



USER GUIDE
Chapter 17
Using MiniBase

Schoolwires Academic Portal
Version 4.2

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Introduction

With the *MiniBase (Directories & Lists)* Premium Enhancement Module, you can create, manage and deploy searchable lists for use by visitors to your website. You might use *MiniBase* to create searchable lists such as:

- Directories of people:
 - Staff by school, grade or subject
 - Coaches
 - Alumni
 - PTA/PTO
 - School Board members
- Lists of places:
 - Locations of district facilities and schools
 - Locations of athletic events
 - Locations of field trips
- Lists of things:
 - Athletic schedules
 - Book lists
 - Guidance resources
 - Homework assignments
 - Club meetings
 - Professional development schedules

Exhibit 17-1 shows a teacher directory that is searchable by last name, school name and subject. If you were looking for all the teachers in Indigo High School, for instance, you would choose that from the School Name drop-down list and then click on the *Submit* button. The results would be a list similar to what you see in Exhibit 17-2. The list in Exhibit 17-2 is shown in a table view. When you create your *MiniBase*, you can choose to display the results of a search in either table view or list view. Exhibit 17-3 shows the results of the same search in list view.

Teachers
This directory provides information for contacting all the teachers in the Indigo District.

Last Name

School Name

Subject

Exhibit 17-1: Searchable Teacher Directory on end user website

Teachers
This directory provides contact information for all teachers in the Indigo District.

First Name	Last Name	School Name	Subject	School Phone Number	Email Address	Home Phone Number
Lyle	Kodak	Indigo HS	English	777-999-1001	lkodak@indigo.com	777-875-8945
Chris	Miller	Indigo HS	Shop	777-999-1001	cmiller@indigo.com	777-785-6769

Exhibit 17-2: Search results in table view

- Teachers
This directory provides information for contacting all the teachers in the Indigo District.
1. First Name: Lyle
Last Name: Kodak
School Name: Indigo HS
Subject: English
School Phone Number: 777-999-10001
Email Address: lkodak@indigo.com
 2. First Name: Chris
Last Name: Miller
School Name: Indigo HS
Subject: Shop
School Phone Number: 777-999-10001
Email Address: cmiler@indigo.com
-

Exhibit 17-3: Search results in list view

Accessing MiniBase

If your organization has purchased *MiniBase*, the *Directories & Lists* (*MiniBase*) task will appear on both the *Tools* tab and the *Tools* drop-down menu in the *Site* and all *Subsite Workspaces*. (See Exhibits 17-4 and 17-5.)

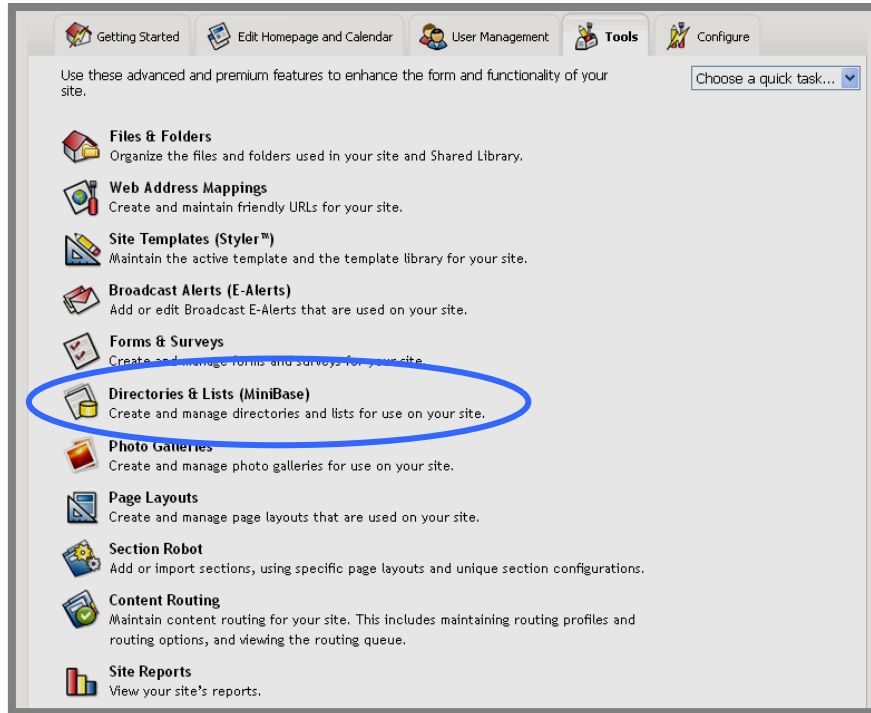


Exhibit 17-4: Tools tab with MiniBase in Site Workspace

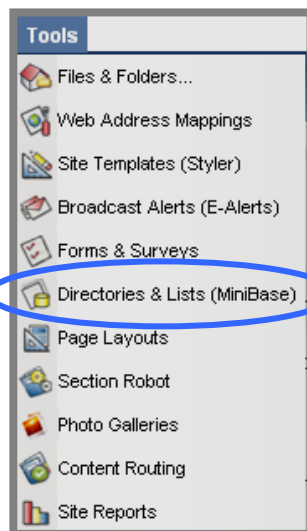


Exhibit 17-5: Tools drop-down menu with MiniBase in Site Workspace

For the *Directories & Lists (MiniBase)* task to appear on the *Tools* tab or *Tools* drop-down menu in *Section Workspaces*, your organization must have purchased the *MiniBase* Premium Enhancement Module and a Site Director or Subsite Director must have enabled it for those *sections*. See Chapter 6: “Channel Workspace” and Chapter 15: “Section Management” for more information on how this is done.

Creating a New List

In order to create a new directory or list for use on your website, you must:

1. Create and configure the list.
2. Add records to the list.
3. Deploy the list.

Creating and Configuring the List

To add a new list:

1. Access your *Site, Subsite* or *Section Workspace*.
2. Click on the *Directories & Lists (MiniBase)* task from the *Tools* tab or *Tools* drop-down menu. A *Manage Directories & Lists* window like the one shown in Exhibit 17-6 will display.

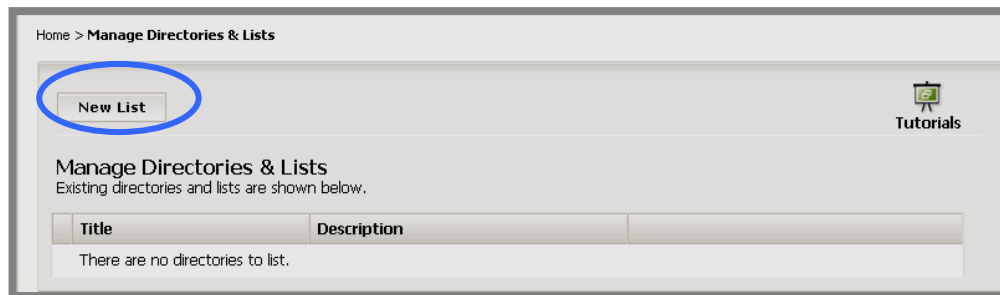


Exhibit 17-6: Manage Directories & Lists window

3. Click on the *New List* button on the top left of the window. A *New List* window like the one shown in Exhibit 17-7 will display. Notice it opens on the *General* tab.

Home > Manage Directories & Lists > **New List**

New List

Enter list information below.

General Fields

All fields marked with an asterisk (*) are required.

Title: *

Description:

Display Format:

Table View **List View**

Last Name	First Name
Doe	John
Doe	Jane
Doe	Jack

Last Name: Doe
First Name: John
Building: High School

Last Name: Doe
First Name: Jane
Building: High School

Previews of two display formats for end user website

Save **Cancel**

Exhibit 17-7: New List window on General tab

- Enter a title for the list (required).
- Enter a description for the list if (optional).
- Click in the radio button to the left of the display format you wish to use when the directory or list displays on the end user website. Notice the previews of the two display formats that are available for the end user website. (See also Exhibit 17-2 and Exhibit 17-3.) The default setting is Table View.

Home > Manage Directories & Lists > New List

New List
Enter list information below.

General **Fields**

Field Name	Display Roles	Filter Type	Sort Type	Sort Order
<input type="text"/>	Edit Roles	None ▾	None ▾	None ▾
<input type="text"/>	Edit Roles	None ▾	None ▾	None ▾
<input type="text"/>	Edit Roles	None ▾	None ▾	None ▾
<input type="text"/>	Edit Roles	None ▾	None ▾	None ▾
<input type="text"/>	Edit Roles	None ▾	None ▾	None ▾
<input type="text"/>	Edit Roles	None ▾	None ▾	None ▾
<input type="text"/>	Edit Roles	None ▾	None ▾	None ▾
<input type="text"/>	Edit Roles	None ▾	None ▾	None ▾
<input type="text"/>	Edit Roles	None ▾	None ▾	None ▾
<input type="text"/>	Edit Roles	None ▾	None ▾	None ▾
<input type="text"/>	Edit Roles	None ▾	None ▾	None ▾
<input type="text"/>	Edit Roles	None ▾	None ▾	None ▾
<input type="text"/>	Edit Roles	None ▾	None ▾	None ▾
<input type="text"/>	Edit Roles	None ▾	None ▾	None ▾
<input type="text"/>	Edit Roles	None ▾	None ▾	None ▾
<input type="text"/>	Edit Roles	None ▾	None ▾	None ▾
<input type="text"/>	Edit Roles	None ▾	None ▾	None ▾
<input type="text"/>	Edit Roles	None ▾	None ▾	None ▾
<input type="text"/>	Edit Roles	None ▾	None ▾	None ▾

Save Cancel

Exhibit 17-8: New List window on Fields tab

4. Click on the *Fields* tab. The *Fields* tab will display as shown in Exhibit 17-8. Here you will configure your searchable list or directory. You will indicate which fields will be searchable, how users will be able to search these fields, the order in which the results of the search will display and whether the field will be viewable by everyone.
 - a. Field Name: Enter the name of the data field in your list. Beginning with **Academic Portal 4.2**, a field name can have up to 255 characters.
 - b. Edit Roles button: When you click on this button, a *Roles* window like the one shown in Exhibit 17-9 will display. Notice the only role selected is the default role of General Public. This means that any visitor to your website will be able to see the information contained in this field. If this is acceptable, you do not need to do anything. If, however, you wish this information to display for specific users only, you will need to assign roles to that field. If you were creating a teacher directory, for instance, you might limit viewing of teachers' home phone numbers to Administrators.

