User Guide

A guide to using eXo Content.

by eXo Platform Documentation Team

edited by Scott Mumford (Red Hat)

1. Give us Feedback

If you find a typographical error, or know how this guide can be improved, we would love to hear from you. Submit a report in JIRA against eXo Content. The following link will take you to bug report for eXo Content *http://jira.exoplatform.org* [http://jira.exoplatform.org/secure/Dashboard.jspa].

Select the document name and version number relevant to the document you found the error in from the available lists then complete the description with as much detail as you can provide.

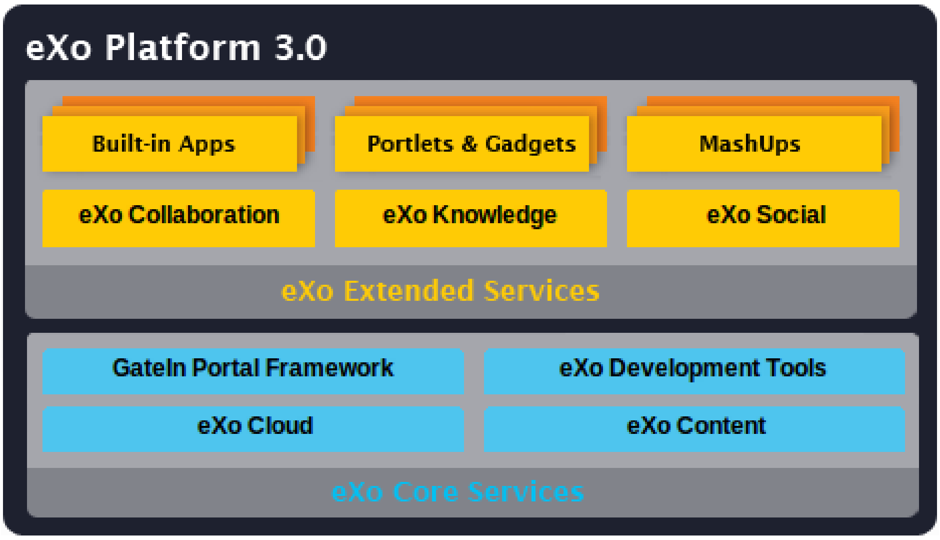
Be sure to give us your name so that you can receive full credit for reporting the issue.

Overall Introduction

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 eXo Content

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:
: Set up 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 enables 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 life-cycles.

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 an build content-rich websites such as CSS, Java Script and RSS support, advanced document management tool, collaboration tools, etc. All features is 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 the 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/]
- *eXo Wiki* [http://wiki.exoplatform.com/xwiki/bin/view/Main/WebHome/]

Support

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

Downloads

- *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]
- *Gatein Portal Framework* [http://www.exoplatform.com/company/en/platform/exo-core-services/gatein-portal-framework]
- *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]
- *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]

Product Introduction

2.1. eXo Content

eXo Content is the technologies used to Capture, Manage, Store, Preserve, and Deliver content and documents. 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 eXo Content users can manage both structured and unstructured content, so that an organization, such as a business or a governmental agency, can more effectively meet business goals (increasing the profits or improving the organizational process with 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).

eXo Content improves your operational productivity and efficiency. It enables 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 eXo Content 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 component of your website can be organized, reconstructed easily, which helps you keep your website under control.

eXo Content consists of three parts:

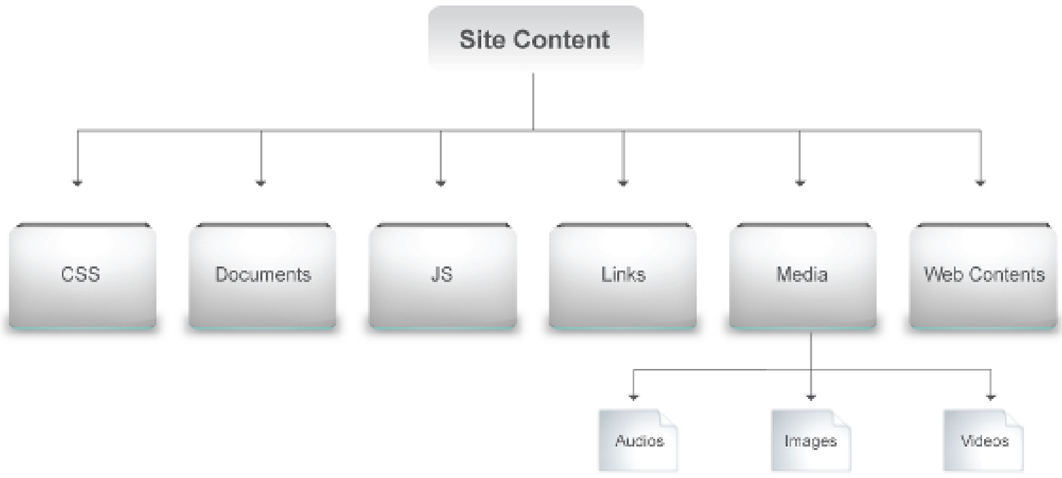
Document Management System (**DMS**) **-** an extension of eXo Content is used to store, manage and track electronic documents and electronic images and allows documents to be modified and managed easily and conveniently by managing versions, properties, and more.

Workflow: is the way of looking at and controlling the processes presented in an organization such as service provision or information processing, etc. It is an effective tool to use make certain that the processes are effective with the purpose of better and more cost efficient organization.

Web Content Management (**WCM**): helps in maintaining, controlling, changing and reassembling the content on a web-page. It also helps webmasters who handle all tasks needed to run a website, including development, design, content publication and monitoring.

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 and more.

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 contents are stored and maintained. The content repository is:

- A place where contents are stored.
- A place where digital data are stored.
- Accessible to the user without having to travel across a network.

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 our case, the content repository consists of more than one workspace. The "repository" repository contains multiple workspaces, including : 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. This workspace is mostly used when using the Workflow based content publication life-cycle.

Collaboration workspace:
: Allows users to validate and manage documents. This is the central place to store and edit contents and media.

2.4.3. Drive

A drive can be understood as a shortcut in the content repository. It enables administrators to limit visibility of each workspace for groups of users. It's also a simple way to hide the complexity of the content storage by showing only the structure that makes sense for Business users.

More specifically, a drive consists of:

- a configured path 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.

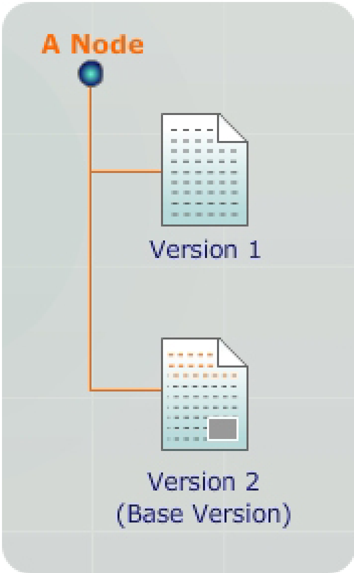
2.4.4. Node

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 defined as a logical placeholder for data. It is a memory block which contains some data units, 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 non-versionable 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 by 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 Content Explorer, a symlink has a small chain symbol next to its icon:

Get Started

3.1. Account

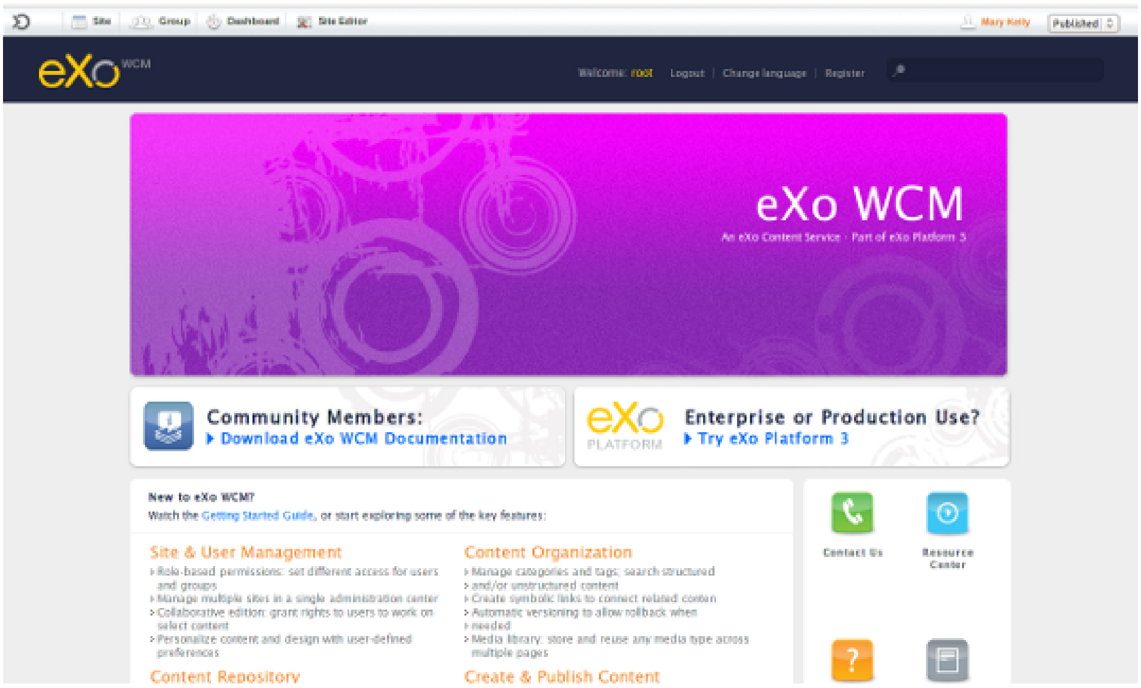
3.1.1. Register an account

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

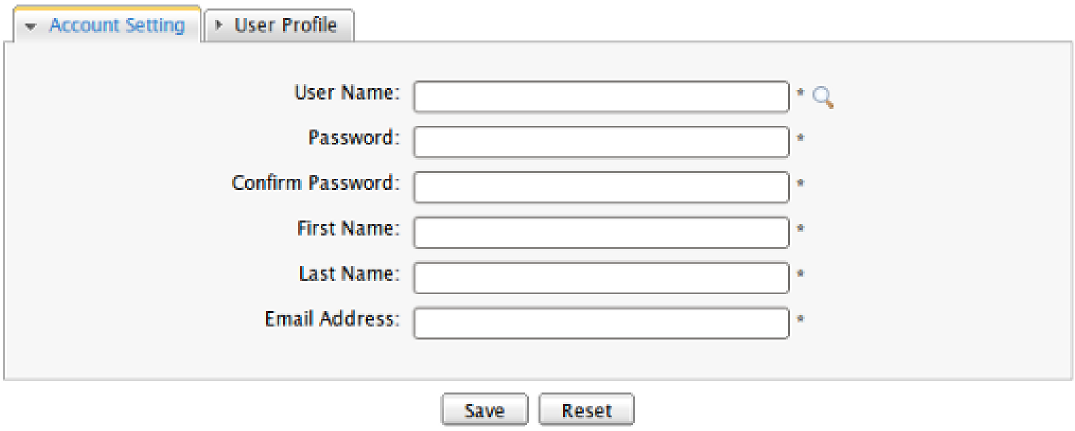
Procedure 3.1.

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:



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



(*) required

The **Account Setting** information includes:

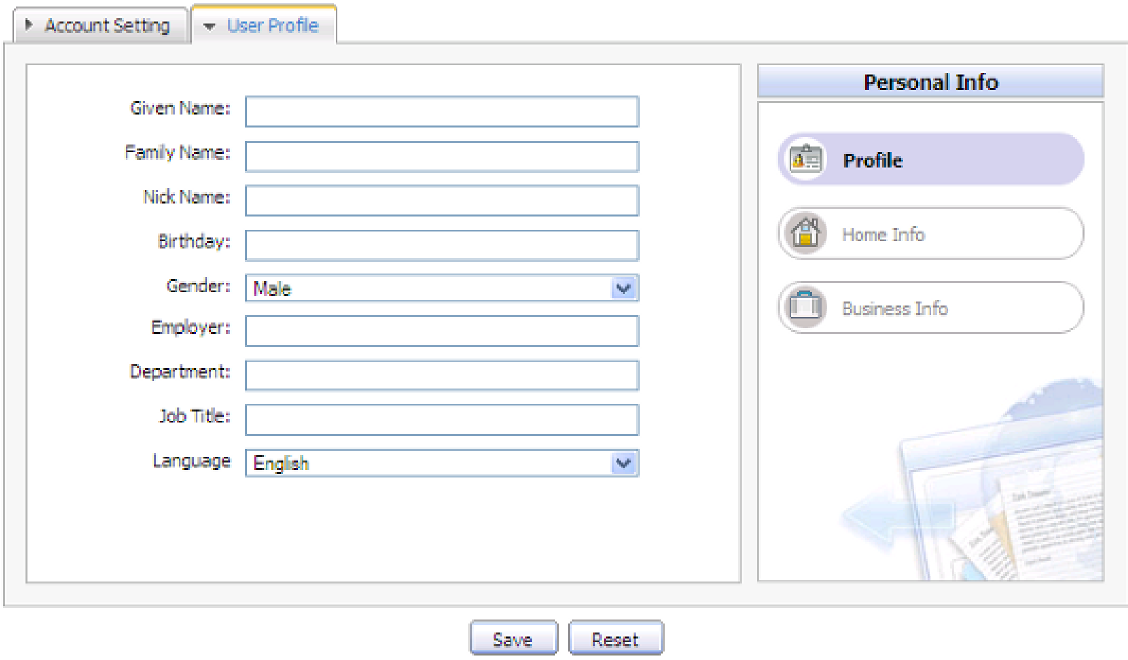
Table 3.1.

Field	Information
User Name	The user name that is used to log into the system. It must be unique. The user name must be started with a character.
Password	The security characters are used to log in. It must have at least 6 characters.
Confirm Password	The re-typed password above. The password in the **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: `username@abc.com`.

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.



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

- The **Username** is existing or invalid.
- The **Password** has less than 6 characters.
- The **Password** and **Confirm Password** are not the same.
- The **Email Address** is in a invalid format.
- Any of the required fields are empty.

After adding a new account, contact 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.

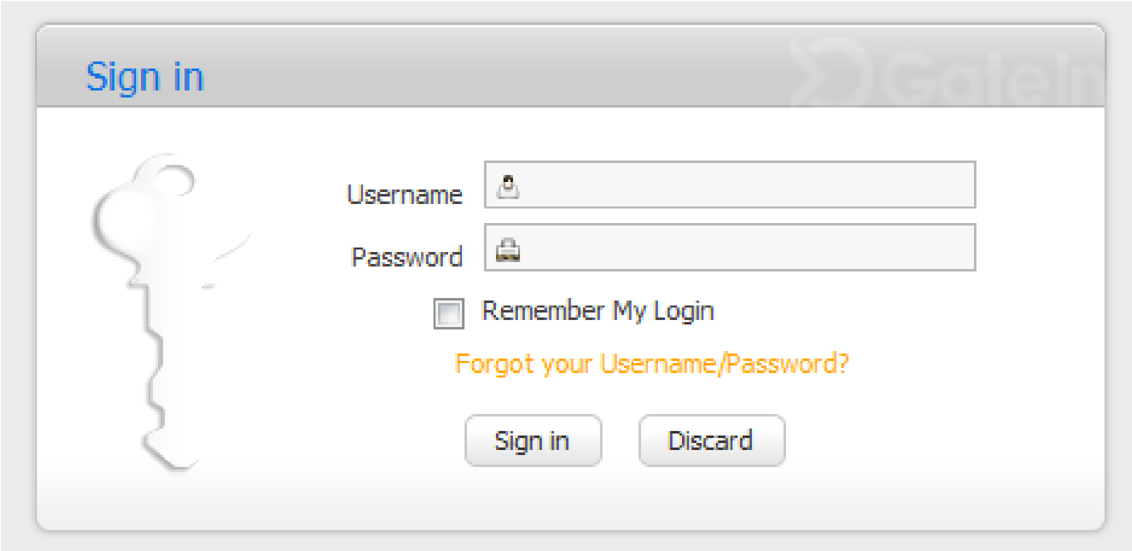
3.1.2. Sign In

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

Procedure 3.2. Sign in

1. Go to your portal's home page by entering 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 Username and Password.

4. Click **Sign in** to accept, or **Discard** to exit from the **Sign in** form.

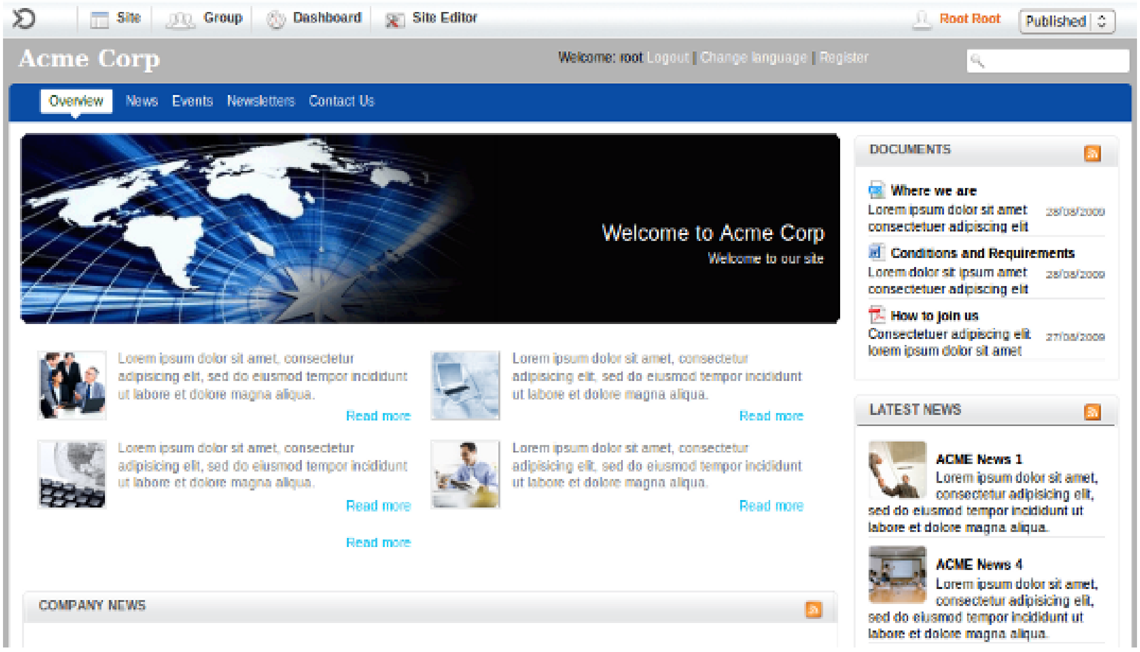
Table 3.2. Options

Option	Information
Username	To input the registered username.
Password	To input the password of your username.
Forgot your Username/Password	To retrieve the forgotten username or password.
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 Username does not exist or the input Username/Password is invalid, there will be an alert message that requires you to input right values. The page will be redirected to the private security checking mode.

To login again, enter Username and Password again.

After signing in, you will be presented with the authenticated homepage:

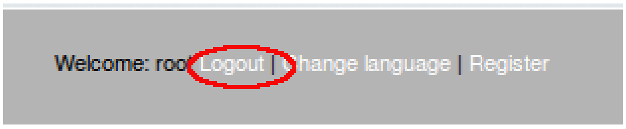


> **Toolbar Visibility**
>
> The toolbar in the image above is, by default, only visible to members of the */platform/web-contributors* role.
>
> See *Section 3.1.6, "Toolbar Visibility"* for information about how to add the required permissions and/or change the default portal behavior.

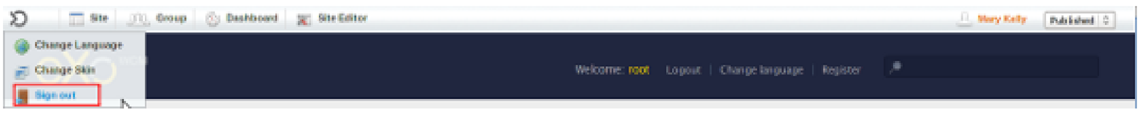
3.1.3. Sign Out

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:



Alternatively, members of the */platform/web-contributors* role can click **Start Logo** → **Sign Out** from the toolbar:



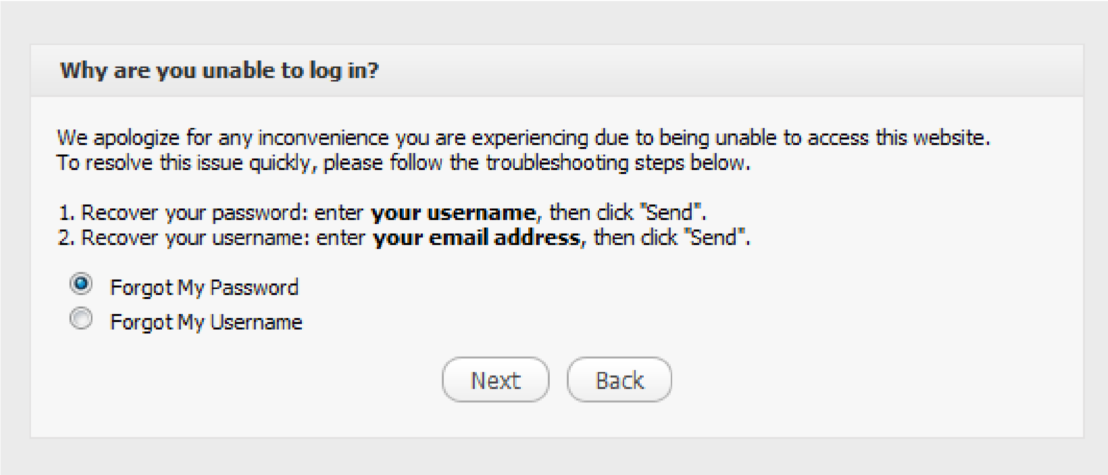
3.1.4. Retrieve Username/Password

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

Procedure 3.3.

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

   This form offers two options:

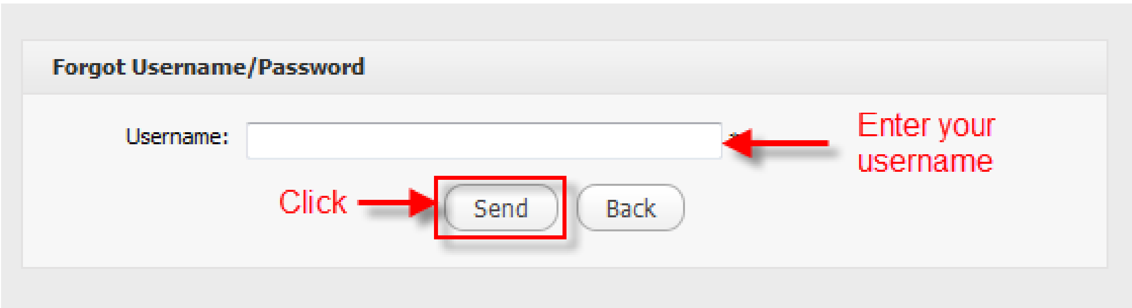


   Forgot My Password:
   : If you forgot your password, you need to select this option.

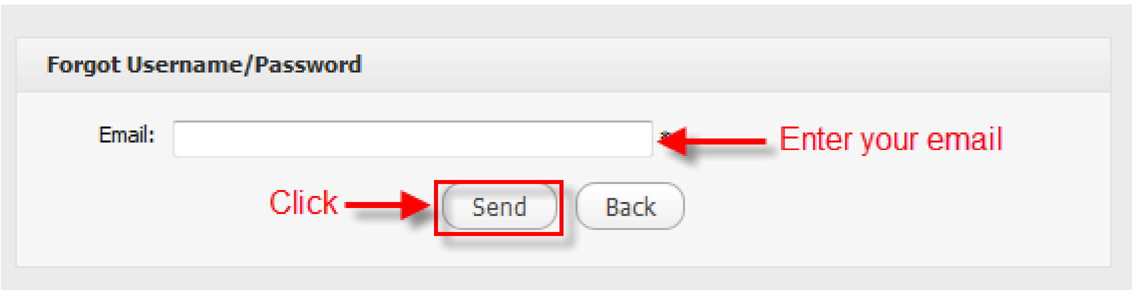
   Forgot My Username:
   : If you forgot your username, you need to select this option.

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:



   If the **Forgot My Username** option is selected, the form to recover the username appears:



3. Enter your username or email in the corresponding form.

4. Click **Send** to send the input values.

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

   - If you forget Username: 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.

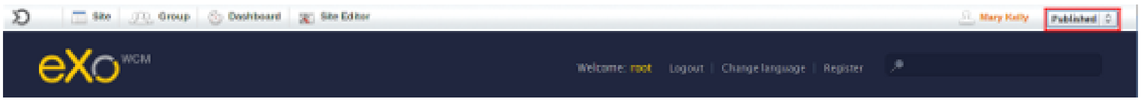
   - If you forget old password: a new password will be set (as temporary, then you will be directed to change the password for the next time you sign in).

3.1.5. Change account information

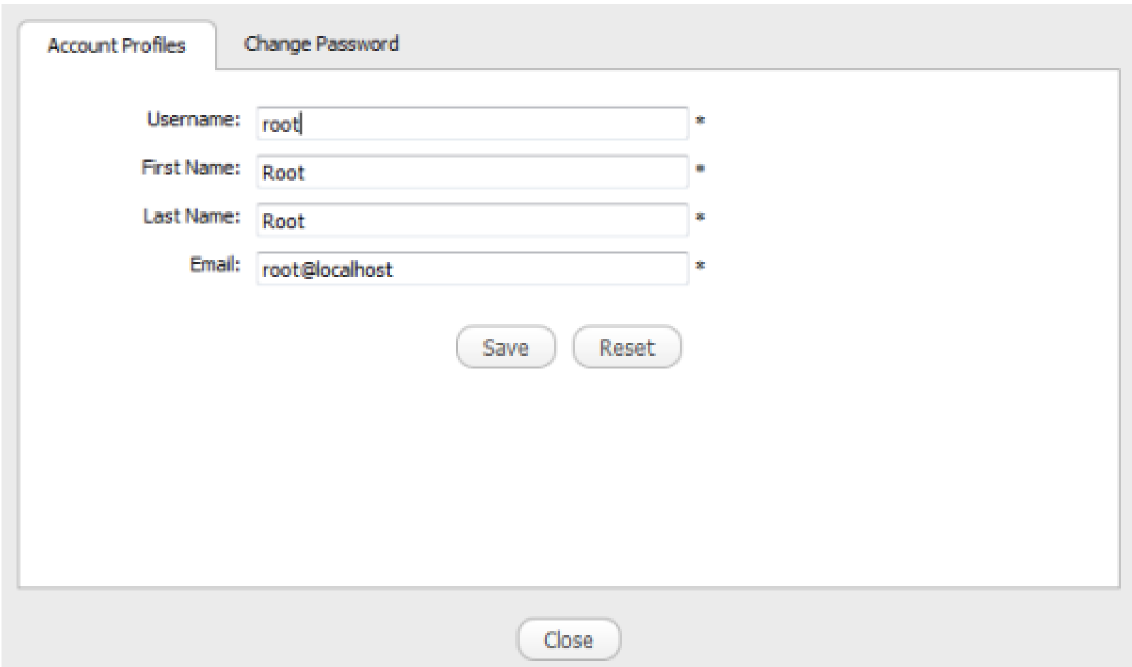
The function enables you change your account information, such as your profile and password.

Procedure 3.4.

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



The **Account Profiles** tab will appear:



Procedure 3.5. To Change Account Profiles

1. Select the **Account Profiles** tab.

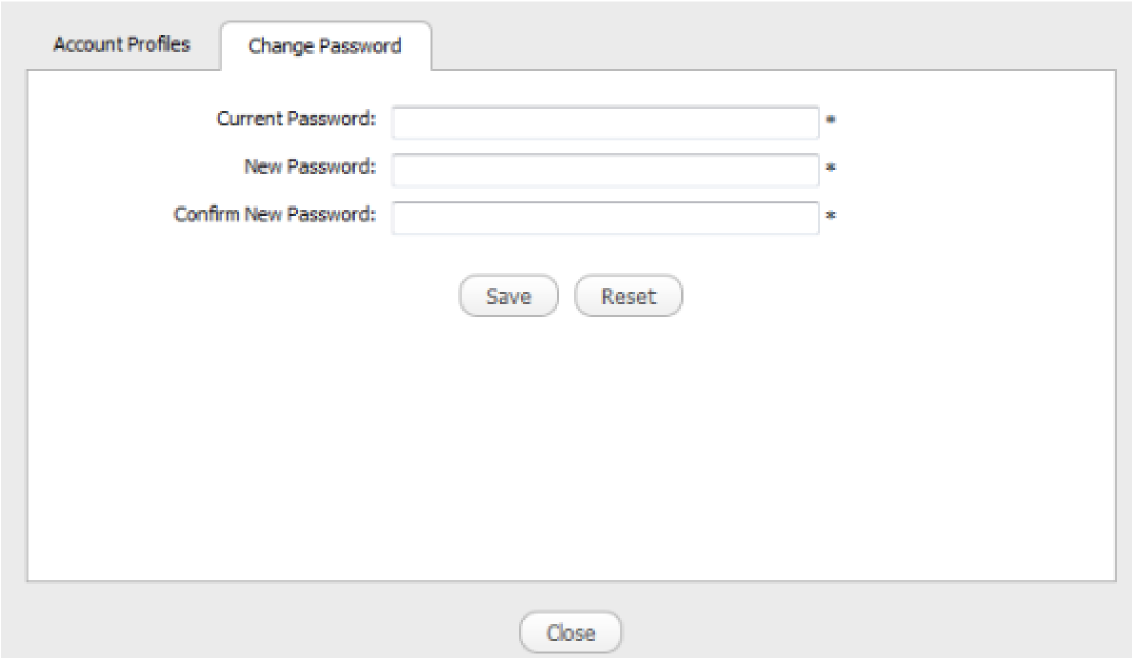
This tab displays your current basic information.

2. Change your First Name, Last Name and Email. You cannot change your Username.

3. Click **Save** to accept changes.

Procedure 3.6. To change your Password

1. Select the **Change Password** tab.



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.

3.1.6. Toolbar Visibility

Newly registered users (or other users who are not members of the */platform/web-contributors* role) will not see the toolbar at the top of the home page. These users will, however, be able to sign into and out of the Portal using the appropriate buttons in the site header.

Portal administrators can add individual users to the */platform/web-contributors* through the graphical user interface (GUI):

Procedure 3.7. Add Permission via GUI

1. Click **Group** → **Organization** → **Users and groups management** , then click **Group Management**.

2. Click **Platform** → **Content Manager** in the left pane.

3. Enter the required username in the **Add member** box (the above lists all users already in that role).

> **CMS Access**
>
> Be aware that granting this membership will also give the user access to the Content Management System (CMS).

3.2. Change the display language

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

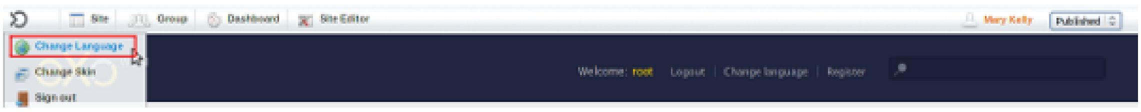
1. User's language

2. Browser's language

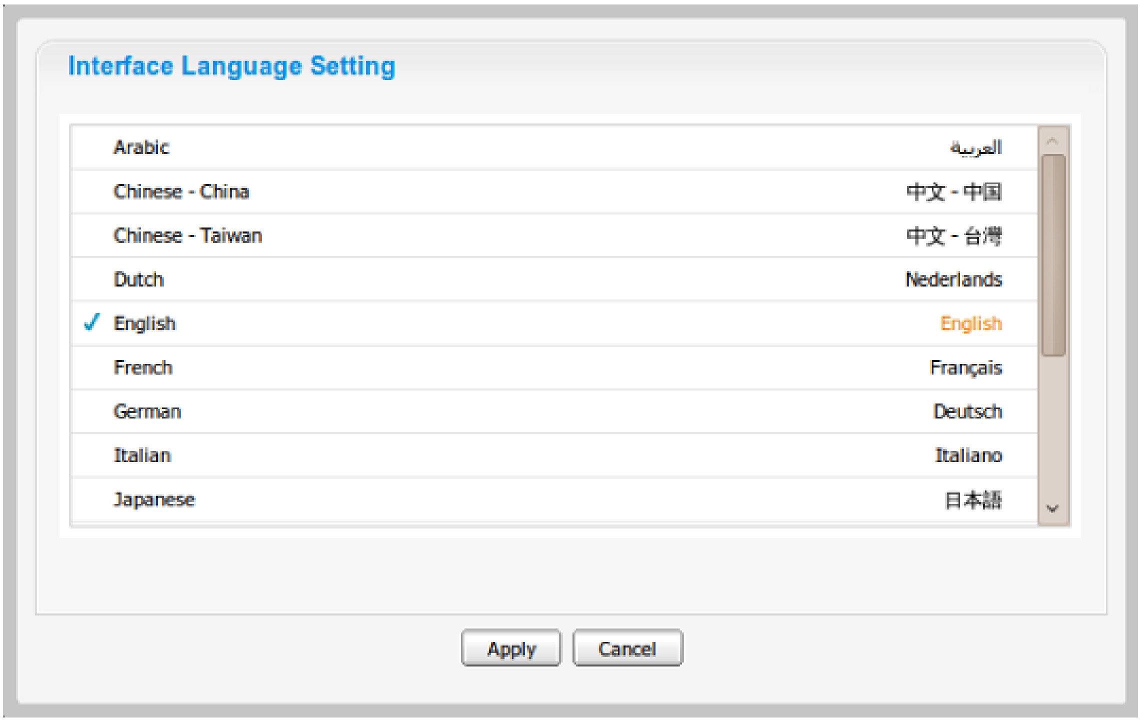
3. Portal 's language.

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

1. Move the mouse over **Start Logo** → **Change Language** on the top left corner of the portal:



The **Interface Language Setting** form appears:



2. Select the another language in the list. The currently selected language will be marked with the ✓ icon.

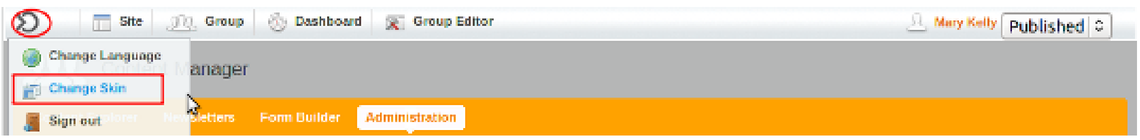
3. Click **Apply** to change the display language temporarily, and wait few seconds to take effect, or click **Cancel** to quit without any changes.

3.3. Change the skin of the current site

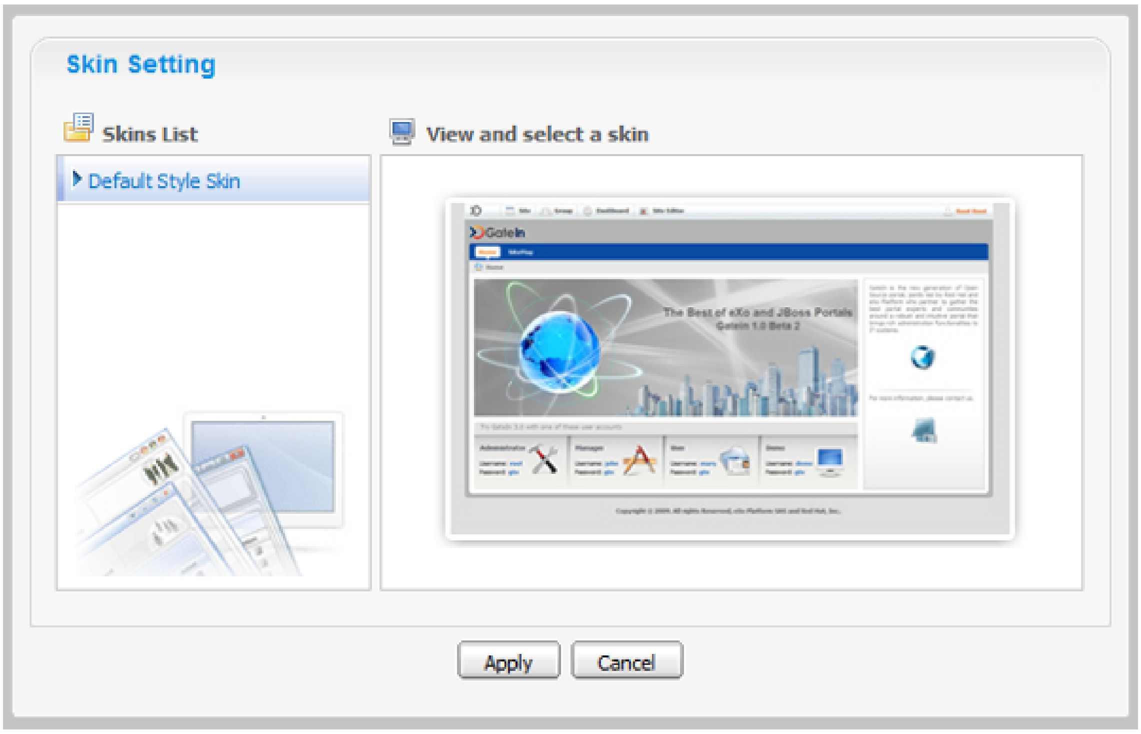
The eXo skins are attractive user interface styles for displaying a portal. Each skin has its own characteristics with different backgrounds, icons, and more. Changing the skin of the current site can make use of the portal easier and more effective.

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.

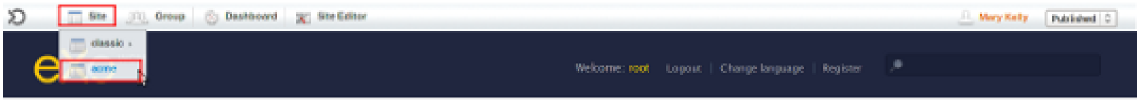
These actions can be done by users who have the right to use the administration bar with a personal preferences menu.

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. Administration bar which contains administration functions related to portals (websites).
2. Banner which contains slogan, logo, icon used in the website.

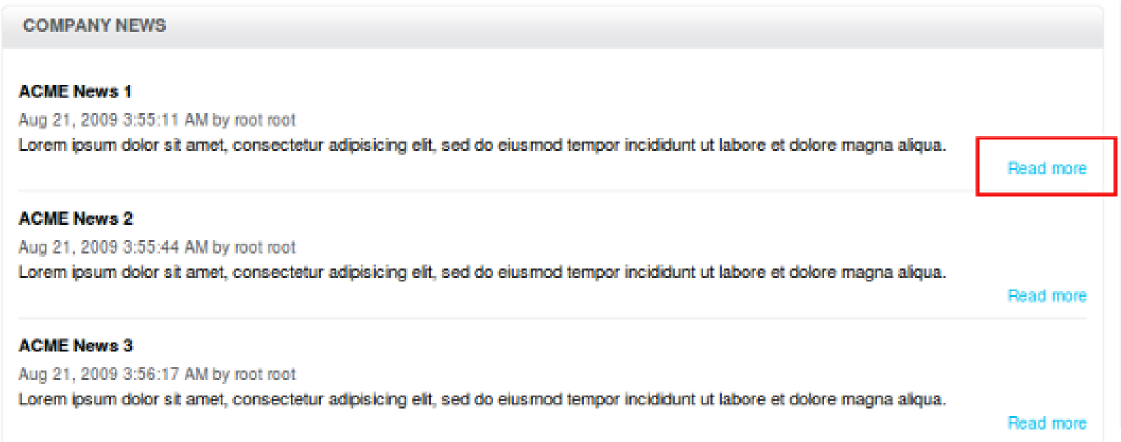
3. Navigation bar which helps users to visualize the structure of the website and provide quick links to different pages.
4. Home page which is the main page of the website. This is the default page that is displayed first when you visit the website.
5. Footer of the website. It can be texts, or image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

4.2. Print content

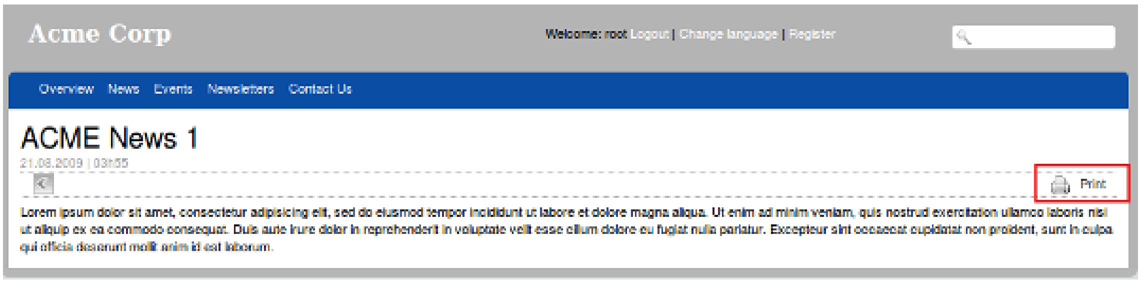
Users can easily print any content in a site by following these steps:

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

4.3. Manage a site

4.3.1. Create a new site

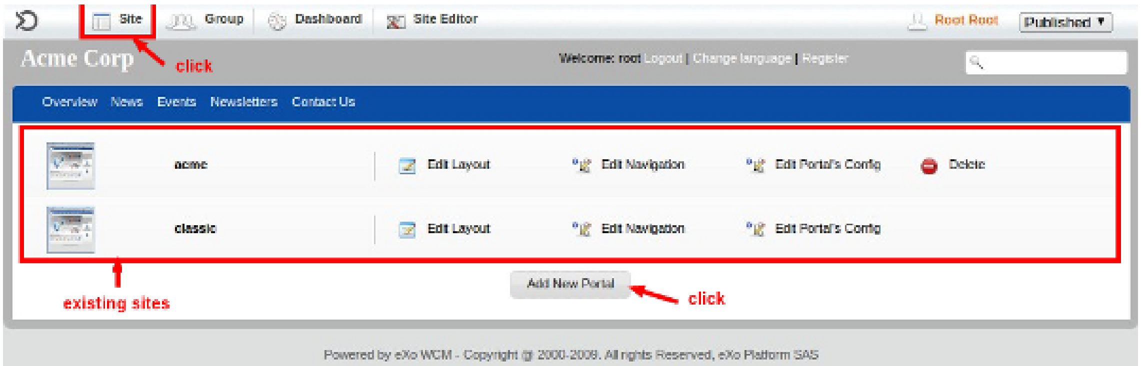
Note

In **eXo Content**, only Administrators have right to create a new site.

This function enables you to create a site (portal) to meet your own needs.

Do the following:

1. Click **Site** on the administration bar. A list of existing portals is listed.



2. Click the **Add New Portal** button to open the form to add a new portal.

   In the **Portal Setting** tab, set some properties for this site, including the portal name, locale and skin.

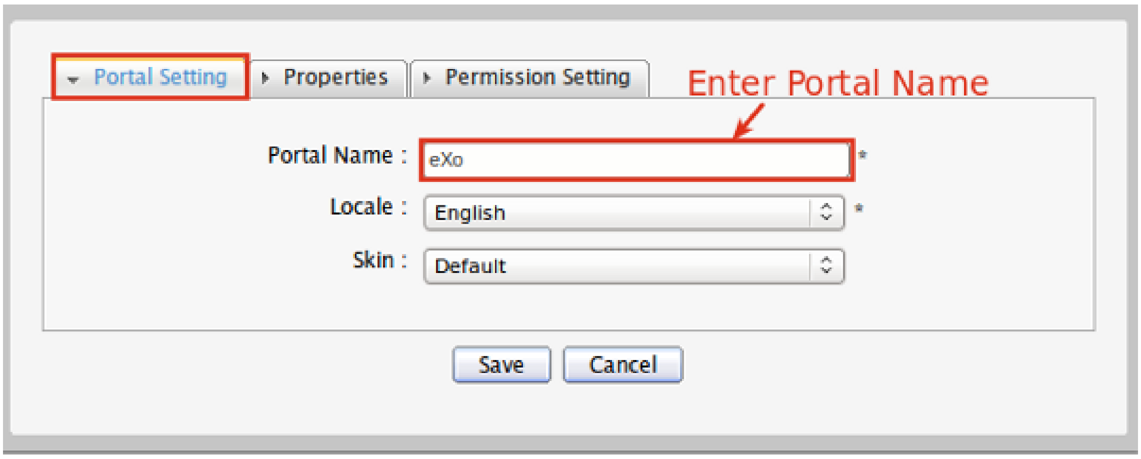


Table 4.1. Details:

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.

Field	Information
Locale	The interface language of the portal. This field is required.
Skin	The skin of the portal.

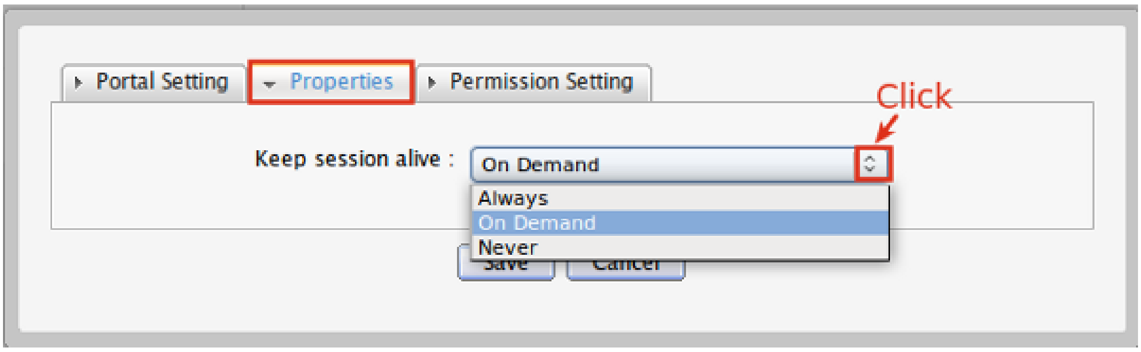
3. Select the **Properties** tab to keep session alive.

   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:
   : The session never happens even if the application requests.

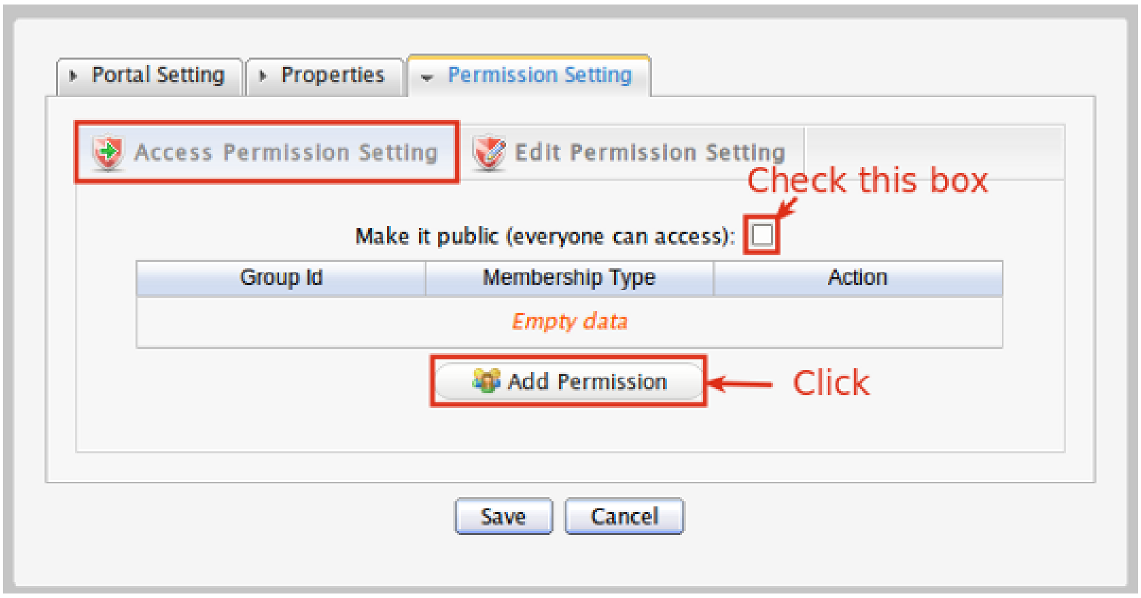
   on demand:
   : The session starts to be used as soon as the application requests.

   always:
   : The session is always enabled.



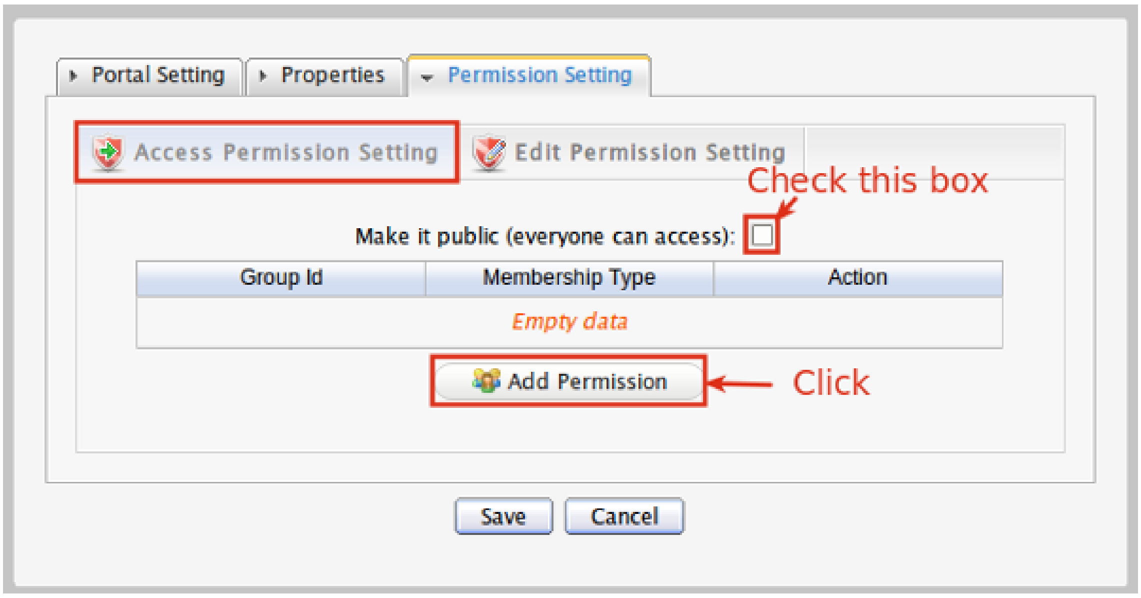
4. Select the **Permission Setting** tab to set access and edit permission for this portal.

   The **Permission Setting** tab includes two sub-tabs: **Access Permission Setting** and **Edit Permission Setting**.



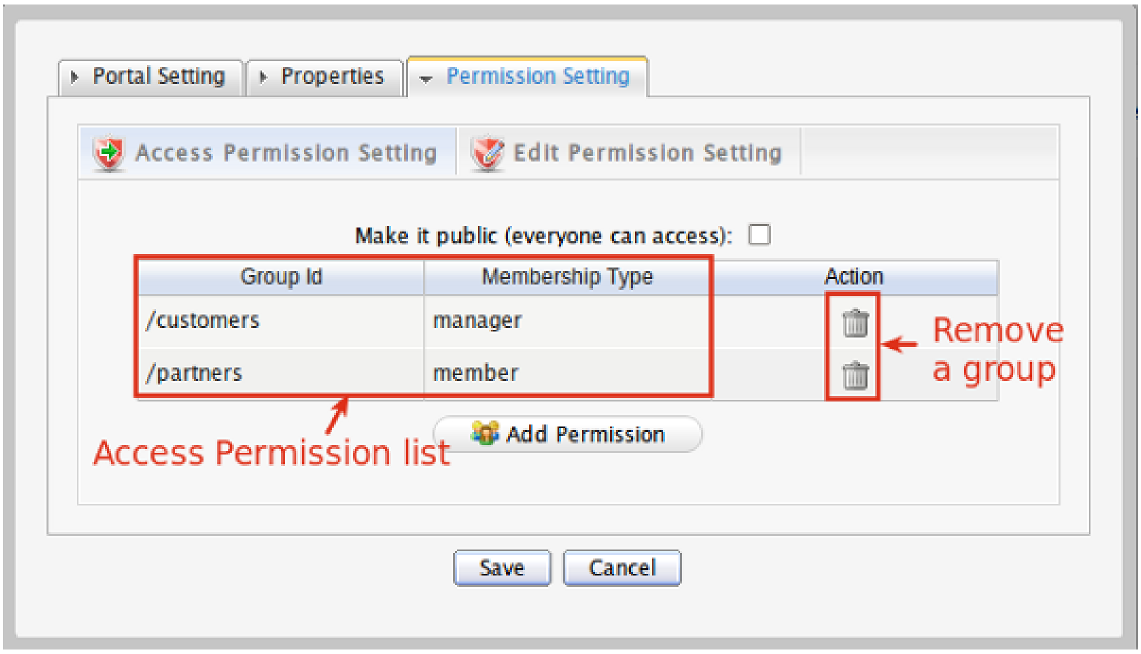
Access Permission Setting tab

By default, the access permission list of the portal is empty:



Check the **Make it public** check box to assign the access permission to everyone, or click 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):

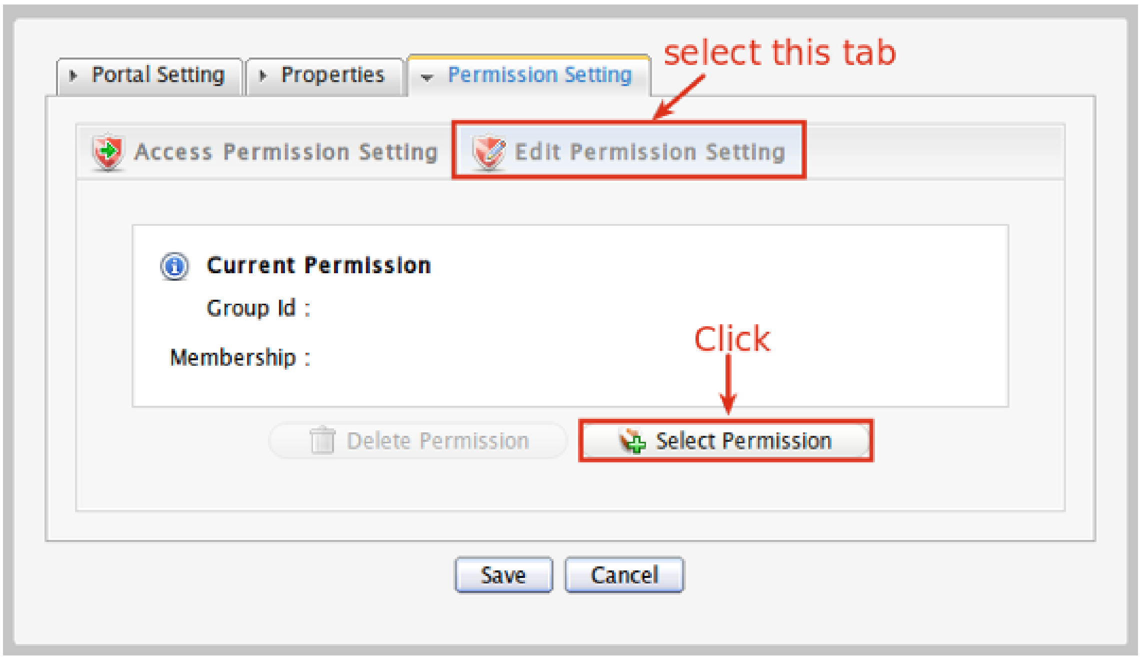
After selecting groups, the access permission list is displayed:



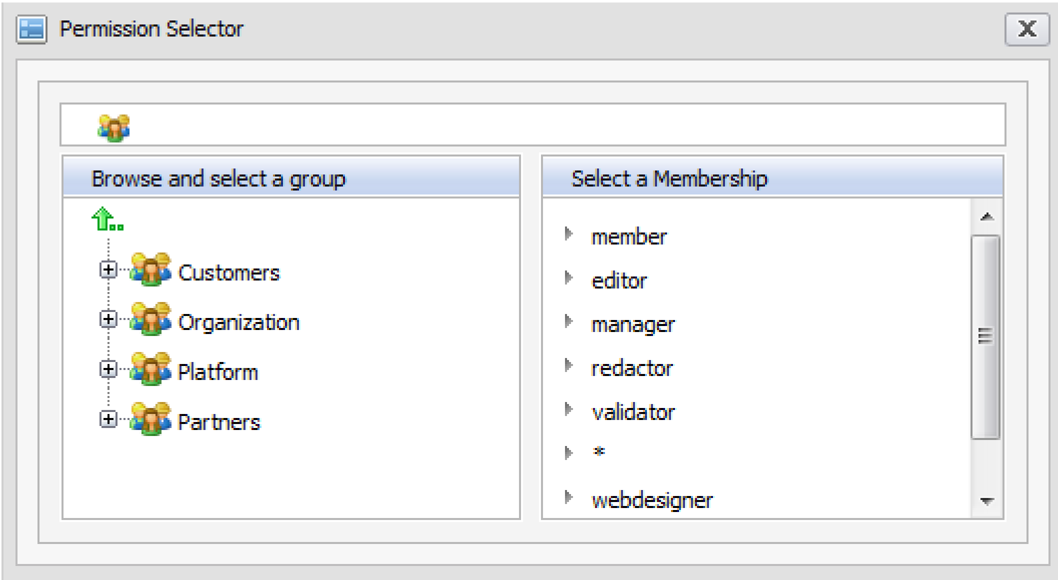
In which, the  icon is to remove its corresponding group from the Access Permission list.

Edit Permission Setting

By default, it is also empty and you have to assign the edit permission to a specific group.

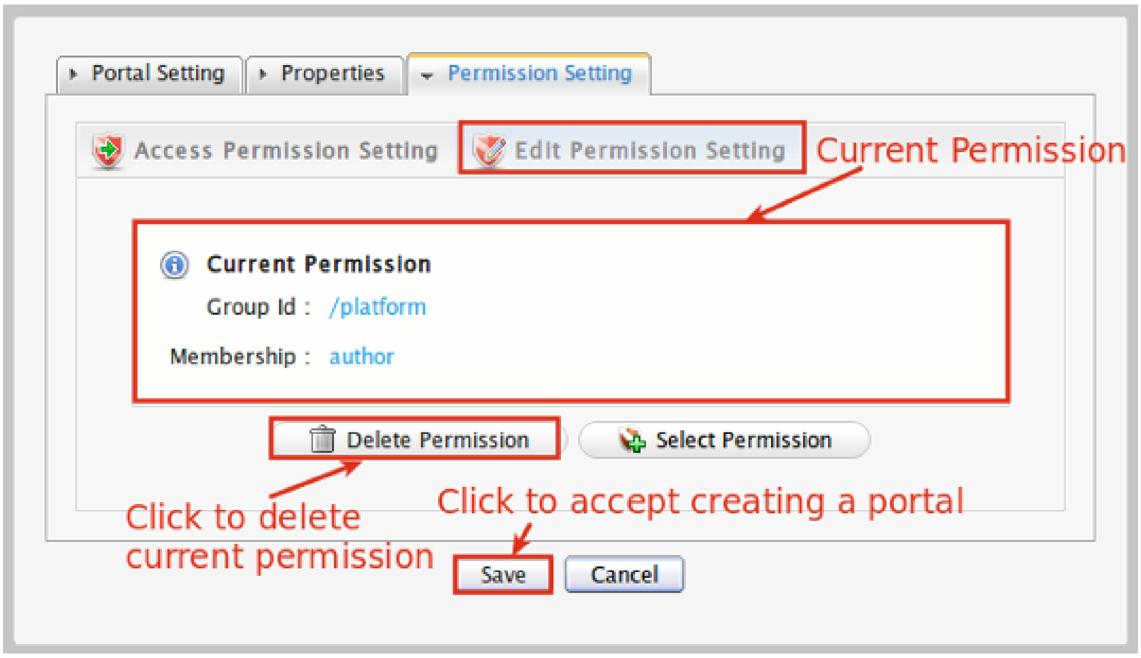


You can assign the edit permission to a group with a specific membership by clicking the **Select Permission** button in the **Edit Permission Setting** tab to open the Permission Selector form. Select a group on the left panel and a corresponding membership on the right panel:



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:

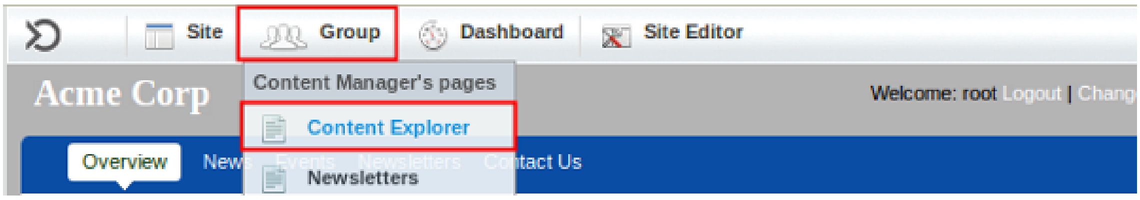


The edit permission is assigned for only one group at one time. You can click the Delete Permission button to remove the current edit permission of the selected group or re–assign the edit permission to another group by clicking the Select Permission button again and select another group.

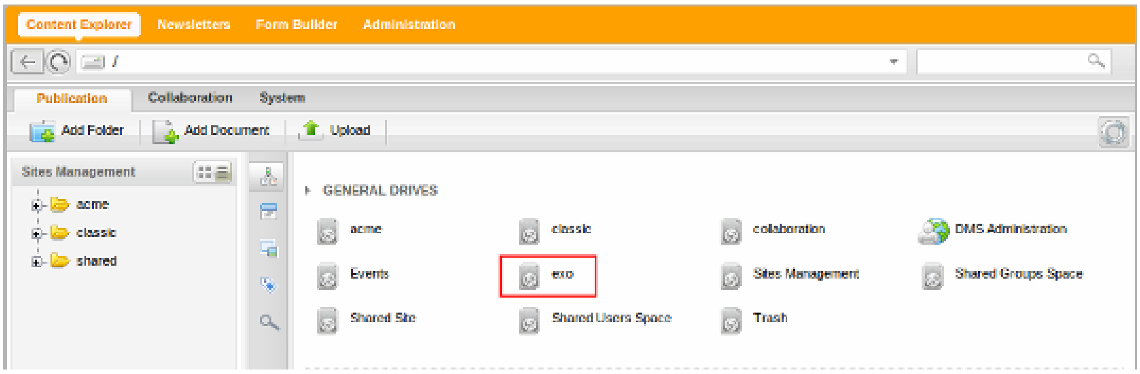
5. Click **Save** to create a new portal.

After creating a new site, a list of the existing sites will be displayed on the screen. This new site will be added to the exiting site list in **Site** on the administration bar and to a drive list that includes all its default files.

To see it in the drive list, click **Group > Content Explorer** on the administrator bar.



For example, after creating a portal named 'eXo', there is a drive named 'eXo' in Content Explorer:



4.3.2. Edit a site

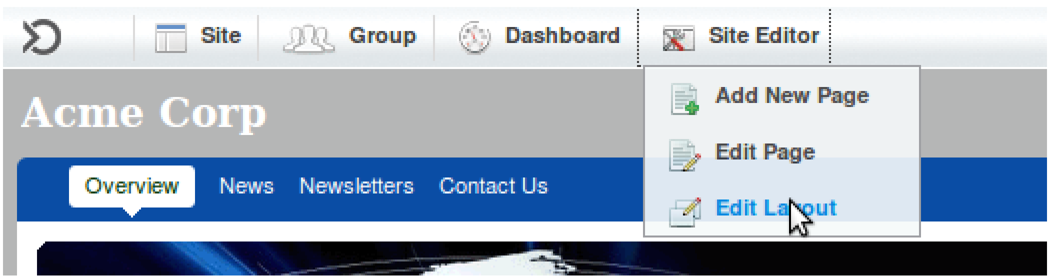
This function enables you to edit a site, including the configuration (setting, permission), the navigation and the layout components of the site.

There are two ways to approach a site that you want to edit:

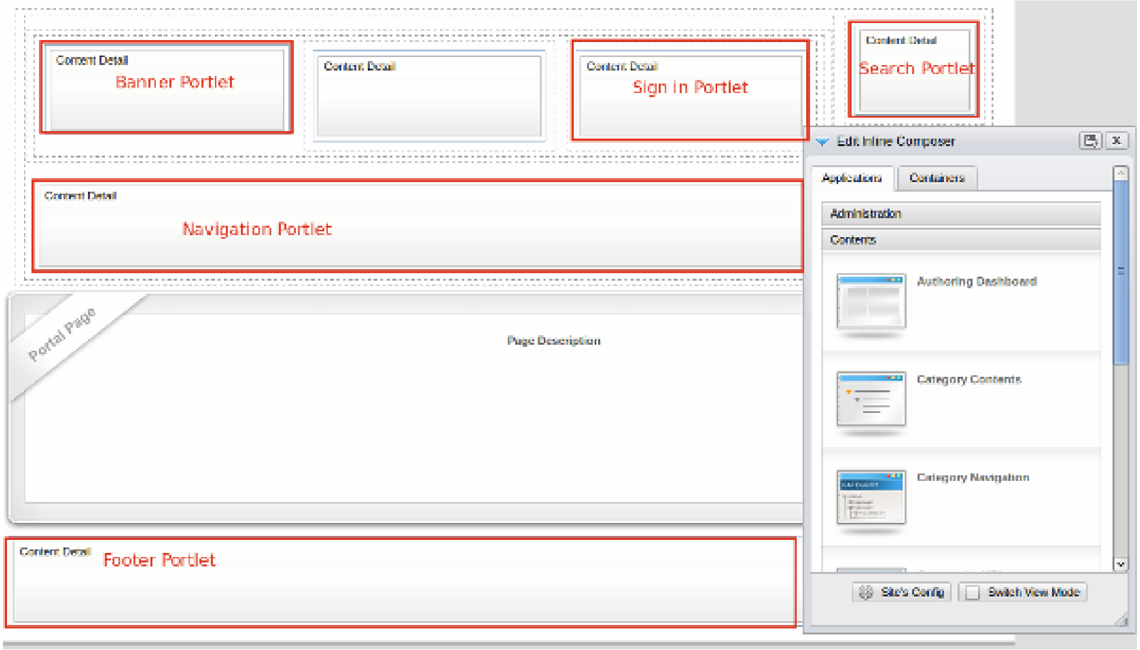
- The first way: Edit the site that you are browsing by accessing to **Site Editor**.
- The second way: Edit the site by accessing to **Sites.**

4.3.2.1. By accessing to Site Editor

Directly edit the site you are browsing by going to **Site Editor > Edit Layout**

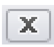


The form to edit the site appears.



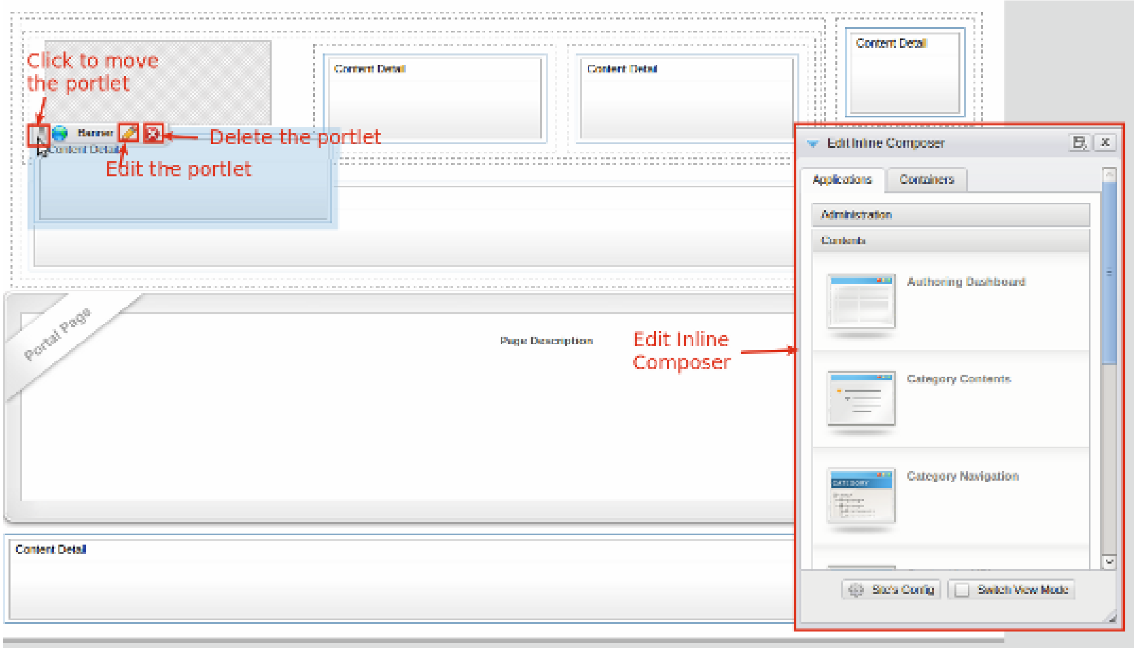
Details:

Table 4.2.

Indicator	Meaning
	**Site's config**: allows editing the site's configuration.
	**Switch View Mode**: shows how the current layout looks like with real content.
	**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

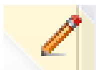
With this way, you can only edit the layout and the configuration of site.

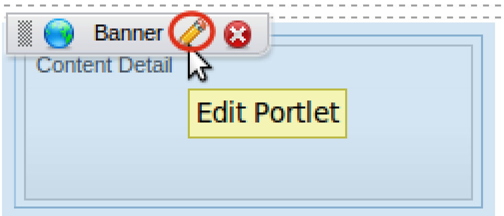
Edit layout. Editing the layout means editing a banner, a navigation bar, a breadcrumb bar, a homepage and a footer of a website. You can also add more portlets to the site by dragging and dropping from the **Applications t**ab of the **Edit Inline Composer form** to the main pane. Moreover, you can move a portlet from a location to another location.



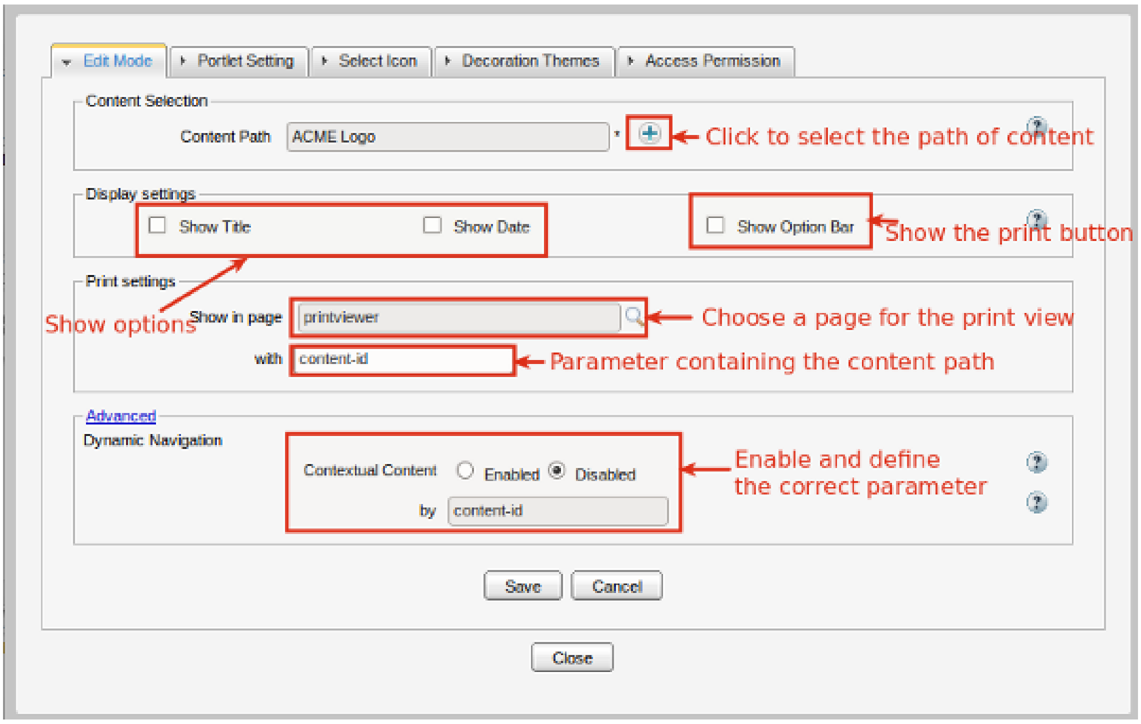
Editing the banner portlet is similar to editing the Sign-in portlet and the footer portlet so in this guide, we only show how to edit the banner of the site as an example of editing the layout.

Procedure 4.2. Edit Banner

1. Show the form to edit a banner by clicking the  icon of the banner portlet in the Edit Portal form like the illustration below.



A form to edit the current banner will appear:



2. Select **Edit Mode** tab:

   Content Selection: Select the path of the content that you want to show by clicking .

   Display Settings:

   - **Show Title**: Specify whether the title of the content is displayed or not.
   - **Show Date**: Specify whether the date of the content publication is displayed or not.
   - **Show Option Bar:**Show or hide the Option bar used to show the print link.

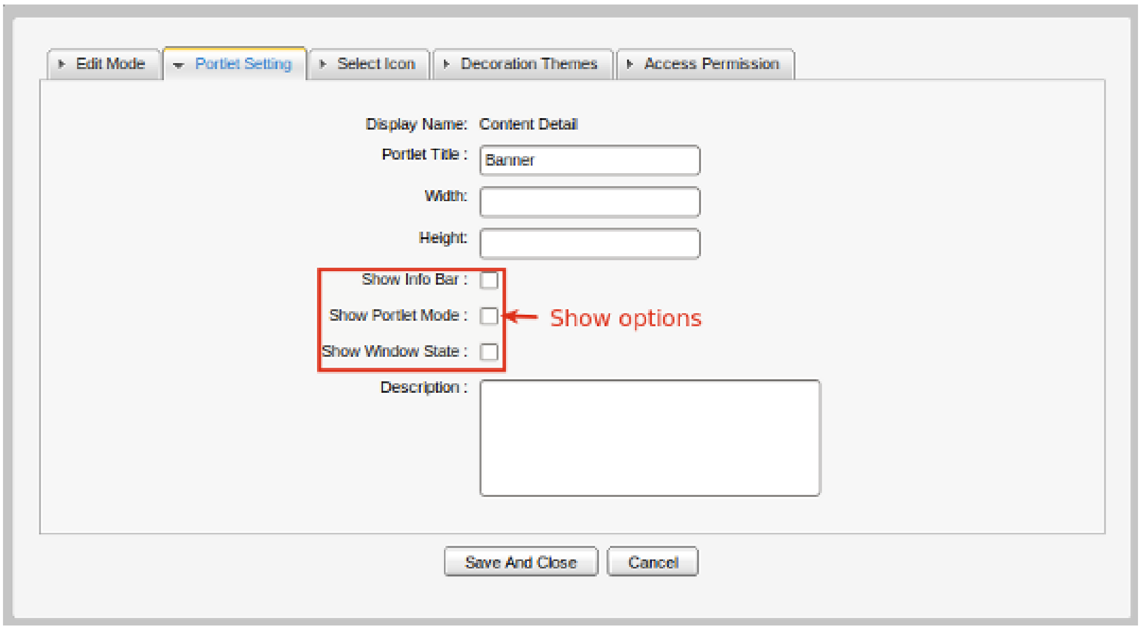
   Print Setting:

   - **Show in page**: Choose a page for the print review.
   - **with**: Parameters contains the content path.

   Advanced: The content should enable “dynamic navigation” that interprets the URL and shows a content.

   > **Note**
   >
   > Click the icon to see more explanation for each section.

3. Select the **Portlet Setting** tab:



Details:

Table 4.3.

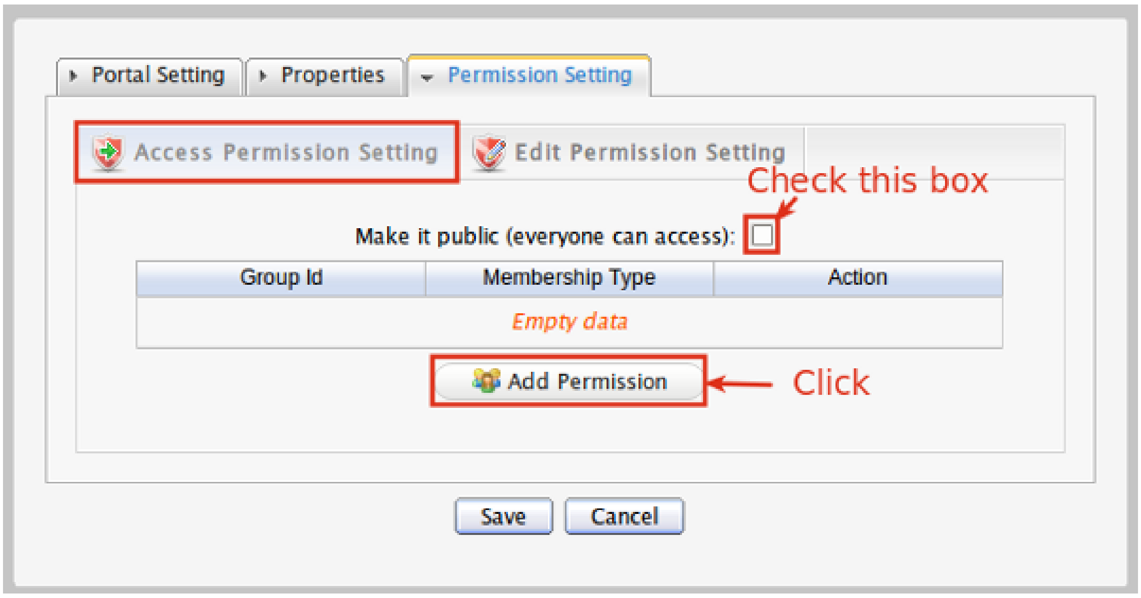
Display name	The display name of the portlet. You cannot change it.
Portlet Title	The title of the portlet. You can change it.
Width	The width of the portlet.
Height	The height of the portlet.
Show info bar	Tick the check box if you want to show the info bar of the portlet.
Show Portlet mode	Tick the check box if you want to show the portlet mode.
Show window state	Tick the check box if you want to show the window state.
Description	Enter a description about the portlet.

4. Select **Icon** tab: Select an icon for the portlet by clicking it.

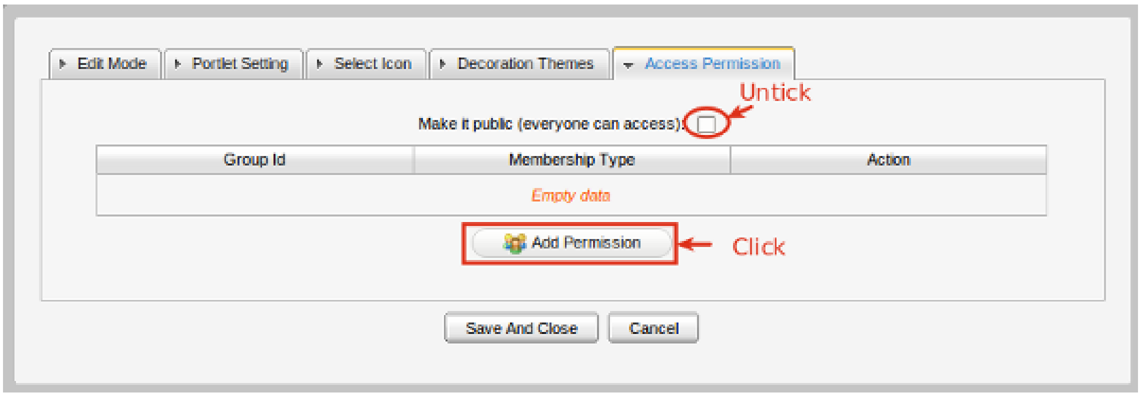
5. Select **Decoration Theme** tab: Select a decoration theme for the portlet.

6. Select **Access Permission** tab:

   By default, all users can access the portlet:



However, you can edit the access permission by unticking the checkbox > click **Add Permission**:



The **ListPermissionSelector** form appears. Select a group on the left pane and a membership on the right pane.

> **Note**
>
> The * on the right pane means all members in the group.

7. Click **Save and Close** to commit.

8. Click the disk icon to quit the form to edit the current site.

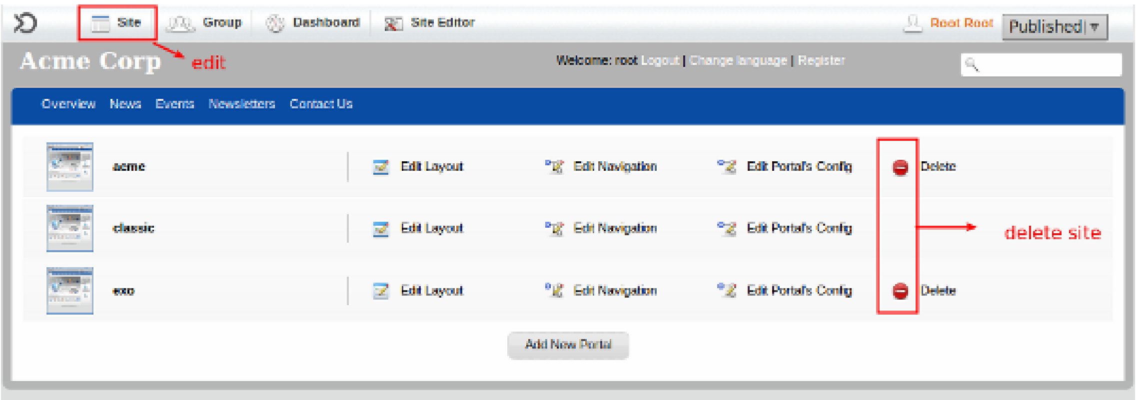
Edit Configuration. To edit the configuration (including language, skin and permissions) of the site, click the 

button to open the same form as the form to add a new portal. Do the same steps as in *Section 4.3.1, "Create a new site"*.

> **Note**
>
> You cannot change the name of the site.

4.3.2.2. By accessing to Site

This approach way enables you to edit the layout, configuration and navigation bar of a site by going to **Sites > select the site** in the existing site list.



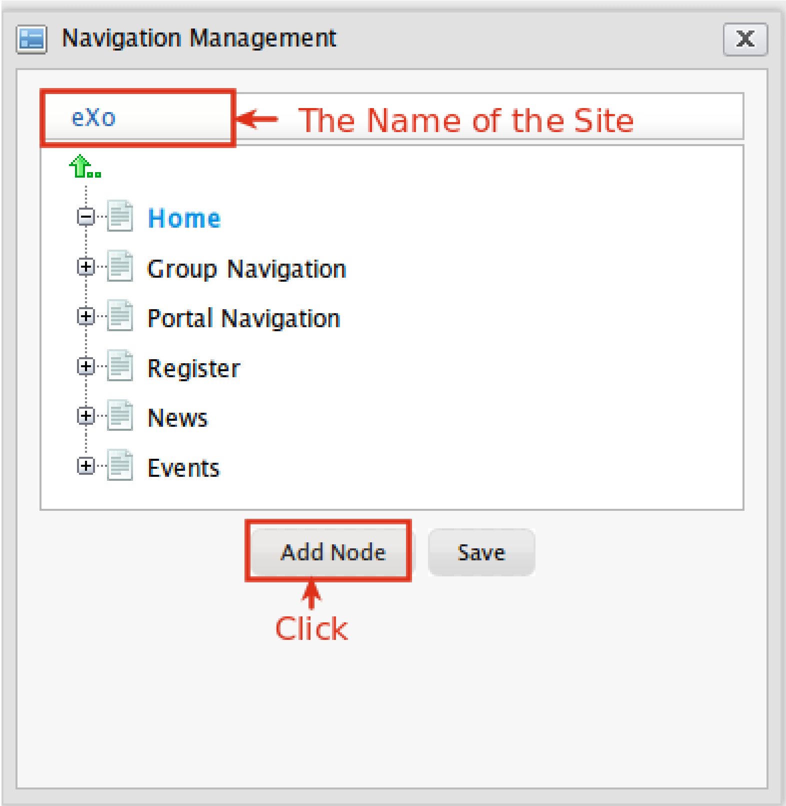
Edit Layout. Do the following to edit the layout of an existing site.

1. Click **Site** → **Edit Layout** to open a form to edit the site layout.

2. Do the same steps as the part *Edit layout* of the current site.

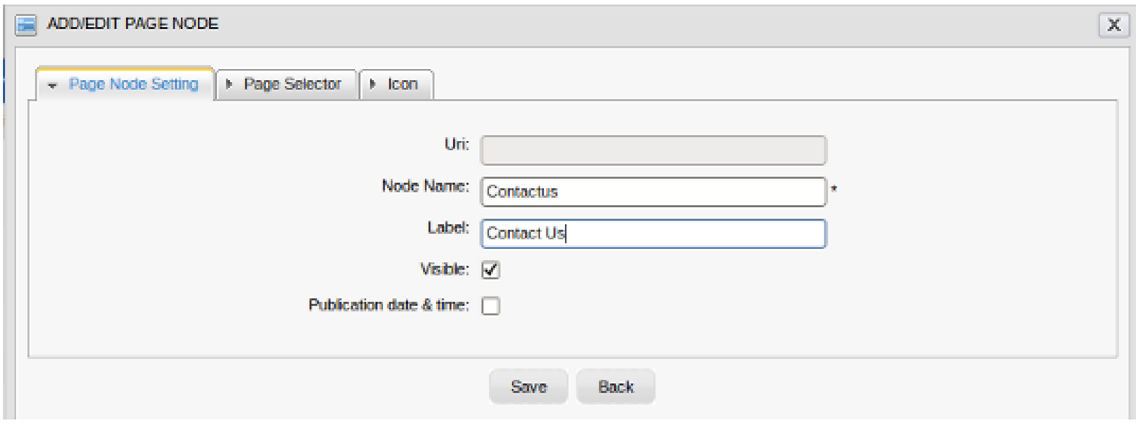
Edit Navigation. Do the following to edit the navigation of a site.

1. Click **Site** → **Edit Navigation** to open the **Navigation Management** form.



2. Click **Add Node** to open the **ADD/EDIT PAGE NODE** form. (For more details, refer to the Section 5.3.1, Add a new node, GateIn User Guide 3.1.)

3. In the **Page Node Setting** tab, enter a name for the node. It is required.



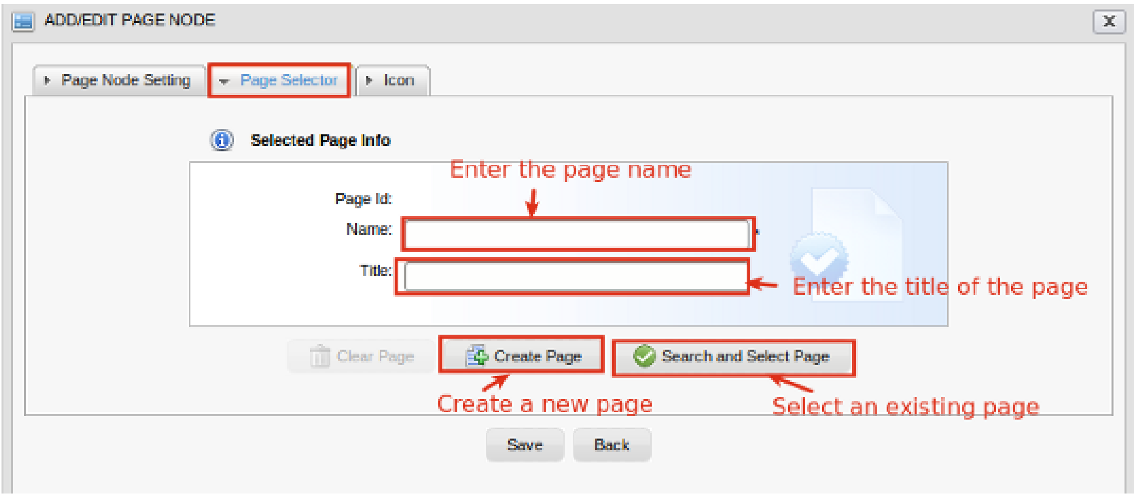
Details:

Table 4.4.

Uri:	The node's identification. The Uri is automatically created once a new node has been created.

Label:	The node's display name on the screen. This field may be changed and its length must be between 3 and 60 characters.
Visible:	This checkbox allows the page and its node to be shown or hidden on the navigation bar, the page navigation bar and the sitemap. See above for more details.
Publication date & time:	This option allows this node to be published for a period of time. Two fields, including 'Start Publication Date' and 'End Publication Date' only display when this option is checked.
Start Publication Date:	The start date and time to publish the node.
End Publication Date:	The end date and time to publish the node.

4. Select the **Page Selector** tab:



Details:

Table 4.5.

Page Id:	The identification string of the page. It is created automatically when the page is created.
Name:	The selected page's name.
Title:	The selected page's title.
Clear Page:	To remove the input page information in the fields
Create Page:	To create a new page with the input name and the title.

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

- Enter a title for the page.
- Click **Create Page** to create a new page or **Search and Select Page** to select an existing page for the node.

5. Select the **Icon** tab to choose an icon for the node. It is not required.
6. Click **Save** to create a node for the navigation.

> **Note**
>
> You can edit/delete a node, edit a node's page, copy/cut a node and more by right-clicking the node in the form Navigation Management form.

Edit Configuration. The portal's configuration including language, skin and permissions can be edited by doing the following:

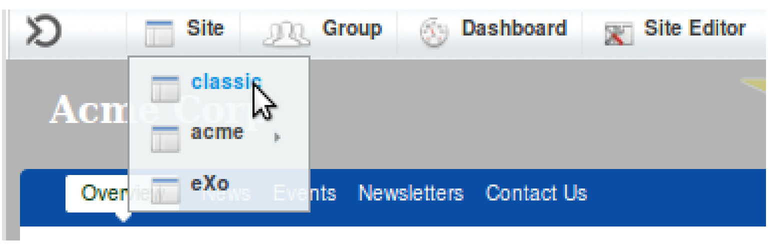
1. Click **Site** → **Edit Portal's Config** to open the same form as the form to create a site.
2. Do the same steps as in *Section 4.3.1, "Create a new site"*.

4.3.3. Switch between sites

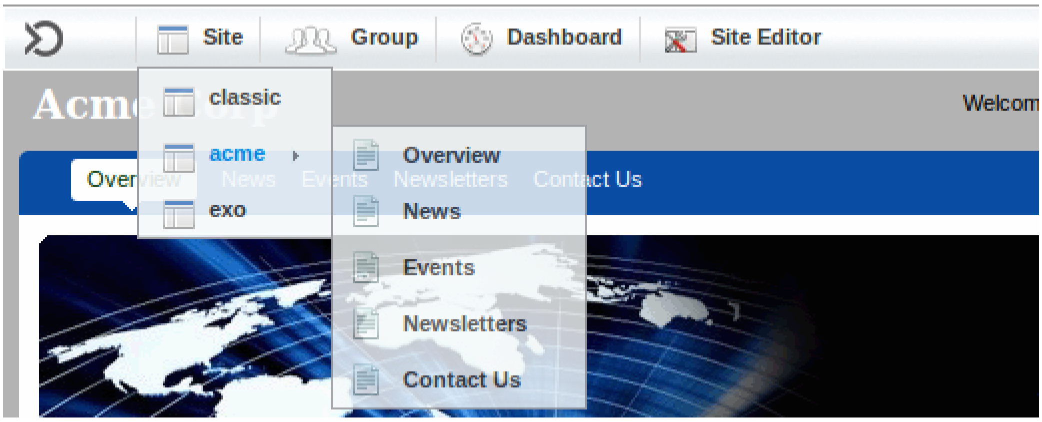
This function is used to change the current web site by another one.

