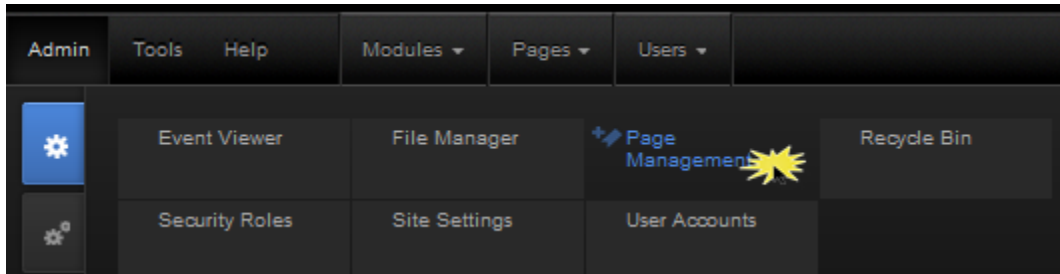
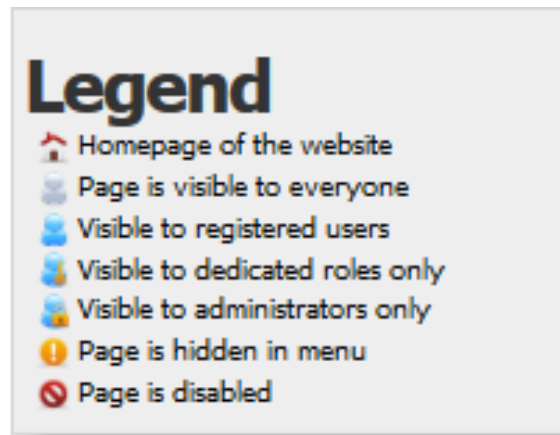
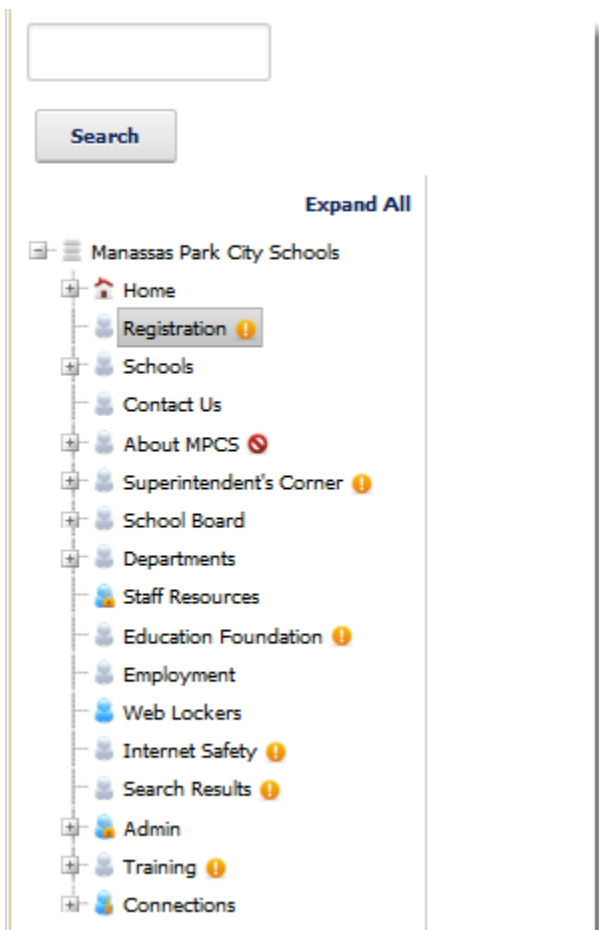


Admin Pages

In the Control Panel, located at the top of page.
Mouse over Admin, and click on Page Management

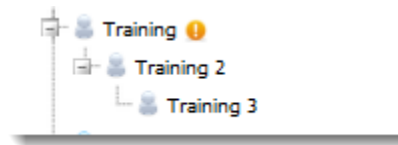


This page that lets you quickly and easily find pages, add pages, and even arrange the pages by simply "clicking & dragging" them into the order that you want. You can also "right click" on a page name to view it, rename it, delete it, or to edit its settings.



