

Tool Box

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File Cabinet Manager

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Overview

The File Cabinet Manager allows you to manage your Web site storage space. You can upload files, create folders, rename and delete files and folders, copy and view files, and move files from folder to folder.

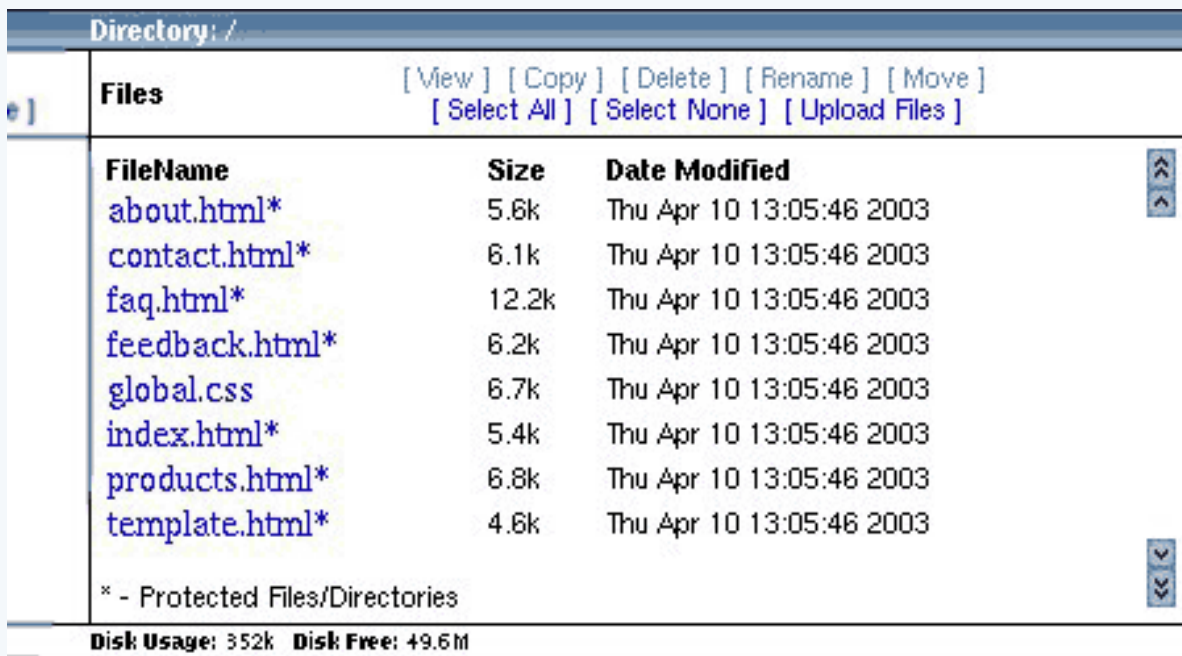
From the Administration home page, click on the blue text of your sitename. Click on the secondary navigation menu link "Tool Box". Click on the link "File Cabinet Manager".

File Cabinet Manager		Directory: /	
Directories	Files	[View] [Copy] [Delete] [Rename] [Move] [Select All] [Select None] [Upload Files]	
[Create] [Rename] [Delete]			
[- Root*	FileName	Size	Date Modified
_fileCabinet*	about.html*	5.6k	Thu Apr 10 13:05:46 2003
[+] _flash*	contact.html*	6.1k	Thu Apr 10 13:05:46 2003
_images*	faq.html*	12.2k	Thu Apr 10 13:05:46 2003
_product	feedback.html*	6.2k	Thu Apr 10 13:05:46 2003
_thumbnails	global.css	6.7k	Thu Apr 10 13:05:46 2003
_tmp	index.html*	5.4k	Thu Apr 10 13:05:46 2003
	products.html*	6.8k	Thu Apr 10 13:05:46 2003
	template.html*	4.6k	Thu Apr 10 13:05:46 2003
	* - Protected Files/Directories		
Status: Idle	Disk Usage: 352k	Disk Free: 49.6M	

The left side of the File Cabinet Manager relates to directories..



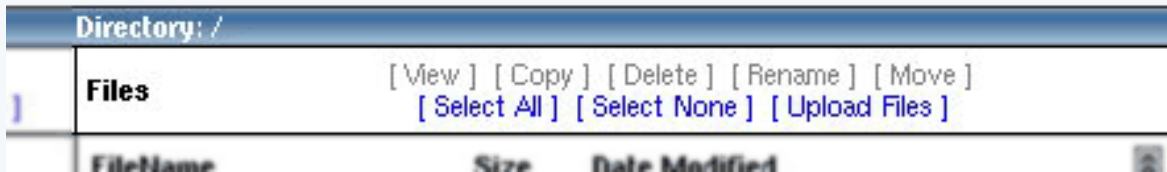
..while the right side of the File Cabinet Manager relates to your files.



The top-left section of the File Cabinet Manager has tools for directories..



and the top-right section has tools for files.



The bottom section of the File Cabinet Manager informs you of the current action that the File Cabinet Manager is processing as well as the disk usage and available storage space.

Status: Idle **Disk Usage:** 352k **Disk Free:** 49.6M

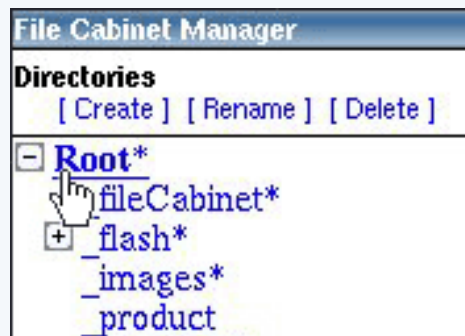
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Manage Directories:

Any directory with a "*" at the end of the filename is protected by the File Cabinet Manager. Such directories cannot be deleted, renamed, or moved. The current directory you are in is displayed by the File Cabinet Manager with bolded text. When you load the File Cabinet Manager, the "Root" directory is selected by default.



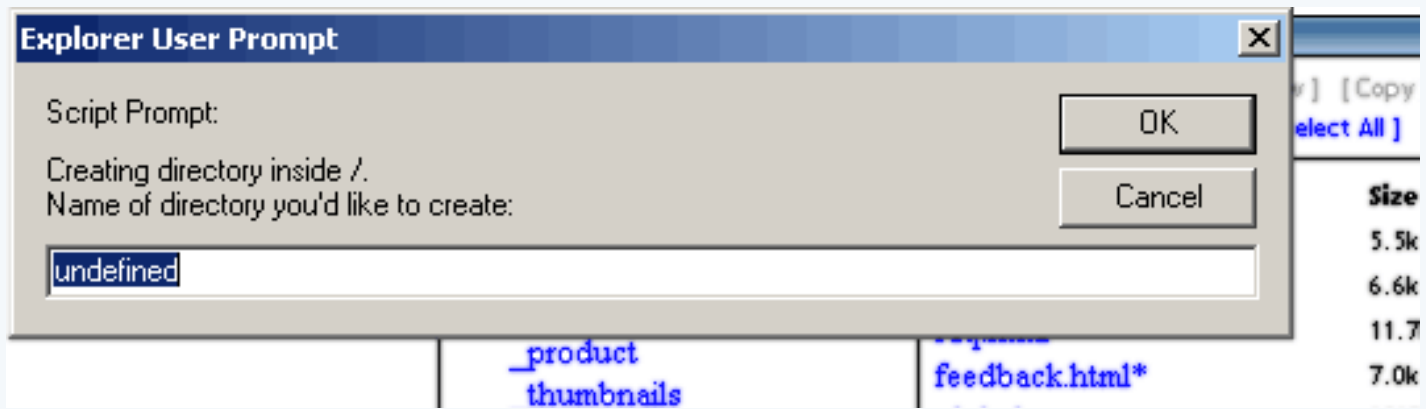
To create a directory (or folder), click on the directory name (the directory that will become the parent of the directory that you are creating) that you want to create your own directory.



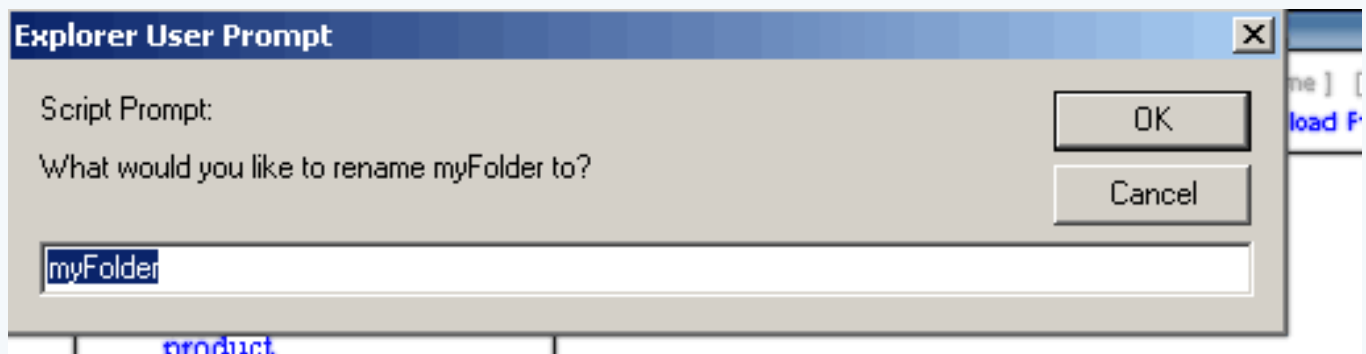
Then click on the link "Create" in the top left corner of the File Cabinet Manager.



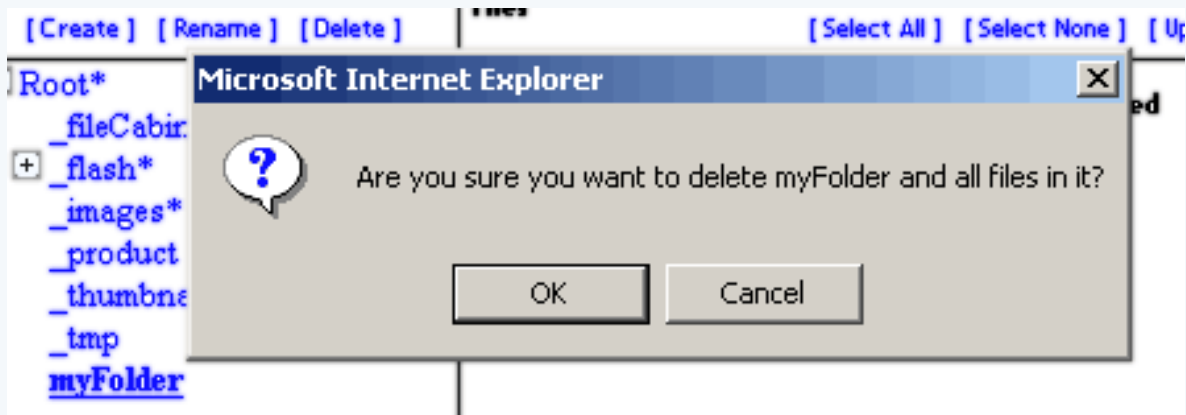
When the File Cabinet Manager asks for the directory name, enter in the name you want for your directory. Please keep in mind that only letters or numbers may be used for the directory name. After you have selected a name, click on the button "OK" to add the directory.



To rename a directory, click on the directory name and then click on the link "Rename". When the File Cabinet Manager asks for the name that you would like to rename the directory to, enter in a name for the directory. Please keep in mind that only letters or numbers may be used for the directory name. After you have selected a name, click on the button "OK" to rename the directory.



To delete a directory, click on the directory name that you would like to delete and then click on the link "Delete". When the File Cabinet Manager asks you to confirm the deletion of the directory and all of its contents, click on the button "OK" to continue. Please keep in mind that this process is irreversible and any files or folders deleted in this manner cannot be restored.



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Manage Files:

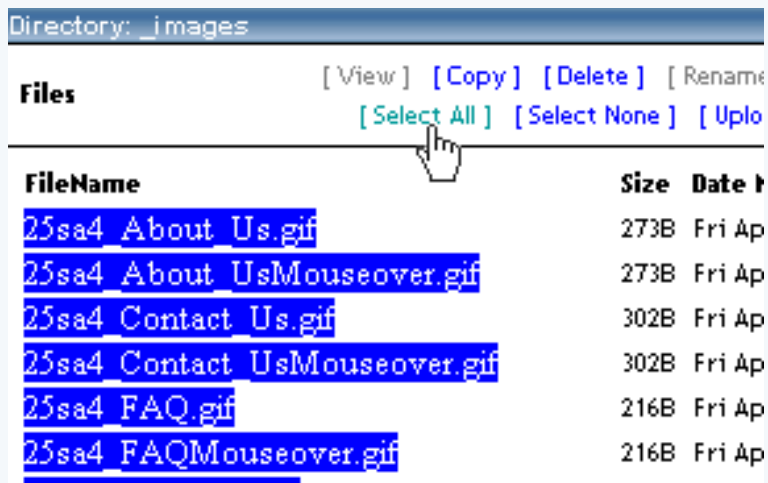
Any file with a "*" at the end of the filename is protected by the File Cabinet Manager. Such files cannot be deleted, renamed, or moved.

feedback.html*	6.2k	Thu
global.css	6.7k	Thu
index.html*	5.4k	Thu
products.html*	6.8k	Thu

To manage files, click on the filenames to select the files that you will be working with. If you click once on the filename, the file will be selected. If you click on the filename again, the file will be unselected.

25sa4_HomeMouseover.gif	23
Personal_5_Button.gif	12
Personal_5_Left_Corner.gif	21
Personal_5_Left_Line.jpg	53
Personal_5_orange_Main.jpg	3.4

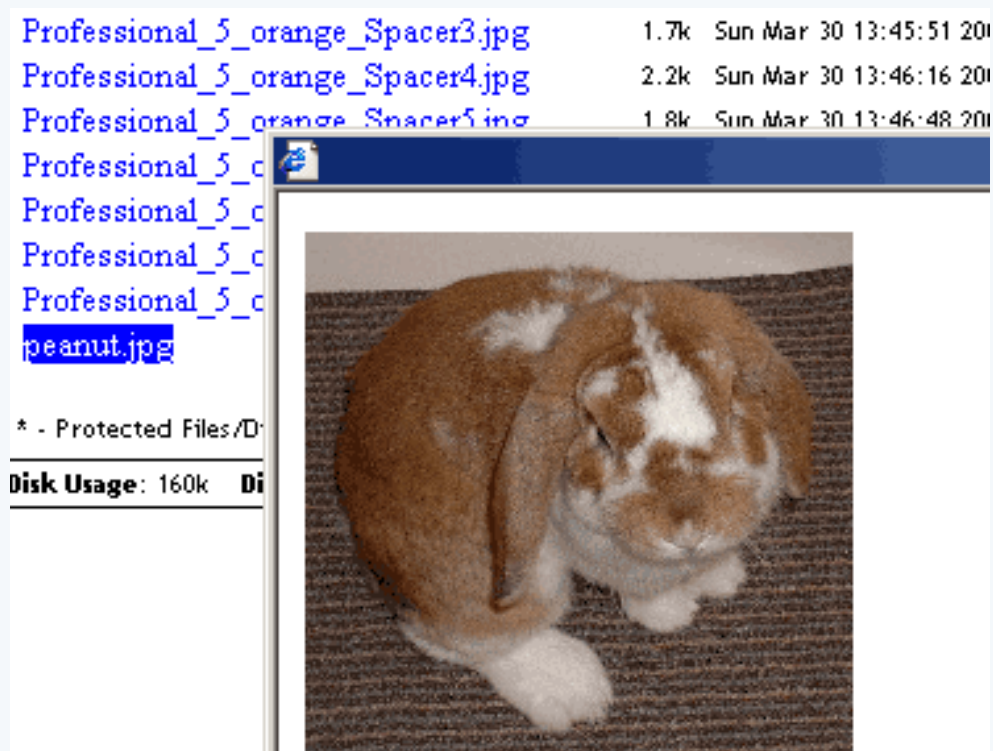
Multiple files can be selected by clicking on your desired filenames. To select all of the files, click on the link "select All".



To view the file itself, select a filename and click on the link "View".



A new window will be opened by the File Cabinet Manager to display the file. Only one selected file can be viewed; if you have multiple files selected, you must unselect files in order to view them individually.



If you select a file and click on the link "Copy", the File Cabinet Manager will open a new window. You can select multiple files by clicking on them.



In the new window, select the directory that you would like to copy the file to by using the drop-down menu next to the button "Copy Files". If you want to overwrite existing files with the file that you are copying, click on the checkbox next to the text "Overwrite Files". When you are done specifying the directory, click on the button "Copy Files" to copy the selected files.

Directory: _images

[View] [Copy] [Delete] [Rename] [Move]
[Select All] [Select None] [Upload Files]

FileName	Size	Date Modified
25sa4_About_Us.gif	273B	Fri Apr 11 13:17
25sa4_About_UsM		
25sa4_Contact_Us		
25sa4_Contact_Us		
25sa4_FAQ.gif		
25sa4_FAQMouse		
25sa4_Feedback.g		
25sa4_FeedbackM		
25sa4_Home.gif		
25sa4_HomeMous		
Personal_5_Butto		
Personal_5_Left_C		
Personal_5_Left_L		
Personal_5_orange		
Personal_5_orange		
Personal_5_orange		
Personal_5_orange		
Personal_5_orange		
Personal_5_Right_		
Personal_5_Space		

Microsoft

Copy Files

Files:

- 25sa4_Feedback.gif
- 25sa4_FeedbackMouseover.gif

Select Directory to copy files to

Overwrite Files

root

- root
- _fileCabinet
- _flash
- images
- product
- _thumbnails
- _tmp
- _flash/upload
- _flash/upload/sounds

Copy Files

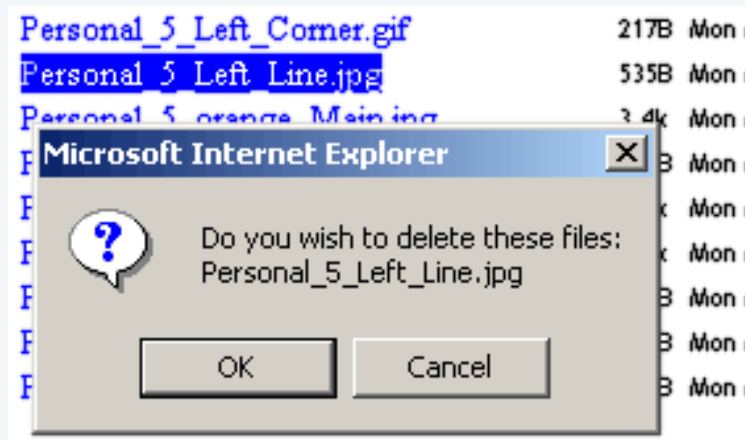
To delete a file, click on the file name that you would like to delete and then click on the link "Delete". You may delete multiple selected files.

Directory: _images

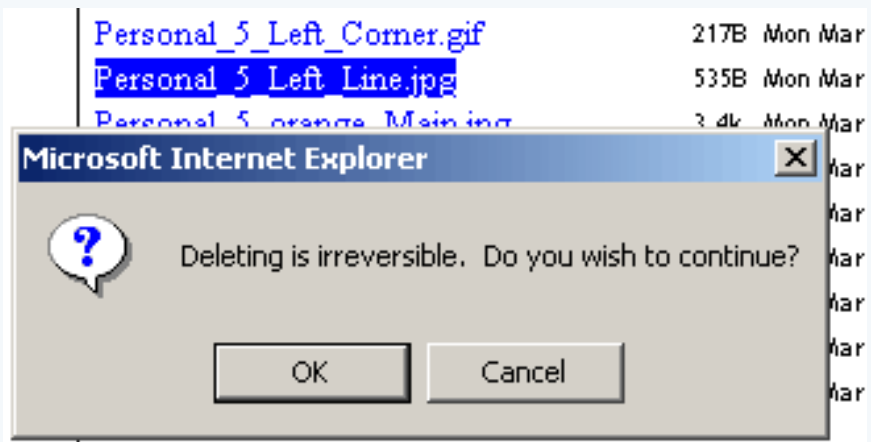
[View] [Copy] [Delete] [Rename] [Move]
[Select All] [Select One] [Upload Files]

FileName	Size	Date Modified
25sa4_About_Us.gif	273B	Fri Apr 11 13:17:37 2003
25sa4_About_UsMouseover.gif	273B	Fri Apr 11 13:17:37 2003
25sa4_Contact_Us.gif	302B	Fri Apr 11 13:17:37 2003
25sa4_Contact_UsMouseover.gif	302B	Fri Apr 11 13:17:37 2003
25sa4_FAQ.gif	216B	Fri Apr 11 13:17:38 2003
25sa4_FAQMouseover.gif	216B	Fri Apr 11 13:17:38 2003
25sa4_Feedback.gif	287B	Fri Apr 11 13:17:38 2003
25sa4_FeedbackMouseover.gif	287B	Fri Apr 11 13:17:38 2003
25sa4_Home.gif	231B	Fri Apr 11 13:17:37 2003
25sa4_HomeMouseover.gif	231B	Fri Apr 11 13:17:37 2003
Personal_5_Button.gif	122B	Mon Mar 31 15:35:55 2003
Personal_5_Left_Corner.gif	217B	Mon Mar 31 15:29:53 2003
Personal_5_Left_Line.jpg	535B	Mon Mar 31 15:23:16 2003

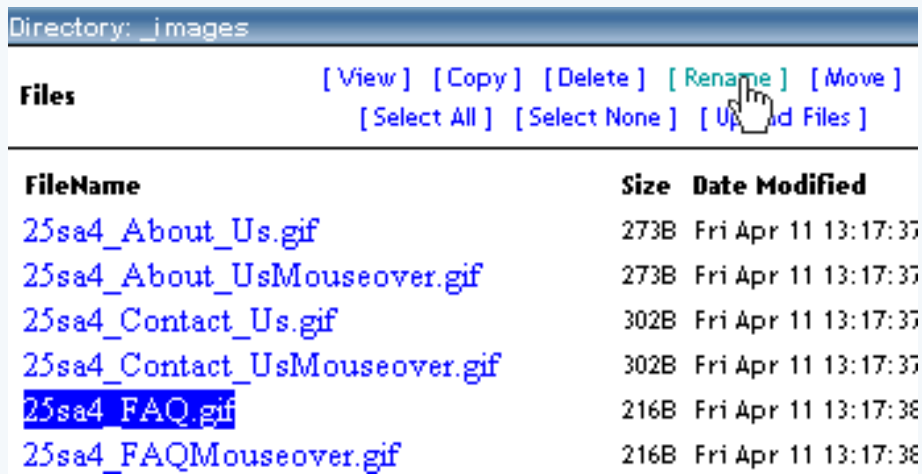
When the File Cabinet Manager asks you to confirm the deletion of file, click on the button "OK" to continue.



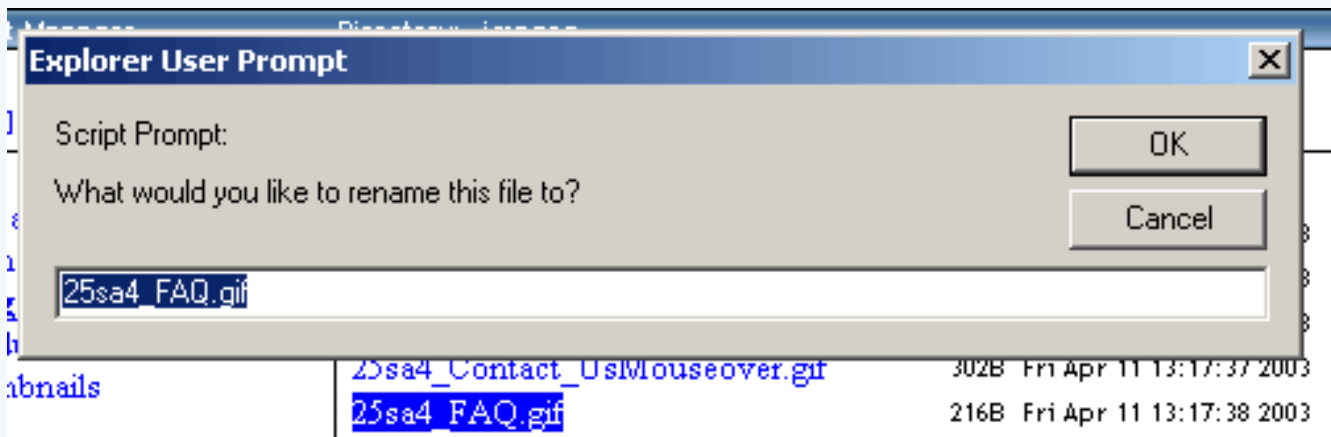
The second confirmation informs you that this process is irreversible and any files deleted in this manner cannot be restored. If you wish to continue to delete the selected file(s), click on the button "OK".



To rename a file, click on the filename and then click on the link "Rename". Only one file may be renamed at a time.

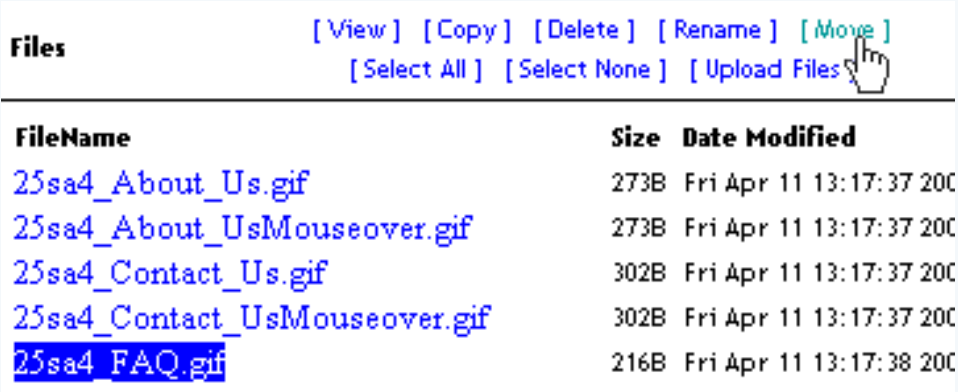


When the File Cabinet Manager asks for the name that you would like to rename the file to, enter in the name that you would like to designate for the file. Please keep in mind that only letters or numbers may be used for the file name and that the file must contain the file extension. For example, if the file was called "myimage.jpg", you could not rename this file to "someimage" or "some image.gif". After you have selected a name, click on the button "OK" to rename the file.



If you select the exact same name that you originally had, the File Cabinet Manager will inform you that you will overwrite the file.

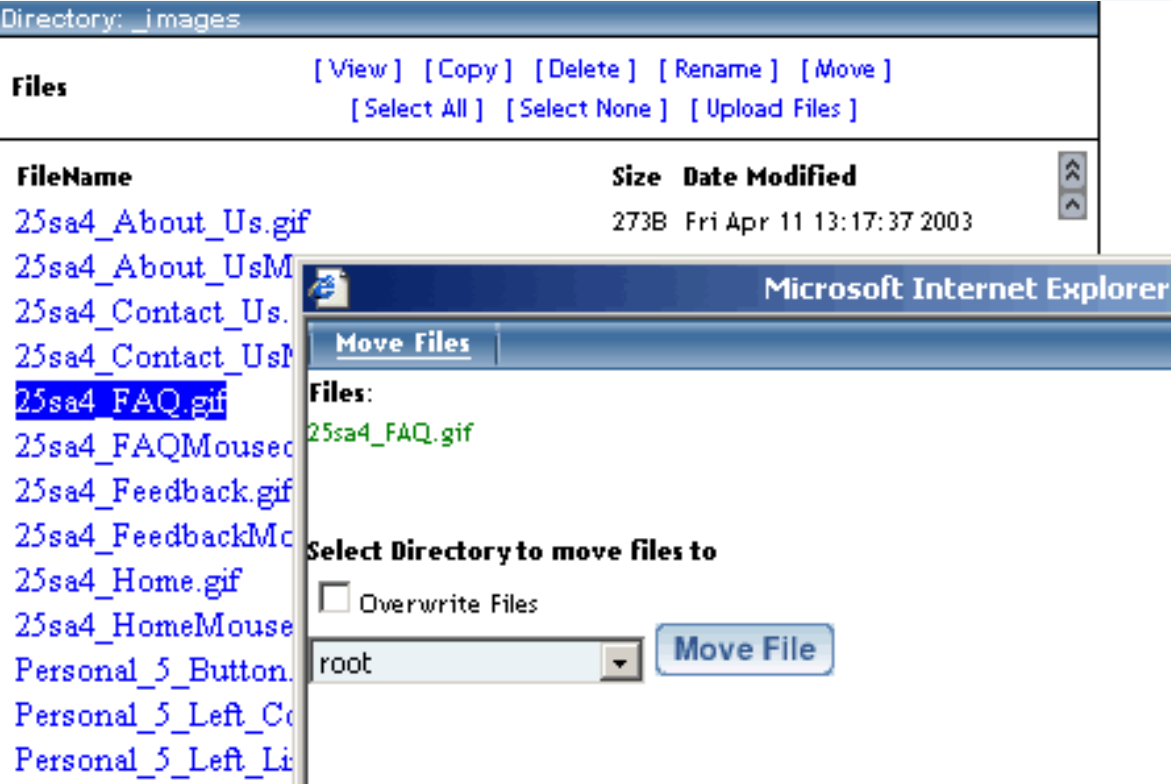
To move files, click on the filename(s) that you would like to move. You can select multiple files by clicking on them.