Procedure 4.3.

- 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, and you will see all the child pages that displays on the Navigation bar of the selected site.



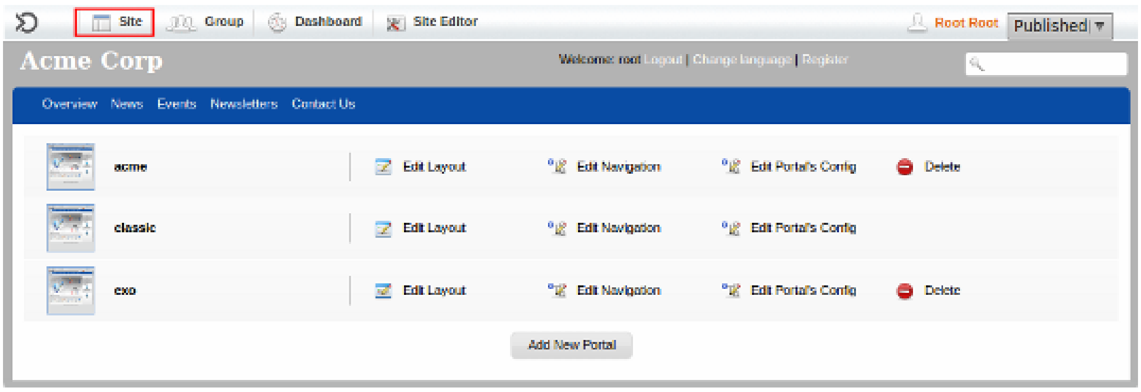
4.3.4. Delete a site

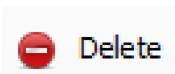
This function is used to delete a portal (site) from the portal list.

Do the following:

Procedure 4.4.

1. Show a portal list by clicking **Site** on the administration bar:



2. Click the 

button in the row of the portal that you want to delete.

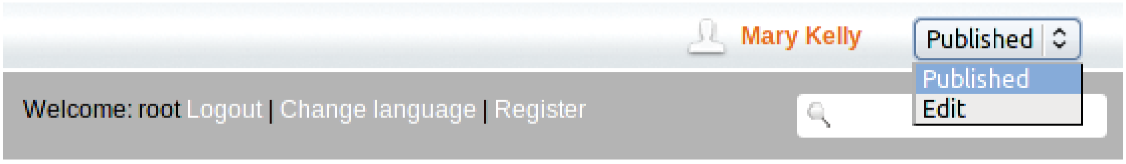
3. Click **OK** in the confirmation message to accept deleting.

> **Note**
>
> You cannot delete the **Classic** site by default.

4.4. Contribute Content

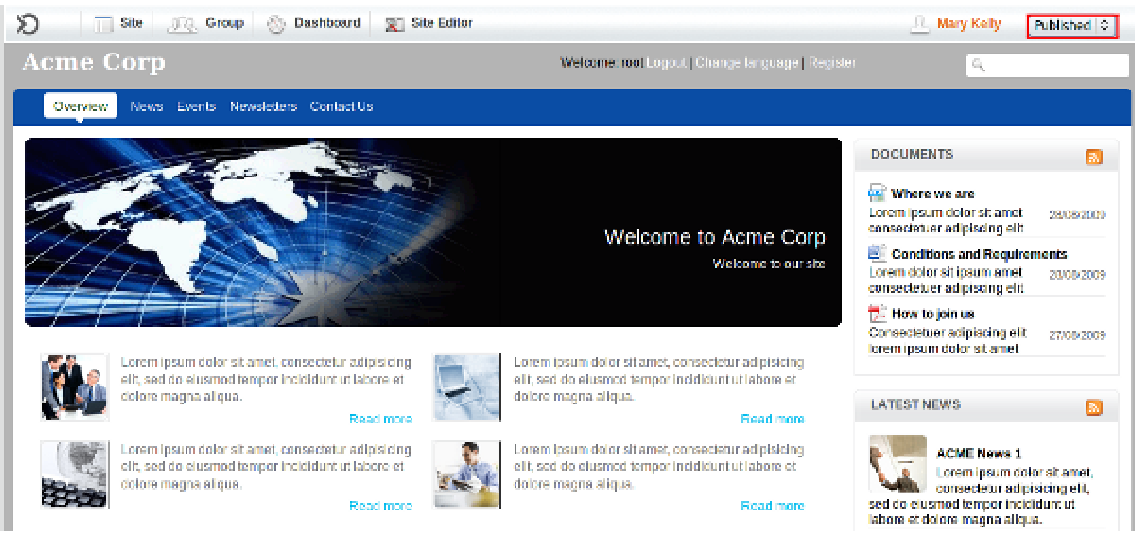
4.4.1. Edit Mode

A site in eXo Content has two modes (Published mode and Edit mode) which are specific for editing site and viewing site. You can easily switch between these modes by selecting in the drop-down list at the top left corner.



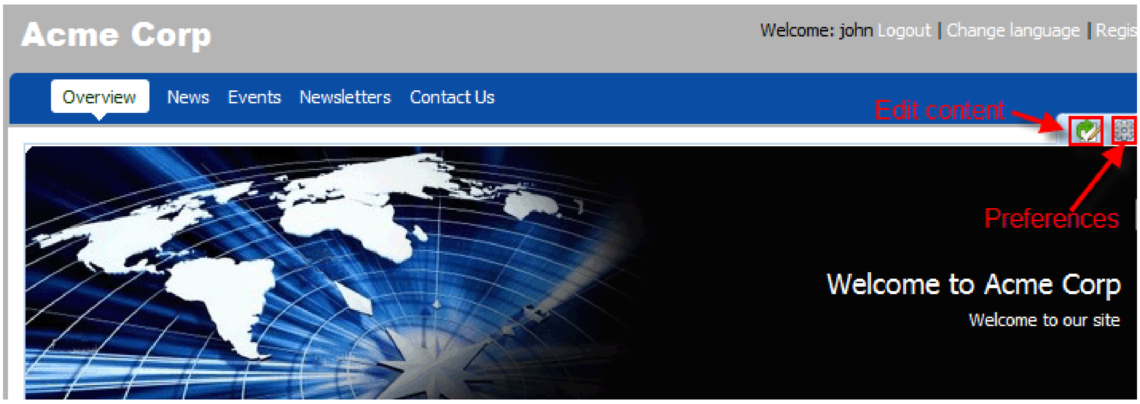
- **Edit mode**: In this mode, you can edit all contents of the current site. When hovering the mouse over contents, you can see edit icons which enable you to quickly edit these contents. You can take advantage of this feature to submit contents to a page.
- **Published mode**: In this mode, you only can view the current site without editing the contents of the site.

When you login to a site, by default, the page is in the published mode, you cannot see any quick edit icon and cannot edit site contents at this time:



When a page is switched to the Edit mode, you can see quick edit icons on the site contents when mousing over them.

For Single Content Viewer (SCV), you can see the current state of the content, the Edit Content icon and References icon.



For Content List Viewer (CLV), you can see the current state of the content, the Edit Content, References icon, the Add Content icon and the Management Content icon.

4.4.2. InContext Editing

InContext Editing enables you to edit content "in context" rather than having a WYSIWYG editor pop-up over the top of the page. This feature makes page editing a much more user intuitive process, with the new content automatically taking on the previous contents.

To use **InContext Editing**, turn on the **Edit Mode**.

4.4.2.1. Add Content

Adding a new content by InContext Editing is enabled for the Content List Viewer (CLV).

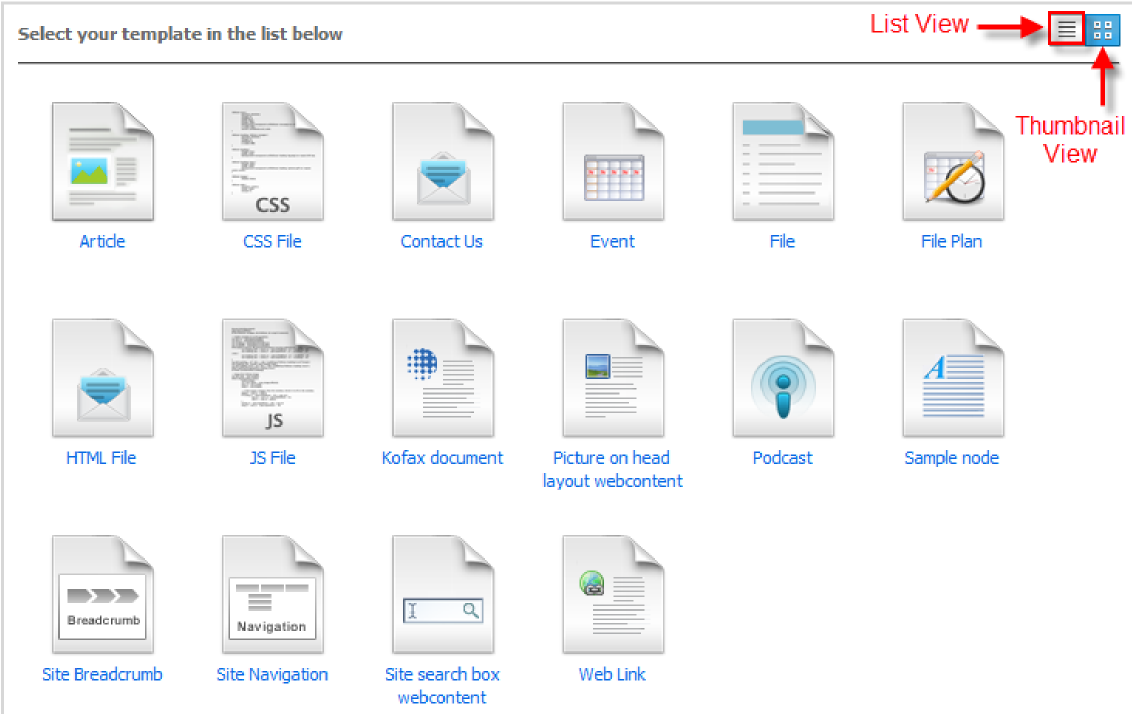
Do the following:

Procedure 4.5. Add a new content

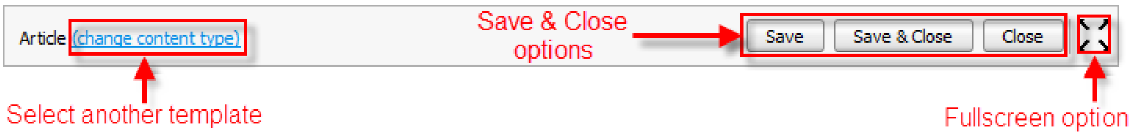
1. Turn on the **Edit Mode**, and then hover the mouse over the CLV that you want to add a new content in.

2. Click the **Add Content** icon on the CLV.

   You will be redirected to the **Content Explorer** with a list of content templates for you to select.



3. Select a template for your content by clicking it and the corresponding template is opened. Each template has an Info bar on the top of the template:



   Details:

   - **Change content type**: this link allows you to select another content type.
   - **Save**: this button allows you to save the content without closing the content form.
   - **Save & Close**: this button allows you to save the content and close the content form.
   - **Close**: this button allows you close the content form without saving the content.
   - : this option allows you to witch on/off the fullscreen mode.

4. Fulfill all the fields in the form. See *Section 4.8.4.2, “Add a document”* to know how to create the different content types.

5. Click **Save** or **Save and Close** to save the document.

> **Note**
>
> Saving a document in which folder depends on the path you choose in Section 4.4.2.4, "Preferences".

4.4.2.2. Edit Content

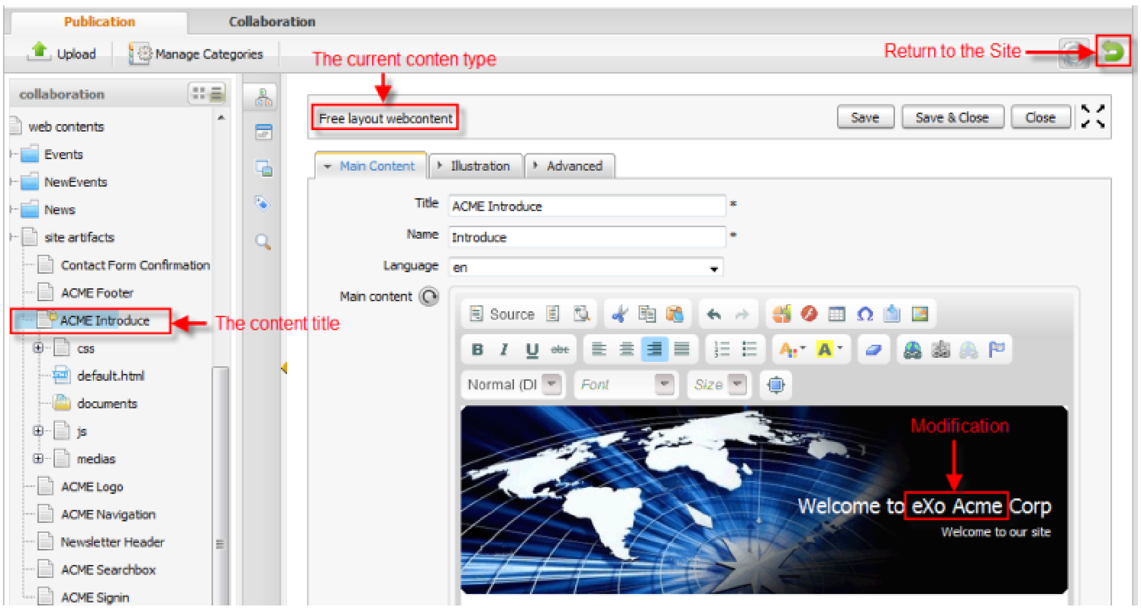
You can edit any contents on the homepage for SCV and CLV with InContext Editing. For CLV, you only can edit each content in it.

Do the following:

Procedure 4.6. Edit a content

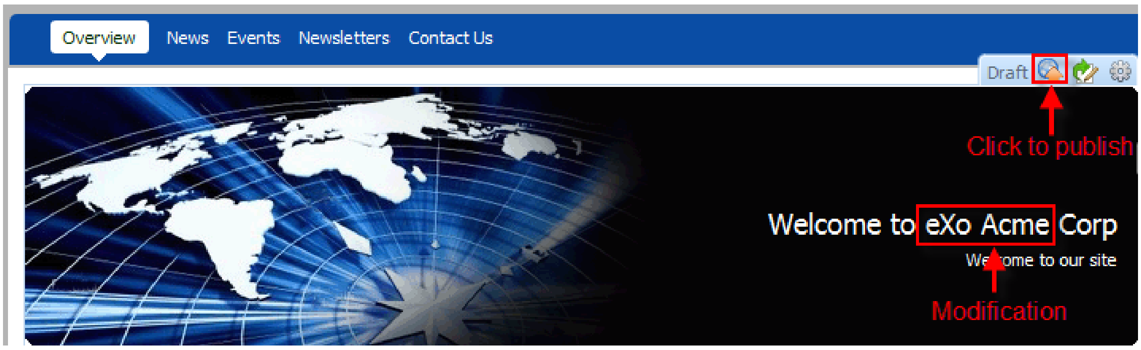
1. Turn on the **Edit Mode** > Hover the mouse over the content you want to edit.

2. Click the  icon at the right corner of the content you want to edit. You will be redirected to **Content Explorer** with the document form for you to edit.



3. Edit the content, and then click **Save** or **Save & Close** to save your changes.

4. Click the  icon to return to the site and in the **Edit Mode**, the content in the "Draft" state with its visible modification.



5. To publish the edited content, click the  icon, or click on the action bar and it is now in the published state.

> **Note**
>
> You cannot see the edited content in the Publish mode. To know more about the Publication process of a content, see *Section 4.4.4, "Publication Process"*.

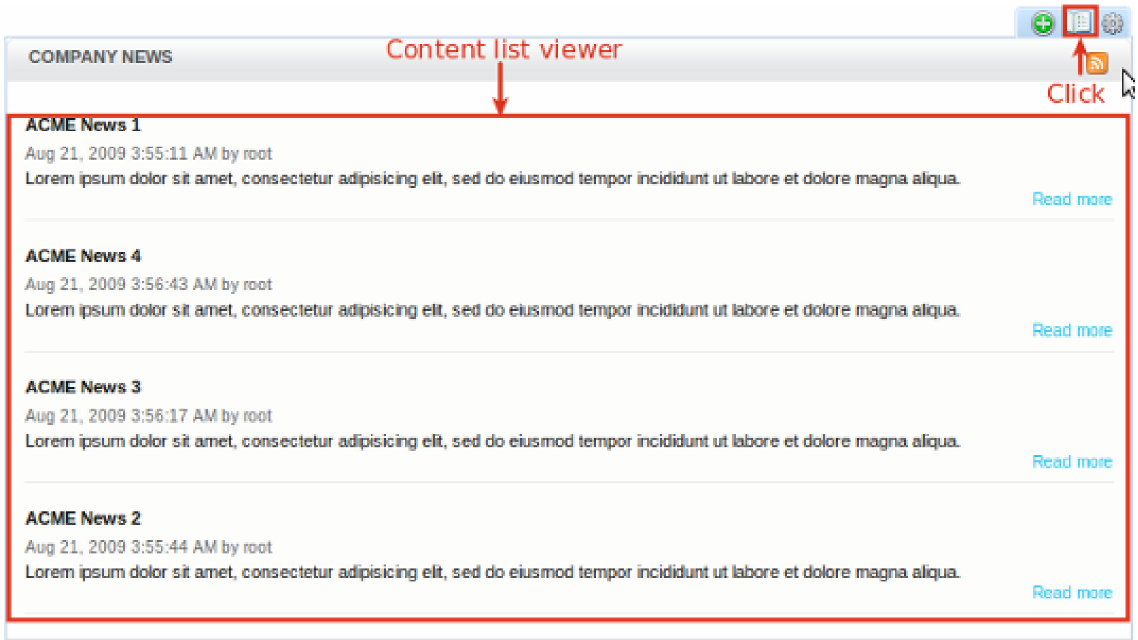
4.4.2.3. Manage Content

With InContext Editing, you can easily manage a Content List Viewer on the homepage. You can add a new content in the CLV, edit, delete an existing content or copy/cut/paste to another CLV and take more actions in the right-click menu.

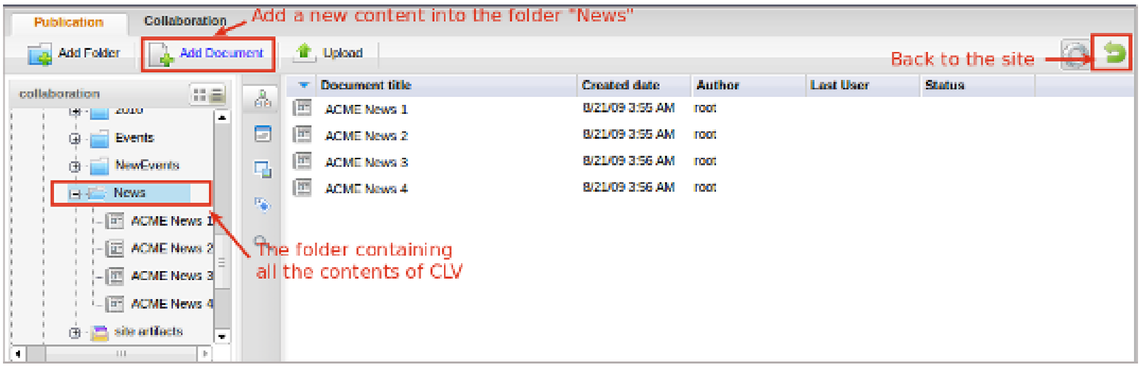
Do the following to manage content in the CLV.

Procedure 4.7. Manage Content

1. Turn on the **Edit Mode >** the **Manage Content** icon of the Content List Viewer that you want to manage on the homepage.



The browser will redirect to **Content Explorer**:



2. To add a new document to the CLV, click **Add Document** on the action bar and do the same steps as *Section 4.4.2.1, "Add Content"*.

   To take other actions on a specific content in the CLV, right-click it to open a drop-down menu. See more details how to take the actions in *Section 4.8.6, "Actions on Folders and Documents"*

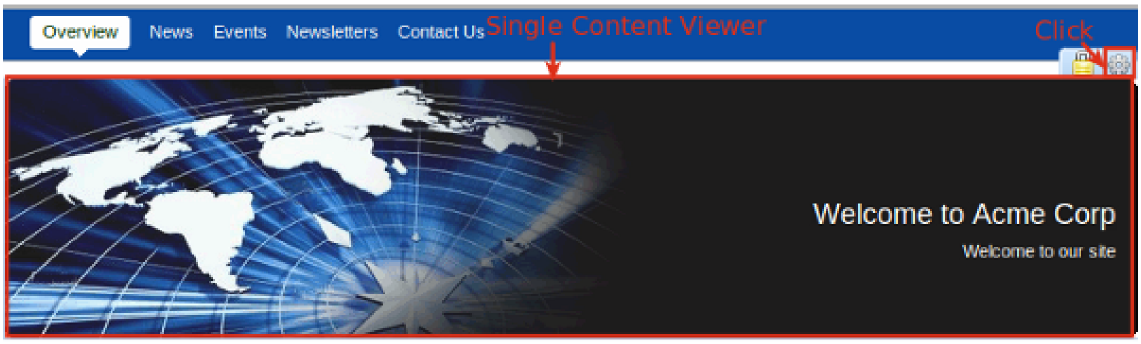
4.4.2.4. Preferences

Preferences enable you to edit contents in the Single Content Viewer (SCV) and the Content List Viewer (CLV), reset the display of the contents in SCV and CLV and publish contents.

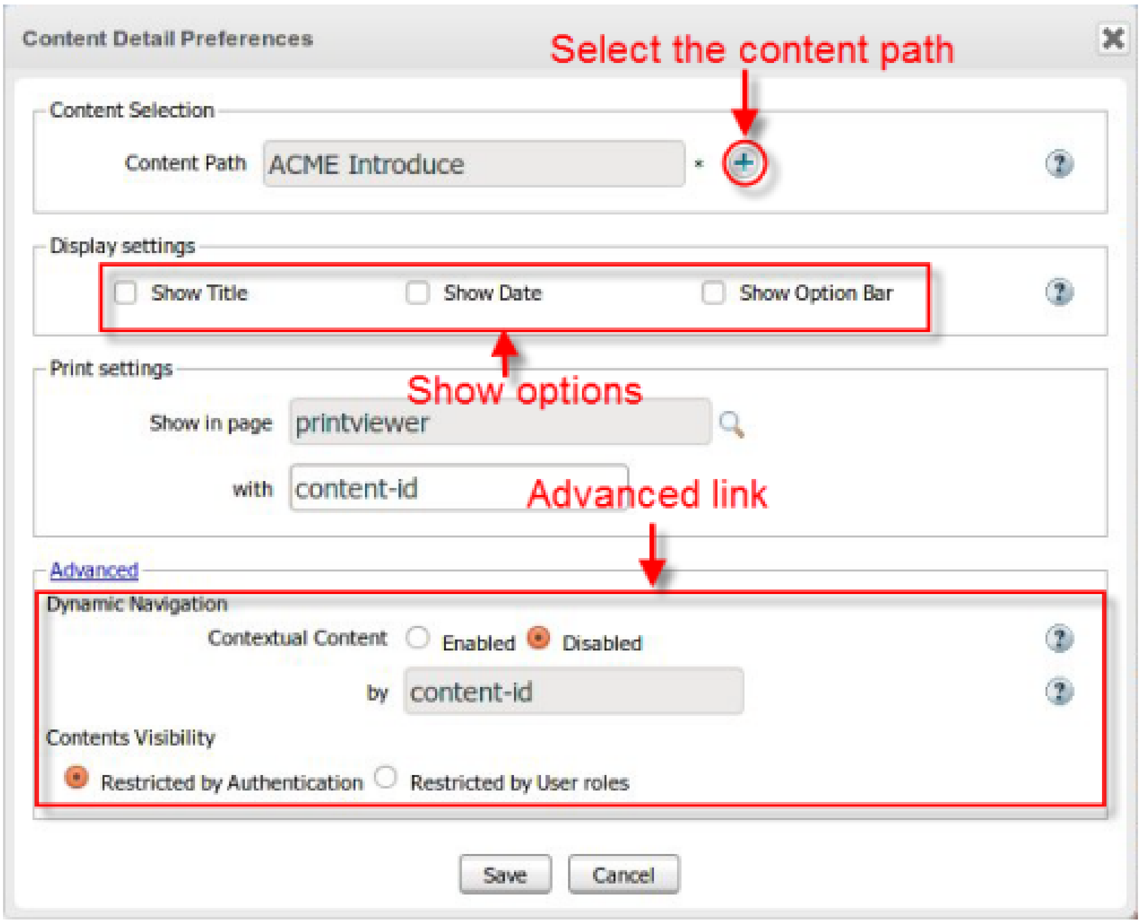
Content Detail Preferences. To edit the Single Content Viewer, do the followings:

Procedure 4.8. Edit Content Detail Viewer

1. Turn on the **Edit Mode >** Select the **Preferences** icon of a Single Content Viewer.



The Content Detail Preferences dialog appears:



Details:

Content Selection: Select the path of the content that you want to show by clicking the  icon.

Display Settings: Allow configuring Title, Date and OptionBar visibility.

- **Show Title**: Specify whether the title of the content is displayed or not.

- **Show Date**: Specify whether the date of the content publication is displayed or not.
- **Show Option Bar:**Show or hide the Option bar used to show the print link.

Print Setting:

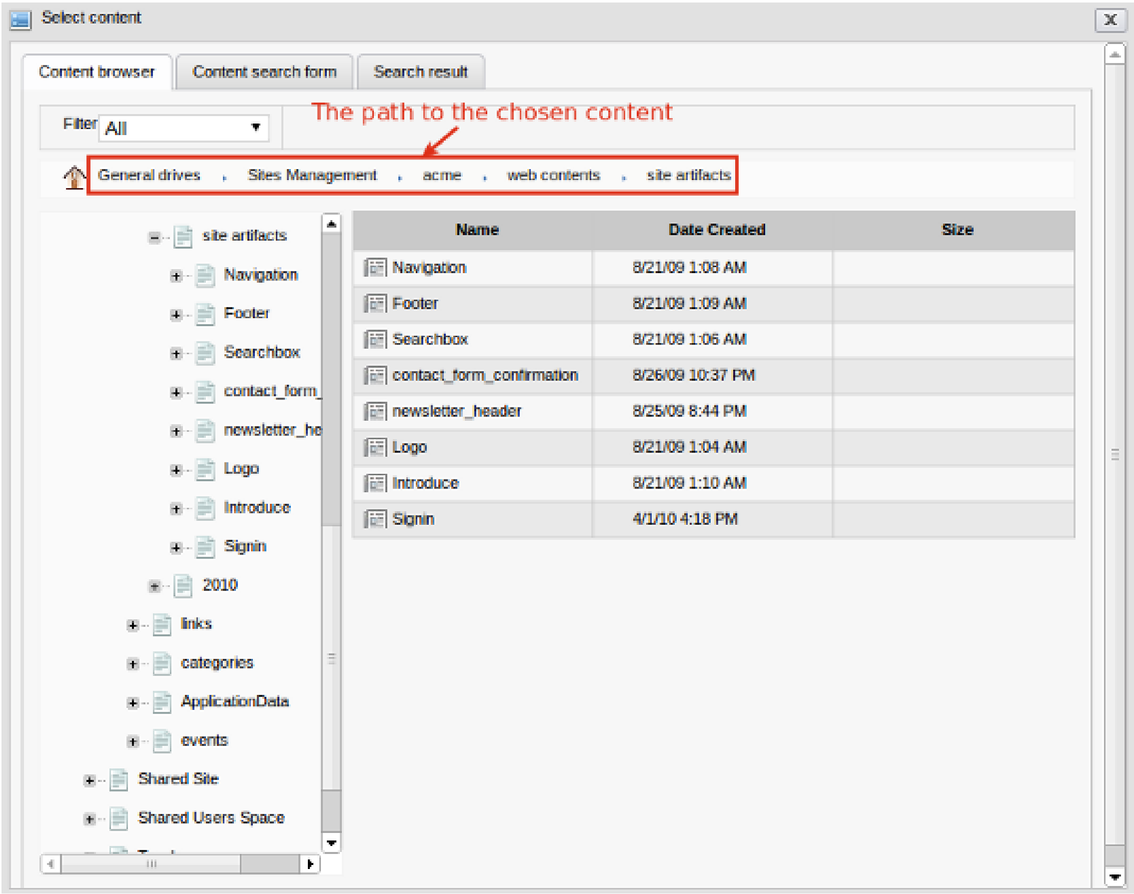
- **Show in page**: The content is shown in the page.
- **with**: Parameters contains the content path.

Advanced link: When clicking on this link, the Advanced pane will be shown.

- **Contextual Content**: If **Contextual Content** property is set as "Disable", the Advanced pane is closed by default. The content should enable “dynamic navigation” that interprets the URL and shows a content.
- **Contents Visibility**: Allows you to use a cache shared between users to get contents. If you want the contents displayed in CLV or SCV to be got from one cache, select **Restricted by Authentication**, and in verse, select **Restricted by Users**.

> **Note**
>
> Click the icon to see a quick help pane for each section.

2. Click the plus icon next to the **Content Path** to re-select another content. The Select Content dialog appears:

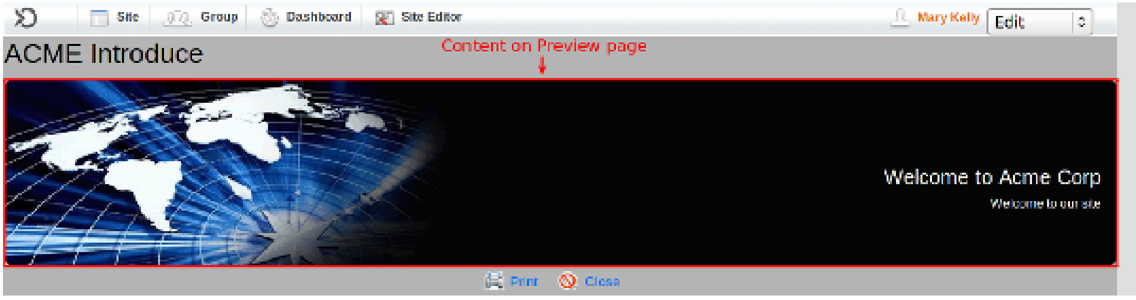


3. Choose a folder on the left panel and a content in the folder on the right panel. The content chosen will be displayed in the **Content Path** field.

4. Tick the checkboxes, including the **Show Title** box, the **Show Date** and the **Show Option bar** box if you want to display the content title, the publication date and the print button like the illustration below:

5. In the **Print Setting** part, click the  icon to open the **UIPageselector** dialog, you will see **Printviewer.**

Click the **Print** button, the content is opened in the print viewer page.



URL: http://localhost:8080/ecmdemo/private/acme/**printviewer?content-id**=/repository/collaboration/sites%20content/live/acme/web%20contents/site%20artifacts/Introduce&isPrint=true

In which:

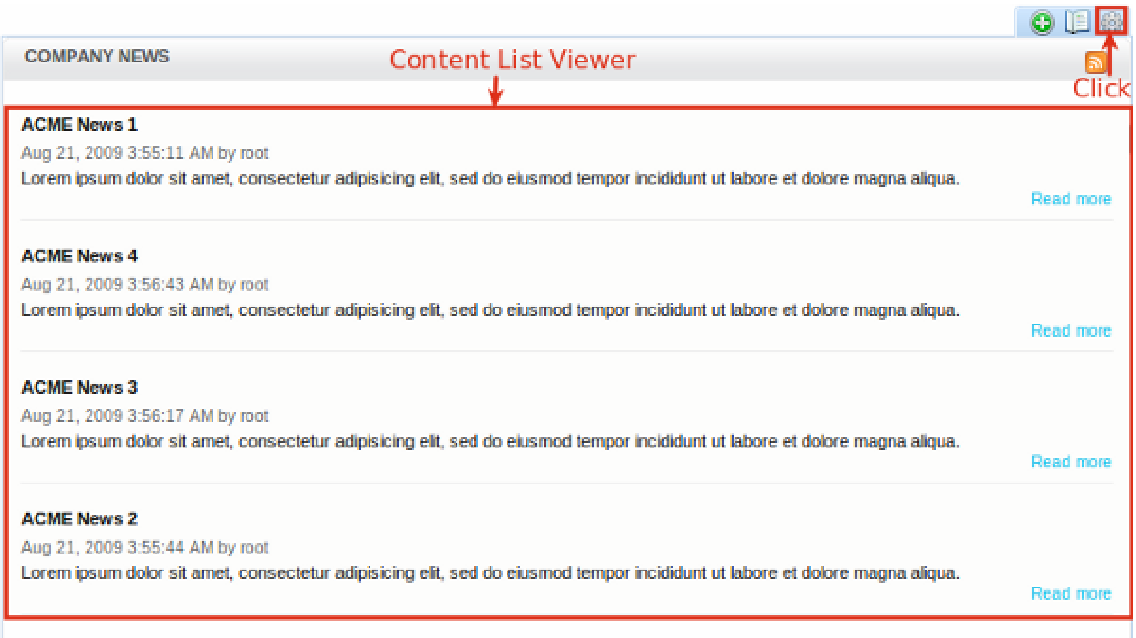
- **printviewer?**: the print viewer page of the content.
- **content-id**: the parameter containing the content path.

6. Click **Save** to save all the changes.

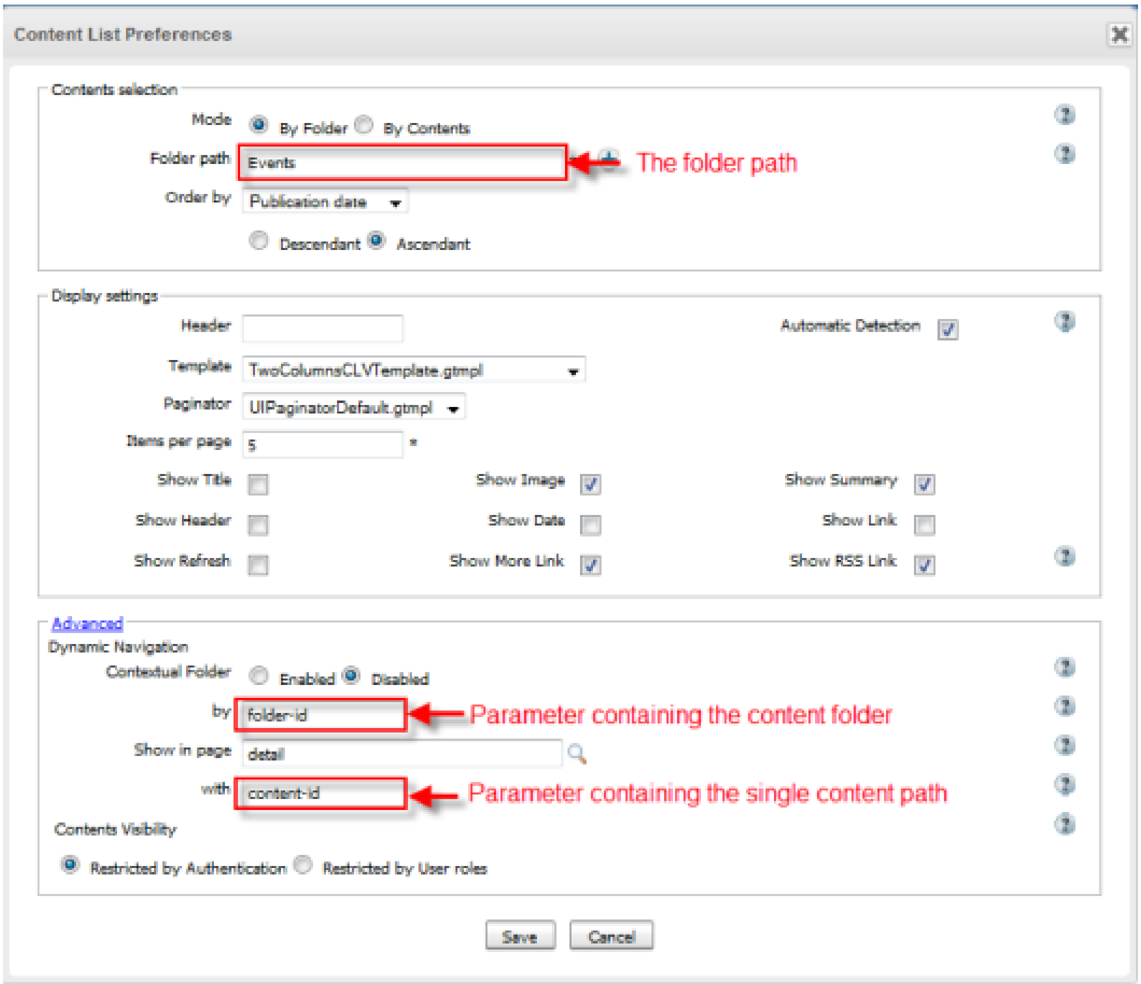
Content List Preferences. To edit the Single Content Viewer, do the following:

Procedure 4.9. Edit Content List Viewer

1. Turn on the **Edit Mode >** Select the **Preferences** icon of a Content List Viewer.



The Content List Preferences dialog appears:



Details:

Table 4.6.

Mode	This mode is to select web content for list viewer. There are two modes: 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 of all contents 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 the list.
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.

2. Browse the documents or web content of an available site by clicking the

   icon next to the **folder path** field.

3. If you select the **By folder** mode, select an available site on the left, then select a folder that contains contents (documents and/or web content) on the right by clicking the folder.

   If you select the **By content** mode, select an available folder from the left panel, all content in this folder will be listed on the right panel. Click a content on the right that you want to add to the content list. A message informs that you have successfully added it in the Content List. The selected content is listed in the Content List.

4. Enter a header for the content list in the **Header** field if you want.

5. Select a template to display the content list in the template list.

6. Tick/untick some options that you want.

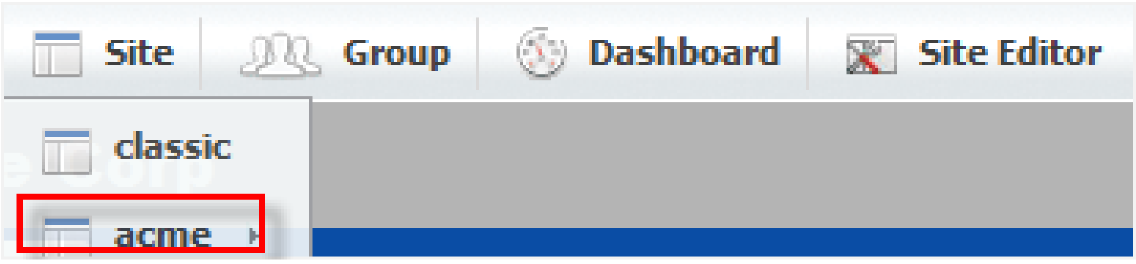
7. Click **Save** to save all the changes.

4.4.3. Inline Editing

The Inline Editing allows users to edit directly on the page without going to a separate one. Now, your interaction will become more intuitive as you can edit the text right at the shown same location.

To do the inline editing, do as follows:

1. Select the page you want to edit. For example, "acme".

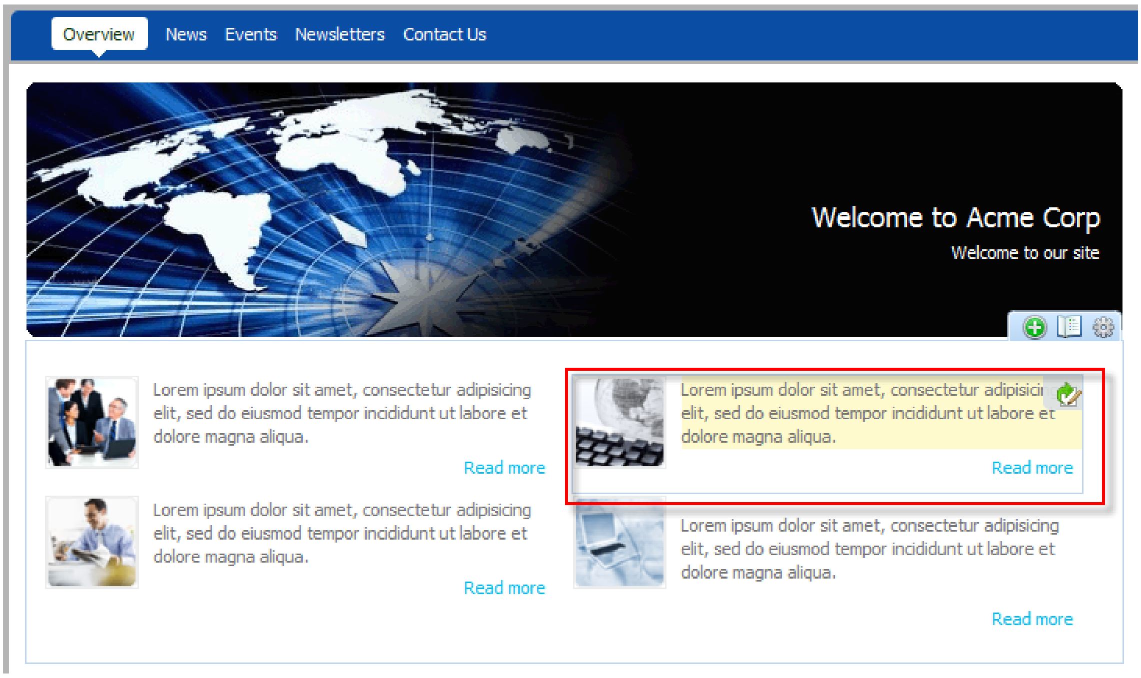


2. Select the **Edit** mode on the administration bar.

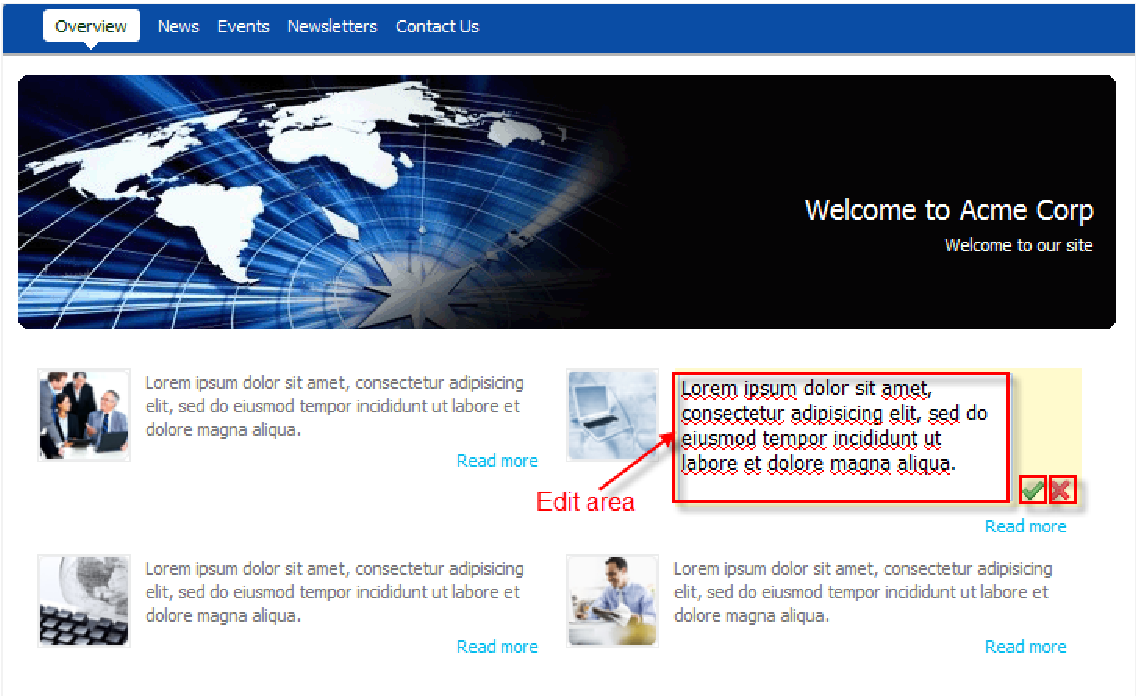
   You will be directed to the edit mode of your selected page.

3. Hover your cursor over the area you want to edit.

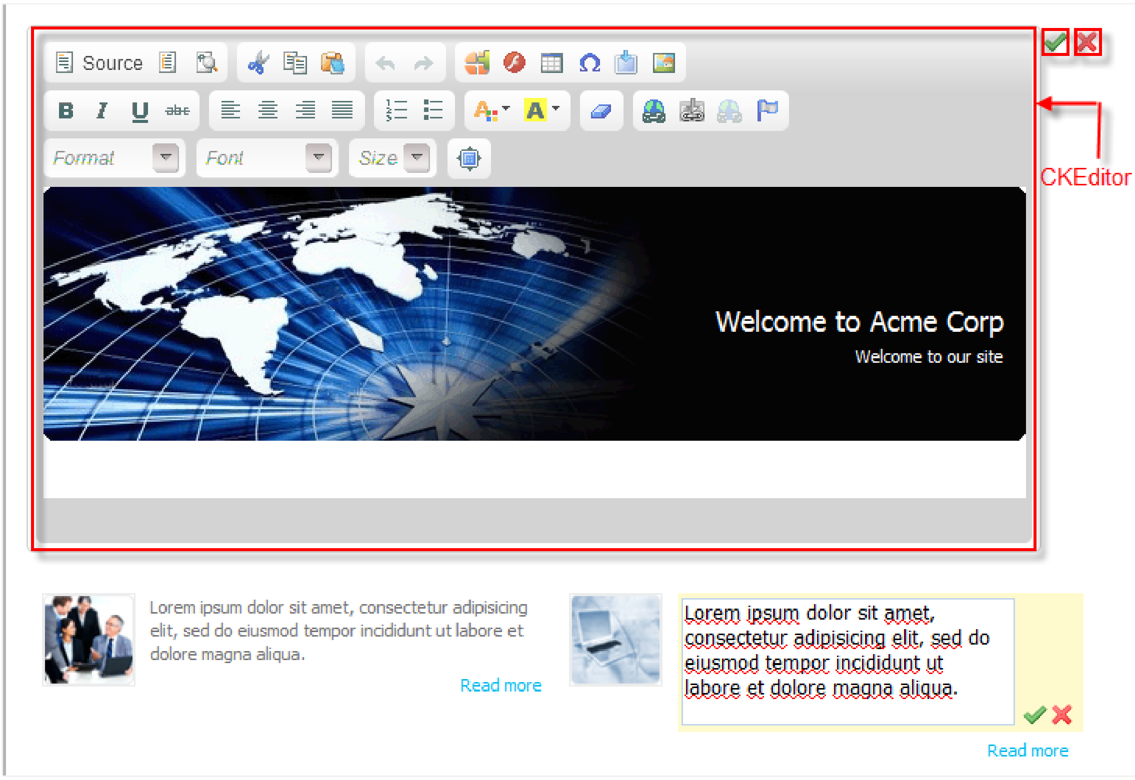
   The editable area will be highlighted as below.



4. Double-click the area until the Edit area is shown as below.



In case the hovered area is in the Rich Text format, the Edit area will be displayed with the *CKEditor* [http://docs.cksource.com/CKEditor_3.x/Users_Guide] as below:



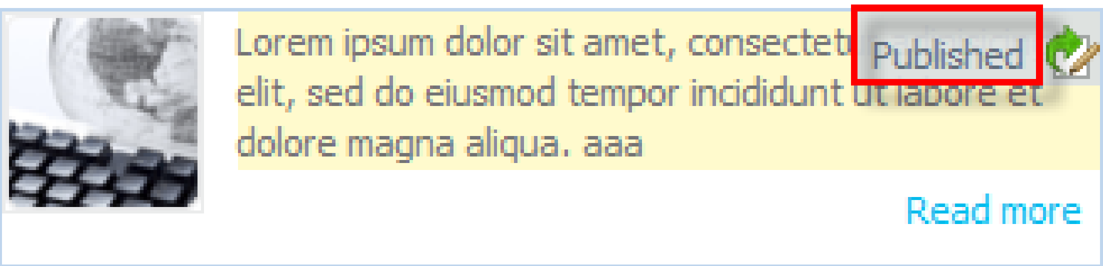
5. Make changes on the Edit area, then click to accept;

   Or click to discard changes.

6. Publish the edited content:

   After the content is changed, it is in the Draft state:

Click the  icon to publish the content, and it is now in the Published state:



CKEditor

When using CKEditor to write/edit a document, you can also:

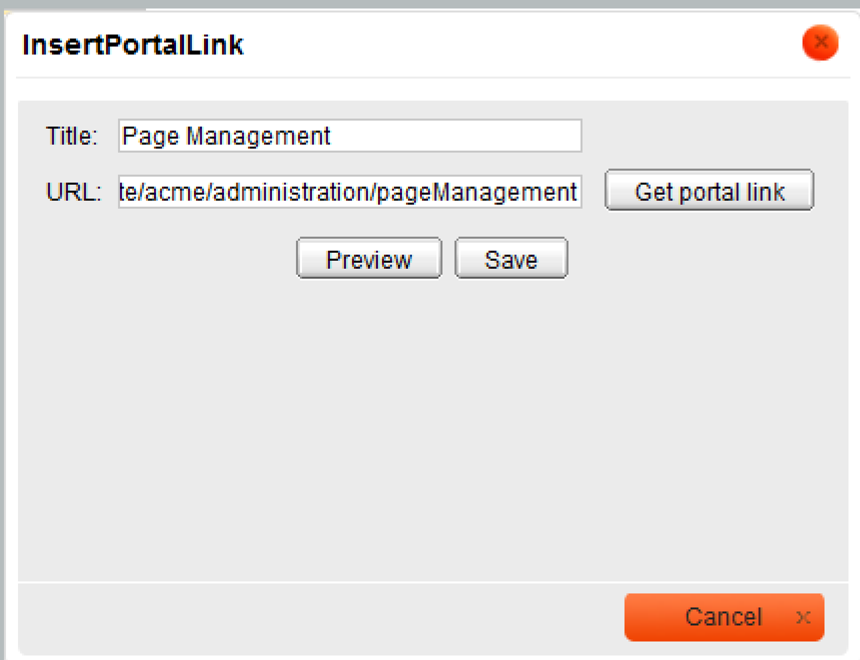
- Insert a portal link: allows inserting a portal link to the document.
- Insert a content link: allows inserting a content as a link to the document.

Procedure 4.10. Insert a portal link

1. Click

   to open the **InsertPortalLink** form:

2. Enter the title of the portal in the **Title** field.

3. Enter the portal URL manually, or you can also click **Get portal link** to open a page including all the portals in the same server, then select one that you want.

4. Click **Preview** to view the portal.

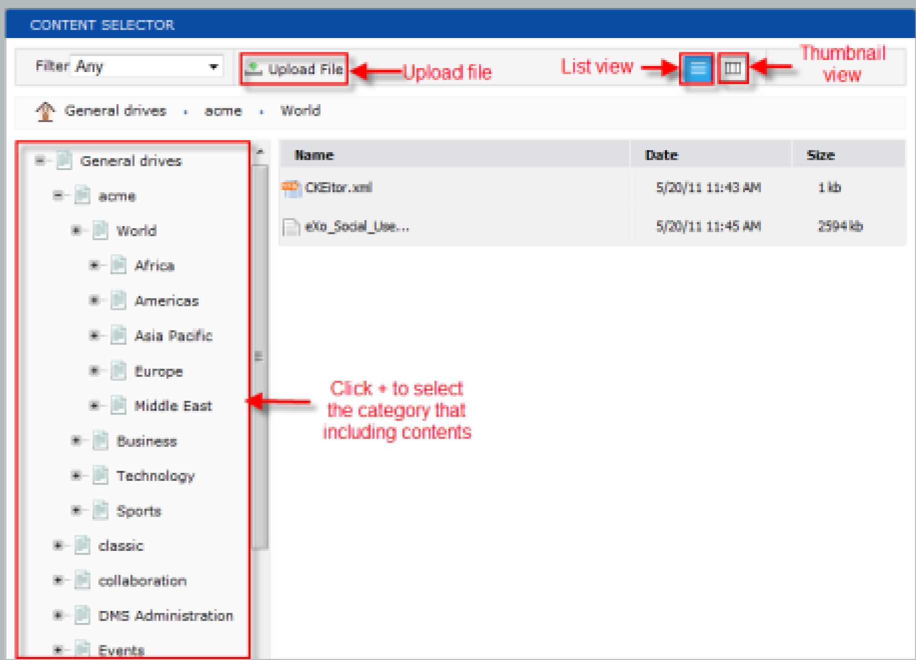
5. Click **Save** to accept inserting the portal to the document.

Procedure 4.11. Insert a content link

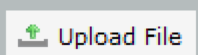
1. Click

   to open a page:

2. Click + in the left panel to list the contents in the right panel or click

   to upload a file from your local device.

3. Click a content that you want to insert to the document.

4.4.4. Publication Process

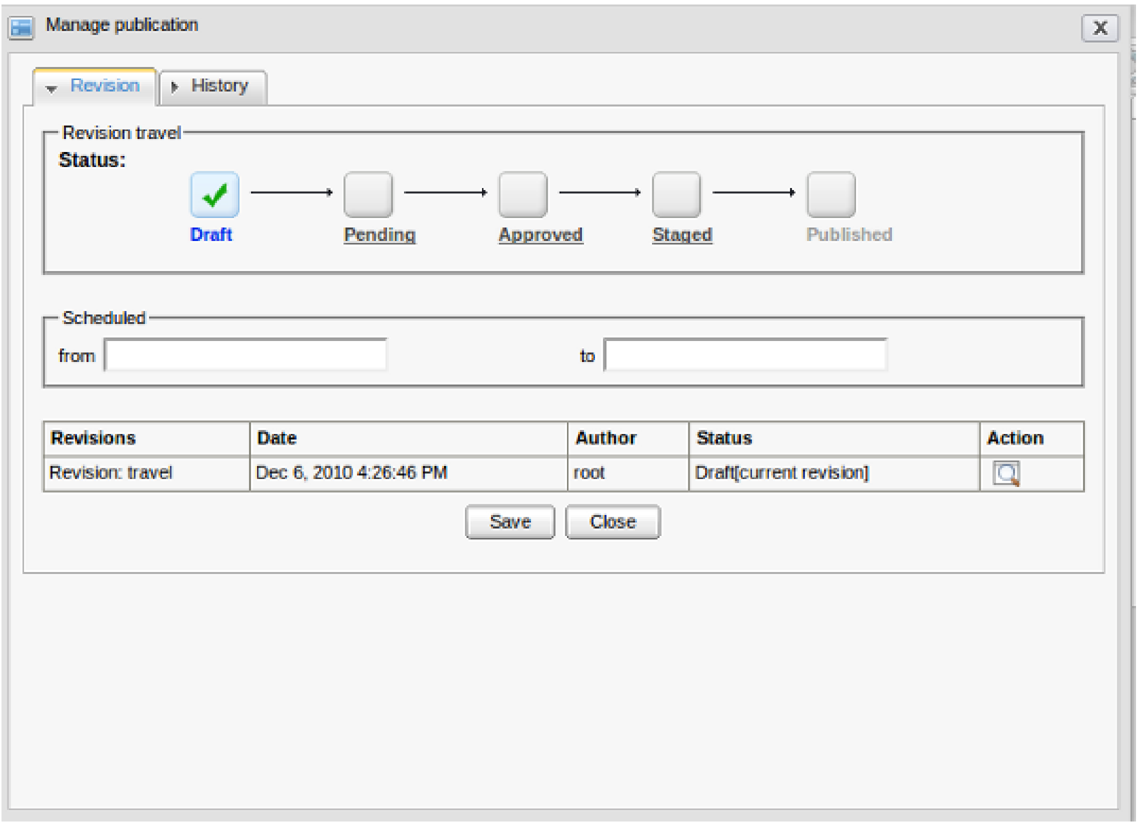
After a new content is created, it is saved as draft and you can easily to publish it on your site. The publication process consists of four steps:

Request approval > Approval > Stage > Publish

If you do not have the right to approve or publish a content, so when you want to publish your content, you need to send your approval request first.

If you have the right to approve or publish a content, you do not need to send a request approval. You can yourself publish it with the **Stage** step immediately.

- **Request approval**: When a new content is created, it must be approved before publishing by clicking **Request Approval** on the action bar of the Content Explorer or clicking **Pending** in the Manage Publication form:

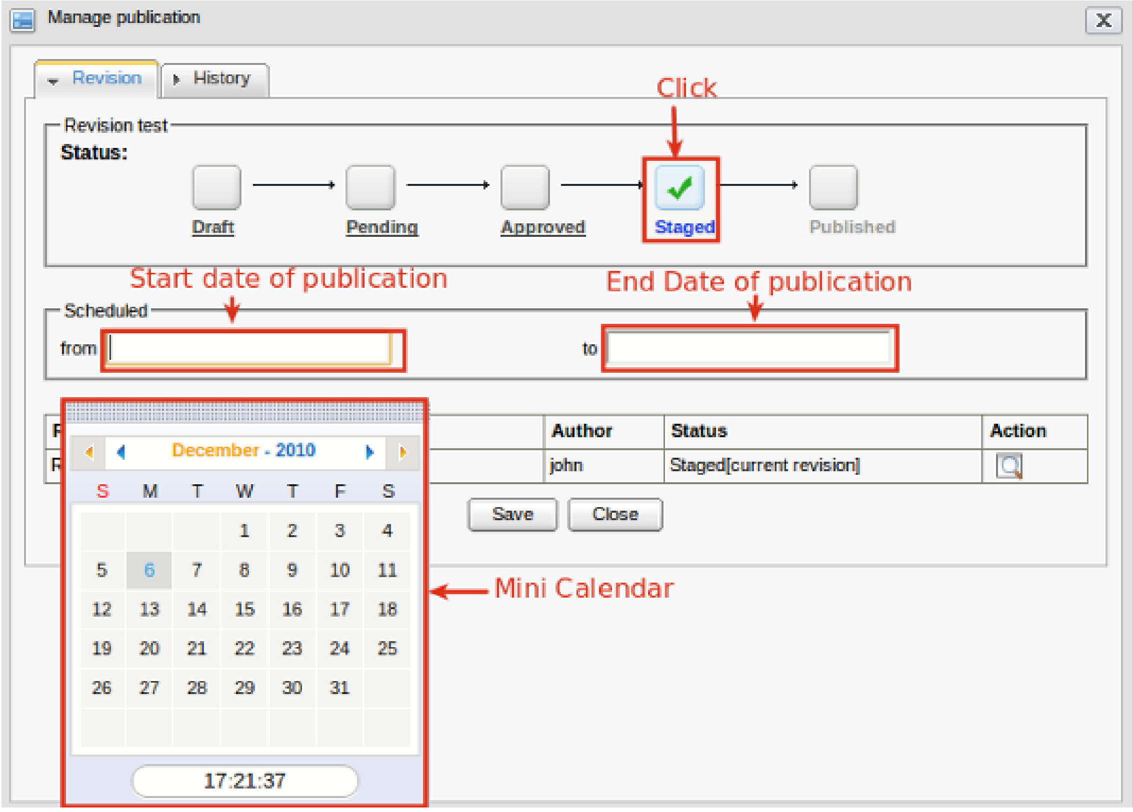


- **Approve**: To approve a content, click **Approve** on the action bar of the Content Explorer or click **Approved** in the Manage Publication.

- **Stage**: Stage enables you to publish a content in a period. After selecting the publication schedule for the content, it will be automatically published as the schedule.

  To publish content for a stage, click **Stage >** Click **From/ To** to open a mini calendar **>** Select the date to publish.

  To publish your content forever, you should not set time in the **To** field.



- **Publish**: A content will be published when you have completed the **Stage** step.

> **Note**
>
> You will see a list of draft contents, pending contents which are waiting to be your approval if you have the approval right and contents that will be published at the bottom of the Content Explorer. Click your desired contents to review, approve or publish.

4.5. Content Inside Categories

You can create new contents in any folders or directly in a CLV with Incontext Editing. However, creating contents inside a category helps you easily and quickly manage and publish them.

4.5.1. What is a Category in eXo Content?

Categories are used to sort and organize documents to ease searches when browsing documents online. After creating a document, you should categorize it by adding it to a category. You should directly create documents in a category, then the documents are automatically created links to them in the category. When you browse the category, it will be possible to find the referenced documents and display them as if they were children of the category node.

Categories are stored in the JCR itself .

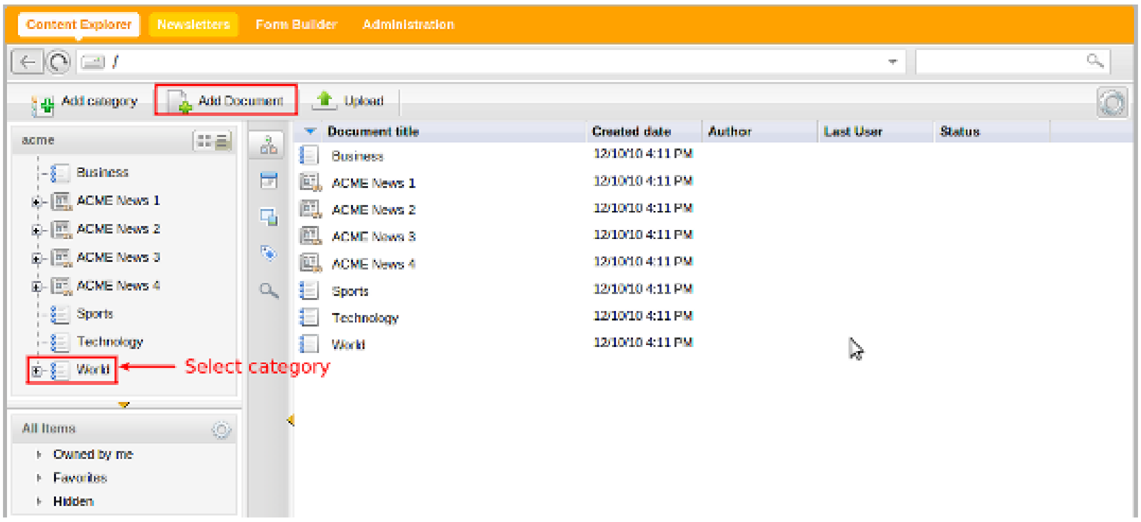
4.5.2. Create a Content

This section will show you how to create a content in a category.

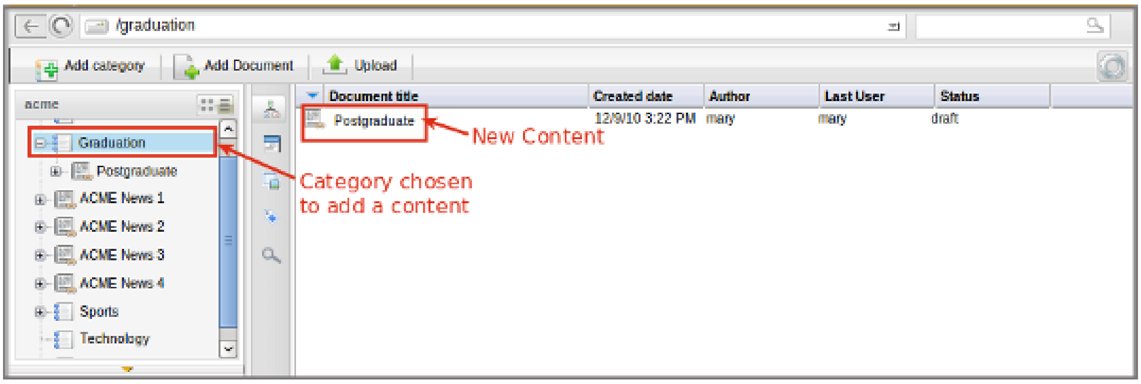
Do the following:

Procedure 4.12. Create a content

1. Go to **Group > Content Explorer >** select a category in a drive. For example, select **Acme** drive as the following illustration.



2. Click the **Add Document** button to create a new content. See *Section 4.8.4.2, "Add a document"* to know how to add a new content. The new content is a symlink.



Click the symlink to view the content.

4.6. Dynamic Navigation

Dynamic Navigation enables you to get a parameter to configure the portlet by URL. It means that the URL containing the content path can be dynamically changed.

This section shows you how to use Dynamic Navigation in eXo Content.

Do the following to access Dynamic Navigation:

Procedure 4.13. Access Dynamic Navigation

1. Turn on the **Edit Mode >** hover the mouse over SCV or CLV and select the **Preferences** icon.

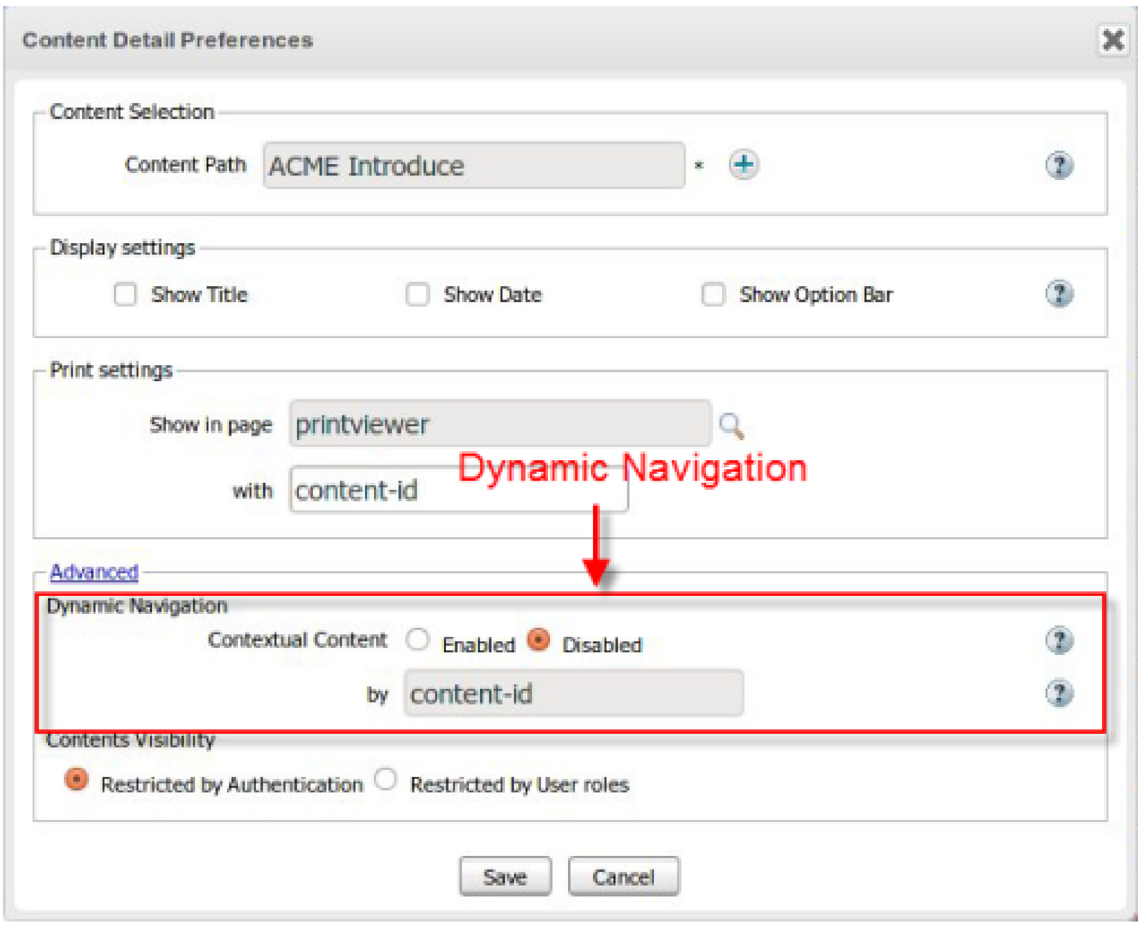
   If you select the Preferences icon of SCV, the Content Detail Preferences form displays.

   If you select the Preferences icon of CLV, the Content List Preferences form displays.

2. Click the **Advanced** link in the Content Detail Preferences form/ the Content List Preferences form.

   The Dynamic Navigation will display.

   Dynamic Navigation in SCV



Details:

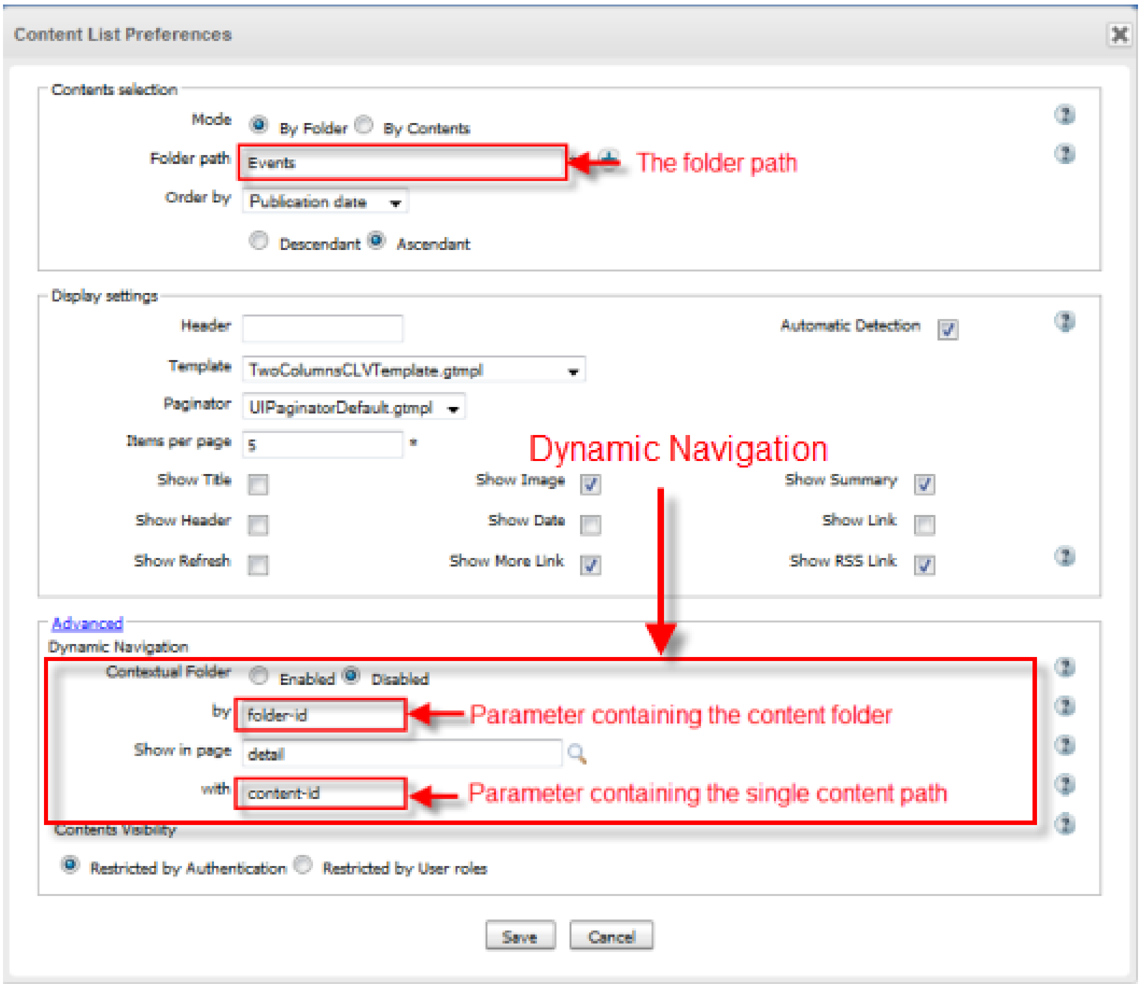
Table 4.7.

Contextual Content	• Disable: It means a single content will be opened by an URL containing the Content Path. • Enable: This portlet is configured with the provided parameter (content-id by default).
By	This parameter is the key in the URL to let SCV know which really is the path in the current URL. It is editable when Contextual Content is Enable.

For example, open a single content with the Content Path "ACME Introduce". The URL of the content is the following:

URL: ... */ecmdemo/private/acme/printviewer?content-id=/repository/collaboration/sites content/live/acme/web contents/site artifacts/Introduce&isPrint=true*

Dynamic Navigation in CLV



Details:

Table 4.8.

Contextual Folder	• Disable: It means a single content will be opened by an URL containing the Folder Path (for CLV) • Enable: It means the path of content list (Folder Path in the Content Selection path) can be dynamically changed by URL.
By	This parameter is the key in the URL to let CLV know which really is the path in the current URL.
Show in page	A single content in CLV will be shown in a selected page. You can choose any page but you should take one with a Content Detail Portlet. The Content Detail Portlet should

	enable “dynamic navigation” that interprets the URL and shows a single content.
With	This parameter is the key in the URL to let SCV know which really is the path in the current URL.

4.7. SEO Management

SEO (Search Engine Optimization) allows you to improve the visibility of your web pages and web content in the major search engines (Google, Yahoo, MSN, Live) via the search results. The higher your website position is in the search engine results page, the more visitors access it. Therefore, it is very important for you to maximize your web pages and contents' position in the search engines.

eXo Content supplies you with the **SEO Management** feature to meet this target. By using **SEO Management**, you can easily manage SEO data of web pages and web content and optimize your website for search engines.

To use this feature, do as follows:

Procedure 4.14. Manage SEO data

1. **Open the SEO Management form:**

   Click the

   icon on the Administration bar and the SEO Management form appears. Depending on your SEO management for a page or a content, the content of the SEO Management form will be different:

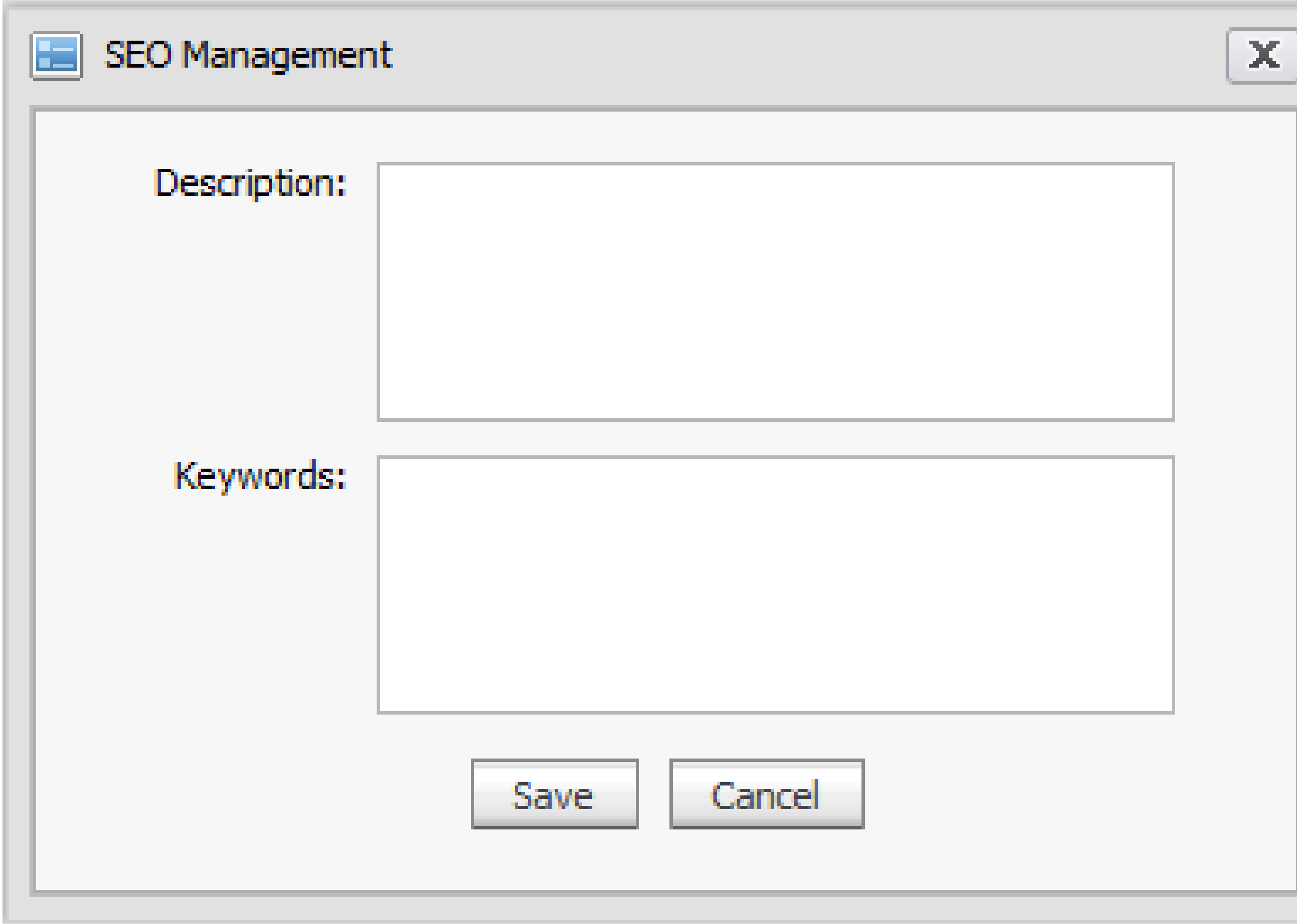


Figure 4.1. The SEO Management form for a content

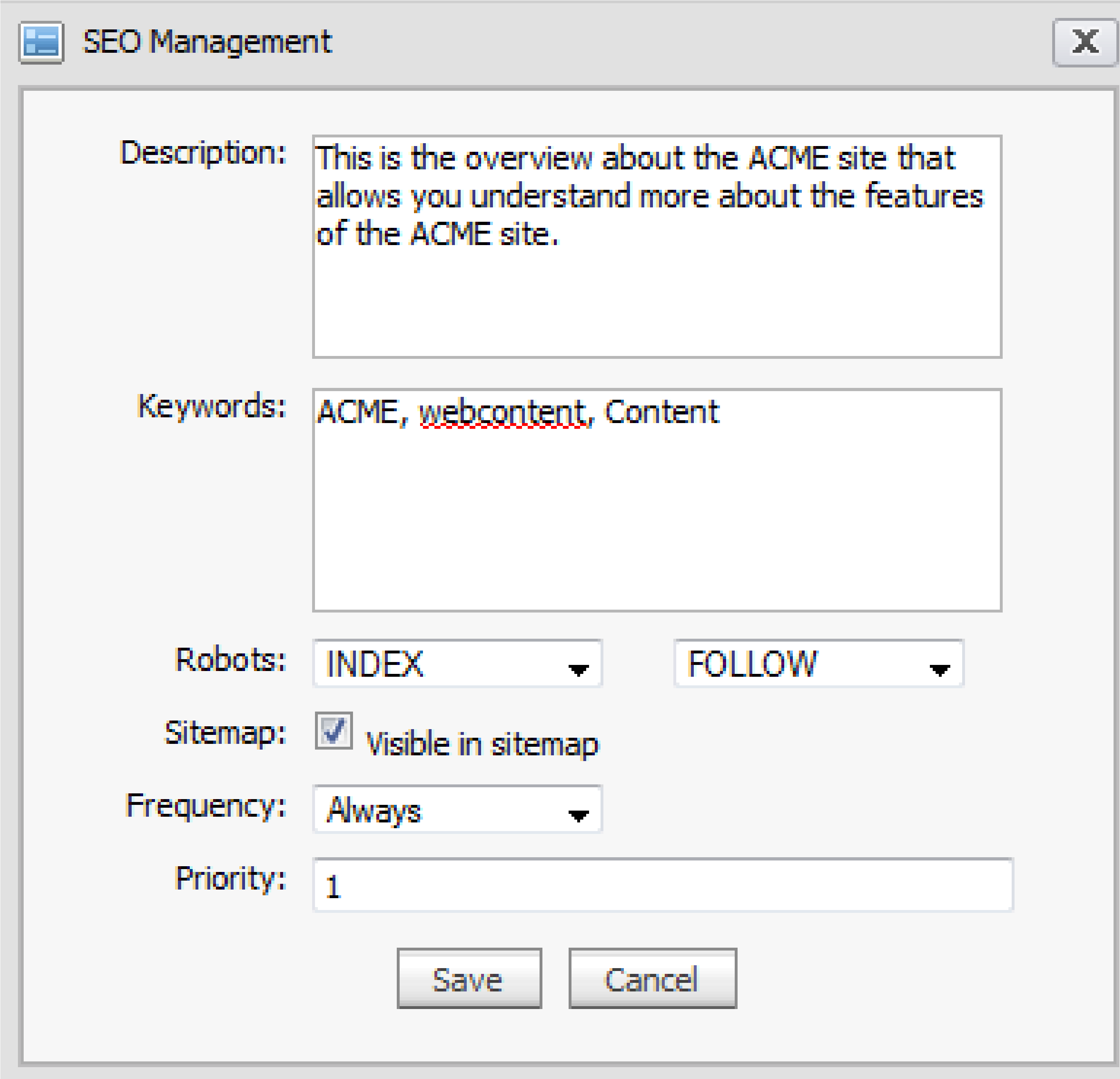


Figure 4.2. The SEO Management form for a page

Details:

Table 4.9.

Field	Information
Description	The description of your page/content. This description will be seen in the results list of search engines.
Keywords	By using these keywords, other users can find out your page/ content via search engines.
Robots	Search engines can access the whole directories on a web site, or individual pages, or individual links on a page and list your page/content or not, it depends on your options: • **INDEX**: Allows search engines to index your page/content on the search engine results page. • **NOINDEX**: Restrict search engines from indexing your page/content on the search engine results page. Use this option in case you want to keep your page private. • **FOLLOW**: Allows search engines to follow links from your page to find other pages. • **NOFOLLOW**: Restricts search engines from following links from your page to find other pages. Use this option in case you want to prevent spam links in comments of blogs, forum and others.
Sitemap	Allows you to see the pages of the sites in the tree-like structure.
Frequency	Shows how often pages are updated on the site. Also, setting your frequency levels tells the search engines which pages should be crawled over other pages. The frequency levels include: Always, Hourly, Daily, Weekly, Monthly, Yearly and Never. If you set "Never" for the frequency level, meaning that this page never gets updated,

Field	Information
	so search engines will move onto other pages that get updated more frequently.
Priority	Allows search engines to search the page with the higher priority level first. The acceptable value in this field is 0 - 1. 0 is the lowest priority level and 1 is the highest.

2. Fill out all the fields in the form.

3. Click **Save** to finish creating SEO data.

The color of the SEO Management icon

- 

  means that the SEO information is empty.

- 

  means that the SEO information has been updated but some information are not filled out yet.

- 

  means that the SEO Management form is filled out with the full SEO information.

- 

  means that the SEO Management feature is disabled.

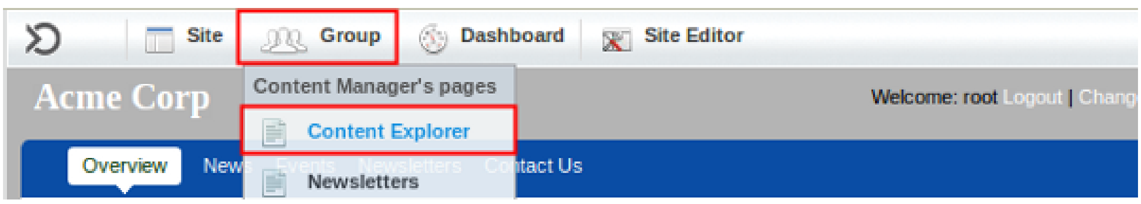
4.8. Content Explorer

4.8.1. Access Content Explorer

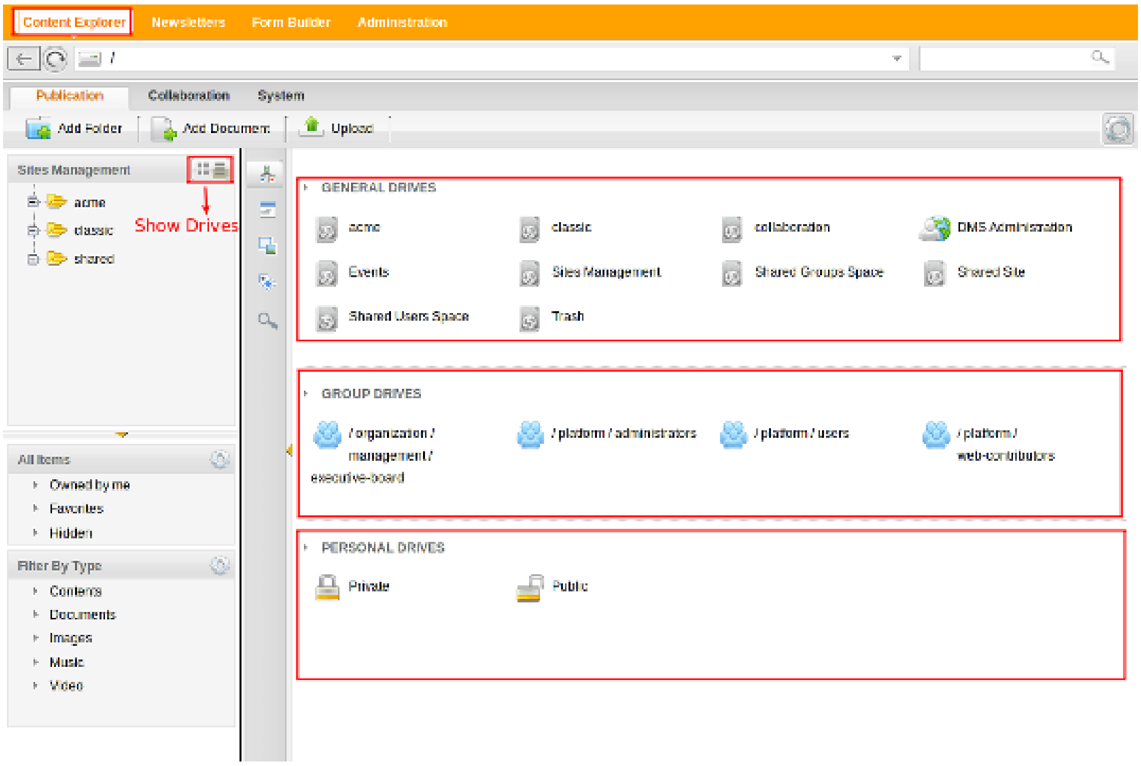
This page is used to manage all documents in different drives. This is really the flexible way because you can do through the Internet anytime and anywhere. By default, anyone can access Content Explorer but performing actions on Content Explorer depending on the role of each user.

Procedure 4.15.

- Go to **Group > Content Explorer** on the administration bar:

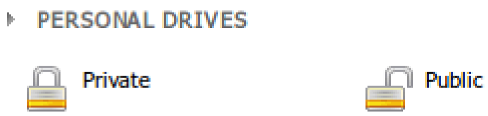


A list of all drives organized in groups: Personal drives, Group drives and General drives in the Content Explorer displays:



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 resources and share them with others, work in the Public drive.



Group drives:

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

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

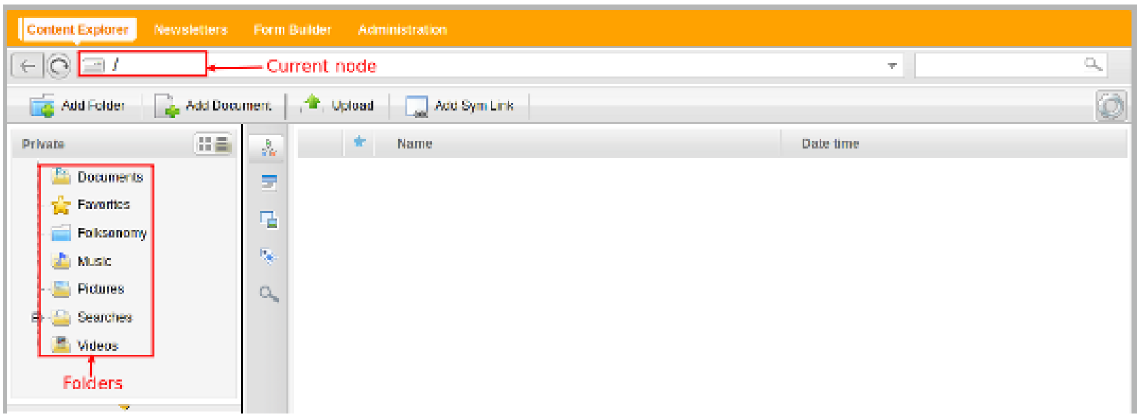
General drives:

This is the working space for everyone but your access right in different drives depends on your role. If you access as administrator role, you can see all drives; otherwise, you can see some drives only as a web contributor role.

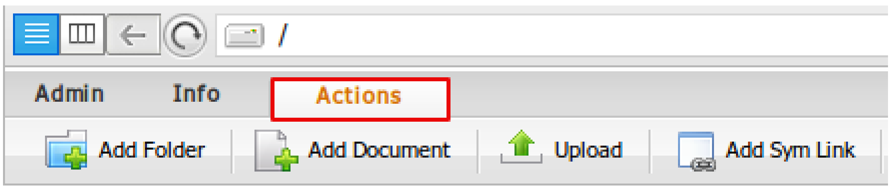
4.8.2. Drives

4.8.2.1. Private drive

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



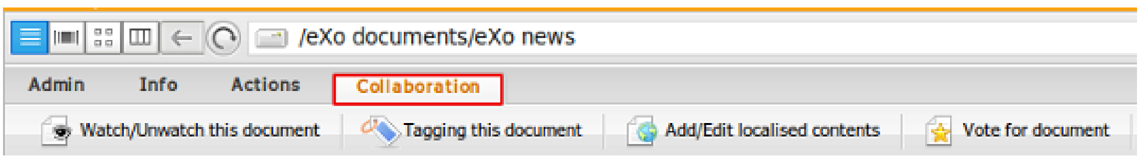
By default, there are some initialized folders to store private user's resources.

- 

  By selecting the Actions tab, you can:

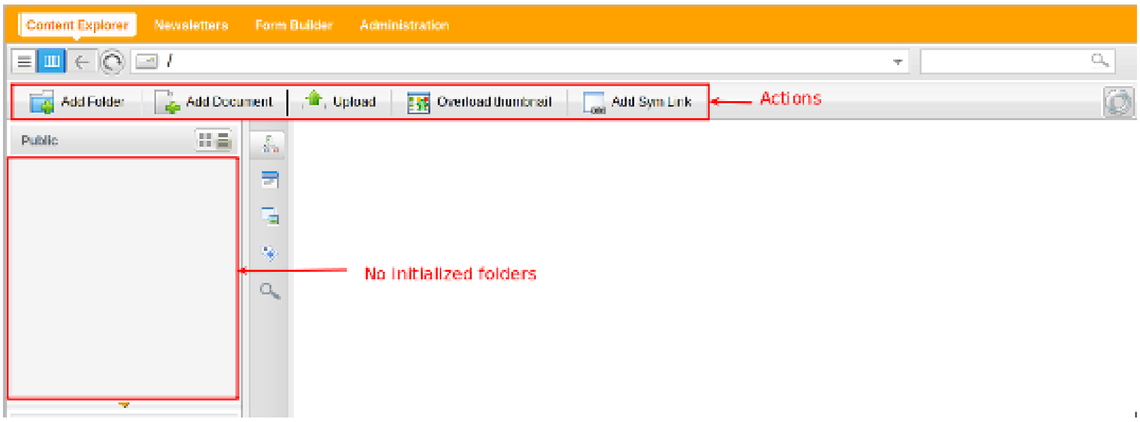
  - Create a new folder
  - Create a new document
  - Upload file from your computer
  - Add Symlinks
  - Overload Thumbnails

- 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:
    - Set up 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.

