Ektron

ebusiness the way it should be

Global Administrator Manual

Version 1.0

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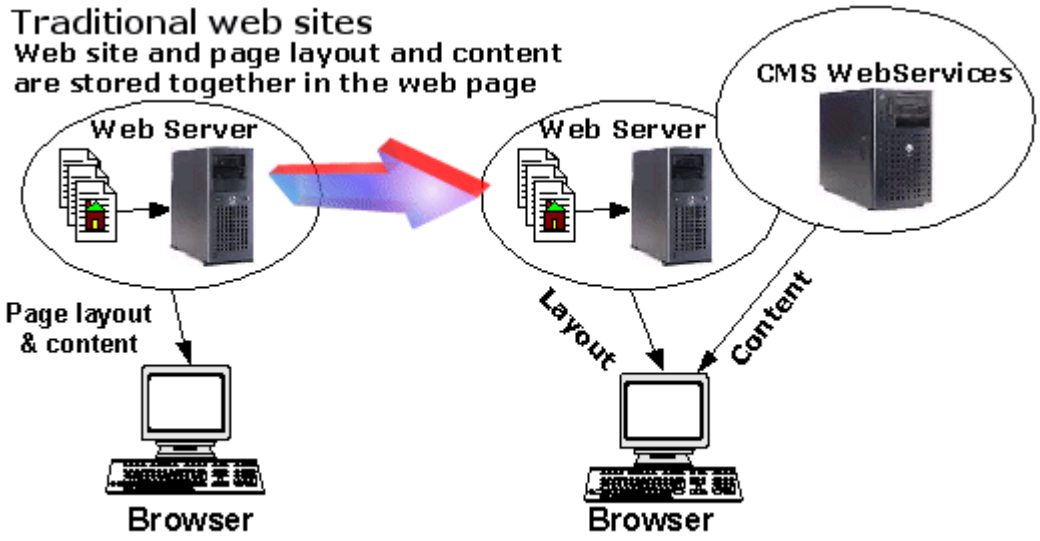
Introduction

Thank you for purchasing Ektron CMS Web Service, the easiest and most efficient way for you to host Web sites!

This manual will explain all the features and tasks that you will need to know.

How Ektron CMS Web Service Works

Traditionally, Web sites are made up of numerous static HTML pages that contain content and images, that are stored on a single Web server.



With Ektron CMS Web Service, you can now have static Web pages with images, but have the content syndicated from another server.

This concept behind Ektron CMS Web Service is that users can still have their static Web pages, but have dynamic content that

can easily be updated in a easy to use, Web-based, WYSIWYG editor.

Global Administrator Workarea

The Global Administrator Workarea is where you will have the ability to administrate all of the hosted Web sites, as well as perform many tasks.

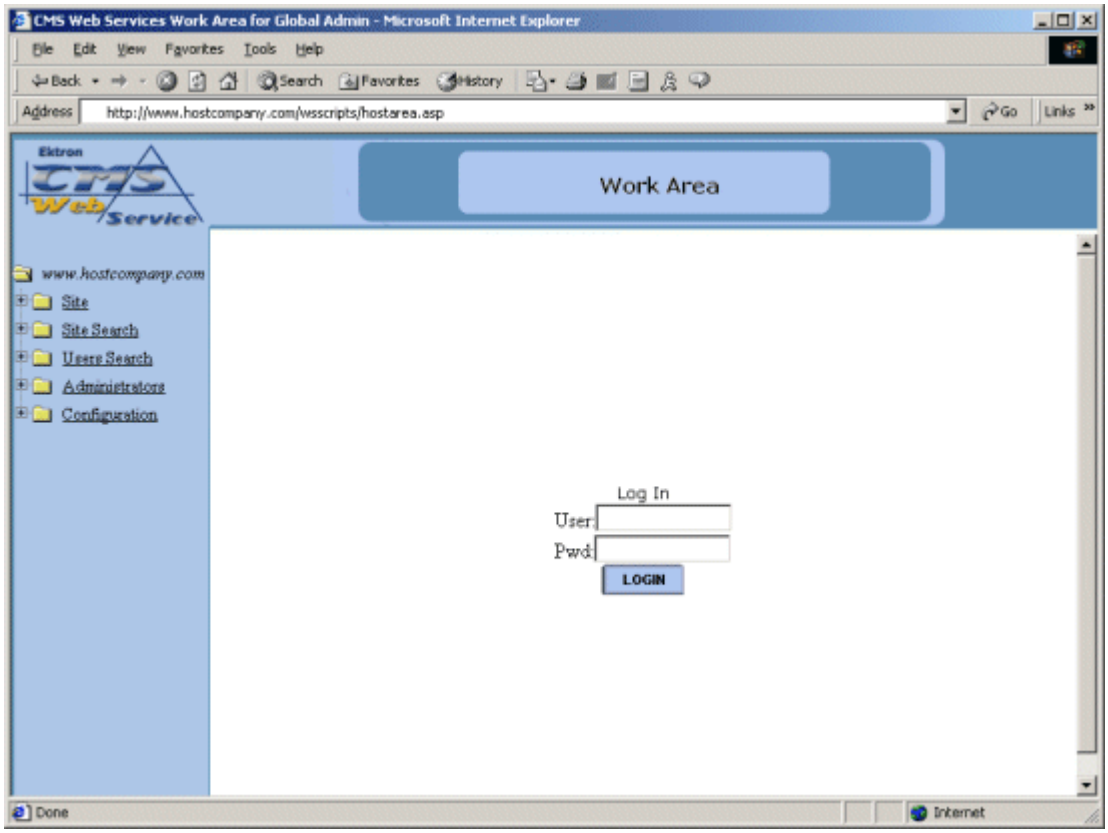
This chapter will explain all the folders that make up the Global Administrator Workarea.

Accessing the Global Administrator Workarea

To access the Global Administrator Workarea, follow the path from the Start Menu.

Programs > Ektron > CMSWS > CMS WS Host Login

Once you click on the short cut on the start menu, you will be taken to the Global Administrator Workarea.



Once you have made it to this page, you will need to login to access all the features that CMS Web services has to offer.

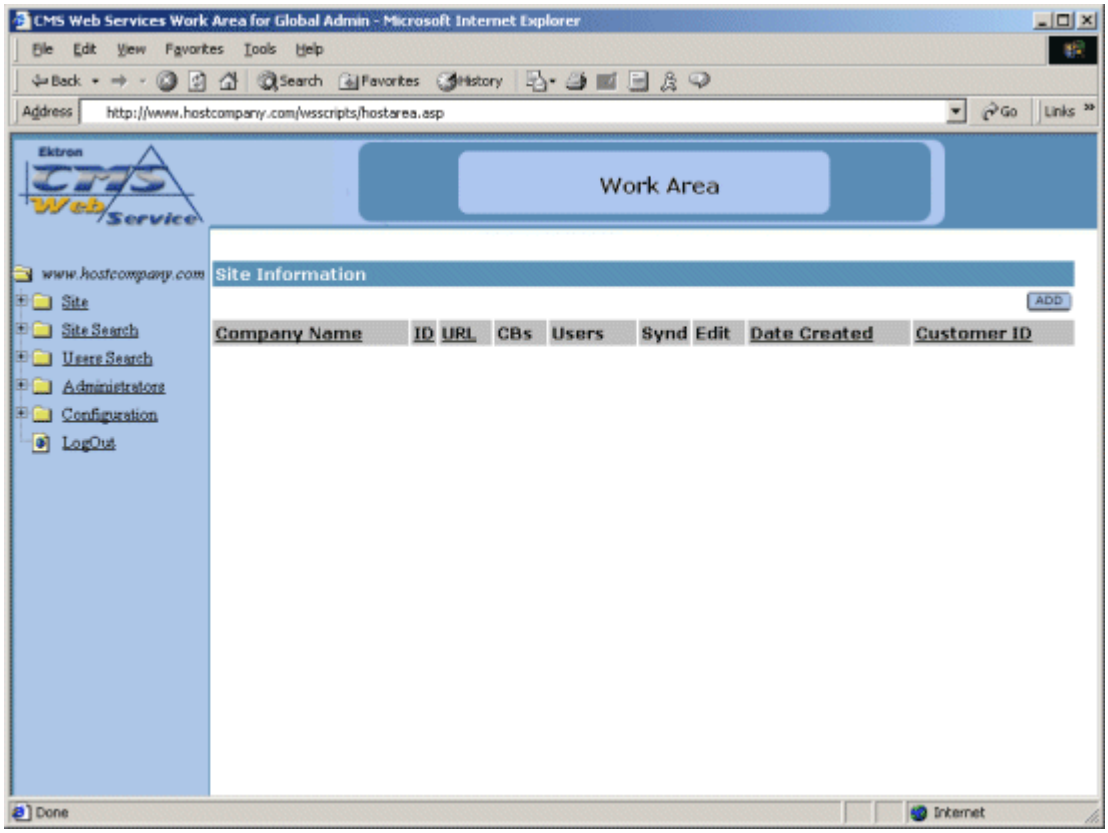
Logging In to the Global Admin Workarea

Login to the Global Administrator Workarea by entering the default username and password combination of **gadmin/gadmin**.

NOTE If you selected to use a MS-SQL database during the installation, the username/ password combination is **gadmin / pass**.

Once you have entered the proper username and password, click the **Login** button.

If you logged in successfully, you will see the following screen



WARNING! Ektron recommends changing the password of the default global administrator to ensure no outside users will be allowed to access your Global Workarea. See "Editing a Global Administrator" on page 32 for more information.

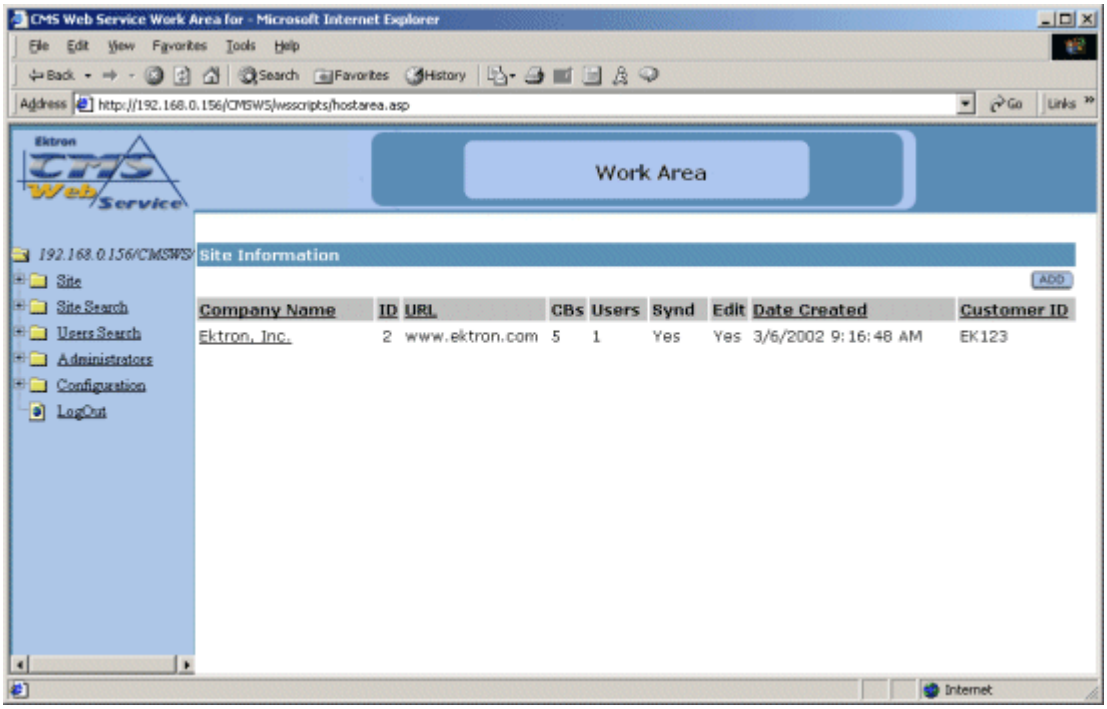
From here, you will be able to perform all the tasks in Ektron CMS Web Service.

Site Folder

The site folder in the Global Administrator Workarea is where you are able to perform many tasks to the hosted Web sites.

Viewing Site Information

The default landing page to the Global Administrator Workarea is the Site Information table. This table lists all the sites that you are currently hosting.



From this table, you will be able to view such information as:

- Company Name
- ID

- URL
- Number of content blocks
- Number of Users
- Syndication enabled
- Edit Enabled
- Date Created
- Customer ID

From here, you can perform many operations including...

Adding a Web Site

Adding a new Web site to be hosted can be done from the Site folder.

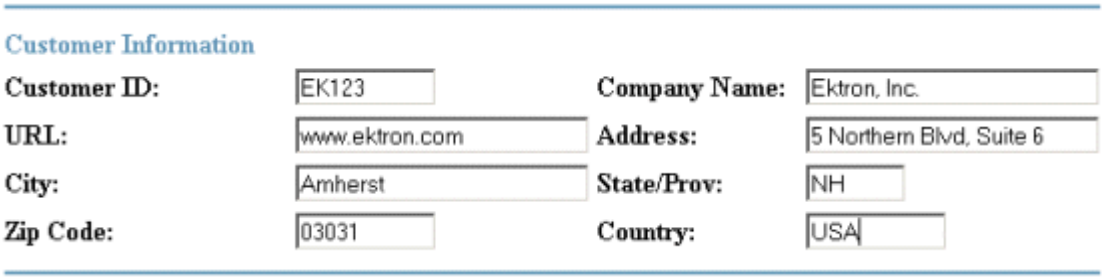
1. Begin by clicking the **ADD** button at the top of the screen
2. You will then be taken to the Add a Web site screen. Enter the proper information using the following tables:

NOTE Required fields are in **bold.**

Customer Information

Option	Description
Customer ID	Enter a reference ID for the customer you are adding.
Company Name	Enter the name of the company that you are adding.
URL	Enter the URL of the Web site where the content blocks will be syndicated to.
Address	Enter the address of the company.
City	Enter the City of the company.
State/Prov	Enter the State or Province of the company.
Zip	Enter the Zip code of the company.
Country	Enter the Country of the company/

Shown below is an example of how this might look:

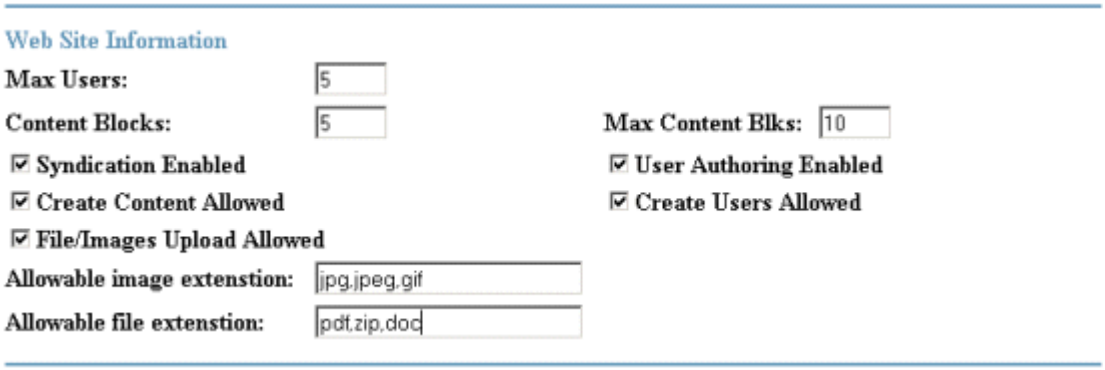


Once you have filled out the customer information, you will need to edit the Web site information.

Web Site Information

Option	Description
Max Users	Specify the maximum amount of users that the site Administrator will be allowed to add to their Web site.
Content Blocks	Specify the amount of content blocks that the customer would like to start off wi.
Max Content Blocks	Specify the maximum amount of content blocks that the site administrator will be allowed to add to their Web site.
Syndication Enabled	If this is checked off, then the user will be able to view and edit his syndicated content. If this is not checked, then the pages where they have their content scripts will appear blank.
User Authoring Enabled	If user authoring is enabled, then users of the site will be allowed to edit their syndicated content blocks.
Create Content Allowed	If this is checked off, the Site administrator will be allowed to create new content until the maximum has been reached. Not checking this will disable the add content button in their Workarea.
Create Users Allowed	If this is checked off, the Site administrator will be allowed to create users until the maximum has been reached. Not checking this will disable the add user button in their Workarea.
Allowed to Upload Images/ Files	If this is checked off, the users in the site will be allowed to upload images and files to use in their Web site content. Not checking this will disable that feature.
Allowable Image Extensions	You can specify the types of image that the users of the site will be allowed to upload.
Allowable File Extensions	You can specify the types of files that the users of the site will be allowed to upload.

Once you have filled out all the necessary field, it may appear something like this:

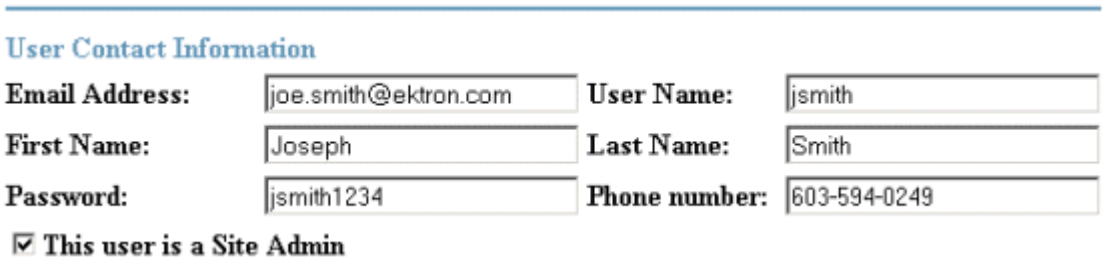


Once you have entered all the necessary Web site information, you can then finish off by entering the user contact information.

User Contact Information

Option	Description
E-Mail Address	Enter a valid email address for the customer.
Username	Specify a username for the default administrator of the new Web site.
First Name	Enter the customer's First Name.
Last Name	Enter the customer's Last Name.
Password	Specify a password for the User
Phone	Enter a phone number for the user.
This User is Site Admin	Check off this box if you want this user to have Administrator privileges to his/her Web site.

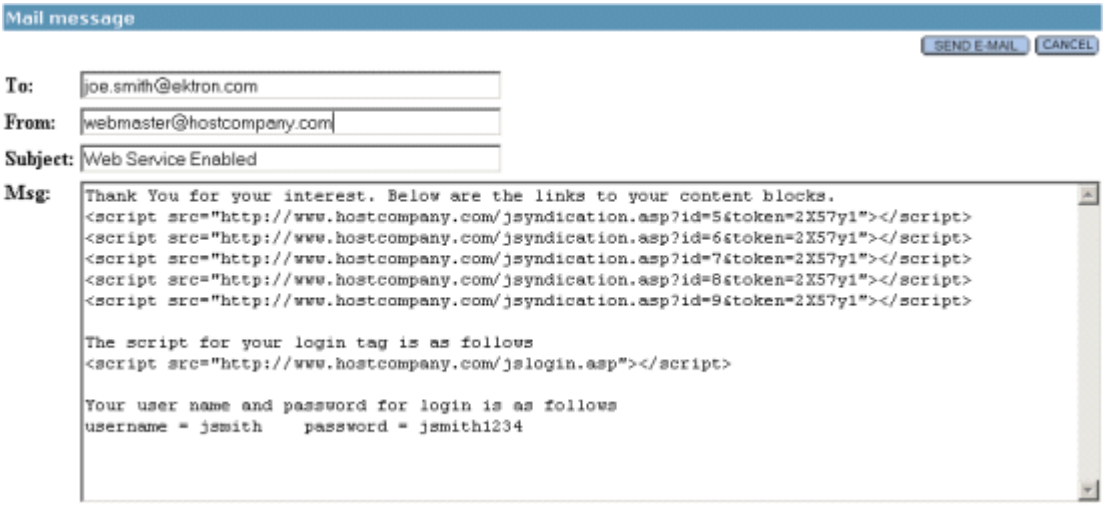
An example of this may be something like the following



Once you have finished entering the last part of the Add Site form, you can proceed to the next step.

3. Once you have completed entering all this information, click on the **ADD** button at the top of the screen.

4. Once you click the **ADD** button, you will then be taken to the Mail Message screen.



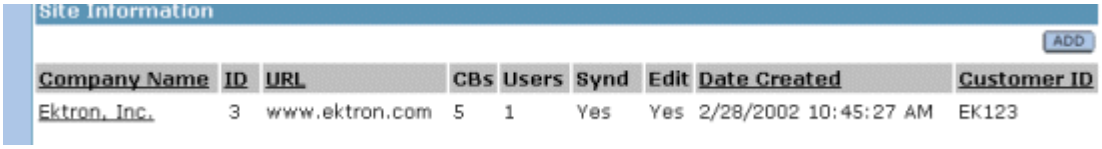
What you are seeing here is an email that is automatically generated with information such as:

- Syndicated content block scripts to be placed into their Web pages.
- Script for a login button to login and edit their content
- Username and Password for the customer.

NOTE You may also insert anything else you wish into this email.

5. Once you are satisfied with the e-mail, click the **SEND E-MAIL** button again to send the e-mail and finish the Add Site Process.

You will then be taken back to the Site Information table where you will see the updated changes.



Company Name	ID	URL	CBs	Users	Synd	Edit	Date Created	Customer ID
Ektron, Inc.	3	www.ektron.com	5	1	Yes	Yes	2/28/2002 10:45:27 AM	EK123

What Just Happened?

Once you have added a site to CMS Web Services, the following actions have taken place:

- A record has been saved showing you that you have added a Web site to be hosted by you.
- An e-mail has been sent out to the contact that was created for the new site with scripts for the content blocks as well as other information that they will need to get up and running.

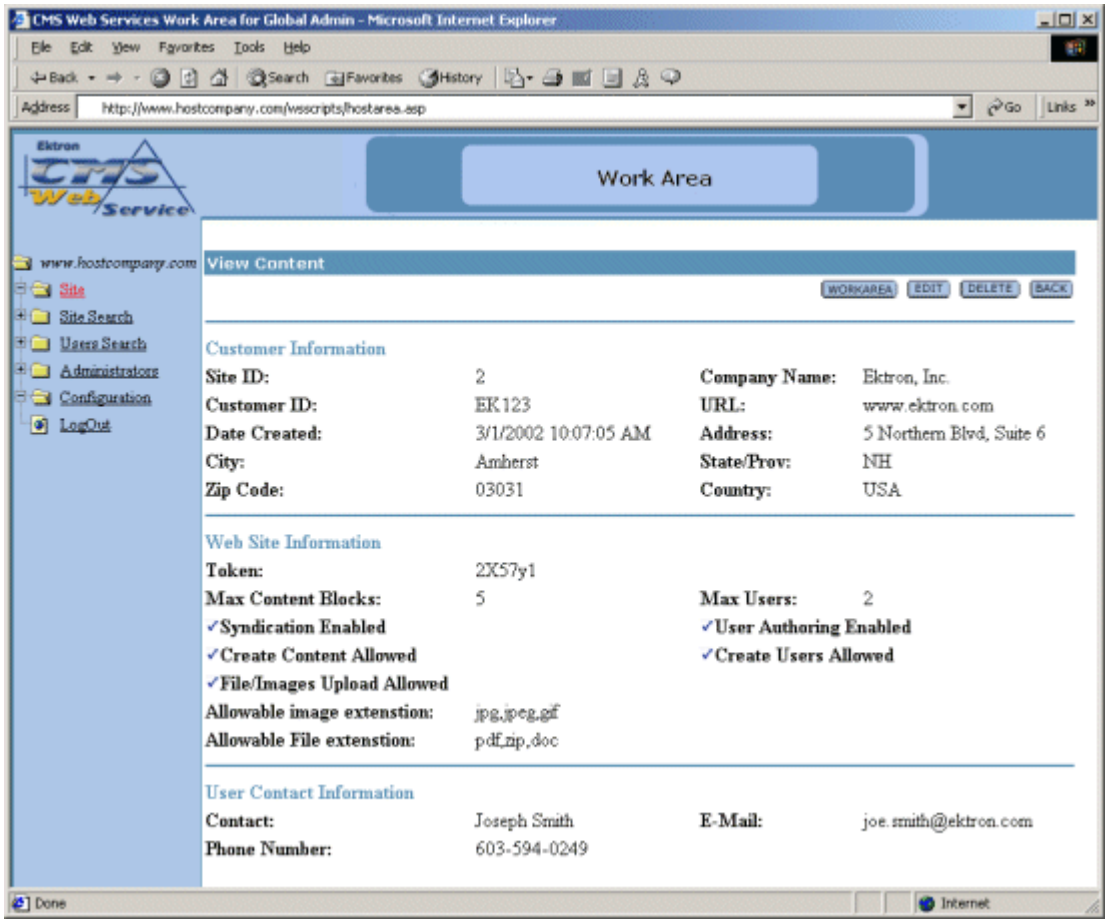
What else needs to be done?

Once the site has been created, there is still some other work you may or may not need to do.

Viewing a Web Site's Information

Once a Web site has been added, you can view it's properties. To do this, click on the name of the company that you want to view from the Site Information table.

Once you have clicked on the Company name, you will see the View Site Details page for the Web site.



On this page, you will be able to see all the information about the site, the customer, and the User Contact.

What is a Token?

Once created, every site is assigned a random arrangement of text and numbers called a token. The token must be present in the script that calls a content block from the hoster's site in order for the user to be able to edit the content block.

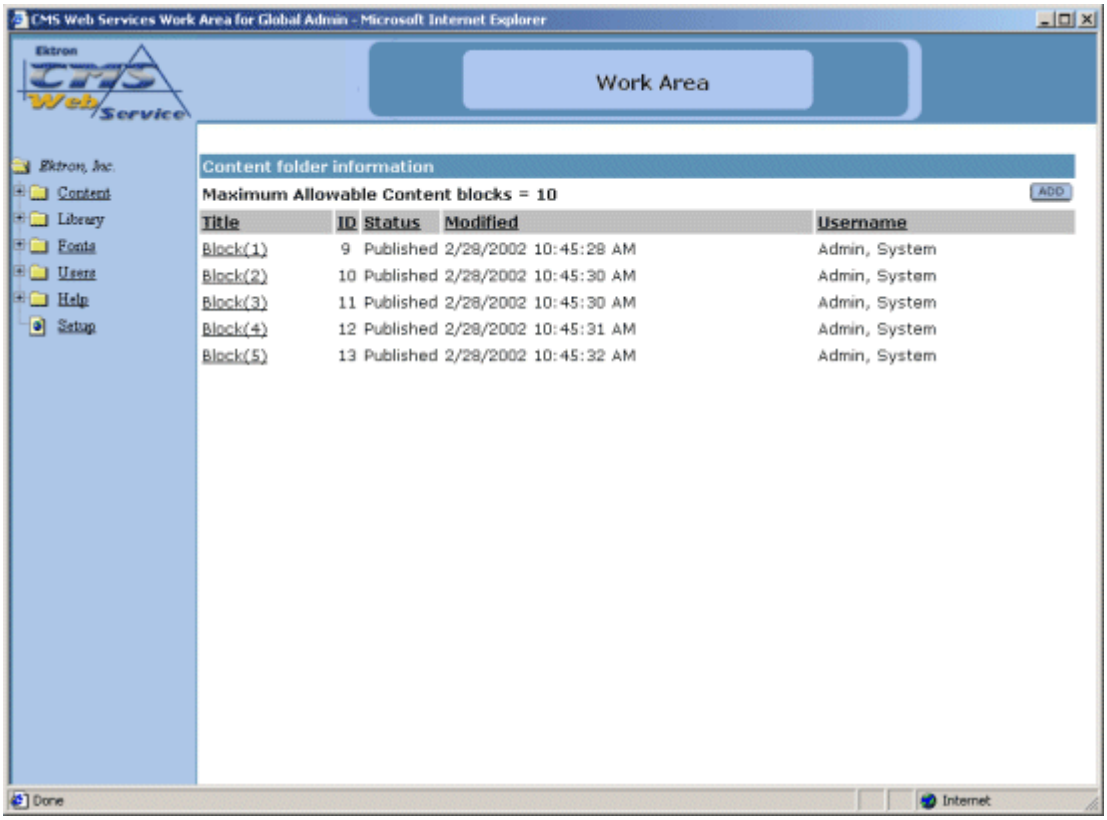
Think of the token as a key that unlocks the door to edit content. Without the key, you won't be able to edit the content block.

