

# **Getting Started with Ektron eIntranet**

Ektron Version 8.02, 8.5, 8.6





#### **Getting Started with Ektron eIntranet**

Ektron eIntranet Ektron, Inc.

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

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# 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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Chapter 1

# Getting Started with Ektron elntranet

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 elntranet 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 PageBuilder tech- nology, 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 elntranet 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	<ul> <li>Over 50 types of widgets that you can drag and drop onto your Ektron eIntranet site pages.</li> <li>Social media functionality for users and groups.</li> <li>Secure login credentials through your current network authorization with Active Directory and LDAP, or through your own list of users.</li> <li>Group privacy and distribution functions.</li> <li>Micro-messaging notification system to email, cell phones (SMS), and on-page activity streams.</li> </ul>

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 oftenneeded 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  $(\Theta)$ .

For the latest versions of Ektron documentation, go to <a href="http://www.ektron.com/Resources/Product-Documentation/">http://www.ektron.com/Resources/Product-Documentation/</a>.

# **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.

Touring the Home Page

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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 171. See also *Changing the Contents of the Phone Book* on page 80.

#### ektron Block & Widget Used Function 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 182. See also Changing the Photo of the Day on page 73. PhotoOfThe Da 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 184. See also Adding Entries to the CEO's Blog on page 83. RecentBlogPor 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 Title Summary of contents at the top. You can choose to automatically scroll the content. For Title Sumi conte information about its properties, see *el ListSummary Widget* on page 175. See also Displaying News Items on page 87. el ListS∎mmarv Announcements Display announcements to your organization using the el ListSummary Title widget. In this case, the items are text entry type with the newest Summary of contents announcements at the top. You can choose to automatically scroll the Title content. For information about its properties, seeel ListSummary Widget conte on page 175. see also Creating and Displaying Announcements on page 84. el ListS∎mmarv 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 News 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 el\_ActivityStream 165. See also Customizing the Activity Stream on page 76. 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. TwitterFeed

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# **Touring the Default Department Pages**

The Ektron eIntranet comes with the following default department pages.

- Departments > Engineering below
- *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 93.
- To modify an existing department page, see *Modifying an Existing Department Page* on page 92.
- To delete an existing department page, see *Deleting a Department from the eIntranet Site* on page 94.

Tasks for modifying department pages are similar to modifying the home page, which is described in *Editing the Default Home Page* on page 70.

Task	Section
Add or delete members from the group	Adding Members to a Restricted Group on page 129
Add content to News	Displaying News Items on page 87
Add events to Upcoming Events	Displaying Upcoming Events on page 71
Customize the Activity Stream	Customizing the Activity Stream on page 76
Add assets to the Collateral	Adding Assets to the Intranet on page 98
Add blog entries to the blog	Adding Entries to the CEO's Blog on page 83

# **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.



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 elntranet site. The breadcrumb in the figure indicates that it is the Engineering department home page. Breadcrumbs also are navigation links. You can click <b>Home</b> 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 <i>el_CommunityGroupMembers Widget</i> on page 170.
Engineering News Title Summary of contents Title Summary Title Summary	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 <i>el_ListSummary Widget</i> on page 175. In this case, the type of content is News with the newest

#### Upcoming Engineering Events

el\_ListSummary



#### Activity Stream



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 187.

entry at the top. You can choose to automatically scroll the content.

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 165.

# Block Function Engineering Collateral Displays a list of content using the ei\_News widget. For information about its properties, see el\_News Widget on page 179. 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**

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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.

Departments > Marketing

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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 Intra- net.

Block	Function
Breadcrumb bar	Breadcrumbs help you see where you are on the elntranet site. The breadcrumb in the figure indicates that it is the Marketing department home page. Breadcrumbs also are navigation links. You can click <b>Home</b> 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 <i>el_CommunityGroupMembers Widget</i> on page 170.
Marketing News  Title Summary or contents Title Summary el_ListSummary	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 <i>el_ListSummary Widget</i> on page 175. 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 <i>el_UpcomingEvents Widget</i> on page 187.
Activity Stream	Displays the activity of people and groups with whom you have con- nected 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 <i>el_ActivityStream Widget</i> on page 165.



# 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.



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.



#### 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 165.

Block	Function
HumanResources Collateral Views Rating Recent el_News	Displays a list of content using the ei_News widget. For information about its properties, see <i>el_News Widget</i> on page 179. 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.

Departments > Sales

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Block	Function
Site Navigation Tools (upper right)	Use the Site Navigation tools to search the Ektron elntranet 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 elntranet site. The breadcrumb in the figure indicates that it is the Sales department home page. Breadcrumbs also are navigation links. You can click <b>Home</b> 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 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 <i>el_</i> <i>CommunityGroupMembers Widget</i> on page 170.
Sales News  Title Summary Title Summary el_ListSummary	Display news items that affect the Sales department using the el_List- Summary widget to show a list of content. For information about its properties, see <i>el_ListSummary Widget</i> on page 175. 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 <i>el_UpcomingEvents Widget</i> on page 187.

#### 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 165.





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.



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 Intra- net.
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 <b>Home</b> to go to the home page, or other links on the breadcrumb trail to go to those pages.
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 <i>el_CommunityGroupMembers Widget</i> on page 170.
Training News  Title Summary Contents Title Summary Contents in el_ListSummary	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 <i>el_ListSummary Widget</i> on page 175. 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 <i>el_UpcomingEvents Widget</i> on page 187.

Block	Function
Activity Stream	Displays the activity of people and groups with whom you have con- nected using the ei_ActivityStream widget. Administrators can deter- mine the types of information that appears, such as blogs, comments, micro-messaging status, and so on. For information about its properties, see <i>el_ActivityStream Widget</i> on page 165.

#### **Training Collateral**



Displays a list of content using the ei\_News widget. For information about its properties, see *el\_News Widget* on page 179. The newest and highest rated content is at the top.

### 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 on next page
- Employee Resources > Book a Conference Room on page 32
- 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 100

# 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.

	D	epartment Wizard Site Map Welcome Guide Workarea		
💫 elntra	net	Search Q		
		Site Colleagues Groups Activity		
Departments Employee Resour	ces News & Events My Intranet Welcome	Application! You have 0 unread messages My Profile		
		Logout		
Home : Employee Resources : Weld	xome Guide			
Welcome Guide	● Welcome Guide	다 <u>다</u> 다 다 다		
Book A Conterence Room Request IT Help	by: Department Manager on Mon, Feb 8, 2010	🏺 add to favorites 🔟 email ک print		
Porums	Entering/Leaving the building			
Employee Handbook	Please use the key card provided to you on your first day to ent	ter the building. If you are the last to leave for the day,		
Newsletters Office Locations	please remember to set the alarm. If you lose your key card, co	ntact the HR administrator for a new one.		
Building Maps	Benefits			
🔒 Site Map	Site Map Employees may sign up for medical and dental benefits through the HR department.			
	Un lideure			
	The company is closed on the following holidays:			
	········,·········			
	New Year's Day     Memorial Day			
	Independence Day			
	Labor Day     Theological			
	Christmas Day			
	COMMENTS			
	R ADD COMMENT			
		A		
		~		
		text only 2000 character limit		
		Add Comment		
	page 1 of	1		

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 Welcome Guide page in the Employee Resources area. Breadcrumbs also are navigation links. You can click <b>Home</b> 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.
Welcome Guide	You can edit this form by clicking on the silver access point () and choose <b>Edit</b> .

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.

🏉 СМ	S400 Edit Content - Microsoft Internet Explorer provided by E	Ektron, Inc.					x
ektro	400			admin   Yo	o <mark>u have</mark> 0 u	nread mes	sages.
CN	MS400.net	Desktop	Content	Library	Settings	Reports	Help
Edit	Content in Folder "Welcome Guide"						
	3 🗄 🗟 🙁 I 🖲	_		_	_	_	
Titl	e: Welcome Guide	(Englis	sh (U.S.)]				Â
	Content Summary Metadata Alias S	Schedule Co	omment	Temp	lates	Category	
	🖾 🐰 🗈 🛍 🤴 🛍 🖨 - C - I 💝 🛼 🔮	) 👂 🗐 🗟 🛙	4 ≞ ©	) - 👔			
	T Apply Style Paragraph Style B Z U A	$\mathbf{x}^2   \mathbf{x}_2   \stackrel{\scriptscriptstyle 1}{\scriptscriptstyle 3} \equiv \stackrel{\scriptscriptstyle 1}{\scriptscriptstyle 3} \equiv$					
	🔲 •						=
	Tentering/Leaving the building						_
	Please use the key card provided to you on your first day to please remember to set the alarm. If you lose your key card	enter the building I, contact the HR :	). If you are administra	the last to tor for a ne	leave for th w one.	e day,	
	Benefits						
	Employees may sign up for medical and dental benefits thr	rough the HR dep	artment.				
	Holidays						
	The company is closed on the following holidays:						
	<ul> <li>New Year's Day</li> <li>Memorial Day</li> <li>Independence Day</li> <li>Labor Day</li> <li>Thanksgiving</li> <li>Christmas Day</li> </ul>						
•		1			0		P.
Done	📢 Loca	al intranet   Protec	ted Mode:	Off	- @ -	💐 100%	•

# 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 106
- Changing the Calendars that Appear on a WebCalendar Widget on page 112
- Adding Calendar Events on page 107
- Placing a WebCalendar Widget on a Page on page 107

				Dep	artment Wizard	Site Map Welcom	e Guide Workarea
💫 elntra	net				Search		Q
					Site	Colleagues Gr	oups Activity
Departments Employee Resource	ces News & Ev	ents My Intran	et	Welcome, A	Application! You	have 0 unread me	ssages My Profile
							Logout
							, , , , , , , , , , , , , , , , , , ,
Home : Employee Resources : Conf	erence Room						
Moloomo Guido	Conference	e Room Calen	dar				
Book A Conference Room							
Request IT Help	♦ today	<ul> <li>Jun, 2</li> </ul>	010			Day	Week Month
Forums	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Newsletters	30	31	nutio	2	3	4	5
Office Locations		fisheding weekly		einsanet Review		Marketing Weekly	3
Site Man		bales maining				engale: Review	-
III out map	6	7	8	9	10	11	12
		Marketing Weekly		eintranet Review		Marketing Weekly	
		Sales Training				eintranet Review	3
	13	14	15	16	17	18	19
		Marketing Weekly		eintranet Review		Marketing Weekly	
		Sales Training				eintranet Review	
	20	21	22	23	24	25	26
		Marketing Weekly		eintranet Review		Marketing Weekly	-
		Sales Training				eintranet Review	_
	27	28	29	30	01.64	2	3
	27	Narketing Weekly		eintranet Review	01.101	A Marketing Weekly	
		Sales Training				eintranet Review	
							-

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 Conference Room page in the Employee Resources area. Breadcrumbs also are navigation links. You can click <b>Home</b> 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 Cal- endar	The text "Conference Room Calendar" displays using the el_ Header widget. You can name it anything you want. For information about its properties, see <i>el_Header Widget</i> on page 174.
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**.

💫 eIntrar	net	Department Wizard Site Map Welcome Guide Workarea Search Site Colleagues Groups Activity
Departments Employee Resource	News & Events My Intranet	Welcome, Application! You have 0 unread messages My Profile
		Logout
Home : Employee Resources : Reques	t IT Help	
Welcome Guide     Book A Conference Room		
	by: Application Administrator on Wed, Apr 7, 2010 If your issue is extremely urgent, call x5555 fe already a solution to your issue. If you cannot	add to favorites in email and to favorites in email and to favorites in the email and the email and the email of the em
T one wah	Name:	
	Phone: Email:	
	Subject:	~
	What is the urgency of this issue? O Urgent (I cannot proceed with my work unti Important (I can still proceed with my work, Not Urgent (This issue is bothersome, but I	il this is resolved) but this issue is slowing my productivity) can still proceed with my work normally) Submit Request
	COMMENTS	A 7
		text only 2000 character limit Add Comment page 1 of 1

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.

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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 Intra- net.	
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 <b>Home</b> to go to the home page, or other links on the breadcrumb trail to go to those pages.	
Quick link navigation block	c link navigation 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 <b>Edit</b> .	

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 Reference for detailed information.

