

OnSemble

Portal Suite Guide

Button Island



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Introduction

This Guide is one of many “mini-Guides” designed to explain all about the functionality of each of the Islands found in OnSemble Begin.


How to Use This Guide


We strongly suggest that this Guide be used in conjunction our Workgroup Configuration Guide, the Workgroup Content Guide and with the help of your Portal Administrator (and he or she should be armed with the Portal Administrator’s Guide!)

We have included a small Glossary of terms specific to this Guide. The Workgroup Manager Guides also have very useful Glossaries and set of FAQ that you may wish to review before using this Guide.

Throughout this Guide, we may call out Important Notes with the following symbols:

 **Critical Note** – These are very important and often involve security issues.


 **Side Note** – These are points of information designed to clarify a larger topic.


 **OS Pro Note** – Best practices, ‘outside-the-box’ thinking and fun facts from our Customer Success Team.

 **Example Time** – Actual examples we run across in our day-to-day.

Navigation Note:

Your Portal has two types of Navigation available, ‘Horizontal’ (with drop down menus, across the top) and ‘Vertical’ (in a collapsible sidebar on the left of your screen). Your Portal Administrator will determine which Navigation type is available to you. This guide shows primarily Vertical Navigation for screen caps, but may show both Vertical Navigation and Horizontal Navigation where space allows. We will also note where there are distinct differences. Almost all tasks can be performed with either type of Navigation.

 **Critical Note:** This Guide is written from the perspective of a Workgroup Manager. If you are an Assistant Manager, you might not be able to perform ALL the actions listed here, and we have tried to note the differences. If you happen to be a Portal Administrator using this Guide, remember, you may have to “add yourself” as a Workgroup Manager or Assistant Manager to perform some of these actions!

 **OS Pro Note:** Do you have feedback on this Guide? Do you want to share great ideas for F.A.Q., Glossary terms – or even another Guide we need? We would love to include your thoughts in our next Guide Update! Reach out to your Customer Success Manager and share your thoughts!

FAQ

Q: I added an Assistant Manager, but they still cannot edit my Workgroup Pages.

A: It’s likely one of two things. First, check permissions. After adding an Assistant Manager, you must then set the permissions for that Assistant Manager. See the Workgroup Configuration Guide for more details. Second, make sure he or she is working with the actual Workgroup Page and not a “Public Page.” Public Pages cannot be edited – you must work with the native Page.

Q: How do you resize Islands on a page?

A: We cover both placing Islands and resizing Islands in depth in the Workgroup Content Guide.

Q: Can a Portal Administrator automatically manage all Workgroup Pages?

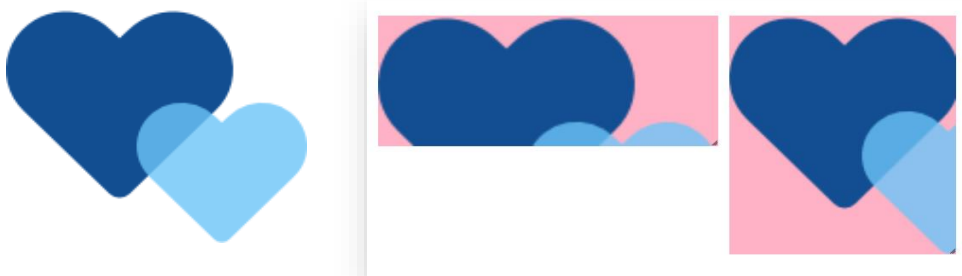
A: No. A Portal Administrator is not a Workgroup Manager or Member automatically or by default. Portal Administrators do have the ability to grant themselves whatever permissions and access they see fit. See the Portal Administrator Guide for more details.

Q: Why can’t I create new Workgroup Pages?

A: Whether or not a User is allowed to create his or her own Workgroup Pages is controlled by the Workgroup Manager and Assistant Managers. Please contact your them for more details.

