type will appear in list format.
7. Repeat all steps to create additional event types.

   **Edit** and **Delete** tools become available when an event type is selected allowing modifications to be made to the event type.

8. Click **Close**.

   **To determine the event location:**
   1. Select **Event Calendar** under **Modules** in the site tree.
   2. Select the **General** tab.
   3. Double-click **Event Location Administration** in the information area.

The **Event Location Administration** dialog box will appear.
4. Click **Add**.

5. Enter an event location name in the **Location**: field.

6. Click **Save**.

The locations will appear in list format.

7. Repeat all steps to create additional event locations.

**Edit** and **Delete** tools become available when an event location is selected allowing modifications to be made to the event location.
6.2 Adding Events to the Event Categories

Once all the administrative features have been established, individual events may be added to each event categories.

To add events to the event categories:

1. Select the desired event category in the site tree.

*Note: the event category may be accessed under Event Calendar under the Modules section in the site tree.*

2. Select the **Events** tab.

The **Event Administration** screen will appear.

3. Click **Add** to add a new event.
4. Enter information in the available fields.

The fields are defined as follows:

**Event Name**: Refers to the event name, as it will appear on the web page when rendered.

**Event Type**: Allows the selection of an event type.

**Event Location**: Allows the selection of an event location.

**Event Sublocation**: Provides additional space to enter information about the location, such as a room number or conference room.

**Event Date/Time Start**: Refers to the start date and time of the event.

**Event Date/Time End**: Refers to the end date and time of the event.

**Short Description**: Displays a short description of the event when the event list is viewed.

**Full Description**: Displays a full description of the event when a visitor clicks on the event for additional detail.

**Status**: Refers to the event’s status. Selecting **Active** ensures that the users can view the event. Selecting **Inactive** will keep an event available for future use.
**Contact Name:** Refers to the contact person’s name.

**Contact Phone Number:** Refers to the contact person’s phone number.

**Image to Display:** Displays an image with the event, for example, a guest speaker’s photograph.

**Image Alt Text:** Displays text when the mouse pointer is placed on the image.

**Directions Text:** Displays directions to the event. The directions must be in text format and may be pasted from another document.

**Directions File:** Allows the attachment of a file with directions. The file must be available in SiteExecutive.

**Map/Directions Website URL:** Allows entry of an external URL with directions, for example, Mapquest.

**Event Fees:** Refers to any fees visitors should be aware of for the event.

**Registration Form File:** Refers to a registration form that has been uploaded into SiteExecutive.

**Use Online Registration Form?** Refers to an online form delivered as part of the Event Calendar module that can be used in lieu of a registration form file.

**Email Address to send Online Registration forms to:** Refers to the e-mail address of the individual or department to whom registration forms should be submitted.

**Related Link:** Refers to an internal link that provides additional or relevant information regarding the event.

**Key Words (space-delimited list):** Serves as a search interface within the event calendar. This field is comma delimited and limited to 255 characters. Caution should be used when entering key words, since they will drive the search engine within the calendar. If this field is left blank, the search engine within the event calendar for visitors may not render accurate results.

5. Click **Save**.

The event will appear selected and all the information for that event will appear below.
6. Repeat all steps to create additional events and display them on the calendar.

Edit and Delete tools become available when an event is selected allowing modifications to be made to the event. A Copy tool is also available for the duplication of events. Once copied, the event’s date and/or time may be modified. There is currently no recurring event feature.

6.3 Inserting the Event Calendar Module

Once events have been created and the event classes are populated with all the events, the Event Calendar module may be inserted on a page for display.

To insert the Event Calendar module:

1. Select the desired page in the site tree.
2. Select the Preview/Edit tab.
3. Click Edit Page.
4. Click in the page where the modules will be inserted.
5. Click the Insert a Module tool.

The Insert Module dialog box will appear.

6. Select Event Calendar in the Module: drop-down list.
7. Click **Insert**. The **Module Properties** dialog box will appear.

8. Enter information in the available fields.
   
The fields are defined as follows:

   **Categories**: Allows the selection of one or more event categories for display on the calendar. Pressing the **Ctrl** key while selecting each event category allows multiple event categories to be displayed.

   **Text Style**: Allows the selection of a font style, which was created via a style sheet and applied to the template used for the text.

   **Header Style**: Allows the selection of a font style, which was created via a style sheet and applied to the template used for the header.
Homepage Display: Refers to the appearance of the calendar on the page. Options include: Daily, Weekly and Monthly.

Template Color: Refers to the color, which will appear as the event titles and the calendar background.

Include Remind Me Module: Activates a reminder function one day, one week or both time periods prior to the event.

Include Email A Friend: Allows visitors to send the event to a friend via e-mail.

Span Module Height 100%: Displays the module at full height of the page.

9. Click Save.

The Event Calendar module will appear on the page.