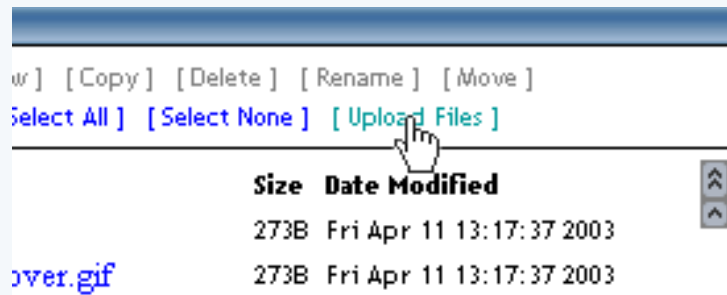
The screenshot shows a web interface for file management. At the top, there are several action buttons: [View], [Copy], [Delete], [Rename], [Move], [Select All], [Select None], and [Upload Files]. A mouse cursor is clicking on the [Move] button. Below the buttons is a table with columns for FileName, Size, and Date Modified. The files listed are:

FileName	Size	Date Modified
25sa4_About_Us.gif	273B	Fri Apr 11 13:17:37 200
25sa4_About_UsMouseover.gif	273B	Fri Apr 11 13:17:37 200
25sa4_Contact_Us.gif	302B	Fri Apr 11 13:17:37 200
25sa4_Contact_UsMouseover.gif	302B	Fri Apr 11 13:17:37 200
25sa4_FAQ.gif	216B	Fri Apr 11 13:17:38 200

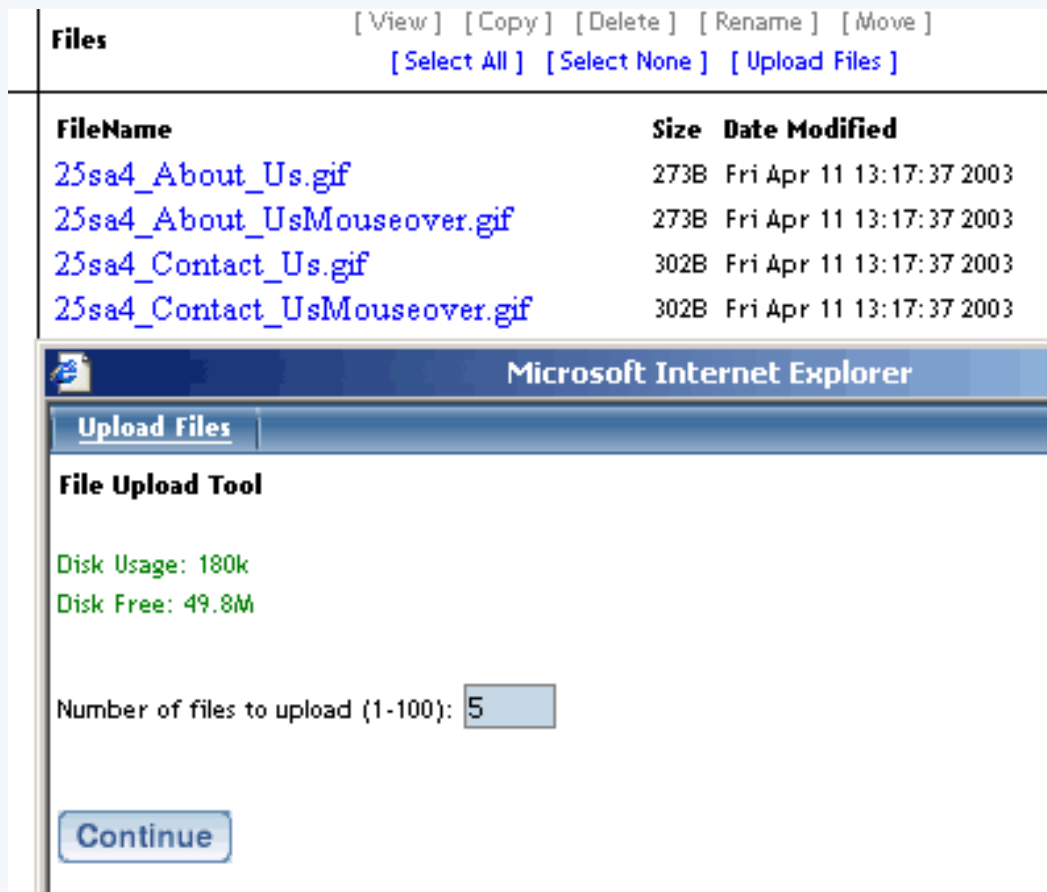
The File Cabinet Manager will open a new window. In the new window, select the directory that you would like to move the file(s) to by using the drop-down menu next to the button "Move File". If you want to overwrite existing files with the file that you are moving, click on the checkbox next to the text "Overwrite Files". When you are done specifying the directory, click on the button "Move File" to move the selected file(s).



To upload files, click on the link "Upload Files".



When the File Manager asks you for the number of files to upload, choose the maximum number of files that you will be uploading during this session. Then click on the button "Continue".



Choose the destination directory by selecting the directory in the drop-down menu next to the text "Destination". If you want to automatically overwrite the files in the destination directory with the files you will be uploading, checkmark the box next to the text "Overwrite Files:". Click on the button "Browse" to locate the file on your computer and to select the file you want to upload. When the dialog box opens up, locate and select the file you want to upload, then click on the button "Open". When you are done selecting your files, click on the button "Upload Files" to upload the files to the specified directory.

Upload Files

File Upload Tool

Disk Usage: 176k
Disk Free: 49.8M

Destination:

Overwrite Files:

File 1:

File 2:

File 3:

File 4:

File 5:

Once the system File Upload Tool reports that the files have been uploaded successfully, close the window if you are done or click on the button "Upload More Files" to upload additional files.

Upload Files

File Upload Tool

Disk Usage: 180k
Disk Free: 49.8M

Files uploaded successfully:
[C:\Documents and Settings\Desktop\blueborder.gif](#)

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Java File Cabinet Manager

Related Links: [File Cabinet Manager](#)

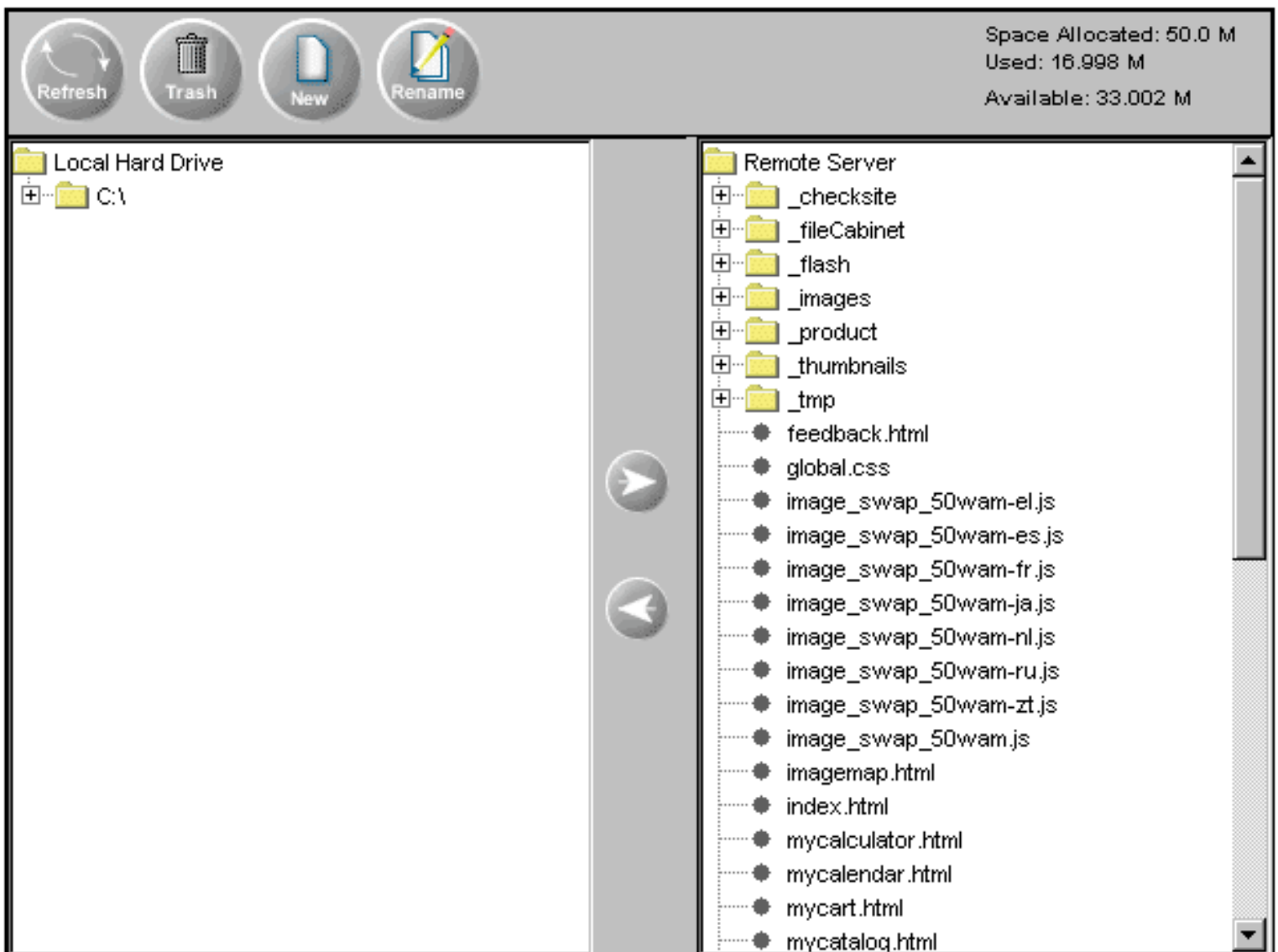
[Overview](#) | [Upload and Download Files](#) | [Creating Folders](#) | [Deleting Files and Folders](#) | [Renaming Files and Folders](#) | [Refreshing the View](#)

Overview

The Java File Cabinet Manager allows you to manage your Web site storage space. You can upload files, download files, create folders, rename and delete files and folders, copy and view files, and move files from folder to folder.

From the Administration home page, click on the blue text of your sitename. Click on the secondary navigation menu link "Tool Box". Click on the link "File Cabinet Manager (Java)".

If you do not have the [latest Java plug-in, you may get it here](#). If you do have the latest Java plug-in, after it finishes loading it will load the Java File Cabinet Manager:



Note: When you upload files, any special character, other than ".", "-", and "_", will be converted to "_".

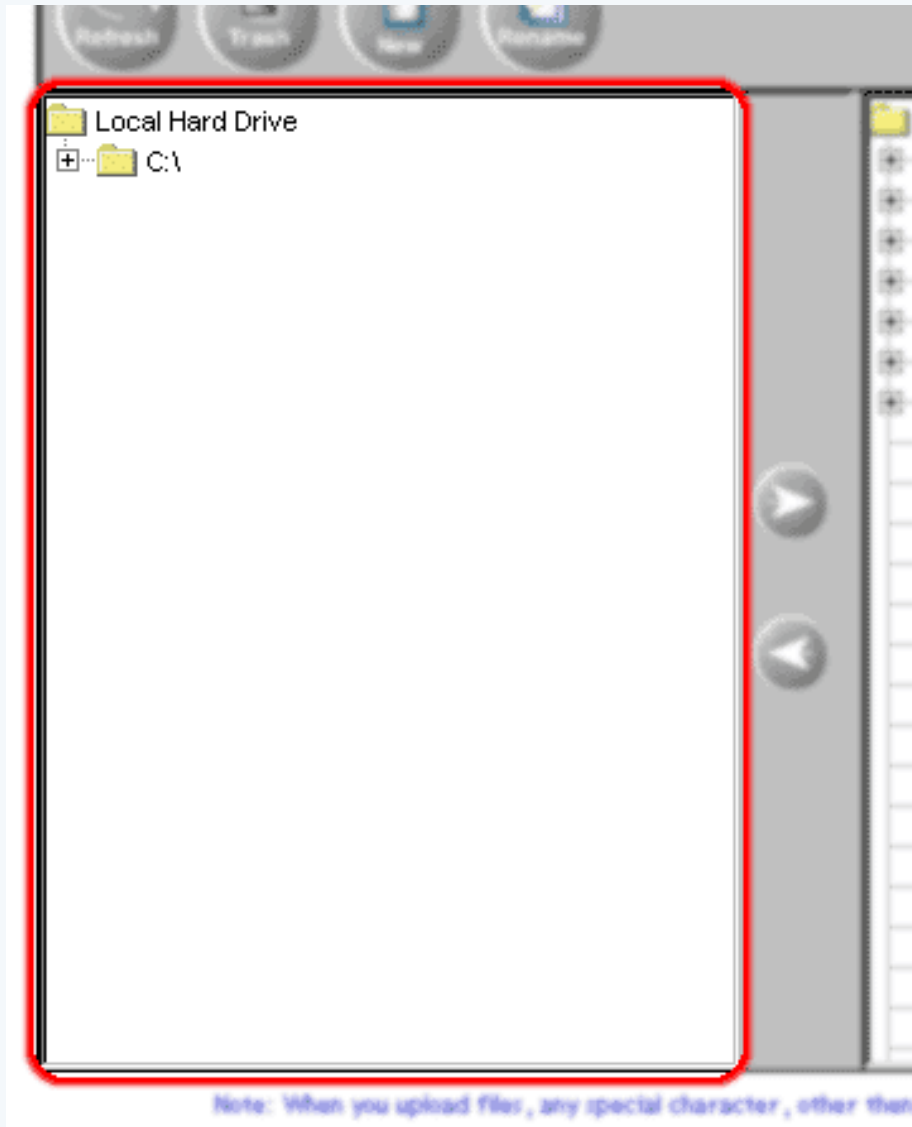
Close

● mycart.html
● mycatalog.html

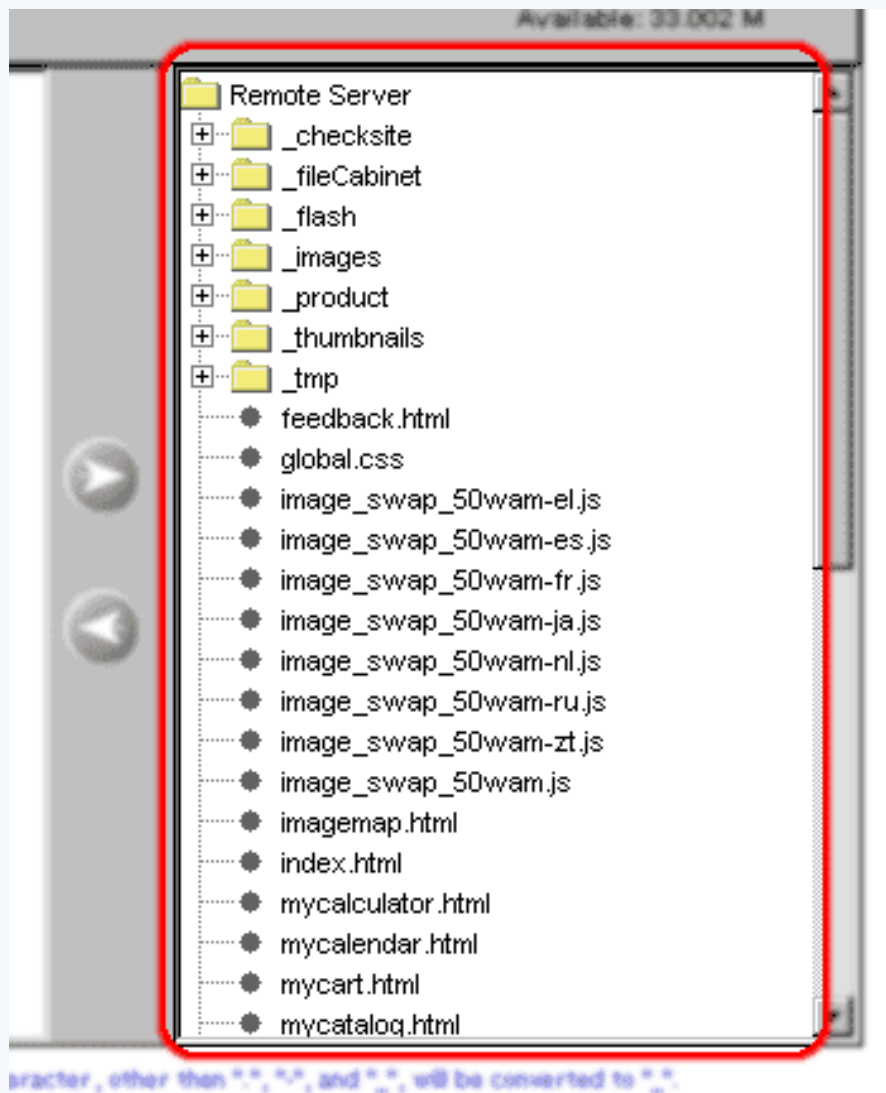
Note: When you upload files, any special character, other than ".", "-", and "_", will be converted to "_".

Close

The left side of the Java File Cabinet Manager displays the files and folders on your computer.



The right side of the Java File Cabinet Manager displays the files and folders of your Web site.



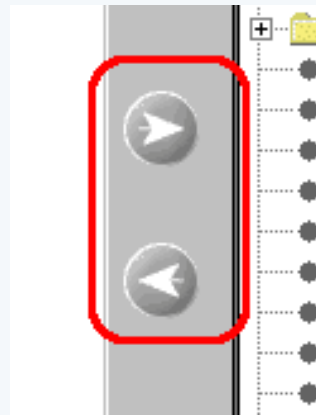
The top-left side gives you options to [Refresh](#), [Trash](#), [New](#) and [Rename](#).



The top-right side informs you how much total storage space your Web site has, how much storage space you are using, and how much storage space you have left.



In the center of the Java File Cabinet Manager, you have two buttons with arrows pointing to the left and right. The button pointing to the right will upload files from your computer to your Web site. The button pointing to the left will download files from your Web site and to your computer.



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Upload and Download Files

To upload files, navigate through the folders on your computer to find the files that you wish to upload. Click on the filenames. To select more than one file, hold down the "Ctrl" key on your keyboard and continue to click on other filenames. Once you have files selected, click on the folder in your Web site that you would like to upload your selected files to. Once that is done, click on the button with the arrow pointing to the right to upload your files to the Web site. The time that it takes to upload your files depends on the number of files, size of files, and your internet connection.

To download files, navigate through the folders on your Web site to find the files that you wish to download. Click on the filenames. To select more than one file, hold down the "Ctrl" key on your keyboard and continue to click on other filenames. Once you have files selected, click on the folder on your computer that you would like to download your selected files to. Once that is done, click on the button with the arrow pointing to the left to download your files to your computer. The time that it takes to download your files depends on the number of files, size of files, and your internet connection.

Once done, you may click on the button "[Refresh](#)" to refresh the view of the Java File Cabinet Manager.

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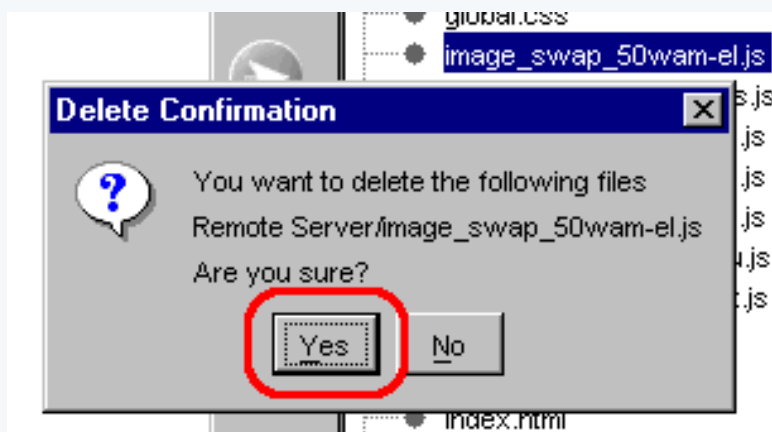
Creating Folders

To create a folder on your computer or in your Web site, click on the folder that you would like to create a new folder in. Click on the button "New" in the top-left side of the Java File Cabinet Manager. A new folder will appear in the folder that you selected. Type in a name for your new folder (which is labelled "NewFolder" by default), then press the "Enter" key on your keyboard. Please keep in mind that the folder names cannot have spaces or illegal characters. For instance, "JOHN Doe" and "my #5 photo album!" are not valid.

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Deleting Files or Folders

To delete files on your computer or in your Web site, click on the filenames that you would like to delete. To select more than one file, hold down the "Ctrl" key on your keyboard and continue to click on other filenames. Click on the button "Trash" in the top-left side of the Java File Cabinet Manager. The Java File Cabinet Manager will then ask you to confirm the deletion of the files.



Click on the button "Yes" to continue to delete the file.

To delete folders, click on the foldername that you would like to delete. Then click on the button "Trash" to delete the folder. The Java File Cabinet Manager will bring up a dialog box asking you to confirm the deletion of the folder, so click on the button "Yes" if you want to continue to delete the folder.

Please be aware that you cannot delete files and folders on your Web site that are designated as protected files. To see which files and folders are protected, use the [File Cabinet Manager](#).

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Renaming Files and Folders

Click on the file or folder that you want to rename. Then click on the button "Rename". Type in the new name for your file or folder. Press "Enter" when done. Please keep in mind that the filenames and folder names cannot have spaces or illegal characters. For instance, "JOHN Doe.jpg" and "my #5 photo album!" are not valid. Also, please be aware that you cannot rename files and folders on your Web site that are designated as protected files. To see which files and folders are protected, use the [File Cabinet Manager](#).

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Refreshing the View

After a deletion, rename, upload, or download, you may want to refresh the Java File Cabinet Manager to verify that you are looking at the same thing that the system is. Click on the button "Refresh" in the top-left side of the Java File Cabinet Manager.

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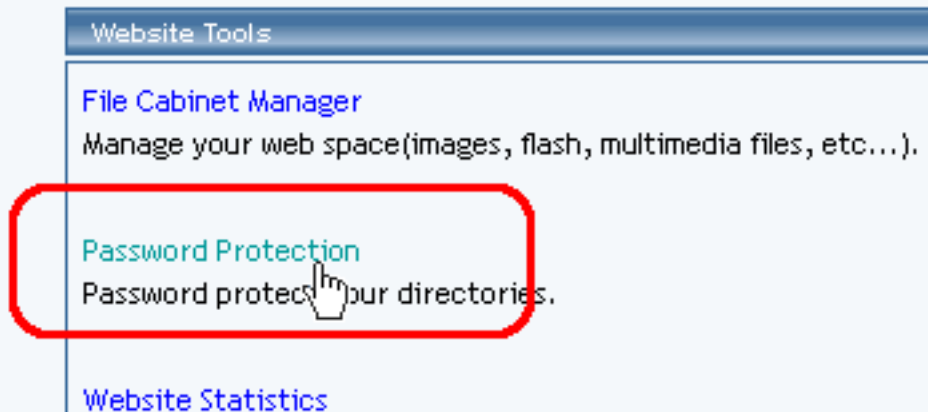
Password Protection

[Overview](#) | [Add a User](#) | [Delete a User](#) | [Change the Password for a User](#)

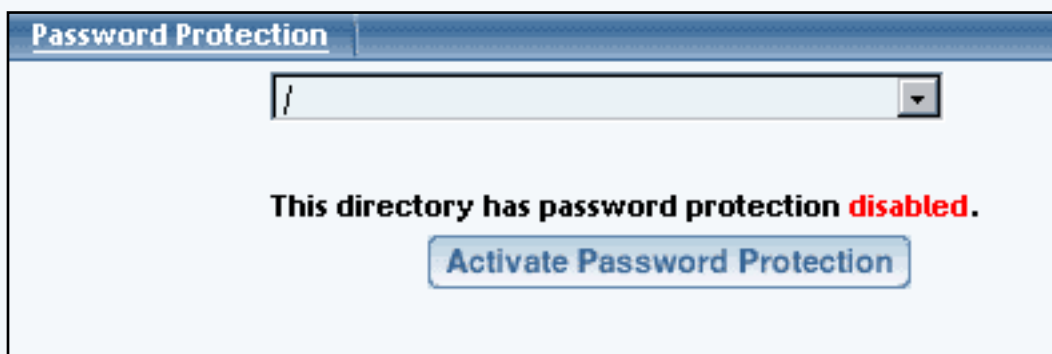
Overview

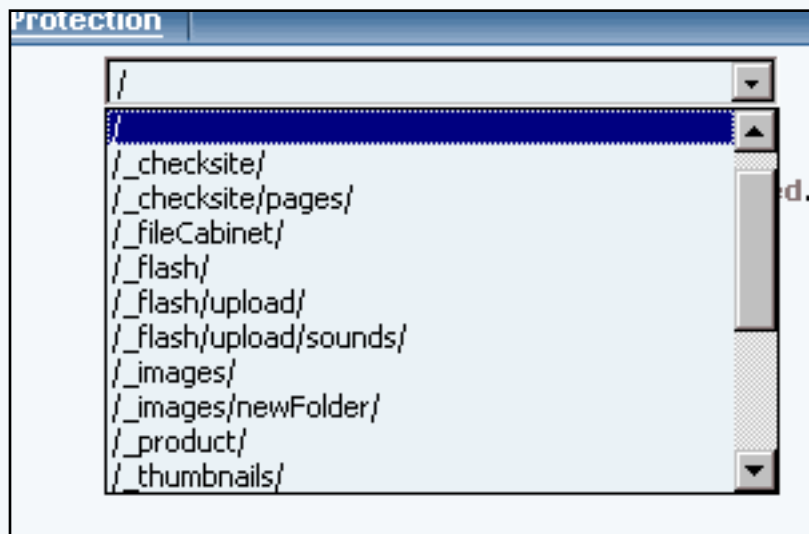
The Password Protection Tool allows you to apply password protection to directories.

From the Administration home page, click on the blue text of your sitename. Click on the secondary navigation menu link "Tool Box". Click on the link "Password Protection".



Select a directory to apply password protection to in the drop-down box at the top of the new window. When the directory has been selected, click on the button "Activate Password Protection".





The Password Protection Tool will then reload the page. It will also inform you that the directory you are working with has password protection enabled. To disable password protection for the currently selected directory, click on the button "Disable Password Protection".

This directory has password protection enabled.

[Disable Password Protection](#)

Authentication Message

Please enter username and password.

[Set Message](#)

New User

Username

Password

[Add User](#)

Delete Users

--- Choose User ---

[Delete User](#)

Change Password

--- Choose User ---

[Change Password](#)

Specify the message that you would like to display to visitors to the password protected directory in the text field in the section "Authentication Message". When done specifying your message, click on the button "Set Message". Your current Authentication Message is also displayed.

