

User Guide

A guide to the basic usage of the Site Publisher extension for JBoss Enterprise Portal Platform

by eXo Platform Documentation Team

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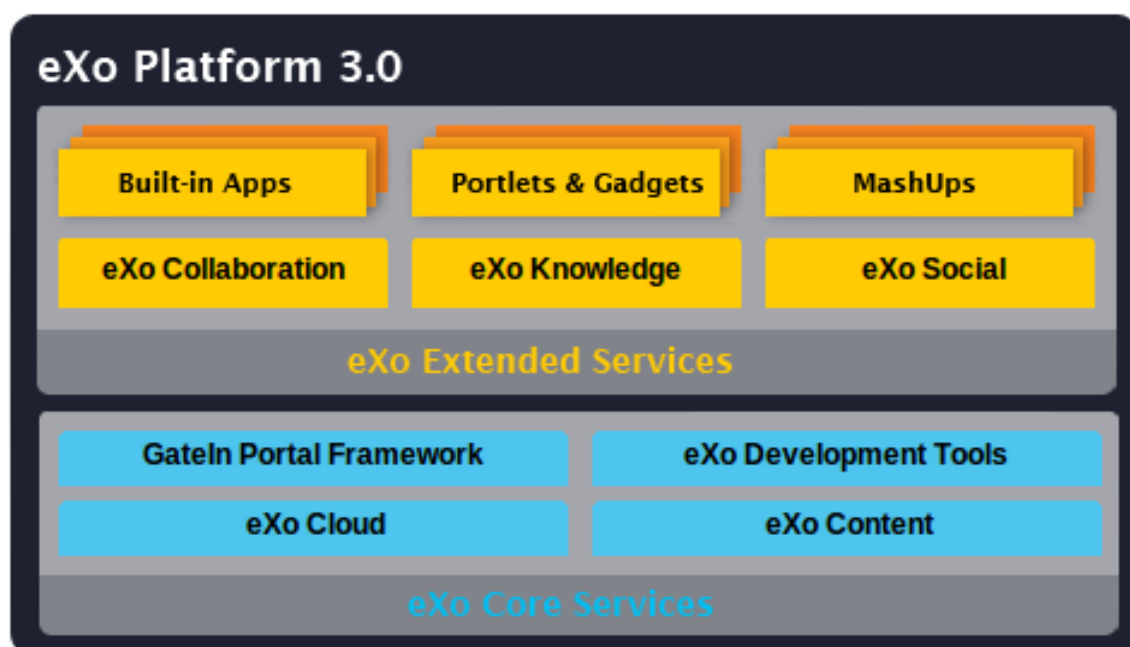
Preface

Preamble

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 has succeeded in attracting consumers in the whole world. Exo has actually opened the floodgates to various options in many markets, and customers have been choosing eXo as the best method for their success.

The eXo Platform™ software is a powerful Open Source that corporates portal and content management system. Users of the platform have a customized single point of access to the company's information system and resources.



The foundation for eXo Platform 3.0 is eXo Core Services, a powerful set of REST-based services for rapid website development, content management and gadget-based development. eXo Extended Services are also a part of the eXo Platform 3.0, running on the top of eXo Core Services to enable easy development of rich, user-centric web applications.

eXo Content is one of eXo Core services. It provides a set of services to extend portal-based applications with Enterprise Content Management (ECM) capabilities. Document Management System (DMS) features make it easy to catalog and organize enterprise content and with powerful Web Content Management (WCM) services to quickly build dynamic, content-rich websites.

1.2. Why Use Site Publisher

If you are looking for a powerful tool and strategies in managing website and contents, eXo Content is what you need. eXo Content is designed to provide webmasters who manage websites the

way to maintain, control, modify and reassemble the content of a web-page easily and effectively. All components of your website can be organized, reconstructed easily, which helps you keep your website under the control. eXo Content really brings interesting experience for all users and changes their way of thinking about website. The followings are key features of eXo Content:

Website Creation

Fast Setup:

Setup a new site in just a few clicks with an intuitive user interface and template features.

Navigate, Preview and Publish Content:

Navigate through page content in either a single content viewer or the list content display, quickly preview page content or work on new content in draft mode and publish at anytime.

Templates:

Create websites from existing templates and themes, or create new templates with a consistent look-and-feel across a single site.

In-Site Edition

The integrated rich text editor allows non-technical users to edit the pages they are in charge of in an intuitive way.

Web Content Organization

Web-Based Administration:

Use a web browser to manage sites remotely, no local administration software is required.

Manage Multiple Websites:

Manage and control every site in one place.

Media Library:

Upload media to the library, publish, reuse and update all available media content across multiple websites.

Content Search:

Search content and documents using categorization and tag features.

Broken Link Detection:

Know how many broken links are present and how many are functional with ease.

Versioning and Rollback:

Easily rollback a website's content with automatic versioning.

SEO and Friendly URLs:

Search Engine Optimization (SEO) is simplified for editing meta tags and more. Content has its own specific URL for easier bookmarking and improved SEO.

Configuration for Deployment on Web Farms:

Advanced deployment rule for scalable, three-tier web application architecture with partitioned replicated deployment.

Capture and Manage Documents

Kofax Plugin:

Collect paper documents, forms, invoices and other unstructured documents and convert into accurate and retrievable information, stored in the eXo JCR.

Access Control List:

Access Control List: Validate the current session's permissions to add nodes, set properties, remove or retrieve items. Define actions to launch the next step in a process, or to invoke any "coded" action required.

Workflow:

Specify processes for document collaboration and validation.

Record Management:

Track the status of content completion and control document storage lifecycles.

Store and Access Documents

JCR:

eXo JCR allows applications to access or manage files independent of their location, and also provides advanced features such as unified access control, versioning, indexing and more.

Automatic Backup:

Define and automate tasks to save documents as required.

Web Interface:

Access documents in an intuitive and user-friendly web interface.

Microsoft and OpenOffice Plug-ins:

Microsoft and OpenOffice plug-ins give users the freedom to work on documents in their preferred document editing program.

And More... eXo Content also provides other powerful tools to manage and build content-rich websites such as CSS, Java Script and RSS support, advanced document management tool, collaboration tools, etc. All features are to meet your requirements for the purpose of easy site management, cost reduction in managing multiple sites in only one place.

1.3. About This Document

The intended reader of this user guide are users using eXo Content. This guide will explain all the basic and advanced features that eXo Content provides in managing websites and site

content. It gives in-depth examples and easy explanations of eXo Platform technology that allows the webmasters to create and manage a very fast and powerful website.

With this guide you will:

- learn the basic terminologies used in eXo Content.
- know how to create, manage and publish Site content.
- know how to manage Web pages, set up a website, etc.

In this guide, we will use the following accounts (username/ password) throughout the guide:

- **root/ gtn**: This account is for users as Administrators who have the highest right on the platform.
- **mary/ gtn**: This account is for a publisher who can write contents but also can create new pages or edit them in the current site.

1.4. References and Related Sources

Information

- [eXo Home Page](http://www.exoplatform.com/) [http://www.exoplatform.com/]
- [eXo Wiki](http://wiki.exoplatform.com/xwiki/bin/view/Main/WebHome/) [http://wiki.exoplatform.com/xwiki/bin/view/Main/WebHome/]

Support

- [Forums](http://forums.exoplatform.org/) [http://forums.exoplatform.org/]
- [FAQs](http://faq.exoplatform.org/index.html) [http://faq.exoplatform.org/index.html]

Downloads

- [eXo Content](http://www.exoplatform.com/company/public/website/platform/exo-core-services/exo-content) [http://www.exoplatform.com/company/public/website/platform/exo-core-services/exo-content]
- [eXo Development Tools](http://www.exoplatform.com/company/public/website/platform/exo-core-services/exo-development-tools) [http://www.exoplatform.com/company/public/website/platform/exo-core-services/exo-development-tools]
- [Gatein Portal Framework](#) []
- [eXo Collaboration](http://www.exoplatform.com/company/public/website/platform/exo-extended-services/exo-collaboration) [http://www.exoplatform.com/company/public/website/platform/exo-extended-services/exo-collaboration]
- [eXo Knowledge](http://www.exoplatform.com/company/public/website/platform/exo-extended-services/exo-knowledge) [http://www.exoplatform.com/company/public/website/platform/exo-extended-services/exo-knowledge]

- [eXo Social](http://www.exoplatform.com/company/public/website/platform/exo-extended-services/exo-social) [http://www.exoplatform.com/company/public/website/platform/exo-extended-services/exo-social]

Resource Center

- [Video demos, tutorials, webinar archives, features and benefits tables and more](http://www.exoplatform.com/company/public/website/resource-center) [http://www.exoplatform.com/company/public/website/resource-center]

Overall Introduction

2.1. exo Content

Web Content Management (WCM) is the technologies used to Capture, Manage, Store, Preserve, and Deliver content and documents related to ses. It especially concerns content imported into or generated from within an organization in the course of its operation, and includes the control of access to this content from outside the organization's processes.

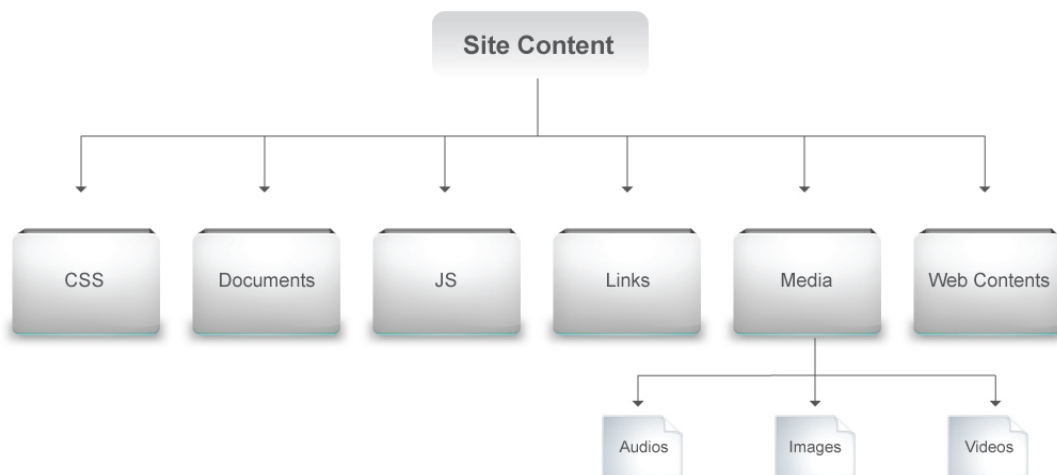
The WCM users can manage both structured and unstructured content, so that an organization, such as a business or governmental agency, can more effectively meet business goals (increase the profits or improve th organizational procese efficient use of budgets), serve its customers (as a competitive advantage, or to improve responsiveness), and protect itself (against non-compliance, law-suits, uncoordinated departments or turnover within the organization).

WCM improves your operational productivity and efficiency. It allows you to transform unstructured content into structured content through the process of capturing, storing, managing, preserving, publishing and backing up while securely distributing it. The WCM portlet gives you a portal solution that can help you achieve these processes and leverage your business content across all formats for competitive gain. It also provides an environment for employees to share and collaborate on digital content and delivering a comprehensive unified solution with rich functionalities. Every components of your website can be organized, reconstructed easily, which helps you keep your website under control.

Document Management System (DMS) - an extension of eXo Content is used to store, manage and track electronic documents and electronic images and allows documents to be modified and managed easily and conveniently by managing versions, properties, ect.

2.2. Site Content Structure

Creating a site is a quick process, but deciding what content to put in the site and how to organize it will take a lot of time. Thus, to mange a site more easily and more effectively, a site always has a specific structure as follows:



The Site Content are stored in collaboration workspaces of Java Content Repository (JCR).

Details:

CSS

This file is used to define the presentation of your entire site such as: font, color, size, etc.

Documents:

All documents, which are used in a site will be stored in this folder.

JS

A programming script used on the site. This file is used to make a web page more animate and dynamic in terms of graphics and navigation.

Links:

This folder stores all links used in the site.

Media:

This folder includes three sub folders:

Audios:

Store all sound files used in a site.

images:

Store all images, pictures used in a site.

videos:

Store all video files used in a site.

Web content:

This folder is used to store the documents which present main content (texts images, hyperlinks, audios and videos) of the site.

2.3. Web Content

2.3.1. Web Content

Web Content is the textual, visual or aural content that is encountered as part of the user experience on a website. It may include other things such as texts, images, sounds, videos and animations.

2.3.2. Web Content Structure

The Web content may include various elements. Thus, to create and manage the Web content more effectively and dynamically, each Web Content also has a specific structure:

Main content:

It contains all key content such as: texts, images, links, tables, etc.

Illustration:

It contains an image that is used as an illustration for the content. Additionally, a summary also can be added to come with this image.

default.css:

It contains CSS data which is used to present the web content such as: layout, font, color, and more.

default.js:

It contains JS data which is used to make web content more animating and dynamic.

2.4. Terminologies

2.4.1. Repository

A repository is a place where data are stored and maintained. A repository can be:

- A place where data is stored
- A place where specifically digital data are stored
- A place where multiple databases or files are located for distribution over a network
- A computer location that is directly accessible to the user without having to travel across a network
- A place where anything is stored for probable re-usage
- A place to store digital data

2.4.2. Workspace

A content repository is composed of a number of workspaces. Workspace is a term used by several software vendors for applications that allow users to exchange and organize files over the Internet. In the simplest case, a repository just consists of a workspace. In more complex case, a repository consists of more than one workspace. Each workspace contains a single rooted tree item. The “repository” repository contains three workspaces, includes: system, backup and collaboration workspace.

System workspace:

is used to reserve “system folders”

Backup workspace:

The backup process depends on the published content timestamps, each published document has a duration for which it can be published and when it exceeds the timestamps, it will be automatically archived to the backup database.

Collaboration workspace:

Allows legal users to validate and manage documents.

2.4.3. Drive

A drive can be understood as a data storage device that is used to store folders with many documents in it. In a drive, folders are organized by a tree structure with sub-nodes are other folders or documents. In addition, you also may perform many supported actions on each object type.

On the other hand, a drive is a customized workspace that consists of:

- a configured path from where the user will start when browsing the drive
- a set of allowed views that, for example, will allow to limit the available actions (such as the edition or creation of content while being in the drive)
- a set of permissions to limit the access (and view) of the drive to a limited number of people
- a set of options to describe the behavior of the drive when users browse it

2.4.4. Node

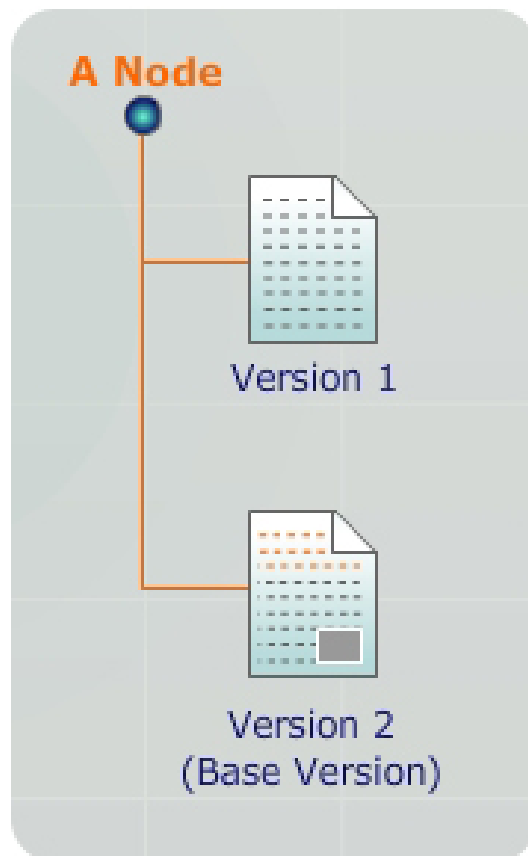
A node is an abstract basic unit used to build linked data structures, such as linked lists and trees, and computer-based representation of graphs. Nodes contain data and/or links to other nodes. Links between nodes are often implemented by pointers or references.

A node can be thought of as a logical placeholder for data. It is a memory block which contains some data unit, and optionally a reference to some other data, which may be another node that

contains other data. By linking one node with other interlinked nodes, very large and complex data structure can be formed.

2.4.5. Version

Versioning means that at any given time the node's state can be saved for possible future recovery and the action of saving called 'checking in'. A workspace may contain both versionable and non-versionable nodes. A node is versionable if it has been assigned a mixin type mixin: versionable; otherwise, it is a nonversionable node. A version exists as a part of a version history graph that describes the predecessor/successor relations among versions of a particular versionable node.



Software versioning is the process of assigning either unique version names or unique version numbers to unique states of computer software. Within a given version number category (major, minor), these numbers are generally assigned in increasing order and correspond to new developments in the software. At a fine-grained level, revision control is often used for keeping track of incrementally different versions of electronic information, whether or not this information is actually computer software.

2.4.6. WebDAV

WebDAV stands for Web-based Distributed Authoring and Versioning. It is a set of extensions to the Hypertext Transfer Protocol (HTTP) which allows users to collaboratively edit and manage files on remote World Wide Web servers.

The protocol was to make the Web a readable and writable medium. It provides functionality to create, change and move documents on a remote server (typically a web server or "web share"). This is useful for, among other things, authoring the documents which a web server serves, but can also be used for general web-based file storage that can be accessed from anywhere.

2.4.7. Podcast

A podcast is an audio file that you can download and listen to on your computer or a portable MP3 player such as an iPod. The word itself comes from the combination of two other words: iPod and broadcast.

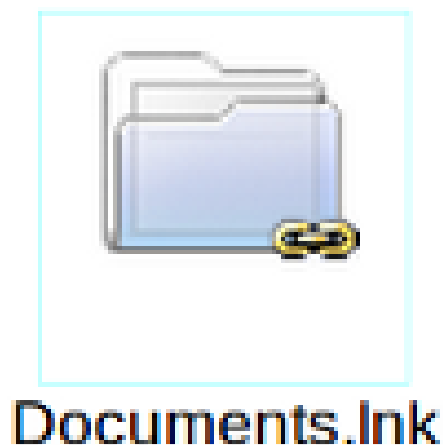
2.4.8. File Plan

The file plan is the primary records management planning document. Although file plans can differ across organizations, their typical functions are to:

- Describe the kinds of items the organization acknowledges to be records.
- Describe what broader category of records that the items belong to.
- Indicate where records are stored.
- Describe retention periods for records.
- Delineate who is responsible for managing the various types of records.

2.4.9. Symlink

Symlink is a special file containing a reference to document or folder. By using symlinks, you can easily access specific nodes (target) that symlinks point to. In the Sites Explorer, a symlink has a small chain symbol next to its icon:



Get Started

3.1. Account

3.1.1. Register an account

To register a new account on the portal, do as follows:

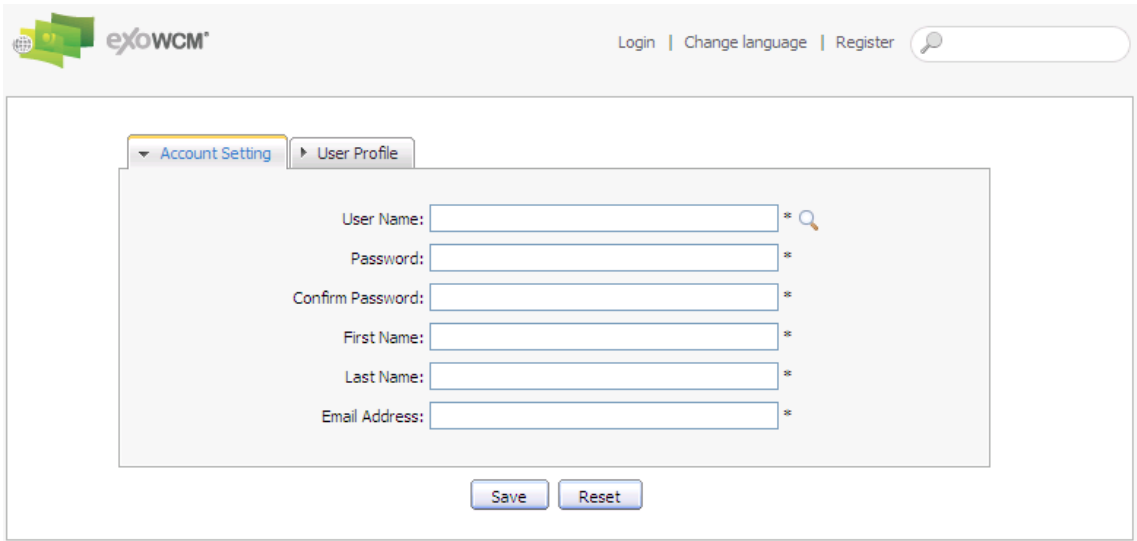
Procedure 3.1.

1. Go to the portal by inputting the URL in the address bar (e.g: <http://localhost:8080/portal/public/classic>).

The anonymous homepage will appear:

The screenshot shows the eXo WCM portal homepage. At the top, there is a header with the eXo WCM logo, navigation links (Login, Change language, Register), and a search bar. The main content area features a large banner with the text "a new way to think websites" and "WCM". Below the banner, there are four featured articles: "Category Management", "Form Generator", "Newsletters", and "Publication Improvements". A sidebar on the right contains a section titled "How to use this demo?" with user credentials and a "Test it" section with a screenshot of the Acme Corp. site. The footer includes the eXo platform logo and copyright information.

2. Click the Register link on the top of the site, the Register form will be displayed:




(*) required

The Account Setting information includes:

Table 3.1.

Field	Information
User Name	The user name that is used to login into the system. It must be unique. The user name must be started with a character.
Password	The security characters are used to login. It must have at least 6 characters.
Confirm Password	The re-typed password above. The password in Password field and this field must be the same.
First Name	Your first name
Last Name	Your last name
Email Address	Your email address. It must have a right format: <i>username@abc.com</i>

3. Input values for the fields in this form.
4. Click  the icon to search and check if the inputted user name is available or not.
5. Input values in the fields of User Profile tab, including: Profile information, Home information and Business information.

Account Setting User Profile

Given Name:

Family Name:

Nick Name:

Birthday:

Gender: Male

Employer:

Department:

Job Title:

Language: English

Personal Info

Profile

Home Info

Business Info

Save Reset

6. Click Save to register a new account, or Reset to renew all inputted values. There will be an alert message, and you cannot add a new account successfully if at least one of these cases occurs:

- User name is existing or invalid.
- Password has less than 6 characters.
- Password and Confirm Password are not the same.
- Email Address has invalid format.
- Required fields are empty.

After adding a new account, contact with the administrator to get the confirmation.



Email

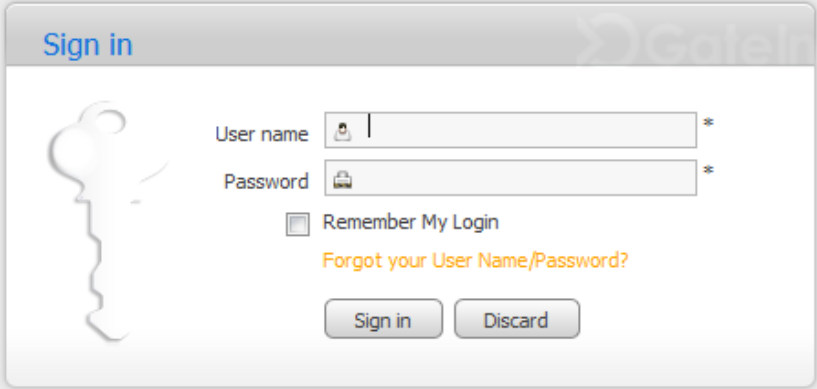
You should enter your email address exactly because when you forget username or password, you can recover it by using this email address.

3.1.2. Sign In

This function enables you to go into WCM in the private mode.

Procedure 3.2. Sign in

1. Go to the WCM in the public mode by inputting the URL in the address bar (e.g: <http://localhost:8080/portal/public/classic/>).
2. Click the Login link at the top of the home page. The Sign in form will appear:



3. Input your registered User name and Password.
4. Click Sign in to accept, or Discard to exit from the Sign in form.

Table 3.2. Options

Option	Information
User name	To input the registered username.
Password	To input the password of your username.
Forgot your User Name/Password	To retrieve the forgotten user name or password when you forget.
Sign in	To sign into the eXo Portal with the inputted user name and password.
Discard	To close the Sign In form without any changes.

If the User Name does not exist or the inputted User name/Password is invalid, there will be an alert message that requires users to input right values. The page will be redirected to the private security checking mode.

To login again, enter User Name and Password again.

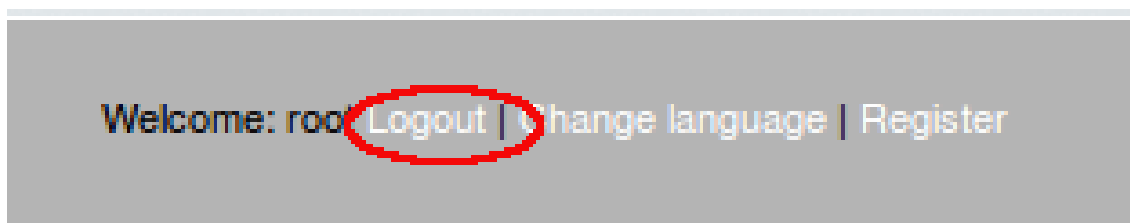
After signing in, you will be redirected to the authenticated homepage like the illustration.

The screenshot shows the Acme Corp website dashboard. At the top, there's a navigation bar with links for Site, Group, and Dashboard. A user named Mary Kelly is logged in, with a 'Live' status indicator. Below the navigation bar, a large banner displays 'Welcome to Acme Corp' and 'Welcome to our site'. The main content area is divided into several sections: 'Overview' (with links to News, Newsletters, and Contact Us), 'DOCUMENTS' (listing 'Conditions and Requirements', 'How to join us', and 'Where we are'), 'LATEST NEWS' (featuring four news items), and 'COMPANY NEWS' (listing four news items). Each news item includes a title, date, time, author, and a brief description, followed by a 'Read more' link. The footer indicates the site is powered by eXo WCM, with copyright information for 2000-2009.

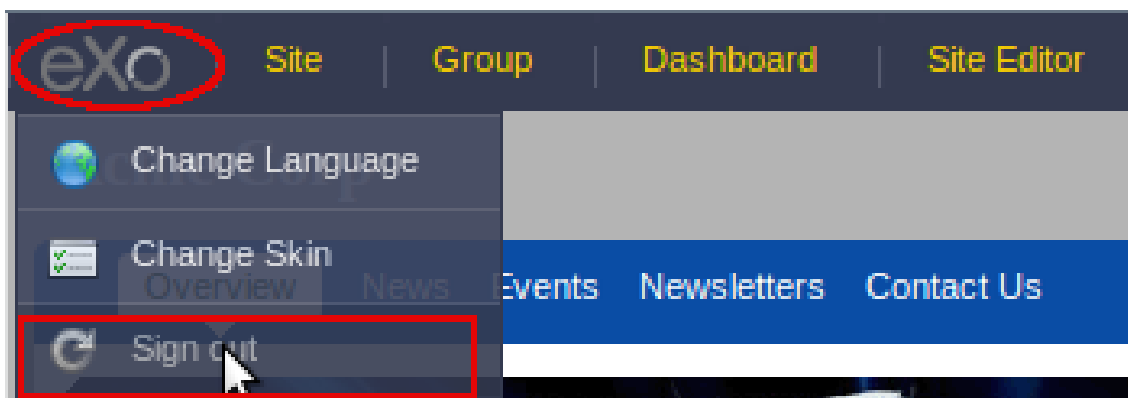
3.1.3. Sign Out

The function lets you get back to the anonymous portal. It ends your current portal session.

To sign out, click the Logout link on the right access banner:



or click eXo | Sign out from the menu:



3.1.4. Retrieve user name/password

If you forget your account or password, you can recover them by doing as follows:

Procedure 3.3.

1. Click the link **Forgot your User Name/Password?** in the Sign in form.

This form offers two options:

Why are you are not able to login ?

We apologize for any inconvenience you're experiencing by not being able to access this website. To resolve this issue as quickly as possible, 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

Next Back

Forgot my password:

If you forgot your password, you need to select this option.

Forgot my username:

If you forgot your username, you need to select this option.

2. Select one of these two options in this form. The selected option will be shown:

If the **Forgot my password** option is selected the form to recover the password appears:

The screenshot shows a web form titled "Forgot User Name/Password". It contains a single text input field labeled "User name :". To the right of the input field is an asterisk (*). Below the input field are two buttons: "Send" and "Back".

If the **Forgot my username** option is selected, the form to recover the user name appears:

The screenshot shows a web form titled "Forgot User Name/Password". It contains a single text input field labeled "Email :". To the right of the input field is an asterisk (*). Below the input field are two buttons: "Send" and "Back".

3. Enter your username or email in the corresponding form.
4. Click **Send** to send the inputted values.

Once information has been sent, you will receive an email with your User name/ Password in your email address that you registered.

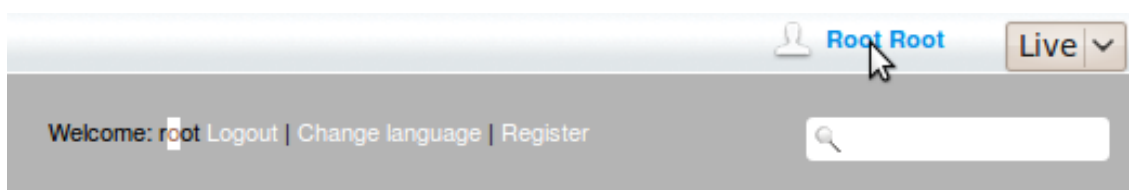
- If you forget User Name: when a username is retrieved, your old username is restored and can be reused and a new password is also sent to your email with the old username.
- If you forget old password: a new password will be set (as temporary, then you will be directed to change the password for the next time you sign in).

3.1.5. Change Account Information

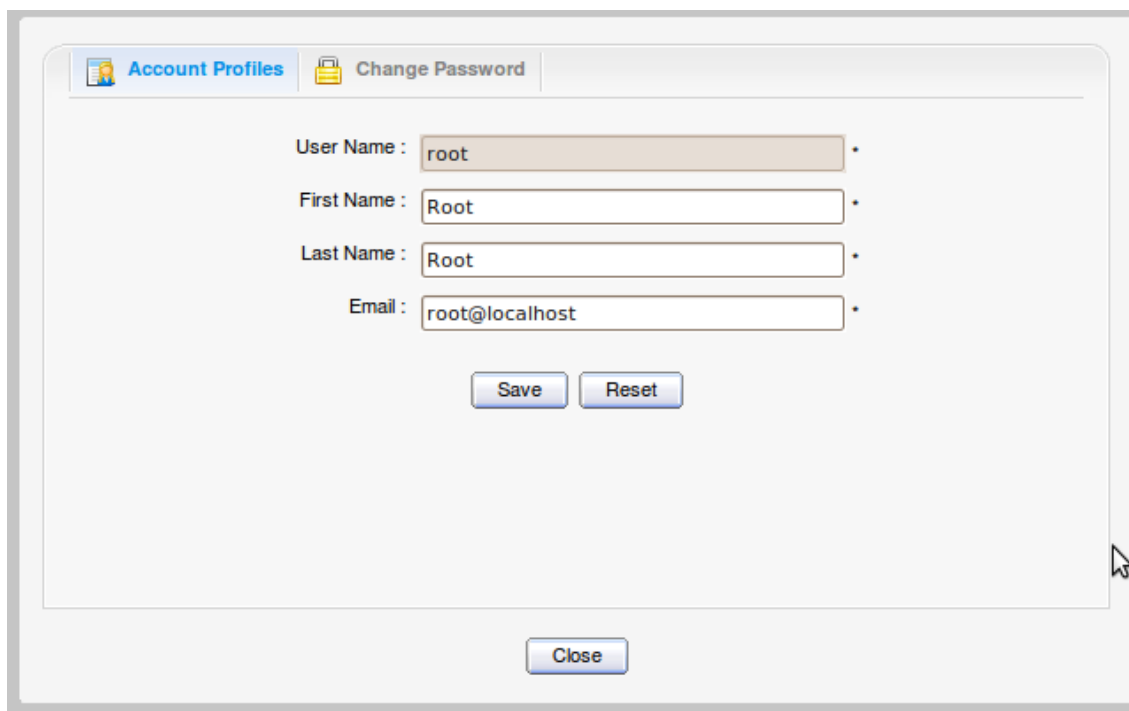
The function enables you change your account information, such as your profile and password.

Procedure 3.4.

- The first thing to do is to directly click your own account name.



The Account Profiles tab will appear:



The screenshot shows a web application window with two tabs: "Account Profiles" (selected) and "Change Password". The "Account Profiles" tab contains four text input fields with labels and a "Save" button. The fields are: "User Name" with the value "root", "First Name" with the value "Root", "Last Name" with the value "Root", and "Email" with the value "root@localhost". Each field has a small asterisk to its right. Below the fields are two buttons: "Save" and "Reset". At the bottom center of the window is a "Close" button. A mouse cursor is visible on the right side of the window.

User Name :	root	*
First Name :	Root	*
Last Name :	Root	*
Email :	root@localhost	*

Procedure 3.5. To Change Account Profiles

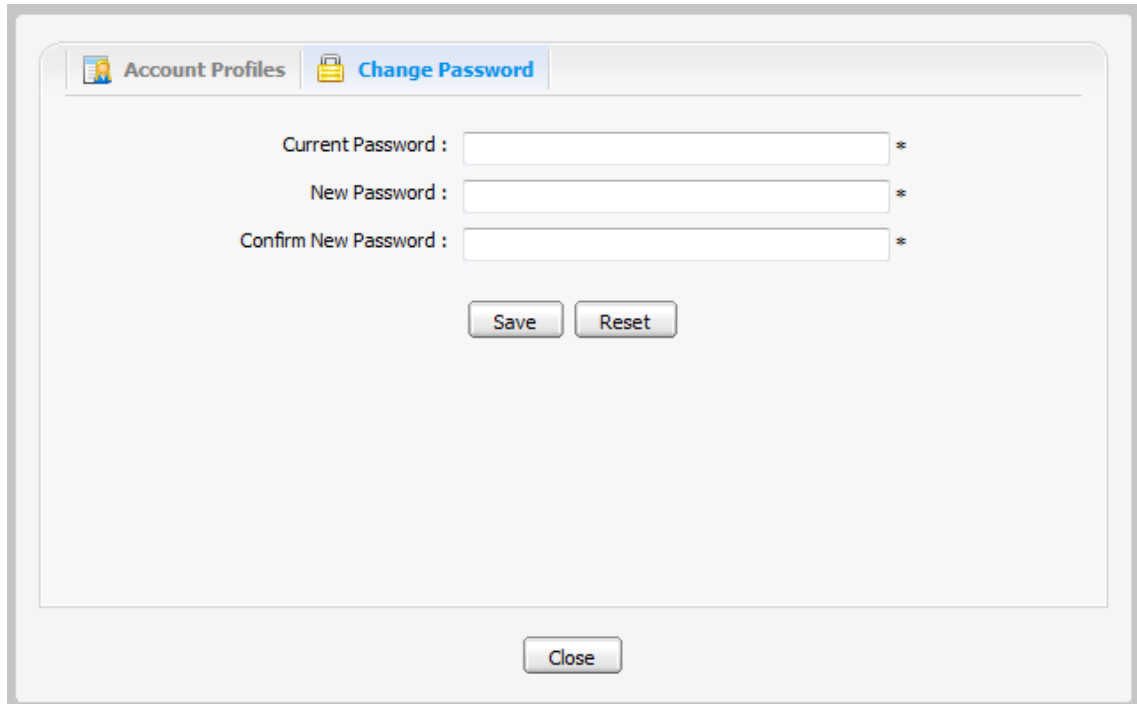
1. Select the Account Profiles tab.

This tab displays your current basic information.

2. Change your First Name, Last Name and Email. You cannot change your User Name.
3. Click **Save** to accept changes.

Procedure 3.6. To change your Password

1. Select the Change Password tab.



The screenshot shows a web application interface for changing a password. It features a header with two tabs: 'Account Profiles' and 'Change Password'. The 'Change Password' tab is active. Below the tabs, there are three input fields for passwords: 'Current Password', 'New Password', and 'Confirm New Password'. Each field has a '*' character on the right, indicating password strength or character count. Below the input fields are two buttons: 'Save' and 'Reset'. At the bottom center of the form is a 'Close' button.

2. Input your current password to identify that you are the owner of this account.
3. Input your new password, it must have at least 6 characters.
4. Input your password again in the **Confirm New Password** field.
5. Click **Save** to accept changes.

3.2. Change The Display Language

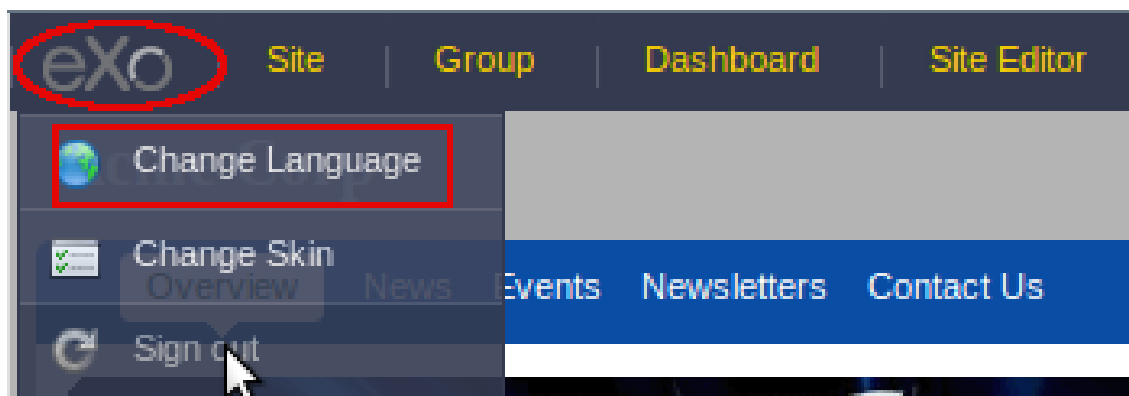
The priority order of display language is shown to the following order:

1. User's language
2. Browser's language
3. Portal 's language.

Thus, to display your preferred language, you should pay attention to this order to change the language type appropriately.

Procedure 3.7.


1. Move the mouse on eXo | Change Language on the top left corner of the portal:



The Interface Language Setting form appears:

Interface Language Setting	
Arabic	العربية
Chinese - China	中文 - 中国
Chinese - Taiwan	中文 - 台灣
Dutch	Nederlands
✓ English	English
French	Français
German	Deutsch
Italian	Italiano
Japanese	日本語

Apply Cancel

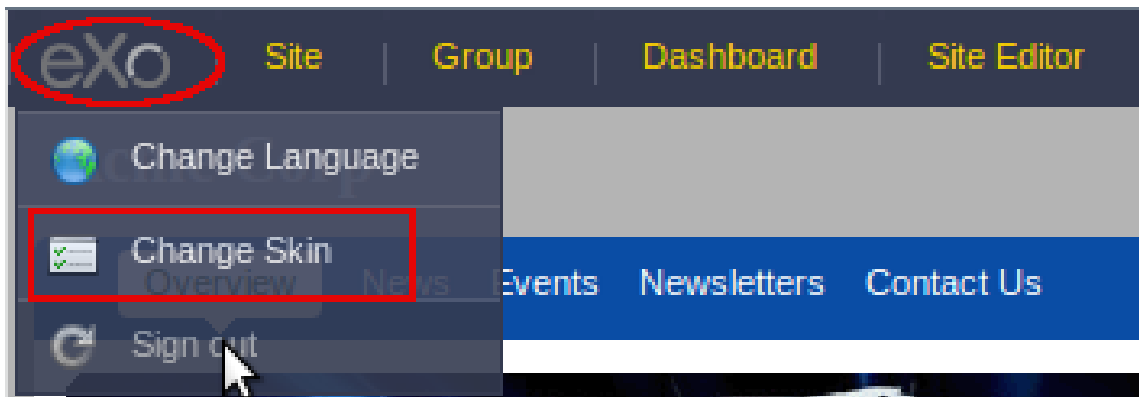
2. Select the another language in the list. The currently selected language will be marked with the  icon.
3. Click **Apply** to change the display language temporarily, and wait few seconds to take effect, or click **Cancel** to quit without any changes.

3.3. Change the skin of the current site

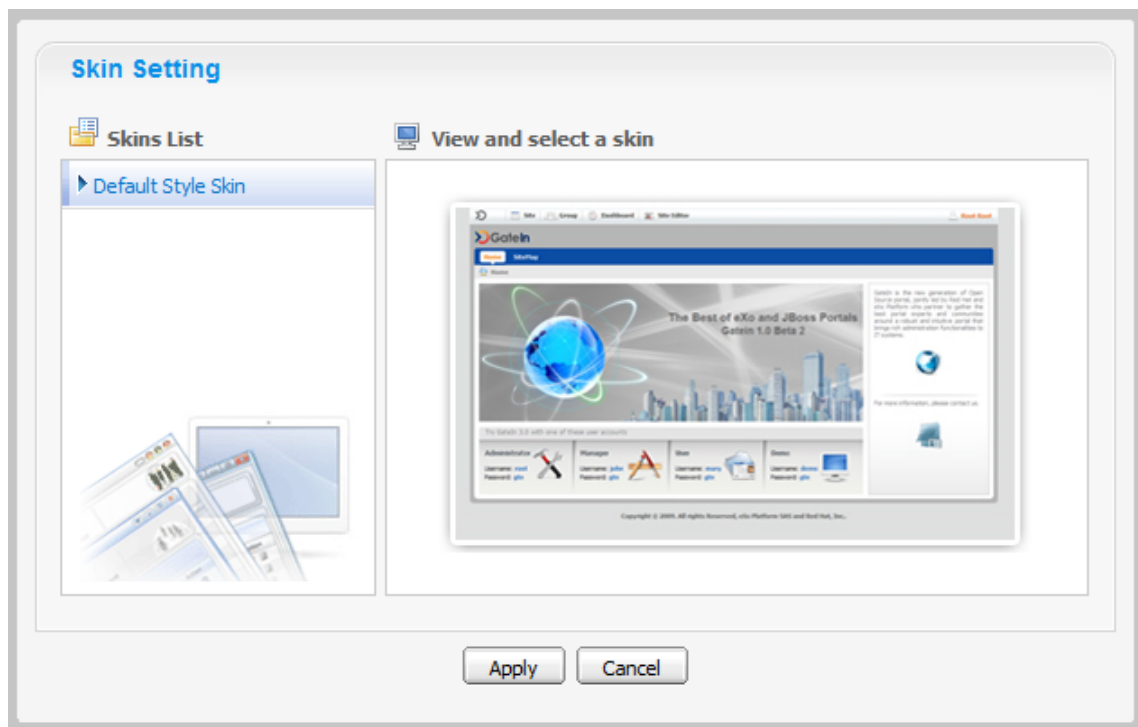
The eXo skins are attractive user interface styles for displaying a portal. Each skin has its own characteristics with different backgrounds, icons, etc. To use the portal easily and effectively, you are allowed to change the skin of the current site.

Procedure 3.8.

1. Move the cursor to eXo | Change Skin item in the drop-down menu:



The **Skin Setting** form appears.



2. Select the skin you want by clicking its name.
3. Click **Apply** and wait a few seconds to take affect.

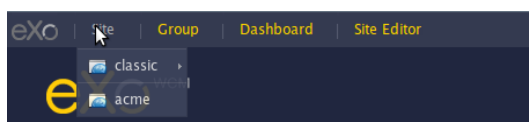
These actions can be done by users who have the right to use the administration bar with a personal preferences menu.

Basic Actions

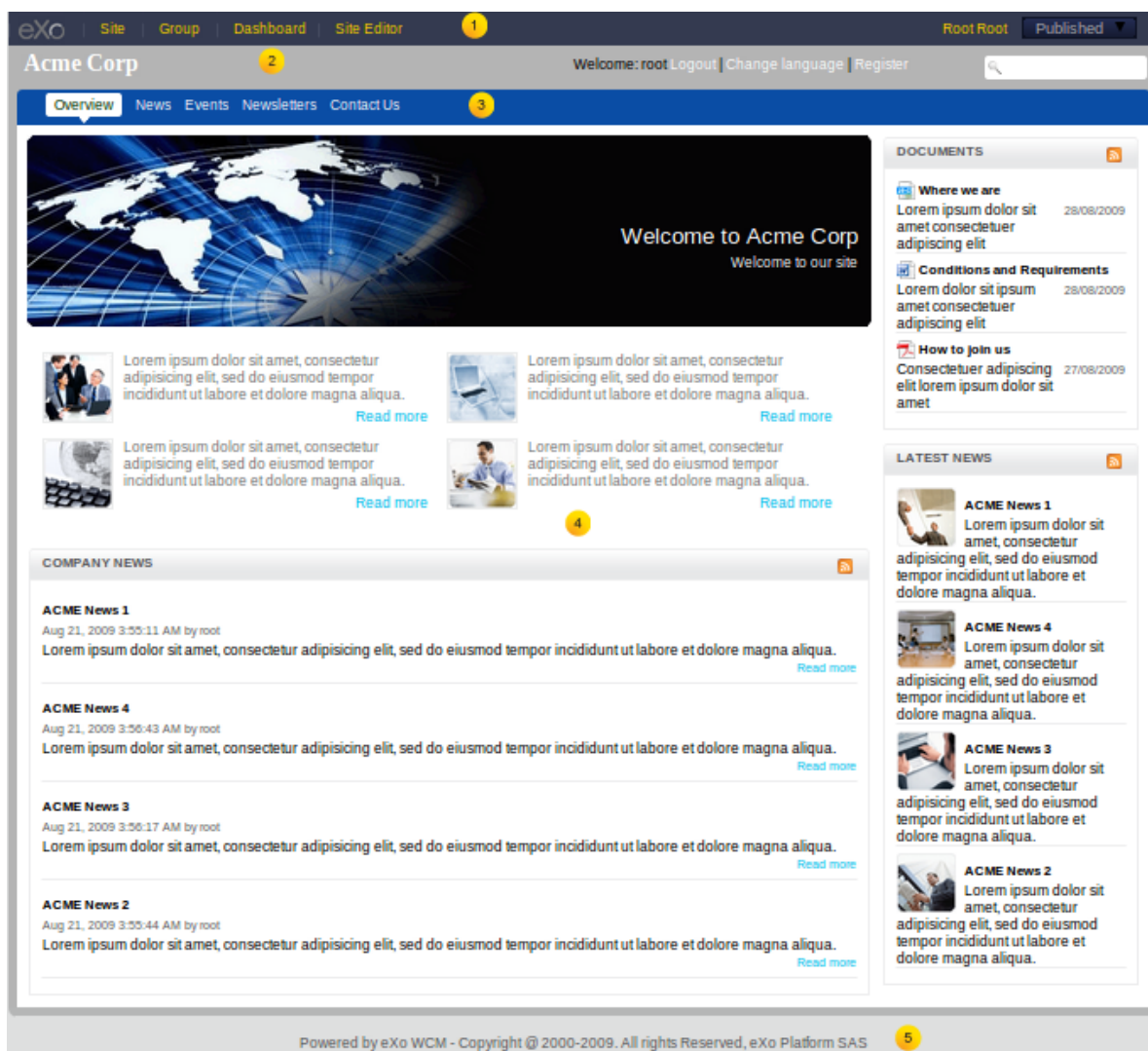
These actions are for all registered users after they have logged in the accounts.

4.1. View a site

In eXo Content, we use the 'Website' term which is equivalent to the 'Portal' term. So, viewing a portal means viewing a website. You can select the site that you want to view by selecting the site name in the drop-down menu on the Administration bar:



The main screen of the site will appear like the illustration below:



- 1 This is Administration bar which contains administration functions related to portals (websites).

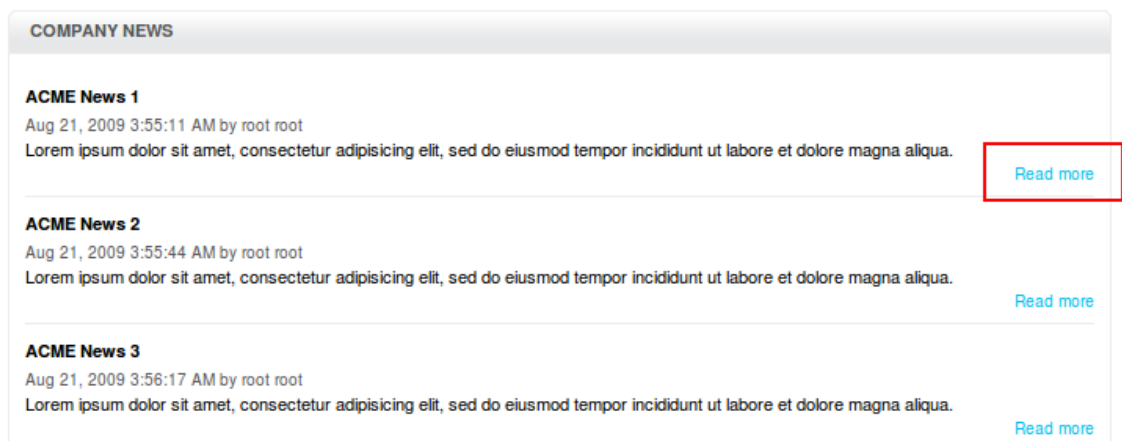
- ② This is Banner which contains slogan, logo, icon used in the website.
- ③ The Navigation bar helps users to visualize the structure of the website and provide quick links to different pages.
- ④ This is Home page which is the main page of the website. This is the default page that is displayed first when you visit the website.
- ⑤ This is Footer of the web site. It can be texts, or image that is displayed at the bottom of the web site. It provides information about author/institutional sponsor, revision date, copyright and more.

4.2. Print a Web Content

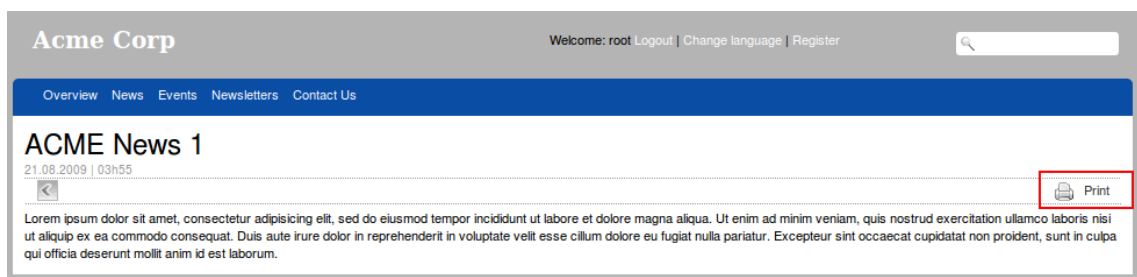
Users can easily print any content in a site by following these steps:

Procedure 4.1.

1. Click **Read more** to read all the content of a document or an article in a site.



2. Click the Print button, the Print Preview page will be displayed on another tab.



3. Click the **Print** button to print the content of this page or **Close** to close this tab without printing.

4.3. Contribute Content

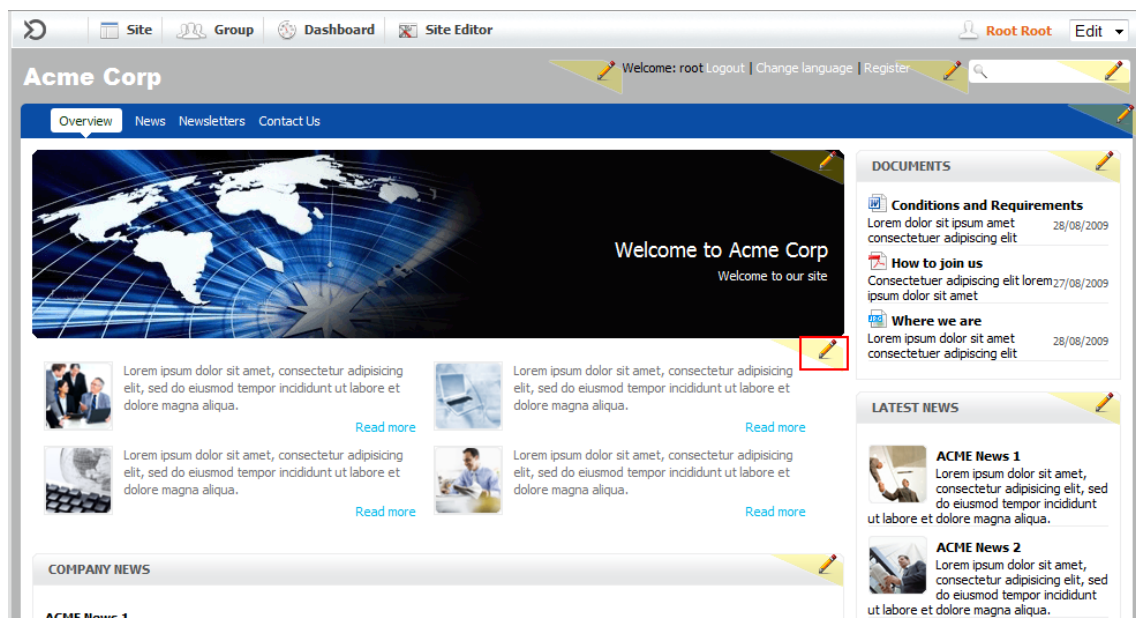
4.3.1. Incontext Editing

Besides publishing a web content in Sites Explorer, you also may use this function to publish a site to everyone or only some groups/users that you want. Use Content List Viewer (**CLV**) to publish a web content.

CLV allows you to publish multiple content files directly to the Overview page.

Procedure 4.2.

1. Activate the **Edit** mode.



2. Click the



on the page element you want to edit.

The **Content list viewer configuration** for that element will appear.

Content list viewer configuration

Contents selection

Mode: ☒ By Folder ☐ By Contents

Folder path: repository:collaboration:/sites content/ +

Order by: Title

☐ Descendant ☒ Ascendant

Display settings

Header:

Viewer template: TwoColumnsCLVTemplate.gtmpl

Paginator template: UIPaginatorDefault.gtmpl

Base path: detail

Items per page: 5

Show illustration: ☒ Show title: ☐

Show summary: ☒ Show date created: ☐

Show header: ☐ Show link: ☐

Show refresh button: ☐ Read more: ☒

Table 4.1.

Field	Details
Mode	<p>This mode is to select web content for list viewer. There are two modes:</p> <ul style="list-style-type: none"> • By Folder: This mode allows you to select a content folder in the Folder path field. • By Content: This mode allows you to select by the content in a specific folder in Folder path field.
Folder Path	The path to a location of a folder that contains the content.
Order By	The field is selected to sort content in the list viewer. You can sort content by Title, Date created or Date modified in ascending or descending order.
Header	The title for all content that are listed in List Viewer.
Viewer Template	The template is used to view content list.
Paginator Template	The template is used to view each content in list.

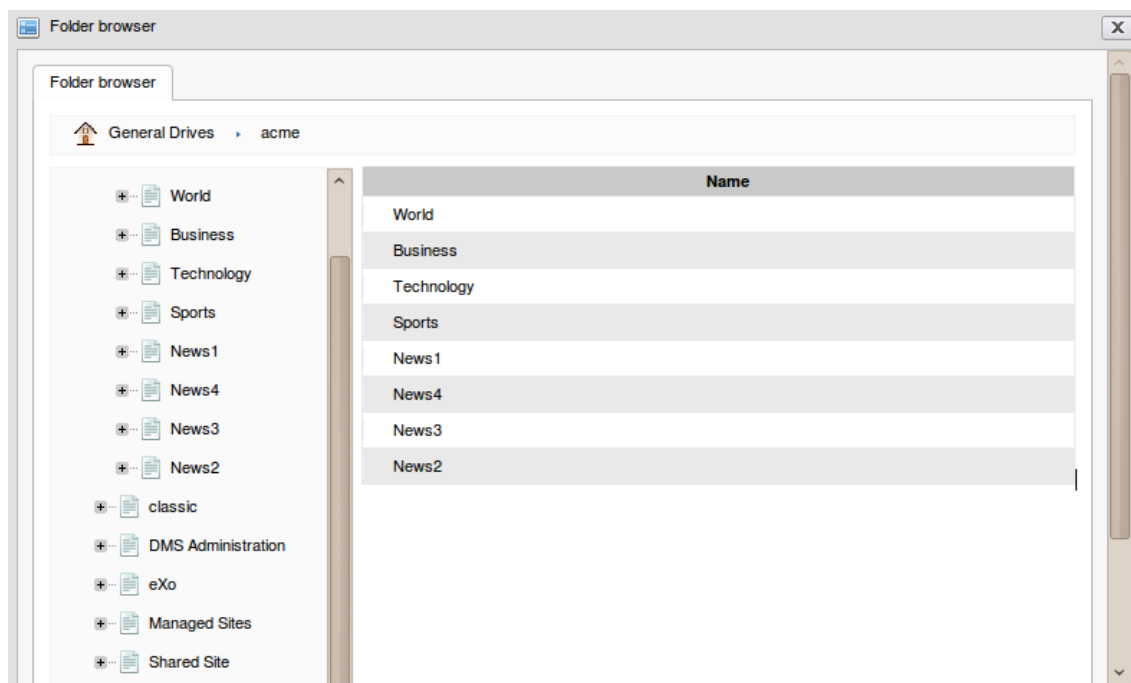
Field	Details
Items per Page	The number of items will be displayed per page.
Show Image	The option is to show or hide the illustration of each published web content/ document.
Show Summary	The option is to show or hide the summary of each web content/document.
Show Header	The option is whether to show a header or not.
Show Refresh Button	The option is whether to show the refresh button at the left bottom of this page or not.
Show Title	The option is to show or hide title of each published web content and/or document.
Show Date Created	The option is to show or hide the created date of each published web content/ document.
Show Link	The option is to show or hide the link of web content and/or document.
Read More	The option is to show or hide the Read more to read all the content of a web content and/ or document.

3. Browse the documents available by clicking



next to the folder path.

4. • If you selected the **By Folder** mode, select an available site on the left then select a folder that contains content on the right.



- If you selected the **By Content** mode, select and available from the left pane and all content in the folder will be listed in the right pane
5. Select content by clicking the content in the **Name** column and a message informs that you have successfully added it in **List Content**.
 6. Click **Save** to publish the new content or.

New content will appear in the **Overview** page when the above procedure has been completed successfully.



Draft Versions

If you are turning on the **EDIT** mode, you will see all the **DRAFT** and **PUBLICATION** versions of the Content List Viewer, thus you can edit a draft version by clicking the **Edit**.

But if the **LIVE** mode is turned off, only the **PUBLICATION** versions are displayed.

4.3.1.1. Add Content

4.3.1.2. Edit Content

4.3.1.3. Manage Content

4.3.1.4. Preferences

4.3.2. Publication Process

4.3.2.1. Request Approval

4.3.2.2. Approve

4.3.2.3. Publish

4.4. Content Inside Categories

4.4.1. What is a Category in eXo Content?

4.4.2. Create a Content

4.4.3. Organize Content

4.4.4. Pros and Cons

4.5. Dynamic Navigation in eXo Content

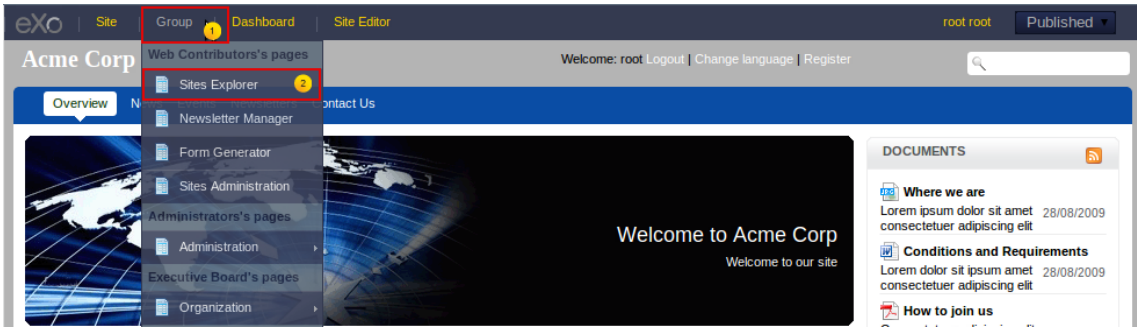
4.6. Sites Explorer

4.6.1. Access Sites Explorer

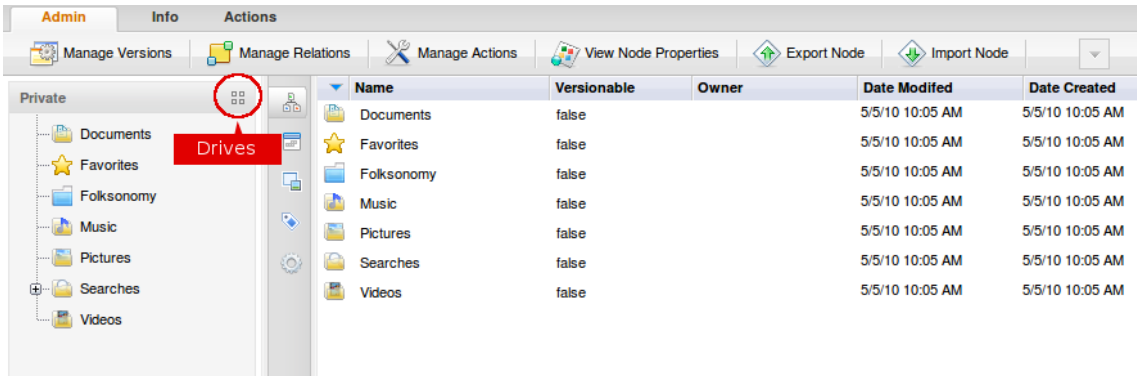
This page is used to manage all documents in different drives. This is really the flexible way because you can do through the Internet anytime and anywhere. By default, anyone can access Sites Explorer but the performing actions on Sites Explorer depending on the role of each user.

Procedure 4.3.

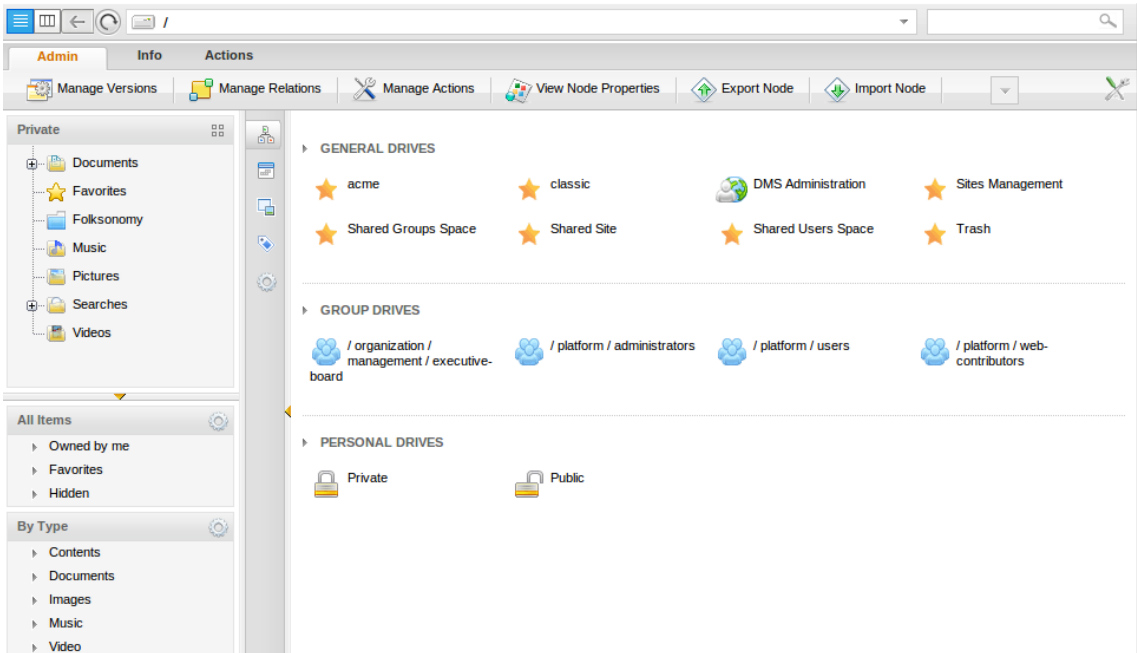
- Go to Group | Sites Explorer on the administration bar:



A list of all drives in Sites Explorer displays:



There are some specific drives to choose to work on, they are organized in groups: Personal drives, Group drives and General drives.



Personal drives:

Personal drive is the working space of a user. If you want to do in private, select the Private drive, no one else can access or get your private resources. If you want to create resource and share with others, work in the Public drive.

▶ PERSONAL DRIVES**Private****Public****Group drives:**

The drive of a group is the working space of users in that group.

In this example, the user "root" joins in three groups : "executive-board", "administrators" and "users" so he has right to access these group's drive.

▶ GROUP DRIVES

/ organization /
management /
executive-board



/ platform /
administrators



/ platform / users



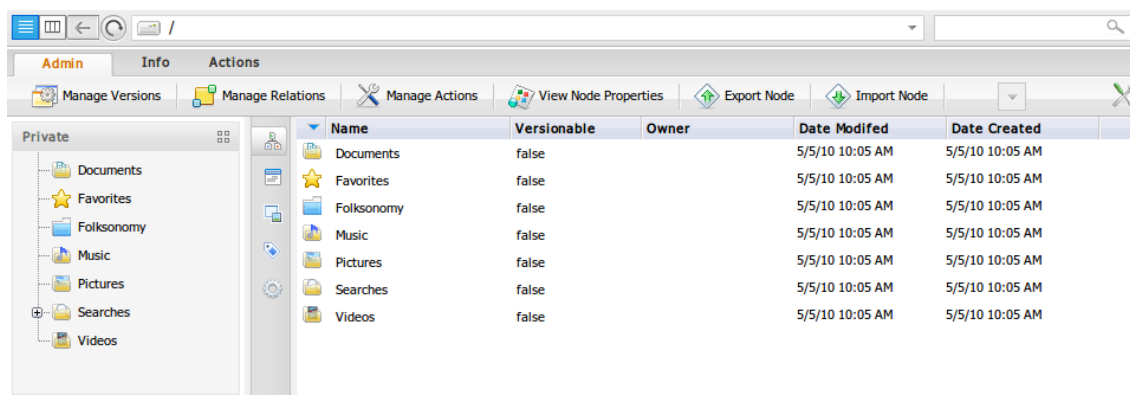
/ platform /
web-contributors

General drives:

This is the working space for everyone but your access right in different drives depends on your role. With default users, log in by "root" or "john" you can access any drive in General drives, but if you login by "mary" or "demo" you only can access Shared Users Space and Validation Request Document Center only.

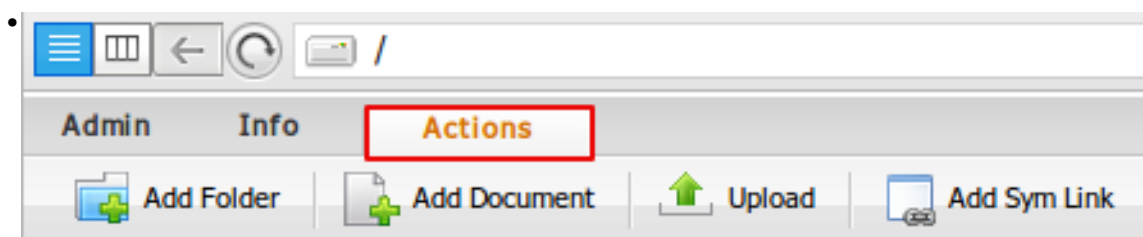
4.6.2. Drives

4.6.2.1. Private drive



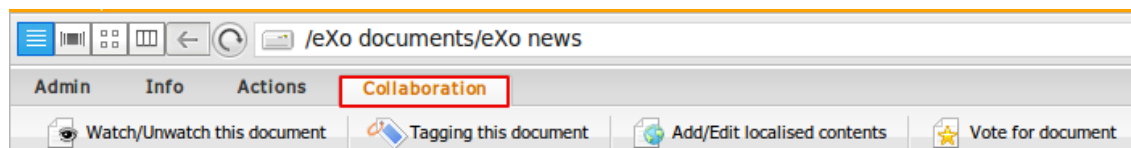
Private drive contains personal data of registered users. Hence, only these individuals can access data in this drive type.

By default, there are some initialized folders to store private user's resources.



By selecting the Actions tab, you can:

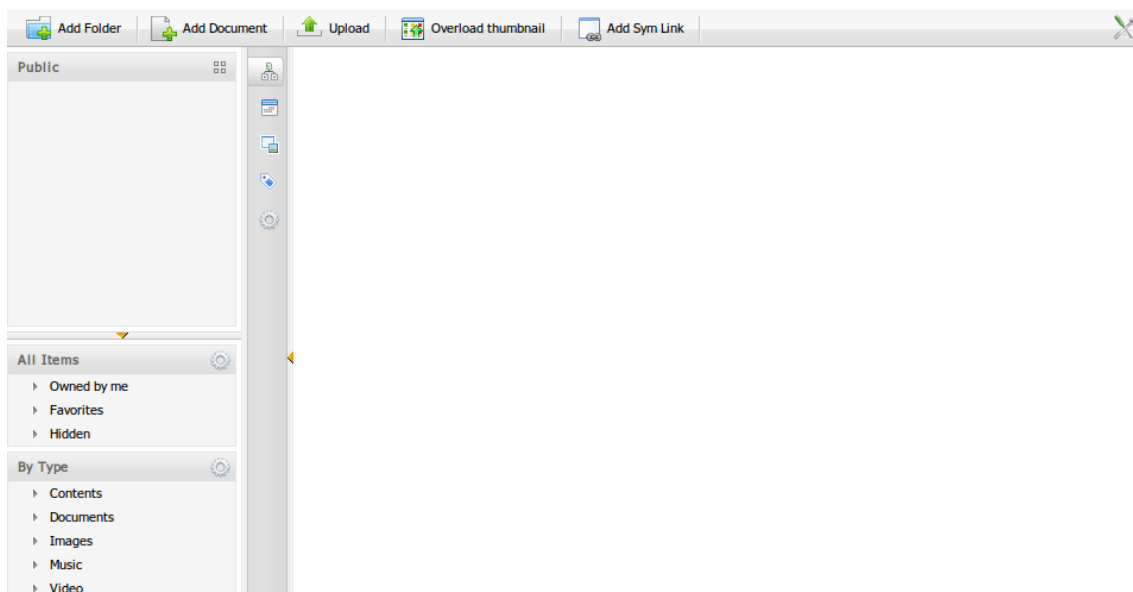
- Create a new folder
 - Create a new document
 - Upload file from your computer
 - Add Sym Links
 - Overload Thumbnails
- By selecting the Collaboration tab, you can:



- Watch/Unwatch a document.
- Add tags for a document.

- Set multi-display languages for document.
- Vote for a document.
- Comment for a document.
- By selecting the Search tab, you can:
 - Do the simple search
 - Do the advanced search with more constraints, add new query to search
 - Do search by existing queries.
- In addition, you can:
 - Setup your browsing preferences
 - Cut/paste, Copy/paste, Delete a node
 - Lock a node
 - Rename a node
 - Use the view WebDAV function to view document content.
 - Download documents (folders) to your machine.

4.6.2.2. Public drive

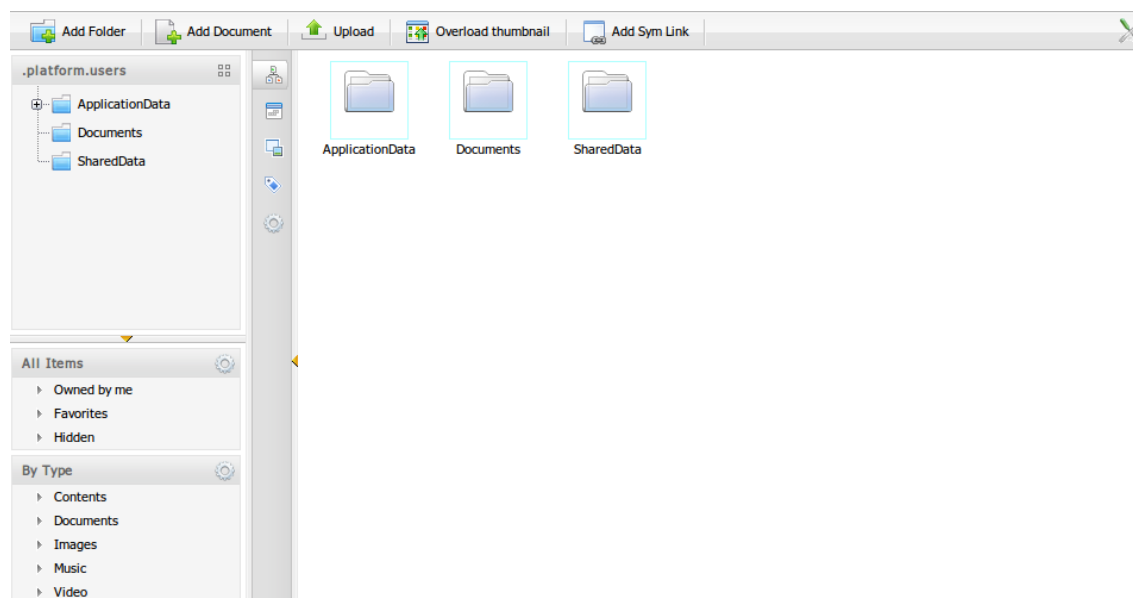


With the Public drive, there's no initialized folder but you can create by yourself.

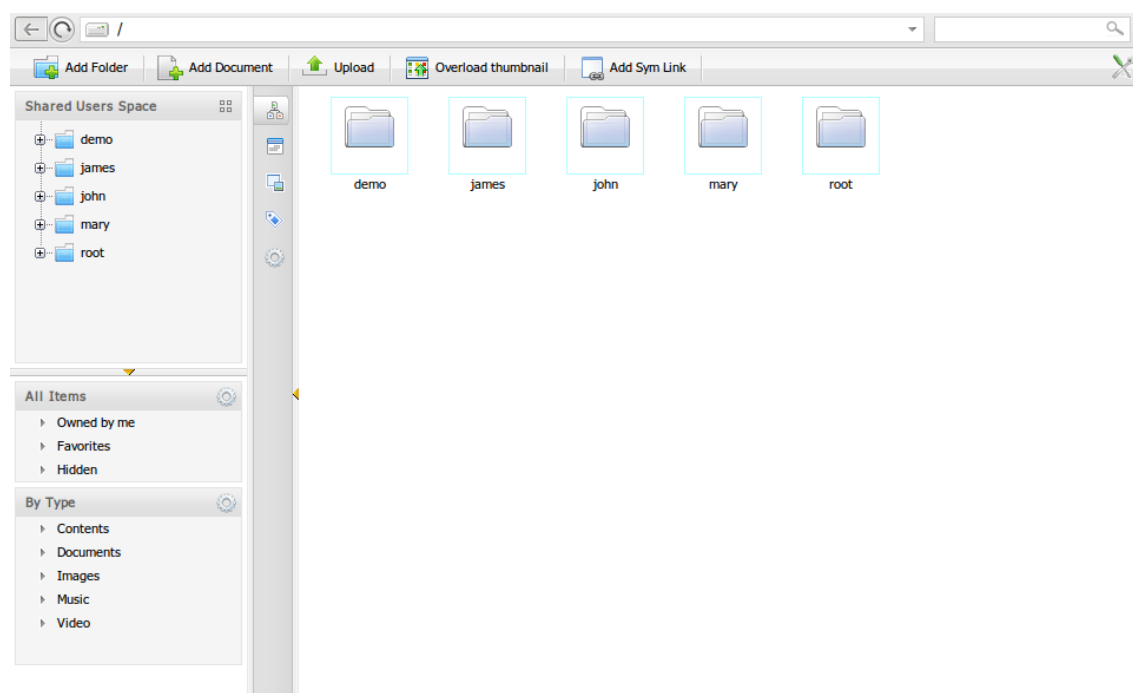
In the Public drive, you also can take actions like in the Private drive.

4.6.2.3. Drive of a specific group

By default, there are two initialized folders but you also can add more and take actions like in Private drives. Only users in a specific group can access its drive.



4.6.2.4. Shared Users Space drive



By default, there will be a list of all folders named after existing users, each user has a folder that includes two sub folders (private and public). You can see both your private and public folders here but you can see only the public folder of others.

- In this drive you can:

- Perform all actions that you can do in your private drive.
- View nodes from public folder of others
- In this drive you can not:
 - Add a folder/document in a root node
 - Add a folder/document in a folder named by other users and in child nodes of this folder.
 - Add a folder/document in a folder named by your username
 - Rename a default folder
 - Lock folders named by a user
 - Delete a default folder

4.6.2.5. Show/hide the sidebar in a drive

The side bar is used to show nodes like a tree or show the related documents, tags, clipboard and saved searches.

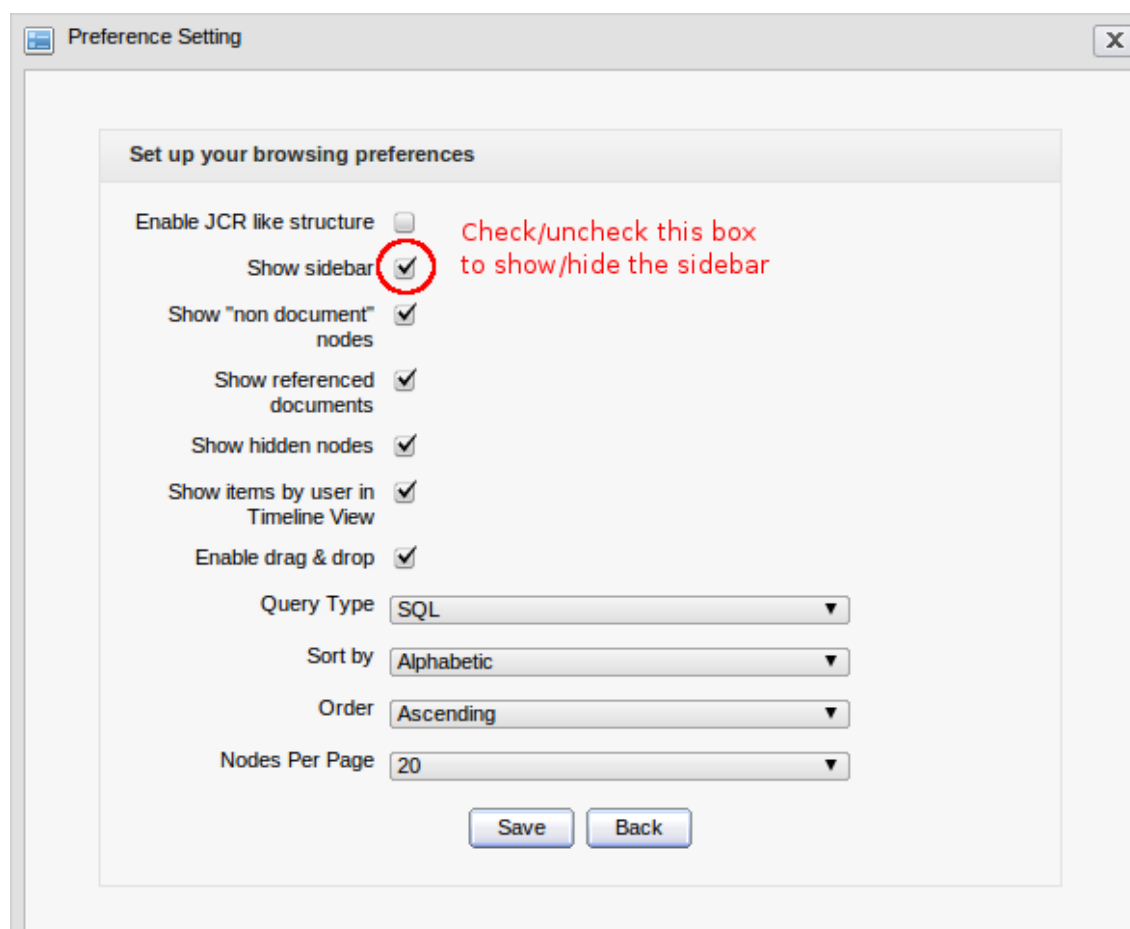
You can show/hide the side bar in two ways:

1. Procedure 4.4. Method 1

1. Click the

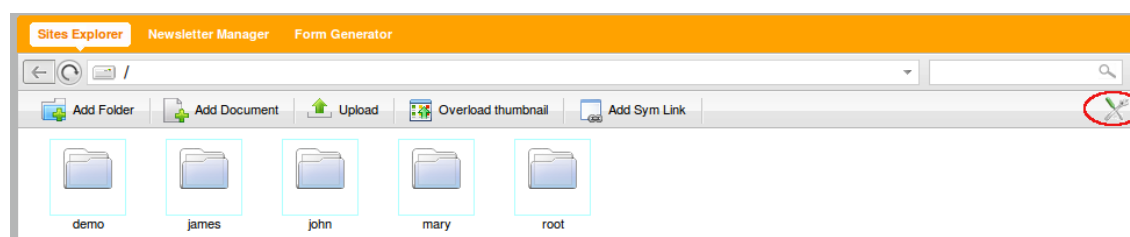


icon to open the 'Preference Setting':



2. Unselect the Show sidebar check box | Click **Save**.

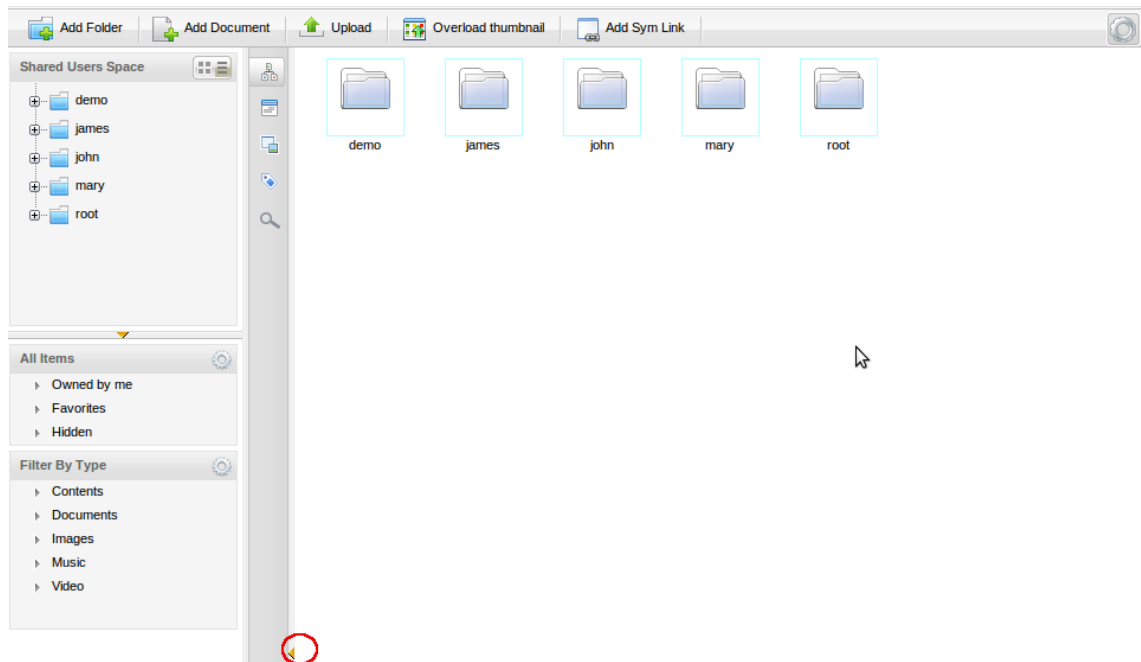
The drive will be displayed like the illustration below:



3. To show the side bar, select the **Show sidebar** check box in the '**Preferences**'.

2. Procedure 4.5. Method 2

1. Simply click the border of this sidebar to hide it as the illustration below:



2. Click that border again to show the sidebar back.

4.6.3. Views

- What is a view?
- Explain view and tab mechanism.

