Getting Started with Ektron eIntranet

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Ektron eIntranet

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For the latest version of this manual, go to http://www.ektron.com/web-content-management-solutions.aspx?id=4020

Trademarks

Preface

"*Your intranet should bring daily value to employees - then you have a healthy and thriving intranet community.*" - Bill Rogers, Ektron CEO

A compelling intranet site can be challenging to develop. To meet the needs of the individuals and departments of your company, there are many factors you need to consider to address the complexity and usefulness of an intranet. A company changes as it grows; competition, expansion, or geographic changes mean that you need an agile and quickly modifiable intranet that will adjust with you.

Ektron has studied the needs of customers like you and is using its own experience with intranets, and using *Best Practices for Navigation* and clear content styles. Ektron eIntranet reduces the stress of building and deploying an intranet site by providing pre-built web pages for you that you can customize easily.

You can boost productivity, raise employee morale, and improve a company's bottom line with an effective intranet. Communication and collaboration in a company improves with intranets that are compelling and timely.

Ektron eIntranet gives you the confidence that you can adapt and deploy your intranet securely and easily.

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Table of Contents

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Getting Started with Ektron eIntranet

The Ektron eIntranet is built on Ektron's powerful CMS400.NET.

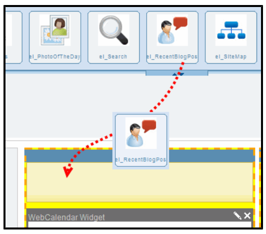
What do you get with Ektron eIntranet?

The Ektron eIntranet site is ready to use with pages, templates, and easy customization. The Ektron eIntranet comes with the following:

eIntranet Area	Description
Home Page	The Ektron eIntranet home page displays dynamic up-to-date content from many sources of information, making it valuable for daily use. You can easily move, add, and delete this content using Ektron's Page-Builder technology, literally dragging and dropping the content wherever you want it.
Department Landing Pages	Manage content that is important to your departmental functions. Ektron eIntranet comes preloaded with department landing pages. You can add, change, or delete departments to match your organization.
Employee Resources	Give your people one area to find forms, policies, office and building maps, newsletters, and social networking forums. Ektron eIntranet lets you customize your human resources area to fit your company's needs.
News and Events	Keep the members of your intranet informed about industry news, special events, messages from the CEO and management. As your colleagues add new content, they automatically display in the news list.
My Intranet	Lets you customize your profile and settings to deliver content that is important to you and your job.
Additional features	• Over 50 types of widgets that you can drag and drop onto your Ektron eIntranet site pages. • Social media functionality for users and groups. • Secure login credentials through your current network authorization with Active Directory and LDAP, or through your own list of users. • Group privacy and distribution functions. • Micro-messaging notification system to email, cell phones (SMS), and on-page activity streams.

Priority space "above the fold" is for attractive design, easy-to-recognize menu and search navigation, and other links.

What can Ektron eIntranet do?



The Ektron eIntranet is ready to customize for your organization, using easy-to-use yet powerful PageBuilder technology. You can choose from several page templates and drag and drop blocks of functional content called widgets onto the page. Some widgets are so flexible, you can put what you want in them and display them at specified times or conditions.

The Ektron eIntranet lets you post the following:

- Time-specific information such as upcoming events, activity streams, news, and announcements are easy to spot.
- A "Photo Of The Day" calls attention to important achievements, events, or people in your company.
- The CEO's blog keeps a direct line of communication with all employees.
- Quick Reference Links and Phone Book block provide reference to important or often-needed information.
- Twitter feeds also may be important to you to quickly hear from your customers and your market.
- Ektron's standard widgets include CMS400.NET functionality such as Content, Search, Collections, and Blogs, and also many popular widgets like YouTube, Twitter, FaceBook, and more.

What benefits can my organization get from Ektron eIntranet?

The Ektron eIntranet is ready to help you and your employees achieve common business goals and increase operational efficiency by connecting your employees and growing your knowledge base through a collaborative and productive network.

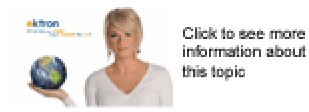
- Enable your employees to share their knowledge and experience with others in your company.
- Establish collaborative project and social groups that provide open and accurate communication that is timely and relevant.
- Post and display your activities, activities of your colleagues, and the activities of project or interest groups through on-page activity streams, Twitter feeds, RSS feeds, or email notification, which you can customize in your profile settings.
- Enable blogging for more extensive management communication or human interest stories.
- Provide access to documentation, photos, forms, and other assets. You can control access to individuals, to groups, or to everyone.

Ektron eIntranet Requirements:

Because this site is a powerful intranet for use inside firewalls, privileges are determined for each CMS400.NET user. Membership user functionality is not included for the Ektron eIntranet site.

- Only CMS400.NET users have access to the Ektron eIntranet site.
- Aliasing is enabled by default. Do not disable aliasing because it will cause errors in department pages.
- Do NOT delete the Settings content block at **Workarea > Content > Folders > Setup** in CMS400.NET.
- Do NOT delete the Settings Smartform.
- You must maintain the taxonomy and folder structure.

You can find online help anywhere you see and click the help icon ( ).



For complete information about Ektron's CMS400.NET, see the *Ektron CMS400.NET Reference Manual.*

For the latest versions of Ektron documentation, go to http://www.ektron.com/documentation/

Touring the Home Page

The default Ektron eIntranet home page contains information and features that employees need daily. The following figure shows the default home page with each page section outlined for easier identification. A widget icon further identifies the type of widget used to create the content on the page.

The following table describes each of the blocks in the figure.

Block & Widget Used	Function
Site Navigation Tools (upper right)	Use the Site Navigation tools to search the Ektron eIntranet site. You can log in to page edit mode, view the site map, and go to the Welcome Guide page. After you log in, you also can add a department page and enter the Workarea of the CMS400.NET.
Site Navigation Menus (upper left)	Use Site Navigation menus to go to Department pages, Employee Resources, News and Events, and your personal space on My Intranet.
	Launches the eIntranet online help: Getting Started with Ektron eIntranet.
Upcoming Events 	Communicate important dates and events scheduled on the Company Calendar. The list of events is ordered from your next upcoming event to later events.. For information about its properties, see *el_UpcomingEvents Widget* on page 180. See also *Displaying Upcoming Events* on page 69.
Quick Reference 	Create links to important or often-used content that you want accessible to all people from the home page using the el_Collection widget . For information about its properties, see *el_Collection Widget* on page 163. see also *Adding Links to the Quick Reference Collection Widget* on page 77.
Phone Book 	Display important phone numbers you want accessible to everyone from the home page using the el_ContentBlock widget. For information about its properties, see *el_ContentBlock Widget* on page 165. See also *Changing the Contents of the Phone Book* on page 78.
Photo of the Day 	Add a photo to the Photo Of The Day to highlight a story or event, or recognize outstanding contributions from your work force, using the el_PhotoOfTheDay widget. You can add a caption, print, or email the photo. For information about its properties, see *el_PhotoOfTheDay Widget* on page 175. See also *Changing the Photo of the Day* on page 71.

Block & Widget Used	Function
From the CEO's Blog 	See the latest Blog from the CEO on the home page using the el_ RecentBlogPosts widget. When the CEO creates a new entry in this blog, this teaser appears on the front page. For information about its properties, see *el_RecentBlogPosts Widget* on page 177. See also *Adding Entries to the CEO's Blog* on page 80.
News 	Display news items that affect your organization using the el_ ListSummary widget. In this case, the items are News type content with the newest entry at the top. You can choose to automatically scroll the content. For information about its properties, see *el_ListSummary Widget* on page 169. See also *Displaying News Items* on page 85.
Announcements 	Display announcements to your organization using the el_ListSummary widget. In this case, the items are text entry type with the newest announcements at the top. You can choose to automatically scroll the content. For information about its properties, see*el_ListSummary Widget* on page 169. see also *Creating and Displaying Announcements* on page 82.
Activity Stream 	Display the activity of people and groups in your Ektron eIntranet with whom you have connected using the el_ActivityStream widget . You can choose the types of information you want to see from your colleagues and groups, such as blogs, comments, micro-messaging status, and so on. For information about its properties, see *el_ ActivityStream Widget* on page 159. See also *Customizing the Activity Stream* on page 74.
Twitter 	Display news and content from outside your organization using the TwitterFeed widget. Keep in touch with what customers and others are saying about your product and services by setting the feed to show Tweets that are related to your company or industry.

Touring the Default Department Pages

The Ektron eIntranet comes with the following default department pages.

- *Departments > Engineering* on the facing page
- *Departments > Marketing* on page 18
- *Departments > Human Resources* on page 21

- *Departments > Sales* on page 24
- *Departments > Training* on page 27

For information about managing department pages, see the following:

- To create a new department, see *Creating a New Department Landing Page* on page 91.
- To modify an existing department page, see *Modifying an Existing Department Page* on page 90.
- To delete an existing department page, see *Deleting a Department from the eIntranet Site* on page 92.

Tasks for modifying department pages are similar to modifying the home page, which is described in *Editing the Default Home Page* on page 68.

Task	Section
Add or delete members from the group	*Adding Members to a Restricted Group* on page 124
Add content to News	*Displaying News Items* on page 85
Add events to Upcoming Events	*Displaying Upcoming Events* on page 69
Customize the Activity Stream	*Customizing the Activity Stream* on page 74
Add assets to the Collateral	*Adding Assets to the Intranet* on page 96
Add blog entries to the blog	*Adding Entries to the CEO's Blog* on page 80

Departments > Engineering

The default Ektron eIntranet Engineering department page contains information and features that are related to engineering activity, such as release build announcements, members in the Engineering organization, new feature requests, and activity in the department.The following figure shows the default Engineering page.

The following table describes each area of the page.

Block	Function
Site Navigation Tools (upper right)	Use the Site Navigation tools to search the Intranet site. You also can log out of page edit mode, add or delete a department page, view the site map, go to the Welcome Guide page, and enter the Workarea of the CMS400.NET.
Site Navigation Menus (upper left)	Use Site Navigation menus to go to Department pages, Employee Resources, News and Events, and your personal space on My Intranet.

Block	Function
Breadcrumb bar	Breadcrumbs help you see where you are on the eIntranet site. The breadcrumb in the figure indicates that it is the Engineering department home page. Breadcrumbs also are navigation links. You can click **Home** to go to the home page, or other links on the breadcrumb trail to go to those pages.
Quick link navigation block	This box of links connects you to important or often-used content.
Members 	Displays the members of the Engineering department. This content block uses the el_CommunityGroupMembers widget to show members in a community group. Administrators can add, remove, and invite others to the group. For information about its properties, see *el_CommunityGroupMembers Widget* on page 164.
Engineering News 	Displays news items that affect the Engineering department using the el_ListSummary widget to show a list of content. For information about its properties, see *el_ListSummary Widget* on page 169. In this case, the type of content is News with the newest entry at the top. You can choose to automatically scroll the content.
Upcoming Engineering Events 	Communicates important dates and events to members of the Engineering department using the el_UpcomingEvents widget to show a list of scheduled calendar events. For information about its properties, see *el_UpcomingEvents Widget* on page 180.
Activity Stream 	Displays the activity of people and groups with whom you have connected using the ei_ActivityStream widget. Administrators can determine the types of information that appears, such as blogs, comments, micro-messaging status, and so on. For information about its properties, see *el_ActivityStream Widget* on page 159.

Block	Function
Engineering Collateral 	Displays a list of content using the ei_News widget. For information about its properties, see *ei_News Widget* on page 173. The newest and highest rated content is at the top.
From the Engineering Blog 	Displays the content of the blog entries that are stored in the Engineering Blog folder of CMS400.NET.

Departments > Marketing

The default Ektron eIntranet Marketing department page contains information and features that are related to Marketing, such as industry news, most requested collateral, members of the Marketing organization, and activity in the department. The following figure shows the default Marketing page.

The following table describes each area of the page.

Block	Function
Site Navigation Tools (upper right)	Use the Site Navigation tools to search the Intranet site. You also can log out of page edit mode, add a department page, view the site map, go to the Welcome Guide page, and enter the Workarea of the CMS400.NET.
Site Navigation Menus (upper left)	Use Site Navigation menus to go to Department pages, Employee Resources, News and Events, and your personal space on My Intranet.

Block	Function
Breadcrumb bar	Breadcrumbs help you see where you are on the eIntranet site. The breadcrumb in the figure indicates that it is the Marketing department home page. Breadcrumbs also are navigation links. You can click **Home** to go to the home page, or other links on the breadcrumb trail to go to those pages.
Quick link navigation block	This box of links connects you to important or often-used content.
Marketing Group Members 	Displays the members of the Marketing department. This content block uses the el_CommunityGroupMembers widget to show members in a community group. Administrators can add, remove, and invite others to the group. For information about its properties, see *el_CommunityGroupMembers Widget* on page 164.
Marketing News 	Displays news items that affect the Marketing department using the el_ListSummary widget to show a list of content. For information about its properties, see *el_ListSummary Widget* on page 169. In this case, the type of content is News with the newest entry at the top. You can choose to automatically scroll the content.
Upcoming Marketing Events 	Communicates important dates and events to members of the Marketing department using the el_UpcomingEvents widget to show a list of scheduled calendar events. For information about its properties, see *el_UpcomingEvents Widget* on page 180.
Activity Stream 	Displays the activity of people and groups with whom you have connected using the ei_ActivityStream widget. Administrators can determine the types of information that appears, such as blogs, comments, micro-messaging status, and so on. For information about its properties, see *el_ActivityStream Widget* on page 159.

Block	Function
Collateral Rack 	Displays a list of content using the ei_News widget. For information about its properties, see *el_News Widget* on page 173. The newest and highest rated content is at the top.
From the Marketing Blog 	Displays the content of the blog entries that are stored in the Marketing Blog folder of CMS400.NET.

Departments > Human Resources

The default Ektron eIntranet Human Resources (HR) department page contains information and features that are related to HR activity, such as common forms, company announcements, job postings, and a schedule of events. The following figure shows the default HR page.

The following table describes each area of the page.

Block	Function
Site Navigation Tools (upper right)	Use the Site Navigation tools to search the Intranet site. You also can log out of page edit mode, add a department page, view the site map, go to the Welcome Guide page, and enter the Workarea of the CMS400.NET.
Site Navigation Menus (upper left)	Use Site Navigation menus to go to Department pages, Employee Resources, News and Events, and your personal space on My Intranet.

Block	Function
Breadcrumb bar	Breadcrumbs help you see where you are on the Ektron eIntranet site. The breadcrumb in the figure indicates that it is the Human Resources department home page. Breadcrumbs also are navigation links. You can click **Home** to go to the home page, or other links on the breadcrumb trail to go to those pages.
Quick link navigation block	This box of links connects you to important or often-used content.
Members 	Displays the members of the HR department. This content block uses the el_CommunityGroupMembers widget to show members in a community group. Administrators can add, remove, and invite others to the group. For information about its properties, see *el_CommunityGroupMembers Widget* on page 164.
HumanResources News 	Displays news items that affect the HR department using the el_ListSummary widget to show a list of content. For information about its properties, see *el_ListSummary Widget* on page 169. In this case, the type of content is News with the newest entry at the top. You can choose to automatically scroll the content.
Upcoming HumanResources Events 	Communicates important dates and events to members of the HR department using the el_UpcomingEvents widget to show a list of scheduled calendar events. For information about its properties, see *el_UpcomingEvents Widget* on page 180.
Activity Stream 	Displays the activity of people and groups with whom you have connected using the ei_ActivityStream widget. Administrators can determine the types of information that appears, such as blogs, comments, micro-messaging status, and so on. For information about its properties, see *el_ActivityStream Widget* on page 159.

Block	Function
HumanResources Collateral 	Displays a list of content using the ei_News widget. For information about its properties, see *el_News Widget* on page 173. The newest and highest rated content is at the top.
From the HumanResources Blog 	Displays the content of the blog entries that are stored in the HumanResources Blog folder of CMS400.NET.

Departments > Sales

The default Ektron eIntranet Sales department page contains information and features that are related to Sales interests, such as deals that are closed, upcoming events, the salesperson of the month, members in the Sales organization, and activity in the department. The following figure shows the default Sales page.

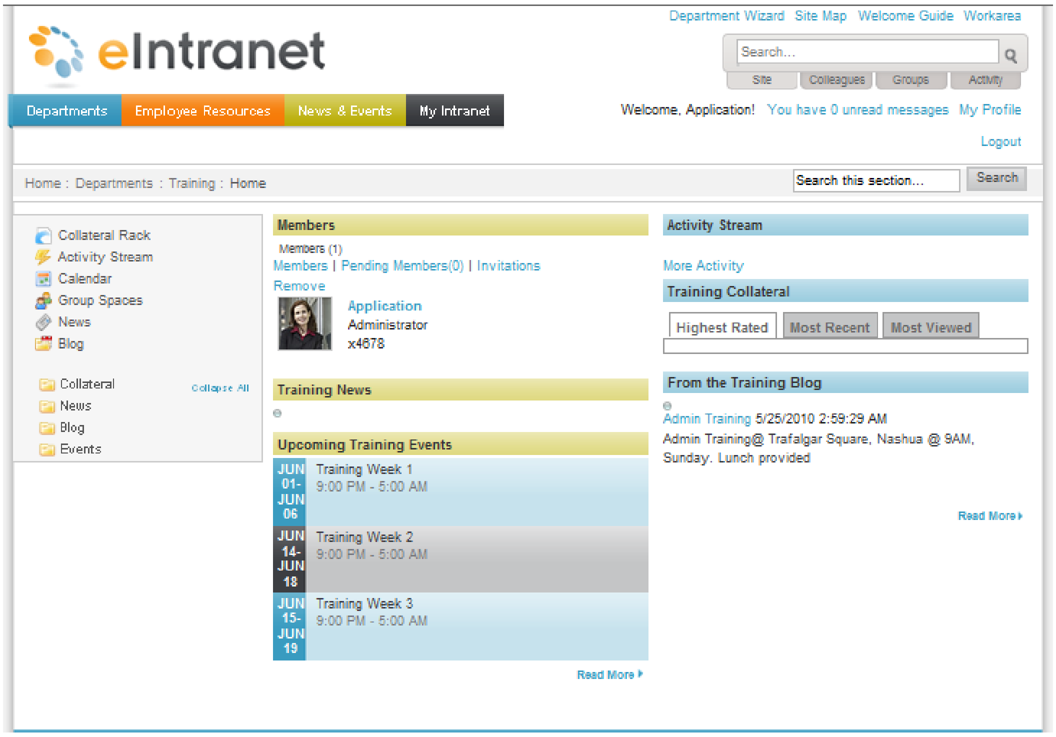
The following table describes each area of the page.

Block	Function
Site Navigation Tools (upper right)	Use the Site Navigation tools to search the Ektron eIntranet site. You also can log out of page edit mode, add a department page, view the site map, go to the Welcome Guide page, and enter the Workarea of the CMS400.NET.
Site Navigation Menus (upper left)	Use Site Navigation menus to go to Department pages, Employee Resources, News and Events, and your personal space on My Intranet.
Breadcrumb bar	Breadcrumbs help you see where you are on the Ektron eIntranet site. The breadcrumb in the figure indicates that it is the Sales department home page. Breadcrumbs also are navigation links. You can click **Home** to go to the home page, or other links on the breadcrumb trail to go to those pages.

Block	Function
Quick link navigation block	This box of links connects you to important or often-used content.
Members 	Displays the members of the Sales department. This content block uses the el_CommunityGroupMembers widget to show members in a community group. Administrators can add, remove, and invite others to the group. For information about its properties, see *el_CommunityGroupMembers Widget* on page 164.
Sales News 	Display news items that affect the Sales department using the el_ ListSummary widget to show a list of content. For information about its properties, see *el_ListSummary Widget* on page 169. In this case, the type of content is News with the newest entry at the top. You can choose to automatically scroll the content.
Upcoming Sales Events 	Communicate important dates and events to members of the Sales department using the el_UpcomingEvents widget to show a list of scheduled calendar events. For information about its properties, see *el_UpcomingEvents Widget* on page 180.
Activity Stream 	Displays the activity of people and groups with whom you have connected using the ei_ActivityStream widget. Administrators can determine the types of information that appears, such as blogs, comments, micro-messaging status, and so on. For information about its properties, see *el_ActivityStream Widget* on page 159.
Sales Collateral 	Displays a list of content using the ei_News widget. For information about its properties, see *el_News Widget* on page 173. The newest and highest rated content is at the top.
From the Sales Blog 	Displays the content of the blog entries that are stored in the Sales Blog folder of CMS400.NET.

Departments > Training

The default Ektron eIntranet Training department page contains information and features that are related to training, such as class schedule announcements, members of the training staff, links to videos, and news in the department. The following figure shows the default Training page.



The following table describes each area of the page.

Block	Function
Site Navigation Tools (upper right)	Use the Site Navigation tools to search the Intranet site. You also can log out of page edit mode, add a department page, view the site map, go to the Welcome Guide page, and enter the Work-area of the CMS400.NET.
Site Navigation Menus (upper left)	Use Site Navigation menus to go to Department pages, Employee Resources, News and Events, and your personal space on My Intranet.
Breadcrumb bar	Breadcrumbs help you see where you are on the Ektron eIntranet site. The breadcrumb in the figure indicates that it is the Training department home page. Breadcrumbs also are navigation links. You can click **Home** to go to the home page, or other links on the breadcrumb trail to go to those pages.

Block	Function
Quick link navigation block	Connects you to important or often-used content.
Members 	Displays the members of the Training department. This content block uses the el_CommunityGroupMembers widget to show members in a community group. Administrators can add, remove, and invite others to the group. For information about its properties, see *el_CommunityGroupMembers Widget* on page 164.
Training News 	Displays news items that affect the Training department using the el_ListSummary widget to show a list of content. For information about its properties, see *el_ListSummary Widget* on page 169. In this case, the type of content is News with the newest entry at the top. You can choose to automatically scroll the content.
Upcoming Training Events 	Communicates important dates and events to members of the Training department using the el_UpcomingEvents widget to show a list of scheduled calendar events. For information about its properties, see *el_UpcomingEvents Widget* on page 180.
Activity Stream 	Displays the activity of people and groups with whom you have connected using the ei_ActivityStream widget. Administrators can determine the types of information that appears, such as blogs, comments, micro-messaging status, and so on. For information about its properties, see *el_ActivityStream Widget* on page 159.
Training Collateral 	Displays a list of content using the ei_News widget. For information about its properties, see *el_News Widget* on page 173. The newest and highest rated content is at the top.

Block	Function
From the Training Blog 	Displays the content of the blog entries that are stored in the Training Blog folder of CMS400.NET.

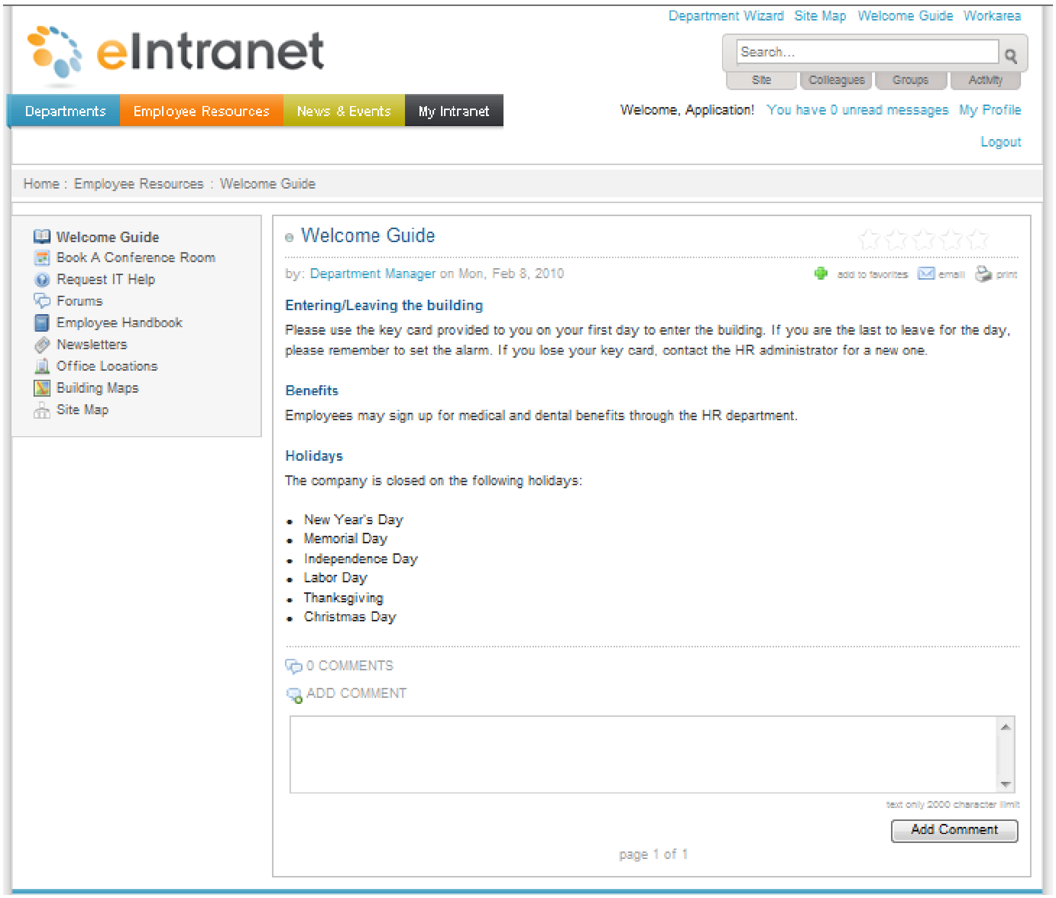
Touring the Default Employee Resources Pages

The Ektron eIntranet comes with the following default Employee Resources pages.

- *Employee Resources > Welcome Guide* below
- *Employee Resources > Book a Conference Room* on page 31
- *Employee Resources > Request IT Help* on page 33
- *Employee Resources > Forums* on page 36
- *Employee Resources > Employee Handbook* on page 38
- *Employee Resources > Newsletters* on page 40
- *Employee Resources > Office Locations* on page 41
- *Employee Resources > Building Maps* on page 43
- *Employee Resources > Site Map* on page 45
- *Creating a New Employee Resource Page* on page 98

Employee Resources > Welcome Guide

The default Welcome Guide page (shown in the following figure) in the Employee Resources area displays information you want new employees and visitors to see. People can rate the content with the star ratings, add the page to their Favorites, email a link of the page to a colleague, or send the page to a printer.

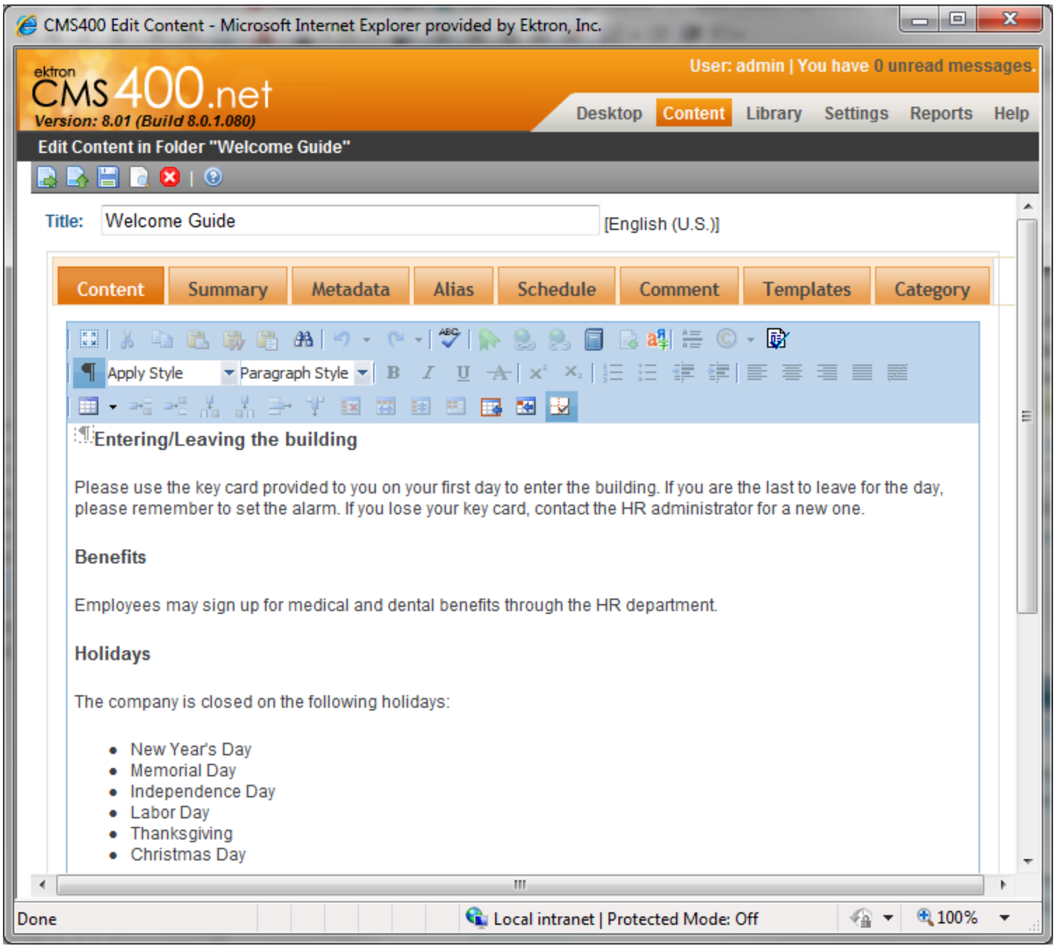


The following table describes each area of the page.

Block	Function
Site Navigation Tools (upper right)	Use the Site Navigation tools to search the Ektron eIntranet site. You also can log out of page edit mode, add a department page, view the site map, go to the Welcome Guide page, and enter the Workarea of the CMS400.NET.
Site Navigation Menus (upper left)	Use Site Navigation menus to go to Department pages, Employee Resources, News and Events, and your personal space on My Intranet.
Breadcrumb bar	Breadcrumbs help you see where you are on the Ektron eIntranet site. The breadcrumb in the figure indicates that it is the Welcome Guide page in the Employee Resources area. Breadcrumbs also are navigation links. You can click **Home** to go to the home page, or other links on the breadcrumb trail to go to those pages.
Quick link navigation block	This box of links connects you to important or often-used content.

Block	Function
Welcome Guide	You can edit this form by clicking on the silver access point ( ) and choose **Edit**.

To modify the Welcome Guide text, click on the silver access point ( ) and choose **Edit**. The following figure shows the Workarea Editor that appears with the content in it. You can change the title (for example, to "Getting Started," which also changes the menu item in Employee Resources), and the text on the page. Click **Publish** ( ) to activate your changes.

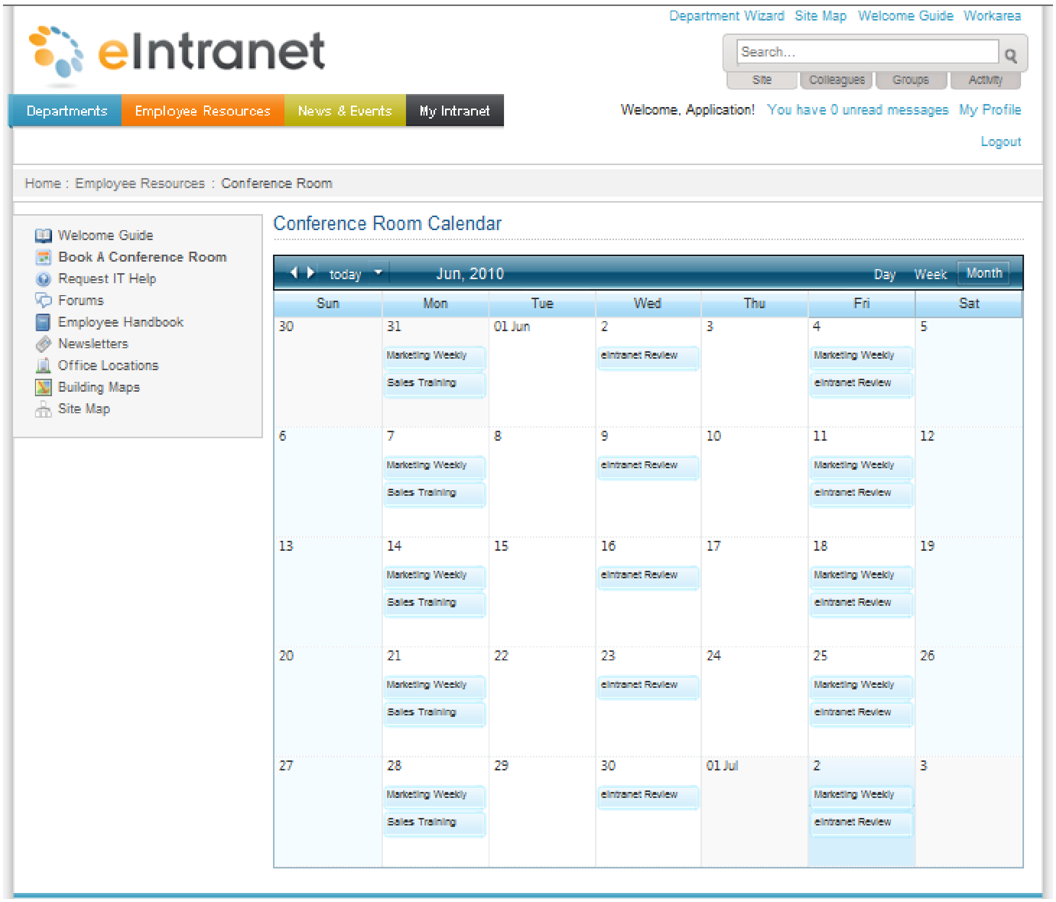


Employee Resources > Book a Conference Room

The default Conference Room Calendar page (shown in the following figure) in the Employee Resources area is where you display the schedule of conference room bookings. To add a booking, double click on a day in the calendar and enter the data in the editor that appears. Hover over an existing booking to pop up details about the booking. For information about calendars, see the following additional information.

- *Setting Up a Company Calendar* on page 103
- *Changing the Calendars that Appear on a WebCalendar Widget* on page 108

- *Adding Calendar Events* on page 104
- *Placing a WebCalendar Widget on a Page* on page 104



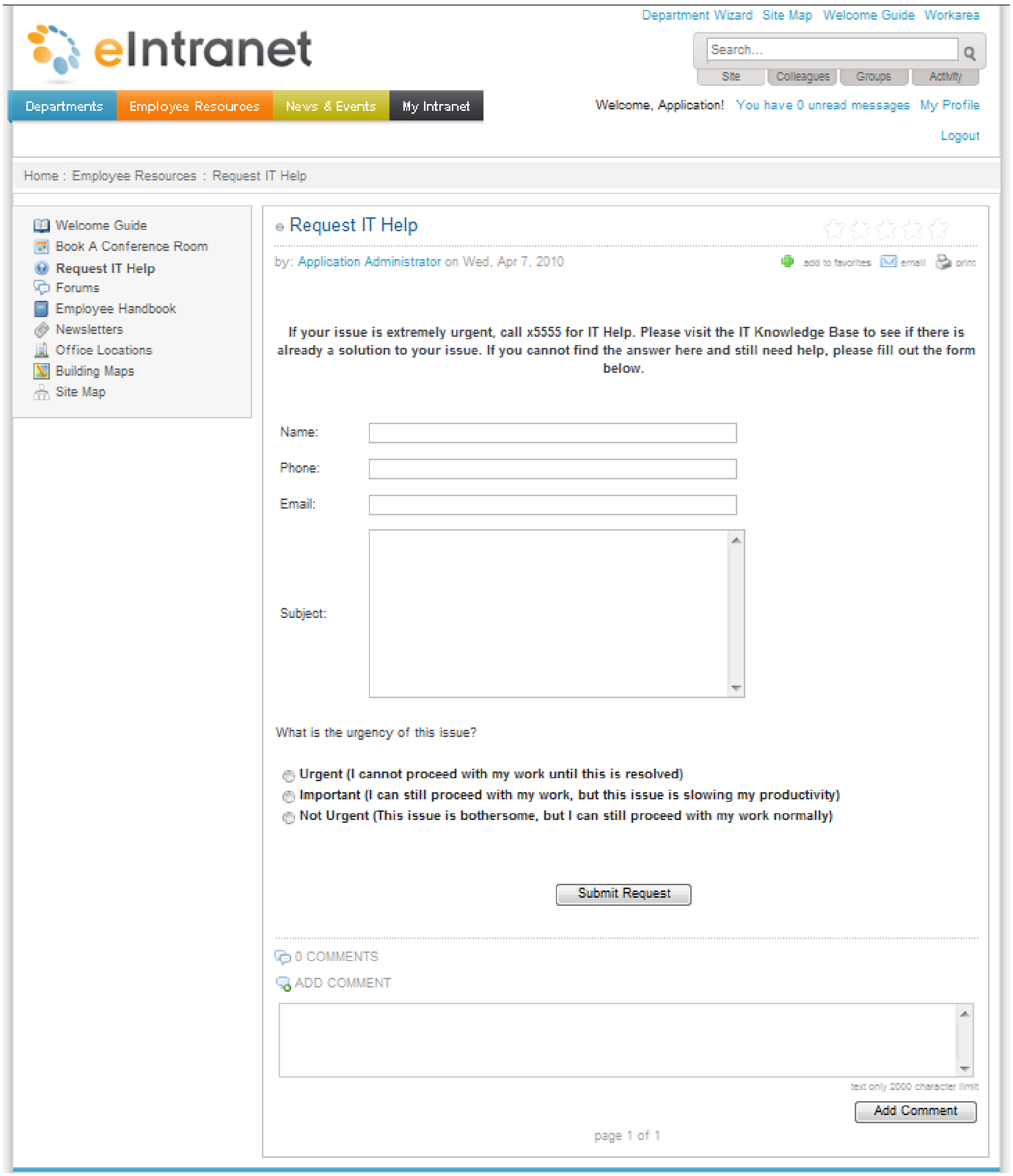
The following table describes each area of the page.

Block	Function
Site Navigation Tools (upper right)	Use the Site Navigation tools to search the Intranet site. You also can log out of page edit mode, add a department page, view the site map, go to the Welcome Guide page, and enter the Workarea of the CMS400.NET.
Site Navigation Menus (upper left)	Use Site Navigation menus to go to Department pages, Employee Resources, News and Events, and your personal space on My Intranet.

Block	**Function**
Breadcrumb bar	Breadcrumbs help you see where you are on the Ektron eIntranet site. The breadcrumb in the figure indicates that it is the Conference Room page in the Employee Resources area. Breadcrumbs also are navigation links. You can click **Home** to go to the home page, or other links on the breadcrumb trail to go to those pages.
Quick link navigation block	This box of links connects you to important or often-used content.
Conference Room Calendar	The text "Conference Room Calendar" displays using the el_Header widget. You can name it anything you want. For information about its properties, see *el_Header Widget* on page 168.
Calendar	Placing the WebCalendar widget on a page gives you automatic calendar functions for you to schedule events.

Employee Resources > Request IT Help

The default Request IT Help page (shown in the following figure) in the Employee Resources area is where you submit request for IT support. You can set up email or activity stream notification for one or more of the IT staff, when you click **Submit Request**.



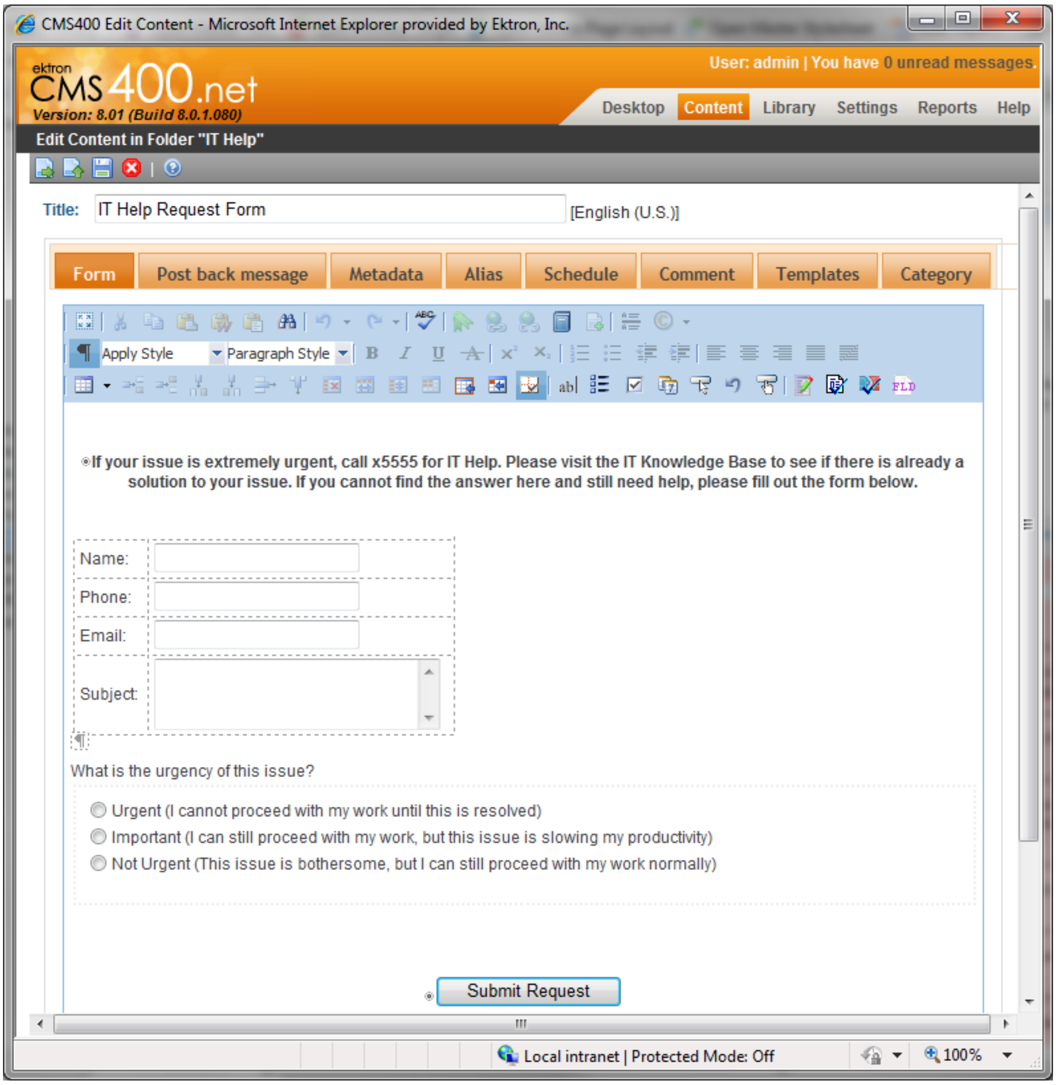
The following table describes each area of the page.

Block	Function
Site Navigation Tools (upper right)	Use the Site Navigation tools to search the Intranet site. You also can log out of page edit mode, add a department page, view the site map, go to the Welcome Guide page, and enter the Workarea of the CMS400.NET.
Site Navigation Menus (upper left)	Use Site Navigation menus to go to Department pages, Employee Resources, News and Events, and your personal space on My Intranet.

Block	Function
Breadcrumb bar	Breadcrumbs help you see where you are on the Ektron eIntranet site. The breadcrumb in the figure indicates that it is the Request IT Help page in the Employee Resources area. Breadcrumbs also are navigation links. You can click **Home** to go to the home page, or other links on the breadcrumb trail to go to those pages.
Quick link navigation block	This box of links connects you to important or often-used content.
Request IT Help	You can edit this form by clicking on the silver access point ( ) and choose **Edit**.

To modify the Request IT Help form, click on the silver access point ( ) and choose **Edit**. The following figure shows the Workarea Editor that appears with the form content in it.

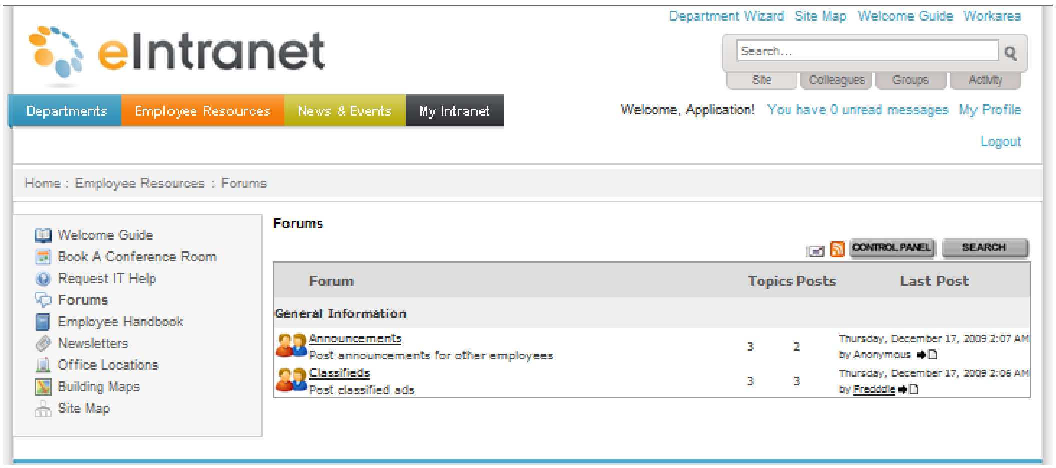
You can change the title (to "IT Help Request Form" as in the following figure, which also changes the menu item in Employee Resources), the text on the page, and the names for the fields and buttons. If you want to make more comprehensive changes to the form, see the *Working with HTML Forms* section in the Ektron CMS400.NET Reference Manual for detailed information.



For information about viewing IT requests that have been submitted, see *Viewing IT Requests* on page 151.

Employee Resources > Forums

The default Forums page (shown in the following figure) in the Employee Resources area is where your employees join in collaborative and social networking. The site administrator can create new forums, and assign permissions to a person to moderate a forum. Moderating gives the moderator added controls to ensure the forum keeps on track with its charter. For more information about community groups, see *Creating Community Groups* on page 113.



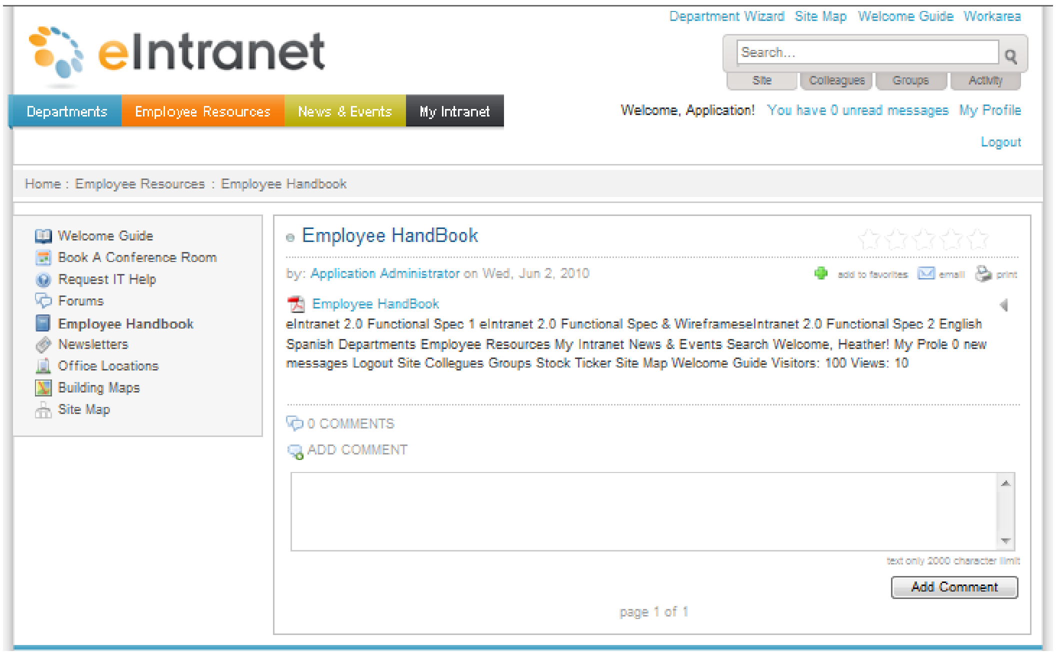
The following table describes each area of the page.

Block	Function
Site Navigation Tools (upper right)	Use the Site Navigation tools to search the Ektron eIntranet site. You also can log out of page edit mode, add a department page, view the site map, go to the Welcome Guide page, and enter the Workarea of the CMS400.NET.
Site Navigation Menus (upper left)	Use Site Navigation menus to go to Department pages, Employee Resources, News and Events, and your personal space on My Intranet.
Breadcrumb bar	Breadcrumbs help you see where you are on the Ektron eIntranet site. The breadcrumb in the figure indicates that it is the Forums page in the Employee Resources area. Breadcrumbs also are navigation links. You can click **Home** to go to the home page, or other links on the breadcrumb trail to go to those pages.
Quick link navigation block	This box of links connects you to important or often-used content.
Forums	The text "Forums" displays using the eI_Header widget. You can name it anything you want. For information about its properties, see *eI_Header Widget* on page 168.

Block	Function
Forum Content block	Display forums with the following information. • Forum name and link to enter the forum. • A brief description of the forum purpose. • The number of topics in the forum. • The number of posts that were entered by forum members. • The date of the most recent posting. The controls above the forum block let you do the following: • Get notified by email when posts are made to topics in which you are interested, based on settings in your forum preferences. • Get notified by RSS feed (SMS) when posts are made to topics in which you are interested, based on settings in your forum preferences. • Click on **Control Panel** to ... • Click on **Search** to search one or more forums for content you want to find.

Employee Resources > Employee Handbook

The default Employee Handbook page (shown in the following figure) in the Employee Resources area is where your employees can find information about standards and policies for your organization. Replace it with your company's handbook (using the instructions following the figure and table).



The following table describes each area of the page.

Block	Function
Site Navigation Tools (upper right)	Use the Site Navigation tools to search the Intranet site. You also can log out of page edit mode, add a department page, view the site map, go to the Welcome Guide page, and enter the Work-area of the CMS400.NET.
Site Navigation Menus (upper left)	Use Site Navigation menus to go to Department pages, Employee Resources, News and Events, and your personal space on My Intranet.
Breadcrumb bar	Breadcrumbs help you see where you are on the Ektron eIn-tranet site. The breadcrumb in the figure indicates that it is the Employee Handbook page in the Employee Resources area. Breadcrumbs also are navigation links. You can click **Home** to go to the home page, or other links on the breadcrumb trail to go to those pages.
Quick link navigation block	This box of links connects you to important or often-used content.
Employee Handbook	The text "Employee Handbook" displays using the el_Header widget. You can name it anything you want. For information about its properties, see *el_Header Widget* on page 168.
Content block	Display documents using the el_ListSummary widget. For infor-mation about its properties, see*el_ListSummary Widget* on page 169. • Displays the owner of the document (Application Administrator, in the figure). • Lets you add the document to your favorites by click the green plus sign. • Lets you email a link to the document to a colleague. • Lets you send the document to a printer. • Lets you add a comment about the document that everyone with access to the document can see. The figure shows an example comment.

To replace the existing employee handbook, follow these steps:

1. Login as administrator.
2. Click **Workarea**.
3. Click the **Content** tab.
4. Choose **Folders > Content > Company > Forms > Employee Handbook**.
5. Click **New> DMS Document** to add a file to the Employee Handbook folder. (You can also create HTML content from scratch.) A new content screen appears.