This directory has password protection enabled.

Disable Password Protection

Authentication Message

Please enter username and password.

Set Message

New User

Username

Password

Add User

Delete Users

--- Choose User ---

Delete User

Change Password

--- Choose User ---

Change Password

To add a new user for the password protected directory, enter in a username and password in the section "New User". Please keep in mind that the username and password can only consist of letters and numbers. When done, click on the button "Add User" to add your new user.

This directory has password protection enabled.

[Disable Password Protection](#)

Authentication Message

Please enter username and password.

[Set Message](#)

New User

Username

Password

[Add User](#)

Delete Users

--- Choose User ---

[Delete User](#)

Change Password

--- Choose User ---

[Change Password](#)

Once the Password Protection Tool detects that you have at least one user, you will have additional sections of "Delete Users" and "Change Password" below the section "New User".

To delete a user, select the username that you would like to delete, and then click on the "Delete User" button.

This directory has password protection enabled.

[Disable Password Protection](#)

Authentication Message

Please enter username and password.

[Set Message](#)

New User

Username

Password

[Add User](#)

Delete Users

--- Choose User ---

[Delete User](#)

Change Password

--- Choose User ---

[Change Password](#)

To change the password for a user, select the username in the drop-down menu, enter in a new password, then click on the button "Change Password".

This directory has password protection enabled.

[Disable Password Protection](#)

Authentication Message

Please enter username and password.

[Set Message](#)

New User

Username

Password

[Add User](#)

Delete Users

[Delete User](#)

Change Password

[Change Password](#)

Please keep in mind that if you set up a password protected directory, a file in this directory must be linked to directly. For example, let's say you create a folder called "mynewfolder" and you move (or copy) a file to that folder called "testfile.txt". If your domain name is "mydomainname.com", then the link to that file would be www.mydomainname.com/mynewfolder/testfile.txt. You would not be able to just link to "www.mydomainname.com/mynewfolder" as this will give you an error since the listing of the entire contents of the directory is not permitted.

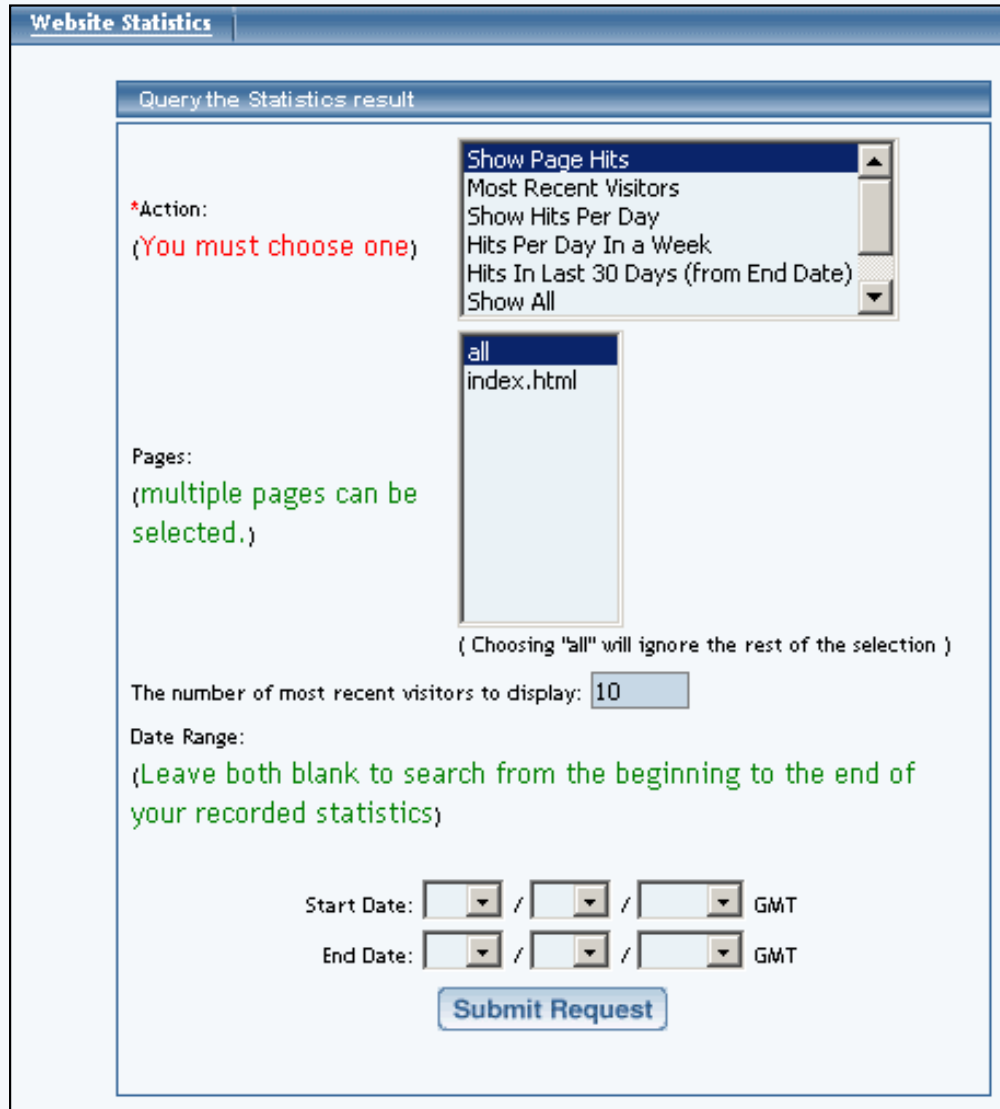
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Statistics

[What are Statistics used for?](#) | [How do I use it?](#) | [Report Examples](#)

What are Statistics used for?

Your Web site's Statistics function allows you to [request statistical reports](#) regarding visits to your Web site. While it isn't possible to view email addresses, gender, age or other personal information about visitors, you can use the reports to view how many visits your site has received, which parts of your site are being visited, how visitors found your site, etc. This information can be used to improve the navigation of your site, to fine tune submission to search engines, and to otherwise make your site more effective.



The screenshot shows a web interface titled "Website Statistics" with a sub-header "Query the Statistics result". The form contains the following elements:

- *Action:** (You must choose one) - A dropdown menu with options: Show Page Hits, Most Recent Visitors, Show Hits Per Day, Hits Per Day In a Week, Hits In Last 30 Days (from End Date), and Show All.
- Pages:** (multiple pages can be selected.) - A list box containing "all" and "index.html". Below it is a note: "(Choosing 'all' will ignore the rest of the selection)".
- The number of most recent visitors to display:** A text input field containing the number "10".
- Date Range:** (Leave both blank to search from the beginning to the end of your recorded statistics) - Two date pickers for "Start Date" and "End Date", each followed by "GMT".
- Submit Request** - A blue button at the bottom.

Request a Report

From the Administration home page, click on the blue text of your sitename. In the secondary navigation menu, click on "Tool Box". Click on "Website Statistics". To request a report, select the report to generate under "Action". The "Action" option asks what type of statistical report to generate.

Query the Statistics result

*Action:
(You must choose one)

- Show Page Hits
- Most Recent Visitors
- Show Hits Per Day
- Hits Per Day In a Week
- Hits In Last 30 Days (from End Date)
- Show All

Select the pages that the report will be requested for under "Pages". The "Pages" option allows you to specify the pages for the statistical report. To select multiple pages, hold down the CTRL key on the keyboard while clicking on other pages. If "all" is selected with other pages, the Site Administration will request the statistical reports on all pages.

Pages:
(multiple pages can be selected.)

- all
- index.html

(Choosing "all" will ignore the rest of the selection)

The "The number of most recent visitors to display" option is linked with the "Most Recent Visitors" report. When the "Show All" or "Most Recent Visitors" statistical reports are requested, enter in the number of most recent visitors that you want the report to display. The default setting is the last 10 visitors.

(Choosing "all" will ignore the rest of the selection)

The number of most recent visitors to display: 10

Date Range:

Select the date range that you want to request the report on under "Date Range". This option allows you to specify the time period of the statistical reports. If the "Start Date" is left blank, the Site Administration will begin the statistical reports from the beginning of your recorded statistics. If the "End Date" is left blank, the Site Administration will end the statistical reports to the current day. Statistical data for the current day will not be available until the next day.

Date Range:
(Leave both blank to search from the beginning to the end of your recorded statistics)

Start Date: [] / [] / [] GMT

End Date: [] / [] / [] GMT

Submit Request

When done configuring your options, click on "Submit Request" to request the statistical reports.

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Reports

The reports available via this function include:

[Show Page Hits](#)

[Most Recent Visitors](#)

[Show Hits per Day](#)

[Hits per Day in a Week](#)

[Hits in Last 30 Days \(from End Date\)](#)

[Show All Page Hits](#)

You can also an option to [delete](#) some or all of your site's statistical data. **This option cannot be reversed.**

"Show Page Hits" will display the number of hits per selected page(s) for the selected time period.

Website Statistics

Statistics Result

Current time: 2003-04-23 16:52:33 GMT

Your statistics shows that the hits are recorded
from **2003-04-18 17:50:42 GMT**
to **2003-04-22 17:51:34 GMT**.

Page Hits

On the following pages: **all**
From **2003-04-18 17:50:42 GMT**
To **2003-04-22 17:51:34 GMT**

Page	Hits
index.html	400
Total	400

[Go Back to Statistics page](#)

[Back to the Reports](#)

[Back to the Top of the Page](#)

"Most Recent Visitors" will display, by default, the last 10 visitors to the selected page(s) for the selected time period.

Website Statistics

Statistics Result

Current time: 2003-04-23 17:50:09 GMT

Your statistics shows that the hits are recorded
from **2003-04-18 17:50:42 GMT**
to **2003-04-18 17:51:34 GMT**.

Most Recent 10 Visitors

On the following pages: **all**
From **2003-04-18 17:50:42 GMT**
To **2003-04-18 17:51:34 GMT**

IP Address	Time	Referred from
195.101.51.1 (1.0-127.51.101.195.in-addr.arpa)	2003-04-18 17:50:42	-

[Go Back to Statistics page](#)

[Back to the Reports](#)

[Back to the Top of the Page](#)

"Show Hits Per Day" will display the number of hits per day for the selected page(s) for the selected time period.

Website Statistics

Statistics Result

Current time: 2003-04-23 18:03:10 GMT

Your statistics shows that the hits are recorded
from **2003-04-18 17:50:42 GMT**
to **2003-04-22 17:51:34 GMT**.

Hits Per Day

On the following pages: **all**
From **2003-04-18 17:50:42 GMT**
To **2003-04-22 17:51:34 GMT**

Date	Hits
2003-04-18	80
2003-04-19	80
2003-04-20	80
2003-04-21	80
2003-04-22	80
Total	400

[Go Back to Statistics page](#)

[Back to the Reports](#)

[Back to the Top of the Page](#)

"Hits Per Day In a Week" will display the number of hits per day for a week for the selected page(s) for the selected time period.

Website Statistics

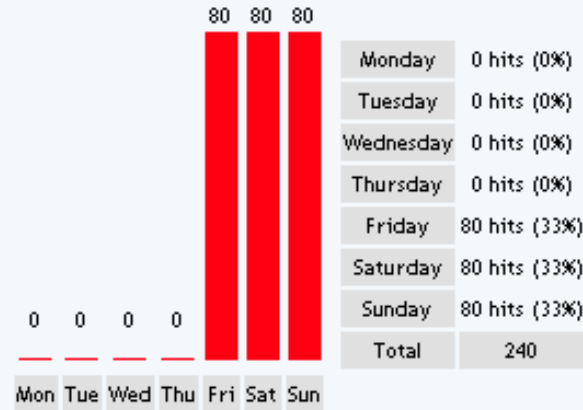
Statistics Result

Current time: 2003-04-23 18:15:25 GMT

Your statistics shows that the hits are recorded
from **2003-04-18 17:50:42 GMT**
to **2003-04-20 17:51:34 GMT**.

Hits Per Day in a Week

On the following pages: **all**
From **2003-04-18 17:50:42 GMT**
To **2003-04-20 17:51:34 GMT**

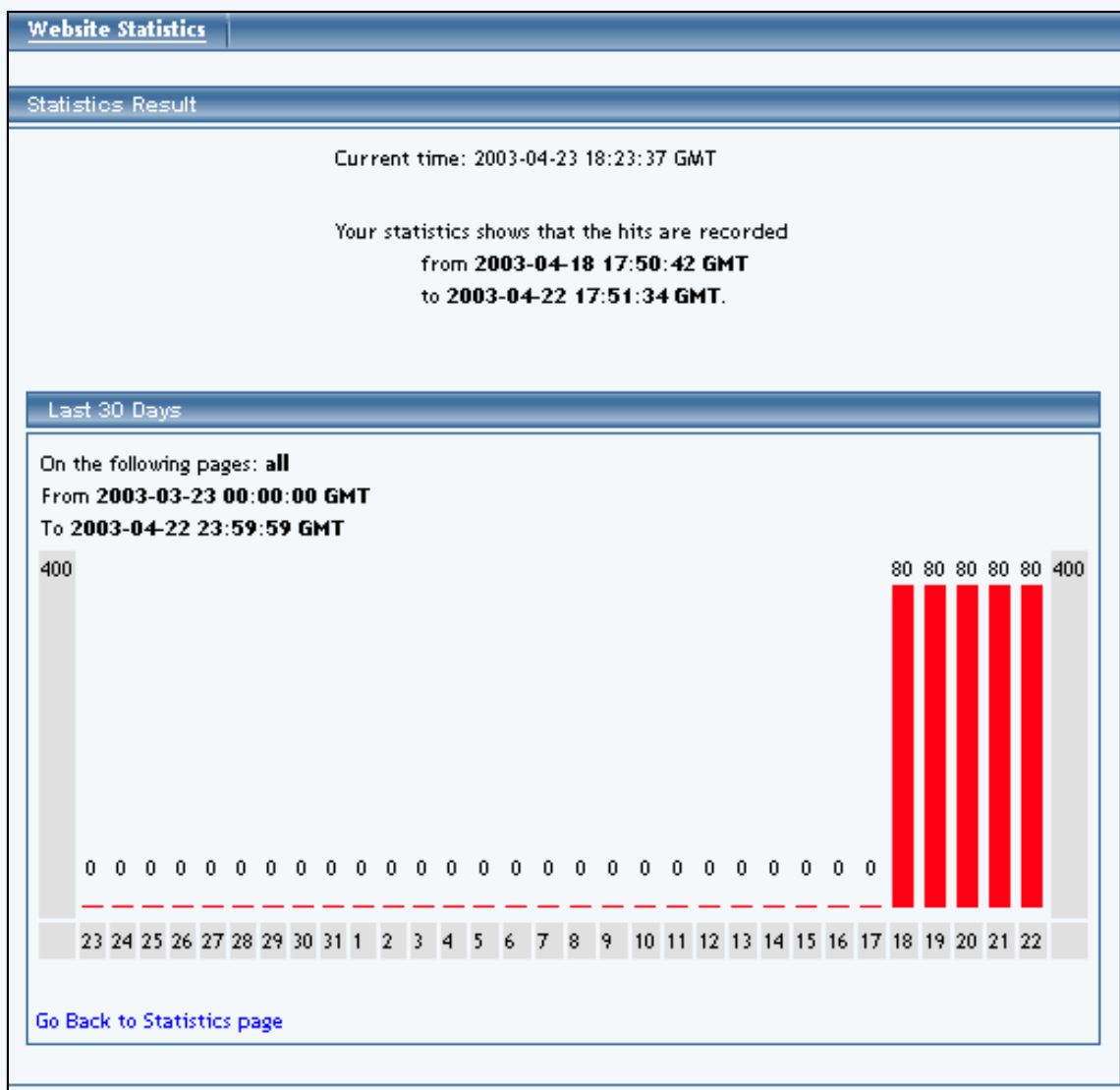


[Go Back to Statistics page](#)

[Back to the Reports](#)

[Back to the Top of the Page](#)

"Hits In Last 30 Days (from End Date)" will display the number of hits per day from 30 days before the End Date for the selected page(s).



[Back to the Reports](#)

[Back to the Top of the Page](#)

"**Show All**" will display the statistical reports for "Show Page Hits", "Most Recent Visitors", "Show Hits Per Day", "Hits Per Day In a Week", and "Hits In Last 30 Days (from End Date)" for the selected page(s) for the selected time period.

[Back to the Reports](#)

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"**Delete Statistics (*Unrecoverable*)**" will delete all statistics for the selected pages for the selected time period – this option is irreversible and unrecoverable. When this action is performed, the Site Administration will ask repeatedly whether the deleting of statistics has been confirmed. **Please keep in mind that removing statistics will help to speed up statistical reporting but there is no way to recover the data.**

Delete Statistics

Warning

You have requested to DELETE your Statistics PERMANENTLY.

The data you are about to DELETE is from the following date range:

from 2003-04-18 17:50:42 GMT

to 2003-04-18 17:51:34 GMT

on the following pages:

- all

Once the data are DELETED, they are UNRECOVERABLE.

Are You Sure You Want To DELETE Your Statistics PERMANENTLY?


Delete Statistics Permanently

ABORT

Delete Statistics

Warning

Microsoft Internet Explorer [X]

 Warning: You are about to DELETE your current statistics data. Doing so is irreversible. Depending on your selections of date range and pages, the entire or a part of the statistics will be deleted.

Are you sure you want to DELETE your current statistics?

on the following pages:

- all

Once the data are DELETED, they are UNRECOVERABLE.

Are You Sure You Want To DELETE Your Statistics PERMANENTLY?

Final Warning

You have requested to DELETE your Statistics PERMANENTLY.

The data you are about to DELETE is from the following date range:

from 2003-04-18 17:50:42 GMT
to 2003-04-18 17:51:34 GMT

on the following pages:

- all

Once the data are DELETED, they are UNRECOVERABLE.

Are You Sure You Want To DELETE Your Statistics PERMANENTLY?

Delete Statistics Permanently

ABORT

Delete Statistics

Final Warning

Microsoft Internet Explorer



Warning: You are about to DELETE your current statistics data. Doing so is irreversible. Depending on your selections of date range and pages, the entire or a part of the statistics will be deleted.

Are you sure you want to DELETE your current statistics?

OK

Cancel

on the following pages:

- all

Once the data are DELETED, they are UNRECOVERABLE.

Are You Sure You Want To DELETE Your Statistics PERMANENTLY?

Delete Statistics Permanently

ABORT

Delete Statistics

Statistics are deleted

Total 4 hits

from 2003-04-18 17:50:42 GMT
to 2003-04-18 17:51:34 GMT

on the following pages:

- all

are deleted.

[Go Back to Statistics page](#)

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Image Tool

Related Links: [Image Tool - Resize](#) | [Image Tool - Crop](#) | [Image Tool - Transparent](#)

[Overview](#) | [Edit Image](#) | [Logo Maker](#)

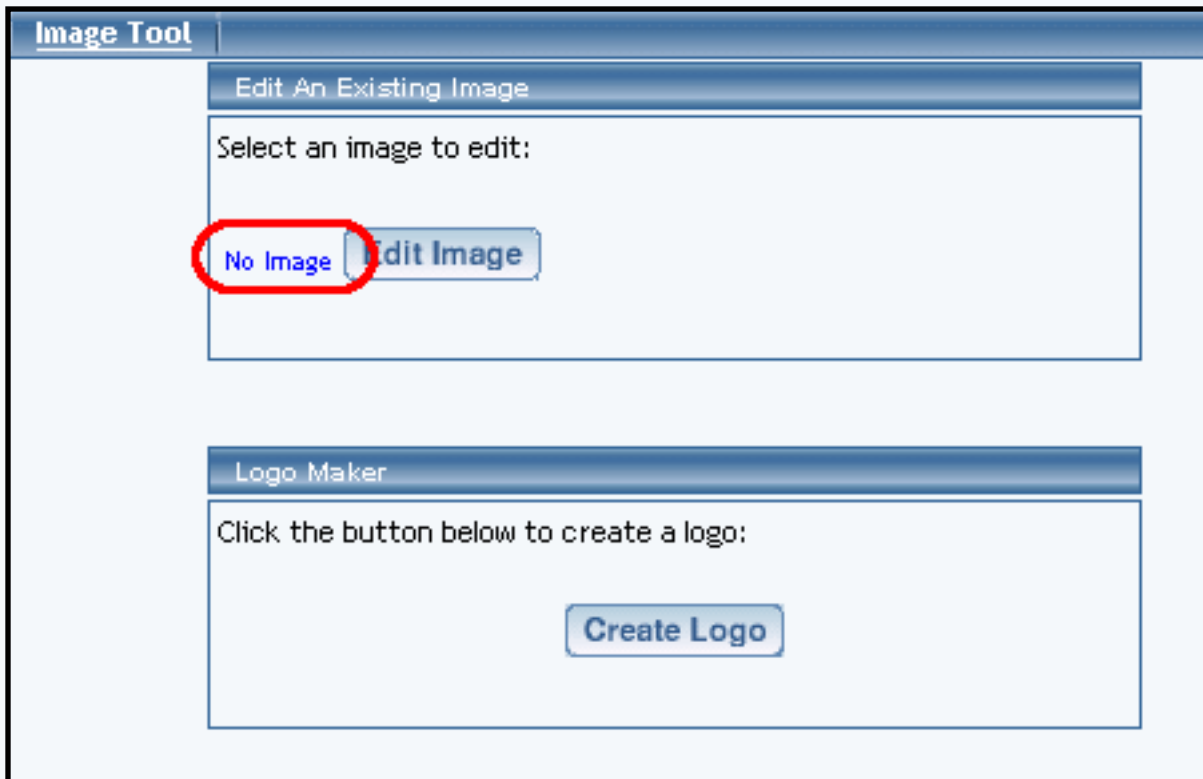
Overview

The Image Tool allows you to modify existing images and to create your own logo.

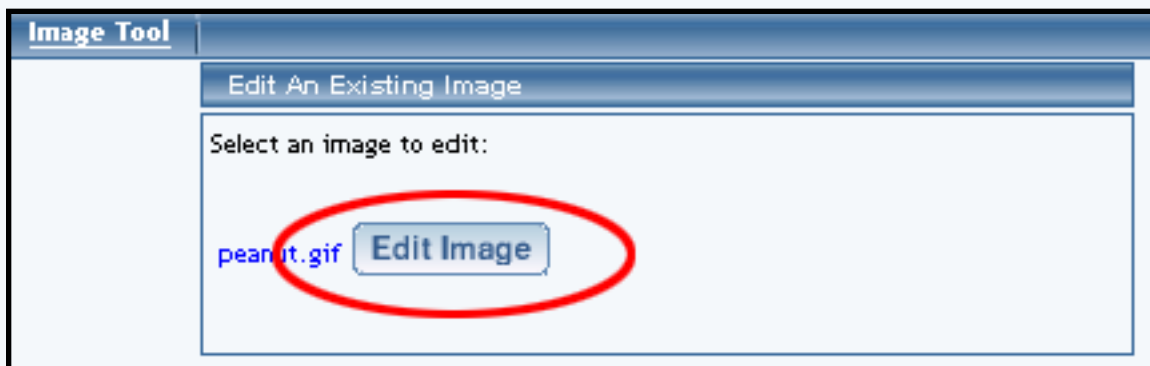


Edit An Existing Image

Click on the blue text "No Image" to select an image file to edit.



A new window will open up that will allow you to [select an image from your Web site](#), [select an image from our image library](#), [select an image from a website](#), or to [upload your own image file](#). Please keep in mind that using the Image Tool to modify your images requires you to have the latest Java plug-in for your Internet browser. Once you have found an image to edit, click on the button "Use" next to a preview of the image.



Once your image has been selected, click on the button "Edit Image" to modify your image file.



Close Session - this option will close the current editing session with your selected image. The Image Tool intelligently remembers whether you opened an image and did not finish editing.

Save - this option will save the work you have done to the image to the same filename.

Save As - this option will save the work you have done to the image as a different filename.

Undo - this option will only be available if the Image Tool recognizes that you have performed an action. You will be able to undo all of your actions as long as the editing session remains open.

Resize - this action allows you to resize the image.

Crop - this action allows you to specify a rectangular section of the image as your new image.

Transparent - this action allows you to make certain colors of an image transparent. You may only apply transparency on gif image files.

The Back button will return you to the main menu of the Image Tool.

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Logo Maker

The Logo Maker allows you to create a text logo for your Web site.

From the Administration home page, click on the blue text of your sitename to get to the Web site Editor home page. Click on the secondary navigation menu link "Tool Box". Click on the blue text "Image Tool". Click on the button "Create Image" to create your own text logo.



