



# **Ektron CMS100 Administrator Quick Start Manual**

**Version 2.1.1**

Ektron® Inc.  
5 Northern Blvd., Suite 6  
Amherst, NH 03031  
Tel: +1 603-594-0249  
Fax: +1 603-594-0258  
Email: [sales@ektron.com](mailto:sales@ektron.com)  
<http://www.ektron.com>

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Version 2.1.1, March, 2003

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LA10031, Revision 1.4

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# Introduction

This document is designed to give you, the Ektron CMS100 administrator, a brief introduction to begin the use of Ektron CMS100 as your content management system.

This manual shows you how to quickly setup and give your Web site the Ektron CMS100 advantage.

Prior to initial use by the content contributors, you must:

1. Install Ektron CMS100
2. Configure Ektron CMS100
3. Add Users and assign privileges

You will also learn how to:

1. Create content
2. Administer you site
3. Create a new site

# Installation

With Ektron CMS100, installation is very easy. Simply run the setup program that you downloaded from Ektron, follow all the steps, and now you are finished and ready to get to work on your new Ektron CMS100 Web site.

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**NOTE** For more information on the installation, refer to [Ektron CMS100 \*Installation Manual, Version 2.1.1\*](#)

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The installation program performs many tasks including:

- Installs all necessary files to the system
- Registers all necessary objects used by Ektron CMS100
- Creates a sample database
- Creates a data source name (DSN) pointing to the sample database
- Installs shortcuts in the Windows' Start Menu

Once the installation is complete, all you need to do is browse to the URL of the new site, and you are on your way. You can access this link through the shortcut created from the installation.

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**NOTE** For demonstration purposes, Ektron recommends using the defaults during the installation. You will be able to modify the settings later.

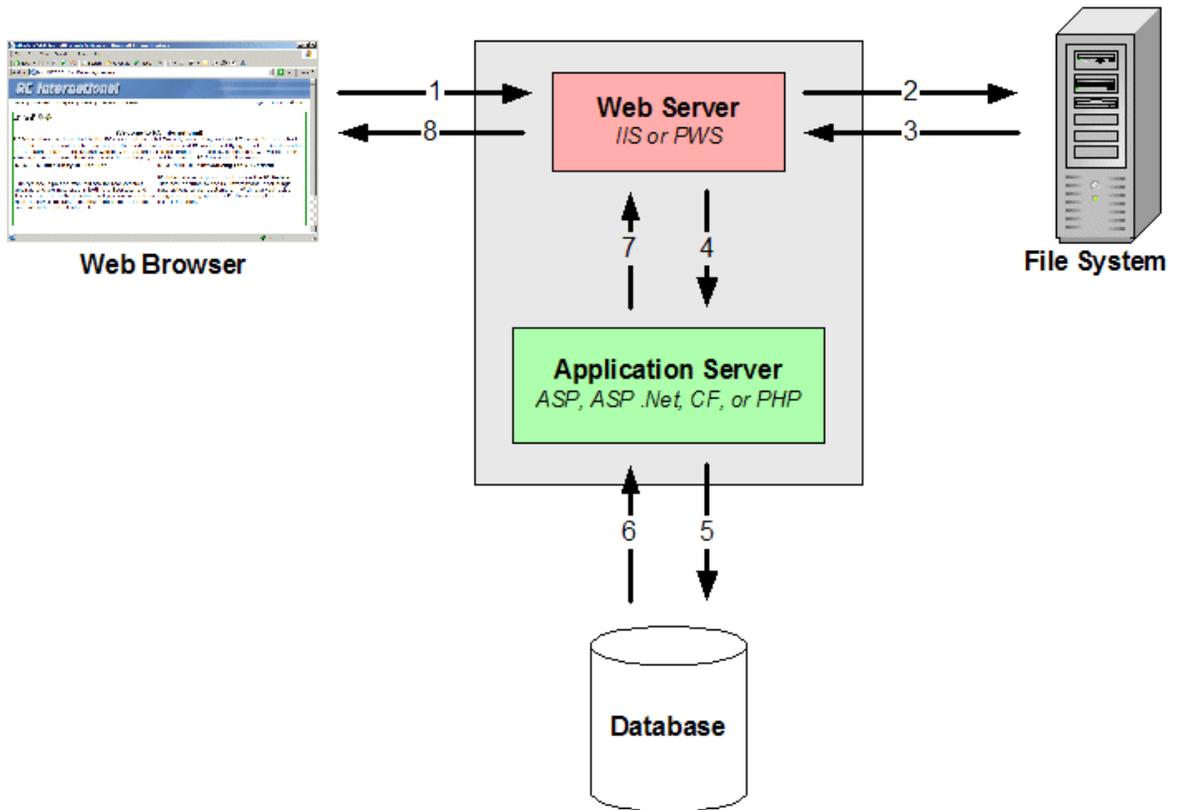
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# **What is an Ektron CMS100 Web Site?**

