



GateIn User Guide

Version 3.2

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1 Preface

1.1 Overview

Beginning as an open source project in the year 2002, eXo is well-known as the industry's first Java portlet container. With the aim of dominating the potential portal market through robust and easy-to-use applications, eXo Project succeeded in attracting consumers in the whole world. eXo actually opened the floodgates to various options in many markets, and customers have been selecting eXo as the best method for their success.

Today, eXo is a rapidly growing global company, with U.S. headquarters in San Francisco, California, global headquarters in France, and offices in Tunisia, Ukraine, and Vietnam. eXo has established technology leadership and proven values by their large European installed base and strategic partnerships with Red Hat, Capgemini, Atos Origin, and Bull.

GateIn is the perfect merge between Red Hat and eXo Platform in creating a new generation of Open Source portal that is robust and intuitive. With GateIn, both normal users and enterprises can enjoy many personalization and collaboration applications wherever and whenever. Advantages generated in GateIn, such as the interactive user interface, customizable look and feel, flexible internationalization and localization, facilitate the birth of many useful applications with a variety of rich utilities in the world market.

1.2 Purpose of the guide

The guide was written as a handbook, aiming at instructing step-by-step on how to use and to implement this application to the utmost. The information included here will give basic steps that makes easy for users to follow through in-depth examples and clear explanations about the eXo Platform technology. Whether you major in technology or not, you are able to learn about or to work on GateIn easily and efficiently.

1.3 References

Information

- eXo Platform Homepage: <http://www.exoplatform.com/portal/public/website/>
- eXo Platform Wiki: <http://wiki.exoplatform.com/xwiki/bin/view/Main/>

Support

- Forums: <http://forums.exoplatform.org>
- FAQ: <http://faq.exoplatform.org>

2 Get Started

2.1 Glossary

2.1.1 Portal

Portal is a key web-based environment for aggregating and personalizing information via specific portlets with an interactive and consistent look and feel. Users and administrators are able to integrate information, people and processes via a web-based user interface.

2.1.2 Portlet

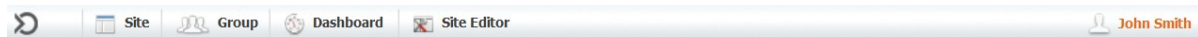
Portlet is a pluggable component in a portal through which users can access some specific information, including supports, updates, or mini-applications. The portlet produces fragments of a markup code that are aggregated into a portal page. Typically, a portal page is displayed as a non-overlapping portlet windows collection, where each portlet window displays a portlet. Content generated by a portlet can be customized, depending on the configuration set by each user.

Portlets can be divided into two following types:

- Functional Portlet
- Interface Portlet

2.1.3 Toolbar

Toolbar is a set of icons or buttons that is considered as a part of interface. It spans the top of the portal application and provides links to users and administrative actions.



2.1.4 Navigation

Navigation is a node (so-called menu) containing hyperlinks to other parts of a portal. In GateIn, default navigations are located in the administration bar and grouped into 4 types:

Site: This navigation links to separate sites of the parent portal. Each site has only one navigation which is automatically generated once the site has been created.

Group: The content covered in this navigation differs, depending on your account type.

- If logged in as the regular user, this navigation holds personal links set up by that user.
- If logged in as the manager, this navigation contains links to pages for registered users and administrative tasks and personal links.
- If logged in as the administrator, the navigation adds more management capabilities, such as Internationalization and Community management.

Dashboard: Each user has own 'Dashboard' navigation containing links and portlets (or gadgets) that the user has selected. A user's navigation is created automatically when the new account is registered. This navigation only can be deleted when the user is deleted.

Site/Group Editor: This navigation only appears in the administration bar when you logged in as an administrator. When in areas of the portal displaying content, the navigation shows as **Site Editor** and in areas of the portal pertaining to users, the navigation shows as **Group Editor**.

This navigation contains links to add new pages to the portal, to edit a page or to change the portal layout.

2.1.5 Gadget

Gadget is a mini web application running on a platform that a user can integrate and customize in the website.

To learn about default gadgets in GateIn 3.2, refer to the **Section 3..3.1 "Use the Dashboard Workspace"**.

2.1.6 Modes

GateIn 3.2 offers two access modes by default:

- **Public mode** is for guest users (visitors) who are not registered. In this mode, you are not required to sign in, but limited to public pages in the portal. After registering successfully, you can use the private mode. However, to get more rights, you need to contact the portal administrators. If you want to access one group, you need to contact the group manager to become the member.
- **Private mode** is for registered users who will apply their usernames and passwords to sign in. This mode supports users in taking many actions, such as creating private pages, editing or deleting them, "borrowing" pages from others by creating hyperlinks, changing languages to your individual needs, managing private information.

2.1.7 Permission

Permission settings control actions of user within the portal and set by the portal administrators.

- **Permission types** define what a user can do within the portal.

Access Permission

This permission enables users to utilize portal contents, such as signing in, viewing contents, rearranging portlets. This permission can be set for multiple member groups.

Edit Permission

This permission enables users to change portal contents (changing portal or page information, deleting a portal/page). The edit permission is set for only one group at one time.

- **Permission levels** specify where the users's permission types can be applied in the portal.

Portal

The permission at portal level includes actions permitted in all pages within the portal. Users with the **access** permission can view (but not edit) all the pages within the portal. Meanwhile, users with the **edit** permission at the portal level can change any page in the portal.

Page

The permission at page level restricts users to several particular pages. Users are only able to see and/or edit pages to which they have been given access, depending on each permission type assigned to them.

Portlet

The permission at portlet level enables users to create a page through dragging and dropping portlets into a page. Some portlets are only used for administrators, while some are for individuals. Thus, administrators need to set proper access permissions for each specific group. Permission types and levels can be effectively implemented to control who can do and what can be performed within the portal.

2.2 Accounts

2.2.1 Register new accounts

As a normal guest, you can visit GateIn but is limited to several contents and applications. To access more contents or perform some actions in various applications, you first need to register by yourself and contact the portal administrator to gain certain permissions.

1. Click **Register** on the top right corner of GateIn homepage.
2. Enter values into fields of the **Create New Account** form. The asterisk (*) mark indicates mandatory fields.

The screenshot shows the 'Create New Account' form with the following fields and annotations:

- Username:** John. An annotation 'Check if username is available' with a red arrow points to a magnifying glass icon in the field's dropdown menu.
- Password:** Masked with dots. Asterisk (*) indicates mandatory.
- Confirm Password:** Masked with dots. Asterisk (*) indicates mandatory.
- First Name:** John. Asterisk (*) indicates mandatory.
- Last Name:** Smith. Asterisk (*) indicates mandatory.
- Email Address:** JohnSmith@gmail.com. Asterisk (*) indicates mandatory.
- Text Validation:** A CAPTCHA image showing '388ef' is displayed. A red oval highlights the CAPTCHA text. A red dashed line points from this oval to a text input box below it containing '388ef'. A red arrow labeled 'Textbox' points to this input box. An asterisk (*) is at the end of the field.
- Buttons:** 'Subscribe' and 'Reset' buttons are at the bottom.

Details:

Username:	The name used to log in that must be unique with at least 3 characters. Only alpha, digit, and underscore characters are allowed.
Password:	The authentication string which must be between 6 and 30 characters, including spaces.
Confirm Password:	Retype the password above. Values in both Password and Confirm Password fields must be identical.
First Name:	The user's first name which must start with a character.
Last Name:	The user's last name which must start with a character.
Email Address:	The user's email that must be in the correct form, such as <i>username@abc.com</i> .
Text Validation:	The verification text for you to input into the textbox right below.

3. Click **Subscribe** to accept adding a new account, or **Reset** to clear all entered values. There will be a warning message in case of your failed registration, for example:

- **Username** is existing or **UserName** is invalid.
- **Password** has less than 6 characters.
- **Password** and **Confirm Password** are not the same.
- **Email Address** is in a invalid format.
- Required fields are blank (empty).
- Text verification is not correct.

After registering your new account successfully, contact your portal administrator to get appropriate permissions for your account.



1.

- The magnifying glass icon is to check if your entered username already exists or not.
- Be sure to enter your email address correctly. In case of forgetting your username or password, you can recover it from this email.

2.2.2 Show/Hide text validation

This function is only for the portal administrator.

1. Sign in the portal as an administrator.
2. Go to the **Register** portlet by pasting the following URL into your browser.
<http://localhost:8080/portal/private/classic/register>.

3. Select **Site Editor** → **Edit Page** on the administration bar.


4. Hover your cursor over the area of **Register Portlet** and select .

The **Edit Mode** will appear:

The screenshot shows the 'Register Portlet Preferences' dialog box. At the top, there is a navigation bar with buttons: 'Edit Mode' (highlighted with a red box), 'Portlet Settings', 'Select Icon', 'Decoration Themes', and 'Access Permission'. Below this, the dialog box contains the title 'Register Portlet Preferences' and a checkbox labeled 'Use Captcha:' which is checked. At the bottom of the dialog is a 'Save' button.

5. Select or deselect the **Use Captcha** checkbox if you want to show or hide the validation

text respectively and then click **Save**.

6. Click **Close**, then click  on the top right of **Page Editor** to take effect.



You can enter the **Register** portlet through another ways. For example, select **Site → Edit Navigation** (of the classic portal). Then, right-click the **Register** node and select **Edit Node's Page → Edit icon**.

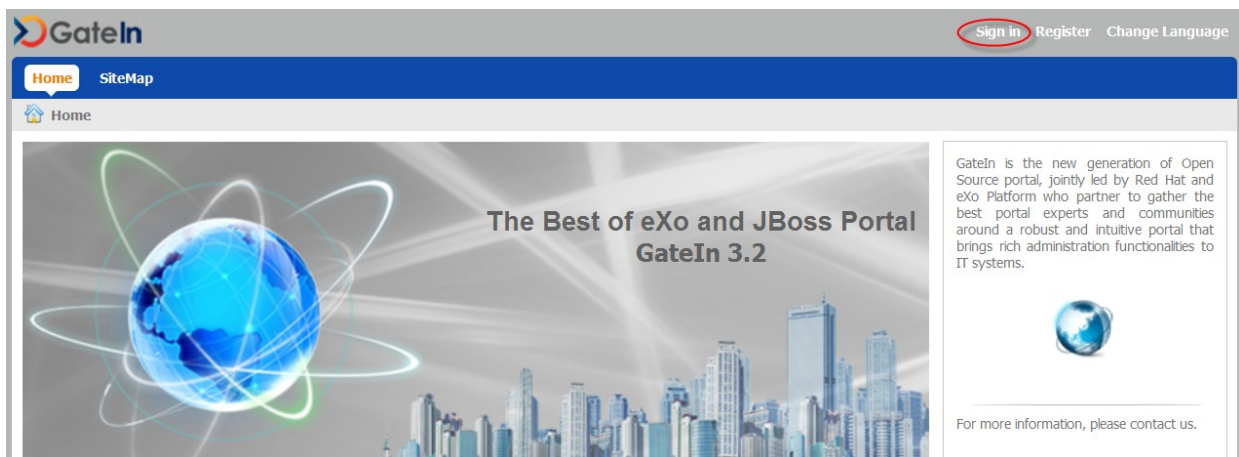
2.2.3 Sign in & Sign out

2.2.3.1 Sign in

With GateIn 3.2, you can sign in the portal via two ways:

The 1st way:

1. Click the **Sign in** link at the top right of the page.



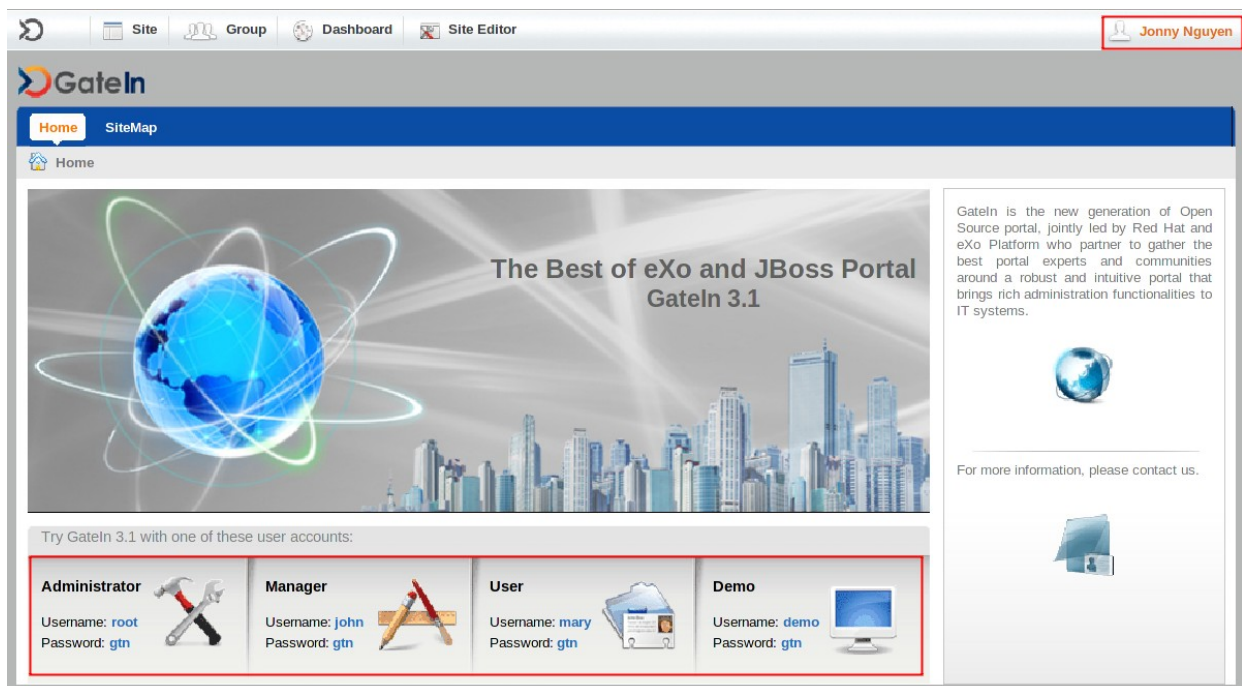
2. Input your registered **Username** and **Password** in the **Sign in** form.

3. Select the **Remember My Login** checkbox for the first time if you want to automatically return to GateIn 3.2 without signing in again. This feature enables you to be automatically authenticated to avoid doing an explicit authentication when you access the portal.
4. Click **Sign in** to submit the form, or **Discard** to quit.



In case the username does not exist or the username/password is invalid, you will be returned to the **Sign in** form with an alert message to sign in again.

After signing in successfully, you will be redirected to the homepage and welcomed with your full name on the top right corner of the page.



The 2nd way: Click directly the default user accounts at the lower of screen. You will be redirected to the portal.




Details:

- **root**, as an administrator, has the highest right in any portal. If you logged in as root, you can control all resources, such as users, groups, memberships, pages, navigations, and portlets. Root can do anything in a portal except the private resources of another users.
- **john**, as a manager, can take some actions that are supported only for a manager.

- **marry** and **demo**, as visitors, can only visit and read news.

2.2.3.2 Sign out

This feature ends the authenticated session and returns the user to the anonymous portal. To sign out, simply hover your cursor over  on the administration bar and select **Sign out**.

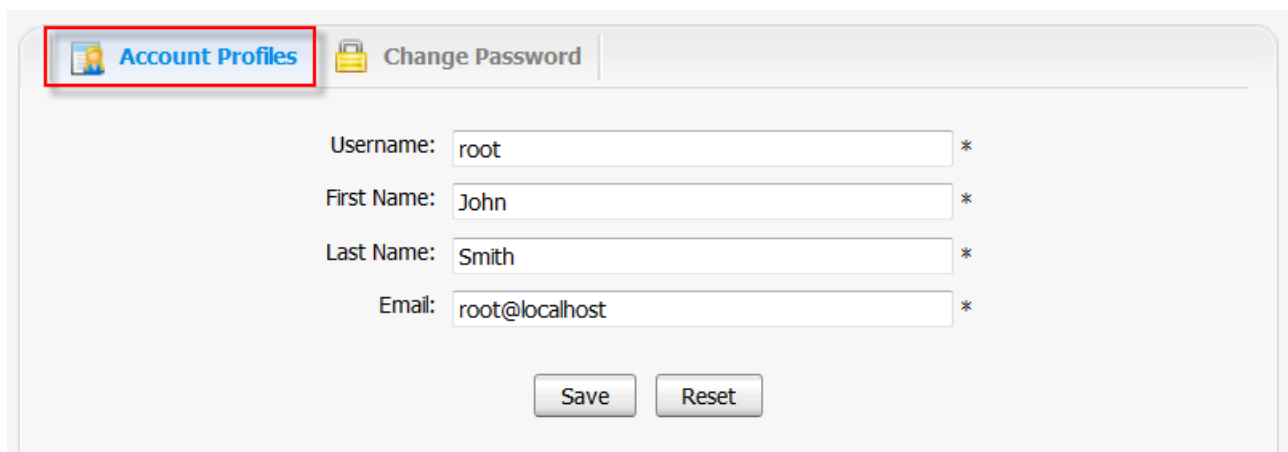


2.2.4 Change account settings

To change your account information, click directly your full name on the administration bar.



The **Account Profiles** form will appear:


 A screenshot of the 'Account Profiles' form. The form has two tabs: 'Account Profiles' (selected and highlighted with a red box) and 'Change Password'. Below the tabs are four input fields: 'Username' (containing 'root'), 'First Name' (containing 'John'), 'Last Name' (containing 'Smith'), and 'Email' (containing 'root@localhost'). Each field has an asterisk (*) to its right. At the bottom of the form are two buttons: 'Save' and 'Reset'.

- **To change your account information:**
 1. Select the **Account Profiles** tab.
 2. Change your **First Name**, **Last Name**, and **Email**. Your username cannot be changed.
 3. Click **Save** to submit your changes.

- **To change your password:**
 1. Select the **Change Password** tab.
 2. Enter your current password to verify that you are the owner of this account.
 3. Enter your new password of at least **6** characters.
 4. Enter your password again in the **Confirm New Password** field.
 5. Click **Save** to accept your changes.



If the default accounts' passwords have been changed, you can no longer sign in the portal by clicking the default accounts directly as stated in the 2nd way.

2.2.5 Retrieve account & password

In case of forgetting your account or password, you can recover as follows:

1. Click the '**Forget your User Name/Password?**' link beneath the **Password** field when signing in.

This form offers two options:

- **Forgot my password.**
- **Forgot my username.**

Why are you unable to log in?

We apologize for any inconvenience you are experiencing due to being unable to access this website. To resolve this issue quickly, please follow the troubleshooting steps below.

1. Recover your password: enter **your username**, then click "Send".
2. Recover your username: enter **your email address**, then click "Send".

☒ Forgot My Password
☐ Forgot My Username

2. Select the appropriate option and click **Next**. You will be prompted to provide identification information, depending on your choice.

- If you select **Forgot My Password**, you will be prompted for your username:

Forgot Username/Password

Username: *

- If you select **Forgot My Username**, you will be prompted for your email:

Forgot Username/Password

Email: *

Send

Back

4. Enter your **Username/Email** in the form above.

5. Click **Send** to submit your entered values.

After you submit the form, an email will be sent to your email address with the requested information.

If you forget your password, you will be sent a new password temporarily. Your original password will not be valid after this email is sent. You will be directed to a page to update your password for the next time you sign in.

2.3 Manage language

GateIn 3. 2 enables you to select your preferred language to the following priority order:

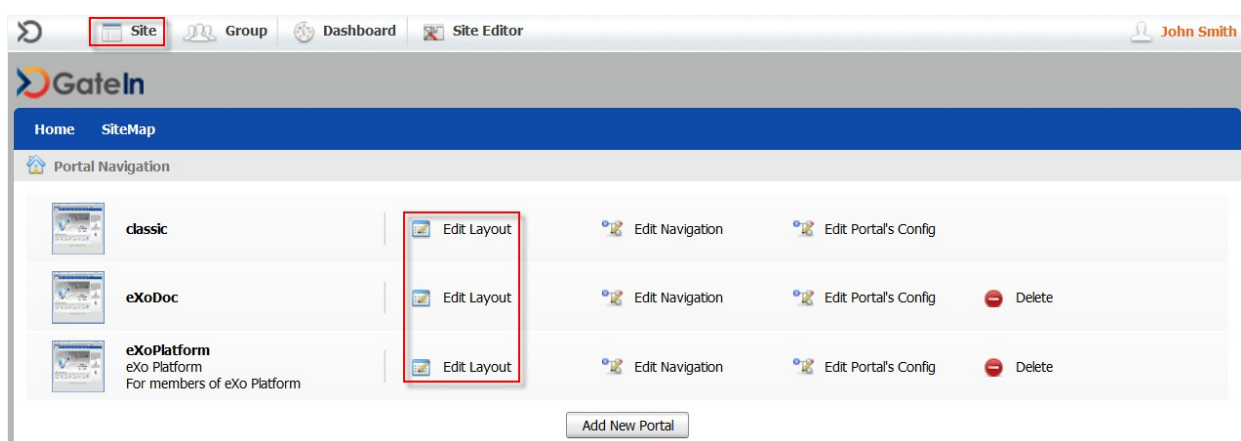
1. User's language
2. Cookies' language
3. Session language
4. Browser's language
5. Portal's language


In particular, the language set by the user will be at the highest level and one at Accordingly, you should pay attention to this order to switch the display language appropriately.


2.3.1 Change the display language permanently

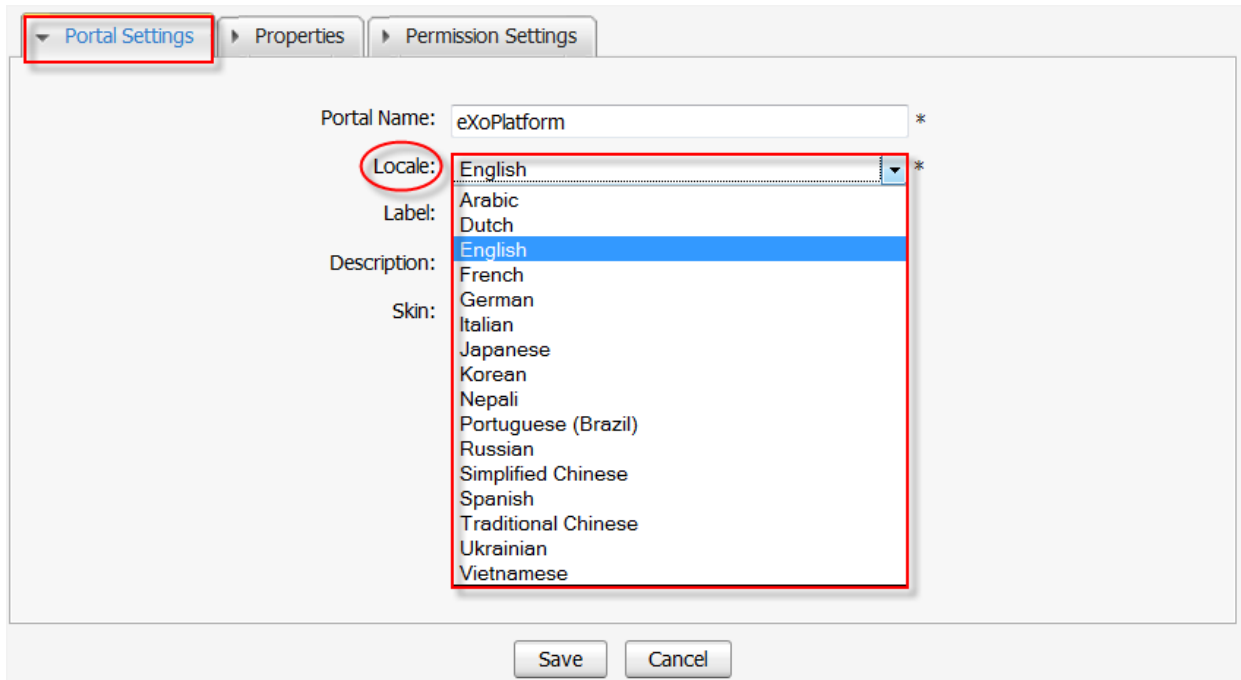
The 1st way:

1. Click **Site** on the administration bar. The list of all portals will be displayed as below:



2. Click  **Edit Layout** corresponding to the portal you want to edit.
The portal will be displayed in the edit mode.

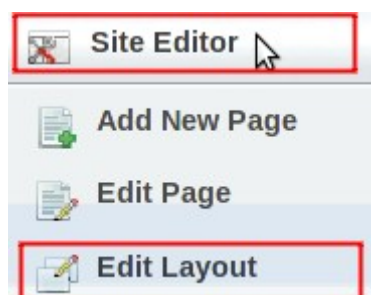
3. Click  **Site's Config** to edit portal properties.
4. Change the display language of Portal by selecting another language in the **Locale** field in the **Portal Settings** tab.



5. Click **Save** and select  in the **Edit Inline Composer** form to take affect on your change.

The 2nd way:



1. Click **Site** on the administration bar and select your desired portal.
2. Click **Site Editor** and select **Edit Layout** from the drop-down menu:




The portal will be displayed as in the edit mode.

3. Change the display language similar as steps in the 1st way (steps 3, 4, 5).

The 3rd way: This way is used to select the preferred display language for yourself, not for displaying the Portal language.

1. Hover your cursor over  and select **Change Language** from the drop-down menu. The **Interface Language Settings** form will be displayed with the list of all supported languages. The currently used language is marked by the icon .

Interface Language Settings

Arabic	العربية
Dutch	Nederlands
 English	English
French	Français
German	Deutsch
Italian	Italiano
Japanese	日本語
Korean	한국어
Nepali	नेपाली

Apply

Cancel

2. Select your preferred language from the list of languages, then click **Apply**.

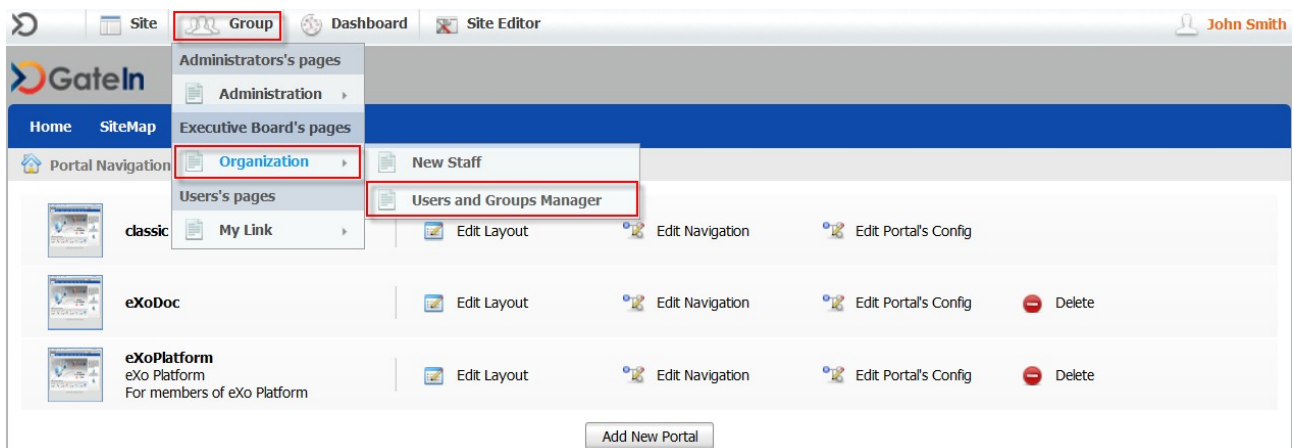



- The display language will be maintained permanently until you change another display language.
- When you set Arabic as your display language, the display language on Portal will be changed to the Right to Left (RTL) direction because Arabic people usually read from right to left.