WCM supports you four ways to view nodes in a specific folder and show actions of corresponding tab on the Actions bar.

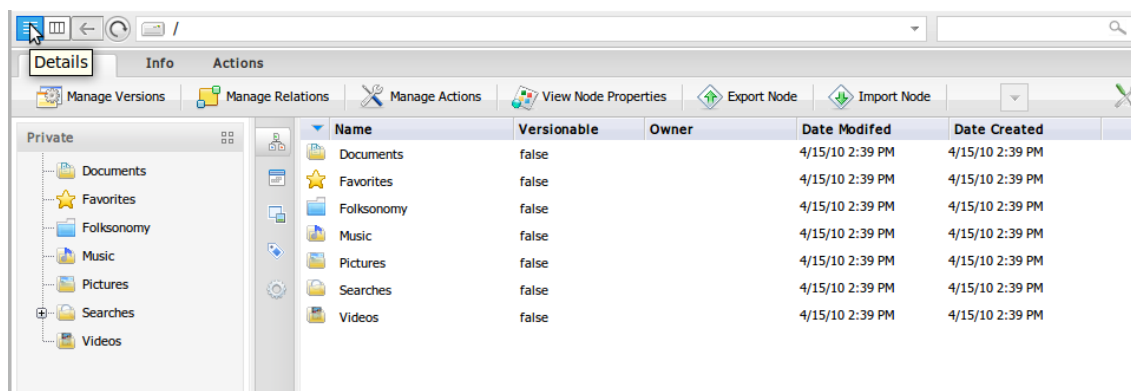


View Types

The number of View types depends on what drive you are browsing. You can manage the view types in the WCM Administration. See [Section 5.3.2.3, "Manage Views"](#) for details

4.6.3.1. Admin view

In this view, each item in list includes following information: Name, Date Created, Date Modified, Owner, Versionable and Auditing. These information will help you manage nodes easily.



You also can sort nodes basing on node information by clicking the label of corresponding column. The



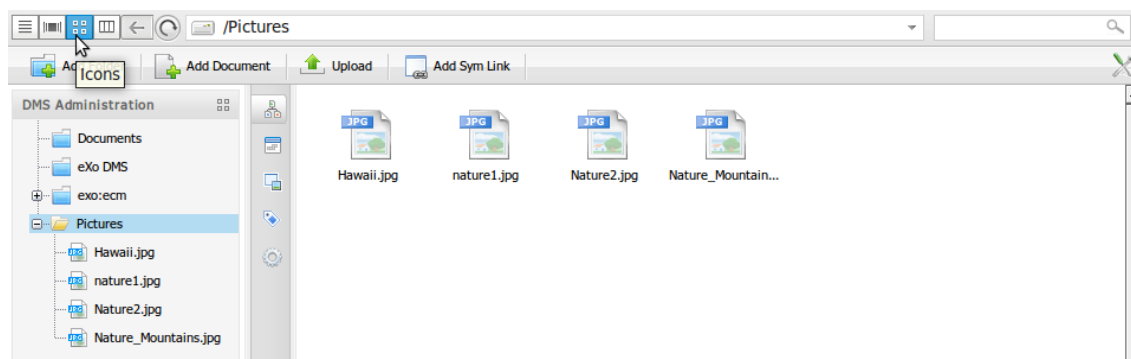
indicates that nodes are ordered in ascending order and on the contrary, the



icon means nodes are in descending order.

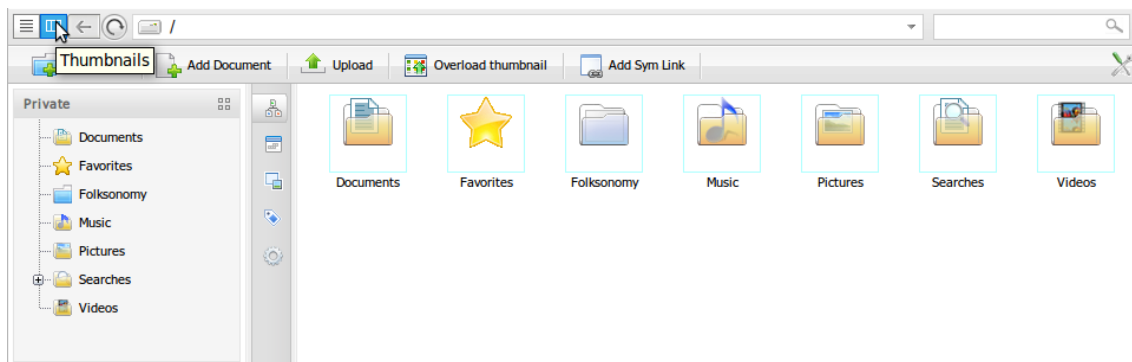
4.6.3.2. Icons View

In this view type, nodes in a specific folder will be viewed as icons. The name of each node will be shown under its icon.

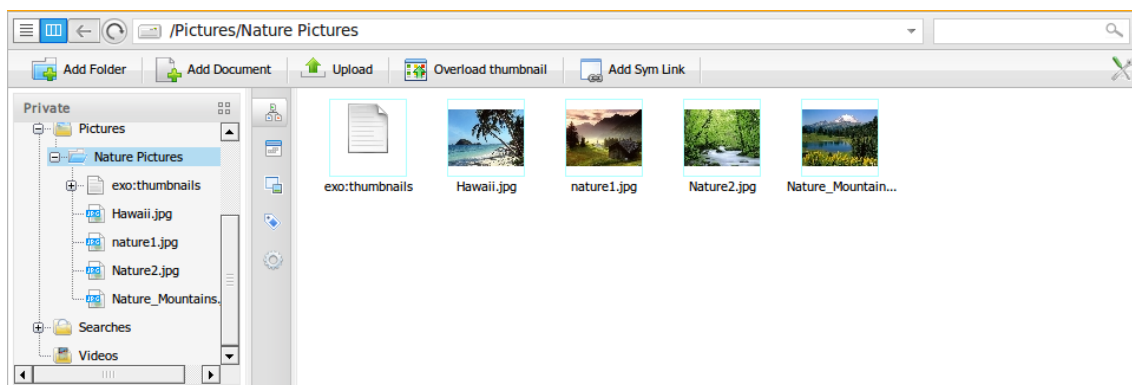


4.6.3.3. Thumbnails View

With thumbnails view, nodes in a specific folder are viewed as icons bounded by frames. Name of each node is shown under its icon.



If nodes are image files, their thumbnails will be shown like the screenshot below:



Especially, in this view, you can overload thumbnail image for node. For an example, if you want to add thumbnail image for **Digital Assets** folder, do as follows:

Procedure 4.6.

1. Select a folder (on the left or right panel) that you want to add a thumbnail image.
2. Click

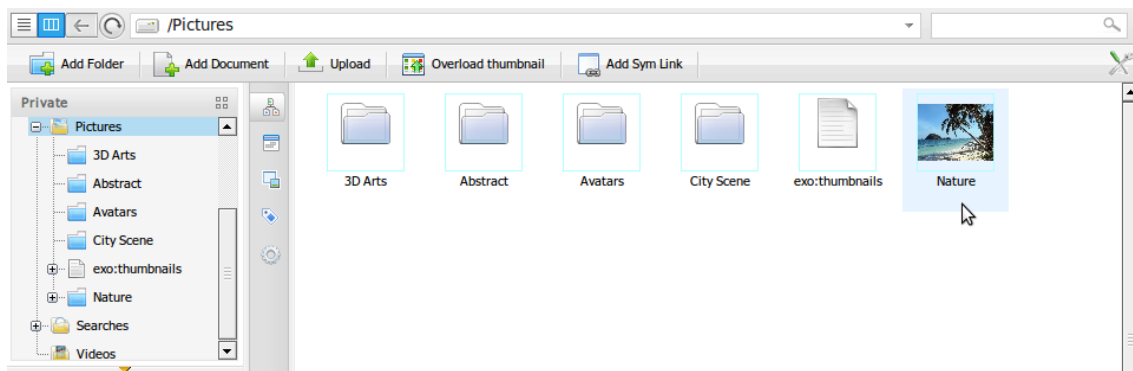


to open the Add thumbnail image form:

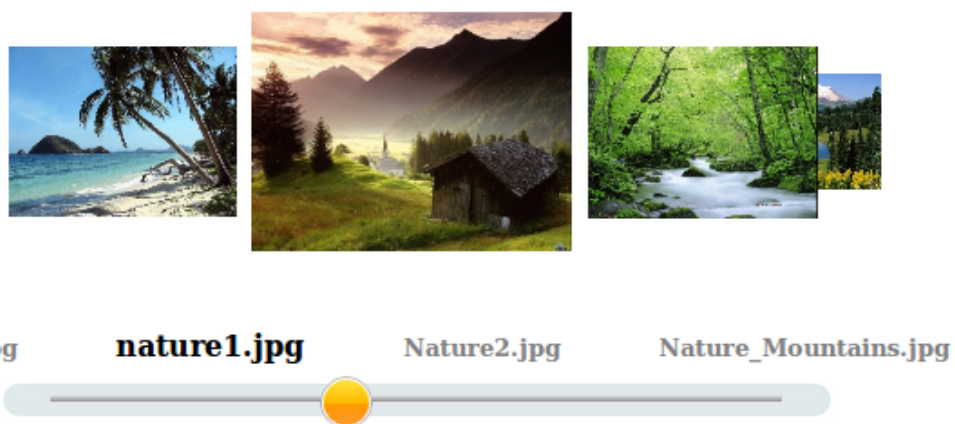
3. Select an image used as a displaying icon for the selected folder by clicking the **Browse...** button.
4. Complete adding a thumbnail image by clicking **Save**. This node will be stored in a **exo:thumbnails** folder.
5. Back to the parent folder (folder Pictures in this example) that contains the selected folder to see a icon used to display:

4.6.3.4. Cover Flow View

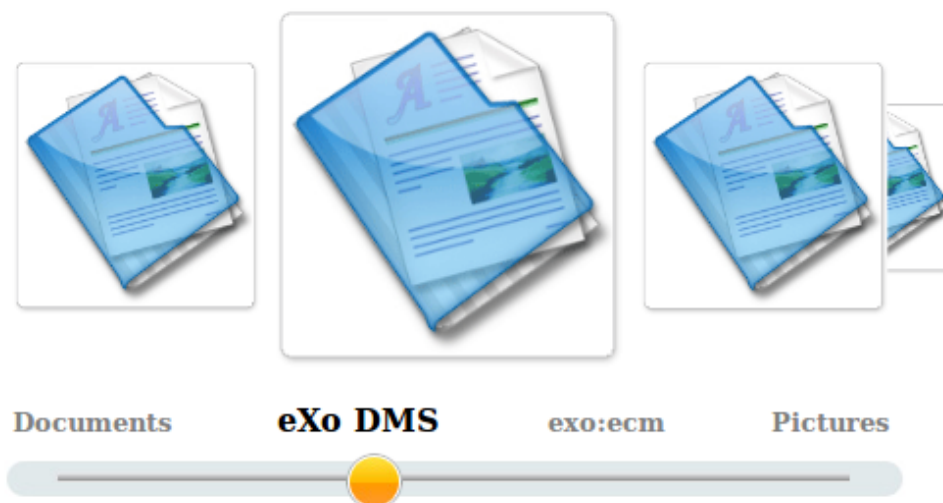
You can understand this view as a dynamical view because it brings the side-scrolling view to nodes in a folder. In this view, when a node is selected, its name is set with bold effect to more outstanding than others.



If nodes are pictures, they are shown like:



If nodes are documents or folders, they are displayed like the illustration below :



To move from one node to another one, you can do any of these ways:

- Use the mousewheel.
- Hold and move the yellow circle button to the left or the right.

- Click the folder/document name that you want to select.

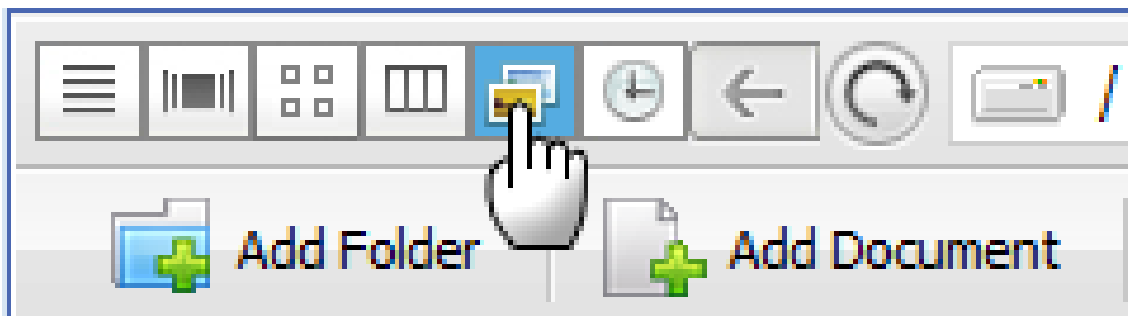
4.6.3.5. Slide Show View

In this view type, pictures in folders are viewed in slide show.

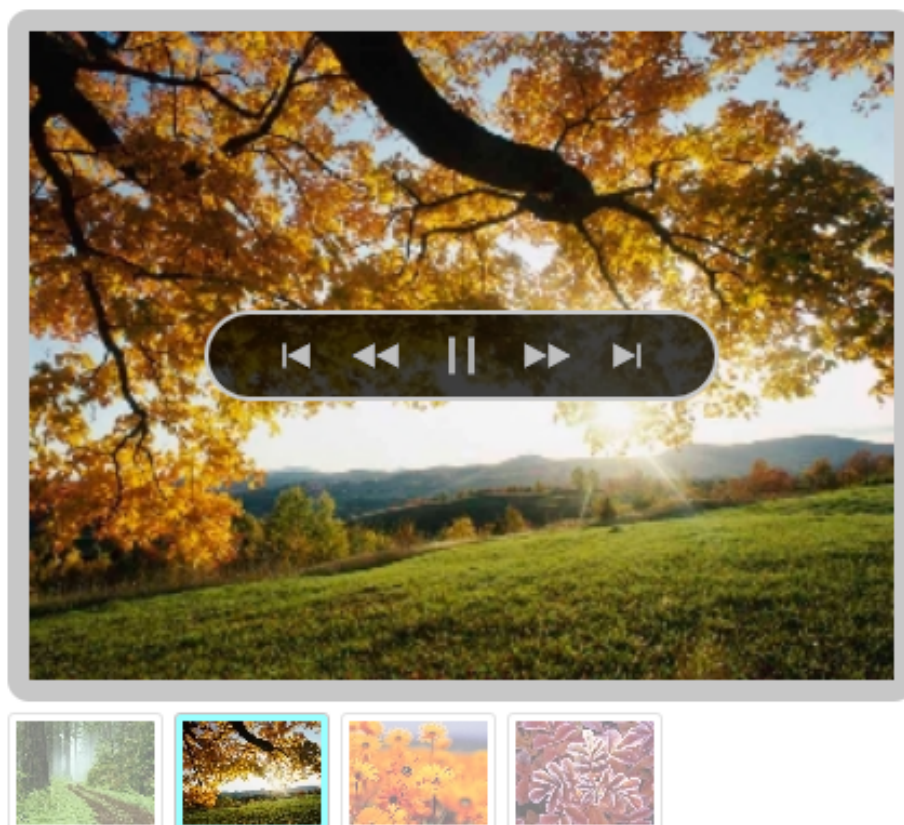
To view pictures in slide show, click the



icon:









If nodes are pictures, they are displayed like the following illustration:




The Slide show view automatically show all picture nodes, users can control this slide show by clicking the below buttons:

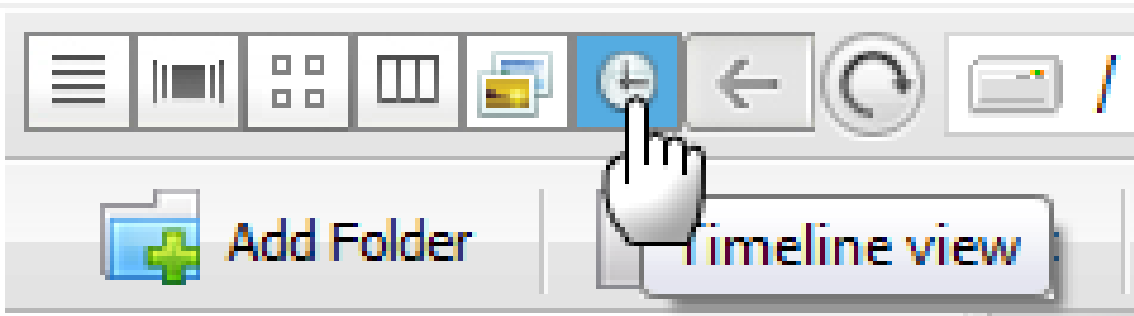
Table 4.2.

Button	Function
	Go to the first picture node.
	View the previous picture node.
	Pause the slide show.
	View the next picture node.
	View the last picture node.
	Continue viewing pictures node.







4.6.3.6. Timeline View



This view allows users to view all nodes created and uploaded by time. Just click the  icon.

All the nodes that were created and uploaded will be displayed like below:



You can click directly on the node name to view its content in details.

	★	Name	Date time
Today			
	★	 Forest.jpg	2/26/10 10:29 AM
	★	 Green Sea Turtle.jpg	2/26/10 10:28 AM
	★	 Waterfall.jpg	2/26/10 10:28 AM
	★	 Forest Flowers.jpg	2/26/10 10:27 AM
Yesterday			
	★	 Look More Beautiful With Longer Eyelashes	2/25/10 5:36 PM
	★	 Communication Skills	2/25/10 5:55 PM

You can also click the

to mark your item as favorite or the


icon corresponding to nodes in order to remove it from favorites.


4.6.4. Actions

4.6.4.1. Add Category

This function enables you to add a category for a node.

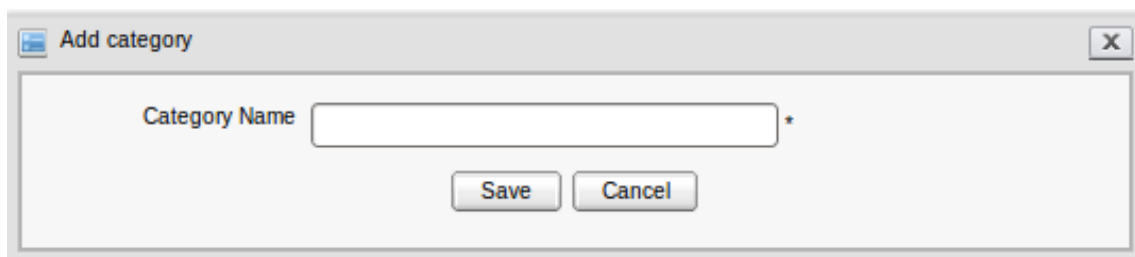
Do as follows to add a category:

Procedure 4.7.

1. Choose a node that you want to add a category into.
2. Select  on



the action bar and the Add Category form appears:



The dialog box titled "Add category" has a close button (X) in the top right corner. It contains a text input field labeled "Category Name" with an asterisk (*) indicating it is required. Below the input field are two buttons: "Save" and "Cancel".

3. Enter a name for the category in the Category Name field.
4. Click Save to accept creating a new category or Cancel to quit from this form without adding a category.


4.6.4.2. Add a document


There are several types of document: **File**, **Article**, **Podcast**, **Sample node**, **File Plan**, **Kofax**.

The table below outlines which nodes types different document types can be added to. The rows indicate what the node in the left column can be added to. The columns indicate what the node at the top can contain.

Table 4.3.

	File	Article	Podcast	Sample node	File Plan	Kofax document folder	Content folder	Document folder
File								
Article								
Podcast								
Sample node								
File Plan								
Kofax								
Uploaded file								
Content folder								
Document folder								



-  : The corresponding document can be added into.
- A blank entry means the corresponding document can not be added into.

Follow the horizontal, you will know what the node can be added into.

Follow the vertical, you will know what the node can include.

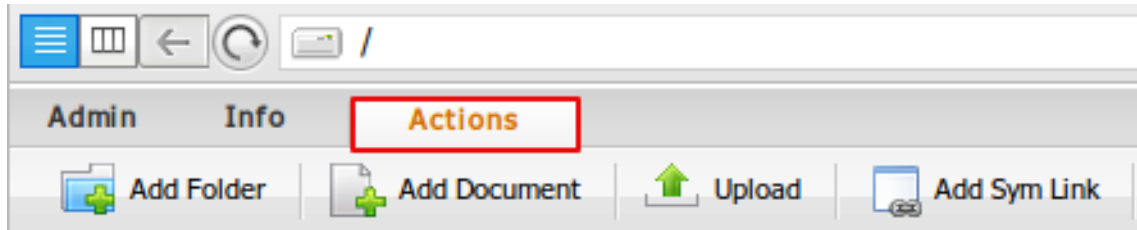
To add a new document, do the following steps:

Procedure 4.8. Add a new document:

1. Select a folder from the left pane that you want to add a new document to.
2. Click



on the **Actions** bar.



3. Select the document type (template) that you want to create from the drop-down list (Article is selected by default).

Each document (except Article) must be added to categories when created.

Procedure 4.9. Attach files to a document

1. Select the document that you want to attach files to and click

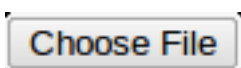


in the **Actions** bar.

The **Upload file** form will appear.

 A screenshot of a "Upload a file" dialog box. It contains three input fields: "Name", "Select a file" (with a "Browse..." button), and "List Taxonomy". There are plus icons to the right of the "Name" and "List Taxonomy" fields. At the bottom are "Save" and "Cancel" buttons.

2. Enter a name into the **Name** field.
3. Click



to select the attachment file. You can click



to add multiple files.


4. Click **Save** to attach the files or **Cancel** to quit.

Procedure 4.10. Create a new File document

1. Follow the steps in [Add a new document:](#)), to open the **Add New Document** form then select **File** from the drop-down list.

The **Add New Document** form will be displayed like the following illustration:

2. Input name for file document in the **Name** field. Some special characters can not be used in the Name field: @ # % & * () " ' : ; [] { } / !

3. Click  the

to see the **Mime Type** list and select one. There are two types of File document for you to choose:

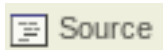
- **text/html**: when creating a text/html File document, you can input value in the Content field like source code (HyperText Markup Language HTML). After being created, it will generate

the content you want, then you can see both the inputted source code and the generated content in that document.

- **text/plain:** after being created, it will display exactly what you inputted in the Content field.html.

4. Input a value in the **Content** field:

- **text/html:** If you want to create a File document with a source code and generated content, click



in the editor bar. In this mode, only Save, New Page, Preview icons in editor bar are visible for using. Click the



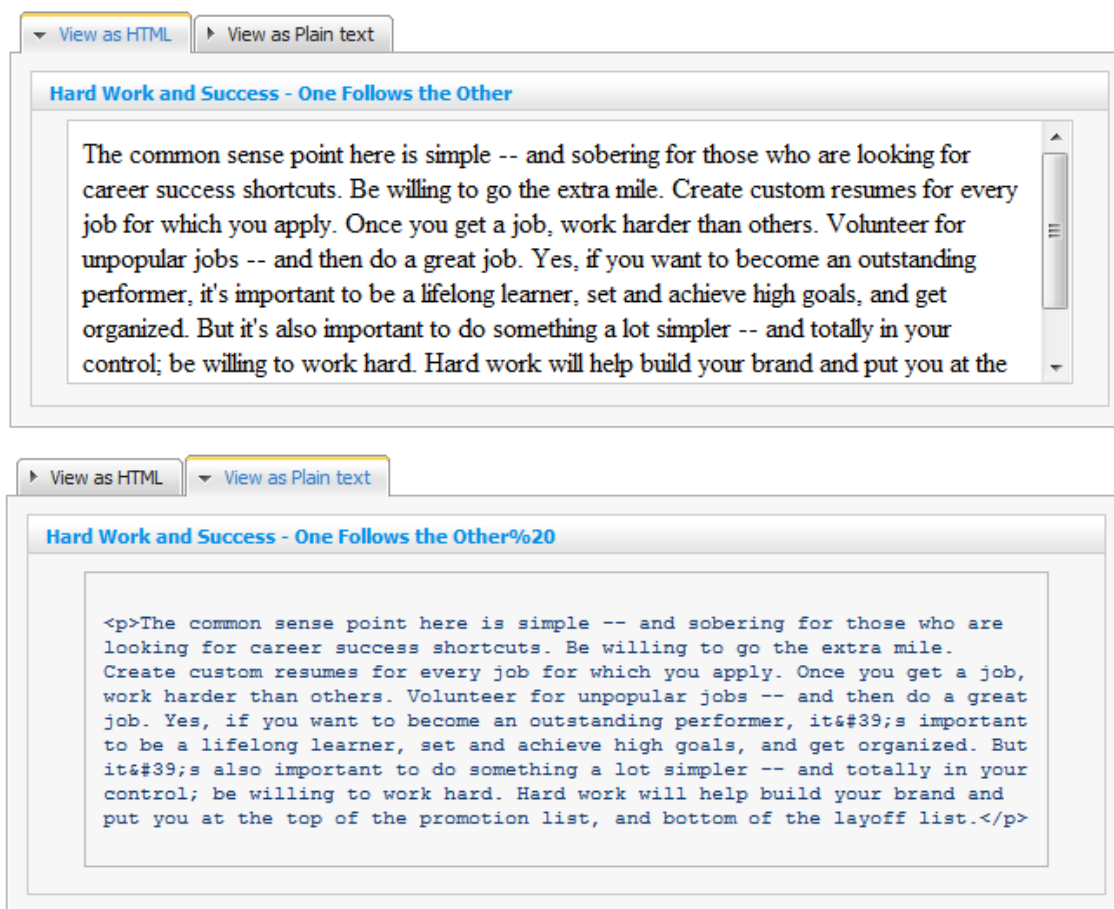
to preview the generated content.

- **text/plain:** If you select text/plain type, the content field will be displayed like the following illustration:

A screenshot of a file creation dialog box. It contains four input fields: 'Name' with a text box and a star icon; 'Categories' with a text box and a plus icon; 'Mime Type' with a dropdown menu showing 'text/plain'; and 'Content' with a large text area. At the bottom right, there are 'Save' and 'Cancel' buttons.

5. After inputting all required fields, click **Save** to accept creating a new file document or **Cancel** to quit without saving changes.

After being created successfully, a file document with type text/html will be displayed like the illustration below:



Procedure 4.11. Create a new Article

1. Follow the steps in [Add a new document](#): to open the **Add New Document** form then select **Article** from the drop-down list. (Actually, Article is selected by default).

The **Add New Document** form will be displayed like the following illustration:

The screenshot shows a form for creating a new article. It includes the following elements:

- Name** and **Title** fields: Text input boxes with asterisks indicating they are required.
- Summary** field: A rich text editor with a toolbar containing options like Source, Bold (B), Italic (I), Underline (U), ABC, and various alignment and list options. Below the toolbar are dropdown menus for Style, Format, Font, and Size.
- Content** field: A larger rich text editor with a similar toolbar and dropdown menus.
- Buttons**: Save and Cancel buttons at the bottom.

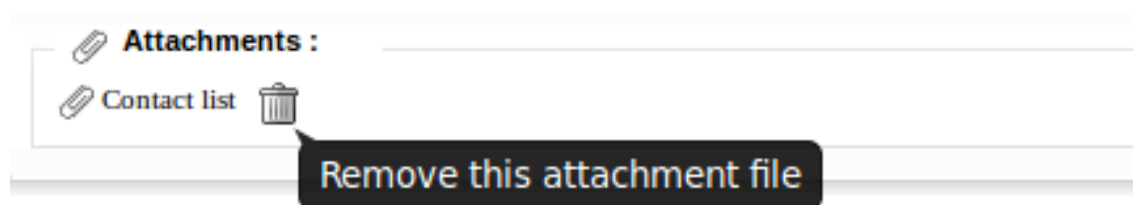
2. Input the name and the title of the Article in the **Name** and **Title** field, some special characters can not be used in the Name field (@ # % & * () " ' : ; [] { } / !).
3. Input value for the **Summary** field, and the **Content** field.
4. Click **Save** to accept the inputted values, or **Cancel** to quit.

After being created, new added Article document will be like the illustration below:



The Links is used to list all its related documents. After adding relations for a document, Article will be displayed. You can click these links to view a content of the related documents.

The Attachments is used to list all its uploaded files/documents that is attached with the Article. You can remove the attachments by clicking the



Instructions to add an attachment are in [Attach files to a document](#).



Existing Names

Document name can be the same with the existing one. When a new document is created with the same name as other existing document, its name will be added an index (e.g: test [2])

Procedure 4.12. Create a New Podcast

1. Follow the steps in [Add a new document](#): to open the **Add New Document** form and select **Podcast** from the drop-down list.

The **Add New Podcast** form will be displayed like the following illustration:

The screenshot shows the 'Add New Document' window. At the top, 'Select Template' is set to 'Podcast'. The form contains the following fields:

- Name**: Required field (marked with *).
- Categories**: Field with a plus icon to add more.
- Title**: Text input field.
- Link**: Required field (marked with *).
- Author**: Text input field.
- Explicit**: Dropdown menu set to 'No'.
- Category**: Text input field.
- Keyword**: Text input field.
- Publish Date**: Text input field showing '05/19/2010 08:55:04'.
- Description**: Large text area.
- Upload File**: 'Choose File' button and 'No file chosen' text.
- Mime Type**: Dropdown menu showing 'audio/mp3'.
- Length**: Text input field.

At the bottom are 'Save' and 'Cancel' buttons. A callout box from the 'Mime Type' dropdown lists the following options: audio/mp3, audio/x-m4a, video/mpeg, video/x-m4v, and video/quicktime.

Table 4.4.

Field	Details
Name	The name of a document. This field is required. Some special characters are not

Field	Details
	allowed to input in the Name field(@ # % & * () " ' : ; [] { } / !).
Title	The title of a document.
Categories	Categories of a document.
Link	The link to the source path of the uploaded media file. This field is required.
Author	The author of the uploaded media file.
Explicit	It is used to indicate whether or not your podcast contains an explicit material. There are two options: <ul style="list-style-type: none"> • Yes: an "explicit" parental advisory graphic will appear next to your podcast artwork • No: you see no indicator – bank is default advisory type
Category	The category of the uploaded media file, example: music, film, short clip, etc.
Keyword	Keyword allows you to search your podcast files more quickly. You can use commas to separate between keywords.
Publish date	The date when an episode was released.
Description	Information about the uploaded media file.
Mime type	The type of the uploaded media file.
Length	The length of the uploaded media file.

- Input values for fields. To upload a media file, click the **Browse...** button and select the media file from your machine. Then click



next to the **Browse...** button.

- Click **Save** to finish, or **Cancel** to quit without saving changes.



Exisiting Names

Document name can be the same with the existing one. When a new document is created with the same name as other existing document, its name will be added an index (e.g: test [2])

Once created, a Podcast will appear as so:

Podcast:	Sad Angel
Title:	Sad Angel
Link:	youtube
Author:	Igor Krutoi
Explicit:	no
Category:	Piano
Keywords:	Instrumentals
Publish date:	April 16 2010
MimeType:	audio/mp3
Length:	
Description:	An amazing piano melody
Avg. Rating: 0.0 Votes: 0 ★★★★★	

Podcasts can be listened to immediately, or transferred to another device.

Procedure 4.13. Create a new Sample node

1. Follow the instructions in [Add a new document](#): to open the **Add New Document** window and select **Sample node** from the drop-down list.

The **Add New Sample Node** form will appear liek in the following illustration:

Name *

Categories +

Title *

Description

Date 05/20/2010

Date time 05/20/2010 09:13:09

Upload image No file chosen

Mime Type image/gif

Summary

Content

2. Complete the appropriate fields
3. To upload an image, click the **Browse...** button and select an image from your computer. Click the upload icon (



) next to the **Browse...** button to upload the selected file.

- Click the **Save** to accept or the **Cancel** to quit without saving changes.

After being created, a new sample node will be displayed like the illustration below:

Node name sample-node	
Title Sample node	
Date May 19 2010	
Date time May 21 2010 09:31:39	
Description One of the best coffeshop in Hanoi	Image
Summary A funky new cafe that can be a challenge for some to find.	Content Tucked away in an alley off the busy Old Quarter street of Ma May. This place has great and reaxing athmosphere to enjoy coffee with friends.
Relations - Best spots in Hanoi .odt	Attachments - Hanoi tourguide.png
Avg. Rating: 0.0 Votes: 0	

The **Relations** area is used to list all its related documents. See [Section 4.6.4.15.3, “View Relations”](#).

You can click the links to view content of the related document.

The **Attachments** area is used to list all its uploaded files. See [Attach files to a document](#).

Procedure 4.14. Create a new File Plan

- Follow the instructions in [Add a new document](#): to open the **Add New Document** window and select **File plan** from the drop-down list.

The **Add File plan** form will appear:

Tabs in the Add File plan form

The Name tab

Name

Record properties

Process properties

Name

Categories

File plan note

Save

Cancel

Table 4.5.

Field	Details
Name	The name of the file plan.
Categories	The categories of your file plan. Select the categories for your file plan by clicking the <div>+</div> button.
File Plan note	Note for presenting any other information for users.

The Record properties tab

The screenshot shows the 'Record properties' tab with the following fields and values:

- Record category identifier:** [Empty text field] *
- Disposition authority:** [Empty text field] *
- Permanent record indicator:** [True] *
- Disposition instructions:** [Empty text area]
- Contains records folder:** [True] *
- Default media type:** [Electronic] *
- Default marking list:** [None] *
- Default originating organization:** [Empty text field] *
- Vital record indicator:** [True] *
- Vital record review period:** [One Minute]

Table 4.6.

Field	Details
Record category identifier	The alphanumeric or numeric identifier indicating a unique record category. This must be a unique ID and if left blank will be created automatically by the system.
Disposition authority	A reference number to the regulations that govern the disposition.
Permanent record indicator	A type of record indicators which should never be deleted.
Disposition instructions	A readable guidelines on how the records associated with the file plan will be handled.
Contains records folder	The confirmation is about whether the records folder is contained or not.
Default media type	The choice for preset media types which are made available to simplify the data entry for the record. The frequently-chosen value is "electronic" or paper.

Field	Details
Default marking list	Handling and classification information that are printed at the bottom of the record, such as UNCLASSIFIED or NOCONTRACT.
Default originating organization	This option is to enter the original arrangement as default which is made available to simplify the data entry for the record and to assume that originating organizations are the same for the information in the file plan.
Vital record indicator	This flag is to allow whether tracking or reminding you of the record as essential or not.
Vital record review period	The choice for the interval of time between vital record reviews.

The **Process Properties** tab:

The screenshot shows the 'Process properties' tab in a software interface. The tab is selected and displays various settings for process management. The settings are as follows:

- Process cutoffs: True *
- Event trigger: *
- Cutoff period: One Minute
- Cutoff on obsolete: True
- Cutoff on superseded: True
- Process hold: True *
- Hold period: One Minute
- Discretionary Hold: True
- Process transfer: True *
- Default transfer location:
- Transfer block size:
- Process accession: True *
- Accession location:
- Accession block size:
- Process destruction: True *

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

Table 4.7.

Field	Details
Process cutoffs	The boolean datatype is used to break a process. If the process cutoff flag is set in the file plan, the record is cutoff after the

Field	Details
	expiration, or after it has been obsolete or superseded, depending on the information in the file plan.
Event trigger	The text datatype is an automatic executing code which is used to tell the event to perform some actions.
Cutoff period	The duration for the record cutoff performance.
Cutoff on obsolete	The record is cutoff when it is obsolete.
Cutoff on superseded	The record is cutoff when it is removed or replaced.
Process hold	This boolean datatype is used when a record process may be held before the further disposition is handled.
Hold period	The duration when a record may be held after cutoff which is normally measured in Years.
Discretionary Hold	The boolean datatype is used when a hold may be discretionary, such as after a command change. So, the discretionary hold flag allows the records management module to track these manual checks.
Process transfer	The boolean datatype is used to determine how a record process will be transferred.
Default transfer location	The text datatype is used to determine where a record is transferred by default.
Transfer block size	The float datatype is used to determine in what size blocks for organizational purposes that is normally measured in Years.
Process accession	The boolean datatype is flagged when a record which is held permanently must be ultimately transferred to the national records authority.
Accession location	The text datatype is flagged to specify an area for the accession transfer.
Accession block size	The text datatype is flagged to determine the blocks size for organizational purposes which is normally measured in Years.

Field	Details
Process destruction	The boolean datatype is flagged if there is any record to be destroyed. After that, the record is marked in the Alfresco system to be permanently destroyed so that all information, metadata and physical traces are removed and cannot be recovered.

2. Complete appropriate fields.
3. Click **Save** to accept, or **Cancel** to quit.

After being created, the new File Plan will be displayed:

 **File Plan Content:** new File Plan

Record Category Identifier	
Disposition Authority	
Disposition Instructions	
Permanent Record Indicator	true
Contains Records Folder	true
Default Media Type	Electronic
Default Marking List	NONE
Default Originating Organization	
Number of Records	0

▼ Records

► Obsolete Records

► Superseded Records

► Vitals Records


◀ ▶

	Record Id	Record name	Originator	Date Received	Originating Organization
--	-----------	-------------	------------	---------------	--------------------------

Procedure 4.15. Create a new Kofax

1. Follow the instructions in [Add a new document](#): to open the **Add New Kofax** form and select **Add New Kofax** from the drop-down list.

The **Add New Kofax** form will appear:

2. Input a name for a Kofax document in the Name field. This field is required. Some special characters can not be used in the Name field(@ # % & * () " ' : ; [] { } / !).
3. Select categories for a Kofax document by clicking the  icon.
4. Click **Save** to commit changes or **Cancel** to quit.

After being created, a kofax document will be displayed like this illustration:

Kofax document name	new kofax document
---------------------	--------------------

★ ★ ★ ★ ★ Avg. Rating: 0.0 Votes: 0

The File View tab is used to display all added nodes in that kofax. Besides, all added files in kofax are also displayed in the **Document View** tab:

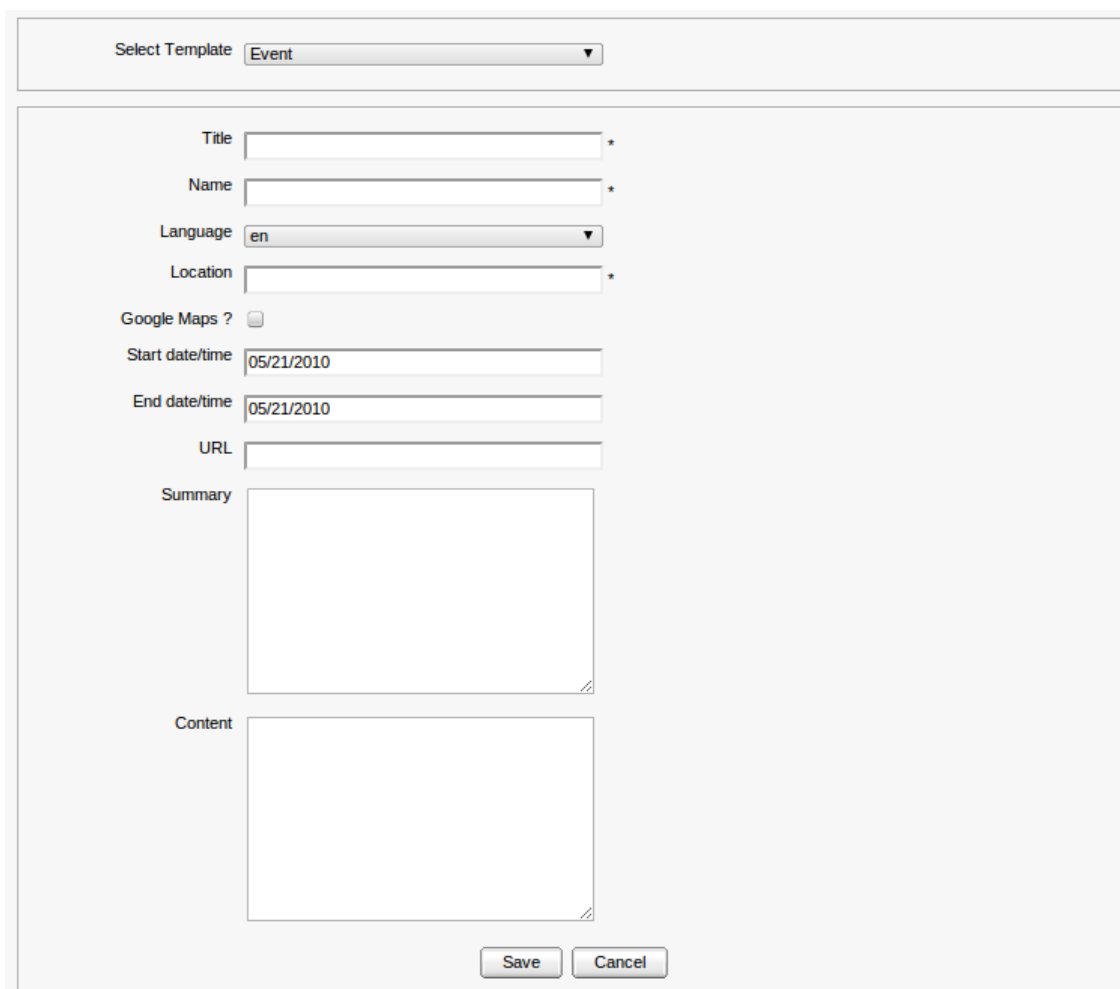
Kofax document name	new kofax document
Downloadable file #1	system guide.pdf
Downloadable file #2	BC config.gif

★ ★ ★ ★ ★ Avg. Rating: 0.0 Votes: 0

Procedure 4.16. Create new Event

1. Follow the instructions in [Add a new document](#): to open the **Add New Event** form and select **Event** from the drop-down list.

The **Add New Event** window will appear:



2. Enter a title for the event.
3. Input the location where the event will take place in **Location** field. Check the Google Maps checkbox if you want the location of the event shown on Google Maps.
4. Enter the **Start** and **End Date/time** of the event.
5. Fill the **Summary** and **Content** fields.
6. Click **Save** to commit the event, or **Cancel** to quit without saving changes.

After being created, the event will be displayed like the illustration bellow:

Paris

eXo-Big Event

eXo will attend the "Solutions Intranet et Travail Collaboratif" event on May 5th and 6th in Paris.

eXo will attend the "Solutions Intranet et Travail Collaboratif" event on May 5th and 6th in Paris. Come to meet us to talk about Intranets and Collaborative Solutions eXo is offering. It also will be a nice opportunity to share about industry trends and new eXo developments.




The event will be displayed in a website as:

Overview
News
Events
Newsletters
Contact Us

All

Events
RSS Feed



eXo-Big Event

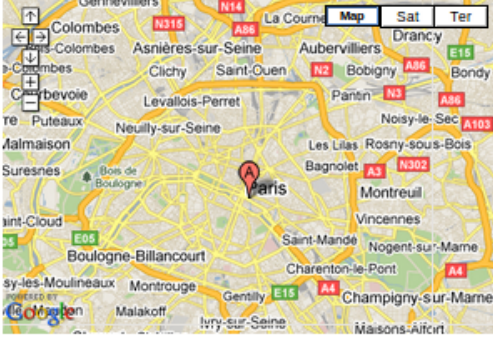
eXo will attend the "Solutions Intranet et Travail Collaboratif" event on May 5th and 6th in Paris.
May 20, 2010 2:43:35 PM

[readmore](#)

Paris

eXo-Big Event

eXo will attend the "Solutions Intranet et Travail Collaboratif" event on May 5th and 6th in Paris.
eXo will attend the "Solutions Intranet et Travail Collaboratif" event on May 5th and 6th in Paris. Come to meet us to talk about Intranets and Collaborative Solutions eXo is offering. It also will be a nice opportunity to share about industry trends and new eXo developments.



[View Larger Map](#)

Attachments :

[doc-news1](#)

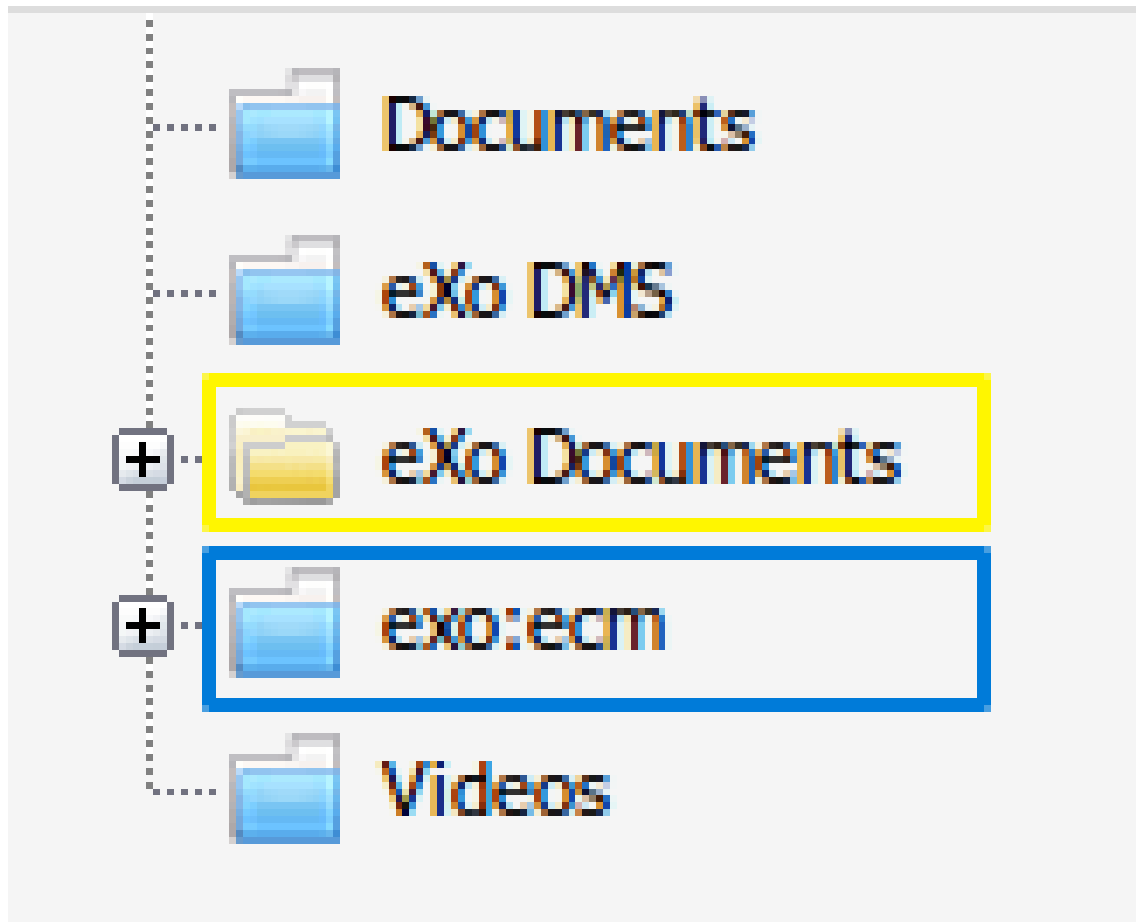
Avg. Rating: 0.0 Votes: 0

4.6.4.3. Add Folder

You can create a document immediately in a specific drive; however, to manage documents better, the created folder should contain documents in it.

There are two types of folder:

- Content folder.
- Document folder.



In default skin, the icon for a content folder node is displayed in blue and the icon for a document folder node is displayed in yellow.

File and folder types in a folder

Content folder

- You can add a Content Folder folder into a Content Folder one.
- You can add a Document Folder folder into a Content Folder one.
- You can add documents into a Content Folder.
- You can upload files (images, MS word documents, OpenOffice documents, .pdf files, .txt files, .xml file, etc) into a Content Folder.
- You can import sub node(s) that was exported into a Content Folder.

Document folder

- You can add a new Document Folder into a Document Folder.
- You can add File, Podcast, File Plan documents into a Document Folder.

- You can upload files (images, MS word documents, OpenOffice documents, .pdf files, .txt files, .xml file, etc) into a Document Folder.
- You can not add a Content Folder into a Document Folder
- You can not import an exported a Content Folder into a Document Folder.
- You can not import an exported Article, Sample node, Kofax into a Document Folder.

Procedure 4.17. Create content folders

1. Select the path to create a folder.
2. Click



from the action bar. The **Add a Folder** form is displayed:

 A dialog box titled "Add a Folder" with a close button (X) in the top right corner. Inside the dialog, there are two labels: "Type" and "Name". The "Type" label is next to a dropdown menu currently showing "Content Folder". The "Name" label is next to a text input field containing "Content Folder". Below the text input field, the words "Document Folder" are listed, and a blue selection bar highlights this option. To the right of the text input field is an asterisk (*). At the bottom of the dialog are two buttons: "Save" and "Cancel".

3. Click the icon to see type list and select the Content Folder type.
4. Input value for the Name field. This field is required. You can not input some special characters in the Name field (@ # % & * () " ' : ; [] { } / !)
5. Click Save to accept creating a new folder.



Folder Creation

A folder name can be the same with the existing one. When a new folder is created with the same name with other existing folder, after you click Save, its name will be added an index (e.g: test[2]).

You can only create a content folder in another content folder.

You can create a document folder in a content folder or a document folder.

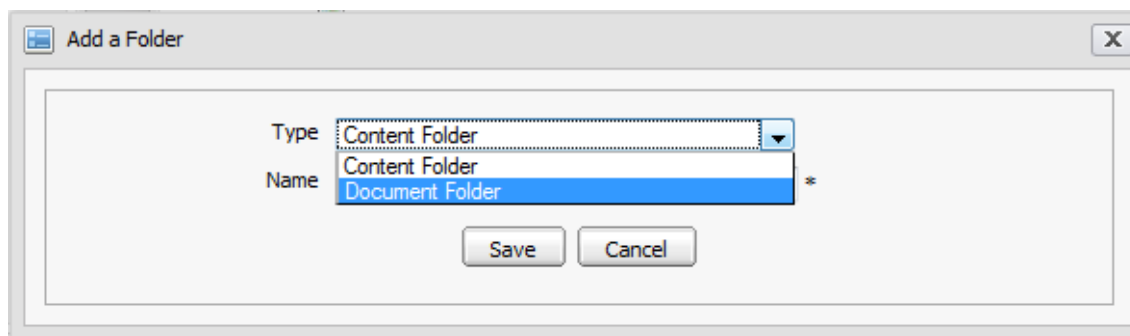
Procedure 4.18. Create document folders

1. Select the path to create a new folder.

2. Select the Actions tab.
3. Click



. The Add a Folder form appears:

A dialog box titled "Add a Folder" with a close button (X) in the top right corner. Inside the dialog, there are two labels: "Type" and "Name". The "Type" label is next to a dropdown menu currently showing "Content Folder". The "Name" label is next to a text input field containing "Content Folder". Below the input field, the text "Document Folder" is visible, suggesting a list of suggestions or a previous entry. To the right of the input field is an asterisk (*). At the bottom of the dialog are two buttons: "Save" and "Cancel".

4. In the **Add a folder** form, click



to see the folder types list and select Document Folder.

5. Enter a value for the **Name** field. This field is required. Some special characters are not allowed to be input in the Name field: (@ # % & * () " ' ; [] { } / !)
6. Click **Save** to accept creating a new folder.



Like a content folder, A folder name can be the same with the existing one. When a new folder is created with the same name with other existing folder, after you click Save, its name will be added an index (e.g: test[2]).

4.6.4.4. Add translations to a document

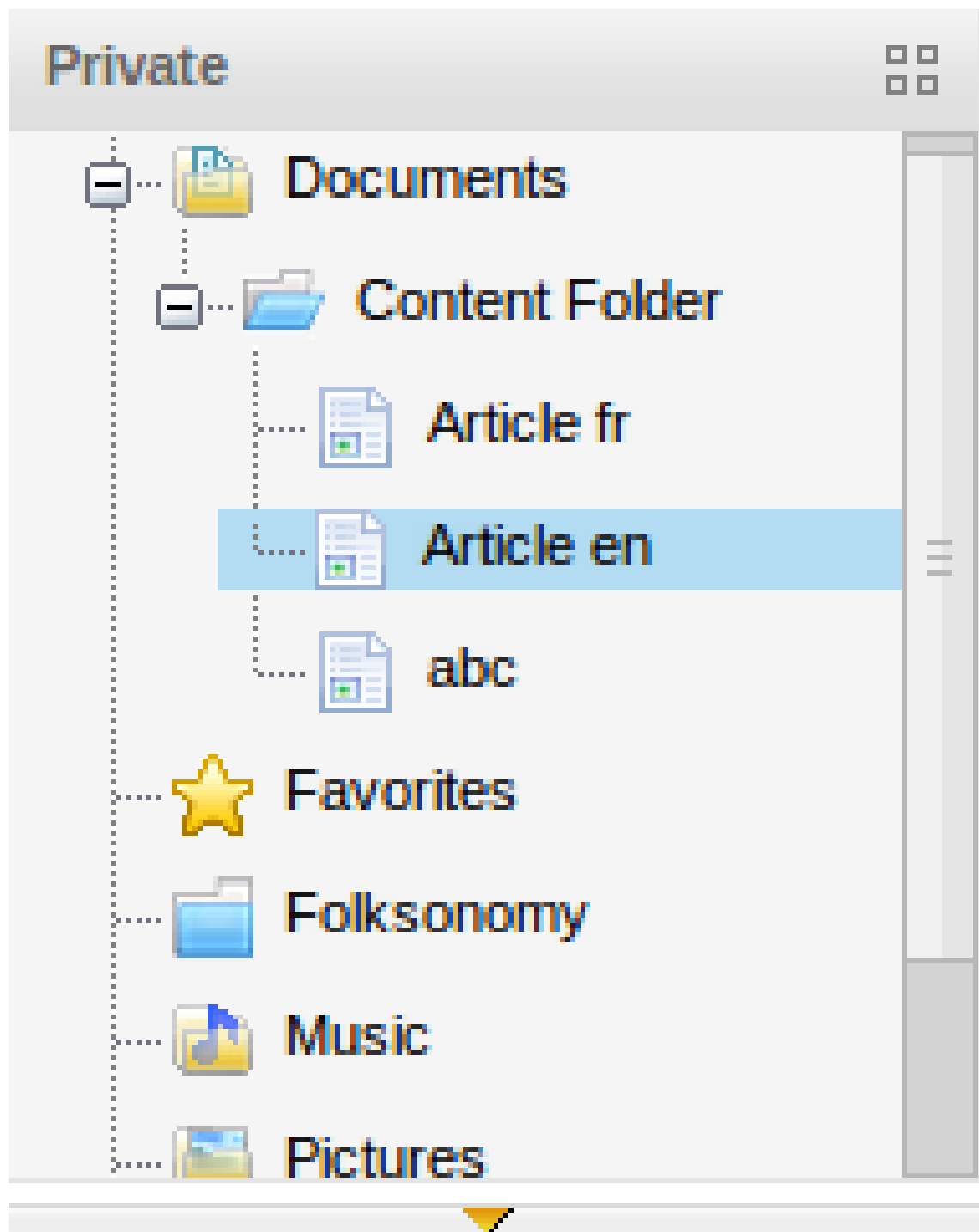
This function allows users to add multiple languages for a document. This action is similar to adding a language.

By default, the **Add translation** button is not displayed on the toolbar.

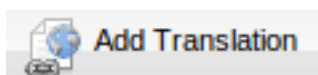
Enable this function by navigating to **Sites Administration**, then **Content Presentation**, then **Manage Views**.

Procedure 4.19.

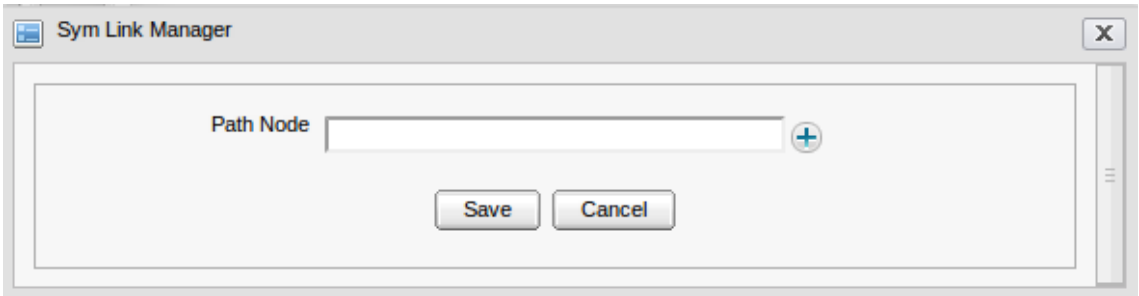
1. Select the document you want to add the translation for. For example; select an **Article** which is in *English*:



2. Click



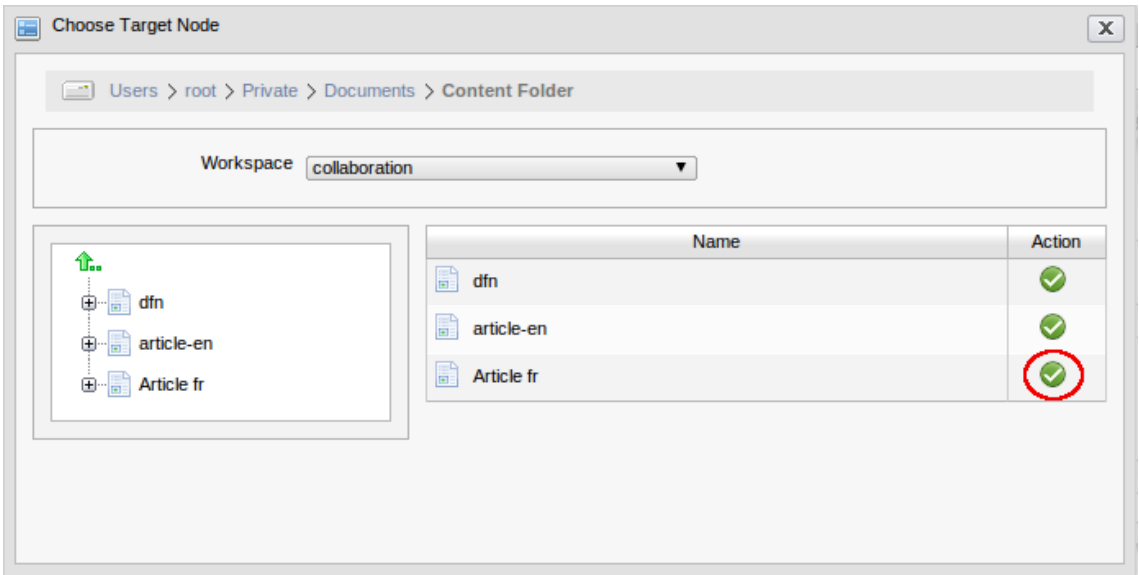
in the **Action** bar. The **SymLink Manager** will appear:



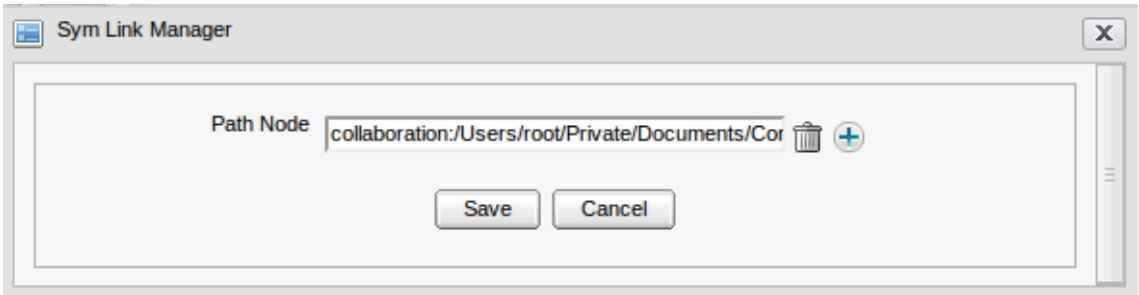
3. Click



, then browse to the target document that has different language with the first document. For example, the **Article** version in French.



4. After you have selected the document, click **Save** on the **SymLink Manager** form:



5. Select the document which you have added the translation to, then click the **Relation** button on the sidebar.

You will see the available language for the selected document. Click the language on this panel to view the document in the corresponding language version.

Languages List

- en (Article fr)
- en (Article fr)

Relations List

No related document

References List

No related document

4.6.4.5. Add symlink

You also easily add a sym link for a document for the purpose of fast accessing the document that you are looking for:

Procedure 4.20.

1. Select a document that you want to add a sym link.
2. Right click that document and select **Add Sym Link** from the menu.
3. The selected document will be added a sym link immediately. You now can click the sym link to view its content.

4.6.4.6. Comment

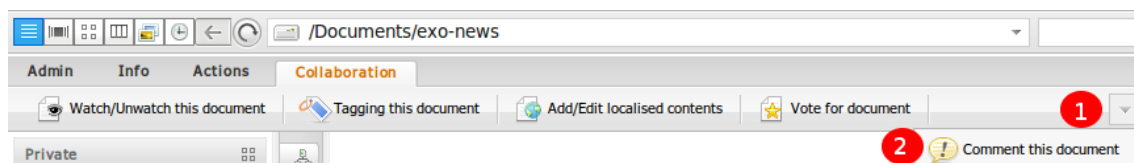
This function is used to comment on a document (Note: you cannot vote for a **File Plan** document).

Procedure 4.21.

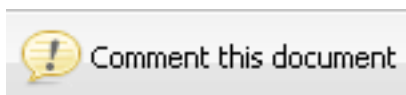
1. Select the document that you want to add a comment to.

Chapter 4. Basic Actions

2. Select the **Collaboration** tag to show advanced actions.



3. Click




The **Add Comment** form appears:

A screenshot of the 'Add Comment' form. The form has a title bar that says 'Add Comment'. Inside, there's a large text area labeled 'Comment'. Above the text area is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, etc.) and alignment. Below the toolbar, there are dropdown menus for 'Style', 'Format' (set to 'Normal'), 'Font', and 'Size'. At the bottom of the form, there are two buttons: 'Save' and 'Cancel'.

4. Add your comment in the **Comment** field.
5. Click **Save**.

Comments are shown at the bottom of the document:



Skills

Languages **English**

Summary :


Communication skills play an important part in our success.

Content :

Being able to communicate effectively is therefore essential if you want to build a successful career. To do this, you must understand what your message is, what audience you are sending it to, and how it will be perceived. You must also weigh-in the circumstances surrounding your communications, such as situational and cultural context.

Links :

Attachments :

Avg. Rating: 4.0 Votes: 1 

Last comment posted by **root** at 8:57 AM. Wed, Jun 24, 2009

[1 Comments](#) [Show comments](#)

To view your comment click the **Show Comments** link:

Last comment posted by **marry** at 5:38 PM. Thu, Jun 18, 2009

[2 Comments](#) [Hide comments](#)

Commented by **marry** - Email: **marry@localhost** - 5:38 PM. Thu, Jun 18, 2009

This article is very useful for people who want to improve their communication skills.

You can edit your comment by clicking the



icon or delete it by clicking

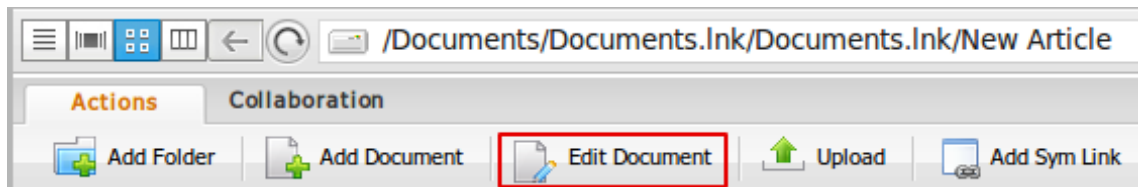


4.6.4.7. Edit documents

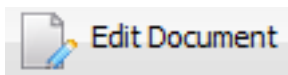
There are two ways to edit a document.

Procedure 4.22. Method One

1. Select the document you want to edit in the left pane
2. Select the **Actions** tab to show the Actions bar.



3. Click



in the Action Bars

Or:

Procedure 4.23. Method Two

1. Select a folder that contains the document you want to edit.
2. Right-click the document you want to edit and select Edit from the menu.

The **Edit Document** form will appear. All information of the selected document will be displayed in this form and ready for you to change except the **Name** field.

3. Click **Save** to commit the changes.

4.6.4.8. Export nodes

Nodes can be exported into either **.xml** or **.zip** file types.

Procedure 4.24.

1. Select the node that you want to export
2. Select the **Admin** tab.
3. Click the Action bar to show the **Export Node** form:

Table 4.8.

Fields	Details
Path to Export	The path of the node being exported. This field will be prepopulated.
Format	The format of the original node.
Document View	Each node is a tag and properties of that node are considered to be elements of that tag.
System View	Each node and each property of that node is included in a different tag.
Zip	If this field is checked, the node will be exported as a .zip file.

4. Click **Export** and choose a location to save the exported file.



Exporting Versioned nodes

The **Export Node** form will offer an **Export version history** button if the node being exported, or any of its child nodes, is versioned.

This action exports all of the node's version history.

4.6.4.9. Import Nodes

Nodes that are in the **.xml** file format can be imported in to the JCR Explorer system.

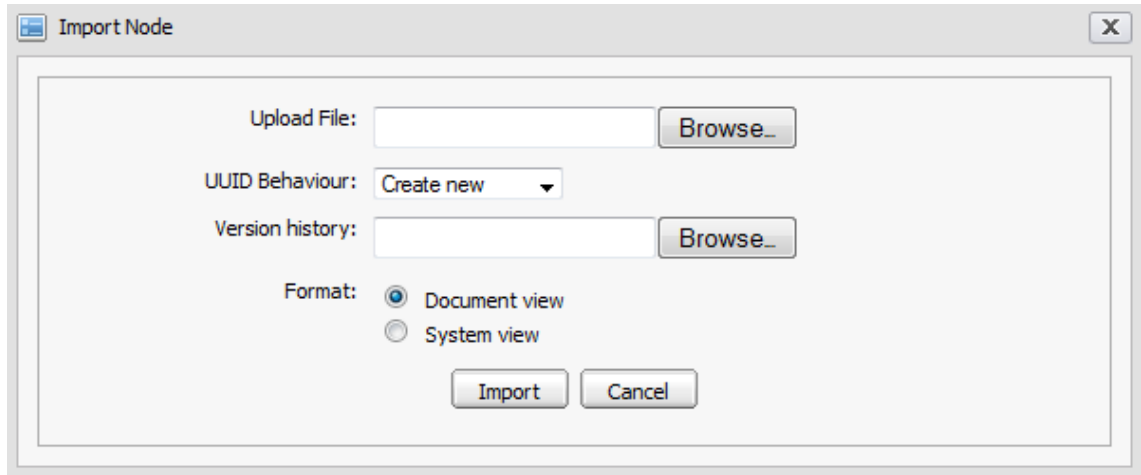
Procedure 4.25.

1. Select the location that you want to import the new node to.
2. Select the **Admin** tab.

3. Click



. The **Import Node** form appears.

A screenshot of the 'Import Node' dialog box. It has a title bar with a close button. Inside, there are four main sections: 'Upload File:' with a text field and a 'Browse...' button; 'UUID Behaviour:' with a dropdown menu showing 'Create new'; 'Version history:' with a text field and a 'Browse...' button; and 'Format:' with two radio buttons, 'Document view' (selected) and 'System view'. At the bottom are 'Import' and 'Cancel' buttons.

4. Click **Browse** next to the *Upload File* field and navigate to the file you want to import.

5. Click



to upload the file.

6. Select the **UUID** from the drop down menu:

Create new

A new UUID will be created for the new node.

Remove existing

The new node will be created in the selected path with the UUID it was exported with.

Replace existing

The imported node will replace the existing node and UUID.

Throw Exception

This option will display an alert informing you if you can not import the file.

7. Click **Browse** next to the *Version history* to select a version to import and click



to upload it.

8. Select a format.

9. Click **Import** to import the chosen version of the selected file.

4.6.4.10. Manage Actions

4.6.4.10.1. Add an action

Procedure 4.26.

1. Select the node you want to add an action to.
2. Select the **Admin** tab.
3. Click

on



The **Manage Actions** form will appear.

4. Select the **Add Actions** tab.

A screenshot of the "Manage Actions" form. The form has a title bar "Manage Actions" with a close button. Below the title bar is a dropdown menu "Create an Action of Type" with the value "exo:addMetadataAction". Below this is a section titled "Add/Edit an Action". Inside this section are several fields: "Id" (empty), "Name" (empty text box with an asterisk), "Lifecycle" (a list box containing "User Action", "schedule", "node_added", "node_removed", and "property_added" with an asterisk), "Metadata" (a dropdown menu with the value "mma:destroyable"), "Is deep" (a checked checkbox), "NodeTypes" (empty text box with a plus icon and a magnifying glass icon), "Description" (empty text box), and "Affected NodeTypes" (empty text box with a plus icon and a magnifying glass icon). At the bottom of the form are two buttons: "Save" and "Back".

- Click on



and select the type of action from the drop down menu

Table 4.9.

Field	Details
exo:action	This action is not supported.
exo:AddMetadataAction	This action adds metadata
exo:autoVersioning	This action automatically adds a version.
exo:createRSSFeedAction	This action creates an RSS file.
exo:enableVersioning	This action enables versioning.
exo:getMailAction	This action fetches mail
exo:sendMailAction	This action sends mail.
exo:taxonomy/Action	???
exo:transformBinaryTo TextAction	This action converts <i>.pdf</i> or <i>.doc</i> file types to plain text.

- Complete the required fields in the form for the selected action.
- Click **Save** to commit the action.

All actions of a node are listed in the **Available Actions** tab.

Once an action is added to a node it is automatically added to any child nodes of the selected node.



Actions in menus

Not all actions are listed in a nodes right-click menu. Some will be performed immediately when that action is added.

4.6.4.10.2. View Actions

Procedure 4.27.

- Open the **Manage Actions** form and select the **Available Actions** tab.

- Click the



icon that corresponds to the action you want to view.

The details will be displayed in the **Action info** tab:

Action name	GetMail
Is deep	true
nodeTypeName	
Lifecycle	read
Affected NodeTypes	
Protocol	pop3
Host	
Port	
Folder	Inbox
User name	support@exoplatform.com
Description	
store-path	Users/root/Private/Mail

Cancel

4.6.4.10.3. Edit an action

Procedure 4.28.

1. Open the **Manage Actions** form and select the **Available Actions** tab.

Name	Description	Instance Of Action Type	Action
GetMail		[exo:getMailAction]	
SendMail		[exo:sendMailAction]	

Close

2. Click the



icon that corresponds to the action you want to modify.

3. Edit the properties in the **Actions form**:

Edit action

Action form

Id: GetMail

Name: GetMail *

Lifecycle: User Action (selected), schedule, node_added, node_removed, property_added *

Protocol: pop3

Host:

Port:

Folder: Inbox

User Name: support@exoplatform.com

Password:

Is deep: ☒

NodeTypes:

4. Click **Save** to commit the changes.

4.6.4.10.4. Delete an action

Procedure 4.29.

1. Open the **Manage Actions** form and select the **Available Actions** tab.

Manage Actions

Available Actions | Add Action | Action info

Name	Description	Instance Of Action Type	Action
GetMail		[exo:getMailAction]	
SendMail		[exo:sendMailAction]	

Close

2. Click the



icon that corresponds to the action you want to modify.

3. Click **OK** on the confirmation dialog box to delete the action of **Cancel** to quit.

4.6.4.11. Manage Auditing

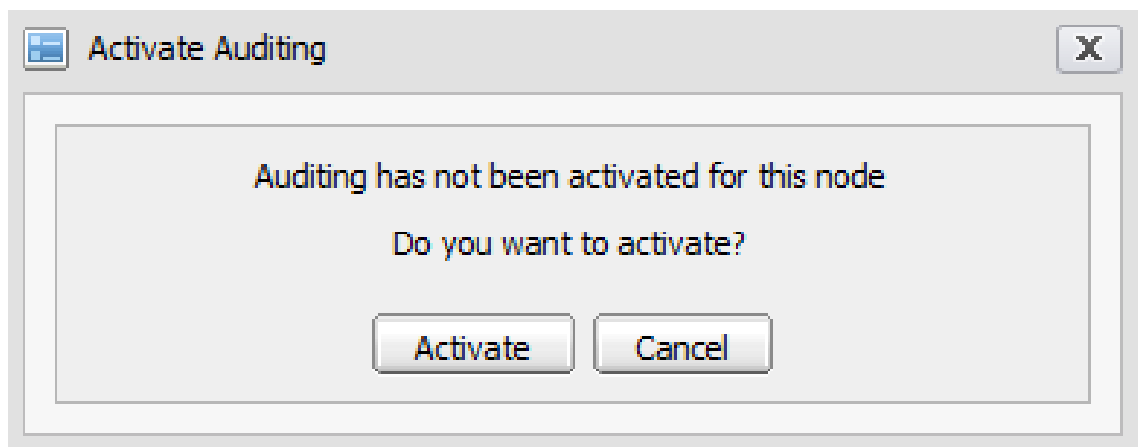
This function logs property changes in nodes.

Procedure 4.30.

1. Select a node.
2. Select the Details view and the **Info** tab on the Action bar.
3. Click



. The **Activate Auditing** message appears.

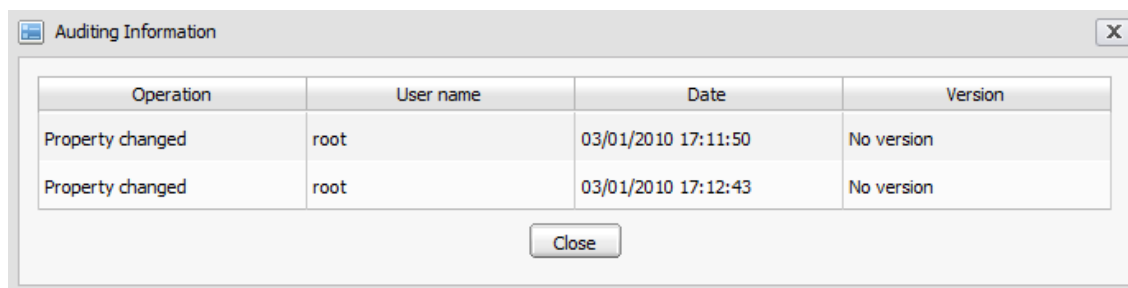


4. Click **Activate** to activate auditing on the selected node.
5. Click



again to view audit information for the selected node.

The **Auditing Information** list appears.

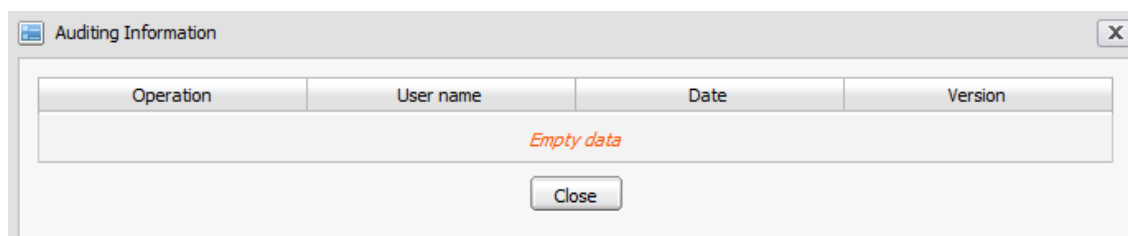


A screenshot of a window titled "Auditing Information". It contains a table with four columns: "Operation", "User name", "Date", and "Version". The table has two rows of data. Below the table is a "Close" button.

Operation	User name	Date	Version
Property changed	root	03/01/2010 17:11:50	No version
Property changed	root	03/01/2010 17:12:43	No version

Close

If the node has no audit information the form will appear like this:



A screenshot of a window titled "Auditing Information". It contains a table with four columns: "Operation", "User name", "Date", and "Version". The table is empty, and the text "Empty data" is displayed in red in the center. Below the table is a "Close" button.

Operation	User name	Date	Version
-----------	-----------	------	---------

Empty data

Close

4.6.4.12. Manage Categories

4.6.4.12.1. Add a category for a node

You can add categories to document type nodes only:

Procedure 4.31.

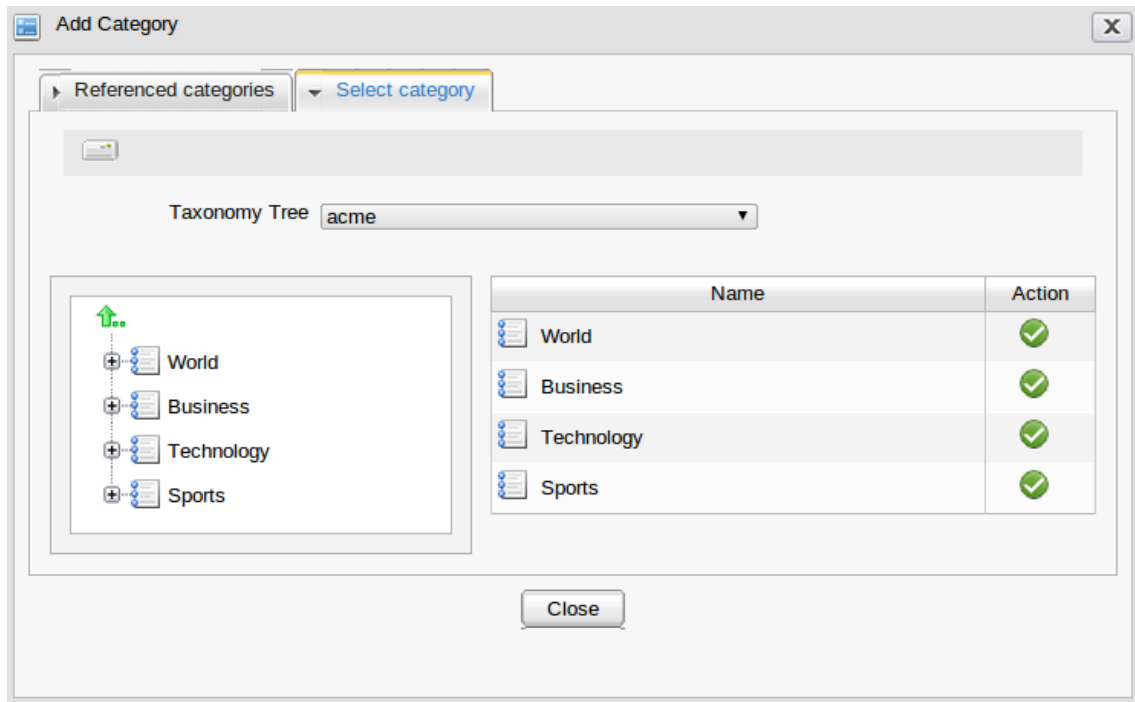
1. Select the node that you want to add a category to:
2. Select the **Admin** tab.

3. Click  on



The **Add category** form appears.

4. Select the **Select category** tab to show the available categories.



- Click



to add the corresponding category to the node.

Categories that have been added to a node are listed in the **Referenced categories** tab of the **Add categories** form.

All nodes belonging to a category can be viewed by doing the following:

Procedure 4.32.

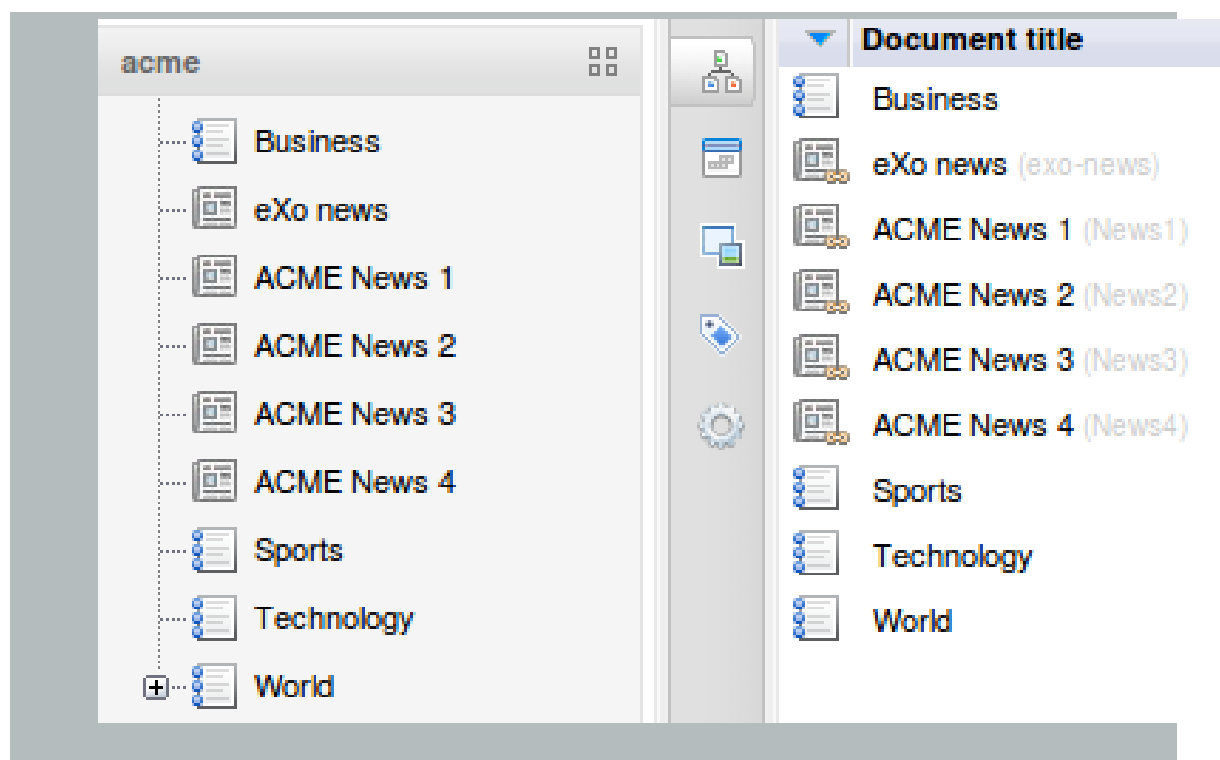
- Go to the drive that contains the category you have added. There will be a list of categories available.
- Select the category you want. The documents in that category will be listed.