Accessing a Web Site's Workarea

From the View Customer page, you will be able to access the Administrator Workarea for that Web site. This will allow you to have access to add, view, edit, and delete their content, users, setup configuration, and uploaded files and images.

To access the workarea, click the **WORKAREA** button at the top of the page.

Once you have clicked on the button, the Workarea will open in a new window.



Working in the Administrator Workarea

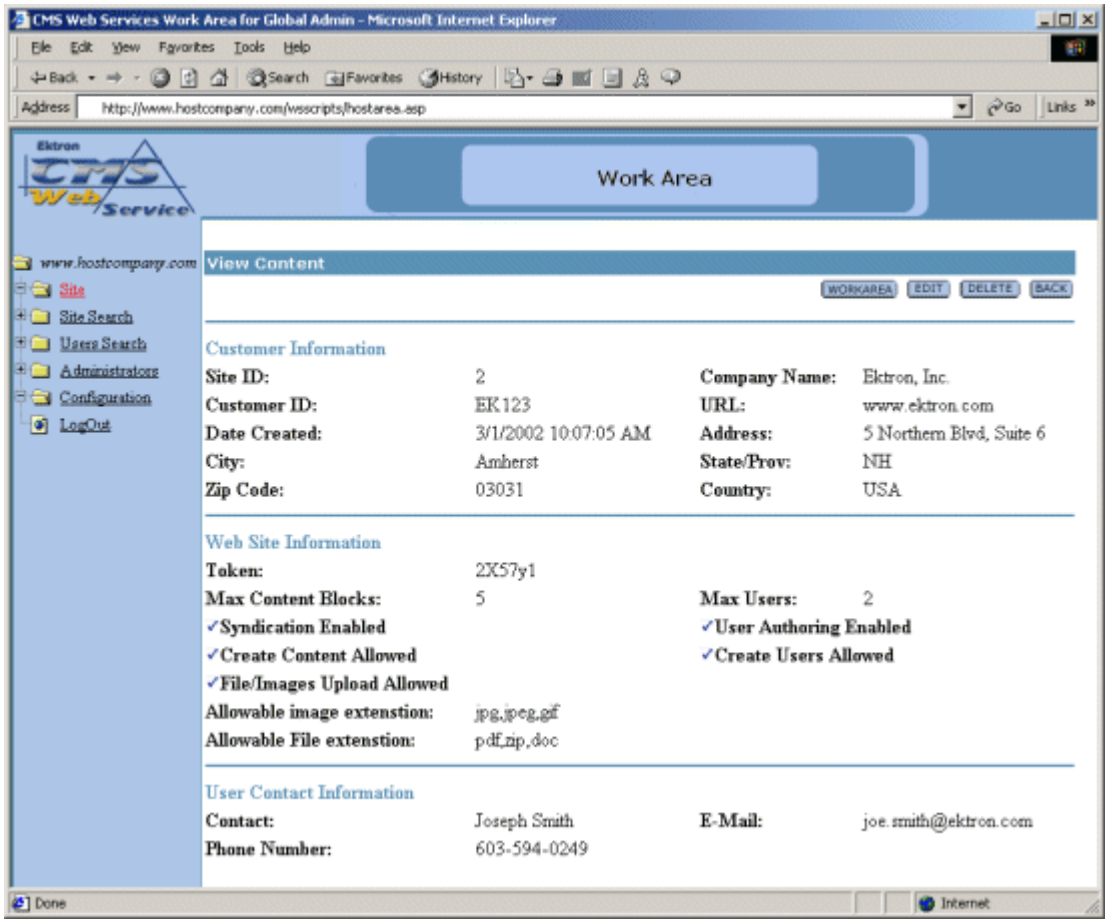
For information about using the Administrator Workarea for another site, please refer to ”Administrator Workarea” on page 44.

Editing a Web Site’s Information

You may also edit the information for the Web sites. To edit Web sites:

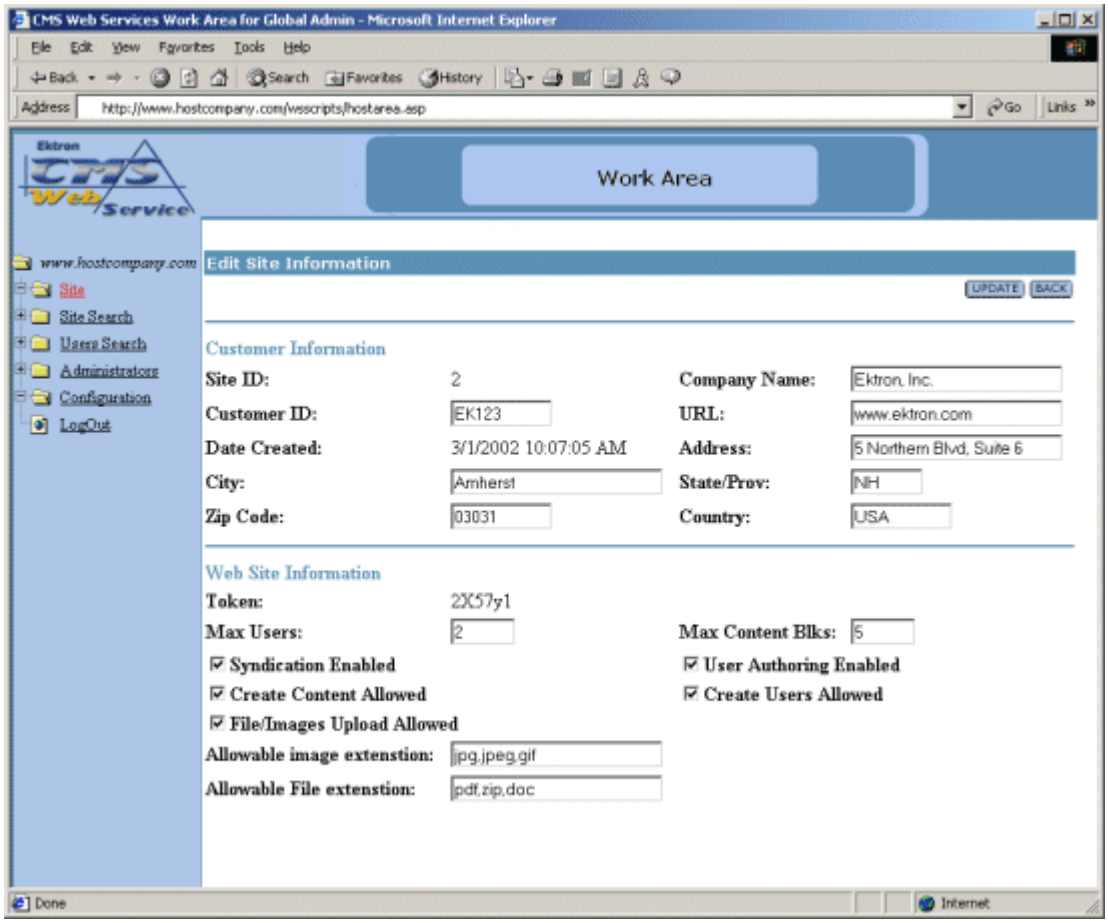
1. Begin by clicking on the name of the company whose Web site you wish to Edit.

Once you click on the company’s name, you will then be taken to the View Site Details page seen below



2. To edit the site properties, click on the **EDIT** button at the top of the page.

3. Once you click on the edit button, you will be taken to the Edit Site Information page seen below.



4. Make the necessary changes to the available fields using the following tables as a reference.

NOTE Required fields are in **bold.**

Editing Customer Information

The following table lists the editable fields when editing the customer information for a hosted Web site.

Field	Description
Company Name	Edit the company name for the customer in this field.

Field	Description
Customer ID	Edit the customer ID for the customer in this field/
URL	Edit the URL for the customer's Web site in this field.
Address	Edit the address of the customer in this field.
City	Edit the city of the customer in this field
State/Prov	Edit the state or province in this field.
Zip Code	Edit the zip code in this field.
Country	Edit the country of the customer in this field.

Editing Web Site Information

The following table lists the editable fields when editing the Web site's properties.

Field	Description
Max Users	Either increase or decrease the amount of users that the Web site will be able to have.
Max Content Blocks	Either increase or decrease the amount of content blocks that the Web site will use for their Web site.
Syndication Enabled	Checking off this box will enable syndication.
User Authoring Enabled	Checking off this box will allow users of the Web site to edit their syndicated content blocks.
Create Content Allowed	Checking off this box will allow site administrators to add more content blocks to their Web site up to their Max Content Block number.
Create Users Allowed	Checking off this box will allow site administrators to add more users to their Web site up to the Max Users value
File/Image Upload Allowed	Checking off this box will allow users of the Web site to upload images and files to their upload folder.

Field	Description
Allowable Image Extension	Specify the image types you want to allow users of the Web site to upload by entering the extensions in this field.
Allowable File Extensions	Specify the file types you want to allow users of the Web site to upload by entering the extensions in this field.

Editing User Contact Information

From this area, you will not be able to edit the user contact information for the hosted site. To edit this information, you will need to make the changes in the workarea for that Web site. See ”Edit User” on page 88 for information about editing the contact for the Web site.

5. When complete, click on the Update button at the top of the screen.

After you click the Update button, the page will refresh and you will be taken back to the Site Information table with the changes reflected.

Deleting a Web Site

If you would no longer wish to host a specific company, you have the ability to remove the site from the Ektron CMS Web Service application.

To delete a hosted site:

1. Begin by clicking on the company name of the site that you wish to delete from the Site Information table.

2. At the next screen, click on the **DELETE** button at the top

3. At the next screen, click **DELETE** again if you are sure that you want to delete the site.
4. After you click on the delete button, you will receive one last confirmation message. To continue, click **OK**.

Once the company has been deleted, you will be taken back to the Site Information table with the changes updated.

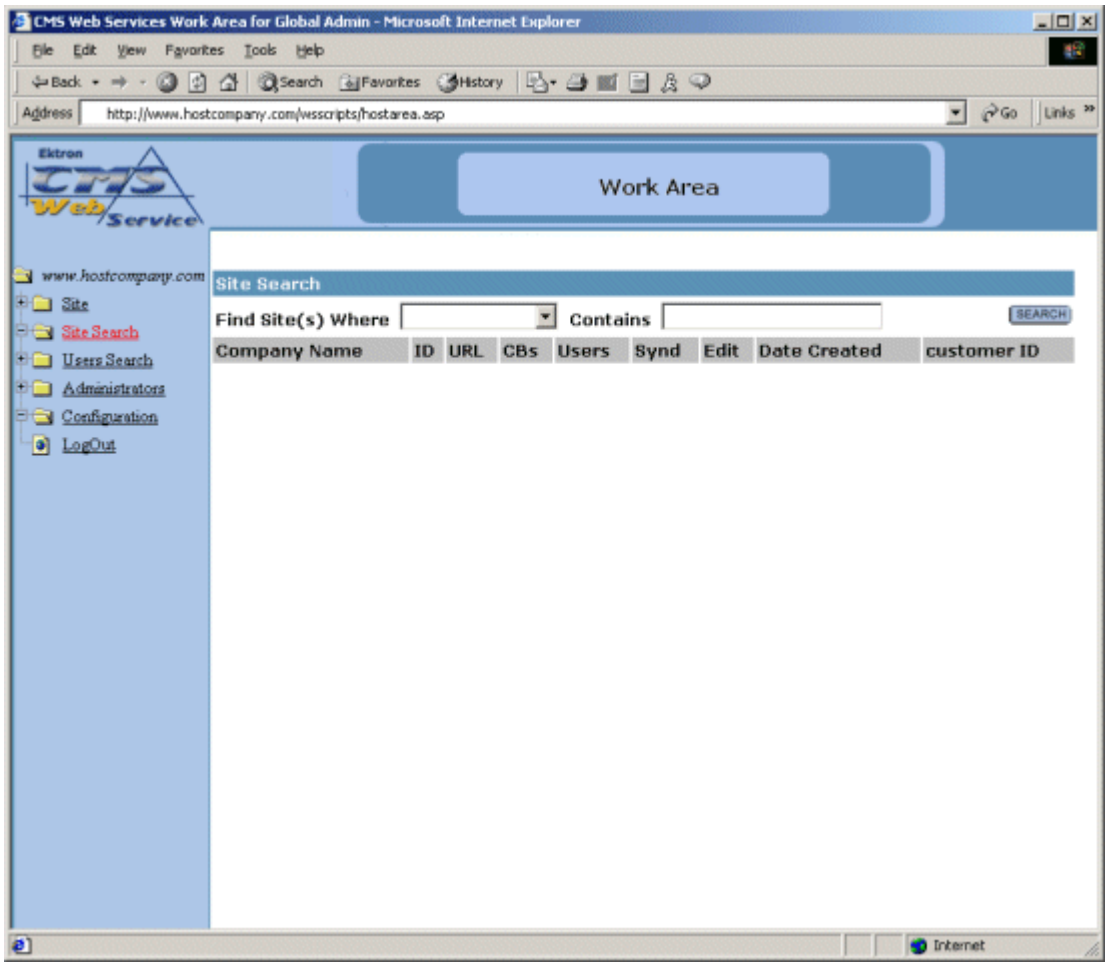
NOTE Once a site has been deleted, all the information about the site will be removed. Uploaded images and files will also be deleted from the hosting server.

Site Search Folder

Performing a search in the Global Administrator Workarea will allow you to search for a specific site.

Searching For Users

To search for a site or sites, begin by navigating to the Site Search Folder on the left side of the window.



1. From the drop down list, choose the category you wish to use to search for the site(s). Your choices are:

- Company Name
- Customer URL
- Customer ID
- City
- State
- Zip

2. Once you have selected the category, enter a keyword or some text to search for.

3. When complete, click the **SEARCH** button on the right side of the screen.

4. Once the search is complete, you will see a list of all the results that matched the criteria on the lower part of the screen.

Site Search Example

An example of a User search might be:

“Search Site(s) Where **State** contains **MA**”

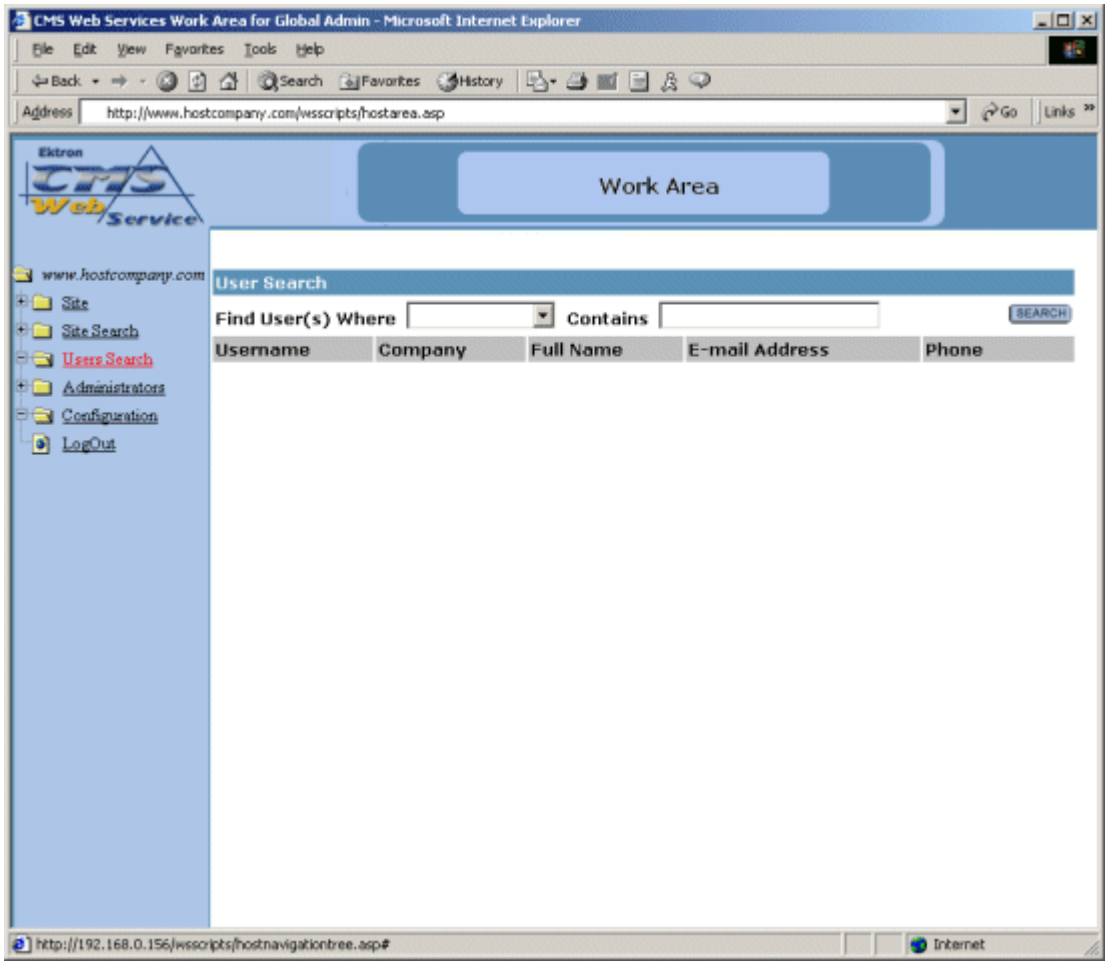
When this search is performed, all the sites where the company resides in Massachusetts will be displayed.

User Search Folder

Performing a search in the Global Administrator Workarea will search through all the hosted sites for a specific user or users.

Searching For Users

To search for a user or users, begin by navigating to the User Search Folder on the left side of the window.



1. From the drop down list, choose the category you wish to use to search for the user(s). Your choices are:

- Username
- First Name
- Last Name
- Full Name
- E-mail Address
- Phone Number

2. Once you have selected the category, enter a keyword or some text to search for.

3. When complete, click the **SEARCH** button on the right side of the screen.

4. Once the search is complete, you will see a list of all the results that matched the criteria on the lower part of the screen.

User Search Example

An example of a User search might be:

“Search User(s) Where **First Name** contains **Ann**”

When this search is performed, you will see results that has the text “Ann” in the First Name. You result may yield results like the following:

- **Ann** Smith
- Barbra-**Ann** O’Conner
- **Annie** Mitchell
- D**ann**y Gilmor

Administrator Folder

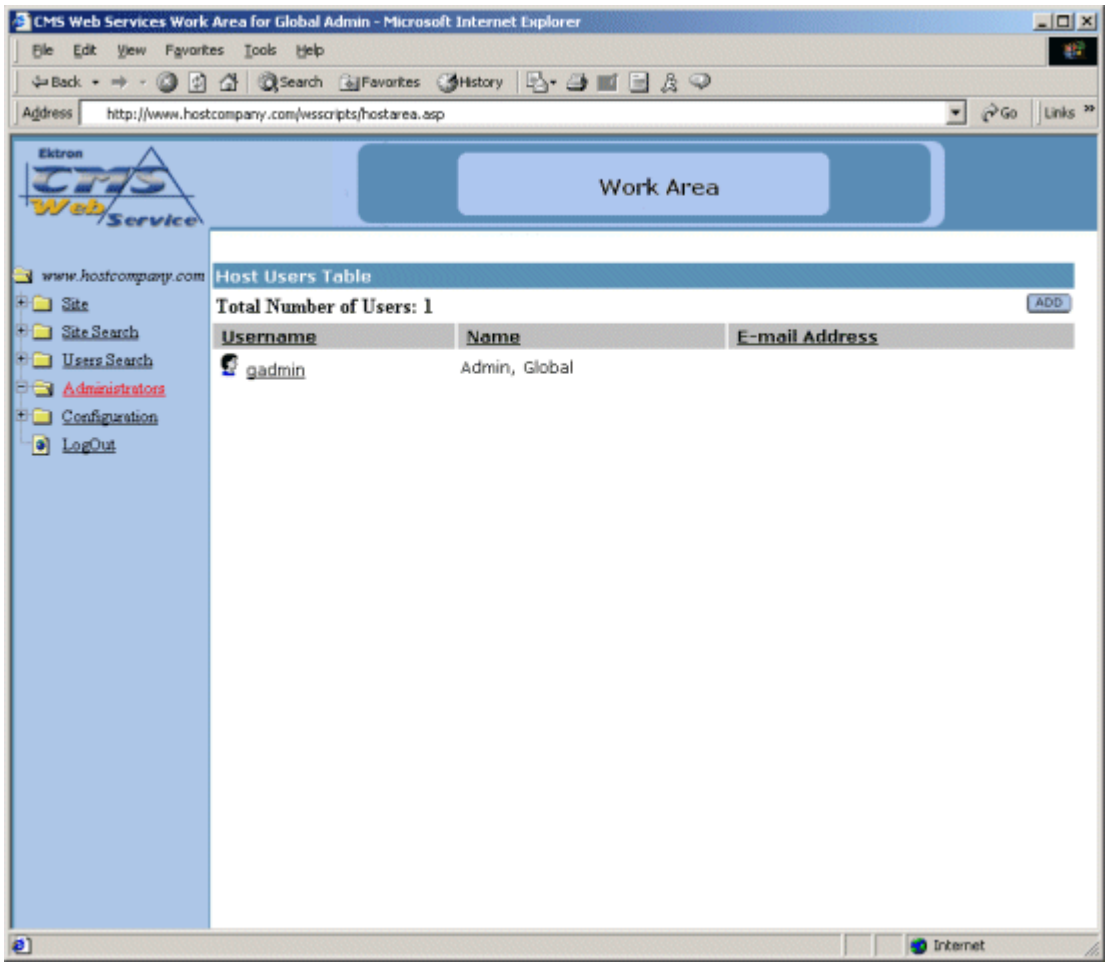
The Administrator Folder is where you will be able to perform many tasks to the Global Administrators such as adding, viewing, editing, and deleting them.

Adding a Global Administrator

To add a Global Administrator to Ektron CMS Web Service:

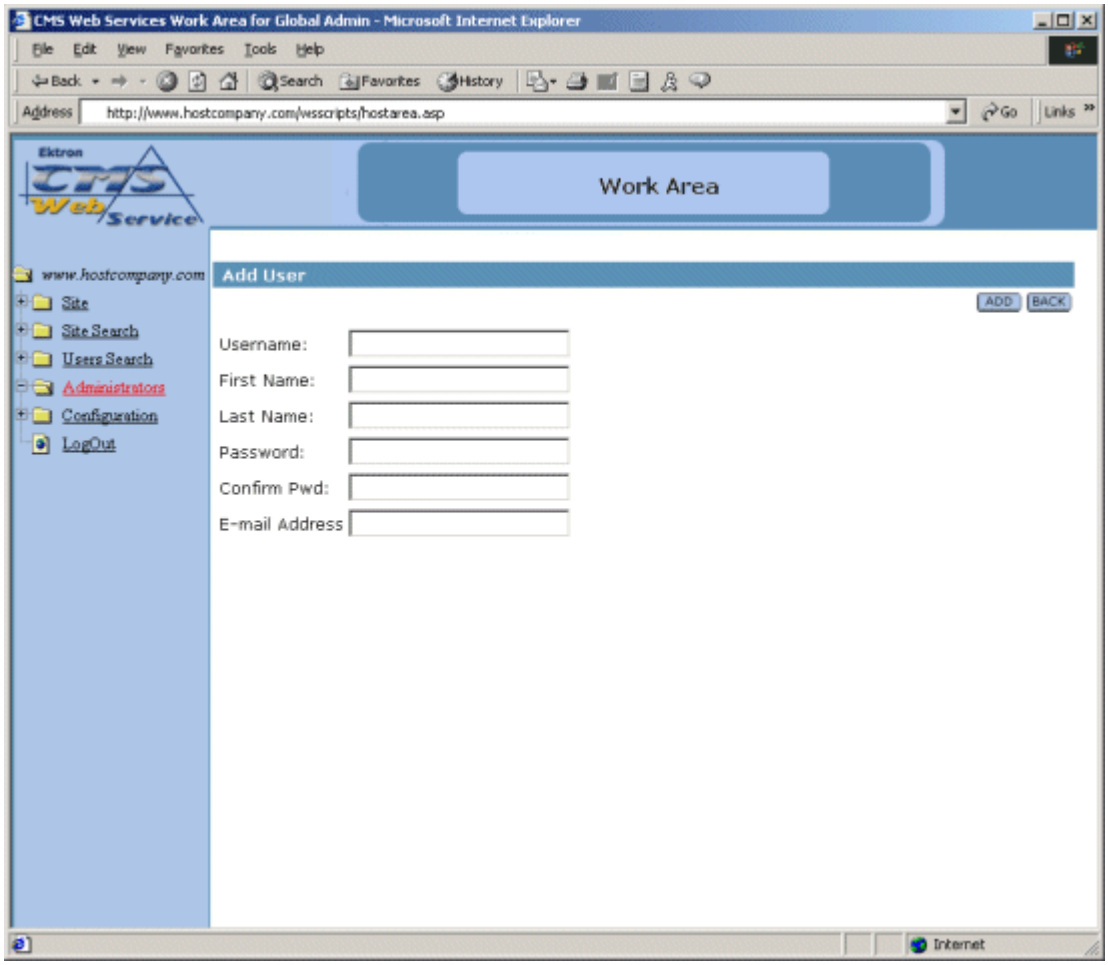
1. Begin by clicking on the Administrators folder in the folder tree on the left side of the screen.

2. Once you have clicked on the Administrators folder, you will then see a list of all the added administrators on the right side of the screen.