2.3.2 Change the display language for another user

If you have the right to access the **Organization** portlet, you can change display language of other users.

1. Go to **Group → Organization → Users and Groups Manager**.



2. Click  corresponding to the user with the display language you would like to change.
3. Select the **User Profile** tab and select a language in the **Language** field.

The screenshot shows the 'User Profile' tab selected in the top navigation bar. Below the tabs, there's a form with several fields: 'Given Name' (John), 'Family Name' (Smith), 'Nick Name' (John), 'Birthday' (21/5/1985), 'Gender' (Male), 'Employer' (empty), 'Department' (Release Team), 'Job Title' (Support), and 'Language' (English). The 'Language' field is highlighted with a red oval, indicating it's the field to be changed.

4. Click **Save** to accept changes.

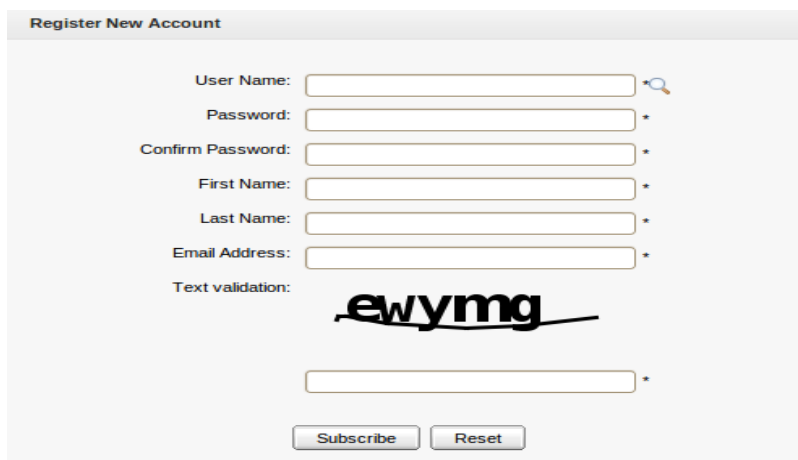
3 Portlets

3.1 Functional portlets

Functional portlets support all functions of a portal. They are built into the portal and accessed via toolbar links when the portal-related tasks are performed.

3.1.1 Register portlet

This portlet is used to register a new account, including Username, Password, Confirm Password, First Name, Last Name, Email Address, and Text validation.



The 'Register New Account' form contains the following fields and controls:


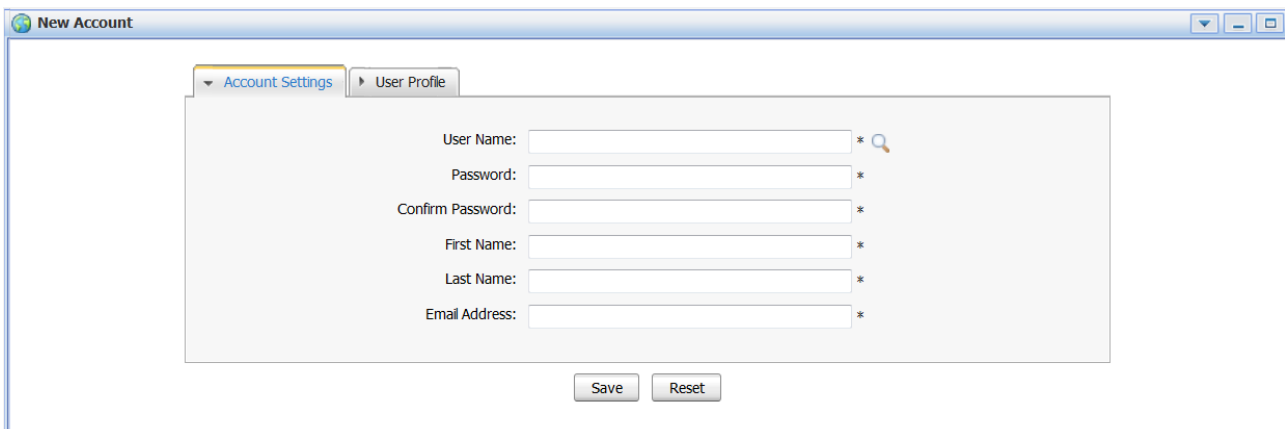
- User Name: (with a search icon)
- Password: *
- Confirm Password: *
- First Name: *
- Last Name: *
- Email Address: *
- Text validation:  *
- Buttons:

Illustration 1: Register Portlet

3.1.2 Account portlet

This portlet enables users to add a new account and select the preferred languages for displaying the portal interface.

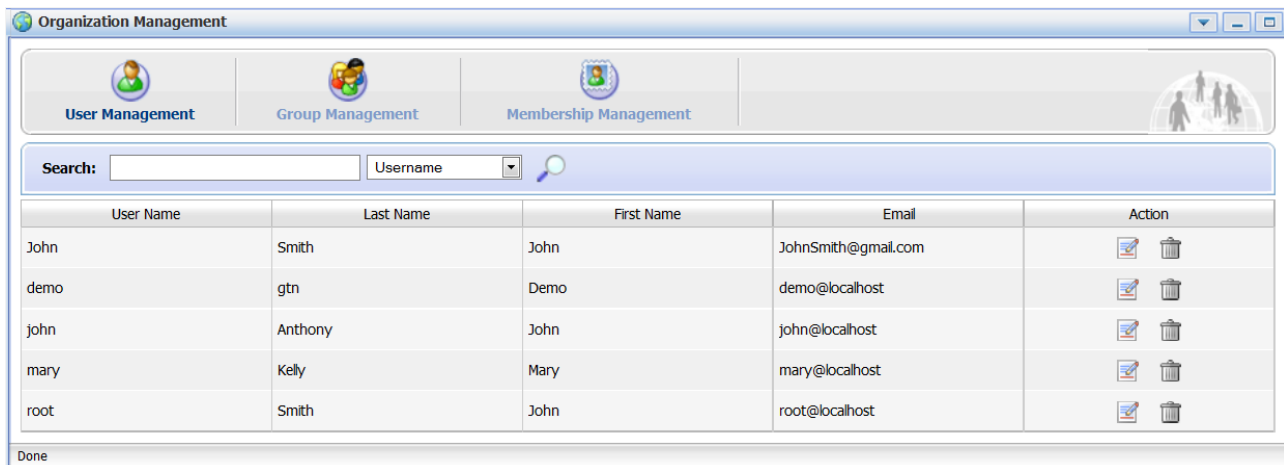


The 'New Account' portlet interface includes the following elements:

- Window title: New Account
- Tabs: **Account Settings** (selected) and User Profile
- Form fields (all required, marked with *):
 - User Name: (with a search icon)
 - Password:
 - Confirm Password:
 - First Name:
 - Last Name:
 - Email Address:
- Buttons:

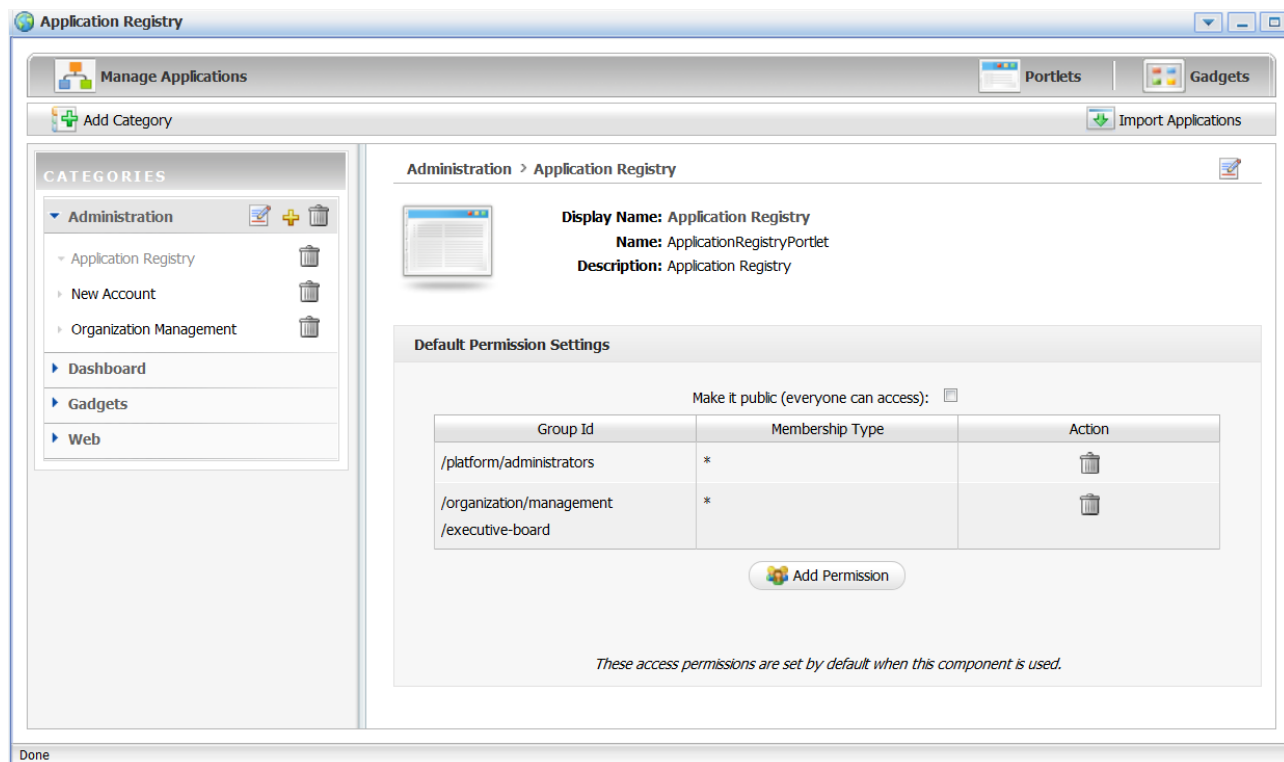
3.1.3 Organization portlet

This portlet is to manage user information, users groups and memberships.



3.1.4 Application Registry portlet

This portlet is to manage different application categories. You can add, edit, set permissions, or delete categories, applications. The form of this portlet is shown as below:



3.1.5 Group Navigation portlet

The Group Navigation portlet is to manage the navigation of different groups. In this portlet, you can add, edit, or delete a specific navigation.

Group Navigation

Group	Description	Edit Navigation	Edit Properties	Delete Navigation
Executive Board	Description: the /organization/management /executive-board group			
Administrators	Description: the /platform/administrators group			
Guests	Description: the /platform/guests group			
Users	Description: the /platform/users group			

Add Navigation

3.1.6 Page Manager portlet

The Page Manager portlet is used to manage all pages on the portal. In the Page Manager portlet, you can add, edit, or delete a specific page.

Administration

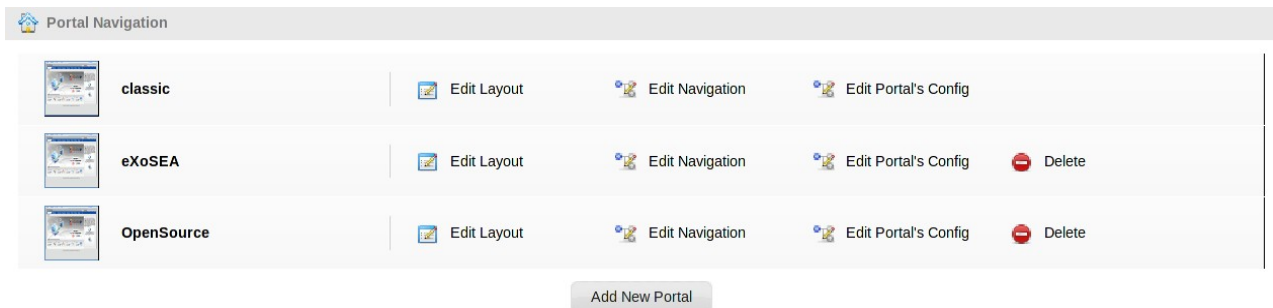
Title: Site Name: Type:

Title	Site Name	Type	Actions
portal::eXoPlatform::homepage	Home Page	[Everyone]	*:/platform/administrators
portal::eXoDoc::homepage	Home Page	[Everyone]	*:/platform/administrators
portal::classic::homepage	Home Page	[Everyone]	*:/platform/administrators
portal::eXoPlatform::groupnavigation	Group Navigation	[*:/platform/users]	*:/platform/administrators
portal::eXoDoc::groupnavigation	Group Navigation	[*:/platform/users]	*:/platform/administrators
portal::classic::groupnavigation	Group Navigation	[*:/platform/users]	*:/platform/administrators
portal::eXoPlatform::portalnavigation	Portal Navigation	[*:/platform/users]	*:/platform/administrators
portal::classic::portalnavigation	Portal Navigation	[*:/platform/users]	*:/platform/administrators
portal::eXoPlatform::register	Register	[*:/platform/guests]	*:/platform/administrators
portal::eXoDoc::register	Register	[*:/platform/guests]	*:/platform/administrators

Add New Page

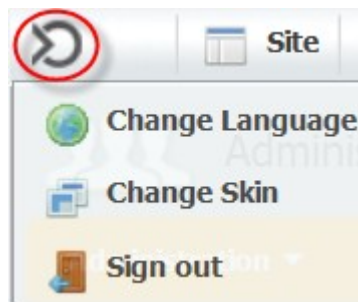
3.1.7 Portal Navigation portlet

The portlet is to manage all portals in GateIn. In the Portal Navigation portlet, you can add, edit, or delete a portal.



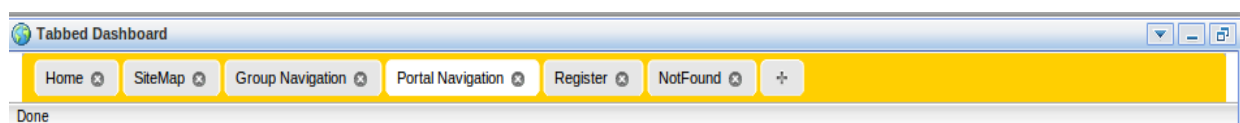
3.1.8 Star Toolbar portlet

The portlet displays a list of actions: Change Language, Change Skin, and Sign out.



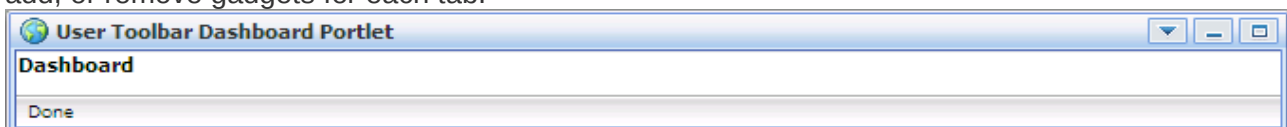
3.1.9 Tabbed Dashboard portlet

The portlet displays the Dashboard tabs that you can add gadgets inside by dragging and dropping them.



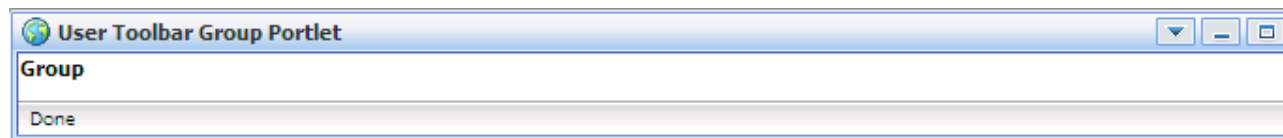
3.1.10 User Toolbar Dashboard portlet

The portlet displays the main dashboard menu that you can go inside to create dashboard tabs, add, or remove gadgets for each tab.



3.1.11 User Toolbar Group portlet

The portlet displays the main group menu that you can go inside to create, edit and delete a specific group and the navigation for each group.



3.2 Interface portlet

Interface portlets constitute the GateIn interface as front-end components of the portal.

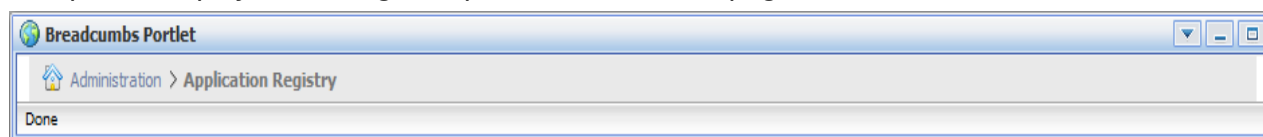
3.2.1 Banner portlet

The portlet contains slogan, logo and icon of an organization.



3.2.2 Breadcrumbs portlet

The portlet displays the navigation path of the selected page.



3.2.3 Footer portlet

The portlet provides a footer of a site. This footer can be a text or image which is displayed at the bottom of a website. It provides information about author/institutional sponsor, revision date, copyright, comments form, or navigational links.

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3.2.4 HomePage portlet

The portlet is defined a first greeting page which is displayed when you visit the portal.



The Best of eXo and JBoss Portal
GateIn 3.2

Try GateIn 3.2 with one of these user accounts:

Administrator	Manager	User	Demo
Username: root Password: gtn	Username: john Password: gtn	Username: mary Password: gtn	Username: demo Password: gtn

GateIn is the new generation of Open Source portal, jointly led by Red Hat and eXo Platform who partner to gather the best portal experts and communities around a robust and intuitive portal that brings rich administration functionalities to IT systems.

For more information, please contact us.

3.2.5 IFrame portlet

The portlet is used to create IFrame elements for a site. The IFrame is an HTML element which can embed a different HTML document into a HTML document. So, the embedded document is displayed inside a sub-window of the browser window. This does not mean the full inclusion because the embedded document is independent and both documents are considered as separate



JBoss Community

Home Members Projects Products Login Register Cool Stuff Search the Community

GateIn

Overview Downloads Documentation Community Issue Tracker Source Code Build Search project pages

ANNOUNCEMENT: GateIn 3.2.0 M01 is out ! [Hide Details](#)

We are extremely happy to announce the release of GateIn 3.2.0 M01 ! You can [download it here](#).

Important Links

- eXo Platform
- JBoss Portal

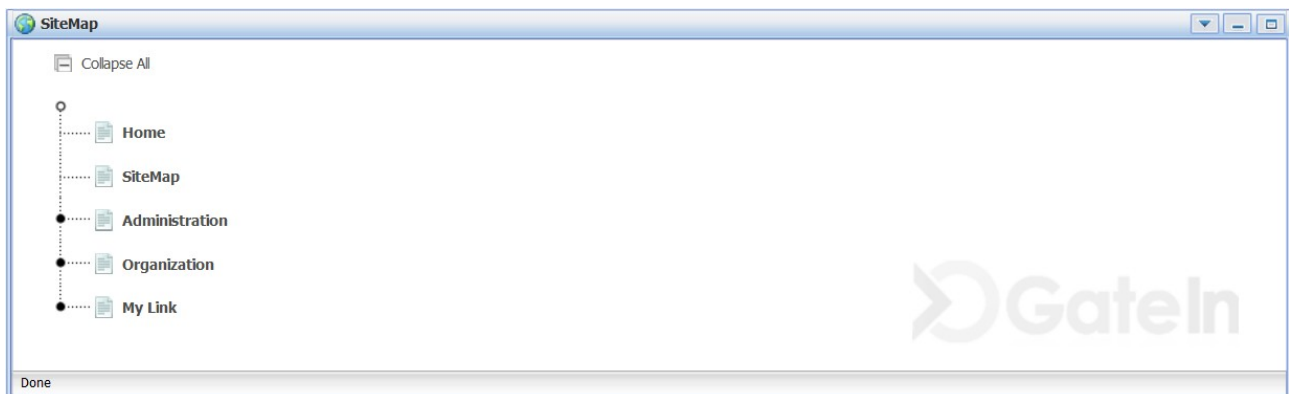
3.2.6 Navigation portlet

The portlet provides a navigation bar which looks like a menu to help users visualize the site structure and provide links to move among pages quickly:



3.2.7 SiteMap portlet

The portlet displays a sitemap page of website. It is a graphical representation of a website. It lists pages on a website, typically organized in the hierarchical architecture to help visitors find pages on the site quickly.



3.2.8 Web Browser portlet

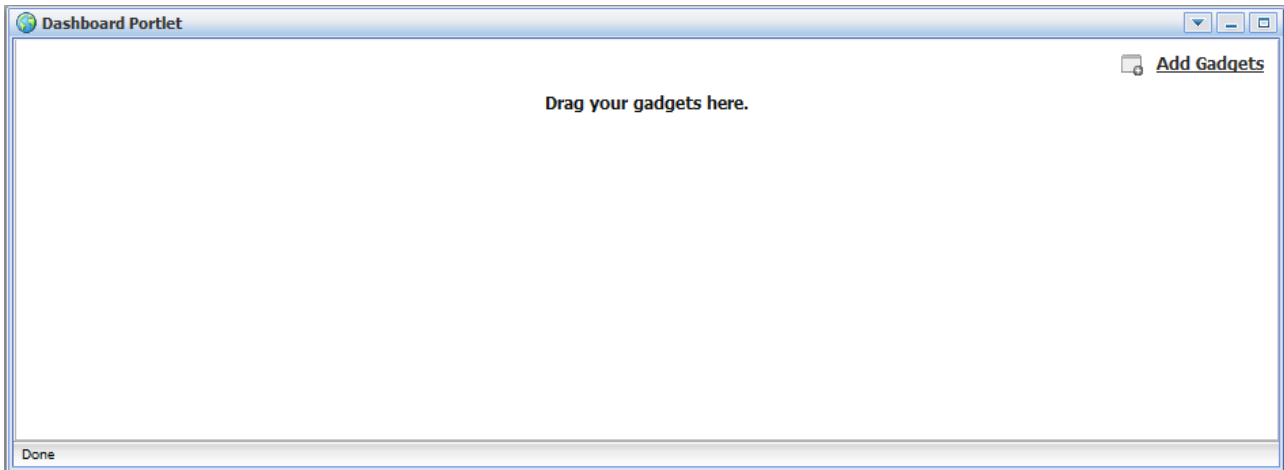
The portlet provides a web-browser-like application for users. It enables you to connect to other sites over Internet.



3.2.9 Dashboard portlet

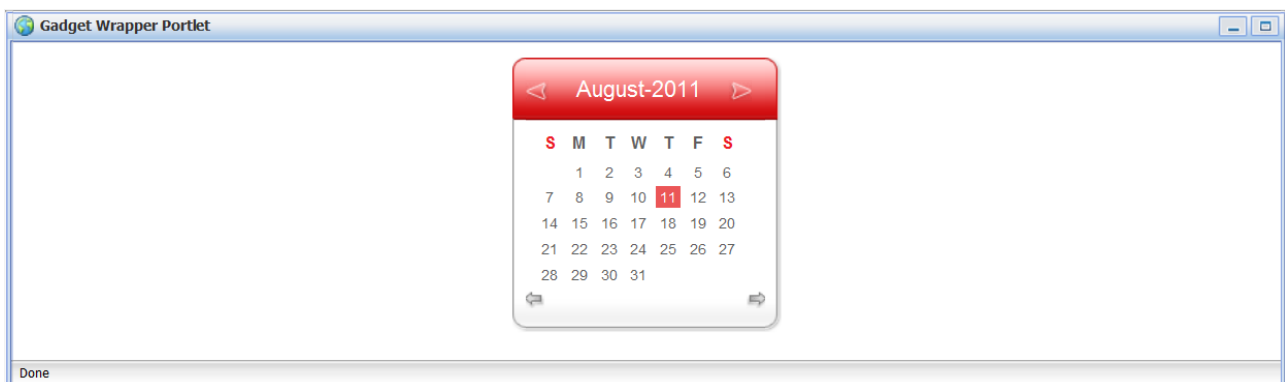
The portlet is used for hosting mini-applications known as gadgets. The dashboard uses a variety of graphical effects for displaying, opening, and using gadgets. Gadgets can be

moved around, rearranged, deleted and recreated in the dashboard. More than one instances of the same gadget can be opened at the same time, possibly with different settings.



3.2.10 Gadget Wrapper portlet

This portlet enables users to view a gadget in the canvas mode.



3.3 Dashboard portlet

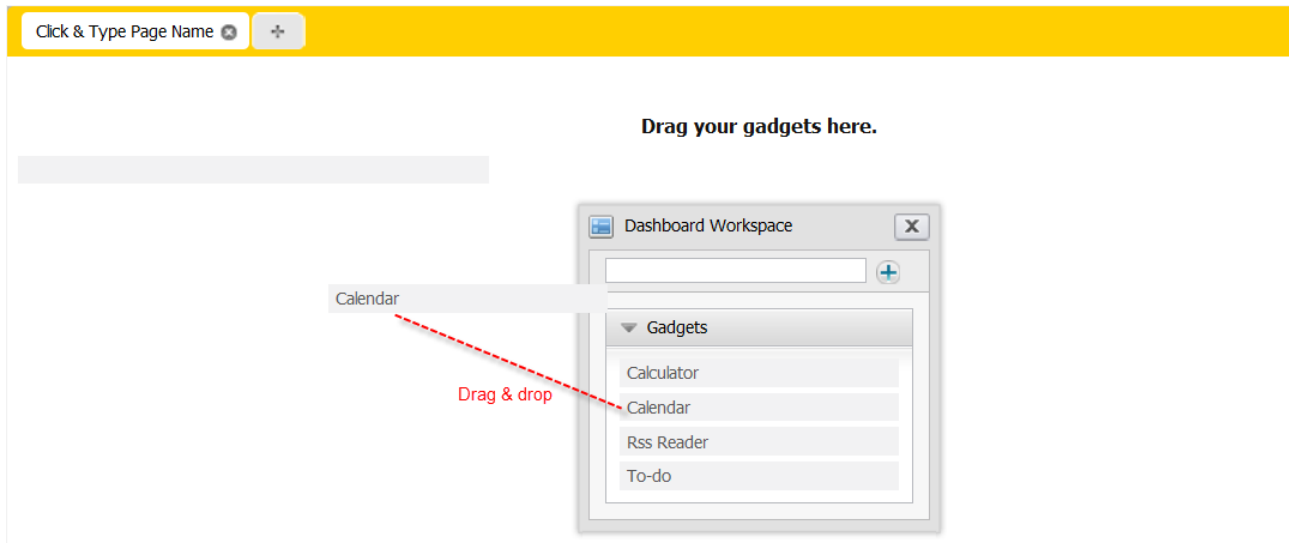
This portlet is to host mini-applications known as gadgets. The dashboard uses a variety of graphical effects for displaying, opening and using gadgets.