Copy/pasting nodes

When copy and pasting a node in a drive, a new node with the same content will be created with a different name.

When copy and pasting a node in the category tree, a reference to the original node will be created. This reference is a link rather than a copy. This feature preserves disk space.



4.6.4.12.2. Delete a Category

Procedure 4.33.

1. Select a categorized node.

2. Click  the



icon.

3. Select the **Referenced categories** tab.

4. Click  the



that corresponds to the category you want to delete.

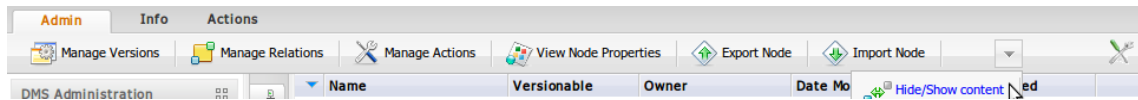
4.6.4.13. Show/Hide Content

Nodes can be hidden or revealed as desired.

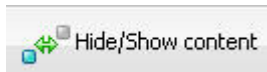
Procedure 4.34. Hide a Node

1. Select the node you want to hide.

2. Select the **Admin** tab.



3. Click



on the Action bar to hide the node.

A message box will appear with a confirmation that the node has been hidden.

4. **Show a Node**

To reveal a hidden node, click



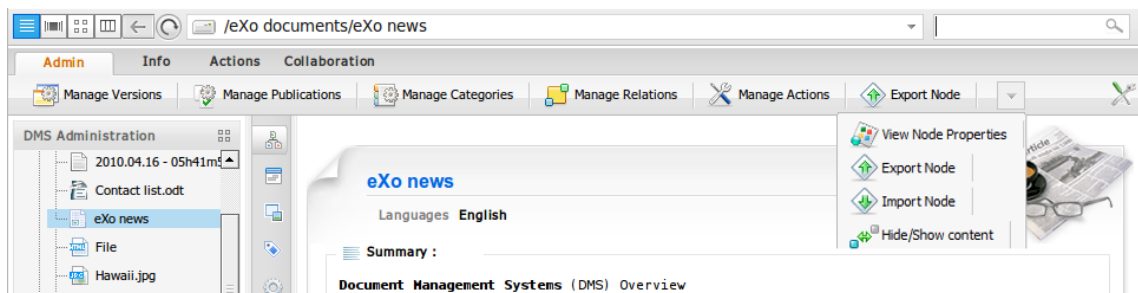
again.

4.6.4.14. Manage Publications

This function is used to manage node publication.

Procedure 4.35.

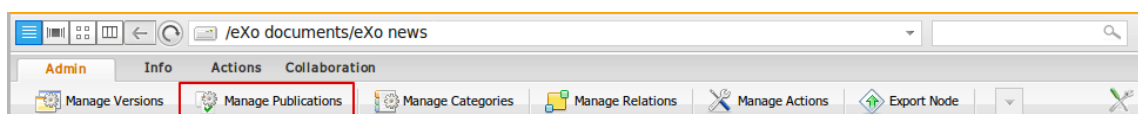
1. Select a node (on the left or right panel) which you want to manage the publication.
2. Select the **Admin** tab to show administration actions in the **Action** bar:



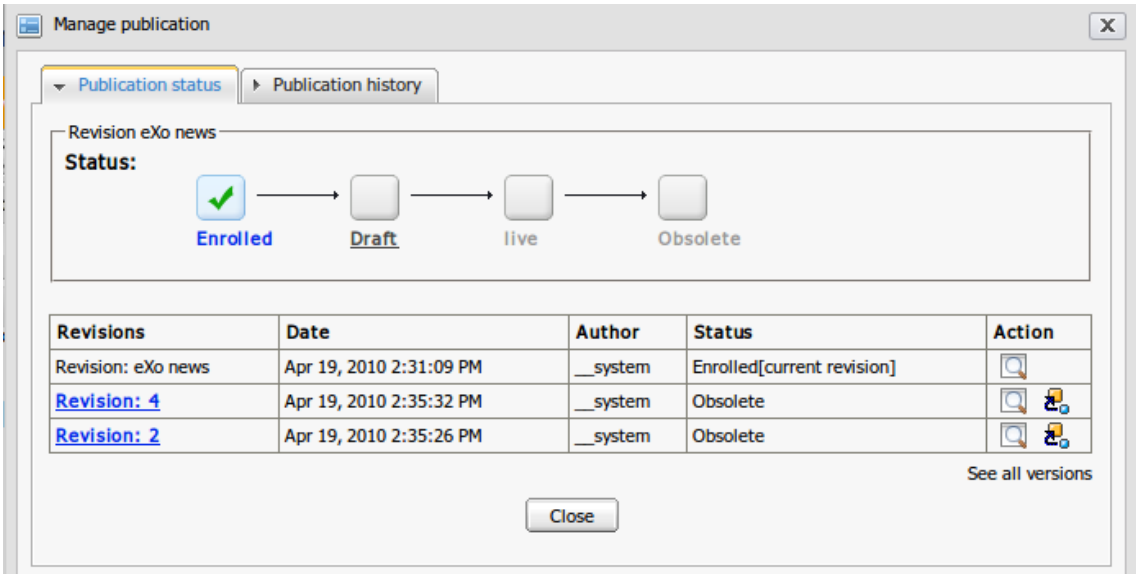
3. Click



on the actions bar.



The **Manage Publications** form appears:



The **Publication status** tab displays some basic information and the current state of the selected node.

4. Click

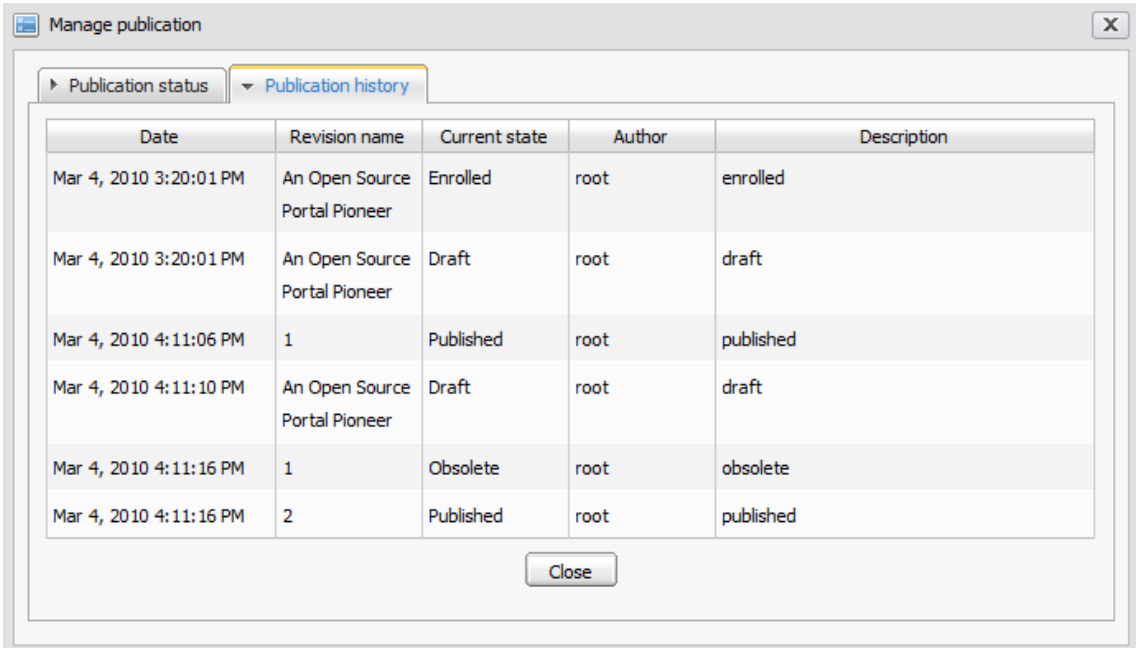


to view the content of the node or click



to restore a version (refer to [Section 4.6.4.16, “Manage Versions”](#) for information about versioning)

5. Select the **Publication History** tab to view the nodes publication history.



- Click save to commit any changes made.

4.6.4.15. Manage Relations

You can use this function to create relationships between nodes

4.6.4.15.1. Add a relation

Procedure 4.36.

- Select the node you want to add a relations to.
- Select the **Admin** tab.

- Click the



.

The **Add relation** form appears.

- Select the **Select relation** tab to see a list of other documents.

- Click the



that corresponds to the document(s) that relate to the document selected in the **Step 1**.

Documents linked to the original via a relation will be listed in the **Relation List** tab.



Relation Rules

- Relations can only be added to document and uploaded file node types
- A node cannot have a relation to itself.

4.6.4.15.2. Delete a relation

Procedure 4.37.

- Select a node that has links to related documents.
- Click on



.

3. Select the **Relation List** to view the relations for the selected node.

4. Click



corresponding to the relation you want to remove.

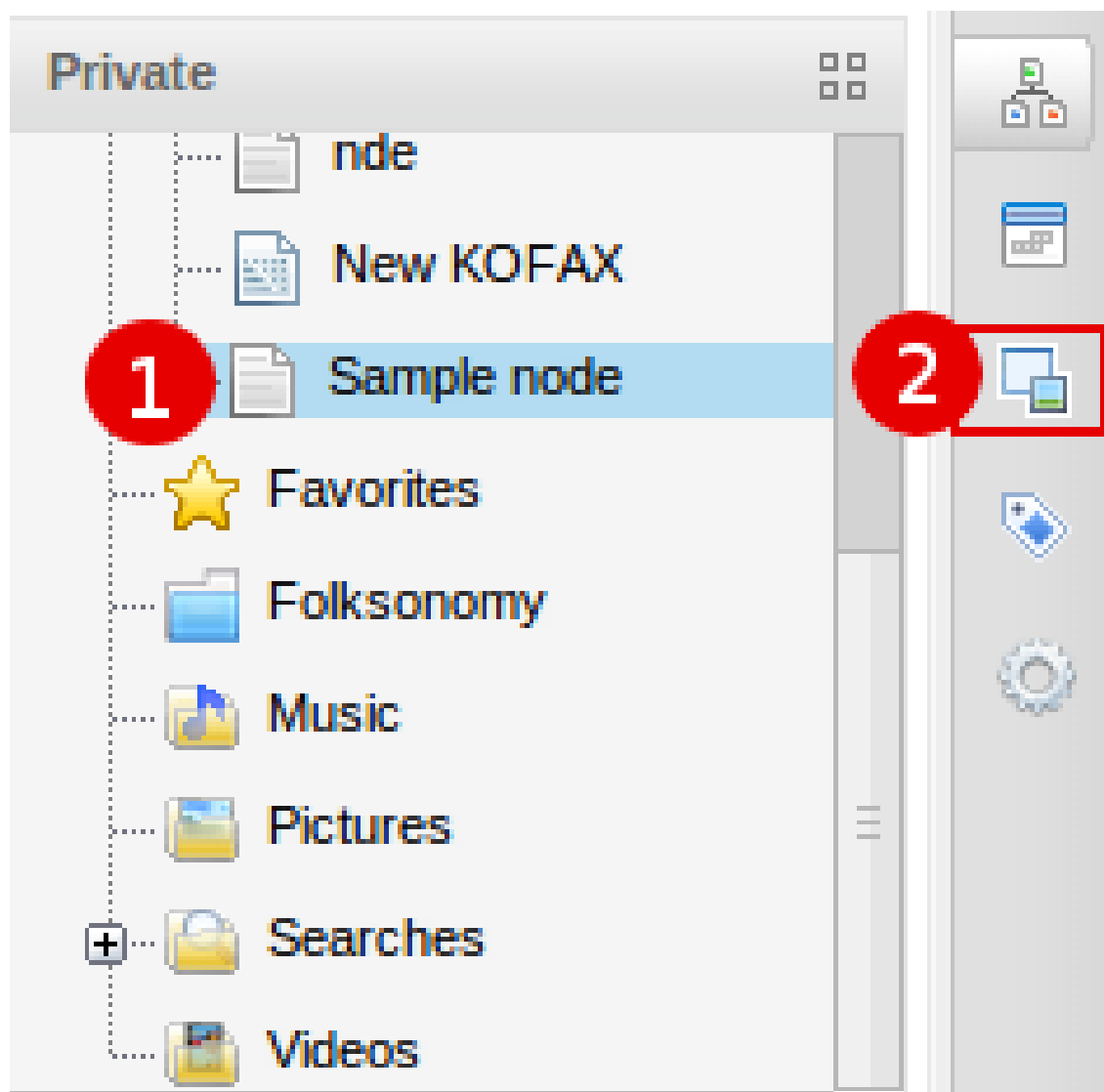
5. Click **OK** on the confirmation message to delete the relation.

The related document will be removed from the list.

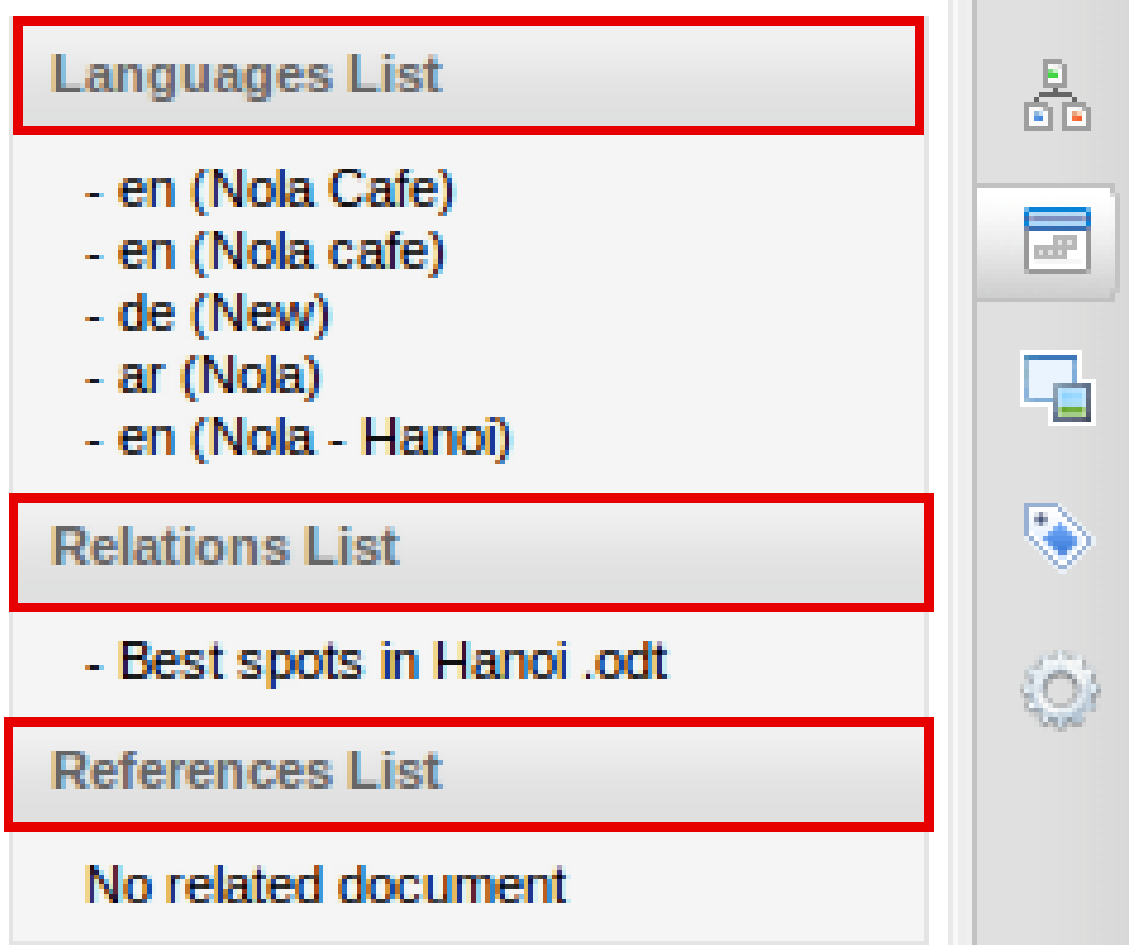
4.6.4.15.3. View Relations

Procedure 4.38.

1. Select a node that has links to related documents.
2. Click the relation button on the side panel:



All nodes related to the selected node will be displayed in the left pane:



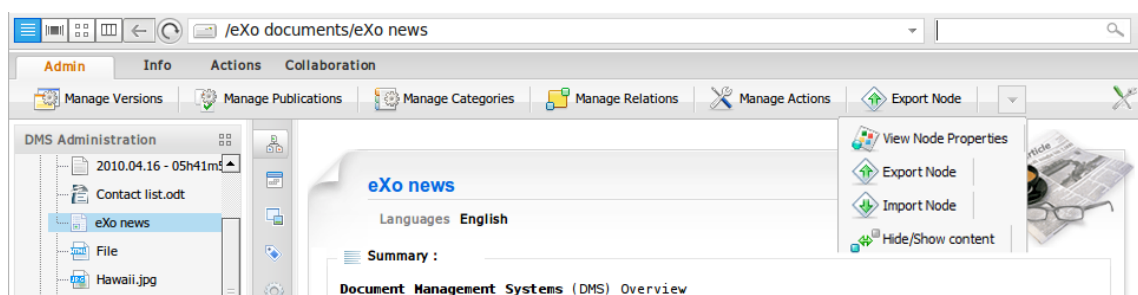
3. Click on the name of the related node to view the document.

4.6.4.16. Manage Versions

4.6.4.16.1. Add versions for nodes

Procedure 4.39.

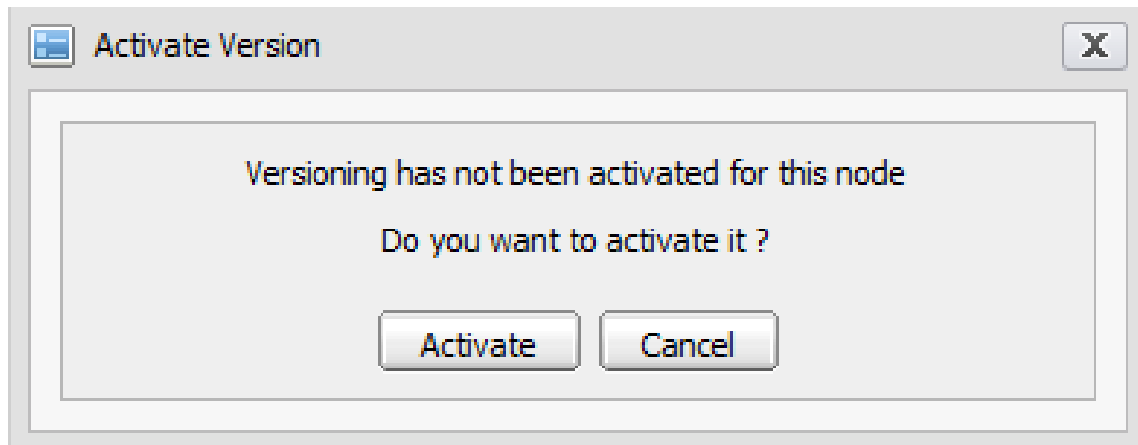
1. Select a node to add a version to.
2. Select the **Admin** tab to show available administration actions:



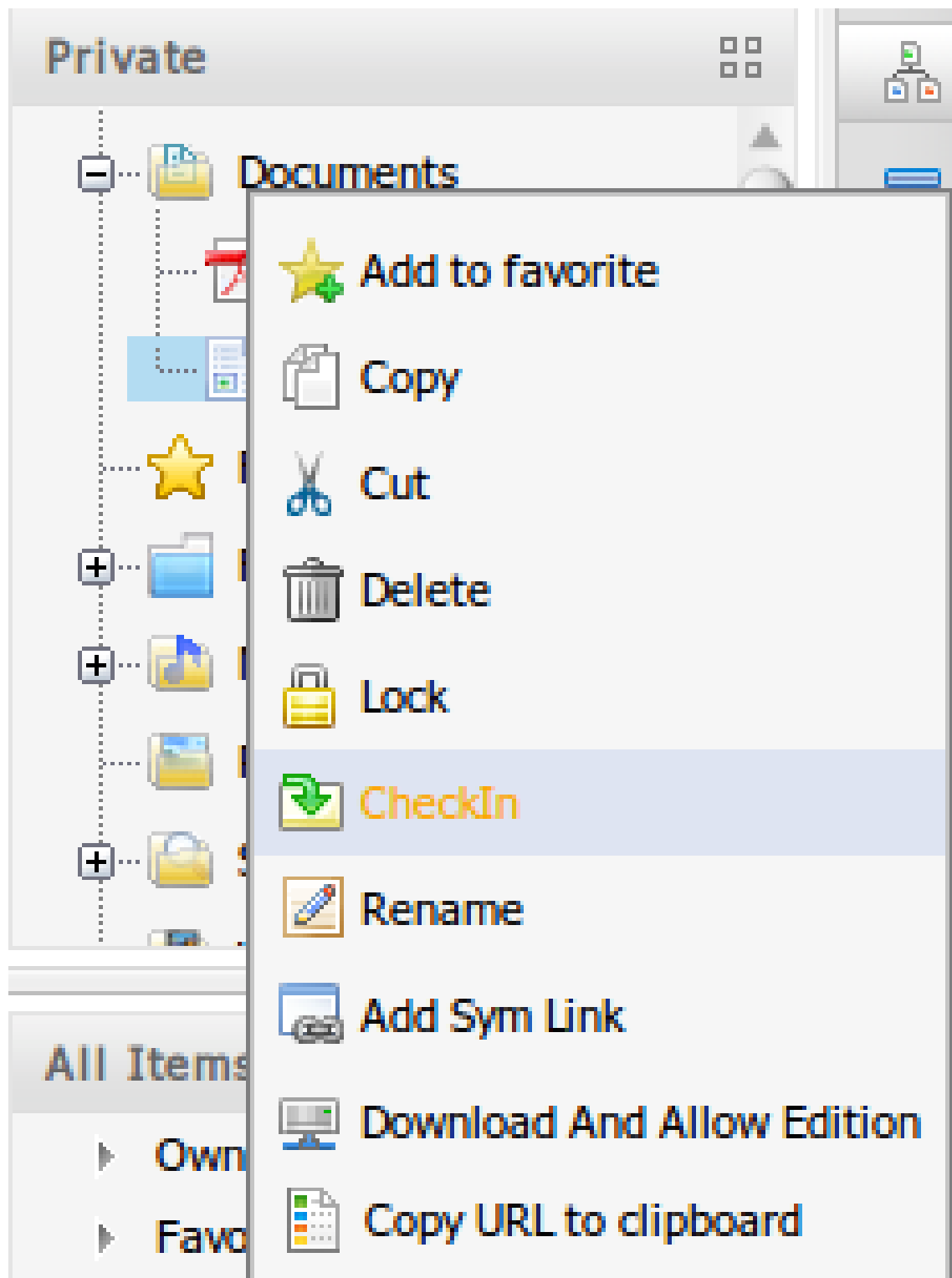
3. Click



The following message box will appear:



4. Click **Activate** to activate a version for the node.
5. Right click the selected node and select **CheckIn** from the menu:



6. Click



again to open the **Version Info** window.



The node selected in step one has been added as the *Base version*.

7. Right click the node again and select **Check out** to obtain a version of this node.



No actions (copy/cut/rename) can be taken on a node in **Check In** status. You must check it out before you can perform any actions on it.

If you want to add more versions for a node, right click selected node above and select **Check In** and then **Check Out**

4.6.4.16.2. Adding and Removing labels for Versions

Procedure 4.40. Adding a label

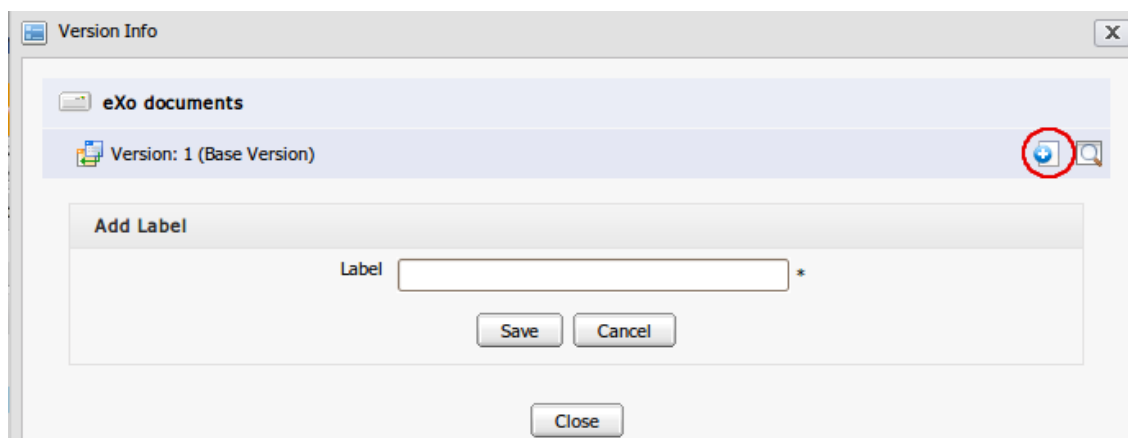
1. Select a versioned node.
2. Click



3. Click the



on the **Version Info** window to show the **Add label** field under the version list.



4. Enter a value into the **Label** field.

The label must be unique and can not use special characters such as @, #, \$.

5. Click **Save** to submit the new label.

Procedure 4.41. Removing a label

1. Select a versioned node that has at least one label.

2. Click

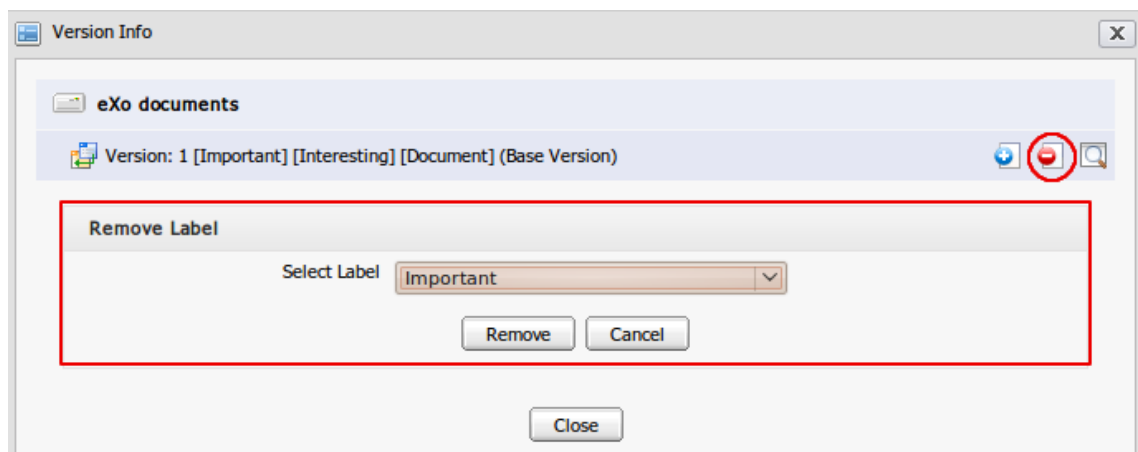


3. Click

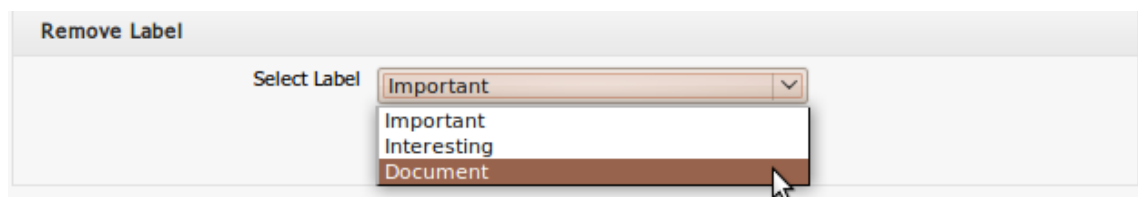


the

on the **Version Info** window to show the **Remove label** field under the version list.



4. Select the label you want to remove from the drop down menu:



5. Click the **Remove** button to remove the selected label.

4.6.4.16.3. View versions

Procedure 4.42.

1. Select a versioned node.

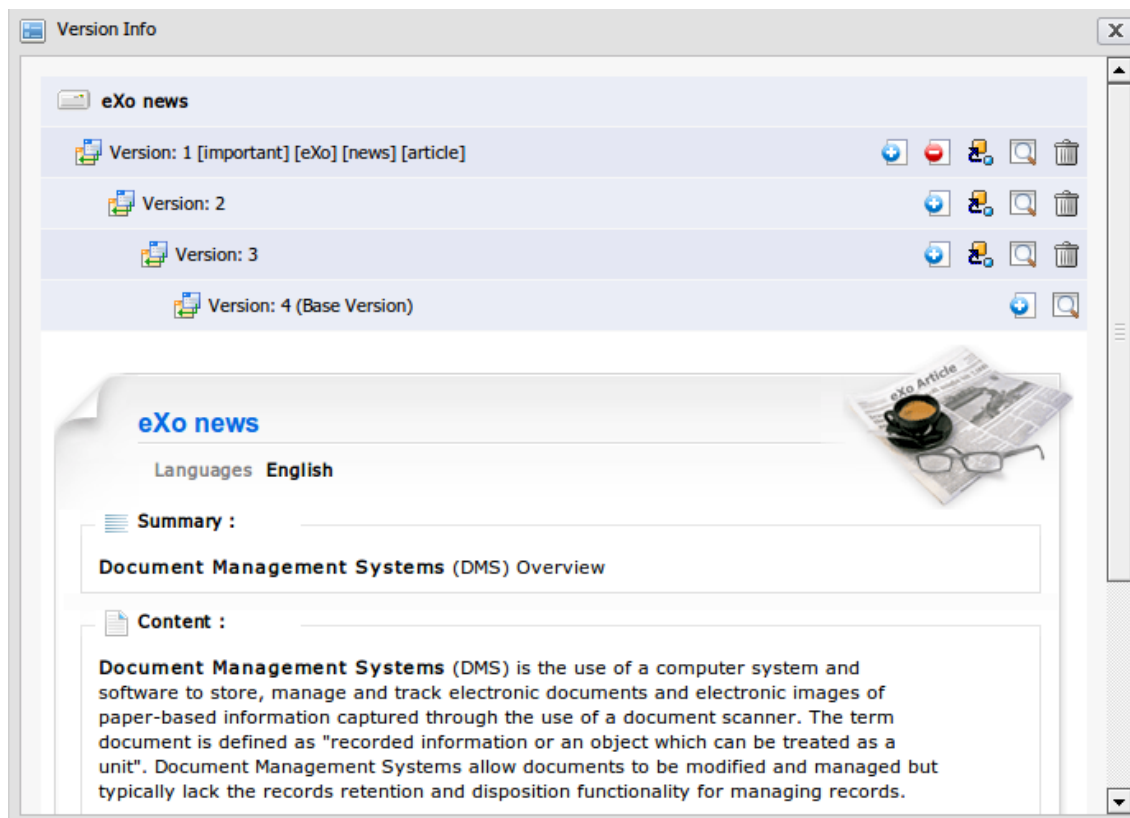
2. Click



3. Click



to see the current versions of the selected node.



Folder Nodes

Version viewing is not supported on folder nodes.

If you click



while the selected node is a folder, a message to this effect will appear.

4.6.4.16.4. Restore versions

Procedure 4.43.

1. Select a node that has at least two versions stored.

2. Click



3. Select the version that you wish to restore as the base version.

4. Click

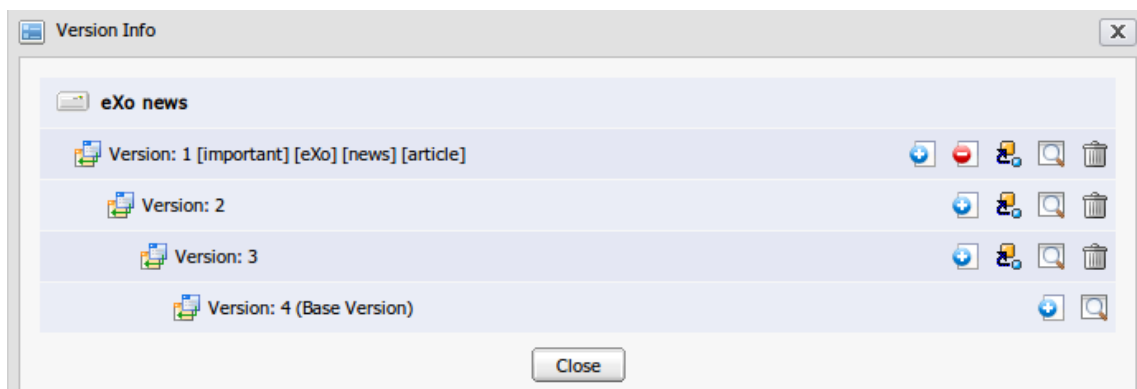


to restore the selected version

4.6.4.16.5. Delete versions

Procedure 4.44.

1. Select a node with at least two versions:



2. Click



3. Click the



icon that corresponding to the version you want to delete.

A confirmation message will appear.

4. Click **OK** to delete the version or **Cancel** to quit.



Base Versions

You cannot delete a base version.

4.6.4.17. Multi Language

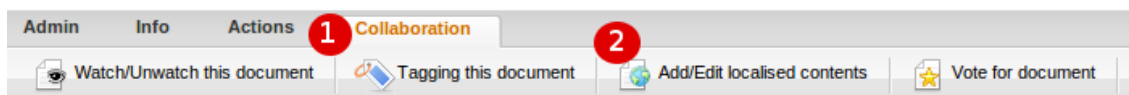
This function is used to support users to add multiple languages for a document. Each document can be displayed in many languages.

Procedure 4.45.

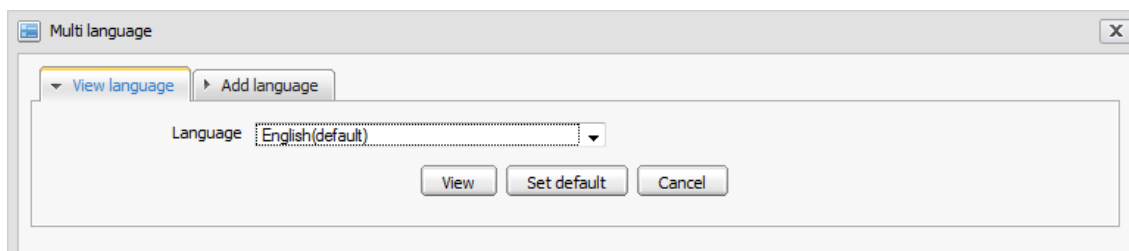
1. Select a document that you want to add language(s).
2. Select the **Collaboration** tab to show some advanced actions on the Action bar.
3. Click



on the **Action** bar.



The **Multi-language** form will appear.



The **View language** tab contains a list of all languages. The default language for the document will be automatically populated.

4. Select the **Add language** tab. This tab will be displayed differently, depending on what file you selected. However, the area where you can add languages for document is the same. The below illustration shows the **Add language** tab for a **Sample node** file:

Language: ---

Set default: ☐



Title: Sample node *

Name: sample-node *

Description: One of the best coffeshop in Hanoi

Date: 05/19/2010

Date time: 05/21/2010 09:31:39

Upload image:  

Mime Type: image/jpeg

Summary: A funky new cafe that can be a challenge for some to find.

Content: Tucked away in an alley off the busy Old Quarter street of Ma May. This place has great and reaxing athmosphere to enjoy coffee with friends.

Save Cancel

this area is shown differently, depends on the filetype.

5. Select a language you want to add from the **Language** drop-down list.

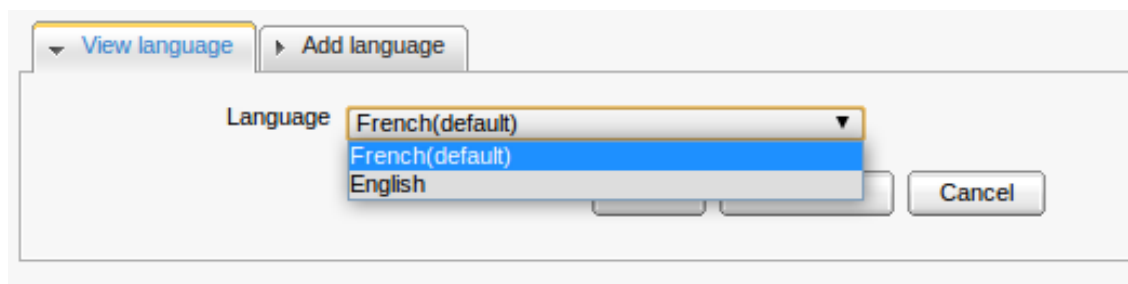
If the selected language has not been added for current document, the content field will be blank.

Language: French

Set default: ☒

Select the **Set default** checkbox if you want to set your selected language as default language.

6. Click **Save**, you will be returned to the **View languagetab**. Your selected language is now added to the **Language** field:

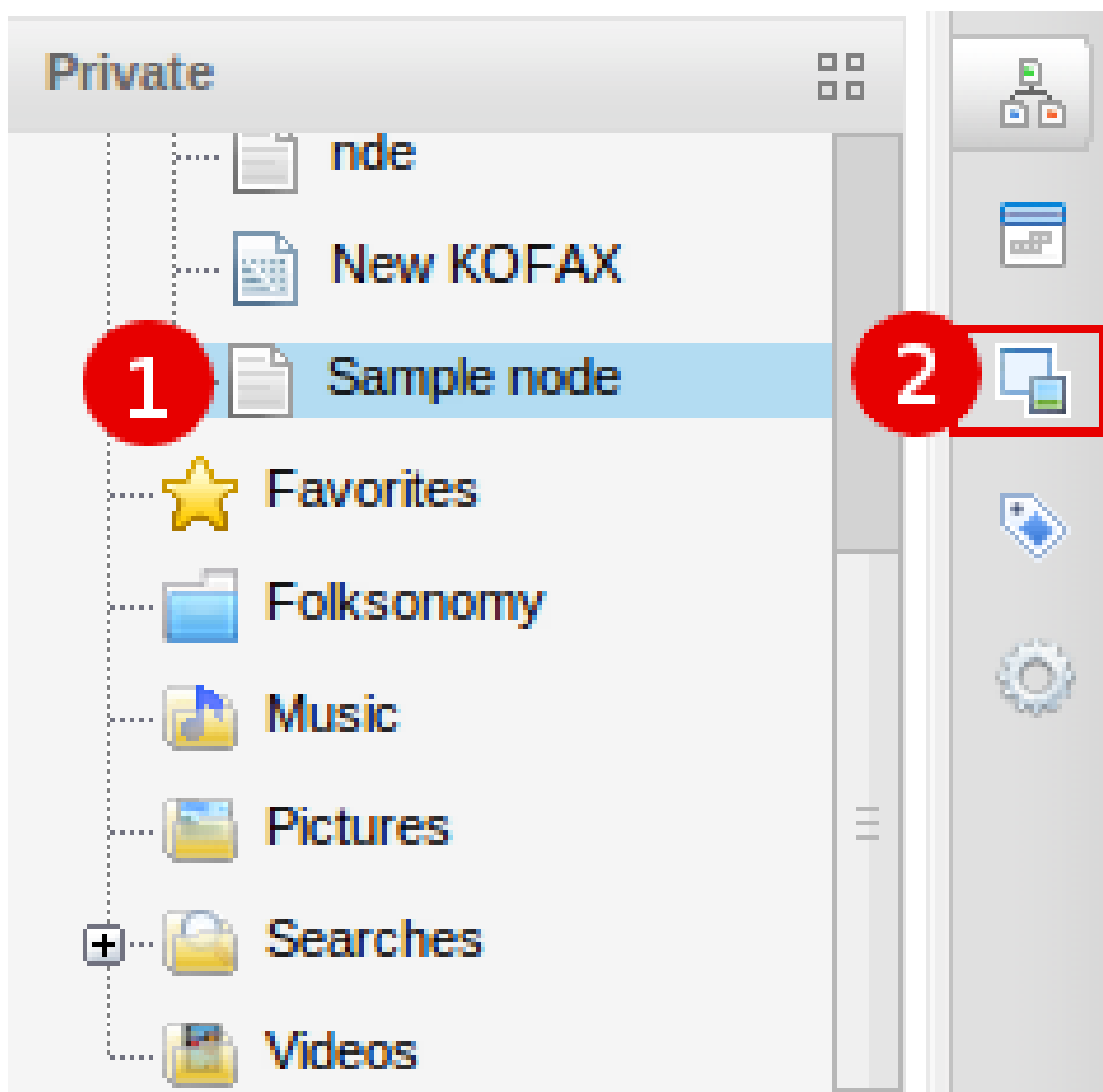


You can view this document in new added language by selecting the language from the language drop-down list then click the **View** button.

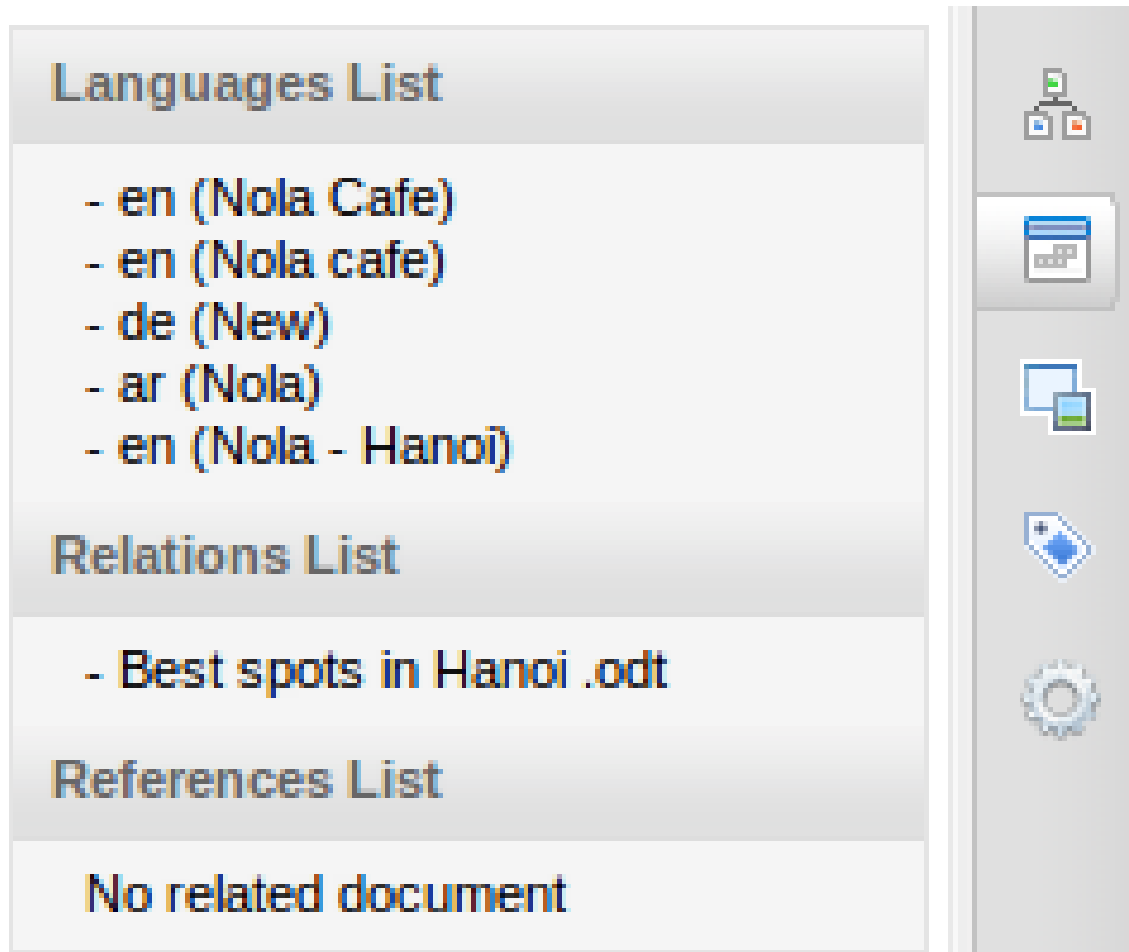
To view the languages list of a document, do the following:

Procedure 4.46.

1. Select a document that you want to view the language list then click the **Relation** button on side panel:



2. The list of language (and all related documents) will be displayed on the left panel:



You can view the document in the new language by clicking the corresponding link in **Languages List**.

For more details about **Relations**, refer to [Section 4.6.4.15.3, "View Relations"](#).



Language Notes

You cannot add multiple languages for a **File Plan**.

When a document is a sub-node of **File Plan**, you also cannot add language to it.

4.6.4.18. Overload Thumbnails

You can 'overload' a thumbnail image for a folder. Overloading allows a folder to be represented by a thumbnail image, rather than a folder icon.

To overload a thumbnail:

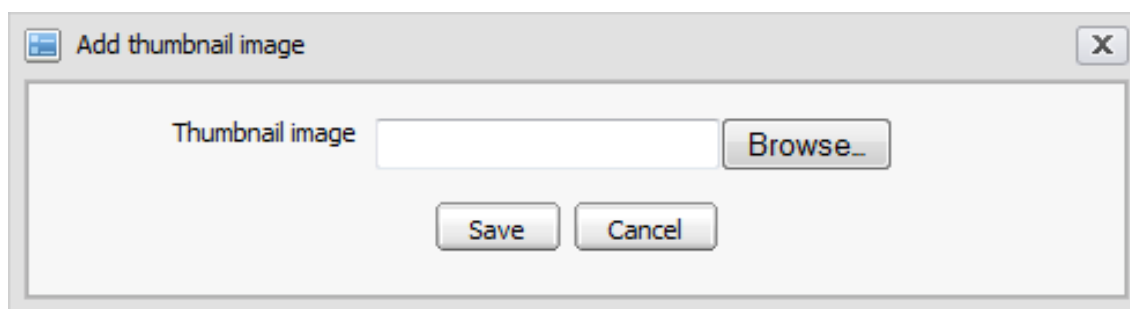
Procedure 4.47.

1. Select the folder you wish to overload with a thumbnail image.
2. Click

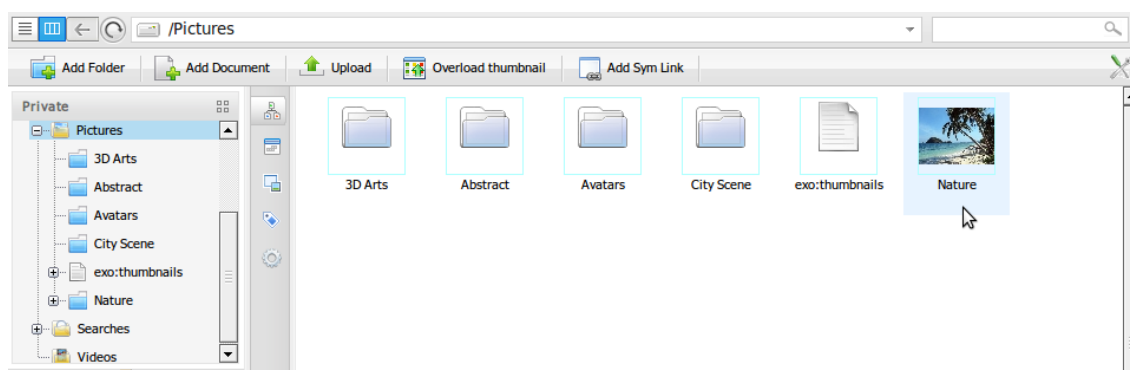


on the Action Bar.

The **Add thumbnail image** form appears:



3. Click **Browse...** button to select the image to use as the display icon for the selected folder.
4. Click **Save** to commit the change. The node will be stored in an *exo:thumbnails* folder.



4.6.4.19. Approve Content

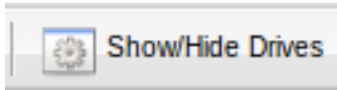
4.6.4.20. Publish Content

4.6.4.21. Request Approval

4.6.4.22. Show Drives

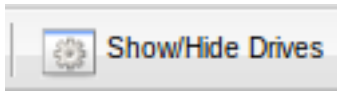
This function enables you to show or hide all the drives in Sites Explorer.

To show drives, click



on the action bar.

To hide drives, click



on the action bar again.

4.6.4.23. Show JCR Structure

This function allows you to view nodes in documents in a tree structure.

1. Show the JCR structure

Select a document.

2. Select the **Info** tab.

3. Click



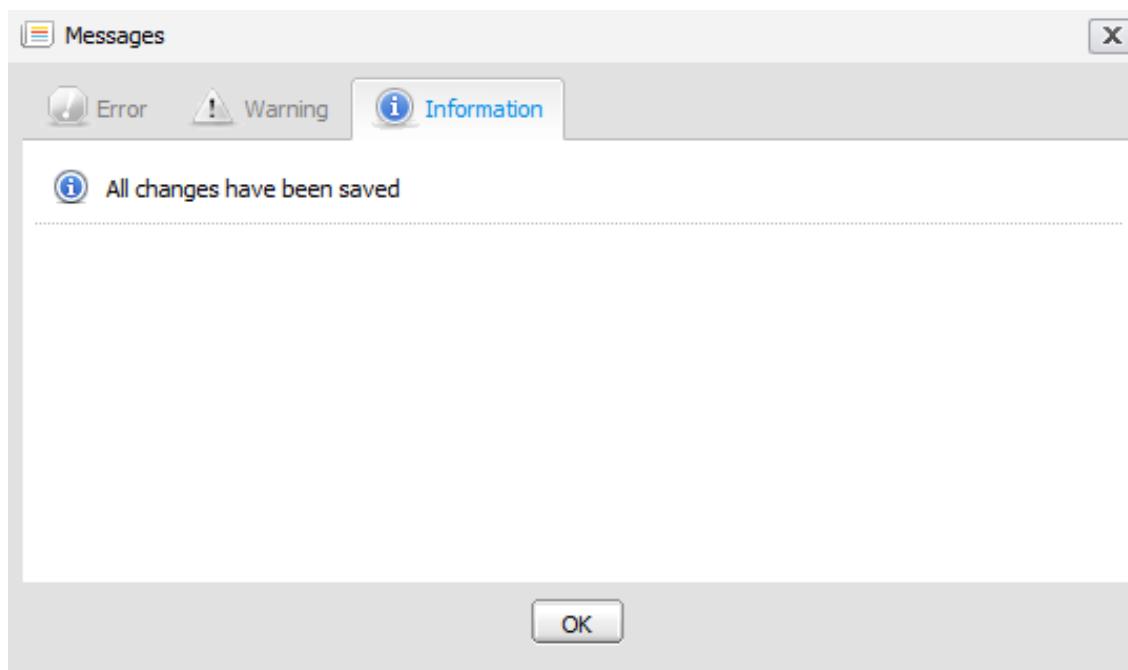
.

4. Click the



icon to save the view.

The following information message will appear:



5. Hide the JCR structure

Select a document that is showing the JCR structure.

6. Click



again.

4.6.4.24. Tag Documents

A tag is a (relevant) keyword or term associated with or assigned to a piece of information (a picture, a geographic map, a blog entry, a video clip etc.), thus describing the item and enabling keyword-based classification and search of information.

Procedure 4.48. Add a new tag for a document

1. Select a document that you want to add tags.

2. Chose the **Collaboration** tab then click



on the Action bar. The **Tag Manager** will be displayed:

Table 4.10.

Fields	Details
Tag names	The tag names that users want to add tags for documents.
Tag Scopes	To classify tags. There are four tag types: private, public, group, site. Currently, the two first types are activated (Private: a user who create tags can view and edit tags; public: all users can view and edit tags).
Linked tags	To list all tags of a document after you click the Add Tags button.

- Input a value for the **Tag names** field. A document can be added several tags at a time. To do that, input all tag names in the **Tag names** field and separate by “,”.
- Select a value for the **Tag Scopes** field.
- Click **Add Tags** to accept, or Close to quit. Only you can see this tag in this document.
- Click the



to delete tags.

4.6.4.25. Upload files into folders

This function supports you to upload a file from your machine. All file types can be uploaded. The uploaded file's name must not include some special characters (! @ \$ % & + [])

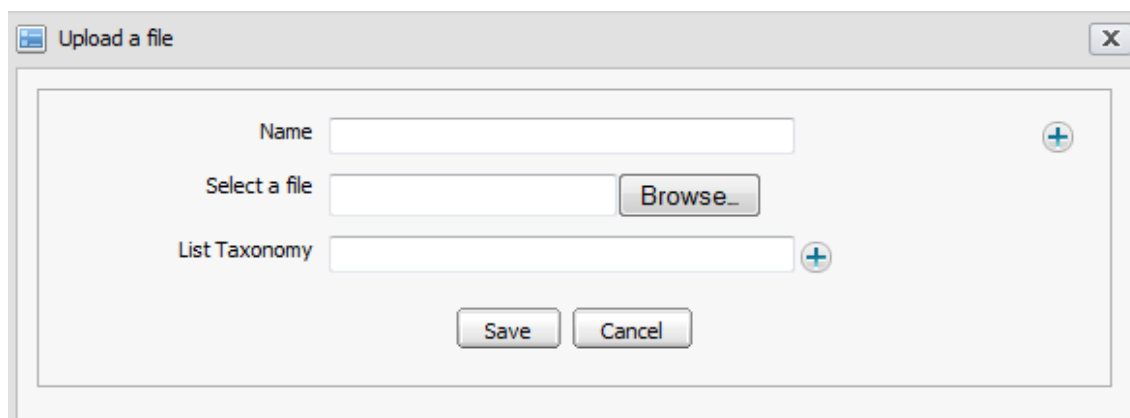
Procedure 4.49. To upload file into folder, do as follows:

- Select the folder that you want to upload a file into from the left/right panel

2. Select the Actions tab to show some actions on the Action bar.
3. Click



on the Action bar to open the Upload a file form:

A dialog box titled "Upload a file" with a close button (X) in the top right corner. The dialog contains three input fields: "Name" with a text box and a blue plus icon to its right; "Select a file" with a text box and a "Browse..." button to its right; and "List Taxonomy" with a text box and a blue plus icon to its right. At the bottom of the dialog are "Save" and "Cancel" buttons.

4. Browse and select a file on your computer by clicking the **Browse...** button. The selected filename will be displayed in the **Select a file** field.

If you want to upload multi files at the same time, click



to open more forms to upload more files:

The screenshot shows a window titled "Upload a file" with a close button (X) in the top right corner. Inside the window, there are three identical sections for uploading files, separated by horizontal lines. Each section contains the following elements:

- A "Name" text input field with a trash icon to its right.
- A "Select a file" text input field followed by a "Browse..." button.
- A "List Taxonomy" text input field followed by a "+" button.

At the bottom of the window, there are "Save" and "Cancel" buttons.

The



enables users to delete the upload file form.

5. You can change the uploaded file by clicking the



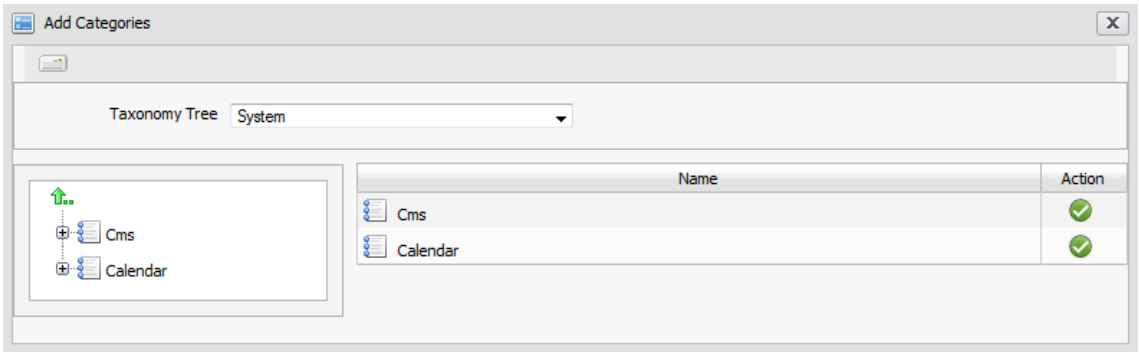
icon and select **Browse...** again to select another one.


6. By default, the name of the uploaded file will be kept as original but if you want to change, you can type the new name in the Name field, this field is not required. The new name must not contain special characters: ! @ \$ % & + [].

7. You can click the

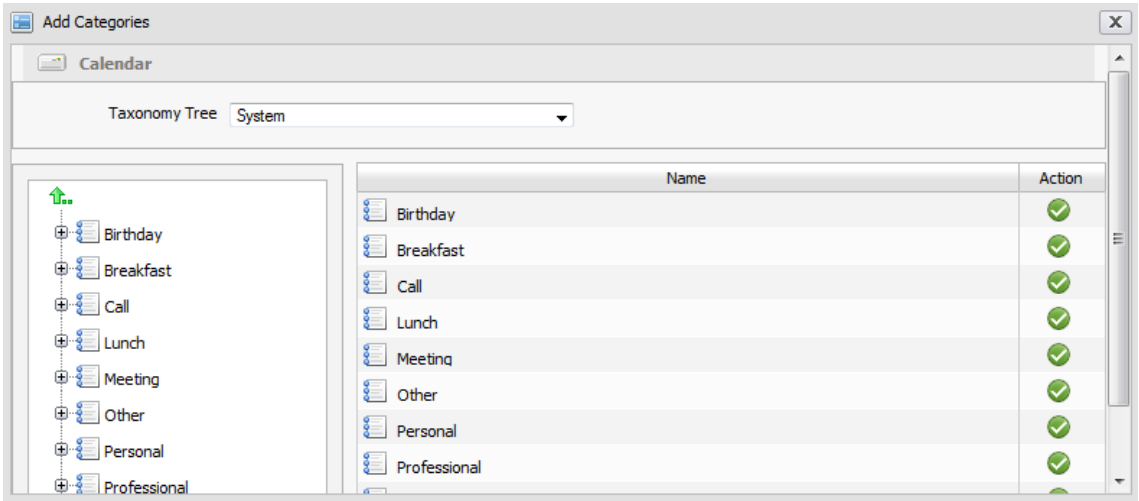


icon next to the List Taxonomy field to add categories for this file:



8. Select categories by clicking the 

icon. Click '+' to open child nodes of categories.



You can add more categories for a file by clicking the



icon again to open the Add Categories form.

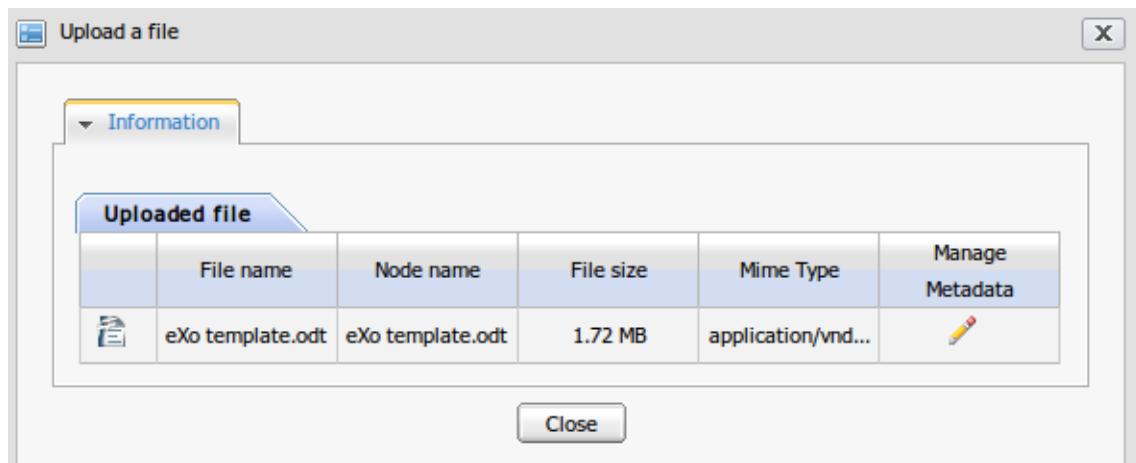
Click the



icon to delete category in **Upload a file** form.

You also manage categories which added for files by using the **Manage Categories** function. See [Section 4.6.4.12, "Manage Categories"](#).

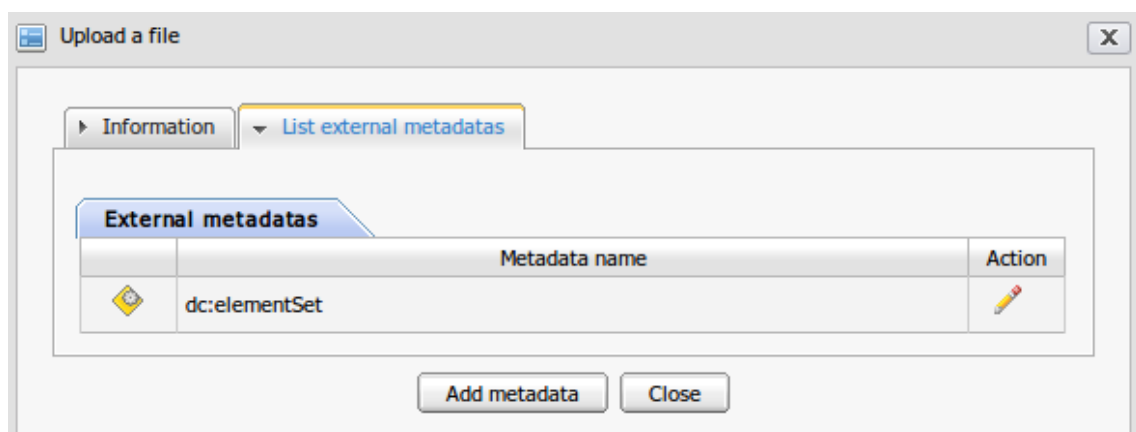
9. Complete uploading file by clicking Save.
10. After being saved, the main information of the uploaded file will be displayed:



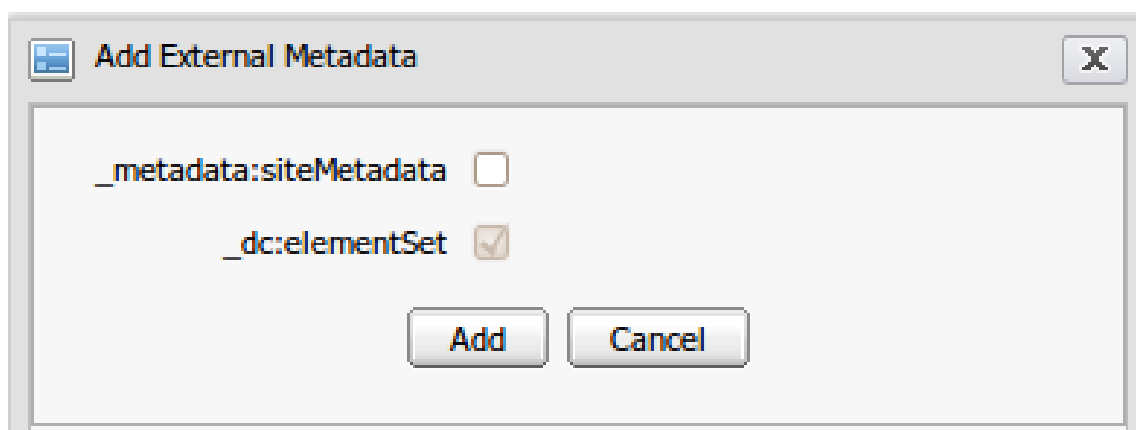
11. Click the



icon to see more details of its external metadata information. The **List external metadata** tab will be enable and you can input value in this tab.



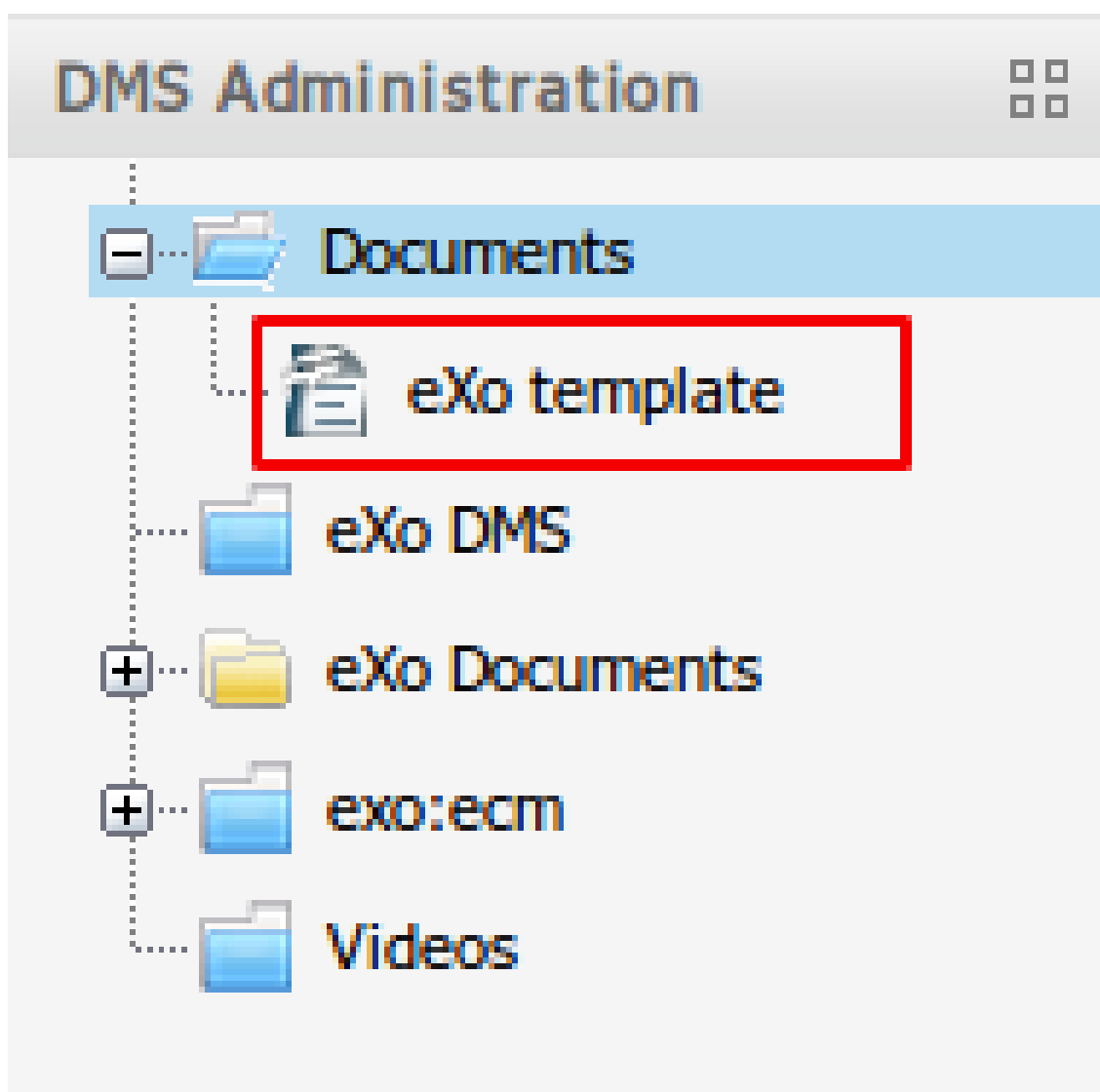
12. Click Save to accept changes or Cancel to quit without any changes.
13. Data can be added for the uploaded file. Check the checkbox, then click **Add**, or **Cancel** to quit without adding anything.



14. New metadata is displayed in External Metadata list and you also can edit it by clicking



15. Click Close to quit the Uploaded information form.
16. After being uploaded, the tree is displayed in the left panel:



File Size Limits

The size of the uploaded file depends on the size limit of the uploaded file that you set up in the 'Edit' mode of Sites Explorer. If your file size exceeds the limit, a pop-up message will appear to alert you.

If you want to upload multi files at the same time, click



to open more forms to upload more files:

Click the **Browse** button to upload files that you want to. The



enables users to delete the upload file form.

4.6.4.26. View Metadata

This function allows you to view the metadata attached to File nodes, Podcast nodes, File Plan child nodes and uploaded file nodes (**nt:file** nodes)

Procedure 4.50.

1. Select an appropriate (**nt:file**) node.
2. Select the **Info** tab.

3. Click



. The **View Metadata** form appears:

A screenshot of a web browser window titled 'View Metadata'. The window shows a form for 'dc:elementSet'. The form has a title 'DC:ELEMENTSET' and a list of metadata fields, each with a label and a value 'N/A'. The fields are: Title, Date, Description, Creator, Contributor, Resource type, Relation, Subject, Languages, Publisher, Identifier, Format, and Rights. The form is organized into two columns. The window has a standard browser interface with a title bar, address bar, and scrollbars.

4. Click the **Add/Edit** button at the bottom of the **View Metadata** form to add metadata.
5. Complete the desired fields in the **Add/Edit Properties** form. Click



to add further metadata.

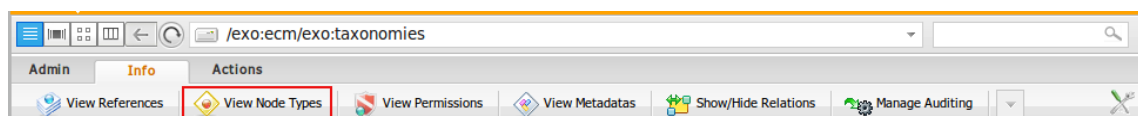
6. Click **Save** to commit the new metadata values.

4.6.4.27. View Node Types

To view detailed information about a node:

Procedure 4.51.

1. Select a node.
2. Select the **Info** tab to show contextual actions in the **Action** bar.



3. Click



to view detailed information about the selected node.

Name	Primary Item Name	Parent types	Mixin Node Type	Orderable Children
exo:article	N/A	mix:referenceable exo:rss-enable nt:base	✗ false	✗ false

Name	Type	Man	Pr	AC	Mul	DV	CV
jcr:uuid	String	✓ true	✓ true	✓ true	✗ false		
exo:text	String	✗ false	✗ false	✗ false	✗ false		
exo:summary	String	✗ false	✗ false	✗ false	✗ false		
exo:title	String	✓ true	✗ false	✗ false	✗ false		
jcr:mixinTypes	Name	✗ false	✓ true	✗ false	✓ true		
jcr:primaryType	Name	✓ true	✓ true	✓ true	✗ false		

Name	OPV	MAN	PR	AC	DNT
*	COPY	✗ false	✗ false	✗ false	exo:article

Close

- Click the tabs at the top of the form to view categorized information.

4.6.4.28. View Permissions

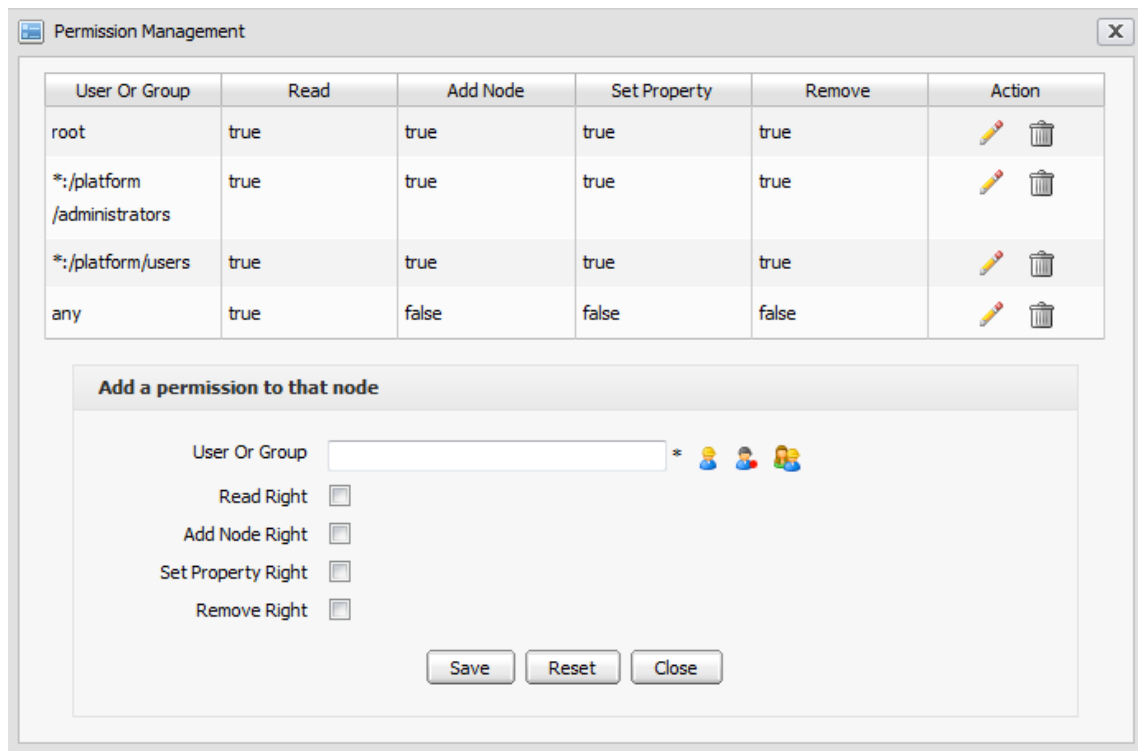
This function allows an administrator to manage the permissions for nodes.









Procedure 4.52. View Permissions

- Select a node.
- Select the **Info** tab on the Actions bar.
- Click






- The **Permissions Management** form appears.



User Or Group	Read	Add Node	Set Property	Remove	Action
root	true	true	true	true	 
*/platform /administrators	true	true	true	true	 
*/platform/users	true	true	true	true	 
any	true	false	false	false	 

Add a permission to that node

User Or Group *   

Read Right ☐

Add Node Right ☐

Set Property Right ☐

Remove Right ☐

With the **Permissions Management** form open you can perform the following actions:

Procedure 4.53. Add Permissions

1. To add permission for specific users

Click  the



button next to the **User Or Group** field.

Click  the



beside the users you want to grant permissions to.

2. To select users from a specific group

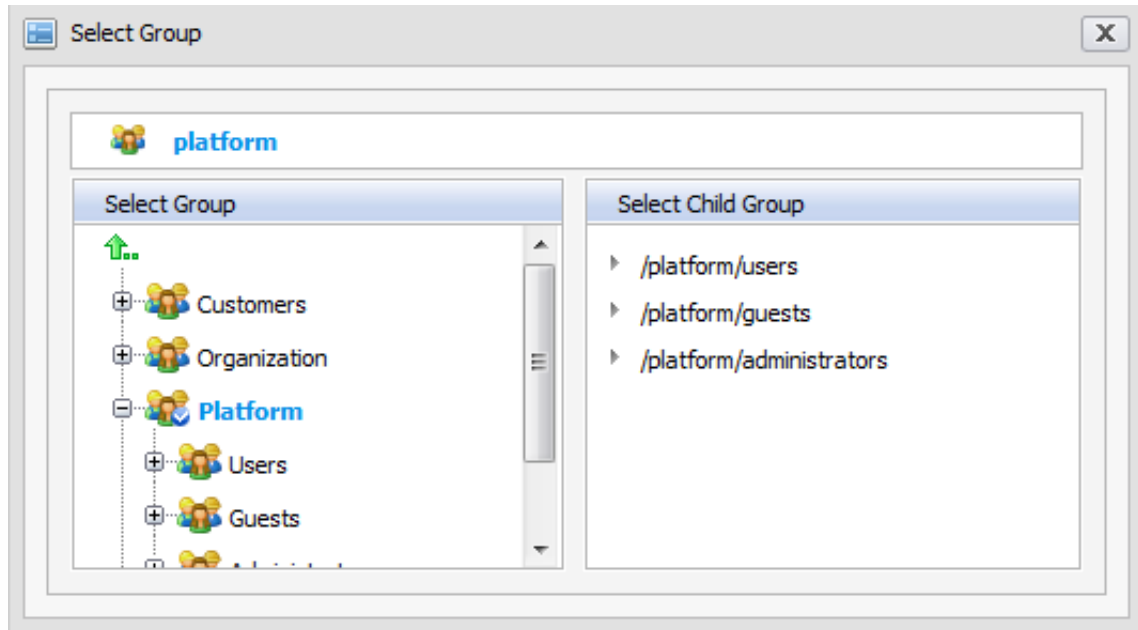
Enter a group name in the **Group** field at the top of the form (for example; **/platform/users**). All users in the nominated group will be displayed.

Or;

Click  the



icon beside the **Group** field to open a form that lists groups and their sub-groups. Select a sub-group to add all users in that sub-group.



3. To search for a user

Select an information parameter (User Name, First Name, Last Name, Email) from the drop down menu in the other field at the top of the page and enter the information into the text box. Click



to search for users that match that information.

4. To add permissions based on memberships

Click the



icon next to the **User Or Group** field.

The **Select membership** form that appears allows you to select users by membership. Select a group on the left pane and then select membership types on the right.

5. To add all users/groups with read access

Click the




icon next to the **User Or Group** field.


6. Select the permission you want to grant the chosen users or groups by ticking the corresponding check boxes beside the rights you want to add.

- Click **Save** to commit the changes. The new permissions will appear in the permissions table above.

Procedure 4.54. Edit Permissions

- Select the permission of a user or a group in the table of list permissions.
- Click  the icon.
icon.
- Change the permissions as desired.
- Click **Save** to commit the changed permissions.


Procedure 4.55. Delete Permissions

- Select the permission of a user or a group in the table of list permissions.
- Click  the icon.
- Click **OK** in the confirmation message to remove the permission or **Cancel** to quit.

4.6.4.29. View Properties

This function allows users to review all the properties and values of a node. It can also nbe used to add values to a node.

Procedure 4.56.

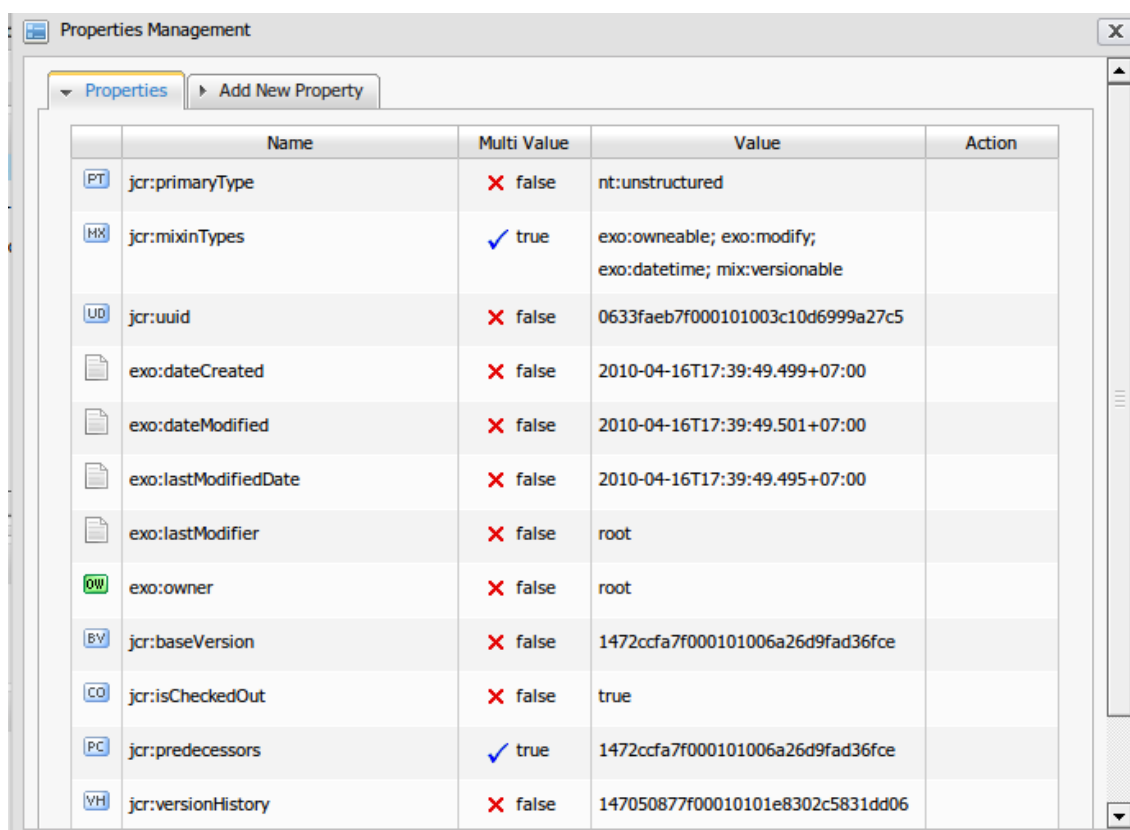
- Select the node that you want to review or add values to.
- Select the **Admin** tab to show available actions in the **Action** bar.
- Click  the

button to show the **Properties Management** form:

This form has two tabs:

Properties

This tab displays all properties and values for the selected node.



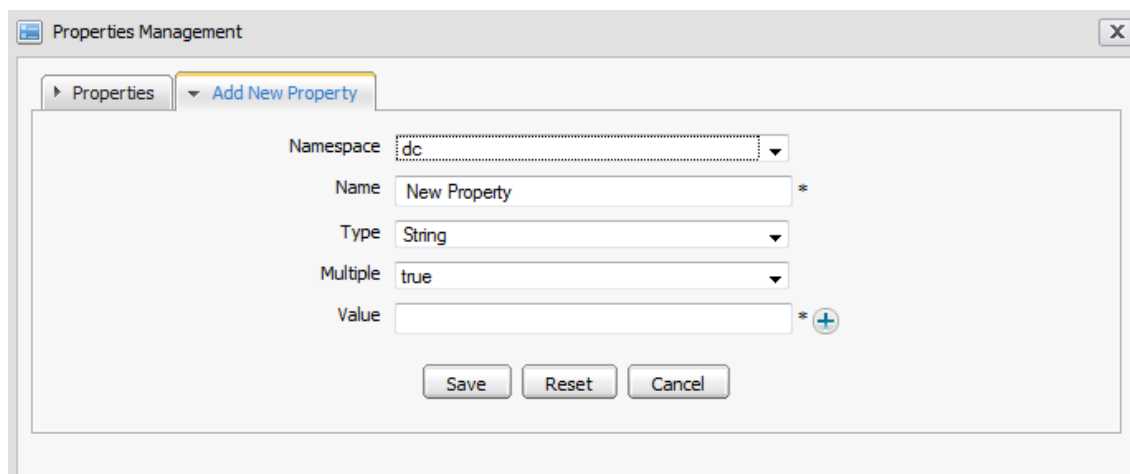
The screenshot shows the 'Properties Management' dialog box with the 'Properties' tab selected. It displays a table of properties for a selected node. The table has five columns: Name, Multi Value, Value, and Action. The properties listed are:

	Name	Multi Value	Value	Action
PT	jcr:primaryType	✗ false	nt:unstructured	
MX	jcr:mixinTypes	✓ true	exo:owneable; exo:modify; exo:datetime; mix:versionable	
UD	jcr:uuid	✗ false	0633faeb7f000101003c10d6999a27c5	
	exo:dateCreated	✗ false	2010-04-16T17:39:49.499+07:00	
	exo:dateModified	✗ false	2010-04-16T17:39:49.501+07:00	
	exo:lastModifiedDate	✗ false	2010-04-16T17:39:49.495+07:00	
	exo:lastModifier	✗ false	root	
OW	exo:owner	✗ false	root	
BV	jcr:baseVersion	✗ false	1472ccfa7f000101006a26d9fad36fce	
CO	jcr:isCheckedOut	✗ false	true	
PC	jcr:predecessors	✓ true	1472ccfa7f000101006a26d9fad36fce	
VH	jcr:versionHistory	✗ false	147050877f00010101e8302c5831dd06	

Select this tab to review the properties for the selected node without making any changes.

