



Custom Fields

Instructor for this Workshop

Web Development

School of Arts and Sciences

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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'.

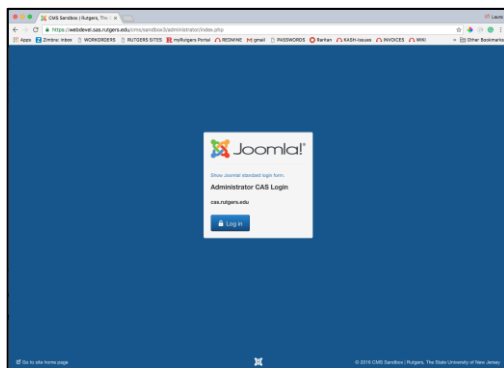
The front end allows you to view the website, and make some basic edits to the site. The Administrator Backend gives you much more control of the system.

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

<http://go.rutgers.edu/sasit-training>

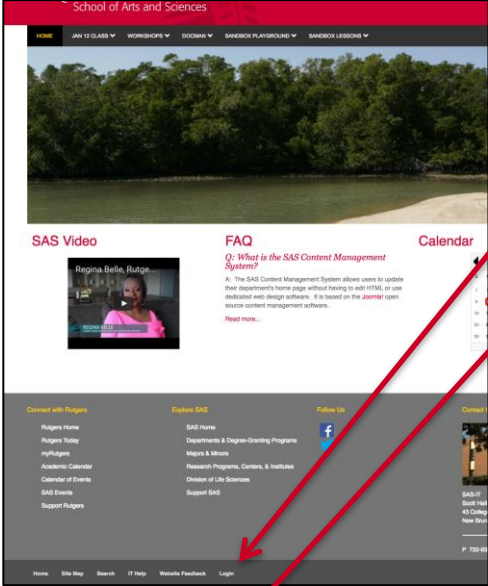
Back End of Website

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



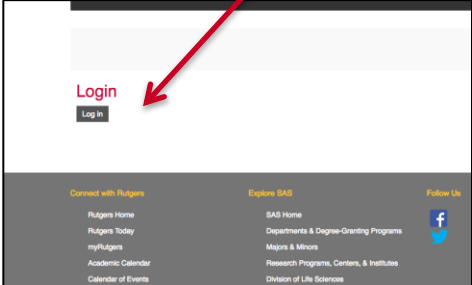
FRONT END EDITING

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

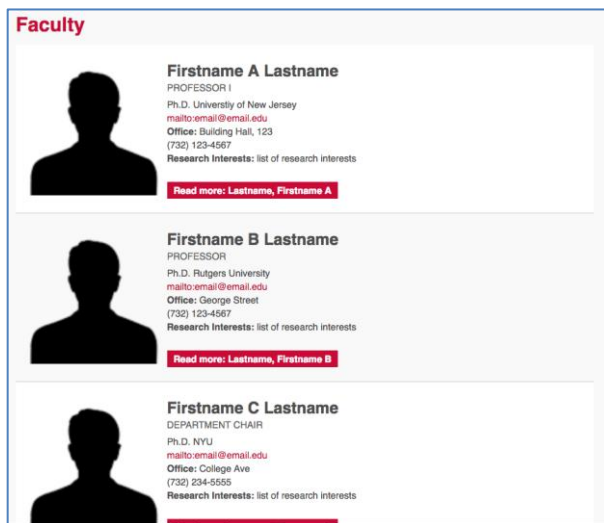
PEOPLE WITH CUSTOM FIELDS

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'.

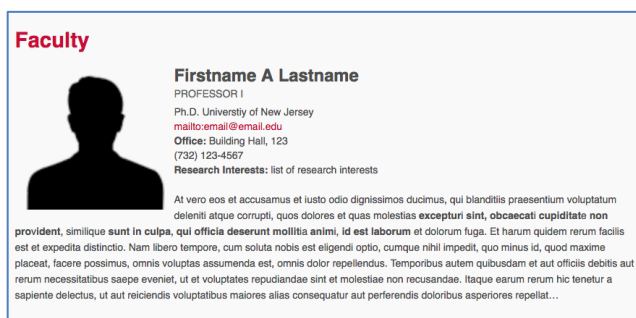
Sample summary page with custom fields:

<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>



<https://history.rutgers.edu/academics/undergraduate/course-descriptions>

Detail View of specific course

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CUSTOM FIELDS THAT LINK TO OTHER ARTICLES