Note: The Event Calendar that appears on the page provides a search tool for visitors to search events. Keyword search results will be most accurate if keywords were entered when each event was created.
6.4 Accessing Event Calendar Module Properties

To access the Event Calendar module properties:

1. Select the desired module while the page is in edit mode.
2. Right-click on the module.
3. Select Event Calendar Properties.

The Module Properties dialog box will appear.
7 FAQ Module

The FAQ (Frequently Asked Questions) module is a database-driven repository that allows various areas of an organization to independently manage information. The questions, their responses, and related links are presented in a consistent look and feel, and can be combined into a master list for a site. Use of the module requires setup prior to insertion.

7.1 Setting up Administrative Options

To establish the administrative options:

1. Select FAQ under Modules in the site tree.

2. Select the General tab.

3. Double-click Create Topic in the information area.

The Create Topic dialog box will appear.
4. Enter a topic name in the **Topic Name**: field.
5. Click **Save**.

The site tree will refresh with the created topic selected.

6. Repeat all steps to create additional topics.

Selected topics may be copied, renamed and deleted via the **General** tab.

Once topics have been created, categories may be established.

**To create a category:**
1. Select the desired topic in the site tree.
2. Select the **General** tab.
3. Double-click **Create Category** in the information area.

   ![Create Category dialog box]

The **Create Category** dialog box will appear.

4. Enter a category name in the **Category Name**: field.
5. Click **Save**.

The site tree will refresh with the created category selected.

6. Repeat all steps to create additional categories.

Selected categories may be copied, moved, renamed and deleted via the **General** tab.

Once categories have been created, questions may be created for each category.

**To create a question:**
1. Select the desired category in the site tree.
2. Select the **General** tab.
3. Double-click **Create Question** in the information area.
The **Create Question** dialog box will appear.

4. Enter information in the available fields.

   The fields are defined as follows:

   **Question Name**: Refers to a name or title for the question.

   **Question Text**: Refers to the complete text for the question. This field should be very specific.

   **Answer**: Refers to the complete answer for the question. This field should be very specific.

   **Information Link**: Allows the selection of documentation for additional information. The page or file should be available in **SiteExecutive**.

   **Status**: Refers to the status of the question. Selecting **Active** ensures that visitors can view the question. Selecting **Inactive** keeps the questions available for future display.

   **Display From**: Refers the start date for the display of the questions.

   **Display To**: Refers the end date for the display of the questions.

5. Click **Save**.

   The site tree will refresh with the created question selected.

6. Repeat all steps to create additional questions.
Selected questions may be copied, moved, edited and deleted via the General tab.

7.2 Inserting the FAQ Module

Once the administrative options have been established for the FAQ module, the module may be inserted on a page.

To insert the FAQ module:
1. Select the desired page in the site tree.
2. Select the Preview/Edit tab.
3. Click Edit Page.
4. Click in the page where the module will be inserted.
5. Click the Insert a Module tool.

The Insert Module dialog box will appear.

7. Click Insert.

The Module Properties dialog box will appear.
8. Enter information in the available fields.

The fields are defined as follows:

**Topics to Include**: Allows the selection of topics for display. Pressing the [Ctrl] key and selecting each topic allows for multiple topics to be displayed.

**Header Style**: Allows the selection of a font style, which was created via a style sheet and applied to the template used for the header.

**Category Style**: Allows the selection of a font style, which was created via a style sheet and applied to the template used for the category.

**Question Style**: Allows the selection of a font style, which was created via a style sheet and applied to the template used for the question.
9. Click Save.  
The FAQ module will appear on the page.

7.3 Accessing FAQ Module Properties

To access the FAQ module properties:
1. Select the desired module while the page is in edit mode.
2. Right-click on the module.

The Module Properties dialog box will appear.
8 Image Rotator Module

The Image Rotator module displays a series of images and can function as an image slide show, banner ad rotator, and background image changer. While the image rotator may be established to display images as a slide show when inserted on a page, it will not rotate images when it is inserted on the template. When inserted on a template, the Image Rotator module will display images as background or foreground images. The module requires setup prior to insertion.

8.1 Setting up Administrative Options

The Image Rotator module allows content editors with administrative permissions to add image groups, add images to image groups and edit image properties and image groups.

To add an image group:

1. Select Image Groups under Image Rotator in the Modules section in the site tree.
2. Select the General tab.
3. Double-click Create Image Group in the information area.

The Create Image Group dialog box will appear.

4. Enter the desired name in the Name: field.
5. Click Save.

The site tree will refresh and the added image group will appear selected. Selected image groups may be renamed, copied and deleted via the General tab.
6. Repeat all steps to create additional image groups.

To add an image in an image group:

1. Select the desired image group in the site tree.
2. Select the General tab.
3. Double-click Add Image in the information area.
The **Add Image** dialog box will appear.