4.8.2.2. Public drive

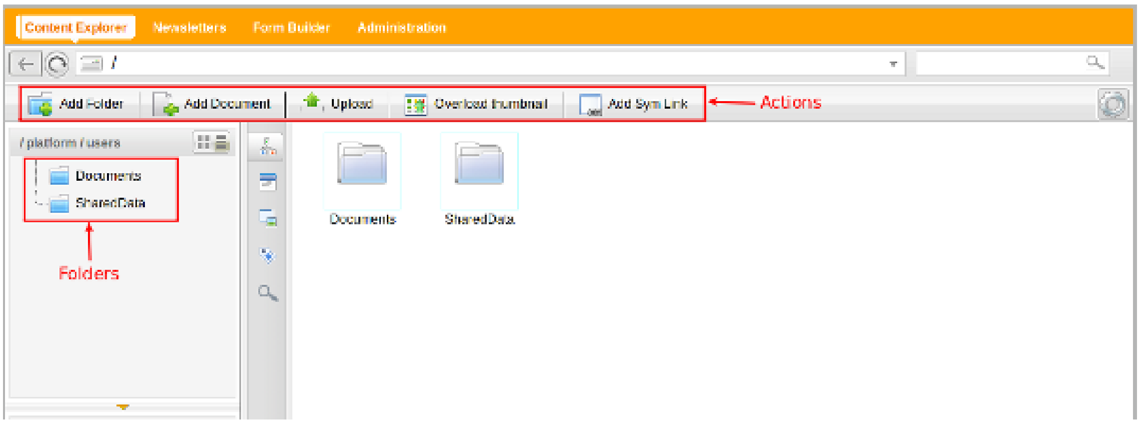


With the Public drive, there is no initialized folder but you can create by yourself.

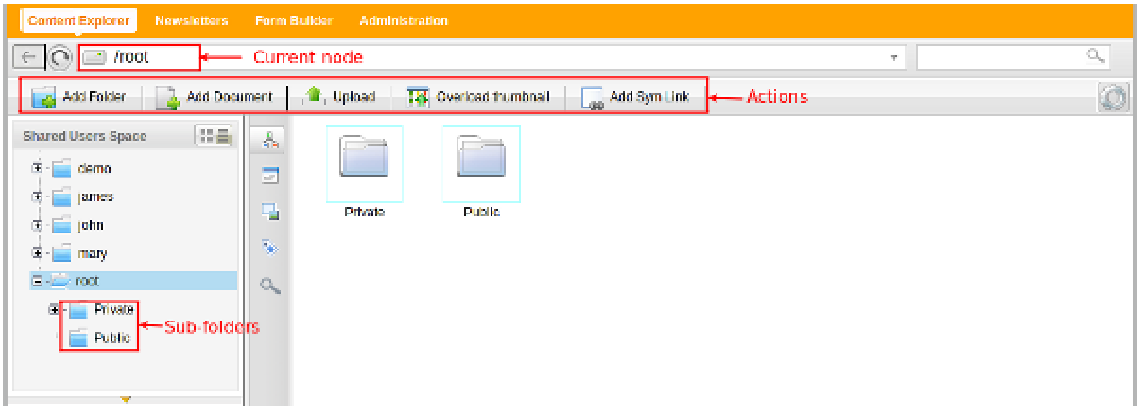
In the Public drive, you also can take actions like in the Private drive.

4.8.2.3. 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.



4.8.2.4. Shared Users Space drive



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

- 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 cannot:
  - Add a folder/document in a root node.
  - Add a folder/document in a folder named as other users' username and to child nodes of this folder.
  - Add folders/documents in a folder named as your username (e.g, you cannot add a folder/document in the folder "root"), but you can do in its child nodes "public" and "private".

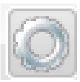
- Rename a default folder.
- Lock folders named by a user.
- Delete a default folder.

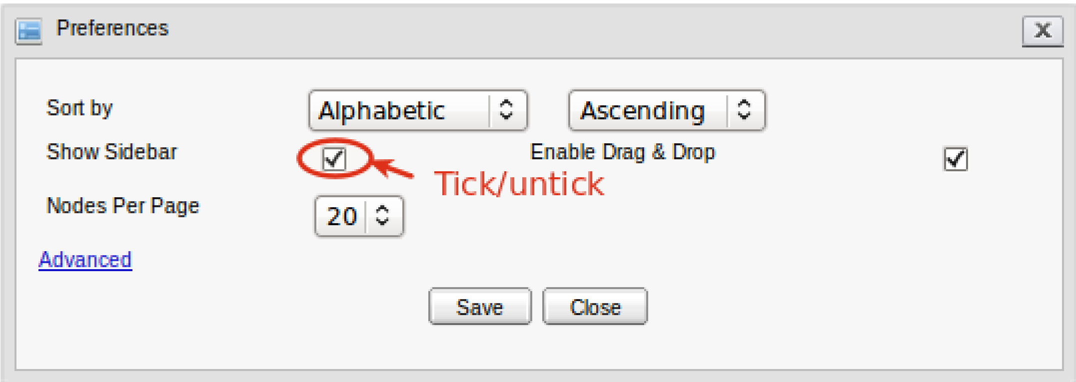
4.8.2.5. Show/hide the sidebar in a drive

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

You can show/hide the sidebar in two ways:

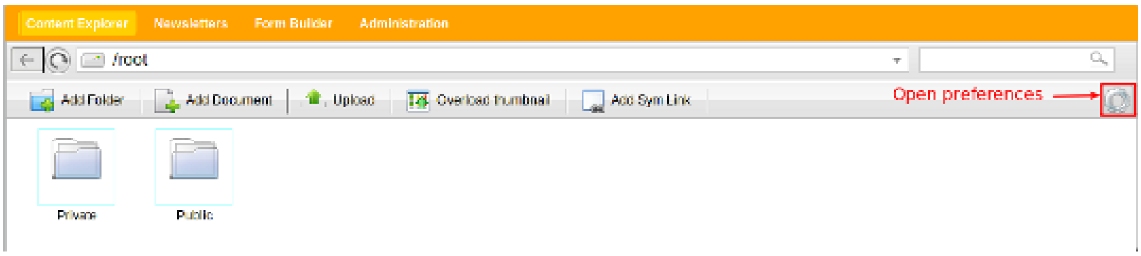
1. **Procedure 4.16. Method 1**

   1. Click the  icon to open the **Preferences**:

   2. Untick the **Show sidebar** checkbox **> Save**.

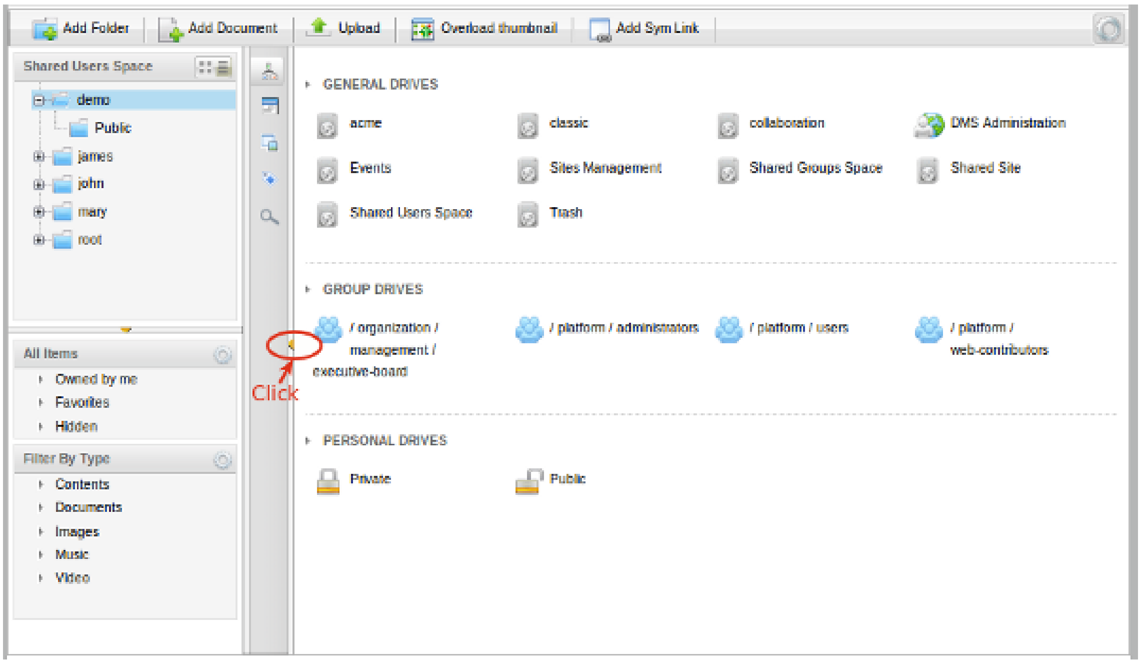
      The drive will be displayed like the illustration below:

   3. To show the sidebar, tick the **Show sidebar** checkbox in the '**Preferences**'.

2. **Procedure 4.17. Method 2**

   1. Simply click the Expand icon to hide the sidebar as the illustration below:



2. Click the Collapse icon to show the sidebar back.

4.8.3. Views

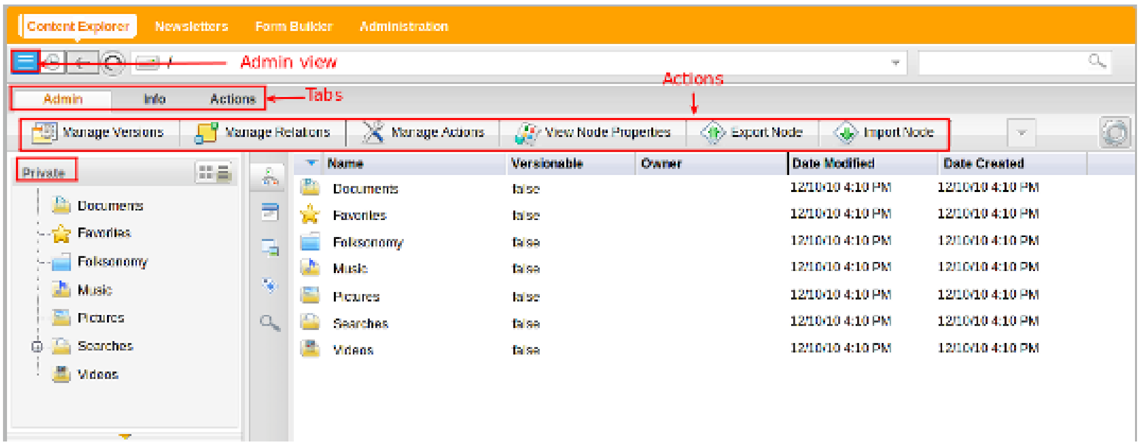
There are many drives in the Content Explorer. Each drive has some views that enable you to look at data in the drive in a particular way. Each view has some tabs and each tab contains some functions (or called actions).

eXo Content 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 which drive you are browsing.You can manage the view types in the eXo Content Administration. See *Section 5.2.2.3, "Manage Views"* for details.

4.8.3.1. Admin view

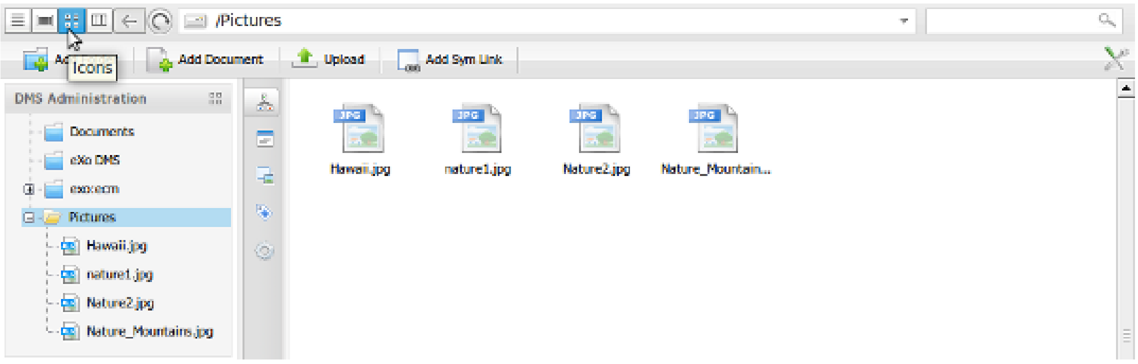
In this view, each item in the list includes following information: Name, Date Created, Date Modified, Owner, Versionable and Auditing. These information will help you manage nodes easily.



You also can sort nodes basing on node information by clicking the label of corresponding column. The icon indicates that nodes are ordered in ascending order and the icon means nodes are in descending order.

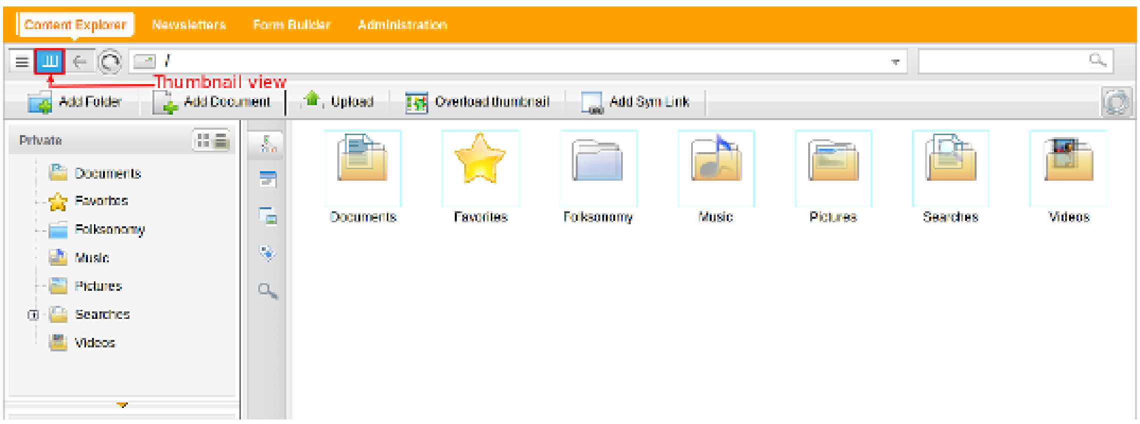
4.8.3.2. Icons View

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.

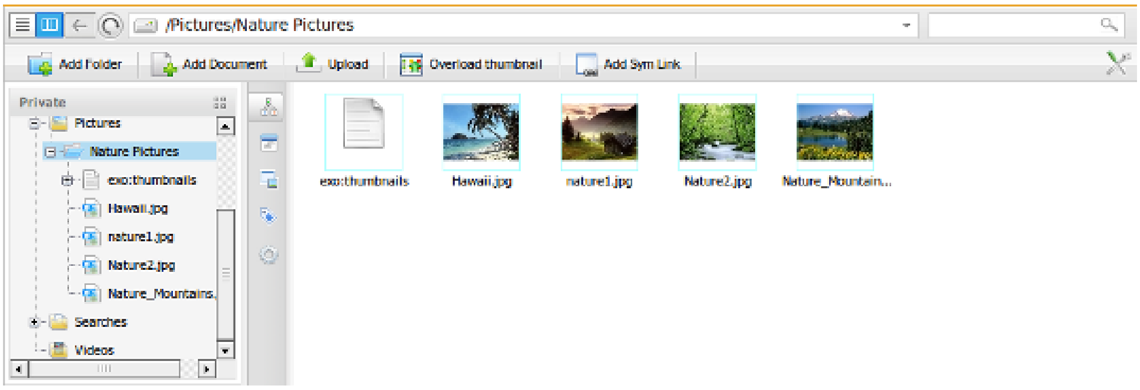


4.8.3.3. Thumbnails View

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:

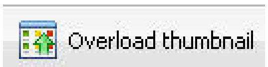


Especially, in this view, you can overload a thumbnail image for a node. For example, if you want to add a thumbnail image for the **Digital Assets**folder, do the following:

Procedure 4.18.

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

2. Click the

   icon to open the **Add thumbnail image** form.

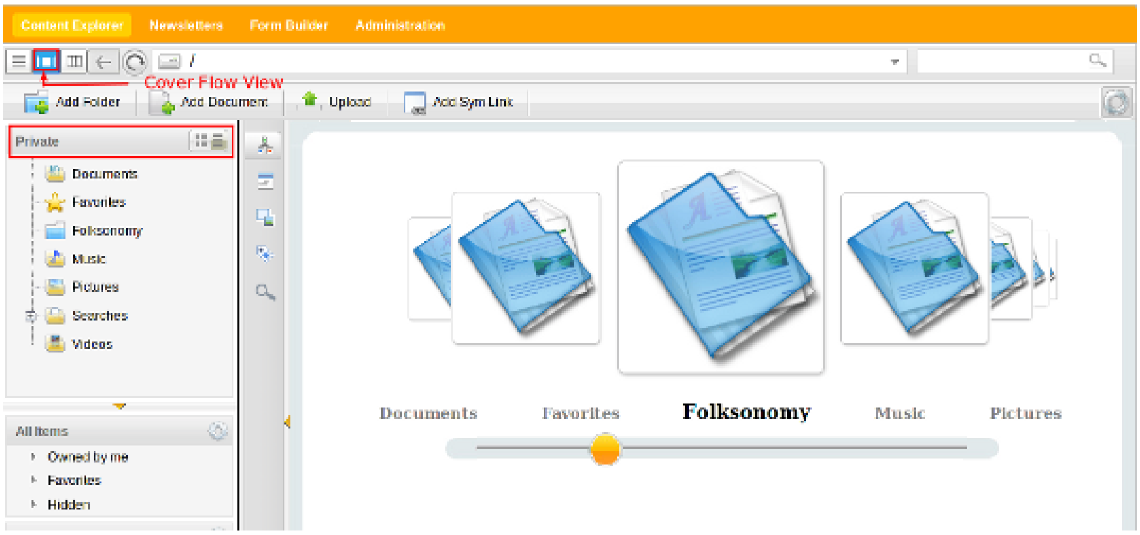
3. Select an image from your machine to use as a display icon for the selected folder.

4. Complete adding a thumbnail image by clicking **Save**. This node will be stored in a exo:thumbnails folder.

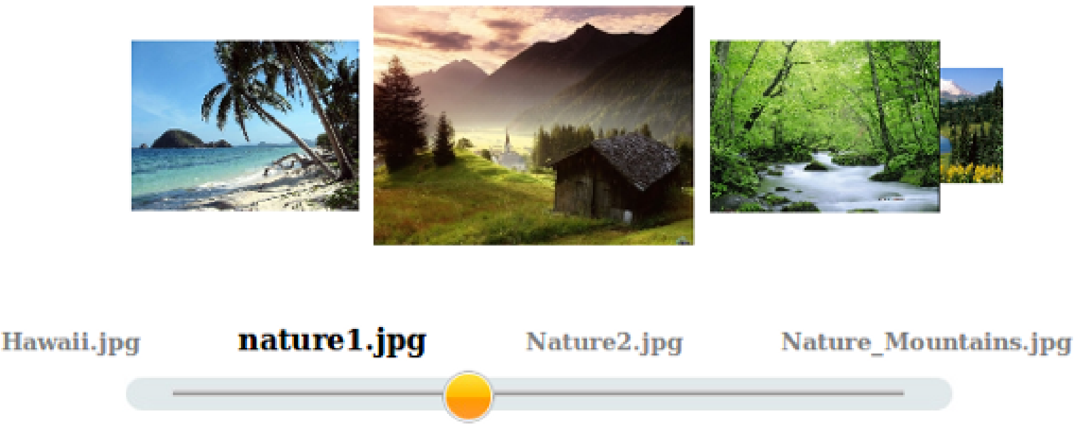
5. Back to the parent folder (folder Pictures in this example) that contains the selected folder to see a icon used to display.

4.8.3.4. Cover Flow View

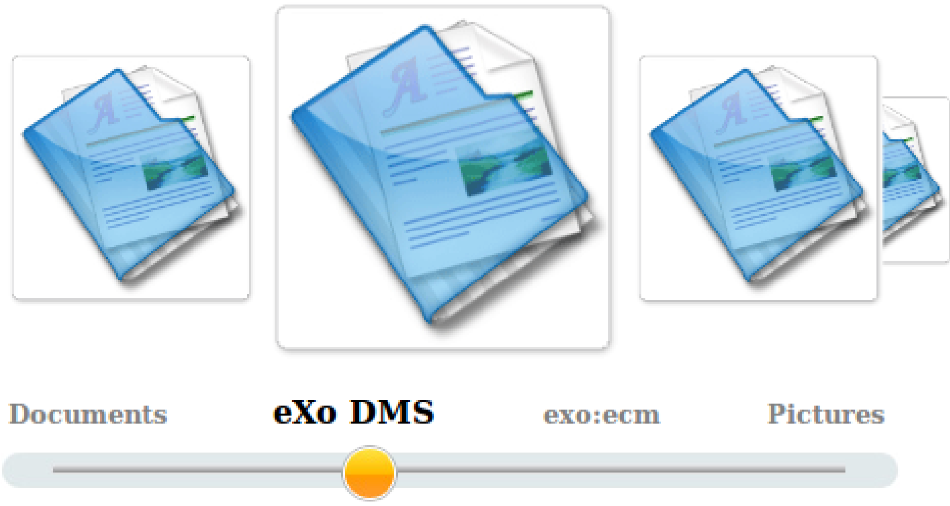
This view is defined as a dynamical one with the side-scrolling view to nodes in a folder. In this view, when a node is selected, its name is set with bold effect to more outstanding than others.



If nodes are pictures, they are shown like:



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



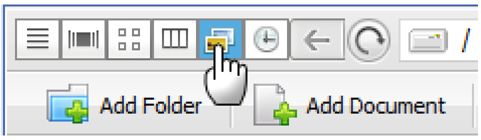
To move from one node to another one, you can do one of these ways:

- Use the mouse wheel.
- Hold and move the yellow circle button to the left or the right.
- Click the folder/document name that you want to select.

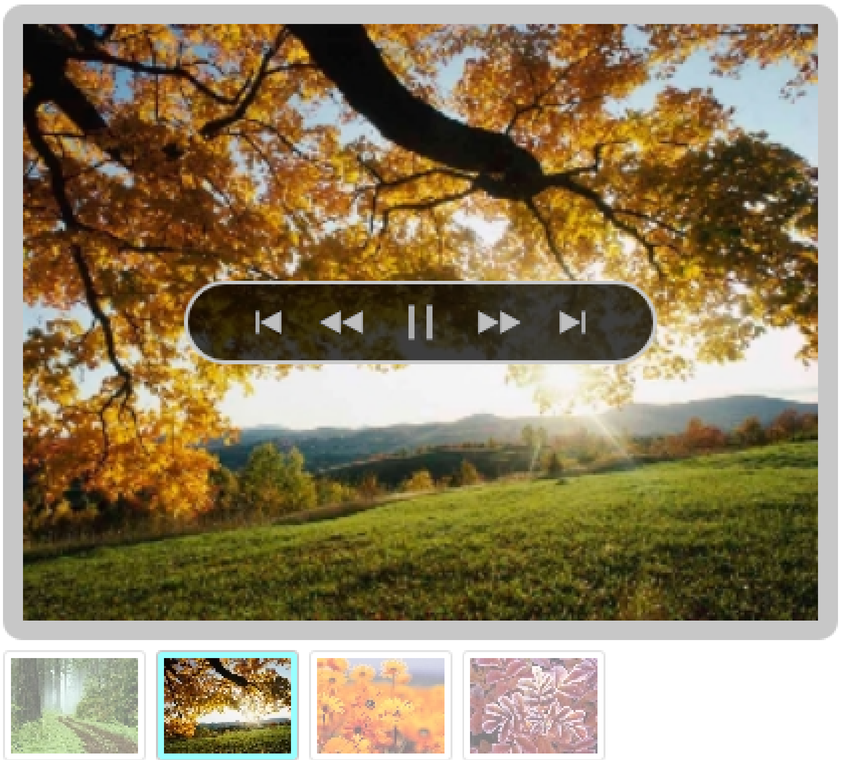
4.8.3.5. Slide Show View

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

To view pictures in the slide show, click the  icon:

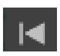


If nodes are pictures, they are displayed like the following illustration:



The Slide Show view automatically show all picture nodes. Users can control this slide show by clicking the below buttons:

Table 4.10.

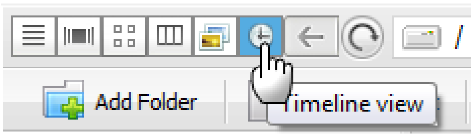
Button	Function
	Go to the first picture node.

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

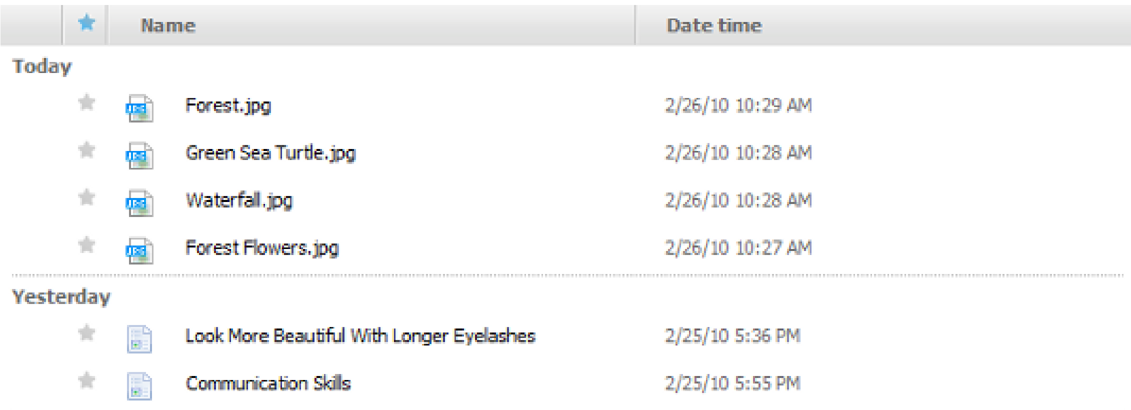
4.8.3.6. Timeline View

This view enables 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.



You can also click the icon to mark your item as favorite or the  icon of a favorited node again to remove it from favorites.

4.8.4. Actions

Actions are added in tabs in Content Explorer by administrators. Depending on each tab and each drive you are browsing and your role, you can see which action.

eXo Content consists of many actions. This section shows you how to take all the actions in Content Explorer.

4.8.4.1. Add a category

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

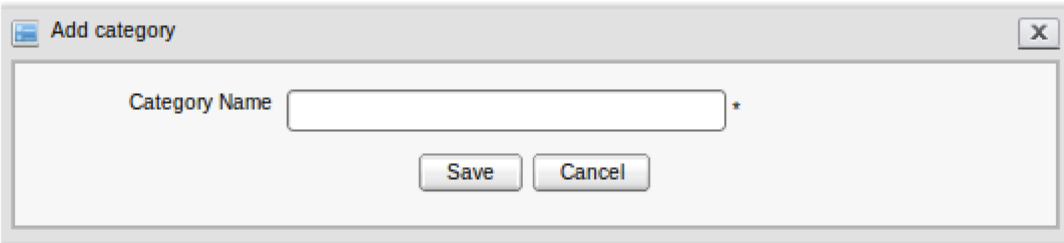
Do the following to add a category:

Procedure 4.19.

1. Choose a node to which you want to add a category.

2. Select the 

button on the action bar and the Add Category form appears:



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.

4.8.4.2. Add a document

There are several types of document in eXo Content, including **File**, **Article**, **Podcast**, **Sample node**, **File Plan**, **Kofax**.

The table below shows nodes types to which different document types can be added. 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 4.11.

	File	Article	Podcast	Sample node	File Plan	Kofax documen	Content folder	Documen folder
File	✓	✓	✓	✓	✓	✓	✓	✓
Article	✓		✓			✓	✓	
Podcast	✓	✓	✓	✓	✓	✓	✓	✓
Sample node	✓		✓			✓	✓	
File Plan	✓		✓		✓	✓	✓	✓

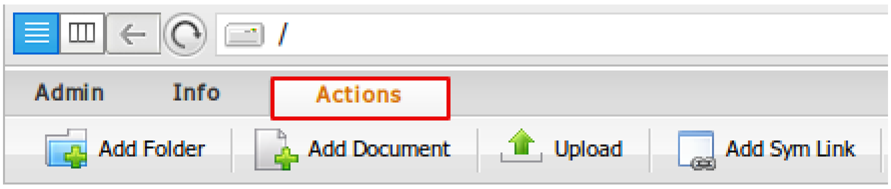
	File	Article	Podcast	Sample node	File Plan	Kofax documen	Content folder	Documen folder
Kofax	✓	✓	✓	✓	✓	✓	✓	
Uploaded file	✓	✓	✓	✓	✓	✓	✓	✓
Content folder	✓	✓	✓	✓		✓	✓	
Document folder	✓		✓		✓	✓	✓	✓

> **Note**
>
> - The ✓ icon indicates that 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 to.
>
> Follow the vertical, you will know what the node can include.

Do the following to add a new document:

Procedure 4.20. Add a new document

1. Select a folder from the left panel where you want to add a new document.
2. Click the Add Document button on the **Actions** bar to open a list of content templates:



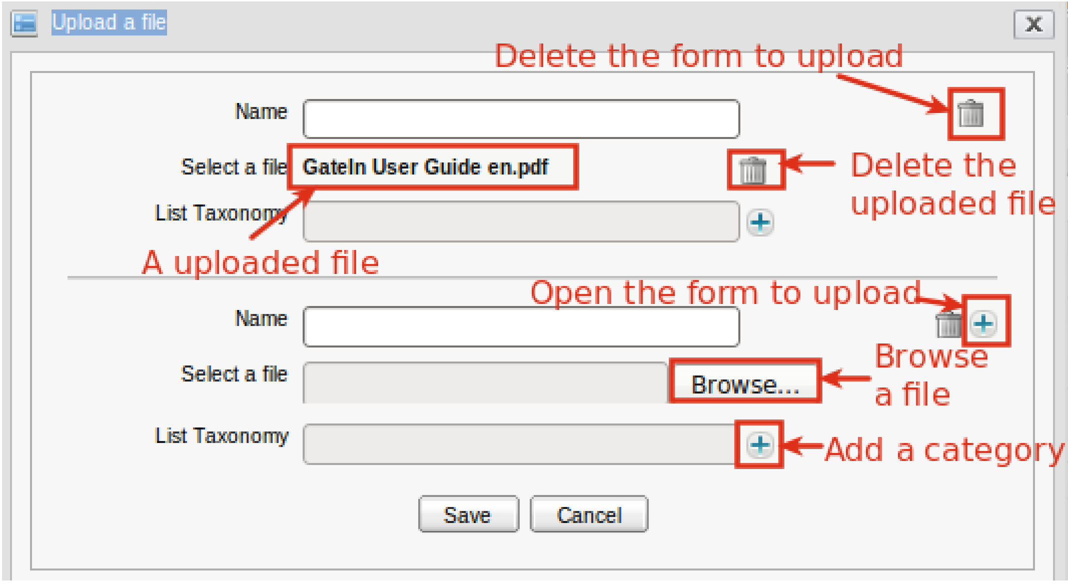
3. Select a template by clicking it and the corresponding form appears. See more details at *Step 3* of the **add a new content**procedure.

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

Procedure 4.21. Attach files to a document

1. Select a document or a folder that you want to attach files to and click the Upload button on the **Actions** bar.

The **Upload file** form will appear.

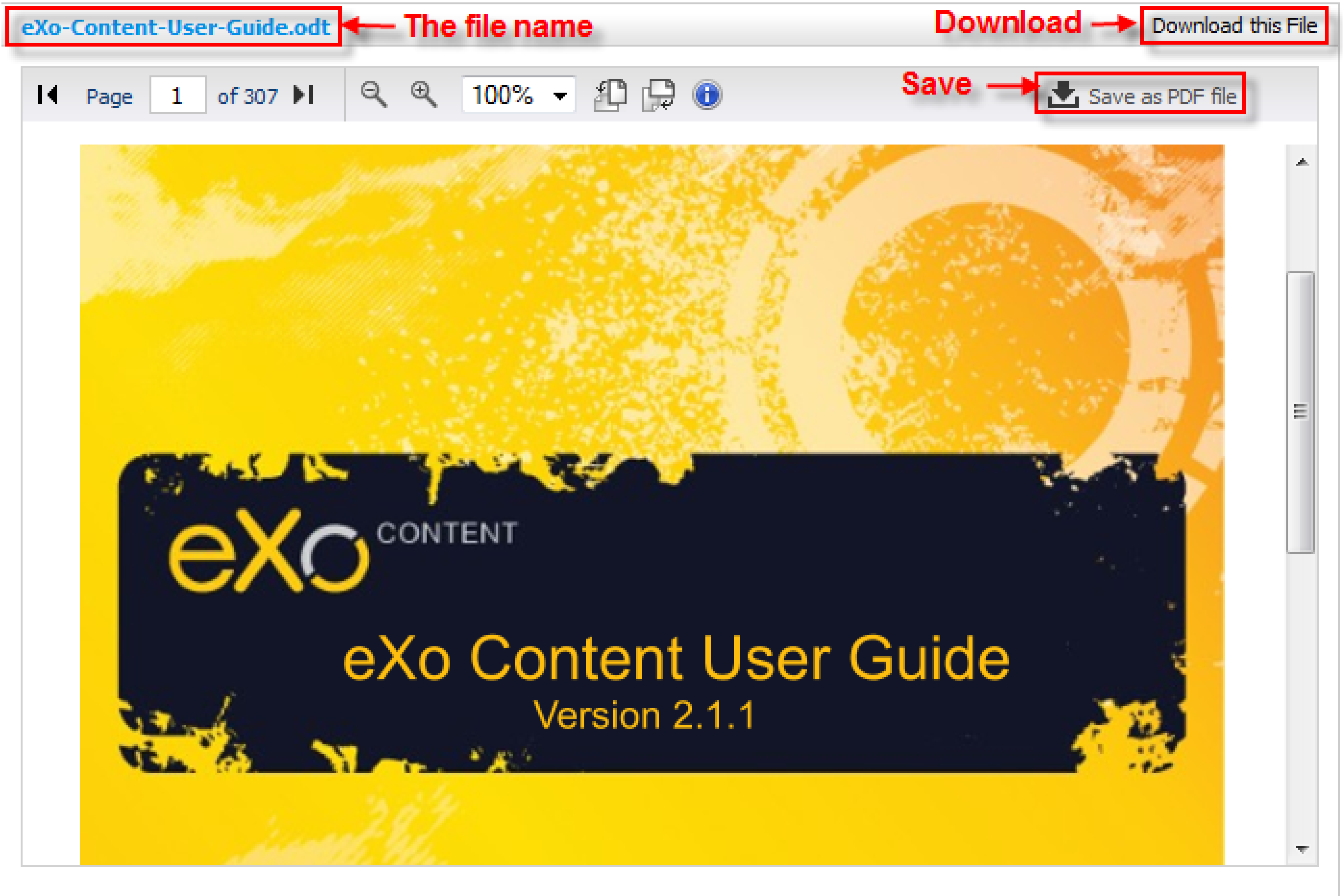


2. Enter a name into the **Name** field, otherwise, the **Name** field is automatically added with the name of the file.

3. Click **Browse** to select the attachment file. You can click the  icon to add multiple files.

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

   To view the attached file, click it and you can view it directly in the Content Explorer:



Note

eXo Content enables you to view all types of documents, such as Open offices, Microsoft office in the PDF format.

Procedure 4.22. 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 for the field **Select Template**.

   The **Add New Document** form will be displayed.

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

3. Click the icon 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.

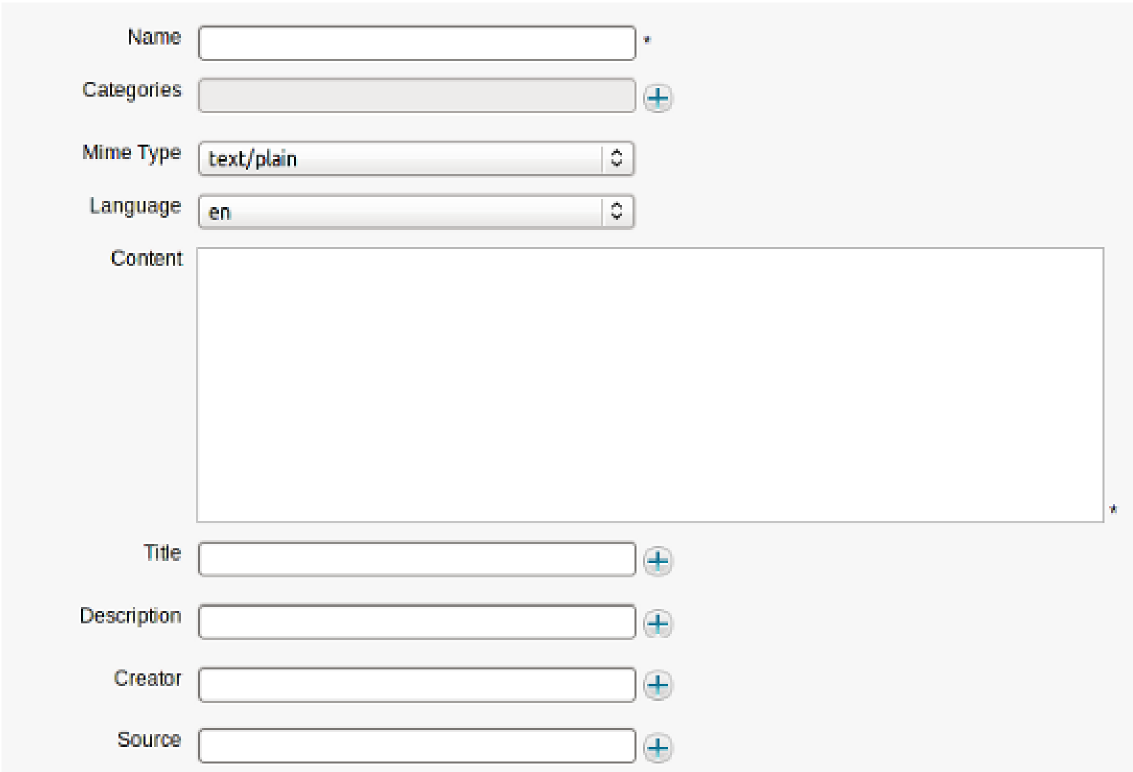
- **text/plain**: after being created, it will display exactly what you inputted in the Content field.html.

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 the 

 button in the editor bar. In this mode, only Save, New Page, Preview icons in editor bar are visible for using. Click the  icon to preview the generated content.

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

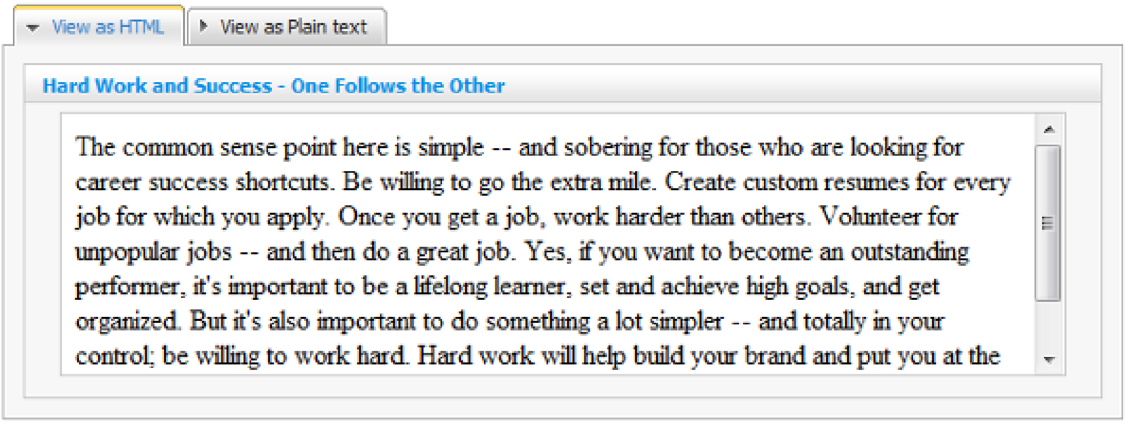


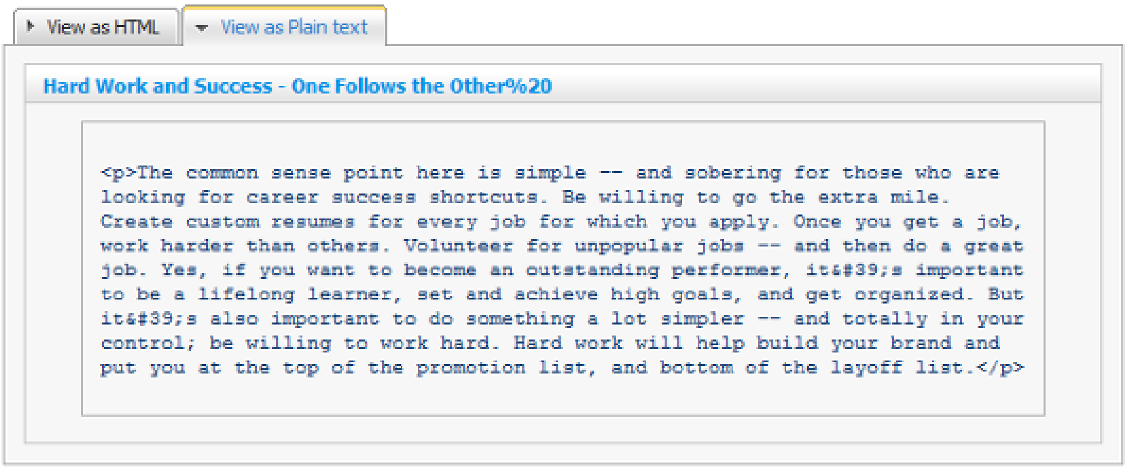
5. Fill values in all the fields, including **Title**, **Description**, **Creator** and **Source**.

   Click the plus icon to open more fields.

6. Click **Save** or **Save & Close** to accept creating a new file document.

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





Procedure 4.23. 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 for the field **Select Template**. (Actually, Article is selected by default).

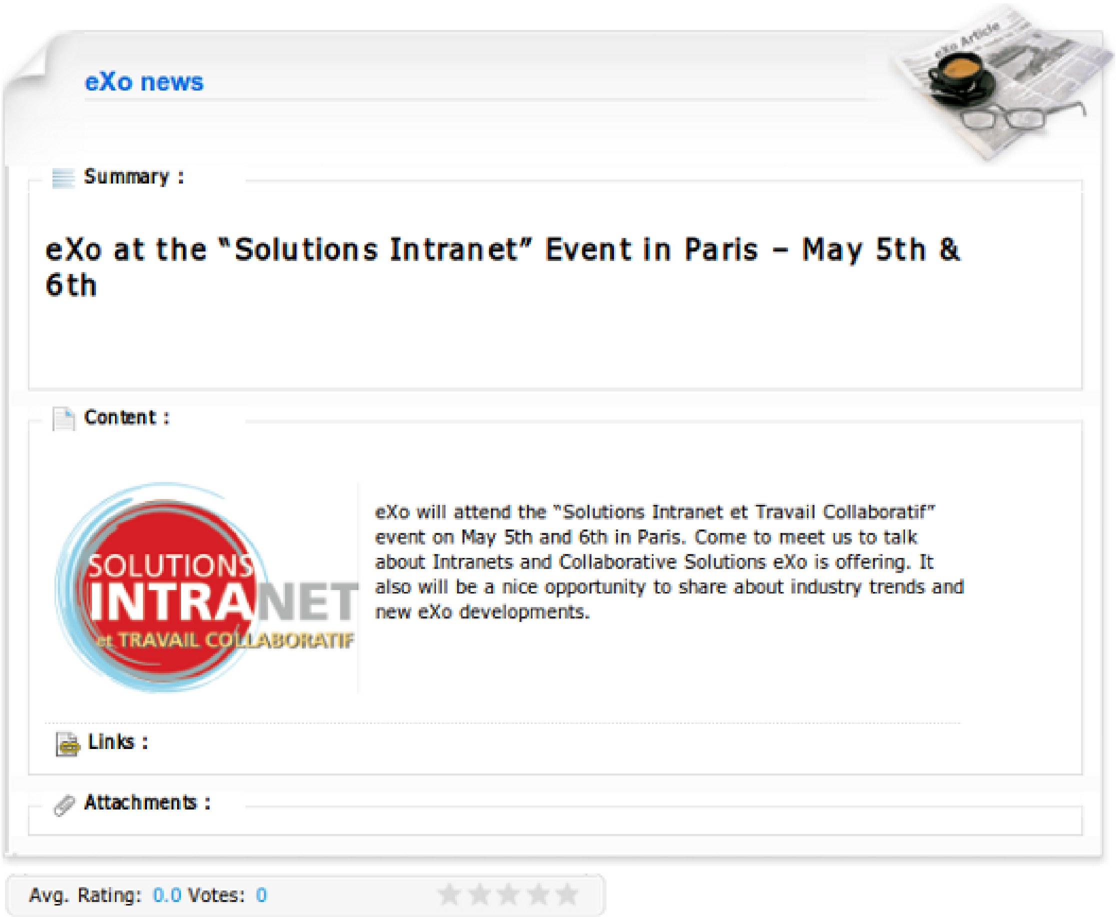
   The **Add New Document** form will be displayed.

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** or **Save & Close** to accept the inputted values, or **Close** to quit.

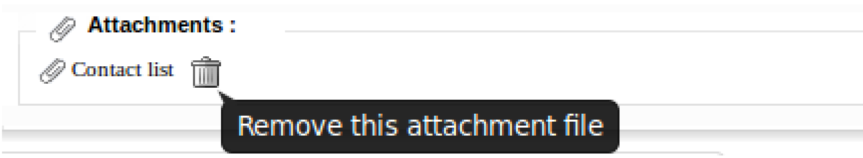
After being created, the new added Article document will be like the illustration below:



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 the 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  icon.



For more details about how to add an attachment, see *Attach files to a document*.

Existing Names

Document name can be the same as 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 4.24. 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 for the field **Select Template.**

   The **Add New Podcast** form will be displayed.

   Table 4.12.

Field	Details
Name	The name of a document. This field is required. Some special characters (@ # % & * ( ) " ' : ; [ ] {} / !) are not 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 episodes contain an explicit content.
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.

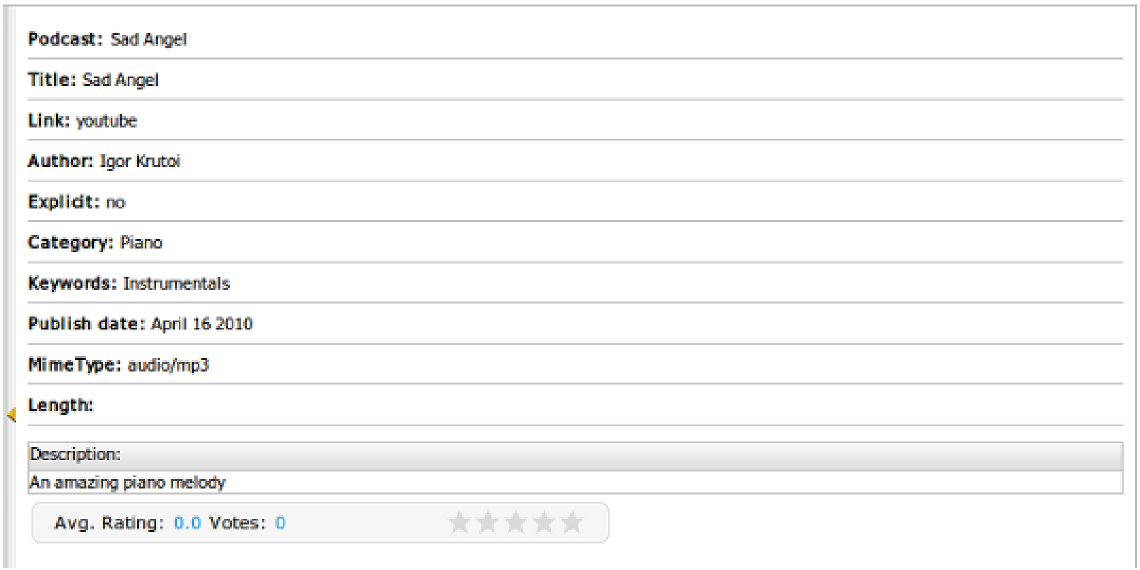
2. Input values for fields. To upload a media file, click the **Browse...** button and select the media file from your machine.

3. Click **Save** or **Save & Close** to finish.

Existing Names

Document name can be the same as 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:



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

Procedure 4.25. 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 for the field **Select Template**.

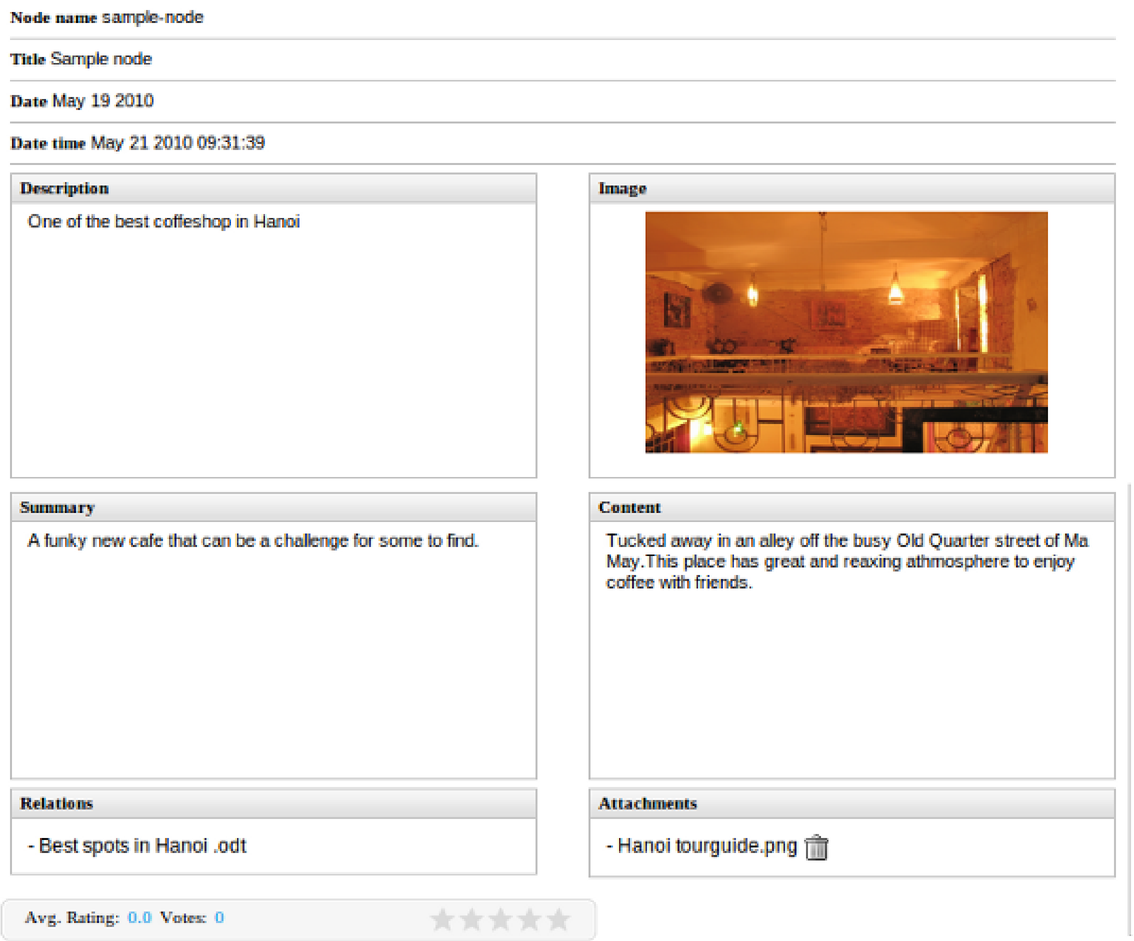
   The **Add New Sample Node** form will appear.

2. Complete the appropriate fields.

3. To upload an image, click the **Browse...** button and select an image from your computer.

4. Click **Save** or **Save & Close** to accept.

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



The **Relations** area is used to list all its related documents. See *Section 4.8.4.15.3, "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 4.26. Create a new File Plan

Tabs in the Add File plan form

The **Name** tab

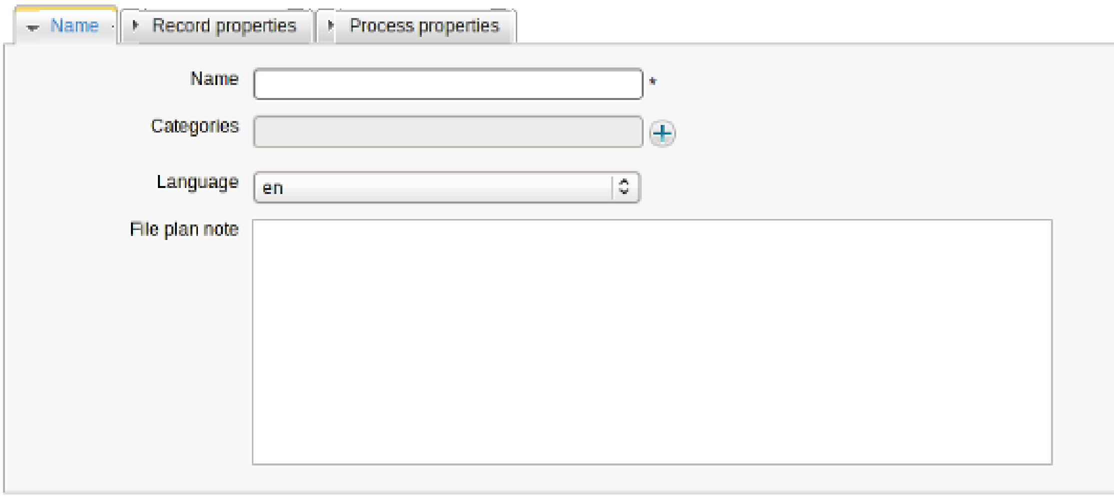


Table 4.13.

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  icon.
File Plan note	Note for presenting any other information for users.

The **Record properties** tab

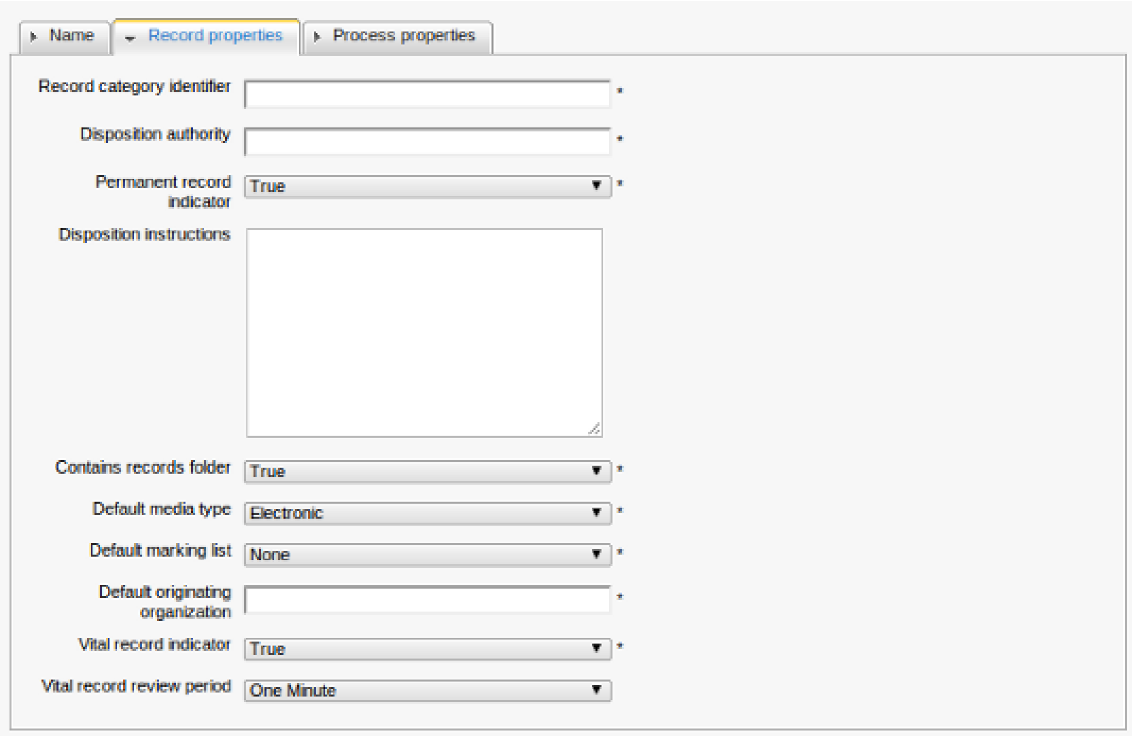


Table 4.14.

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.
Default marking list	Handling and classification information that are printed at the bottom of the record, such as UNCLASSIFIED or NOCONTRACT.

Field	Details
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:

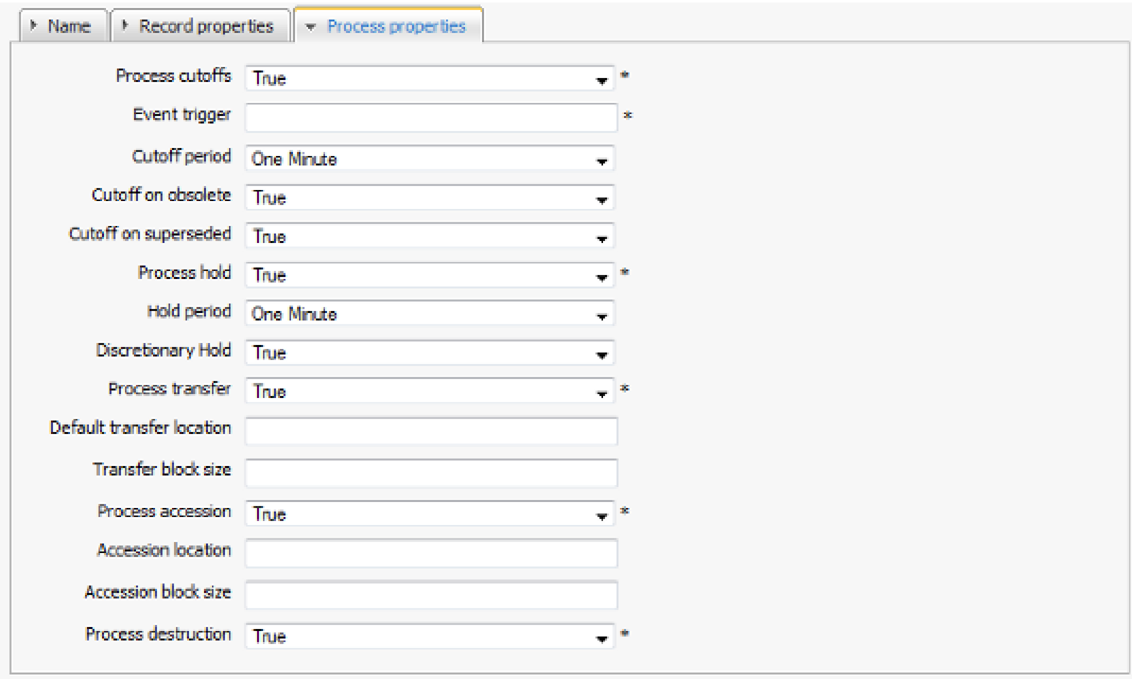


Table 4.15.

Field	Details
Process cutoffs	The boolean data type is used to break a process. If the process cutoff flag is set in the file plan, the record is cutoff after the expiration, or after it has been obsolete or superseded, depending on the information in the file plan.

Field	Details
Event trigger	The text data type 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 data type 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 data type 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 data type is used to determine how a record process will be transferred.
Default transfer location	The text data type is used to determine where a record is transferred by default.
Transfer block size	The float data type is used to determine in what size blocks for organizational purposes that is normally measured in Years.
Process accession	The boolean data type is flagged when a record which is held permanently must be ultimately transferred to the national records authority.
Accession location	The text data type is flagged to specify an area for the accession transfer.
Accession block size	The text data type is flagged to determine the blocks size for organizational purposes which is normally measured in Years.
Process destruction	The boolean data type 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

Field	Details
	information, metadata and physical traces are removed and cannot be recovered.

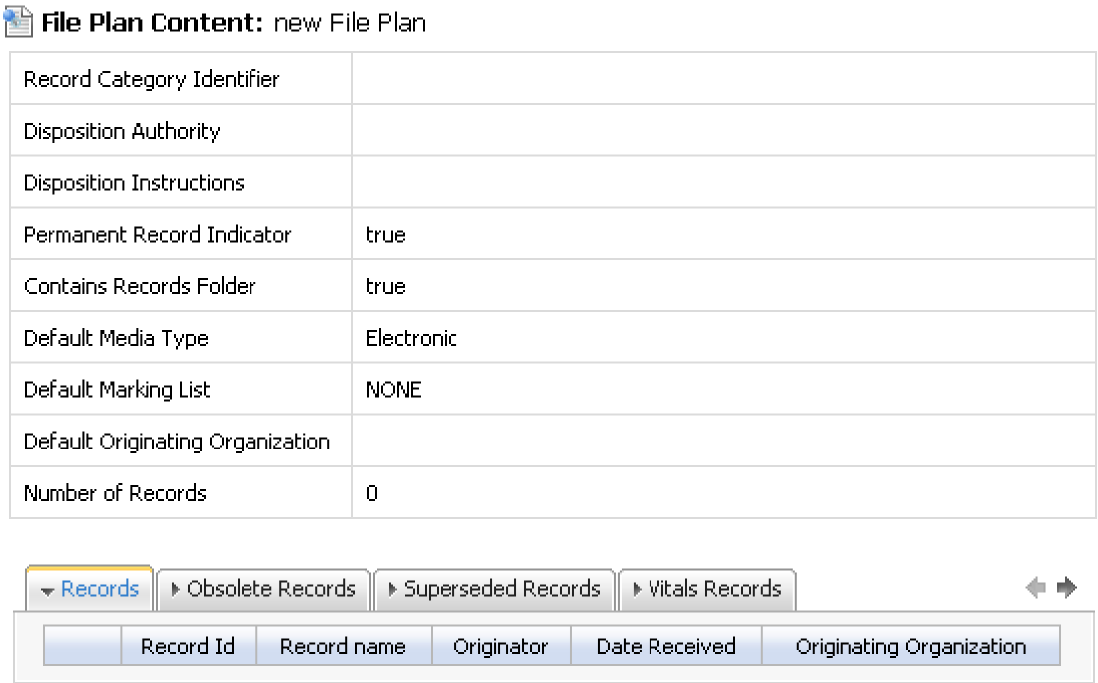
1. Follow the instructions in *Add a new document* to open the **Add New Document** window and select **File plan** from the drop-down lis for the field **Select Template**.

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

2. Fulfill in the appropriate fields of the tabs in the Add File plan form.

3. Click Click **Save** or **Save & Close** to accept. to accept creating a file plan.

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

Procedure 4.27. 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 for the field **Select Template**.

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

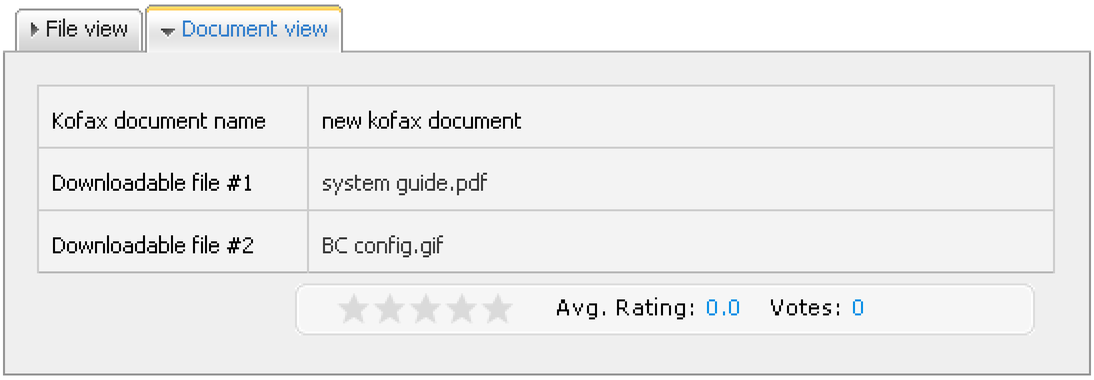
2. Input a name for a Kofax document in the Name field. This field is required. Some special characters can not be used in the Name field(@ # % & * ( ) “ ' : ; [ ] { } / !).

3. Select categories for a Kofax document by clicking the  icon.

4. Click **Save** or **Save & Close** to accept creating a document.

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

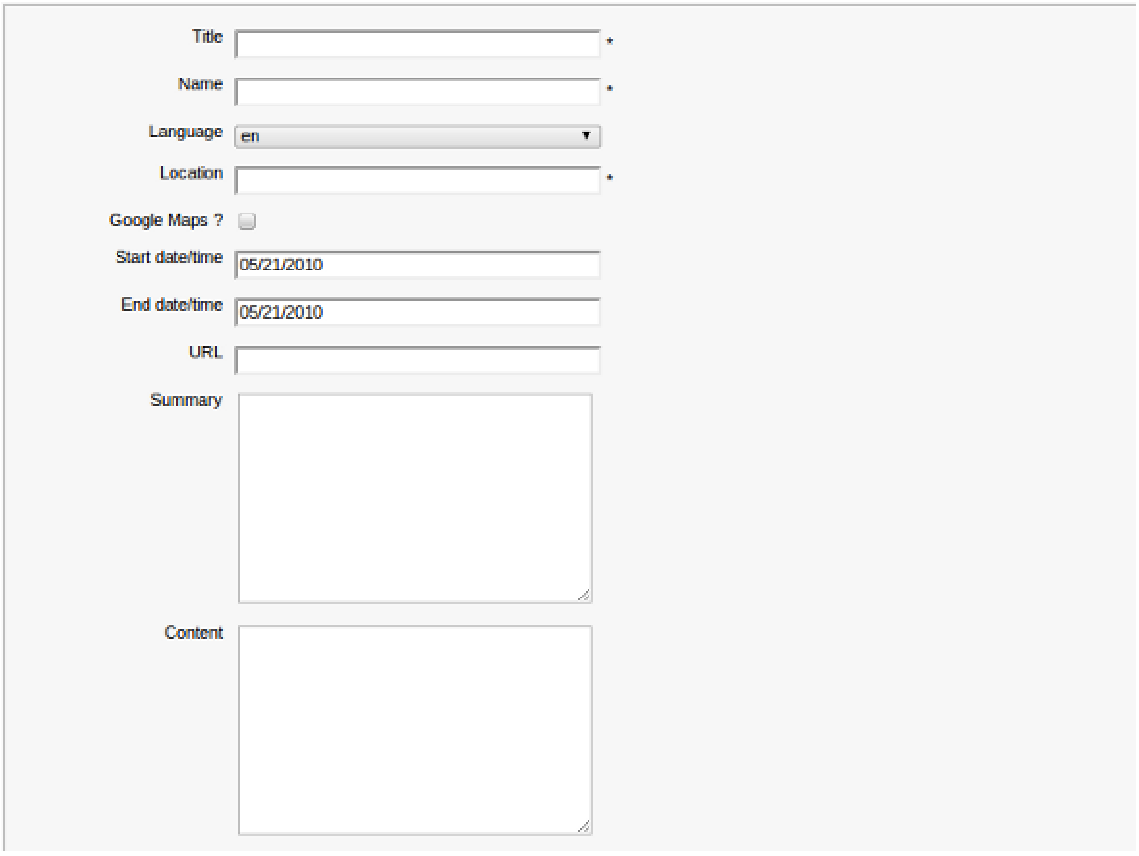
The File View tab is used to display all added nodes in that kofax. Besides, all added files in kofax are also displayed in the **Document View** tab:



Procedure 4.28. 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 for the field **Select Templat**e.

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



2. Enter a title for the event.

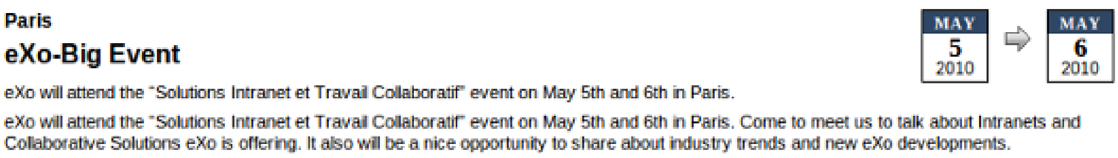
3. Input the location where the event will take place in **Location** field. Check the Google Maps checkbox if you want the location of the event shown on Google Maps.

4. Enter the **Start** and **End Date/time** of the event.

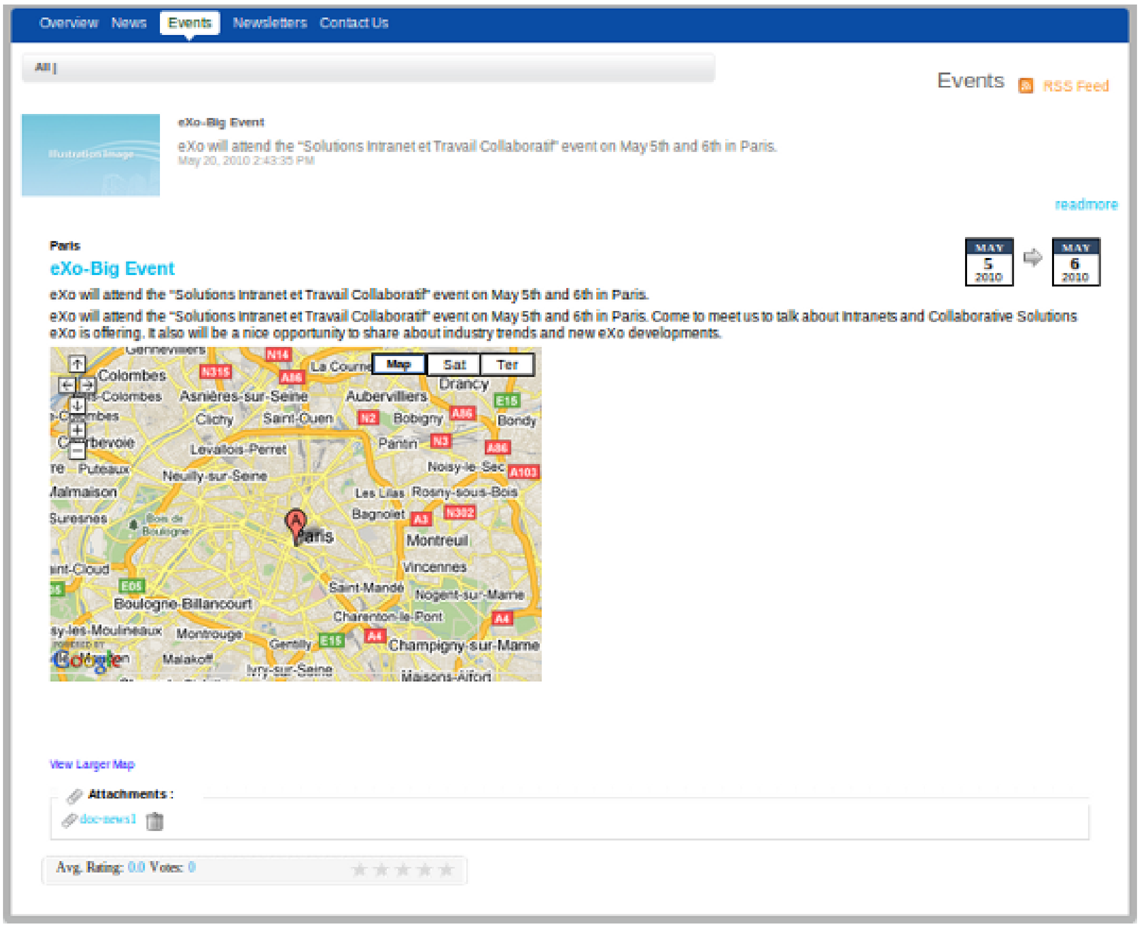
5. Fill the **Summary** and **Content** fields.

6. Click **Save** to commit the event.

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



The event will be displayed in a website as:

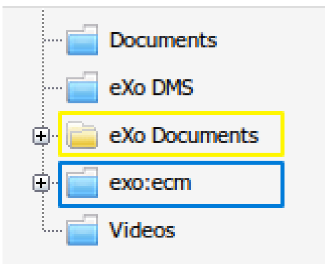


4.8.4.3. Add a folder

You can create a document immediately in a specific drive; however, adding a document into a specific folder enables you to manage documents better.

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

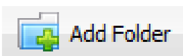
Content folder

- 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.

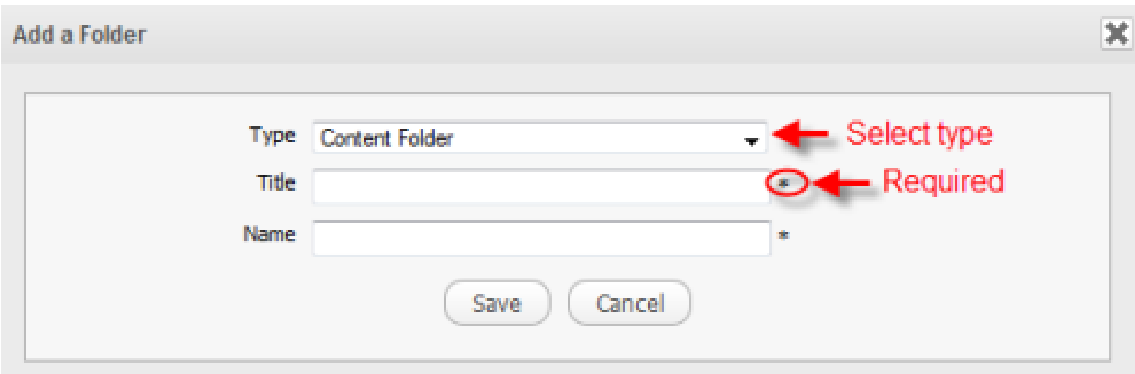
Document folder

- 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 cannot add a Content Folder into a Document Folder
- You cannot import an exported a Content Folder into a Document Folder.
- You cannot import an exported Article, Sample node, Kofax into a Document Folder.

Procedure 4.29. Create a folder

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

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



3. Click the **Type** field to see the folder type list and select one.
4. Input value for the **Name** and **Title** field. This field is required. You cannot input some special characters in these fields (@ # % & * ( ) " ' : ; [ ] {} / !).

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

Folder Creation

A folder name can be the same as 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.

4.8.4.4. Add translations to a document

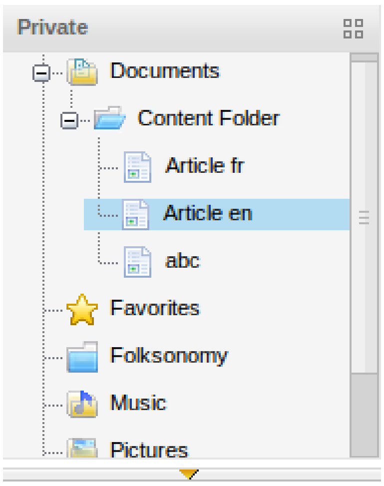
This function enables users to add multiple languages for a document. This action is similar to adding a language.

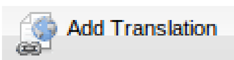
By default, the **Add translation** button is not displayed on the action bar.

Enable this function by navigating to **Administration** > **Content Presentation >Manage Views**. See *Section 5.2.2.3, "Manage Views"* to know how to add the Add translation button to the tabs on the action bar in Content Explorer.

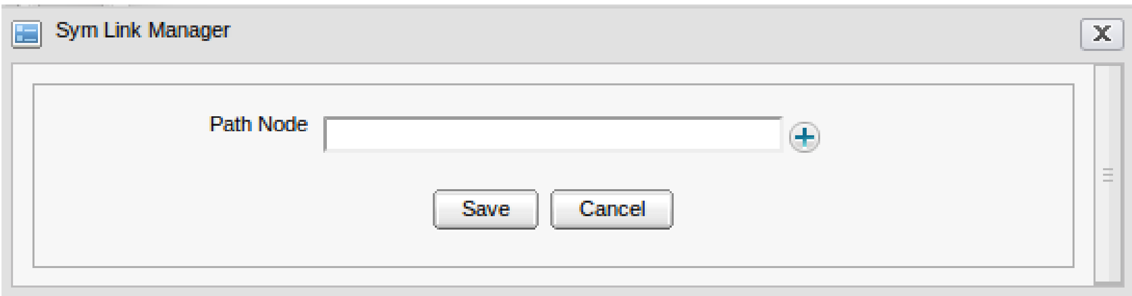
Procedure 4.30.

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

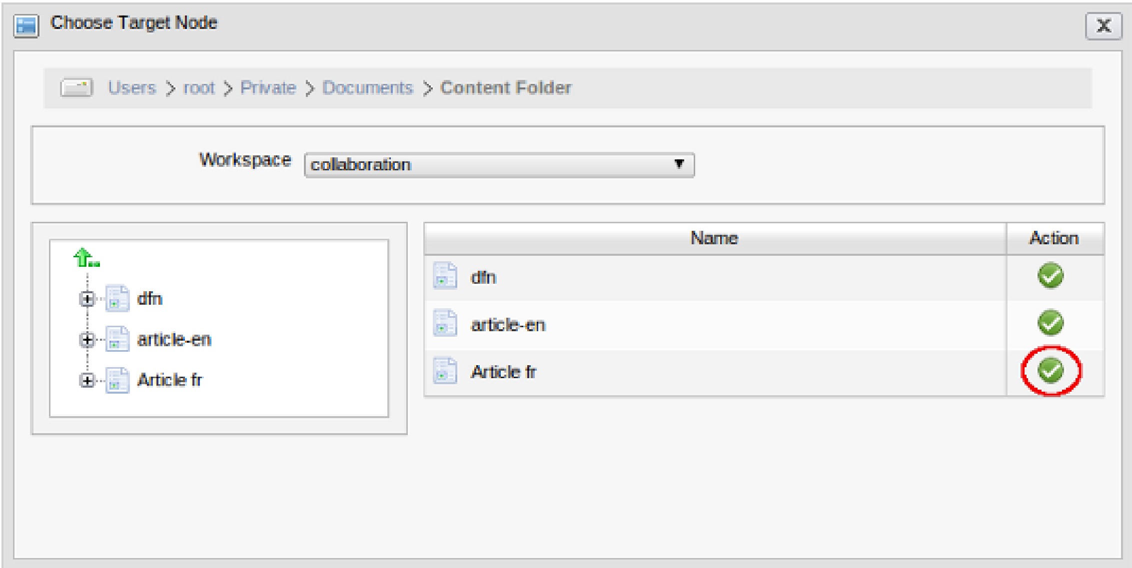


2. Click the 

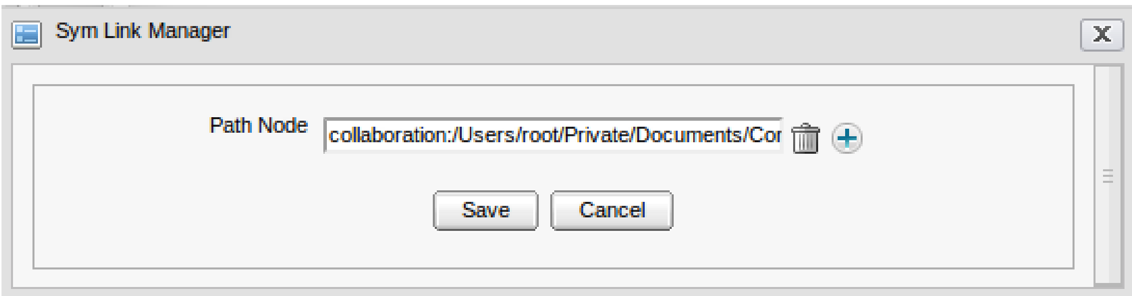
button on the **Action** bar. The **Symlink Manager** will appear:



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

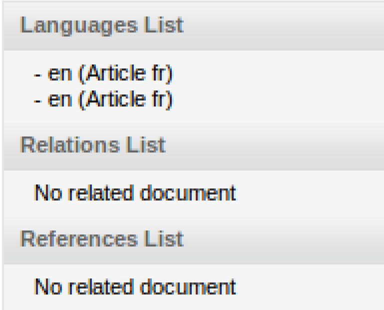


4. After you have selected the document, click **Save** on the **Symlink Manager** form:



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.



4.8.4.5. Add Symlink

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

Do the following to add a Symlink:

Procedure 4.31.

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

2. Click the 

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

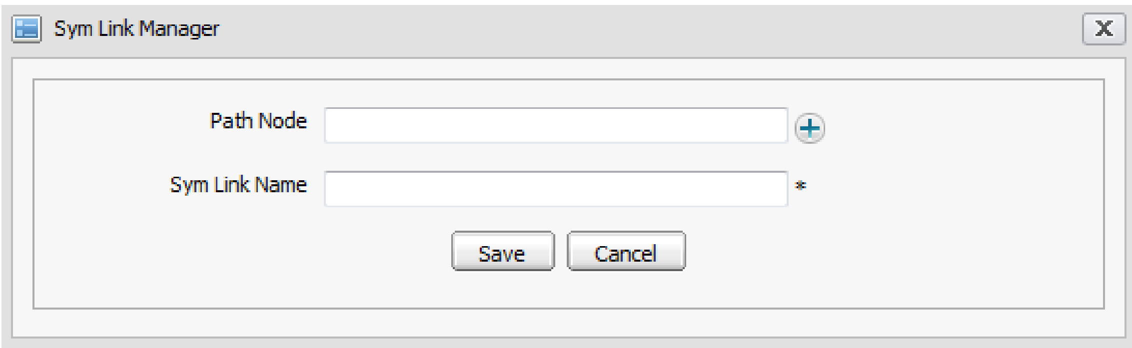
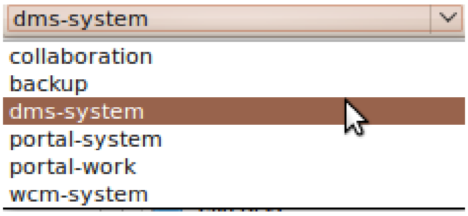


Table 4.16.

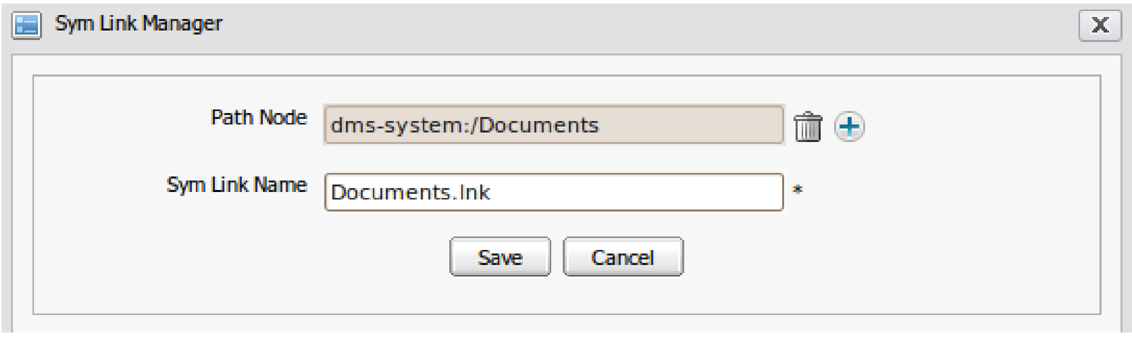
Field	Details
Path Node	The path of a link
Symlink name	The name of the link.

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

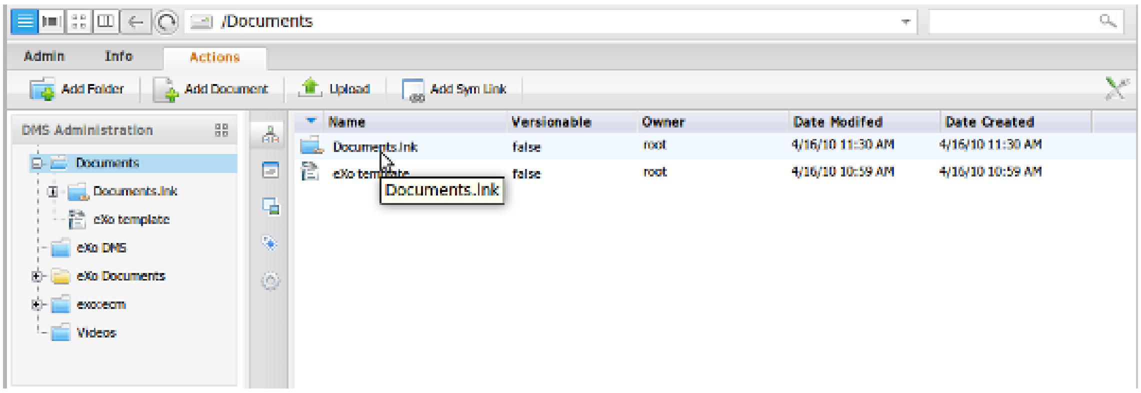
4. Choose the workspace which contains the node that you want to add a Symlink:



5. Click the  icon 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.



6. Click **Save** to add Symlink.



4.8.4.6. Comment

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

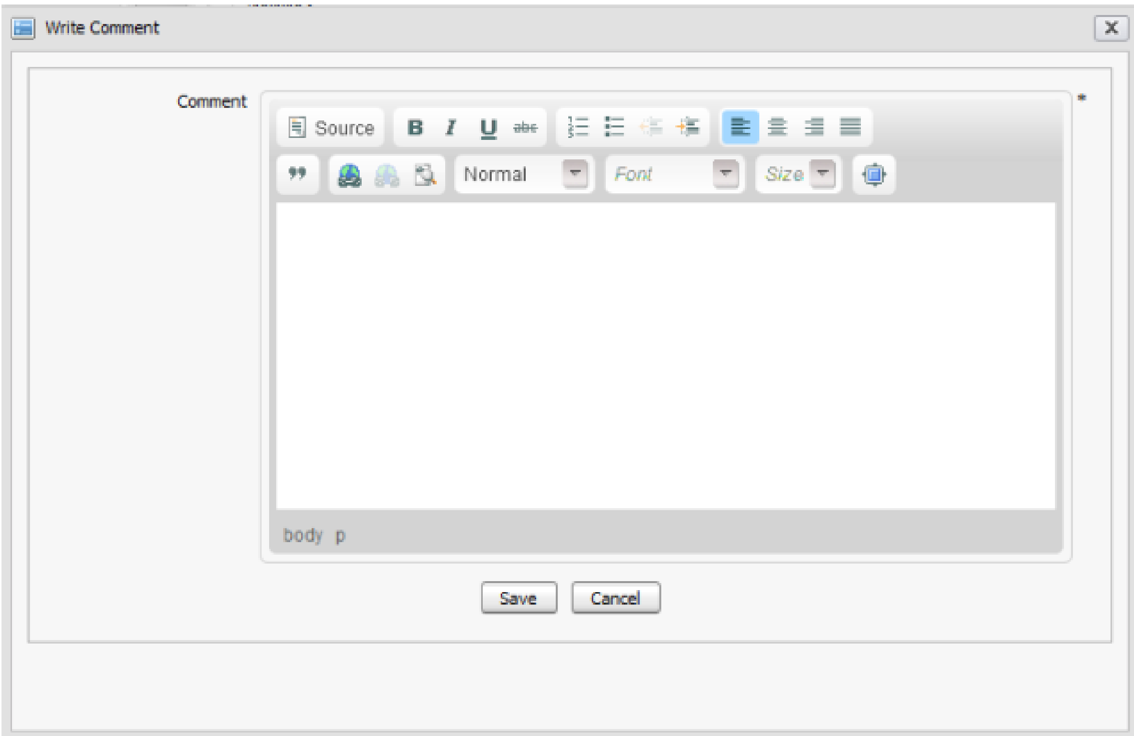
Procedure 4.32.

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

2. Click the 

button on the action bar.

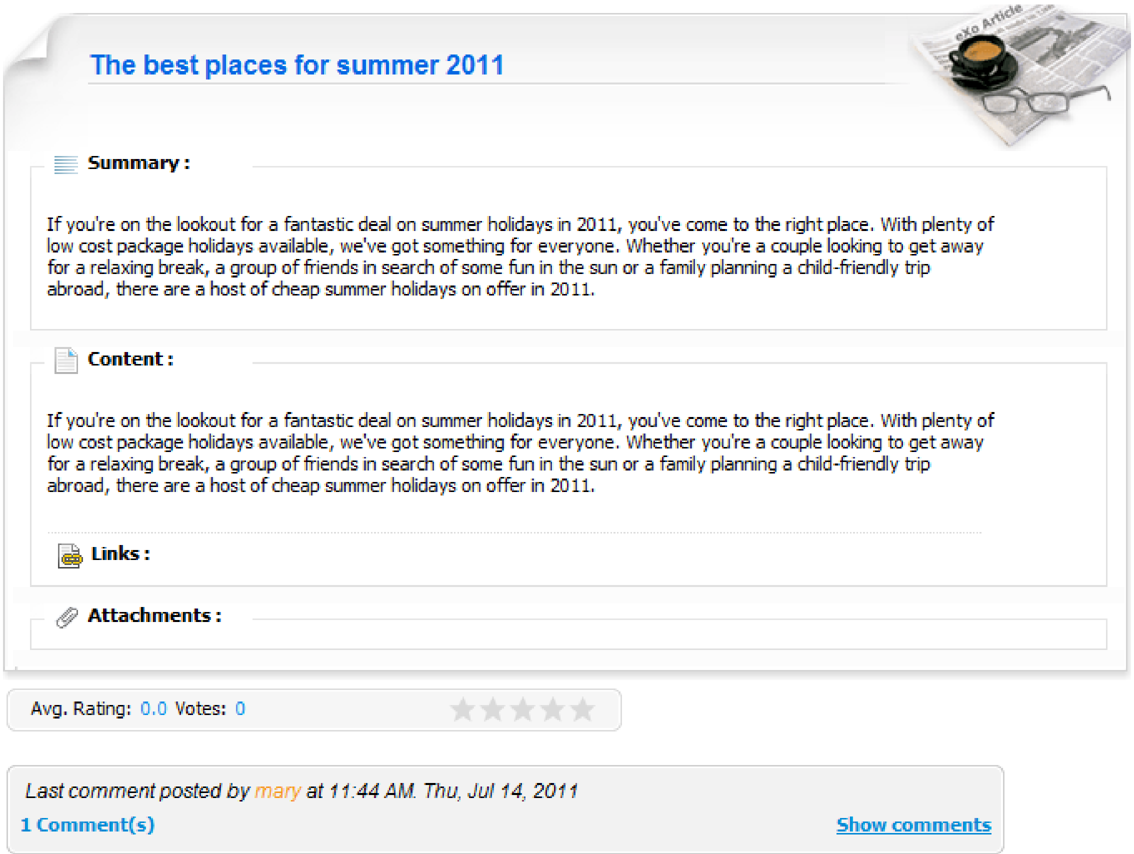
   The **Add Comment** form appears:



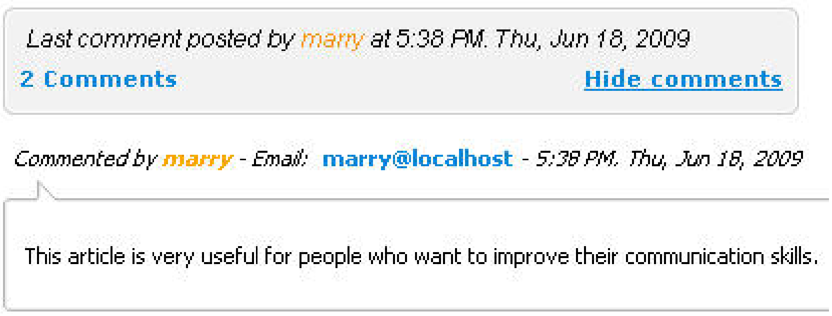
3. Add your comment in the **Comment** field.

