

# INQUISIQ<sup>r3</sup>

Unleash the Power of e-Learning

## Administrator Manual - System & Interface Configuration

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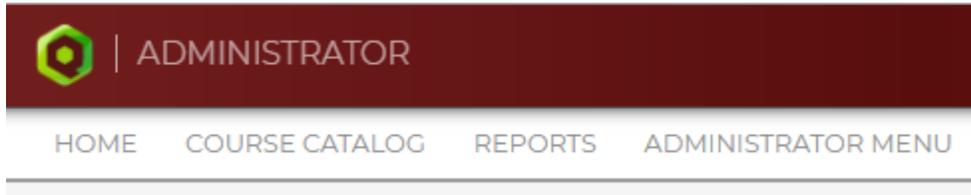
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# Administrator Menu

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To access the **Administrator Menu**, click the Administrator Menu button in the top menu, found under the banner at the top of the page (the Masthead).



Once you are in the Administrator Menu, you will see four sections of administrator functionality – System, Users & Groups, Interface, and Content. Note that you will only see the categories that you have been given permission to. Remember that only the non-user Administrator can set permissions for users, either on individual user accounts, or through groups (for more information on permissions, see the Users & Groups Manual).

## System Configuration and Setup

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The first section in the Administrator Menu is the **System** section. The System category includes system-level settings that control how your portal behaves. The section has a sub-section on the left that lists the portal name and the contact information of the portal administrator (pulled from the Portal Settings page – see below), the date on which the portal was created, and the expiration date of the portal, if any (controlled from the control panel on installed instances, or by an ICS Learning Group administrator on SaaS instances).

### Portal Settings

- Portal Name – Name of the portal; will appear in the masthead when on the home page, as well as in the top of the browser window/tab.
- Account Name – name of the portal as it appears in the portal URL.
- Force HTTPS – This option only appears when there is an SSL installed and pointed at your instance of Inquisiq.
- Lesson Data Recovery – In the event a user's progress in a lesson is not properly saved, you can choose to have the data automatically recovered, automatically discarded, or allow the user to decide.

- Login – Always “administrator”; “admin” also accepted as a username with which to log in as the Administrator (non-user)
- Password – Administrator (non-user) password
- Change Password – Enter a new password for the Administrator (non-user) twice to change the password for the Administrator (non-user)
- Name – First and last name of the administrator or contact for the LMS system
- Company – Company responsible for managing the LMS system
- Email – Email address of the administrator or contact for the LMS system

## Domain Aliases

On this page, you can enter the domain names that you would like to re-direct to your portal. The domain name(s) that you put in must be owned and operated by you, and your DNS settings must have the domain name(s) pointed to your portal. While the use of an Alias will allow your users to enter your domain to get to your Inquisiq portal, the address will resolve to the address for your portal. If you want the URL that is displayed in the browser address bar to only be the domain alias of your choice, you must purchase an Installed Solution, and the site will have to be configured by your server administrator.

Portal URL:	<a href="http://ics-jdapice.inquisiq4.com">http://ics-jdapice.inquisiq4.com</a>	
Aliases:	<div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;"> <p>companyname.com</p> <p>yourcompany.com</p> </div>	<p> Add Alias</p> <p> Remove Selected</p> <p> Edit Selected</p>
<p> Save Changes     Cancel</p>		

## E-commerce

On this page, you can set up the payment processor to use when customers purchase your courseware through the LMS. The Inquisiq™ Hosted/SaaS model currently supports two PCI compliant payment gateways – **PayPal** Standard, and **Authorize.net** (Accept.js). In order to use either of the available payment gateways, you will need your own account with one of those providers.

What information you need to complete after selecting your payment processor depends on which you pick. PayPal Standard simply requires your PayPal login (email). Authorize.net requires more specific information. Refer to your account details with those processors to complete the required fields.