![Add Image dialog box](image.png)

4. Enter information in the available fields.
   
   The fields are defined as follows:
   
   **Name**: Shows desired name for the image.
   
   **Image**: Allows the selection of the desired image. Clicking on **Select Image** will open the **Image Selector** window where the site tree will show all images uploaded into SiteExecutive.
   
   **Alt Text**: Displays text when the mouse pointer is placed on the image. Each image in a group may have its own alt text.
   
   **Link To**: Sets an active internal or external link on the image. Each image in a group may have its own link.
   
   **Expires**: Refers to the date the image will expire or deactivate.
   
   **New Window**: Launches the link in a new web browser window. When this is selected, the width and height may be modified.
   
5. Click **Save**.

6. Repeat all steps to insert additional images.

**To edit or delete an image:**

1. Select the desired image group.
   
2. Select the **Image Library** tab.
The images in the folder will appear.

3. Click on **Edit** or **Delete** below the desired image.

Selected image groups may be renamed, copied and deleted via the **General** tab. The images may also be rearranged to appear in different order.

**To change image order:**

1. Select the desired image group.
2. Select the **General** tab.
3. Double-click **Change Display Order** in the information area.

The **Change Display Order** window will appear.
8.2 Creating and Managing Button Sets

The Image Rotator module allows the display of images for buttons in a slide show, either automated or manual. Content editors may create button sets (for the following commands: First, Previous, Next, Last, Auto and Stop). The button sets will only be displayed for a manual slide show. This functionality allows content editors to control the buttons displayed with images when rendered on a page. If no button sets are selected, default buttons will be used.

To upload images to be used as buttons in the slide show window:

1. Select Button Sets under Image Rotator in the Modules section in the site tree.
2. Select the General tab.
3. Double-click Create Button Set in the information area.

The Create Button Set dialog box will appear.
4. Enter the desired name in the Name: field.

5. Click Save.

The site tree will refresh and the added button set will appear selected. Selected button sets may be renamed, copied and deleted via the General tab.

6. Select the Buttons tab to add button images.

7. Click Define beside the button for which an image is desired.

The Define Button dialog box will appear for that button.
8. Enter information in the available fields.

   The fields are defined as follows:

   **Name**: Displays the desired name for the button.

   **Primary Image**: Allows the selection of an image for the button. Clicking on **Select** will open the **Image Selector** window where the site tree will show all images uploaded into SiteExecutive.

   **Mouseover Image**: Displays a second image when the mouse pointer is placed on the first image. Clicking on **Select** will open the **Image Selector** window where the site tree will show all images uploaded into SiteExecutive.

   **Alt Text**: Displays text when the mouse pointer is placed on the image.

9. Click **Save**.

   The selected button image will appear in the **Buttons** tab.

10. Repeat all steps to add desired images to all buttons.
To edit a button image:

1. Select the desired button set in the site tree.
2. Select the **Buttons** tab.
3. Click **Edit** for the desired button.

The **Edit Button** dialog box will appear.

4. Make necessary changes to the name, the image or alt text.
5. Click **Save**.

Once customized button images are established, they may be set back to the system default buttons.

**To reset a button image:**

1. Select the desired button set in the site tree.
2. Select the **Buttons** tab.
3. Click **Reset** for the desired button.

The **Reset Button** dialog box will appear.

4. Click **Save**.
8.3 Inserting the Image Rotator Module

Once the administrative options have been established for the Image Rotator module, the module can be inserted on a page or template. At the template level, the image rotator is used to display images in the background or foreground. At the template level, the slide show capabilities are not available.

**To insert the Image Rotator module:**

1. Select the desired page in the site tree.
2. Click the **Preview/Edit** tab.
3. Click **Edit Page**.
4. Click the **Insert a Module** tool.

The **Insert Module** dialog box will appear.

5. Select **Image Rotator** from the **Module**: drop-down list.

6. Click **Insert**.

The **Module Properties** dialog box will appear.

7. Enter information in the available fields.

   The fields are defined as follows:

   **Group**: Provides a drop-down list with the available image groups.
**Display:** Displays the images in sequential or random order.

**Slide Show:** Displays the images in a slide show. If a slide show presentation is selected, other options become available. These options include:

- **Slide Type:** Refers to the manner in which the images are presented.
- **Border Color:** Refers to the color of the border.
- **Slide Speed:** Refers to the seconds in which the following image appears.
- **Border Width:** Creates a border around the image in the designated pixel width.
- **Image Button:** Allows the selection of a button set.

8. Click **Save**.

The **Image Rotator** module appears on the page.
8.4 Accessing Image Rotator Module Properties

To access the Image Rotator module properties:

1. Select the desired module while the page is in edit mode.
2. Right-click on the module.
3. Select **Image Rotator Module Properties**.

The **Module Properties** dialog box will appear.