6. Enter a title and click **Browse** to locate an existing employee handbook from your company.
7. Click the **Category** tab and select a category, for example, **Departments > HumanResources > Collateral**.
8. Click **Publish** (). The file appears in the Employee Handbook folder.
9. To delete the default Employee handbook, choose **Delete > Content**, check the box next to the file and click Delete (). The file is removed from the folder.

Employee Resources > Newsletters

The default Newsletters page (shown in the following figure) in the Employee Resources area is where you to link to newsletter files.

The following table describes each area of the page.

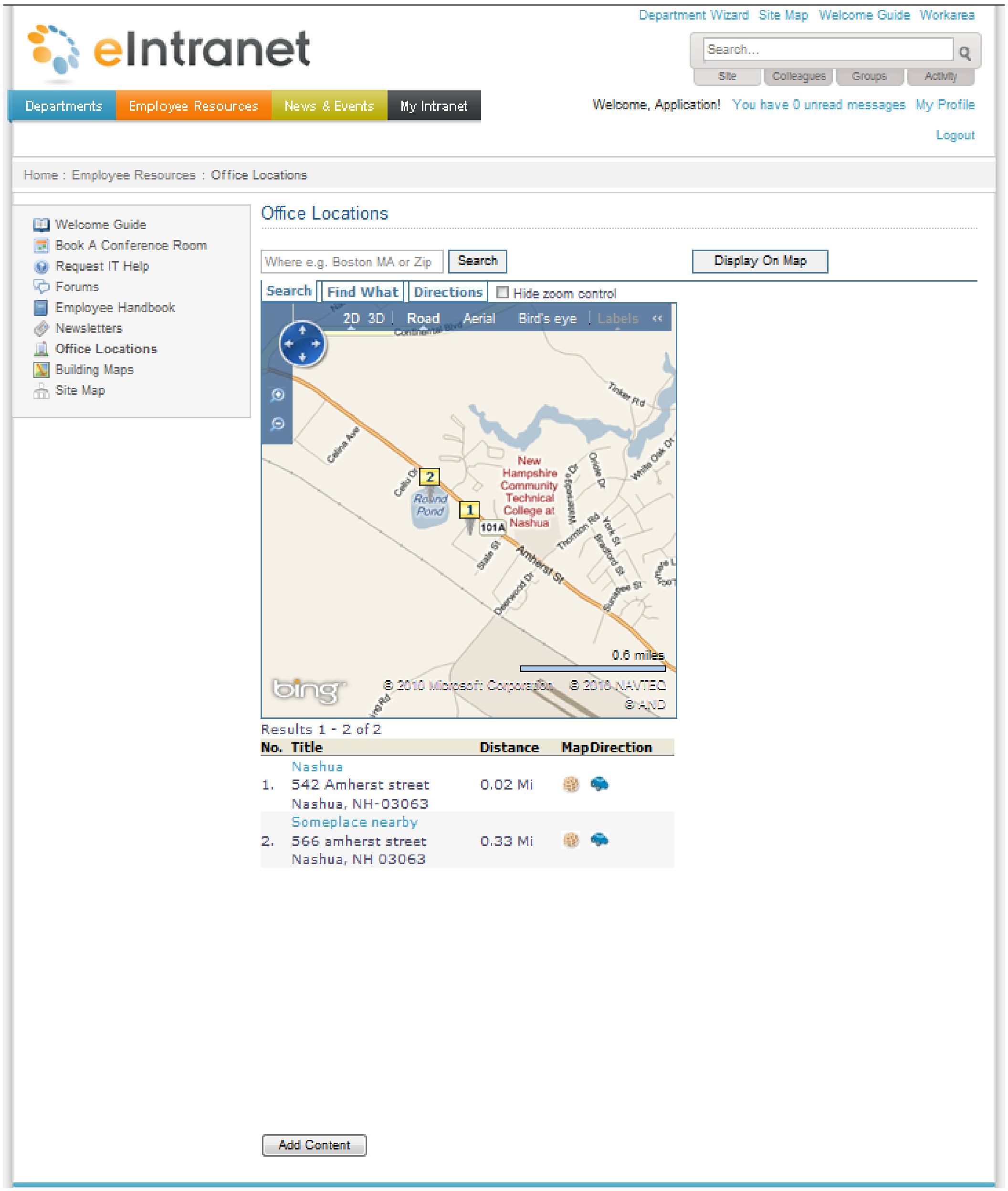
Block	Function
Site Navigation Tools (upper right)	Use the Site Navigation tools to search the Ektron eIntranet site. You also can log out of page edit mode, add a department page, view the site map, go to the Welcome Guide page, and enter the Workarea of the CMS400.NET.
Site Navigation Menus (upper left)	Use Site Navigation menus to go to Department pages, Employee Resources, News and Events, and your personal space on My Intranet.
Breadcrumb bar	Breadcrumbs help you see where you are on the Ektron eIntranet site. The breadcrumb in the figure indicates that it is the Newsletters page in the Employee Resources area. Breadcrumbs also are navigation links. You can click **Home** to go to the home page, or other links on the breadcrumb trail to go to those pages.

Block	Function
Quick link navigation block	This box of links connects you to important or often-used content.
Newsletters	The text "Newsletters" displays using the el_Header widget. You can name it anything you want. For information about its properties, see *el_Header Widget* on page 168.
Collection block	Display newsletters and related information and make them available to your employees. You can sort the content by clicking on the column titles and you can give each item a star rating. For information about its properties, see *el_Collection Widget* on page 163.

For information about adding an asset, see *Adding Assets to the Intranet* on page 96.

Employee Resources > Office Locations

The default Office Locations page (shown in the following figure) in the Employee Resources area is where you define places of interest on a map such as your office location and points of interest near your office.



The following table describes each area of the page.

Block	Function
Site Navigation Tools (upper right)	Use the Site Navigation tools to search the Ektron eIntranet site. You also can log out of page edit mode, add a department page, view the site map, go to the Welcome Guide page, and enter the Workarea of the CMS400.NET.
Site Navigation Menus (upper left)	Use Site Navigation menus to go to Department pages, Employee Resources, News and Events, and your personal space on My Intranet.

Block	Function
Breadcrumb bar	Breadcrumbs help you see where you are on the Ektron eIntranet site. The breadcrumb in the figure indicates that it is the Office Locations page in the Employee Resources area. Breadcrumbs also are navigation links. You can click **Home** to go to the home page, or other links on the breadcrumb trail to go to those pages.
Quick link navigation block	This box of links connects you to important or often-used content.
Office Locations	The text "Office Locations" displays using the Header widget. You can name it anything you want. For information about its properties, see *eI_Header Widget* on page 168.
Add Content	Click this button to add locations to the map. When you click **Add Content**, a multi-tabbed dialog box appears.

To add a location to the map, do the following:

1. On the **Content** tab, enter the Title of the location. You also can add an expanded explanation in the editing area.
2. On the **Metadata** tab, enter the address in the Map Address field. You do not need to know the latitude or longitude (which are automatically generated for you by the map function).
3. On the **Category** tab, select one or more categories to which your address applies. For example, you may check USA and Headquarters.
4. Click the **Publish** button.

NOTE: If the new location does not show below the map, you may need to adjust the zoom factor of the map. For example, if you entered a location in another state, zoom the map out until you can see the new location and the current location on the same map.

For information about the ei_Map widget, see *eI_Map Widget* on page 171.

Employee Resources > Building Maps

The default Building Maps page (shown in the following figure) in the Employee Resources area is where you to link to a floor map of your facilities. The map must be in a file that you can upload (PDF, for example).

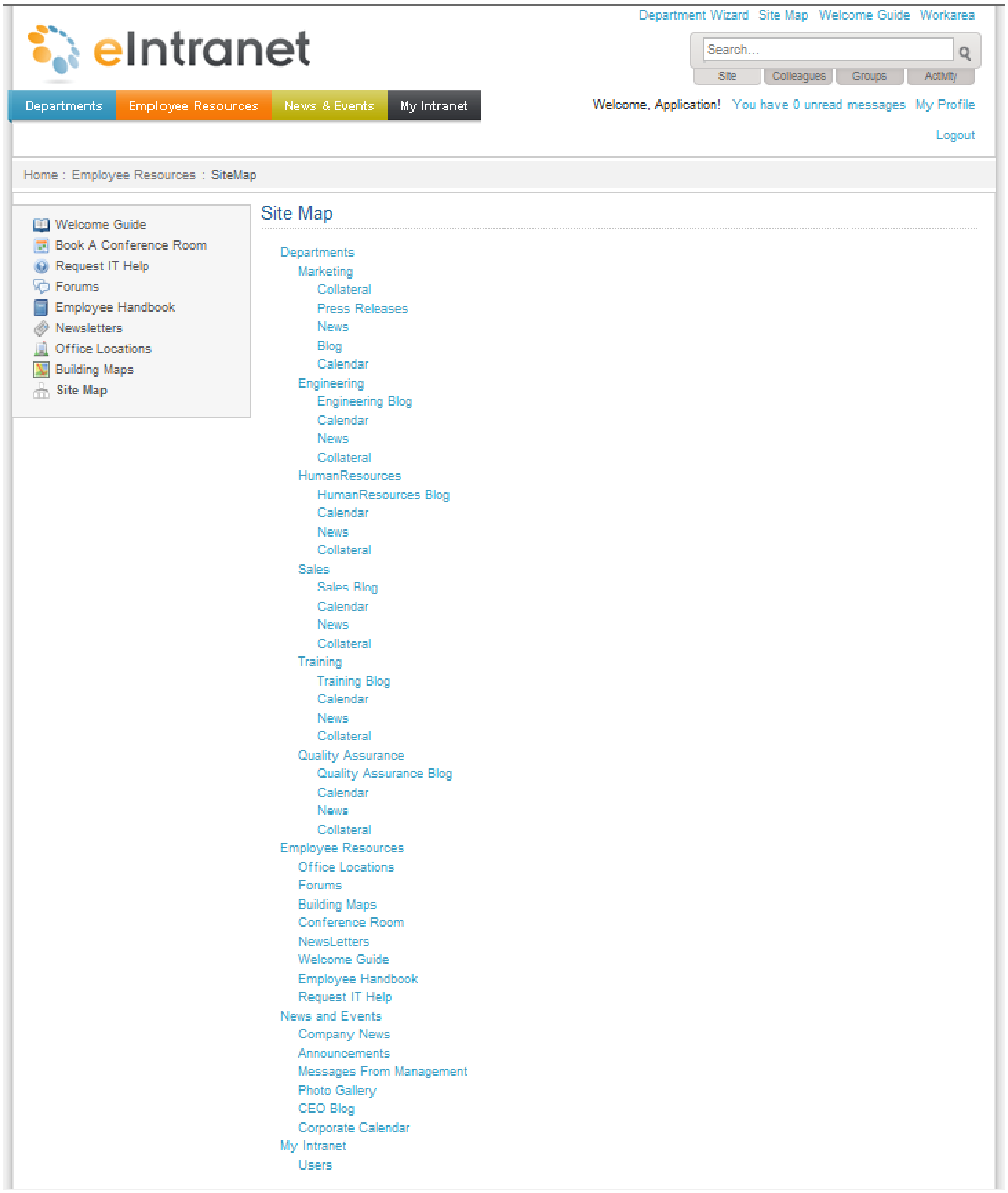
The following table describes each area of the page.

Block	Function
Site Navigation Tools (upper right)	Use the Site Navigation tools to search the Intranet site. You also can log out of page edit mode, add a department page, view the site map, go to the Welcome Guide page, and enter the Workarea of the CMS400.NET.
Site Navigation Menus (upper left)	Use Site Navigation menus to go to Department pages, Employee Resources, News and Events, and your personal space on My Intranet.
Breadcrumb bar	Breadcrumbs help you see where you are on the Ektron eIntranet site. The breadcrumb in the figure indicates that it is the Building Maps page in the Employee Resources area. Breadcrumbs also are navigation links. You can click **Home** to go to the home page, or other links on the breadcrumb trail to go to those pages.
Search	Use the Search box to look for items on the Building Maps page.
Quick link navigation block	This box of links connects you to important or often-used content.
Building Maps	The text "Building Maps" displays using the el_Header widget. You can name it anything you want. For information about its properties, see *el_Header Widget* on page 168.
Collection block	Display links to files containing information about your facilities and make them available to your employees to help them find their way around. You can sort the content by clicking on the column titles and you can give each item a star rating. For information about its properties, see*el_Collection Widget* on page 163.

For information about adding an asset, see *Adding Assets to the Intranet* on page 96.

Employee Resources > Site Map

The default Site Map page in the Employee Resources area is where an automatically generated linked list of your eIntranet site hierarchy appears, similar to the one shown in the following figure.



The following table describes each area of the page.

Block	Function
Site Navigation Tools	Use the Site Navigation tools to search the Ektron eIntranet site. You also can log out of page edit mode, add a department page, view the site map, go to the Welcome Guide page, and enter the Workarea of the CMS400.NET.
Site Navigation Menus	Use Site Navigation menus to go to Department pages, Employee Resources, News and Events, and your personal space on My Intranet.
Breadcrumb bar	Breadcrumbs help you see where you are on the Ektron eIntranet site. The breadcrumb in the figure indicates that it is the Site Map page in the Employee Resources area. Breadcrumbs also are navigation links. You can click **Home** to go to the home page, or other links on the breadcrumb trail to go to those pages.
Quick link navigation block	This box of links connects you to important or often-used content.
Site Map	The text "Site Map" displays using the Header widget. You can name it anything you want. For information about its properties, see*el_ListSummary Widget* on page 169*el_Header Widget* on page 168.
Site Map Linked List	Placing the Site Map widget on a page automatically generates a linked list of pages from your site. For information about its properties, see *el_SiteMap Widget* on page 179.

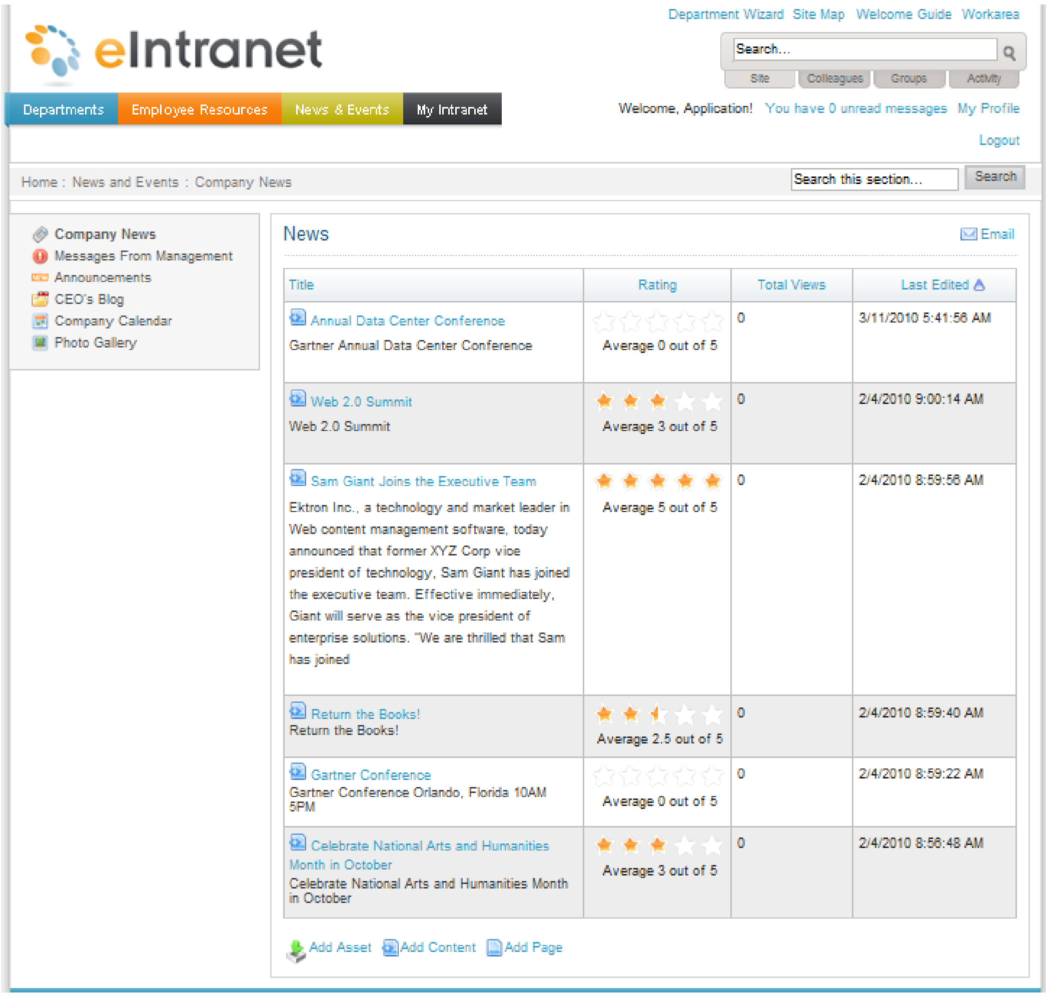
Touring the Default News & Events Pages

The Ektron eIntranet comes with the following default News and Events pages.

- *News & Events > Company News* below
- *News & Events > Messages from Management* on page 48
- *News & Events > Announcements* on page 49
- *News & Events > CEO's Blog* on page 51
- *News & Events > Company Calendar* on page 53
- *News & Events > Photo Gallery* on page 55

News & Events > Company News

The default Company News page (shown in the following figure) in the News & Events area is where you to link to news files.



The following table describes each area of the page.

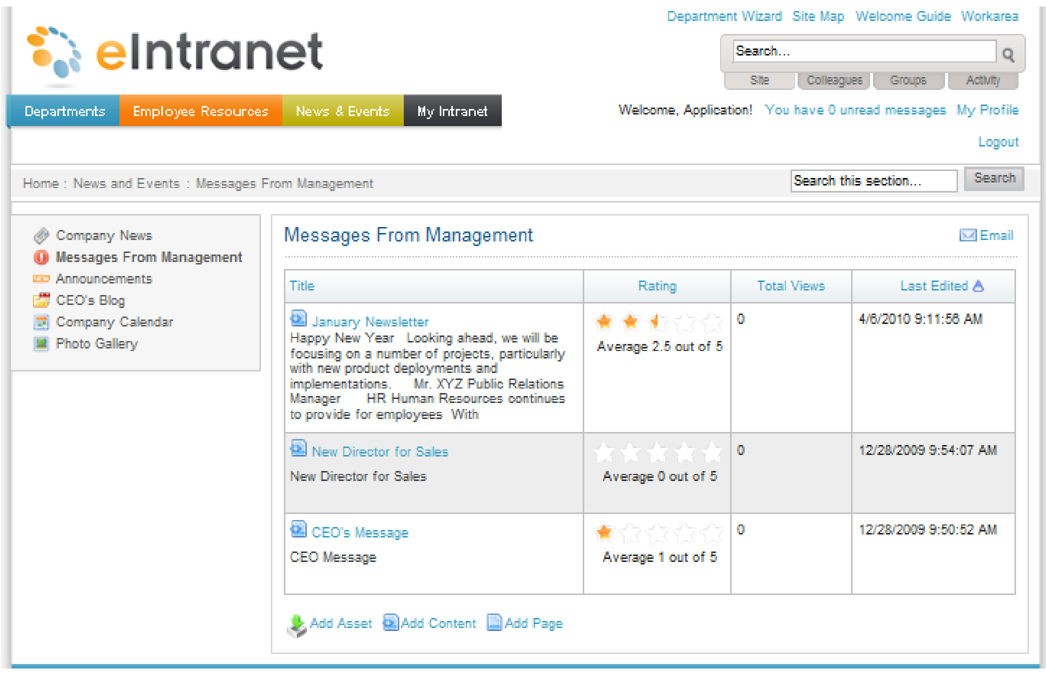
Block	Function
Site Navigation Tools (upper right)	Use the Site Navigation tools to search the Ektron eIntranet site. You also can log out of page edit mode, add a department page, view the site map, go to the Welcome Guide page, and enter the Workarea of the CMS400.NET.
Site Navigation Menus (upper left)	Use Site Navigation menus to go to Department pages, Employee Resources, News and Events, and your personal space on My Intranet.
Breadcrumb bar	Breadcrumbs help you see where you are on the Ektron eIntranet site. The breadcrumb in the figure indicates that it is the Company News page in the News and Events area. Breadcrumbs also are navigation links. You can click **Home** to go to the home page, or other links on the breadcrumb trail to go to those pages.

Block	Function
Quick link navigation block	This box of links connects you to important or often-used content.
News collection block	Display news and related information and make them available to your employees. You can sort the content by clicking on the column titles and you can give each item a star rating. For information about its properties, see *el_Collection Widget* on page 163.

For information about adding an asset, see *Adding Assets to the Intranet* on page 96.

News & Events > Messages from Management

The default Messages from Management page (shown in the following figure) in the News & Events area is where you to link to information that management wants to communicate with everyone.



The following table describes each area of the page.

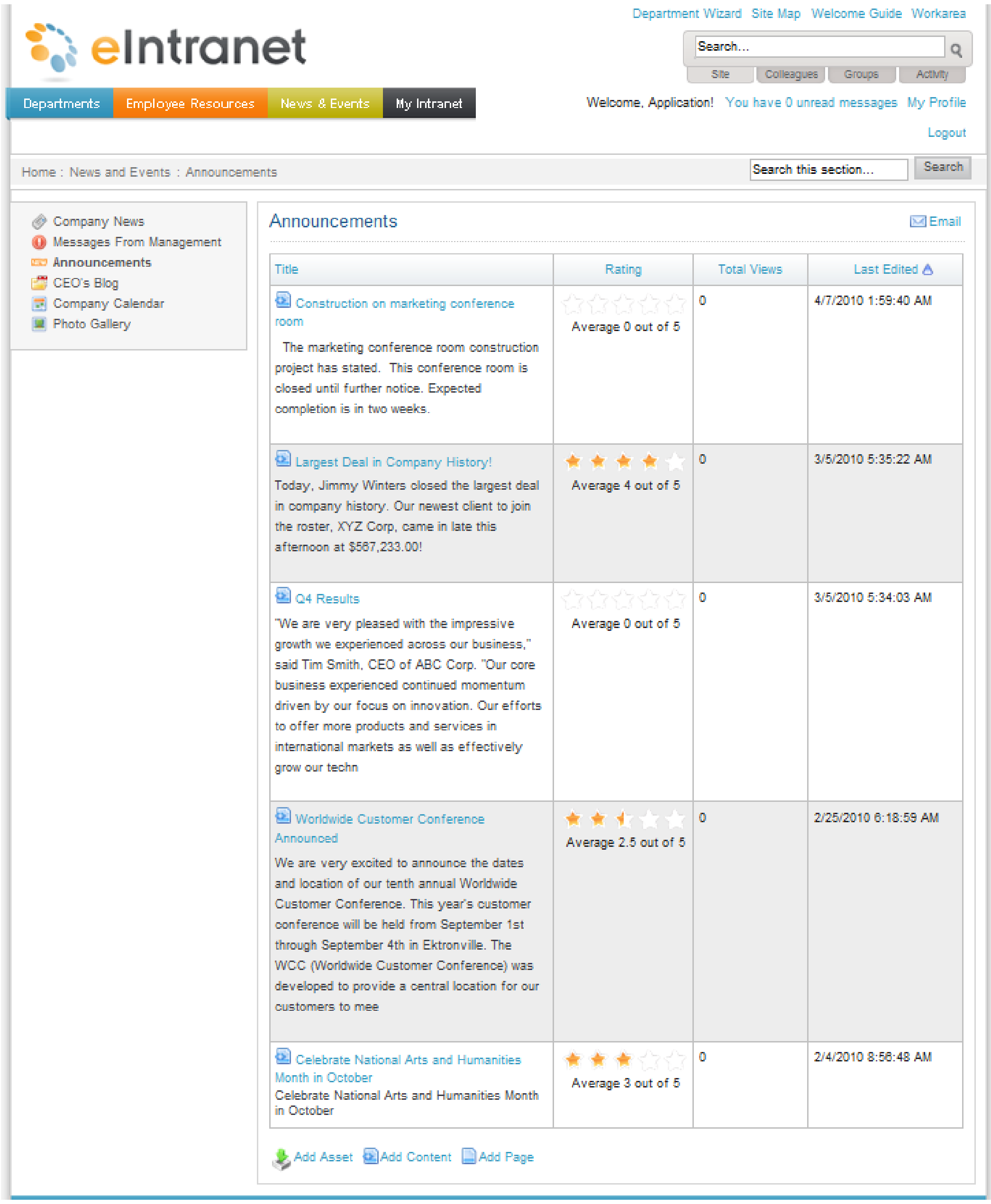
Block	Function
Site Navigation Tools (upper right)	Use the Site Navigation tools to search the Ektron eIntranet site. You also can log out of page edit mode, launch the Department Wizard, view the site map, go to the Welcome Guide page, and enter the Workarea of the CMS400.NET.

Block	Function
Site Navigation Menus (upper left)	Use Site Navigation menus to go to Department pages, Employee Resources, News and Events, and your personal space on My Intranet.
Breadcrumb bar	Breadcrumbs help you see where you are on the Ektron eIntranet site. The breadcrumb in the figure indicates that it is the Messages from Management page in the News and Events area. Breadcrumbs also are navigation links. You can click **Home** to go to the home page, or other links on the breadcrumb trail to go to those pages.
Quick link navigation block	This box of links connects you to important or often-used content.
Messages from Management collection block	Display messages and management-related information and make them available to your employees. You can sort the content by clicking on the column titles and you can give each item a star rating. For information about its properties, see *el_Collection Widget* on page 163.

For information about adding an asset, see *Adding Assets to the Intranet* on page 96.

News & Events > Announcements

The default Announcements page (shown in the following figure) in the News & Events area is where you to link to information that you want to communicate with everyone.



The following table describes each area of the page.

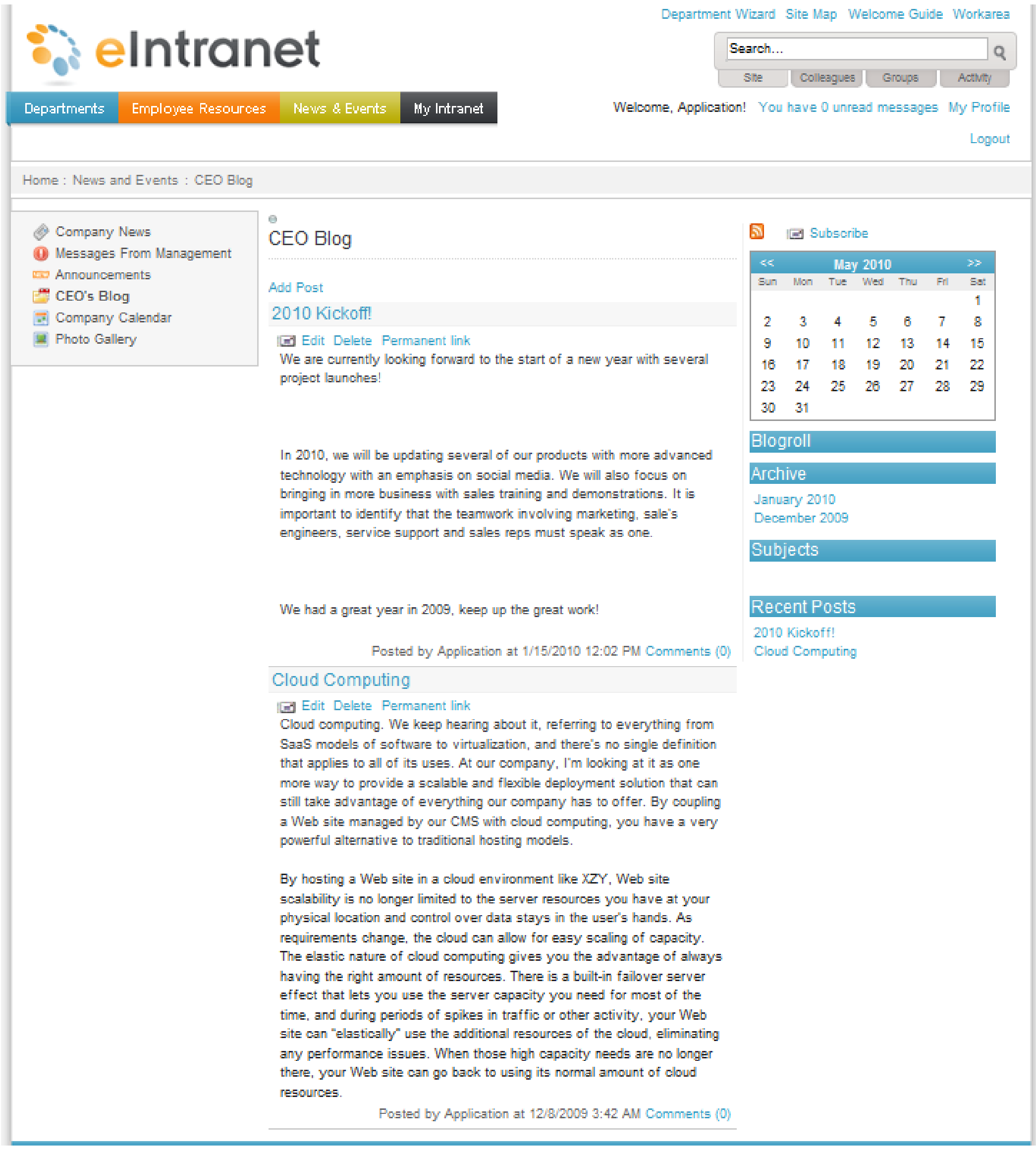
Block	Function
Site Navigation Tools (upper right)	Use the Site Navigation tools to search the Ektron eIntranet site. You also can log out of page edit mode, add a department page, view the site map, go to the Welcome Guide page, and enter the Workarea of the CMS400.NET.
Site Navigation Menus (upper left)	Use Site Navigation menus to go to Department pages, Employee Resources, News and Events, and your personal space on My Intranet.

Block	Function
Breadcrumb bar	Breadcrumbs help you see where you are on the Ektron eIntranet site. The breadcrumb in the figure indicates that it is the Announcements page in the News and Events area. Breadcrumbs also are navigation links. You can click **Home** to go to the home page, or other links on the breadcrumb trail to go to those pages.
Quick link navigation block	This box of links connects you to important or often-used content.
Announcements collection block	Display messages and related information and make them available to your employees. You can sort the content by clicking on the column titles and you can give each item a star rating. For information about its properties, see *eI_Collection Widget* on page 163.

For information about adding an asset, see *Adding Assets to the Intranet* on page 96.

News & Events > CEO's Blog

The default CEO's Blog page (shown in the following figure) in the News & Events area is where your CEO communicates with the employees. For information about modifying this page, see *Adding Entries to the CEO's Blog* on page 80.



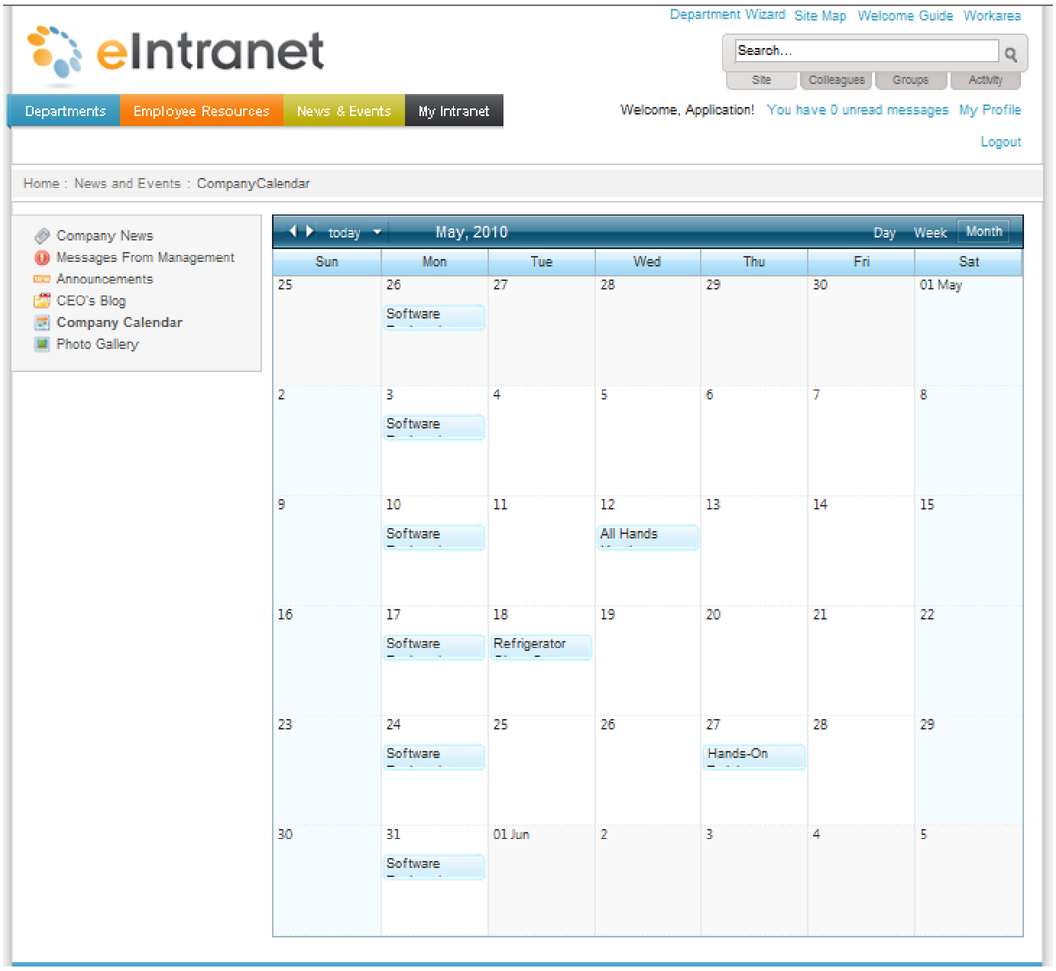
The following table describes each area of the page.

Block	Function
Site Navigation Tools (upper right)	Use the Site Navigation tools to search the Ektron eIntranet site. You also can log out of page edit mode, add a department page, view the site map, go to the Welcome Guide page, and enter the Workarea of the CMS400.NET.
Site Navigation Menus (upper left)	Use Site Navigation menus to go to Department pages, Employee Resources, News and Events, and your personal space on My Intranet.

Block	Function
Breadcrumb bar	Breadcrumbs help you see where you are on the Ektron eIntranet site. The breadcrumb in the figure indicates that it is the CEO's Blog page in the News and Events area. Breadcrumbs also are navigation links. You can click **Home** to go to the home page, or other links on the breadcrumb trail to go to those pages.
Quick link navigation block	This box of links connects you to important or often-used content.
CEO Blog	You can do the following on the page: • Add a post. Clicking Add Post opens a Workarea content editor. • Edit an existing post. Clicking Edit opens a Workarea content editor. • Delete a post. • Create a permanent link to a specific blog post that you can access it via the URL in the browser's address bar. (Most blog pages show only recent posts. After a post is moved off the blog's front page, it is still accessible via this link.) • Subscribe to receive a new blog post in an RSS feed or sent by email. • View the current calendar month (dates with blog entries are highlighted), and other blog-related information .

News & Events > Company Calendar

The default Company Calendar page (shown in the following figure) in the News & Events area is where you display the schedule of events for the company. To add an event, double click on a day in the calendar and enter the data in the editor that appears. Hover over an existing booking to pop up details about the booking. For more information about calendars, see *Setting Up a Company Calendar* on page 103.



The following table describes each area of the page.

Block	Function
Site Navigation Tools (upper right)	Use the Site Navigation tools to search the Ektron eIntranet site. You also can log out of page edit mode, add a department page, view the site map, go to the Welcome Guide page, and enter the Workarea of the CMS400.NET.
Site Navigation Menus (upper left)	Use Site Navigation menus to go to Department pages, Employee Resources, News and Events, and your personal space on My Intranet.
Breadcrumb bar	Breadcrumbs help you see where you are on the Ektron eIntranet site. The breadcrumb in the figure indicates that it is the Company Calendar page in the News and Events area. Breadcrumbs also are navigation links. You can click **Home** to go to the home page, or other links on the breadcrumb trail to go to those pages.

Block	Function
Quick link navigation block	This box of links connects you to important or often-used content.
Calendar	Placing the WebCalendar widget on a page gives you automatic calendar functions for you to schedule events.

News & Events > Photo Gallery

The default Photo Gallery page (shown in the following figure) in the News & Events area is where you collect and display images.

The following table describes each area of the page.

Block	Function
Site Navigation Tools (upper right)	Use the Site Navigation tools to search the Ektron eIntranet site. You also can log out of page edit mode, add a department page, view the site map, go to the Welcome Guide page, and enter the Workarea of the CMS400.NET.
Site Navigation Menus (upper left)	Use Site Navigation menus to go to Department pages, Employee Resources, News and Events, and your personal space on My Intranet.

Block	Function
Breadcrumb bar	Breadcrumbs help you see where you are on the Ektron eIntranet site. The breadcrumb in the figure indicates that it is the Photo Gallery page in the News and Events area. Breadcrumbs also are navigation links. You can click **Home** to go to the home page, or other links on the breadcrumb trail to go to those pages.
Quick link navigation block	This box of links connects you to important or often-used content.
Photo Gallery	The Photo Gallery uses a breadcrumb bar to navigate through subcategories of photo albums. Click **top** to return to the main Photo gallery.
subcategories	You can have photos organized in separate folders. Click on the green plus sign ( ) to add a category of photographs to the gallery.
Manage Photos	You can perform the following functions: • Copy photos that you select by checking the box on the photo. Then go to another folder and paste them into the other folder by clicking on the clipboard-with-content icon ( ). • Delete photos that you select by checking the box on the photo and then clicking the **Delete** button. • View the photos in the current folder by clicking on the Launch Photo Viewer icon; the photo album viewer appears. Check Slide show to automatically cycle through the pictures in the album.
Add Photos	To add a photo, do the following: 1. Click **Add Photos**. 2. Depending on your browser, you can upload photos one at a time or more than one file at a time. For information about your browser's method, see *Adding Assets to the Intranet* on page 96. Your selections are added to the top of the collection list.

Touring My Intranet Pages

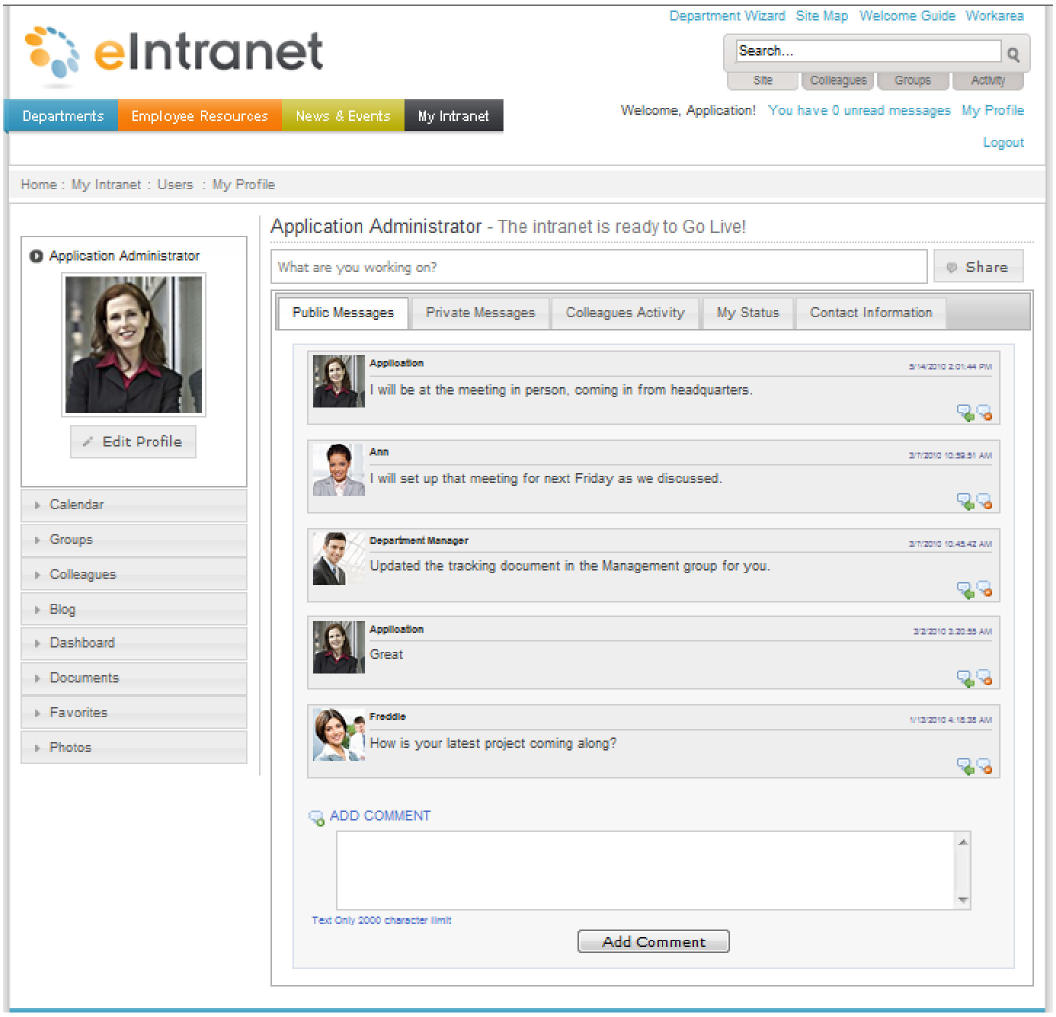
The Ektron eIntranet comes with the following default My Intranet pages.

- *My Intranet > My Profile* on the facing page
- *My Intranet > Activity Timeline* on page 59

- *My Intranet > Directory* on page 61
- *My Intranet > Search* on page 63
- *My Intranet > Tag Cloud* on page 64

My Intranet > My Profile

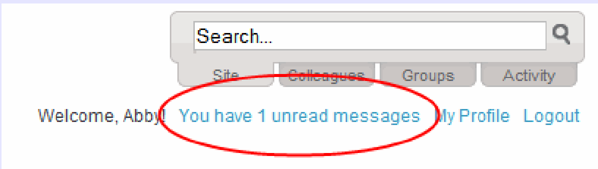
The My Profile page (shown in the following figure) in the My Intranet area is where you can enter information about you that lets you connect and collaborate with other people in your organization. For information about setting up your profile, see *Editing My Profile* on page 128.



The following table describes each area of the page.

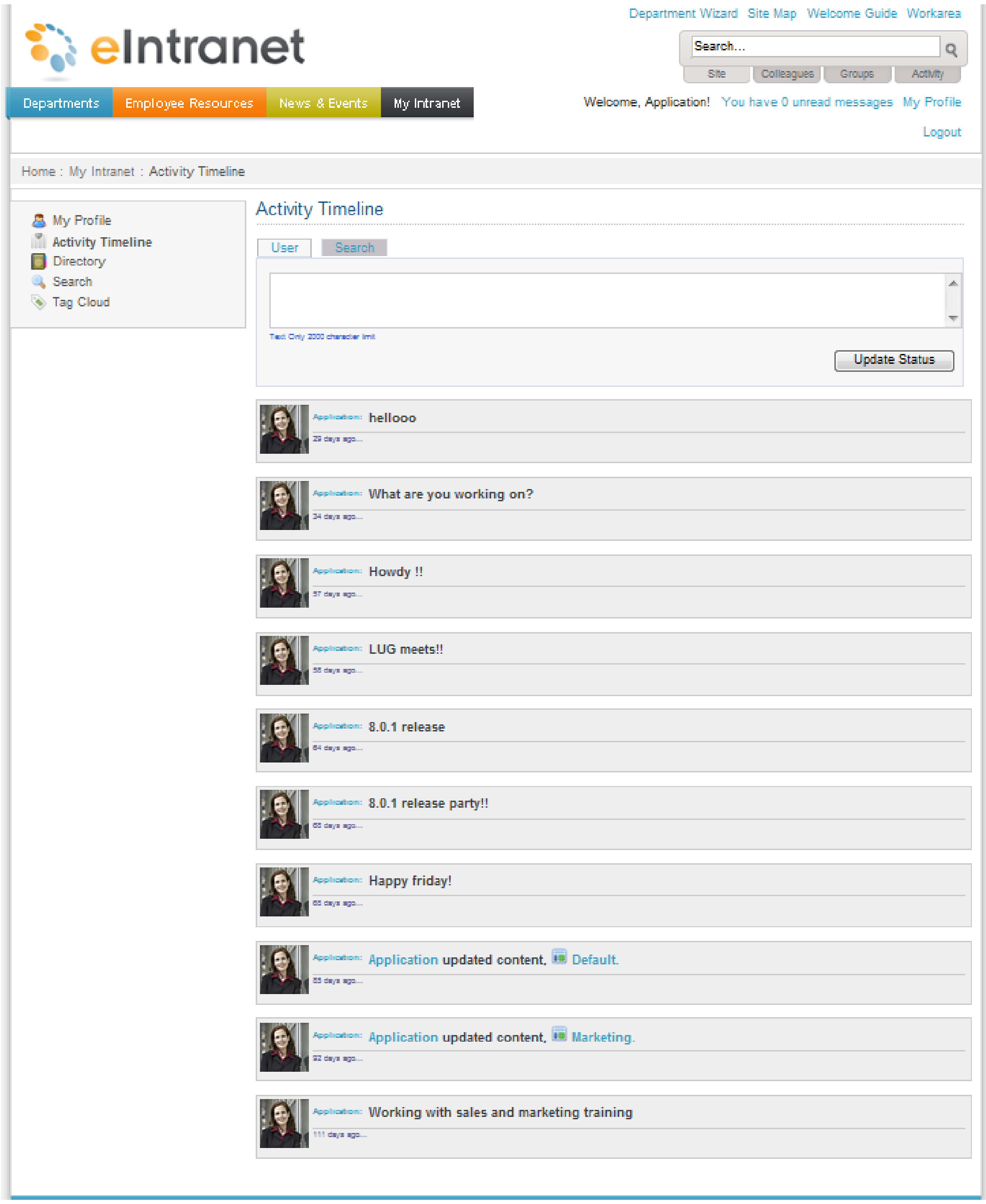
Block	Function
Site Navigation Tools (upper right)	Use the Site Navigation tools to search the Ektron eIntranet site. You also can log out of page edit mode, add a department page, view the site map, go to the Welcome Guide page, and enter the Workarea of the CMS400.NET.

Block	Function
Site Navigation Menus (upper left)	Use Site Navigation menus to go to Department pages, Employee Resources, News and Events, and your personal space on My Intranet.
Breadcrumb bar	Breadcrumbs help you see where you are on the Ektron eIntranet site. The breadcrumb in the figure indicates that it is your profile page. Breadcrumbs also are navigation links. You can click **Home** to go to the home page, or other links on the breadcrumb trail to go to those pages.
Edit Profile	Your profile is where you set information about you as a member of the Ektron eIntranetcommunity. A tabbed dialog box lets you define data such as name, contact information, location, categories to which you belong (for example, Marketing, and Press Release),and the activities that you want to follow in your Activity Stream, or by email or SMS. For information about setting up your profile, see *Editing My Profile* on page 128.
Calendar	The calendar in My Profile is your own personal calendar.
Groups	The Groups page in My Profile lets you make requests to join a group. If you are a group moderator or an Administrator, you also can create new groups and perform other functions that other people cannot, such as deleting a post. **Note:** When you click on a group, your breadcrumb bar indicates that you enter the Groups area and are no longer in the Users area.
Colleagues	Colleagues are people with whom you establish a friendly or professional connection. This is often a subset of the entire eIntranet community; people that you interact with on a professional basis. To connect to a colleague, search for the colleague in the directory, and click on Add as Colleague. This sends a request to the person to approve or ignore the connection request. If approved you can follow your colleague's status updates and activities (if profile settings allow).
Blog	Create a blog that colleagues can read.
Dashboard	Create your own personal landing page, also called a Dashboard. You can choose from among many widgets to customize your page.
Documents	Upload documents that you want to share with everyone, just your colleagues, selected colleagues, or keep them private.

Block	Function
Favorites	Keep track of your favorite web pages. Enter (or cut and paste) a URL, enter a title, and click Add to create another favorite item.
Photos	Create photo albums and upload your photos, which you can share with everyone, just your colleagues, selected colleagues, or keep them private.
Status Pane	You can enter your own status (referred to as micro-messaging) and follow the statuses of others. You can view statuses as follows using the status tabs: ▪ **Public Messages** - Displays messages from every eIntranet member. ▪ **Private Messages** - Displays messages only between you and another colleague. ▪ **Colleagues Activity** - Displays the activities of the colleagues that you set to follow. ▪ **My Activity** - Displays your past activity statuses. ▪ **Contact Information** - Displays your contact information. To modify this, click on **Edit Profile**.
My Messages	Messages from others community users arrive in your message box instantaneously when the author composes and sends it in their own My Messages page. The home page shows you when you have messages by a link located next to the My Profile links at the top.  Click this link to see the My Messages page in your personal profile area. You can read and respond to the message or compose a new one. Additionally you can review messages you have sent or delete messages.

My Intranet > Activity Timeline

The Activity Timeline page (shown in the following figure) in the My Intranet area is where enter your current status so that anyone who is following you on an activity stream will see what you wrote.



The following table describes each area of the page.

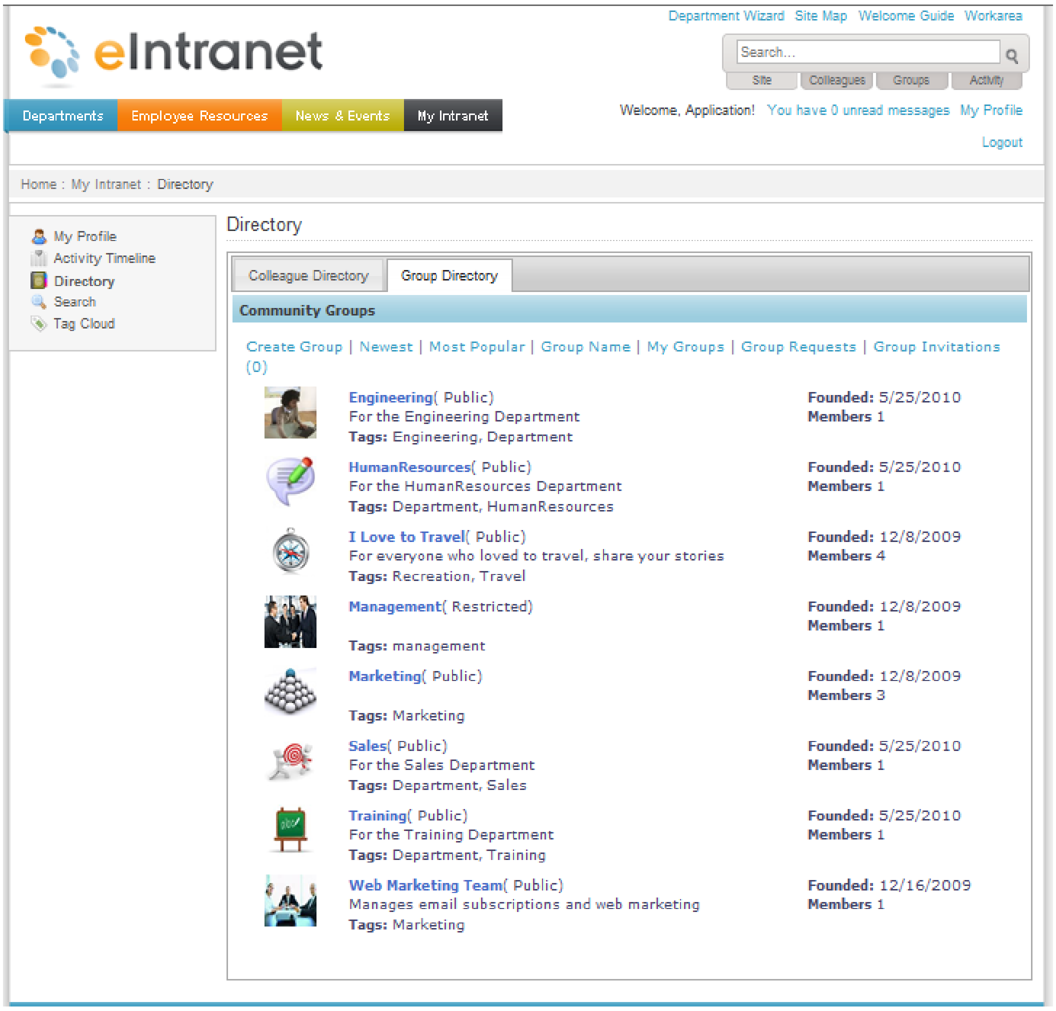
Block	Function
Site Navigation Tools (upper right)	Use the Site Navigation tools to search the Ektron eIntranet site. You also can log out of page edit mode, add a department page, view the site map, go to the Welcome Guide page, and enter the Workarea of the CMS400.NET.
Site Navigation Menus (upper left)	Use Site Navigation menus to go to Department pages, Employee Resources, News and Events, and your personal space on My Intranet.