Add New Property

This tab contains fields to add new properties to the selected node.



The screenshot shows the 'Properties Management' dialog box with the 'Add New Property' tab selected. It contains the following fields and controls:

- Namespace: dc (dropdown menu)
- Name: New Property (text field with an asterisk)
- Type: String (dropdown menu)
- Multiple: true (dropdown menu)
- Value: (text field with an asterisk and a plus icon)
- Buttons: Save, Reset, Cancel

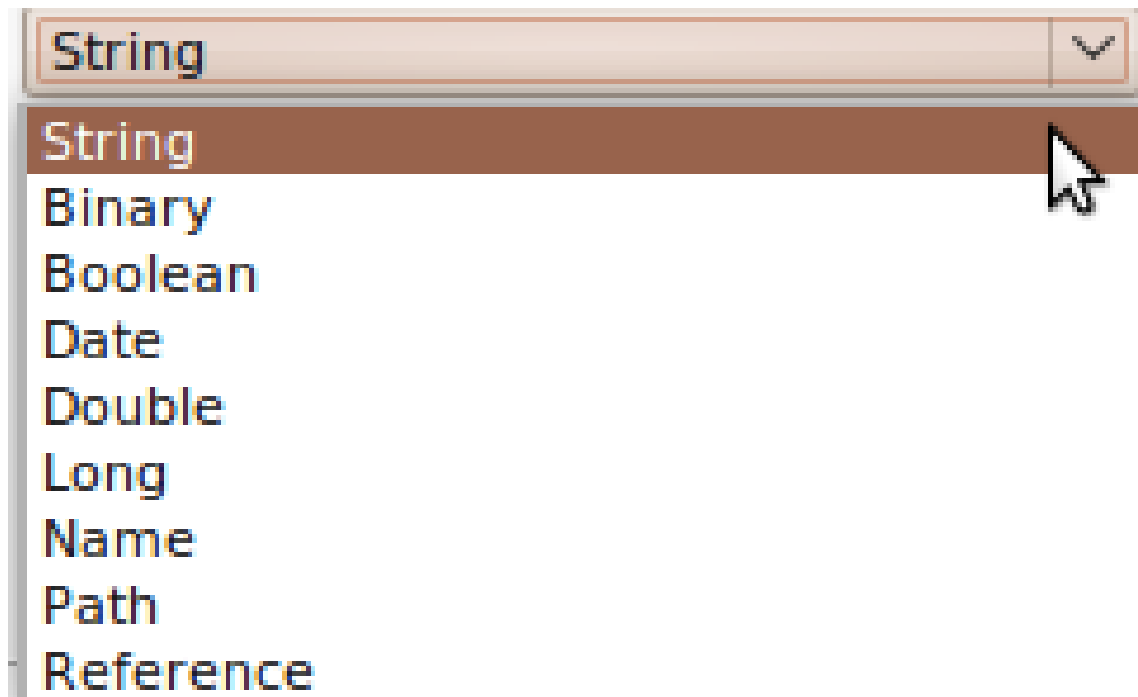
Select this node if you want to make changes to the properties of the selected node.

4. To add new properties:

Select the namespace for the property.

5. Enter a name for the new property in the **Name** field.

6. Select a **Type** for the property from the drop down menu:



7. Enter a value for the property in the **Value**.
8. To add multiple new values, click the



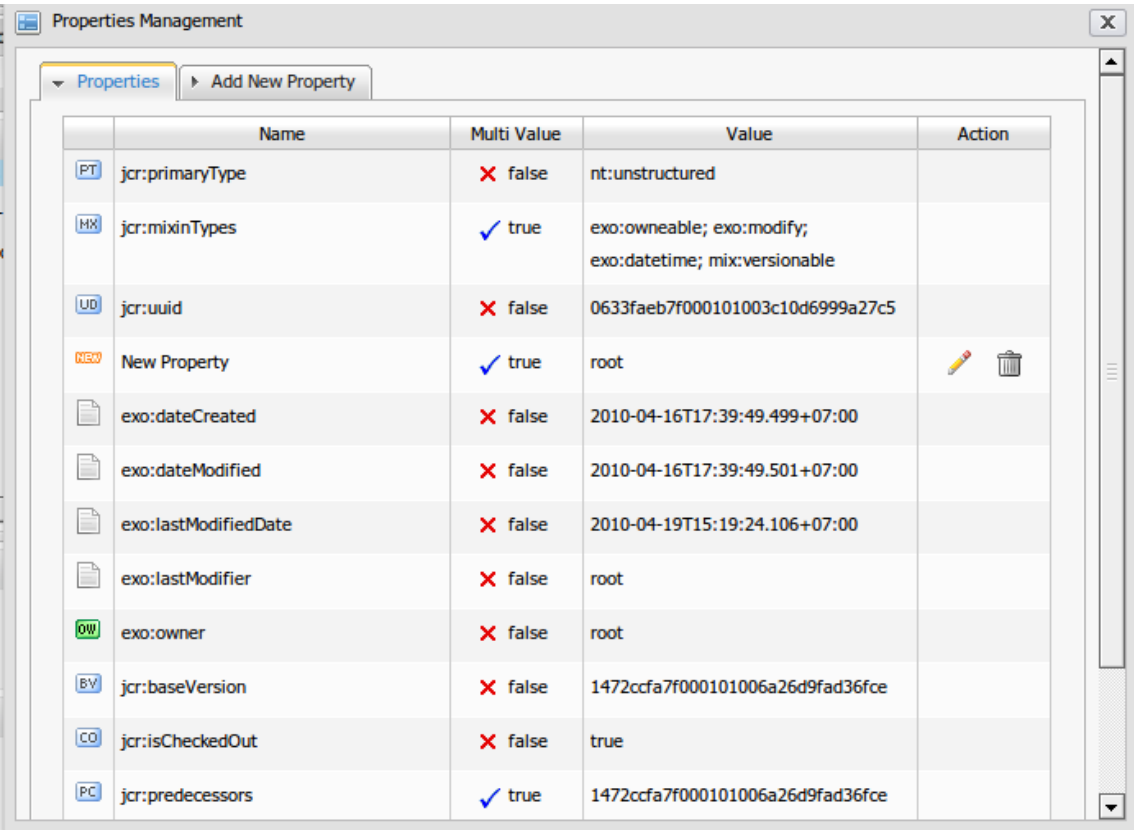
and repeat the above steps.

- To remove a value, click the



9. Click **Save** to commit the new values or **Reset** to clear any modified fields.

After you commit new properties you will be returned to the **Properties** tab. The newly added values will be displayed.

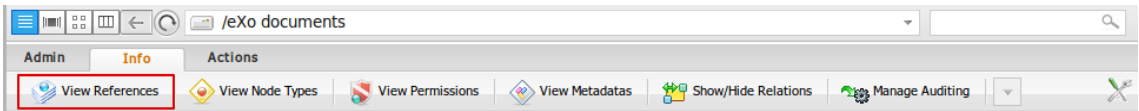


In this form you can edit a property by clicking or delete it by clicking

4.6.4.30. View References

Procedure 4.57.

- 1. Select a categorized node.
- 2. Select the **Info** tab to show the **View References** action.

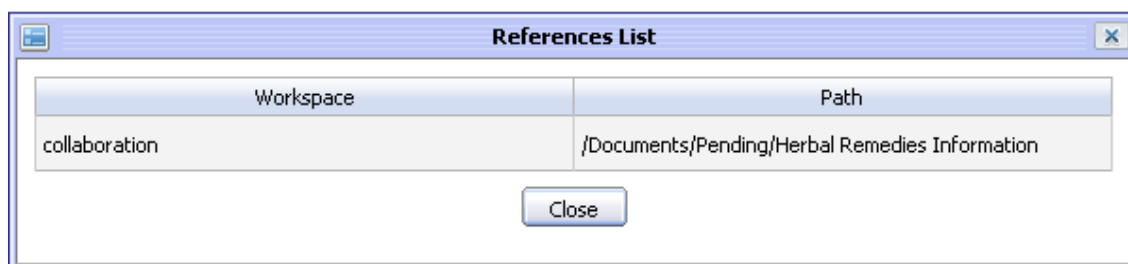


- 3. Select a category.
- 4. Click



on the action bar to show the **References List Form**

This form lists the path to each document that is also tagged in the selected category.



4.6.4.31. View Relations

This function shows documents related to a selected node.

1. To View Relations

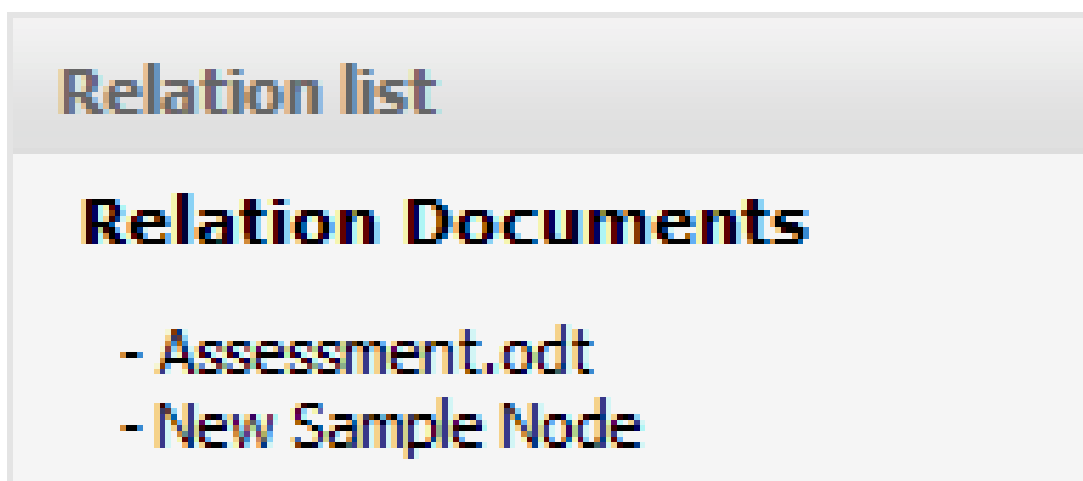
Select a node.

2. Click the **Info** tab on the Action bar.

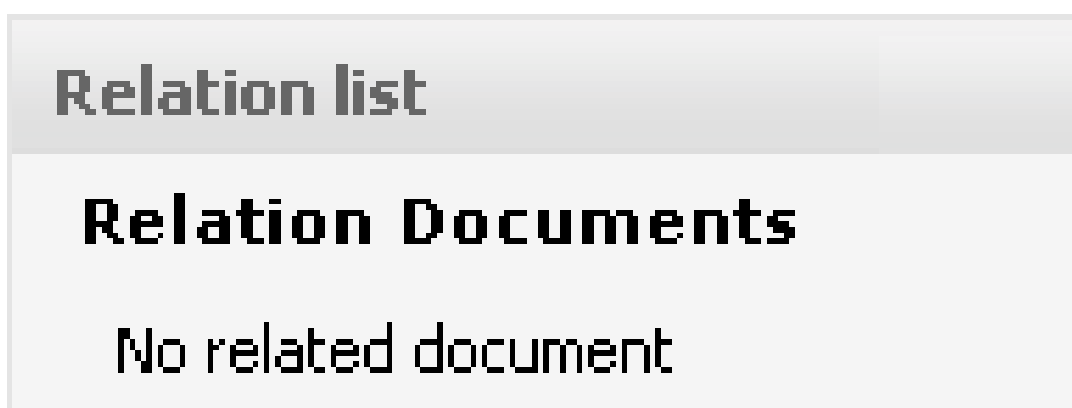
3. Click



. Documents related to the selected node will be shown in the sidebar.



If the node does not have any related documents the message **No related document** will appear instead.



4. To Hide Relations

Click



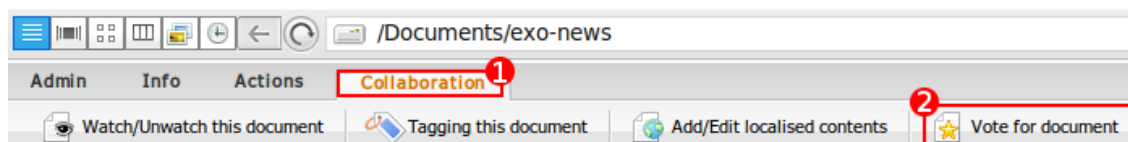
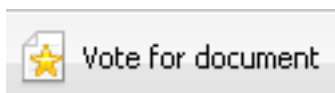
again to hide relations.

4.6.4.32. Vote

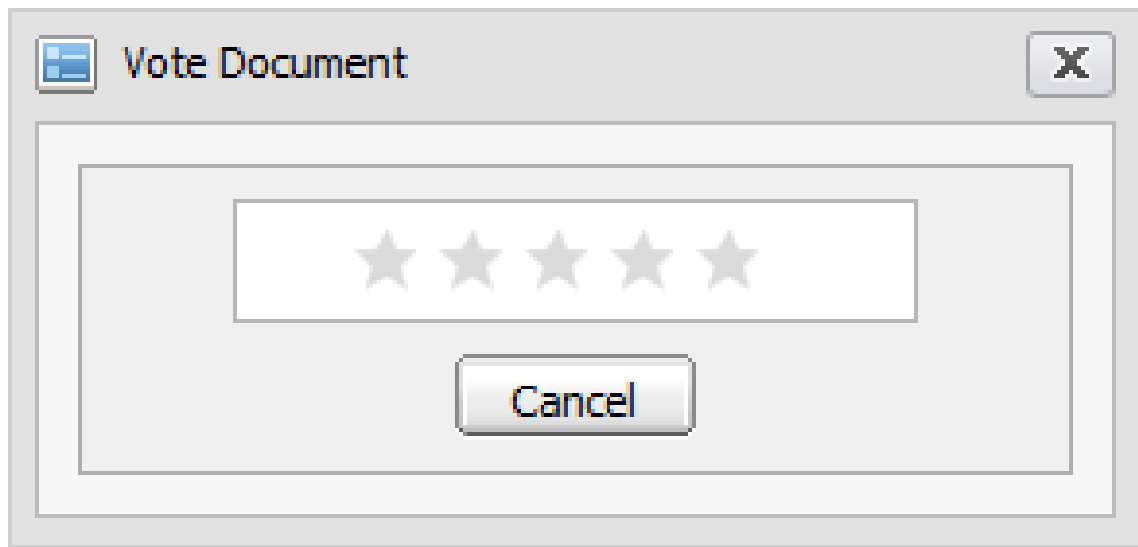
This function is used to vote for a document (Note: you cannot vote for a **File Plan** document).

Procedure 4.58.

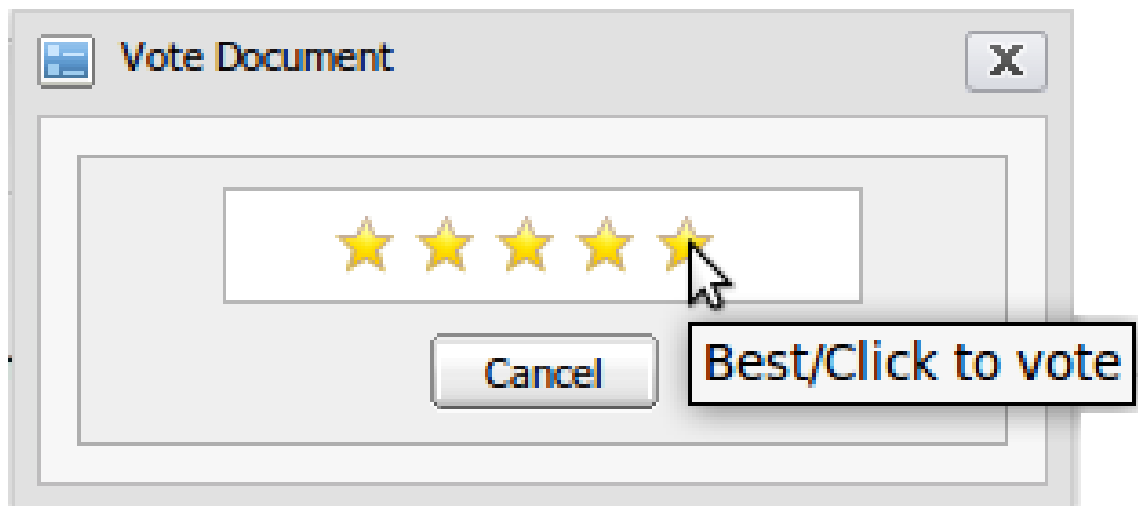
1. Open the document you want to vote for.
2. Select the **Collaboration** tag to show advanced actions.
3. Click



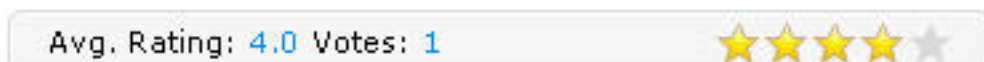
The **Vote Document** form will appear:



4. Rate the document by clicking on the appropriate star level for your vote:



After a vote has been added, the rating will appear at the bottom of the document:



4.6.4.33. Watch Documents

By using this function, whenever a change is made on the document, there will be a notification message sent to your email address. To receive that email, you must configure in your mail server.

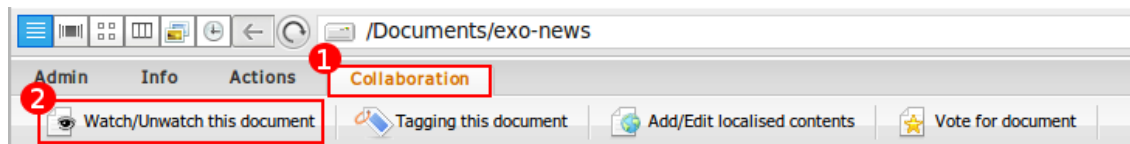
Procedure 4.59.

1. Select the document you want to watch.

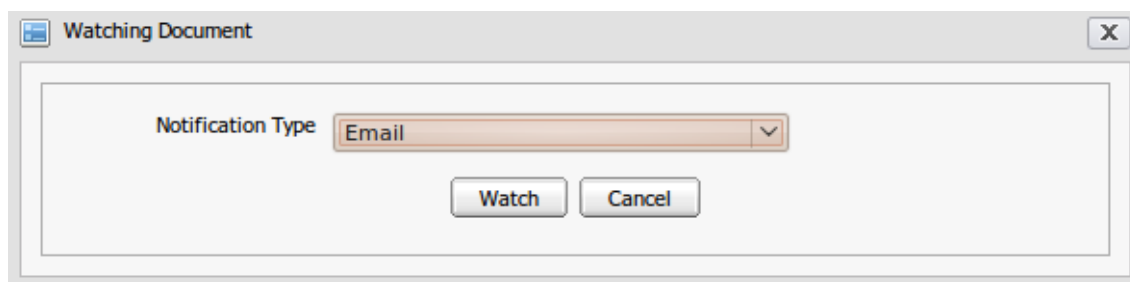
2. Chose the **Collaboration** tab then click



from the action bar.



3. The **Watching Document** form will appear. Click the **Watch** button to finish.



To stop watching a document, select the document and click



.

A message will appeared confirming the action.

4.6.5. Manage Content In Sites Explorer

A web content is a key resource to make a site. Other resources make a site more dynamic and animated by using layout, color, font, etc. This section focuses on how to manage a web content.

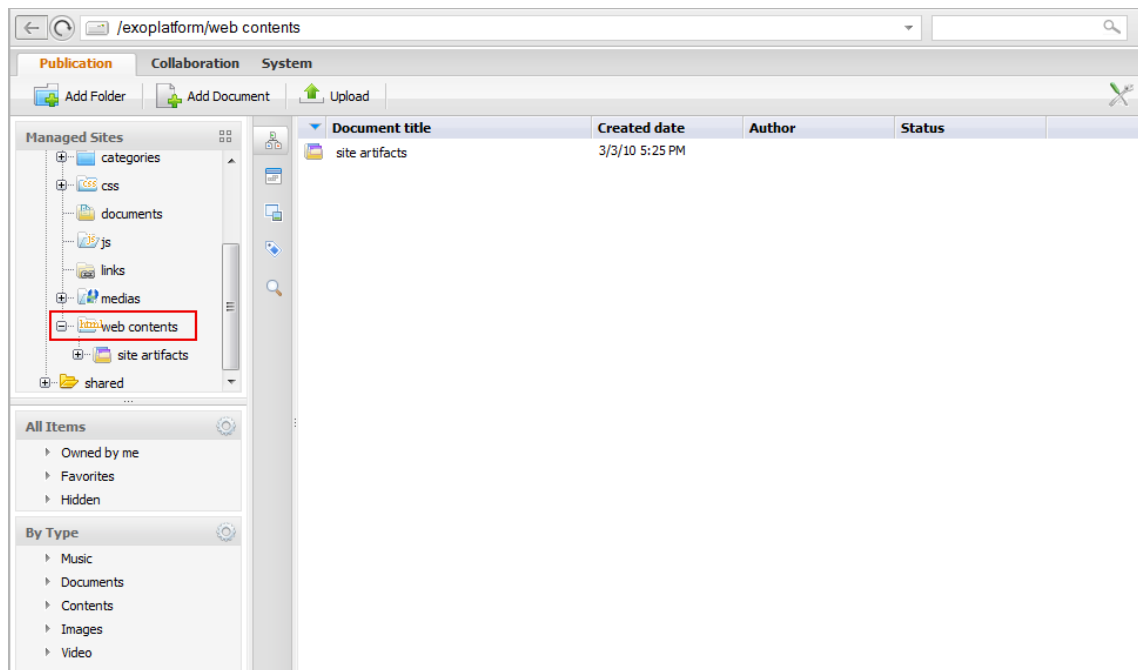
4.6.5.1. Create a new web content

This function is used to add a new web content into a specific site.

Do the following steps:

Procedure 4.60. Add new content

1. Go to the drive of the site that you want to add a web content.
2. Select the web content folder on the left:



In this step, you also can add a new web content into another folders (documents and media folder) of a site but you are recommended to select the web content folder because:

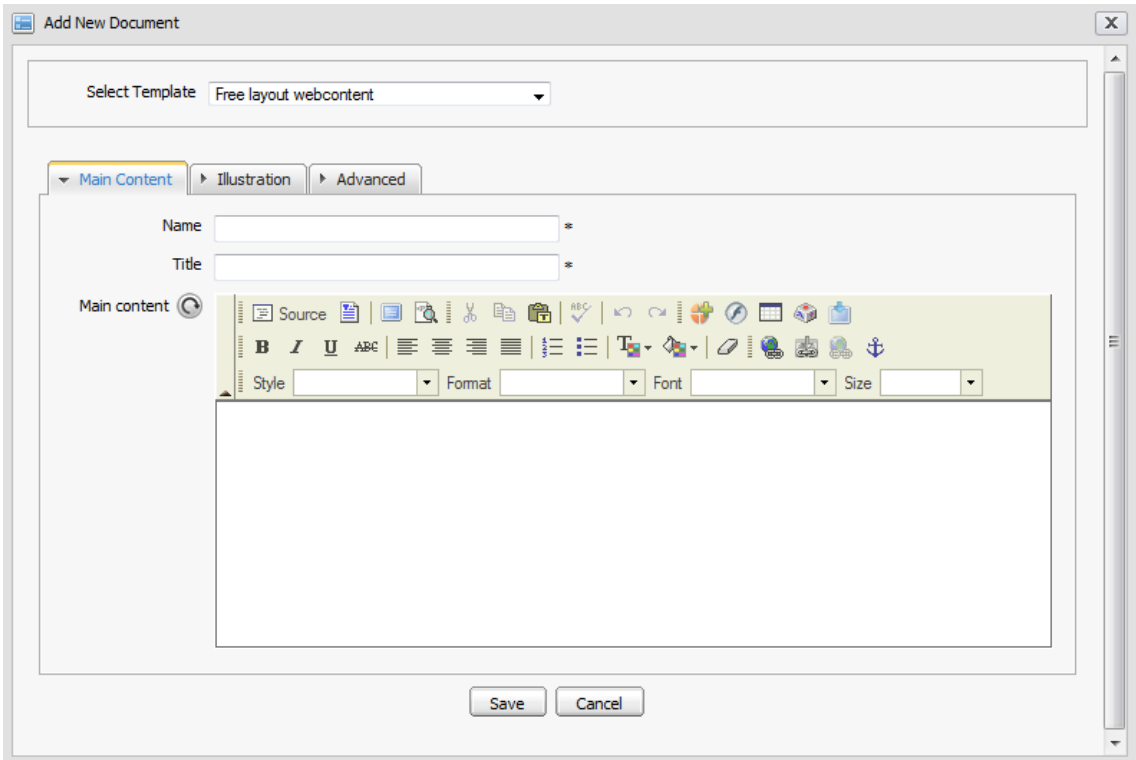
- Manage web content of a site more easily.
- You only may add a new web content in this folder so that you don't need to select a web content document in the list of document types. It makes adding a new web content more flexibly.

3. Open the Add New Document form by clicking



on the Action bar.

4. Select a template in the Select Template field to present web content:



The Select Template field has two options:

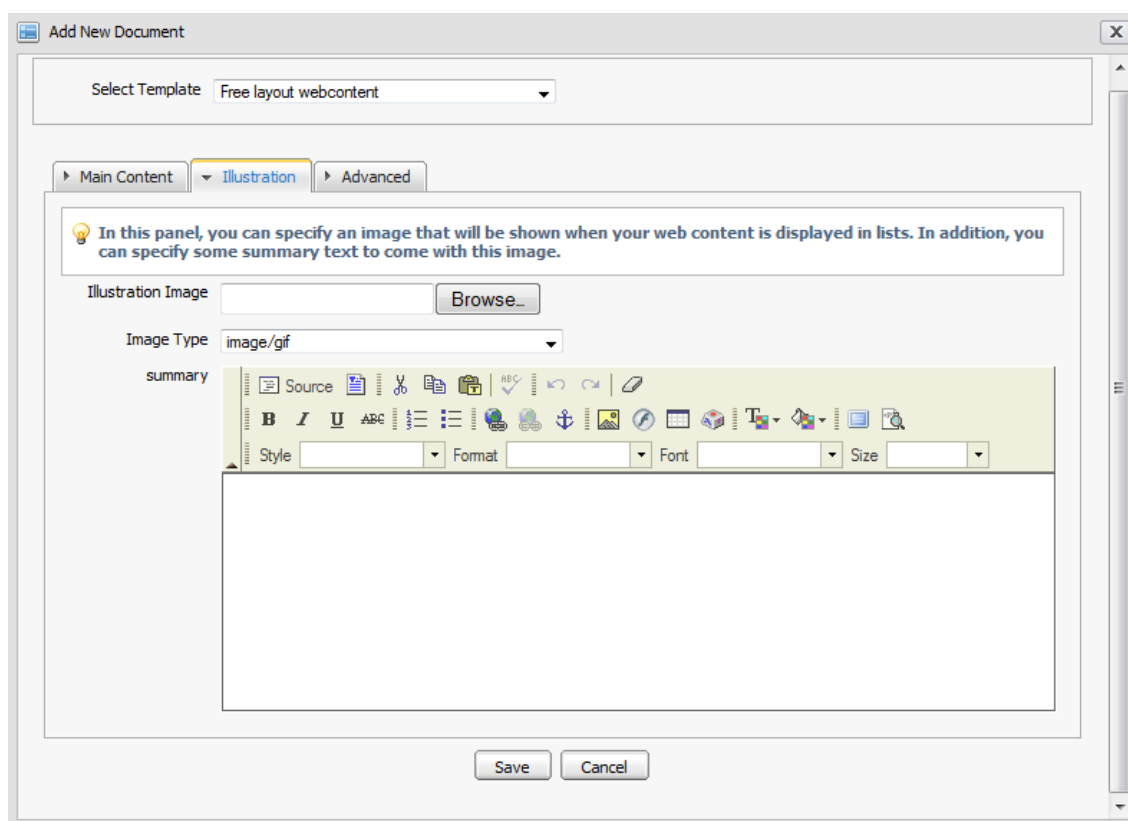
- **Picture on head layout web content:**The site's content is presented in two spaces. One for inserting an image and one for editing the site's content. In which, the image is put at the head of a site.
- **Free layout web content:**This template is a free layout.

The **Main Content**Tab includes:

Table 4.11.

Field	Options
Name	The name of a web content that you want to add new
Title	The title of a web content
Main content	The main content that you want to display when publishing this web content
Save button	To accept saving the inputted values
Cancel button	To exit the current form

The **Illustration Tab**allows you to upload an illustration that makes the site's content more attractive

**Table 4.12.**

Field	Option
Illustration Image	The path to an image that you want to upload into a site. This image will be used like an illustration of that site
Image Type	The image format that you want to upload to the site. It can be: image/gif; image/png; image/jpg; image/jpeg
Summary	You can give short description about the web content because it will be displayed with the illustration image when the web content is listed. The main content will be shown when it is selected to be viewed

To upload an image do as follows:

Procedure 4.61.

1. Browse an image list on your local computer by clicking the Browse... button and then select a specific location.

2. Select an image in a list.

3. Click

the



icon to upload the selected image.

The **Advanced** tab includes two parts: CSS data and JS data:

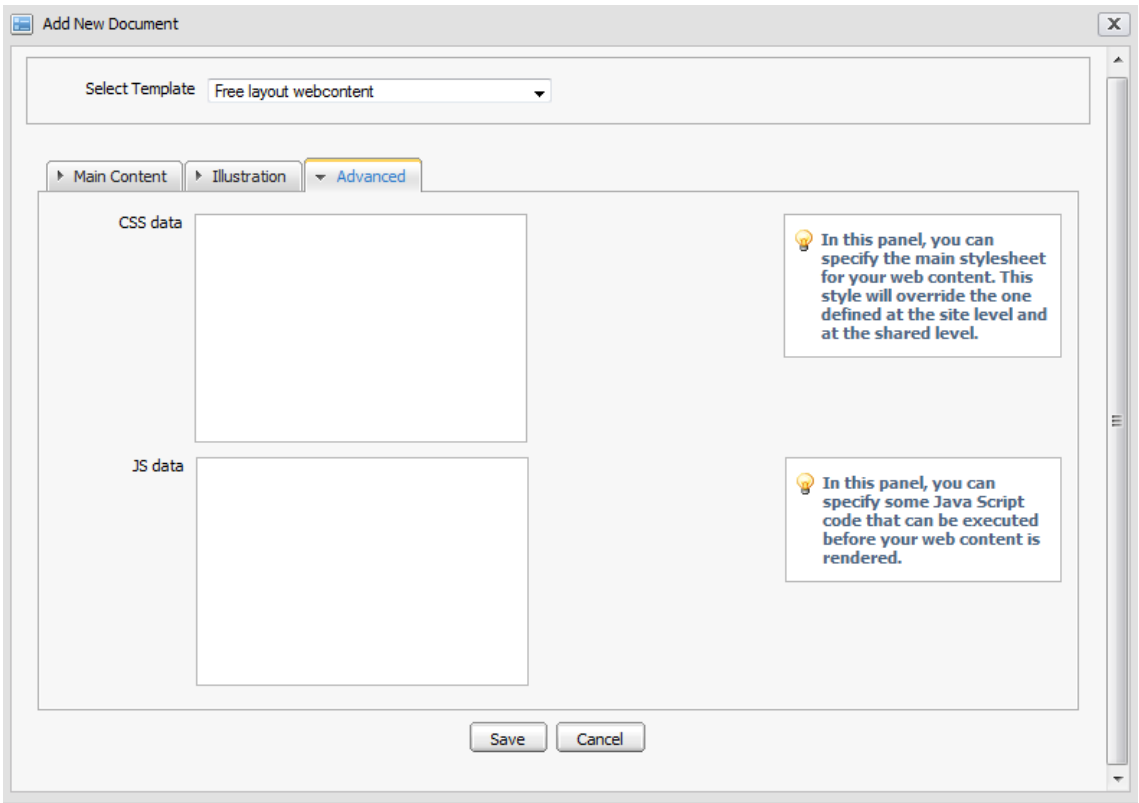


Table 4.13.

Field	Information
CSS data	Contains CSS definition to present data in a web content. You can optionally enter CSS data into this field to specify the style.
JS data	Contains JS content to make the web content more dynamic when after publishing. You can optionally enter JS content in this field.

5. Enter values in fields of the Add New Document form.

6. Click Save to accept adding new web content into a site.

4.6.5.2. Edit a web content

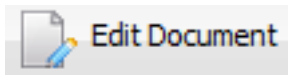
This function is used to edit a web content in a specific drive of an existing site.

Do the following steps:

Procedure 4.62.

1. Go into the drive of a site which contains the web content that you want to edit.
2. Select to view a web content by double - clicking it on the left tree or on the right. Detailed information of web content will be viewed on the right panel.

3. Click  on



the Action bar to show the edit form of the selected web content as

4. Change current values in fields of this edit form.
5. Complete editing the selected web content by clicking Save.



Auto-lock

When you click **Edit Document**, the web-content will be auto-locked for your editing. After finishing, the content is back to unlock status. You can manage Locks in the WCM Admin portlet.

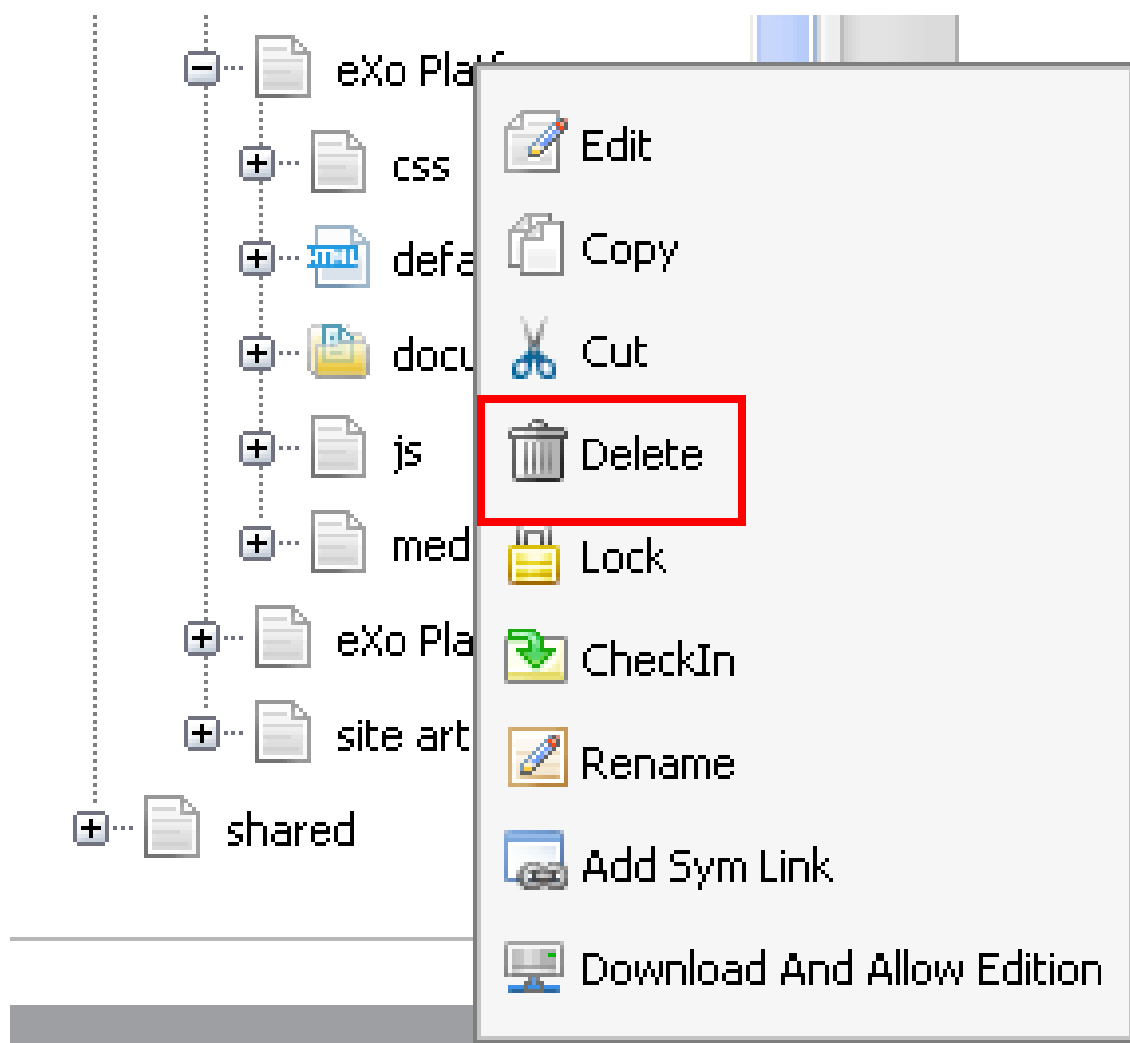
4.6.5.3. Delete a web content

This function is used to remove a web content from the web content folder in a specific site's drive.

To delete a web-content, do the following:

Procedure 4.63.

1. Right-click the name of the web content that you want to delete and then select Delete in the menu:



2. There will be a confirmation message. Click OK to accept the deletion, or Cancel to quit without deleting.

4.6.5.4. Publish a web content

This function helps you publish a web content that you have added to web content folder in Sites Explorer.

To publish web-content, do the following:

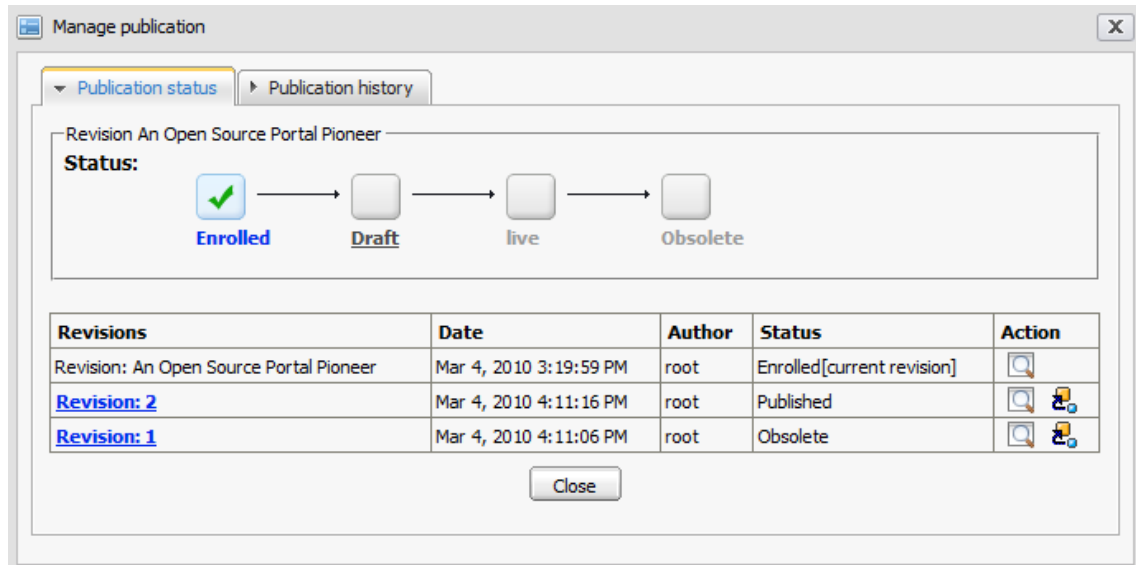
Procedure 4.64.

1. Go to the drive of a site which contains the web content that you want to publish.
2. Select to view it by double clicking it on the left tree or on the right.

3. Show the Manage publication form by clicking



on the Action bar:



The Publication status tab:

This tab lets you know about all statuses of versions. In which, you only may publish a content with the 'Live' status. There are four statuses for a content. They are:

- **Enrolled:** The revision is created but never be edited .
- **Draft:** The revision's already been created and it is editable. Thus you can still edit it if you want.
- **Live:** The revision can not be modified anymore. In this status, the content is ready for publication.
- **Obsolete:** The revision is not live anymore and you should unpublish it if is was published.



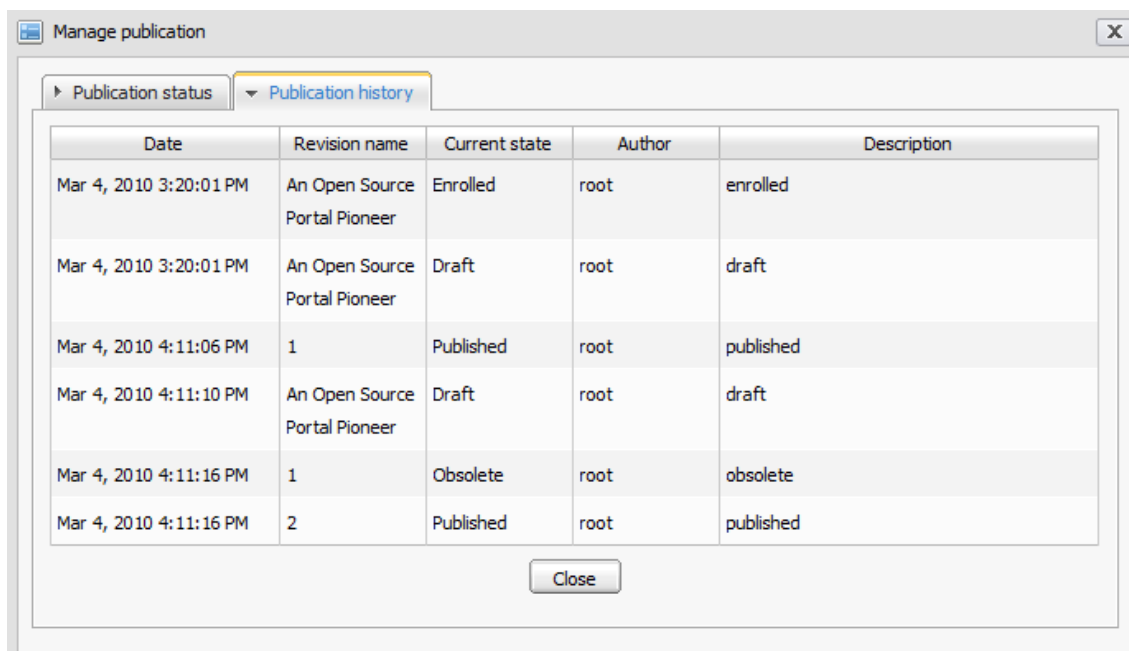
Content Status

You only can switch from one status to its next status. For example, your revision is in the *Enrolled* status and you only switch to the *Draft* status by clicking the *Draft* icon. After being switched, your revision will be in the *Draft* status.

The Publication history tab:

This tab is used to keep track of publishing history of a site.

Select the **Publication history** tab in the above form to view detailed information (including: Date, New State, User and Description) of a site's publication:



Date	Revision name	Current state	Author	Description
Mar 4, 2010 3:20:01 PM	An Open Source Portal Pioneer	Enrolled	root	enrolled
Mar 4, 2010 3:20:01 PM	An Open Source Portal Pioneer	Draft	root	draft
Mar 4, 2010 4:11:06 PM	1	Published	root	published
Mar 4, 2010 4:11:10 PM	An Open Source Portal Pioneer	Draft	root	draft
Mar 4, 2010 4:11:16 PM	1	Obsolete	root	obsolete
Mar 4, 2010 4:11:16 PM	2	Published	root	published

If you want to change the position for publishing the selected web content, select the current path and click right to left arrow to remove the path the select another location.

4. Click Close to close this form and publish successfully.

After being published, all users who have the right to access that position can view the published web content as a page on the Navigation bar.

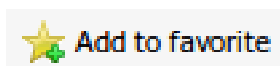
4.6.6. Actions on Folders and Documents

4.6.6.1. Add to favorites

This function helps users easily add nodes (documents, folders or files) as favorite.

Procedure 4.65.

1. Right-click the document you want to add as a favorite
2. Click



A symlink of your favorite nodes (folders, documents, files) will be created in the **Favorite** folder.

4.6.6.2. Copy/Paste Documents

This function is used to make a copy of a document (include sub nodes) in other places. There are two ways to cope/paste documents:

Procedure 4.66. Method One

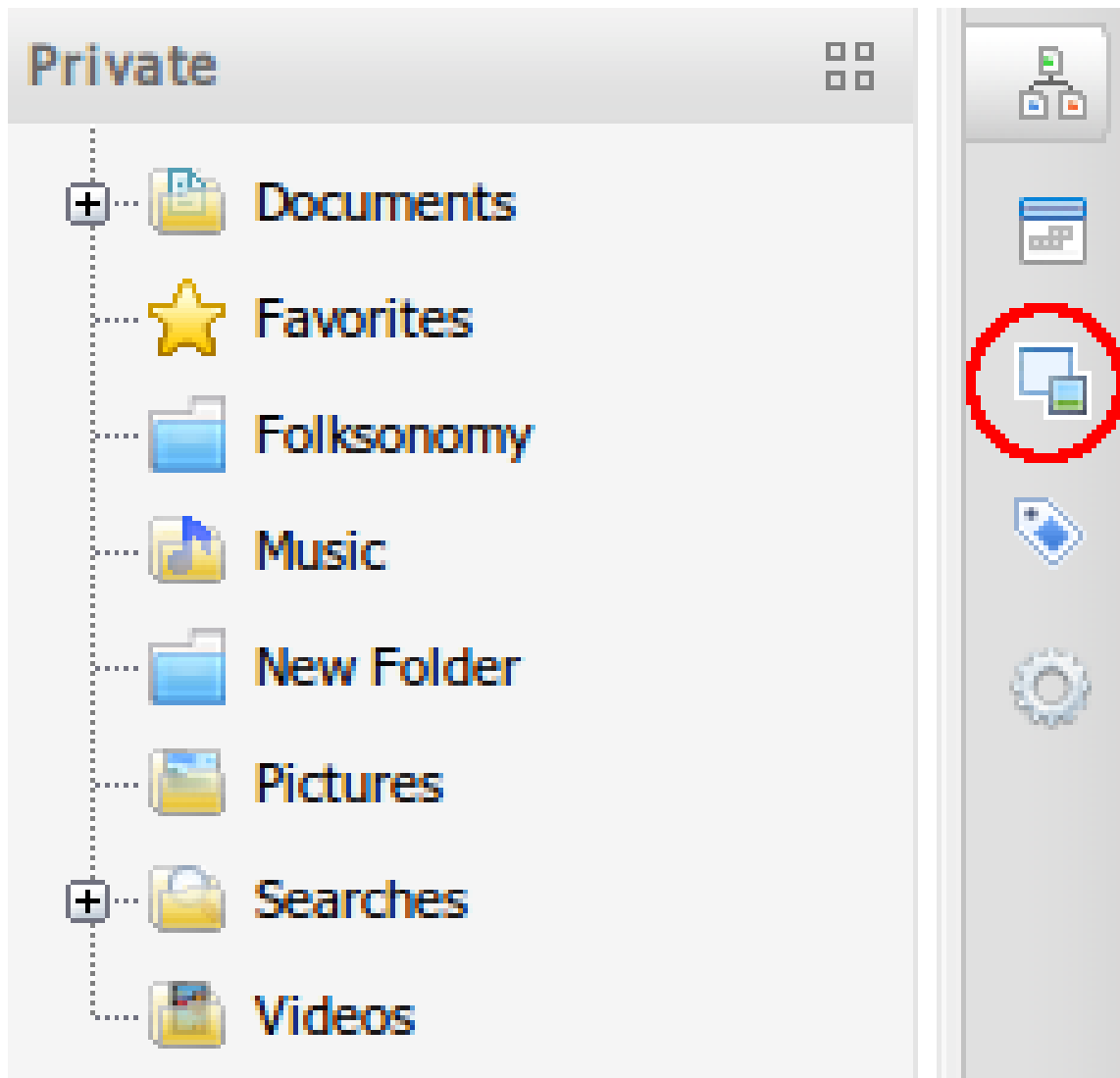
1. Right-click a document then select **Cut** or **Copy** from the menu.
2. Select a destination node.
3. Right-click the node you want to be the parent node of the cut/copied node and select the **Paste** item in the menu. Note that the **Paste** function is enabled in the menu only after selecting the **Copy** or **Cut** action.
4. The cut/copied folder (and its sub-folders) will be pasted to the new selected path.

**Cut/Copy/Paste Information**

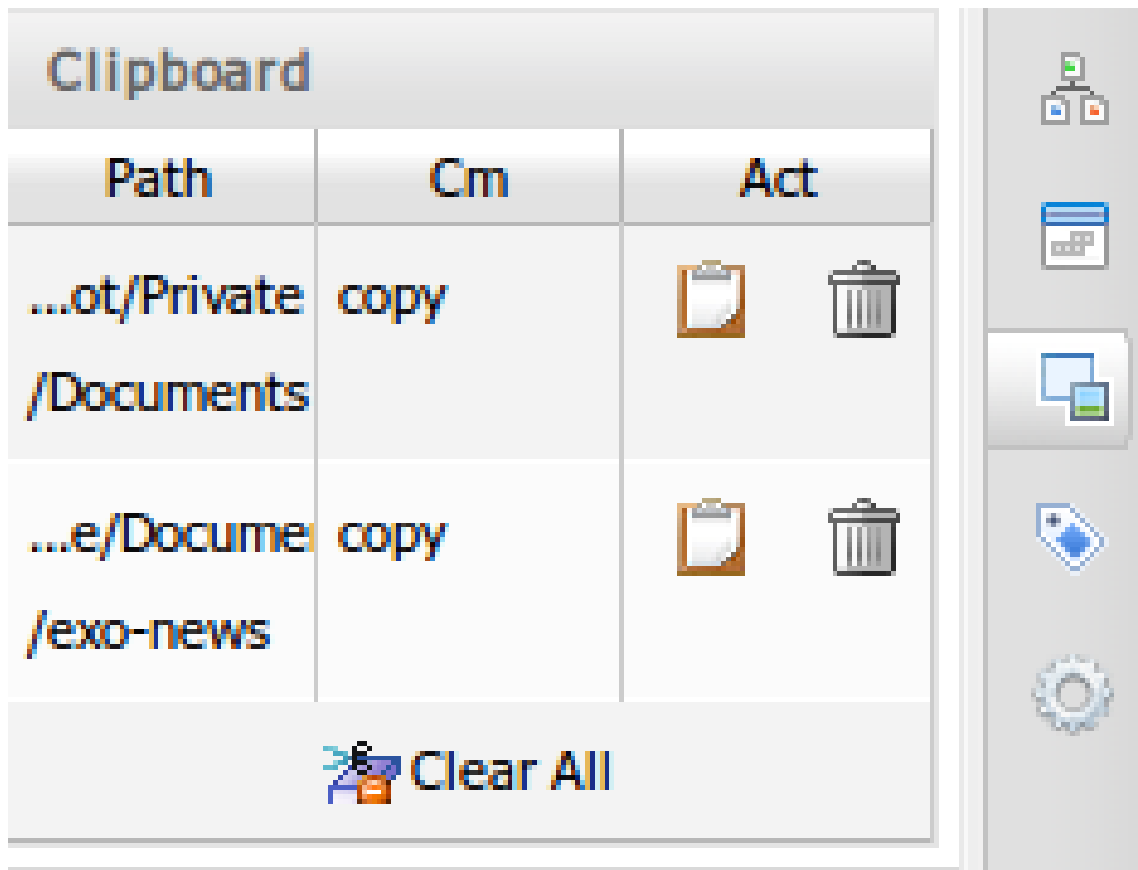
- You only can take the Cut/Copy action if you have a right on the source node.
- You only can take the Paste action if you have a right on the destination node.
- If the destination node has the same name with the cut/copied node, after being pasted, the pasted node will be added an index with its name. For example, in this case, if “new folder” contains a node with name “Live”, then after the paste action, in “new folder” there are two nodes with name Live and Live[2].
- You can not Cut/Copy a content folder into a document folder.
- After taking the Cut/Copy action, you can take the Paste action on different nodes before taking another Copy or Cut action.

Procedure 4.67. Method Two

1. Right-click a document and select the Copy from the menu.
2. Select the destination node.
3. Select the Clipboard icon:



4. Click the Clipboard window will appear:



5. Click the



in the clipboard window to paste the copied node into the selected destination node in step 3.

6. You can click the



to delete a specific waiting statement.

7. You can also click the **Clear All** link to delete all waiting statements in the list.

After the action has been taken, a confirmation message will appear with detailed information about the destination path.



Cut/Copy/Paste Information

- You only can take the Cut/Copy action if you have a right on the source node.
- You only can take the Paste action if you have a right on the destination node.
- If the destination node has the same name with the cut/copied node, after being pasted, the pasted node will be added an index with its name. For example, in

this case, if “new folder” contains a node with name “Live”, then after the paste action, in “new folder” there are two nodes with name Live and Live[2].

- You can not Cut/Copy a content folder into a document folder.
- After taking the Cut/Copy action, you can take the Paste action on different nodes before taking another Copy or Cut action.

4.6.6.3. Edit folders/ documents

4.6.6.4. Cut/Paste Documents

This function is used to make a copy of a document (include sub nodes) in other places. There are two ways to cope/paste documents:

Procedure 4.68. Method One

1. Right-click a document then select **Cut** or **Copy** from the menu.
2. Select a destination node.
3. Right-click the node you want to be the parent node of the cut/copied node and select the **Paste** item in the menu. Note that the **Paste** function is enabled in the menu only after selecting the **Copy** or **Cut** action.
4. The cut/copied folder (and its sub-folders) will be pasted to the new selected path.

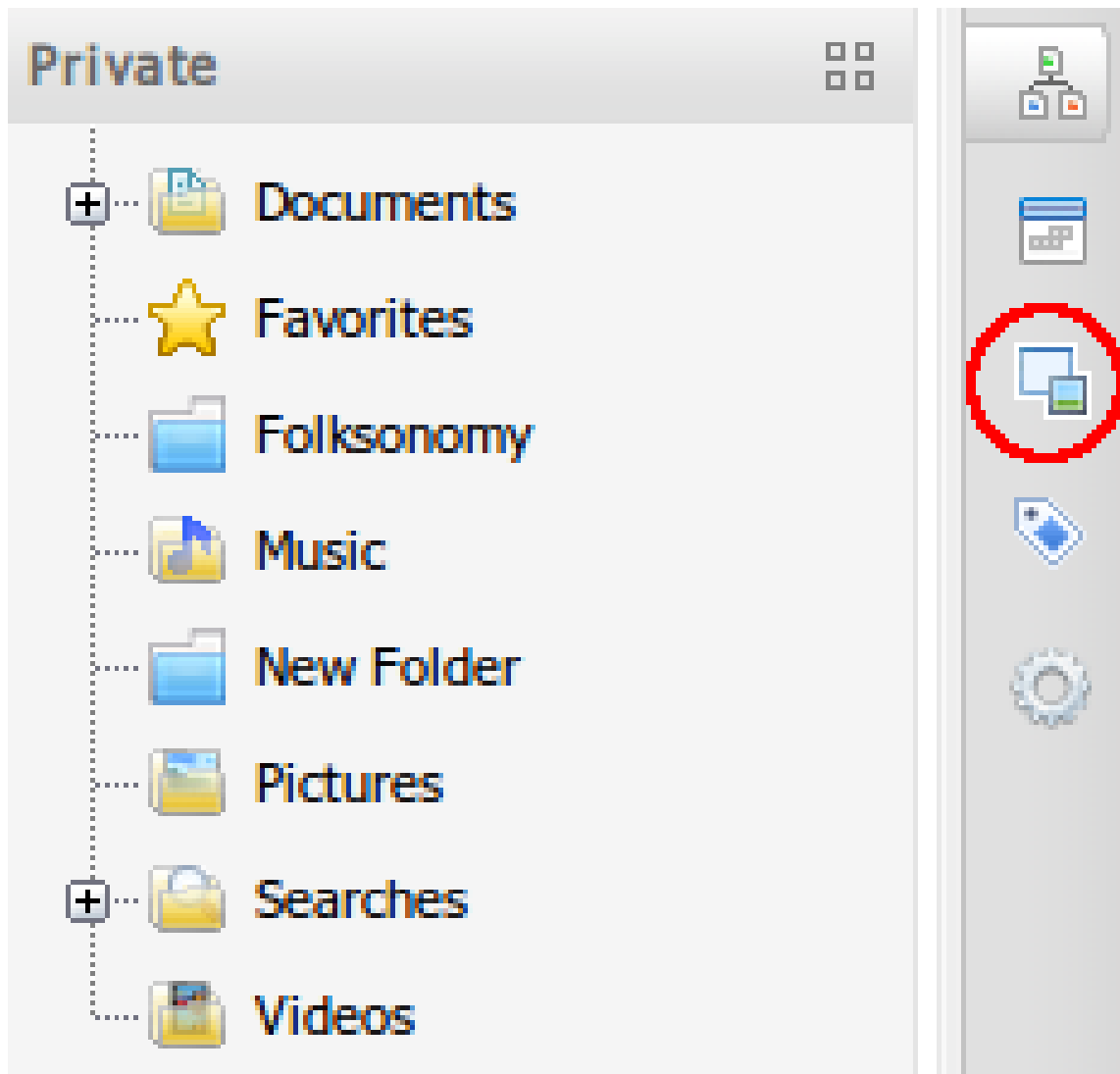


Cut/Copy/Paste Information

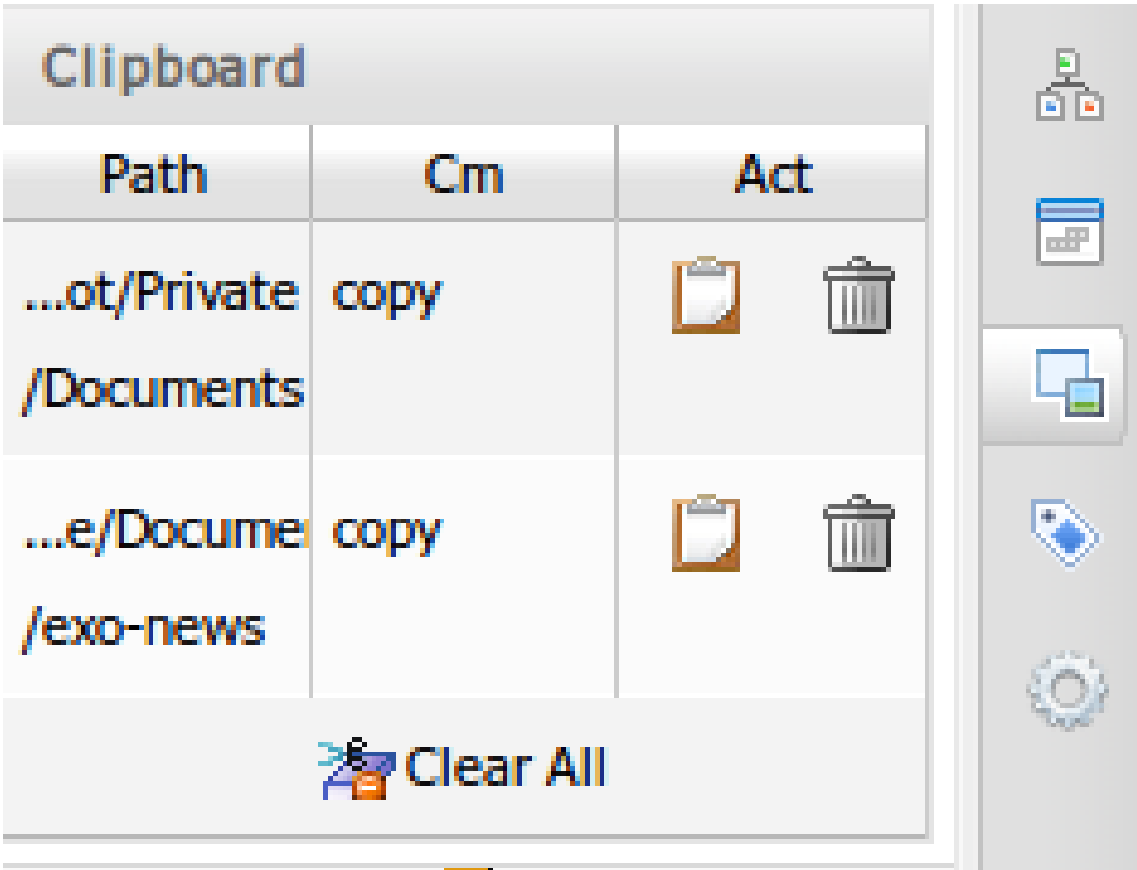
- You only can take the Cut/Copy action if you have a right on the source node.
- You only can take the Paste action if you have a right on the destination node.
- If the destination node has the same name with the cut/copied node, after being pasted, the pasted node will be added an index with its name. For example, in this case, if “new folder” contains a node with name “Live”, then after the paste action, in “new folder” there are two nodes with name Live and Live[2].
- You can not Cut/Copy a content folder into a document folder.
- After taking the Cut/Copy action, you can take the Paste action on different nodes before taking another Copy or Cut action.



Procedure 4.69. Method Two

1. Right-click a document and select the Copy from the menu.
2. Select the destination node.
3. Select the Clipboard icon:




4. Click the Clipboard window will appear:



5. Click  the
- in the clipboard window to paste the copied node into the selected destination node in step 3.
6. You can click the  the
- to delete a specific waiting statement.
7. You can also click the **Clear All** link to delete all waiting statements in the list.

After the action has been taken, a confirmation message will appear with detailed information about the destination path.



Cut/Copy/Paste Information

- You only can take the Cut/Copy action if you have a right on the source node.
- You only can take the Paste action if you have a right on the destination node.
- If the destination node has the same name with the cut/copied node, after being pasted, the pasted node will be added an index with its name. For example, in

this case, if “new folder” contains a node with name “Live”, then after the paste action, in “new folder” there are two nodes with name Live and Live[2].

- You can not Cut/Copy a content folder into a document folder.
- After taking the Cut/Copy action, you can take the Paste action on different nodes before taking another Copy or Cut action.

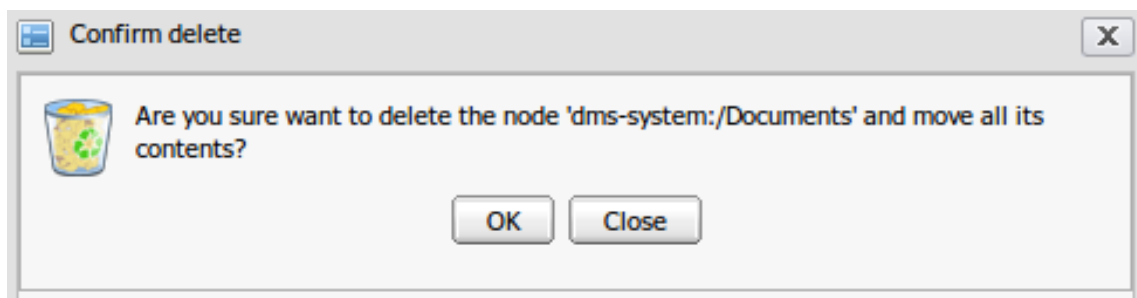
4.6.6.5. Delete folders and documents

This function helps you remove folders easily.

Procedure 4.70.

1. Right-click a folder that you want to delete.
2. Select **Delete** from the menu.

A confirmation message will appear:



3. Click **OK** in the confirmation message to delete the folder or **Cancel** to quit.



Delete Rights

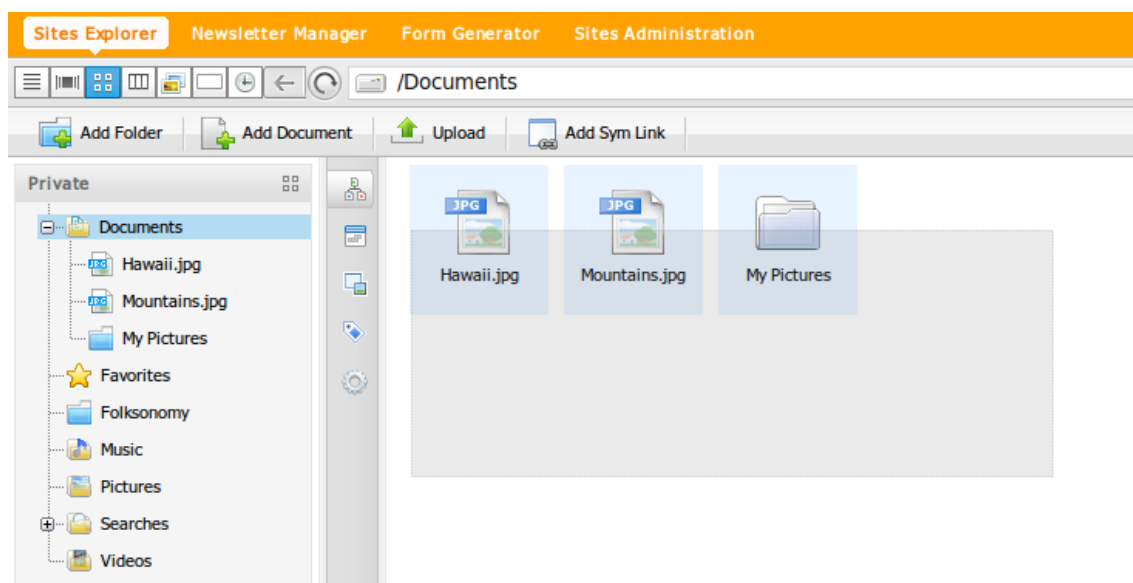
- You can only take the **Delete** action if you have the right on a node.
- If the deleted node also contains sub-nodes, these will be deleted also.

4.6.6.6. Drag and drop folders and documents

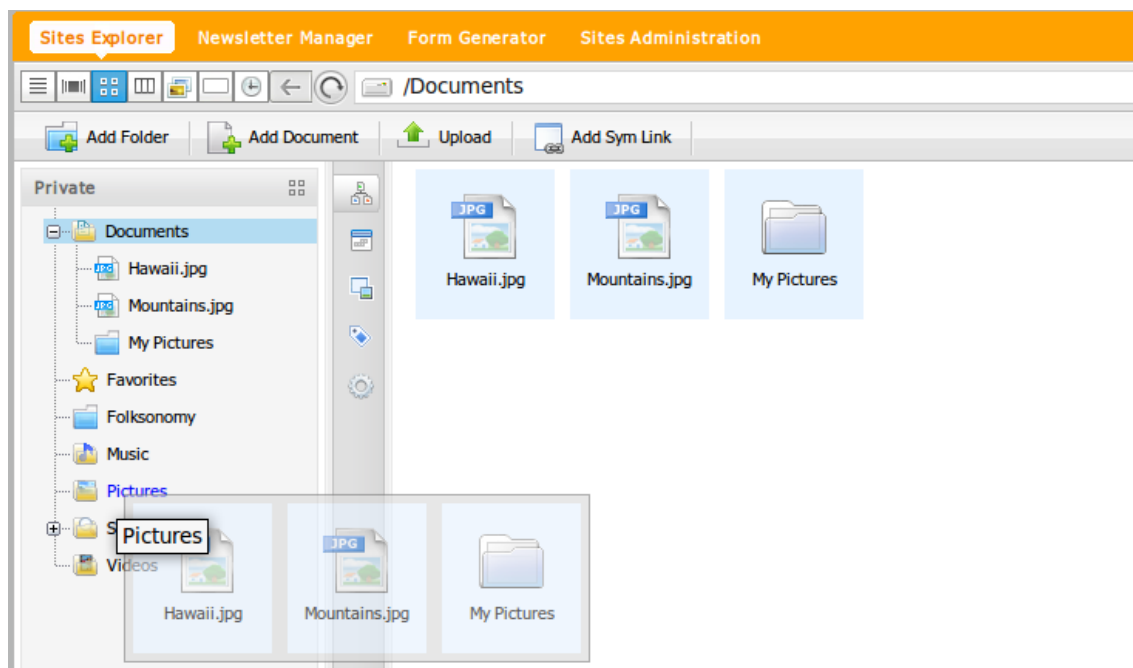
This function allows you to move folders from a current location to another one by using the drag and drop feature.

Procedure 4.71.

1. Move a cursor on a folder or folders on the right panel (hold the **Ctrl** or **Shift** key to select multiple folders at once) until the cursor changes to



2. Press the left mouse button and then drag the selected folder(s) to another folder on either the right or left panes.



3. Drop them into the selected folder (by releasing the left mouse button). All 'dragged' folders will be relocated to the destination folder.

4.6.6.7. Lock/Unlock folders and Documents

This function allows you to avoid changes to specific folders, actioned by others, during a specific time.

Lock folders. Just right-click a folder (on either the right or left window panes) and select **Lock** from the menu. The selected folder will be locked.



Locking Rights

- Only users with appropriate rights can lock folders.
- After locking, other users can only view the folder.
- The lock will be kept current for a session only. if the locking user signs out, the node will be unlocked
- Other users can create a copy of the locked node (by using the **Copy/Paste** functions outlined above), however the original node cannot be removed or altered.
- If no action is taken on a locked node within 30 minutes, the lock will be automatically removed.

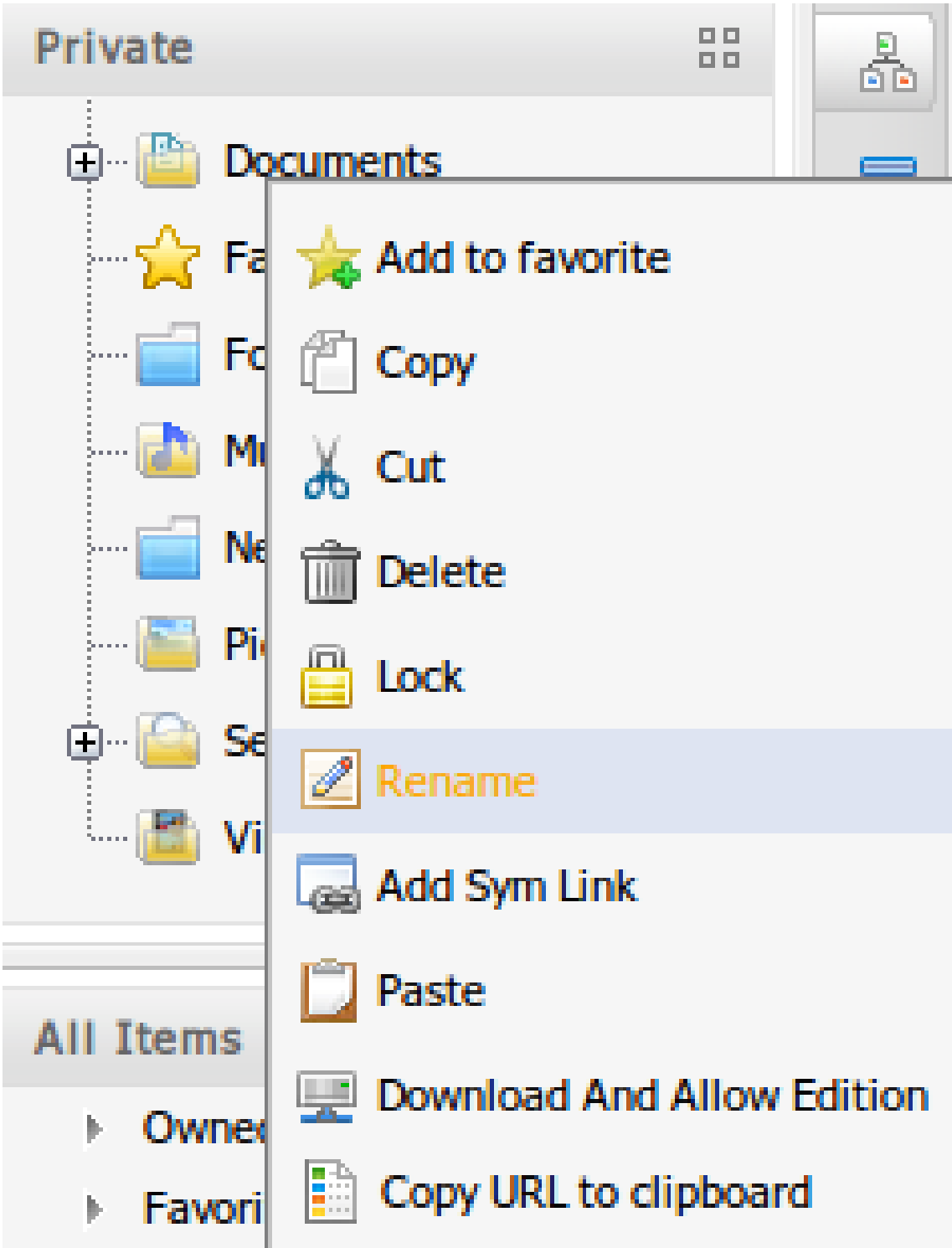
Unlock folders. To unlock a folder, right-click a locked folder and select the **Unlock** item on the menu. The folder will then be unlocked and other users can take actions on it.

4.6.6.8. Rename folders and Documents

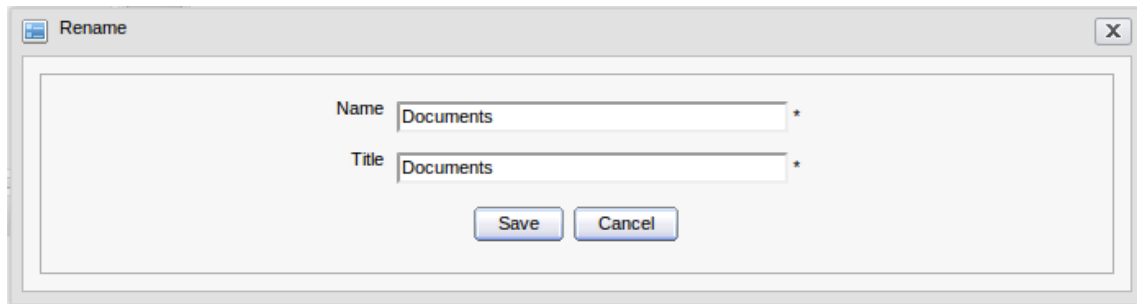
This function is used to change the name of a folder.

Procedure 4.72.

1. Right-click a folder that you want to rename then select **Rename** from the menu:



The rename form will appear:



2. Input a new name in the **Name** field. You can also change the title of this folder by entering a new one in the **Title** field.
3. Click save to commit the new details.

4.6.6.9. Add a symlink

For the purpose of fast accessing the node that you want to look for in other nodes, adding a sym link for a node is an effective way to meet this need.

To add a symlink do as follows:

Procedure 4.73.

1. Select the node that you want to add a sym link.
2. Select the Actions tab to show some actions on the Action bar
3. Click

the



on the Action bar. The Sym Link Manager pop-up will appear:

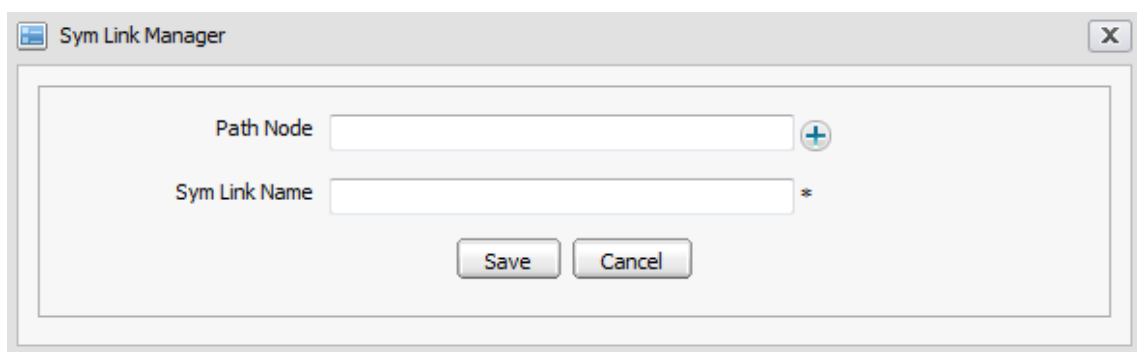


Table 4.14.

Field	Details
Path Node	The path of a link

Field	Details
Symlink name	The name of the link.

4. Click the



icon to open the **Choose Target Node** form.

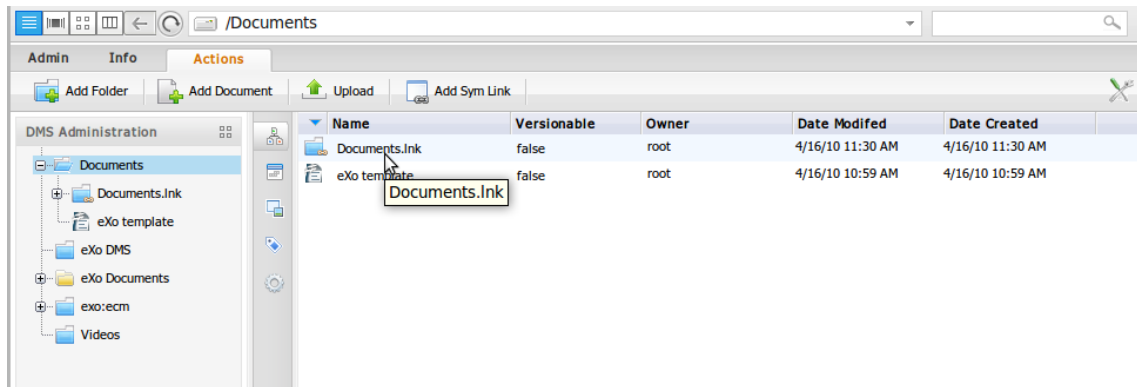
5. Choose the workspace which contains the node that you want to add a symlink:

6. Click the



in the row of the node that you want to add, the path that the node will appear in the **Path Node** field and the name of the node is set by the name of the selected node. You can also edit this name.

7. Click **Save** to add symlink.



You can select multiple nodes at once by holding the **Ctrl** or **Shift** key and select nodes or move mouse over nodes. By using this feature, you can take some actions (copy, cut, delete, lock/unlock) on different nodes at the same time.

4.6.6.10. View WebDAV

WebDAV enables people to access files, folders and read and write documents over the web. Due to its benefits of easy, quick and flexible manipulations and time saving, WebDAV is used to view nodes.

Procedure 4.74.

1. Select the path of node you want to view webDAV or open that folder from the left/right panel.
2. Right-click the node and select the Download and Allow Edition item in the menu.
3. With each type of node, form to view in WebDAV will be different:

- **Folder:** The sub-nodes list of the current folder will be displayed in WebDAV.
- **nt:file:** The content of the document will be shown.
- **Article:** This node type does not, by default, list any folders. However, if the Article includes actions, added language or other data, all folders will be listed and named; *exo:actions*, *exo:language* and so on.
- **Podcast:** Viewed in WebDAV, this node type will be attached a form that users have to complete to download this document.
- **Sample node:** This node lists folder names as *exo:images*. Like **Article**, if the **Sample** node contains actions or added languages, folders will be named *exo:actions*, *exo:language* and so on.
- **File Plan:** This node behaves the same way as **Article** and **Sample node**.

- **Kofax:** This node behaves the same way as **Article** and **Sample node**

4.6.6.11. View Document

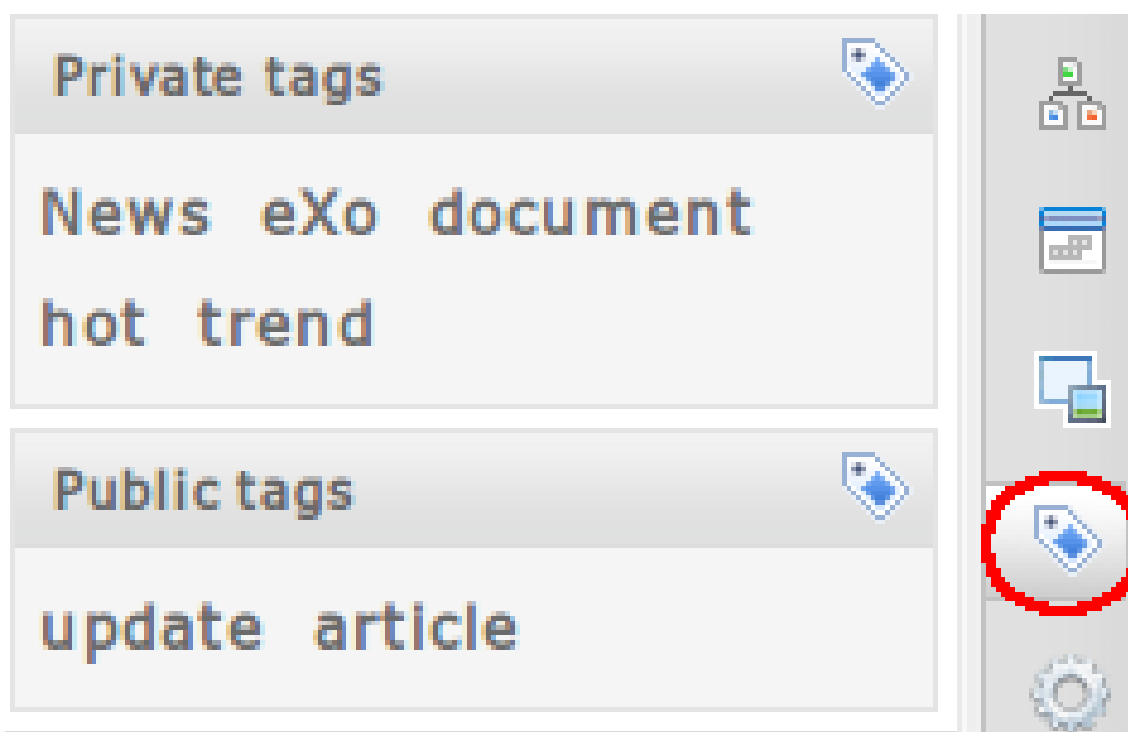
4.6.6.12. Copy URL to Clipboard

4.6.6.13. Use Created tags

Select the Tag cloud



you will see all existing tags: All existing tags are listed and classified by private or public tags.



Tags will be displayed differently depending on popularity. The font size, weight, color, family and text-decoration will be used to visually communicate popularity.

For example, tags added to over ten documents will be displayed in red, at 20px and bold. These settings can be configured in WCM Administration portlet.

Each tag is also a link to all documents with the same tag. Click a tag name to see these documents listed in the right panel.

