

# *introupe*

Version 2.3



# **Module Installation Guide**

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## **Module Installation Guide**

### **NOTE**

Please read the readme file in the installation folder before installing the software, as this document could contain any last minute changes.

**Ensure you backup your Intranet and database BEFORE proceeding.**

After executing the installation program, simply follow the onscreen instructions.

### **NOTE**

You will need the product key that was issued to you to be able to install the module successfully.

When prompted for your database details, simply enter 'localhost' for server, 'root' for the username, and then the password you assigned the root user when you installed the system.

Once the module has been successfully installed it will not be active or visible by anyone. To make it active and visible log in to introupe as an administrator (via your web browser) and click 'Manage Site' at the top right-hand corner.

Now click 'Module Setup' from the menu on the left. A list of installed modules will now be displayed.

Click the newly installed module. The details about the module will be displayed.

**Module Properties**

Option	Description	Val
Active	If the module is active and in use within the website.	<input checked="" type="checkbox"/>
View	If the module is visible within it's designated menu.	<input checked="" type="checkbox"/>
Inmenu	Which menu the module is assigned to.	1
Login	If the user is required to be logged in to view the module.	<input checked="" type="checkbox"/>

**Permissions**

**Read Access**  
Please select group(s) which are allowed to view this module.

Art  
BusinessStudies  
Curriculum  
English  
EnglishStaff  
Exams  
Forum

>>

All >>

<<

All <<

Staff

**Write Access**  
Please select group(s) which are allowed to modify this module.

Art  
BusinessStudies  
Curriculum  
English  
EnglishStaff  
Exams  
Forum

>>

All >>

<<

All <<

Technical

[<< Return to module administration](#)

To make the module active simply tick the checkbox next to 'Active' (under 'Val'). After pressing 'Update' at the bottom, the module will now be active and available for users. However, the module is not viewable on any menu. This is useful if you do not want all users to see the link, but you would prefer to link to the module by some other means, i.e. from a CMS page.

To make the module visible on the main menu bar simply tick the checkbox next to 'View' (under 'Val'). After pressing 'Update' at the bottom, the module will now be visible on the menu bar.

With most of the modules they require the user to be logged in. However, if you are installing a module that does not require users to be logged in, then simply uncheck 'Login' (under 'Val') so the module is now publicly available.

## Permissions

In the permissions section you specify who has access to read and write to the module. With certain modules they require these settings to function correctly.

For the majority of the modules simply add 'Staff' to 'Read Access' and 'Technical' to 'Write Access'. Assuming that all your "standard staff" are in the group 'Staff', and all your "technical staff" are in the group 'Technical'. If any users are in the 'Admin' group then they have full access to the entire system regardless of these settings.

Once you have entered the desired permissions simply click 'Update' to save the changes.

**Note**

After clicking 'Update' all the changes are instantaneous.