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Ektron®
eMPower
Administrator Manual

Version 3.7

Ektron Inc.
5 Northern Blvd. Suite 6
Amherst, NH 03031 USA
Tel: +1 603.594.0249
Fax: +1 603.594.0258
http://www.ektron.com

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Esker Active X Plug-in

Active X controls under Netscape

Use License

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Using eMPower

The eMPower application provides you with a way to control the content and workflow of your Web site. The tasks of creating and maintaining your Web site are allocated among different types of Users.

The three types of eMPower Users are:

- **administrator** - sets up the site, registers templates, creates Users groups and content groups, and adds Users to eMPower.
- **content contributor**- maintains the Web site content by creating new content or modifying existing content.
- **publisher** - approves content to be placed on your Web site.

You assign privileges to eMPower Users based upon the tasks for which they are responsible. Each User may be assigned any or all types of privileges.

This document, the *eMPower Administrator Manual, Version 3.7*, discusses all administrator tasks. Detailed information about the editorial and publishing features of eMPower may be found in the eMPower *User Manual, Version 3.7*.

Web Site Administration

eMPower administrators must set up and organize the Web site before content contributors can log in.

This document describes all the features for eMPower Users with administrator privileges and the tasks that must be performed.

How Does eMPower Work?

The eMPower product implements some specialized concepts and processes that make the product as effective as possible. Understanding these concepts before you use the product will help leverage your Web site development efforts. You will encounter the concepts and terminology discussed in this chapter as you use eMPower.

About eMPower

Ektron's eMPower is a web content management tool that enables anyone who has web access and login permissions to contribute to maintaining a Web site. Content experts responsible for select areas of the Web site can update the site from anywhere they have web access. This "edit from anywhere" capability is very powerful because it allows subject matter experts total freedom to make changes at the spur of the moment from anywhere they can access the site. While any changes are being made documents are checked out from eMPower's revision control system to eliminate the chance of content being accidentally overwritten. After changes are made, the document can be guided through an approval process where the changes can be reviewed and approved before being published.

The WYSIWYG editing tool supplied with eMPower eliminates the need for authors to know HTML. Authors can edit content using familiar menus and tool bar icons that are popular in most word processing applications. To further facilitate information exchange and authoring, eMPower also supports full cut and paste operations.

To ensure that the site is accurate, eMPower enables you to set up a review process to make sure that any content generated is reviewed by those eMPowered to approve site content. This powerful management tool allows you to set up permissions for individuals who will be part of the approval process. The permissions give personnel the ability to view, add, edit, delete,

restore, or publish content to your Web site. You can also set up the sequential order in which the content is reviewed, i.e., who will review the document after someone else has reviewed it.

Ektron's eMPower tool eliminates the need for staging servers. All content generated prior to approval can be previewed by anyone on your web development team prior to being published. This capability does require the correct permissions to be set. eMPower comes with a revision control tool that allows you to view, compare, and restore any content that was previously checked into the system. Therefore you don't have to worry about manually archiving content or setting up a staging server. There are check-in and check-out capabilities that prevent documents from accidentally being overwritten. Once a document has been checked out, a lock is put on the document to prevent any one else from accessing the document until it is checked back in again. The name of the person who checked out the document is displayed in the eMPower interface so that you know who has checked the document out. Documents can be checked in either by the User who checked the document out or by publishing the document. Publishing a document makes the page available to the public, checks the document back in and releases the lock on the document.

The eMPower content manager uses database technology to store, build, and retrieve web page content. The placement of the content on a web page is determined by templates, which you build with tools familiar to you outside the context of eMPower. Templates can be thought of as mechanical layouts of your web pages. These templates incorporate powerful ColdFusion tags that eMPower uses to register and manage your content. Each block of content, or document, is assigned a unique ID that eMPower uses to retrieve the content from the database.
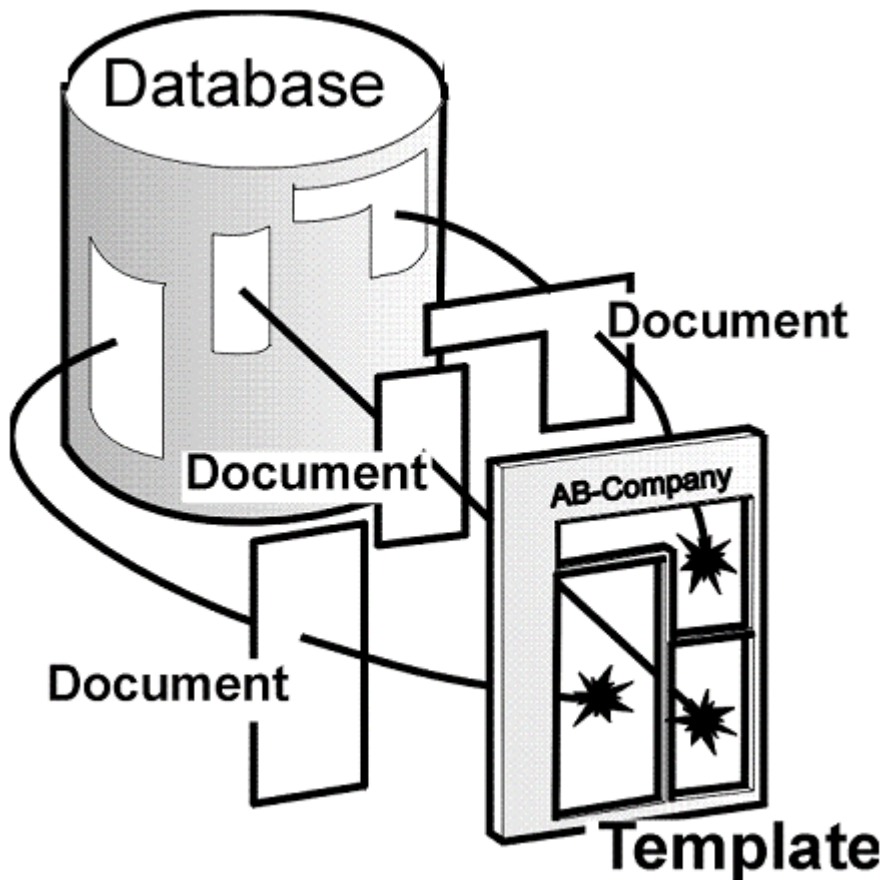
Because web pages can share the same layout, it is useful to determine which types of documents will use a template. Templates are stored as ".CFM" files and are not kept in the database. If during the evolution of your site the need for a new template arises, you simply create a new one, store it in a directory accessible to eMPower, and define new document types using the new template. You can even modify the layout of an existing template, reincorporate it, and the documents will automatically flow into and adjust to the new layout.

Concepts

The eMPower product implements some specialized concepts and processes that make the product as effective as possible. Understanding these concepts before you use the product will help leverage your Web site development efforts. You will encounter the concepts and terminology discussed in this chapter as you use eMPower.

eMPower Web Site

An eMPower web site is much different than normal static web site. In a static web site, each page is a static HTML file with content and images in the .html file. With eMPower each page is dynamically built using a template and one or more content blocks that are stored in a database. The template determines how the Web page is laid out. The content blocks are used to populate the template in the arrangement determined by the template. The content blocks in the database are used for building and displaying the web page as determined by the web administrator. The web administrator sets up rules and permissions that determine which content blocks get displayed. These rules and permissions also determine which content blocks the Site Maintainers can view and modify. Site Maintainers can range from writers, editors, illustrators, designers, content approvers, etc.

An eMPower page has two views: normal view and editor view. Normal view is what the public sees after a web page has been reviewed and published. Editor view is what a Site Maintainer sees after logging in to eMPower. After logging as a Site Maintainer, you will see frames around some of the content blocks in the web page. These frames indicate that those blocks are maintained by eMPower and can be managed by the person who has logged in. It is possible that only a few sections, or blocks, of the pages will contain frames. The menu options that a Site Maintainer sees depends on the permissions set by the site administrator for that User and the state of the content block. These frames all have a pop-up menu above each frame. The menus offer certain

selections, such as check-out, edit, create, view history etc. The selections are determined by both the permissions that have been assigned to the person logged into the site and the state of the content block, e.g., waiting for approval, checked out, etc.
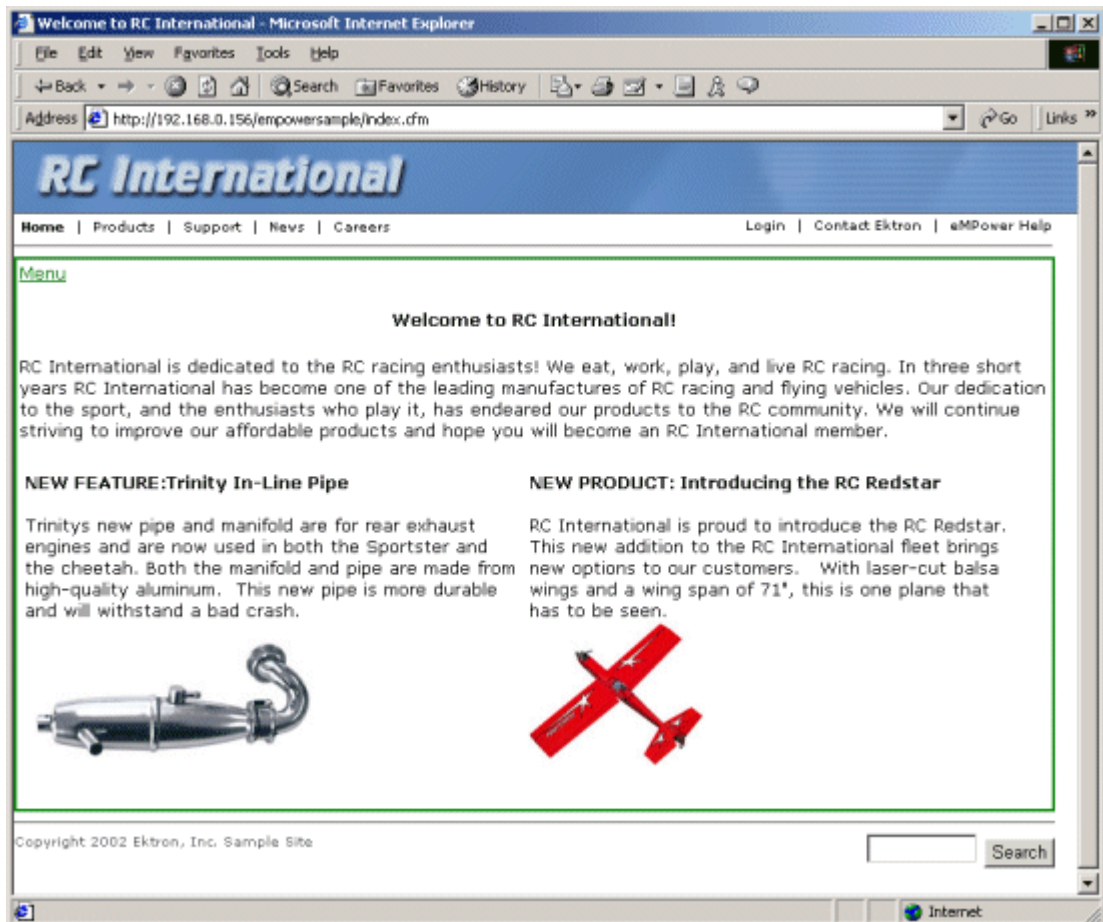
You can think of the template as a mechanical layout of the web page. Each block of content that will reside in the different areas of the page will have a unique identification number. This identification number will be used to call the content block from the database and build the web page.

Depending on the complexity of the web page, a web site can have anywhere from one to an infinite number of templates. Each template can be used many times. For example, if you had a template designed for displaying your company's product line, and

your company had three products, that template will be used three times. The content blocks used for populating each instance of the template would be different each time, depending upon which product page is to be displayed.

eMPower requires no staging server. To prevent loss of data as the site grows and changes, eMPower incorporates a revision control system. This system allows you to recall past versions of any content block from its history.

To prevent accidental overwrites, eMPower uses a change control system. With change control, authors can check a content block out of this system. A checked out content block prevents others from accessing the content block until it is checked back in. In order to ensure that the changes an author makes is correct, the change control system enables you to set up a review process. This review process identifies a line of reviewers who will sequentially approve or reject the changes before the content block can be published. If a content block is rejected, a notice is sent to the original author and the content block is checked in for rework. The locked out status at this time is also removed.

As you now can see, the structure of an eMPower content block is very different than a static HTML page. As a result, your approach to creating web pages will be a little different than straight HTML coding. But as you'll see, the structure that eMPower uses will make site management easier than it has ever been. As you read further on, the concepts and processes that you will be using will become more familiar and soon you will be creating your own pages that will eMPower your web staff to create and maintain an accurate and up-to-date Web site.

User Groups

User Groups consist of individuals who contribute to the development of your Web site. These people are the ones who will be responsible for adding, reviewing, editing, approving, and posting the content of the site. User Groups are defined via eMPower's web administration console.

The eMPower administration console is used to identify User Groups and the people who will become part of those groups. Groups can be defined by departments or functionality, depending

on the nature and size of your business. For example, you can create a group called HR. The members of this group will be assigned permissions to allow them to maintain the Human Resources content blocks that will become part of your Web site. For example, the HR group would be responsible for the Careers, Benefits, and Company Policy content blocks. You could also create a group called HR approvers. These people would be responsible for accepting, rejecting, and posting the contents of the content blocks maintained by the HR group. Ideally the people you assign to these groups would be experts in their areas of responsibility. The determinations about what capabilities a group may have depends on the permissions you have assigned to them.

In many cases eMPower administrators will build groups according to the organizational structure of their company. However, if the Web site is driven by content, the User Groups can be organized by content experts, i.e., those who are most familiar with the subjects that make up the page. Because eMPower design is open ended there are many possible arrangements that you can configure.

Permissions are controlled by Content Groups. That is, Content Groups are used to determine what permissions different User Groups will have when accessing one of the content block in a particular Content Group. Content Groups are discussed later in this chapter.

User Group Permissions

Users Groups are eventually associated with Content Groups within eMPower. It is the Content Groups that determine which permissions are assigned to the User Groups. A User is given permissions based upon the groups to which he/she is assigned. As mentioned in the previous section, a company's department could have two User Groups assigned to it. Each group can have different levels of permissions. For example, a group of Human Resource content blocks could have one User Group that can add and edit the contents of all content blocks associated with the Human Resource Content Group, while another User Group can only view, accept or reject, and publish the content blocks associated with that department.

The Permissions that can be assigned to a User Group are identified in the table below:

Permission	Permits User Group to...
View	View any content additions or changes
Add	Add content blocks to the Web page
Edit	Edit content
Delete	Delete content blocks from the Web site
Restore	Restore a content block to its previous state
Publish	Publish, or make public, any new changes or additions

These permissions are assigned to User Groups through the Content Groups. Content Groups are discussed later in this chapter.

Templates

Templates are web page shells in which content blocks are placed. Templates identify the layout of your web page. There are many different templates supplied with eMPower that you can use right out of the box. These templates can accommodate: Single, Group, and Dynamic content blocks. Each of these types will be described later on. A template usually holds the masthead, sidebars, footers, page designs, and navigation aids. It is not necessary that your web page contain all of these elements. But in order to be effective each template must contain at least one content block. If you wish, you could add multiple content blocks to a template. Some content blocks can occupy more template space than others on a page. The content blocks themselves could also contain nested or grouped content blocks.

Templates are designed outside of eMPower and must contain Ektron custom tags in order to work with eMPower. These custom tags were created by Ektron for specific use in eMPower. The tags used by eMPower can be installed in the template either manually or automatically. For information on the necessary tags that you

can manually type into your templates, refer to the "Reference" chapter of this manual. For information about automatically adding these tags, see the *Adding Templates* section of the "Using eMPower" chapter of this manual. The templates are incorporated into your site through eMPower's administrator console.

Templates can be used multiple times within a Web site. The content blocks within each instance of a template can be different. And likewise some templates may also share content blocks. The arrangement depends on your design and site architecture.

Content Blocks

In eMPower, web pages are composed of Templates and Content Blocks. Content blocks are content holders within a web page. The contents can be text, pictures, video clips, etc., or a combination thereof. The contents of these content blocks are owned and maintained by User Groups. A web page can contain one or more content blocks. It can contain a combination of Group and group content blocks. Group content blocks contain one or multiple content blocks. One or more User Groups can own each content block on a group content block page.

Content Block Hierarchy

The hierarchy of content blocks typically reflects the architecture of a Web site. For example, Content Groups can be thought of as a branch of the web architecture. A Main Category is the classification of a group of similar content records that all share the same template. The template will hold one or more content blocks that are pulled from a database. To bring further order to a content block, you could further classify content blocks in the database into categories and subcategories.

Content Group
Name to Identify
Branch of Web site

Main Category
Reference to a Template with
pointers to the content it contains.

Content Blocks
Content that populates
the templates.

Optional

Category
Classifies content
within a page.

SubCategory
Classification of content to
further filter information.
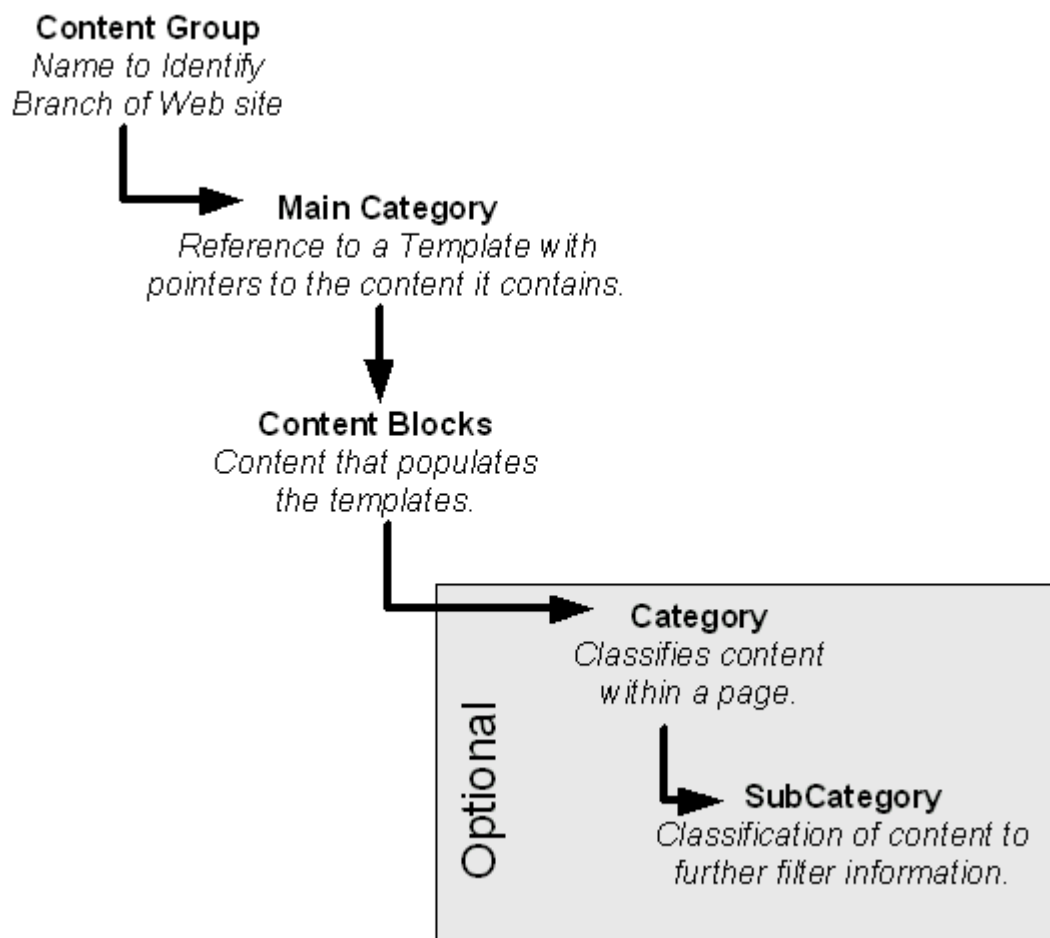
Content Groups

Content Groups are name entities under which content blocks are placed. Content Groups serve three purposes.

- They help you organize your site by grouping content blocks of similar type under one group name.

- They allow you to assign access permissions (e.g., view, edit, publish) to User Groups.

- They allow you to set up an approval process that content blocks must go through before they can be published.

For organizational purposes, Content Groups allow you to group content blocks under one name. This makes it easier for you to keep track of the content blocks that make up your site. For example, if you were putting together a newspaper web site you could create a group called Sports. Under this group you could put all sports related content blocks. A Content Group could be thought of as a file folder.

Once you have created this group called Sports, you could create User Groups called SportsWriters, Sports Editors, Sports Chiefs. For each of these groups you could assign distinct permissions under which they could access these content blocks. For example, the SportsWriters could have Edit, Add, Delete and Restore permissions. The Sports Editors could have View, Edit, and Restore permissions and the Sports Chief could have view and publish permissions.

Once you have assigned permission access to the Content Groups, you can then determine the approval process through which content blocks of a particular group must pass. For example, when a content block is changed, it cannot be made public until it goes through an approval process that is set up by the Web Administrator. Using the Sports group analogy, you could assign all content blocks in the Sports group to be approved in the following order:

1. 1. SportsWriters create content blocks.
2. 2. Sports Editors review and either edit, approve, or decline content blocks.
3. 3. Sports Chiefs view the content blocks and decide to publish or not publish them.

As you can see, Content Groups are very useful in organizing your Web sites and ensuring that proper content gets generated and published.

Main Categories

Main Categories tell eMPower how to associate templates with content blocks. Content Groups must have at least one content block type. Content blocks that are grouped under one Main Category will share the same layout, or template. For example, if you were creating a news page you might have a Main Category called "Current Events," one called "Sports," and one called

"Weather." The content created for these types should be relevant to their titles.

Ektron supplies two sample content types for you to use. The samples are

- Single, which can be used for a web page that holds a Static content block

- Group, which can be used for a Group of content blocks

Content Categories and Subcategories

Content categories and subcategories sort information for Group Content blocks. Content categories are a way to further organize content blocks that share similar content or information. Categories further refine group Main Categories and build relationships between content. Sticking with our newspaper analogy, you could create a group content block called Sports and make a category on that page called Winter Sports and that category could have subcategories such as Skiing, Skating, Hockey, etc. Subcategories are also useful for mapping out your site.

Content Block IDs

Content block IDs are used to identify the different blocks of content, or content blocks, stored in the eMPower database. When a Site Maintainer creates a new content block from within eMPower, eMPower automatically assigns it an ID number. These numbers are used to build, or populate, a web page and display it in a browser. If you use Group Content blocks, each content block in the group will also be assigned a unique ID number. As a Site Maintainer, you don't have to worry about ID numbers but knowing about them helps you understand the operations of eMPower. However, if you are responsible for creating new templates, you will have to manually assign the content blocks that will be put into the templates unique ID numbers.

Content Block Deletion

While it is possible to delete a content block from within eMPower, a record of that content block will always exist. This situation exists, because eMPower uses a database to store all content blocks and this database uses a revision control system. This

revision control system stores all historical versions of any content block checked into eMPower. As a result, deleting a content block should be seen as removing content from a Web page.

There are two distinct methods used by eMPower when deleting content blocks. One method is used when deleting a Group content block and the other is used when deleting a content block from a group content block. When deleting a Group content block, you can either delete the contents from the page and remove all links to that page. Or, you can remove all links to a web page.

When deleting content blocks from a Group content block, you are actually remove the content block from that page or sequence.

In either of the above cases, the content block will exist in the database unless modifications are made to the database itself.

Content Block Approval Process

When web page content blocks are created or modified they are typically passed through an approval process. The approval process is where the content block are reviewed or edited by other Site Maintainers. These reviewers can have the power to either

- Make changes
- Approve or reject changes
- Publish the content block

Each of the above functions are entirely configurable. The approval process, i.e., the order in which Users have to approve a content block before it gets published, is set up by using the eMPower administrator console. The approval process is determined by the Content Group. Each Content Group can have its own separate and distinct approval process. To begin the approval process the content editor must submit the content block to the eMPower system. When that is done the reviewers are notified by email that a content block is waiting on their approval. The reviewer can see and access the content block waiting on their approval by going to their eMPower work area.

When you set up a Web site you should consider creating User Groups based not only on content block access but also on control access regarding the approval process. For example if the site

were a news Web site you could create a group called Sports Writers and associate them with a Content Group called Sports. However, within the Sports Writers group there could be other people with different levels of responsibility, like the Sports Editor, and the Editor in Chief. For those people it would make site maintenance easier if you created User Groups with names relative to their responsibility. For example, you might want to make a User Group called Chief Editors and whoever gets assigned to this group will have full access permissions, i.e., view, add, edit, delete, restore, and publish, to any Content Group it gets associated with.

Setting up the Order of Approval

The order in which a content block gets approved can be set up in one of the three ways:

- Assigning one publisher per content group
- Assigning two or more publishers per content group
- Assigning no publishers to a content group

If you assign one publisher to a content group, the content block will be assigned to that person when the author submits the content block for approval. When this is done, the person assigned publishing permissions will have the chance to review the content of the content block and decide to either decline the changes or publish the content block. If the publisher declines the content block it will be put back into revision control and a notification will be sent to the author. If the content block is published, it will go live on the Web site, i.e. it will be viewable to the public.

If you assign two or more publishers you must consider the order in which User Groups should review the content block. This order is established in a list format, where the Users high on the list will review the content block before the Users low on the list. The order of this list is determined by using the eMPower Administrator Console.

NOTE   The approval list is always processed in a top down manner. As a result, a User Group's order in the list is an important consideration in terms of who gets to review a submitted content block. This consideration is especially evident when a User of a group listed in the approval process submits a content block to be published. For example, if that User is part of a group listed in the middle of the list, only the reviewers below the middle will get to review that User's content

Assigning no publishers to a content group allows you to make a content block live without going through a review process.

In all three cases, the "Save and Submit" button, supplied as part of the approval process must be clicked to either start the review process or publish the content block. If there are one or more publishers identified, pressing this button will start and increment the approval process. If there is no publisher assigned, clicking this button will make the content block go live.

Web Site On-line Help

If your Web site requires a help system the eMPower administrator provides the ability to add one. The help system that eMPower provides is similar to the help system that you might see in a software application. This help system will enable you to provide custom help to your eMPower Users. For example, you could use the help system to explain the content block approval process that you set up or you could add a suggested procedure that you want your site maintainers to use. Typically, the site manager or administrator is responsible for creating the help system.

The help system lets you group help topics into categories and subcategories. This ability allows you to arrange and display information that relates to each other in an intuitive manner.

Revision Control

Revision control tools are provided in eMPower. These tools allow you to check in and check out content blocks. When a content block is checked out, no one else can edit that content block until you check it back in. In some cases the tool acts as a change control tool where a content block cannot be checked back in unless it goes through an approval process. The person who originally checks out the content block is identified by eMPower so that if someone wants access to the content block they can tell who has the content block and contact that person. The original

content block is maintained by the revision control system. So, if you make changes and save them to the content block that you checked out, you can always revert back to the previous version that is held in the revision control. When a content block is checked in, the previous version is archived. All archived versions are available for recall and viewing via a "View History" option provided in eMPower.

Workflows

This section offers suggested workflows that can be used when approaching or starting an eMPower project. The sub-sections that follow break the efforts into tasks that are typically performed by people with different levels of responsibility. In some cases these tasks may be performed by one or more people. The cases and levels of responsibility can vary from organization to organization. The details of all the tasks discussed in this section can be found in the "Using eMPower" chapter of this manual.

Site Manager (Web Master) WorkFlow

The flow described below assumes that you have already set up your server machine, platform, and firewall, selected your ISP, loaded all scripting software, and installed the eMPower software.

The following list is a suggested approach to setting up the initial state of a Web site that will use eMPower to manage it as it evolves.

1. Design the site: identify Content Groups, content of pages, flow of information, link structure.

2. Layout and design your template with tables, graphics, hyperlinks, etc. using popular web design tools, i.e., Dreamweaver, FrontPage, etc.

3. Identify placement of content blocks, or content blocks, in the templates and add ID tags to each content block in the template.

4. Identify and add fonts to the site to make them accessible to the Site Maintainers.

5. Add content where necessary. Some content blocks can start out empty but it would be helpful to authors if you put some content that explains what should be filled in at each location.

6. 6. Upload all graphics that the site will initially need using the content editor.

7. Create User Groups and establish approval process.

8. Setup initial login permission that will let at least one site administrator access the site.

9. Notify personnel responsible for site administering that the site is ready for them.

Administration WorkFlow

The following list is a suggested flow that a site administrator might take to prepare the site to go live and enable eMPower access for Site Maintainers. This access will determine permissions and set revision control processes.

- Login to eMPower.

- Click on a "Menu."

- Select "**Work Area**" from the displayed options.

- Click the **Setup** option in the displayed form

- Select **Configuration** from the displayed menu and make any necessary changes.

- Under the Templates category, identify and load in templates.

- Under the User category, set up User Groups and Users.

- Under the Content category, set up Content Groups, Main Categories, Categories, and SubCategories (Only Content Groups and Types are necessary).

- Under the Content category assign permissions to Content Groups and establish approval process.

- Build your Help system (If needed).

Site Maintainer Workflow

Site Maintainers are responsible for keeping the site accurate and up to date. These people primarily interface with the Work Area and the Content Editor. The details for performing any tasks identified below can be found in the "Using eMPower"chapter of this manual.

- Check your email for notices of content changes pending your review.
- Log into eMPower and check your work area for content blocks that need your attention.
- After logging in go to the web page(s) that contains the content block(s) that you want to change.
- Click on Menu located above the content block you want to change.
- Click on the **Check Out** option of the menu.
- Make your changes.
- Save your changes using a button that relates to your intent. For example, if you want to continue to work with the content blocks while not giving up the locked out status use the **Save** Button.
- Close the Editor window.
- Preview the changes that you made, using the Preview option supplied by eMPower.
- Go back and make any changes if necessary.

eMPower and ColdFusion

Ektron's eMPower uses Allaire's ColdFusion to assist in building web pages. A site built with eMPower will check all requests for pages to see if the request pages contain ColdFusion MarkUp Language (CFML) tags. If it does eMPower invokes a ColdFusion server to help pull the template, content blocks, business rules and permissions from the database and build the page. Once the page is built, it is then returned to the web server which then sends it to the requesting browser for display. This process is illustrated below.

1. First, the Web browser requests a Web page from the Web Server.

2. The Web Server acts as a "traffic cop." It directs the request to the File System.

1

2

Web Browser

Web Server (IIS or PWS)

File System

9. The Web Browser displays the Web page.

8

3

7   **4**

8. The Web Server sends the Web page back to the Browser.

3. The File System grabs the requested page and sends it back to the Web Server.

ColdFusion Server (Application Server)

7. The ColdFusion Server takes the information from the Database and inserts it into the Web page. The Web page is sent back to the Web Server.

4. The Web Server gets the page from the File System. The Web Server knows to send all ".cfm" files to the ColdFusion Application Server.

6   **5**

6. The Database sends the information requested back to the ColdFusion Server.

Database

5. The ColdFusion Server reads the code and sends a request for the information it needs to the Database.

Logging In & Out of eMPower

The eMPower administrator must set up the application and configure the database, editor, and library settings before Users can access the editing and publishing functions. All eMPower administrator tasks are performed from the Administrator Work Area.

Logging In

To launch the eMPower application, go to the Web site login page. The person who initially installed eMPower configures the URL address of your login page. The Web site login page contains the login button shown below:

To log into eMPower:

1. Use Microsoft Internet Explorer, 4.x or above, to browse to the URL address of the login page.

2. Click **Login** to open the login dialog box, shown below.
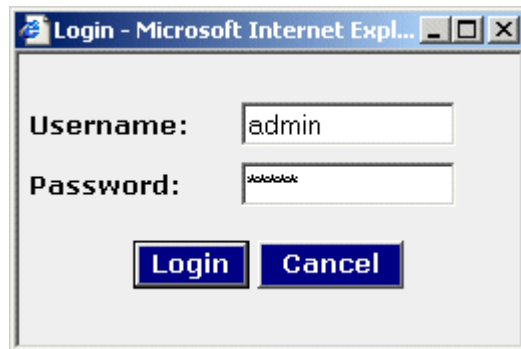
3. Enter your **Username** and **Password**. Make sure that the Username/password combination has administrator privileges.

4. Click the **Login** button to enter your eMPower-enhanced Web site.

After logging in successfully, your Web page is shown in the eMPower view. Menu boxes are drawn around each content area on the page. As you drag the cursor over the **Menu** link, the menu will pop up, displaying a list of available tasks. The menu items will

vary, depending upon the privileges assigned to the Username/ password combination used during login.
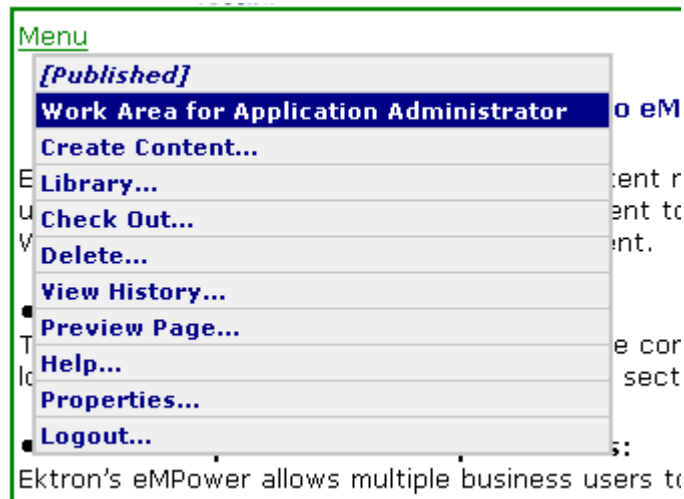
Logging Out

To log out of eMPower:

1. Follow the menu path

   Menu > Logout

   to display the confirmation dialog shown below:
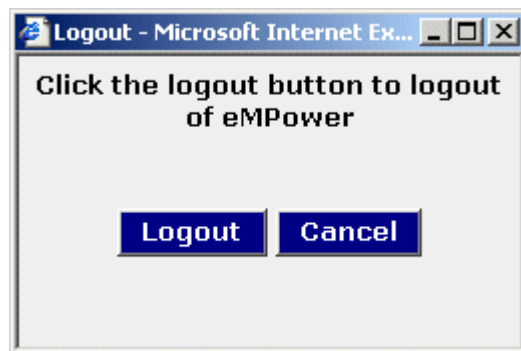
2. Click **Logout** on the confirmation dialog to exit eMPower, or **Cancel** to return to the eMPower enabled Web site.

After logging out, you will be returned to your Web site at the page where you logged out, however, it will be shown in standard view, not the eMPower view.

NOTE	To log in again, you must browse to a Web site page where the login button is displayed.

Administrator Work Area

All Administrative functions are accessed from the eMPower Administrator Work Area, the center of all administrative tasks.

Opening the Work Area

To open the eMPower Administrator Work Area:

1. Log into eMPower. Your Web site will be displayed in the eMPower view.

2. Follow the menu path

   Menu > Work Area for Adam Administrator

You may also click the **Work Area** button:

Work Area

to open the Work Area, shown on the following page.
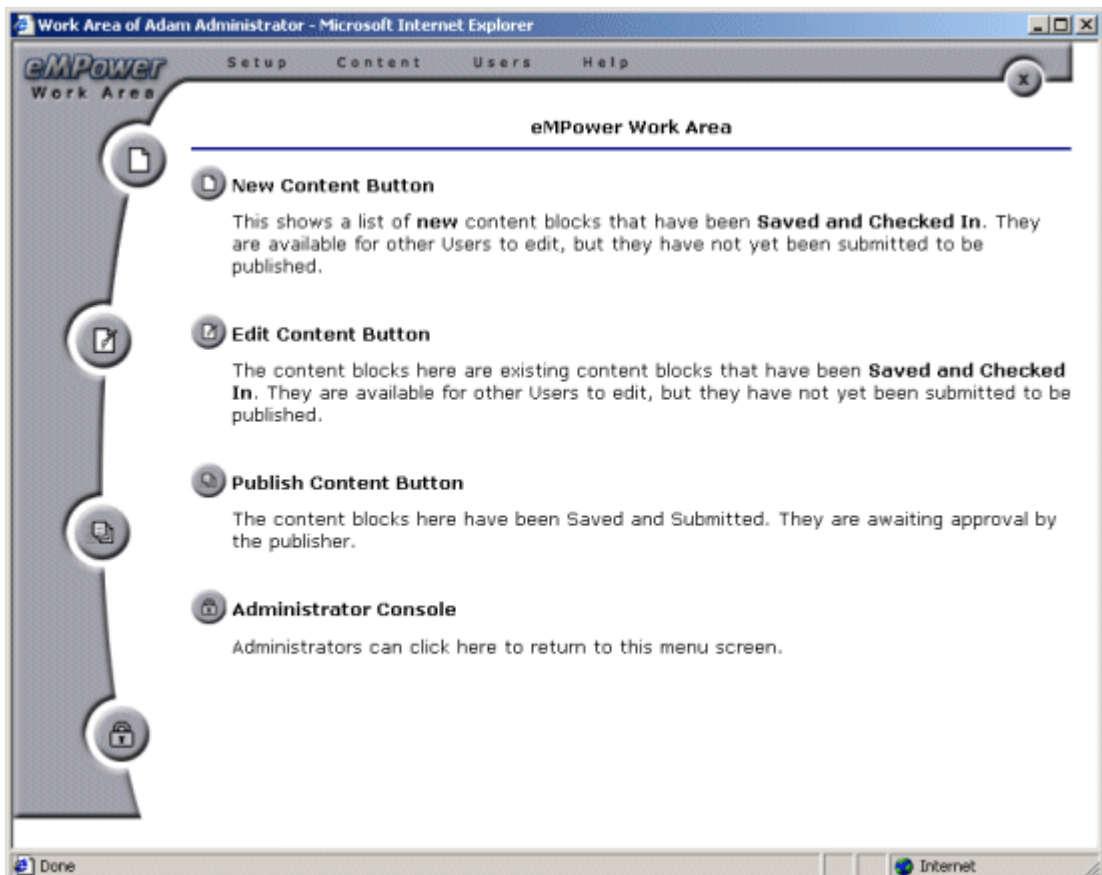
New Content Area

The New Content Area is where you can access all the content blocks that have been added to the eMPower Web site, but have not yet been published. All Users will have access to this area. Depending on their permissions, they might not see every new content block.

To access the New Content Area, click on the button shown above in your workarea.

From this area of the Work Area, they will be able to perform many tasks including:

Button	Description
	Preview Content block in Template *Clicking on this button will open a new window with the respective content block displayed in its proper template.*
	Preview Content *Clicking on the Preview Content will display just the content, of the respective content block, in the Work Area.*
	Edit Content *Clicking the Edit button will checkout the content block for editing.*

Edit Content Area

The Edit Content area will display all the current content blocks that are checked out for editing throughout the eMPower Web site. All Users will have access to this area. However, depending on their permissions, they might not see every checked out content block.

From this area of the Work Area, they will be able to perform many tasks including:

Button	Description
	Preview Content block in Template *Clicking on this button will open a new window with the respective content block displayed in its proper template.*
	Preview Content *Clicking on the Preview Content will display just the content, of the respective content block, in the Work Area.*

Button	Description
	Edit Content *Clicking the Edit button will checkout the content block for editing.*

Publish Content Area

The Publish Content area will display all the current content blocks that are submitted to you to be approved or declined. Users who are part of an approval chain are the only Users who need access to this area. Content will only be listed in this area if you are the next approver for the content.

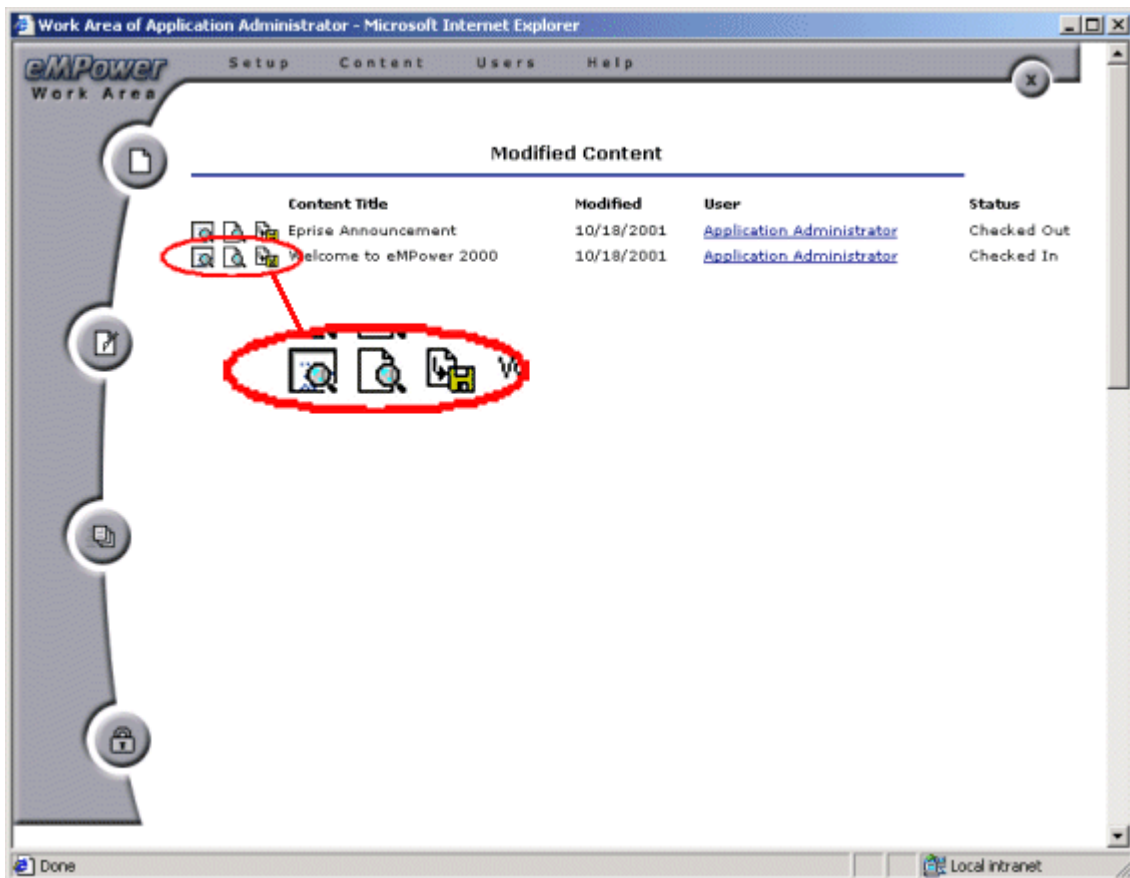From this area of the Work Area, they will be able to perform many tasks including:

Button	Description
	Preview Content block in Template *Clicking on this button will open a new window with the respective content block displayed in its proper template.*
	View Changes *Clicking on the View Changes button will display the current published version and submitted version of the content block side by side to show differences between them.*

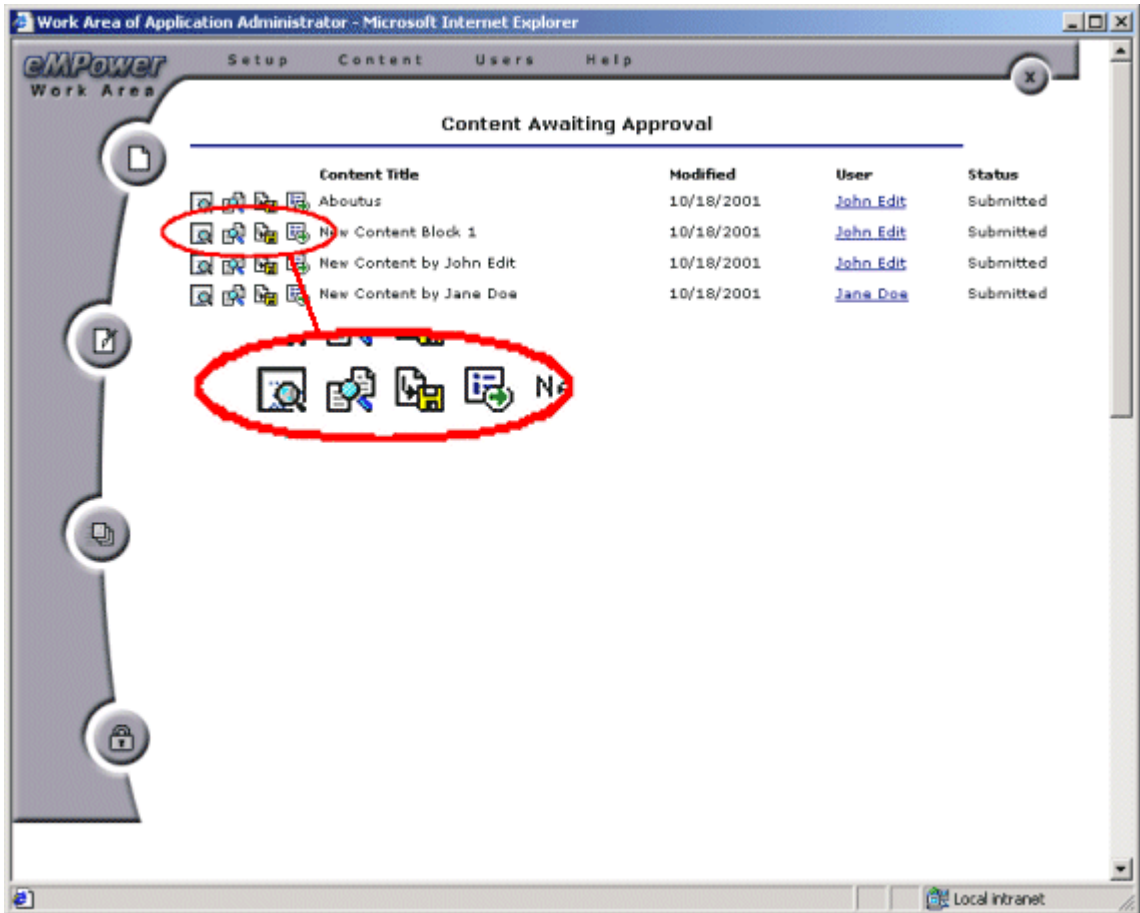| Button	Description
	Edit Content *Clicking the Edit button will checkout the content block for editing.*
	Publish Content *Clicking the Publish content button will bring up the Approve/Decline Window for the content block.*

Admin Console Area

The Admin Console button will take you back to the Work Area landing page where you can access all aspects of eMPower. If non administrators click on this button in their Work Area, they will be taken to a User Properties area where they can modify their personal settings.

Administrator Toolbar

Setup
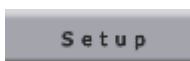
The setup area in the Administrator Workarea is where you will be able to configure many aspects of eMPower. This will be explained in further detail in "Setup Area" on page 35.

Content

An eMPower Web site is different from a standard HTML-based Web site. In the eMPower application, Web pages are composed of blocks of content and templates. The content and template information are stored in your system database.

- **Content blocks** may contain text, pictures, video clips, etc., or any combination.
- **Templates** define how these content blocks are positioned within a Web page.

Each Web page is associated with a template. The Web page may contain one or more content blocks.

For more information about content management in eMPower, refer to "Content Area" on page .

Users

Users are content contributors who use eMPower to maintain Web site content. Each User is associated with a User Group. The Administrator configures access privileges (for example, view, edit, and publish) for each User Group, enabling them to maintain the content blocks of each Content Group while maintaining a level of control over the process.

To configure Users and User Groups, follow the process outlined below:

- Add User Groups
- Add Users to User Groups
- Configure the level of content management that each User Group may perform within each Content Group.

Detailed information about Users and Users Groups may be found in "Users" on page .
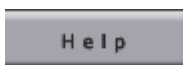
Help

The help area is where you may create and update custom help topics and items for your Web site. The information used in the Help area of the Web site will only be viewable by users logged into the eMPower Web site.

For more information about creating a custom help section for your Web site, refer to "Help" on page .

Closing the Work Area

When you close the Administrator Work Area, you return to the eMPower view of your Web site, but you do not exit the eMPower application.

To close the Administrator Work Area, click

Setup Area

Configuration

The first task that the administrator must perform is to configure the eMPower application. This step must be completed before any User can access eMPower.

WARNING!   Perform this step **FIRST!**

1. From the Work Area, follow the path

    Setup > Configuration

to display the Configuration page, shown below:

2. Enter the required information using the following information about each section of the configuration page:

Server Settings

At the top of the configuration page, there are fields where you will have to enter information that is specific to your server, e-mail, datasource, etc. Shown below is the Server configuration section.

Owner:	ektron	DataSource:	eMPower_sample
Server Path:	http://localhost/empowersample/	Default Language:	English
Absolute Path:	c:\inetpub\wwwroot\empowersample\	User Authentication:	Database
Email Domain:	mydomain.com	Database Type:	ACCESS
Mail Server:	http://localhost/	State Management:	Cookies
Default Style Sheet:	http://localhost/empowersample/	default.css	
License Key(s):			

As you can see, there are a few fields that you need to fill out
before you should use eMPower. Use the table below to fill out the
appropriate fields.

Field	Description
Owner	Enter the name of the organization that owns the eMPower application. This information is entered during installation.
Data Source	Enter the name of the Datasource that will be used for eMPower. This MUST be an eMPower database.
Server Path	The server path of the Web site that will utilize eMPower is shown. This information is entered during installation.
Default Language	From the dropdown box, select the language to which the Web site will default.
Absolute Path	This is the path to the \eMPowerSample\ directory on the server machine where eMPower is installed to.
User Authentication	Indicates the authentication method that will be used. If you purchase the bonus NT/LDAP authentication package, you can choose between eMPower, NT, or LDAP Authentication. See the eMPower Installation Manual, Version 3.7, for further information.
Email Domain	Enter the name of your email server.
Database Type	Select the Database Type that you are using for your Web site.

Field	Description
Mail Server	Enter the address of your Mail server
State Management	From the dropdown box, select the type of state management which the Web site will use. You may choose either Cookies or Sessions, which are described below.
Default Style Sheet	Enter the filename and location of a style sheet that you would like to use as a default. If a style sheet is assigned to a Main Category, the default style sheet will be ignored.
License Key(s)	Enter the license key(s) that were provided at the time of purchase via e-mail.

Sessions vs. Cookies

Cookies

By selecting cookies, ColdFusion will use cookies to manage the client information. The data is stored in a browser cookie that exists on the clients system, allowing the server to interact with the client. By default, cookies are enabled for use with eMPower. Browsers that log into eMPower driven sites, must have cookies enabled.

Sessions

By selecting Sessions, ColdFusion will use sessions to manage the client information. The data is stored and managed on the server system which is based on all the client information for each browser instance. Cookies are enabled by default, so if you wish to use sessions, you will need to enable it in the admin setup.

In order for the eMPower application to function correctly using sessions, the Application and Session variables must be enabled in ColdFusion Administrator.

NOTE Although the Application and Session variables are enabled by default, you should ensure that they are enabled before proceeding.

Database Settings

If you need a Username and password to access the eMPower database, you can enter the Username and password in this area.

Database

Username: [   ]   Password: [   ]

Use the following table to properly fill out this section.

Field	Description
Username	Insert the Username for the eMPower database that you are using for your Web site.
Password	Insert the proper password for the eMPower database that you are using for your Web site.

Editor Settings

You may specify certain settings for the editor when used by the content contributors. Seen below is the Editor settings configuration.

Editor

Max Content Size: [65536] bytes (blank for no limit)   AutoDetect Microsoft Word 2000 content: ☑

HTML Filter: ○ well formed HTML ⦿ xhtml   Show Style Sheet Info: ☑
              ○ minimal

Remove tags, not content within: [font]   Remove tags and content within: [   ]

Remove Attributes: [style]   Remove tags with no attributes: [span]

Remove End tags: [   ]

Use the following table to setup your editor as needed.
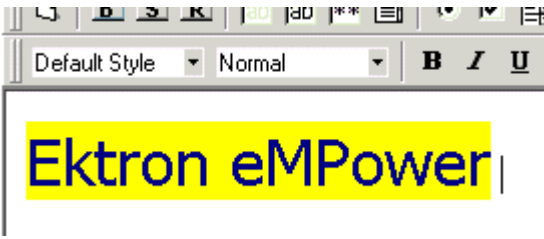
Field	Description	Default
Max Content Size	Enter the maximum number of bytes that one content block may contain. Leave this field empty to set no size limit.	65536 Bytes
Auto Detect Microsoft Word 2000 contents.	If this box is checked off, and you paste in content from Microsoft Word 2000, eMPower will detect this then properly clean the HTML code for higher performance.	Yes
HTML Filter	Select the HTML filtering option that you prefer ● well-formed HTML ● xhtml ● minimal	XHTML
Show Style Sheet Info	When checked off, there will be a link on the editor window that will allow users to view the style sheet.	Yes
Remove tags, but not the content within.	Specify HTML tags that you would like to strip out of the editor. Tags in this field will be stripped out, however, content within the tags will remain.	Font
Remove tags and content within	Specify HTML tags that you would like to strip out of the editor. Tags specified in this field will be stripped out along with all content contained within.	
Remove Attributes	Specify HTML tags that you would like to have attributes stripped out of.	Style
Remove tags with no attributes	Specify HTML tags that you would like to strip out of the editor if there are no attributes assigned to the tag.	Span
Remove End Tags	Specify ending tags that you would like to have stripped out of the content blocks.	

The next section will give examples of the five editor options that will strip out tags, content, and/or attributes.
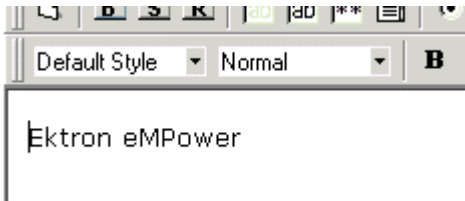
Remove Tags, But Not The Content Within

For this example, we have set this field to remove **<font>** tags, but not the content within.