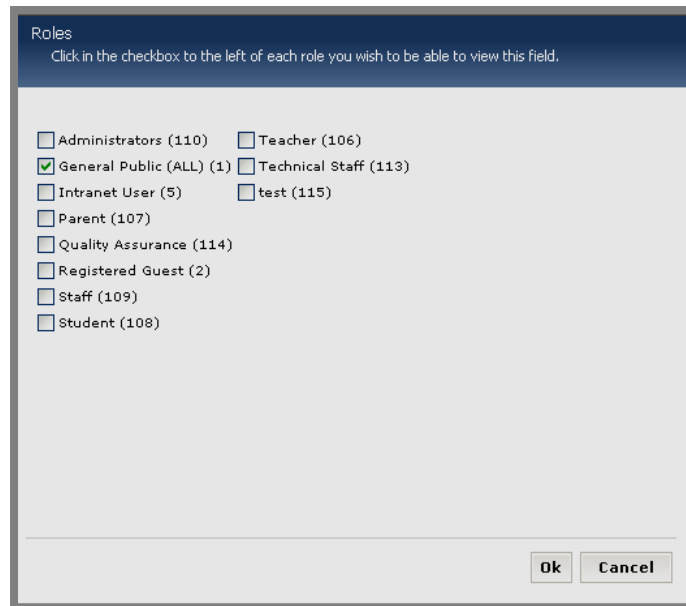


Exhibit 17-9: Roles window

To limit who can view the information in a field:

- i. Deselect each role you do not want to be able to view the information in this field by clicking in the checkbox to the left of that role. In the example, you would deselect General Public for the Home Phone Number field.
 - ii. Select each role you want to be able to view the information in this field by clicking in the checkbox to the left of that role. In the teacher directory example, you would select only the Administrators role for the Home Phone Number field.
 - iii. Click the *OK* button.
- c. **Filter Type:** To make a field searchable, you will need to enter a Filter Type. You can choose from:
- i. *None*: This is the default and it means that field will not be searchable. For a teacher directory, for instance, you may not need the first name to be searchable.
 - ii. *Free Form*: This means that a visitor may enter a letter or letters to search for an item. It is useful when you have a large number of records to search. For instance, in the Teacher Directory example, you might choose this filter type for the last name rather than having a long drop-down list appear in the directory.
 - iii. *Drop-Down*: This means that the visitor may choose from a list of items for the search. This type of filter is generally applied

when you have a short list of records. In the teacher directory example, it might be the schools.

Note: The filters you enter here also affect the filters available on the *Manage Records* window.

- d. Sort Type: This determines the order in which each field will display in the search results on the end user website. Your choices are:
 - i. Ascending order (i.e., lowest to highest, A to Z)
 - ii. Descending order (i.e., highest to lowest, Z to A)
 - e. Sort Order: This determines the order in which the fields will display in the search results on the end user website. In the teacher directory example, you might have it display by school first, then by subject and finally by teachers' last names.
5. Click on the *Save* button. The *Manage Directories & Lists* window will return as the active window.

Adding Records to the List

Once you have configured your list, you will add the data records for that list. You can add records two ways:

- Add records one at a time.
- Import records.

Adding Records One at a Time

To add records one at a time:

1. Access your *Site, Subsite* or *Section Workspace*.
2. Click on the *Directories & Lists (MiniBase)* task from the *Tools* tab or *Tools* drop-down menu. A *Manage Directories & Lists* window like the one shown in Exhibit 17-10 will display.

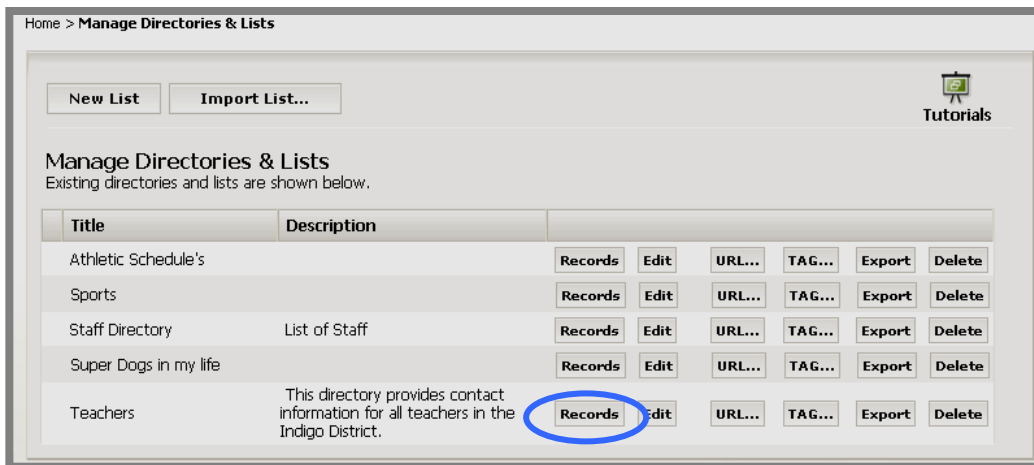


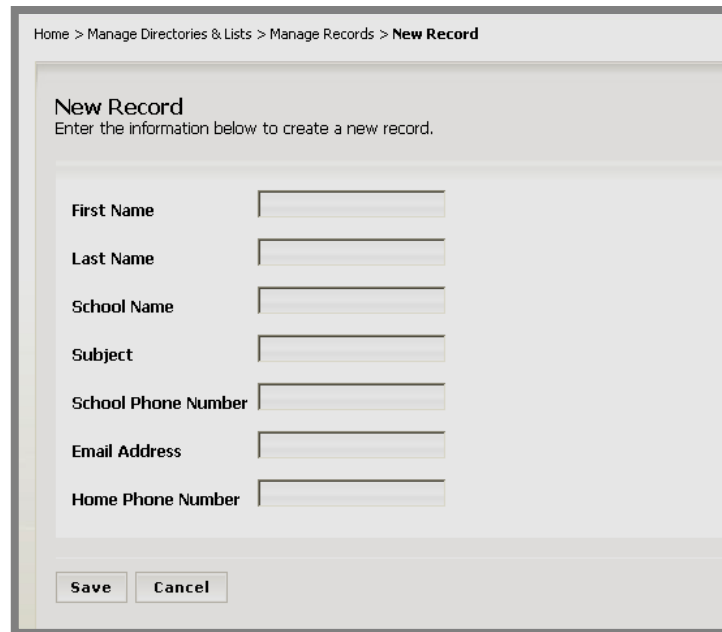
Exhibit 17-10: Manage Directories & Lists window

3. Click on the *Records* button to the right of the list to which you want to add a record. A *Manage Records* window like the one shown in Exhibit 17-11 will display.



Exhibit 17-11: Manage Records window

- Click on the *New Record* button at the top left of the window. A *New Record* window like the one shown in Exhibit 17-12 will display. The fields that are in the *New Record* window will be the same as the ones you entered when you created the list or directory.



Home > Manage Directories & Lists > Manage Records > **New Record**

New Record
Enter the information below to create a new record.

First Name

Last Name

School Name

Subject

School Phone Number

Email Address

Home Phone Number

Exhibit 17-12: New Record window

- Enter the information for that record.
- Click on the *Save* button. The *Manage Records* window will return as the active window. The record you entered will display in the list of records.

Importing Records

There are two steps to importing records:

- Create the Comma Separated Value (CSV) file.
- Import the CSV file.

Creating the CSV File

You can create a CSV file using a text editor like Microsoft® Notepad or you can create one using Microsoft® Excel. If you use Excel to create the file, be certain to save it as a CSV file rather than an Excel file.

Note: If you are using a Macintosh® computer, when you save the Excel file, you must save it as a CSV (Windows) rather than CSV (comma delimited) because the Mac® handles returns differently.

Some important notes on the CSV file:

- The fields in the CSV file must correspond to the fields you created for the list.
- The fields in the CSV file must be in the same order as the fields in the list.
- The field names must comprise the Header Row in the CSV file.

Exhibit 17-13 is a sample CSV file for importing a list of records with the fields shown in Exhibit 17-12.

	A	B	C	D	E	F	G	H
1	FirstName	LastName	SchoolName	Subject	SchoolPhoneNu	EmailAddress	HomePhoneNumber	
2	Scott	Stevens	Indigo MS	Blue Team Science	777-999-1001	sstevens@indigo.com	777-865-4932	
3	Mary Beth	Rogers	Indigo District	Superintendent	777-999-1001	mrogers@indigo.com	777-858-6704	

Exhibit 17-13: Sample CSV file

Importing the Records

To import records after you have created the CSV file:

1. Access your *Site*, *Subsite* or *Section Workspace*.
2. Click on the *Directories & Lists (MiniBase)* task from the *Tools* tab or *Tools* drop-down menu. A *Manage Directories & Lists* window like the one shown in Exhibit 17-14 will display.

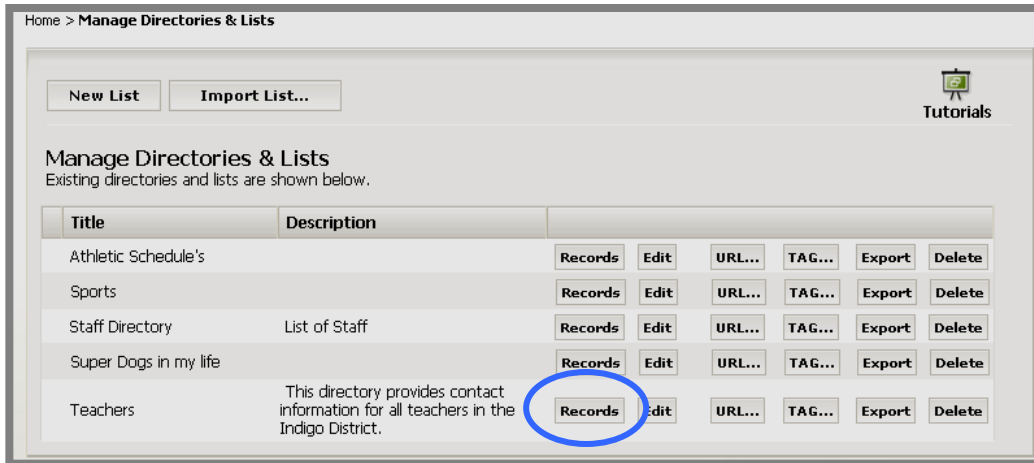


Exhibit 17-14: Manage Directories & Lists window

3. Click on the *Records* button to the right of the list to which you want to import records. A *Manage Records* window like the one shown in Exhibit 17-15 will display.



Exhibit 17-15: Manage Records window

4. Click on the *Import* button at the top of the window. Step 1 of the *Import* wizard as shown in Exhibit 17-16 will display.

