

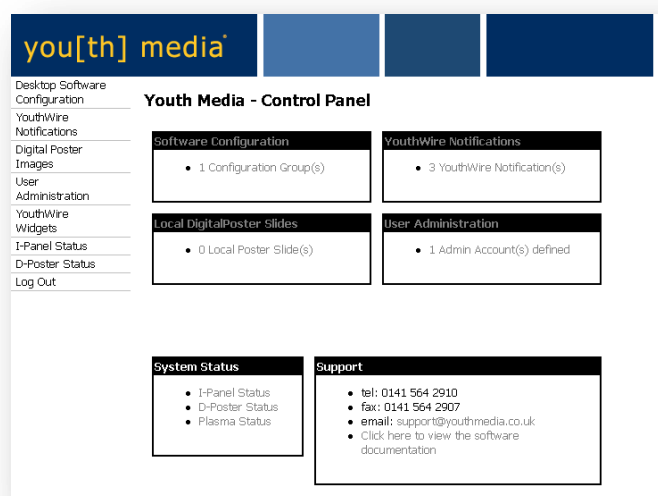


Adding/Editing/Removing Widget or Ticker Message Content

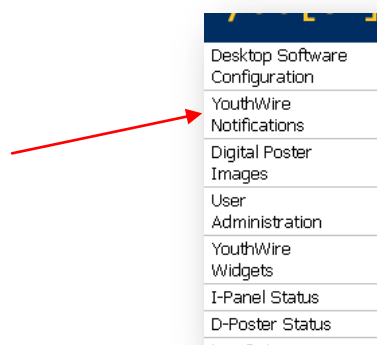
This document describes the steps necessary for adding, editing or removing content from the YouthWire message bar (ticker) and widgets.

Accessing the YouthWire Notifications Interface

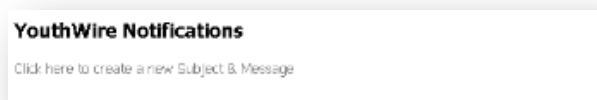
- 1.) Open the **Local Admin Control Panel** in your web browser (you will have received instructions on how to do this with this document).



- 2.) Click on the **YouthWire Notifications** option from the left menu



- 3.) The **YouthWire Notifications** interface will open.





Adding Content

From the **YouthWire Notifications** interface, take the following steps:

- 1.) Click on **Click here to create a new Subject & Headline**
- 2.) You will be presented with a **Create New Message** page for adding a new message.

Create New Message

Subject

Message

URL

Publish To: YouthWire

All Machines (Default)

Ticker

Calendar

News

Validity From: Expires:

Now Never

Specified Date: Expiry Date:

<< September 2008 >>							<< September 2008 >>						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
25	26	27	28	29	30	31	1	2	3	4	5	6	7
1	2	3	4	5	6	7	8	9	10	11	12	13	14
8	9	10	11	12	13	14	15	16	17	18	19	20	21
15	16	17	18	19	20	21	22	23	24	25	26	27	28
22	23	24	25	26	27	28	29	30	1	2	3	4	5
29	30	1	2	3	4	5							

Time Time

- 3.) There are 5 Fields to be configured to create a message:

Subject: If you wish to categorize your messages, you can give them custom subjects; this will appear as the heading of the message on the widget(s).

Headline: The Message that will appear.

URL: If you wish the Headline to link to a Website or Intranet Page, enter the Link here. You must always include **http://** before the link.

Publish To: If you have multiple groups of PCs configured, you can choose which groups to display this message on; you can also choose which widgets to display the message on.

Validity: How long to display the message for, you can choose to display the message permanently or choose specific dates and times to display it.

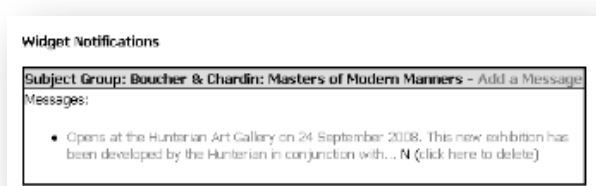


- 4.) When you are happy with your New Message Setup, Click **Create**
- 5.) You will be returned to the **YouthWire Notifications** interface, where you will see your new Message has been added to the list.

Editing Content

From the **YouthWire Notifications** interface, take the following steps:

- 1.) Locate the message you wish to edit.



- 2.) Click on the message text, it will open a page where you can edit the message settings in the same way that you did when creating it. (See "Adding Content" above).

Removing Content

From the **YouthWire Notifications** interface, take the following steps:

- 1.) Locate the message you wish to edit.



- 2.) Click on the **click here to delete** link next to the message.
- 3.) The message will be removed.