Block	Function
Breadcrumb bar	Breadcrumbs help you see where you are on the Ektron eIntranet site. The breadcrumb in the figure indicates that it is the Activity Timeline page in the My Intranet area. Breadcrumbs also are navigation links. You can click **Home** to go to the home page, or other links on the breadcrumb trail to go to those pages.
Quick link navigation block	This box of links connects you to important or often-used content.
Activity Timeline	You can do the following on the page: • Enter your status and click **Update Status**. • View the 10 most recent status updates. • Reply to a status. • Delete a status . • Open the Activity Timeline **Search** tab and search all statuses for a text string.

For more information about activity streams, see *Customizing the Activity Stream* on page 74.

My Intranet > Directory

The Directory page in the My Intranet area is where you find people and groups on your eIntranet. The following figure shows the default group directory.



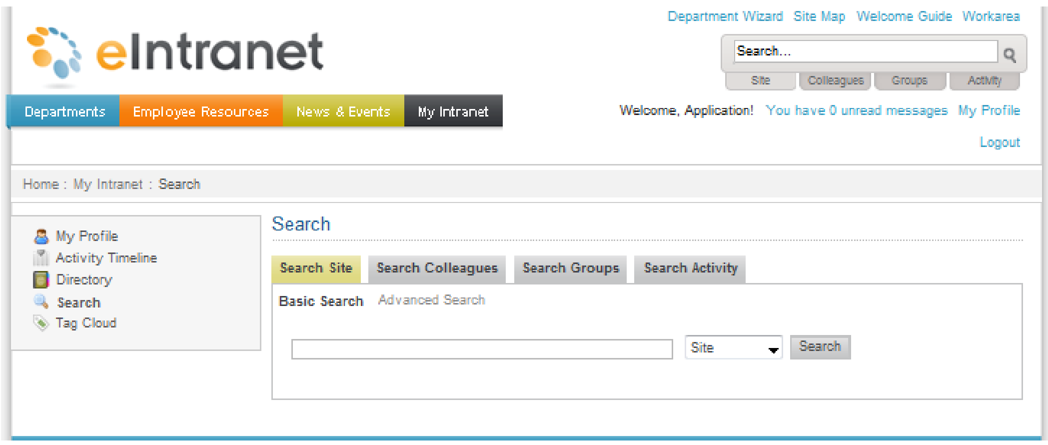
The following table shows each area of the page.

Block	Function
Site Navigation Tools (upper right)	Use the Site Navigation tools to search the Ektron eIntranet site. You also can log out of page edit mode, add a department page, view the site map, go to the Welcome Guide page, and enter the Workarea of the CMS400.NET.
Site Navigation Menus (upper left)	Use Site Navigation menus to go to Department pages, Employee Resources, News and Events, and your personal space on My Intranet.
Breadcrumb bar	Breadcrumbs help you see where you are on the Ektron eIntranet site. The breadcrumb in the figure indicates that it is the Directory page in the My Intranet area. Breadcrumbs also are navigation links. You can click **Home** to go to the home page, or other links on the breadcrumb trail to go to those pages.

Block	Function
Quick link navigation block	This box of links connects you to important or often-used content.
Directory	You can do the following on the page: • Search for people on the **Colleague Directory** tab. You also can filter the list by category. For example, you can show only the people in the Marketing department, or people who write blogs. • Search for groups on the Group Directory tab. You can also sort the list by newest, most popular, group name, and group invitations. You can create a new group
Group Links	You can modify the display of the groups in the following ways: ▪ Create a new group. ▪ Sort the list of groups by the most recently created to the earliest created group. ▪ Sort the list of groups by placing the most active at the top. ▪ Sort the list alphabetically. ▪ Display groups in which you are e member. ▪ Display the groups to which you have applied for membership. ▪ Display the groups to which you are invited to join.

My Intranet > Search

The Search page (shown in the following figure) in the My Intranet area is where enter can look for data on your eIntranet site. For more information about search, see *eI_WebSearch Widget* on page 182.

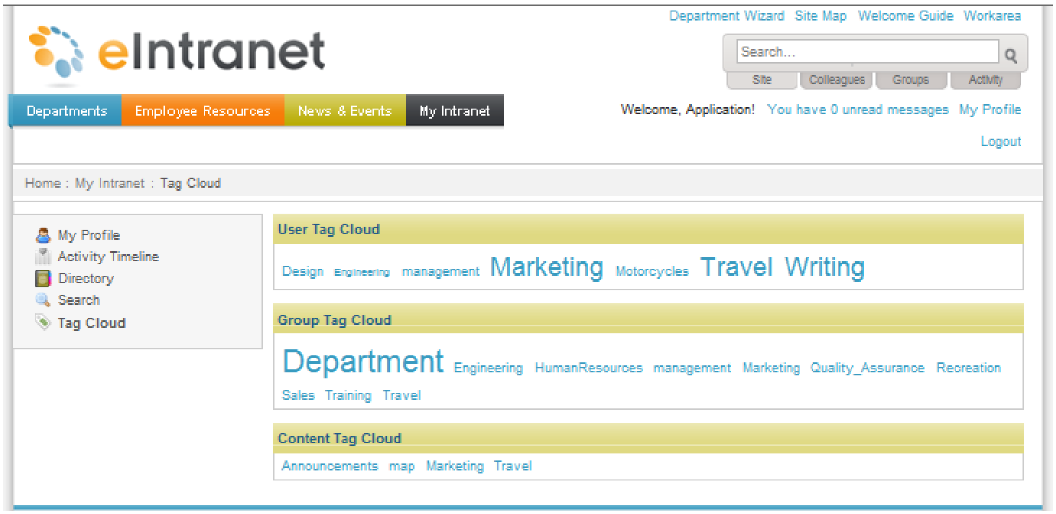


The following table describes each area of the page.

Block	Function
Site Navigation Tools (upper right)	Use the Site Navigation tools to search the Ektron eIntranet site. You also can log out of page edit mode, add a department page, view the site map, go to the Welcome Guide page, and enter the Workarea of the CMS400.NET.
Site Navigation Menus (upper left)	Use Site Navigation menus to go to Department pages, Employee Resources, News and Events, and your personal space on My Intranet.
Breadcrumb bar	Breadcrumbs help you see where you are on the Ektron eIntranet site. The breadcrumb in the figure indicates that it is the Search page in the My Intranet area. Breadcrumbs also are navigation links. You can click **Home** to go to the home page, or other links on the breadcrumb trail to go to those pages.
Quick link navigation block	This box of links connects you to important or often-used content.
Search	You can search by site, colleagues, groups, or activity. The Basic Search is the same as the Search in the upper right corner of your page. The Advanced Search provides even more ways to filter your search criteria.

My Intranet > Tag Cloud

The Tag Cloud page (shown in the following figure) in the My Intranet area is where you can view the most active areas of your Ektron eIntranet site. The size of each tag is proportional to the number of times it is assigned.



The following table describes each area of the page.

Block	Function
Site Navigation Tools (upper right)	Use the Site Navigation tools to search the Ektron eIntranet site. You also can log out of page edit mode, add a department page, view the site map, go to the Welcome Guide page, and enter the Workarea of the CMS400.NET.
Site Navigation Menus (upper left)	Use Site Navigation menus to go to Department pages, Employee Resources, News and Events, and your personal space on My Intranet.
Breadcrumb bar	Breadcrumbs help you see where you are on the Ektron eIntranet site. The breadcrumb in the figure indicates that it is the Tag Cloud page in the My Intranet area. Breadcrumbs also are navigation links. You can click **Home** to go to the home page, or other links on the breadcrumb trail to go to those pages.
Quick link navigation block	This box of links connects you to important or often-used content.
Tag Cloud	Displays tags in proportion to how many times they are used on the Ektron eIntranet site.

For more information about Tag Cloud server control, see the Ektron CMS400.NET Reference Manual.

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2

Modifying the eIntranet

You can customize the Ektron eIntranet to suit your organization. The following topics are explained in this chapter:

Editing the Default Home Page

Login as administrator to edit the default Ektron eIntranet home page.

1. Click **Login** at the upper right of the page.
2. Enter the administrator username and password. The PageBuilder menu appears (collapsed) at the upper left side of the page (as shown the following figure).
3. Click the right/left arrow button to open the PageBuilder menu.

4. Choose **File > Edit** to begin editing the default home page.

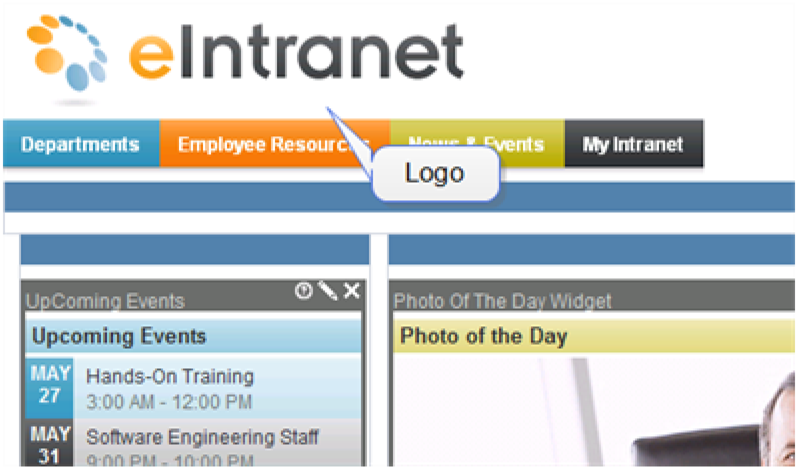
Click on PageBuilder Video to see a video about *What Do You Want Your Website to Do?*

This section describes the following tasks:

- *Changing the Logo Image* below
- *Displaying Upcoming Events* on the facing page
- *Changing the Photo of the Day* on page 71
- *Customizing the Activity Stream* on page 74
- *Adding Links to the Quick Reference Collection Widget* on page 77
- *Changing the Contents of the Phone Book* on page 78
- *Adding Entries to the CEO's Blog* on page 80
- *Creating and Displaying Announcements* on page 82
- *Displaying News Items* on page 85
- *Modifying the Twitter Feed* on page 87

Changing the Logo Image

The Ektron eIntranet logo appears in the top left corner of the every page of the Ektron eIntranet site.



To replace this logo with one that represents your organization, follow these steps.

1. Obtain the new image in the `.png` image format. The logo file installed with the Ektron eIntranet is 273 x 61 pixels.
2. Name the new image `logo.png`.
3. On the server to which you installed Ektron eIntranet, open Windows Explorer.
4. Navigate to the images folder in the path where you installed the Ektron eIntranet: `c:\inetpub\wwwroot\eIntranet\images`, by default.

   NOTE: If you want to keep a copy of the original logo, rename it `old_logo.png`.

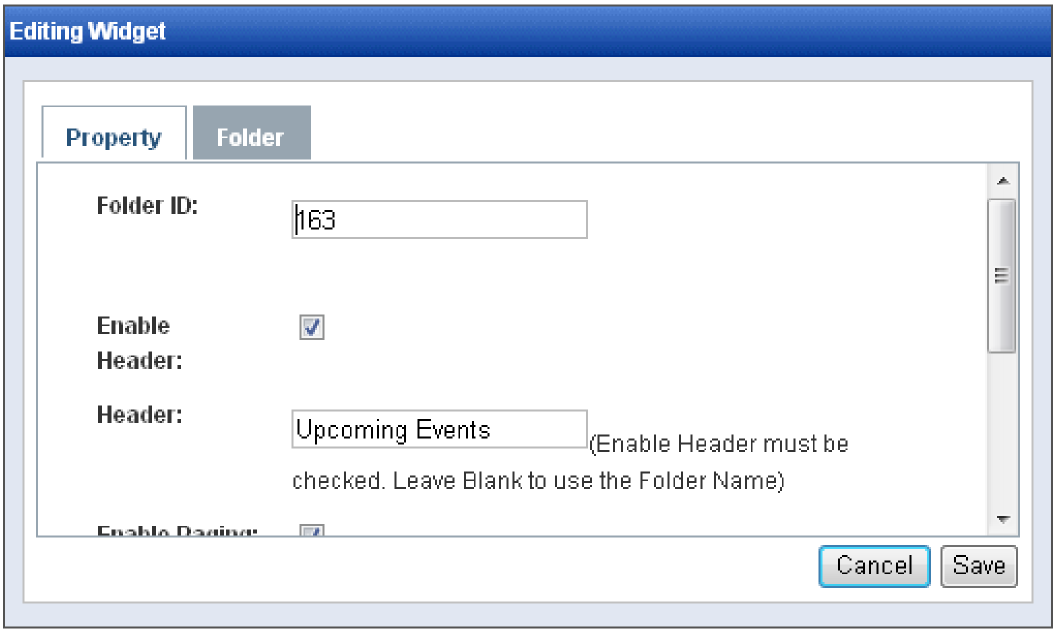
5. Paste the new image to the `images` folder.

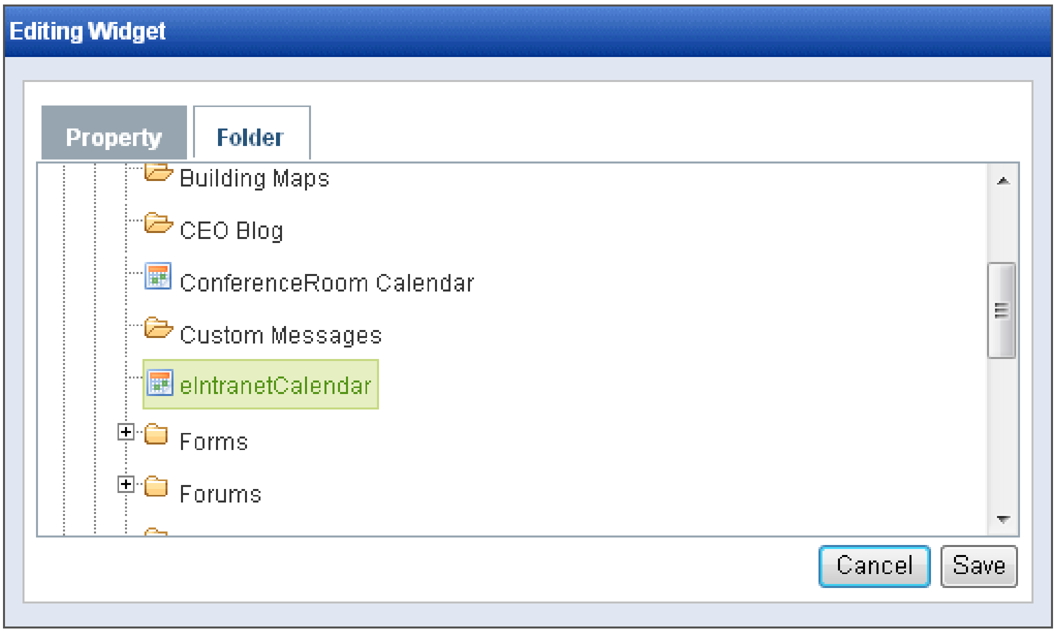
Displaying Upcoming Events

The Upcoming Events widget displays events that have been scheduled on a calendar. To add an event to what is displayed in the Upcoming Events widget, add an event to the Company Calendar by choosing **News & Events > Company Calendar**.

You can also change the display by selecting a different calendar, as shown in the following steps:

1. With the page open for editing, click on the edit icon ( ). The Editing Widget dialog box appears.





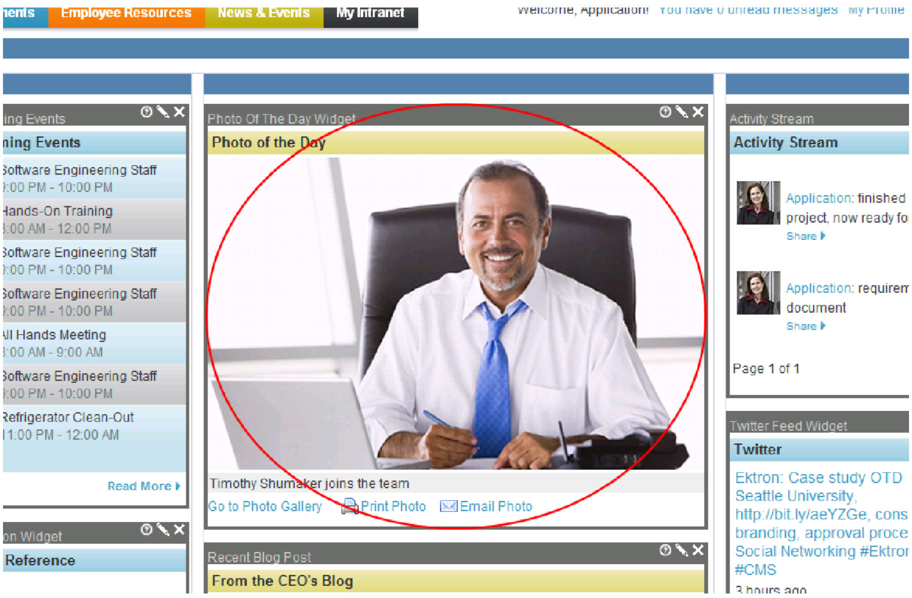
2. Click on the **Folder** tab.
3. Scroll down to see that **eIntranetCalendar** is highlighted. In the CMS400.NET, the **eIntranetCalendar** is in **Folder ID** 163.
4. To change the events displaying in the Upcoming Events widget, choose another calendar - **ConferenceRoom Calendar** for example - then click **Save**. The Upcoming Events Widget shows the scheduled conference room bookings.

NOTE: You also should change the header if you are changing the calendar events in the Upcoming Events widget. See *el_UpcomingEvents Widget* on page 180 for information about Upcoming Events widget properties.

For information about setting the properties of the widget, see *eI_UpcomingEvents Widget* on page 180.

Changing the Photo of the Day

The Photo of the Day widget displays a single photo, as shown in the following figure.

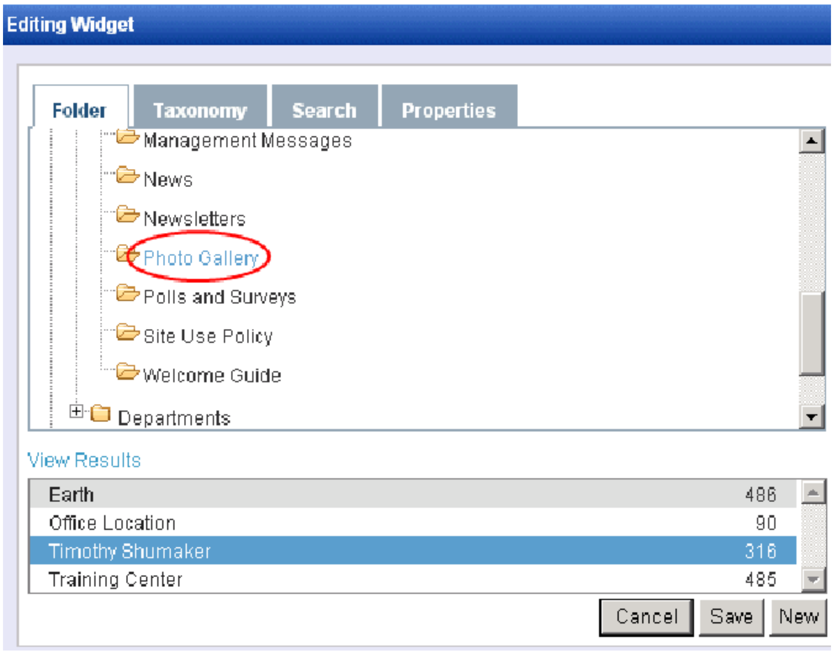


The following sections show you how to replace the photo.

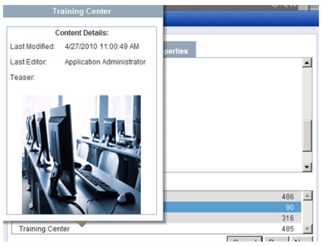
Replacing the Photo with One from the Ektron eIntranet

When you installed the Ektron eIntranet, several photos were installed. To replace the current photo with one of them, follow these steps.

1. On the home page, login as administrator.Navigate to the home page. A Photo of the Day widget appears in the top center of the home page.
2. Edit the page using PageBuilder, as explained in *Editing the Default Home Page* on page 68
3. On the Photo of the Day widget, click the Edit button (). The edit screen appears, and the **Photo Gallery** folder is selected (you must scroll down to see it).



NOTE: You can hover over photos in the **View Results** area to preview the images.



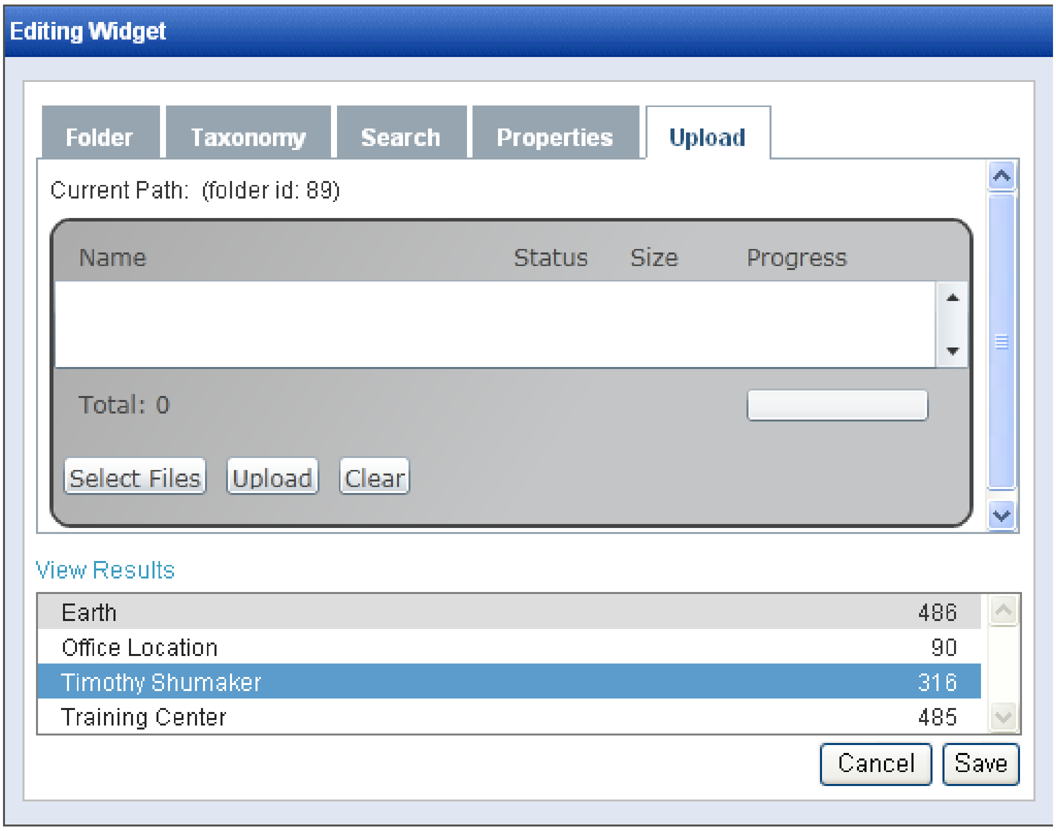
4. Click the photo of your choice.
5. Click **Save** and the selected image is now the Photo of the Day.

For information about adding photos to the Photo Gallery, see *Adding Photos to the Gallery* on page 99.

Replacing the Photo with One from Your Computer

To replace the Photo of the Day with one from your computer or network, follow these steps.

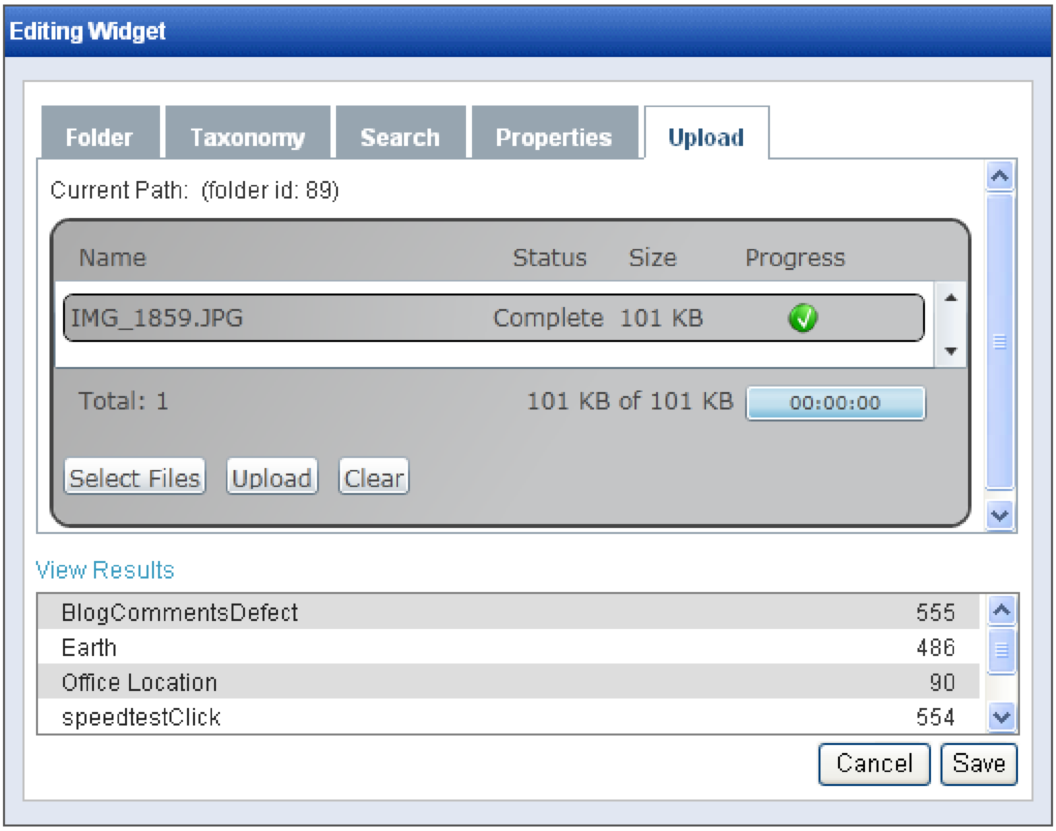
1. On the home page, login as administrator.
2. Edit the page using PageBuilder, as explained in *Editing the Default Home Page* on page 68
3. On the Photo of the Day widget, click the Edit button (). The edit screen appears.
4. Click the **Upload** tab.



5. Click the **Select Files** button.
6. Navigate to and select an image file.

NOTE: The image file type must be .gif, .jpg, .jpeg, .png, or .wmf. In the Ektron CMS400.Net Workarea, your site administrator determines the image file types that people can import.

7. The file name appears on the screen. Click the **Upload** button.



8. When the file's status changes to Complete, scroll among the files in the lower section of the screen (under **View Results**) and select the file you just uploaded.
9. Click the **Save** button.

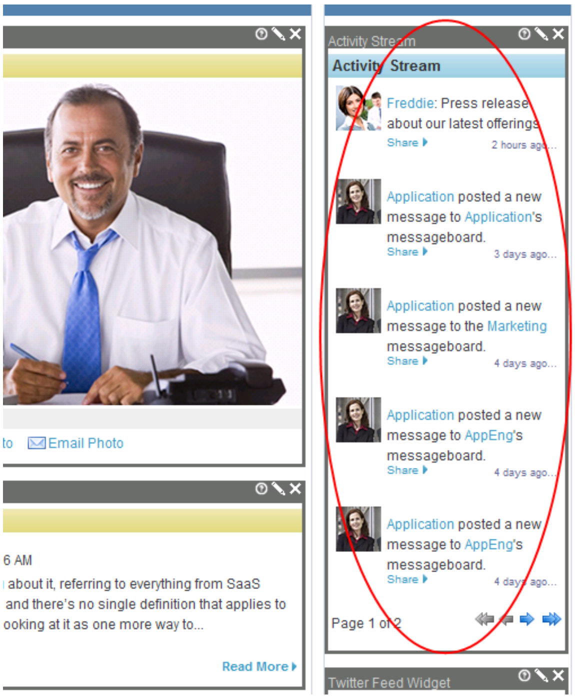
The selected image is now the Photo of the Day.

For information about other Photo of the Day features (for example, changing the header text), see *eI_PhotoOfTheDay Widget* on page 175.

Customizing the Activity Stream

The Activity Stream widget shows a series of chronologically-arranged activities for any user or community group. The most recent activities appear on top.

By default, the Activity Stream widget on the home page shows activities submitted by yourself, your colleagues, and your community groups.



Additional Activity Stream widgets appear on other Ektron eIntranet pages, such as **Departments > Engineering > Activity Stream**, where that version of the widget displays group activities, such as when a new member is added to the group, or new content is posted to the group page.

You can customize an Activity Stream widget so that it displays the activities of any user or Community Group.

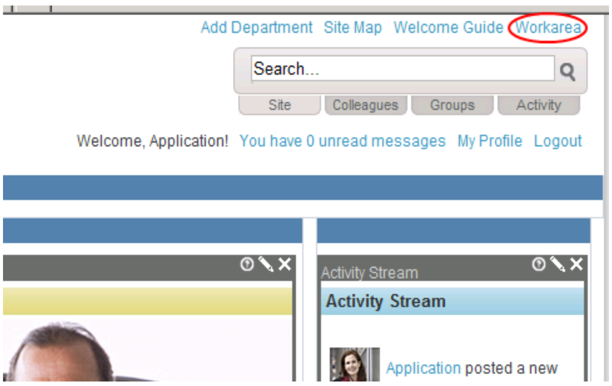
Displaying User Activity in the Activity Stream

To change the user whose activities appear in the Activity Stream widget, follow these steps.

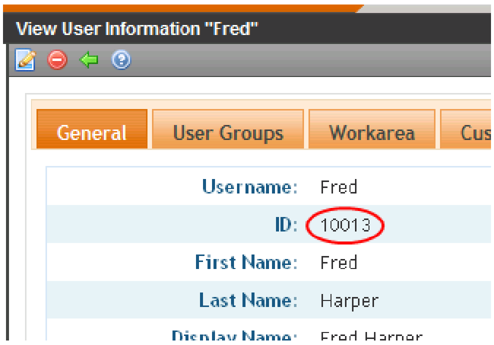
NOTE: After you change the user, you only see that user's activities, not those of his colleagues or groups.

---

1. From the home page, log in as administrator.
2. Edit the page using PageBuilder, as explained in *Editing the Default Home Page* on page 68
3. Click the orange arrow in the upper right corner to close the PageBuilder menu.
4. Click **Workarea** to find the ID of the user you want to follow in the Activity Stream.



5. Click **Settings > Users**.
6. Click the username of the person whose activity stream you want to display.
7. Note the ID number as shown in the following figure.

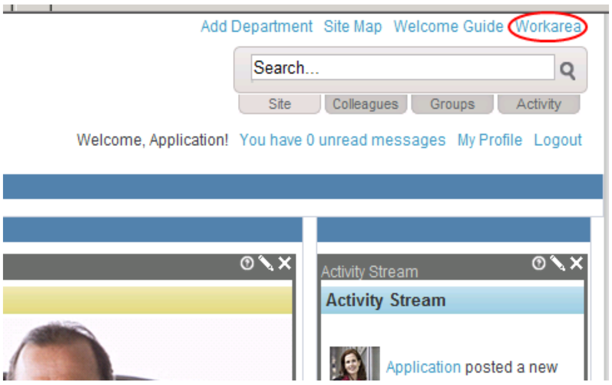


8. Return to Ektron eIntranet.
9. Navigate to the page with the Activity Stream widget.
10. Click the Edit button () on the widget.
11. In the **Object ID** field, enter the user ID you obtained in Step 7.
12. In the **Feed Type** field, select **User**.
13. Click **Save**.

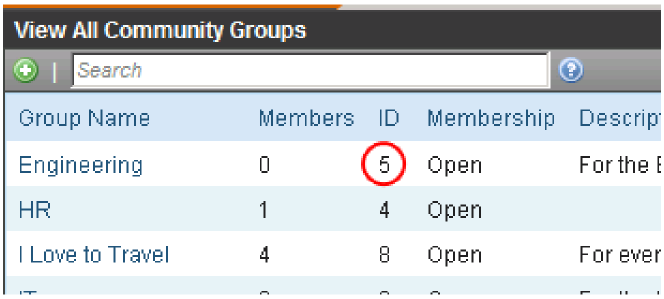
Displaying Group Activity in an Activity Stream

To display the activity of a group in the Activity Stream widget, follow these steps.

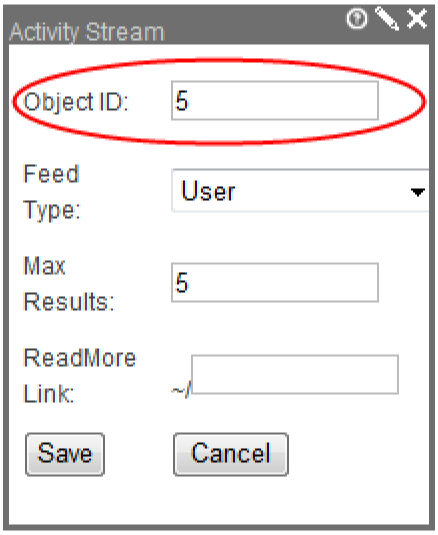
1. From the home page, log in as administrator.
2. Edit the page using PageBuilder, as explained in *Editing the Default Home Page* on page 68.
3. Click the orange arrow in the upper right corner to close the PageBuilder menu.
4. Click **Workarea** to find the ID of the group you want to follow in your Activity Stream. Show me.



5. Click **Settings > Community Management > Community Groups**.
6. Get that user group's **ID** number (circled below).



7. Return to Ektron eIntranet.
8. Navigate to the page with the Activity Stream widget.
9. Click the **Edit** button ( ) on the widget.
10. In the **Object ID** field, enter the Community Group ID you obtained in Step 6.



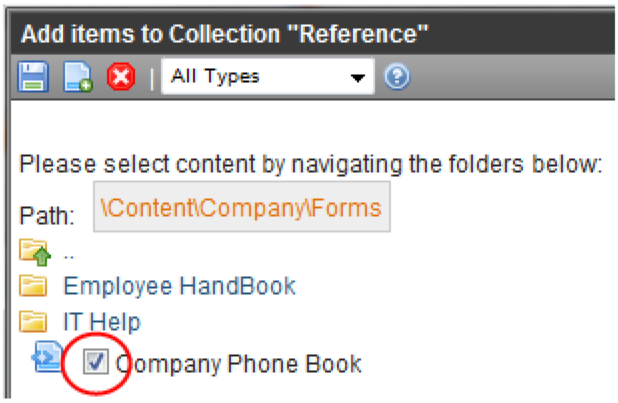
11. In the **Feed Type** field, select **Community Group**.
12. Click **Save**.

For information about the properties of the widget, see *eI_ActivityStream Widget* on page 159

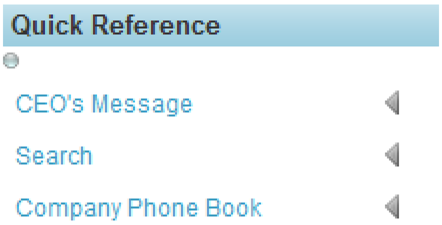
Adding Links to the Quick Reference Collection Widget

A collection is a list of content links. To add a link to the Quick Reference collection widget, do the following:

1. Click the access point ( ) and choose **Add Items**. The Add Items to Collection "Reference" dialog box appears showing folders in the CMS400.NET. (To see the collection in the CMS400.NET, choose **Properties** from the access point menu ( ).)
2. Double click on folders to navigate to the content you want to display in the Quick Reference collection widget. For example, choose **Content > Company > Forms**, and check the box next to **Company Phone Book**.



3. Click **Add** (). The Company Phone Book (in this example) appears at the end of the list.



For information about the collection widget properties, see *eI_Collection Widget* on page 163.

For more information about creating and modifying collections in CMS400.NET, see the Ektron CMS400.NET Reference Manual.

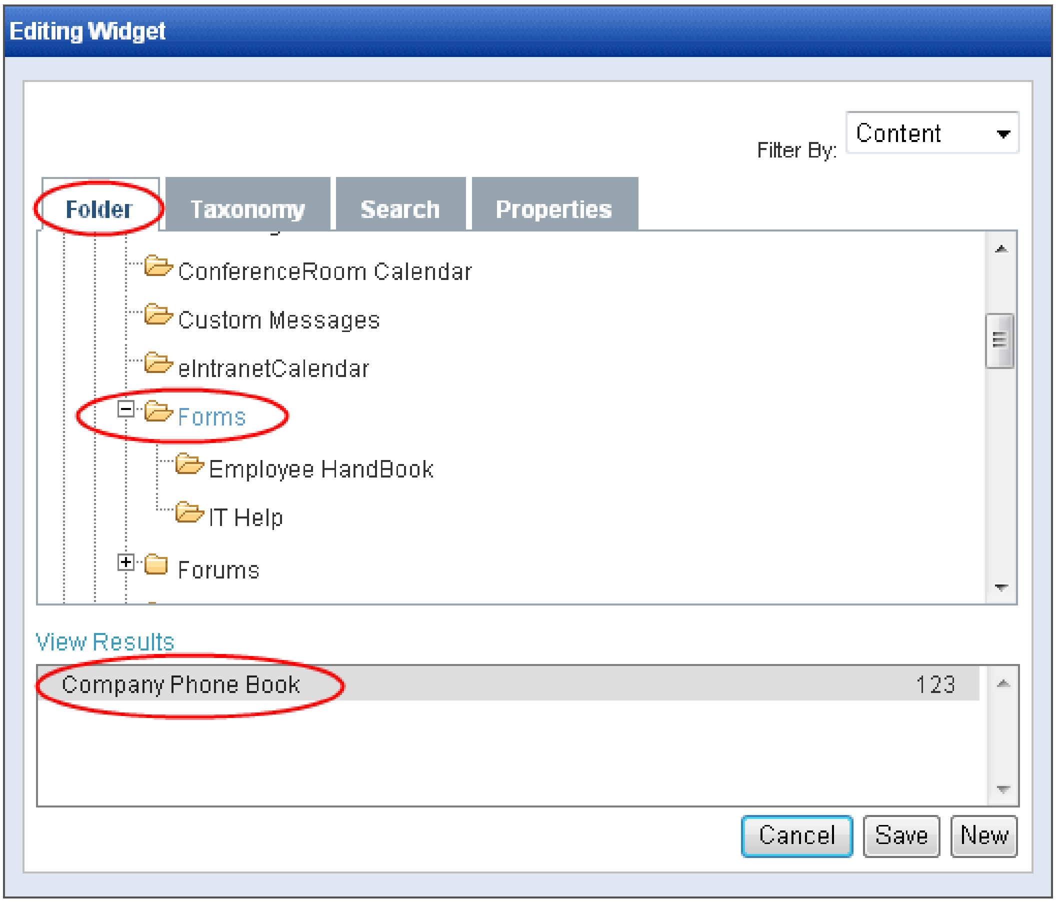
Changing the Contents of the Phone Book

The Phone Book on the home page is displayed in a Content Block widget, which displays whatever CMS400.NET content item you choose to put in it. However, instead of editing directly in the widget, you select existing content from the CMS400.NET to display inside the Content Block widget.

To choose a content item, follow these steps:

1. Edit the page using PageBuilder, as explained in *Editing the Default Home Page* on page 68
2. Click **Edit** () in the Phone Book content block widget. The Editing Widget dialog box appears.

   The following figure shows that the **Company Phone Book** content is located in the following CMS400.NET folder on the **Folders** tab at **Root > Company > Forms**.

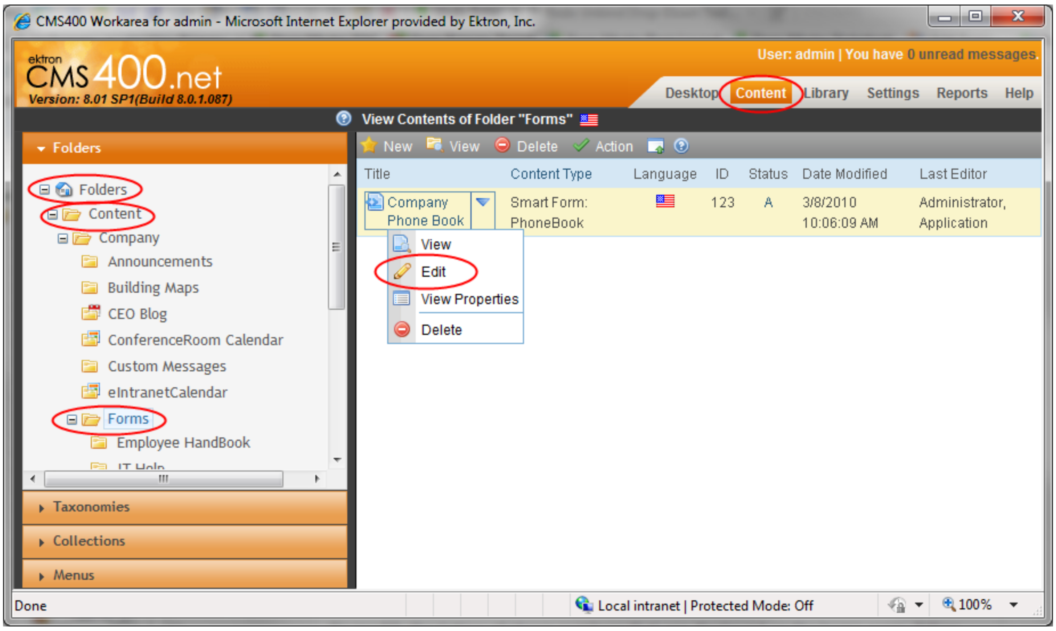


3. Select a different content item from any folder. For example, choose **Root > Company > Announcements**, and click on **Q4 Results** in the View Results field to change the content that appears in the widget. (You also should change the **Header Text** and check **Show Content Title** and other properties on the **Properties** tab before clicking **Save**.)

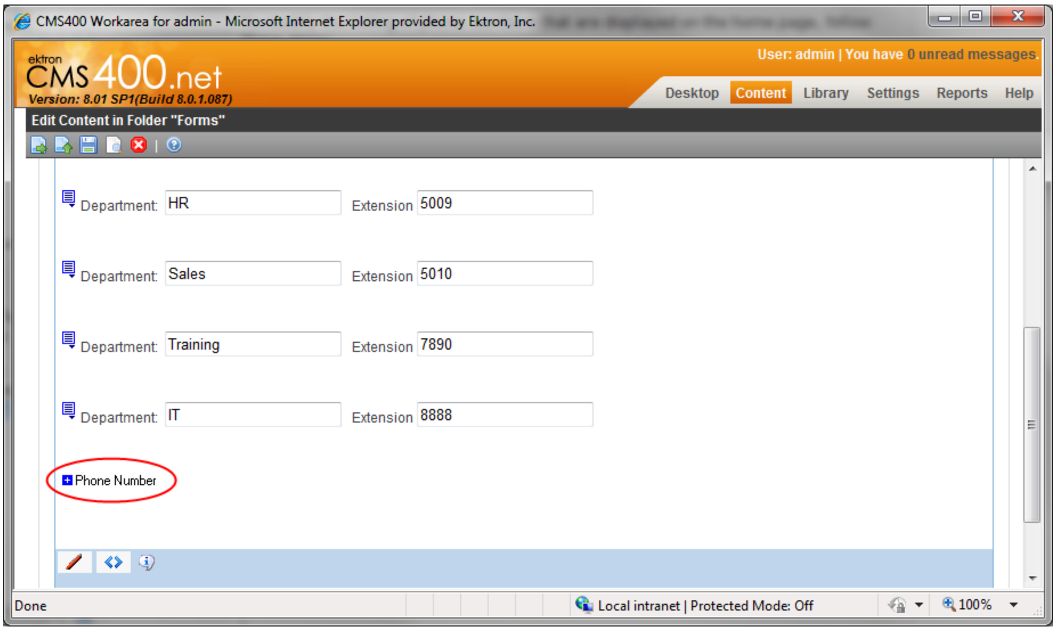
To modify the listing of phone numbers that are displayed on the home page, follow these steps:

NOTE: You must modify that content item in the Workarea of the CMS400.NET. You can find the Phone Book content at **Content > Folders > Content > Company > Forms**.

1. Click on Workarea.
2. Open the drop down menu beside the **Company Phone Book** item and choose **Edit**.



3. Modify an existing Department name and Extension, or click on Phone Number to add a new one to the list.



4. Click **Publish** ( ) to display the changes on the home page.

For information about the content block widget, see *eI_ContentBlock Widget* on page 165.
For information about editing content in the Workarea of the CMS400.NET, see the Ektron CMS400.NET Reference Manual.

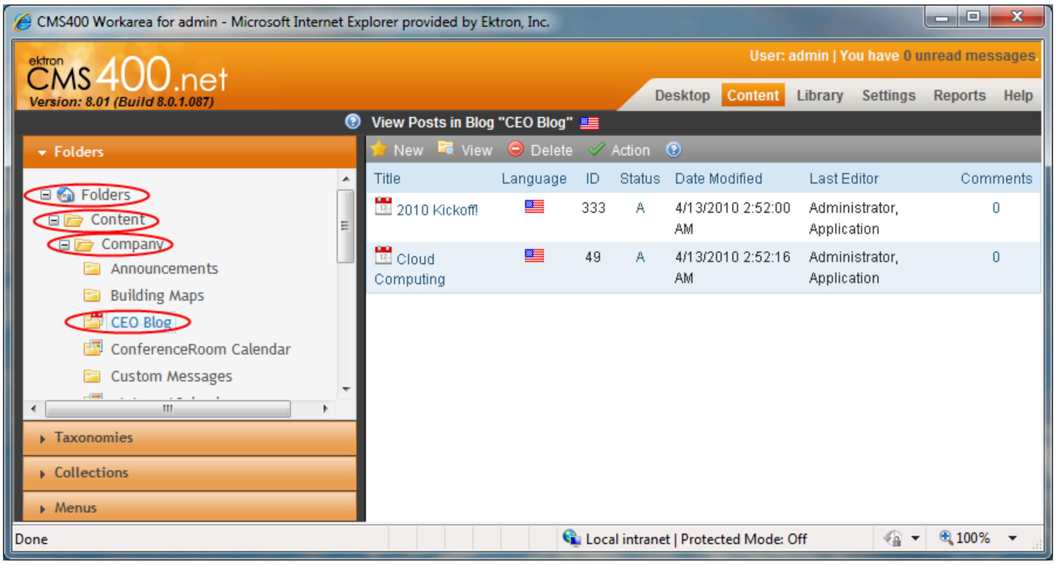
Adding Entries to the CEO's Blog

The **CEO's Blog** on the home page displays the latest entry of a web log (blog), showing the title of the blog entry and the first few lines of the blog, and **Read More** link. When you click **Read More**, the CEO Blog page appears with the latest and previous blog posts.

You can change the content of this eI_RecentBlogPosts widget in the following ways:

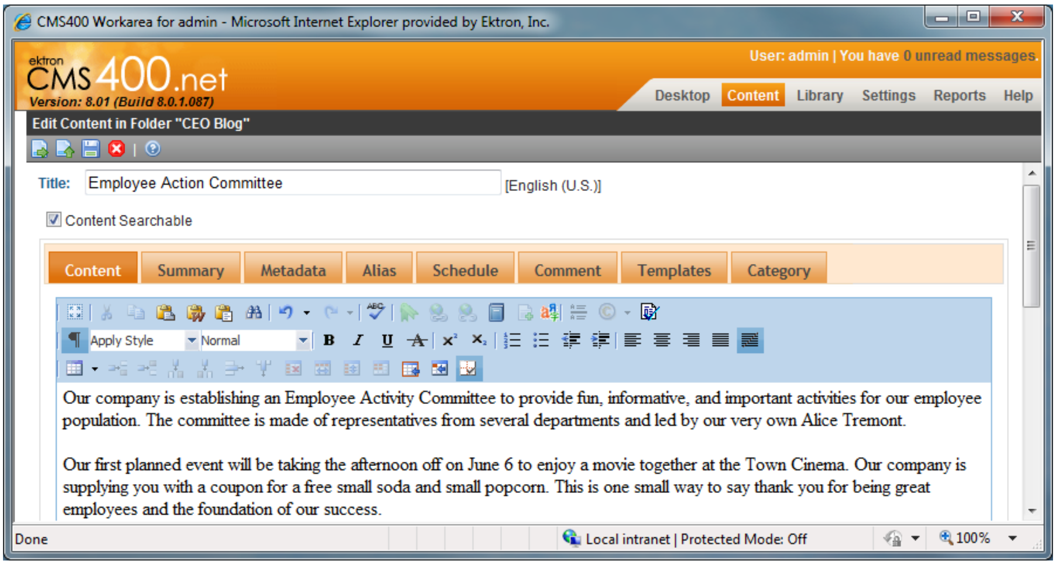
- Creating a new blog entry in a CMS400.NET editor from the access point.
    1. Login as administrator.
    2. Click the access point ( ) and choose **Add New Post**. The CMS400.NET editor appears.
    3. Add the content that you want, including **Title** and other variables, such as Metadata and Category information.
    4. Click **Publish** ( ) when you want the content to appear on the CEO's Blog display on the home page. For more information about editing content in the CMS400.NET, see the Ektron CMS400.NET Reference Manual.
- Adding a blog entry to the **CEO Blog** folder from the CMS400.NET Workarea.
    1. Login as administrator.
    2. Click **Workarea**.
    3. On the **Content** tab, navigate to **Folders > Content > Company** and then click on **CEO Blog**.

       The following figure shows the folder path to the CEO Blog folder.

