

What is the ISM?

The ISM is a content management tool that gives you the flexibility and control needed for a truly dynamic website. With a click of the mouse, you can change almost anything on your website immediately. From Sponsors to the Fan Poll, from Advertisements to News, the ISM is a tool you'll use to create and change anything in the site. The ISM login screen is located at <http://ism3.infinityprosports.com>.

The combination of components in each organization's ISM is unique to the package you purchased, but the following sections give a description of the various capabilities.

Home Page

Layout


Information and option bars will be located on the right side of the screen at all times. These bars will change based on the component you are working in. These will include a search area, upload area, select area. etc.

The Home, New Save, Cancel buttons will be in the top right on all pages of the ISM. These buttons will be available based on your current component.

Website button – is on the far left and will change to the web address of the site you are currently editing. The drop downs underneath are all the modules; these will have access to the components.


ISM button – next to the website button and has drop downs underneath it to give you quick access to your preferences and to return to the home page

On the Home Page there is box on the left that says Add New and is a quick link to select if you want to add something new. This is a shortcut key and is only used if you are creating something new (not editing existing information.)

Remember to always save after entering information. A yellow triangle with a "!" () will display at the top right of the screen if there is information on the page that has not been saved. Unlike other applications, you will not be prompted to save if you leave the page without saving first.

General Instructions for the ISM

Uploading Files


You can upload files every where you see the orange select button (). The process is the same, in all components. When you click on this button, a new gray browse box will appear in the right margin. Click on the browse button, and a dialog box will open up that will allow you to access files on your computer. You can then browse and select file to be uploaded. After you have selected the file to upload you will need to click on the orange 'Upload File' button to the right of the Browse button. It will ask you if you're sure you want to upload; click Ok.




Custom Fields

Custom fields are used to create fields of information that are not otherwise available in the component that you're viewing


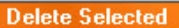
Creating a Custom Field – *note that creating custom fields is identical no matter what component you're editing.

1. When you are viewing the Custom Fields tab, you will have a place to create an entry.
2. Type in the name of the custom field.
3. The type refers to the type of information that will be entered.
 - a. Drop-down Box – drop-down menu of choices
 - b. Multiple Select Box – user can select multiple answer choices from the list
 - c. Checkbox Array – displays checkboxes, but the user can only select one choice
 - d. Radio Array – displays circles for you to select, but the user can only select one choice
 - e. Small Text – this allows the user to type in information such as a name or address
 - f. Large Text – allows the user to type in information, but this gives them a lot more characters than a Small Text box; generally used when the user needs to type sentences or paragraphs
 - g. Photo – allows the user to upload a photo
4. Required – it's up to you if you want to require it or not, but if you select Yes, then the user will have to enter that field in order to submit the information or save.
5. Click the orange Add Field button (), and this will save the Custom Field.
6. Once you have added the custom field, it will show up automatically on the back end, but depending on where you are adding it, it may or may not display on the front end. If it does not show up, you will need to contact your customer service representative or enter a task in the task manager for this field to appear.

Changing the Order that Items Display on the Site

Whenever you are viewing items within the same category, you should have a sort box to the left of the item name. Rank these and click on the set sort order button () at the bottom of the screen. A good tip to recommend is to use intervals when ranking items. If you go in increments of 5 or 10, you have room if you need to add more items later.

Deleting Items

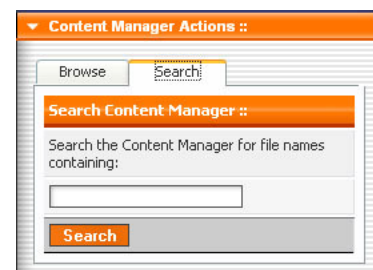
For most component, you will check the box to the left of the item, and then click delete...or delete selected ( ) at the bottom of the screen. Click OK.

Editing Existing Items

Simply click the Edit icon ()

Search Feature

For most components, you should see a search tool in the right margin. The fields will differ depending on what component you're in, but to use the



tool, just type in the fields of information that you have, and click on the Orange Search button at the bottom.

Sorting by Columns

In many of the components, you can rearrange information by clicking on the name of the column to sort by that field. For example, if you are in the Members tab, you can click on Email Address, and it will sort the database alphabetically according to user's email addresses.

Type

Used for Custom Fields, Surveys, Item Options, available options will vary depending on the active component

- Drop-down Box/Single Item Selector – drop-down menu of choices; user will highlight one
- Multiple Select Box – displays as checkboxes and user can select multiple answer choices from the list
- Checkbox Array – displays checkboxes, but the user can only select one choice
- Radio Array – displays circles for answer choices, but the user can only select one choice
- Small Text – this allows the user to type in information such as a name or address
- Large Text – allows the user to type in information, but this gives them a lot more characters than a Small Text box; generally used when the user needs to type sentences or paragraphs
- Photo – allows the user to upload a photo
- Content – allows you insert text (i.e. instructions for a survey)
- Separator – used for surveys, creates a line to separate different sections