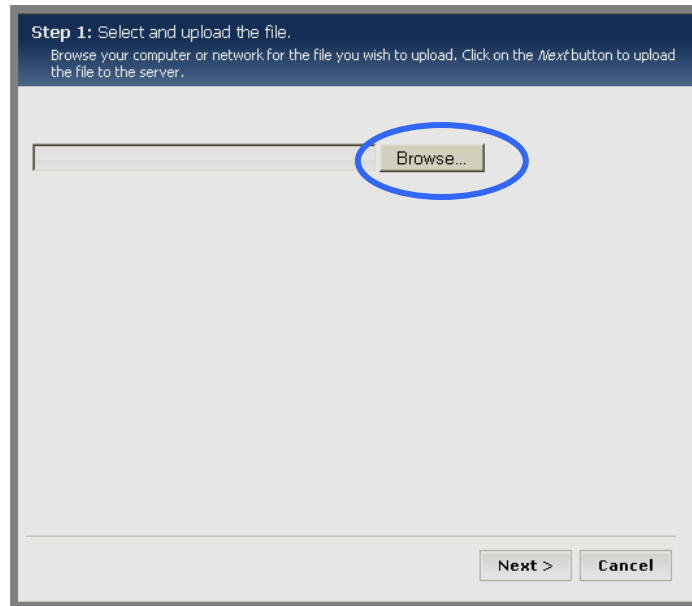


Exhibit 17-16: Step 1 of the Import wizard

5. Click on the *Browse* button. Browse your computer for the CSV file you created.
6. Select the CSV file you created.
7. Click on the *Next* button. Step 2 of the *Import* wizard as shown in Exhibit 17-17 will display. You can now preview your imported records and cancel the import if desired.

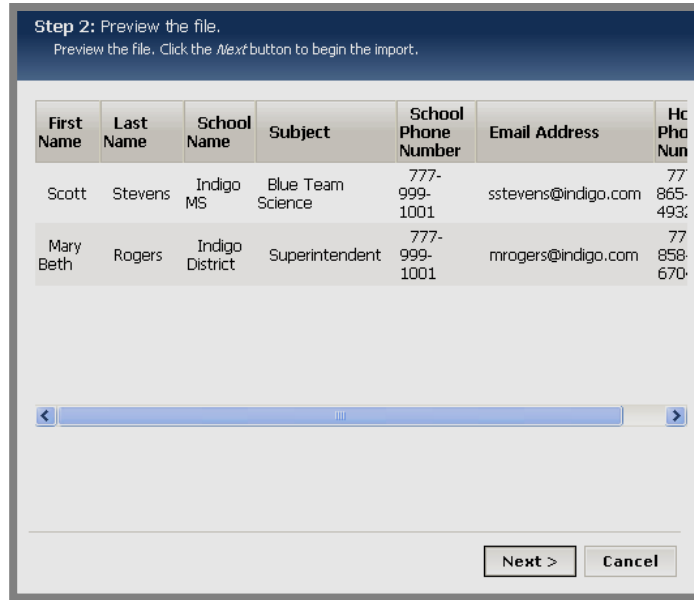


Exhibit 17-17: Step 2 of Import wizard (Preview the file)

- Click on the *Next* button. You will get a message saying your file is uploading. When the import is completed, a *Successful Import* window like the one shown in Exhibit 17-18 will display.

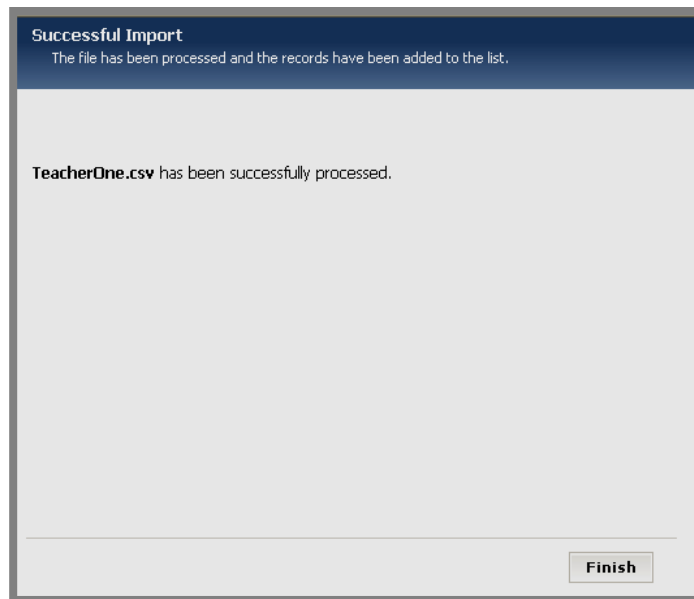


Exhibit 17-18: Successful Import window

- Click on the *Finish* button. The *Manage Records* window will return as the active window. The records you imported will be in the *MiniBase*.

Limit on Number of Records

Beginning with **Academic Portal 4.2**, your organization will have an upper limit to the number of records it can store in each *MiniBase*. This is necessary in order to conserve storage space. This limit is entered by **Schoolwires**.

Effects in Manage Records Window

When a *MiniBase* is approaching the number of records it can have, a message like the one shown in Exhibit 17-19 will display in the *Manage Records* window.

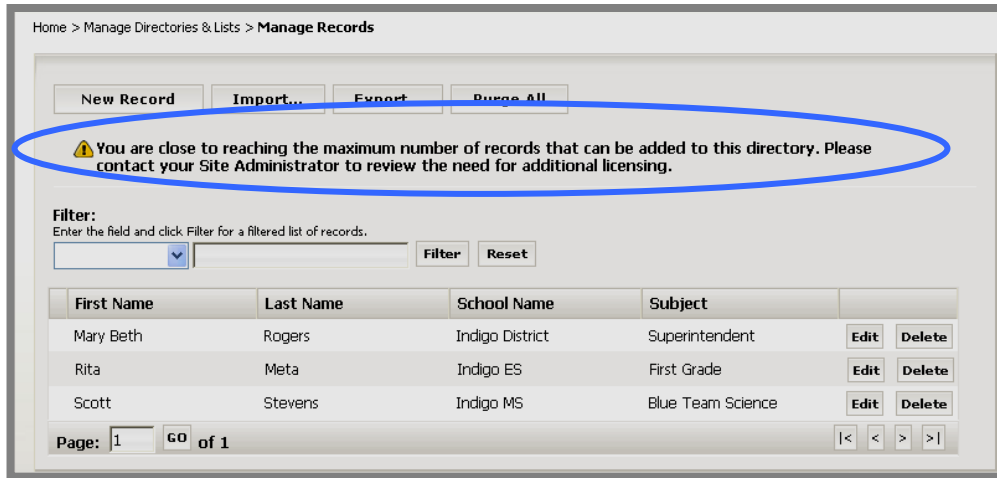


Exhibit 17-19: Message when approaching upper limit for records

When a *MiniBase* has reached the upper limit for the number of records, a message like the one shown in Exhibit 17-20 will display in the *Manage Records* window.

Notice that the *Add Record* and *Import Records* buttons do not display within the *Manage Records* window once the *MiniBase* reaches this maximum number.



Exhibit 17-20: Message when at upper limit for records

Effects on Importing Records

If an import will exceed the upper limit for the number of records for the *MiniBase*, all records in the CSV file will not be imported. A message like the one shown in Exhibit 17-21 will display in Step 2 of the Import Wizard (Preview the file).

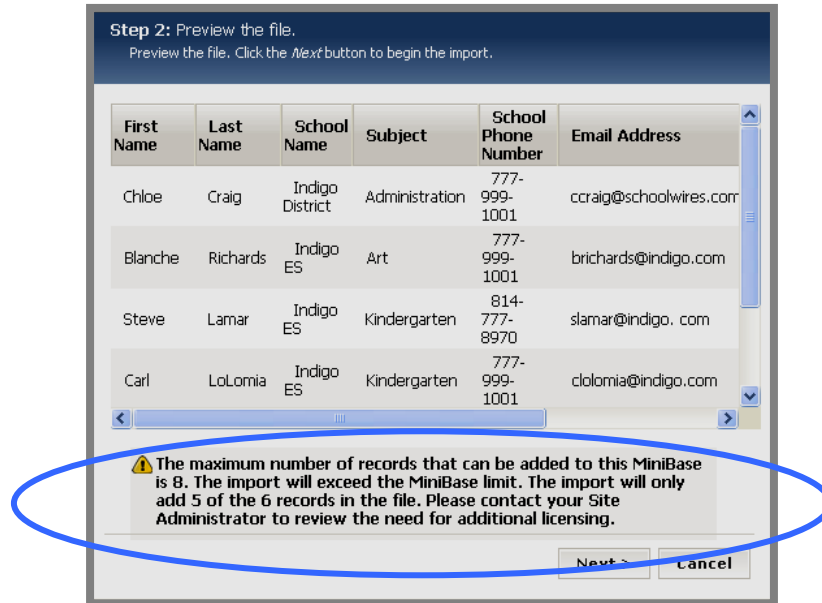


Exhibit 17-21: Message displays in file preview when import will exceed limit

Deploying the List

After you have created your directory or list, you need to deploy it. You will deploy a list by either:

- Inserting it as a link
- Using the Tag to embed it on a *page*

The method you choose to deploy a list will depend on where you created the list and on what type of *page* you wish the list to display. The three deployment methods are:

- On *Overview* and *Flex Pages*, use the icon in the **Schoolwires Editor** as shown in Exhibit 17-19.
- On other *page* types or to deploy a list that was not created in that workspace:
 - Insert the Tag for the list.
 - Insert the URL for the list.

Using the Icon in the **Schoolwires Editor**

To deploy a list on an *Overview* or *Flex Page* within the *section* in which it was created:

1. Click on the Page Name of the *Overview* or *Flex Page*. A **Schoolwires Editor** like the one shown in Exhibit 17-22 will display.