🏉 CMS400 Edit Content - Microsoft Internet Explorer provided by Ektron, Inc.					
ektron User: admin   You have 0 unread messages.					
Version: 8.	01 (Build 8.0.1.080)	Desktop Content Library Settings Rep	oorts Help		
Edit Conte	ent in Folder "IT Help"				
Title: IT	Help Request Form	[English (U.S.)]			
Forn	Post back message	Metadata Alias Schedule Comment Templates Cates	jory		
	X 🗈 🕰 🦓 📬 🛤 🛛	) + (° +   🍄   🛼 🤮 🤗 🗐 🔒   🏣 🌀 +			
<b>¶</b> A	pply Style 🔻 Paragraph Style	▼ B I U →   ×, ×   汪 汪 建 律   臣 差 量 重 量			
	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	s = = = = s s s s s s s s s s s s s s s			
®lf }	our issue is extremely urgen solution to your issue. If yo	t, call x5555 for IT Help. Please visit the IT Knowledge Base to see if there is alread u cannot find the answer here and still need help. please fill out the form below.	ya		
		•••	-		
Nan	ne. ,		-		
Pho	ne:				
Ems	sil:				
Sub	ject:				
What	is the urgency of this issue?				
0	O Urgent (I cannot proceed with my work until this is resolved)				
	Important (I can still proceed with my work, but this issue is slowing my productivity)				
	Not orgent (This issue is bothersome, but can sur proceed with my work normally)				
* Submit Request					
•					
		👊 Local intranet   Protected Mode: Off 🛛 🦓 🔻 🍕	100% 👻 🔐		

For information about viewing IT requests that have been submitted, see *Viewing IT Requests* on page 157.

# **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 117.
ektron

💫 eIntranet		Department Wizard Site Map Welcome	Guide Workarea
Departments Employee Resou	roes News & Events My Intranet	Site Colleagues Grou Welcome, Application! You have 0 unread mess	ps Activity sages My Profile Logout
Home : Employee Resources : For	Forums		
Book A Conference Room			SEARCH
Request IT Help	Forum	Topics Posts La	st Post
Forums Employee Handbook	General Information		
Newsletters	Announcements	3 2 Thursday, Dece	mber 17, 2009 2:07 AM
Office Locations     Building Maps	Classifieds Post classified ads	3 3 Thursday, Dece by Freddel + D	mber 17, 2009 2:06 AM
			-

The following table describes each area of the page.

Home : Employee

🚠 Site Map

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 Intra- net.
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 navi- gation links. You can click <b>Home</b> 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 el_Header widget. You can name it anything you want. For information about its properties, see <i>el_Header Widget</i> on page 174.

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

#### 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 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 Intra- net.	
Breadcrumb bar	Breadcrumbs help you see where you are on the Ektron eIntranet 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 <b>Home</b> 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 <i>el_Header Widget</i> on page 174.	
Content block	<ul> <li>Display documents using the el_ListSummary widget. For information about its properties, seeel_ListSummary Widget on page 175.</li> <li>Displays the owner of the document (Application Administrator, in the figure).</li> <li>Lets you add the document to your favorites by click the green plus sign.</li> <li>Lets you email a link to the document to a colleague.</li> <li>Lets you send the document to a printer.</li> <li>Lets you add a comment about the document that everyone with access to the document can see. The figure shows an example comment.</li> </ul>	

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 <a> Delete > Content</a>, check the box next to the file and click Delete (<a>). 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.

Department Wizard Site Map Welcome Guide Workarea Search Departments Employee Resources News & Events My Intranet Welcome, Application! You have 0 unread messages My Profile Logout				
Home : EmployeeResources : Newslet	Newsletters		Search	this section Search
Book A Conterence Room     Request IT Help     Forums     Employee Handbook     Newsletters     Office Locations     Building Maps     Site Map	Title anuary Newsletter Happy New Year Looking ahead, we will be focusing on a number of projects, particularly with new product deployments and implementations. Mr. XYZ Public Relations Manager HR Human Resources continues to provide for employees With Add Asset Add Content Add Page	Rating	Total Views 0	Last Edited A 4/8/2010 9:11:58 AM

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 Intra- net.

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 News- letters page in the Employee Resources area. Breadcrumbs also are navigation links. You can click <b>Home</b> 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.
Newsletters	The text "Newsletters" displays using the el_Header widget. You can name it anything you want. For information about its properties, see <i>el_Header Widget</i> on page 174.
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 <i>el_Collection Widget</i> on page 169.

For information about adding an asset, see *Adding Assets to the Intranet* on page 98.

### **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.



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 Intra- net.
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 Loca- tions page in the Employee Resources area. Breadcrumbs also are navigation links. You can click <b>Home</b> 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 <i>el_Header Widget</i> on page 174.
Add Content	Click this button to add locations to the map. When you click <b>Add Content</b> , 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 178.

#### **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).

💫 eIntranet		Department Wizard Site Map Welcome Guide Workarea		
Departments Employee Resourc	es News & Events My Intranet	Welcome, Applica	tion! You have 0	unread messages My Profile Logout
Home : EmployeeResources : Buildin	gMaps		Search	this section Search
Welcome Guide     Book A Conference Room	Building Maps			🖂 Email
Request IT Help     Forums	Title	Rating	Total Views	Last Edited 💧
Forums     Employee Handbook     Newsletters     Office Locations	Building Map Floor map of the building	Average 0 out of 5	0	12/8/2009 3:42:46 AM
Site Map	Add Asset RAdd Content 📻 Add F	Page		

The following table describes each area of the page.

Block	Function
Site Navi- gation 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 Navi- gation 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 elntranet site. The bread- crumb in the figure indicates that it is the Building Maps page in the Employee Resources area. Breadcrumbs also are navigation links. You can click <b>Home</b> 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 <i>el_Header Widget</i> on page 174.
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, seee/_Collection Widget on page 169.

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For information about adding an asset, see Adding Assets to the Intranet on page 98.

#### 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.

		Department Wizard Site Map Welcome Guide Workarea
Contranct		Canrah
	net	Search Q
		Site Colleagues Groups Activity
Departments Employee Resour	ces News & Events My Intranet	Welcome, Application! You have 0 unread messages My Profile
		Logout
Home : Employee Resources : SiteM	/ap	
C2 Websers Cuide	Site Map	
Veicome Guide		
Book A Conference Room	Departments	
W Request IT Help	Marketing	
Porums	Collateral	
Employee Handbook	Press Releases	
Newsletters	News	
Office Locations	Blog	
💹 Building Maps	Calendar	
🚠 Site Map	Engineering	
	Engineering Blog	
	Calendar	
	Collateral	
	Human Resources	
	Human Resources Plan	
	Calendar	
	News	
	Collateral	
	Sales	
	Sales Blog	
	Calendar	
	News	
	Collateral	
	Training	
	Training Blog	
	Calendar	
	News	
	Collateral	
	Quality Assurance	
	Quality Assurance Blog	
	Calendar	
	Collatoral	
	Employee Resources	
	Office Locations	
	Forums	
	Building Maps	
	Conference Room	
	NewsLetters	
	Welcome Guide	
	Employee Handbook	
	Request IT Help	
	News and Events	
	Company News	
	Announcements	
	Messages From Management	
	Photo Gallery	
	CEO Blog	
	Corporate Calendar	
	licore	
	0200	

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 <b>Home</b> 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, seeel_ListSummary Widget on page 175el_Header Widget on page 174.
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 <i>el_SiteMap Widget</i> on page 186.

# **Touring the Default News & Events Pages**

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

- News & Events > Company News on the facing page
- News & Events > Messages from Management on page 48
- News & Events > Announcements on page 50
- News & Events > CEO's Blog on page 52
- News & Events > Company Calendar on page 54
- News & Events > Photo Gallery on page 56

### 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.

News & Events My Intranet		Ste College	Q
News & Events My Intranet	Ĩ	Site College	
News & Events My Intranet		one Courcay	gues Groups Activity
ing initiality	Welcome, Applicat	tion! You have 0	unread messages My Profile
			Logout
VS		Search t	this section Search
News			🖂 Email
Title	Rating	Total Views	Last Edited 💧
Annual Data Center Conference		0	3/11/2010 5:41:56 AM
Gartner Annual Data Center Conference	Average 0 out of 5		
Web 2.0 Summit	بديد بد بد بد	0	2/4/2010 9:00:14 AM
Web 2.0 Summit	Average 3 out of 5	Ĭ	2 112010 0.00.1171
	, , , , , , , , , , , , , , , , , , ,		
Sam Giant Joins the Executive Team	*****	0	2/4/2010 8:59:56 AM
Ektron Inc., a technology and market leader in	Average 5 out of 5		
Web content management software, today announced that former XYZ Corp vice			
president of technology, Sam Giant has joined			
the executive team. Effective immediately,			
Giant will serve as the vice president of enterprise solutions. "We are thrilled that Sam			
has joined			
Return the Books!	يان بان بان ان ان ان	0	2/4/2010 8:59:40 AM
Return the Books!	Average 2.5 out of 5		
B Gartner Conference	121222	0	2/4/2010 8:59:22 AM
Gartner Conference Orlando, Florida 10AM 5PM	Average 0 out of 5		
Celebrate National Arts and Humanities	*****	0	2/4/2010 8:56:48 AM
Month in October Celebrate National Arts and Humanities Month in October	Average 3 out of 5		
	IS IN EVALUATE Conference Server Annual Data Center Conference Gartner Annual Data Center Conference Center Annual Data Center Conference Celebrate National Arts and Humanities Celebrate National Arts and Humanities Month in October Celebrate National Arts and Humanities Month in Center	Image: second system       Resting         Title       Rating         Image: Annual Data Center Conference       Average 0 out of 5         Image: Conference       Average 3 out of 5         Image: Conference       Average 3 out of 5         Image: Conference       Average 5 out of 5         Image: Conference       Average 5 out of 5         Image: Conference       Average 2.5 out of 5         Image: Conference       Average 2.5 out of 5         Image: Conference       Average 2.5 out of 5         Image: Conference       Conference         Image: Conference       Average 0 out of 5         Image: Conference       Conference         Image: Conference       Average 0 out of 5         Image: Conference       Average 0 out of 5         Image: Conference       Average 3 out of 5         Image: Conference       Average 3 out of 5	Image: search trip     Search trip       News       Title     Rating     Total Views       Image: search trip     Rating     Image: search trip       Image: search trip     Rating     Total Views       Image: search trip     Rating     Image: search trip       Image: search trip     Image: search trip     Image: search trip       Image: search trip     Image: search trip     Image: search trip       Image: search trip     Image: search trip     Image: search trip       Image: search trip     Image: search trip     Image: search trip       Image: search trip     Image: search trip     Image: search trip       Image: search trip     Image: search trip     Image: search trip       Image: search trip     Image: s

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 the Company News page in the News and Events area. Breadcrumbs also are navigation links. You can click <b>Home</b> 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.
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 <i>el_Collection Widget</i> on page 169.

For information about adding an asset, see *Adding Assets to the Intranet* on page 98.

### 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.

stanta and	1	Departme	nt Wizard Site	Map Welcome Guide	Workarea
🔁 🚺 📔 🦓	net		Search	allana and and a	٩
Departments Employee Resource:	News & Events My Intranet	Welcome, Applica	tion! You hav	ve 0 unread messages	My Profile
Home : News and Events : Messages R	From Management		Sea	arch this section	Search
<ul> <li>Company News</li> <li>Messages From Management</li> </ul>	Messages From Management				🖂 Email
CEO's Rise	Title	Rating	Total View	vs Last Edit	ed 🛆
CEO'S Blog Company Calendar Photo Gallery	January Newsletter Happy New Year Looking ahead, we will be focusing on a number of projects, partioularly with new product deployments and implementations. Mr. XYZ Public Relations Manager HR Human Resources continues to provide for employees With	* * 1 Cord Average 2.5 out of 5	0	4/8/2010 9:11:5	5 AM
	New Director for Sales New Director for Sales	Average 0 out of 5	0	12/28/2009 9:54	:07 AM
	CEO's Message CEO Message	Average 1 out of 5	0	12/28/2009 9:50	:52 AM
	Add Asset Add Content Add Page	1	1		

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 Wiz- ard, 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 Intra- net.
Breadcrumb bar	Breadcrumbs help you see where you are on the Ektron elntranet site. The breadcrumb in the figure indicates that it is the Messages from Management page in the News and Events area. Bread- crumbs also are navigation links. You can click <b>Home</b> 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.

