



 **OMNIUM[®] SOCIAL MATES**



ADMINISTRATION GUIDE

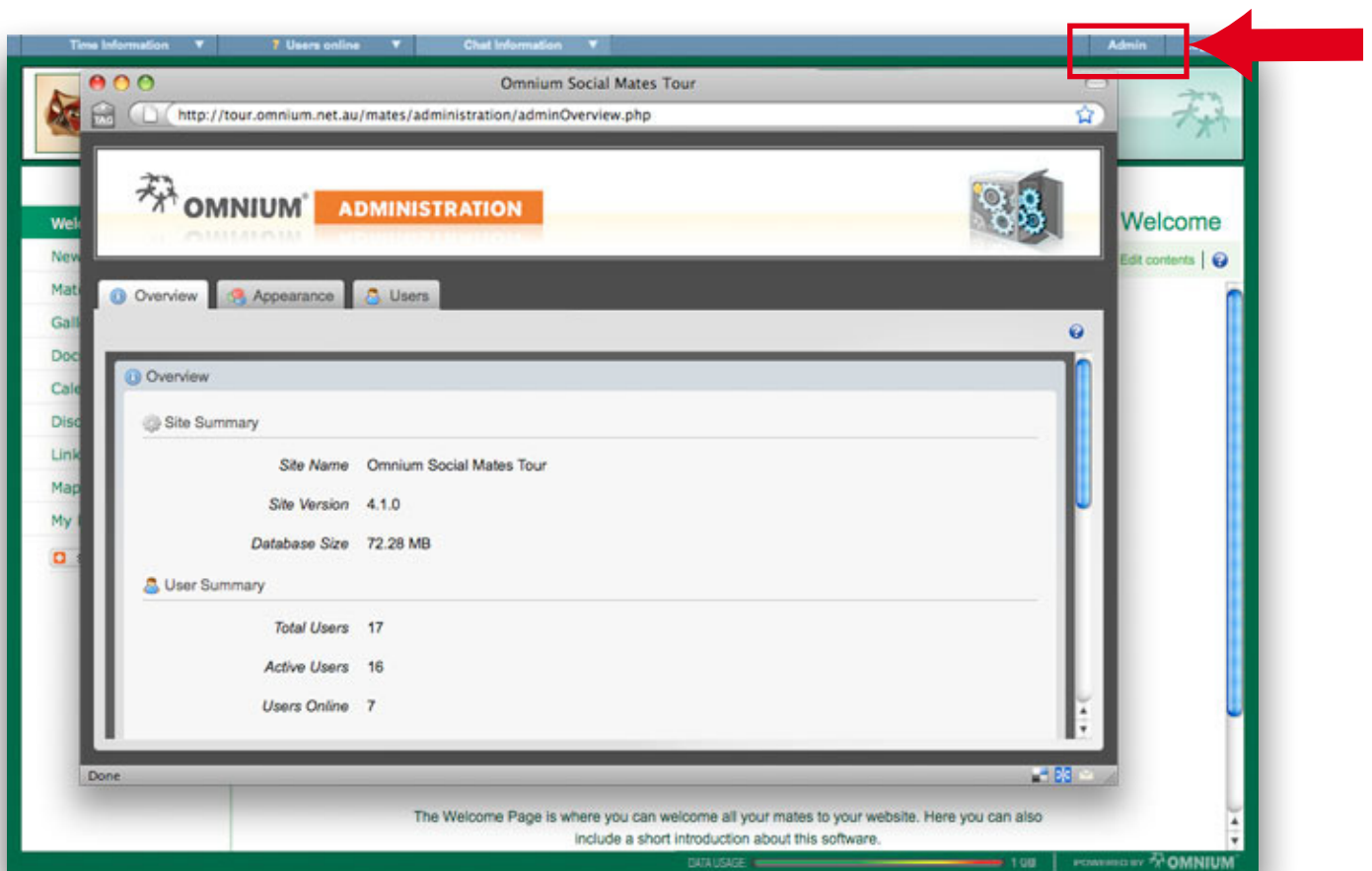


Administration

This **Administration Guide** will provide you with step-by-step instructions on how to use the administration features of your website. The administration panel can only be viewed and customised by your site's allocated administrator. It includes information on adding members and customising the basic appearance of your website.

Accessing the Administration window

Click on the blue 'Admin' button on the top right hand corner of your website. This will only be seen by your site's allocated administrator.