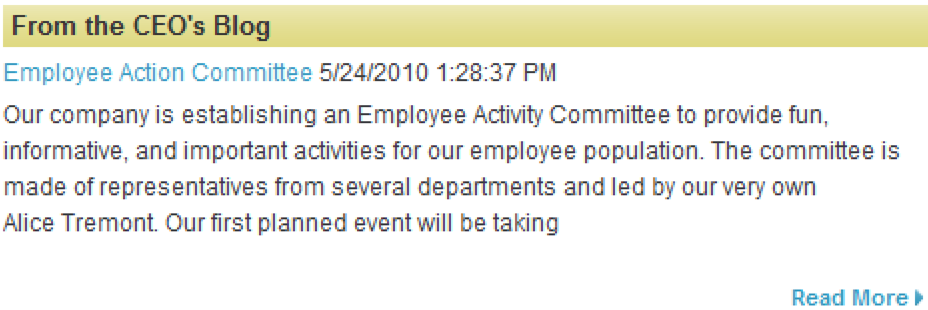


    4. Choose **New > HTML Post** to create new blog entry in an editor.

       The following figure shows the editor with an example blog entry.



When the example is published, it looks like this on the home page:



- Choosing another blog folder from the CMS400.NET to display in the widget.
  1. Edit the page using PageBuilder, as explained in *Editing the Default Home Page* on page 68
  2. Click the **Edit** button ( ) on the widget.
  3. Click the **Folder** tab.
  4. Choose another blog folder and click **Save**. The contents of the selected folder are displayed. For example, choose **Content > Departments > Engineering > Engineering Blog** and see the results.

For information about the eI_RecentBlogPosts widget, see *eI_RecentBlogPosts Widget* on page 177.

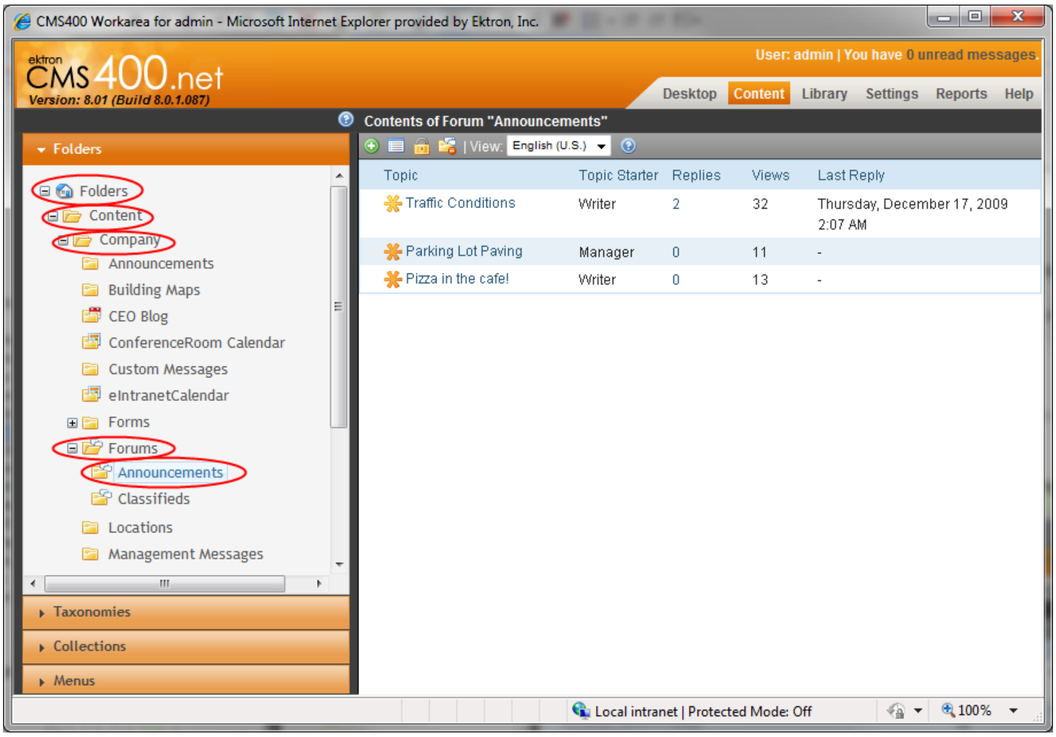
Creating and Displaying Announcements

Announcements on the home page are displayed from a list of items in a folder in the CMS400.NET. You can change the content of this List Summary widget in the following ways:

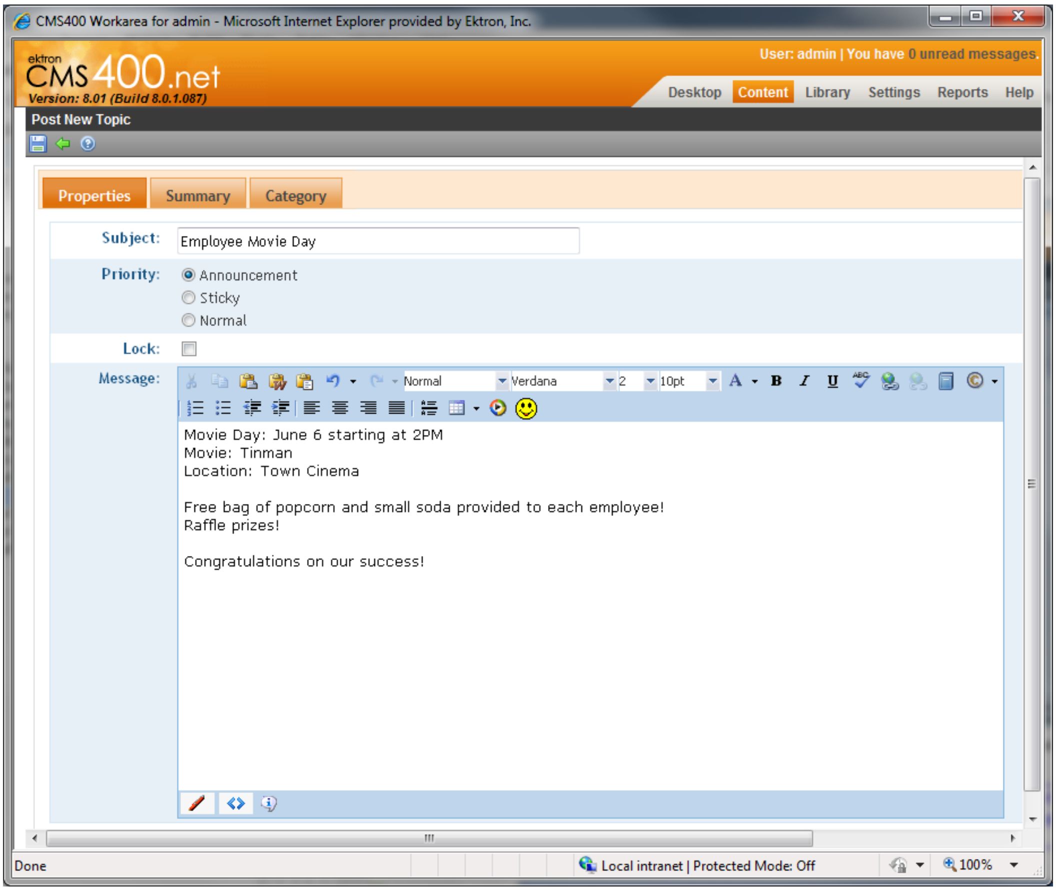
- Edit the content of the **Announcements** folder from the CMS400.NET Workarea.
  1. Click **Workarea**.

2. On the **Content** tab, navigate to **Folders > Content > Company > Forums** and then click on **Announcements**.

   The following figure shows the folder path.



3. Click **New Topic** (). A Post New Topic editor appears. The following figure shows an example of creating an announcement.



4. Click **Save** ( ) to add the announcement to the folder. The Announcements block on default home page will look like this:

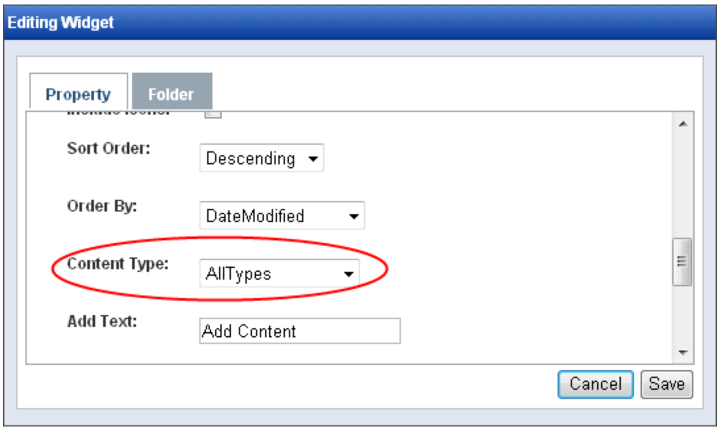
Announcements

- Employee Movie Day 5/24/2010 10:59:16 AM
- Traffic Conditions 12/17/2009 2:07:23 AM
  12 16 Road work on 101 causing delays all day today. Use alternate routes if possible.
- Pizza in the cafe! 12/8/2009 3:42:40 AM

[First] [Previous] [Next] [Last]

- Choose another folder of content from the CMS400.NET to display in the widget.
  1. Click the **Edit** button ( ) on the widget.
  2. Click the **Folder** tab.
  3. Choose another folder and click **Save**. The contents of the selected folder are displayed. For example, choose **Root > Content > Company > Announcements** and see the results.

IMPORTANT: There are 2 **Announcements** folders in the default eIntranet CMS400.NET. The **Forums> Announcements** folder displays only items with a content type of **Discussion Topic** by default. If you change the folder to **Company > Announcements** the items will not display on the home page because the items in that folder are a different content type. To display the contents of the **Company > Announcements** folder, click the **Properties** tab, and choose **AllTypes** on the **Content Type** drop down menu.



For information about the ListSummary widget, see *eI_ListSummary Widget* on page 169.

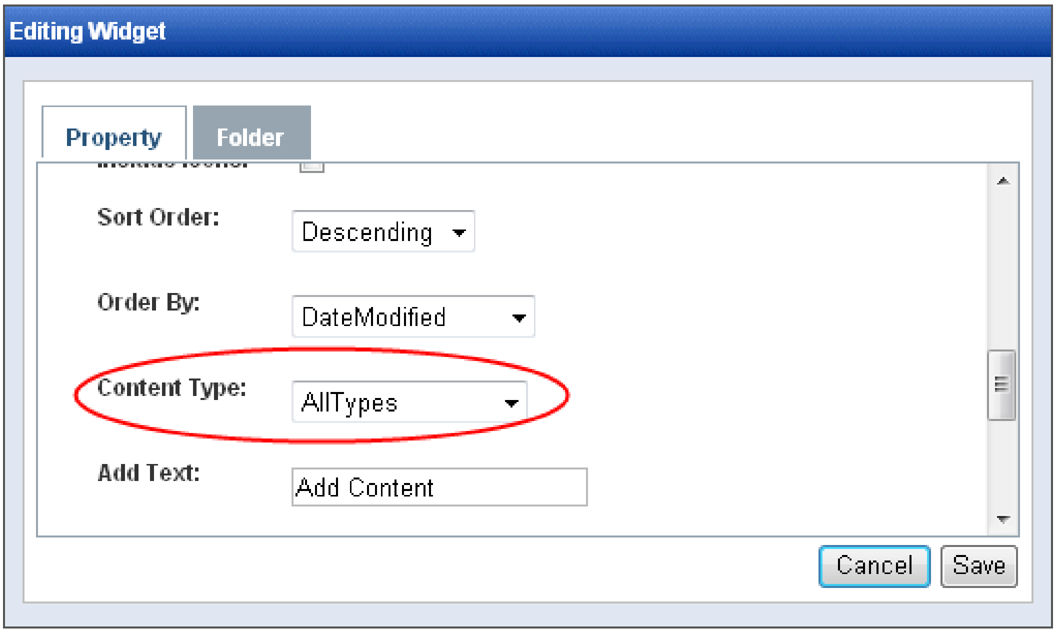
Displaying News Items

The News Items on the home page displays a list of content items in a CMS400.NET folder. You can change the content of this List Summary widget in the following ways:

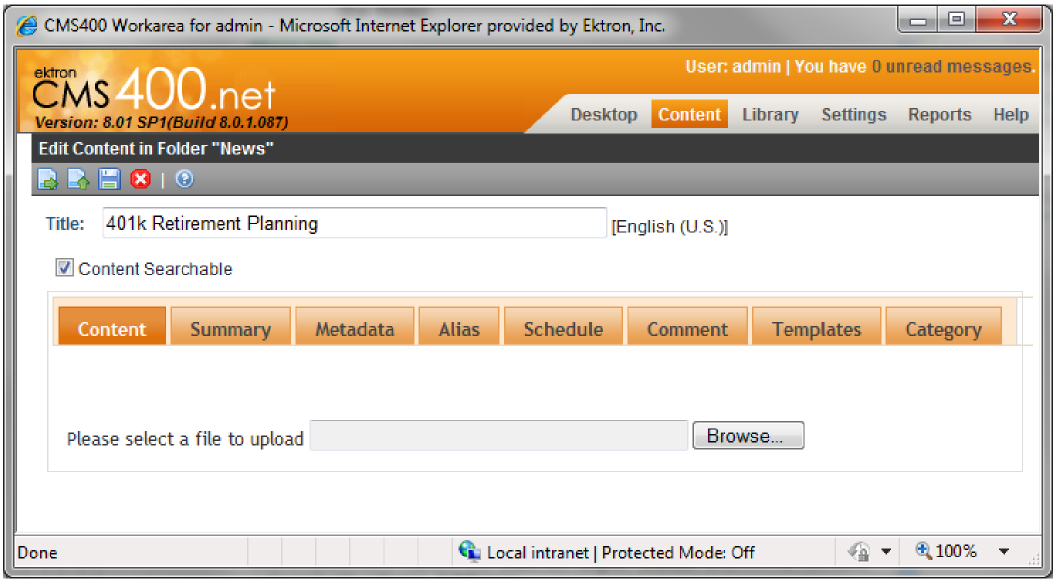
- Add new content to the list.
  1. Login as administrator.
  2. Open the access point ( ) and choose **Add Content**. The CMS400.NET editor appears.
  3. Enter the title and the content that you want.
  4. Click **Publish** ( ) when you want the content to appear on the News Item display. For more information about editing content in the CMS400.NET, see the Ektron CMS400.NET Reference Manual.
- Add a non-HTML document to the list.

  When you upload a file that is not HTML content (for example a Word document), you must change the **Content Type** property to **All Types**. Then it appears in the News Items display.

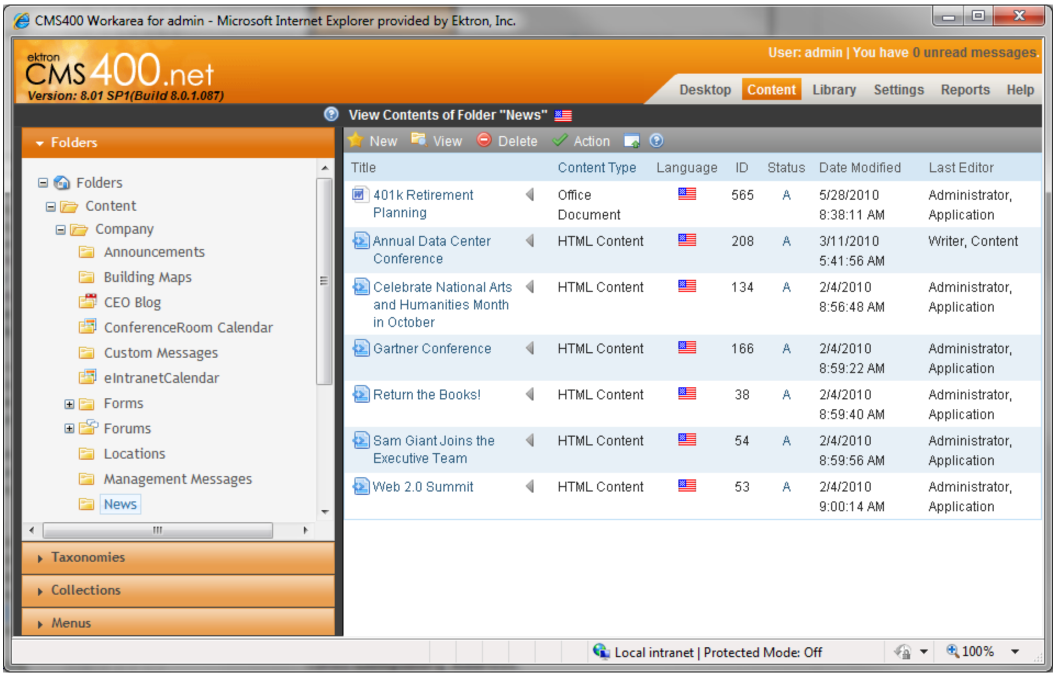
  1. Edit the page using PageBuilder, as explained in *Editing the Default Home Page* on page 68
  2. Click **Edit** ( ). The Editing Widget dialog box appears.



3. Change **Content Type** to **All Types** and click **Save**.
4. Choose **New > DMS Document**. (If you want to drag and drop more than one document, choose **New > Multiple DMS Documents**.) An Upload dialog box appears.



5. Enter a title. For example, *401k Retirement Planning.*
6. Click **Browse** and locate the file that you want to upload. For example, *401k Retirement Planning.doc*.
7. Click on the **Category** tab and select one or more categories to which this item belongs. For example, you can set this to Company-Wide News and HumanResources Collateral.
8. Click **Publish** ( ) to upload the document into the News folder.



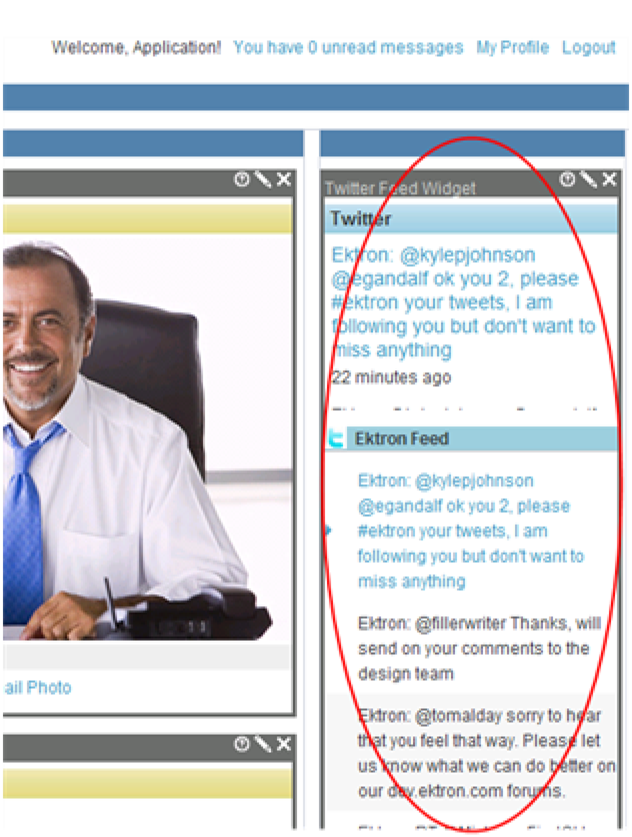
- Choose another CMS400.NET folder to display in the eI_ListSummary widget.

  1. Edit the page using PageBuilder, as explained in *Editing the Default Home Page* on page 68
  2. Click **Edit** ( ) on the widget.
  3. Click the **Folder** tab.
  4. Choose another folder and click **Save**. The contents of the selected folder are displayed in the widget. For example, choose **Root > Content > Company > Management Messages** and see the results.

For information about the eI_ListSummary widget, see *eI_ListSummary Widget* on page 169.

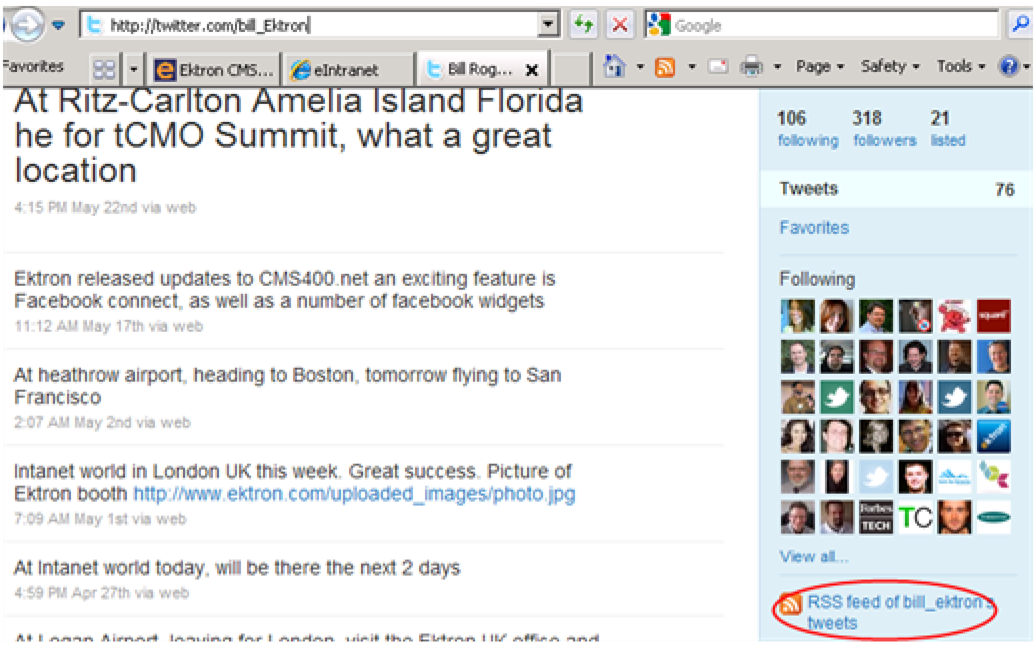
Modifying the Twitter Feed

By default, the Twitter™ Feed widget on the Ektron eIntranet home page displays tweets from the Ektron's Twitter RSS feed (`http://twitter.com/statuses/user_timeline/96145394.rss`).



To set the widget to follow a different Twitter account, follow these steps.

1. Open the Twitter account page that you want to follow. For example, `http://twitter.com/bill_Ektron`.
2. In the lower right side of the screen, click the **RSS feed**.



3. In the browser address bar, copy the URL.

4. Open the Ektron eIntranet home page.
5. Edit the page using PageBuilder, as explained in *Editing the Default Home Page* on page 68
6. Click the **Edit** button () on the Twitter Feed widget.
7. If there is an existing feed that you do not want, delete it.

8. In the **Name** field, enter the Twitter account name.
9. In the **Url** field, paste the address you copied in Step 3.
10. Press the <Home> key to move the cursor to the beginning of the **Url** field.
11. Click **Add**.
12. Click **Save**.

The Ektron eIntranet home page refreshes, and the new feed appears in the Twitter widget.

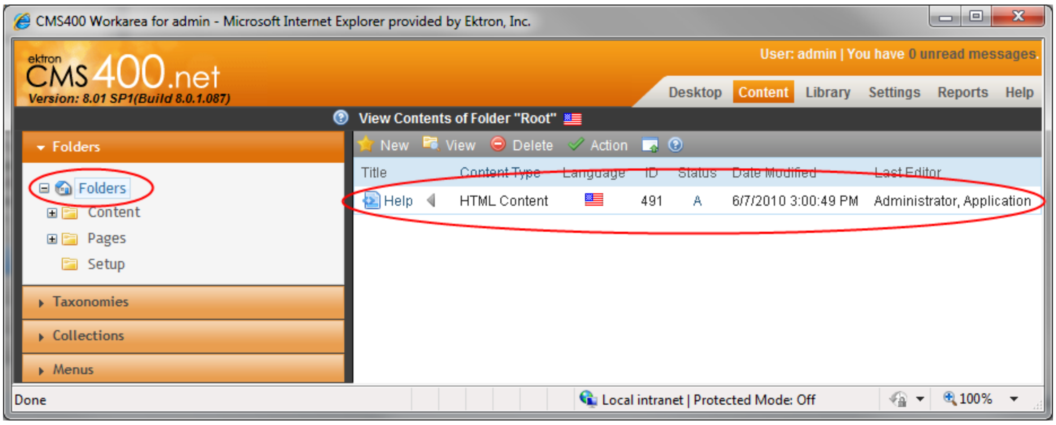
Removing the Help Widget

Getting Started with Ektron eIntranet online help was placed on the home page for administrators to introduce Ektron eIntranet and to help you set up your Ektron eIntranet site. Your intranet users will not need this information accessible from the home page.

To remove the Help widget from the default home page, follow these steps.

1. Login as administrator.
2. Edit the page using PageBuilder, as explained in *Editing the Default Home Page* on page 68
3. On the Help widget, click **Remove** ().

You can access the online help from the Workarea at the root content folder. To re-add it, create a Content widget and assign this ID to it.



Modifying Department Pages

You can modify the department pages that come with Ektron eIntranet, or you can create new ones. You can also delete a department from the eIntranet. These actions are described in the following sections:

- *Modifying an Existing Department Page* below
- *Creating a New Department Landing Page* on the facing page
- *Deleting a Department from the eIntranet Site* on page 92

Modifying an Existing Department Page

You modify a department page with PageBuilder in the same way that you would modify the home page, as described in *Editing the Default Home Page* on page 68.

Department Pages have the following default widgets:

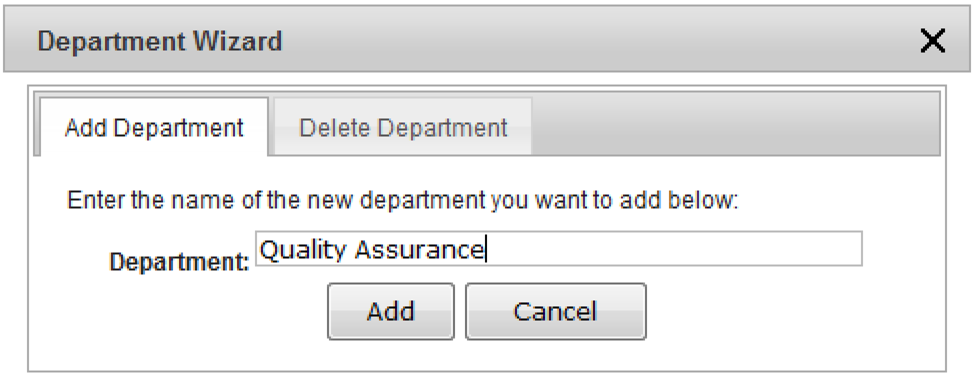
Widget Area	Widget Used	See Also
Members	*el_CommunityGroupMembers Widget* on page 164	*Creating Community Groups* on page 113
News	*el_ListSummary Widget* on page 169	*Displaying News Items* on page 85
Upcoming Events	*el_UpcomingEvents Widget* on page 180	*Displaying Upcoming Events* on page 69
Activity Stream	*el_ActivityStream Widget* on page 159	*Customizing the Activity Stream* on page 74
Collateral	*el_News Widget* on page 173	*Adding Assets to the Intranet* on page 96
Blog	*el_RecentBlogPosts Widget* on page 177	*Adding Entries to the CEO's Blog* on page 80

To create a new page under the department landing page, see *Adding a New Page* on page 93.

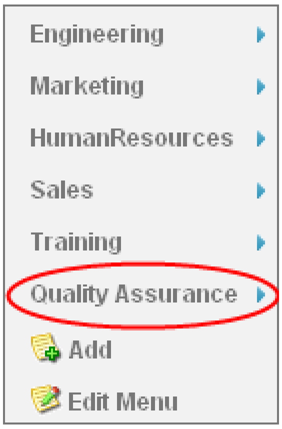
Creating a New Department Landing Page

To create a new department landing page, follow these steps:

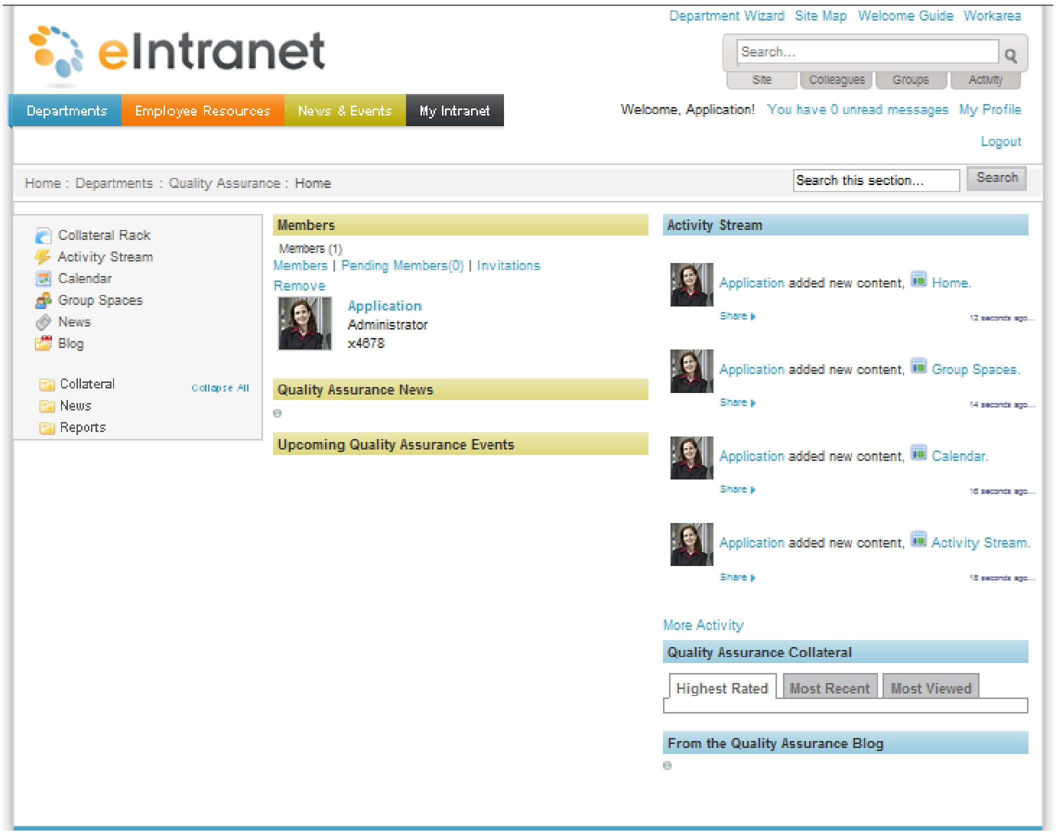
1. Click on **Department Wizard** at the top right of the home page. The following wizard dialog box appears.



2. Enter the name of the new department in the dialog box.
3. Click **Add**. The new department (*Quality Assurance* in this example) is added to the Departments navigation menu.



When you create the department, its landing page appears (*Quality Assurance* example shown in the following figure). The new department page is pre-loaded with Collateral, Activity Stream, Calendar, Groups Spaces, News, and a new Blog, or choose your own content by editing the page. To modify this page, see *Modifying an Existing Department Page* on previous page.



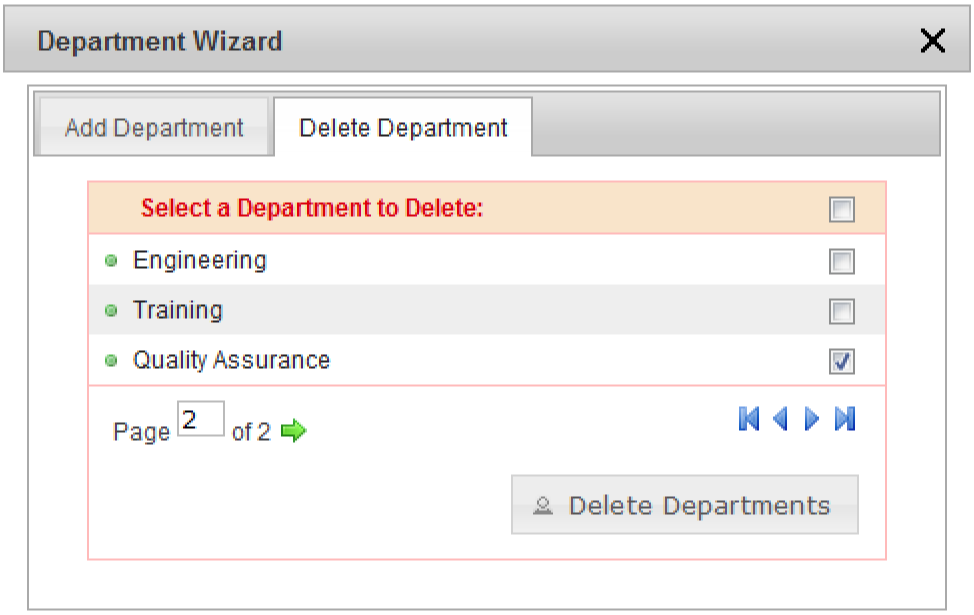
NOTE: The members community block is a discussion group about things of interest to the department. Anyone can join the discussion group. If you want only department staff members to shows in the members list, see *Creating a Restricted Group* on page 116.

For information about setting department permissions, see *Setting Up Permissions for Department Pages* on page 148.

Deleting a Department from the eIntranet Site

To delete an existing department, including its menus, aliases, taxonomies, folders, tags, and community groups, follow these steps:

1. Click on **Department Wizard** link in the upper right corner of the page. The following wizard dialog box appears.



2. Check the box next to the department that you want to delete from the intranet site (*Quality Assurance* in the example) and then click **Delete Departments**. A warning dialog box appears to confirm your action to delete the department.

NOTE: You may need to refresh your browser (F5) for the Department menu to be updated after the deletion operation is complete.

Creating Content in the eIntranet

Populate your Ektron eIntranet with new pages and content that your colleagues and employees want and need to be more productive and effective. You can do the following:

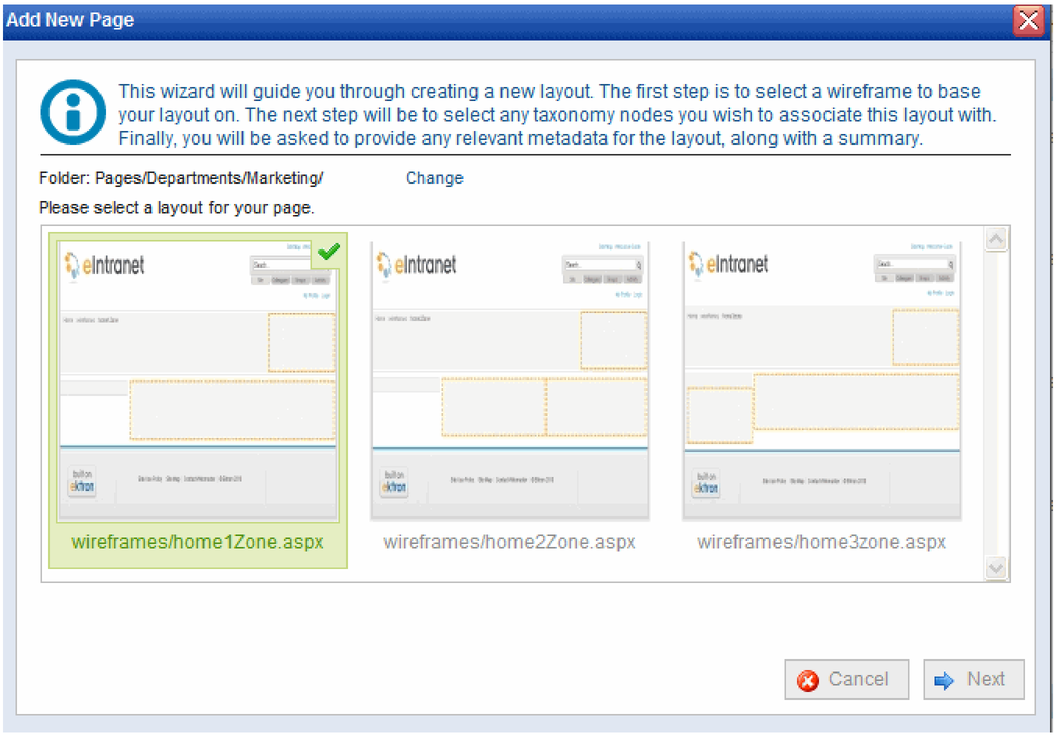
- *Adding a New Page* below
- *Adding Assets to the Intranet* on page 96
- *Adding Photos to the Gallery* on page 99
- *Setting Up a Company Calendar* on page 103

Adding a New Page

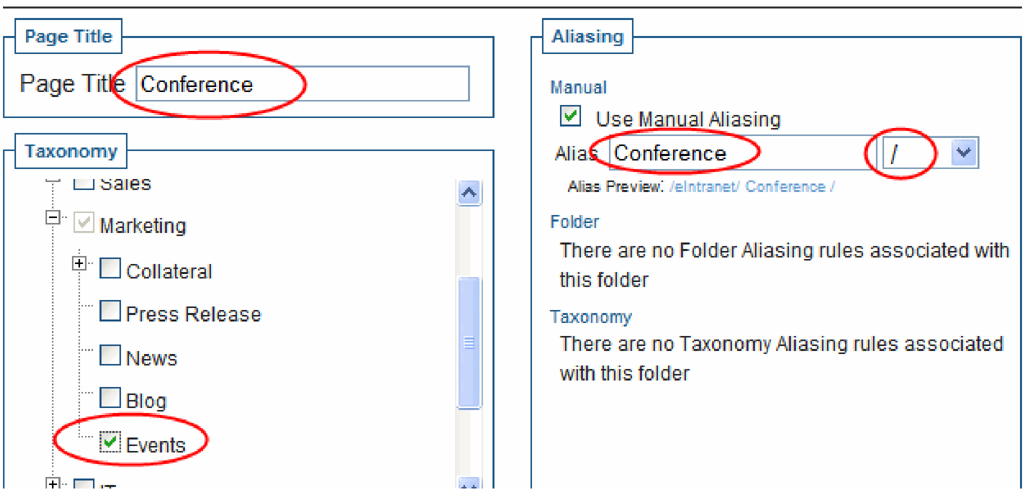
PageBuilder lets you easily add a new page to your web site, choose the basic layout style, and add the widgets you want. The following example shows how to create a new page for the Human Resources department that contains navigation and two content widgets.

1. Choose **Departments > Human Resources**.
2. Click the left/right arrow button to open the PageBuilder menu.

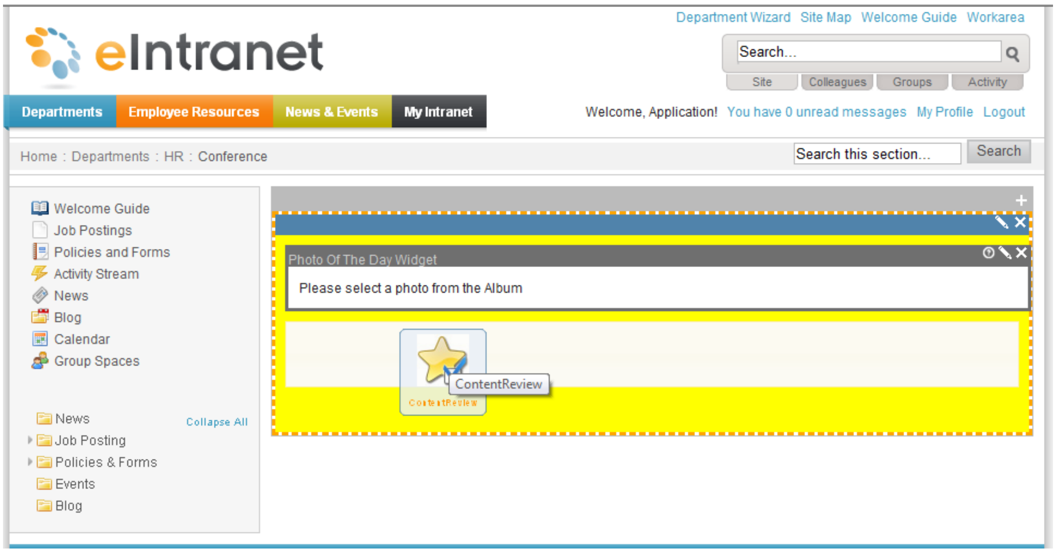
3. Choose **File** > **New Page** to start the Add New Page Wizard as shown in the following figure.



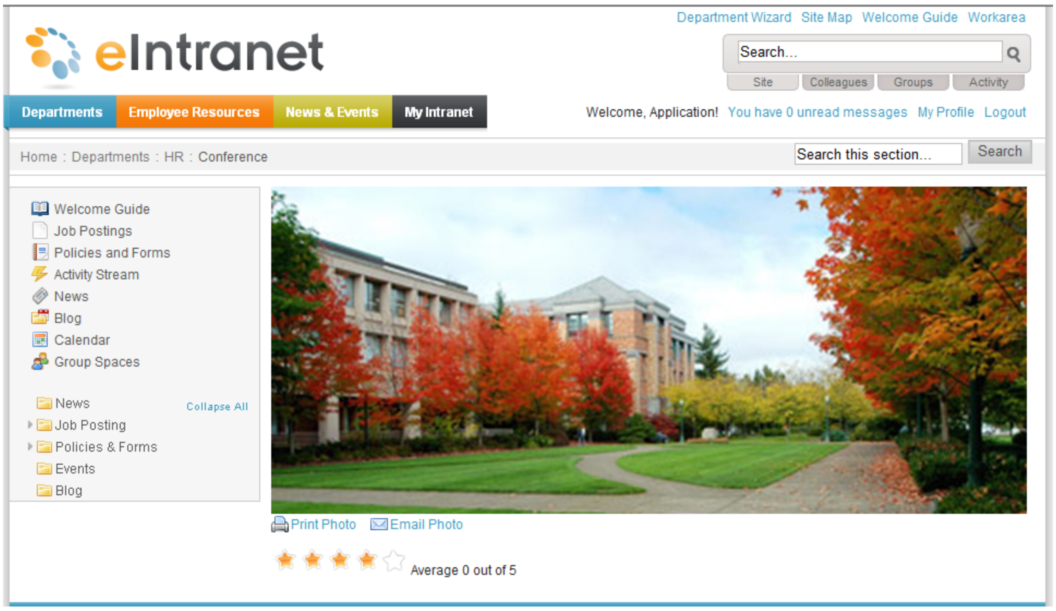
4. Choose from several wireframe styles, for example, *home1Zone.aspx*. Your choice is highlighted with a checkmark in the upper right corner.
5. Click **Next** to continue.
6. Enter the page title, taxonomy category, alias name, and extension as shown in the following figure.



7. Click **Next** to continue.
8. Skip entering Metadata and Summary and click **Finish**.
9. Click **OK** to begin editing the new page. The new page appears it which you can place widgets shown by the yellow blocks.
10. Click the up/down arrows to show the widget bar ( ).
11. Drag-and-drop widgets (for example, Photo Of The Day and ContentReview widgets) onto the yellow zones on the page as shown in the following figure. (The following figure shows the ContentReview Widget about to be placed on the page.)



12. Add a photo by clicking on Edit ( ) and choosing one from the Photo Gallery. (For example, choose **Office Location** in **Root > Content > Company > Photo Gallery**)
13. Choose **File > Publish** from the PageBuilder menu. The new page displays.



Setting Navigation to Your New Page

A page is not connected to the eIntranet site until you set the navigation to the page so others can find it. You can do this by any of the following:

- Create a hyperlink in another content that links to this page.
- Use the URL you established in the Alias setting - http://<yourhost>/conference/
- Add this page into the appropriate menus on the top navigation menus.

Search result lists automatically find this page when you enter proper search terms.

Adding Assets to the Intranet

Assets are files that are created outside of CMS400.NET. You can store and manage assets on your Ektron eIntranet site as shown in the following examples.

To add a single asset, do the following:

1. Find a page that accepts assets; for example, the Company News page of the HR department page.
2. Click **Add Asset** ( ). A dialog box appears.
3. Click on the **File Upload** tab.
4. Click **Browse** to locate the photo file.
5. Click **Upload**.

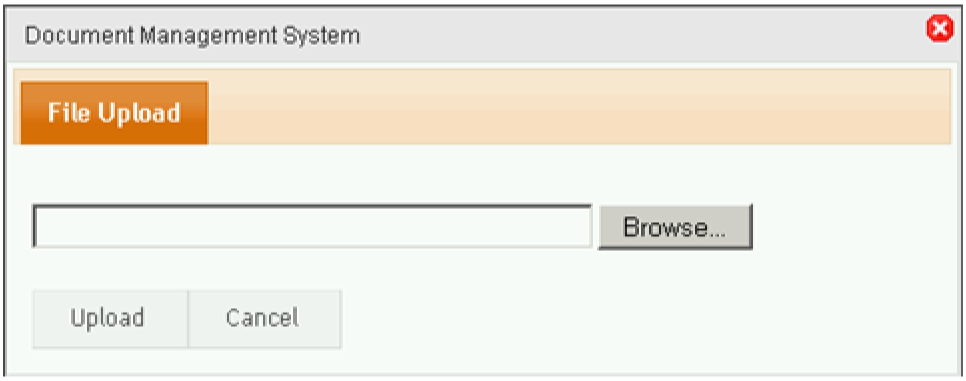
The following browsers use different methods for uploading assets.

- *Adding Assets with Microsoft Internet Explorer* below
- *Adding Assets with Google Chrome* on the facing page
- *Adding Assets with Mozilla FireFox* on the facing page
- *Adding Assets with Microsoft Internet Explorer and Microsoft Office* on the facing page

Adding Assets with Microsoft Internet Explorer

You can upload one file at a time using the File Upload dialog box.

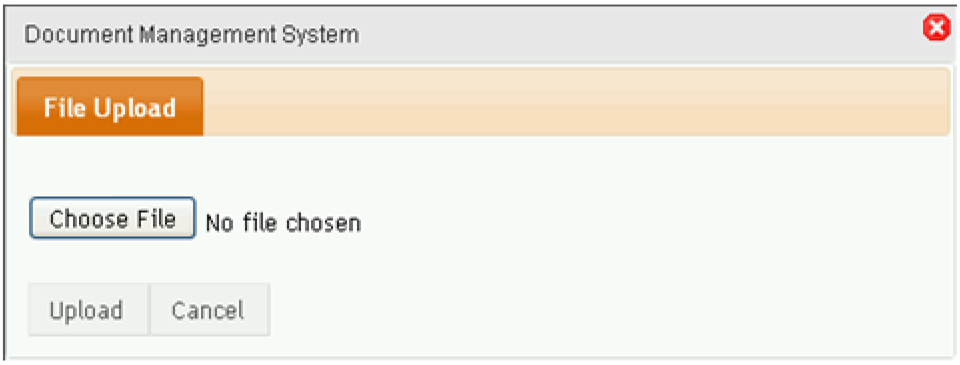
1. Click **Browse**.
2. Select the file you want, then click **Upload**.



Adding Assets with Google Chrome

You can upload one file at a time using the File Upload dialog box.

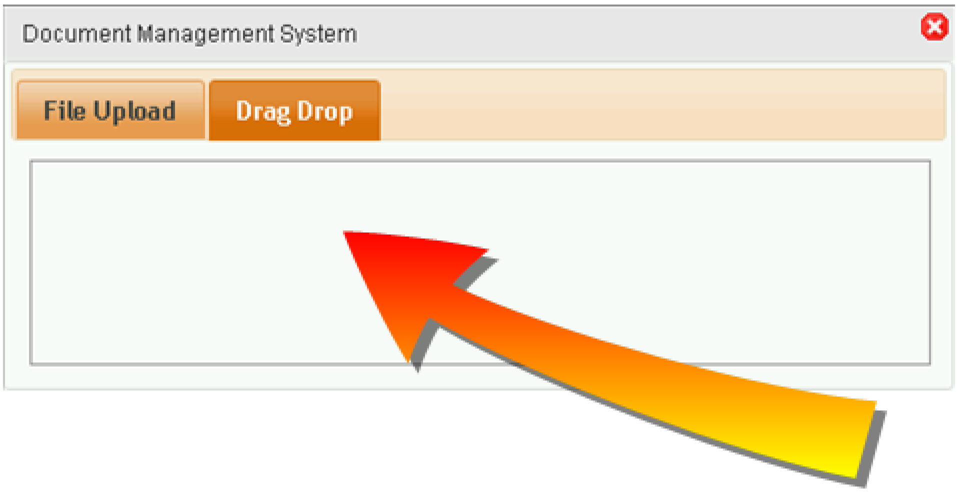
1. Click **Choose File**.
2. Select the file you want, then click **Upload**.



Adding Assets with Mozilla FireFox

You can upload one file at a time using the File Upload dialog box. You can also upload multiple files clicking on the Drag Drop tab and dragging files to the Drag Drop tab.

Show me.



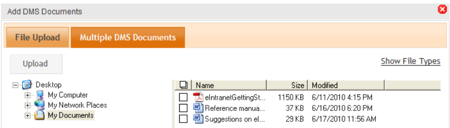
Adding Assets with Microsoft Internet Explorer and Microsoft Office

You can upload one file at a time using the File Upload dialog box.

1. Click **Browse**.
2. Select the file you want, then click **Upload**.

You can also upload multiple files by checking boxes next to the files that you want to upload.

1. Click the **Multiple DMS Documents** tab.
2. Check the boxes next to the files you want, then click **Upload**.



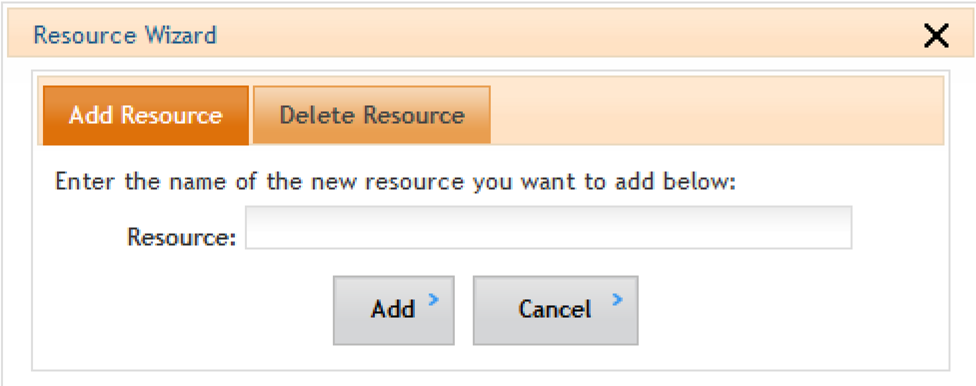
NOTE: You can see a list of allowed file types by clicking Show File Types. Ektron CMS400.NET administrators can edit this list in the Workarea.