Before:

WYSIWYG View	HTML View
	<P><FONT style="BACKGROUND-COLOR: #ffff00" face=Tahoma color=#000080 size=6>Ektron eMPower</FONT></P>

After this content is entered into the editor, and the HTML is cleaned, you will then have the following result:

WYSIWYG View	HTML View
	<P>Ektron eMPower</P>

Notice that the content remains, but the font tags have been stripped out of the HTML.
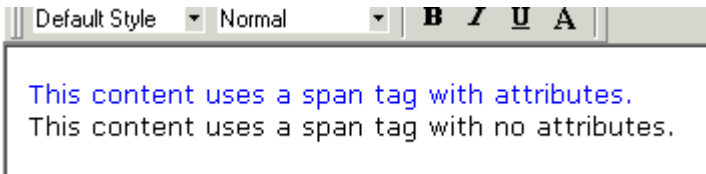
Remove Tags With No Attributes

For this example, we will show how removing tags with no attributes works. The configuration for eMPower is set to remove **<span>** tags that have no attributes set.

Before:

WYSIWYG View	HTML View
Default Style ▾ Normal ▾ | **B** *I* <u>U</u> A | This content uses a span tag with attributes. This content uses a span tag with no attributes.	<P><SPAN style="COLOR: #0000ff">This content uses a span tag with attributes.</SPAN> </P> <P><SPAN>This content uses a span tag with no attributes.</SPAN></P>

Once the content is in the editor, and the HTML is cleaned, the result will be as follows.
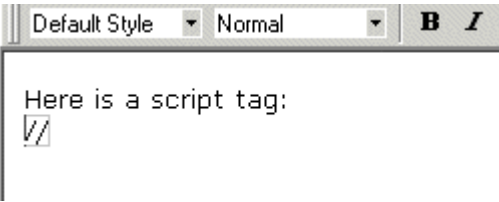
WYSIWYG View	HTML View
Default Style ▾ Normal ▾ | **B** *I* <u>U</u> A | This content uses a span tag with attributes. This content uses a span tag with no attributes.	<P><SPAN style="COLOR: #0000ff">This content uses a span tag with attributes.</SPAN></P> <P>This content uses a span tag with no attributes.</P>

Notice that the content remains the same, however, the span tag for the bottom content was removed because there were no attributes assigned to it unlike the top content which had a color assigned to it.

Remove Tags and Content Within

This field gives you the option to remove the tag, as well as the contents within the tag. One example of this might be to remove all the <script> tags in a content block.

Before

WYSIWYG View	HTML View

Default Style ▼ Normal ▼ **B** *I*
 	
Here is a script tag:
//
	`<P>Here is a script tag:</P>`
	`<P><script>//<!-- This is a content in a script tag`
	`//--> </script></P>`

Notice that we have added fake script at the end that links to the Ektron Web site. Since we specified to remove all <script> tags, when the HTML is cleaned, it will be stripped out as shown below.

WYSIWYG View	HTML View
Default Style ▼ Normal ▼ Here is a script tag:	`<p>Here is a script tag:</p>`

As stated earlier, this can be useful for stripping out <script> tags that are not wanted on your Web site.

Remove Attributes

This option is used to remove the attributes of a given tag, but not strip out the tag itself.

Before

WYSIWYG View	HTML View
Default Style ▾ Normal ▾ | **B** *I* <u>U</u> **A** **Welcome to my site!** This is a story about my life... |	<H1 Style="color: green; font-size: 37px; font-family: impact"> Welcome to my site!</h1> <P Style="text-indent: 1cm; background: yellow; font-family:andy"> This is a story about my life...</p>

After this content is entered into the editor, and the HTML is cleaned, you will then have the following result

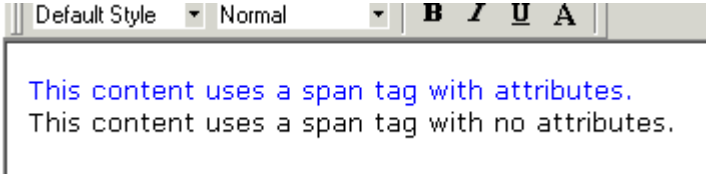| WYSIWYG View	HTML View
Default Style ▾ Heading 1 ▾ | **B** *I* **Welcome to my site!** This is a story about my life...	<H1>Welcome to my site!</H1> <P>This is a story about my life...</P>

In this example, notice how the style attributes were removed from the content, but the actual tags remained intact.

Library Options

You may specify the location that images and files will be uploaded to, as well as the types of images and files that can be uploaded by content contributors.

Library

File Upload Path:	c:\inetpub\wwwroot\empowersample\e	Extensions:	doc,pdf,xls,ppt,zip
Image Upload Path:	c:\inetpub\wwwroot\empowersample\e	Extensions:	gif,jpg,jpeg

Modify this section of the configuration according to your needs. Use the following table to help you.

Field	Description	Default
File Upload Path	Enter the folder location where all files will be uploaded.	[Absolutepath]\emplibrary
File Extensions	Enter the file extensions that are permitted to be uploaded to the folder location. Use a comma to separate multiple formats; do not include preceding periods. Enter in the format doc,pdf,xls	doc,pdf,xls,ppt,zip
Image Upload Path	Enter the folder location where all images will be uploaded.	[Absolutepath]\emplibrary
Image Extensions	Enter the image extensions that are permitted to be uploaded to the folder location. Use a comma to separate multiple formats; do not include preceding periods. Enter in the format gif,jpg,jpeg	gif,jpg,jpeg

Other Options

You may modify the format of the ColdFusion tags that you will be using for eMPower in this area.

Use the following table to assist you in choosing the options that are right for you.

Field	Description	Default
Content Menus	Select whether to display the eMPower Content block menus as the DHTML menu, or by using Icons.	Icons

Field	Description	Default
Extensions	Choose between Macromedia Dreamweaver/UltraDev or None. This will be explained later in the manual.	Dreamweaver/Ultradev
Insert Tags	Choose the format of the ColdFusion tags that will be inserted into your templates. Ektron recommends using **<cfmodule template=""...>,** unless you are calling the custom tags from your /Cfusion/Custom Tags directory.	<cfmodule template="">
CFFILE Mode	Optional. Defines permissions for a file on Solaris or HP-UX. Ignored in Windows.	644

Update Setup

Click **Update Setup** when finished. A confirmation message will be displayed. You may close your Work Area and return to the eMPower view of your Web site, or select another task from the menu.

Update Setup

After you complete the initial configuration, you should organize and define the Web site templates, content, and Users.

These topics are detailed in the following sections of the manual.

System Reports

System reports summarize three aspects of the eMPower application for your reference:

- **Content Status** - a list of all content blocks with their status information.

- **User Help** - a list of all custom help content and their associated categories and subcategories.

- **Users** - a summary of system Users, their associated User Group and current email address.

To view system reports, you must have administrator privileges. This menu is not available to Users that have only content editing or publishing privileges.

Content Status Reports

The status of all content blocks, whether they are checked out, published, or submitted for approval, can be viewed from the eMPower Administrator Work Area.

To view the content status report:

1. From the Administrator Work Area, follow the menu path

    Setup > Reports > Content Status
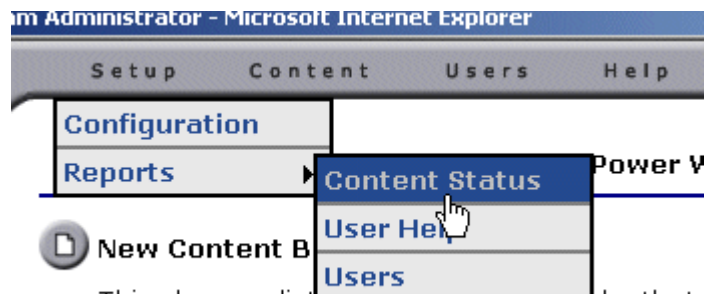
to generate and display the report, shown below.

Content Status Report

ID	Content Title	Status	User	Content Group	Main Category	Public
1	Home page content	Published		Sample Site	General	✔
2	Products Main Page	Published		Sample Site	Products	✔
4	eMPower help	Published		eMPower	eMPower Help	✔
5	Support Main page	Published		Sample Site	Support	✔
6	News Main Page	Published		Sample Site	About Us	✔
7	Careers	Published		Sample Site	About Us	✔
8	Contact Ektron	Published		eMPower	eMPower Help	✔
9	RC Sportster	Published		Sample Site	Products	✔
10	RC Cheetah	Published		Sample Site	Products	✔
11	RC Lilly	Published		Sample Site	Products	✔
12	RC Redstar	Published		Sample Site	Products	✔
13	Frequently Asked Questions	Published		Sample Site	Support	✔
14	RC Sportster FAQs	Published		Sample Site	Support	✔
15	RC Sportster FAQ 1	Published		Sample Site	Support	✔
16	RC Sportster FAQ2	Published		Sample Site	Support	✔
17	RC Cheetah FAQs	Published		Sample Site	Support	✔
18	RC Cheetah FAQ1	Published		Sample Site	Support	✔
19	RC Cheetah FAQ2	Published		Sample Site	Support	✔
20	RC Cheetah FAQ3	Published		Sample Site	Support	✔
21	RC Lilly FAQs	Published		Sample Site	Support	✔
22	RC Lilly FAQ1	Published		Sample Site	Support	✔
23	RC Lilly FAQ2	Published		Sample Site	Support	✔
24	RC Redstar FAQs	Published		Sample Site	Support	✔
25	RC Redstar FAQ1	Published		Sample Site	Support	✔
26	Jobs at RC International	Published		Sample Site	About Us	✔
27	Servo Control Engineer	Published		Sample Site	About Us	✔

2. Click on a column heading to sort the list of content blocks according to that criteria.

Field	Description
ID	The unique identification number assigned to each content block.
Content Title	The name of the content block. To preview the content in a separate window, click on the title.
Status	The current status of the content, whether it is awaiting publication, in the process of being edited, or published.
User	The name of the most recent User to check out the content block.

Field	Description
Content Group	The group name with which the content is associated.
Main Category	The main category with which each content block is associated.
Public	A check indicates that the content is available for public viewing.

3. When you finish reviewing the content status, select another task from the Administrator Work Area, or close the browser window to return to the eMPower view of your Web site.

User Help Reports

All content blocks that comprise your custom help system are listed in a summary report. To view the User Help report:

1. From the Administrator Work Area, follow the menu path

    Setup > Reports > User Help
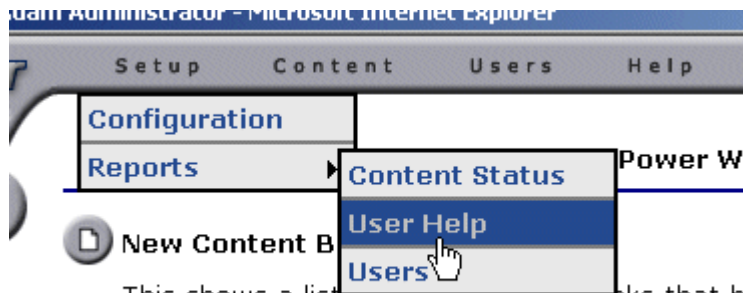
This shows a list of **new** content blocks that h
available for other Users to edit, but they have

to generate and display the report, shown below.

2. The report columns are detailed below. Click the heading name to sort according to column heading.

Field	Description
ID	The unique identification number assigned to each Help content block.
Title	The title of the help content block.
Menu	The main category with which the help content is associated.
Category	The subcategory of Menu under which the help content is displayed.

When you have finished reviewing your Help, select another task from the Administrator Work Area, or close the browser window to return to the eMPower view of your Web site.

Users Reports

The Users Report is a summary of all personnel authorized to log in and utilize eMPower. However, you can only add or modify User information from the Users menu.

To view the Users report:

1. 1. From the Administrator Work Area, follow the menu path:

    Setup > Reports > Users
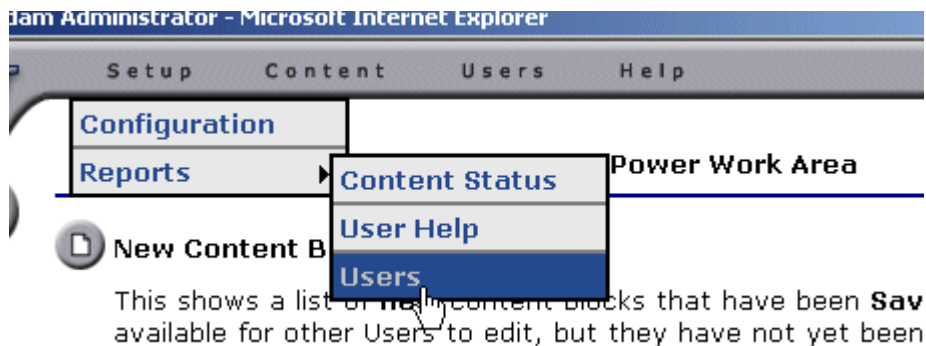
to generate and display the report, shown below.
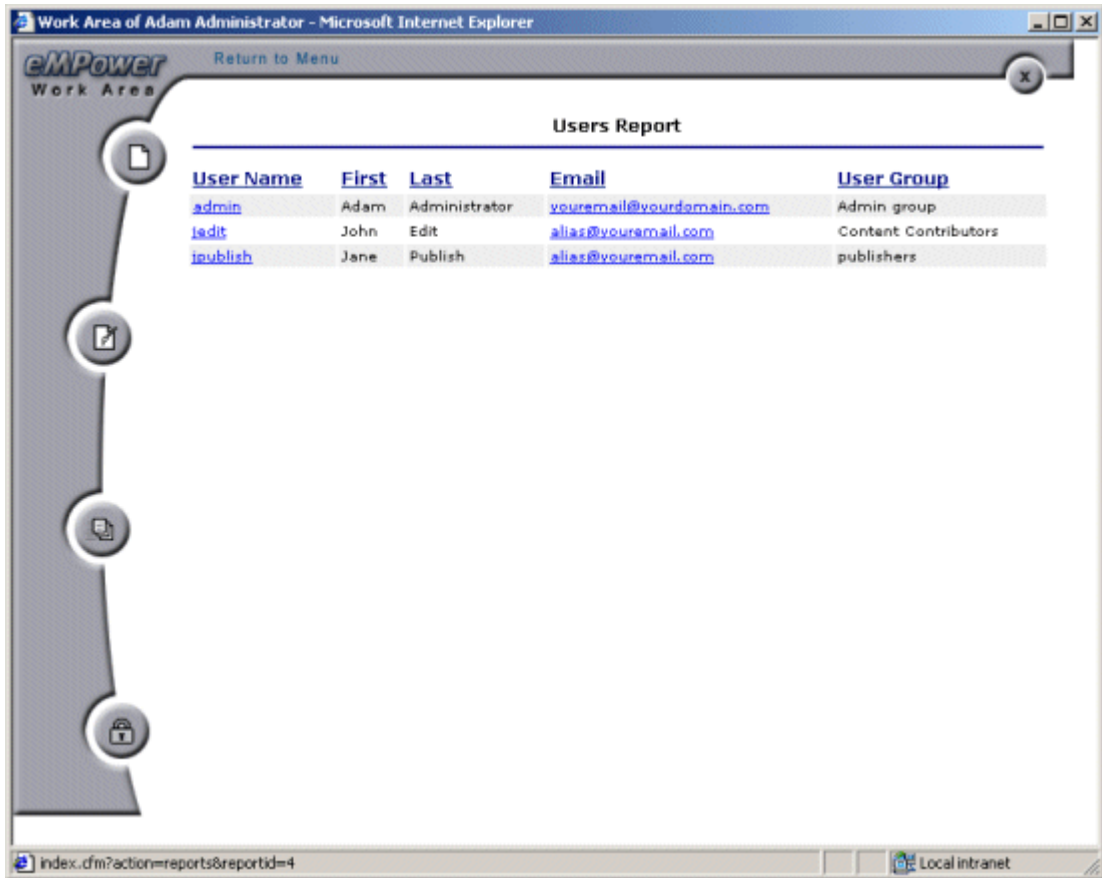
2. The Users Report lists all current eMPower personnel, their email addresses, and the User Group to which they are assigned. You may change the order of this list by clicking on any report heading to sort the list according to the selected heading.

Field	Description
User Name	The name used to log in to eMPower.
First	The first name of the User.
Last	The surname of the User.
Email	The email address of the User. Click on the address to open a new mail message from your default mail application.

Field	Description
User Groups	The User Group to which the person is associated. The group determines the level of content modification and publishing allowed.

3. After reviewing User information, select another task from the Administrator Work Area, or close the browser window to return to the eMPower view of your Web site.

Content Area

Content Management

Access all tasks associated with Web site content from the Content Management page. Only eMPower Users with Administrative privileges are able to access Content Management.

All eMPower management areas are designed around a tree structure that allows you to easily review how the components of your Web site are organized. Content Management looks very similar to Template Management

Opening the Content Management Tree

To Navigate to the Content Management tree:

1. Login with administrative privileges.
2. From the eMPower view of your Web page, select:

   Menu > Administrator Work Area or click **Work Area**
3. From the menubar at the top, select:

   Content > Content Management

to open Content Management.

There are two frames in the Content Management tree, shown below.

Content Management

□ 🗁 **http://192.168.0.156/eMPowerSar**
   ⊞ 🗀 Sample Site
   ⊞ 🗀 eMPower

Web Site: **http://192.168.0.156/eMPowerSample/**
- Add a Content Group

- **The tree frame**, on the left, contains the name of your Web site at the top. Beneath the Web site are the names of all the Content Groups, Main Categories, Categories, and Sub Categories. Under each folder are the titles of all content blocks that are associated with that content group.

  - Content blocks are identified by the content block icon:

- **The action frame**, on the right, lists all the tasks that may be performed on the folder or content block selected in the tree.

Content Groups & Categories

Content Groups and Categories are folders under which content blocks are placed. They allow you to group content blocks under one name. In fact, Content Groups serve three different purposes:

- Help you organize your site by grouping content blocks of a similar type under one group name.
- Allow you to assign access permissions (e.g., view, edit, publish) to User Groups for each Content Group.
- Allow you to set up an approval process by content group that each block of content must go through before it can be published.

Content Groups make it easier for you to track the content that makes up your site.

For example, if you were putting together a Web site for a newspaper, you could create a group called Sports. Under this group you could put all sports related content blocks. A Content Group could be thought of as a file folder.

Once you have created this group called Sports, you could create User Groups called Sports Writers, Sports Editors, Sports Chiefs. For each of these groups you could assign distinct permissions under which they could access these content blocks. For example, the Sports Writers could have Edit, Add, Delete and Restore permissions. The Sports Editors might have View, Edit, and Restore permissions and the Sports Chief could have view and publish permissions.

Content Group Categories help you organize content blocks in your site by grouping and building relationships between content blocks. After building your site you will be able to easily locate content blocks by knowing the category to which it belongs.

Categories sort information for Groups. They are a way to further organize content that shares similar content or information. Categories further refine group types and build relationships between content. There are three levels of categories in which content may be placed:

- Main Categories
- Categories
- Subcategories

Continuing with our newspaper analogy, you could create a Content Group called Sports. Under that group, you could create a main category called Winter Sports. In turn, that main category could have categories such as Skiing, Skating, Hockey, etc. Subcategories within Skiing might include alpine skiing and nordic skiing.

Content Groups

Adding Content Groups

Access all content-related tasks from the Content Management Tree. To create a new Content Group:

1. 1. From the Administrator Work Area, follow the menu path
   Content > Content Management

The Content Management tree will open in your work area.
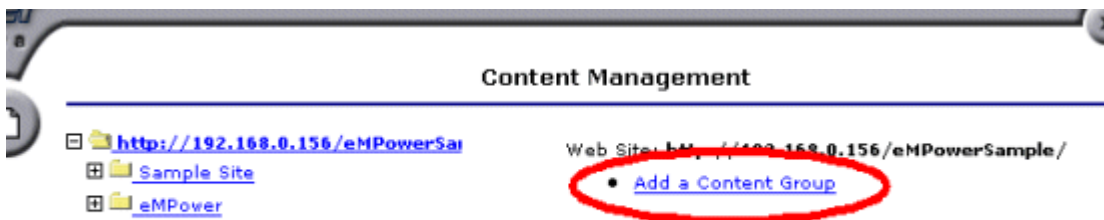
Your Web site structure is shown in the left frame; the Web site address is at the top and the content groups in the site are listed below.

2. Click on the name of your Web site in the tree. All available actions are displayed in the right frame.

3. Select **Add a Content Group**. The following form will display in the right frame.
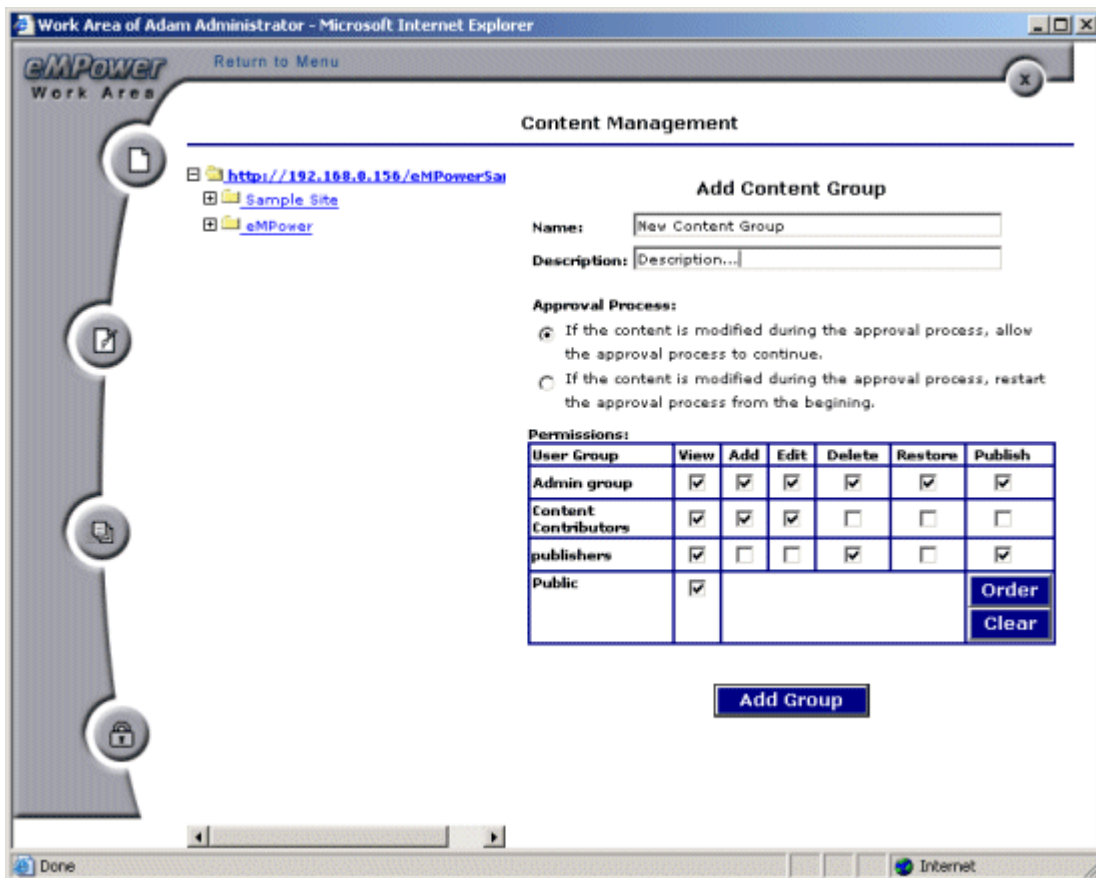
4. Using the table below as a guide, fill in the **Add Group** form:

Field	Description
Name	Enter a title for the Content Group.
Description	Enter a description of this Content Group.
Approval Process	Select your preferred method of proceeding through the publishing chain after content has been modified.
Permissions	For each User Group displayed, check the box(es) to permit Users, that belong to the respective User Group, to perform the functions stated in each of the columns.

If there is more than one User Group with publishing permission, you must determine the order in which the content will be approved.

5. Click **Order** to open the **Set Publishing Order** popup window. Use the up and down arrows to place the User Groups in your preferred order.
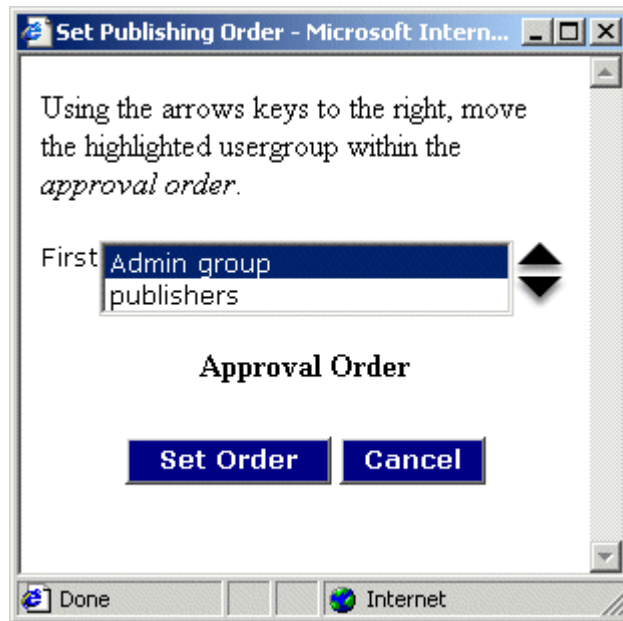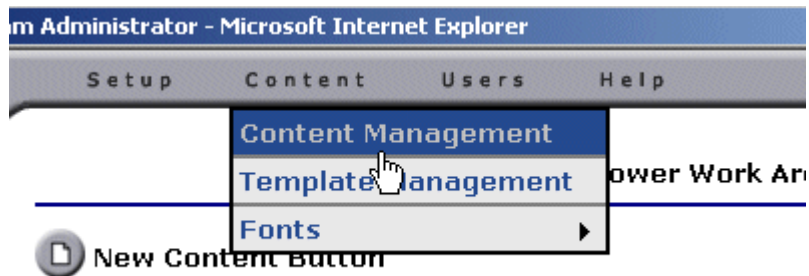
6. When you have finished setting the Publishing Order, click on **Set Order** to save the settings, or click **Cancel** without saving.

7. Click **Clear** if you want to remove publishing permission from all User Groups.

8. After filling in the above fields, click **Add Group**. If you wish to cancel, select another option from the eMPower administrator menu or close the window.

Editing Content Groups

You can modify the permissions in each content group from the Content Management tree. To edit a Content Group:

1. From the Administrator Work Area, follow the menu path:

   Content > Content Management

This shows a list of **new** content blocks that have be

> to view the content management tree. All content groups are listed in the level immediately below the Web site.

2. Click the name of the content group to display your available tasks in the right frame.
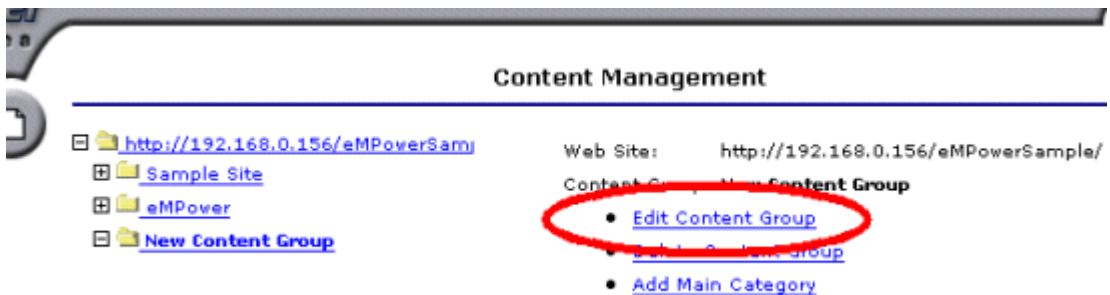
3. Click **Edit Content Group**.
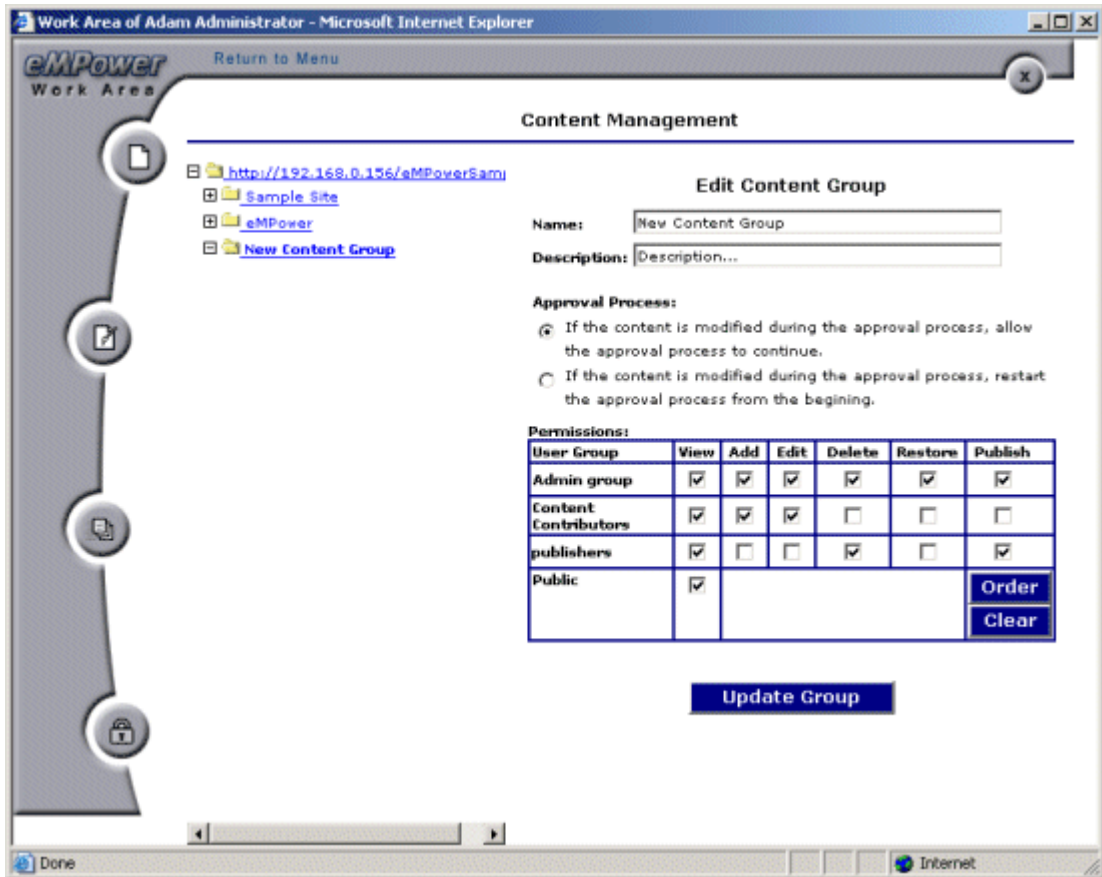
4. Modify the information on the **Edit Content Groups** page using the following table as a guide:.

Field	Description
Name	Edit the title for the Content Group.
Description	Edit the description of this Content Group.
Approval Process	Edit your preferred method of proceeding through the publishing chain after content has been modified.
Permissions	For each User Group displayed, check the box(es) to permit Users to perform the functions stated in each of the columns.

5. You may also modify the publishing order within the Content Group. Click **Order** to view the **Set Publishing Order** dialog. Use the arrows to modify the order in which each User Group will approve the modified content for publishing on the Web site.

6. Click **Update Group** to confirm your action or close the window to cancel it.

Deleting Content Groups

You can remove Content Groups from eMPower by using the Content Management tree.

WARNING!   You cannot delete a Content Group that contains active Content Blocks.

To delete a Content Group:

1. Navigate to the Content Management tree. From the Administrator Work Area, select:

    Content > Content Management

to view the Content Management tree. All Content Groups are shown in the left frame.

2. Select the Content Group that you want to delete. All actions that you can perform on the group are listed in the right frame.

Content Management

Web Site: http://192.168.0.156/eMPowerSample/
Content Group: **New Content Group**

- ~~Edit Content Group~~
- Delete Content Group
- ~~Add Main Category~~

3. Select **Delete Content Group**. The name and description of the selected Content Group is shown in the right frame.

Delete Content Group

Name: New Content Group
Description: Description...

Delete Group

4. Verify that this is the correct group to remove from eMPower.

5. Click **Delete Group**.

6. A pop up window shows up confirming whether you are sure that you want to delete the content group. Click **Ok** if you are sure or click **Cancel** to return to the content management page

Main Categories

Main categories are the top-most level of organization for content blocks. Categories and subcategories may be placed beneath a main category to further organize content.

You may assign default text or a style sheet to a main category. This will cause all content blocks in the main category or its category or subcategory to automatically contain the default text or use the style sheet.

Adding Main Categories

Add a main category from the Content Management tree.

1. 1. From the Administrator Work Area, follow the menu path:
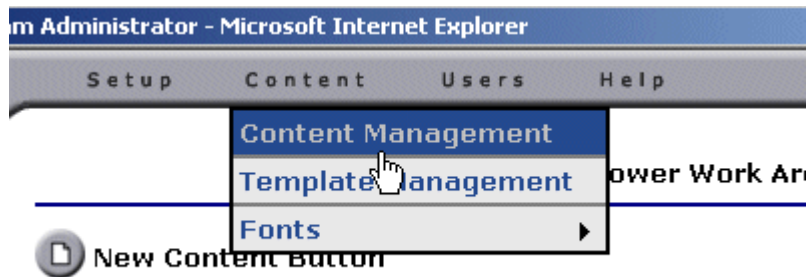
   Content > Content Management

   to display the content management tree. Your Web site and all
   content groups are displayed in the left frame of the content
   management tree.

2. Click the **Content Group** under which you would like to add a
   Main Category. The **Add Main Category** page will open in the
   right frame of the content management tree.
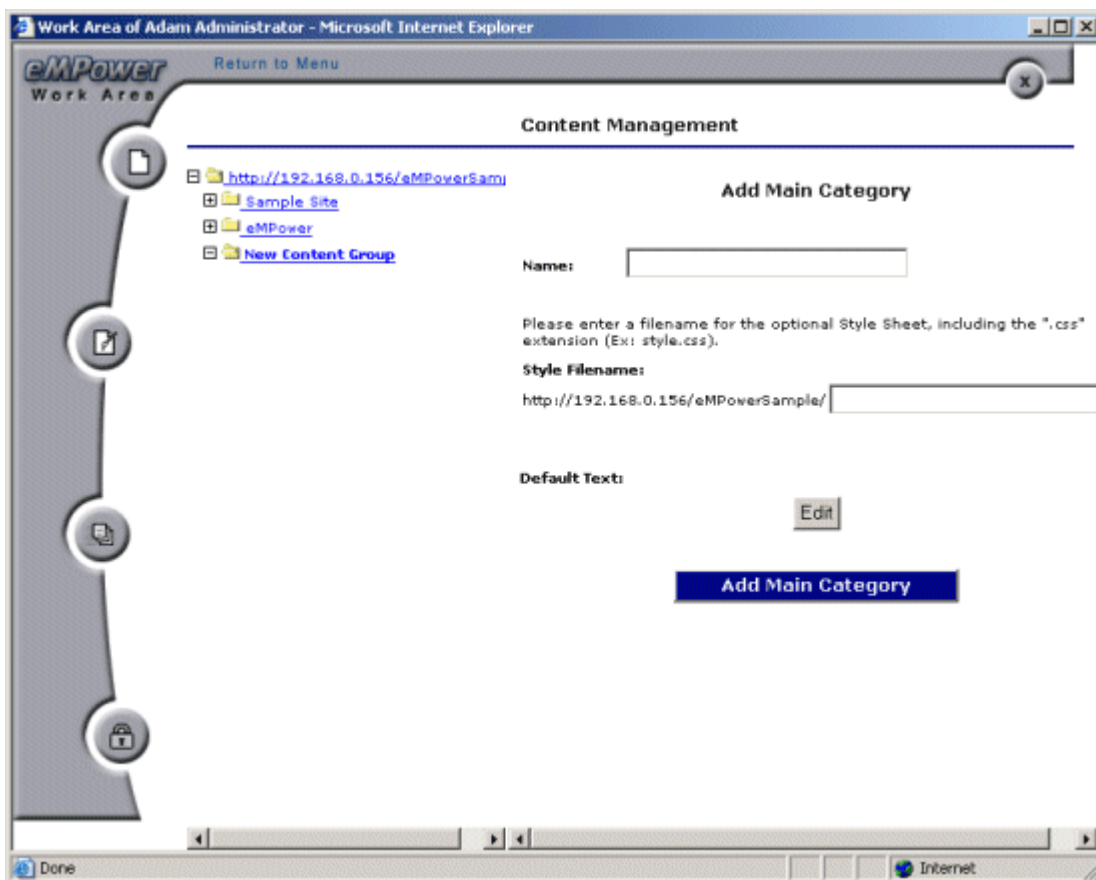
3. Fill in the form using the following table as a guide:

Field	Description
Name	Type in a descriptive name for the category.
Style Filename	Enter a filename for an optional style sheet. The formatting contained in the style sheet will be applied to all content blocks within the main category. If a style sheet is used for a Main Category, it will take the place of the eMPower default style sheet.
Default Text	Click the Edit button, and use the editor to enter and format any default text that will be used in every content block created in the Main Category.

4. Click **Add Main Category** to save. A confirmation message that a new main category has been created will be displayed.

Editing Main Categories

The name and default text of any existing main category may be modified.

To edit a main category:

1. From the Administrator Work Area, follow the menu path:
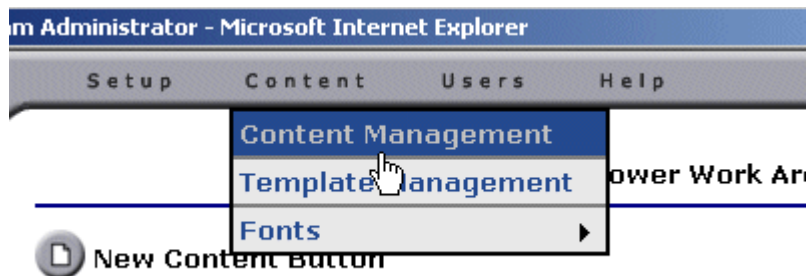
   Content > Content Management

to display a list of existing categories.

2. Navigate through the Content Management tree and select the main category that you want to edit.

3. Select **Edit Main Category** to view its default text.
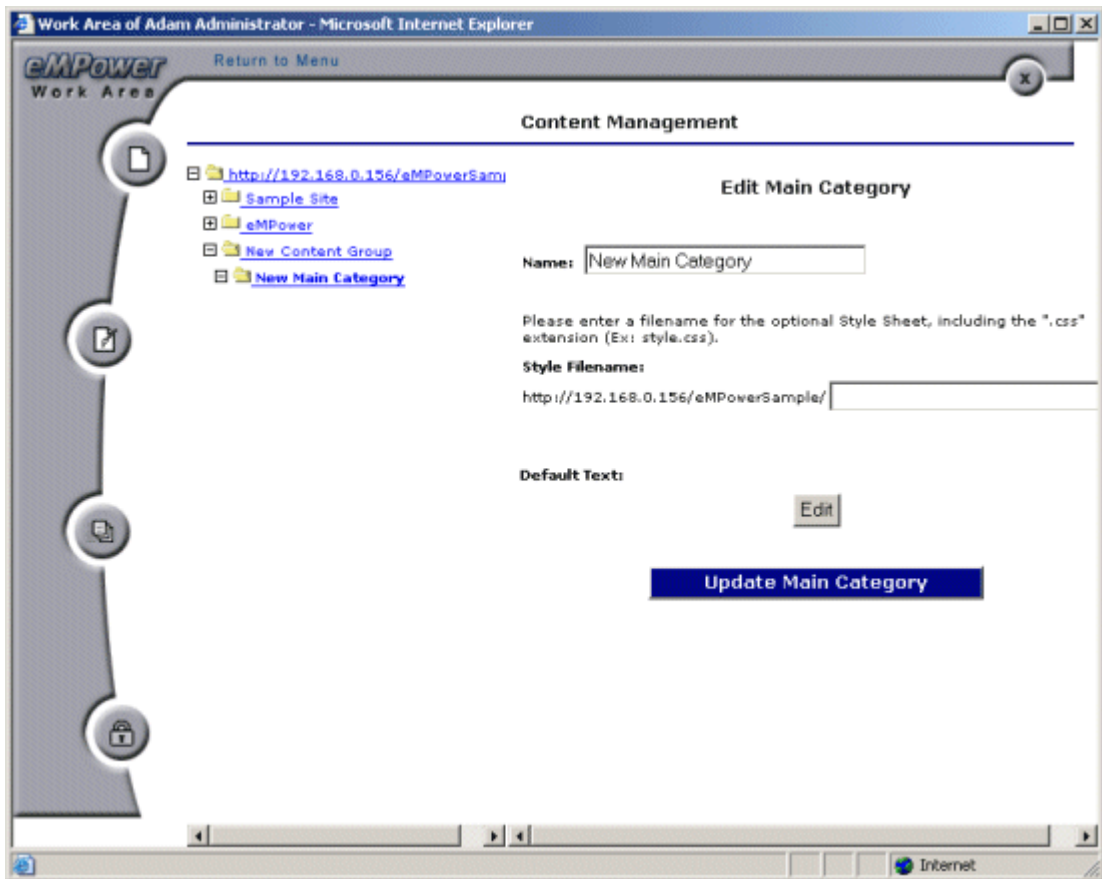
4. Modify the name and default text as required.

5. Click **Update Main Category** to save your changes. A confirmation of the change will be displayed.

Deleting Main Categories

Any existing content main category can be deleted.

WARNING! When you delete a main category, you also delete the categories, subcategories, and content blocks that are associated with it.

To delete a main category,

1. 1. From the Administrator Work Area, follow the menu path

   Content > Content Management

D **New Content Button**

This shows a list of **new** content blocks that have be

to display a list of existing categories.

2. Navigate through the tree, then select the name of the main category that you want to remove from eMPower.

3. From the available tasks, select **Delete Main Category**.

4. A summary of the main category parameters are shown in the right frame.

Delete Main Category

Name: New Main Category

Style Filename:

N/A

5. After you ensure that this is the correct category to remove, click **Delete Main Category**.

6. After viewing the confirmation, select another task or return to the main menu.

Categories

Content categories that you define for your Web site provide a way to organize the content blocks within each main category.

Adding Categories

Before you can add a category, you must have a main category with which you want to associate the new category with.

1. 1. From the Administrator Work Area, follow the menu path

   Content > Content Management
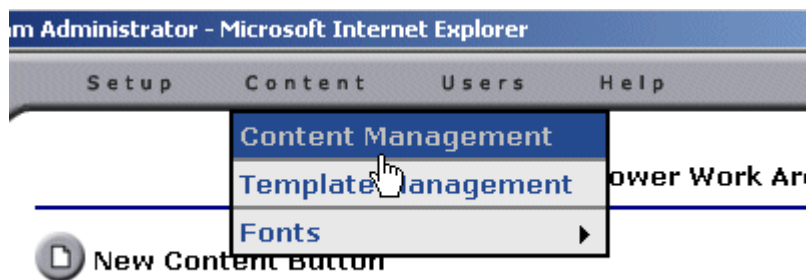
This shows a list of **new** content blocks that have be

to display the content management tree. Your Web site and all content groups are displayed in the left frame of the content management tree.

Content Management

2. Navigate through the tree and select the Main Category under which you would like to add a Category. The **Add Category** form displays in the right frame.

Add Category

Name: New Category

[**Add Category**]

3. Enter the name of the new category in the **Name** field.
4. Click **Add Category**.

Editing Categories

Any existing category description may be modified.

To edit a category:

1. 1. From the Administrator Work Area, follow the menu path **Content > Content Management**

New Content Button

This shows a list of **new** content blocks that have be

to display a list of existing categories.
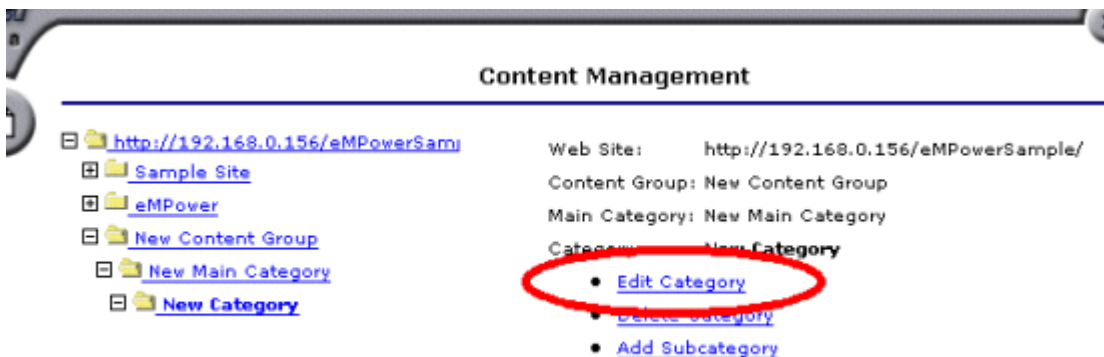
2. Select a category that you want to edit from the list. A form containing a description field is displayed.

Edit Category

Name: New Category

Update Category

3. Modify the name.
4. Click **Update Category** to save your changes. A confirmation of the change will be displayed.

Deleting Categories

Any existing content category can be deleted.

To delete a category:

1. From the Administrator Work Area, follow the menu path
   **Content > Content Management**

to display a list of existing categories.
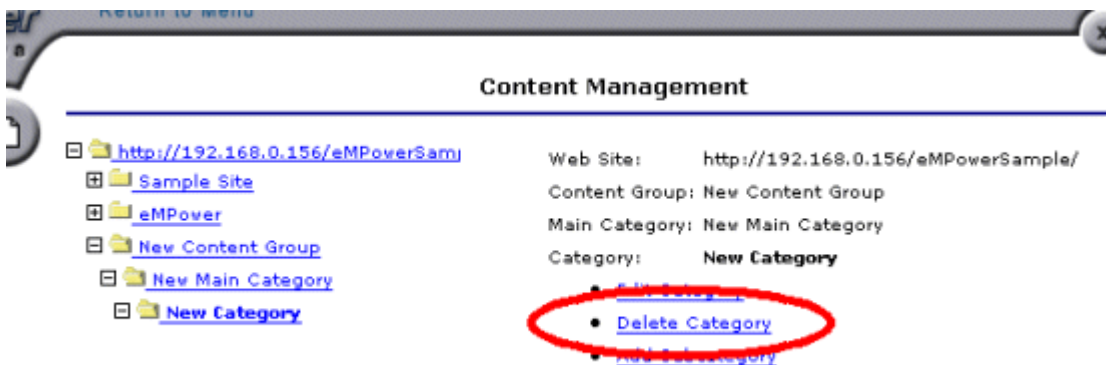
2. Click a category to display its description. Ensure that this is
    the correct category to remove.

Delete Category

Name: New Category

Delete Category

3. Click **Delete Category**. A confirmation panel is displayed.
4. Click **OK** to delete the category.

Content Subcategories

Content subcategories help you further organize and maintain the contents of your site. Subcategories help you group and build relationships between content. They help you filter content blocks of the same type which permit you to easily locate content blocks after building your site.

Adding Content Subcategories

Before you can add a subcategory, you must have a content category with which you want to associate the subcategory with. See "Adding Categories," for detailed information.

To add a subcategory:

1. From the Administrator Work Area, follow the menu path

   Content > Content Management
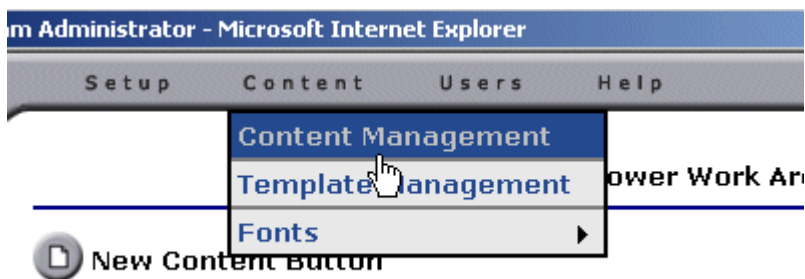
to view the **Add Subcategory** form, showing all types and categories that are part of the Web site.

Content Management
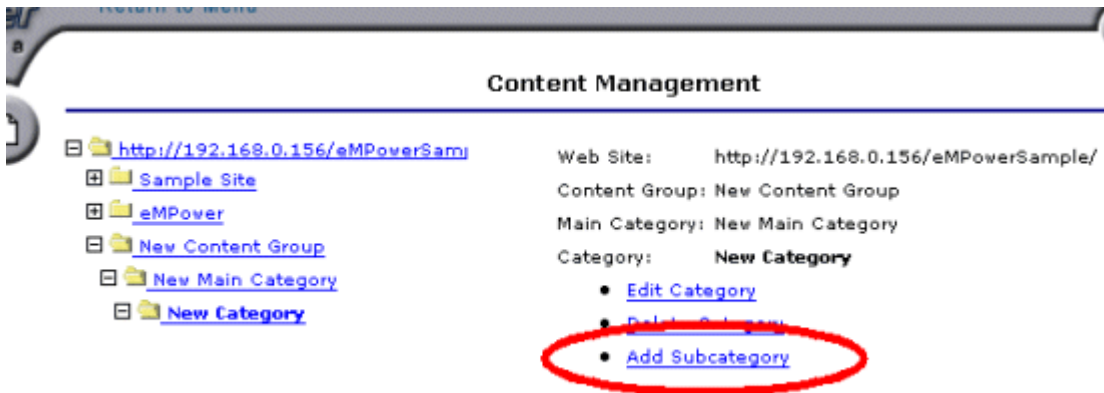
2. Check the Category under which you want to create a new subcategory.

3. Enter a title for your new subcategory in the **Name** field.

Add Subcategory

Name: New Subcategory

Add Subcategory

4. Click **Add Subcategory** to add the new subcategory. A confirmation of the addition will be displayed.

Editing Content Subcategories

The name of any existing subcategory can be modified.

To edit a subcategory,

1. Follow menu path:
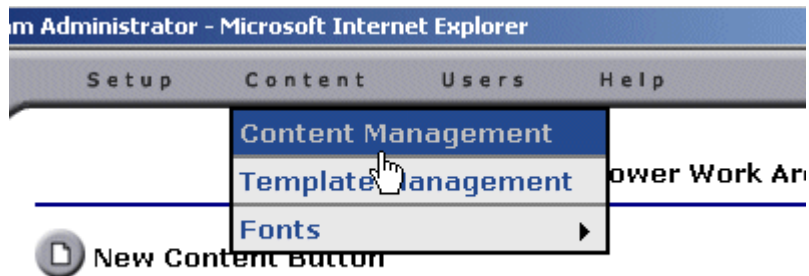
   Content > Content Management

to display a list of existing categories and subcategories in an expanded tree format.
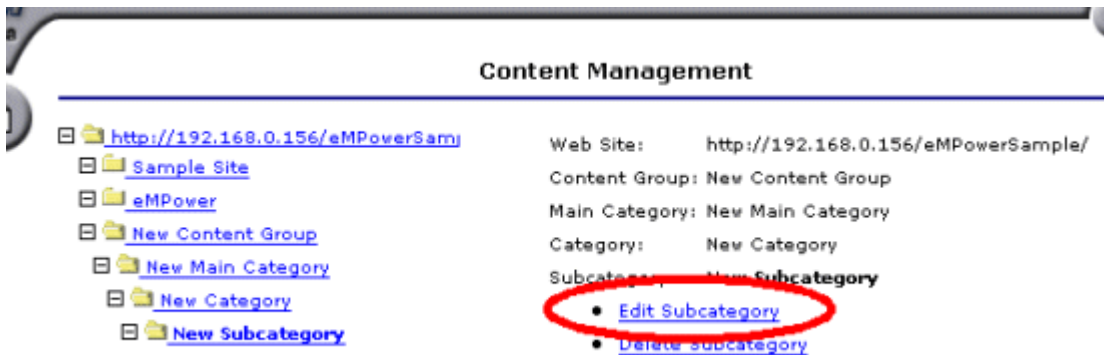
2. Select a subcategory to view **Edit Subcategory**.

Edit Subcategory

Name: | New Subcategory |

| Update Subcategory |

3. Modify the subcategory name in the text field.

4. Click **Update Subcategory** to save your changes. A confirmation of the change will be displayed.

Deleting Content Subcategories

Any existing content subcategory can be removed from the system database.

WARNING! When you delete a subcategory, you also delete the content blocks that are associated with it.

To delete a subcategory:

1. 1. Follow menu path

    Content > Content Management

to display a list of existing subcategories.
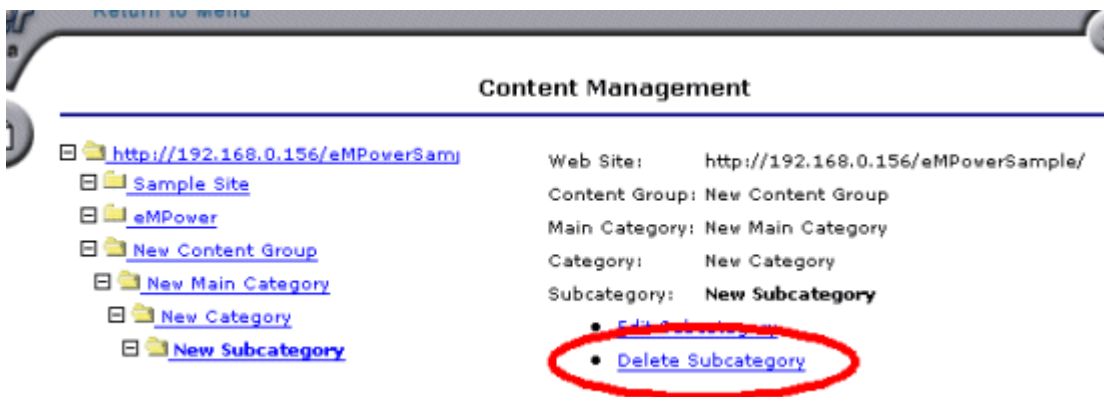
2. Select a subcategory from the list. A description of the subcategory is displayed.

Delete Subcategory

Name: New Subcategory

<div style="text-align:center">

Delete Subcategory

</div>

3. Click **Delete**. A confirmation panel is displayed.
4. Click **OK** to confirm your action and remove it.

Content Blocks

The lowest level in the Content Management Tree is the actual content block. You will not be able to create a new content block or edit an existing content block from the Content Management area, but you can perform certain tasks on the content blocks including:

- Preview a content block
- Delete a content block
- Move a content block

Apart from all the tasks you may perform, there will also be information about the content block.

