

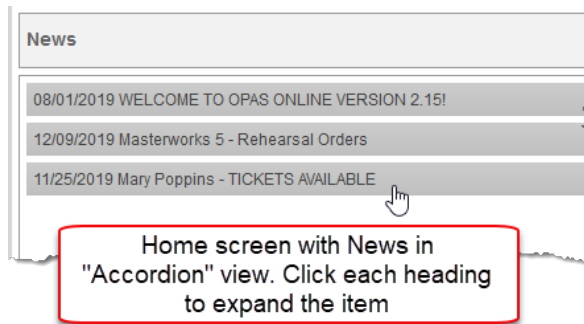
OPAS Online – News / Documents / Home Screen Features

Summary: News item display options, hide Documents, add containers to the Home screen

Custom \$ = this feature may incur a modest programming or customization fee. Contact Technical Support for a written estimate.

NEW in 2.16... News Item display

Log in to OPAS Online using your Administrator account and click the System >> System Settings menu item. Toward the bottom, under the **HOME** heading, there is an option to have NEWS items appear in the Standard (default) layout or in an Accordion layout that shows just the News item title



NOTE – because this is a system setting, it will affect all User Groups and individual logins.

NOTE – it is also possible to have a layout with the Accordion view and the first line of the News item. This customization is free; contact Technical Support if you wish to have your site changed to his view

Did you know... Phone App News option

The OPAS Online phone app opens to the Calendar view by default. News items are then accessed via the Phone App menu.

You can instead have the Phone App open to News items by default, and then access the Calendar via the menu. To make this change, log in to OPAS Online as the Administrator. Click the System >> System Settings menu item and scroll down to the “APP” section. Change the option and save.



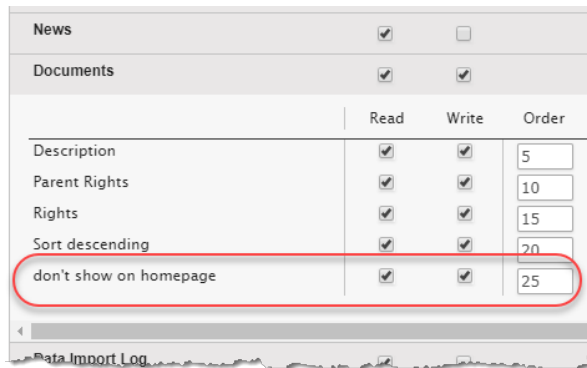
In the App, News items appear as the News Headline/Title along with the entry’s first line. There is a ‘more’ link to tap and see the rest of the News entry.

NOTE – because this is a system setting, it will affect all User Groups and individual logins.

NEW in 2.16...
 Hide Documents

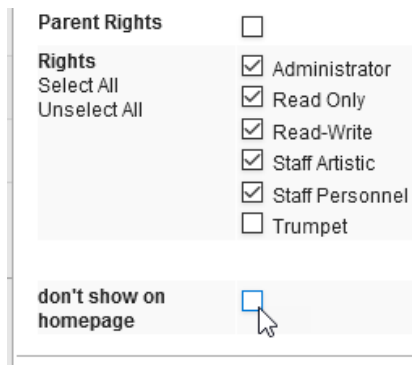
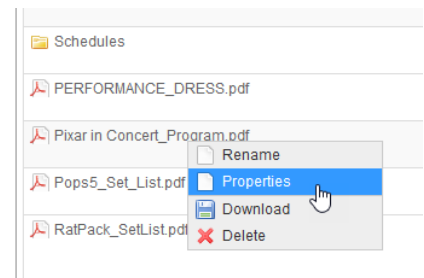
It is now possible to upload a **Document** to OPAS Online, but not have the Document appear on the Home screen or in Home screen Folders. This is used primarily for Documents that will only be used as an attachment for News items.

First, log in to OPAS Online as the Administrator. Click the System >> User Groups menu item. Give the necessary User Group(s) (any Groups that upload and manage Documents) the rights to use/see the logical field under the Documents section. You may want to make this an Administrator-only function, or Administrator + Staff:



Remember to Save this setting.

Then, for individual **Documents**, or entire Document **Folders**, right click and choose **Properties**.

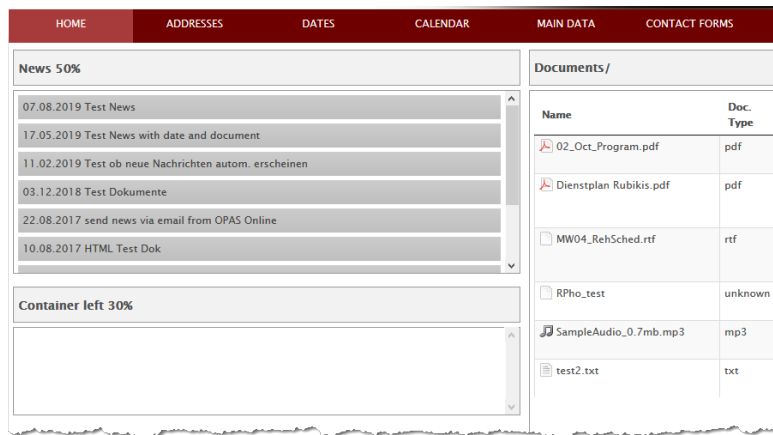


Check or uncheck the “Don’t show on Home Page” option and the Document / Folder will disappear from the Home screen. Hiding a Folder logically hides all the Documents in that Folder.

Hidden Documents and Folders can still be accessed via the System >> Documents menu item

NEW in 2.16...
 Home Screen Containers (\$)

The Home screen on your OPAS Online web site can display different ‘Containers’ for OPAS Online elements other than News and Documents. The screen shot below is a proof of concept - it shows a layout in which the left-hand side of the Home screen has the standard News items taking up the top half of the screen, and a container below it taking up 30% (the remaining 20% of the left-hand side is un-occupied).



Container settings can be restricted to only certain User Groups, and you can dictate which OPAS Online elements appear in containers. These elements are most often linked to logs and other Administrative operations.