4. Click **Save**.

Comments are shown at the bottom of the document:



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



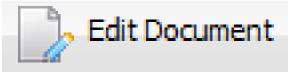
You can edit your comment by clicking the icon or delete it by clicking the icon.

4.8.4.7. Edit a document

There are two ways to edit a document.

Procedure 4.33. Method One

1. Select a document you want to edit in the left panel.

2. Click the 

button on the Action bar.

Or:

Procedure 4.34. 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.

4.8.4.8. Export nodes

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

Procedure 4.35.

1. Select a node that you want to export.
2. Click the 

button on the Action bar to show the **Export Node** form:

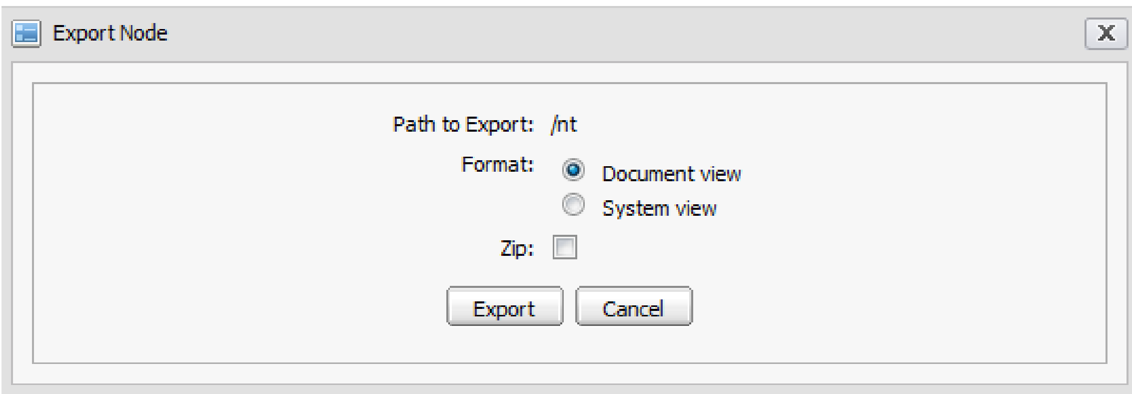


Table 4.17.

Fields	Details
Path to Export	The path of the node being exported. This field will be pre-populated.

Fields	Details
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.

3. 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.

4.8.4.9. Import Nodes

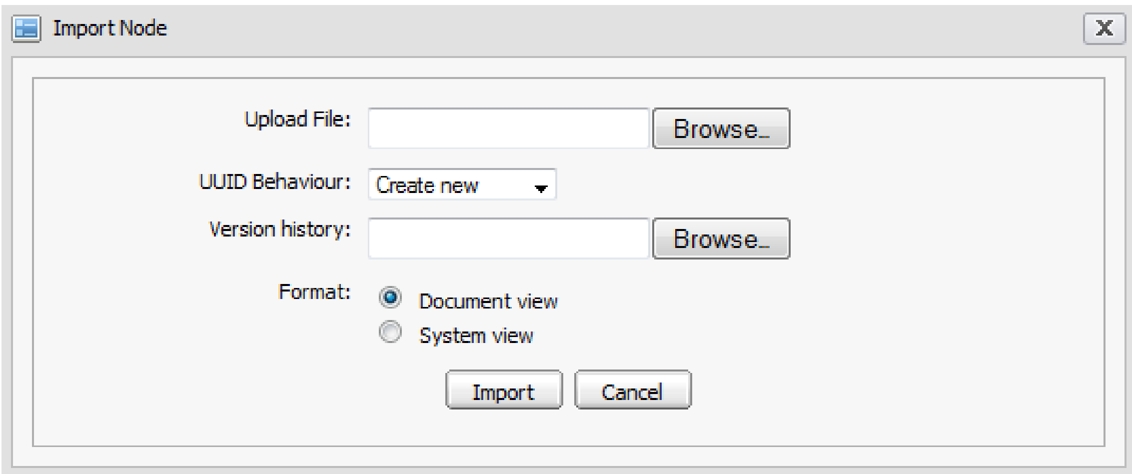
Nodes that are in the **.xml** file format can be imported in to the JCR Explorer system.

Procedure 4.36.

1. Select the location that you want to import the new node to.

2. Click the 

button on the action bar . The **Import Node** form appears.



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

4. 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.

5. Click **Browse** next to the *Version history* to select a version to import.

6. Select a format.

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

4.8.4.10. Manage Actions

4.8.4.10.1. Add an action

Procedure 4.37.

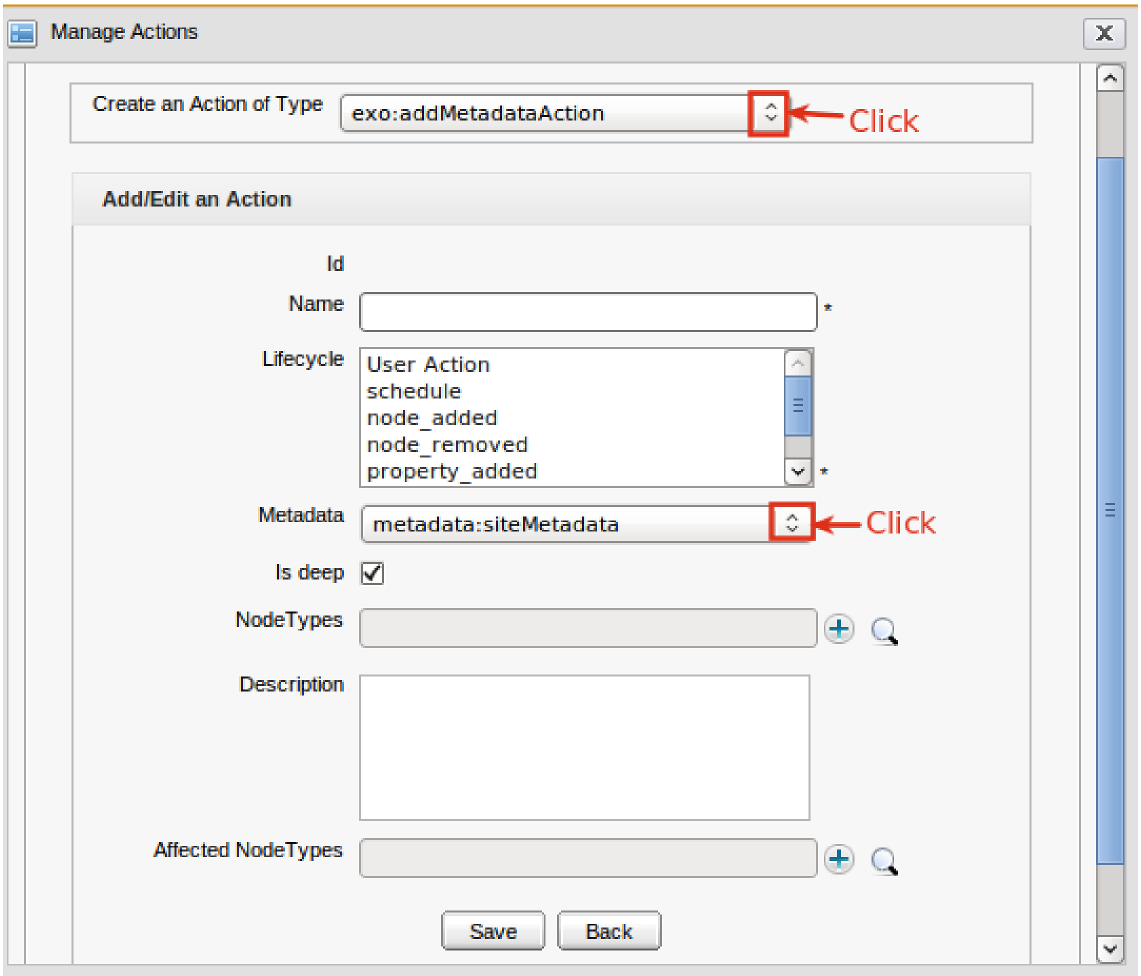
1. Select the node you want to add an action to.

2. Click the 

   button on the action bar.

   The **Manage Actions** form will appear.

3. Select the **Add Actions** tab to open the form to add an action to the folder.



4. Click the icon and select the type of action from the drop-down menu.

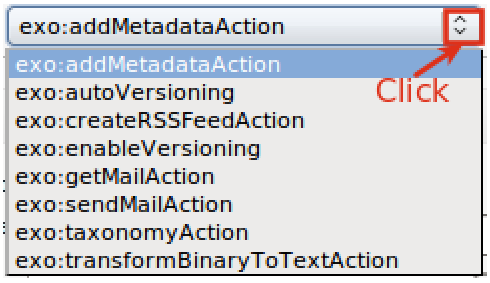


Table 4.18.

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.

Field	Details
exo:getMailAction	This action fetches mail
exo:sendMailAction	This action sends mail.
exo:taxonomy/Action	This action creates categories
exo:transformBinaryTo TextAction	This action converts *.pdf* or *.doc* file types to plain text.

5. Complete the required fields in the form for the selected action.

Table 4.19.

ID	The Id of action. This field is created automatically and can not be modified.
Name	The name of this action. This name is internal to the JCR explorer.
Lifecycle	Select the life-cycle for this action. The action will be executed depending on the life-cycle: • '**Add**': The action will be executed to a new document, but not to a subfolder when the document or the subfolder is created in the folder in which an action has been added to. It's also applied to a new document in the subfolder of the folder. • '**Modify**': the action will be executed when a folder /node is modified. • '**User action**': The action is executed when right-clicking on the folder and then selecting the action. • '**Remove**': The action will be executed to a document, but not to a subfolder in the folder when the document or the subfolder is moved. • '**Schedule'**: the action is done at specific time. There are 2 schedule lifeless types: period and cron. (See more about Schedule life-cycle).

	If you need the same action to be executed in several life-cycles, you have to create several actions.

6. 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.

If an action added with the life-cycle 'user action', it will be applied for the current node. And an action added with other lifestyles, it will be applied for the child nodes.

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

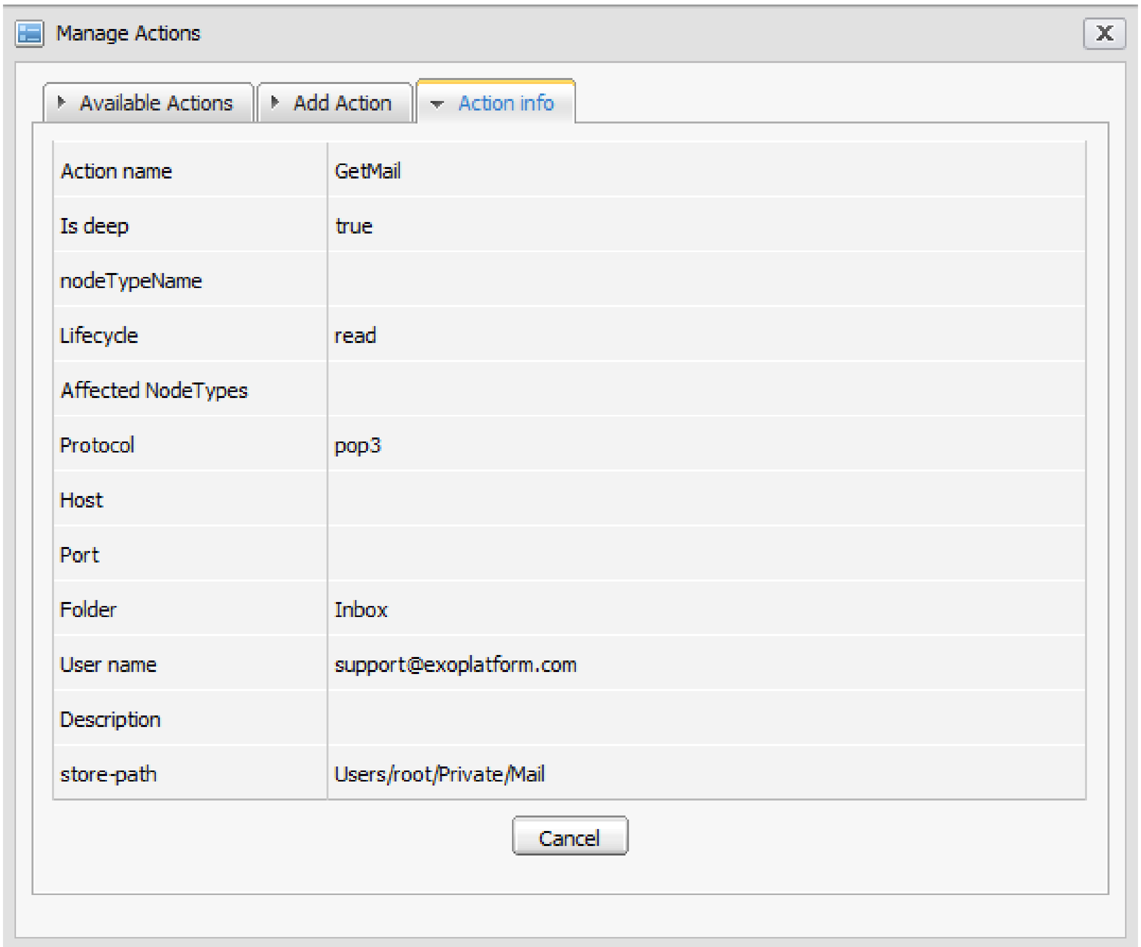
4.8.4.10.2. View Actions

Procedure 4.38.

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

2. Click the  icon that corresponds to the action you want to view.

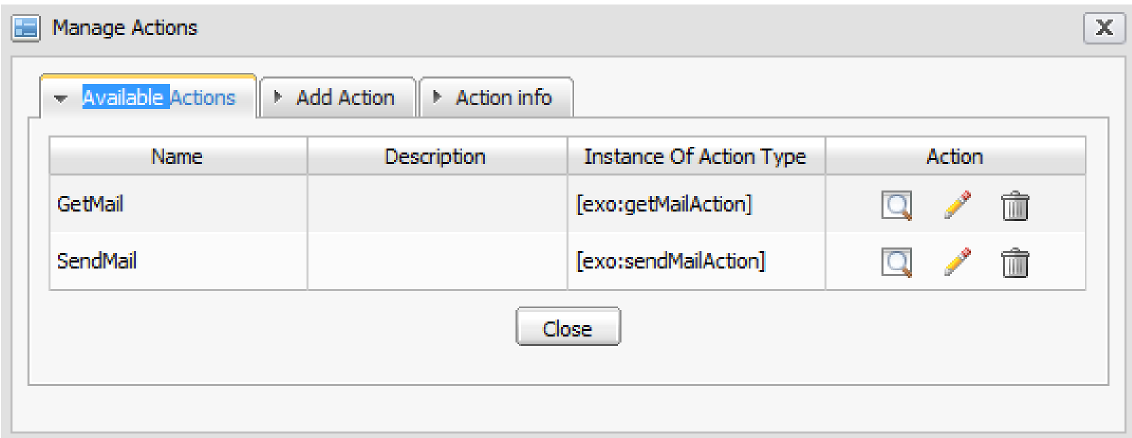
   The details will be displayed in the **Action info** tab:



4.8.4.10.3. Edit an action

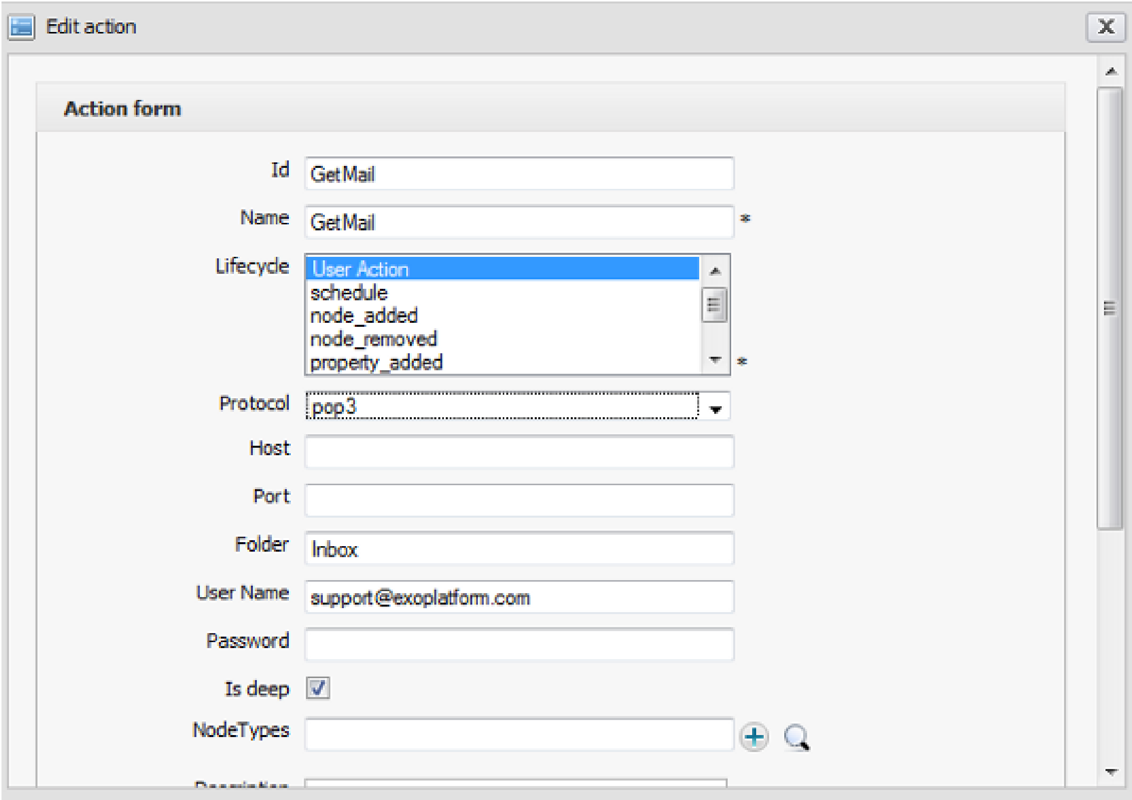
Procedure 4.39.

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



2. Click the  icon that corresponds to the action you want to modify.

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

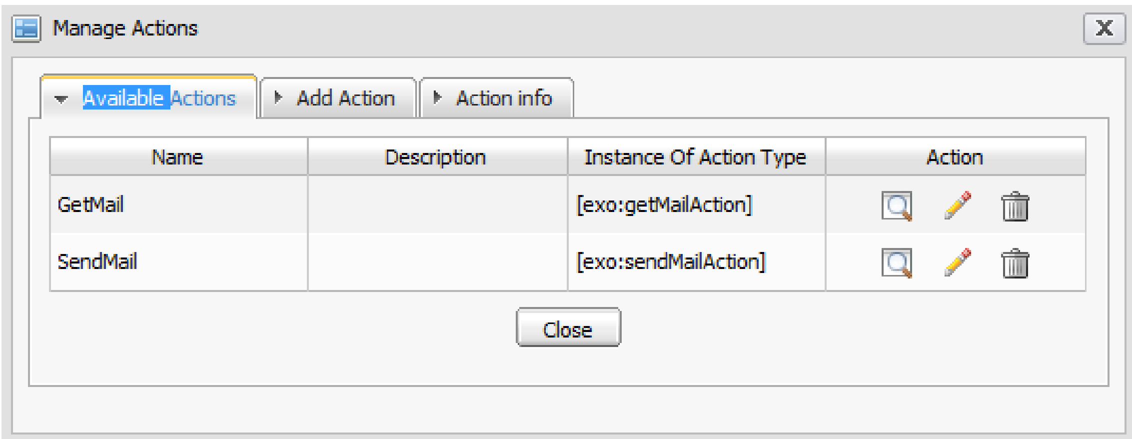


4. Click **Save** to commit the changes.

4.8.4.10.4. Delete an action

Procedure 4.40.

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



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.

4.8.4.11. Manage Auditing

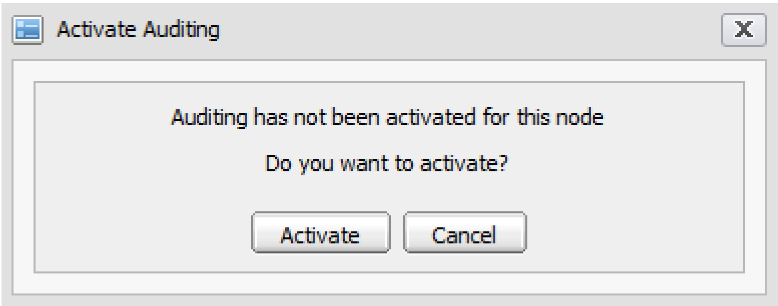
This function logs property changes in nodes.

Procedure 4.41.

1. Select a node.

2. Click the 

button on the action bar. The **Activate Auditing** message appears.

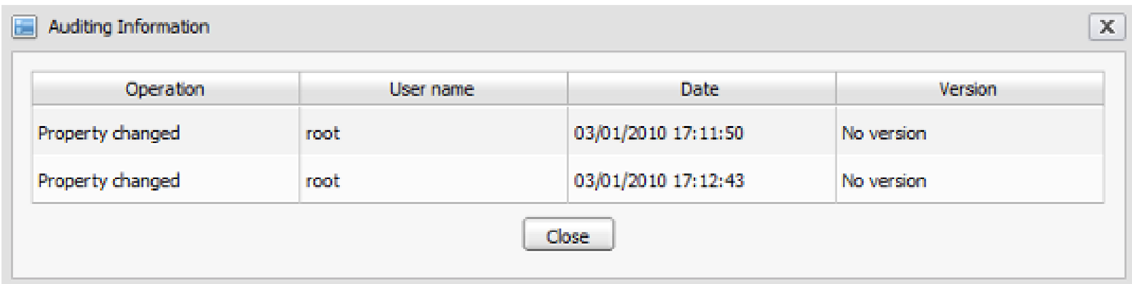


3. Click **Activate** to activate auditing on the selected node.

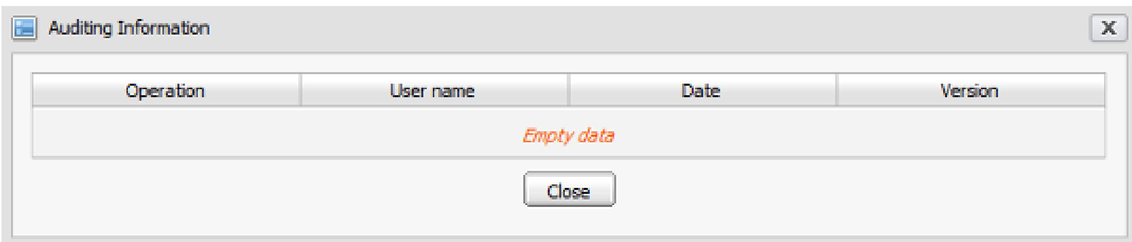
4. Click the 

button again to view audit information for the selected node.

   The **Auditing Information** list appears.



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



4.8.4.12. Manage Categories

4.8.4.12.1. Add a category for a node

You can add categories to document type nodes only:

Procedure 4.42. Add a category

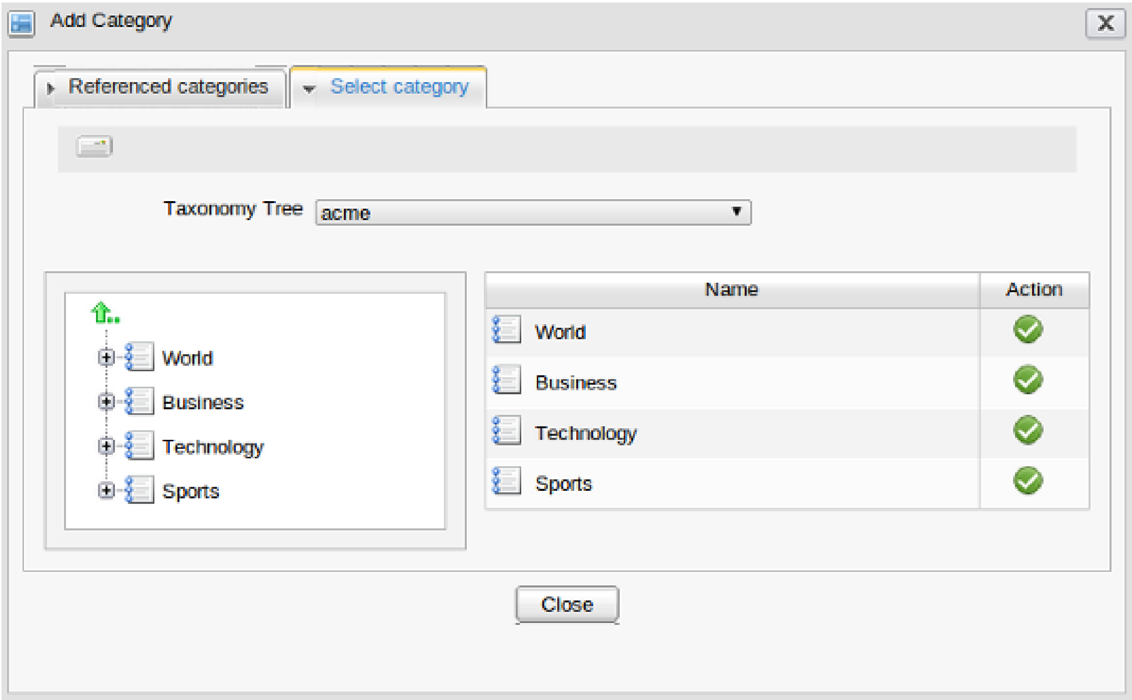
1. Select the node that you want to add a category to.

2. Click the 

button on the action bar.

   The **Add category** form appears.

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



4. Click the  icon 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 4.43. View a category

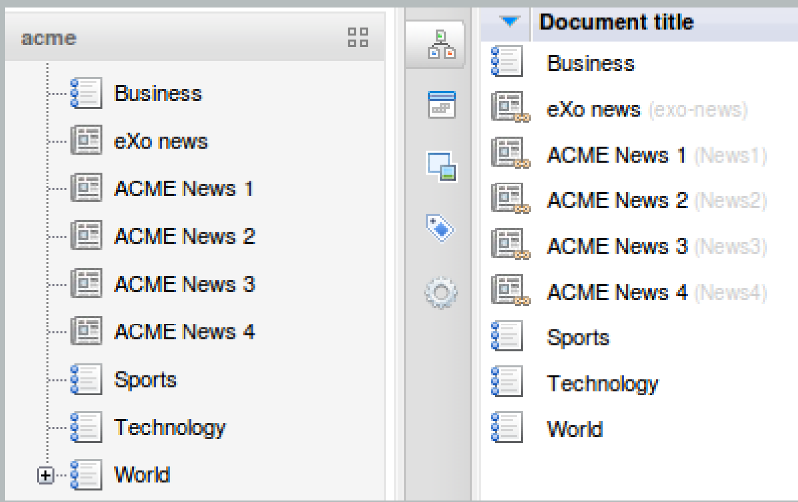
1. Go to the drive that contains the category you have added. There will be a list of categories available.

2. Select a category you want. The documents in that category will be listed.

Copy/paste nodes

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

When copying 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.



4.8.4.12.2. Delete a Category

Procedure 4.44. Delete a category

1. Select a categorized node.

2. Click the 

button.

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

4. Click the  icon that corresponds to the category you want to delete.

4.8.4.13. Show/Hide a content

Nodes can be hidden or revealed as desired.

Procedure 4.45. Hide a Node

1. Select the node you want to hide.

2. Click the 

button on the Action bar to hide the node.

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

3. **Show a Node**

   To reveal a hidden node, click the 

button again.

4.8.4.14. Manage Publications

This function is used to manage node publication.

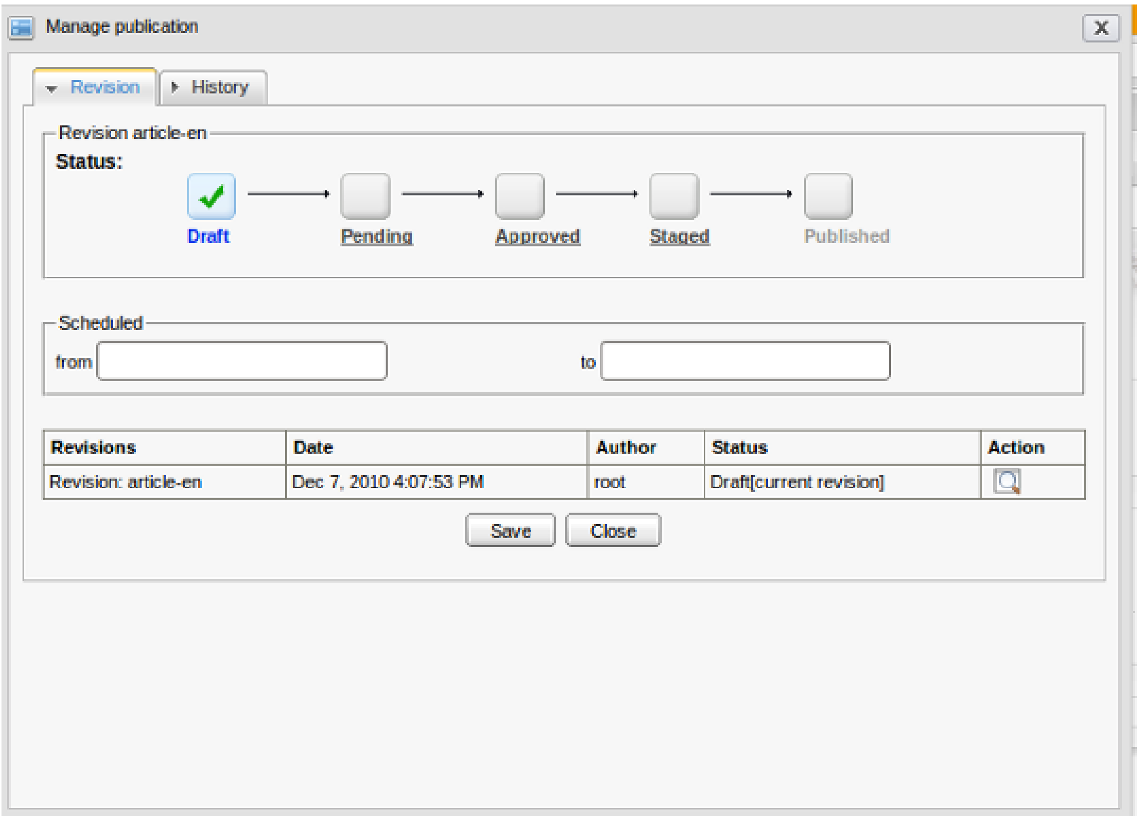
Procedure 4.46. Manage Publications

1. Select a node (on the left or right panel) which you want to manage the publication.

2. Click the 

button on the actions bar.

   The **Manage Publications** form appears:



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

3. Click the icon to view the content of the node or click the icon to restore a version (refer to *Section 4.8.4.16, “Manage Versions”* for information about versioning).

4. Select the **History** tab to view the publication history of the node.

5. Click **Save** to commit any changes made.

> **Important**
>
> See *Section 4.4.4, “Publication Process”* to understand more Manage Publication

4.8.4.15. Manage Relations

You can use this function to create relationships between nodes

4.8.4.15.1. Add a relation

Procedure 4.47. Add a relation

1. Select the node you want to add a relations to.

2. Click the Manage Relations button on the action bar.

   The **Add relation** form appears.

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

4. 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.

4.8.4.15.2. Delete a relation

Procedure 4.48. Delete a relation

1. Select a node that has links to related documents.

2. Click the  button on the action bar.

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

4. Click the  corresponding to the relation you want to remove.

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

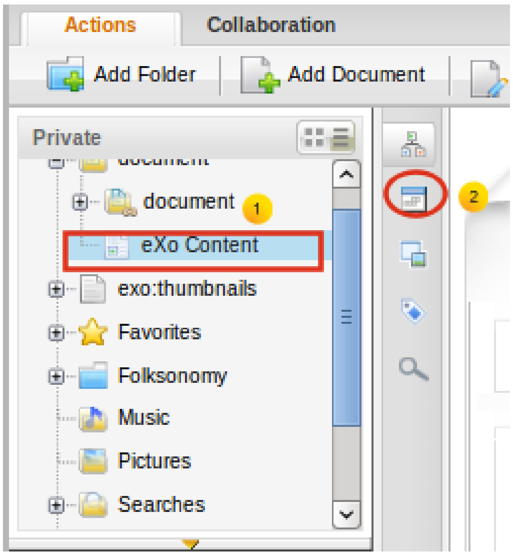
   The related document will be removed from the list.

4.8.4.15.3. View Relations

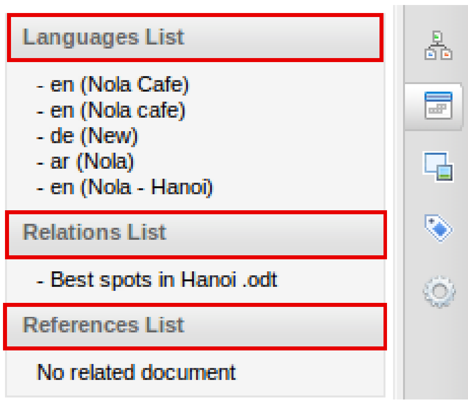
Procedure 4.49. View Relations

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 the name of the related node to view the document.

4.8.4.16. Manage Versions

4.8.4.16.1. Add versions for nodes

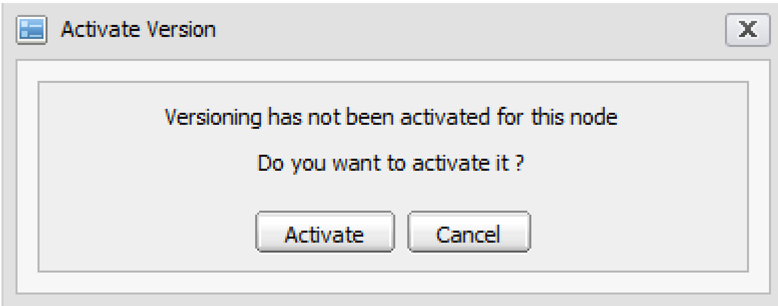
Procedure 4.50. Add version

1. Select a node to add a version to.

2. Click the 

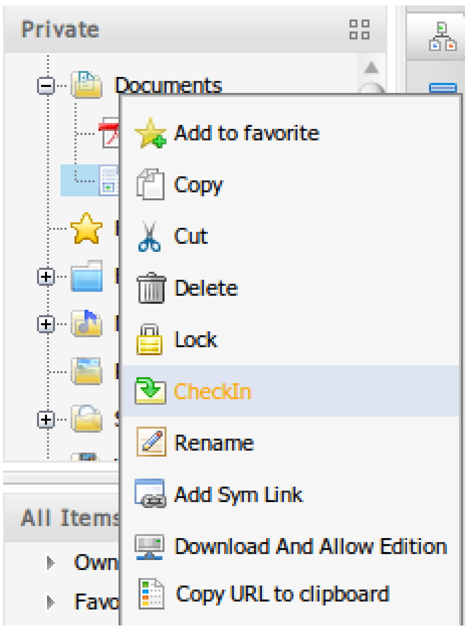
button on the action bar.

   The following message box will appear:



3. Click **Activate** to activate a version for the node.

4. Right-click the selected node and select **CheckIn** from the right menu:



5. Click the 

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

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

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

> **Note**
>
> 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 the selected node above and select **Check In** and then **Check Out**.

4.8.4.16.2. Add and Remove labels for Versions

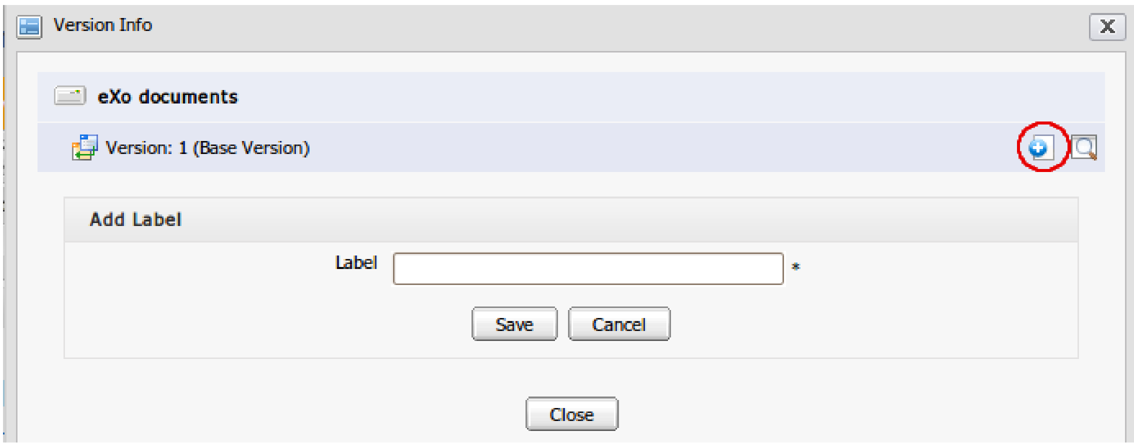
Procedure 4.51. Add a label

1. Select a versioned node.

2. Click the 

button on the action bar.

3. Click the  icon 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 @, #, $.

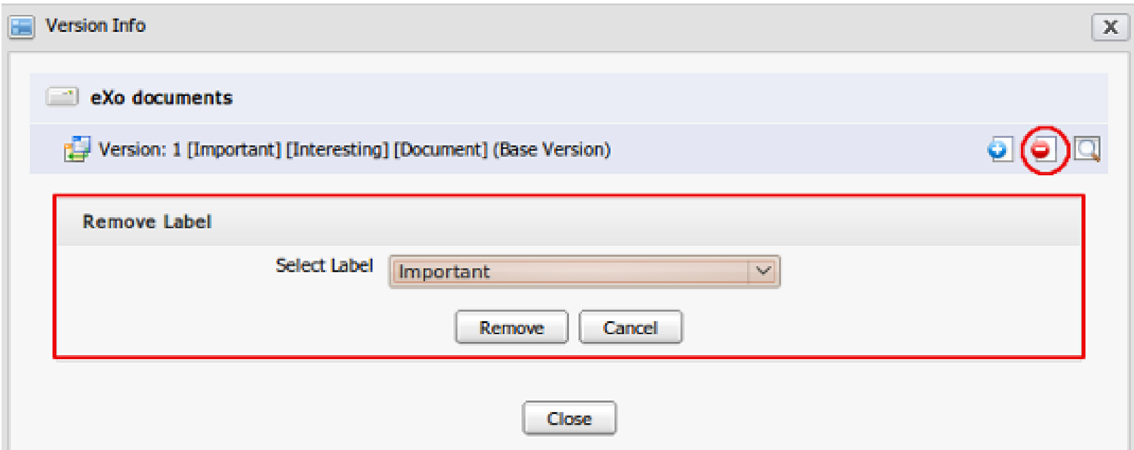
5. Click **Save** to submit the new label.

Procedure 4.52. Remove a label

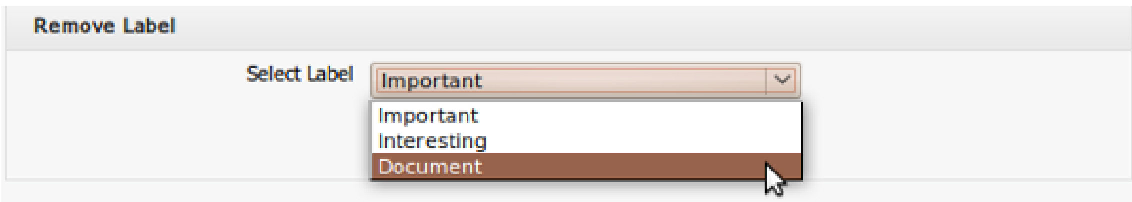
1. Select a versioned node that has at least one label.

2. Click the  button on the action bar.

3. Click the  icon 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.

4.8.4.16.3. View versions

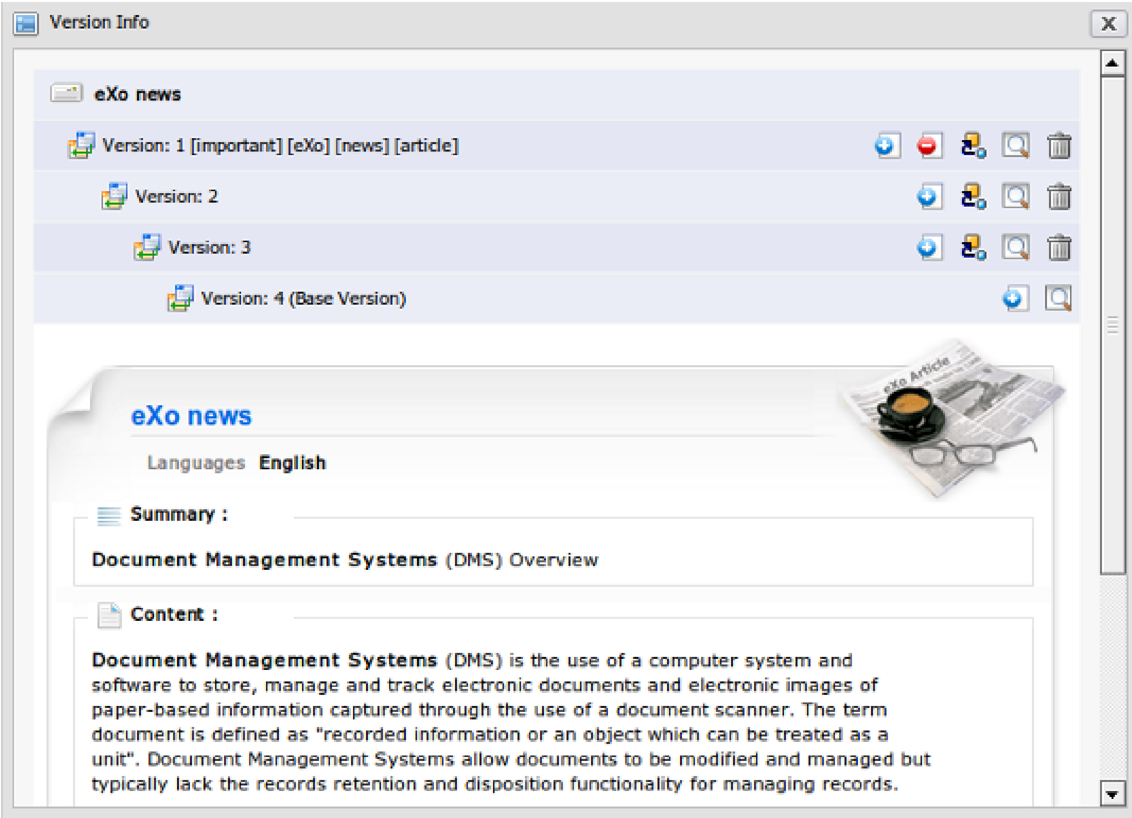
Procedure 4.53.

1. Select a versioned node.

2. Click the 

button.

3. Click the  icon to see the current versions of the selected node.



Folder Nodes

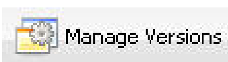
Version viewing is not supported on folder nodes.

If you click the  icon while the selected node is a folder, a message to this effect will appear.

4.8.4.16.4. Restore versions

Procedure 4.54.

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

2. Click the 

button.

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

4. Click the  icon to restore the selected version

4.8.4.16.5. Delete versions

Procedure 4.55.

1. Select a node with at least two versions:

2. Click the 

button.

3. Click the  icon 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.

4.8.4.17. Multi Languages

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

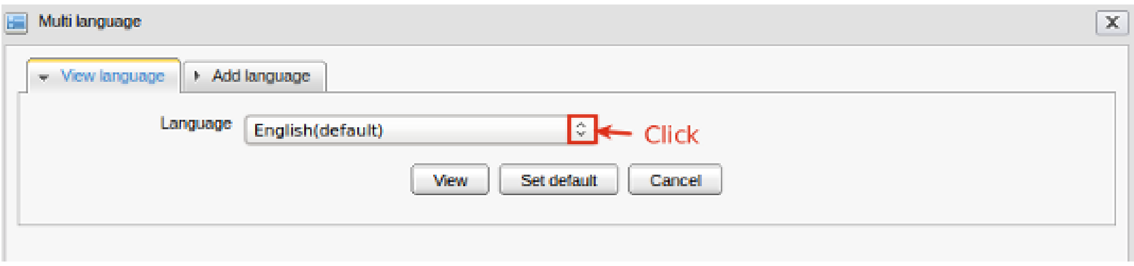
Procedure 4.56.

1. Select a document that you want to add language(s).

2. Click the 

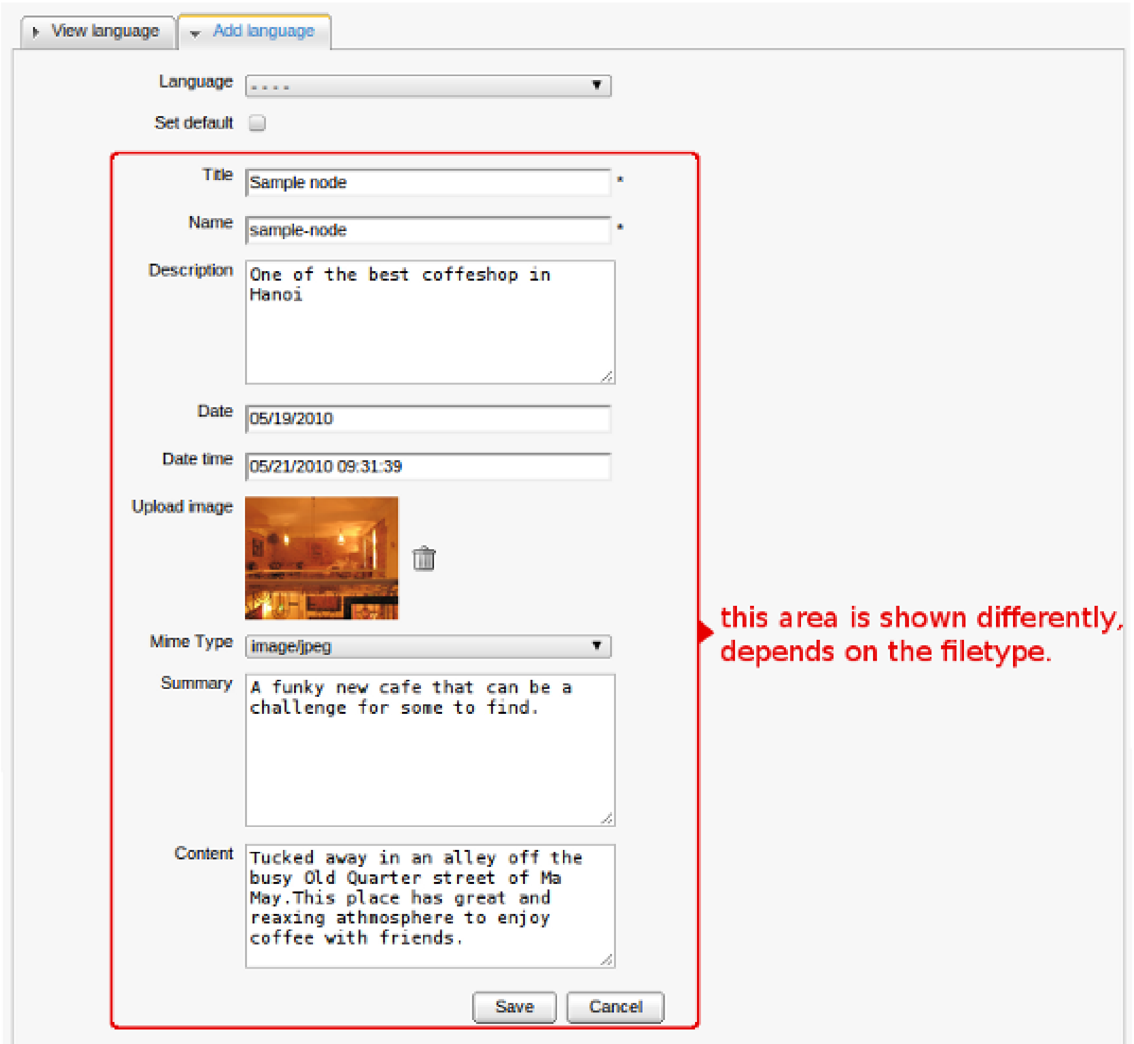
button on the **Action** bar.

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



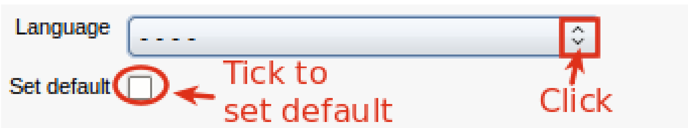
   The **View language** tab contains a list of all languages. The default language for the document will be automatically populated.

3. 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:



4. 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.



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

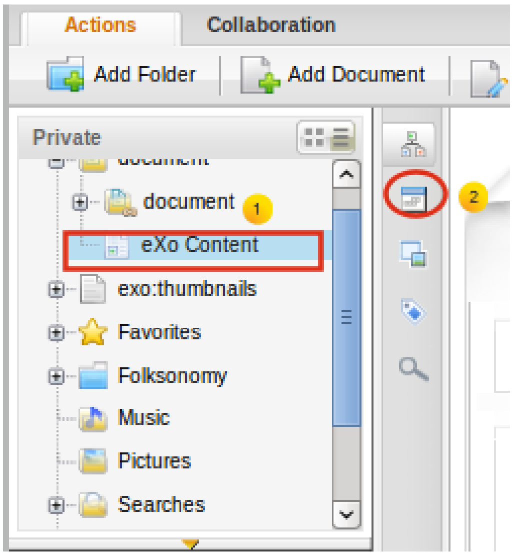
5. Click **Save**, you will be returned to the **View language**tab. Your selected language is now added to the **Language** field:

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

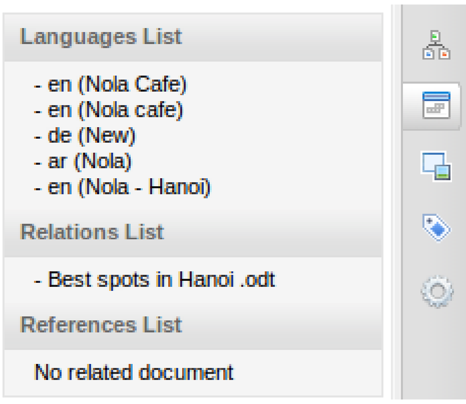
To view the languages list of a document, do the following:

Procedure 4.57. View the language list

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 4.8.4.15.3, “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.

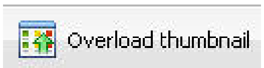
4.8.4.18. Overload Thumbnails

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, do the following

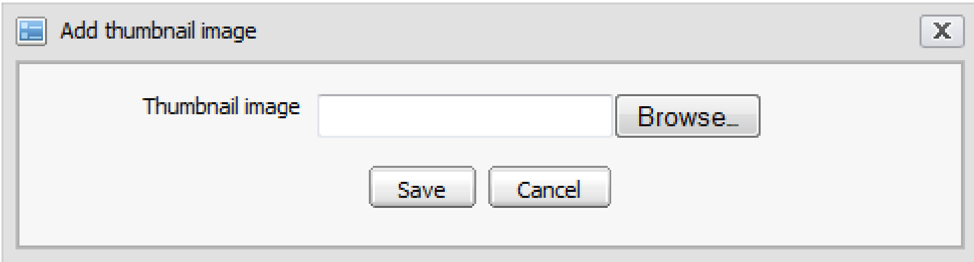
Procedure 4.58. Overload thumbnails

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

2. Click the 

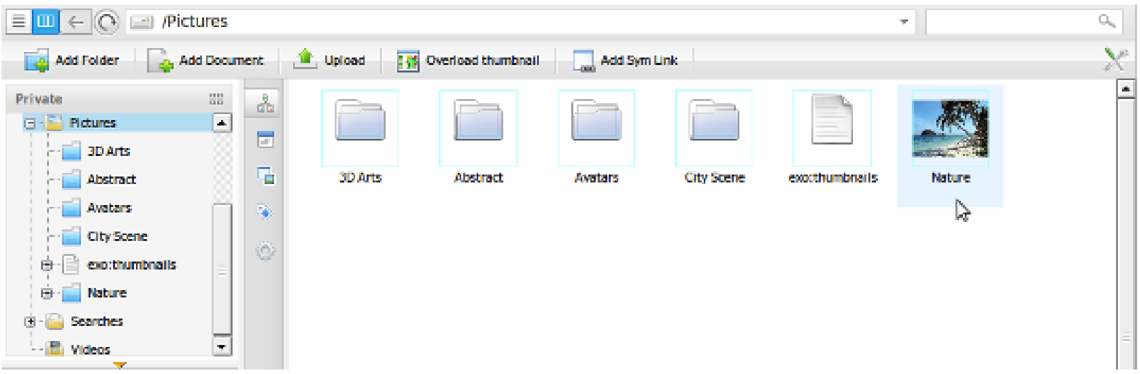
button on the Action Bar.

   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.



4.8.4.19. Request Approval

When a content is created, if you want to publish it but you do not have the right to publish the content, you must send an approval request for your content.

Do the following:

Procedure 4.59. Request Approval

1. Select a content that you want to send an approval request to publish.

2. Click the **Request Approval** button on the action bar.

   The content is displayed at the bottom of the Content Explorer of the people who have the right to approve contents.

4.8.4.20. Approve a content

When a content is created by users, it maybe need approved to publish if there is a approval request. To approve a content, do the following:

Procedure 4.60. Approve a content

1. Select a content that needs approving.
2. Click the **Approve Content** button on the action bar and the content is ready to be published.

> **Note**
>
> The Approve Content button is only invisible for users who have the right to approve contents.
>
> By default, the button is not displayed on the action bar.
>
> Enable this function by navigating to **Administration** > **Content Presentation >Manage Views**. See *Section 5.2.2.3, "Manage Views"* to know how to add the Approve Content button to the tabs on the action bar in Content Explorer.

4.8.4.21. Publish a content

After the content is approved, it can be published by the people who have the permission to publish contents.

Do the following:

Procedure 4.61. Publish a content

1. Select a content that you want to publish.
2. Click the **Publish Content** button on the action bar. The content will be published as the schedule that you set up.

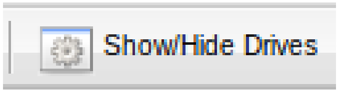
> **Note**
>
> The Publish Content button is only invisible for users who have the right to publish contents.

By default, the button is not displayed on the action bar.

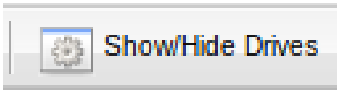
Enable this function by navigating to **Administration** > **Content Presentation >Manage Views**. See *Section 5.2.2.3, "Manage Views"* to know how to add the Publish Content button to the tabs on the action bar in Content Explorer.

4.8.4.22. Show Drives

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

To show drives, click the 

button on the action bar.

To hide drives, click the 

button again.

4.8.4.23. Show JCR Structure

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

1. **Show the JCR structure**

   Select a document.

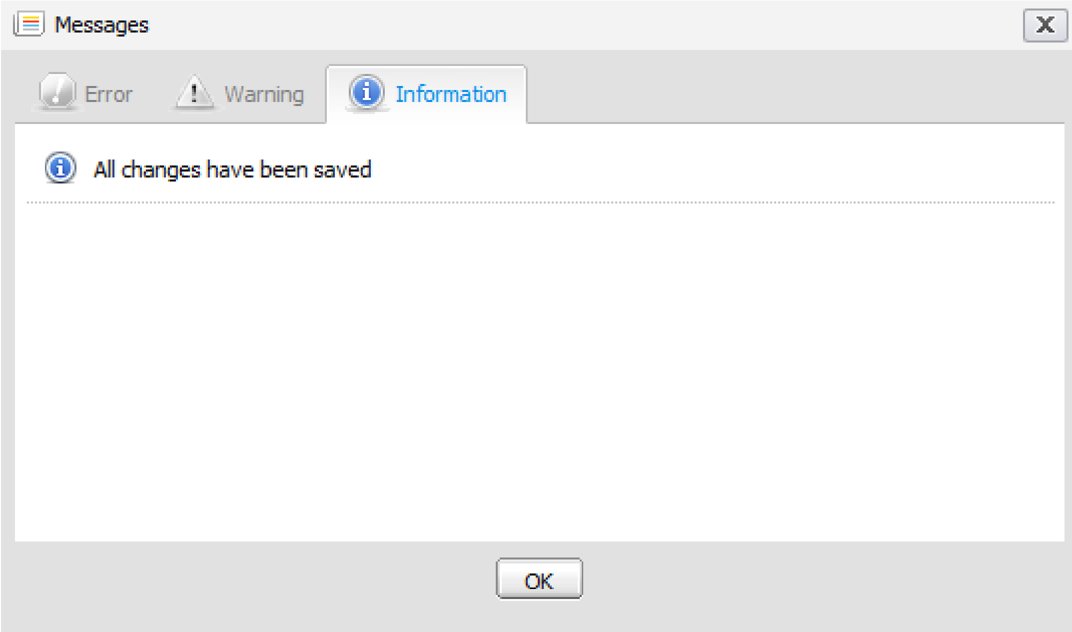
2. Select the **Info** tab.

3. Click the 

button.

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 the  button again.

4.8.4.24. 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 4.62. Add a new tag for a document

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

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

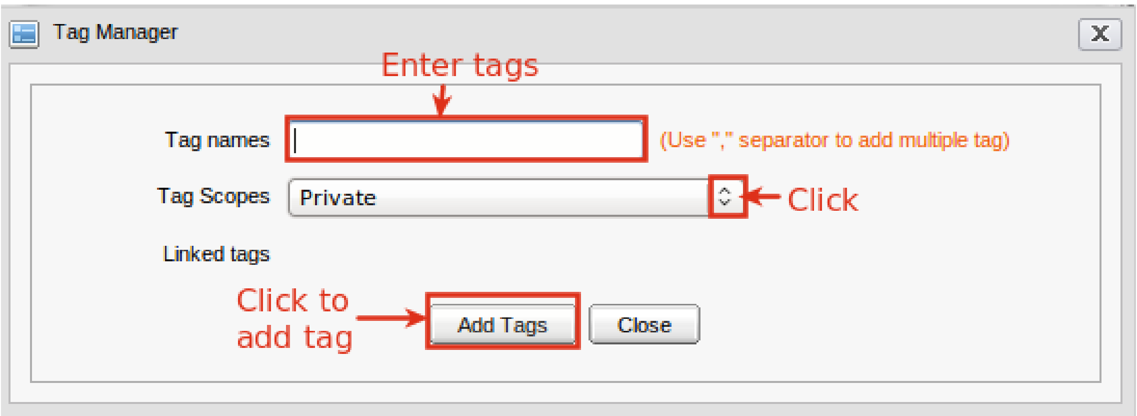


Table 4.20.

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.

3. 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 “,”.

4. Select a value for the **Tag Scopes** field.

5. Click **Add Tags** to accept, or **Close** to quit. Only you can see this tag in this document.

6. Click the  icon to delete tags.

Procedure 4.63. Remove tags from a document

1. Select a document with tags that you want to delete the tags.

2. Click the  button on the action bar to open the Tag Manager form.

3. Click the  corresponding to the tags you want to delete.

4. Click **OK** on the confirmation message to delete the tags.

4.8.4.25. 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 (! @ $ % & [ ])

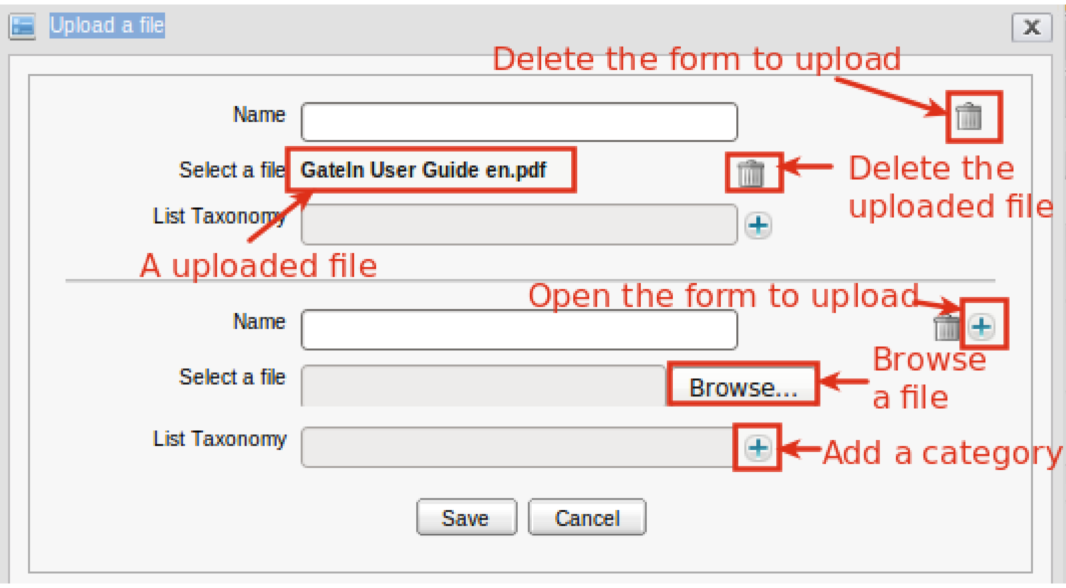
Procedure 4.64. Do the following to upload file into folder:

1. 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.

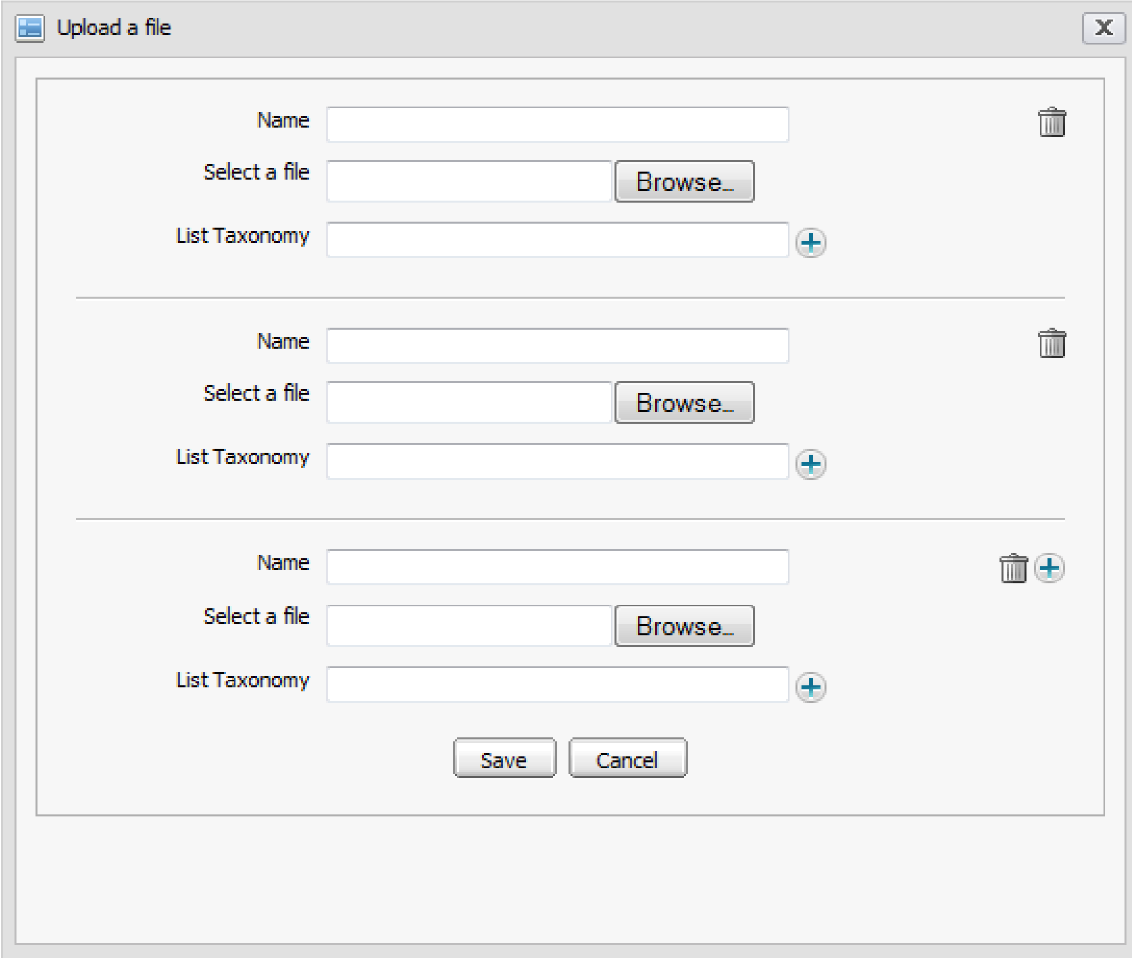
3. Click the 

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



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

   If you want to upload multi files at the same time, click the  icon to open more forms to upload more files:

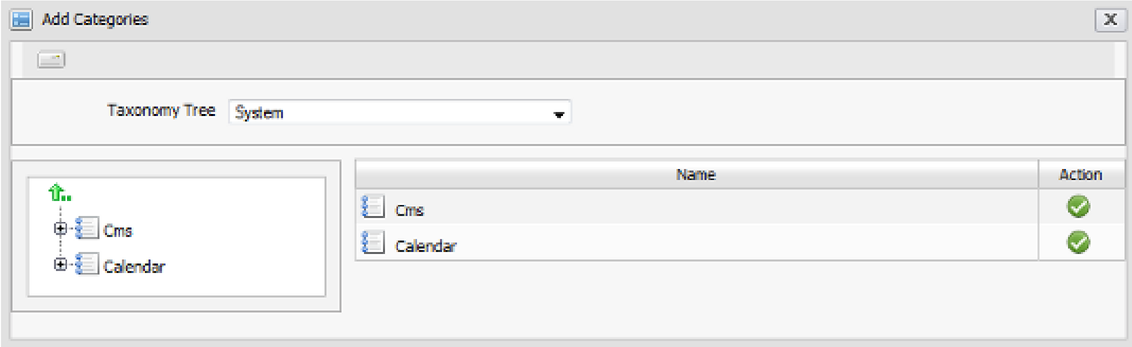


The  icon closes the upload file form.

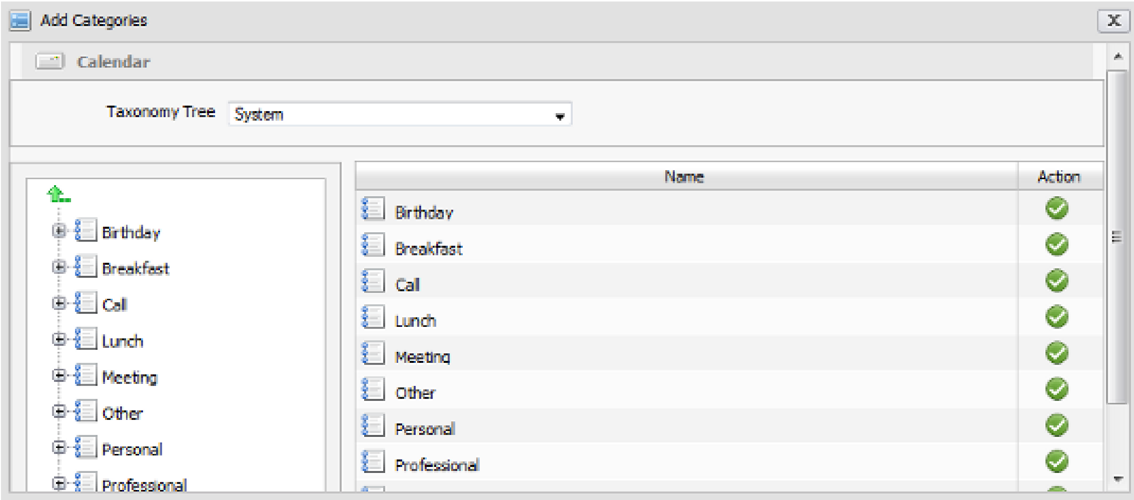
5. You can change the uploaded file by clicking the  icon and select **Browse**... again to select another one.

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 the **plus** to open child nodes of categories.



Note

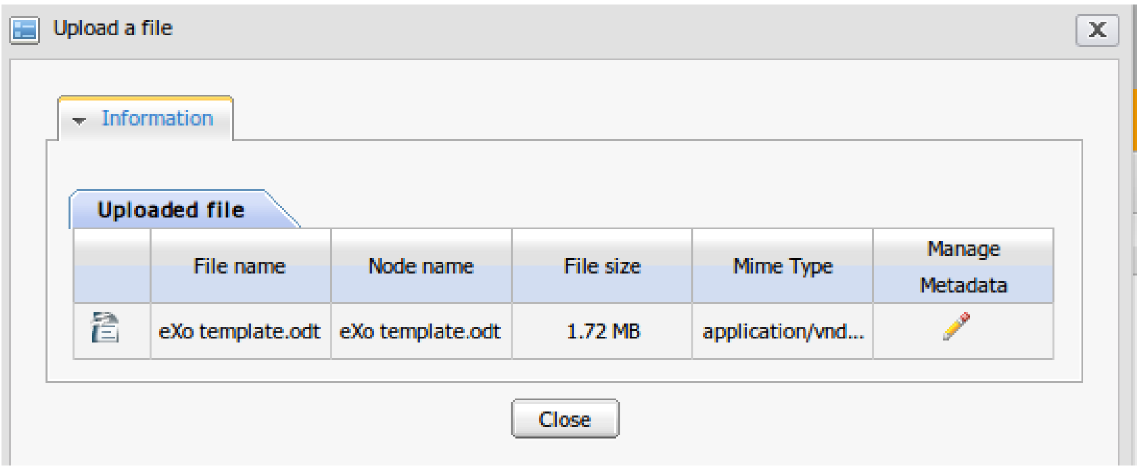
You can add more categories for a file by clicking the icon again to open the Add Categories form.

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

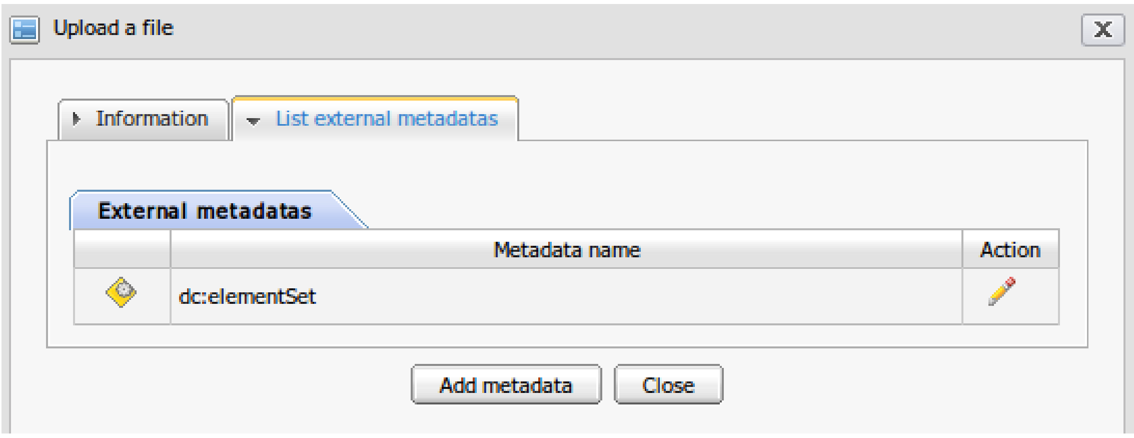
You also manage categories which were added to files by using the **Manage Categories** function. See *Section 4.8.4.12, "Manage Categories"*.

9. Complete uploading file by clicking **Save.**

10. After being saved, the main information of the uploaded file will be displayed:

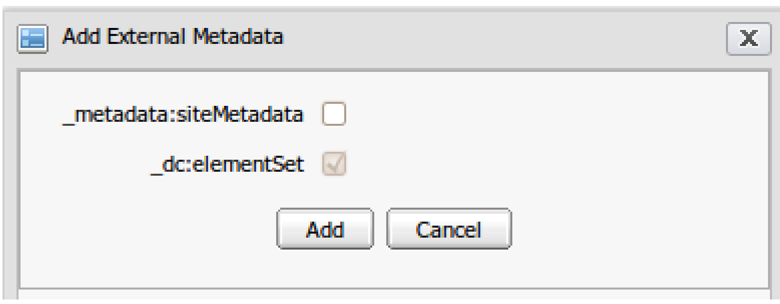


11. Click the  icon to see more details of its external metadata information. The **List external metadata** tab will be enable and you can input value in this tab.



12. Click **Save** to accept changes or **Cancel** to quit without any changes.

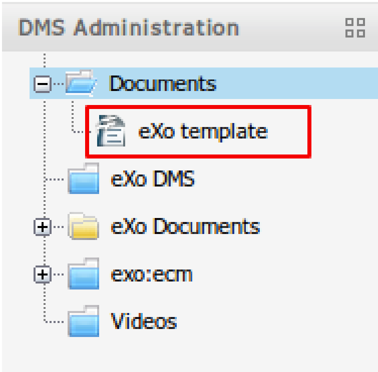
13. Data can be added for the uploaded file. Check the checkbox, then click **Add**, or **Cancel** to quit without adding anything.



14. The new metadata are displayed in the External Metadatas list and you also can edit it by clicking the  icon.

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 Content Explorer. If your file size exceeds the limit, a pop-up message will appears to alert you.

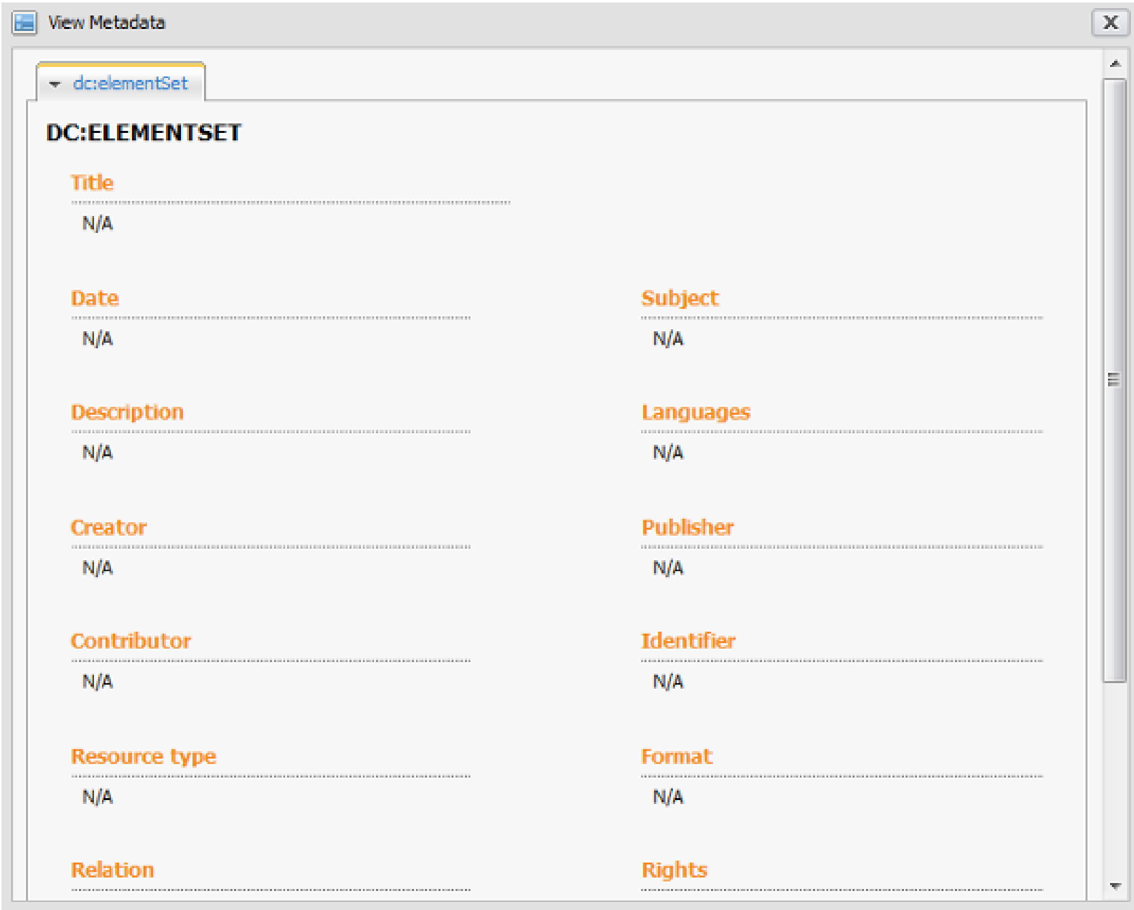
4.8.4.26. View Metadata

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 4.65.

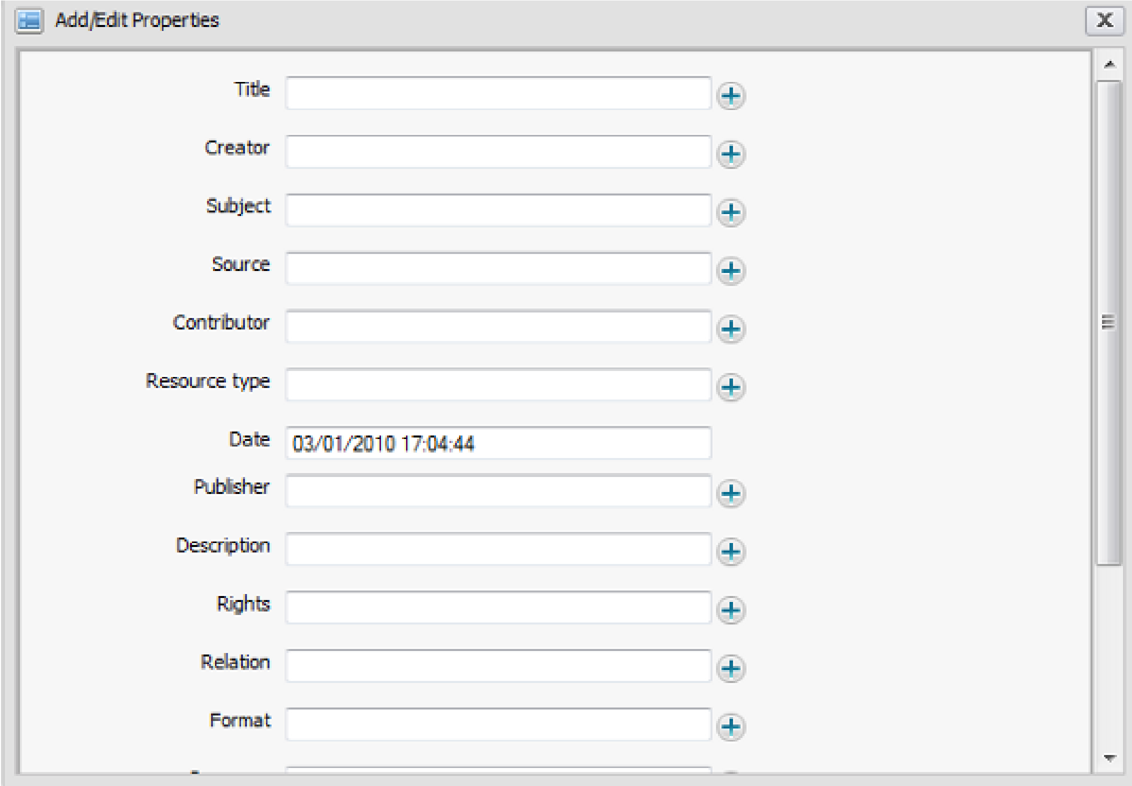
1. Select an appropriate (**nt:file**) node.
2. Click the 

button. The **View Metadata** form appears:



3. Click the **Add/Edit** button at the bottom of the **View Metadata** form to add metadata.

4. Complete the desired fields in the **Add/Edit Properties** form. Click the  icon to add further metadata.



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

4.8.4.27. View Node Types

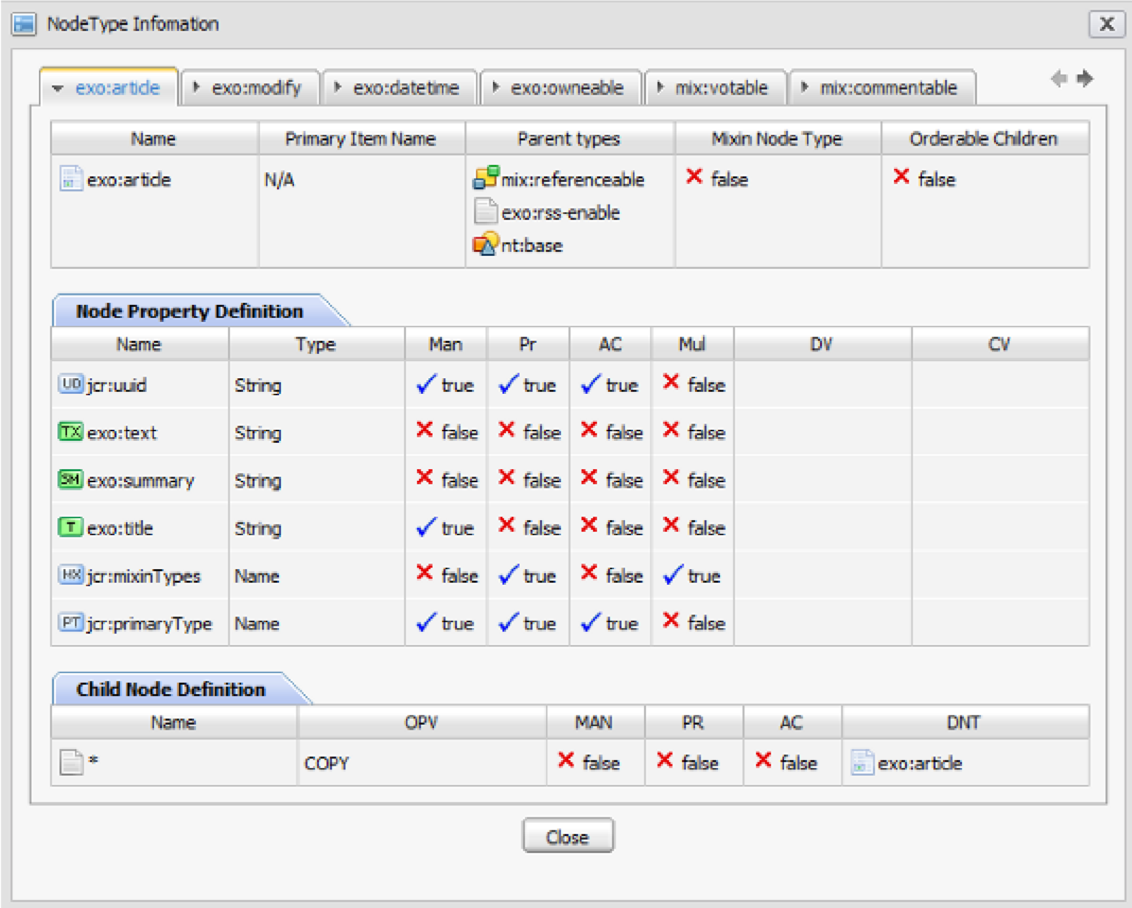
To view detailed information about a node:

Procedure 4.66.

1. Select a node that you want to view its detailed information.

2. Click the 

button to view detailed information about the selected node.



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

4.8.4.28. View Permissions

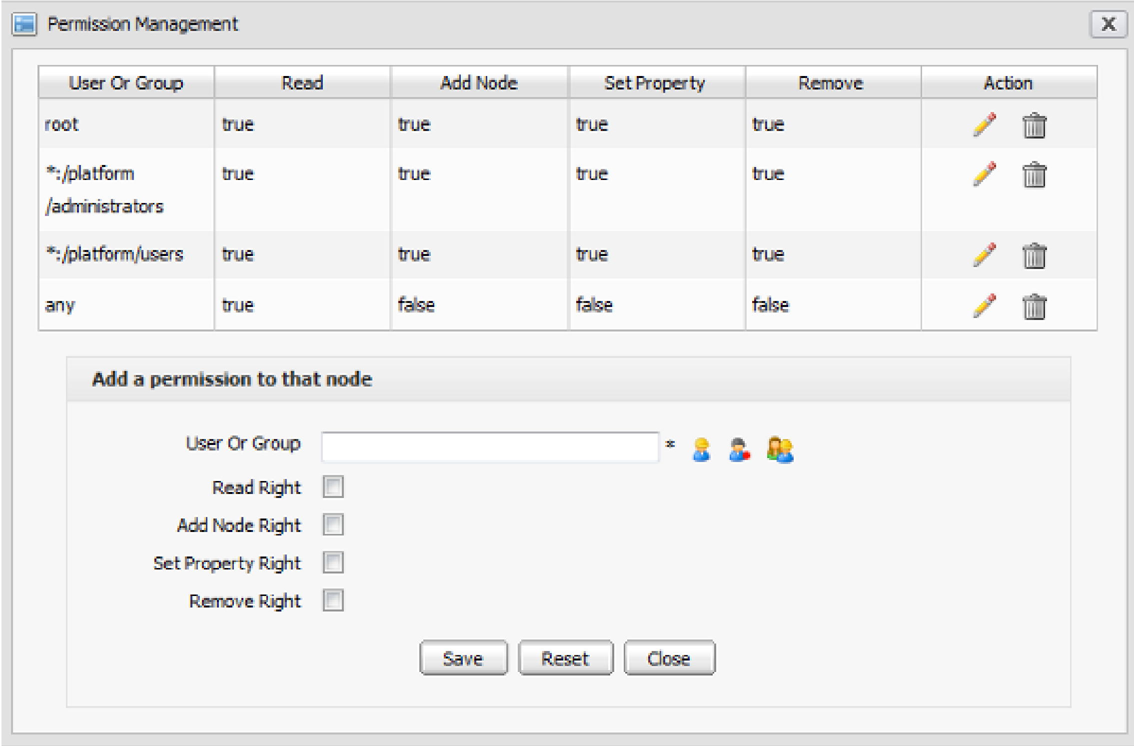
This function enables an administrator to manage the permissions for nodes.

Procedure 4.67. View Permissions

1. Select a node.

2. Click the 

button. The **Permissions Management** form appears.



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

Procedure 4.68. Add Permissions

1. **To add permission for specific users**

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

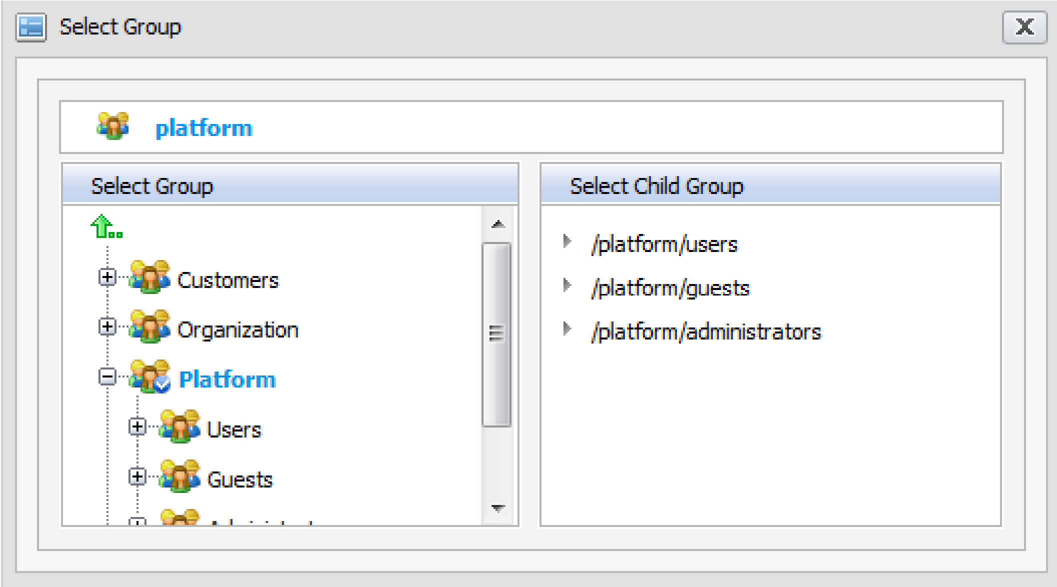
   Click the  beside the users you want to grant permissions to.

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 the 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.

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

Procedure 4.69. Edit Permissions

1. Select the permission of a user or a group in the table of list permissions.

2. Click the icon.

3. Change the permissions as desired.

4. Click **Save** to commit the changed permissions.

Procedure 4.70. Delete Permissions

1. Select the permission of a user or a group in the table of list permissions.

2. Click the  icon.

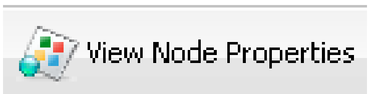
3. Click **OK** in the confirmation message to remove the permission.

4.8.4.29. View Properties

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

Procedure 4.71.

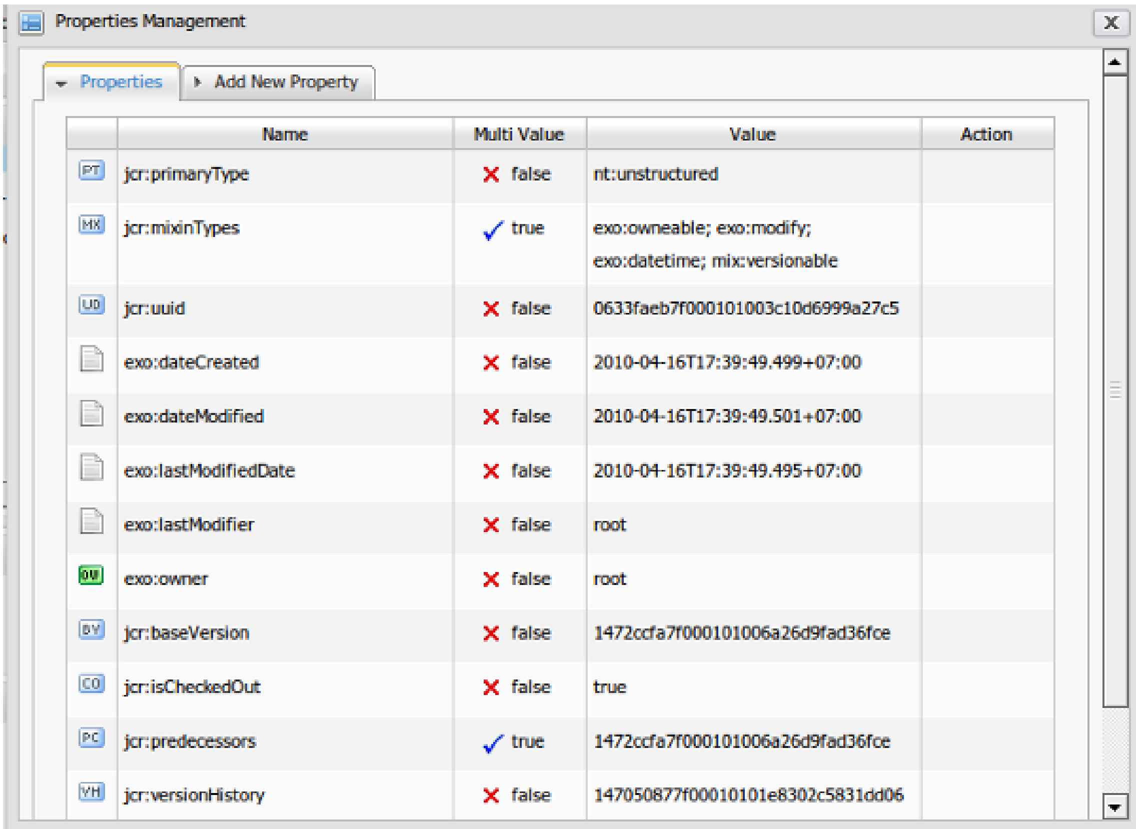
1. Select the node that you want to review or add values to.