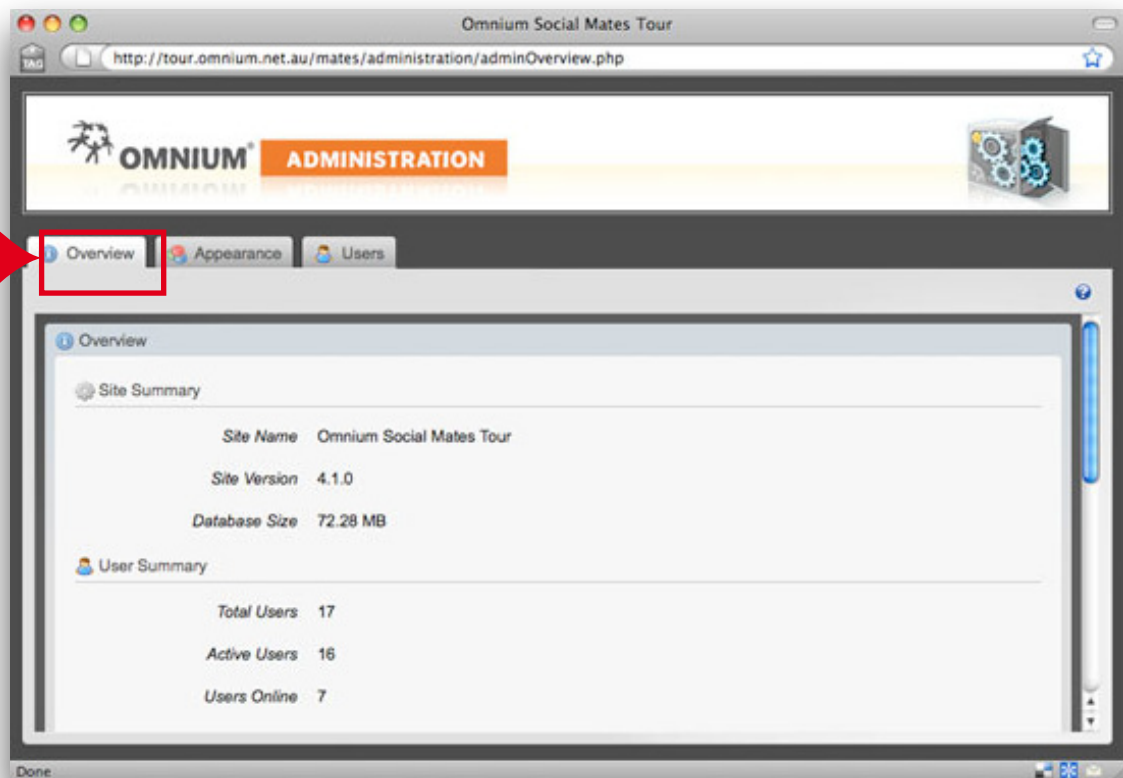
The 'Administration' window



The 'Overview' tab

The 'Overview' tab provides you with a statistical summary of your website.

- 'Site Summary' - this informs you of your site's current name, software version and database size.
- 'User Summary' - this informs you of how many users (or members) your website currently has. It also allows you to see how many of these users are actually active and how many are currently online.
- 'Users by Type' - Here you can see what type of users are currently the members of your site. For example, you can view how many family mates and Administrators are using your site.
- 'Site Feature Summary' - This allows you to see how many features are installed on your website. It also shows you how many are active.
- 'File Use Summary' - This informs you of how many files have been uploaded to your site. You can also check what the total size of these files are and clear temporary files. This can be done at any stage without affecting the content of your website.