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Block	Function
Messages from Man- agement 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 <i>el_Collection</i> <i>Widget</i> on page 169.

For information about adding an asset, see Adding Assets to the Intranet on page 98.

#### 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.

#### News & Events > Announcements

		Departme	nt Wizard Site Map	Welcome Guide Workarea		
🔝 elntrar	net		Search	Q		
		l l	Site Colleag	gues Groups ActMity		
Departments Employee Resources	News & Events My Intranet	Welcome, Applica	tion! You have 0	unread messages My Profile		
				Logout		
Home : News and Events : Announcem	ients		Search t	this section Search		
<ul> <li>Company News</li> <li>Messages From Management</li> </ul>	Announcements					
C Announcements	Title	Rating	Total Views	Last Edited 💧		
CEO's Blog Company Calendar Photo Gallery	Construction on marketing conference room The marketing conference room construction project has stated. This conference room is closed until further notice. Expected completion is in two weeks.	Average 0 out of 5	0	4/7/2010 1:59:40 AM		
	Largest Deal in Company History! Today, Jimmy Winters closed the largest deal in company history. Our newest client to join the roster, XYZ Corp, came in late this afternoon at \$567,233.00!	Average 4 out of 5	0	3/5/2010 5:35:22 AM		
	C4 Results "We are very pleased with the impressive growth we experienced across our business," said Tim Smith, CEO of ABC Corp. "Our core business experienced continued momentum driven by our focus on innovation. Our efforts to offer more products and services in international markets as well as effectively grow our techn	Average 0 out of 5	0	3/5/2010 5:34:03 AM		
	Worldwide Customer Conference Announced We are very excited to announce the dates and location of our tenth annual Worldwide Customer Conference. This year's customer conference will be held from September 1st through September 4th in Ektronville. The WCC (Worldwide Customer Conference) was developed to provide a central location for our customers to mee	Average 2.5 out of 5	0	2/25/2010 6:18:59 AM		
	Celebrate National Arts and Humanities Month in October Celebrate National Arts and Humanities Month in October	Average 3 out of 5	0	2/4/2010 8:56:48 AM		
	Add Asset Add Content Add 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 the Announcements page in the News and Events area. Breadcrumbs also are navigation links. You can click <b>Home</b> 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 col- lection 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 <i>el_Collection Widget</i> on page 169.

For information about adding an asset, see Adding Assets to the Intranet on page 98.

# 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 83.

News & Events > CEO's Blog

#### ektron

	Department	Wizard	Site N	lap V	Velcor	ne Gu	ide V	Vorkarea	
💫 elntrar	net	Search						Q	
		Site	Col	leagues	G	roups		ActMty	
Departments Employee Resource	s News & Events My Intranet Welcome, Application	on! You	ı have	0 unre	ead m	essag	es M	ly Profile	
								Logout	
Home : News and Events : CEO Blog									
Company News Messages From Management	CEO Blog	2	I S	ubscri	be				
Announcements		" << Sun	Mon	Мау	y 2010 Wed	Thu	Fri	>> Sat	
CEO's Blog	Add Post 2010 Kickoff							1	
Company Calendar Photo Gallery	Edit Delete Permanent link	2	3	4	5	6	7	8	
,	We are currently looking forward to the start of a new year with several	16	17	18	19	20	21	22	
	project launches!	23	24	25	26	27	28	29	
		30	31						
	In 2010, we will be undating several of our products with more advanced	Blo	groll						
	technology with an emphasis on social media. We will also focus on	Arcl	nive						
	bringing in more business with sales training and demonstrations. It is important to identify that the teamwork involving marketing, sale's engineers, service support and sales reps must speak as one.	Janu	January 2010						
		Dec	December 2009						
		Subjects							
								_	
	We had a great year in 2009, keep up the great work!	Red	ent F	'osts	;				
	Posted by Application at 1/15/2010 12:02 PM Comments (0)	Clou	d Com	rr: puting	1				
	Cloud Computing	Ľ.							
	[3] Edit Delete Permanent link Cloud computing. We keep hearing about it, referring to everything from SaaS models of software to virtualization, and there's no single definition that applies to all of its uses. At our company, I'm looking at it as one more way to provide a scalable and flexible deployment solution that can still take advantage of everything our company has to offer. By coupling a Web site managed by our CMS with cloud computing, you have a very								
	powerful alternative to traditional hosting models. By hosting a Web site in a cloud environment like XZY, Web site scalability is no longer limited to the server resources you have at your physical location and control over data stays in the user's hands. As requirements change, the cloud can allow for easy scaling of capacity. The elastic nature of cloud computing gives you the advantage of always having the right amount of resources. There is a built-in failover server effect that lets you use the server capacity you need for most of the time, and during periods of spikes in traffic or other activity. your Web site can "elastically" use the additional resources of the cloud, eliminating any performance issues. When those high capacity needs are no longer there, your Web site can go back to using its normal amount of cloud resources. Posted by Application at 12/8/2009 3:42 AM Comments (0)	-							

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 navi- gation links. You can click <b>Home</b> 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	<ul> <li>You can do the following on the page:</li> <li>Add a post. Clicking Add Post opens a Workarea content editor.</li> <li>Edit an existing post. Clicking Edit opens a Workarea content editor.</li> <li>Delete a post.</li> <li>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.)</li> <li>Subscribe to receive a new blog post in an RSS feed or sent by email.</li> <li>View the current calendar month (dates with blog entries are highlighted), and other blog-related information.</li> </ul>		

#### 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 106.

				Dep	artment Wizard S	iite Map Welcom	e Guide Workarea
Site Colleagues Groups Activity					oups Activity		
Departments Employee Resource:	s News & Eve	nts My Intran	et	Welcome, A	pplication! You h	ave 0 unread me	ssages My Profile
							Logout
							Ŭ
Home : News and Events : CompanyC	alendar						
A Company Nour	today	▼ May 2	2010			Dav	Week Month
Oompany News Messages From Management	Sun	Mon	Tue	Wed	Thu	Eri	Sat
CC Announcements	25	26	27	28	29	30	01 May
CEO's Blog		Software					
Photo Gallery							
	2	3	4	5	6	7	8
		Software					
	9	10	11	12	13	14	15
		Software		All Hands			
	16	17	18	19	20	21	22
		Software	Refrigerator				
	22	24		26			20
	23	24	25	20	2/	28	29
		Software			Hands-On		
30	30	31	01 Jun	2	3	4	5
		Software		-	-		

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 Company Calendar page in the News and Events area. Breadcrumbs also are navigation links. You can click <b>Home</b> 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.
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.

			Department Wizard Site	Map Welcome Guide Workarea
🚺 🚵 eIntrar	net		Search	٩
			Site Co	olleagues Groups Activity
Departments Employee Resourc	es News & Events My	Intranet V	Velcome, Application! You have	e 0 unread messages My Profile
				Logout
Home : News & Events : Photo Galler	У			
Ø Company News	Photo Gallery			
Messages From Management	» top			
CEO's Blog	📁 subcategories			
Company Calendar	🧭 a1 (0)			
Photo Gallery		🔤 (455) 📃	(485)	(22)
		earth	training center	office location
	Manage Photos 📄 🔇			
	Add Photos			

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 Intra- net.		
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 <b>Home</b> 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 sub- categories of photo albums. Click <b>top</b> to return to the main Photo gal- lery.		
subcategories	You can have photos organized in separate folders. Click on the green plus sign (		
Manage Photos	<ul> <li>You can perform the following functions:</li> <li>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 ().</li> <li>Delete photos that you select by checking the box on the photo and then clicking the <b>Delete</b> button.</li> <li>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.</li> </ul>		

Block	Function
Add Photos	<ol> <li>To add a photo, do the following:</li> <li>Click Add Photos.</li> <li>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 <i>Adding Assets to the Intranet</i> on page 98. Your selections are added to the top of the collection list.</li> </ol>

# **Touring My Intranet Pages**

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

- My Intranet > My Profile below
- My Intranet > Activity Timeline on page 62
- My Intranet > Directory on page 63
- *My Intranet > Search* on page 65
- My Intranet > Tag Cloud on page 66

#### 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 134.

My Intranet > My Profile

	Department Wizard Site Map Welcome Guide Workare
💫 elntra	net search
Departments Employee Resource	Colleagues Groups Activity Oes News & Events My Intranet Welcome, Application! You have 0 unread messages My Profil Logor
Home : My Intranet : Users : My Pr	ofile
	Application Administrator - The intranet is ready to Go Live!
O Application Administrator	What are you working on?       Ø Share
	Public Messages         Private Messages         Colleagues Activity         My Status         Contact Information
	Application S142010 2.01.44 PM
/ Edit Profile	Ann ST1200 (1983) AM
Calendar	
Groups	Department Manager 3172010 10 45 42 AM
Colleagues	
Blog	Application 3/2/2010 2/2/2010 Application
Dashboard     Documents	Great
<ul> <li>Favorites</li> </ul>	Freddle V15 2010 4 15 33 AM
Photos	How is your latest project coming along?
	ADD COMMENT
	Text Only 2000 character limit Add Comment

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 your profile page. Breadcrumbs also are navigation links. You can click <b>Home</b> 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 <i>Editing My Profile</i> on page 134.
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. <b>Note:</b> 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 pro- fessional connection. This is often a subset of the entire elntranet 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 fol- low 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.		
	You can enter your own status (referred to as micro-messaging) and follow the statuses of others.		
	<ul> <li>You can view statuses as follows using the status tabs:</li> <li>Public Messages - Displays messages from every elntranet member.</li> </ul>		
Status Pane	<ul> <li>Private Messages - Displays messages only between you and another colleague.</li> </ul>		
	<ul> <li>Colleagues Activity - Displays the activities of the colleagues that you set to follow.</li> </ul>		
	<ul> <li>My Activity - Displays your past activity statuses.</li> </ul>		
	<ul> <li>Contact Information - Displays your contact information. To modify this, click on Edit Profile.</li> </ul>		
	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.		
My Messages	Sta Colleagues Groups Activity Welcome, Abby You have 1 unread messages by Profile Logout		
	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.

		Department Wizard Site Map Welcome Guide Worka	rea
🔁 elntra	net	Search	Q
		Site Colleagues Groups Activity	
Departments Employee Resou	roes News & Events My Intranet	Welcome, Application! You have 0 unread messages My Pro	file jout
Home : My Intranet : Activity Timel	ine		
My Profile Activity Timeline Directory Search Tag Cloud	Activity Timeline User Search Text City 2000 cheester inti	Update Status	*
	Applications: hellooo		
	Assingtion: What are you working on?		
	ST only age		
	Application: 8.0.1 release		
	Apphasion: 8.0.1 release party!!		
	Apploater: Happy friday!		
	Application updated content,	Default.	
	Application updated content,	na markeung.	
	They age.	y	

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 Activity Timeline page in the My Intranet area. Breadcrumbs also are navi- gation links. You can click <b>Home</b> 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	<ul> <li>You can do the following on the page:</li> <li>Enter your status and click Update Status.</li> <li>View the 10 most recent status updates.</li> <li>Reply to a status.</li> <li>Delete a status .</li> <li>Open the Activity Timeline Search tab and search all statuses for a text string.</li> </ul>	

For more information about activity streams, see *Customizing the Activity Stream* on page 76.

# 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.



		Department Wi	zard Site Map Welcome Guide Workarea
🔝 elntra	anet	Sec	arch Q
	arrot	s	ite Colleagues Groups Activity
Departments Employee Res	sources News & E	vents My Intranet Welcome, Application!	You have 0 unread messages My Profile
			Logout
Home : My Intranet : Directory			
S My Profile	Directory		
Activity Timeline	Colleague Directo	Group Directory	
Search	Community Grou	ns	
📎 Tag Cloud	Create Group I	r-	our Requests   Group Invitations
	(0)	Newest   Most Popular   Group Name   My Groups   Gr	oup Requests   Group Invitations
	F T	ngineering( Public) or the Engineering Department ags: Engineering, Department	Founded: 5/25/2010 Members 1
	F T	umanResources( Public) or the HumanResources Department ags: Department, HumanResources	Founded: 5/25/2010 Members 1
		Love to Travel( Public) or everyone who loved to travel, share your stories ags: Recreation, Travel	Founded: 12/8/2009 Members 4
		lanagement( Restricted)	Founded: 12/8/2009 Members 1
	Т	ags: management	
		larketing( Public)	Founded: 12/8/2009 Members 3
	т чест т	ags: Marketing	Thempero o
	F F	ales( Public) or the Sales Department ags: Department, Sales	Founded: 5/25/2010 Members 1
	F T	raining( Public) or the Training Department ags: Department, Training	Founded: 5/25/2010 Members 1
	N T	Veb Marketing Team( Public) Ianages email subscriptions and web marketing ags: Marketing	Founded: 12/16/2009 Members 1

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.