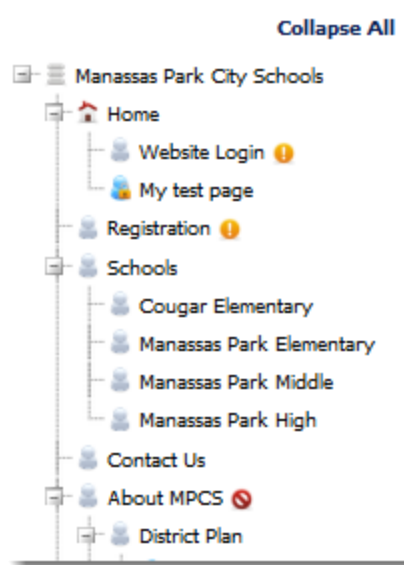
To Locate Pages

Click on the PLUS SIGN next to the NAME of PAGE and it will cascade down.

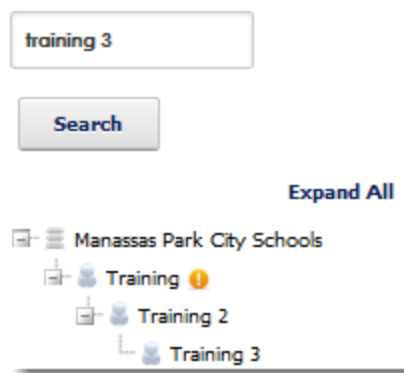


Expand All

You Can EXPAND all the pages at once by clicking the



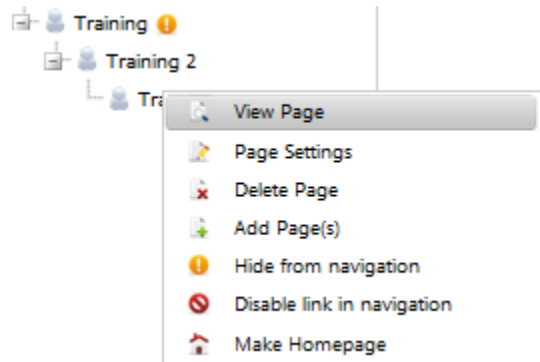
You can also **SEARCH** for pages by typing in the Name of the PAGE in the SEARCH box



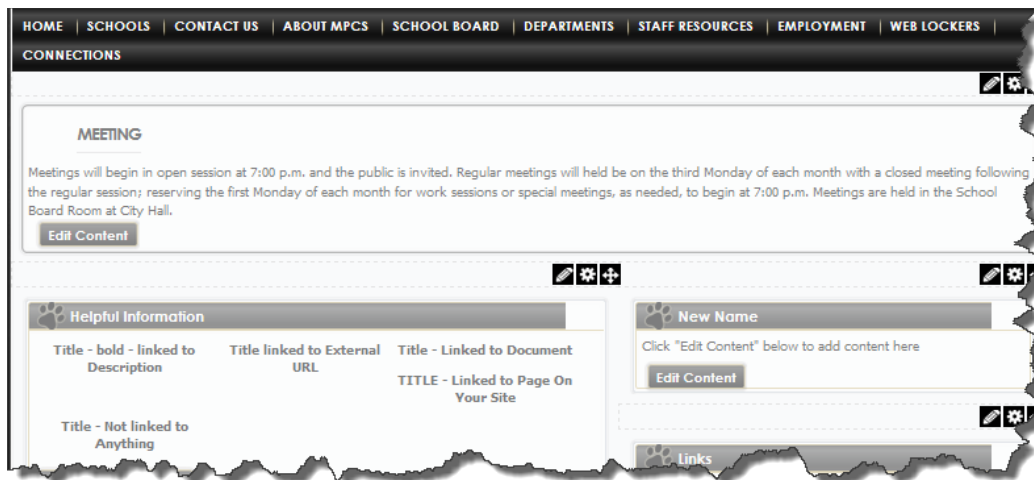
TO VIEW A PAGE

Locate the PAGE NAME in the TREE

Click **One Time** on the name to select the page, then **RIGHT CLICK** and select **VIEW**










Your screen will refresh and take you to the page you selected.