Content Management

```
☐ 🗀 http://192.168.0.156/eMPowerSampl
   ☐ 🗀 Sample Site
      ☐ 🗀 About Us
         ☐ 🗀 Job Listings
            📄 Careers
            📄 Jobs at RC International
            📄 Servo Control Engineer
            📄 Plastic Molder
      ⊞ 🗀 News/Events
   ⊞ 🗀 Products
   ⊞ 🗀 Support
   ⊞ 🗀 General
⊞ 🗀 eMPower
⊞ 🗀 New Content Group
```

Web Site:	http://192.168.0.156/eMPowerSample/
Content Group:	Sample Site
Main Category:	About Us
Category:	Job Listings
Template Title:	hr.cfm
Template Filename:	hr.cfm
Content Status:	Approved
Content Title:	**Careers**
Content Id:	**7**

- Preview Content Block
- Delete Content Block
- Move Content Block

Notice the following information that is displayed for the content block:

- Web Site
- Content Group
- Main Category
- Category
- Subcategory
- Template Title
- Template File name
- Content Status
- Content Title
- Content ID
- Preview
- Delete
- Move

Previewing a Content Block

If you would like to preview a content block in the content management console:

1. Begin by navigating through the Content Management Tree until you find the content block you would like to view.

Content Management

2. Click on the **Preview Content** link on the right side, and the content will be displayed on the right part of the screen.
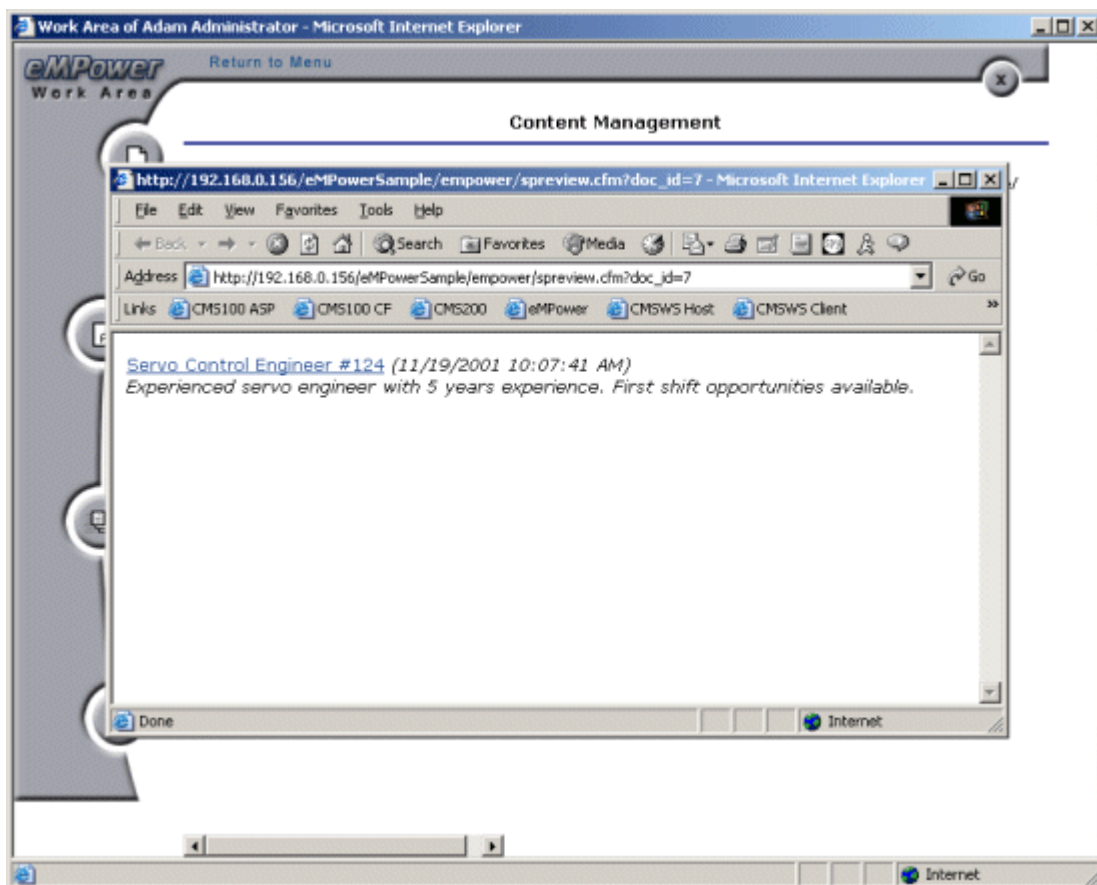
Deleting a Content Block

If there is a content block that is no longer needed in the Web site, you have the ability to delete it from the Web site. To do this:

1. Begin by navigating through the Content Management Tree until you find the content block that you would like to delete.

Content Management

- http://192.168.0.156/eMPowerSampl
  - Sample Site
    - About Us
      - Job Listings
        - Careers
        - Jobs at RC International
        - Servo Control Engineer
        - Plastic Molder
      - News/Events
    - Products
    - Support
    - General
  - eMPower
  - New Content Group

Web Site:	http://192.168.0.156/eMPowerSample/
Content Group:	Sample Site
Main Category:	About Us
Category:	Job Listings
Template Title:	hr.cfm
Template Filename:	hr.cfm
Content Status:	Approved
Content Title:	**Careers**
Content Id:	7

- Preview Content Block
- Delete Content Block
- Move Content Block

2. Click on the **Delete Content Block** task on the right side, and there will be a quick description about the content block.

Delete Content Block

Content Title: Careers

Delete Content Block

3. Click **Delete Content Block** to delete the content block.
4. You will be prompted with a confirmation window where you will be prompted to restore the content block or permanently delete it.

The content block (**Careers**) was successfully deleted. You will have to manually remove the Cold Fusion Tag out of the template (**Careers**).

- Restore Content Block
- Permanently Delete Content Block

- If you click on **Restore Content Block**, the content will be restored to its previous status and a confirmation message will be displayed.

- If you click on **Permanently Delete Content Block**, the content block will be removed permanently from the eMPower database.

Moving a Content Block

The move content block command allows you to move a content block from one Content Group/Main Category/Category/Sub Category to another. This will be beneficial when you want to send the content block to another content group to work on.

An example may be a content block on the Web site that is controlled by Engineering, but needs to be transferred to Marketing. Instead of physically copying and pasting the content from that content block to a new content block for Marketing, you can move the content block. When this is executed, the content block will then follow the permissions and workflow of the location it gets moved to.

To move a content block:

1. Begin by navigating to the content block in the Content Management Tree that you would like to move.

Content Management

2. Click the **Move Content Block** task on the right side of the screen. You will then see the move content area.

Move Content Block

Content Title:
Jobs at RC International

Current Category:
Sample Site/About Us/Job Listings

Current Template:
hr.cfm (hr.cfm)

Destination Category:

Destination Template:

Browse

Move Content Block

3. Click the **Browse** button to navigate to the folder that the content block will be move to. When you click **Browse**, a new window will open with another Content Management Tree.

http://192.168.0.156/eMPowerSample/empower/movecontentmanager.cfm?f_doc_id=26&f_doc_...

Select the folder you want to place the content block:

- http://192.168.0.156/eMPowerSample/
  - Sample Site
  - eMPower
  - New Content Group
    - New Main Category
      - New Category
        - New Subcategory

Content Group: New Content Group
Main Category: New Main Category
Category: New Category
Subcategory: New Subcategory
Default Text:

Submit

Internet

4. Navigate to the folder you want to move the content to.

5. Click **Submit**.

Move Content Block

Content Title:
Jobs at RC International

Current Category:
Sample Site/About Us/Job Listings

Current Template:
hr.cfm (hr.cfm)

Destination Category:
New Content Group/New Main Category/New Category/New
Subcategory

Destination Template:
The current template belongs to a content group different than
the chosen destination content group so you must select a new
template.

Index (index.cfm) ▼
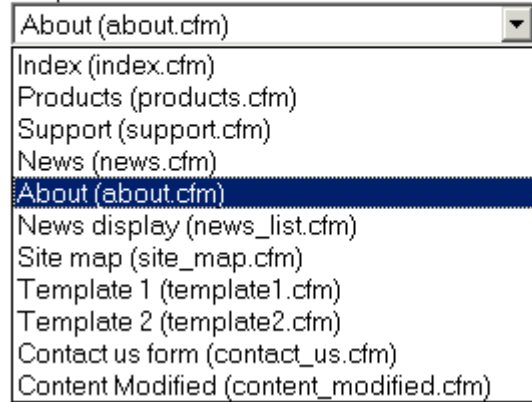
Browse

Move Content Block

6. From the drop down list, choose a template that you want the
    content block to be displayed in.

Destination Template:
The current template belongs to the same content group as the destination content group so you do not have to select a new template.

About (about.cfm) ▾

```
Index (index.cfm)
Products (products.cfm)
Support (support.cfm)
News (news.cfm)
About (about.cfm)
News display (news_list.cfm)
Site map (site_map.cfm)
Template 1 (template1.cfm)
Template 2 (template2.cfm)
Contact us form (contact_us.cfm)
Content Modified (content_modified.cfm)
```

7. When you have finished, click **Move Content Block** to move the content block from the original folder to the destination folder.

Move Content Block

Template Management

Templates determine the layout and content of each Web page. They contain formatting information and custom content tags to place content blocks within the displayed Web page.

You can create layout information for each template by using external authoring methods such as Allaire ColdFusion Studio and HomeSite. Each template that you create must contain eMPower content tags in order for eMPower to retrieve and display content blocks.

You can access all template tasks from the Template Management page. There are two ways to add a template to eMPower and ensure that your templates contain the appropriate content tags:

- **Add** a template within the eMPower application.
- **Register** an existing template.

Both methods require you to modify your template by placing the content tags where you want the content block to be displayed within the template.

Dynamic and Static Templates

Regardless of how you create a template, there are two different types of templates from which you can choose when creating or registering your existing template.

- **Static templates** do not require that a URL parameter be passed to them. Static templates retrieve the same content block for each content tag that is placed in the template. The actual content of those blocks may change due to modifications made by content contributors, of course. However, the identity of the content block remains constant. Static templates do not appear in the selection list for content contributors.

- **Dynamic templates** require that a URL parameter be passed to them. On every page using a dynamic template, only one content block is "dynamic", accepting URL parameters. Dynamic templates appear in the selection list for content contributors.

Understanding Template Creation

There are two methods of generating an eMPower template:

- **Externally** - First, create a template *using an external authoring application***.** Then register it in eMPower, which will insert the appropriate custom content tags.

- **Internally** - Create a template *within* eMPower to add custom content tags to it. Then, edit the template using an external application to add the formatting information that your site requires.

When you create a template within eMPower, or register an existing template, you must designate it as either static or dynamic. This designation determines the custom content tags that are placed in it, and how it retrieves blocks of content for that tag.

The Template Management Tree

All tasks associated with templates are accessed from the Template Management page. Only eMPower Users with Administrative privileges are able to access Template Management.

All eMPower management areas are designed around a tree structure that allows you to easily review how the components of your Web site are organized.

Opening The Template Management Tree:

1. 1. Log into eMPower with a Username/password combination that has administrative privileges.

2. 2. From the eMPower view of your Web page, select:
   Menu > Administrator Work Area

3. 3. From the menubar at the top of the work area, select
   Content > Template Management
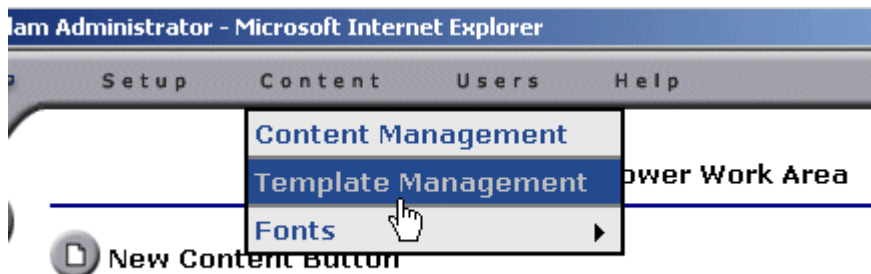
This shows a list of **new** content blocks that have been S

to open the Template Management tree.

There are two frames in the Template Management tree.
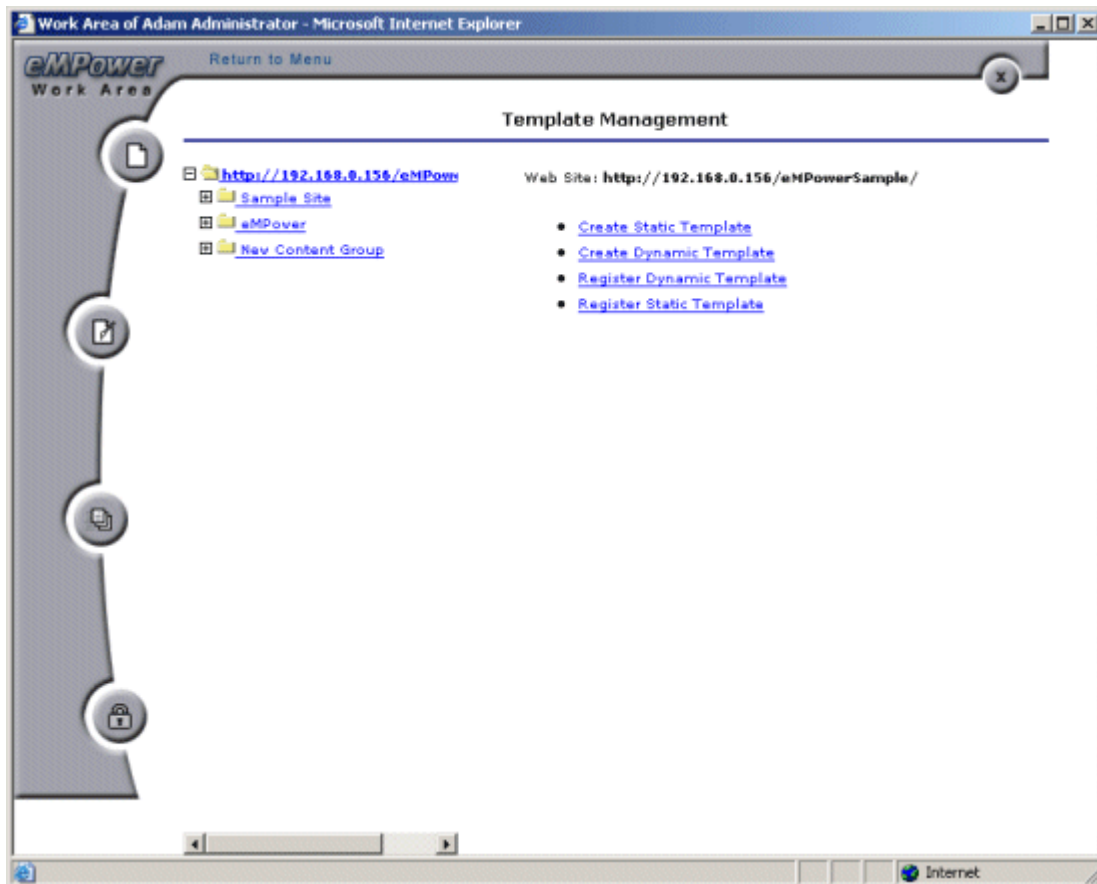
- **The tree frame**, on the left, contains the name of your Web site at the top, and beneath it, the names of all content groups.

  Under each heading are the names of all templates that are associated with that content group.

  - *Dynamic* templates are indicated by the following icon.

  - *Static* templates are indicated by the same icon, but with a blue border.

  - *Global Templates* may be indicated by either a blue or plain icon. They are listed under the topmost folder, usually the Web site name, and may be used in all content groups.

- **The action frame**, on the right, lists all the tasks that may be performed on the folder or template, selected in the tree. The tasks you can perform include:

  - Add Template
  - Edit Template
  - View Template
  - Delete Template
  - Add Tag

Adding Templates

There are two methods of adding a Web page template to eMPower:

- **Register an existing template**- Create a template *using an external authoring application first,* then register it with eMPower to insert the appropriate custom content tags, or

- **Create a new template** - Create a template *within* eMPower to add the content tags, then edit it using an external application to add the formatting information that your site requires.

When you create a template within eMPower, or register an existing template, you must designate it as either static or dynamic.

This designation determines the custom content tag that is placed in it and how it retrieves blocks of content for that tag.

Adding a template involves first creating the template within eMPower and then saving it. Once saved, you should open the new template in your favorite Web editor. When you open the new template using this tool, you should not remove or modify the custom ECM tag.

Adding A Static Template

1. From the Administrator Work Area, follow the menu path:
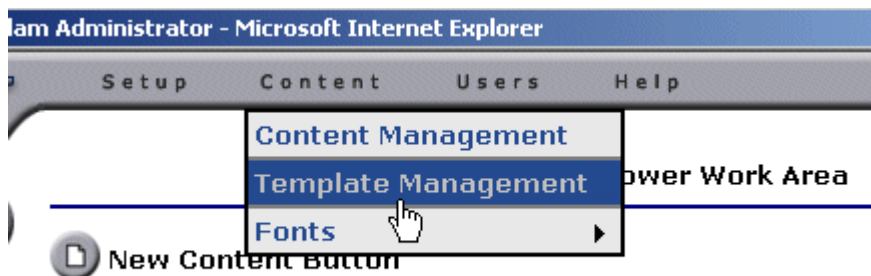
   Content > Template Management

to open the Template Management tree.

Template Management

2. Select the Content Group under which you want to create a template. You may also select your Web site itself, to add a template "globally" to the site. You may use global templates in all Content Groups.

3. From the available tasks listed in the right frame, select **Create a Static Template**.

4. Enter the template title and filename and click the **Next** button.

Create a Static Template

Please enter a title for this new template (Ex: **AboutUs**). This template is a static template and will **not** require a url parameter (?url.doc_id=XX). Static templates are **not** displayed on the selection list for Content Contributers.

Template Title:

StaticTemplate

Please enter a filename for this template, including the **".cfm"** extension (Ex: **aboutus.cfm**).

Template filename:

http://192.168.0.156/eMPowerSample/ statictemplate.cfm

Next >>

NOTE	All template filenames must have a .cfm or .cfml extension.

5. You may create a blank template or inherit the formatting and graphics from an existing template.

- Click **Browse** to select an existing template from which to inherit formatting, or

- Click **Next** to create a blank template.

Create a Static Template

You can choose to create a blank template or to inherit the layout and graphics from a registered template.
Selecting "None" will result in a blank template (no graphics).
Click the **Browse** button to open a navigation window and select the template from which you will inherit the layout and graphics.

Template to Inherit From: **None**

[Browse]

[<< Back]   [Next >>]

6. A summary of your template parameters will be shown for your review.

Create a Static Template

A new template will be generated with the following properties:
Template Title: **StaticTemplate**
Template Filename: **statictemplate.cfm**
☑ Insert Style Sheet Tag In This Template

[<< Back]   [Create Template]

When creating a template, a style sheet tag will be inserted by default. If you do not wish to add the style sheet tag, remove the check mark from the box.

7. Verify their accuracy and click **Create Template**.

8. The new template will then be added to the Template Management Tree, as well as in the location specified on your server.

Template Management

Create a Static Template

The template, **StaticTemplate**, has been **created** and **registered**.
The template was created on the machine:
http://192.168.0.156/eMPowerSample/
The template is stored in the directory and filename:
C:\INETPUB\WWWROOT\eMPowerSample\statictemplate.cfm
A Style Sheet Tag **was** inserted into the template.

Add Tag
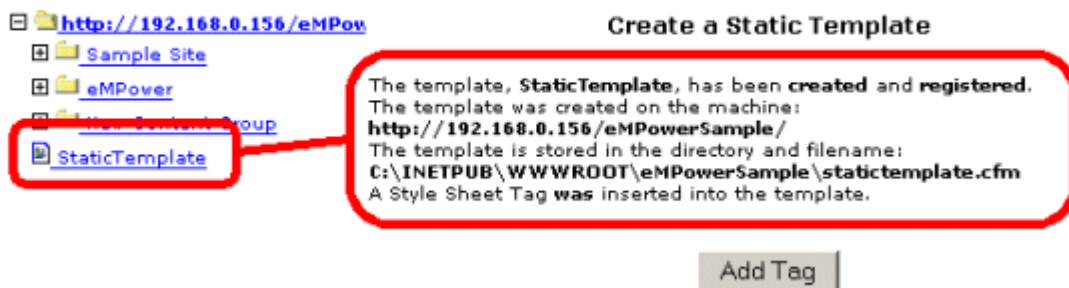
You will notice that there is a button to Add Content Tag. This will be explained later in this chapter.

Adding A Dynamic Template

1. From the Administrator Work Area, follow the menu path
   Content > Template Management

to open the Template Management tree.

Template Management

□ 🗀 **http://192.168.0.156/eMPow**
   ⊞ 🗀 Sample Site
   ⊞ 🗀 eMPower
   ⊞ 🗀 New Content Group
   📄 StaticTemplate

Web Site: **http://192.168.0.156/eMPowerSample/**

• ~~Create Static Template~~
• Create Dynamic Template
• ~~Register Dynamic Template~~
• Register Static Template

2. Select the Content Group under which you want to create a template. You may also select your Web site itself, to add a template "globally" to the site. You may use global templates in all Content Groups.

3. From the available tasks listed in the right frame, select **Create a Dynamic Template**.

4. Enter the template title and filename and click the **Next** button.

Create Dynamic Template

Please enter a title for this new template (Ex: **Products**). This template is a dynamic template and will require a url parameter (?url.doc_id=XX) unless default content is created. Dynamic templates **are** displayed on the selection list for content contributers.

Template Title:

| DynamicTemplate |

Please enter a filename for this template, including the **".cfm"** extension (Ex: **products.cfm**).

Template file name:

http://192.168.0.156/eMPowerSample/| DynamicTemplate.cfm |

Next >>

| **NOTE** | All template filenames must have a .cfm or .cfml extension. |

5. You may create a blank template or inherit the formatting and graphics from an existing template.

- Click **Browse** to select an existing template from which to inherit formatting, or

- Click **Next** to create a blank template.

Create Dynamic Template

You can choose to create a blank template or to inherit the layout and graphics from a registered template.
Selecting "None" will result in a blank template (no graphics).
Click the **Browse** button to open a navigation window and select the template from which you will inherit the layout and graphics.

Template to Inherit From: **None**

Browse

<< Back   Next >>

6. A summary of your template parameters will be shown for your review.

Create Dynamic Template

A new template will be generated with the following properties:
Template Title: **DynamicTemplate**
Template filename: **DynamicTemplate.cfm**
☑ Insert Style Sheet Tag In This Template

<< Back   Create Template

When creating a template, a style sheet tag will be inserted by default. If you do not wish to add the style sheet tag, remove the check mark from the box.

7. Verify their accuracy and click **Create Template**.

8. The new template will then be added to the Template Management Tree, as well as in the location specified on your server.
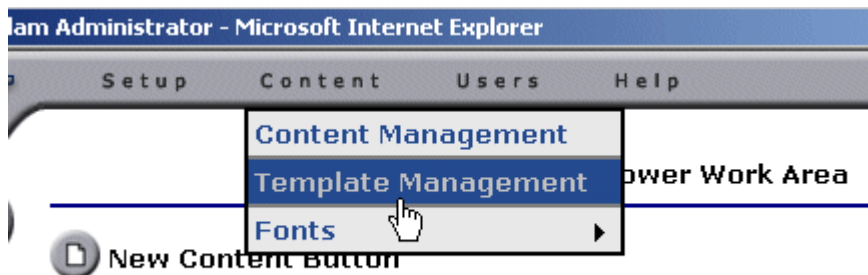
Template Management

Create Dynamic Template

The template, **DynamicTemplate**, has been **created** and **registered**.
The template was created on the machine:
http://192.168.0.156/eMPowerSample/
The template is stored in the directory and filename:
C:\INETPUB\WWWROOT\eMPowerSample\DynamicTemplate.cfm
A Style Sheet Tag **was** inserted into the template.

This template was created without the dynamic content tag. The dynamic content tag does not have any default content. That means if a content id is not passed through the url the content block will be blank. To add the default content please click on the **Add Default Content** button.

Add Default Content   Do Not Add Default Content

9. From this point, you can specify if there will be any default content for the template. This is optional, but to do so, click on the **Add Default Content** button.

Add Default Content For A Dynamic Tag

Template Selected: **DynamicTemplate (DynamicTemplate.cfm)**

Adding default content requires the creation of a content block. A content block must belong to a Content Group. Please click the **Browse** button to open a navigation window where you will select the appropriate Content Group, Main Catagory, and optional subcatagories.

Selected Content Group and Path:
None Selected

Browse

<< Back   Next >>

10. . Click browse to navigate for a folder you would like to create the default content in.

Select the folder you want to place the content block:

- http://192.168.0.156/eMPowerSample/
  - Sample Site
  - eMPower
  - New Content Group
    - New Main Category
      - New Category
        - New Subcategory

Content Group: New Content Group
Main Category: New Main Category
Category: New Category
Subcategory: New Subcategory
Default Text:

[Submit]

11. When you have located the proper folder, click the **Submit** button.
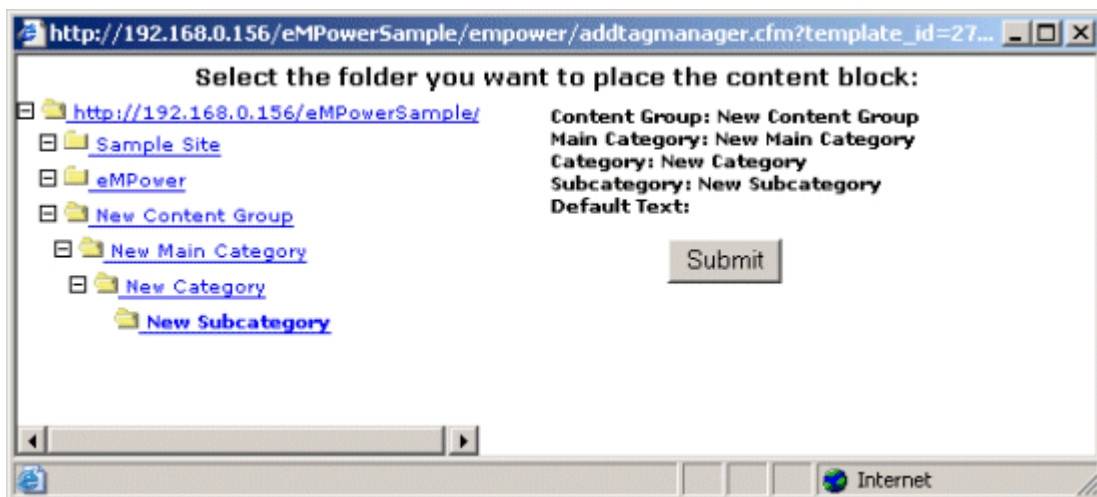
Add Default Content For A Dynamic Tag

Template Selected: **DynamicTemplate (DynamicTemplate.cfm)**

Adding default content requires the creation of a content block. A content block must belong to a Content Group. Please click the **Browse** button to open a navigation window where you will select the appropriate Content Group, Main Catagory, and optional subcatagories.

Selected Content Group and Path:
New Content Group\New Main Category\New Category\New Subcategory

[Browse]

[<< Back] [Next >>]

12. Click **Next** to proceed.

13. Enter the name of the content block that you are creating and click the **Create Tag** button.

Template Selected: **DynamicTemplate (DynamicTemplate.cfm)**

What title do you want to use for the new content. **Note:** The title can be changed later by the content contributers

Content Title: New Content Block

Create Tag

<< Back

You will then be prompted with the following confirmation message.

Template Selected: **DynamicTemplate (DynamicTemplate.cfm)**

The dynamic tag with default content was inserted into your template at the bottom of the file. You will need to manually position the new tags within the template.
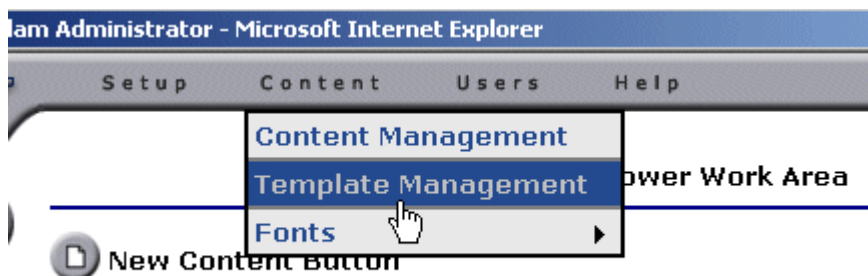
If you used a custom formatting tag, make sure the tag exists in your empsessions directory.

From this point, you will need to check out that content block that you created. Edit it, submit it, and publish it for the content to be viewable by the public.

Registering a Dynamic Template

As stated earlier, registering a template for eMPower allows you to use your existing ColdFusion templates that were created outside eMPower. The template must exist on the server machine and the path must be known in order to register it.

1. From the Administrator Work Area, follow the menu path

    Content > Template Management

to open the Template Management tree.

2. Select the Content Group under which you want to create a template. You may also select your Web site itself, to add a template "globally" to the site. You may use global templates in all Content Groups.

3. From the available tasks listed in the right frame click **Register a Dynamic Template**.

4. Enter the template title and path and click the **Next** button.

Register Dynamic Template

Please enter the information below to register your existing template. The template must already exist on the server.

Note: You do **not** need to register a template that you created with either **Create Static Template** or **Create Dynamic Template**.

Template Title:

Registered Dynamic Template

Template Path:

http://192.168.0.156/eMPowerSample/ RegisteredDynamicTemplate.cfm

Register Template

NOTE	All template filenames must have a .cfm or .cfml extension.

5. If the title and path are correct, click **Register Template** to finish the registration.

Registering a Static Template

As stated earlier, registering a template for eMPower allows you to use your existing ColdFusion templates that were created outside eMPower. The template must exist on the server machine and the path must be known in order to register it.

1. From the Administrator Work Area, follow the menu path

   Content > Template Management

lam Administrator - Microsoft Internet Explorer

Setup   Content   Users   Help

Content Management

Template Management   ower Work Area

Fonts ▶

New Content Button

This shows a list of **new** content blocks that have been **S**

to open the Template Management tree.

Template Management

□ 🗀 **http://192.168.0.156/eMPov**   Web Site: **http://192.168.0.156/eMPowerSample/**
  ⊞ 🗀 Sample Site
  ⊞ 🗀 eMPower   • Create Static Template
  ⊞ 🗀 New Content Group   • Create Dynamic Template
  🗎 DynamicTemplate   • Register Dynamic Template
  🗎 Registered Dynamic Template   • Register Static Template
  🗎 StaticTemplate

2. Select the Content Group under which you want to create a template. You may also select your Web site itself, to add a template "globally" to the site. You may use global templates in all Content Groups.

3. From the available tasks listed in the right frame **Register a Static Template**.

4. Enter the template title and path and click the **Next** button.

Register Static Template

Please enter the information below to register your existing template. The template must already exist on the server.

Note: You do **not** need to register a template that you created with either **Create Static Template** or **Create Dynamic Template**.

Template Title:

Registered Static Template

Template Path:

http://192.168.0.156/eMPowerSample/ RegisteredStaticTemplate.cfm
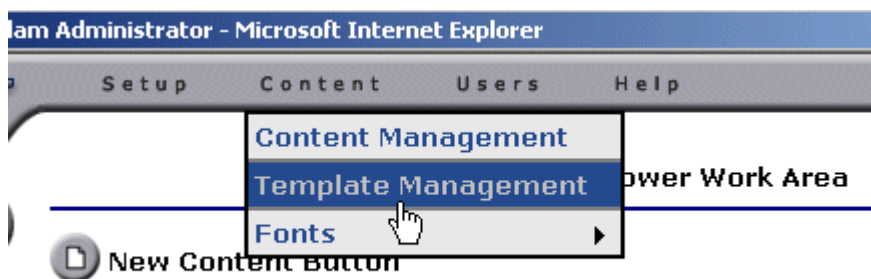
Register Template

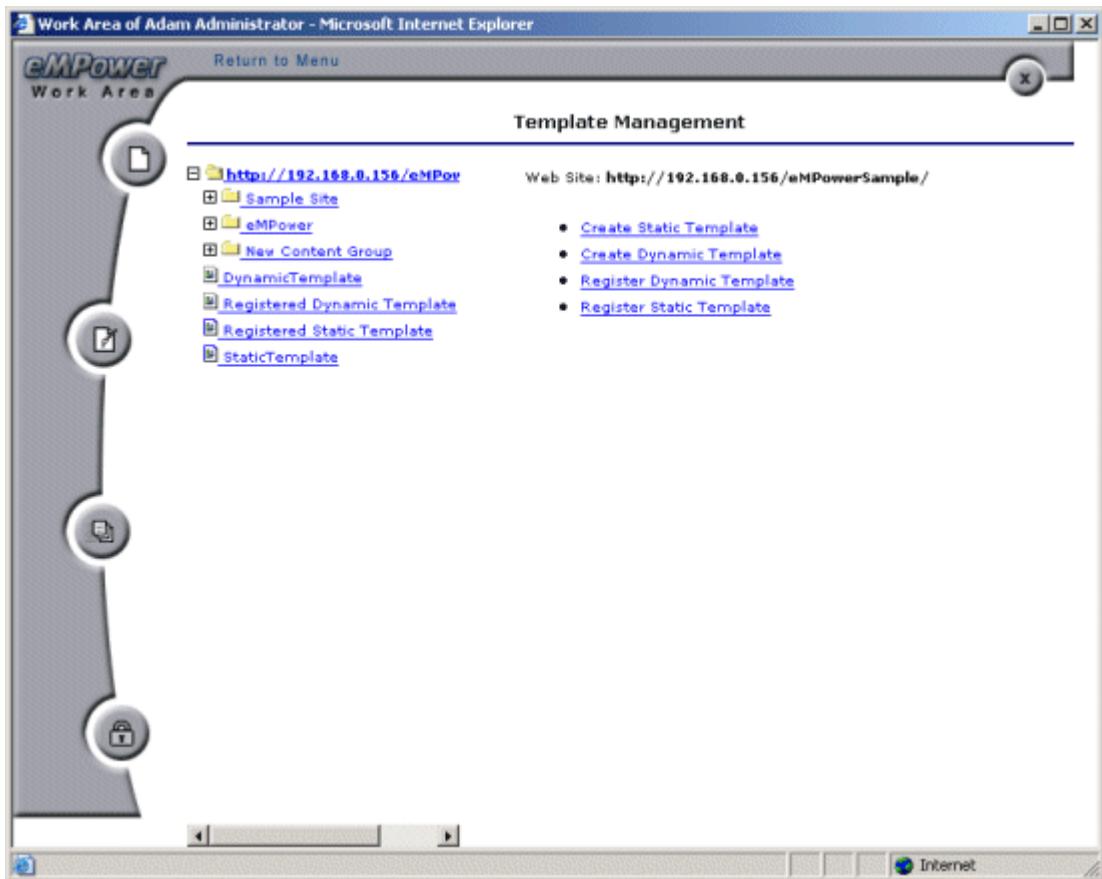**NOTE**   All template filenames must have a .cfm or .cfml extension.

5. If the title and path are correct, click **Register Template** to finish the registration.

Editing Templates

You may edit the title of any template.

1. From the Administrator Work Area, select **Template Management** to open the Template Management tree.

2. Browse through the tree and select the template title you want to modify.

Template Management

Web Site: **http://192.168.0.156/eMPowerSample/**
Content Group: **Global**
Template Type: **Static**
Template Title: **StaticTemplate**
Template FileName: **statictemplate.cfm**
Template ID: **26**

- Edit Template
- Delete Template
- Add Tag
- Preview Template

3. 3. Click **Edit Template**.

Edit Template

Template Title: StaticTemplate

Template Type: Static url

Filename: http://192.168.0.156/eMPowerSample/statictemplate.cfm

There are 0 content block(s) which use this template.

Update

4. Make your modifications in the **Template Title** field.
5. Click **Update** to save your changes.

Viewing a Template

When a template has been added to eMPower, you will be able to preview the template. To preview a template:

1. Open the Template Manager via the Administrator Workarea
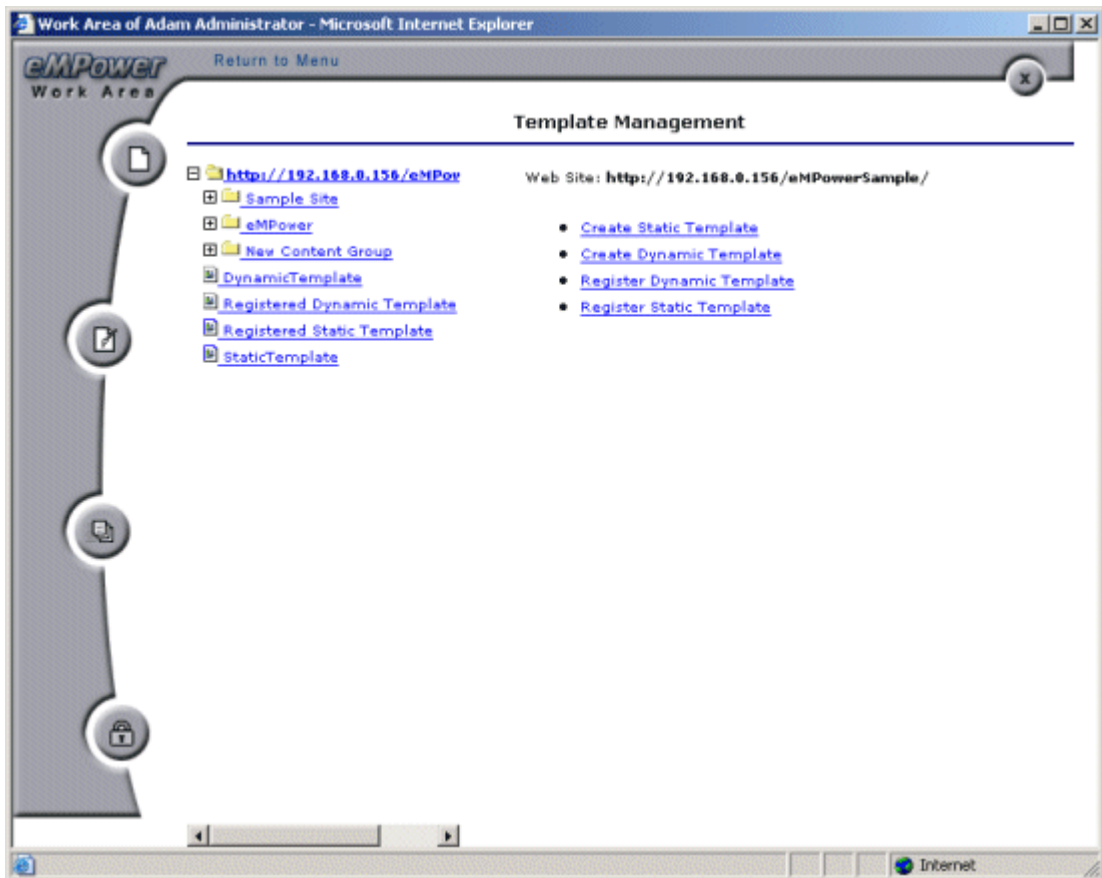
2. Navigate to through the Template Manager Tree until you find the template that you would like to preview.

Template Management

Web Site: **http://192.168.0.156/eMPowerSample/**
Content Group: **Global**
Template Type: **Static**
Template Title: **StaticTemplate**
Template FileName: **statictemplate.cfm**
Template ID: **26**

- Edit Template
- Delete Template
- Add Tag
- Preview Template

3. Click on the Preview Template task on the right side of the screen. A new window will open with the template and its content, if any, displayed.
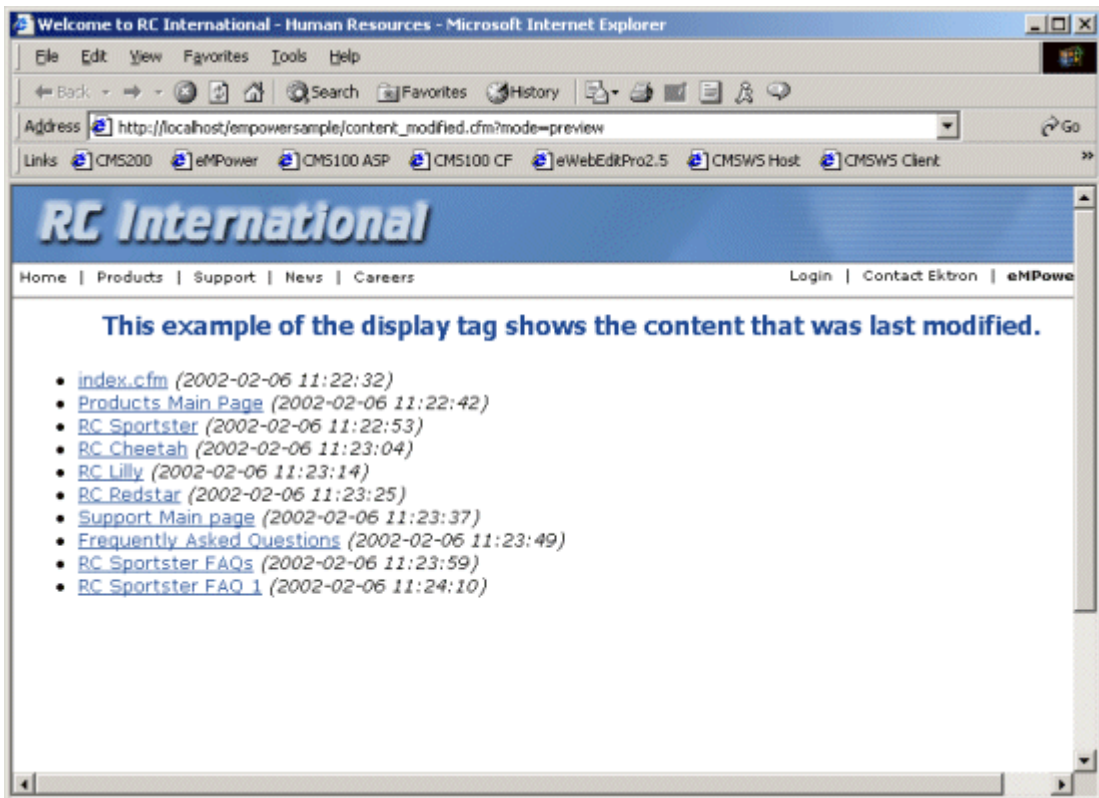
4. To close the window, simply click the **X** at the top of the screen.

Deleting Templates

If you no longer need a template for your Web site, you have the option to delete it from the eMPower Web site.

To delete a template:

1. Open the Template Manager via the Administrator Workarea

2. Navigate to through the Template Manager Tree until you find the template that you would like to delete.

Template Management

Web Site: **http://192.168.0.156/eMPowerSample/**
Content Group: **Global**
Template Type: **Static**
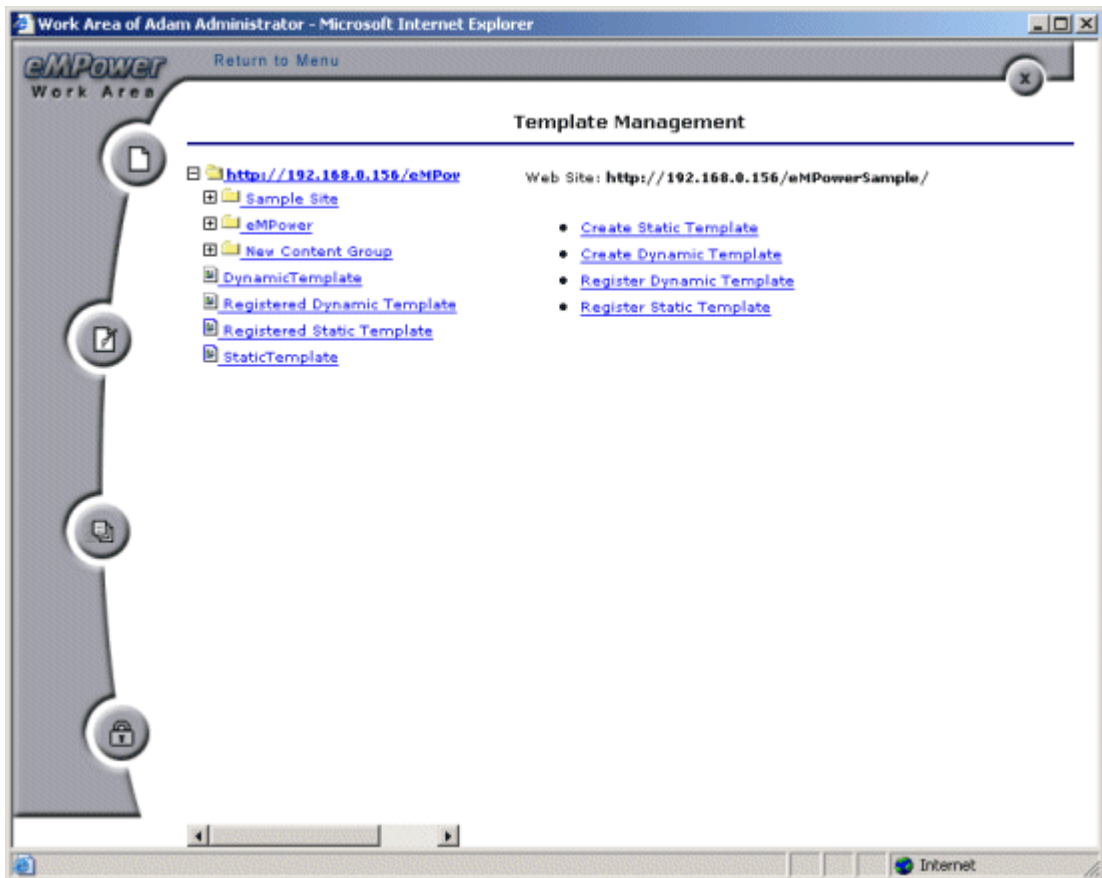Template Title: **StaticTemplate**
Template FileName: **statictemplate.cfm**
Template ID: **26**

- Edit Template
- Delete Template
- Add Tag
- Preview Template

3. Click on the **Delete Template** task on the right side of the screen.

4. You will then see information about the template, and a list of content blocks that use the template.

- If no content blocks use the template, then you will be able to delete it right here.

Delete Template

Selected Template: StaticTemplate

Clicking the **Delete Template** button will remove the selected template from the database.
However, the template file, statictemplate.cfm, will **not** be deleted from the filesystem.

Delete Template

- If one or more content blocks use the template, you will first need to delete the content blocks before you can delete the template.

Delete Template

Selected Template: Index

This template has 3 Content block(s) assigned to it.
Including the following block(s):

Index main

Index latest news

Index footer

You must permanently delete these Content block(s) before you can delete the template.

5. Click the **Delete Template** button if you are sure that you want to delete the template from the Web site.

6. You will then see a confirmation that the template was removed from the Web site.

Delete Template

Selected Template: Registerd Static Template

The template has been removed from the database. The file, RegStatic.cfm, has **not** been removed from the filesystem. You must remove this manually.

NOTE	When you delete a template, it will no longer be able to be used by eMPower, however it still remains on the server. You will need to manually delete it from the Server.

Adding Custom Tags

Every eMPower custom content tag tells the application to perform an action. A tag may direct the application to retrieve and display a block of content on the Web page. A tag may also signal eMPower to display a login button or search button, or to display the results of a search.

Every tag must be added to your Web page template through the eMPower Template Management tree. This will register the tag with eMPower.

WARNING! If you manually insert the HTML text of an eMPower custom content tag into your template, it will *not* be associated with a content block and will *not* function properly.

Custom tags are placed at the bottom of your template file. After a custom tag is added, you must manually position the tag in the template.

Custom Tags

Add tags to templates from the Template Management tree. When you add a tag, you also associate it with a content block. After the tags are added to the template, you may then open the template in your favorite Web designer tool and move around the custom tags, add images, or text to make your site look and feel even better.

There are six different kinds of Custom Tags that you can choose from when adding them into your template. They include:

- **Search** - Choosing Search will create two Tags. One that will display a dialog box and button that will search all, or part, of the Web site's keywords, content blocks, and content block titles. A second tag will display the results of the search

- **Login** - Choosing Login will create a Tag that will display a Login dialog box

- **Single** - Choosing Single will create a Tag that will display one content block which is stored in the database

- **Group** - Choosing Group will create a Tag that will display one or more content blocks from the database. A Group Content Tag allows Content Contributors to add additional content blocks as they are required. A Group Content Tag is typically used to display employment listings

- **Dynamic** - Choosing Dynamic will create a Tag that will display one content block which is stored in the database. The ID of this content block will be retrieved from the URL parameters for the page

- **Display** - Choosing Display will create a Display Tag that can be used to manage navigation, teasers, etc.

- **Style Sheet** - Choosing style sheet will create a style sheet tag that will call the proper style sheet to the template.

Each of these will be discussed in the next few sections of the eMPower Administrator Manual.

Adding a Search Tag

To add a Search Tag to a template, first access the template management tree by following the path **Content > Template Management** in the Administrator Workarea.

1. Begin by navigating through the Template Manager Tree and click on the template you wish to add the Search Tag to.

Template Management

2. Click the **Add Tag** link on the right side of the Menu

---

3. Select the type of tag you wish to insert, in this case, the **Search** Tag.

- ◉ Search
- ○ Login
- ○ Single
- ○ Group
- ○ Dynamic
- ○ Display

Next >>

4. Click **Next**

Add Search Tag

Template Selected: **Template 1 (template 1.cfm)**

The Search tag allows the content of the entire Web site to be searched or to limit the search to a Content Group, and optionally Main Category and subcategories.
To allow the Search tag to return results from the entire Web site click the **Next** button.
To limit the Search tag to a Content Group and optionally Main category and subcategories, click the **Browse** button. Once you have selected the desired group and categories click the **Next** button.

Selected Content Group and Path:
None Selected

Browse

<< Back   Next >>

5. At this screen, you will determine the extent the search will perform.

- To allow the search to search the entire site, click **Next**

- To limit the search to a Content Group, Main Category, or Sub Category, click **Browse** to select the proper folder.

   When you have decided on this, click the **Next** button.

6. At the next area, you will be able to customize the appearance of the search on the template.

Add Search Tag

Template Selected: **Template 1**
(template1.cfm)

The following options are available for the search tag. Please enter alternate values or click **Next** to accept the defaults.

Max. Text Length:
`10`

Max. Text Box Size:
`10`

Alt. Text for Button Image:
`Search`

Selected Button Image:
Search

Select New Button
Browse Image

<< Back   Preview >>

Use the following table to properly fill out this section.

Field	Description
Max Text Length	Enter the maximum amount of characters that people will be able to enter into the search box on the template.
Max Text Box Size	Enter the size of the text box that you want to appear on the template
Alt Text for Button Image	Enter what you would like the Search button to say. If you decide to use an image, instead of the standard submit button, this will be the alt. text for the image.
Selected Button Image	This area will preview what the search button will look like. By default, it is a standard submit button, but if you choose an image, the image will be displayed here.
Browse Image	Click on the Browse button to browse for an image, if desired, for the search button.

7. When you have finished filling out the necessary fields, click **Preview** to continue. You will see a preview of the search box that will be inserted onto the template.

Add Search Tag

Template Selected: **Template 1**
(template1.cfm)

The figure located below is the graphical representation of the Search tag using your selected options. If this Search tag is acceptable please click the **Insert** button to add the search tag to your selected template. Click the **Back** button to change your options.

Search

<< Back   Insert >>

8. If this is how you want the search button to appear on the template, click **Insert**. If you would like to change the appearance, click **Back** and make necessary changes.

9. After you click Insert, you will receive a confirmation that the tag was properly inserted into the template.

Add Search Tag

Template Selected: **Template 1 (template1.cfm)**

The two new tags required to implement a Search were inserted into your template as a comment field. You will need to manually position the new tags within the template.

Please refer to the comment field surrounding these tags for more detailed information.

From here, you will want to manually position the tag in the template by editing the template in your Web editing tool.

Viewing the Search Tag in a Template

After you have inserted the Search tag in the template, you will now want to access the physical template on the server, and change the location of the search tag, if desired.

Shown below is the code for a blank dynamic template with the Search tag inserted into it:

```
<ecm_search>
    <!--- The Search tag is actually two tags. The first creates the search input box
    and button. The second creates the actual display output. Move the first tag to
    the template position you wish the search text box and button to appear. Move the
    5 lines of code begining with "<cfif" and ending with "</cfif>" to the template
    position you wish to display the search output. If you presently have our single
    or group custom tag in this template, you may want to put it within the "<cfif"
    code, by replacing the text "YOU MUST REMOVE THIS TEXT! Replace this text with
    your present CF_Single or CF_Group tag, or simply delete this text".

    The next line is the first tag for button genteration.

    <CFMODULE template="#request.ecm.empower.relative_path#empower/customtags/
    ecmsearch.cfm" AdminPath="#request.ecm.empower.relative_path#empower/"
    InputSize="10" InputMaxChar="10"
    SearchPage="#request.ecm.empower.relative_path#template1.cfm"
    SubmitText="Search" SubmitImage="/eMPowerSample/empower/images/
    submitbutton.gif">
    --->
</ecm_search>
<ecm_searchdisplay>
    <!---
    The next 5 lines are the second tag for display output.
    <cfif IsDefined("form.searchtext")>
        <CFMODULE template="#request.ecm.empower.relative_path#empower/customtags/
        ecmsearchdisplay.cfm"
        AdminPath="#request.ecm.empower.relative_path#empower/"
        SearchText="#form.searchtext#">
    <cfelse>
        YOU MUST REMOVE THIS TEXT! Replace this text with your present CF_Single or
        CF_Group tag, or simply delete this text.
    </cfif>
    --->
</ecm_searchdisplay>
```

As it says in the comments, the Search tag is made up of two tags:

1. The first creates the search input box and button

2. The second creates the actual display output

Since the search tags are inserted with comments when you inserted the tags, you will need to edit the template with the search tag properly.