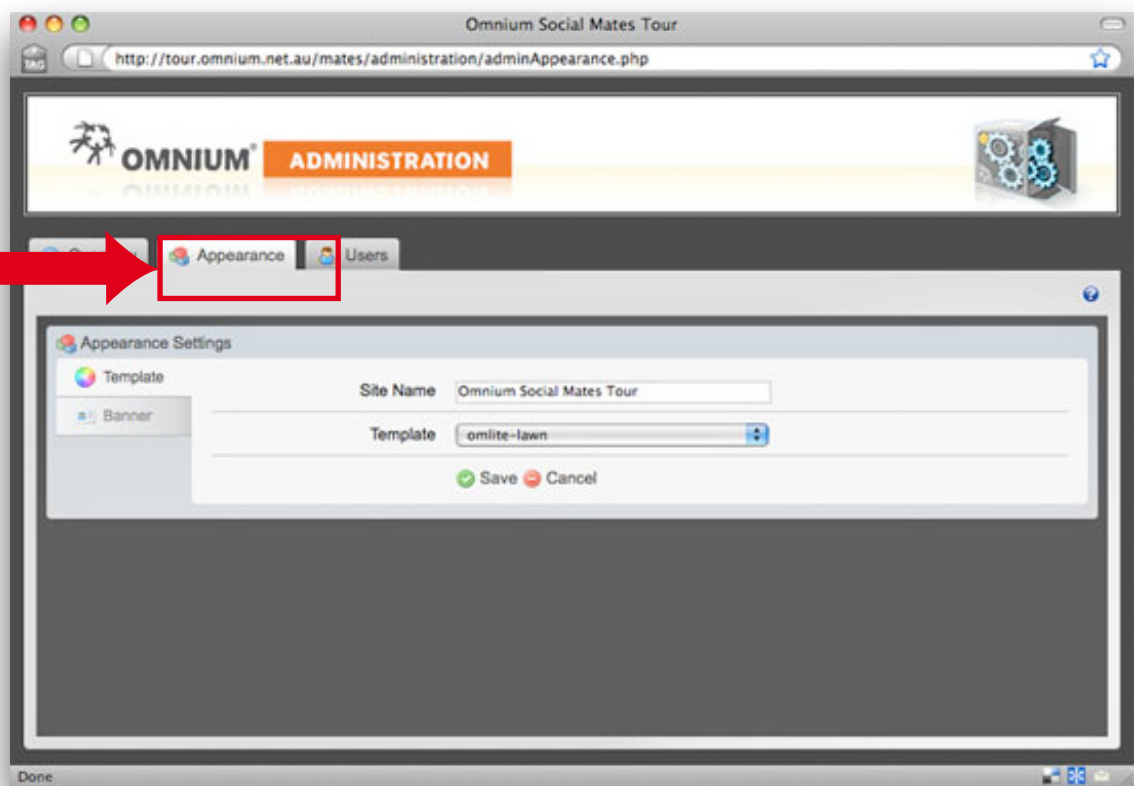
The 'Overview' tab



The 'Appearance' tab

The 'Appearance' tab allows you to change the visual appearance of your website. In the 'Template' tab you can change your:

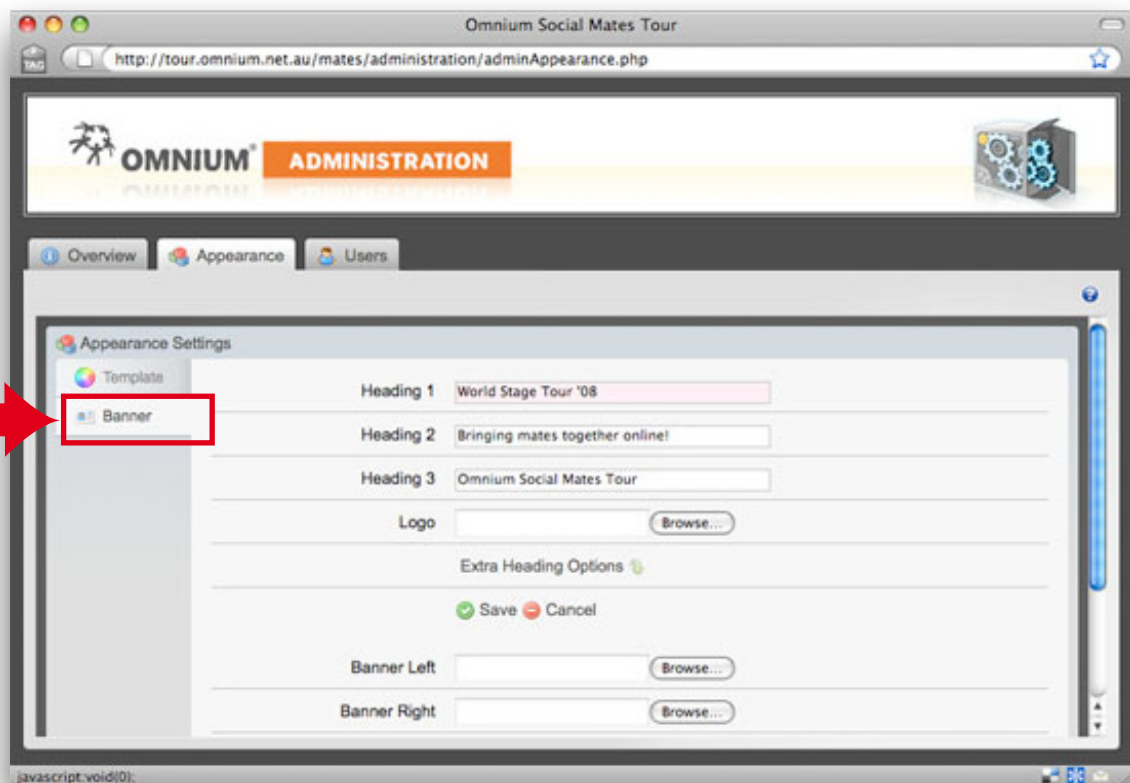
- 'Site Name' - the name that appears in search results and at the top of your browser window.
- 'Template' - enables you to select the colour of your website from a range of different templates.