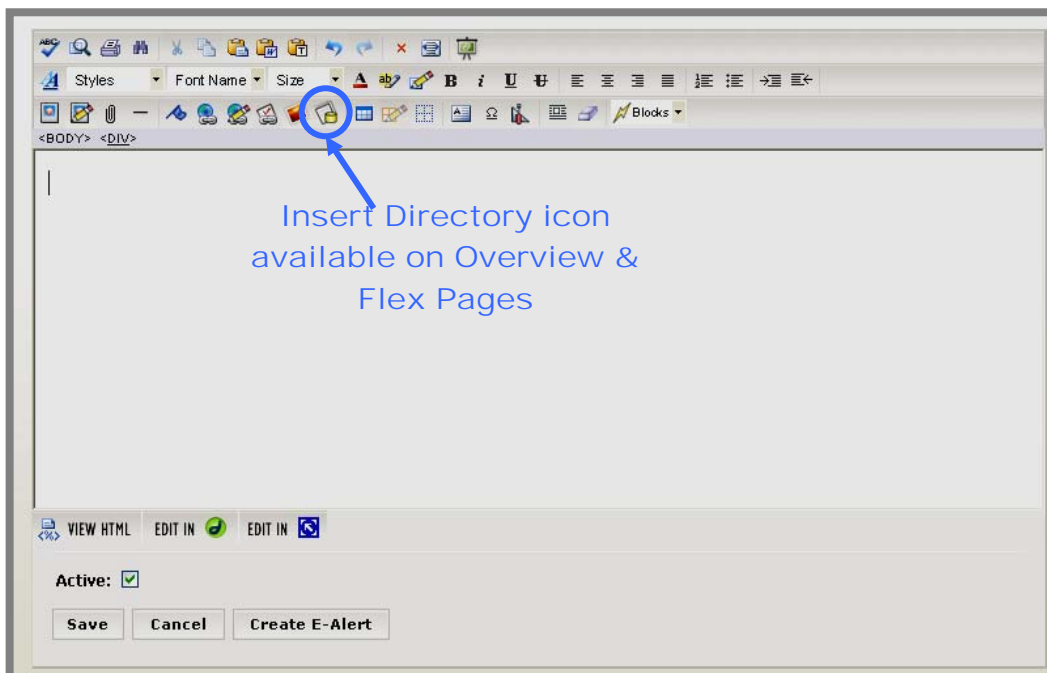


Exhibit 17-22: Schoolwires Editor

- Click on the *Insert Directory* icon  in the **Editor**. An *Insert Directory* wizard like the one shown in Exhibit 17-23 will display.

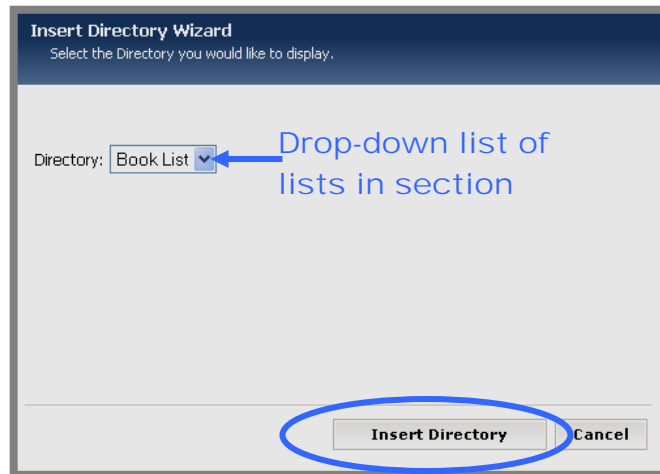


Exhibit 17-23: Insert Directory wizard

- Choose the directory you wish to insert from the drop-down list.
- Click the *Insert Directory* button. The **Schoolwires Editor** will return as the active window. The Tag for the directory will display within the **Editor**.
- Click the *Save* button in the **Editor**. If that *page* is active, you can view the change on the end user website.

Deploying a Directory on Other Page Types or Outside the Creation Workspace

If you wish to deploy the directory or list either on a *page* that does not have the *Insert Directory* icon or on a *page* that is not within the workspace in which you created it, you can either use the Tag (code) for the list or use the URL for the list.

Using the Tag to Deploy a Directory

To deploy a directory using the Tag code:

- Access the *Site*, *Subsite* or *Section Workspace* in which the directory or list was created.
- Click on the *Directories & Lists (MiniBase)* task from the *Tools* tab or *Tools* drop-down menu. A *Manage Directories & Lists* window like the one shown in Exhibit 17-24 will display.

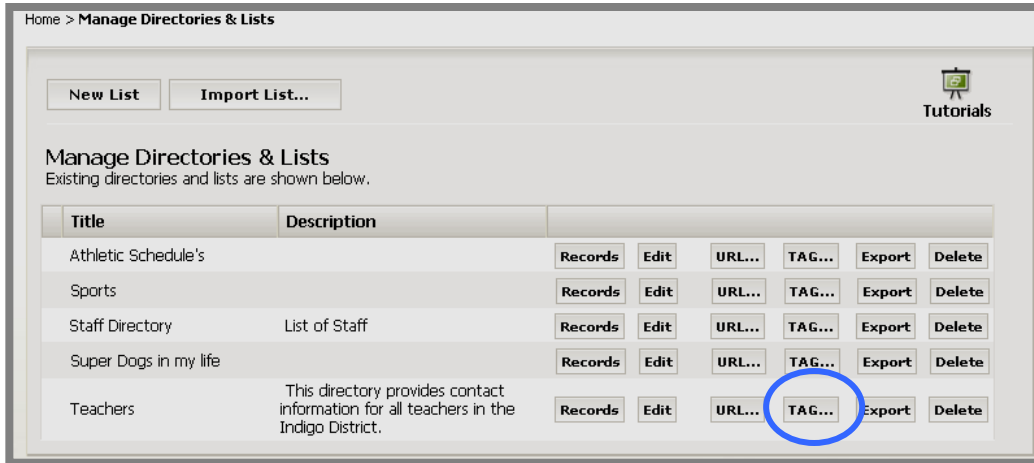


Exhibit 17-24: Manage Directories & Lists window

3. Click on the *TAG* button to the right of the directory you wish to deploy. A *Script Prompt* window like the one shown in Exhibit 17-25 will display.

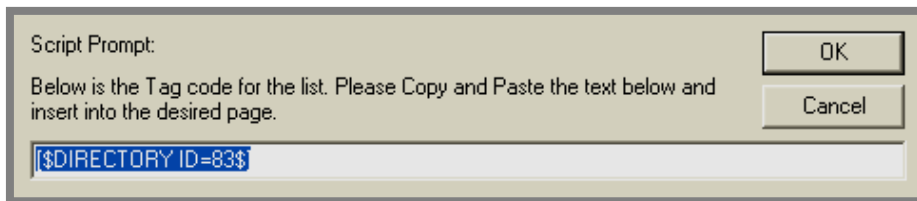


Exhibit 17-25: Script Prompt window for Tag

4. Highlight and copy the Tag code using your keyboard shortcut.
5. Navigate to the *page* on which you wish to deploy the directory.
6. Paste the Tag code into the *page*. If that *page* is active, you can view the change on the end user website.

Using the URL to Deploy a Directory

To deploy a directory using the URL:

1. Access the *Site, Subsite* or *Section Workspace* in which the directory or list was created.
2. Click on the *Directories & Lists (MiniBase)* task from the *Tools* tab or *Tools* drop-down menu. A *Manage Directories & Lists* window like the one shown in Exhibit 17-26 will display.

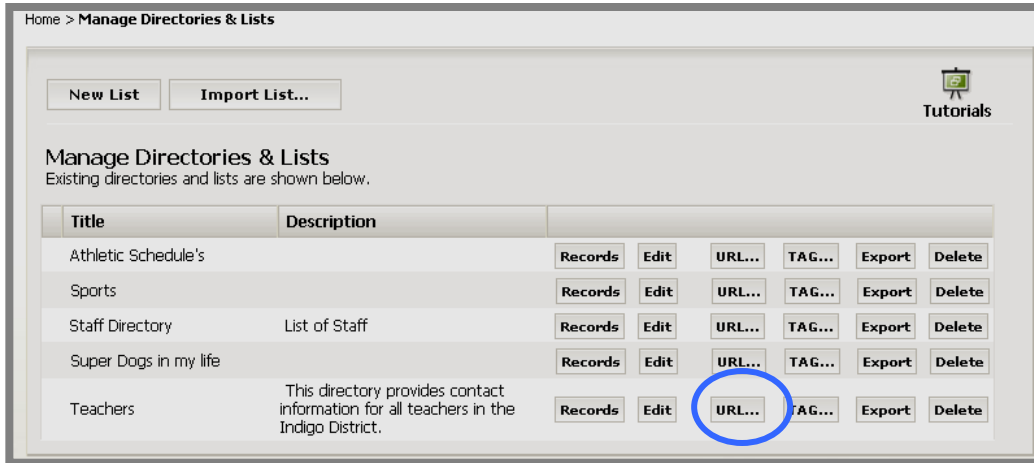


Exhibit 17-26: Manage Directories & Lists window

3. Click on the *URL* button to the right of the directory you wish to deploy. A *Script Prompt* window like the one shown in Exhibit 17-27 will display.

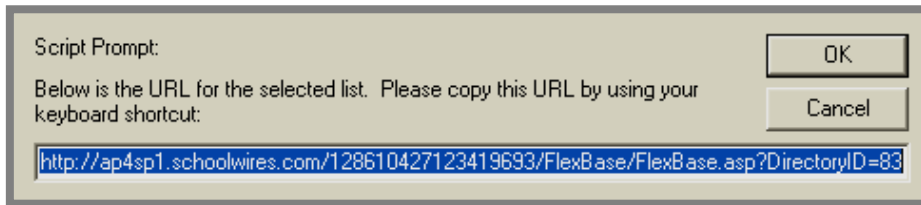


Exhibit 17-27: Script Prompt window for URL

4. Highlight and copy the *URL* using your keyboard shortcut.
5. You can paste this URL as a link either in the **Editor** on the desired *page* or within *Site Shortcuts* or *Section Hierarchy*. If the *page* or hierarchy in which you deployed the directory is active, you can view it on the end user website.

The Directory or List on the End User Website

Once you deploy the directory or list on an active *page* on the end user website, visitors to the website will see a searchable list like the one shown in Exhibit 17-28.

Staff Directory
List of Staff

First Name

Last Name

Email Address

Homeroom

Exhibit 17-28: Searchable list on end user website

The search results will display either in a table view as shown in Exhibit 17-29 or a list view as shown in Exhibit 17-30. You set the display format option on the *General* tab when you add a new list or edit an existing list. See Exhibit 17-31.

