

Lumens v8 Training Guide

Lumens v8 provides each Organization with the power to manage how they would like their site to look and feel. When combining colors, templates, and images these possibilities are endless. Lumens v8 also incorporates responsive design which automatically resizes the Lumens site to optimize it for the size of the user's screen (optimizing the use of Lumens on both a desktop and mobile devices).

This document is intended to help with the following:

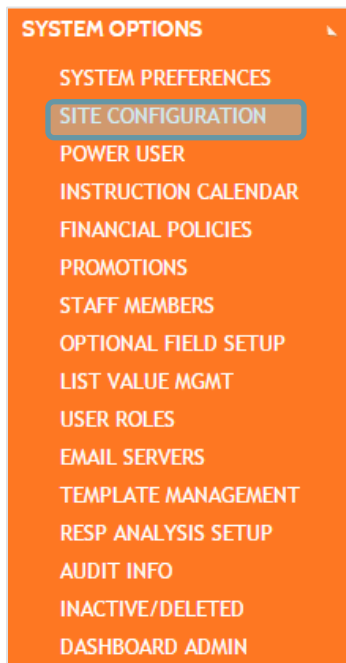
- Explain the three main layout templates from which you have to choose and the 'sub templates' from which you have to choose from for courses page, class listing page, and class information page.
- Explain the methods and steps for updating the templates.
- Provide explanations of the graphics and color selections you will need to make for your organization's Lumens site.
- Provide a list of what will and will not copy over from your Lumens v8 staging site to your Lumens v8 production site.

Templates

The first step is to select a main layout template for the site and the three subsequent page templates that are used for browsing course content.

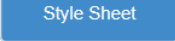
- Select the overall site template, or 'main' layout template.
- Select the Course Template, Class Listing Template and Class Information Template, or 'sub templates'.

Below are the steps to make these template selections. You will want to do this in your staging site prior to the conversion.

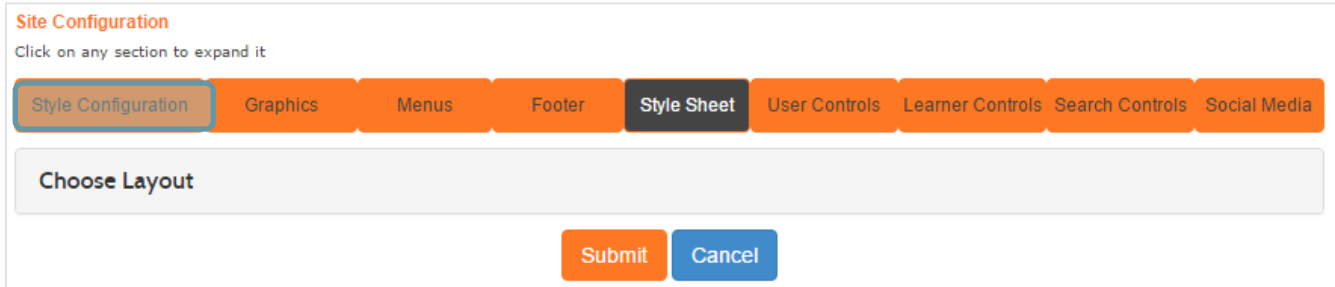


1. To make your template selections, navigate to System Options > Site Configuration. (See screenshot of partial menu bar on left here.)

2. Once the Site Configuration page loads, notice that each of the tabs contain settings for a different type of site structure or design.

3.  Click on the Style Sheet tab then click Choose Layout to select the templates for overall site design.

System Options > Site Configuration > Style Sheet



The screenshot shows the 'Site Configuration' interface. At the top, there is a navigation bar with several tabs: 'Style Configuration', 'Graphics', 'Menus', 'Footer', 'Style Sheet', 'User Controls', 'Learner Controls', 'Search Controls', and 'Social Media'. The 'Style Sheet' tab is currently selected and highlighted in a darker orange. Below the navigation bar, there is a large button labeled 'Choose Layout'. At the bottom of the interface, there are two buttons: 'Submit' (orange) and 'Cancel' (blue).

4. Once the 'Choose Layout' link is clicked the available settings and corresponding options appear. Those options that you must choose are listed in the bullets below:
- Select the predefined template of your choice.
 - Do you want to use CSS?
 - Extra CSS can be added to the site using the Extra CSS window. CSS stands for Cascading Style Sheets and is a language used for describing the look and formatting of a document written in a markup language. *Note that Augusoft does not support CSS, so if you are not familiar with using it or do not have someone on staff who is, we don't recommend you use it. It is not required for you to use Lumens v8. Also it should be noted that if Augusoft makes updates to the software, we cannot guarantee that things you modified via CSS won't be affected by a software change. We make every attempt to announce in advance when a change like this will occur, and we encourage those who are planning on using CSS to go in and review their pages and layout after an update so any CSS modifications can be made by your staff at that time.*
 - If you have a **Lumens PRO license or higher** you may choose either one of the predefined templates OR download the style sheet for a template and make customizations to it, then later upload the customized stylesheet. This should only be attempted if you are familiar with CSS, as again we do not support CSS. Augusoft recommends completing any customization in your staging site before uploading customized style sheets to your production site.
 - The Header and Footer Scripts fields allow Power Users to load scripts that will provide functionality from external providers like Type kit or Google Analytics (there is no limit to number of scripts; you should work with the 3rd Party to identify if/where scripts are needed). Augusoft does not specifically support, CSS or Header/Footer scripts.

Choose Layouts

Layout Type Predefined Customized

Choose template: Pepin Preview Download

Courses Template: Minnetonka

Class Listing Templates: Minnetonka

Class Information Template: Minnetonka

Upload Stylesheet Choose File(s) Upload File(s)
choose one or more files and then click on 'Upload File(s)' button

Header Scripts

Footer Scripts

Validate the code before adding as errors here c website functionality. The code will be placed ne in the HTML.

Validate the code before adding as errors here c website functionality. The code will be placed ne in the HTML.

Choose Layouts

Layout Type Predefined Customized

Choose Template: Pepin Preview

Courses Template: Minnetonka

Class Listing Templates: Minnetonka

Class Information Template: Minnetonka

Extra CSS: 1

Header Scripts

Footer Scripts

Validate the code before adding as errors here can affect the entire website functionality. The code will be placed near to the closing head tag in the HTML.

Validate the code before adding as errors here can affect the entire website functionality. The code will be placed near to the closing body tag in the HTML.

Submit Cancel

Predefined Templates Examples

The main layout template you select will affect some of the subsequent settings in the site configuration area. To help you make a selection of a site template, if you have not already done so, please use the example sites provided below: (These were also provided to you in the Pre-work document you may recall.)

Reminder: The pathway to make the template selections is: *System Options >Site configuration> Style Sheet.*

Choose from the three main layout templates below.

1. Pepin: <http://v8template1.augusoft.net/>
 - Basic web layout design with menus down the left side of the page

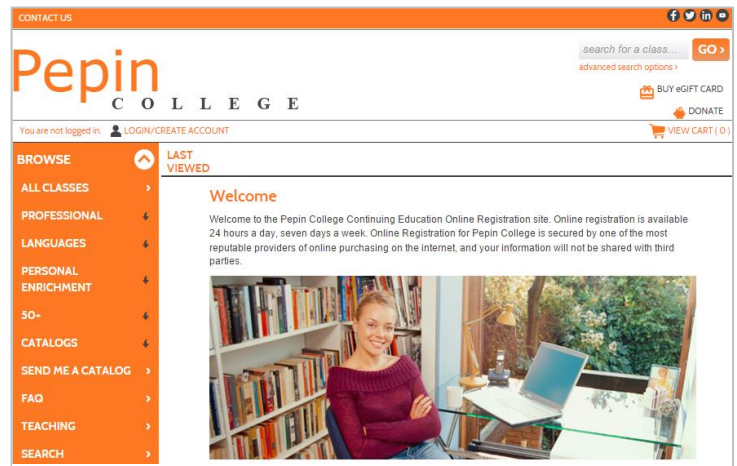


Figure 1 Pepin Example

2. Nokomis: <http://v8template2.augusoft.net/>
 - Common web layout with menus at the top of the page

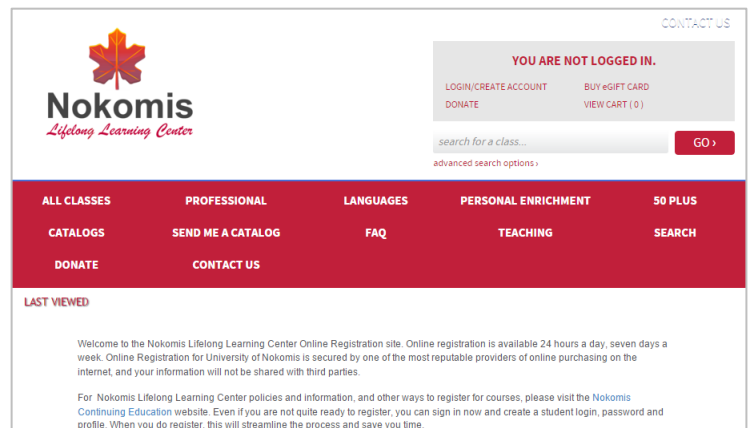


Figure 2 Nokomis Example

3. Minnetonka: <http://v8template3.augusoft.net/>
 - Common web layout with fly-out menus at the top of the page

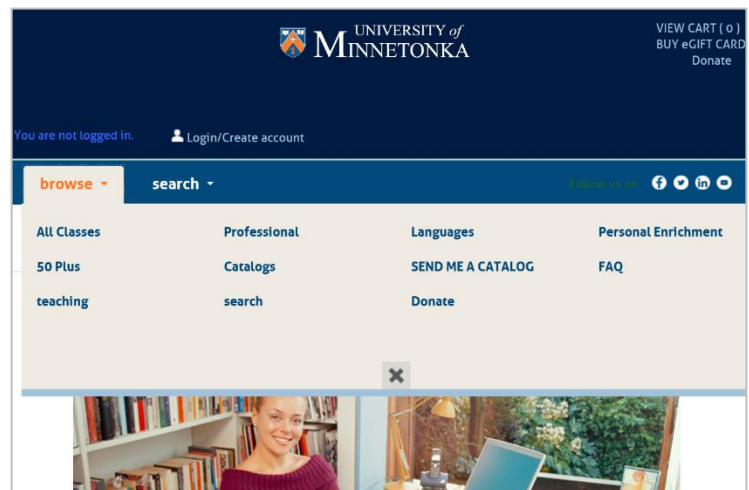


Figure 3 Minnetonka Example

Note: Though it is not a new feature to Lumens some clients during the Lumens v8 conversion elect to remove from the Category menu items, the Browse menu. However, some find that they prefer to have them listed as an additional quick link to the classes that fall under a specific category. To add or remove them you would refer to your Power User menu and/or go to Power User>General Settings>Show Categories in Menu.

