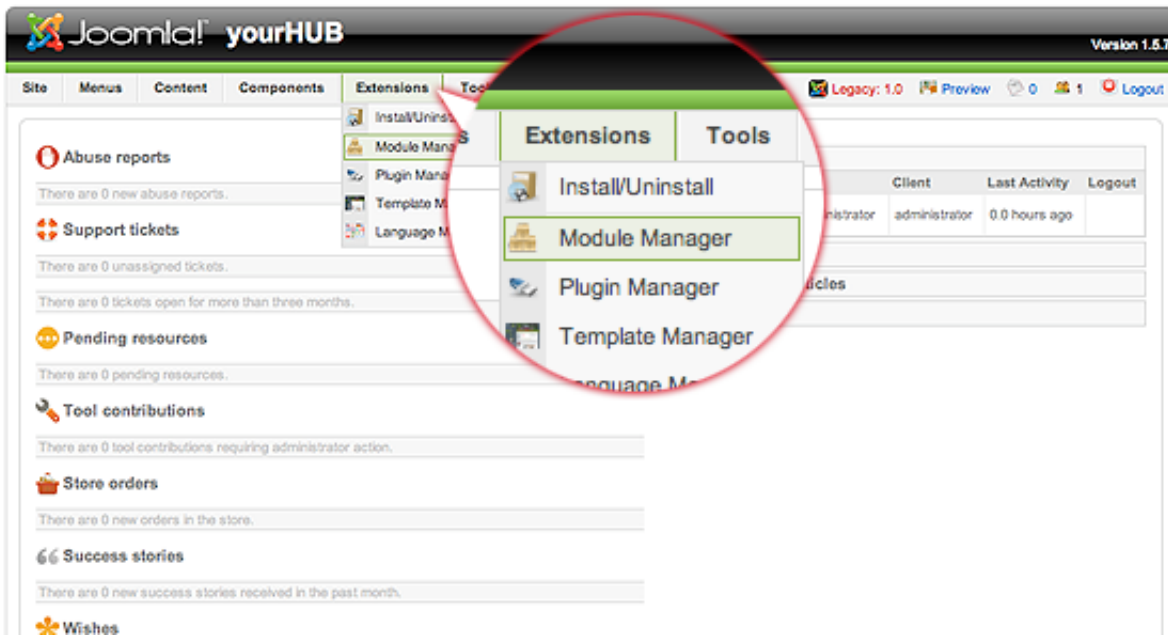


Hub Admin Notice

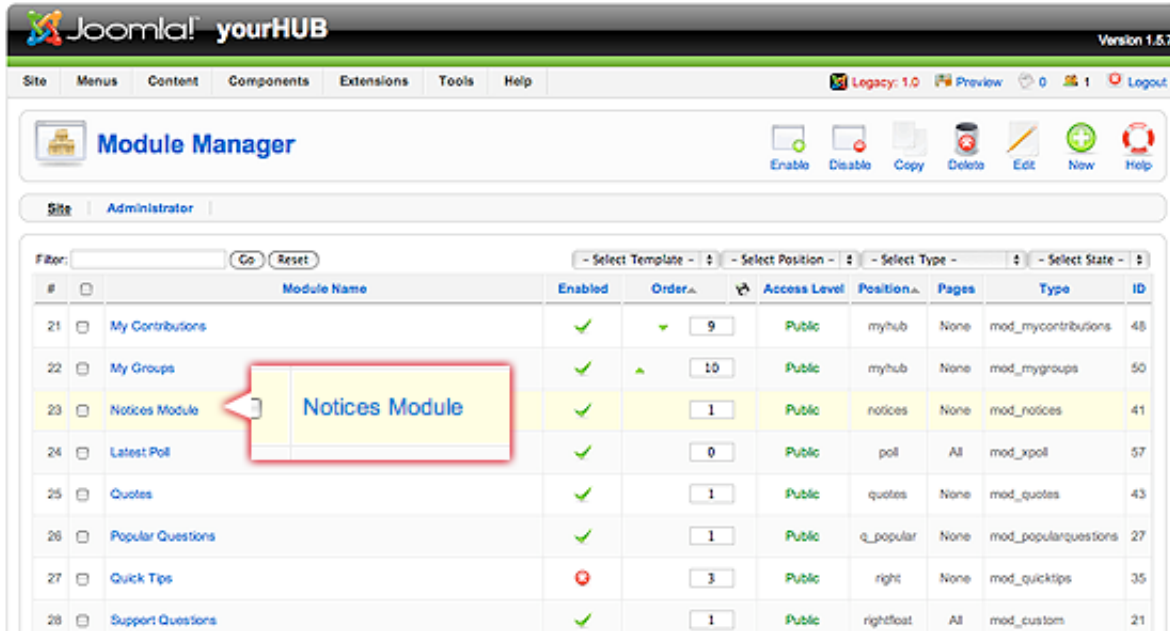
First login to the administrative back-end.