3. Click on the **ADD** button at the top right of the window.

4. Once you click on the add button, you will then be taken to the Add User page where seen below.



5. Enter all the necessary information about the user using the following table as a reference

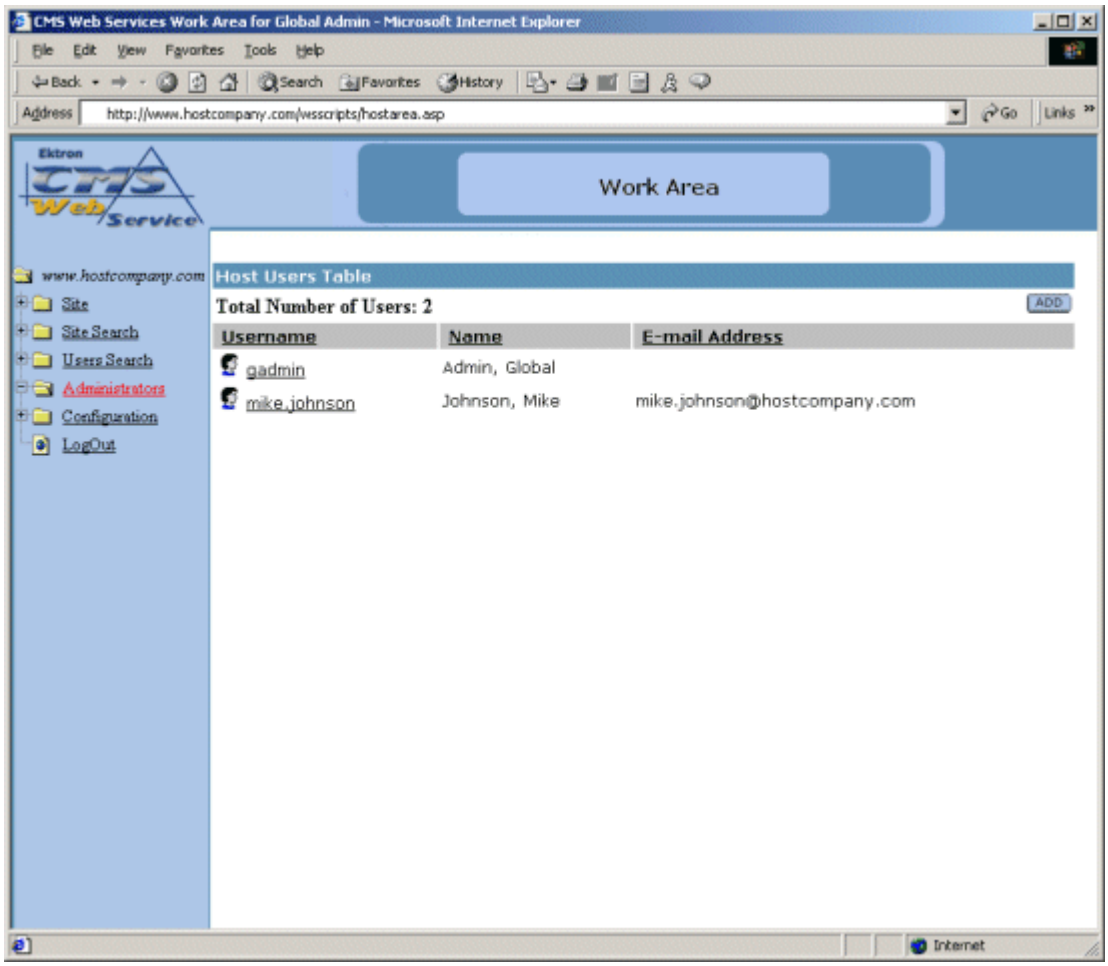
NOTE Required fields are in **bold.**:

Field	Description
Username	Enter a unique username for this user.
First Name	Enter the new user's first name into this field.
Last Name	Enter the new user's last name into this field.
Password	Enter a password for the user in this field.

Field	Description
Confirm Password	Confirm the password by typing it in again into this field.
E-Mail Address	Enter a valid e-mail address for the new user.

6. Once you enter all the necessary information, click the **ADD** button at the top of the screen.

7. Once you click the add button, you will be taken back to the users table with the new user on the table.

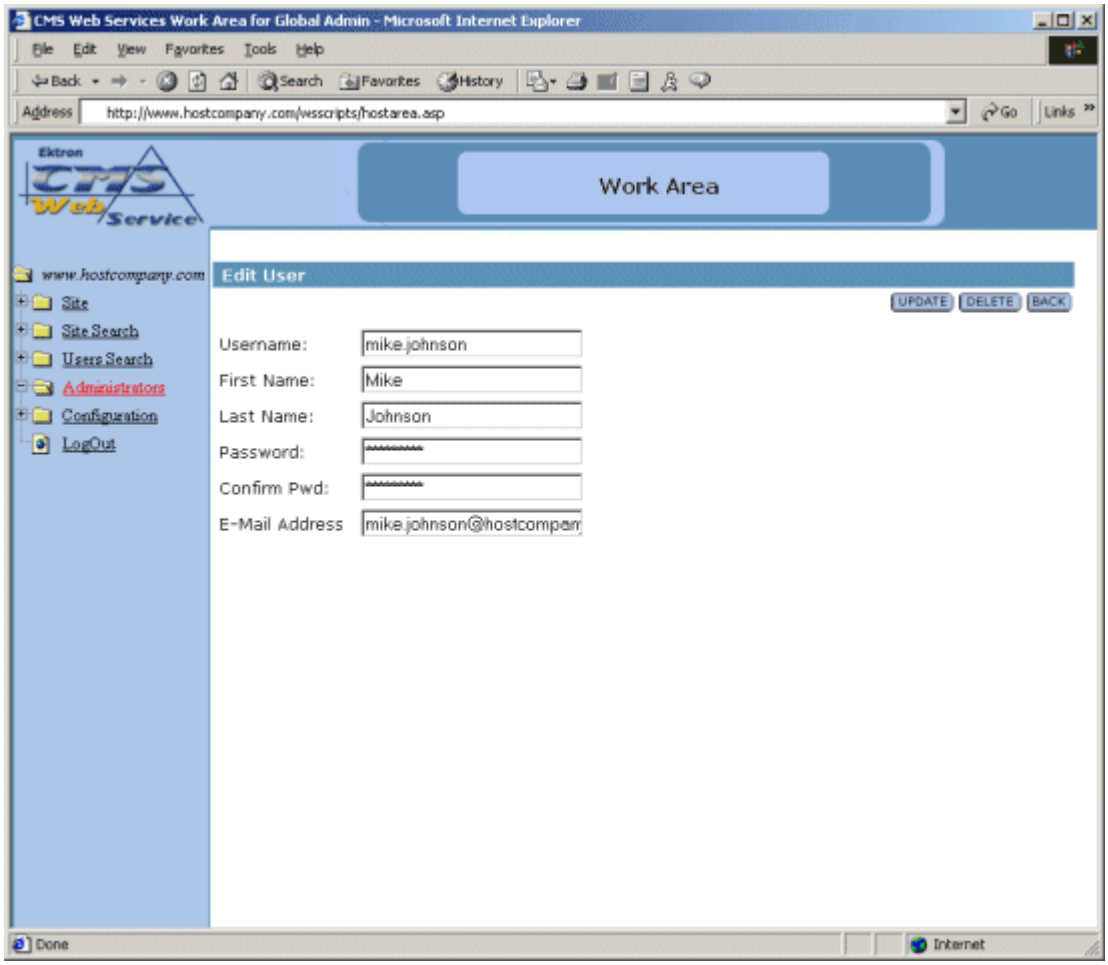


Editing a Global Administrator

You also have the ability to edit a user. To do this:

1. Click on the user you wish to edit in the Users Table

2. Once you click on the username of the user you wish to edit, the Edit User page will then open as seen below



3. At the Edit User page, make the necessary changes to the User.
4. Click the **UPDATE** button to update the user.

5. Once you click the update button, you will then be taken back to the Users table where the changes can be seen.

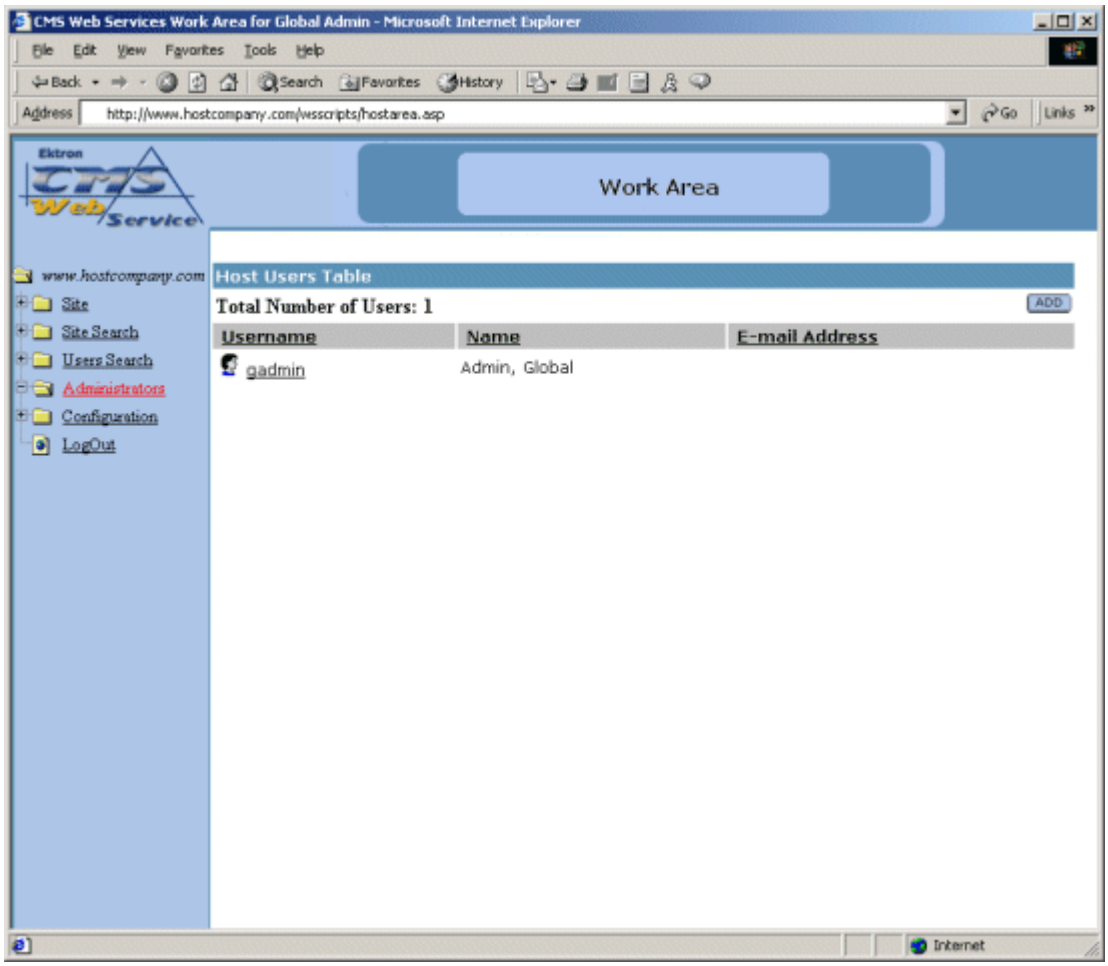
Deleting a Global Administrator

You can remove a Global Administrator from the application as well. To do this,

1. On the Users Table, click on the Username of the user you wish to delete.

2. At the next screen, click the **DELETE** button at the top of the screen.

3. There will be another screen where you can confirm the deletion by clicking the **DELETE** button one more time.
4. Once you click delete again, you will be taken back to the update Users table with the changes made.

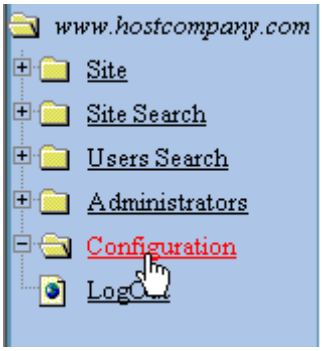

CMS Web Services Work Area for Global Admin - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites History
Address http://www.hostcompany.com/wsscripts/hostarea.asp
Go Links
Ektron CMS Web Service
Work Area
www.hostcompany.com
Site
Site Search
Users Search
Administrators
Configuration
LogOut
Host Users Table
Total Number of Users: 1
ADD
Username
Name
E-mail Address
gadmin
Admin, Global
Internet

Configuration Folder

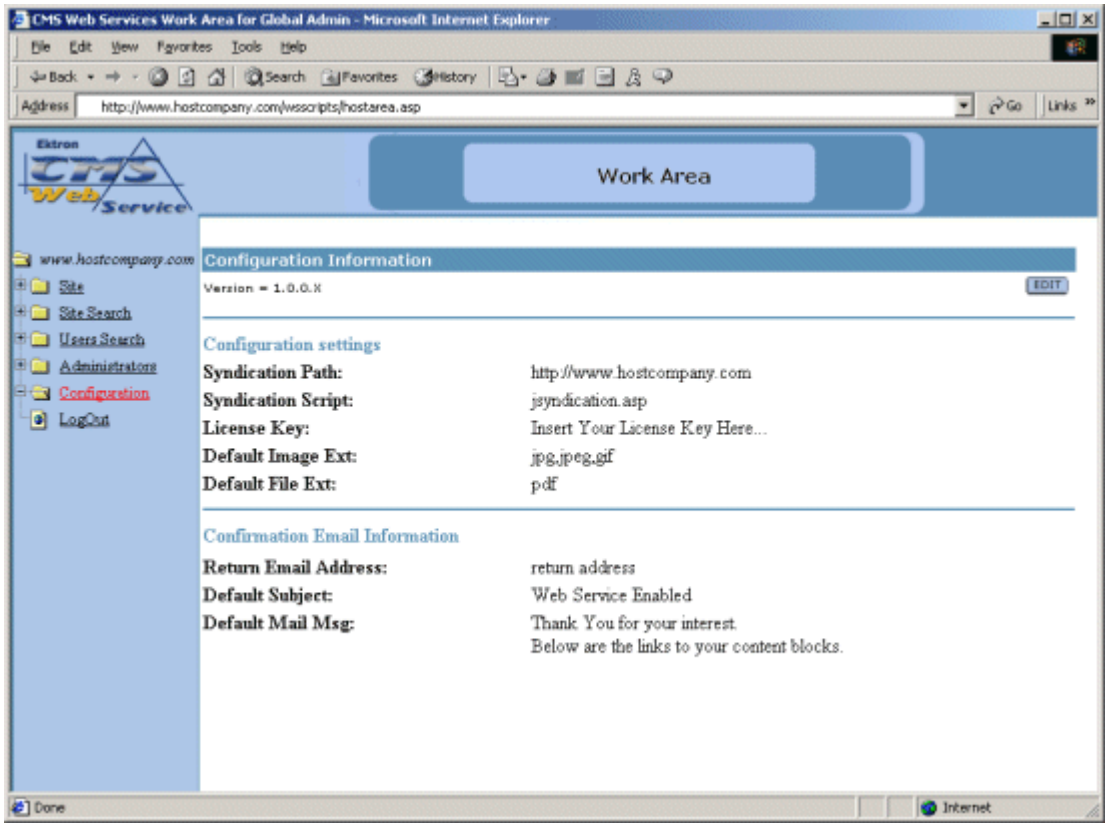
The configuration folder in the Global Administrator Workarea is where you will be able to configure important information about Ektron CMS Web Service.

Accessing the Configuration Area

To access the configuration area, you must first login to the hostarea as a Global Administrator. Once logged in, click on the **Configuration** folder at the bottom of the folder tree on the left side of the screen.



Once you click on this folder, the Ektron CMS Web Service configuration page will open in the main section of the screen.

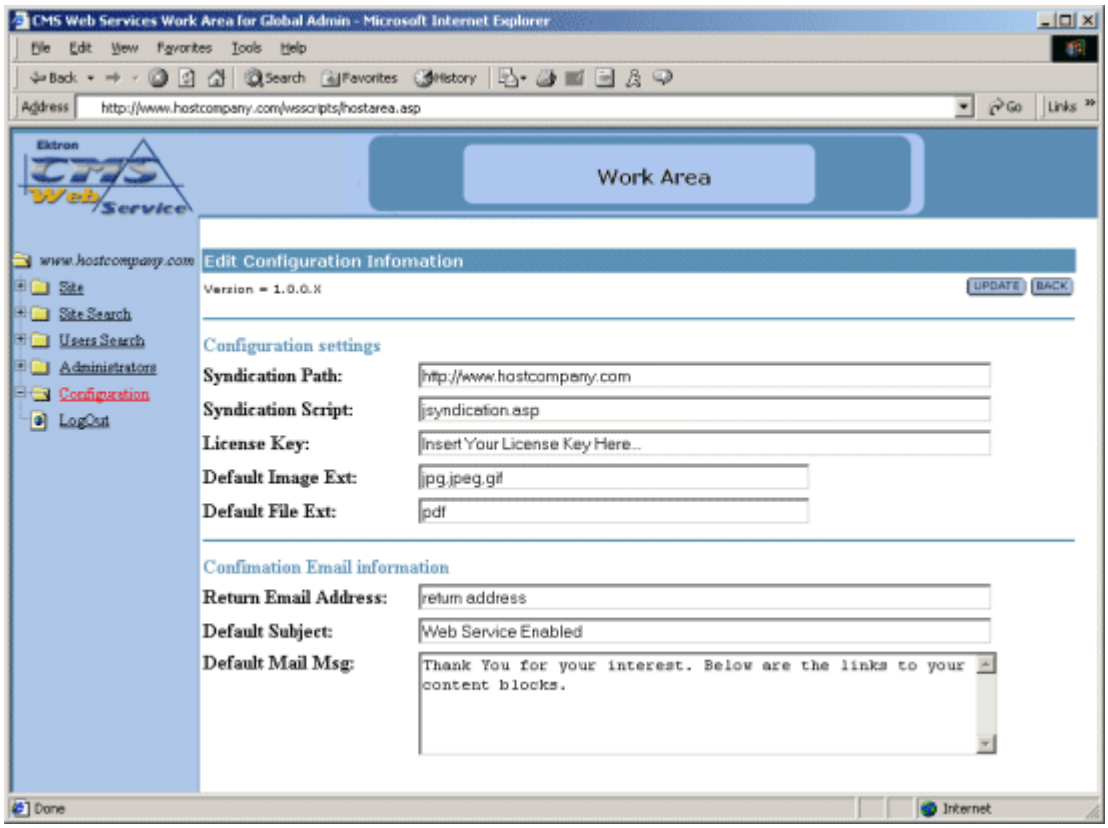


Editing the Ektron CMS Web Service Configuration

Once you have successfully accessed the Ektron CMS Web Service configuration page, you will be able to edit all the settings.

1. To begin, click the **EDIT** button at the top of the configuration page.

2. Once you click on the edit button, you will be taken to the Edit Configuration Information page as seen here



3. At this page, make the necessary changes to the configuration. Use the following tables for reference.

Configuration Settings

The first set of fields in the Edit Configuration Information page includes information about your Web site's configuration.

Field	Description
Syndication Path	Enter the path of the file that is used to syndicate the content. ex. **http://www.yoursite.com**
Syndication Script	Enter the name of the file that is used to syndicate the content. By default, the file is **jsyndication.asp.**
License Key	Enter the license key that you receive from Ektron in this field.

Field	Description
Default Image Ext	Insert the default image extensions that will be included when adding a new site to Ektron CMS Web Service.
Default File Ext	Insert the default file extensions that will be included when adding a new site to Ektron CMS Web Service.

Confirmation E-mail Information

The second set of fields includes information about the confirmation e-mail settings.

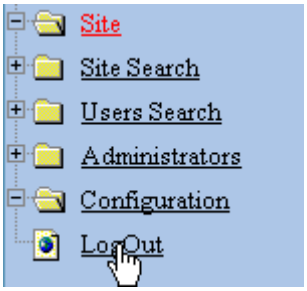
Field	Description
Return Email Address	Insert a valid return email address that will be inserted in the from field when the email to the customer is being built.
Default Subject	Insert a default subject that will be used as the default subject when the email to a new customer is being built.
Default Mail Msg	Insert a default mail message that you would like to include in the email that is sent to new customers. Note: When the confirmation e-mail is generated, so are the links to their content blocks, so you will not need to include those.

4. Once you have updated all the necessary information in the configuration page, click the **UPDATE** button at the top right of the screen.

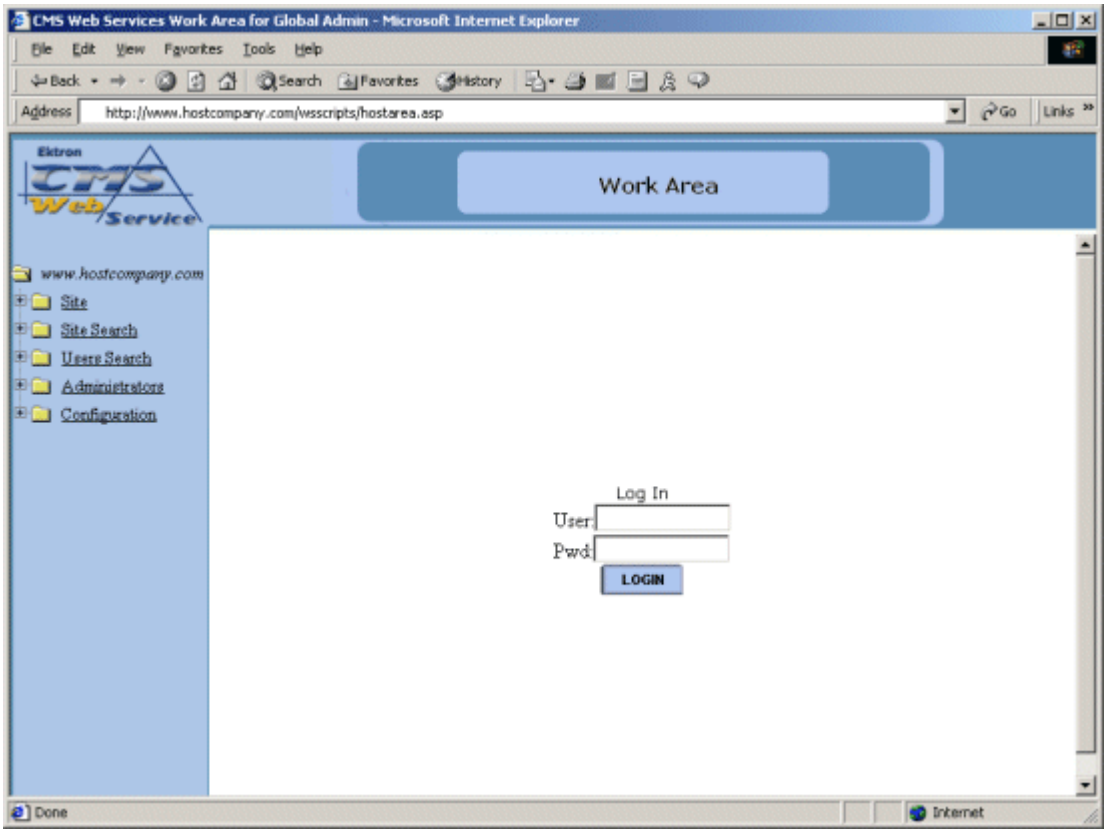
Logging Out

Once you have completed your tasks in the Ektron CMS Web Service Global Administrator Workarea, then you will have the option of logging out of the Workarea.

To log out of the workarea, click on the Logout page on the left side of the Global Administrator Workarea



Once you click on the logout task, you will immediatly be logged out of the Global Administrator Workarea.



To access the Global Admin functions again, you will need to log back in as described in ”Logging In to the Global Admin Workarea” on page 4.

Self Registration

To relieve you, the Global Administrator, of the task of registering sites, Ektron CMS Web Service comes with a self registering page that gives potential customers the ability to self register themselves as a customer to you.

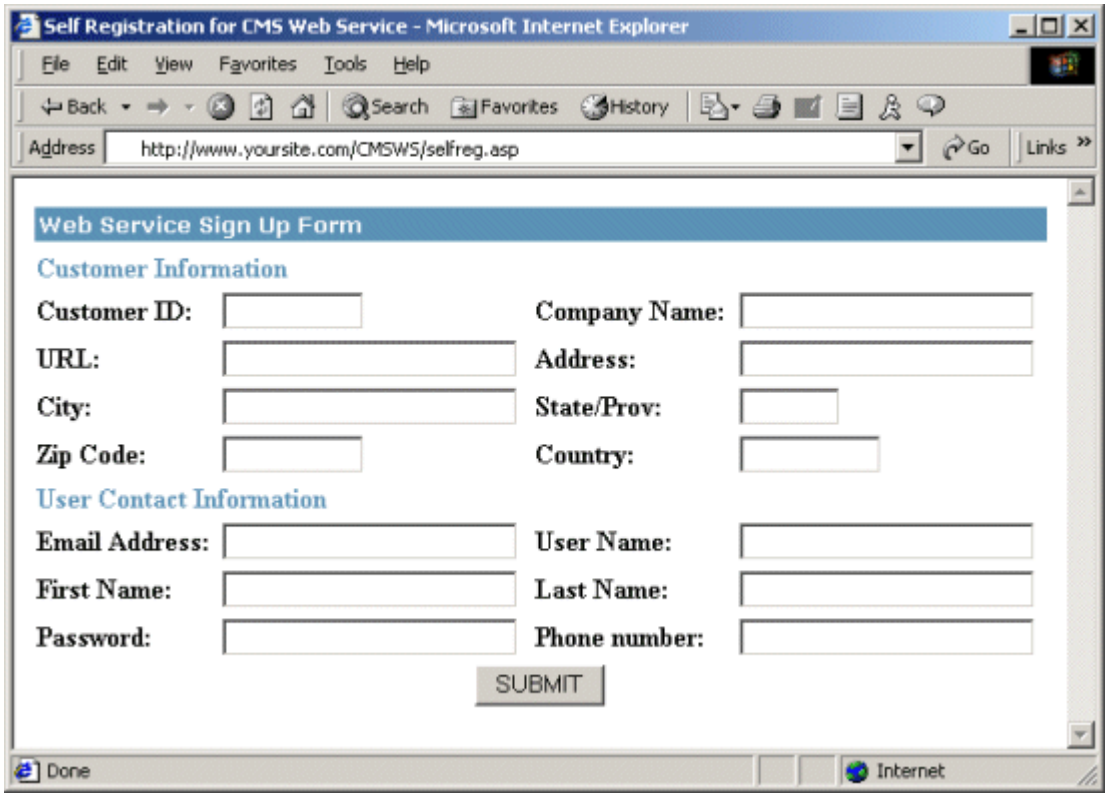
The self registration page gives you a base to work on. It will be your responsibility as the hosting company to provide the necessary payment options to ensure that payements are made properly and accordingly.

The Self Registration Page

By default, the self registration page is installed to the root \CMSWS\ directory during the installation. You can access this page via a browser by typing the following URL:

http://www.yoursite.com/CMSWS/selfreg.asp

Once you have entered the proper URL, you will see the self registration page seen here



Shown above is the default self registering page which is something that you can add to, or remove items from. This page can be accessible by potential customers

When they enter their information into the fields, then submit the form, they will have a group of syndicated content blocks

This self registraion page is just used as an example of how you might decide to configure this page on your site, if you want to. By accessing the source of this page, you can see areas for configuration.

Other Global Administrator Tasks

Aside from setting up and maintaining Web sites, there are other tasks as a Global Administrator that you might want to perform. This section will list and explain these other tasks that you can do.