Courses, Class Listing, and Class Information Templates

Within the three main layout templates there are three additional sets of templates from which you can choose. You may refer to these as 'sub templates'. Once the main layout template has been selected, make the selections for the three 'sub templates' below.

1. The Course template
2. Class Listing Template
3. Class Information Template.

Note: Each staging site has been defaulted to the predefined Pepin template for all layout templates (this template most closely resembles the current version of Lumens).

Choose Layouts

Layout Type Predefined Customized

Choose Template Pepin Preview

Courses Template Minnetonka

Class Listing Templates Minnetonka

Class Information Template Minnetonka

Extra CSS 1

Header Scripts

Footer Scripts

Submit Cancel

***A Note on Template selection:**

You are free to select any combination of the different templates. For example, you can use Pepin for the main layout template and Minnetonka for the sub templates, Courses and Class Listing templates, and then Nokomis for the class info template. Next we will explain the various templates in more detail in order to help you see the differences between the three for each template.

Figure 4 Style Sheets page

Course listing (subcategory listing) page

1. Pepin – No graphics required. Category names will list in all Caps. Subcategory names will display as entered in Course Management > Categories > Subcategories. Categories and corresponding subcategories list within containers 3 across and continue down in a grid as needed.

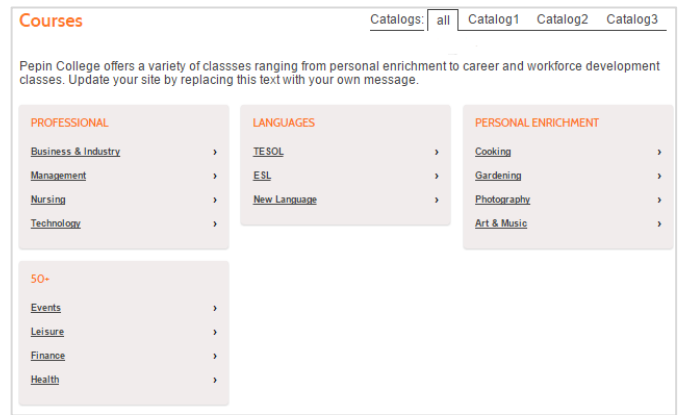


Figure 5 Example of Pepin Courses template

2. Nokomis – No graphics required. Categories list down the left side with corresponding subcategories listing just right of the category. Subcategories wrap as the screen narrows.

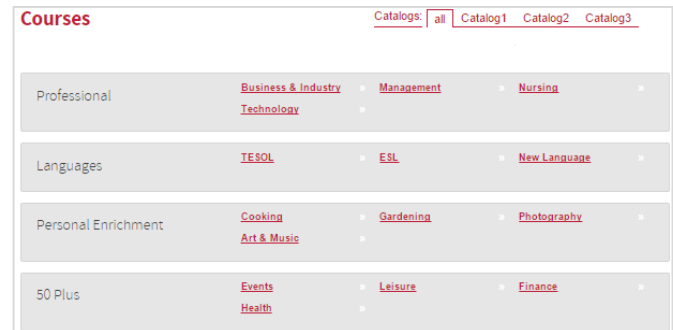


Figure 6 Example of Nokomis Courses template

3. Minnetonka – Images display for all categories and subcategories. The subcategories wrap as the screen size condenses until all subcategories condense into the category and display only when the category is chosen by clicking.

- Category: Image from Add/Edit category displayed for each category. The image must be **350X150**. Any type image will work. All Categories require an image which can be loaded in Course Mgmt. > Categories.
- Subcategory: Image from Add/Edit subcategory displayed for each subcategory. The image must be **350X150**. Any type image will work. All Subcategories require an image which can be loaded in Course Mgmt. > Categories > click on Category name > edit each Subcategory.



Figure 7 Example of Minnetonka Courses template

Class listing page

(click on a Subcategory Name from the Courses page)

1. Pepin – No graphics required. If there is a class listing icon, it will be displayed to the left of the class name. The image should be 15X15. Any type image will work. The classes are listed in a grid stacked from left to right according to how large the screen is and then down the page. (See figure 8 to right for example of how this Class listing template looks.)

System Options > Power User > Class Listing Display setting control what information displays on this page for this template.

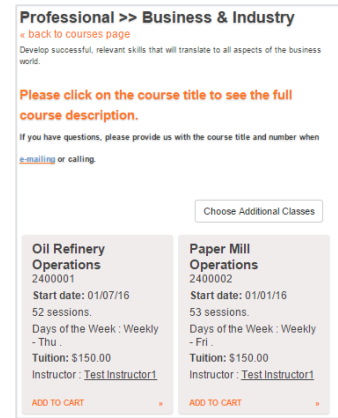


Figure 8 (above) Example of Pepin class listing page

2. Nokomis – No graphics required. If there is a class listing icon, it will be displayed to the left of the class name. The image should be 15X15. Any type image will work. (Refer to figure 9 below, right.) Classes list down the page instead of a grid. System Options > Power User > Class Listing Display setting control what information displays on this page for this sub template as well.

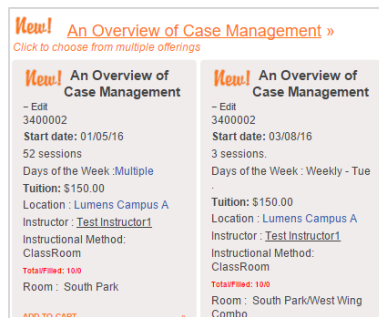


Figure 10 (above) Example of Pepin and Nokomis class listing icon

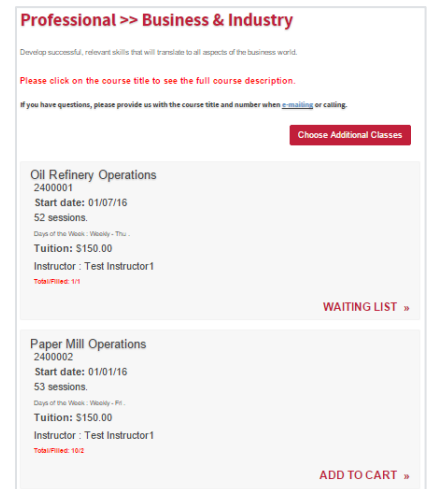


Figure 9 (above) Example of Nokomis class listing page

3. Minnetonka – Class listing icon is required and displayed. *The image must be 350X150.* Any type image will work. This sub template is offered for those who have a design and graphic team whose focus is to offer the end user a visual experience when navigating through the site. The Description is shortened here (click View More to see the rest); none of the details about the class display until they click on the Class name and go to the Class Information Page. The System Options > Power User > Class Listing Display does NOT apply at all to this particular sub template.

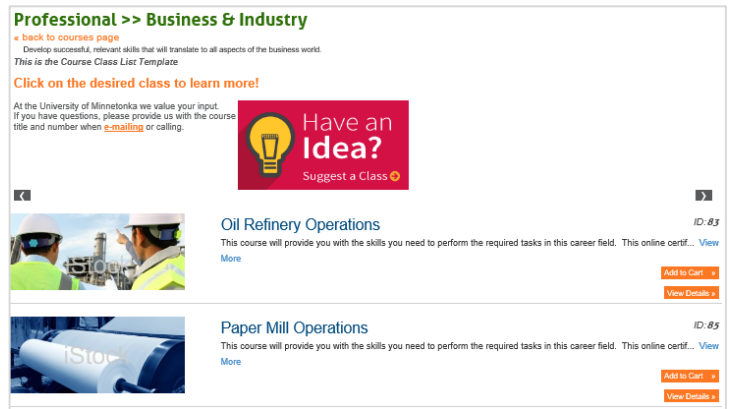


Figure 11 Example of Minnetonka class listing page with large icon



Figure 12 Loading the Class Listing Icon to a Course. This image can be loaded/edited at the Course or Class level in Course MGMT > Courses/Classes

Note: For Minnetonka Class Listing graphics, if Staff upload a Class Listing Icon to the Class, it will display on the Class Listing page. If there is not a Class Listing Icon on the Class, but there is a Course Graphic, the Course Graphic will display on the Class Listing page. If there is neither a Class Listing Icon nor a Course Graphic, but there is a Subcategory Graphic, the Subcategory Graphic will display on the Class Listing page. If there is not a Class Listing Icon, a Course Graphic, or a Subcategory Graphic, but there is a Category Graphic, then the Category Graphic will display on the Class Listing page.

Category Graphic (Add/Edit Category)	Yes	Yes	Yes	Yes
Subcategory Graphic (Add/Edit Subcategory)	No	Yes	Yes	Yes
Course Graphic (Add/Edit Course)	No	No	Yes	Yes
Class Listing Icon (Add/Edit Class)	No	No	No	Yes
What displays as the Listing Icon on the Class Listing Page?	Category Graphic	Subcategory Graphic	Course Graphic	Class Listing Icon

Tip: A common question we receive is how to update what fields are displayed on the class listing page. This is not a setup that is controlled within the Site Configuration, so for those changes please refer to your Power User Training manual or go to Menu>System Options>Power Users>Class Listing Display Settings.

Class Information Page

Class Information (Class Details) – All Templates

The Class Graphic is **optional** to upload at the Class. Staff can upload a Class Graphic to each individual class (or is present when the class is cloned). The Class Graphic does not carry over from the Course when a new class is added.

If a Class Graphic is present on the class it will display on the Class Information (Class Details) page. If there is **not** a Class Graphic uploaded to the class, but there is a Course Graphic, the Course Graphic will display on the Class Information page. **For the Pepin and Nokomis templates**, if there is neither a Class nor a Course Graphic, there will be no graphic on the Class Information page. **For the Minnetonka template**, if there is neither a Class nor a Course graphic, the Subcategory Graphic will display. (If there is not a Subcategory Graphic, the Category Graphic will display.)

Category Graphic (Add/Edit Category)	Yes	Yes	Yes	Yes	Yes
Subcategory Graphic (Add/Edit Subcategory)	No	Yes	Yes	Yes	Yes
Course Graphic (Add/Edit Course)	No	No	Yes	No	Yes
Class Graphic (Add/Edit Class)	No	No	No	Yes	Yes
What displays on Class Information?					
Pepin & Nokomis	No Graphic	No Graphic	Course Graphic	Class Graphic	Class Graphic
Minnetonka	Category Graphic	Subcategory Graphic			

Oil Refinery Operations
ID: 100

Social media icons appear only on live sites.

Class Details
52 Sessions
Weekly - Thu
Location
TBD
Instructor
Test Instructor
Tuition: \$150.00
Registration Closes On
Thursday, December 28, 2017 @ 12:00 AM

Add To Cart »
Send to Friend »
Checkout »

Schedule Information

Date(s)	Class Days	Times	Location	Instructor(s)
1/5/2017 - 12/28/2017	Weekly - Thu	10:00 AM - 12:00 PM	TBD	Test Instructor

Recommended Classes
Basic Gardening - An Overview of Project Management...
Paper Mill Operations - More recommendations

Figure 14 (above) Example of the Pepin Class Information template

Pepin – If there is a course graphic, it will be displayed to the left of the class description- this is loaded on the Course (see Figure 14). The class details display to the right of any image/description. The Add to Cart section displays below.