Setting Up the Search Input tag:

In this area, all you need to do is remove between the **<ecm_search>** tags except for the tag itself,

```
<ecm_search>
    <CFMODULE template="/eMPower/customtags/ecmsearch.cfm" AdminPath="/eMPower/"
    InputSize="15" InputMaxChar="25" SearchPage="" SubmitText="Click Here to Search"
    SubmitImage="/eMPower/images/submitbutton.gif">
</ecm_search>
```

> **NOTE** Make sure that the SearchPage is pointing to the page you want to display the search results. The page that displays the search results **MUST** have the <ecm_searchdisplay> tag in it. If the results will be displayed on the same page, leave the field blank.

Setting Up the Search Output tag:

Just like the input area, remove everything between the **<ecm_searchdisplay>** tags, except for the tag itself,

```
<ecm_searchdisplay>
    <cfif IsDefined("form.searchtext")>
        <CFMODULE template="/eMPower/customtags/ecmsearchdisplay.cfm"  AdminPath="/
        eMPower/" SearchText="#form.searchtext#">
        <cfelse>
    </cfif>
</ecm_searchdisplay>
```

When you have completed the process, your template will look something like this:

```
<ecm_search>
    <CFMODULE template="#request.ecm.empower.relative_path#empower/customtags/
    ecmsearch.cfm" AdminPath="#request.ecm.empower.relative_path#empower/"
    InputSize="10" InputMaxChar="10"
    SearchPage="#request.ecm.empower.relative_path#template1.cfm"
    SubmitText="Search" SubmitImage="/eMPowerSample/empower/images/
    submitbutton.gif">
</ecm_search>

<ecm_searchdisplay>
    <cfif IsDefined("form.searchtext")>
        <CFMODULE template="#request.ecm.empower.relative_path#empower/customtags/
```

```
      ecmsearchdisplay.cfm"
      AdminPath="#request.ecm.empower.relative_path#empower/"
      SearchText="#form.searchtext#">
      <cfelse>
   </cfif>
</ecm_searchdisplay>
```

Now you can cut and paste these tags anywhere in the template.

You will also notice another tag in the body of the template. This tag is a dynamic content block tag. This is inserted when you create a dynamic template. What this will do is allow you to display a content block on the same template you inserted the single tag into by passing through the proper variable in the URL.

Example

```
http://www.yoursite.com/eMPowersample/template1.cfm?doc_id=2
```

In this example, the search.cfm template will appear on the Web page with the search box that was created, as well as content block id=2. If the search tag was inserted into a static content block, you would only be able view the search tag on the page, without a dynamic content block.

Viewing the Template via Your Browser

After you have moved the search tag to the location desired, then saved the template, you can then access the template via your browser to view it.
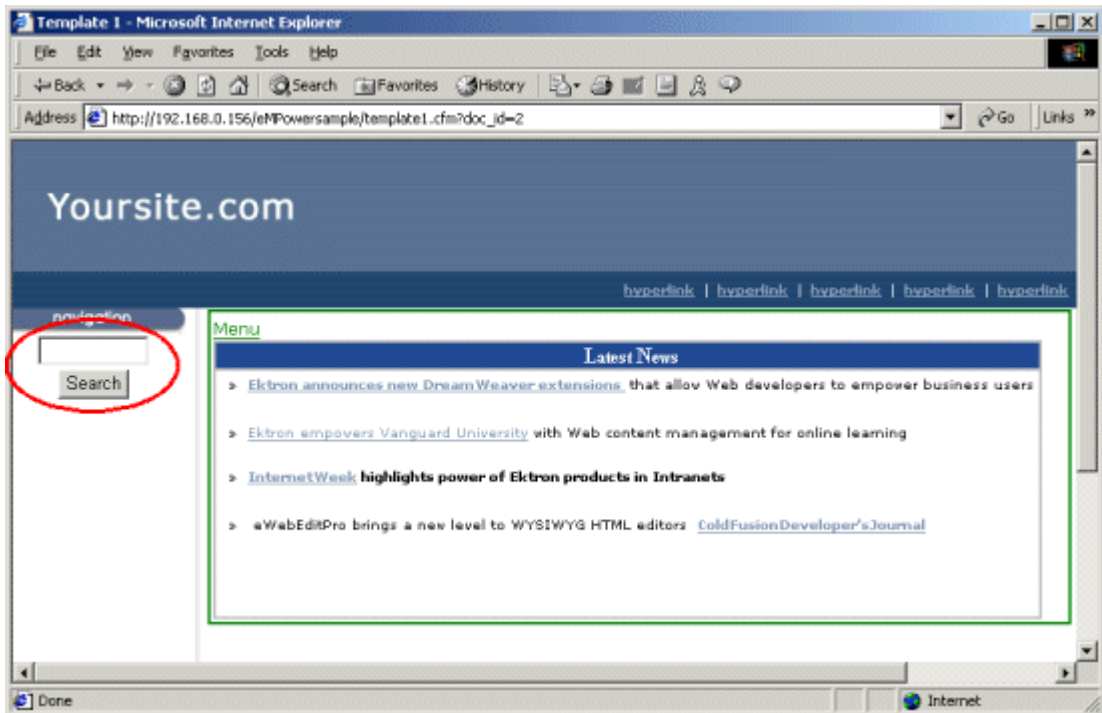
As stated earlier, since the search tag was inserted into a dynamic template, you can also call a content block to the Web page you have inserted the single content block to.

Using the Search Command

Now that the search tag has be inserted properly, and it appears properly on the Web page, you can use the search tag to search your Web site.
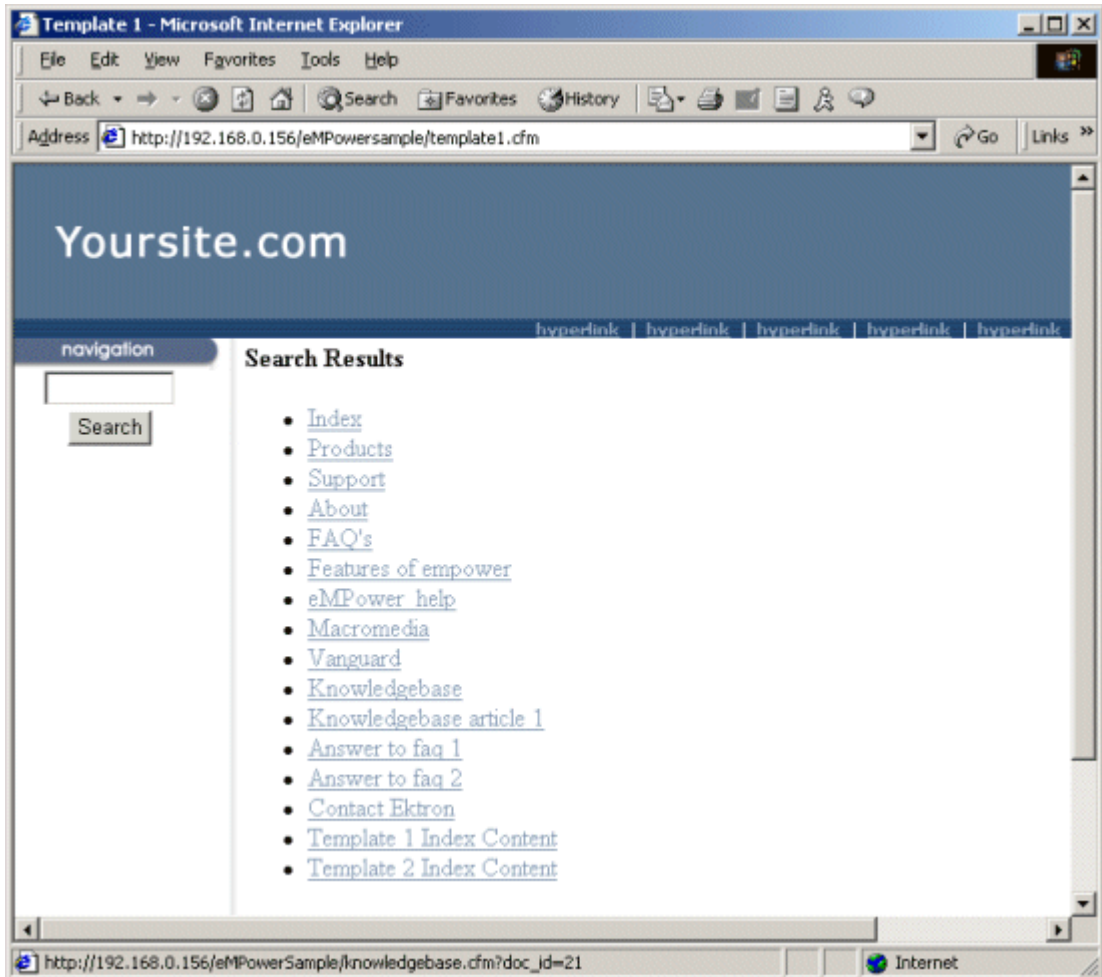
To run a search:

1. Enter certain text that you want to search in the text box next to the search button.
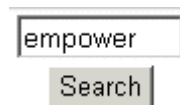
2. Click **Search**

3. A list of content blocks that contain the word(s) searched for will be listed in the SearchDisplay field.

Each item in the bulleted list is a link that will take you to the respective content block when you click on it.

Adding a Login Tag

To add a Login Tag to a Template, first access the template management tree by following the path **Content > Template Management** in the Administrator Workarea.

4. Begin by navigating through the Template Manager Tree and click on the template you wish to add the Login Tag to.

Template Management

Web Site: http://192.168.0.156/eMPowerSample/
Content Group: Global
Template Type: Dynamic
Template Title: Template 1
Template FileName: template1.cfm

- Edit Template
- Delete Template
- Add Tag
- Preview Template

5. Click the **Add Tag** link on the right side of the Menu

6. Select the type of tag you wish to insert, in this case, the **Login** Tag.

○ Search
◉ Login
○ Single
○ Group
○ Dynamic
○ Display

[Next >>]

7. Click **Next**

Add Login Tag

Template Selected: **Dynamic Template (dynamic.cfm)**

The Login tag does not require any additional information. Please click the **Next** button to insert the Login tag into your choosen template, **Dynamic Template (dynamic.cfm)**.

[<< Back]   [Insert >>]

8. Since there in additional information that is needed to insert a Login Tag, click **Insert** to insert the tag.

Add Login Tag

Template Selected: **Dynamic Template (dynamic.cfm)**

The new Login tag was inserted into your template at the bottom of the file. You will need to manually position the new tag within the template.

From here, you will want to manually position the tag in the template by editing the template in your Web editing tool.

Viewing the Login Tag in a Template

After you have inserted the login tag in the template, you will now want to access the physical template on the server, and change the location of the login tag, if desired.

Shown below is the code of an empty dynamic template with the login tag inserted into it:

```
<ecm_login>
    <CFMODULE template="#request.ecm.empower.relative_path#empower/customtags/
    ecmlogin.cfm" AdminPath="#request.ecm.empower.relative_path#empower/">
</ecm_login>
```

By cutting and pasting this tag anywhere in the template, you will be able to change the location of the Login button in the template.

You will also notice another tag in the body of the template. This tag is a dynamic content block tag. This is inserted when you create a dynamic template. What this will do is allow you to display a content block on the same template you inserted the Login tag into by passing through the proper variable in the URL.

Example

```
http://www.yoursite.com/templates/login.cfm?doc_id=3
```

In this example, the Login.cfm template will appear on the Web page with the login button, as well as content block id=4. If the login button was inserted into a static content block, you would only

be able view the login button on the page, without a dynamic content block.

Viewing the Template via Your Browser

After you have moved the login tag to the location desired, then saved the template, you can then access the template via your browser to view it.
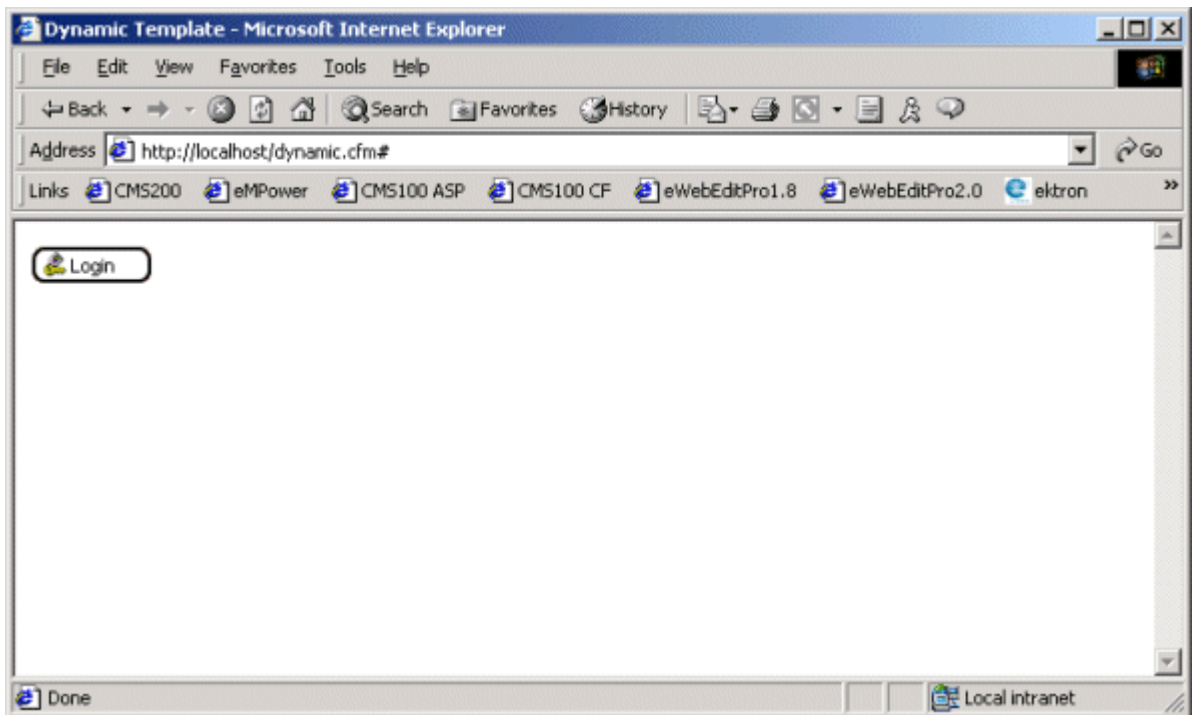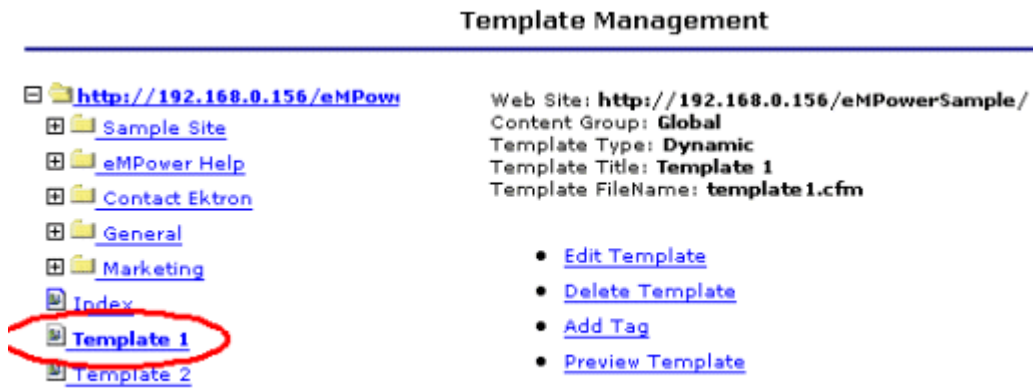

As stated earlier, since the login tag was inserted into a dynamic template, you can also call a content block to the Web page you have inserted the login button to.
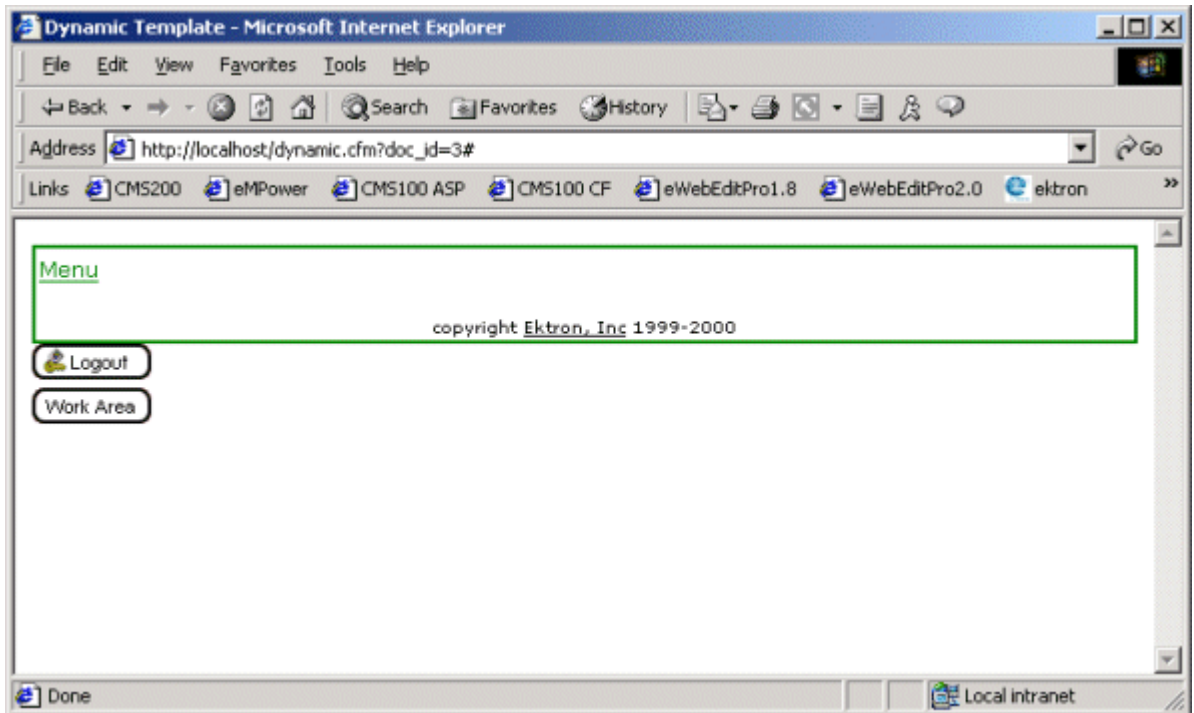
Adding a Single Content Tag

To add a Single Content Tag to a template, first access the template management tree by following the path **Content > Template Management** in the Administrator Workarea.

1. Begin by navigating through the Template Manager Tree and click on the template you wish to add the Single Content Tag to.

Template Management

□ 🗀 **http://192.168.0.156/eMPow**
  ⊞ 🗀 Sample Site
  ⊞ 🗀 eMPower Help
  ⊞ 🗀 Contact Ektron
  ⊞ 🗀 General
  ⊞ 🗀 Marketing
  🖹 Index
  🖹 Template 1
  🖹 Template 2

Web Site: **http://192.168.0.156/eMPowerSample/**
Content Group: **Global**
Template Type: **Dynamic**
Template Title: **Template 1**
Template FileName: **template1.cfm**

- Edit Template
- Delete Template
- Add Tag
- Preview Template

2. Click the **Add Tag** link on the right side of the Menu

3. Select the type of tag you wish to insert, in this case, the **Single** Tag.

  ○ Search
  ○ Login
  ⦿ Single
  ○ Group
  ○ Dynamic
  ○ Display

Next >>

4. 4. Click **Next**

Add "Single Content" Tag

Template Selected: **winter (winter.cfm)**

The Content Tag you have chosen requires the creation of a content block. A content block must belong to a Content Group. Please click the **Browse** button to open a navigation window where you will select the appropriate Content Group, Main Catagory, and optional subcatagories.
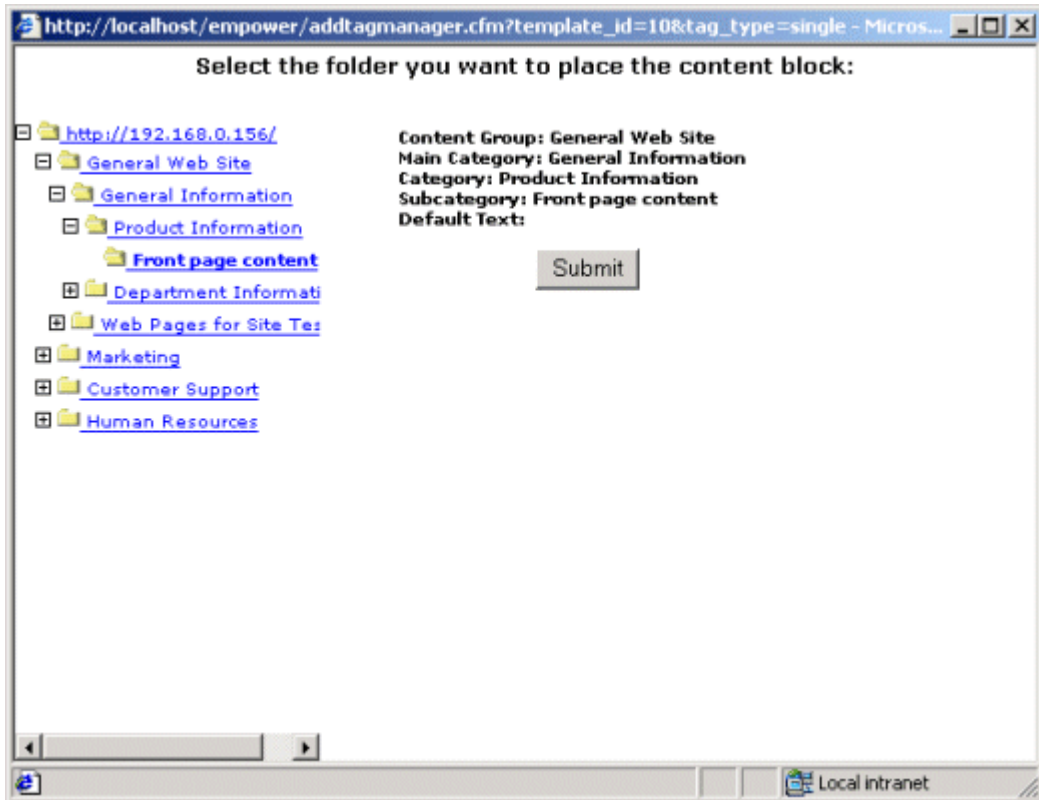
Selected Content Group and Path:
None Selected

Browse

<< Back   Next >>

5. At this screen, you will need to create a content block that will be called by this tag. Click Browse to navigate through the Content Manager Tree to select the folder where the content block will be contained.

Select the folder you want to place the content block:

□ 📁 http://192.168.0.156/
  □ 📁 General Web Site
    □ 📁 General Information
      □ 📁 Product Information
        📁 **Front page content**
    ⊞ 📁 Department Informati
    ⊞ 📁 Web Pages for Site Te:
  ⊞ 📁 Marketing
  ⊞ 📁 Customer Support
  ⊞ 📁 Human Resources

Content Group: General Web Site
Main Category: General Information
Category: Product Information
Subcategory: Front page content
Default Text:

[Submit]

6. After you choose the Content Group, Main Category, and optional Sub Categories, click **Submit**.

7. Once you have chosen the Folder for the content, and clicked submit, you will be taken to the previous window, which will display the location you selected.

Add "Single Content" Tag

Template Selected: **winter (winter.cfm)**

The Content Tag you have chosen requires the creation of a content block. A content block must belong to a Content Group. Please click the **Browse** button to open a navigation window where you will select the appropriate Content Group, Main Catagory, and optional subcatagories.

Selected Content Group and Path:
General Web Site\General Information\Product Information\Front page content

Browse

<< Back   Next >>

8. Click **Next** to proceed.

9. At the next window, you will be prompted to enter a title for the content that will be displayed in this single tag.

Add "Single Content" Tag

Template Selected: **winter (winter.cfm)**

What title do you want to use for the new content. **Note:** The title can be changed later by the content contributers

Content Title:

Create Tag

<< Back

10. After you enter a Content Title, click **Create Tag** to proceed.

11. You will then be prompted with a confirmation that the Single Content Block was successfully added to the template.

Add "Single Content" Tag

Template Selected: **winter (winter.cfm)**

The Content Block, Single Content Block, was successfuly created.
The new Content tag was also inserted into your template at the bottom of the
file. You will need to manually position the new tag within the template.

From here, there are two additional tasks that you should perform:

- Check out and edit the content that was created when you inserted this Single Content Tag.

- Edit the template in your Web development tool, and move the Single Content Tag to the desired area.

Viewing the Single Tag in a Template

After you have inserted the Single tag in the template, and published the content block that was created in the process, you will now want to access the physical template on the server, and change the location of the single tag, if desired.

Shown below is a blank dynamic template with the Single tag inserted into it:

```
<CFMODULE template= /empower/customtags/ecmsingledoc.cfm
DocID="#url.doc_id#" AdminPath="/empower/" Mode="#IIf(IsDefined("url.mode"), "url.mode",
De(""))#">
                </cfif>
            </td>
        </tr>
        </table>
    </td>
</tr>
</table>
</body>
</html>

<!--- Content title: Single Content Block, Date inserted: Oct-19-2001--->

<ecm_content><CFMODULE template="/empower/customtags/ecmsingledoc.cfm" DocId="22"
AdminPath="/empower/" ScheduleID="1" Mode="#IIf(IsDefined("url.mode"), "url.mode",
De(""))#"></ecm_content>
```

As you can see, the tag for the login button is located at the bottom of the template:

```
<ecm_content>
<CFMODULE template="/eMPower/customtags/ecmsingledoc.cfm" DocId="18" AdminPath="/
eMPower/" ScheduleID="1" Mode="#IIf(IsDefined("url.mode"), "url.mode", De(""))#">
</ecm_content>
```

By cutting and pasting this tag anywhere in the template, you will be able to change the location of the single content block in the template.

You will also notice another tag in the body of the template. This tag is a dynamic content block tag. This is inserted when you create a dynamic template. What this will do is allow you to display a content block on the same template you inserted the single tag into by passing through the proper variable in the URL.

Example

```
http://www.yoursite.com/templates/single.cfm?doc_id=3
```

In this example, the single.cfm template will appear on the Web page with the single content block that was created, as well as content block id=3. If the single content block was inserted into a static content block, you would only be able view the single content block on the page, without a dynamic content block.

Viewing the Template via Your Browser

After you have moved the single content block tag to the location desired, then saved the template, you can then access the template via your browser to view it.

As stated earlier, since the single tag was inserted into a dynamic template, you can also call a content block to the Web page you have inserted the single content block to.

Adding a Group Tag

To add a Group Content Tag to a template, first access the template management tree by following the path **Content > Template Management** in the Administrator Workarea.

1. Begin by navigating through the Template Manager Tree and click on the template you wish to add the Group Content Tag to.
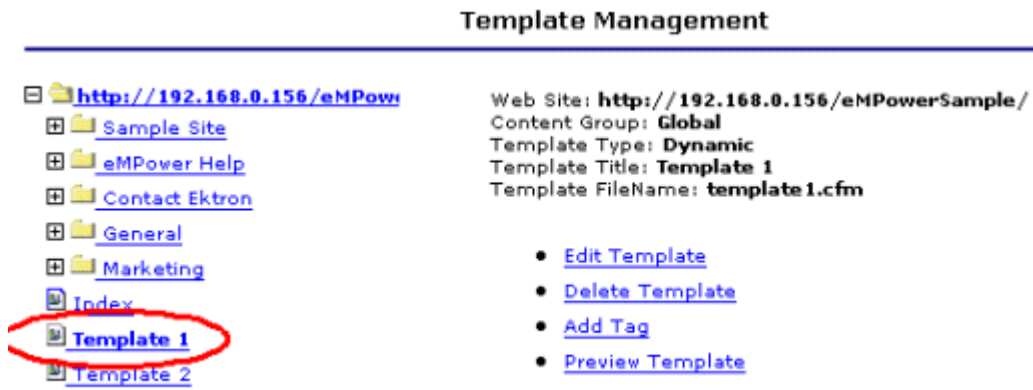
Template Management

Web Site: **http://192.168.0.156/eMPowerSample/**
Content Group: **Global**
Template Type: **Dynamic**
Template Title: **Template 1**
Template FileName: **template1.cfm**

- Edit Template
- Delete Template
- Add Tag
- Preview Template

2. Click the **Add Tag** link on the right side of the Menu
3. Select the type of tag you wish to insert, in this case, the **Group** Tag.

○ Search
○ Login
○ Single
◉ Group
○ Dynamic
○ Display

Next >>

4. 4. Click **Next**

Add "Group Content" Tag

Template Selected: **Static Template (static.cfm)**

The Content Tag you have chosen requires the creation of a content block. A content block must belong to a Content Group. Please click the **Browse** button to open a navigation window where you will select the appropriate Content Group, Main Catagory, and optional subcatagories.

Selected Content Group and Path:
None Selected

Browse

<< Back   Next >>

5. At this screen, you will need to create a content block that will be called by this tag. Click Browse to navigate through the Content Manager Tree to select the folder where the content block will be contained.

Select the folder you want to place the content block:

□ 🗁 http://192.168.0.156/
  ⊞ 🗀 General Web Site
  ⊞ 🗀 Marketing
  □ 🗀 Customer Support
    □ 🗀 **FAQs**
  ⊞ 🗀 Human Resources

Content Group: Customer Support
Main Category: FAQs
Category: Optional
SubCategory: Optional
Default Text:
Q.
A.

[Submit]

6. After you choose the Content Group, Main Category, and optional Sub Categories, click **Submit**.

7. Once you have chosen the Folder for the content, and clicked submit, you will be taken to the previous window, which will display the location you selected.

Add "Group Content" Tag

Template Selected: **Static Template (static.cfm)**

The Content Tag you have chosen requires the creation of a content block. A content block must belong to a Content Group. Please click the **Browse** button to open a navigation window where you will select the appropriate Content Group, Main Catagory, and optional subcatagories.

Selected Content Group and Path:
Customer Support\FAQs

> [Browse]

> [<< Back] [Next >>]

8. Click **Next** to proceed.

9. At the next window, you will be prompted to enter a title for the content that will be added.

Add "Group Content" Tag

Template Selected: **Static Template (static.cfm)**

What title do you want to use for the new content. **Note:** The title can be changed later by the content contributers

Content Title: | Group Content Block |

> [Create Tag]
> [<< Back]

10. After you enter a Content Title, click **Create Tag** to proceed.

11. You will then be prompted with a confirmation that the Group Content Block was successfully added to the template.

Add "Group Content" Tag

Template Selected: **Static Template (static.cfm)**

The Content Block, Group Content Block, was successfuly created.
The new Content tag was also inserted into your template at the bottom of the
file. You will need to manually position the new tag within the template.

From here, there are two additional tasks that you should perform:

- Check out and edit the content that was created when you inserted this Single Content Tag.
- Edit the template in your Web development tool, and move the Single Content Tag to the desired area.

Viewing the Group Tag in a Template

After you have inserted the Group tag in the template, and published the content block that was created in the process, you will now want to access the physical template on the server, and change the location of the group tag, if desired.

Shown below is a blank dynamic template with the Group tag inserted into it:

```
<html>
<head>
    <meta http-equiv="pragma" content="no-cache">
    <title>Empower Template</title>
</head>
<body>
<!--- Start Content Block --->


<!--- End of Content Block --->
</body>
</html>
<!--- Content title: Group Content Block, Date inserted: Oct-19-2001--->

<ecm_gcontent><CFMODULE template="/empower/customtags/ecmgroupdoc.cfm" templateId="11"
mCat="6" AdminPath="/empower/" ScheduleID="1" Mode="#IIf(IsDefined("url.mode"),
"url.mode", De(""))#"></ecm_gcontent>
```

As you can see, the tag for the group content block is located at the bottom of the template:

```
<ecm_gcontent>
<CFMODULE template="/eMPower/customtags/ecmgroupdoc.cfm" templateId="11" mCat="1"
CatID="1" SubCatID="1" AdminPath="/eMPower/" ScheduleID="1"
Mode="#IIf(IsDefined("url.mode"), "url.mode", De(""))#">
</ecm_gcontent>
```

By cutting and pasting this tag anywhere in the template, you will be able to change the location of the group content block in the template.

You will also notice another tag in the body of the template. This tag is a dynamic content block tag. This is inserted when you create a dynamic template. What this will do is allow you to display a content block on the same template you inserted the single tag into by passing through the proper variable in the URL.

Example

```
http://www.yoursite.com/templates/group.cfm?doc_id=3
```

In this example, the group.cfm template will appear on the Web page with the single content block that was created, as well as content block id=3. If the group content block was inserted into a

static content block, you would only be able view the group content block on the page, without a dynamic content block.

Viewing the Template via Your Browser

After you have moved the group content block tag to the location desired, then saved the template, you can then access the template via your browser to view it.
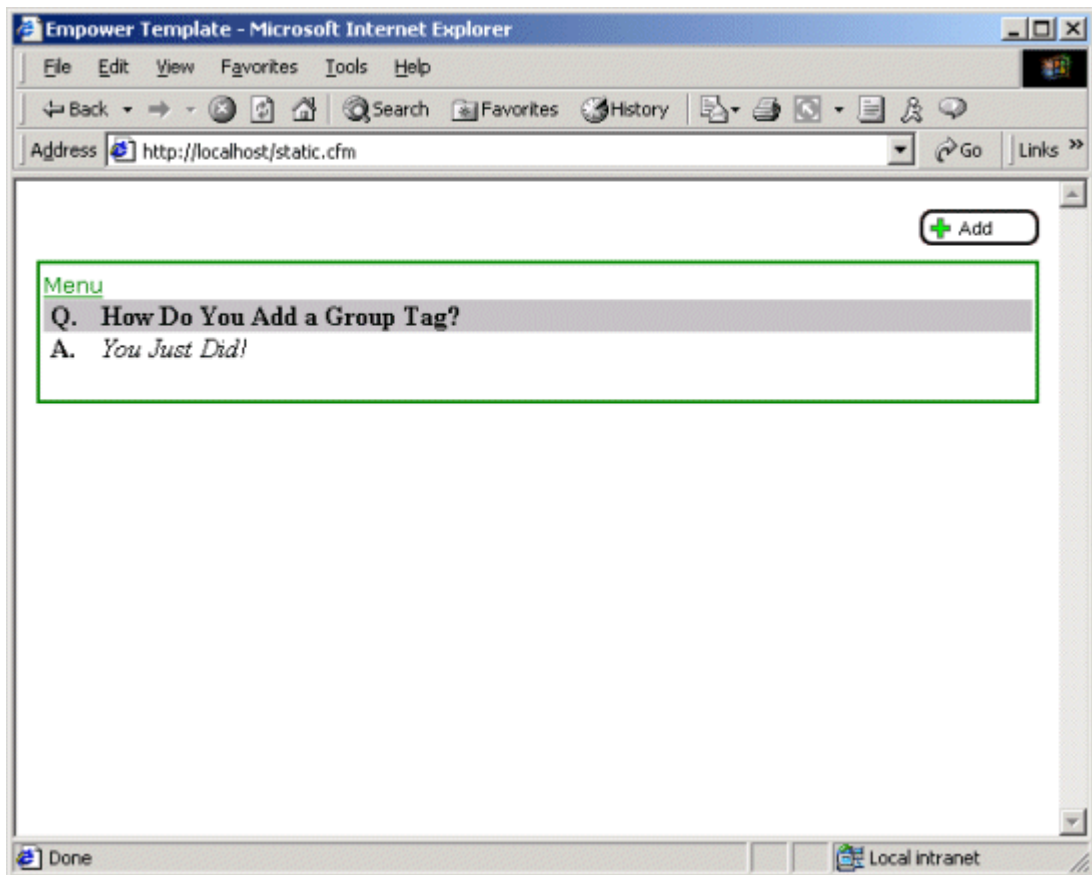
As stated earlier, since the group tag was inserted into a dynamic template, you can also call a content block to the Web page you have inserted the single content block to.
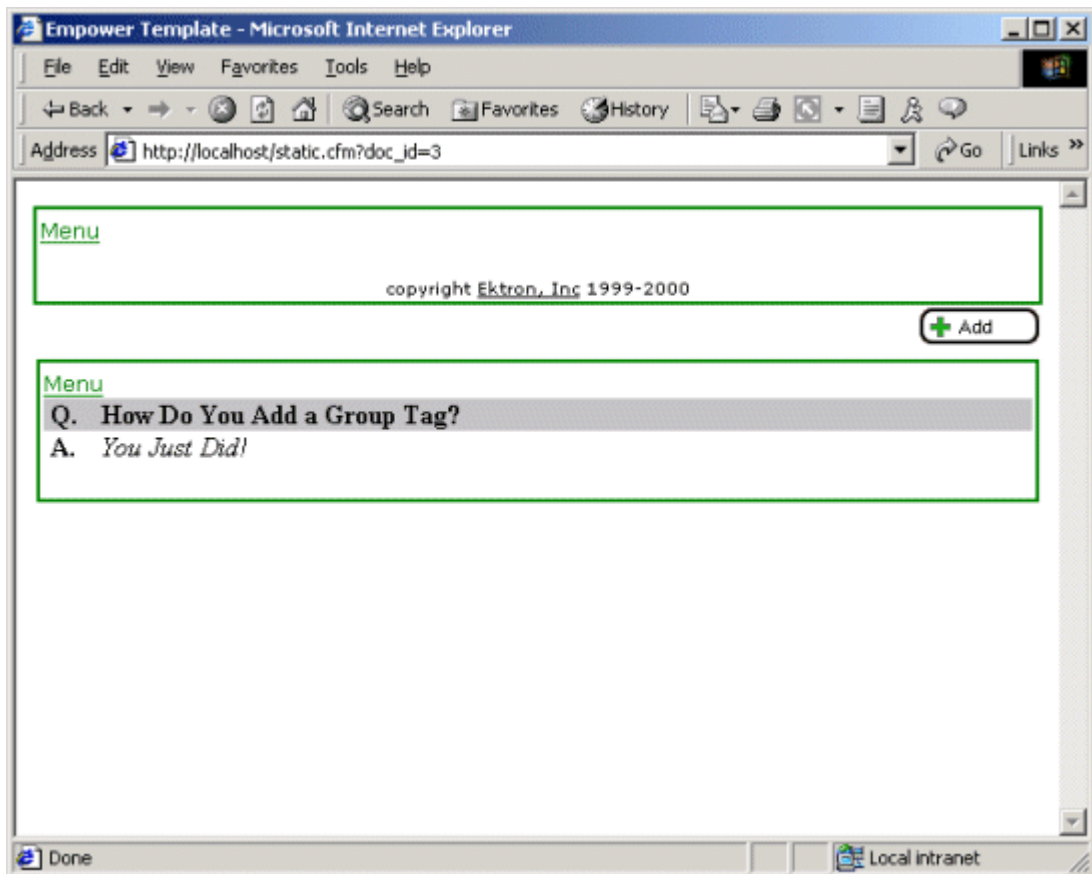
Working With a Group Content Block

As stated earlier, a group content block allows you to create smaller content blocks in a template. Group content blocks can be useful for displaying job postings, FAQs, or any other type of content that can be added and removed from the list of content blocks.

There must always be at least one content block in the list which is set up when you insert a Group content block into a template. When you browse to the Web page where you inserted the tag, there will be the initial content block, and an **Add** button above it.
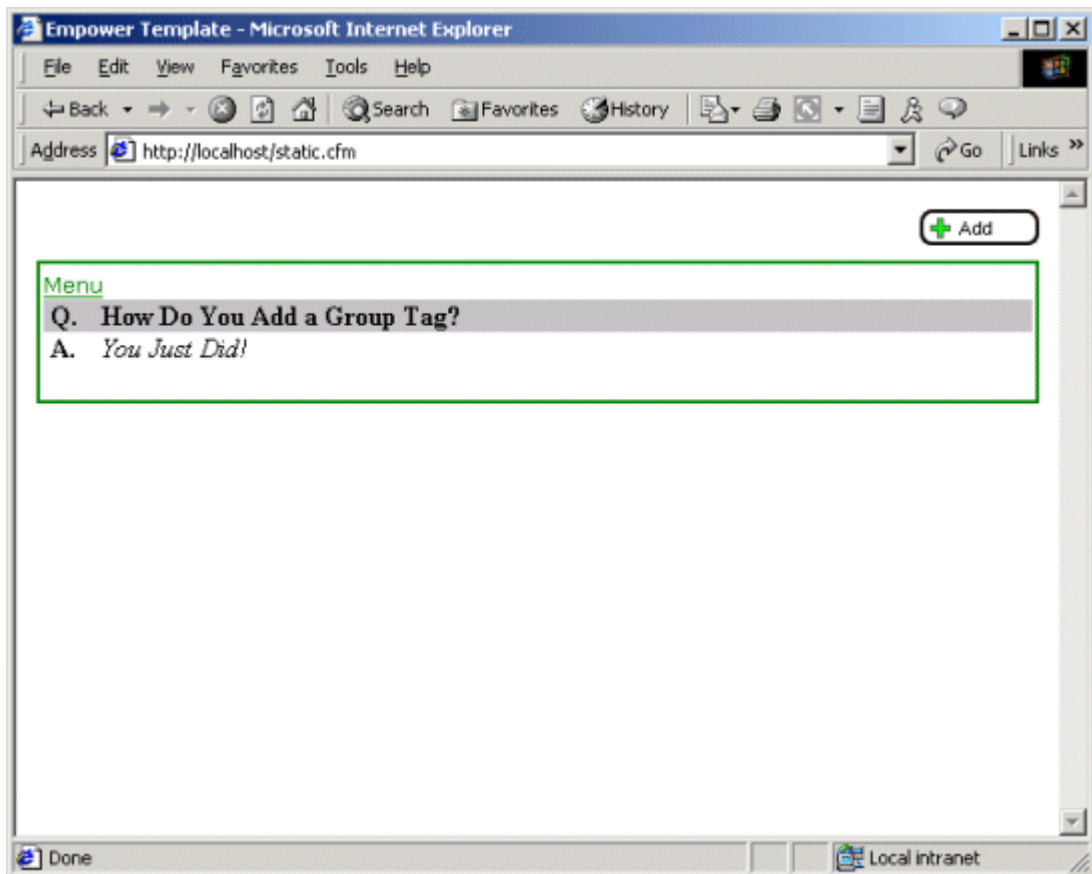
By using the add button, you may add another content block.

To add another content block:

1. Begin by clicking the **Add** button on the template with the group content block.
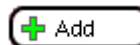
2. The editor will open and you can enter a title, keywords, and a body to the content.
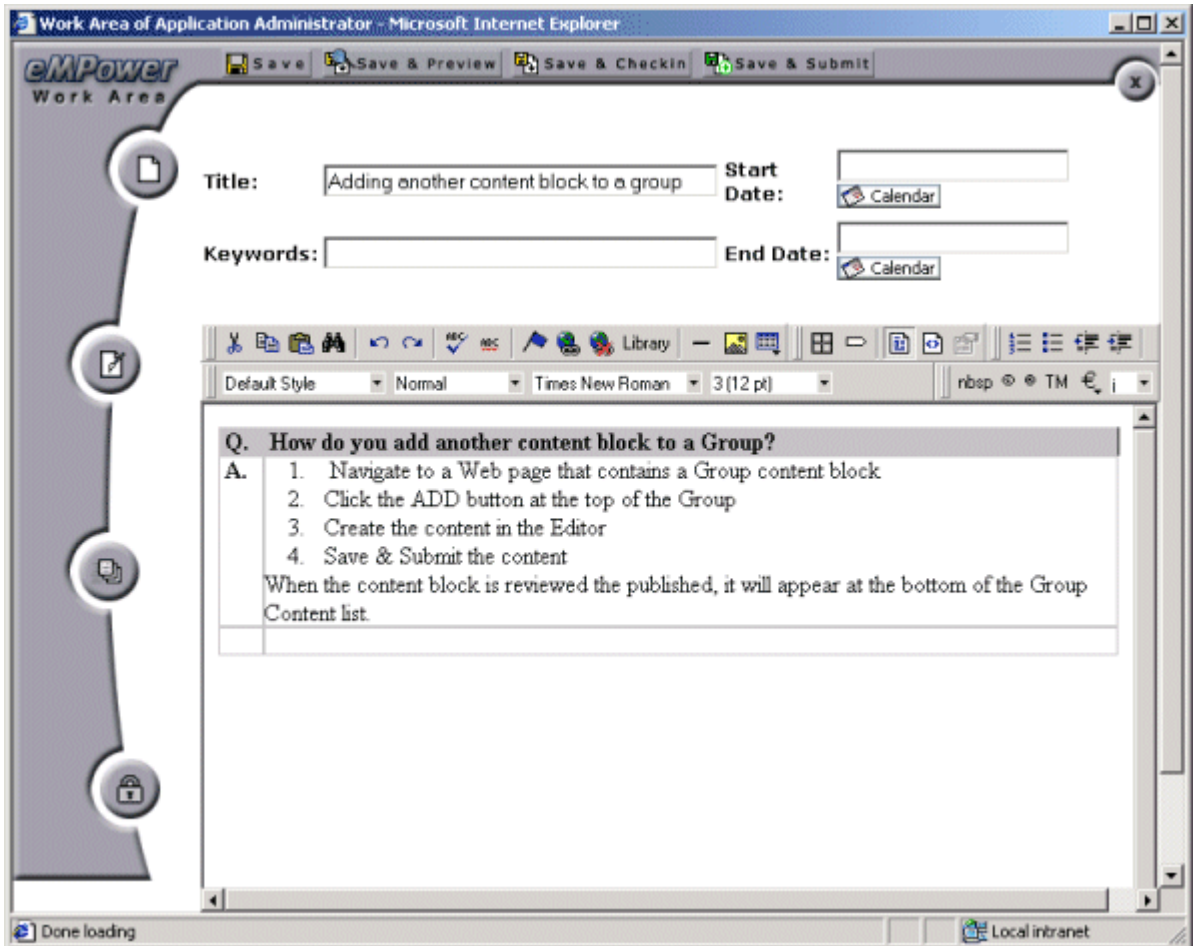
3. When you have finished adding the content, select one of the actions in the toolbar at the top of the page. In this case, we will select the **Save & Submit** option.
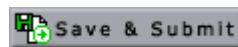
4. The group content block will go through the proper approval chain. If and when the content gets published, it will appear below the initial group content block.
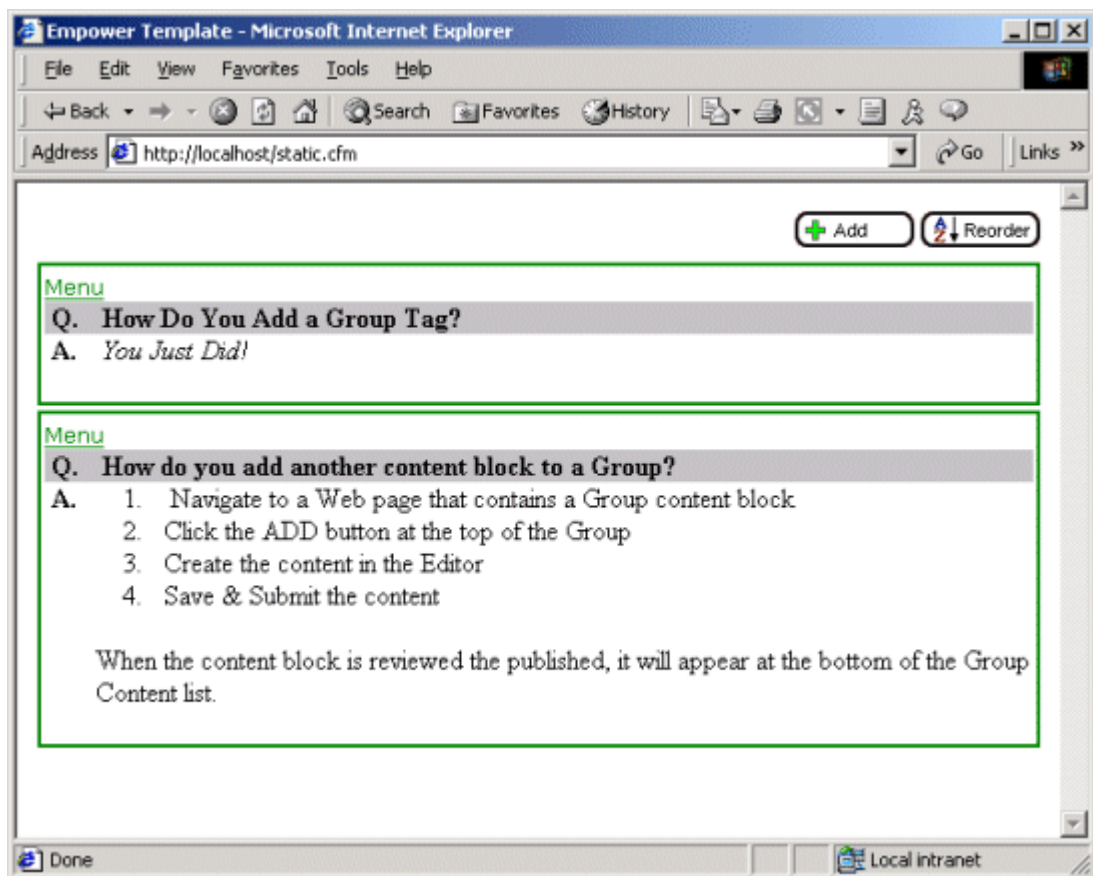
Notice that there is now a new button on the Web page, Reorder.
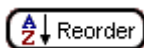
You may use this button to reorder the list of content blocks in the group.

To reorder group content blocks:

1. Begin by browsing to the page where the group of content blocks "live."

2. Click on the **Reorder** button at the top of the list.
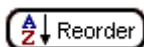
3. A new window will open with a list of the content blocks that make up the group.
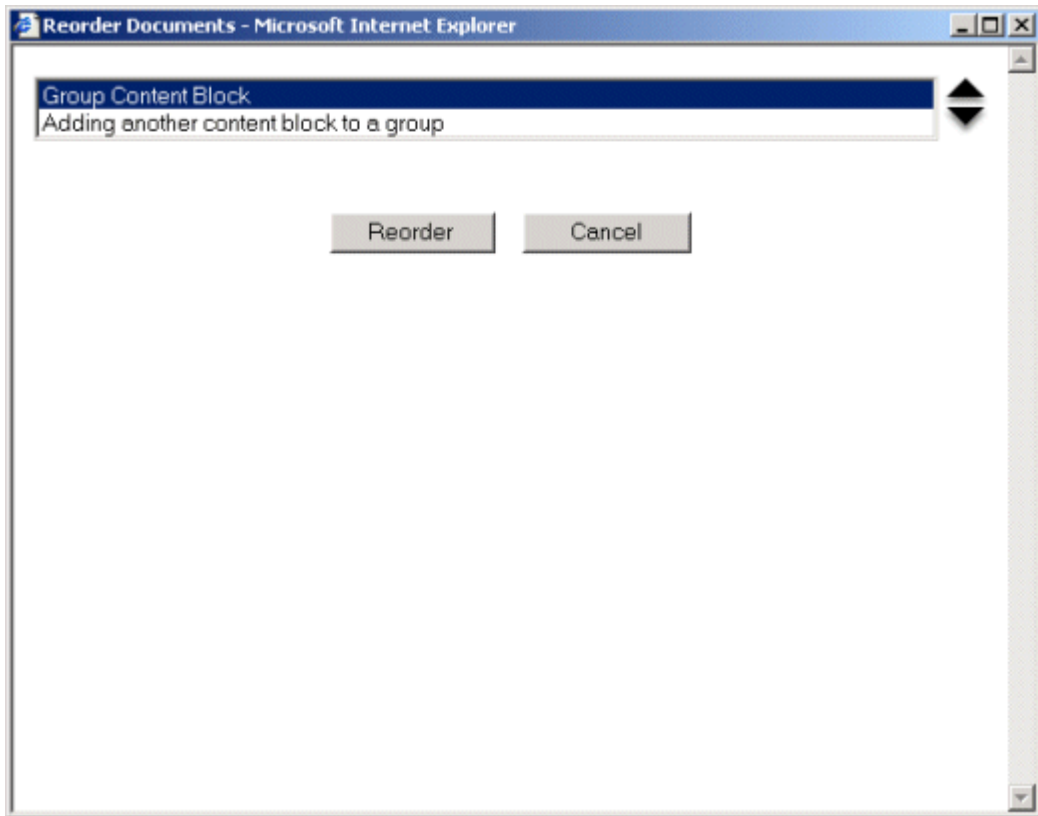
4. By clicking and highlighting the content title, then using the arrows, you can reorder the content blocks in the list.
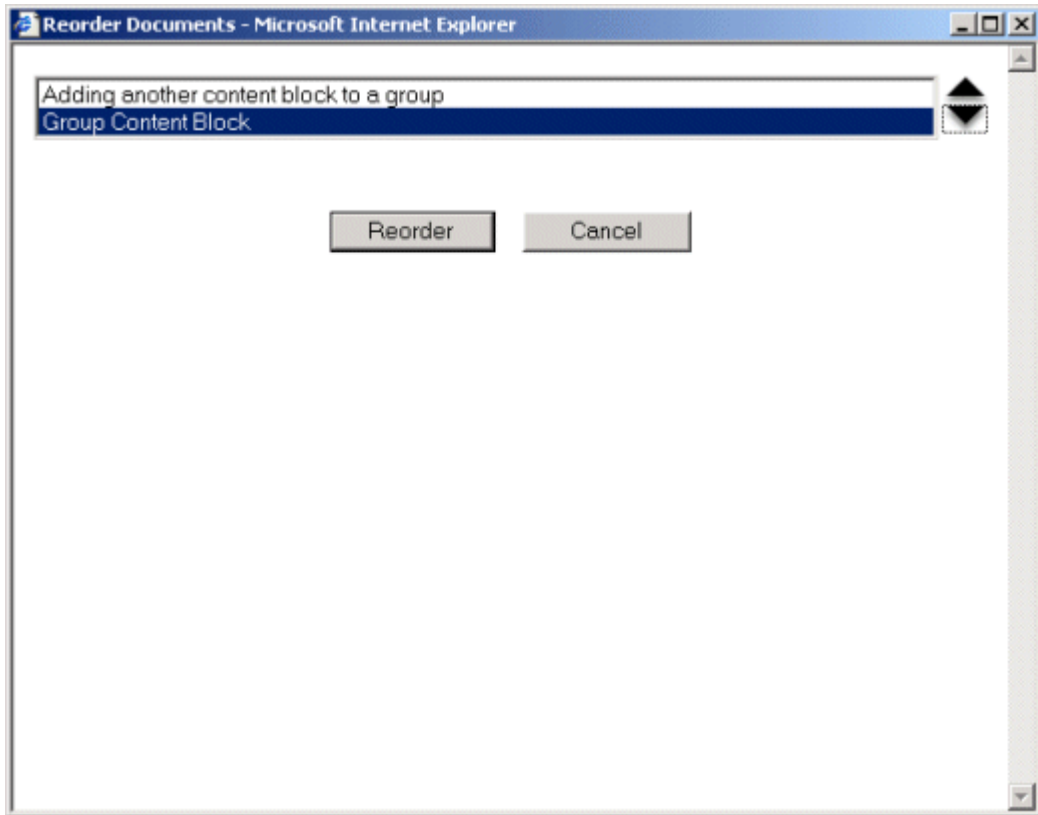
5. When you have completed re-ordering the content blocks, click
    the **Reorder** button.