3. If any selected file type is not allowed, you are notified. Ektron eIntranet uploads all allowed file types.

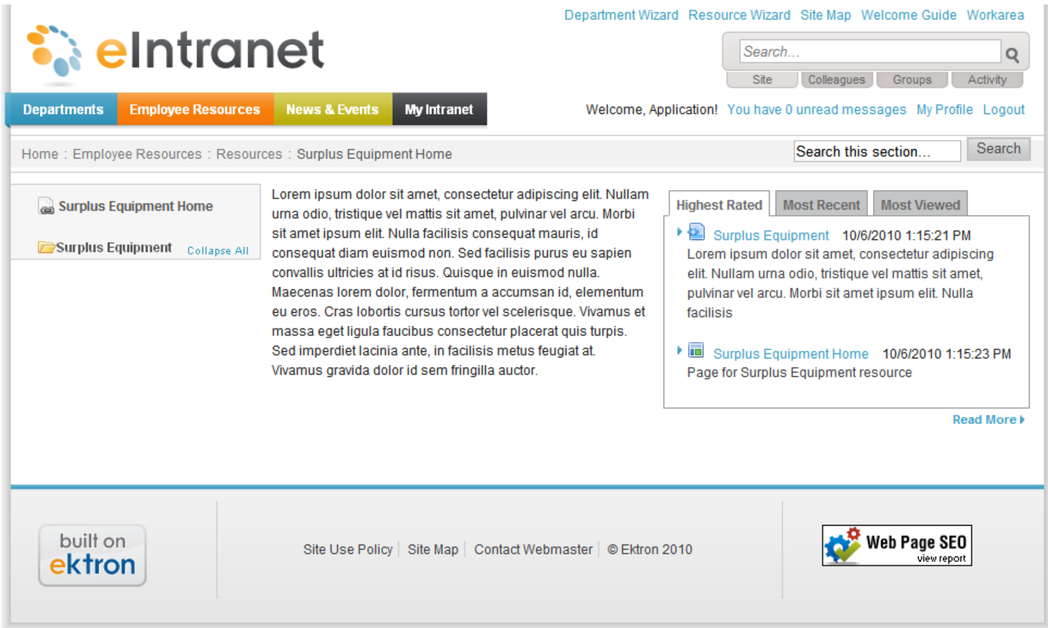
Creating a New Employee Resource Page

To add an Employee Resource page, follow these steps.

1. Click **Resource Wizard** in the top navigation area. A dialog box appears.

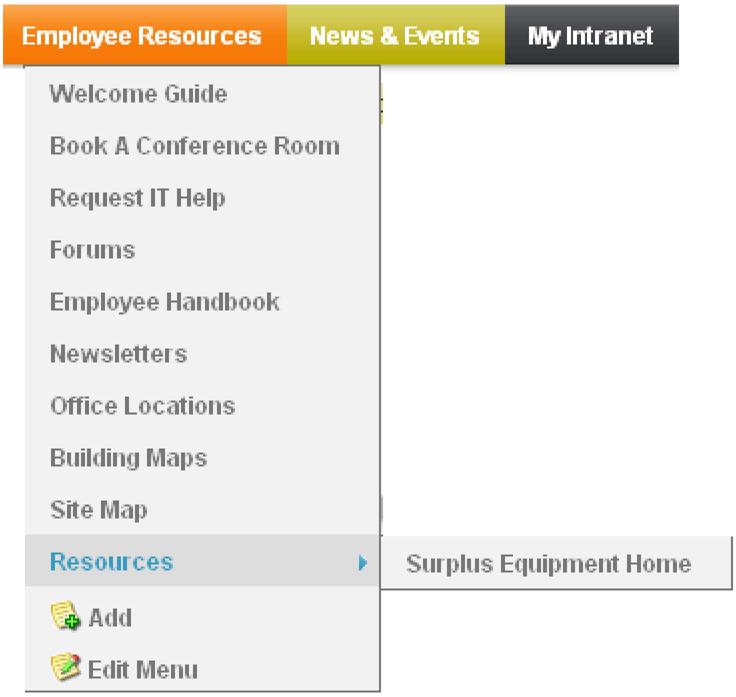


2. Enter the name of a new employee resource and click **Add**. A new Employee Resource page is created. The following figure shows a new Employee Resource page that helps employees find *Surplus Equipment*.



When you create the new Employee Resources page, it's landing page appears. The new page is pre-loaded with Content, a PageBuilder Page, a taxonomy category and menu links.

A link to this resource page is also added to the main menu under **Employee Resources > Resources**.



Adding Photos to the Gallery

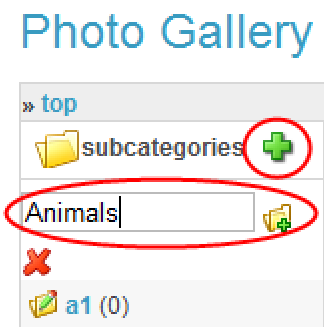
The Photo Gallery lets you manage images on your Ektron eIntranet site. The default gallery has 3 images: **earth.gif**, **training center.jpg**, and **office location.jpg**, located at the **top** folder of the image hierarchy.

Organizing Photos with Subcategories

You can add photos to the top folder, but you probably want to organize the photos by setting up subcategories of images. For example, you may have a photo menagerie of animals. Under **top**, create a subcategory folder called **animals**, and under it create **mammals**, **reptiles**, **birds**, **fish**, and **invertebrates**.

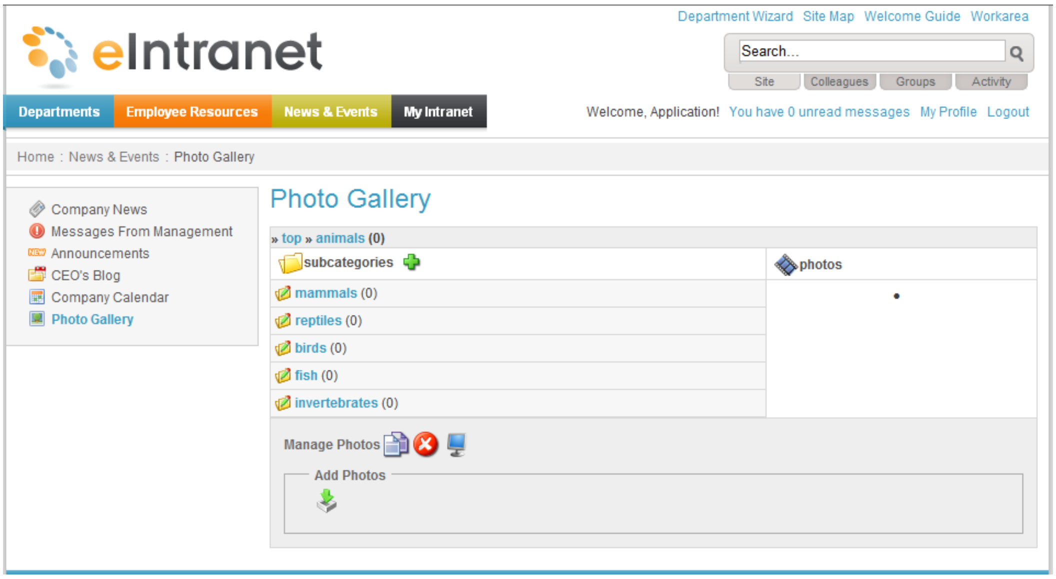
To set up animal categories, follow these steps.

1. From the Ektron eIntranet home page, click **News & Events > Photo Gallery**.
2. Click **Add New Category** ( ) and enter **animals** in the folder field, as shown, and click **Add Taxonomy Category** ( )



3. Click on the **animals** folder to select it.
4. Repeat step 1 for each, entering **mammals**, **reptiles**, **birds**, **fish**, and **invertebrates.**

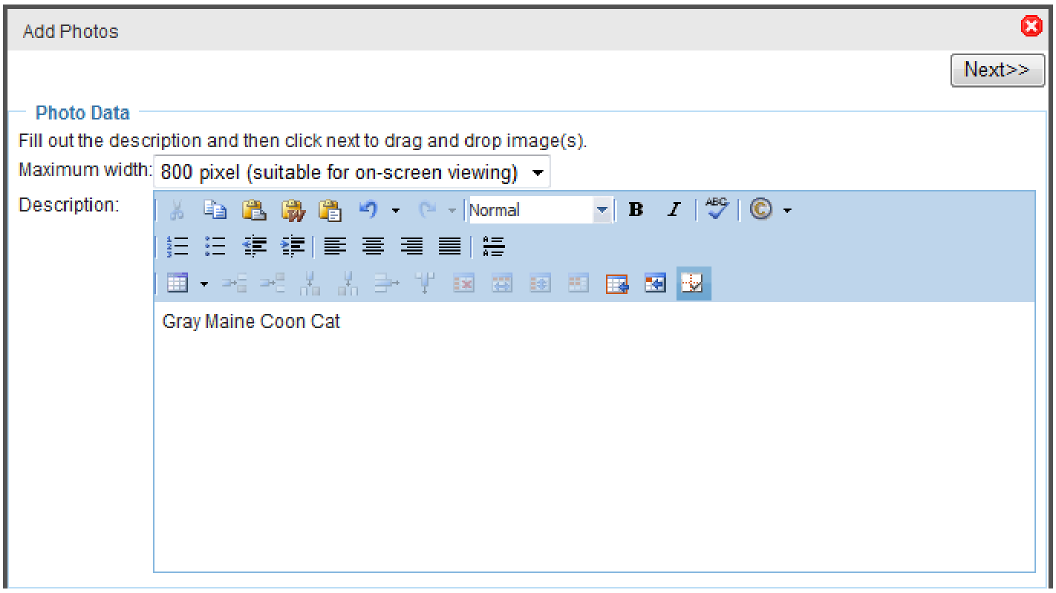
   The following example shows the Photo Gallery with the limited animal taxonomy.



Adding Photos to a Subcategory Folder

To add a photo to a subcategory folder, do the following:

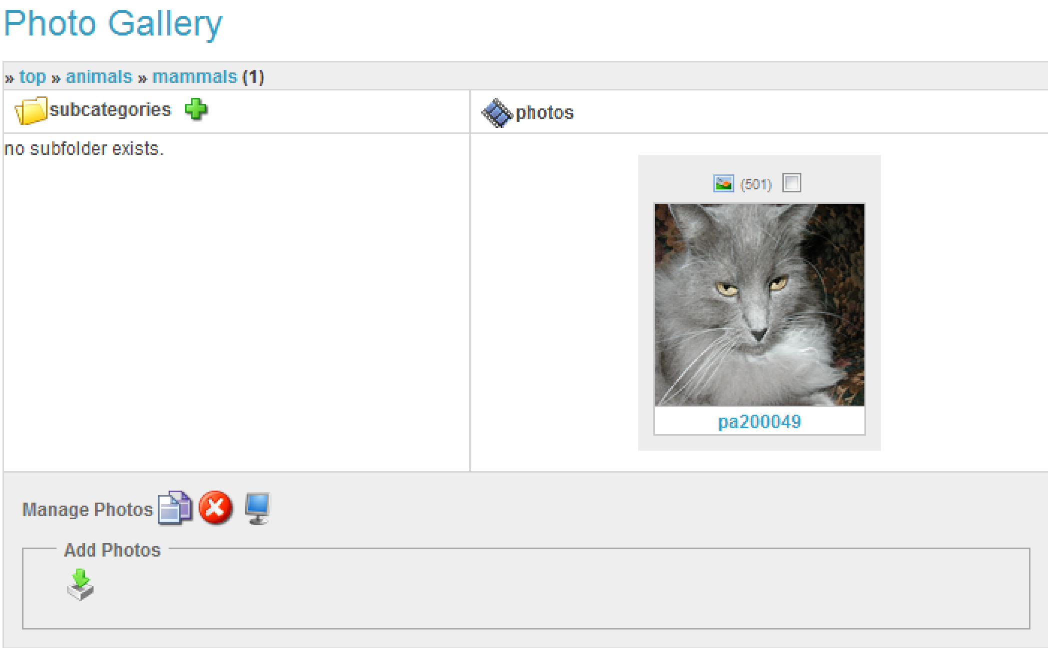
1. From the Ektron eIntranet home page, click **News & Events > Photo Gallery**.
2. Click on a subcategory folder. For example, click on **mammals**.
3. Click **Add Photos** ( ). The Add Photos dialog box appears.



4. Enter a description of the photo and click **Next**.
5. Click on the **File Upload** tab.
6. Click **Browse** to locate the photo file.
7. Click **Upload**.

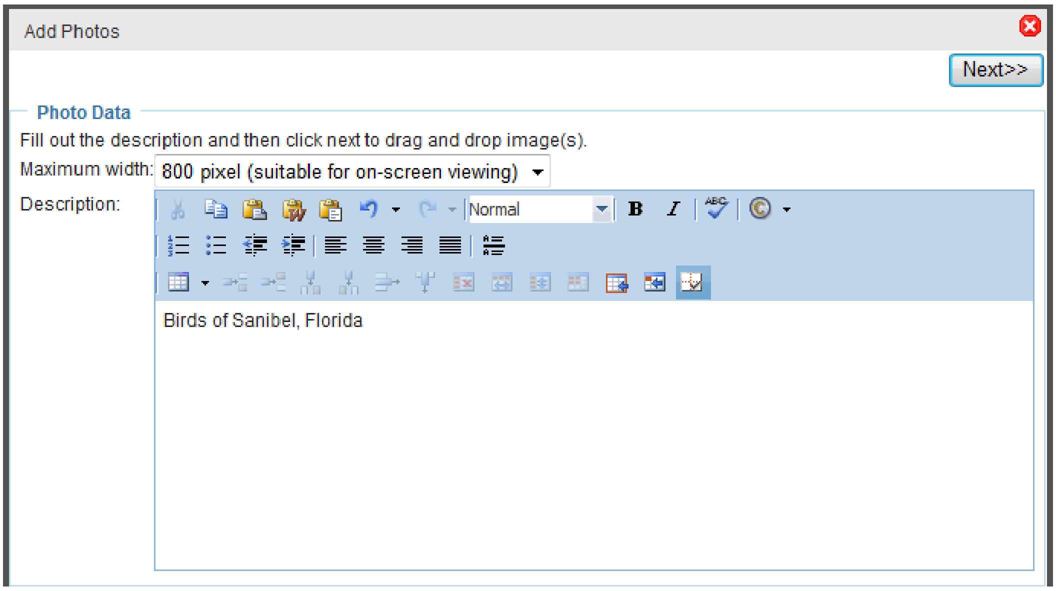
For more information about adding assets and browser-specific methods for uploading, see *Adding Assets to the Intranet* on page 96.

The following figure shows the outcome of adding one photo to the previously empty **mammals** folder.



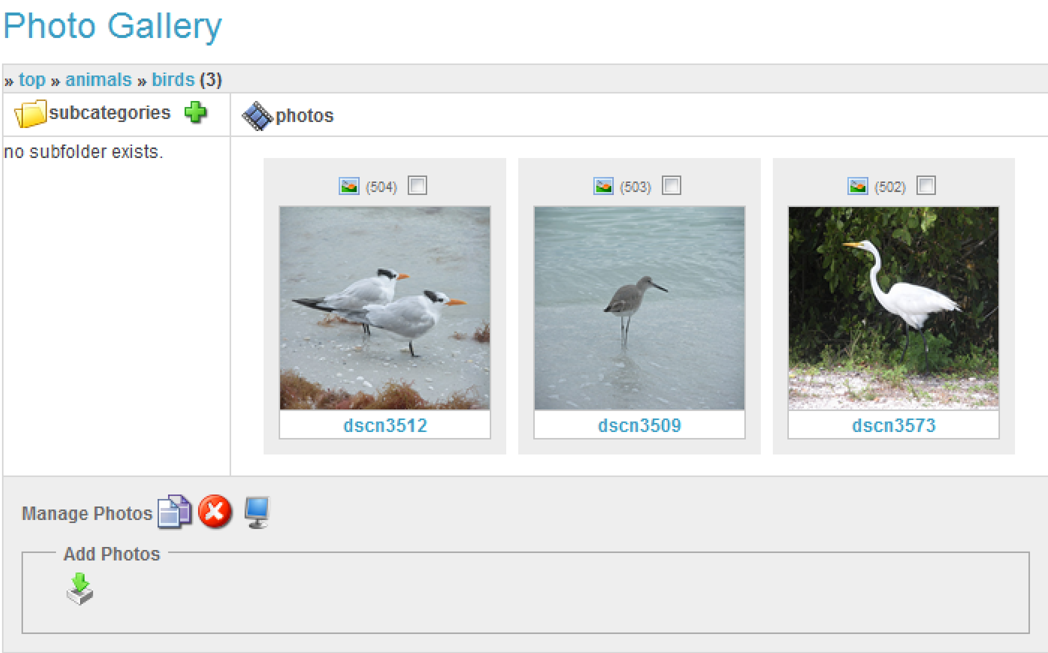
To add more than one photo at a time to a subcategory folder, do the following:

1. Click on a subcategory folder. For example, click on **birds**.
2. Click Add Photos ( ) . The Add Photos dialog box appears.



3. Enter a description of the photos and click **Next**.
4. Depending on your browser, you can upload more than one file at a time. For information about your browser's method, see *Adding Assets to the Intranet* on page 96.

   The following figure shows the outcome of uploading 3 photos to the previously empty **birds** folder.



Setting Up a Company Calendar

A WebCalendar widget displays events from any number of calendars. For example, the Engineering home page's calendar widget could display the following:

- company events, from the company calendar
- group events, from the Engineering Community Group calendar
- the group manager's personal calendar, so anyone can find the manager's contact information when he is out of the office

The events on each calendar are color-coded, so it is easy to distinguish them.

The Ektron eIntranet provides a sample calendar widget on the **News & Events > Company Calendar** page. You can perform the following calendar functions.

- *Changing the Calendars that Appear on a WebCalendar Widget* on page 108
- *Adding Calendar Events* below
- *Placing a WebCalendar Widget on a Page* below

Placing a WebCalendar Widget on a Page

Because the WebCalendar widget is wide, you should only drop it onto a PageBuilder page that has one column, such as one of the following pages.

- **News & Events > Company Calendar**
- **Employee Resources > Book a Conference Room**
- **Departments > Engineering > Activity Stream**

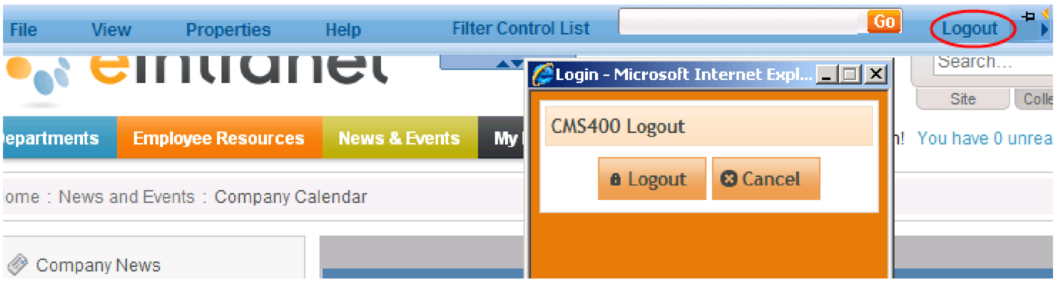
If you want to create a new page for a calendar, use the home1zone.aspx template, which has one column. For more information, see *Adding a New Page* on page 93.

After you determine which page to use, follow these steps.

1. Drag and drop a WebCalendar widget onto the page.
2. Add one or more calendars to the widget as described in *Changing the Calendars that Appear on a WebCalendar Widget* on page 108.
3. Add events to the calendars as described in *Adding Calendar Events* below.

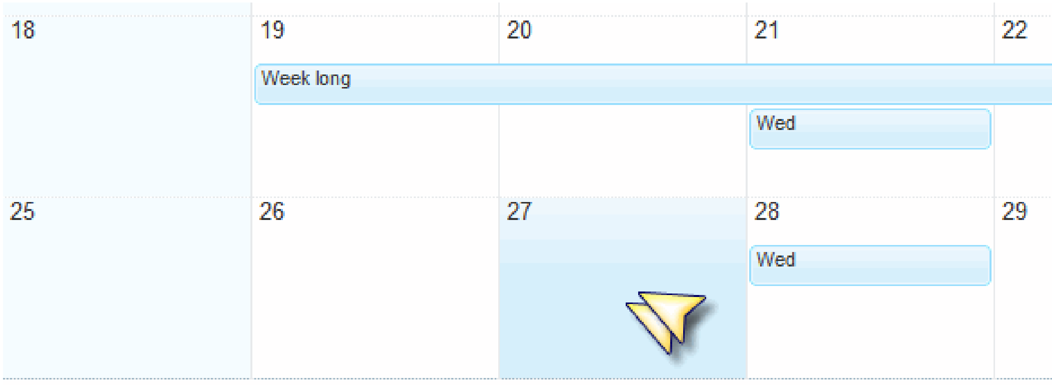
Adding Calendar Events

Before you can add a calendar event, you must log out of the PageBuilder menu.

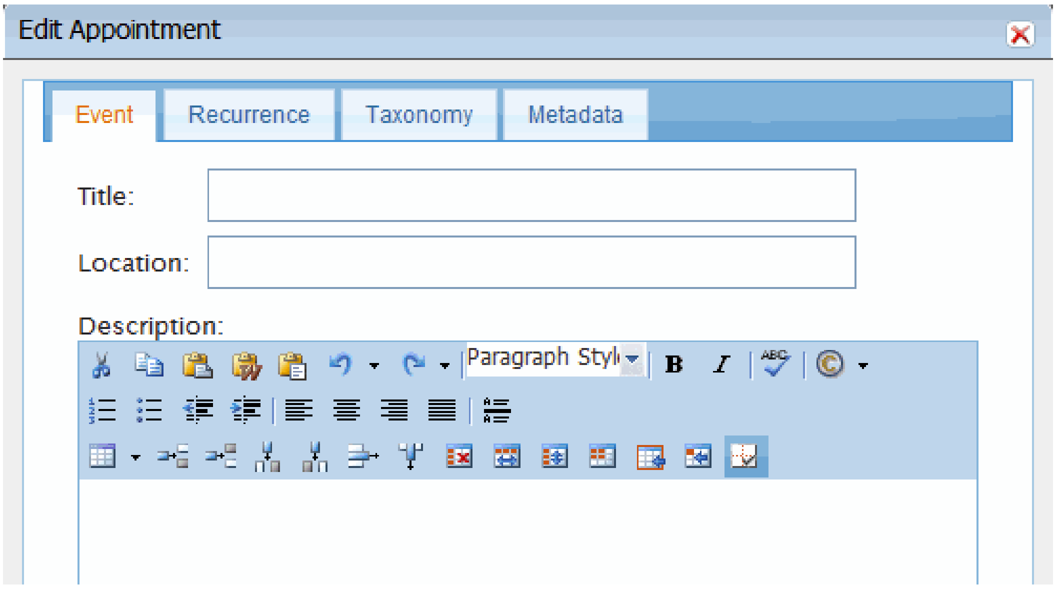


To add an event to a calendar, follow these steps.

1. Access the Edit Appointment screen.
   a. Navigate to **News & Events > Company Calendar**.
   b. Double click a date. The following example adds an event to the 27th of the month.

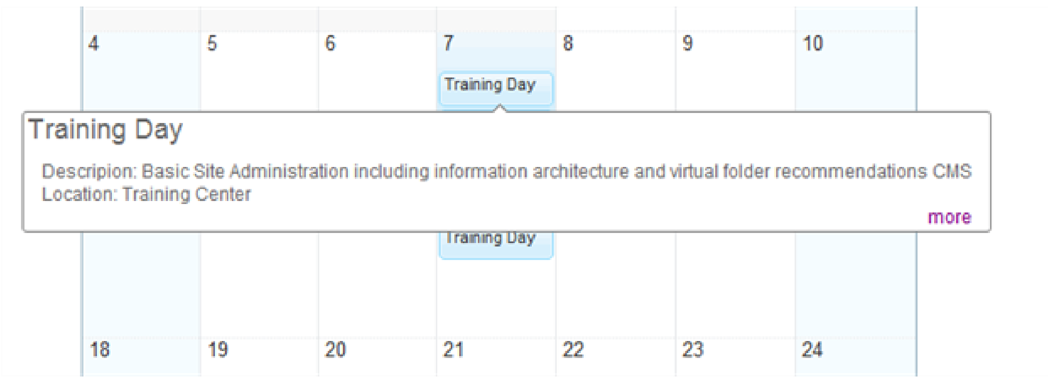


c. The Edit Appointment screen appears.



2. Enter the Event Title, Location, and Description
   a. Enter a **Title**, for example, **Training Day**. This title shows on the calendar and in the pop-up.
   b. Enter the **Location**. This appears in the pop-up.
   c. Enter the **Description**. This appears in the pop-up.

      When viewing the calendar, anyone can hover over an event to see these fields in the popup (as shown in the following figure).



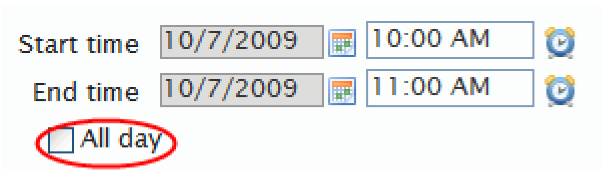
3. Add the start time or all day option

At the bottom of the Edit Appointment screen, the selected date appears as the **Start Time**, and **All Day** is checked. So, by default, the event does not have start or end time.

NOTE: All-day events appear differently than those with start and end times. For example, in a weekly view, all-day events appear at the top, while those with start and end times appear in their time slot, as shown in the following figure.

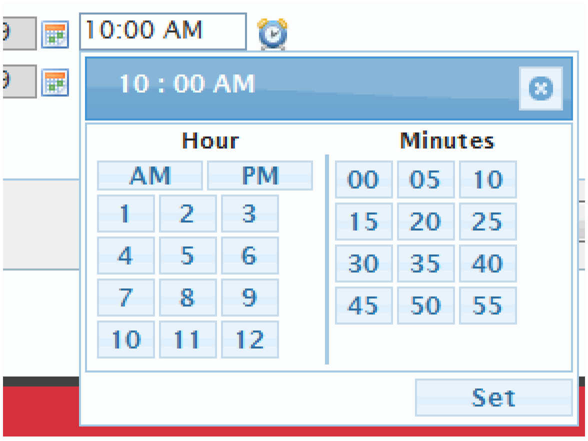
To add a start and end date and time, follow these steps.

a. Uncheck the **All Day** option.



b. For start and end dates, click the calendar button ( ) and set the start date.

c. For start and end times, enter the time text or click the clock icon ( ). If you use the clock button, choose the values and click **Set** when finished.



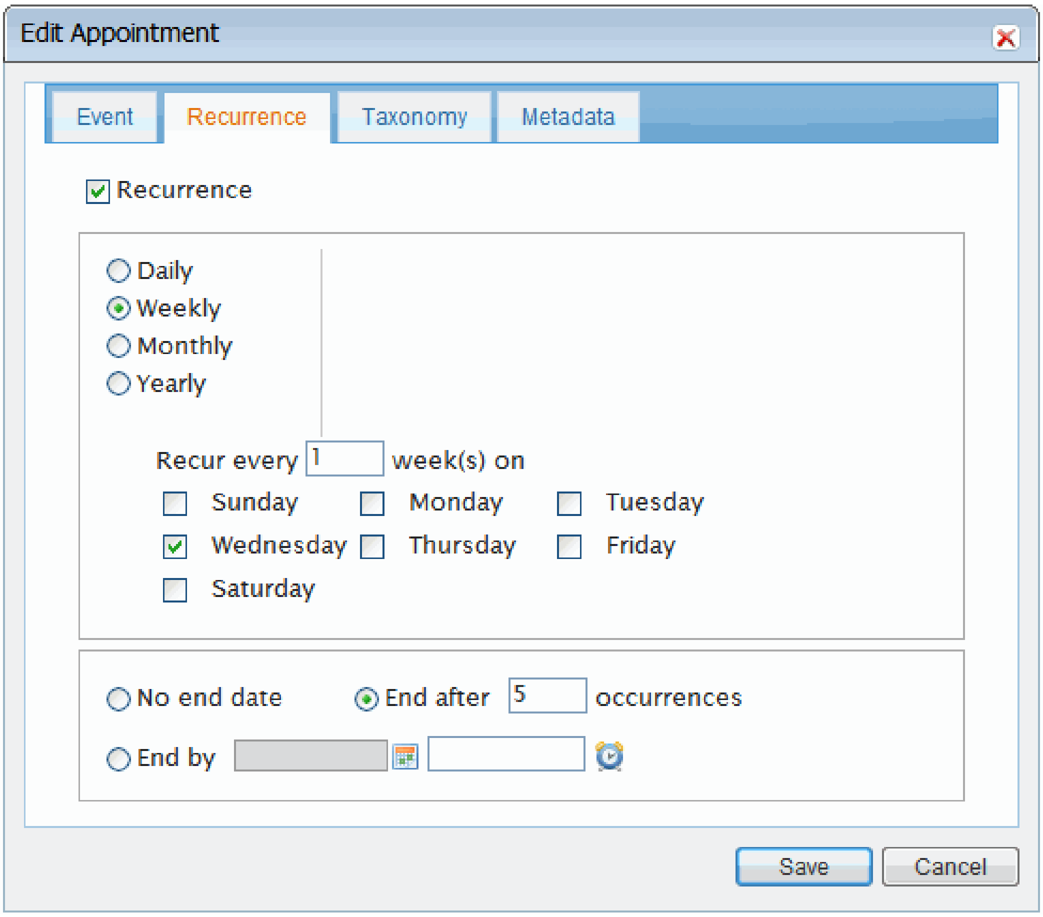
4. Set recurrences.

You can set appointments to recur daily, weekly, monthly, or yearly, spacing them at various intervals or having a finite duration or indefinite recurrence.

To set a recurrence for a weekly event that occurs each Wednesday for the next 5 weeks, follow these steps.

a. Click the **Recurrence** tab on the **Edit Appointment** dialog box.

b. Check the **Recurrence** checkbox, as shown in the following figure.



c. Check the **Weekly** option.

d. Next to **Recur every**, enter **1** to have the events recur weekly.

e. Check the **Wednesday** checkbox.

f. Enter **5** to end after this many occurrences.

g. Click **Save**.

NOTE: If you edit a recurrence, you can edit either a single occurrence or the entire series.

5. Save your appointment.

At any time, click **Save**.

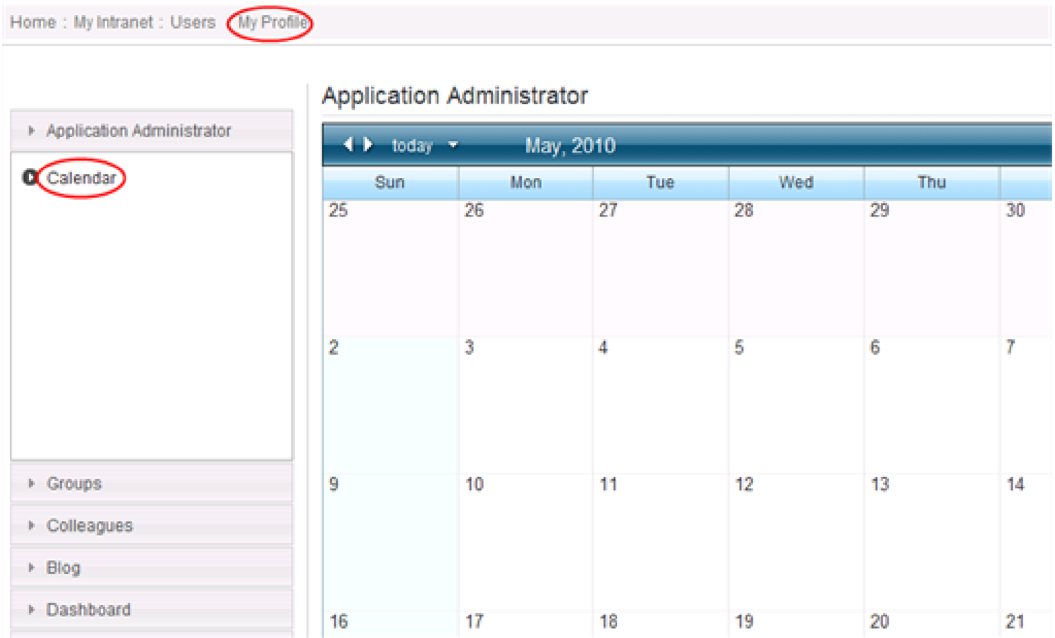
When you finish, the calendar looks similar to the following figure.

Changing the Calendars that Appear on a WebCalendar Widget

Ektron eIntranet provides three WebCalendar types (listed below). All types can appear in the WebCalendar widget.

- **System** - shows events that affect your entire organization.
- **Community Group** - shows a Community Group's events; appears on a Community group's profile page.

- **User** - shows your personal events; appears on a user's profile page.



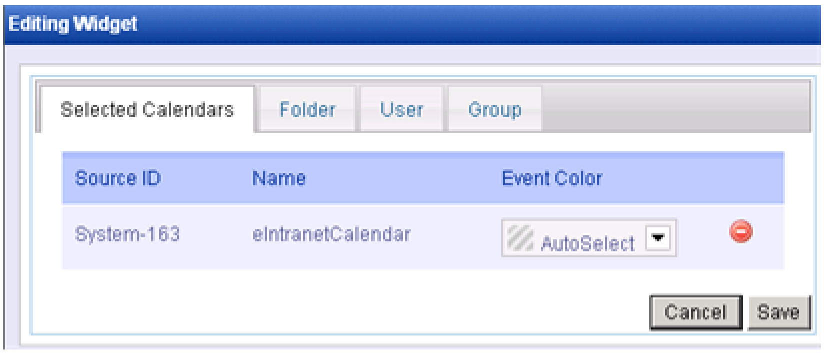
NOTE: Users can only create personal calendars if an administrator allows this in the Workarea's **Edit User screen > Custom Tab > Create User Calendar** checkbox.

This section explains how to add or remove calendars from the WebCalendar widget.

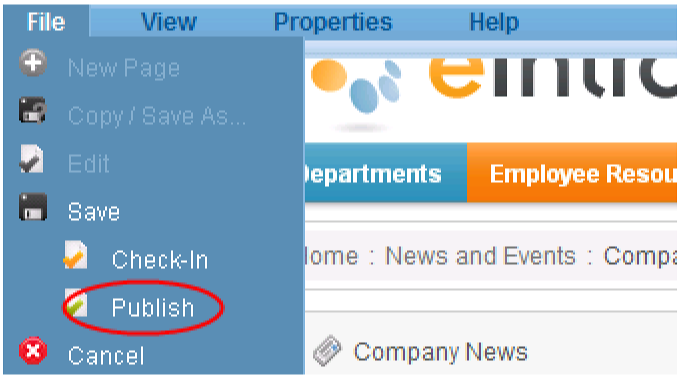
Accessing the Default WebCalendar Widget's Edit Screen

To add or remove calendars from the WebCalendar widget on the Company Calendar page, follow these steps.

1. From the home page, log in as administrator.
2. Edit the page using PageBuilder, as explained in *Editing the Default Home Page* on page 68
3. Navigate to **News & Events > Company Calendar**.
4. Click the WebCalendar widget's **Edit** button ().
5. The Editing Widget dialog appears. The default tab (**Selected Calendars**) shows all calendars currently assigned to this widget.



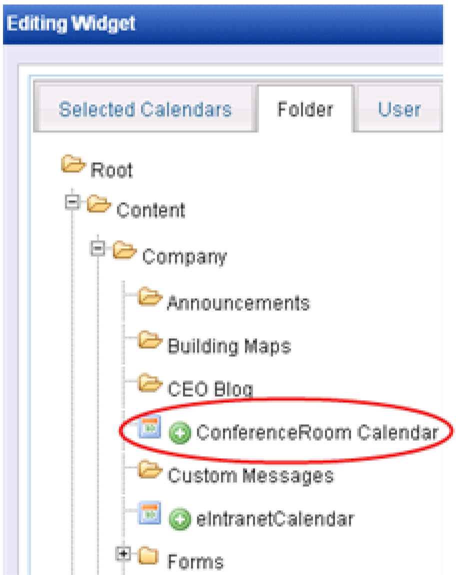
6. From this screen you can add and remove calendars. See *Accessing the Default WebCalendar Widget's Edit Screen* above
7. When you finish editing, go to the PageBuilder Edit menu and click **Publish**.



Adding a System Calendar

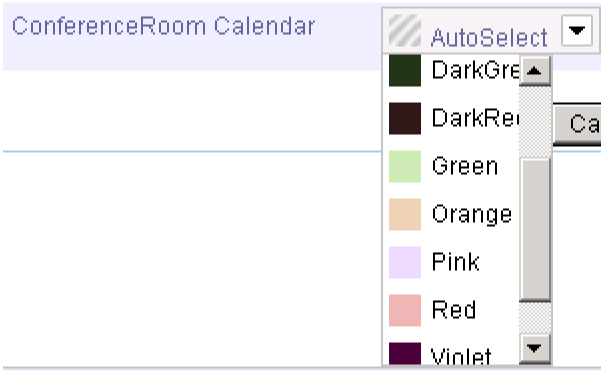
To add a system calendar to the WebCalendar widget, follow these steps.

1. Click the **Folder** tab.
2. Navigate through the folder structure to find calendars to add to the widget. Calendars are indicated by an icon and an **Add** button ( ).



3. Click the Add button ( ) next to the calendar you want to add.
4. The **Selected Calendars** tab reappears, showing the added calendar.
5. If you want to pick a background color for this calendar's events, click the down arrow next to **AutoSelect** and click the color.

NOTE: AutoSelect chooses the next available color.



Adding a Community Group Calendar

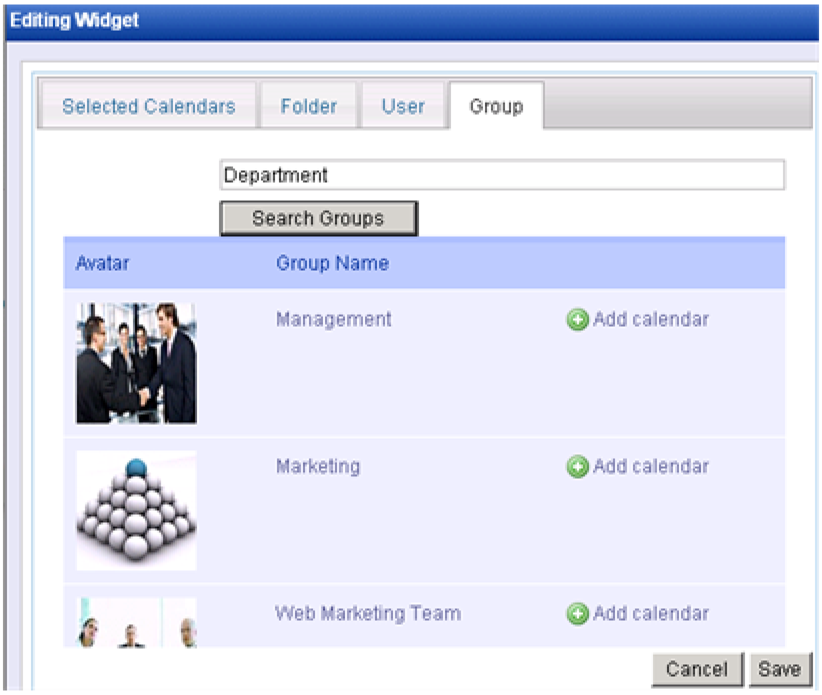
To add a Community Group calendar, follow these steps.

1. Click the **Group** tab.
2. Enter one of the following pieces of information about the Community Group. You must enter the term exactly.

- group name
- a word in the group's description (small words are ignored, such as *the* and *for*)
- a tag assigned to the group

NOTE: If you do not have this information, you can find it by navigating to the **Workarea > Settings > Community Management > Community Groups** screen.

3. Click **Search Groups**.
4. All Community Groups that fit the search criterion appear.

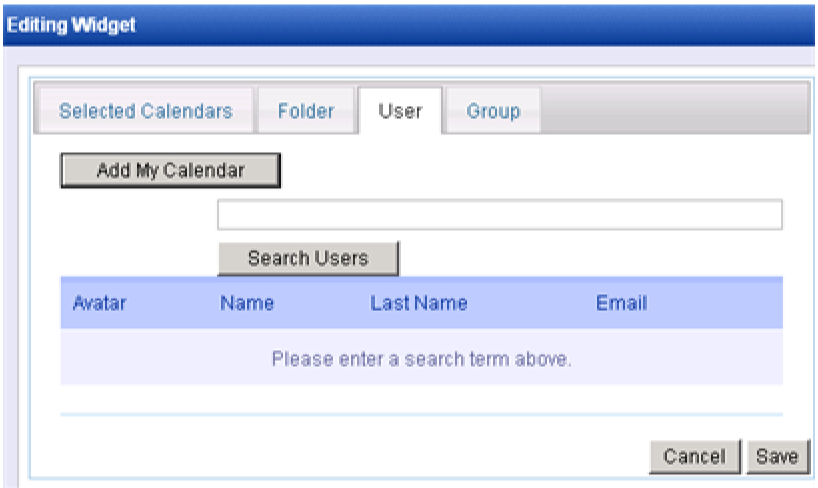


5. Find the group whose calendar you want to add.
6. Click **Add Calendar**.
7. Click **Save**.

Adding a User Calendar

To add a user calendar, follow these steps.

1. Click the **User** tab.
2. To add your calendar to the widget, click **Add My Calendar**.

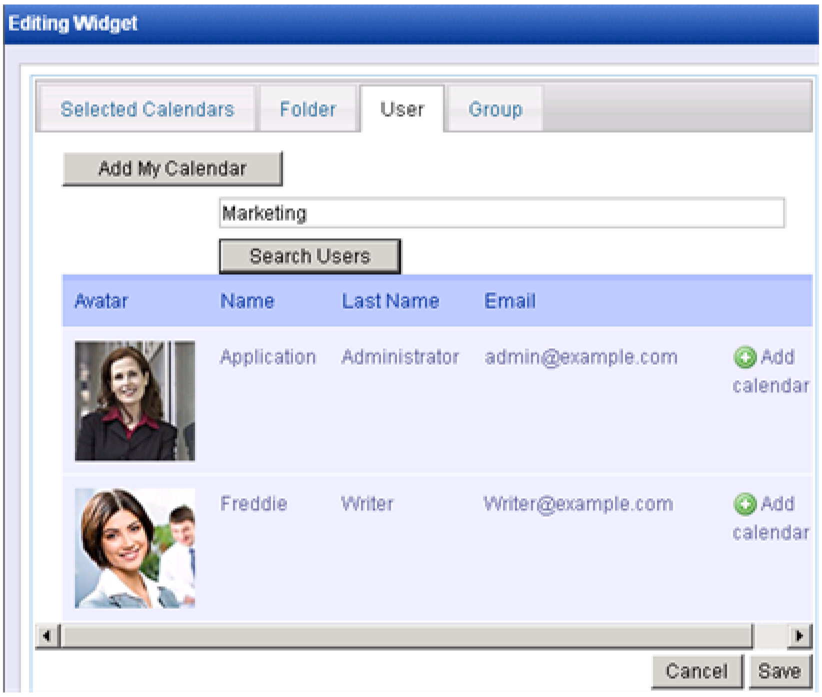


To add another user's calendar, enter one of the following pieces of information. You must enter the term exactly.

- first name
- last name
- username
- a tag assigned to the user

NOTE: If you do not have this information, you can find it by navigating to the **Workarea > Settings > Users** screen, or to the **Workarea > Settings > Community Management > Tags > View All Tags** screen.

3. Click **Search Users**.
4. All users that fit the search criterion appear.



5. Find the user whose calendar you want to add.
6. Click **Add Calendar**.
7. Click **Save**.

Creating Community Groups

Community groups provide common interest areas for people to collaborate. You can create groups, join groups, maintain documents, calendars, discussion boards, blogs, and photos. A group moderator creates a group and determines whether the group is restricted or public.

Viewing Community Groups

To see the list of available groups, follow these steps.

1. Choose **My Intranet > Directory**.
2. Select the **Groups Directory** tab.
3. Choose a group from the list. If the group is public (or a group in which you are already a member), the Members & Activity page opens with all the content visible.

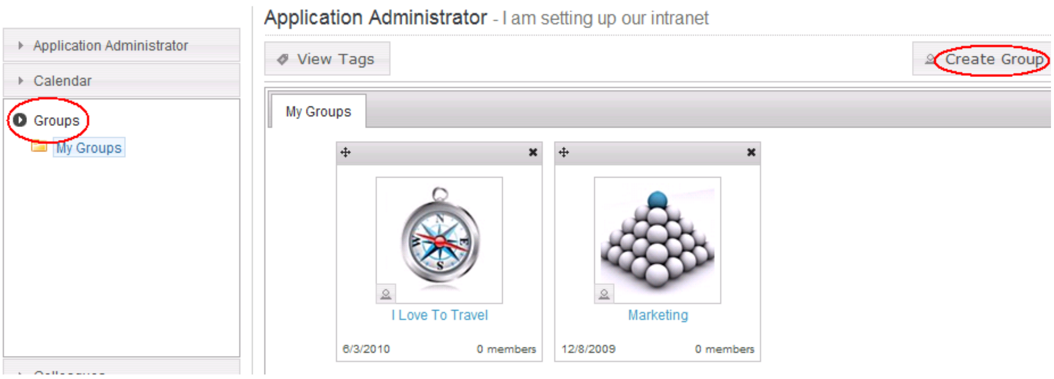
    If you are not a member of a restricted group, you may request to join it by clicking this link. After your request is granted by the group moderator, you see the Members & Activity page.

For more information about group spaces, see *Touring Group Spaces* on page 118.

Creating a Community Group

To create a Community Group, follow these steps.

1. Go to **My Intranet > My Profile**.
2. Click the **Groups** tab.
3. Click the **Create Group** button.



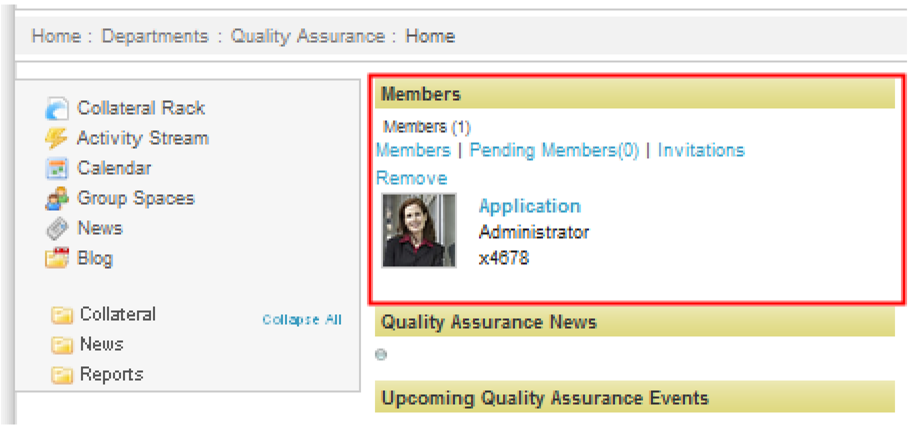
Field	Description
Properties Tab	
Group Name	The name of the group.
Administrator	A group administrator has privileges to delete a group or edit its properties. By default, the person who created the group is the group administrator. Click the **Browse** button if you want to select a different group administrator.

Field	Description
Membership	Select whether the group is **Open** - open to the public **Restricted** - members can only join if invited For more information, see *Adding Members to a Restricted Group* on page 124.
Image	Upload an image to use as an avatar for the group.
Location	The geographical location associated with the group.
Short Description	A brief description of the group.
Description	A fully detailed description of the group.
Enable Distribute	Check this box if you want the group and system administrator to be able to distribute content to any folder. For more information, see "Distributing Content to Another Folder" in the Ektron CMS400.Net Reference Manual.
Allow member to manage photo/workspace folders	Check this box if you want to allow members to add, remove and control the sharing of folders in a community group's Photo Gallery or Document's Workspace. For more information, see *Managing Group Photos* on page 127.
Group MessageBoard Moderation	Check this box if you want to this groups message board to be moderated. For more information, see *Moderating a Group Message Board* on page 123.
Group Tags	From this screen, you can either create a new tag or select from a default list of community group tags. For more information, see "Assigning Tags to a Community Group" in the Ektron CMS400.Net Reference Manual.
Category List	The categories tab lists all of the categories associated with the community group. **Note:** This table appears only if you have defined at least one taxonomy for community groups. or more information, see "Creating a Taxonomy" in the Ektron CMS400.Net Reference Manual.

Creating a Restricted Group

Any person can request to join a restricted group, but the moderator of the group must accept or reject the request. Members of a restricted group can discuss matters among the group and non-members do not have access to those discussions or documents within the group.

When a department page is created, an open community group is automatically created and associated with the department, as shown in the following figure. Anyone in the intranet can join that public group.

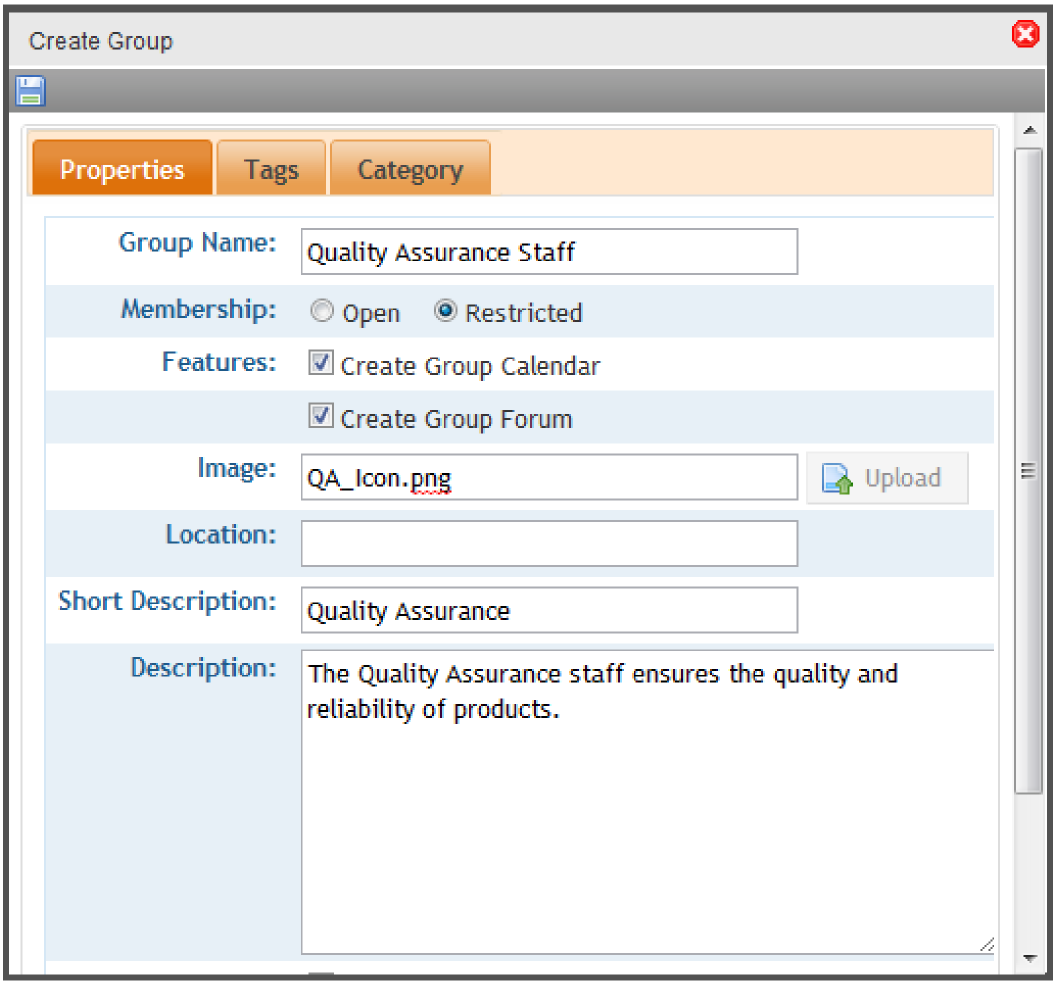


For information about joining or inviting colleagues to a group, see *Adding Members to a Restricted Group* on page 124.

If you want to use the eI_CommunityGroupMembers widget to display only the staff members of your department, create a new, restricted group and invite only the members of the department staff.