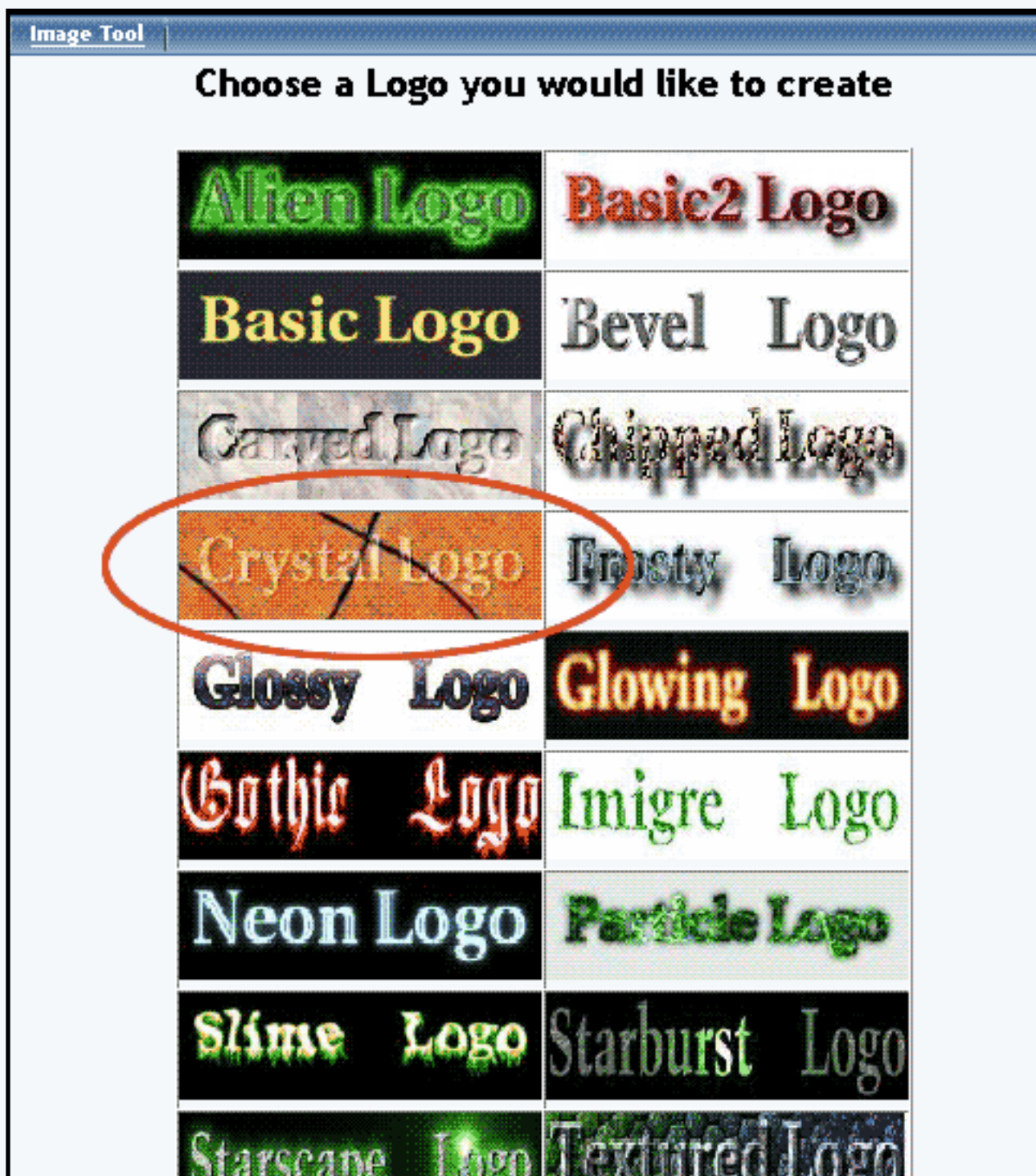
You will then see the following screen:

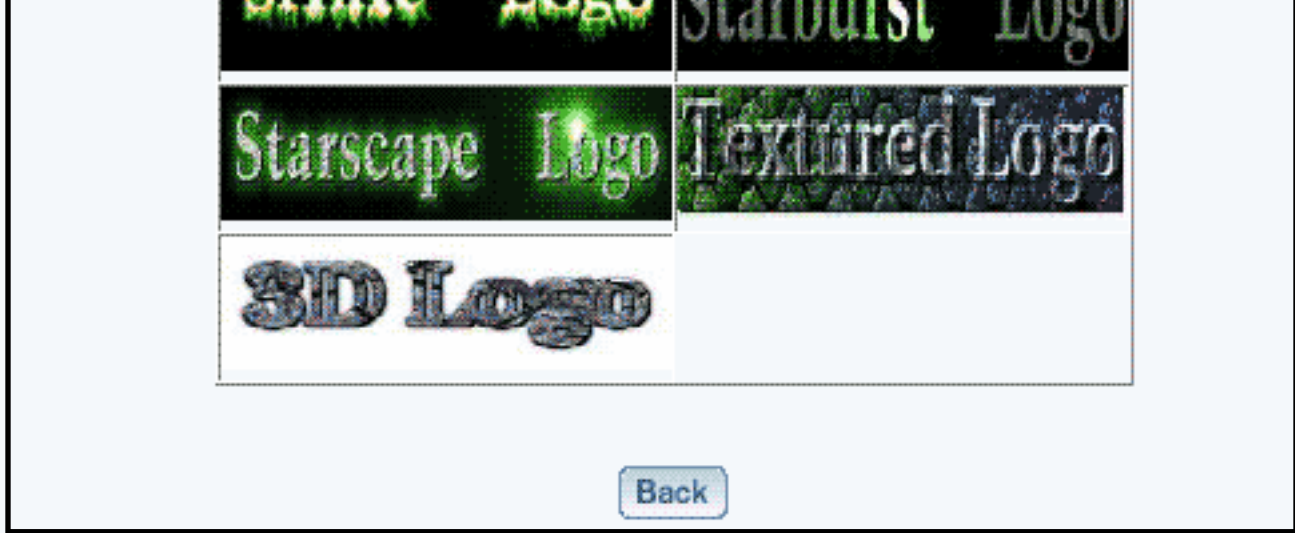




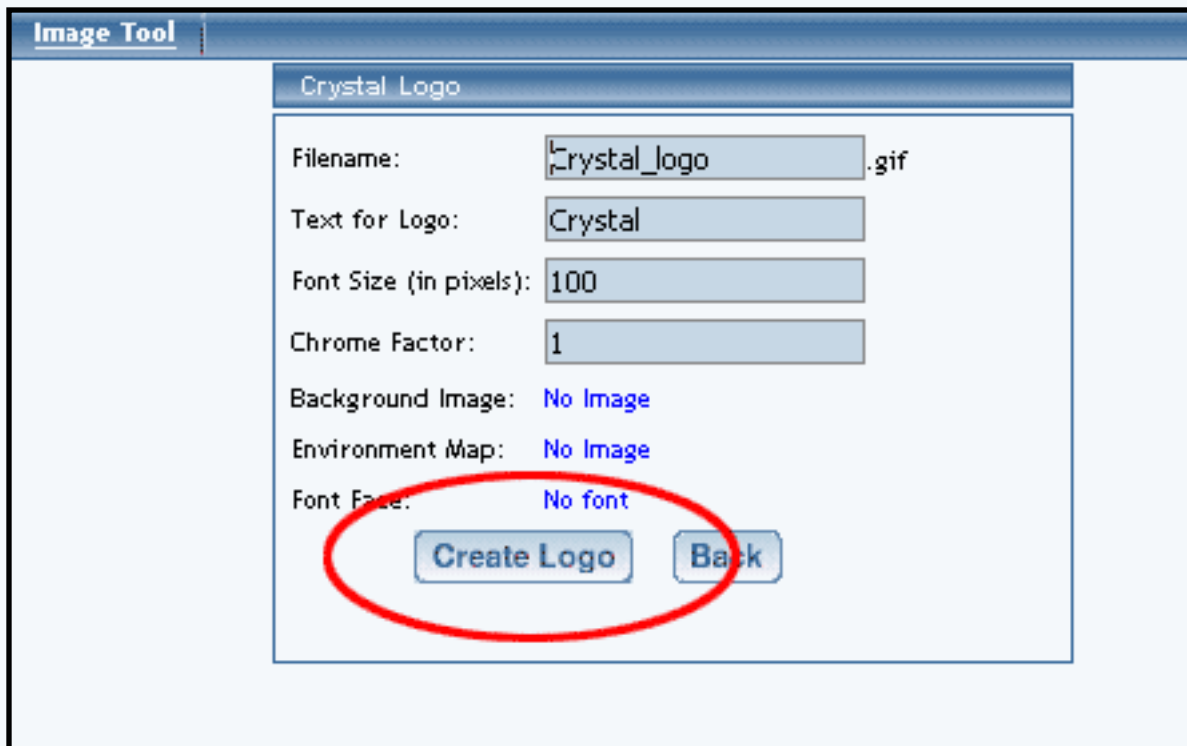
Back

Click on one of the sample images that shows the best style that you would like to have for your text logo.





Depending on which logo style that you have chosen, you will have a different set of options. For example, if you click on Crystal Logo, you will get the following:



Filename - specify the filename of the image.

Text for Logo - specify the text that will appear as your logo. Please be advised that the amount of text that you may put in will be limited by the Font Size that you have specified.

Font Size (in pixels) - specify the size of the text that will appear as your logo in pixel dimensions.

Font Face - specify the font face for the text that will appear as your logo.

Font Color - specify the font [color](#) for the text that will appear as your logo.

Background Color - specify the background color of the logo. other options - depending on which style that you choose, you will have other options that will pertain to that style choice.

When done specifying your options for your logo, click on the button "Create Logo" to continue creating your logo. To cancel, click on the button "Back".

After you click on the button "Create Logo", the Image Tool will report to you:
"Your logo has been queued up for creation
It will be put into your images directory"



After a couple of minutes, the image will be placed in to your images directory. Once the file has been placed there, you can add the logo to a page as an [image component](#).

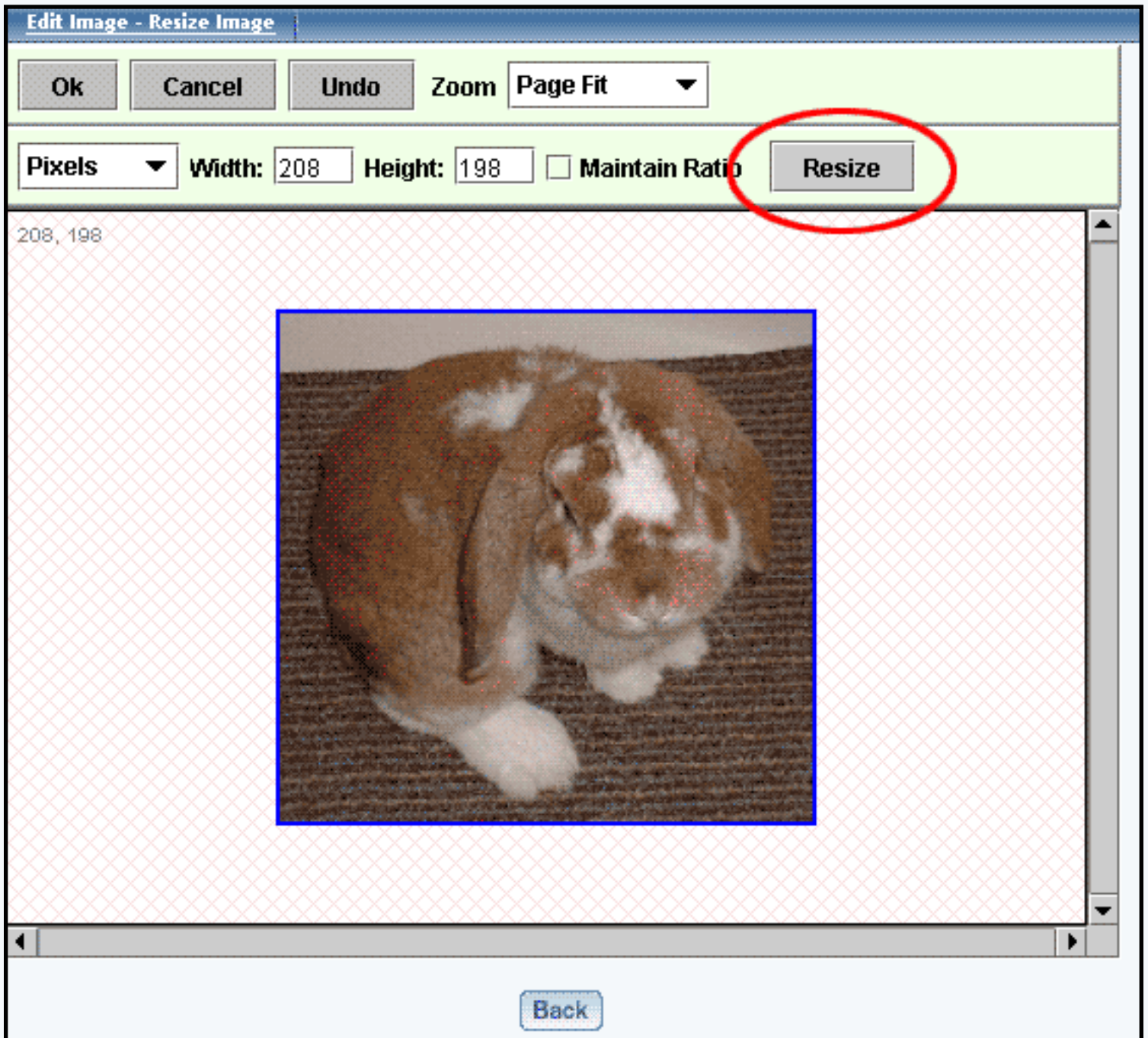
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Image Tool

Resize

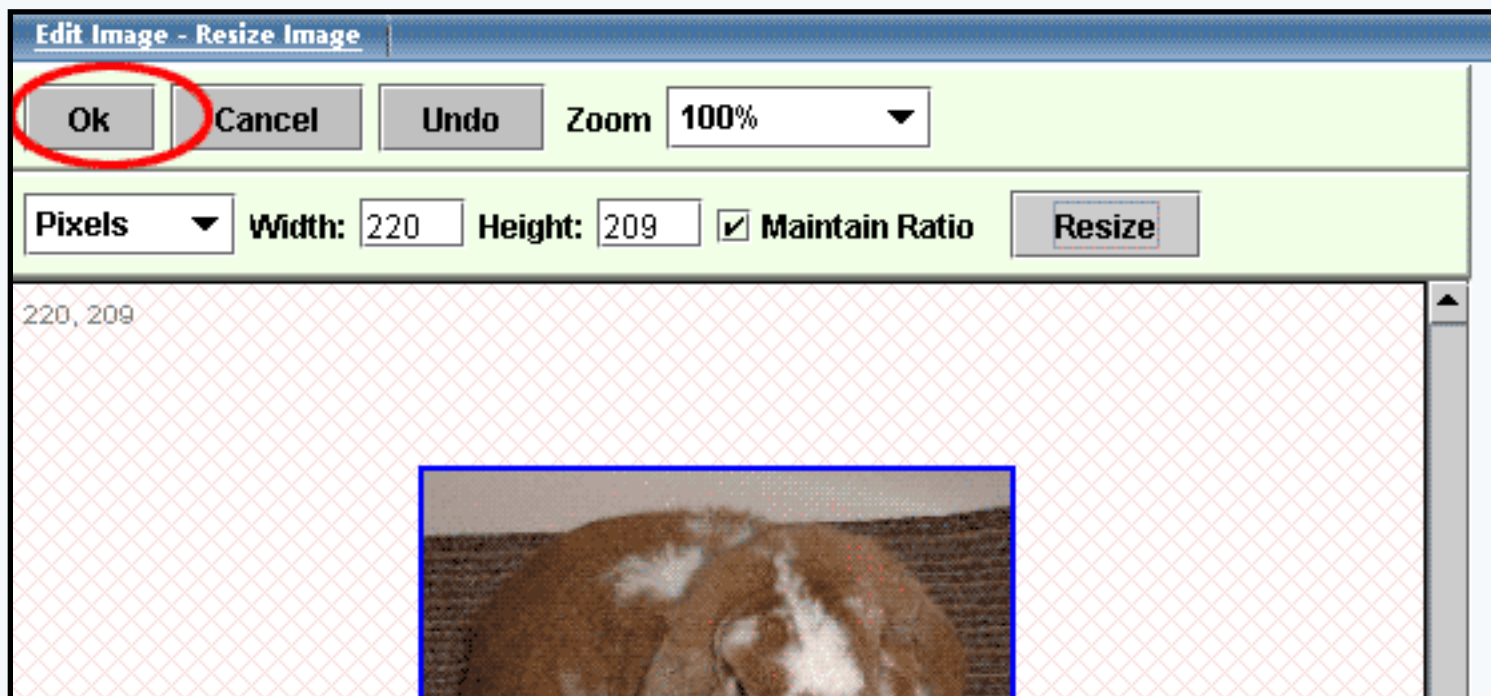
Related Links: [Image Tool Overview](#) | [Logo Maker](#)

You will see the following screen when the Administration first loads the Image Tool's Resize options:



If you check the "Maintain Ratio" box before you change the height or width, then you only need to change one of the dimensions as the Image Editor will then automatically maintain the correct

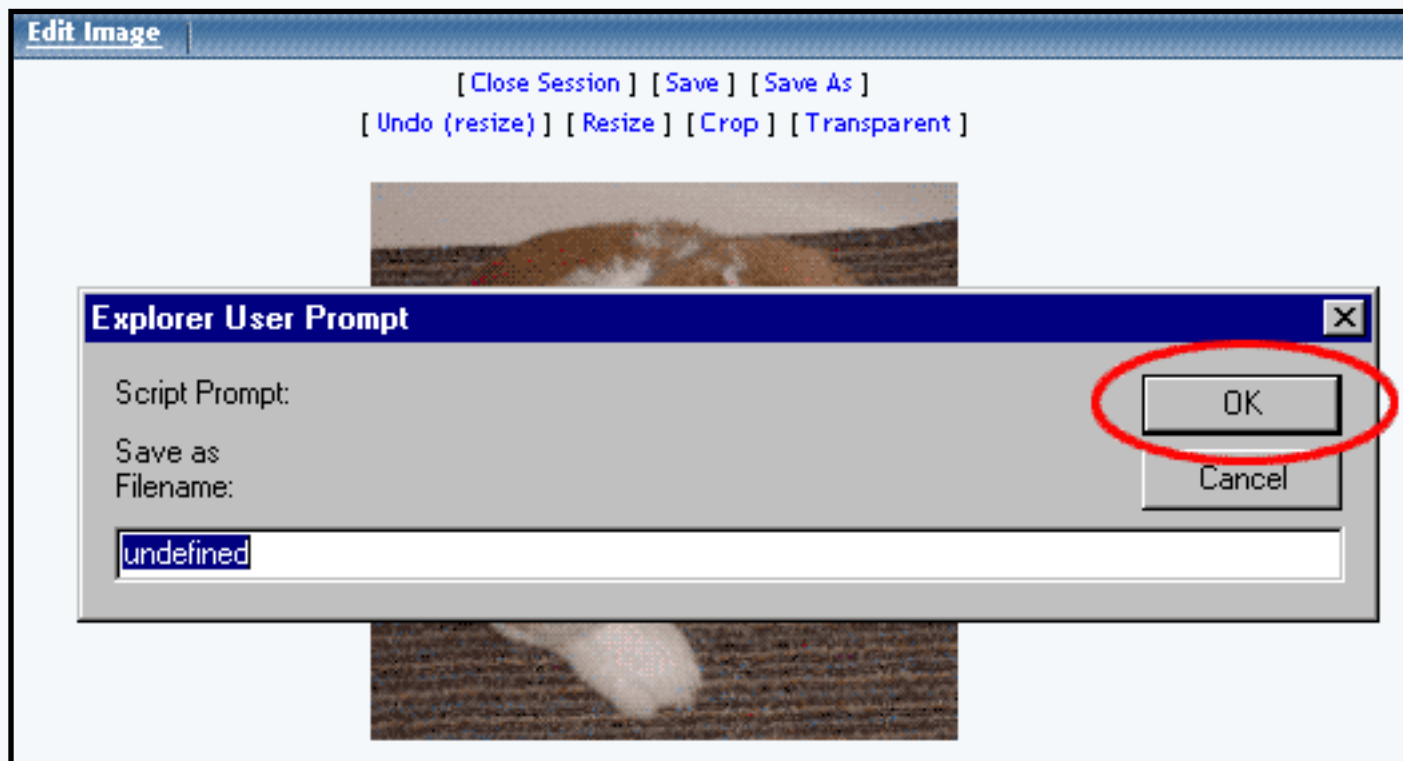
proportions by adjusting the other dimension to match. Please keep in mind that the maximum size that you can save your image as is 1200 x 1200 dots per inch (or dpi). When you are done adjusting the image dimensions, click on the button "Resize" to store your changes. To the left and above your image, the gray text will inform you of the current size of the image. If this is correct, click on the button "OK".



If the resized image dimensions is not correct, click on the button "Undo" to return the image to the previous size. If you are done resizing the image, click on the link "Save Image As" to save your image.

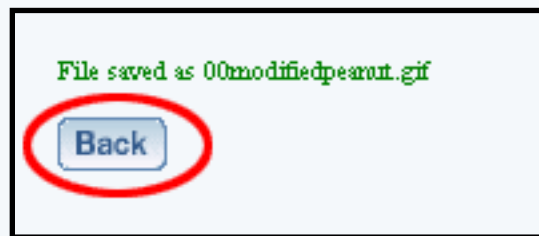


If you want continue to work on the image, click on another option to apply to your image.



After you click on the link "Save Image As", enter in the filename that you want to save the image as,

then click on the button "Save".



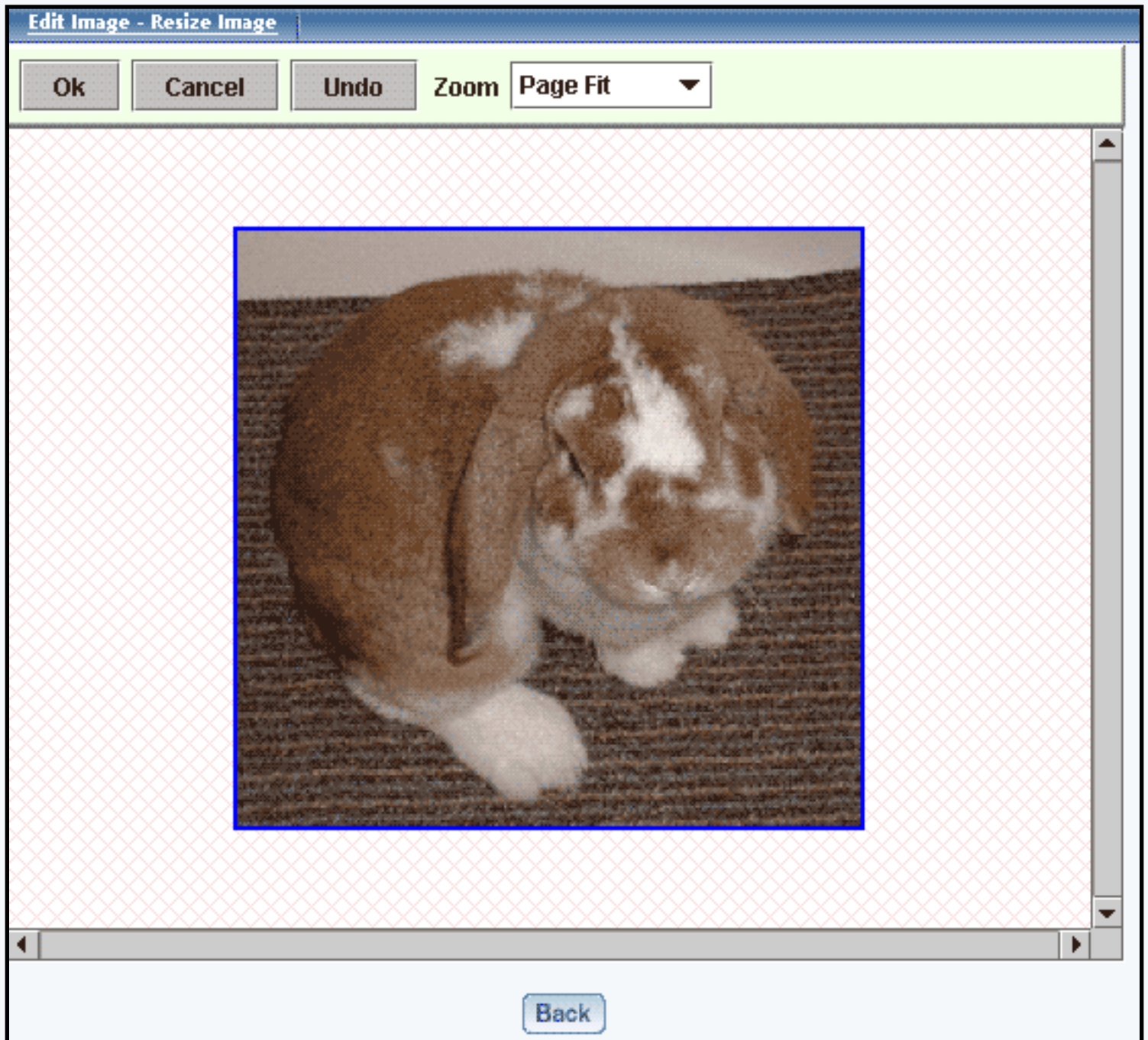
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Image Tool

Crop

Related Links: [Image Tool Overview](#) | [Logo Maker](#)

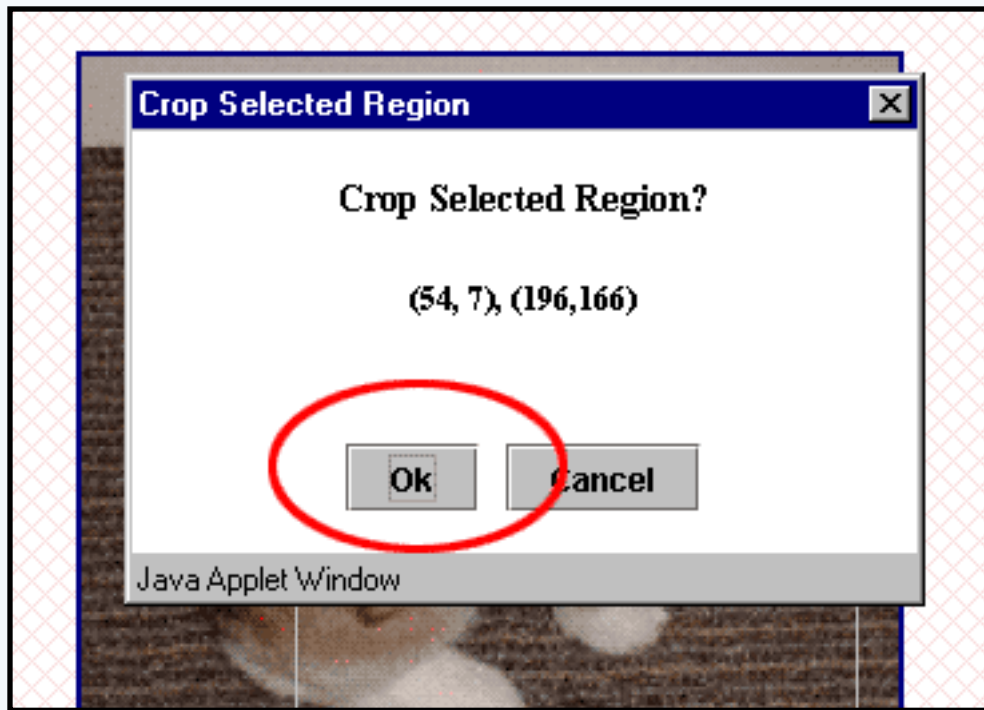
You will see the following screen when the Administration first loads the Image Tool's Crop options:



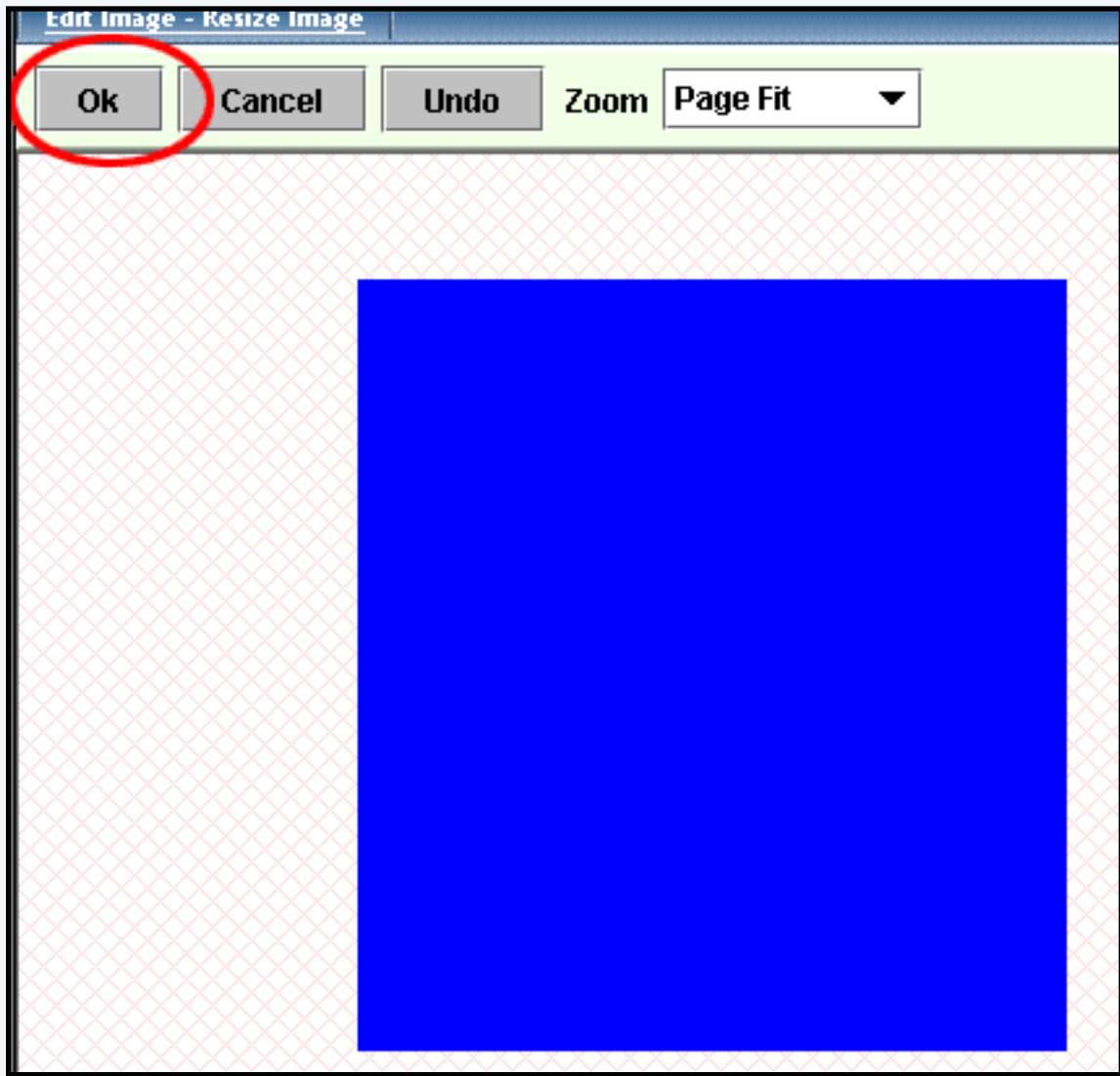
To crop the image, click-and-drag on the image to draw a rectangle around the portion of the image that you want to crop around.