Gadgets within the Dashboard portlet may be moved, or rearranged. Users can create new gadgets and delete unnecessary ones. Also, users can open many gadgets with different settings at once.

3.3.1 Use the dashboard workspace

1. Click **Dashboard** on the administration bar.
2. Click **Add Gadgets** to open the **Dashboard Workspace** window.

The **Dashboard Workspace** window lists all available gadgets.



In GateIn 3.2, there are 4 default gadgets, including:

Calendar is to keep track of date in style. You also can switch easily between daily, monthly and yearly views and change the skin to your desires.

Todo helps you organize your day and work group keeping track of your tasks in a convenient way. You can highlight tasks with different colors.

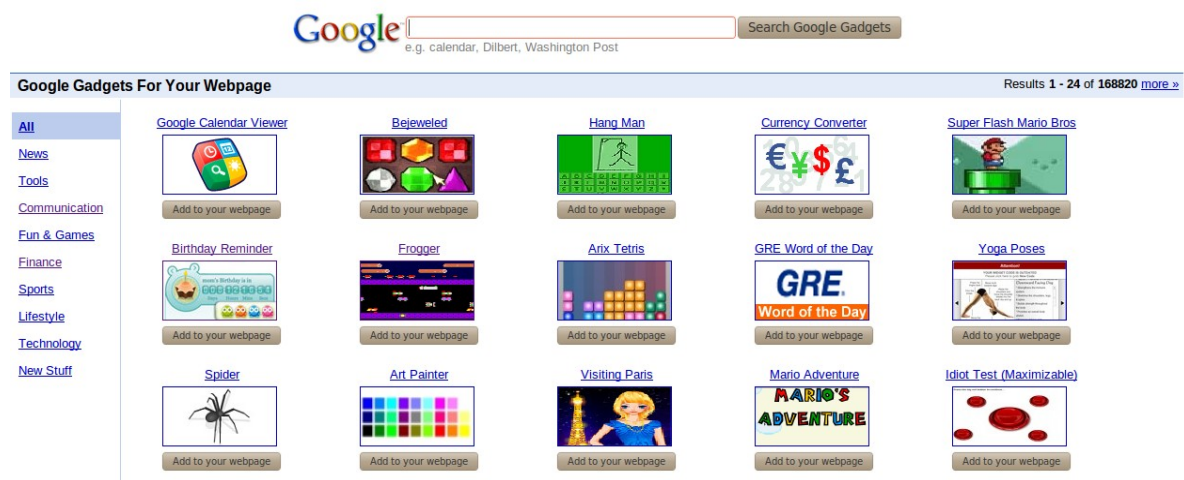
Calculator lets you perform most basic arithmetic operations. This mini-application can be themed to match your portal.

RSS Reader lets you get a sneak preview of your favorite feeds in one location. This content includes, but not limit to, news, posts, emails, all in one gadget. This gadget is a web-based one for receiving and viewing RSS feeds.

3. Select a gadget in the **Dashboard Workspace** window.

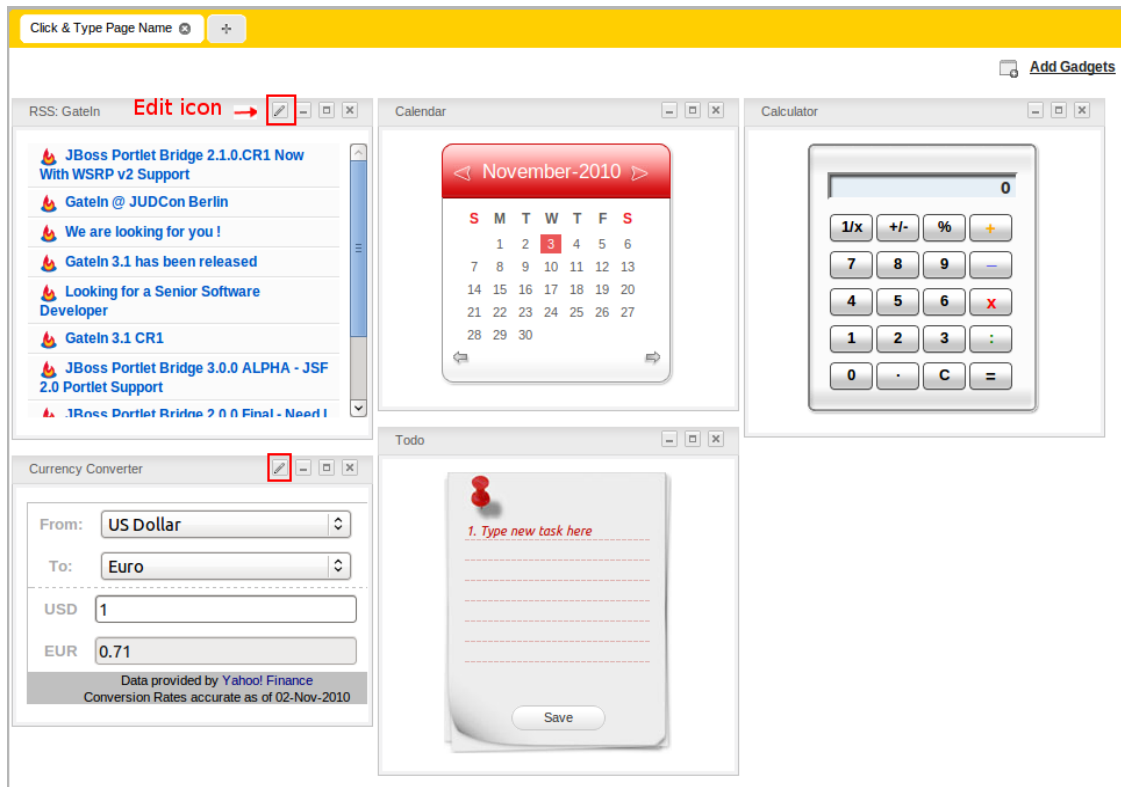
4. Drag and drop the selected gadget into the Workspace.

In addition, GateIn 3.2 is compatible with most gadgets which can be found [here](#).



3.3.2 Change gadget preferences

The edit icon on gadgets only displays when the gadget has some gadget preferences. This icon allows users to display the **Edit** form and change preferences of gadget.



To change preferences of a gadget, for example the RSS gadget, do as follows:

1. Click the edit icon to open the **Edit** form of the RSS gadget:

RSS: GateIn

FEED URL:

of Items (1-100):

Save Cancel

- JBoss Portlet Bridge 2.1.0.CR1 Now With WSRP v2 Support
- GateIn @ JUDCon Berlin
- We are looking for you !

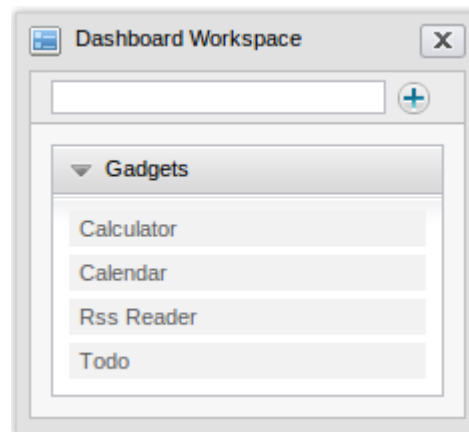
↑
Number of items

2. Enter your preferred RSS into the **FEED URL** field and one numeric character (from 1 to 100) in the **Items** field. The numeric character you entered is the number of items displayed in the RSS gadget.
3. Click **Save** to accept your changes, or **Cancel** to close the **Edit** form without any changes.

3.3.3 Add more gadgets from Dashboard

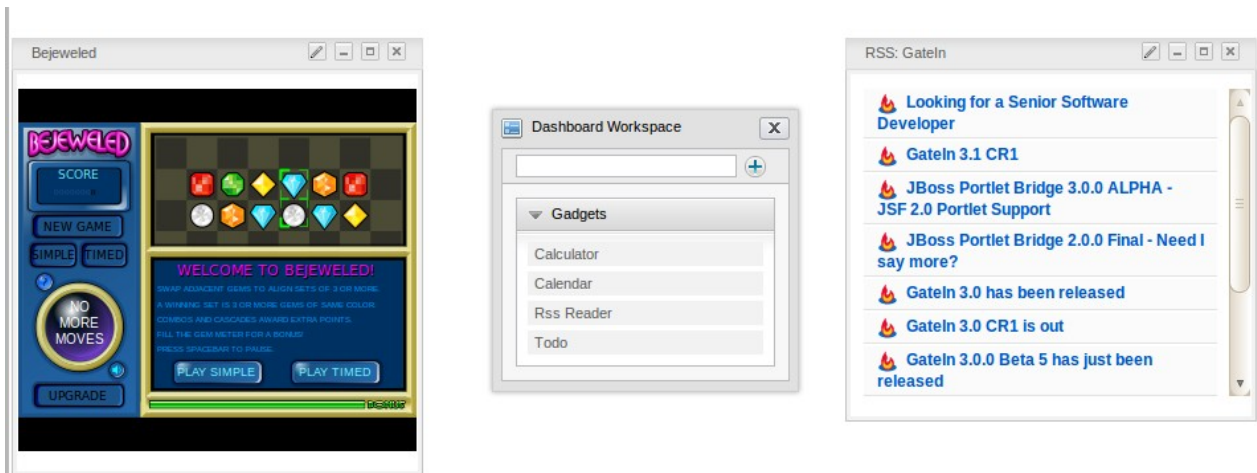
To add more gadgets from external sources, do as follows:

1. Open the URL (.xml or .rss) of your desired gadget.
For example, <http://bejeweledg.googlecode.com/svn/trunk/bejeweled.xml>.
2. Return to your portal, and click **Dashboard** on the administration bar.
3. Click **Add Gadgets** in the **Dashboard** to open the **Dashboard Workspace** window.



4. Paste the URL achieved in **Step 1** into the textbox next to  .

5. Click the plus icon to add a new gadget to the page.



4 GateIn Administration



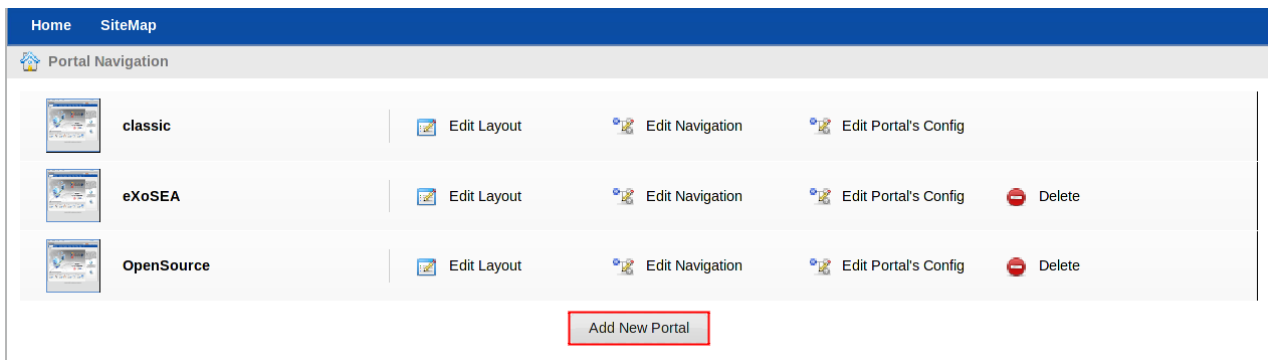
The functions stated in this section are advanced and for users as administrators only.

4.1 Manage portals

4.1.1 Create a new portal

You can perform this action only when you are a member of the **/platform/administrators** group.

1. Click **Site** on the administration bar to visit the **Portal Navigation** page.
The **Portal Navigation** page will be displayed.



2. Click **Add New Portal** .

By default, the **Create New Portal** window which contains the **Portal Settings** tab will open:

▼ Portal Settings ▶ Properties ▶ Permission Settings ▶ Portal Templates

Portal Name: Support Team *

Locale: English *

Label: Support Team

Description: For Support members

Skin: Default ▼

Save Cancel

3. Enter a value into the **Portal Name** field which is required and must be unique. ONLY alphanumeric and underscore characters are allowed for this field and its length must be between **3** to **30** characters.

4. Select the default display language for the portal in the **Locale** list.

5. Select a skin for the portal by selecting one type. Currently, there are two skin types available, including **Default** and **SimpleSkin**.

6. Click the **Properties** tab to set properties for the portal.

▶ Portal Settings ▼ Properties ▶ Permission Settings ▶ Portal Templates

Keep session alive: On Demand Always On Demand Never

Show info bar by default

Keep session alive: keeps the working session for a long time to avoid the time-out. There are 3 options:

- **Never:** The session will never time out, even if an application requests it.
- **On-demand:** The session will time out if an application requests it.
- **Always:** The session will time out after a set period.

Show info bar by default: Tick the checkbox to show the info bar of the porlet by default when the portlet is used in a page of the portal.

The "Show info bar by default" option only takes effect on new porlets as from the time you select the checkbox rather than all portlets of the portal. In particular, after creating your new portal with the "Show info bar by default" option checked, newly created portlets of the portal will be displayed with the info bar by default. However, if you edit the portal's configuration with the "Show info bar by default" option deselected, portlets with the shown info bars are remained; meanwhile new portlets, which are created after this option is deselected, will be shown without the info bars.

7. Click the **Permission Settings** tab and set the permissions for the portal.

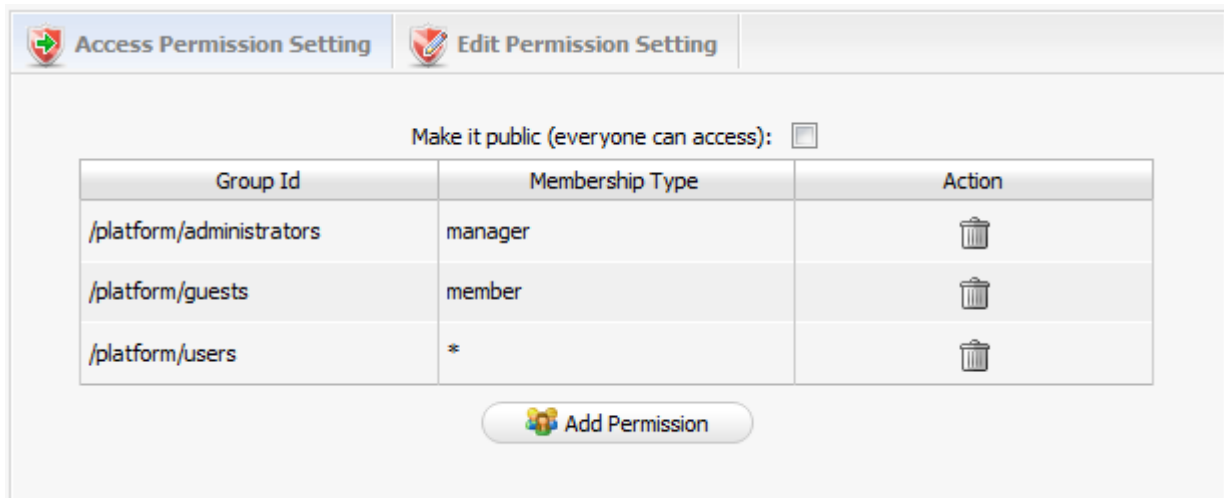
- By default, the access permissions list for portal is empty. You have to select at least one or tick the **Make it public** option to set access permission to everyone.
- Edit permission is also empty and you have to select one by clicking the **Select Permission** button.

8. Click the **Portal Templates** tab to select one template for your created portal.

9. Click **Save** to accept creating the new portal.



4.1.2 Access a portal

If you want to access a portal, you must be in the Access Permissions list of that portal. For example, a portal's Access Permission list.



Group Id	Membership Type	Action
/platform/administrators	manager	
/platform/guests	member	
/platform/users	*	

To access this portal, you must be a "manager" of the /platform/administrators group or a "member" of /platform/guests or a user of /platform/user with any membership type. To add more access rights, click **Add Permission** and then select the desired group and membership type. There is a flexible option for you to select if you want everyone to access the portal by just selecting **Make it public**. In this case, the detailed access permission list disappears:

 Access Permission Setting	 Edit Permission Setting
<p>Make it public (everyone can access): <input checked="" type="checkbox"/></p>	

After setting the access permission for the portal, users who have the access right can go into that portal in public mode by typing the public URL in browser (for example, <http://localhost:8080/portal>). Furthermore, users can access that portal in the private mode by signing in the public mode. There is also a direct URL for the private mode (for example, [http://localhost:8080/portal/private/\[new-portal-name\]](http://localhost:8080/portal/private/[new-portal-name])). Users who only have the access permission on the portal can view pages but they cannot change any information of that portal.

You can set access permissions for a portal when you create or edit it.

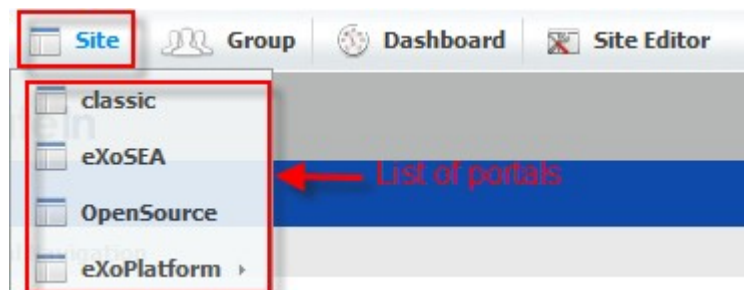
4.1.3 Edit a portal

The function is to change information of the current portal, such as properties, or layouts.

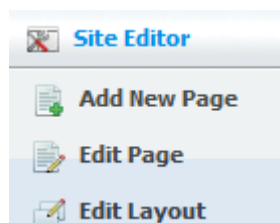
To do this, you must have the edit permission. Please contact your administrator to get more permissions. When you have the edit permission, follow one of two ways below to edit the current portal:

The 1st way:

1. Hover your cursor over **Site** on the administration bar and select the portal you want to edit from the drop-down portals menu.



2. Select **Site Editor** on the administration bar to open the drop-down menu.



3. Click **Edit Layout** from the drop-down menu.

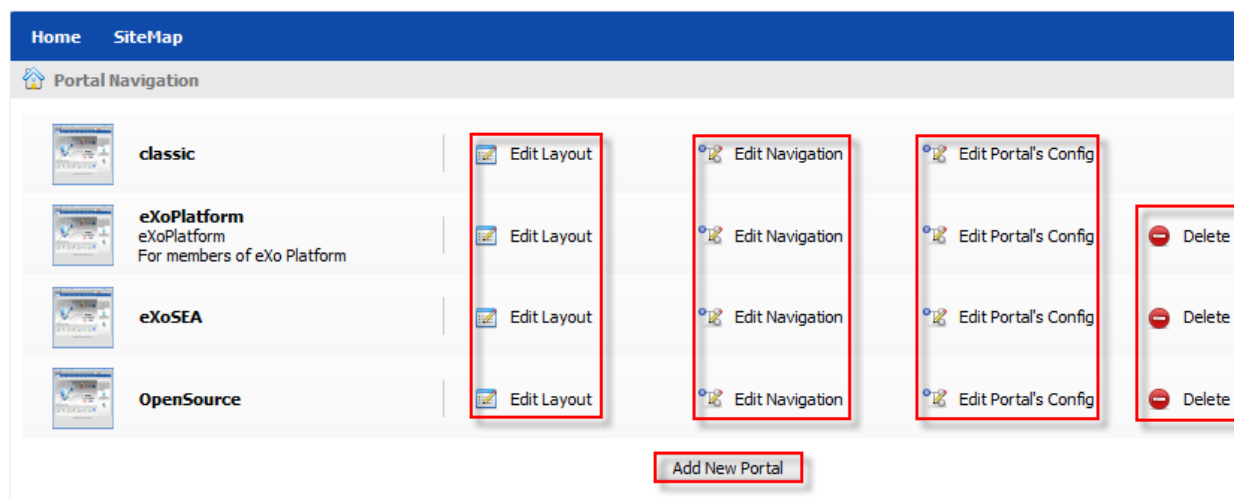
From the displayed window, you can edit the layout of your selected portal and its properties by clicking **Site's Config**.

The 2nd way:

1. Click **Site** on the administration bar.

A list of active portals will appear, allowing you to edit layout, navigation or properties of

each portal.

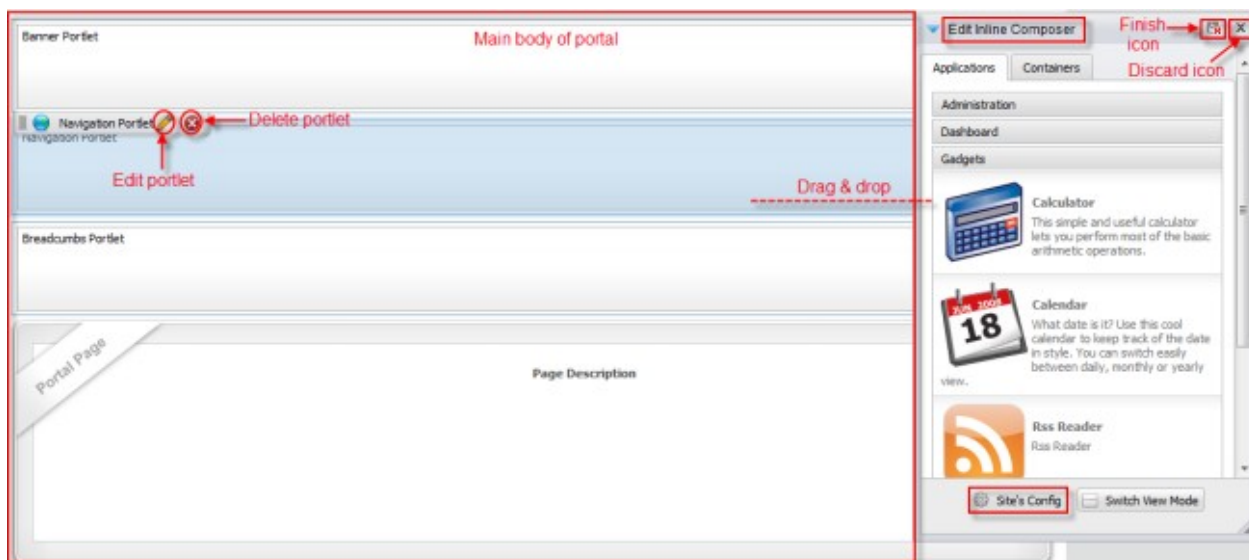


After following one of two above ways, you can do the **Edit** actions:

- Edit Layout
- Edit Navigation
- Edit Portal's Configuration

4.1.3.1 Edit portal's layout

The layout of your selected portal can be edited by dragging new applications, containers or gadgets from the **Edit Inline Composer** window at the right of the main portal body.



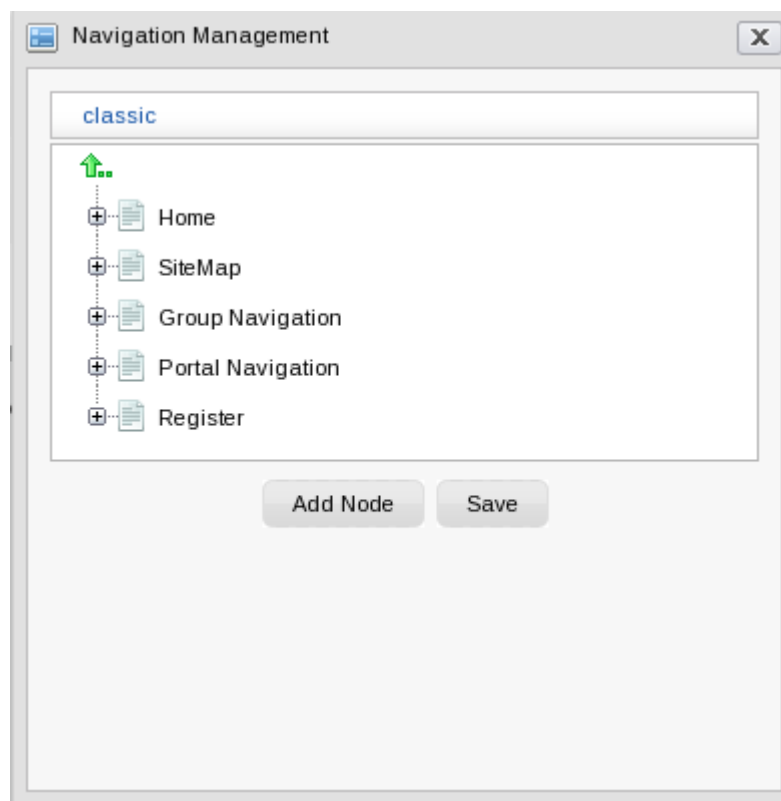
Elements in the portal body can be added, rearranged or removed to your desire. To edit the elements, simply hover your cursor over each element area and select the **Edit** or **Delete** icon.

Next, click the **Finish** icon to accept your changes; Or click the **Discard** icon to quit the **Edit**

Layout form without any changes.

4.1.3.2 Edit portal navigation

The portal navigation can be edited by clicking **Site** in the administration bar and selecting the relevant **Edit Navigation** to open the **Navigation Management** window.



More information about possible actions in this window can be found in **Section 4.2 Manage Nodes**.

4.1.3.3 Edit portal's configuration

This function enables you to change language, skin, properties and to set permissions as follows:

1. Select **Site's Config** right inside the **Edit Inline Composer** form or **Edit Portal's Config** link right inside the list of active portals.
2. Make changes in 3 tabs, including **Portal Settings**, **Properties** and **Permission Settings**.

Portal Settings | Properties | Permission Settings

Portal Name: *

Locale: *

Label:

Description:

Skin:

Save Cancel




3. Click **Save** to accept your changes on the portal.

4.1.4 Delete a portal

To delete a portal, you must be in the group that has the **Edit Permission** on that portal.

1. Click **Site** on the administration bar.

The **Portal Navigation** page will appear with a list of all portals:

Home	SiteMap
Portal Navigation	
 classic	Edit Layout Edit Navigation Edit Portal's Config
 eXoSEA	Edit Layout Edit Navigation Edit Portal's Config Delete
 OpenSource	Edit Layout Edit Navigation Edit Portal's Config Delete
Add New Portal	

2. Click **Delete** corresponding to the portal you want to delete.

3. Click **OK** in the confirmation message to accept your deletion.



The default portals cannot be deleted by any user, including the administrator.