To create a restricted group, follow these steps:

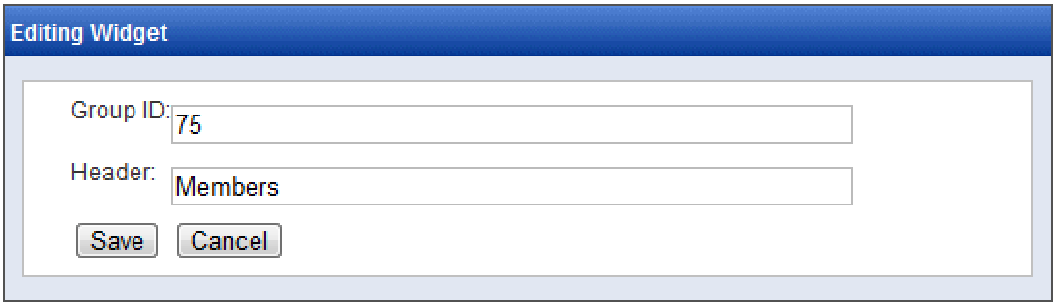
1. On a department page in the block on the left side of the page, click **Group Spaces**. The Group Spaces page appears.
2. On the right side, click **Create Group**. The Create Group dialog box appears.



3. Specify a **Group Name**, such as *Quality Assurance Staff*.
4. Click the **Restricted** radio button.
5. Optionally specify the other fields, select a category on the Category tab, and click **Save** ( ). The new group appears in your group list.

To display the new group on your department page, follow these steps.

1. Edit the department page using PageBuilder, as explained in *Editing the Default Home Page* on page 68
2. Open the widget menu ( ) and drag and drop the eI_CommunityGroupMembers widget onto the page.
3. Click **Edit** ( ). The Editing dialog box appears.



4. Specify the **Group ID** and change the **Header**. For example, the header might be *Quality Assurance Staff* like the name of the group.

NOTE: To find the Group ID, open the Workarea and choose **Settings > Community Management > Tags > Community Groups**. The group list displays in the main panel. Note the ID number for the Editing Widget dialog box.

5. Click **Save**. The new group appears on the department page.

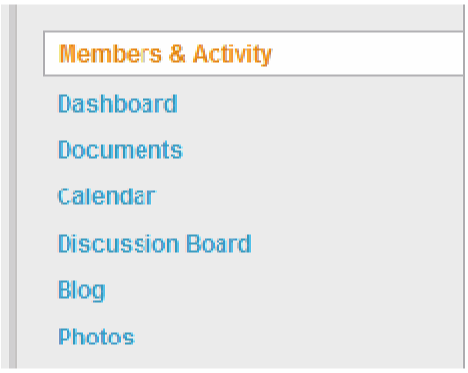
Touring Group Spaces

The following sections describe the groups spaces on the Ektron eIntranet.

Group Members & Activity

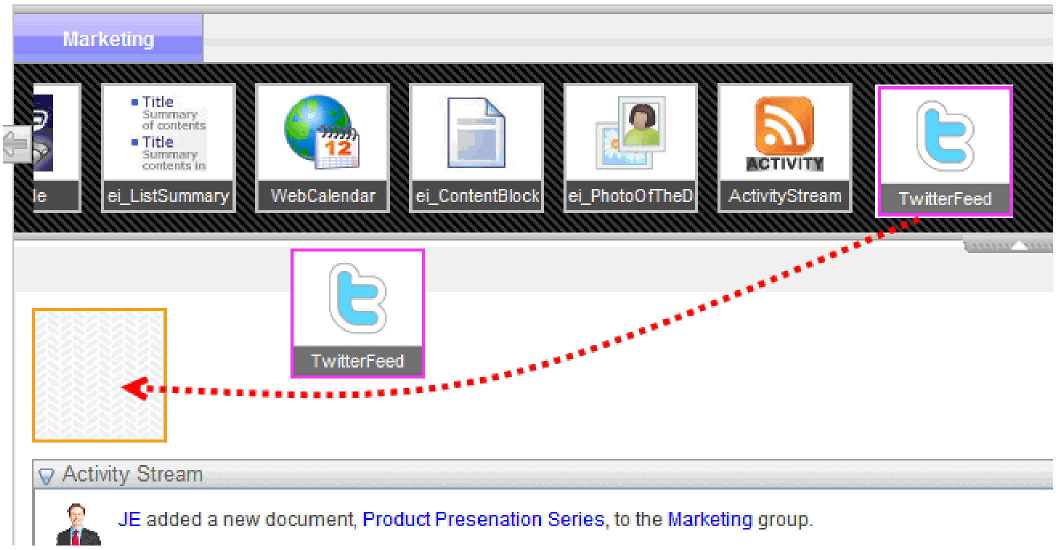
Section	Description
Group Activity	Displays the status of colleagues when they perform tasks within the group. These actions may include adding content or documents, or posts to a forum or blog. Group members determine which type of activities to share by editing their Profile's **Activities** tab.
Members (3)	Displays group members. Click a member's photo or name to go to their profile page.
Message Board	When colleagues visit your group page, they can leave messages on the message board, such as a status update or a question.

You can access other pages associated with your group using the links on the left side, shown in the following figure.



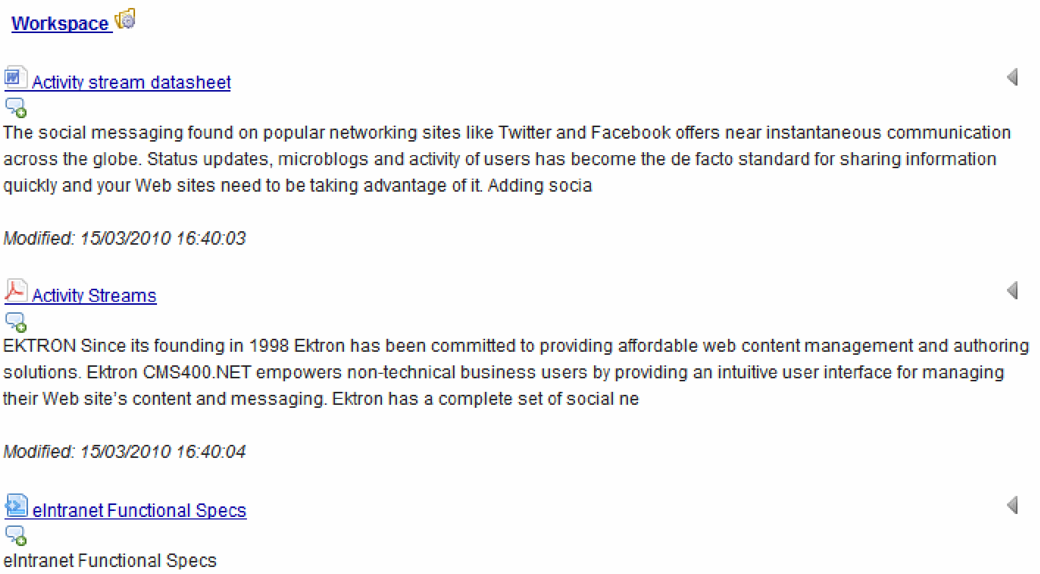
Group Dashboard

The Dashboard lets you customize a group page to include content for your group, such as a list of content, a collection of links, documents, or images. To customize your dashboard, drag-and-drop the widget you want into the location on the page you choose, as shown below.

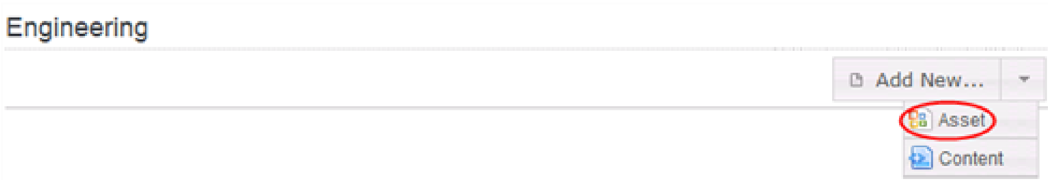


Group Documents

Group Documents let you store and share documents that are relevant to the group. Group members can create their own documents and folders in the common place, without having to create a file-sharing folder on a file server. Additionally, you can add important information such as history (for archive purposes), metadata, and work flow.



To add Microsoft Office documents and other file types (including multimedia files), choose **Add New > Asset** to drag-and-drop files to your documents storage.



For more information on adding assets using different browsers, see *Adding Assets to the Intranet* on page 96.

To create new HTML content, choose **Add New > Content**.

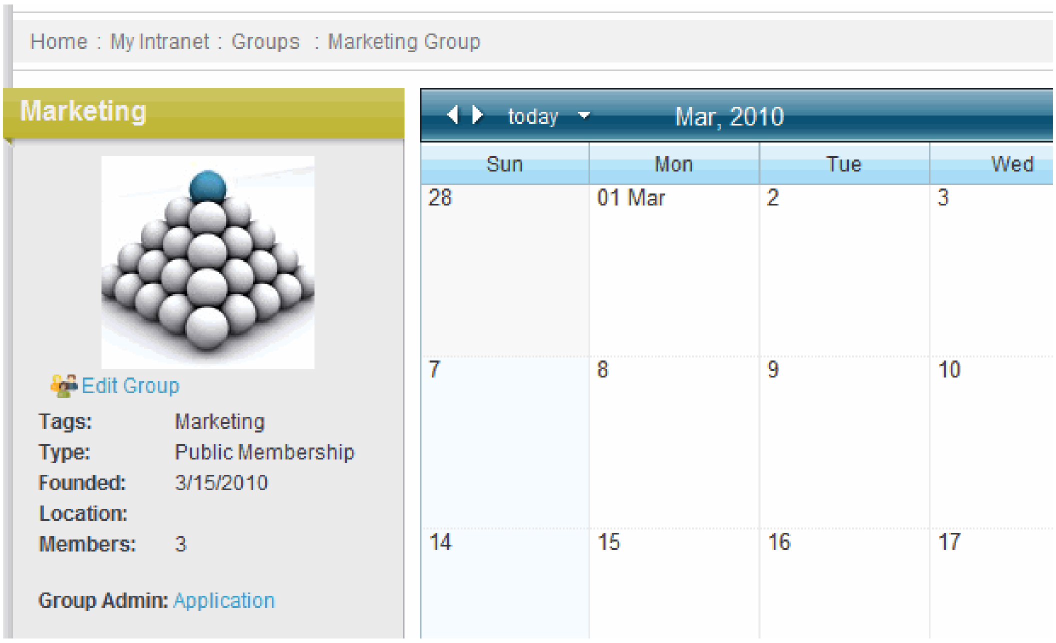
You can control a document's visibility during its construction, then later distribute it to the rest of the Intranet as illustrated in the following example.

See Also: *Adding Assets to the Intranet* on page 96

Example: The Marketing group created a PowerPoint slide deck for use by the Sales department. The Marketing group made many iterations of the slides and, in some cases, contained information about a future release that has not been approved to release to Sales. As long as the work is edited within the restricted Marketing group, only group members can see the document. When the work is completed and approved, group members can place a copy of the work into a folder that is available to the rest of the Intranet users by choosing **Distribute** from the menu. If necessary, the Marketing group then can continue to change the file while the Sales group uses the version that was distributed.

Group Calendar

Use the group calendar to schedule important dates for the group, such as project milestones, demonstrations, and other significant meetings. Any group member can add a calendar event.

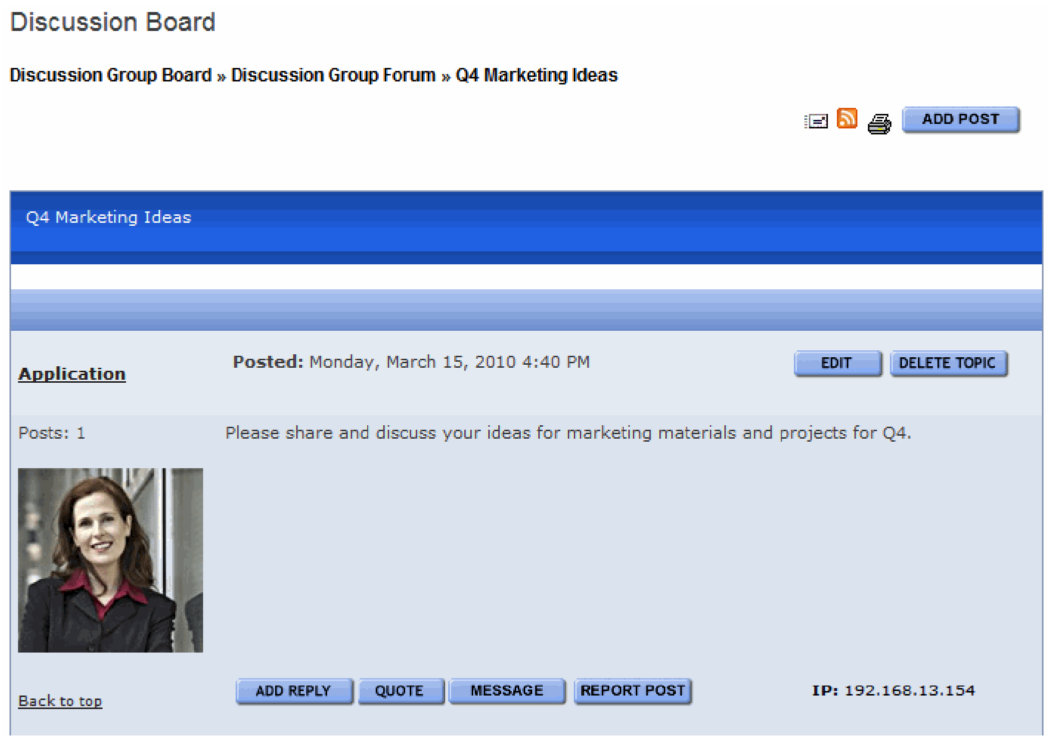


The Upcoming Events widget displays a list of upcoming events from this calendar. You can also share this calendar with your profile calendar. You can even put members' calendars in a "mash-up" onto this calendar.

For information about a company calendar, see *Setting Up a Company Calendar* on page 103

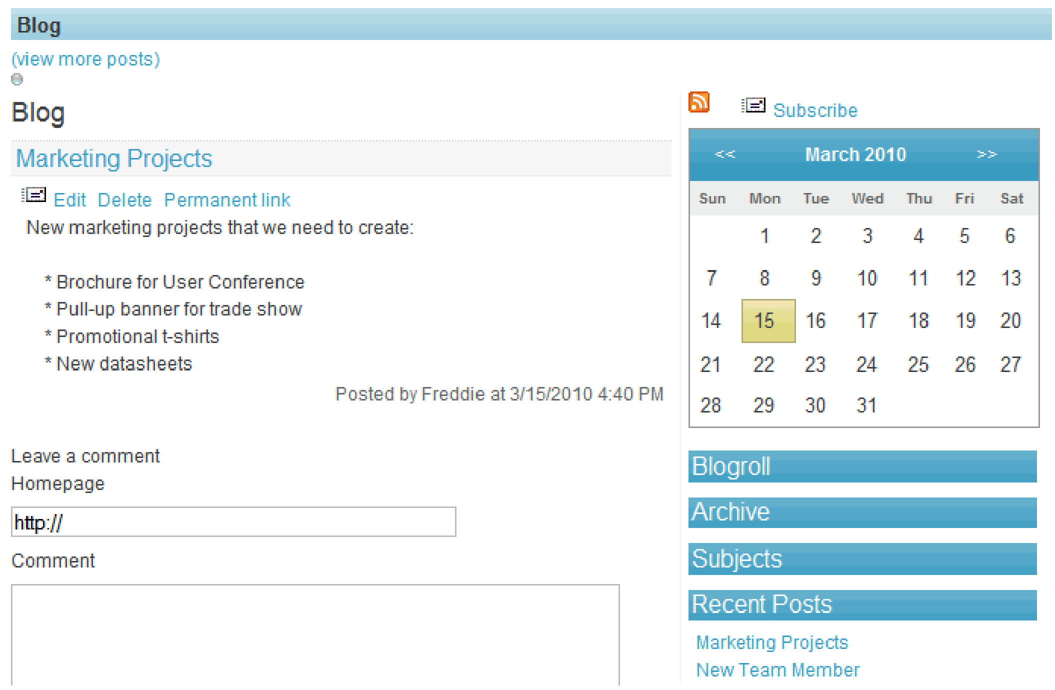
Group Discussion Board

The group discussion board lets you create forums and topics that are important for your group. A group member can post and read discussion threads. You can use all the functionality of normal discussion boards, including comment moderation.



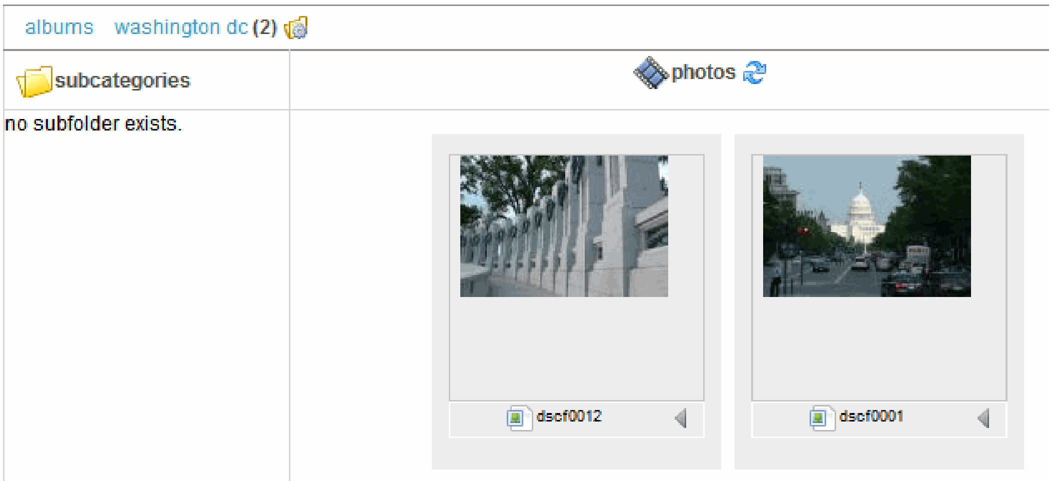
Group Blog

Group blogs let you post important comments, instructions, procedures, policies, or any type of communication. Blog functionality includes reply, edit, post, RSS feeds, and subscribe.



Group Photos

Group members can view and contribute photos and images in the group photos area. You can tag each photo with information. A photo viewer and slide show function is built in to this section. Photos stored within a restricted group can be viewed only by group members.



Moderating a Group Message Board

You can moderate Group message boards similar to the way that you moderate a personal message board. (See *Moderating a Personal Message Board* on page 141.)

To moderate a group message board, follow these steps.

1. From your profile page, click the **Groups** tab. All of your groups appear in the middle of the screen.
2. Click the group that you want to edit.
3. Click **Manage > Edit Group**.

4. The Edit Group Profile dialog appears.

5. On the **Properties** tab, check the **Group MessageBoard Moderation** box.

   If you check the box, any group member must approve a post before it appears on the group message board. Inappropriate posts may be deleted before they appear on the message board (they will appear to reviewers/approvers).

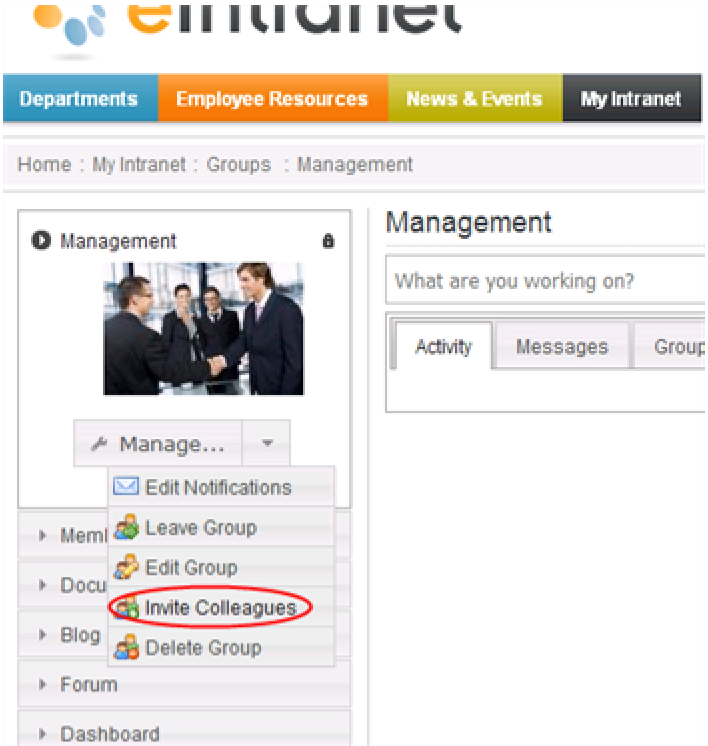
Adding Members to a Restricted Group

When creating a Community Group, you can determine if its membership policy is open or restricted. An *open* policy lets anyone join the group. A *restricted* policy requires the group's administrator to approve new members.

Inviting Users to Join a Group

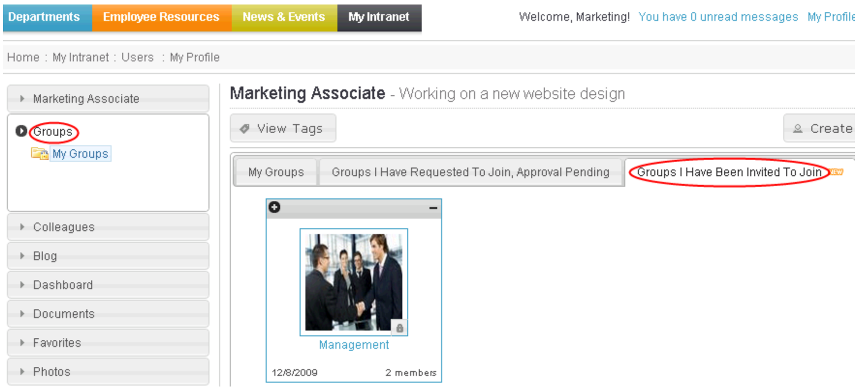
To invite colleagues to join a group, follow these steps.

1. Log into the Ektron eIntranet as a CMS400.NET administrator or administrator of the group you will ask others to join.
2. Choose **My Intranet > Directory** and click the **Group Directory** tab.
3. Click the group to which you want to invite members. The group page appears.
4. On the left, choose **Manage > Invite Colleagues**. The Invite Colleagues dialog box appears.



5. Check the box next to the colleagues you want to invite to the restricted group. (You can also specify email addresses on the Email tab.)
6. Optionally modify the default message.
7. Click **Send Invitations** to send the message to the selected colleagues. Your colleagues will have to accept the invitation to appear in the group.

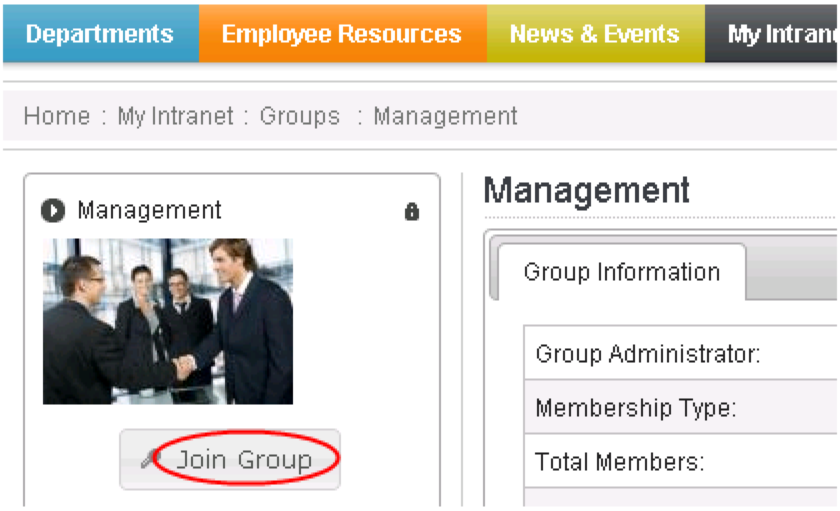
The invited member navigates to **My Intranet > My Profile > Groups** screen, then clicks the **Groups I Have Been Invited to Join** tab. The invitation appears, and the user can accept or decline it.



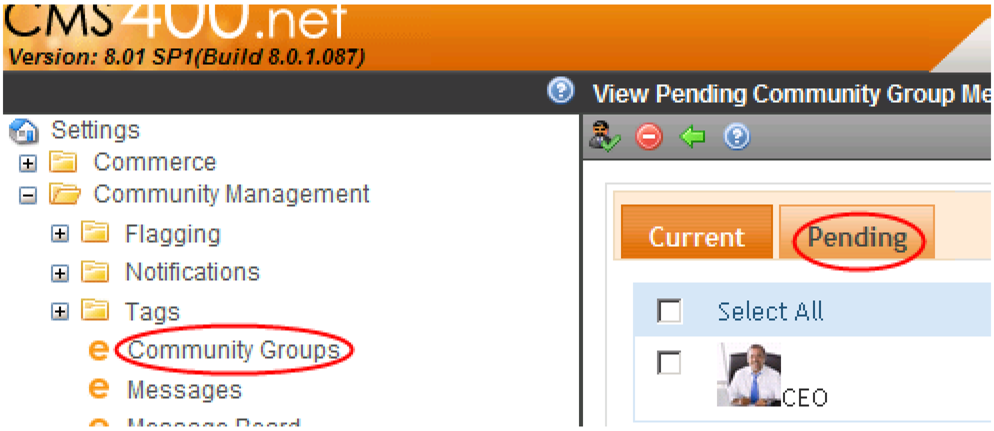
Joining a Restricted Group

To request joining a restricted group, follow these steps.

1. Choose **My Intranet > Directory** and click the **Group Directory** tab.
2. Click the group you want to join. Its title is followed by **(Restricted)**.
3. In the top left corner, click **Join Group**.

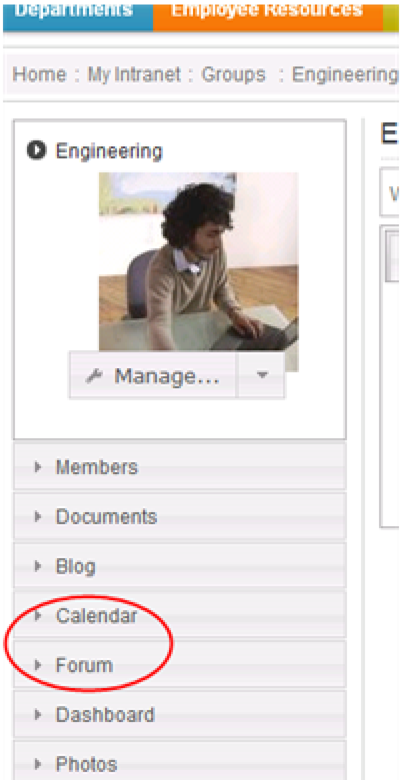


4. A CMS400.NET administrator or group administrator can approve or decline this request in two places.
   - Ektron eIntranet group page > **Members** panel > **Users Requesting to Join this Group** tab
   - CMS400.Net Workarea > **Workarea > Settings > Community Management > View Community Group** screen > **View Community Group Members** Screen > **Pending** tab.

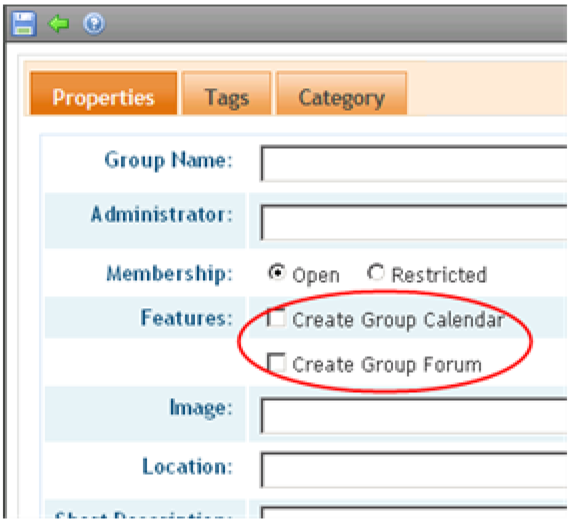


Enabling a Group Calendar and Forum

By default, all Community Groups delivered with Ektron eIntranet have a calendar and a forum.

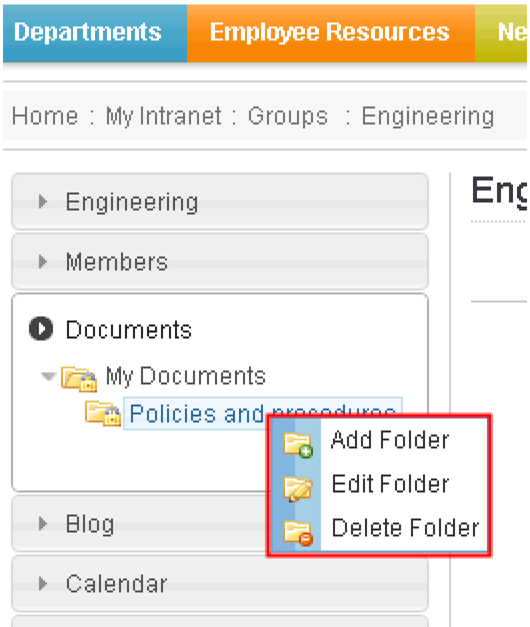


To create a new Community Group, choose **Profile > Groups > Create Group**. You can decide whether to include a calendar, a forum, or both using the check boxes circled in the following figure.



Managing Group Photos

You can authorize Community Group members to access the right-click menu options on the Group's **Documents** and **Photos** folders.



To enable these menu options for group members, follow these steps.

1. From your profile page, click the **Groups** tab. All of your groups appear in the middle of the screen.
2. Click the group that you want to edit.
3. Click **Manage > Edit Group**.

4. On the **Properties** tab, check the **Allow member to manage photo/workspace folders** box.

Editing My Profile

The My Profile page (shown in *My Intranet > My Profile* on page 57) in the My Intranet area is where you enter information about you that lets you connect and collaborate with other people in your organization.

You can modify the following items in My Profile:

Edit Profile

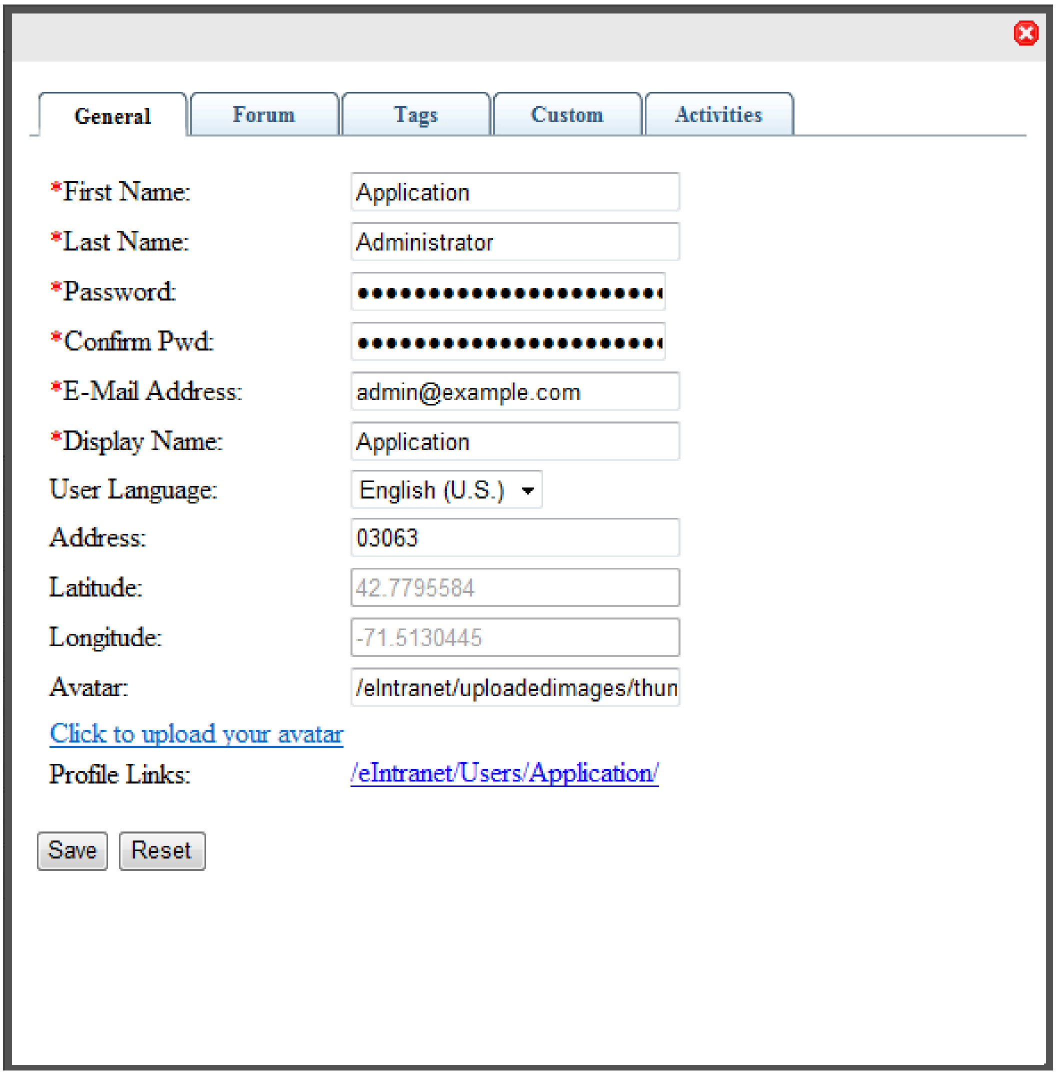
You can specify the following information on the Edit Profile tabs:

General

The following table and figure describe the information you can set. Fields with a red asterisk (*) are required fields.

Field	Description
First name	Enter your first name.
Last Name	Enter your last name.
Password	Enter a password.
Confirm Password	Re-enter the same password.

Field	Description
E-Mail Address	Enter your email address.
Display Name	Enter the name you want to display to others, which can be a nickname or title.
User Language	Select from available languages.
Address	Enter the address (or just the zip code) of where you are located.
Latitude	This field is automatically determined by the address.
Longitude	This field is automatically determined by the address.
Avatar	Click on "Click to upload your Avatar" and choose an image file that you want to associate with your profile.
Profile Links	This field is automatically determined by your profile.



Forum

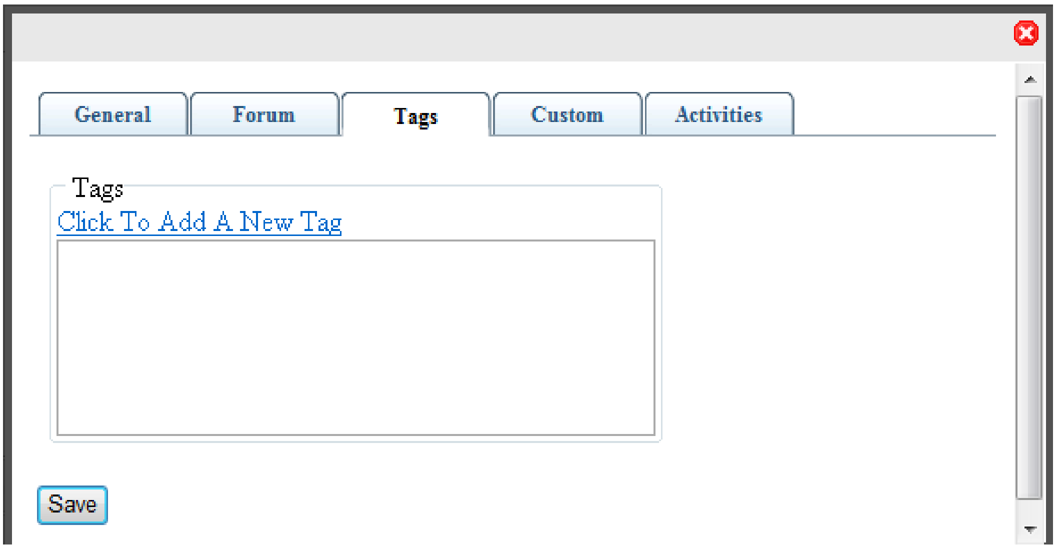
The following table and figure describe the information you can set.

Field	Description
Content and Forum Editor	Choose **eWebEdit400** or **eWebEditPro**.
Topics per Page	Select the number of topics you want to display on a page. If the number of available topics exceeds the number you select, a scroll bar lets you see the additional topics. For example, if you select 10, and there are 25 topics, you can scroll to see all the topic, but only 10 will be displayed at one time.
Forum Signature	Click **Edit** to enter or modify an automatic signature that appears at the bottom of each post you make to a forum topic.

Tags

The following table and figure describe the information you can set.

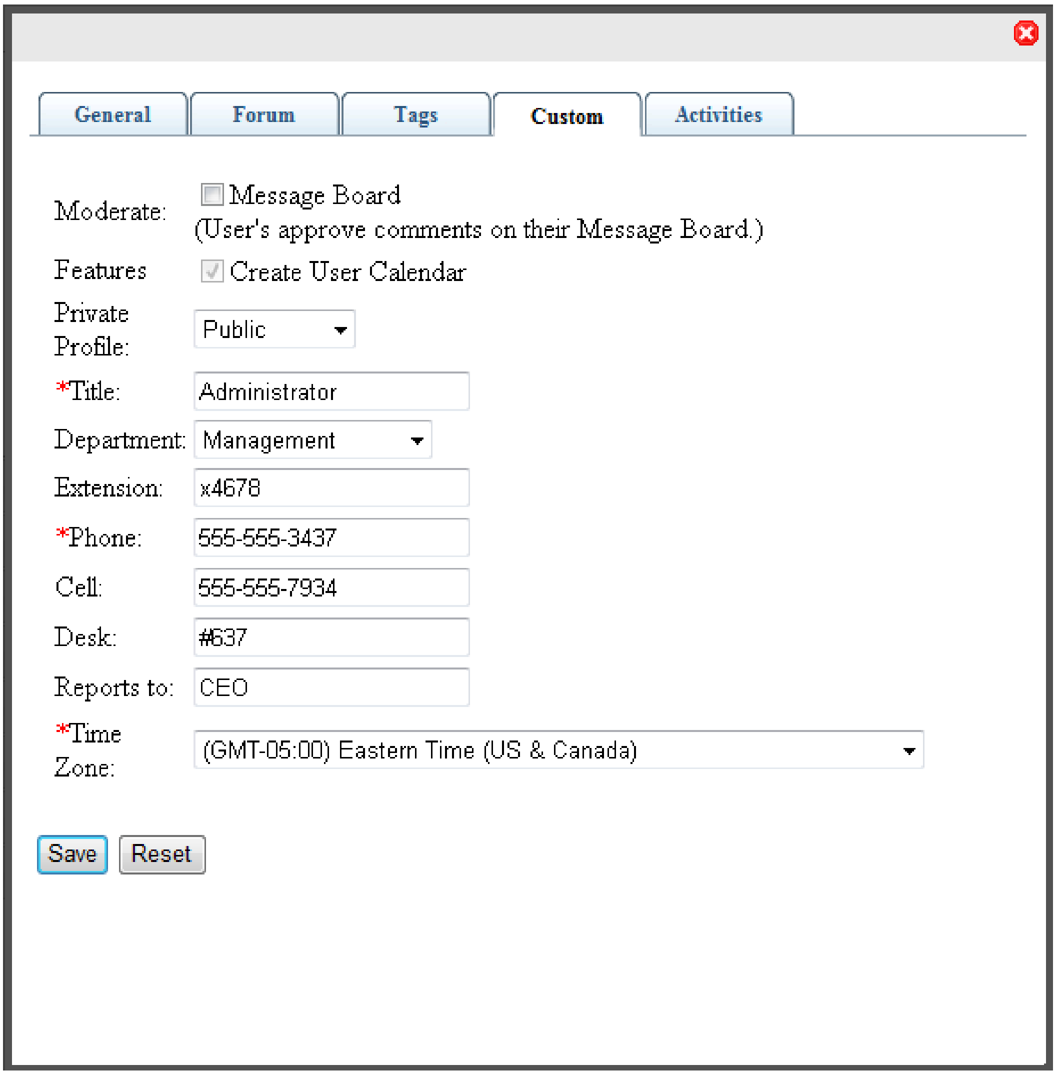
Field	Description
Tags	Keywords that you can assign to content and library items, which allows for tag-based searching. For example, you can add the tag **EAC** (Employee Activity Committee), and tag content that is related to the EAC, so that people can search for the content using the **EAC** tag.



Custom

The following table and figure describe the information you can set. Fields with a red asterisk (*) are required fields.

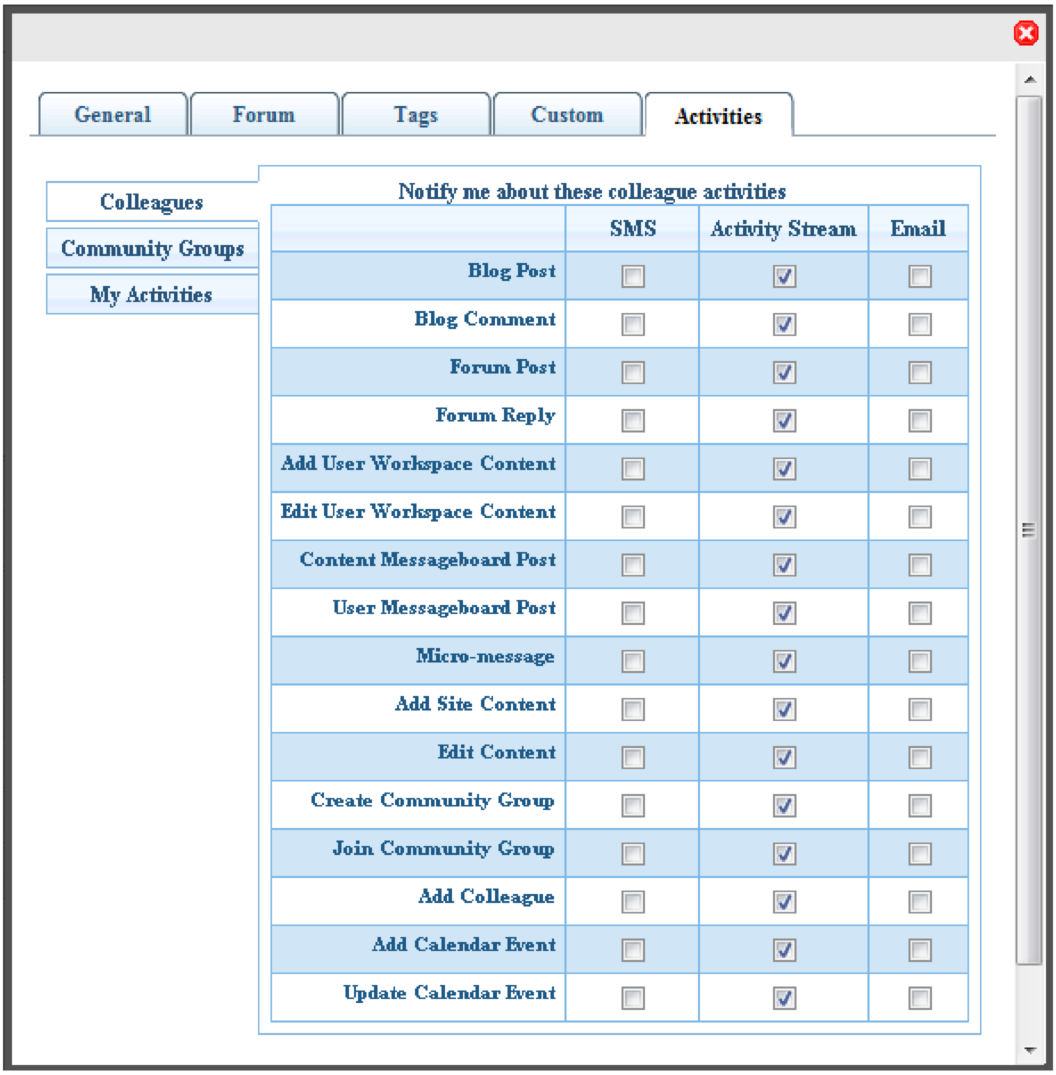
Field	Description
Moderate	Check the Moderate box to give this user privileges on a message board to approve and delete posts. Regular users in a group message board can create and delete only their own posts.
Features	Check the Features box to give the user an individual calendar. (There may be other features to grant, also.)
Private Profile	Choose from one of the following options: ▪ Public - The user information is accessible by others on the eIntranet. ▪ Private - The user information is not accessible by others on the eIntranet. ▪ Colleagues - The user information is accessible only by people on the eIntranet that are connected as colleagues.
Title	Enter the title of the user.
Department	Select the department to which this user belongs. The list contains any departments that you have created.
Extension	Enter the user's telephone extension.
Phone	Enter the user's company telephone number.
Cell	Enter the user's cell phone number.
Desk	Enter the value that identifies the location of the desk (or cubicle, or office), if your office identifies such things. This can be valuable in locating an employee on an office map.
Reports to:	Enter the name of the person to whom the user reports. This can be valuable for developing organizational charts.
Time Zone	Select the time zone where the user works.



Activities

The following table and figure describe the information you can set. By default, all activity is checked to display in the Activity Stream widget. By checking the boxes, you can select criteria for the types of content you want to see when colleagues or community groups create the content. You can also select (publish) the types of content that you want colleagues to see under the **My Activities** category.

Field	Description
SMS	A checked box indicates that the type of content will be sent to your cell phone Short Message Service (SMS).
Activity Stream	A checked box indicates that the type of content will be displayed in the Activity Stream widget on the eIntranet pages.
Email	A checked box indicates that the type of content will be sent to your Email address, which is specified in the General tab of your profile.



Calendar

Use the personal calendar to schedule events. An administrator can combine calendars. For information about combining Calendars, see *Setting Up a Company Calendar* on page 103.

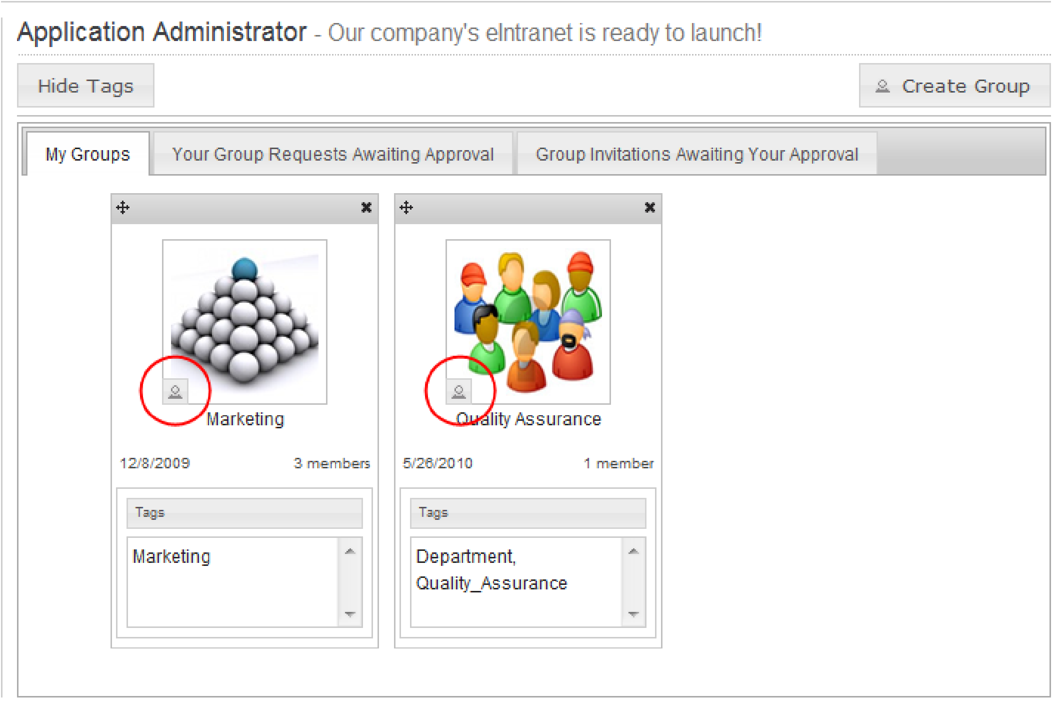
Groups

Community groups are online places where people can discuss similar interests (such as car racing, or work projects).

You can do the following in your Groups area:

- View or hide the tags associated with your groups.
- Create a new group by clicking Create Group. For information about creating new groups, see *Creating Community Groups* on page 113.
- View and approve requests to join the groups for which you are a moderator.
- View the requests that you have made of other moderators to join another group.

The following figure shows that the administrator is a member of the Marketing and the Quality Assurance groups. The icon circled in the figure is a moderator's link that takes you to the group page where you can see other members of that group.

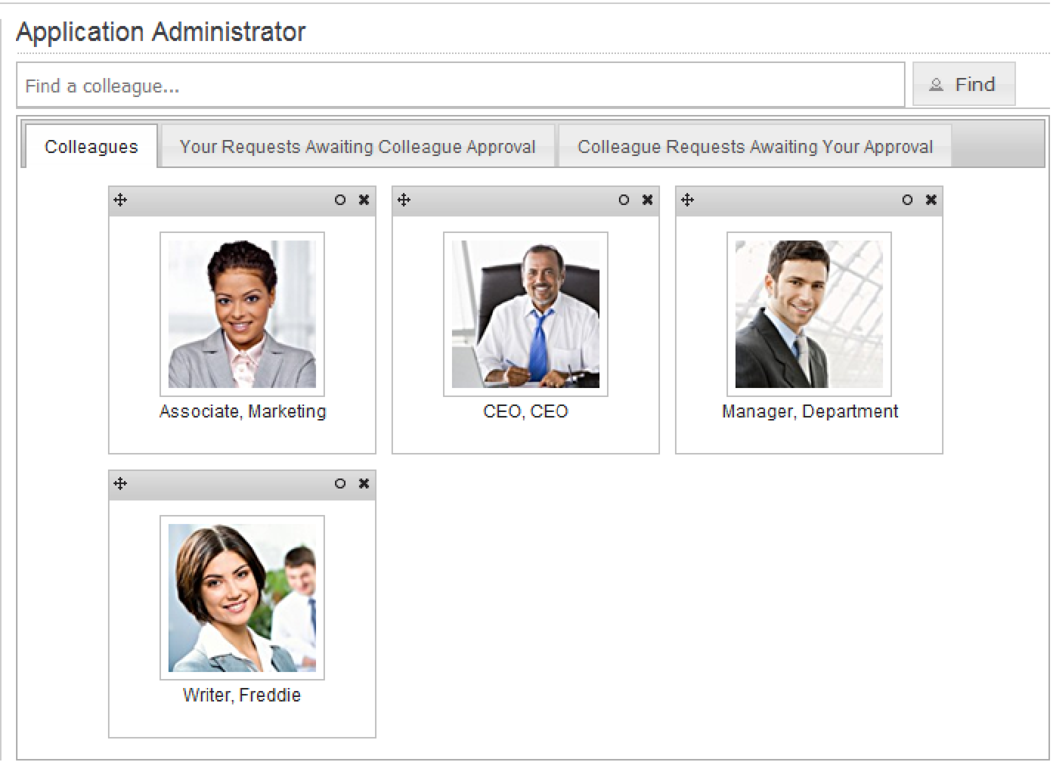


Colleagues

Colleagues are people with whom you connect and who are connected to you, either through friendship or professional contact.