When you let go of the mouse button, a dialog box will appear asking if you wish to crop the selected region. If the region is correct, click on the button "OK".



Once the image has been cropped, click on the button "Ok". If the cropped region is incorrect, click on the button "Undo" to return the image to its previous state.



After you click on the link "Save Image As", enter in the filename that you want to save the image as, then click on "Save".

[Close Session] [Save] [Save As]
[Undo (crop)] [Resize] [Crop] [Transparent]



Back

e: You can only do transparency only on gif image

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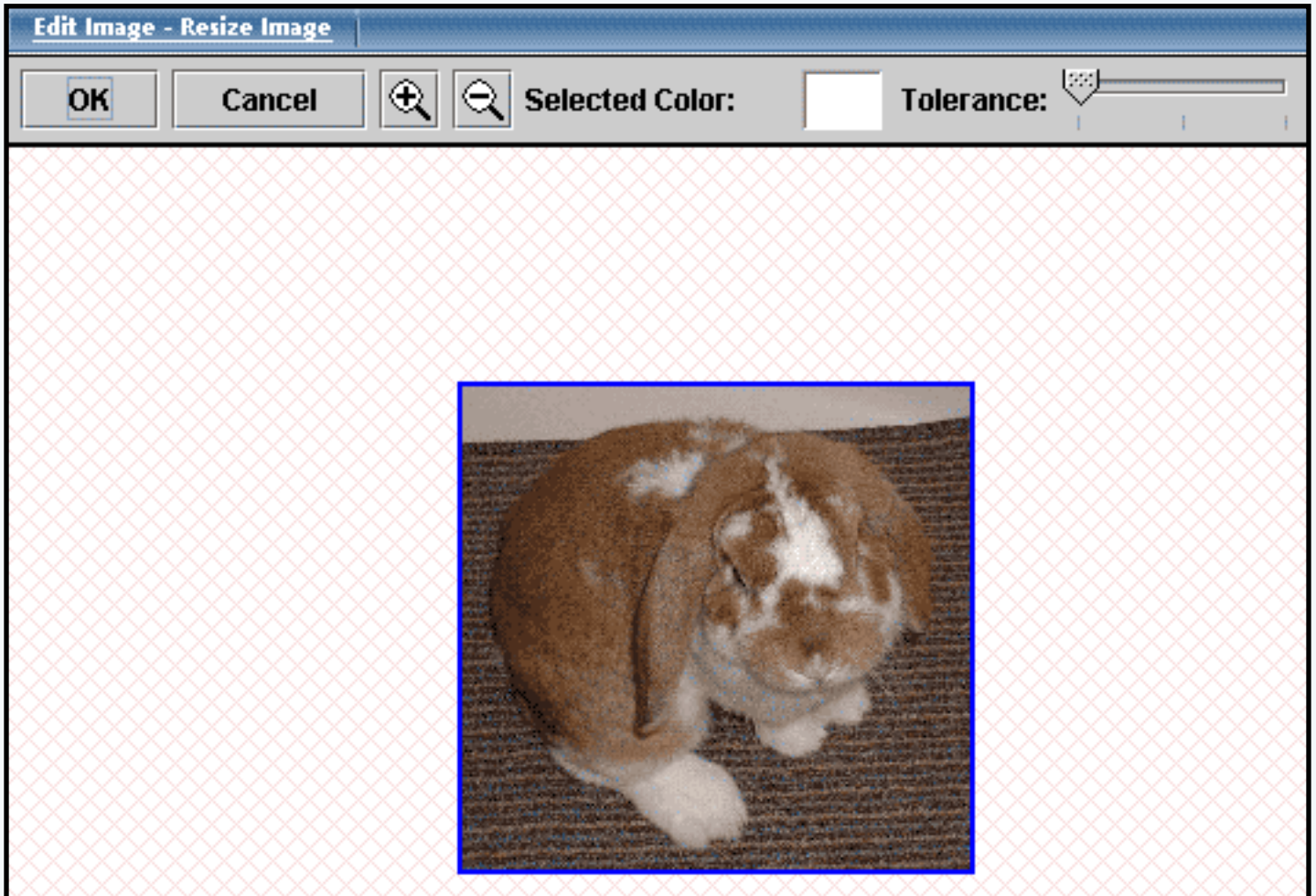
Image Tool

Transparent

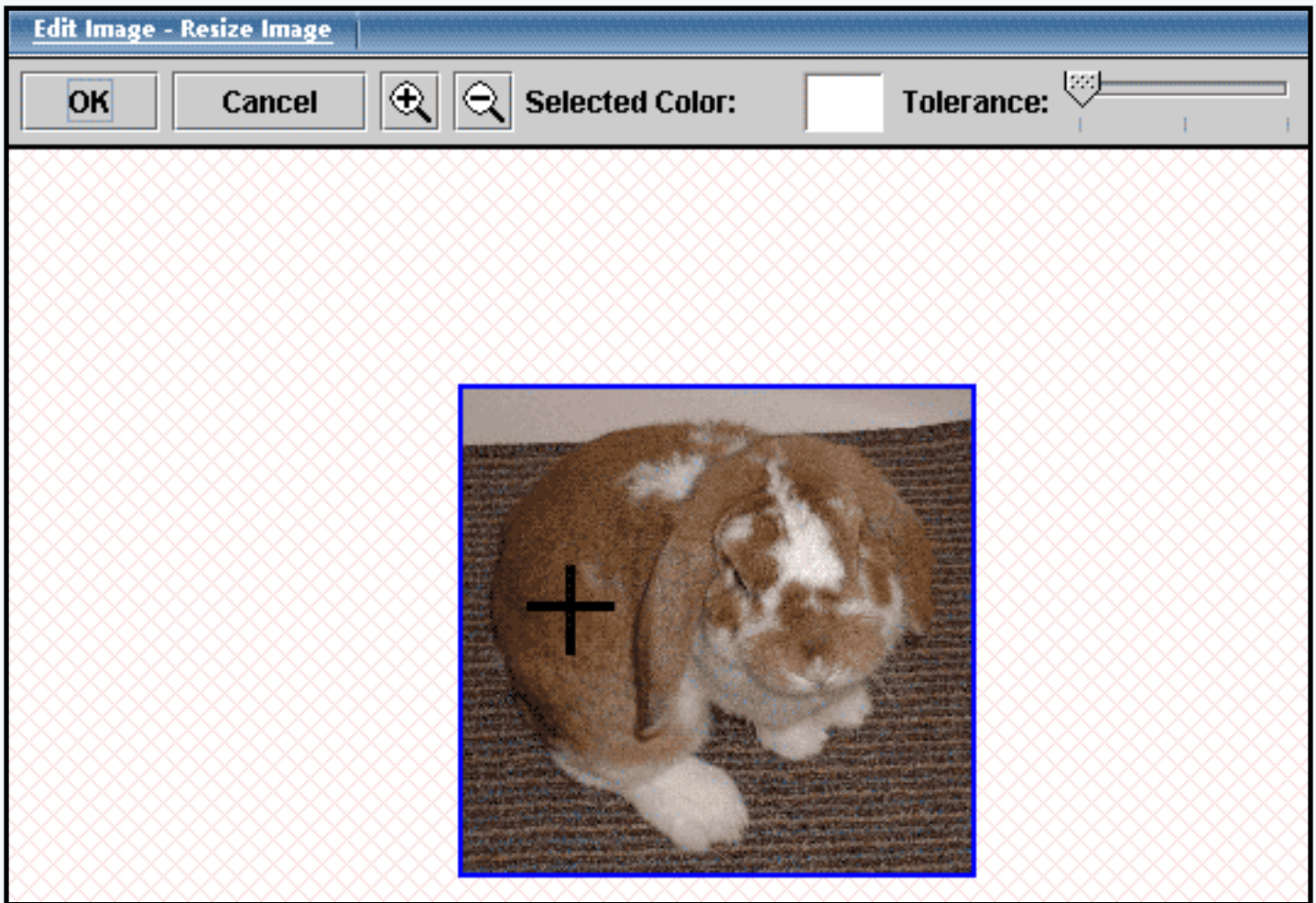
Related Links: [Image Tool Overview](#) | [Logo Maker](#)

Transparent

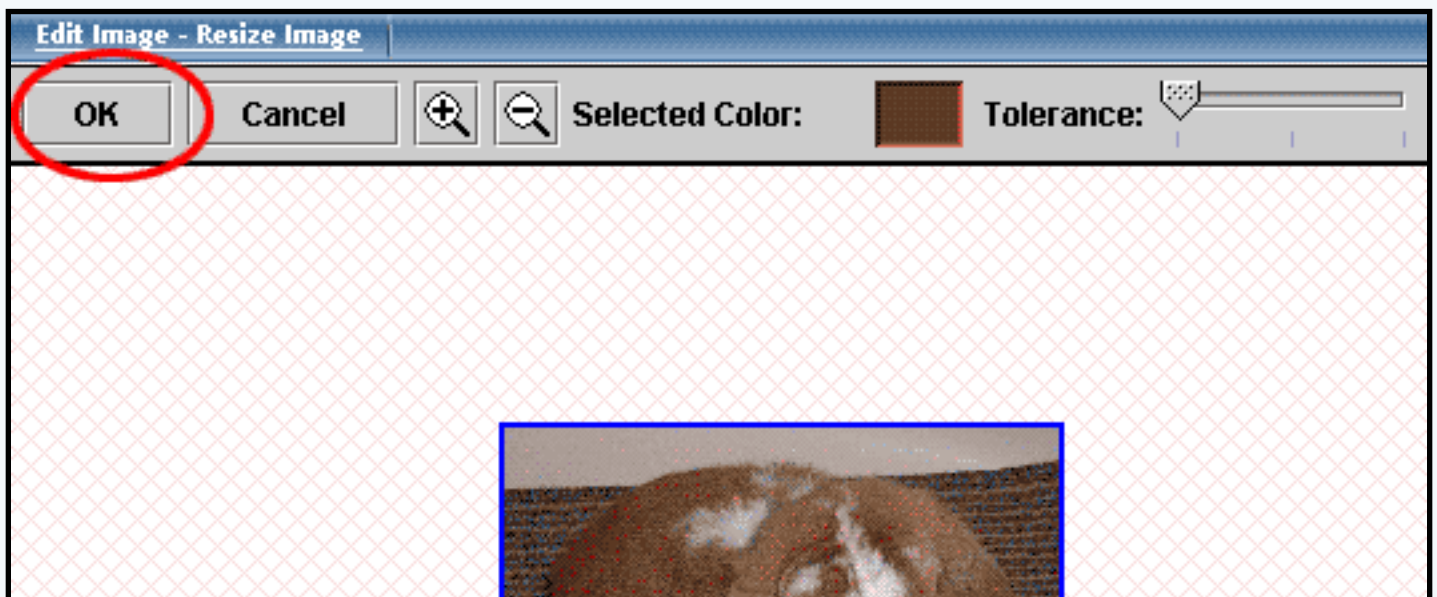
You will see the following screen when the Administration first loads the Image Tool's Crop options:



With the mouse cursor, click on the color that you want to make transparent.



The Image Editor will then display the selected color in the rectangle to the right of the text "Selected Color". You may alter the "Tolerance" slider to designate similar colors that will also be made transparent. If the Tolerance is moved to the right, more similar colors will be made transparent. When you have achieved the level of transparency that you desire, click on the button "OK".



After you click on the link "Save Image As", enter in the filename that you want to save the image as, then click on "Save".

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Form Processor Manager

[Overview](#) | [Create Form Processor](#) | [Modify Form Processor](#)

Overview

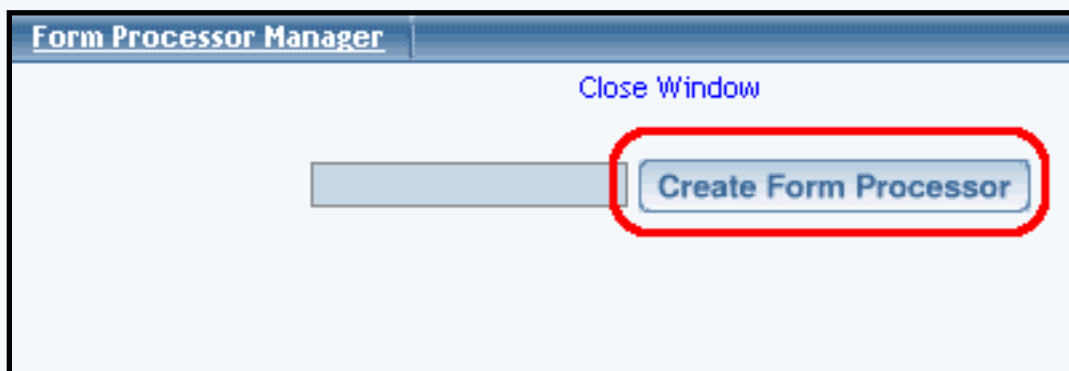
The Form Processor Manager allows you to control how your Web site's forms will be processed. When a Web site visitor uses a form on your Web site (created using a [form component](#) on a Web page), the form processor can redirect the information in the forms to a location that you designate. When visitors fill out the information on the form, you can view them by using the [Form Processor Browser](#).

From the Administration home page, click on the blue text of your sitename. In the secondary navigation menu, click on the link "Tool Box". Click on the blue text "Form Processor Manager".

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Create Form Processor

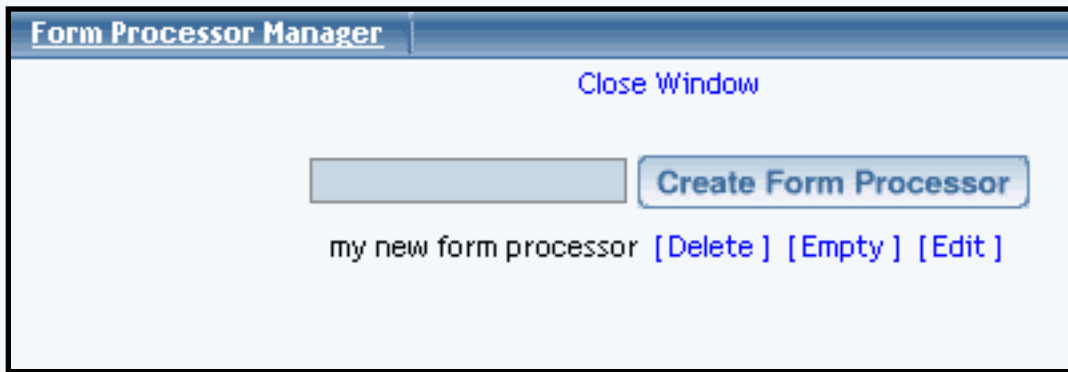
If you want to designate your own handling of forms, you would create a form processor. In the Form Processor Manager, enter in your form processor name in the text field provided. When finished, click on the button "Create Form Processor". You must then [edit](#) the form to specify your settings for the form processor.



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Modify Form Processor

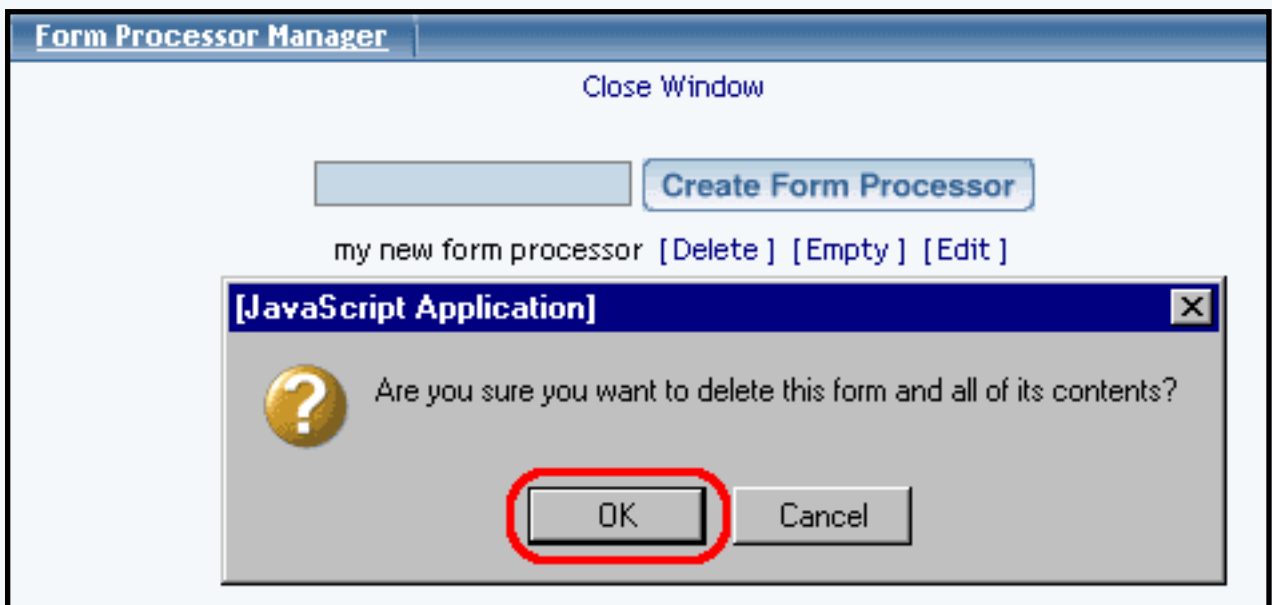
In the Form Processor Manager, if you have already created form processors, you will see a list of them. Next to the name of every form processor, there will be links to delete, empty, and edit the form processor.



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Delete

To delete a form processor, click on the blue text "Delete" to the right of the form processor name.



If you want to continue with the deletion of the form processor, click on the button "OK".

Empty

To empty the form processor, click on the blue text "Empty" to the right of the form processor name. This will empty all of the form information that the form processor handled - or, in other words, all of the form information that you would see in the [Form Processor Browser](#) would be removed from the Administration.

Edit

To edit the form processor's settings, click on the blue text "Edit" to the right of the form processor name. The Form Processor Manager will reload the window with the settings for your form processor. When done specifying your settings, click on the button "Update" to save and

apply your changes to the form processor. If you do not want to make any changes, click on the blue text "Return To Main Form Page" to return to the Form Processor Manager main page.

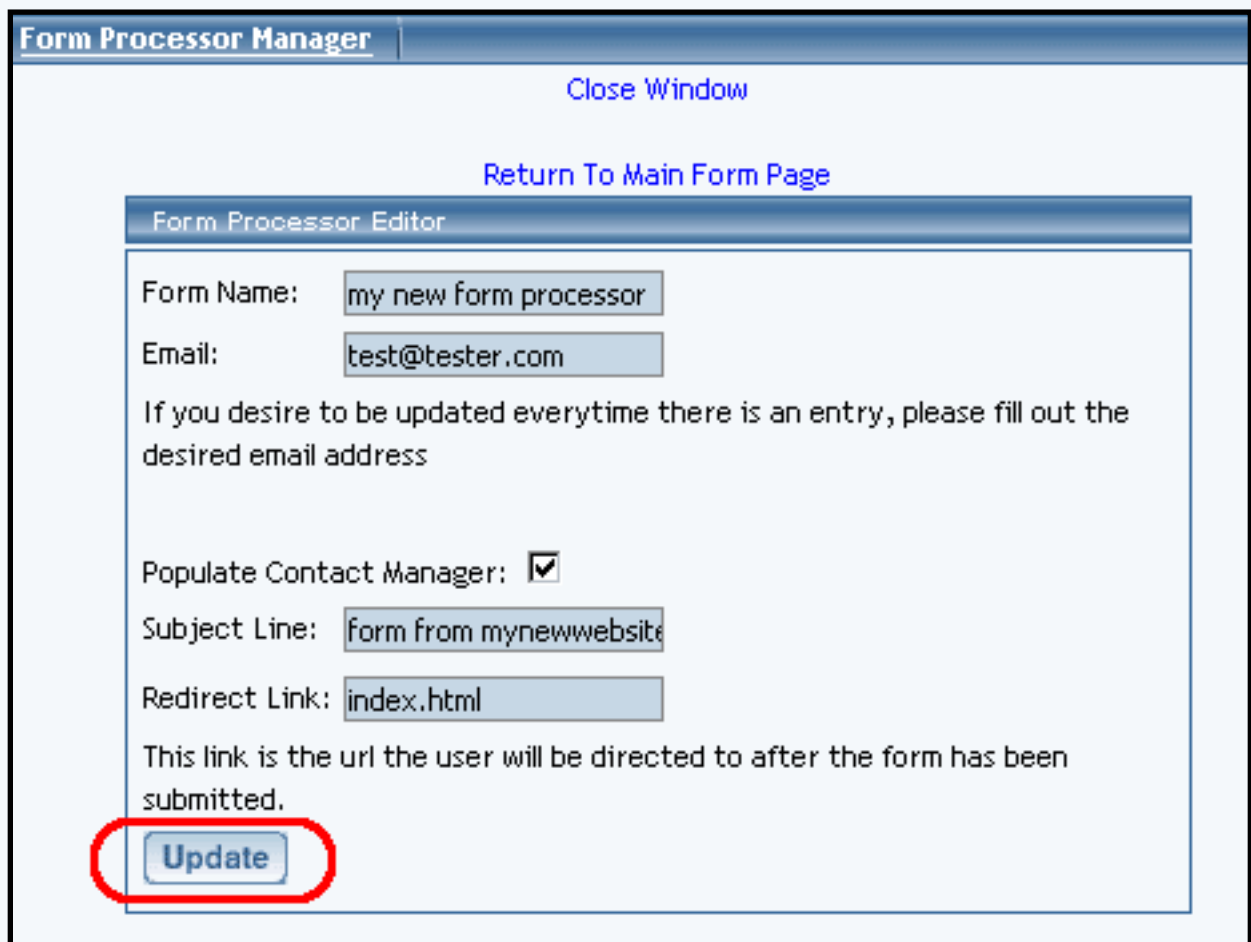
Form Name - you can change the name of the form processor in this text field.

Email - specify the e-mail address that will be notified every time a Web site visitor fills out the form on the Web site that is using this form processor. If you would like to send to multiple recipients, enter the other e-mail addresses separated with commas only (no spaces). For example, if you wanted forms to send to johndoe@yahoo.com and janedoe@hotmail.com, you would enter in "johndoe@yahoo.com,janedoe@hotmail.com" in this field.

Populate Contact Manager - if the form processor will be used by a form component to input information in to the [Contact Manager](#), this needs to be checked. [Click here for more information](#).

Subject Line - specify the subject of the e-mail that will be sent to e-mail address listed above.

Redirect Link - if you want the form processor to send the Web site visitor to another Web page after they complete the form, you would specify the Web address of the page here.



The screenshot shows a web browser window titled "Form Processor Manager". At the top right of the window is a "Close Window" link. Below it is a "Return To Main Form Page" link. The main content area is titled "Form Processor Editor" and contains the following fields and options:

- Form Name: my new form processor
- Email: test@tester.com
- Text: If you desire to be updated everytime there is an entry, please fill out the desired email address
- Populate Contact Manager:
- Subject Line: form from mynewwebsite
- Redirect Link: index.html
- Text: This link is the url the user will be directed to after the form has been submitted.
- Update button (circled in red)

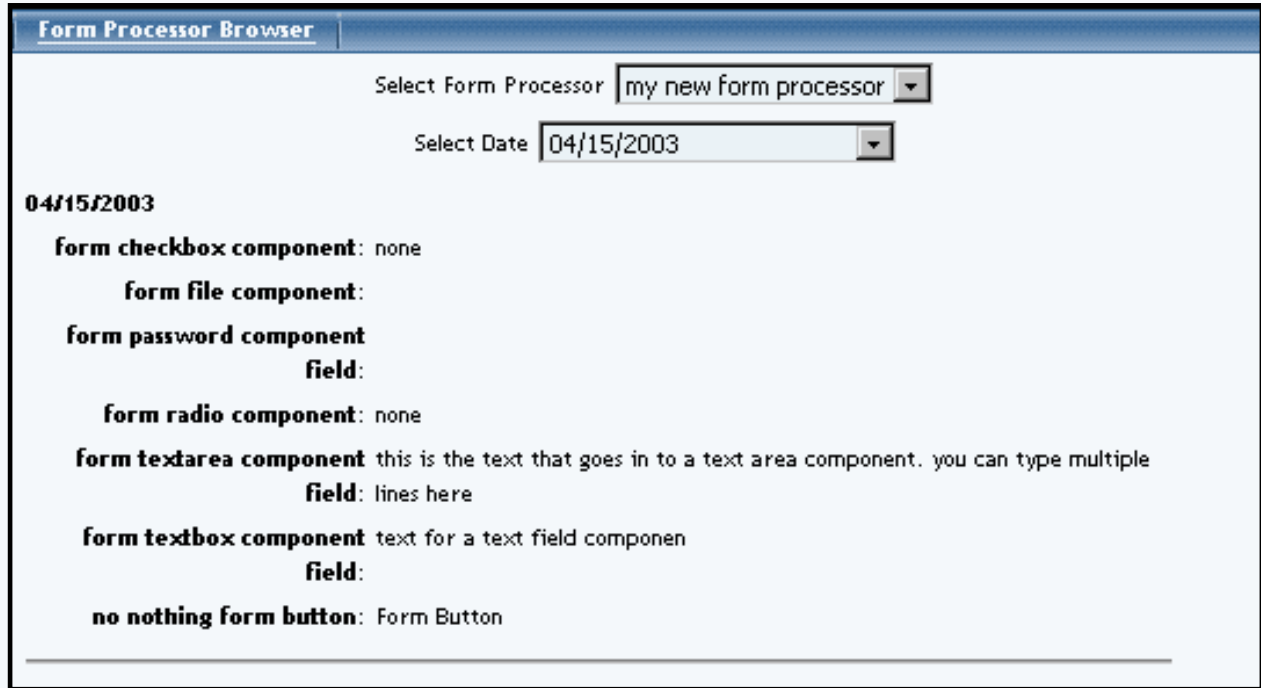
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Form Processor Browser

Overview

The Form Processor Browser allows you to view all of the forms that Web site visitors fill out from your website if the forms are using a form processor that you have created.

When the Form Processor Browser loads, select a form processor in the drop-down menu next to the text "Select Form Processor". Then, select the date from which you want to view all submitted forms for that date.



The screenshot shows the "Form Processor Browser" interface. At the top, there is a title bar with the text "Form Processor Browser". Below the title bar, there are two dropdown menus. The first is labeled "Select Form Processor" and has "my new form processor" selected. The second is labeled "Select Date" and has "04/15/2003" selected. Below the date selection, the text "04/15/2003" is displayed. The main content area lists several form components and their values:

- form checkbox component:** none
- form file component:**
- form password component field:**
- form radio component:** none
- form textarea component:** this is the text that goes in to a text area component. you can type multiple
field: lines here
- form textbox component:** text for a text field componen
field:
- no nothing form button:** Form Button

The results of the form will look similar to the e-mail that will be sent out to the [e-mail address specified for the Form Processor Manager for that form processor](#):

form textbox component field: text for a text field componen

form password component
field:

no nothing form button: Form Button

form file component:

form radio component: none

form checkbox component: none

form textarea component field: this is the text that goes in to a text area component. you can type multiple lines
here

This email, including any attached files, is confidential and is for the sole use of the individual or entity for whom it is intended. This email represents the originator's personal views and opinions, which do not necessarily reflect those of this Company. If you are not the intended recipient of this email, be advised that you have received this email in error. Any use, dissemination, forwarding, printing, or copying of this email is strictly prohibited and may be subject to legal sanction. If you have received this email in error, please immediately notify postmaster@sitehelp.org.