Inquisiq™ does not store any processing information. Once the Learner elects to pay for the courses they've chosen in your LMS, the transaction is handed over to your payment processor. Inquisiq™ generates an order number, retains record of the purchase date, item type (course or catalog), the name of the course or catalog, the description for the course or catalog, the cost of the course or catalog, the amount paid, and any coupon code used. Inquisiq does not store credit card information, however, when using the Authorize.net integration, Inquisiq will store the last 4 digits of the credit card used to make the purchase.

The E-commerce section is not available for trial account users. If you are a licensee and E-commerce is not enabled, please contact [Inquisiq Support](#).

**NOTE:** Older versions of Inquisiq™ Installed Solution support two additional payment processing methods – PayPal PayFlow Pro, and Authorize.net AIM (Advanced Integration Method). If either of these options are selected upon upgrading to the newest version of Inquisiq, they will stay selected and remain an option, only until you select and configure either PayPal Standard or Authorize.net Accept.js and click “Save Changes”, upon which time the old option will disappear.

## Localization

On this page, you can set the local time zone for your portal. You can also select whether you would like to use the US or European date formats. The “Default Language” option is where you can set the language for the LMS. English is the default LMS language for Inquisiq, but we also offer other language packs that you may purchase. Once other language packs are purchased and installed, you will be able to choose an alternative LMS language via this option (note that Inquisiq SaaS accounts include all language packs, so no purchase is necessary). Inquisiq is ‘timezone aware’ for scheduling, as long as you enter the user’s Local Timezone in their profile (see the Administrator Menu > Users & Groups > **Users** section). This means that times for live events will be displayed in accordance with the user’s time zone.

* Time Zone:	<input type="text" value="(GMT -5:00) Eastern Time (US &amp; Canada)"/> <input checked="" type="checkbox"/> Dates and times are automatically adjusted for daylight savings changes.
* Date Format:	<input checked="" type="radio"/> U.S. (ex: January 1, 2000) <input type="radio"/> European (ex: 1 January 2000)
* Default Language:	<input type="text" value="English"/>
<input type="button" value="✔ Save Changes"/> <input type="button" value="✘ Cancel"/>	

## User Authentication

This option is only available for installed instances of Inquisiq. For more information on this feature, please see the User Account Creation & Synchronization Methods manual.

## API

An Application Programming Interface (API) is available for Inquisiq LMS™. The API allows other software to interact with the Inquisiq software. Note that only specific functionality is supported by the Inquisiq™ API. For more details on the Inquisiq™ API, please refer to the **Inquisiq™ API Manual**, which can be obtained on request from ICS Learning Group technical support - [Inquisiq Support](#).

## Email Notifications

The Email Notifications section displays a list of all current email notifications. By default, no notifications are set up in a new Inquisiq LMS™ instance. You can create your own custom email notifications by associating them with a variety of system events. To create a new notification, click the “New Email Notification” option at the top-right of the page.

There are two tabs on the **New Email Notification** page, **Options** and **Message**.

- i) **Options:** Enter the “Name” of the notification as an internal label visible only to administrators, descriptive of the notification’s purpose. Select whether the notification is “Active” or “Inactive” to control basically whether the notification is on or off. Next, in the “Event/Recipient” fields, select the system event that you want to trigger the email notification, and whether that email notification should be sent to the System Administrator, the Learner, the Supervisor (this is the Learner’s supervisor, if set in the Learner’s user profile), or the Instructor. Note that the available recipients for a specific event depend on the type of event. Additionally, you may include your “Reply-To” address in the remaining field if you would like for your users to be able to reply to the message.

- ii) **Message:** Enter the Subject, Priority, and Body of the email message. Note the “Placeholders” you may type into your message. These placeholders will then substitute information into your message. For example, the placeholder, ##user\_fullname## will put the full name of the user that is the subject of the message in the spot where you’ve typed the placeholder. Roll-over the placeholders for a brief description of what each one does.