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Details

 **Eric Allender**

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Specialty Research Area: Computational Complexity Theory Kolmogorov Complexity
Research Group(s):
[Computational Complexity Theory](#)
[Theory of Computing](#)

Linked News Items:
[Best paper award at MFCS'14](#)
[Conference in honor of Eric Allender and Mike Saks](#)
[Keynote Talk by Professor Eric Allender](#)
[Professor Allender gives Keynote at Computational Complexity Conference](#)

Description:
Link to Computational Complexity Theory with emphasis on Circuit Complexity, Complexity Classes, and connections

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


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HOME ABOUT PEOPLE ACADEMICS NEWS & EVENTS RESEARCH RESOURCES DONATE CONTACT

News

Best paper award at MFCS'14

 **Referenced People:**
[Allender, Eric](#)

Congratulations to Prof. Eric Allender and Bireswar Das (DIMACS postdoc), who received a best paper award for their paper "Zero Knowledge and Circuit Minimization," at the 39th International Symposium on Mathematical Foundations of Computer Science (MFCS), held in Budapest, Hungary, August 25-29, 2014.

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

Faculty - Category Blog

Content | **People Fields** | Prospective Student | Publishing | Language | Metadata

Portrait
images/staff-faculty/staff Select

Formatted Name
Firstname BD-Lastname

Position
Professor

Title
Professor

Degree
Ph.D. Rutgers University

Research Interests
list of research interests

Phone
(732) 123-4567

Office
George Street

EDIT CONTENT ON THE BACK END

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

Articles: Edit

Save | Save & Close | Save & New | Save as Copy | Versions | Close

Title * Smith, Jane | Alias smith-jane

Content | Images and Links | Options | **People Fields** | Prospective Student | Publishing | Configure Edit Screen | Permissions

Portrait
images/staff-faculty/staff-fac Select

Formatted Name
Jane Smith

Position
Professor

Title
Professor I

Degree
Ph.D. University of New Jersey

Research Interests
list of research interests

Phone
(732) 123-4567

Office
Building Hall, 123

Personal Website
http://www.personalsite.com

Website #2
http://www.website2.com

Download CV
images/staff-faculty/cv/sam Select

Email
mailto:email@email.edu

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

The screenshot shows the 'Edit NEWS Article' interface for the Rutgers School of Arts and Sciences. The top navigation bar includes links for HOME, ABOUT, INTRO TO JOOMLA! (with a dropdown arrow), ACCESSIBILITY, FACULTY, NEWS (highlighted in yellow), and TESTIMONIALS. The main content area is titled 'News' and features five tabs: Content, News Fields (active), Publishing, Language, and Metadata. The 'News Fields' tab contains the following fields:

- Image:** A text input field with the value 'images/news-images/St', followed by 'Select', '©', and 'x' buttons.
- Associated Faculty:** A dropdown menu showing 'Laura Gordon' with an 'x' button to clear the selection.
- Description:** A text area containing the text 'On March 19th and 20th, Rutgers seismology group'.

At the bottom of the form are three buttons: a red 'Save' button with a checkmark icon, a 'Cancel' button with a trash icon, and a 'Versions' button with a document icon.

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.

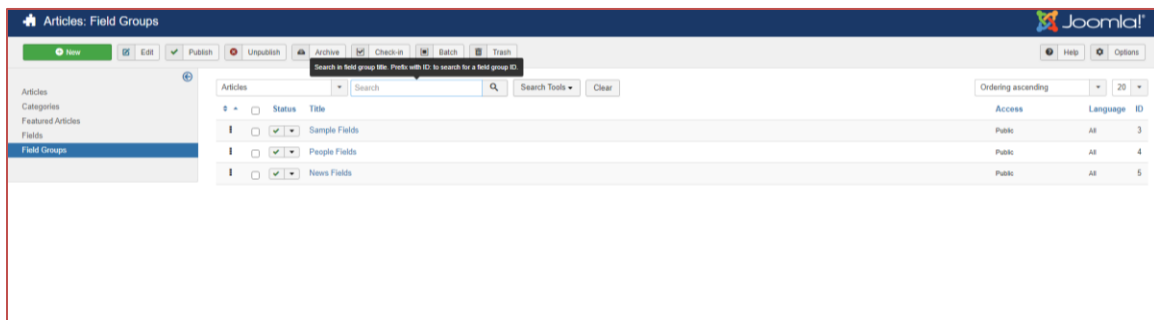
Fields exist within a 'group', the group is the title of the tab that the field appears in on the site when you are editing the content