4.6.6.14. Manage Tags

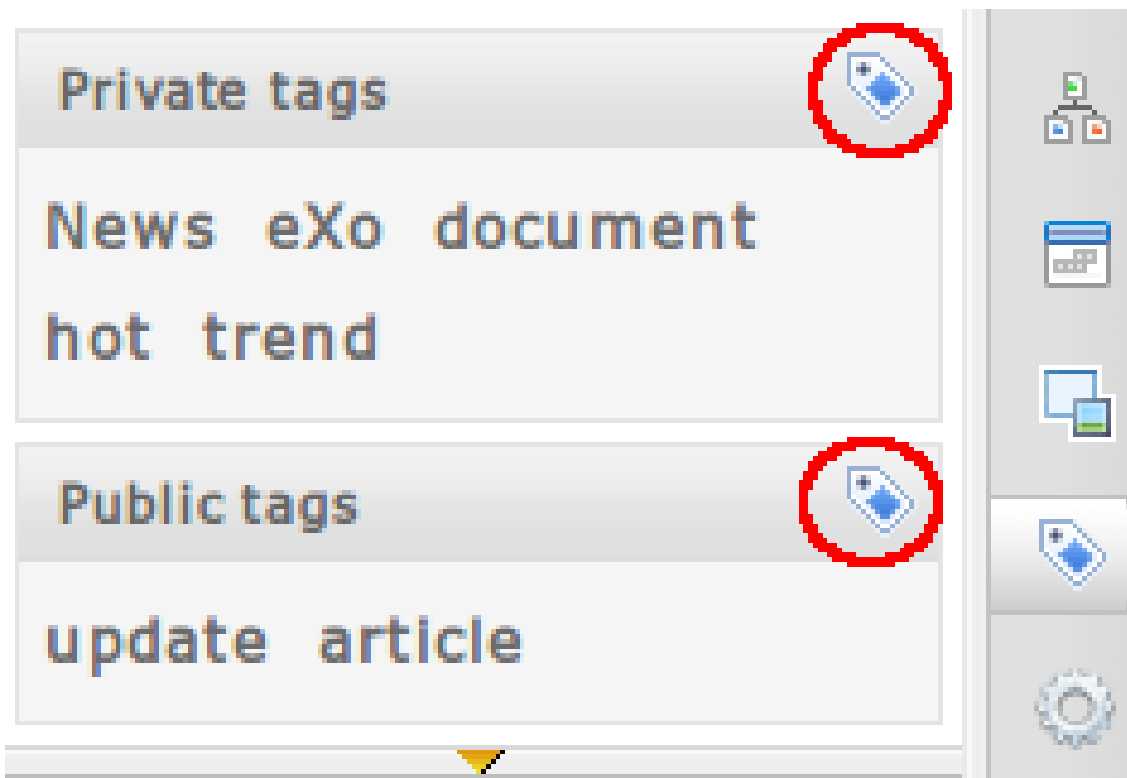
Tags are easily managed by editing or deleting them with the **Tag Manager**.

Procedure 4.75. Edit a tag

1. Click the



icon at the upper-right corner of the tags panel.



The **Edit tag form** will appear:

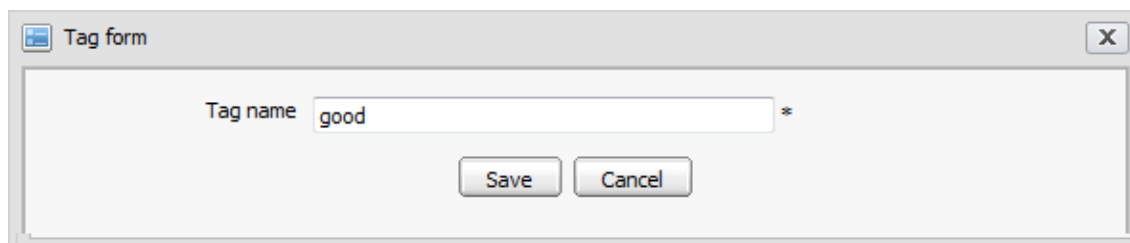
Name	Action
News	
eXo	
document	
hot	
trend	

2. Click the



that corresponds to the tag you want to edit.

3. Edit the tag as desired.



4. Click **Save** button to commit the change or **Cancel** to quit without changes.

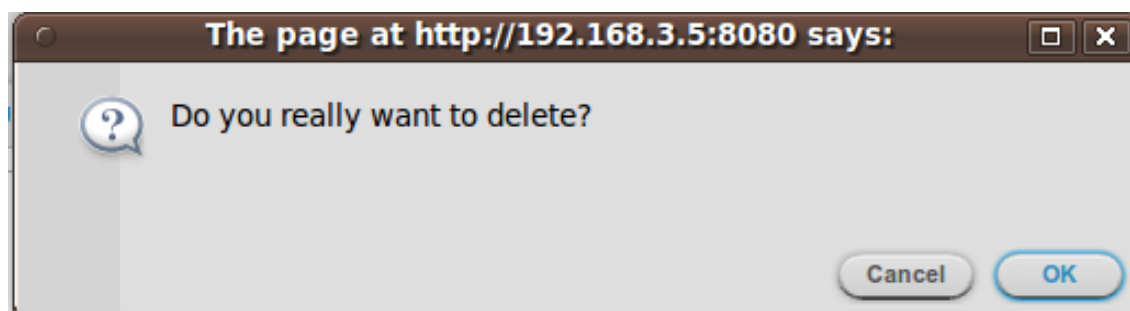
Procedure 4.76. Delete a tag

1. Perform **Step 1** from the procedure above.

2. Click  the



A confirmation box will appear:



Click **OK** button to delete the tag or **Cancel** to quit.

4.7. Manage Site Content with WebDAV

4.7.1. What is WebDAV

WebDAV is an abbreviation of **Web**-based **D**istributed **A**uthoring and **V**ersioning.. It is used to publish to publish and manage file and directories on a remote server. It also groups users to perform these these functions on a website.

WebDAV provides the following features:

Locking

This feature prevents two or more collaborators from overwriting shared files.

Site Manipulation

WebDAV supports copy and move actions and the creaion of *collections* (file system directories)

Name space management

This function enables copying and moving web pages within a server's namespace.

4.7.2. Why use WebDAV?

You should use WebDAV to manage site content because of the following reasons:

- Copy/paste web content on a desktop machine and have those changes reflected in a host-based website.
- Easily, quickly and flexibly manipulate actions on a website without having to access it directly with web-browsers. Files can be accessed from anywhere and are stored as in local directories.
- Easily and quickly upload content to a website simply by copying it into the appropriate directory.

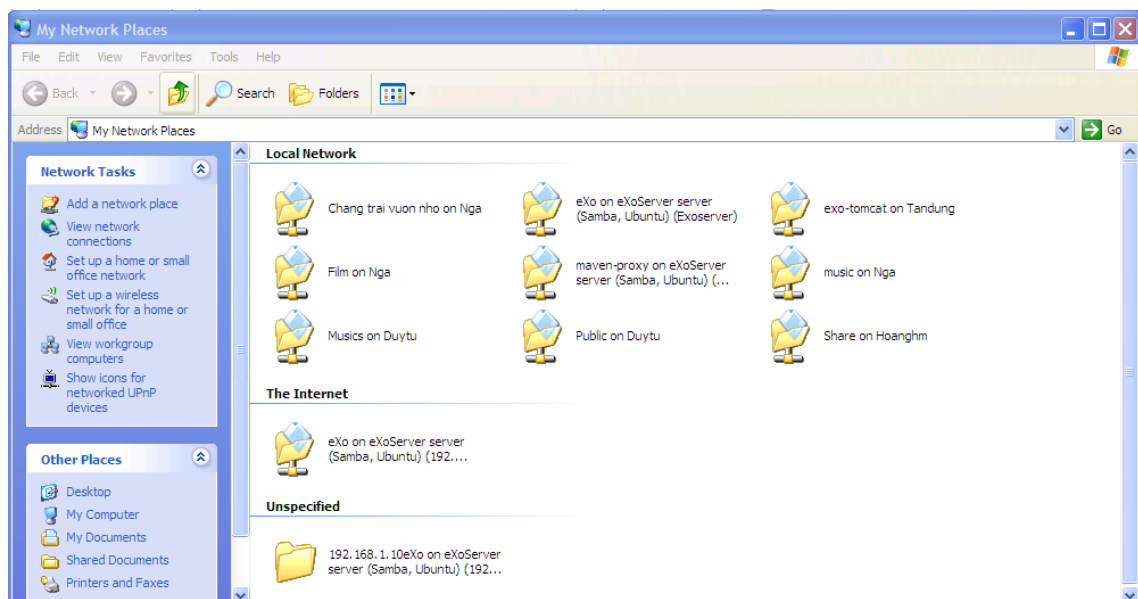
4.7.3. How to Use WebDAV With eXo Content

WCM supports WebDAV in two ways:

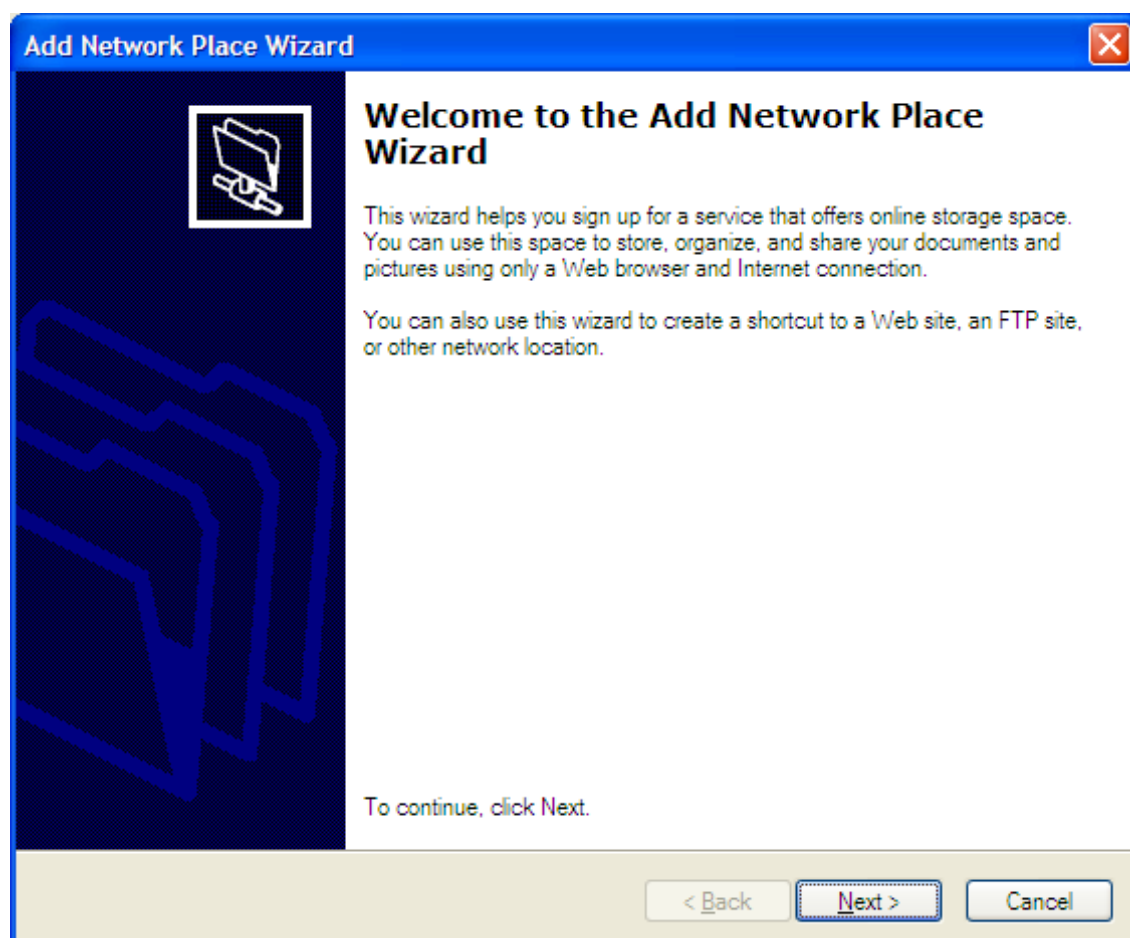
This way is used when you are on a Window System and your computer has to be connected to the Internet or Intranet.

Procedure 4.77. Method One:

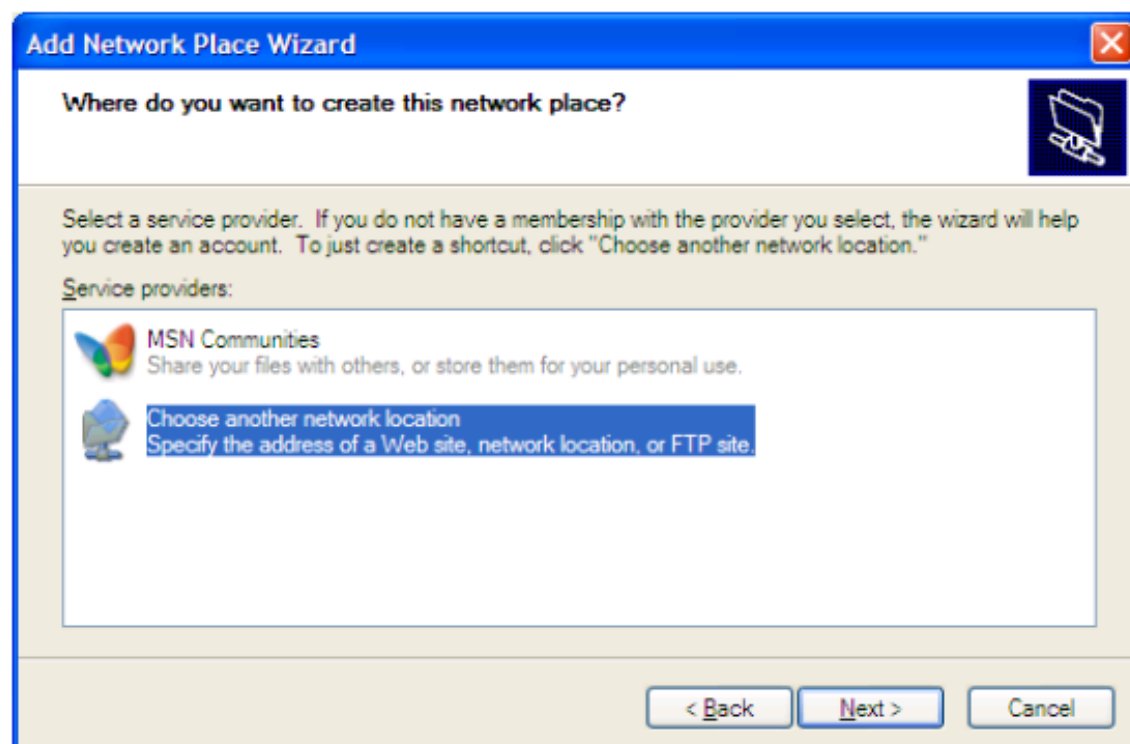
1. Navigate to the **My Network Places** on your local computer. You will see all shared files and folders:



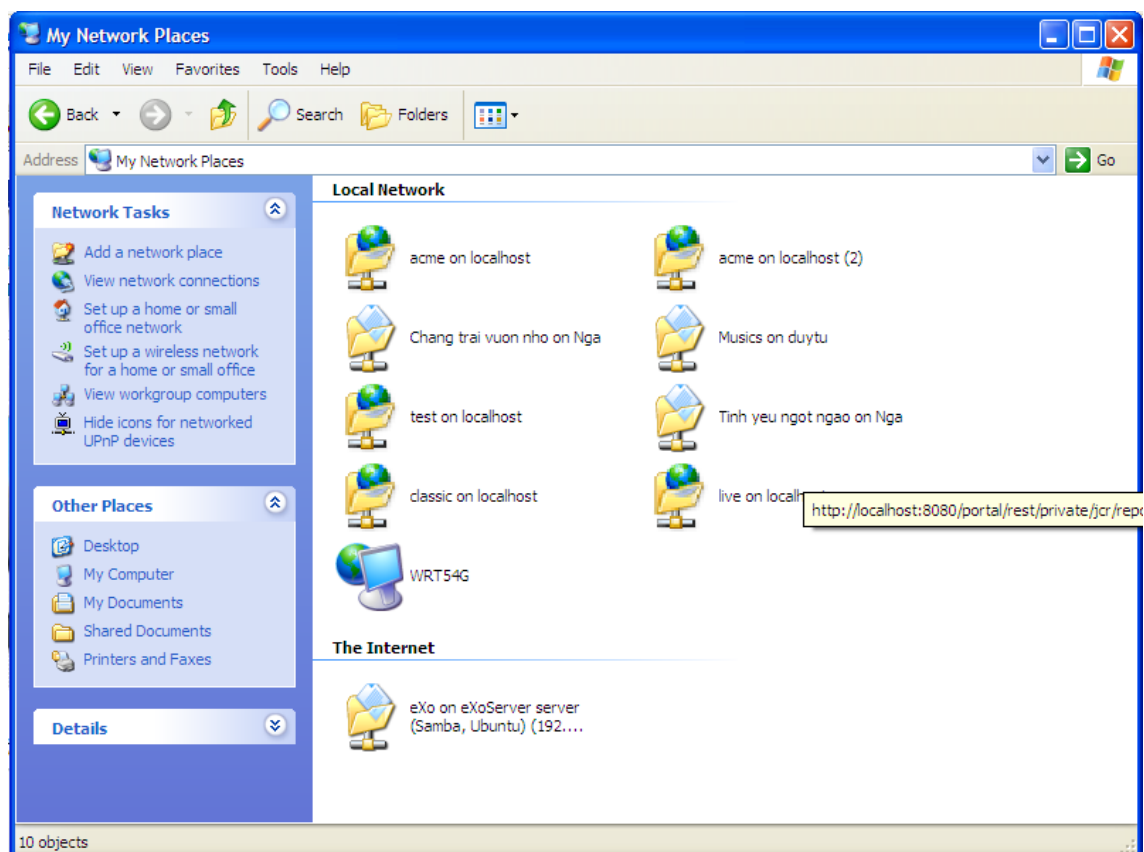
2. Click the **Add a network place** link on the left to open the **Add Network Place Wizard**:



3. Click **Next** to choose a network location:



4. Select **Choose another network location** to create a shortcut.
5. Enter an address into the **Internet or network address** field. As an example, the address of the demonstration site *Acme* is **`http://localhost:8080/portal/rest/private/jcr/repository/collaboration/sites/content/live/acme`**
6. Click **Next**. After a few moments a folder named **acme on localhost** will appear in the **My Network Places** directory.

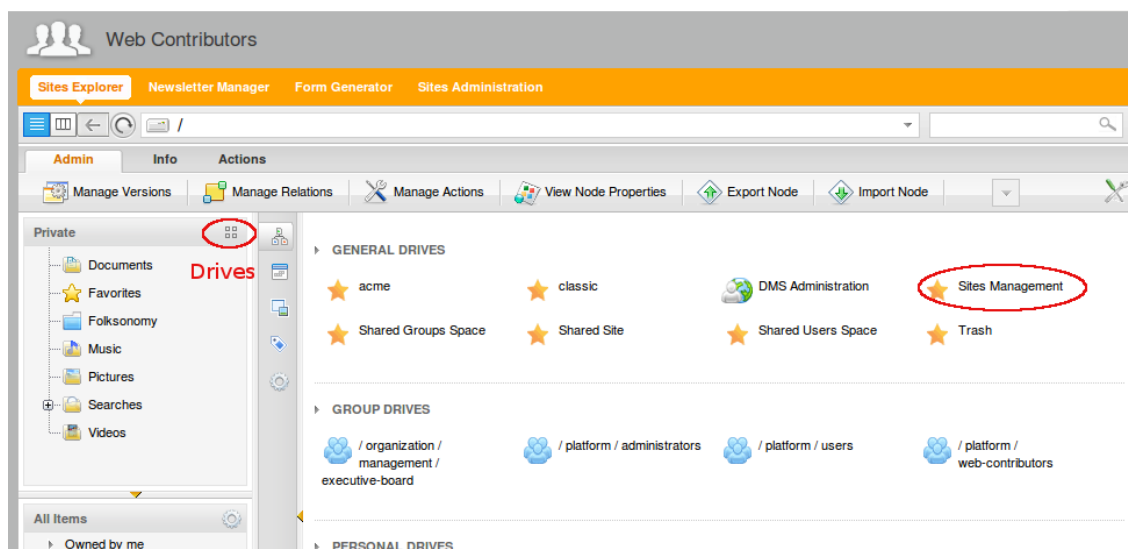


Each site being managed by WebDAV will appear as a folder in this location.

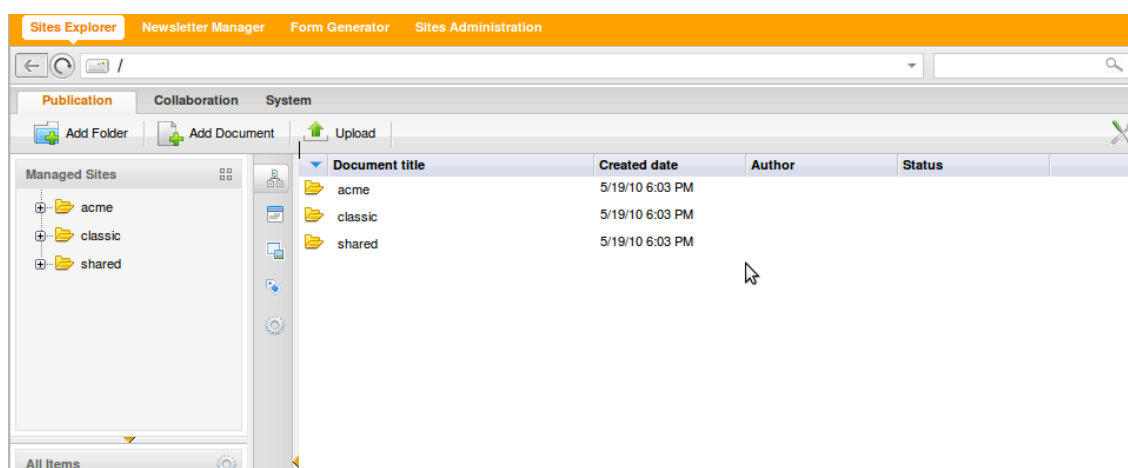
7. Take action on the content in this folder to administer the site content remotely.

Procedure 4.78. Method Two:

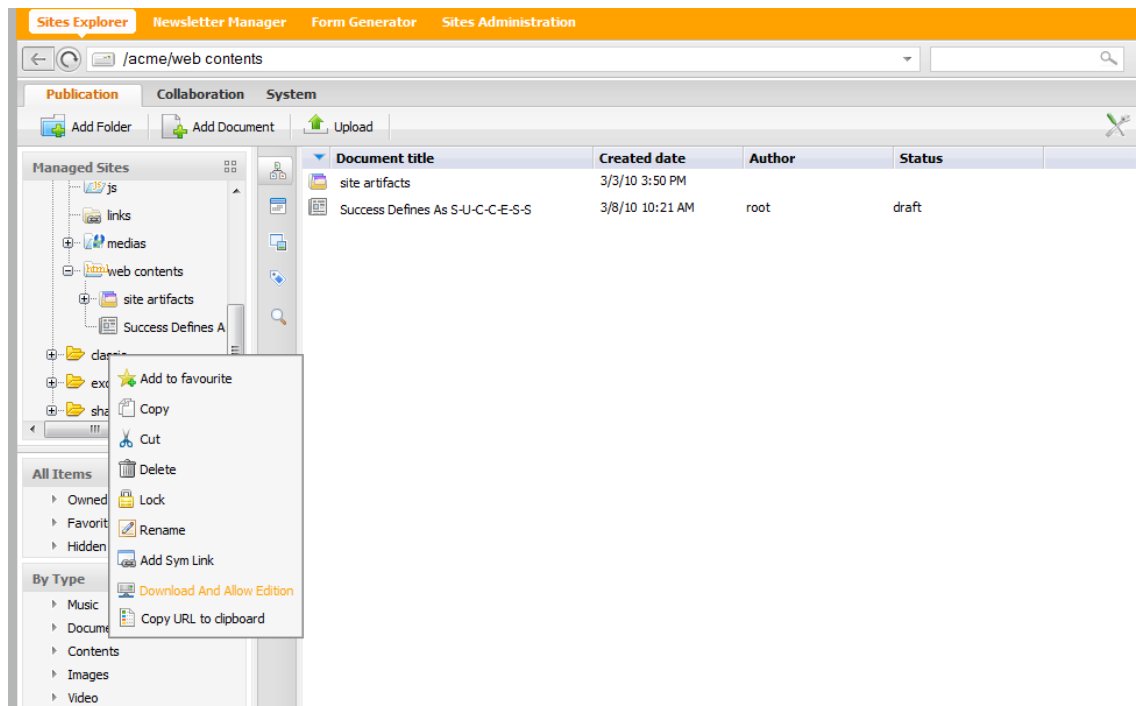
1. Navigate to <http://localhost:8080/portal> in your web browser.
2. Click **Group | Sites Explorer** in the Administration bar.
3. Click **Drives** the select **Sites Management**.



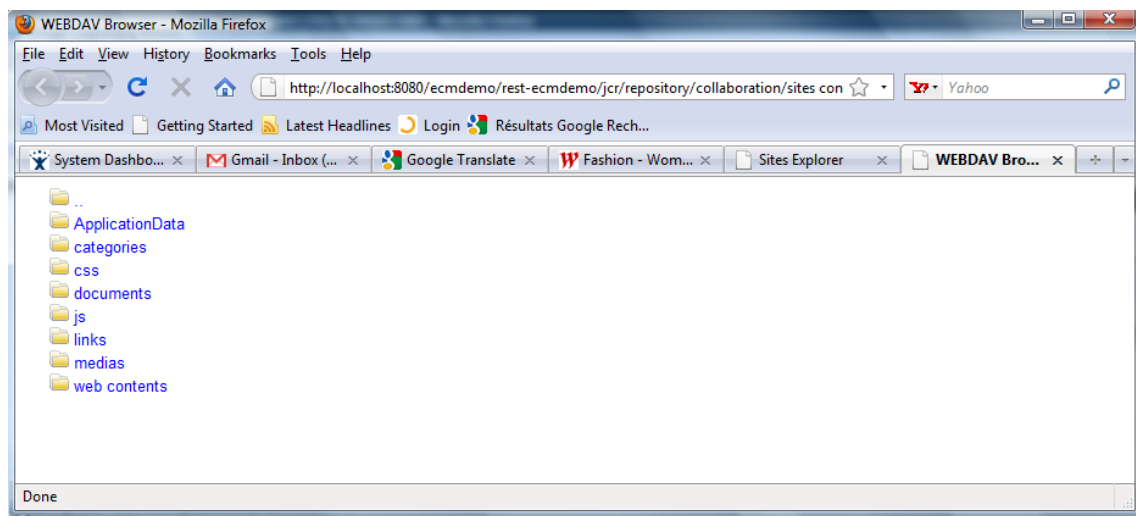
You will see all sites listed in the left sidebar:



4. Right click the site you want to view with WebDAV and select the **Download and Allow Edition** item in the menu.



The selected site will be shown in WebDAV:



In this view you can access documents in the directories that are linked to the web server.

4.7.4. Actions

You see all *default folders* of a site when accessing it via WebDAV. Manipulating content through WebDAV is the same as working on it in local folders.

This means you can copy/paste files, list folders, rename and more in system directories.

4.7.4.1. Add new content to a specific site

This function allows you to copy web content (such as an **.html** file) from your local computer to a *web content* folder of a site.

Procedure 4.79.

1. Access a site via WebDAV (refer to [Section 4.7.3, "How to Use WebDAV With eXo Content"](#)) then go to a **web content** folder of the site.
2. Copy the web content on your local system into this folder.

The copied file will be converted to web content that is viewable by WebDAV automatically. The content is converted to a directory containing *CSS*, *documents*, *js* and *media*.

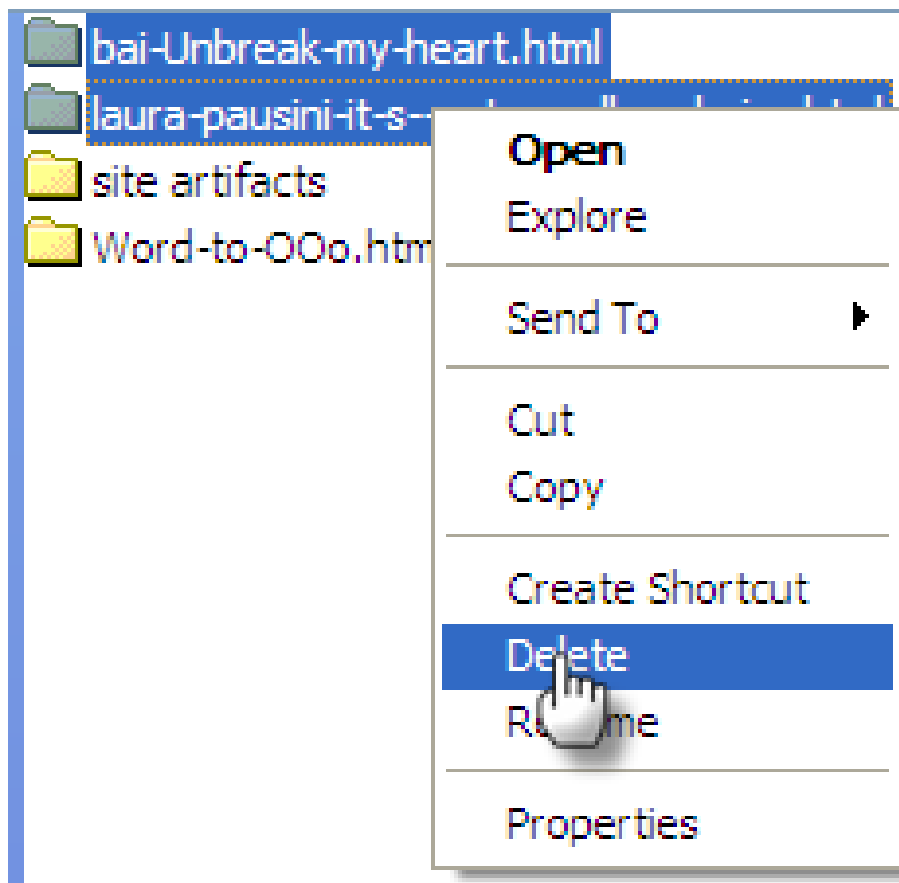
After new content is added it can be viewed as a folder in WebDAV or as page content using a web browser.

4.7.4.2. Delete a web content

This function allows site administrators to delete web content files singularly or in batches.

Procedure 4.80.

1. Navigate to the folder that contains the content you want to remove.
2. Right click the content files or directories (hold the *Ctrl* key to select multiple files at once) and select **Delete form the context menu**.



The selected file(s) will be removed from the site.

4.8. Search in Sites Explorer

There are three ways to search an existing node:

1. [Section 4.8.1, "Simple Search"](#).
2. [Section 4.8.2, "Advanced Search"](#).
3. [Section 4.8.3, "Quick Search"](#)

4.8.1. Simple Search

This function is used to search with properties of the document (Note: Not the document's name).

Procedure 4.81.

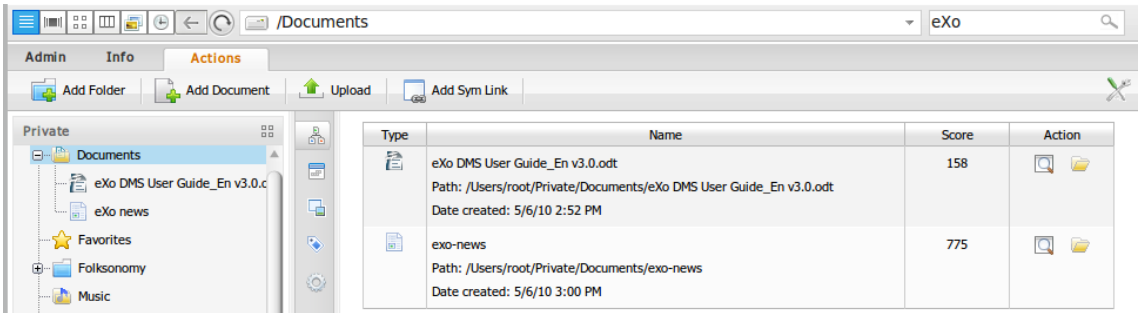
1. Enter a string that is found in the document you are searching for (Note: Do not use the document's name).

2. Click the



icon to perform the search.

Search results will be displayed in the right pane.



The search results will appear empty if no node contains the search string.

Type	Name	Score	Action
No result found!			

3. Click the



to view the content containing the search string.

Or click the



icon to go to the node that contains the search result.

4.8.2. Advanced Search

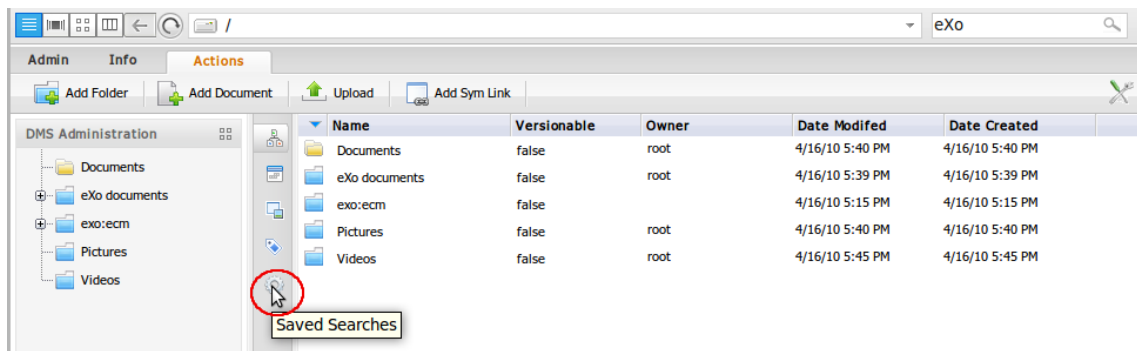
To perform an advanced search:

Procedure 4.82.

1. Click the



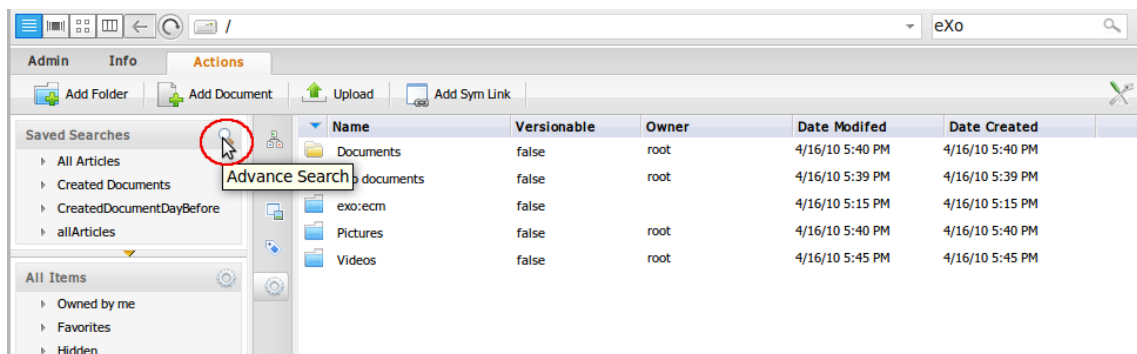
Saved Search icon.



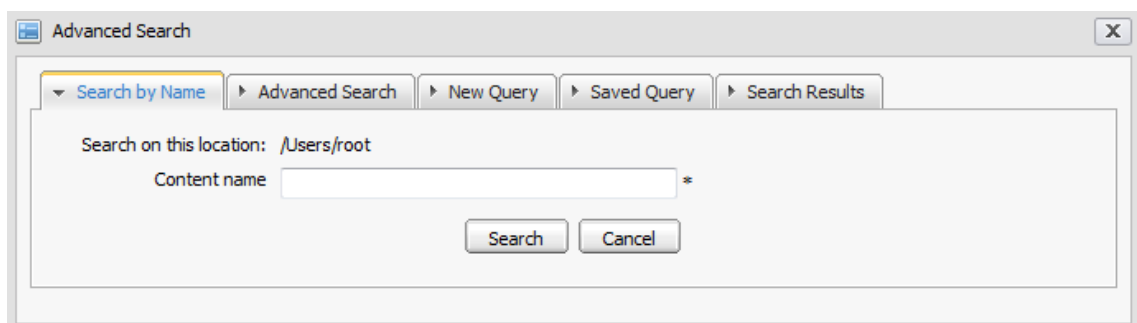
2. Then click the **Advanced Search** icon



to open the **Advanced Search** form.



The **Advanced Search** form will open:



The tabs in this form offer different search functions:

- [Section 4.8.2.1, "Search by Name"](#)
- [Section 4.8.2.2, "Search with constraints"](#)
- [Section 4.8.2.3, "Search by creating a new query"](#)
- [Section 4.8.2.4, "Search by existing queries"](#)

4.8.2.1. Search by Name

Use the **Search by Name** tab to search nodes by name:

Procedure 4.83.

1. Enter the exact name you wish to search for in the **Content name** field.
2. Click **Search**.

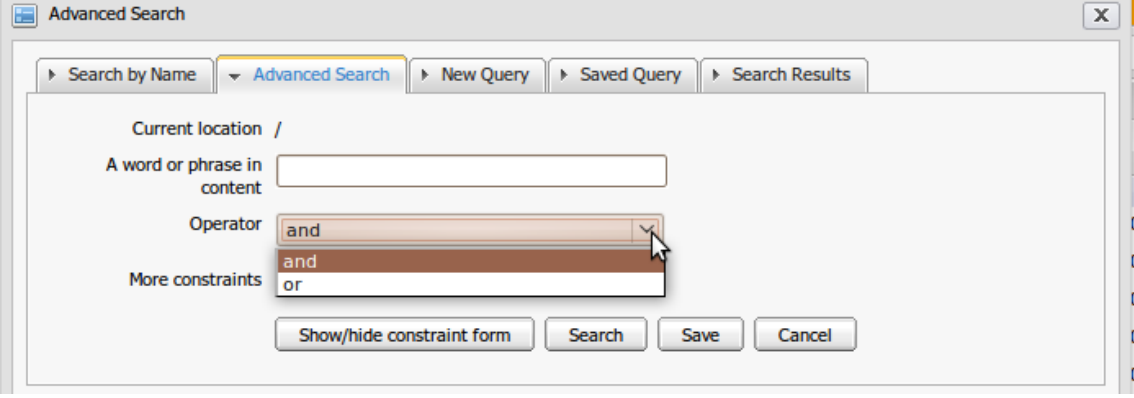
Results will return with the message *"No result found"* if there is no node with the entered name.

Results will be returned in the **Search Results** tab if the requested name is found.

4.8.2.2. Search with constraints

This search allows you to search with more constraints to limit the returned results.

Extra search constraints are entered in the **Advanced Search** tab of the **Advanced Search** form.



The screenshot shows the 'Advanced Search' dialog box. At the top, there are tabs: 'Search by Name', 'Advanced Search' (selected), 'New Query', 'Saved Query', and 'Search Results'. Below the tabs, the 'Current location /' field is visible. Underneath, there is a text input field labeled 'A word or phrase in content'. Below that is a dropdown menu for 'Operator' with 'and' selected. Below the dropdown is a text input field labeled 'More constraints' with 'or' entered. At the bottom of the dialog, there are four buttons: 'Show/hide constraint form', 'Search', 'Save', and 'Cancel'.

The **Current location** field is not editable. It shows the path selected to search.



Procedure 4.84.

1. Enter search terms in the **A word of phrase in content** field.
2. Select the **Operator**.
 - Select **AND** operator to only return results that meet *both* the search terms and the entered constraints (see Step 3).
 - Select **OR** operator to return results that meet *either* the search terms or the entered constraints (see Step 3).
3. Click **Show/hide constraints form** to add more constraints.

a further constraint options window will appear:

Table 4.15.

Item	Details
1	You can add more than one constraint thus there are two operators AND and OR for you to combine them.
2	These fields allow you to add a constraint to search by a property with specific values.
3	These fields allow you to add a constraint to search by a property with specific values.
4	These fields allow you to add a constraint to search by a property that contains one of the word in the specific string.

Item	Details
5	These fields allow you to add a constraint to search by a property that does not contain the specific string.
6	These fields allow you to add a constraint to search by a duration of date (created, modified).
7	This field allow you to add a constraint to search by the document type (File, Article, Podcast, Sample node, File Plan, Kofax).
8	This field allow you to add a constraint to search by categories.
	Add a document type.
	Add a category.

4. Select the constraint operator(**AND/OR**).
5. Add the required constraints using one of the follow methods:



1. *Add a constraint for exact values*
2. *Add a constraint including or excluding values*
3. *Add a constraint by date*
4. *Add a constraint by document type*
5. *Add a constraint by category*


Procedure 4.85. Add a constraint for exact values


1. Check the box that corresponds to the constraint you want.
2. Enter the property you want to locate or click the **Add property** icon




Operator : and ▼


☐ Property :  Contain Exactly : 

☐ Property :  Contain :

☐ Property :  Not Contain :


☐ CREATED ▼ From To

☐ Document Type : 

☐ Category : 

Add Cancel

A list of possible properties appears:

 **Select property** X

Metadata Type dc:elementSet ▼

☒ dc:date

☐ dc:creator

☐ dc:coverage

☐ dc:subject

☐ dc:publisher

☐ dc:identifier

☐ dc:rights

☐ dc:source

☐ dc:description

☐ dc:relation

☐ dc:format

☐ dc:title

☐ dc:language

☐ dc:resourceType

☐ dc:contributor

Add Cancel

3. Select a property from the list and click **Add**. The selected property will populate **Property** field.
4. Define the property value to search for by entering a value into the **Contain exactly** field or click the **Find exactly** icon:



The screenshot shows a configuration window for a filter. At the top, there is a dropdown menu labeled 'Operator' with 'and' selected. Below this, there are several rows of checkboxes and input fields. The first row has a checked checkbox, a text field containing 'dc:subject', a 'Find exactly' icon, and a text field. The second row has an unchecked checkbox, a text field, a 'Contain' icon, and a text field. The third row has an unchecked checkbox, a text field, a 'Not Contain' icon, and a text field. The fourth row has an unchecked checkbox, a dropdown menu with 'CREATED' selected, a 'From' text field, a 'To' text field, and a 'Find exactly' icon. The fifth row has an unchecked checkbox, a text field, a 'Find exactly' icon, and a text field. The sixth row has an unchecked checkbox, a text field, a 'Find exactly' icon, and a text field. At the bottom right, there are 'Add' and 'Cancel' buttons.

The **Filter** form will appear:

The screenshot shows a window titled 'Filter form'. Inside, there is a 'Filter' text field with a 'Find exactly' icon to its right. Below this is a 'Results' section with a list box containing the text 'system guide document' and 'uploaded image'. At the bottom of the window, there are 'Select' and 'Cancel' buttons.

All pre-existing values for the property you selected will appear.

- If the value you require is in the list, select it and click **Select**.
- If the value you require is not in the list, enter it in the **Filter:** field and click



icon. The value will populate the **Contain exactly** field of the constraints form.

Procedure 4.86. Add a constraint including or excluding values

1. Check the box corresponding to the **Contain** or **Not Contain** constraint, as appropriate.
2. Enter the required property in the **Property** field or click the **Add Property** icon



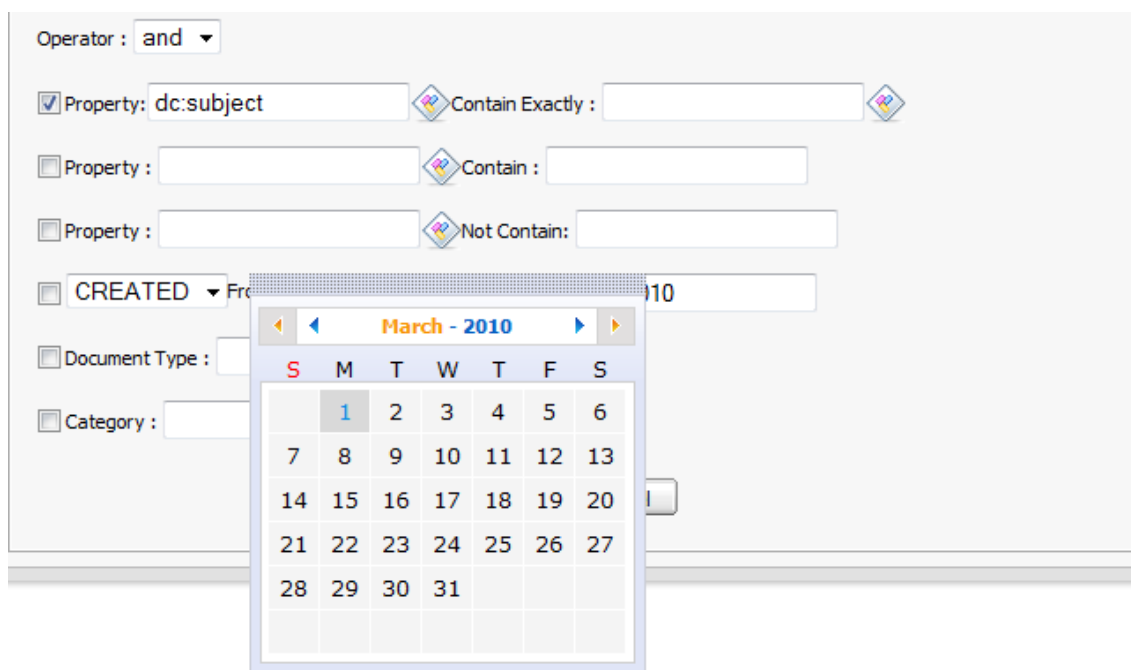
(refer to **Step B** in [Add a constraint for exact values](#) for more information).

3. Enter the required values in the **Contain** or **Not Contain** fields.

Procedure 4.87. Add a constraint by date

1. Click the check box beside the field with the drop down menu (below the **Property** entries).
2. Define the search condition from the drop down list (**CREATED/MODIFIED**).
3. Click in the **From** field.

A small calendar will appear;



The screenshot shows a search constraint configuration interface. At the top, the 'Operator' is set to 'and'. Below this, there are three rows of constraint fields, each with a checkbox, a property name, a relationship icon, and a value field. The first row is checked and has 'dc:subject' as the property and 'Contain Exactly' as the relationship. The second and third rows are unchecked. Below these, there is a 'CREATED' dropdown menu, a 'From' field with the value '10', and a 'Document Type' field. A calendar overlay is displayed over the 'From' field, showing the month of March 2010. The calendar has a header with navigation arrows and the text 'March - 2010'. The days of the week are listed as S, M, T, W, T, F, S. The dates 1 through 31 are arranged in a grid. The date 1 is highlighted in blue.

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Select the date you want to use as a constraint.

4. Repeat the above steps for the **To** field.

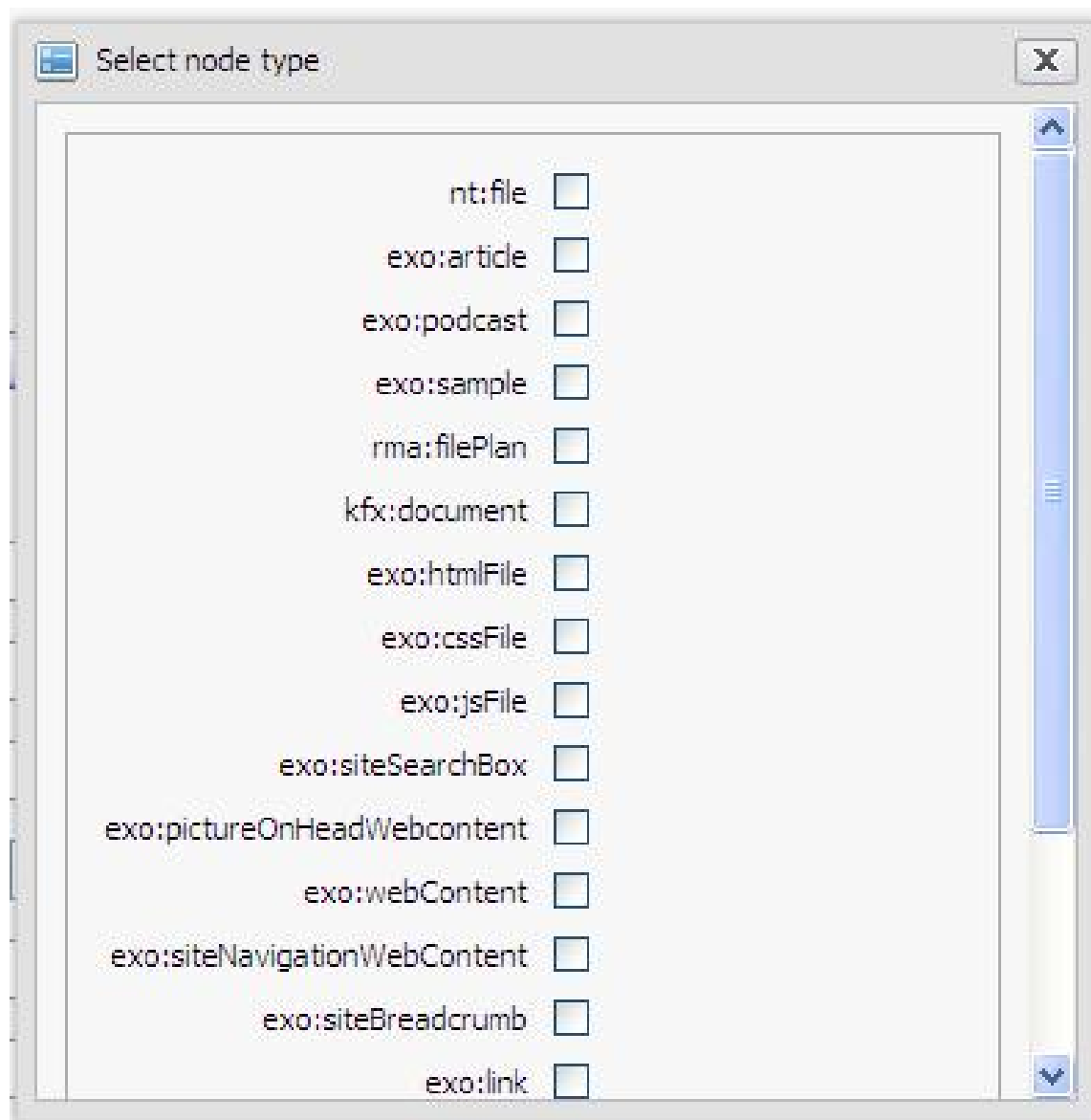
The selected dates will populate the **From** and **To** fields in the **Add constraint** form.

Procedure 4.88. Add a constraint by document type

1. Click the check box beside the **Document Type** field.
2. Enter the document type you want to search for or click the





icon for a list of document types:





3. Click the check box of the document type you want and click **Save**.

The selected document type will populate the **Document Type** field.


Operator : and ▼


☒ Property : dc:title  Contain Exactly : uploaded image 

☐ Property :  Contain :

☐ Property :  Not Contain:

☐ CREATED ▼ From 03/01/2010 To 03/15/2010

☒ Document Type : ntfile,exo:article,exo:por 

☐ Category : 

Add Cancel

Procedure 4.89. Add a constraint by category

1. Click the check box beside the **Category** field.
2. Enter the category you want to search for or click the





icon for a list of categories:

Add category to search X

UIOneTaxonomySelector

Taxonomy Tree System ▼

Name	Action
Cms	
Calendar	

Close

3. Click the



that corresponds to the category you want.

The selected category will populate the **Category** field.

Operator : **and**

☒ Property : **dc:title** Contain Exactly : **uploaded image**

☐ Property : Contain :

☐ Property : Not Contain:

☐ **CREATED** From **03/01/2010** To **03/15/2010**

☒ Document Type : **ntfile,exo:article,exo:pod**

☐ Category :

Add **Cancel**

- Click **Add** to add any/all activated constraints.

The constraints will be converted to an **SQL** query and displayed in the search form:

Current location **/Documents/Live**

A word or phrase in content

Operator **and**

More constraints **(@dc:title = 'uploaded image')**

and ((documents created from '03/11/2008') and (documents created to '03/26/2008'))

and (@jcr:primaryType = 'nt:file' or @jcr:primaryType = 'exo:article' or @jcr:primaryType = 'exo:podcast')

Show/hide constraint form **Search** **Save** **Cancel**

Remove unnecessary constraints with the



icon.

- Click **Search** to launch the search. Results will be displayed in the **Search Results** tab.
- Click **Save** and give this search configuration a name if you want to save it for use at another time.

4.8.2.3. Search by creating a new query

You need a knowledge of the structure of query statements in order to configure a search using the parameters on the **New Query** tab

Procedure 4.90.

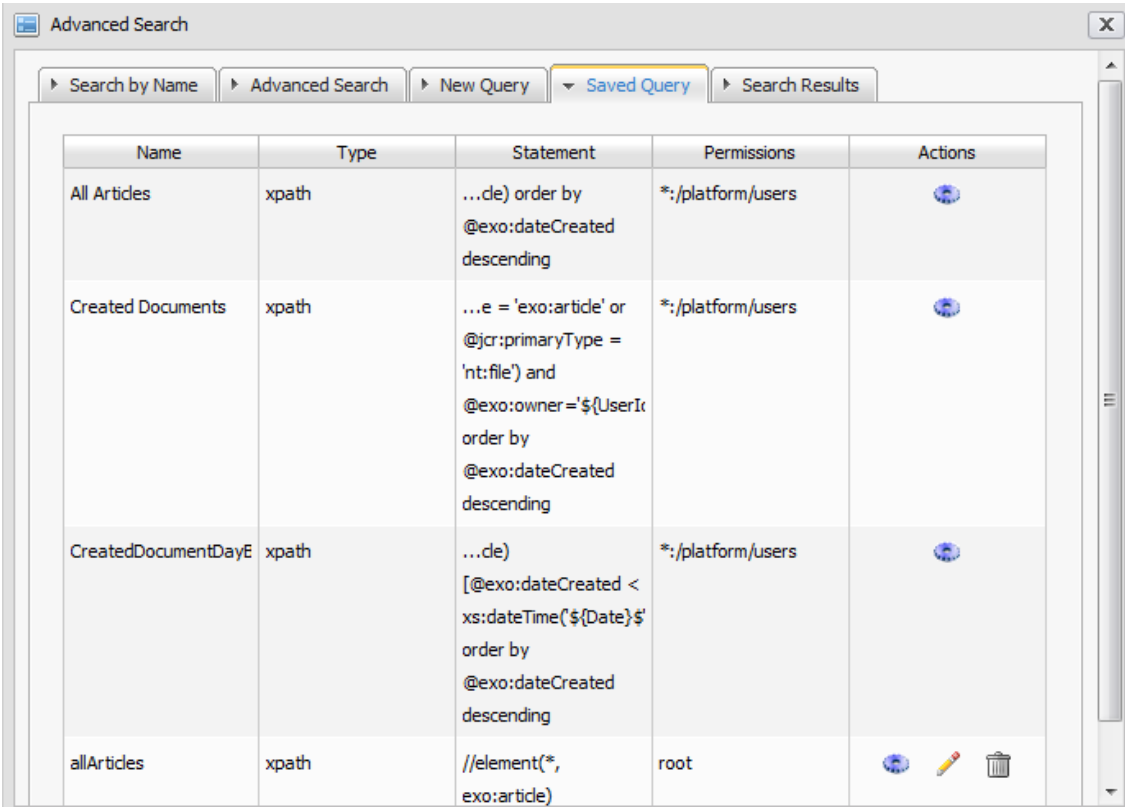
1. Enter a unique name for this query in the **Name** field.
2. Choose a query type from the drop down menu; **SQL** or **xPath**
3. Enter a query statement.
4. Click **Search** to perform the search and display the results in the **Search Results** tab.







Or click **Save** to save the search query to the **Saved Query** tab.

Or click **Cancel** to quit.

4.8.2.4. Search by existing queries

This tab lists all saved search queries (that you have access rights to use).



Name	Type	Statement	Permissions	Actions
All Articles	xpath	...de) order by @exo:dateCreated descending	*:/platform/users	
Created Documents	xpath	...e = 'exo:article' or @jcr:primaryType = 'nt:file') and @exo:owner='\${UserI order by @exo:dateCreated descending	*:/platform/users	
CreatedDocumentDayE	xpath	...de) [@exo:dateCreated < xs:dateTime('\${Date}')\$' order by @exo:dateCreated descending	*:/platform/users	
allArticles	xpath	//element(*, exo:article)	root	  

- Click



to perform the search and see the results in the **Search Results** tab.

- Click



to edit the query statement. The query form will appear as it does when creating a query (see [Section 4.8.2.3, “Search by creating a new query”](#)) however you cannot edit the name of the saved search.

- Click



to delete a query (provided you have access rights over that query).

4.8.3. Quick Search

To perform a quick search:

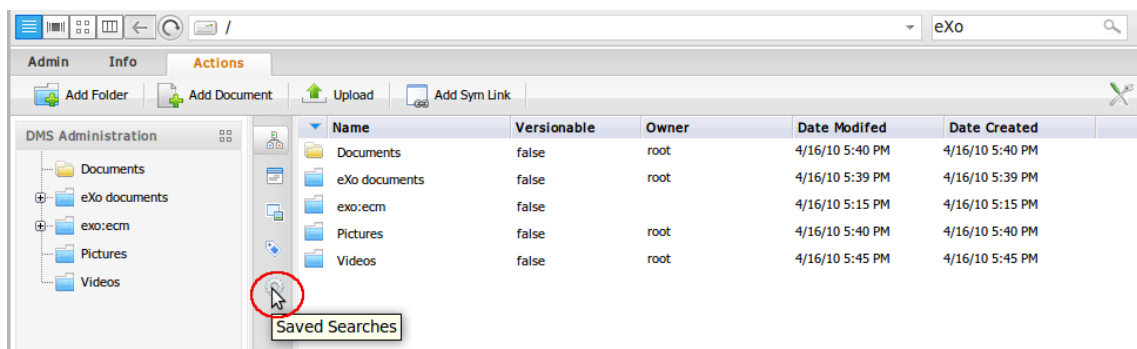
Procedure 4.91.

1. Click

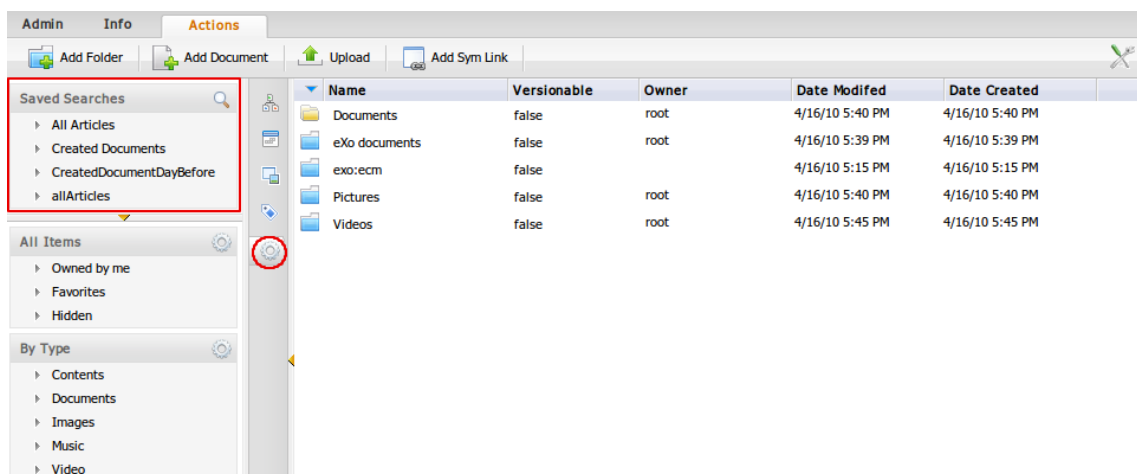
the



icon to see the list of existing queries.



A query list will appear. It contains the sections; **All Articles**, **Created Documents**, **CreatedDocumentDayBefore** and **allArticles**.



2. Launch, modify or delete the queries as required (see [Section 4.8.2.3, “Search by creating a new query”](#) for more information).

3. Filter results with the entries in the **All Items** and/or **By Type** panes on the left of the tab. Items matching the selections will appear in the right pane.
4. Click on the required document or folder name to view and or download them.

4.9. Preferences

This function is used to set up your browsing preferences.

Procedure 4.92.

1. Click on



on the right side of the **Sites Explorer** portlet.

The **Preference Setting** window will appear:

The Preference Setting window is titled "Preference Setting" and contains a section titled "Set up your browsing preferences". It includes the following settings:

- Enable JCR like structure ☐ (1)
- Show sidebar ☒ (2)
- Show "non document" nodes ☒ (3)
- Show referenced documents ☐ (4)
- Show hidden nodes ☐ (5)
- Show items by user in Timeline View ☒ (6)
- Enable drag & drop ☒ (7)
- Query Type: SQL (8)
- Sort by: Alphabetic (9)
- Order: Ascending (10)
- Nodes Per Page: 10 (11)

At the bottom, there are "Save" and "Back" buttons.

Table 4.16.

Setting	Details
Enable JCR like structure.	This option is to display nodes in a document in tree structure.
Show sidebar	This option is to display a sidebar.
Show non document nodes	This option is to display nodes that are non-documents.
Show referenced documents	This option is to display referenced documents.
Show hidden nodes	The option is to display hidden nodes.
Show items by user in Time line View	This option is to display items by a user or not in Timeline view.
Enable drag and drop	This option is to allows taking the “drag and drop” action or not.
Query Type	This query type.
Sort by	This condition is used to sort nodes in nodes list.
Order	This type of the sorted order.
Nodes per page	This number of nodes that will be displayed per page.

2. Configure the preferences as required and click **Save** to set them.

Or click **Back** to quit without submitting changes.

4.10. Newsletters

WCM provides a newsletter service aiming at helping users quickly get the updated newsletters from a website.

4.10.1. Newsletter Viewer

Users instantly get newsletters from your email in order to update the newest information about categories and subscriptions that users frequently care about.

Follow these steps to subscribe to newsletters from exoservice:

1. Go to Newsletters on the navigation bar. The Newsletters page will appear:

Overview News **Newsletters** Contact Us

NEWSLETTERS

Your Email +

Marketing You want to know where we are, where we go ?

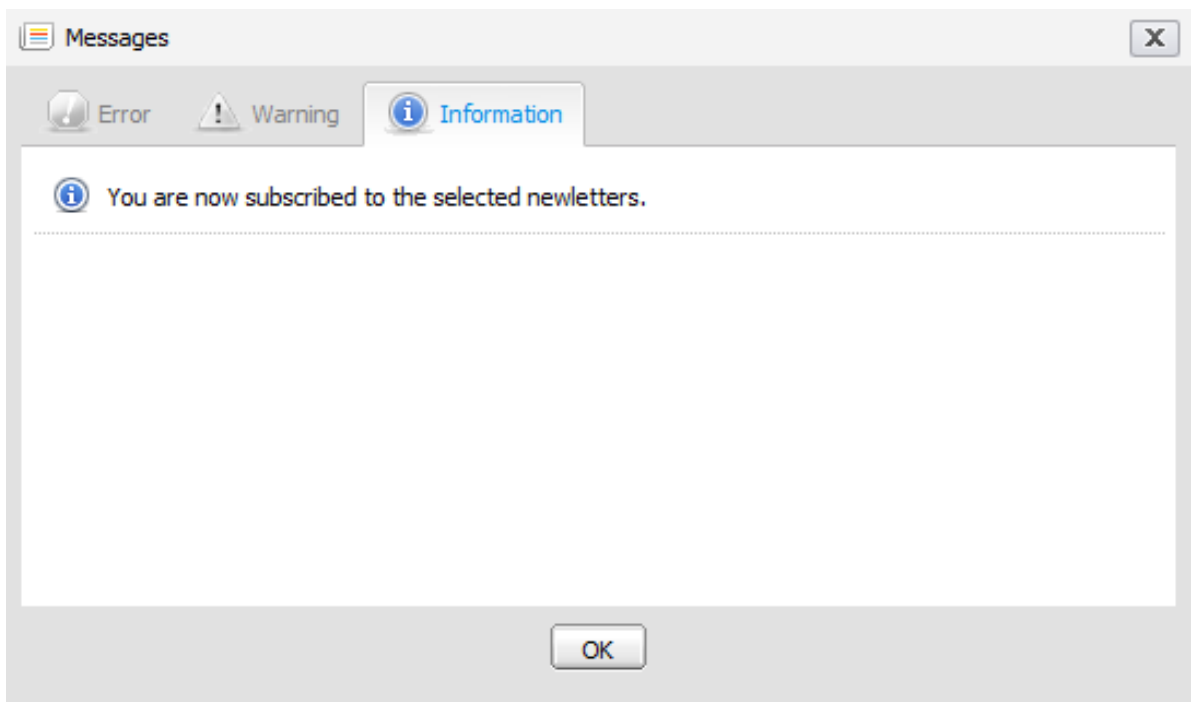
Subscription	Check to subscribe
The market <i>What's on the market today ?</i>	<input type="checkbox"/>

General General information about us

Subscription	Check to subscribe
Results <i>Monthly newsletter about our results and forecasts</i>	<input type="checkbox"/>
Check-List <i>Weekly newsletter with general topics</i>	<input type="checkbox"/>

Subscribe

2. Enter your email address in the Your Email field.
3. Select the check box corresponding to the subscription that you want to get newsletters.



4. Click Subscribe. A message informing that you have just subscribed to the selected newsletter will appear.

- Click OK in the confirmation message. You can reselect the subscription that you want or do not want to receive newsletters by re-selecting the check box in the Check to subscribe column.

The screenshot shows the 'Newsletters' tab in a web application. At the top, there's a navigation bar with 'Overview', 'News', 'Newsletters' (selected), and 'Contact Us'. Below this is a banner with a world map and the word 'NEWSLETTERS'. The user's email is 'quynhlien.84@gmail.com' with a 'Forget this email' button. There are two sections: 'Marketing' and 'General'. Each section has a 'Subscription' table with a 'Check to subscribe' column. The 'Marketing' section has one subscription 'The market' with a checked checkbox. The 'General' section has two subscriptions: 'Results' and 'Check-List', both with checked checkboxes. A 'Change your subscriptions' button is at the bottom.

Your Email quynhlien.84@gmail.com [Forget this email](#)

Marketing You want to know where we are, where we go ?

Subscription	Check to subscribe
The market <i>What's on the market today ?</i>	<input checked="" type="checkbox"/>

General General information about us

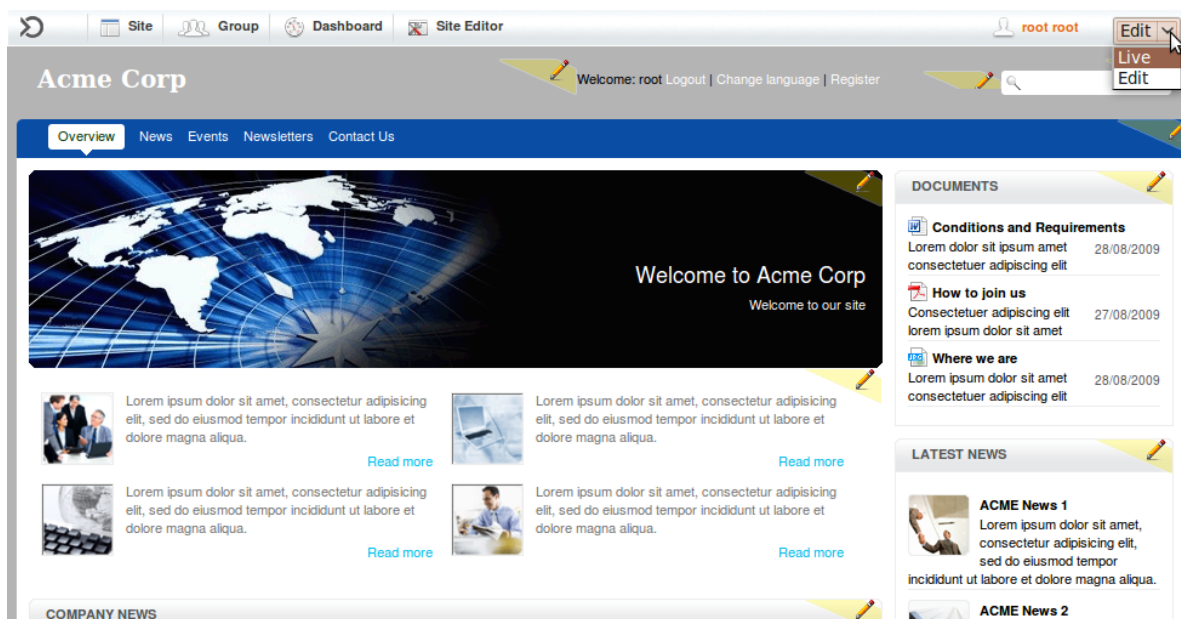
Subscription	Check to subscribe
Results <i>Monthly newsletter about our results and forecasts</i>	<input checked="" type="checkbox"/>
Check-List <i>Weekly newsletter with general topics</i>	<input checked="" type="checkbox"/>

[Change your subscriptions](#)

- Click Change your subscriptions to update your changes.
- Click Forget this email if you want to unsubscribe from newsletters.

4.10.2. Newsletter Manager

WCM facilitates administrators to easily and quickly manage and control newsletters. Go to Groups | Newsletter Manager on the Administration bar to reach the Newsletter Manager.



4.10.2.1. Category

This section details category management.

4.10.2.1.1. Add a new category

Procedure 4.93. Add a new category

1. Click New Category on the action bar of the Newsletter Manager page. The Category form will appear.

A screenshot of a 'Category form' dialog box. It contains four input fields: 'Name', 'Title', 'Description', and 'Moderator'. Each field has a required field asterisk (*) next to it. The 'Moderator' field also has three user icons and a trash icon. At the bottom are 'Save' and 'Cancel' buttons. The dialog has a title bar with a close button (X).

Table 4.17. Category Form Field Details

Field	Description
Name	The name of a category. This field is required.
Title	The title of a category. This field is required.
Description	A brief description of the category.
Moderator	Allows an administrator to select which memberships what group can manage this category.
Save	Accepts the addition of a new category.
Cancel	Quits the category form without adding a category.

2. Input values for fields

Select a moderator for a category by clicking



next to the Moderator field to select a user. The User selector form will appear.

The screenshot shows a 'User selector' dialog box. At the top, there are two search fields: 'Group :' and 'User Name'. Below these is a table with five columns: 'User Name', 'First Name', 'Last Name', 'Email', and 'Action'. The table contains five rows of user data, each with a green checkmark in the 'Action' column.

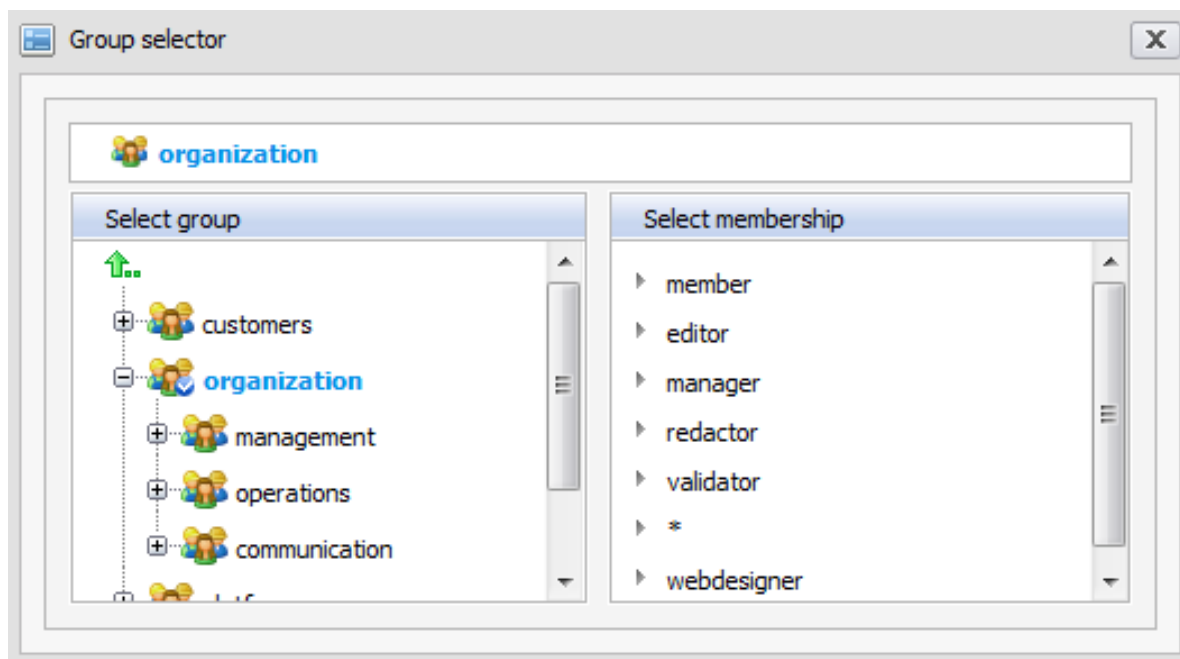
User Name	First Name	Last Name	Email	Action
root	Root	Root	root@localhost	✓
john	John	Anthony	john@localhost	✓
mary	Mary	Kelly	mary@localhost	✓
demo	Demo	gtn	demo@localhost	✓
james	James	Anderson	james@localhost	✓

3. Click

to select a user in the list.

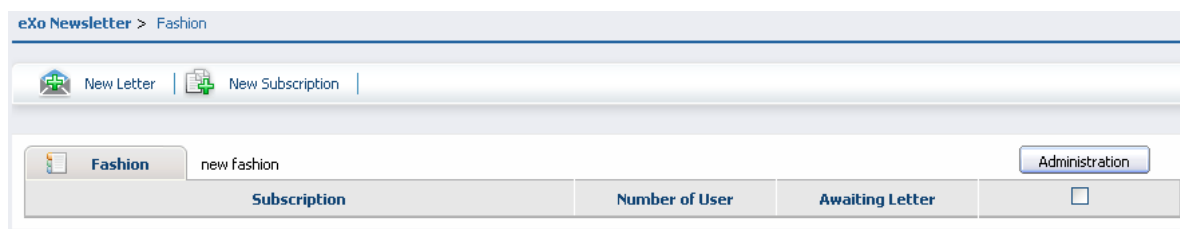
4. Click

to select users in a specific group. The Group selector will appear.



Select a group from the left panel and a membership type in the right panel. The membership and group selected will be displayed in the Moderator field. After adding new categories, they will be added in the list of categories.

5. Click the category that you want to manage, for example, the Fashion category.



Here you can create new subscriptions or newsletters for this category.

6. Click the Administration button to open the menu that lists all actions that an administrator can take on this category.

4.10.2.1.2. Edit a category

1. Click on Administration | Edit Category to bring up the Category form.

Category form

Name: Fashion *

Title: New Trend *

Description: New Trend Fashion

Moderator: manager:/organization

Save Cancel

Table 4.18. Category Form Field Details

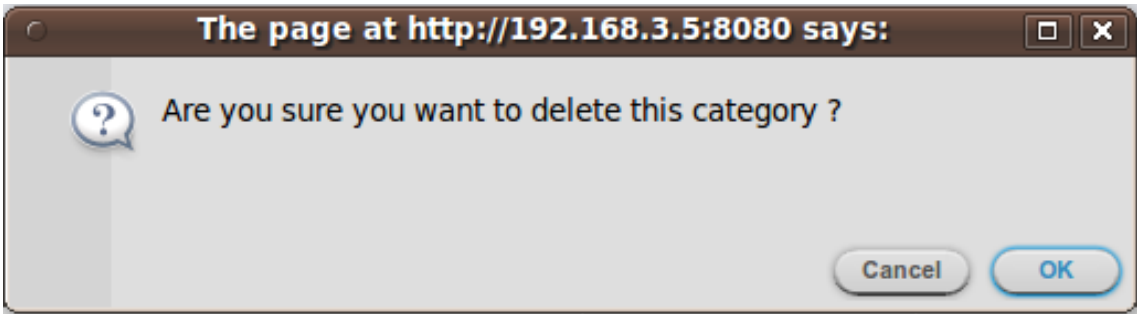
Field	Description
Name	The name of this category. This field cannot be changed.
Title	The title of the category. This field can be changed.
Description	A brief description of the category. This field can be changed.
Moderator	Allows an administrator to select which memberships in what group can manage this category by selecting membership and group. This field cannot be changed.
Save	Accepts the changes made to the category.
Cancel	Quits the category form without saving changes.

2. Change the values in the Title and Description fields as required.
3. Click Save to save all changes, or Cancel to quit without saving any change.

4.10.2.1.3. Delete a category

Procedure 4.94. Delete a category

1. Click **Delete category** in the menu. A confirmation will appear:



- 2. Click **OK** to delete the category or **Cancel** to exit without deleting.

4.10.2.1.4. Manage Users

Administrators can manage users accounts and activity with *edit*, *ban*, *remove ban* or *delete* actions.

Procedure 4.95.

- 1. Click **Administration | Manage Users** in the menu. the **Manage Users** form will appear:

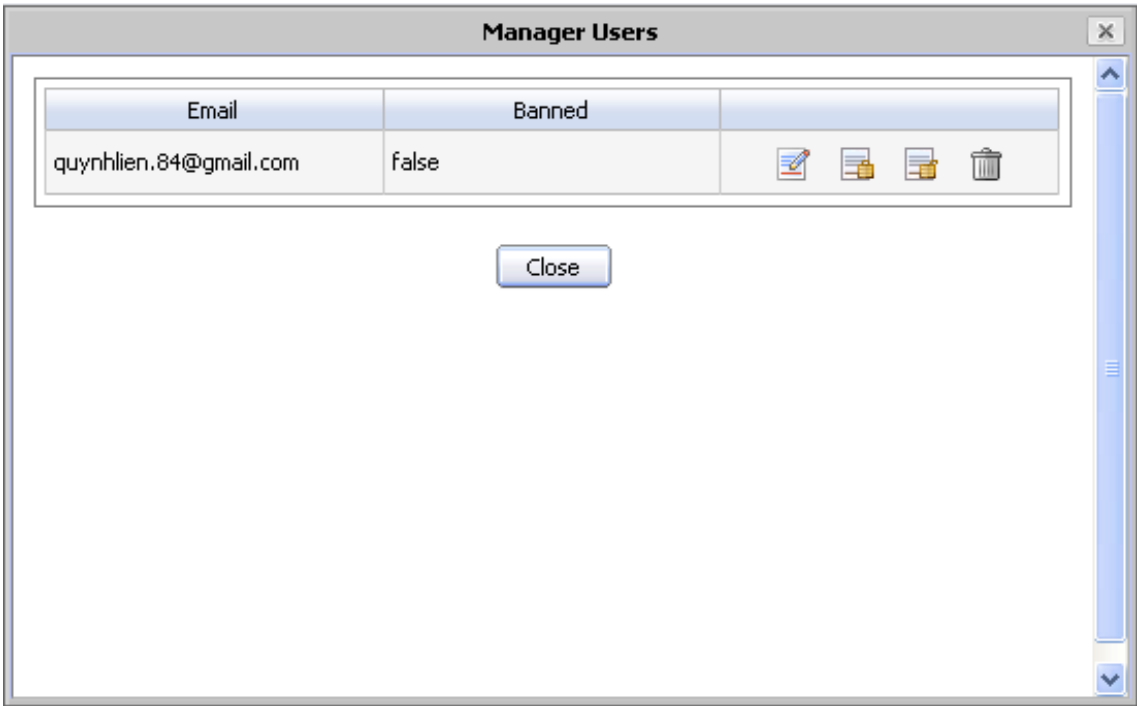






Table 4.19.

Field	Details
Email	The email address of user who has subscribed this subscription.
Banned	This field has two values:

Field	Details
	False The user is allowed to get email. True The user isn't allowed to get email.
	To edit this user.
	To ban this user from receiving email.
	To remove a ban on a user.
	To delete the user.

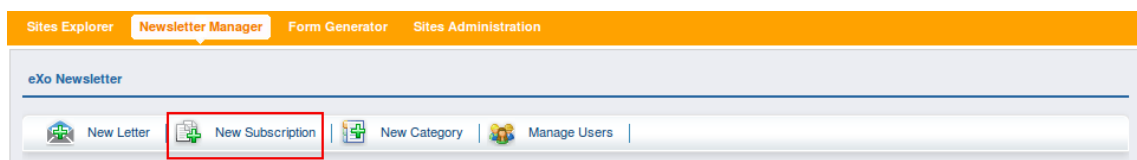
- Click **Close** to close the form.

4.10.2.2. Subscriptions

An administrator can add more subscriptions to any category. There are two ways to do this:

Procedure 4.96. Method One

- Click **New Subscriptions** on the Action bar.



The **Subscription form** will appear:

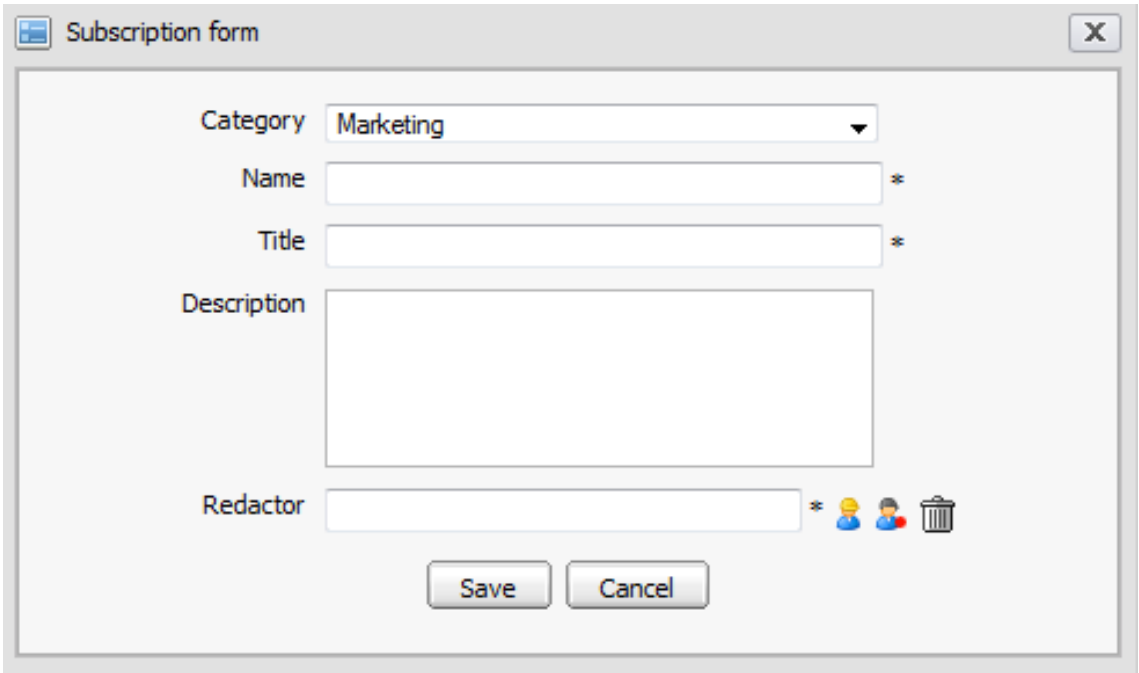



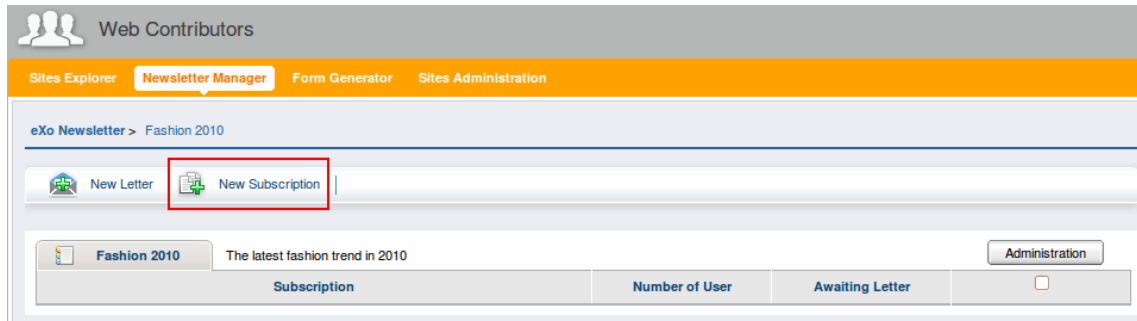
Table 4.20.