Staff Directory
List of Staff

First Name	Last Name	Email Address	Homeroom
Dave	Long	dlong@schoolwires.com	214
Eddie	Munster	munster@munster.com	232

Exhibit 17-29: Search results displayed in table view

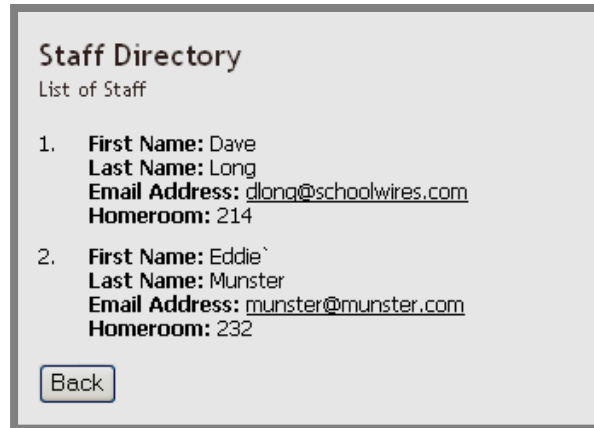


Exhibit 17-30: Search results displayed in list view

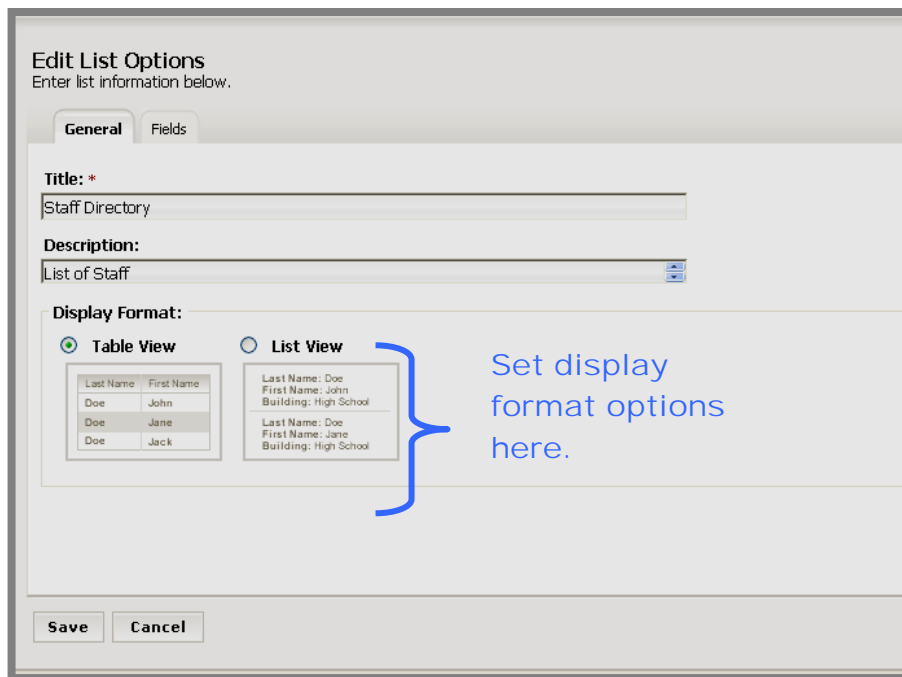


Exhibit 17-31: General tab: set display options

Working with Directories and Lists

Editing a List

To edit a directory or list:

1. Access your *Site, Subsite* or *Section Workspace*.
2. Click on the *Directories & Lists (MiniBase)* task from the *Tools* tab or *Tools* drop-down menu. A *Manage Directories & Lists* window like the one shown in Exhibit 17-32 will display.

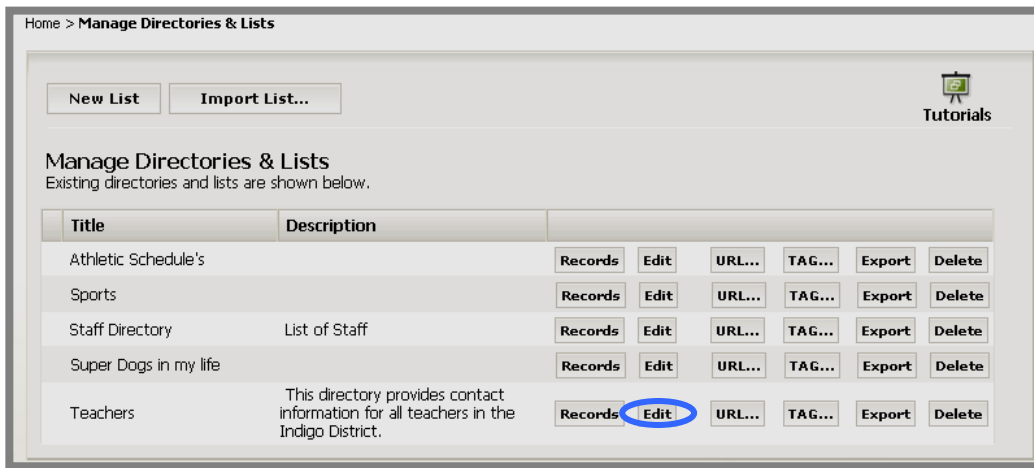


Exhibit 17-32: Manage Directories & Lists window

3. Click on the *Edit* button to the right of the list you wish to edit. An *Edit List Options* window like the one shown in Exhibit 17-33 will display.

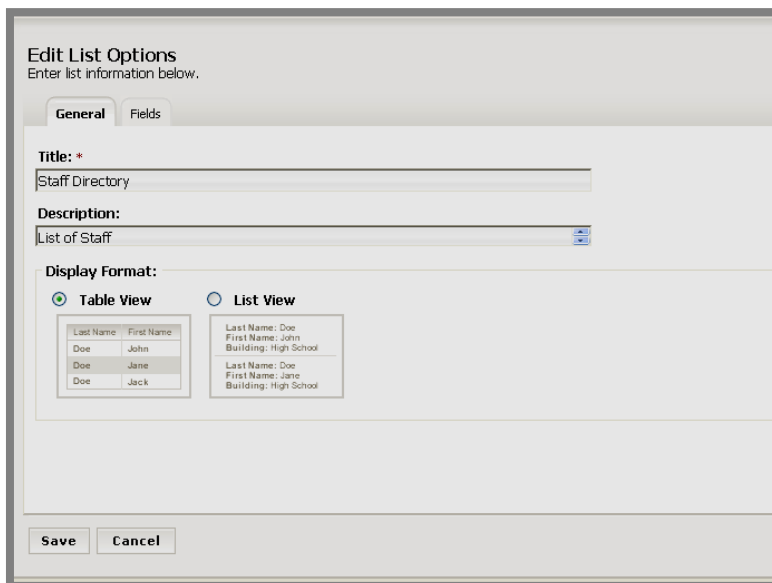


Exhibit 17-33: Edit List Options window

4. Make the desired changes on the *General* tab or the *Fields* tab.
5. Click on the *Save* button. If the directory or list was deployed on an active *page*, you can view the changes on the end user website.

Note: If you add a field and do not add data for that field to the records, that field will be blank on the end user website.

Managing the Records within a List

You can:

- Edit a single record in a list.
- Export all the records from a list.
- Purge all the records from a list.

Editing a Record

To edit a record within a directory or list:

1. Access your *Site, Subsite* or *Section Workspace*.
2. Click on the *Directories & Lists (MiniBase)* task from the *Tools* tab or *Tools* drop-down menu. A *Manage Directories & Lists* window like the one shown in Exhibit 17-34 will display.

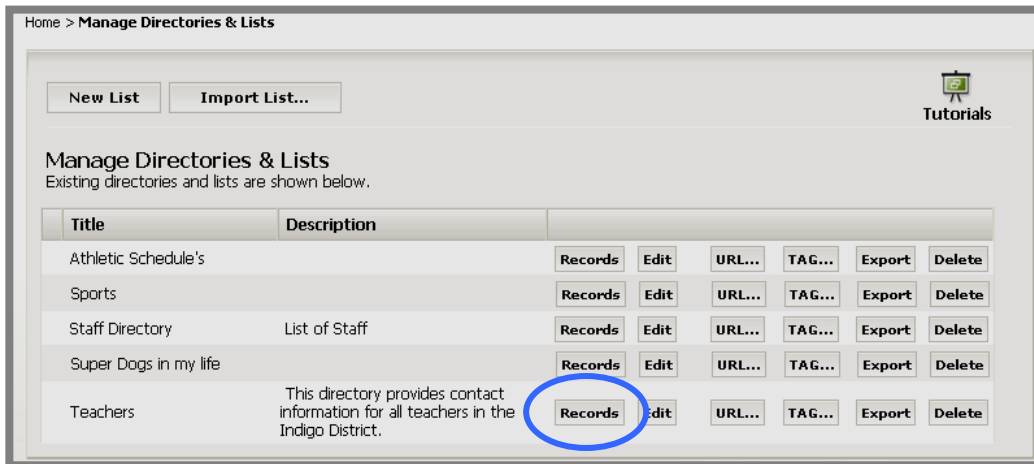


Exhibit 17-34: Manage Directories & Lists window

3. Click on the *Records* button to the right of the list that contains the record you want to edit. A *Manage Records* window like the one shown in Exhibit 17-35 will display.

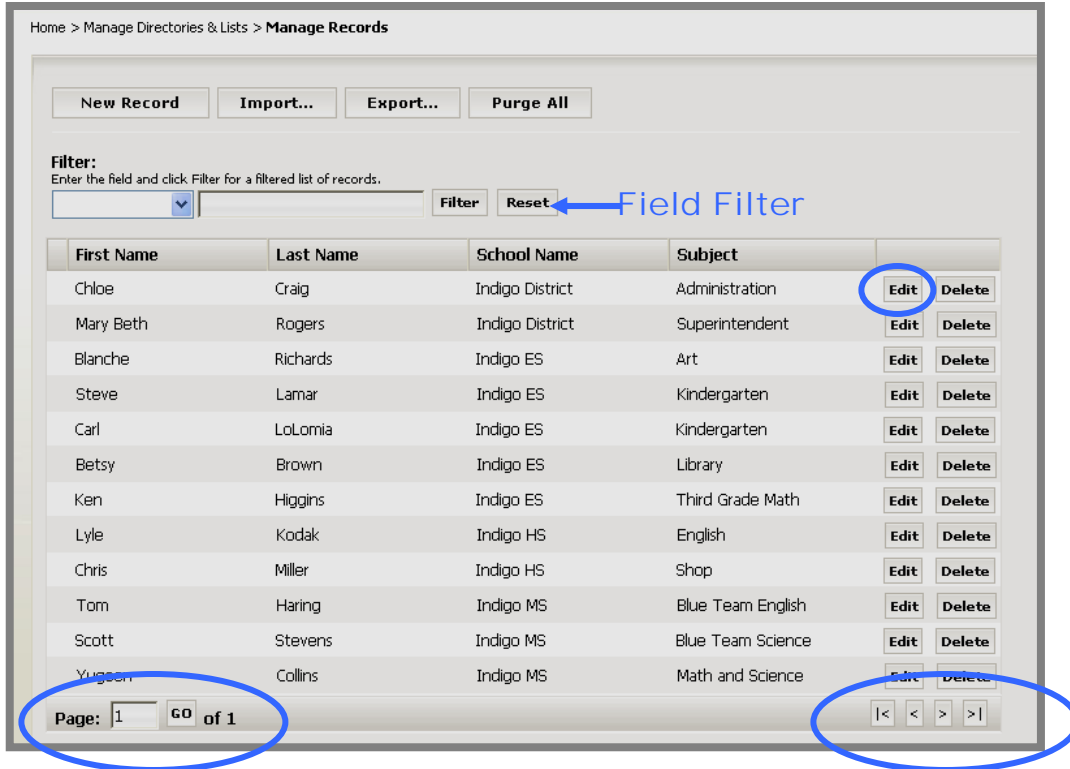


Exhibit 17-35: Manage Records window

4. Click on the *Edit* button to the right of the record you want to edit. An *Edit Record* window like the one shown in Exhibit 17-36 will display.