An Ektron CMS100 Web site is different from a standard static Web site. It is composed of dynamic templates, images, and content blocks that are stored on your system database.

Content blocks are combined with your Web page templates. Once the template and content are combined, Ektron CMS100 is used as a portal to combine these templates and content blocks to create a Web page. The page is then sent back to the Web server (IIS or PWS). The Web server then send the HTML document to the requesting browser for display.

The process can be seen on the following page.



The following table describes the process displayed above.

Number	Process
1	Web browser requests page from Web server.
2	Web server directs the request to the file server.
3	File system sends the page back to the Web server.
4	Web server sends the ASP, ASP .Net, CF, or PHP file to the Application server.
5	Application server sends request to database for information.
6	Database sends necessary information back to application server.
7	Application server inserts information from the database into the proper template.

<b>Number</b>	<b>Process</b>
8	Browser displays Web page consisting of template and content called.

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# Administrator Work Area

You can access all Ektron CMS100 administrative tasks from the Administrator Work Area, which is the center of operations for all Ektron CMS100 users with administrative privileges.

Before you configure your site to use Ektron CMS100, you should familiarize yourself with the Administrator Work Area.

1. Use Internet Explorer or Netscape Navigator to navigate to your Web site. The default URL is:

For...	Go To...
ASP	<a href="http://localhost/CMS100Sample/index.asp">http://localhost/CMS100Sample/index.asp</a>
ASP .Net	<a href="http://localhost/CMS100Sample/index.aspx">http://localhost/CMS100Sample/index.aspx</a>
ColdFusion	<a href="http://localhost/CMS100Sample/index.cfm">http://localhost/CMS100Sample/index.cfm</a>
PHP	<a href="http://localhost/CMS100Sample/index.php">http://localhost/CMS100Sample/index.php</a>

2. Locate and select the Login button within the sample site.
3. Log in using the initial administrator username and password combination: **admin/admin**
4. Click on the Workarea Icon to open a new window containing the Administrator Work Area.

The folder tree on the left side allow navigation within the Ektron CMS100 Workarea.

# Configuring Ektron CMS100

After installation, the first task is to set up and configure the Ektron CMS100 application.

From the Administrator Work Area:

1. Click on the setup page in the folder tree to display the Ektron CMS100 configuration page
2. Enter your setup information

Field Name	Description
Style Sheets	This is the path/filename of a style sheet which will be used by the content editor, eWebEditPro
Default Template	Enter the default template that all of your web pages will use.
License Key(s)	Enter the license key that was provided at the time of purchase.
Uploadable Image Extensions	Enter the image extensions that you will allow users to upload onto your Web site.
Uploadable File Extensions	Enter the file extensions that you will allow users to upload onto your Web site.
Default Application Language	Select the default language that you will be using for your Web site.

**NOTE** For information about configuring other settings, refer to the “Administrator Workarea” section in the [Ektron CMS100 Administrator Manual, Version 2.1.1](#).