2. Click the 

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

   This form has two tabs:

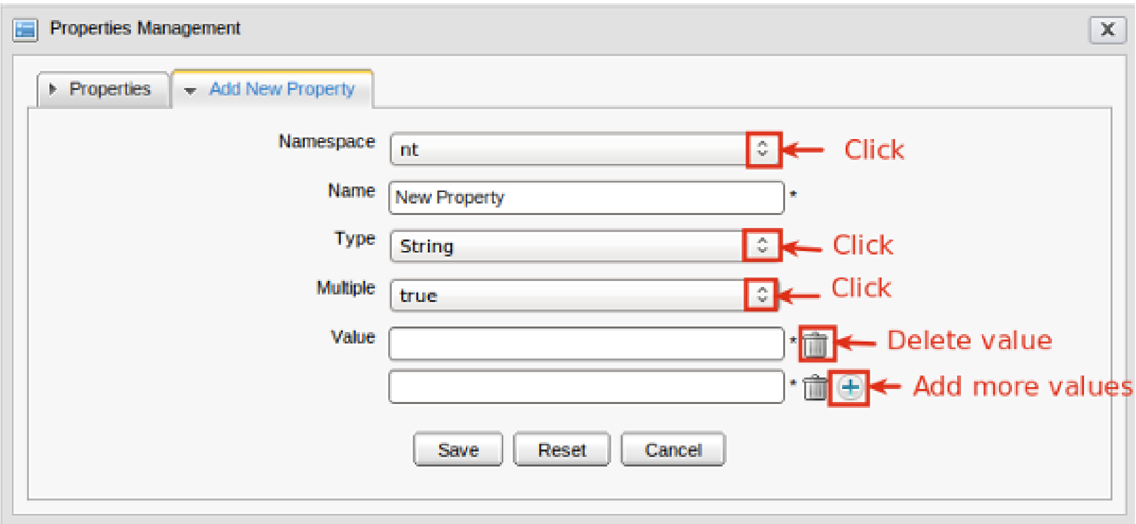
   Properties
   : This tab displays all properties and values for the selected node.



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.



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

3. **To add new properties:**

Select the namespace for the property.

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

5. Select a **Type** for the property from the drop-down menu for the field Type.

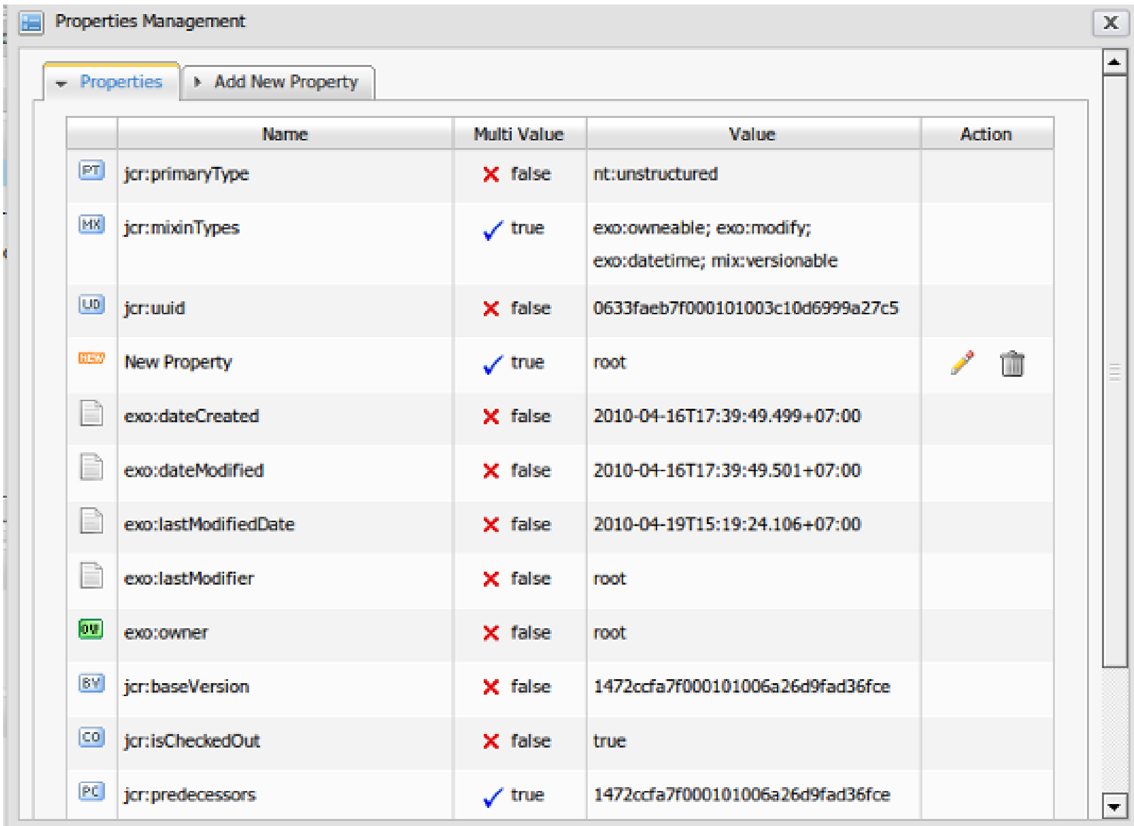
6. Enter a value for the property in the **Value**.

7. To add multiple new values, click the icon and repeat the above steps.

   To remove a value, click the .

8. 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.



Name	Multi Value	Value	Action
jcr:primaryType	false	nt:unstructured	
jcr:mixinTypes	true	exo:owneable; exo:modify; exo:datetime; mix:versionable	
jcr:uuid	false	0633faeb7f000101003c10d6999a27c5	
New Property	true	root	
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	2010-04-19T15:19:24.106+07:00	
exo:lastModifier	false	root	
exo:owner	false	root	
jcr:baseVersion	false	1472ccfa7f000101006a26d9fad36fce	
jcr:isCheckedOut	false	true	
jcr:predecessors	true	1472ccfa7f000101006a26d9fad36fce	

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

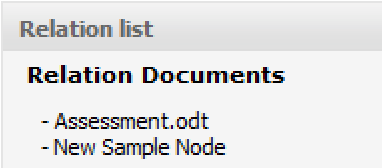
4.8.4.30. View Relations

This function shows documents related to a selected node.

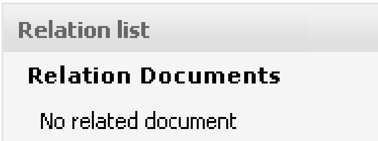
1. **To View Relations**

   Select a node then click the 

button. 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.



2. **To Hide Relations**

   Click the 

button again to hide relations.

4.8.4.31. Vote

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

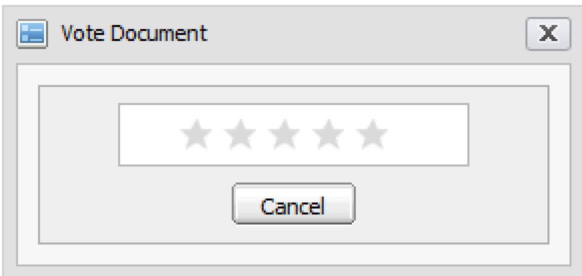
Procedure 4.72.

1. Open the document you want to vote for.

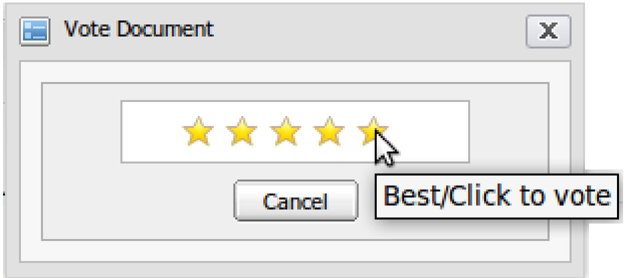
2. Click the 

button on the action bar.

   The **Vote Document** form will appear:



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



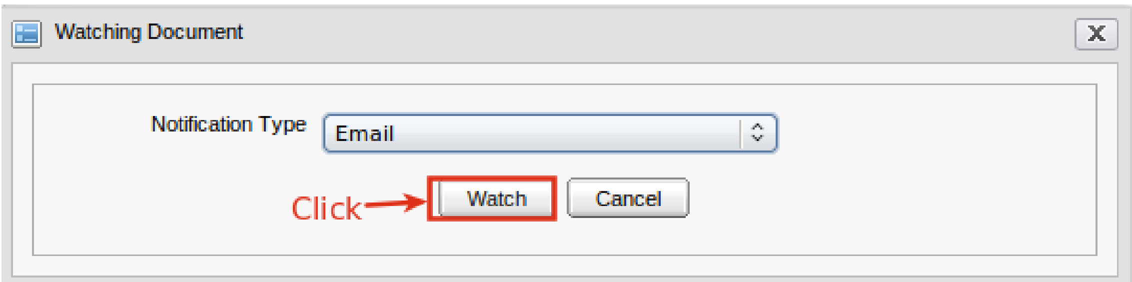
After a vote has been added, the rating will appear at the bottom of the document:

4.8.4.32. 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 4.73.

1. Select the document you want to watch.
2. The **Watching Document** form will appear. Click the **Watch** button to finish.



To stop watching a document, select the document and click the  icon.

A message will appear for you to confirm the action.

4.8.5. Manage Content In Content 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, and more.This section focuses on how to manage a web content in a specific site.

> **Note**
>
> Only users who have the right to access **Sites Management** drive can do it.

4.8.5.1. Create a new web content

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

Do the following:

Procedure 4.74. Add new content

Tabs in the Add New Document form. The**Main Content** tab includes:

Table 4.21.

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

The **Illustration** tab: enables you to upload an illustration that makes the site's content more attractive

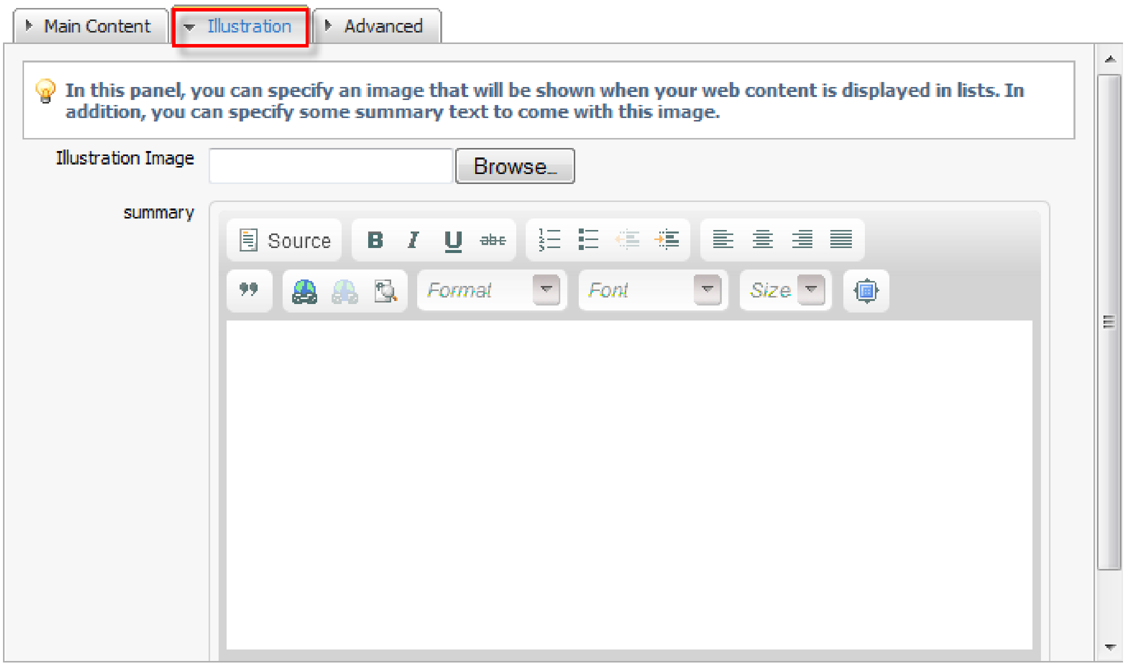


Table 4.22.

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.

Field	Option
Summary	You can give a 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.

Do the following to upload an image:

Procedure 4.75. Upload an image

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 the list to upload.

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

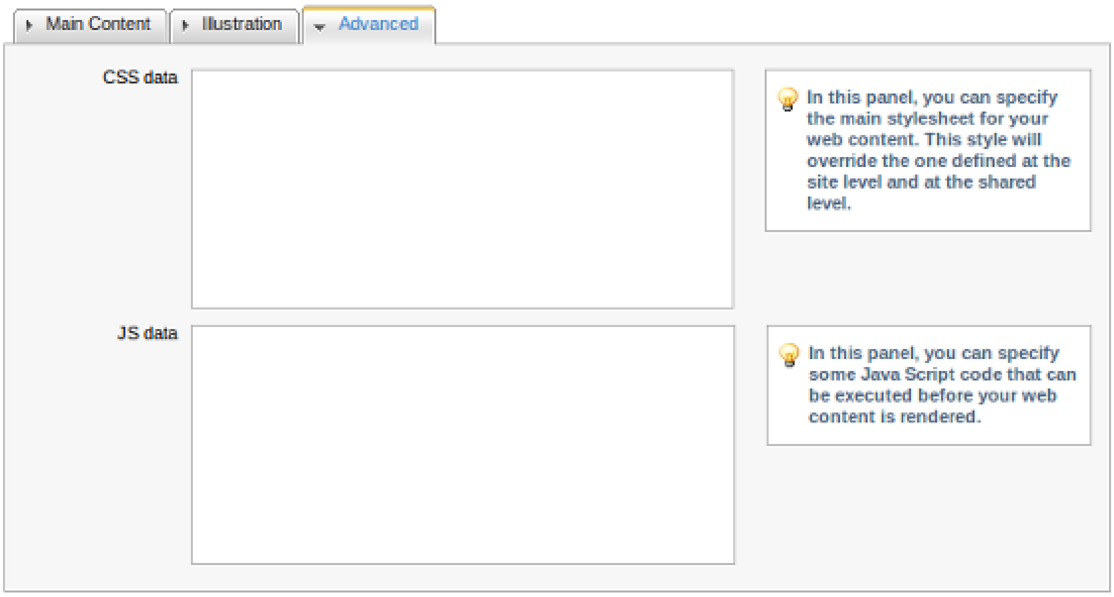


Table 4.23.

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.

1. Go to **Sites Management** drive, and then select a site that you want to add a web content.

2. Select the web content folder on the left.

> **Note**
>
> 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 a list of content templates by clicking the 

icon on the Action bar.

4. Select a template to present the web content by clicking one.

   - **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.

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

6. Click **Save** or **Save & Close** to save the content or **Close** to quit the Add New Document form.

4.8.5.2. Edit a web content

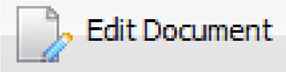
This function is used to edit a web content in a specific drive of an existing site.

Do the following:

Procedure 4.76. Edit a web content

1. Go into the folder of a site which contains the web content that you want to edit.

2. Select the web content by double-clicking it on the left tree or on the right panel. The detailed information of web content will be viewed on the right panel.

3. Click the 

icon on the action bar to show the form to edit the selected web content. This form is like the form to create a new document.

4. Change the current values in the fields of this form.

5. Complete editing the selected web content by clicking **Save** or **Save & Close**.

> **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 Administration portlet.

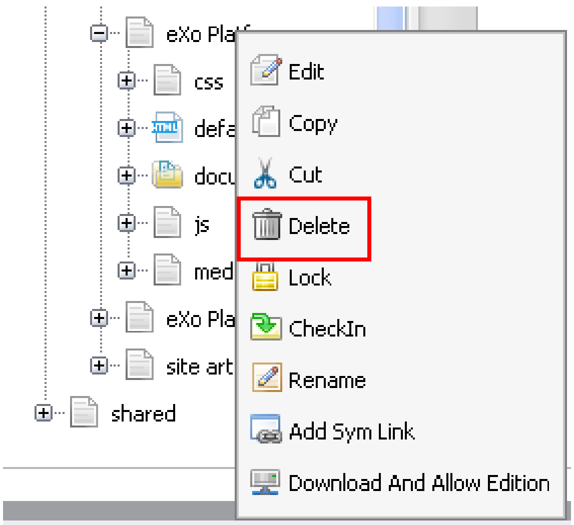
4.8.5.3. Delete a web content

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 4.77. Delete a web content

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



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

4.8.5.4. Publish a web content

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

See *Section 4.4.4, "Publication Process"* to know how to publish a web content.

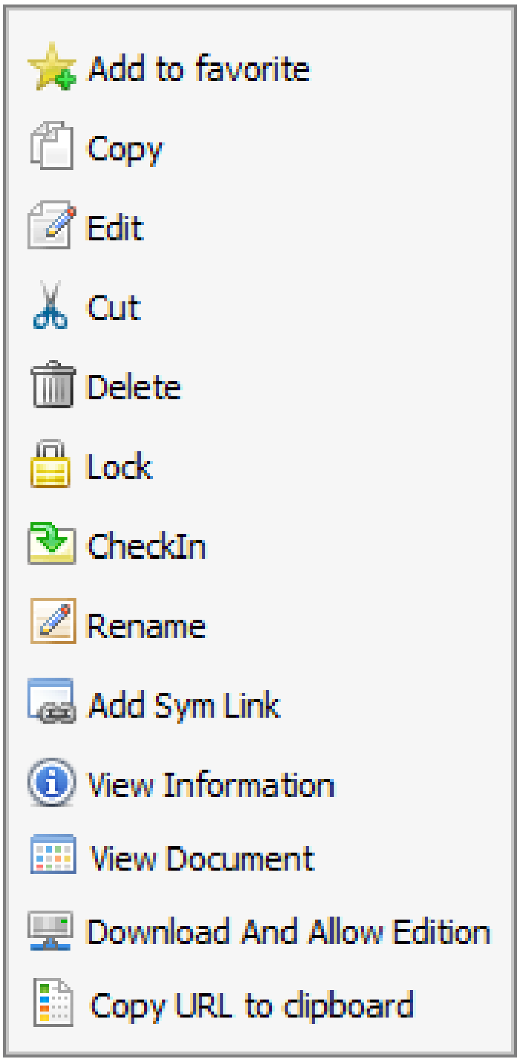
After the content is published, all users who have the right to access that position can view the published web content as a page on the Navigation bar.

4.8.6. Actions on Folders and Documents

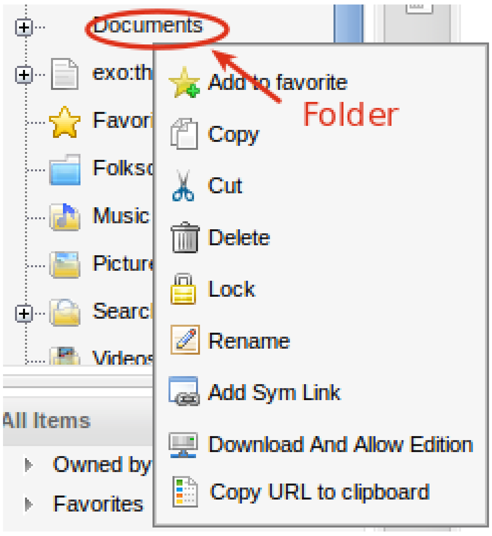
In this section, we will present the actions on folders and document in the right-click menu (Add to favorites, copy, cut, paste, add Symlink, lock/unlock, view document, rename, download and allow edition and copy URL to clipboard) and other actions (drag and drop folders or documents).

Depend on the actions on folders or documents, the right-click menu (drop-down menu) is different.

The actions in the right-click menu for documents:



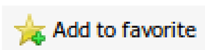
The actions in the right-click menu for folders:



4.8.6.1. Add to favorites

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

Procedure 4.78.

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

entry in the drop-down menu.

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

4.8.6.2. Copy/Paste

This function is used to make a copy of a node (including sub-nodes) to other places.

There are two ways to cut/copy/paste the node:

Procedure 4.79. Method One

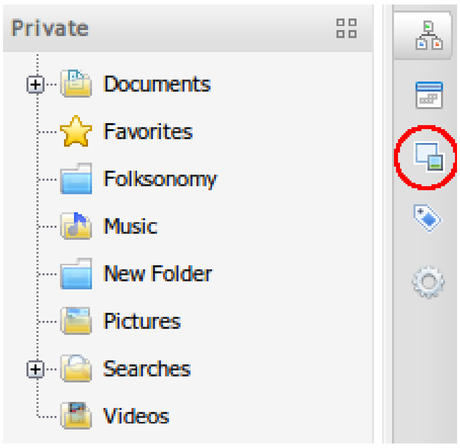
1. Right-click the node **>** select **Copy** from the drop-down menu (or called "the right-click menu").
2. Select a destination node that you want to be the parent node of the cut/copied node.
3. Right-click the destination node **>** select **Paste** in the drop-down menu. Note that the **Paste**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

Procedure 4.80. Method Two

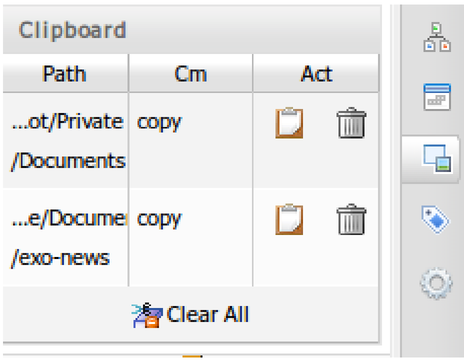
1. Right-click the node and select the **Copy** from the drop-down menu.

2. Select the destination node that you want to be the parent node of the copied node.

3. Select the Clipboard icon on the sidebar:



4. Click the Clipboard window will appear:



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

6. You can click the  icon 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.

Copy/Paste Information

- You only can take the 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 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 cannot copy a content folder into a document folder.
- After taking the Copy action, you can take the Paste action on different nodes before taking another Copy action.

4.8.6.3. Edit documents

To edit a document, refer to this part *Section 4.8.5.2, “Edit a web content”*.

4.8.6.4. Cut/Paste

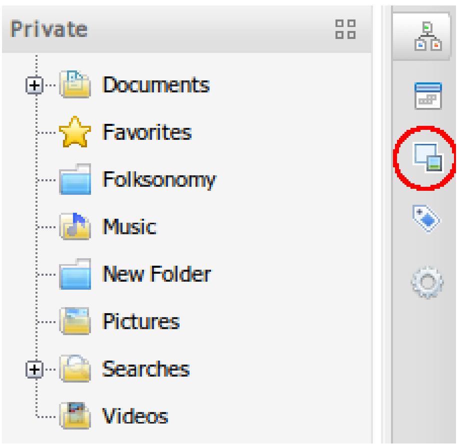
This function is used to move a node (include sub nodes) to other places. There are two ways to cut/paste documents:

Procedure 4.81. Method One

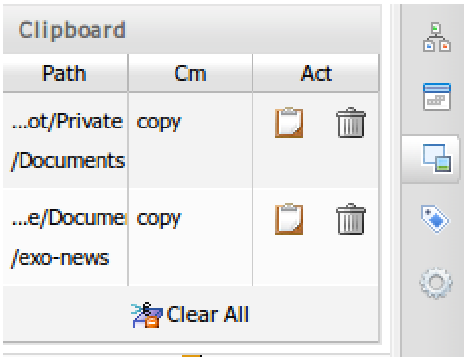
1. Right-click a node **>** Select **Cut** from the drop-down menu.
2. Select the destination node that you want to be the parent node of the cut node.
3. Right-click the destination node **>** select **Paste** in the drop-down menu. Note that the **Paste** function is enabled in the menu only after selecting the **Cut** action.
4. The cut node (and its sub-nodes) will be pasted to the new selected path.

Procedure 4.82. Method Two

1. Right-click a node **>** Select **Cut** from the drop-down menu.
2. Select the destination node that you want to be the parent node of the cut node.
3. Select the Clipboard icon:



4. Click the Clipboard window will appear:



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

6. You can click the  icon 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/Paste Information**
>
> - You only can take the Cut 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 cannot Cut a content folder into a document folder.
> - After taking the Cut action, you can take the Paste action on different nodes before taking another Cut action.

4.8.6.5. Delete folders and documents

This function helps you remove folders/documents from theirs location easily. Do the same steps as *Section 4.8.5.3, “Delete a web content”*

> **Delete Rights**
>
> - You can only take the **Delete** action if you have the right on a node.

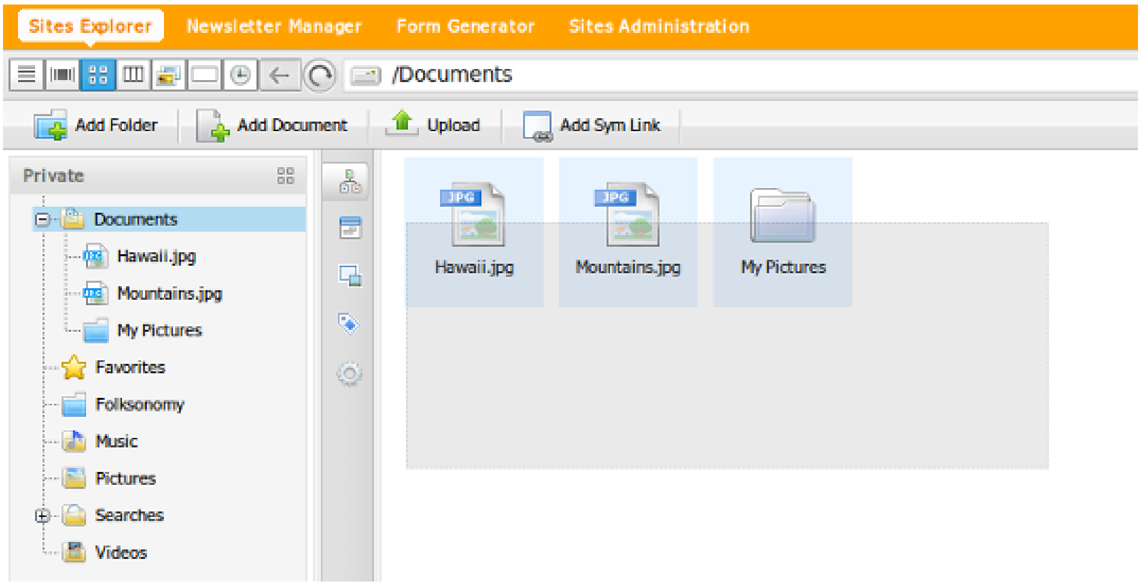
- If the deleted node also contains sub-nodes, these will be deleted also.

4.8.6.6. Drag and drop folders and documents

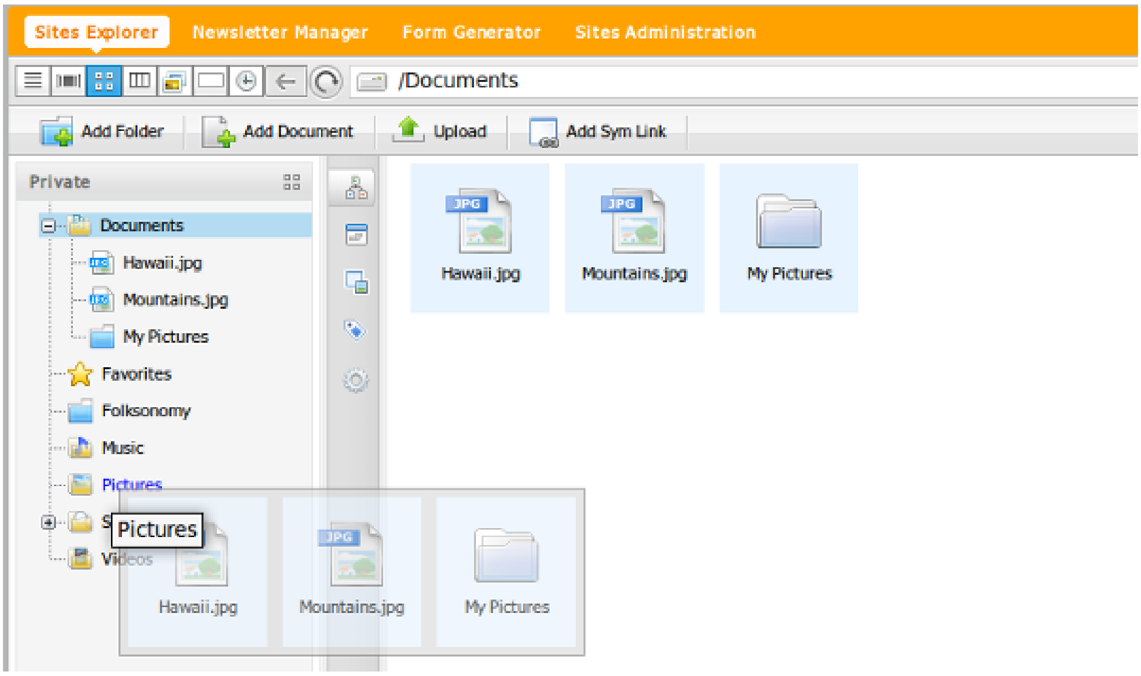
This function allows you to move folders/documents from a current location to another one by using the drag and drop feature.

Procedure 4.83.

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



2. Press the left mouse button and then drag the selected folder(s)/document(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/ documents will be relocated to the destination folder.

4.8.6.7. Lock/Unlock folders and Documents

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

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

Locking Rights

- Only users with appropriate rights can lock folders/documents.
- After locking, other users can only view the folders/documents.
- 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/documents. To unlock a folder/document, right-click a locked folder/document and select the **Unlock** item on the menu. The folder/document will then be unlocked and other users can take actions on it.

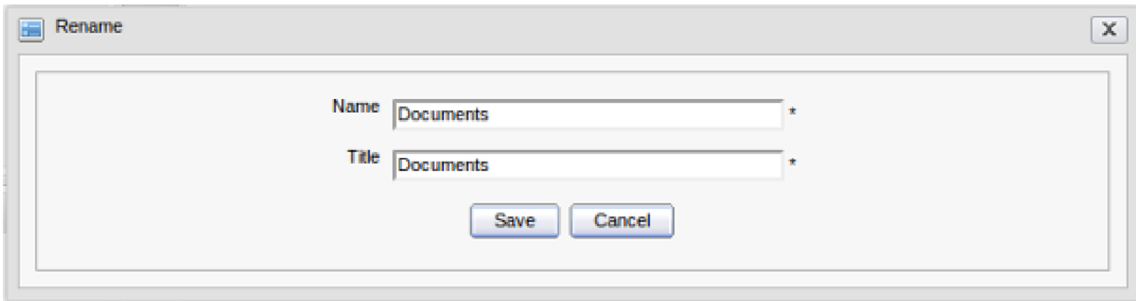
4.8.6.8. Rename folders and Documents

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

Procedure 4.84.

1. Right-click a folder/document 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.

4.8.6.9. Add a symlink

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

Procedure 4.85.

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

2. Right-click that document and select **Add SymLink** from the menu.

3. The selected document will be added a symlink immediately. You now can click the symlink to view its content.

4.8.6.10. 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 4.86.

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**

4.8.6.11. View Information

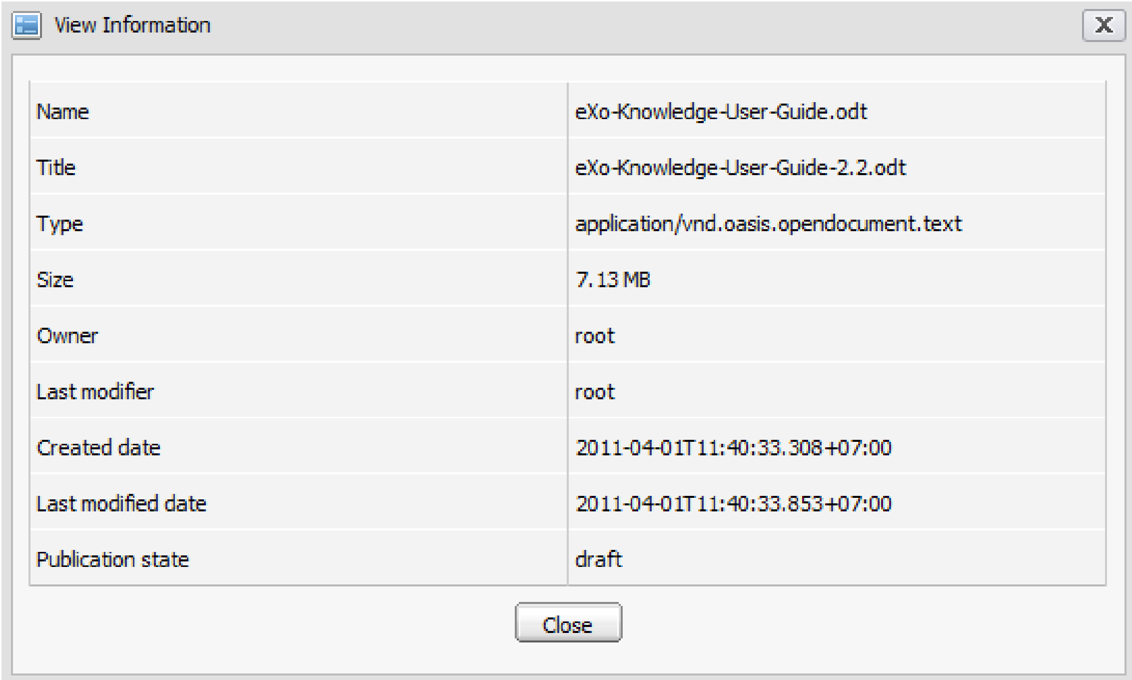
eXo Content 2.2.0 supports you to view all information of a document, such as the name, the title, the creator, the publication state of the document and more.

Do the following to view the information of a document:

Procedure 4.87. View Information

- Right-click a document that you want to view **>** Select **View Information** in the drop menu.

  The **View Information** form appears like this:



4.8.6.12. View Document

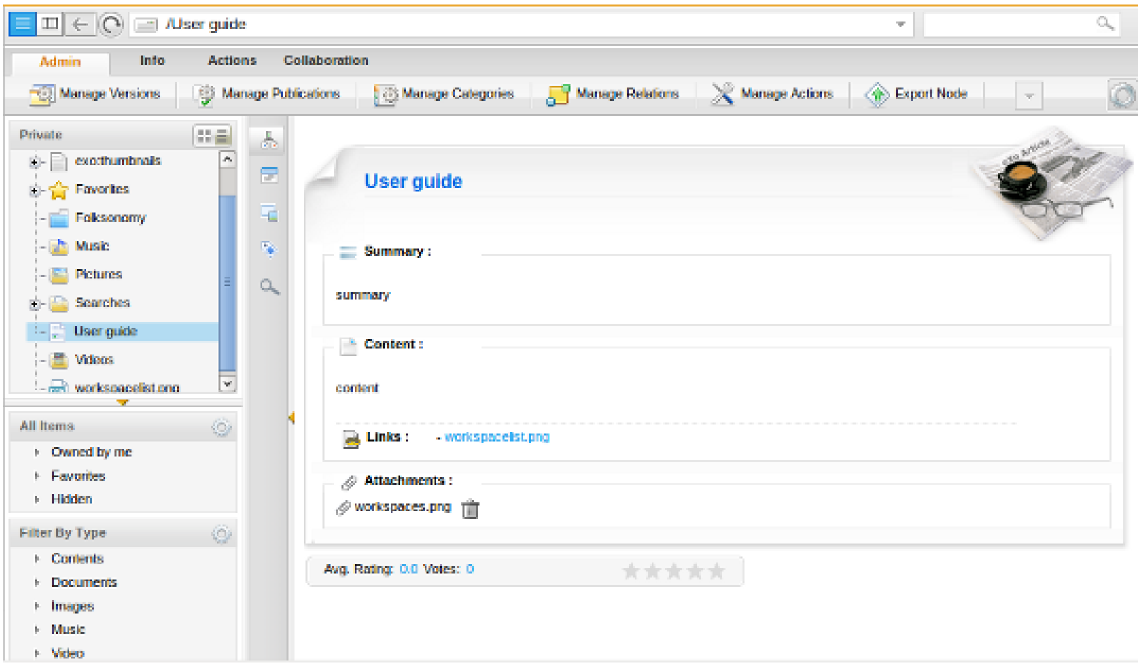
The **View Document** item is visible in the drop-menu when you right-click a document. This function enables you to view the document on another tab with the link containing the document path.

Do the following to view a document.

Procedure 4.88. View a document

- Right-click a document that you want to view **>** Select **View Document** in the drop menu.

  The document is opened in another browser:



The URL of the document is like the following:

URL: ...ecmdemo/private/acme/siteExplorer/repository/Private/User guide

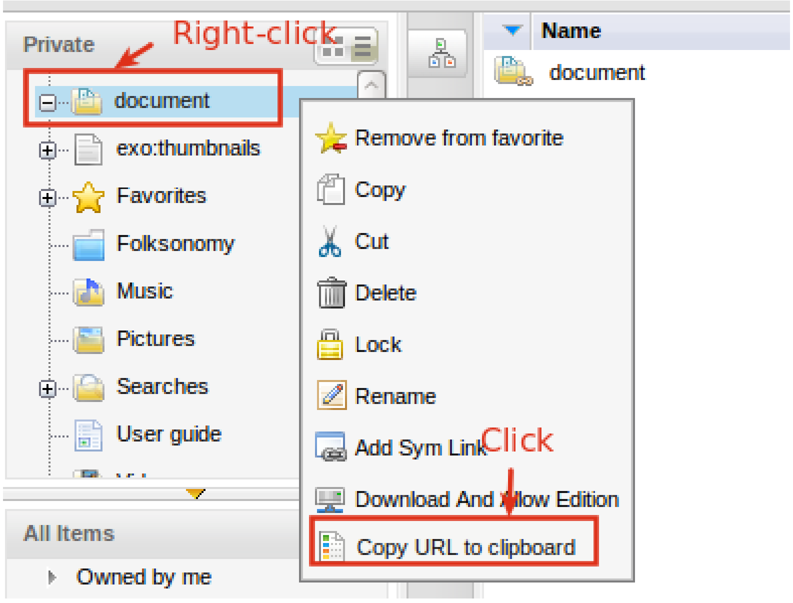
4.8.6.13. Copy URL to Clipboard

The Copy URL to Clipboard enables you to copy the WebDAV URL of a selected folder or a document and then you can view it by WebDAV view on a browser.

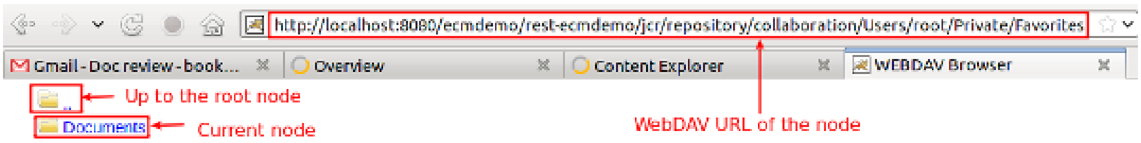
Do the following:

Procedure 4.89. Copy URL to Clipboard

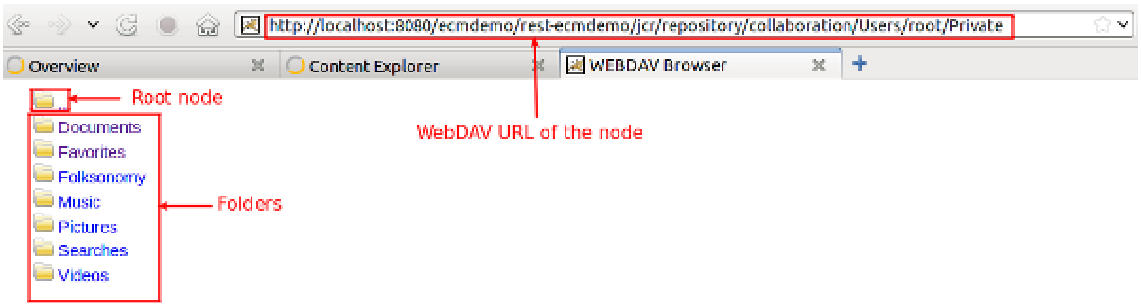
1. Right-click a folder/document **>** Select **Copy URL to Clipboard**.



2. Paste the URL on another browser.



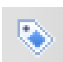
You can view the folders of the node you copied its URL or download documents to your computer. You also view other nodes by clicking ... above the current folder to go up the root node . See the below illustration:

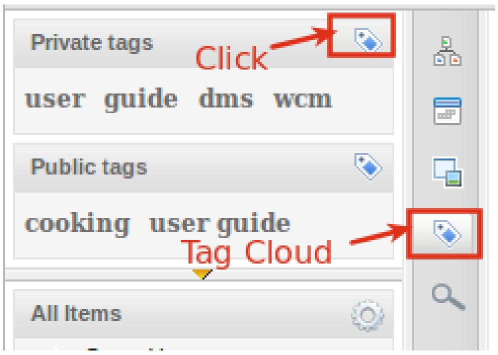


4.8.6.14. Manage Tags

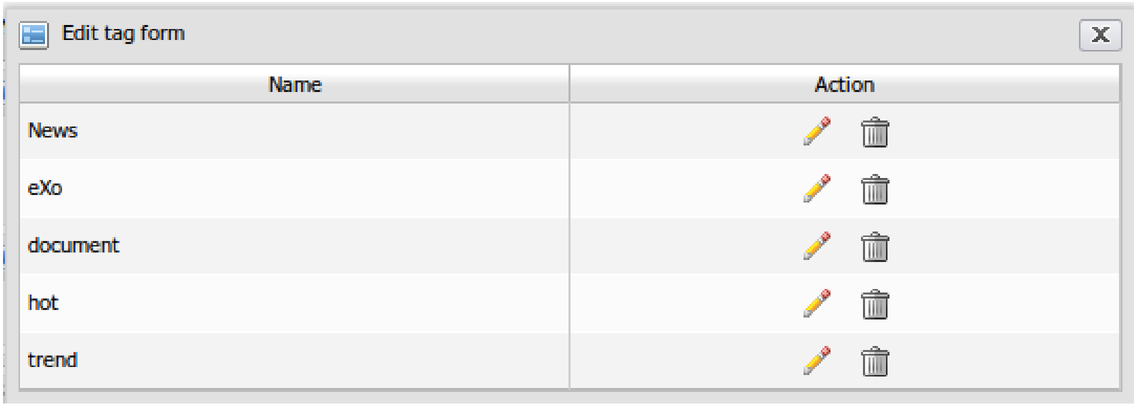
Tags are easily managed by editing or deleting them with the **Tag Manager**.

Procedure 4.90. Edit a tag

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

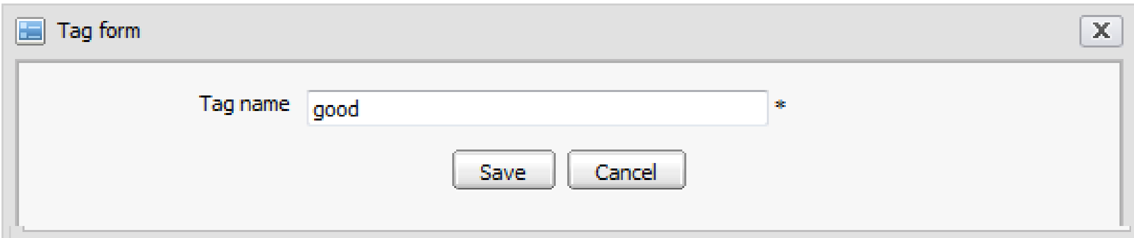


The **Edit tag form** will appear:



2. Click the  icon that corresponds to the tag you want to edit.

3. Edit the tag as desired.



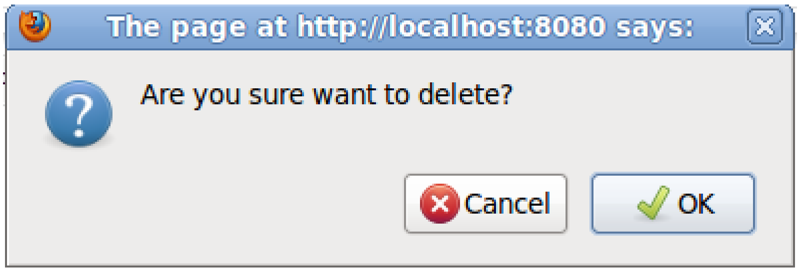
4. Click **Save** button to commit the change or **Cancel** to quit without changes.

Procedure 4.91. Delete a tag

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

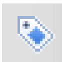
2. Click the  icon.

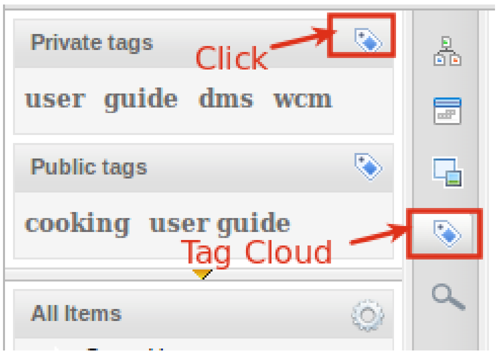
   A confirmation box will appear:



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

Procedure 4.92. Use Created tags

1. Click the  icon. You will see all existing tags. All existing tags are listed and classified by private or public tags.

   Depending on the popularity of tag, the displaying of each tag will be different from others by: font-size, font-weight, color, font-family, text-decoration. For example, when a tag is added for over 10 documents, it will be displayed in red color, size:20px, bold. This is also can be configured in the Administration portlet.

2. Each tag is also like a link used list all documents that it is added. Click a tag name, documents list will be displayed in the right panel.

4.9. Manage Content with WebDAV

4.9.1. What is WebDAV?

WebDAV is an abbreviation of **Web**-based **D**istributed **A**uthoring and **V**ersioning. It is used to publish and manage files and directories on a remote server. It also enables users to perform 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 creation of *collections* (file system directories)

Name space management
: This function enables copying and moving web pages within a server's namespace.

4.9.2. Why use WebDAV?

With WebDAV, you can manage content efficiently with the following actions:

- Copy/paste content on your device 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.

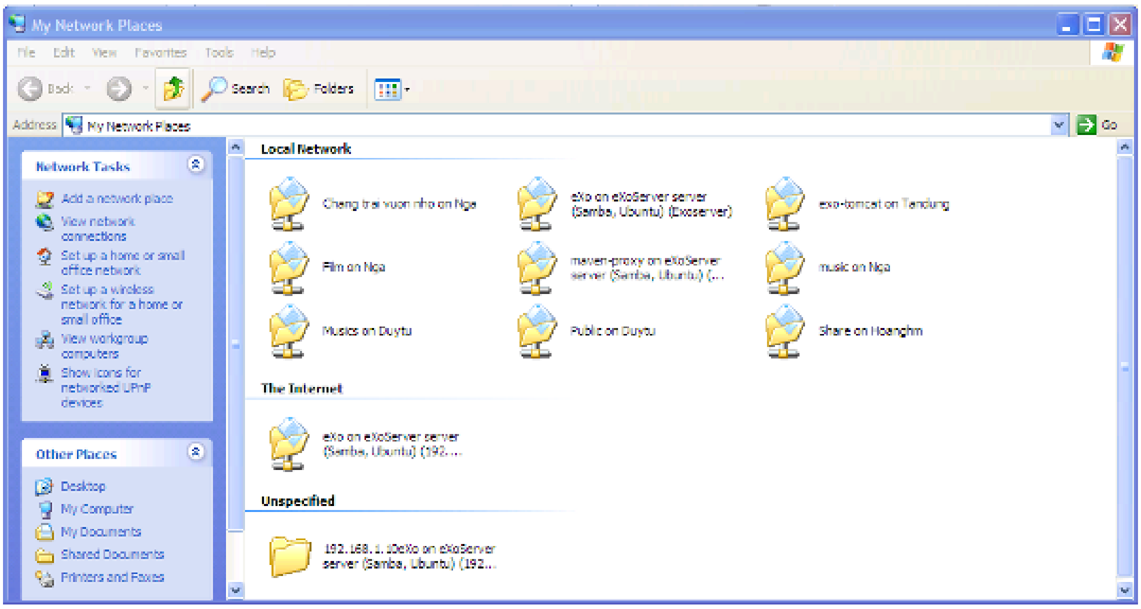
4.9.3. How to Use WebDAV With eXo Content

To use WebDAV with eXo Content, you first need to have the Internet or Intranet connected. Next, you can follow one of the two following ways:

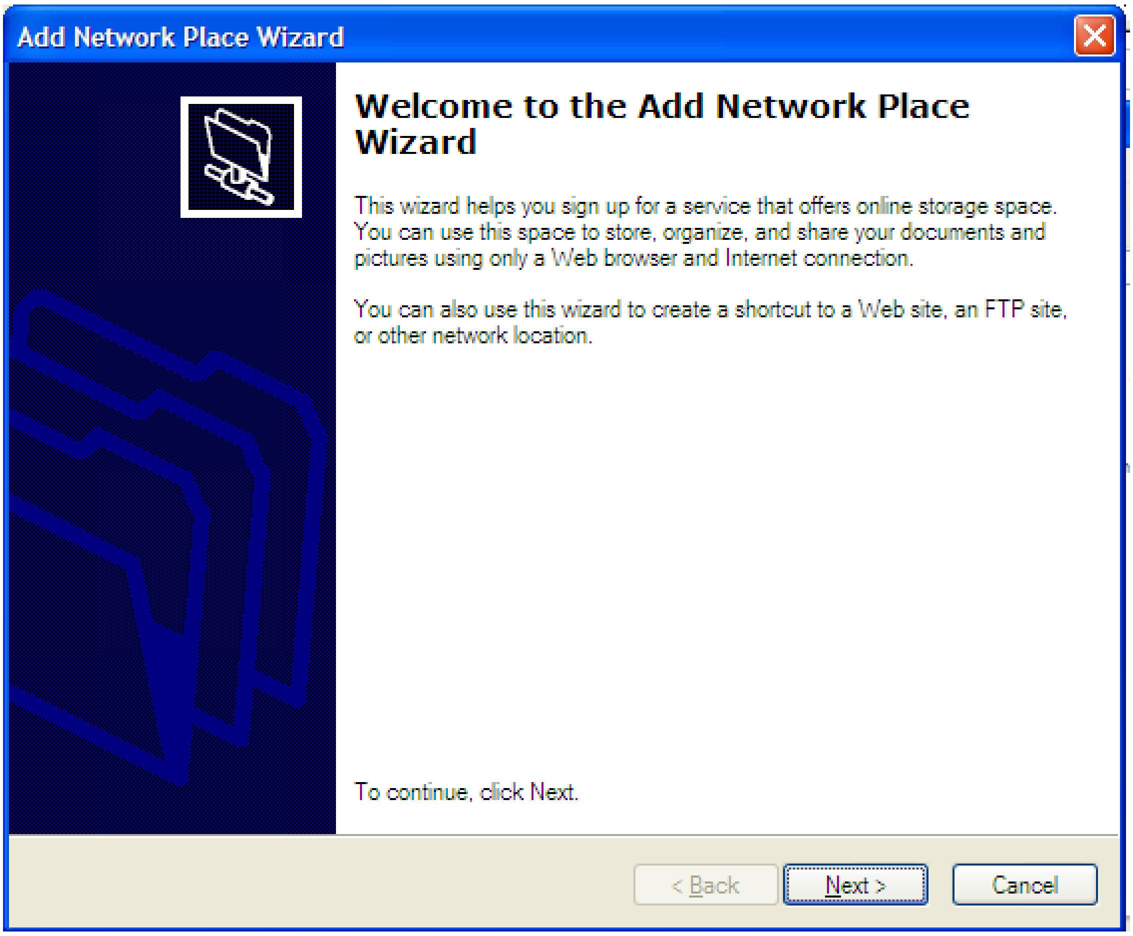
Procedure 4.93. Method One:

With this method, you will need to connect to the WebDAV server. For example, for Windows XP, do the following steps:

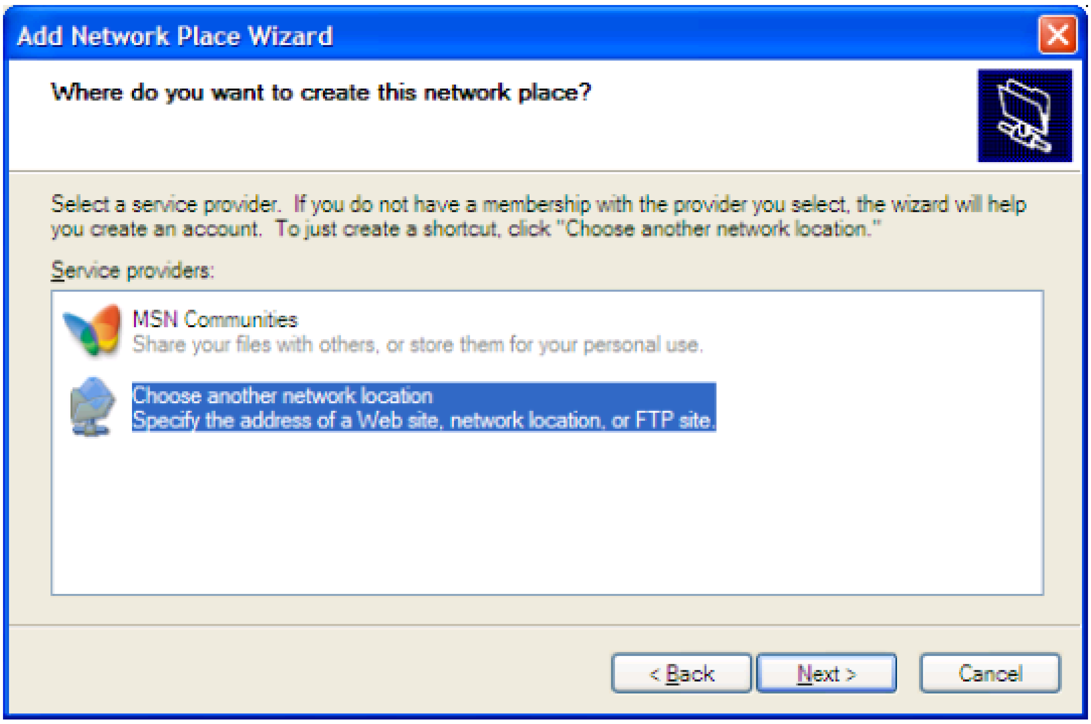
1. Navigate to the **My Network Places** on your local computer. You will see all shared files and folders:



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



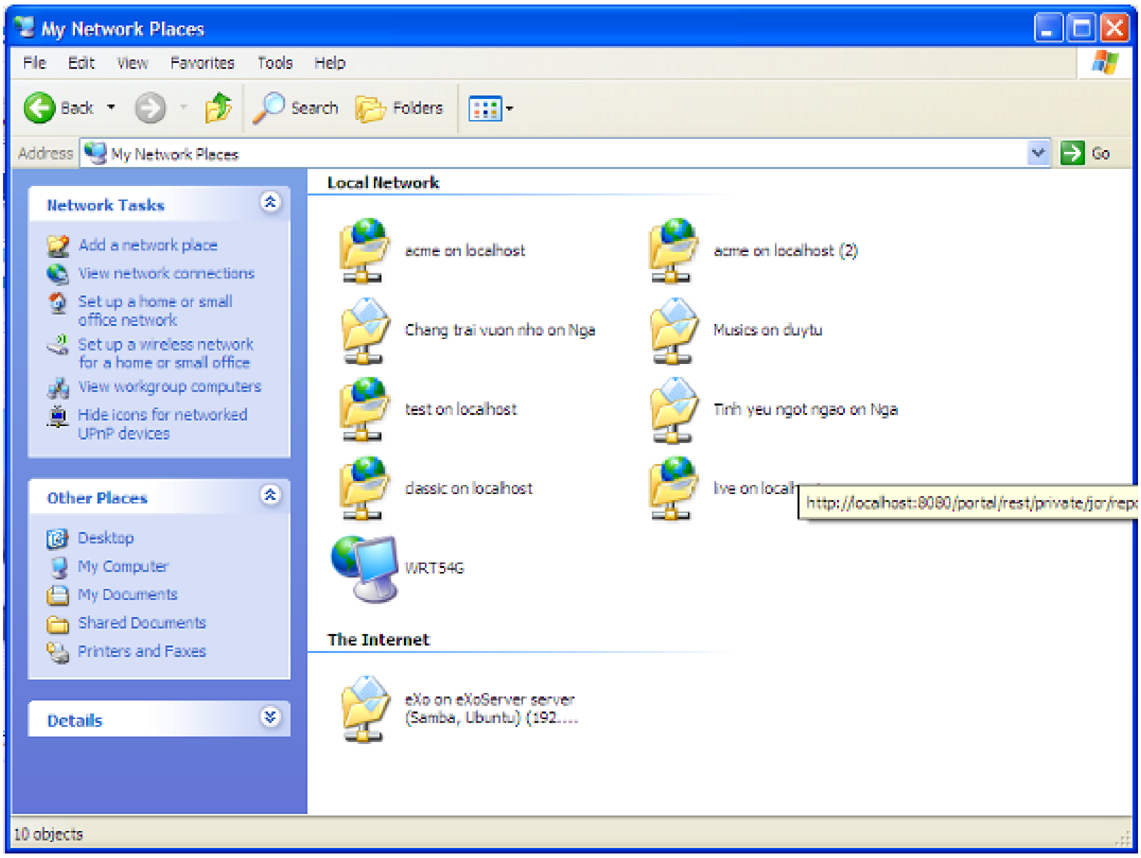
3. Click **Next** to choose a network location:



4. Select **Choose another network location** to create a shortcut.

5. Enter an address into the **Internet or network address** field; for 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** appears in the **My Network Places** directory.



Each site managed by WebDAV appears as a folder in this location.

7. Take actions on the content in this folder to administrate the site content remotely.

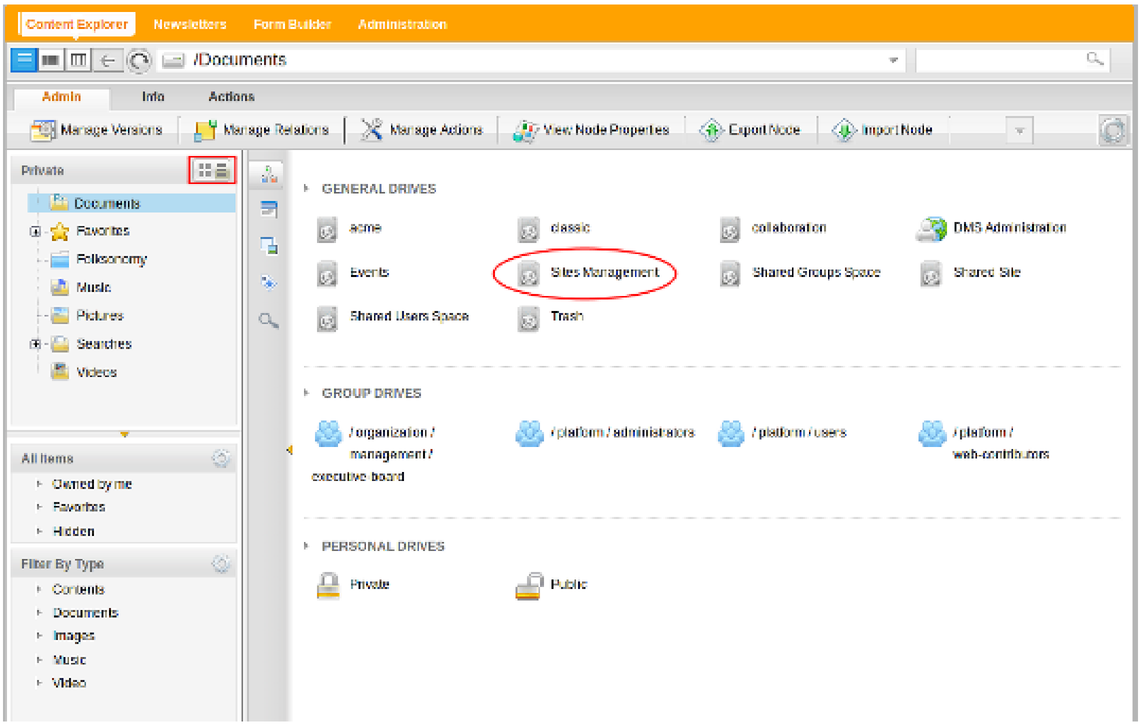
Procedure 4.94. Method Two:

This method can be done through **Sites Management**:

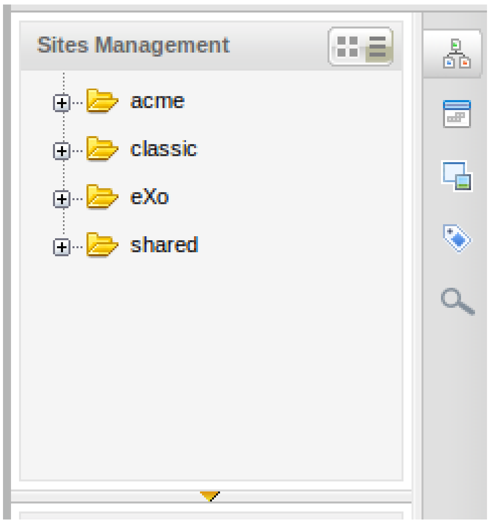
1. Navigate to *http://localhost:8080/portal* in your web browser.

2. Click **Group > Content Explorer** in the administration bar.

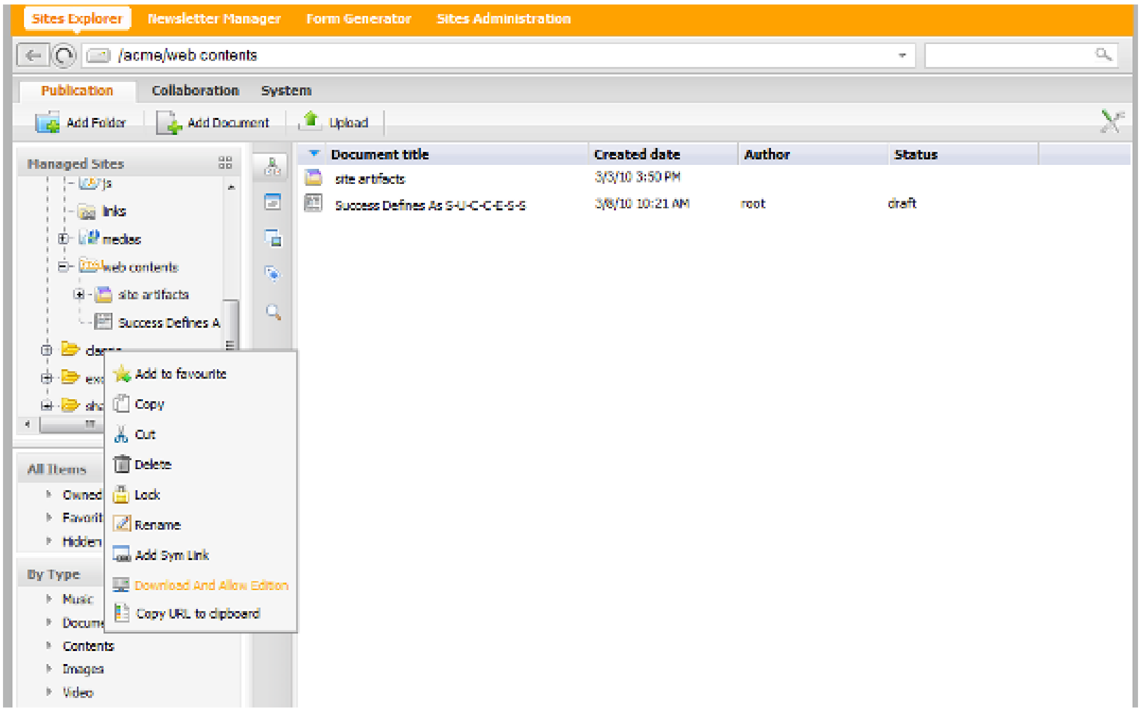
3. Click the **Drives** button **>** select **Sites Management**.



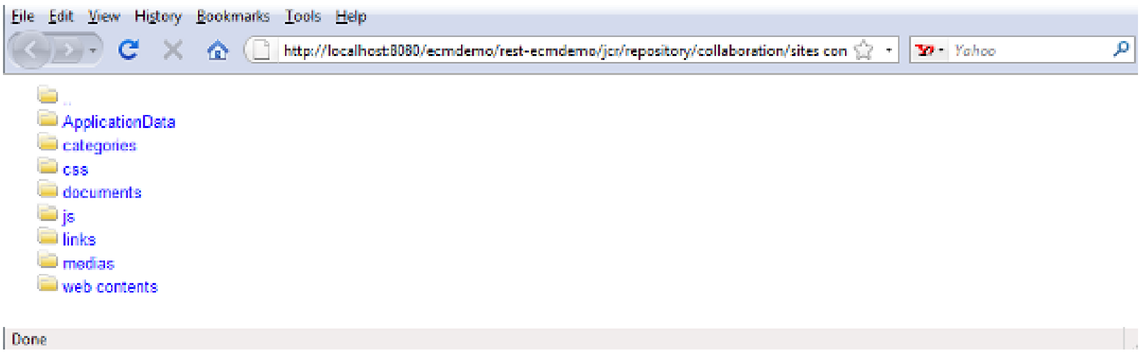
You will see all sites listed in the left sidebar:



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.

4.9.4. 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.

4.9.4.1. Add new content to a specific site

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

Procedure 4.95.

1. Access a site via WebDAV (refer to *Section 4.9.3, “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 a new content is added, it can be viewed as a folder in WebDAV or as a page content using a web browser.

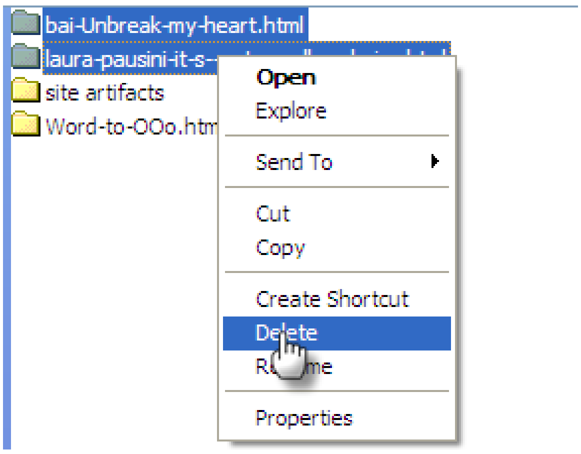
4.9.4.2. Delete a web content

This function enables site administrators to delete web content files separately or in batches.

Procedure 4.96.

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** from the context menu.



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

4.10. Search in Content Explorer

There are three ways to search an existing node:

1. *Section 4.10.1, “Quick Search”*.

2. *Section 4.10.2, “Advanced Search”*.

3. *Section 4.10.3, “Search with saved queries”*

4.10.1. Quick Search

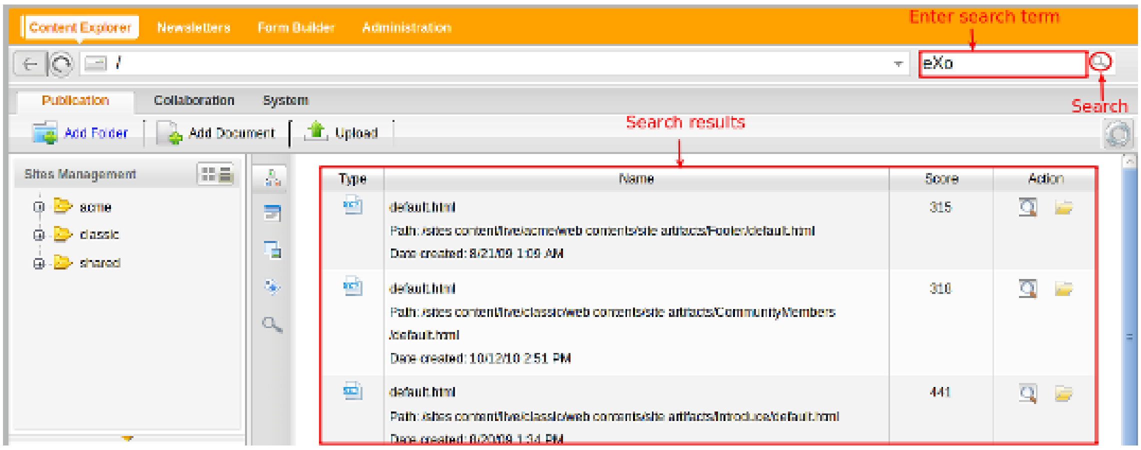
With the quick search, you can directly type a search term in the search field. All documents, whose keywords are matched with the search term, are retrieved and listed in the Search results form.

Procedure 4.97.

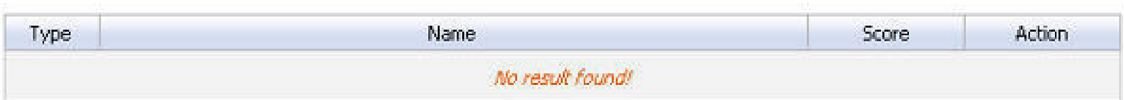
1. Enter a search string into the search text box.

2. Click the  icon to perform the search.

   Search results will be displayed in the right pane.



   The search results are empty if no document contains the search string.



Type	Name	Score	Action
	No result found!		

3. Click the  icon to view the content containing the search string.

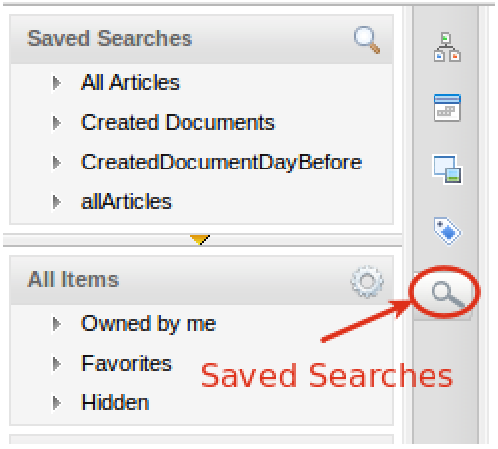
   Or click the  icon to go to the node that contains the search result.

4.10.2. Advanced Search

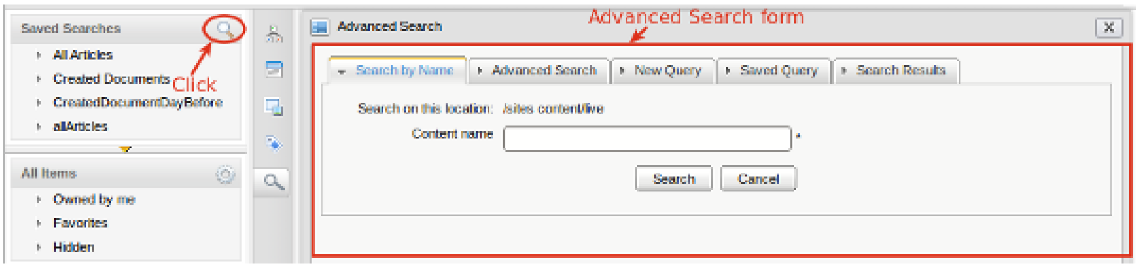
To perform an advanced search:

Procedure 4.98.

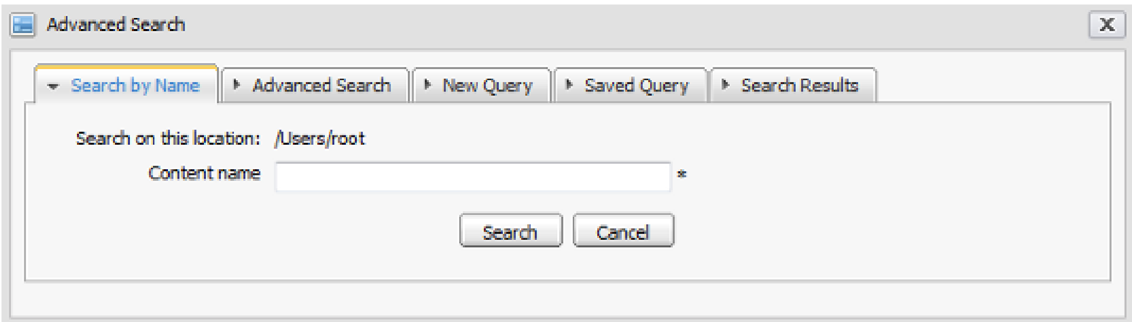
1. Click the  icon.



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 4.10.2.1, “Search by Name”*
- *Section 4.10.2.2, “Search with constraints”*
- *Section 4.10.2.3, “Search by creating a new query”*
- *Section 4.10.2.4, “Search by existing queries”*

4.10.2.1. Search by Name

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

Procedure 4.99.

1. Enter the exact name you wish to search in the **Content name** field.

2. Click **Search**.

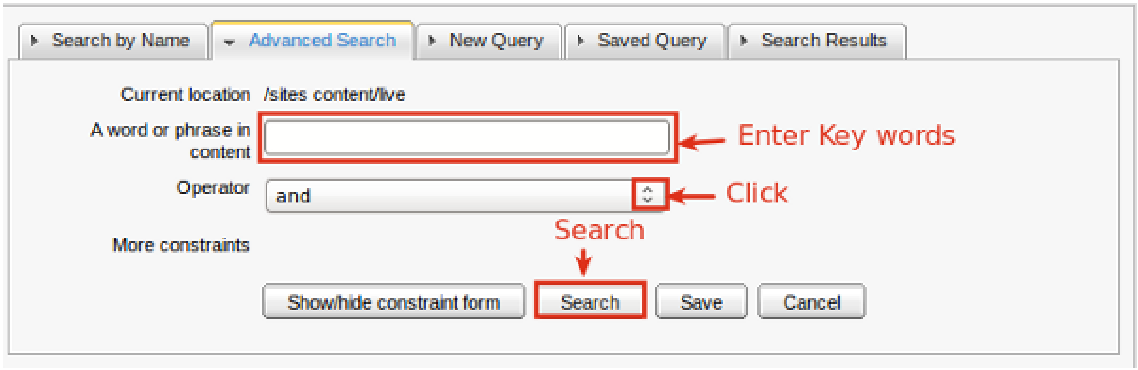
   Results will return with the message *"No result found"* if there is no node with the entered name.

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

4.10.2.2. Search with constraints

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

Procedure 4.100.

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:

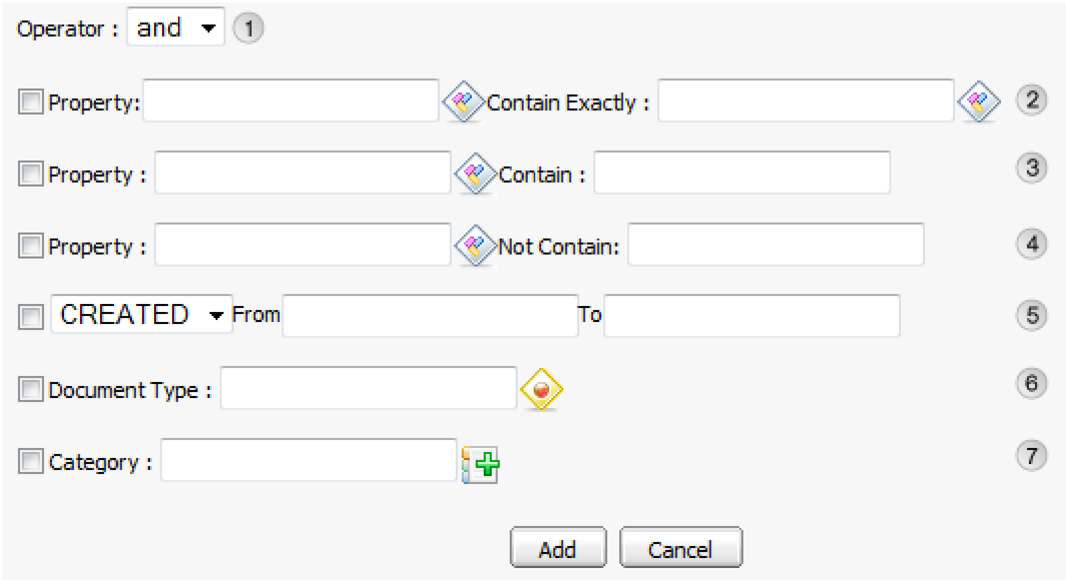


Table 4.24.

Item	Details
1	You can add more than one constraint with either of two operators (AND and OR).
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 that contains one of the word in the specific string.
4	These fields allow you to add a constraint to search by a property that does not contain the specific string.
5	These fields allow you to add a constraint to search by a duration of date (created, modified).
6	This field allows you to add a constraint to search by a document type, including File, Article, Podcast, Sample node, File Plan, Kofax).
7	This field allows you to add a constraint to search by categories.
	Add a document type.
	Add a category.

4. Select the constraint operator(**AND/OR**).

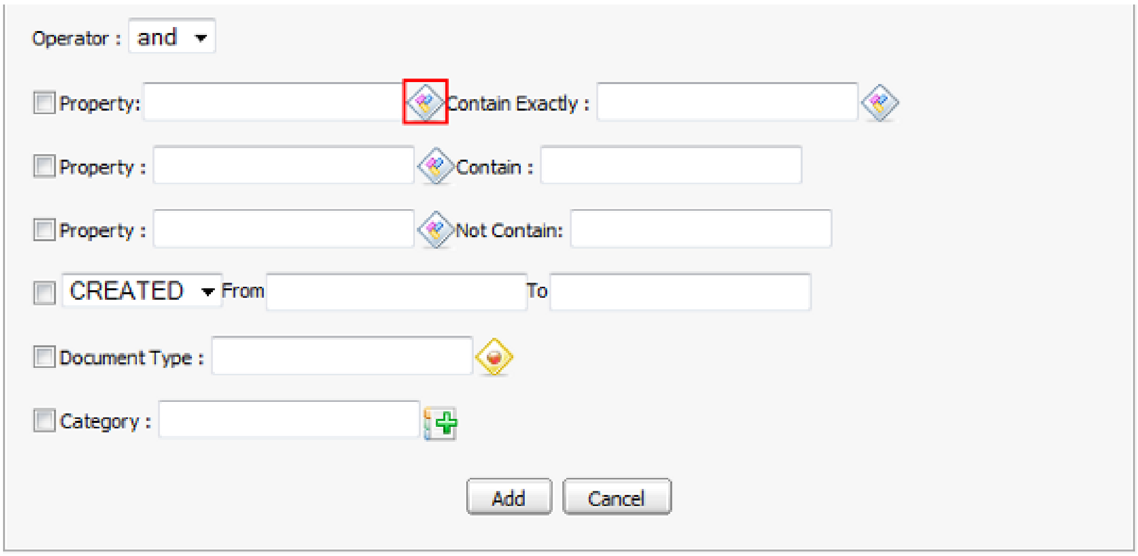
5. Add the required constraints using one of the following methods:

   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*

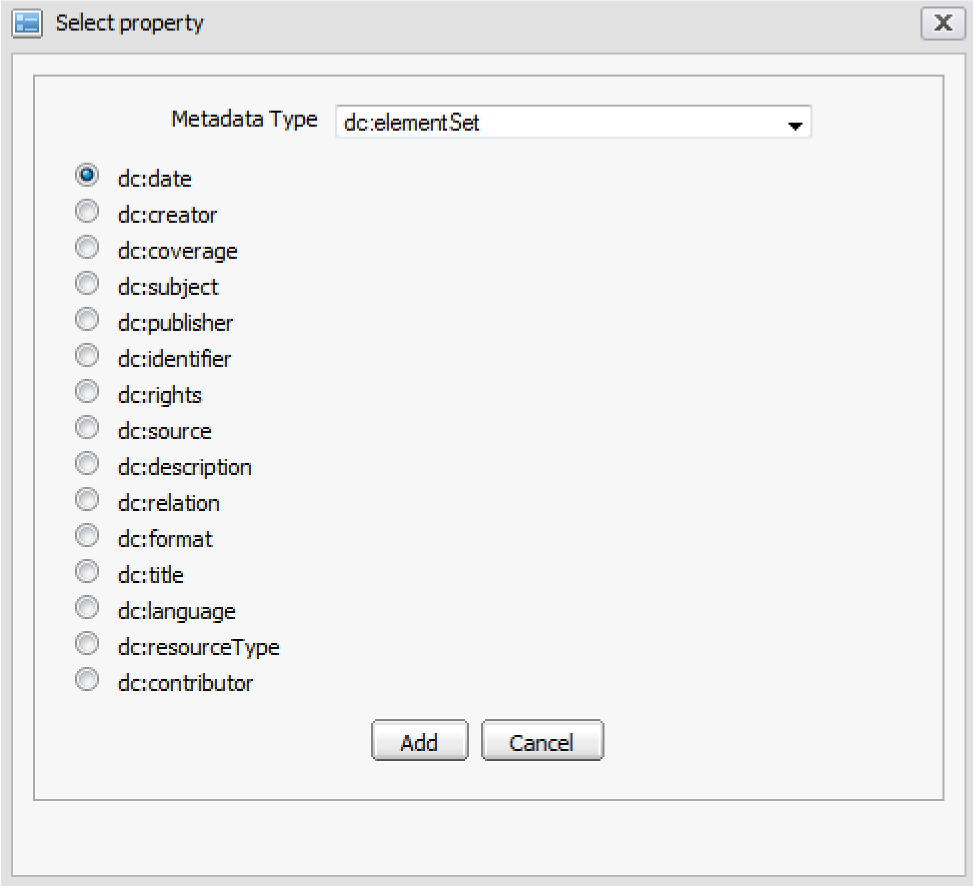
Procedure 4.101. Add a constraint for exact values

1. Check the box that corresponds to the constraint you want.

2. Enter the property you want to locate or click the  icon.

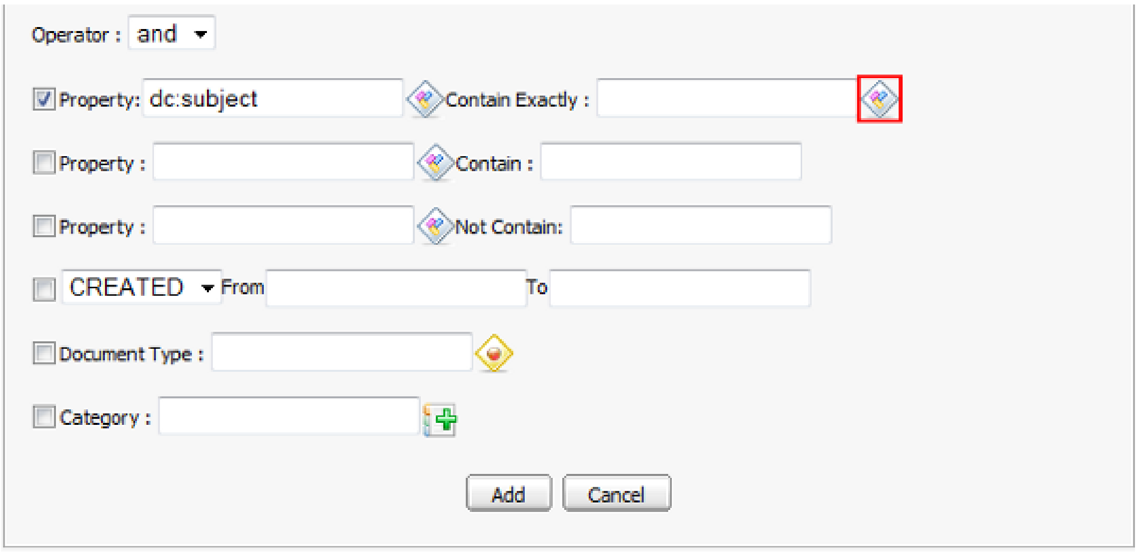


A list of possible properties appears:

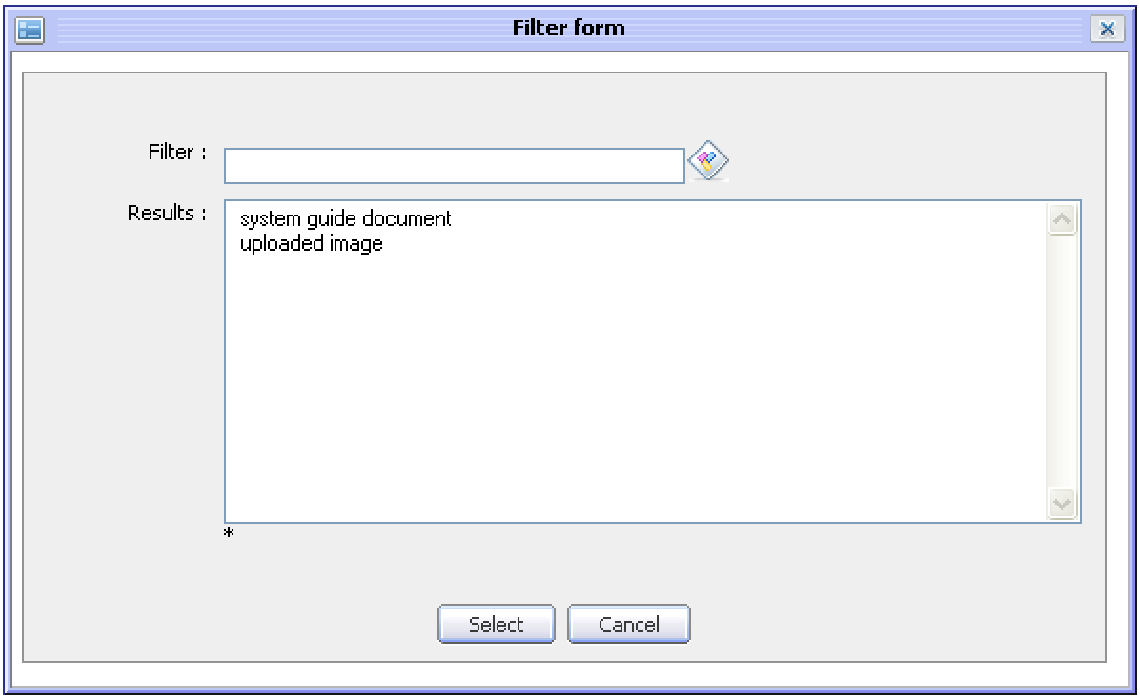


3. Select a property from the list and click **Add**. The selected property will populate **Property** field.

4. Define the property value to search for by entering a value into the **Contain exactly** field or click the  icon.

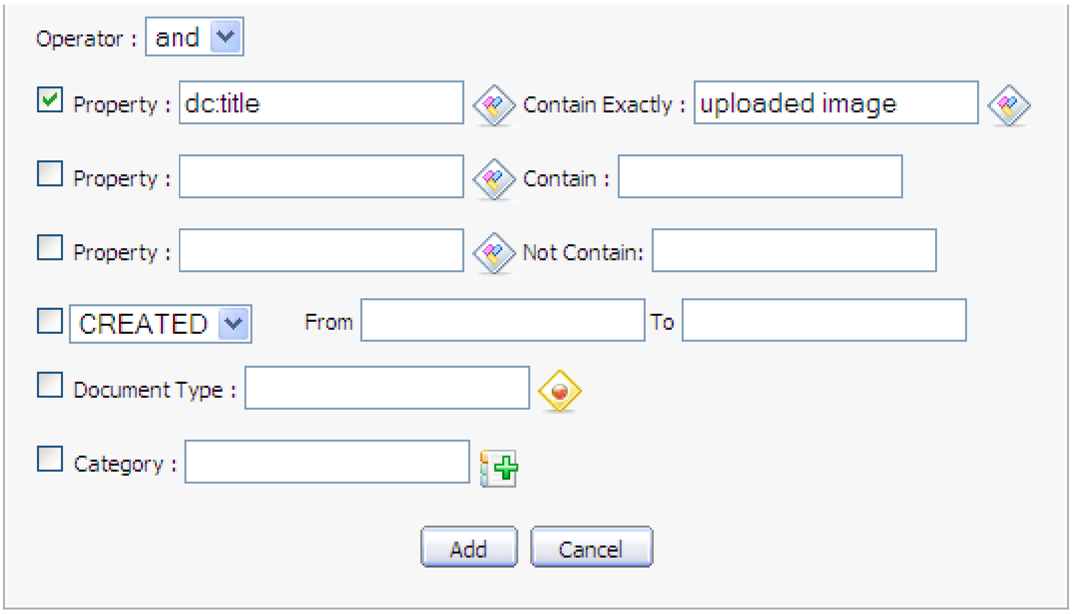


The **Filter form** will appear:



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



Procedure 4.102. 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

   icon (refer to **Step 2** in *Add a constraint for exact values* for more information).

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

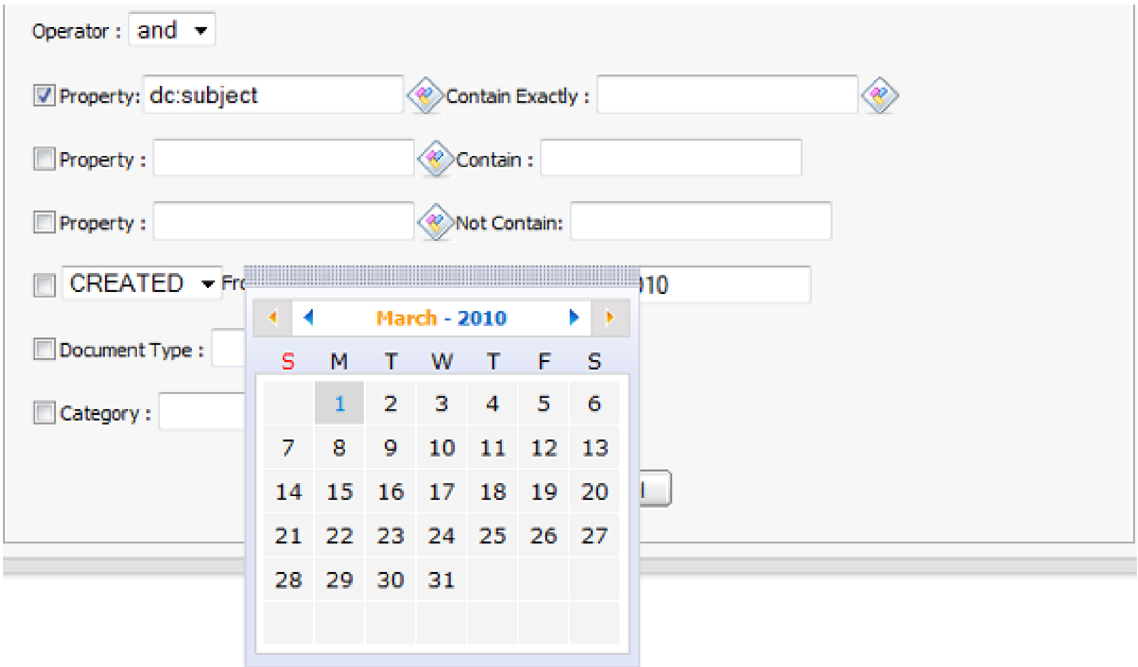
Procedure 4.103. Add a constraint by date

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;



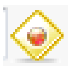
Select the date you want to use as a constraint.

