



“Creating your own
Customised Welcome Page”



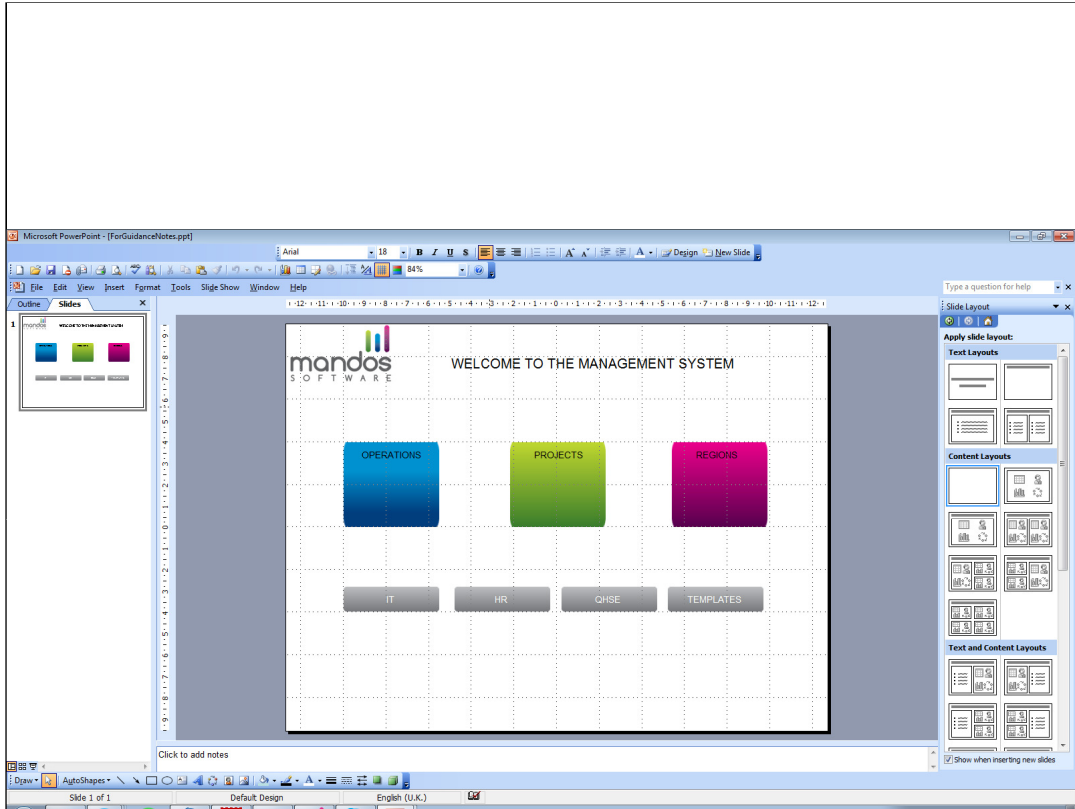
You can **design your own graphic** as a “Welcome” page for your published (html) system.

Most organisations choose to show the graphic with the “sidemenu”, to give users a choice for how to access the system.

The links on a Welcome page enable a user to “filter” the system to go straight to the section of the system they want to access.

You can link to (eg) a Category, a Process Group, a Document Group, a file on your network, an external web page.

Remember that you can also specify that any document in your Document Register can be shown as a “**direct link**” in the sidemenu (ref “A Glossary” and Mandos web site” in the screenshot above) – go to Publish / “Other options” button.



CREATING THE GRAPHIC

Use Powerpoint (or a suitable graphics package) to create the picture you have in mind – create “blocks” to give you the links to the required parts of the published system (and to other files if required).

When you have created the picture, “**Save as**” a **.png** file (or other graphics format) [select “**Current Slide only**”] - eg “Welcome.png”.

Note that the Welcome page should be designed to fit the width of the normal screen size of the expected users, less approx 200 pixels for the side menu. Saving the slide in Powerpoint (see above) will normally give you a suitable size of graphic.

```

<!DOCTYPE HTML PUBLIC "-//W3C//DTD HTML 4.01 Transitional//EN" "http://www.w3.org/TR/html4/loose.dtd">
<html>
<head>
<title>Demo Management System</title>
<script src="../../js/p5.js" type="text/javascript"></script>
<link href="../../portal/menu.css" rel="stylesheet" type="text/css" >
</head>
<body onload="getMenuS();">
<div id="pageBody">
<center>
<table width="100%">
<tr>
<td width="100%" align="left"></td>
</tr>
</table>
</center>
<map name="imsmap">

<area shape="rect" coords="100,200,270,360" href="../../portal/index.htm?cat=17474">

<area shape="default" nohref>
</map>
</div>
</body>
</html>

```

DEFINING THE HYPERLINKS

Open Notepad and create a file “**alt.htm**” using the text above.

You can define a hyperlink which will highlight the selected Category or Group in the **top (tabs) menu** [or in the sidemenu – see User Guide for details]. You can also link to a specific process or document, or to a task within a process. Or to an external web page or a document on your network.