After you click “Save Changes”, you will be notified if any required fields are missing, or if the notification has been successfully saved. To edit a saved notification, click the Modify pencil icon (✎) for the selected notification. To delete a saved notification, select the checkbox to the left of the notification in the list, and then click “Delete Selected”.

## Datasets

As noted on the page for the Datasets feature, “Datasets hold the raw information that is extracted and sorted into reports. Datasets may be added by connecting to tables or views in the database.” There are a few pre-defined datasets, such as Catalog and Course Information, Certificates, Course Transcripts, Purchases (only visible when E-Commerce is enabled, and a payment gateway is verified), and User Demographics. You can add a dataset for reporting purposes via the ‘New Dataset’ link on the right-side of the page.

When you click “New Dataset”, the resulting page offers fields to enter the new Dataset’s Name, the Table/View, and the Description. The Table/View field is not browsable – you must know the name of the table/view as it exists in the database. Due to specific rules and functionality concerning datasets, it is advisable to consult with [Inquisiq Support](#) before attempting to create or add your own datasets. Note that creation of or consultation on creation of custom datasets is not covered by the standard support contract, and thus will be billable.

## Login Setup

This option allows you to customize the login options for your Inquisiq instance. These are universal options that affect the portal behavior for all of your users.

- i) **Self-Registration:** Enabling this option allows users who visit your LMS homepage to create a user account for themselves. They will click the “Log In” button at the far right end of the masthead, and then click the “register here” link. When the Self-Registration option is enabled, you can choose to use the registration page that is built into Inquisiq™, or you can specify a URL to a custom/external registration page. Note that if you use a custom/external registration page, it must be able to connect to Inquisiq™ through the Inquisiq™ API or a direct connection. Disabling this option will remove the “register here” link.

- ii) **Forgot Password:** *Enabling* this option will display an “I forgot my password” link in the LMS login area. When the user clicks this link, the user will be prompted to put in their username, and then, if security questions are enabled or required, the user will have to answer the security questions that they created on their profile. Once answered correctly, or just after they put in their username (if security questions are disabled or were not created on the user’s account), the user will be sent an email with a link to reset their password. However, if the user does not have an email account under their profile, this feature will not work, and they will be prompted to contact the administrator to change their password. *Disabling* this feature will remove the “I forgot my password” link from the login area, and users will not be able to reset their password without logging in.
- iii) **Lockout:** This feature locks your users out of their accounts for a select number of minutes after a select number of failed login attempts.
- iv) **Security Questions:** This feature can either offer users the ability to or force users to create security questions that must be answered correctly in order to reset a forgotten password.
- v) **Default Landing Page:** This option allows you to select the page your users will first see once they login. Within the LMS, the standard options are ‘Home’, ‘Course Catalog’, or ‘My Account’. The ‘Other’ option allows you to specify any other page URL within the LMS.
- vi) **Simultaneous Login:** Enabling this option allows users to be simultaneously logged into the LMS from multiple devices/browsers under the same user account. If this option is unchecked, you may choose whom to give **Login Priority** to (see below).
- vii) **Login Priority:** If you select “First Login”, once a user has logged into the LMS, any subsequent login attempts under that account will be blocked. The LMS will not allow a second login for the same user account until the original session has been properly closed. If a user simply closes the browser without logging out, the user’s LMS session is still active and the system will not allow them to log back in until the original session has timed out (the session timeout duration is dependent on the server but can be up to 20 minutes). If you select “Latest Login,” any login attempts under a user account will auto-log out any user currently logged in to the account. An administrator can always disconnect a user if they would like to terminate a session. To do this, the administrator will go to Administrator Menu > Users & Groups > **Users** section and click the “Disconnect” button for the appropriate user.

## User Field Configuration

On this page you can configure the details of the data associated with every user’s account. For example, you can determine what data is to be included as part of the user’s profile, what the data field will be called, and who is allowed to view or modify it. You can also create a variety of new field types that can use a variety of input mechanisms such as radio select buttons or pull-down lists. You can also designate what fields are required and can even add rules to ensure that the entered data is correct or validated.