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 Directory page in the My Intranet area. Breadcrumbs also are navigation links. You can click <b>Home</b> 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.	
	You can do the following on the page:	
Directory	<ul> <li>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.</li> <li>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</li> </ul>	
Group Links	<ul> <li>You can modify the display of the groups in the following ways:</li> <li>Create a new group.</li> <li>Sort the list of groups by the most recently created to the earliest created group.</li> <li>Sort the list of groups by placing the most active at the top.</li> <li>Sort the list alphabetically.</li> <li>Display groups in which you are e member.</li> <li>Display the groups to which you have applied for membership.</li> </ul>	
	<ul> <li>Display the groups to which you have applied to membership.</li> <li>Display the groups to which you are invited to join.</li> </ul>	

#### 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 188.

Departments Employee Resource	net 18 News & Eve	nts My Intranet	w	Department Wiza	rd Site Map Welcome ( h Colleagues Group You have 0 unread mess	Suide Workarea Q s Activity ages My Profile Logout
Home : My Intranet : Search	Search					
Activity Timeline	Search Site	Search Colleagues	Search Groups	Search Activity		
Search Tag Cloud	Basic Search	Advanced Search		Site	Search	

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 Intra- net.
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 <b>Home</b> 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.

💫 elntrar	net	Department Wizard Site Map Welcome Guide Workarea
		Site Colleagues Groups Activity
Departments Employee Resource	s News & Events My Intranet	Welcome, Application! You have 0 unread messages My Profile
		Logout
Home : My Intranet : Tag Cloud		
a My Profile	User Tag Cloud	
Activity Timeline	Design Engineering management Marketin	g Motorcycles Travel Writing
Search So Tag Cloud	Group Tag Cloud	
	Department Engineering HumanR Sales Training Travel	esources management Marketing Quality_Assurance Recreation
	Content Tag Cloud	
	Announcements map Marketing Travel	

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 Intra- net.
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 <b>Home</b> 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 Reference.

(This page intentionally blank.)

#### Chapter 2

# **Modifying the elntranet**

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

- Editing the Default Home Page on next page
- Modifying Department Pages on page 92
- Creating Content in the eIntranet on page 95
- Creating Community Groups on page 117
- Editing My Profile on page 134
- Setting Up Permissions for the eIntranet on page 148
- Using the SmartDesktop to Manage Your eIntranet on page 159

# **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 73
- Customizing the Activity Stream on page 76
- Adding Links to the Quick Reference Collection Widget on page 80
- Changing the Contents of the Phone Book on page 80
- Adding Entries to the CEO's Blog on page 83
- Creating and Displaying Announcements on page 84
- Displaying News Items on page 87
- Modifying the Twitter Feed on page 89

#### **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 ( $\mathbb{N}$ ). The Editing Widget dialog box appears.

Editing Widget	
Property Folder	
Folder ID:	163
Enable Header:	
Header:	Upcoming Events (Enable Header must be checked. Leave Blank to use the Folder Name)
Enable Daging	Cancel Save
Editing Widget	

Property Folder	
Building Maps	*
CEO Blog	
	=
🐨 📰 eIntranetCalendar	
🕀 🖨 Forms	
🕀 🖨 Forums	
	▼ 
	Cancel Save

- 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.
- 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 187 for information about Upcoming Events widget properties.
For information about setting the properties of the widget, see *eI\_UpcomingEvents Widget* on page 187.

### 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 70
- 3. On the Photo of the Day widget, click the Edit button ( $\mathbb{N}$ ). The edit screen appears, and the **Photo Gallery** folder is selected (you must scroll down to see it).

Editing Widge	t					
Folder	Taxonomy	Search	Properties			
	Management N	lessages			<b>_</b>	
-2	<sup>⇒</sup> News					
-2	Newsletters					
-6	Photo Gallery					
-6	Polls and Surv	eys				
-6	⇒Site Use Policy					
2	🗁 🗁 Welcome Guide					
📃 🗄 🗀 🖸	)epartments				<b>T</b>	
View Result	ts					
Earth					486 📥	
Office Lo	cation				90	
Timothy 8	Shumaker				316	
Training	Center				485 💌	
				Cance	el Save New	

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 102.

#### **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 70
- 3. On the Photo of the Day widget, click the Edit button ( $\mathbb{N}$ ). The edit screen appears.
- 4. Click the **Upload** tab.

#### Replacing the Photo with One from Your Computer

e	kt	ro	n

Editing Widget						
Folder	Taxonomy	Search	Properties	Upload		
Current Path:	(folder id: 89)	)				-
Name			Status	Size Pro	ogress	
Total: 0						
Select File	s Upload	Clear				
View Results						
Earth					48	6 🔥
Office Locati	on				91	D
Timothy Shu	maker				31	6
Training Cer	nter				48:	5 🔽
					Cancel	Save

- 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.

Editing Widget	
	٦
Folder Taxonomy Search Properties Upload	
Current Path: (folder id: 89)	
Name Status Size Progress	
IMG_1859.JPG Complete 101 KB	
Total: 1 101 KB of 101 KB 00:00:00	
Select Files Upload Clear	
View Results	
BlogCommentsDefect 555	
Earth 486	
Office Location 90	1
speedtestClick 554 💌	
Cancel Save	]

- 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 182.

#### **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 70
- 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.

bbA	Department Site Man Welcome Guide Workare	2
		<
	Search Q	
	Site Colleagues Groups Activity	ſ.
Welcome, Application!	You have 0 unread messages My Profile Logou	Jt
	Activity Stream	K
	Activity Stream	
	Application posted a new	

- 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.

View Use	er Inform Þ 😨	ation "Fred"		
Ger	neral	User Groups	Workarea	Cus
		Username:	Fred	
		ID:	10013	
		First Name:	Fred	
		Last Name:	Harper	
		Display Name:	Fred Harner	

- 8. Return to Ektron eIntranet.
- 9. Navigate to the page with the Activity Stream widget.
- 10. Click the Edit button ( $\mathbb{N}$ ) 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 70.
- 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).

View All Community Groups							
📀   Search				9			
Group Name	Members	ID	Membership	Descrip			
Engineering	0	5	Open	For the B			
HR	1	4	Open				
I Love to Travel	4	8	Open	For ever			
		~					

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

Activity Strean	ר ס <b>יג א</b>
Object ID:	5
Feed Type:	User 🗸
Max Results:	5
ReadMore Link:	~/
Save	Cancel

- 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 165

#### Adding Links to the Quick Reference Collection Widget

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

- 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 (
  ).)
- 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.

Add items to Collection "Reference"						
	🔀   All Types 🔻 😨					
Please	select content by navigating the folders below:					
Path:	\Content\Company\Forms					
🕞						
📔 En	nployee HandBook					
📔 П	Help					
	ompany Phone Book					

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

Quick Reference	
Θ	
CEO's Message	4
Search	4
Company Phone Book	4

For information about the collection widget properties, see *eI\_Collection Widget* on page 169.

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

#### **Changing the Contents of the Phone Book**

The <u>Phone Book</u> 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 70

2. Click **Edit** ( $\mathbb{N}$ ) 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**.

Editing Widget		
	Filter By: Content	•
Folder Taxonomy Search Properties		_
🗁 Conference Room Calendar		^
Custom Messages		
🗁 elntranetCalendar		
Forms		
🗁 Employee HandBook		
IT Help		
🕀 🖨 Forums		-
Company Phone Book	172	
Company Phone Book	125	
		_
	Cancel Save N	944
		0,11

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.

CMS400 Workarea for admin - Microsoft Internet E	xplorer provided by Ektro	on, Inc.						x
cMs 400 net					User:	admin   You ha	ave 0 unread mes	sages.
Version: 8.01 SP1(Build 8.0.1.087)			Deskt	op	ontent	Library Se	ttings Reports	Help
	View Contents of Fold	ler "Forms" 💻						
✓ Folders	🚖 New 🗟 View 🄇	🔵 Delete 🛛 🖌 Acti	on 🗔 🔞	-	_			
A Folder	Title	Content Type	Language	ID	Status	Date Modified	d Last Editor	
	Company V Phone Book	Smart Form: PhoneBook		123	A	3/8/2010 10:06:09 AM	Administrato Application	ır,
Company  Announcements  Building Maps  CEO Blog  ConferenceRoom Calendar  Custom Messages  Custom Messages  Custom Messages  Custom Messages  TurnetCalendar  TurnetCalendar  TurnetCalendar  TurnetCalendar  TurnetCalendar  Menus  Menus	Ciew Cedit View Proper Delete	ies						
Done		🗣 Loc	al intranet   Pr	otecte	d Mode:	Off	🖓 👻 🔍 100%	•

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

CMS400 Workarea for admin - Microsoft Internet	Explorer provided by Ektron,	Inc.			_ 0	x
				ou have 0 ui	nread mes	sages.
Version: 8.01 SP1(Build 8.0.1.087)		Desktop	Content Library	Settings	Reports	Help
Edit Content in Folder "Forms"						_
					_	•
Department: HR	Extension 5009					
Department Sales	Extension 5010					
Department: Training	Extension 7890					
Department: IT	Extension 8888					=
Phone Number						
/ 🚯 3)						-
Done		👊 Local intranet   Protec	ted Mode: Off		🔍 100%	•

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

For information about the content block widget, see *eI\_ContentBlock Widget* on page 171. For information about editing content in the Workarea of the CMS400.NET, see the Ektron Reference.

#### 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.
  - 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 Reference.
- 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.

CMS400 Workarea for admin - Microsoft Internet Exp	🔗 CMS400 Workarea for admin - Microsoft Internet Explorer provided by Ektron, Inc.						
ektron						dmin   You have 0 u	nread messages.
Version: 8.01 (Build 8.0.1.087)				D	esktop Content	Library Settings	Reports Help
0	View Posts in Blog	"CEO Blog"	*				
- Folders	🚖 New 🛛 🗮 View	😑 Delete	<ul> <li>Image: A second s</li></ul>	Action	•		
	Title	Language	ID	Status	Date Modified	Last Editor	Comments
	🛅 2010 Kickoff!		333	A	4/13/2010 2:52:00 AM	Administrator, Application	0
Announcements	Cloud Computing		49	A	4/13/2010 2:52:16 AM	Administrator, Application	0
Euilding Maps							
ConferenceRoom Calendar							
→ → → → → → → → → → → → → → → → → → →							
Taxonomies							
Collections							
▶ Menus							
Done		G	Loca	intrane	t   Protected Mode: C	ff 💮 🖣 🔻	🔍 100% 🔻 🔡

 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:

#### From the CEO's Blog

Employee Action Committee 5/24/2010 1:28:37 PM

Our company is establishing an Employee Activity Committee to provide fun, informative, and important activities for our employee population. The committee is made of representatives from several departments and led by our very own Alice Tremont. Our first planned event will be taking

#### Read More )

- 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 70
  - 2. Click the **Edit** button ( $\mathbb{N}$ ) 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 184.

#### **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.

CMS400 Workarea for admin - Microsoft Internet E	xplorer provided by Ektron, Inc.				_ <b>D</b> _ X	
ektron			Use	r: admin   You have 0	unread messag	es.
Version: 8.01 (Build 8.0.1.087)			Desktop Conten	t Library Settings	Reports He	lp
	Contents of Forum "Announcer	nents"				
✓ Folders	💿 🔲 💼 📸   View: English (L	.s.) 🔻 🔞				
E Solders	Topic	Topic Starter	Replies View	rs Last Reply		
Content	🔆 Traffic Conditions	Writer	2 32	Thursday, Dece 2:07 AM	mber 17, 2009	
	🔆 Parking Lot Paving	Manager	0 11	-		
Building Mans	💥 Pizza in the cafe!	Writer	0 13	-		
CEO Blog						
ConferenceRoom Calendar						
Custom Messages						
eIntranetCalendar						
🗉 🔚 Forms						
Forums						
Announcements						
🖆 Classifieds						
🔁 Locations						
🔄 Management Messages						
4 III >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>						
▶ Taxonomies						
► Collections						
▶ Menus						
		👊 Local intrar	net   Protected Mod	e: Off 🛛 🐴 ·	- 🔍 100% -	

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



4. Click **Save** (**b**) 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 ( $\mathbb{N}$ ) on the widget.
  - 2. Click the **Folder** tab.
  - 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.