Field	Details
Category	The category that contains this subscription.
Name	The name of the subscription. This field is required.
Title	The title of the subscription. This field is required.
Description	The brief description about the subscription. This field is not required.
Redactor	Allows an administrator to select which memberships in what group can manage this subscription by selecting membership and group. This field cannot be changed.

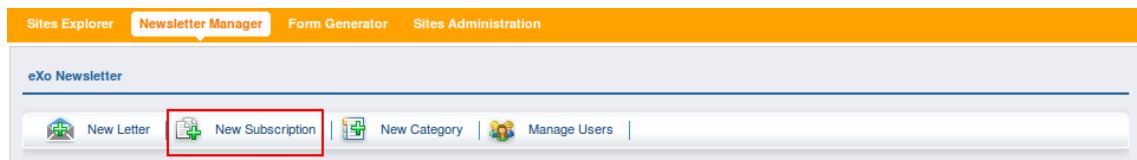
- 2. Click  and select the category from the drop down menu.
- 3. Enter the rest of ther values in the form.
- 4. Click **Save** to create the new subscription or **Cancel** to quit without creating a new subscription.

Procedure 4.97. Method Two

1. Click directly on the category that you want to create a new subscription to:



2. Click **New Subscriptions** on the Action bar.



The **Subscription** form will appear:

The screenshot shows a 'Subscription form' dialog box. It contains the following fields: 'Category' (a dropdown menu with 'Fashion 2010' selected), 'Name' (a text input field), 'Title' (a text input field), 'Description' (a large text area), and 'Redactor' (a text input field with user icons and a trash icon to its right). At the bottom, there are 'Save' and 'Cancel' buttons.

Administrators can create newsletters for each subscriptions.

These Newsletters can be opened, edited, deleted or converted to a template for reuse.

Shoes	Fashion shoes		Moderation
Letter	Date	Status	<input type="checkbox"/>
Discount	Sat Sep 12 09:53:50 ICT 2009	draft	<input type="checkbox"/>
Advertising	Tue Sep 15 10:20:29 ICT 2009	awaiting	<input type="checkbox"/>
Sale off	Thu Sep 10 10:24:39 ICT 2009	sent	<input type="checkbox"/>

Table 4.21.

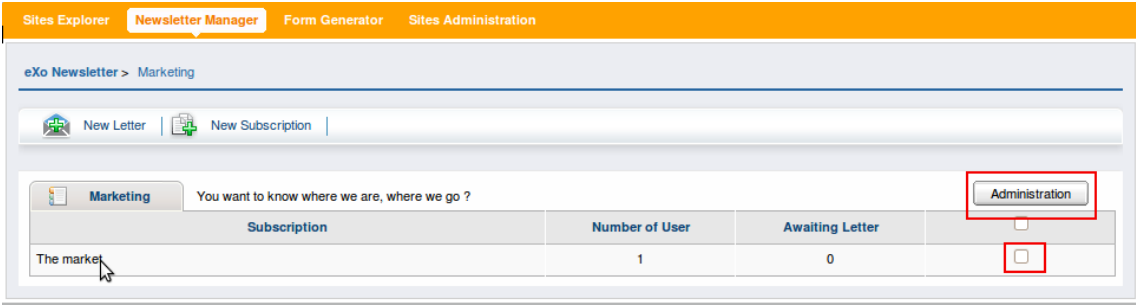
Element	Details
Shoes	The name of the subscription.
Fashion Shoes	The brief description about the subscription.
Letter	The list of all letters of this subscription.
Date	The date and time when creating this letter.
Status	There are three types of status: draft, awaiting and sent.
Moderation	This button allows you to take actions on a newsletter that you select.

4.10.2.3. Open a Newsletter

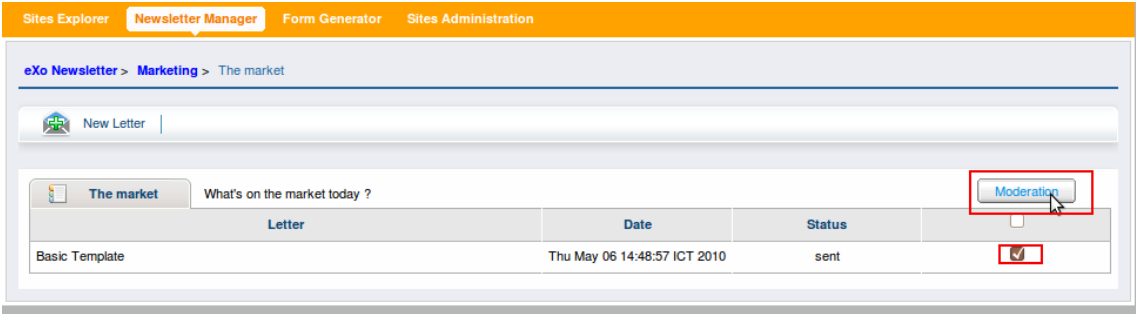
Administrators can easily view the content of a newsletter.

Procedure 4.98.

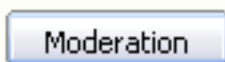
1. Choose a category by left-clicking it or checking the box and then selecting **Administration | Open**.



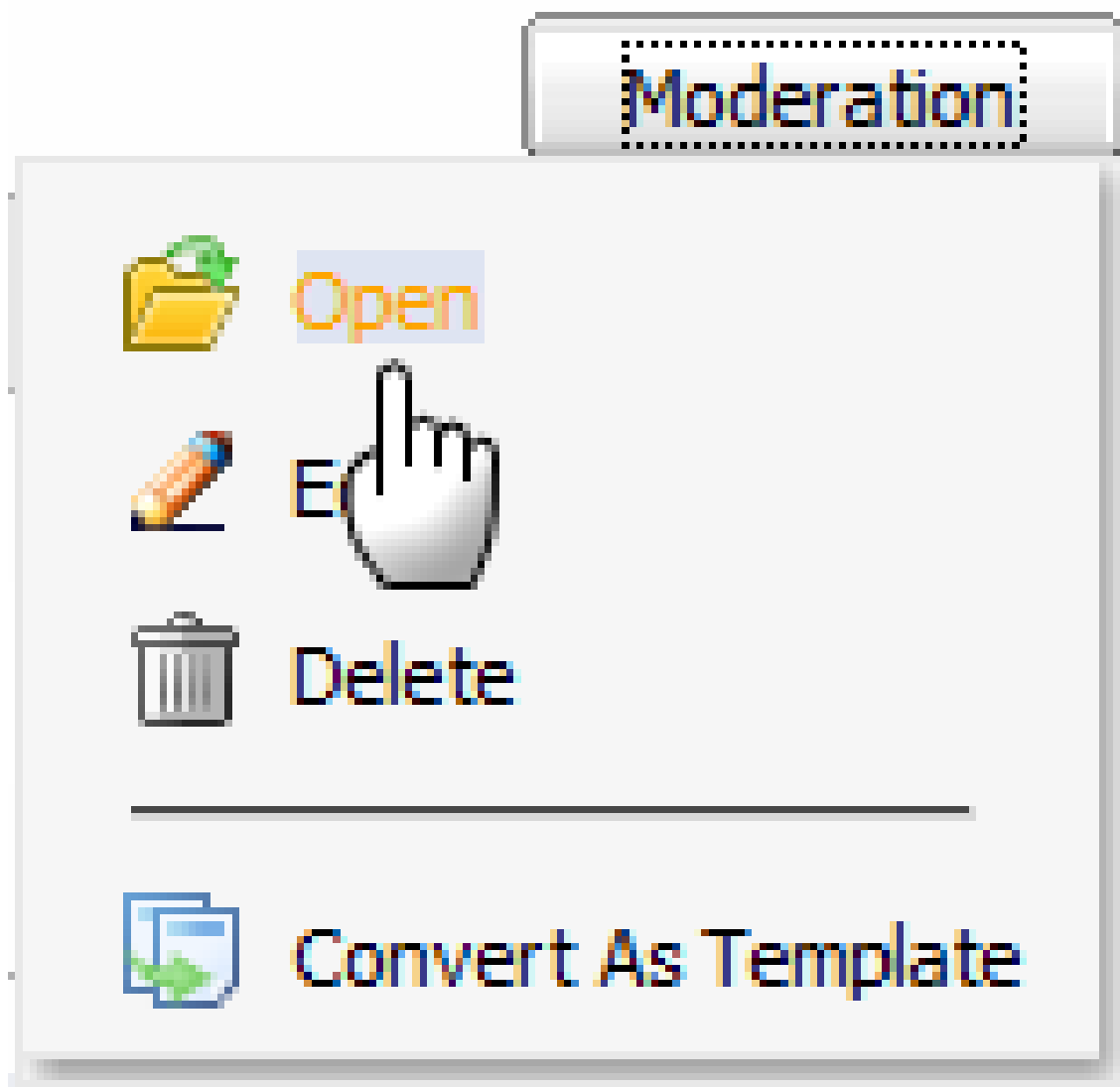
2. Select the newsletter that you want to open by left-clicking it, or selecting the checkbox.



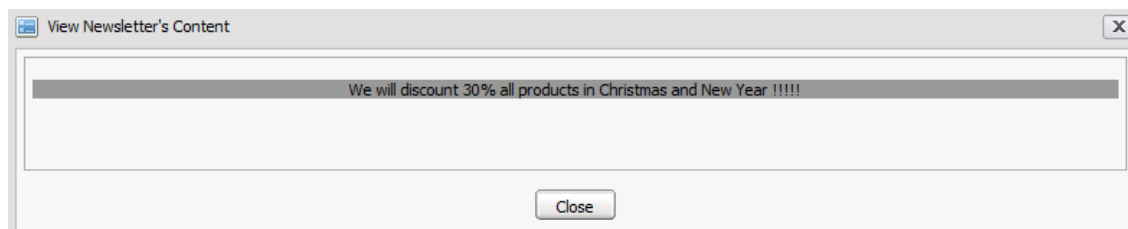
3. Click the



button, then select **Open** in the menu:



The **View Newsletter's Content** form will appear:



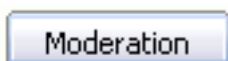
4. Click **Close** to exit.

4.10.2.4. Edit a newsletter

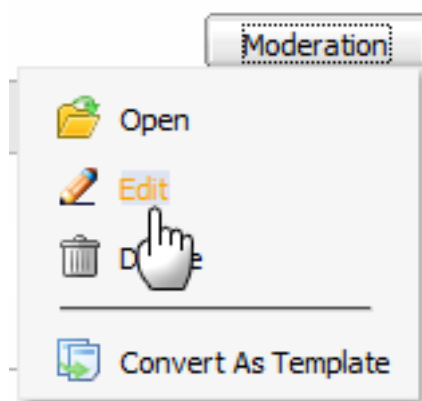
Do the following to edit a newsletter.

Procedure 4.99. Edit a newsletter

1. In a specific subscription, select the newsletter you want to edit by selecting the checkbox.
2. Click



, then select **Edit** in the menu.



The **Newsletter entry form** will appear:

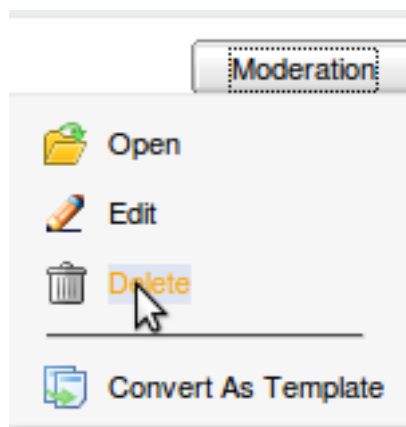
3. Change the values in the fields that you want to edit: **Template**, **Send date**, **Category**, **Subscription**.
4. Click the **Update a Newsletter's info** button.
5. Change the values in the fields **Title** and **Main content**.
6. Click **Save** to save as draft, or click **Send**.

4.10.2.5. Delete a newsletter

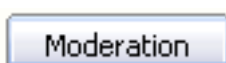
Administrator can delete obsolete newsletters.

Procedure 4.100. Delete a newsletter

1. In a specific subscription, select the newsletter that you want to delete by selecting the checkbox.

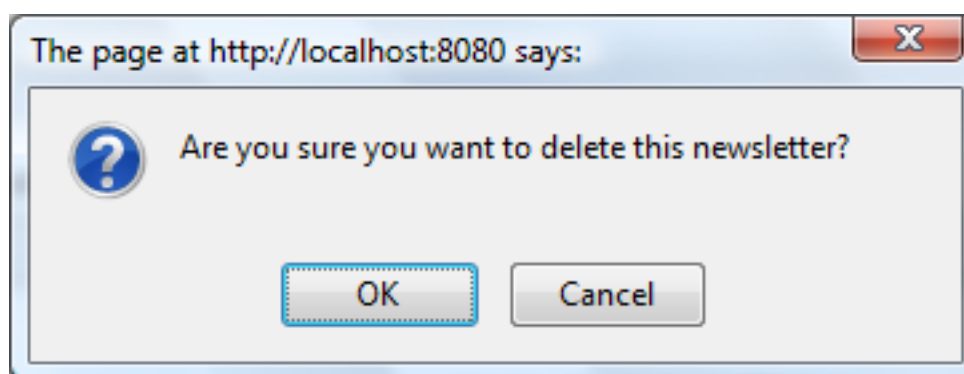


2. Click



, then click **Delete** in the menu.

The confirmation message will be displayed:



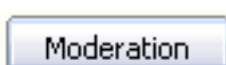
3. Click **OK** to accept deleting this newsletter, or **Cancel** to quit without deleting.

4.10.2.6. Convert as Template

The administrator can reuse the template of the frequently used newsletter template.

Procedure 4.101. Convert to template

1. Select the newsletter that you want to create as a template.
2. Click



, then select **Convert as Template** in the menu. The next time when you create a newsletter, this template will be listed in the **Template** field in the **Newsletter entry form**.

4.10.2.7. Newsletters

Each subscription consists of many newsletters. **WCM** helps you easily create newsletters by following these steps.

Procedure 4.102. Creating Newsletters

1. Go to **Groups | Newsletter Manager** on the Administration bar. The eXo Newsletter appears.
2. Click



on the action bar. The **Newsletter entry form** will appear:

A screenshot of the 'Newsletter entry form' window. It has a title bar with a close button. The form is divided into two main sections. The top section contains four dropdown menus: 'Template' (Basic Template), 'Send date' (03/06/2010 16:43:18), 'Category' (New Trend), and 'Subscription' (Euro exported shoes). Below these is an 'Update sending parameters' button. The bottom section has three tabs: 'Main Content' (selected), 'Illustration', and 'Advanced'. Under 'Main Content', there are two text input fields: 'Name' (template 1) and 'Title' (Discount), both with asterisks indicating they are required. Below these is a rich text editor with a toolbar containing icons for source, undo, redo, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and anchor. Below the toolbar are dropdowns for 'Style', 'Format', 'Font', and 'Size'. The text area of the editor contains the text 'We will discount 30% all products in Christmas and New Year !!!!!'.

Details:

Table 4.22.

Field	Details
Template	The template that you select for your newsletter form.
Send date	The date and time when you want to send this newsletter.

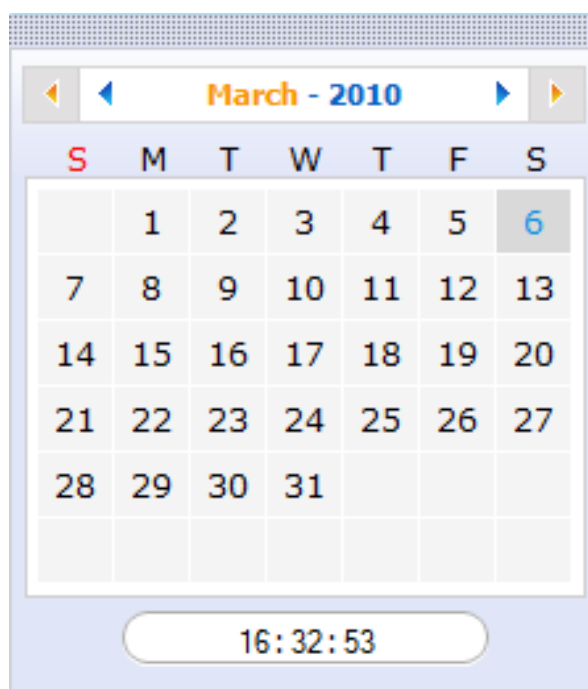
Field	Details
Category	The category contains this newsletter.
Subscription	The subscription contains this newsletter.
Update sending parameters	This button allows you to update information about this newsletter.

3. Click



to select the template for the newsletter.

4. Click the **Send Date** field. The calendar will appear to allow you to choose the date and time when you want to send the newsletter.

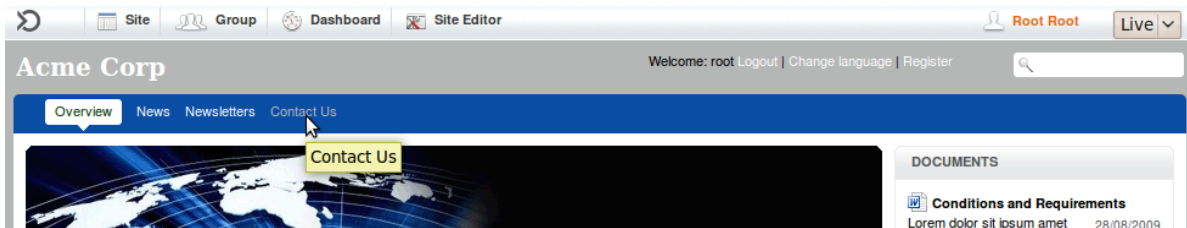


5. Click



in the category field to select the category and the subscription in list.

6. Click the **Update sending parameters** button to update information about this newsletter. A message pops up and informs you that you have updated information successfully.
7. Input a title of a newsletter into the **Title** field.
8. Create a content for a newsletter by inputting information into the **Main content** textbox.
9. Click **Save** to save this newsletter as draft, or click **Send** to send this newsletter.
10. Select **Contact Us** on the navigation bar, or go to **Site | Acme | Contact Us**.



The **Contact Us** page will appear:

 A screenshot of a web form titled 'Contact Us'. The form is titled 'LEAVE YOUR MESSAGE'. It contains the following fields:

- 'Select a recipient' with a dropdown menu showing 'Infos'.
- 'Your Name' with a text input field.
- 'Your Address' with a text input field.
- 'Your Email Address' with a text input field.
- 'Your Phone Number' with a text input field.
- 'Your Message' with a large text area.

 A 'Save' button is located at the bottom right of the form. The status bar at the bottom left shows 'Done'.

Table 4.23.

Field	Details
Select a recipient	The recipient who will receive a message
Your name	The name of a person who leaves a message
Your address	The address of a person who leaves a message
Your Email Address	The email address of a person who leaves a message
Your Phone Number	The phone number of a person who leaves a message
Your message	Write a message that you want to leave

11. Select a recipient and enter values in this form.
12. Click **Save** to save a message.

4.11. Fast Content Creator

Site Publisher provides users with the **Fast Content Creator** portlet that allows users to create document content quickly. The Fast Content Creator portlet is applied in the **Contact Us** on the navigation bar:

Procedure 4.103.

1. Go to **Contact Us** on the Navigation bar or go to **Site | Acme | Contact Us**.

The **Contact Us** page will appear:

The screenshot shows the 'Contact Us' page of 'Acme Corp'. The header includes the company name and user links like 'Welcome: root Logout | Change language | Register'. The navigation bar highlights 'Contact Us'. The form is titled 'LEAVE YOUR MESSAGE' and includes a dropdown for 'Select a recipient' (currently showing 'Infos'), and text input fields for 'Your Name', 'Your Address', 'Your Email Address', 'Your Phone Number', and a larger text area for 'Your Message'. A 'Save' button is located at the bottom right of the form.

Table 4.24.

Field	Details
Select a recipient	To choose people who will receive the message.
Your Name	To type the name of person who leaves a message.
Your Address	To type the address of person who leaves a message.
Your Email Address	To enter the email address of person who leaves a message.
Your Phone Number	To enter the phone number of person who leaves a message.
Your Message	To write a message that you want to leave.

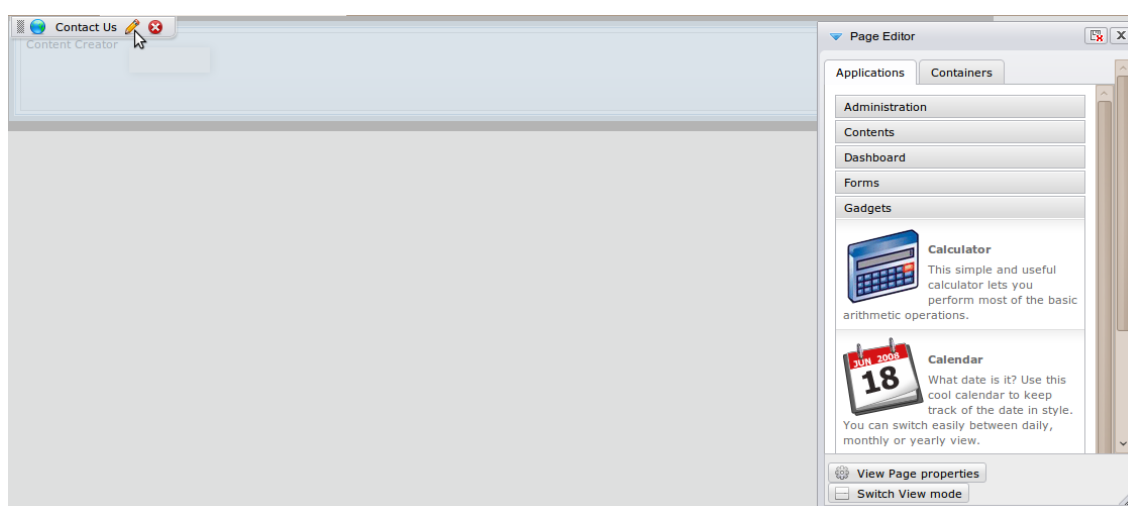
2. Select a recipient and complete the other values in the form.
3. Click **Save** to send a message.

4.11.1. Edit Mode

Users can edit templates, take actions, and save locations for the documents in the **Contact Us** portlet.

Procedure 4.104.

1. Go to **Contact Us** on the Navigation bar or go to **Site | Acme | Contact Us**.
2. Click Site **Editor | Edit Page** on the administration bar. The **Page Editor** will be displayed.
3. Click the edit icon to open the **Edit Mode** tab in the **Contact Us** portlet.



The **Edit Mode** tab appears:

Edit Mode
Portlet Setting
Select Icon
Decoration Themes
Access Permission

Save location
Location to save
/sites content/live/acme/documents

Template options

Select template
Contact Us

Custom save button
Send

Custom save message
Your comment has been received.
We appreciate your feedback.

Redirect
☒

Redirect path
/ecmdemo/public/acme/contactus/confirm

Actions

Name	Description	Instance of	Action
No action			

Save

Close

Table 4.25.

Field	Details
Location to Save	Select the location for saving documents or messages.
Select Template	Choose available templates for documents. There are corresponding fields to each template.
Custom Save button	Change the label for the save button.
Custom Save message	Show a custom message that informs you have just saved a document.
Redirect	Allow users to redirect the path in the Redirect path field.
Redirect Path	Show a path that a user will be directed to after he/she clicks OK in the confirmation message.
Actions	Add another actions to documents.

4. Click the



to search for the location to save documents. The **Select Location** form appears:

Name	Action
Users	✓
Groups	✓
Digital Assets	✓
Documents	✓
Records Space	✓
sites content	✓

5. Select the parent node on the left panel and click the



in the **Action** column to choose the child node on the right panel. After being selected, this location will be displayed on the **Location to save field**. Created documents will be saved in this location.

6. Select a template for documents by clicking .
7. Change the label for **Save**, and the message content after clicking **Save**.
8. Select the **Redirect** checkbox if users want to redirect to the path in the **Redirect path** field after clicking **OK** in the save message.
9. Click **Save** to save all changes of editing properties for documents that users will create in the **Contact Us** Portlet.

4.12. Form Generator

The **Form Generator** portlet allows users to create and to edit template of document types. Documents are stored in the so-called node; therefore, the term “node” and node types are often applied.

Procedure 4.105.

1. Go to **Group | Form Generator** on the **Administration** bar. The **Form Generator** will appear:

General Form builder

Name *

Description

Source **B** *I* U ABC

Style Format Font Size

Save Reset

2. Enter the node name into the **Name** field. (* Required)
3. Enter a brief description about the node.
4. Click the **Form builder** tab that allows users to set properties for a node. Available components are displayed on the left panel.

General Form builder

Input Text

Label

Text Area

Editor

Select Box

Radio

Upload

CheckBox

Input field

Label

Textarea field Textarea value

Upload field Browse...

Save Reset

5. Click the desired components on the left panel. The selected components will be displayed on the right panel.
6. Click the corresponding to the component to move this component up or the



to move the component down.

7. Click the



that corresponds to the component to edit properties of that component. The form to edit properties appears like the illustration below:

Field Label

Width

Height

Default Value

Guidelines for User

Rules: ☐ Required

Table 4.26.

Field	Details
Field Label	To enter the field label.
Width	Enter the field width. If the checkbox in <div>Rules: <input type="checkbox"/> Required</div> is marked the * will appear beside the text box, indicating that values in this box are required.
Height	Enter the field height.
Default Value	To display the dafault value
Guidelines for User	To display instructions about this component.

To delete the component click the



corresponding to the component.

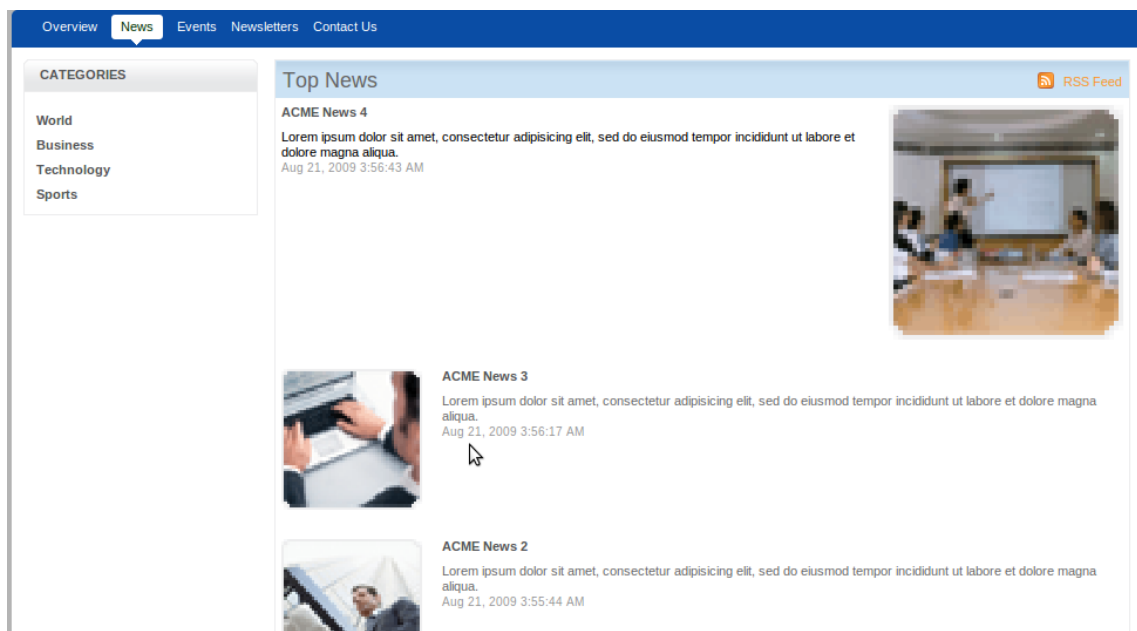
- Click **Save Form** to save the form that you have created for nodes.
- Click **Save** to accept creating a new node, or **Reset** to edit this node again before saving.

4.13. Categories

When implementing the Category, users will actually enjoy nice features via the Category model. Thanks to the symbolic link, no matter where the object physically resides, the database can retrieve it. In addition, the relations amongst shortcuts can be managed. Now, you can view documents or web content in the Parameterized Content List Viewer in such an easy way.

Procedure 4.106.

- Go to **News** on the navigation bar:



The left pane lists all the sub-categories containign documents or web-content.

The right pane displays the documents selected in the left pane.

- Select a category that you want to view on the left, it will be shown on the right (only documents or web content published are shown).



4.13.1. The Edit Modes of Category Navigation portlet

Administrators can edit the Category Navigation portlet with the following process:

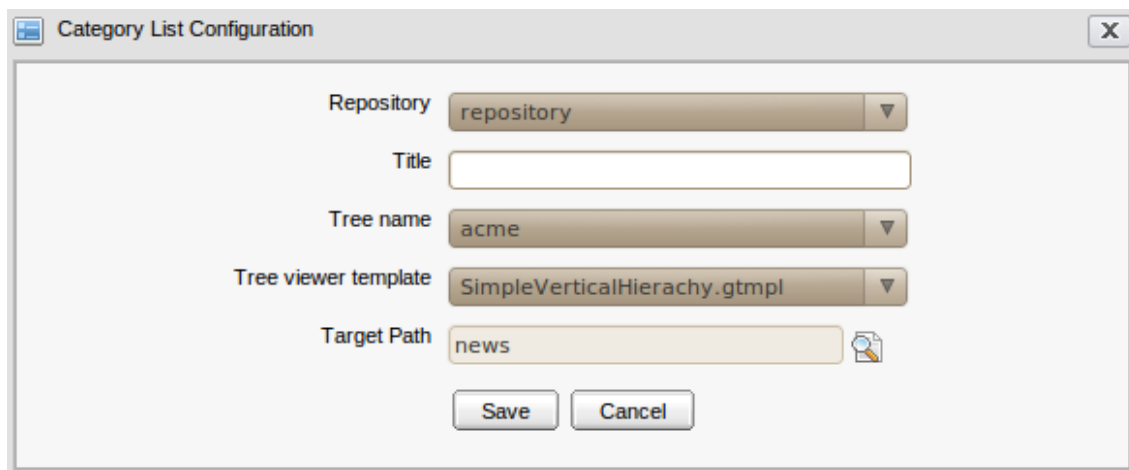
Procedure 4.107.

1. Go to **News**, then turn on the Edit mode. Click the



on the Category panel.

The Category List Configuration will appear:



The screenshot shows a dialog box titled "Category List Configuration" with a close button (X) in the top right corner. Inside the dialog, there are five configuration fields:

- Repository:** A dropdown menu showing "repository".
- Title:** An empty text input field.
- Tree name:** A dropdown menu showing "acme".
- Tree viewer template:** A dropdown menu showing "SimpleVerticalHierachy.gtmpl".
- Target Path:** A text input field containing "news", with a small file icon to its right.

At the bottom of the dialog, there are two buttons: "Save" and "Cancel".

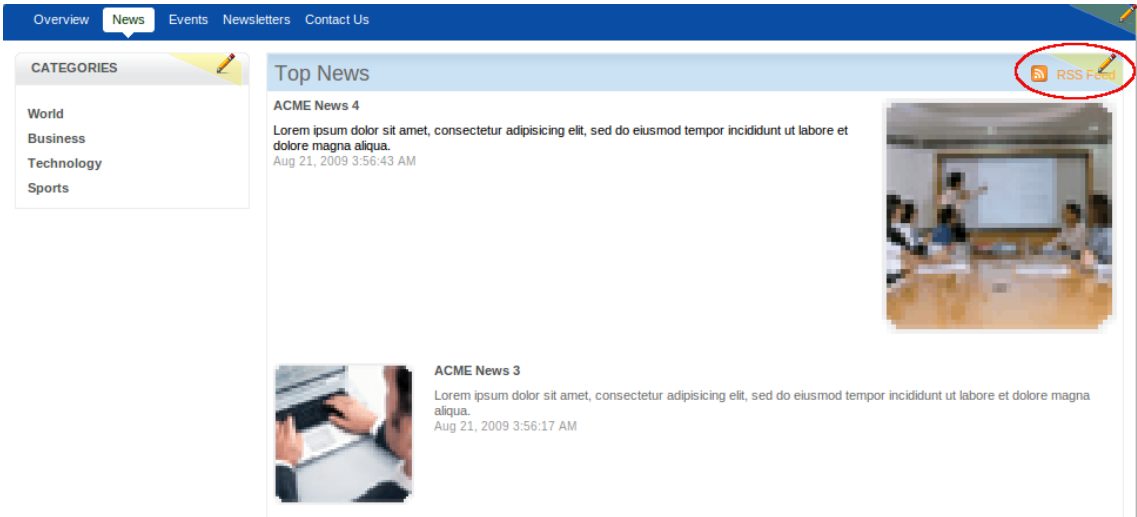
- 2.

4.13.2. The Edit Mode in Parameterized Content List Viewer

Users are entitled to edit the settings in the Parameterized Content List Viewer portlet.

Procedure 4.108.

1. Turn on the Edit mode of a site.



2. Click the



icon at the upper right corner of this panel, the edit form of Parameterized Content List Viewer will be displayed:

Parameterized content list viewer configuration

Parameterized content list viewer configuration

Contents selection

Order by: Title

☐ Descendant ☒ Ascendant

Display setting

Header: Top News ☒ Automatic Detection

Viewer template: BigHotNewsTemplate.gtmpl

Paginator template: UIPaginatorDefault.gtmpl

Taxonomy tree: acme

Items per page: 5 *

☒ Show title ☒ Show illustration ☒ Show summary

☒ Show header ☒ Show date created ☒ Show link

☐ Show refresh button ☐ Show read more ☒ Show RSS link

Link Format

Target page: detail

Save Cancel

Table 4.27.

Field	Details
Order By	To choose types of order priority for documents or web-content. The "descendant" means documents or web-content are arranged according to the increasing order; meanwhile the "ascendant" means documents or web-content are arranged according to the decreasing order.
Header	To enter the topic containing documents or web-content. You can use the default header to let the portlet define the Header from the category URI.
View Template	To choose the template in which documents or web-content will be displayed for viewing.
Paginator template	To choose the template in which documents or web-content will be arranged.
Items per page	To enter a number of documents or web-content that will be displayed per page.
Show title	To allow showing titles of documents or web-content.
Show header	To allow showing headers of documents or web-content.
Show refresh button:	To allow showing the refresh button.
Show illustration	To allow showing images of documents or web-content.
Show date created	To allow showing the date when documents or web-content are created.
Show read more	To allow showing more documents or web-content.
Show summary	To allow showing summaries of documents or web-content.
Show link	To allow showing the title of document or web-content.
Show RSS link	To allow showing the RSS link containing documents or web-content.
Target page	The page that users want to link the content to.

3. Select the type and the order displaying document content or web content by selecting the **Order by** field, and **Descendant** or **Ascendant** checkbox.

4. Click



to select the template for Viewer and Paginator.

5. Input the number of items that will be displayed per page in this portlet.
6. Select/unselect the checkboxes, including **Show title**, **Show header**, **Show Refresh** buttons, etc.

7. Click the



icon to select the target page. The Page selector form will appear:

Path	Action
overview	<input checked="" type="checkbox"/>
news	<input checked="" type="checkbox"/>
newsletters	<input checked="" type="checkbox"/>
contactus	<input checked="" type="checkbox"/>
detail	<input checked="" type="checkbox"/>
products	<input checked="" type="checkbox"/>
printviewer	<input checked="" type="checkbox"/>
searchResult	<input checked="" type="checkbox"/>
newAccount	<input checked="" type="checkbox"/>
groupnavigation	<input checked="" type="checkbox"/>

Total pages: 2

Click



to select the navigation, the corresponding pages will be displayed on the left panel and the corresponding path will be displayed on the right panel.

Click the



that corresponds to the selected path on the right panel to select the path. The selected path will be displayed in the Target Path field.

8. Click **Save** to accept changes, or **Cancel** to quit without saving.



This feature only supports users as administrators (root/gtn). In this part, we use the account (root/ gtn) to give the guide.

Advanced Actions

5.1. Set Up a Website



In DMS, we use the 'Website' term equally to the 'Portal' term. It means that creating a new portal is creating a new website. Thus, you can also edit, delete, view a website as a portal.

Besides, DMS also supports webmasters/ administrators to manage websites better.

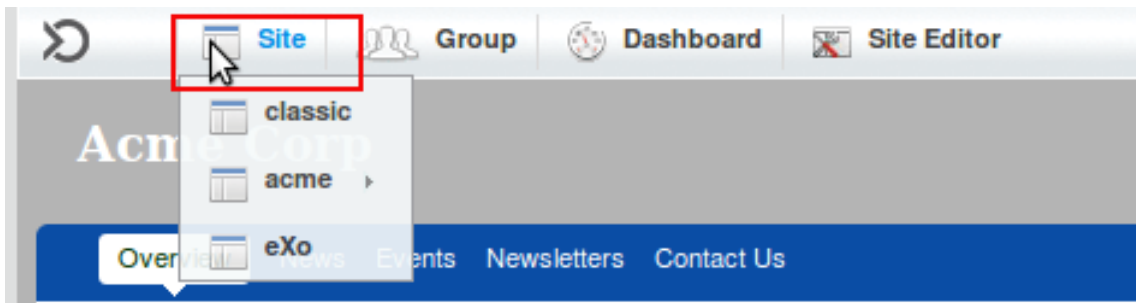
5.1.1. Create a new site

This function allows you to create a site (portal) to meet your own needs.

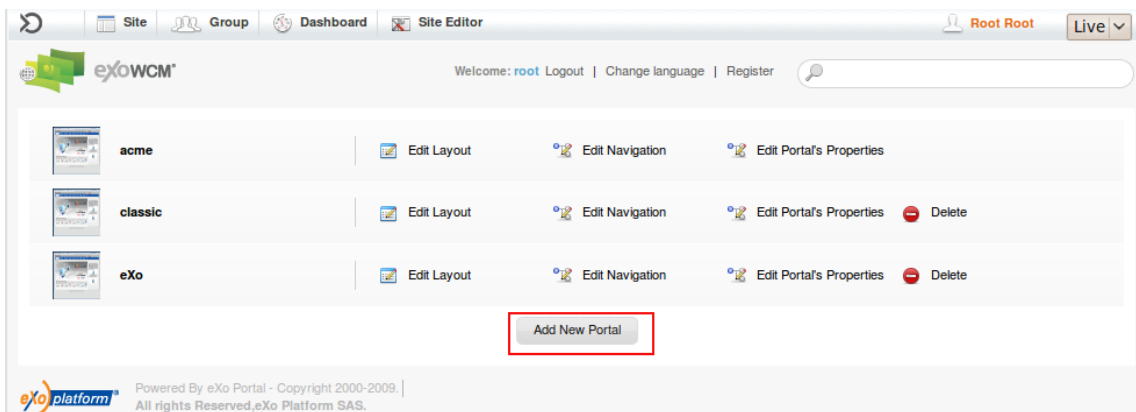
Do as follows:

Procedure 5.1.

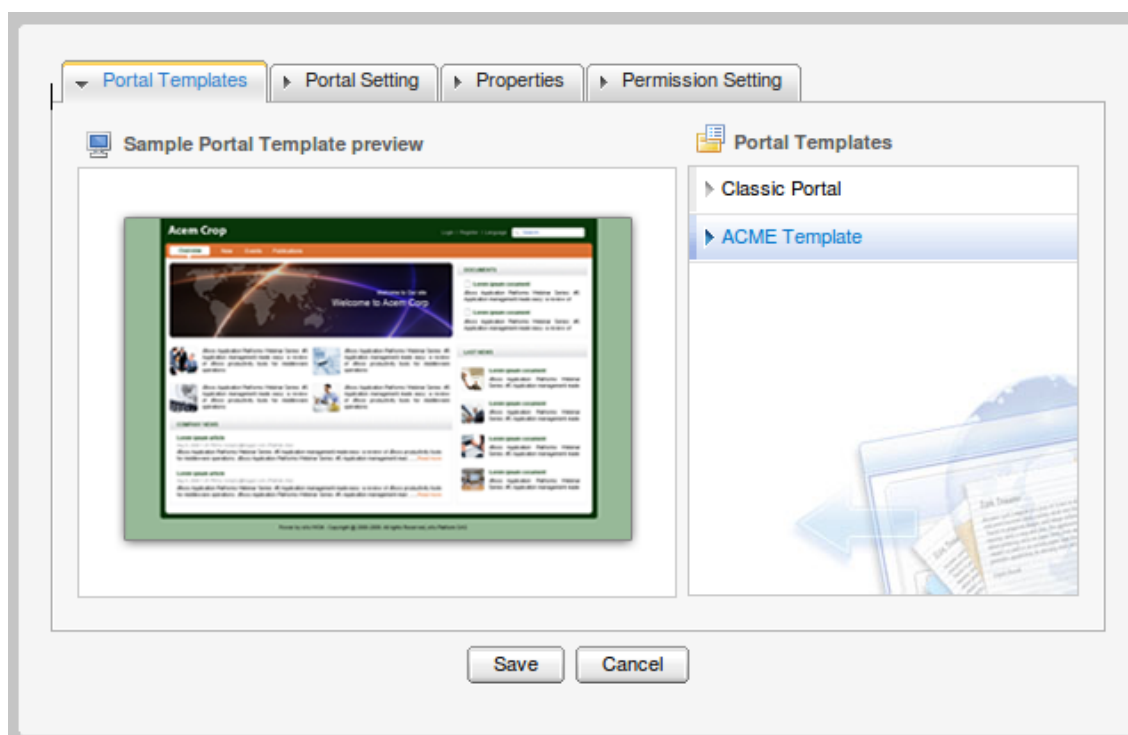
1. Click Site on the administration bar.



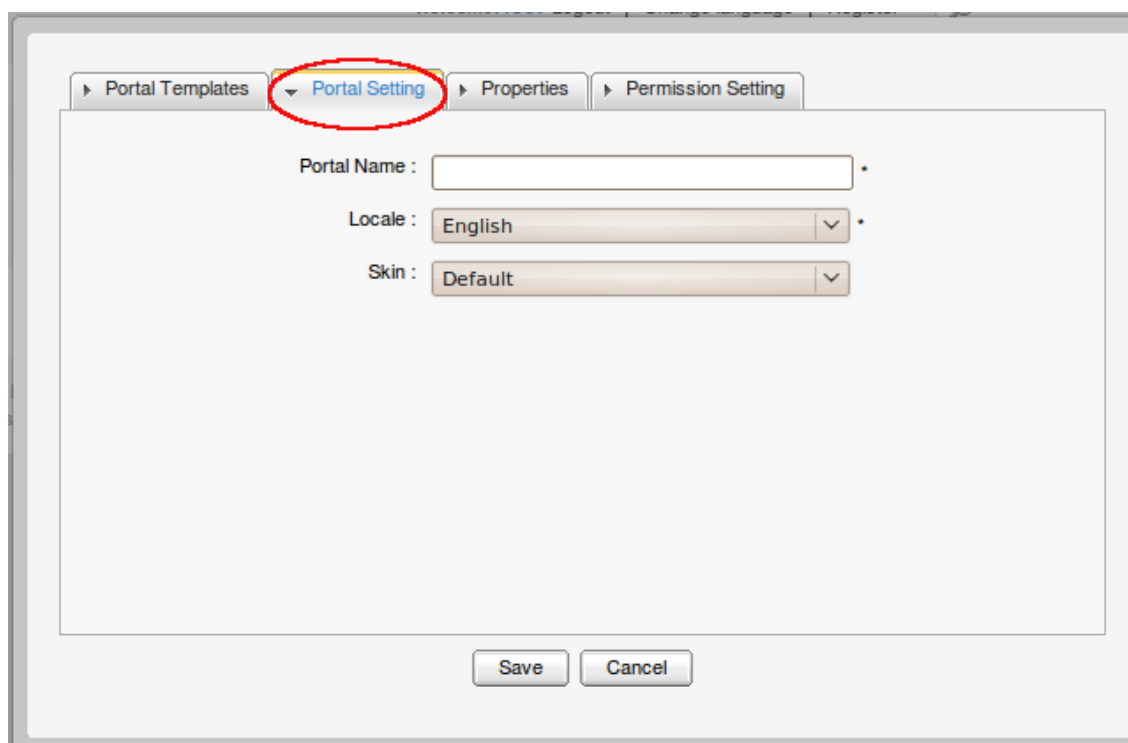
2. A list of existing portals will be listed. Click the Add New Portal button to open the Add new portal form:



The add new portal form appears:



3. In the Portal Template tab, select Classic Portal or ACME Template for the new portal.
4. Click the Portal Setting tab to set some properties for this site:



(*): required

Table 5.1. Details:

Field	Information
Portal name	The name of the portal. This field is required and must be unique. Only alphabet, numbers and underscore characters are allowed. The Portal name must be at least 3 characters
Locale	The interface language of the portal. This field is required
Skin	The skin of the portal.

5. Keep session alive by clicking the **Properties** tab.

The Keep session alive option means keeping the working session for a long time to avoid the working time out. There are 3 options:

never:

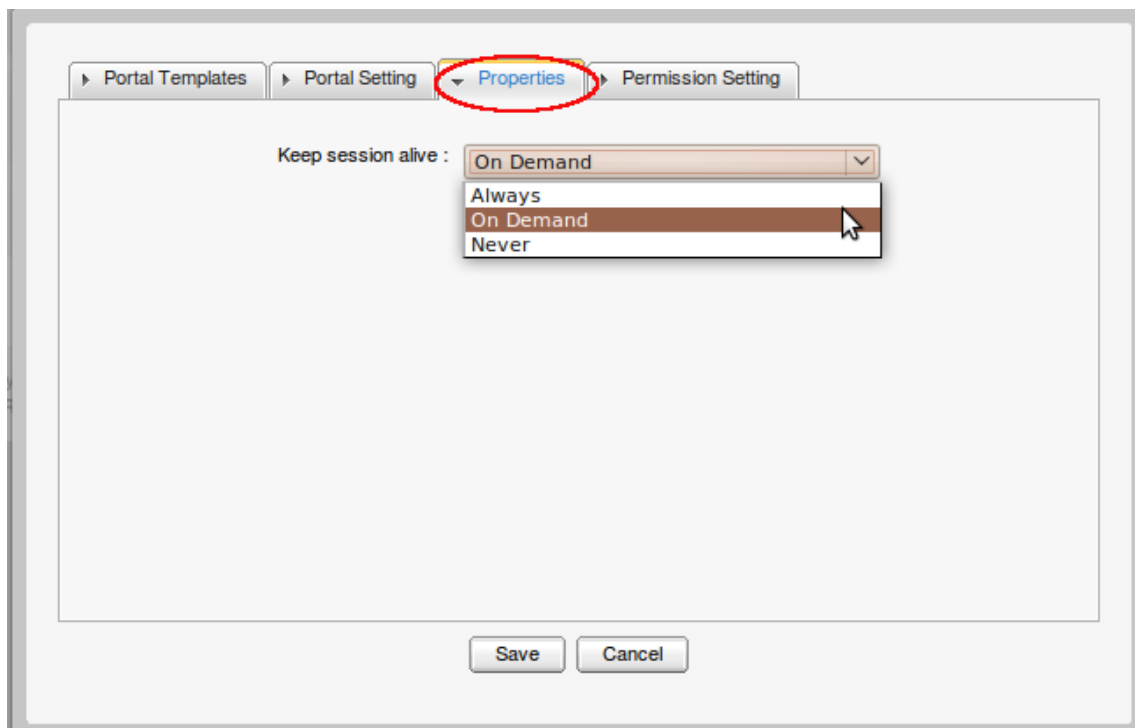
it never happens even if the application requests

on demand:

it starts to be used as soon as the application requests

always:

it's always enabled (which has a cost but the administrator will be aware of that)



6. Set access and edit permission for this portal by clicking the **Permission Setting** tab.

The **Permission Setting** tab includes two subtabs: **Access Permission Setting** and **Edit Permission Setting**.

Access Permission Setting tab

By default, the access permission list of the portal is empty:

The screenshot shows a web-based configuration interface for a portal. At the top, there are four tabs: 'Portal Templates', 'Portal Setting', 'Properties', and 'Permission Setting'. The 'Permission Setting' tab is selected and highlighted. Below this, there are two sub-tabs: 'Access Permission Setting' (active) and 'Edit Permission Setting'. The 'Access Permission Setting' sub-tab contains a checkbox labeled 'Make it public (everyone can access):' which is currently unchecked. Below the checkbox is a table with three columns: 'Group Id', 'Membership Type', and 'Action'. The table is currently empty, with the text 'Empty data' displayed in the center. Below the table is a button labeled 'Add Permission' with a small icon of three people. At the bottom of the interface, there are two buttons: 'Save' and 'Cancel'.

You can assign the access permission to everyone by checking the Make it public check box, or clicking the Add Permission button to assign the access permission to a specific group which is selected from the Select Permissions form (By selecting a group on the left and a corresponding membership on the right):

After selecting groups, the access permission list is displayed:

Portal Templates Portal Setting Properties **Permission Setting**

Access Permission Setting **Edit Permission Setting**

Make it public (everyone can access): ☐

Group Id	Membership Type	Action
/organization/management	manager	
/organization/operations	manager	

Add Permission

Save Cancel

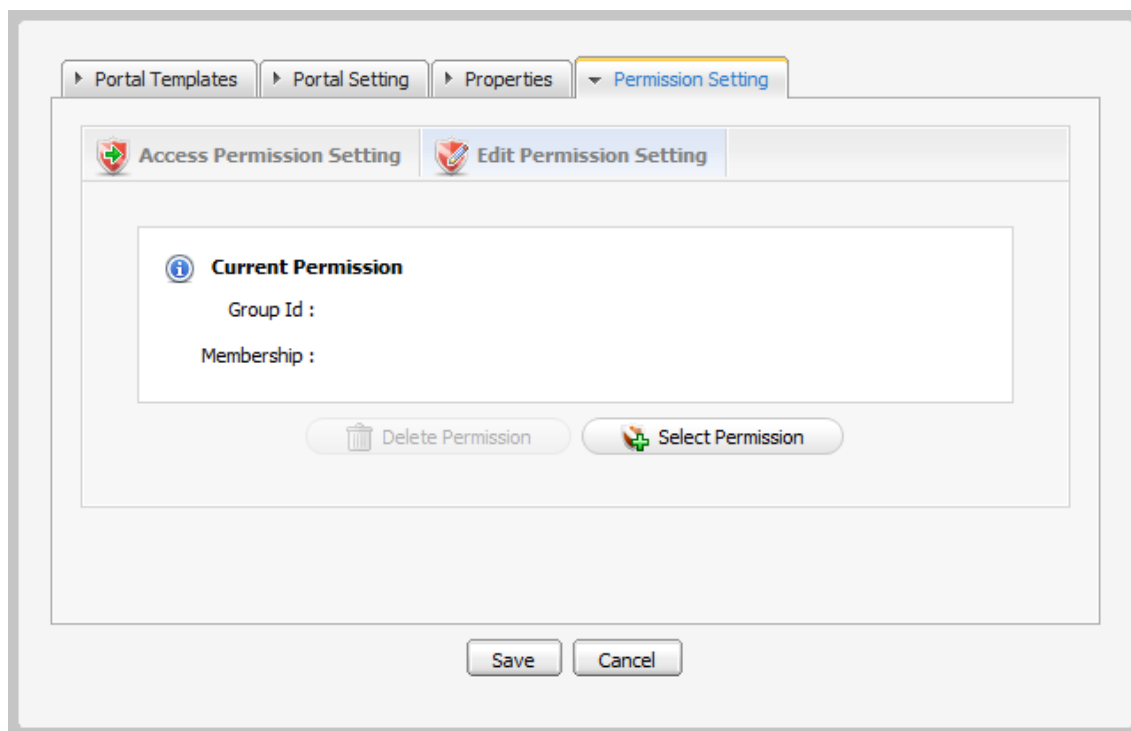
In which, the



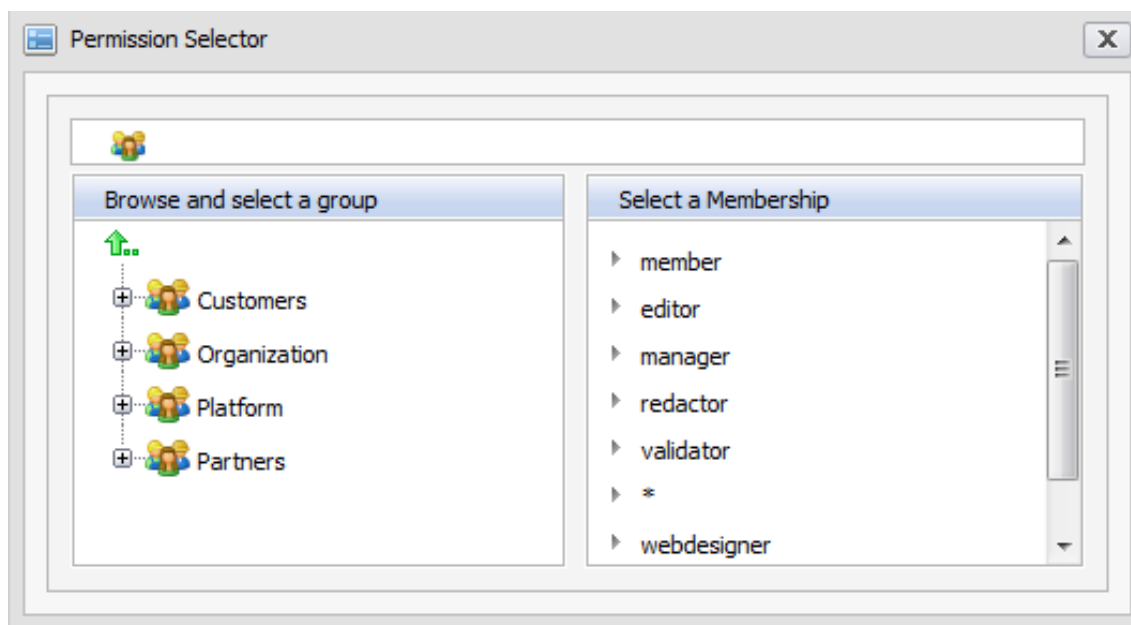
icon is to remove its corresponding group from the Access Permission list.

Edit Permission Setting

By default, it is also empty and you have to assign the edit permission to a specific group.

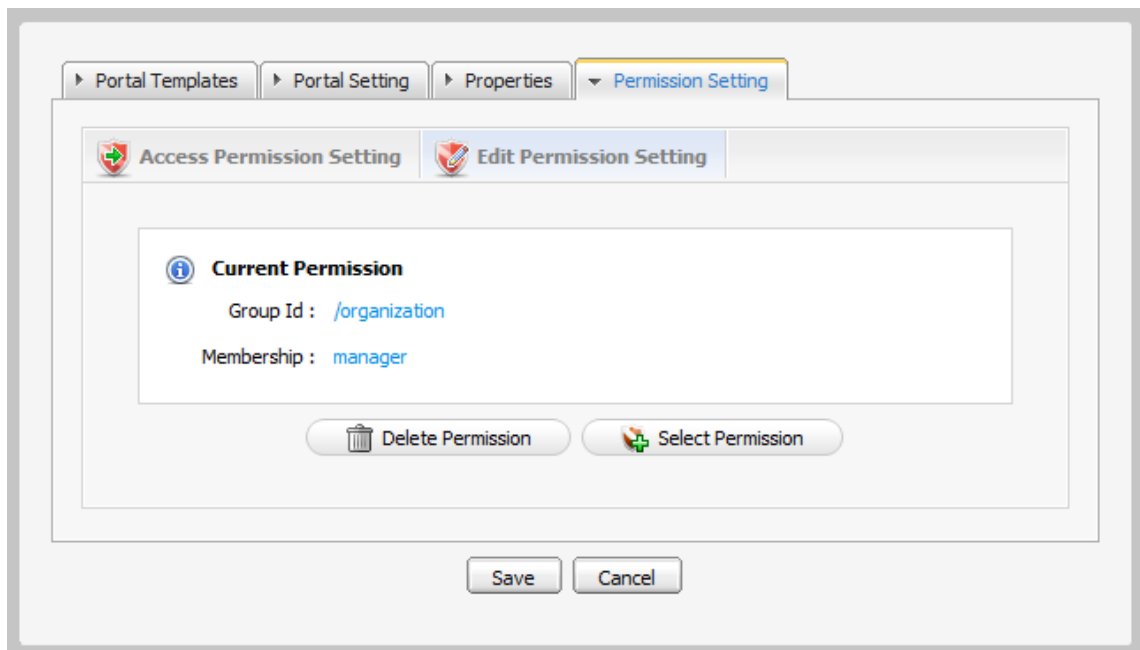


You can assign the edit permission to a group with a specific membership by clicking the Select Permission button in the Edit Permission Setting tab to open the Permission Selector form. Select a group on the left panel and a corresponding membership on the right panel:



The (*) from the Select a Membership panel means that you assign the right for everyone in the selected group from left panel.

After selecting a group, the Current Permission will be displayed with detailed information:

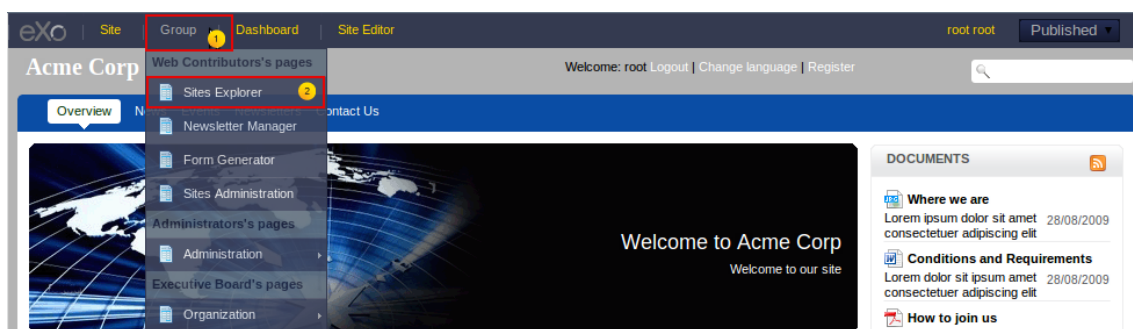


The edit permission is assigned for only one group at one time. You can click the Delete Permission button to remove the current edit permission of the selected group or re-assign the edit permission to the another group by re-clicking the Select Permission button and select another group.

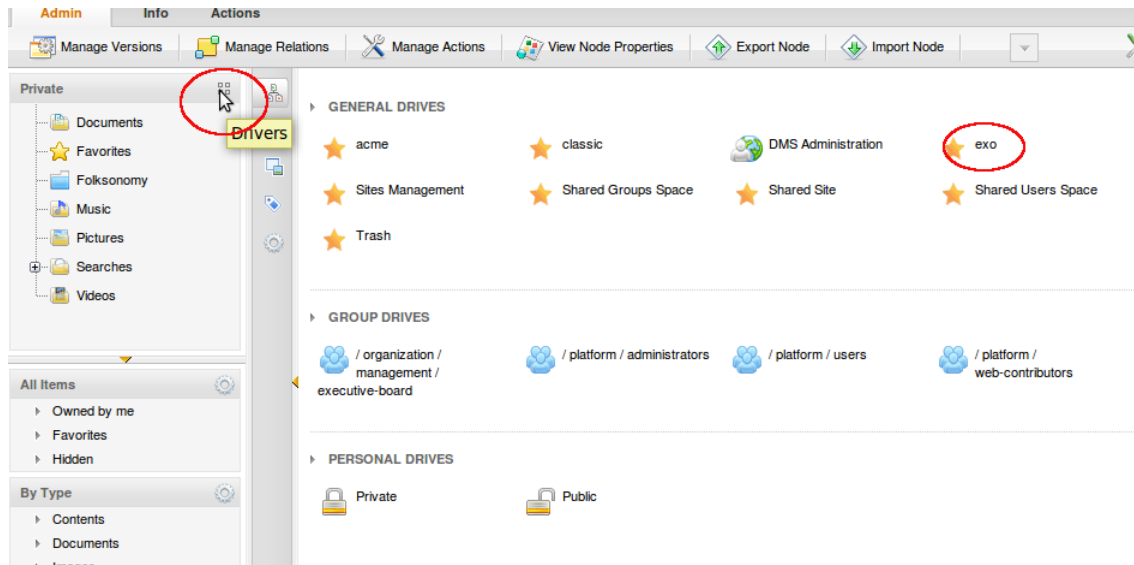
7. Click Save to accept creating a new portal.

After creating a new site, a list of the existing sites will be displayed on the screen. This new site will be added in the exiting sites in Site on the administration bar and concurrently in a drive that includes all its default files.

To see it in the drive, click Group | Sites Explorer | Drive on the administrator bar.



For example, after creating a portal named 'eXo', there is a drive named 'eXo' in Sites Explorer:



5.1.2. Edit a Site

This function helps you edit a site (portal). In addition to editing properties (setting, access/edit permission) of a site like a portal, you also may edit the layout components of that site.

You have two modes:

View Mode:

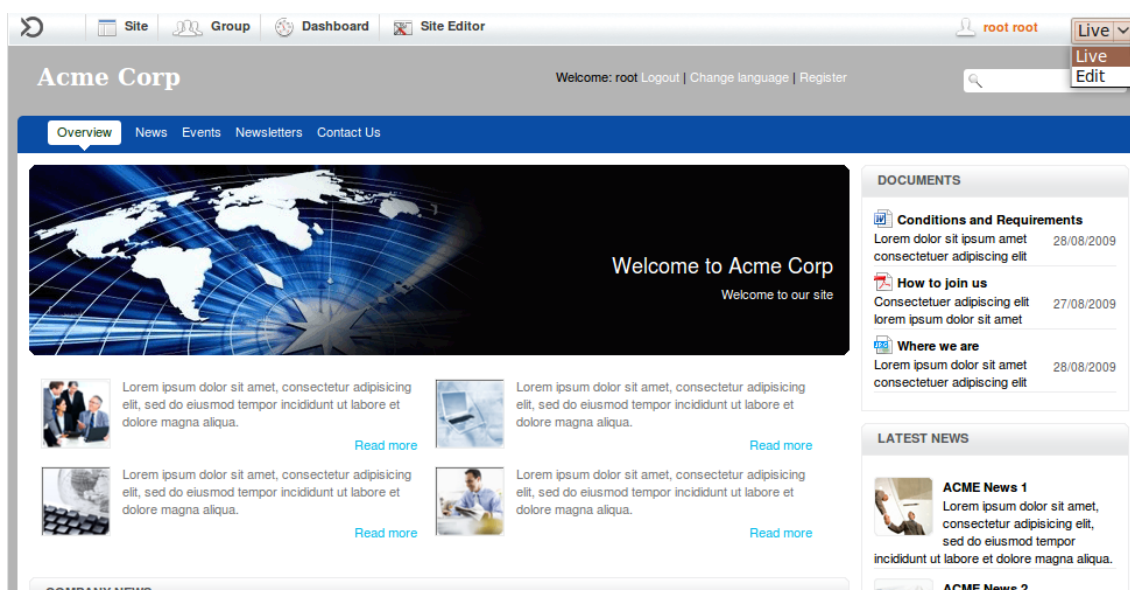
in this mode, you only can view the current portal (site) without editing the layout components of the site. When you sign in, by default, the mode of your site will be the view mode. This mode is the 'off' status of the edit mode.

Edit Mode:

in this mode, you are either view or edit layout components of the current portal.

5.1.2.1. Turn on the Edit Mode of the Site

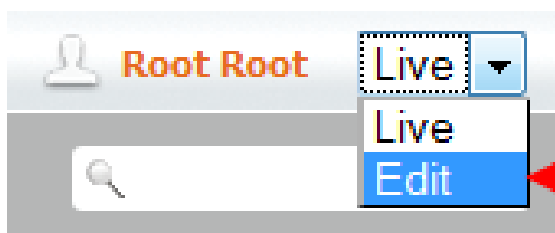
After signing in, you will see two statuses (Live/Edit) of the edit mode on the Administration bar. By default, the status is 'Live'. It means that you only view the current site without editing the layout component of the site:



To switch between two statuses “Live” and “Edit”, just click

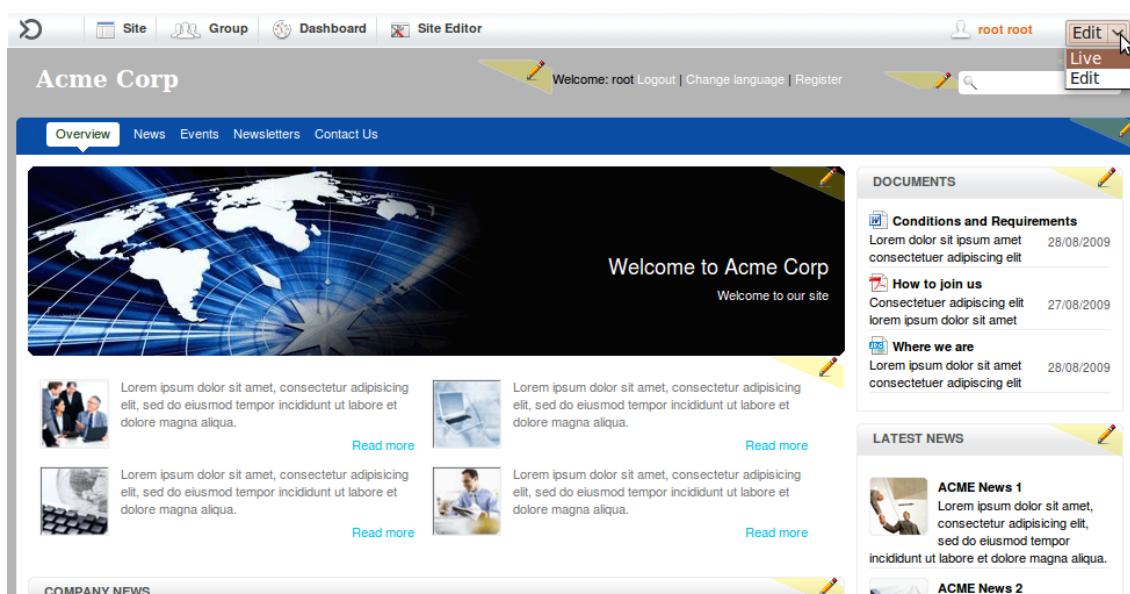


to open the status list and select the mode you want:



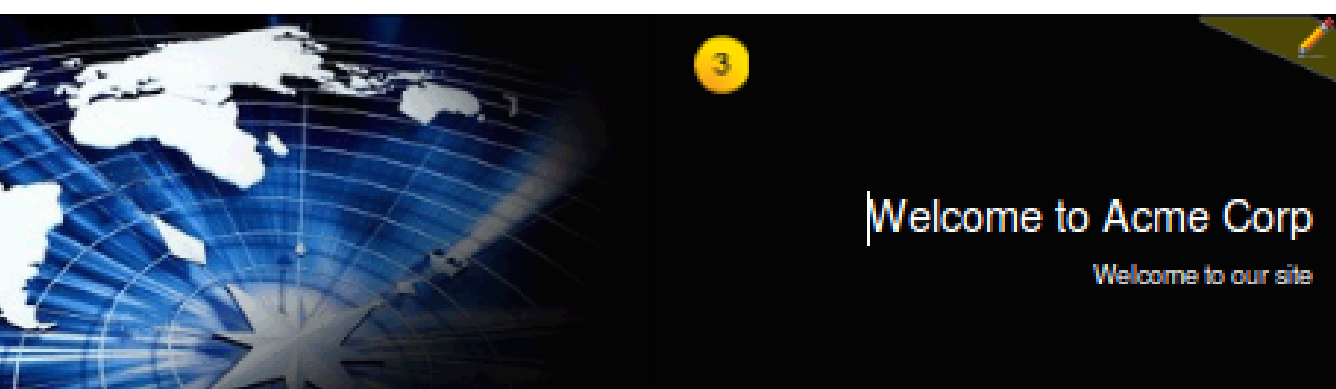
Select Edit to switch to the Edit mode

When your site is switched to the edit mode you are able to directly edit any components of your site:



5.1.2.2. Web content structure

The interface of a site can be divided into five parts like the illustration below and each part is a single content viewer so that it also includes all default elements of a web content.



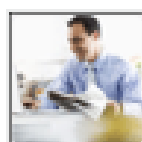
um dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

[Read more](#)

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

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um dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

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Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

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root root
et, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

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root root
et, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

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root root
et, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

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DOCUMENTS

Conditions a
Lorem dolor sit ip
consectetuer adip

How to join u
Consectetuer adi
ipsum dolor sit an

Where we a
Lorem ipsum dol
consectetuer adip

LATEST NEWS

ACM
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ACM
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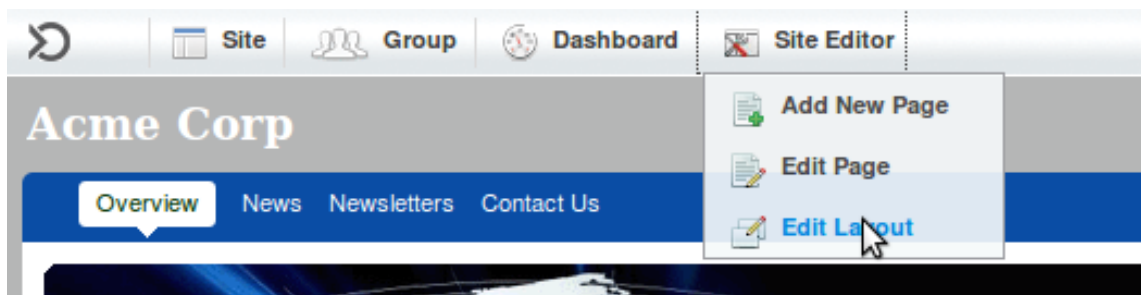
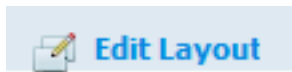
- 1 This is Administration bar which contains some administration functions related to portals (websites).
- 2 This is Banner which contains organization's slogan, logo, icon used in websites.
- 3 This is Navigation bar that helps the website's users to visualize the structure of website and provide quick links to different pages.
- 4 This is the page content area to display the content of current selecting page
- 5 This is Footer of the web site. It can be texts, or image that is displayed at the bottom of the web site. It provides information about author/institutional sponsor, revision date, copyright, etc.

5.1.2.3. How to edit a Site

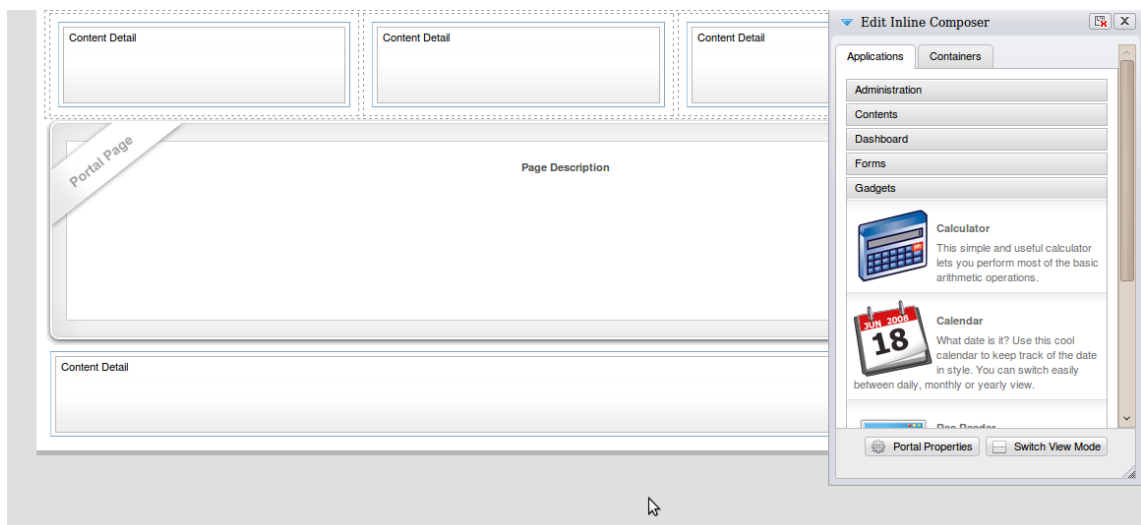
To edit a site, do the following steps:

Procedure 5.2. Edit the properties of the Website:

1. Show the form to edit the current site by clicking Site Editor on the administration bar, then select

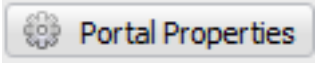
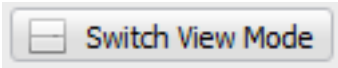




2. The form to edit the current portal will appear.



To edit the properties of the current portal, use one of icons below:

Table 5.2.

Indicator	Meaning
	Portal Properties: allows editing the portal's properties
	Switch View Mode: allows turning on the view mode
	Finish: allows saving all changes and escaping the Edit page
	Abort: allows canceling all changes that have not been saved and quitting the Edit page

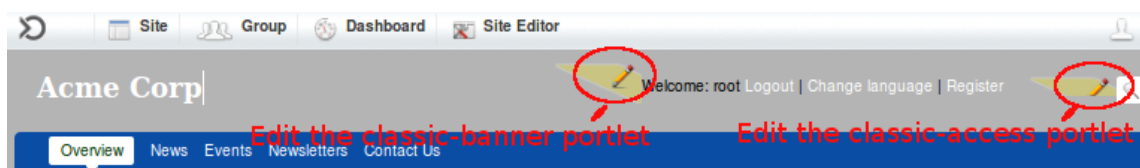
The layout of Edit Website: You can only edit a banner, a navigation bar, a breadcrumb bar, a homepage and a footer of a website.

Procedure 5.3. Edit Banner

1. In WCM, the banner is divided into two parts: a left banner and a right banner. You can edit both of them.

Show the form to edit a banner by:

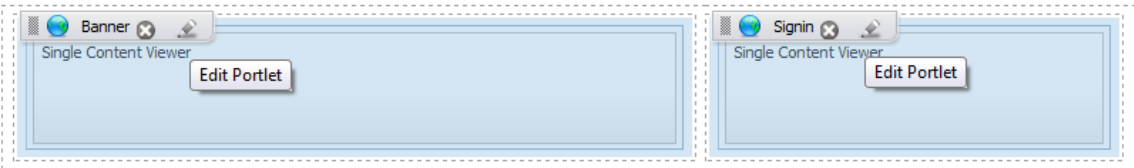
- Switch on the Edit Status on the homepage and click the edit button on the homepage as this illustration below:



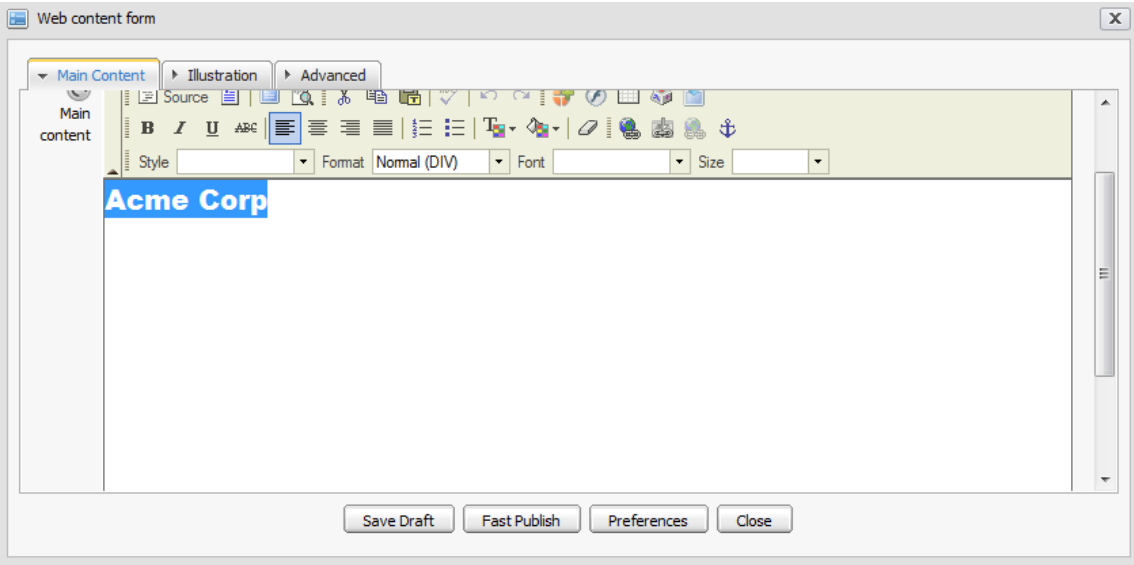
or

- Click  the

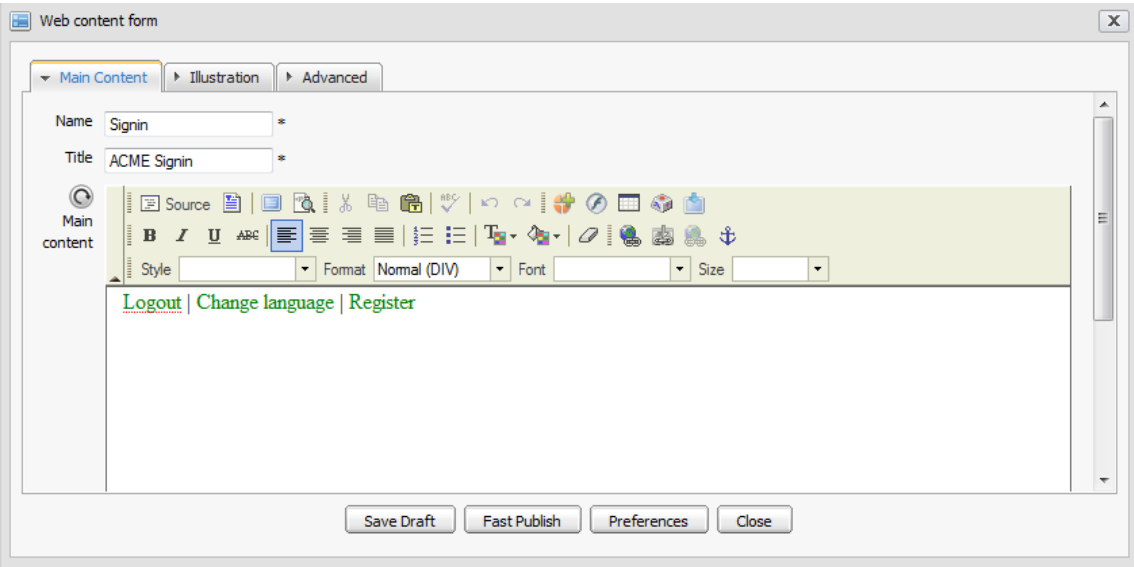
icon at the right corner of the classic - banner portlet (for the left banner) or classic- access portlet (for the right banner) in the Edit Portal form.



A form to edit the current banner will appear:



Edit Left Banner



Edit Right Banner

Table 5.3.

Field	Information
Name	The default name of the banner. You can not change this value.
Title	The title of the banner. This field is required.
Main Content	The main displaying content of the banner.
Save Draft	Allow to save the current content as draft.
Fast Publish	Allow to publish immediately.
Preference	Allow to set some property for the web content.
Close	Close this form.

2. Change values in the **Main Content** tab of the edit banner form to edit the web site's banner.
3. Complete editing the site's banner and publish the content on the banner by clicking the **Fast Publish** button.
4. If you just want to save the edited content as a draft, click **Save Draft**.
5. To set some properties for the current content, click the **Preferences** button. The **Setting** form will appear as you can see below. Change the information in this form and then click **Save** to save settings.

The screenshot shows the 'Webcontent preference' window with the 'Permission manager' tab selected. The 'Configuration for Single content viewer' sub-tab is active. A table displays the following permissions:

Permission	Accessible	Editable	Action
root	true	true	[Edit] [Delete]
*/platform/administrators	true	true	[Edit] [Delete]
*/platform/web-contributors	true	true	[Edit] [Delete]
any	true	false	[Edit] [Delete]

Below the table, there is a 'Permission' dropdown menu, three user icons, and two checkboxes: 'Access Right' (unchecked) and 'Edit Right' (unchecked). At the bottom, there are 'Save', 'Clear', and 'Back' buttons.

- The **Permission manager** tab is used to set the edit and access permission for this content:




By default, when creating a new web content, all users can access but only 'root' and users of `*/platform/administrators` group can edit the web content. In addition, you also can change these permission by doing as follows:

1. Edit the current permission of a group/user in the **Permission** table by clicking the



icon corresponding to that group/user. Then change the current permission by checking check boxes in the edit form below:

Permission



Access Right

☐

Edit Right

☐

Save

Clear

2. Or you can add new groups into the Permission table:

Select

the



icon if you want to set permission for a user: The User selector form will appear. Select a user in the list by clicking the








icon.

User selector

Group :

User Name

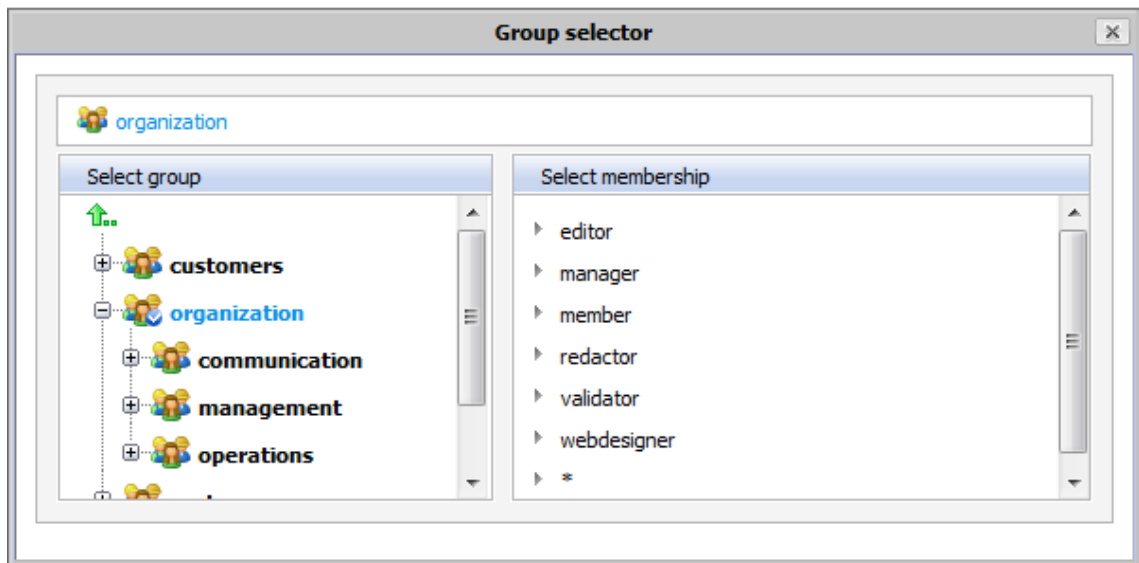
User Name	First Name	Last Name	Email	Action
demo	Demo	exo	demo@localhost	
james	James	Anderson	james@localhost	
john	John	Anthony	john@localhost	
marry	Marry	Kelly	marry@localhost	
root	Root	Root	root@localhost	

Select

the



icon if you want to set permission for a group. The **Group selector** form will appear. Select a group on the left and then select one corresponding membership on the right.