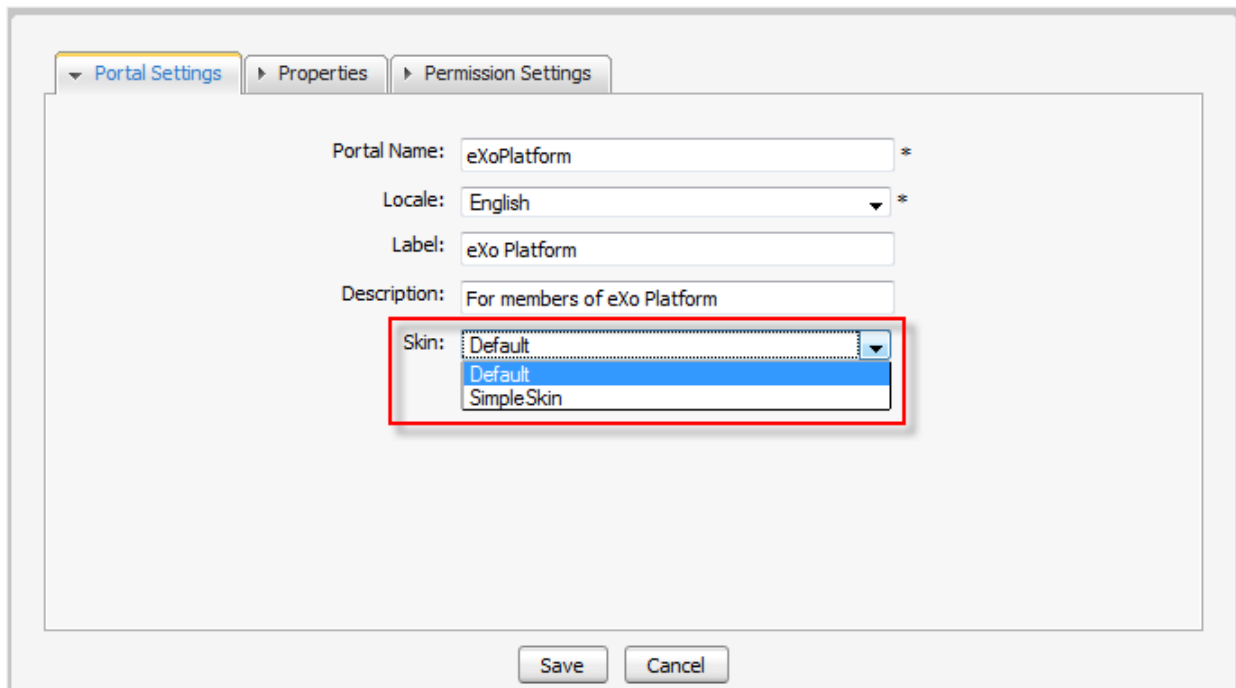
4.1.5 Change portal skin

GateIn skins are graphic styles that enables user interfaces to be displayed in such an attractive way. Each skin has its own characteristics with different backgrounds, icons, and other visual elements, and more. With the aim of making portals become friendly and flexible in use, you are allowed to change skin without the right to edit the portal.

The skins can be changed permanently or temporarily.

4.1.5.1 Change the skin permanently

1. Open the form to edit the portal configuration by following steps described in Section 4.1.3. Edit a portal.




The screenshot shows the 'Portal Settings' tab selected in a configuration window. The form contains the following fields:

- Portal Name:** eXoPlatform *
- Locale:** English *
- Label:** eXo Platform
- Description:** For members of eXo Platform
- Skin:** A dropdown menu is open, showing two options: 'Default' (highlighted in blue) and 'SimpleSkin'.

At the bottom of the form are 'Save' and 'Cancel' buttons.

2. Select one skin type in the **Skin** field to change in the **Portal Settings** tab. Currently, there are two supported types, including **Default** and **SimpleSkin**.

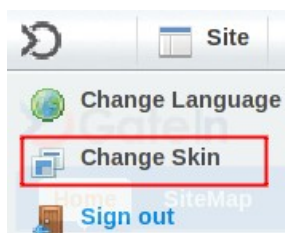
3. Click **Save** to accept your change. In case you open the **Edit** form by clicking **Site's Config** of the **Edit Inline Composer** window, remember to select  after clicking **Save**.



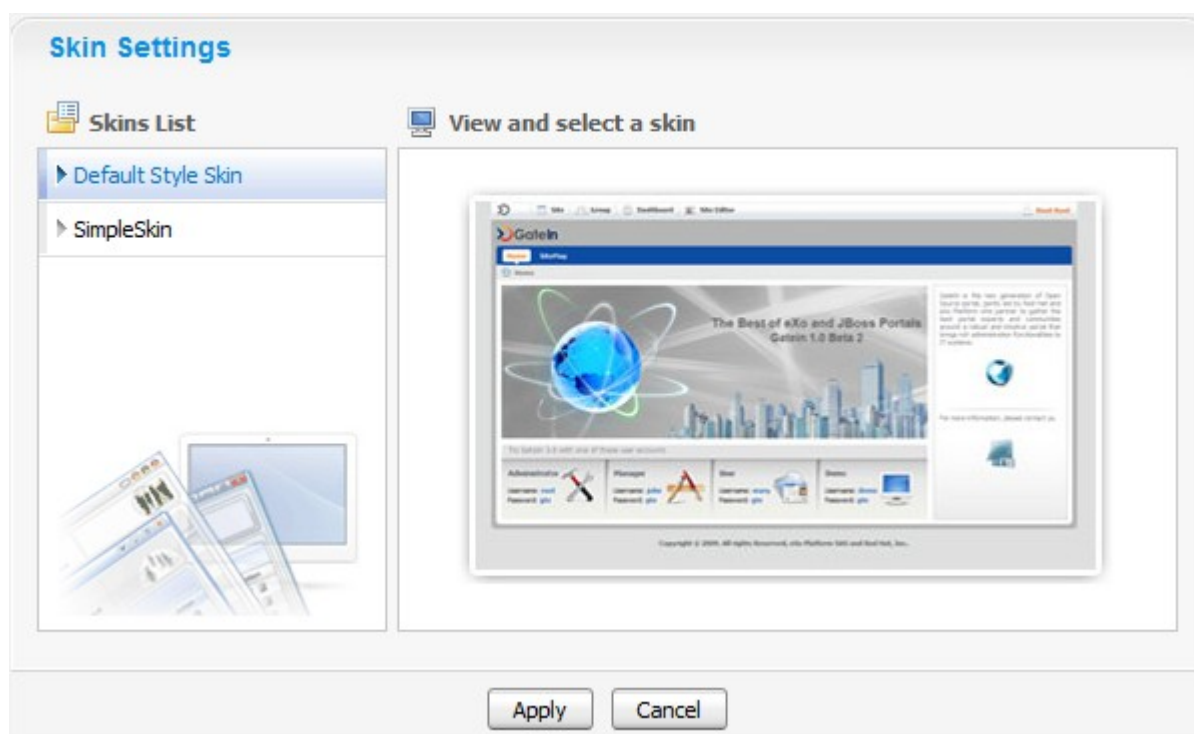
The display skin which is changed in this way will be kept permanently until you change the skin when you edit the current portal again.

4.1.5.2 Change the skin temporarily

1. Hover your cursor over the **Star** portlet on the administration bar and click **Change Skin** from the drop-down menu.



The **Skin Settings** form is displayed with a list of all supported skins. The left pane contains the skins list and the right pane displays the preview of selected skin.



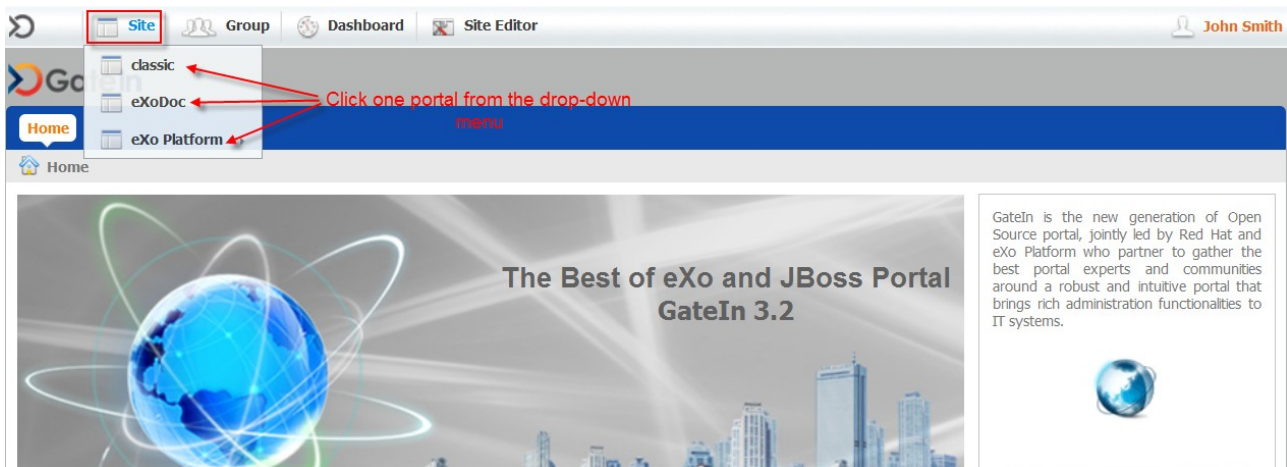
2. Select one skin by clicking the skin type in the left pane. Currently, GateIn 3.2 has two skins: **Default** and **SimpleSkin**.
3. Click **Apply** to take effect.



Changing the skin in this way only takes effect on your current session. The next time you sign in, it will return to the portal default skin.

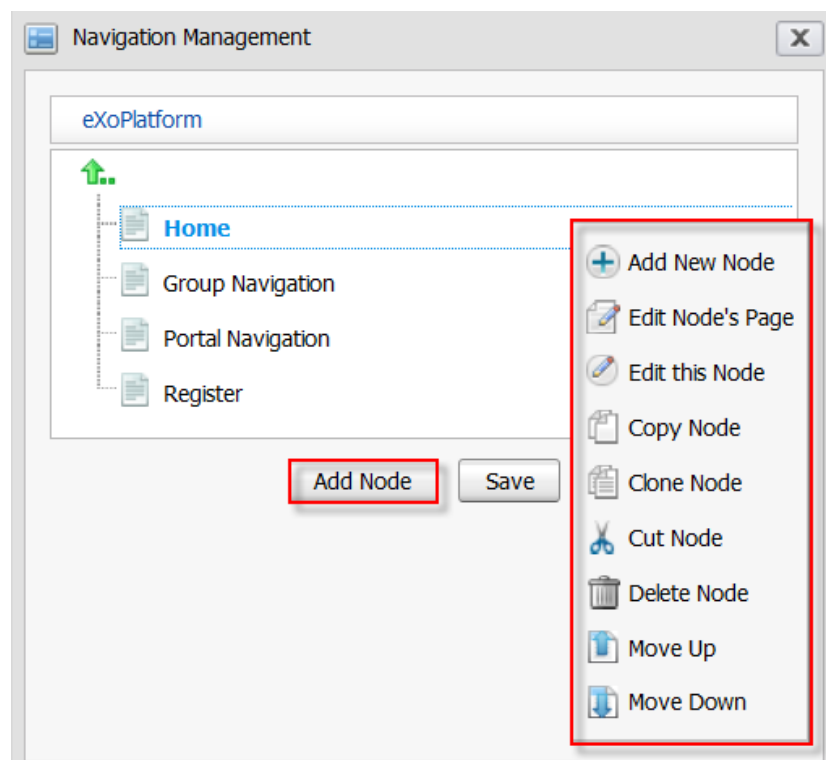
4.1.6 Switch between portals

This function enables you to select and use another portals (gateway, starting site). You can perform this action only when you are assigned the appropriate permission by the administrators. To switch between portals, simply hover your cursor over **Site** on the administration bar and click the portal name you want to switch from the drop-down menu.




4.2 Manage nodes

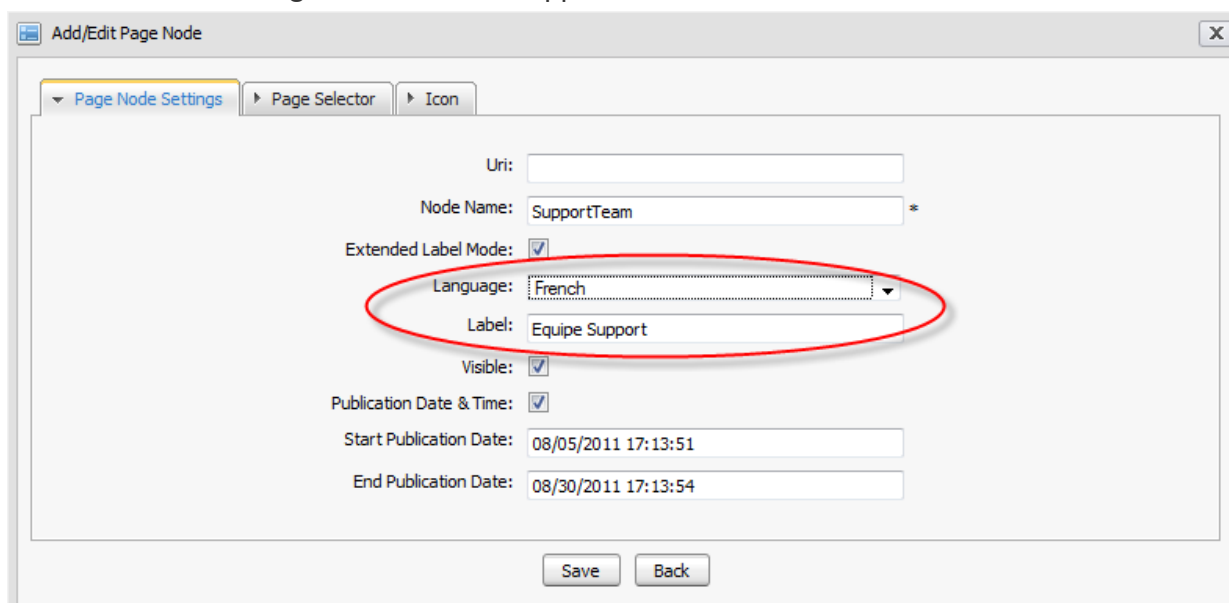
If you are the portal administrator or the portal administrator has granted you the appropriate permission privileges, you can execute some special actions related to portal nodes, including copying, editing, cutting, cloning, deleting, adding existing nodes. To do so, you first need to go to the nodes list by following steps described in **Section 4.1.3.2 Edit portal navigation** and then right-click your desired node to see the drop-down menu.



4.2.1 Add a new node

Select **Add New Node** to create a node as a sub-node of the selected node. If you want to create a new node at the root level of the portal, click  and then right-click the empty space and select **Add New Node**, or simply click the **Add Node** button.

The **Add/Edit Page Node** form will appear:



Details:

The **Page Node Settings** tab includes:

- Uri:** An identification of the node. The Uri is automatically created after adding a new node.
- Node Name:** The node name which must be unique. Only alphabetic, numeric and underscore characters are allowed with the length from **3** to **30** characters.
- Extended Label Mode:** Tick this checkbox to activate the extended label mode for your page node's label. If this checkbox is deselected, the **Language** field will disappear.
- Language:** Select your desired language for the node label from the drop-down menu.
- Label:** The display name of the node on the screen in the selected language. This field is not required and may be changed. Its length must be between 3 and 120 characters. For example, if you want to create a French label for your node, first select the **Extended Label Mode** checkbox. Next, from the **Language** drop-down list, select your desired language and enter your French label into the **Label** field.
- Visible:** This checkbox enables the page and its node to be shown or hidden at the navigation bar and sitemap.
- Publication Date & Time:** This option enables this node to be published for a given period. Two fields, including '**Start Publication Date**' and '**End Publication Date**' only display when this option is checked.
- Start Publication Date:** The start date and time to publish the node.
- End Publication Date:** The end date and time to publish the node.

In the **Page Selector** tab, you can select a page or not for this node.

Add/Edit Page Node

Page Node Settings **Page Selector** Icon

Selected Page Info

Page Id:
 Name: SupportTeam *
 Title: Support Team

Clear Page Create Page Search and Select Page

Save Back

Details:

Page Id: The identification string of the page which is created automatically.

Name: The selected page's name.

Title: The selected page's title.

Clear Page: Remove the inputted page information from fields.

Create Page: Create a new page with the inputted name and the title.

Search and Select Page: Search and select an existing page.

You do not need to input values in these fields. They are automatically displayed after you have selected an exiting page by clicking **Search and Select Page**.

The **Select Page** form appears:

Select Page

Title Portal Navigation Site Name classic::portalnavigation Type portal

Page Id	Title	Access Permission	Edit Permission	Action
portal::eXoDoc::homepage	Home Page	[Everyone]	*:/platform/administrators	✓
portal::classic::homepage	Home Page	[Everyone]	*:/platform/administrators	✓
portal::eXoDoc::groupnavigation	Group Navigation	[*/:/platform/users]	*:/platform/administrators	✓
portal::classic::groupnavigation	Group Navigation	[*/:/platform/users]	*:/platform/administrators	✓
portal::eXoDoc::portalnavigation	Portal Navigation	[*/:/platform/users]	*:/platform/administrators	✓
portal::classic::portalnavigation	Portal Navigation	[*/:/platform/users]	*:/platform/administrators	✓
portal::eXoDoc::register	Register	[*/:/platform/guests]	*:/platform/administrators	✓
portal::classic::register	Register	[*/:/platform/guests]	*:/platform/administrators	✓

To select a page for creating a node, do as follows:


1. Enter your page title into the **Title** field to do search to title;

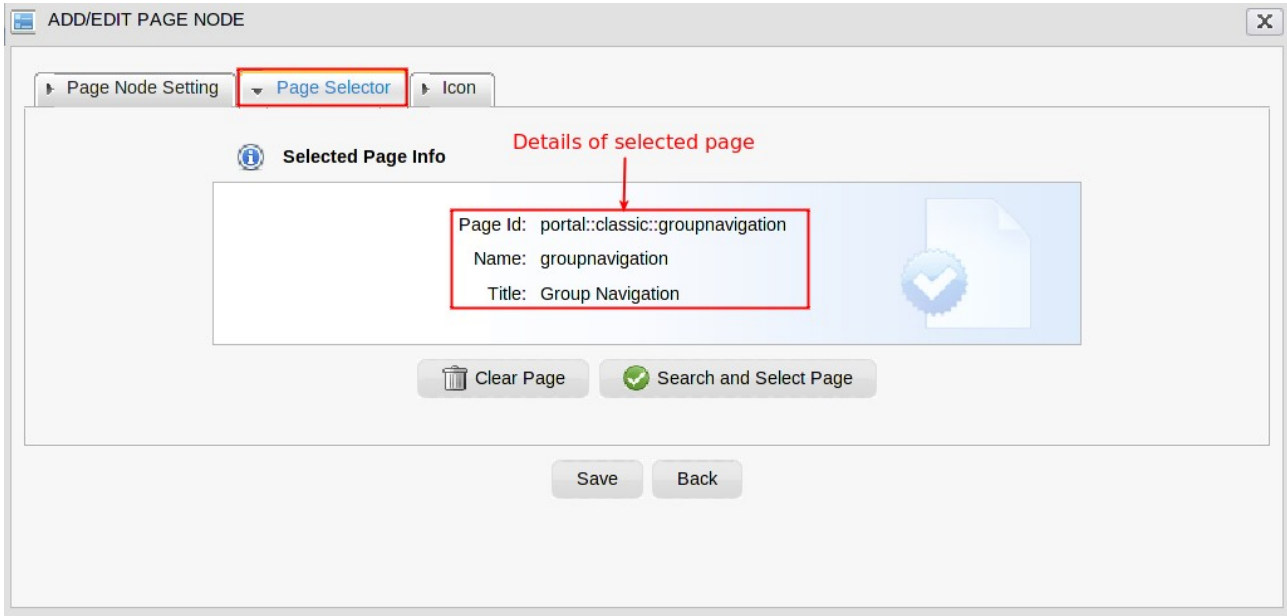
Or, enter the site name into the **Site Name** field to do search to the page's site name;

Or, enter values into both fields to further limit your search results by both **Title** and **Site Name**.

2. Select the area in which you wish to search into the **Type** field.

3. Click  to perform your search. All pages matching with the search term will be listed.

4. Click  on the row of the desired page to select the page on the list of found pages. After selecting a page, the details of this page will be displayed in the **Page Selector** form.




To select a page, you must be a member in the Access Permission or Edit Permission list of the selected pages. If you do not have the access permission for any page in the list, please contact your administrator to get appropriate permissions.

5. Select one icon in the **Icon** tab.
6. Click **Save** to accept the new node page, or **X** to close the form.

4.2.2 Edit a node

This function is used to edit the node settings and reselect a page for a node.

1. Select **Edit this Node** to open the form to edit the selected node with all similar fields when you add a new node.
2. Change values in fields of the current node, except the node name.
3. Click **Save** to complete your changes.

4.2.3 Copy/Paste a node

These functions are used to reproduce a node to another place.

1. Select **Copy Node**.
2. Select the position you want to paste this node and select **Paste Node**. The node selected at step 1 will be reproduced in the new place.
3. Click **Save** to accept your changes.



Two same node names in the same place are not allowed.

4.2.4 Clone a node

This function allows you to make a node copy. The difference between clone node and copy node is that the cloned node has its own page with the same content as the selected node. Therefore, there will be a new page that has the same name as the cloned node's page shown in the pages list when you access **Manage Pages**.

1. Select **Clone Node** from the drop-down menu.
2. Select the position you want to paste this node and select **Paste Node**.
The node cloned at step 3 will be reproduced in a new place.
3. Click **Save** to accept your changes.

4.2.5 Cut a node

This function enables you to change the position on a specific node, such as changing the page path.

1. Select **Cut Node**.
2. Select the position you want to paste this node and select **Paste Node**.
The node cut at step 3 will be moved to the new position.
3. Click **Save** to accept your change.
The node at step 3 is moved to a new place.



Two same node names are not allowed in the same path (node).

4.2.6 Delete a node

The function is used to remove a node linking to a page; however, the page has been still existing.

1. Select **Delete Node**. One confirmation message will be displayed.
2. Click **OK** to accept your deletion.
3. Click **Save** to accept your change.



You, even as an administrator, cannot cut or delete 4 system navigations, including **Group Navigation**, **Portal Navigation**, **Register** and **NotFound**. Also, you cannot cut or delete these system nodes which have been copied or cloned in the new positions. However, you can cut or delete them through cutting or deleting the node containing them, except system nodes.

4.2.7 Change nodes order

This function is used to move a node up or down.

1. Select **Move Up** or **Move Down** in the drop-down menu.
The selected node will be moved up/down.
2. Click **Save** to make your change.

4.3 Manage pages

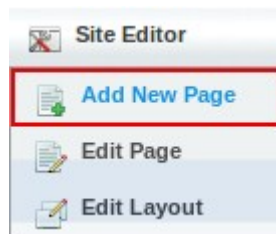
4.3.1 Create a new page by Site Editor

The Page Creation Wizard is available to the portal's administrators and facilitates them to create and publish portal pages quickly and easily. The whole process to create a new page can be divided into **3** specific steps:

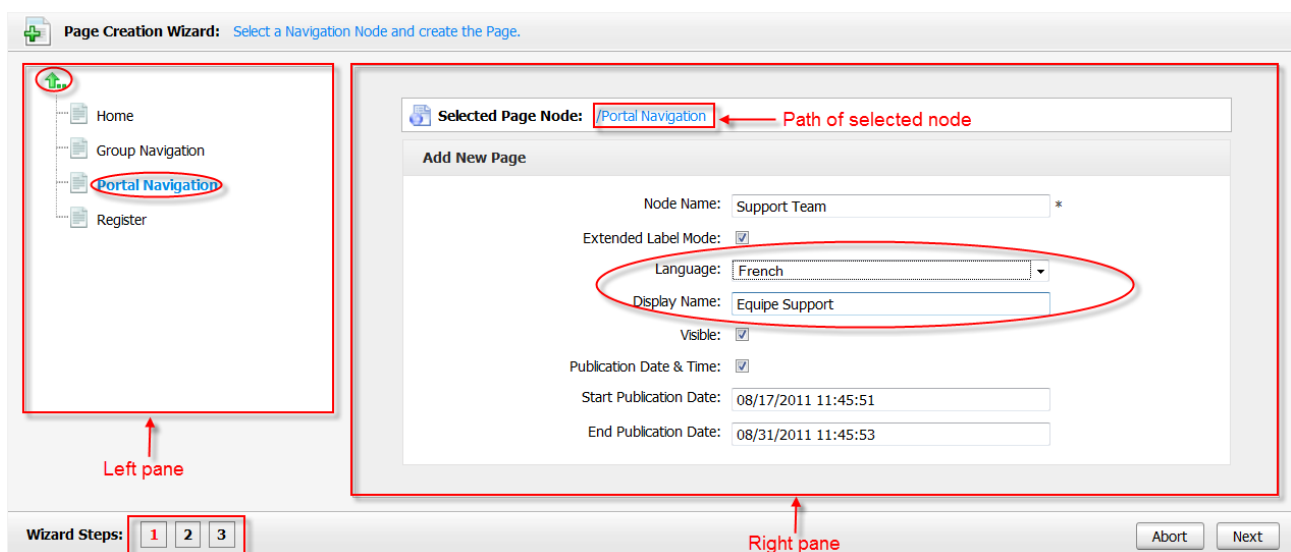
4.3.1.1 Select a navigation node and create the page

In this first step, you have to set the Node Name and Display Name of your page. You are also able to decide the pages visibility and the publication period of the page.

Go to  **Site Editor** on the administration bar and select **Add New Page**.