There are three tabs on this screen: **Data Fields**, **Registration**, and **Form Previews**

## Data Fields Tab

- i) **Field Labels (names):** The Data Fields tab contains a list of all of the data fields available to use in user profiles. The bulk of the fields in the list are standard fields that the system comes with by default. There are also an additional 10 user-defined fields for which you can specify not only whatever label you would like, but you can also choose how you would like each of the 10 fields to function (text, date, radio buttons, checkboxes, or select box). The **Field** column is how the LMS references the data field on the back end; this cannot be changed. The **Label** column contains the name the field displays in the LMS interface. To change the label for a data field, click on the black cursor icon directly to the right of each data field label. Doing so will bring up a window that will prompt you to enter a new label. Note that you must have your pop-up blocker set to *'always allow pop-ups from this site'* and to allow scripted windows for this function to work properly.
- ii) **Admin. View:** The check boxes in this column control whether administrators can view and modify the associated data field. If you want to essentially disable a particular data field, you can uncheck the view control box for administrators, as well as for users (in the next column over). The field will remain in the database but it will be invisible (since no one will see it). If you have the modify box unchecked for administrators but checked for users, administrators will not be able to edit the field, and only the user will be able to modify the field on their profile.
- iii) **User View:** Same function as the Admin View column, but controls which fields users can see and modify in their profile.
- iv) **Reg. Form:** This column controls which fields appear on the built-in User Registration form that is presented to users when they click the "register here" link (assuming Self-Registration has been enabled in the Login Setup section) so that you can capture specific user profile data upon user account registration. Also note that you can use the custom user-defined fields to capture any additional information that does not come as a standard data field. See the **Options** description below to learn how you can create pull-down selection lists as well as add rules that can validate the data entered by your users.
- v) **Req. (required):** The checkboxes in this column cause the data field to be required. This means that it will always appear with a small red asterisk next to it indicating that the field must be completed. Trying to save the form without this field filled-in will cause an error and the user will be prompted to complete all required information.
- vi) **Options:** The Options dialog lets you configure any options that are specific to the data type you selected in a given data field. Note that many of the fields that are standard come with a data type built-in so you cannot change them. However, for the user-defined fields at the bottom of the list, the Options dialog is critical and must be set up.

For example, let's say that you would like to add a custom field called 'Access code', where this code must be entered by a registering user to gain access to the system. In other words, if the code is not correct they will not be allowed to complete their registration. To do this, follow these steps:

- a. Click the 'Change Label' icon (the little black arrow) next to the label for User-Defined Field 00. When the Label dialog box pops open, enter 'Access Code' and click Save.
- b. Decide if you want the Administrator and the user to view and modify this field. In this example, we will select 'Yes', so either the admin or user can view and change the field. Click the View and Modify check boxes in both the Admin View and User View columns.
- c. To make sure that this field appears on your User Registration Form, click the View check box in the Reg. Form column. Note that the Modify box is automatically checked since users must be able to modify fields on the Registration Form (i.e. enter text).
- d. Since the purpose of this field is to keep people out of your system unless they have provided access code that you give them, make sure that the Required box is checked to make the field required.
- e. Click the pencil icon to bring up the Options dialog box. Set the input type by using the pull-down selector and chose from the options; Text Field, Date, Radio Buttons, Checkboxes, Select Box (single select), or Select Box (multiple select). Depending on what input type you select, other parameters may be required. For this example, select 'Text Field'.
- f. Configure the Regular Expression so that this field will only get a match (validate) when the user enters the provided access code. If there is just one access code, simply enter it into the field. However, if there are several codes, enter them here with the proper nomenclature. Information regarding regular expressions can be found online from several sources.