For each “block” which is to be a hyperlink (in this case, to a Category):

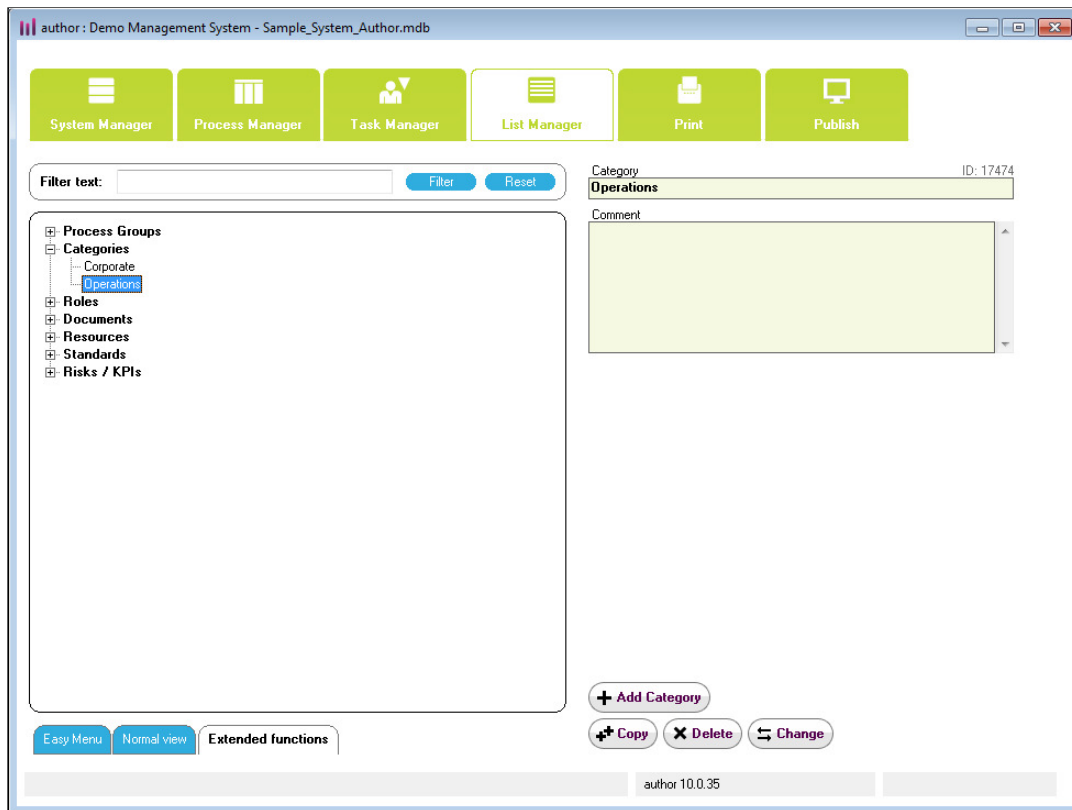
- open the file in (eg) Paint
- move the cursor to the top left / bottom right corners of the block and **note the co-ordinates displayed at the foot of the screen**

- add a line **<area shape="rect" coords="aaa,bbb,ccc,ddd" href="../../portal/index.htm?cat=nnnnn">** where *nnnnn* is the internal ID of the category

*** see the **next slide** for the options for creating hyperlinks and how to identify internal IDs***

[In the screenshot above, the first line has been added to correspond to the “Operations” block on the graphic which links to a graphic].

Finally, in the line: **<td width="100%" align="left"></td>**, specify the name of the graphic file you want to use – in this case, “Welcome.png”.



A link to a Process Group in the “alt.htm” file must use the format:

<area shape="rect" coords="60,100,130,150" href=" ../portal/index.htm?pgroup=13"> to expand the top (tabs) menu

and in the same way:

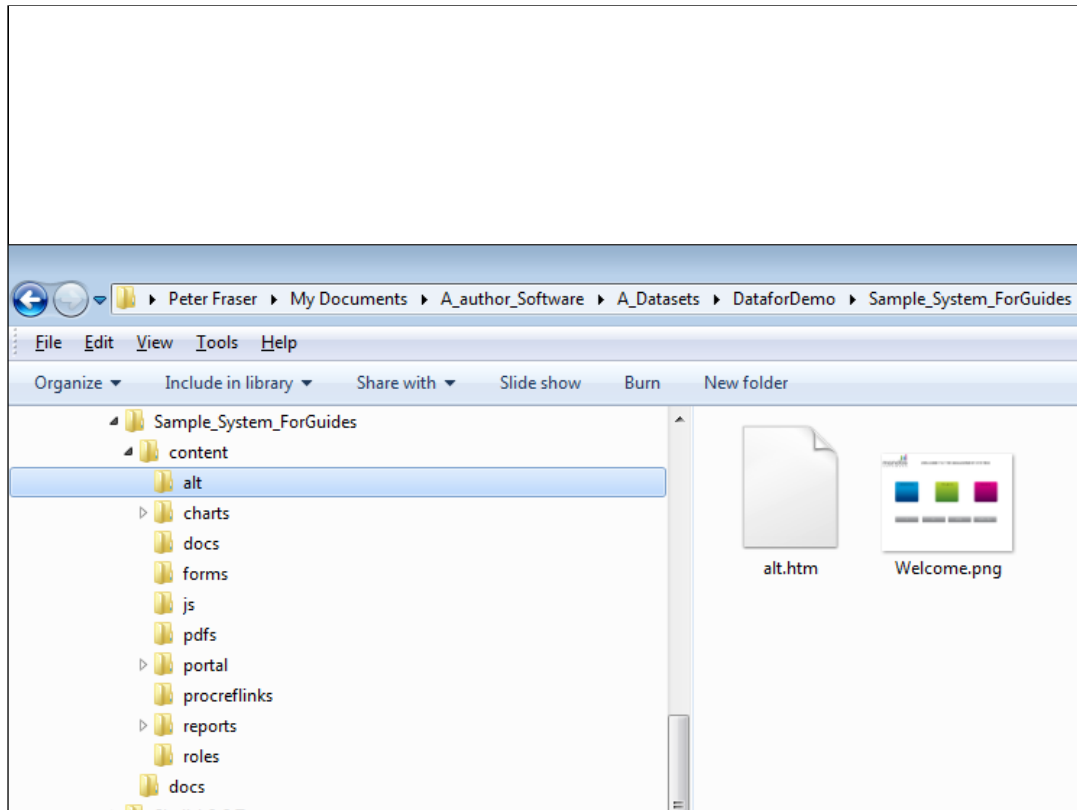
- **dgroup** for a Document Group
- **rogroup** for a Department
- **cat** to expand a Category [use id = 99999 for All and id = 0 for Other].

The link must be all **lower case** and the “99” should be replaced with an **internal id**. The “internal id” is shown on the relevant screen for maintaining the data (**Process Manager, List Manager**).

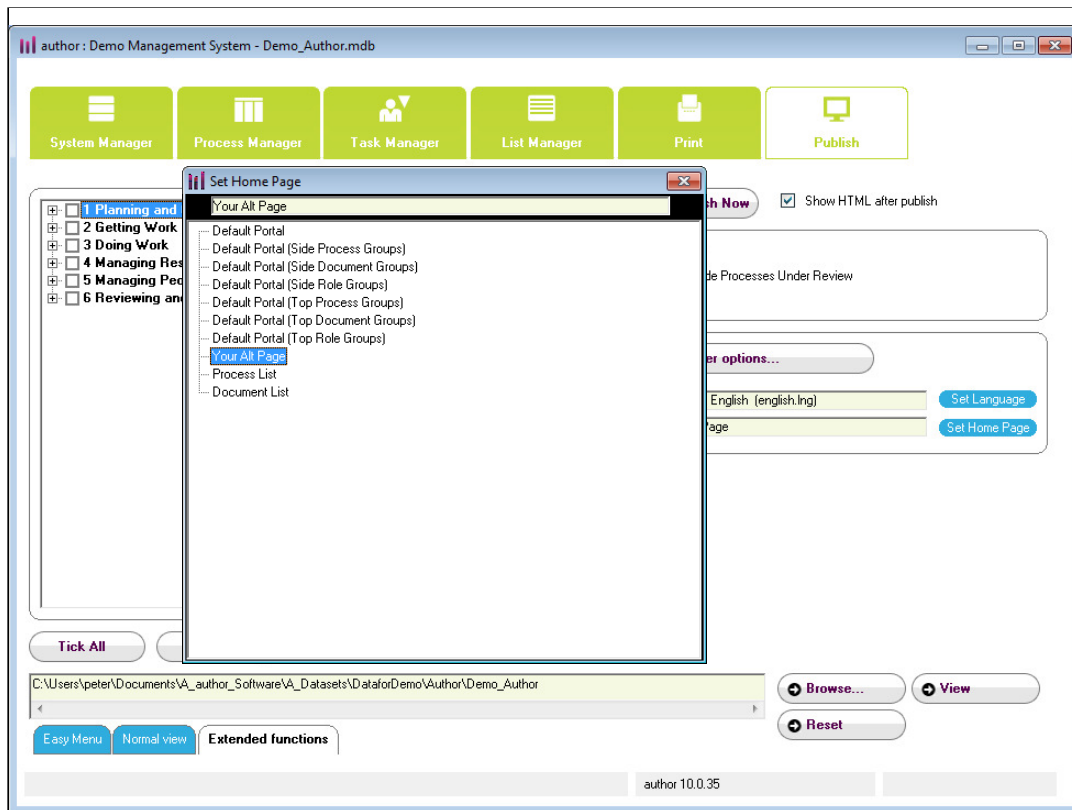
To find the **internal ID** for a Category or a Group :

- go to List Manager
- select the relevant item from the relevant list.

The ID is displayed in the top right of the screen.



Copy the 2 files (alt.htm and your graphic file) into the “/content/alt” folder of your published html directory.



Open author / go to the **"Publish"** tab / click the **"Set home page"** button / select **"Your Alt Page"** / **"Publish now"**.



www.mandossoftware.com