Note: You can use locate the record by:

- Using the *Field* filter at the top of the window.
- Using the *Go* button at the bottom left of the window to get to a certain page. Enter the page number and click the *Go* button. That page of records will display.
- Using the arrows at the bottom right of the window to move through the list of records one page at a time or move to the first or last page of records.

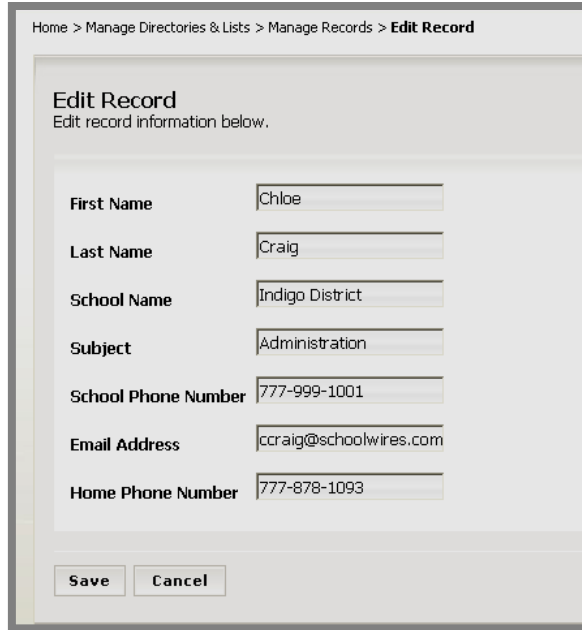


Exhibit 17-36: Edit Record window

5. Make the desired changes to the record.
6. Click on the *Save* button. The *Manage Records* window will return as the active window. If the directory or list was deployed on an active *page*, you can view the information for the record you just edited on the end user website.

Exporting Records

To export the records from a list:

1. Access your *Site*, *Subsite* or *Section Workspace*.
2. Click on the *Directories & Lists (MiniBase)* task from the *Tools* tab or *Tools* drop-down menu. A *Manage Directories & Lists* window like the one shown in Exhibit 17-37 will display.

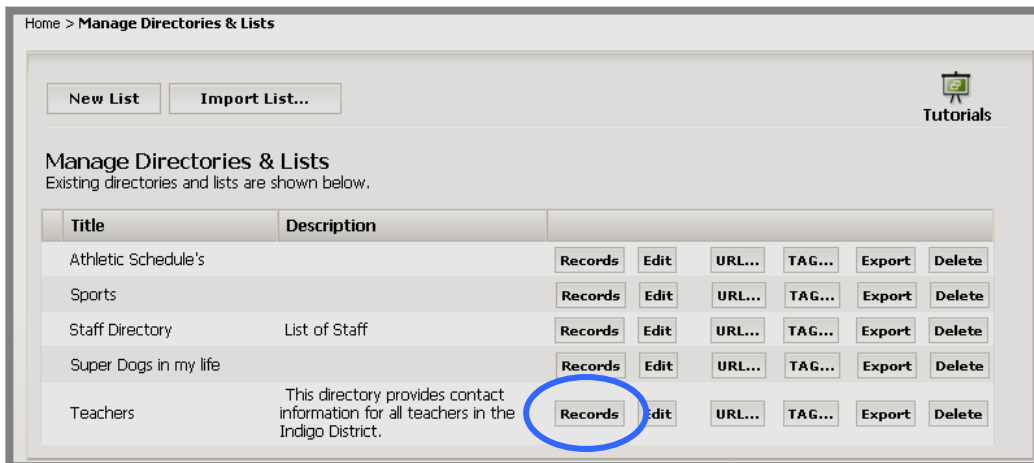


Exhibit 17-37: Manage Directories & Lists window

- Click on the *Records* button to the right of the list that contains the record you want to export. A *Manage Records* window like the one shown in Exhibit 17-38 will display.

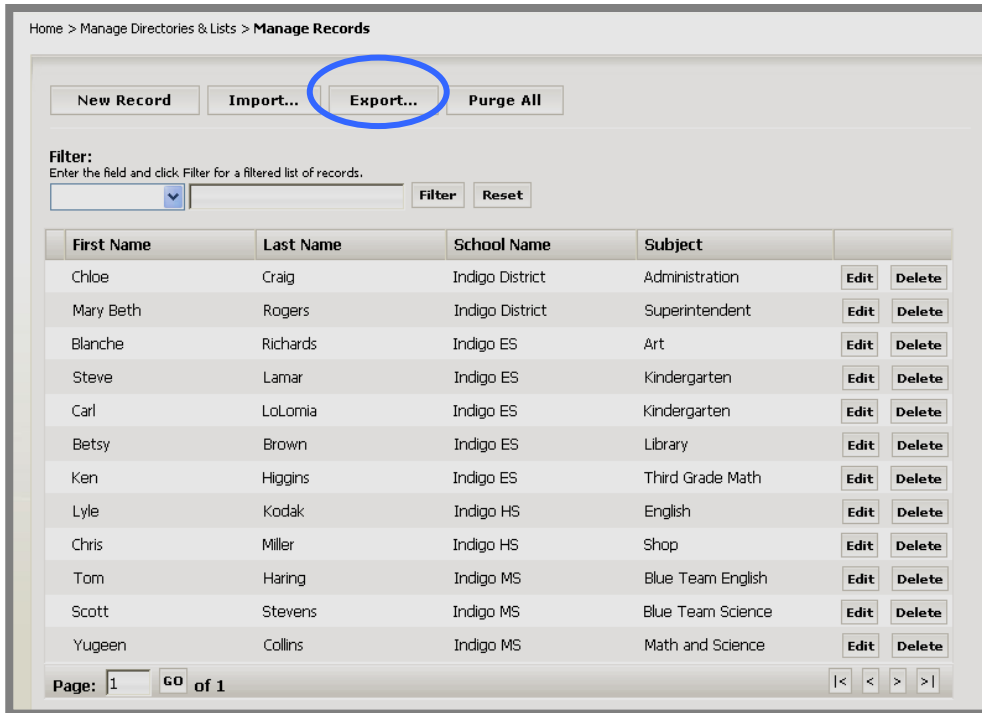


Exhibit 17-38: Manage Records window

- Click on the *Export* button on the top of the window. A *File Download* window like the one shown in Exhibit 17-39 will display.

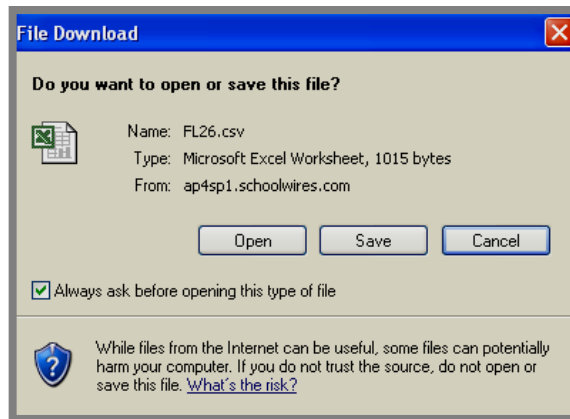


Exhibit 17-39: File Download window

- Click on the *Save* button to save the export file to your computer and open it in Excel or click on the *Open* button to open it in Excel immediately. Note: You can change the system-generated file name after you have saved the file.

Deleting a Record

To delete a record from a list or directory:

1. Access your *Site, Subsite* or *Section Workspace*.
2. Click on the *Directories & Lists (MiniBase)* task from the *Tools* tab or *Tools* drop-down menu. A *Manage Directories & Lists* window like the one shown in Exhibit 17-40 will display.

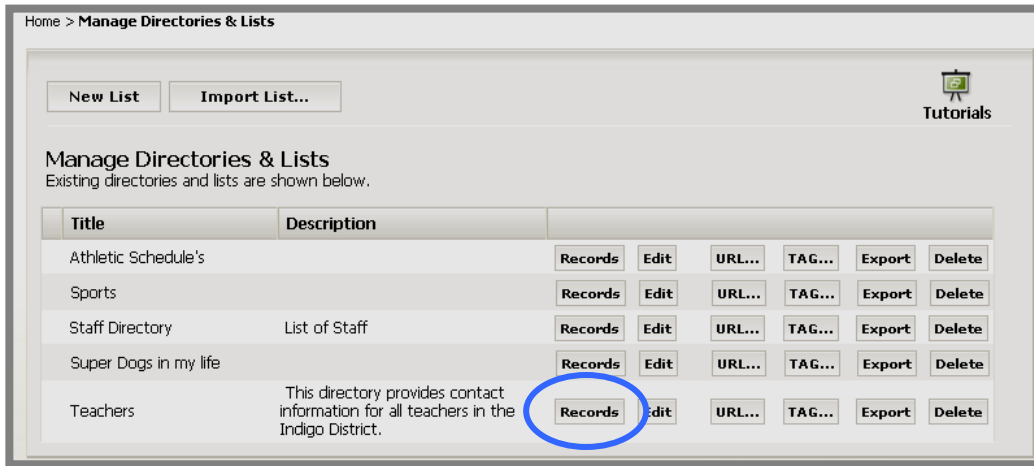


Exhibit 17-40: Manage Directories & Lists window

3. Click on the *Records* button to the right of the list that contains the record you wish to delete. A *Manage Records* window like the one shown in Exhibit 17-41 will display.