## Registration Tab

- vii) **Registration Instructions:** These instructions appear at the top of the User Registration Form when a user self-registers for an account in your LMS (assuming this option has been enabled on the Login Setup screen). Note that there are some formatting controls under the text entry box that let you do simple things like bold or italicize text. You can also create bullet lists or add links.
- viii) **User Agreement:** just as with the registration instructions, you can choose to include a User Agreement. There are the same formatting controls under the text entry box. In addition to crafting a user agreement, you can optionally display a check box under the user agreement on the registration page, labeled "I agree", which the user will be required to check in order for their registration to be accepted.

## Form Previews

The form preview tab allows you to view how the registration and user account forms will look to both the administrator and the user, based on the settings set in the User Field Configuration section.

## Grouping Rules

The Grouping Rules section allows you to create rules that will automatically add users to specific groups based on their profile data. Grouping Rules can even be used to automatically create groups on the fly if desired. Once the user is in a group, group functions such as group enrollments, access to private catalogs, and scope control over permissions, may come into play. You will notice that the Grouping Rules screen is divided into two tabs, **Properties** and **Rules**.

- i) The first tab, **Properties**, allows you to specify what scenarios will trigger the Grouping Rules and cause them to be executed. There are eight scenarios that are broken down into how the user data gets changed; the first four relate to a new user account being created and the last four scenarios relate the user data being modified. Additionally, the scenarios are further separated into the different mechanisms that may have created or modified the account data.

For example, you can differentiate between a situation where a user self-registers or modifies their own account data, versus a situation where an Administrator changes the data or performs a batch upload. Generally speaking, you will want all scenarios to cause the rules to run. However, if desirable, you can have certain actions cause rules to run while others do not. Also note that these scenarios apply to the execution of **all** of the rules. At this time you cannot select different scenarios for different rules. In other words, the scenarios that you check will cause all of the rules to run. Once you select the scenarios you want, make sure to click the 'Save Changes' button on the bottom of the screen.

- ii) The second tab, **Rules**, provides access to the rules themselves. Any rules that currently exist will be listed on this screen. To edit one of the existing rules, click it to display the associated Actions on the right side of the screen. You can both modify and delete rules as well as move them up or down in the rules list (if you have multiple rules set up). The list order is important because the rules run in the order that they appear in the list. This allows you to establish, as part of a specific rule, whether you want the rule to be skipped based on matches in previous rules.
- iii) To create a new rule, click the 'New Rule' icon on the right side of the screen. This will cause the Add Rule window to pop open prompting you to configure the rule. The rule will have the following elements that define how it will behave:

- (1) **Field:** This is a pull down list that will allow you to select which User Account Data field the rule will be based on. For example, if you want this rule to add the user to a group based on the value of their Department field, you would select 'Department' from the pull-down list. Note that the pull-down list will contain all of the user profile fields that you have set up in the **User Account Data** section – including any User Defined fields that you may have set up.

(2) **Matches:** This field is where you enter the ‘regular expression’ that will be used to determine if a match exists, causing the user to be added to the specified group. Note that solid knowledge of regular expressions is important at this point and should be investigated before continuing. There is an abundance of resources that are available to explain the use of regular expressions that can be easily identified with any search engine. It should also be pointed out that the regular expressions that are implemented in Inquisiq LMS™ are not case-sensitive.

As a simple example, let’s say that you want to determine when the department field is equal to “safety,” then you would simply enter the word “safety” in this field. However, note that if you have departments called “fire safety” or “safety 1” then those would also be considered matches. To be more specific you could define the regular expression as “^safety\$” which will only match when “safety” alone is present. Again, detailed knowledge of regular expressions is important, especially if you want to develop more sophisticated expressions. Below is a table that shows some very basic examples of how you may decide to use regular expressions.