Editing Widget		
Property Folde	r	
Sort Order:	Descending -	*
Order By:	DateModified -	
Content Type:	AIITypes -	E
Add Text:	Add Content	-
		Cancel Save

For information about the ListSummary widget, see *eI\_ListSummary Widget* on page 175.

## **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.
  - 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 Reference.
- 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 70
- 2. Click **Edit** ( $\mathbb{N}$ ). The Editing Widget dialog box appears.

Editing Widget		
Property Fold	er	
Sort Order:	Descending -	•
Order By:	DateModified -	
Content Type:	AllTypes	E
Add Text:	Add Content	
		Cancel Save

- 3. Change **Content Type** to **All Types** and click **Save**.
- 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.

CMS400 Workarea for admin - Microsoft Internet Explore	r provided by Ektron, I	Inc.			x
ektron			min   You have 0	unread mes	sages.
Version: 8.01 SP1(Build 8.0.1.087)	Desktop	Content Li	brary Settings	Reports	Help
Edit Content in Folder "News"					
🖪 🛃 🔚 😫 I 💿					
Title: 401k Retirement Planning	[Eng	glish (U.S.)]			
Content Summary Metadata Alias	Schedule	Comment	Templates	Category	
Please select a file to upload		Brows	;e		
Done	Local intranet   Protec	cted Mode: Off		• 🔍 100%	<b>•</b> .::

- 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*.
- 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 70
  - 2. Click **Edit** ( $\mathbb{N}$ ) on the widget.
  - 3. Click the **Folder** tab.
  - 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 175.

#### **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).



Welcome, Application! You have 0 unread messages. My Profile. Logout.



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 70
- 6. Click the **Edit** button ( $\mathbb{N}$ ) on the Twitter Feed widget.
- 7. If there is an existing feed that you do not want, delete it.

Twitter Feed Widget
Twitter Feeds
Feed Name: Ektron Feed Feed
Url:
http://twitter.com/statuses/u
Name: Click to delete existing URL
Urt:
Add

- 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 70
- 3. On the Help widget, click **Remove** ( $\boxtimes$ ).

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.

CMS400 Workarea for admin - Microsoft Internet Ex	plorer provided by Ektron, Inc.							- 0	x
ektron CMS 400 pot					User:	admin   Yo	ou have 0 u	nread mes	sages.
Version: 8.01 SP1(Build 8.0.1.087)				Desktop	Content	Library	Settings	Reports	Help
0	View Contents of Folder "Root"	' 💴							
	🔺 New 🔍 View 🤤 Delete	🕜 Action		0					
	Title Content Type	Language	1D	Status	Date Modif	fied	Last Edit	tor	
Folders	🔄 Help 🖣 🛛 HTML Content		491	A	6/7/2010 3	:00:49 PM	Administ	trator, Appli	cation
i i i Pages									
🚘 Setup									
Taxonomies									
► Collections									
▶ Menus									
Done		👊 Local	intra	net   Prote	cted Mode:	Off		🔍 100%	<b>▼</b>

# **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 94

#### 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 70.

Department Pages have the following default widgets:

Widget Area	Widget Used	See Also
Members	el_CommunityGroupMembers Widget on page 170	Creating Community Groups on page 117
News	<i>el_ListSummary Widget</i> on page 175	Displaying News Items on page 87
Upcoming Events	<i>el_UpcomingEvents Widget</i> on page 187	Displaying Upcoming Events on page 71
Activity Stream	<i>el_ActivityStream Widget</i> on page 165	Customizing the Activity Stream on page 76



Widget Area	Widget Used	See Also
Collateral	el_News Widget on page 179	Adding Assets to the Intranet on page 98
Blog	<i>el_RecentBlogPosts Widget</i> on page 184	Adding Entries to the CEO's Blog on page 83

To create a new page under the department landing page, see *Adding a New Page* on page 95.

# **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.

Department Wizar	ď	×
Add Department	Delete Department	
Enter the name of Department:	the new department you want to add below: Quality Assurance Add Cancel	

- 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.

Engineering	×
Marketing	×
HumanResources	×
Sales	×
Training	×
Quality Assurance	$\triangleright$
🔂 Add	
🥩 Edit 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 page 92.

Site Colleagues Groups Activity
me, Application! You have 0 unread messages My Profile
Search this section Search
Activity Stream  Activity Stream  Application added new content, Home.  Bare  Application added new content, Group Spaces.  Bare  Application added new content, Calendar.  Bare  Application added new content, Applicat

**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 119.

For information about setting department permissions, see *Setting Up Permissions for Department Pages* on page 155.

#### **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.

Department Wizard	×
Add Department Delete Department	
Select a Department to Delete:	
Engineering	
<ul> <li>Training</li> </ul>	
<ul> <li>Quality Assurance</li> </ul>	
Page 2 of 2 📫	
	△ Delete Departments

 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 98
- Adding Photos to the Gallery on page 102
- Setting Up a Company Calendar on page 106

#### 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.

der: Pages/Departments/Marketing/ ase select a layout for your page.	Change	
Seintranet	Seintranet	Selntranet
en situs tada	vint op	ters unites topics
billon Actor Isoshing Song Isoshinan Alexant	billion diction	digati digati
wireframes/home1Zone.aspx	wireframes/home2Zone.aspx	wireframes/home3zone.aspx

- 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.)

💫 eIntrar	net	Department Wizard Site Map Welcome Guide Workarea Search Q Site Colleagues Groups Activity
Departments Employee Resources	News & Events My Intranet	Welcome, Application! You have 0 unread messages My Profile Logout
Home : Departments : HR : Conference	e	Search this section Search
<ul> <li>Welcome Guide         Job Postings         Job Postings         Policies and Forms         Activity Stream         News         Blog         Calendar         Group Spaces         News         Labedar         Job Posting         Job Posting         Dolcies &amp; Forms         Levents         Blog         Blog         </li> </ul>	Photo Of The Day Widget Please select a photo from the Albu Costs of costs of costs	+ × v × v um Review

- 12. Add a photo by clicking on Edit ( $\square$ ) 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 on the facing page
- Adding Assets with Google Chrome on the facing page



Adding Assets with Microsoft Internet Explorer and Microsoft Office on next 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**.

Document Mana	agement Syste	m		8
File Upload				
			Browse	
Upload	Cancel			

#### 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**.

Document Management System	8
File Upload	
Choose File No file chosen	
Upload Cancel	

#### 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.



Document Manag	ement System	×
File Upload	Drag Drop	

# 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 <u>Show File Types</u>. 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.

Resource Wizard		×
Add Resource	Delete Resource	
Enter the name of Resource:	f the new resource you want to add below:	
	Add Cancel >	

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*.

💫 eIntrar	net	Department Wizard	d Resource Wizard Site Map Welcome Guide Workarea Search Q Site Colleagues Groups Activity
Departments Employee Resources	News & Events My Intranet	Welcome, Appl	lication! You have 0 unread messages My Profile Logout
Home : Employee Resources : Resources	ces : Surplus Equipment Home		Search this section Search
Surplus Equipment Home	Lorem ipsum dolor sit amet, consectetur adipisc urna odio, tristique vel mattis sit amet, pulvinar ve sit amet ipsum etit. Nulla facilisis consequat dia consequat diam euismod non. Sed facilisis puru convallis ultricies at id risus. Quisque in euismod Maecenas lorem dolor, fermentum a accumsan i eu eros. Cras lobortis cursus tortor vel scelerisq massa eget ligula faucibus consectetur placerat Sed imperdiet lacinia ante, in facilisis metus feug Vivamus gravida dolor id sem fringilla auctor.	ing elit. Nullam el arcu. Morbi uris, id is eu sapien d nulla. d, elementum ue. Vivamus et quis turpis. giat at.	Highest Rated       Most Recent       Most Viewed         Image: Surplus Equipment       10/6/2010 1:15:21 PM         Lorem ipsum dolor sit amet, consectetur adipiscing       elit. Nullan urna odio, tristique vel mattis sit amet, pulvinar vel arcu. Morbi sit amet ipsum elit. Nulla facilisis         Image: Surplus Equipment Home       10/6/2010 1:15:23 PM         Page for Surplus Equipment resource       Read More +
built on ektron	Site Use Policy Site Map Contact Webm	aster   © Ektron 20	010 Web Page SED

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**.

Employee Resources	News	& Events	My Intranet	
Welcome Guide				
Book A Conference R	oom			
Request IT Help				
Forums				
Employee Handbook				
Newsletters				
Office Locations				
Building Maps				
Site Map				
Resources	•	Surplus	Equipment Hom	е
🛃 Add				
🞯 Edit Menu				

#### **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.

	_	Department V	Nizard Site Map Welcome Guide Workarea
🔁 🗟 eIntrar	net	Se	earch Q
Departments Employee Resources	News & Events My Intranet	Welcome, Application! You I	Site Colleagues Groups Activity have 0 unread messages My Profile Logou
Home : News & Events : Photo Gallery			
🔗 Company News	Photo Gallery		
Messages From Management	» top » animals (0)		
CEO's Blog	📁 subcategories 🖕		
Company Calendar	💋 mammals (0)		•
Photo Gallery	💋 reptiles (0)		
	🧭 birds (0)		
	💋 fish (0)		
	🧭 invertebrates (0)		
	Manage Photos 📄 😢 💂		

#### 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** (<sup>3</sup>). The Add Photos dialog box appears.

Add Photos	8
Ν	ext>>
- Photo Data	
Fill out the description and then click next to drag and drop image(s).	
Maximum width: 800 pixel (suitable for on-screen viewing) -	
Description: 🛛 🔏 🚔 🚔 🌱 🕶 (P = Normal 🔤 🖪 🖌 🖓 😴	
汪 汪 禪 禪   手 吾 吾 〓   提	
) 🖽 🕶 🖓 🕺 🗁 🖞 📾 🖽 🖽 🖼 🔜 🔜	
Gray Maine Coon Cat	

- 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 98.

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



#### Photo Gallery

» top » animals » mammals (1)	
📁 subcategories 🖕	Apple of the second
no subfolder exists.	(501) pa200049
Manage Photos 📄 😢 💂 Add Photos —	

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.

Add Photos	8
	Next>>
Photo Data	
Maximum width: 800 pixel (suitable for on-screen viewing) -	
Description: 🐰 🚵 🎇 🎇 🌱 🔹 🟱 🕶 Normal 📼 🖪	I   💞   🔘 🗸
[汪 汪 孝 律] 특 폭 클 클] 뜸	
i i · · · · · · · · · · · · · · · · · ·	
Birds of Salibel, Fiolida	

- 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 98.

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

#### Photo Gallery



#### 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.

♦ today ▼ May, 2010 Day Week						Week Month	
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
25	26	27	28	29	30	01 May	
	Software	Support	CMS Summit	CMS Summit	CMS Summit	CMS Summit	
	Marketing Weekly		eIntranet Review		Marketing Weekly		
	more				more		
2	3	4	5	6	7	8	
CMS Summit	CMS Summit	CMS Summit	CMS Summit	CMS Summit	Marketing Weekly		
	Marketing Weekly	Support	Engineer Training		Engineer Product		
	more		more		more		
9	10	11	12	13	14	15	
	Marketing Weekly	Support	All Hands Meeting		Marketing Weekly		
	Software		eIntranet Review		Engineer Product		
	more				more		
16	17	18	19	20	21	22	
	Marketing Weekly	Support	eIntranet Review		Marketing Weekly		
	Software	Refrigerator Clean-			Engineer Product		
	more				more		

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 112
- 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 95.

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 112.
- 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.

File Vie	w Properties	Help Filter Co	ntrol List	GO	Logout
••• t	inuar		CLogin - Microsoft In	ternet Expl 💶 🗙	Search
epartments	Employee Resources	News & Events My	CMS400 Logout	p!	You have 0 unrea
ome : News and Events : Company Calendar			& Logout	Cancel	
Ø Company	News				

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 popup.
  - b. Enter the **Location**. 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.

	today 🔻 10/2	25/2009 - 10/31/20	09	
	Sun, 25	Mon, 26	Tue, 27	Wed, 28
all day			All day event	
8 <sup>am</sup>				
9 <sup>am</sup>				One hour event
<b>10</b> <sup>am</sup>				

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 (
  <sup>III</sup>) and set the start date.
- c. For start and end times, enter the time text or click the clock icon (<sup>[2]</sup>). 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.

