RUTGERS

School of Arts and Sciences

Custom Fields

Instructor for this Workshop

Web Development

School of Arts and Sciences

TABLE OF CONTENTS

Joomla! Custom Fields Workshop

JOOMLA TRAINING SITE OVERVIEW

Instructor for this Workshop

School of Arts & Sciences, Web Development

Once you arrive:

1. Login to the workstation with your NetID
2. Open a web browser (Firefox or Chrome)
3. Go to the website: **http://go.rutgers.edu/sasit-training**

WHAT IS JOOMLA?

Joomla! is Content Management System (CMS) software that runs on a web server, and allows you to update your unit's web site through a browser (such as Google Chrome, Mozilla Firefox, or Safari).

A content management system isolates the process of updating information from the more technical aspects of updating a website (such as administration, configuration, and design), and eliminates the need to edit HTML or use web design software.

Visit www.joomla.org and help.joomla.org for more information on Joomla!

For additional training visit:

https://community.joomla.org/joomla-training.html

For additional learning / workshops visit:

https://joomlausersnj.com

JOOMLA ADMINISTRATOR OVERVIEW LOGIN
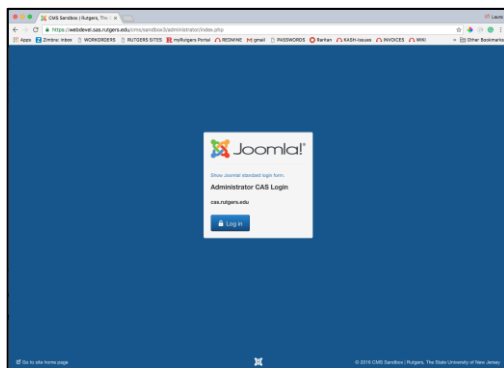
Joomla has a 'back end' and a 'front end'.

The front end allows you to view the website, and make some basic edits to the site. The Administrator Backend gives you much more control of the system.

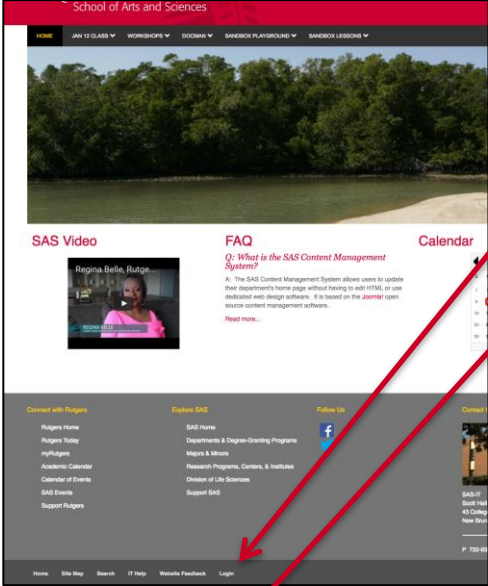Open a new tab in your browser to: (open a FRONT END VIEW of the website)

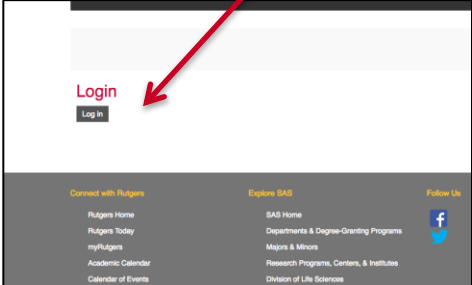## http://go.rutgers.edu/sasit-training

Back End of Website

http://go.rutgers.edu/sasit-training/administrator

FRONT END EDITING

It is possible to edit the website from the front end. This is a good idea for users that do not want to learn the back end of the website but want to make quick edits to various pages. Most of the capabilities exist from the front end as well as the 'back end'.

1. to Login click on the Login button on the Footer menu of the screen.

2. Click the Login Button

Go to any article / menu item on the website.

Click on the Edit button on the top right of the article.

Sample Custom Field Settings

People with Custom Fields

Custom fields is a new functionality in Joomla. Not all sites are setup to use custom fields, but we are in the process of moving towards it. If your site is on the 'New Template', and you would like to use custom fields, please create a work order.

We can add the fields, then you can adjust the content by moving the content from the 'content of the article' to the custom fields. Then next step would be to 'adjust' the menu item to display the 'summary' in a 'nicer way'.