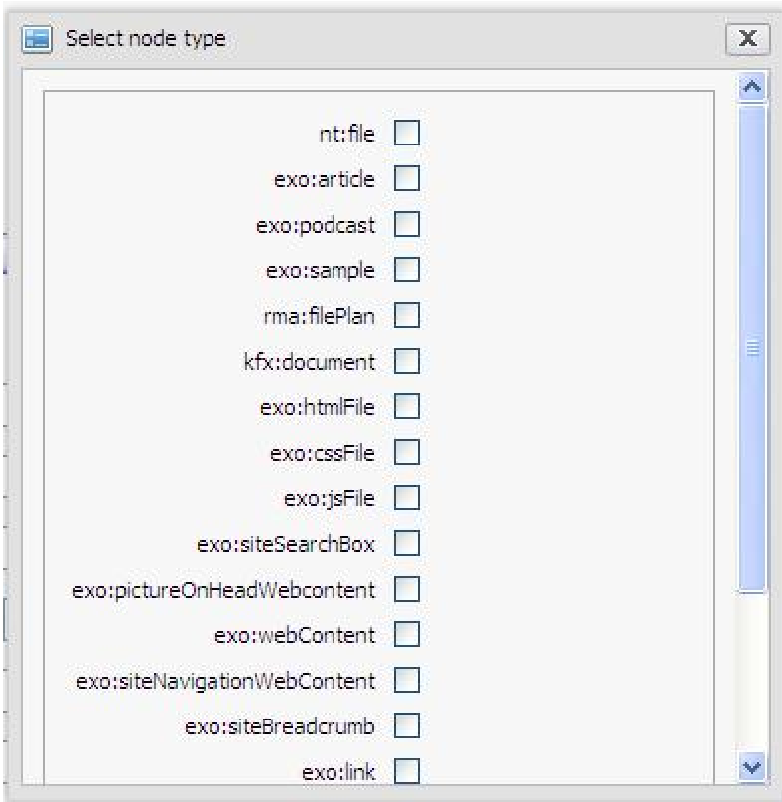
4. Repeat the above steps for the **To** field.

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

Procedure 4.104. Add a constraint by document type

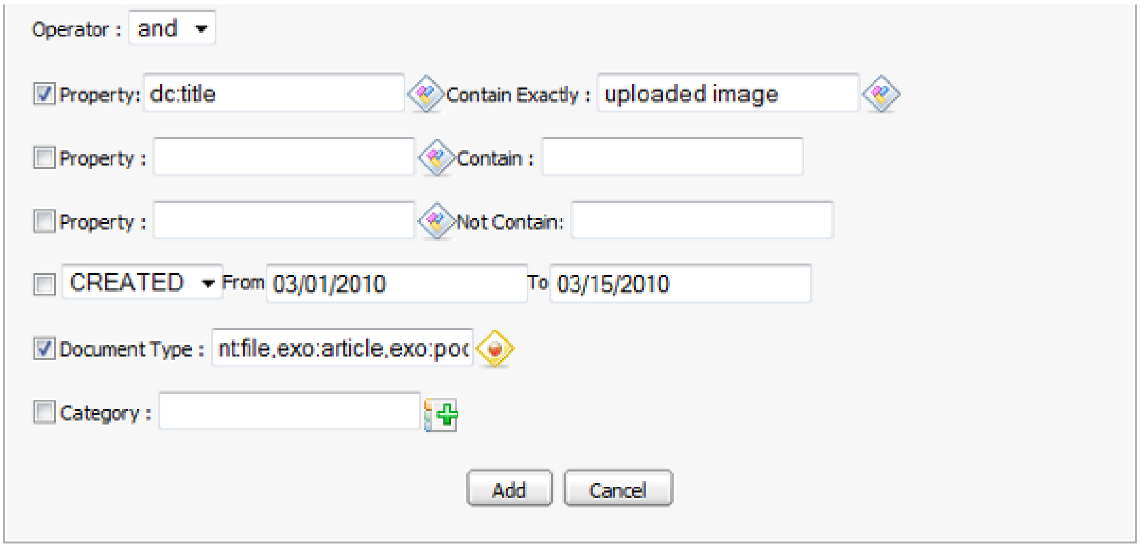
1. Click the checkbox beside the **Document Type** field.

2. Enter the document type you want to search for or click the  icon to open a list of document types:



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

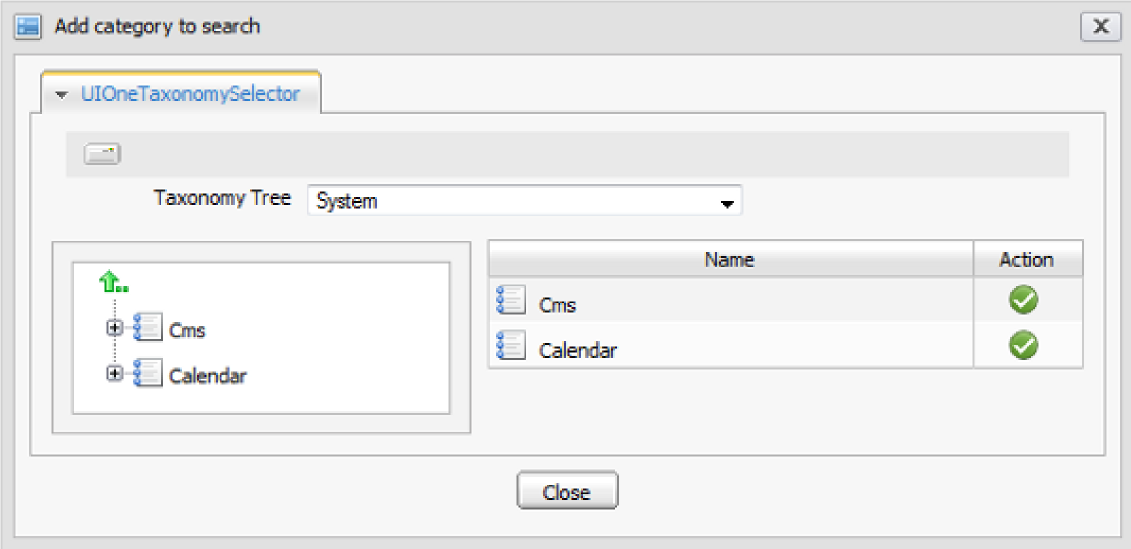
   The selected document type will populate the **Document Type** field.



Procedure 4.105. Add a constraint by category

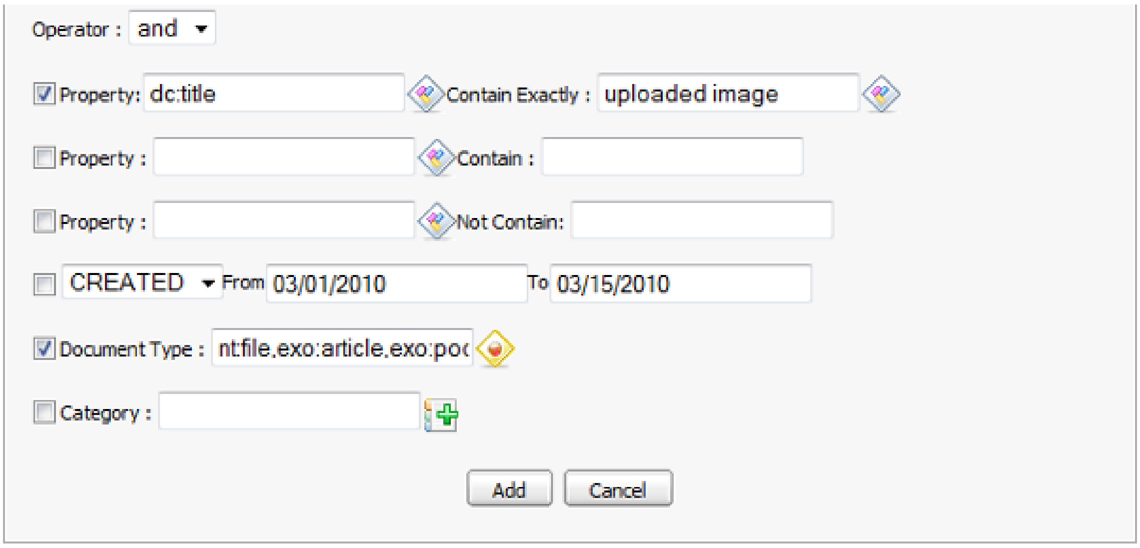
1. Click the checkbox beside the **Category** field.

2. Enter the category you want to search for or click the icon for a list of categories:



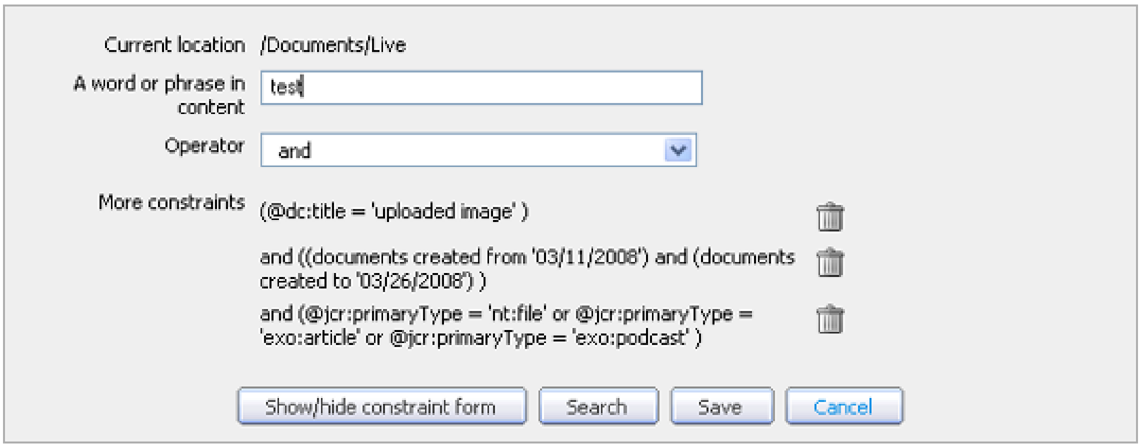
3. Click the that corresponds to the category you want.

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



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

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



Remove unnecessary constraints with the  icon.

7. Click **Search** to launch the search. Results will be displayed in the **Search Results** tab.

8. Click **Save** and put a name for this search configuration if you want to save it to use at another time.

4.10.2.3. 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 4.106.

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.

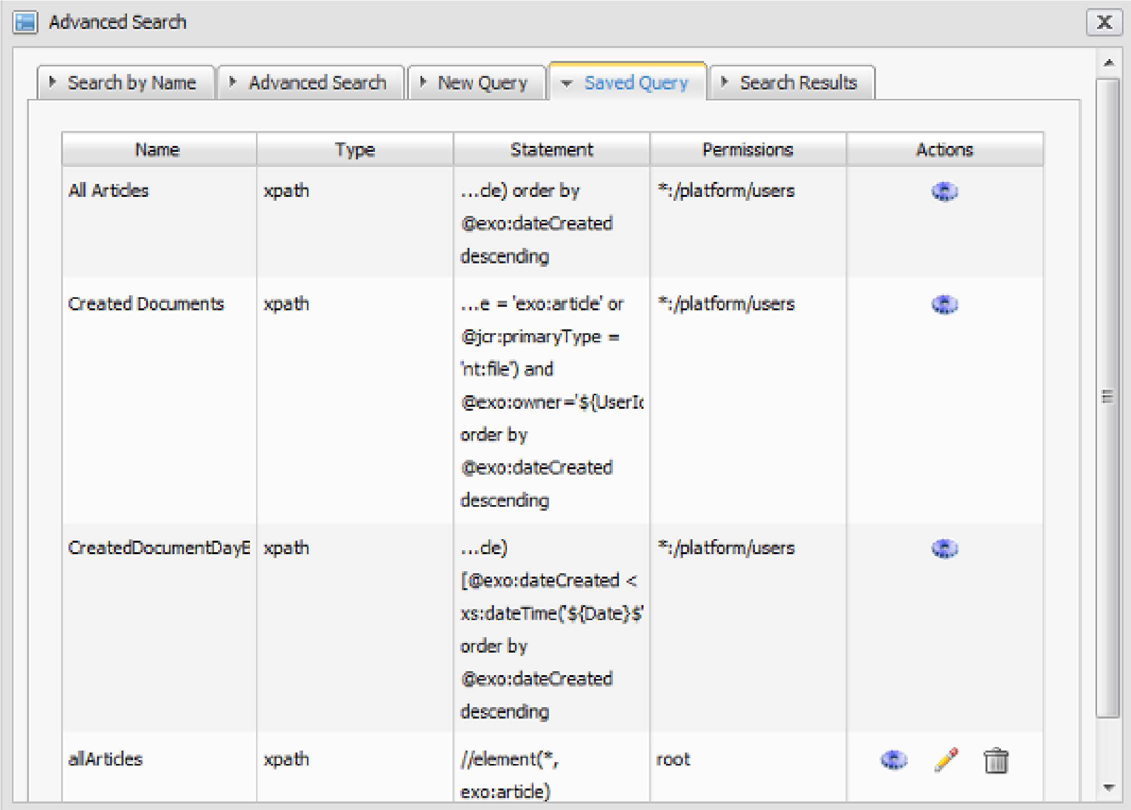
4. Click **Search** to perform the search and display the results in the **Search Results** tab.

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

   Or click **Cancel** to quit.

4.10.2.4. Search by existing queries

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



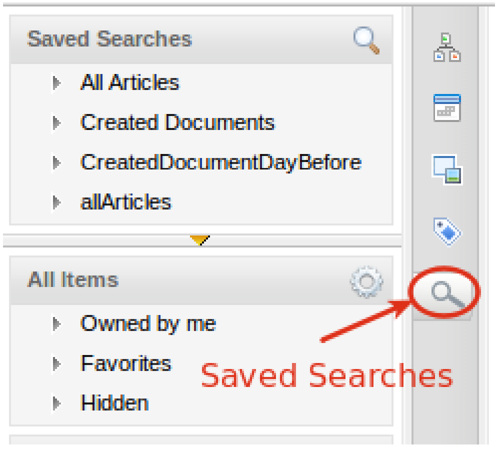
- Click the icon to perform the search and see the results in the **Search Results** tab.
- Click the icon to edit the query statement. The query form will appear like when creating a query (see *Section 4.10.2.3, "Search by creating a new query"*); however, you cannot edit the name of the saved search.
- Click the to delete a query (provided you have the access rights to that query).

4.10.3. Search with saved queries

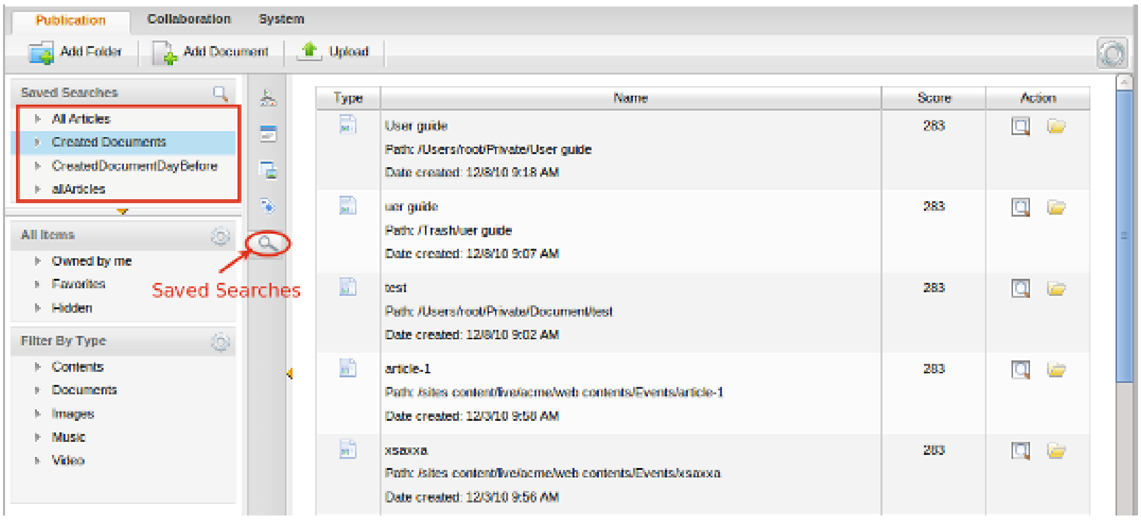
Do the following to perform a search with saved queries:

Procedure 4.107.

1. Click the icon to see the list of existing queries.



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



2. Launch, modify or delete the queries as required (see *Section 4.10.2.3, “Search by creating a new query”* for more information).

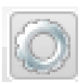
3. Filter results with the entries in the **All Items** and/or **By Type** panes on the left of the tab. Items matching the selections will appear in the right pane.

4. Click the required document or folder name to view or download them.

4.11. Preferences

This function is used to set up your browsing preferences.

Procedure 4.108.

1. Click the  icon on the right side of the **Content Explorer** portlet.

   The **Preference Setting** window will appear:

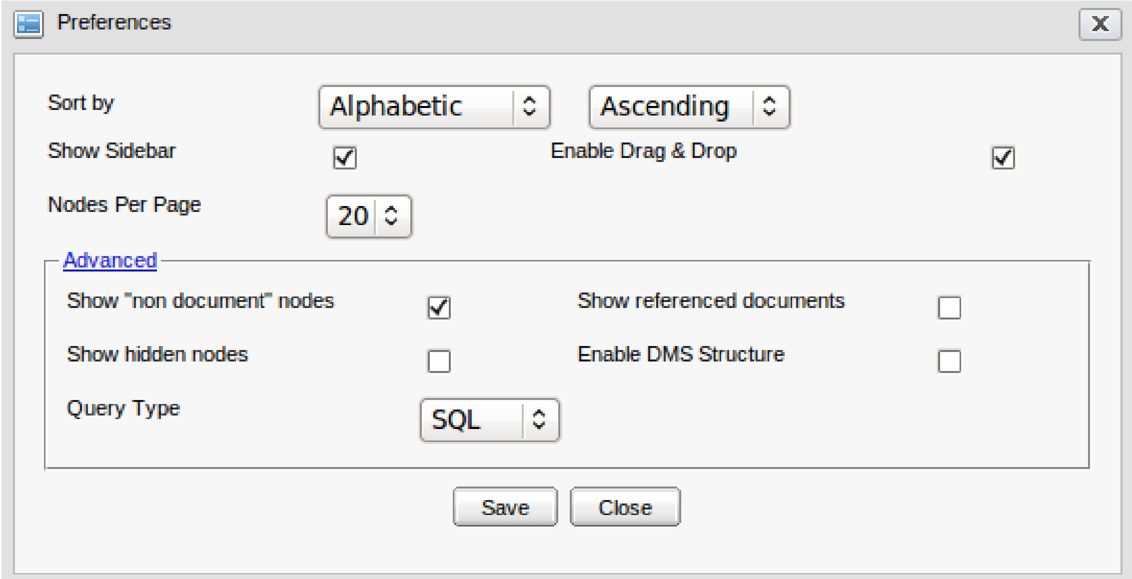


Table 4.25.

Setting	Details
Sort by	To sort nodes in the nodes list by Alphabetic, Type, Created Date, or Modified Date
Show sidebar	To display/hide the sidebar.
Enable drag and drop	To enable/disable the “drag and drop” action.
Nodes per page	This number of nodes that will be displayed per page.
Show non document nodes	To display/hide nodes that are non–documents.
Show referenced documents	To display/hide referenced documents.
Show hidden nodes	To display/hide hidden nodes.
Query Type	This query type.
Enable DMS structure.	To display/hide nodes in a document in tree structure.

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

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

4.12. Search Porlet

The **Search** function allows you to quickly search for any contents in the system with a keyword from the front page, even if you do not log in. However, the number of the search results displayed depends on your role.

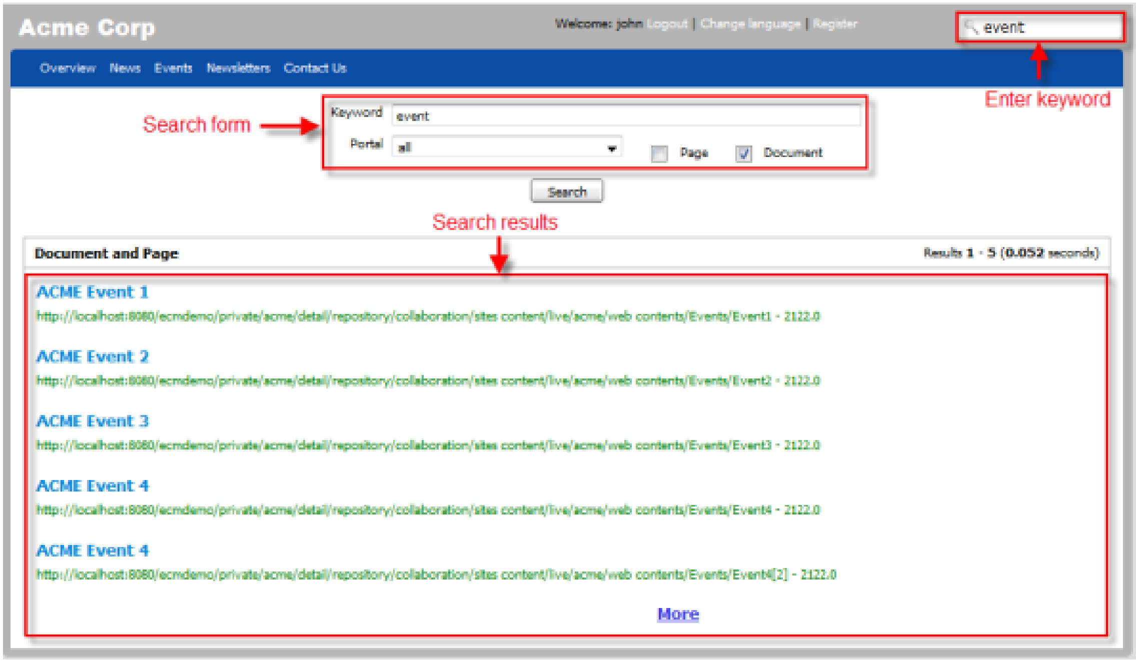
For example, if you do not log in, you only see the search results that are published.

4.12.1. How to search for contents?

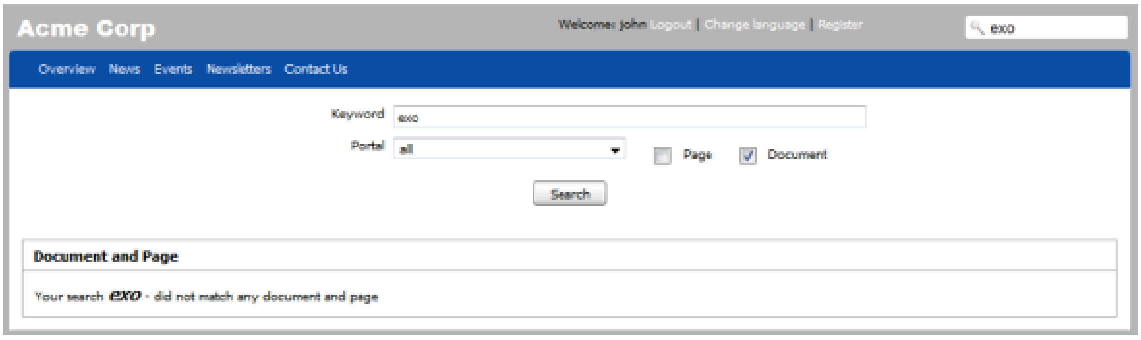
To search for contents, do the followings:

1. Enter a keyword into the search box and press **Enter**.

   The search results matching with your keyword are displayed in the search page:



   In case of no search results matching the keyword, the search page is displayed as below:



   Details of the Search form:

Table 4.26.

Field	Details
Keyword	The keyword used to search.
Portal	The scale where you want to search. You can search in all portals or in a specific portal.
Page	Search in all pages containing the keyword.

Field	Details
Document	Search in all documents containing the keyword.

2. In the Search form, you can enter another keyword in the **Keyword** field and set the the search scale.

3. Click **Search** to start searching.

4.12.2. Edit the Search portlet

Editing the Search portlet allows you to change the display of search results.

Do the followings:

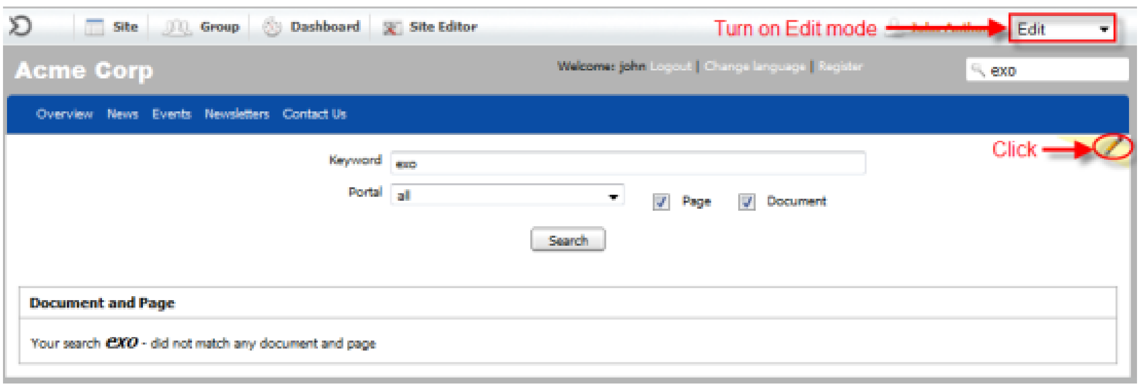
Procedure 4.109. Edit the Search portlet

1. Open the Search page as *Section 4.12.1, "How to search for contents?"*.

2. **Open the form to edit the Search portlet**

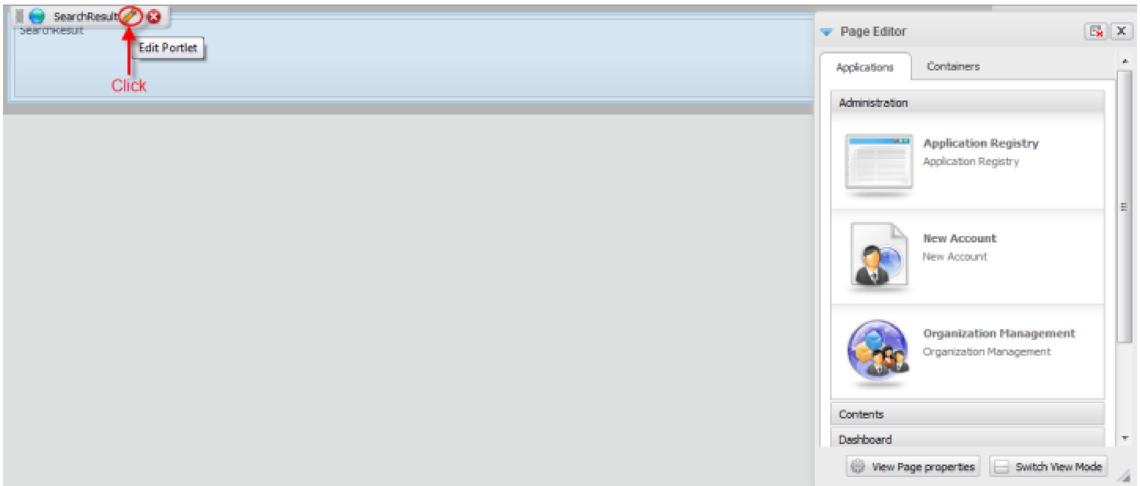
   There are two way:

   - **The 1st way**: Turn on the Edit mode, and then click the  icon:



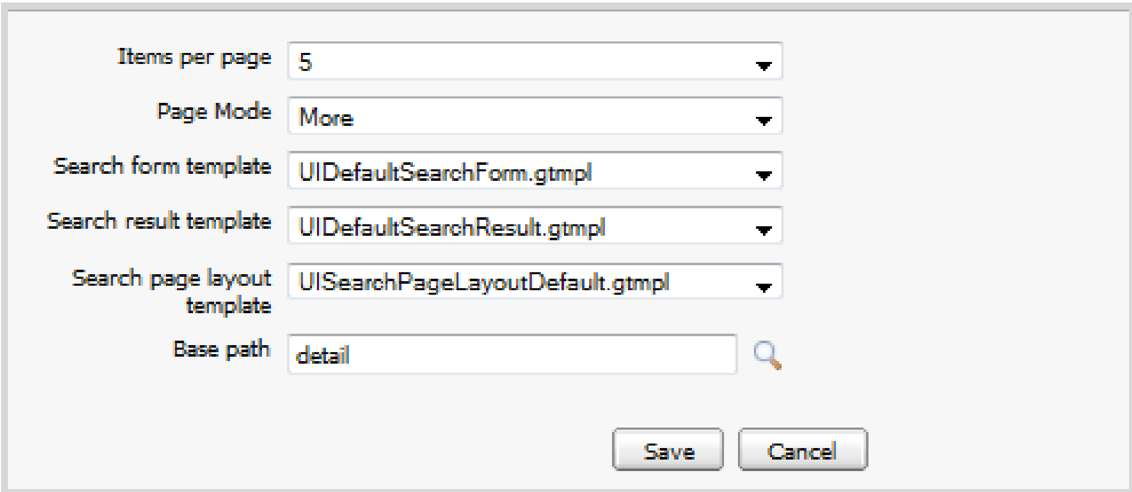
   - **The 2nd way**: Click **Site Editor** → **Edit Page** on the administration bar. The **Page Editor** will be displayed.

     - Hover the mouse pointer over the **SearchResult** portlet and the toolbar appears:



- Click the  icon to edit the portlet.

The form to edit the Search portlet appears:



Details:

Table 4.27.

Field	Details
Items per page	The number of search results displayed in each page.
Page Mode	The way to display the search results. There are 3 options: • **None**: Only the first page of search results is displayed in the search page.

Field	Details
	• **More**: When you click the **Search** button, the first page of search result is displayed. The difference from the **None** mode is that, there is a **More** button allowing you to see more search results. When clicking this button, new search results are appended to the current search result page like Twitter or Facebook behavior. • **Pagination**: In this mode, the search results are divided into many pages (for example, 1, 2, 3 and Next). You can navigate to another page by clicking the page number or **Next** in the bottom of the Search portlet to view more results.
Search form template	The template of the Search form.
Search result template	The template for displaying the search results.
Search page layout template	The layout of the Search portlet.
Base path	The page where you can see the content of a search result.

3. Edit your desired portlet and click **Save** to accept your changes.

4.13. Newsletters

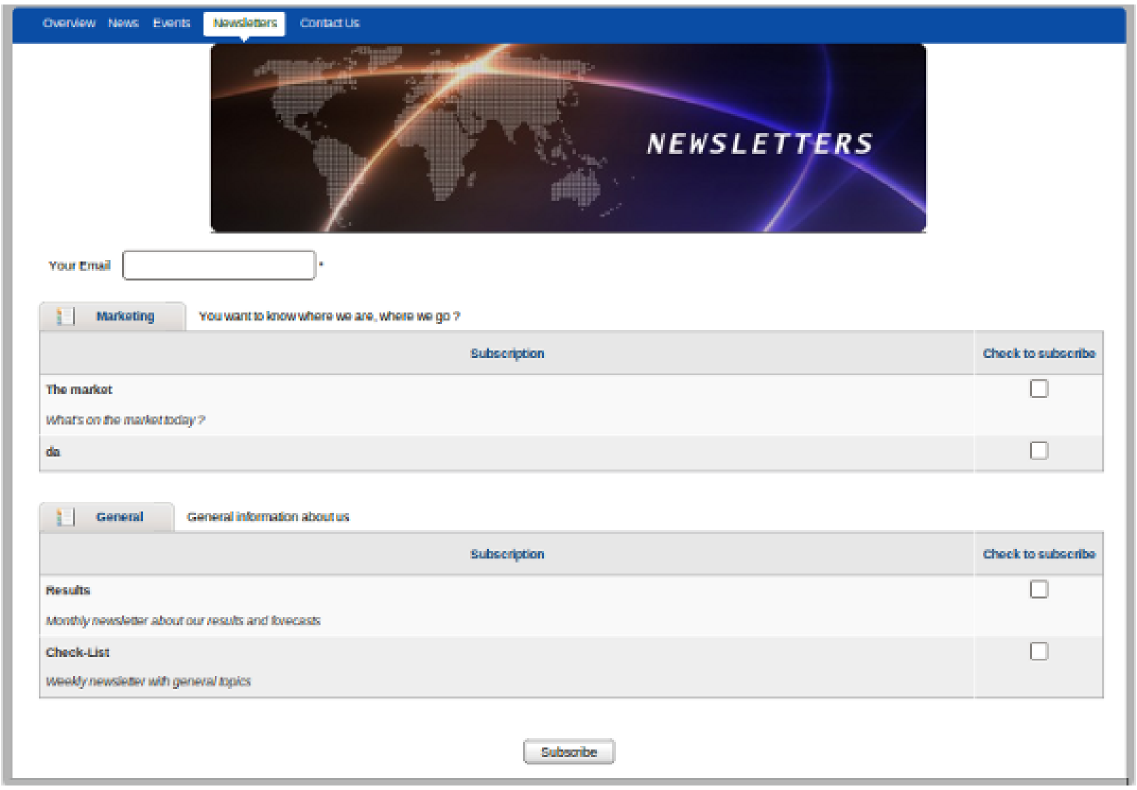
eXo Content provides a newsletter service aiming at helping users quickly get the updated newsletters from a website.

4.13.1. Newsletter Viewer

With Newsletters, you can instantly get newsletters from your email to update the last information about categories and subscriptions.

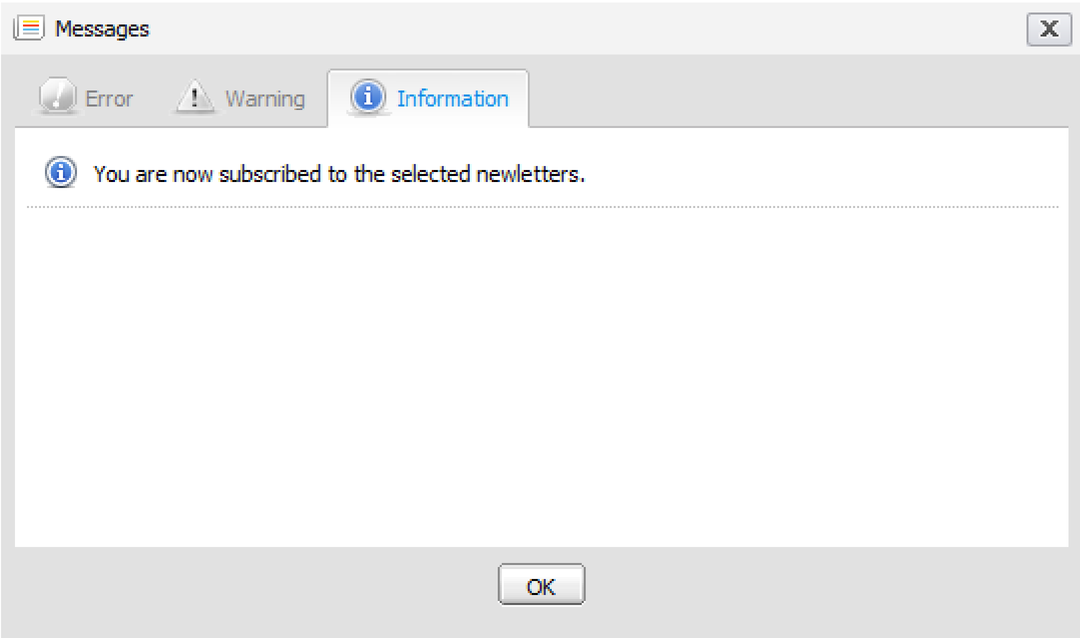
Do the following to subscribe to newsletters from eXo Service:

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



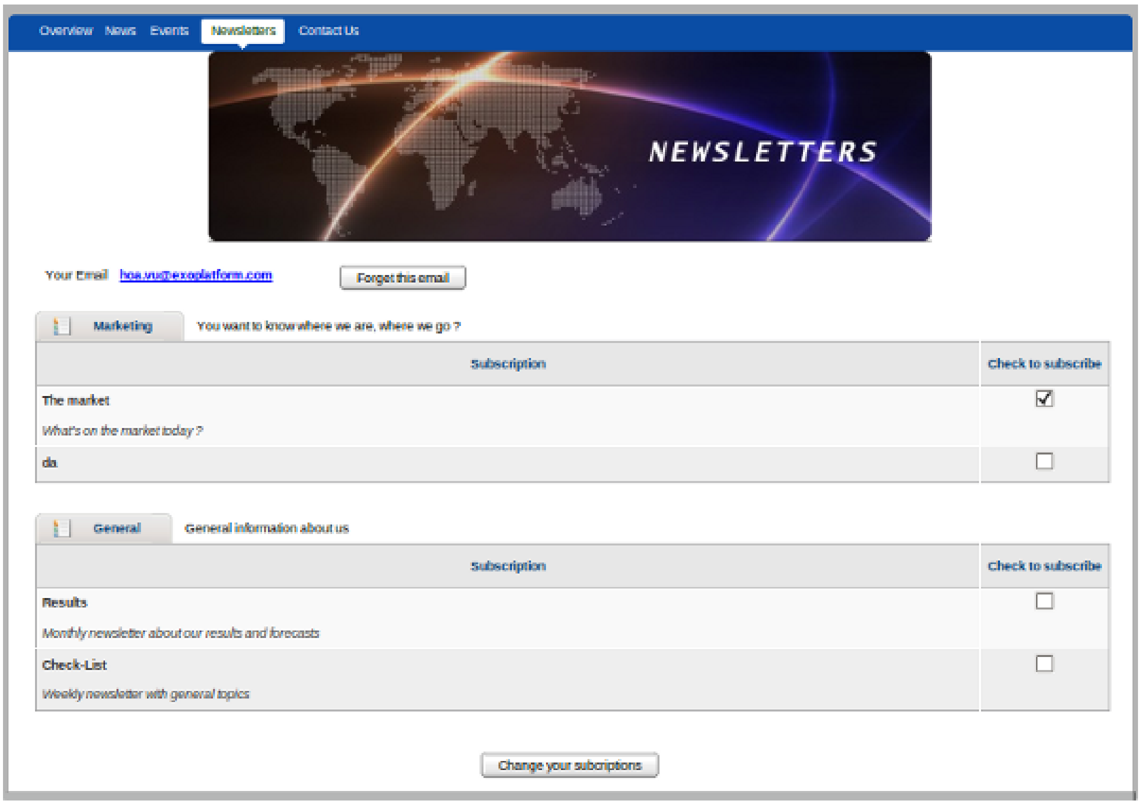
2. Enter your email address in the **Your Email** field.

3. Select the checkbox 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.

5. 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 checkbox in the **Check to subscribe** column.

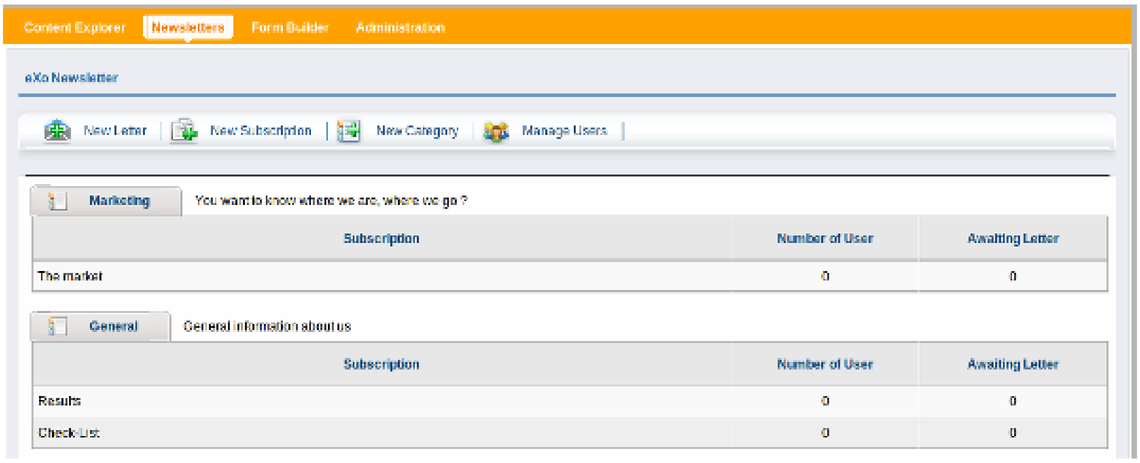


6. Click **Change your subscriptions** to update your changes.

7. Click **Forget this email** if you want to unsubscribe from newsletters.

4.13.2. Manage Newsletters

eXo Content facilitates administrators to easily and quickly manage newsletters. Go to **Group > Newsletters** on the administration bar to access Newsletters.



4.13.2.1. Category Management

This section details category management.

4.13.2.1.1. Add a new category

Procedure 4.110. Add a new category

1. Click **New Category** on the action bar of the Newsletters page. The Category form will appear.

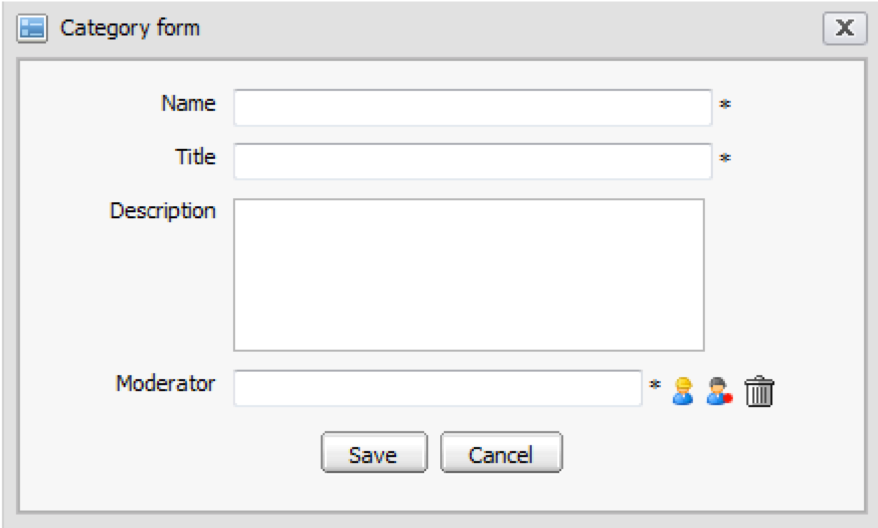


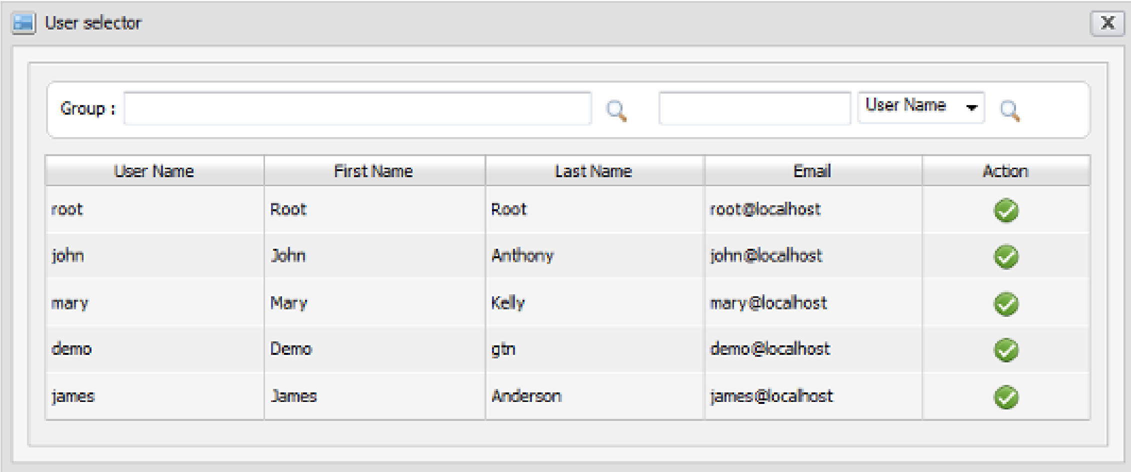
Table 4.28. Category Form Field Details

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	Select users/groups who have rights to manage this category.
Save	Accepts the addition of a new category.
Cancel	Quits the category form without adding a category.

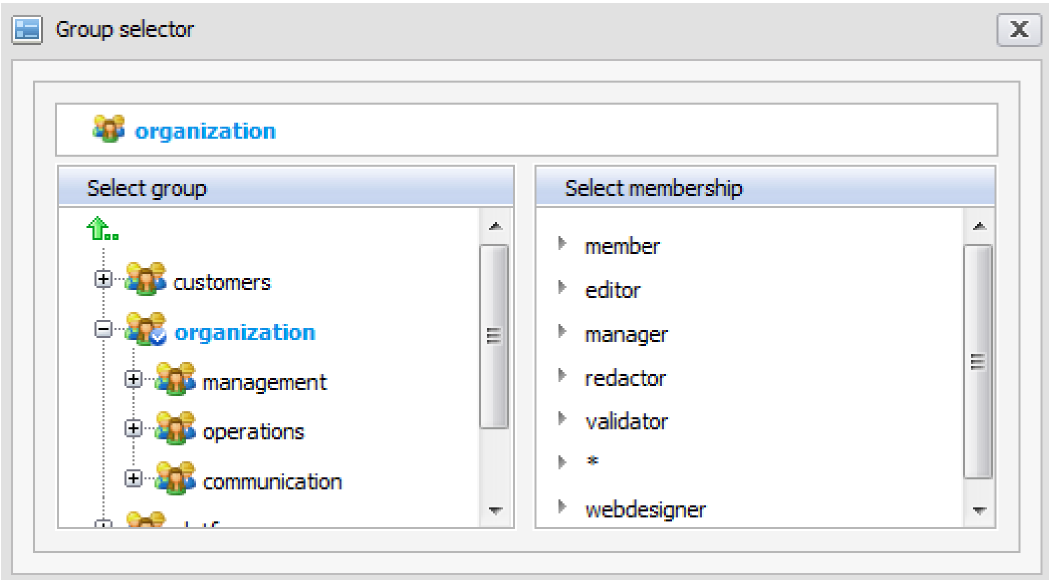
2. **Input values for fields**

   a. Select a moderator for a category by clicking the  icon next to the Moderator field to select a user. The **User selector** form will appear **>**

b. Click the corresponding to a user in the list that you want to select.



c. Click the icon to select users in a specific group. The Group selector will appear



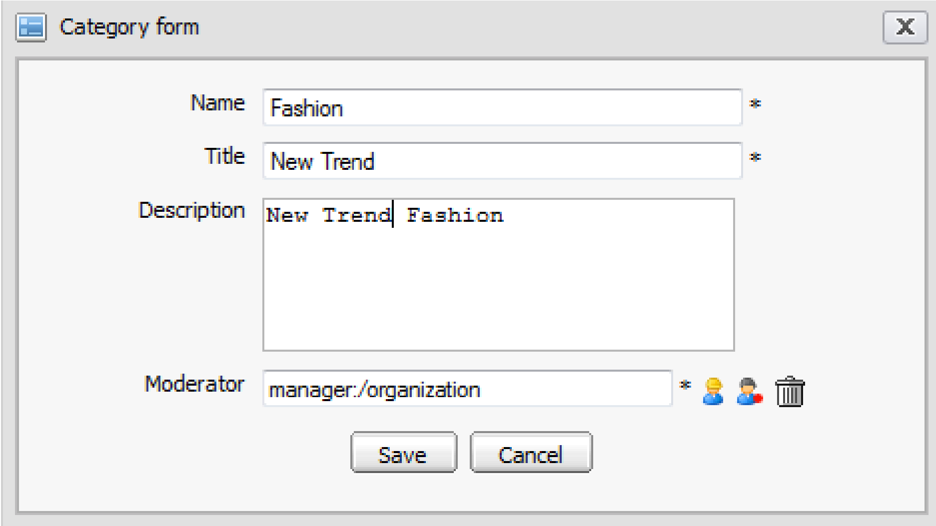
Select a group from the left panel and a membership type in the right panel. The membership and group selected will be displayed in the Moderator field. After adding new categories, they will be added in the list of categories.

After creating a category, you can create new subscriptions or newsletters for this category.

When clicking the **Administration** button, you see a drop-down menu consisting of all actions on this category.

4.13.2.1.2. Edit a category

1. Select a category that you want to edit **>** Click **Administration > Edit Category** in the drop-down menu to bring up the Category form.



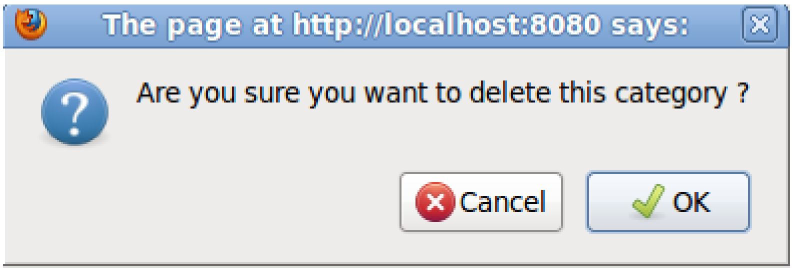
2. Change the values in the Title and Description fields as required. (Note: You cannot change the name of the category).

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

4.13.2.1.3. Delete a category

Procedure 4.111. 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.

4.13.2.1.4. Manage Users

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

Procedure 4.112.

1. Click **Administration > Manage Users** in the menu. The **Manage Users** form will appear:

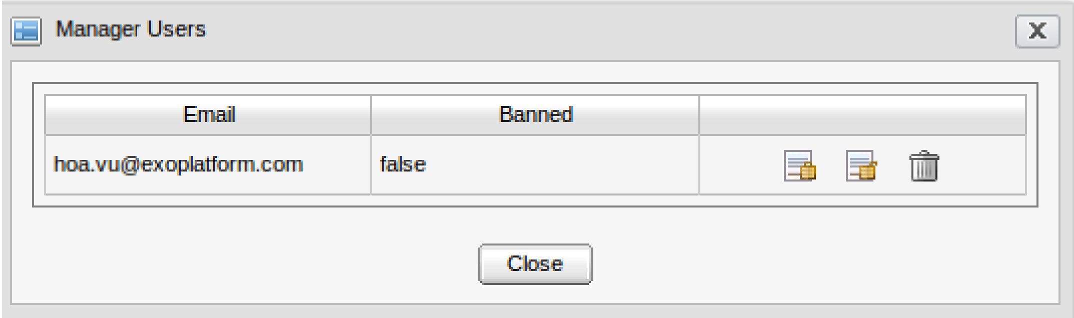


Table 4.29.

Field	Details
Email	The email address of user who has subscribed this subscription.
Banned	This field has two values: False The user is allowed to get email. True The user isn't allowed to get email.
	To ban this user from receiving email.
	To remove a ban on a user.
	To delete the user.

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

4.13.2.2. Subscriptions

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

Procedure 4.113. Method One

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

   The **Subscription form** will appear:

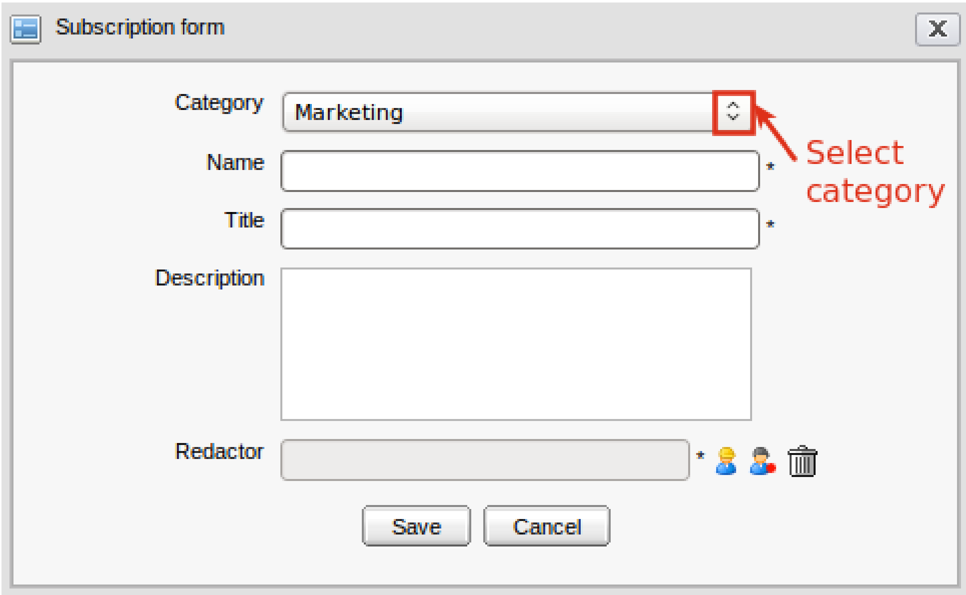


Table 4.30.

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	Select users/groups who have rights to manage this subscription This field is required.

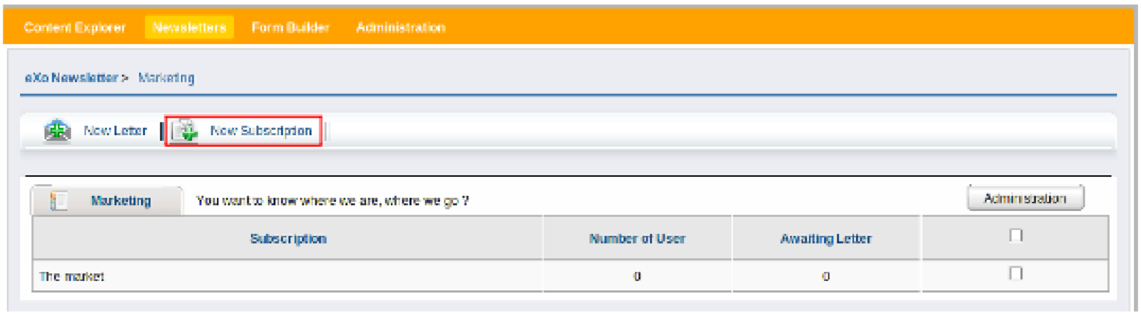
2. Click the  icon and select the category from the drop-down menu.

3. Enter the rest of their values in the form.

4. Click **Save** to create the new subscription or **Cancel** to quit without creating a new subscription.

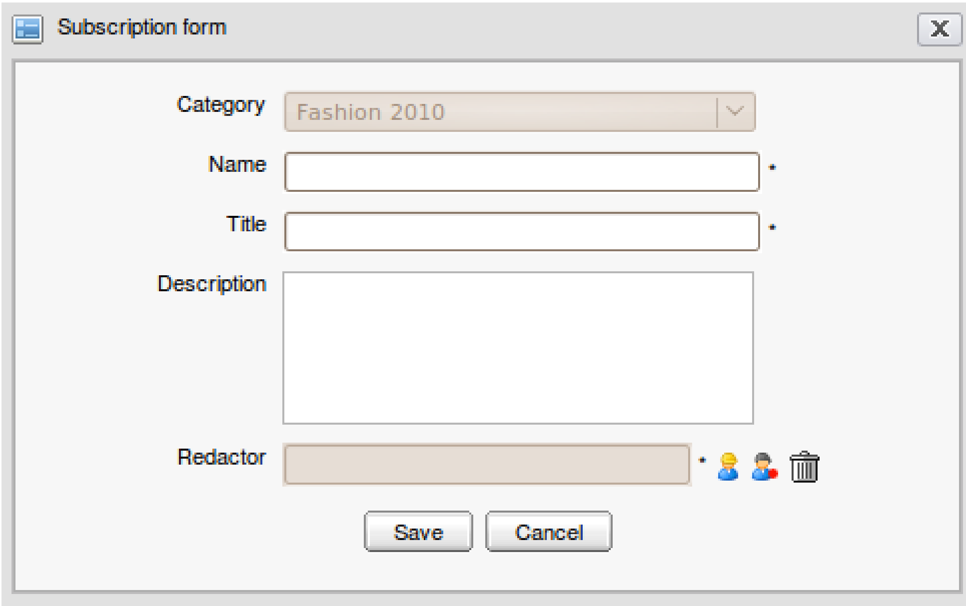
Procedure 4.114. Method Two

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



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

   The **Subscription form** pops up:



Do the same steps as **Method One**.

Administrators can create newsletters for each subscriptions.

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

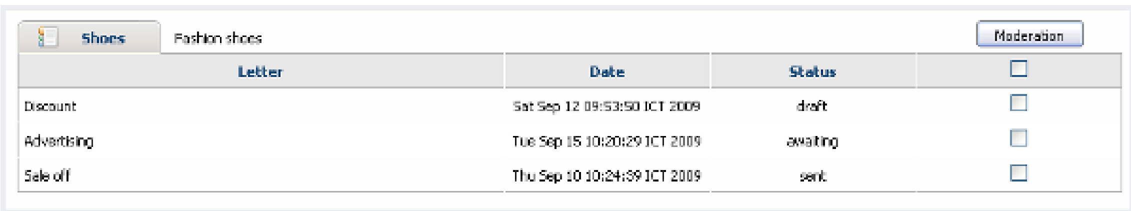


Table 4.31.

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.

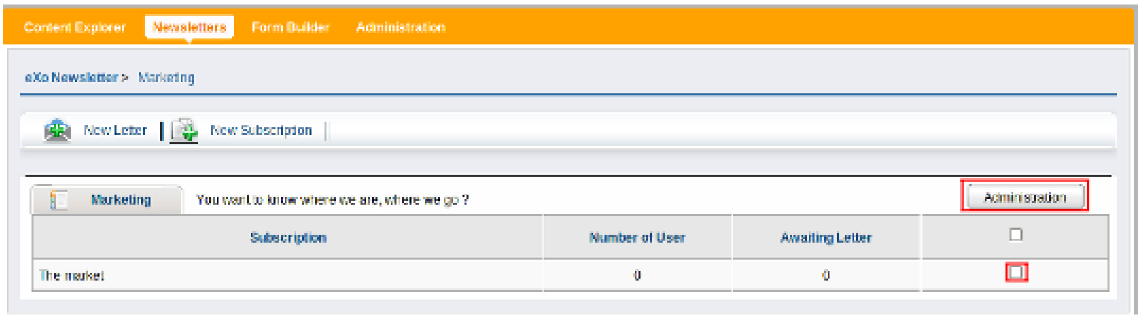
Element	Details
Date	The date and time when creating this letter.
Status	There are three types of status: draft, awaiting and sent.
Moderation	This button allows you to take actions on a newsletter that you select.

4.13.2.3. Open a Newsletter

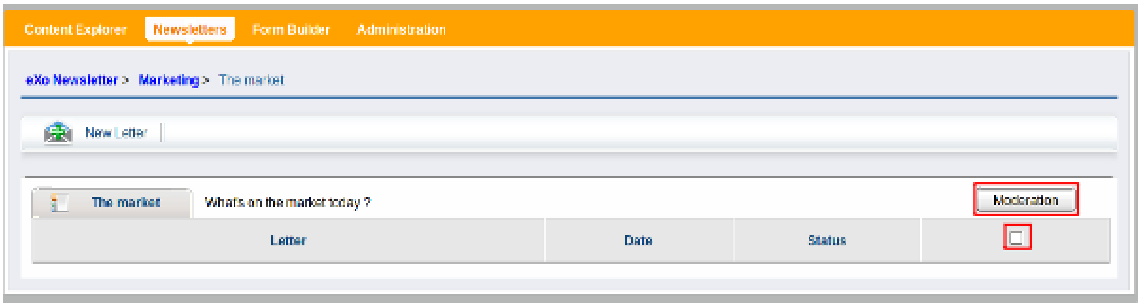
Administrators can easily view the content of a newsletter.

Procedure 4.115.

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

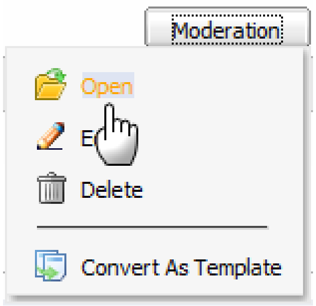


2. Select the newsletter that you want to open by left-clicking it, or selecting the checkbox.

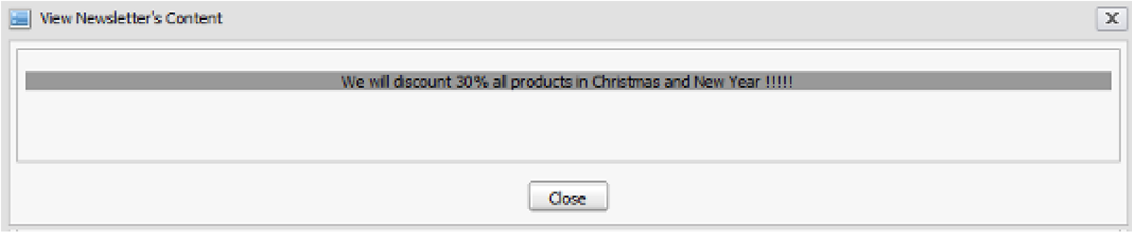


3. Click the 

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



The **View Newsletter's Content** form pops up:



4. Click **Close** to exit.

4.13.2.4. Edit a newsletter

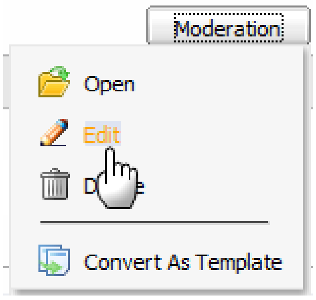
Do the following to edit a newsletter.

Procedure 4.116. Edit a newsletter

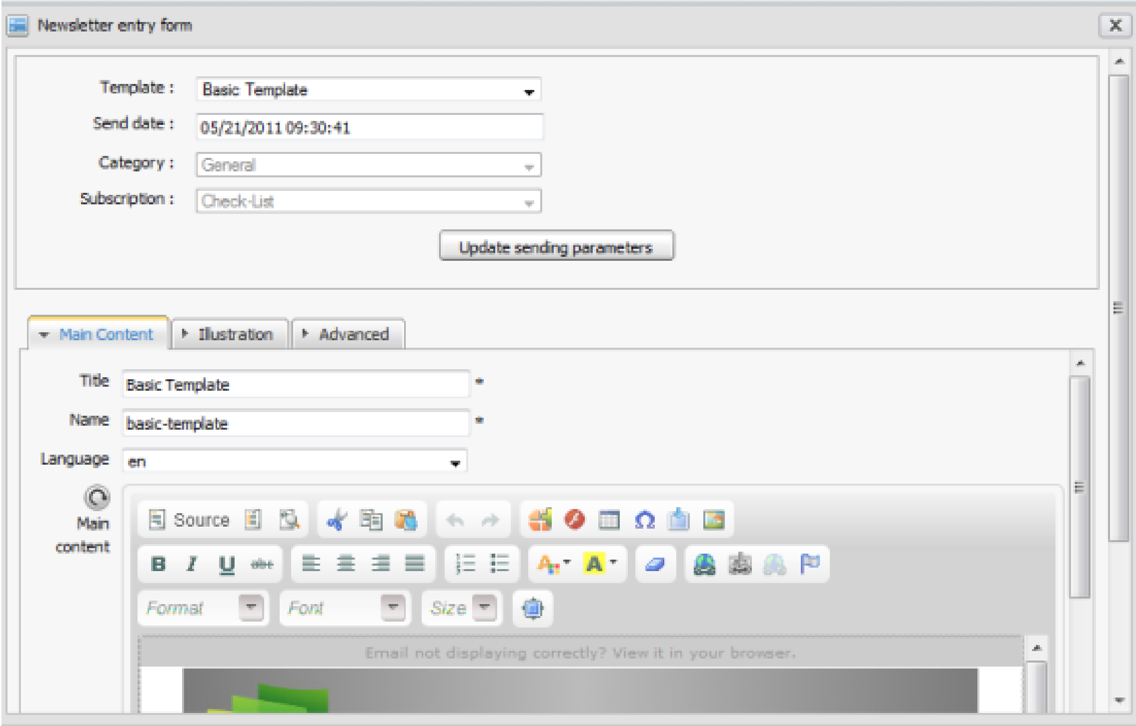
1. In a specific subscription, select the newsletter you want to edit by selecting the checkbox.

2. Click the 

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



The **Newsletter entry form** pops up:



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**.

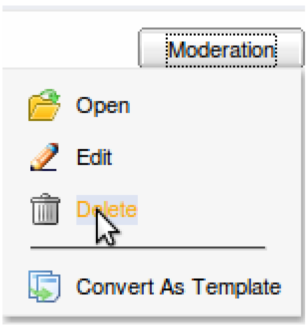
6. Click **Save** to save as draft, or click **Send**.

4.13.2.5. Delete a newsletter

Administrator can delete obsolete newsletters.

Procedure 4.117. Delete a newsletter

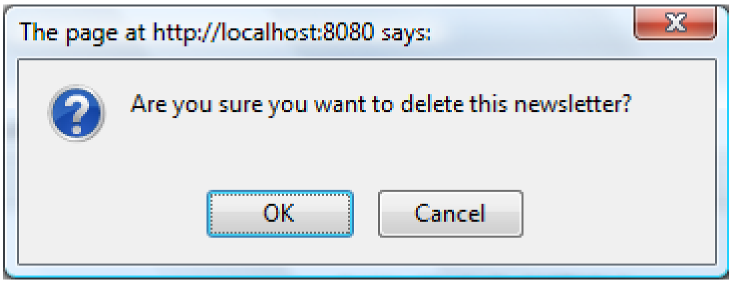
1. In a specific subscription, select the newsletter that you want to delete by selecting the checkbox.



2. Click the 

button 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.

4.13.2.6. Convert as Template

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

Procedure 4.118. Convert to template

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

2. Click the 

button 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**.

4.13.2.7. Newsletters

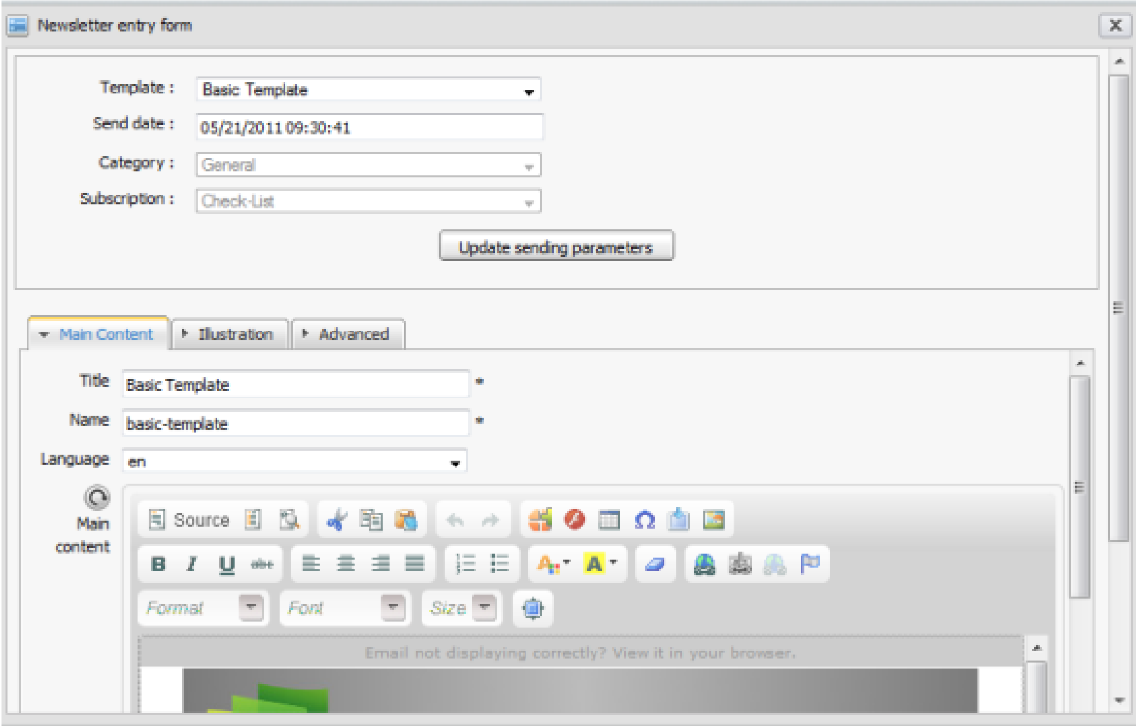
Each subscription consists of many newsletters. **eXo Content** helps you easily create newsletters by following these steps.

Procedure 4.119. Creating Newsletters

1. Go to **Group > Newsletters** on the administration bar. The eXo Newsletter appears.

2. Click the 

button on the action bar. The **Newsletter entry form**appears:



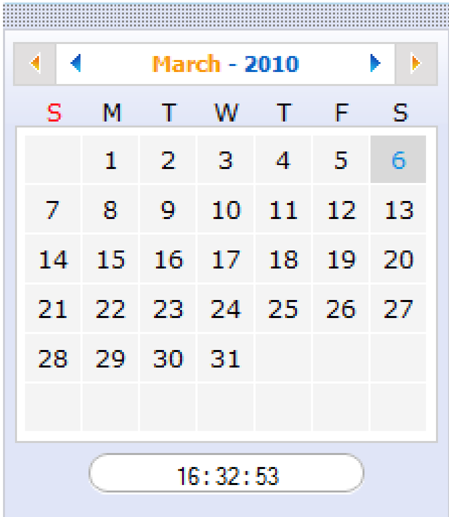
Details:

Table 4.32.

Field	Details
Template	The template for your newsletter form. **Basic Template** is set by default..
Send date	The date and time to send the newsletter.
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 the  icon 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 the icon in the category field to select the category and the subscription in list.

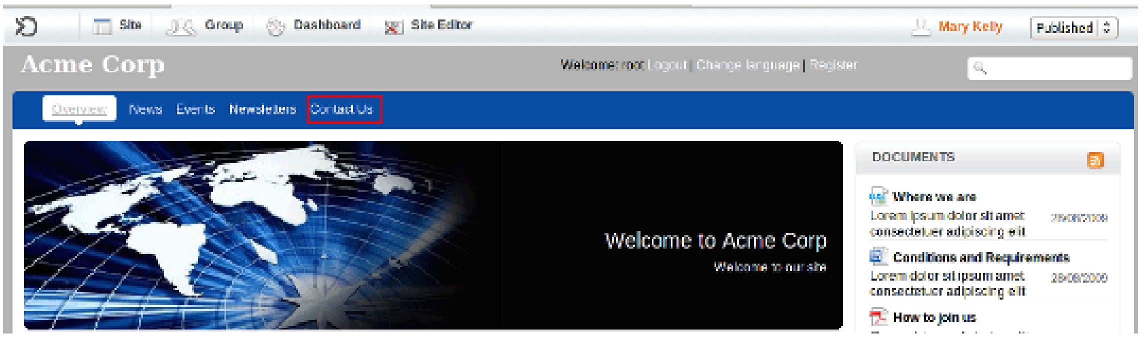
6. Click the **Update sending parameters** button to update information about this newsletter. A message pops up and informs you that you have updated information successfully.

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** text box.

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 appears:

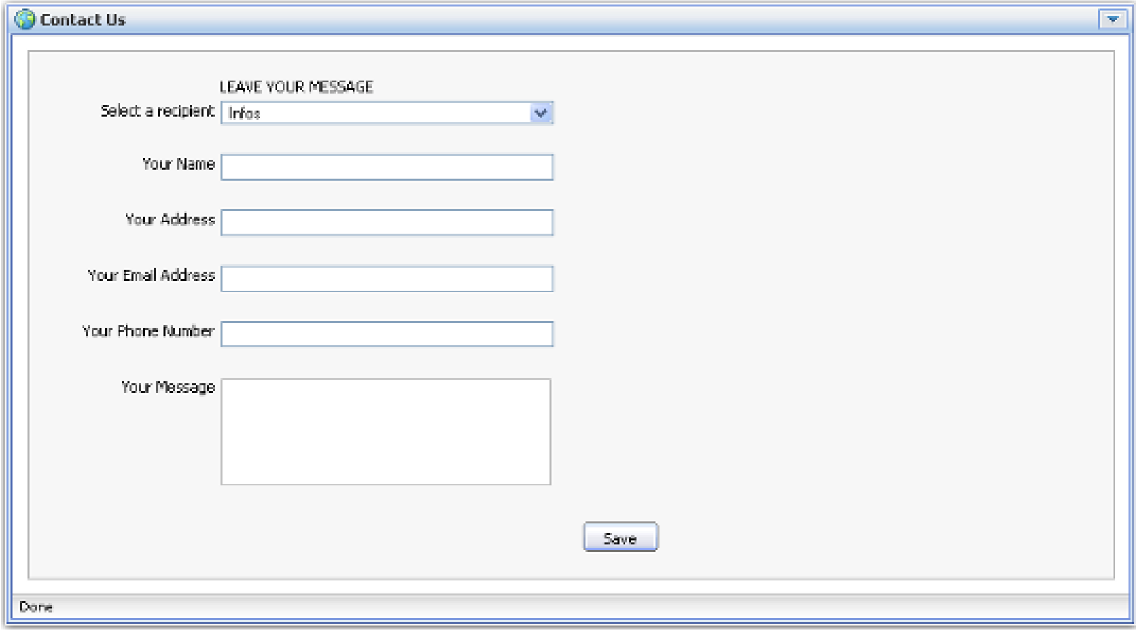


Table 4.33.

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.

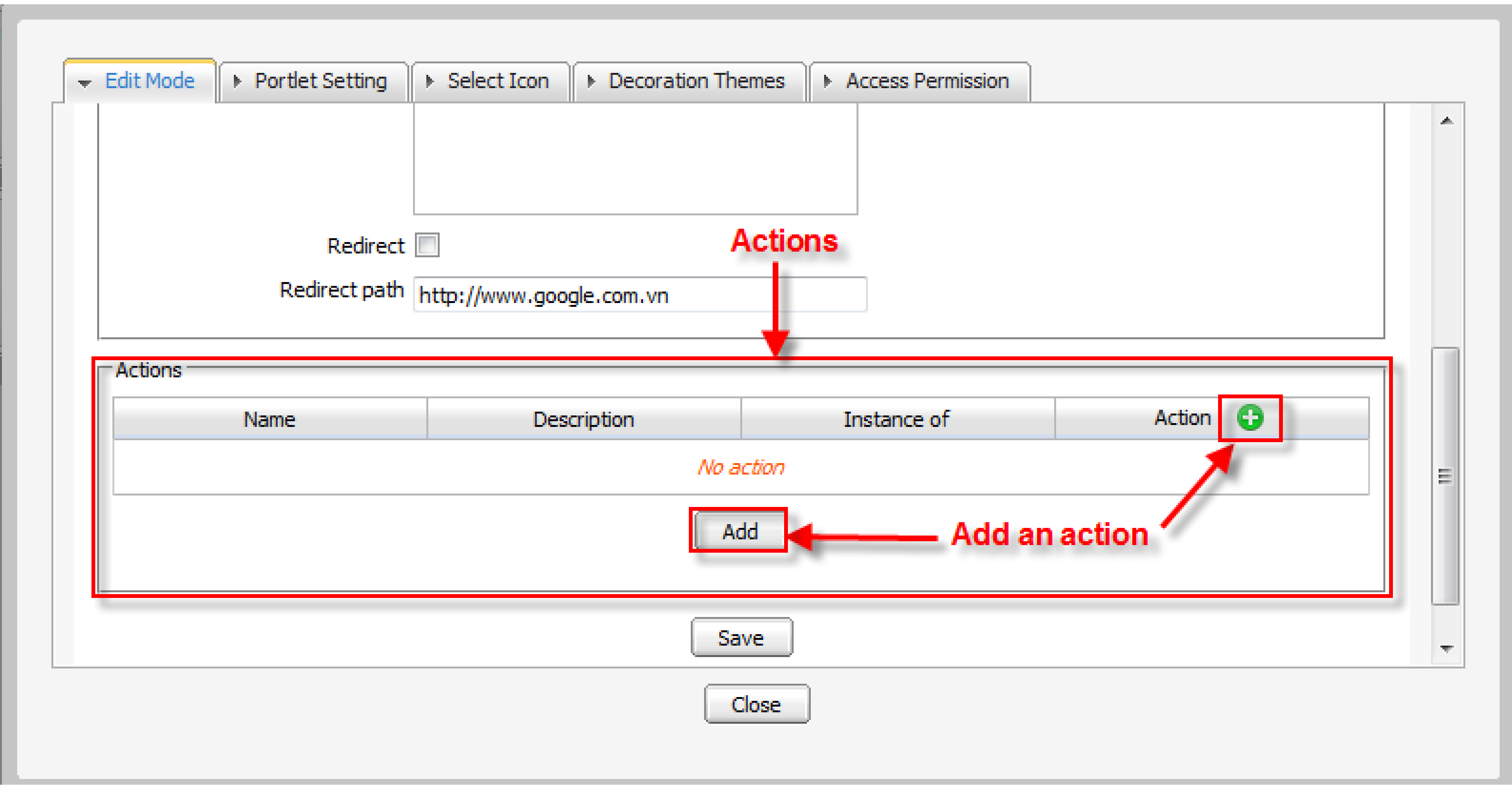
12. Click **Save** to save a message.

4.14. Fast Content Creator

Fast Content Creator portlet in eXo Content enables you to quickly create and save a new document with only one template in a specific location without accessing Content Explorer. This helps you save a lot of time when creating a new document.

There are two modes in Fast Content Creator: **Basic Content Creator** and **Standard Content Creator.**

The **Standard Content Creator** mode enables you to add an action to your document. Thus, when configuring it by opening the **Edit Mode** tab (see the details at *Section 4.14.1, “Configuration”*), there is the **Actions** part that enables you to add an action to the document and view actions added to the document.



To add an action to a document, click **Add** or the  icon to open the **Add action form**. Do the same steps in *Section 4.8.4.10.1, “Add an action”*.

4.14.1. Configuration

In eXo Content, the Fast Content Creator is applied in the **Contact Us** portlet with the **Basic Content Creator** mode by default. Thus, in this case, you can configure the Fast Content Creator by editing the **Contact Us** portlet.

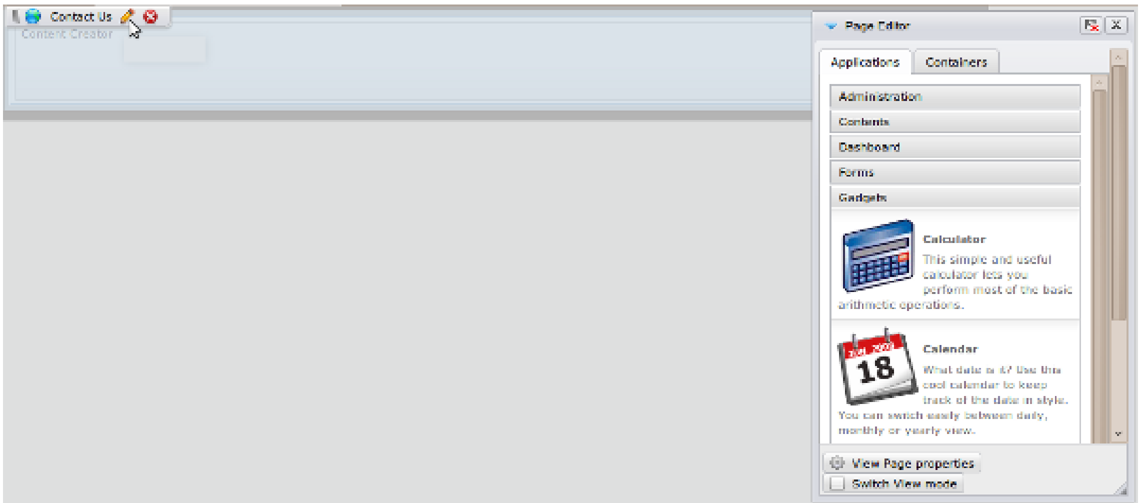
To configure the Fast Content Creator, do the following:

Procedure 4.120. Configuration of Fast Content Creator

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. Hover the mouse over the Contact Us portlet and the tool-bar appears.

Click the

icon to edit the portlet.



The form with the **Edit Mode** tab appears:

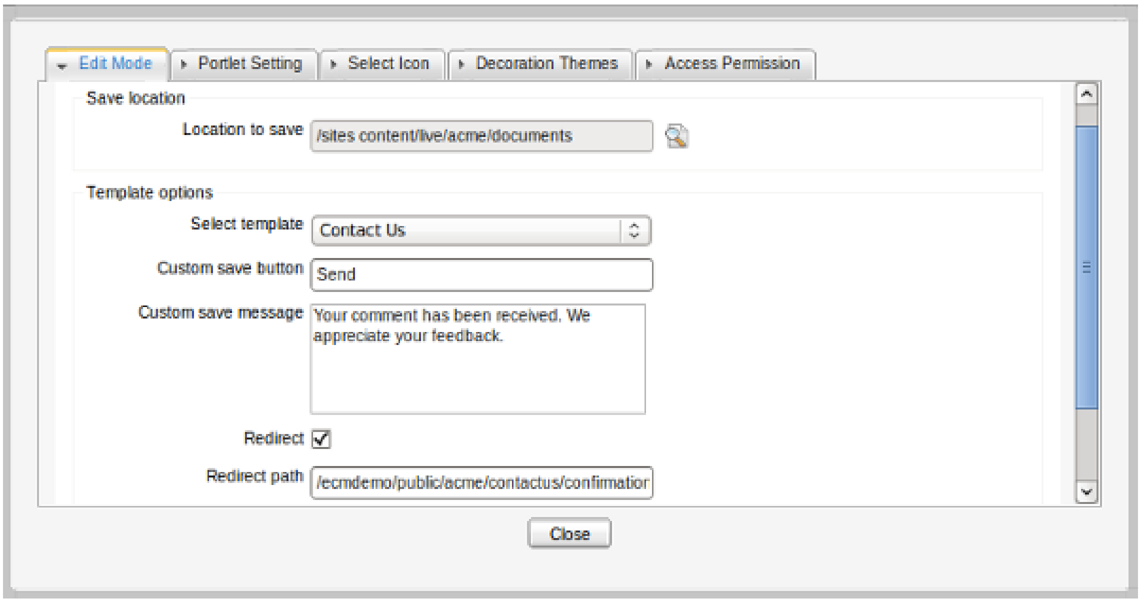
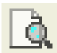


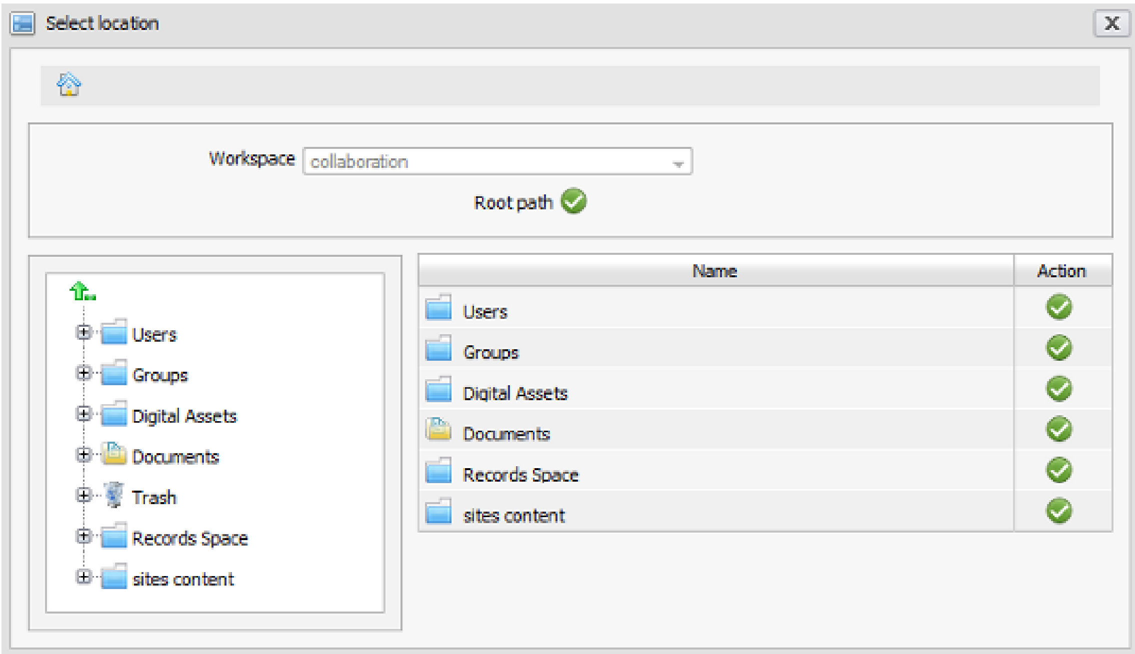
Table 4.34.

Field	Details
Location to save	Select the location to save documents or messages.
Select template	Select a document template. There are different input fields corresponding to each template.

Field	Details
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 you to redirect the path in the Redirect path field.
Redirect path	Show a path to which you will be directed after clicking **OK** in the confirmation message.

4. Select the location to save

   a. Click the  icon to select a specific location to save documents. The **Select Location** form appears:



   b. Select the parent node on the left panel and click the  icon 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.

5. Select a template which is used to create a new document.

6. Change the label for **Custom save button**, and the content for **Custom save message**.

7. Tick the **Redirect** checkbox if you want to redirect to the path in the **Redirect path** field after clicking **OK** in the save message.

8. Click **Save** to finish the configuration of Fast Content Creator. There will be an inform message, click the **OK** button to confirm.

9. Click **Close** to quit the form to edit the configuration of Fast Content Creator.

4.14.2. Create a new document

To create a new document by the Fast Content Creator, do the following:

Procedure 4.121. Create a new document

1. Go to **Site** → **Acme** → **Contact Us**

2. Fill values in all the fields in the **Contact Us** portlet.

3. Click **Save** to accept creating the new document. A message appears to let you know that the document is created successfully at the location that you established at "**location to save**".

4.14.3. View a new document

After creating a new document, you can view it by do the following:

Procedure 4.122. View a new document

1. Go to **Content Explorer**.

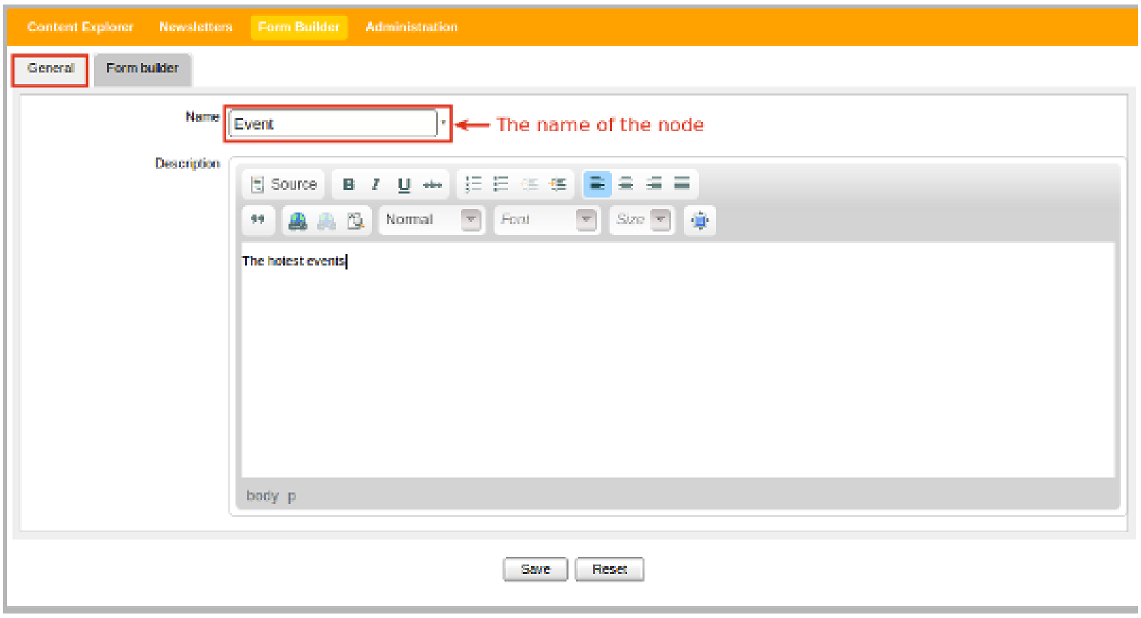
2. Select the drive and the path that you established in the configuration of Fast Content Creator. You will see this document.

4.15. Form Builder

The **Form Builder** portlet enables 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 4.123.

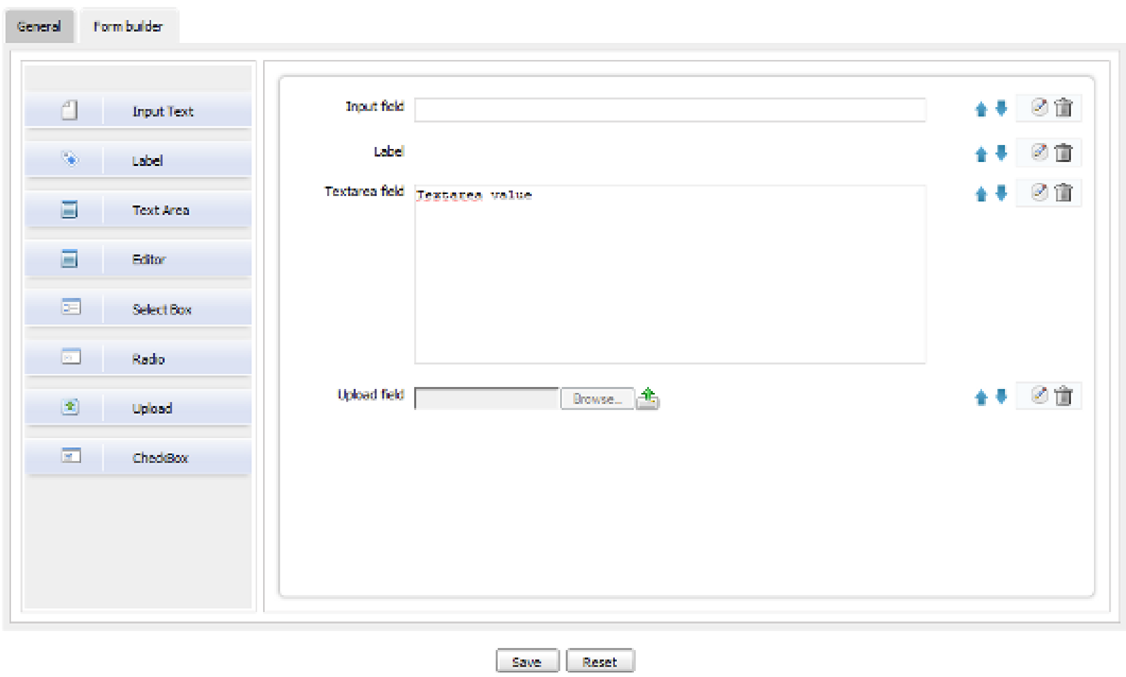
1. Go to **Group > Form Builder** on the **administration** bar. The **Form Builder** will appear:



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 you to set properties for a node. Available components are displayed on the left pane.



