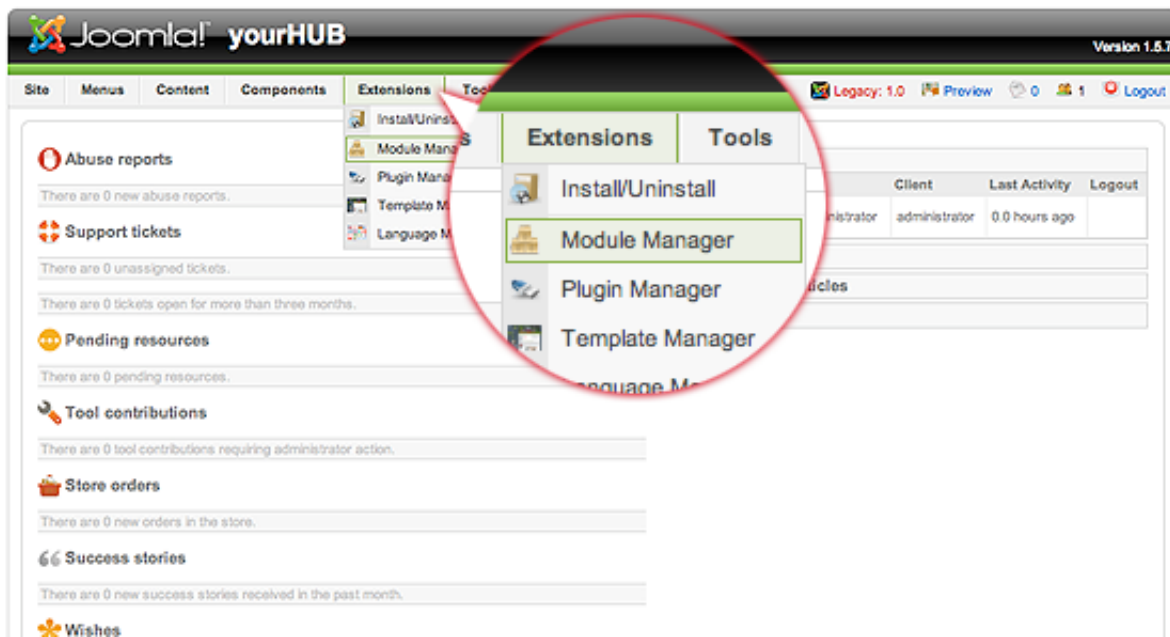


Hub Admin Notice

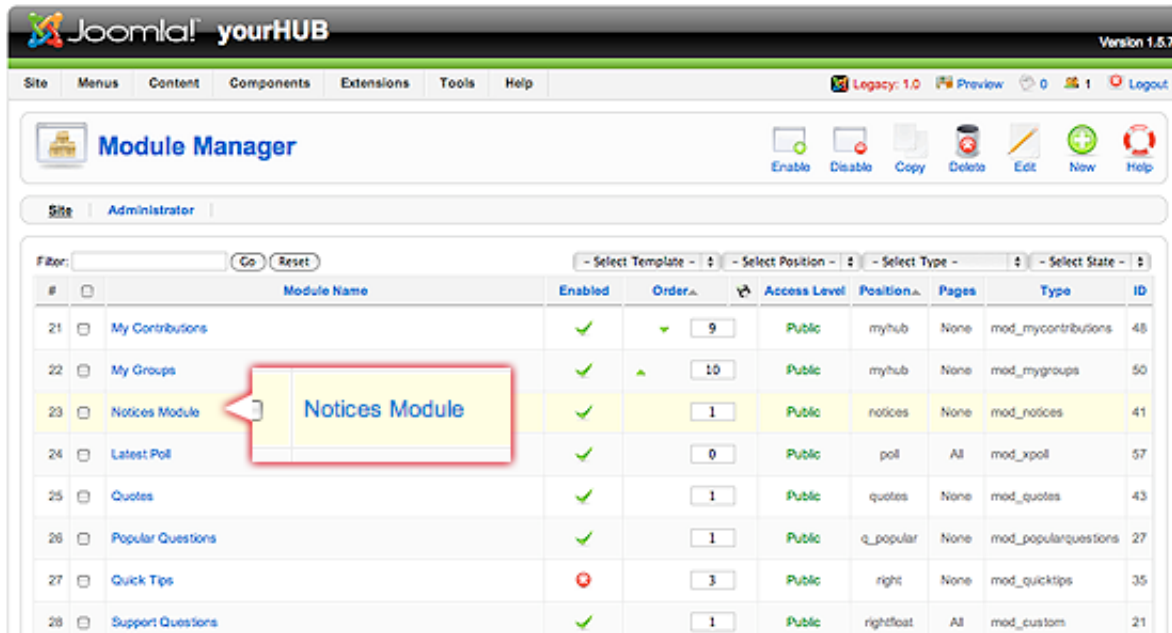
First login to the administrative back-end.