Sample summary page with custom fields:

https://www.sas.rutgers.edu/cms/deptdemo/people/faculty
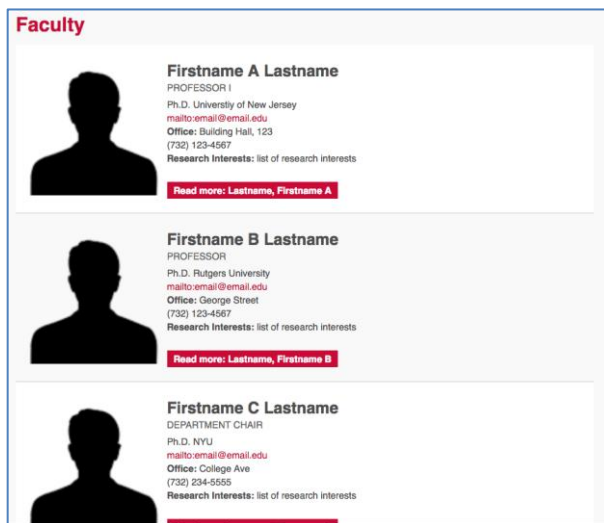
Sample detail page with custom fields:

https://www.sas.rutgers.edu/cms/deptdemo/people/faculty/14-faculty-professor-a

COURSES WITH CUSTOM FIELDS

Full Listing view of courses using custom fields:

https://history.rutgers.edu/academics/undergraduate/course-descriptions
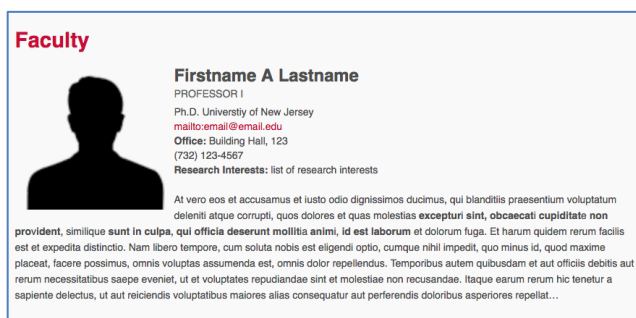
Detail View of specific course

CUSTOM FIELDS THAT LINK TO OTHER ARTICLES

List is generated automatically because this 'person' is linked in the news article.

Here the person's name was selected as the 'faculty' member for this news article

EDIT CONTENT IN CUSTOM FIELDS

EDIT ON THE FRONT END

When editing the article, click on 'PEOPLE FIELDS' tab and you will see the fields

EDIT CONTENT ON THE BACK END

When editing the article, click on 'PEOPLE FIELDS' tab and you will see the fields

Edit Fields Workshop

Edit your FACULTY profile:

- Login to the front end (click login at the bottom of the home page)
- Find the 'people' article that has your name on it, under the Faculty Menu
- Go to FACULTY, find your 'person', with your name.
- Edit the content in the PEOPLE FIELDS tab for your person

Faculty

| Content | People Fields | Publishing | Language | Metadata |

People - Image

👁 images/People/person8. **Select** ⊕ ✖

Faculty Position

Professor

Faculty Website

https://www.test.com

Faculty Email Address

mailto:laurag@test.com

Faculty CV File

👁 images/People/cv-file-2. **Select** ⊕ ✖

Faculty News Articles

Show
Hide

Bio

This is a math professor from Rutgers

✔Save ⊗Cancel ☰Versions

Edit NEWS Article

- Edit news article that instructor assigns you to
- Go to the NEWS FIELDS tab
- Select a 'Associated Faculty' member by clicking on the box, you can select more than one faculty member
- Add details to the description

CREATE NEW CUSTOM FIELDS

We recommend that you work with the SAS-IT team if new fields need to be created on your system, this is just a walk through on how to do it if it is needed. Please create a work order prior to creating new fields.

Fields exist within a 'group', the group is the title of the tab that the field appears in on the site when you are editing the content

Each field can be assigned to one or many categories. If you select a 'higher level' category it will be available for all 'child categories' within it.

Fields can be sequenced in anyway, plus have different settings for the display area, displaying label and the class that it is displayed as when you go to the detail page.