Creating User Help

Each site workarea has a folder name “Help.” In general, this folder will contain information that the user might need to assist with the development of their site. The help folder contents depend on the Hosting company, and it is the hosting company that is responsible for creating content in this folder.

The folder calls the page “help.asp” from the /wsscripts directory that was installed with Ektron CMS Web Service. This page is a standard ASP page and can easily be modified.

Link to Site Workareas

When a new site is added, the customer is e-mailed a list of links to their syndicated content blocks, a link to a login button that will allow them to login to the content blocks to make changes and perform other tasks, and their username and password. There is, however, an important link that is not sent to them that you may or may not want to send to them.

This link is the link to the login page for their workarea. The page “login.asp” which is installed to the root of where you installed Ektron CMS Web Service, is a separate login page that all users may use to access their workarea.

Administrator Workarea

The Administrator Workarea of a selected Web site is where you will be able to perform many more specific tasks to each individual site.

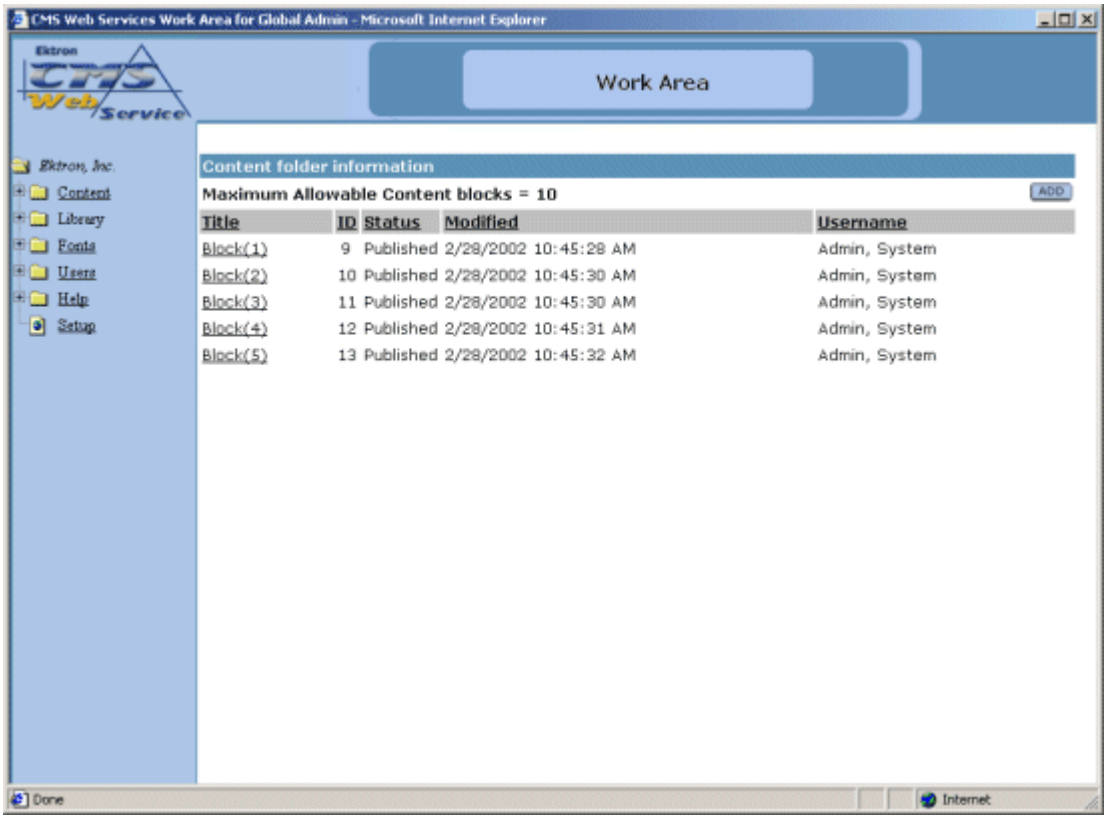
Accessing the Workarea

To access a Web site's Workarea from the Global Administrator Workarea:

1. From the Site folder, click on a company name.

2. At the next screen, click on the Workarea button at the top.

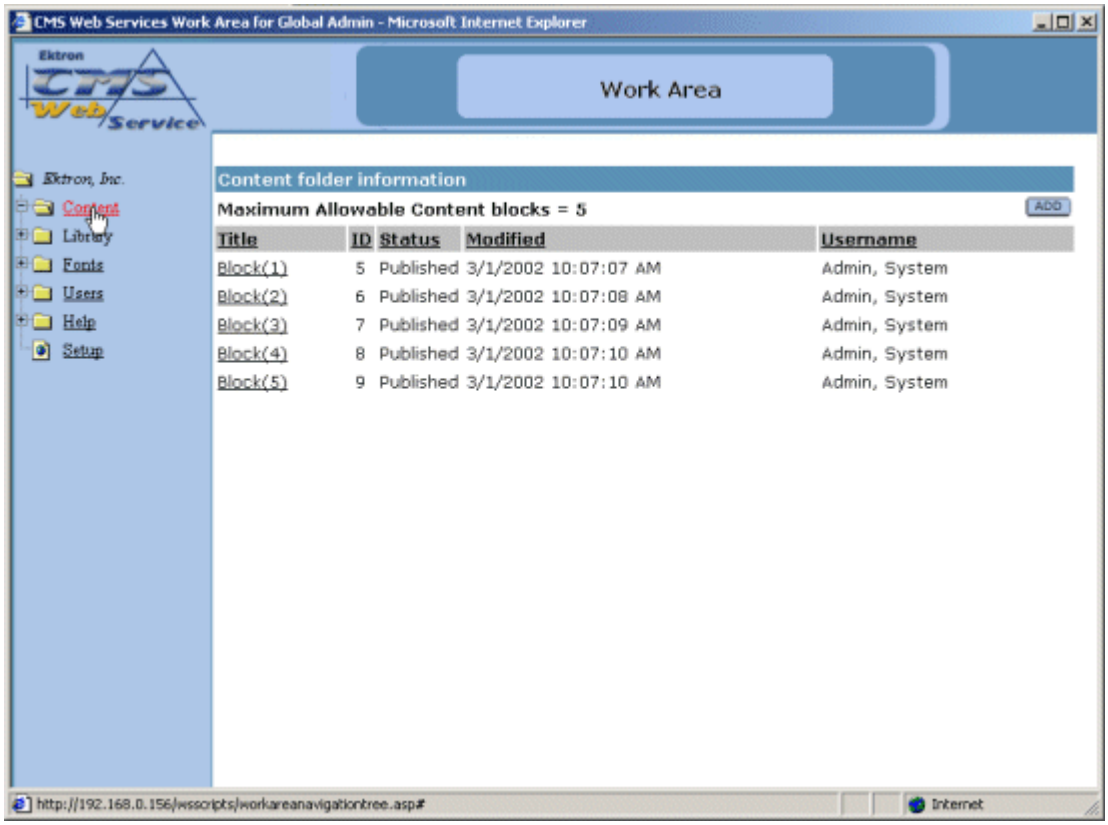
3. You will now be logged into that Web site's workarea. As a Global Administrator, you have permissions to do anything you wish in the Administrator Workarea.



From here, you will be able to add, edit, view, and publish content blocks, as well as perform many other administrative tasks from a centralized location instead of navigating through all your web pages.

Content Folder

In the Content Folder window, the will have the privileges to add, edit, view, and delete content blocks in the database.



By clicking on the text at the top of a column, you can sort the data in the table by the respective function.

Adding Content

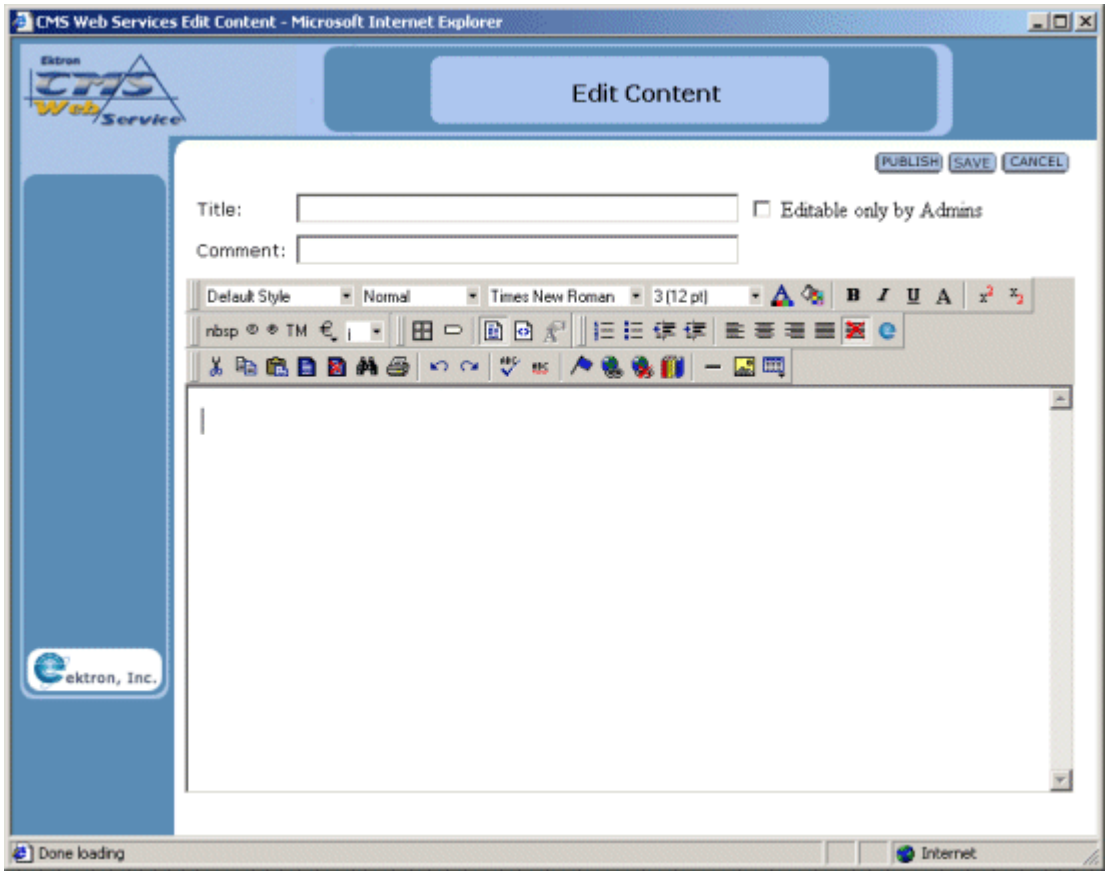
By default, content creation and modification are assigned to the site administrator. Brief descriptions on the steps to add content blocks are listed below.

Create New Content Block

To create content:

1. In the Content Management folder, select the **ADD** button at the top of the page.

The following window will appear:



2. Create the content using the following table:

NOTE Required fields are in **bold.**

Field	Description
Title	Enter a title for your content.
Editable only by Admins	Select if you want Admins only to be able to edit the content
Comment	Add a history comment to the content to describe the document.
Body Text	Insert the body text that will be viewed on the Web Site.

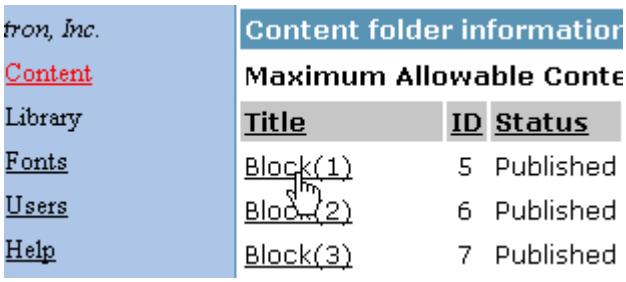
3. Once you have created your content, you can choose one of the following tasks for the content block.

Button	Description
Publish PUBLISH	Clicking this button will immediately save and publish the content block to the Web site.
Save SAVE	Clicking this button will save and check in the content block allowing other users to make changes to it before it is published to the Web site.
Cancel CANCEL	Clicking this button will exit without saving the changes.

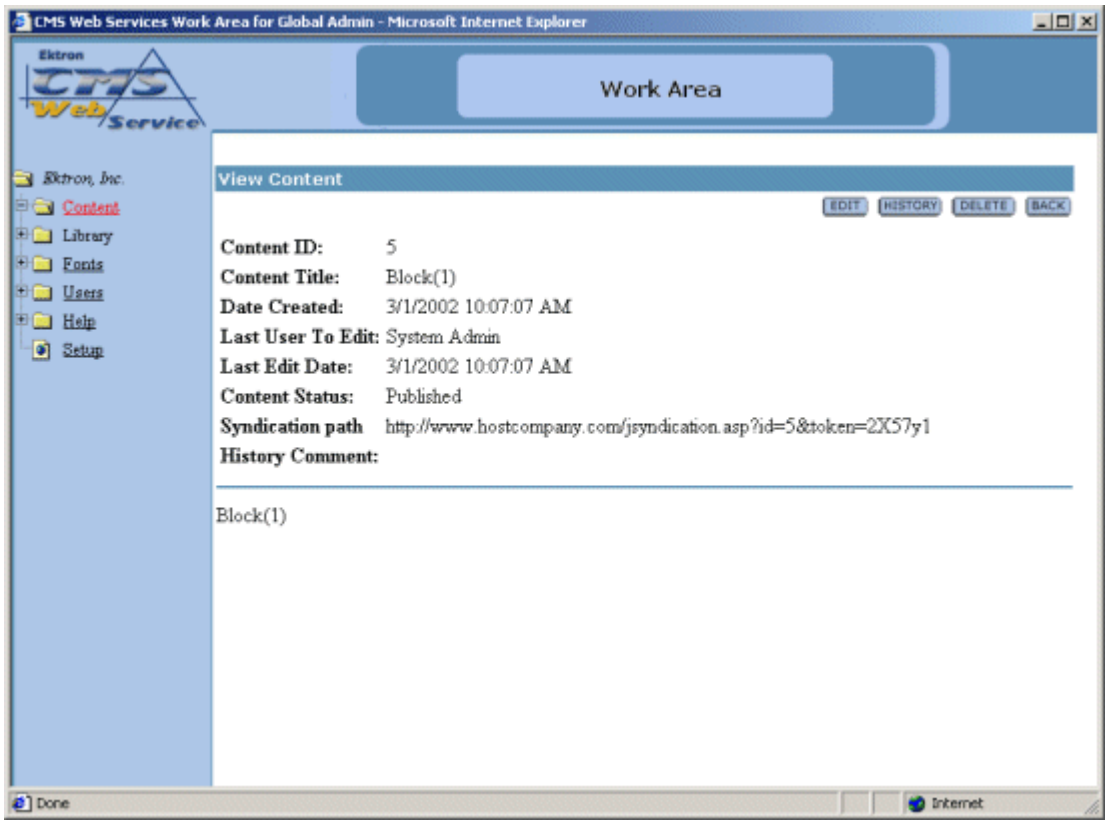
Editing Content

To edit any document in the database

1. In the Content management window, begin by clicking on the title of the content block that you would like to edit.



2. Once you have clicked on the content block title, you will be taken to the View Content page seen here.



3. At the view content page, click the **EDIT** button to open the editor with the content in it.

4. Make changes to any field using the following table:

Field	Description
Title	Change the title for your content.
Editable only by Admins	Select if you want Admins only to be able to edit the content
Comment	Add a history comment to the content to describe the document.
Body Text	Modify the body text that will be viewed on the Web Site.

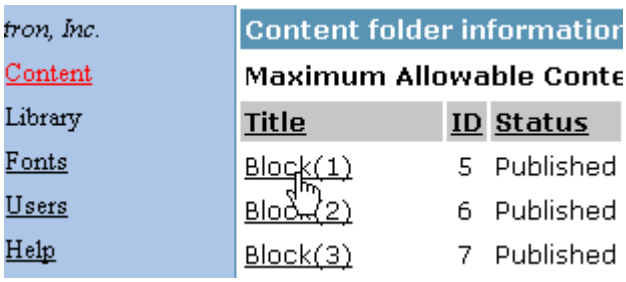
5. To save the content, click **SAVE**. If you want to publish the content, click **PUBLISH.**

Note that the changes to the content blocks will be shown in the updated Content Manager table.

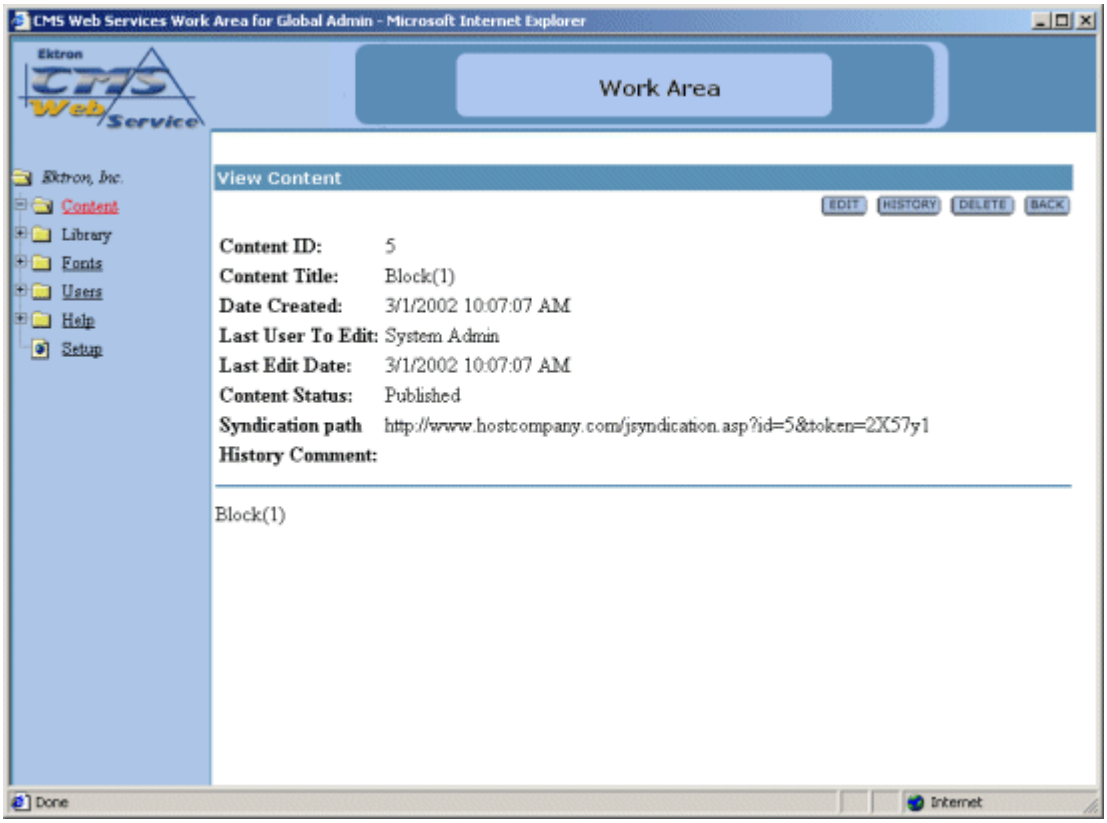
Viewing Content

To view any document in the database:

1. Begin by clicking on the title of the content block that you want to view.



2. You will then be taken to a new screen like the one seen below.



In the view content window, you can see the following information about the content blocks:

Field	Description
Content ID	The content ID is the number that is assigned to the content block by CMS Web Services.
Content Title	The title that is given to the content block by the author.
Date Created	The date and time that the content block was originally created.
Last User to Edit	The last user to edit is the last user to make changes to the content block.
Last Edit Date	The date and time the content block was last modified.

Field	Description
Content Status	The current status of the content block
Syndication Path	This is the path that would be inserted into the script on a Web page to display this content block.
History Comment	The history comment is the comment that was given to the content block by the last user to edit the content.
Body Text	The body of the content block.

Including the information that is displayed about the content block, you will also have the following toolbar at the top of the page with tasks to perform on the content block

Below is a description of each of the buttons that appear.

Button	Description	More Information
Edit	Clicking this button will open the editor with the current content in it for you to make changes to.	”Editing Content” on page 48
History	Clicking this button will open the View History window where you will be able to view previous published versions of the content block.	”View History” on page 53
Delete	Click this button if you want to delete the content block.	”Deleting Content” on page 57
Back	Click this button to go back to the previous screen.	

Viewing Checked-Out or Checked-In Content

If the content is either checked out or checked in, there will be an option to View Staged/Published.

By clicking on one of these buttons, you will be able to view the published version that exists on the Web site, or view the most up to date changes that have yet to be published.

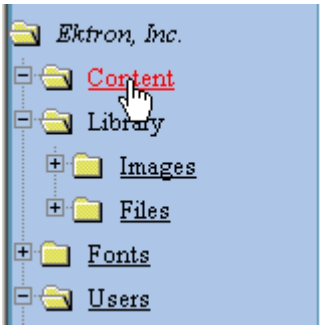
To browse back to the Content Manager, click the **BACK** Button in the upper right corner of the window.

View History

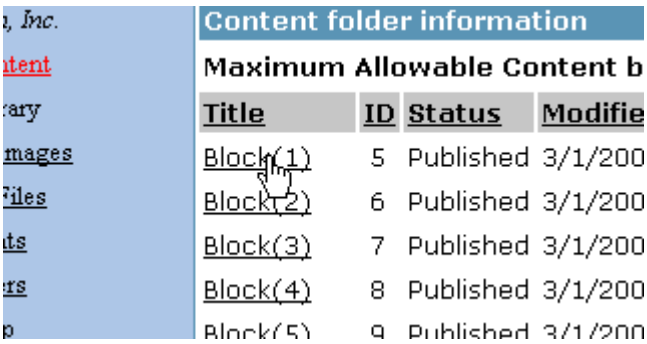
One of the features of Ektron CMS Web Service is that you can view and restore previous published versions of content blocks. All this can be done in the View History area of the application. This section will explain the concepts and how to use the View History option.

To view the history of a content block,

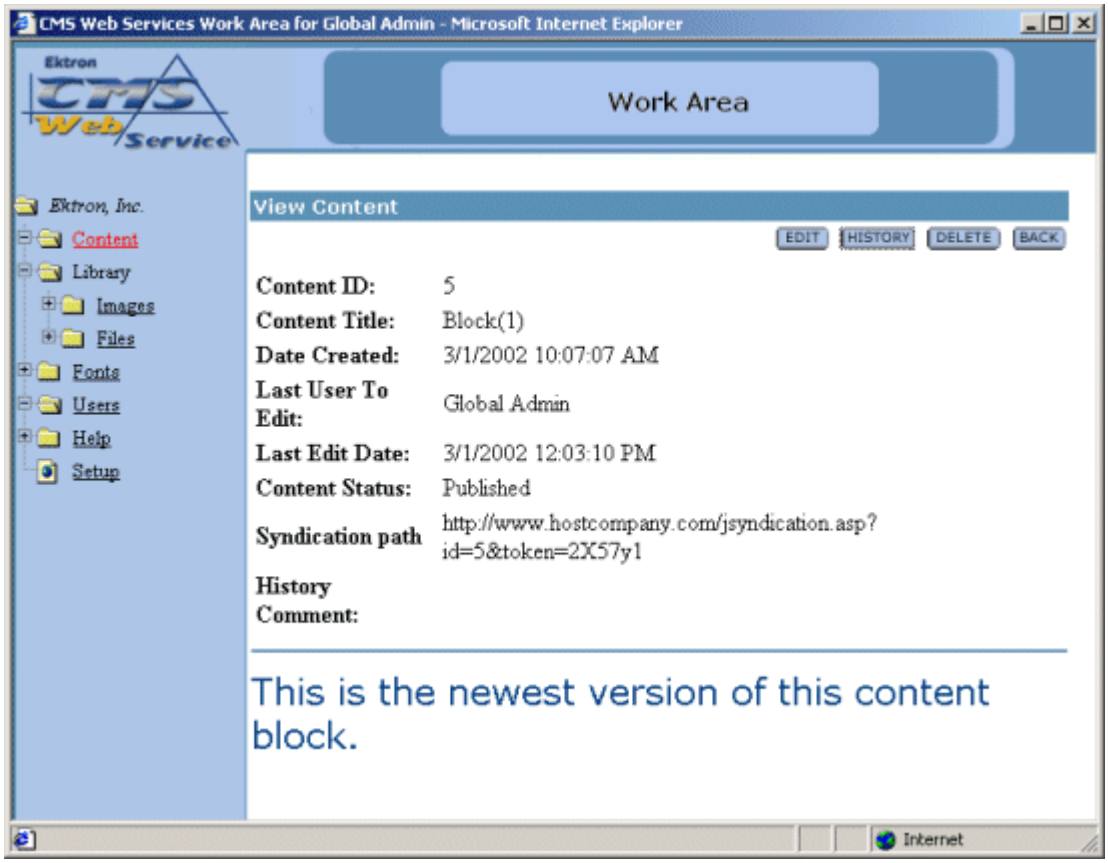
1. Begin by accessing the content folder in the selected Web site that contains the content block that you wish to view the history of.



2. Once at the content folder table, click on the title of the content block that you wish to view the history of

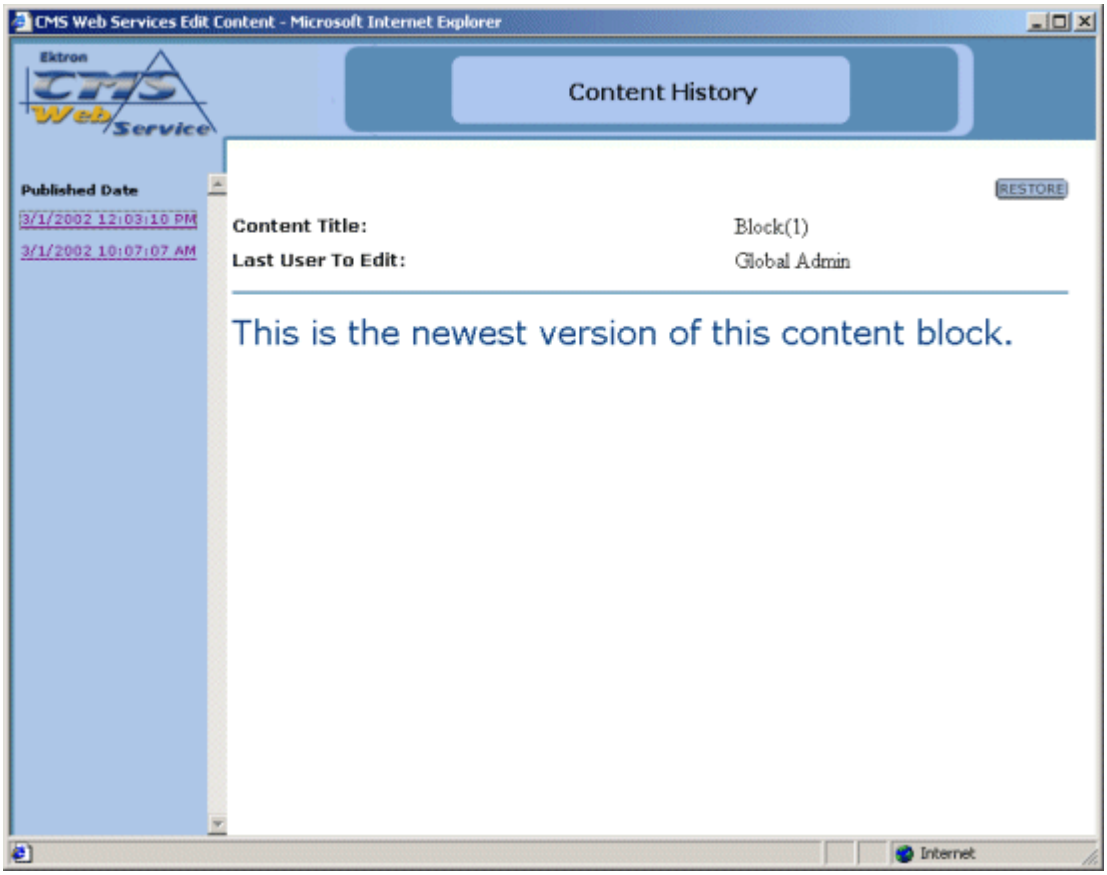


3. Once you have clicked on the title of the content block, you will be taken to the View Properties page of the content block that contains information about the content block, as well as several tasks that you may perform to the content.