Select the



icon if you want to set permission for all users.

After selecting users/groups, set permission for these users/groups by checking the **Access Right** check box (for only the access right) or the **Edit Right** check box (for only the edit right) or checking both check boxes if you want.

3. Accept and save permissions by clicking **Save**.

- The **Configuration for Single content viewer** tab includes:

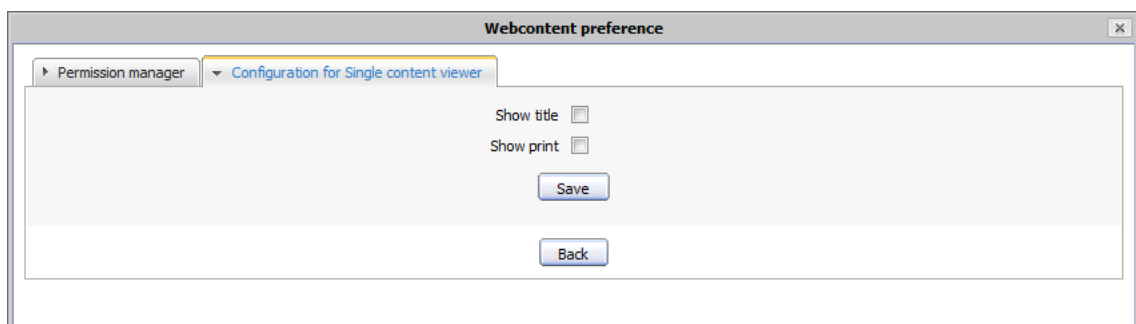


Table 5.4.

Option	Information
Show title	The option is whether to show the title of this content or not
Show print	The option is whether to show the print function or not.

- The **Illustration** tab in the Web Content form:

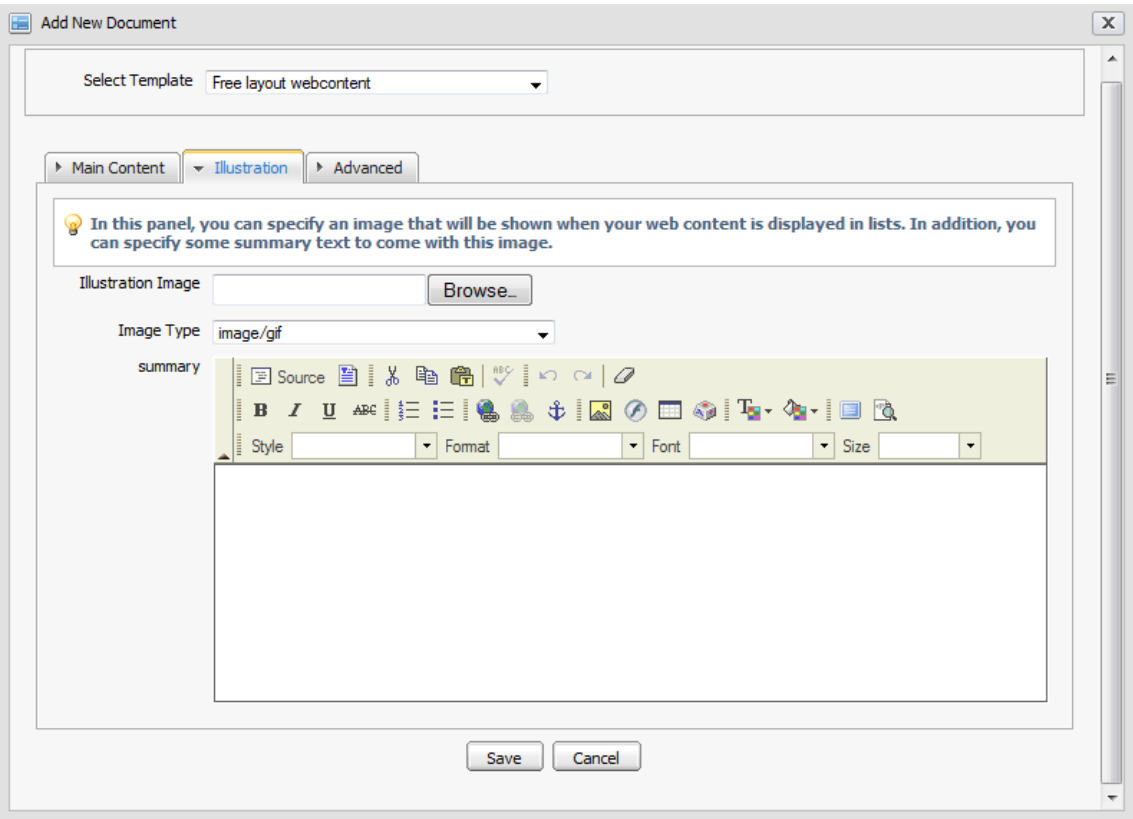


Table 5.5.

Field	Information
Illustration Image	The path to an image that you want to upload into the site. This image will be used like an illustration of that site.
Image Type	The image format that you want to upload to the site. The image file format can be gif, png, jpg or jpeg.
Summary	You can give a short description about the web content because it will be displayed with illustration image when the web content is listed. The main content will be show when it is selected to be viewed.

To upload an image to the site:

- Browse an image list on your local computer by clicking the Browse... button and then select a specific location.
- Select an image in the list to upload.
- The Advanced tab:

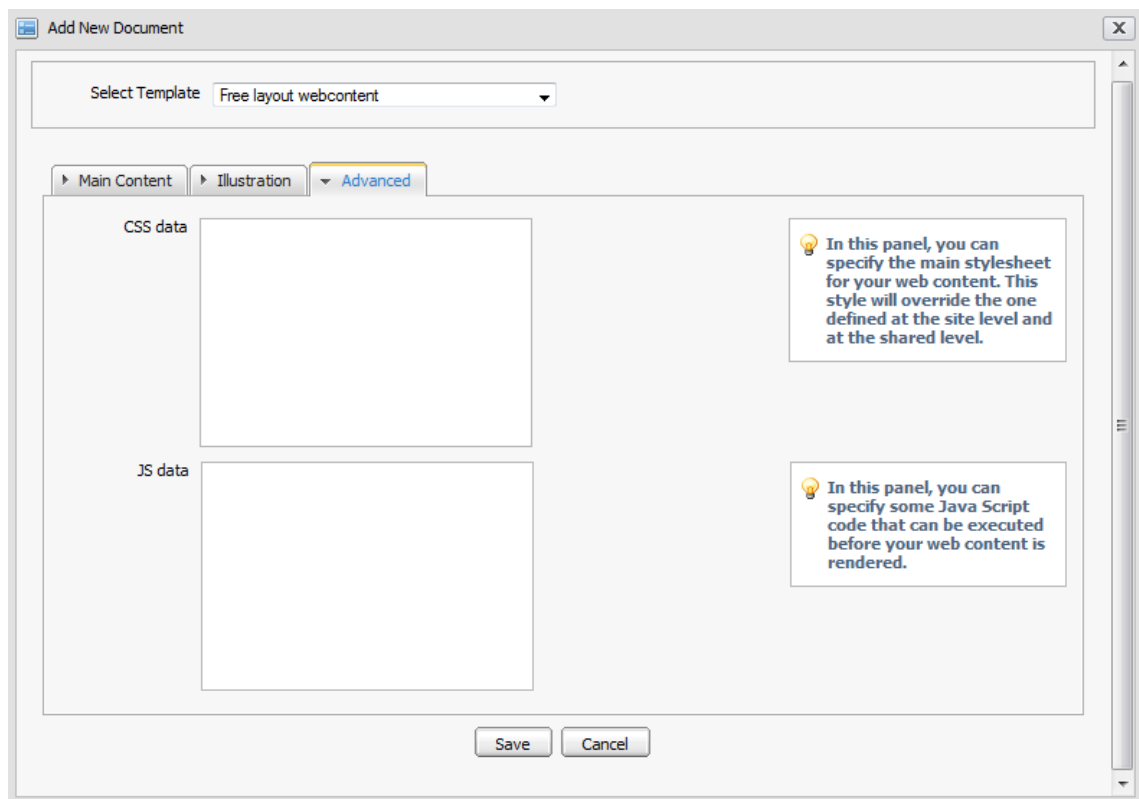
This tab includes two parts: CSS data and JS data:

CSS Data:

Contains CSS definition to present data in a web content. You can optionally enter CSS data into this field to specify the style.

JS data:

It contains JS content to make the web content dynamically when being published. You can optionally enter JS content in this field.



Procedure 5.4. Edit Homepage

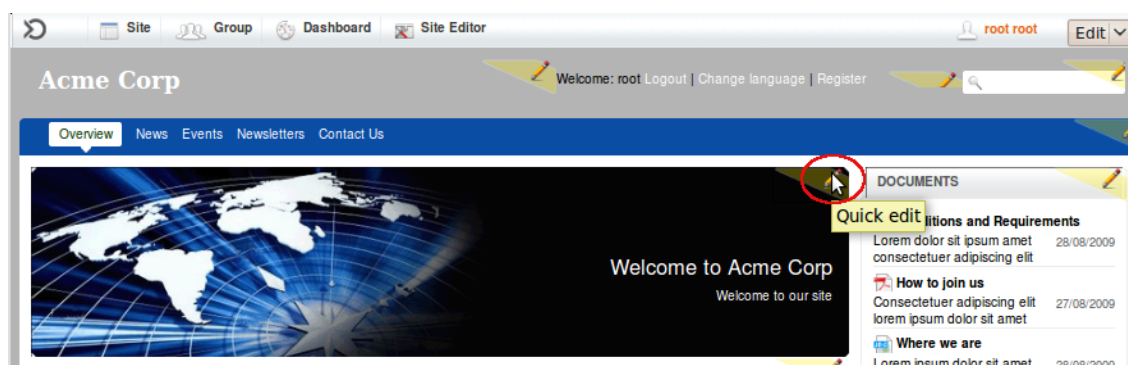
1. WCM helps you edit the main content displayed in the home page of a web site.

Do the following steps:

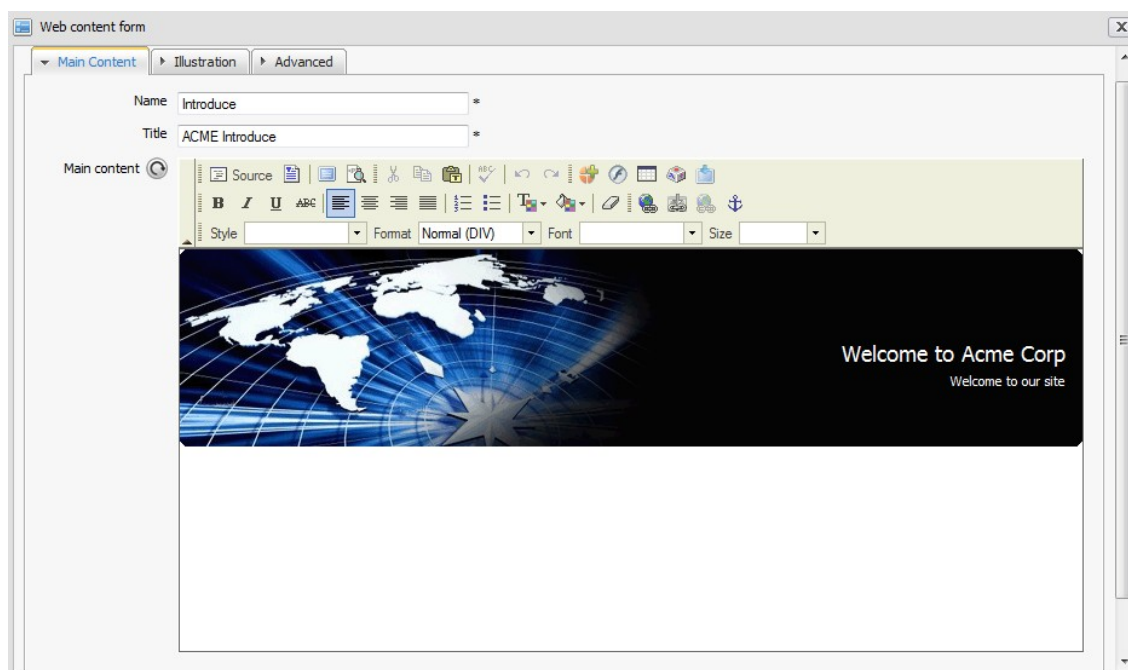
2. Show a form to edit the home page by clicking the



icon at the right corner of the home page:



The Web content form allows you to edit the main content in the home page:



3. Change values in this form.
4. Click the **Fast Publish** button to accept changes and publish them on the home page, or click the **Save Draft** button to save the edited content as a draft.
5. To set more properties for this content, click the **Preference** button.

Procedure 5.5. Edit Footer

1. This function supports you to change the footer of the site.

Do the following steps:

2. Show the form to edit the footer of the current site in two following ways:

- Click the



icon at the right corner of the footer portlet. The form to edit the current footer will appear.

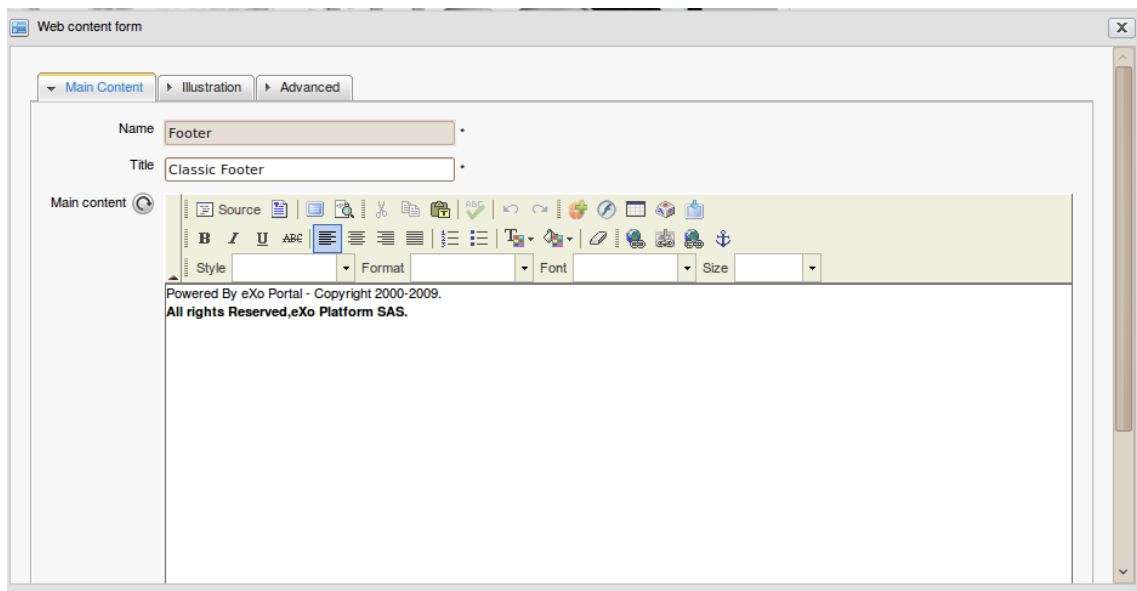
- Click the



icon at the right corner of the site's footer.



The form to edit the current footer will appear:



- Change values of this form.
- Click the **Fast Publish** button to accept changes and publish them on the home page, or click the **Save Draft** button to save the edited content as a draft.
- To set more properties for this content, click the **Preference** button.



Shared Page Elements

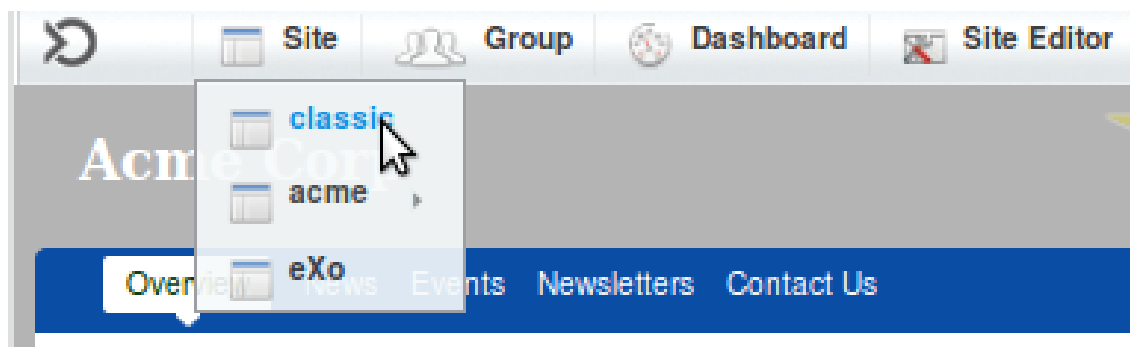
The Banner, Home page and Footer of a site are shared to others. Thus, all their changes will impact on the entire site. So you should copy the shared banner, home page and footer to a specific portal folder and refer to them when you need

5.1.3. Switch between sites

This function is used to change the current web site by another one.

Procedure 5.6.

- Just select a site in the site list that appears when you move the cursor to Sites on the Administration bar:



Your current site will be switched to the selected site.

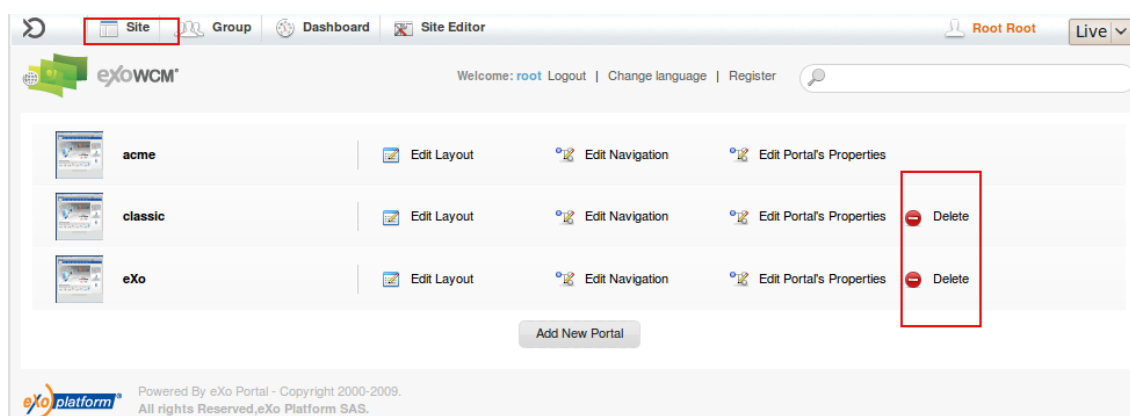
5.1.4. Delete a site

This function is used to delete a portal (site) from the portal list.

Do the following steps:

Procedure 5.7.

- Show the portal list by clicking Site on the Administration bar:



- Click



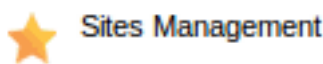
in the row of the portal that you want to delete.

3. Click OK in the confirmation message to accept deleting.

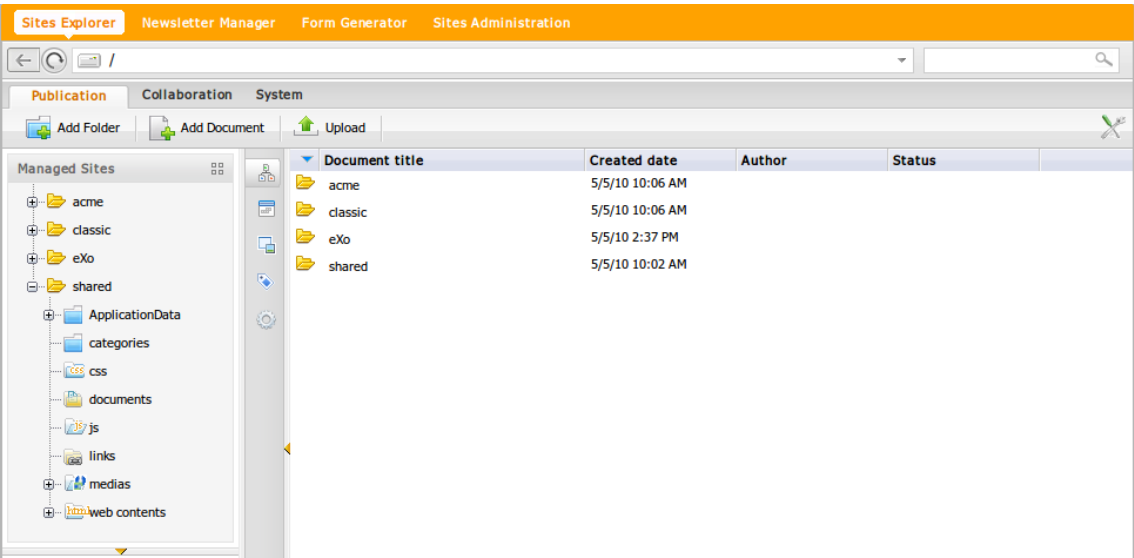
5.2. Manage Site Resources in one place

You can easily manage all the site resources in Sites Explorer.


Chose



in General drive. All of your created sites and their resources will be listed in the left panel.



All sites contain typical folders that are site resources:

	css	5/20/10 11:10 AM
	documents	5/20/10 11:10 AM
	js	5/20/10 11:10 AM
	links	5/20/10 11:10 AM
	medias	5/20/10 11:10 AM
	web contents	5/20/10 11:10 AM

5.2.1. CSS Folder

CSS is one of default files of a site. This folder contains CSS data that is used to present data in a site and increase that site's content accessibility.

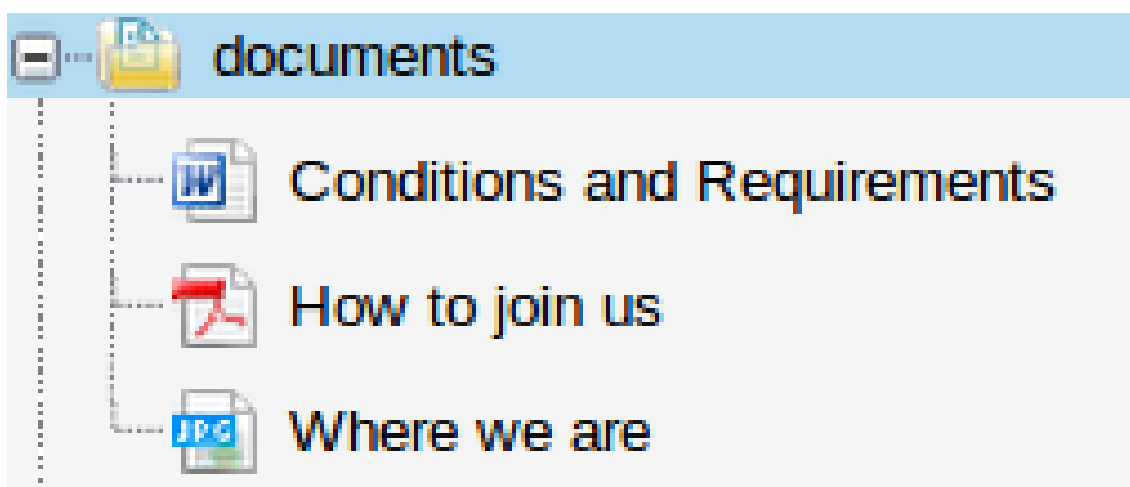


CSS

Once a new CSS file in a site is created, it will affect on how the site will look. For an example, the color of the current site's background is black but when you create a new CSS file with red background color , all site's background will be in red.

5.2.2. Document Folder

This folder contains all documents used in a site. When you want to add a new document for a site, you also can put them outside this folder but you are recommended to put all documents in this folder to manage all site's documents easily and conveniently.



5.2.3. JS Folder

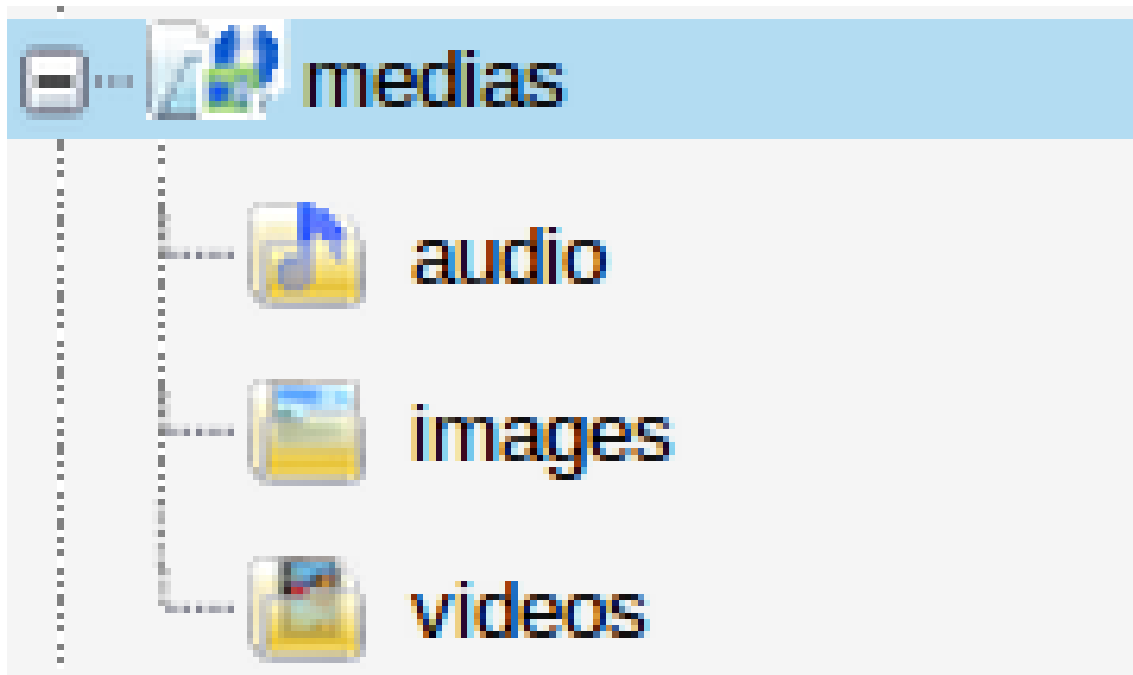
This is one of default files of a site. This file contains Java Script data that is used to make a site more animated and more dynamic.

5.2.4. Links Folder

This file contains all links used in a site.

5.2.5. Media Folder

This folder contains all documents related to videos, images and sounds. It is divided into three sub folders:



audio:

This folder contains sound data used in a site.

images:

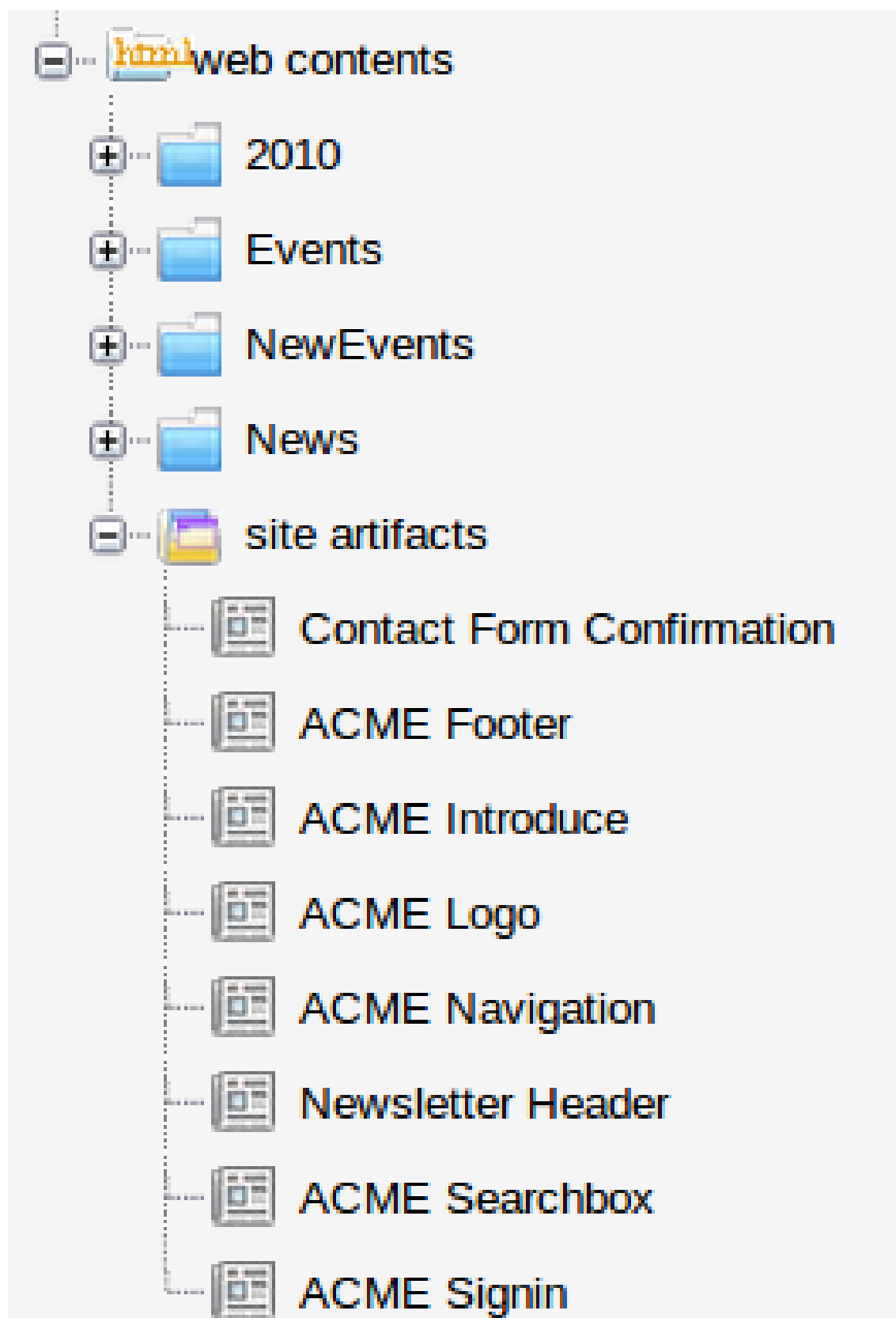
This folder contains images used in a site.

videos:

This folder contains videos used in a site.

5.2.6. Web Content Folder

This folder contains all web content used in sites. You are suggested to put all web content files here to make use (in case you need to reuse web content files for creating a new site) and manage more flexibility.

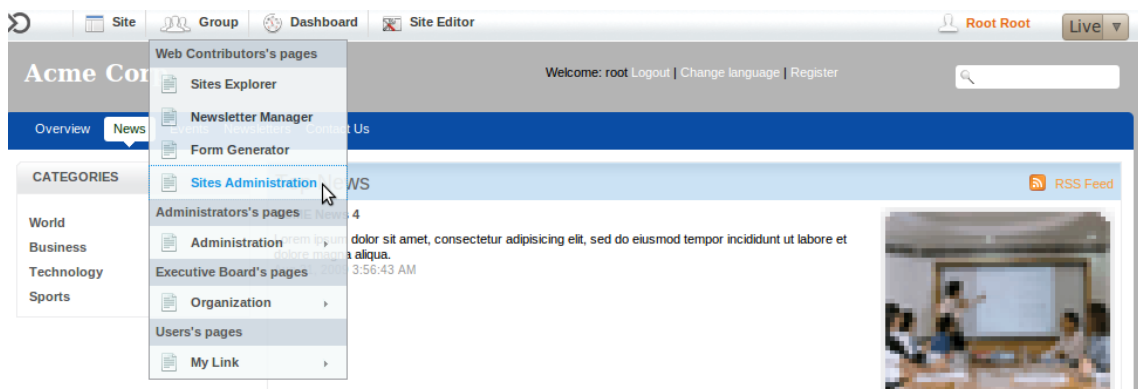


5.3. Sites Administration

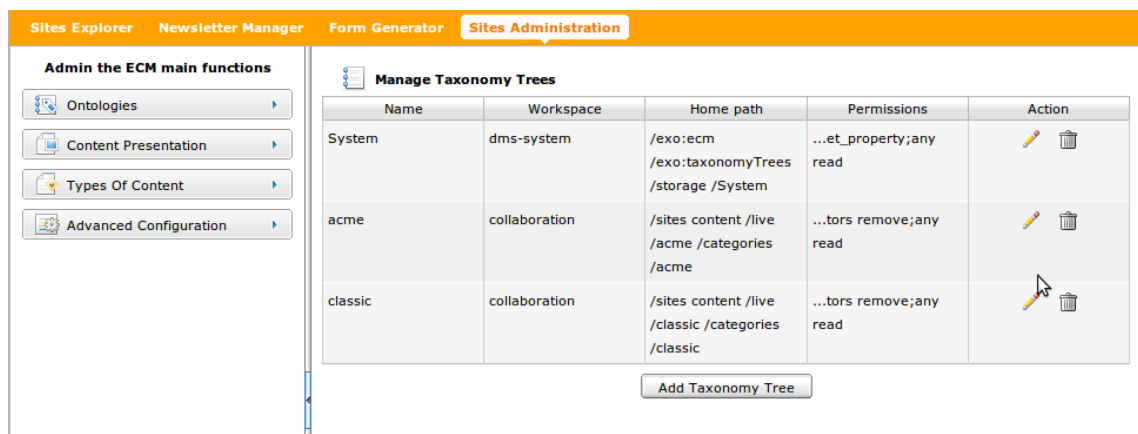
This page is used to manage all workspaces, drives, node types, metadata, templates, queries, etc. Only administrator like "root" can access the WCM Administration.

Procedure 5.8.

- Click **Sites Administration** on the Group bar:



The **Sites Administration** page will appear:



This page offers access to:

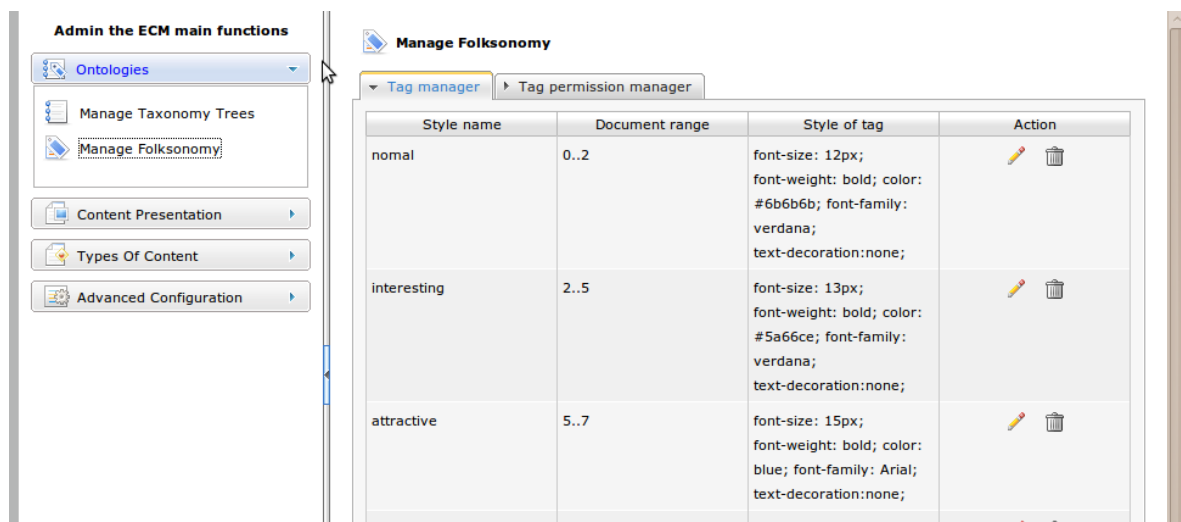
- **Ontologies:** includes Manage Folksonomy and Manage Taxonomies.
- **Content Presentation:** includes Manage Template, Manage Metadata, Manage Views, Manage Drive.
- **Types of Content:** includes Namespace Registry, Manage Node Type.
- **Advanced Configuration:** includes Manage Queries, Manage Scripts, Create an Action Type.

5.3.1. Ontology

5.3.1.1. Folksonomy Management

The Folksonomy allows you to manage tag styles. The tag style will be changed depending on the number of documents in a tag.

Go to **Sites Administration**, then **Ontologies**, and finally, **Manage Folksonomy**.



5.3.1.1.1. Edit

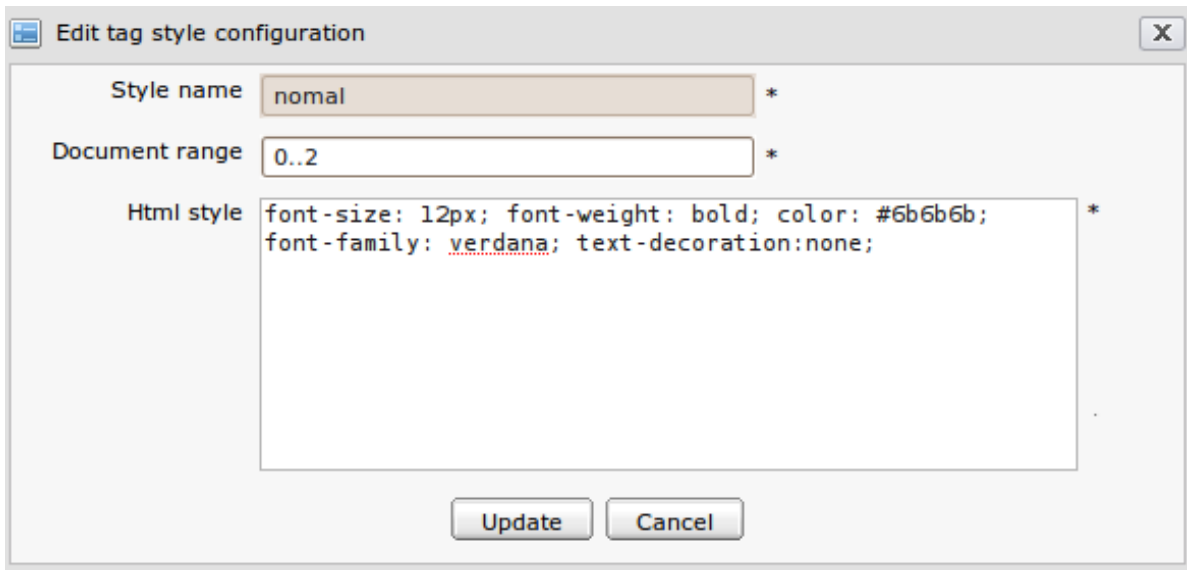
Tag manager tab:

To edit existing tags, do as follows:

Procedure 5.9. Editing existing tabs

1. Step One

Click the icon that corresponds to the tag name which you want to edit in the **Action** column to edit the tag style configuration. The **Edit tag style configuration** form will appear:



Edit tag style configuration

Style name *

Document range *

Html style *

Details:

Style name

To give the tag name. (*Required).

Document Range

To give the number of document assigned to the same tag. (*Required).

Html style

To include font-size, font-weight, colour, font-family, text-decoration. (*Required).

2. Step Two

Change values for fields: **Style name**, **Document range**. **Html single**

3. Step Three

Click **Update** to save new changes, or **Cancel** to quit this form without changing.

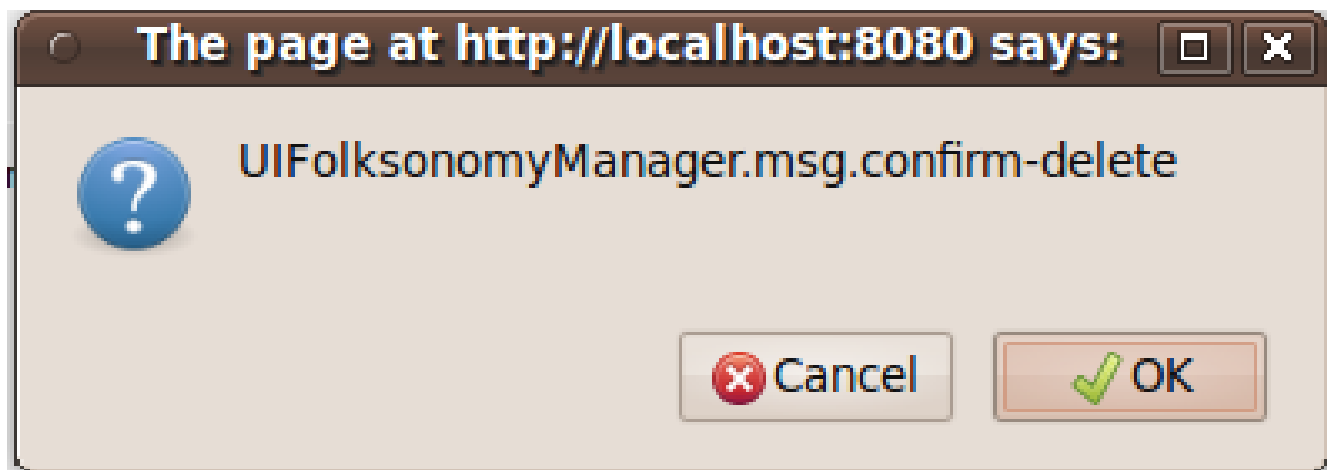


Note

- You cannot edit the style name.
- The format of valid range must be: a..b with 'a', 'b' are positive integers. You can use * instead of 'b' to indicate it is unlimited.
- The 'Html style' text box cannot be empty: you can change values of font-size, font-weight, color, font-family, text-decoration.

5.3.1.1.2. Delete a tag style

An administrator can delete a tag style by clicking the trash icon that corresponds to the tag style which an administrator wants to delete. There will be a message which confirms the deletion:



Click **OK** to accept deletion, or **Cancel** to quit without deleting the tag style

5.3.1.1.3. Add a tag style

Furthermore, an administrator can add a new tag style as follows:

Procedure 5.10. Add a Tag Style

1. Step One

Click the **Add style** button. The **Add tag style configuration** form will appear:

A screenshot of a web form titled "Edit tag style configuration". The form has three input fields: "Style name", "Document range", and "Html style". Each field has an asterisk (*) indicating it is required. The "Style name" and "Document range" fields are text boxes, while the "Html style" field is a larger text area. At the bottom of the form, there are two buttons: "Update" and "Cancel".

2. Step Two

Input values for fields: **Style name**, **Document range**, **Html style**, all of which are required.

3. Step Three

Click **Update** to accept adding a new tag style, or **Cancel** to quit without adding a new tag style.

Tag Permission Manager. The **Tag permission manager** tab helps administrator set permissions regarding editing and deleting public tags.

Memberships	Action
*/platform/administrators	

Add a permission

Memberships: *

4. Step Four

Click the icon to select memberships in order to add a permission for those memberships. The Select membership form will appear:

Select membership

customers

Select group

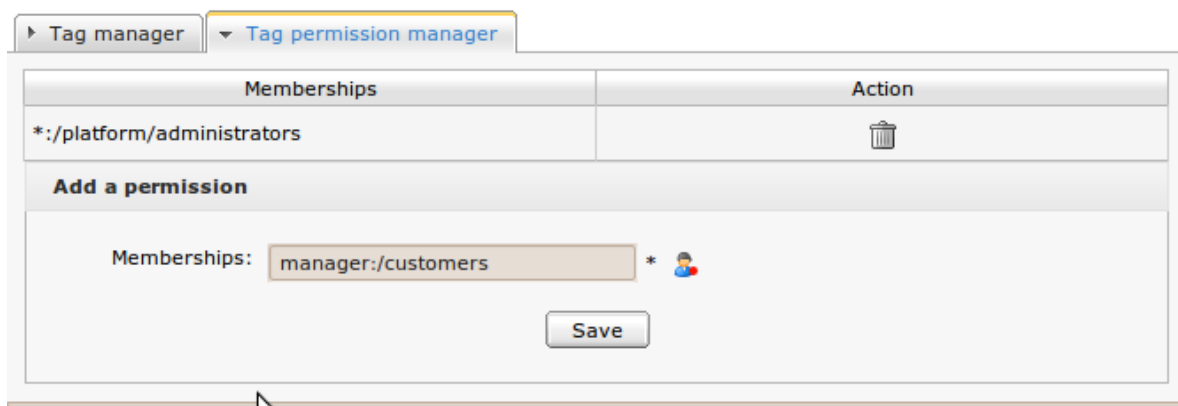
-
- customers**
- organization
- platform
- partners

Select membership


- ▶ member
- ▶ author
- ▶ editor
- ▶ manager
- ▶ redactor
- ▶ validator
- ▶ *

5. Step Five


Select a group on the left and the corresponding membership on the right. The selected membership will appear in the **Memberships** field:



Tag manager Tag permission manager

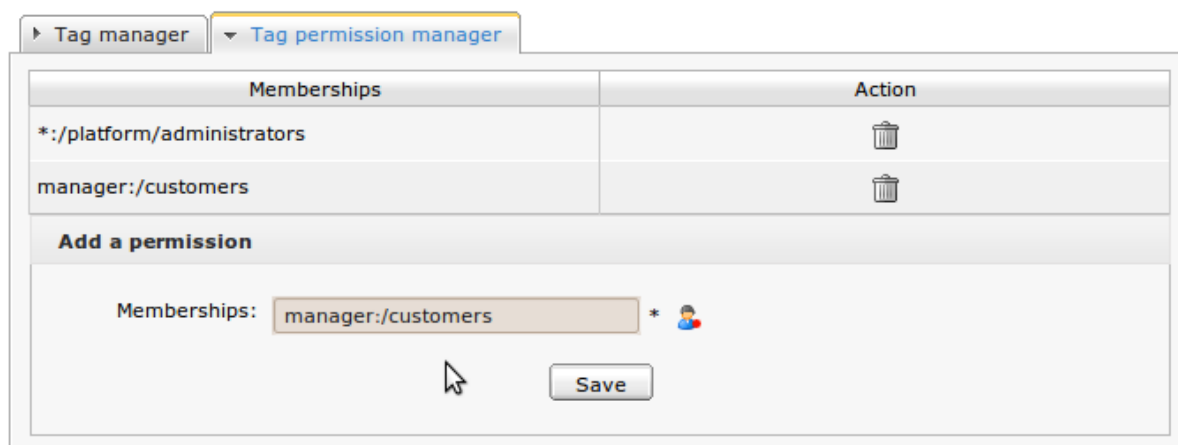
Memberships	Action
*:/platform/administrators	

Add a permission



Memberships: * 

6. Step Six


Click **Save** to accept adding a permission for the selected membership of the selected group. The selected membership that has just been added a permission will be listed in the **Memberships** column.



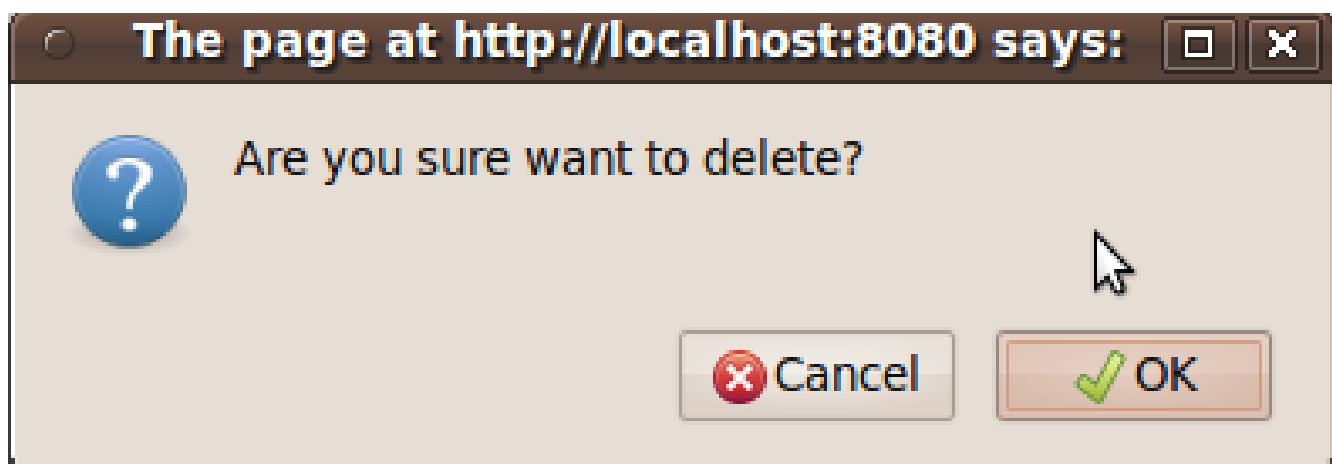
Tag manager Tag permission manager

Memberships	Action
*:/platform/administrators	
manager:/customers	

Add a permission

Memberships: * 

An administrator can also delete memberships that have been set permissions by clicking the Delete icon relevant to that membership. A confirmation message will appear:

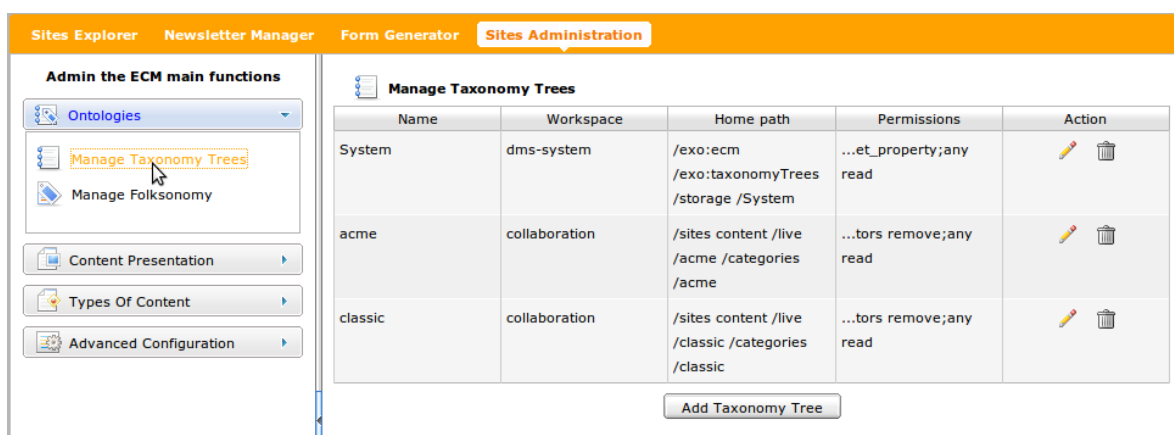


7. Step Seven

Click **OK** to accept the deletion, or **Cancel** to quit the form without deleting.

5.3.1.2. Manage Taxonomy Trees

A Taxonomy may be understood as a classification practice and science. It is used to sort documents, aiming at facilitating searches. The Taxonomy management includes adding, editing and deleting a taxonomy tree. Go to **Sites Administration**, then **Ontologies Manage Taxonomy Trees**.



5.3.1.3. Add a Taxonomy Tree

Perform the step in [Adding a Taxonomy Tree](#) to add a taxonomy tree.

Procedure 5.11. Adding a Taxonomy Tree

1. Step One

Click the **Add Taxonomy Tree** button to add a new taxonomy. The **Add taxonomy tree** form will appear.

Add taxonomy tree


X

Input taxonomy name, choose workspace and taxonomy home path

Name *

Workspace

dms-system

Home path 

Reset

Next

Cancel

2. Step Two

Enter the taxonomy tree name in the **Name** field. (*Required).

3. Step Three

Select the workspace you want to work with.

4. Step Four

Select the home path by clicking the plus item. The **Select Home Path** form will appear:


Select home path


X

exo:ecm

Workspace

dms-system

Root path 



+

exo:taxonomyTrees

+











exo:taxonomies

+

exo:folksonomies

+

exo:drives

Name	Action
 exo:taxonomyTrees	
 exo:taxonomies	
 exo:folksonomies	
 exo:drives	
 templates	

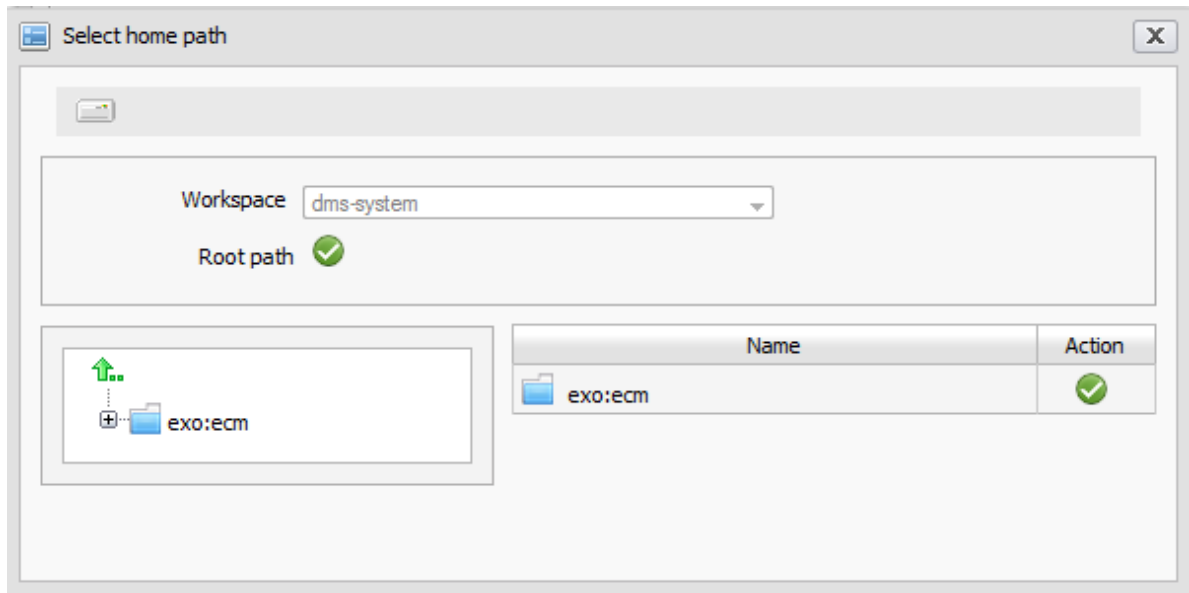
5. Step Five

Click the tick icon if you want to select the root path or click the arrow icon to go to the up level path. Click the plus sign to expand the folder.

6. Step Six

Click the tick icon corresponding to the path that you want to select as a home path.

Click **Reset** if you want to reset values that have just been selected or **Next** to select permissions for a taxonomy tree.



7. Step Seven

Click  the



icon to select a user or the



icon to select memberships or the



icon to select everyone in order to set permissions. The user or membership that you have just selected will be displayed in the **User or Group** field.

Then, check at least one of these below options to set rights for the selected user or membership:

Read Right

The option is to select the read right or not.

Add Note Right

The option is to select the Add Node right or not.

Set Property Right

The option is to select the Set Property Right or not.

Remove Right

The option is to select the Remove right or not.

8. Step Eight

Click **Save** to save all values, or **Reset** to change values that have just been set. After clicking **Save**, click **Next** to go to the next step.

9. Step Nine

Enter the name for an action of the taxonomy tree in the Name field. (*Required).

10. Step Ten

Select values for **Lifecycle**, **NodeTypes**, **Target workspace**, **Target path**, **Affected Node Types**. (*Required).

11. Step Eleven

Click **Save** to save all values and, click **Next** to go to the next step.



Note

- Do not input some special characters in the 'Name' field like: !, @, #, \$, %, &, *, (,).


- Do not add a taxonomy which has the same name and level with existing taxonomies in a node.
- The taxonomy name must contain less than 30 characters.

5.3.1.4. Edit a Taxonomy Tree

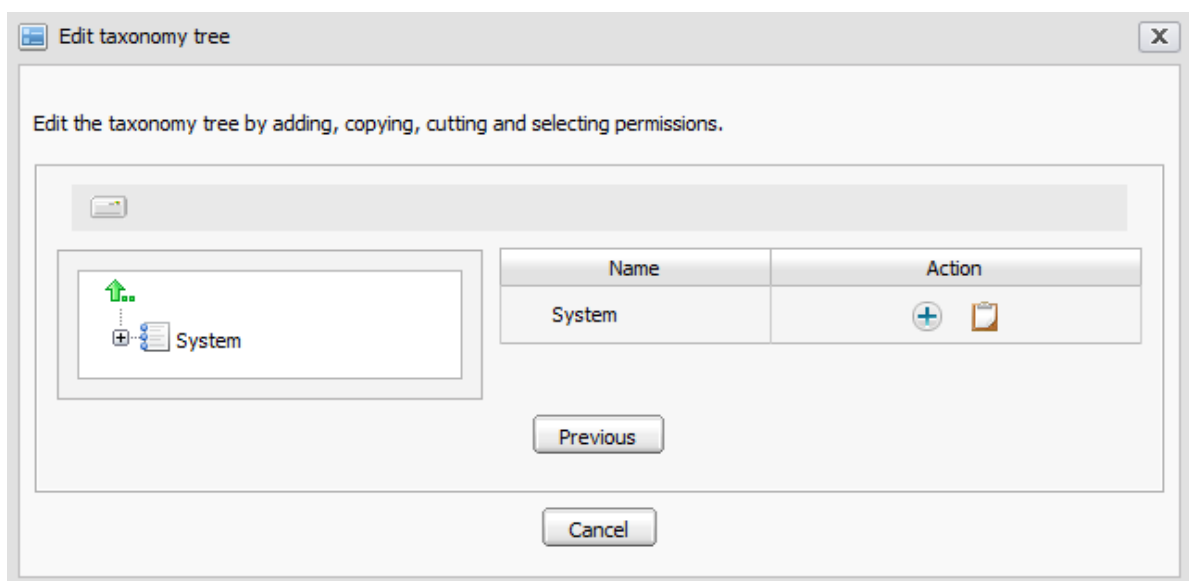
Perform the following steps to edit a taxonomy tree.

Procedure 5.12. Edit a Taxonomy Tree

1. Step One

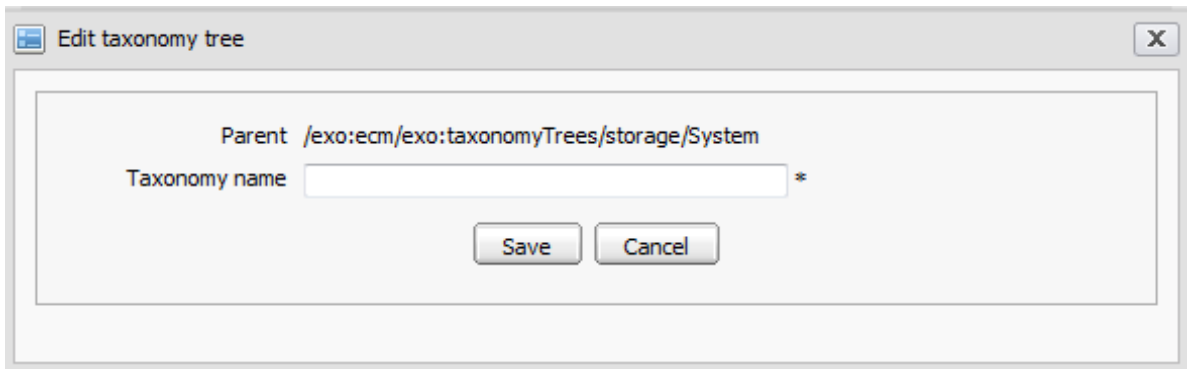
Click  the edit

icon that corresponds to the taxonomy tree you want to edit.



2. Step Two

Click  the



Parent /exo:ecm/exo:taxonomyTrees/storage/System

Taxonomy name *

Save Cancel

3. Step Three

Enter a taxonomy name in the Taxonomy name field. (*Required).

4. Step Four

Click **Save** to save the taxonomy name.

5. Step Five

Click **Previous** to return to the previous steps.

6. Step Six

Click **Save** to save all changes and the **Previous** or **Next** if you want to edit more.




Note





















- You can delete a taxonomy by clicking the trash icon corresponding to the taxonomy that you want to delete. Click OK on the confirmation message to accept deleting this taxonomy, or click Cancel to discard this action.
- You cannot delete taxonomies that have been referenced.


5.3.2. Content Presentation Manager

5.3.2.1. Manage a Template

To create a node in WCM, this node must set its properties. Thus, each node needs to have a form for entering data for their properties (called the dialog template), and displaying the existing values (called the view template). The template management allows users to view, delete and modify the predefined templates or to add a new template.

 **Manage Templates**

Template Name	Action
exo:addMetadataAction	 
exo:article	 
exo:autoVersioning	 
exo:businessProcessModel	 
exo:comments	 
exo:createRSSFeedAction	 
exo:enableVersioning	 
exo:getMailAction	 
exo:mail	 
exo:podcast	 

Total pages: 2 




Figure 5.1. Manage Templates Form

Procedure 5.13. Add a New Template

1. Go to the Manage Templates form

Click **Sites Administration** → **Content Presentation** → **Manage Templates**

2. Open a new template form

Click the Add button in the Manage Templates form to open the Template form.

3. Select the template type

In the **Name** drop-down box, select the template type you require.

4. Label the template

Specify a name for the template in the **Label** field.

5. Specify whether the template is a document template

Click the **Document Template** check box if the template you are creating should be used as a template for a document.

6. Open Permissions dialog.

Click the **+** icon next to the Permissions field to open the Select Permission dialog.

7. Assign memberships to the group

Select the group from the left panel and the membership from the right panel.

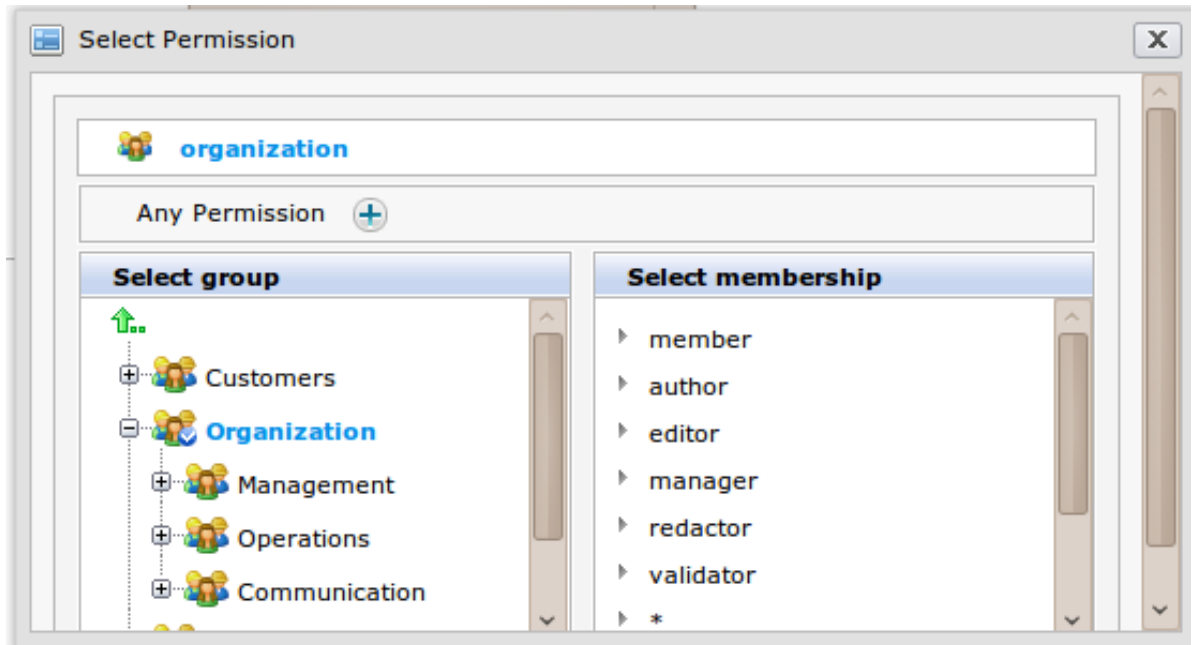


Figure 5.2. Select Permissions Dialog

8. Add dialog content

Select the **Dialog** tab and enter the value in the **Dialog content** field.

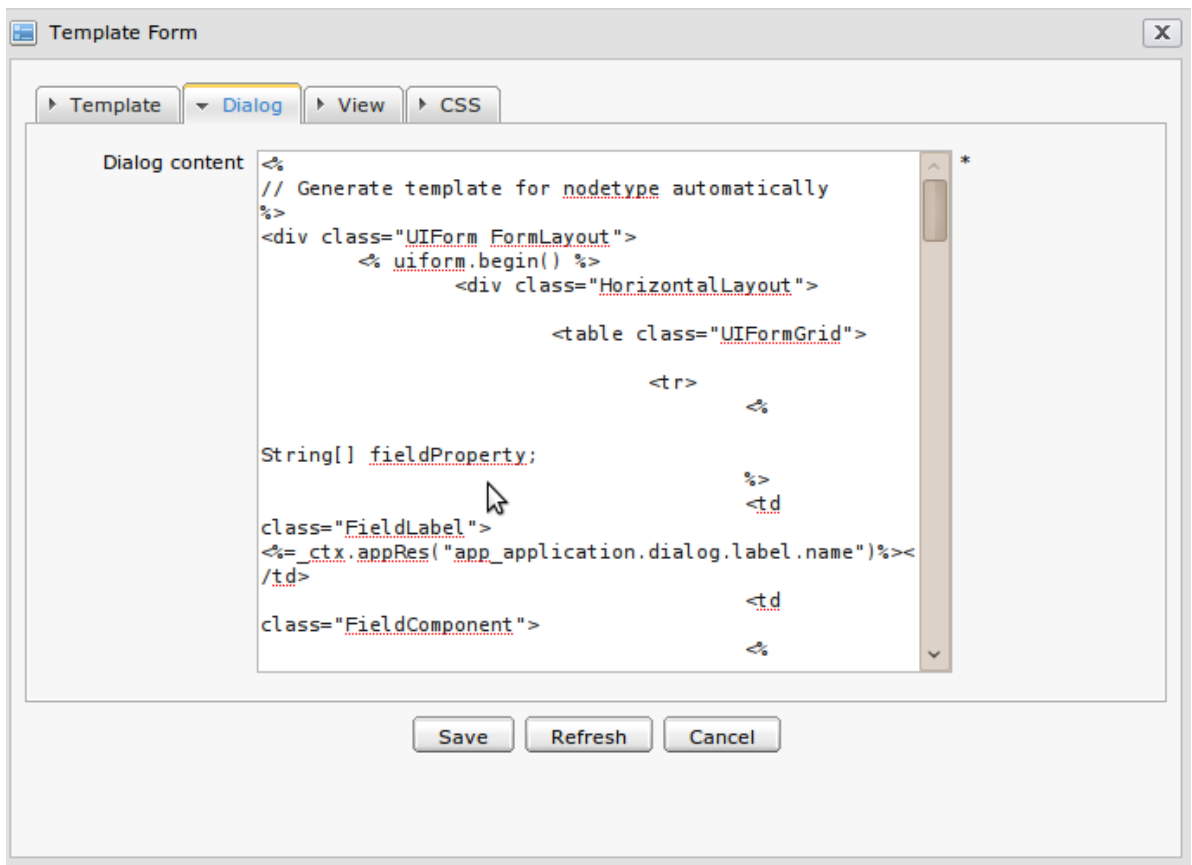


Figure 5.3. Manage Templates Dialog Tab

9. **Add view content**

Select the **View** tab and enter the value in the **Dialog content** field.

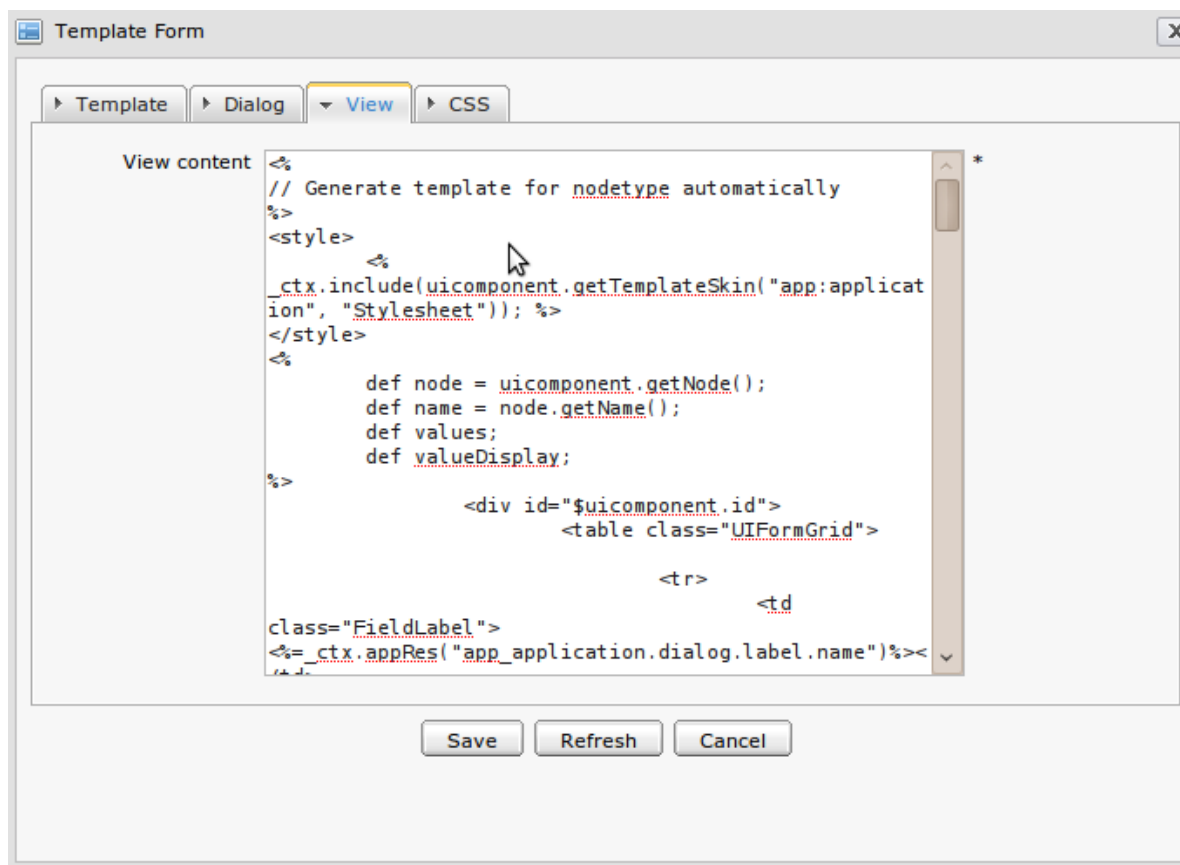


Figure 5.4. Manage Templates View Tab

10. Add CSS content

Select the **CSS** tab and enter the value in the **Dialog content** field.

11. Save template

Click **Save** to create the template.

Procedure 5.14. Edit a Template

1. Go to the Manage Templates form

Click **Sites Administration** → **Content Presentation** → **Manage Templates**

2. Open the View and Edit Template form

Click the **Pencil** icon in the Action column corresponding to the template you want to edit.

3. Edit the Template tab

In the **Template** tab, you can edit the Label of the Template.

4. Add a dialog to the Dialog tab

To add a dialog, do the following:

- a. Input content for this dialog in the ' Content ' field.
- b. Input name for this dialog. (*Required).
- c. Select permissions for a group that can use this dialog. (*Required).

5. Edit an existing dialog in the Dialog tab

To edit an existing dialog, do the following:

- a. Click the **Pencil** icon in the dialog row you want to edit.
- b. Edit the dialog properties.
- c. Click **Save** to accept all changed in the Dialog tab.

6. Delete an existing dialog

To delete an existing dialog, do the following:

- a. Click the **Trash Can** icon in the dialog row you want to edit.
- b. Click OK to continue with deletion.



Note

You can not delete the default dialog. You must create a new one before you can delete the current default dialog.

7. Add a View to the view tab

To add a view, do the following:

- a. Click the View tab and enter content into the content field.
- b. Input name for this view. (*Required).
- c. Select permissions for a group that can use this view. (*Required).

8. Edit an existing view in the View tab

To edit an existing view, do the following:

- a. Click the **Pencil** icon in the view row you want to edit.
- b. Edit the view properties.
- c. Click **Save** to accept all changed in the View tab.



Notes about Editing Views

You can not change the view name.

If you click **is Enable Version** checkbox, this view automatically increments one version after you click **Save**. It is displayed at 'version' column in the **View** tab.

If the dialog has at least two versions, in the **View** tab, it displays the **Restore** button. You can use **Restore** to roll back to the previous View.

9. Delete an existing dialog in the Dialog tab

To delete an existing dialog, do the following:

- a. Click the **Trash Can** icon in the dialog row you want to edit.
- b. Click **OK** to continue with deletion.
- c. Click **Save** to accept all changes.

Procedure 5.15. Delete a Template

1. Click the



corresponding to the template that you want to discard.

2. Click **OK** on the confirmation message to delete the template or **Cancel** to abort the operation.

5.3.2.2. Metadata Management

Metadata in its simplest form is "data about data". Generally, it may be understood as information that describes, or supplements the central data. The metadata management allows managing nodes in the metadata format in the WCM system. The metadata may be considered as information used to describe the data. When data are provided to the end users, the metadata allow users to understand about information in more details. All metadata nodes can combine with other nodes to create a new node (add mix).

Procedure 5.16. View Metadata

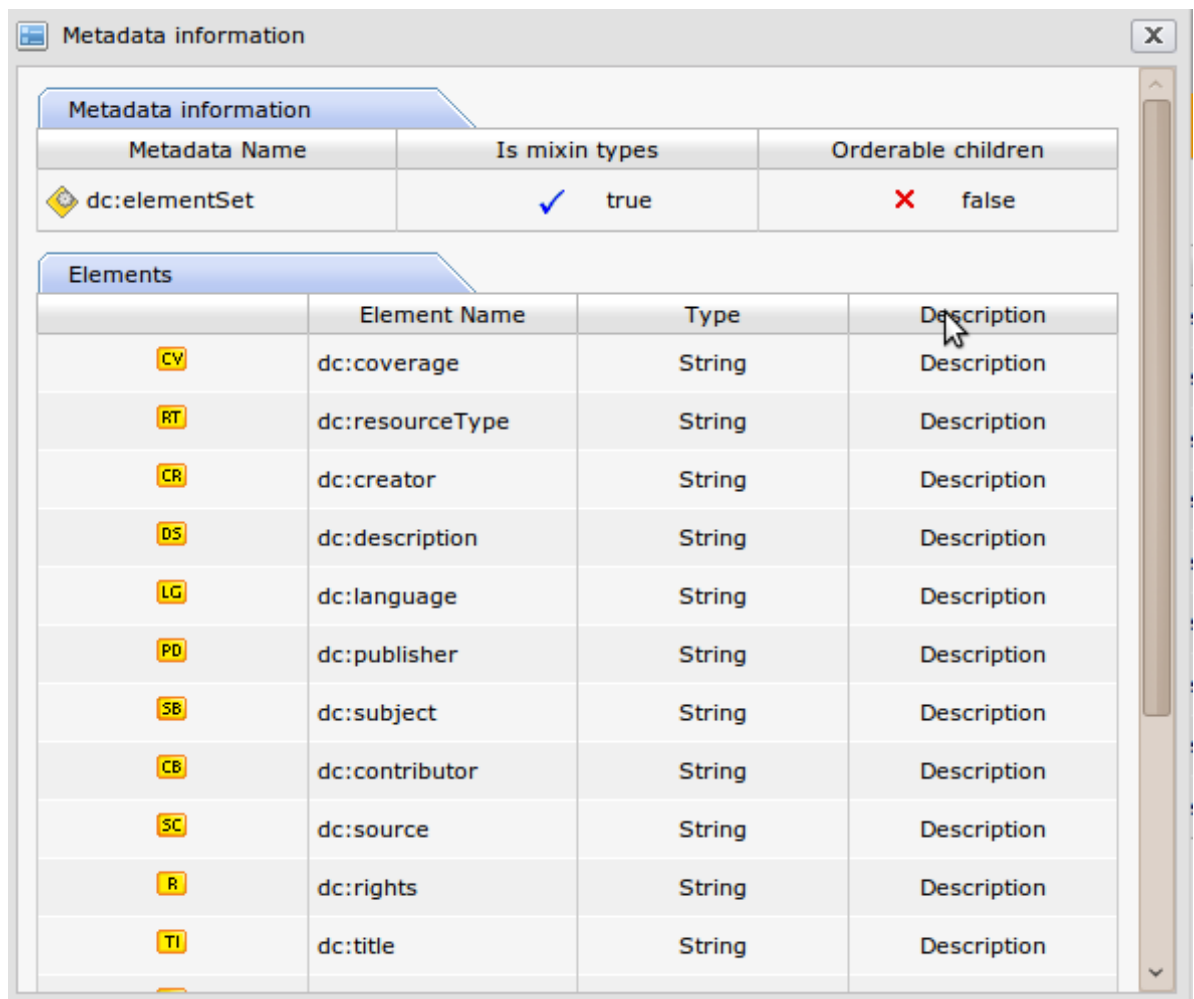
1. Go to the Manage Metadata form

Click **Sites Administration** → **Content Presentation** → **Manage Metadata**

2. Open the Metadata Information form




Click the magnifying glass icon corresponding to the metadata you want to view.

The Metadata Information Form opens.



The screenshot shows a web application window titled "Metadata information". It contains two main sections: "Metadata information" and "Elements".

The "Metadata information" section has a table with the following data:

Metadata Name	Is mixin types	Orderable children
 dc:elementSet	 true	 false

The "Elements" section has a table with the following data:












	Element Name	Type	Description
	dc:coverage	String	Description
	dc:resourceType	String	Description
	dc:creator	String	Description
	dc:description	String	Description
	dc:language	String	Description
	dc:publisher	String	Description
	dc:subject	String	Description
	dc:contributor	String	Description
	dc:source	String	Description
	dc:rights	String	Description
	dc:title	String	Description

Figure 5.5. Metadata Form

Procedure 5.17. Edit Metadata

1. Open the Edit Metadata's Template form

Click the **Pencil** icon in the metadata row you want to edit.

The **Edit Metadata's Template** form opens.

2. Change the properties

Change the required properties of the metadata.



Note

You can not edit the metadata name.

3. Save changes

Click **Apply** to save all metadata changes.

Procedure 5.18. Delete Metadata

1. Click the Trash Can button

Click the **Trash Can** icon corresponding to the metadata you want to delete.

A confirmation message displays.

2. Confirm deletion

Click **OK** to delete the template, or **Cancel** to preserve the template.

5.3.2.3. Manage Views































The function `Manage View` is used to control view ways of a user. It has 3 tabs: **View**, **ECM Templates** and **BC Templates** tabs.

To open the `Manage View` function, click **Sites Administration** → **Content Presentation** → **Manage View**. The `Manage View` form displays.

Views

ECM Templates

BC Templates

Name	Permissions	Action Tab	Base Version	Action
taxonomy-list	*:/platform/users	[Info] [Actions]		  
admin-view	*:/platform /administrators	[Admin] [Info] [Actions] [Collaboration]		  
taxonomy-icons	*:/platform/users	[Actions]		  
anonymous-view	*	[Actions]		  
icon-view	*:/platform/users	[Actions] [Collaboration]		  
slide-show	*:/platform/users	[Actions] [Collaboration]		  
simple-view	*:/platform/users	[Actions] [Collaboration]		  
system-view	*:/platform /administrators	[Info]		  
timeline-view	*:/platform /administrators	[Actions] [Collaboration]		  
cover-flow	*:/platform/users	[Actions] [Collaboration]		  

Add View

Figure 5.6. Metadata Form

Views Tab. The procedures that follow describe how to Add, Edit, Delete, and Preview views.

Procedure 5.19. Add View

1. Open the Add View form

Click the **Add View** button located at the bottom of the **Manage View** form.

The Add View form opens.

2. Define View Name

In the Name field, specify the name of the view you are creating. The name must be unique, and must only contain standard alphanumeric characters.

3. Assign memberships to the group

Select the group from the left panel and the membership from the right panel.

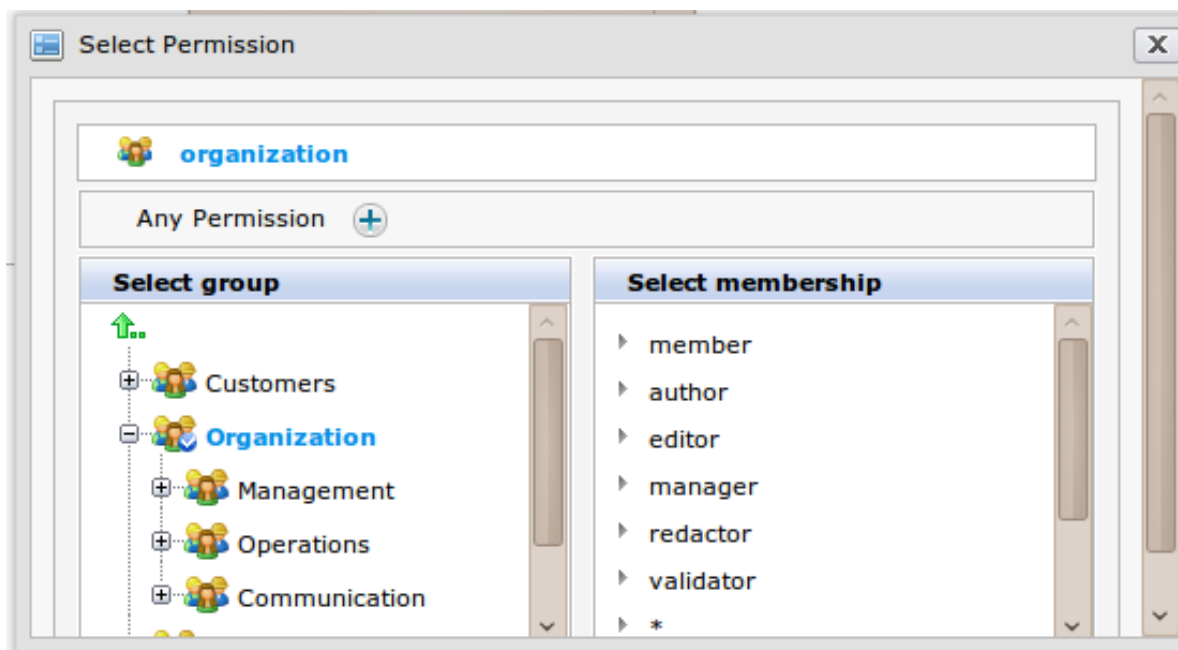


Figure 5.7. Select Permission Dialog

4. **Select the Templates view**

Click the **Templates** field and select the correct template for this view.