Button Island Mini-Glossary

Cover – A type of Image Behavior. Cover means the Image will crop from the right or the bottom (whichever is less) to best fit the Island without warping the Image. The heart image below crops from the right or the bottom, depending on the shape and size of the Island. (Pink background added to show Island Shape/Size.)



Public Pages – A “Read Only” version of a private Workgroup Page that all Users can access. This setting is changed under Page Properties.

Button Island – About

What Does the Button Island Do?

The Button Island is an easy-to-use hyperlink Island (with a colored mouse-over hover effect) that allows you to quickly place large graphic and/or text links on Portal Pages.

Button Islands **CAN** link to:

- Portal Pages (see Pro Note below)
- External Websites
- Documents that are uploaded to or linked to the Portal

Button Islands **CANNOT** link to:

- Link to Email (eg. a href="mailto:")
- Open other programs

★ **OS Pro Note:** The Portal will always obey Page permissions – so if you use a Button Island to link to a Portal Page that someone cannot access, that User will receive an error message. You may want to make the Page Public, and link to that instead!

How Does the Button Island Work? Image and Linking

When you Manage Button Island Content, you are setting up how the Button Island looks as well as where it links to. Let's review this in parts.

(1) Preview: As you build the Button Island, the Preview will appear here.

(2) Image Choose / Upload: If you want the Button to be an Image, you can upload an Image file here.

(3) Image URL / Upload: If you want the Button to be an Image, you can link to an Image URL here.

(4) Link URL: Where the Button will link to. This is REQUIRED. You can choose any Portal Page you have access to from the drop down, or paste a full URL, including http://, under Other.

(5) Open Link in New Window: If this box is checked, then the URL will open in a New Window.

Manage Button Island Content
Determine how the button will appear on your page

Preview: 1

Image: No file chosen 2

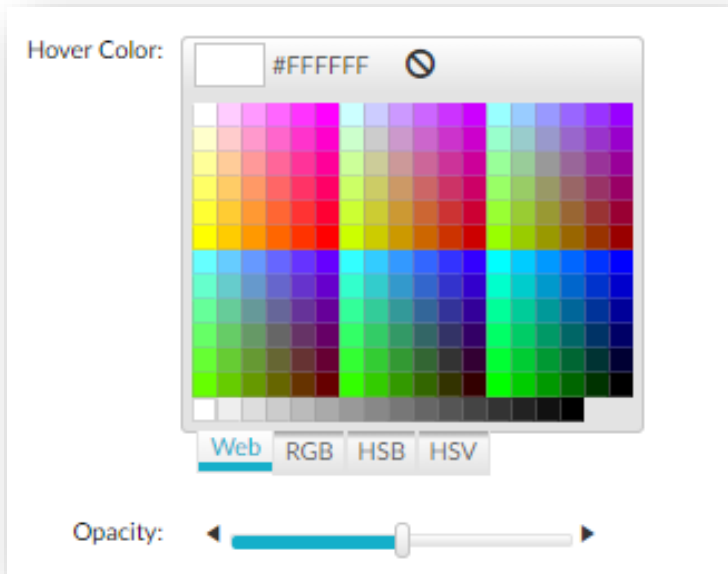
3 Image Url:

Link Url: Portal Page - Link To Page - 4 Other

5 Open Link in New Window

How Does the Button Island Work? Selecting Hover Color and Opacity

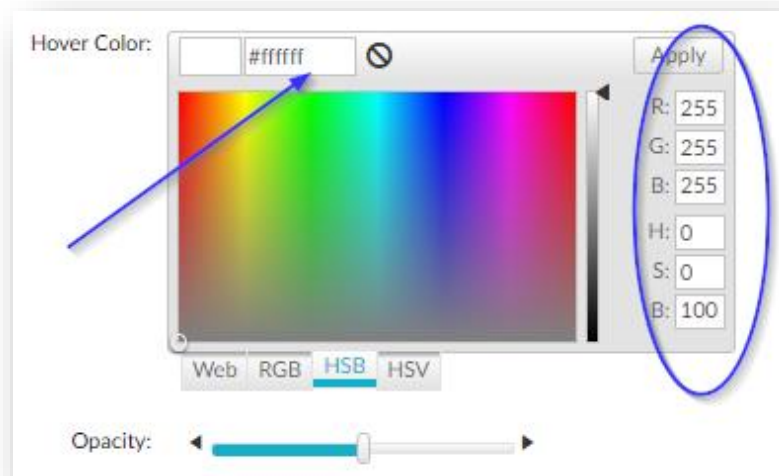
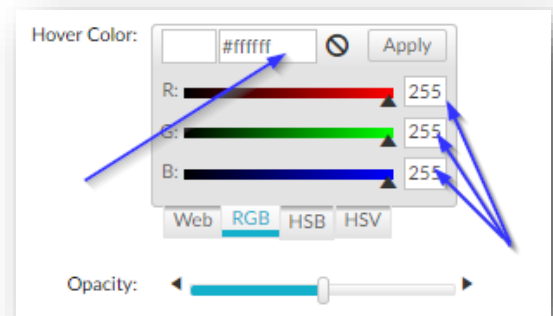
The Hover Color Panel has four tabs at the bottom, plus an opacity slider.



How To Choose Your Color

Web (left) is the first tab, open by default. You can click any of the “paint chips” to quickly select a color.

RGB (below) is the second tab. If you know the specific RGB of the color you want, you can enter those values in the boxes on the right, (or use the sliders). You can also **enter a Hex Code** in the top box.



HSB is the third tab. (left) You can enter RGB values as well as HSB values. You can also use the side slider or pick a ‘rainbow’ point. You can also **enter a Hex Code** in the top box.

HSV is the fourth tab. The features are nearly identical to HSB. It is not pictured here.

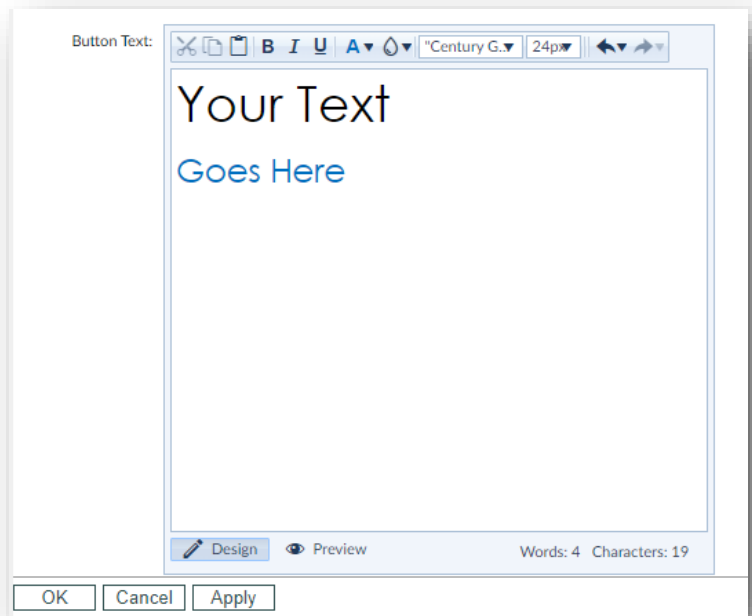
The **Opacity Slider** determines if the Hover Color on your button is very light (lower opacity is to the left) or very vibrant (higher opacity is to the right).

How Does the Button Island Work?