This email and any attachments have been scanned for viruses and are believed to be free of any virus or defect that might affect any computer system into which it is received. However, it is the responsibility of the recipient to ensure that it is virus free and no responsibility or liability is accepted by this Company for loss or damage arising from its use.

[INFO] -- Virus Manager:


This email message and any attachments have been scanned for viruses and are believed to be free of any virus.

When you are done viewing all of the form results, you may close the window.

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Rebuild Search Engine

The Rebuild Search Engine Tool allows you to create a database for the [Search Component](#) for your Web site. The Search Component, in conjunction with a [Search Result Component](#), will allow your customers to be able to search your Web site for a particular page.



The screenshot shows a web form titled "Rebuild Search Engine". Inside the form, there is a sub-header "Index your website with the parameters". Below this, there are several input fields: "URL:" with the value "http://www.mydomainname.com", "Description Weight:" with the value "1", "Keywords Weight:" with the value "3", "Title Weight:" with the value "2", and "Body Weight:" with the value "4". A red oval highlights the "Submit Request" button at the bottom of the form.

Specify the URL that you want the Rebuild Search Engine Tool to index. This will allow customers using that Web address to use the Search Component to search your Web site.

For the "Description Weight", "Keywords Weight", "Title Weight", and "Body Weight", specify numbers in each of the fields. The numbers will assign the order in which the Rebuild Search Engine Tool will look for the searching term. The higher the number, the higher the importance. So for example, if you wanted Web site visitors to search your Web site based on the information in the Body of the pages, then the "Body Weight" field would have the highest number.

When you are done assigning the precedence for your search parameters, click on "Submit" to have the Rebuild Search Engine Tool create a database of your Web site. After you click on "Submit", the following screen will appear:

Rebuild Search Engine

Index your website with the parameters

Status

Your request is queued successfully.

URL:

Description Weight:

Keywords Weight:

Title Weight:

Body Weight:

Submit Request

Depending on the complexity and number of pages, the system will take approximately 2 minutes to index your Web site. If you return back to the Rebuild Search Engine Tool and see the following screen, the Search Engine server is not finished with indexing your site:

Rebuild Search Engine

Index your website with the parameters

Status

You have a request in the queue.
Modification of parameters and new submission are not allowed.

The Rebuild Search Engine tool will also report when the last time your Web site was indexed:

Rebuild Search Engine

Index your website with the parameters

Last Indexed Time: 2003-09-03 19:26:46 GMT

URL:

Description Weight:

Please keep in mind that if you add new pages or modifying existing components, the Rebuild Search Engine Tool must be run again in order to allow your customer to search the new or modified information.

After the Web site has been indexed by the Rebuild Search Engine Tool, you must [Publish the Web site](#) so that your Web site visitors will be able to search the latest information.

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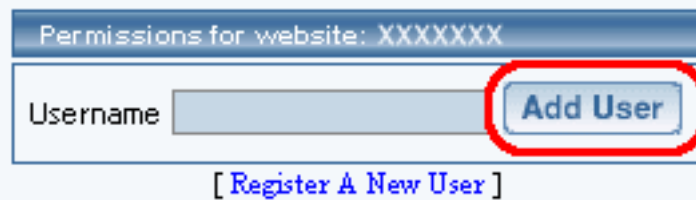
Website Permissions

Overview

The Website Permissions Tool allows you to authorize an existing username to modify your Web site. To create new usernames, use the [Create New User Account](#) tool.

From the Administration home page, click on the blue text of your sitename. Click on the secondary navigation menu link "Tool Box". Click on the link "Website Permissions".

When the Website Permissions Tool reloads the page, enter in the username for the person you want to provide access to modify your Web site. The username you enter must match the username of the person exactly. If the person you wish to give permission to access your site does not have a username, you will need to register that person as a new user by clicking on the link "Register A New User"; click [here for more information on creating new usernames](#).




Permissions for website: XXXXXXXX

Username **Add User**

[[Register A New User](#)]

Enter in the name of the existing username and then click on the button "Add User". The Website Permissions Tool will then inform you:



User added: YYYYYYYY

Permissions for website: XXXXXXXX

Username **Add User**

For each username, you can permit the ability to [manage calendars](#), [manage chat rooms](#), [manage your contacts](#), manage [E-commerce](#), [edit forms](#), [edit a Web site](#), use the [HTML File Cabinet](#) and the [Java File Cabinet Manager](#), use the [Image Tool](#), [Publish the Web site](#), [Index the Search Engine](#), [view forms](#), [analyze your website](#), [website promotion](#), [website statistics](#), and manage [password protection](#).

Checkmark the functions that you would like to **allow** for the username. When done, click on the button "Update" to apply your permissions.

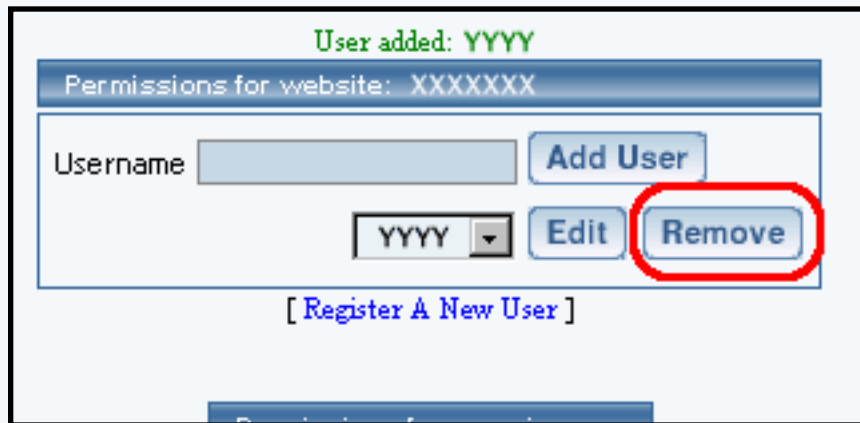
Permissions for user: YYYYYY

- Calendar Admin
- Chatroom Admin
- Contact Manager
- Ecommerce
- Edit Form
- Edit Website
- File Cabinet
- Image Tool
- Publish Website
- Rebuild Search Engine
- View Form
- Website Analyzer
- Website Promotion
- Website Statistics
- Password Protection

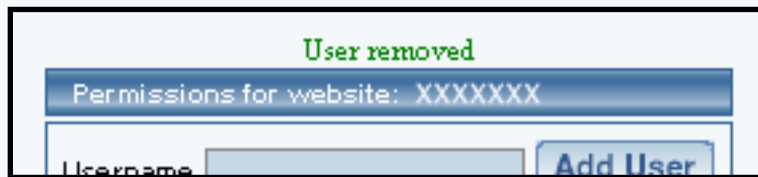
The Website Permissions Tool will inform:

User permissions updated

If you want to remove a username, click on the button "Remove" to the right of the username.



The Website Permissions Tool will report that the user has been removed:



When done adding or modifying users, you **must** click on the button "Update" to save your changes. To apply your changes to your Web site, you must [Publish the website](#).

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Create New User Account

The Create New User Account tool allows you to create a username. This username will be able to access the 3.0 Administration. You will be able to assign permissions to your website with the tool [Website Permissions](#).

From the main menu of the Website Editor, click on the secondary navigation menu link "Toolbox". Click on the blue text of "Create New User Account". The system will then display the following:

Register With Us

First Name:

Last Name:

Username:

Please use your email address if you have one.

Email:

Password:

Confirm Password:

Hint Question:

Hint Answer:

Work Phone: -

Home Phone: -

Fax Phone: -

Mobile Phone: -

Create

All of the bolded fields are required. When finished entering in all of the information for the username, click on the button "Create".

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Chat Room Admin

[What is it used for?](#) | [How do I use it?](#) | [Definitions](#) | [Related links](#)

What is it used for?

Chat Administration allows you to add one or more **chat rooms** to your site and control access to your rooms. You can add [public](#), [restricted](#) and [protected](#) chat rooms. You can also set up a list of [protected users](#) and grant them permission to enter certain protected room(s). Examples would be to offer memberships in an online club or to sell access to special online chat events.

Instructions and a URL (Web address) are provided for each room that you create, so that you can link to the room from any page of your Web site.

Existing rooms of each type, if any, are listed on the main Chat Administration page for your convenience. In the following example, there are several rooms of each type already created:

Public Rooms

[New Public Room](#)

GeneralChat

Restricted Rooms^{*}

[New Restricted Room](#)

RestrictedChat

Protected Rooms^{}**

[New Protected Room](#)

ProtectedChat

Protected User Management

Edit Preferences

* Rooms with one general password.

** Rooms with username password.

Chat Admin

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How do I use it?

You use the links on the main Chat Administration page to access room management and other chat settings for your Web site. From the main administration page, you can:

- [Add public chat room](#)
- [Add restricted chat room](#)
- [Add protected chat room](#)
- [Edit, view or delete public chat room](#)
- [Edit, view or delete restricted chat room](#)
- [Edit, view or delete protected chat room](#)
- [Manage your protected chat user list](#)
- [Set chat preferences](#)

To view information about, edit or delete a room, first select the type of room that you wish to manage. All existing rooms of that type will be listed along with instructions and a URL (Web address) that you can use on your Web site pages to link to it. Links are provided to the right of each room to edit or delete it. Here is an example of the information that is displayed when you click the "Public Rooms" on the main Chat Administration page:

Chat Room Administration - "Direct Access Rooms" Management

GeneralChat [New Chat Room](#)

Name	Type	Change Password*	Delete
My General Chat Room	Public		Delete

If you wish to add a link on your site to the "GeneralChat" chat room you may use the URL(s) below. It can be copied and pasted into the link portion of a text or image element.

`http://191.168.1.100/chatroom/GeneralChat/chat.html`

By copying and pasting the below HTML code in a text element on any page of your site, a link to the "GeneralChat" chat room will be placed on that page of your site.

```
<a href="http://191.168.1.100/chatroom/GeneralChat/chat.html" title="GeneralChat">
```

* For restricted rooms only

[Chat Admin](#) -> [Public Rooms](#) -> [GeneralChat](#)

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Add Public (Direct Access) Chat Room:

To add a new public chat room, you assign it two names. In the "Direct Access Room Details" section, use the "Room Name" text box to enter the name that will appear while the visitor is in the room. In the "Public User Chat Room Details" section, use the "Room Name" text box to enter the name that will appear in the list of your Web site's chat rooms. Click the "Create" button to create the room, or click the "Cancel" button to abort the creation of the room.

Chat Room Administration - Create "Public Direct Access Room"

Direct Access Room Details

Room Name:

6 to 25 characters, alpha-numeric only

Public User Chat Room Details

Room Name:

6 to 25 characters, alpha-numeric, "-", "_" or " "

Cancel Create

Chat Admin -> Create Public DA Room

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Add Restricted Direct Access Chat Room:

To add a new restricted chat room, you assign it two names plus a password that all visitors must use to enter the room. In the "Direct Access Room Details" section, use the "Room Name" text box to enter the name that will appear while the visitor is in the room. Enter a password for the restricted room in the "Restricted Password" box, and enter it again in the "Confirm Restricted Password" box. In the "Public User Chat Room Details" section, use the "Room Name" text box to enter the name that will appear in the list of your Web site's chat rooms. Click the "Create" button to create the room, or click the "Cancel"

button to abort the creation of the room.

Chat Room Administration - Create "Restricted Direct Access Room"

Direct Access Room Details

Room Name:
6 to 25 characters, alpha-numeric only

Restricted Password:
6 to 25 characters, alpha-numeric only

Confirm Restricted Password:

Public User Chat Room Details

Room Name:
6 to 25 characters, alpha-numeric, ",", "_" or ""

Chat Admin -> Create Restricted DA Room

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Add Protected Direct Access Chat Room:

To add a new protected chat room, you assign it two names. (After it has been created, you will need to [edit the protected room](#) to set its list of users permitted to enter it.) In the "Direct Access Room Details" section, use the "Room Name" text box to enter the name that will appear while the visitor is in the room. In the "Public User Chat Room Details" section, use the "Room Name" text box to enter the name that will appear in the list of your Web site's chat rooms. Click the "Create" button to create the room, or click the "Cancel" button to abort the creation of the room.

Chat Room Administration - Create "Protected Direct Access Room"

Direct Access Room Details

Room Name:
6 to 25 characters, alpha-numeric only

Public User Chat Room Details

Room Name:
6 to 25 characters, alpha-numeric, ".", "_" or ""

[Chat Admin](#) -> Create Protected DA Room

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Edit, View or Delete a Public (Direct Access) Chat Room:

To manage one of your existing public chat rooms, first click the "Public Rooms" link on the Chat Administration main page. A page such as the following will appear:

Chat Room Administration - "Direct Access Rooms" Management

GeneralChat [New Chat Room](#)

Name	Type	Change Password*	Delete
My General Chat Room	Public		Delete

If you wish to add a link on your site to the "GeneralChat" chat room you may use the URL(s) below. It can be copied and pasted into the link portion of a text or image element.

`http://1016a.1016a.com/chatroom/GeneralChat/chat.html`

By copying and pasting the below HTML code in a text element on any page of your site, a link to the "GeneralChat" chat room will be placed on that page of your site.

```
<a href="http://1016a.1016a.com/chatroom/GeneralChat/chat.html" title="GeneralChat">
```

* For restricted rooms only

[Chat Admin](#) -> [Public Rooms](#) -> [GeneralChat](#)

To set up a link to a room in the list, highlight the URL that is displayed for it, copy to clipboard, go to Site Administration, go to Site Modifier, select the page containing the text or image element that will serve as the link, edit that element, and paste the chat room's URL into the element's link option box. Optionally, set the link's Target to "_blank" if you wish to have the chat page open in a new window. Remember to click the button to submit or apply the changes and then update your site.

You may also add a new public chat room from the Public Rooms main page, by scrolling to the bottom of the page and clicking the "Click here to create new public direct access room" link.

To delete the room, simply click the "Delete" link to its right, then click the button to confirm the deletion.

To edit the room, click the "Edit" link to the right of its name. The following edit page will appear:

Chat Room Administration - Edit "GeneralChat" Direct Access Room

Direct Access Room Details

Room Name:
6 to 25 characters, alpha-numeric only

[Chat Admin](#) -> [Public Rooms](#) -> Edit GeneralChat DA Room

In the "Public User Chat Room Details" area, use the "Room Name" text box to enter the new name that will appear in the list of your Web site's chat rooms. Click the "Confirm Changes" button to update the room with the new information that you entered, or click the "Cancel" button to exit the edit page without saving your changes. (You may also delete the room from this page, by clicking the "Delete DA Room" button and then clicking the button to confirm the deletion.)

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Edit, View or Delete a Restricted Direct Access Chat Room:

To manage one of your existing restricted chat rooms, first click the "Restricted Rooms" link on the Chat Administration main page. A page such as the following will appear:

Chat Room Administration - "Restricted Direct Access Rooms" Management

RestrictedChat [Edit / Delete](#)

My Restricted Chat Room

If you wish to add a link on your site to the "RestrictedChat" chat room you may use the URL(s) below. It can be copied and pasted into the link portion of a text or image element.

<http://1919a.konasa.com/Chatroom/RestrictedChat/Chat.html>

By copying and pasting the below HTML code in a text element on any page of your site, a link to the "RestrictedChat" chat room will be placed on that page of your site.

```
<a href="http://1919a.konasa.com/Chatroom/RestrictedChat/Chat.html" RestrictedChat">
```

[Click here](#) to create new restricted direct access room.

[Chat Admin](#) -> Restricted Rooms

To set up a link to a room in the list, highlight the URL that is displayed for it, copy to clipboard, go to Site Administration, go to Site Modifier, select the page containing the text or image element that will serve as the link, edit that element, and paste the chat room's URL into the element's link option box. Optionally, set the link's Target to "_blank" if you wish to have the chat page open in a new window. Remember to click the button to submit or apply the changes and then update your site.

You may also add a new restricted chat room from the "Restricted Rooms" main page, by scrolling to the bottom of the page and clicking the "Click here to create new restricted direct access room" link.

To delete the room, simply click the "Delete" link to its right, then click the button to confirm the deletion.

To edit the room, click the "Edit" link to the right of its name. The following edit page will appear:

Chat Room Administration - Edit "RestrictedChat" Direct Access Room

Direct Access Room Details

Room Name:
6 to 25 characters, alpha-numeric only

Change Password:

Required only for changing the password.

New Restricted Password:
6 to 25 characters, alpha-numeric only

Confirm New Password:

[Chat Admin](#) -> [Restricted Rooms](#) -> [Edit RestrictedChat DA Room](#)

In the "Direct Access Room Details" section, use the "Room Name" text box to enter the new name that will appear while the visitor is in the room. To change the room's password, click the checkbox labeled "Change Password", enter the new password in the "New Restricted Password" box, and enter it again in the "Confirm New Password" box.

Click the "Confirm Changes" button to update the room with the new information that you entered, or click the "Cancel" button to exit the edit page without saving your changes. (You may also delete the room from this page, by clicking the "Delete DA Room" button and then clicking the button to confirm the deletion.)

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Edit, View or Delete a Protected Direct Access Chat Room:

To manage one of your existing protected chat rooms or to change its list of permitted users, first click the "Protected Rooms" link on the Chat Administration main page. A page such as the following will appear:

Chat Room Administration - "Protected Direct Access Rooms" Management

ProtectedChat [Edit](#) / [Delete](#) / [Permissions](#)

My Protected Chat Room

If you wish to add a link on your site to the "ProtectedChat" chat room you may use the URL(s) below. It can be copied and pasted into the link portion of a text or image element.

`http://191a.12345.com/chatroom/ProtectedChat/chat.html`

By copying and pasting the below HTML code in a text element on any page of your site, a link to the "ProtectedChat" chat room will be placed on that page of your site.

``

[Click here](#) to create new protected direct access room.

[Chat Admin](#) -> Protected Rooms

To set up a link to a room in the list, highlight the URL that is displayed for it, copy to clipboard, go to Site Administration, go to Site Modifier, select the page containing the text or image element that will serve as the link, edit that element, and paste the chat room's URL into the element's link option box. Optionally, set the link's Target to "_blank" if you wish to have the chat page open in a new window. Remember to click the button to submit or apply the changes and then update your site.

You may also add a new protected chat room from the "Protected Rooms" main page, by scrolling to the bottom of the page and clicking the "Click here to create new protected direct access room" link.

To delete the room, simply click the "Delete" link to its right, then click the button to confirm the deletion.

To edit the room's list of permitted users, click the "Permissions" link to its right. [How to edit permissions](#)

To edit the room, click the "Edit" link to the right of its name. The following edit page will appear:

Chat Room Administration - Edit "ProtectedChat" Direct Access Room

Direct Access Room Details

Room Name:
6 to 25 characters, alpha-numeric only

[Click here](#) to edit user permissions for this room.

[Chat Admin](#) -> [Protected Rooms](#) -> [Edit ProtectedChat DA Room](#)

In the "Direct Access Room Details" section, use the "Room Name" text box to enter the new name that will appear while the visitor is in the room. Click the "Confirm Changes" button to update the room with the new information that you entered, or click the "Cancel" button to exit the edit page without saving your changes. To delete the room, click the "Delete DA Room" button and then click the button to confirm the deletion. You can edit the room's permission list from this page, by clicking the "Click here to edit user permissions for this room" link.

You use the Edit Permissions page to control who is permitted to enter the protected chat room. All of your protected users are listed according to their current status for that room, "permitted" or "not permitted":

Chat Room Administration - Edit Permissions for: "ProtectedChat"

Joe_Somebody

->

<-

Non permitted usersPermitted users

Set expiration date
(For all newly permitted users)

4

17

2004

Month Day Year

Cancel

Update

Note: You must press update to make changes.

Chat Admin -> Protected Rooms -> Edit Protected Permissions

To change a user from "not permitted" to "permitted", highlight the user's name in the box on the left and click the arrow that points to the box on the right. To change a user from "permitted" to "not permitted", highlight the user's name in the box on the right and click the arrow that points to the box on the left. You may set an ending date for the permissions, by clicking the checkbox labeled "Set expiration date". Adjust the date as needed by using the Month, Day and Year dropdown menus to select the desired values.

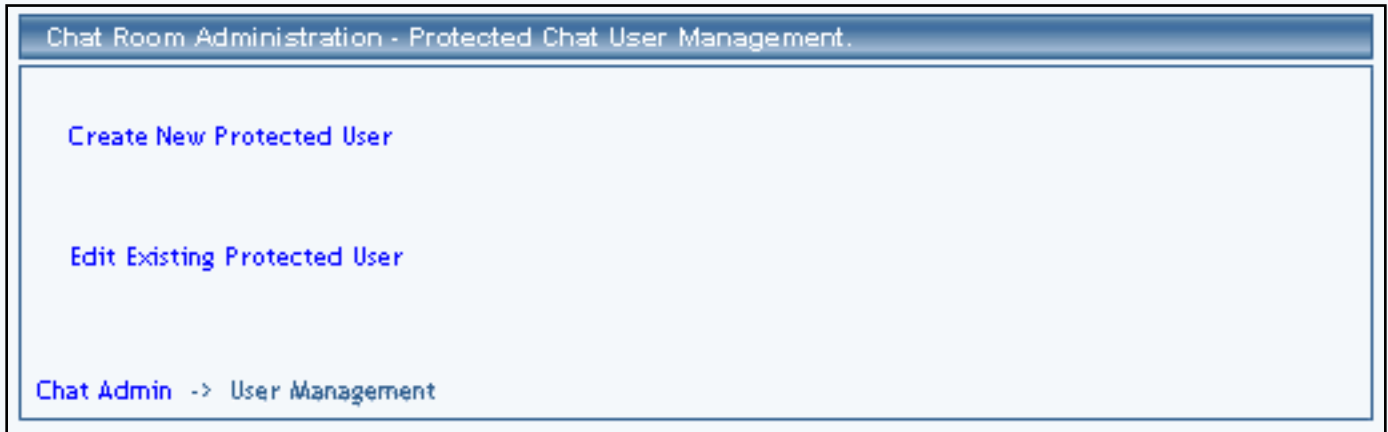
Click the "Update" button to confirm your changes, or click "Cancel" to exit the Edit Permissions page without saving your changes. (You may also assign room permissions to a particular user while [adding or editing](#) that user.)

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Add or Edit Protected Chat Users:

To manage site's list of "protected chat users", first click the "Protected User Management" link on the Chat Administration main page. The following page will appear:



To add a new protected user, click "Create New Protected User". The following page will appear:

Chat Room Administration - Create Protected Chat User.

User Name Status Age

Password Confirm Password

Email(optional)

Accessible Rooms

Room Name	Set Expiration	Expiration Date (Only if setting expiration)		
<input type="checkbox"/> ProtectedChat	<input type="checkbox"/>	4	16	2004

[Chat Admin](#) -> [User Management](#) -> Create New User

Enter the new user's name, age and password. You must enter the password twice to confirm that you have typed it as intended. If you wish, change the new user's status from "Active" to "Inactive". Click the checkbox to the left of each protected room which the new user will have permission to enter. If you wish, specify an end date for the permission.

To edit, deactivate or remove a protected user from your site list, click "Edit Existing Protected User". The following page will appear:

Chat Room Administration - Edit Chat User: "Joe_Somebody"

Status Age Email(optional)

Change Password

Password Confirm Password

Accessible Rooms

Room Name	Set Expiration	Expiration Date (Only if setting expiration)		
<input checked="" type="checkbox"/> ProtectedChat	<input type="checkbox"/>	<input type="text" value="4"/>	<input type="text" value="17"/>	<input type="text" value="2004"/>

[Chat Admin](#) -> [User Management](#) -> [Search User](#) -> Edit User

Enter all or part of the username or email address, indicate if you want to search by username or email address, and then click "Search". A page such as the following page will appear:

Chat Room Administration - Search Protected Chat User.

Search Text Search Type

[Chat Admin](#) -> [User Management](#) -> Search User

Chat Room Administration - Search Protected Chat User.

Search Text Search Type

Search Results

Matching Users

[Chat Admin](#) -> [User Management](#) -> Search User

Find the user you wish to modify in the search result's dropdown menu, then click "Select". The following page will appear:

Chat Room Administration - Edit Chat User: "Joe_Somebody"

Status Age Email(optional)

Change Password

Password Confirm Password

Accessible Rooms

Room Name	Set Expiration	Expiration Date (Only if setting expiration)		
<input checked="" type="checkbox"/> ProtectedChat	<input type="checkbox"/>	<input type="text" value="4"/>	<input type="text" value="17"/>	<input type="text" value="2004"/>

[Chat Admin](#) -> [User Management](#) -> [Search User](#) -> Edit User

Change the user's name, age and password as necessary. Note that you must click the checkbox to indicate that you are changing the password. Enter the new password twice to confirm that you have typed it as intended. You may change the new user's status via the "Status" dropdown menu. To change the user's protected room permissions, click the checkbox to the left of each protected room so that it is checked or unchecked, to permit or not permit the user to enter that room. If you wish, specify an end date for each permission via the Month, Day and Year dropdown menus; click the "Set expiration" checkbox.

Click the "Confirm Changes" button to update the user with the new information that you entered, or click the "Cancel" button to exit the edit page without saving your changes.

To delete the user, click the "Delete User" button and click as required to confirm the deletion.

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Set Chat Preferences:

To set your site's chat preferences, click the "Edit Preferences" link on the Chat Administration main page. The following page will appear:

Chat Room Administration - Edit Chat Room Preferences.

Use Strong Restriction

Protected user shall not be allowed to access the restricted direct access rooms using their protected user name and password.

Return URL

URL to use for sending the users back to the website after completing the chat and on clicking the "Return to website" link. Default is your website domain name. You must specify an absolute URL, for example
'http://yourdomain.com/somepage.ivnu' or 'http://yourdomain.com/'

[Chat Admin](#) -> Edit Preferences

If the checkbox labeled "Use Strong Restriction" is unchecked, protected users will be allowed to enter restricted chat rooms by using their own login information. To require them to use the restricted room's password like normal (non-protected) chat users, click the checkbox so that it is checked. To save your new preference, click the "Update" button; to exit the preferences page without saving your changes, click the "Cancel" button.

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Definitions

Public chat rooms do not require use of a password to enter the room. As for all types of rooms, the visitor's chat name and age are required to enter. Your Web site's chat rooms are automatically restricted to visitors 18 years of age or older. The chat name can be anything the visitor chooses, as long as it is not in use currently. You can change the name of the room at any time by [editing the public chat room](#).

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Restricted chat rooms require use of a password to enter, as well as chat name and age. You assign a password to each of your restricted chat rooms, change the name of the room, and change the room's password at any time, by [editing the restricted chat room](#).

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Unlike restricted rooms which have their own passwords, **protected chat rooms** are accessible only to certain "protected users" whom you have given permission to enter. You can change a protected room's permission list of users, rename the name of the room, etc. by [editing the protected room](#).

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Protected chat users are those individuals whom you have identified as authorized to enter the protected room(s) to which you assign them. You assign each user in your protected user list a username and a password which that user will use to enter. You can add and delete protected users from your Web site's protected user list or change a user's username and password via [Protected User Management](#).

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Related links

[Chat Administration Overview](#)

[Chat Administration Definitions](#)

[How to use Chat Administration](#)

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Website Promotion

Related links: [Website Statistics](#) | [Website Analyzer Tool](#)

[What is it used for?](#) | [Site Promotion Tips](#) | [How Do I Submit My Website?](#) | [Directory Title](#) | [Keywords](#) | [Description](#) | [Steps to Promote Your Web site to Search Engines](#)

What is the site promotion tool used for? The Site Promotion function makes submitting your Web site to search engines easier by organizing the tools for search engine submission.

Site Promotion Tips

Before submitting your Web site to the search engines please make sure to read these Site Promotion Tips.

Before you submit your site to the search engines, your Web site should be "optimized". This includes providing good content for the search engines to read (particularly Google); adding "[meta tags](#)" to each page for the search engines to review when they visit the site; performing [Website Analyzer](#) to detect any broken images or links; fixing any such errors; and removing any "under construction" wording. Many directories will reject sites that have "under construction" wording.