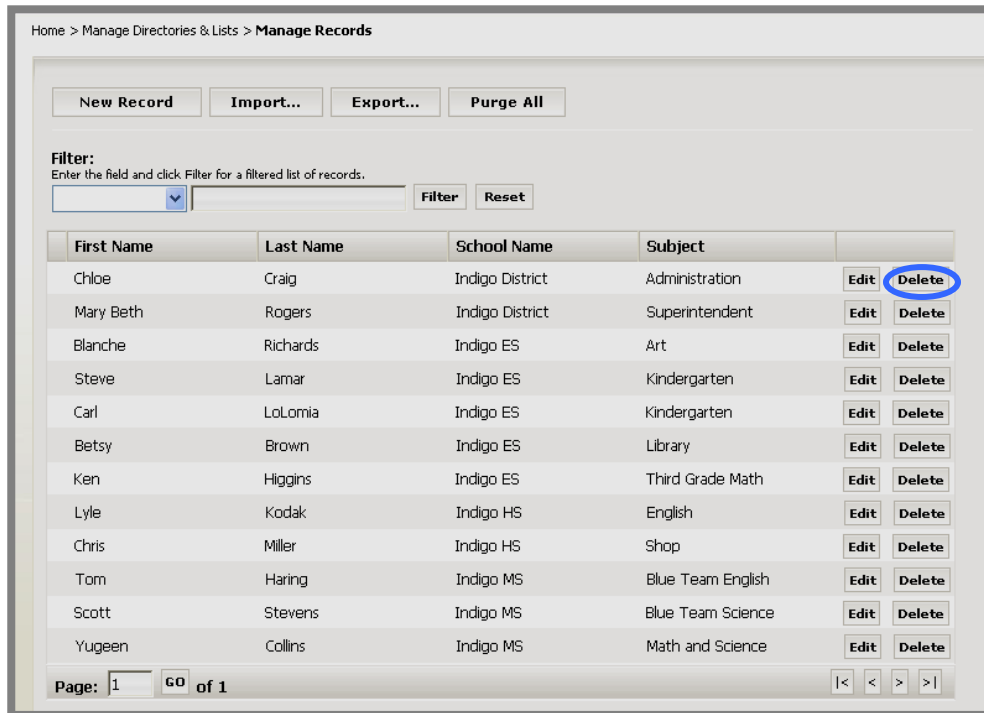


Exhibit 17-41: Manage Records window

- Click on the *Delete* button to the right of the record you wish to delete. A *Delete* confirmation dialog box like the one shown in Exhibit 17-42 will display.

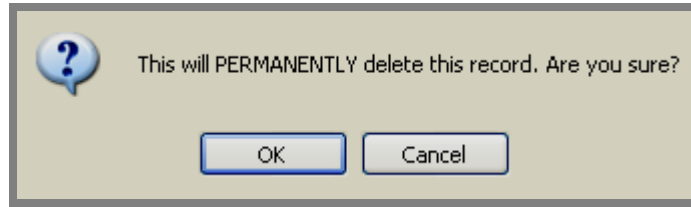


Exhibit 17-42: Delete confirmation dialog box

- Click the *OK* button. The *Manage Records* window will refresh. The record you deleted will no longer display on the list or on the end user website.

Purging Records

There may be times when you wish to delete (i.e., purge) all the records in a list or directory, but retain the fields. For example, you might want to purge all the athletic events for a season. You could then import athletic events for the next season.

Warning: Purging records means deleting **ALL** the records from your *MiniBase* list or directory. Be absolutely certain this is the action you wish to take.

To purge all the records from a list or directory:

- Access your *Site, Subsite* or *Section Workspace*.
- Click on the *Directories & Lists (MiniBase)* task from the *Tools* tab or *Tools* drop-down menu. A *Manage Directories & Lists* window like the one shown in Exhibit 17-43 will display.

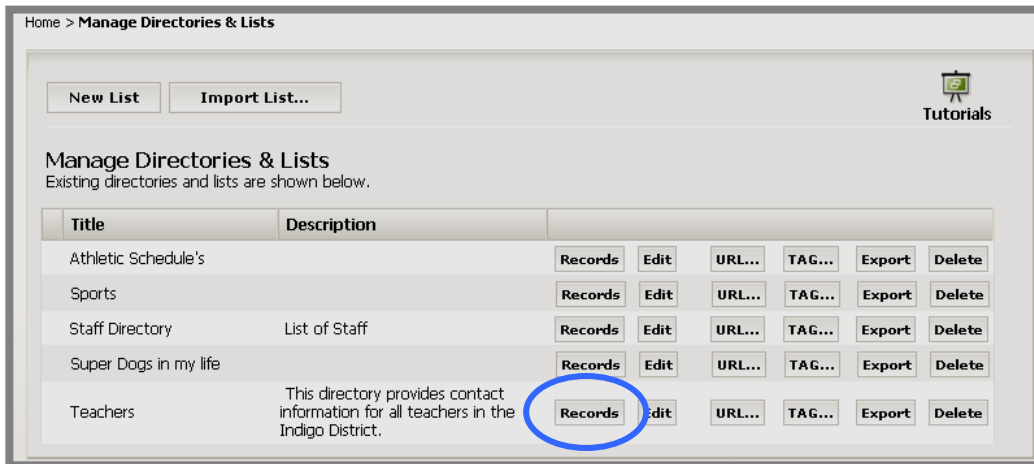


Exhibit 17-43: Manage Directories & Lists window

- Click on the *Records* button to the right of the list that contains the record you want to purge. A *Manage Records* window like the one shown in Exhibit 17-44 will display.

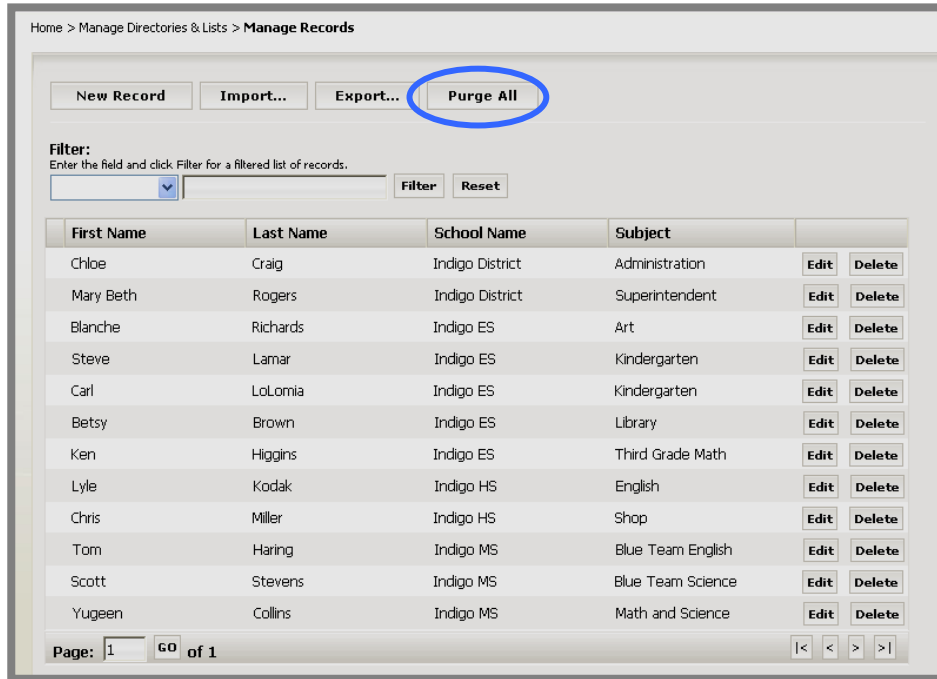


Exhibit 17-44: Manage Records window

- Click on the *Purge All* button at the top right of the window. A *Purge* confirmation dialog box like the one shown in Exhibit 17-45 will display.

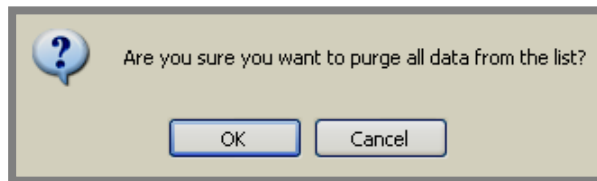


Exhibit 17-45: Purge confirmation dialog box

- Click the *OK* button. The *Manage Records* window will refresh. There will be **NO RECORDS** in the window. It will look like the window shown in Exhibit 17-46.



Exhibit 17-46: Manage Records window after purge

Exporting/Importing List Configurations

The configuration of a list is the information you entered when you created or edited the list. It includes the information on the *General* tab as well as the *Fields* tab as shown in Exhibits 17-47 and 17-48.

If you wish to use the configuration of a list to create another like it, beginning with AP4.2, you may export that configuration and import it as a new list. No records will be exported or imported with the configuration.

In addition, you will be able to import MiniBase configurations that **Schoolwires** makes available.

Home > Manage Directories & Lists > Edit List Configuration

Edit List Options
Enter list information below.

General Fields

All fields marked with an asterisk (*) are required.

Title: *
Teachers

Description:
This directory provides contact information for all teachers in the Indigo District.

Display Format:

Table View **List View**

Last Name	First Name
Doe	John
Doe	Jane
Doe	Jack

Last Name: Doe
First Name: John
Building: High School

Last Name: Doe
First Name: Jane
Building: High School

Save **Cancel**

Exhibit 17-47: List Configuration: General tab

Home > Manage Directories & Lists > **Edit List Configuration**

Edit List Options
Enter list information below.

General **Fields**

Field Name	Display Roles	Filter Type	Sort Type	Sort Order
First Name	Edit Roles	None	None	None
Last Name	Edit Roles	Free Form	Ascending	3
School Name	Edit Roles	Drop Down	Ascending	1
Subject	Edit Roles	Drop Down	Ascending	2
School Phone Number	Edit Roles	None	None	None
Email Address	Edit Roles	None	None	None
Home Phone Number	Edit Roles	None	None	None
Section	Edit Roles	None	None	None
	Edit Roles	None	None	None
	Edit Roles	None	None	None
	Edit Roles	None	None	None
	Edit Roles	None	None	None
	Edit Roles	None	None	None
	Edit Roles	None	None	None
	Edit Roles	None	None	None

Save Cancel

Exhibit 17-48: List Configuration: Fields tab

Exporting a List Configuration

To export the configuration of a list:

1. Access your *Site*, *Subsite* or *Section Workspace*.
2. Click on the *Directories & Lists (MiniBase)* task from the *Tools* tab or *Tools* drop-down menu. A *Manage Directories & Lists* window like the one shown in Exhibit 17-49 will display.