Add Graphic No file chosen
Use jpg, gif, png file format, recommend max 50KB

Add Listing Icon No file chosen
Recommend approx. 15x15 png file format, <30KB

Listing Icon Alt Descr. [Remove Photo](#)

Figure 13 (above) Loading the Course Graphic to a Course. This image can be loaded/edited at the Course level in Course MGMT > Courses/Classes for all sub templates. **It will flow to all classes.**

Nokomis – If there is a course graphic, it will be displayed to the left of the class description. The class details display to the right and below of any image/description. The Add to Cart section displays to the right.

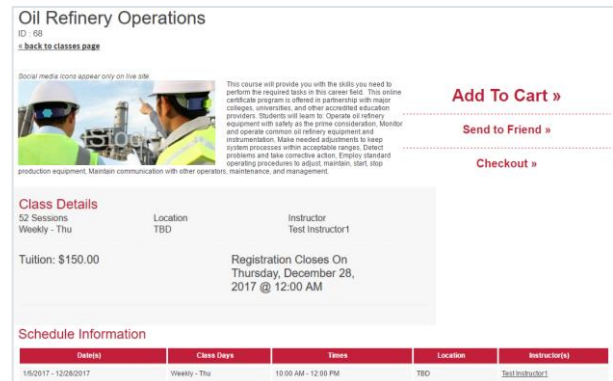


Figure 15 (above) Example of the Nokomis Class Information template

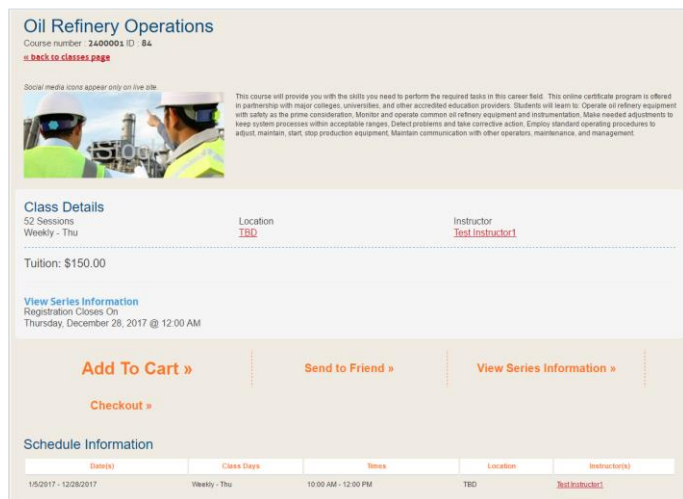


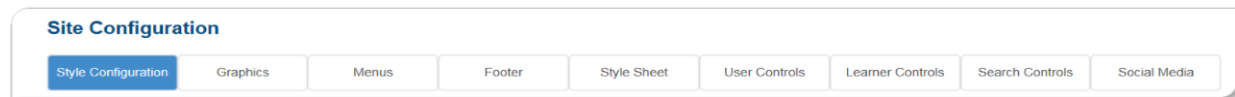
Figure 16 (above) Example of Minnetonka class information page

Minnetonka –Graphics display at the top to the left of the class description. Class details display below, followed by the Add To Cart options.

Note: Course graphics and icons are required if you select Minnetonka as the template for the Courses page or class listing page. If there is no class listing icon for a class, Lumens will use the course graphic on the course. If the Course does not have a course graphic, Lumens will use the graphic on the assigned sub category. If there is no graphic on the sub category, Lumens will take the graphic from category. This process of graphics flowing downward will allow users to edit courses and classes without needing to constantly load graphics or icons when Minnetonka is the template selected for the Courses or class listing templates (where images are required).

Colors Selection

System Options > Site Configuration > Style Configuration



Style Configuration

Style Configuration houses all the color and text fields for managing your links and controls around the site. Each section gives individual options, providing the flexibility to personalize each. Each template is loaded with default colors. If you are an existing customer your color settings will be mapped into Lumens v8 when you are upgraded.

Note: Where light colors or dark colors are used, consider how colors work together when making adjustments. This may affect the readability of site content.

Choose a common font/s

Browsers only recognize fonts that are installed on a user's machine. In order to guarantee that the Lumens site is readable by the greatest number of users, you will need to specify common fonts in the font fields. For a list of the most common browser fonts, see: <http://www.ampsoft.net/webdesign-1/WindowsMacFonts.html>

The styles that are represented in the Style Configuration area have been carefully chosen to offer the maximum flexibility with the least disruption to site function.

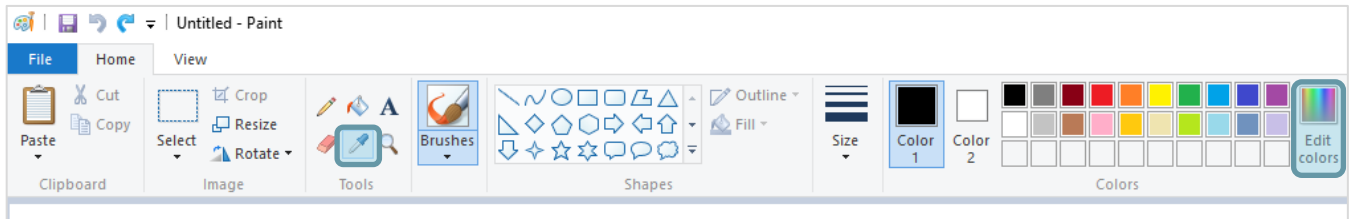
Define Website Colors

Setting	Value	Action
Header Font	Arial	Explain
Header color	#fe7722	Explain
Header Background Color	#ffffff	Explain
Header Font Size(pixels)	18	Explain
Header Font Style	Normal (selected), Italic	Explain
Col Head text color	#fe7722	Explain
Col Head Font Style	Normal (selected), Italic	Explain
Col Head background color	#ffffff	Explain
Blue text color	#01519a	Explain
Underline font size(pixels)	16	Explain

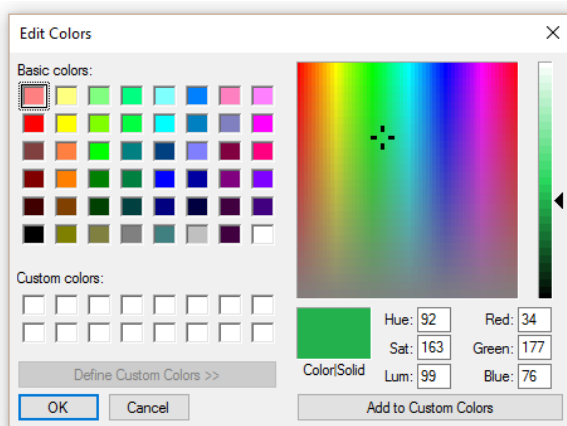
Once the color code is entered a preview square next to the text field should display the color corresponding to the code entered.

All color fields in Lumens accept values in hexadecimal (which uses numbers 0-9, as well as letters A–F). There are also 16 color names that can be typed directly into this area and are recognized by all browsers. This webpage lists the acceptable color name values: <http://www.december.com/html/spec/color16.html>

* If you have a color that you want to display that is not part of the 16 color names, you will need to find the 6-character hexadecimal code for the color. If you have access to a graphics program, like 'Color Picker' or 'Gimp' for example, most likely it will provide a hexadecimal value for any color you have in the palette. If you do not have a graphics tool, simple programs like Paint have the ability to grab the RGB value which can then be converted to the hexadecimal code using websites.

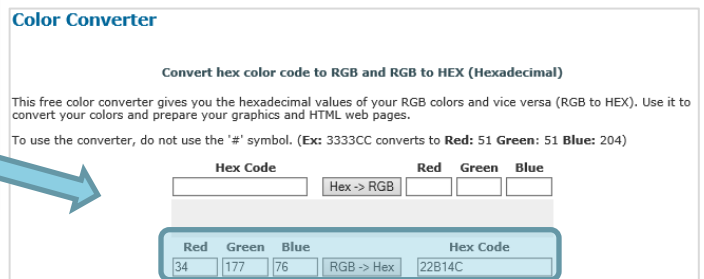


In Paint the eye dropper tool grabs the color from the image you want to use as a base for the color. Once you have identified the color you would like to use within an existing image, open the image which contains the color needed. After selecting the eyedropper tool in Paint, click on the color you need to grab. Then click edit colors.




Take the RGB codes and put them into any color converter tool found on the web to get the hexadecimal code to enter into Lumens.

A simple web search for "hex code converter" provided this example tool



For more details see the Training Supplement which contains visuals to assist in understanding where each of these selections apply/display (shown here).



Lumens v8 Training Supplement

Lumens v8 gives you the power to manage how you would like your site to look and feel. When combining colors, templates, and images these possibilities are endless. As a supplement to your Lumens v8 training, this document will provide an overview of each template's settings and what they control, and the banner and graphics specifications.

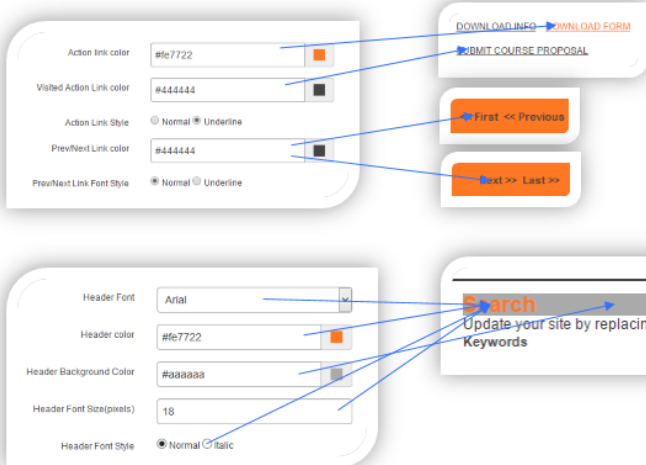
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Social Media	
Graphics – All Templates	
Primary Graphics	

Pepin
See v8template1.augusoft.net for an example of the Pepin template. Note: The colors used in the Style Configuration section of this document are to show contrast and may not match v8template1.augusoft.net.