Edit Appoint	ment					×
Event	Recurrence	Taxonomy	Metadata			
<b>√</b> Rec	currence					
○ D ● W ○ M ○ Ye	aily eekly onthly early Recur every 1 Sunday Wednesda Saturday	week(s)	on / 🔲 Tu- ay 🔲 Frie	esday day		
○ N	o end date nd by	⊙ End after	5 occ	urrences		
				C	Save	Cancel

- 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**.

Start time 10/1/2009 📰	
🗸 All day	
	Save Cancel

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

🔹 🕨 toda	y 🔻 (	Oct, 2009			Day We	ek Month
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	01 Oct	2	3
			Training Day			
4	5	6	7	8	9	10
			Training Day			
11	12	13	14	15	16	17
			Training Day			
18	19	20	21	22	23	24
			Training Day			

# 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.

Engineering	Engineeri	ng				
Members	▲ ► today	y 🔹 May	, 2010			Da
Documents	Sun	Mon	Tue	Wed	Thu	Fri
▶ Blog	25	26	27	28	29	30
Calendar						
	2	3	4	5	6	7
	9	10	11	12	13	14

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

Home : My Intranet : Users My Profile	)					
L Application Administrator	Application	Administrator				
Application Administrator	today	<ul> <li>May, 20</li> </ul>	010			_
Calendar	Sun	Mon	Tue	Wed	Thu	
	25	26	27	28	29	30
	2	3	4	5	6	7
▶ Groups	9	10	11	12	13	14
<ul> <li>Colleagues</li> </ul>						
▶ Blog						
Dashboard	16	17	18	19	20	21

**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 70
- 3. Navigate to News & Events > Company Calendar.
- 4. Click the WebCalendar widget's **Edit** button ( $\mathbb{N}$ ).
- 5. The Editing Widget dialog appears. The default tab (**Selected Calendars**) shows all calendars currently assigned to this widget.

Selected Calendars	Folder User	Group
Source ID	Name	Event Color
System-163	eintranetCalendar	🖉 AutoSelect 💌 🤤

- 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 (<sup>(C)</sup>).



- 3. Click the Add button ( $\bigcirc$ ) 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.



#### 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



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

ng Widget		
Selected Calendars	Folder User	Group
De	partment	
	Search Groups	
Avatar	Group Name	
	Management	Add calendar
	Marketing	🗿 Add calendar
	Web Marketing Tean	m 📀 Add calendar
		Cancel Sa

- 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.

iting Widget		n an san an tang an an an an a	
Selected Cale	endars Folde	er User Group	
Add My C	alendar		
	Search I	leare	
Avatar	Name	Last Name	Email
	Pleas	e enter a search term a	ibove.
			Cancel Sav

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 > <u>View All</u> <u>Tags</u> screen.** 

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

Edit	ing Widget				
	Selected Calend	ars Folde	r User	Group	
	Add My Cale	ndar			
		Marketing			
		Search U	Isers		
	Avatar	Name	Last Name	Email	
		Application	Administrator	admin@example.com	🔇 Add calendar
		Freddie	Writer	Writer@example.com	🔇 Add calendar
	•[			Can	cel Save

- 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.

Community Groups (4	)	
Create Group   My Gro	oups   Group Requests   Group Invitations (0	))
	Marketing(Public)	Founded: 3/4/2010
480	Tags: Marketing	Members 3
	HR( Public)	Founded: 3/4/2010
	Tags:	Members 1
abor	Training( Public)	Founded: 3/4/2010
<b>T</b>	Tags:	members 1
	Travel Tales( Public)	Founded: 3/5/2010
	Tags:	members 1

## **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 122.

### **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.

<ul> <li>Application Administrator</li> </ul>	View Tags
<ul> <li>Calendar</li> </ul>	
O Groups	My Groups
🔤 My Groups	+ x + x
	I Love To Travel Marketing
	6/3/2010 0 members 12/8/2009 0 members

Field	Description
Properties Tab	
Group Name	The name of the group.
	A group administrator has privileges to delete a group or edit its properties.
Administrator	By default, the person who created the group is the group administrator. Click the <b>Browse</b> button if you want to select a different group administrator.
	Select whether the group is
	<b>Open</b> - open to the public
Membership	Restricted - members can only join if invited
	For more information, see <i>Adding Members to a Restricted Group</i> on page 129.
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.

Creating a Restricted Group

ektron

Field	Description
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 <i>Managing Group Photos</i> on page 132.
Group MessageBoard Moderation	Check this box if you want to this groups message board to be mod- erated. For more information, see <i>Moderating a Group Message</i> <i>Board</i> on page 128.
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.
	The categories tab lists all of the categories associated with the community group.
Category List	<b>Note:</b> 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 129.

If you want to use the <u>eI\_CommunityGroupMembers</u> 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.



Create Group		8
Properties Tag	s Category	
Group Name:	Quality Assurance Staff	
Membership:	Open   Restricted	
Features:	Create Group Calendar	
	Create Group Forum	
Image:	QA_Icon.png Upload	Ш
Location:		
Short Description:	Quality Assurance	
Description:	The Quality Assurance staff ensures the quality and reliability of products.	
		÷ -

- 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 70
- 2. Open the widget menu ( ) and drag and drop the <u>eI</u> <u>CommunityGroupMembers</u> widget onto the page.
- 3. Click **Edit** ( $\mathbb{N}$ ). The Editing dialog box appears.

Editing Widget	
Group ID:	75
Header:	Members
Save	Cancel

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**

Departments Employee Resources	News & Invents My Intranet Westcorne, Applicat	tore tou have o unread messages. My Profile Logout
iome : My Intranet : Groups : Marketin	g Group	
arketing	Group Activity	Members (3)
A.	Page 1 of 1	Members   Pending Members (0)   Invitations Remove
48888		Application
Edit Group		c 🙎 🚥
Tags: Marketing Type: Public Membership Founded: 3/12/2010 Location:		Freddie
llembers: 3	Constants	
Group Admire Application	Application Kickoff meeting for the Marketing Team!	5122010 42828 PM
Members & Activity	REN Application	312/2010 4/28/28 PM
Dashboard Documents	Several datasheets have been added to the Marketing Colla	ateral 🤤 🖓
Calendar Discussion Board Blog	Content for the new datasheet is almost complete, will post	510000 42626 PM
Photos		
	C NDD COMMENT	6
	Text Cnly 2009 manufactionst	

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 <b>Activities</b> tab.
Members (3)	Displays group members. Click a member's photo or name to go to their profile page.
	When colleagues visit your group page, they can leave
Message Board	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.

Members & Activity
Dashboard
Documents
Calendar
Discussion Board
Blog
Photos

### **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.

#### <u>Workspace</u> 🕼



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.

Engineering	
	🗅 Add New 👻
	Content

For more information on adding assets using different browsers, see *Adding Assets to the Intranet* on page 98.

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 98

**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.



Home : My Intranet : Groups : Marketin	g Group				
Marketing	▲ today ▼ Mar, 2010				
	Sun	Mon	Tue	Wed	
	28	01 Mar	2	3	
Edit Group Tags: Marketing Type: Public Membership Founded: 3/15/2010 Location:	7	8	9	10	
Members: 3 Group Admin: Application	14	15	16	17	

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 106

#### **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.

Blog							
(view more posts) ⊜							
Blog	2	E SI	ıbscri	be			
Marketing Projects	<<		Mar	ch 201			
Edit Delete Permanent link New marketing projects that we need to create:	Sun	Mon 1	Tue 2	Wed 3	Thu 4	Fri 5	Sat 6
* Brochure for User Conference * Pull-up banner for trade show * Promotional t-shirts	7 14	8 15	9 16	10 17	11 18	12 19	13 20
* New datasheets Posted by Freddie at 3/15/2010 4:40 PM	21 28	22 29	23 30	24 31	25	26	27
Leave a comment Homepage	Blog	roll					
http://	Arch	ive					
Comment	Subj	ects					
	Rec	ent P	osts				
	Mark New	eting P Team	roject Memt	s ber			

### **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 147.)

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.



Departments	Employee Resources	
Home : My Intra	net : Groups : Enginee	ring
C Engineering	g age ¥	V
<ul> <li>Members</li> </ul>		
<ul> <li>Documents</li> </ul>	\$	
Blog		
Calendar		
Forum		
Dashboard	1	
▶ Photos		

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.

🗄 💠 💿
Properties Tags Category
Group Name:
Administrator:
Membership: Open C Restricted
Features: 1 Create Group Calendar
Create Group Forum
Image:
Location:

### **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.

Departments Employee Resources
Home : My Intranet : Groups : Marketing
O Marketing
2888
✓ Manage ▼
Edit Notifications
Meml
Docu

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 58) 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 Pass- word	Re-enter the same password.		
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 Lan- guage	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.		

Field	Description
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.

	8
General Forum	Tags Custom Activities
*First Name:	Application
*Last Name:	Administrator
*Password:	•••••
*Confirm Pwd:	•••••
*E-Mail Address:	admin@example.com
*Display Name:	Application
User Language:	English (U.S.) -
Address:	03063
Latitude:	42.7795584
Longitude:	-71.5130445
Avatar:	/eIntranet/uploadedimages/thun
Click to upload your avata	<u></u>
Profile Links:	/eIntranet/Users/Application/
Save Reset	

#### 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 <b>Edit</b> to enter or modify an automatic signature that appears at the bottom of each post you make to a forum topic.

		8
General Forum	Tags Custom Activities	
Content and Forum Editor	: eWebEdit400 ▼	
Topics per Page:	50 💌	
Forum Signature:	Edit	
Save		

#### 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 search- ing. For example, you can add the tag <b>EAC</b> (Employee Activity Committee), and tag content that is related to the EAC, so that people can search for the content using the <b>EAC</b> tag.



	8
General Forum Tags Custom Activities	_
Tags Click To Add A New Tag	
Save	-

#### 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 fea- tures to grant, also.)
Private Profile	<ul> <li>Choose from one of the following options:</li> <li>Public - The user information is accessible by others on the elntranet.</li> <li>Private - The user information is not accessible by others on the elntranet.</li> <li>Colleagues - The user information is accessible only by people on the elntranet that are connected as colleagues.</li> </ul>
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.

Field	Description
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 devel- oping organizational charts.

Time Zone Select the time zone where the user works.

					8
			<u> </u>		\ \
General	Forum	Tags	Custom	Activities	
Moderate:	🔲 Message H (User's appro	Soard ve comments	on their Mess:	age Board.)	
Features	🔽 Create Us	er Calendar			
Private Profile:	Public •	•			
*Title:	Administrator				
Department:	Management	•			
Extension:	x4678				
*Phone:	555-555-3437				
Cell:	555-555-7934				
Desk:	<b>#</b> 637				
Reports to:	CEO				
*Time Zone:	(GMT-05:00) I	Eastern Time	(US & Canada)		•
Save Reset					

#### 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 Mes- sage Service (SMS).
Activity Stream	A checked box indicates that the type of content will be displayed in the Activity Stream widget on the elntranet 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.

General Fo	rum Tags Cust	om A	ctivities				
Colleagues	Notify me about these colleague activities						
ommunity Groups		SMS	Activity Stream	Email			
My Activities	Blog Post						
	Blog Comment						
	Forum Post						
	Forum Reply						
	Add User Workspace Content						
	Edit User Workspace Content						
	Content Messageboard Post						
	User Messageboard Post						
	Micro-message						
	Add Site Content		$\checkmark$				
	Edit Content						
	Create Community Group						
	Join Community Group						
	Add Colleague						
	Add Calendar Event						
	Update Calendar Event		<b>V</b>				

### 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 106.

## 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 117.
- 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.

Hide Tags						🚨 Create Group
My Groups	Your Group Re	our Group Requests Awaiting Approval Group Invitations Awaiting Your Approval				oval
++-		×	+	×		
12	Z/8/2009 Tags Marketing	3 members	5/26/2010 Tags Department Quality_Ass	Assurance 1 member		

## 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 134 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.

🍘 CMS400 Edit Content - Microsoft Internet Explorer provided by Ektron, Inc.	×							
ektron User: admin   You have 0 unread mes								
Version: 8.01 SP1(Build 8.0.1.087) Desktop Content Library Settings Reports	Help							
Edit Content in Folder "Blog"								
Title: The Administrator's First Blog [English (U.S.)]	Î							
Content Summary Metadata Alias Schedule Comment Templates	E							
🖽   X 🖙 🙈 🦣 📸 \land 🗉 - 🔍 - I 🍄   💊 😓 🗐 🗔 🗳 🚝 💿 - 政								
Apply Style Varagraph Style V B I U A X								
· · · · · · · · · · · · · · · · · · ·								
Setting up eIntranet for our company was very easy. The Getting Started information led me through the steps to create and modify department pages, and add company content for our employees to access. I am excited about setting up user groups and launching our new intranet site!								
	-							
	•							
📢 Local intranet   Protected Mode: Off 🛛 🖓 🔻 🔍 100%	•							

The following figure shows the published blog on the page.