4. At the top of the View Content page, click the **HISTORY** button.

5. Once you have clicked on the history button, the View History window for the content block seen below will open



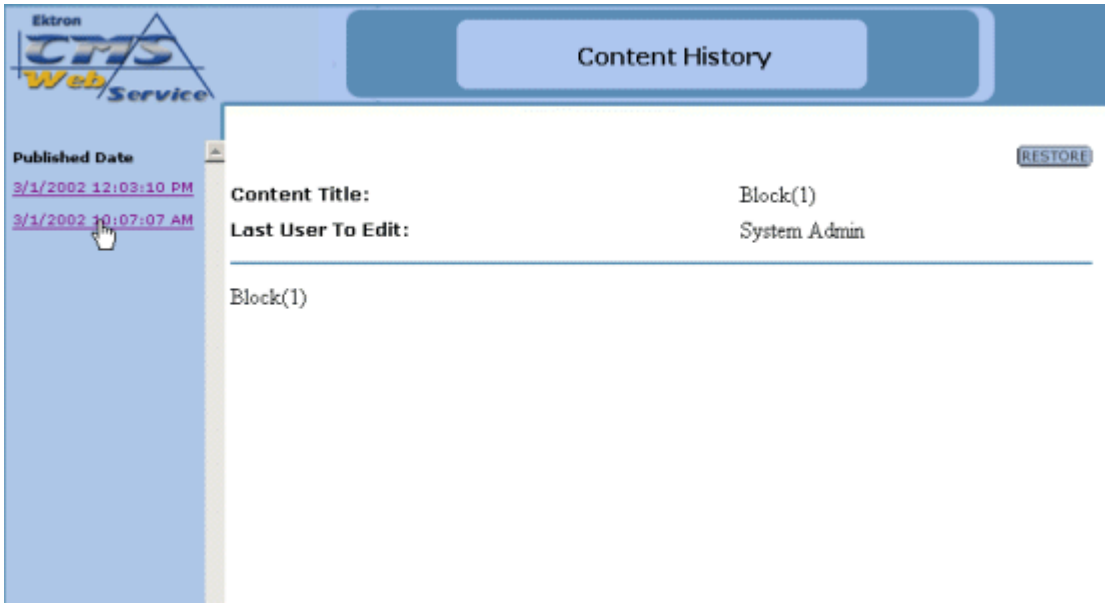
6. You will notice that the View History page is made up of several sections. The left side contains links with dates and times in them. These are links that will display the version of the content block, that was published on that date and time, in the main section of the page.
7. For information about restoring a content block, proceed to the next section, or to close this window, just click the **X** button at the top right corner of the window.

Restoring a Content Block

Restoring a previously published content block can be done from this Content History window.

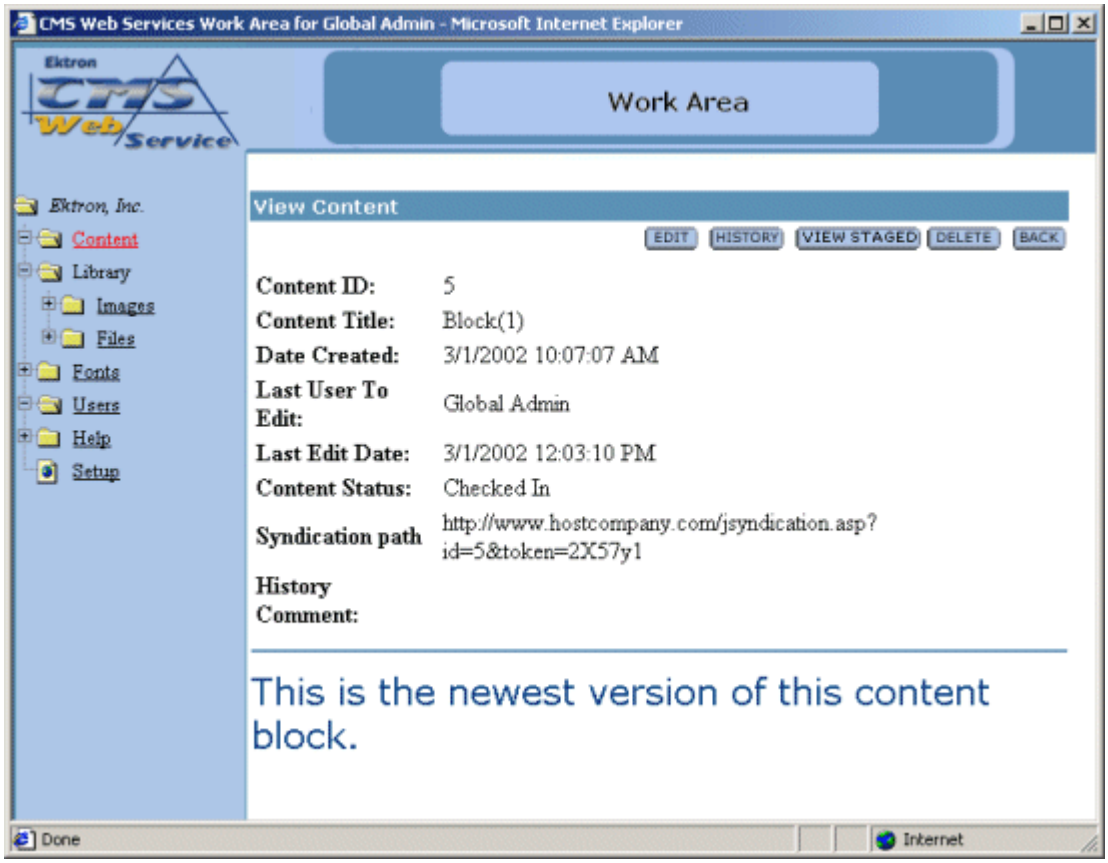
To restore a content block,

1. Begin by navigating through the previously published content blocks links until you find the content block that you want to restore.



2. Once you find the version that you wish to restore, click the **RESTORE** button at the top right part of the window.

3. Once you click the restore button, the view history window will close and you will be taken back to the Administrator Workarea with the status changed.

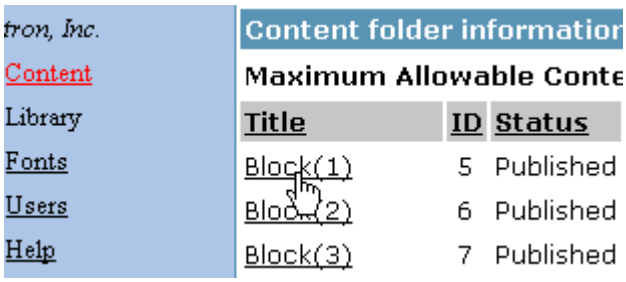


4. You will notice that when you are taken back to the View Content page for the content block, the status will be Checked-In. To finish the restoring process, you will need to Edit the content block, then click **PUBLISH.**

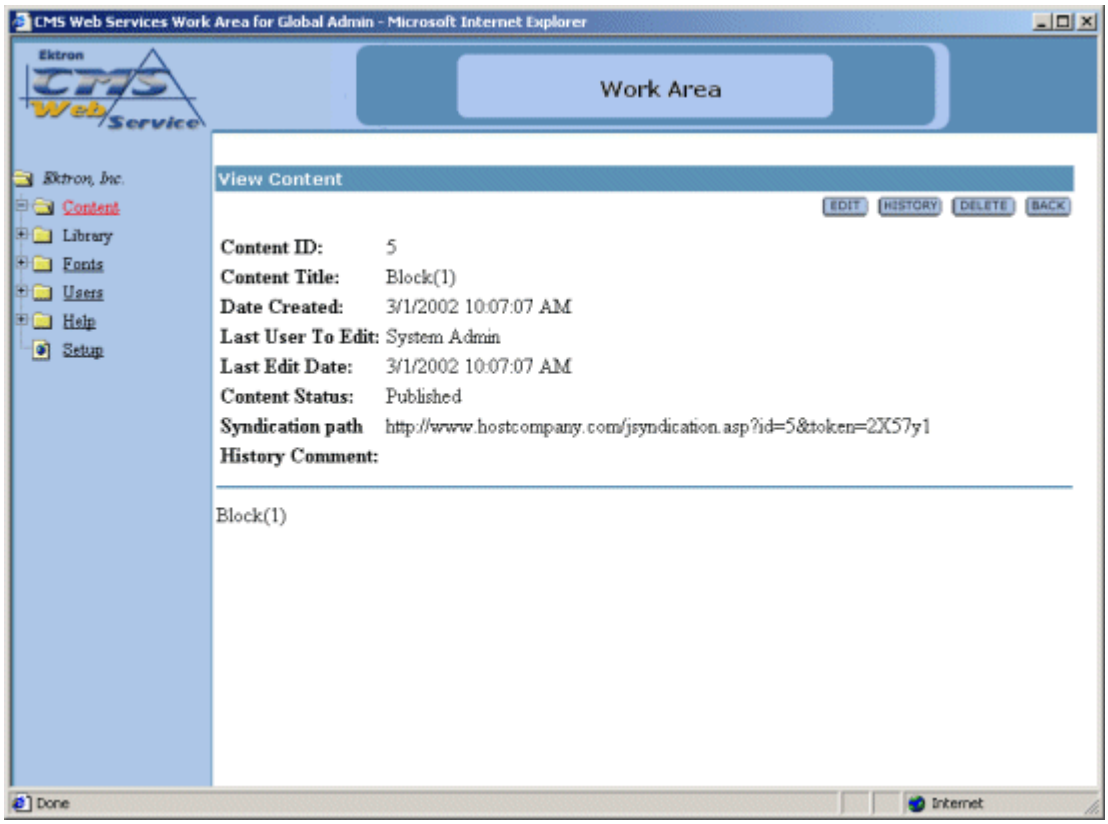
Deleting Content

To delete any content block from the database:

1. In the Content Management folder, click on the **Title** of the content block you wish to delete.



2. You will then be taken to the properties page for the content block.



3. Click the **DELETE** button at the top of the screen.

4. Click the **DELETE** button again if you are sure you want to delete the content block, or click **CANCEL** to exit.

WARNING! If you delete a content block, it is deleted permanently!

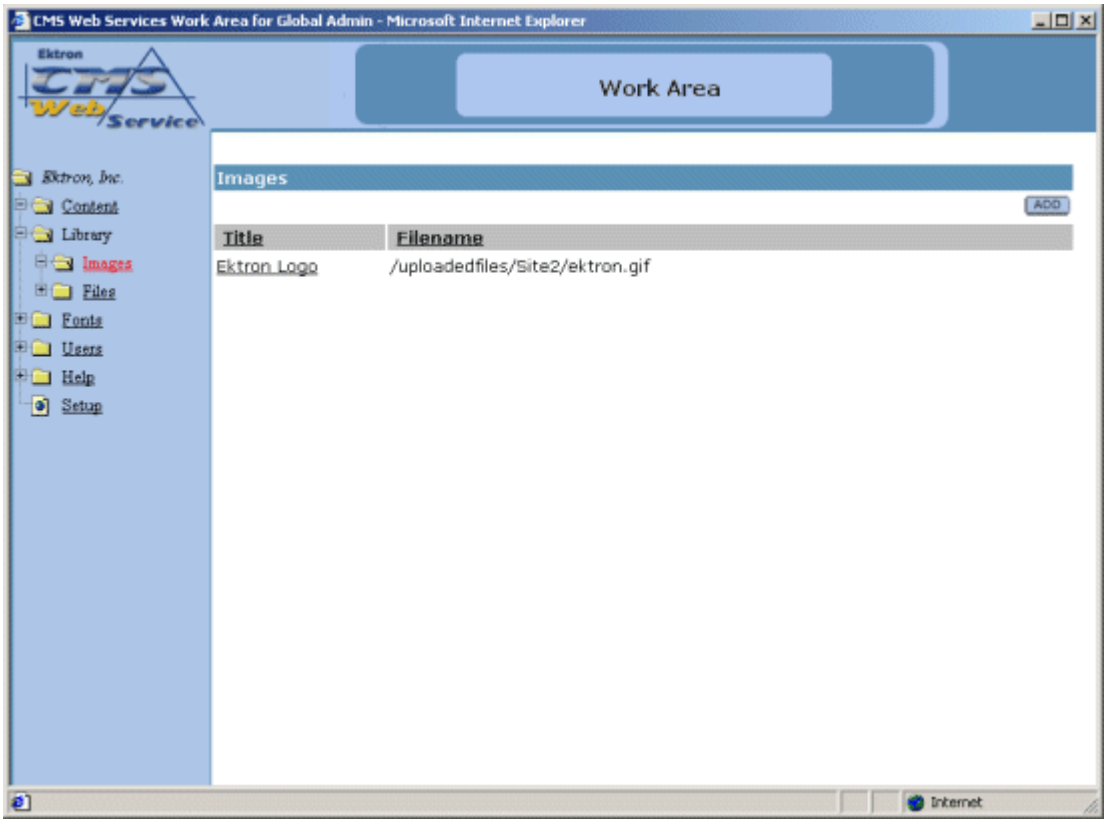
Library Folder

The Library is the area where users can upload images and files to. Once an image or file is added to the library, then all users who create and edit content can insert anything that is included in the Library

The main Library folder has two sub-folders:

- images
- files

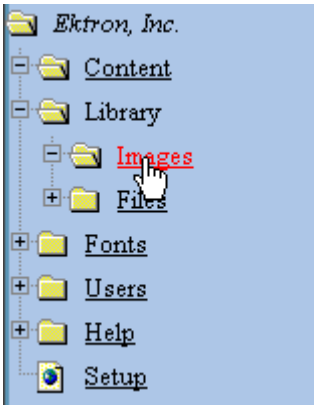
From the library, the you can add, edit, view, and delete items to and from it.



If you click the text at the top of a column, you will sort the data in the column according to the respective function.

Images

The first sub-folder in the library is the images folder. To view the table of all the current uploaded images, click on the image folder on the left side of the window.

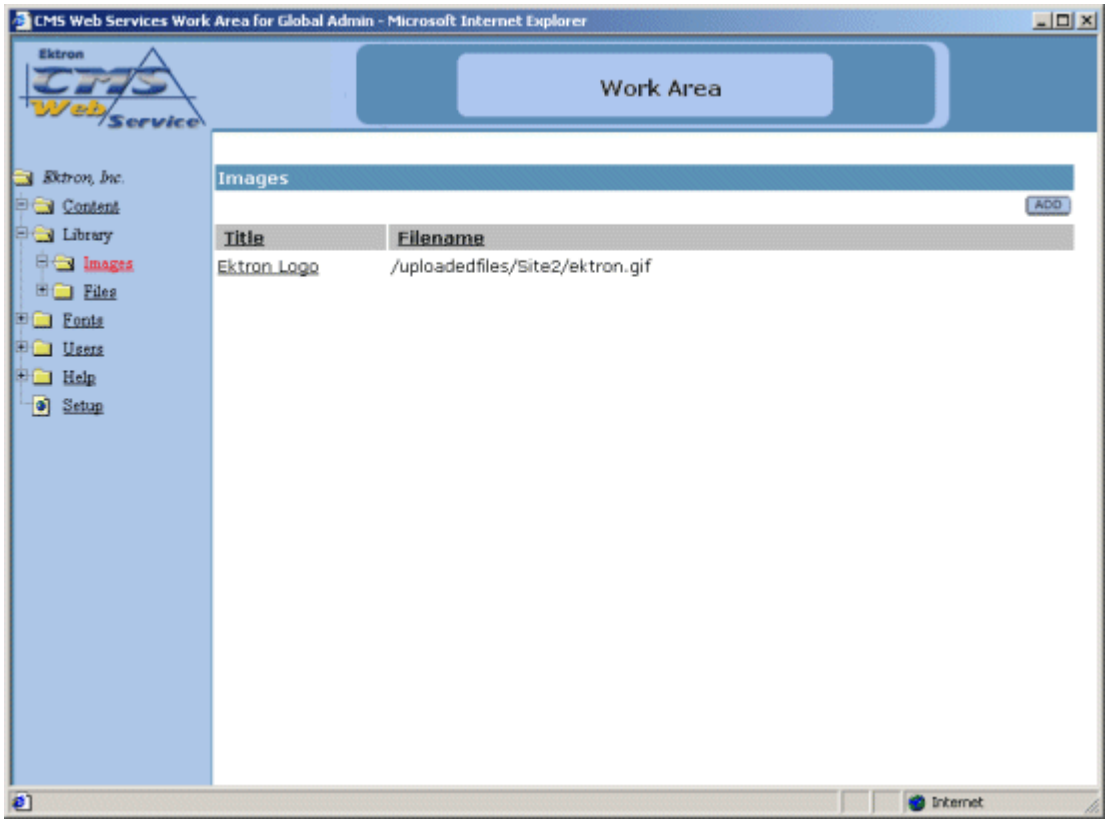


As stated earlier, you will be able to add, edit, view, and delete images to and from the library.

Adding Images

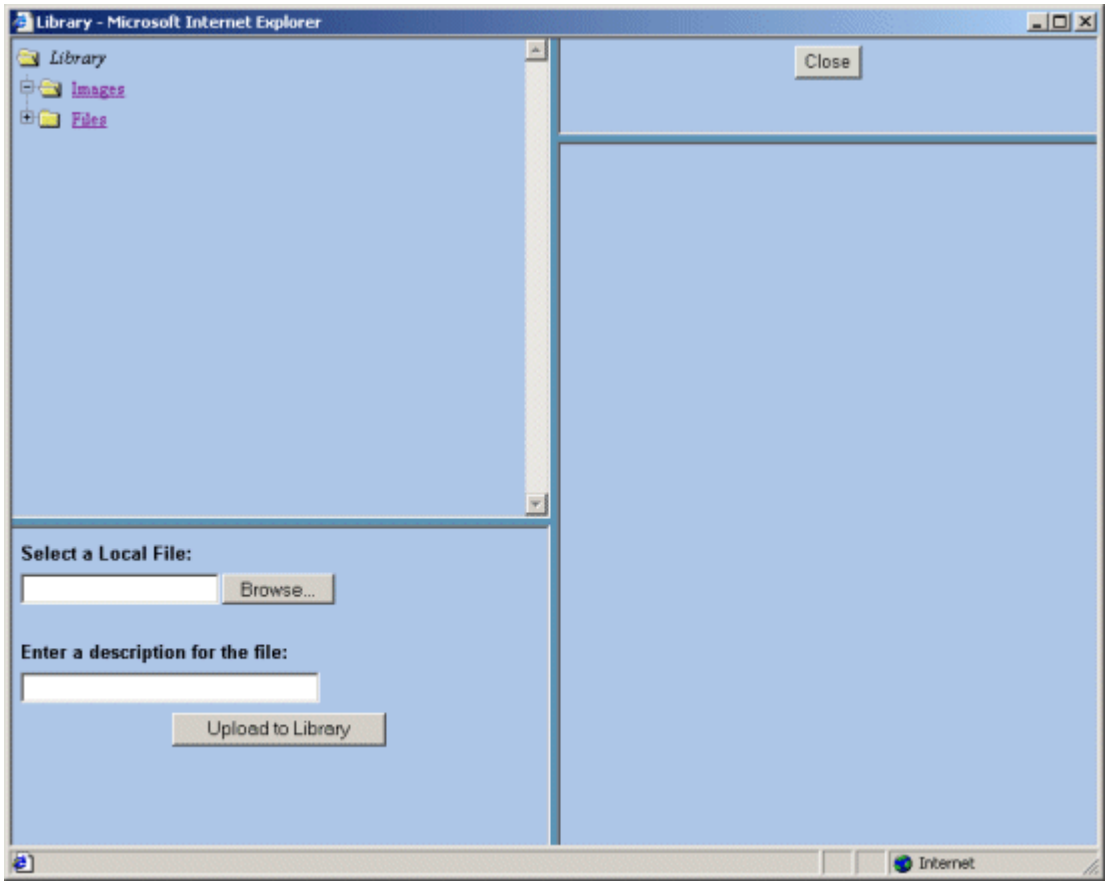
Follow the steps listed below to add images to the library.

1. First, navigate to the Images table in the Administrator Workarea by following the path in the folder tree: **Library > Images**



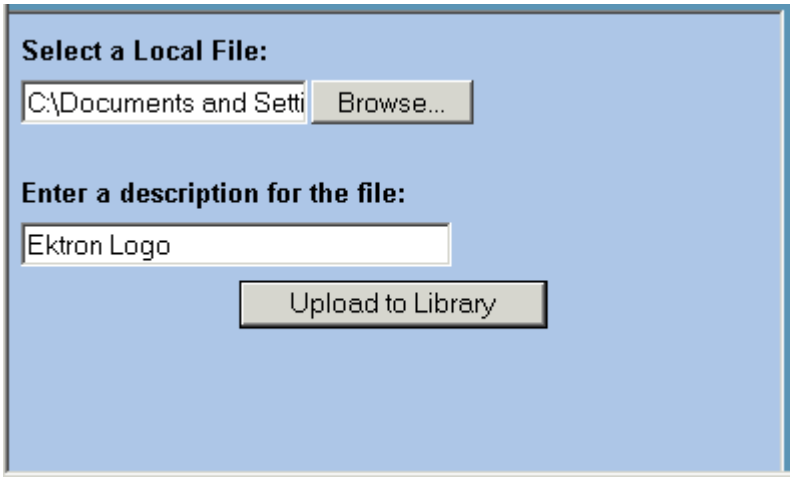
2. From the image table, click on the **ADD** button at the top of the Actions column.

3. You will be taken to the Library shown below.



4. In the lower left frame, select a local file to add. You may either enter the full path in the provided text box or click on the Browse button to browse for the image on your system.

5. After you select an image to upload, enter a description in the field provided. This description is used as a title for the image, as well as the alt text when someone hovers their mouse over the image.



NOTE You will only be allowed to upload image types that have been specified by the Hosting Company. To see what types of images you can upload, click on the Setup page in the Administrator Workarea.

6. When you have entered the information, the image will be automatically previewed in the preview window.
7. If this is the image that you would like to add, click on the **Upload to Library** button at the bottom of the window.

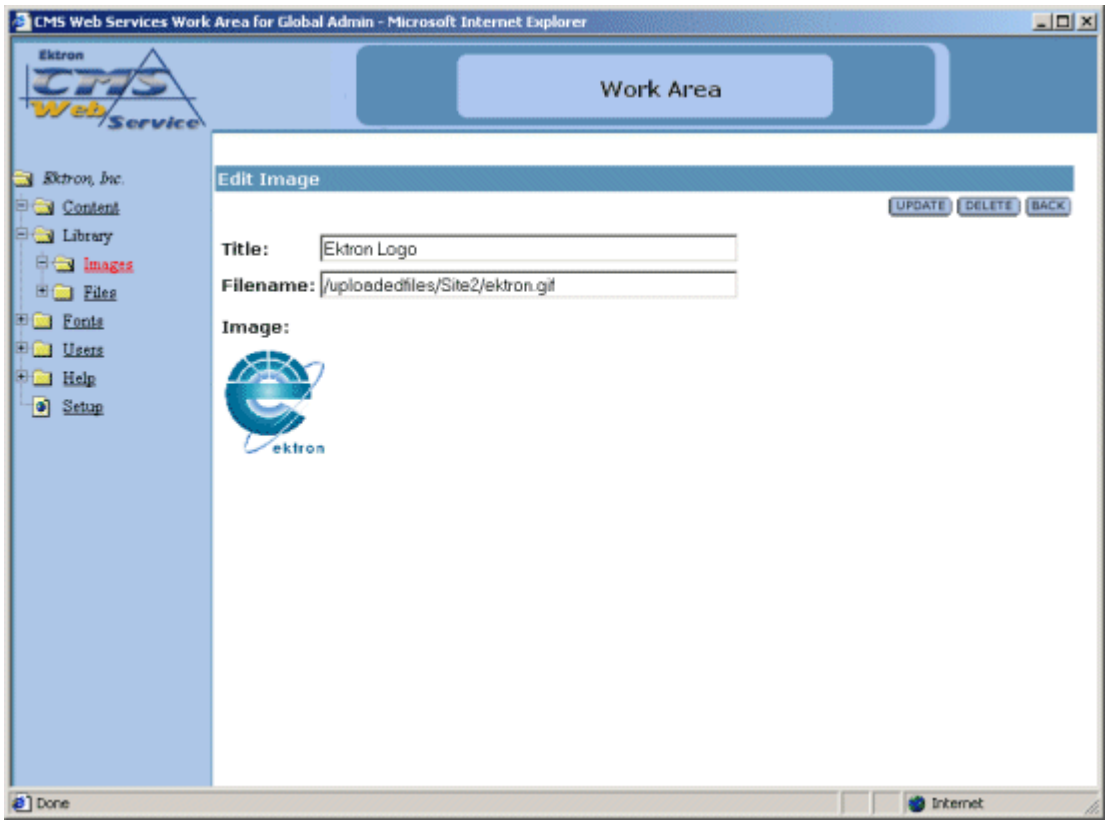
The upload will take a few moments. If you would like to add more images to the Web site, you may do so. When you are finished, you can close the library by clicking on the **Close** button at the top of the window.

When you return to the image folder, you will see that the image is now added, and editors will be able to use it in their content blocks.

Viewing Images

To view an image that has been uploaded, click on the title of the image in the image table.

Clicking the title of the image will bring up the View Image window.



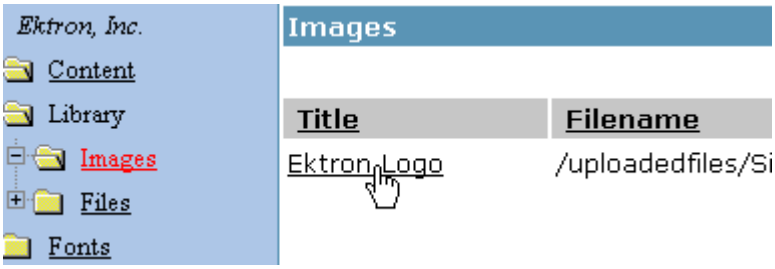
When you are at the View Image window, you will see the title of the image, as well as the image itself. When you have completed viewing the image, you can click the **BACK** button to exit.