Style Configuration

Links

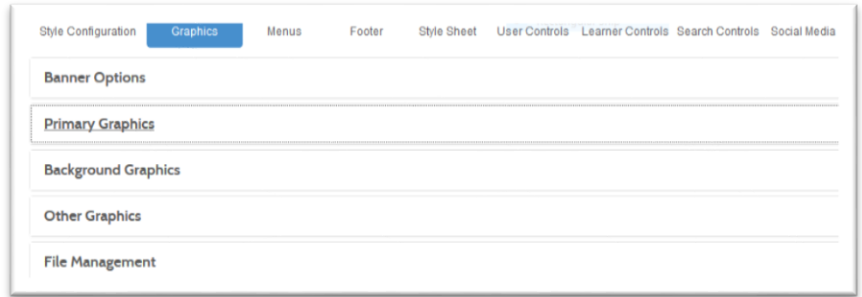


General

Note: Any changes to templates submitted on the Style Sheet page will require the Style Configuration colors and choices to be re-submitted. The color and font selections will remain as entered on the Style Configuration page, but will not display on the site until the Style Configuration has had the submit button clicked. If a change is made on the Style Sheet screen, go directly to the Style Configuration screen and click submit – otherwise your color and style choices will not display correctly.

Graphics Selections

System Options > Site Configuration > Graphics



Within the **Graphics** section you will be able to manage all the different images that will display in Lumens. Customizing the graphics provides a unique look and style to your site with ease. You are responsible for designing and loading the graphics for your site. For your convenience we have graphics preloaded to your site for the view cart, buy eGift card, and last viewed icons to name just a few. All of these can be edited and/or replaced at your discretion in the Graphics section of Site Configuration.

The following are the graphics that you can tailor to your Lumens website. **Note that the graphics under Site Configuration will carry over from the staging site to Production site upon conversion.** So it would be beneficial for you to have all of these graphics loaded onto your staging site prior to your production site going live with Lumens v8. That way they will be there already and everything will display the correct graphic from the first day you are live with Lumens v8.

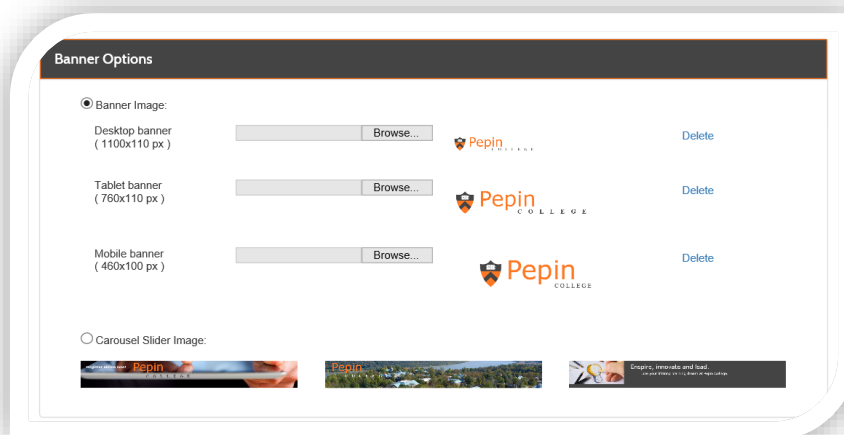
Banner Options

Banners / Logos

A banner and/or logo allows you to personalize the site for your school and appears at the top of every page in Lumens. There are multiple ways to create a Banner and/or Logo for your site. The main template layout you select will determine which options are available to you. These options are described individually to assist in making a decision for your site needs.

Image or Carousel Banners – Pepin Only

One of the differences you will notice between Pepin and the other two main template options (i.e., Nokomis and Minnetonka) is the Banners Options section (System Options>Site Configuration>Graphics>Banner Options). In Pepin, you have the option for static image or a carousel image in your banner. You will need to choose between the stationary banner (i.e., Banner Image) or the Carousel Slider Image option. Pepin is the only main template that allows for a carousel option. A Carousel Slider image will transition among the multiple images you load rather than use a static/single banner image.



Banner images generally are created by a school's graphic/design department and need to be sized accordingly. Customers that use the banners many times will also incorporate a logo to provide users a quick link to the Lumens home page or another URL like your institution's home page. (Note: this would be a page you would consider a "Home" page for your guests, learners, and users.) To accomplish this banner with logo, you will design your banner/s with an allotted space to accommodate a logo.

The exact height and width of the image to be uploaded can vary depending on the target device groups. Depending on the image (i.e., contents of the image) being uploaded the below sizes will need to be adjusted. The widths indicate approximate breakpoints (after margins and paddings of the containing elements of the banner) of the site; i.e. at what widths the image will change.

	Total Width	Height of Image	Height of Canvas
Mobile	310 - 460px	100px	170px
Tablet	461 - 790px	110px	140px
Desktop	791 - 1110px	110px	140px

In the chart above, a width of 460px means 460 pixels will be the maximum available width of the banner before you reach a breakpoint at which point the device is no longer recognized as a mobile device but instead as a tablet. When this breakpoint is met, Lumens will show the image for the tablet. The minimum target width is set as 310 pixels for mobile devices; Lumens does not target mobile devices which go below that width.

A height of 100px means 100 pixels is the maximum available display region where the contents of the image will show without being hidden under something else. The total height of the banner remains 170 pixels for the mobile device; therefore, the 70 pixels at the bottom can be either white, transparent, or the same color as rest of the banner but will be hidden from view.

Tip: you may want to use a different image for the tablet and mobile devices as their screens are much smaller and may lose a lot of the details in the image at their viewing size.



Figure 17 (left) Example of a Banner image that did not have the correct canvas size with a buffer for the display size - part of the image was then covered by the bar containing links.

If you use these sizing guidelines and your image still doesn't look right, please contact your conversion contact and they can help assess if this is something your staff needs to adjust due to sizing error or if it is a rare occurrence that needs tweaking on Augusoft's side. During the initial upload there may be a need to have CSS code added by Augusoft to your staging site based on the content of the image. This is not uncommon and your conversion contact will help you determine if it is something that can be resolved by resizing your image or if our team needs to assist to provide specific changes to accommodate your image.

Note: The banner section requires that you have an image uploaded for all three sections to be sure that you have the correct size depending how a user is viewing your site - desktop, tablet and mobile. If you are not going to use the banner, then you will want to delete the image(s). This is also true for logos which are referred to in the Logos section.

Reminder: The Nokomis and Minnetonka main layout templates do not have access to Banner Options (i.e., Image or Carousel Slider Image Banners).

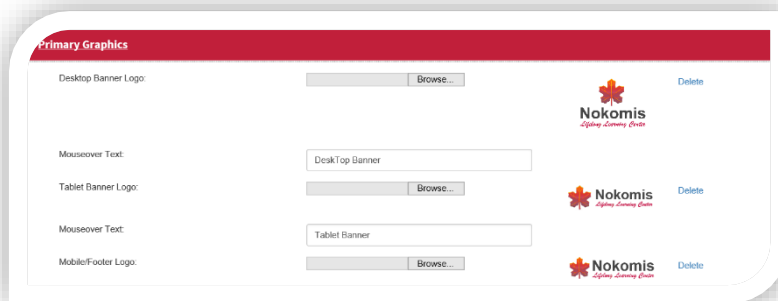
Color Banners

For all three main layout templates, if you prefer to use a solid color as the background, you control the color of the banner's background through System Options > Site Configuration > Style Configuration > Header > Banner Color. For Pepin, to use a solid color background, be sure to select the Banner Image radio button but do not upload any files.

Logos

All main layout templates have an option under the Primary Graphics section to load a logo for Desktop, Tablet and Mobile devices. Logos, unlike banners, automatically serve as a link for users to get back to your Lumens home page or another URL like your institution's home page. (Note: this would be a page you would consider a "Home" page for your guests, learners, and users.)

Examples: Many customers using Pepin as their main layout template have found that they can utilize both the logo and the image or carousel banner. They are layering the two in order to have the look of the banners with the functionality of the home page link from the logo.



Reminder: For all three main layout templates, you may prefer to use a solid color banner with your logo. If this is the case, you control the color of the banner's background through System Options > Site Configuration > Style Configuration > Header > Banner Color. For Pepin, to use a solid color background, be sure to select the Banner Image radio button but do not upload any files.

Primary Graphics – System Options>Site Configuration>Graphics > Primary Graphics

Nokomis and Minnetonka site templates do not have a Banner image area because they do not have the Image or Carousel Slider Image option. The Graphics area begins with the Primary Graphics section. Here there is a logo image loaded for desktop, tablet, and mobile device screen sizes instead of a Banner. This image appears at the top of the page and will overlay on top of whatever color selection is made for the Header Background Color area. If you prefer a background color to display as a solid color you will need to do the following: Select Banner Image radio button, and do NOT upload any files. The color is then selected via System Options > Site Config > Style Config > Header > Banner Color. For more info on where other graphics and colors display, please reference the Training Supplement Document.

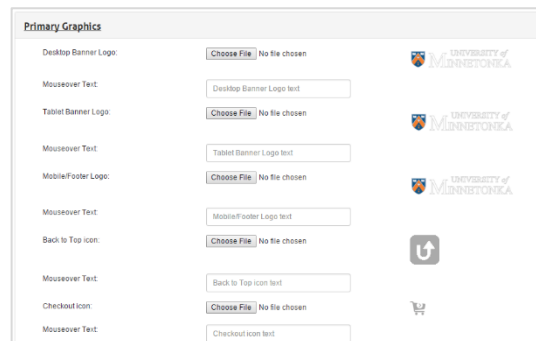


Figure 18 (above) Example of 'reverse out' image for the Logos in Minnetonka. This type of image will float over whatever color is selected for the Header Background Color

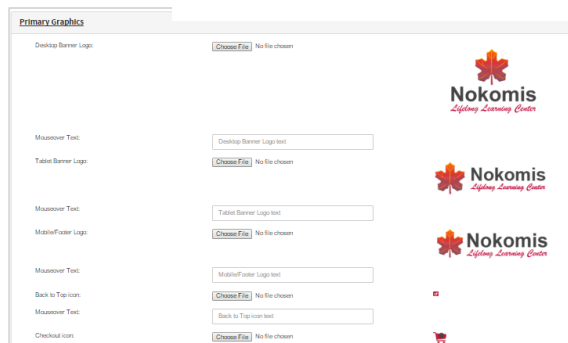


Figure 19 (above) Example of Logos in Nokomis

Background Graphics (Only available for Pepin template)

With the Pepin main layout template the Banner and Carousel Slider images enhance the look of your site to the viewers. Adding the Background Graphics provides an additional visual layer of graphics to the Pepin template when used in a combined approach. These graphics are an image that gets repeated to create a “wallpaper” effect. Account Repeat, Footer/Pre-Footer Repeat, Header Repeat and Header Gradient are the locations that offer Background Graphics.