#### Application Administrator ۳ Subscribe Blog May 2010 Sun Mon Tue Wed Thu Fri Sat Add Post 1 The Administrator's First Blog 2 3 4 5 6 7 8 Edit Delete Permanent link 9 10 11 12 13 15 14 Setting up eIntranet for our company was very easy. The Getting Started 16 17 18 19 20 21 22 information led me through the steps to create and modify department pages, 23 26 24 25 27 28 29 and add company content for our employees to access. I am excited about 30 31 setting up user groups and launching our new intranet site! Posted by Application at 5/27/2010 9:06 AM Comments (0) Blogroll Archive May 2010 Recent Posts

### 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** ( $\square$ ).

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

### **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.

💫 eIntro	inet	Department Wizard Site Map Welcome Guide Workarea Search Site Colleagues Groups Actuity
Departments Employee Reso	urces News & Events My Intranet	Welcome, Application! You have 0 unread messages My Profile
Home : My Intranet : Lisers : My	Profile	
	Application Administrator	
Application Administrator		
▶ Calendar		B Add New *
▹ Groups		💽 Content
<ul> <li>Colleagues</li> </ul>		
Blog		
Dashboard		
O Documents		
My Documents		
and Alexandree		
Administrator		
My Photos		
Photography		
<ul> <li>▶ Favorites</li> <li>▶ Photos</li> </ul>		

- 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**.

O Favorites	
• My Favorites	
Work	
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 98.

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.
- 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.

# Freddie Writer - eIntranet Release What are you working on? Public Messages Private Messages Colleagues Activity My Activity Contact Information User Approve Colleagues Activity My Activity Contact Information Very Application 6/1/2010 4:25:32 PM Are you ready for a coffee break?

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.

Freddie Writer -	reddie Writer - elntranet Release										
What are you workin	ig on?				🛡 Share						
Public Messages	Private Messages 🚥	Colleagues Activity	My Activity	Contact Information							
User Approve CEO 6/1/2010 5:05:16 PM Have you seen that new movie about Aliens? Application 6/1/2010 4:25:32 PM Are you ready for a coffee break?											
1											

# **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 Reference.

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.

🏉 CMS400 Workarea for admin - Microsoft Internet Explorer provided by Ektron, Inc.										
ektron	User:	ou have 0 unread m	essages.							
Version: 8.01 SP1(Build 8.0.1.087)	Desktop Content	Library	Settings Reports	s Help						
	View User Groups									
🙆 Settings	⊙ ≥ ?	_								
	User Group Name	Group ID	Number of Users	🔳 All						
🗉 🔄 Roles	SB Administrators	1	4							
e Import XLIFF Files	😂 Content Approvers	31	3							
e User Groups	😂 Engineering Department	74	0							
e Users	😂 Engineering Department Managers	75	0							
	Sa Everyone	2	8							
	😂 HumanResources Department	76	0							
	😂 HumanResources Department Managers	77	0							
	😂 Marketing Department	78	0							
	😂 Marketing Department Managers	79	0							
	😂 Quality Assurance Department	84	0							
	😂 Quality Assurance Department Managers	85	0							
	😂 Sales Department	80	0							
	🖴 Sales Department Managers	81	0							
	😂 Training Department	82	0							
	😂 Training Department Managers	83	0							
	🗣 Local intranet   Protected Mode:	Off	🖓 🔻 🍭 100	% ▼ "4						

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** (a). The permissions screen shows that the Everyone group can do everything except overwrite the library.







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	<ul><li>✓View content.</li><li>□ Disable view of content.</li></ul>
Edit	Let the user edit content. Do not let the user edit content.
Add	<ul><li>Let the user add new content.</li><li>Do not let the user add new content.</li></ul>
Delete	Let the user delete content. Do not let the user delete content.
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.

Permission	Description
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.

CMS400 Workarea for admin - Microsoft Internet	Explorer provided b	oy Ektron, Inc.					_ 0	x
	User: admin   You have 0 unread message							
Version: 8.01 SP1(Build 8.0.1.087)				Desktop Con	tent Library <mark>S</mark>	Settings	Reports	Help
	💿 View Users in	Group "Adminis	strators"					
Settings	💿 🖂 🗘 🛛 Se	earch		A	u 🚽 🔍 (	2		
	Username	Lastname	Firstname	Language	Last Login	[	🗖 All - L	Locked
Roles     Rusiness Rules	🚨 admin	Administrator	Application	English (U.S.)	6/1/2010 10:34:4	48 AM [		
e Import XLIFF Files	🚨 AppEng	Engineer	Application	App Default	5/25/2010 12:49	:43 PM [		
e User Groups	🚨 Manager	Manager	Department	App Default	5/17/2010 9:12:2	22 AM [		
e users	🚨 Writer	Writer	Freddie	App Default	5/25/2010 12:02	::59 PM [		
			👊 Local intra	net   Protected N	lode: Off	-@ <b>-</b>	۹ 100%	6 👻 🔐

- 3. To add another user to the Administrator group:
  - a. Click **Add User** (<sup>(O)</sup>). A list of other CMS400.NET users appears.
  - b. Check the box next to the user and click **Save** ( $\blacksquare$ ) 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** (<sup>(3)</sup>). 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:

- In the CMS400.NET workarea, choose Content > Folders > Content > Company > Announcements.
- 2. Choose **View > Properties**.
- 3. Click **Permissions** (a). 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** (<sup>(i)</sup>). 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** (**b**). The permission options appear.
- 7. Click **Enable All** on both tabs and then **Save** (**b**). 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** (**E**).

### 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 Reference 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** (i) and uncheck **Allow this object to inherit permissions**.
- 4. Click **Back** (🗢).
- 5. Click **View Approvals** ( $\clubsuit$ ). The approval chain appears in the lower section of the screen.
- 6. Click**Add** (<sup>(C)</sup>). 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 152.
- 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.
- 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.

🧀 CMS400 Workarea for admin - Microsoft Internet Explorer provided by Ektron, Inc.										
ektron	User: admi	in   You hav	e 0 unread messages.							
Version: 8.01 SP1(Build 8.0.1.087)	Desktop Content Libr	rary Setti	ngs Reports Help							
View Approvals for the Folder "Announcements"										
✓ Folders	📀 🤤 🏮 📝 🖙   Conten	nt Language	; English (U.S.) 🔻 🛞							
🗉 🙆 Folders	Approval Method: Do No	t Force All A	Approvers							
🖃 📄 Content	User or Group Name	ID	Approval Order							
🖃 📄 Company	🔐 Everyone	2	1							
Announcements	🚨 admin	1	2							
Building Maps	🚨 CEO	10005	3							
CEO Blog										
► Taxonomies										
Collections										
▶ Menus										
Done 🗣 Local in	tranet   Protected Mode: Off	4	a ▼ € 100% ▼							

# **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.

🔗 CMS400 Workarea for admin - Microsoft Internet Explorer provided by Ektron, Inc.										
ektron to 100	User: admin   You have 0 unread messages.									
	Desktop Content Library Settings Reports Help									
	View Forms "Request IT Help"									
✓ Folders	📓 🛃 📄 🗊 🎶 🎯 🔍 🕃 🊹 🖿 🗘 🖄 į View: English (U.S.) 🔻 Add: -select language- 🔻 📀									
Content  Company	Form Properties Form Post back message									
Announcements	Form Title: Request IT Help									
Building Maps	Form ID: 427									
CEO Blog	Status: Checked Out									
Cuistom Messages	Description: IT Help									
eIntranetCalendar	Form Data: ×Mail 🖋 Database ×Autofill form values									
🖃 📄 Forms	Assign Task To: (unassigned)									
🚞 Employee HandBook										
📔 IT Help	Content Properties									
🗉 🚔 Forums	Content Title: Request IT Help									
Locations	Content ID: 427									
Management Messages	Status: Checked Out									
News	Last Editor: Application Administrator									
Photo Gallery	Start Date: [None Specified]									
▼ ■ 1 = 1 = 1 = 1 = 1	End Date: [None Specified]									
- Taxonomies	Action on End Date: [None Specified]									
	Date Created: 2/6/2010 8:50:49 AM									
Collections										
▶ Menus	< •									
	🗣 Local intranet   Protected Mode: Off 🛛 🖓 💌 🍕 100% 💌									

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

Start Date:	[None]	
End Date:	[None]	<b></b>
Report Display:	Table with Totals	
Select Legacy Report:	Request IT Help (ver.10) 🔻	
📊 Get Report		

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

🔗 CMS400 Workarea for admin - Microsoft Intern	et Ex	plorer pro	vided	l by Ektron, In	c.					a x
CMS400 pet								User: admin   You h	ave 0 unread n	nessages
Version: 8.01 SP1(Build 8.0.1.087)							Deskto	p Content Library Se	ettings Repor	ts Help
	•	View Fo	rms	Report "Requ	est IT Help"					
		<b>)</b>	•	_	_				_	
🗉 🚳 Folders	Â		1	Start Date:	[None]				<b>=</b>	
🖃 🗁 Content				End Date:	[None]				-	
🖃 🗁 Company			Repo	ort Display:	Table with Totals			•		
Announcements     Building Mans		Select	Lega	cy Report:	Request IT Help (	(ver. 10) 👻				
CEO Blog			Dan	ort		. ,				
🖾 ConferenceRoom Calendar		<b>I</b>	Rep	on		Reque	et IT Hol	p		
Custom Messages		(Delete)				ricque.	Serie rici	٢		
<pre>eIntranetCalendar</pre>			ID	Submitted E	ly Date Submitted	Name	Phone	email	Subject	Urgei
Employee HandBook			18	Administrate	r, 6/11/2010	Alice	555-	atremont@ourcompany.co	m	E
<ul> <li>IT Help</li> </ul>				Application	11:56:24 AM	Tremont	1122		memory	
E 🚰 Forums									to my	
🛅 Locations	Ч								Taptop	
📔 Management Messages			17	Administrate	r, 6/11/2010	John	555-	Jdoe@ourcompany.com		
News				Application	11:49:56 AM	Doe	1212		Please	
Newsletters									the	
Photo Gallery	÷								latest	
۰ ۲									software	
Taxonomies									project.	
Collections										
▶ Menus		•		Total: III						+
lone					<b>G</b>	Local intra	net   Pro	tected Mode: Off	4 + 10	0% 👻

# 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.

						User	: admin   Y	ou have 0 u	nread mer	Isages
Version: 8.01 SP1(Build 8.0.	ET 1.087)				Desktop	Content	Library	Settings	Reports	Help
Smart Desktop For admin				_						
<b>e</b>						_	_	_	_	_
Content Status										
Content Currently Chee	ciked (	Dut (3)			Content Awaiting Approval (0)					
View All >					No records found					
Title	ID	Last Editor	Date Modified		Forum Topics and Posts (0)				1	2
A123	488	Administrator, Application	Monday, May 10, 2010		Customers				-	
A234	489	Administrator, Application	Monday May 10, 2010		Most Recent					11
	606	Administrator Application	montally, may to, 20 to		No records found					
15 New Product Release	909	Administrator, Application	Tuesday, May 25, 2010		Content Flags (0)				F	
<			>	L	No records found					
Content Reviews (0)										
records tound										

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 Reference.
Forum Topics and Posts	This list shows new topics and posts that visitors have added into a Discussion Board. For more information about Dis- cussion Boards and Forums, see the Ektron Reference.
Customers	When new customers use eCommerce for the first time they are listed here. For more information about eCommerce, see the Ektron Reference.
Content Flags	Content that has been flagged with any flags such as "inap- propriate" or "out of date" by visitors appears in this list. For more information about content flags, see the Ektron Ref- erence.