The 'Appearance' Tab



- 'Banner' - is where you can change the text headings that appear within your banner.
- 'Logo' - enables you to upload an image or a logo to appear in the banner. You can also choose not to have any logo if you prefer by selecting 'Extra Heading Options' and checking 'Disable Logo' (see screenshot below).
- 'Banner Left', 'Banner Right', 'Banner Background' and 'Extra Banner Options' - allow you to have greater control of the appearance of your website. This is where you can upload your own customised banner images, restore the banners to the original Omnium Software default settings, change the banner background colour or disable the banner images altogether.



The 'Banner' options page

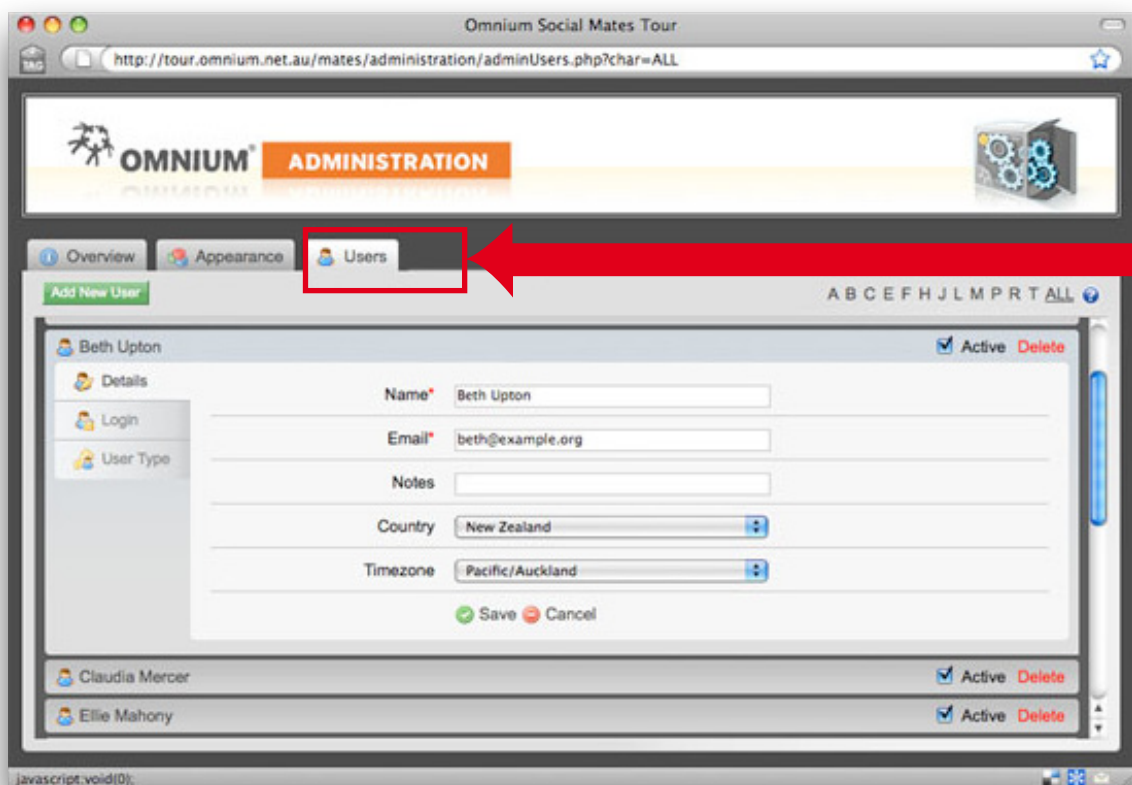


The 'Users' tab

When you click on the 'Users' tab you will see an alphabetical list of all members of your site. To sort users by first name, click on the letters listed along the right hand corner of the window. To view all of your site's members click on 'ALL' also in the top right hand corner. To specify which users are active or not check the box on the right hand side.

Adding new users (Note: The red asterisks specify which fields are compulsory.)

1. To add a new user click on the 'Add New User' button on the left hand corner (see screenshot below).



Adding a new user

2. You can choose to make this user active by checking the 'Active' box.
3. Add the user's name, email and any notes regarding this user. Notes are only visible to the site's administrator. You can also specify their country of residence and timezone.
4. Choose a username for this user and specify how they are authenticated in the site. The 'Omnium password (Default)' is the initial default setting used by most administrators.
5. Select a password. This will enable the user to access the site.
6. Click on 'User Type' to select what type of user this person will be. For example, if you would like this user to become an administrator check the 'Administrators' box.

