Administrator Navigation Controls

Three primary navigation and editing controls are made available on the left side of the catalogue page.

The primary navigation menu

The navigation menus allow users to search for content within the catalogue, add/edit categories and pages to the catalogue. The controls to add and edit categories, subcategories and pages are only available to catalogue administrators and experts.



The navigation menu

The navigation menu has 4 main functions. These will be outlined below.

- Search: The search function in the catalogue can be used to find specific text and to navigate to a specific position in the catalogue where the text is located.
- Add category: This function is available to administrators and experts and is used to add categories and subcategories. These are used to group related sections together.
- Add window: Click on the **"+"** icon on the right of the Navigation Menu to add a new window.
- Edit: Click on the edit icon to edit or delete pages, categories or subcategories



User progress calculation

The user’s progress will be indicated in a block on the bottom right of the catalogue screen, as they page through the catalogue. Each page viewed within the catalogue is logged and taken into consideration when calculating the total user progress. It is developed in such a manner that the user will not receive 100% by simply searching for and going to the last page in the catalogue.

Once a user has viewed all pages within a catalogue, the system will save his progress as 100%, allowing the adding of a learner record for the logged in employee if the catalogue has been configured as a prerequisite step within a pathway for a certification point. The correct setup of a pathway to achieve this is covered later in this document.

Adding Categories and Subcategories

Adding categories or subcategories has been made very easy with easy to follow steps for each function. In the “Navigation Menu”, click on either “Add Category” or “Add Subcategory” as shown below.



Category Details

When adding or editing a category or subcategory, the fields in the screen shot below will be made available.

- Choose an appropriate name for the category or subcategory.
- Ensure it will display in the correct position in the catalogue by specifying the correct display order.
- Choose a primary background colour for the category or subcategory, if different from the primary background colour of the catalogue or category containing the subcategory.
- Drag and drop an image file onto the editing page section for image to display the image as background for the section title page.



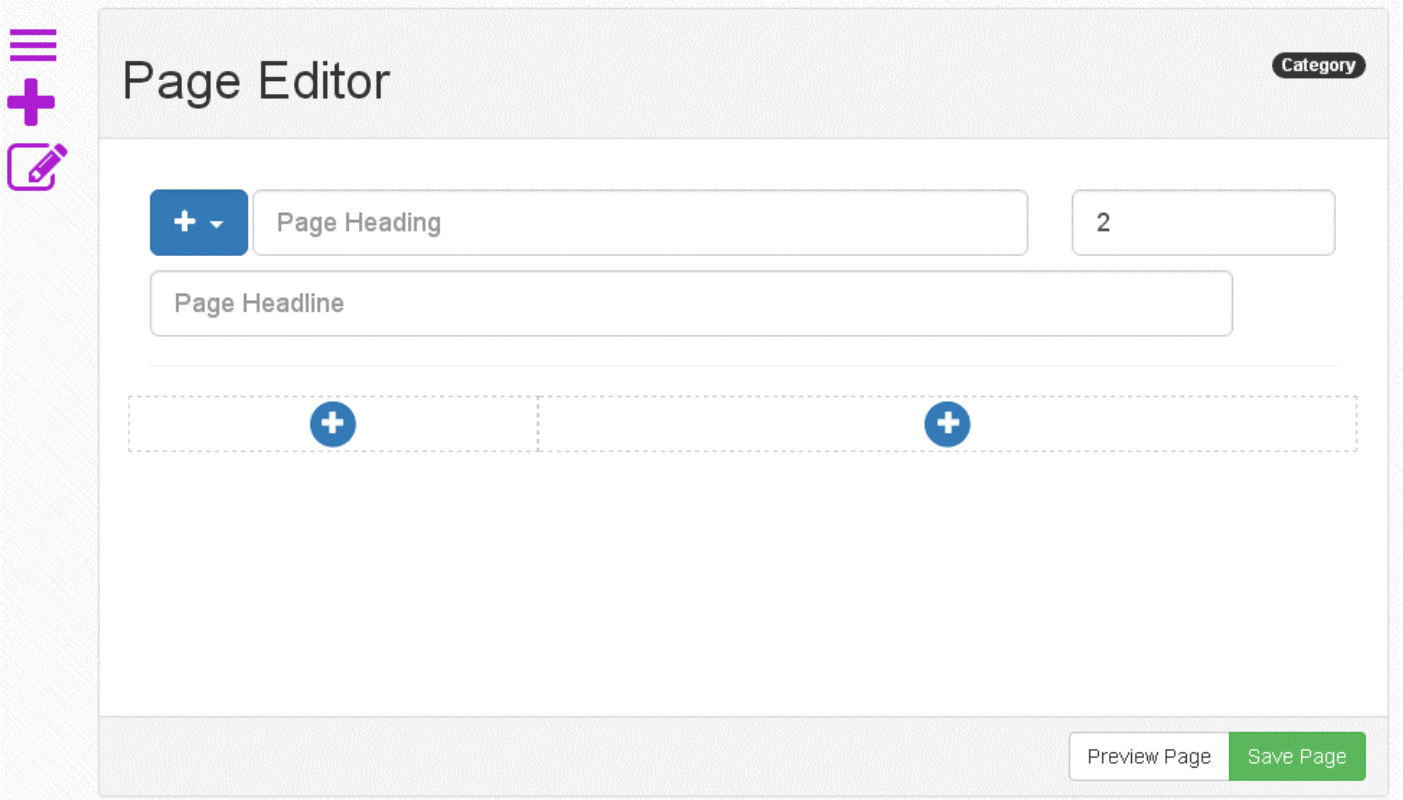
Adding and editing pages within categories and subcategories

Creating pages in categories or subcategories is done through the interface. To add a new page to the currently selected category or subcategory, click the "+" icon on the left, then choose the desired layout for the page and click “Save Page”. This will open the Page Editor with controls to update the page content with the correct layout as chosen.