6. You will then see a confirmation screen that states that the
    document order was updated.
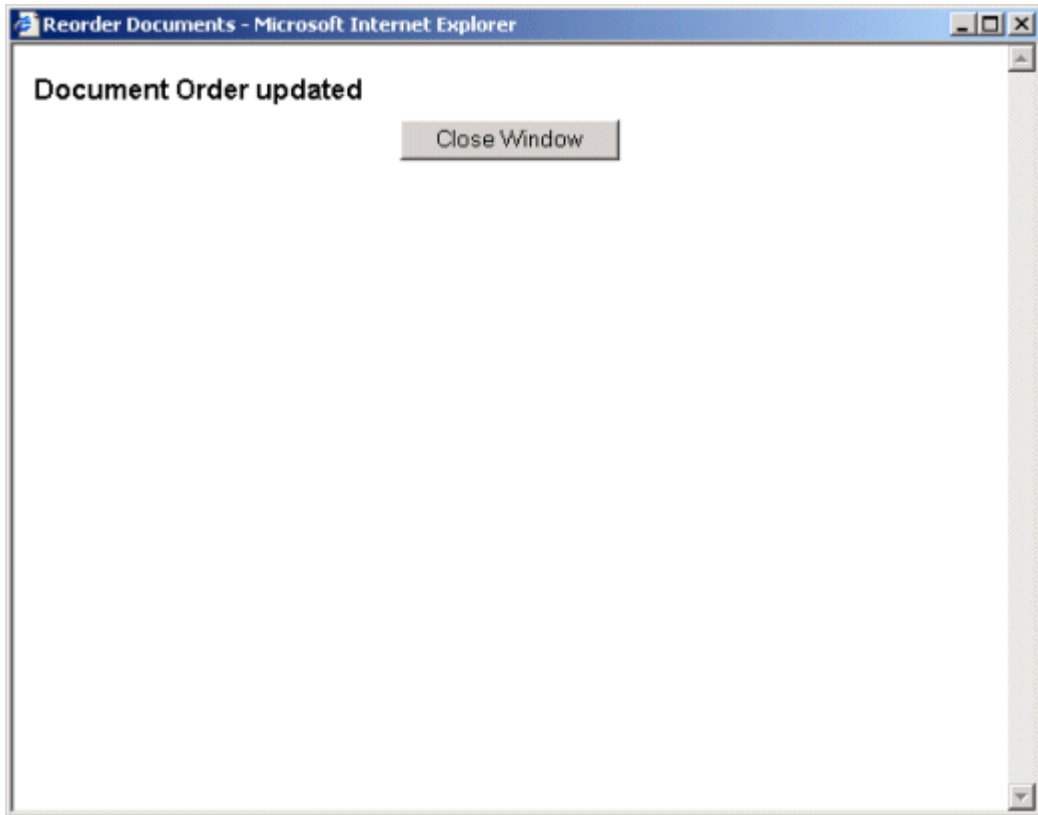
Reorder Documents - Microsoft Internet Explorer

Document Order updated

Close Window

7. Click the **Close Window** Button.

Close Window

After you click the Close Window button, the window will close and the browser will refresh, then display the updated group content block.
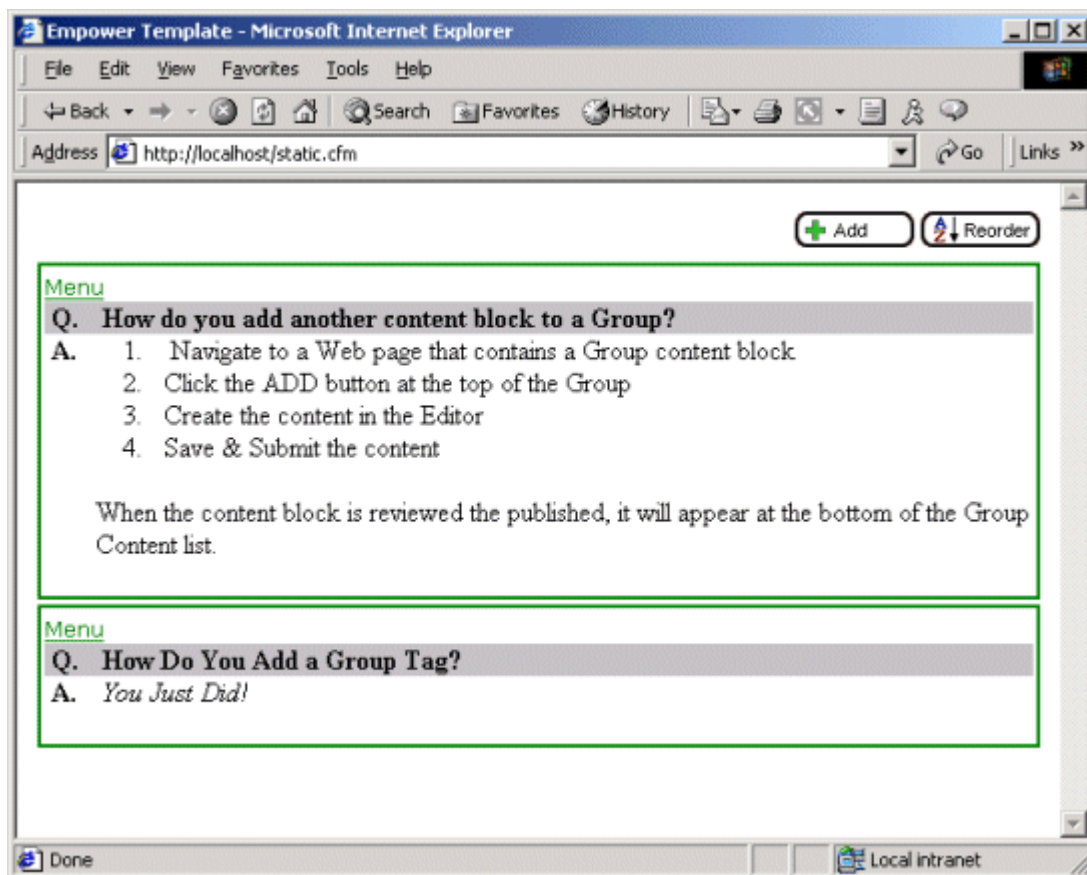
Adding a Dynamic Tag

To add a Dynamic Content Tag to a template, first access the template management tree by following the path **Content > Template Management** in the Administrator Workarea.

1. Begin by navigating through the Template Manager Tree and click on the template you wish to add the Dynamic Content Tag to.

Template Management

```
☐ 🗀 http://192.168.0.156/eMPow:
   ⊞ 🗀 Sample Site
   ⊞ 🗀 eMPower Help
   ⊞ 🗀 Contact Ektron
   ⊞ 🗀 General
   ⊞ 🗀 Marketing
   📄 Index
   📄 Template 1
   📄 Template 2
```

Web Site: **http://192.168.0.156/eMPowerSample/**
Content Group: **Global**
Template Type: **Dynamic**
Template Title: **Template 1**
Template FileName: **template1.cfm**

- Edit Template
- Delete Template
- Add Tag
- Preview Template

2. Click the **Add Tag** link on the right side of the Menu

3. Select the type of tag you wish to insert, in this case, the **Dynamic** Tag.

```
○ Search
○ Login
○ Single
○ Group
◉ Dynamic
○ Display
```

Next >>

4. Click **Next**

5. You will then be prompted with a confirmation that the Dynamic Content Block was successfully added to the template.

The Dynamic Content tag was successfuly created and inserted into your template
at the bottom of the file.
You will need to manually position the new tag within the template.
Caution: If a template has multiple Dynamic Content Tags, a content block will
appear multiple times.

From here, you should edit the template in your Web development tool, and move the Dynamic Content Tag to the desired area.

Keep in mind, just like it says in the confirmation, if you insert multiple dynamic content tags into one template, and you call that template, the same content will appear multiple times.

Viewing the Dynamic Tag in a Template

After you have inserted the Dynamic tag in the template, and published the content block that was created in the process, you will now want to access the physical template on the server, and change the location of the dynamic tag, if desired.

Shown below is a blank dynamic template with the Dynamic tag inserted into it:

As you can see, the tag for the dynamic content block is located at the bottom of the template:

```
<ecm_dcontent>
<!--- SingleDoc tag for dynamic url's,  Date inserted: Oct-16-2001--->
```

```
<CFMODULE template="/eMPower/customtags/ecmsingledoc.cfm"
DocID="#IIf(IsDefined("url.doc_id"), "url.doc_id", "0")#" AdminPath="/eMPower/"
Mode="#IIf(IsDefined("url.mode"), "url.mode", De(""))#">
</ecm_dcontent>
```

By cutting and pasting this tag anywhere in the template, you will be able to change the location of the dynamic content block in the template.

You will also notice another tag in the body of the template. This tag is a dynamic content block tag as well. This is inserted when you create a dynamic template. What this will do is allow you to display a content block on the same template you inserted the dynamic tag into by passing through the proper variable in the URL. However, since there are two Dynamic content block tags now on the page, and you can only pass through ONE variable, you will see the same content block twice on the page.

Because of this, you will want to do one of two things:

1. Remove one of the Dynamic content tags on the template
2. Don't insert a Dynamic content tag into a Dynamic Template. Instead, insert a dynamic content tag into a Static Template.

Viewing the Template via Your Browser

After you have moved the dynamic tag to the location desired, removed the second tag, then saved the template, you can then access the template via your browser to view it.
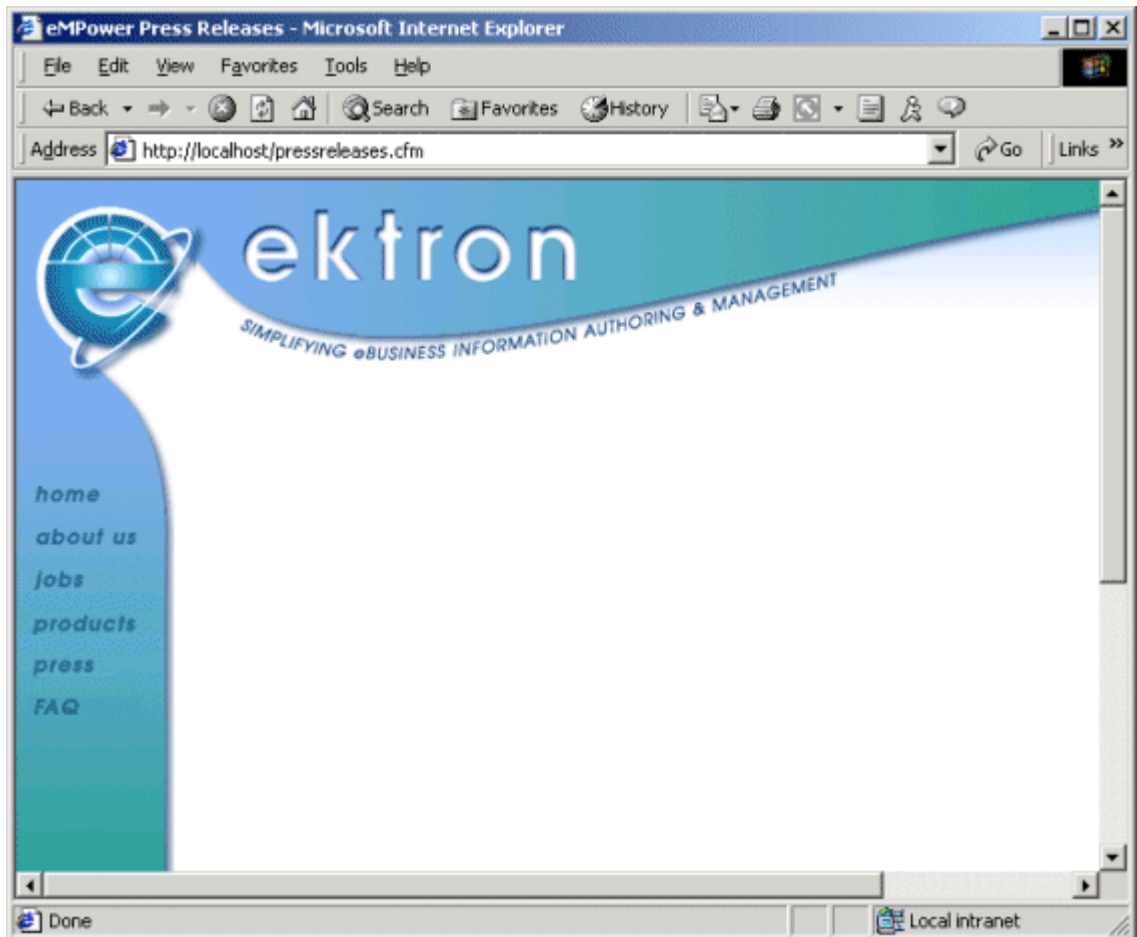
The reason why the Web page is empty is because a variable was not passed through the URL. If a variable does not get passed through the URL, then the template will be displayed without a content block.

This time, we will pass doc_id=3 through the URL to display a content block.
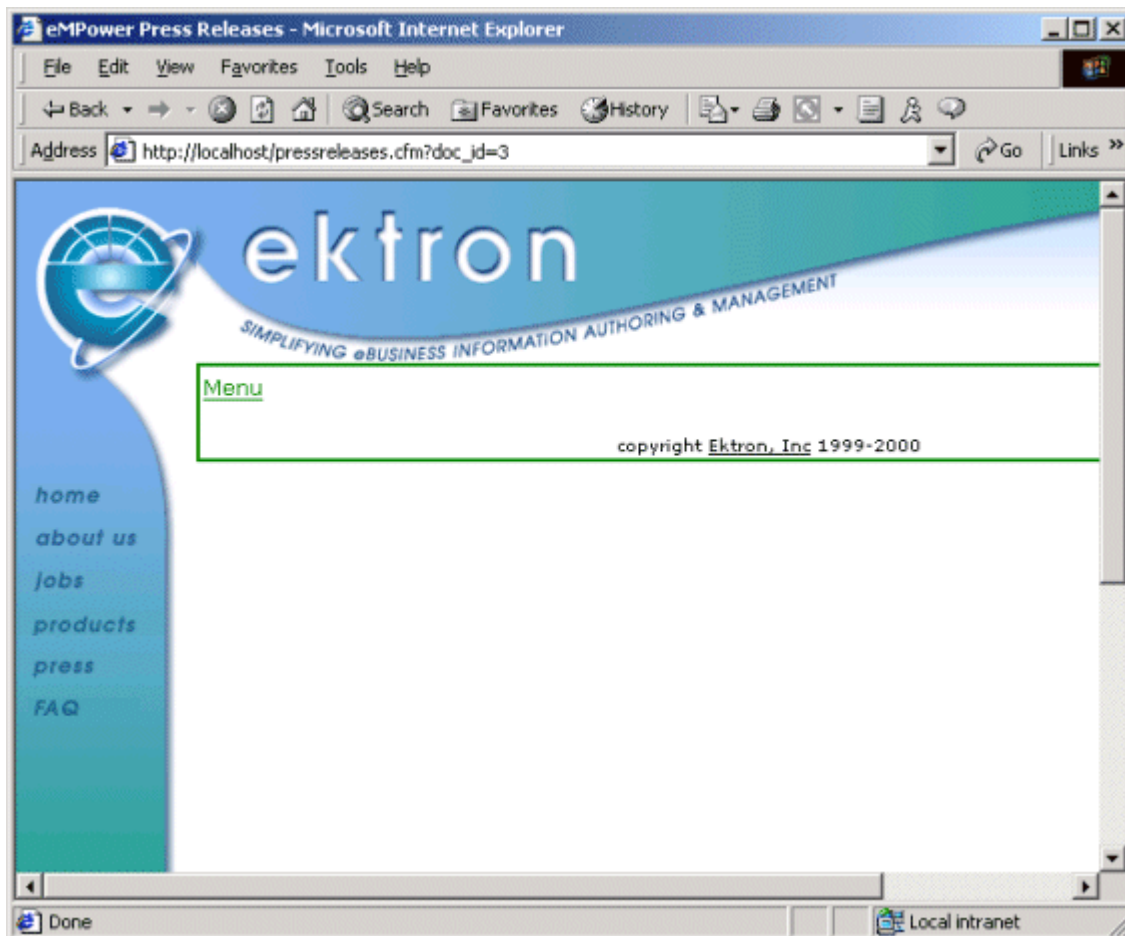
Adding a Display Tag

To add a Display Tag to a template, first access the template management tree by following the path **Content > Template Management** in the Administrator Workarea.

1. Begin by navigating through the Template Manager Tree and click on the template you wish to add the Display Tag to.

Template Management

Web Site: **http://192.168.0.156/eMPowerSample/**
Content Group: **Global**
Template Type: **Dynamic**
Template Title: **Template 1**
Template FileName: **template1.cfm**

- Edit Template
- Delete Template
- Add Tag
- Preview Template

2. 2. Click the **Add Tag** link on the right side of the Menu

3. 3. Select the type of tag you wish to insert, in this case, the **Display** Tag.

4. Click **Next**

Template Selected: **Registerd Static Template (RegStatic.cfm)**

The Display tag allows the content of the entire Web site to be displayed or to limit the display to a Content Group, and optionally Main Category and subcategories.
To allow the Display tag to display content from the entire Web site click the **Next** button.
To limit the Display tag to a Content Group and optionally Main category and subcategories, click the **Browse** button. Once you have selected the desired group and categories click the **Next** button.

Selected Content Group and Path:
None Selected

Browse

<< Back   Next >>

5. At this screen, you will determine where the content for the Display tag will come from.

- To display content for the entire site, click **Next**

- To display the content for a specific Content Group, Main Category, or Sub Category, click **Browse** to select the proper folder.

  When you have decided on this, click the **Next** button.

6. At the next area, you will be able to customize the appearance of the search on the template.

Add Display Tag

Template Selected: **Registerd Static Template (RegStatic.cfm)**

Selected Content Group and Path:
None Selected

Mark 1	`<ul>`
Mark 2	`<li>`
Mark 3	`</li> `
Mark 4	`</ul>`
Target	`_blank`
Format Tag (must be in empsessions folder)	`ecmnavbar.cfm`
Order By	Keywords
Sort	ASC
Recursive	☑

The marks can contain any HTML or CSS information. For example: mark1 could be **
**, mark2 could be **
**, mark3 could be **
**, and mark4 could be **
**. This would produce a list.

Mark 1	Mark1 is the position before the entire list.
Mark 2 link **Mark 3**	Mark2 is the position before each item.
Mark 2 link **Mark 3**	Mark 3 is the position after each item.
Mark 4	Mark4 is the position after the entire list.

<< Back   Insert >>

Use the following table to properly fill out this section.

Field	Description
Mark 1	Enter valid text, HTML tag, or CSS that will appear at the position before the entire list. Example - ** **
Mark 2	Enter valid text, HTML tag, or CSS that will appear before each item on the display content list. Example - ** **

Field	Description
Mark 3	Enter valid text, HTML tag, or CSS that will appear after each item on the display content list. Example - ** **
Mark 4	Enter valid text, HTML tag, or CSS that will appear at the end of the entire list. Example - ** **
Target	Enter the destination of the hyperlinks that will be generated. You have several options: • _blank • _self • _top • _parent • framename
Format Tag	This is the file where the display tag will acquire its formatting when displayed on a Web page.
Order By	Specify an attribute to order the list by
Sort	Select how you would like to sort the list: • **ASC** - Ascending - first to last • **DESC** - Descending - last to first
Recursive	If selected, everything within the specified category and all the categories below will be returned. Otherwise, only items in the specified category will be returned.

7. When you have finished filling out the necessary fields, click **Insert** to continue.

8. After you click Insert, you will receive a confirmation that the tag was properly inserted into the template.

Add Display Tag

Template Selected: **Registerd Static Template (RegStatic.cfm)**

The display tag was inserted into your template as a comment field. You will need to manually position the new tags within the template.

If you used a custom formatting tag, make sure the tag exists in the CFusion/CustomTags directory.

From here, you will want to manually position the tag in the template by editing the template in your Web editing tool.

Viewing the Display Tag in Template

After you have inserted the Display tag in the template, you will now want to access the physical template on the server, and change the location of the display tag, if desired.

Shown below is a blank dynamic template with the Display tag inserted into it:

```
                    <cfmodule template="/empower/customtags/ecmsingledoc.cfm"
DocID="#url.doc_id#" AdminPath="/empower/" Mode="#IIf(IsDefined("url.mode"), "url.mode",
De(""))#">
                </cfif>
            </td>
        </tr>
        </table>
    </td>
</tr>
</table>
</body>
</html>

<ecm_display>
<!---
 Please remove comments and position this display tag how you wish
<CFMODULE template="/empower/customtags/ecmdisplay.cfm" DocGroupID="" mCatID="" CatID=""
SubCatID="" Recursive="true" Mark1="<ul>" Mark2="<li>" Mark3="</li><br>" Mark4="</ul>"
OrderBy="Keywords" Sort="ASC" Target="_blank" FormatTag="ecmnavbar.cfm">
--->
</ecm_display>
```

Since the display tag is inserted in a comment when you inserted the tag, you will need to edit the template with the display tag properly.

Setting Up the Display tag:

In this area, all you need to do is remove between the <ecm_display> tags except for the tag itself,

```
<ecm_display>
<CFMODULE template="/eMPower/customtags/ecmdisplay.cfm" DocGroupID="" mCatID=""
CatID="" SubCatID="" Recursive="true" Mark1="<ul>" Mark2="<li>" Mark3="</li><br>"
Mark4="</ul>" OrderBy="" Sort="ASC" Target="" FormatTag="ecmnavbar.cfm">
</ecm_display>
```

When you have completed the process, your template will look something like this:

```
<td valign="top" colspan="2">
    <table width="100%" height="510" cellpadding="0" cellspacing="0" border="0">
    <tr>
        <td valign="top">
            <cfif IsDefined("url.doc_id")>
                <cfmodule template="/empower/customtags/ecmsingledoc.cfm"
DocID="#url.doc_id#" AdminPath="/empower/" Mode="#IIf(IsDefined("url.mode"), "url.mode",
De(""))#">
            </cfif>
<ecm_display>
<CFMODULE template="/empower/customtags/ecmdisplay.cfm" DocGroupID="" mCatID="" CatID=""
SubCatID="" Recursive="true" Mark1="<ul>" Mark2="<li>" Mark3="</li><br>" Mark4="</ul>"
OrderBy="Keywords" Sort="ASC" Target="_blank" FormatTag="ecmnavbar.cfm">
</ecm_display>
        </td>
    </tr>
    </table>
    </td>
</tr>
</table>
</body>
</html>
```

Now you can cut and paste the display tag anywhere in the template.

You will also notice another tag in the body of the template. This tag is a dynamic content block tag. This is inserted when you create a dynamic template. What this will do is allow you to display

a content block on the same template you inserted the single tag into by passing through the proper variable in the URL.

Example

```
http://www.yoursite.com/templates/display.cfm?doc_id=3
```

In this example, the search.cfm template will appear on the Web page with the display tag that was created, as well as content block id=3. If the display tag was inserted into a static content block, you would only be able view the display tag on the page, without a dynamic content block.

Viewing the Template via Your Browser

After you have moved the search tag to the location desired, then saved the template, you can then access the template via your browser to view it.
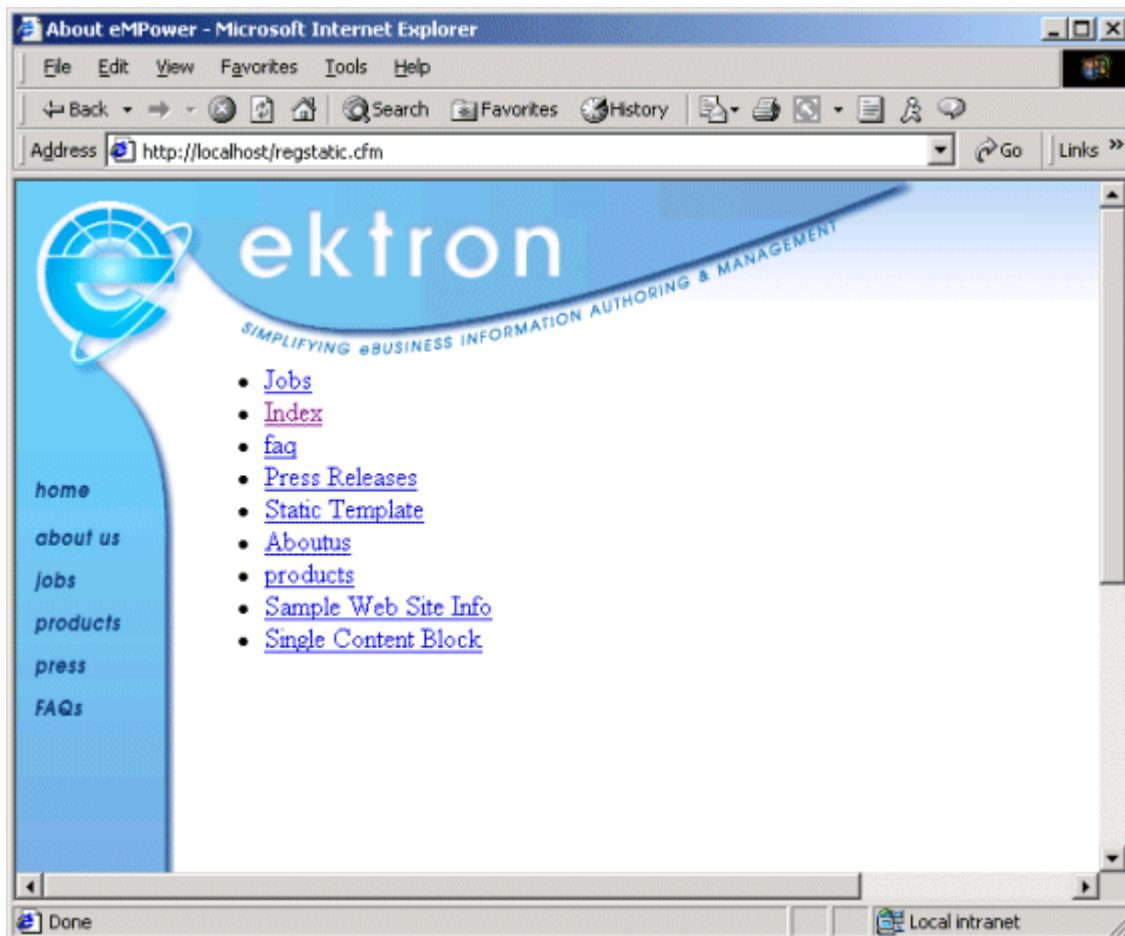
As stated earlier, since the search tag was inserted into a dynamic template, you can also call a content block to the Web page you have inserted the display tag to.
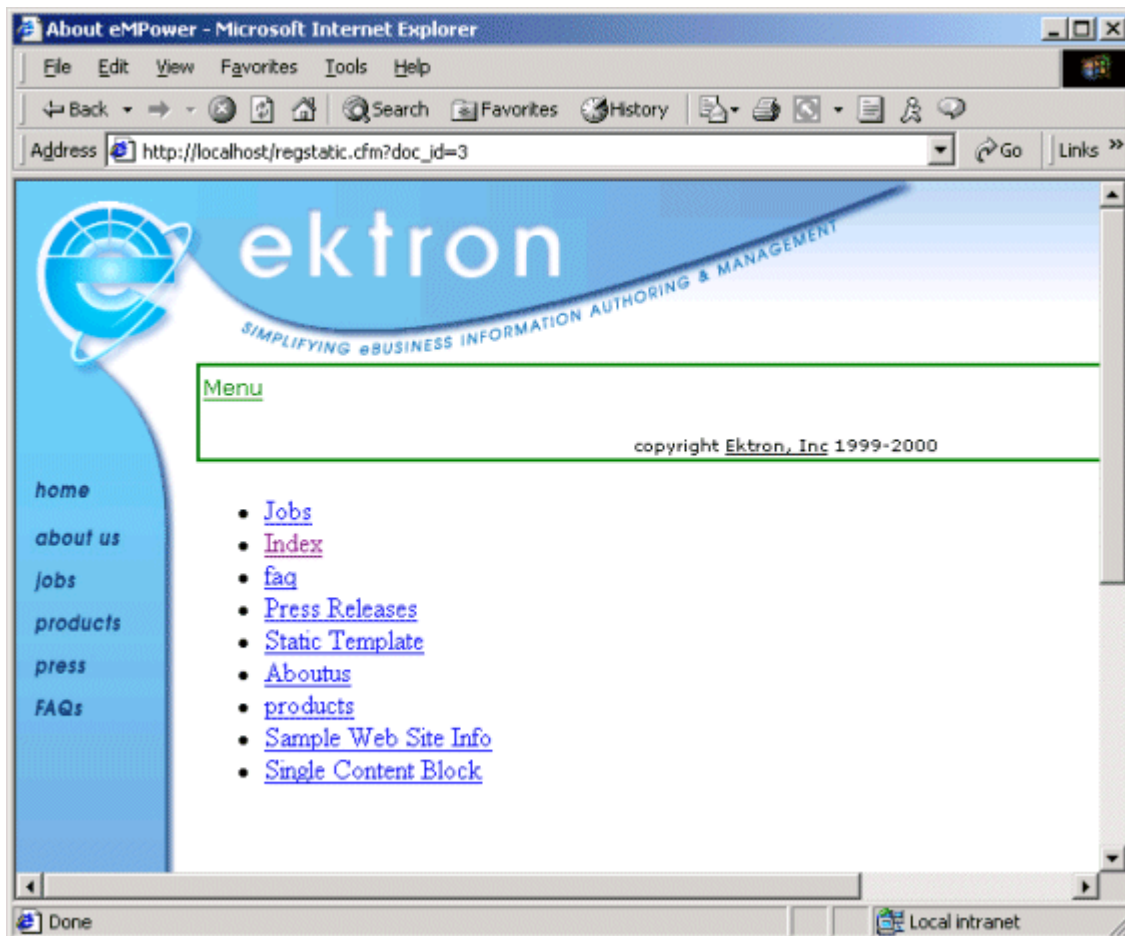
The Display tag can be formatted any way you like. You can modify this by changing the variables in the Mark#="" fields.

Adding a Style Sheet Tag

To add a style sheet tag to a template, first access the template management tree by following the path **Content > Template Management** in the Administrator Workarea.

1. Begin by navigating through the Template Manager Tree and click on the template you wish to add the style sheet tag to.

Template Management

2. Click the **Add Tag** link on the right side of the Menu

3. Select the type of tag you wish to insert, in this case, the **Style Sheet** Tag.

4. Click **Next**

Template Selected: **StaticTemplate (statictemplate.cfm)**

The Style Sheet Tag does not require any additional information. Please click the **Next** button to insert the Style Sheet tag into your choosen template, **StaticTemplate (statictemplate.cfm)**.

5. Click the insert button to add the tag to the chosen template.

Add Style Sheet Tag

Template Selected: **StaticTemplate (statictemplate.cfm)**
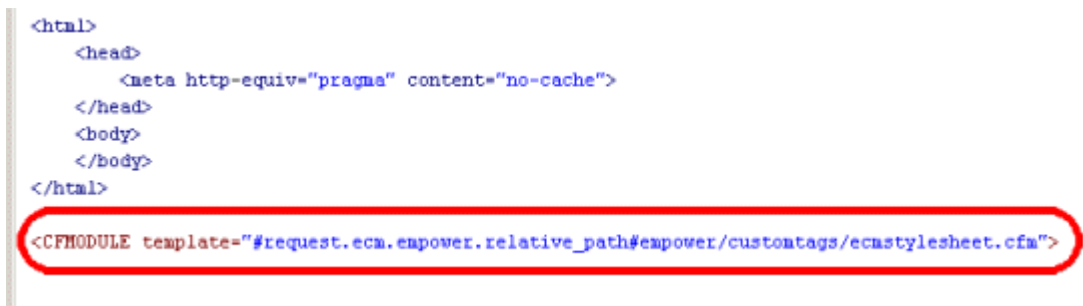
The new Style Sheet tag was inserted into your template at the bottom of the file. You will need to manually position the new tag within the head tags of your template.

To finish up the process, you will need to open the template that you added the tag to for editing so that you may correctly position the tag in your template.

Viewing the Style Sheet Tag in a Template

After you have inserted the style sheet tag in the template, you will now want to access the physical template on the server, and change the location of the style sheet tag.

Shown below is a blank dynamic template with the Single tag inserted into it:

```
<html>
    <head>
        <meta http-equiv="pragma" content="no-cache">
    </head>
    <body>
    </body>
</html>
<CFMODULE template="#request.ecm.empower.relative_path#empower/customtags/ecmstylesheet.cfm">
```

As you can see, the style sheet tag is located at the bottom of the template:

```
<CFMODULE template="#request.ecm.empower.relative_path#empower/customtags/
ecmstylesheet.cfm">
```

By cutting and pasting this tag anywhere in the template, you will be able to change the location of the tag in the template. Since the tag is used to call a style sheet, you will need to copy and paste the tag into the head tag of the template.

```
<html>
    <head>
        <meta http-equiv="pragma" content="no cache">
        <CFMODULE template="#request.ecm.empower.relative_path#empower/customtags/ecmstylesheet.cfm">
    </head>
    <body>
    </body>
</html>
```

Once a style sheet tag has been added to a template, the template will always call the proper .css file to define styles for the content.

Fonts

Fonts in an eMPower site are not actual TrueType or PostScript font files but are entries in the eMPower database that will be used in HTML generation. The entries are used to compose the list of fonts that are available in the Content Editor.

When a User selects text and changes the font of that text, an HTML font tag is generated and wrapped around the text. Subsequently, whenever that text is viewed on the Web site or in the Content Editor, the Web browser tries to display it in that font. If a font of that name is installed on the client system, the Web browser will use it; otherwise the Web browser will display the default font which is currently set to "Arial".

Font tasks are accessed from the Administrator Work Area.

Adding Fonts

Before you can add a font to eMPower, it must reside on the host's operating system and you must know its name.

To add a font:

1. Follow menu path

   Content > Fonts > Add
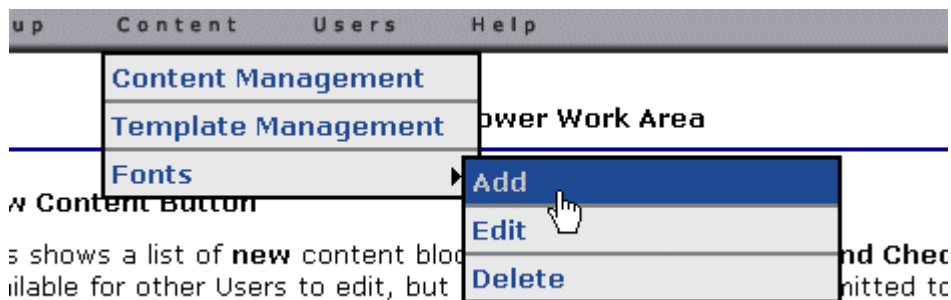
to open the **Add Fonts** form, shown below:

Add Font

Please supply the name of the font you wish to make available to the Content Editor. The existence of the font on the destination system will not be verified.

Font Name: [   ]

Add Font

2. Enter a name for the font in the **Font Name** field.

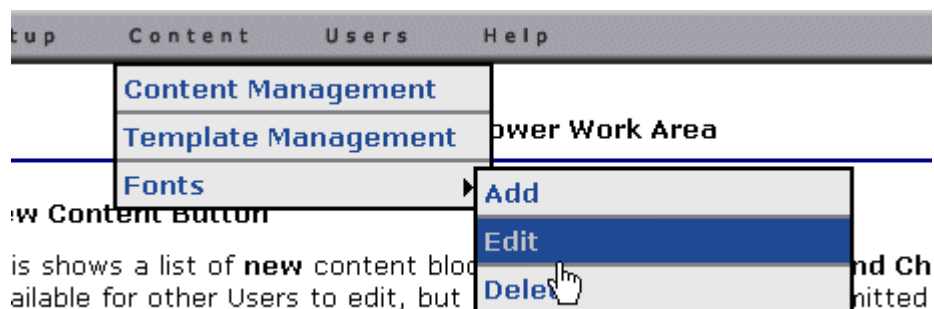3. Click the **Add Font** button. A confirmation panel is displayed.

Editing Fonts

The name of any font in the eMPower system can be edited.

WARNING! If you change the name of a font, the new modified name will REPLACE the font that was changed.

To modify a font name:

1. 1. From the Administrator Work Area, follow menu path
   Content > Fonts > Edit

| tup | Content | Users | Help |

Content Management

Template Management | bwer Work Area

Fonts ▶ Add

w Content Button

Edit

is shows a list of **new** content bloc | nd Ch

ailable for other Users to edit, but | Delec | nitted

to display the list of all fonts that exist in the system.

Edit Font

- Arial
- Tahoma
- Times New Roman
- Verdana

2. Click on the font name that you want to modify.

3. Edit the name of the font displayed in the Font Name field.

Edit Font

Please supply the name of the font you wish to make available to the Content Editor. This font will **replace** the existing font. The existence of the new font on the destination system will not be verified.

Font Name: [Arial]

[**Update Font**]

4. Click the **Update Font** button. A confirmation panel is displayed.

Deleting Fonts

Any font may be removed from the system.

NOTE When you delete a font from eMPower, you are not removing a physical font from the system, you are removing its availability from the Editor.

To delete a font:

1. From the Administrator Work Area, follow the menu path
   Content > Fonts > Delete
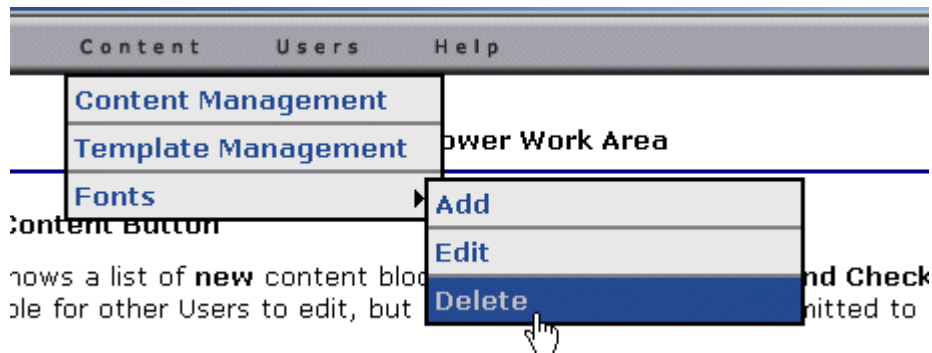
to display a list of current fonts.

Delete Font

Please click on the font you wish to delete.

- Arial
- Tahoma
- Times New Roman
- Verdana

2. Click the font name that you want to delete. A description of the font along with a Delete Font button is displayed.

Delete Font

Font Name: Arial

3. Click **Delete Font** button. A confirmation panel is displayed.

Users

Before a content contributor can be added to eMPower, you must create at least one User Group to which a User can be assigned and which will determine the content privileges of the User.

Adding Users

When you add a User to the eMPower application, the type of content management that the User will perform must be considered. Each content contributor is associated with a User Group. The User Group, in turn, defines and determines the extent of content modification that members of that group are allowed to perform.

To add a User:

1. From the Administrator Work Area, follow the menu path:

   Users > Add
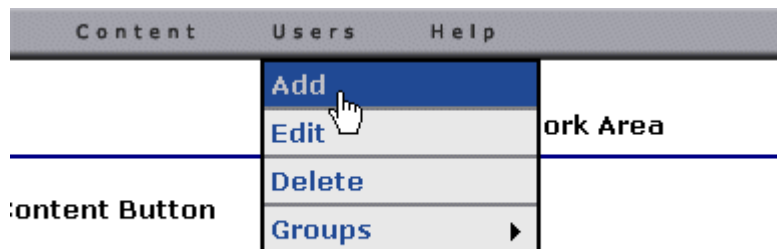
   to display the **Add User** page.

2. Refer to the table below to enter the required information in the form fields:

Field	Description
Username	Enter a Username for the content contributor.
Password	Enter a password for the content contributor.
Confirm Password	Retype the password assigned to the User.
First Name	Enter the first name of the content contributor.
Last Name	Enter the User's surname.

Field	Description
Email Address	Enter the email address of the User.
Email Options	Select the email options for this User. • Receive notification e-mails • Receive HTML mail
User Group	Select a User Group in which you want to assign the content contributor, from the listed in the drop down menu.

3. After completing the form, click **Add User**. You may add another User or select another task.

Editing Users

Manage your content contributors from the Administrator Work Area. To modify User information:

1. From the Administrator Work Area, follow the menu path

    Users > Edit
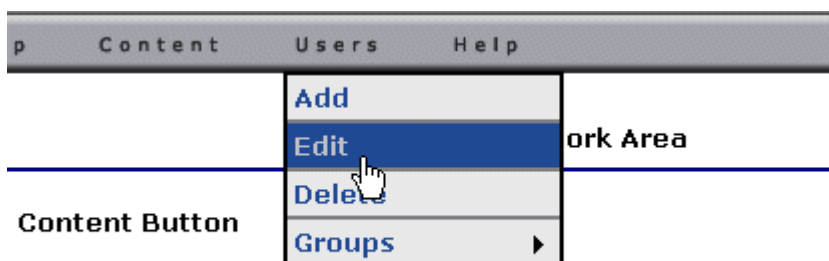
to display a listing of all Users, organized by User Group, as shown in the example below:
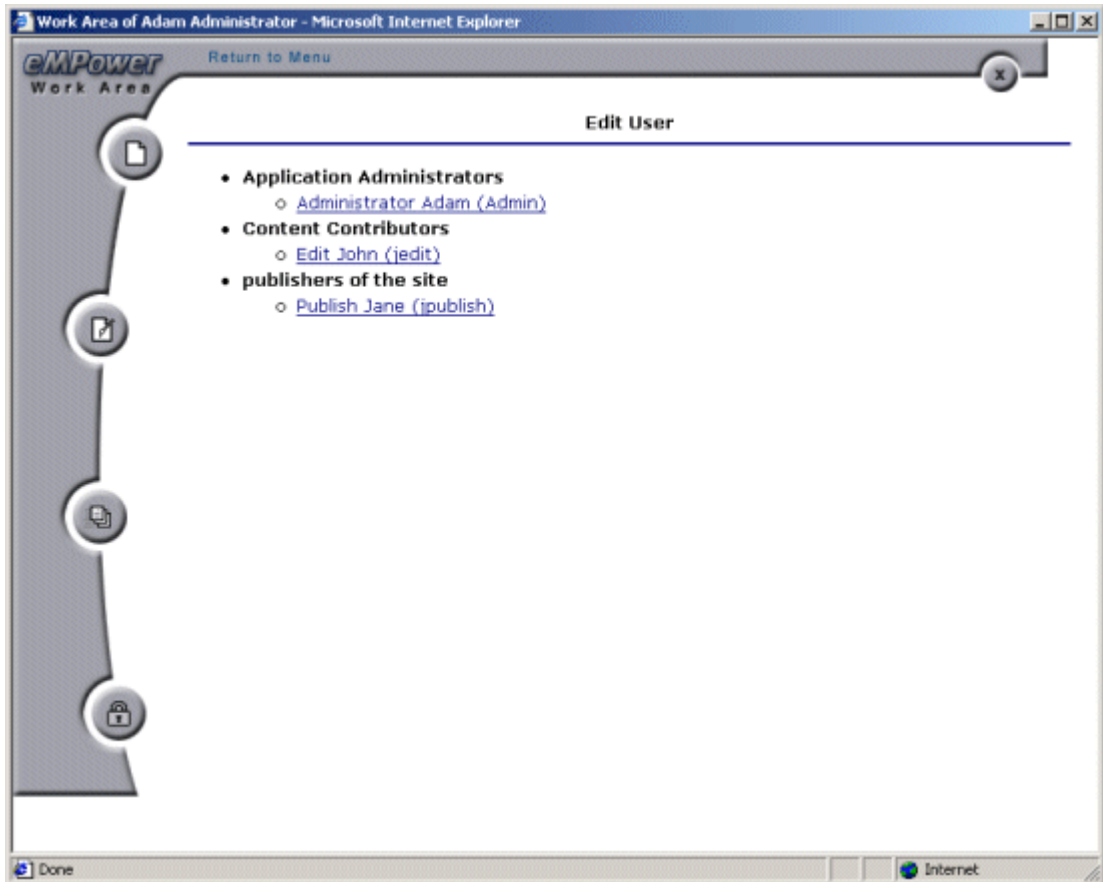
2. Click the name of the User whose properties you would like to modify. The property page will display.

3. Refer to the table below to modify the information in the form fields:

Field	Description
Username	Enter a Username for the content contributor.
Password	Enter a password for the content contributor.
Confirm Password	Retype the password assigned to the User.
First Name	Enter the first name of the content contributor.
Last Name	Enter the User's last name.

| Field	Description
Email Address	Enter the email address of the User.
Email Options	Select the email options for this User. • *Receive notification e-mails* • *Receive HTML mail*
User Group	Select a User Group in which you want to assign the content contributor, from the listed in the drop down menu.

4. Click **Update User** to save your changes.

Deleting Users

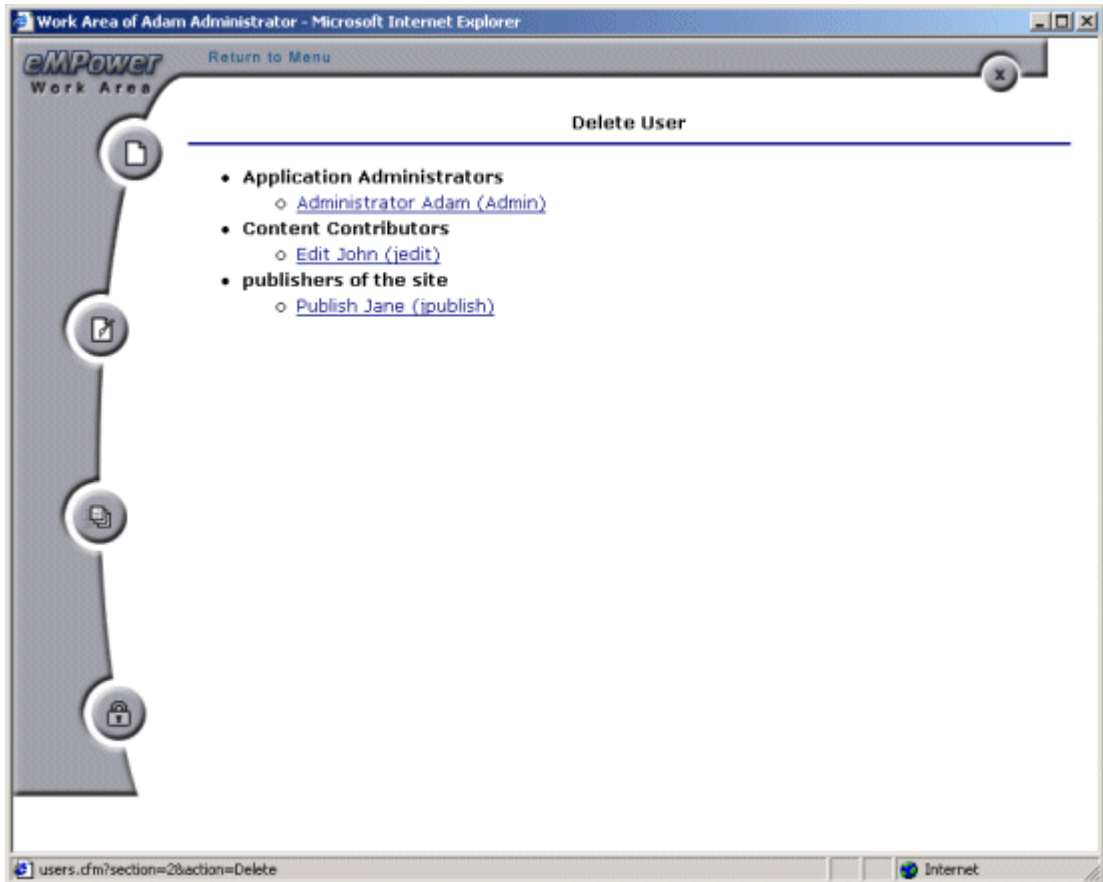Users may be removed from eMPower at any time, as the requirements of your content management evolves.

To delete a User:

1. 1. From the Administrator Work Area, follow the menu path **Users > Delete**
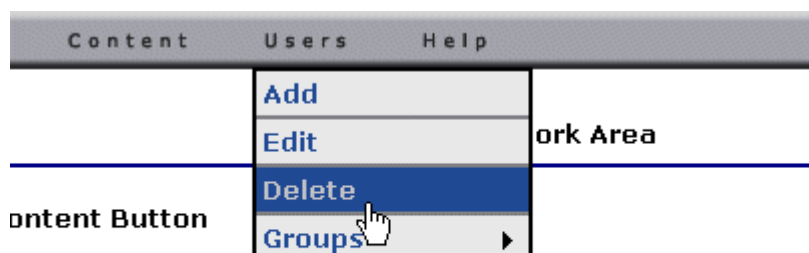
to display a list of all content contributors.

2. Click on a Username to display the Users summary. After you confirm that the selected User profile is the one you would like to remove from the system.

Delete User

Name: John Edit
Username: jedit
User Group: Content Contributors

Delete User

3. Click **Delete User** to remove the User from eMPower.

4. A pop up window shows up to confirm whether you are sure that you want to delete the selected User. Click **OK** if you are sure or click **Cancel** to return to the delete User page.

WARNING!   If you try to delete a User who currently has content checked out, you will be notified and given a list of the content blocks that will be affected. With your approval, each content block will be checked in automatically, upon removal of the User.

User Groups

Users are content contributors who use eMPower to maintain Web site content. Each User is associated with a User Group. The Administrator configures access privileges (for example, view, edit, and publish) for each User Group, enabling them to maintain the content blocks of each Content Group while maintaining a level of control over the process.

To configure Users and User Groups, follow the process outlined below:

- Add User Groups

- Add Users to User Groups

- Configure the level of content management that each User Group may perform within each Content Group.
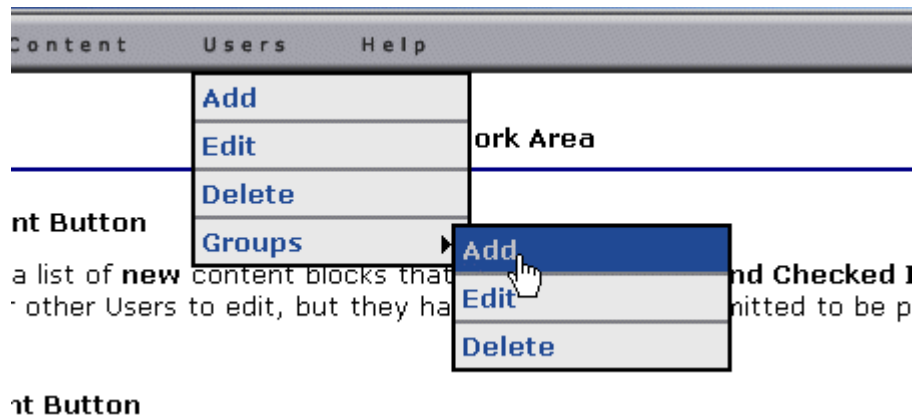
Detailed information about Users and Users Groups may be found in the following sections.

Adding User Groups

Adding a User Group requires you to create a group and identify what they can do. When finished, you would add content contributors to that group.

To add a User Group:

1. 1. From the Administrator Work Area, follow the path

    Users > Groups > Add

Content   Users   Help

Add
Edit   ork Area
Delete
Groups   ▶ Add

nt Button

a list of **new** content blocks that   Edit   nd Checked 1
other Users to edit, but they ha   Delete   nitted to be p

nt Button

to display the **Add User Group** page, shown below:

2. Fill in the fields according to the following table:

Field	Description
Name	Enter a descriptive name for this User Group.
Description	Enter a long description, e.g., function and permissions of this group.
Image Library Update	Click this check box to give the User Group permission to update images in the library.
File Library Update	Click this box to give the User Group permission to update files in the library.
Hyperlink Library Update	Click this box to give the User Group permission to update hyperlinks in the library.
Editor Options	Click to enable each option in the Editor used by all content contributors associated with this User Group. Check the **ALL** box to select or deselect all the editor options.

3. Click **Add User Group** to save.

Assigning Editor Options

Depending on the user group, you have the permission of limiting the buttons that the users of that group will have on the editor's toolbar when they are creating and editing content.

This feature will allow you to disable the library button from the toolbar so the users will not be able to have images in their content. You could also assign a user group just the ability to insert forms. Whatever you choose, this ability allows you to have easy control over your Web site's content,

Editing User Groups

You can easily maintain and update User Group information as it becomes necessary.

To edit User Group information:

1. 1. From the Administrator Work Area, follow the path
   Users > Groups > Edit
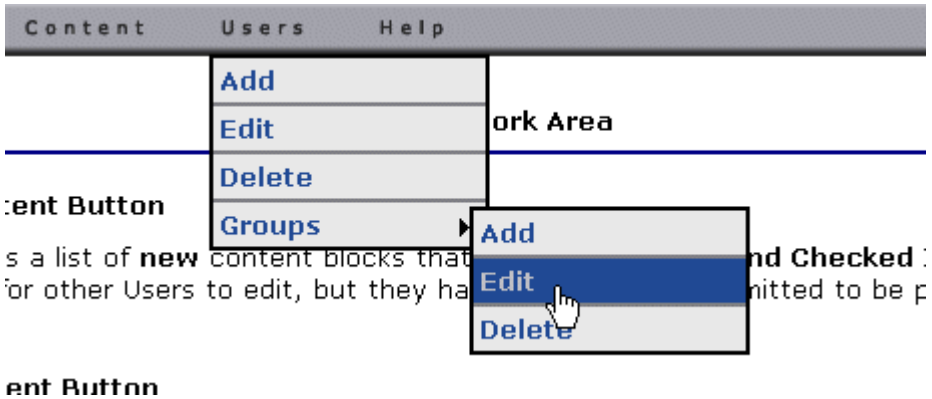
to display a list of current User Groups.

