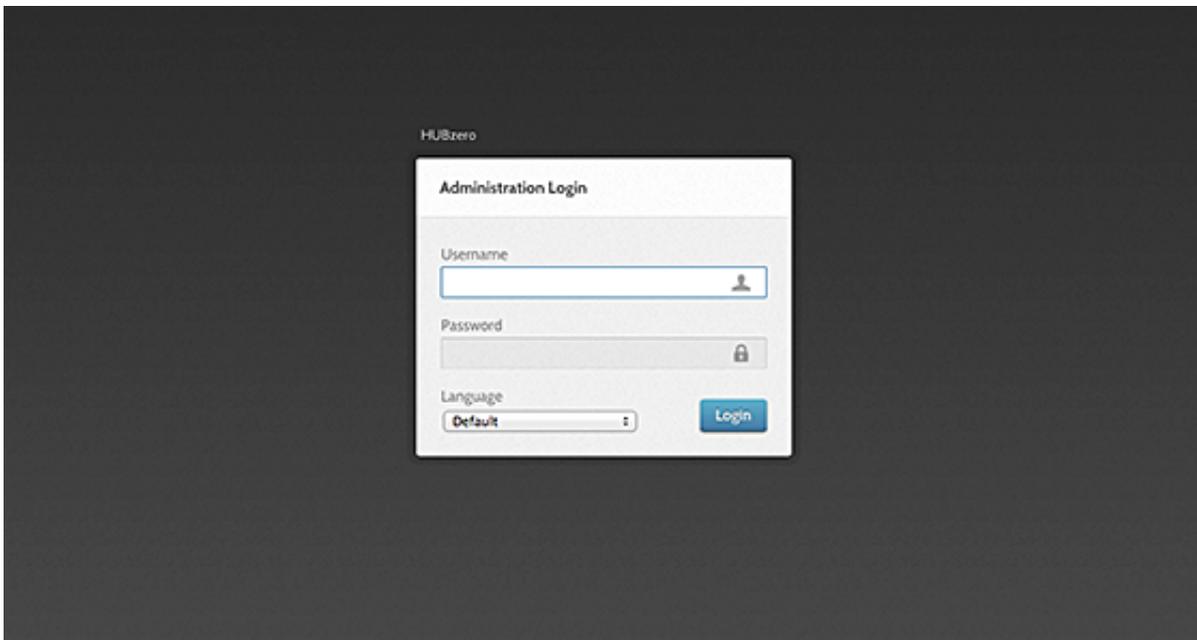


Administrator Area

Logging In

The Administrator back-end of your Joomla! installation is where you do most of the work to set up, configure and maintain your website. As such it must be protected from access by casual visitors and so Joomla! will request a valid username and password before access to the Administrator is granted.

You access the Administrator back-end of your website by entering a special URL into the address bar of your web browser. If your website URL is <http://www.example.com> then you will enter the address <http://www.example.com/administrator>. You will be shown the Administrator login form which looks like this:



Enter your username and password into the relevant fields. If required, select your preferred language from the drop-down list. Then click the "Login" button. If you are logged in successfully you should see the Administrator control panel screen which looks similar to this:

ADMINISTRATOR AREA

The screenshot shows the Administrator Control Panel with a top navigation bar containing links for Site, Users, Menus, Content, Components, Extensions, Help, and Log out. The main content area is divided into several sections:

- Support Tickets:** A table showing 19 Open, 19 Unassigned, and 14 New tickets. Below this, it shows an average lifetime of 0 days, 0 hours, and 0 minutes, and 0 My Tickets (reported) and 0 My Tickets (assigned).
- Members:** A table showing 20 Confirmed, 0 Unconfirmed, and 0 Last 24 hours members.
- Groups:** A table showing 5 Public, 1 Protected, and 0 Private groups. Below this, it shows 1 Closed, 4 Invite only, 1 Restricted, and 0 Open groups. At the bottom, it shows 0 Approved, 0 Pending, and 0 Last 24 hours groups.
- Resources:** A table showing Draft (internal), Draft (user), and Pending resources.

Logging Out

To log out of the Administrator back-end, locate the "Logout" link in the top-right corner of the Administrator screens and click on it. Logging out will return you to the Administrator login screen. If the "Logout" link is grayed out and nothing happens when you click on it, then you are probably in a screen where you have some resource locked for your exclusive use. Click the "Cancel" toolbar button first to release the resource, then click on the "Logout" link.

This screenshot is identical to the one above, but the "Log out" button in the top navigation bar is highlighted with a red rectangular box, indicating its location for the user to click.