Once logged in, find “Extensions” in the main menu bar located toward the top of the page. You should be presented with a drop-down menu containing items such as “Module Manager”, “Plugin Manager”, etc.

Choose “Module Manager” from the available options.



You should now be presented with a list of all the modules installed on your site. There are a variety of methods to find the specific module you wish to edit: you can filter by selecting position, type, or even state (enabled, disabled). The site notice module would be in position “notices” and of type “mod_notices”. You may also search for “notices” in the filter search box or scroll to the bottom of the page and navigate your way through the entire list. Once found, click the module name to edit it.



Once in edit mode you will be presented with some options such as the title, position, etc. Typically, you will not need to edit anything found in the “Details” section. The items that will most often be changed are under “Parameters”. Here you can set the following:

- **Start Publishing** – This determines when you wish the site notice to *start* showing on the site.
- **Finish Publishing** – This determines when you wish the site notice to *stop* showing on the site.
- **Alert Level** – 3 levels available: low, medium, and high. This determines the appearance of the site notice (such as eye-catching red for “high”).
- **Module ID** – A CSS ID to be applied to the module. Typically, you will not need to change this.
- **Message** – The notice you wish to display.

HUB ADMIN NOTICE

The screenshot shows the Joomla! 1.5.7 Admin interface. The top navigation bar includes 'Site', 'Menus', 'Content', 'Components', 'Extensions', 'Tools', and 'Help'. The right side of the top bar shows 'Legacy: 1.0', 'Preview', '0', '1', and 'Logout'. The main content area is titled 'Module: [Edit]' and contains two main sections: 'Details' and 'Parameters'.

Details:

- Module Type: **mod_notices**
- Title:
- Show Title: ☒ No ☐ Yes
- Enabled: ☒ No ☐ Yes
- Position: **notices**
- Order: **0: Notices Module**
- Access Level: **Public** (dropdown menu with options: Public, Registered, Special)
- ID: **41**
- Description: **This module shows a notice (when site will be down, etc.) box for site visitors.**

Menu Assignment:

- Menus: ☒ All ☐ None ☐ Select Menu Item(s) from the List
- Menu Selection: **about** (dropdown menu with options: about, Contact Us, Notable Quotes, Usage Statistics, Copyright Infringement Notification, Feedback, Our Cyberinfrastructure, default, default, mainmenu, Home, my HUB, Resources)

Parameters:

- Start Publishing: **2009-02-28 00:00:00**
- Finish Publishing: **2009-03-11 00:00:00**
- Alert level: **Medium** (dropdown menu)
- Module ID: **sitenotice**
- Message: **The site will be unavailable from Feb. 28th to Mar. 11th due to routine maintenance. We apologize for any inconvenience.**

Buttons at the top right: Save, Apply, Close, Help.

Once your parameters are set, move down to the “Menu Assignment” portion. This section determines what pages of your site you wish the notice to appear on. This will typically be set to “All”.


Important! If the menu assignment is set to “none”, your notice will NOT appear on any page of the site, even if it is published and the timeframe is within the publishing window set in the “Parameters” section.

This screenshot is similar to the one above, but with a red box highlighting the 'Menu Assignment' section. The 'Menu Assignment' section shows the 'Menus' radio buttons and the 'Menu Selection' dropdown menu. The 'Menu Selection' dropdown menu is open, showing a list of menu items. The 'Menu Selection' dropdown menu is highlighted with a red box, and the 'Menu Selection' dropdown menu is open, showing a list of menu items.


Menu Assignment:


- Menus: ☒ All ☐ None ☐ Select Menu Item(s) from the List
- Menu Selection: **about** (dropdown menu with options: about, Contact Us, Notable Quotes, Usage Statistics, Copyright Infringement Notification, Feedback, Our Cyberinfrastructure, default, default, mainmenu, Home, my HUB, Resources)

Return to the top of the page and click “Save” (the icon that looks like a floppy disk) in the upper right portion of the page.

 Joomla! yourHUB Version 1.5.7

Site Menus Content Components Extensions Tools Help Logout 0 1 Logout

 **Module: [Edit]**

 Apply Close Help

Details

Module Type: **mod_notices**

Title:

Show Title: ☒ No ☐ Yes

Enabled: ☐ No ☒ Yes

Position:

Order:

Access Level:

Public
Registered
Special

ID: **41**

Description: This module shows a notice (when site will be down, etc.) box for site visitors.

Parameters

Module Parameters

Start Publishing:

Finish Publishing:

Alert level:

Module ID:

Message:

The site will be unavailable from Feb. 28th to Mar. 11th due to routine maintenance. We apologize for any inconvenience.

Back to the [Administrative Guide](#)