The wizard will be displayed as below:



The **Page Creation Wizard** is divided into two panes:

- The left pane contains existing pages (navigation nodes) displayed in the tree hierarchy. Here, you can navigate up and down the node/page structure.
- The right pane displays **Page Editor**, where you can make changes on the selected navigation node. You can input parameters for your new page, including:

Selected Page Node:
Node Name:

The path of the selected node to add a new sub-page.
The node name of the added page. This field is required with its length

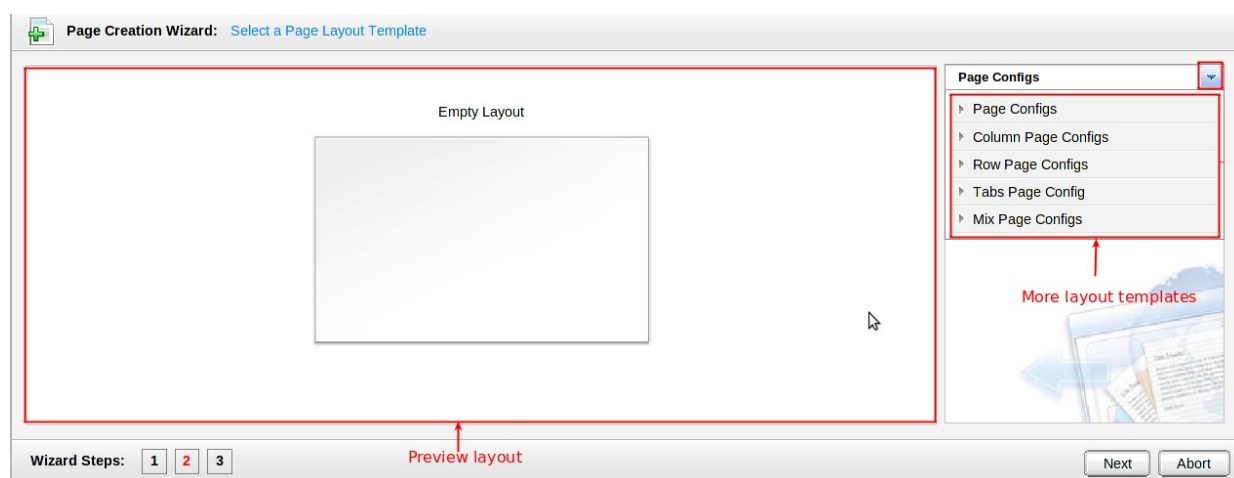
Extended Label Mode:	between 3 and 30 characters. Tick this checkbox to show the Language field for you to select another language for your created node's display name. It means that if this checkbox is deselected, the Language field will be deactivated.
Language:	Select your desired language for the node's display name from the drop-down menu.
Display name:	The display name of the node which contains the added page and must have length between 3 and ONE HUNDRED TWENTY characters.
Visible:	This checkbox enables this page (node) to be shown on the Navigation bar, Page Navigation and Sitemap or not. By default, the checkbox is checked and it means that this page is shown in Navigation , Page Navigation and Sitemap . When this option is checked, the visibility will depend on the " Publication Date & Time " option.
Publication Date & Time:	This option enables the page to be published for a given period. If this option is checked, Start Publication Date and End Publication Date will be shown.
Start Publication Date:	The start date and time to publish the page.
End Publication Date:	The end date and time to publish the page.



You can set date and time by clicking **Start Publication Date** and **End Publication Date** and then selecting a date from the calendar pop-up.

When you finish, click **Next** to go to the next step: Select a page layout template.

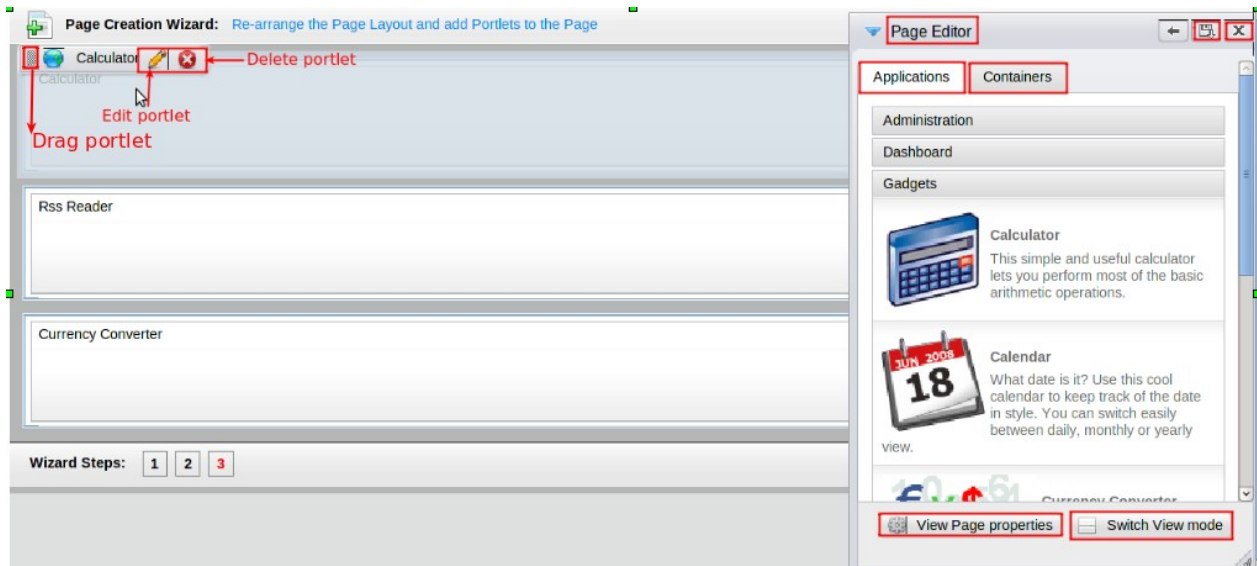
4.3.1.2 Select a page layout template



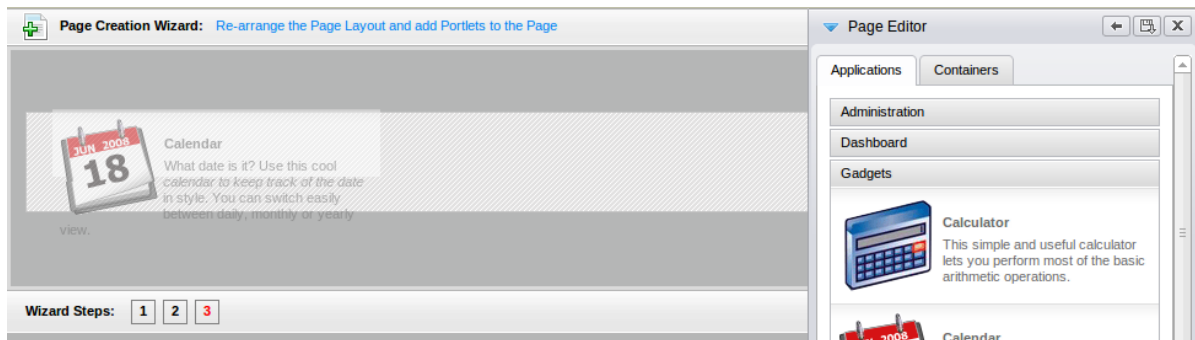
Select a page template, then click **Next** to go to the last step .

4.3.1.3 Re-arrange page layout and portlets

In this step, you will use **Page Editor** to add available portlets and containers to your page or to view page properties or preview changes.



- The **Applications** tab lists all categories and their portlets that you easily can drag and drop into the container:

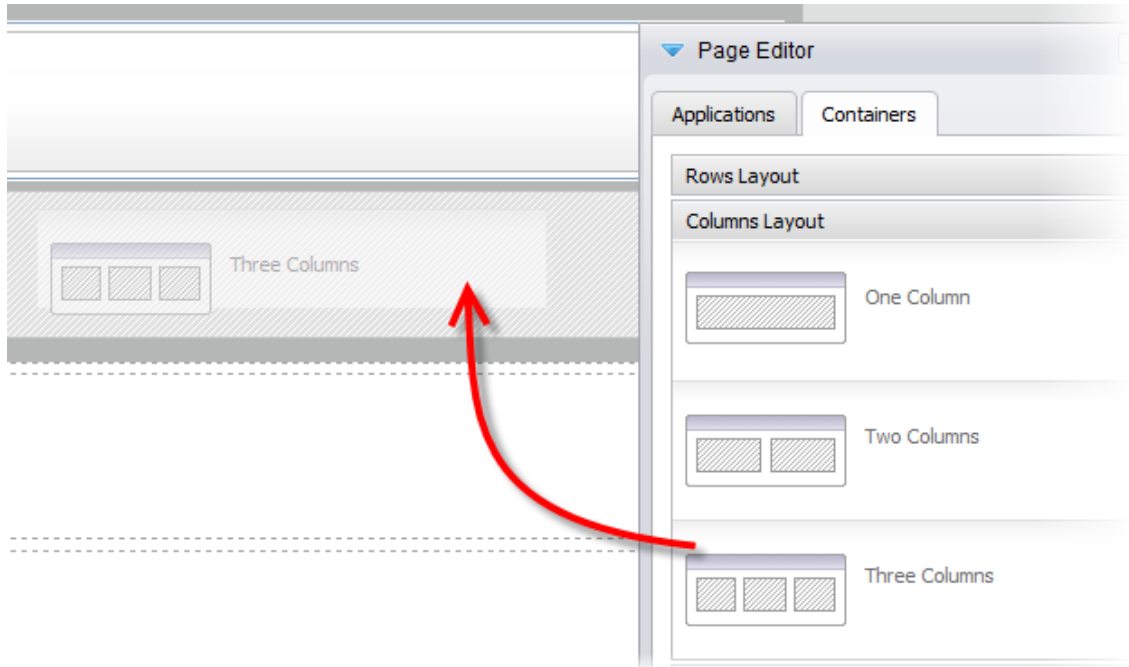


- The **Containers** tab contains all the existing containers to build your page layout. You can add a container to your page area by dragging and dropping available containers from **Page Editor** into the page's area.

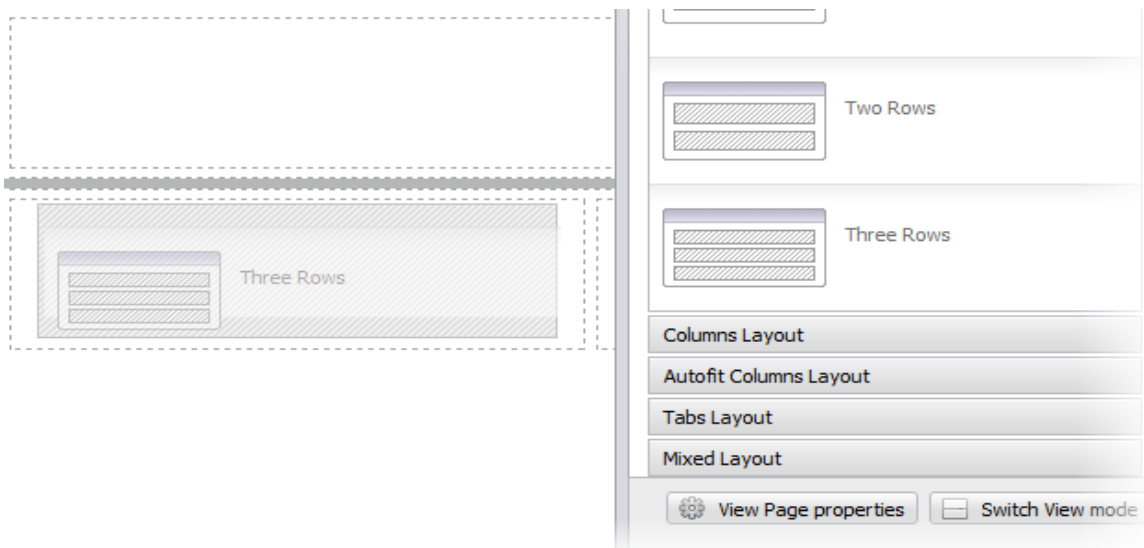
There are various layouts available, including **Rows Layout**, **Columns Layout**, **Autofit Columns Layout**, **Tabbed Layout**, and **Mixed Layout**.

For each layout, you can edit different layers, from the parent container to its child containers. The parent container holds its child containers and the child containers can hold applications. You can drag a container to another container also, this will help you create various layouts to your desires. Look at the example below:

Drag a container to the workspace, then drop it into your desired position.







Remember that you can drag and drop the container to another one. The combination is various so you are free to build your own layout creatively. In the illustration below, you can see the Three Rows layout is dragged into the Three Columns layout:



For any container layout, you can edit the parent container or its child containers separately. Deleting the parent container causes all of its child containers to be removed as well.

You cannot drag and drop a child container to change its location, but can drag it outside its parent container.

- Click  **Switch View Mode** in **Page Editor** to preview all changes.
- Click  in the **Page Editor** windows to save all changes, or  to close.

If you click  without saving your changes, you will see a confirmation message asking you to close without saving or not.

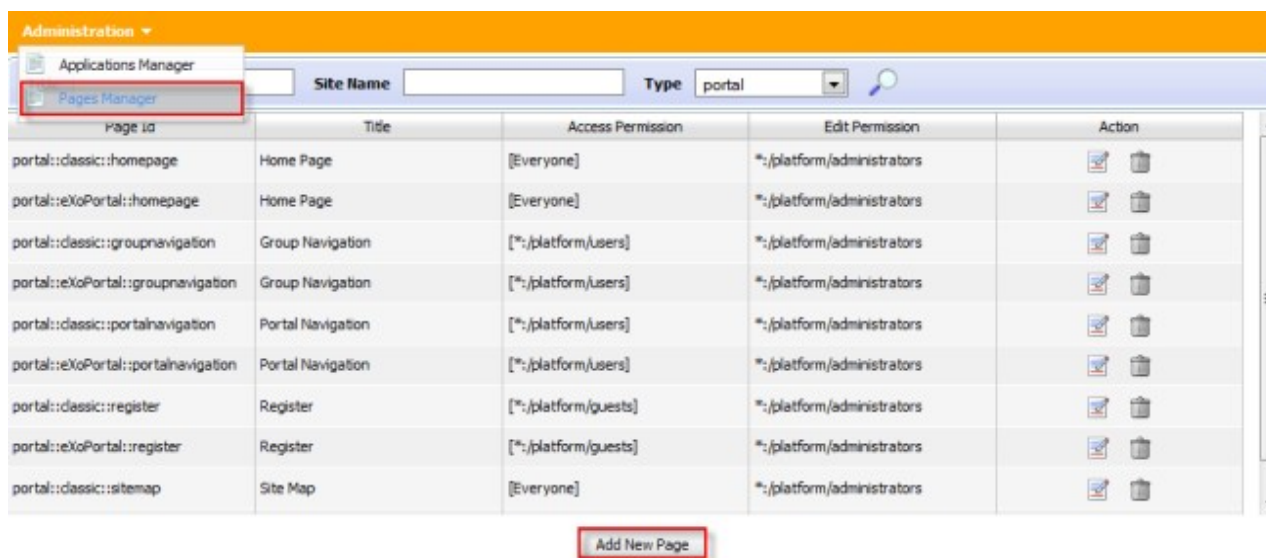




















After hovering your cursor over each area of portlet and/or container to display the toolbar on the left top corner, you can change the position of portlet and/or container by using the drag-and-drop function, or can edit or delete the selected portlet by selecting the corresponding icons.

4.3.2 Create a new page using Page Manager

- Go to **Group** on the administration bar and select **Administration → Page Manager**.

The **Page Manager** form will appear:



Page Id	Title	Access Permission	Edit Permission	Action
portal::classic::homepage	Home Page	[Everyone]	*:/platform/administrators	 
portal::eXoPortal::homepage	Home Page	[Everyone]	*:/platform/administrators	 
portal::classic::groupnavigation	Group Navigation	[*/:/platform/users]	*:/platform/administrators	 
portal::eXoPortal::groupnavigation	Group Navigation	[*/:/platform/users]	*:/platform/administrators	 
portal::classic::portalnavigation	Portal Navigation	[*/:/platform/users]	*:/platform/administrators	 
portal::eXoPortal::portalnavigation	Portal Navigation	[*/:/platform/users]	*:/platform/administrators	 
portal::classic::register	Register	[*/:/platform/guests]	*:/platform/administrators	 
portal::eXoPortal::register	Register	[*/:/platform/guests]	*:/platform/administrators	 
portal::classic::sitemap	Site Map	[Everyone]	*:/platform/administrators	 

Add New Page

- Click **Add New Page** to open the **Add New Page** form.

The screenshot shows the 'Page Settings' tab of the GateIn Page Editor. It contains the following fields and controls:

- Page Id:** An empty text input field.
- Owner Type:** A dropdown menu with 'portal' selected.
- Owner Id:** A text input field with 'classic' entered.
- Page Name:** A text input field with 'eXoPortal' entered, followed by an asterisk indicating a required field.
- Page Title:** A text input field with 'eXo Portal' entered.
- Show Max Window:** A checkbox that is checked.
- Buttons:** 'Save' and 'Cancel' buttons at the bottom right.

Details:

Page Id: The page's identification string which will be automatically generated when the page is created.

Owner Type: If **Owner Type** is "**portal**", the page will be created for a portal. Therefore, only users who have the **edit** permissions at portal level can create this page type.

If **Owner Type** is "**group**", the page is created for a group. Therefore, only users who have the **manager** permissions for that group can create this page type.

Owner Id: The identification name of the page's owner which will be automatically created after you have selected **Owner Type**.

The name of the current portal is automatically selected for **Owner Id**, ensuring the edit permissions are assigned to users who can edit the current portal.

Page Name: The page name which is required and must be unique. Only alphabetic, numeric and underscore characters are allowed with its length from **3** to **30** characters.

Page Title: The page title which is optional with the length from **3** to **30** characters.

Show Max Window: The option enables the page to be shown at the maximum size or not.

3. Define the page layout in the **Page Layout** tab.

4. Define permissions in the **Permission Settings** tab.

5. Click **Save** to accept creating a new page.

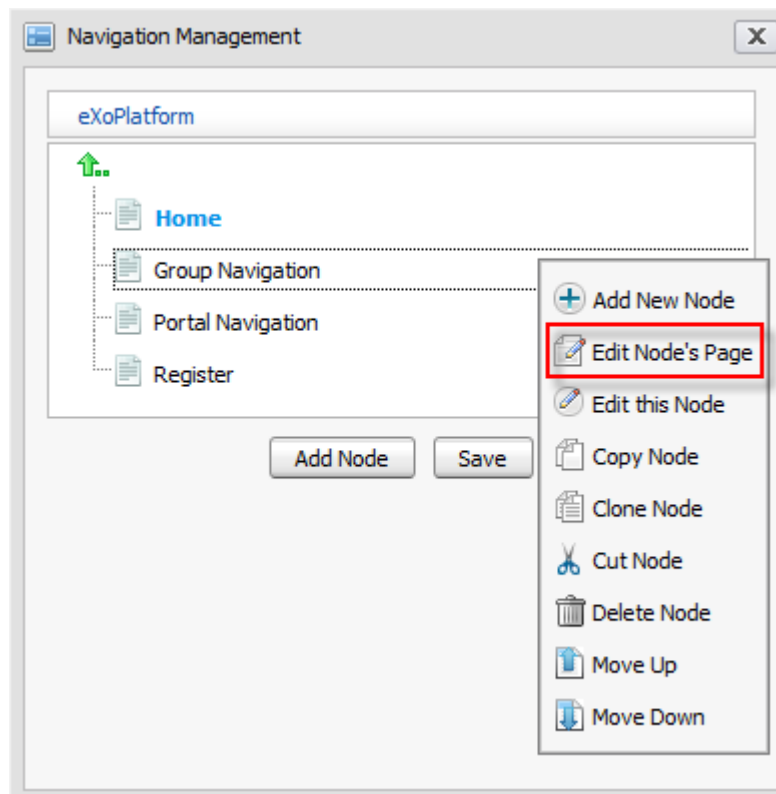
4.3.3 Edit a page

To view page properties, you have to open the **Page Editor** window.


1. Open the **Page Editor** window by following one of the two ways:



















The 1st way:

- Open the **Navigation Management** form by doing steps stated in **Section 4.2 Manage nodes**.
- Right-click your desired node and select **Edit Node's Page** from the drop-down menu.



The 2nd way:

- Go to **Group →Administration →Page Manager**.
- Click  corresponding to the page you want to edit.

Administration ▾				
Title	<input type="text"/>	Site Name	<input type="text"/>	Type <input type="text" value="portal"/>
Page Id	Title	Access Permission	Edit Permission	Action
portal::eXoDoc::homepage	Home Page	[Everyone]	*:/platform/administrators	 
portal::classic::homepage	Home Page	[Everyone]	*:/platform/administrators	 
portal::eXoDoc::groupnavigation	Group Navigation	*:/platform/users	*:/platform/administrators	 
portal::classic::groupnavigation	Group Navigation	*:/platform/users	*:/platform/administrators	 
portal::eXoDoc::portalnavigation	Portal Navigation	*:/platform/users	*:/platform/administrators	 
portal::classic::portalnavigation	Portal Navigation	*:/platform/users	*:/platform/administrators	 
portal::eXoDoc::register	Register	*:/platform/guests	*:/platform/administrators	 
portal::classic::register	Register	*:/platform/guests	*:/platform/administrators	 
portal::eXoDoc::page6977761	hhh	[Everyone]	*:/platform/administrators	 
<input type="button" value="Add New Page"/>				

The **Edit Page** form will be displayed with the **Page Editor** form.

Dashboard Portlet

Gadget Wrapper Portlet

Calendar

Group Navigation

Page Editor

Applications

Containers

Administration

Dashboard

Gadgets

Calculator

Calendar

Rss Reader

View Page Properties


Switch View Mode

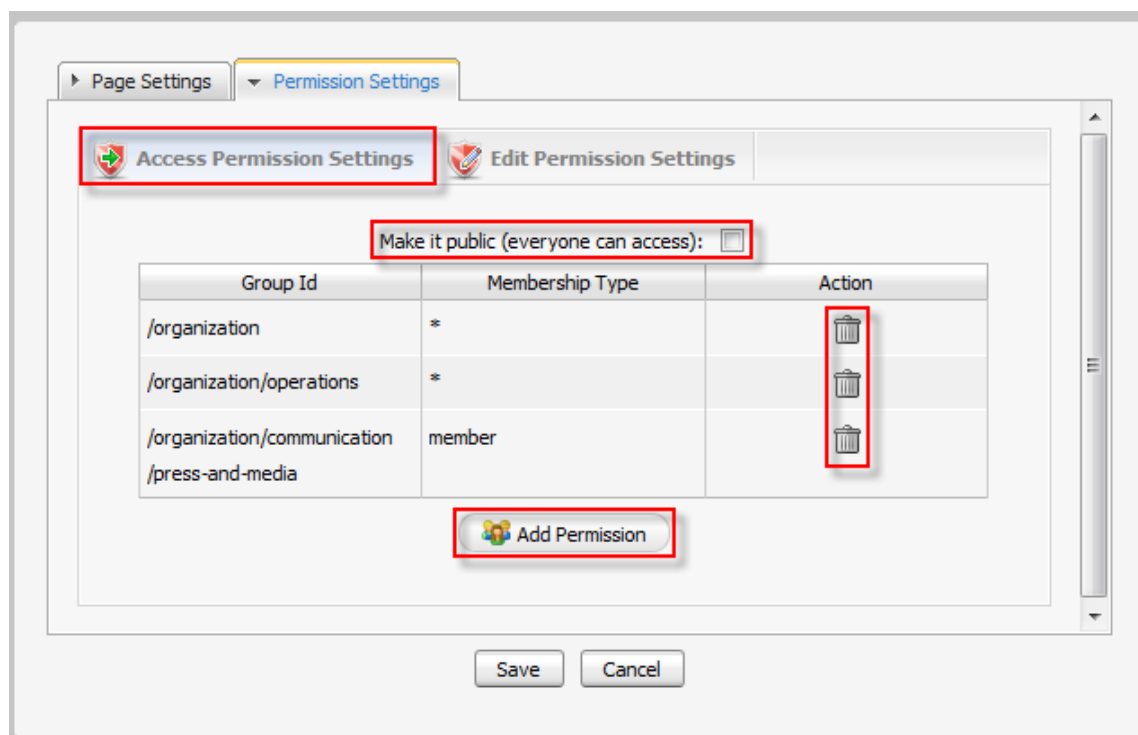
2. Click  **View Page Properties** in the **Page Editor** window to edit page properties.

The screenshot shows the 'Page Settings' tab in the GateIn Administration interface. The form contains the following fields:

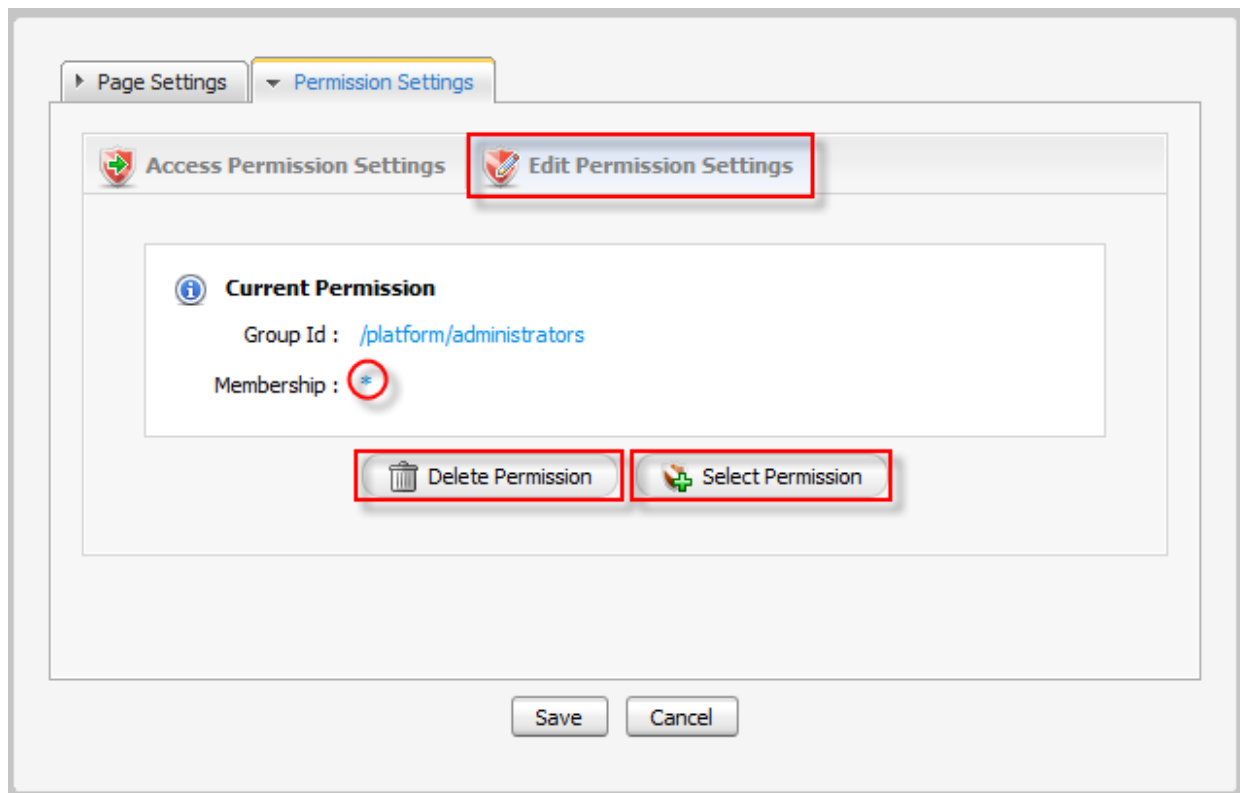
- Page Id:** portal::eXoDoc::groupnavigation
- Owner Type:** portal (dropdown menu)
- Owner Id:** eXoDoc
- Page Name:** groupnavigation *
- Page Title:** Group Navigation
- Show Max Window:** ☐

At the bottom of the form are two buttons: **Save** and **Cancel**. A red oval is drawn around the Page Id, Owner Type, Owner Id, and Page Name fields.