TO CHANGE SETTING OF A PAGE

Locate the PAGE NAME in the TREE

Click **One Time** on the name to select the page, then **RIGHT CLICK** and select **PAGE SETTING**

-  View Page
-  Page Settings
-  Delete Page
-  Add Page(s)
-  Hide from navigation
-  Disable link in navigation
-  Make Homepage

Page Details | Permissions | Advanced Settings

Page Name: *

Page Title:

Description:

Keywords:

Tags:

Parent Page:

Include In Menu?

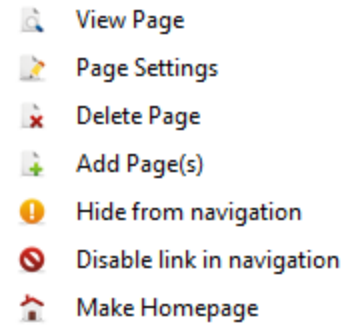
Make changes to the PAGE NAME / TITLE, Change Parent Page, Remove or Add in navigational menu.

Click to save your changes.

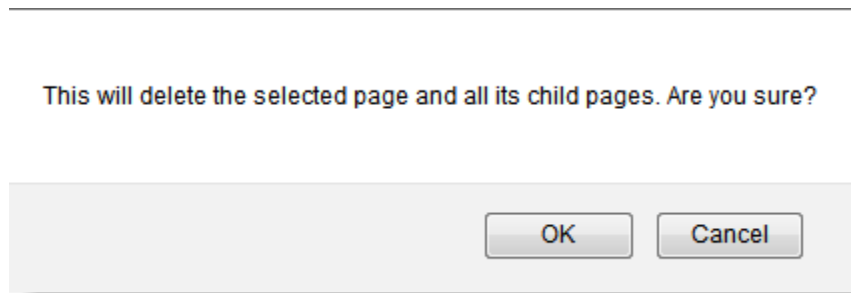
TO DELETE A PAGE

Locate the PAGE NAME in the TREE

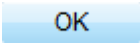
Click One Time on the name to select the page, then **RIGHT CLICK** and select **DELECTE PAGE**



The message below will populate.



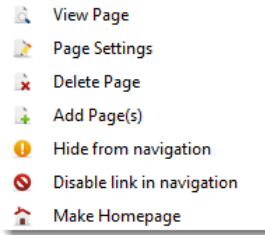
PLEASE NOTE IF THIS PAGE HAS CHILD PAGES, THEY WILL ALSO BE DELETED

Click  your page(s) are now deleted

TO ADD A PAGE

RIGHT CLICK and select **ADD PAGE**

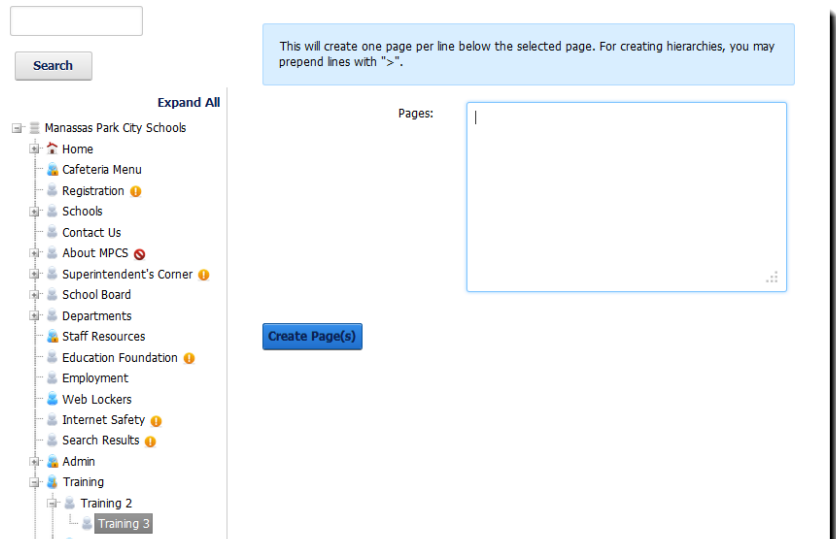
NOTE: You can select a **PAGE** in the hierarchy or just right click and start a new **PARENT** page



To the **RIGHT** you will a field to enter the **NAME(s)** of the **PAGES** you wish to create.