5. **Save the View**

Click **Save** to apply all settings and close the form.

Procedure 5.20. Edit a View

1. Click the **Pencil** icon in the view row you want to edit.
2. Edit the view properties.



Notes about Editing Views

You can not change the view name.

If you click **Enable Version** checkbox, this view automatically increments one version after you click **Save**. It is displayed at 'version' column in the **View** tab.

If the dialog has at least two versions, in the **View** tab, it displays the **Restore** button. You can use **Restore** to roll back to the previous View.

3. Click the **Add Tab** button to open the **Tab Form** tab to add more tabs.

- a. Click the **Add Tab** button to add more tabs after the initial tab has been added.
 - b. Click the **Reset** button to change values for fields.
 - c. Click the **Back** button to return to the **View Form** tab in the **Edit View** form.
4. Click **Save** to accept all changed in the View tab.

Procedure 5.21. Delete Views

1. **Click the Trash Can button**

Click the **Trash Can** icon corresponding to the view you want to delete.

A confirmation message displays.

2. **Confirm deletion**

Click **OK** to delete the view, or **Cancel** to preserve the view.



Note

You can not delete a view that is in use.

Procedure 5.22. Preview a View

1. Click the Magnifying Glass icon in the Action column of the view you want to preview.

The View form opens.

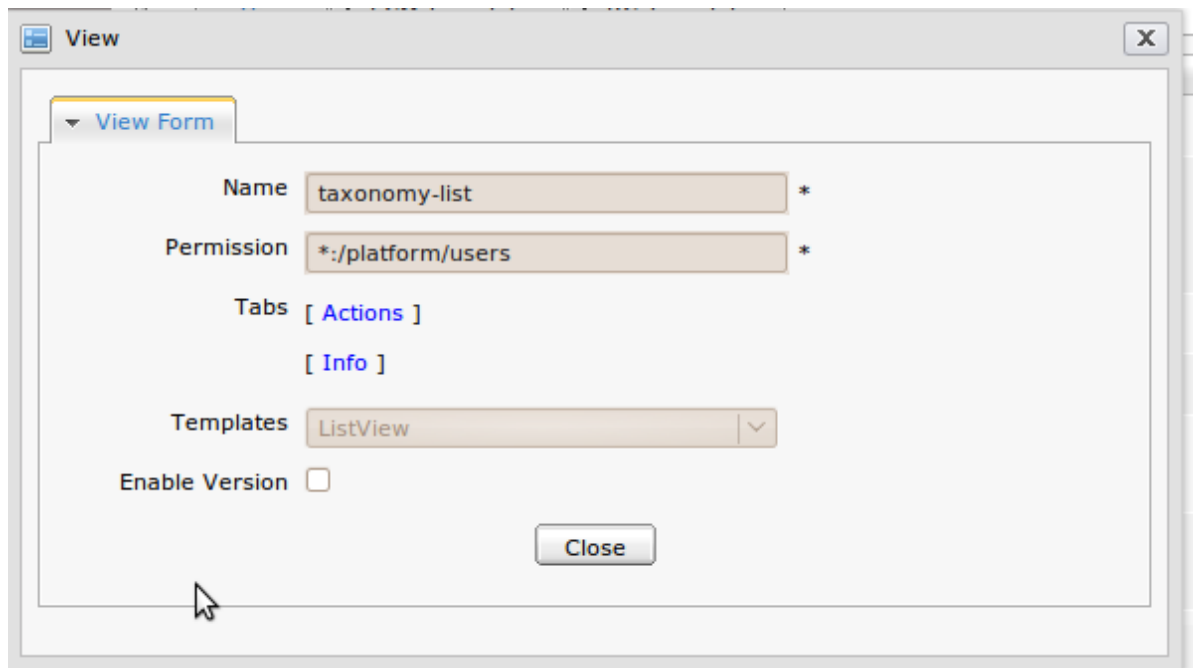



Figure 5.8. View Dialog

2. Click Close to exit the View Form.

5.3.2.3.1. ECM Templates

 **Manage View**

Views **ECM Templates** BC Templates















Name	Value	Base Version	Action
CoverFlow	/exo:ecm/views/templates /ecm-explorer/CoverFlow		 
IconView	/exo:ecm/views/templates /ecm-explorer/IconView		 
ListView	/exo:ecm/views/templates /ecm-explorer/ListView		 
SlideShowView	/exo:ecm/views/templates /ecm-explorer/SlideShowView		 
SystemView	/exo:ecm/views/templates /ecm-explorer/SystemView		 
ThumbnailsView	/exo:ecm/views/templates /ecm-explorer/ThumbnailsView		 
TimelineView	/exo:ecm/views/templates /ecm-explorer/TimelineView		 

Figure 5.9. ECM Templates

Procedure 5.23. Add a new ECM Template

1. Select the ECM Templates tab.
2. Click the **Add** button to open the Add ECM Template form.

Figure 5.10. The Add ECM Template form

3. Input the content of the template in the "Content" field.
4. Input a name for the template in the "Name" field.
5. Select a type for the template in the "Template Type" field.
6. Click **Save** to accept adding a new template, or click **Reset** to change values, or **Cancel** to quit without any changes.

Procedure 5.24. Editing a Template

1. Click the **Pencil** icon next to the template you want to edit.

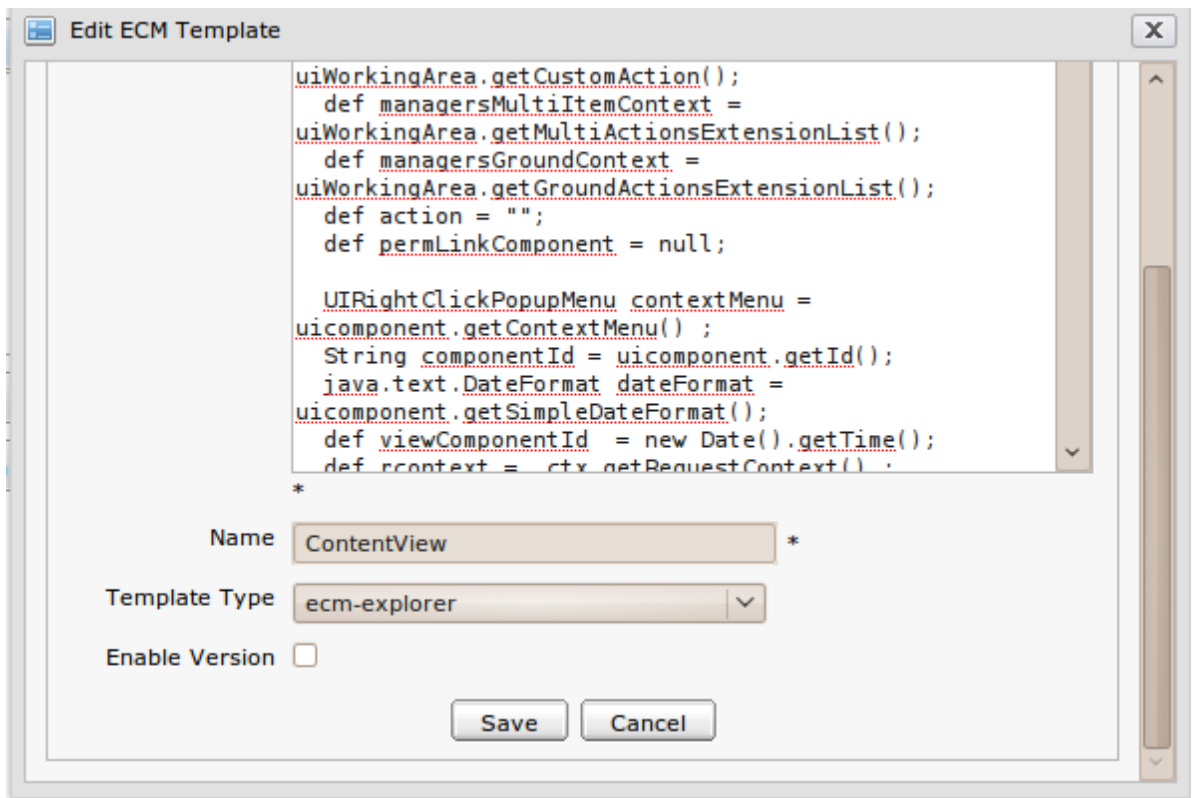


Figure 5.11. Editing an ECM Template Form

2. Change the current template's properties.
3. Click **Save** to accept all changes, or **Cancel** to quit without any changes.



Note

You can not edit the template name.

If you tick the 'Enable Version' checkbox, this template will automatically increase to 1 version after you have clicked Save. It is displayed at the 'Base version' column in 'ECM template' tab.

If the template has at least 2 versions, in the 'Edit ECM Template' form, it displays the Restore button that allows restoring the template version.

Procedure 5.25. Delete a Template

1. Click the **Trash** icon corresponding with the template you want to edit. A confirmation message will appear.

2. Click **Ok** to accept deleting this template, or **Cancel** to discard this action.

5.3.2.3.2. BC Templates

Name	Value	Base Version	Action
DocumentView	/exo:ecm/views/templates /content-browser/detail- document/DocumentView		
PathList	/exo:ecm/views/templates /content-browser/path/PathList		
QueryList	/exo:ecm/views/templates /content-browser/query /QueryList		
ScriptList	/exo:ecm/views/templates /content-browser/script /ScriptList		
TreeList	/exo:ecm/views/templates /content-browser/path/TreeList		

Figure 5.12. BC Templates form

Procedure 5.26. Adding a New Template

1. Click **Add** to open the Add BC Template form.

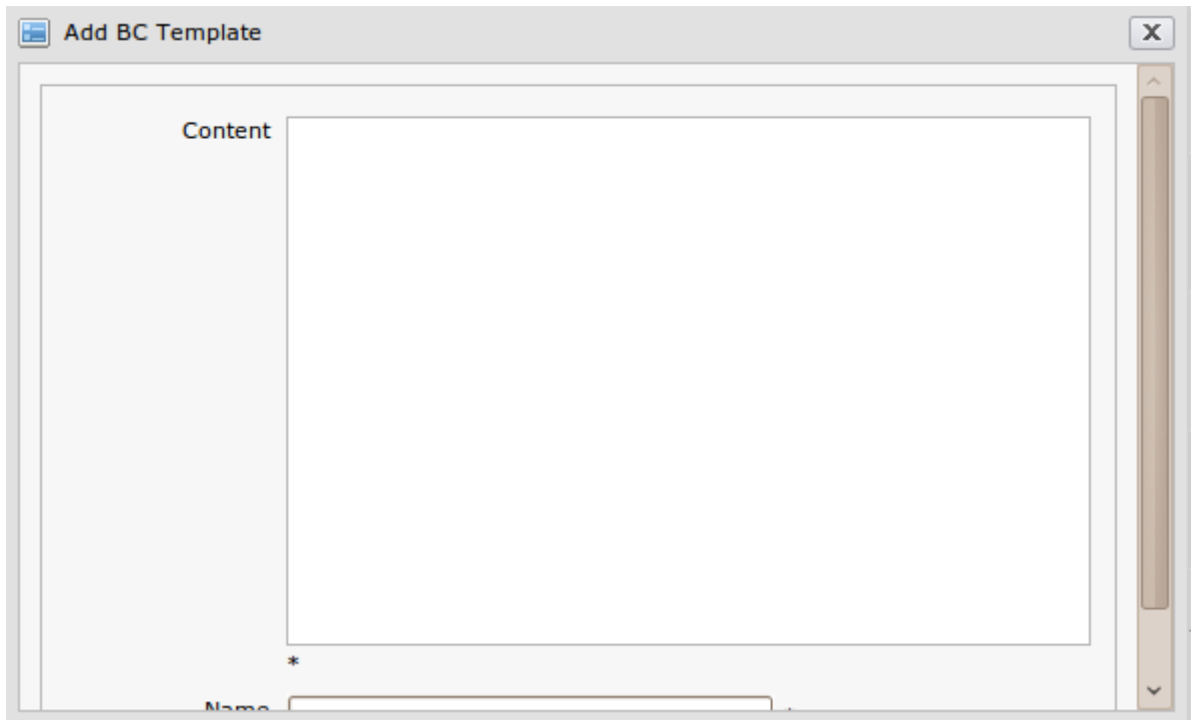


Figure 5.13. The Add BC Template form

2. Input the content for the template in the Content textbox. (*Required).
3. Input the name for the template in the Name field. (*Required).
4. Select the template type from the dropdown box in the Template Type form.

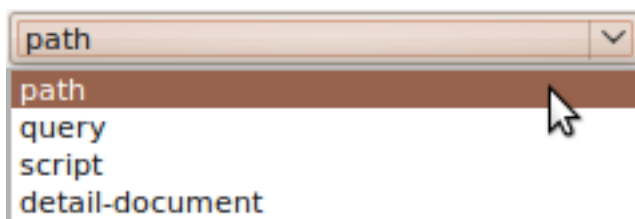


Figure 5.14. Dropdown Box



Note

The name must be unique.

The name must not contain special characters like !, @, #, \$, %, &, *, (,).

5. Click **Save** to complete adding a new template.

Procedure 5.27. Edit a BC Template

1. Click the **Pencil** icon on a template that you want to edit.

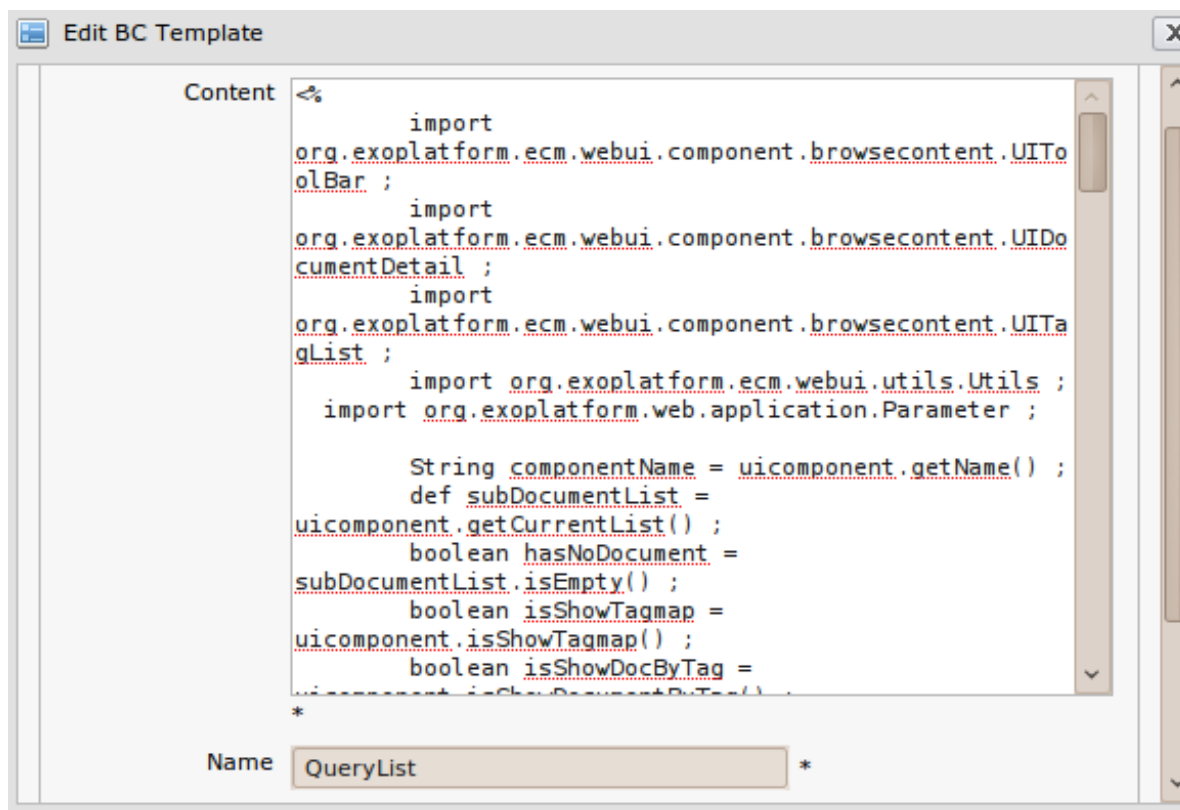


Figure 5.15. The Edit BC Template Form

2. Change the current template's properties.
3. Click **Save** to accept all changes, or **Cancel** to quit without any changes.



Note

You can not edit the template name.

You can not edit the template type.

If you tick the 'Enable Version' checkbox, this template will automatically increase by 1 version after you have clicked Save. It is displayed at the 'Base Version' column in ECM Template tab.

If the template has at least 2 versions, in the 'Edit ECM Template' form, it displays the Restore button that allows restoring the template version.

Procedure 5.28. Delete a Template

1. Click the **Trash** icon corresponding with the template you want to edit. A confirmation message will appear.
2. Click **Ok** to accept deleting the template, or **Cancel** to discard this action.

5.3.2.4. Drives Management

The function is used to manage drives in the File Explorer. It allows adding, editing and deleting drives.

Go to **Sites Administration**, then **Content Presentation**, and finally **Manage Drives**.



Manage Drives

Icon	Name	Workspace	Home Path	Permissions	View	Action
	Trash	collaboration	/Trash	*:/platform /administrators	icon-view, simple-view, cover-flow	
	Validation Requests Documents Center	collaboration	/Documents /Validation Requests	*:/platform/users	simple-view, admin-view	

Total pages: 4

Add Drive

5.3.2.4.1. Add a new drive

Use the [Add A New Drive](#) to add a new drive.

Procedure 5.29. Add A New Drive

1. Step One

Click the **Add Drive** button in the **Manage Drives** form to open the **Add Drive** form.

▼ Drive ▶ Apply Views

Name *

Workspace system ▼

Home path

Workspace icon

Permissions *

Show referenced documents ☐

Show "non document" nodes ☐

Show sidebar ☐

Show hidden nodes ☐

Allowance to create folder

- exo:jsFolder
- Unstructured folder
- exo:webFolder
- exo:linkFolder
- exo:cssFolder
- Folder

Allowance nodetype on left tree

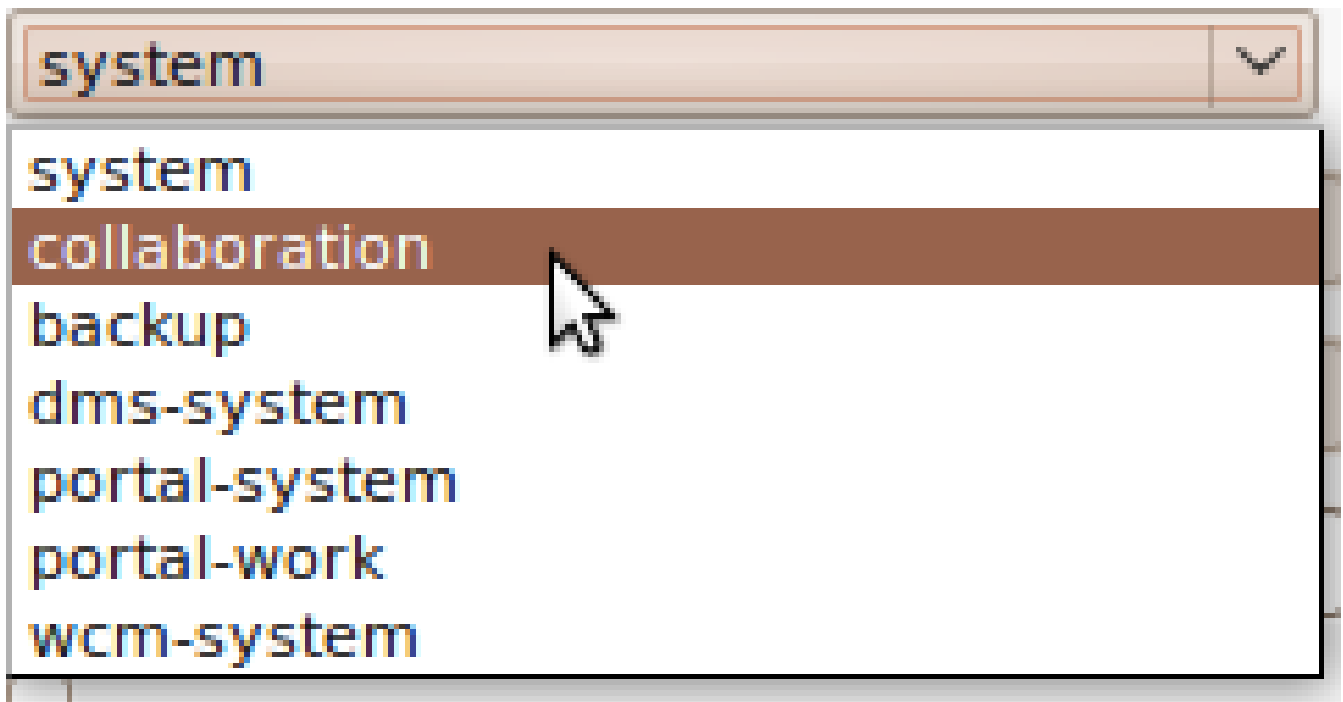
Save Refresh Cancel

2. Step Two

Input a name for the new drive in the **Name** field. (*Required).

3. Step Three

Select a workspace for the drive. There are 4 available workspaces: system, collaboration, backup, and dms-system.

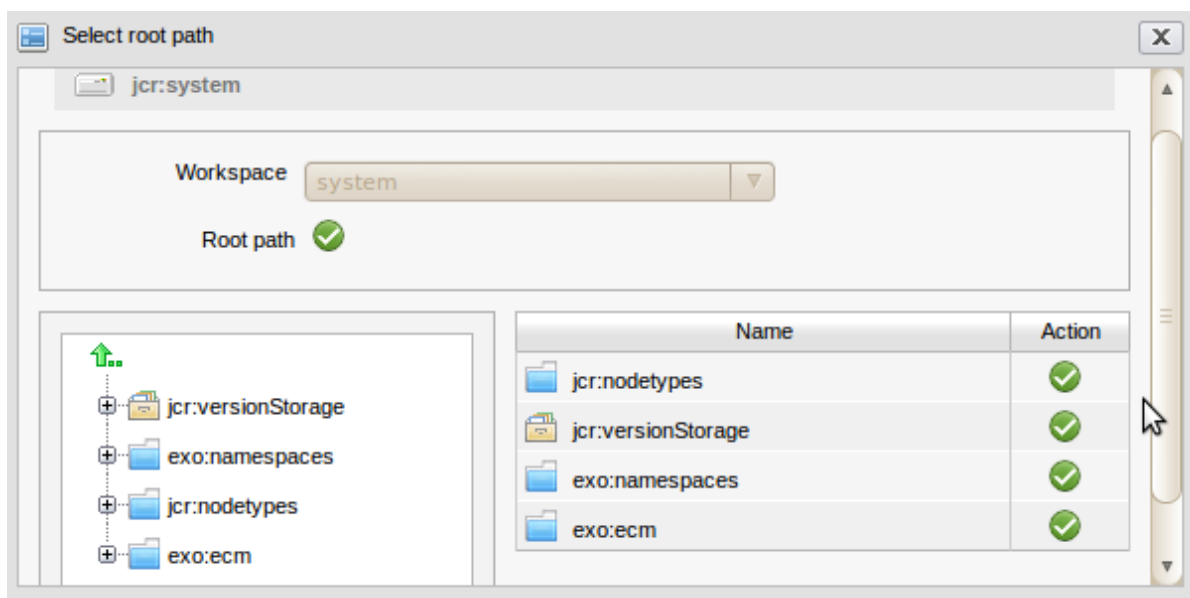


4. Step Four

Select the home path for the drive by clicking the



icon



5. Step Five

Click the



icon to select the home path.

6. Step Six

Select an icon for the workspace by clicking the

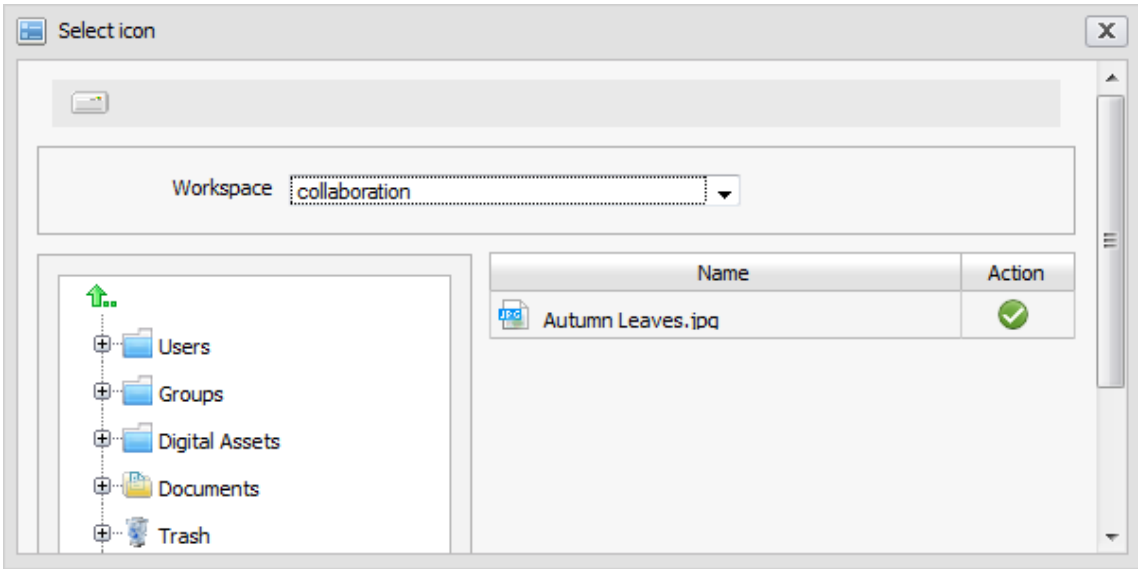


7. Step Seven

Click



to select an icon file:



8. Step Eight

Select permissions for groups that have access rights to this drive by clicking the



icon.

9. Step Nine

Select or unselect the various checkboxes to hide or show the corresponding drive elements:

- Show referenced document
Allows viewing preference documents.

Show non-document

Allows viewing non-documents.

Show sidebar

Allows showing the sidebar.

Show hidden node

Allows showing the hidden nodes.

10. Step Ten

Select the document type that will be created in this drive:

Folder

Only **nt:folder** folders can be created in this drive.

Unstructured folder

Only **nt:unstructured** folders can be created in this drive.

11. Step Eleven

Click



to select a node type. The **Select node types** form will appear:

Icon	Node Type	Mixin Type	Select
	app:application	✗ False	<input type="checkbox"/>
	app:applicationregistry	✗ False	<input type="checkbox"/>
	app:category	✗ False	<input type="checkbox"/>
	app:gadgetdata	✗ False	<input type="checkbox"/>

Enter a node name to search for in the **Node type name** field and click the



to begin searching.

All the node types matching the search string will appear in a list below.



Check the box corresponding to the desired node type in the **Select** column, or click the



beside **Choose all node types** to select all results.

If you click the icon, the **Allowance nodetype on left tree** becomes a required field (indicated by an asterix '*')

Allowance nodetype on left tree *



Click  the



if you want to remove the selected nodetype.

12. Step Twelve

Select the **Apply Views** tab and select the view type you want to be available in the drive:

Add Drive

Drive

Apply Views

Taxonomy List

☐

Admin View

☐

Taxonomy Icons

☐

Anonymous View

☐

Icon View

☐

Slide Show

☐

Simple View

☐

System View

☐

Timeline View

☐

Cover Flow

☐

Category View

☐

WCM content View

☐

Save

Refresh

Cancel

13. Step Thirteen

Click **Save** to commit the details and create the new drive, **Refresh** to clear the form or **Cancel** to abort the operation.

Procedure 5.30. Edit a drive

1. Step One

Click

the




icon that corresponds to the drive you want to edit. The **Edit drive** for will appear:

2. Step Two

Edit the properties as required.

3. Step Three

Click **Save** to commit the changes.




Drive Name

The drive name can not be edited in this form.

Procedure 5.31. Delete a drive

1. Step One

Click  the
 that corresponds to the drive you want to delete.


2. Step Two

Click **OK** on the confirmation message to delete the drive or click **Cancel** to abort the operation.


5.3.3. Types of Content

5.3.3.1. The Namespace Registry

The namespace is used as a prefix for the node type that describes all the node type properties. This function allows users to register the namespace used in the system.

 **Namespace Registry**

Prefix	Namespace Uri
app	http://www.gatein.org/jcr/application-registry/1.0/
dc	http://purl.org/dc/elements/1.1/
exo	http://www.exoplatform.com/jcr/exo/1.0
fn	http://www.w3.org/2005/xpath-functions
fn_old	http://www.w3.org/2004/10/xpath-functions
Fwd	http://www.exoplatform.com/jcr/Fwd/1.1/
jcr	http://www.jcp.org/jcr/1.0
kfx	http://www.exoplatform.com/jcr/kfx/1.1/
lgn	http://www.gatein.org/jcr/autologin/1.0/

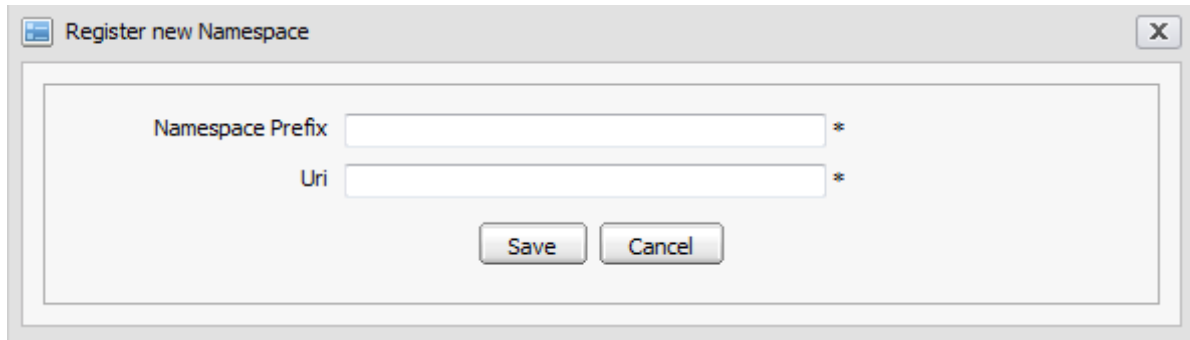
Total pages: 3 

Register

Figure 5.16. Namespace Registry

Procedure 5.32. Registering a Namespace

1. Click the **Register** button on the Namespace Registry form to register a new namespace.



The screenshot shows a dialog box titled "Register new Namespace". Inside the dialog, there are two text input fields. The first field is labeled "Namespace Prefix" and has an asterisk (*) to its right. The second field is labeled "Uri" and also has an asterisk (*) to its right. Below these two fields are two buttons: "Save" and "Cancel".

Figure 5.17. Namespace Registration Form

2. Enter the value for the Namespace Prefix field. (* Required).
3. Enter the value for the Namespace Prefix field. (* Required).
4. Enter the value for the Uri field. This field must be unique. (*Required).





Important









































The namespace must not contain special characters like !, @, #, \$, %, &, *, (,).





5.3.3.2. Manage Node Types

This function is used to control all node types in WCM.

 **Manage Node Type**

Node type name 

Icon	Node type	Mixin type	Orderable child nodes	Description	Action
	app:content	 false	 false	nothing	
	app:contentcategory	 false	 true	nothing	
	app:contentregistry	 false	 true	nothing	
	app:gadgetdata	 false	 false	nothing	
	app:gadgetdefinition	 false	 false	nothing	
	app:gadgetregistry	 false	 false	nothing	
	app:localgadgetdata	 false	 false	nothing	
	app:remotegadgetda	 false	 false	nothing	
	dc:elementSet	 true	 false	nothing	
	exo:accessControllab	 true	 false	nothing	

Total pages: 18   **1** 2 3 4 5 6  

Add

Import

Export

Figure 5.18. The Manage Node Type Form

5.3.3.3. View Node Types

1. Click the icon that corresponds to the node to be reviewed. The View Node Type Information form will appear.

View Node Type Information

Node type

Name space: app

Node type name: application

Is mixin type: false

Orderable child nodes: false

Primary item name:

Super types: gtn:protectedresource, mix:referenceable

Property definitions:

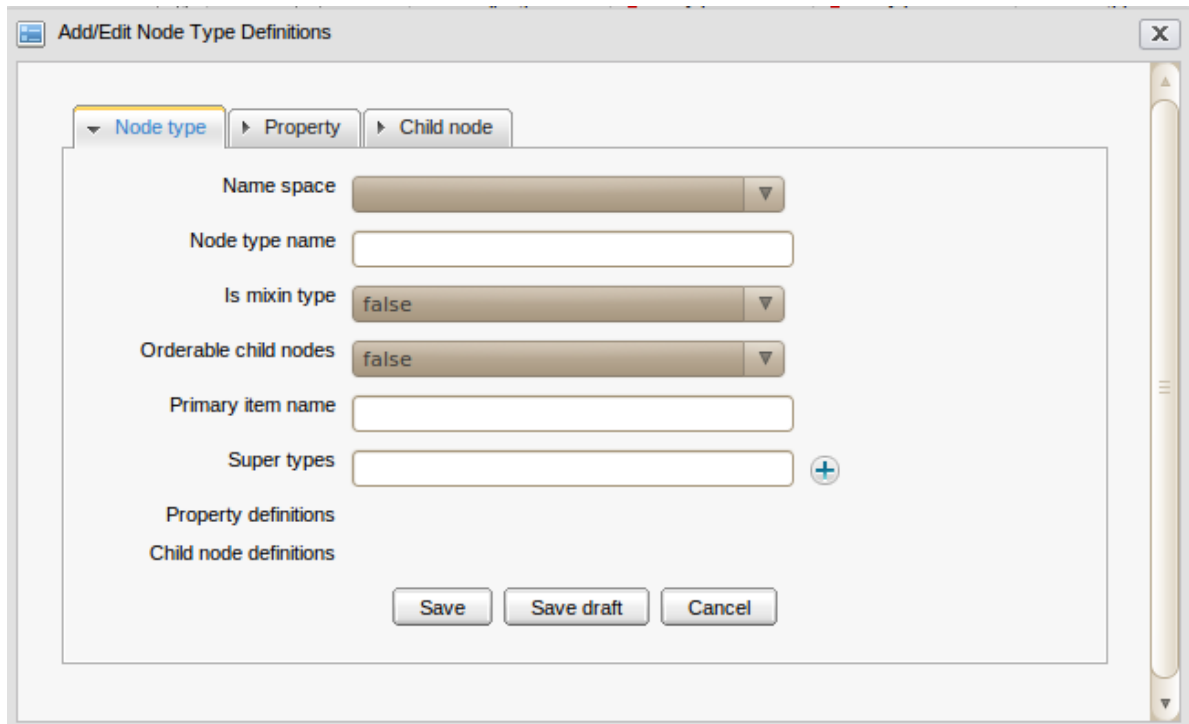
- [jcr:primaryType]
- [app:creationdate]
- [app:lastmodificationdate]
- [gtn:edit-permissions]
- [gtn:description]

Figure 5.19. View Node Type Information Form

2. Click **Close** to exit this form.

Procedure 5.33. Add Node Type

1. Open the Add/Edit Node Type Definitions form by clicking the **Add** button on the Manage Node Type Form.




The screenshot shows a dialog box titled "Add/Edit Node Type Definitions". It has three tabs: "Node type" (selected), "Property", and "Child node". The "Node type" tab contains the following fields and controls:

- Name space:** A dropdown menu.
- Node type name:** A text input field.
- Is mixin type:** A dropdown menu currently set to "false".
- Orderable child nodes:** A dropdown menu currently set to "false".
- Primary item name:** A text input field.
- Super types:** A text input field with a blue "+" button to its right.
- Property definitions:** A section header.
- Child node definitions:** A section header.
- Buttons:** "Save", "Save draft", and "Cancel" at the bottom.

Figure 5.20. Add Node Type Form

2. Select a name space for the node. It looks like a node prefix.
3. Enter a node name for the Node type name field. This field is required, and must be unique.



Important

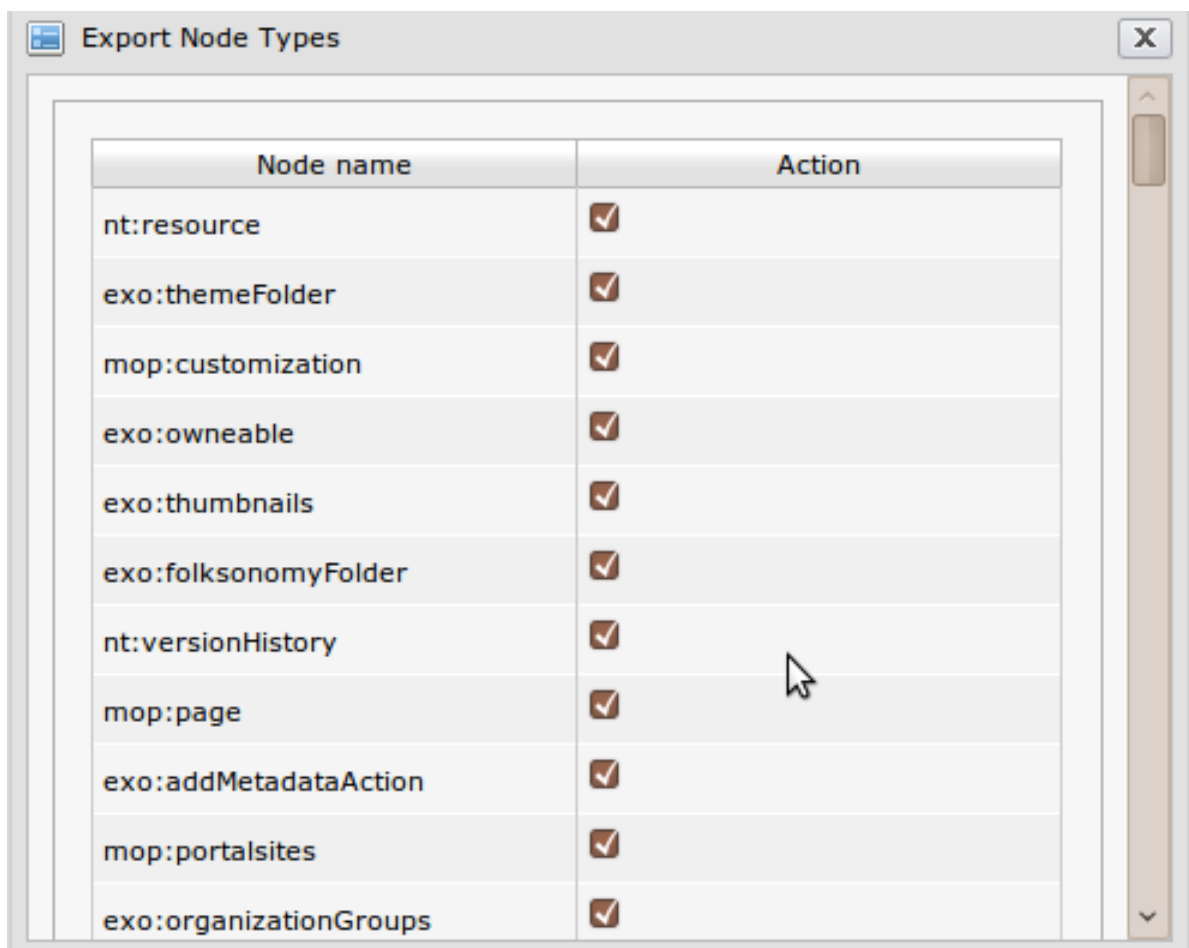
The name must not contain special characters like !, @, #, \$, %, &, *, (,).

4. Select a value for the "Is mixin type" field.
 - True: this node is mixin type.
 - False: this node is not mixin type.
5. Select a value for the "Orderable child nodes" field:
 - True: child nodes are ordered.
 - False: child nodes are not ordered.
6. Enter a value for the Primary item name field.
7. Super Types: Click the + button to add more parent types.

8. Property definitions: lists all definition names of Property tab.
9. Child node definitions: lists all definition names of Child node tab.
10. Click **Save** to accept adding a new node type, or **Save draft** to save this node type as a draft, or **Cancel** to quit.

Procedure 5.34. Export Node Types

1. Open the Export Node Types form by clicking the **Export** button on the Manage Node Type Form.




Node name	Action
nt:resource	<input checked="" type="checkbox"/>
exo:themeFolder	<input checked="" type="checkbox"/>
mop:customization	<input checked="" type="checkbox"/>
exo:owneable	<input checked="" type="checkbox"/>
exo:thumbnails	<input checked="" type="checkbox"/>
exo:folksonomyFolder	<input checked="" type="checkbox"/>
nt:versionHistory	<input checked="" type="checkbox"/>
mop:page	<input checked="" type="checkbox"/>
exo:addMetadataAction	<input checked="" type="checkbox"/>
mop:portalsites	<input checked="" type="checkbox"/>
exo:organizationGroups	<input checked="" type="checkbox"/>

Figure 5.21. Export Node Types Form

2. Click **Uncheck all** if you do not want to export all node types. After clicking **Uncheck all**, this button becomes the **Check all** button.
3. Select nodes that you want to export by ticking the checkboxes.
4. Click the **Export** button in this form.

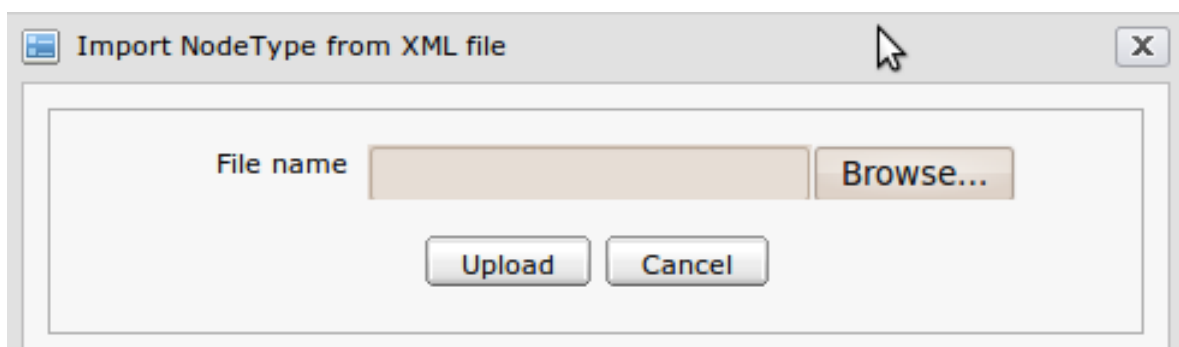
5. Select the location in your computer to save the exported node.

**Important**

You must select at least 1 node type to be exported. If you do not want to export the node, click **Cancel** to quit this pop up.

Procedure 5.35. Import Node Types

1. Open the Import Node Type from XML file form by clicking the **Import** button on the Manage Node Type Form.

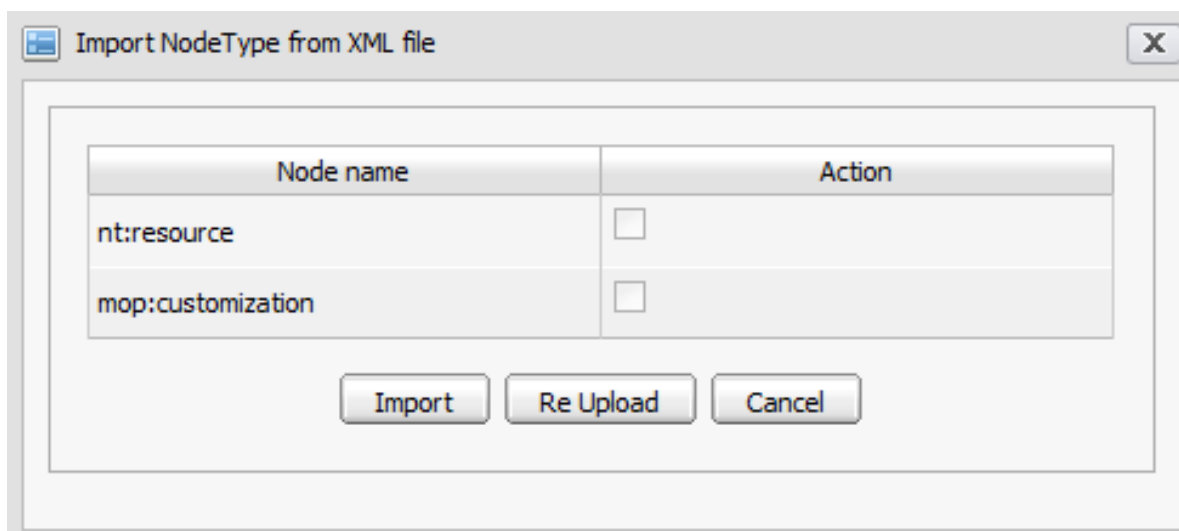


Import NodeType from XML file

File name

Figure 5.22. Import Node Type from XML file Form

2. Click the **Browse** button to upload a file.



Import NodeType from XML file

Node name	Action
nt:resource	<input type="checkbox"/>
mop:customization	<input type="checkbox"/>

Figure 5.23. Browse for XML files containing Node Types



Important

You must upload an XML file. This file is in the node type's format.

- Click the **Upload** button.



Note

If you want to upload a different file, click the **trash** icon to delete the file which has just been uploaded, then upload other files.

- Tick the checkboxes corresponding to the nodes that you want to import.
- Click the Import button to complete importing a node type.

5.3.4. Advanced Configuration







5.3.4.1. Manage Queries

The function is used to manage queries. It allows adding, editing and deleting queries.

Go to **Sites Administration | Advanced Configuration | Manage Queries**.



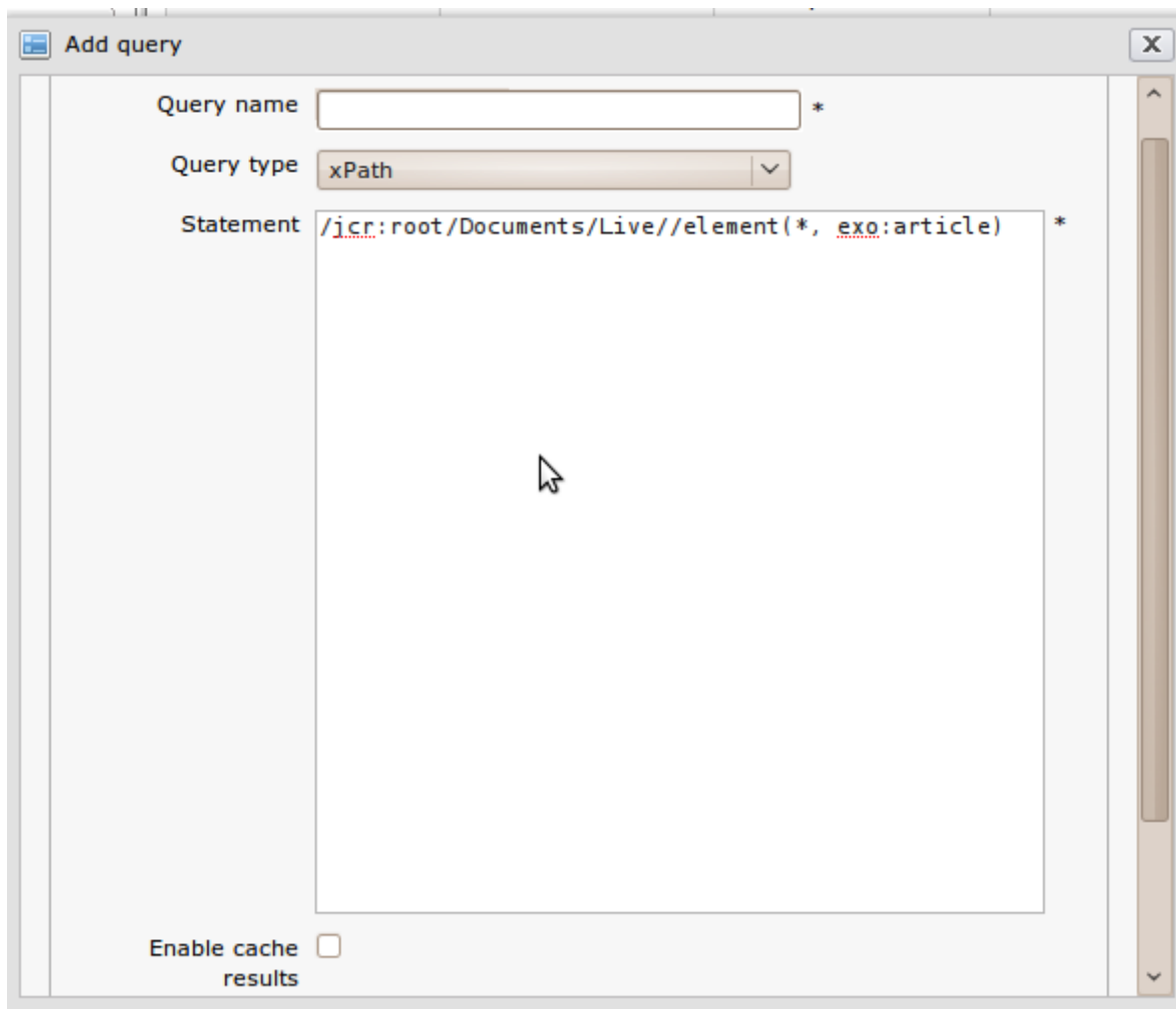
Manage Queries

Name	Type	Statement	Permissions	Actions
All Articles	xpath	//element(*,exo:article) order by @exo:dateCreated descending	*:/platform/users	 
Created Documents	xpath	//*[(@jcr:primaryType = 'exo:article' or @jcr:primaryType = 'nt:file') and @exo:owner='\${UserId}\$'] order by @exo:dateCreated descending	*:/platform/users	 
CreatedDocumentDayBefo	xpath	//element(*,exo:article) [@exo:dateCreated < xs:dateTime('\${Date}\$')] order by @exo:dateCreated descending	*:/platform/users	 

Add Query

Procedure 5.36. Add a new query

1. Show the Add Query form by clicking the Add Query button in the Manage Queries form.

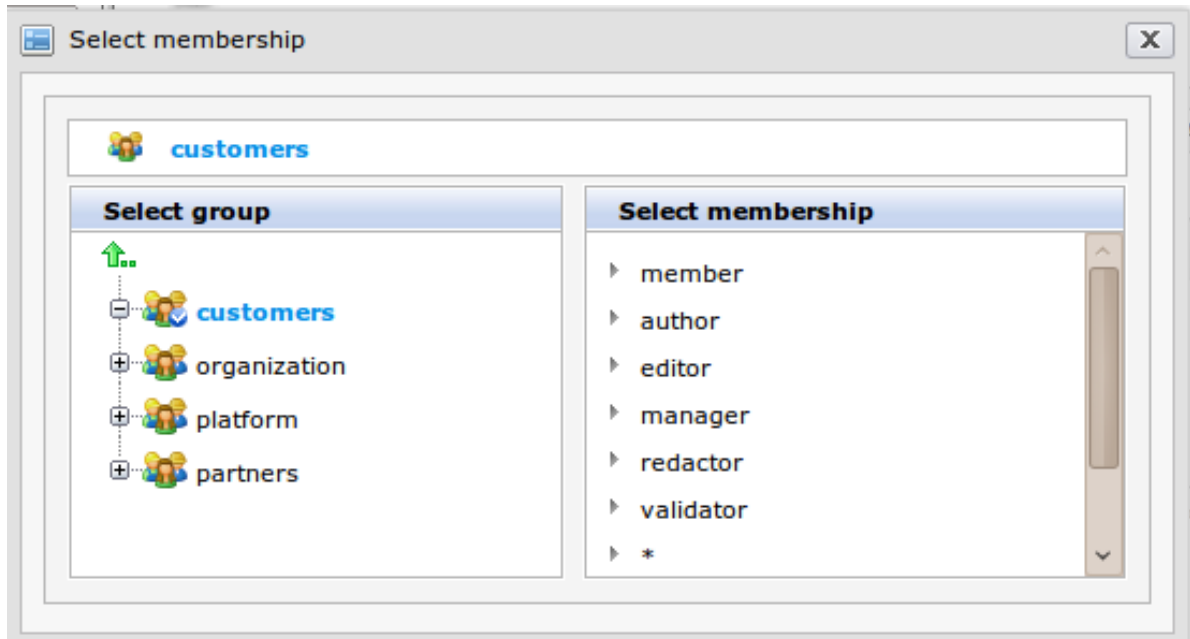


2. Enter a query name for the **Name** field.
3. Select the query type.
 - **Xpath:** (XML Path Language) is a language for selecting nodes. For example, `/jcr:root/Documents/Live`
 - **SQL:** (Structured Query Language) is a database computer language.
4. Enter the statement for query. The name of node type must be unique.
5. Check or uncheck the 'Enable cache results' option. If you tick this checkbox, for the first time you use this query to search, the result will be cached. For the second time you search using this query, it will show the cached results. After 45minutes, the cache will be removed.

For example: you have the query `Test` with statement `//element (*, nt:file)`. In the File Explorer, you have a `nt:file` document named `File1`. When you execute the query `Test`,

only document `File1` will be shown. After that, create a `nt:file` document named `File2` and execute query `Test`, only document `File2` document will be listed. After 45 minutes, the cache will be removed. When you execute the query `Test`, the documents `File1` and `File2` will be listed.

6. Select permissions for a group that can use this query by clicking



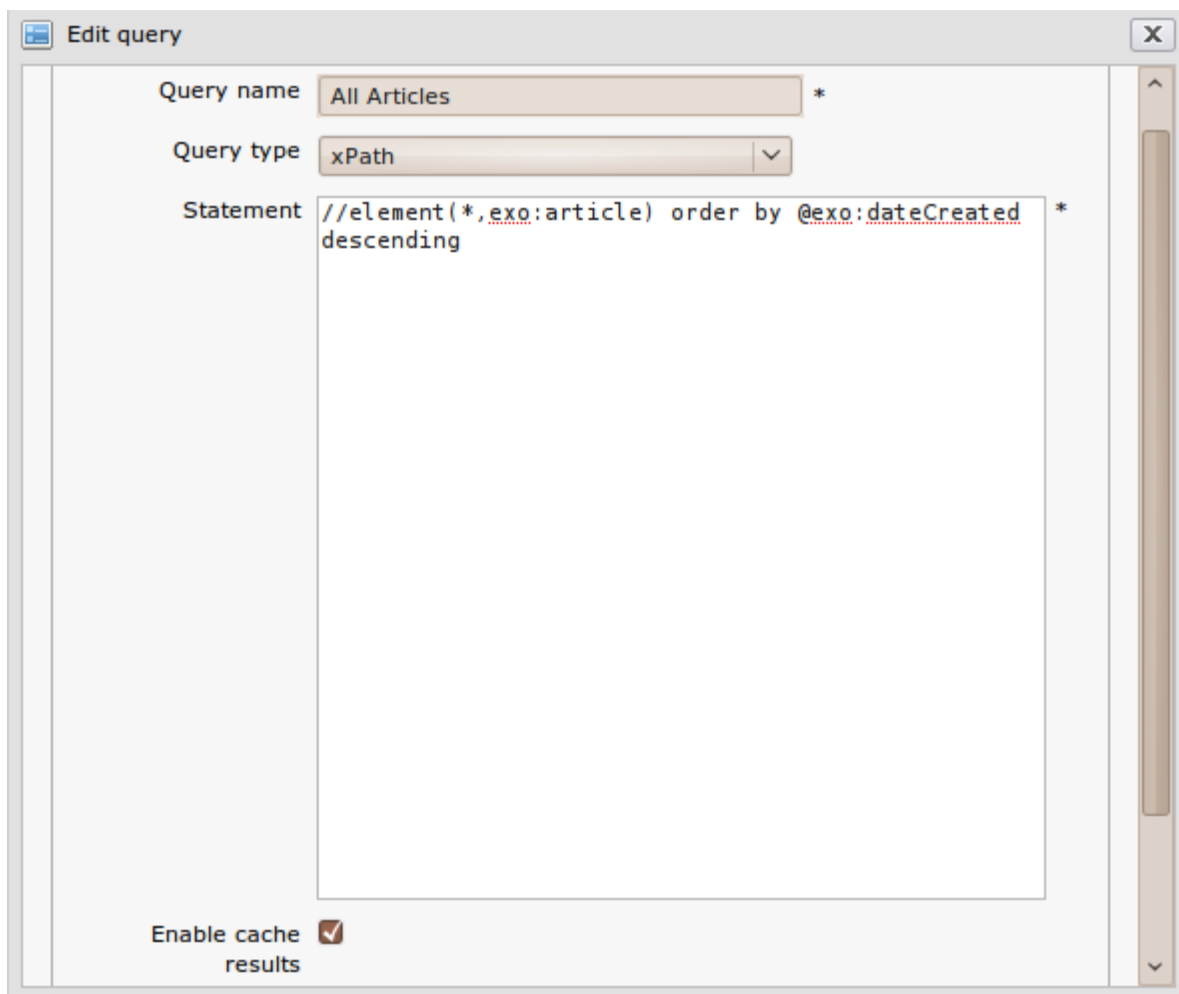
7. Click **Save** to finish adding a new query.

Procedure 5.37. Edit a query

1. Click the



icon corresponding to the query you want to edit. The **Edit Query** form will appear:



2. Edit the properties of the selected query.
3. Click **Save** to accept all changes.

Procedure 5.38. Delete a query

1. Click



corresponding to the query you want to delete. A confirmation message will appear.

2. Click **OK** to accept deleting this query, or **Cancel** to discard this action.

5.3.4.2. Manage Scripts

The function allows users to manage all script codes in the **WCM** and Browser Content system.

Go to **Sites Administration | Advanced Configuration | Manage Scripts**.

Manage Scripts

ECM Scripts | BC Scripts

Select category: **action**

Name	Path	Base Version	Actions
AddMetadataScript.groovy	...ction/AddMetadataScript.gr		
AddTaxonomyActionScript.grc	...AddTaxonomyActionScript.!		
AutoVersioningScript.groovy	...on/AutoVersioningScript.grc		
EnableVersioningScript.groovy	.../EnableVersioningScript.gro		
GetMailScript.groovy	...er/action /GetMailScript.groovy		
ProcessRecordsScript.groovy	...on/ProcessRecordsScript.gr		
PublishingRequestScript.groov	...PublishingRequestScript.grc		
RSSScript.groovy	...plorer/action /RSSScript.groovy		
SendMailScript.groovy	...r/action /SendMailScript.groovy		
TransformBinaryChildrenToTe:	...aryChildrenToTextScript.gr		

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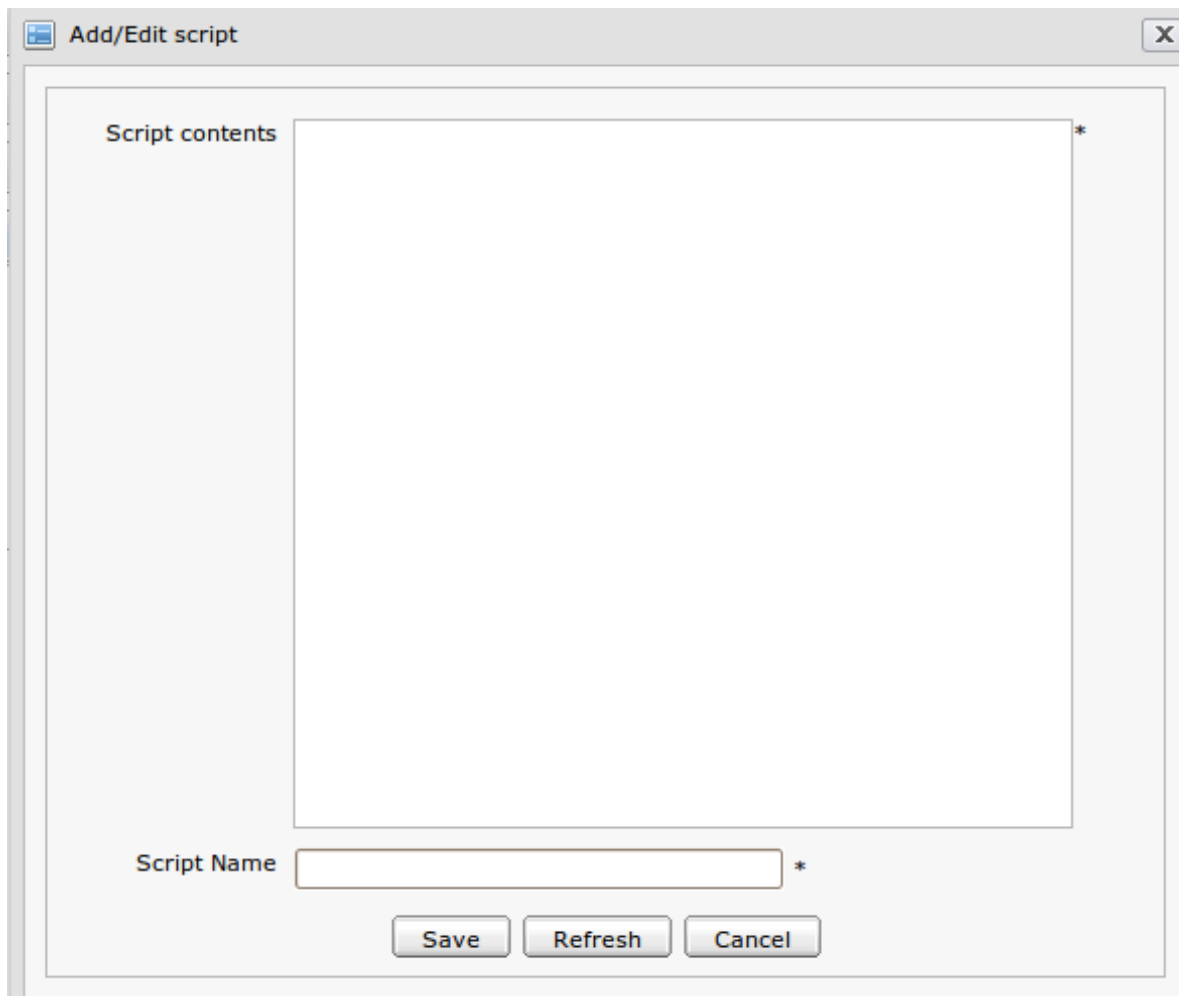
Add

Details:

- **WCM** Scripts: scripts are used in **WCM**
- **BC** Scripts: scripts are used in Content Browser.
- **ECM Scripts** tab

Procedure 5.39. Add a new script in ECM

1. Select **ECM Scripts** tab in the **Manage Script**.
2. Click the **Add** button to open the **Add/Edit script** form:



The image shows a dialog box titled "Add/Edit script" with a close button (X) in the top right corner. Inside the dialog, there is a large text area labeled "Script contents" with a asterisk (*) at the top right. Below this text area is a text input field labeled "Script Name" with a asterisk (*) at the right end. At the bottom of the dialog, there are three buttons: "Save", "Refresh", and "Cancel".

3. Enter a value for the **Script content** field.
4. Enter a script name for the **Script name** field.
 - The script name must be unique.
 - The name must not contain special characters such as !, @, #, \$, %, &, *, (,).
5. Click **Save** to accept adding the new script.

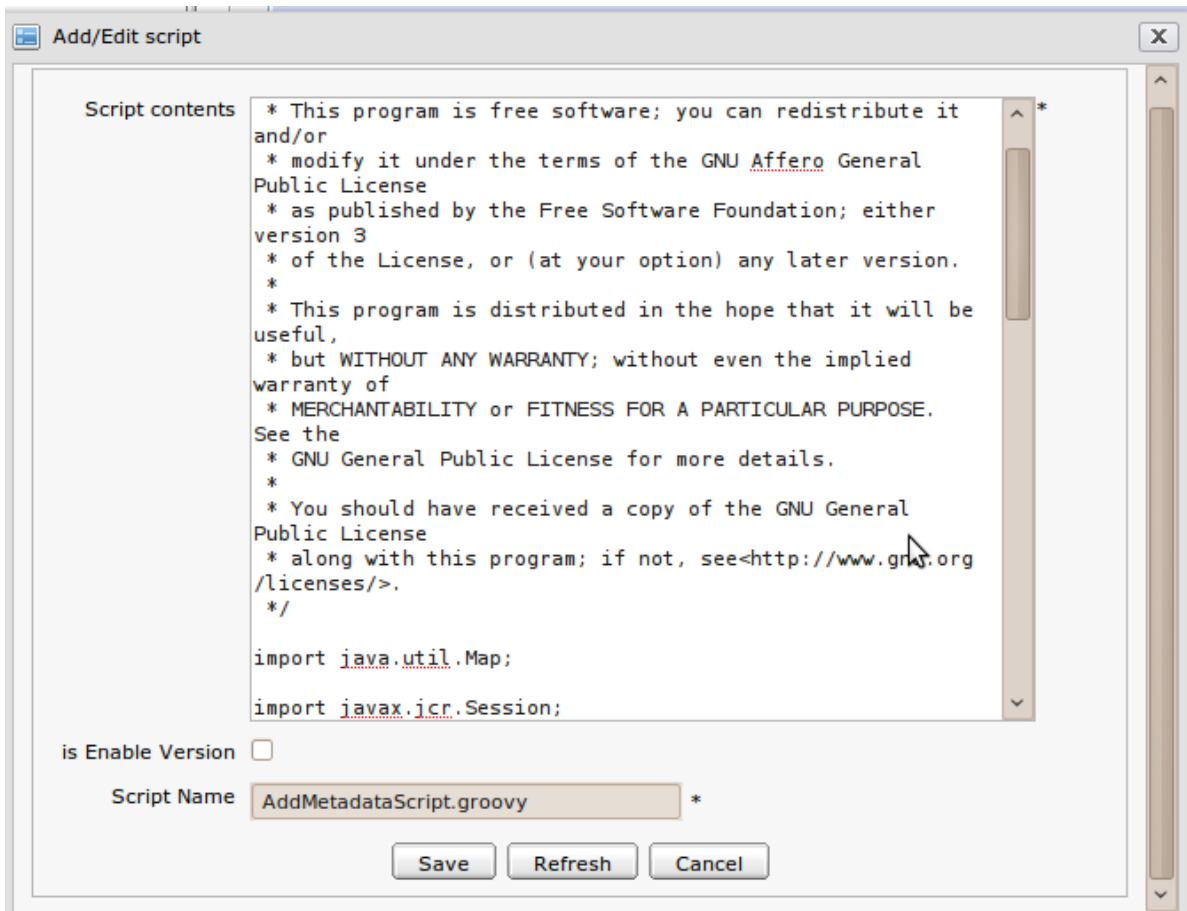
Procedure 5.40. Edit an ECM script

To edit an ECM script, do as follows

1. In the **ECM Scripts** tab, click the



icon that corresponds to the script that you want to edit. The **Add/Edit script** form will appear:



2. Edit the properties in this form.
3. Click the **Save** to save all changes.

Procedure 5.41. Deleting an ECM script

To delete an ECM script, do as follows:

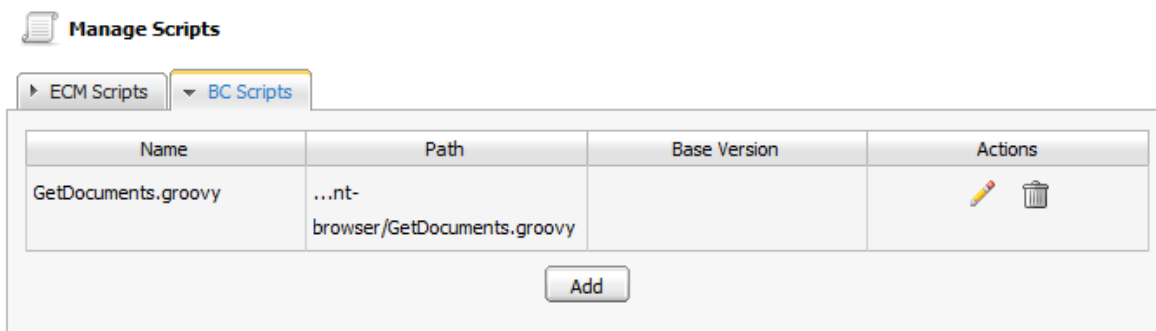
1. In the **ECM Scripts** tab, click



on the script that you want to delete. A confirmation message will appear.

2. Click **OK** to accept deleting this action, or **Cancel** to discard this action.

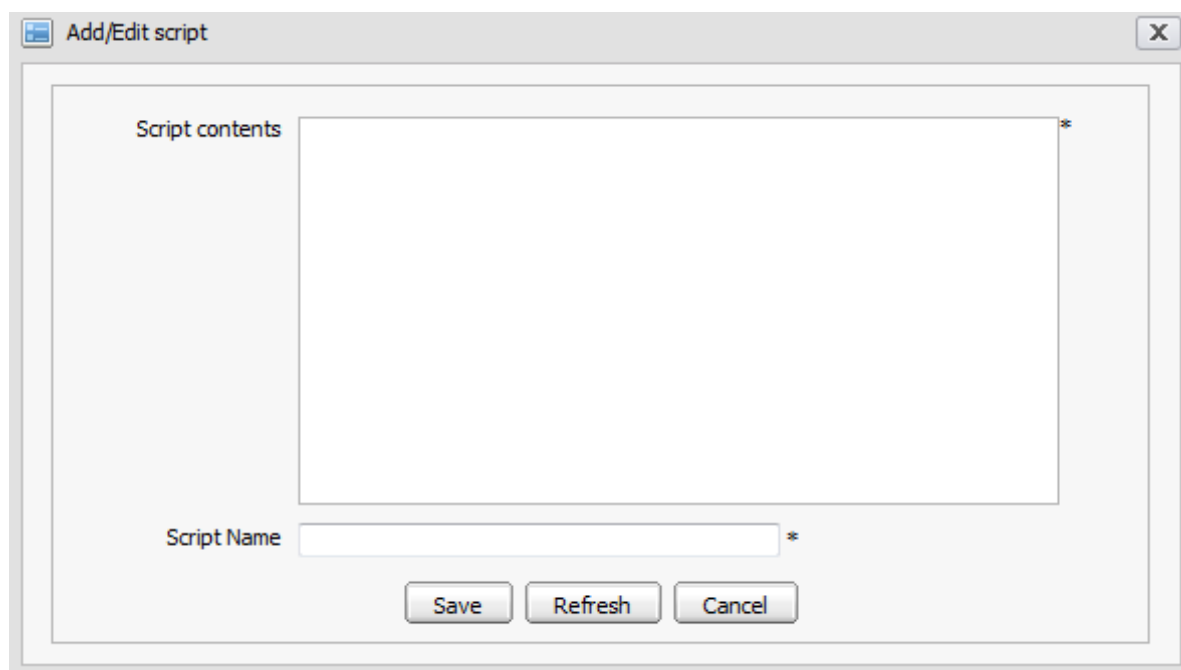
The BC Scripts tab:



Procedure 5.42. Add a BC script

To add a BC script, do as follows:

1. In the **Manage Scripts**, select the **BC Scripts** tab.
2. Click the **Add** button to open the **Add/Edit script** form:



3. Input script content for the **Script content** field.
4. Input a script name into the **Name** field.
5. Click **Save** to finish adding the new script.

Procedure 5.43. Editing a BC script

To edit a BC script, do as follows:

1. In the **BC Script** tab, click



on a script that you want to edit.

The **Add/Edit script** form will appear:

Script contents

```

repositoryService_ = repositoryService ;
}

public void execute(Object context){
    DataTransfer data = (DataTransfer) context ;
    Session session = null ;
    try{
        String repository = data.getRepository();
        String workspace = data.getWorkspace() ;
        session =
        repositoryService_.getRepository(repository).login(workspace
    ) ;
        QueryManager queryManager =
        session.getWorkspace().getQueryManager();
        Query query = queryManager.createQuery("/jcr:root
//element(*, exo:article)", Query.XPATH);
        QueryResult queryResult = query.execute();
        NodeIterator iter = queryResult.getNodes() ;
        List nodeList = new ArrayList() ;
        while(iter.hasNext()) {
            Node node = iter.nextNode() ;
            nodeList.add(node) ;
        }
        data.setContentList (nodeList) ;
        session.logout();
    }
}

```

is Enable Version ☐

Script Name

Save Refresh Cancel

2. Edit the properties that you want.
3. Click **Save** to accept all changes.

Procedure 5.44. Deleting a BC script

To delete a BC script, do as follows:

1. In the **BC Scripts** tab, click



on the script you want to delete. A confirmation message appears.

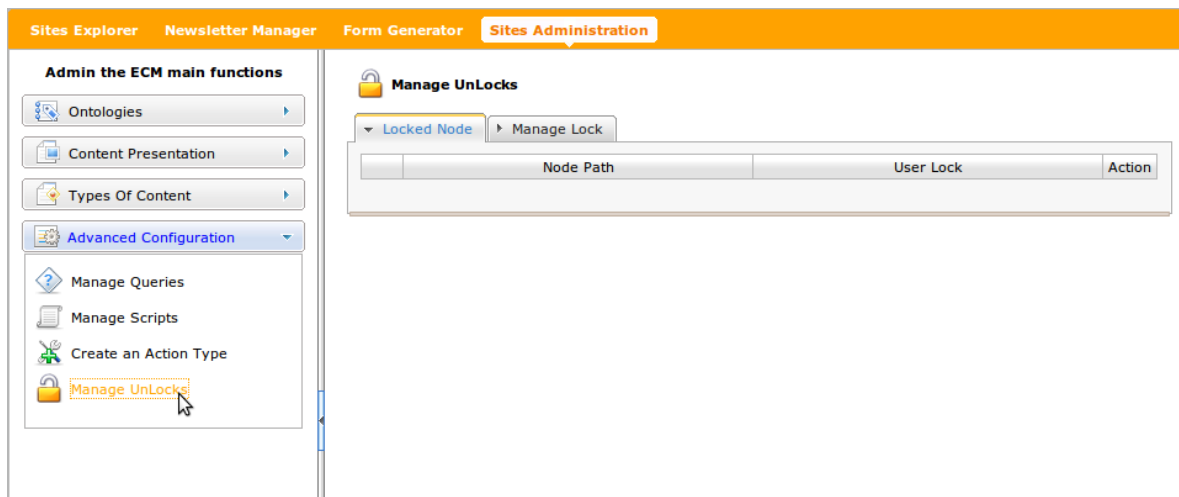
2. Click **OK** to accept deleting this script, or **Cancel** to discard this action.

5.3.4.3. Manage Unlocks

All locked nodes are listed and managed by administrators in the **WCM** Administration. There are two ways that help administrators unlock nodes: unlock nodes in the right click menu in Site Explorer or unlock nodes in the **WCM** Administration.

Procedure 5.45. Unlock Nodes

1. Go to **Sites Administration** on the navigation bar.
2. Select **Advanced Configuration | Manage Unlocks** on the **Admin the WCM main functions** panel on the left. The locked nodes will be listed on the right panel.



3. In the **Locked Node** tab on the right panel, administrators can unlock nodes by clicking



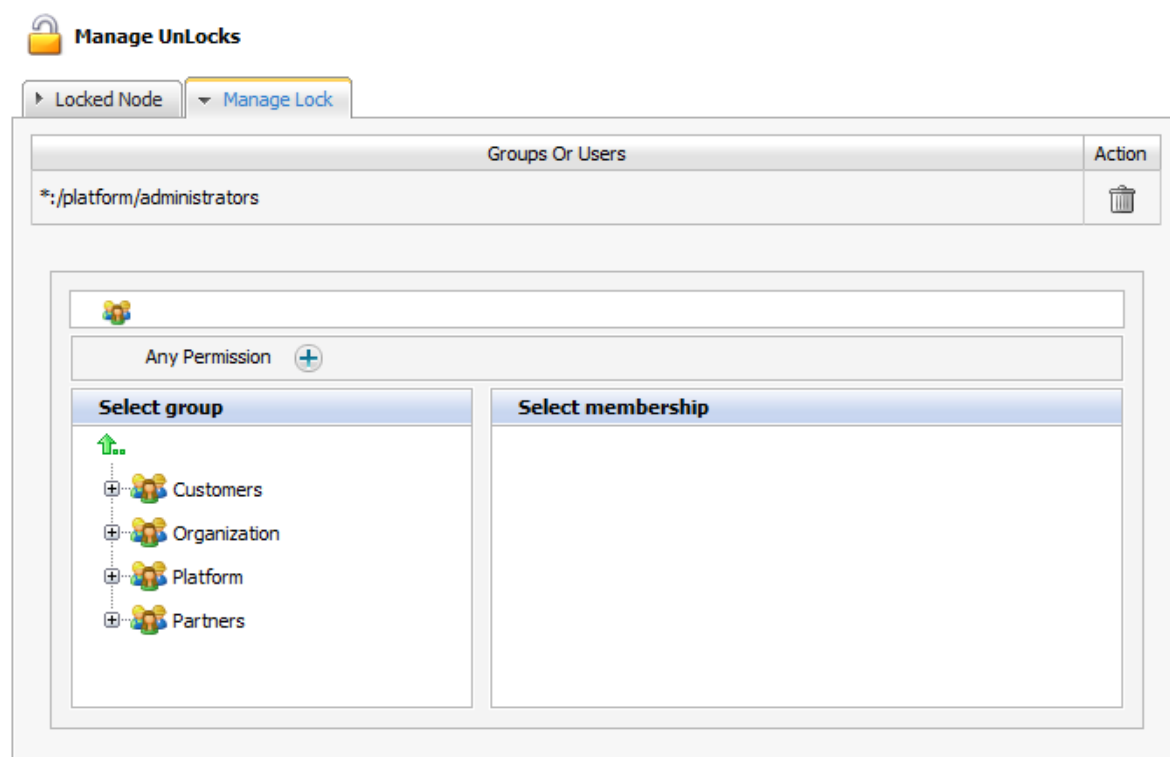
that corresponds to nodes which need to be unlocked. The unlocked nodes will disappear from the locked node list.

Administrators can manage and add the unlock permission for another group and users in the **Manage Lock** tab.

4. Select the group on the **Select group** panel and the corresponding membership on the **Select membership** panel. The selected group will be listed in the **Group and Users** column. However, administrators can also click the



if they want to allow any users to unlock nodes.



5. In case administrators want to remove the unlock permission of groups, click the




that corresponds to the group in order to remove them from the Unlock permission list except the group `*:/platform/administrator` and `root`.

5.3.4.4. Creating Action Types

This function allows managing of all action nodes in the **WCM** system.

Procedure 5.46. Create an Action Type

1. Go to the **WCM Administration** on the navigation bar.
2. Select **Advanced Configuration | Create an Action Type**.

 **Create an Action Type**

Name	Extends Action Type
exo:action	[nt:base]
exo:addMetadataAction	[exo:action] [exo:scriptAction] [nt:base]
exo:autoVersioning	[exo:action] [exo:scriptAction] [nt:base]
exo:createRSSFeedAction	[exo:action] [exo:scriptAction] [nt:base]
exo:enableVersioning	[exo:action] [exo:scriptAction] [nt:base]
exo:folksonomyAction	[exo:action] [exo:scriptAction] [nt:base]
exo:getMailAction	[exo:action] [exo:scriptAction] [nt:base]
exo:processRecordAction	[exo:action] [exo:scriptAction] [nt:base]
exo:sendMailAction	[exo:action] [exo:scriptAction] [nt:base]
exo:taxonomyAction	[exo:action] [exo:scriptAction] [nt:base]

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Add

- Click the **Add** button to open the **Action Type Form** form:



Action Type Form [X]

Extends Action Type:

Name (starts with "exo:"): *

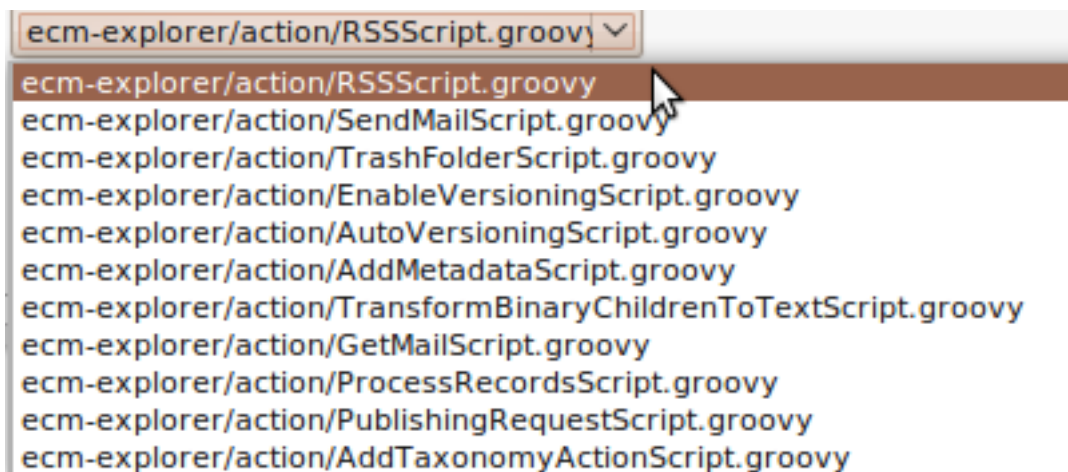
is Action Move: ☐

Execute:

Variables:  

Save **Cancel**

- Select the action type.
- Input a name for the action.
- Check/uncheck the **"is Action Move"** option: the action will have exo:move property or not.
- Select an execute for the **Execute** field.



8. The **Variables** field: allows creating multi-values for action.
If you want to add more values for action click



Click



to delete a value.

9. Click **Save** to accept adding a new action type.

Next Steps

This user guide has provided a thorough explanation of features and terminologies within eXo Content. Now that you know how to create, manage and publish web content and administer a website based on eXo Content, you may have more questions or want to get involved in the eXo community. The following links can connect you with resources to learn more and contribute to the open source development process.

- [Learn more about eXo Platform 3.0](http://www.exoplatform.com/company/public/website/platform) [http://www.exoplatform.com/company/public/website/platform]
- [Video demos, tutorial and more in the eXo Resource Center](http://www.exoplatform.com/company/public/website/resource-center) [http://www.exoplatform.com/company/public/website/resource-center]
- [Access another eXo documents in the eXo Wiki](http://wiki.exoplatform.com/xwiki/bin/view/Main/WebHome/) [http://wiki.exoplatform.com/xwiki/bin/view/Main/WebHome/]
- [Ask question about eXo Content in the Forums](http://forums.exoplatform.org/portal/public/classic/forum) [http://forums.exoplatform.org/portal/public/classic/forum]

Appendix A. Revision History

Revision History

Revision 1-2.1.1 Fri Nov 19 2010

Updated docbook source to WCM 2.1.1

Revision 1-2.0 Mon Oct 25 2010

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ScottMumford<smumford@redhat.com>,

LauraBailey, TomWells,

EslpethThorne,

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Completed docbook conversion.

Revision 1-0 Tue Sep 28 2010

Initial creation of book by publican

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