The page editor

The page editor will load directly after a new page has been added and the layout chosen, can also be opened for an existing page by navigating to the page and clicking the “Edit” icon on the left of the screen. The administrator or expert can now add the required content to the page layout as shown on the screen shot below. The exact location of items on the screen will be different depending on the page layout selected. To add content to the page layout, click the "+" at the correct position in the layout to add new content to the page.



The following functions are available in the Page Editor:

- Page Icon: The page icon can be changed by clicking on the it and selecting the desired icon.
- Page Heading: Use the provided text box for the page heading. The heading will show in the Navigation Menu
- Page Headline: The page headline will be displayed on top of the page when it is opened.

Add Content

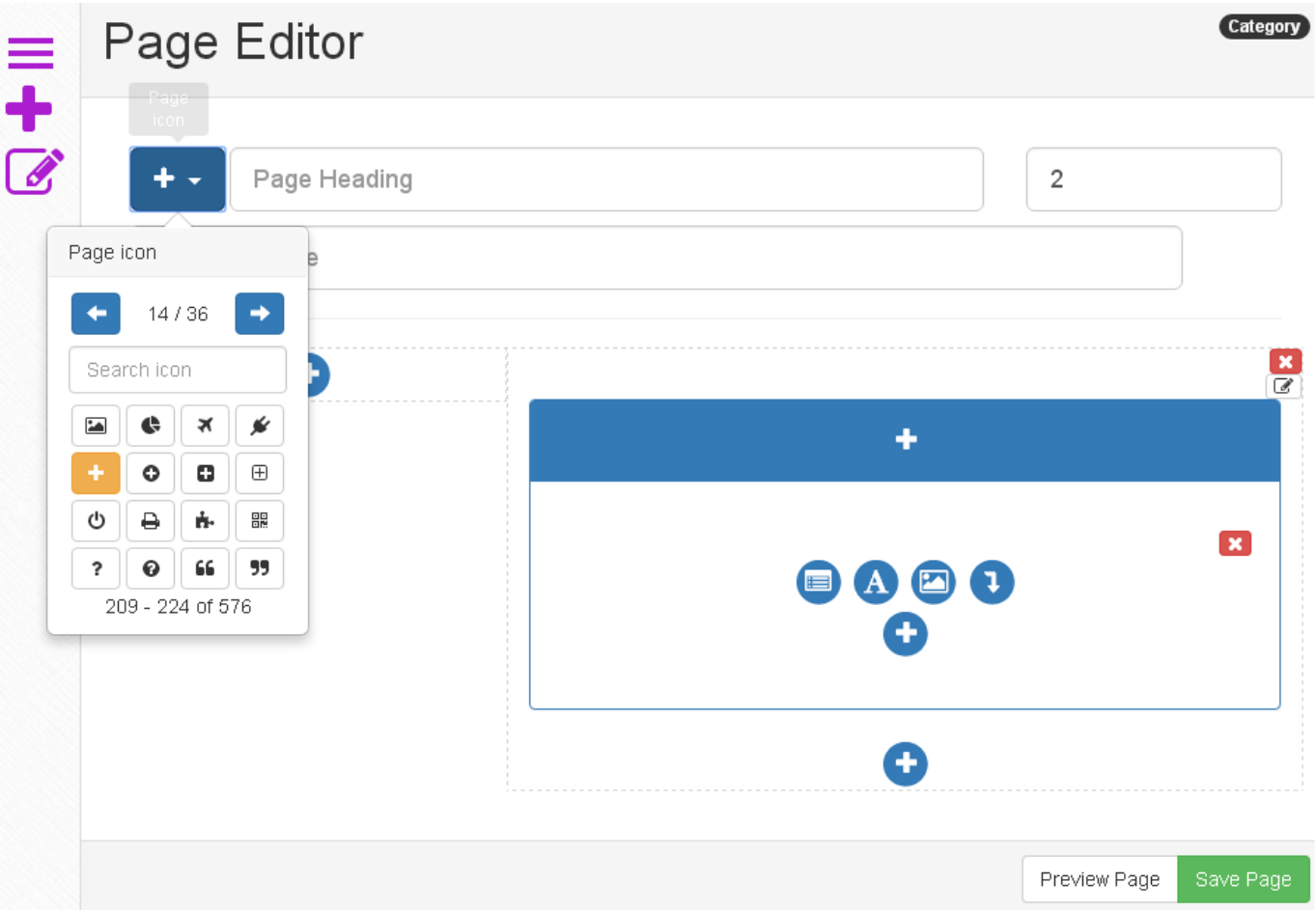
Click on the "+" button to add content below the Page Headline.

- Add Space: A space will be inserted between two sections of a page.
- Add Image: Upload an image to the page
- Add Text Editor: Add text to the catalogue page
- Add Content Panel: This will load a new section in the colours of the category. Within the content panel, each of the options presented above will be made available again.

Click “Save Page” once all content has been added to the page.

Note the following when using the Page Editor:

- When adding text to the catalogue, it is not possible to edit or delete that specific text content entry (e.g. a word or sentence). If any change has to be made to the text after the page has been saved, all of the text will need to be removed and then added again
- There is a full screen option when adding text which makes the editing and formatting of text much easier, e.g. when text needs resizing or changing fonts
- Pictures can be dragged and dropped from its file icon in the file explorer/browser on your PC
- The icon and text colour of the heading will be the same as that chosen for the category or subcategory. This will change whenever the colour of the parent category or subcategory is changed.



Revision #1
Created 2021-03-28 19:18:56 UTC
Updated 2021-03-28 21:41:48 UTC