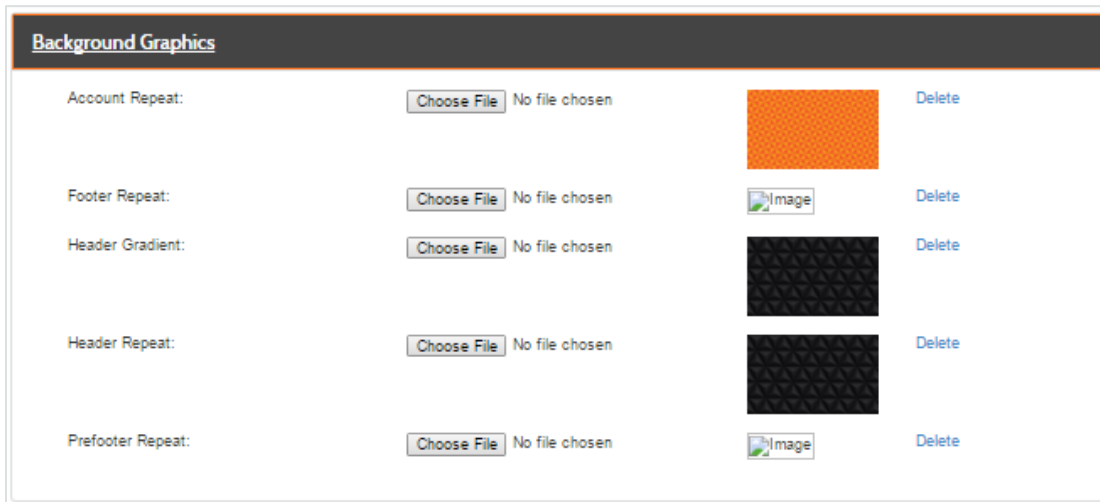


Figure 20 Example of background graphics loaded into Pepin template

To use background graphics, load any image that you would like to repeat across the background of the site. Certain types of images work better as a repeat than others. Be sure to test the upload of any image your organization would like to use in your staging site prior to implementing its use in production to ensure it does not impede functionality of the site.



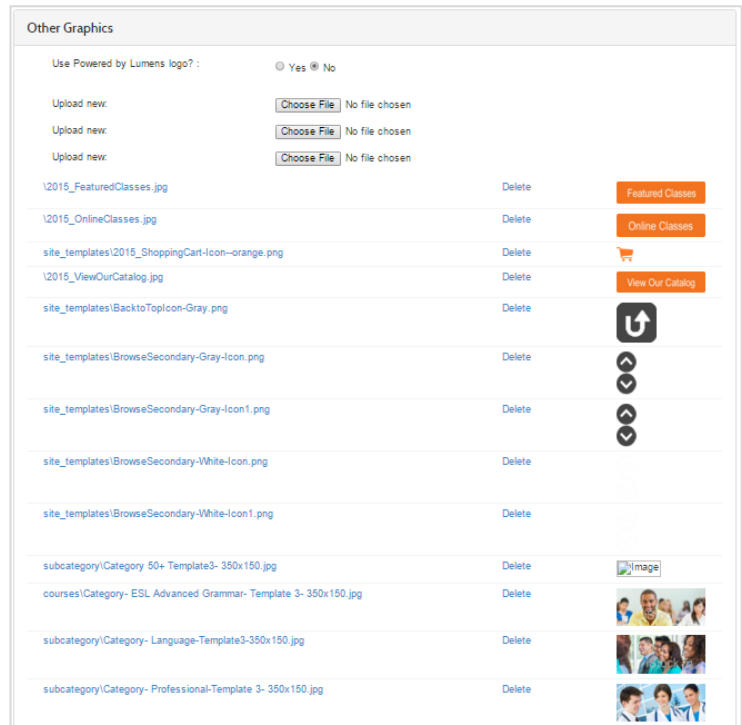
Figure 21 Example of how/where the Background graphics loaded in Pepin (in figure 21) display in the Pepin template

Other Graphics

In the Other Graphics area, any image that is stored on the server is listed including instructor profile pictures, location images, class and course images as well as certain buttons displayed in the site.

Any other graphics that need to be loaded to the server can be loaded using the 'Upload' new area.

This is a good place to load any logos that are needed for use in the Document Editor if your organization uses the tool since the images cannot be added to the server from inside that tool.



File Management

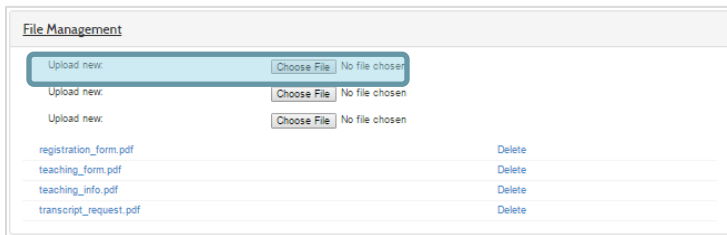


Figure 22 Example of File Management section where users can load and manage pdf documents

Load any pdf documents that may be needed throughout the site.

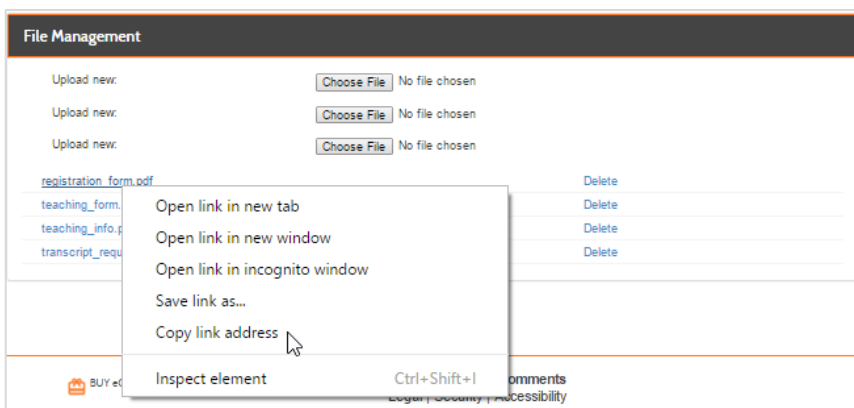
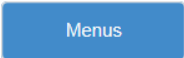


Figure 23 Example of right click in Chrome to copy a pdf URL so it can be linked to around the site (or in class comments).

To get the URL for a pdf so you can link to it from pages around the site, right click on the file name and copy the link address (this depends on the browser; Chrome works this way while some only display the URL when hovering over the link – like Firefox).

Menus

System Options > Site Configuration > Menus



Menus area allows you to setup what menu items the users in your system will have access to depending on their Role. There are two sections that you will need to review and manage under the Menus tab. **Build Public Menu Structures** is the first section and houses the Guest (or public view), Learner, Member, Household, Instructor and Company User menus. You will control which menus appear to each user type and can choose to use a two-level setup for menus (e.g., for a Learner, you may wish to have a 'Contact Us' page show as a submenu of the 'Learner Welcome'). The second section **All Menu Items** is where you will manage all the menus for every role in the system including the Admins and Staff.

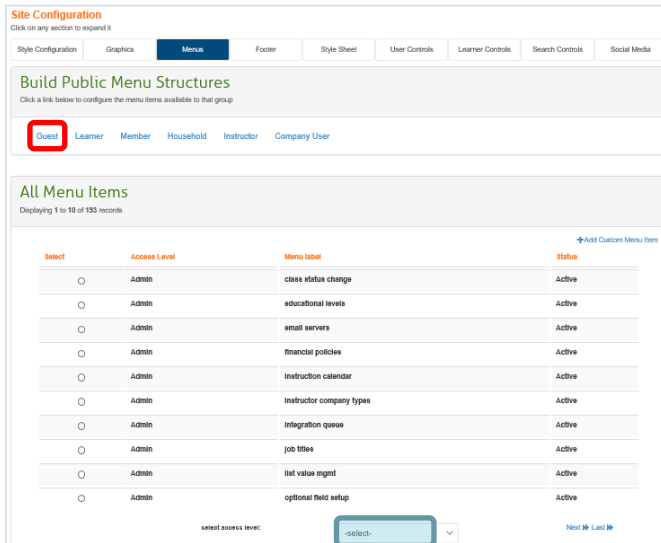


Figure 24 Build Menu

First click on the Build Public Menu Structures option then click on Guest as shown in Figure 24. Once you open the Guest menu, click on the available menu items on the right to drag and drop them into the trash icon to remove from view to the [Guest]. Menu items then appear in black text to the left.

Click on an item and change the level to make them primary vs. submenu items. This can be done for all public views for the different user types in the system.

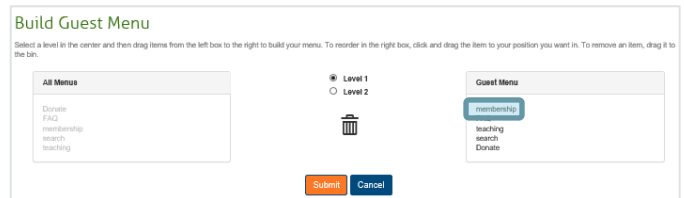


Figure 25 Editing the Guest menu items

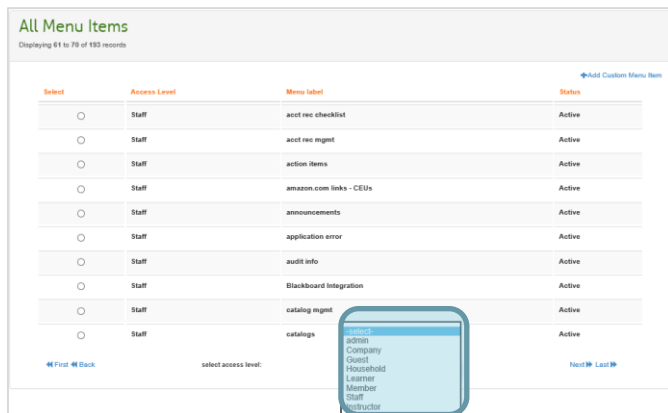


Figure 26 All Menu Items area allows for removal or addition of menu items in the system

Open the All Menu Items area. Items are listed in alphabetical order. The menu item can be deleted or edited. Select the user type from the "select access level" menu or choose to add a custom menu item as shown in Figure 26.

Tip: Use the search to quickly find a specific menu item.

Inactivate a menu item. For example: If you would like to stop displaying the menu item of credit memo templates to any staff member because this functionality is not used by your organization, choose the inactivate option.

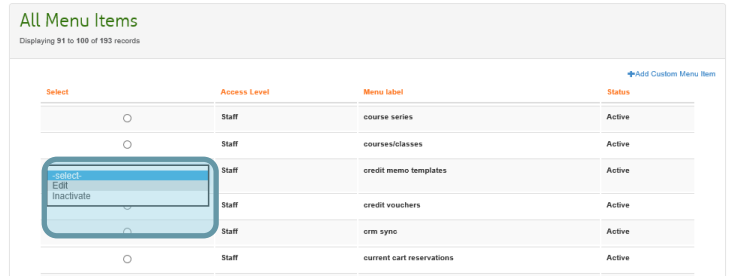


Figure 27 Menu Items select menu - edit (or inactivate) menu items

Edit a menu item. For Example: If you would like to change the label for Donate to Donation then select Edit from the dropdown menu in front of the menu item. You can also choose to display a short cut link at the top or bottom of the page (Display in Top Nav Bar/Display in Footer Bar). Choose to default to collapsed/expanded in the menu (see Figure 28).