Editing Images

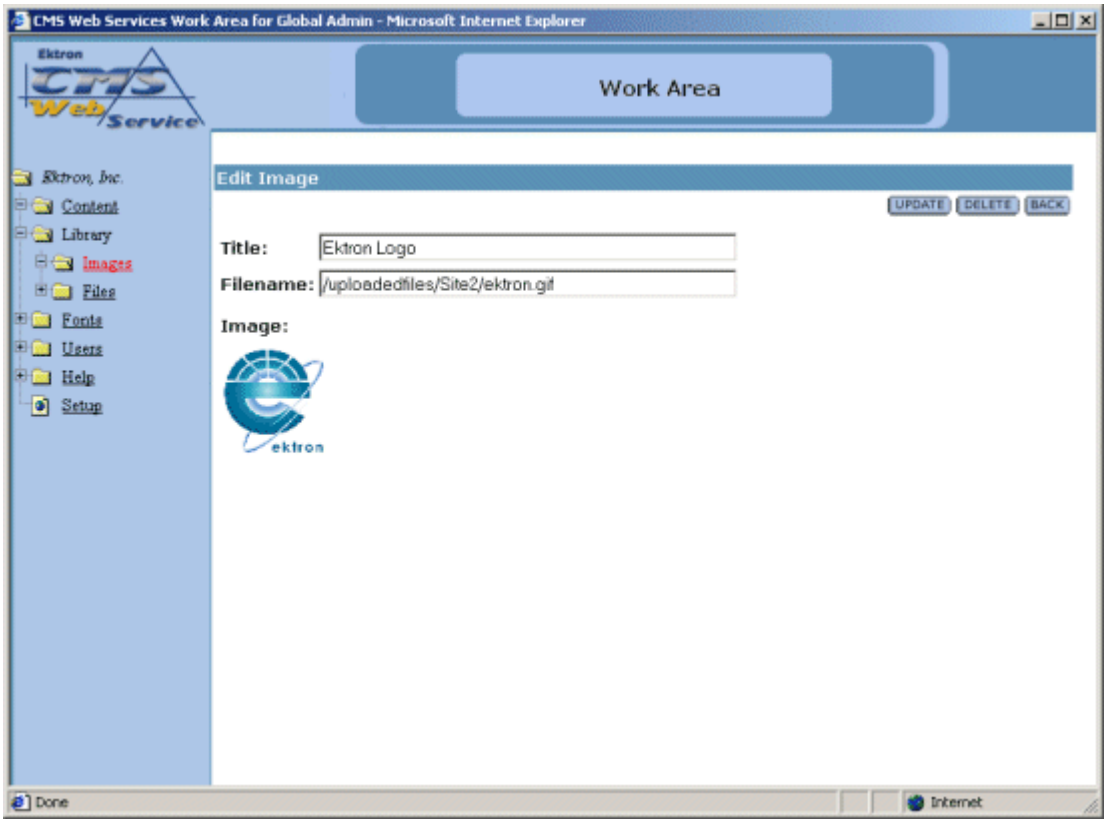
Editing images allows you to change the filename or the title of the image. You will have the opportunity to edit all the images that have been uploaded to the Web site.

To edit an image

1. Begin by clicking the title of the image that you would like to edit.



2. You will then be taken to the Edit Image window.



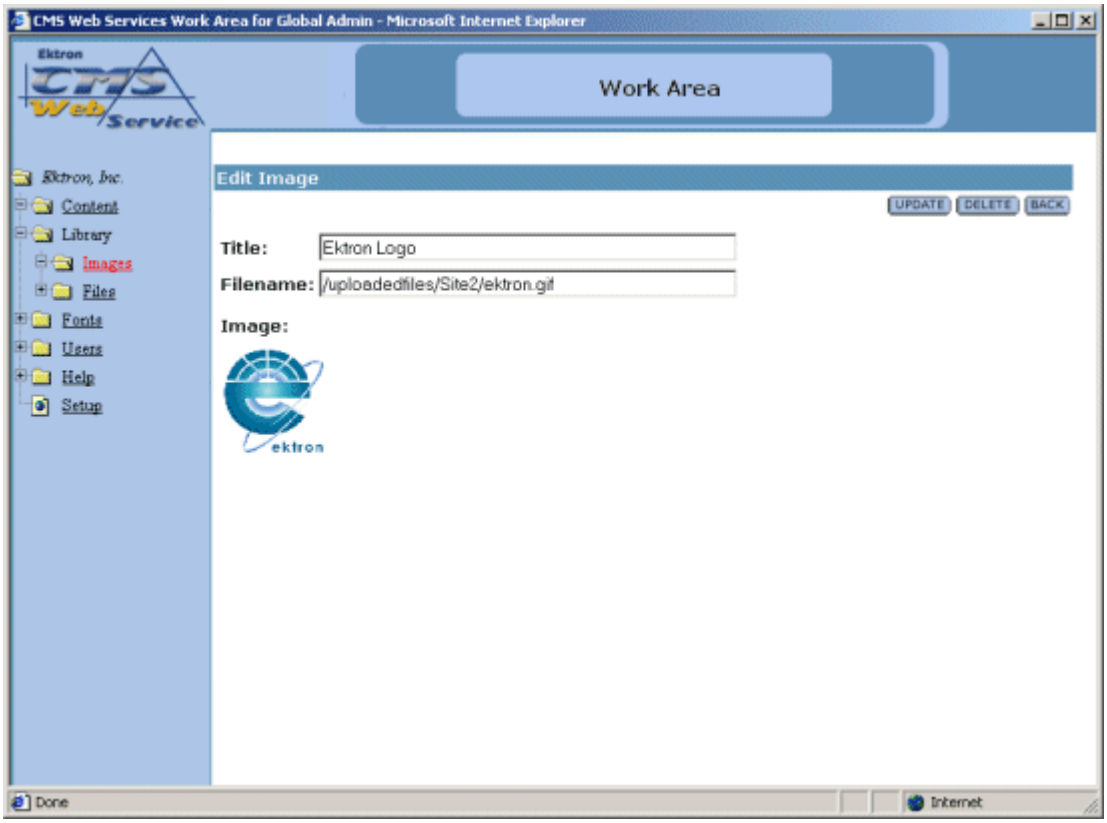
From here, you can modify the title or the filename of the image. When you have completed editing the image, click **UPDATE** to update and save the changes, or click **BACK** to exit without saving the changes.

Deleting Images

You may also delete images that are no longer used on your Web site.

1. To delete an image, begin by clicking on the title of the image, in the image table, that you wish to delete.

2. Once you have clicked on the title, you will be taken to the view/edit Image window.



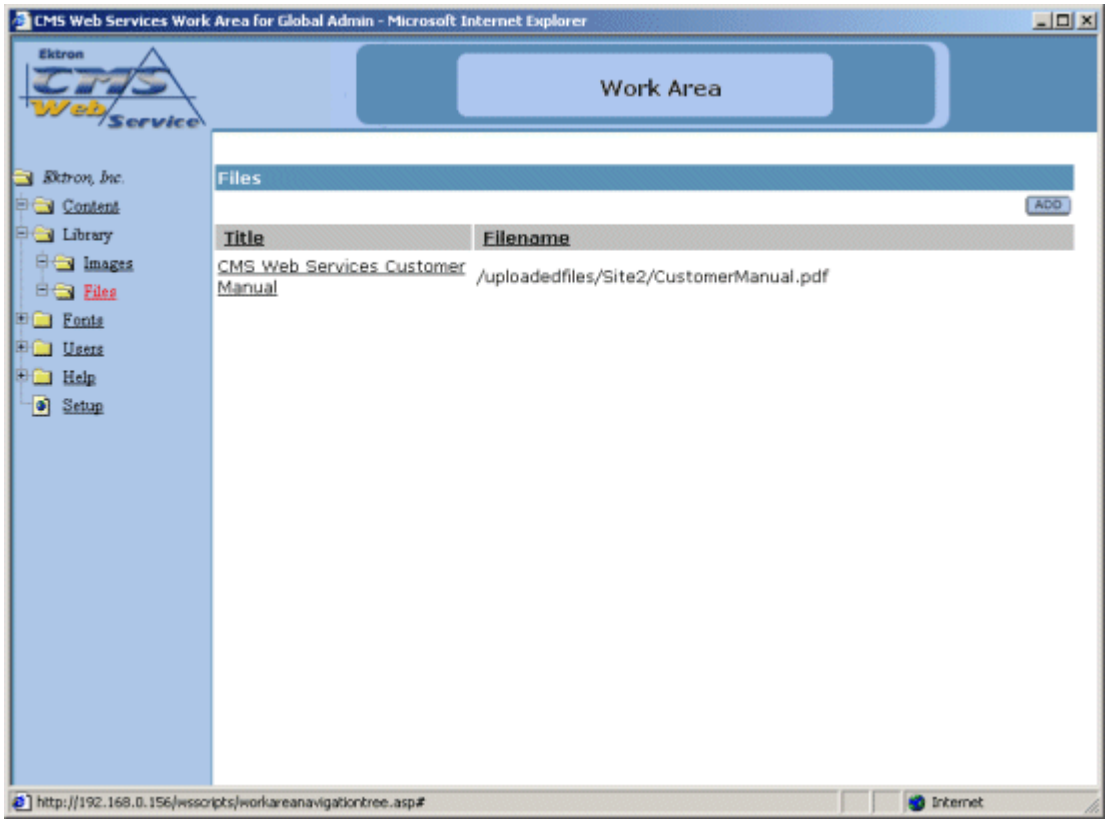
3. From here, you will see the title and the image, along with a **DELETE** and **CANCEL** button.
4. If you are sure that you want to delete the image, click the **DELETE** button. If you want to exit without deleting, click the **BACK** button.

5. If you clicked on the **DELETE** button, you will be taken to a confirmation screen where you can click the delete button again to confirm that you wish to delete the image.

WARNING! If you delete an image from the Web site, it will be remove permanently from the Host Server causing all locations of the image in the Web pages to show up as broken images.

Files

The other sub-folder in the library is the files folder. To view the table of all the current uploaded files, click on the files folder on the left side of the window.



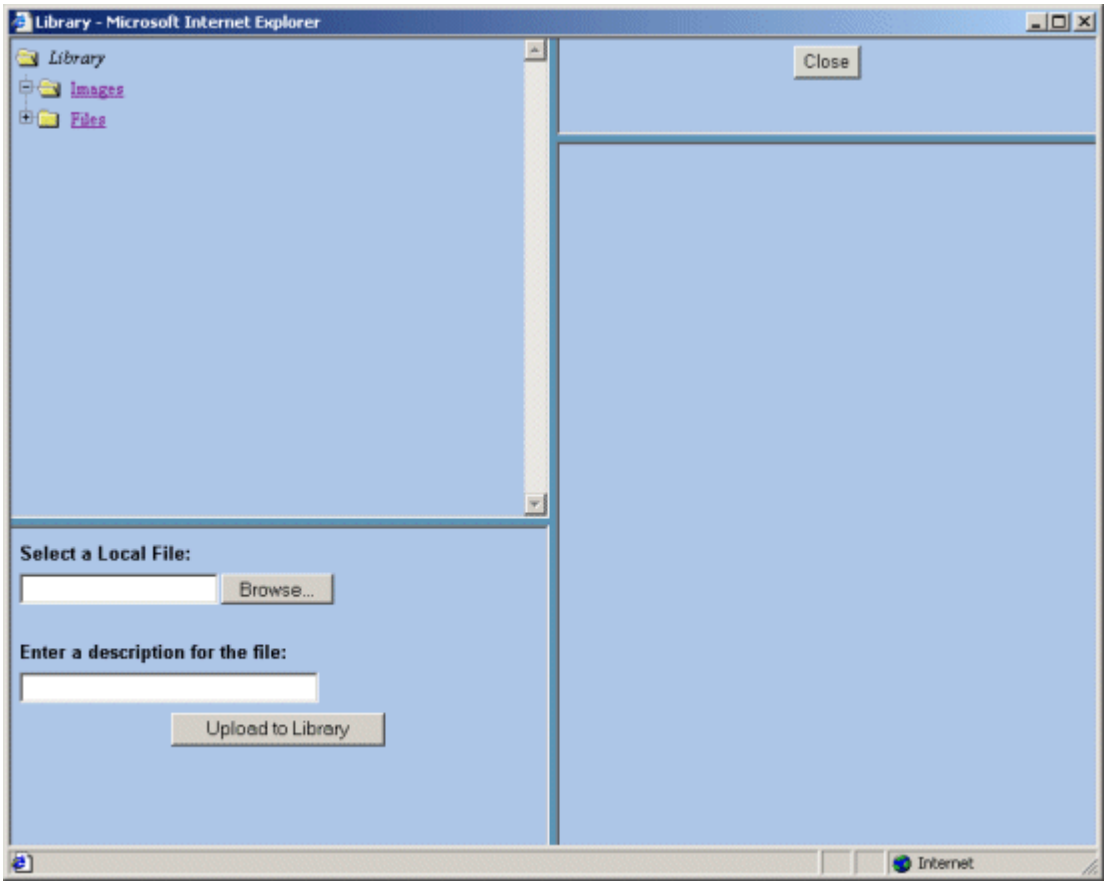
As stated earlier, you will be able to add, edit, view, and delete files to and from the library.

Adding Files

Follow the steps listed below to add files to the library.

1. From the files table, click on the **ADD** button at the top of the page.

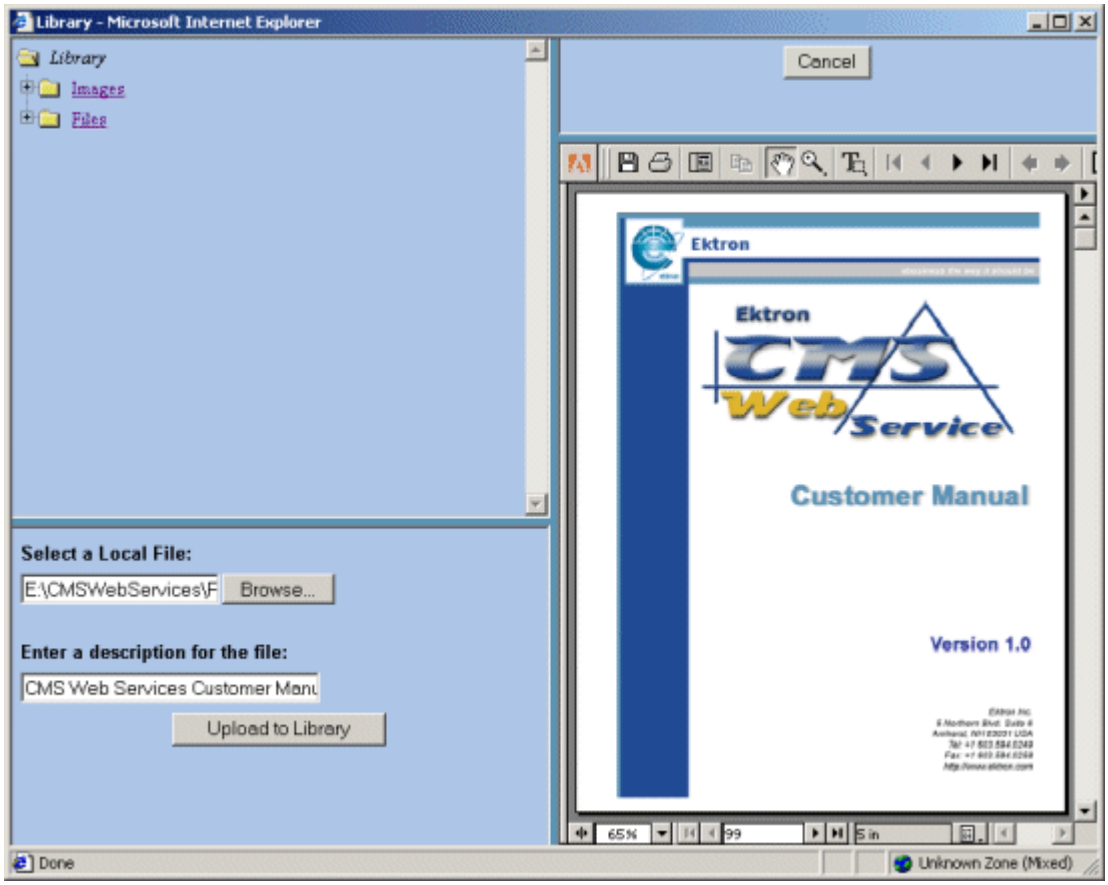
2. You will be taken to the Library shown below.



3. In the lower left frame, you will need to select a local file to be added. You may either enter the full path in the provided text box, or click on the **Browse** button to browse for the file on your system or network.

NOTE You will only be able to upload file types that have been specified by the Hosting company. To see what types of images you can upload, click on the Setup page in the Administrator Workarea.

4. After you select a file to upload, enter a description in the field provided. This description will used as a title for the file.
5. When you have entered the information, there will be a link in the preview window. If you click on the link, you can preview the file.



NOTE Some files types are not viewable in the preview field, e.g., .zip, .exe, .mp3. If you select to preview these kinds of files, they will be downloaded to your system to preview.

6. If this is the file that you would like to add, click on the **ADD** button at the top of the window.

   The upload will take a few moments depending on the size of the file. If you would like to add more files to your Web site, you may do so.

7. When you are finished, you can close the library by clicking on the **Close** at the top of the window.

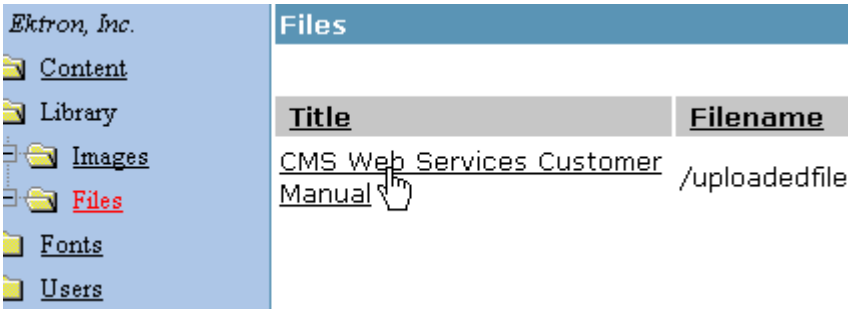
When you return to the file folder, you will see that the file is now added, and editors will be able to use it in their content blocks.

Editing Files

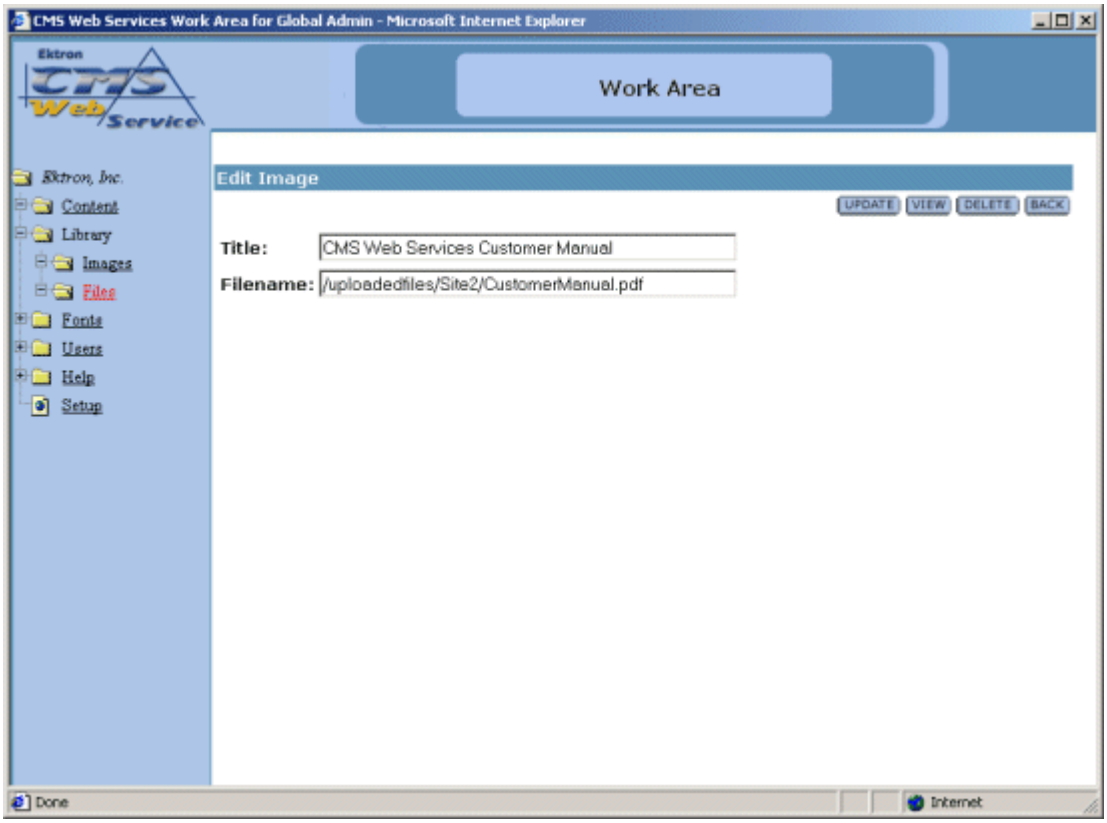
Editing files allows you to change the filename or the title of the file. You will have the opportunity to edit all the files that have been uploaded to the Web site.

To edit a file

1. Begin by clicking the on the title of the file that you wish to edit in the files table.



2. Once you click on the file title, you will then be taken to the Edit File window



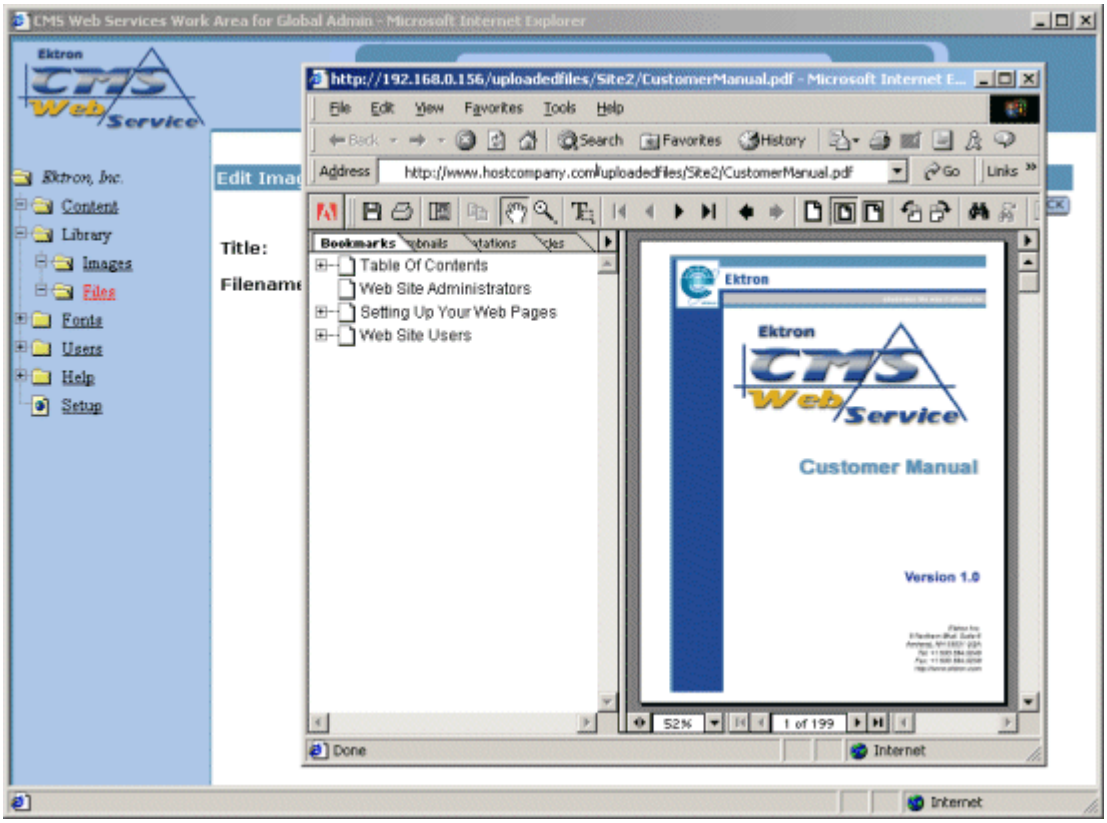
From here, you can modify the title or the filename of the file.

3. When you have completed editing the file, click **UPDATE** to update and save the changes, or click **CANCEL** to exit without saving the changes.

Viewing Files

You can also view files by clicking on the **VIEW** button on the Edit File screen.

Clicking the **VIEW** button will bring up the View File window.



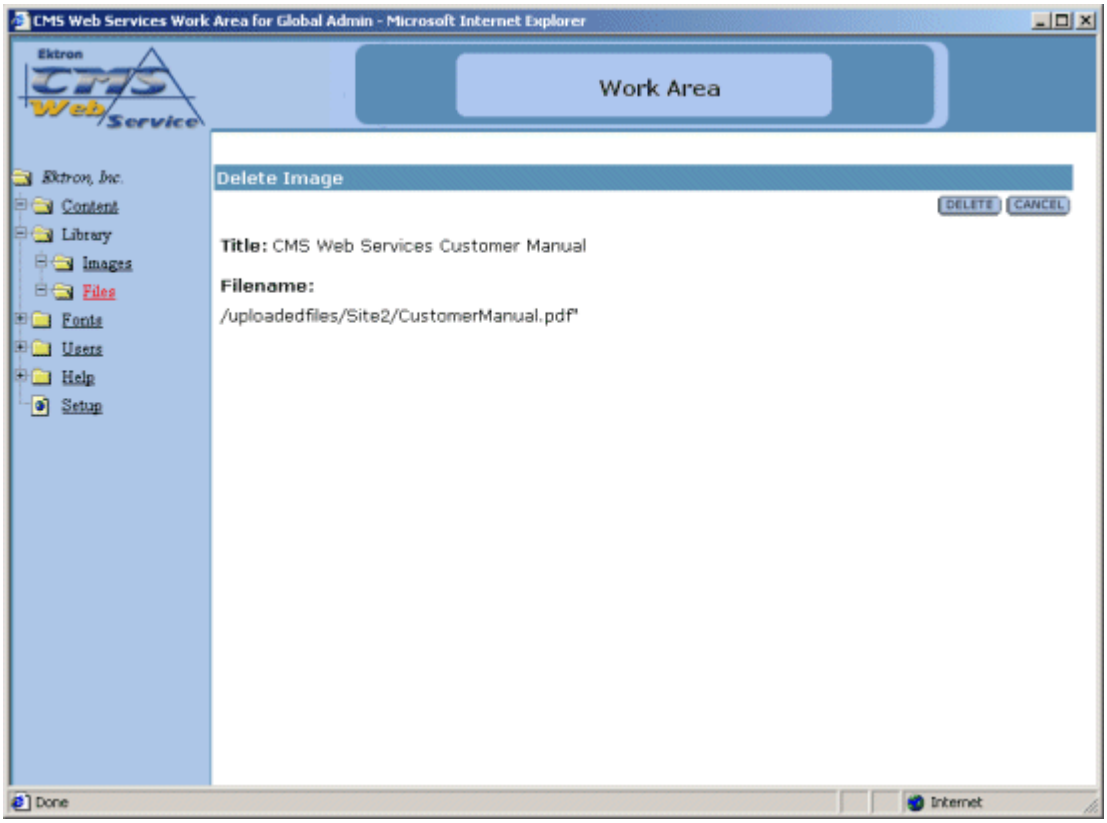
When you are at the View File window, you will see the file in the window. When you have completed viewing the file, click the **X** at the top of the window to close it.