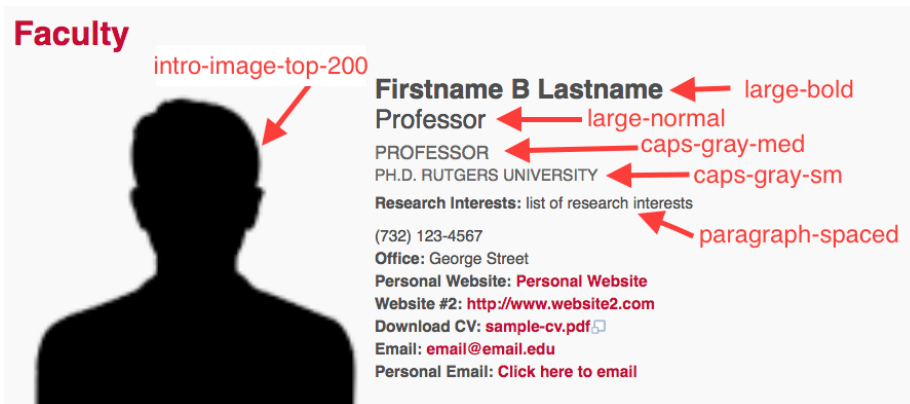## FIELD GROUPS

Content → Field Groups
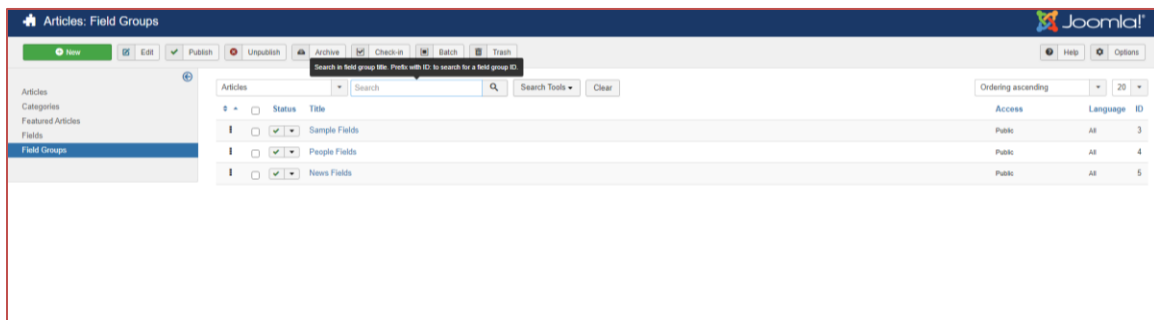
FIELD STYLING

Each field can be set with a different styling sample such as the options below:

Additional option: `no-left-margin`

```
This will align the fields to he LEFT of the page
```

TEXT FIELD

Content → Fields

Click NEW

Import fields to complete:

- Name
- Field group → Class Fields
- Category → faculty

Click on Options Tab

Render Options

- Render Class how it can display
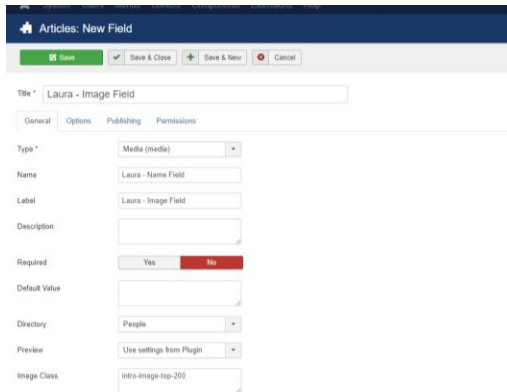
MEDIA / IMAGE FIELD

Like the text field, however, use the IMAGE CLASS on the GENERAL tab to define how it will display.

Class options:

- full-width
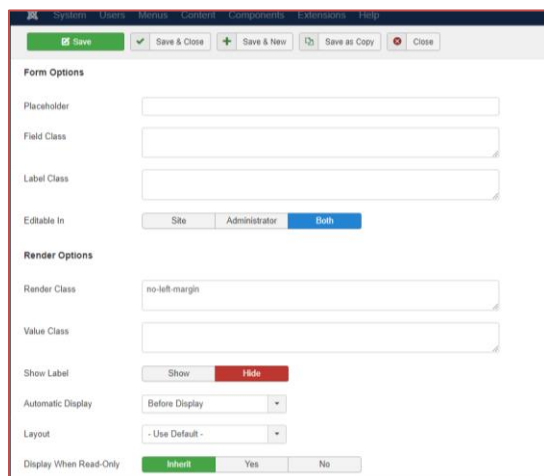- intro-image-top-200
- intro-image-top-300

Render Options

- If you want the image to be 'flush' against the left site, add to the Render class: no-left-margin
- Also set the SHOW LABEL → HIDE
- If this is a 'teaser image', and you do not want it to display on the DETAIL page, set the AUTOMATIC DISPLAY = Do not automatically Display

URL Link Field – Website Link

The URL Link can be used for an EMAIL ADDRESS or a WEB SITE ADDRESS, there are several options with this type of field.

General Options:

- Description: Add text: Click for Website, this will display instead of the long url link
- Schemes: set to HTTPS (this will force you to use https) when setting it up
- Field Group: Class Fields, Category: Faculty
- Set the Label to be different

Options Tab

- Render Class: Button (This will have it display as a button)
- Label: Hide label (if you are using a button), or set it as something different so it looks ok on the site

URL Link Field – Email Address

This is the setup for an Email Address

General Options:

- Description: Leave blank, then email address will display (if you want something generic to display then add a description
- Schemes: set to MAILTO
- Default: set to: mailto:test@test.com (to remind you to use mailto: before the email)
- Field Group: Class Fields, Category: Faculty

Options Tab

- Render Class: Button (This will have it display as a button)
- Label: Hide label (if you are using a button), or set it as something different so it looks ok on the site

ARTICLES FIELD

This field uses 2 fields in order to make it work properly. The first field is the ARTICLES FIELD

Sample field: In the NEWS ARTICLE, ASSOCIATED FACULTY. This can allow you to select one or more articles from the FACULTY category to be linked in the news article. It is important that the following items are set:

- Multiple: Yes
- Multi Select Style: Drop Down
- Categories: Faculty (Include child items)
- Layout: Decide the layout, simple just display title with a | in between each

ARTICLES LINKED FIELD

This displays any 'linked' articles. For example, it will show any News Articles or Courses that the current article (or faculty member) is displayed in.

Important Settings

- Default Value: 1 (so the field is automatically turned on)
- Linked Fields: Here it is Associated Faculty (Perhaps it could be Courses Taught)
- Categories: Category to filter by would be NEWS (or courses)
- Layout can also just display the title (or more complex if needed)