Example of Single Page add:

Single Add 1



Click

Create Page(s)

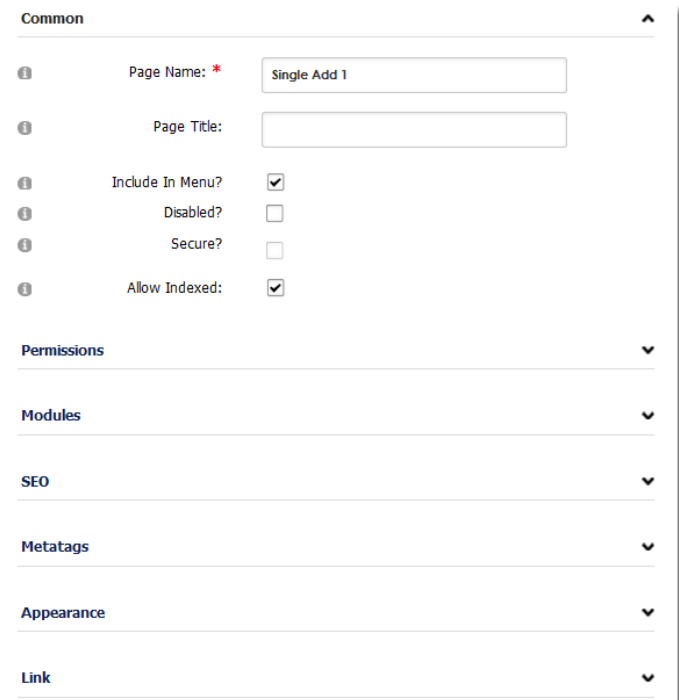
Fill in the following fields

**Common
Permissions**

Click Update

Update Page

More Settings



The screenshot shows the 'Common' settings section of the page creation form. It includes the following fields and options:

- Page Name:** * Single Add 1
- Page Title:** (empty)
- Include in Menu?**
- Disabled?**
- Secure?**
- Allow Indexed:**

Below these are several expandable sections: Permissions, Modules, SEO, Metatags, Appearance, and Link.

NOTE:

More Setting will take you to the traditional screen of for adding a **PAGE**

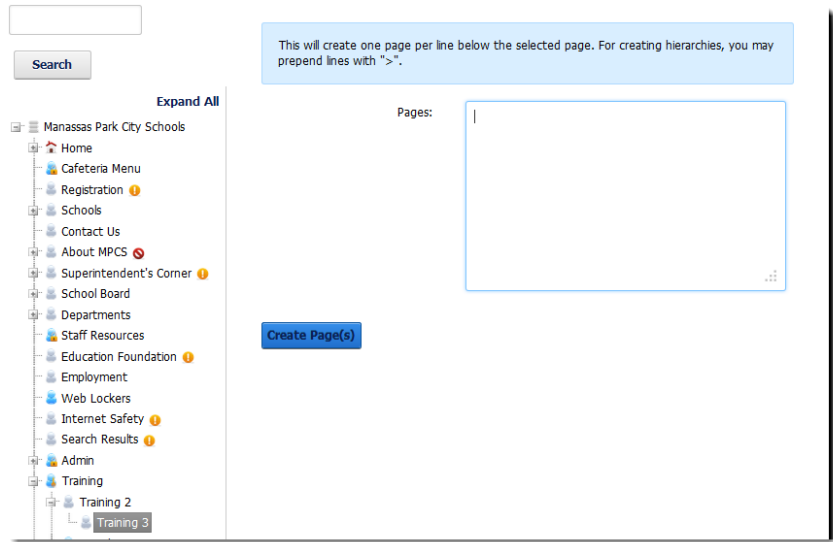
Example of multiple pages:

Enter the following information in the PAGE FIELD

New Page 1

>New Page 2

>>New Page 3



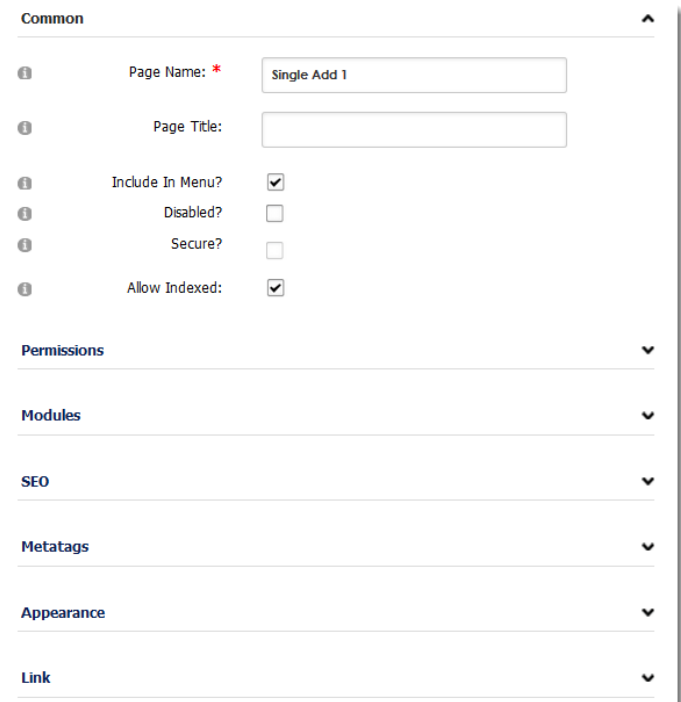
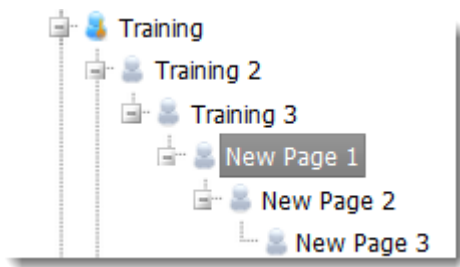
Then click



You will then be able to fill in the **Page Setting** Fields for the 1st Page created.

You will have to select the other pages from the hierarchy to change the page setting on each of them.