When optimizing, start with your home page, since this is the page submitted by the Website Promotion tool. Optionally, set up meta tags in the other pages too -- but make sure that the meta tags reflect the actual content of the page. A page about stoves shouldn't have keywords about automobiles. You set up meta tags on a page by editing its [Page Properties](#).

Description Meta Tag

Your description should reflect the actual content of the page, and shouldn't be longer than 150 characters (about 25 to 30 words). Omit promotional or trivial words. Do not capitalize every word. Do capitalize proper nouns and the first word of a sentence. Use correct grammar. Do not include your company name. Use as few commas as possible.

Example: ecommerce, websites, domains, email, hosting, templates, layouts

Description

25 words or less description of your site (No HTML):

Example 1: Providing ecommerce ready web sites, web portals, domain names, email aliases, customized website layouts, website promotion. Located in Los Angeles, California.

Notice that the keywords were repeated in the description. If your city is small, substitute the nearest large city in the title and description. If most of your customers are not local, then you can omit the city and state from your title and description. **Limited to 25 words. Try to use all 25 words. DO NOT USE ALL CAPITAL letters or capitalize every word in a sentence, or use promotional language. Don't repeat the title here, because its editors will delete it or reject it.**

View Info

Keywords Meta Tag

Avoid words that do not appear within the actual content of the page. Your list can be up to 1024 characters long, but not all search engines will read that far. Start your list with the most important words, then the next most important, etc. Separate your keywords with a comma followed by a space. You can have several words before the next comma ("keyphrase", for example "sugar free candy"). Include plurals and other variations, including common typos. Separate very similar keywords or keyphrases with dissimilar ones. Try to avoid repeating the same word more than 3 times in the list, not counting its variations such as plural versus singular.

"finest" or "greatest." Limited to 60 characters.

Keywords

Enter keywords for your site:

Separate your keywords using commas and do not use any HTML

Example: ecommerce, websites, domains, email, hosting, templates, layouts

Description

25 words or less description of your site (No HTML):

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How Do I Submit To Search Engines?

From the Administration home page, click on the blue text of your sitename. Click on "Tool Box" from the secondary navigation menu links.



Click on "Website Promotion" at the bottom of the page.



The Site Promotion function can submit your Web site to google.com, hotbot.com, and scrubtheweb.com.

Site Promotion

Choose Your Search Engines

- Google
- HotBot
- Scrub The Web

The Following Search Engines require payment or manual submission. Click the link for each one to add your site.

- [Altavista](#)
- [DMOZ \(Open Directory Project, used by AOL, Netscape, Dogpile, & Others\)](#)
- [Fast](#)
- [Lycos](#)
- [MSN Web Pages](#)

URLs to Submit

Also listed are links to search engines that require payment or manual submission.

- Google
- HotBot
- Scrub The Web

The Following Search Engines require payment or manual submission. Click the link for each one to add your site.

- [Altavista](#)
- [DMOZ \(Open Directory Project, used by AOL, Netscape, Dogpile, & Others\)](#)
- [Fast](#)
- [Lycos](#)
- [MSN Web Pages](#)

URLs to Submit

The links will take you directly to the page that will instruct you on how to submit your Web site to that search engine. Under "URLs to submit", select which Web address that you want to submit to the search engines. Due to new search engine rules, please select only one Web address to submit.

URLs to Submit

Choose the URLs you would like to submit to the engines:
Due to new search engine rules, please select only one URL to submit.
This will be the only URL that you should submit in future.

- <http://www.myfirstdomain.com>
- <http://www.anotherdomain.com>
- <http://www.myowndomainname.com>

Directory Title

Directory Title (Your Company Name):

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Directory Title

For "Directory Title", this is the same company name as it appears on your home page, and it will be verified by the search engine companies.

Directory Title

Directory Title (Your Company Name):

Don't put your city or state in this title. This is the same company name as it appears on the home page, and it will be verified by editors at the directories. Change your company name on your home page, if necessary, to include your most important keywords, and make it look like a real company name. **DO NOT USE ALL CAPITAL LETTERS or promotional language like "best" or "finest" or "greatest."** Limited to 60 characters.

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Keywords

For "Keywords", enter in keywords that will describe your Web site to visitors on the Web. The keywords should be as unique as possible while still describing your business and your Web site. The keywords should be separated by commas and should not have any HTML.

"finest" or "greatest." Limited to 60 characters.

Keywords

Enter keywords for your site:

Separate your keywords using commas and do not use any HTML

Example: ecommerce, websites, domains, email, hosting, templates, layouts

Description

25 words or less description of your site (No HTML):

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Description

For "Description", use 25 words or less describing who you are and what you provide. The description must be full sentences and should make sense (rather than listed whole bunch of keywords with commas).

Example: ecommerce, websites, domains, email, hosting, templates, layouts

Description

25 words or less description of your site (No HTML):

Example 1: Providing ecommerce ready web sites, web portals, domain names, email aliases, customized website layouts, website promotion. Located in Los Angeles, California.

Notice that the keywords were repeated in the description. If your city is small, substitute the nearest large city in the title and description. If most of your customers are not local, then you can omit the city and state from your title and description. **Limited to 25 words. Try to use all 25 words. DO NOT USE ALL CAPITAL letters or capitalize every word in a sentence, or use promotional language. Don't repeat the title here, because its editors will delete it or reject it.**

User Info

The User Information (first name, last name, email address) area are required fields so that the search

engine companies can record who is submitting a Web site to them.

User Info	
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Email Address:	<input type="text"/>

When you are done configuring all of the options, click on the button "Submit Your Site to Search Engines" to submit your Web site to google.com, hotbot.com, and scrubtheweb.com.



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Promote your Website

For submitting your site to Search Engines, there are three main parts. One, you need to think of approximately 25 to 30 keywords for your site. Write it out in a basic text editor program, such as Microsoft Notepad or Apple TextEditor. You will also need a 2 to 3 sentence description about who you are, where you are located, and what you provide. Also write this description in the same text document. Save this text document to a location on your computer that you can easily remember. Some notable keywords to use include your Domain Name and your location (city, zipcode, or state). If your pages contain different content (which they usually do), your keywords and description should be different for each of the pages.

Second, the keywords and description need to be inputted [here](#) to all of your pages for best results. Keywords and description should be different and related to each of your pages.

For best results as well, input your main key phrases (5 to 6 words) in to the titles. All you will be doing is copy-pasting from the text document to the other pages, so this helps you out so you won't have to type things out repeatedly.

After parts one and two are completed, then you only need to do part three once a month. Part three is submitting your site to search engines by using the Website Promotion Tool. Here, you also copy-paste the keywords and description from the text document to here, then you submit your site.

Please keep in mind that being listed on Search Engine companies can take anywhere from 1 day to 4 months. The tips listed above should shorten that time and greatly improve your rankings. Also, the Web site should be submitted to as many search engine companies as you can find. Most search engines companies have the ability to submit your Web site to them for free. The Website Promotion tool provides courtesy links to the exact page that you would need to go to learn more on how to submit your

site to that search engine.

[Back to Promote Your Website](#)

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Website Analyzer

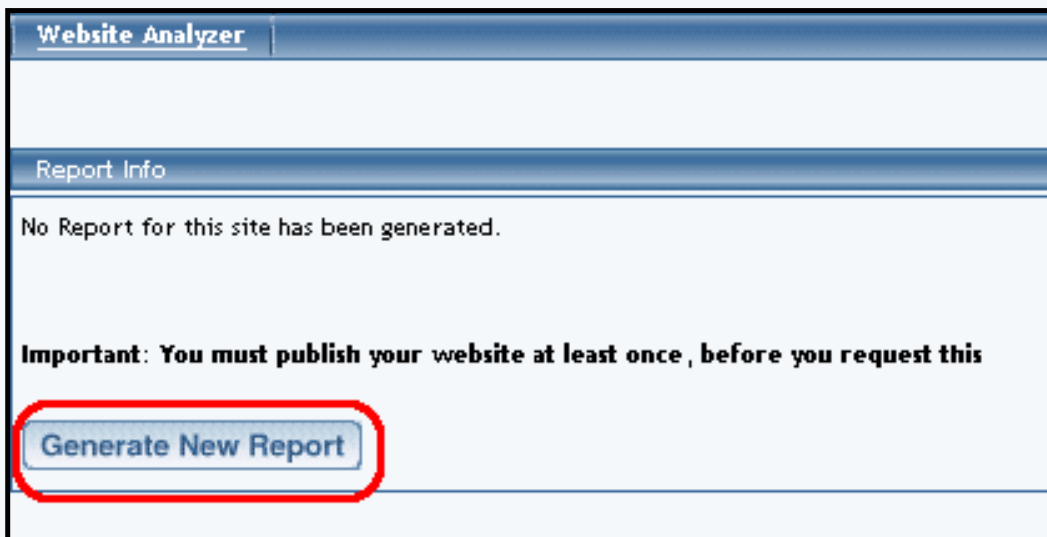
[What is it used for?](#) | [How do I use it?](#) | [Broken Link Report](#) | [Download Time Report](#) | [Images in Use Report](#)

What is it used for? The Website Analyzer Tool will allow you to analyze your entire site. It will detect broken links, broken images and the amount of time each page on your site will take to be downloaded on a 28.8kbs modem. Please use this tool in conjunction with the [Website Promotion Tool](#). Doing this will increase and expedite your chances of inclusion and rankings for all of the major search engines and will prevent possible problems when the search engines visit your site.

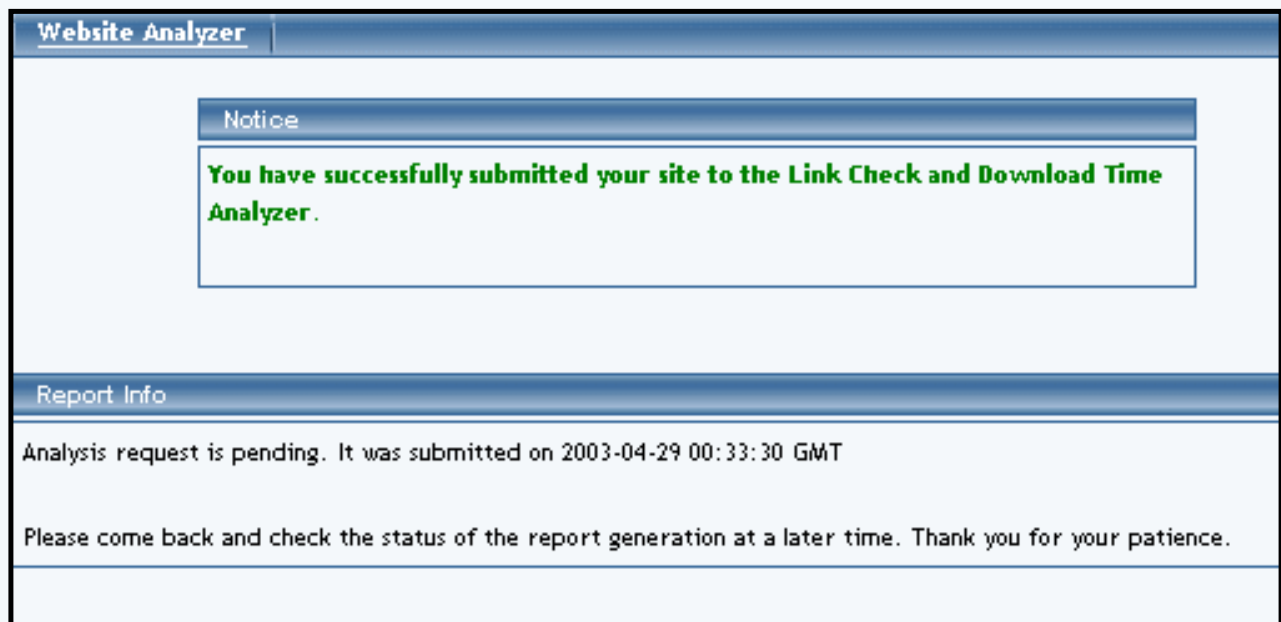
How do I use it?

From the Administration, home page, click on blue text of your sitename. From the secondary menu navigation links, click on "Tool Box". Click on "Website Analyzer".

When the Website Analyzer Tool is run for the very first time, click on the link "Generate New Report".



Your Web site will then be processed by the Website Analyzer server. The Website Analyzer Tool will report "Please come back and check the status of the report generation at a later time. Thank you for your patience."



The Website Analyzer report will be generated and will take approximately 2 to 5 minutes to be completed. When it is done, you will see the following screen:



You can then click on the blue text "View Finished Report" to view the Website Analysis report. The picture below will show you what the report will look like when completed.

Site Analyzer Report

April 29, 2003

Status: Done.

URL Analyzed	Check Broken Links	Check Download Time	Images Used
http://site.XXXXXX.com/YYYYYY/	0	Download Time	Images In Use

Script run on *Tue Apr 29 10:52:04 2003*.

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Broken Link report

If you have any broken links, click on the number that specifies how many broken links exists on your Web site (if you have no broken links, the number "0" will not be a link). Below is a sample results page that displays what the Website Analyzer report will specify as broken links.

Broken Link Report

April 29, 2003

Report for : <http://site.XXXXXXX.com/YYYYY/>

Go To: [Main report page](#).

404 Not Found

<http://site.XXXXXXX.com/YYYYY/>

- <http://site.XXXXXXX.com/YYYYY/thisIsABadLink.html>
- <http://site.XXXXXXX.com/YYYYY/thisIsAnotherBadLink.html>
- <http://site.XXXXXXX.com/YYYYY/thisIsTheThirdBadLink.html>

<http://site.XXXXXXX.com/YYYYY/formtest.html>

- <http://site.XXXXXXX.com/YYYYY/TEMPLATE.html>
 - <http://site.XXXXXXX.com/YYYYY/index2.html>
-

Script run on *Tue Apr 29 11:07:15 2003*.

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Download Time report

To find out approximately how long your pages will take to download on a 28.8k modem, click on the button "Download Time". Below is the report that you will see specifying the size of your pages as well as the approximate download time on a 28.8k modem.

Download Times Report

Url	Total Size (Kb)	28.8 Kbs Download Time (seconds)
http://site.XXXXXXX.com/YYYYY/ form.html	1	0
http://site.XXXXXXX.com/YYYYY/global.css	6	2

[Close](#)

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Images in Use report

To find out which images you are currently using, click on the button "Images In Use". Below is the Website Analyzer report valid images that are in use on the Web site.

Valid Images In use on site.

Local Images

http://site.XXXXXXXXXX.com/YYYYYY/_images//50wam_About_Us.gif
http://site.XXXXXXXXXX.com/YYYYYY/_images//Abstract_1_Blue_Footer_2_BG.jpg
http://site.XXXXXXXXXX.com/YYYYYY/_images//Abstract_1_Blue_Footer_BG.jpg
http://site.XXXXXXXXXX.com/YYYYYY/_images//Abstract_1_Blue_Header_BG.gif
http://site.XXXXXXXXXX.com/YYYYYY/_images//Abstract_1_Blue_Header_Main.jpg
http://site.XXXXXXXXXX.com/YYYYYY/_images//Abstract_1_Footer1.gif
http://site.XXXXXXXXXX.com/YYYYYY/_images//Abstract_1_Footer2.gif
http://site.XXXXXXXXXX.com/YYYYYY/_images//Abstract_1_Footer3.gif
http://site.XXXXXXXXXX.com/YYYYYY/_images//Abstract_1_Footer4.gif
http://site.XXXXXXXXXX.com/YYYYYY/_images//Abstract_1_Footer5.gif
http://site.XXXXXXXXXX.com/YYYYYY/_images//Abstract_1_Footer6.gif
http://site.XXXXXXXXXX.com/YYYYYY/_images//Abstract_1_Header_Right_1.gif
http://site.XXXXXXXXXX.com/YYYYYY/_images//Abstract_1_Header_Right_2.gif
http://site.XXXXXXXXXX.com/YYYYYY/_images//Abstract_1_Header_Right_3.gif
http://site.XXXXXXXXXX.com/YYYYYY/_images//Abstract_1_Header_Right_4.gif
http://site.XXXXXXXXXX.com/YYYYYY/_images//Abstract_1_Header_Right_5.gif

External Images

Contact Manager

[Overview](#) | [Contacts](#) | [Mail Lists](#) | [Send E-mail](#) | [To-do List](#)

Overview

The Contact Manager allows you to [manage your contacts](#), create [mailing lists](#), and [send e-mail](#). **Please be advised that the Contact Manager must NOT be used to send unsolicited bulk e-mail (or spam).**



To get to the Contact Manager from the Administration home page, click on the blue text of your sitename. In the secondary navigation menu, click on "Tool Box". Click on "Contact Manager".

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Contacts

The "Contacts" tab of the Contact Manager allows you to see a list of your contacts (if any), search for contacts, assign and remove contacts on [Mailing Lists](#), and manage contacts (edit, remove, and add). If you just started the Contact Manager, you will not have any contacts in the contact list - you will have the red text "No contacts found" on the screen. You will see the following screen:

The screenshot shows the 'Contact Manager' interface with the 'Contacts' tab selected. The page title is 'Contact Browser - Total Number of Contacts: 0'. The interface includes a search bar, 'Include In Search' options (Email, First, Last), an 'Order By' dropdown set to 'Email', and a 'Reverse: Per Page' dropdown set to '10'. There are also links for '[Select All]', '[Select None]', '[Delete]', '[Add Contact]', '[Download Contacts]', '[Upload Contacts]', and '[Check Invalid Email]'. A red message at the bottom states 'No contacts found.'

Add Contacts

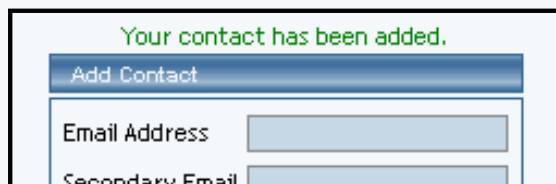
You can add contacts to the Contact Manager by going to the "Add Contact" link.

This is a close-up of the 'Reverse: Per Page' dropdown menu set to '10'. Below it, the link '[Add Contact]' is circled in red, indicating where to click to add a new contact.

Input all of the information for your contact, and then click on the button "add" to add that contact to your contact list.

The screenshot shows a web form titled "Add Contact". It features a circular logo in the top left corner. The form has several input fields: Email Address, Secondary Email, First Name, Last Name, Company Name, Address, Address 2, City, State, Zip Code, Country, Home Phone, Work Phone, Mobile Phone, and Alternate Phone. Below these is a "Notes:" section with a large text area. At the bottom of the form, there is a blue "Add" button, which is highlighted with a red circle.

The only required information is that the contact must have an e-mail address or a first name in order to be added as a contact. After you click on the button "Add", the system will report to you that the contact has been added:



If you want a form to import directly to the Contact Manager, please [click here for detailed information on the process](#). This is the only other method to add contacts to the Contact Manager.

If you have a list of your contacts in a spreadsheet program, you have the ability to upload to and download from the Contact Manager.

Upload Contacts

From the Contact Manager, click on the link "Upload Contacts". You will see the following screen:



Create and/or Update Existing Contacts

Upload Tab Delimited File

Upload your Tab Delimited file

Browse...

Upload Contacts

To download a sample file, [click here](#).

Notes:

- Download a sample TSV file or download existing contacts to start.
- Download only the field(s) that you need to update.
- First line of TSV file (field descriptions) should not be changed.
- **Contact ID** field should not be changed for existing contacts.
- To create new contact, leave **Contact ID** field blank.
- For Excel users, please save the file as TAB delimited file format.

To download an example of how to format your list of contacts in the spreadsheet, click on "click here" next to the text "To download a sample file.". The system will then refresh the screen to show:

To download a sample file, [click here](#).

Select Fields:

<i>Required</i>	Contact ID	<i>Required</i>	Email	<i>Required</i>	First Name
<i>Required</i>	Last Name				
<input type="checkbox"/>	Address 1	<input type="checkbox"/>	Address 2	<input type="checkbox"/>	Alt Phone
<input type="checkbox"/>	City	<input type="checkbox"/>	Company Name	<input type="checkbox"/>	Country
<input type="checkbox"/>	Email 2	<input type="checkbox"/>	Home Phone	<input type="checkbox"/>	Mobile Phone
<input type="checkbox"/>	Notes	<input type="checkbox"/>	State	<input type="checkbox"/>	Work Phone
<input type="checkbox"/>	Zip Code				

Select All Deselect All

Download Sample File

Notes:

- Download a sample TSV file or download existing contacts to start.
- Download only the field(s) that you need to update.
- First line of TSV file (field descriptions) should not be changed.
- **Contact ID** field should not be changed for existing contacts.
- To create new contact, leave **Contact ID** field blank.
- For Excel users, please save the file as TAB delimited file format.

Checkmark all the optional fields that you need. If you bring the file in to a spreadsheet program, you will see something like the following:

	A	B	C	D	E	F	G	H	I
1	Contact ID	Email	First Name	Last Name	Address 1	Address 2	Alt Phone	City	Company
2									
3									
4									

J	K	L	M	N	O	P	Q
Country	Email 2	Home Pho	Mobile Pho	Notes	State	Work Phon	Zip Code

When done editing your spreadsheet with all the contacts, save the file as a tab-delimited text file to your computer [Macintosh users, save the file as "Text (Windows)"].

Once you have a tab-delimited text file of your contacts, click on the button "Browse" to find the file on your computer.

Create and/or Update Existing Contacts

Upload Tab Delimited File

Upload your Tab Delimited file. **Browse...**

Upload Contacts

To download a sample file, [click here](#).

Notes:

- Download a sample TSV file or download existing contacts to start.
- Download only the field(s) that you need to update.

Once you have selected the file on your computer, click on the button "Upload Contacts" to upload your contacts to the Contact Manager.

Create and/or Update Existing Contacts

Upload Tab Delimited File

Upload your Tab Delimited file.

To download a sample file, [click here](#).

Notes:

- Download a sample TSV file or download existing contacts to start.
- Download only the field(s) that you need to update.

Download Contacts

From the Contact Manager, click on the link "Download Contacts". You will see the following screen:

Download Contacts

Select Fields

<i>Required</i>	Contact ID	<i>Required</i>	Email	<i>Required</i>	First Name
<i>Required</i>	Last Name	<input type="checkbox"/>	Address 1	<input type="checkbox"/>	Address 2
	<input type="checkbox"/>	City	<input type="checkbox"/>	Company Name	<input type="checkbox"/>
	<input type="checkbox"/>	Email 2	<input type="checkbox"/>	Home Phone	<input type="checkbox"/>
	<input type="checkbox"/>	Notes	<input type="checkbox"/>	State	<input type="checkbox"/>
	<input type="checkbox"/>	Zip Code			<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

[Select All](#)
[Deselect All](#)

Checkmark all of the optional fields that you want to download, then click on the button "Download". This will save a tab-delimited text file to your computer with a list of all of the contacts in the Contact Manager.

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Manage Contacts

Once you have contacts to manage, you will be able to use the other functions of the Contacts section. You can search for a particular contact by typing in the search text in the provided text field.

Search: **Include In Search:** Email First Last

Order By: **Reverse:** **Per Page:**

Click on the squares next to the text "Email", "First", or "Last" to search by e-mail, first name, or last name, respectively. When you are done, click on the button "Search" to have the Contact Manager display the search results.

The list of contacts can also be sorted using the drop-down menu under the text "Order By:". You can sort by the e-mail address, first name, last name, or the creation date. If you want to reverse the sort order, click on the square under the text "Reverse". In the drop-down menu under the text "Per Page", select the number of contacts that you would like to have displayed on the page. To apply your search sorting, click on the button "Search".

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Delete Contacts

To delete contacts, click on the empty square to the left of the contact name for every contact that you wish to remove.

Page(s): 1 [Select All] [Select None] [Delete] [Add Contact]
 [Download Contacts] [Upload Contacts] [Check Invalid Email]

<input type="checkbox"/>	Email	First	Last	Create Date
<input checked="" type="checkbox"/>	john.doe@DOESnotEXIST.com	John	Doe	Tue Apr 13 20:12:56 2004

When done selecting all of the contacts you wish to delete, click on the blue text "Delete". **Please be advised that deleting a contact is an irreversible process.**

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Add Contacts to Mail List

Once you have [created at least one Mail List](#), you can assign contacts to that mail list. The Contacts section will have a new section if you have at least one mail list:

First Last

Page: **Mailing Lists:**

[Select None] [Delete] [Set Mailing List] [Add Contact]
 [Download Contacts] [Upload Contacts] [Check Invalid Email]

<input type="checkbox"/>	Email	First	Last	Create Date
--------------------------	-------	-------	------	-------------

If you select a mail list in the drop down menu, the contact Manager will checkmark and highlight all of the contacts in the mail list:

Search: Include in search: Email First Last

Order By: Reverse: Per Page: Mailing Lists:

Page(s): 1 [Select All] [Select None] [Delete] [Set Mailing List] [Add Contact]
 [Download Contacts] [Upload Contacts] [Check Invalid Email]

	Email	First	Last	Create Date	Edit
<input type="checkbox"/>	johndoe2@doesnotexist.com	John	Doe2	Tue Apr 13 13:17:31 2004	Edit
<input type="checkbox"/>	johndoe3@doesnotexist.com	Johnnie	Doe	Tue Apr 13 13:17:42 2004	Edit
<input checked="" type="checkbox"/>	johndoe@DOESnotEXIST.com	John	Doe	Tue Apr 13 13:12:56 2004	Edit

Click on the squares to the left of the contact so that the contacts you want for the mail list are all selected (to remove a contact from the mail list, simply un-check the contact). Once you have them all selected, click on the blue text "Set Mailing List" to designate all of the selected contacts to the specified mail list.

Reverse: Per Page: Mailing Lists:

[Select All] [Select None] [Delete] [Set Mailing List] [Add Contact]
 [Download Contacts] [Upload Contacts] [Check Invalid Email]


	First	Last	Create Date
johndoe2@doesnotexist.com	John	Doe2	Tue Apr 13

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Mail Lists

Mail Lists give you the ability to create an e-mail group. You can then assign contacts to this e-mail group by using the ["Contacts"](#) tab or the Upload/Download Mail List links. Mail Lists allow you to [send an e-mail](#) to the whole mailing list without remembering every single e-mail address or having to input all of the e-mail addresses manually.

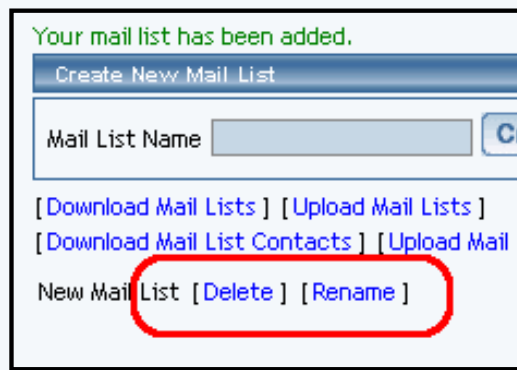
To create a mail list, input a name for your mail list in the provided text field. Your mail list's name can only consist of letters, numbers, or spaces. When you are done entering in the mail list name, click on the button "Create" to create your mail list. You may also create/modify Mail Lists quickly using the ["Upload Mail Lists"](#) and the ["Download Mail Lists"](#) links.

 Create New Mail List

Mail List Name

[Download Mail Lists] [Upload Mail Lists]
 [Download Mail List Contacts] [Upload Mail List Contacts]

The system will then inform you that the mail list has been created.



After the mail list has been created, below the "Create New Mail List" section, you will see the name of your mail list and blue text links to "Delete" and "Rename" that allow you to delete the mail list and to rename the mail list, respectively.