Regular Expression example	Description	Examples that will match
Safety	Will match any expression that has the letters “safety” imbedded within it.	‘Safety’, ‘Fire safety’, ‘safety1’, ...
^Safety\$	Must match “Safety” exactly	‘Safety’ only
^(safety1 safety2)\$	Will only match for safety1 or safety2 exactly	‘Safety1’ or ‘Safety2’ only

(3) **Join User To:** This field allows you to select what group the user will join if a match exists between the selected field and the regular expression, if any. Select a specific group you want the user added to from the pull-down list of all groups within the system.

If you select the other option, ‘group with name’, then you are prompted to enter the name of a specific group. You can also set the rule to automatically create the group if does not already exist. This can be a powerful feature as it lets you create groups on the fly and add the user to that group.

(4) **Options:** This field allows you to control whether or not the rule should be skipped based on whether or not a previous rule was matched for the same user account data field, or optionally, for any user account data field.

iv) In addition to setting up scenarios whereby the grouping rules are activated, you can also apply the various grouping rules that you’ve set up immediately by clicking on the Apply All Rules Now button on either tab. This will execute the rules immediately, regardless of the scenario. So, if you wanted to create a new group and assign some of your existing users to

that group based on a field that was already entered, you could set up a rule for this and use this button to assign them to the new group immediately.

## Tracking Codes

Google Analytics or other web traffic analytics solution can be used with Inquisiq LMS™. These tools will give you insight into how users navigate through your LMS and what pages are popular. To use these tools you will first need to set up an account with the solution provider you prefer. These tools will give you tracking codes that can then be put into your LMS to enable the analytics tracking to occur.

To set up your analytics tracking codes go to the Administrator Menu > System Category and select the 'Analytics' icon. This will bring up the Analytics page where you can enter your tracking codes. Make sure to click Save before leaving the page.

Once you enter your tracking codes, Inquisiq LMS™ will automatically embed your tracking codes on key pages within your LMS which will now be tracked by your solution provider. The LMS pages that will contain the tracking code are shown in the next table.

<b>Inquisiq Analytics: Tracked Pages</b> (pages that your tracking code is added to)
Home Page
User Registration Page
All Course Details Pages
All Catalog Pages
User Self-Enroll Action Page
Catalog Search Results Page
Catalog Session Details Popup Page
PayPal Pages (forward to PayPal for payment, success, and cancel when using Website Standard option)
My Account / Shopping Cart Page
My Account Page

My Account / Profile Page
Enrollment (Lesson) Launch Action Page
My Account / Enrollment Details View Page
Site Offline Page
Privacy Policy Page
Terms and Conditions Page

## Reports Email Log

Reports Email Log

## Features

Features

# Interface Configuration

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The second category in the Administrator Menu is **Interface**. If you click the symbol next to the 'Interface' title, the group will either collapse or expand depending on its current state. This category is where you can customize the user interface components of your Inquisiq LMS™ instance. For example, the banner along the top, the home page message, and the footer information that appears at the bottom on the screen can all be changed to your preferences.

## Theme

Theme

## Masthead

With this option, you can configure the appearance of the bar that appears across the top of your Inquisiq instance. The latest version of Inquisiq has greatly simplified the masthead, as a part of the software becoming more mobile responsive. With a thin, simple design, the new masthead will not run the risk of dominating relatively small mobile screens.

There are two components to the masthead: the logo image, and the three background colors.

**Logo (Left Side):** Each Inquisiq instance comes with a supplied default image for the left side (the green 'Q'). You can replace this image with your own logo or other chosen image. The logo will be aligned on center with the page headings that appear in the masthead. Note that once you upload your own image, you cannot "delete" the image (revert back to the default image), you can only replace the image you have uploaded with another image.

Image types are limited to JPEG, PNG, and GIF (BMP will not work). Note that you can use any size image you want for the logo, but keep in mind that the image you choose will be auto-restricted to no taller than 35 pixels high, while the length of the image will be shrunk scaled to the height (the length of the image is unrestricted; it can be any length).

**Background Colors:** There are three

## Footer

In this area, you can modify the properties of the footer that appears on the bottom of every page in the LMS. These properties are for display only and have no internal LMS functionality. None of these properties are required.