- In the **Page Settings** tab, you cannot change values in **Page Id**, **Owner Type**, **Owner Id** and **Page Name**.
- In the **Permission Settings** tab, you can change or add more access and edit permissions. This tab is only supported for pages of a group or a portal. Because the user's page is private, noone can access or edit the user's page, except the creator. Permission on each page is set to two levels: **Access Permission** and **Edit Permission**.
 - The **Access Permission** sub-tab enables you to see content of a page or “borrow” that page for individual needs by selecting a page for their node. You can click  to remove your granted permissions, or click the **Add Permission** button to add more permissions. Tick the **Make it public** checkbox if you want to allow everyone to access.




- The **Edit Permission Settings** sub-tab enables you to set or change the edit permission on a page. This permission can be set for one group only with one specific membership type. If you want to reassign or delete this permission to another group, click **Select Permission** or **Delete Permission** respectively.



- For **Access Permission Settings** and **Edit Permission Settings**, the asterisk (*) indicates all membership types of the selected group.

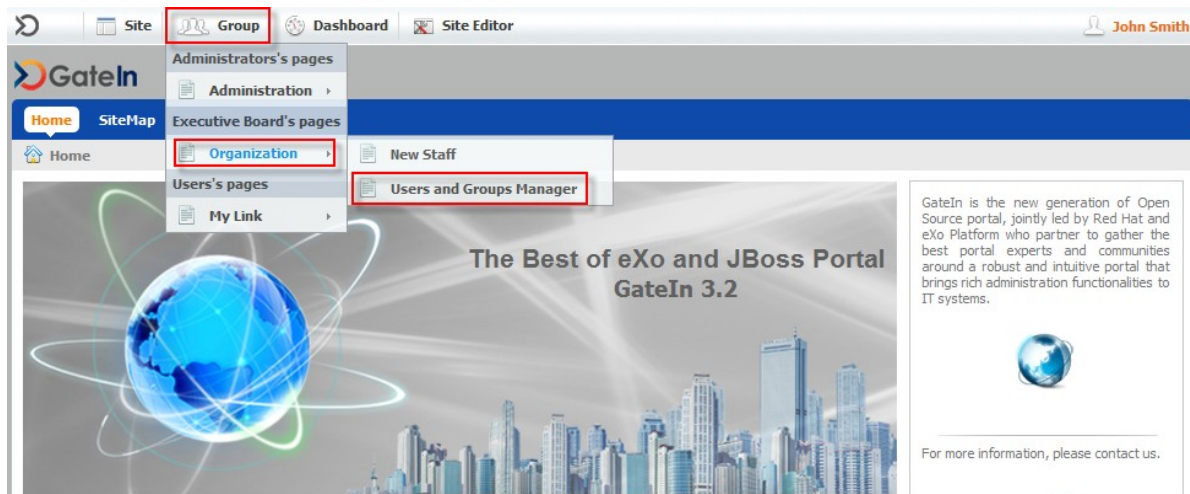
3. Click **Save** and then select  in **Page Editor** for all changes to take effect, or  to abort.

4.3.4 Delete a page

1. Go to **Page Manager** by following the 2nd way described in **Section 4.3.3. Edit a page**.
2. Click  corresponding to the page you want to delete.
3. Click **OK** in the confirmation message to accept your deletion.

4.4 Manage users and groups

You first need to select **Group → Organization → Users and Groups Manager** on the administration bar.



The **Organization** form will be shown, enabling you to manage users, groups and memberships.

4.4.1 Manage users

As an administrator, you can easily find, edit information of user via the **User Management** tab in the **Organization** form. By default, all existing registered users will be shown.

User Name	Last Name	First Name	Email	Action
Sonny	Nguyen	Sonny	Sonny@gmail.com	[Edit] [Delete]
demo	gtn	Demo	demo@localhost	[Edit] [Delete]
john	Anthony	John	john@localhost	[Edit] [Delete]
mary	Kelly	Mary	mary@localhost	[Edit] [Delete]
root	Nguyen	Jonny	root@localhost.com	[Edit] [Delete]
tula	nguyen	root	root@yahoo.com	[Edit] [Delete]

You can see, search, edit or even remove users. Each users group or membership in these groups are also available. You cannot add new users but can remove them from their group.

4.4.1.1 Search for users

As an administrator, you can use this function to search for specific users by **Username**, **First Name**, **Last Name** or **Email Address**.

Search: <input type="text" value="tu"/>		User Name	Select a search criterion		
User Name	Enter search term	User Name	First Name	Email	Action
root	Nguyen	User Name	Jonny	root@localhost.com	
tula	nguyen	Last Name	root	root@yahoo.com	
		First Name			
		Email			

1. Type your **Search** term related to the user you want to search. You do not need to enter an exact term.
2. Select the information type against which you want to search .
3. Click the magnifying glass icon to perform your search.

4.4.1.2 Edit user's information and settings

1. Click corresponding to the user with information and settings you want to edit. In the **Account Info** tab, you can view and change essential information of the selected user, except username. Select the **Change Password** checkbox to show **New Password** and **Confirm Password** fields. Remember that the password length must be between 6 and 30 characters.

Account Info

User Profile

User Membership

Username: john *

First Name: John *

Last Name: Anthony *

Email Address: john@localhost *

Change Password: ☒

New Password: *

Confirm Password: *

Save

Cancel

- In the **User Profile** tab, you can view and change personal information of the selected user, including **Profile**, **Home** and **Business**. You can also change the display language for that user by selecting another language from the **Language** field, where all available languages are listed in the alphabetical order.

Account Info **User Profile** User Membership

Given Name: John

Family Name: Smith

Nick Name: John

Birthday: 21/5/1985

Gender: Male

Employer:

Department: Release Team

Job Title: Support

Language: English

- In the **User Membership** tab, you can view user's information in groups. Here, you can see the selected user belongs to which group.

User Name	Group Id	Membership Type	Action
john	/organization/management/executive-board	manager	
john	/platform/administrators	member	
john	/platform/users	member	

Save Cancel

To remove the selected user from a group, click .

2. Click **Save** to save all changes.

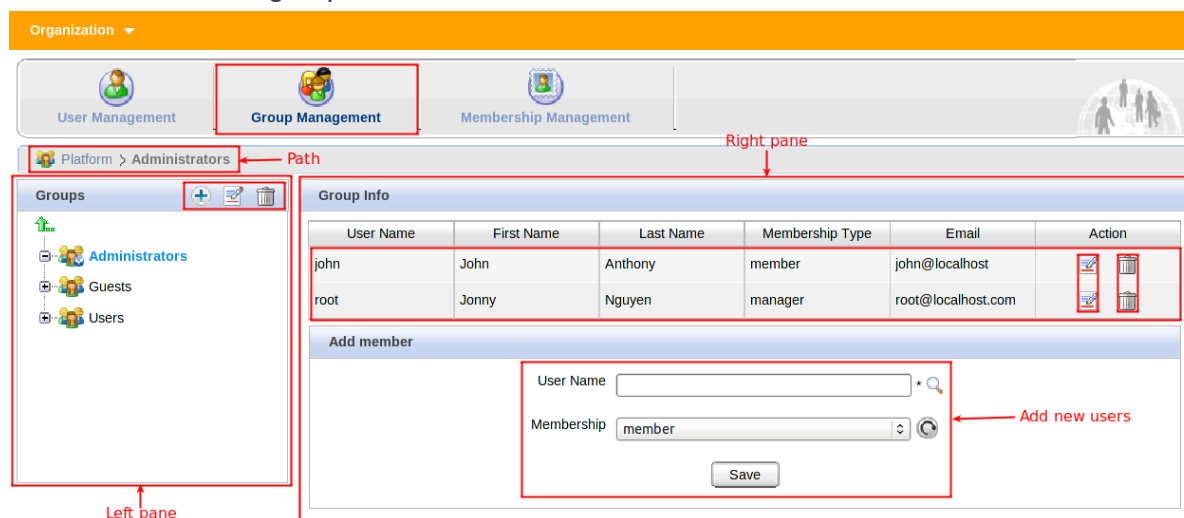
4.4.1.3 Delete a user

- Click corresponding to the user who you want to delete in the main **User Management** form.
- Click **OK** in the confirmation message to accept.

4.4.2 Manage groups



Select the **Group Management** tab in the **Organization** form. This tab is used to add new,

edit or delete a group.



By default, all existing groups will be displayed on the left pane. The right pane shows information about the selected group, including information about members in a specific group and the form to add a new user to a group.

4.4.2.1 Add a new group

1. Select the path to create a new group by clicking the group from the list on the left pane or by clicking  if you want to create a group at a higher level. The selected path is displayed in the breadcrumb bar.
2. Click  in the left pane. The **Add Group** form will be displayed on the right pane.

The 'Add Group' form is displayed. It has three main input fields: 'Group Name' (required, with an asterisk), 'Label', and 'Description'. The 'Group Name' field contains 'eXoDocumentationTeam'. The 'Label' field contains 'eXo Documentation Team'. The 'Description' field contains 'Members of Doc Team'. At the bottom, there are 'Save' and 'Cancel' buttons.

Details:

- Group Name:** The group name which is required with its length from **3** to **30** characters. Only alphanumeric and underscore characters are allowed and it must be unique.
- Label:** The display name of group with its length from **3** to **30** characters.


Description: The brief description about the group with its length from **0** to **255** characters.

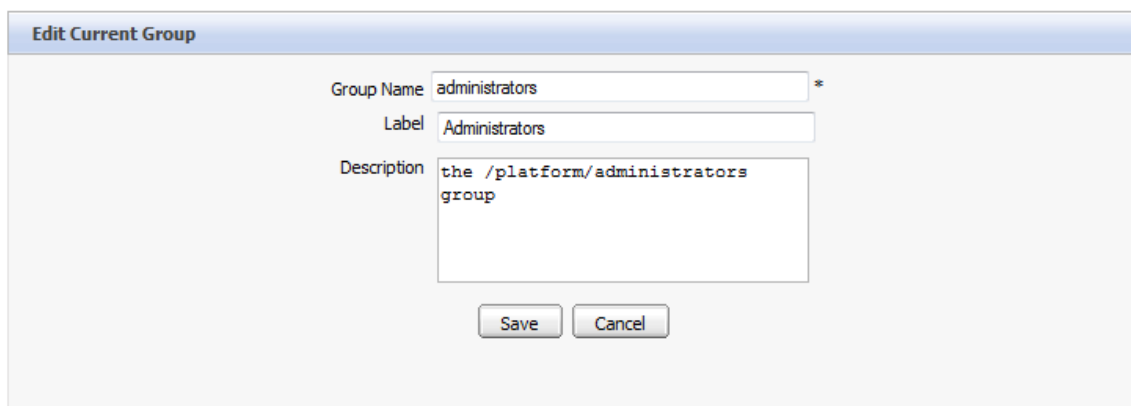
3. Fill values in fields.
4. Click **Save** to accept your entered values.



When a new group is added, the group creator will become the manager of that group. The creator's username will be added in the created group with the "manager" membership.



4.4.2.2 Edit a group

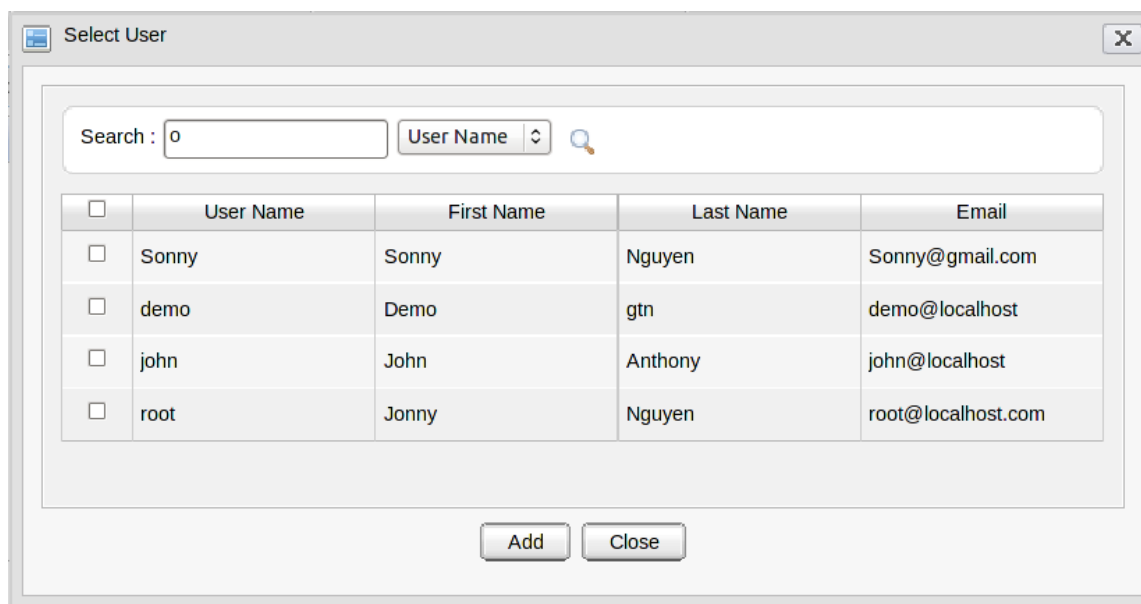
1. Click the group you want to edit in the left pane.
2. Click  in the left pane to show the **Edit Current Group** form of the selected group.



3. Make changes in fields, except **Group Name**.
4. Click **Save** to accept your changes.

4.4.2.3 Add a new user to a group

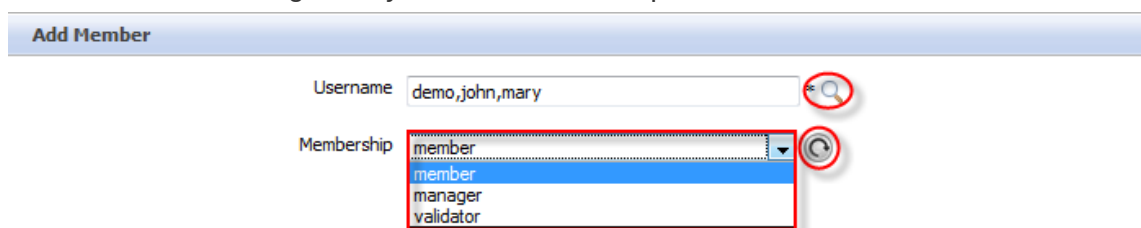
1. Select the path to the group which you want to add a new user to that group by clicking that group on the left pane.
2. Enter the exact **Username** of the user that you want to add to the selected group; Or you can enter at least one character if you are not sure about the exact spelling.
 - Click  to search by your entered characters.
 - After you click , there will be a list of all existing users whose usernames include the entered characters. For example, if you enter 'o', you will get the following result.




The 'Select User' dialog box contains a search bar with the text 'Search : 0' and a dropdown menu labeled 'User Name' with a search icon. Below the search bar is a table with four columns: 'User Name', 'First Name', 'Last Name', and 'Email'. The table lists four users: Sonny, demo, john, and root. Each row has a checkbox in the first column. At the bottom of the dialog are 'Add' and 'Close' buttons.

<input type="checkbox"/>	User Name	First Name	Last Name	Email
<input type="checkbox"/>	Sonny	Sonny	Nguyen	Sonny@gmail.com
<input type="checkbox"/>	demo	Demo	gtn	demo@localhost
<input type="checkbox"/>	john	John	Anthony	john@localhost
<input type="checkbox"/>	root	Jonny	Nguyen	root@localhost.com

- Select the checkboxes corresponding to users you want to add to the group.
- After clicking **Add**, you will see the complete User Names in the **Add Member** form.




The 'Add Member' form has a 'Username' field containing 'demo,john,mary' and a 'Membership' dropdown menu. The dropdown menu is open, showing four options: 'member', 'member', 'manager', and 'validator'. There are search and refresh icons next to the fields.

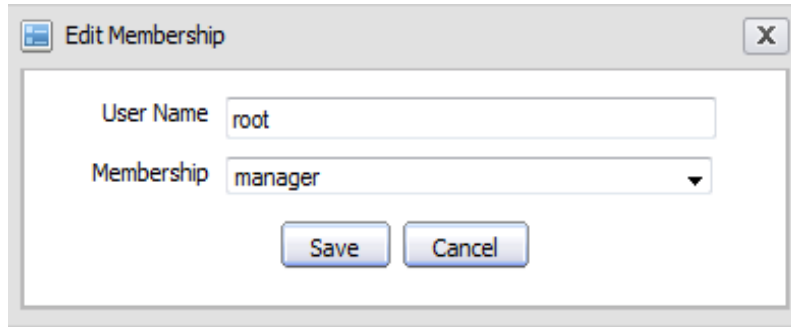
3. Select the membership for the user in a group from the **Membership** list. You can use  to update the membership list in case there are any change.
4. Click **Save** to accept adding the selected user to a specific group with the selected membership type.



By default, the “manager” membership has the highest right in a group. A user can have several membership types in a group. To do that, you have to use the **Add Member** form for each membership type. After adding, the user's membership information is also updated. You can check it by opening the **User Management** form and editing the user you just added.

4.4.2.4 Edit a user membership in a group


1. Click  corresponding to a specific user with a membership in the **Action** column in the right pane.



The 'Edit Membership' dialog box contains two input fields: 'User Name' with the value 'root' and 'Membership' with a dropdown menu showing 'manager'. Below these fields are 'Save' and 'Cancel' buttons.

2. Selecting a membership type in the **Membership** drop-down list.
3. Click **Save** to complete your change.

4.4.2.5 Delete a group

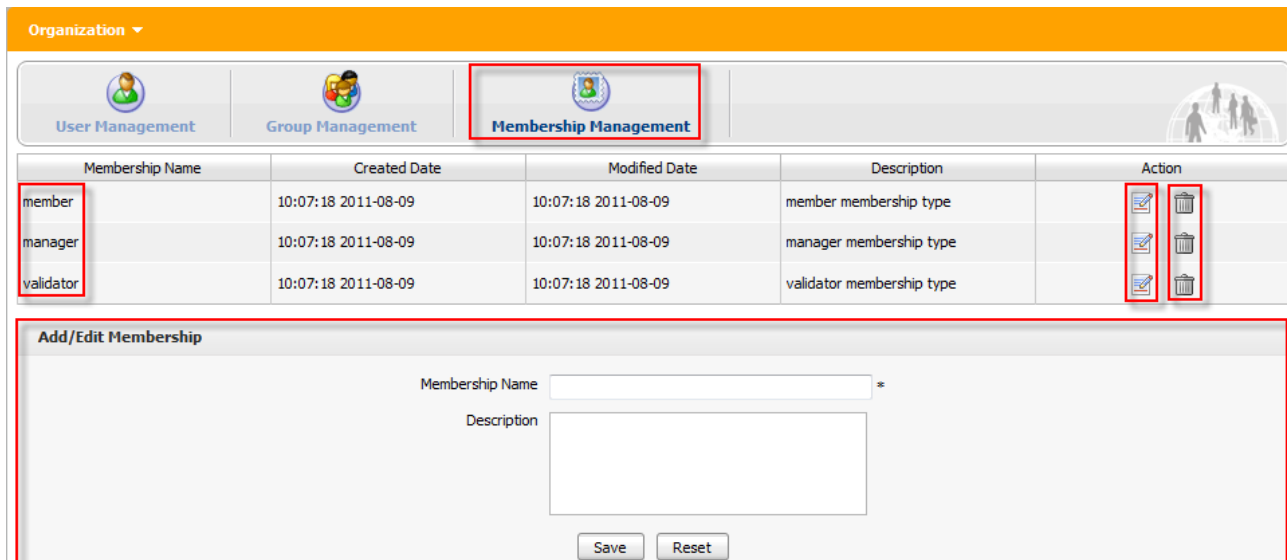
1. Click the group you want to delete in the left pane.
2. Click  to delete the selected group.
3. Click **OK** in the confirmation message to accept your deletion.









- After being deleted, all information related to that group, such as users and navigation, is also deleted.
- You cannot delete the mandatory groups, including Platform, Platform/guests, and Platform/users.

4.4.3 Manage memberships

The user's role in a specific group is managed by using the **Membership Management** tab.



The interface shows a tabbed view with 'User Management', 'Group Management', and 'Membership Management' (highlighted with a red box). Below the tabs is a table of membership types. The 'member', 'manager', and 'validator' rows are highlighted with red boxes. The 'Action' column for each row contains edit and delete icons, also highlighted with red boxes. Below the table is an 'Add/Edit Membership' form with fields for 'Membership Name' and 'Description', and 'Save' and 'Reset' buttons.


Membership Name	Created Date	Modified Date	Description	Action
member	10:07:18 2011-08-09	10:07:18 2011-08-09	member membership type	 
manager	10:07:18 2011-08-09	10:07:18 2011-08-09	manager membership type	 
validator	10:07:18 2011-08-09	10:07:18 2011-08-09	validator membership type	 

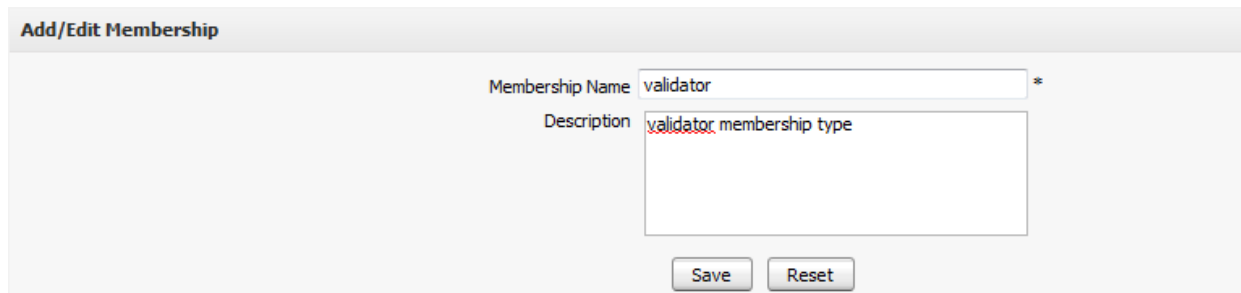
By default, there are **3** membership types: Manager, Member and Validator. The "Manager" membership has the highest right in a group.

4.4.3.1 Add a membership type

1. Input values into fields of the **Add/Edit Membership** form. The **Membership Name** field is required with only letters, digits, dots, dashes and underscores without ANY SPACES.
2. Click **Save** to accept adding a new membership, or **Reset** to clear your entered values.


4.4.3.2 Edit a membership type

1. Click  corresponding to the membership type you want to edit in the **Action** column. Information about the selected membership type will be updated automatically in the **Add/Edit Membership** form.



2. Make desired changes in the **Description** field. You cannot change **Membership Name**.
3. Click **Save** to accept all changes.

4.4.3.3 Delete a membership type

1. Click  in the row of the membership type you want to delete.
2. Click **OK** in the confirmation message to accept your deletion.

4.5 Manage navigations

4.5.1 Portal's page navigation

The group **/platform/administrators** can do actions related to the page navigation of a portal, including adding/deleting portals, editing layout/navigation/portal configuration.



- The page navigation of portal is created automatically when a portal is created.
- The navigation will be deleted automatically after you have deleted its portal.

4.5.2 User's page navigation

Actions related to the page navigation of users include: Add new pages, Edit page, Edit page layout. These actions are based on permission settings set to a page.



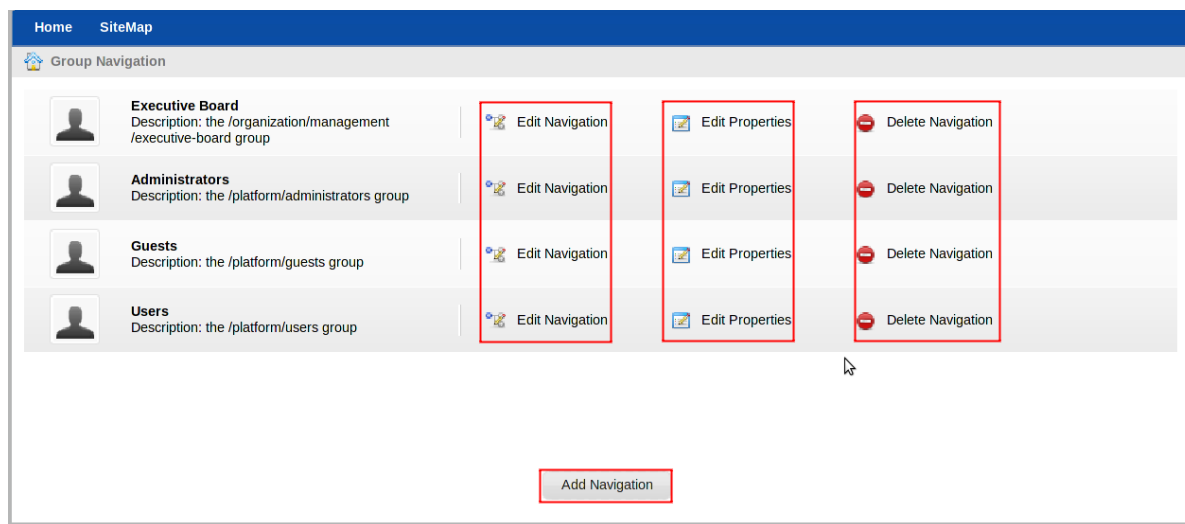
- The page navigation of a user will be created automatically when the user is created (registered).
- Only the user who is the owner of the user page navigation can edit it.
- No one can create a user page navigation so that no one can delete it. The navigation will be deleted automatically when its user is deleted.

4.5.3 Group's page navigation


Each group has only one page navigation. Only managers of the navigation group and users of the administrators group can add/list/edit/delete the navigation or edit properties.