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

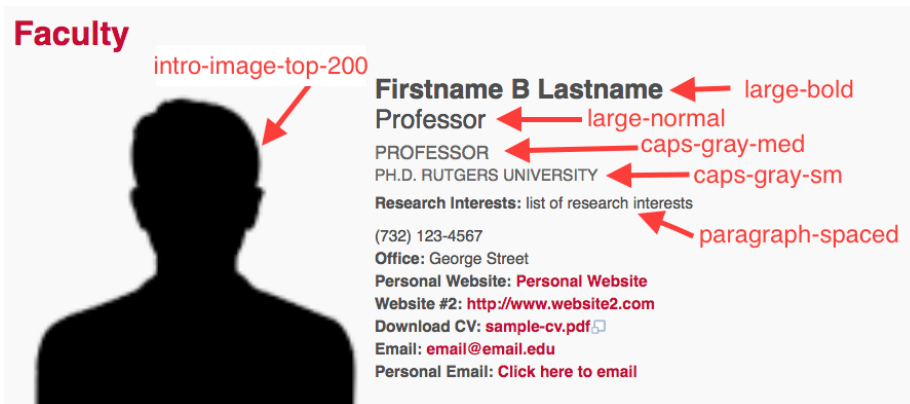


FIELD STYLING

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 the LEFT of the page



TEXT FIELD

Content → Fields

Click NEW

Import fields to complete:

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

The screenshot shows the Joomla! administration interface for creating a new field. The title is 'Laura - Name Field'. The 'Type' is set to 'Text (text)'. The 'Name', 'Label', and 'Filter' fields are all set to 'Laura - Name Field'. The 'Required' field is set to 'No'. The 'Default Value' is empty. The 'Maximum Length' is empty. The 'Status' is set to 'Published'. The 'Field Group' is set to 'Class Fields'. The 'Category' is set to '- Faculty'. The 'Access' is set to 'Public'. The 'Language' is set to 'All'. The 'Note' field is empty.

Click on Options Tab

Render Options

- Render Class how it can display

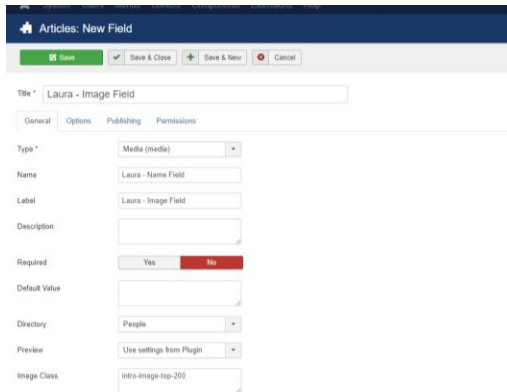
The screenshot shows the Joomla! administration interface for creating a new field, specifically the 'Options' tab. The title is 'Laura - Name Field'. The 'Form Options' section includes 'Placeholder', 'Field Class', 'Label Class', and 'Editable In' (set to 'Site', 'Administrator', and 'Sub'). The 'Render Options' section includes 'Render Class' (set to 'large-bold'), 'Value Class', 'Show Label' (set to 'Show'), 'Label Class', 'Automatic Display' (set to 'Before Display'), 'Layout' (set to '- Use Default -'), and 'Display When Read-Only' (set to 'Inherit').

MEDIA / IMAGE FIELD

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

Class options:

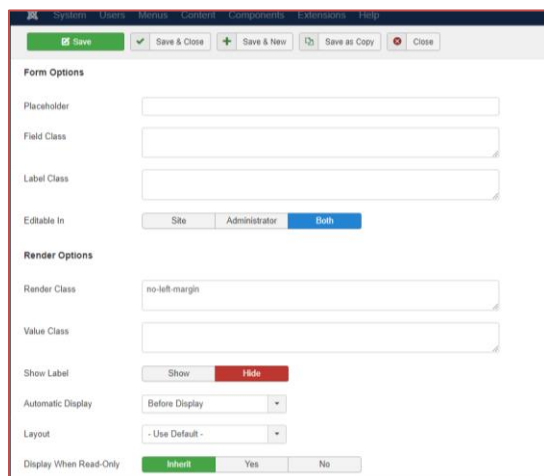
- full-width
- intro-image-top-200
- intro-image-top-300



The screenshot shows the Joomla! Custom Fields configuration interface for a new field titled "Laura - Image Field". The "General" tab is selected. The "Type" is set to "Media (media)". The "Name" is "Laura - Name Field", the "Label" is "Laura - Image Field", and the "Description" is empty. The "Required" checkbox is set to "No". The "Default Value" is empty. The "Directory" is set to "People". The "Preview" is set to "Use settings from Plugin". The "Image Class" is set to "intro-image-top-200".