You can do the following in your Colleagues area:

- Display the people with whom you are connected.
- View requests of people who want to connect to you as a colleague.
- View the requests that you have made of others to connect as a colleague.



Blog

You can create your own web log (blog). Colleagues can follow your blog entries automatically when you create them, when you make them public and your colleagues have set up their profile to follow your blog. See *Edit Profile* on page 128 for information about setting up your profile.

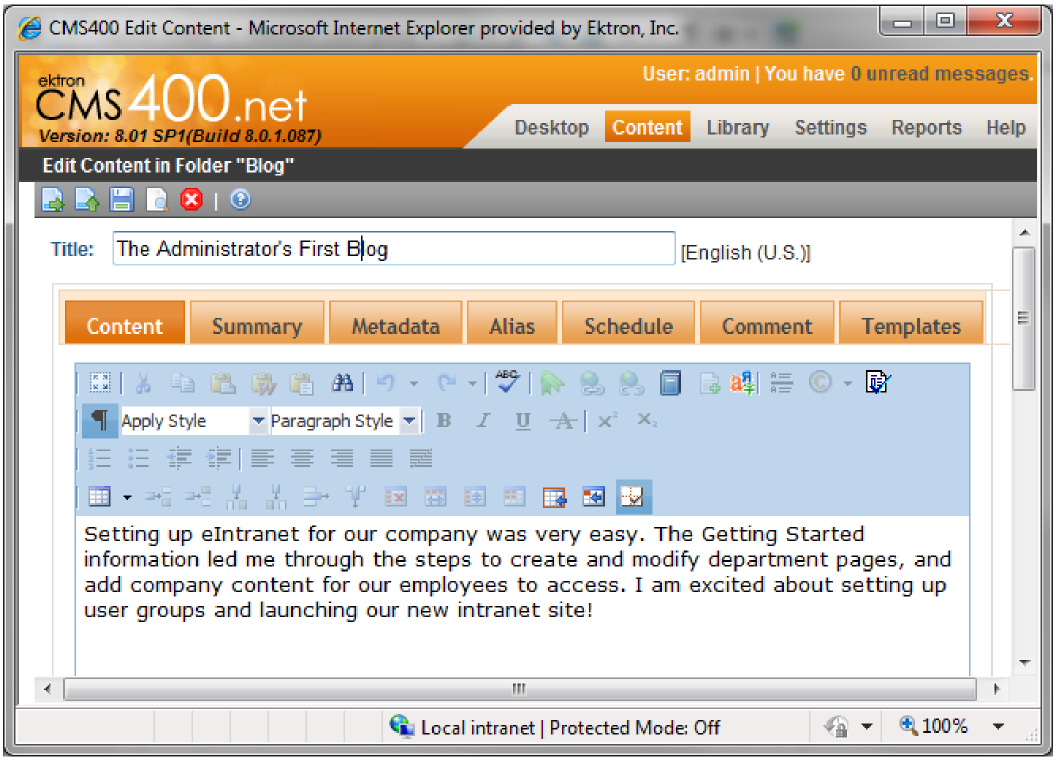
You can do the following in the Blog area:

- Add a new blog post.
- Edit an existing post.
- Delete an exiting post.
- Create a permanent link to a specific blog post that you can access it via the URL in the browser’s address bar. (Most blog pages show only recent posts. After a post is moved off the blog’s front page, it is still accessible via this link.)
- Subscribe to RSS or Email notifications.
- View highlighted and clickable days on the calendar indicating when a blog entry was posted.
- View an automatic roll of blog entries.
- View a list of archived blog entries.
- View a list of blog post subjects.
- View the most recent blog entries.

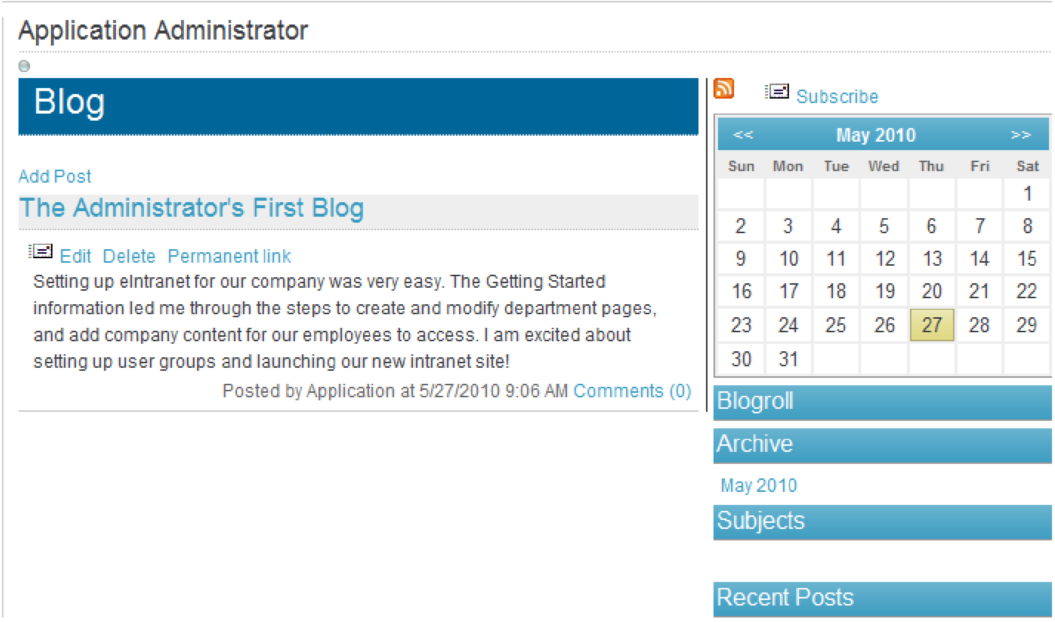
Creating Your Own Blog

To create a blog, follow these steps:

1. Open the access point (◉) and choose New Post (or click on **Add Post**). A CMS400.NET editor appears.
2. Enter a title and content for your blog.
3. Click **Publish** () when ready.
   The following figure shows the CMS400.NET editor with "The Administrator's First Bog" ready to publish.



The following figure shows the published blog on the page.



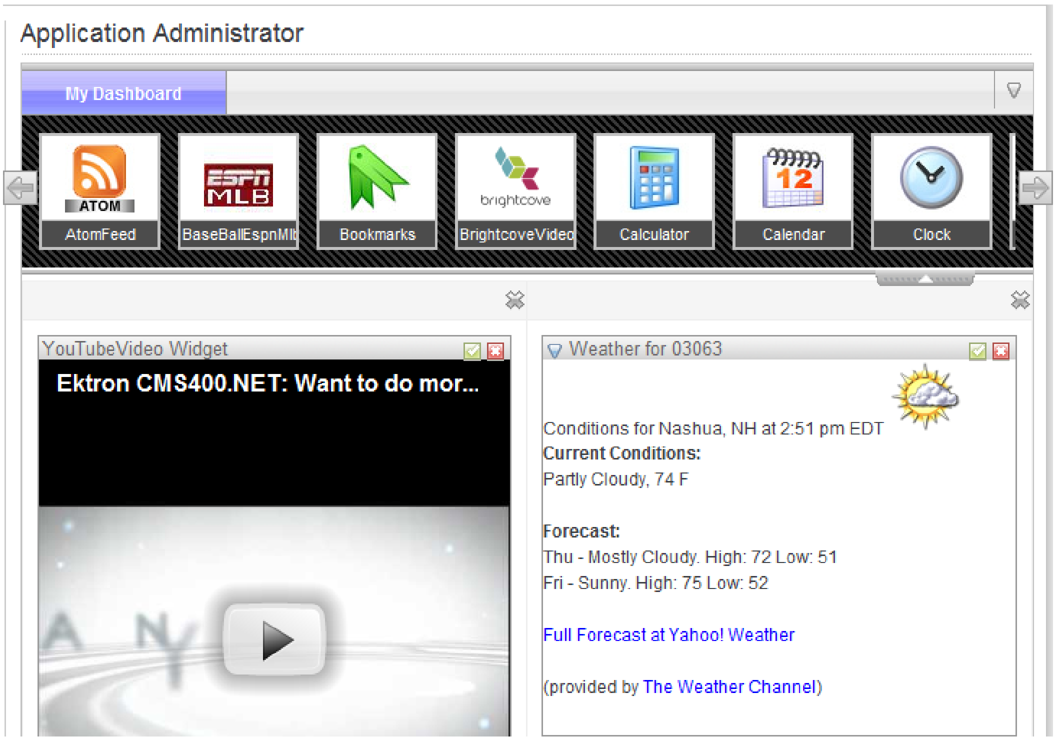
Dashboard

The Dashboard lets you personalize your own web view of the Ektron eIntranet.

To customize your dashboard, follow these steps:

1. Open the widget bar ( ).
2. Drag and drop a widget onto your dashboard.

The following figure shows an open widget bar.



To change the contents of a widget, click **Edit** ( ).

To dismiss the widget from the Dashboard, click **Close** ( ).

Documents

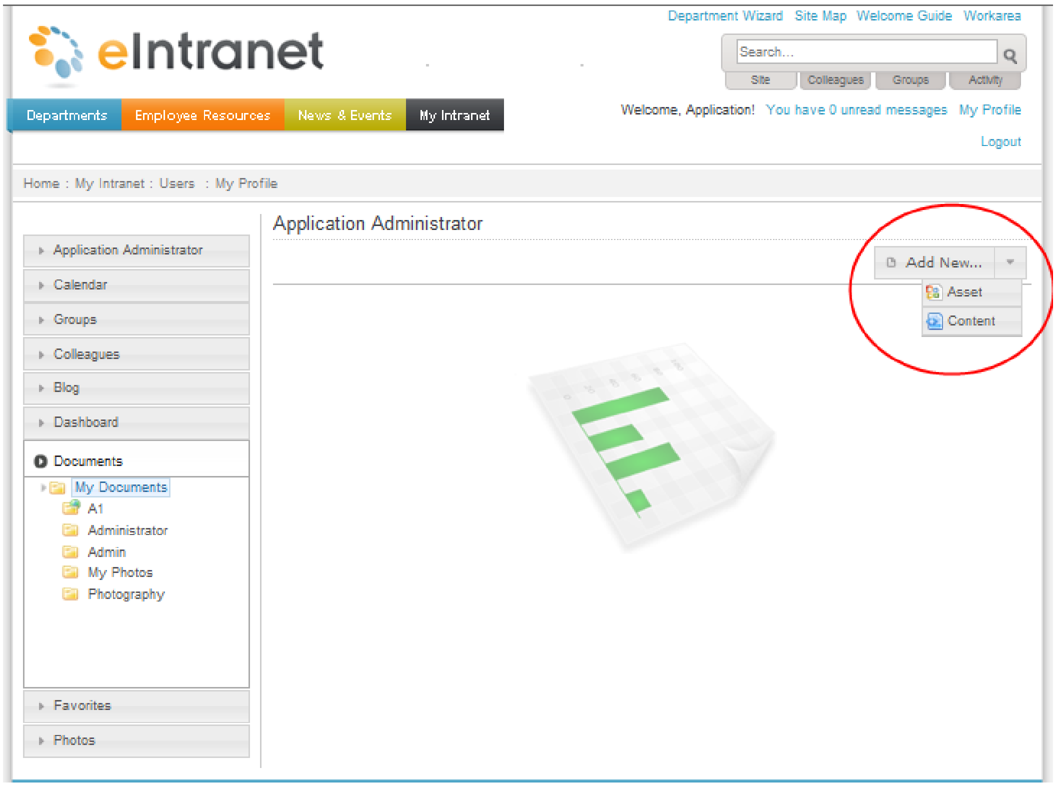
You can create or upload documents that you want to share with colleagues on your Ektron eIntranet. You can create new HTML content, or upload document assets (such as Word or PDF documents).

To create a new HTML document, follow these steps:

1. Open the **Add New** menu on the right side of the page and choose **Content**, a CMS400.NET editor appears.
2. Enter a title and content, and any other data you want to associate with the content, and click Publish ( ) when done.

To upload one or more document assets, follow these steps:

1. Open the **Add New** menu on the right side of the page and choose **Add Asset**. The Add Document dialog box appears.



2. Do one of the following methods:
   - Click on the Drag Drop tab, then drag one or more files from a Windows Explorer to the dialog box.
   - Click the File Upload tab, then browse for a file and click **Upload** when ready.

Favorites

You can create a list of often-used or important links on the Favorites page.

To add a favorite link, follow these steps:

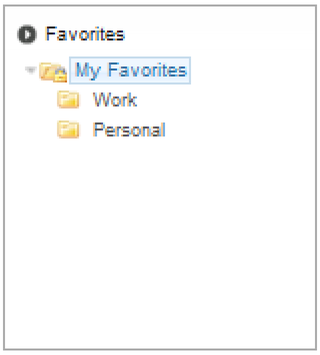
1. Enter a URL in the field that is seeded with "http://".
2. Enter the title of the link that you want to display in your Favorites list.
3. Click **Add**. The title appears in the list and you can click on it to display the specified URL.

You can also create folders to categorize your favorite links.

To add folders to **My Favorites**, follow these steps:

1. Right-click on the **My Favorites** folder and choose **Add Folder**.
2. Enter the name of a subfolder in the Add Folder dialog box and click **Add**.

The following figure shows two subfolders created called **Work** and **Personal**.



Photos

You can create and manage folders of photos.

To add a photo to your personal photo gallery, follow these steps:

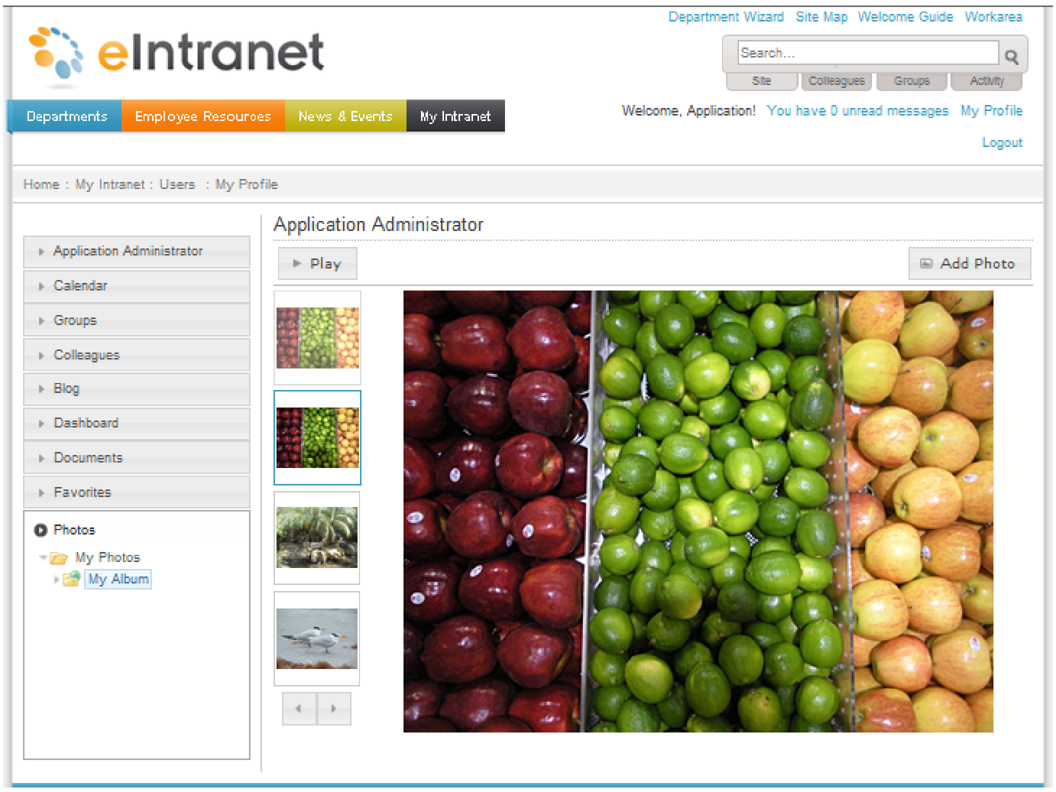
1. Click **Add Photo**.
2. Optionally describe the one or more photos that you want to add then click **Next**.
3. Depending on your browser, you can upload photos one at a time or more than one file at a time. For information about your browser's method, see *Adding Assets to the Intranet* on page 96.

You can also create folders to categorize your photographs.

To add folders to **My Photos**, follow these steps:

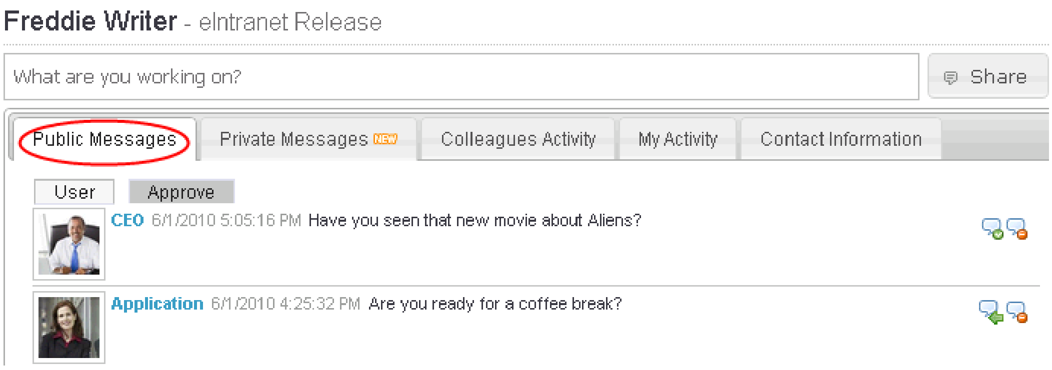
1. Right-click on the **My Photos** folder and choose **Add Folder**.
2. Enter the name of a subfolder in the Add Folder dialog box and click **Add**.

   The following figure shows the **My Album** subfolder with several photos loaded.



Moderating a Personal Message Board

On your profile page, the **Public Messages** tab shows your personal message board. Any of your colleagues can post to it.

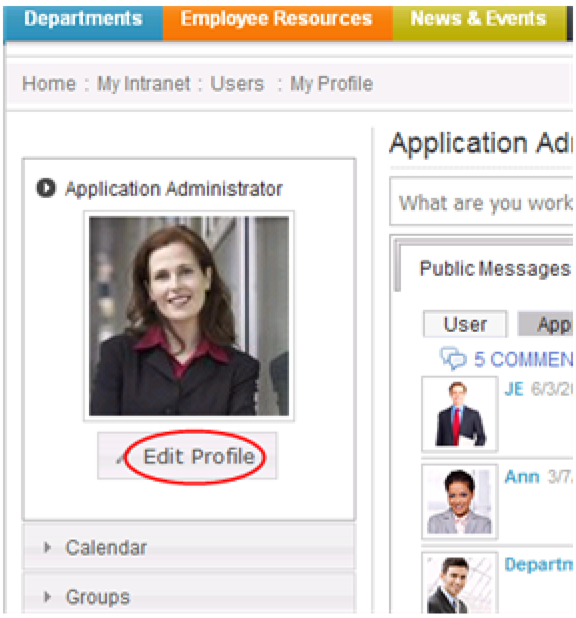


You can require the approval of these posts. This feature is known as *moderation* of the message board.

If you enable moderation, a CMS400.NET or group administrator, or the affected user must review and approve or deny posts before they are published. During that review, you can delete inappropriate posts.

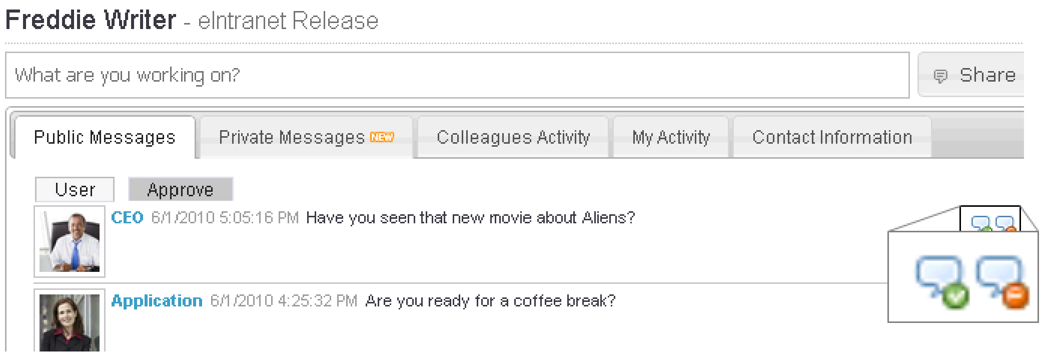
To enable moderation, follow these steps.

1. From your profile page, click **Edit Profile**.



2. The Edit Profile dialog box appears.
3. On the **Custom** tab, check the **Message Board** box.
4. Click **Save**.

If you enable moderation, the affected user and administrators see any new posts on the message board along with the previous posts. Approve and decline buttons (enlarged below) let them publish or remove the new posts.



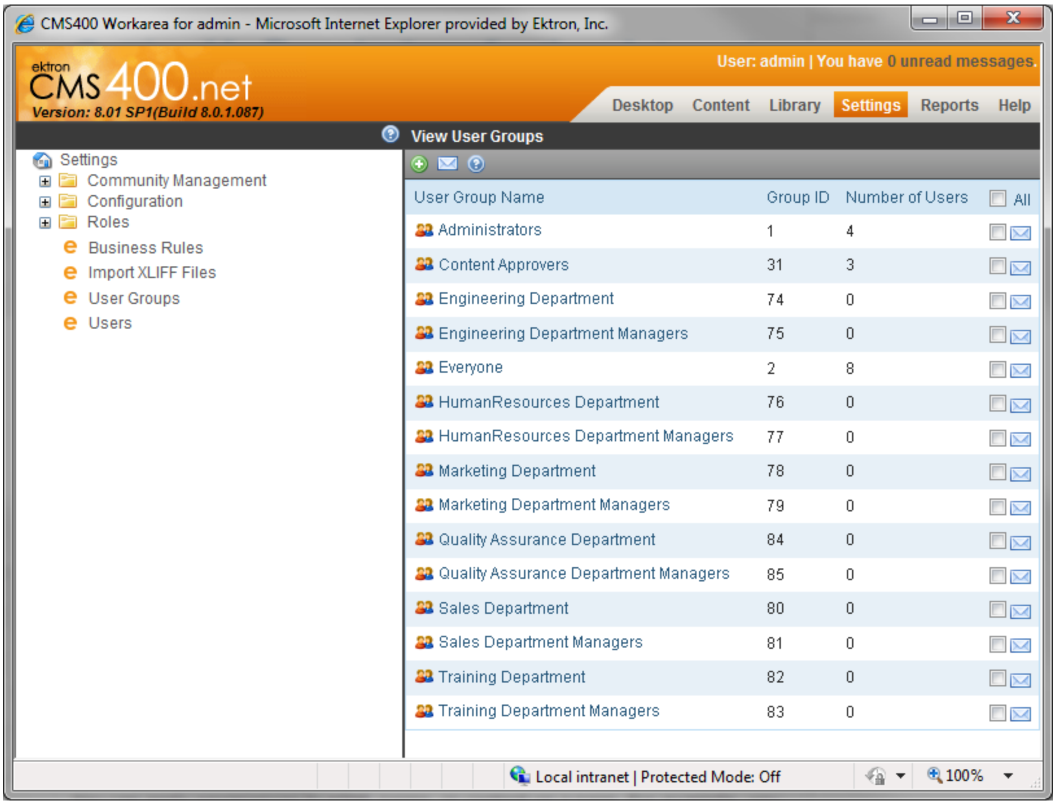
Setting Up Permissions for the eIntranet

This section shows several examples of creating groups with specific permissions. For complete information about setting permissions, see the Ektron CMS400.NET Reference Manual.

By default, Ektron eIntranet has permission groups for the following groups:

- Administrators (full control)
- Department managers (control over department pages)
- Department members (control over content creation in department spaces)
- Everyone (read-only in specific areas)
- Content Approvers (a group of specified people to approve content before it can be published to the Ektron eIntranet site)

To access the default permission group settings, enter the Workarea and choose **Settings > User Groups**. The following figure shows the default user groups.

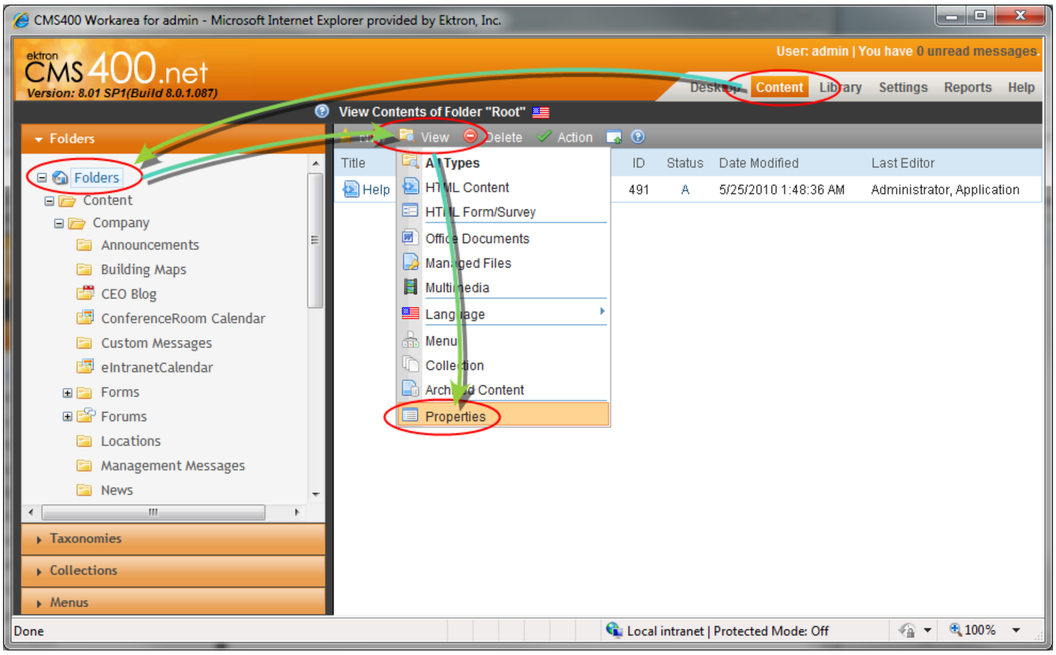


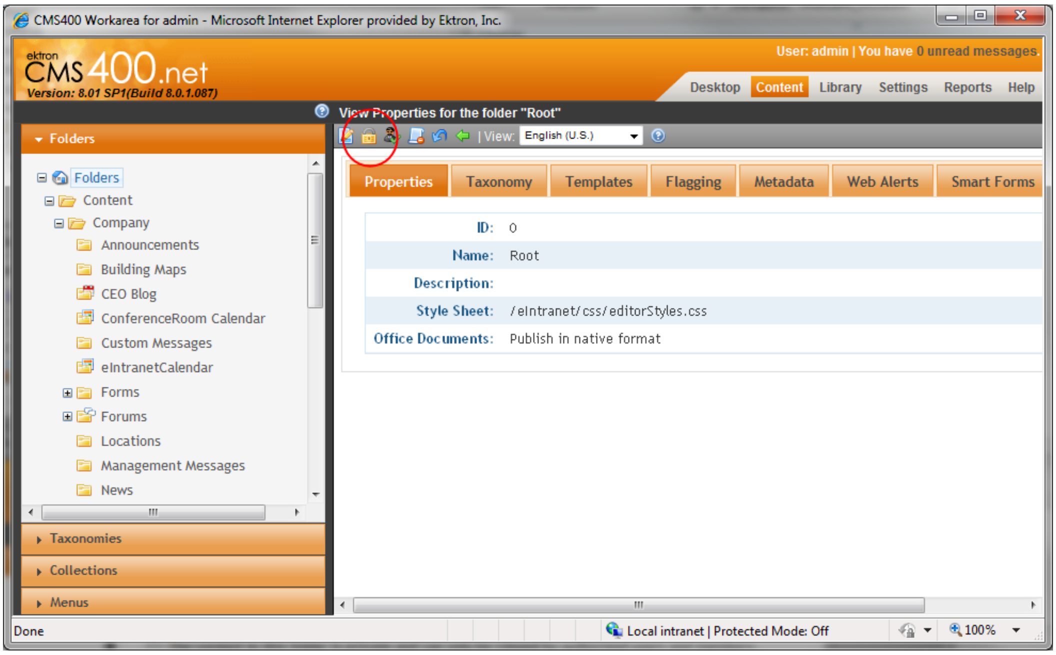
Although you can set permissions on a per user basis, it is more effective to establish groups that have specific permissions and then add or delete users from the permission groups.

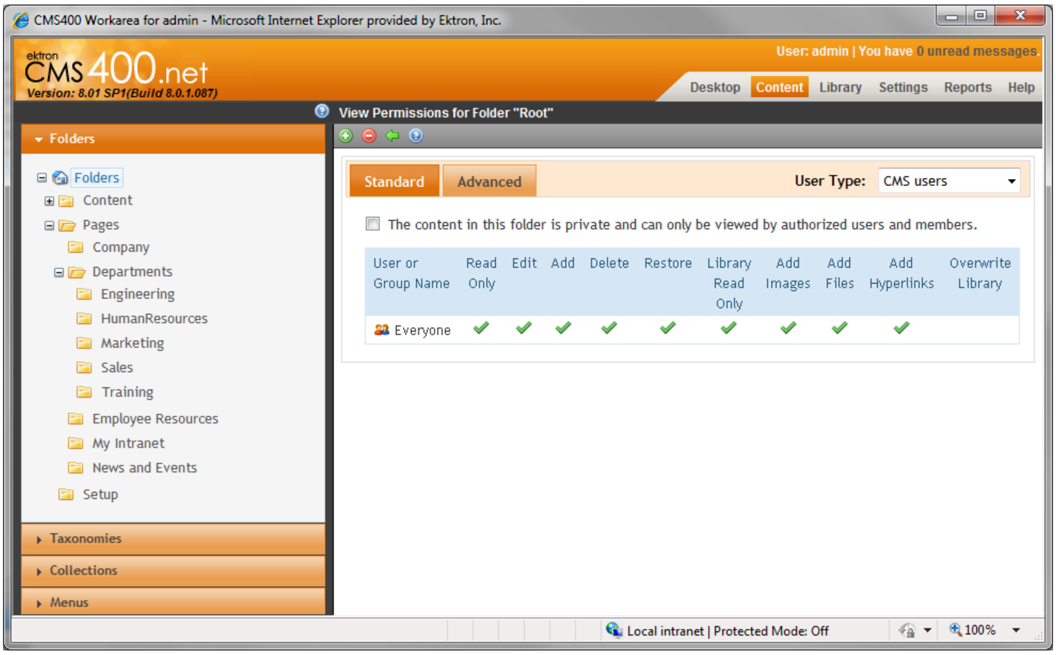
You can apply permissions to CMS400.NET folders, or content within a folder. For example, you may want some users with specific permission to post announcements, and another set of users to manage the content on the Human Resources department page, which is maintained in the Human Resources folder. The following figure shows the default permissions table for the top-level **Folders** content.

To see this in the CMS400.NET workarea, follow these steps:

1. Open the **Content** tab.
2. Click on **Folders.**
3. Choose **View > Properties**
4. Click **Permissions** ( ). The permissions screen shows that the Everyone group can do everything except overwrite the library.


CMS400 Workarea for admin - Microsoft Internet Explorer provided by Ektron, Inc.
User: admin | You have 0 unread messages
CMS400.net
Version: 8.01 SP1(Build 8.0.1.087)
Desktop
Content
Library
Settings
Reports
Help
View Contents of Folder "Root"
Folders
View
Delete
Action
Title
ID
Status
Date Modified
Last Editor
Help
491
A
5/25/2010 1:48:36 AM
Administrator, Application
All Types
HTML Content
HTML Form/Survey
Office Documents
Managed Files
Multimedia
Language
Menu
Collection
Archived Content
Properties
Folders
Content
Company
Announcements
Building Maps
CEO Blog
ConferenceRoom Calendar
Custom Messages
eIntranetCalendar
Forms
Forums
Locations
Management Messages
News
Taxonomies
Collections
Menus
Done
Local intranet | Protected Mode: Off
100%

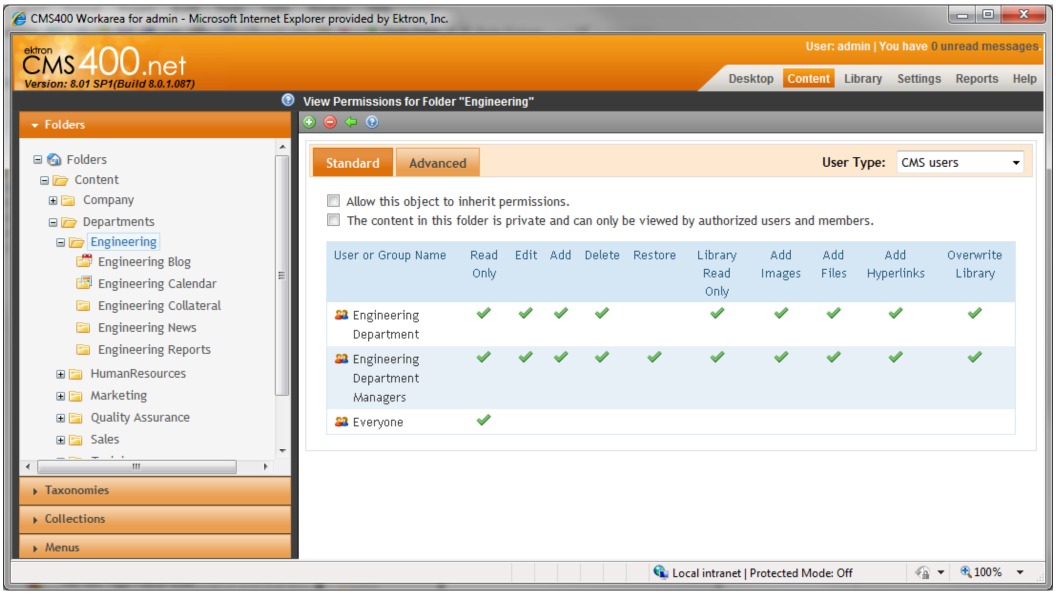

CMS400 Workarea for admin - Microsoft Internet Explorer provided by Ektron, Inc.
User: admin | You have 0 unread messages
CMS400.net
Version: 8.01 SP1(Build 8.0.1.087)
Desktop
Content
Library
Settings
Reports
Help
View Properties for the folder "Root"
Folders
View:
English (U.S.)
Properties
Taxonomy
Templates
Flagging
Metadata
Web Alerts
Smart Forms
ID: 0
Name: Root
Description:
Style Sheet: /eIntranet/css/editorStyles.css
Office Documents: Publish in native format
Folders
Content
Company
Announcements
Building Maps
CEO Blog
ConferenceRoom Calendar
Custom Messages
eIntranetCalendar
Forms
Forums
Locations
Management Messages
News
Taxonomies
Collections
Menus
Done
Local intranet | Protected Mode: Off
100%

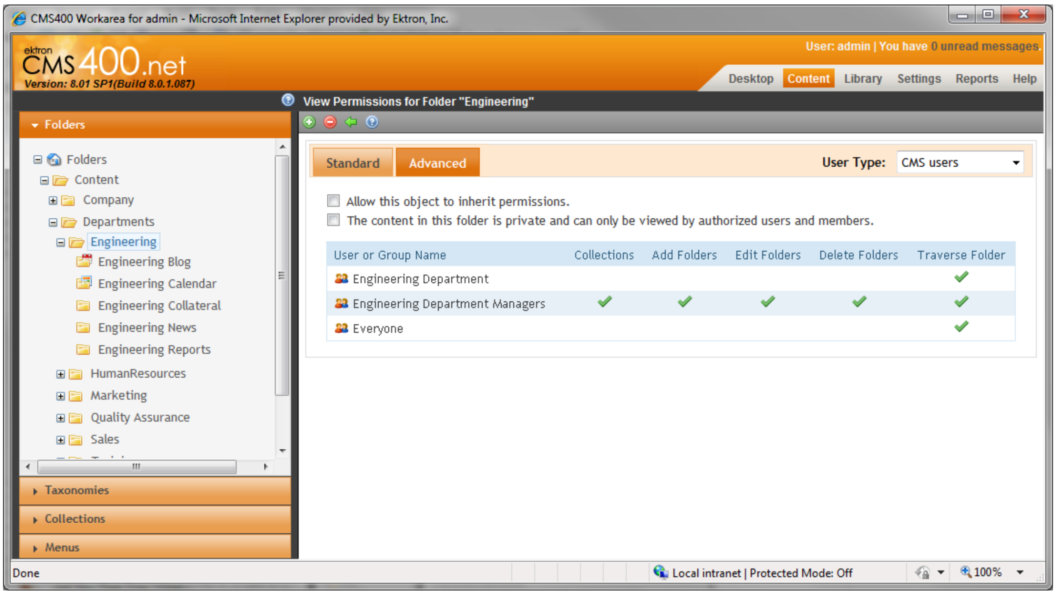


Folders inherit the properties of their parent folder unless you choose to break the inheritance and modify the properties of a folder. For example, the default Engineering page does not have the inheritance of the root folder (where the Everyone group has many permissions). Instead, the Engineering page has 3 groups with different levels of permissions, as shown in the following figure.

To see this in CMS400.NET, follow these steps:

1. Open the **Content** tab.
2. Click on **Folders > Content > Deparments > Engineering**.
3. Choose **View > Properties**
4. Click **Permissions** (). The permissions shows that the Everyone group can do everything except overwrite the library.





On the department pages, the **Everyone** group has only Read-only and Traverse Folder permissions. Department managers have complete control, while department members can create content but cannot create collections or folders and cannot restore deleted items.

Setting Up Permissions for Creating Content

The default Ektron eIntranet lets any user in the Ektron eIntranet create content and publish it immediately. If you want greater control of what people can do on the Ektron eIntranet, you create groups, assign them specific permissions, and assign users to one or more of the groups.

The following table shows the permissions that you can set.

You can create custom permission tables for each user group or individual contributor.

Permission	Description
Read Only	✔ View content. ☐ Disable view of content.
Edit	✔ Let the user edit content. ☐ Do not let the user edit content.
Add	✔ Let the user add new content. ☐ Do not let the user add new content.
Delete	✔ Let the user delete content. ☐ Do not let the user delete content.

Permission	Description
Restore	Let the user restore deleted content. Do not let the user restore deleted content.
Library Read Only	Let the user view the contents of the CMS400.NET library. Do not let the user view the contents of the CMS400.NET library.
Add Images	Let the user add image files to the library. Do not let the user add images to the library.
Add Files	Let the user add files to the library. Do not let the user add files to the library.
Add Hyperlinks	Let the user add hyperlinks to HTML content. Do not let the user add hyperlinks to HTML content.
Overwrite Library	Let the user overwrite images and files in the library. Do not let the user overwrite images and files in the library.
Collections	Let the user create and manage CMS400.NET collections. Do not let the user create and manage CMS400.NET collections.
Add Folders	Let the user add folders to the CMS400.NET content hierarchy. Do not let the user add folders to the CMS400.NET content hierarchy.
Edit Folders	Let the user modify folder properties in the CMS400.NET. Do not let the user modify folder properties in the CMS400.NET.
Delete Folders	Let the user delete CMS400.NET folders. Do not let the user delete CMS400.NET folders.
Traverse Folder	Let the user access the folder hierarchy. Do not let the user access the folder hierarchy.

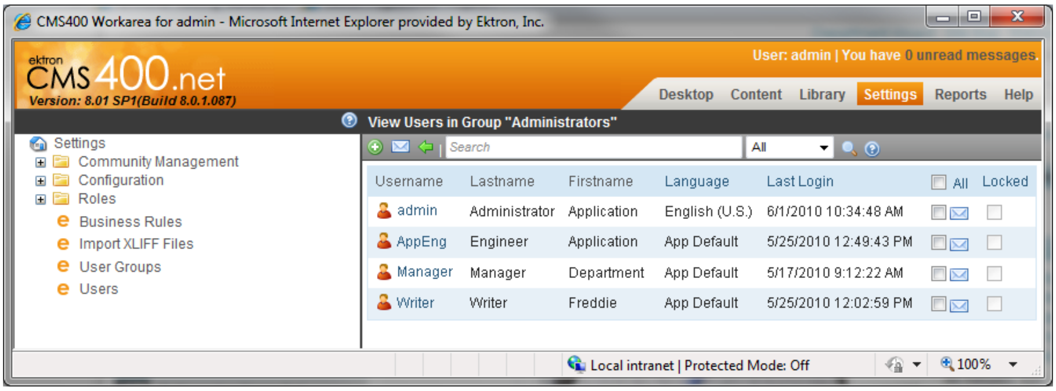
The following sections provide examples of creating permission groups. You can create any number of groups for your company or organization.

Setting Up Permissions for a Group of Administrators

By default, the Ektron eIntranet comes with an Administrators group that can perform all tasks in the Workarea.

To add or delete users from the Administrators group, follow these steps:

1. In the CMS400.NET workarea, choose **Settings > User Groups**. The existing user groups display including Administrators.
2. Click **Administrators**. A roster of administrator users appears.



3. To add another user to the Administrator group:
   a. Click **Add User** ( ). A list of other CMS400.NET users appears.
   b. Check the box next to the user and click **Save** ( ) and confirm the operation.
4. To delete a user from the Administrator group:
   a. Click the username of the person you want to delete from the group. That user's information appears.
   b. Click **Delete** ( ) and confirm the deletion. The user is removed from the Administrators group.

Setting Up Permissions for Department Pages

Default departments and newly created groups have empty permission groups automatically created.

To add users to each group, follow these steps:

1. Enter the Workarea and choose **Settings > User Groups**. The View User Groups screen appears.
2. Click on **Engineering Department Managers**, for example. A roster appears (initially empty).
3. Click **Add User** ( ). A roster of all users appears.
4. Check the box next to each username that you want to have Department Manager permissions.
5. Click **Save** ( ) and confirm the operation. The users are added to the Engineering Department Manager group roster with full control over the Engineering department pages.

6. Click on **Engineering Department** and repeat steps 2 through 5, selecting users that will have Engineering Department permissions. (Department members cannot create collections or folders and cannot restore deleted items.)

By default, the **Everyone** group has only Read-only and Traverse Folder permissions to each department.

Setting Up Permissions for a Group of Read-Only Users

The following example shows you how to create full permissions for two people and read-only permissions for everyone else for the Announcements folder content, because you may want only the CEO and Admin to be able to create announcements.

Follow these steps:

1. In the CMS400.NET workarea, choose **Content > Folders > Content > Company > Announcements**.
2. Choose **View > Properties**.
3. Click **Permissions** (). A roster of users and groups appears.
4. Uncheck **Allow this object to inherit permissions**, because you are setting specific permissions to this folder (and any child folders).
5. Click **Add Permissions** (). A roster of users appears.
6. Select users you want to have control over the contents of this folder. In this example, choose **admin** and **CEO** and click **Save** (). The permission options appear.
7. Click **Enable All** on both tabs and then **Save** (). The new users appear on the permission roster.
8. Click on **Everyone** in the roster. The permissions options appear.
9. Uncheck all options except **Read Only** (standard tab) and **Traverse Folder** (Advanced tab), then click **Save** ().

Setting Up an Approval Chain

You can ensure that content is reviewed and approved before it is published to the Ektron eIntranet site by setting up approval chains. With an approval chain, when content is submitted for publication, an approver gets notified by email of the change. The approver reviews the change in the CMS400.NET workarea, and can edit, approve, or decline the change. Declining sends the content change back to the author; approving either passes it onto another approver in the chain, or publishes the content if there are no other approvers.

This section describes how to set up an approval chain so that content that is created gets submitted for approval before it can be published on the Ektron eIntranet site. The Ektron CMS400.NET Reference Manual has complete information about workflows and approval chains.

NOTE: If you assign a user group to an approval chain, only one member of the group needs to approve the content, not all members. Also, if a user appears in an approval chain twice (both as a user and part of a user group), the approval chain skips the second approval because the user has already approved the content.

Adding a Person or Group to a Folder's Approval Chain

To view and add a person or group to a folder's approval chain, follow these steps.

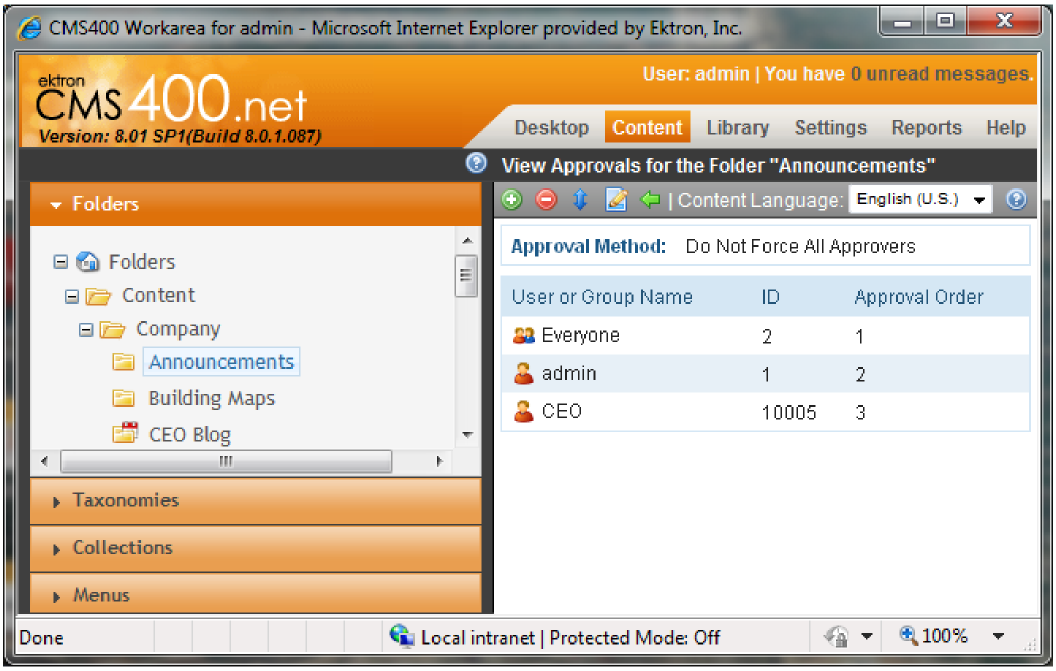
1. Select a folder from the left frame of the Workarea > Content tab.
2. Click **View > Properties**.
3. Click **Permissions** ( ) and uncheck **Allow this object to inherit permissions**.
4. Click **Back** ( ).
5. Click **View Approvals** ( ). The approval chain appears in the lower section of the screen.
6. Click**Add** ( ). A roster of users appears. If the user you want as an approver does not appear in the roster, add the user first to the permissions roster as described in *Setting Up Permissions for Creating Content* on page 146.
7. Click on the user or group that you want to approve content when changes are made to the folder and click **OK** to confirm your selection. You must select one user or group at a time, and each time the selected user is added to the roster.

Selecting a Sequence of Approvals

To select a sequence of approvals, follow these steps.

1. Select a folder from the left frame of the Workarea.
2. Click **View > Properties**.
3. Click **View Approvals** ( ). (Be sure to choose a folder that has more than one approver.)
4. Click **Reorder Items** ( ). An Approval Order screen appears.
5. Click on one of the users or groups in the list and click the up ( ) or down ( ) arrows at the right to change the order of the list. The user or group at the top is the first approver, meaning that changed content must be approved through that person or group first, then the next person or group, and so on.
6. Click **Save** ( ) when the list is in the order you want.

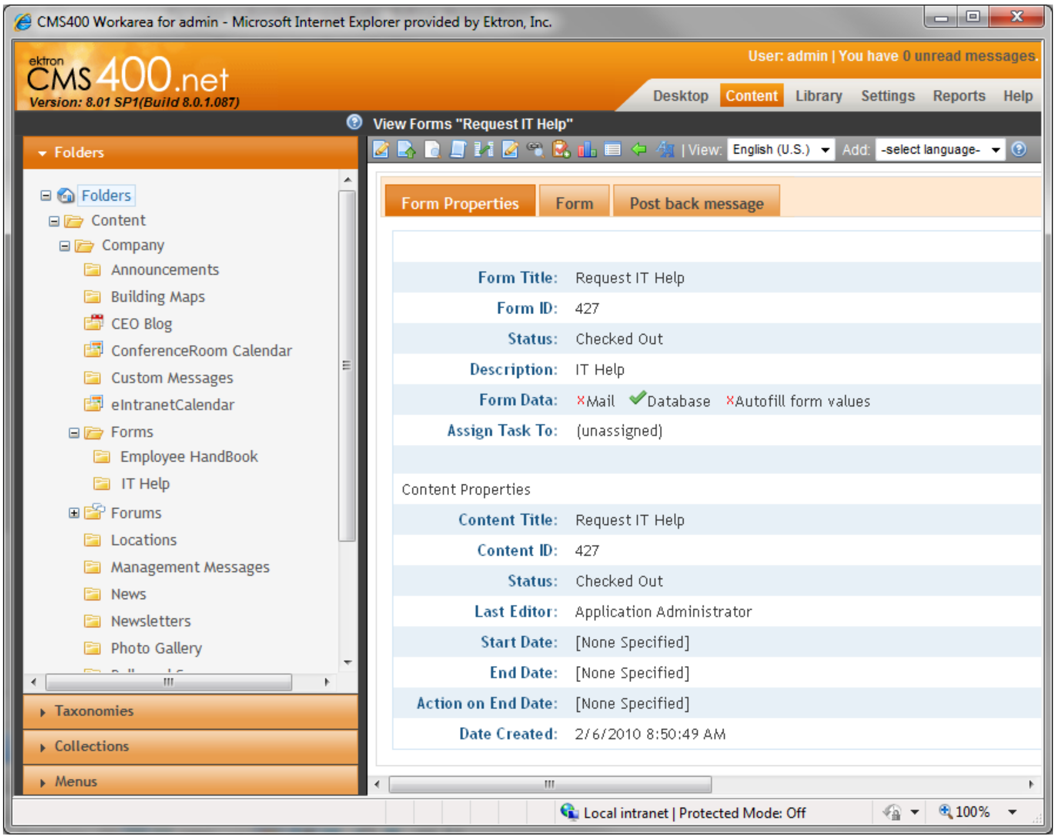
   The following figure shows an example where someone in the Everyone group must review and approve a change to the Announcements folder. If approved, then the admin must review and approve it, and then the CEO finally reviews and approves the content to be published.



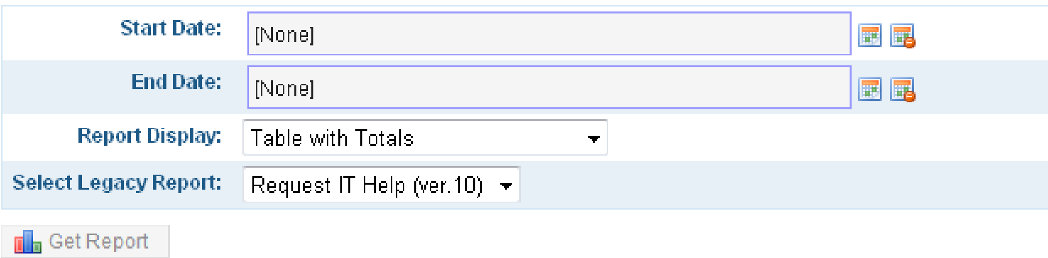
Viewing IT Requests

When the Request IT Help form is filled out and the **Submit Request** is clicked, the form data is added to the CMS400.NET. To view submitted requests, follow these steps.