Below is example of the hierarchy when the pages where created

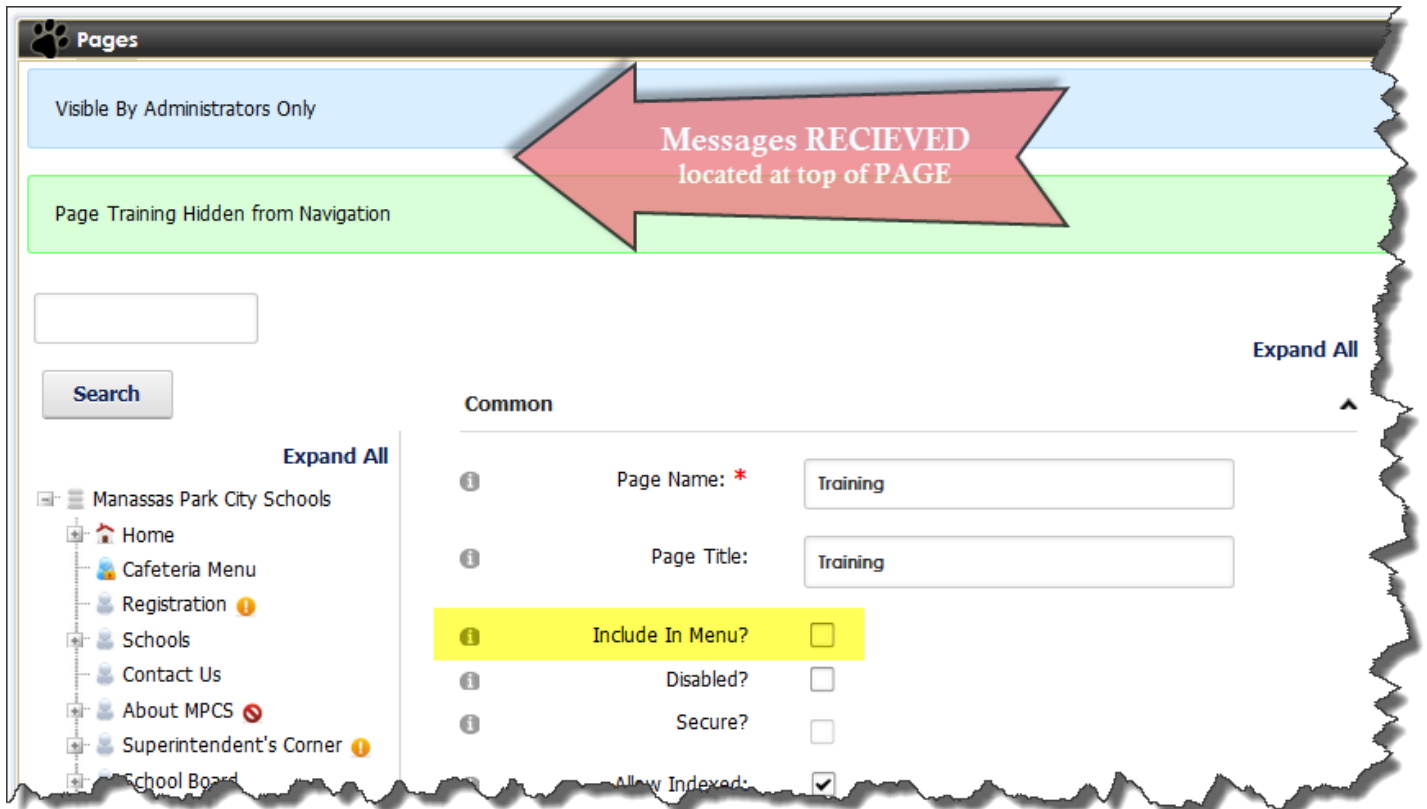


TO HIDE A PAGE FROM NAVIGATION

Locate the PAGE NAME in the TREE

Click One Time on the name to select the page, then **RIGHT CLICK** and select **Hide from navigation**

-  View Page
-  Page Settings
-  Delete Page
-  Add Page(s)
-  Hide from navigation
-  Disable link in navigation
-  Make Homepage



The screenshot shows the 'Pages' management interface. At the top, there is a blue banner with the text 'Visible By Administrators Only' and a green banner with the text 'Page Training Hidden from Navigation'. A red arrow points to a message at the top of the page: 'Messages RECEIVED located at top of PAGE'. Below the banners, there is a search bar and a 'Search' button. On the right, there is an 'Expand All' link. The main content area is titled 'Common' and contains several settings:








- Page Name: * Training
- Page Title: Training
- Include In Menu?**
- Disabled?
- Secure?
- Allow Indexed:

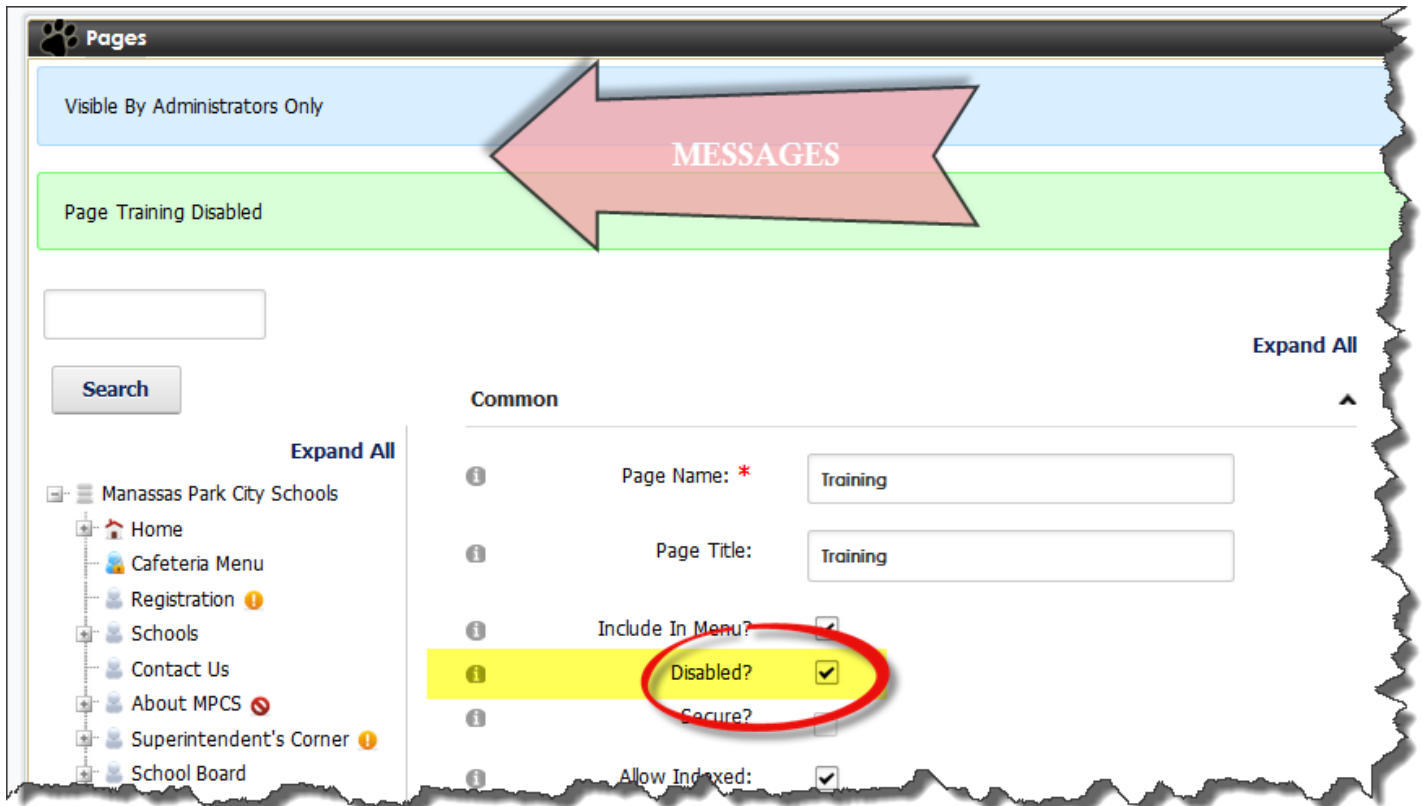
Your page in the hierarchy will display the following icon beside it 

TO DISABLE LINK IN NAVIGATION

Locate the PAGE NAME in the TREE

Click One Time on the name to select the page, then **RIGHT CLICK** and select **Disable link in navigation**

-  View Page
-  Page Settings
-  Delete Page
-  Add Page(s)
-  Hide from navigation
-  Disable link in navigation
-  Make Homepage



The screenshot shows the 'Pages' management interface. At the top, there is a blue banner that says 'Visible By Administrators Only' and a green banner that says 'Page Training Disabled'. A large red arrow points from the right towards the 'MESSAGES' banner. Below the banners, there is a search bar and a 'Search' button. On the left, there is a tree view of the site structure under 'Manassas Park City Schools', including 'Home', 'Cafeteria Menu', 'Registration', 'Schools', 'Contact Us', 'About MPCS', 'Superintendent's Corner', and 'School Board'. On the right, there is a 'Common' settings section for the 'Training' page. The settings include 'Page Name: *' (Training), 'Page Title:' (Training), 'Include In Menu?' (checked), 'Disabled?' (checked and circled in red), 'Secure?' (unchecked), and 'Allow Indexed:' (checked). An 'Expand All' button is visible on the right side of the settings section.

Your page in the hierarchy will display the following icon beside it 