### **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 Reference.

### Chapter 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 (

The following table shows the eI\_\* widgets.







Shows your status and activities similar to other micro-blogging services.





# 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.

Activity	Stream	
	Freddie updated Department Sett Share I	I content, 😰 tings. 14 days ago
	Freddie updated Default. Share 🕨	I content, 💼 14 days ago
	Application adde Tony. Share I	ed new content, 14 days ago
	Application upda Home. Share 🕨	ated content, 🛄 17 days ago
	Application upda Home. Share 🕨	ated content, 🛄 17 days ago
Page 1 of	2	≪ ⇒ ⇒

### Properties

To change the properties, click **Edit** ( $\mathbb{N}$ ).

Property	Value
	Enter the <b>ObjectID</b> of the user or group whose activity you want to see in the stream.
ObjectID	<b>Note:</b> 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 pageFinding 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 <b>User</b> or <b>Group</b> to specify the type of feed for the <b>ObjectID</b> 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 <b>More</b> <b>Activity</b> at the bottom of the Activity Stream; usually to the page where more <b>activities are displayed</b> . 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.

View All Community Groups				
Search				2
Group Name	Members	ID	Membership	Descrip
Engineering	0	6	Open	For the E
HR	1	4	Open	
I Love to Travel	4	8	Open	For ever
17	~	~		

# el\_Blog Widget



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

CEO Blog	2		1	뢰 Su	bscrib	е	
Add Post	~~		Febru	iary 2	010		
Cloud Computing	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Edit Delete Permanent link		1	2	3	4	5	6
Cloud computing. We keep hearing about it, referring to everything from SaaS	7	8	9	10	11	12	13
models of software to virtualization, and there's no single definition that applies to all of its uses. At our company, I'm looking at it as one more way to provide a scalable and flexible deployment solution that can still take advantage of everything our company has to offer. By coupling a Web site	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
managed by our CMS with cloud computing, you have a very powerful alternative to traditional hosting models.							
By hosting a Web site in a cloud environment like XZY, Web site scalability is no longer limited to the server resources you have at your physical location and control over data stays in the user's hands. As requirements change, the cloud can allow for easy scaling of capacity. The elastic nature of cloud		Blogroll					
		Archive					
		Subjects					
computing gives you the advantage of always having the right amount of resources. There is a built-in failover server effect that lets you use the server							
capacity you need for most of the time, and during periods of spikes in traffic			Rec	ent P	osts		
or other activity, your Web site can "elastically" use the additional resources of the cloud, eliminating any performance issues. When those high capacity needs are no longer there, your Web site can go back to using its normal			Cloud 20	d Com 10 Kic	puting koff!	)	

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

To change the properties, click **Edit** ( $\mathbb{N}$ ).

### **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.

Quick Reference

Request IT Help

Search

Employee Change of Address

Authorized users create and edit collections in the Workarea.

To change the properties, click **Edit** ( $\mathbb{N}$ ).

### **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 <i>Page Size</i> 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 <b>Add Items</b> 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 <i>Enable Header</i> property box to show this text. If no text is entered into the <i>Header</i> property, the collection name shows.
	Select one of the following to determine how the content information is displayed.
Not T	BulletedList - Displays the content titles as a bulleted list.
XSLI	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** ( $\mathbb{N}$ ).

### 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)</h3>

# el\_ContentBlock Widget

eI_C	ontentBlock

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.

Construction on marketing o conference room	★★★☆☆
	🌗 add to favorites 🔀 email 🅁 print
The marketing conference room constructio conference room is closed until further notic weeks.	n project has stated. This e. Expected completion is in two
COMMENTS	
SADD COMMENT	
	~
	text only 2000 character limit
	Add Comment
page 1 of	1

To change the properties, click  $\mathbf{Edit}$  ( $\mathbf{N}$ ).

### Fields

Field	Description	
Filtered by:	Choose <b>Content</b> , <b>Form</b> , or <b>Multimedia</b> and then click <b>View Results</b> 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.	
<b>New</b> 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 Con- tent Review	Check to include a Star Rating bar next to the content title. Ratings by visitors indi- cate how they feel about the content. (Highly rated content attracts more readers.)
Show Con- tent Title	Check to show the title text. This parameter is superceded if the <i>Header Text</i> 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"

Property	Value
Read More Hyperlink	Enter the hyperlink used for the Read More Text set in the previous property. For example: "Content.aspx?id=168".
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** ( $\mathbb{N}$ ).

### **Properties Tab**



### **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



Uncoming Events

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

<h3 class="headerContent">

To change the properties, click **Edit** ( $\mathbb{N}$ ).

### 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.

Sample Content Block	4
Sample Content Block Summary	
Return the Books!	4
Return the Books!	
Worldwide Customer Conference Announced	4
We are very excited to announce the dates and location of our tenth annual Worldwide Customer Conference. This year's customer conference will be h from September 1st through September 4th in Ektronville. The WCC (Worldw Customer Conference) was developed to provide a central location for our customers to mee	eld /ide
Largest Deal in Company History!	4
Today, Jimmy Winters closed the largest deal in company history. Our newes client to join the roster, XYZ Corp, came in late this afternoon at \$567,233.00!	st
Cloud Computing	4
Cloud computing. We keep hearing about it, referring to everything from Saas models of software to virtualization, and there's no single definition that appli to all of its uses. At our company, I'm looking at it as one more way to	es
[First] [Previous] [Next] [Last]	

Read More

To change the properties, click **Edit** ( $\mathbb{N}$ ).

**Properties Tab** 

Property	Value		
Folder ID	Enter the ID of the folder that contains the items appearing in the list. Set the <i>Recursive</i> 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 <i>Header</i> 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 Pag- ing	Check to show links to page forward or backward through the content list. The amount of con- tent shown in each page is set by the <i>Items Per Page</i> 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 for- ward/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).		

Property	Value			
	Choose one of the following options.			
	Title - Sorts by the title of the content.			
	DateModified - Sorts by the date the content was last edited.			
Order By	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.			
	Choose the type of content to display in the ListSummary.			
_	Content - Displays only content.			
Content Type	Discussion Topic - Displays only discussion topics.			
.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Multimedia - Displays only multimedia file types.			
	AIITypes - Displays all types of content.			

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.

Add Text



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 <i>Read More Hyperlink</i> set in the next property. For example: "Read More"	

# el\_Map Widget



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



To change the properties, click **Edit** ( $\mathbb{N}$ ).

### **Properties Tab**

Property	Value
Folder ID	Enter the ID number of the folder that contains the content to show on the map. <b>Note:</b> 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 <i>Enable Header</i> 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.

What a	re you working on?	<u> </u>
Text Only	y 2000 character limit	Update Status
	Application: Welcome to Ektron! 6 hours ago	
<u>Ş</u>	Application: Working with sales and marketing training 6 hours ago	
Ş	Application: Application updated content, /elntranetV2/WorkArea@mages/application/layout Marketing.	t_content.png

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.

# el\_News Widget

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

Highest Rated	Most Recent	Most Viewed	
Sample Conte Ektron Sample	ent 2/8/2010 10: e Content	47:37 AM	
WCMMadeSin	nple-Final 2/8/2	010 10:47:37 AM	
Sample Conte Sample Conte	ent Block 2/8/20 ent Block Summa	10 10:47:37 AM iry	
			Read More )

### **Properties Tab**

Property	Value				
Folder ID	Enter the ID of the folder that contains the items to appear in the list summary. Set the <i>Recursive</i> 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 <i>Header</i> property, the folder name shows.				
Header	Enter text for the header. Check the Enable Header property box to show this text.				
	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.				
AGET	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 <i>FolderID</i> property.				
Enable Paging	Check to show links to page forward or backward through the content list. The amount of con- tent shown in each page is set by the <i>Items Per Page</i> 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 for- ward/backward buttons do not show.				
Property	Value				
---------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------	--	--	--	--
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).				
	Choose one of the following options.				
	Title - Sorts by the title of the content.				
	DateModified - Sorts by the date the content was last edited.				
Order By	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 <i>Read More Hyperlink</i> set in the next property. For example: "Read More"				
Read More HyperLink	Enter the hyperlink used for the <i>Read More Text</i> 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 ( $\mathbb{N}$ ).

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)</h3>				
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 Gal- lery	Enter the URL of the page that contains the photo gallery.				
Enable Caption	Check to show a caption under the Photo of the Day.				

### Property Value

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.

ei\_PhotoOfTheDay

Click here 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.

#### From the CEO's Blog

We are currently looking forward to the start of a new year with several project launches In 2010, we will be updating several of our products with more advanced technology with an emphasis on social media. We will also focus on bringing Read More

### To change the properties, click **Edit** ( $\mathbb{N}$ ).

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)</h3>		
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.		
Ena- blePaging	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 <i>Results Per Page</i> property.		
Results Per Page	Enter the number of content items to display in this widget. If blank, page for- ward/backward buttons do not show.		
Direction	Choose <b>Ascending</b> (A-Z; first-last) or <b>Descending</b> (Z-A; last-first).		

Property	Values					
	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.					
Order Key	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 <i>Read More Text</i> 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.

Search Training News				
Search				
View Results				

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

To change the properties, click **Edit** ( $\mathbb{N}$ ).

Property	Value
Search Type	<ul> <li>Select the type of content to display in the results.</li> <li>Only HTML (Content and Forms) - Content placed inside the Workarea content folders but it does not include documents from the Document Management System (DMS).</li> <li>Only Multimedia - Content with extensions such as .flv, .mp3, .jpg, and so on.</li> <li>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.</li> <li>All Files - All content within the Ektron CMS400.NET Web site.</li> </ul>

### **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.

Departments HR Policies and Forms News Calendar Training IT Marketing Collateral News Calendar Sales Engineering Engineering News Sales

# 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** ( $\mathbb{N}$ ).

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)</h3>				
Enable Paging	Check to show links to page forward or backward through the content list. The amount of con- tent shown in each page is set by the <i>Items Per Page</i> property.				
Items Per Page	Enter the number of content items you want to display on a page. If blank, page for- ward/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 <i>Read More Link Text</i> 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.



/ebSearch Widge	et			0
Search is disabl	led during page edit			
Search Site	Search Colleagues	Search Groups	Search Activity	
Basic Search	Advanced Search			
		Site	✓ Search	

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.

Site 💙
Site
HTML
Documents
Images
Multimedia
Forums
Tags
Pages

4. Click Search.

### **Search Colleagues**

Search Site	Search Colleagues	Search Groups	Search Activity
Users			
Display Na	me 💌		
🗣 Add Filte	er 🗌	Colleagues Only	
Search			

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

Display Name 🛛 👻
Display Name
First Name
LastName
Tags
Email
User Properties
Category

- 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 Site	Search Colle	eagues Sea	rch Groups Search Activity			
Users		U	ser Categories			
Display Nam	ie 👻	-	🛛 🔽 📴 Marketing			
Category	*	Select 🗙	🗌 🏭 News			
Add Filter	r	🔤 Coll				
Search						
Filter by Cate	Filter by Category					
Avatar	Name	Last Name	Information	Status		
Q	Application	Administrator	Email: admin@example.com Tags: No user tags to display User Location:			
	Content	Writer	Email: Writer@example.com Tags: Marketing Writing	Is a colleague		
<b>\$</b>						

### **Search Groups**

Search Site	Search Colleagues	Search Groups	Search Activity
Groups			
Group Nam	e 💌		]
🗣 Add Filte	er		
Search			
Filter by Cat	egory		

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

Group Name 💉
Group Name
Description
Group Tags
Category

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

### **Search Activity**

Search Site	Search Colleagues	Search Groups	Search Activity		
				Search	

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

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Chapter 4

# **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	<b>1-866-4-</b> EKTRON 603 -594-0249
SUPPORT	1-603-594- 0249 x7002
<b>Canada</b> 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
<b>Singapore</b> 81 Anson Rd. Suite 8.35, Level 8 Singapore 079908	+61 2 9248 7206

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

### 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 (<u>http://www.ektron.com/documentation/</u>).

## 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: <u>http://synergy.ektron.com</u>.

### 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 <u>Best Practice Services</u> (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 <a href="http://www.ektron.com/hosting">http://www.ektron.com/hosting</a>.

# 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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