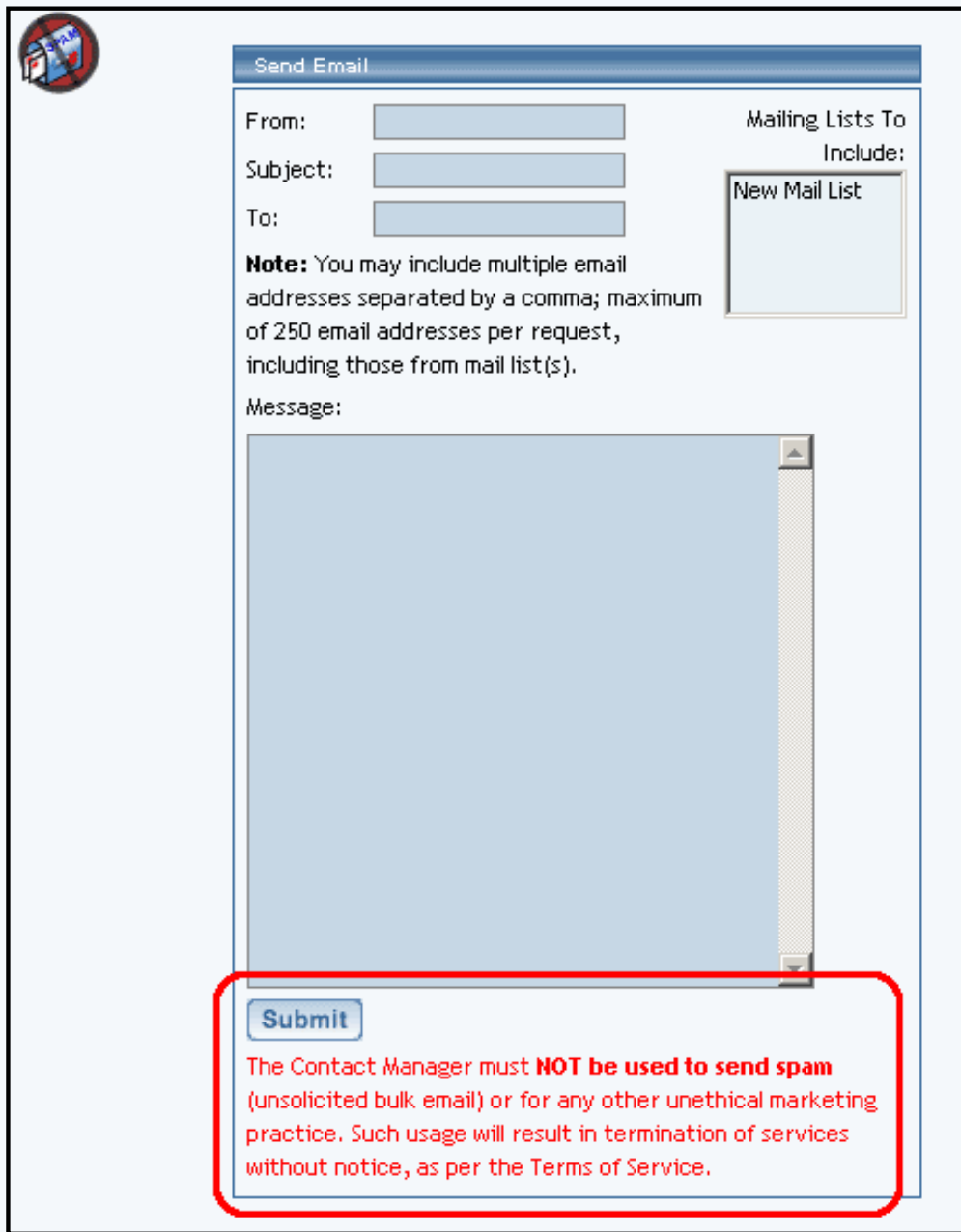
Click on the link "Download Mail Lists" to download a tab-delimited text file that will contain all of your Mail Lists. Click on the link "Upload Mail Lists" to upload your tab-delimited text file with your contacts.

To quickly assign contacts to your existing Mail Lists, you would use the "Upload Mail List Contacts" link. To see an example of the format to use for the tab-delimited text file, use the link "Download Mail List Contacts".

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Send E-mail

The Send E-mail option of the Contact Manager allows you to send e-mail within the 3.0 software. You may send e-mail to any of your mailing lists that you have added, and/or to e-mail addresses that you specify. The form allows you to specify a subject for your e-mail and a message. All recipients will be identified as "blind carbons" to protect their privacy (basically, none of the recipients will see the e-mail addresses of the other recipients).



Send Email

From:

Subject:

To:

Mailing Lists To Include:

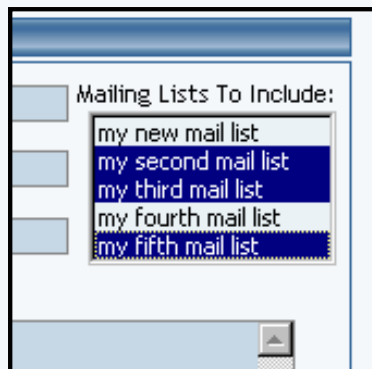
- New Mail List

Note: You may include multiple email addresses separated by a comma; maximum of 250 email addresses per request, including those from mail list(s).

Message:

The Contact Manager must **NOT be used to send spam** (unsolicited bulk email) or for any other unethical marketing practice. Such usage will result in termination of services without notice, as per the Terms of Service.

Fill out the e-mail address that will be designated as the "From" e-mail address. Fill out the subject and message of the e-mail in the fields "Subject" and "Message". To send the message to your mail list, click on the mail list name. If you have multiple mail lists set up, hold down the CTRL key on your keyboard and then click on multiple mail list names.



Mailing Lists To Include:

- my new mail list
- my second mail list
- my third mail list
- my fourth mail list
- my fifth mail list

If you want to designate individual e-mail addresses, fill in those e-mail addresses in the field "To". If you have multiple e-mail addresses to send in the "To" field, separate each of them with a comma (.). When you want to send the message, click on the

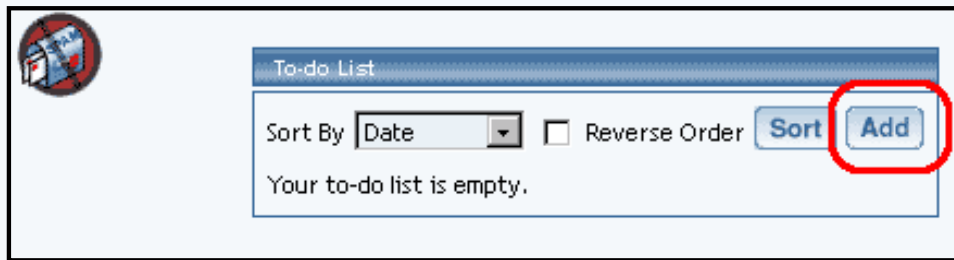
button "Submit".

Please be advised that the Contact Manager must NOT be used to send spam (unsolicited bulk e-mail) or for any other unethical marketing practice. Such usage will result in termination of services without notice, as per the [Terms of Service](#).

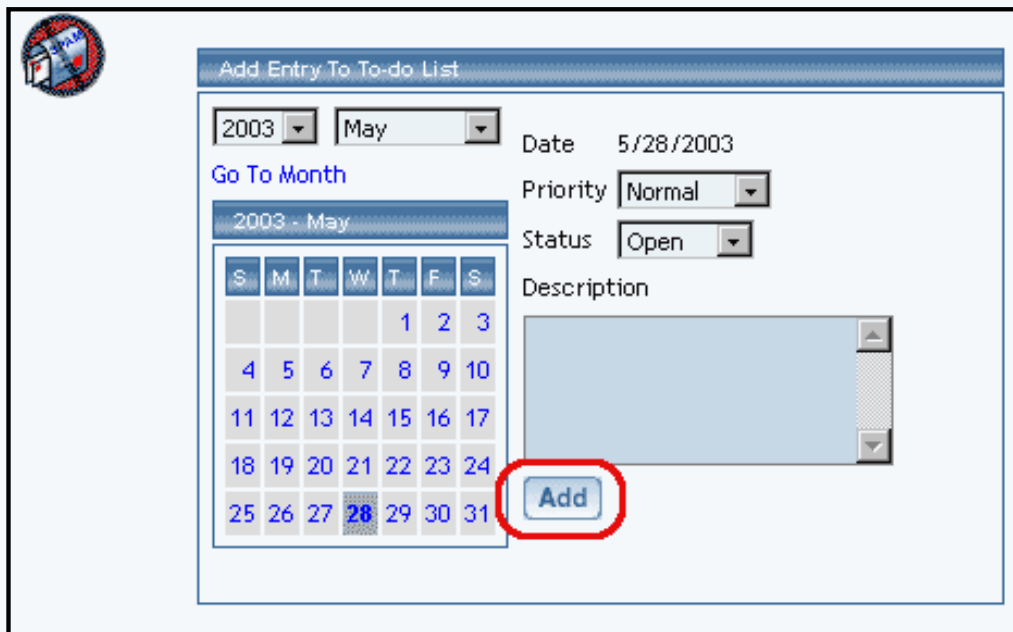
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To-do List

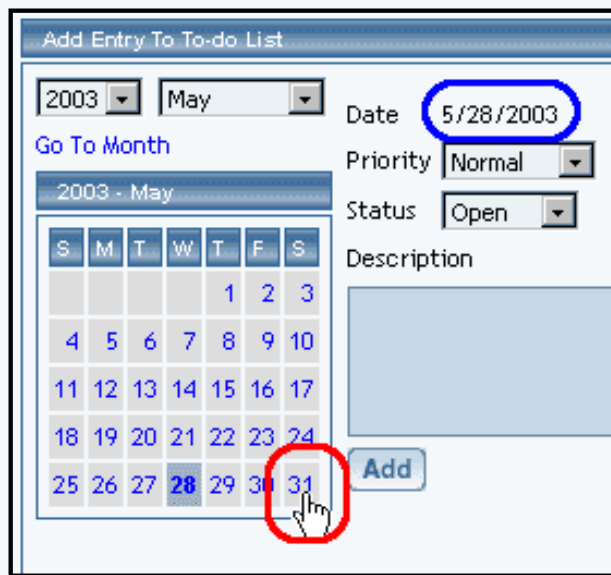
The To-do List option of the Contact Manager allows you to [create](#), [manage](#), and [delete](#) "To-do" appointments. When you click on the To-do List option, you will see a list of all of your "To-do" appointments (if any).



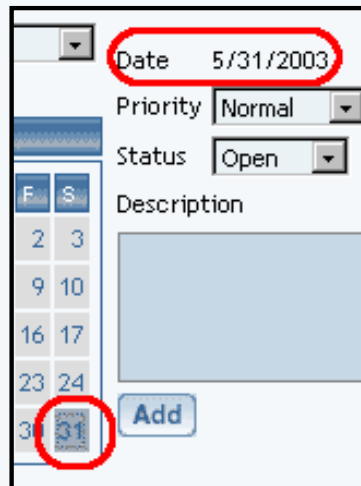
Create a To-do appointment by clicking on the button "Add". The Contact Manager will reload with options to add a To-do appointment:



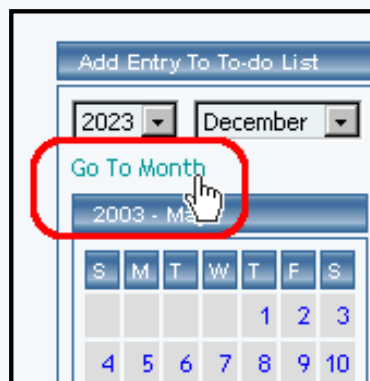
Click on a date that you would like to set your To-do appointment for...



...and the date will change.



If you are setting a To-do appointment for a month (or year) other than the month displayed, select your month and year from the drop-down menu and then click on the blue text "Go to month".



The Contact Manager will reload and display the appropriate month to add a To-do appointment.

2023 December

Go To Month

2023 - December

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9

Date 12/1/2023

Priority Normal

Status Open

Description

Click on a day to choose that day to add a To-do appointment. Fill out all of the other options for your To-do appointment, then click on the button "Add" to add the To-do appointment.

Once a To-do appointment has already been created, click on the blue text of the To-do appointment to edit (you will be able to click on the date, priority, status, or description of the To-do appointment to modify it).

To-do List

Sort By Date Reverse Order

Date	Priority	Status	Description	
12/1/2023	Normal	Open	one test to-do appointment	[Delete]

You will be able to update the To-do appointment with more information, as well as change the status, the notes, or the day for the To-do appointment. When done with your changes, click on the button "Update" to save your changes to the To-do appointment.

Update To-do List

2023 December

Go To Month

2023 - December

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Date 12/1/2023

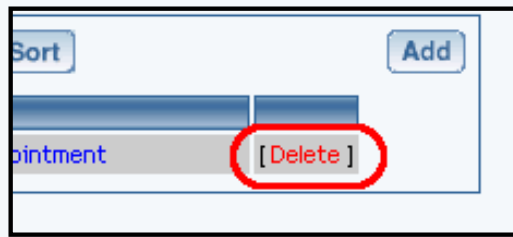
Priority Normal

Status Open

Description

one test to-do appointment

To delete a To-do appointment, click on the red text "Delete" to the right of the To-do appointment.



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Calendar Manager

[Overview](#) | [Create Calendar](#) | [Calendar Properties](#) | [Jump to a Specific Date](#) | [How to Add an Event](#) | [Adding an Event](#) | [Editing an Event](#)

Overview

The calendar feature allows you to add one or more interactive calendars to your site. Here are just a few possible applications:

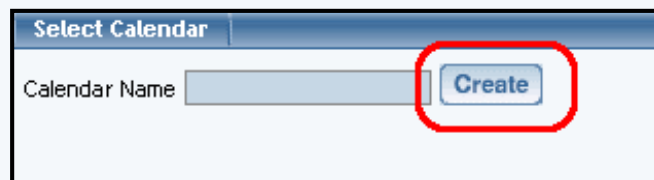
- Online Bookings of concerts, plays, events
- Online Team Sign-ups
- Interactive Scheduling of Contractors
- Class Enrollments

The Calendar Manager allows you to create, delete and edit calendars. You may edit a calendar's color scheme, modify its daily schedules of events, specify blackout times, and control how much access your site visitors will have to event information and scheduling. To add the calendar to a Web page, you would need to add a [calendar component](#).

Create Calendar

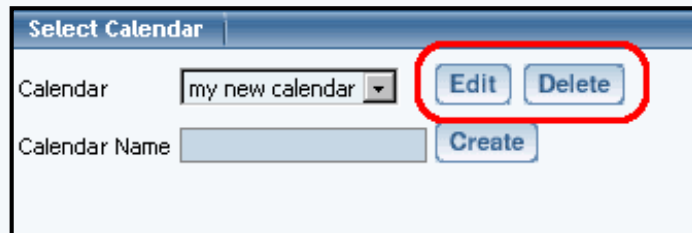
To create a calendar from the Calendar Manager, go to the Administration home page. Click on the blue text of your sitename to go in to the Website Editor. Click on "Tool Box" in the secondary navigation menu. Click on "Calendar Manager".

When the Calendar Manager page first loads, you will see the following screen



The screenshot shows a form titled "Select Calendar". It contains a text input field labeled "Calendar Name" and a blue button labeled "Create". The "Create" button is circled in red.

Enter in a name for your new calendar, then click on the button "Create". You will see the following screen:



The screenshot shows the "Select Calendar" form after a calendar has been created. It now includes a dropdown menu labeled "Calendar" with "my new calendar" selected. To the right of the dropdown are two buttons: "Edit" and "Delete", both circled in red. Below the dropdown is a "Calendar Name" input field and a "Create" button.

Choose your calendar in the drop-down menu to the right of the text "Calendar". Click on the button "Edit" to edit the calendar. Click on the button "Delete" to delete the calendar. When you edit the calendar, you will see the following screen:

Jun 2003 Go

<< June 2003 >>

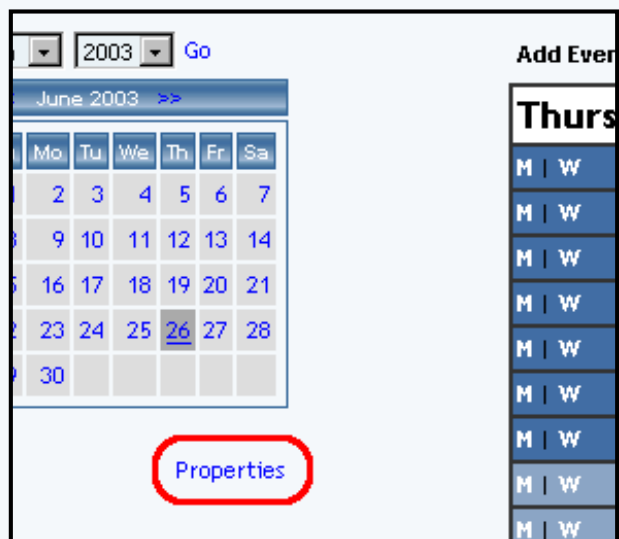
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

[Properties](#)Add Events: **Thursday, June 26th 2003**

M W	12:00am
M W	1:00am
M W	2:00am
M W	3:00am
M W	4:00am
M W	5:00am
M W	6:00am
M W	7:00am
M W	8:00am
M W	9:00am
M W	10:00am
M W	11:00am
M W	12:00pm
M W	1:00pm
M W	2:00pm
M W	3:00pm
M W	4:00pm
M W	5:00pm
M W	6:00pm
M W	7:00pm
M W	8:00pm
M W	9:00pm
M W	10:00pm
M W	11:00pm

[Back to the Top of the Page](#)**Calendar Properties**

To get to the properties section of the calendar, open up the Calendar Manager. Select a calendar to edit, then click on the button "Edit". Below the small picture of the current month, click on the blue text "Properties".



The following screen will load:

Select Calendar
View: my new calendar

General
 Calendar Name
 Timezone

Event Options
 Simultaneous
 Allow Adding
 Show Details
 Notify

Other Information
 Email
 Ask For 1
 Ask For 2
 Ask For 3

Event Types

Calendar Name - If you want to change the name of the calendar, you would do so here. The name of the calendar is for your use only, to assist you in identifying which calendar is which.

Timezone - Setting this option will display that timezone for your calendar in the Calendar Manager. Those who visit the Web page that has the calendar will be able to define which timezone that they want the calendar to display as.

Simultaneous - Enter in the number of events that you want to allow to be scheduled for the same period of time. If you want the system to accept an unlimited number of events for a specific time frame, enter "0" (zero).

Allow Adding - If you want to allow Web site visitors to add events to the calendar, this option would be checked.

Show Details - If you have full-view enabled for the [calendar component](#), you may check this option to display the event details in the

full-view view of the calendar. If you do not have full-view enabled for the [calendar component](#), you may check this option to display the event details only when a customer clicks on the event name.

Notify - If the Web site visitor is able to add an event to the calendar, the customer will be able to request an e-mail reminder to themselves if this option is checked. The e-mail will be sent from the e-mail address that is listed in the field "Email" text field.

Other Information

Email - This field specifies the e-mail address that will receive e-mail notification that an event has been added (as well as all the event details), assuming of course that "Allow Adding" has been enabled. This field also specifies the e-mail address that e-mail will be sent from if a Web site visitor requests an e-mail notification of an event, assuming of course that "Notify" has also been enabled.

Ask for 1 - By default, this field has been filled in with "Email Address". If you want customers to be notified (and you have "Notify" enabled) with a reminder that an event's scheduled time is arriving, this field must remain untouched in order for the system to inform the customer. If you do not want to inform customers of events at all, then you may remove this field or use different text. Whatever is in this field will appear when an event is added. When an event is added, a text field will allow a Web site visitor to input their own information. If something is filled out, it will be e-mailed to the e-mail address listed in the field "Email".

Ask for 2 - By default, this field has been filled in with "First Name". Whatever is in this field will appear when an event is added. When an event is added, a text field will allow a Web site visitor to input their own information. If something is filled out, it will be e-mailed to the e-mail address listed in the field "Email".

Ask for 3 - By default, this field has been filled in with "Last Name". Whatever is in this field will appear when an event is added. When an event is added, a text field will allow a Web site visitor to input their own information. If something is filled out, it will be e-mailed to the e-mail address listed in the field "Email".

Event Types - By default, this field has been filled in with "General". The event types that appear when adding an event are designated here. Click in the blue text area. Type out your event types and hit "Enter" on your keyboard to separate different event types from each other.

When you are done specifying properties for the calendar, click on the button "Update" to save and apply your changes.

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Jump to a Specific Date

To jump to another month or year, select the month or year in the drop down menu, then click on the blue text "Go". The monthly calendar will reload with information on the selected month and year.

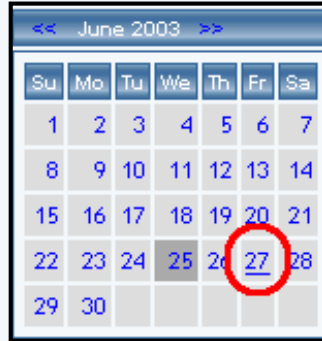


To manually move through month to month, click on the blue << to move to the previous month or the blue >> to move to the next month. After you click on the << or the >>, the monthly calendar will reload with information on the selected month.

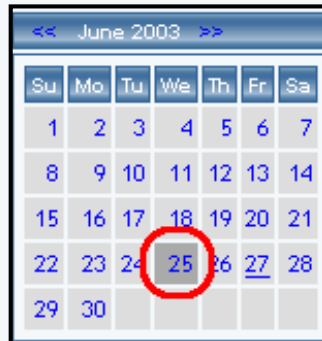


If the system is already displaying the month in which you want to select, you may click on the day that you wish to work with.

The day that is underlined shows you the current day.



The day that has a dark grey background is the day that you are currently viewing.



Once you click on a day, the daily schedule will load on the right side.

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How to Add an Event

To add a one-time event, you may click on the blue text "One Time Event" above the daily schedule or you may click on the time that the event will start.

To add a weekly event, you may click on the blue text "Weekly Event" above the daily schedule or you may click on the "W" for the time that the event will start.

To add a monthly event, you may click on the blue text "Monthly Event" above the daily schedule or you may click on the "M" for the time that the event will start.

Add Events: One Time Event Monthly Event Weekly Event

Thursday, June 26th 2003

M	W	12:00am
M	W	1:00am
M	W	2:00am
M	W	3:00am
M	W	4:00am
M	W	5:00am

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Adding an Event

One Time Event

Select Calendar View: my new calendar

Add Event

Date: 6/26/2003 [Choose Date]

Starts At: 12 : 00 am

Duration: 0 days 1 hr 0 mins

Black Out:

Description: General

Details:

Add Ignore Conflicts

[Go Back]

Date - The field shows you the currently selected date. To change the date, click on the blue text "Choose Date". A new window will appear that has the monthly schedule on it to allow you to [choose another day](#).

Starts At - Choose the time that event will begin at. This time will be using the [timezone](#) you specified under the [calendar properties](#). Specify the hour, minutes, and the morning/night indicator (AM/PM) using the drop-down menus.

Duration - Specify how long the event will last by using the drop-down menus to specify the length in days, hours, and minutes.

Blackout - If this event is actually a blackout to prevent your Web site visitors from adding appointments, check mark this box. Of course, ["Allow Adding"](#) must be enabled under the [calendar properties](#).

Description - Specify the event type for the event. This drop-down menu lists all of the [event types](#) that you specified in the [calendar properties](#).

Details - Specify details for the event. These details may or may not show up on the Web site, depending on whether ["Show Details"](#) is enabled under [calendar properties](#).

When done specifying your options, click on the button "Add" to add the event to your calendar.

Weekly Event

Select Calendar View: my new calendar

Add Event

Begin Date: 6/26/2003 [Choose Date]

End Date: Never [Choose Date]

No End Date

Starts At: 6 : 00 pm

Duration: 0 days 1 hr 0 mins

Repeat: every week

Black Out:

Description: General

Details: [Text Field]

Add

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Begin Date - The field shows you the currently selected date that the event will start on. To change the date, click on the blue text "Choose Date". A new window will appear that has the monthly schedule on it to allow you to [choose another day](#).

End Date - The field shows you the current end date for the event. To change the date, click on the blue text "Choose Date". A new window will appear that has the monthly schedule on it to allow you to [choose another day](#). If you do not want to specify an end date for your event, click on the blue text "No End Date".

Starts At - Choose the time that event will begin at. This time will be using the [timezone](#) you specified under the [calendar properties](#). Specify the hour, minutes, and the morning/night indicator (AM/PM) using the drop-down menus.

Duration - Specify how long the event will last by using the drop-down menus to specify the length in days, hours, and minutes.

Repeat - If you want the weekly event to repeat, select how often that event will repeat between the "Begin Date" and the "End Date". You choose to have the event repeat every week, every 2 weeks, every 3 weeks, every 4 weeks, every 5 weeks, every 6 weeks, every 7 weeks, every 8 weeks, every 9 weeks, or every 10 weeks.

Blackout - If this event is actually a blackout to prevent your Web site visitors from adding appointments, check mark this box. Of course, ["Allow Adding"](#) must be enabled under the [calendar properties](#).

Description - Specify the event type for the event. This drop-down menu lists all of the [event types](#) that you specified in the [calendar properties](#).

Details - Specify details for the event. These details may or may not show up on the Web site, depending on whether ["Show Details"](#) is enabled under [calendar properties](#).

When done specifying your options, click on the button "Add" to add the event to your calendar.

Monthly Event

Select Calendar View: my new calendar

Add Event

Begin Date: 6/26/2003 [Choose Date]

End Date: Never [Choose Date]

No End Date

Starts At: 6 : 00 pm

Duration: 0 days 1 hr 0 mins

Repeat: Every 1st Monday of the month
 every month

Black Out:

Description: General

Details: [Text Area]

Add

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Begin Date - The field shows you the currently selected date that the event will start on. To change the date, click on the blue text "Choose Date". A new window will appear that has the monthly schedule on it to allow you to [choose another day](#).

End Date - The field shows you the current end date for the event. To change the date, click on the blue text "Choose Date". A new window will appear that has the monthly schedule on it to allow you to [choose another day](#). If you do not want to specify an end date for your event, click on the blue text "No End Date".

Starts At - Choose the time that event will begin at. This time will be using the [timezone](#) you specified under the [calendar properties](#). Specify the hour, minutes, and the morning/night indicator (AM/PM) using the drop-down menus.

Duration - Specify how long the event will last by using the drop-down menus to specify the length in days, hours, and minutes.

Repeat - Specify the period in which the monthly event will repeat. If you want the monthly event to fall on a specific day of the week, select the first radio button and choose the occurrence and the day of the week from the drop-down menu. If you want the monthly event to fall on the same date listed in "Begin Date", select the second radio button and choose the occurrence from the drop-down menu.

Blackout - If this event is actually a blackout to prevent your Web site visitors from adding appointments, check mark this box. Of course, ["Allow Adding"](#) must be enabled under the [calendar properties](#).

Description - Specify the event type for the event. This drop-down menu lists all of the [event types](#) that you specified in the [calendar properties](#).

Details - Specify details for the event. These details may or may not show up on the Web site, depending on whether ["Show Details"](#) is enabled under [calendar properties](#).

When done specifying your options, click on the button "Add" to add the event to your calendar.

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Editing an Event

The events in the daily schedule are color coded based on the event time - light gray for one-time events, pink for monthly events, and light green for weekly events.

Add Events:		One Time Event	Monthly Event	Weekly Event
Thursday, June 26th 2003				
M W	12:00am	(12:00am - 1:00am)	General [Edit] [Delete]	
M W	1:00am			
M W	2:00am	(2:00am - 3:00am)	General [Edit] [Delete]	
M W	3:00am			
M W	4:00am	(4:00am - 5:00am)	General [Edit] [Delete]	
M W	5:00am			
M W	6:00am			
M W	7:00am			
M W	8:00am			

If you hover your mouse pointer over the event type, you will see the event details in a small window section.

Add Events:		One Time Event	Monthly Event	Weekly Event
Thursday, June 26th 2003				
M W	12:00am	(12:00am - 1:00am)	General [Edit] [Delete]	
M W	1:00am			
M W	2:00am	(2:00am - 3:00am) my first monthly event		
M W	3:00am			
M W	4:00am	(4:00am - 5:00am)	General [Edit] [Delete]	
M W	5:00am			
M W	6:00am			

You may click on the blue text "Edit" to edit the event or the blue text "Delete" to delete the event.

When you edit an event, the window will be identical to the window when you added the event with the exception of the button "add" now replaced with the button "Update".

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