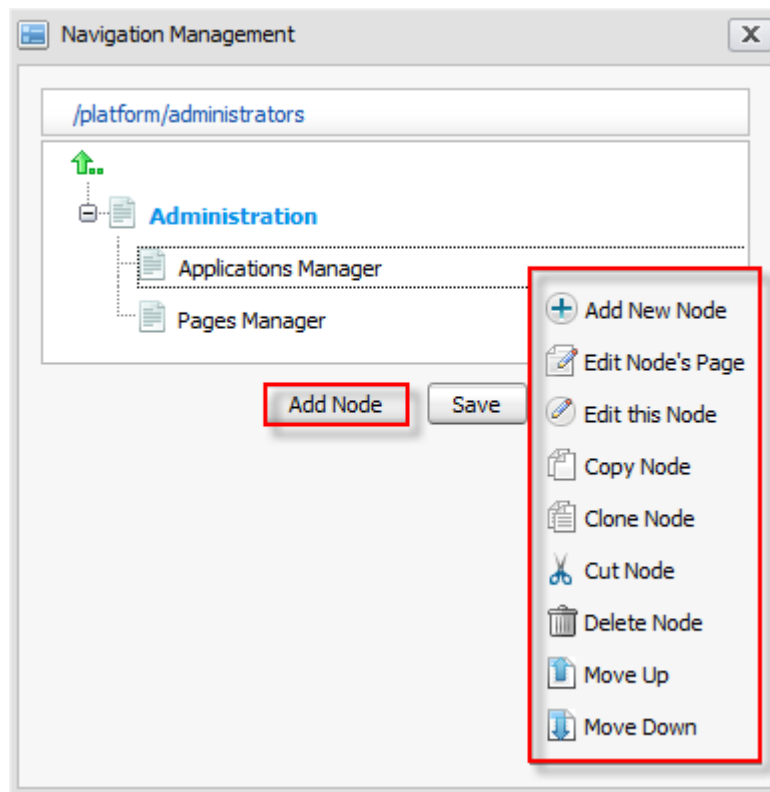
To manage the group's page navigation, click **Group** on the administration bar.

The **Group Navigation** page will appear:



4.5.3.1 Edit group's page navigation

Click  **Edit Navigation** corresponding to the group navigation you want to edit. The **Navigation Management** form will appear:

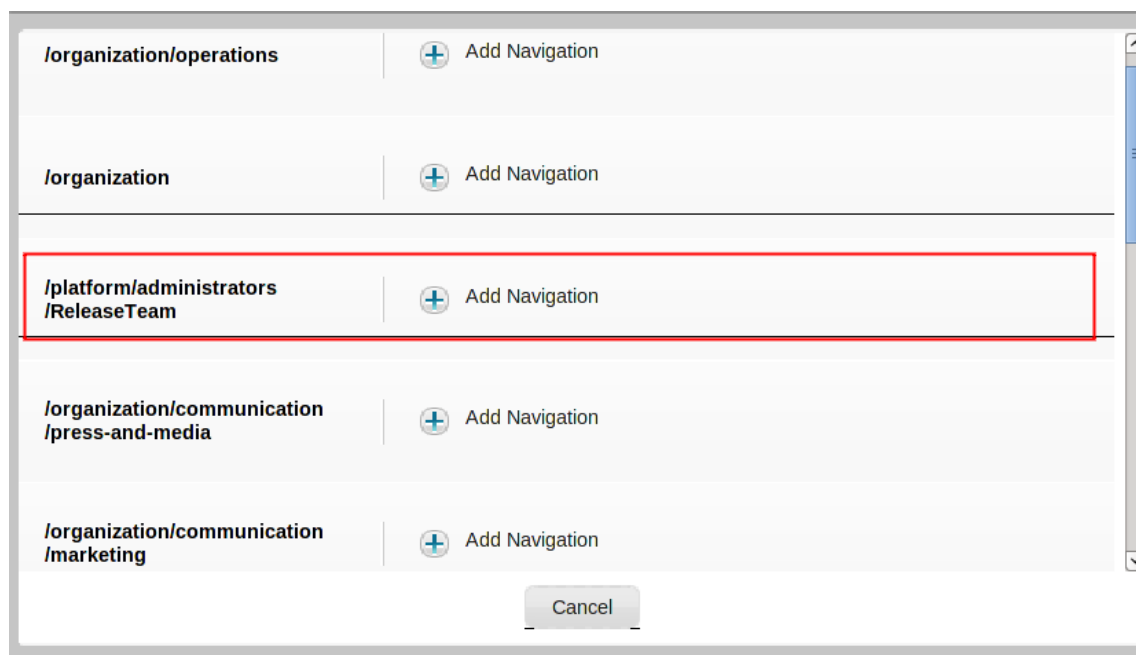



In this form, you can edit the group's page navigation through many actions, such as adding a new node to this group, cloning, moving up/down, and more. To learn more about specific actions, refer to Section 4.2. Manage Nodes.

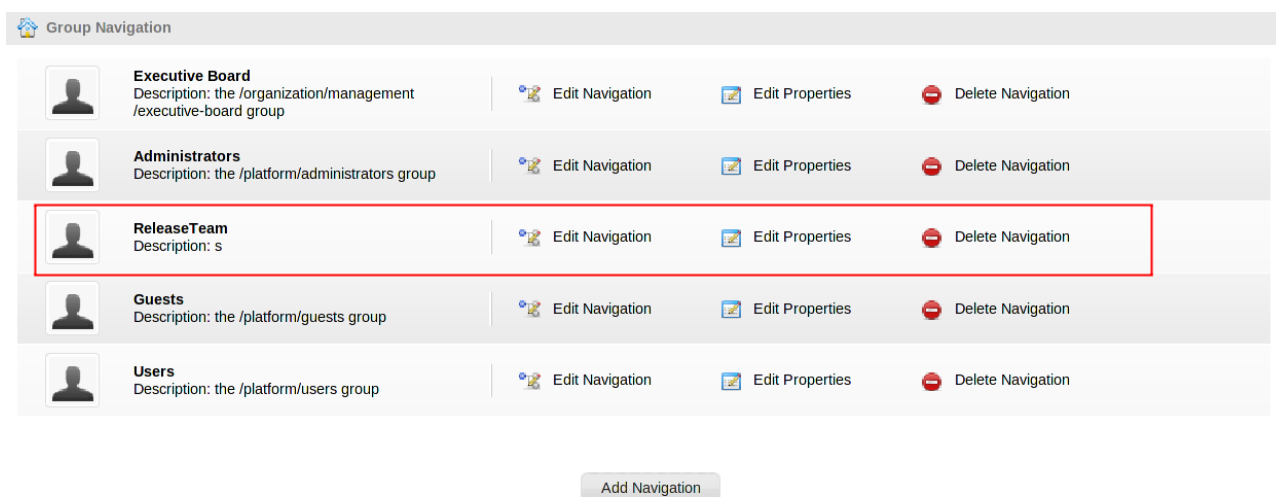
4.5.3.2 Create a new page navigation

Only users who are “manager” of a group can create new pages for that group while the others in this group can not.

1. Select **Add Navigation** at the bottom of **Group Navigation** form.
The Groups list will be displayed with the **Add Navigation** buttons.




- Click  **Add Navigation** corresponding to the group you want to add the new page navigation, for example, the page navigation of Release Team. After being added, the new group navigation will be displayed in the **Group Navigation** page.

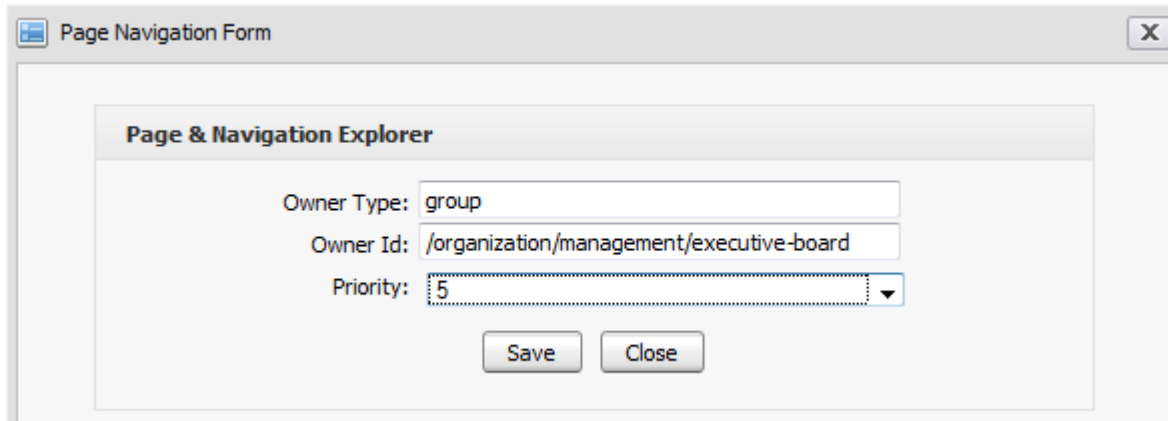


Each group has only one navigation. If you add a new group navigation that has been existing, one alert message will appear to show that you cannot create that navigation.

4.5.3.3 Change priority of page's navigation

This function is to change the priority of a navigation. Only users who have the appropriate right can take this action.


1. Click  **Edit Properties** corresponding to the relevant navigation in the **Group Management** form. The **Page Navigation Form** enabling you to change the priority of the selected navigation will appear:



2. Select another priority from the available priorities list.
3. Click **Save** to accept your changes.

4.5.3.4 Delete a group's navigation

This function is used to delete the existing navigation. It is only supported for the group navigation. A user navigation or a portal navigation will be automatically deleted when the owner user or portal is deleted.

1. Click  **Delete Navigation** corresponding to the navigation you want to delete.
 2. Click **OK** to accept your deletion in the confirmation message.
- After the navigation deletion has been confirmed, the selected navigation will be removed from the **Group Navigation** page and its nodes/hyperlinks to pages will also be deleted.

4.6 Manage permissions

Permission plays an important part in accessing and performing actions in the portal. Depending on these permissions assigned by an administrator, users will gain access to various components and actions, such as edit portals, pages or portlets.

To manage permissions, you need to learn about the concept **mandatory**. The **mandatory** is one of required conditions of system. **GateIn** provides two types of mandatories, including:

- Mandatory membership type: member.
- Mandatory groups: /platform/administrators, /organization/management/executive-board, /platform/users, /platform/guests. These groups are set by default in eXo Platform.

Details:

- The group **/platform/administrators** contains portal administrators with the highest rights related to the system, such as creating/editing/deleting new portals/pages.
- The group **/organization/management/executive-board** contains administrators having rights related to management of users and groups.

- The group **/platform/users** contains members of the portal. Any registered users automatically become members of this group.
- The group **/platform/guests** contains users with the lowest permissions in the portal.

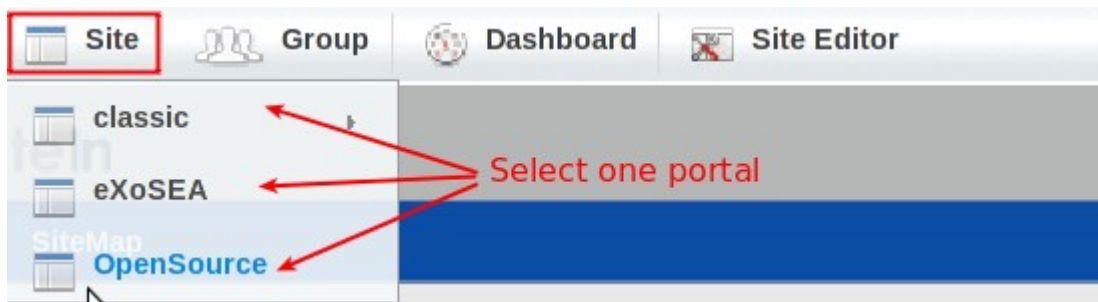
Seeing a page in public means that you can access that page without signing in. To make a page accessible to the public, you have to follow these instructions:

- The current portal in use must be in the public mode (everyone can access).
- The node containing the page that you want to see must belong to the public portal.
- The page which is selected by the node above must be in the public mode.

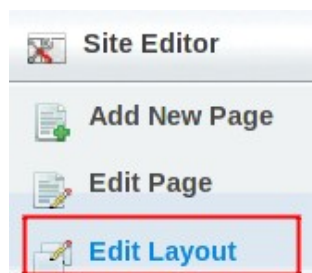
4.6.1 Set permission settings on a portal/page

Portal:

- For new portals, simply click **Site**, then select **Add New Portal** in the **Portal Navigation** form → **Permission Settings** tab.
- For existing portals:
 1. Hover your cursor over **Site** on the administration bar and then select your desired portal from the drop-down menu.



2. Select **Site Editor** → **Edit Layout** on the administration bar.






3. Click **Site's Config** in the **Edit Inline Composer**, then select **Permission Settings** tab.

Page:

In some cases, some rights on a page are initialized and users who have the edit permission can change the page.

- If the owner type of a page is "user", you do not have to set permission, no one except the creator has the access and edit permission.
- If the owner type of a page is "group", initial permissions on page are:

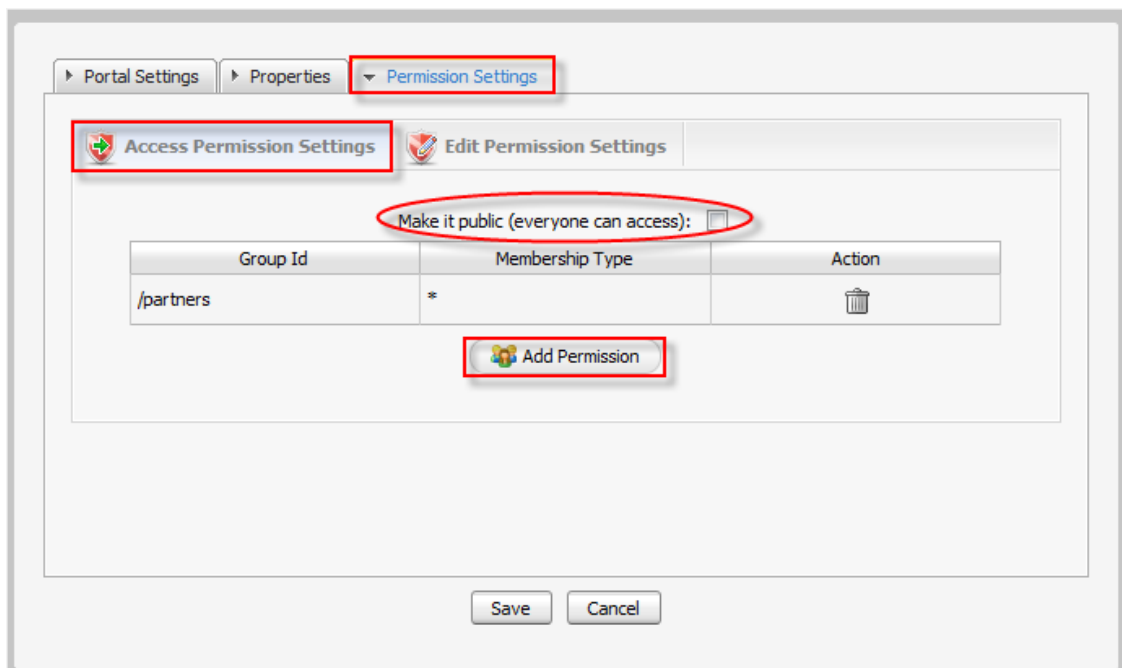
- *Access permission*: everyone in that group.
- *Edit permission*: the manager of that group.
- If the owner type of a page is "portal", initial permissions are:
 - *Access permission*: users who can access that portal.
 - *Edit permission*: users who can edit that portal.
- For a new page, simply hover your cursor over **Group** → Select **Administration** → **Page Manager** → **Add New Page** → Select "group" or "portal" in the **Owner Type** field → **Permission Settings** tab.
- For an existing page, do one of the following ways:
 - Hover your cursor over **Group** → **Administration** → **Page Manager** →  → Select  **View Page Properties** of the **Page Editor** form → **Permission Settings** tab.
 - Click **Group** (on the administration bar) → **Edit Navigation** → Select and right-click the node containing the page you want to edit → Select **Edit Node's Page** → Select  **View Page Properties** of the **Page Editor** form → **Permission Settings** tab.

4.6.2 Set access permission on a portal/page

To access a portal/page, you must belong to one of the groups that have access permission to that portal/page.

To set access permissions on a portal or page, you first need to go to the **Permission Settings** as described in **Section 4.6.1 Set permission settings on a portal/page** and select the **Access Permission Setting** sub-tab.


To assign an access permission to users in the public mode (without signing in), simply select the **Make it public** checkbox.




Portal Settings | Properties | **Permission Settings**

Access Permission Settings | Edit Permission Settings

Make it public (everyone can access): ☒

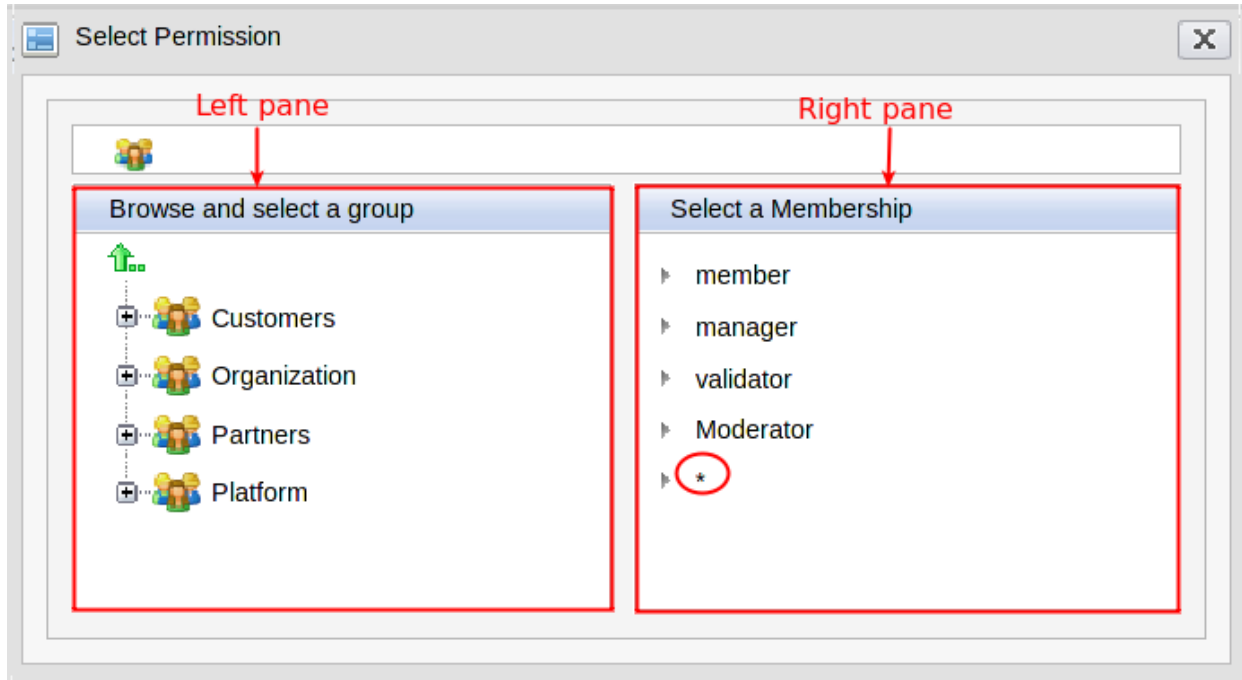
Group Id	Membership Type	Action
/partners	*	

 Add Permission

Save Cancel

If you do not want everyone to access the portal, deselect **Make it public** and do as follows:

1. Click **Add Permission**. The **Select Permission** form will appear:



2. Select the group that you want to add on the left pane and then select one membership type on the right pane. In the membership types list, the asterisk (*) indicates any membership types of the selected group are allowed.

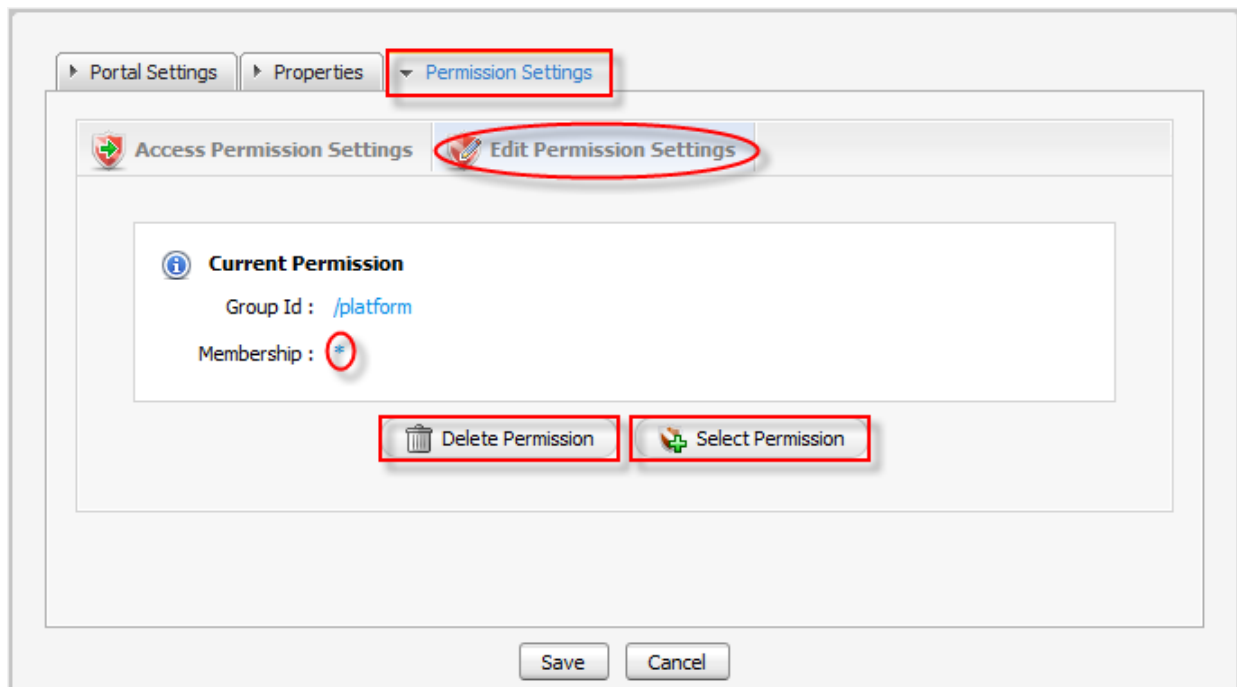
After you have selected a membership type, the selected permission will be displayed in the access right list. If you want to add more, simply click **Add Permission** and select again.

4.6.3 Set edit permission on a portal/page

Only users who are in the editors group of portal/page can edit them. The access permission can be assigned to several groups but the edit permission only can be set for one group only. To assign the edit permission on a portal/page to a user, you must add the user to the editor group of that portal/page.

To assign the edit permission on a portal/page, do as follows:

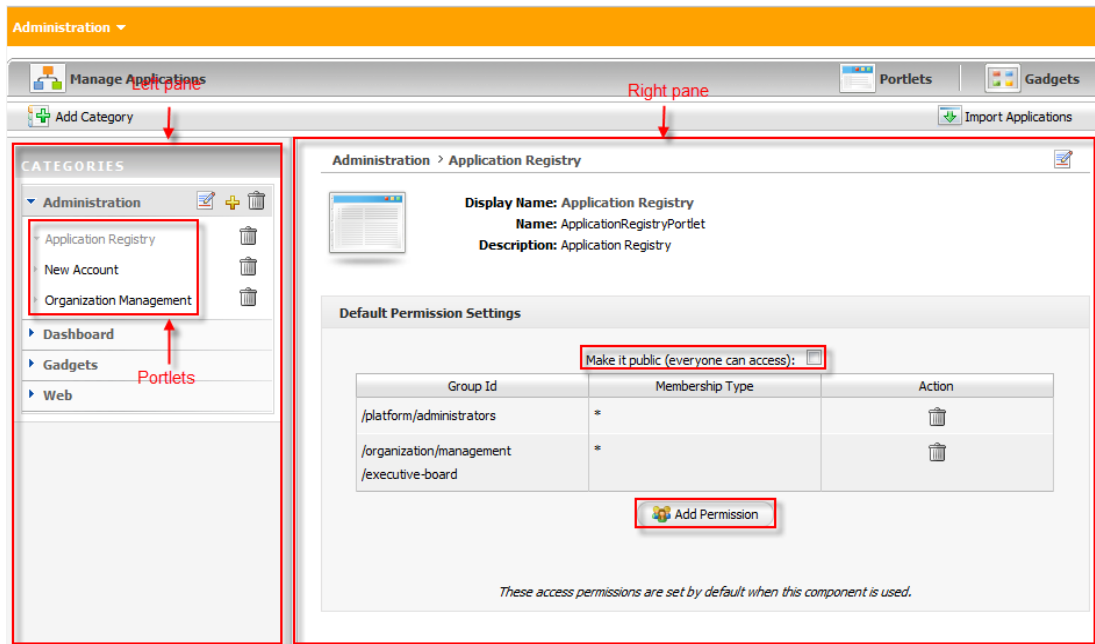
1. Select the **Edit Permission Settings** sub-tab.



2. Click **Select Permission** to set new or select another groups. The Select Permission form will appear as described in **Section 4.6.2, Set access permissions on a portal/page**.
3. Select your desired group and membership type.
4. Click **Save** to accept your changes.

4.6.4 Set access permission on a portlet

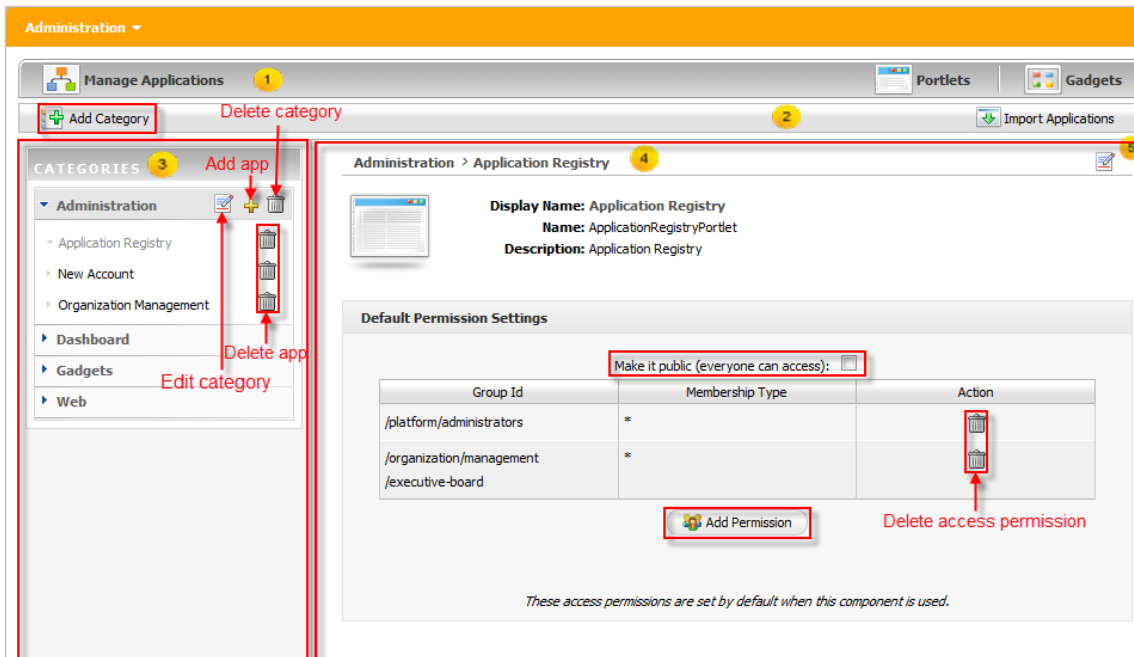
1. Go to **Group →Administration →Application Manager** on the administration bar.
2. Select a category containing the portlet you want to set the access permission on the left pane. All portlets of the selected category will be listed right below the selected category.