Changing Text

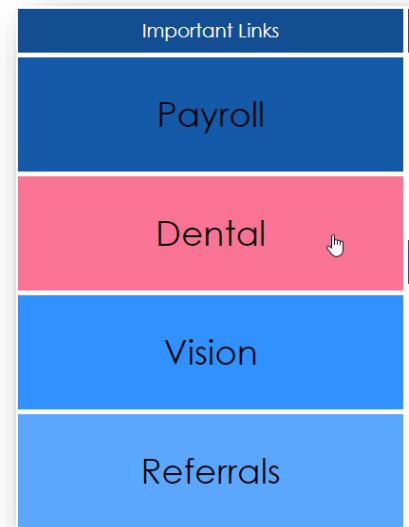
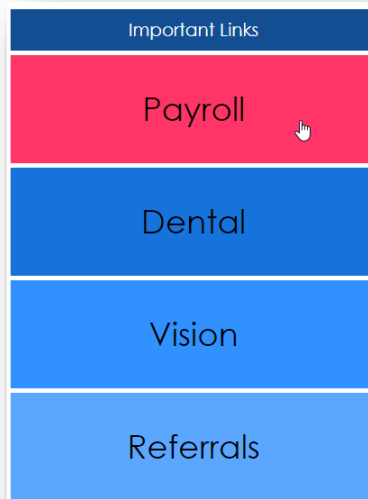
If you want your button to have Text on it, you can edit the text in the bottom of the Manage Button Island Content page. Despite what it looks like here, text on the Button will always be centered.

Text will also shuffle down/be responsive if the line of text is longer than what the island will allow.



★ **OS Pro Note:** You do not have to use an image. In fact, many of our Users prefer to simply use a Background Color (via the Island Properties) and a complimentary Hover Color. This is the EASIEST way to quickly make Buttons that always look good!

🛠️ **Example Time:** Four Fixed Height text-only buttons in a Structure (showing Hovers)



Button Island - Placing it on a Page

Island Height to Content Height

The Button Island behaves differently depending on the Page Method you have selected.

In a Structure: If you do not use an Image, the Button will take the Content Height from the size of the text inside it. If you do use an Image, it will be treated as “Cover.” (This Guide describes Cover in the Mini Glossary on page 3.) For this reason, we strongly encourage you to use a ‘generic’ or abstract image, or simply use a background color, as described on page 6. In short, it is nearly impossible to get an entire Image to show in a Button on a Structure page.

In a Layout: If you do not use an Image, the Button will take the Content Height from the size of the text inside it. If you do use an Image, it will be treated as “Cover.” (This Guide describes Cover in the Mini Glossary on page 3.) For this reason, we strongly encourage you to use a ‘generic’ or abstract image, or simply use a background color, as described on page 6. In short, it is nearly impossible to get an entire Image to show in a Button on a Layout Page.

In a Freeform: If you do not use an Image, the Button will take the Content Height from the size of the text inside it. If you do use an Image, it will be treated as “Cover.” (This Guide describes Cover in the Mini Glossary on page 3.) If you want the whole Image to display, change the Island Properties to Content Width and Content Height. Your button will display the whole image (in pixels.) **This is a Best Practice and gives a very consistent experience.**

Island Height to Fixed Height

The Button Island behaves differently depending on the Page Method you have selected.

In a Structure: If you do not use an Image, the Button will take the Content Height as whatever you have set. **This is a Best Practice and gives a very consistent experience.** If you do use an Image, it will be treated as “Cover.” (This Guide describes Cover in the Mini Glossary on page 3.) For this reason, we strongly encourage you to use a ‘generic’ or abstract image, or simply use a background color, as described on page 6. In short, it is nearly impossible to get an entire Image to show in a Button on a Structure page.

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In a Freeform: If you do not use an Image, the Button will take the Content Height whatever you have set. This is a Best Practice and gives a very consistent experience. If you do use an Image, it will be treated as “Cover.” (This Guide describes Cover in the Mini Glossary on page 3.) For this reason, we strongly encourage you to use a ‘generic’ or abstract image, or simply use a background color, as described on page 6. In short, it is nearly impossible to get an entire Image to show in a Button on a Freeform page at Fixed Height.

Take Note!

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