Deleting Files

You may also delete files that are no longer used on your Web site.

1. To delete a file, begin by clicking on the **DELETE** button on the Edit File window.

2. Once you have clicked on the **DELETE** button, you will be taken to the Delete File window.

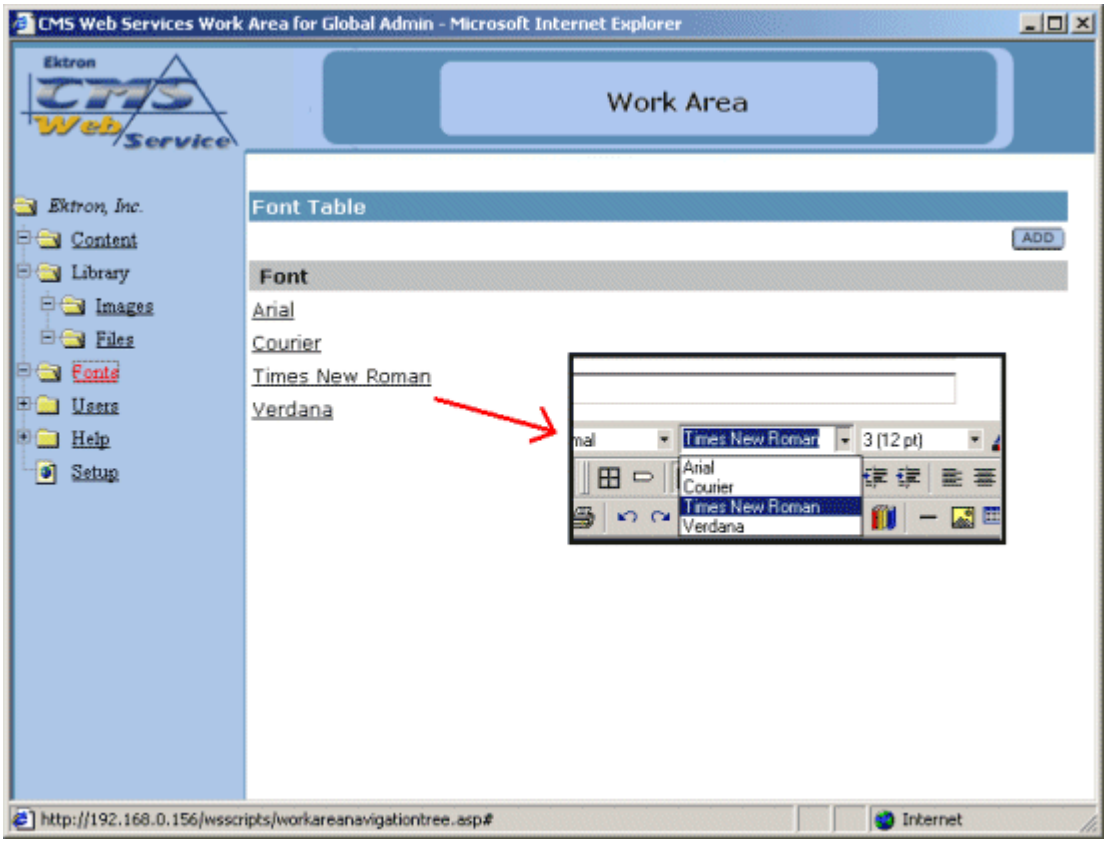


From here, you will see the title and the file, along with a **DELETE** and **CANCEL** button.

3. If you are sure that you want to delete the file, click the **DELETE** button. If you want to exit without deleting, click the **CANCEL** button.

Font Folder

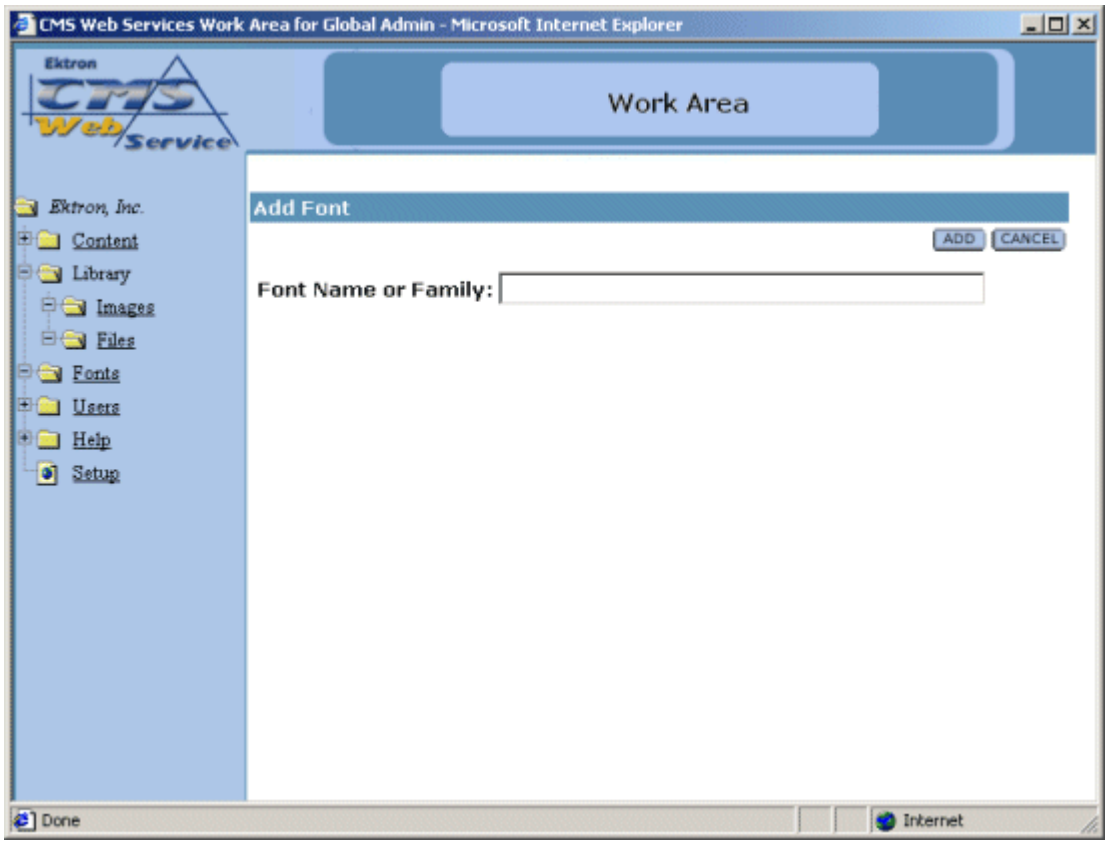
Adding fonts into the database gives the content contributors the ability to use any font while editing their content blocks. In the Font Manager, the you have the privileges to add, edit, and delete fonts.



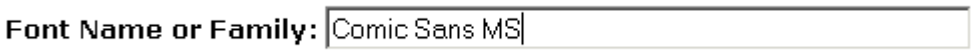
Adding a Font

To add a font to the database:

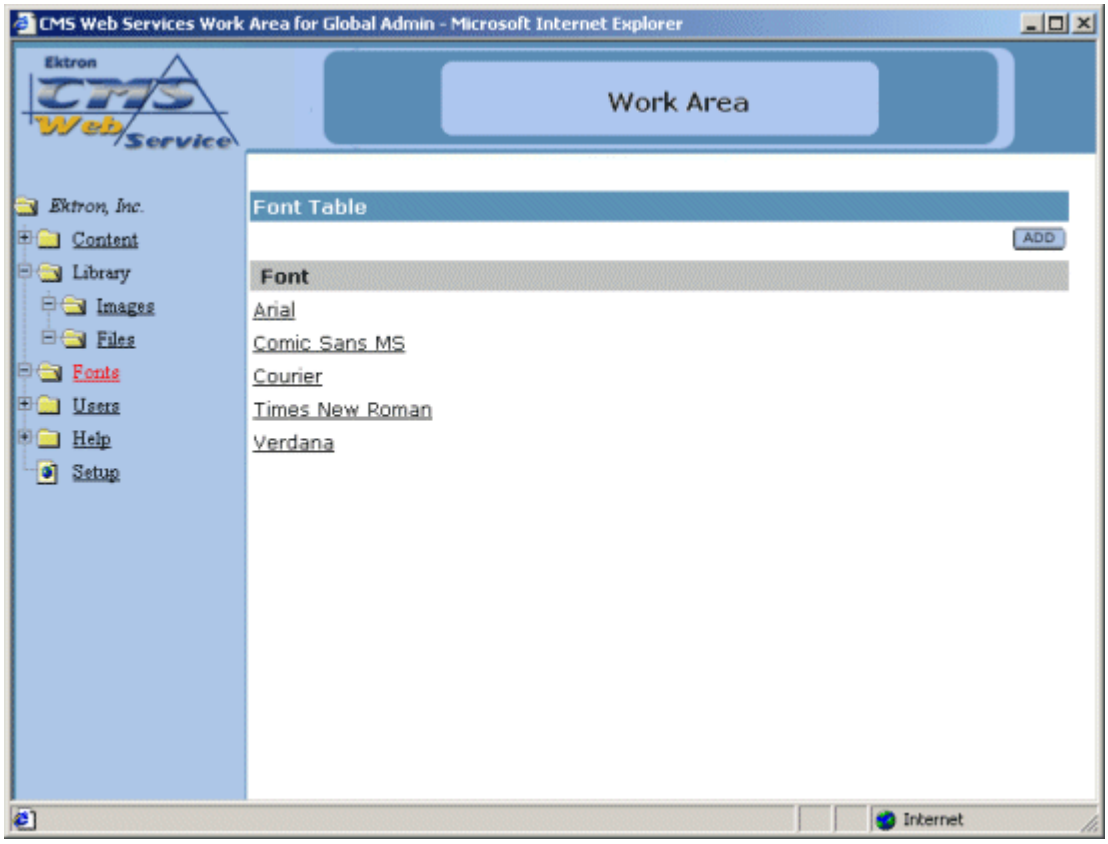
1. Select the **ADD** button at the top of the screen. When you do, the following screen appears.



2. At the Add Font screen, enter the font name or family in the proper field.



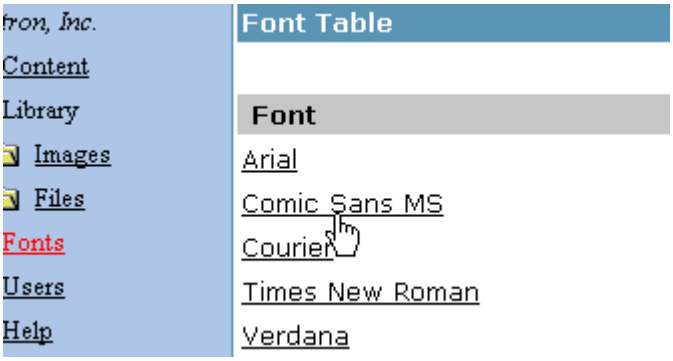
3. Once you have entered the font name or family, click **ADD** to add the font to the Web site or click **CANCEL** to exit without adding a font.
4. When you select **ADD**, you will be taken back to the Font Manager folder with the changes reflected



Edit Fonts

To edit any font in the database:

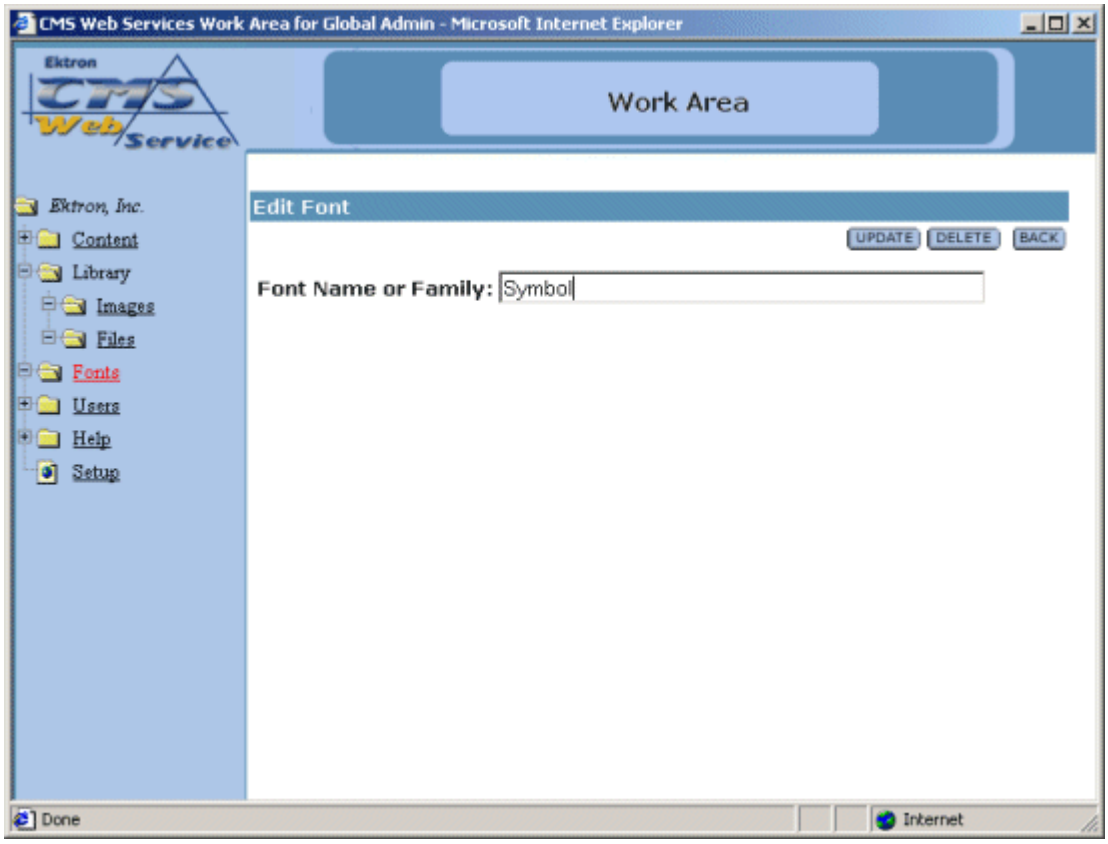
1. Click on the font that you would like to edit from the list of fonts:



A window containing information about the font will be displayed. The information includes:

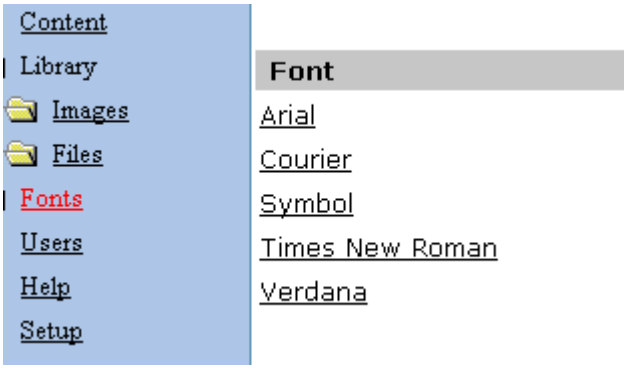
- Font Name or Family
- Update button
- Cancel button

2. Make necessary changes to the font name.



3. Select the **UPDATE** button to save your changes, or click **CANCEL** to close the add font window without saving.

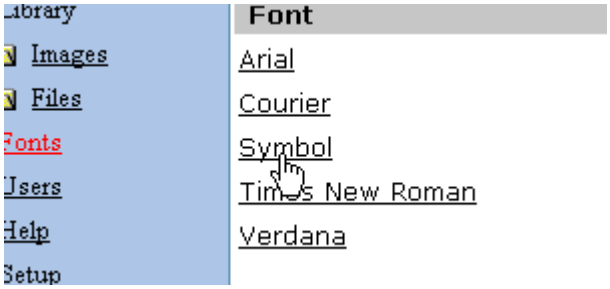
Note that the changes to the font will be shown in the updated Font Manager table.



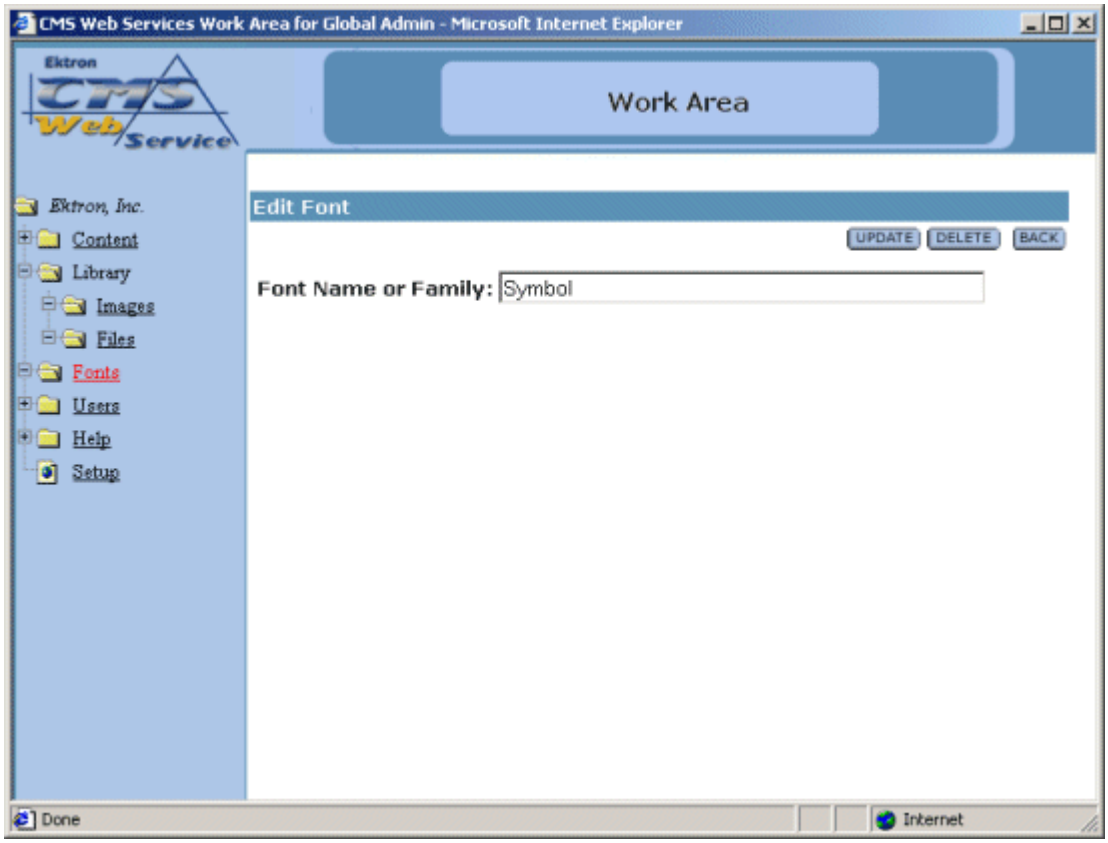
Deleting Fonts

To delete any fonts from the database:

1. Click on the font from the font list that you wish to delete.



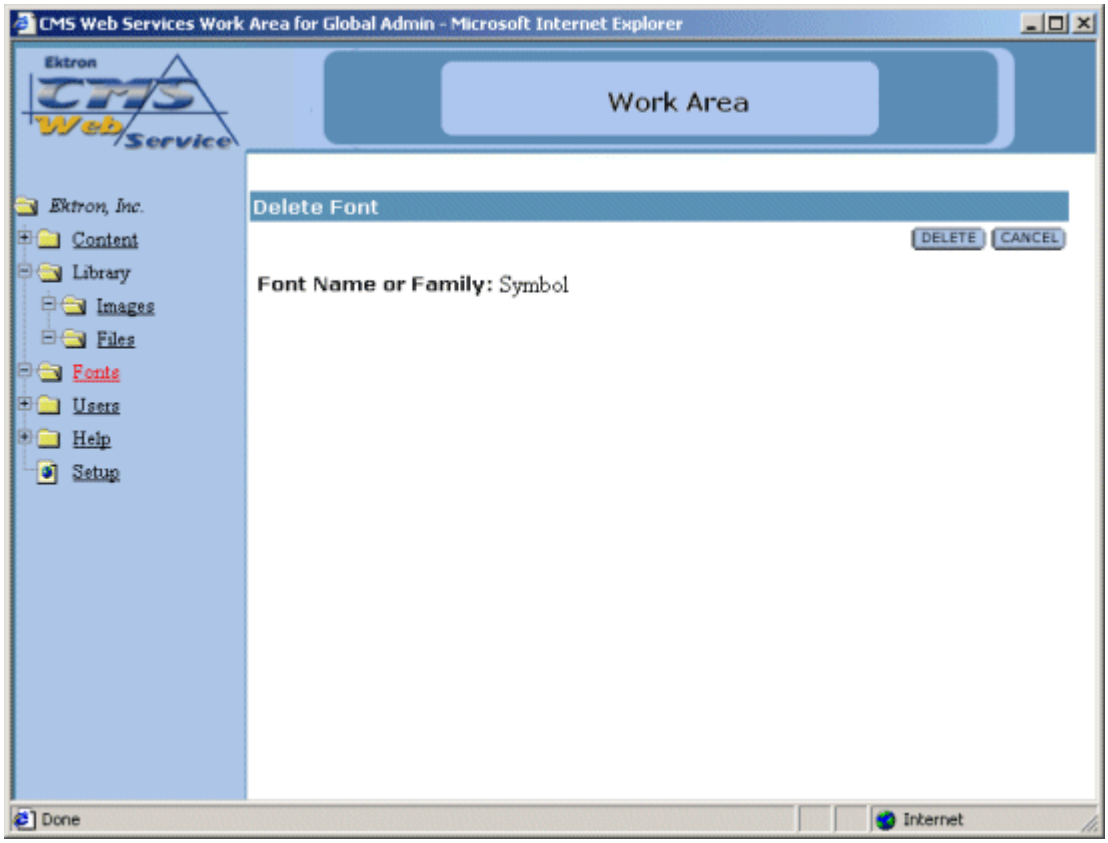
2. You will be taken to the Edit Font window which will have a delete button at the top of the screen.



3. Click on the **DELETE** button to continue with the deletion of the Font.

4. At the next screen, you will again see the font that you would like to delete, as well as a delete and cancel button.

.

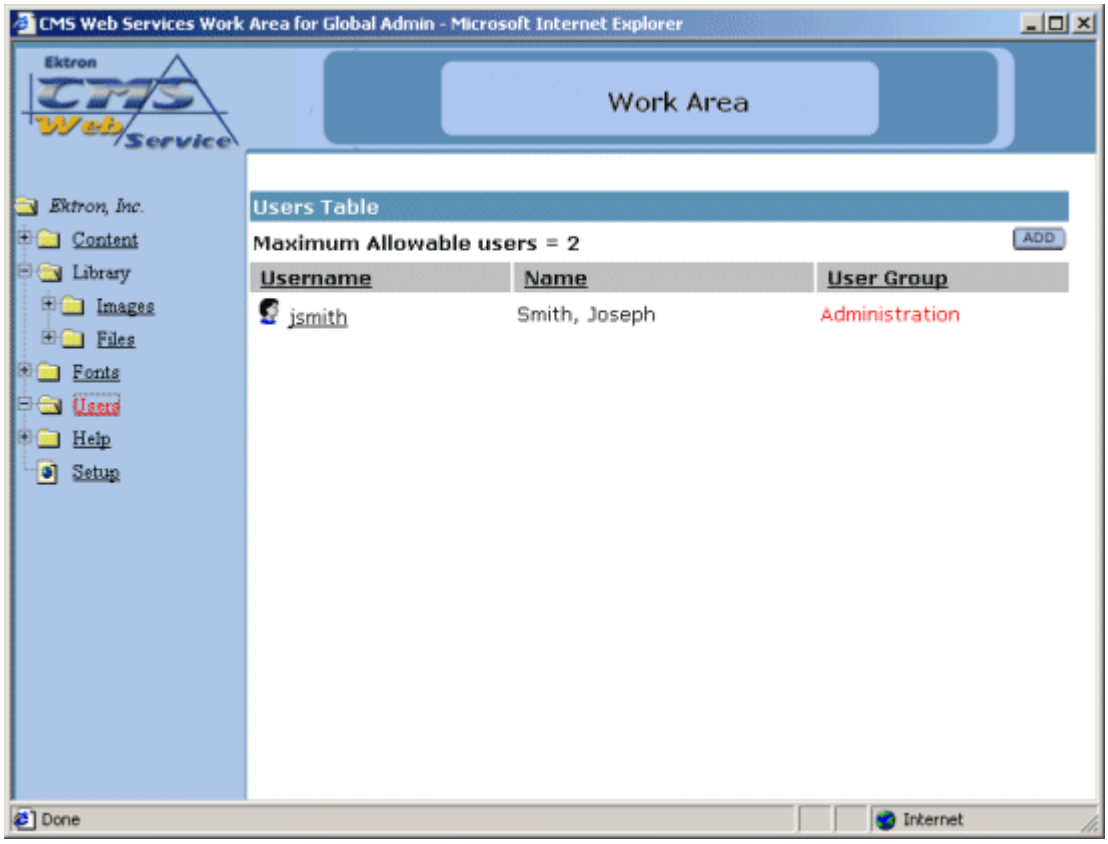


At this screen:

- Click **DELETE** to delete the font
- Click **CANCEL** to exit without deleting the font.

User Folder

The User Folder is where the administrator is allowed to add, edit, and delete users. A user can be added to the database by selecting the add button, and filling out and checking off the proper fields.