3. Select your desired portlet. Detailed information of the selected portlet will be displayed on the right pane.
4. Click **Add Permission** to add access permissions to more groups; or tick the **Make it public** checkbox to allow everyone to access.

5 Category, Portlet & Gadget Administration

To administrate category, portlet and gadget, you first need to go to **Applications Manager** by selecting **Group → Administration → Applications Manager** on the administration bar. The form to organize portlets/gadgets into different categories will be displayed as below.



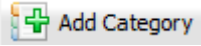
Details:

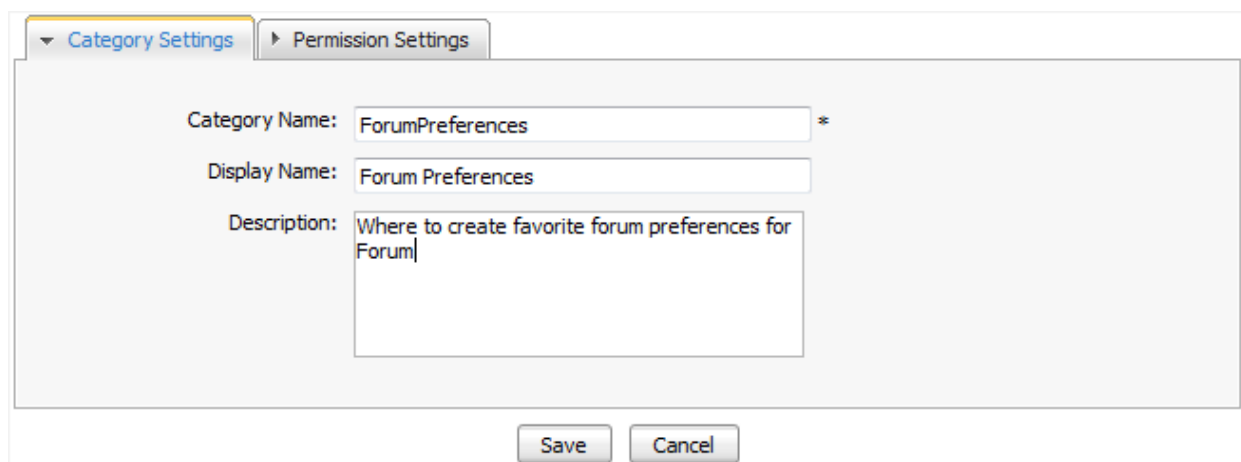
Indicator	Description
1	Tab bar consists of three items, including Categories , Portlet , Gadget .
2	Action bar consists of some actions related to a category.
3	Left pane lists all categories and portlets of each category.
4	Breadcrumb bar is the path from a specific category to a specific portlet in that category.

5	Right pane provides detailed information of a specific portlet.
---	--

5.1 Manage categories

5.1.1 Add a new category

1. Click  on the action bar to open the form to add a new category.



3. Enter values in the **Category Settings** tab.

Details:

Category name:	The category's name that you want to add. This field is required and its length must be between 3 and 30 characters.
Display name:	The category's display name in the list and its length must be between 3 and 30 characters.
Description:	The brief description of the category. Any length from 0 to 255 characters is allowed.

4. Set access permission for your category in the **Permission Settings** tab.

Category Settings | **Permission Settings**

Make it public (everyone can access): ☐

Group Id	Membership Type	Action
<i>Empty Data</i>		

Add Permission

Accordingly, another users can only view and use portlets in your category to which they have access.

For more details about how to set access permission, refer to **Section 4.6, Manage Permissions**.

5. Click **Save** to accept adding a new category to the categories list. Your newly created category will be added to the list in the left pane.

5.1.2 Edit a category

1. Click located next to the title bar of the selected category.
2. Update the category information in the form which is identical to when adding a new category.
3. Click **Save** to apply changes.

5.1.3 Delete a category

To remove a category from the categories list, do as follows:

1. Click located next to the title bar of the selected category.
2. Click **OK** to accept your deletion in the confirmation message.

5.1.4 Add a portlet/gadget to a category

This function helps you add portlets to a specific category easily as follows:

1. Click on the title bar of the selected category to which you want to add portlets. The form to add a portlet to a category will appear in the right pane:

Display Name: ← Enter name

Application Type:

Choose	Display Name	Description
<input checked="" type="radio"/>	Account Portlet	Account Portlet
<input type="radio"/>	Administration Toolbar Portlet	Administration Toolbar Portlet
<input type="radio"/>	Application Registry	Application Registry
<input type="radio"/>	Banner Portlet	Banner Portlet
<input type="radio"/>	Breadcrumbs Portlet	Breadcrumbs Portlet
<input type="radio"/>	Dashboard Portlet	Dashboard Portlet
<input type="radio"/>	Footer Portlet	Footer Portlet
<input type="radio"/>	Gadget Wrapper Portlet	Gadget Wrapper Portlet
<input type="radio"/>	Group Navigation Portlet	Group Navigation Portlet
<input type="radio"/>	HomePage Portlet	HomePage Portlet

Radio buttons →

Total pages: 3 << < 1 2 3 > >>

Details:

Display name: The display name of a portlet/gadget that you want to add to a category.

Application Type: The type of the selected object.

2. Select one application type.


3. Enter one display name into the **Display Name** field, or check the corresponding radio button.

The selected portlet/gadget will be added to the category in the left pane.

5.2 Manage portlets/gadgets

5.2.1 Import portlets & gadgets

This feature enables you to import default portlets and gadgets into different categories as follows:

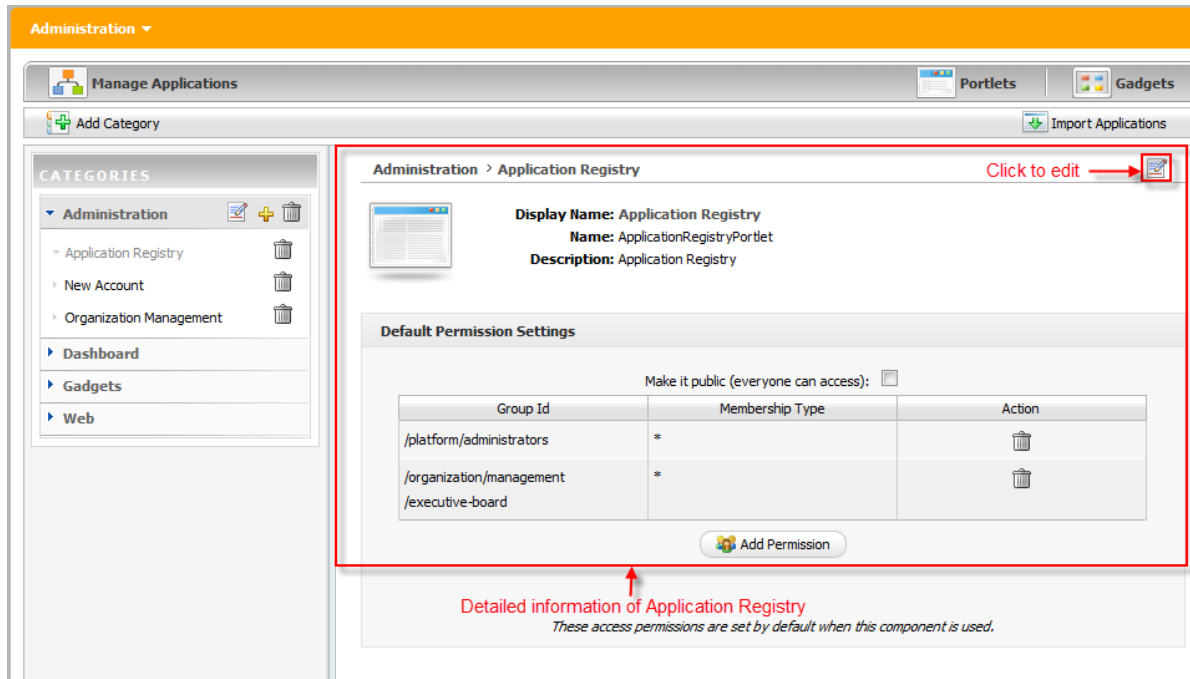
1. Click  at the right corner on the action bar.


2. Click **OK** to accept importing portlets and gadgets automatically in the confirmation window.

All portlets and gadgets of all categories will be imported and listed on the left pane.

5.2.2 View/Edit detailed information of portlet/gadget

To view detailed information of portlet/gadget, simply select one portlet/gadget in the left pane. The detailed information of that portlet will be shown on the right pane.



To edit a portlet, click  on the top corner of right pane. The form to edit will appear:

Edit application information

Application Name: *

Display Name:

Description:

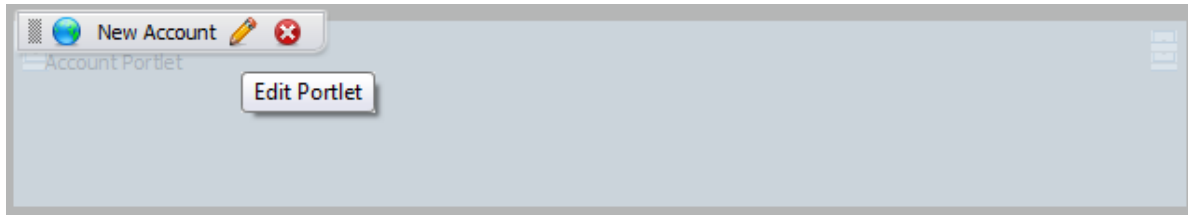
Make changes on these fields, except **Application Name**.

5.2.3 Edit a specific portlet

This section tells you how to access the edit mode of a portlet and edit it.

1. Create or edit a page as stated in **Section 4.1.3, Edit a portal**. In this step, there will be a container that contains and arranges portlets as contents of that page. You can add a portlet to that page by dragging it from the left pane and dropping it into this container space.

2. Open the form to edit a portlet by clicking  at the upper left corner of that portlet:



The Edit form will be displayed:

A screenshot of the 'Edit Portlet' form. The form has four tabs: 'Portlet Settings' (selected), 'Select Icon', 'Decoration Themes', and 'Access Permission'. The 'Portlet Settings' tab contains the following fields and controls:

- Display Name:** Account Portlet
- Portlet Title:** New Account
- Width:** (empty text box)
- Height:** (empty text box)
- Show Info Bar:** ☒
- Show Portlet Mode:** ☒
- Show Window State:** ☒
- Description:** New Account

At the bottom of the form are two buttons: 'Save And Close' and 'Cancel'.

3. Enter new values that you want to edit in this form, then click **Save** to accept your changes:

Normally, a portlet has four tabs: **Portlet Settings**, **Select Icon**, **Decoration Themes** and **Access Permission**. However, some portlets may also have **Edit Mode** or **Preferences**. The administrator can change the interface of a portlet by changing values in the **Edit Mode** tab or in the **Preferences** Tab.

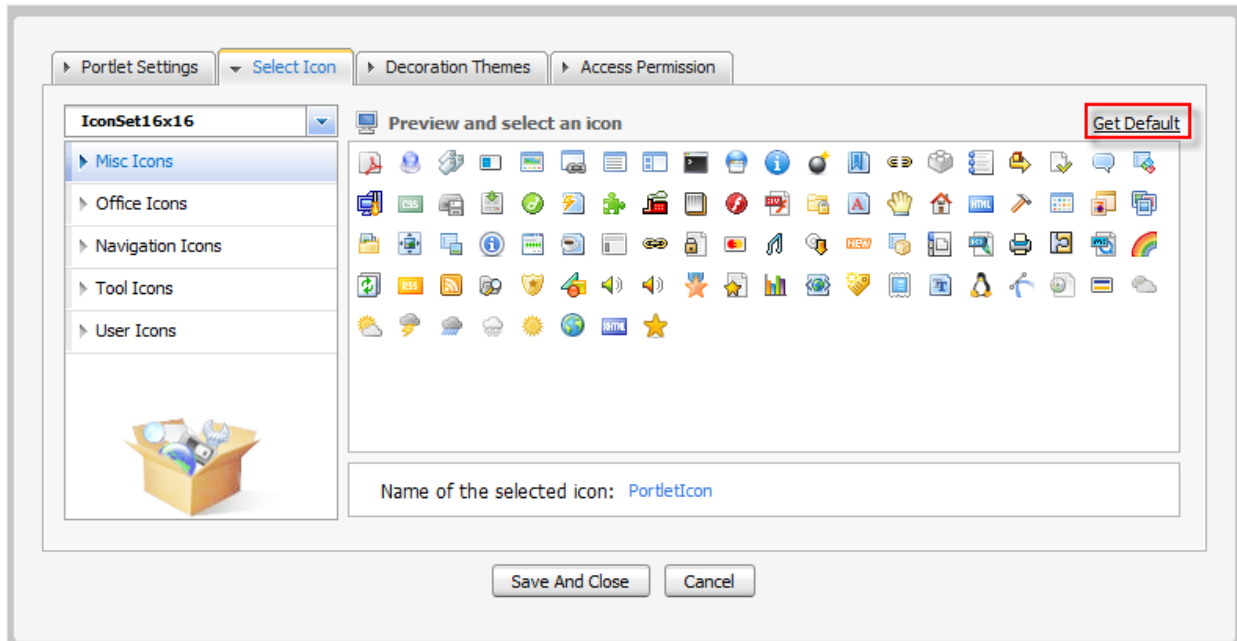
The **Portlet Settings** tab includes:

Display Name:	The display name of portlet.
Portlet Title:	The portlet title with the length between 3 and 60 characters.
Width:	The portlet's vertical size. The value of this field must be in numeric format.
Height:	The portlet's horizontal size. The value of this field must be in numeric format.
Show Info Bar:	The option enables the information bar to be shown or hidden.
Show Portlet Mode:	The option enables the portlet mode to be shown or hidden.
Show Window State:	The option enables the portlet's window state to be shown or not.
Description:	The brief information about the portlet. The length must be between 0 and 255 characters.

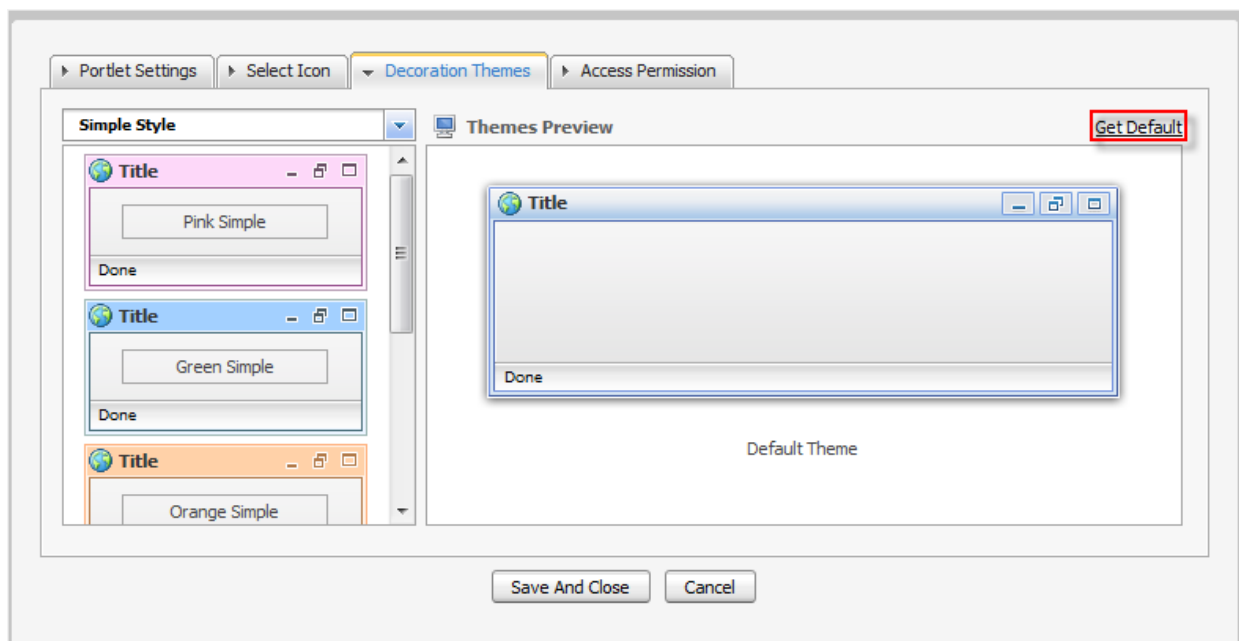


If **Show Info Bar** is not checked, portlet mode and window state will not be displayed in that portlet.

The **Select Icon** tab enables you to select an icon for the portlet. By clicking **Get Default**, you do not have to select any icon from the list, the suitable icon will be got automatically.



The **Decoration Themes** tab enables you to select a theme for the portlet from the themes list. By clicking **Get Default**, you do not have to choose any theme, it will be automatically set:



The **Access Permission** tab enables you to set the access permission on the portlet. The portlet can be made public to everyone or restricted to specific groups.

The screenshot shows the 'Access Permission' tab in a portlet administration window. At the top, there are four tabs: 'Portlet Settings', 'Select Icon', 'Decoration Themes', and 'Access Permission' (which is selected). Below the tabs, there is a checkbox labeled 'Make it public (everyone can access):' which is currently unchecked. Below this checkbox is a table with three columns: 'Group Id', 'Membership Type', and 'Action'. The table contains two rows of data. The first row has '/platform/administrators' in the 'Group Id' column, '*' in the 'Membership Type' column, and a trash icon in the 'Action' column. The second row has '/organization/management/executive-board' in the 'Group Id' column, '*' in the 'Membership Type' column, and a trash icon in the 'Action' column. Below the table is a button labeled 'Add Permission' with a plus icon. At the bottom of the window, there are two buttons: 'Save And Close' and 'Cancel'.

Group Id	Membership Type	Action
/platform/administrators	*	
/organization/management/executive-board	*	

To allow more groups to have access permission, simply click **Add Permission** to select more groups.

- Some portlets have **Edit Mode** and **Preferences** tabs:
For example: IFrame and Dashboard portlets have the **Edit Mode** tab where administrator can define the interface details:
 - The IFrame portlet:

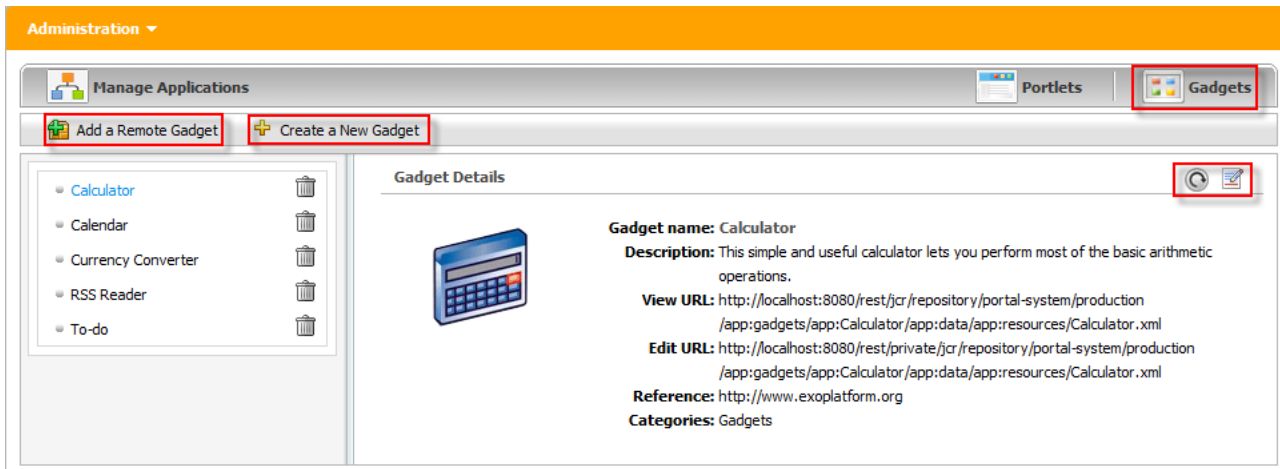
The screenshot shows a dialog box titled "Change URL" within a larger window. The window has a tab bar at the top with the following tabs: "Edit Mode" (selected), "Portlet Settings", "Select Icon", "Decoration Themes", and "Access Permission". The "Change URL" dialog box contains a label "URL" followed by a text input field containing the text "http://jboss.org/gatein". Below the input field is a "Save" button. At the bottom of the main window, there is a "Close" button.

➤ The Dashboard portlet:

The screenshot shows a dialog box titled "Number of columns:" within a larger window. The window has a tab bar at the top with the following tabs: "Edit Mode" (selected), "Portlet Settings", "Select Icon", "Decoration Themes", and "Access Permission". The "Number of columns:" dialog box contains a label "Number of columns:" followed by a text input field containing the number "3". Below the input field is a "Save" button. At the bottom of the main window, there is a "Close" button.


5.2.4 Add a gadget

To add a gadget, you first need to turn into the **Gadget** page by selecting **Gadget** on the tab bar.



You can add a remote gadget or create a new gadget into the list.

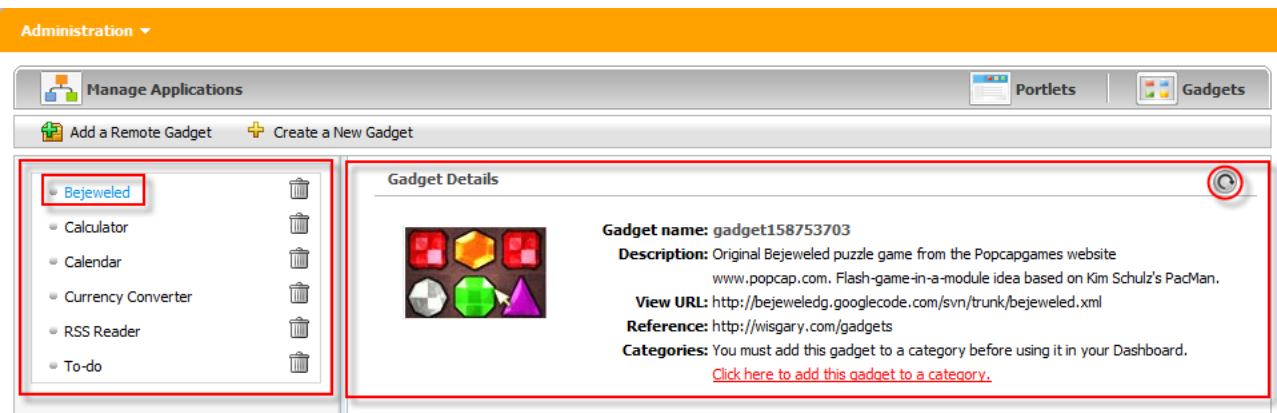
5.2.4.1 Add a remote gadget

1. Click  **Add a Remote Gadget**.
2. Enter the link of your desired gadget which is in the .xml format in the **URL** field.


Gadget URL *

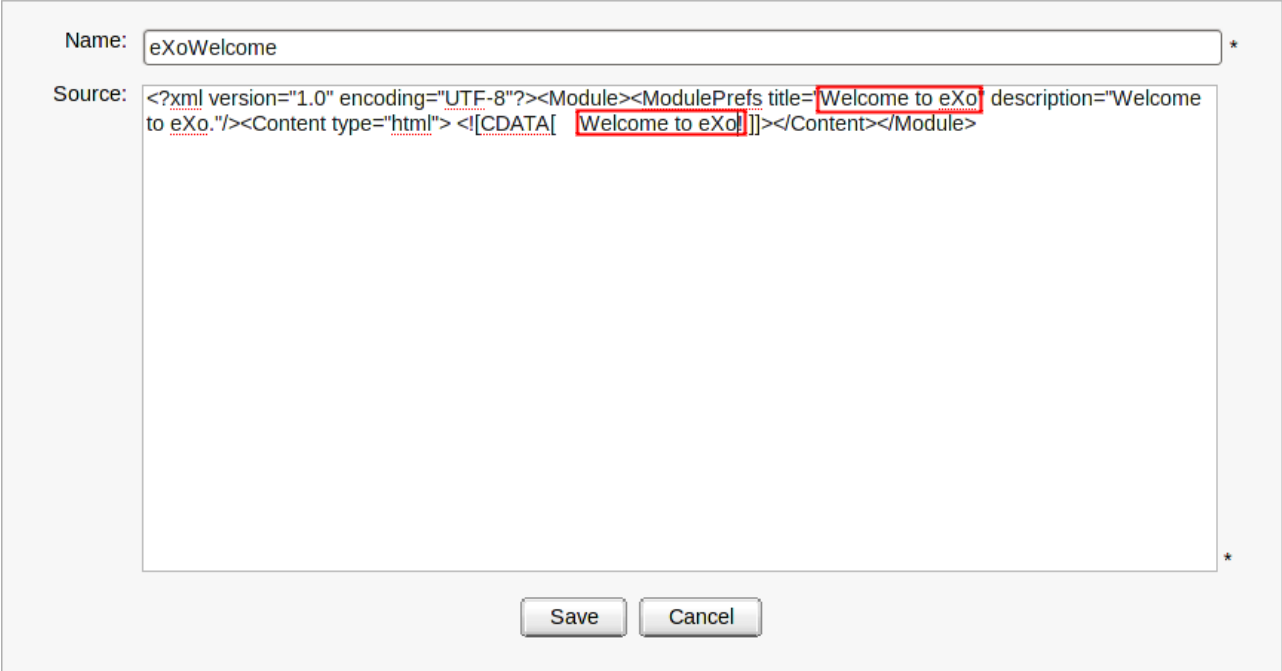
3. Click **Add** to accept the inputted URL.

The selected gadget will be added to the gadgets list on the left pane with details of gadgets in the right pane.



5.2.4.2 Create a new gadget

1. Click  **Create a New Gadget** .
2. Enter values in the form. For example,




Name:

Source:

```
<?xml version="1.0" encoding="UTF-8"?><Module><ModulePrefs title="Welcome to eXo" description="Welcome to eXo."/><Content type="html"><![CDATA[ Welcome to eXo! ]]></Content></Module>
```

3. Click **Save** to accept creating the new gadget.



- To add the newly added remote gadget to a specific category, simply click [Click here to add into categories](#) at the bottom of right pane. The table listing all categories will appear that enables you to select your desired category.
- To update information of the added gadget, simply click  to refresh information.

5.2.5 Add a gadget from the Dashboard

See **Section 3.3.3, Add more gadgets from Dashboard** for more details.