- **Company Name:** type your company name or whatever other information you'd like to display in this part of the footer. The information you enter here will be displayed on the bottom right

side of the screen.

- **Email:** enter the email address that you want people to use to contact you. This should be a real, valid email address as it will automatically be formatted as a 'mailto' link. This is a good way for your customers or users to contact you for support or other such issues.
- **Web Site:** select 'http://' or 'https://' in the pull-down and then enter the URL for your company website, or any other website you'd like to link to from the Inquisiq footer. The Company Name that you enter above will become a clickable link that will go to the address you provide in the Web Site field. Note that since the 'http://' or 'https://' is provided for you as a selection, you should NOT include these in the address field you type in.

## Main Menu

In this section, you can configure the main menu for the site. The menu for the site is very configurable and you can change the order of the menu items as well as the actual text and you can even add your own custom menu items.

To rearrange the order of menu items, simply click on one in the menu representation on the page and drag it to a different position, then click the "Save and Apply Changes" button. To add a new menu item, click on the "+" button which will appear to the right of all the other menu items and has the following fields to fill in:

**Button:** this is actually not a field that can be changed but rather is an indicator of what the button represents. For added buttons, the label will read "[CUSTOM\_00]", "[CUSTOM\_01]," and so forth. For the other buttons, a label that is appropriate to that button will display, such as "[COURSECATALOG]." This can be helpful if one has customized the standard buttons to have different text from the default.

**Label:** this will affect the actual text of the button. Please note that Inquisiq will only display upper case letters in the menu, and so will convert any lowercase letters to capitals.

**Login Required:** if checked, then the menu item will only be visible when a user has successfully logged in.

**URL:** this is the website url which is the new button will link to when clicked. Select 'http://' or 'https://' in the pull-down and then enter the URL. Note that since the 'http://' or 'https://' is provided for you as a selection, you should NOT include these in the address field you type in. Optionally you can check the box "Open this URL in a new window when clicked" which is underneath the URL field. Checking this box, as the text indicates, forces a new browser window to be opened when the button is clicked.

Once all the fields are entered, click the Update Preview. You will now see the menu item in the menu bar on the page (not the real menu bar), and can continue to add new menu items, delete items, and reorder them. **Please note, however, that for any of these changes to stick and to go live on your site,**

**you must hit the “Save and Apply Changes” button before exiting the page. Otherwise, any changes or additions will be lost.**

If you wish to delete a custom menu item that you have added, you can do so by clicking on the red x next to the text on the menu bar representation on this page, and then clicking on the “Save and Apply Changes” button to confirm the deletion.

## Home Page

In this section, you can configure the appearance of the ‘home page’ of your Inquisiq instance. The home page is likely the first page visitors see when they go to your Inquisiq URL. By default, this contains minimal information, though you can stylize your message using the basic formatting tools provided or you can create a completely custom page by editing the HTML.

You have two ‘Page Style’ options:

- **Simple:** if selected, all you enter is a Headline. This is the default.
- **Advanced:** if selected, you can edit the body of the message. Several formatting tools are available below the Body field for stylizing the message and you can even embed your own html that you’ve written in an external editor.

## CSS / Styles

Here you can go even deeper into customization of the LMS ‘look and feel’ by creating a custom style sheet. As noted on this page in the LMS, it is recommended that you use a developer tool such as Firebug to edit and preview your changes prior to saving – additionally, such a tool is necessary to discover the IDs and Classes for the various page elements of Inquisiq LMS™’s interface since there currently is no document available that includes this information. Use care when modifying display properties of elements and make sure to test your modifications on as many different browser versions as possible, since necessary parts of the page can be inadvertently obscured on one browser but not another.

The CSS/Style Sheets section is not available for trial account users. If you are a licensee and E-commerce is not enabled, please contact [Inquisiq Support](#).