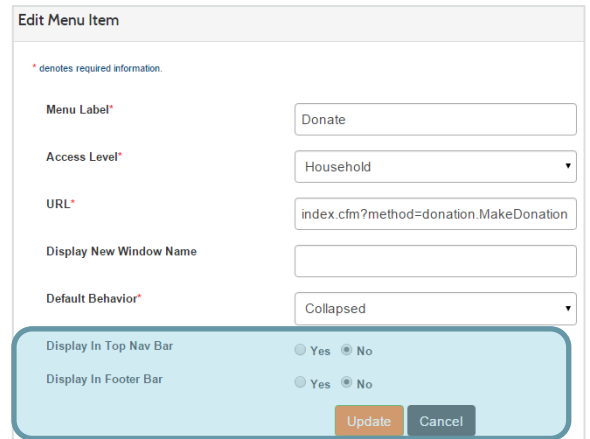


Figure 28 Highlighted values should not be changed upon edit of a menu item

Add a menu item. For example Home used to be a link on the Banner image, but now if you want to give the ability to navigate to the Home page you will need to add a link to the Menu.

Note: If you choose to edit or add a menu item use caution when changing or making selections as this can impact system functionality.

System Options > Site Configuration > Footer

Footer

Footer

Site Configuration
Click on any section to expand it

Style Configuration | Graphics | Menus | Footer | Style Sheet | **User Controls** | Learner Controls | Search Controls | Social Media

Text Box

BackGround Color: #ffffff

Text Font Color: #444444

Border Color: #aaaaaa

Padding: 6

Sample Text

Select Box

Text Area

Buttons

Tabs

Submit Cancel

Style Configuration | Graphics | Menus | **Footer** | Style Sheet | User Controls | Learner Controls | Search Controls | Social Media

Pre Footer

PREFOOTER: Website Comments
Legal | Security | Accessibility

Footer

Branding Footer

Submit Cancel

The footer used to be a text only field found in System Options > System Preferences - creating links required manual HTML formatting of the field. This option has been moved to the Site Configuration area and has multiple sections available. Use the HTML editors in each section to add formatted content, links, and images to the footer area.

The **Footer** section was designed to give flexibility to manage changes each month, quarterly or yearly depending on what information and data you want to provide users. This content could change regularly to add interest to the site.

The **Branding Footer** gives schools the ability to brand their Lumens site with any state requirements needed.

Pepin and Nokomis Templates also have a third, **Pre-Footer** area. This displays as shown in Figure below.



User Controls

System Options > Site Configuration > User Controls

User Controls

The **User Controls** area gives customers creative freedom to manage how each **Text Box**, **Select Box**, **Text Area**, **Buttons** and **Tabs** will look in Lumens. Each section has a sample area, so that customers can preview different options before committing to the changes.

Text Box: Change the border color of text boxes and the color of the text when typed within any text box in the site.

Padding is the buffer above and below the text being entered – around the text inside of the text box.

Use the Sample to guide your choices.

The **Select Box** area is used to define similar elements as the Text Box section but is specific to fields that require a single option selected from a finite list.

Text Area is for larger text content.

The image shows two overlapping configuration panels. The top panel is titled "Select Box" and includes fields for Background Color (hex #ffffff), Text Color (hex #444444), Border Color (hex #aaaaaa), and a preview box containing "Sample Text". The bottom panel is titled "Text Area" and includes fields for Background Color (hex #ffffff), Text Font Color (hex #444444), Border Color (hex #aaaaaa), and a preview box containing "Sample Text".

The "Buttons" configuration panel shows options for "Submit Button", "Default Button", and "Cancel Button". It includes fields for Background Color (hex #fe7722), Border size (value 1), Border Color (hex #fe7722), Font Color (hex #ffffff), Button text capitalization (dropdown set to "capitalize"), and Button font size (pixels). A preview shows a "Submit Button" with the specified styling.

Buttons area controls the look and color of the buttons around the site. Here you can control the font, font color and button color. The cancel button always defaults to grey so that the Submit and Cancel button are distinct from one another.

In all sections utilize the preview to ensure usability of the selections made.

The "Tabs" configuration panel includes fields for Background Color (hex #fe7722), Font Color (hex #444444), Border Color (hex #fe7722), Active tab background color (hex #444444), and Active tab Font color (hex #ffffff). A preview shows three tabs: "Home", "Profile", and "Messages", with "Home" being the active tab. Below the panel are "Submit" and "Cancel" buttons.

The **Tabs** section helps to control the user control tabs that appear around the site for staff, learners, companies etc. The tab color and text color can be established here.

Tip: You want to ensure a proper contrast between the Background color and the Font color. The same caution holds for the Active tab Background color and Active tab Font color. If there is not proper contrast then the font will be difficult to read.

Learner Controls

System Options > Site Configuration > Learner Controls

Learner Controls

When adding a student, the process can be broken into multiple steps. Completion of the first step will unlock the subsequent steps in the profile.

Add Student
Update your site by replacing this text with your own message.
*denotes required information.

STEP-1 | STEP-2 | STEP-3

Username* Username: minimum 6 characters

Registration Hold Hold Start Date

Student does not have an email address

E-mail* [Privacy Policy](#)

Identity Verification Question None specified

Identity Verification Answer

First name*

Last name*

Company None specified

Internal Comments

Continue>> Cancel

Learner Controls help you manage the order of the fields for each Step when creating a Learner Profile. Here customers also have the option to select how many phone numbers they want to capture for Learners.

Click a profile field or group of fields (in the case of the Login Group). Then drag the value to the order in which they should appear when a learner is creating a profile. Move values from one step to another. The numbers in front of the value will remain what they were when this area was accessed until the submit button is chosen – then the values refresh to numerical order for the current choices.

Tip: Be careful to place the values in a logical order.

If your organization uses customizations for state reporting then the state reporting values will be their own separate group.

If your organization needs to collect more than one phone number then the number of phone numbers collected can be specified.

Note (This is for customers with Optional/custom fields available):

(O) Means this is an optional field activated in System Options > Optional Filed Setup

(C) Means this is an custom field created and active in System Options > Optional Filed Setup > Custom Fields

Click and drag field items up or down to the order you wish them to appear on screen. This will dictate the order for all learner type screens. If a field is not typically displayed on a screen the item will be ignored and the next displayable field will appear when the screen is rendered.

Learner Fields

Phone Numbers to Capture: 1

Step-1

- 1 Login Group
- 2 Purchase Membership?
- 3 First Name
- 4 Last Name
- 5 Company
- 6 Internal Comments

Step-2

- 7 Address Group
- 8 Phone Group

Step-3

- 9 Mail Preference
- 10 (O) E-mail Preference
- 11 (O) Birthdate
- 12 (O) Gender
- 13 Middle Name
- 14 Maiden Name
- 15 (O) ...

Submit Cancel

Search Controls

System Options > Site Configuration > Search Controls

Search Controls

Search Controls allows customers to decide what fields they want their users to be able to select from under the Advanced Search. The order that the fields are displayed can be managed in the search controls as well.

Click and drag field items from the left box to the right box to select the fields to appear on the Advanced Search screen. To remove a field, drag it from the right box to the left box. In the right box, drag them up or down to the order you wish them to appear on the screen.

Search Fields Available

- Classes Starting on or after
- Classes Starting on or before
- Instructor
- Course Name**
- Keywords
- Course Number
- Class ID
- City
- Location
- Class StartTime
- Class EndTime
- ClassType

Search Fields Selected/Order

- Keywords
- ClassType
- Classes Starting on or after
- Classes Starting on or before
- Instructor
- Location
- Course Number

Submit Cancel

To remove a value from display click and drag to the trash icon.

To add values click on the name in the list of available fields and drag to the Fields selected list.

Then to rearrange the order click and drag within the Search Fields Selected/Order menu.

As always, don't forget to hit submit to save the changes made.

Where the advanced search option appears varies depending on the site template chosen for your site.

Here is where the link displays in the Pepin site: (see below)

Once the advanced search link is clicked, site visitors will see the options selected in the Search controls area to complete a search for available classes set to display to the public.

Search

Update your site by replacing this text with your own message.

Keywords

Separate words with spaces, place "around phrases"

Class type

Classes starting on or after

Classes starting on or before

Instructor

Location

Course number

Go





Social Media

System Options > Site Configuration > Social Media

Social Media

Social Media like Facebook®, LinkedIn® and Twitter® are a few ways you can help promote your school. This section is where you manage all your social media icons, URL's and order. You can add as many sites to your list as needed.

Add the social media sites to display + Add New











Name	URL	Image Text	Order	Icons	Actions
Facebook	https://www.faci	Facebook	1		<input type="text" value="Browse..."/> ✕
Twitter	https://twitter.co	Twitter	2		<input type="text" value="Browse..."/> ✕
LinkedIn	https://www.link	LinkedIn	3		<input type="text" value="Browse..."/> ✕
Utube	https://www.you	YouTube	4		<input type="text" value="Browse..."/> ✕













































Footer Social Media Text













































There is also an option to provide **Footer Social Media Text** to add another personal layer for your school.













