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



The screenshot shows the Joomla! Custom Fields configuration interface for the "Render Options" tab. The "Form Options" section includes fields for "Placeholder", "Field Class", and "Label Class", all of which are empty. The "Editable In" section has three radio buttons: "Site", "Administrator", and "Both", with "Both" selected. The "Render Options" section includes fields for "Render Class" (set to "no-left-margin"), "Value Class" (empty), and "Show Label" (set to "Hide"). The "Automatic Display" dropdown is set to "Before Display". The "Layout" dropdown is set to "- Use Default -". The "Display When Read-Only" section has three radio buttons: "Inherit", "Yes", and "No", with "Inherit" selected.

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

Articles: New Field

Save Save & Close Save & New Cancel Help

Title * Website

General Options Publishing Permissions

Type * URL (url)

Name Auto-generate from title

Label Website

Description Click for Website

Required Yes No

Default Value

Schemes HTTPS

Relative Use settings from Plugin

Status Published

Field Group Class Fields

Category Faculty

Access Public

Language All

Note

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

The screenshot shows the Joomla! administration interface for creating a new field. The top navigation bar includes links for System, Users, Menus, Content, Components, Extensions, and Help. The page title is 'Articles: New Field'. Below the title bar are buttons for 'Save', 'Save & Close', 'Save & New', and 'Cancel'. The 'General' tab is selected, showing various configuration options. The 'Title' field is set to 'Website'. The 'Type' is set to 'URL (url)'. The 'Name' is set to 'Auto-generate from title'. The 'Label' is set to 'Email Address'. The 'Description' field is empty. The 'Required' option is set to 'No'. The 'Default Value' is set to 'mailto:test@test.com'. The 'Schemes' field is set to 'MAILTO'. The 'Relative' option is set to 'Use settings from Plugin'. On the right side, the 'Status' is set to 'Published', 'Field Group' is 'Class Fields', 'Category' is '- Faculty', 'Access' is 'Public', 'Language' is 'All', and the 'Note' field is empty.

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

The screenshot shows the CMS Training interface with the 'Associated Faculty' field configuration. The 'General' tab is active, showing fields for Type, Name, Label, Description, Required, Default Value, Multiple, and Multi-Select Style. The 'Status' is set to 'Published', 'Field Group' is 'News Fields', and 'Category' is 'News'. The 'Access' is 'Public' and 'Language' is 'All'. A note states: 'This field enables you to select other articles to link to.' Below the main configuration, the 'Filters' section is visible, showing 'Categories' with 'Filter by Categories' set to 'Yes', 'Current', and 'Categories' set to 'Faculty'. The 'Include child items' is set to 'Yes'.

The screenshot shows the 'Layout' configuration for the 'Associated Faculty' field. The 'Layout' is set to 'Title'. The 'Link Title' is set to 'Yes', and the 'Use Separator' is set to 'Yes'. The 'Separator' is set to '|'. The 'Layout' section is highlighted with a red border.

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)

The screenshot shows the Joomla! Custom Fields configuration interface. The title of the field is 'Faculty News Articles'. The 'Type' is set to 'Articles - Linked (articleslinked)'. The 'Name' is 'faculty-news-articles-linked' and the 'Label' is 'Faculty News Articles'. The 'Status' is 'Published'. The 'Field Group' is 'People Fields'. The 'Category' is '- Faculty'. The 'Access' is 'Public'. The 'Language' is 'All'. The 'Default Value' is '1'. The 'Required' checkbox is unchecked. The 'Linked Fields' are set to 'Associated Faculty'. The 'Filters' section shows 'Filter by Categories' set to 'Yes' and 'Categories' set to 'News'. The 'Include child items' checkbox is unchecked.

System Users Menus Content Components Extensions Help CMS Training [...]

Save Save & Close Save & New Save as Copy Close

Title * Faculty News Articles

General Options Publishing Permissions

Type * Articles - Linked (articleslinked)

Name faculty-news-articles-linked

Label Faculty News Articles

Description

Required Yes No

Default Value 1

This field will show articles linking to the current article (via other Articles Fields).

Linked Fields Associated Faculty

Status Published

Field Group People Fields

Category - Faculty

Access Public

Language All

Note

Filters

Categories

Filter by Categories No Yes Current

Categories News

Include child items No Yes Only