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.



The screenshot shows the Joomla! yourHUB Module Manager interface. The top navigation bar includes Site, Menus, Content, Components, Extensions, Tools, and Help. The main content area displays a list of modules with columns for #, Module Name, Enabled, Order, Access Level, Position, Pages, Type, and ID. The 'Notices Module' is highlighted in yellow, and a red callout box points to it with the text 'Notices Module'.

#	Module Name	Enabled	Order	Access Level	Position	Pages	Type	ID
21	My Contributions	✓	9	Public	myhub	None	mod_mycontributions	48
22	My Groups	✓	10	Public	myhub	None	mod_mygroups	50
23	Notices Module	✓	1	Public	notices	None	mod_notices	41
24	Latest Poll	✓	0	Public	poll	All	mod_xpoll	57
25	Quotes	✓	1	Public	quotes	None	mod_quotes	43
26	Popular Questions	✓	1	Public	q_popular	None	mod_popularquestions	27
27	Quick Tips	✗	3	Public	right	None	mod_quicktips	35
28	Support Questions	✓	1	Public	rightfloat	All	mod_custom	21

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! Admin interface for editing a module. The top navigation bar includes 'Site', 'Menus', 'Content', 'Components', 'Extensions', 'Tools', and 'Help'. The user is logged in as 'Legacy: 1.0'. The main content area is titled 'Module: [Edit]' and contains two main sections: 'Details' and 'Parameters'.

Details:

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

Parameters:

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

Menu Assignment:

- Menus: All None Select Menu Item(s) from the List
- Menu Selection: about, Contact Us

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 it highlights the 'Menu Assignment' section with a red box. The 'Menus' section shows 'All' selected, and the 'Menu Selection' dropdown is open, showing a list of menu items including 'about', 'Contact Us', 'Notable Quotes', 'Usage Statistics', 'Copyright Infringement Notification', 'Feedback', 'Our Cyberinfrastructure', 'default', 'default', 'mainmenu', 'Home', 'my HUB', and 'Resources'. A red callout box points to the 'Menus' section, showing 'Menus: All None Select Menu Item(s) from the List' and 'Selection: about'.

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.

The screenshot displays the Joomla! 1.5.7 administrative interface. At the top, the Joomla! logo and 'yourHUB' branding are visible, along with the version number 'Version 1.5.7'. A navigation menu includes 'Site', 'Menus', 'Content', 'Components', 'Extensions', 'Tools', and 'Help'. On the right side of the header, there are links for 'Login', 'Logout', and a notification icon.

The main content area is titled 'Module: [Edit]'. A red circle highlights the 'Save' button, which is represented by a floppy disk icon. Other buttons for 'Apply', 'Close', and 'Help' are also visible.

The interface is divided into two main sections: 'Details' and 'Parameters'.

Details:

- Module Type: mod_notices
- Title: Notices Module
- Show Title: No Yes
- Enabled: No Yes
- Position: notices
- Order: 0: Notices Module
- 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: 2009-02-28 00:00:00
- Finish Publishing: 2009-03-11 00:00:00
- Alert level: Medium
- Module ID: sitenotice
- Message: The site will be unavailable from Feb. 28th to Mar. 11th due to routine maintenance. We apologize for any inconvenience.

Menu Assignment:

- Menus: All None Select Menu Item(s) from the List
- Menu Selection: about, Contact Us

Back to the [Administrative Guide](#)