5. Click the desired components on the left pane. The selected components will be displayed on the right pane.

6. Click the  corresponding to the component to move this component up or the  to move the component down.

7. Click the icon that corresponds to the component to edit properties of that component. The form to edit properties appears like the illustration below:

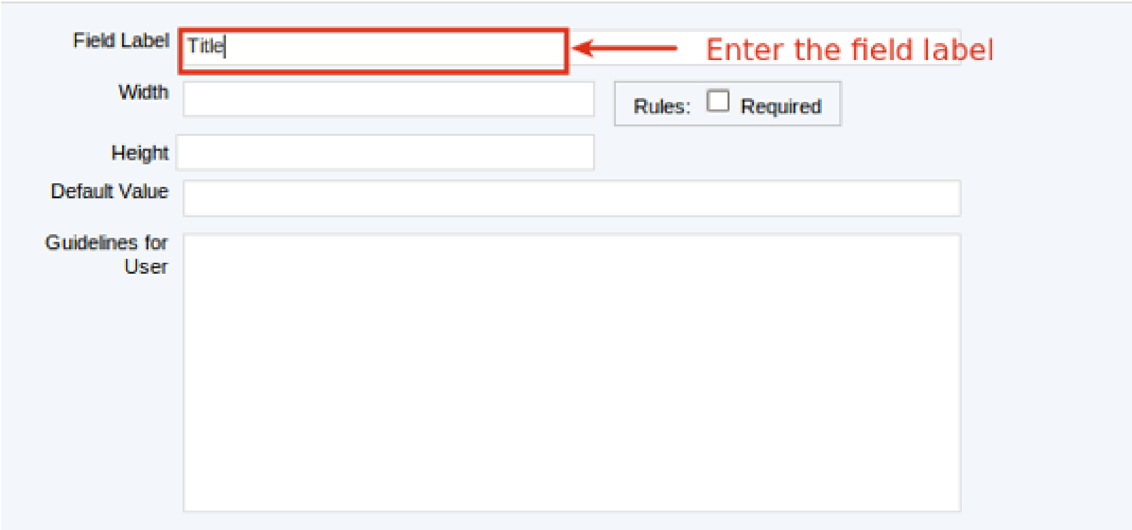


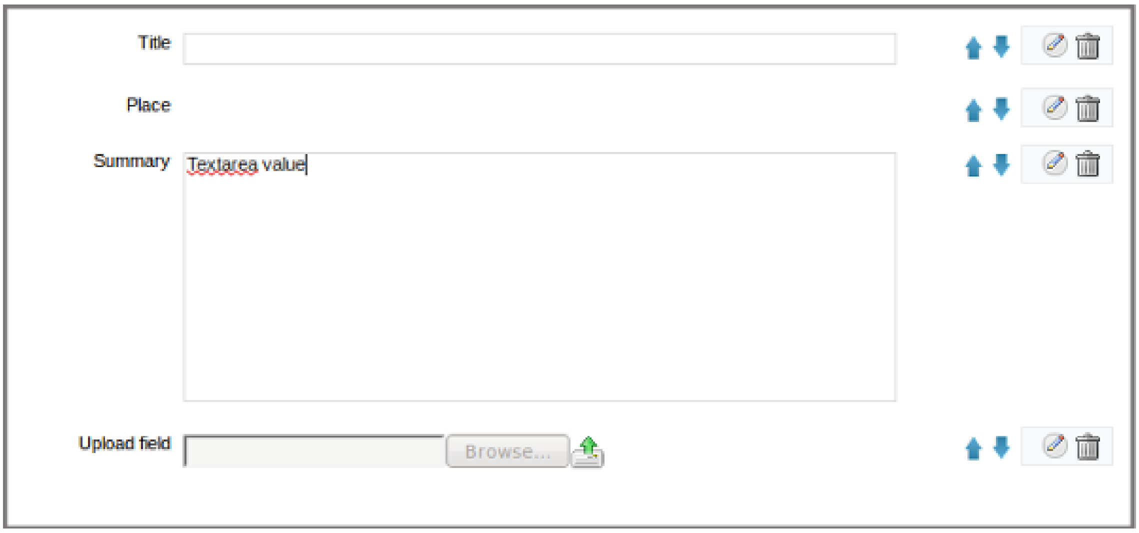
Table 4.35.

Field	Details
Field Label	To enter the field label.
Width	To enter the field width. If the Rules: Required checkbox is marked, the * will appear beside the text box, indicating that values in this box are required.
Height	To enter the field height.
Default Value	To display the default value
Guidelines for User	To display instructions about this component.

To delete the component, click the corresponding to the component.

Click the icon again to hide the form to edit the properties.

After editing the properties of the components, the components look like the below illustration:



8. Click **Save** to accept creating a new node, or **Reset** to edit this node again before saving.

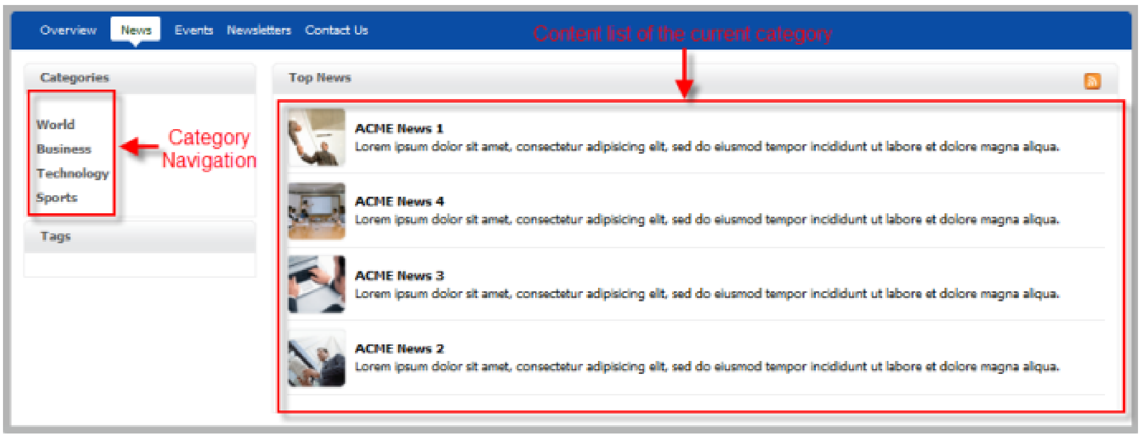
   A message will inform that you created a node successfully.

4.16. Category Navigation

Category Navigation Portlet and Parameterized Content List Viewer portlet get rid of long URLs when you view a content and enable users to see published documents or web contents in specific categories in one page. 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 easily.

Procedure 4.124. Access to Category Navigation Portlet

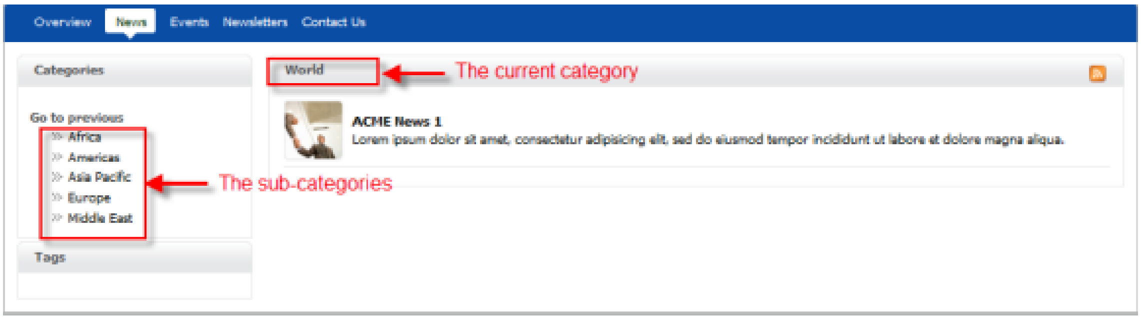
1. Go to **News** on the navigation bar:



   The left pane lists all the categories containing contents.

   The right pane displays all the documents belonging to the current category.

2. Click a category that you want to view its contents. Its sub-categories are listed on the left pane and its contents are shown on the right pane.



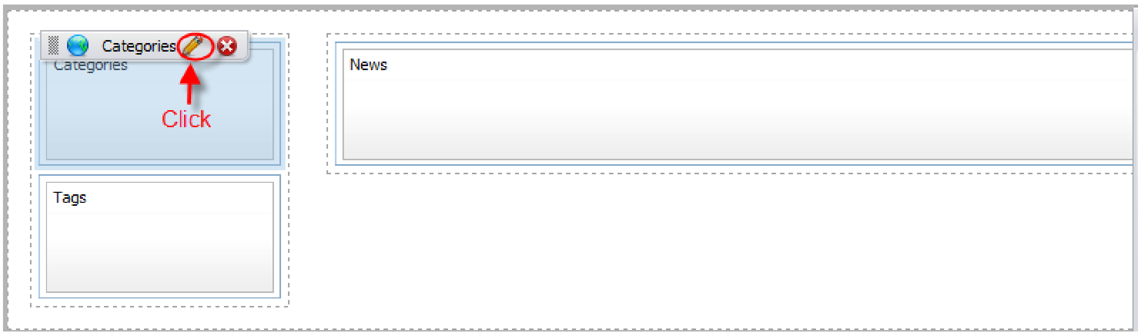
3. Click **Go to previous** to return to the parent category.

The Edit Mode of the Category Navigation Portlet. Administrators can edit the Category Navigation portlet with the following procedure:

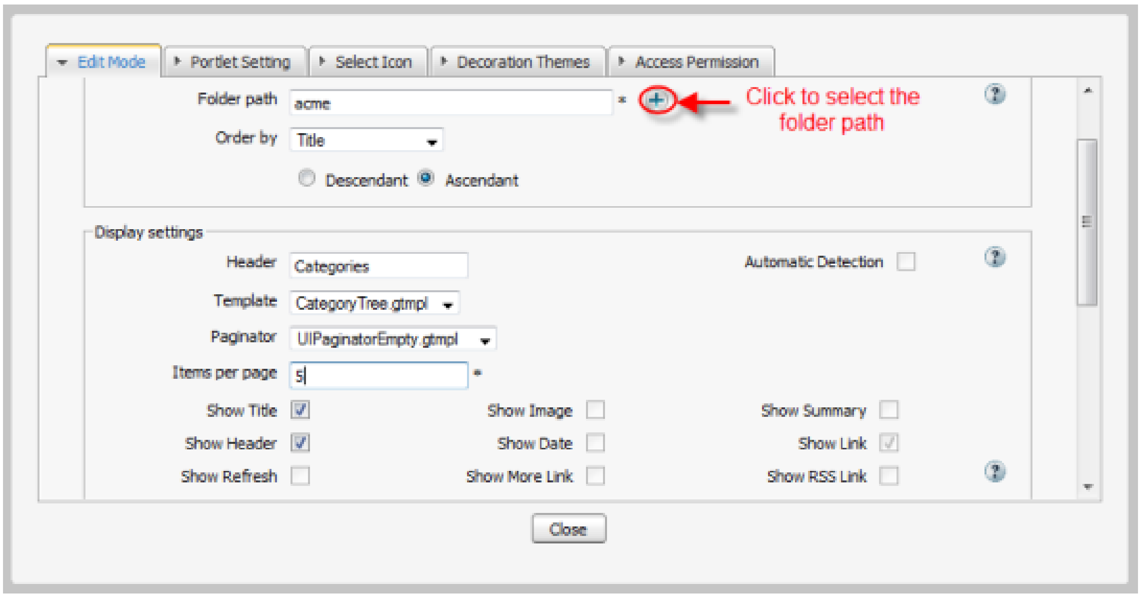
Procedure 4.125.

1. Go to **News > Site Editor > Edit Page** on the administration bar:

   The page for you to edit the Category Navigation portlet will appear:



2. Click the  icon to open a form with the Edit Mode to edit the portlet.



3. Click the  icon to select the folder path, that restores contents you want do display.

4. Edit some fields in the **Display settings** part as you want. See more details in *Content List Preferences*.

5. Click the **Advanced** link to set up some properties for the portlet. See more details in *Section 4.6, "Dynamic Navigation"*.

6. Click **Save** to accept saving the configuration for the Category Navigation portlet.

7. Click **Close** to quit the form.

8. Click  on the **Page Editor** to finish editing the Category Navigation portlet.

> **Note**
>
> In the Edit Mode tab, some options are disable.

4.17. Contents By Query

The Contents By Query portlet allows you to collect and display data throughout a workspace instead of selecting items by a folder or by contents.

To use this portlet, do as follows:

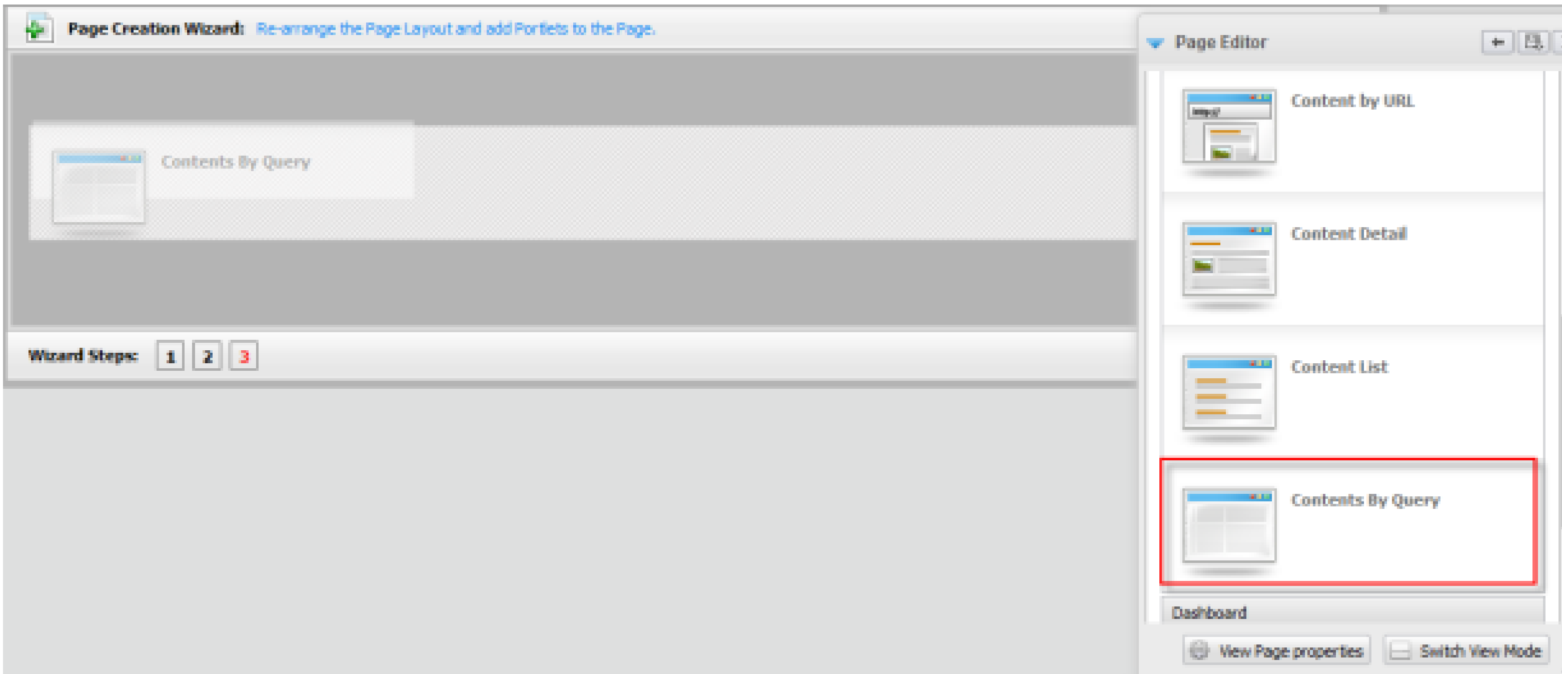
Procedure 4.126. Add a Contents By Query portlet

1. **Create a page:**

   Go to **Site Editor** → **Add New Page**, and then fill out all the necessary fields in the Wizard form.

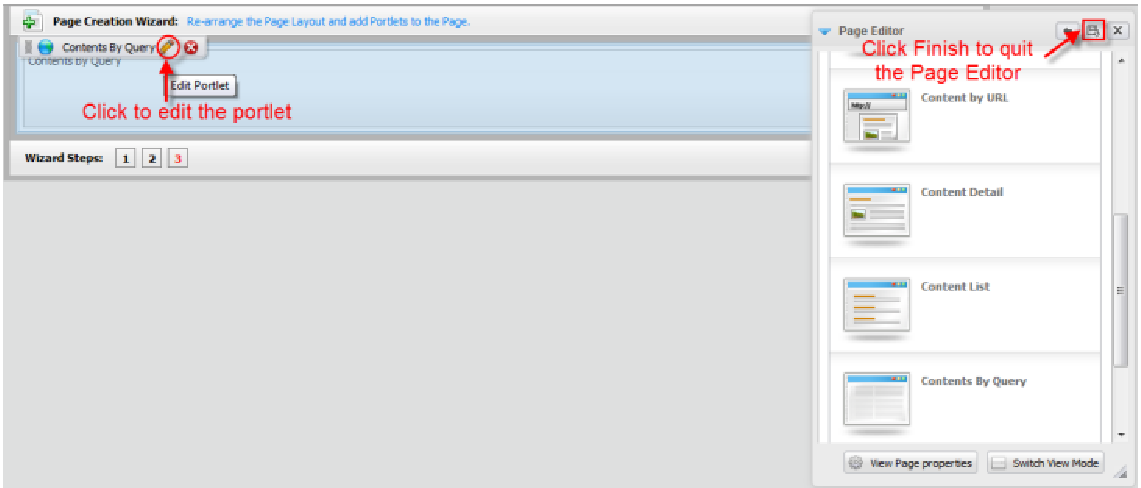
2. **Drag and drop the Contents By Query portlet:**

   In the step 3 of the page creation, from the **content** of the **Page Editor**, drag and drop the **Contents By Query** portlet in the page:

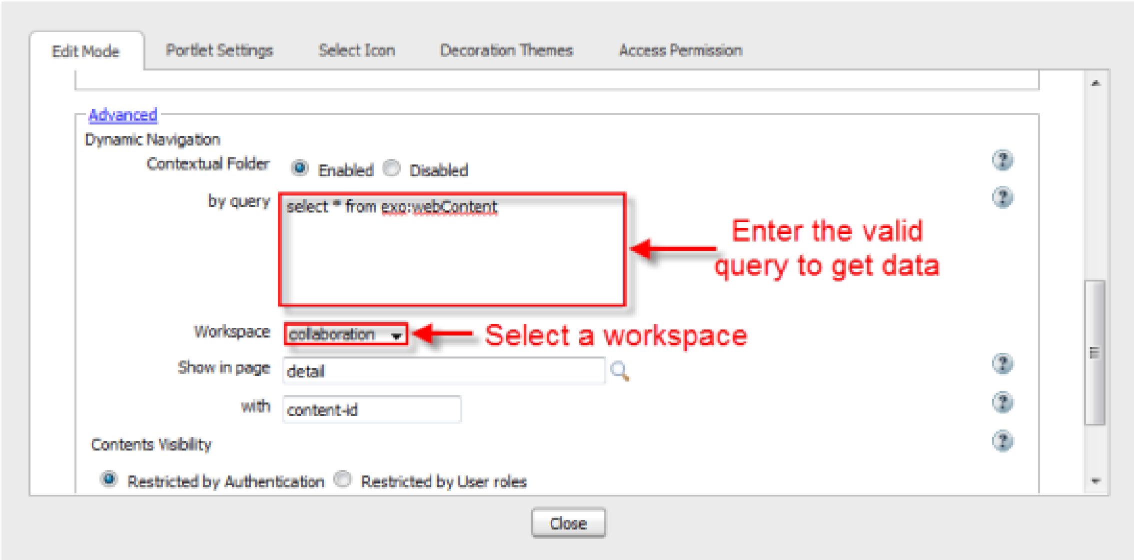


3. **Edit the Contents By Query portlet:**

   Hover your mouse over the Contents By Query portlet, then click the  icon to edit the portlet.



The form with the **Edit Mode** tab appears:



4. Enter a valid query into the **by query** field to get data that you want to display.

5. Select a workspace where you want to get data from.

6. Click **Save** to complete adding the **Contents By Query** portlet.

7. Click **Finish** to quit the **Page Editor** page and see the displayed data.

Note

To lear more about the fields in the **Edit Mode**, refer to *Content List Preferences*

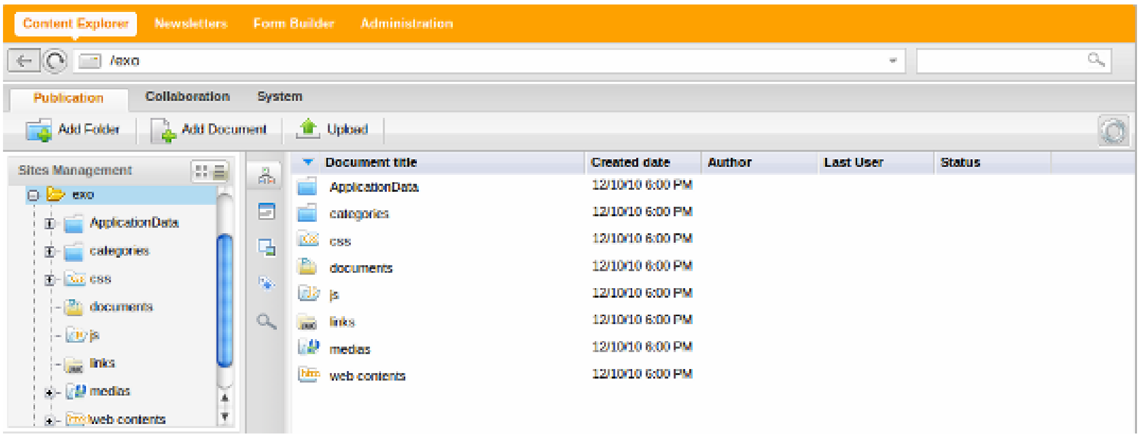
Advanced Actions

5.1. Manage Site Resources in one place

You can easily manage all the site resources in Content 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:

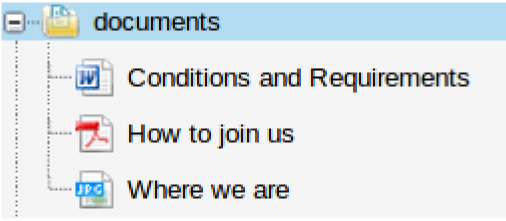
5.1.1. CSS Folder

CSS is one of the 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 is created in a site, it will affect how the site is displayed. For example, if your new CSS file is created with the red background color, the site background will then turn into red.

5.1.2. Document Folder

This folder contains all documents used in a site. When you want to add a new document for a site, you can also put them in another folder, but it is recommended to use this one to manage everything easily and conveniently.



5.1.3. JS Folder

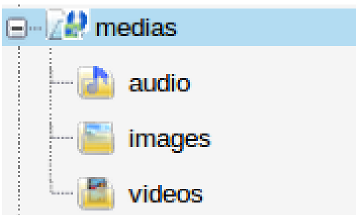
This is one of the default files of a site. This file contains Java Script data that is used to make a site more animated and more dynamic.

5.1.4. Links Folder

This file contains all links used in a site.

5.1.5. Media Folder

This folder contains all documents related to videos, images and sounds. It is divided into three sub folders:



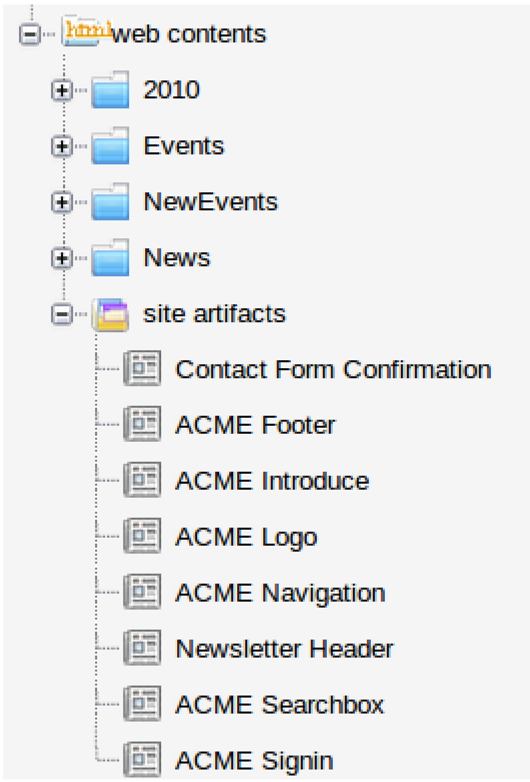
audio:
: This folder contains sound data used in a site.

images:
: This folder contains images used in a site.

videos:
: This folder contains videos used in a site.

5.1.6. Web Content Folders

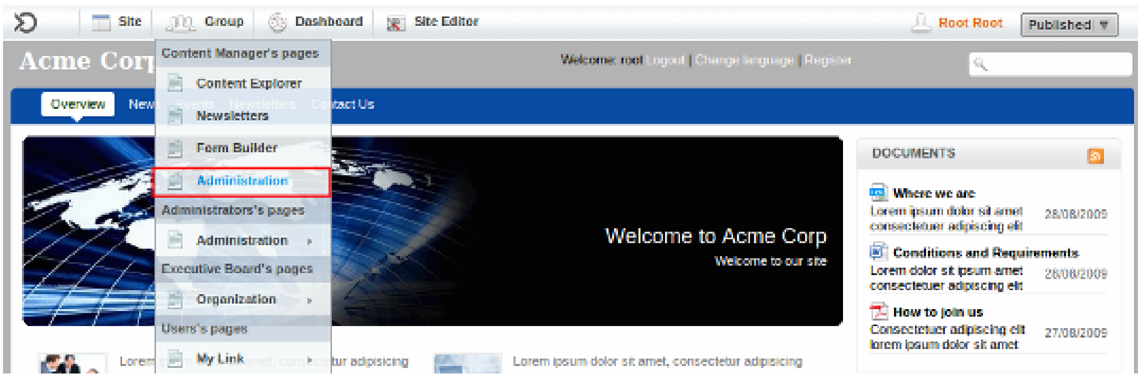
This folder contains all web content used in sites. It is recommended to put all the web contents files here, to manage them more easily, or in case you want to reuse them in another site.



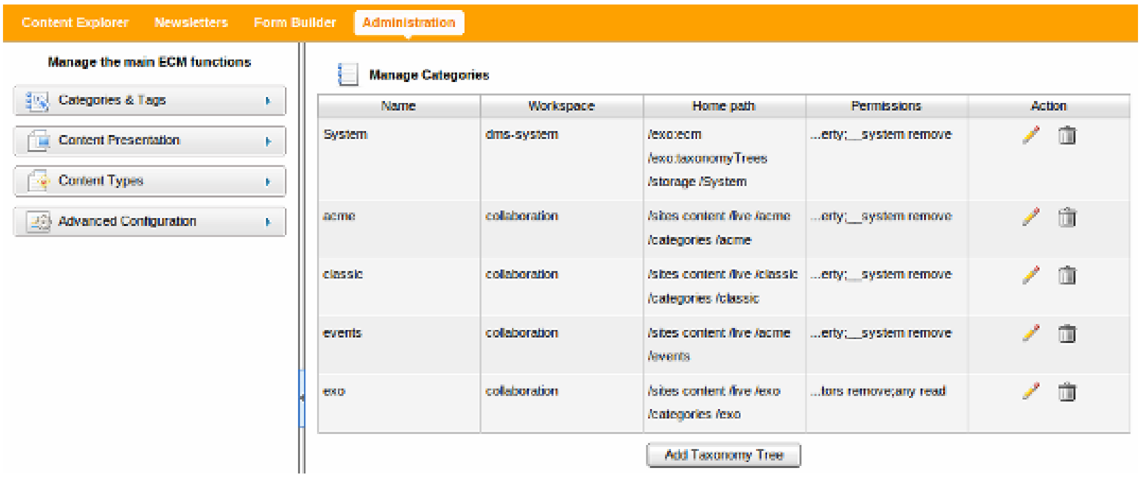
5.2. Administration page

This page is used to manage all workspaces, drives, node types, metadata, templates, queries, etc. Only administrators can access the **Administration** page.

- Click **Group > Administration** on the administration bar:



The **Administration** page will appear:



This page enables you to access:

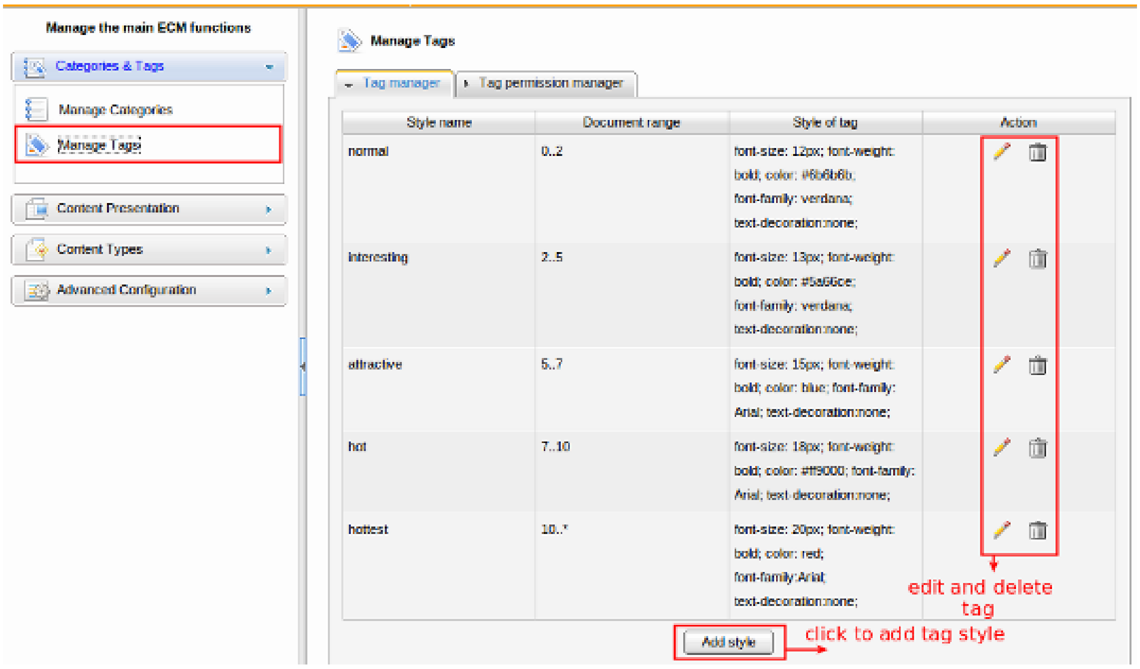
- **Categories and Tags** to mange Categories and Tags.
- **Content Presentation** to manage Template, Metadata, Views, Drive.
- **Content Types** to manage Namespace Registry, Manage Node Type.
- **Advanced Configuration** to mange Queries, Scripts and to create an Action Type.

5.2.1. Categories and Tags

5.2.1.1. Manage Tags

Manage Tags enables you to manage tag styles. The tag style will change depending on the number of documents in a tag.

Go to **Administration > Categories and Tags > Manage Tags**.

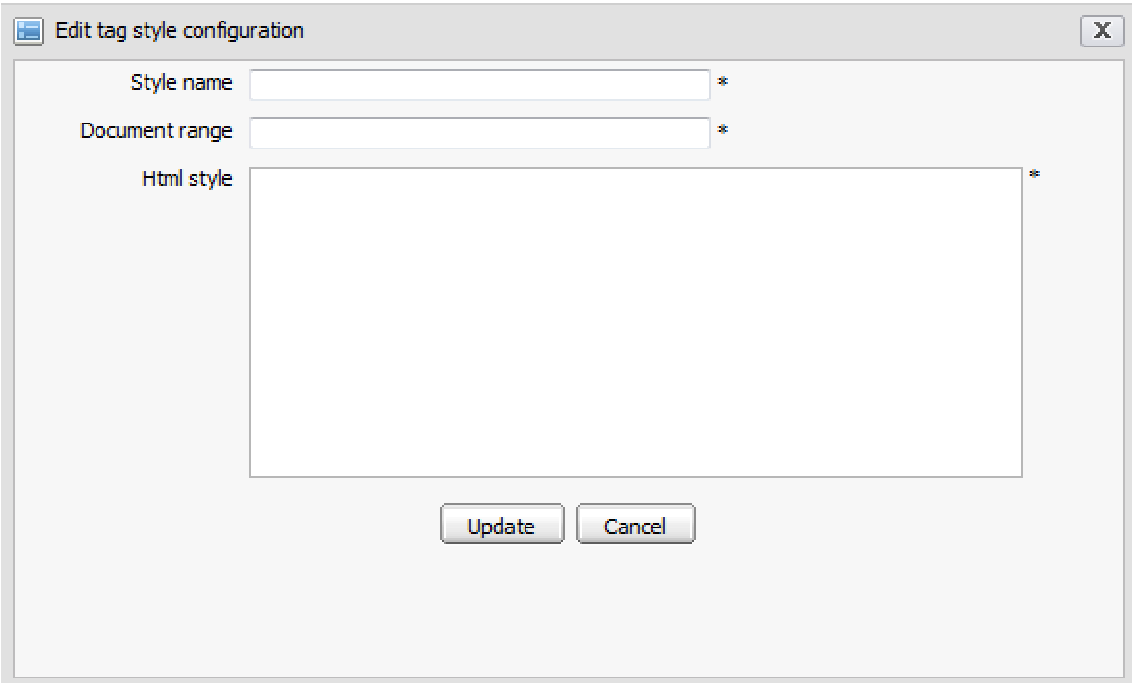


5.2.1.1.1. Add a tag style

Furthermore, you can add a new tag style as follows:

Procedure 5.1. Add a Tag Style

1. Click the **Add style** button. The **Add tag style configuration** form will appear:



Details:

Style name
: Give the tag name. You cannot edit it.

Document Range
: Give the number of document assigned to a tag. (*Required).

HTML style
: Include font-size, font-weight, color, font-family, text-decoration. (*Required).

2. Input values in the fields: **Style name**, **Document range**, **HTML style**, all of which are required.

3. Click **Update** to accept adding a new tag style.

> **Note**
>
> - The format of valid range must be: a..b where 'a', 'b' are positive integers. You can use * instead of 'b' to indicate it is unlimited. For example, 0..2 (means 0-2 documents assigned to a tag), 10..* (means at least 10 documents assigned to a tag).
> - The 'HTML style' text box cannot be empty: you can change values of font-size, font–weight, color, font-family, text-decoration.

5.2.1.1.2. Edit

Tag manager tab enables you to edit the existing tags.

Do the following:

Procedure 5.2. Editing existing tabs

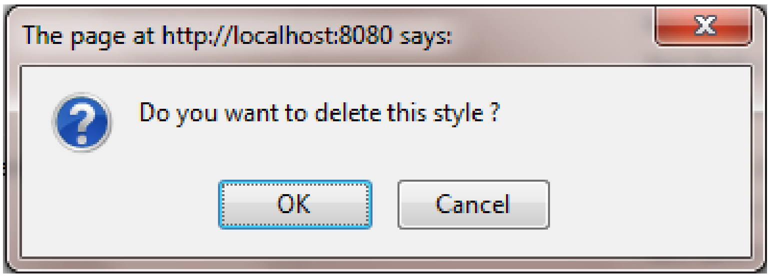
1. Click the pen icon corresponding to the tag name which you want to edit in the **Action** column to edit the tag style configuration. The **Edit tag style configuration** form appears like the form to add a tag style.

2. Change values in the fields **Document range** and **HTML style**, except **Style name**.

3. Click **Update** to save new changes.

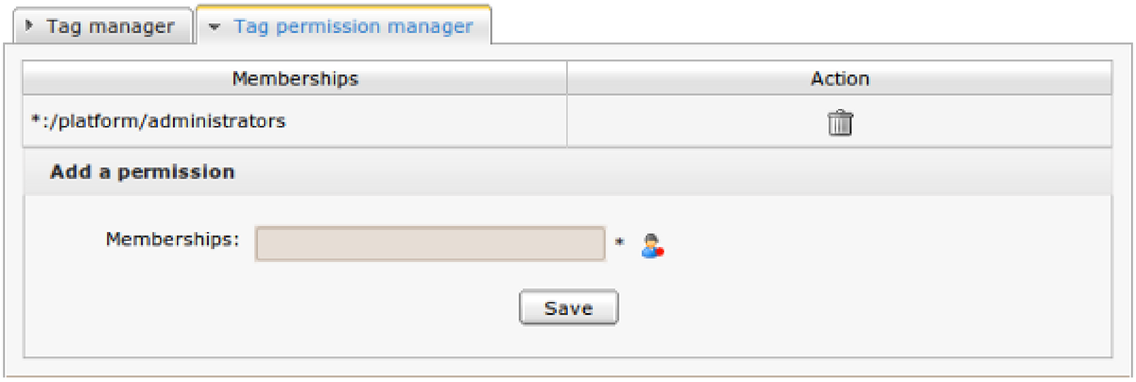
5.2.1.1.3. Delete a tag style

To delete one tag style, simply click the corresponding **Delete** icon and select **OK** in the confirmation to accept your deletion.



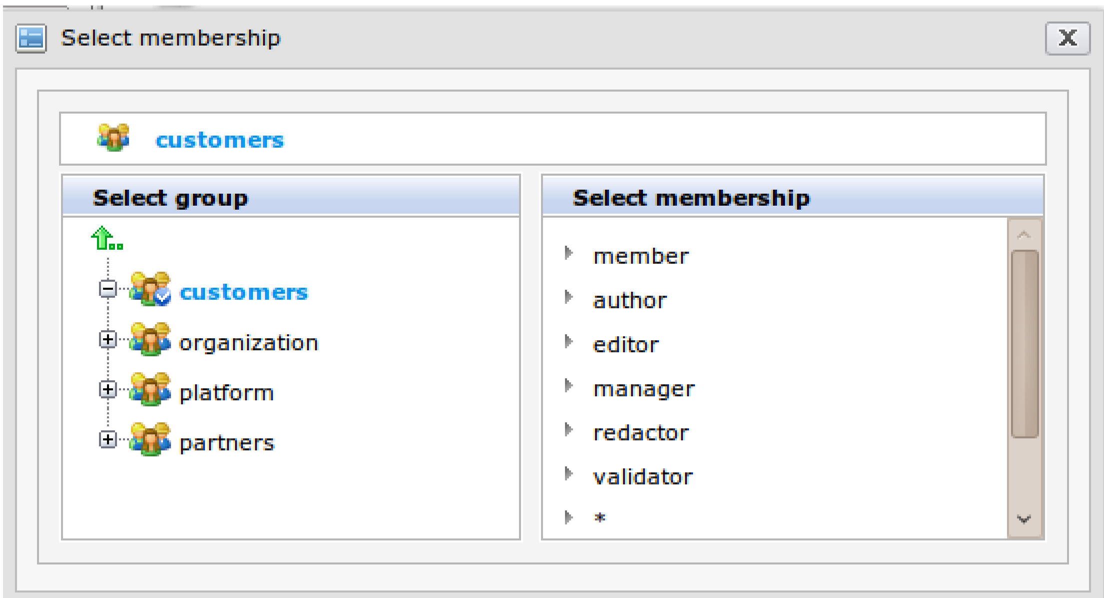
5.2.1.1.4. Tag Permission Manager

The **Tag permission manager** tab helps you set permissions regarding editing and deleting public tags.

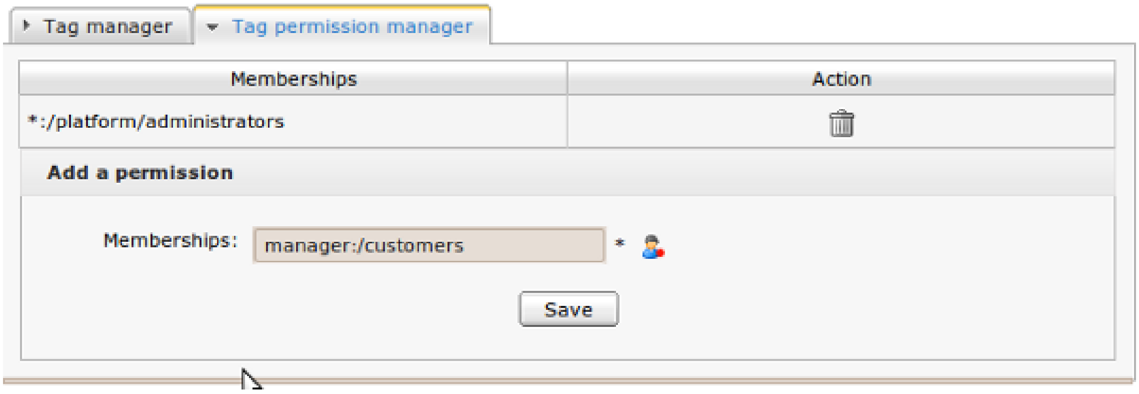


Procedure 5.3. Set Permission To Tag Management

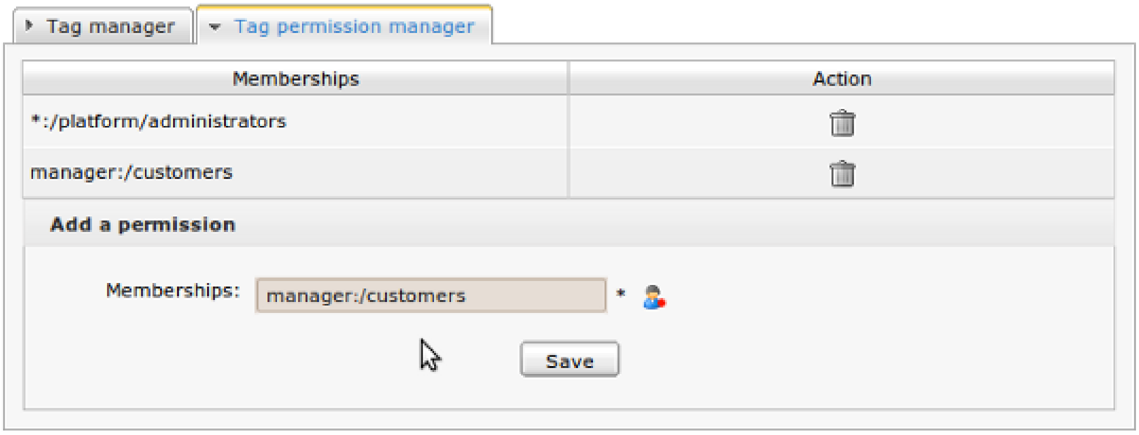
1. Click the  icon beside the **Memberships** field to select memberships in order to add a permission for those memberships. The Select membership form will appear:



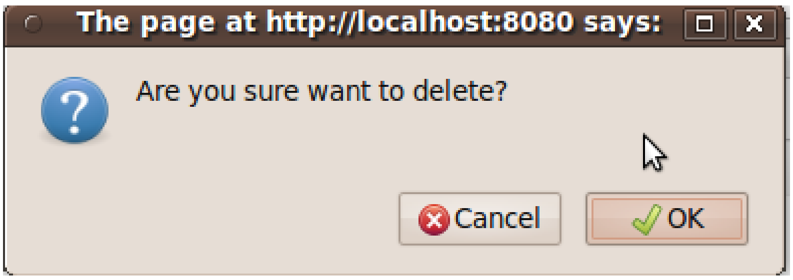
2. Select a group on the left and the corresponding membership on the right. The selected membership will appear in the **Memberships** field:



3. Click **Save** to accept adding a permission for the membership to the **Memberships** column.



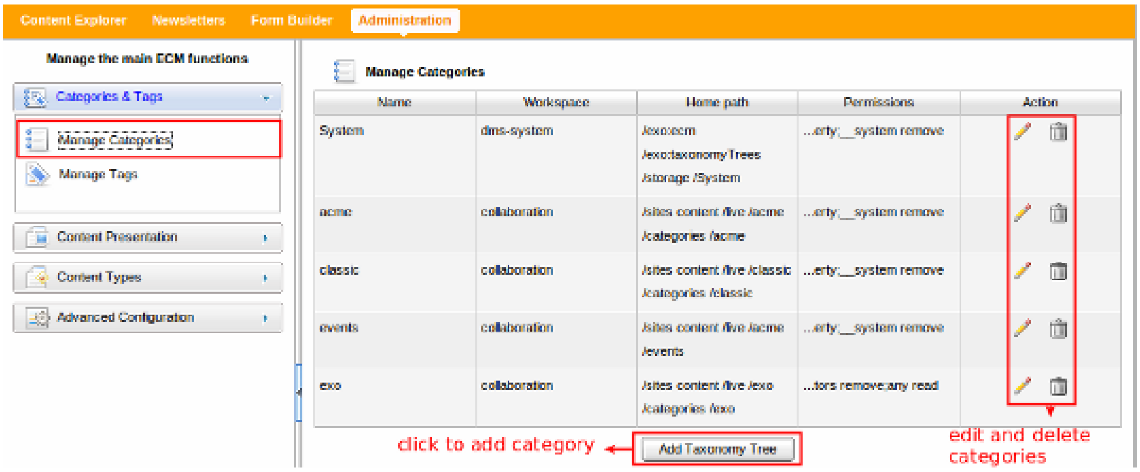
You can also delete memberships that have permissions by clicking the Delete icon relevant to that membership, and then click **OK** in the confirmation message.



5.2.1.2. Manage Categories

A category may be understood as a classification practice and science. It is used to sort documents, aiming at facilitating searches. The category management includes adding, editing and deleting a category tree.

Go to **Administration > Categories and Tags > Manage Categories**.

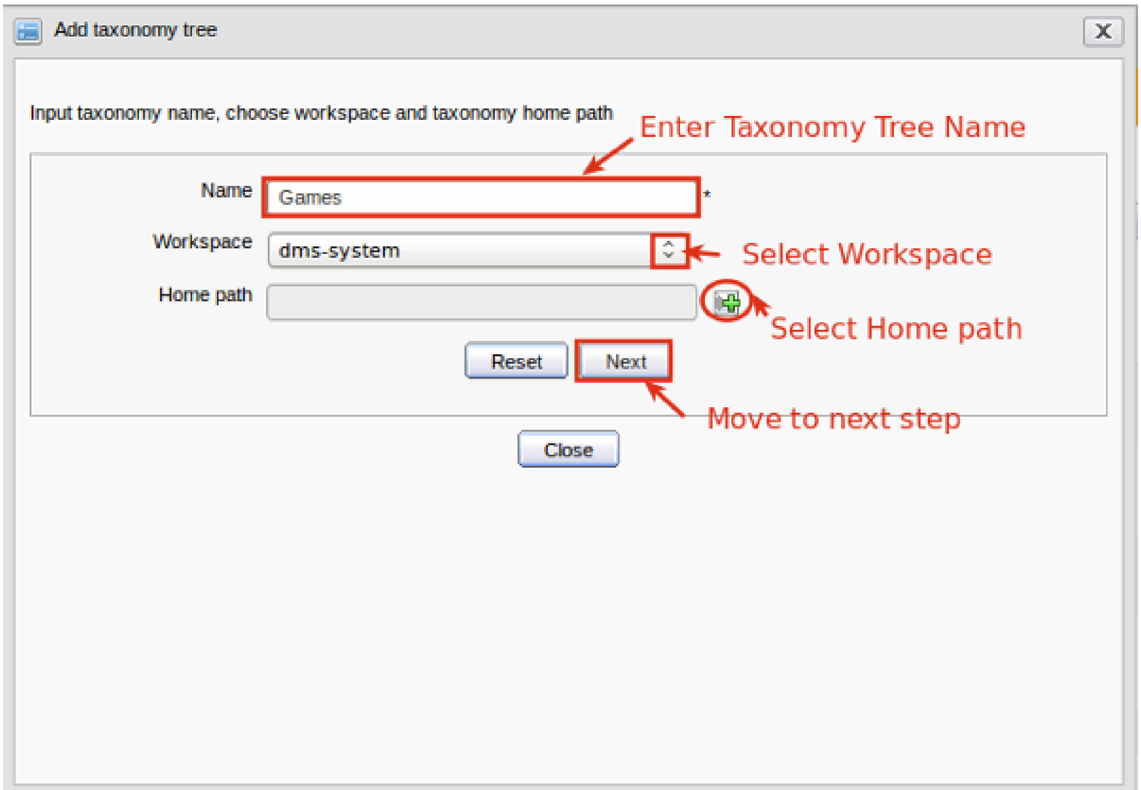


5.2.1.3. Add a Taxonomy Tree

Perform the steps in *Add a Taxonomy Tree* to add a taxonomy tree.

Procedure 5.4. Add a Taxonomy Tree

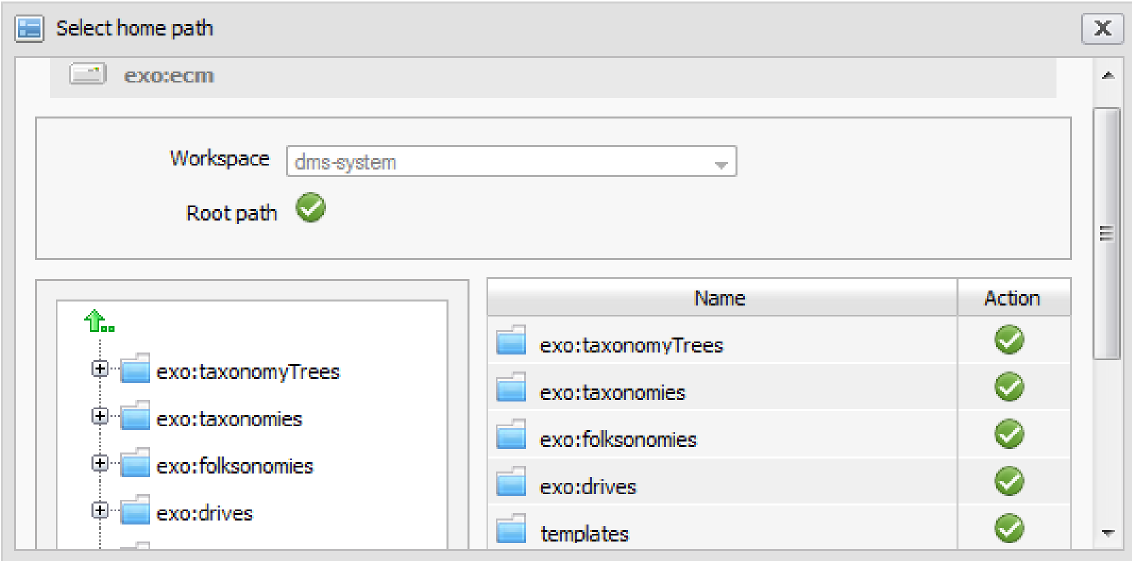
1. Click the **Add Taxonomy Tree** button to add a new taxonomy. The **Add taxonomy tree** form will appear.



2. Enter the taxonomy tree name in the **Name** field. (*Required).

3. Select the workspace you want to work with.

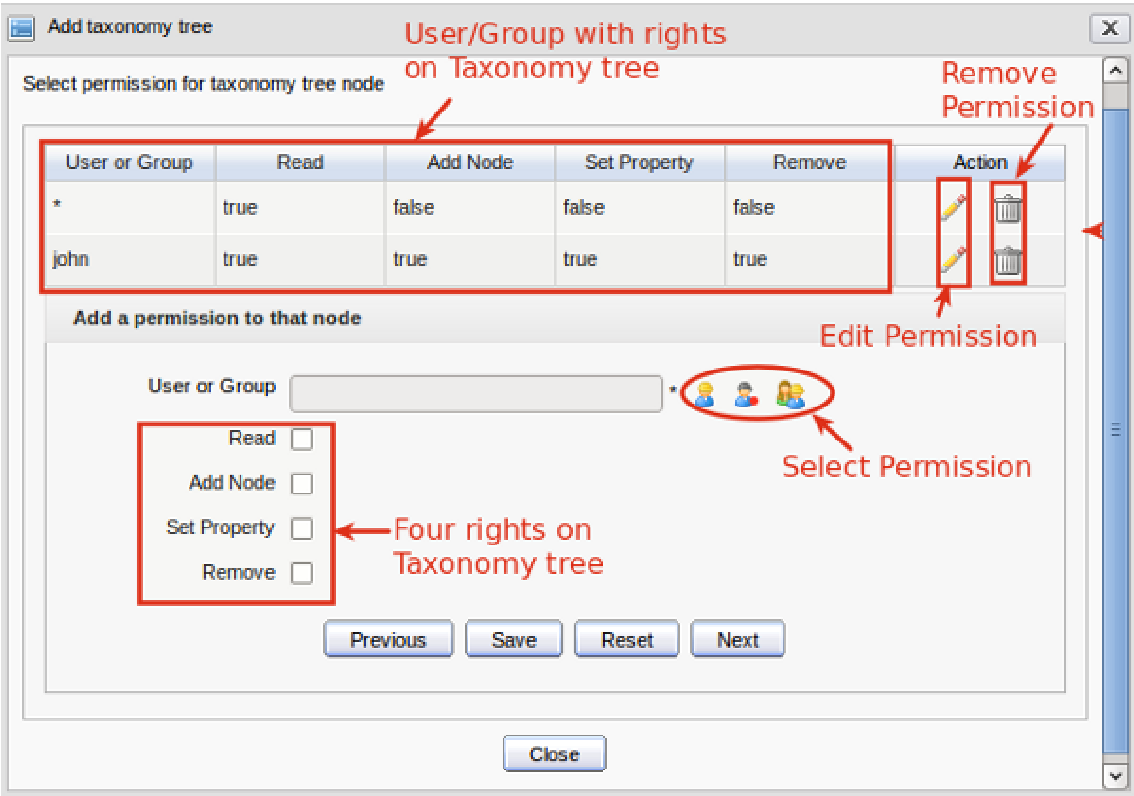
4. Select the home path by clicking the plus item. The **Select Home Path** form will appear:



5. 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. 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. 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 to membership:

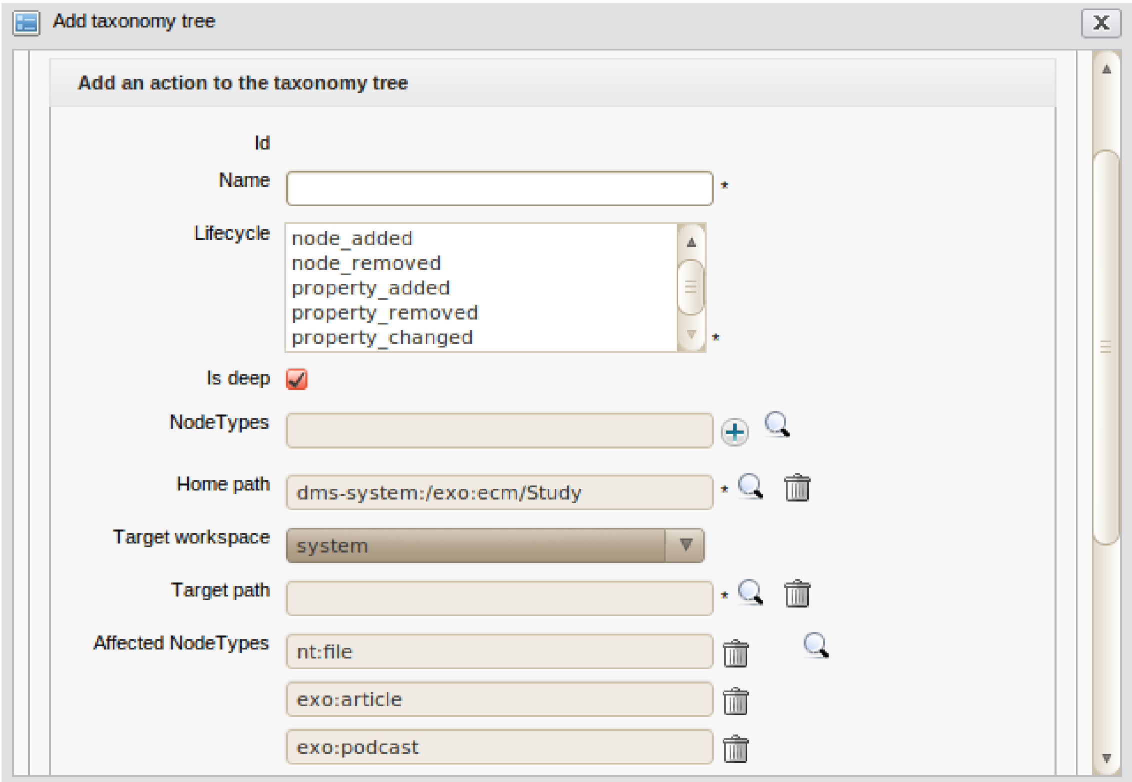
   Read Right
   : The option is to select the read right or not.

   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. 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. Enter the name for an action of the taxonomy tree in the Name field. (*Required).

10. Select values for **Life-cycle**, **NodeTypes**, **Target workspace**, **Target path**, **Affected Node Types**. (*Required).

11. Click **Save** to save all values and, click **Next** to go to the next step.

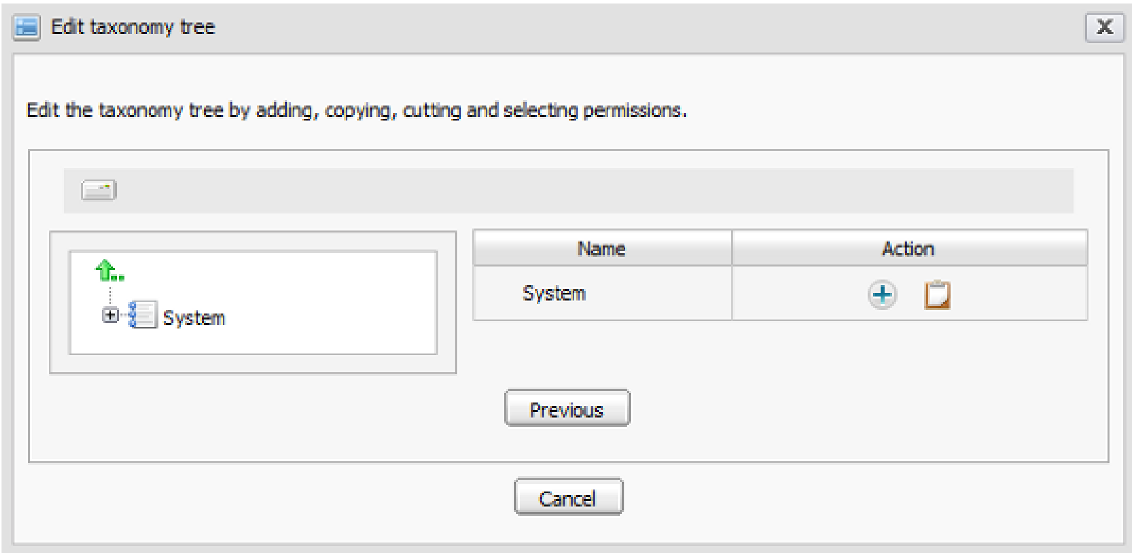
> **Note**
>
> - Do not input some special characters in the 'Name' field like: !,@,#,$,%,&,*,(,).
> - Do not add a taxonomy which has the same name and level with existing taxonomies in a node.
> - The taxonomy name must contain less than 30 characters.

5.2.1.4. Edit a Taxonomy Tree

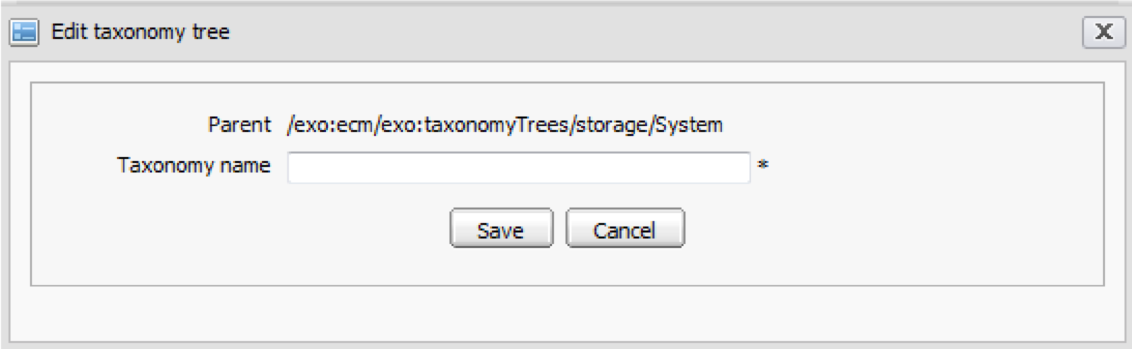
Perform the following steps to edit a taxonomy tree.

Procedure 5.5. Edit a Taxonomy Tree

1. Click the edit icon  icon that corresponds to the taxonomy tree you want to edit.



2. Click the icon  icon in the **Action** field to add more taxonomy trees. The Edit taxonomy tree will appear:



3. Enter a taxonomy name in the Taxonomy name field. (*Required).

4. Click **Save**to save the taxonomy name.

5. Click **Previous** to return to the previous steps.

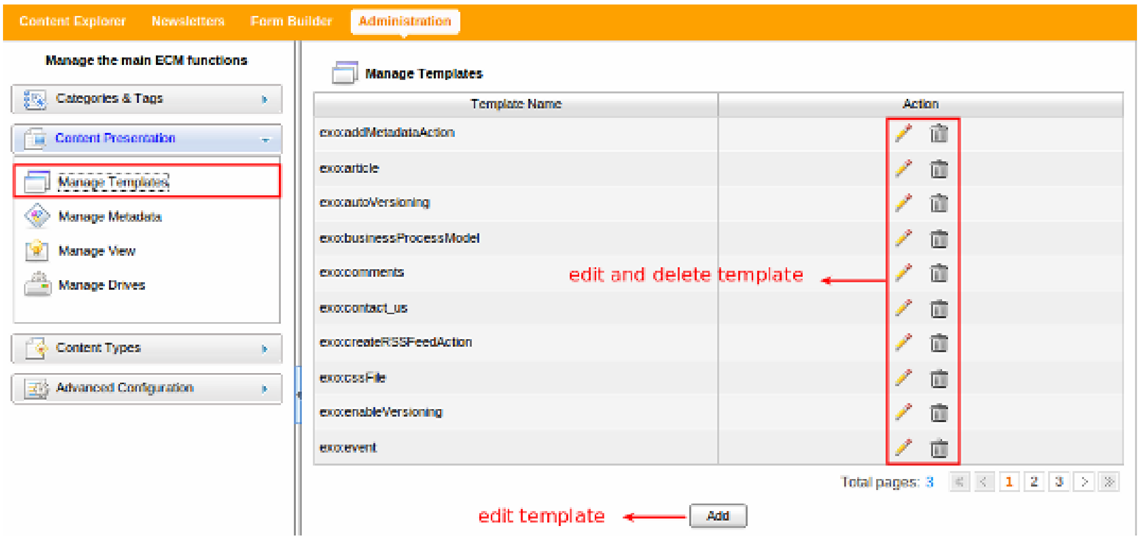
6. Click **Save** to save all changes and the **Previous** or **Next** if you want to edit more.

> **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.

5.2.2. Content Presentation Manager

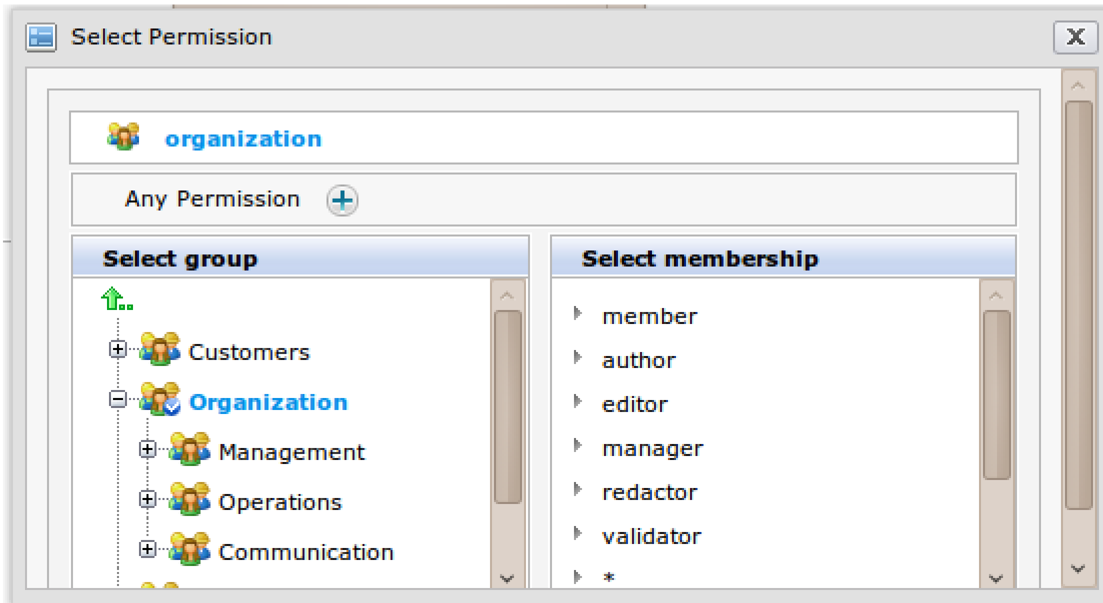
5.2.2.1. Manage a Template

When creating a node in eXo Content, you must set its properties. Thus, each node needs to have a form to enter data for their properties (called the dialog template), and display 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.

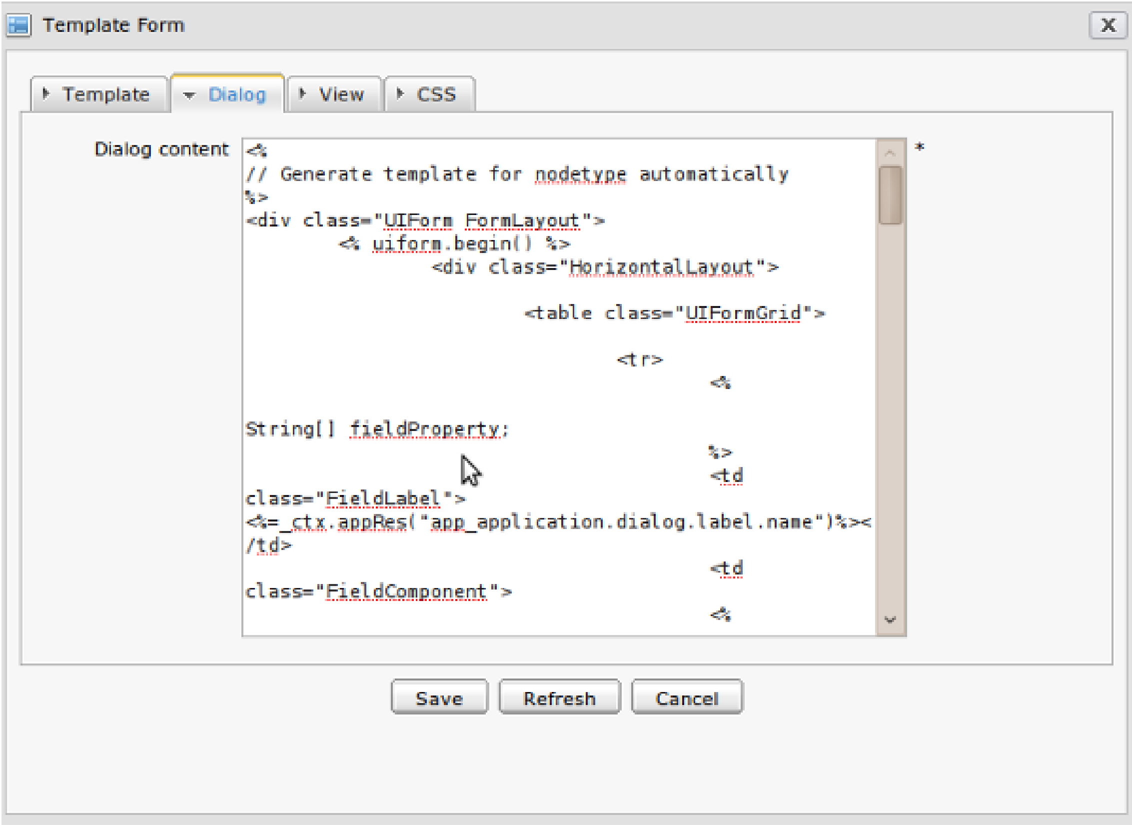


Procedure 5.6. Add a New Template

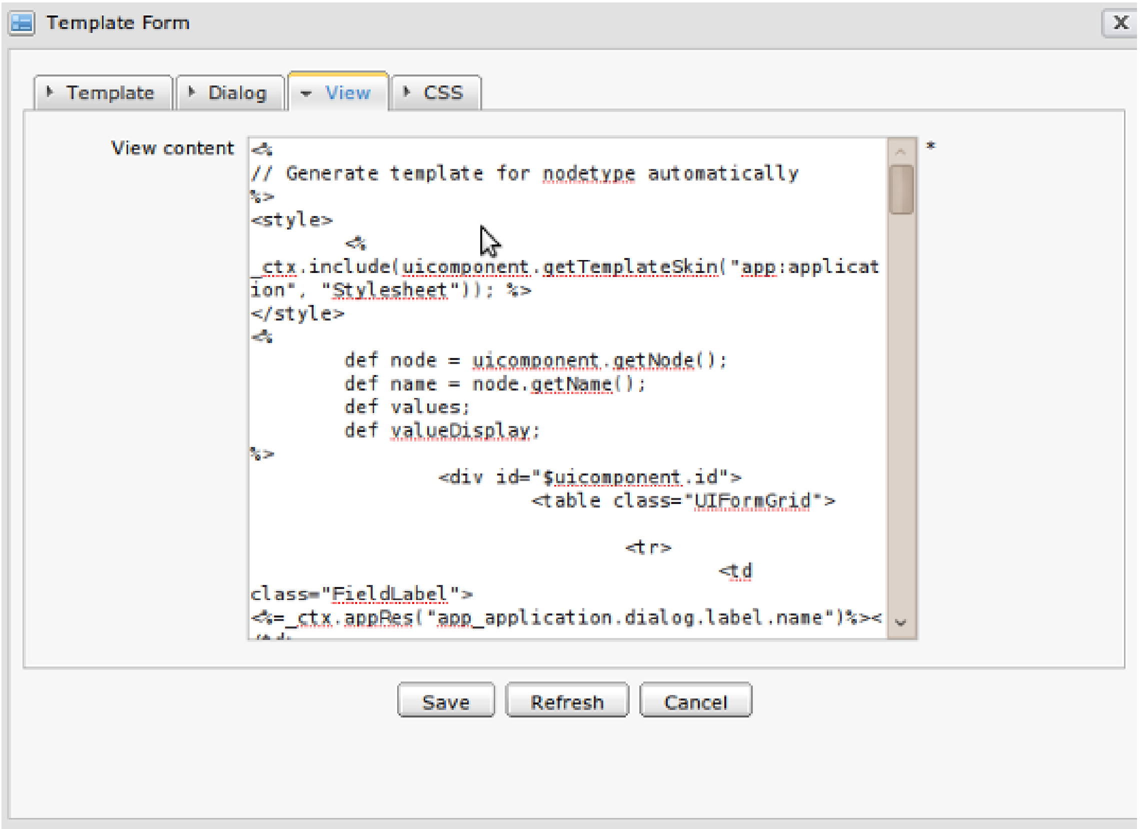
1. Click **Administration** → **Content Presentation** → **Manage Templates**.
2. Click the **Add** button in the Manage Templates form to open the Template form.
3. In the **Name** drop-down box, select the template type you require.
4. Specify a name for the template in the **Label** field.
5. Click the **Document Template** check box if the template you are creating should be used as a template for a document.
6. Click the icon next to the **Permissions** field to open the **Select Permission** dialog.
7. Select the group from the left panel and the membership from the right panel. Or you can set permission for everyone by clicking the icon next to **Any Permission.**



8. Select the **Dialog** tab and enter the value in the **Dialog content** field.



9. Select the **View** tab and enter the value in the **Dialog content** field.



10. Select the **CSS** tab and enter the value in the **Dialog content** field.

11. Click the **Save** button to create the template.

Procedure 5.7. Edit a Template

1. Click **Administration** → **Content Presentation** → **Manage Templates**

2. Click the **Pencil** icon in the Action column corresponding to the template you want to edit.

3. In the **Template** tab, you can edit the Label of the Template.

4. 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. 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 changes in the Dialog tab.

6. 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. 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. 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 changes in the View tab.

> **Notes about Editing Views**
>
> You cannot 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.

9. 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 5.8. 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.

5.2.2.2. Metadata Management

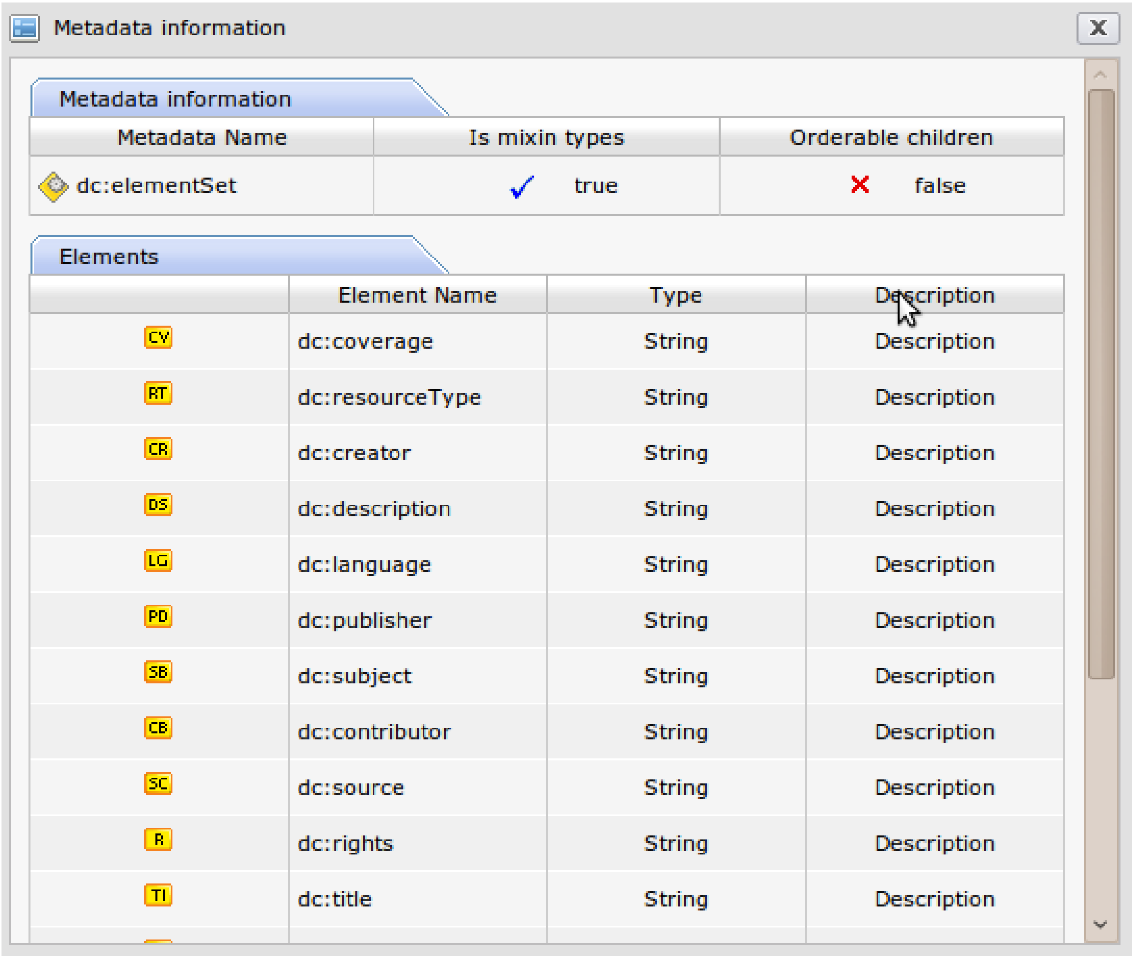
Metadata in its simplest form is "data about data". Generally, it may be understood as information that describes, or supplements the central data. The metadata management allows managing nodes in the metadata format in the eXo Content system. The metadata may be considered as information used to describe 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 5.9. View Metadata

1. Click **Administration** → **Content Presentation** → **Manage Metadata**

2. Click the magnifying glass icon corresponding to the metadata you want to view.

   The Metadata Information Form opens.



Procedure 5.10. Edit Metadata

1. Click the **Pencil** icon in the metadata row you want to edit.

   The **Edit Metadata's Template** form opens.

2. Change the required properties of the metadata.

   > **Note**
   >
   > You cannot edit the metadata name.

3. Click **Apply** to save all metadata changes.

Procedure 5.11. Delete Metadata

1. Click the **trash can** icon corresponding to the metadata you want to delete.

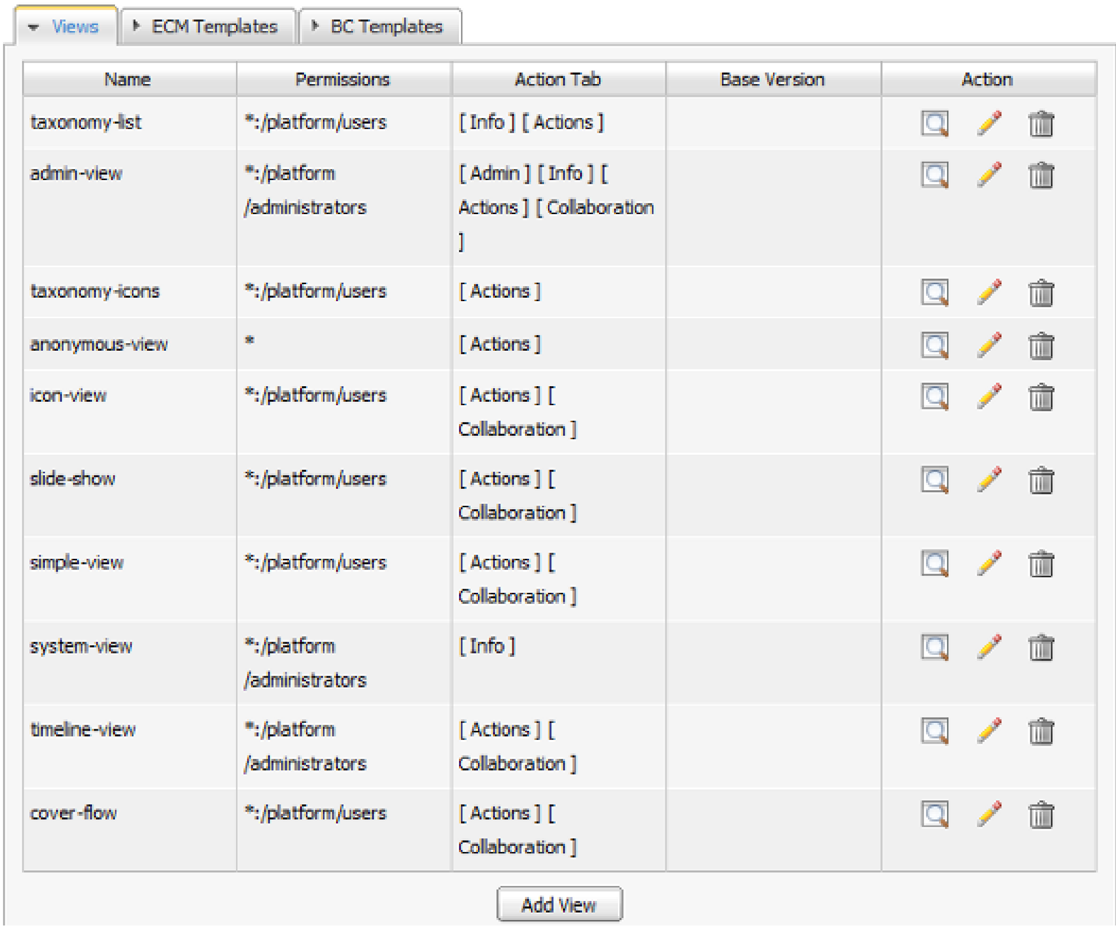
A confirmation message appears.

2. Click **OK** to delete the template, or **Cancel** to preserve the template.

5.2.2.3. Manage Views

The function `Manage View` is used to control view ways of a user. It has three tabs: **View**, **ECM Templates** and **BC Templates** tabs.

To open the **Manage View** function, click **Administration** → **Content Presentation** → **Manage View**. The **Manage View** form displays.



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]		

Views Tab. The procedures that describe how to Add, Edit, Delete, and Preview views.

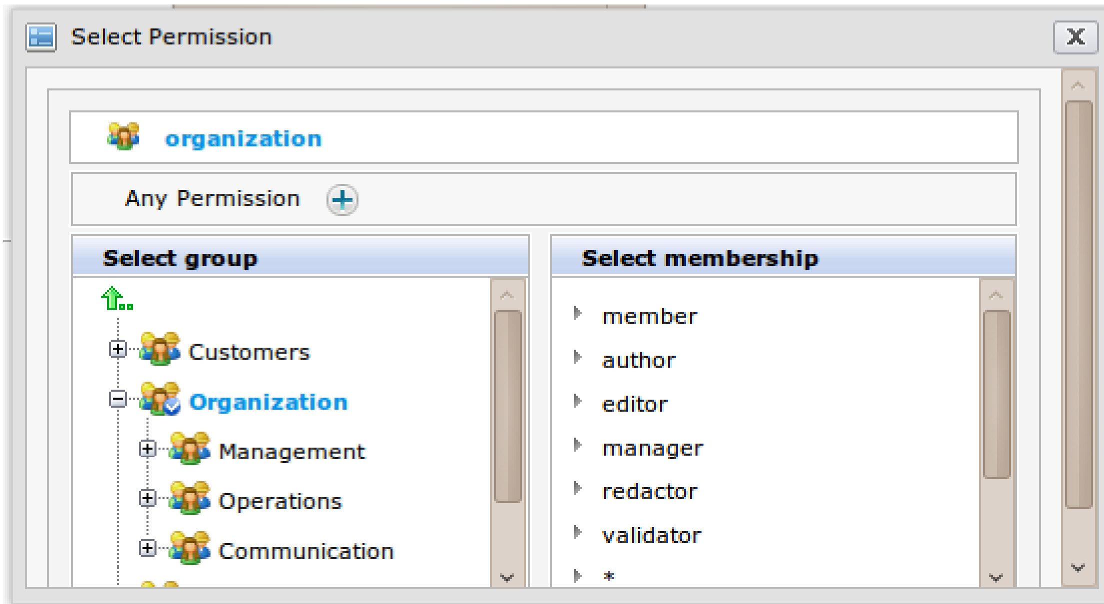
Procedure 5.12. Add View

1. Click the **Add View** button located at the bottom of the **Manage View** form.

   The Add View form opens.

2. 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. Select the group from the left panel and the membership from the right panel.



4. Click the **Templates** field and select the correct template for this view.

5. Click **Save** to apply all settings and close the form.

Procedure 5.13. 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 cannot change the view name.
>
> If you click the **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 apply changes.

c. Click the **Back** button to return to the **View Form** tab in the **Edit View** form.

4. Click **Save** to apply all changes in the View tab.

Procedure 5.14. Delete Views

1. Click the **trash can** icon corresponding to the view you want to delete.

   A confirmation message is displayed.

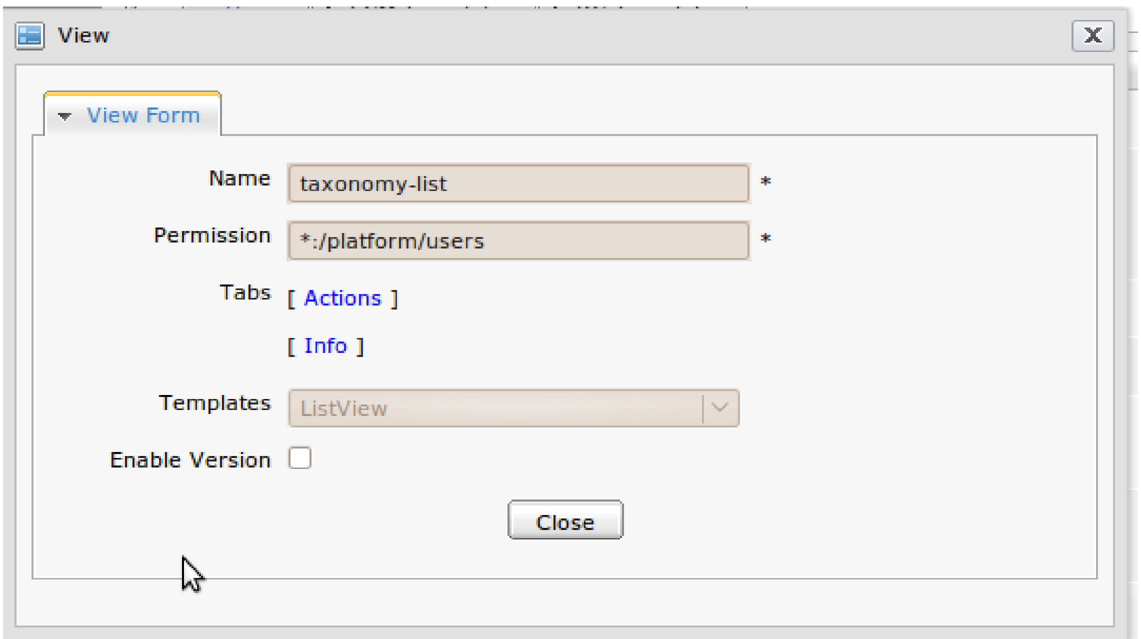
2. Click **OK** to delete the view.

> **Note**
>
> You can not delete a view that is in use.

Procedure 5.15. Preview a View

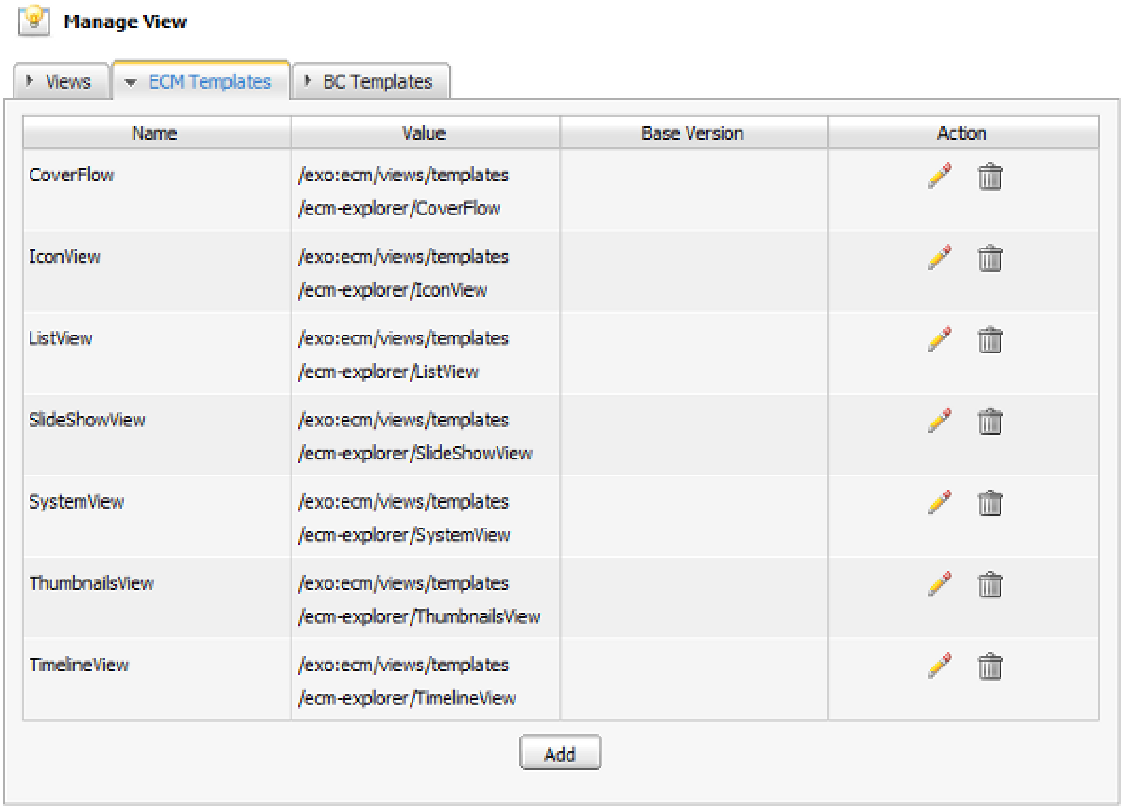
1. Click the Magnifying Glass icon in the Action column of the view you want to preview.

   The View form opens.



2. Click Close to exit the View Form.

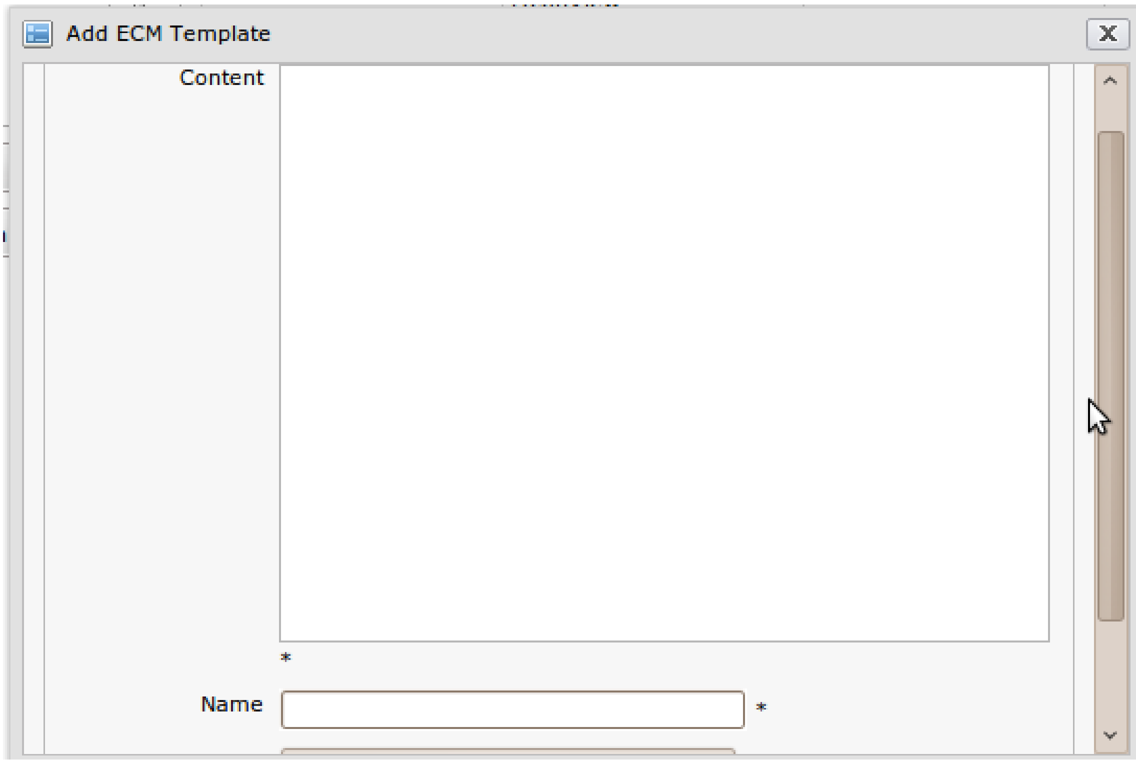
5.2.2.3.1. ECM Templates



Procedure 5.16. Add a new ECM Template

1. Select the ECM Templates tab.

2. Click the **Add** button to open the Add ECM Template form.



3. Input the content of the template in the **Content** field.

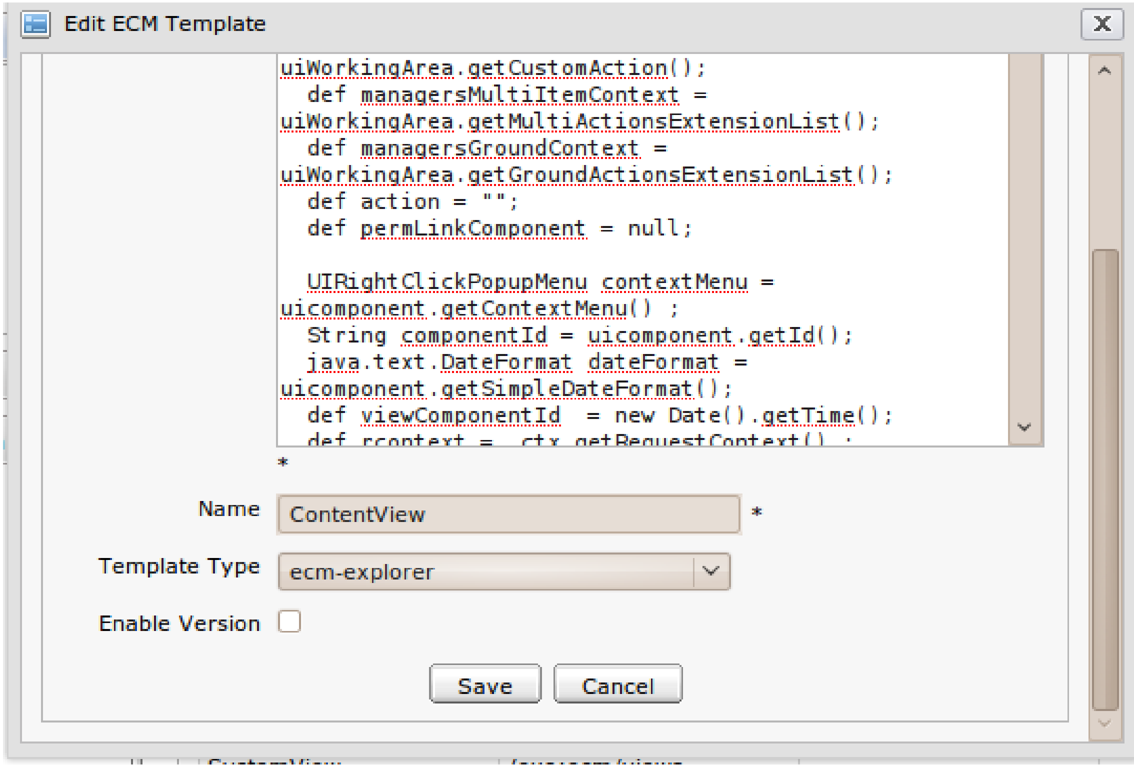
4. Input a name for the template in the **Name** field.