3. Click the update button for the changes to take effect

# Using the Demo Site

The default Ektron CMS100 installation creates a DSN pointing to a sample database for a sample Web site. The sample Web site contains pages with text and images. The sample database also includes users and sample content. The content is already placed into the sample pages.

The installed content demonstrates a sample of a working Ektron CMS100 Web site so you can familiarize yourself with Ektron CMS100's features before you create your own Web site.

To access the demo site, simply browse to the URL where the index.asp page is located. Once there, you will need to login with the username of **admin** and password of **admin**. Now you are ready to experience how easy an Ektron CMS100 Web site is to use.

# Creating an Ektron CMS100 Site

Not only is Ektron CMS100 a great content management solution for existing Web sites, it can be used to create a new site as well. Ektron CMS100 provides a sample database for you to when you install the application.

## Create your site

Follow these steps to create your own site:

1. Create your templates, adding our custom functions for content block and login functions according to the Application Server you will be using.
2. Use your authoring tool to position these functions within the template to indicate where the retrieved content and the login buttons will be displayed
3. Browse to the page you have created. You should see a login button on the page
4. Login to the site using the username of **admin** and password of **admin**
5. Upload all images to be used on the site to the Ektron CMS100 Image Library Manager
6. Register all fonts that your site uses in the Ektron CMS100 Font Manager
7. Create users and assign them privileges in the Ektron CMS100 User Manager
8. Create new content blocks and copy in content from your current HTML pages.

Refer to the Ektron CMS100 Administrator Manual for more details on creating your own Ektron CMS100 Web site.

# How Do I Add Users?

You must add each content contributor to the Ektron CMS100 application before they are allowed to access, modify, and publish content into your Web site. Add users to Ektron CMS100 from the Administrator Work Area.

## To add users:

1. From the folder tree in the administrator Workarea, click the Users folder.
2. In the toolbar at the top of the page, click the add button to access the “Add User” page.
3. Enter the name, username, password, default language<sup>1</sup>, and permission information in the fields provided.
4. Finally, click the add button to save and add the user to the Ektron CMS100 Web site.

<sup>1</sup> You can only change the default language if you have translated all the strings using the language SDK that can be obtained on the Ektron Web site.

# How Do I Create Content for My Web Site?

Most Ektron CMS100 installations assign content creation and modification to everyone. However, a brief summary of content creation is included for your reference.

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**NOTE** You must have add privileges in order to add content

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Content cannot be added to your Web site until you have set up your templates and pages with our custom functions. These custom functions define the content block areas.

1. Login to your Web site. Ektron CMS100 boxes surround each content area.
2. Click the add icon at the top of a content block.
3. Enter a title and body text for your new content block.
4. Click publish to save and publish your new content block

Refer to Ektron CMS100's Administrator and User Manual for more information on adding, modifying, and deleting content from the application.

Now that you know the basics of Ektron CMS100, you are ready to manage your Web site content!

# Additional Information

## Supporting Documentation

You can find detailed information about Ektron CMS100 in the following documentation:

- *Ektron CMS100 Installation Manual, Version 2.1.1*
- *Ektron CMS100 Administrator Manual, Version 2.1.1*
- *Ektron CMS100 User Manual, Version 2.1.1*

## Technical Support

If you are experiencing trouble with any aspect of Ektron CMS100, please contact the Ektron support team at:

Ektron CMS100 support site:  
[http://www.ektron.com/support/cms100\\_support.cfm](http://www.ektron.com/support/cms100_support.cfm)

## Sales

Also, for questions on purchasing or upgrading Ektron CMS100, please contact the Ektron sales team at:

[sales@ektron.com](mailto:sales@ektron.com)

Ektron, Inc.  
5 Northern Blvd. Suite 6  
Amherst, NH 03031 USA  
Tel. +1 (603) 594-0249  
Fax +1 (603) 594-0258