

Introduction

Overview

The Managers' Guide is a user manual for managing the web content and functionality of a HUB. It progresses step-by-step through various common tasks and familiarizes the manager with the administrative back-end interface. Managers will learn how to accomplish tasks such as:

- Install new modules/widgets/plugins/templates
- Manage (add/edit/delete) site members
- Manage site settings
- Handle support tickets
- And more ...

We strongly recommend reviewing [Joomla!'s Documentation](#) for further help on topics that may not be covered here.

How To Use The Guide

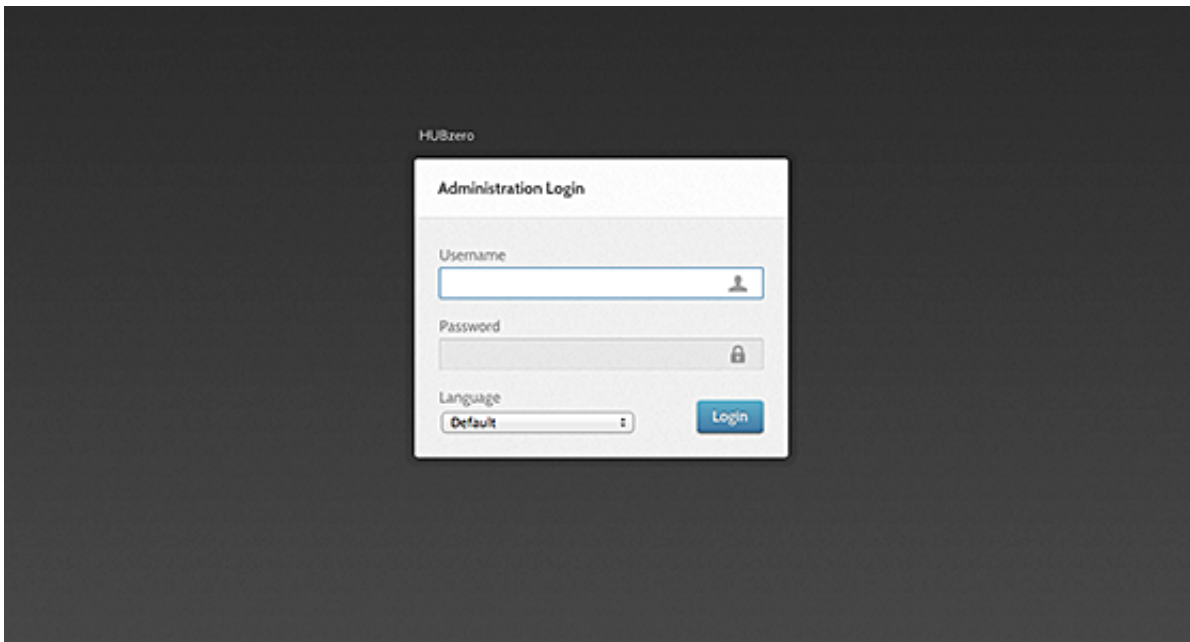
The guide is grouped by Subject, then Chapters within a subject, then Sections within Chapters.

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:

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

- Support Tickets:** A table with columns for Open (19), Unassigned (19), and New (14). Below it, Average lifetime is shown as 0 days, 0 hours, and 0 minutes. My Tickets (reported) and My Tickets (assigned) are both 0.
- Members:** A table with columns for Confirmed (20), Unconfirmed (0), and Last 24 hours (0).
- Groups:** A table with columns for Public (5), Protected (1), and Private (0). Below it, a second row shows Closed (1), Invite only (4), Restricted (1), and Open (0). At the bottom, Approved, Pending, and Last 24 hours are listed.
- Resources:** A section with Draft (internal), Draft (user), and Pending.

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. The button contains the text "Log out" and a power icon.

FAQ

Customizing Your New Hub

The Front Page

- [Edit the "welcome" area on the home page](#)
- [Change the rotating banner on the home page](#)
- [Change text or other components on the home page](#)

Registration

- [Change the information new users must supply when registering](#)
- [Change the text of the confirmation email](#)
- [Change the URL to redirect to after confirming email](#)

Login

- [Change the URL to redirect to after logging in](#)

Content

- [Edit "about" pages, terms of use, etc.](#)
- [Add a picture to an article/page](#)
- [Change the types of resources that users can contribute](#)
- [Change categories of events on the public calendar](#)
- [Change metadata exposed to search engines](#)

How do I ...

Content

- [...change items in the menu bar along the top of the site?](#)
- [...add a new page to the site?](#)
- [...fix spelling errors on a resource that a user has uploaded?](#)
- [...help a user upload a huge resource file?](#)
- [...fix spelling errors on tags, or delete useless tags?](#)
- [...put up a poll question for the community?](#)

Maintenance

- [...put up a notice that the site is going down for maintenance?](#)

Members

- [...find the login or email address for a registered user?](#)
- [...make another user a site administrator?](#)
- [...award points to a user that did something special to help?](#)

Daily Maintenance

- [Keep an eye on the dashboard](#)
- [Approve pending resources](#)
- [Support tool contributions](#)
- [Handle support tickets](#)
- [Respond to reports of abuse](#)
- [Fulfill orders in the site store](#)

Media Manager

Overview

See Joomla!'s [documentation](#).