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 5.17. Edit a Template

1. Click the **Pencil** icon next to the template you want to edit.



2. Change the current template's properties.

3. Click **Save** to accept all changes.

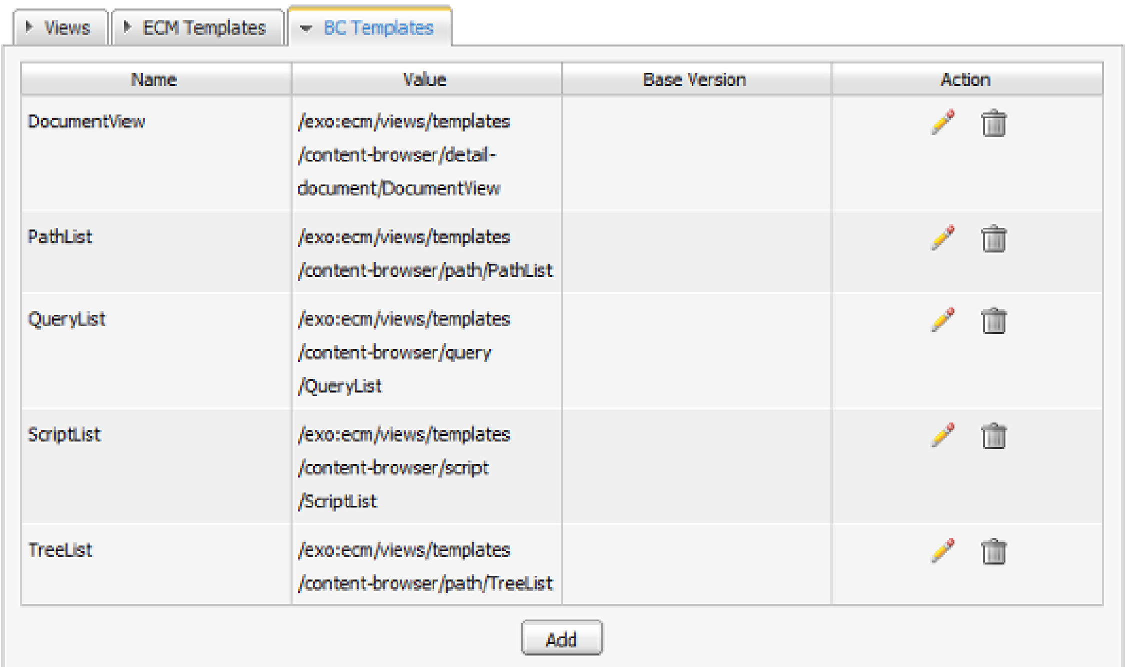
> **Note**
>
> You cannot edit the template name.
>
> If you tick the 'Enable Version' checkbox, this template will automatically increase to 1 version after you have clicked **Save**. It is displayed at the 'Base version' column in 'ECM template' tab.
>
> If the template has at least two versions, in the 'Edit ECM Template' form, it displays the Restore button that allows restoring the template version.

Procedure 5.18. Delete a Template

1. Click the **Trash** icon corresponding with the template you want to edit. A confirmation message will appear.

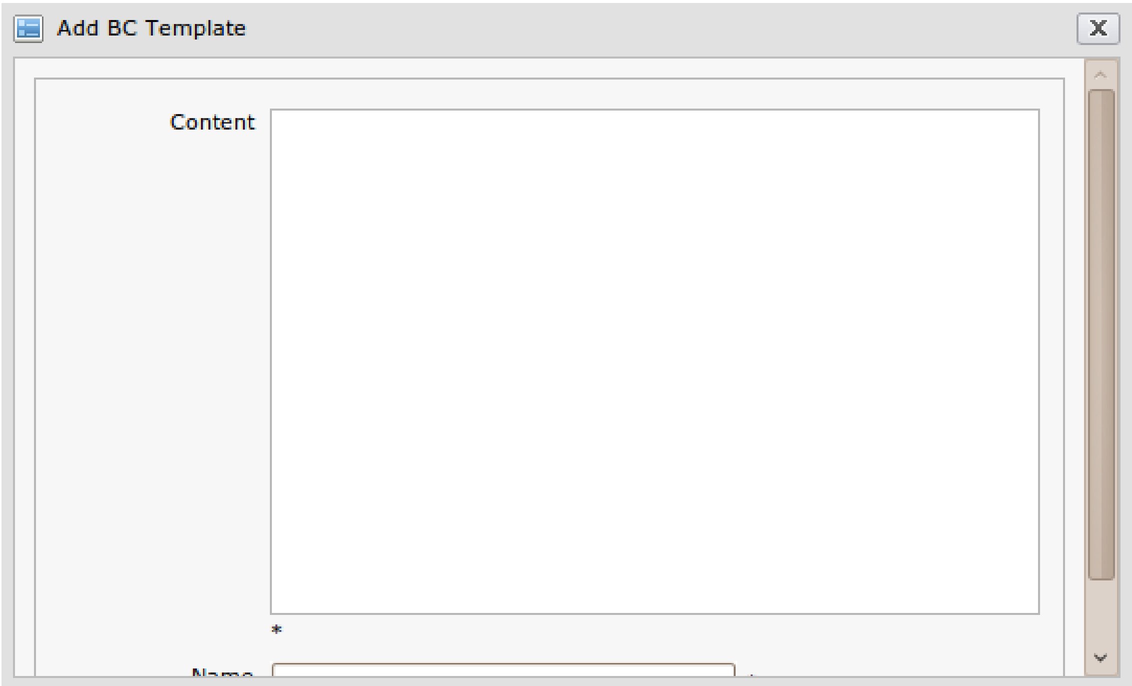
2. Click **OK** to accept deleting this template.

5.2.2.3.2. BC Templates



Procedure 5.19. Adding a New Template

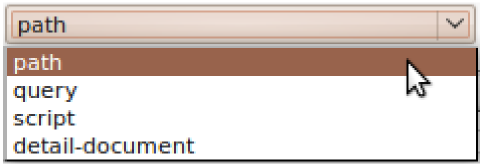
1. Click **Add** to open the Add BC Template form.



2. Input the content for the template in the **Content** text box. (*Required).

3. Input the name for the template in the **Name** field. (*Required).

4. Select the template type from the drop-down box in the **Template Type** form.

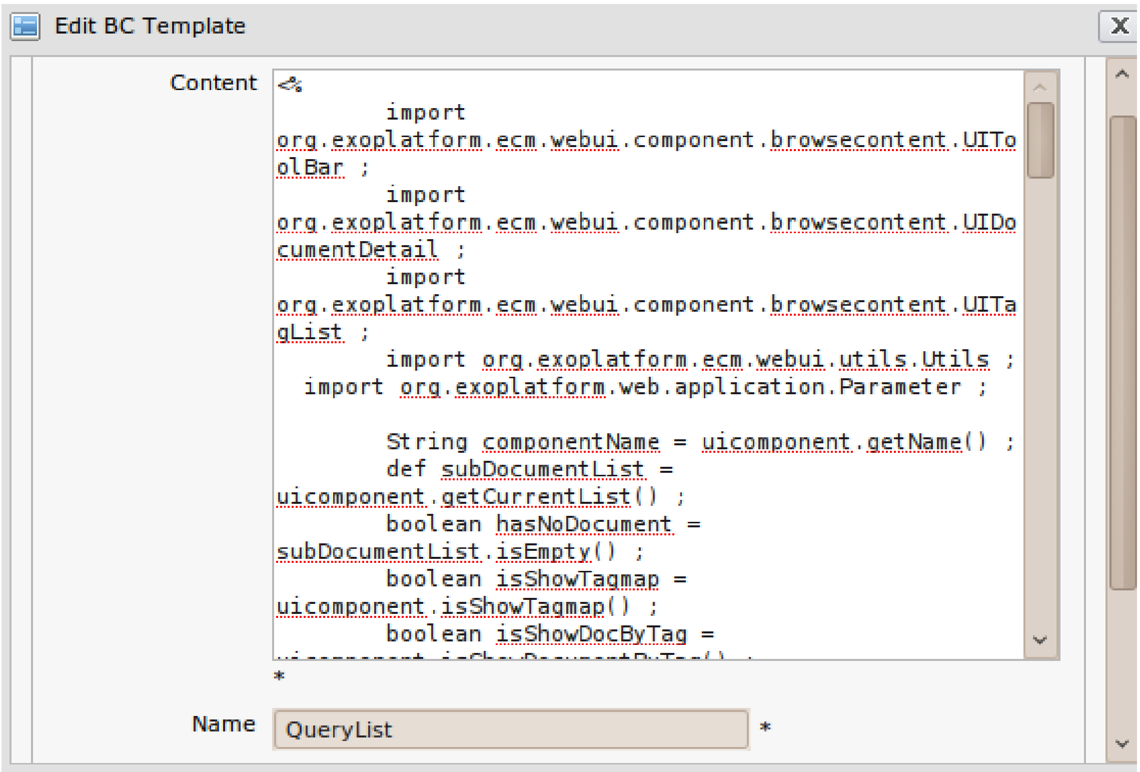


> **Note**
>
> The name must be unique.
>
> The name must not contain special characters like !,@,#,$,%,&,*,(,).

5. Click **Save** to complete adding a new template.

Procedure 5.20. Edit a BC Template

1. Click the **pencil** icon on a template that you want to edit.



2. Change the current template's properties.

3. Click **Save** to accept all changes.

> **Note**
>
> You cannot edit the template name.

> You cannot 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 5.21. Delete a Template

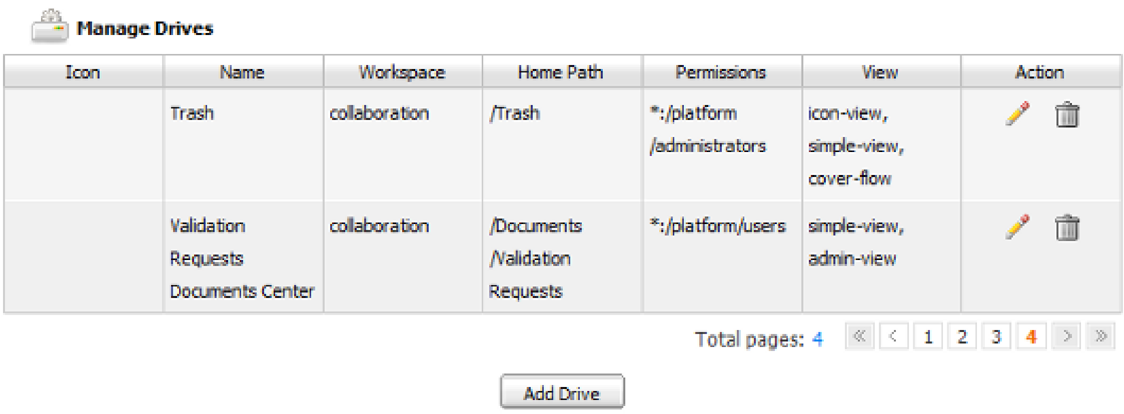
1. Click the **trash can** icon corresponding with the template you want to edit. A confirmation message will appear.

2. Click **OK** to accept deleting the template, or **Cancel** to discard this action.

5.2.2.4. Drives Management

The function supports to manage drives in the **File Explorer**. It allows adding, editing and deleting drives.

Go to **Administration** → **Content Presentation** → **Manage Drives**.

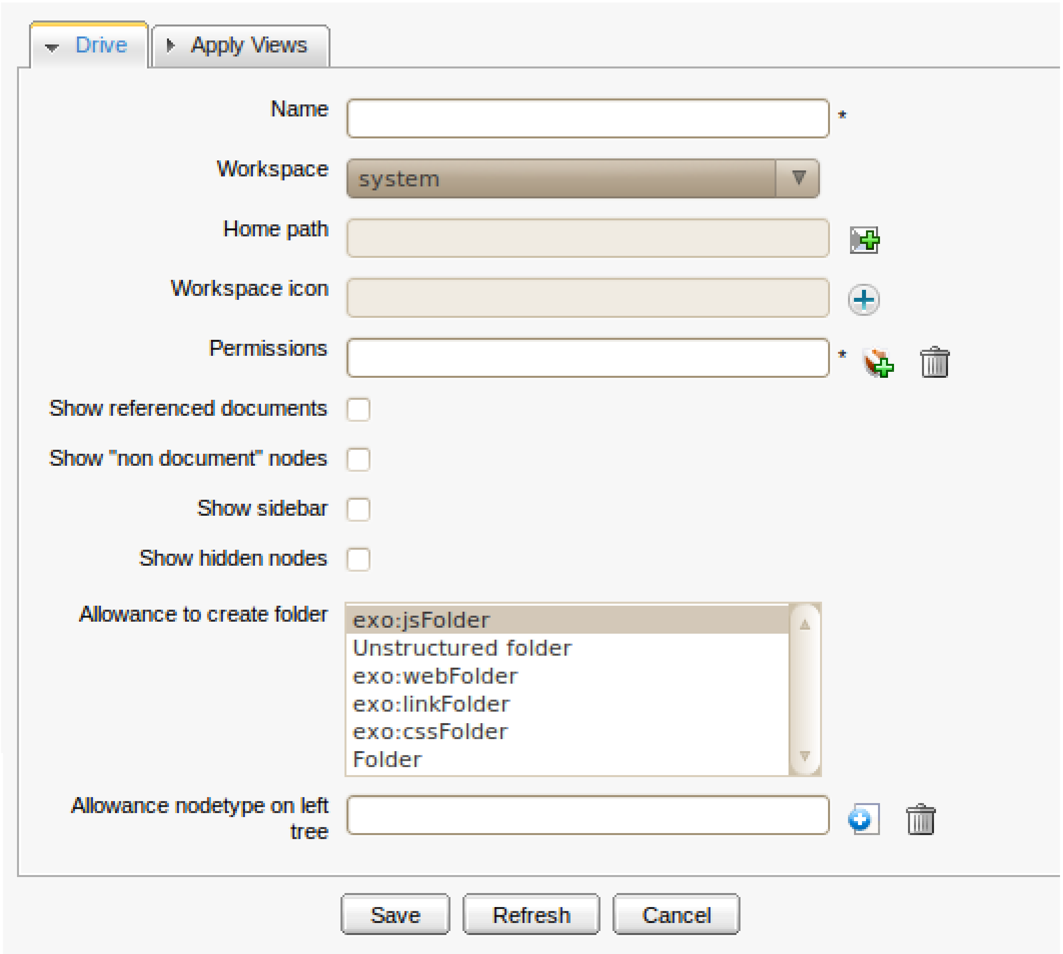


Manage Drives

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	

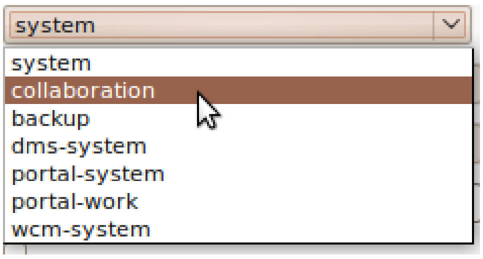
5.2.2.4.1. Add a new drive

1. Click the **Add Drive** button in the **Manage Drives** form to open the **Add Drive** form.

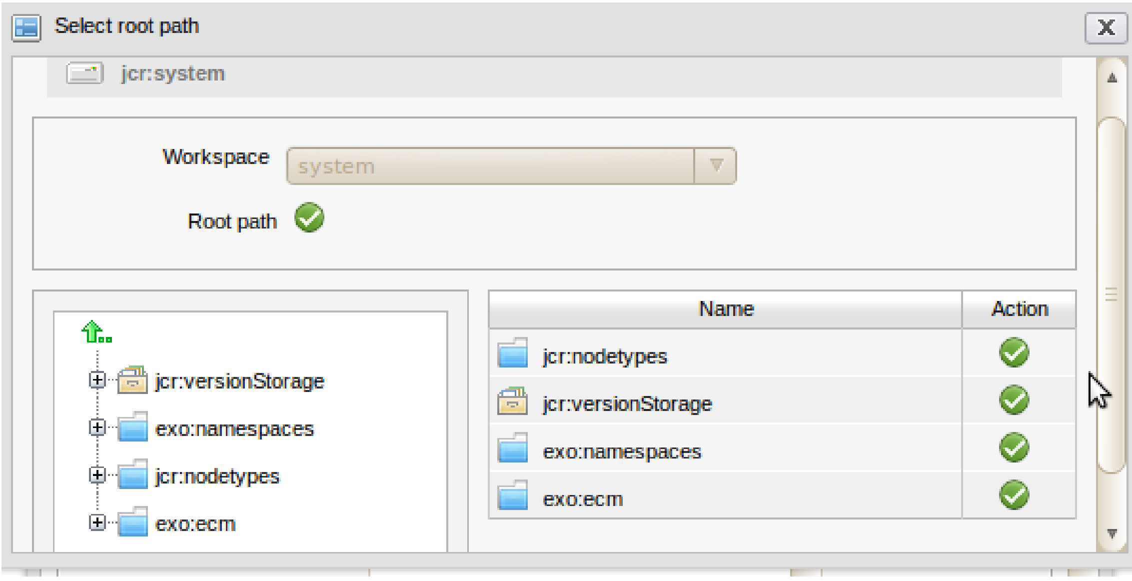


2. Input a name for the new drive in the **Name** field. (*Required).

3. Select a workspace for the drive. There are 4 available workspaces: system, collaboration, backup, and dms-system.

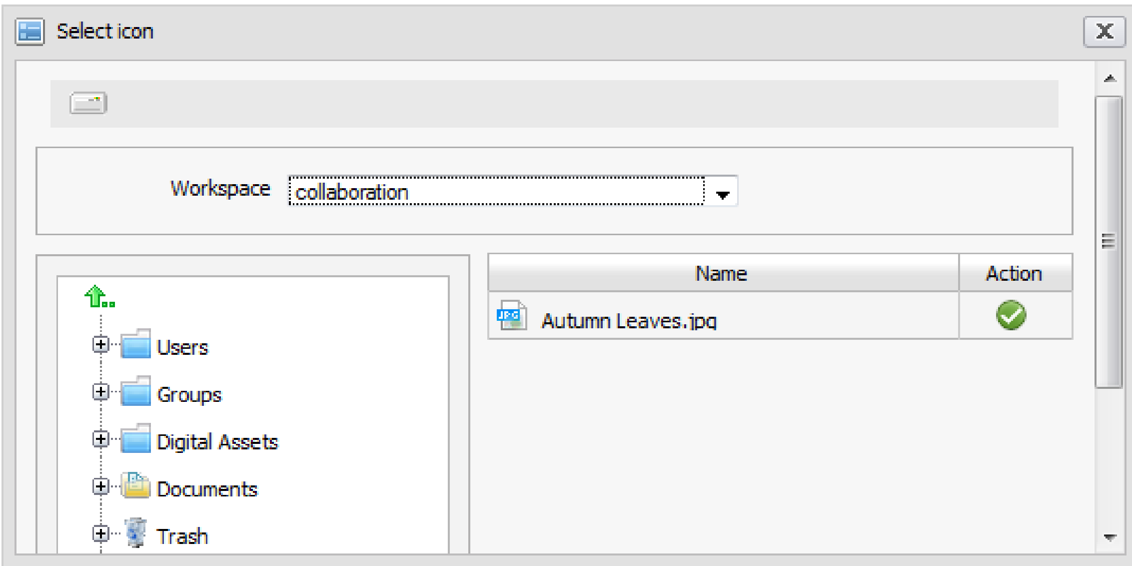


4. Select the home path for the drive by clicking the  icon beside the **Home path** entry.



5. Browse for an icon for the workspace by clicking the icon beside the **Workspace icon** entry.

6. Select an icon by clicking the corresponding to the desired icon file:



7. Select permissions for groups that have access rights to this drive by clicking the icon beside the **Permissions** entry.

8. Select or deselect 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.

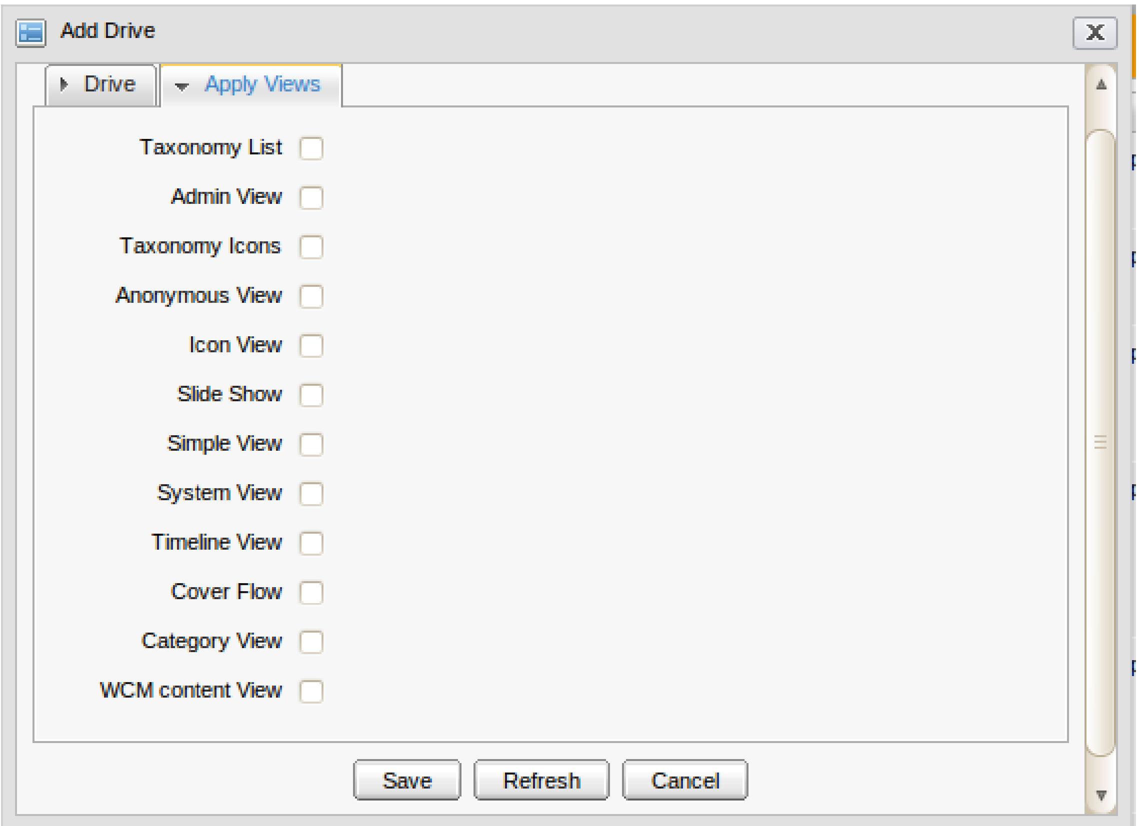
Show hidden node
: Allows showing the hidden nodes.

9. 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.

10. Select the **Apply Views** tab and select the view type you want to be available in the drive:



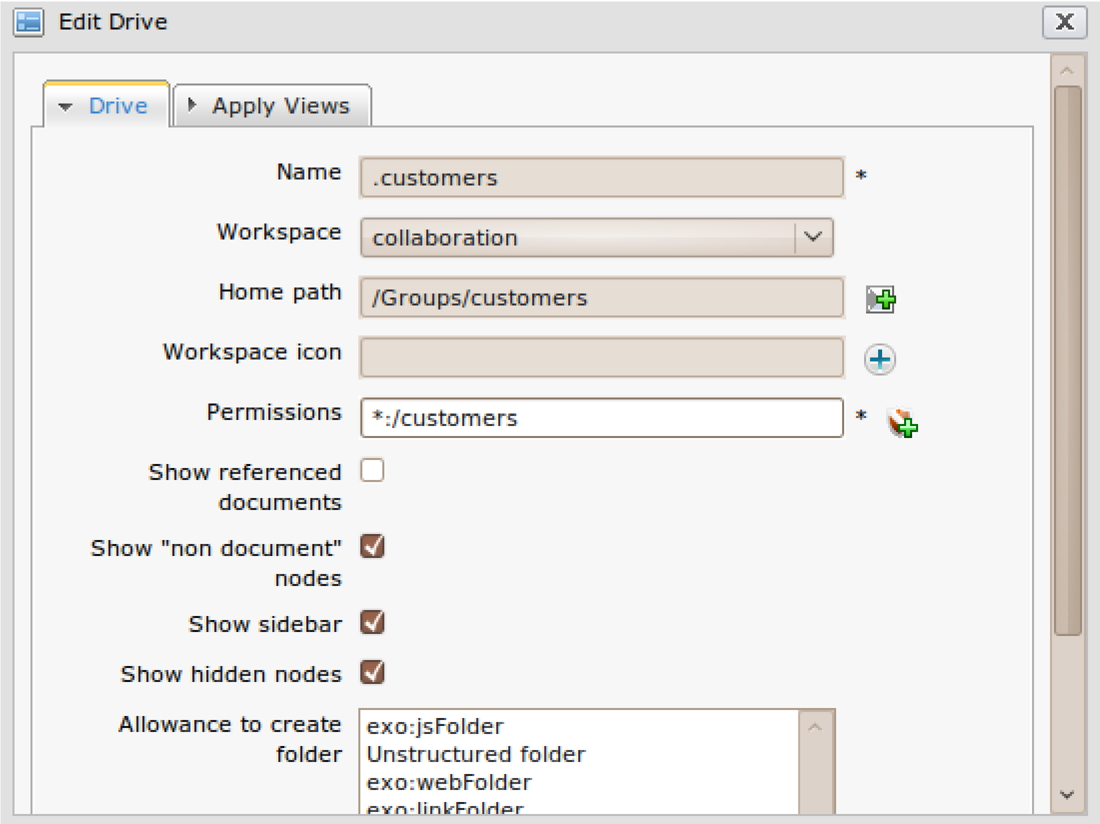
11. Click **Save** to commit the details and create the new drive, **Refresh** to clear the form or **Cancel** to abort the operation.

5.2.2.4.2. Edit a drive

To edit a drive, do the following:

Procedure 5.22. Edit a drive

1. Click the  icon that corresponds to the drive you want to edit. The **Edit drive** form will appear:



2. Edit the properties as required.

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

> **Drive Name**
>
> The drive name can not be edited in this form.

5.2.2.4.3. Delete a drive

To delete a drive, do the following:

Procedure 5.23. Delete a drive

1. Click the  that corresponds to the drive you want to delete.

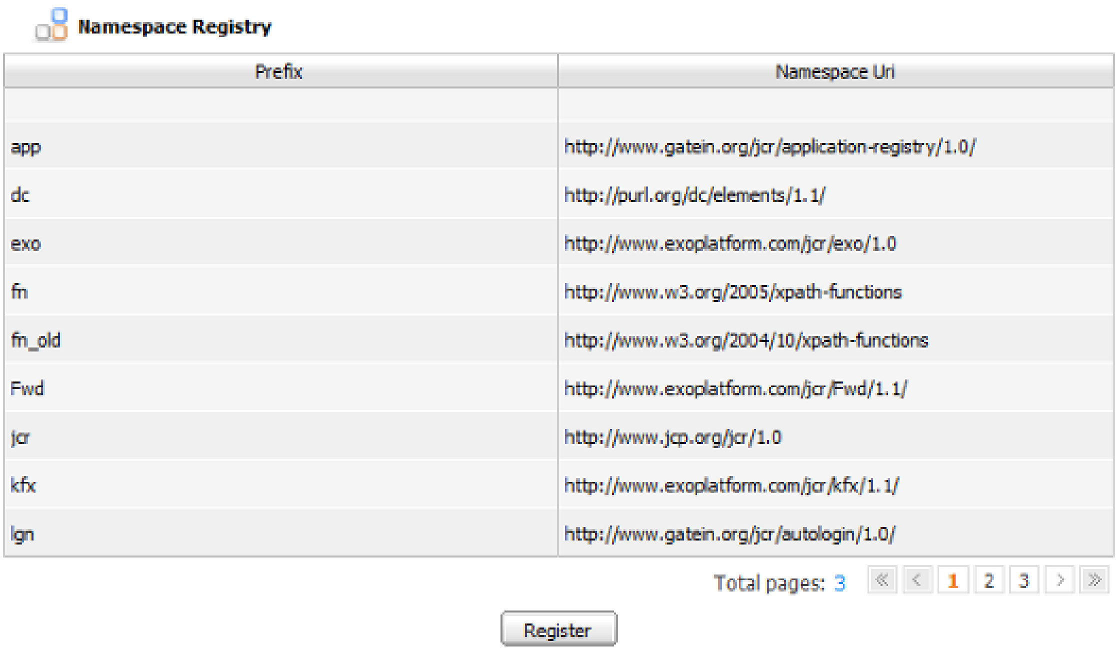
2. Click **OK** on the confirmation message to delete the drive or click **Cancel** to abort the operation.

5.2.3. Content Types

5.2.3.1. The Namespace Registry

The namespace is a prefix in the node type name. It enables you to create node types without fearing any conflict with existing node types. The registry helps you manage the namespaces used in the system.

Go to **Administration > Content Types > Namespace Registry to open the Namespace Registry form.**


Namespace Registry

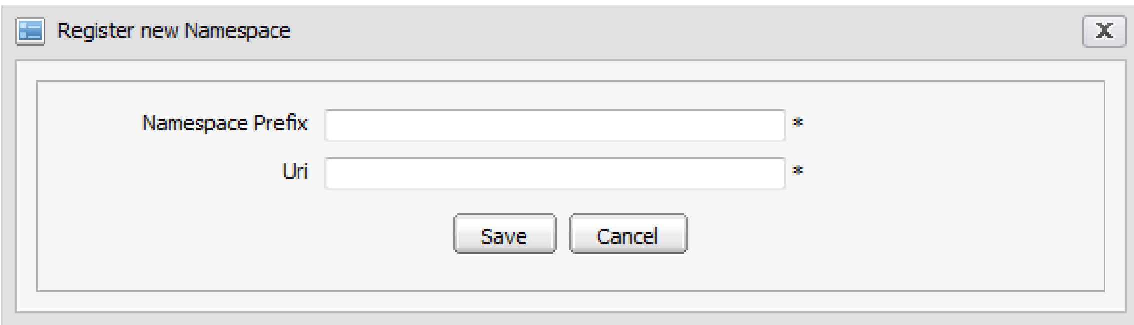
Prefix	Namespace Uri
app	http://www.gatein.org/jcr/application-registry/1.0/
dc	http://purl.org/dc/elements/1.1/
exo	http://www.exoplatform.com/jcr/exo/1.0
fn	http://www.w3.org/2005/xpath-functions
fn_old	http://www.w3.org/2004/10/xpath-functions
Fwd	http://www.exoplatform.com/jcr/Fwd/1.1/
jcr	http://www.jcp.org/jcr/1.0
kfx	http://www.exoplatform.com/jcr/kfx/1.1/
lgn	http://www.gatein.org/jcr/autologin/1.0/

Total pages: 3 1 2 3

Register

Procedure 5.24. Registering a Namespace

1. Click the **Register** button on the Namespace Registry form to register a new namespace.



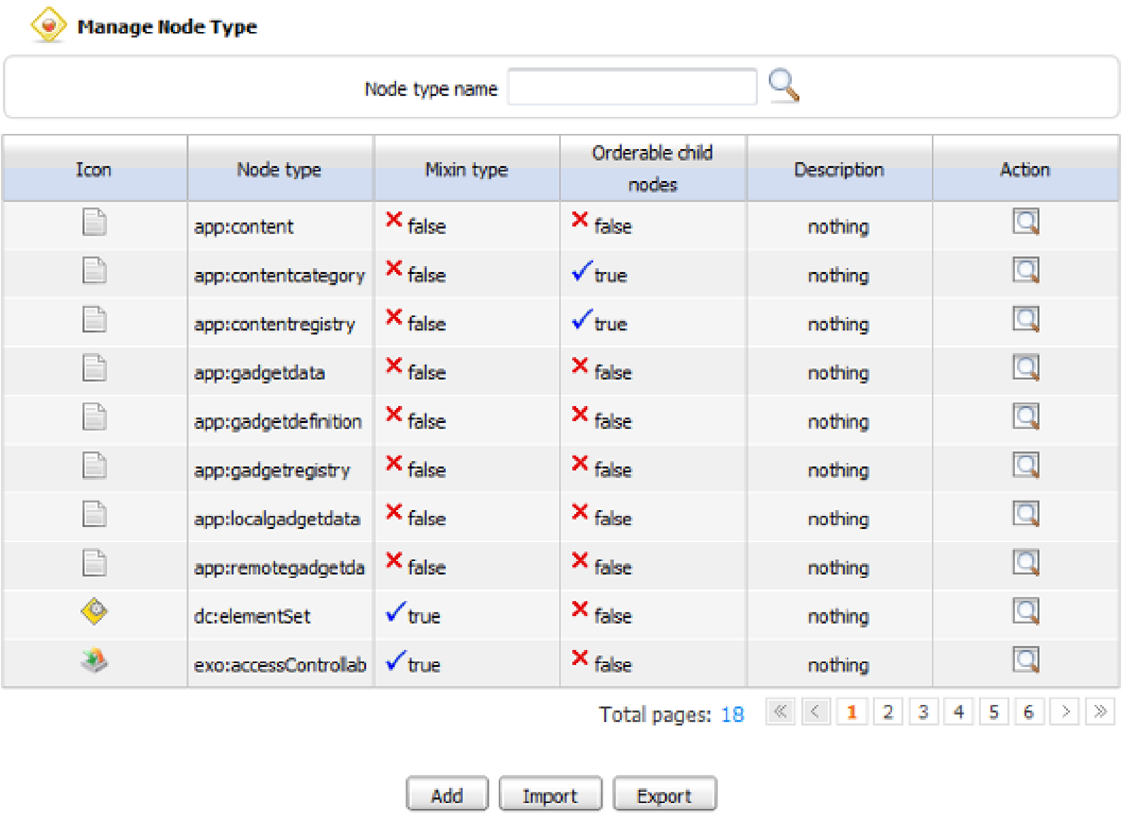
2. Enter the value for the Namespace Prefix field. (* Required).

3. Enter the value for the URI field. This field must be unique. (*Required).

> **Important**
>
> The namespace must not contain special characters like !,@,#,$,%,&,*,(,).

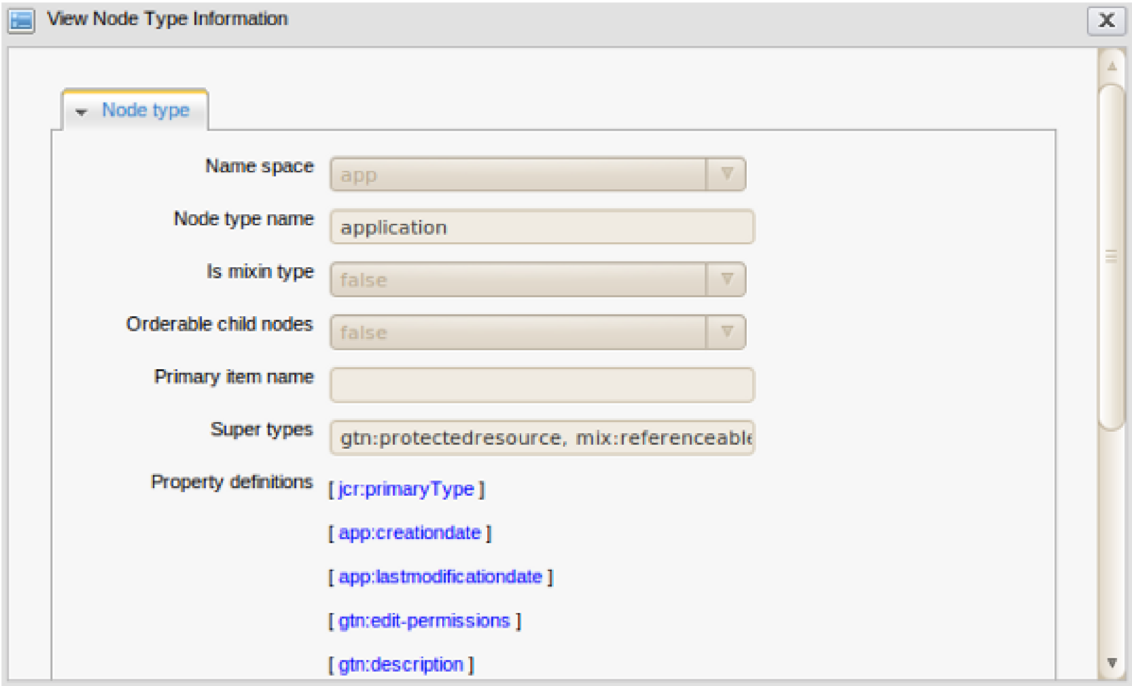
5.2.3.2. Manage Node Types

This function is used to control all node types in eXo Content.



5.2.3.3. View Node Types

1. Click the icon that corresponds to the node to be reviewed. The **View Node Type Information** form will appear.



2. Click **Close** to exit this form.

Procedure 5.25. Add Node Type

1. Open the Add/Edit Node Type Definitions form by clicking the **Add** button on the Manage Node Type Form.

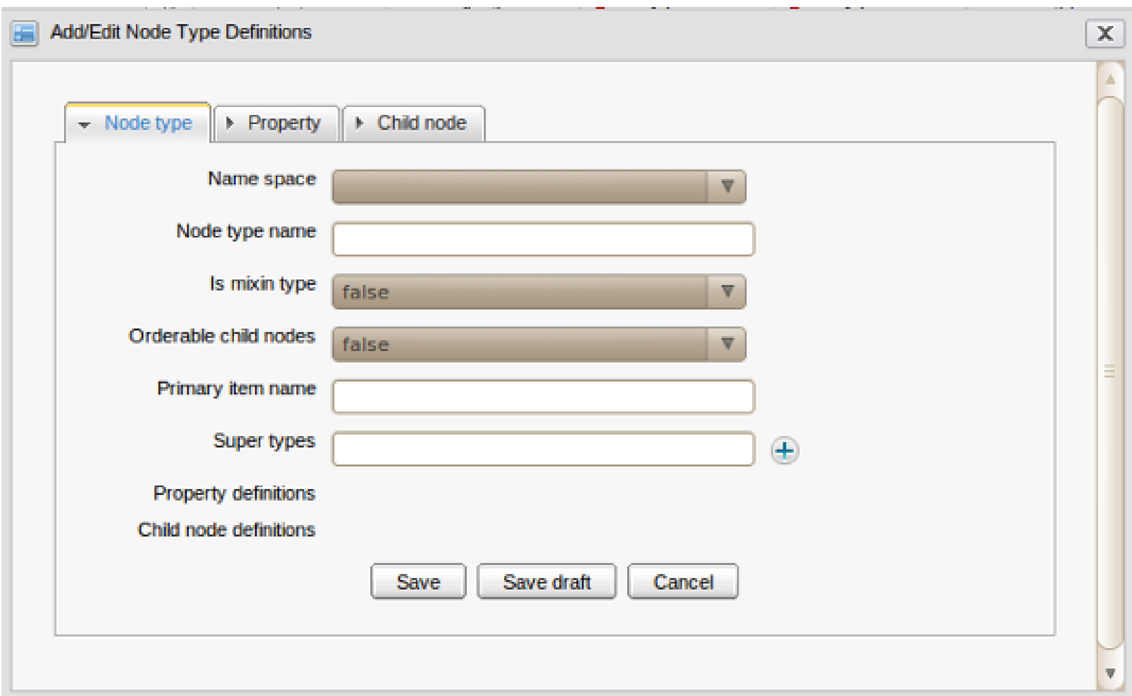


Figure 5.1. Add Node Type Form

2. Select a namespace for the node.

3. Enter a name in the Node type name field. This field is mandatory and its value 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.

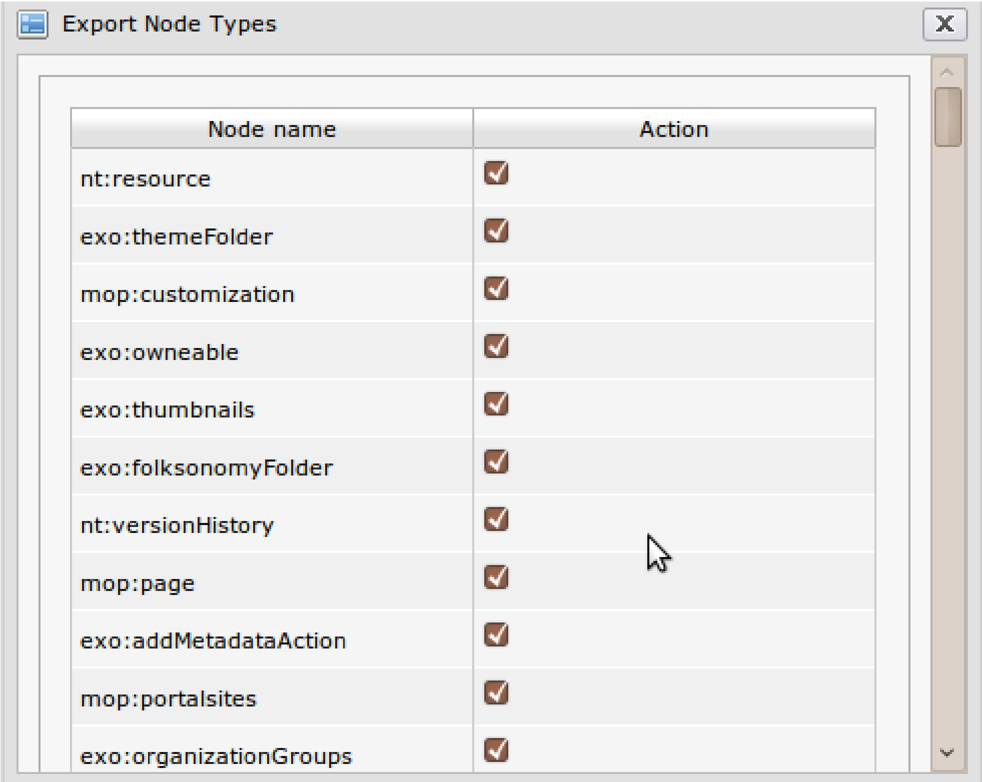
8. Property definitions: lists all definition names of Property tab.

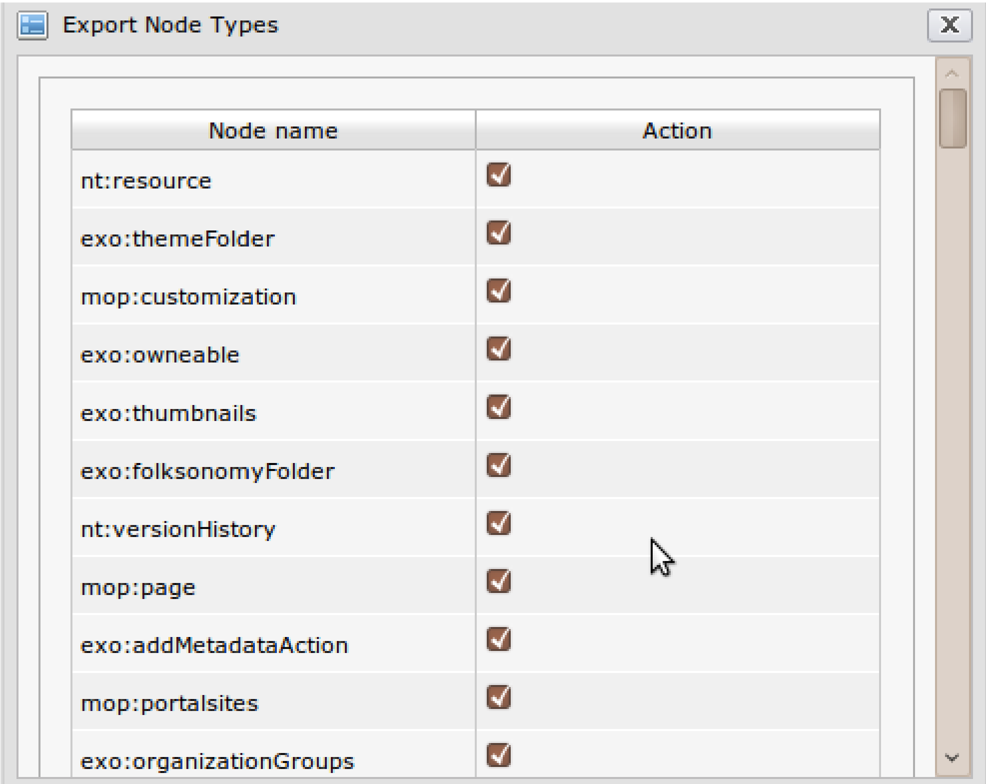
9. Child node definitions: lists all definition names of Child node tab.

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 5.26. Export Node Types

1. Open the Export Node Types form by clicking the **Export** button on the Manage Node Type 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.

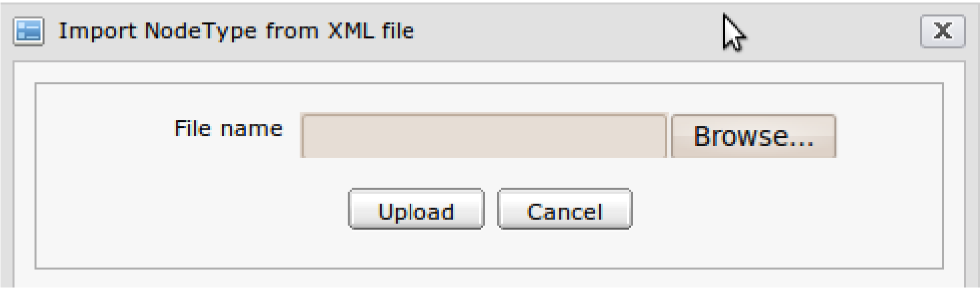
4. Click the **Export** button in this form.

5. Select the location in your computer to save the exported node.

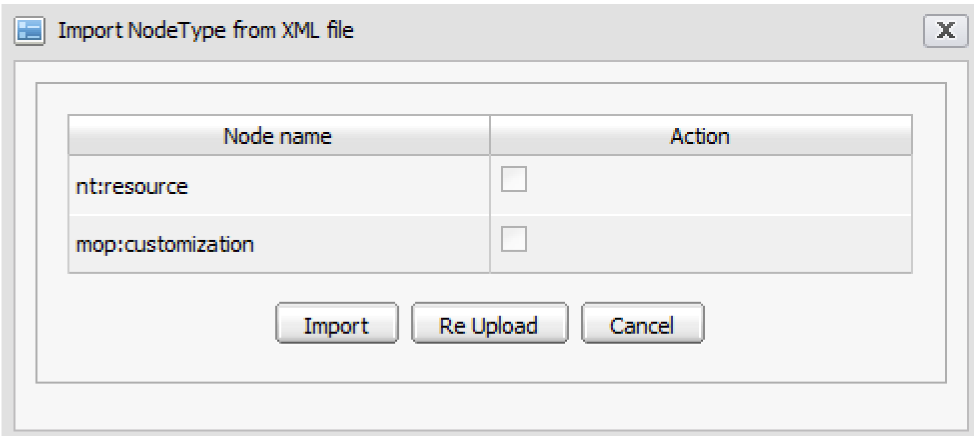
> **Important**
>
> You must select at least 1 node type to be exported. If you do not want to export the node, click **Cancel** to quit this pop-up.

Procedure 5.27. Import Node Types

1. Open the Import Node Type from XML file form by clicking the **Import** button on the Manage Node Type Form.



2. Click the **Browse** button to upload a file.



> **Important**
>
> You must upload an XML file. This file is in the node type's format.

3. 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.

4. Tick the checkboxes corresponding to the nodes that you want to import.

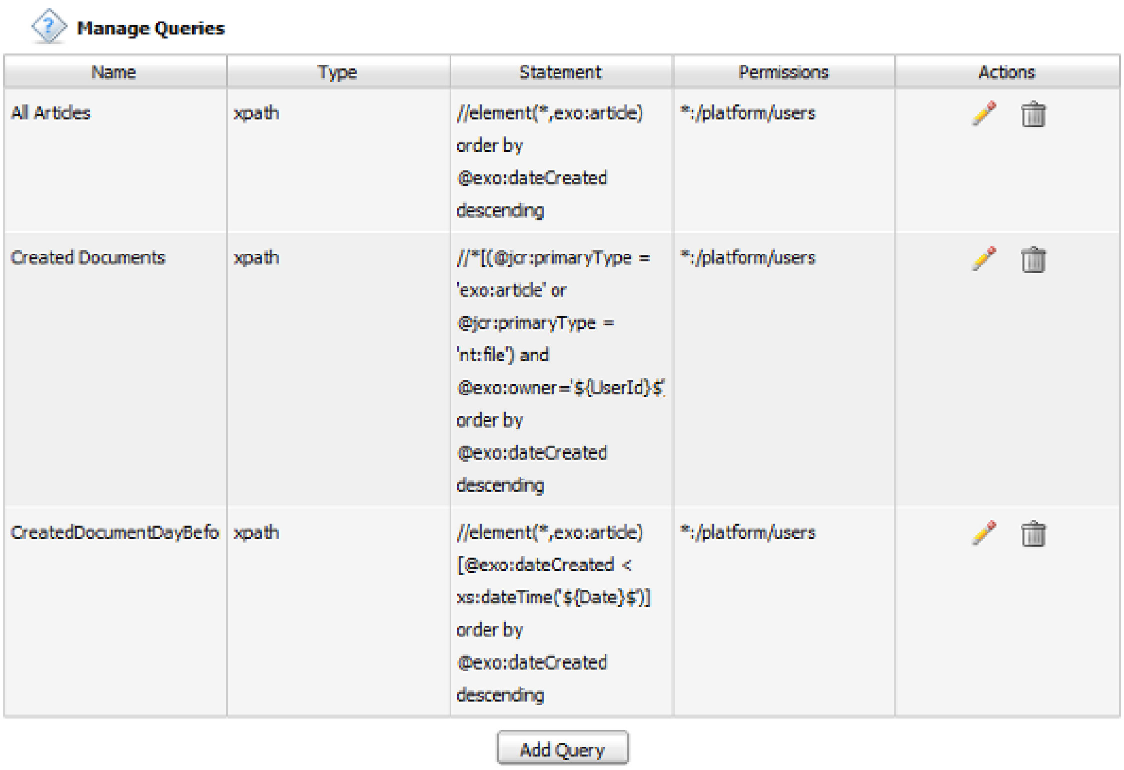
5. Click the **Import** button to complete importing a node type.

5.2.4. Advanced Configuration

5.2.4.1. Manage Queries

The function enables you to manage queries. It allows adding, editing and deleting queries.

Go to **Administration > Advanced Configuration > Manage Queries.**



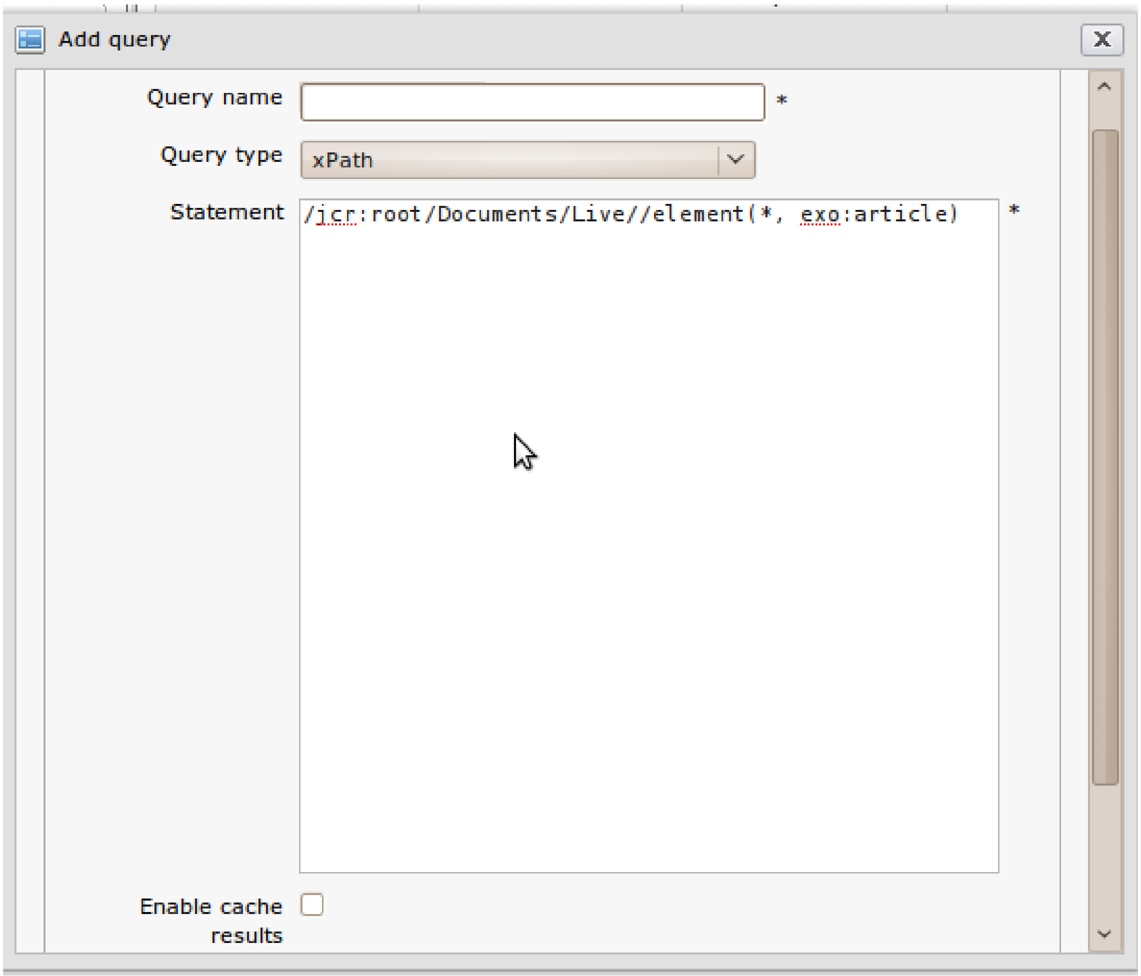
Manage Queries

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 5.28. Add a new query

1. Open 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`

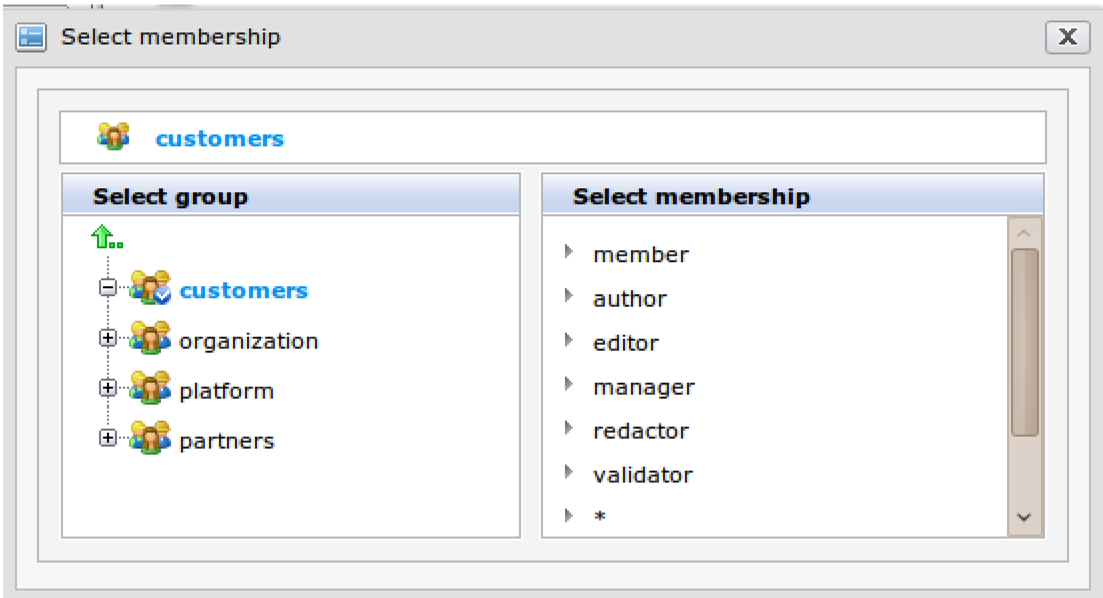
   - **SQL**: (Structured Query Language) is a database computer language.

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 fist 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.

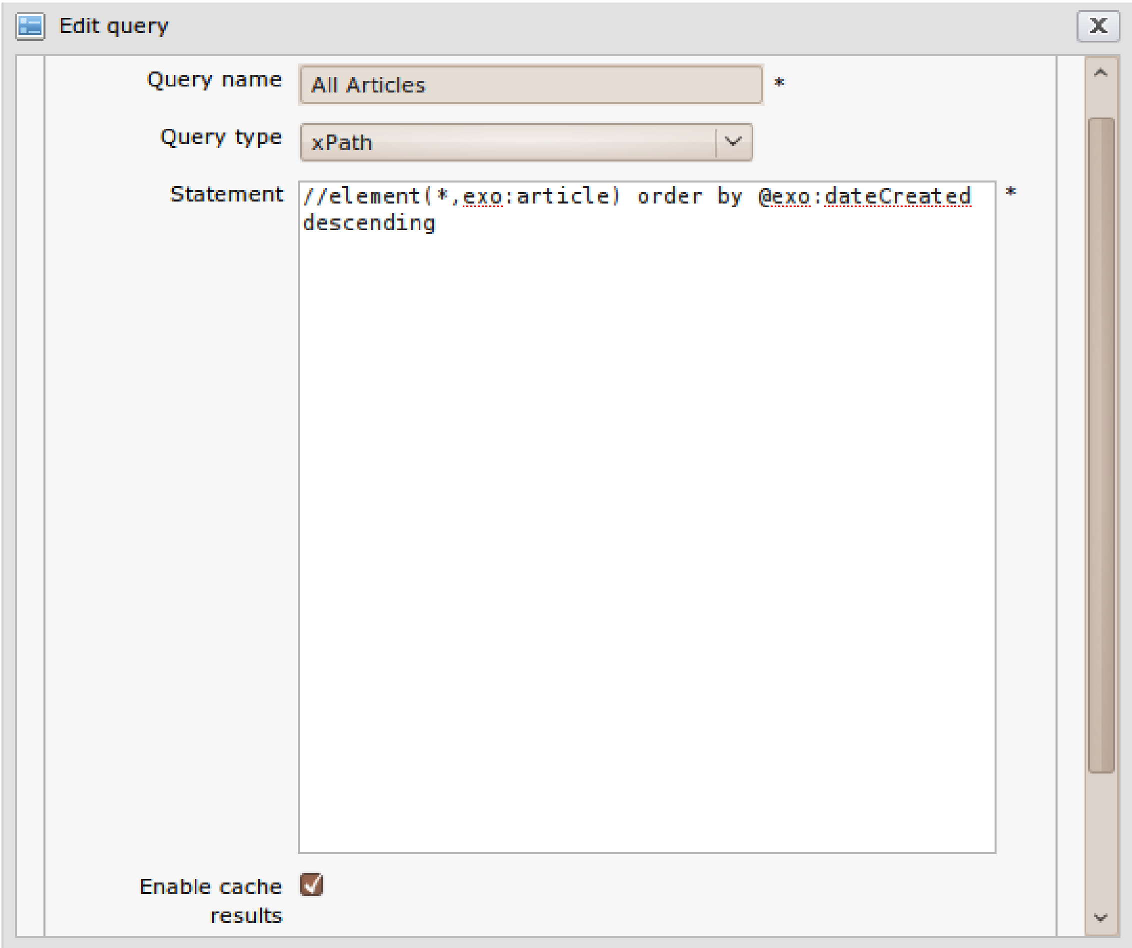
6. Select permissions for a group that can use this query by clicking the  icon.



7. Click **Save** to finish adding a new query.

Procedure 5.29. 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 5.30. Delete a query

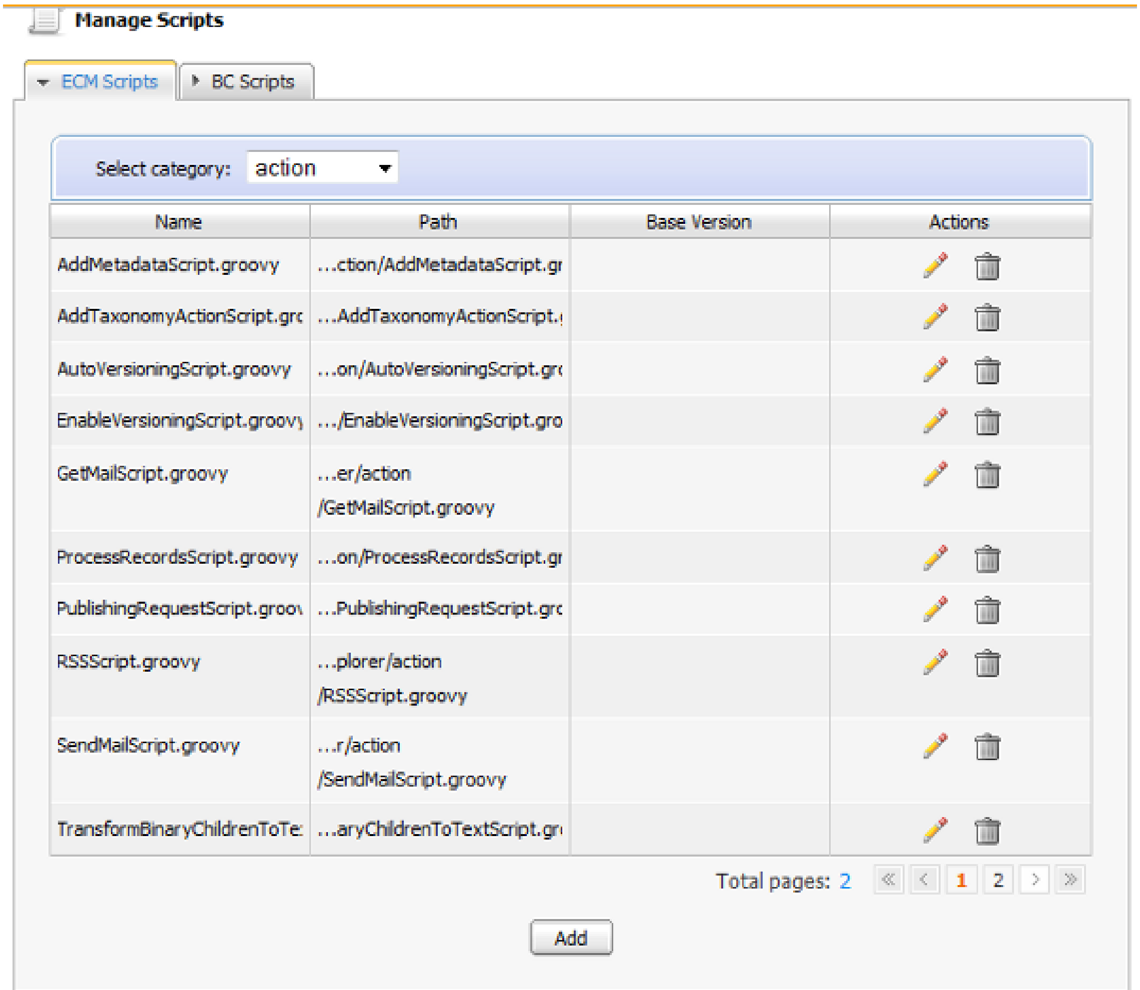
1. Click  icon corresponding to the query you want to delete. A confirmation message will appear.

2. Click **OK** to accept deleting this query, or **Cancel** to discard this action.

5.2.4.2. Manage Scripts

The function enables users to manage all script codes in the **eXo Content** and **Browser Content** system.

Go to **Administration > Advanced Configuration > Manage Scripts**.



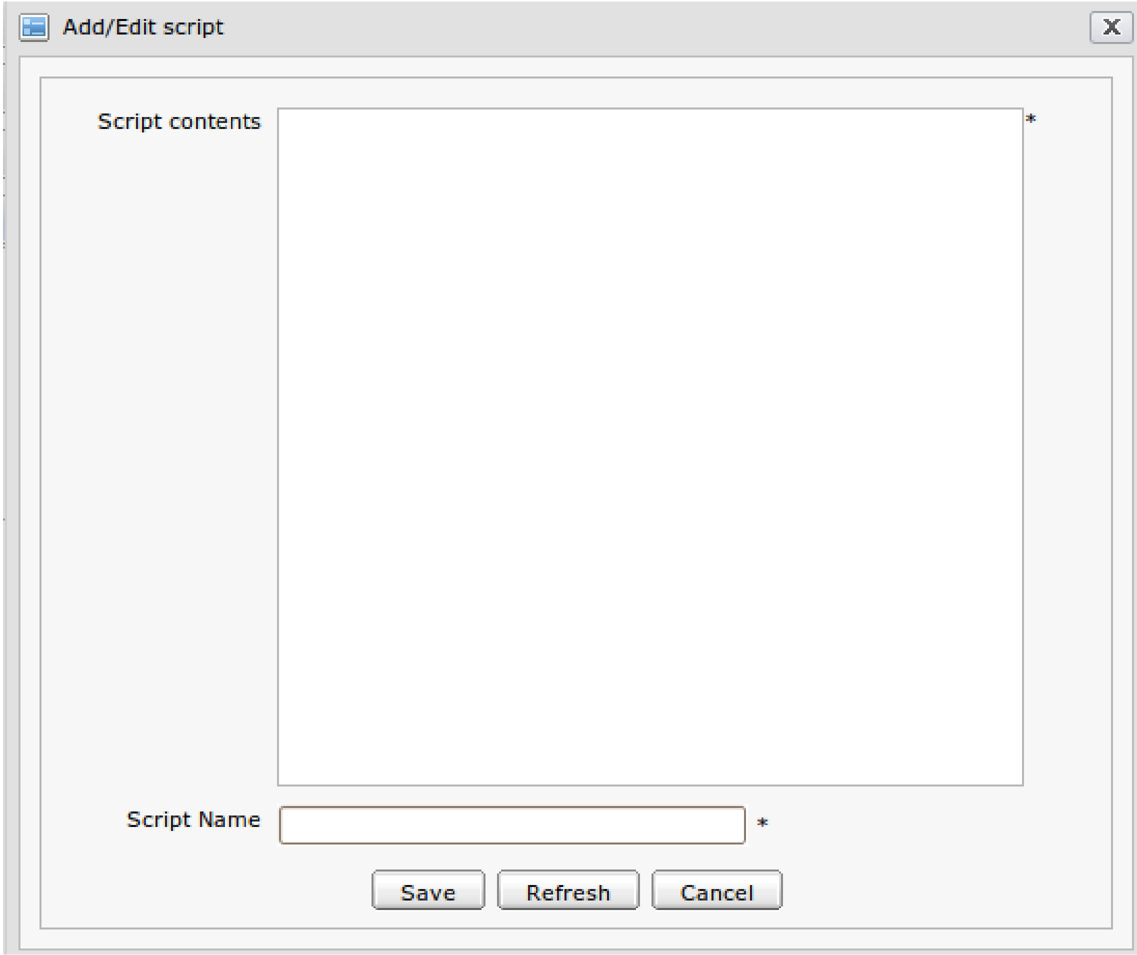
Details:

- **eXo Content Scripts**: scripts are used in **eXo Content**
- **BC Scripts**: scripts are used in **Content Browser**.

  The ECM Scripts tab:

Procedure 5.31. 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:



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.

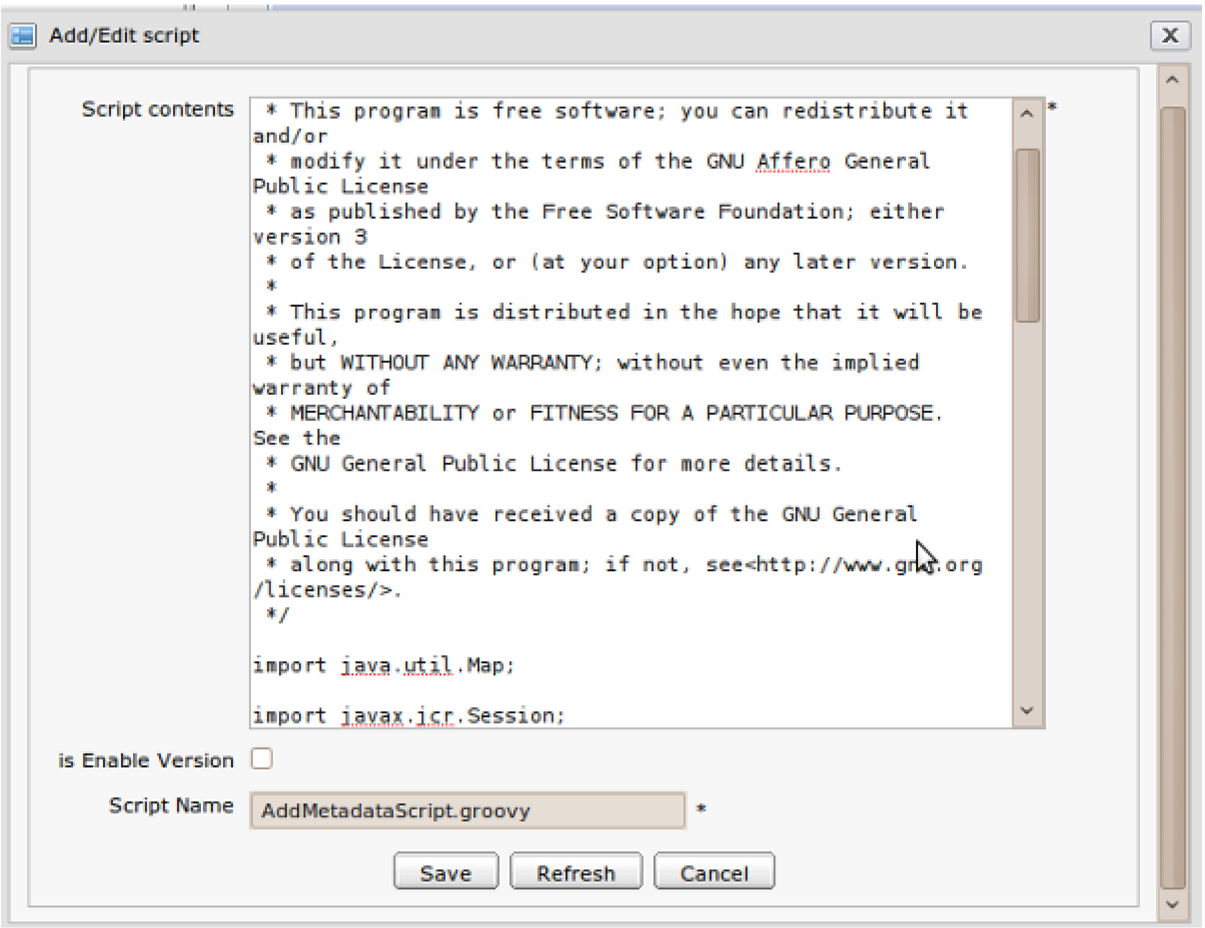
    - The name must not contain special characters such as !,@,#,$,%,&,*,(,).

5. Click **Save** to accept adding the new script.

Procedure 5.32. Edit an ECM script

To edit an ECM script, do the following:

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 **Save** to save all changes.

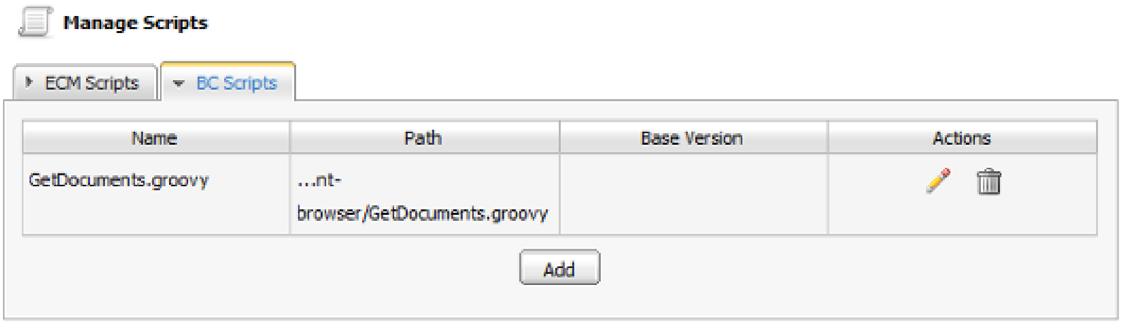
Procedure 5.33. Delete an ECM script

To delete an ECM script, do the following:

1. In the **ECM Scripts** tab, click  icon 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.

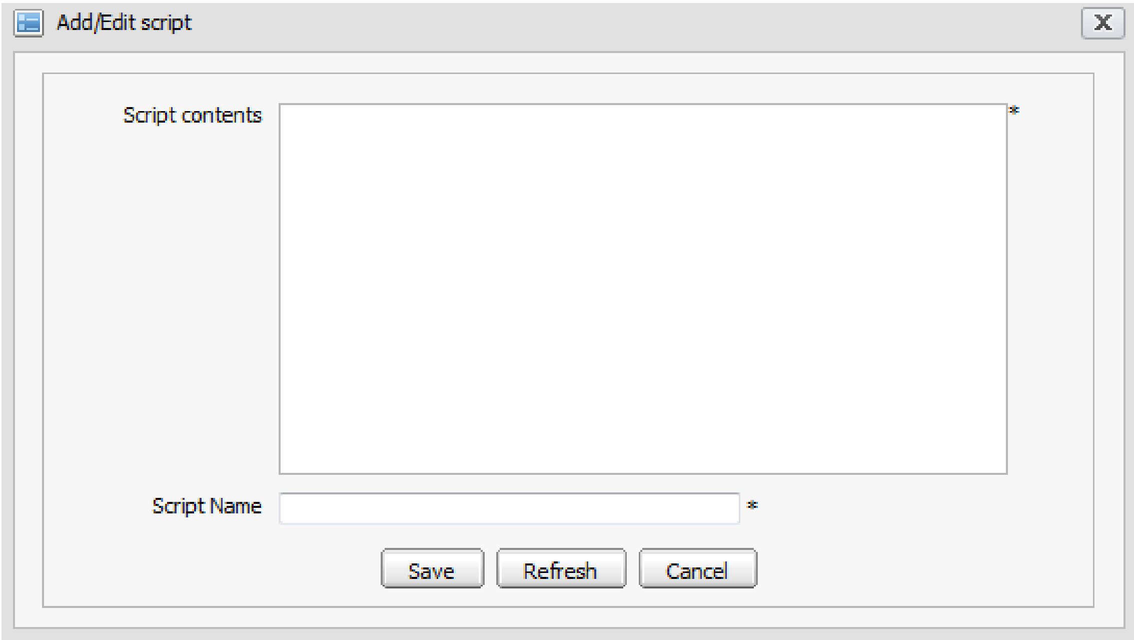
The BC Scripts tab:



Procedure 5.34. Add a BC script

To add a BC script, do the following:

1. In the **Manage Scripts**, select the **BC Scripts** tab.
2. Click **Add** to open the **Add/Edit script** form:



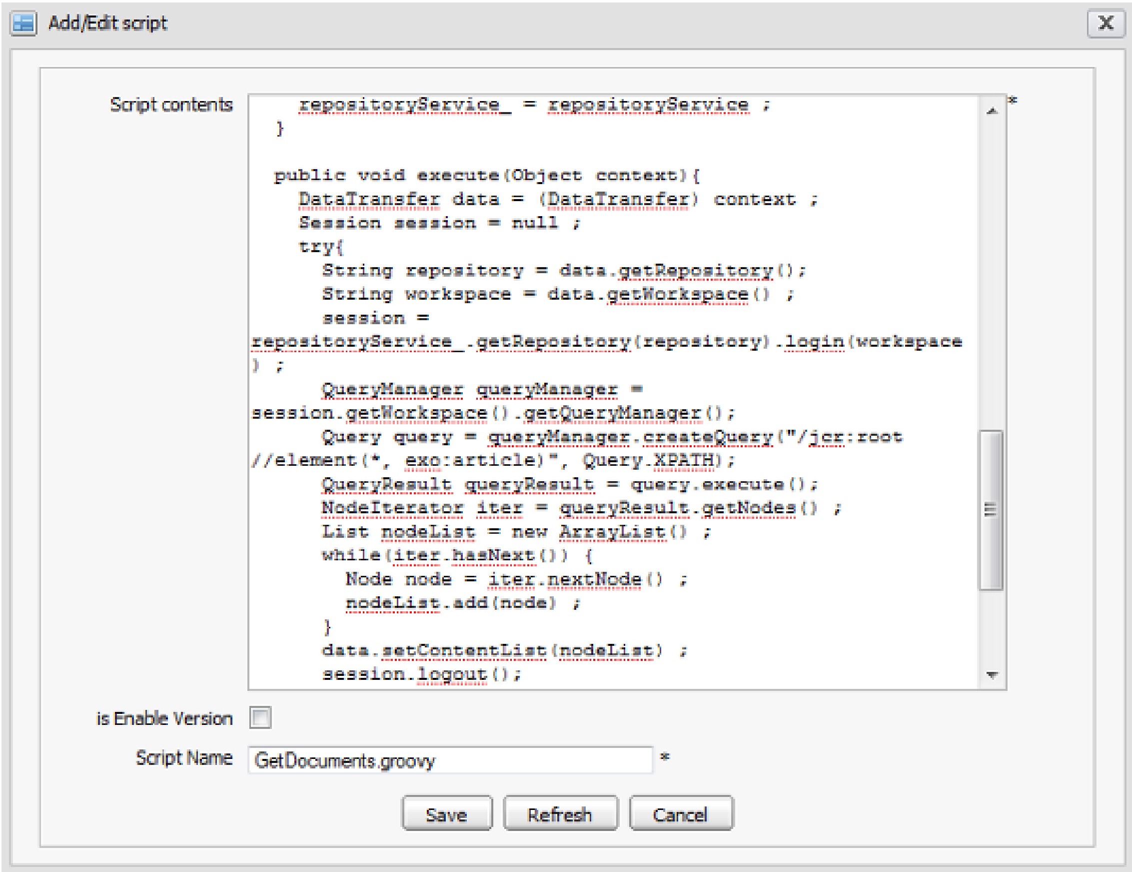
3. Input script content for the **Script content** field.
4. Input a script name into the **Name** field.
5. Click **Save** to finish adding the new script.

Procedure 5.35. Edit a BC script

To edit a BC script, do the following::

1. In the **BC Script** tab, click the  icon on a script that you want to edit.

   The **Add/Edit script** form will appear:



2. Edit the properties that you want.

3. Click **Save** to accept all changes.

Procedure 5.36. Delete a BC script

To delete a BC script, do the following:

1. In the **BC Scripts** tab, click the icon 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.

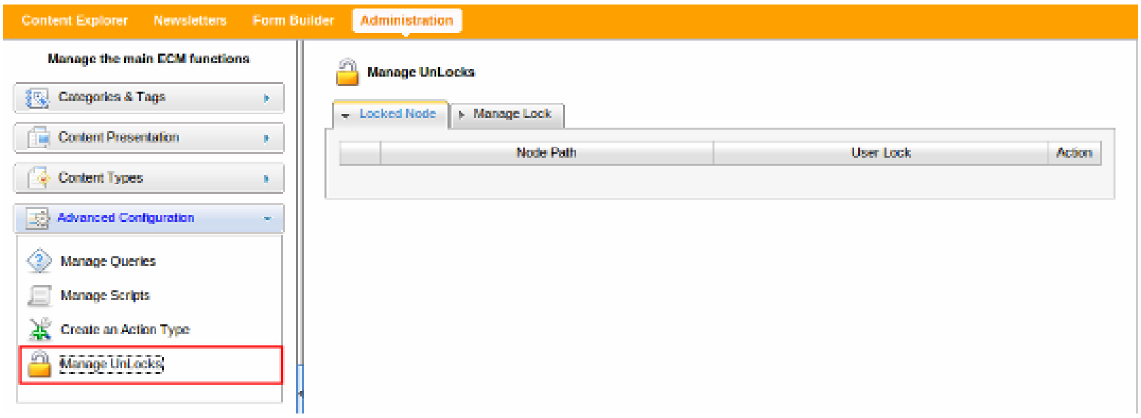
5.2.4.3. Manage Unlocks

All locked nodes are listed and managed by administrators in the **Administration page**. There are two ways that help administrators unlock nodes: unlock nodes in the right-click the menu in **Content Explorer** or unlock nodes in the **Administration page.**

Procedure 5.37. Unlock Nodes

1. Go to **Administration** on the navigation bar.

2. Select **Advanced Configuration > Manage Unlocks** on the **Manage the main ECM functions** pane on the left. The locked nodes will be listed on the right panel.

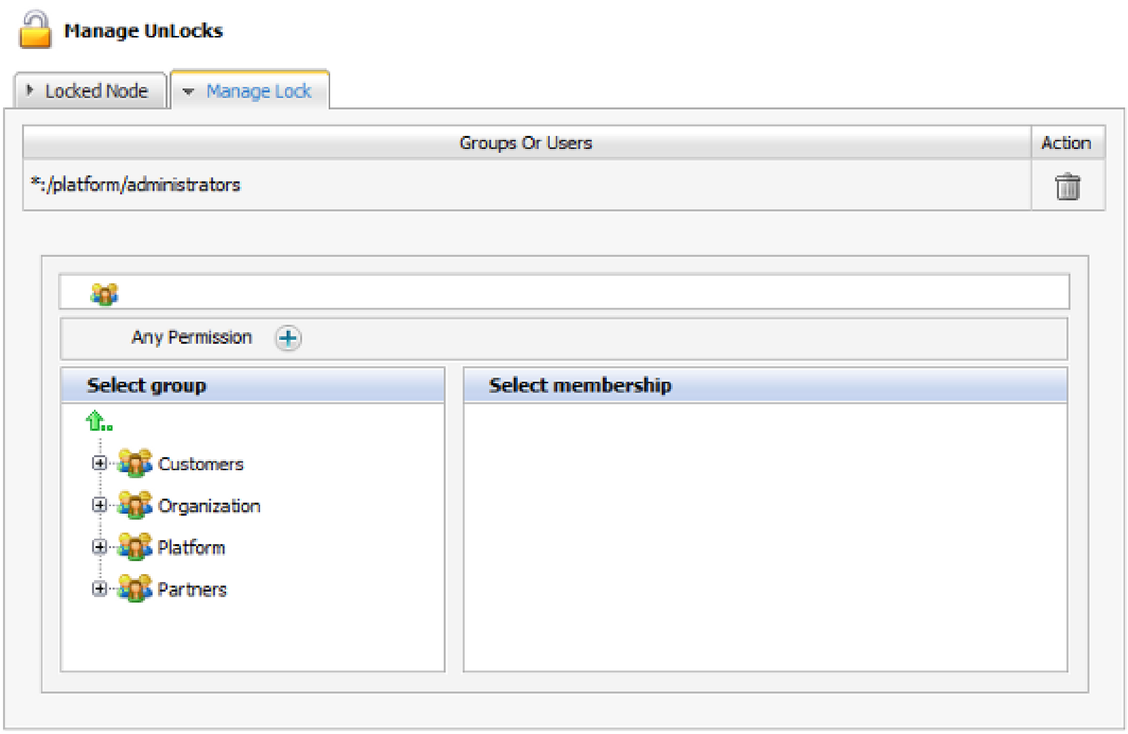


3. In the **Locked Node** tab on the right panel, administrators can unlock nodes by clicking the  icon that corresponds to nodes which need to be unlocked. The unlocked nodes will disappear from the locked node list.

   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  icon if they want to allow any users to unlock nodes.



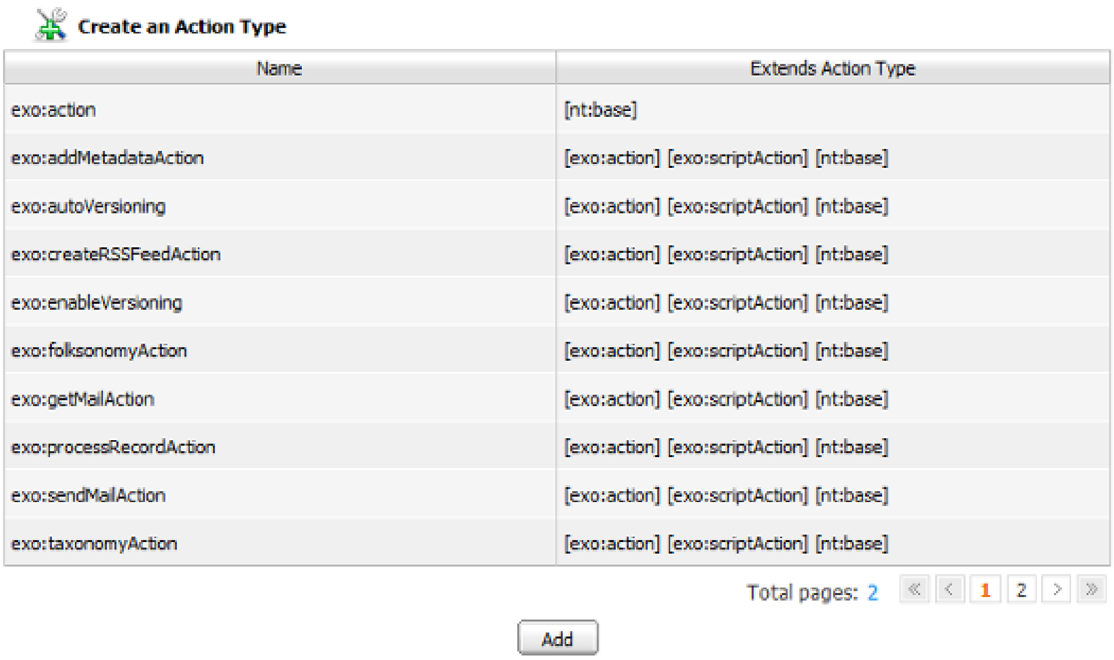
5. In case, administrators want to remove the unlock permission of groups, click the icon that corresponds to the group in order to remove them form the Unlock permission list except the group `*:/platform/administrator` and `root`.

5.2.4.4. Create Action Types

This function allows managing of all action nodes in the **eXo Content**.

Procedure 5.38. Create an Action Type

1. Go to the **Sites Administration** on the navigation bar.
2. Select **Advanced Configuration > Create an Action Type**.



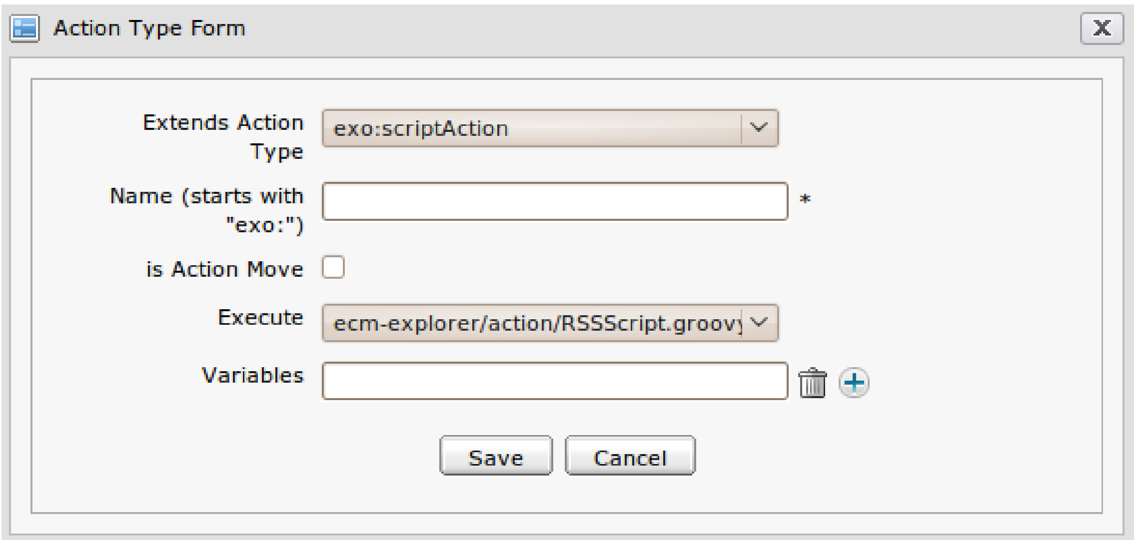
Create an Action Type

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]

Total pages: 2 1 2

Add

3. Click the **Add** button to open the **Action Type Form** form:

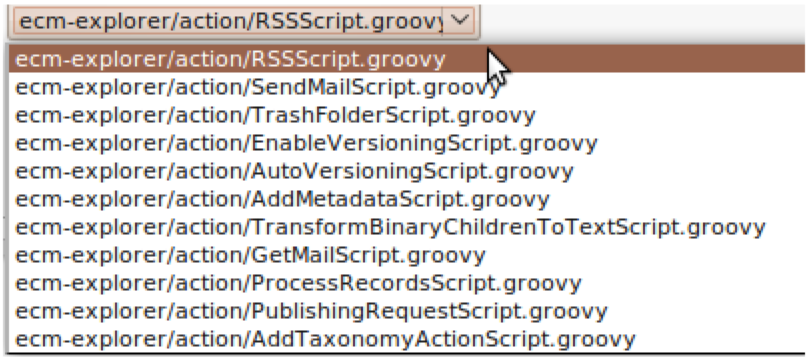


4. Select the action type.

5. Input a name for the action.

6. Check/uncheck the "**is Action Move**" option: the action will have exo:move property or not.

7. 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 the icon. Click the icon 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. 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]
- *Video demos, tutorial and more in the eXo 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/]
- *Ask question about eXo Content in the Forum* [http://forums.exoplatform.org/portal/public/classic/forum]

Appendix A. Revision History

Revision History

Revision 1-2.3	Wed Dec 15 2010	ScottMumford<smumford@redhat.com>
Exported company-specific content to separate files.		
Revision 1-2.1.1	Fri Nov 19 2010	ScottMumford<smumford@redhat.com>
Updated docbook source to WCM 2.1.1		
Revision 1-2.0	Mon Oct 25 2010	ScottMumford<smumford@redhat.com>, LauraBailey, TomWells, EslpethThorne, RebeccaNewton, JaredMorgan
Completed docbook conversion.		
Revision 1-0	Tue Sep 28 2010	ScottMumford<smumford@redhat.com>
Initial creation of book by publican		