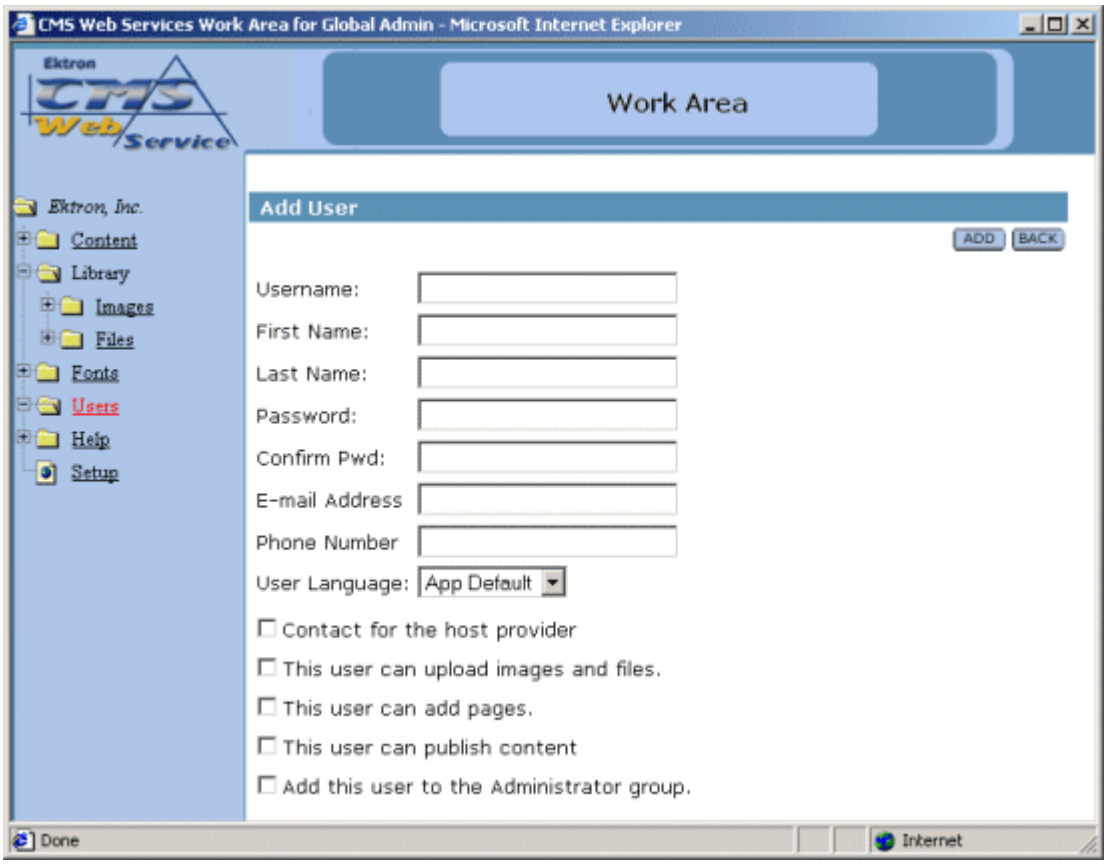


By clicking on the text at the top of the columns, you can sort the data in the table by their respective column.

Adding a User

To add a user:

1. Click the **ADD** button that is at the top Users Table screen. When you do, the following screen appears.



2. Add the user using the following table:

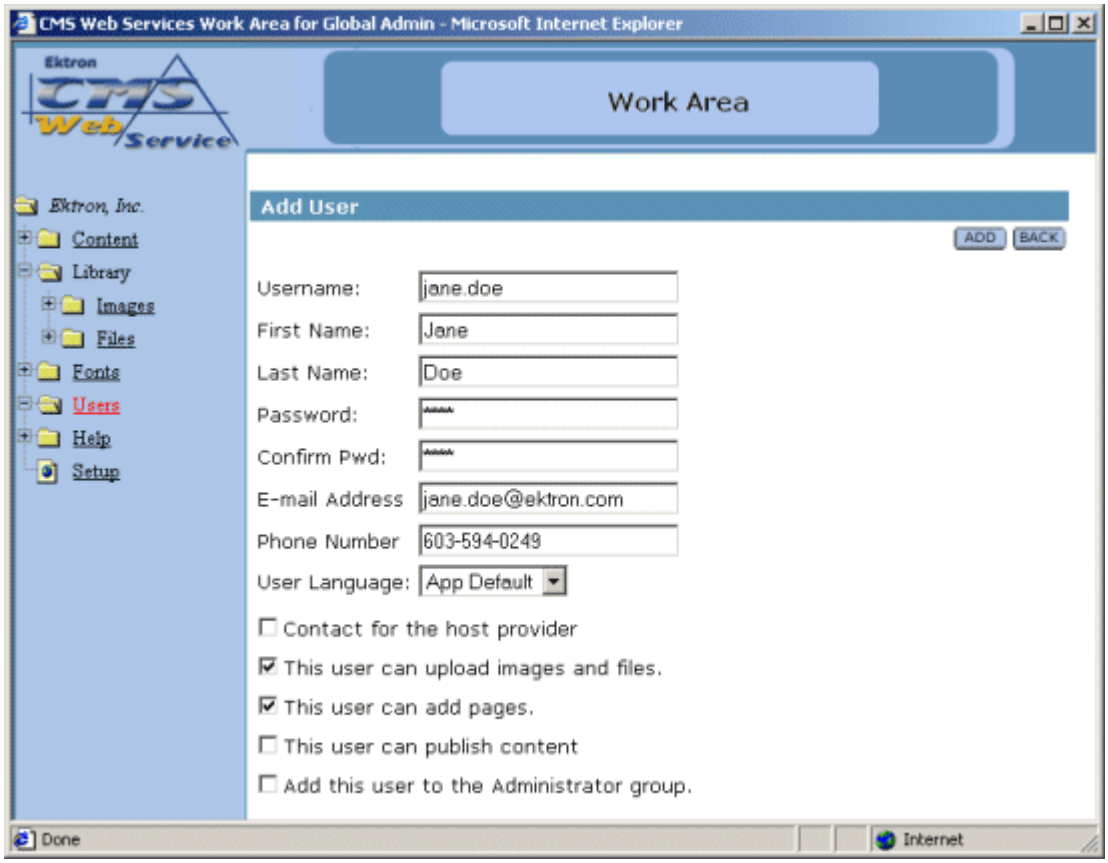
NOTE Required fields are in **bold.**

Field	Description
Username	Insert a username for the user up to 50 characters
First Name	Insert the first name of the user

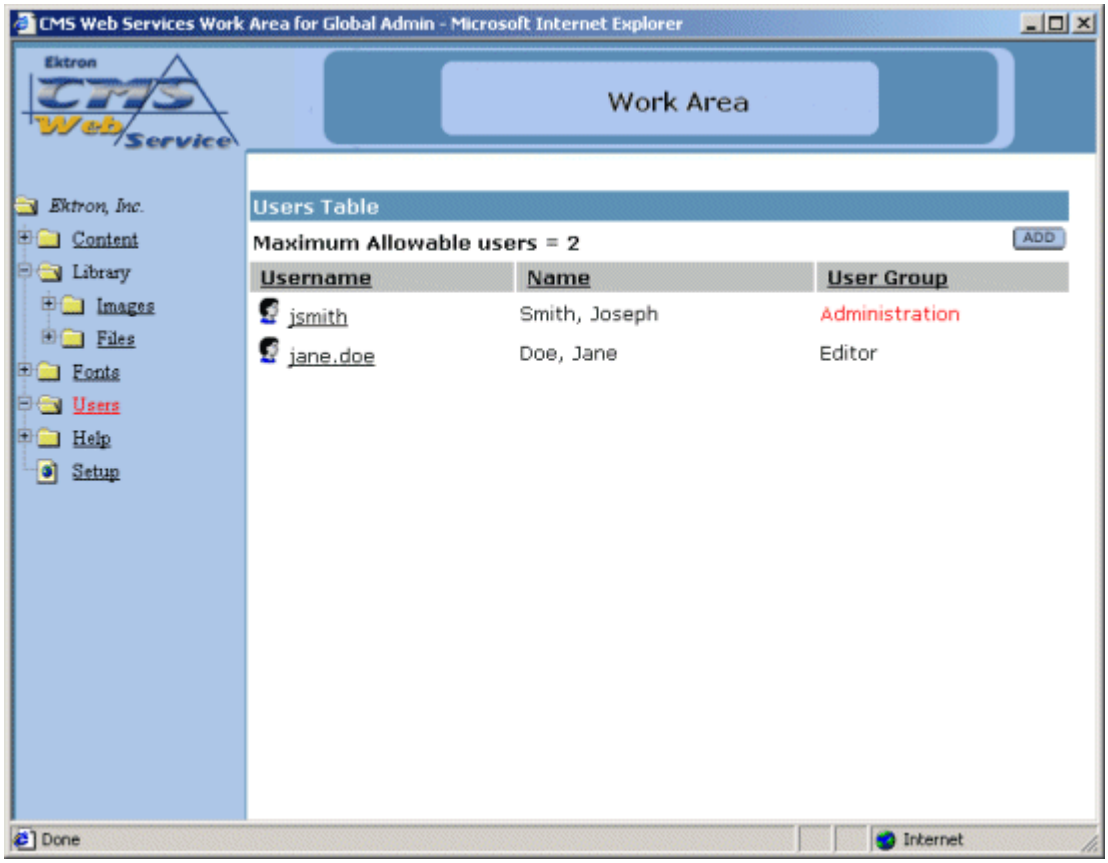
Field	Description
Last Name	Insert the last name of the user
Password	Insert a password for the user
Confirm Password	Confirm the password by typing it again
Default Language[a]	Select the default language that the user will use.
Contact for the Host Provider	Check off this box if you wish for this user to be the contact to the Host Provider.
User can upload images and files	Select whether the user will be able to upload images to the library
User can add pages	Select whether the user can add pages to the Web site
User can publish content	Select to give the user the capability to publish content.
Add user to Admin group	Select to give the user administrator privileges (this forces add page and upload image permissions)

aDifferent languages will not be supported until you install and use Language Translator utility from the Ektron Web site

An example of adding a user might look something like this



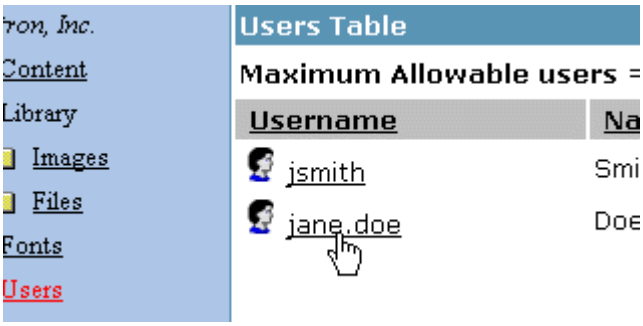
After you fill out all the fields and select **ADD**, you will be taken back to the User Management window where the table will then reflect the new changes.



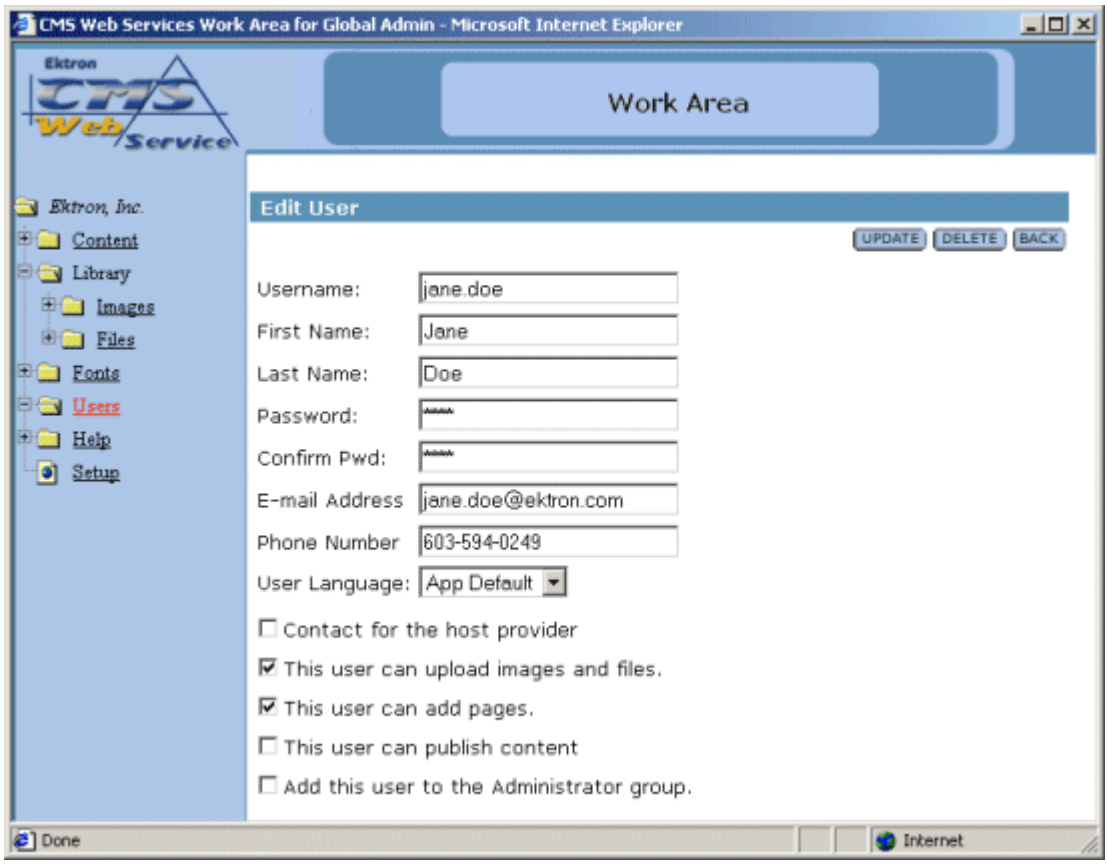
Edit User

To edit any user in the database:

1. Click on the username of the user that you want to edit from the users table.



2. You will then be taken to the Edit User screen seen below

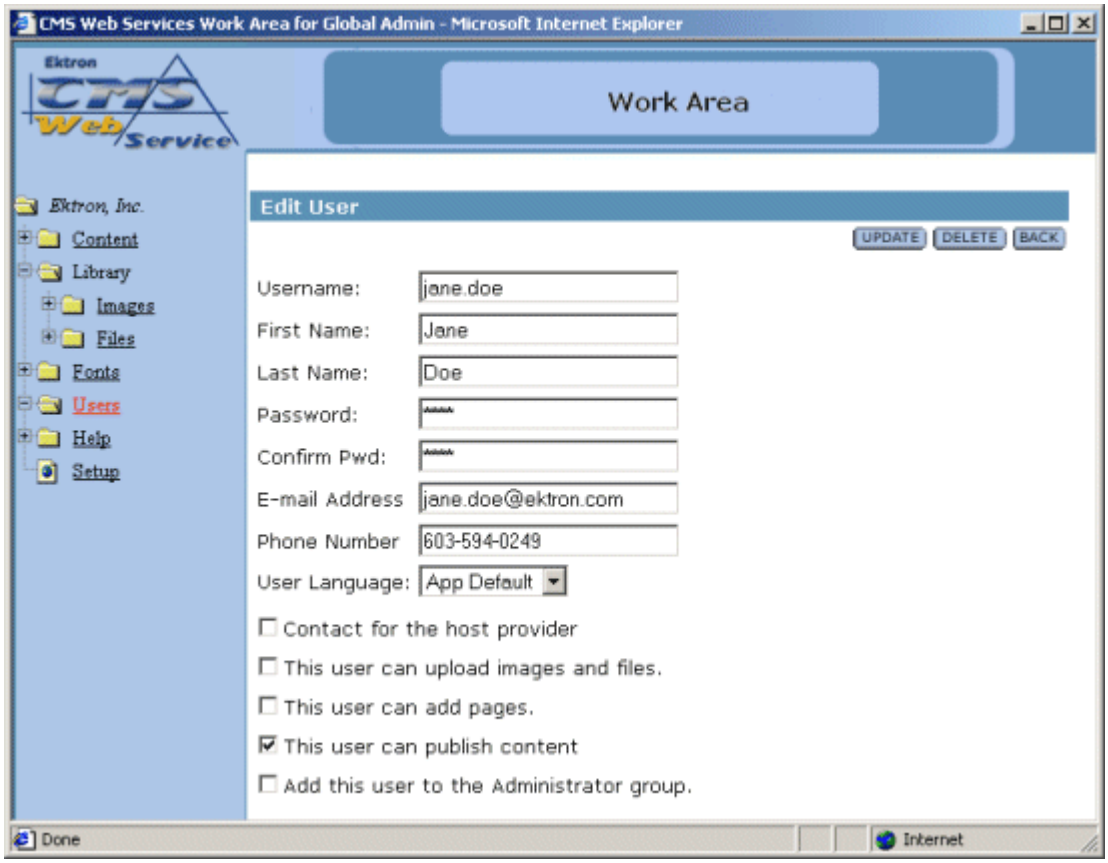


3. From the Edit User screen, you will be able to edit any attribute of the user including:

- Username

- First Name
- Last Name
- Password
- Confirm Password
- Change Default Language
- Contact for host provider
- User can upload images and files
- User can add pages
- User can publish content
- Add user to Admin group

4. Make changes to any field that you may need to.



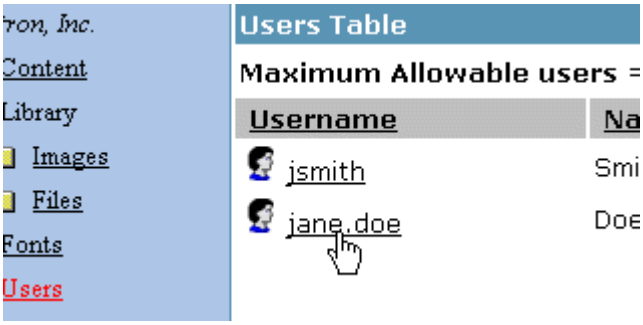
5. Click the **UPDATE** button to save the changes, or click the **BACK** button to go back to the previous screen without saving any changes.

Note that the changes to the user will be shown in the updated User Manager table.

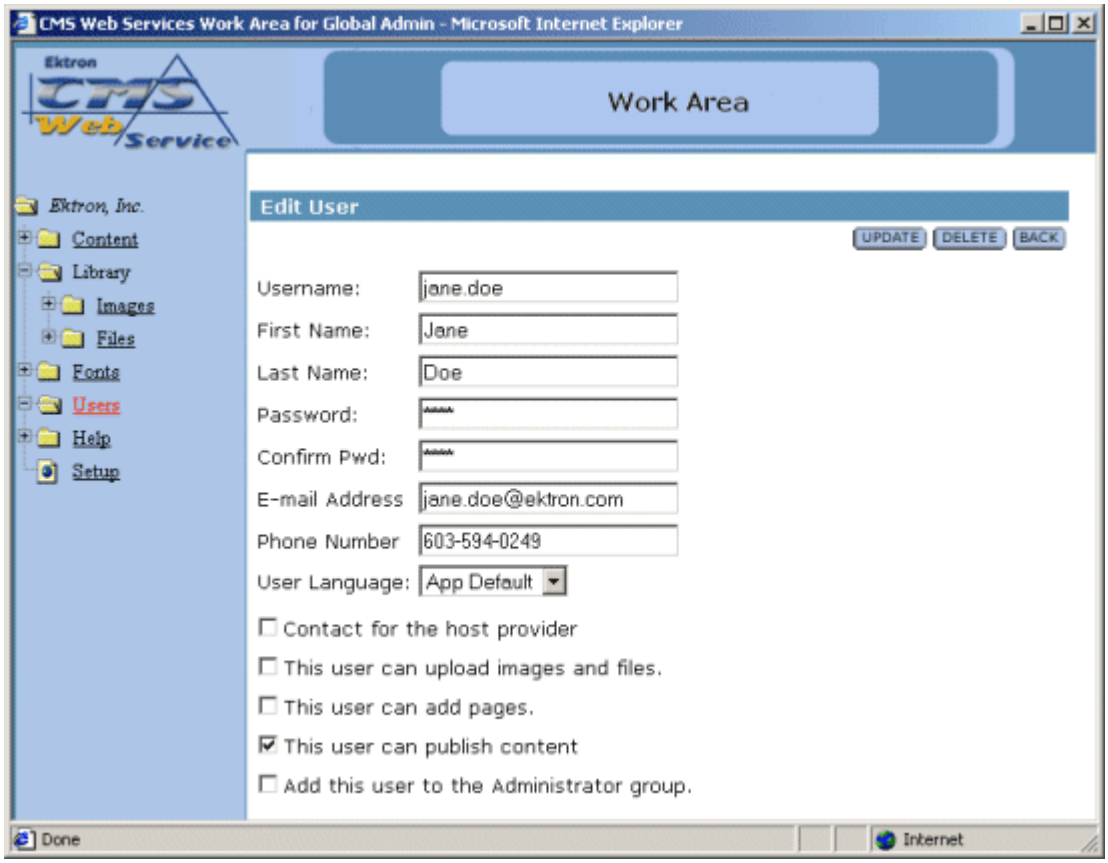
Delete User

To delete any user from the database:

1. Begin by clicking on the username of the user you wish to delete from the Users Table.

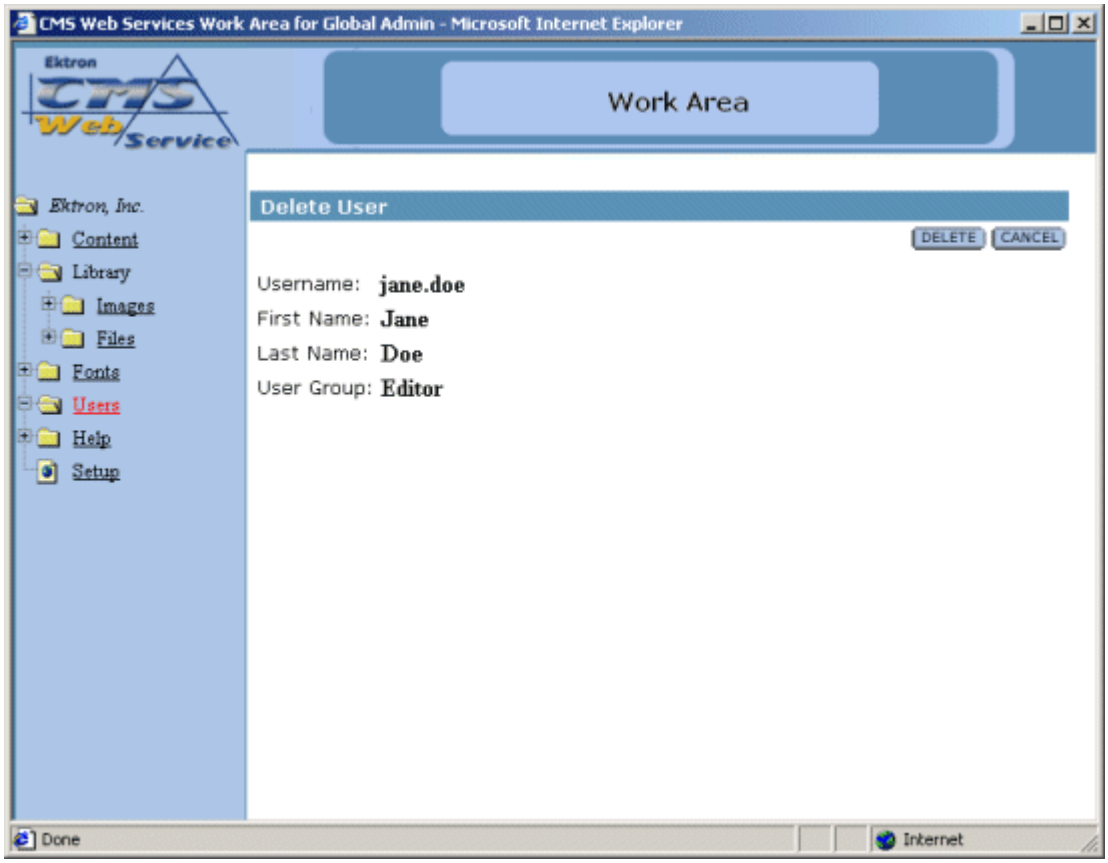


2. Once you click on the username, you will then be taken to the Edit User screen seen below



3. At the Edit User screen, click on the **DELETE** button located near the top.

4. A similar screen will appear with the user's attributes displayed on the screen.



5. Select **DELETE** if you are sure that you want to delete the user, or click **CANCEL** to exit.

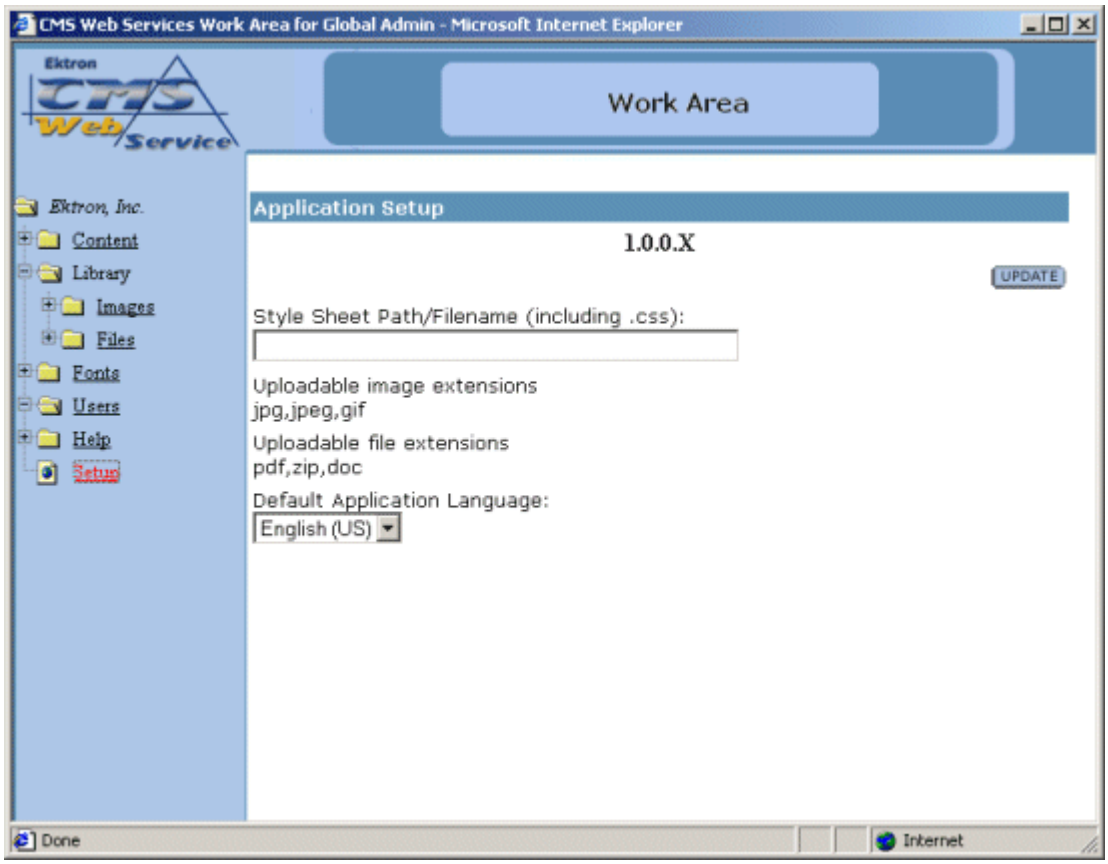
WARNING! Once you delete the user, you delete them permanently!

NOTE You may Edit, but you cannot delete the default administrator from the database.

Setup Folder

The Setup Manager is where the administrator can setup the Web site. In this setup area, the administrator can define the following:

- Style Sheet
- Default Application Language



Editing the Setup

To edit the setup configuration, begin by making the changes you wish. Once completed, click the **UPDATE** button at the top of the screen.

NOTE Default Language Support will be supported in future releases of Ektron CMS Web Service.

Once you click the update button, you will receive a confirmation message stating that the changes were successfully updated.

Editing the Image and File Extensions

To edit the file and image types that the users of the Web site will be allowed to upload, see ”Editing a Web Site’s Information” on page 16.

Additional Information

Support

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

CMS100 support site http://www.ektron.com/support.cfm or e-mail at **support@ektron.com**

Sales

Also, for questions on purchasing CMS Web Services, please contact the Ektron sales team at:

sales@ektron.com

General Information

For questions about any Ektron product, please send an email to:

info@ektron.com

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