Work Area of Adam Administrator - Microsoft Internet Explorer

eMPower
Work Area

Return to Menu

Edit User Group

Click the User Group you wish to edit.

User Group

- **Admin group:** Application Administrators
- **publishers:** publishers of the site
- **Content Contributors:** Content Contributors

users.cfm?section=1&action=Edit

2. Click on a User Group name to display the property page of that User Group. A sample property page for the Content Administrator User Group is shown below:
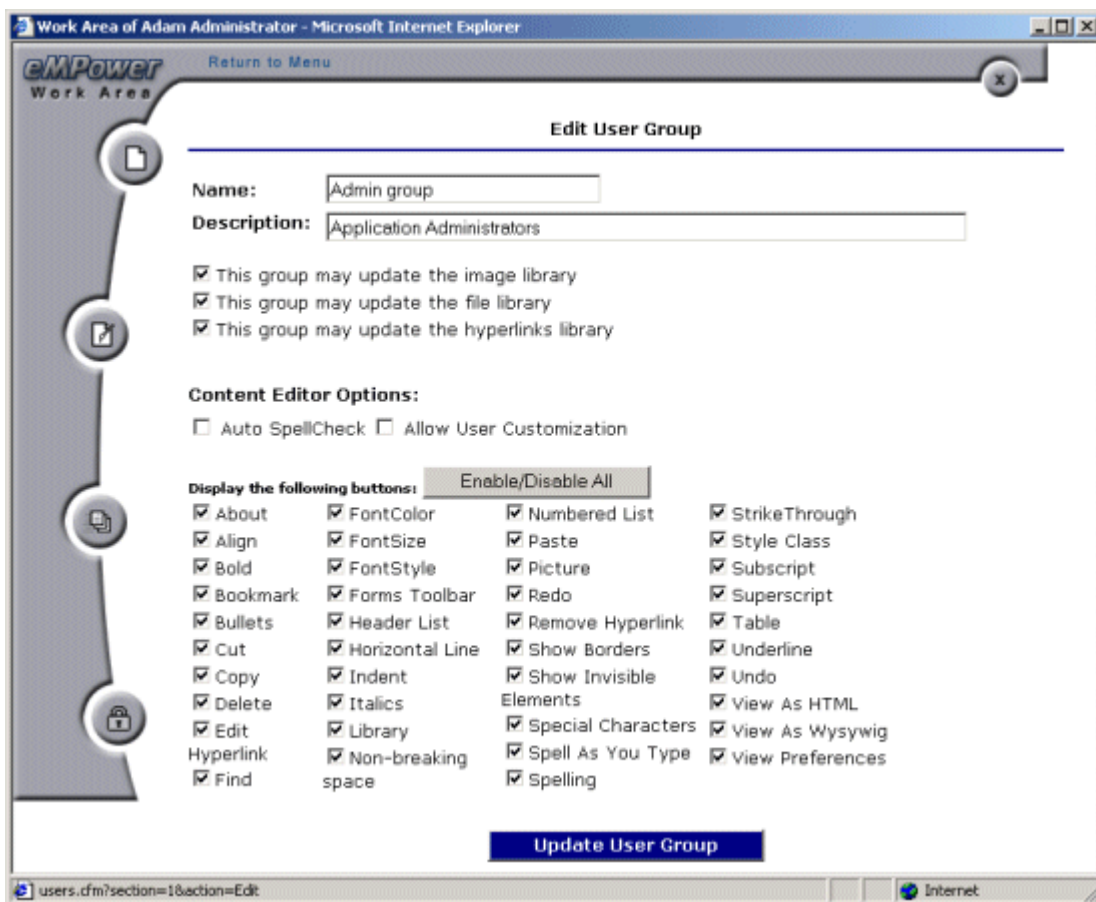
3. Modify the information contained in the fields according to the table below:

Field	Description
Name	Enter a descriptive name for this group.
Description	Enter a description of the User Group. You may want to include its function and permissions.
Image Library Update	Click this check box to give the User Group permission to update images in the library.
File Library Update	Click this box to give the User Group permission to update files in the library.

Field	Description
Hyperlink Library Update	Click this box to give the User Group permission to update hyperlinks in the library.
Editor Options	Click to enable each option in the Editor for content contributors associated with this User Group. Check the **ALL** box to select or deselect all the editor options.

4. Click **Update User Group** to save your modifications.

Deleting User Groups

Any existing User Group may be deleted as your content management needs change.

WARNING! When you delete a User Group, all content contributors associated with that Group are **DELETED** from the system.
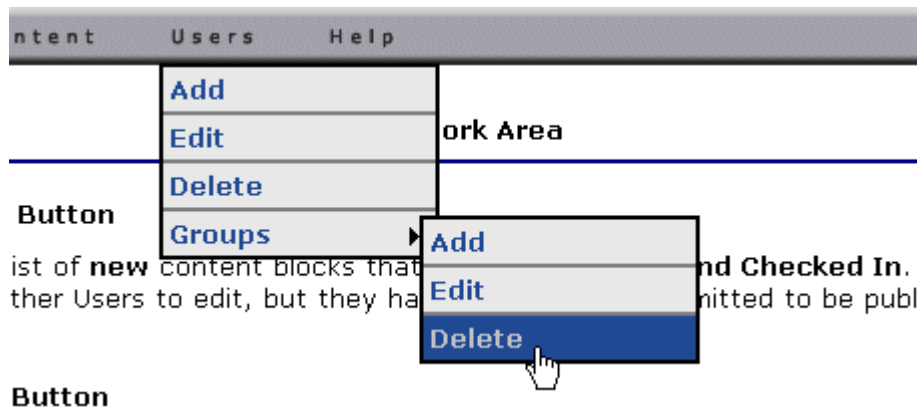
To delete a User Group:

1. 1. From the Administrator Work Area, follow the menu path
    Users > Groups > Delete

to display a list of existing User Groups.

2. Click on the User Group that you wish to delete. A window showing the details of the selected User Group is displayed.

Delete User Group

Name: Content Contributors
Description: Content Contributors

This usergroup contains the following active user(s):

- John Edit

Deleting this User Group will automatically remove the active user(s). Any documents presently **Checked Out** by the user(s) will automatically be **Checked In.**

Delete User Group

3. Click **Delete User Group**.

4. A pop up window shows up to confirm whether you are sure that you want to delete the selected User Group. Click **OK** if you are sure or click **Cancel** to return to the delete User page.

Help

You can create your own custom help systems for your eMPower application. Each custom help system is called a menu. Under each menu are help categories and topics. The help system enables you to organize each help system into categories and subcategories.

For example, you can create a separate help system for the content contributors of each content group. Then, you can configure eMPower to display a different help menu for each content block.

The following sections explain how to:

- Create custom help menus and add categories and help topics to them.
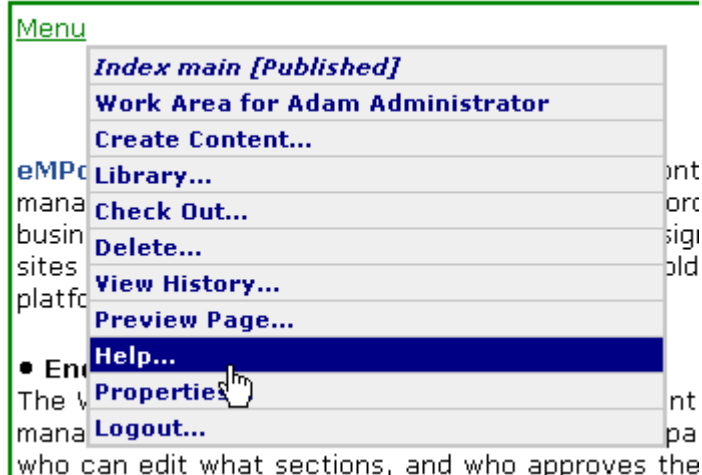- Configure eMPower to display different help menus.

NOTE This help system is available to the eMPower content contributors who maintain your Web site content. It is **NOT** displayed to visitors of your Web site.

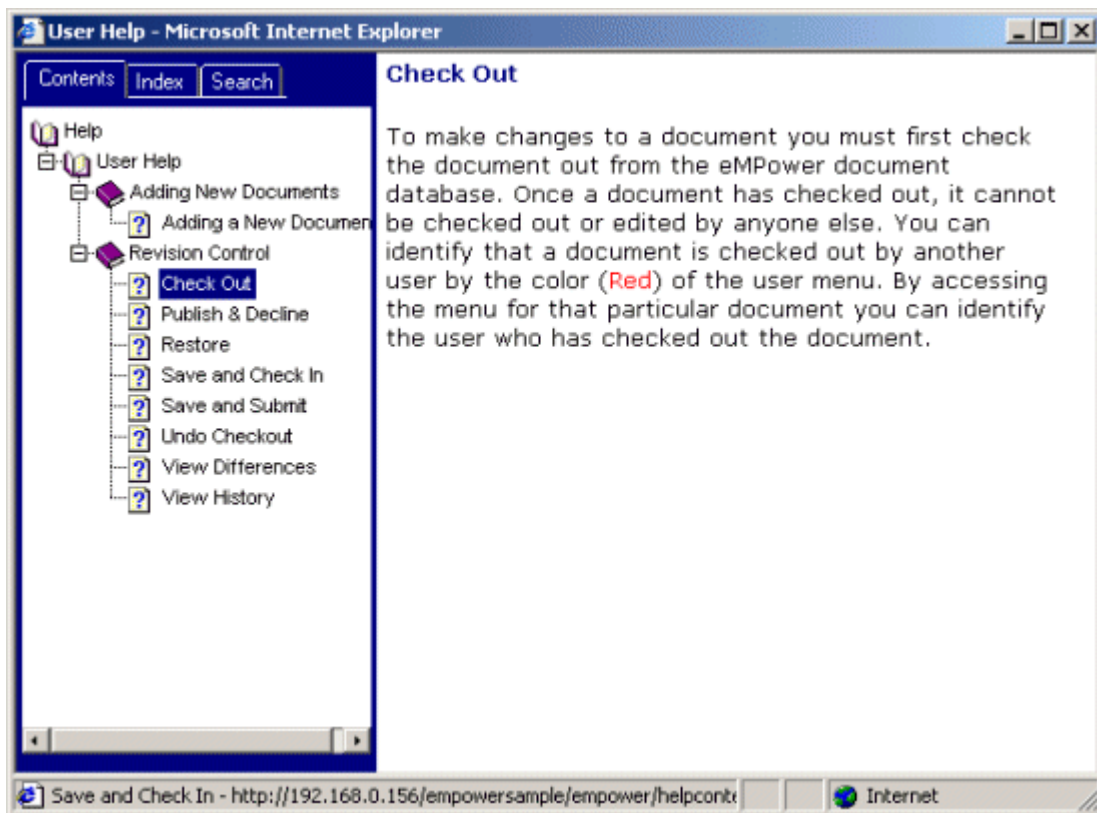The Help system is created, modified, and maintained from the Administrator Work Area.

Viewing Custom Help

To view custom Help, select

Menu > Help

from the eMPower view of your Web site.

Help Menus

Each help menu is a separate help system. It contains categories to help organize the help subject matter and help topics that contain the content blocks.

Before Menus, Categories, and Items are discussed, shown below is what each one is:
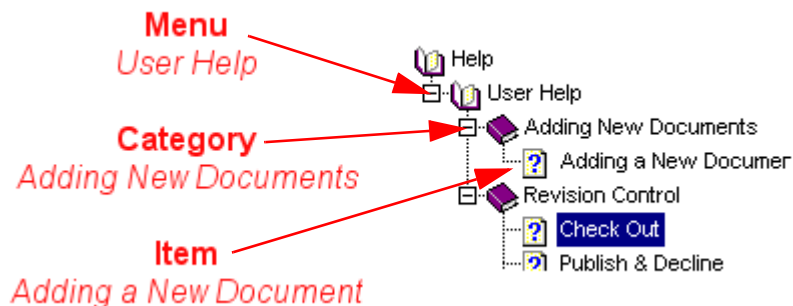
As you can see, a Menu is directly under the main Help folder, a category breaks the menu down into different parts, and the items are the actual help information.

Adding Help Menus

To add a help menu:

1. From the Administrator Work Area, follow the menu path

    Help > Menus > Add
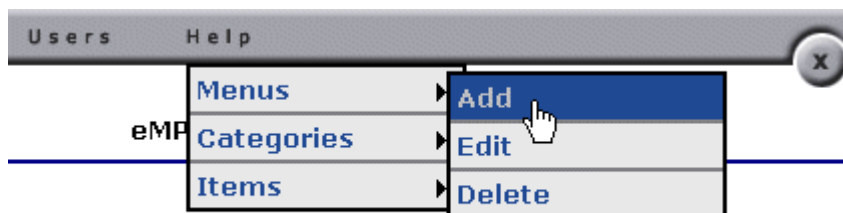
content blocks that have been **Saved and Checked In.** They

The form for adding help menus is displayed.

2. Type in a name for the menu in the **Name** field.

Add Help Menu

Name: [   ]

Add Help Menu

> 3. Click **Add Help Menu** to save. A confirmation will be displayed.

Editing Help Menus

> Help menu names may be modified at any time, just as organizational or terminology needs change. Name changes are made using Edit Help Menu.
>
> To edit a menu:
>
> 1. 1. From the Administrator Work Area, follow the menu path
>
> **Help > Menus > Edit**

> A list of existing help menus is displayed.

Edit Help Menu

Help Menus

- Content Contributor Help
- Publisher Help

> 2. Select the help menu that you want to edit from the list. A form containing a description field is displayed.

Edit Help Menu

Name: | User Help

Update Help Menu

3. Enter a new description for the selected help menu.

Edit Help Menu

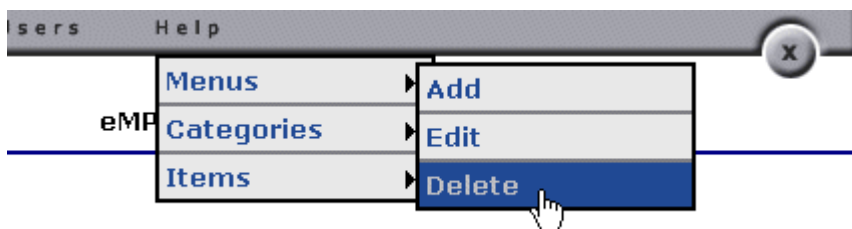Name: | Content Contributor Help|

Update Help Menu

4. Click **Update Help Menu** to save your changes.

A confirmation of the change will be displayed.

Deleting Help Menus

Any existing help menu can be deleted.

To delete a help menu:

1. From the Administrator Work Area, follow the menu path:
Help > Menus > Delete

to display a list of existing menus.

Delete Help Menu

Help Menus

- Content Contributor Help
- Publisher Help

> 2. Select a help menu from the list to display that you would like to delete.

Delete Help Menu

Name: Publisher Help

Delete Help Menu

> 3. Click **Delete Help Menu**.
> 4. Click **OK** to confirm your request.

Help Categories

Help categories help you organize and maintain the contents of your help system. Categories help you group and build relationships between help topics. After building your site you will be able to easily locate help topics by knowing which category or they belong to.

Adding Help Categories

Before you can add a help category, there must be at least one help menu with which you can associate it. If no Help menu exists, you must create one now.

To add a help category:

> 1. From the Administrator Work Area, follow the menu path
>
>   **Help > Categories > Add**

nt blocks that have been **Saved and Checked In**. They ar

to display the form for adding help categories.

Add Help Category

Menu: [Content Contributor Help ▼]

Name: [   ]

Add Help Category

2. Select the menu under which you want to add this new help category.

Add Help Category

Menu: [Publisher Help   ▼]
           Content Contributor Help
Name: [Publisher Help   ]

Add Help Category

3. Enter the name of the help category. This name will also be displayed in the help index.

Add Help Category

Menu:	Publisher Help ▾
Name:	Approving a Content Block

Add Help Category

Use the following table as a guide:

Field	Description
Menu	Select the help menu under which you want to add a category.
Name	Enter a title for the category you want to add to the help system.

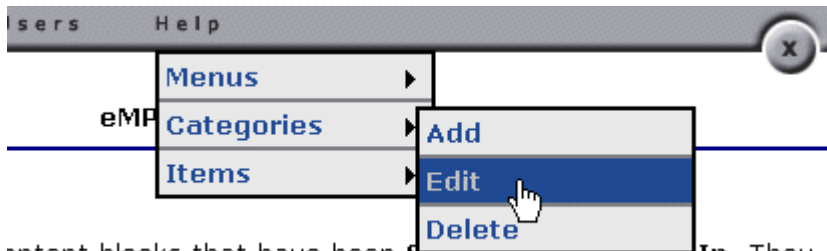4. Click **Add Help Category** to save it and display a confirmation.

Editing Help Categories

Any existing help category can be modified. You may change the description or select a different menu with which to associate it.

To edit a help category:

1. From the Administrator Work Area, follow the menu path

   Help > Categories > Edit

to display a list of existing menus with the categories listed beneath each one.

Edit Help Category

- **Content Contributor Help**
    - ○ Adding New Documents
    - ○ Revision Control
- **Publisher Help**
    - ○ Approving a Content Block

2. Select the category that you want to edit from the list to display the Edit Help Category page.

Edit Help Category

Menu: Content Contributor Help

Name: Creating Content Blocks

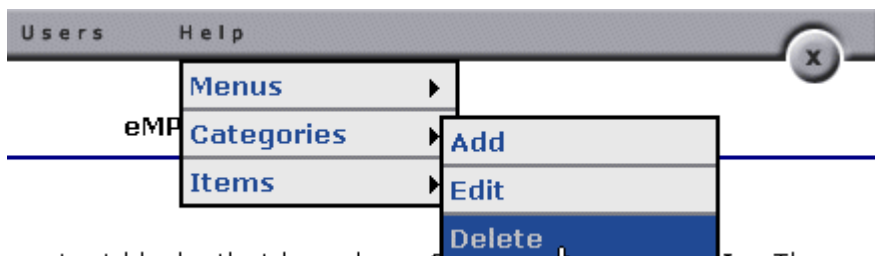**Update Help Category**

3. Change the Menu with which the Category is associated, by selecting a different one from the dropdown box or modify the name if necessary.

4. Click **Update Category** to save your changes. A confirmation page will display.

Deleting Help Categories

To delete a help category:

1. 1. From the Administrator Work Area, follow the menu path
    Help > Categories > Delete

content blocks that have been **Saved or Checked In**. They are

to display the list of existing categories.

Delete Help Category

- **Content Contributor Help**
    - ○ Creating Content Blocks
    - ○ Revision Control
- **Publisher Help**
    - ○ Approving a Content Block

2. Select a Help category from the list. A description of the category is displayed along with a delete button.

Delete Help Category

Menu:	Content Contributor Help
Name:	Revision Control

Delete Help Category

3. Click **Delete Help Category**
4. Click **OK** to delete the category. A confirmation of the deletion will be displayed.

Help Items

A help item is one of the content blocks in an eMPower custom help system.

Adding Help Items

Although help item content blocks are created from the Administrator Work Area, the actual contents of help topics are added by using the Content Editor.

You should familiarize yourself with the features of the Content Editor before proceeding. For detailed information about the Editor, please refer to the "eMPower *User Manual, Version 3.7*".

To add a help topic:

1. Follow menu path

   Help > Items > Add
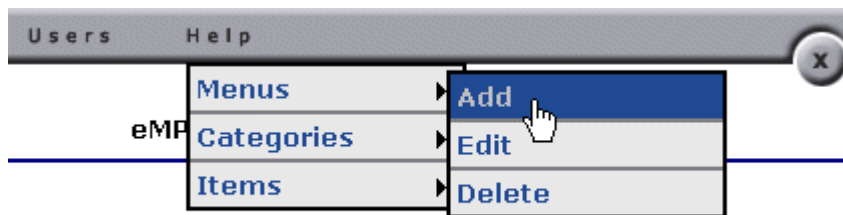
content blocks that have been **Saved and Checked In**. They

to open the Content Editor.

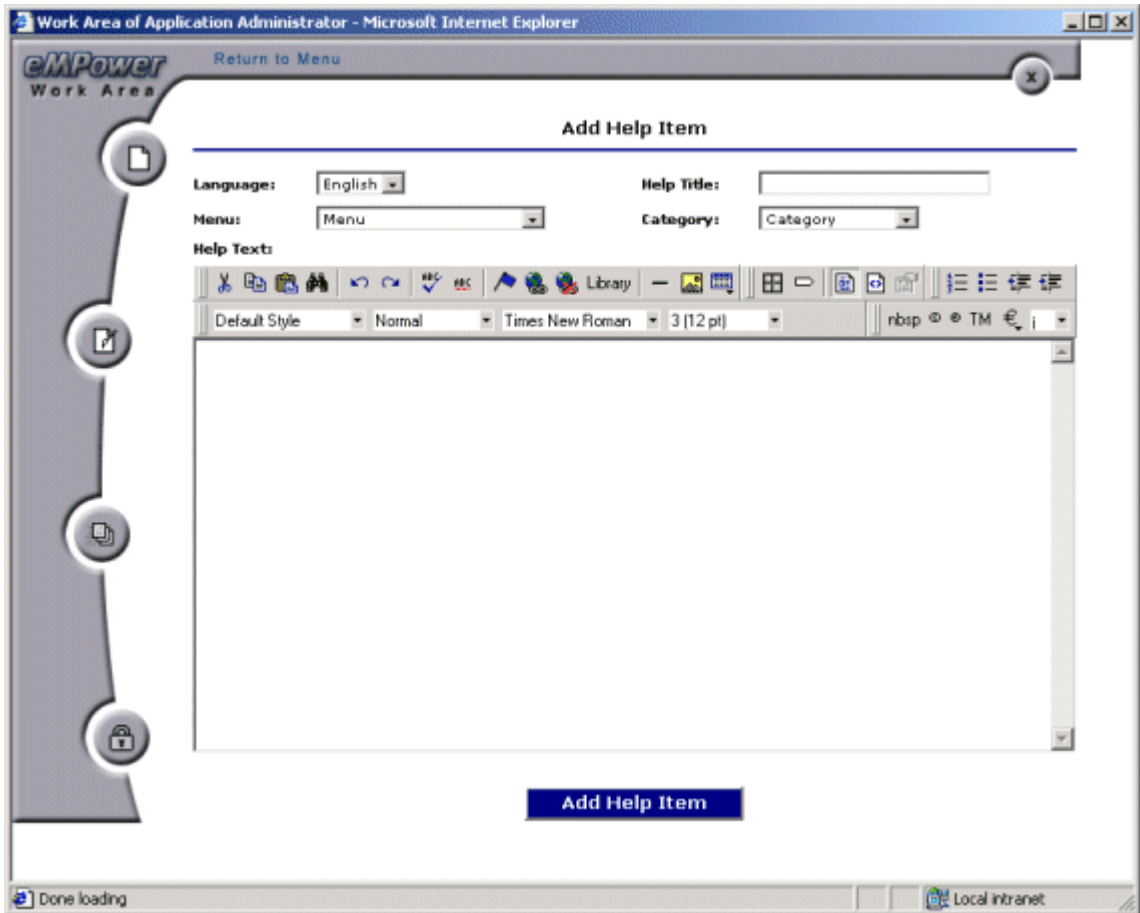2. Use the following table as a guideline when entering the required information.

Field	Description
Language	Select the language in which the help topic will be displayed.
Help Title	Enter a descriptive title for the help topic.
Menu	Select a menu under which this content block will be displayed.
Category	Select a category under which this content block will be displayed.

3. Enter the contents of your help topic by using the Content Editor and formatting it as needed.
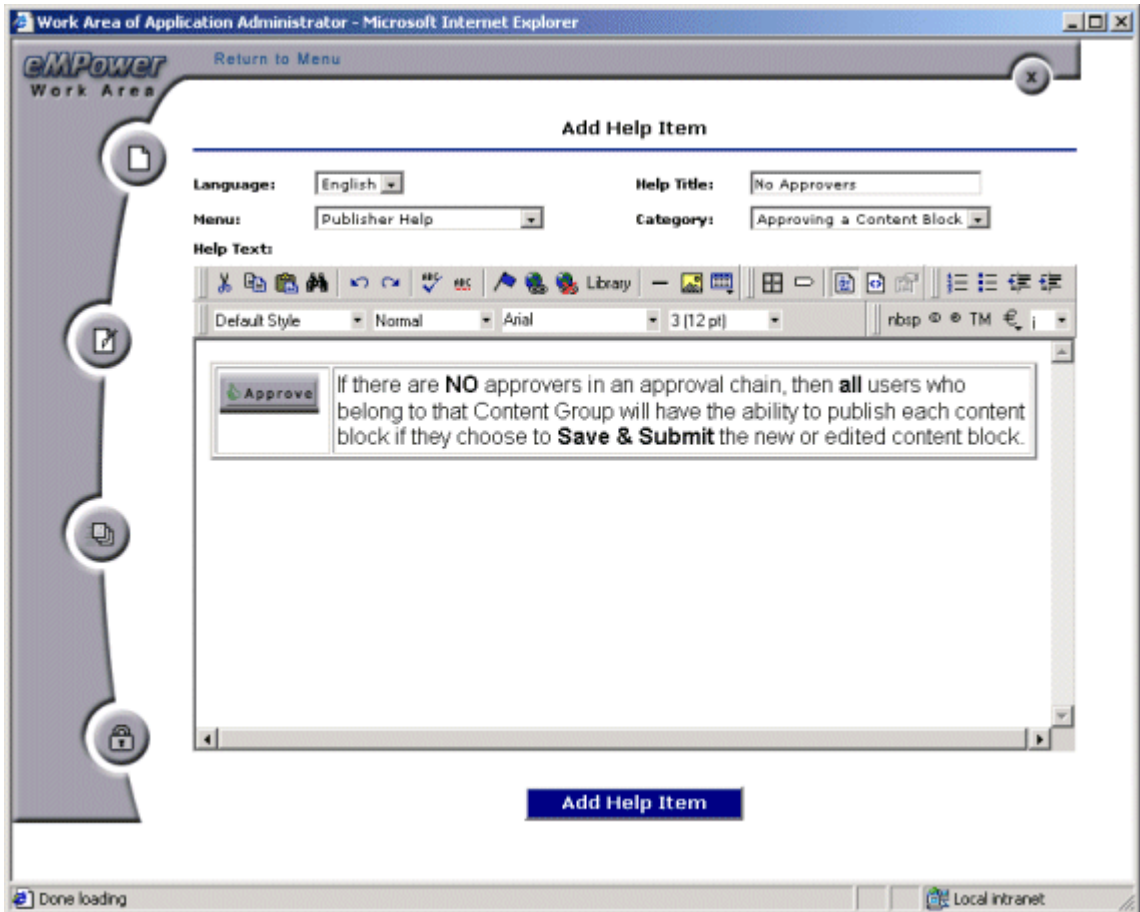
4. Click **Add Help Item** to add the item to your custom help.

When you have finished creating the Help item, you can view it by accessing the Help area in the Menu, then navigating to the new help item that you just created.

User Help - Microsoft Internet Explorer

Contents | Index | Search

Help
Content Contributor Help
    Creating Content Blocks
        Adding a New Document
Publisher Help
    Approving a Content Block
        No Approvers

If there are **NO** approvers in an approval chain, then **all** users who belong to that Content Group will have the ability to publish each content block if they choose to **Save & Submit** the new or edited content block.

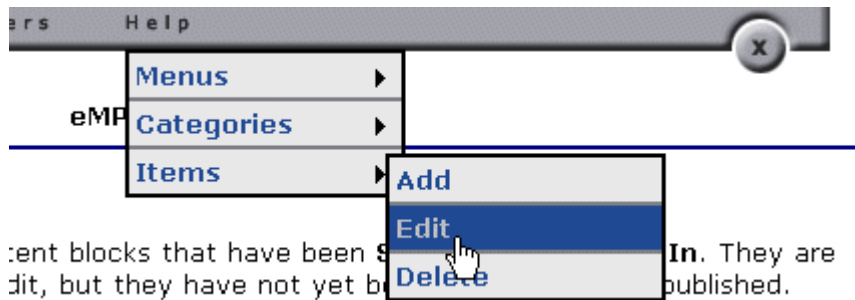Done   Local intranet

Editing Help Items

Help topic information and content can be modified from the Administrator Work Area.

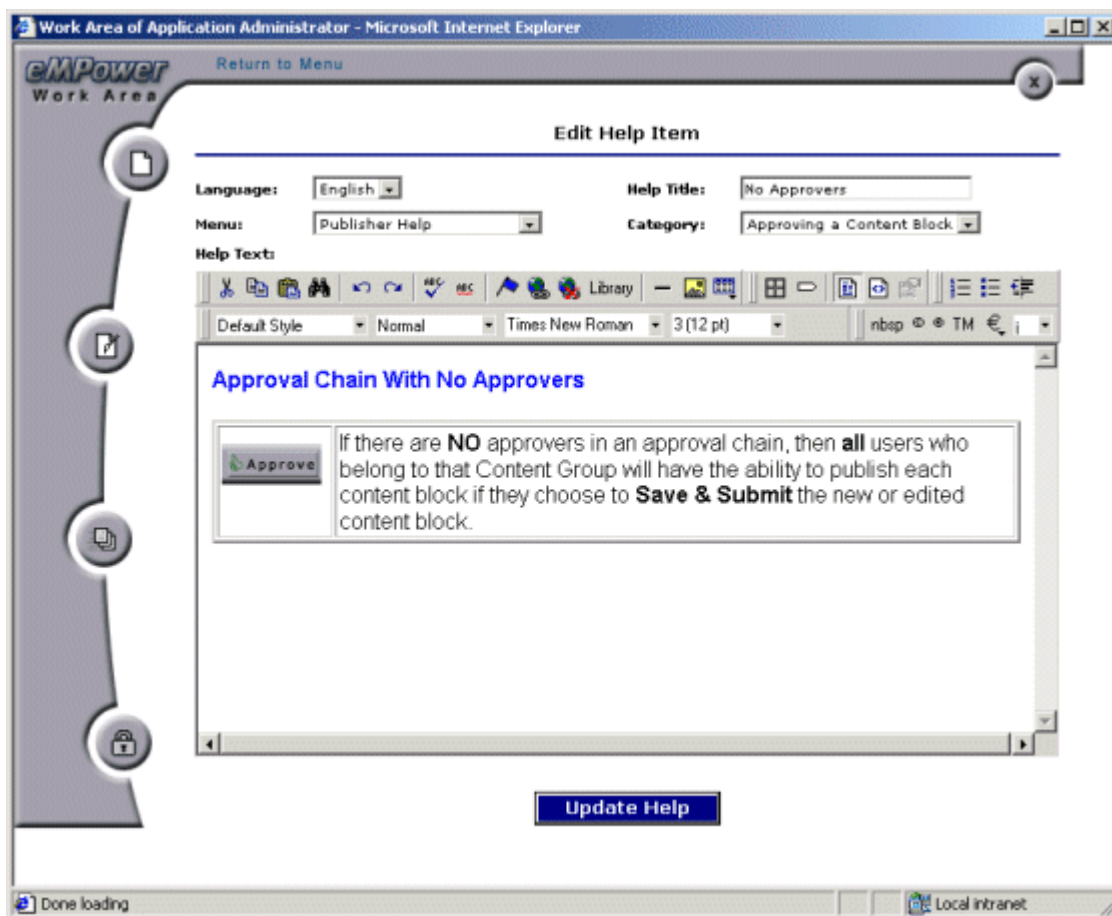To edit a help topic:

1. Follow menu path

   Help > Items > Edit

---

to display the list of existing help items.

Edit Help Item

Select the help content you wish to edit.

- Content Contributor Help
  - ○ Creating Content Blocks
    - ■ Adding a New Document
- Publisher Help
  - ○ Approving a Content Block
    - ■ No Approvers

2. Click the help item to edit. The content block will open in the Content Editor. If you are not familiar with the Content Editor, please refer to the "eMPower *User Manual, Version 3.7*" for detailed information.

3. Make the required modifications.

4. Click **Update Help**.

Just like before, when you preview the new help item by accessing the help area through the Menu, you will see the updated Help item.

Deleting Help Items

Any existing help item can be deleted.

To delete a help item:

1. From the Administrator Work Area, follow the menu path
   Help > Items > Delete

content blocks that have been S̶... ̶In. They are
o edit, but they have not yet b̶... ̶published.

to display a list of existing help content.

Delete Help Item
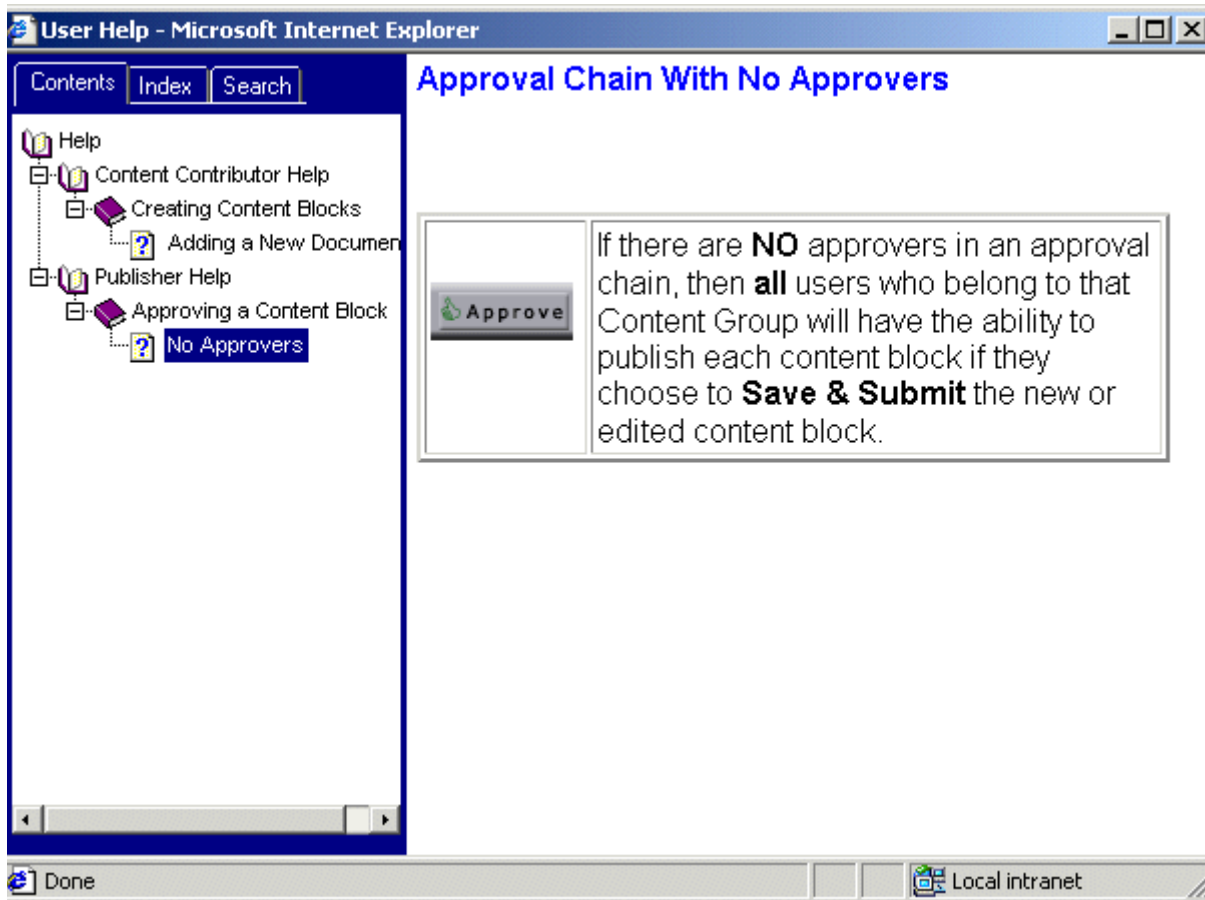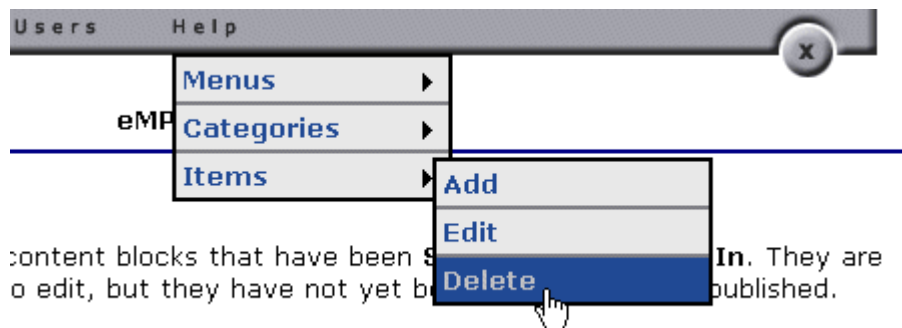
Select the help content you wish to delete.

- Content Contributor Help
  - ○ Creating Content Blocks
    - ■ Adding a New Document
- Publisher Help
  - ○ Approving a Content Block
    - ■ No Approvers

2. Click the help topic to delete. The contents and properties of the help topic are displayed.

Delete Help Item

Help Title:	No Approvers	**Language:**	English
Menu:	Publisher Help	**Category:**	Approving a Content Block
Help Text:			

Approval Chain With No Approvers

|	
Approve	If there are **NO** approvers in an approval chain, then **all** users who belong to that Content Group will have the ability to publish each content block if they choose to **Save & Submit** the new or edited content block.

Delete Help Item

3. Click **Delete Help** when are sure you want to delete the displayed help topic.

4. Click **Ok** to confirm your selection and delete the topic.

The Menu

The Menu

The Menu can be accessed from any Content block you have
permissions to. It is located in the top left-hand corner of each
Content block. To display the tasks you have privileges for, drag
the cursor over the Menu link and the Menu will pop-up displaying
the list. This list will also change depending on the status of the
Content block. These tasks will be described in the following
sections.
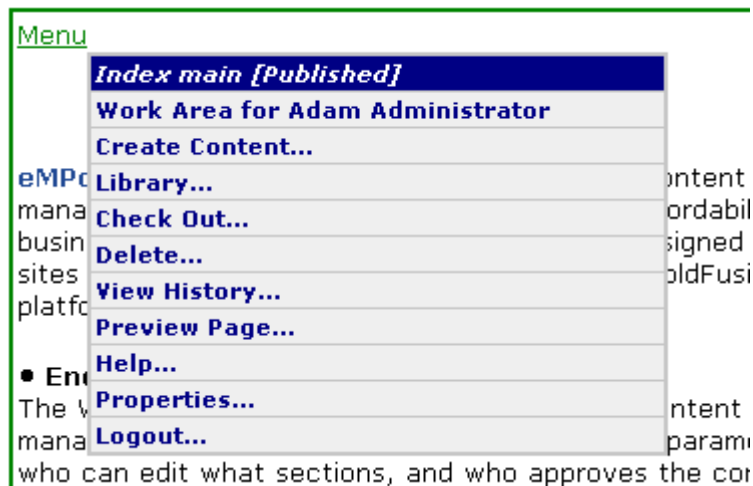
Although the tasks vary in each menu depending on the status of
the content block, as well as the permissions the User may or may
not have, there are similarities among them. As you can see in the
menu above, the first line of each menu always has the title of the
content block and the status. In this case, the title of the content
block is "Index Main," and the status is Published.

As stated earlier, there are two different options for how the menu
is displayed. You can either have a DHTML menu shown here:
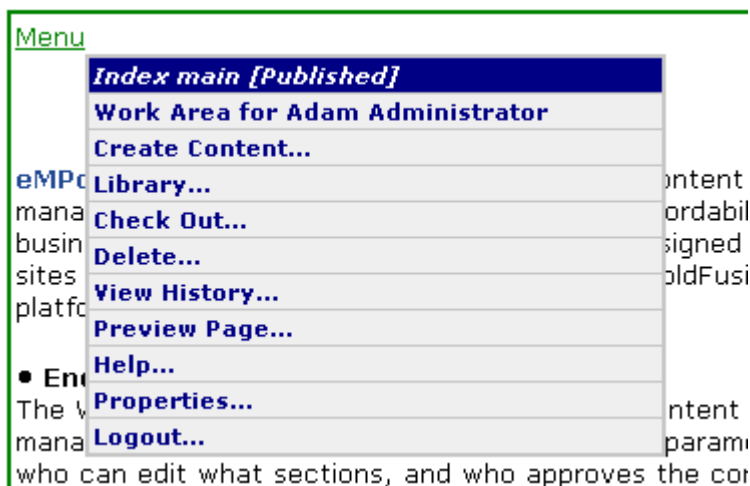
Or a Icon menu seen here:
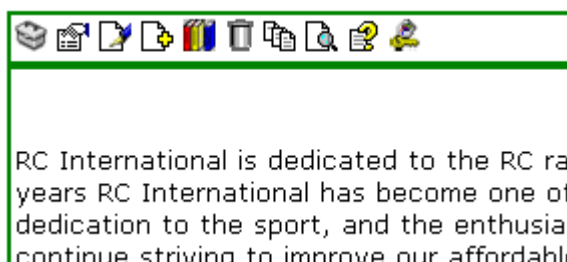
Each menu type looks different, but performs the same tasks. This setting can be toggled in the Administrator Workarea in the configuration page described in "Other Options" on page 45.

In the following sections, each of the different display types will be explained.

Menu Tasks

There are 20 different options and tasks that may be performed via the menu including:

- "Title & Status" on page 205
- "Work Area" on page 205

Each of these different tasks will be explained in detail in the following section.
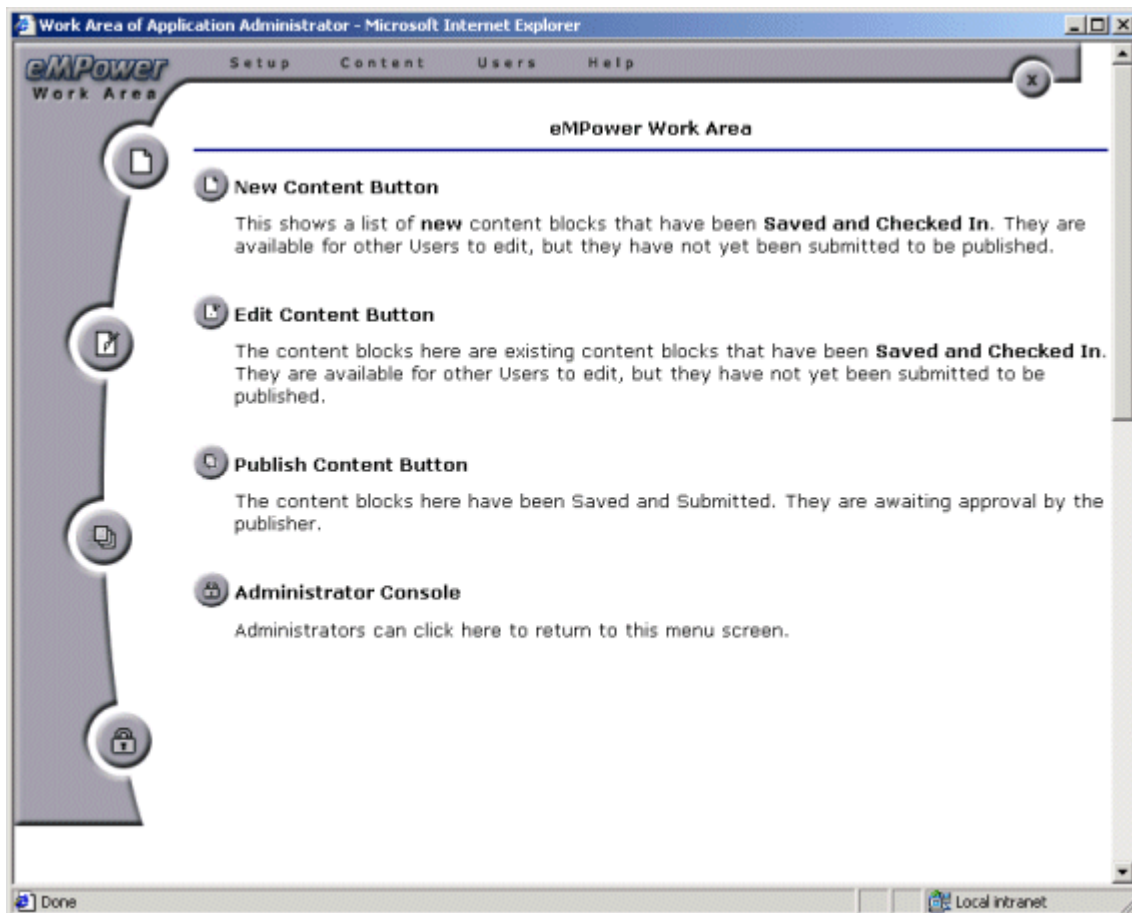
DHTML Menu

Title & Status

The title and the status of the content block are always listed at the top of the menu. As stated earlier, the status for this content block is Published, and the title is "Index Main."

Work Area

To access your Workarea, you may click on the Work Area task in the Menu. The Work Area, is the centralized area where you may perform every aspect of eMPower. Show below is the Work Area.

Create Content...

If you would like to create a new content block to the Web site, you would choose the Create Content task. At first, you will be at the Create Content window in the Work Area where you will decide the Content Group, Main Category, Category, and Sub Category where you would like to save the content to.

Create Content

Select the folder where you want to place the new Content Block:

☐ 🖴 http://192.168.0.156/eMPower
  ☐ 🖴 Sample Site
    ⊞ 📁 About Us
    ☐ 🖴 Sales/Marketing
      ☐ 🖴 **Products**
    ⊞ 📁 Support
    ⊞ 📁 General
  ⊞ 📁 eMPower Help
  ⊞ 📁 Contact Ektron
  ⊞ 📁 General
  ⊞ 📁 Marketing

Content Group: Sample Site
Main Category: Sales/Marketing
Category: Products
SubCategory: Optional
Default Text:

Next >>

When you have finished deciding where the content will be saved to, you will then need to select the template you would like the content to be displayed in. The selection of templates depends on the templates registered in eMPower, as well as the content group you are adding the content to.

Create Content

Select which template you would like to use to display your content in:

⦿ **News display** [preview template]
○ **Template 1** [preview template]
○ **Template 2** [preview template]

<< Back   Next >>

When you have selected the location where the content will be saved to, as well as the template it will use, you will then be taken to the editor where you will be able to create the content.

For more information about creating content for your Web site, refer to the eMPower *User Manual, Version 3.7*.

Library...

The Library is used to upload images and files, and add hyperlinks, that will be used throughout the eMPower site. You may also view quicklinks in the library, which get automatically added when the content block it points to gets published.

To access the Library, simply click on the Library task in the menu.

For more information about the Library, refer to "The Library" on page 251.

Check Out...

When a content block is either Published or Checked In, you will have the option to Check Out the content block. Checking Out a content block allows you to edit the most up to date content for that content block. By choosing the Check Out task, you will invoke the editor, and the current content will be populated inside the editor.

When you check out a content block, the content will be locked to everyone else until you check the content back in or submit it. Shown below is the "Index Main" content block inside the editor.

From here, you will be able to edit the content block, then perform one of the many work flow tasks.

Edit...

If you have Checked Out a content block, then saved it, the menu will then have an Edit option. When you choose the Edit task, the editor will open in a new window, and you will be able to edit the checked out content block.

From here, you will be able to edit the content block, then perform one of the many work flow tasks.

Check In…

Instead of opening the editor, and choosing Save and Check-In from the toolbar, you can check in a checked out content block directly from the menu. When you choose Check In from the menu, a new window will open with the content displayed with the most recent changes. There will also be a Check-In button at the top of the screen.

Clicking on the Check In button at the top of the window will check-in the content block. If you decide to check in the content, the content will be available to be checked out by all Users with permissions to it.

Submit...

Choosing the Submit task in the menu submits the content block into its proper approval chain. When you choose submit from the menu, a new window will open with the content displayed with the most recent changes. There will also be a Submit button at the top of the window.

Clicking on the Submit button at the top of the window will submit the content block into its respective approval chain.

Undo CheckOut...

If you perform the Undo CheckOut task, all the changes that you have made since you checked it out will be removed, and the content block will go back to its previous state. If you choose the Undo CheckOut task from the menu, a new window will open with the most recent content displayed, as well as an Undo Check-Out button at the top of the screen.

As stated earlier, clicking the Undo Checkout button will remove all the changes that you have made to the content block, and the content will rollback to its previous state.

View Differences...

When you select View Differences from the menu, a new window will open with two columns. The first column will contain the published version of the content block. The other column will contain the most up to date content that hasn't been published.

The View Differences window allows you to compare the two documents side by side to make sure that you have made the proper changes.

Checked Out (User)...

This line in the menu lets you know the User who has the content block checked out. In this case, Adam Administrator has the content block checked out. On top of that, if you click this task, a blank e-mail will open with the e-mail address of the User who has the content block checked out in the To field.

As seen above, you can enter a message into the e-mail, then send it to the User.

NOTE To use the e-mail feature, you must have eMPower set up properly to handle e-mail.

Submitted (User)

This line in the menu allows you to see who submitted the content. In this case, John Edit has submitted the content into the approval chain. On top of this, if you click on this line in the menu, a new e-mail message will open with the e-mail address of the User who submitted the content block in the To field.

As you can see, you can fill out the e-mail, then send it to the User who submitted the content block.

Pending Approval by User Group

By clicking on this line in the menu, you will see the names of the Users who are responsible for approving the content.

In this case, Adam Administrator is the only User who is responsible for approving the content block.

If you click on the name of a User in the window, a new e-mail message will open with the Approver's e-mail address in the To field.

As shown above, you can fill out the e-mail, and send it to the approver.

Approve/Decline…

When the approver is ready to decide to approve or decline, he/she can click the Approve/Decline task in the menu. When this is clicked, a new window will open that looks similar to the View Differences window. There will be two columns in the window, one will contain the current published content, and the other will contain the submitted content. There is also three buttons at the top of the screen, Approve, Decline, and Checkout.

From here, you can choose to:

- **Approve the content** - approve and send the content to the next approver.
- **Decline the content** - decline the changes and send the content block back to a checked-in state.
- **Check out the content** - checkout and make changes to the content block, before approving or declining it.

Delete...

If there is a content block that is no longer needed, you have the option to Delete it from the Web site. To do this, choose the Delete

---

task from the menu corresponding to the content block you wish to delete.

After you click Delete on the menu, you will be taken to the Work Area where the content that is up for deletion is displayed, with a Delete button at the bottom of the window.

If you are sure that you would like to delete the content block that is displayed, click the Delete button at the bottom. The content block will then go through its respective Approval Chain that has been set up for it. If all the approvers accepted the delete request, then the content block will be removed from the Web site.

For more information about deleting content, refer to the "Working With Content" chapter of this manual.

View History...

View History is used to view previously published versions of the corresponding content block. Each time a content block is checked out, submitted, then published, the older version gets stored in the Web site's database.

You will have the ability to view all the historical versions of a content block, as well as restore them to the Web site if desired.

Shown below is the View History window

For more information about viewing history and restoring historical versions of content blocks, refer to the "Working With Content" chapter in this manual.

Preview Page...

The Preview Page task is used to preview what the content block will look like to visitors when they come to your Web site. When you choose Preview Page from the menu, a new browser window will open with the content displayed in its proper template.

When a published content block is displayed, you will see the content that has been published. You will see later on that previewing content that is checked-in, or saved, will appear when you preview the page, as opposed to the published version of the content.

Help...

The Help command opens the User Help window. By default, there are already some useful hints added to this. It is up to the Administrator of the site to add and edit help topics for the Web site.

For more information about Custom Help, refer to the "Help" chapter in this manual.

Properties...

When you choose to view the Properties of a content block, a new window will open with useful information about the content block. Everything from the Content ID number to the Approval chain it belongs to will be displayed. Shown below are the properties for the "Home Page Content" content block.

Logout...

To logout of eMPower, you can choose the Logout task in the menu, instead of clicking the Logout button on the Web pages.

Click the logout button to logout of eMPower

Logout   Cancel

Icon Menu

Shown below in the table is each icon, and an explanation of what it does.

Icon	Description	More Information
	Workarea Clicking this button will open your workarea.	"Work Area" on page 229
	Properties Clicking this button will allow you to view the properties of the content block.	"Properties..." on page 248
	Edit Clicking this button will allow you to edit the current content block.	"Edit..." on page 234
	Create Content Clicking this button will allow you to create a new content block for you Web site.	"Create Content..." on page 230
	Check In Clicking this button will allow you to check in the current content block.	"Check In..." on page 235
	Submit Clicking this button will submit the current content block into the approval process.	"Submit..." on page 236
	Undo Check-Out Clicking this button will undo your check out and restore the content to its previous version.	"Undo CheckOut..." on page 237

Icon	Description	More Information
	Approve Clicking this button allows you to approve or decline the content block that has been submitted to you.	"Approve/Decline..." on page 243
	View Differences Clicking this button will compare the current published version of the content block with the current checked-in or submitted version.	"View Differences..." on page 238
	E-mail	
	Library Clicking the library button will open the library and allow you to add or delete items for it.	"Library..." on page 232
	Delete Clicking the delete button will allow you to submit the content block for deletion.	"Delete..." on page 244
	View History Clicking this button will open the history window where you will be able to view the previous versions of the current content block.	"View History..." on page 246
	Preview Clicking this button will allow you to preview the most up to date version of the content block in its template to get an idea of how it will appear on a Web site.	"Preview Page..." on page 247
	Help Clicking this button will open the User help section.	"Help..." on page 248

Icon	Description	More Information
	Logout Clicking this button will allow you to log out from your eMPower Web site.	"Logout..." on page 249

Title & Status

The title and the status of the content block are always listed at the top of the menu. As stated earlier, the status for this content block is Published, and the title is "Index Main."