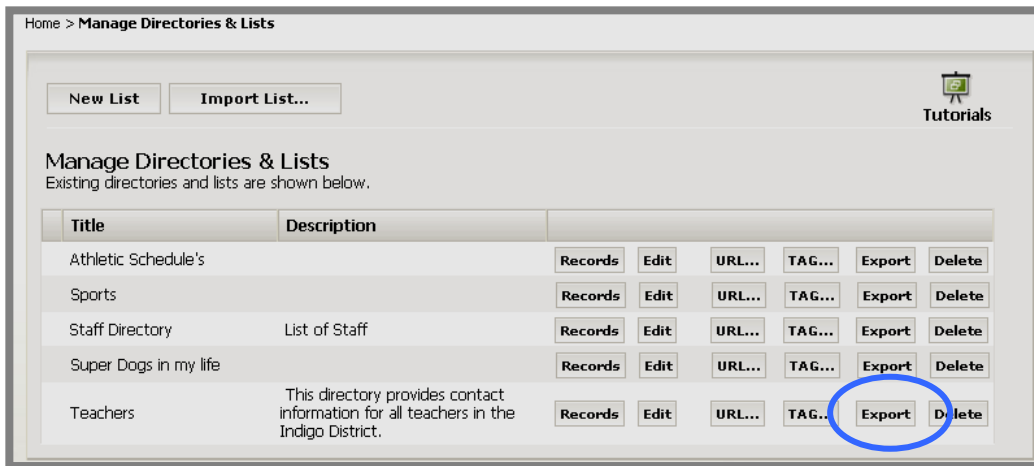


Exhibit 17-49: Manage Directories & Lists window

3. Click on the *Export* button to the right of the list with the configuration you wish to export.
4. A *File Download* window like the one shown in Exhibit 17-50 will display. Note: The SWE file type is a **Schoolwires** export file.

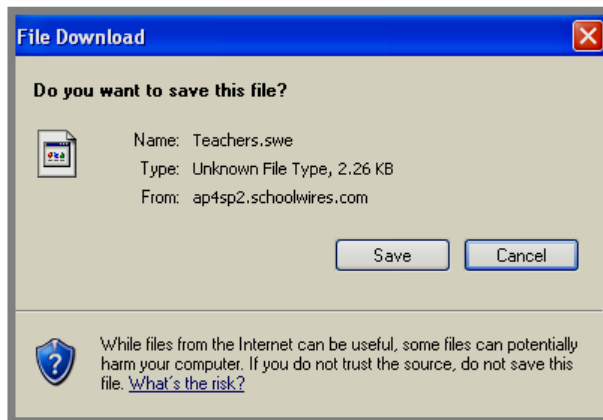


Exhibit 17-50: File Download window

5. Click the *Save* button. Browse your computer for the location in which you wish to save the file.
6. Click the *Save* button. A *Download Complete* window will display.
7. Close the *Download Complete* window.

Importing a List Configuration

To import the configuration of a list:

1. Access the *Site, Subsite* or *Section Workspace* into which you wish to import the list configuration.
2. Click on the *Directories & Lists (MiniBase)* task from the *Tools* tab or *Tools* drop-down menu. A *Manage Directories & Lists* window like the one shown in Exhibit 17-51 will display.

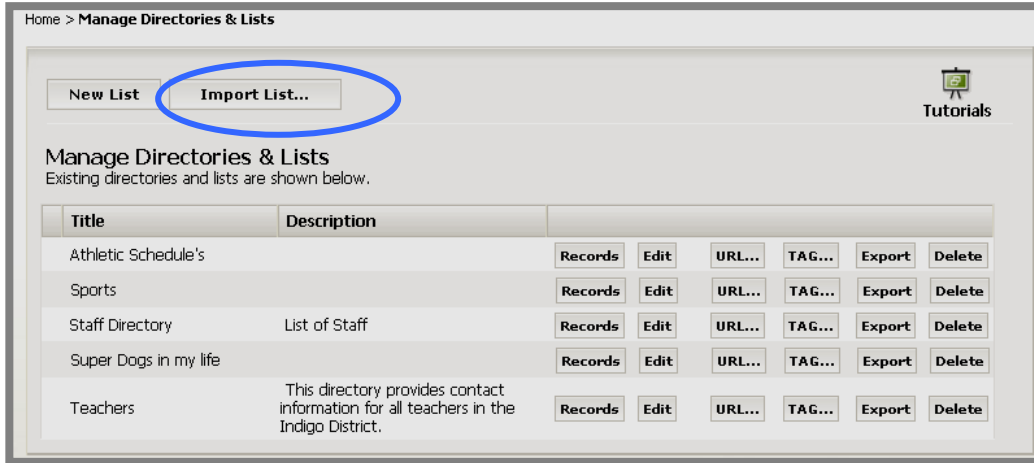


Exhibit 17-51: Manage Directories & Lists window

3. Click on the *Import List* button at the top of the window. Step 1 of the *Import List* wizard like the one shown in Exhibit 17-52 will display.

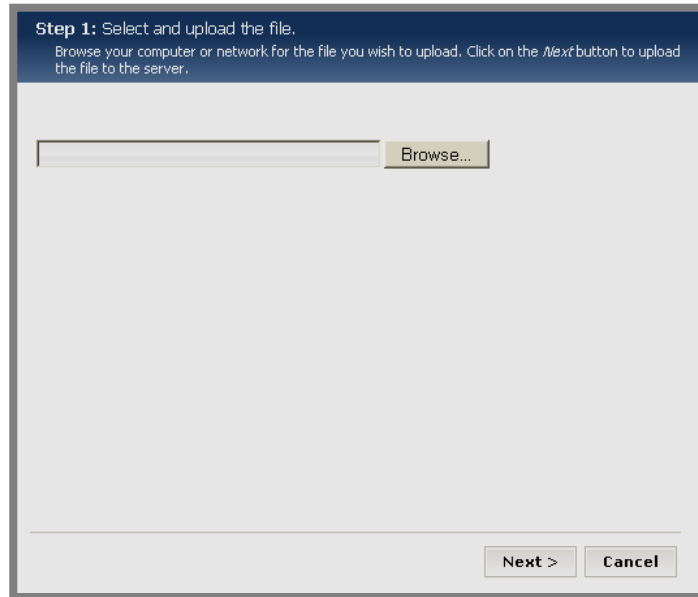


Exhibit 17-52: Step 1 of Import List wizard

4. Click on the *Browse* button. Browse your computer until you locate the file you wish to import.
Note: It must be a file with an SWE extension, either one you exported or one you downloaded from **Schoolwires**.
5. Highlight the file.
6. Click the *Open* button. Step 1 of the *Import List* wizard will return as the active window. The file path for the file you chose will display.
7. Click the *Next* button. You will get a message saying your file is uploading. When the import is completed, a *Successful Import* window like the one shown in Exhibit 17-53.

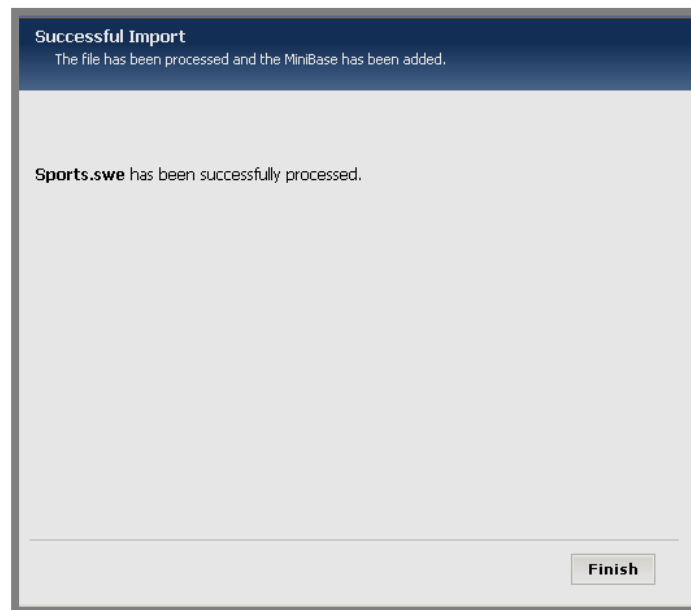


Exhibit 17-53: Successful Import window

8. Click the *Finish* button. The *Manage Directories & Lists* window will return as the active window. The list you just imported will display. It will contain no records.

Deleting a List

If you will no longer use the records or the fields in a directory or list, you will probably delete the list rather than purge the records.

To delete a directory or list:

1. Access your *Site, Subsite* or *Section Workspace*.
2. Click on the *Directories & Lists (MiniBase)* task from the *Tools* tab or *Tools* drop-down menu. A *Manage Directories & Lists* window like the one shown in Exhibit 17-54 will display.

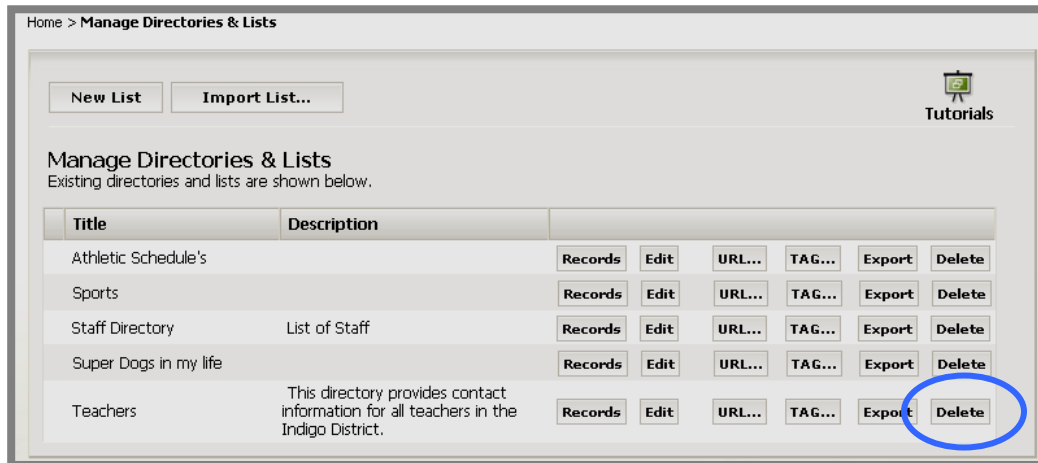


Exhibit 17-54: Manage Directories & Lists window

3. Click on the *Delete* button to the right of the list you wish to delete. A confirmation window like the one shown in Exhibit 17-55 will display.

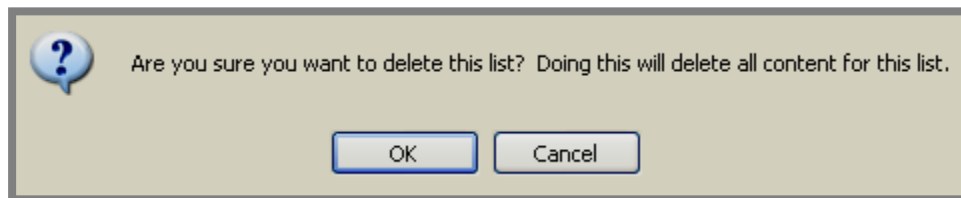


Exhibit 17-55: Delete list confirmation dialog box

4. Click the *OK* button. The *Manage Directories & Lists* window will refresh. The list you just deleted will no longer display in **Site Manager** or on the end user website.

Note: When you delete a directory or list, you must remove the tag or URL from the page on which you deployed it. We also recommend that you delete the *page* or deactivate it until you are ready to use it once more.