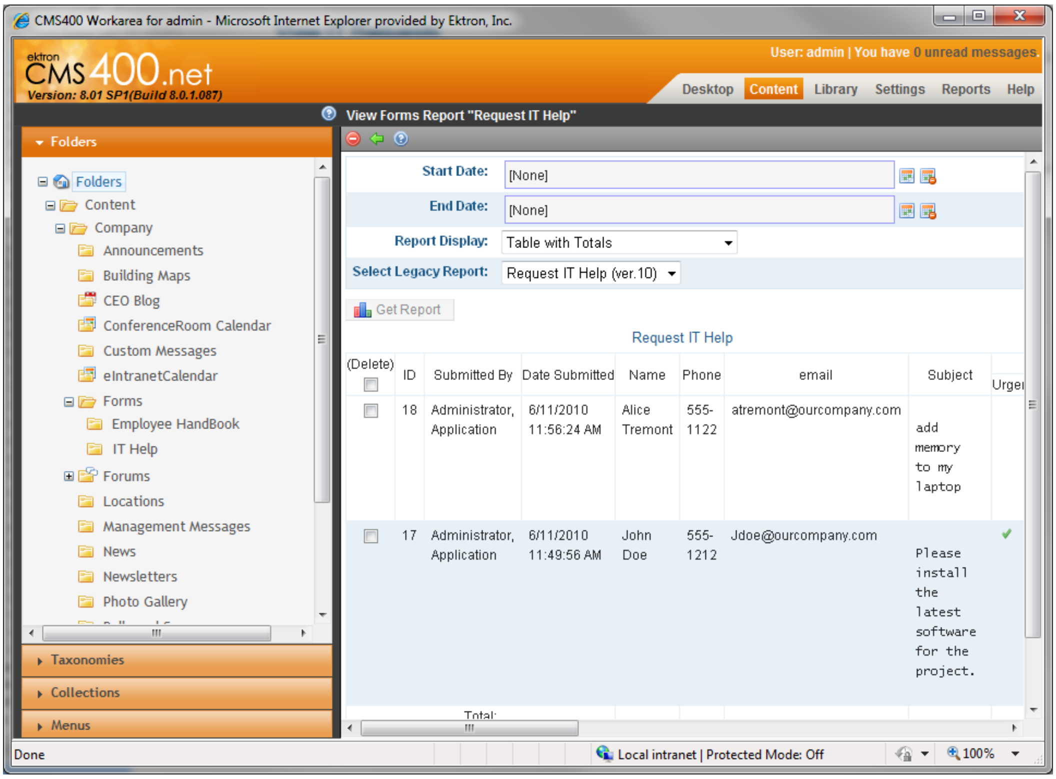
1. Login as administrator.
2. Navigate to **Employee Resources > Request IT Help**. The Request IT Help page appears.
3. Open the silver access point (◉) and choose **Properties**. The View Forms "Request IT Help" screen appears in the CMS400.NET Workarea.



4. Click **Report** (). The form changes for you to specify viewing criteria, such as start and end dates and so on.



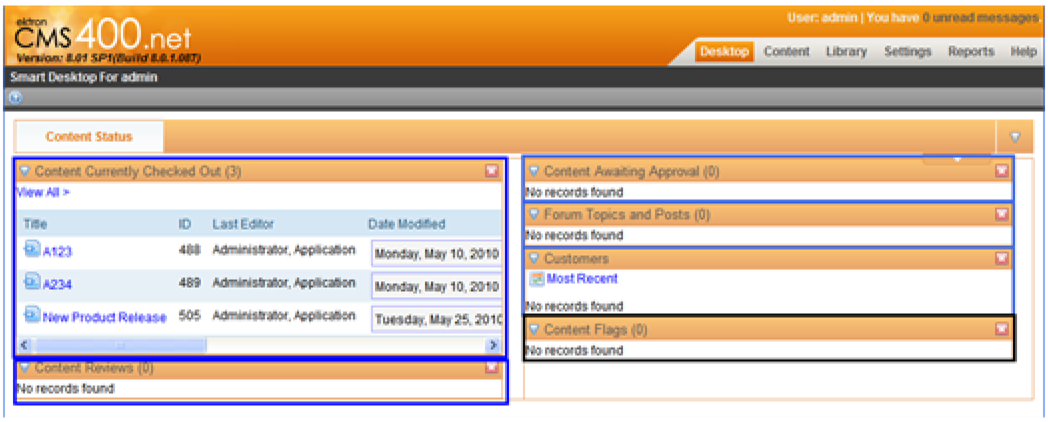
5. Click **Get Report**. The requests display within the criteria that you specified.



Using the SmartDesktop to Manage Your eIntranet

You can maintain it using your Workarea SmartDesktop. Measure web page traffic, approve comments and content where necessary, or maintain content to keep it current and up-to-date from this page.

The SmartDesktopcontains widgets that help you identify tasks to complete, or view comments and content that you need to approve. The SmartDesktop uses PageBuilder technology to help you rearrange or add/delete widgets.



The following table describes each of the blocks in the previous figure.

Widget Used	Function
Content Currently Checked Out	This widget shows content that is currently in a checked-out state. This occurs when the author is editing the content or if the browswer is closed without publishing. Use this to control the amount of space used to store unpublished content.
Content Review	This list shows content that has been rated and reviewed by readers. Reviews can be moderated and approved before they show on the content review associated to content.
Content Awaiting Approval	Content listed here is awaiting approval before it is published. For more information about Approvals, see Approval Chains in the Ektron CMS400.NET Reference Manual.
Forum Topics and Posts	This list shows new topics and posts that visitors have added into a Discussion Board. For more information about Discussion Boards and Forums, see the Ektron CMS400.NET Reference Manual.
Customers	When new customers use eCommerce for the first time they are listed here. For more information about eCommerce, see the Ektron CMS400.NET Reference Manual.
Content Flags	Content that has been flagged with any flags such as "inappropriate" or "out of date" by visitors appears in this list. For more information about content flags, see the Ektron CMS400.NET Reference Manual.

Customizing the SmartDesktop

Using PageBuilder functionality, you can add, rearrange, or remove widgets on your Smart Desktop. To learn more about customizing the SmartDesktop, see *How Customizing the Smart Desktop Works* in the Ektron CMS400.NET Reference Manual.

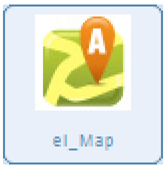
3

Using Widgets

Widgets are mini-applications that can provide either specific functionality (calculators, search, and social bars, etc) or areas into which you can add Ektron CMS400.NET content (content blocks, list summaries, collections, and so on). You can drag and drop widgets onto a page using PageBuilder. To open the widget bar from the PageBuilder menu, click on the up/down () or down () controls.

The following table shows the eI_* widgets.

Name	Description
el_ActivityStream Widget on page 159 	Shows the activities of users and groups with whom you have connected using Community Settings within the Community Activities section of the Web site.
el_Blog Widget on page 162 	Puts a blog on a page.
el_Collection Widget on page 163 	Shows a collection that is a list of content that you choose from the content available in the CMS400.NET.
el_CommunityGroupMembers Widget on page 164 	Shows members in a community group. Additionally, if you are the Group Administrator, you can add, remove or invite others to the group.
el_ContentBlock Widget on page 165 	Shows any content on your web page that you want from your CMS400.NET. Additionally, you can add the following options to the content block. • Content Review with Ratings Stars. • Provide links for *Add To Favorites*, *Email*, and *Print*. • Comments submitted by logged in visitors.

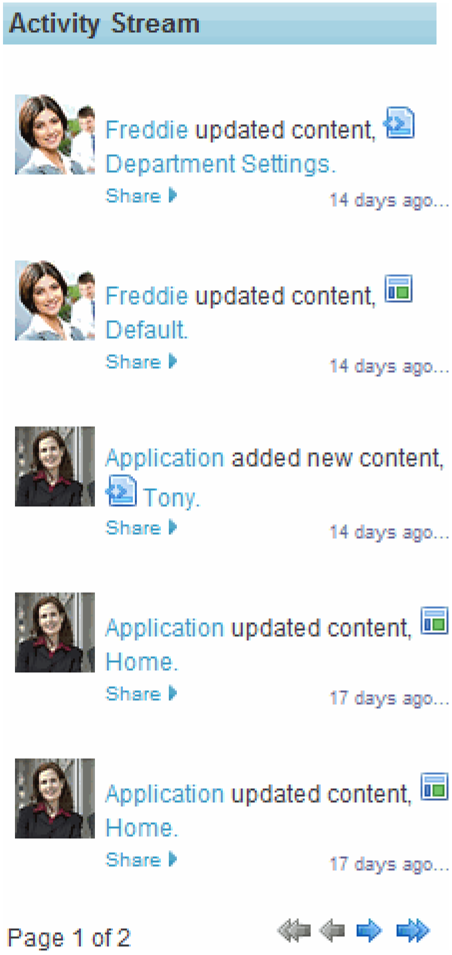
Name	Description
el_GroupSpaces Widget on page 167 	Shows a list of groups. You can filter groups by selecting a taxonomy. For example, you can show the groups associated with a department.
el_Header Widget on page 168 	Shows a header style with optional text.
el_ListSummary Widget on page 169 	Shows a list of content from a folder (and optionally its subfolders) on your Web page.
el_Map Widget on page 171 	Displays a map on your Web page.
el_MicroMessaging Widget on page 172 	Shows your status and activities similar to other micro-blogging serv-ices.

Name	Description
el_News Widget on page 173 	Displays a list of content ranked by most viewed, popularity ratings, publish date (most recent).
el_PhotoOfTheDay Widget on page 175 	Shows an image file on your Web page.
el_RecentBlogPosts Widget on page 177 	Shows the latest blog posts or content in a CMS400.NET folder.
el_Search Widget on page 178 	Puts a search box on a PageBuilder page. As you type a search string, results show below the **Search** button.
el_SiteMap Widget on page 179 	Shows the site map, which is created from the Folder Breadcrumb settings in the Workarea. There are no properties to set in the Sitemap widget.

Name	Description
el_TagCloud Widget on page 180 	Shows the tags used on content, groups, and users and displays their size according to the popularity of the term in the list. The more a tag term is found, the larger the text. When you click on a term in the tag cloud, the items associated with this tag term display.
el_UpcomingEvents Widget on page 180 	Shows a list of scheduled calendar events.
el_WebSearch Widget on page 182 	Displays a search box for site, colleagues, groups, and activities.

el_ActivityStream Widget

Shows the activities of users and groups with whom you have connected using Community Settings within the Community Activities section of the Web site, similar to the following figure.



Properties

To change the properties, click **Edit** ( ).

Property	Value
ObjectID	Enter the **ObjectID** of the user or group whose activity you want to see in the stream. **Note:** If you select a user's ID, the Activity Stream displays the activities that this user is watching; not only his activities. *Finding the ObjectID for a User* on the facing page*Finding the ObjectID for a User* on the facing page and *How to find the ObjectID for a Group* on the facing page below for more information.
Feed Type	Select **User** or **Group** to specify the type of feed for the **ObjectID** you set.

Property	Value
Max Results	Enter the maximum number of activities to display in the Activity Stream. If more than this number of activities is available, arrows appear at the bottom of the display, allowing the site visitor to see the older activities.
ReadMore Link	Enter the URL address of the page to display when a site visitor clicks **More Activity** at the bottom of the Activity Stream; usually to the page where more activities are displayed. For example: `http://myhost/news.aspx?id=1`

Finding the ObjectID for a User

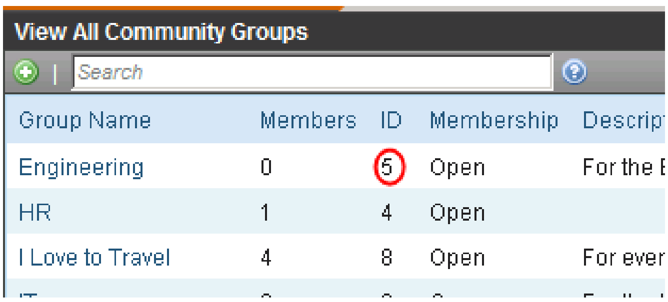
To set the **ObjectID** of an Activity Stream widget that displays a user, follow these steps.

1. Log in to the Ektron CMS400.Net Workarea.
2. Go to **Settings >Users**.
3. Click the user to display in the widget.
4. The ID appears as shown below.

How to find the ObjectID for a Group

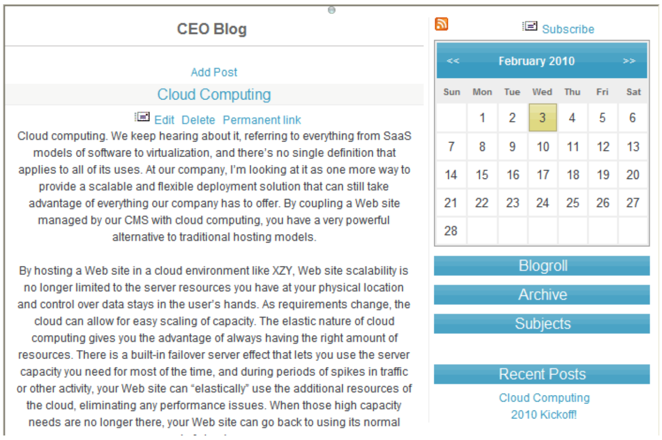
To set the **ObjectID** of an Activity Stream widget that displays a group, follow these steps.

1. Log in to the Ektron CMS400.Net Workarea.
2. Go to **Settings > Community Management > Community Groups**.
3. The ID for each group appears on the screen, as shown below.



el_Blog Widget

Puts a blog on a page, and looks similar to the following figure:



Blogs are created in folders within the Ektron CMS400.NET Workarea.

To change the properties, click **Edit** ( ).

Properties Tab

Property	Value
Blog ID	Enter the ID number of the blog . If you do not know the ID, use the Folder tab to navigate to the blog to find the Blog ID number.
CSS Path	Enter the path and name of the CSS file that defines the "skin" you wish to use for the blog. Provide the path starting at the site root. For example: "widgets/ei_Blog/Blogs.css".

Folder Tab

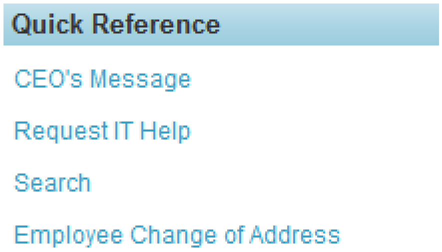
Use the Folder tab to select the blog folder.

To select a folder or content, do the following:

1. Click the Folder tab.
2. Navigate to the folder you want and click it.
3. If the View Results panel is showing, click the content you want.
4. Click **Save**.

el_Collection Widget

Shows a *collection* that is a list of content that you choose from the content available in the CMS400.NET. It looks similar to the following figure.

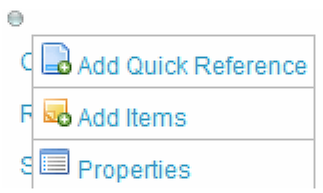


Authorized users create and edit collections in the Workarea.

To change the properties, click **Edit** ( ).

Properties Tab

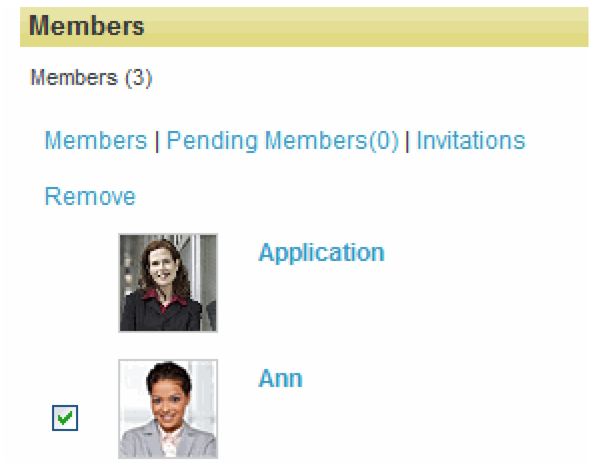
Set the properties as shown in the following table.

Property	Value
CollectionID	Enter the ID of the collection you want to display.
Page Size	Enter the number of items to list on a single page.
Teaser	Check to show the content summary text with the content title.
Enable Paging	Check to see more content titles with forward and backward buttons, when more items are in a collection than were specified in the *Page Size* parameter.
Add Text	Enter the menu item text to add more content. For example, if you enter "Add Quick Reference" it displays as follows in the editor menu. 
SelTaxonomyID	Enter the ID of the taxonomy that is assigned to the new content when **Add Items** is chosen.

Property	Value
DisplaySelectedContent	Check to show content in this widget location when the site visitor selects the content link from the collection. This overrides the quick link normally associated to the content.
Enable Header	Check to show header text above the widget.
Header	Enter text for the Header. Check the *Enable Header* property box to show this text. If no text is entered into the *Header* property, the collection name shows.
XSLT	Select one of the following to determine how the content information is displayed. **BulletedList** - Displays the content titles as a bulleted list. **ecmNavigation** - Displays the titles of the content. **ecmTeaser** - Displays the titles and summary of the content. **ecmHtml** - Displays the entire content.

el_CommunityGroupMembers Widget

Shows members in a community group. Additionally, if you are the Group Administrator, you can add, remove or invite others to the group. It looks like this when you are logged in.



When you are logged in, you can do the following.

- Click *Members* to see the list of current members in the group.
- Click *Pending Members* to see the list of people waiting for approval to join this group.
- Click *Invitations* to see the list of people who have been invited to join this group.

- Check the box next to a member and click *Remove* to delete that person from the group.

To change the properties, click **Edit** ().

Properties

Property	Value
Group ID	Enter the ID number of the Group you want to display.
Header Text	Enter any text string to show a colored bar with text above the widget. If you leave this blank, no text or colored bar shows on the page. Text for the header is placed inside an <h3> tag and adopts the same styles as the column in which it is placed. (Optional)

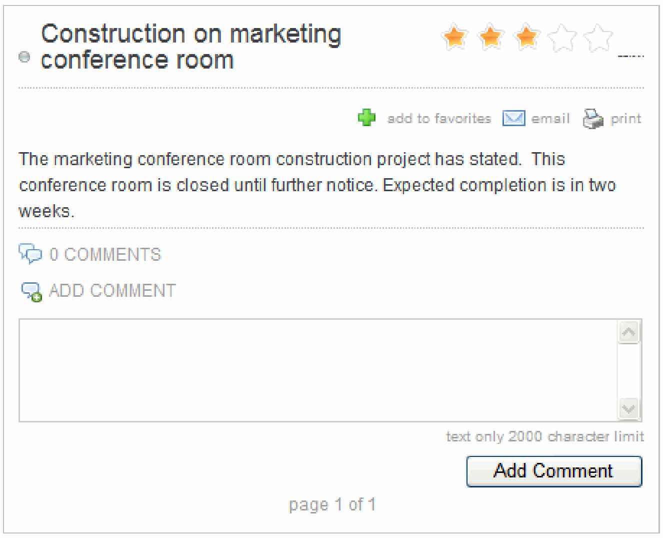
el_ContentBlock Widget

Shows any content on your web page that you want from your CMS400.NET including html, text, documents and digital media. You can set the content block widget to show a specified content id or you can set the dynamic parameter so that the content dynamically changes at any time the parameter is passed.

You also can add the following options to the content block.

- Content Review with Ratings Stars.
- Provide links for *Add To Favorites*, *Email*, and *Print*.
- Comments submitted by logged in visitors.

The content block looks similar to the following figure.



To change the properties, click **Edit** ().

Fields

Field	Description
Filtered by:	Choose **Content**, **Form**, or **Multimedia** and then click **View Results** on the bottom left of the dialog box to see the content items in the selected type.
View Result	Click to display contents of the selected folder. Hover over a content item so see a summary of the content. You can filter the content as described in the previous table entry.
Cancel Button	Click to dismiss the dialog box without adding content.
Save button	Click to save the changes you made and dismiss the dialog box.
New button	Click to create new content (rather than selecting existing content).

Properties Tab

Property	Value
Show Social Bar	Check to show links for *Add To Favorites*, *Email* and *Print*.
Show Content Review	Check to include a Star Rating bar next to the content title. Ratings by visitors indicate how they feel about the content. (Highly rated content attracts more readers.)
Show Content Title	Check to show the title text. This parameter is superceded if the *Header Text* has a value.
Show Message Board	Check to allow comments on this content.
Header Text	Enter text to replace the title of the content. If this is blank, the content's title will show.
Read More Text	Enter the string for the Read More hyperlink set in the next property. For example: "Read More..."
Read More Hyperlink	Enter the hyperlink used for the Read More Text set in the previous property. For example: "Content.aspx?id=168".

Property	Value
Dynamic Parameter	Enter any text to pass content id numbers to this widget. When you set this to "id", the widget shows the content number equated to it. For example, if the URL is http://mysite/default.aspx?**id**=30 then content number 30 shows.

The Folder, Taxonomy, and Search tabs help you find the content you want to use in this widget.

Folder Tab

To select a folder or content, do the following:

1. Click the Folder tab.
2. Navigate to the folder you want and click it.
3. If the View Results panel is showing, click the content you want.
4. Click **Save**.

Taxonomy Tab

Select the Taxonomy Category to find the content to add to this widget.

To select a Category or Content, do the following:

1. Click the Taxonomy tab.
2. Navigate to the lowest category branch that you want to use.
3. To select specific content, click the desired content in the View Results panel.
4. Click **Save**.

Search Tab

To search for Content, do the following:

1. Click the Search tab.
2. Set the Filter By dropdown to Content, Forms, Multimedia.
3. Enter the Search Terms and press **Enter**.
4. Click the desired content in the View Results panel and click **Save**.

el_GroupSpaces Widget

Shows a list of groups. You can filter groups by selecting a taxonomy. For example, you can show the groups associated with a department, similar to the ones shown in the following figure.

To change the properties, click **Edit** ( ).

Properties Tab

Property	Value
Header Text	Enter the text that displays above the group spaces. If left blank, a blank header shows.

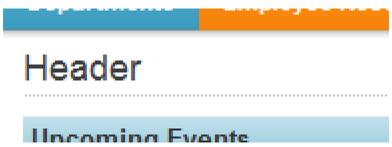
Taxonomy Tab

To select a Taxonomy category, do the following:

1. Click the Taxonomy tab.
2. Navigate to the lowest category branch that you want to use and click **Save**. Branches beneath your selection are included also.

el_Header Widget

Shows a header style with optional text similar to the following example.



The style used by the header uses the following tag in the eIntranet web site.

```
<h3 class="headerContent">
```

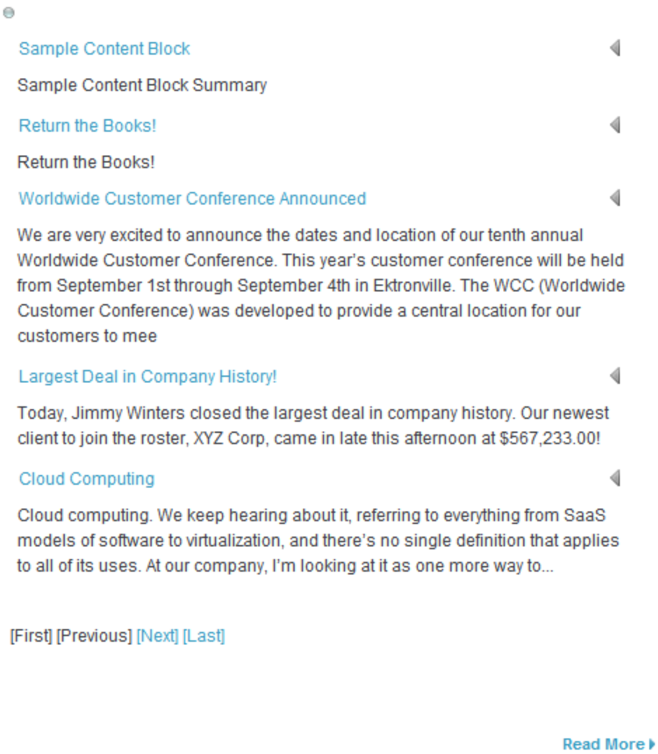
To change the properties, click **Edit** ( ).

Properties

Property	Value
Header Text	Enter the text that you want to show in the header.

el_ListSummary Widget

Shows a list of content from a folder (and optionally its subfolders) on your Web page similar to the following figure.

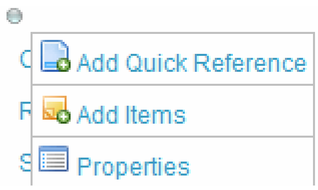


To change the properties, click **Edit** ().

Properties Tab

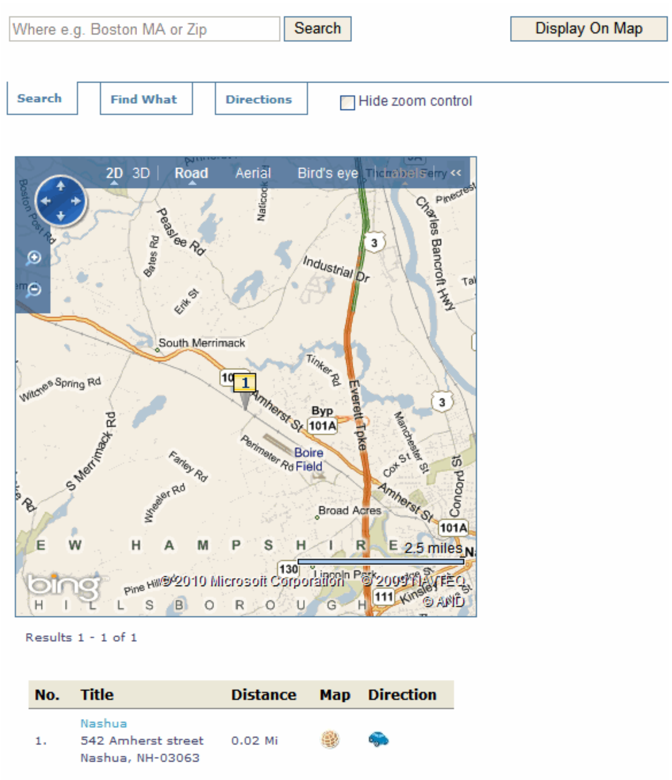
Property	Value
Folder ID	Enter the ID of the folder that contains the items appearing in the list. Set the *Recursive* property to include subfolders under this folder.
Enable Header	Check to show header text above the el_ListSummary widget. If no text is entered into the *Header* property, the folder name shows.

Property	Value
Header	Enter text for the header. Check the *Enable Header* property box to show this text.
XSLT	Select one of the following to determine how the content information displays. **BulletedList** - Displays the content titles as a bulleted list. **CalendarEvents** - Displays a list of scheduled events. **ecmNavigation** - Displays the titles of the content. **ecmTeaser** - Displays the titles and summary of the content. **ecmHtml** - Displays each content in the list summary.
Recursive	Check to include content in subfolders under the folder indicated by the *FolderID* property.
Enable Paging	Check to show links to page forward or backward through the content list. The amount of content shown in each page is set by the *Items Per Page* property.
Enable Scrolling	Check to enable automatic scrolling, which animates the list by scrolling from top to bottom then repeats indefinitely.
Items Per Page	Enter the number of content items you want to display on a page. If blank, page forward/backward buttons do not show.
Include Icons	Check to show icons that represent each content item's type in the el_ListSummary.
Sort Order	Choose **Ascending** (A-Z; first-last) or **Descending** (Z-A; last-first).
Order By	Choose one of the following options. **Title** - Sorts by the title of the content. **DateModified** - Sorts by the date the content was last edited. **DateCreated** - Sorts by the date the content was first published. **Last Editor's First Name** - Sorts by the first name of the person who last published the content. **Last Editor's Last Name** - Sorts by the last name of the person who last published the content.

Property	Value
Content Type	Choose the type of content to display in the ListSummary. **Content** - Displays only content. **Discussion Topic** - Displays only discussion topics. **Multimedia** - Displays only multimedia file types. **AllTypes** - Displays all types of content.
Add Text	Enter the text used in the editor's menu to add more content. For example: if you enter "Add Quick Reference" it appears in the Edit menu as shown. 
Taxonomy ID	Enter the taxonomy ID with which content is associated when you choose **Add Items**.
Display Content	Check to retrieve and display HTML content for each item in the ListSummary.
Read More Link Text	Enter text for the *Read More Hyperlink* set in the next property. For example: "Read More..."
Read More HyperLink	Enter the hyperlink used for the *Read More Text* set in the previous property. For example: "Content.aspx?id=168".

el_Map Widget

Displays a map on your Web page that looks similar to the following figure.



To change the properties, click **Edit** ( ).

Properties Tab

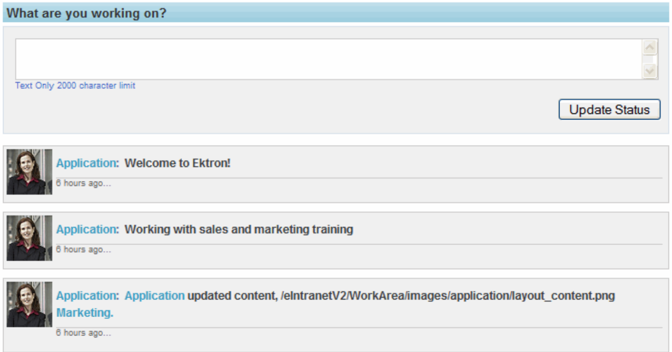
Property	Value
Folder ID	Enter the ID number of the folder that contains the content to show on the map. **Note:** The content must have Map Metadata (Address etc.) before it shows on the map.
Enable Header	Check to show Header Text above the Map Widget.
Header	Enter text for the Header. If no text is entered, the folder name shows. Check the *Enable Header* property box to show this text.

To select a folder or content, do the following:

1. Click the Folder tab.
2. Navigate to the folder you want and click it.
3. If the View Results panel is showing, click the content you want.
4. Click **Save**.

el_MicroMessaging Widget

Shows your status and activities similar to other micro-blogging services, and looks similar to the following figure.



There are no properties for this widget. Messages are automatically associated to a login.

The eI_MicroMessaging widget lets you do the following:

- display your own micro-messages
- submit new micro-messages. For example, update your status.
- search all micro-messages.

When a colleague views another colleague's micro-messages, she sees the other colleague's messages, and the messages of people that the two colleagues have in common, but she cannot search the messages of or update the other colleague's status.

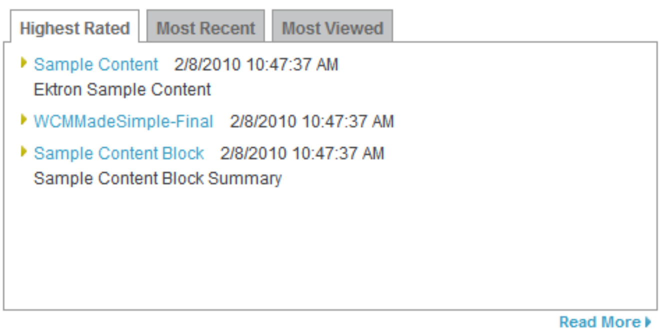
To use micro-messaging, do the following.

1. Enter an answer to the question "What are you working on?"
2. Click **Update Status**.

Your status message list updates. If you have notifications turned on, then colleagues see the status message too.

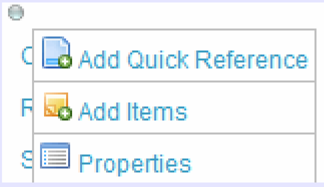
eI_News Widget

Displays a list of content ranked by most viewed, popularity ratings, publish date (most recent), and looks similar to the following figure.

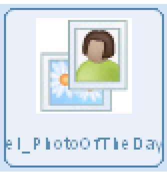


Properties Tab

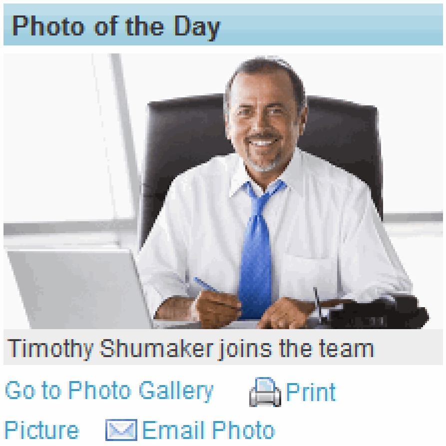
Property	Value
Folder ID	Enter the ID of the folder that contains the items to appear in the list summary. Set the *Recursive* property to include subfolders under this folder.
Enable Header	Check to show header text above the list summary widget. If no text is entered into the *Header* property, the folder name shows.
Header	Enter text for the header. Check the *Enable Header* property box to show this text.
XSLT	Select one of the following to determine how the content information displays. **BulletedList** - Displays the content titles as a bulleted list. **CalendarEvents** - Displays a list of scheduled events. **ecmNavigation** - Displays the titles of the content. **ecmTeaser** - Displays the titles and summary of the content. **ecmHtml** - Displays each content in the list summary.
Recursive	Check to include content in subfolders under the folder indicated by the *FolderID* property.
Enable Paging	Check to show links to page forward or backward through the content list. The amount of content shown in each page is set by the *Items Per Page* property.
Enable Scrolling	Check to enable automatic scrolling, which animates the list by scrolling from top to bottom then repeats indefinitely.
Items Per Page	Enter the number of content items you want to display on a page. If blank, page forward/backward buttons do not show.
Include Icons	Check to show icons that represent each content item's type in the ListSummary.
Sort Order	Choose **Ascending** (A-Z; first-last) or**Descending** (Z-A; last-first).

Property	Value
Order By	Choose one of the following options. **Title** - Sorts by the title of the content. **DateModified** - Sorts by the date the content was last edited. **DateCreated** - Sorts by the date the content was first published. **Last Editor's First Name** - Sorts by the first name of the person who last published the content. **Last Editor's Last Name** - Sorts by the last name of the person who last published the content.
Add Text	Enter the text used in the editor's menu to add more content. For example: if you enter "Add Quick Reference" it appears in the Edit menu as shown. 
Taxonomy ID	Enter the taxonomy ID with which content is associated when you choose **Add Items**.
Display Content	Check to retrieve and display content for each block in the list summary.
Read More Link Text	Enter text for the *Read More Hyperlink* set in the next property. For example: "Read More..."
Read More HyperLink	Enter the hyperlink used for the *Read More Text* set in the previous property. For example: "Content.aspx?id=168".

el_PhotoOfTheDay Widget



Shows an image file on your Web page similar to the following figure.



Choose an image file asset from the CMS400.NET Workarea folders.

The image width automatically resizes to 100% of the available space for the widget and maintains the aspect ratio. A visitor can choose to print or email the photo.

To change the properties, click Edit ( ).

Properties Tab

Property	Value
Header Text	Enter text to show a colored bar with text above the Photo of the Day. If you leave this blank, no text or colored bar shows appears. Header text is placed inside an <h3> tag and adopts the same styles as the column in which it is placed. (Optional)
Hyperlink	If desired, enter the URL of a page that displays if a site visitor clicks the Photo of the Day. For example, you could link to a photo gallery page for people to peruse.
Path to Photo Gallery	Enter the URL of the page that contains the photo gallery.
Enable Caption	Check to show a caption under the Photo of the Day.
Caption	Enter text to show as a caption under the Photo of the Day. If this is blank and **Enable Caption** is checked, the image file name displays.

Use Folders, Taxonomy, or Search tabs to select the image file. Choose the image file to show from the View Results section.

Folder Tab

To select a folder or content, do the following:

1. Click the Folder tab.
2. Navigate to the folder you want and click it.
3. If the View Results panel is showing, click the content you want.
4. Click **Save**.

Taxonomy Tab

To select a Category or Content, do the following:

1. Click the Taxonomy tab.
2. Navigate to the lowest category branch that you want to use.
3. To select specific content, click the desired content in the View Results panel.
4. Click **Save**.

Search Tab

To search for Content, do the following:

1. Click the Search tab.
2. Set the Filter By dropdown to Content, Forms, Multimedia.
3. Enter the Search Terms and press **Enter**.
4. Click the desired content in the View Results panel and click **Save**.

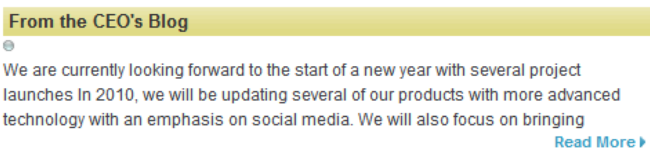
Click **Save** when done.

Firefox Browser Extension

For Firefox, you may be prompted to install the Ektron Drag Drop Extension.

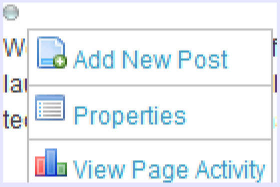
el_RecentBlogPosts Widget

Shows the latest blog posts or content in a folder, and looks similar to the following figure.



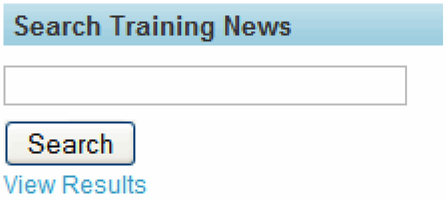
To change the properties, click **Edit** ( ).

Properties Tab

Property	Values
Heading	Enter text to show a colored bar with text above the content block. If you leave this blank, no text or colored bar will show above the content block. Text for the header is placed inside an <h3> tag and adopts the same styles as the column in which it is placed. (Optional)
Add Text	Enter menu text. For example: if you enter "Add New Post" it appears in the edit menu as shown. 
Folder ID	Enter the folder ID that contains the content or blog posts.
EnablePaging	Check to show links to page forward or backward through the content list. The amount of content shown in each page is set by the *Results Per Page* property.
Results Per Page	Enter the number of content items to display in this widget. If blank, page forward/backward buttons do not show.
Direction	Choose **Ascending** (A-Z; first-last) or **Descending** (Z-A; last-first).
Order Key	Choose one of the following options, sorted by the *Direction* property. **Title** - Order by the title of the content. **DateModified** - Order by the date the content was last edited. **DateCreated** - Order by the date the content was first published. **Last Editor's First Name** - Order by the first name of the person who last published the content. **Last Editor's Last Name** - Order by the last name of the person who last published the content.
Read More HyperLink	Enter the hyperlink used for the *Read More Text* set in the previous property. For example: "Content.aspx?id=168".

el_Search Widget

Puts a search box (as shown in the following figure) on a PageBuilder page. After the page is published, as a site visitor types a search string, results that match the user's entry show below the search box.



Note: You cannot use the Search widget while the page is being edited.

To change the properties, click **Edit** ().

Properties Tab

Property	Value
Search Type	Select the type of content to display in the results. • **Only HTML (Content and Forms)** - Content placed inside the Workarea content folders but it does not include documents from the Document Management System (DMS). • **Only Multimedia** - Content with extensions such as .flv, .mp3, .jpg, and so on. • **Only Community Groups** - Only content within groups that the visitor is authorized to see. This includes public groups and groups in which they have become a member. • **All Files** - All content within the Ektron CMS400.NET Web site.

Taxonomy Tab

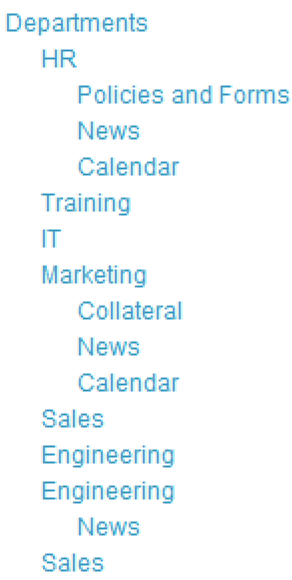
Select the Category to limit the search criteria.

To select a Category or Content, do the following:

1. Click the Taxonomy tab.
2. Navigate to the lowest category branch that you want to use.
3. To select specific content, click the desired content in the View Results panel.
4. Click **Save**.

el_SiteMap Widget

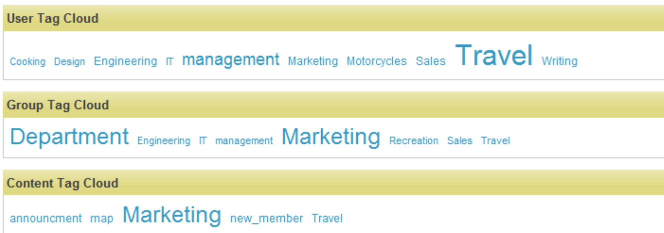
Shows the site map, which is created from the Folder Breadcrumb settings in the Workarea. There are no properties to set in the SiteMap widget. A site map looks similar to the following figure.



el_TagCloud Widget

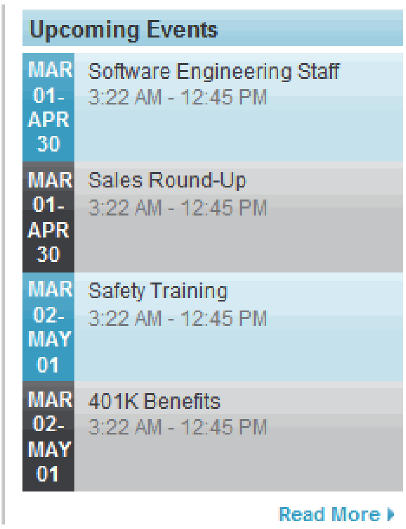
Shows the tags used on content, groups, and users and displays their size according to the popularity of the term in the list. The more a tag term is found, the larger the text. When you click on a term in the tag cloud, the items associated with this tag term display.

There are no properties to set in the Tag Cloud widget. It looks similar to the following figure.



el_UpcomingEvents Widget

Shows a list of scheduled calendar events, similar to the following figure.



To change the properties, click **Edit** ( ).

Properties Tab

Property	Values
Folder ID	Enter the folder ID that contains the events you want to show in the list.
Enable Header	Check to show the header above the widget.
Header	Enter text to show a colored bar with text above the Search box. If you leave this blank, no text or colored bar shows above the search box. Text for the header is placed inside an <h3> tag and adopts the same styles as the column in which it's placed. (Optional)
Enable Paging	Check to show links to page forward or backward through the content list. The amount of content shown in each page is set by the *Items Per Page* property.
Items Per Page	Enter the number of content items you want to display on a page. If blank, page forward/backward buttons do not show.
Read More Link text	Enter the string for the Read More Hyperlink set in the next property. For example: "Read More..."
Read More HyperLink	Enter the hyperlink used for the *Read More Link Text* property. For example: "Events.aspx"

Folder Tab

Use the Folder Tab to browse the content folders to set the Folder ID property.

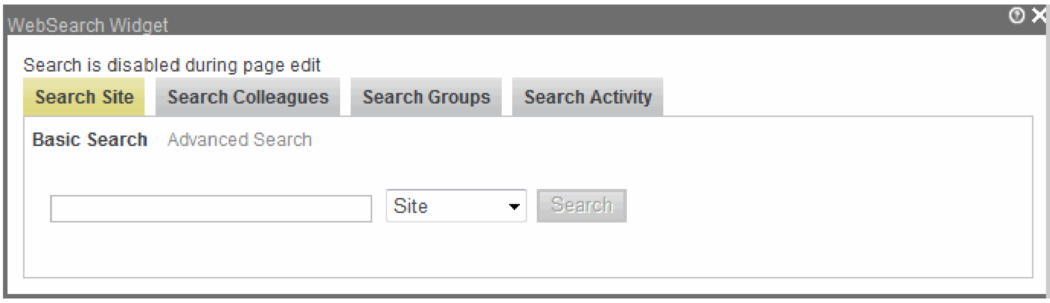
To select a folder or content, do the following:

1. Click the Folder tab.
2. Navigate to the folder you want and click it.
3. If the View Results panel is showing, click the content you want.
4. Click **Save**.

el_WebSearch Widget

Displays a search box for site, colleagues, groups, and activities, and looks similar to the following figure.

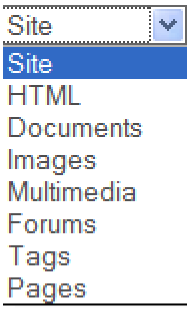
Note: You cannot place more than one Web Search widget on the same PageBuilder page.



Each tab has a **Search** button, plus some have filters to narrow the search criteria.

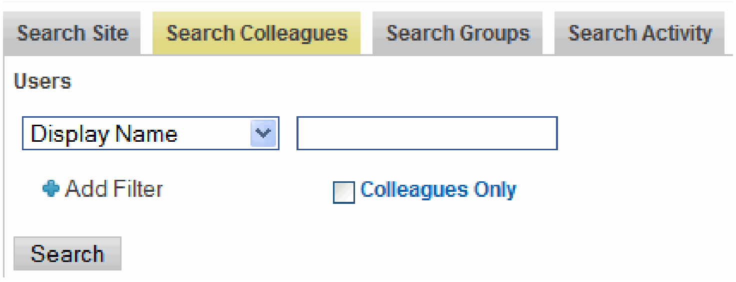
Search Site

1. Select **Basic Search** or **Advanced Search**.
2. Enter the search term.
3. Select the search type from the choices shown below.

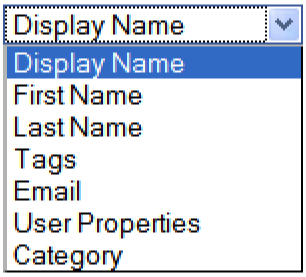


4. Click **Search**.

Search Colleagues

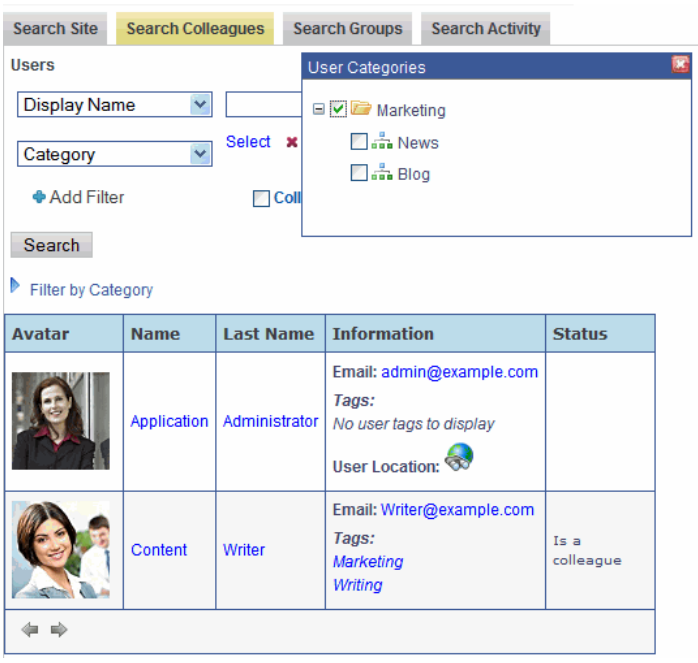


1. Select the type of user information you want to search for from the drop down list, as shown.

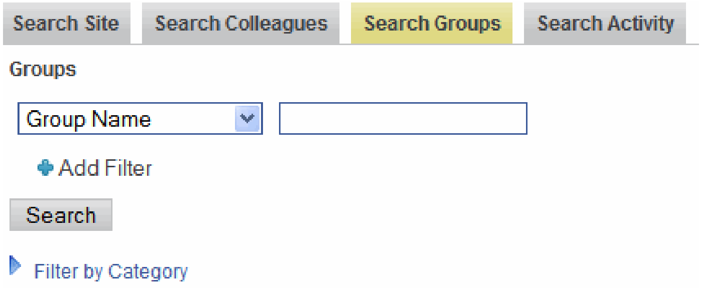


2. Enter the search term.
3. You can add a filter or add a category.

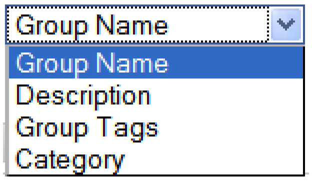
The following example shows the results when you add a category and select "marketing".



Search Groups

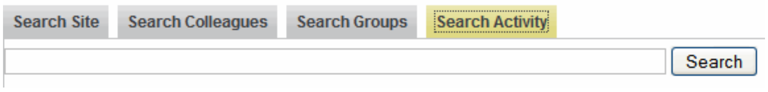


1. Select the type of group information you want to search for from the drop down list, as shown.



2. Enter the search term.
3. You can add a filter or add a category.
4. Click **Search**.

Search Activity



1. Enter the term that can be found in Activity Stream messages.
2. Click **Search**.

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Getting Support

The following resources are available to help you with your Ektron eIntranet project.

Locations and Phone Numbers

Location	Phone
Worldwide Headquarters 542 Amherst Street (Route 101A) Nashua, NH 03063 USA	**1-866-4-EKTRON** 603 -594-0249
SUPPORT	1-603-594-0249 x7002
Canada 675 Cochrane Drive East Tower, 6th Floor Markham, Ontario L3R 0B8	905-530-2211
United Kingdom Sienna Court, The Broadway, Maidenhead SL6 1NJ UK	+44 (0) 1628 509 040
Australia Level 3 61 York Street Sydney NSW 2000 Australia	+61 2 9248 7222
Singapore 81 Anson Rd. Suite 8.35, Level 8 Singapore 079908	+61 2 9248 7206

For additional contact information, see http://www.ektron.com/contact/.

ektron.com

The web home of Ektron has useful information, including additional contact information and services. You can find product documentation in the documentation section (http://www.ektron.com/documentation/).

Synergy

Ektron's investment in you never stops. We are always listening to our customers, and the annual *Synergy Customer Conference* is a great way for us to learn what is important to you. The conference also is a great way for you to learn more about using your Ektron CMS400.NET.

For more information, see our web page: http://synergy.ektron.com.

Local User Groups

Every Spring, Ektron management meets with Ektron users in as many cities as possible to bring the latest news and products from Ektron. We listen to what is important to you. The Local User Group Sessions (LUGS) receive positive ratings year after year.

The Dev Center (dev.ektron.com)

The Ektron DevCenter includes resources to assist our customers. If you are looking for a solution to a specific problem or just seeing what you might be able to do with CMS400.NET, you can find it here. You also can find Webinars that offer help and insight to many of the features of Ektron CMS400.NET.

The Dev Center also has a product forum where you can pose questions, provide answers to other users, and share tips on how to use Ektron eIntranet more effectively.

See the Dev Center at http://dev.ektron.com.

Professional Services

Ektron has a complete services infrastructure, in addition to providing you with a powerful CMS platform, to ensure your project's success. Each service engagement is unique and customized to meet your specific needs. Ektron assures predictable results using comprehensive Web Project Methodology and RAMP strategy (Risk mitigation, Adoptability, Maintainability, Performance) to guide every project.

Click here to see more about Ektron Professional Services.

Best Practice Services

Ektron's Best Practice Services (BPS) gives you access to Ektron solution engineers who are intimately familiar with your web project goals and have the expertise to make them a reality using Ektron CMS400.NET.

Implementation

By engaging Ektron to implement all or part of your web site project, expert application engineers follow our proven Ektron Methodology to ensure the success of the project.

Hosting

Ektron offers a complete line of web site hosting packages to fit the needs of each deployment, from enterprise-level to small and medium-sized businesses. Ektron Hosting's secure facility ensures that your business-critical applications are online and secure, giving you peace of mind.

For more information about Ektron Hosting, see http://www.ektron.com/hosting.

Training

Ektron's training courses ensure your web project's success by providing the right level of training to your team at the right stage of your web project's lifecycle.

Call your Ektron Customer Support Representative to schedule your class.

For more information about Ektron Training, see http://www.ektron.com/services/training/.

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