Add the social media sites to display + Add New













































Footer Social Media Text

Source          

B I U S x₂ xⁿ I_x                                            

Styles - Format - Font - Size -                                            

More at augusoft.net

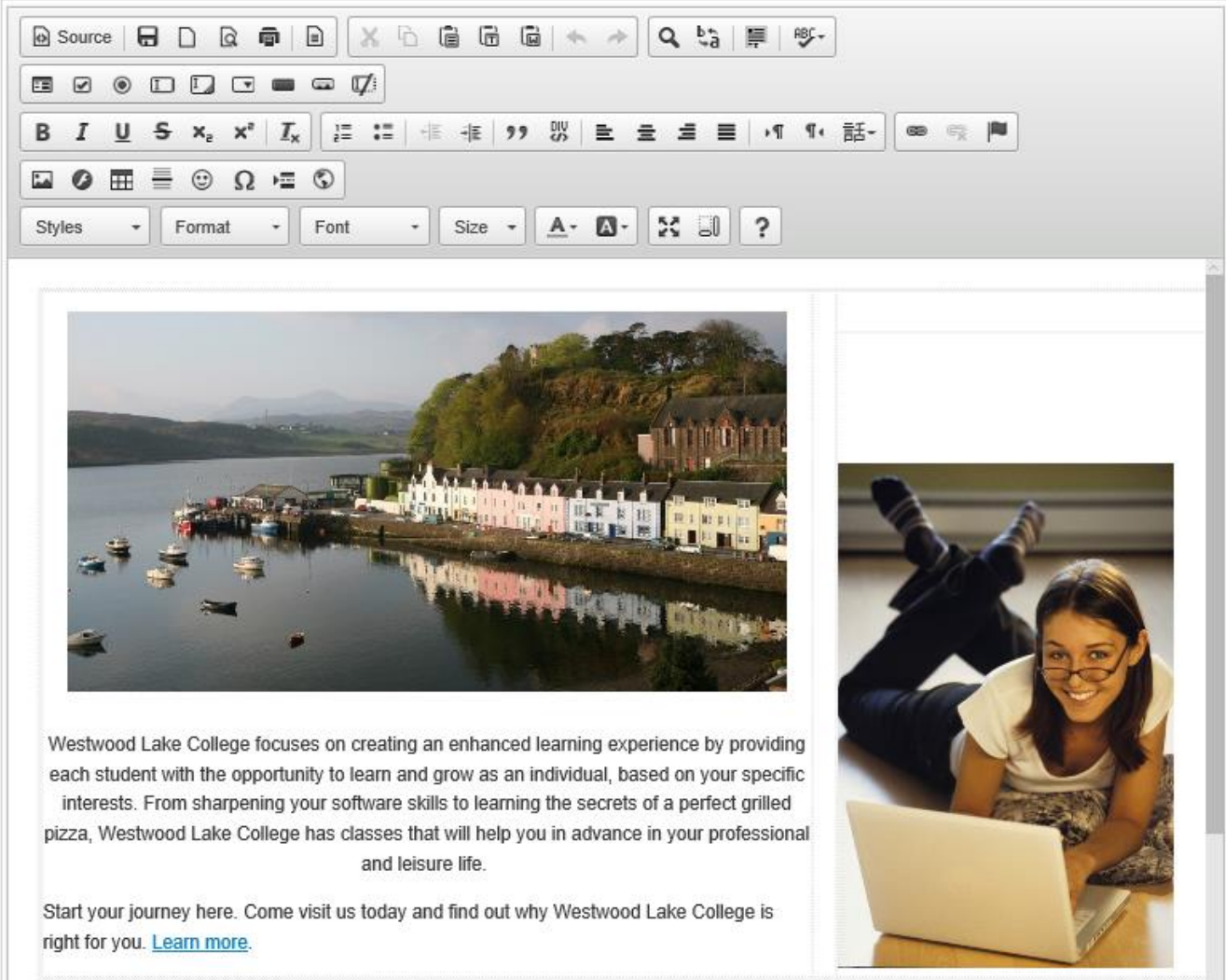
Submit Cancel

Template Management

System Options > Template Management

There are certain changes that you will want to make to any of the web page templates around your site.

1. First, check to ensure that any tables that might be created in your home page etc. have either been removed or work with the responsive design. If the content on the specific page in question does not resize as the browser window is decreased, a table is most likely restricting the responsive design and will need to be removed. **Note:** To reference how to remove a table, and or how to replace with a Div table instead, please see page 32 of this document for instructions.*



The screenshot shows a web editor interface with a toolbar at the top containing various icons for source, undo, redo, bold, italic, underline, link, unlink, list, indent, outdent, quote, code, table, table border, text color, background color, link, unlink, and help. Below the toolbar are dropdown menus for Styles, Format, Font, and Size, along with font size and font color controls. The main content area displays a page layout with a large image of a lake scene on the left, a text block below it, and a smaller image of a student using a laptop on the right. The text block contains the following text:

Westwood Lake College focuses on creating an enhanced learning experience by providing each student with the opportunity to learn and grow as an individual, based on your specific interests. From sharpening your software skills to learning the secrets of a perfect grilled pizza, Westwood Lake College has classes that will help you in advance in your professional and leisure life.

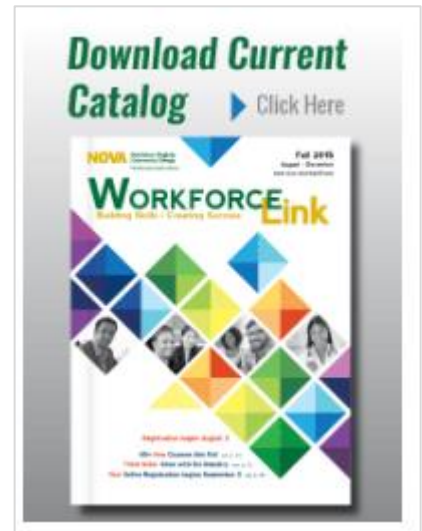
Start your journey here. Come visit us today and find out why Westwood Lake College is right for you. [Learn more.](#)

2. Catalog Graphics:

It may be that you have been including your catalog in pdf form on your home page using an alternate graphic that Augusoft loaded for you. Going forward you will have control of loading the image and corresponding Catalog pdf to your home page in the template management area.

Your catalog is an important piece of marketing your classes, because of this we recommend you provide your customers access to it from a centralized location like the home page. You may need to talk to your marketing/graphics department to get the image to load here.

Then access the Home page template at System Options > Template Management.



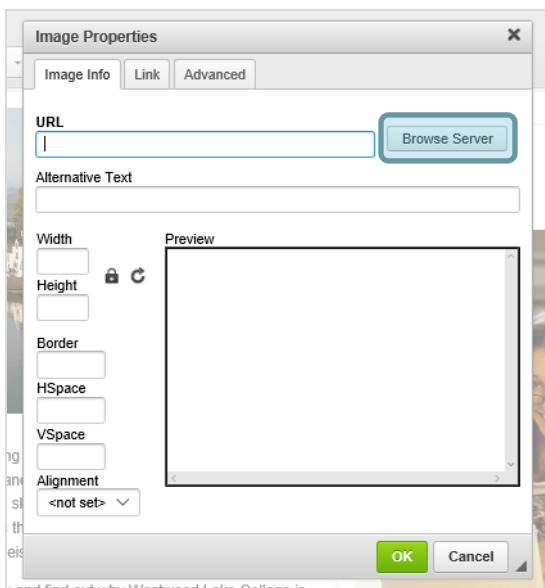
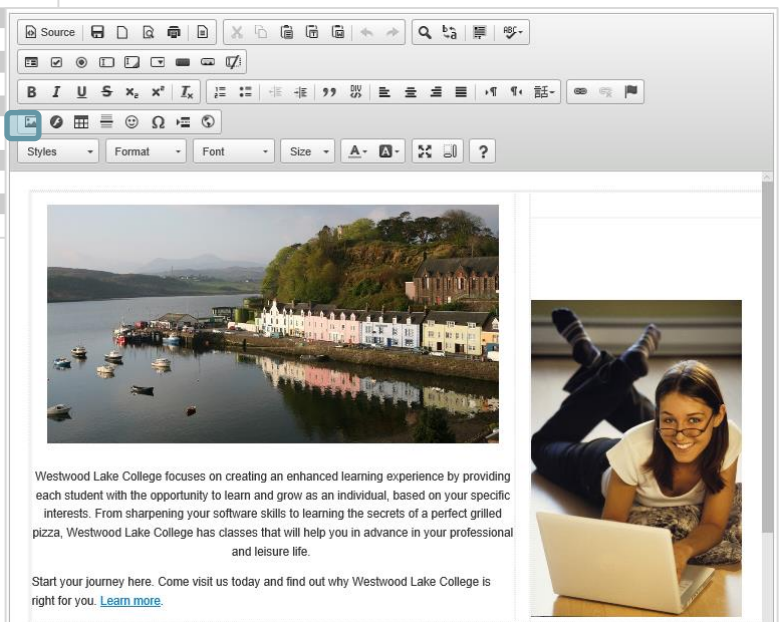
Editable Templates

This is a list of email and print templates that can be edited.

Showing records 1 through 100 of 100.

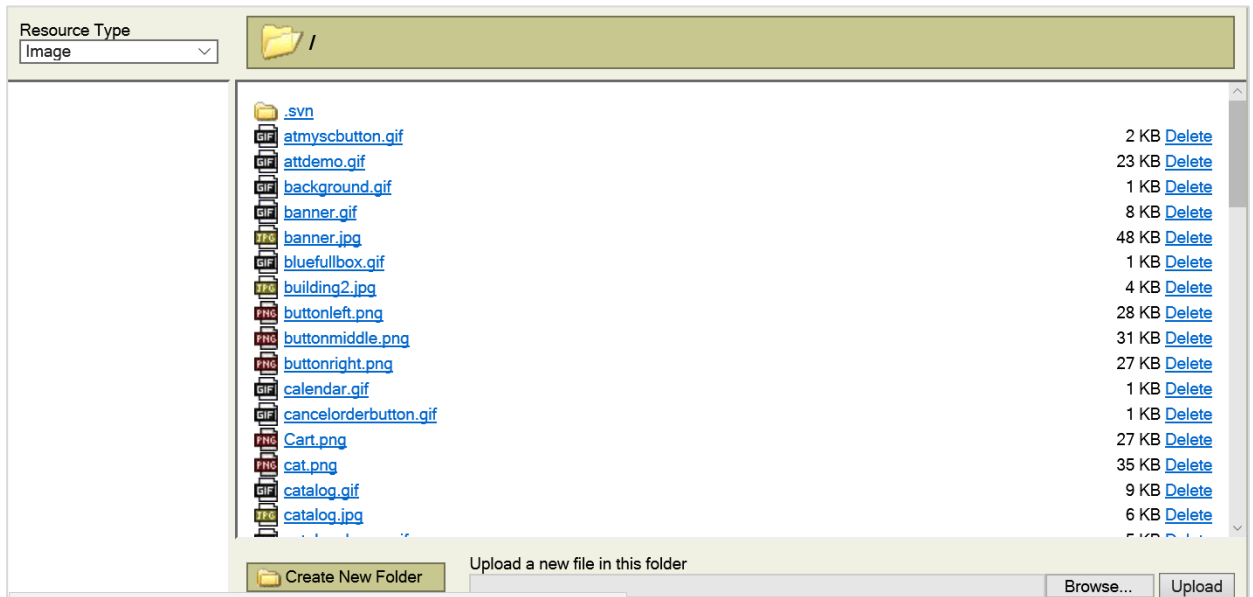
Name	Description	Action
Web page templates		
Add household page	Add household page	Edit
Add Member page - staff	Add Member Page	Edit
Add Member-Student Page	Add Member Page	Edit
Add Student Page - Staff	Staff Member Adds new student profile	Edit
Add Student Profile - Student	Student creates a new student profile	Edit
Affiliates text	Affiliates text. (This is an 'extra' blank screen in Lumens. It can be linked from the banner or from another screen within Lumens.)	Edit
Certificate Information	Displays at the top of the Certificate Information page	Edit
Choose profile - select Profile type	Choose Profile page	Edit
Class Selection - Non-ordered Certificate	Displays at the top of the Certificate Class Selection for [Certificate Name] page for Certificates whose classes may be registered for in any order	Edit
Class Selection - Ordered Certificate	Displays at the top of the Certificate Class Selection for [Certificate Name] page for Certificates whose classes must be registered for in a specific order	Edit
Company Welcome	Company Welcome Page (For Lumens CT and/or B2B modules)	Edit
Contact page text	Contact information displayed on your Contact page.	Edit
Course class list	Course class list page	Edit
Courses page footer	Displays at the bottom of the Courses page.	Edit
Courses page header	Displays at the top of the Courses page.	Edit
Courses: Search Results	This text will display at the top of the ?Course: Search Results? screen - allows students to indicate interest in a course	Edit
FAQ	FAQ	Edit
Featured Classes header	Displays at the top of your Featured Classes page.	Edit
Gift Card	Gift Card Message	Edit
Home Page text	Displays on the front page of your Lumens site.	Edit

Put the cursor in the HTML editor where the catalog graphic should be loaded and click the insert image button.