Work Area

To access your Workarea, you may click on the Work Area task in the Menu. The Work Area, is the centralized area where you may perform every aspect of eMPower. Show below is the Work Area.

Work Area of Application Administrator - Microsoft Internet Explorer

eMPower Work Area

New Content Button

This shows a list of **new** content blocks that have been **Saved and Checked In**. They are available for other Users to edit, but they have not yet been submitted to be published.

Edit Content Button

The content blocks here are existing content blocks that have been **Saved and Checked In**. They are available for other Users to edit, but they have not yet been submitted to be published.

Publish Content Button

The content blocks here have been Saved and Submitted. They are awaiting approval by the publisher.

Administrator Console

Administrators can click here to return to this menu screen.

Create Content...

If you would like to create a new content block to the Web site, you would choose the Create Content task. At first, you will be at the Create Content window in the Work Area where you will decide the Content Group, Main Category, Category, and Sub Category where you would like to save the content to.

Create Content

Select the folder where you want to place the new Content Block:

- ⊟ 🖼 http://192.168.0.156/eMPower
  - ⊟ 🖼 Sample Site
    - ⊞ 🖿 About Us
    - ⊟ 🖼 Sales/Marketing
      - ⊟ 🖼 **Products**
      - ⊞ 🖿 Support
      - ⊞ 🖿 General
  - ⊞ 🖿 eMPower Help
  - ⊞ 🖿 Contact Ektron
  - ⊞ 🖿 General
  - ⊞ 🖿 Marketing

Content Group: Sample Site
Main Category: Sales/Marketing
Category: Products
SubCategory: Optional
Default Text:

[Next >>]

When you have finished deciding where the content will be saved to, you will then need to select the template you would like the content to be displayed in. The selection of templates depends on the templates registered in eMPower, as well as the content group you are adding the content to.

Create Content

Select which template you would like to use to display your content in:

- ◉ News display   [preview template]
- ○ Template 1   [preview template]
- ○ Template 2   [preview template]

[<< Back]   [Next >>]

When you have selected the location where the content will be saved to, as well as the template it will use, you will then be taken to the editor where you will be able to create the content.

For more information about creating content for your Web site, refer to the eMPower *User Manual, Version 3.7*.

Library...

The Library is used to upload images and files, and add hyperlinks, that will be used throughout the eMPower site. You may also view quicklinks in the library, which get automatically added when the content block it points to gets published.

To access the Library, simply click on the Library task in the menu.

For more information about the Library, refer to "The Library" on page .

Check Out...

When a content block is either Published or Checked In, you will have the option to Check Out the content block. Checking Out a content block allows you to edit the most up to date content for that content block. By choosing the Check Out task, you will invoke the editor, and the current content will be populated inside the editor.

When you check out a content block, the content will be locked to everyone else until you check the content back in or submit it. Shown below is the "Index Main" content block inside the editor.

From here, you will be able to edit the content block, then perform one of the many work flow tasks.

Edit...

If you have Checked Out a content block, then saved it, the menu will then have an Edit option. When you choose the Edit task, the editor will open in a new window, and you will be able to edit the checked out content block.

From here, you will be able to edit the content block, then perform one of the many work flow tasks.

Check In...

Instead of opening the editor, and choosing Save and Check-In from the toolbar, you can check in a checked out content block directly from the menu. When you choose Check In from the menu, a new window will open with the content displayed with the most recent changes. There will also be a Check-In button at the top of the screen.

Clicking on the Check In button at the top of the window will check-in the content block. If you decide to check in the content, the content will be available to be checked out by all Users with permissions to it.

Submit...

Choosing the Submit task in the menu submits the content block into its proper approval chain. When you choose submit from the menu, a new window will open with the content displayed with the most recent changes. There will also be a Submit button at the top of the window.

Clicking on the Submit button at the top of the window will submit the content block into its respective approval chain.

Undo CheckOut...

If you perform the Undo CheckOut task, all the changes that you have made since you checked it out will be removed, and the content block will go back to its previous state. If you choose the Undo CheckOut task from the menu, a new window will open with the most recent content displayed, as well as an Undo Check-Out button at the top of the screen.

As stated earlier, clicking the Undo Checkout button will remove all the changes that you have made to the content block, and the content will rollback to its previous state.

View Differences...

When you select View Differences from the menu, a new window will open with two columns. The first column will contain the published version of the content block. The other column will contain the most up to date content that hasn't been published.

The View Differences window allows you to compare the two documents side by side to make sure that you have made the proper changes.

Checked Out (User)...

This line in the menu lets you know the User who has the content block checked out. In this case, Adam Administrator has the content block checked out. On top of that, if you click this task, a blank e-mail will open with the e-mail address of the User who has the content block checked out in the To field.

As seen above, you can enter a message into the e-mail, then send it to the User.

NOTE To use the e-mail feature, you must have eMPower set up properly to handle e-mail.

Submitted (User)

This line in the menu allows you to see who submitted the content. In this case, John Edit has submitted the content into the approval chain. On top of this, if you click on this line in the menu, a new e-mail message will open with the e-mail address of the User who submitted the content block in the To field.

As you can see, you can fill out the e-mail, then send it to the User who submitted the content block.

Pending Approval by User Group

By clicking on this line in the menu, you will see the names of the Users who are responsible for approving the content.

In this case, Adam Administrator is the only User who is responsible for approving the content block.

If you click on the name of a User in the window, a new e-mail message will open with the Approver's e-mail address in the To field.

As shown above, you can fill out the e-mail, and send it to the approver.

Approve/Decline…

When the approver is ready to decide to approve or decline, he/she can click the Approve/Decline task in the menu. When this is clicked, a new window will open that looks similar to the View Differences window. There will be two columns in the window, one will contain the current published content, and the other will contain the submitted content. There is also three buttons at the top of the screen, Approve, Decline, and Checkout.

From here, you can choose to:

- **Approve the content** - approve and send the content to the next approver.
- **Decline the content** - decline the changes and send the content block back to a checked-in state.
- **Check out the content** - checkout and make changes to the content block, before approving or declining it.

Delete...

If there is a content block that is no longer needed, you have the option to Delete it from the Web site. To do this, choose the Delete

---

task from the menu corresponding to the content block you wish to delete.

After you click Delete on the menu, you will be taken to the Work Area where the content that is up for deletion is displayed, with a Delete button at the bottom of the window.

If you are sure that you would like to delete the content block that is displayed, click the Delete button at the bottom. The content block will then go through its respective Approval Chain that has been set up for it. If all the approvers accepted the delete request, then the content block will be removed from the Web site.

For more information about deleting content, refer to the "Working With Content" chapter of this manual.

View History...

View History is used to view previously published versions of the corresponding content block. Each time a content block is checked out, submitted, then published, the older version gets stored in the Web site's database.

You will have the ability to view all the historical versions of a content block, as well as restore them to the Web site if desired.

Shown below is the View History window

For more information about viewing history and restoring historical versions of content blocks, refer to the "Working With Content" chapter in this manual.

Preview Page...

The Preview Page task is used to preview what the content block will look like to visitors when they come to your Web site. When you choose Preview Page from the menu, a new browser window will open with the content displayed in its proper template.

When a published content block is displayed, you will see the content that has been published. You will see later on that previewing content that is checked-in, or saved, will appear when you preview the page, as opposed to the published version of the content.

Help...

The Help command opens the User Help window. By default, there are already some useful hints added to this. It is up to the Administrator of the site to add and edit help topics for the Web site.

For more information about Custom Help, refer to the "Help" chapter in this manual.

Properties...

When you choose to view the Properties of a content block, a new window will open with useful information about the content block. Everything from the Content ID number to the Approval chain it belongs to will be displayed. Shown below are the properties for the "Home Page Content" content block.

Logout...

To logout of eMPower, you can choose the Logout task in the menu, instead of clicking the Logout button on the Web pages.

The Library

The library is the centralized location for images, files, hyperlinks, and quicklinks in the eMPower Web site. This chapter will cover the following issues.

- "Accessing the Library" on page 252
- "The Library Toolbar" on page 254
- "View Library" on page 254
- "Upload File" on page 257
- "Upload Images" on page 259
- "Add Hyperlinks" on page 261

As you will see later in this section, the Library consists of images, files, hyperlinks, and quicklinks. Images and files must be uploaded to the library, hyperlinks can be added, and quicklinks are automatically added to the library when its respective content block is published.

Once images, files, hyperlinks, and quicklinks are part of the eMPower Library, they can be used by content contributors in their content blocks that they create or edit.

In this chapter, you will learn about adding to and maintaining the Library for your Web site.

Accessing the Library

To access the eMPower Library:

1. Log into eMPower.

2. Select

   Menu > Library

Once you follow that path, the Library will open in a separate window.
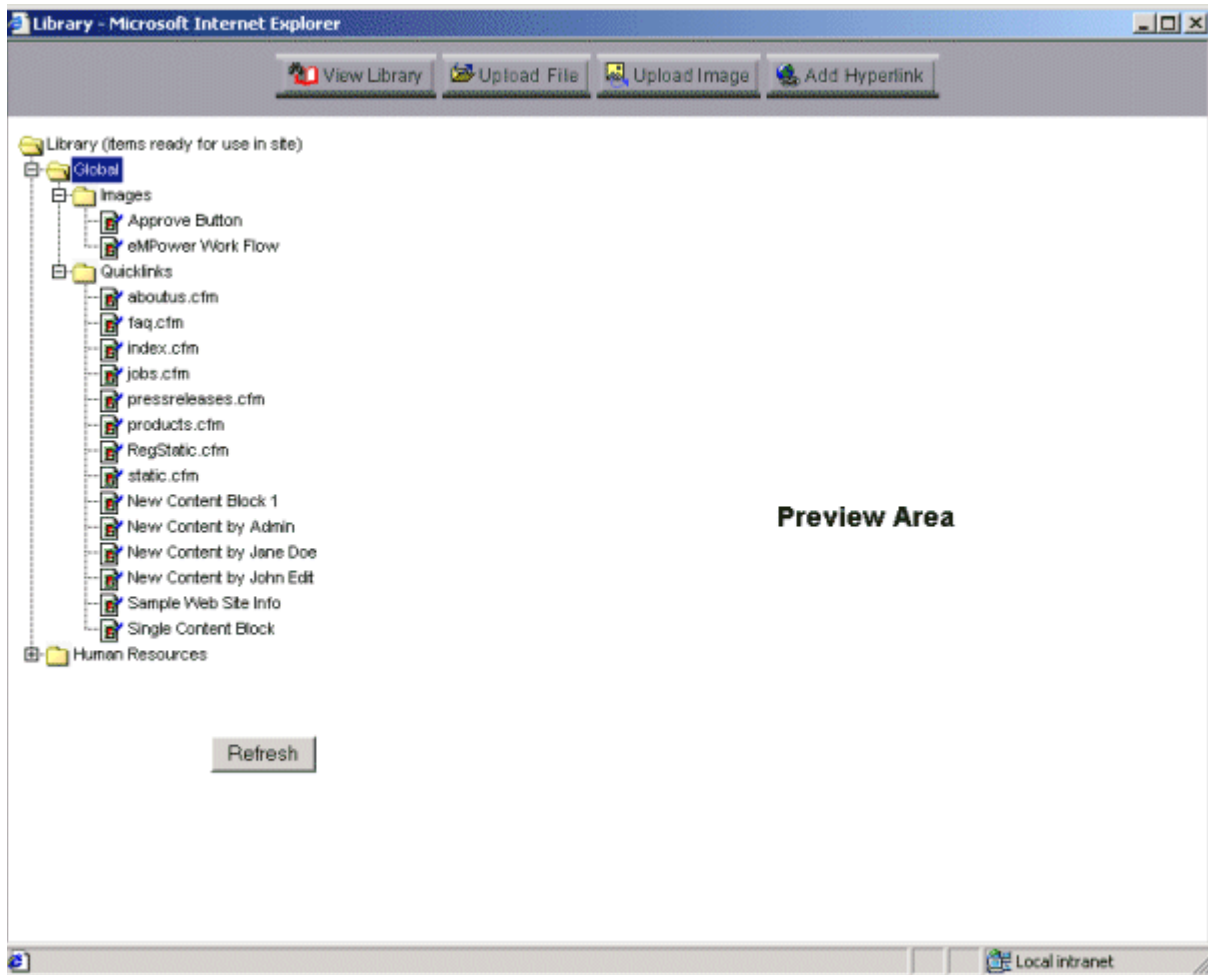
You will notice that the Library contains three areas:

- *The top area* contains the Library toolbar*.*
- *The left area* contains the Library viewer and upload forms.
- *The right area* contains the preview area and the delete button. When the Editor is open, the Editor insertion screen is displayed in this area.

The following sections describe the Library's features.

The Library Toolbar

Depending upon your uploading privileges, you will see up to four function buttons across the top of the Library:

The available Library actions are summarized in the following table.

Button	Description
View Library	A tree view of all items in the Library.
Upload File	Display the Upload File form for you to upload a file to the Web site. After a file is uploaded, it will be displayed in the Library.
Upload Image	Display the Upload Image form. After an image is uploaded, it will be displayed in the Library.
Add Hyperlink	Display the Add Hyperlink form which allows you to add hyperlinks to the library.

Each library function is explained in the following sections.

View Library

The eMPower Library contains a tree view of the files that you have uploaded. These files are now available to content contributors to place in your Web site.

To view the Library:

1. Navigate to an eMPower view of your Web site.
2. Select

   Menu > Library

   to open the Library in a separate window.

---

3. Click **View Library** on the Library toolbar.

As shown below, the Library tree is displayed in the left frame of the Library; the file preview area is located in the right frame.
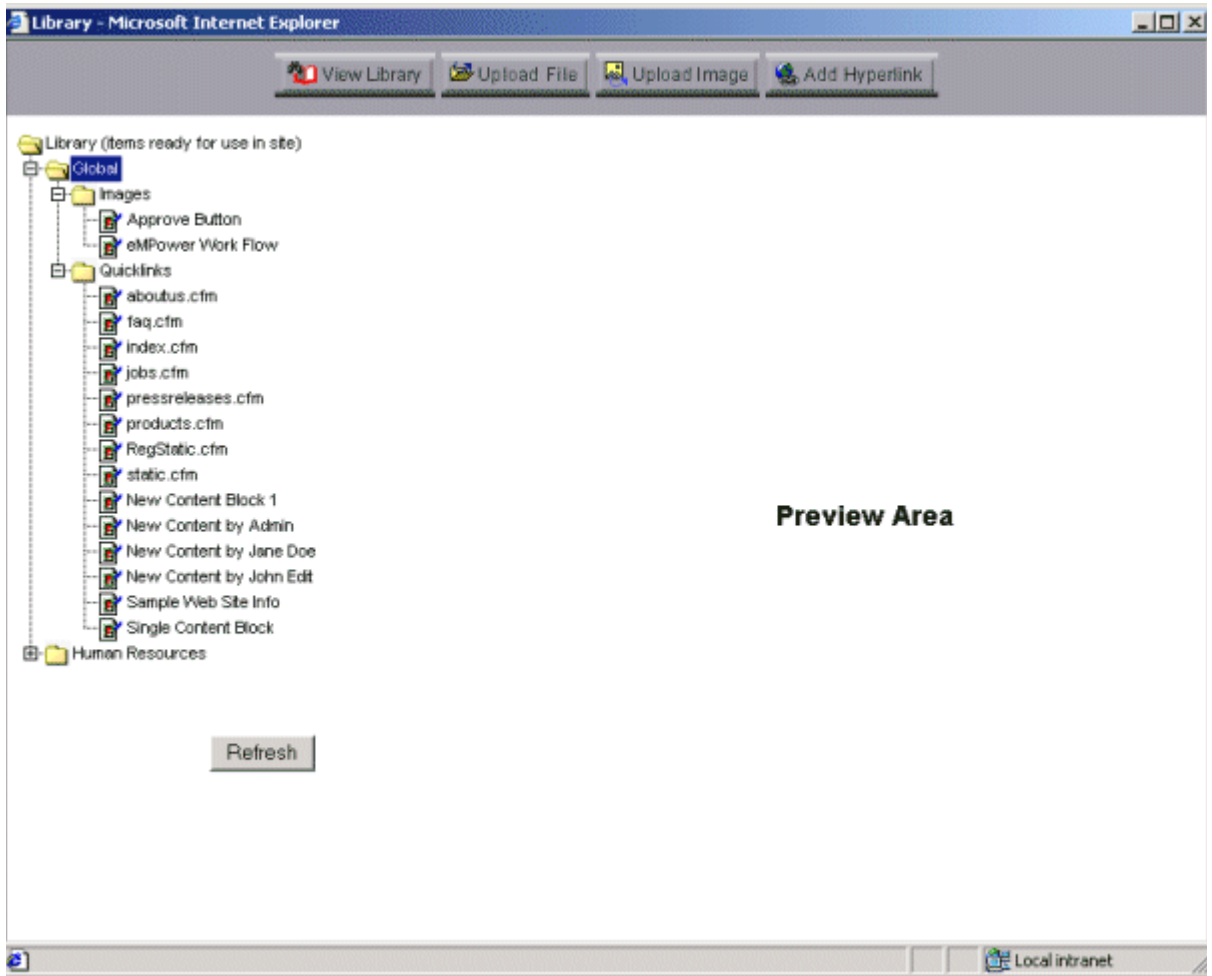
Files are organized according to the Content Group with which they are associated. Files will only be made available to content blocks within each Content Group. You will only see those content groups for which you have permission.

NOTE   Files in the Global folder are available to all content blocks in all Content Groups.

Preview Files

Click a title to view the file contents in the Preview Area.
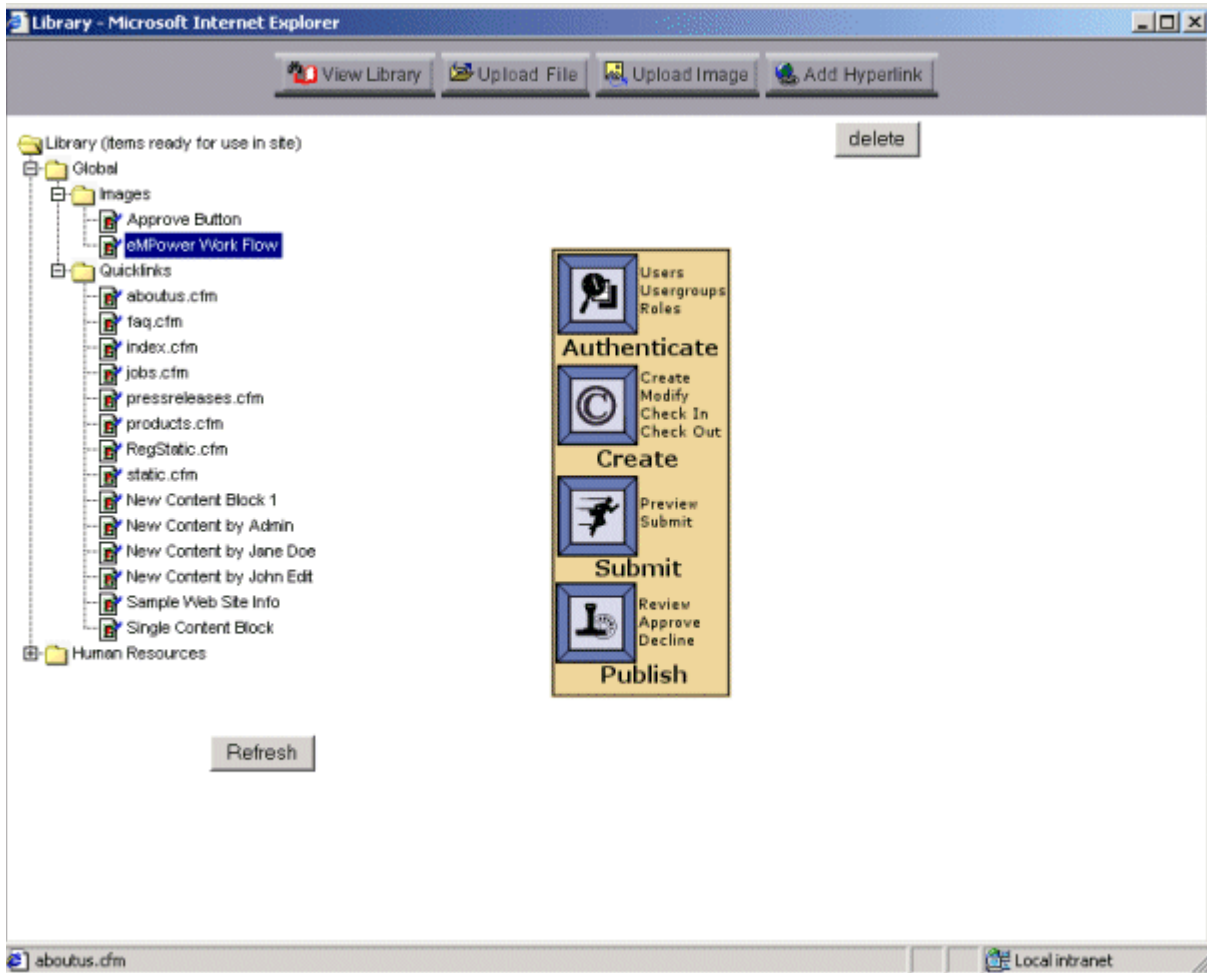
Delete Files

You may remove any item in the Library. As an administrator, you are the only User with this permission.

To delete an item:

1. **Preview** the item in the Library.
2. Click **Delete**.

3. You will be prompted with a confirmation to delete message box. Click **OK** to continue and delete the file, or click **Cancel** to exit without deleting the item.

Upload File

To upload a file to your site, follow the steps below.

1. Navigate to an eMPower view of your Web site.
2. Select
   Menu > Library
3. The Library will open in a separate window.
4. Click **Upload File** from the Library toolbar

The upload file page will then open.
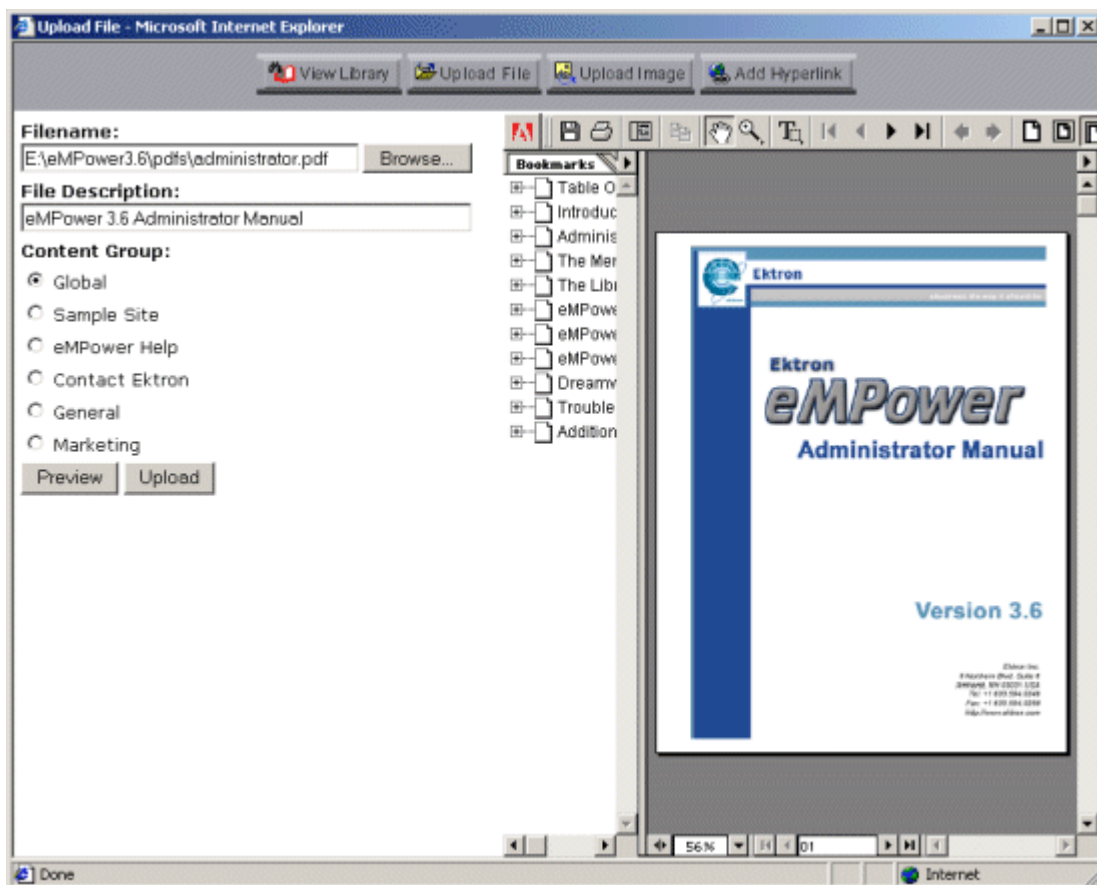
5. Refer to the following table to enter the required information

Field	Description
Filename	Type in the name of the file (include full directory path if necessary) to upload.
Browse...	Click this button if you want to browse for the file.
File Description	Type in a description of the file to make identification easier. This description will also become its alternate text.
Content Group	Select the Content Group in which you want to upload the file. The file will only be available to those content blocks within this selected group.

Field	Description
Preview	Click this button to preview the file in the preview frame.
	Note: some files will need to be downloaded to preview them (i.e. .zip or .mdb files)
Upload	Click this button to upload the file to the Web server.

Upload Images

To upload an image:

1. Navigate to an eMPower view of your Web site.
2. Select

   Menu > Library

3. The Library will open in a separate window.
4. Click **Upload Images** on the Library toolbar.

The Upload Images page will open.

5. Refer to the following table when entering information in the dialog box:

Field	Description
Image Filename	Type in the name of the file (include full directory path if necessary) to upload.
Browse...	Click this button if you want to browse for the file.
File Description	Type in a description of the file to make identification easier. This description will also become its alternate text.

Field	Description
Content Group	Select the Content Group in which you want to upload the image. The file will only be available to those content blocks within this selected group.
Preview	Click this button to view the file.
Upload	Click this button to upload the image to the Web server.

NOTE You may only upload images that have specified in the Configuration page in the Administrator Workarea.

Add Hyperlinks

Content contributors may insert hyperlinks into the Library for use in Web pages by:

- Clicking **Add Hyperlink** and selecting the link from the list.
- Typing in the HTML code while viewing the page in HTML.

If there are hyperlinks which are frequently referenced in your site, the preferred method is to upload the hyperlink addresses to the Library. This action adds the link to the Quick Link box on the Hyperlink dialog in the Editor and makes it easy to add the link to your Web site content.

To add a hyperlink:

1. Navigate to an eMPower view of your Web site.
2. Select
   Menu > Library
3. The Library will open in a separate window.
4. Click **Add Hyperlink**.

The **Add Hyperlink** page will open in the left frame of the Library. The following example shows the target hyperlink previewed on the right.

---
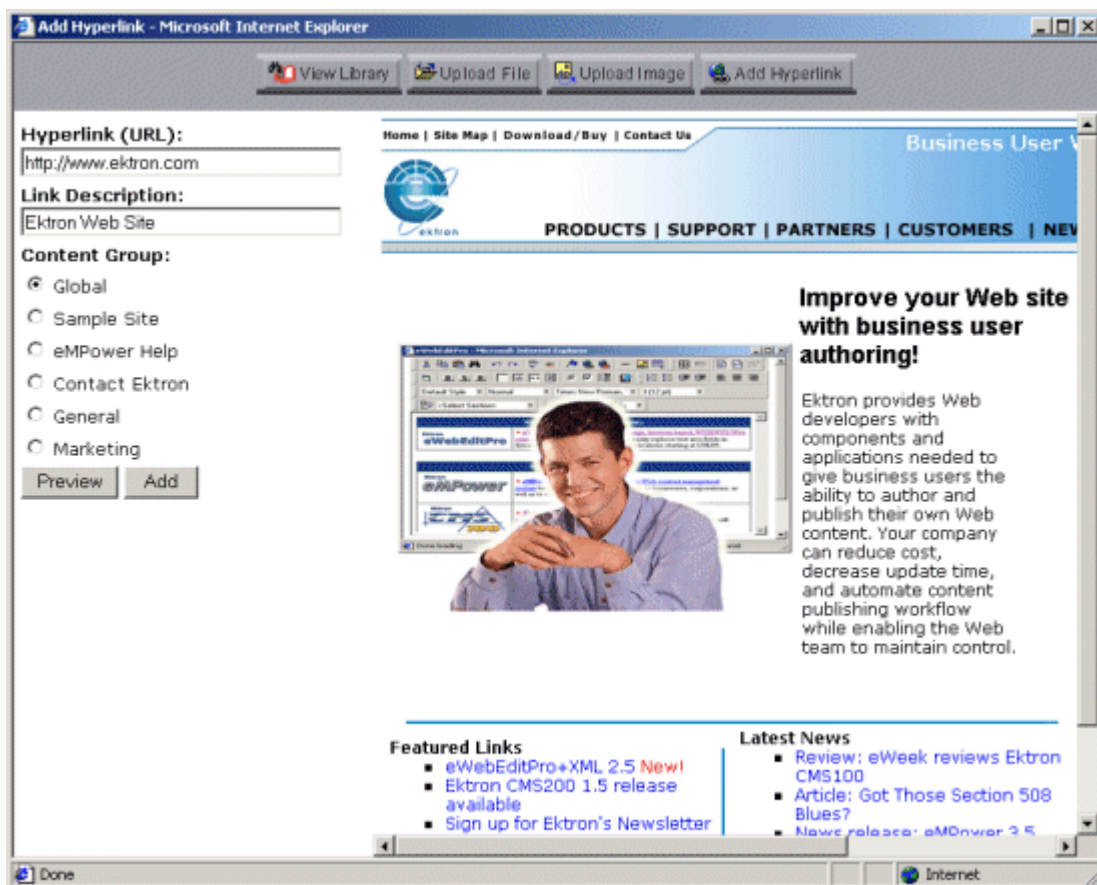
5. Using the table below as a guideline, enter the required information:

Field	Description
Hyperlink (URL)	Enter the hyperlink address.
Link Description	Enter a description of the hyperlink.
Content Group	Select the Content Group in which you want to upload the hyperlink. The file will only be available to content blocks within this selected group.
Preview	View the target page in the right frame.

Field	Description
Add	Upload the hyperlink address.

Exiting the Library

To exit the Library, close the window.

eMPower Web Site

The eMPower Sample Web Site

The eMPower installation includes a small sample Web site and a database. The sample Web site contains pages with text and images. The database contains Users, User Groups, templates, content, and content groups that we have already defined for you to illustrate the various features and concepts of eMPower.

This sample Web site gives you an overview of a working eMPower Web site so that you can familiarize yourself with eMPower's features before you create your own site.

Logging Into the eMPower Sample Site

To access the sample Web site after you have finished the eMPower installation:

1. Click the eMPower icon on your desktop to launch your Web browser. It will display the login page of the Sample Web site.

2. Click the eMPower Login icon located near the bottom left of the Sample Web Site's Home page.

3. When the login popup dialog appears, use the combination:

   Username = Admin

   Password = Admin

4. The Home page is redisplayed with green boxes surrounding each editable content box.

Accessing the Administrator Work Area

To view the predefined groups in the Web site, you must navigate to the administrator Work Area.

To open the Work Area click the eMPower **Work Area** icon located near the bottom left of the Sample Web Site's Home page

Configured Groups in the Sample Site

The User Groups, Users and content groups that are predefined as part of the sample Web site are detailed in the following sections of the manual.

Summary of Configured Content Groups

The Sample Web Site has been configured with four Content Groups. Within each group you use Main Categories, Categories and Subcategories to further organize your Web site.

Typically, Content Groups derive their titles from the department which will be responsible for the content within that group. For example, you might create a group with the title Human Resources. Beneath it, you could create a main category named Employment, and below that, categories named Engineering, Accounting, and Manufacturing. In this example, the Human Resources Department is responsible for updating the content.

View Configured Content Groups:

1. Navigate to the Work Area.
2. Click **Content**, then point to **Content Management**.

The titles of the configured Content Groups in our Sample Web Site are:

- Sample Site
- eMPower Help
- Contact Ektron

Summary of Configured User Groups

Every eMPower User belongs to a User Group. User Groups determine a content contributor's ability to modify and publish Web site content. You must create, or add, a User Group before you can add individual Users to it.

View Configured User Groups:

1. Navigate to the Work Area.
2. Follow the menu path: **Users > Groups > Edit** to view a list of defined User Groups.

The configured User Groups are:

*   Administrators
*   Publishers
*   Content Contributors

Summary of Configured Users

Each eMPower User belongs to a User Group. The following table lists the Users that have been configured in the Sample Web Site. The table contains the Username and password used to log into the sample site.

| **NOTE** | Although our sample User Names and password are identical, it is not required. |

View Configured Users:

1. 1. Navigate to the Work Area.
2. 2. Click **Users > Edit** to view a list of defined Users.

The User Group with which each User is associated is also shown:

Username	**Password**	**User Group**
Admin	Admin	Administrators
jpublish	jpublish	Publishers
jedit	jedit	Content Contributors

Summary of Configured User Group Permissions

The eMPower Sample Web Site was created to allow the first time administrator a quick and easy way to navigate through the eMPower experience.

When using the Sample Web Site, the administrator is the only person who is required to approve content to be published. This will allow the first time administrator to login, edit, submit, and automatically approve new or modified content. This will give him instant feedback on the changes he is making and allow him to gain experience in a learn as you go environment.

After you, the administrator, are comfortable with the basic features and operation of eMPower, you should modify the permissions granted to each User Group.

View User Group Permissions

To view editing and publishing permissions for each User Group:

1. Navigate to the Work Area.

2. Click **Content > Content Management**

3. Select the name of **Content Group** whose permissions you want to review. Available actions will be displayed in the right frame.

4. Click **Edit Content Group**. The permissions table will be shown in the right frame of the Content Management tree.

NOTE User Groups can be granted different permissions in each Content Group.

A summary of all predefined User Groups and their corresponding permissions for each content group is shown in the following table.

Administrator User Group

Content Group	View	Add	Edit	Delete	Restore	Publish
Sample Site	X	X	X	X	X	X
eMPower	X	X	X	X	X	X

Content Contributors User Group

Content Group	View	Add	Edit	Delete	Restore	Publish
Sample Site	X	X	X		X	

Content Group	View	Add	Edit	Delete	Restore	Publish
eMPower	X	X	X		X	

Publishers User Group

Content Group	View	Add	Edit	Delete	Restore	Publish
Sample Site	X	X	X		X	X
eMPower	X	X	X		X	X

eMPower Databases

The eMPower application contains three databases. These data sources are:

- eMPower_*sample* - The initial data source of the eMPower application. This is the database for the sample Web site. It contains User, User Group, content, content group, and template information.

- eMPower_*min* - This minimum database contains one User Group and one User. It provides a basic database shell in which you can create your own Web site.

- eMPower_*empty* - This is an empty database which can be used when you migrate your existing database from a previous version of eMPower to eMPower Version 3.7.

When you use eMPower for the first time to view the eMPower sample Web site, the application uses the sample database named eMPower_sample. The following section describes how to change the data source.

How to Change Your Data Source

After you familiarize yourself with the eMPower application and the sample Web site, you should modify your eMPower data source to point to the minimum or empty database to begin creating your own Web site.

To change your data source:

1. Log into eMPower.
2. Navigate to the **Administrator Work Area**.
3. Follow the menu path

   Setup > Configuration

   to open the Configuration page, shown on the following page.

4. In the field **Data Source**, select the eMPower database from those listed.
5. Click **Update Setup** to save your new database information.

Setting Up Your Web Site

How Do I Migrate My Web Site To eMPower?

You can use your existing Web site content and templates with eMPower. eMPower provides a minimum database for you to use when creating your new Web site. This minimum database contains one template with a login button, one User Group, and one User with administrator privileges.

Change Your Data Source

The first task you need to perform is to point eMPower towards your new data source. To change your data source to the blank database:

1. Log in into the sample Web site using a Username and password that has administrator privileges.

2. Navigate to the Administrator Work Area. Click **Menu > Administrator Work Area**.

3. Click **Setup > Configuration** to view the Configuration page.

4. Select eMPower_**min** in the Data Source field.

NOTE   If you are planning on using a different database type, choose the Database Type from the select list, and be sure to set up the database properly by following the steps in the eMPower *Installation Manual, Version 3.7*.

5. Click **Update Setup** to save the changes

6. Log out of the sample site.

Migrate Your Site Information

Follow these steps to migrate your site to the eMPower content management system:

1. Browse to the page index2.cfm. You will see a blank page with a login button.

2. Login into the site using the Username and password Admin/Admin.

3. Register your current templates, by adding our custom content tags where ever necessary.

4. Use your authoring tool to position these tags within the template at the location where the retrieved content will display.

5. Upload all site images into the eMPower Library.

6. Register all fonts that your site uses.

7. Create User Groups, add Users to each group, and assign privileges.

8. Add Content Groups

9. Create new content blocks and copy content from your current HTML pages into your newly created content blocks.

How Do I Create My Own Web Site?

eMPower provides a minimum database for you to use when creating your new Web site. This minimum database contains one template with a login button, one User Group, and one User with administrator privileges.

Change Your Data Source

The first task you need to perform is to point eMPower towards your new data source.To change your data source to the minimum database:

1. Log in into the sample Web site using a Username and password that has administrator privileges.

2. Navigate to the Administrator Work Area. Click **Menu > Administrator Work Area**.

3. Click **Setup > Configuration** to view the Configuration page.

4. Select eMPower_**min** in the Data Source field.

5. Click **Update Setup** to save the changes.

6. Log out of the sample site.

Create Your Site

Follow these steps to create your own site:

1. Browse to the page index2.cfm. You will see a blank page with a login button.

2. Login into the site using the Username and password Admin/Admin.

3. Create templates, by adding our custom content tags.

4. Use your authoring tool to position these tags within the template to indicate where the retrieved content will display.

5. Upload all site images into the eMPower image library.

6. Register all fonts that your site uses.

7. Create User Groups, add Users to each group and assign privileges.

8. Add Content Groups.

9. Create new content blocks.

How Do I Migrate My Web Site from eMPower 2.X to eMPower Version 3.7?

For information about migrating your Web site from eMPower Version 2.x to eMPower Version 3.7, please refer to the eMPower *Installation Manual, Version 3.7.*

eMPower Special Features

This section explains some of the special features of eMPower including:

- ”Creating Forms with eMPower” on page 275

- ”JavaScript Syndication” on page 301

- ”Style Sheets” on page 306

Creating Forms with eMPower

eMPower comes with a special Form Element toolbar which allows you to easily set up a form in any of your content blocks.
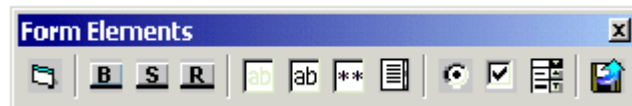
By default, the Form Elements toolbar is only enabled for Administrators in the Sample site, but they may be enabled for any other User Group desired.

Enabling the Form Elements Toolbar

To enable the form elements toolbar in the editor, you must edit a User Group you would like to use the toolbar. To do this:

1. First access the Administrator Workarea.

2. Follow the path

    Users > Groups > Edit
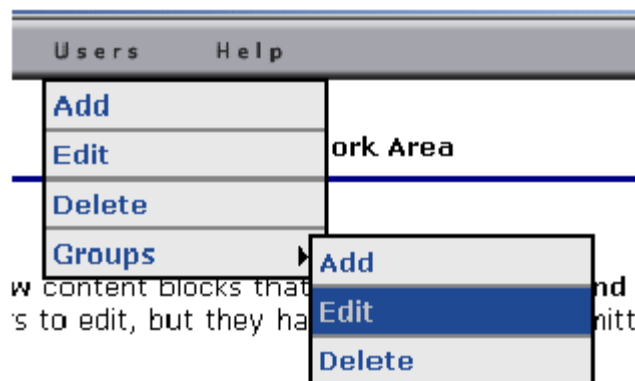
3. At the next screen, click on the User Group you would like to enable the Form Elements Toolbar for.

Click the User Group you wish to edit.

User Group

- **Admin group:** Application Administrators

- **publishers:** publishers of the site

- **Content Contributors:** Content Contributors

In this example, lets choose the "Content Contributors" User Group.

4. At the next screen, you will be able to edit the Editor Options. To enable the Form Toolbar, check the box that says "Forms Toolbar."
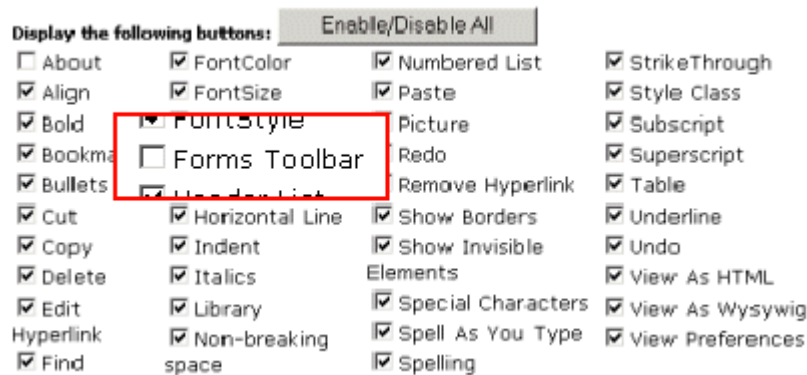
5. Click **Update User Group** to update the changes.

When a user from that User Group logs into eMPower, they will then be able to use the Forms Toolbar.

This section will explain the different buttons on the Form Elements Toolbar, and how to properly insert a Form into your Content Blocks.

Form Elements Toolbar Buttons

Shown in the table below is a brief description of each toolbar button.

Button	Description
Form	This will insert the form tags.
Button	This will insert a button that you may set a value to.
Submit Button	This will insert a Submit button into the form.
Reset Button	This will insert a Reset button into the form.
Hidden Text Field	This will insert a hidden text field into the form.
Text Field	This will insert a text field into the form.
Password Field	This will insert a password text field into the form.
Text Area	This will insert a text box into the form.

Button	Description
Radio Button	This will insert a radio button into the form.
Check Box	This will insert a check box into the form.
Select List	This will insert a select list into the form.
File Upload	This will insert a text field and a browse button to allow you to upload a file.

Inserting a Form

To begin, you must first insert the form into the editor. To do this, first click on the **Form** button on the toolbar.

Once you have clicked on the Form button, a window will open where you will be able to specify the required attributes of the form:

Fill out the form with the following information:

Field	Description
Name	Enter a name for the form.
Action Page	Enter the url where the data from the form will be processed by a CGI script or gateway system.
Method	Select the method you want the data to be sent to the server.
EncType	Select the media type of the information being processed by the <FORM> tag.

When you have filled out and selected all those fields, click the **Insert** button to insert the form into the editor.
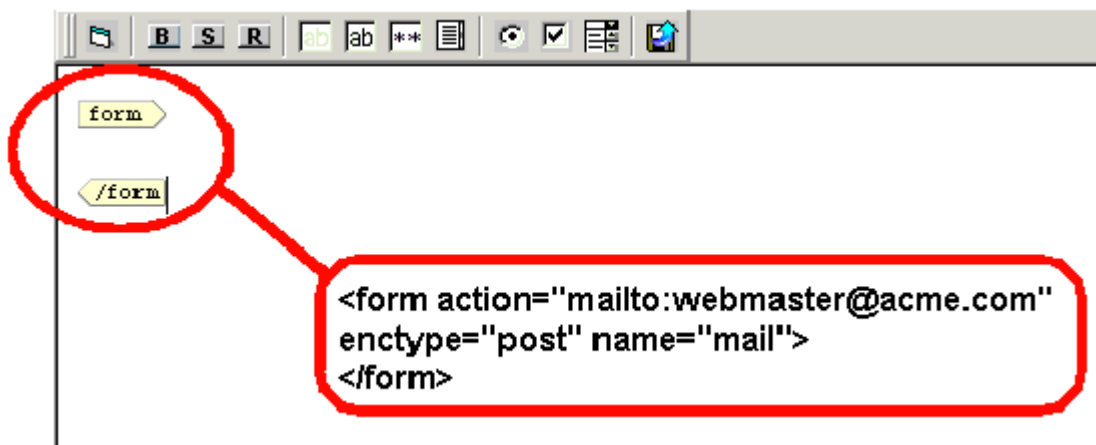
From here, you will be able to add the rest of the elements to the form you have just created.

Inserting a Button

To begin, click on the **Button** button on the Form Elements toolbar:
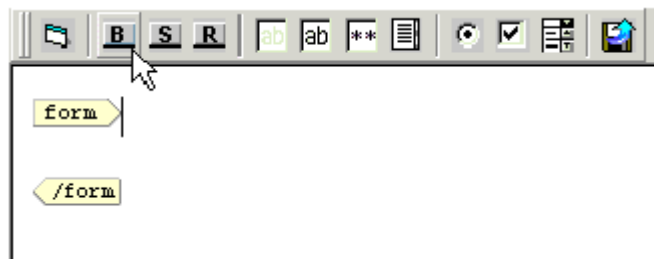
After you click on the button, a window will open with two fields you will need to fill out.
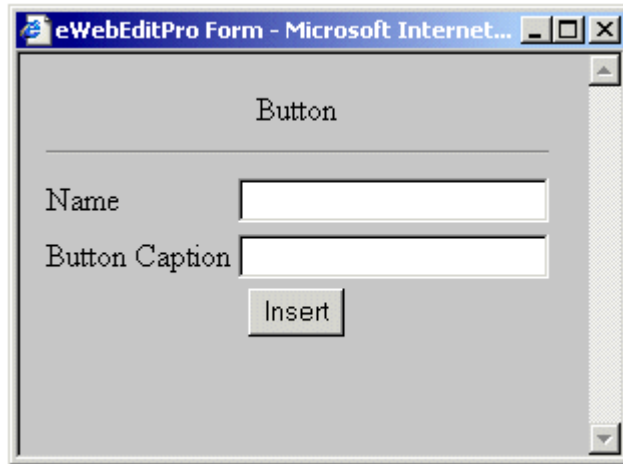
Fill out the fields according to the information shown below:

Field	Description
Name	This is the name of the button that will be used when the form is being processed by the server.
Button Caption	This will be the text that will placed on the button.

Once you have filled out all these fields, click the **Insert** button to insert it into the form.
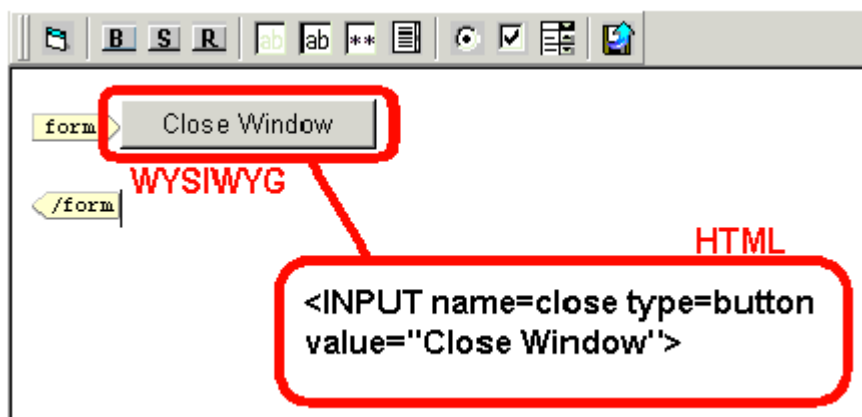
Inserting a Submit Button

To insert a Submit button into your form, begin by clicking on the **Submit** button on the toolbar.

Once you have clicked the submit button, you will be prompted with the following window.
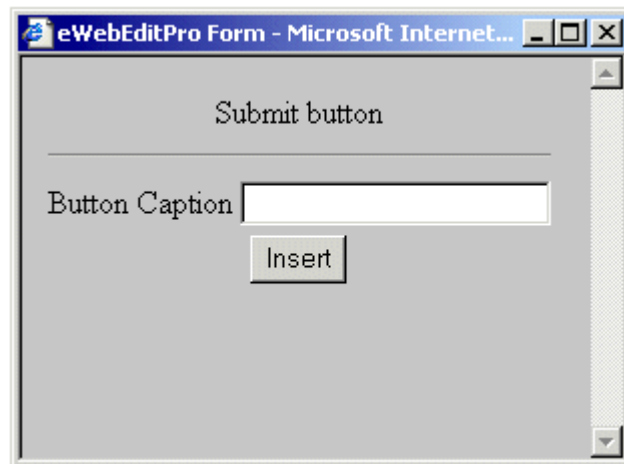
On this screen, enter the caption that you would like for the Submit button, then click **Insert**.
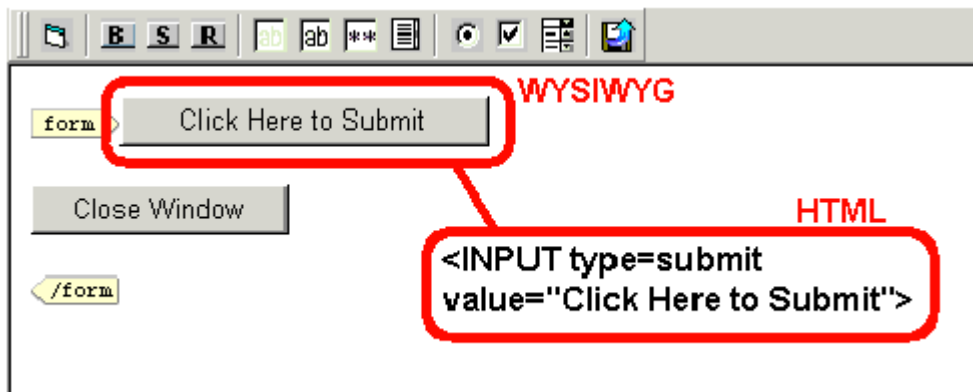
Inserting a Reset Button

To insert a Reset button into your form, begin by clicking on the **Reset** button on the toolbar.

Once you have clicked the **Reset** button, you will be prompted with the following window.
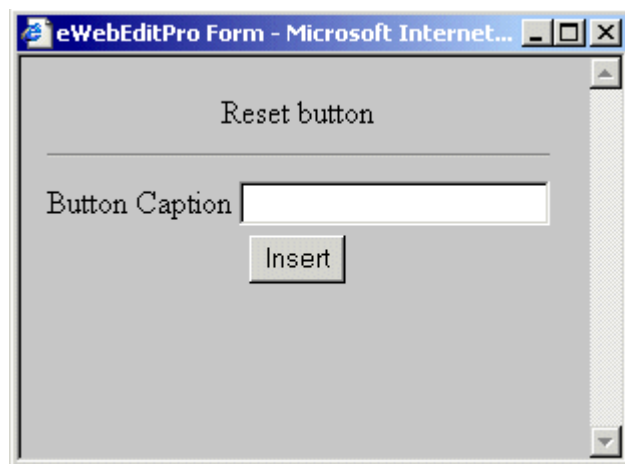
On this screen, enter the caption that you would like for the Reset button, then click **Insert**.
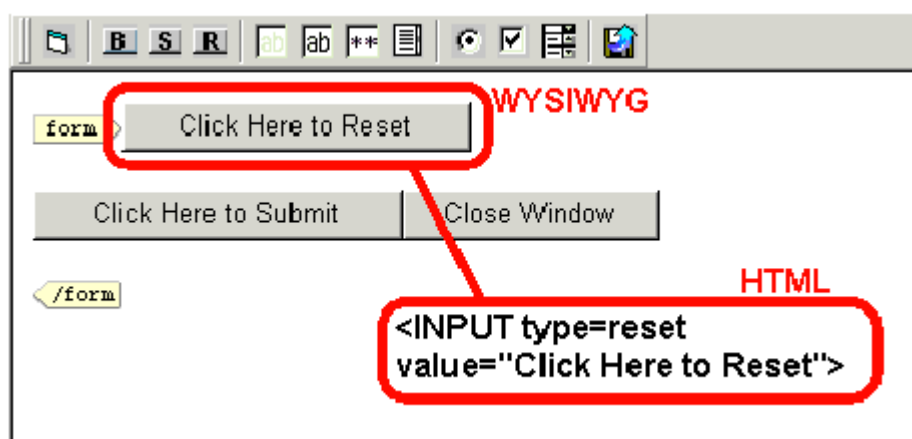
Inserting a Hidden Text Field

To insert a hidden text field, begin by clicking on the **Hidden Text Field** button on the toolbar.

Once you have clicked on the Hidden Text Field button, a window will pop up where you may enter information necessary for the field.

Use the table below to properly fill out this form:

Field	Description
Name	This is the name of the field that will be used when the form is being processed by the server.
Value	This will be the default text that will be placed into the field.

When you have properly filled in the fields, click the **Insert** button.
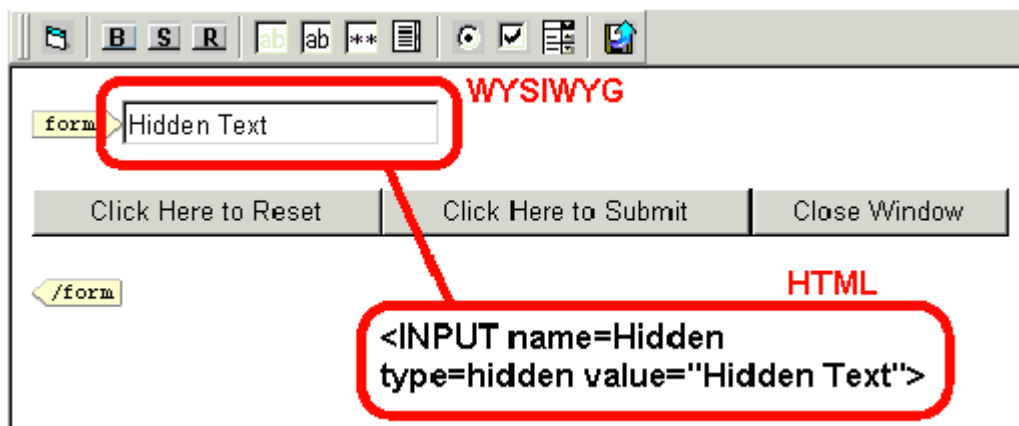
Inserting a Text Field

To insert a text field, begin by clicking on the **Text Field** button on the toolbar.

Once you have clicked on the Text Field button, a window will pop up where you may enter information necessary for the field.

