

*** NOTE: IF EDITING THE SITE ON A MAC COMPUTER, YOU MUST USE FIREFOX ***

HOW TO ADD CLASS PAGES AND ADMINISTRATORS

http://www.rutgersalumni.org/admin/main/admin_login.php

Login requires a username & password.

Once logged in select **Class Pages** from the Top Navigation.



SAMPLE OF NAVIGATION BAR

ADD A CLIENT (an approved class page editor)

- Select **Clients** from the Left Navigation.
- Click **Add New**. Enter the new client information. Name, Login and Password are required. Select what years they are able to control. Options are **None** or **Full Control**.
- Click **Add Record** to complete adding a new client.

Name	Login	Email	Condition	Edit	Delete
Alan Coonce	alan	alandonerightupdesign.com	Visible	Modify	Delete
Cliff Ellis	cliffellis	car54tebra@verizon.net	Visible	Modify	Delete
Ken Johnson	kjohson	kenjohnso@gmail.com	Visible	Modify	Delete
Mel Silverstein	msilverstein	msilverstein@comcast.net	Visible	Modify	Delete
Paul Albright	Palbriht	palbriht@alumni.rutgers.edu	Visible	Modify	Delete

SAMPLE OF CLIENT LISTING

EDIT A CLIENT (an approved class page editor)

- Select **Clients** from the Left Navigation.
- Click **Modify** in the row of the client you wish to edit.
- Make any changes. Click **Update Record** at the bottom of the page or **Save change** at the top of the page to complete any modifications.

	<u>Condition</u>	Edit	Delete
om	Visible	Modify	Delete
	Visible	Modify	Delete
	Visible	Modify	Delete

SAMPLE OF CLIENT OPTIONS

DELETE A CLIENT (an approved class page editor)

- Select **Clients** from the Left Navigation.
- Click **Delete** in the row of the client you want to delete.
- A prompt asking **Are you sure?** will appear if so click **OK**.

ADD A CLASS YEAR

- Select **Class Pages** from the Left Navigation.
- Click **Add New**. Select a year from the drop down and turn it on/off.
- Click **Add Record** to complete adding a new class.

EDIT A CLASS YEAR

- Select **Class Pages** from the Left Navigation.
- Click **Modify** in the row of the class you want to edit.
- Check or Uncheck the box to make the class visible or not. Click **Update Record** at the bottom of the page or **Save change** at the top of the page to complete any modifications.

Year	Condition	Edit	Delete
1946	Visible <input type="checkbox"/>	Modify	Delete
1953	Visible <input type="checkbox"/>	Modify	Delete
1954	Visible <input type="checkbox"/>	Modify	Delete
1956	Visible <input type="checkbox"/>	Modify	Delete
1957	Visible <input type="checkbox"/>	Modify	Delete
1958	Visible <input type="checkbox"/>	Modify	Delete
1959	Visible <input type="checkbox"/>	Modify	Delete

SAMPLE OF CLASS LISTING

DELETE A CLASS YEAR

- Select **Class Pages** from the Left Navigation.
- Click **Delete** in the row of the class you want to delete.
- A prompt asking **Are you sure?** will appear if so click **OK**.