Then click the Browse Server link. (see screen shot to left) Then after clicking the Browse Server link you will be taken to the Browse Server page (screenshot on next page) where you can input the data needed for the Server link to work.

Click the Browse... button.



Find the graphic on your computer and click the Upload button. Then select the graphic from the list of available graphics to load it into the template; (clicking the name of the file will insert the image into the Home Page template wherever the cursor was before selecting the Insert Image option).

You will choose to link it to a pdf or URL allowing users to easily download or view the printable version.

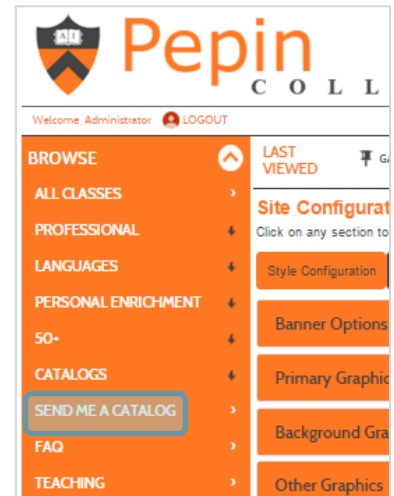
3. Privacy Policy:

A New Privacy Policy Template will need to be updated with your organizations policy. It should be used to display the organization's privacy policy / policy for use of the student's information. (Like a policy that states we will not sell their information to outside organizations or use your email and address information for purposes other than communication regarding registrations/classes.) This policy will display during the student profile creation as a link next to the email field.

A screenshot of the 'Add Student' form. The title 'Add Student' is in orange. Below it, a message says 'Update your site by replacing this text with your own message.' and a note '*denotes required information.' is present. The form has three steps: STEP-1 (highlighted), STEP-2, and STEP-3. The fields include: 'Username*' with a note 'Username: minimum 6 characters' and an input box; 'Registration Hold' with a checkbox and 'Hold Start Date' with an input box; 'Student does not have an email address' with a checkbox; and 'E-mail*' with an input box and a 'Privacy Policy' link.

Catalogs

The upper left corner image that was used for prompting guests to request a catalog has been changed to a menu item available. Now, this is a menu selection which takes your guest to the request catalog page where they enter all the fields needed to be put in the 'request catalog' list. This functionality works the same as it did for Lumens v7.3 except instead of it being a graphic selection it is now a menu selection.



User Roles

Note when creating new user roles, the related main menu item must be selected for the submenu item to be available for the end user when logged in.

Add Selected Menu Items to User Role

Label	Nav.Path	Screen Name	Select
STAFF PROFILE	-	STAFF PROFILE	<input type="checkbox"/>
REGISTRATION	-	REGISTRATION	<input checked="" type="checkbox"/>
student management	REGISTRATION/student management	student management	<input checked="" type="checkbox"/>

OK

REGISTRATION	REGISTRATION	<input type="checkbox"/>
student management	REGISTRATION/student management	<input checked="" type="checkbox"/>

Not OK

You may want to use the following list as a check list of sorts as you prepare your Lumens v8 staging site to copy over to Production. We recommend you review this list with your Conversion Contact during your post training check in call.

Lumens v8: “What is copied?”

These items **WILL** be copied from Staging to Production when your Production update occurs:

- Everything under System Options>Site Configuration.
 - Style Configuration
 - Graphics
 - Menus
 - Footer
 - Style Sheet (even if you have uploaded a customized CSS)
 - User Controls
 - Learner Controls
 - Search Controls
 - Social Media

- System Options > User Roles
 - Reason: Any changes to the 'Menus' under Site Configuration can impact the user roles; therefore, the user roles need to be updated/copied. Once your staging site has been converted to Lumens v8 you should NOT edit User Roles in production, because they will be lost when the User Roles are copied from staging back to production. All changes to the user roles need to be made in the staging site once converted to Lumens v8.
 - **Note:** *It is important to not make any changes to User Roles in production until after the conversion and your production site is updated. Otherwise those roles will be wiped out and not available. Please make sure even if you are not making any changes to user roles that you go in and check to make sure your Lumens v8 staging site has listed all the user roles as you would like them to be, as this is what will be copied over to your Lumens v8 production site.*

These items **WILL NOT** be copied from Staging to Production when your Production update occurs:

- System Options > Template Management changes
 - Email and Web page templates functionality - These templates need to continue to be managed in your production site. As they are not a part of the Lumens v8 updates and changes. One thing that will need to be managed is the removal of any tables in those templates on the production site. The responsive design does not work with those table and the will break if left when the conversion takes place

- Graphics for Categories, Subcategories, Courses, Classes
 - **Note:** *One exception is if you would like a default/placeholder graphic, you can request that we associate one so that the placeholder graphic displays on your production site once converted. Then you can go into production and upload chosen graphics at a later date.*

- Any other settings not previously listed (e.g., Power User settings)

- Any other data

What is a div tag?

HTML - Div Element(s) The **<div>** tag is nothing more than a container unit that encapsulates other page elements and divides the HTML document into sections.

*Steps for removing a table and adding a Div:

1. Select source > copy all the source code to notepad or word document
2. Select source > copy all the content to word i.e images and texts
3. Delete the table in the template
4. If the text does not have any images copy it back to the template
5. Large graphics can also be copied back without using a Div. If you want the graphic to wrap in mobile or tablet view remove the height and width.
6. Div's are great for icon graphics that link users to another page.
7. The image place holder in the div tables can be removed.



BROWSING OUR SITE



ABOUT US / CONTACT US



REGISTRATION & DISCOUNT INFORMATION



BROCHURE CHANGES



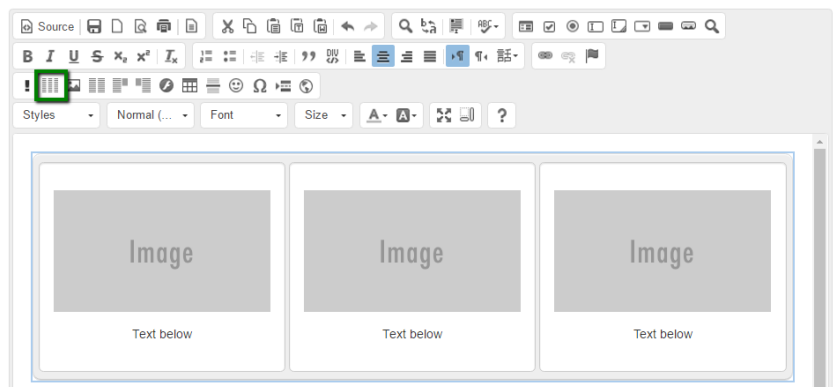
FAQs



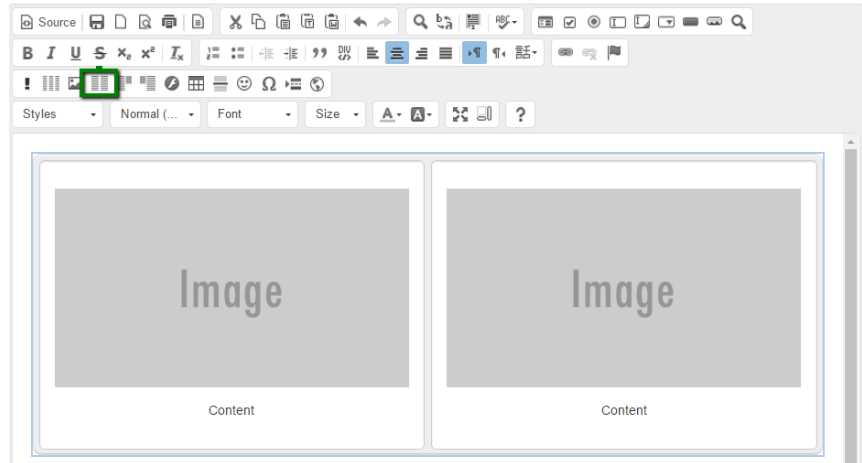
SUMMER SENSATIONS 2016

8. Here are the options for Div tables:

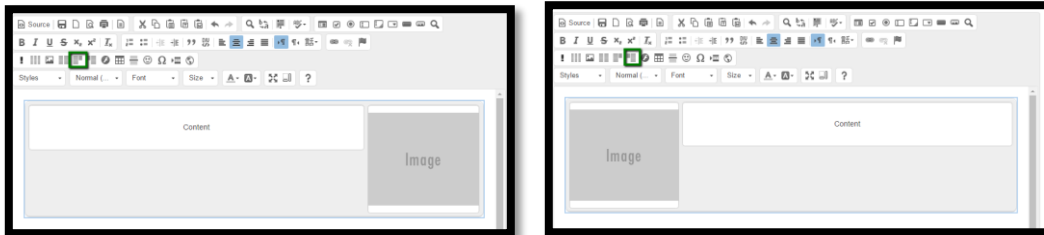
Three Column box:



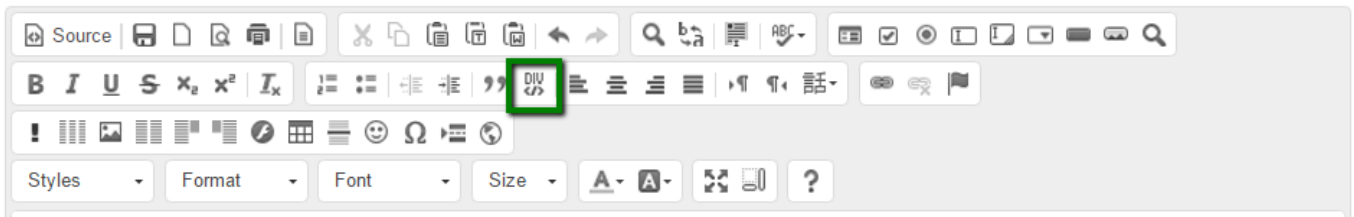
Two Column box:



Right and left column box



For more advanced users you can create your own DIV container:



Note: If you are interested in seeing some example sites that have used Div Tables, let your conversion contact know and we can send you some example sites.