Use the table below to properly fill out this form:

Field	Description
Name	This is the name of the field that will be used when the form is being processed by the server.
Value	This will be the default text that will be placed into the field.
Size	This will be the size, in length, of the text box

When you have properly filled in the fields, click the **Insert** button.
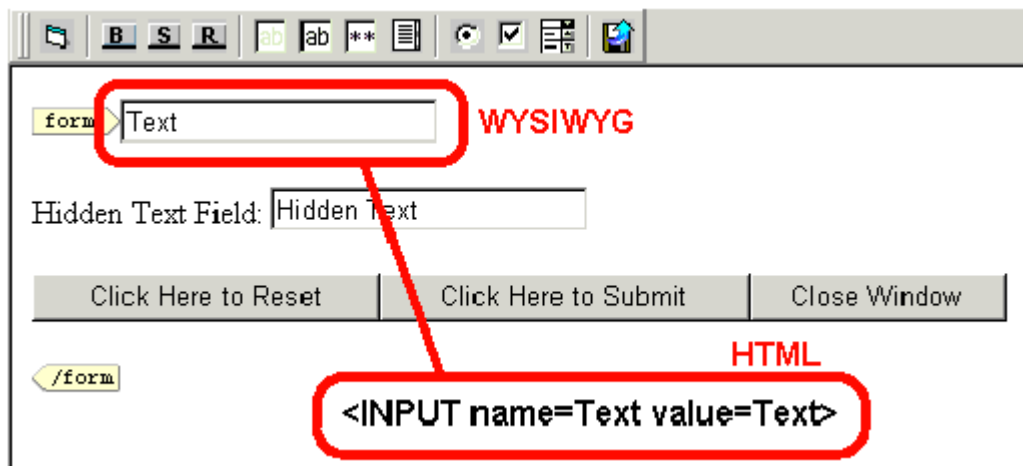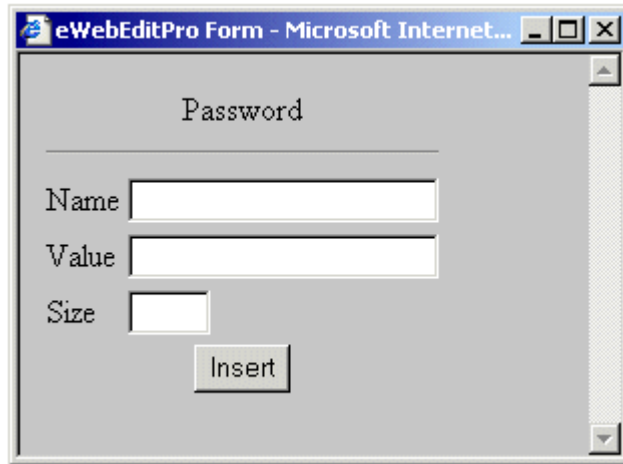
Inserting a Password Field

To insert a password field, begin by clicking on the **Password Field** button on the toolbar.

Once you have clicked on the Password Field button, a window will pop up where you may enter information necessary for the field.

Use the table below to properly fill out this form:

Field	Description
Name	This is the name of the field that will be used when the form is being processed by the server.
Value	This will be the default text that will be placed into the field.
Size	This will be the size, in length, of the password text box

When you have properly filled in the fields, click the **Insert** button.
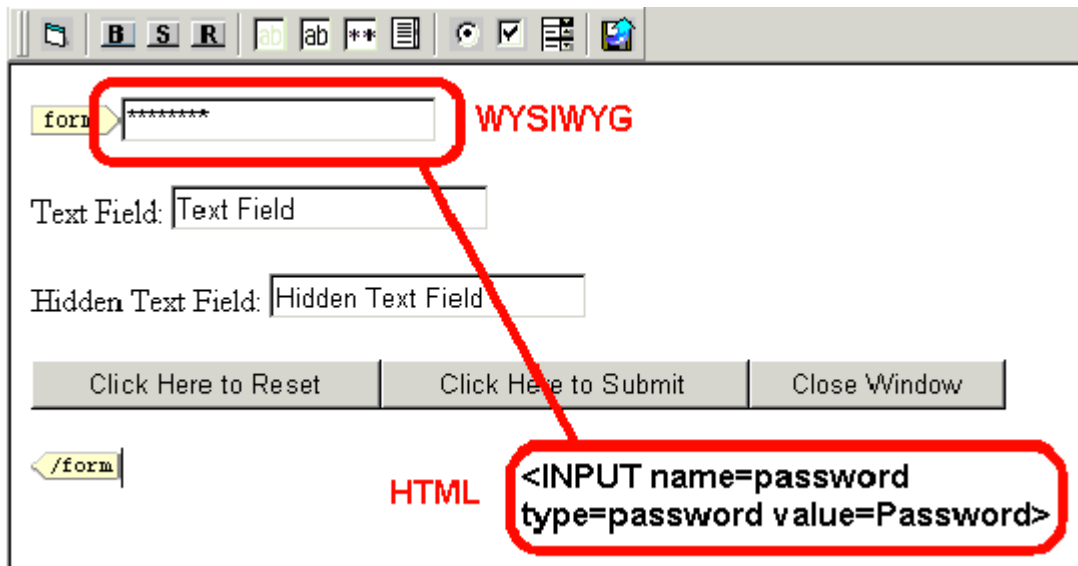
Inserting a Text Area Field

To insert a text area field, begin by clicking on the **Text area** button on the toolbar.

Once you have clicked on the Text area button, a window will pop up where you may enter information necessary for the field.

Use the table below to properly fill out this form:

Field	Description
Name	This is the name of the field that will be used when the form is being processed by the server.
Value	This will be the default text that will be placed into the field.
Columns	This will be the amount of columns the text area box will span
Rows	This will be the height, in rows, of the text area box.

When you have properly filled in the fields, click the **Insert** button.
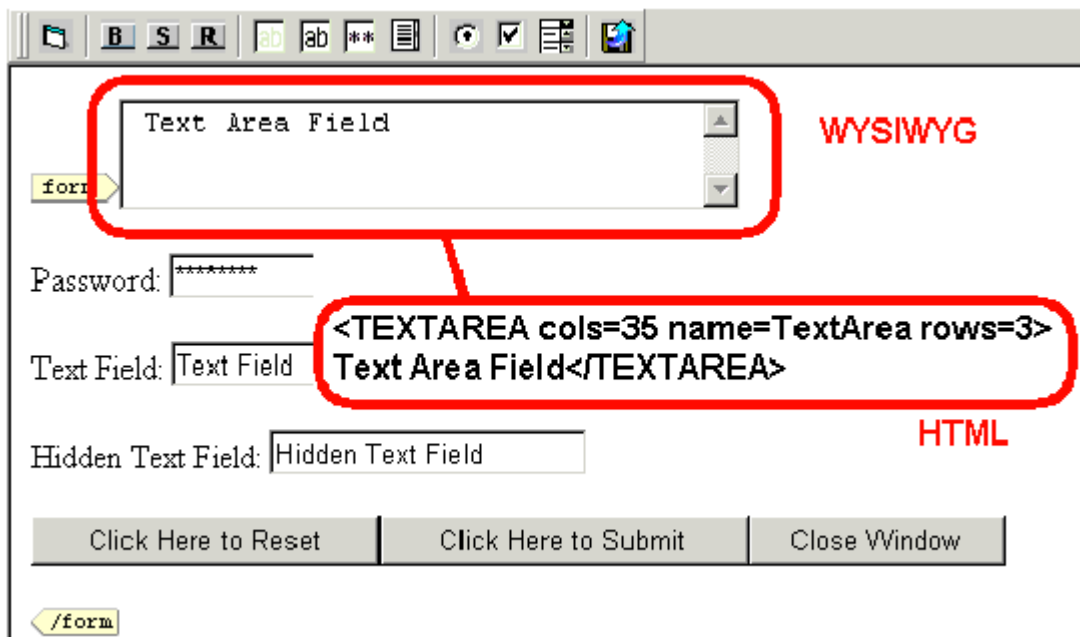
Inserting a Radio Button

To insert a Radio Button, begin by clicking on the **Radio Button** button on the toolbar.

Once you have clicked on the toolbar button, a window will pop up where you may enter information necessary for the radio button.

Use the table below to properly fill out this form:

Field	Description
Name	This is the name of the field that will be used when the form is being processed by the server.
Value	This is will be the data sent to the server if the radio button is checked.
Default is Checked	Check off the box if you want the radio button to be checked off by default.

When you have properly filled in the fields, click the **Insert** button.
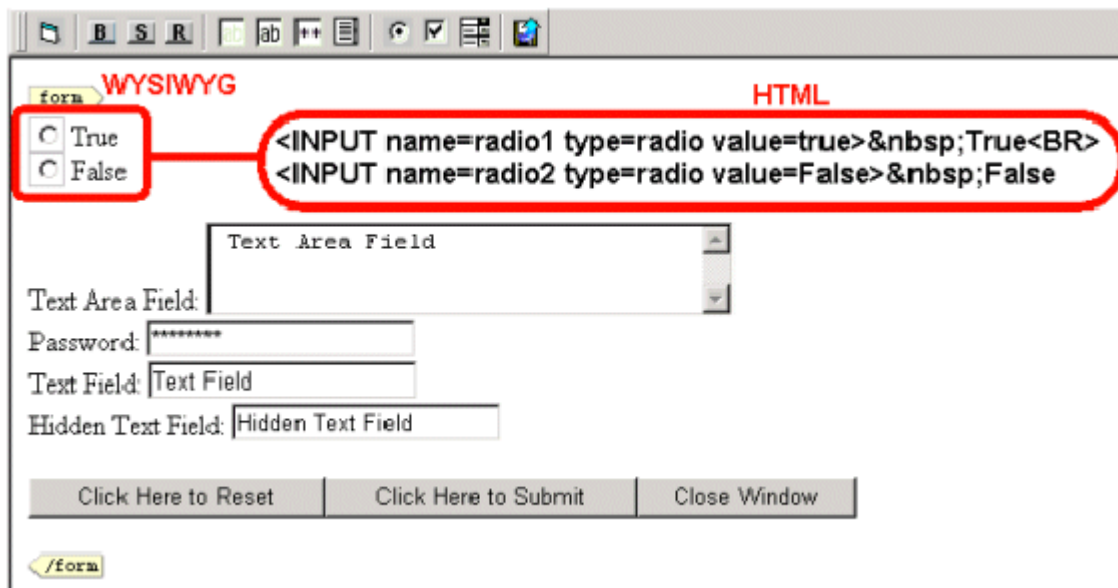
Inserting a Check Box

To insert a Check Box, begin by clicking on the **Checkbox Button** button on the toolbar.

Once you have clicked on the toolbar button, a window will pop up where you may enter information necessary for the check box.

Use the table below to properly fill out this form:

Field	Description
Name	This is the name of the field that will be used when the form is being processed by the server.
Value	This is will be the data sent to the server if the checkbox button is checked.
Default is Checked	Check off the box if you want the check box to be checked off by default.

When you have properly filled in the fields, click the **Insert** button.
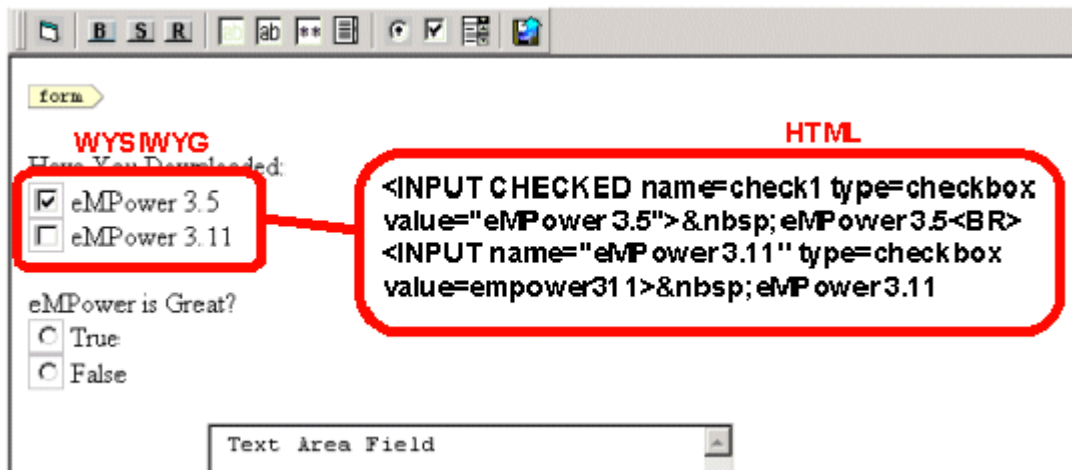
Inserting a Select List

To insert a Select List, begin by clicking on the **Select** button on the toolbar.

Once you have clicked on the toolbar button, a window will pop up where you may enter information necessary for the select list.

Use the table below to properly fill out this form:

Field	Description
Name	This is the name of the field that will be used when the form is being processed by the server.
Size	The size, in rows, the list will display as.

Field	Description
Allow Multiple	Checking off this box allows people to select more than one option on the select list by using the **Ctrl** button
Option Value	This is will be the data sent to the server if the option is selected.
Display Name	This is the name that the will be displayed on the list.

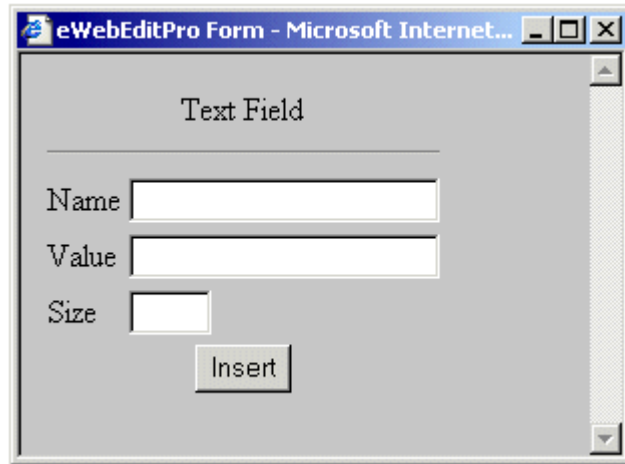When you have properly filled in the fields, click the **Insert** button.

Inserting a File Upload Field

To insert a File Upload field, begin by clicking on the **File Upload** button on the toolbar.

Once you have clicked on the toolbar button, a window will pop up where you may enter information necessary for the file upload field.

Use the table below to properly fill out this form:

Field	Description
Name	This is the name of the field that will be used when the form is being processed by the server.
Size	The size, in columns, the list will display as.

When you have properly filled in the fields, click the **Insert** button.
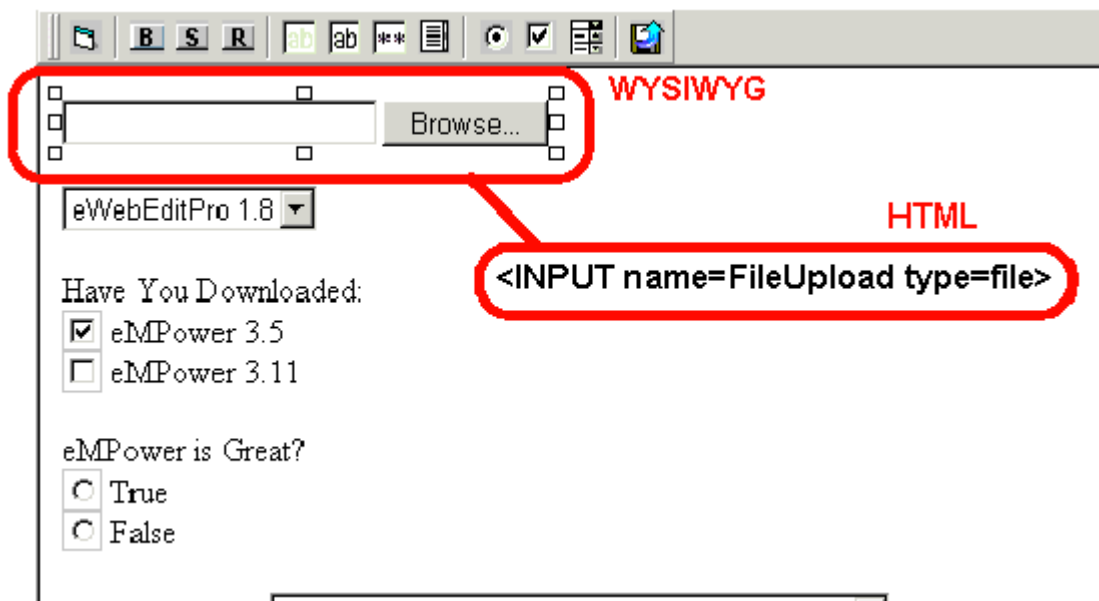
JavaScript Syndication

With the help of some JavaScript, eMPower now allows you to receive syndicated content from a server other than the one eMPower is running on. This concept allows you to display or send out content that may or may not be your own.

This concept will be discussed and explored in the following sections.

What is "Syndication?"

Using JavaScript syndication on your eMPower Web site allows you to retrieve content from another location and post it on your Web site. When the content gets updated on the other Web site, it is updated on yours as well. The same is true if another Web site displays syndicated content from your Web site, that content gets updated on their web site when you update it on yours.

Syndication Example

For this example, we will be using the Ektron Web site, and the sample site that comes with eMPower.

The main page of the Ektron Web site always has a content block dedicated to the latest news about Ektron. Lets say that you want to be able to always have the most up to date content that is included in that content block. Shown below is what that would appear like on the sample site.

Notice that the two content blocks are the same, and if the content on the Ektron site changes, the content on the sample site will reflect the changes also.

Hosting & Syndication

Syndication can be a very powerful tool if you are a hosting company. The JavaScript that is used to post syndicated content can be inserted into ASP, HTML, CFM, etc. templates.

When you are hosting many different Web sites, you will have the opportunity to have a special place on each of the Web sites where you could place a piece of syndicated content that could include up-to-date pricing for your services, information about your hosting company, etc.

The possibilities become endless when you begin to utilize this feature, and the time for updating each individual web site gets cut down.

In the diagram above, the Ektron site is displayed as the hosting company's web site.

Setting up a Syndicated Template

Before a Web site can use your content, you must first set up your eMPower Web site to send out the content.

This can easily be done by creating a template for eMPower that has the following custom tag inserted in it, and nothing else.

```
<cfmodule template="#request.ecm.eMPower.relative_path#eMPower/customtags/
ecmjsyndicate.cfm" DocID="#IIf(IsDefined("url.doc_id"), "url.doc_id", "0")#"
AdminPath="#request.ecm.eMPower.relative_path#eMPower/"
Mode="#IIf(IsDefined("url.mode"), "url.mode", De(""))#" SetMetaTags="0"
SetTitle="0">
```

eMPower comes installed with a special template named "blank.cfm." This template has no images, just the custom tag that is seen above.

Shown below is an example of the template
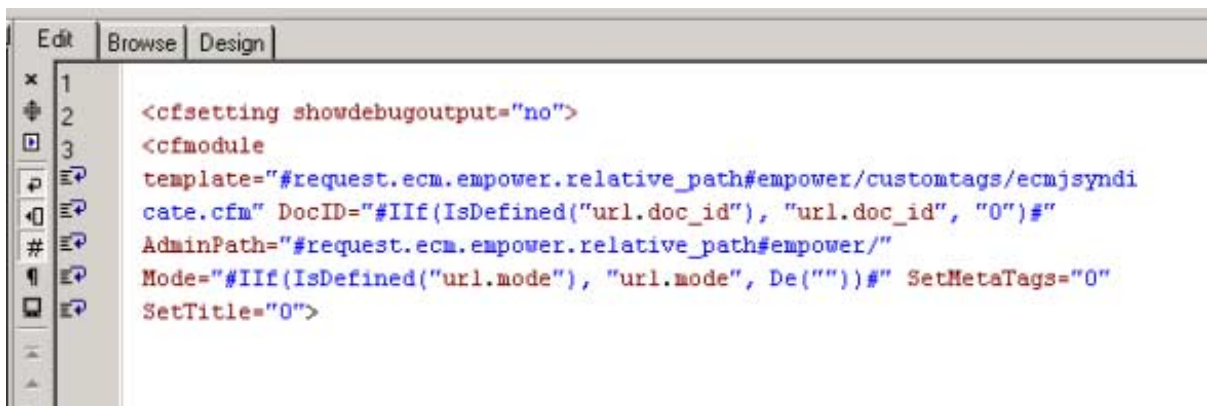
This is all that is needed to allow other servers to display your content.

Displaying the Syndicated Content

Once you have set up a syndication template on your server, you will now be able to create pages on other servers that will be able to display any content from the syndicated server machine.

To do this, all you need to do is insert the following script into your Web page:

```
<script src="http://www.ektron.com/blank.cfm?doc_id=11"></script>
```

When you insert this script into a Web page, the syndicated content will only be displayed if it meets the following criteria:

- The path in the src field is correct
- The template that is called has the ecmjsyndicate.cfm tag included in it.
- The doc_id passed exists
- The web site that is being called uses eMPower Version 3.7

Assuming that you meet the previous criteria, and you insert that script on an HTML template, or any template for that matter, and access it via your browser, you will see the following:
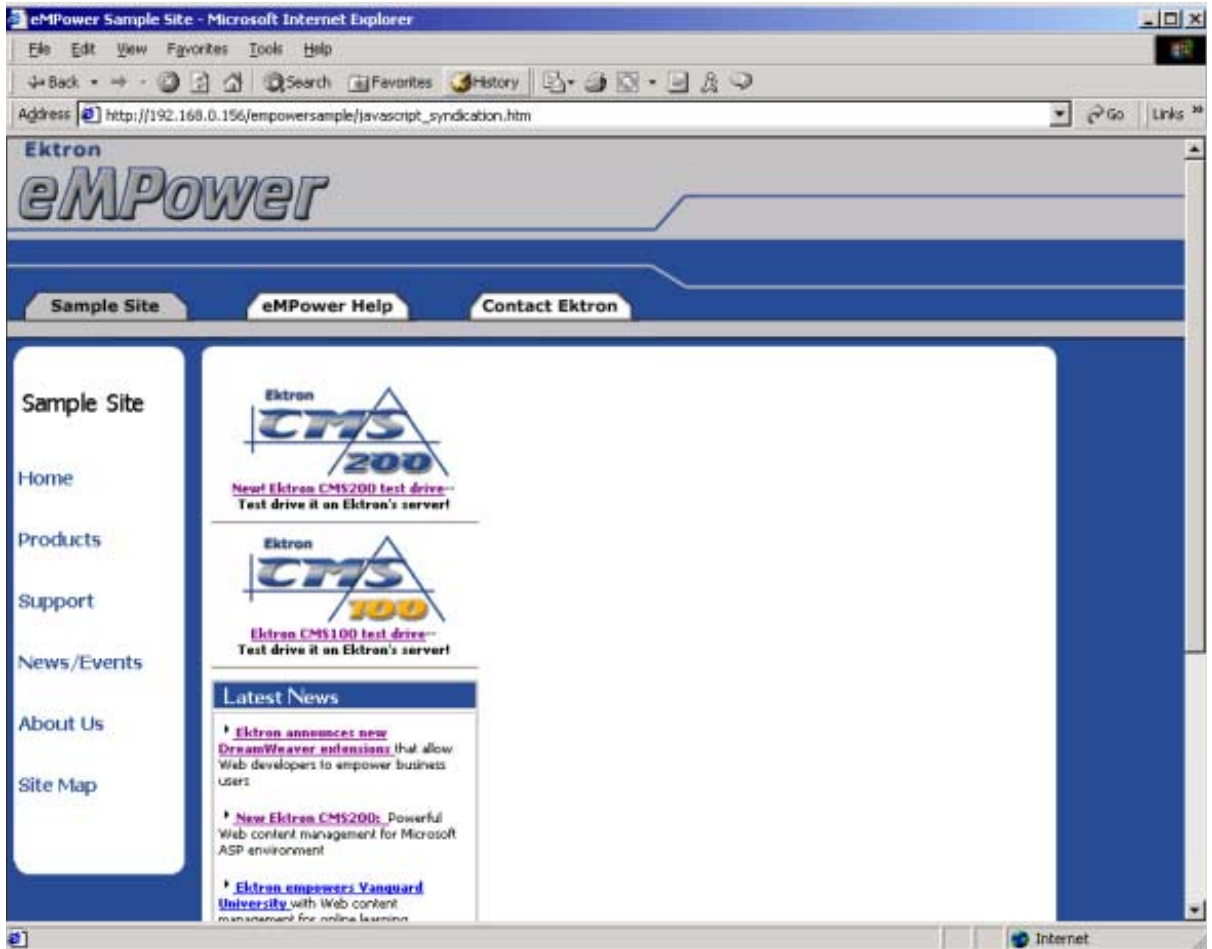
The page that is displayed above is an HTML web page that grabs content from the Ektron site and displays it.

When the content block gets updated on the Ektron site, the content in this HTML page will get updated as well.

Style Sheets

By default, eMPower is optimized to use style sheets as a source for styles instead of using font tags which cause content sizes to be more than needed. This section explains the enhanced style sheet support for eMPower.

Default.css

Included with the installation of eMPower is a simple cascading style sheet that eMPower uses for default styles. Shown below are the styles and output as defined in default.css:

Style Definition	Output

p, li, div, td{
    font-size: 10pt;
    font-family: Verdana;
    color : 000000;
}
	Element p
	
	1. Element li
	
	Element div
	
	Element td

a:hover{
    color:3399ff;
}
	Element a

a:active{
    text-decoration:bold;
}
	Element a

Style Definition	Output

a{
    color:214b95;
    text-decoration:underline;
}
	<u>Element a</u>

a.nav{
    text-decoration:none;
    color:000000;
    font-family:verdana;
}
	Element a.nav

.copyright{
    color : 636363;
    font-family: Verdana;
    font-size: 7pt;
}
	Class copyright

.bigred{
    color: red;
    font-size: 20pt;
}
	Class bigred

.linethrough{
    color : #000000;
    background-color : transparent;
    font-family : verdana, Geneva, Arial, Helvetica, sans-serif;
    font-size: 12px;
    text-decoration: line-through;
}
	~~Class linethrough~~

.bgcolorblue {
    background-color : Blue;
    color : White;
}
	Class bgcolorblue

.letterspacing{
    letter-spacing : 10px;
}
	C l a s s l e t t e r s p a c i n g

Style Definition	Output

.italic{
    font-style : italic;
}
	Class italic

.capitalize{
    text-transform : capitalize;
}
	Class Capitalize

.uppercase{
    text-transform : uppercase;
}
	CLASS UPPERCASE

.lowercase{
    text-transform : lowercase;
}
	class lowercase

Although this is the default style sheet assigned to eMPower when it is installed, you may either edit this style sheet, or assign a new default style sheet.

Applying Style Sheets in the Editor

Once a style sheet has been defined in eMPower, the styles and classes can be applied to your content. In the edit content page, there is a drop down list that contains all the style classes that are contained in the default style sheet you have set.
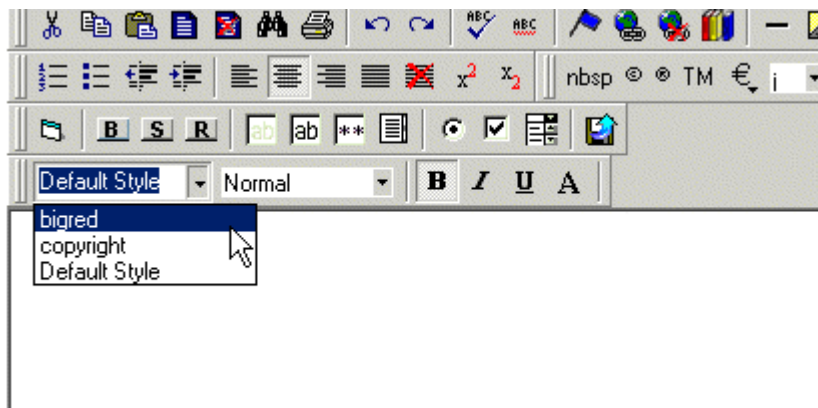
Other styles will be applied when the content creator adds a
element to the content that is defined in the style sheet.
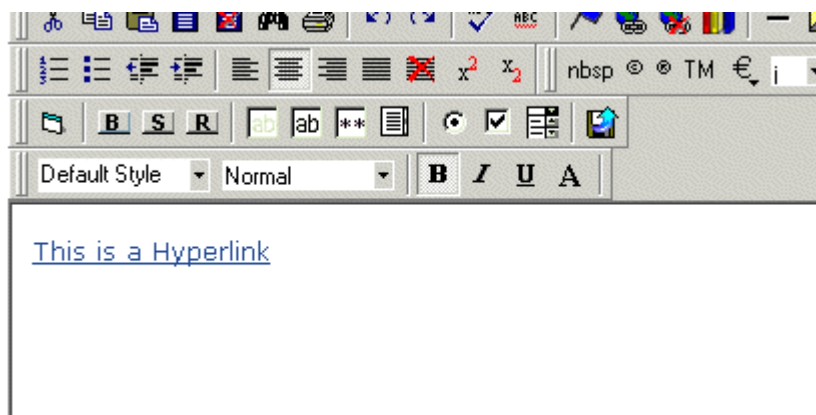
Defining a New Default Style Sheet

Defining a default style sheet can be done on the configuration
page in the eMPower administrator workarea. To define a default
style sheet, follow these steps:

1. Begin by logging into eMPower as an administrator.

2. Open the eMPower administrator console.

3. Follow the path **Setup > Configuration** in the administrator
   console.

4. On the configuration page is a text field where you will define a default style sheet.

Default Style Sheet: http://192.168.0.156/eMPowerSample/ [   ]

5. Enter the filename and location with respect to the eMPower server path.

Default Style Sheet: http://192.168.0.156/eMPowerSample/ [default.css]

Unless a style sheet is defined for a Main Category in eMPower, all content blocks will use the styles defined in the default style sheet.

Style Sheet Hierarchy

When a style sheet is set as a default style sheet in the configuration page of eMPower, all content blocks will use the styles defined in that style sheet. However, if a style sheet is defined for a main category, the styles from the default style sheet will be ignored, and the styles from the main category's style sheet will be used.

Configuring eMPower to Use Fonts Instead of Styles

The installation of eMPower is set up to use style sheets as its source of styles instead of using font tags. If you would like to configure eMPower to run as it previously did, perform these steps:

• Remove default style sheet from the configuration page in the eMPower administrator console

• Stop stripping font tags and attributes

- Enable font buttons on the editor's toolbar by editing each user group and enable the necessary buttons.

Each of these operations are explained in the following section:

Stop Using Default Style Sheet

To stop using a default style sheet in eMPower, follow these steps:

1. Begin by logging into eMPower as an administrator and navigate to the administrator console.

2. Follow the path **Setup > Configuration** in the administrator console to open the eMPower configuration.
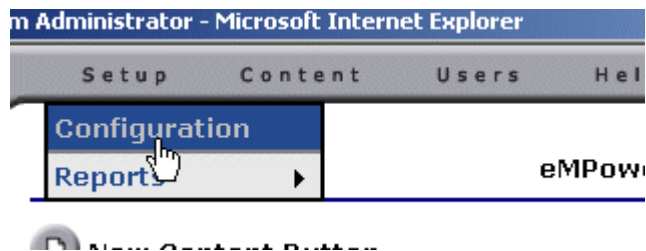
3. On the configuration page, find the line that is titled "Default Style Sheet"

4. Delete the contents in the text field.

5. Click the Update Setup button a the bottom of the page to save the changes.

Once the changes are saved, content blocks will no longer use the style sheet to define styles.

Stop Stripping Out Tags

The next step is to stop stripping out tags from the editor. This can be done on the eMPower configuration page as well. Follow these steps to stop stripping tags out of the editor:

1. Begin by logging into eMPower as an administrator and navigate to the administrator console.

2. Follow the path **Setup > Configuration** in the administrator console to open the eMPower configuration.

3. On the configuration page, locate the editor options section.

4. From the text fields, delete the tags that you don't want to be stripped out of the editor.

5. When you are finished, click the Update Setup button at the bottom of the configuration page.

Update Setup

Now that these changes are saved, no tags will be stripped out of the editor.

Enabling Font Buttons

Since eMPower is optimized to use style sheets, all the relevant font buttons that insert font tags into the content have been removed from the toolbar for each User Group. To allow users to add style to the content without a style sheet, these buttons must be enabled.

To enable buttons for the toolbar, follow these steps for each usergroup:

1. Begin by logging into eMPower as an administrator an navigating to the administrator console.

2. Follow the path Users > Groups > Edit in the administrator console.
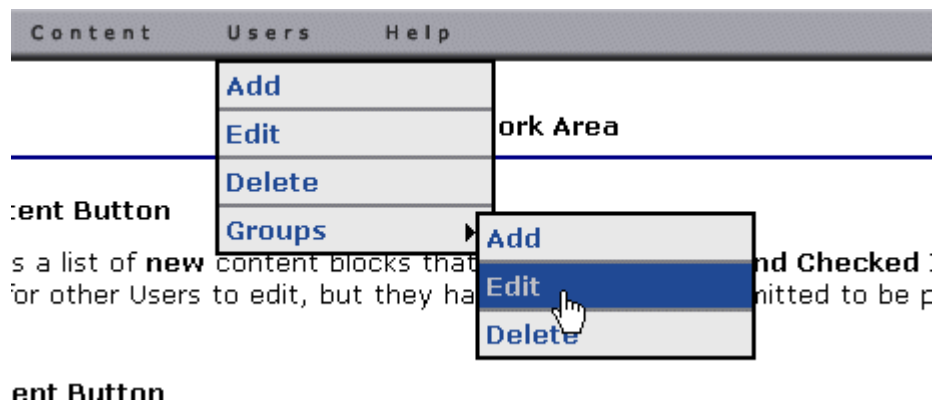
3. When you follow this path, you will be taken to the Edit User Group page where each user group in eMPower is listed.
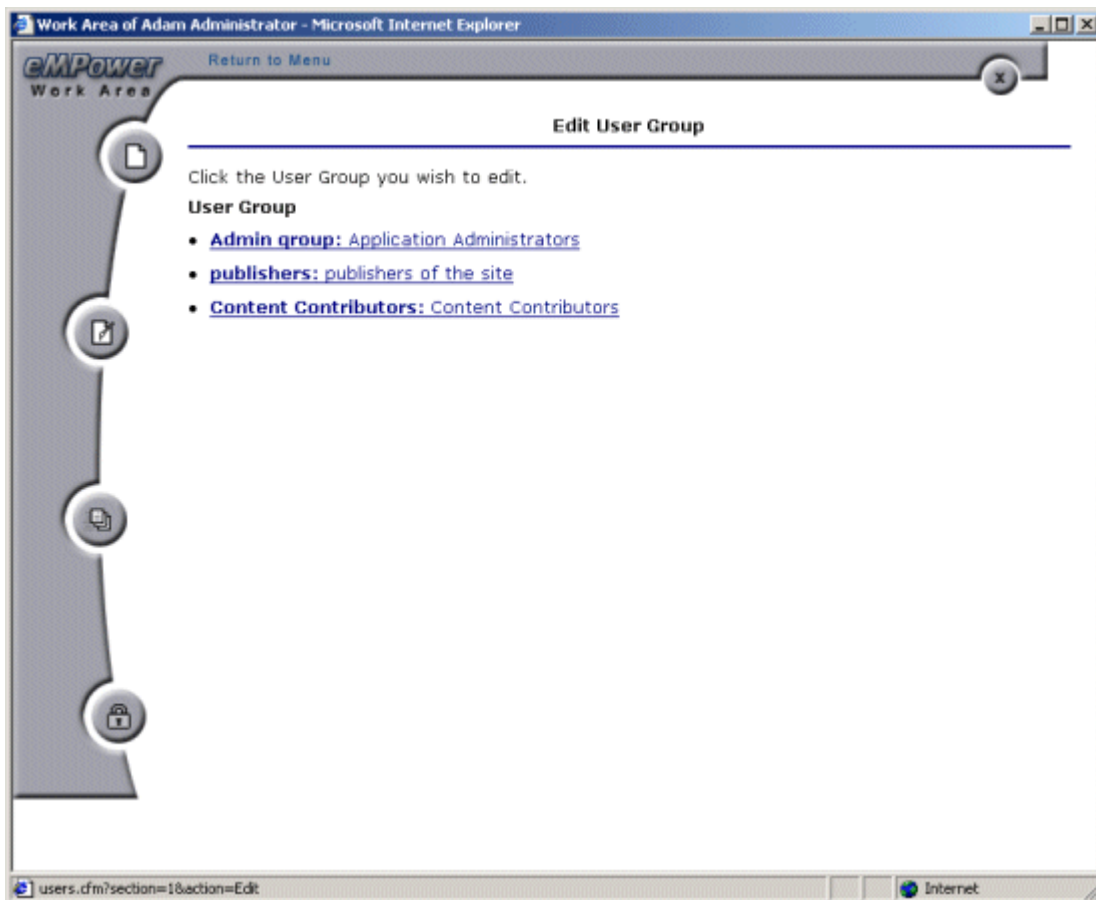
4. Click on a user group from the list you would like to edit.

Click the User Group you wish to edit.

User Group

- **Admin group:** Application Administrators
- **publishers:** publishers of the site
- **Content Contributors:** Content Contributors

5. When you click on the user group, you will be taken to a page where you will be able to enable buttons on the toolbar.
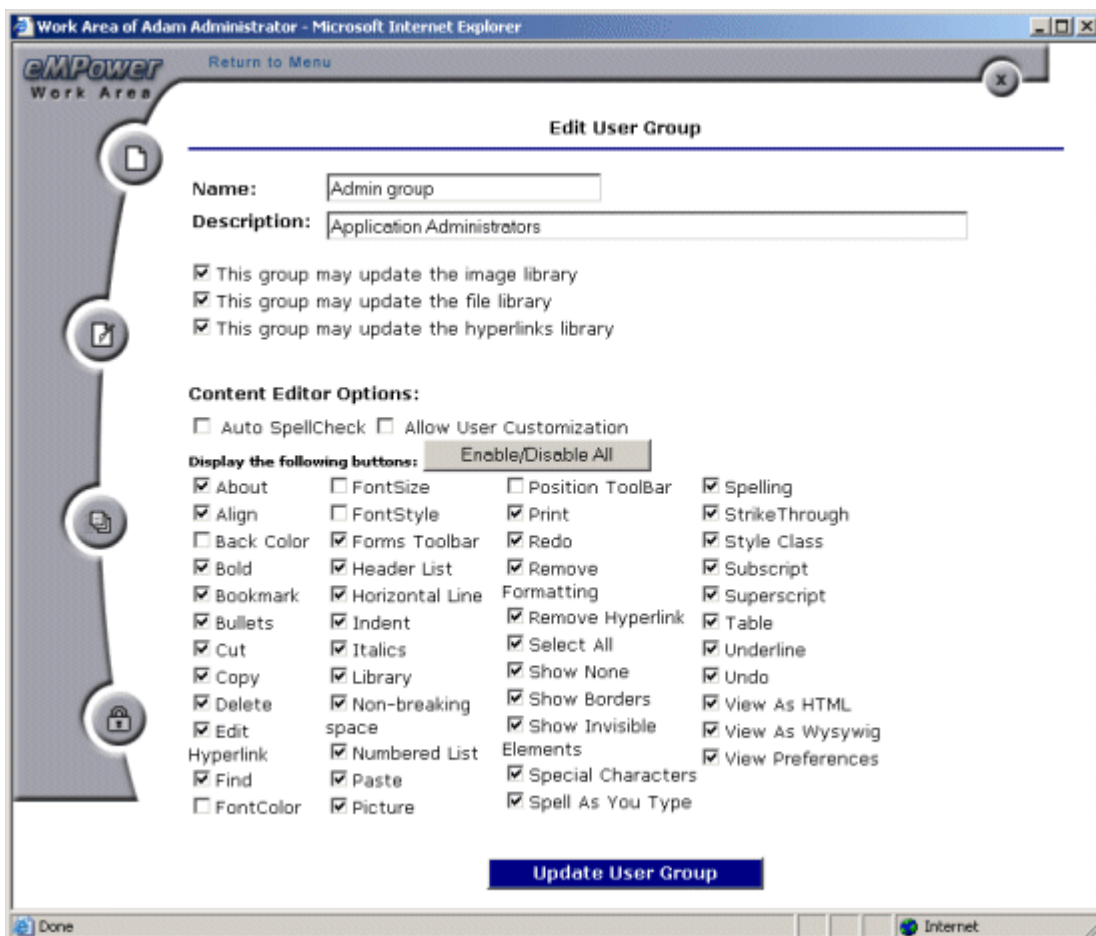
6. To enable the font related buttons, check off the following boxes:

- Back Color

- Font Color

- Font Size

- Font Style

7. Once you have checked off those boxes, click the update user group button at the bottom of the page.

8. Once you click the update user group button, you will be taken to another page with a button to edit anther user group.

Edit another User Group

Click this button if you wish to enable the font toolbar buttons for another user group.

After you have enabled the font buttons to the toolbar, the editor will appear as seen below.
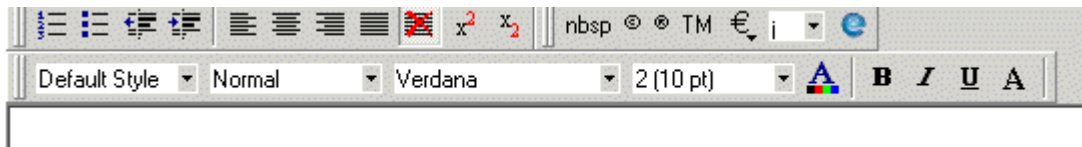
As you can see, the toolbar that is now displayed on the editor screen now includes the buttons that will insert font tags.

eMPower Custom Tags

Custom Tags

Your eMPower application maintains, displays, implements workflow, and enforces change controls rules through the use of custom **ColdFusion M**arkup **L**anguage (CFML) tags.

To customize your eMPower application, you will need to be familiar with these tags:

Tag	Description
Login	Paints a Login button which allows a User to login and run the eMPower application.
Single Content Block	Displays and maintains a single content block.
Group Content Block	Displays a group of content blocks of the same type.
Dynamic Content Block	Displays a content block when a doc_id gets passed via the URL
Search	Searches the database for content blocks that contain the keywords passed to it.
Search Display	Displays the Search results.
Display	Displays the titles of content blocks specified in the tag.
Style Sheet	Calls the correct style sheet to the template.

The following sections describe each of these tags.

Login Button

This tag is responsible for displaying the login button on the Web page. When a User clicks the login button, the login dialog box gets displayed and prompts for a Username and password.

A successful login opens the eMPower application and displays the Web site in an eMPower view.

Attributes for the Login tag are described in the following table:

Attribute	Description	Default
Template	This is the location from where the tag get's its information from.	#request.ecm.eMPower.relative_path#eMPower/customtags/ecmlogin.cfm
AdminPath	This is the relative path to the eMPower folder.	"eMPower/"

Login Example

The following example places a login button in a table cell inside a .cfm template.

If the User is not logged in (session Userid = 0), the login tag will paint this button in this table cell.

```
<TR>
    <TD>
        <CFMODULE template="#request.ecm.eMPower.relative_path#eMPower/customtags/
        ecmlogin.cfm" AdminPath="#request.ecm.eMPower.relative_path#eMPower/">
    </TD>
</TR>
```

Single Content Block

The Single tag is the main tag used to display a page containing a single content block. In normal view, this tag will retrieve the content from the database and return it to the template calling it. If a User is logged into the system and presents the correct credentials, the tag will then begin to implement the workflow for editing and publishing content that had been determined for that User.

The Single tag will paint a border around the content and provide the menu for managing that piece of content.

Shown here is the format of the single content block tag:

```
<CFModule template=""
          DocID=""
          AdminPath=""
          ScheduleID=""
          Mode=""
          SetMetaTag=""
          SetTitle="">
```

The Single tag attributes are described in the following table:

Attribute	Description	Default
Template	This is the location from where the tag get's its information from.	"#request.ecm.relative_path#/customtags/ ecmsingledoc.cfm"edoc.cfm"edoc.cfm"
DocID	The unique identifier for retrieving content from the database. This ID is created when a User first creates a content block.	
AdminPath	The relative path to the eMPower folder.	
ScheduleID	Boolean attribute for content being scheduled. Set to 1 to enable, 0 to disable.	"1"
Mode	This attribute is used by the eMPower application itself. When the mode is set to "preview" that page will show the unpublished version of the Web page.	
SetMetaTags	Indicated whether eMPower should dynamically set the meta keywords tag on the template. TRUE=enabled; FALSE=disabled	
SetTitle	Indicated whether eMPower should dynamically set the title tag on the template. TRUE=enabled; FALSE=disabled	

Single Content Block Example

```
<TR>
```

```
<TD>
    <CFMODULE template="#request.ecm.eMPower.relative_path#eMPower/customtags
    ecmsingledoc.cfm" DocId="27"
    AdminPath="#request.ecm.eMPower.relative_path#eMPower/" ScheduleID="1"
    Mode="#IIf(IsDefined("url.mode"), "url.mode", De(""))#" SetMetaTags="TRUE"
    SetTitle="TRUE">
    </TD>
</TR>
```

Group Content Block

The Group tag is responsible for showing a group of single content blocks of the same type.

Shown here is the format for the group content block tag:

```
<CFMODULE template=""
          Doc_type_id=""
          CatID=""
          SubCatID=""
          AdminPath=""
          Mode=""
          TemplateID=""
          ScheduleID="" >
```

The tag attributes are described in the following table:

Attribute	Description	Default
Template	This is the location from where the tag get's its information from.	"#request.ecm.relative_path#/customtags/ ecmgroupdoc.cfm"pdoc.cfm"pdoc.cfm"
Doc_type_id	This ID identifies all content blocks of this type. The tag looks through the database for any content blocks with this doc_type_id.	
CatID	This attribute is used to break, or filter, content blocks of the same type down one level.	
SubCatID	This attribute is used to break, or filter, the contents of the same Category down another level.	

Attribute	Description	Default
AdminPath	The relative path to the eMPower folder.	"#request.ecm.eMPower.relative_path#eMPower/"
Mode	This attribute is used by the eMPower application itself. When the mode is set to "preview" that page will show the unpublished version of the Web page.	""
TemplateID	This attribute identifies the template with which the group content block is associated.	
ScheduleID	Boolean attribute for content being scheduled. Set to 1 to enable, 0 to disable.	"1"

Group Content Block Example

The following example is similar to that of <CF_eCMSingleDoc>, except that it takes in a doc_type_id instead of a doc_id. This tag will display all content blocks that have the set doc_type_id.

```
<TR>
    <TD>
        <CFMODULE template="#request.ecm.eMPower.relative_path#eMPower/customtags/
        ecmgroupdoc.cfm" templateId="18" mCat="1"
        AdminPath="#request.ecm.eMPower.relative_path#eMPower/" ScheduleID="1"
        Mode="#IIf(IsDefined("url.mode"), "url.mode", De(""))#">
    </TD>
</TR>
```

Dynamic Content Block

The Dynamic Content Block tag allows you to view a content block by passing the doc_id# through the URL. In normal view, this tag will retrieve the content from the database and return it to the template calling it. If a User is logged into the system and presents the correct credentials, the tag will then begin to implement the workflow for editing and publishing content that had been determined for that User.

The Dynamic tag will paint a border around the content and provide the menu for managing that piece of content.

Shown here is the format for the dynamic content block tag:

```
            <CFMODULE template=""
                      DocID=""
                      AdminPath=""
                      Mode="">
```

The Dynamic tag attributes are described in the following table:

Attribute	Description	Default
template	This is the location where the tag get's its information from.	"#request.ecm.relative_path#/customtags/ ecmsingledoc.cfm"edoc.cfm"edoc.cfm"
DocID	The unique identifier for retrieving content from the database. This ID is created when a User first creates a content block.	"#IIf(IsDefined("url.doc_id"), "url.doc_id", "0")#"
AdminPath	The relative path to the eMPower folder.	"#request.ecm.eMPower.relative_path#eMPower/"
Mode	Mode is used by the eMPower application itself. When the mode is set to "preview," that page will show the unpublished version of a page's content.	#IIf(IsDefined("url.mode"), "url.mode", De(""))#

Dynamic Content Block Example

```
<TR>
    <TD>
        <CFMODULE template="#request.ecm.eMPower.relative_path#eMPower/customtags/
        ecmsingledoc.cfm" DocID="#IIf(IsDefined("url.doc_id"), "url.doc_id", "0")#"
        AdminPath="#request.ecm.eMPower.relative_path#eMPower/"
        Mode="#IIf(IsDefined("url.mode"), "url.mode", De(""))#">
    </TD>
</TR>
```

Search

The Search tag draws a text box and button for a keyword search. When the User enters text and clicks the search button, the Search tag enables a search of the content blocks contained in the database for the entered keyword. When finished, the Search Display tag lists the titles of all content blocks that match the keyword.

Shown here is the format for the search tagL

```
<CFMODULE template=""
          AdminPath=""
          InputSize=""
          InputMaxChar=""
          SearchPage=""
          SubmitText=""
          SubmitImage="">
```

Attributes for the Search tag are described in the following table:

Attribute	Description	Default
Template	This is the location from where the tag get's its information from.	"#request.ecm.relative_path#/customtags/ ecmsearch.cfm"arch.cfm"arch.cfm"
AdminPath	The relative path to the eMPower folder.	"#request.ecm.eMPower.relative_path#eMPower/"
InputSize	The size of the keyword input text box	"10"
InputMaxChar	The max amount of characters you can insert into the text box	"10"
SearchPage	Web page where the search results will get posted to. Must have the search display tag in it	""
Submit Text	The text that is displayed on the button if the SubmitButton attribute is True, or the alt text if SubmitImage is used.	"Search"
SubmitImage	This attribute is used to specify a custom image for the **Submit** button.	""

Search Example

```
<TR>
    <TD>
        <CFMODULE template="#request.ecm.eMPower.relative_path#eMPower/customtags/
        ecmsearch.cfm" AdminPath="#request.ecm.eMPower.relative_path#eMPower/"
        InputSize="10" InputMaxChar="10" SearchPage="searchdisplay.cfm"
        SubmitText="Search" SubmitImage="/eMPowerSample/eMPower/images/
        submitbutton.gif">
```

```
    </TD>
</TR>
```

Search Display

The Search Display tag works with the Search tag. As described in the previous section, the Search Tag enables a search of the content blocks contained in the database for the entered keyword. When finished, the Search Display tag lists the titles of all content blocks that match the keyword.

Shown here is the format for the search display tag:

```
<CFMODULE template=""
           AdminPath=""
           SearchText="">
```

Attributes for the Search Display tag are described in the following table:

Attribute	Description	Default
template	This is the location from where the tag get's its information from.	`"#request.ecm.eMPower.relative_path#eMPower/customtags/ecmsearchdisplay.cfm"`
AdminPath	The relative path to the eMPower folder.	`"#request.ecm.eMPower.relative_path#eMPower/"`
SearchText	The search keyword.	`"#form.searchtext#"`

Search Display Example

```
<TR>
   <TD>
      <cfif IsDefined("form.searchtext")>
         <CFMODULE template="#request.ecm.eMPower.relative_path#eMPower/
         customtags/ecmsearchdisplay.cfm"
         AdminPath="#request.ecm.eMPower.relative_path#eMPower/"
         SearchText="#form.searchtext#">
      <cfelse>
```

```
        If you wish to display a content block when a search isn't
        performed, insert the other eMPower custom tag here
    </cfif>
  </TD>
</TR>
```

Display

The display tag can be used to display any information from the eMPower database for navigation, teasers, reporting, and/or any configuration you can come up with.

The display tag is dynamic, so the displayed information will change as content gets added, deleted, updated, and/or viewing permissions change.

Shown here is the format for the display tag:

```
<CFMODULE template=""
          DocgroupID=""
          mCatID=""
          CatID=""
          SubCatID=""
          Recursive=""
          Mark1=""
          Mark2=""
          Mark3=""
          Mark4=""
          OrderBy=""
          Sort=""
          Targe=""
          FormatTag="">
```

Explained in the following table are the attributes for the display tag.

Attribute	Description	Default
template	location where display tag information is stored.	"#request.ecm.relative_path#/customtags/ecmdisplay.cfm"play.cfm"play.cfm"
DocGroupID	ID number of the Content Group the display tag will call	

Attribute	Description	Default
mCatID	ID number of the Main Category the display tag will call	
CatID	ID number of the Category the display tag will call	
SubCatID	ID number of the SubCategory the display tag will call	
Recursive	Allows the display tag to call sub folders.	"true"
Mark1	Text, CSS, or HTML tag	
Mark2	Text, CSS, or HTML tag	
Mark3	Text, CSS, or HTML tag	
Mark4	Text, CSS, or HTML tag	
OrderBy	Allows you to select a attribute to order the results by.	
Sort	Allows you to sort either by ascending or descending	"ASC"
Target	Insert the type of target window will open when you select one of the generated links.	
FormatTag[a]	This is the file where the display tag format is called from	"ecmnavbar.cfm"

[a] For information about formatting your display tag, see "ecmnavbar.cfm" on page 328

Display Example

```
<TR>
   <TD>
      <CFMODULE template="#request.ecm.eMPower.relative_path#eMPower/customtags/
      ecmdisplay.cfm" DocGroupID="" mCatID="" CatID="" SubCatID="" Recursive="true"
      Mark1="<ul>" Mark2="<li>" Mark3="</li><br>" Mark4="</ul>" OrderBy=""
      Sort="ASC" Target="_blank" FormatTag="ecmnavbar.cfm">
   </TD>
</TR>
```

ecmnavbar.cfm

Once you have inserted a display tag into your template, there are many different ways that you can format it to display all the information you wish about the displayed content blocks.

This chapter will explain all the different formatting that you can use for your display tag by using the default formatting template that comes installed with eMPower, ecmnavbar.cfm.

Inserting a Display Tag

Before you can format a display tag, you must first insert the tag into the template. Follow the steps to insert a display tag in "Display" on page 326.

Once you have inserted the tag, you will be able to format it any way you wish.

In this example, we will format the display tag that was inserted in the site_map.cfm template, which is included in the eMPower installation.

Viewing site_map.cfm

To access this display tag that is included in the eMPower sample site, go to the URL

http://www.yoursite.com/eMPowersample/site_map.cfm

or navigate to it by clicking on the Site Map link in the sample site's navigation bar on the left side of the screen.
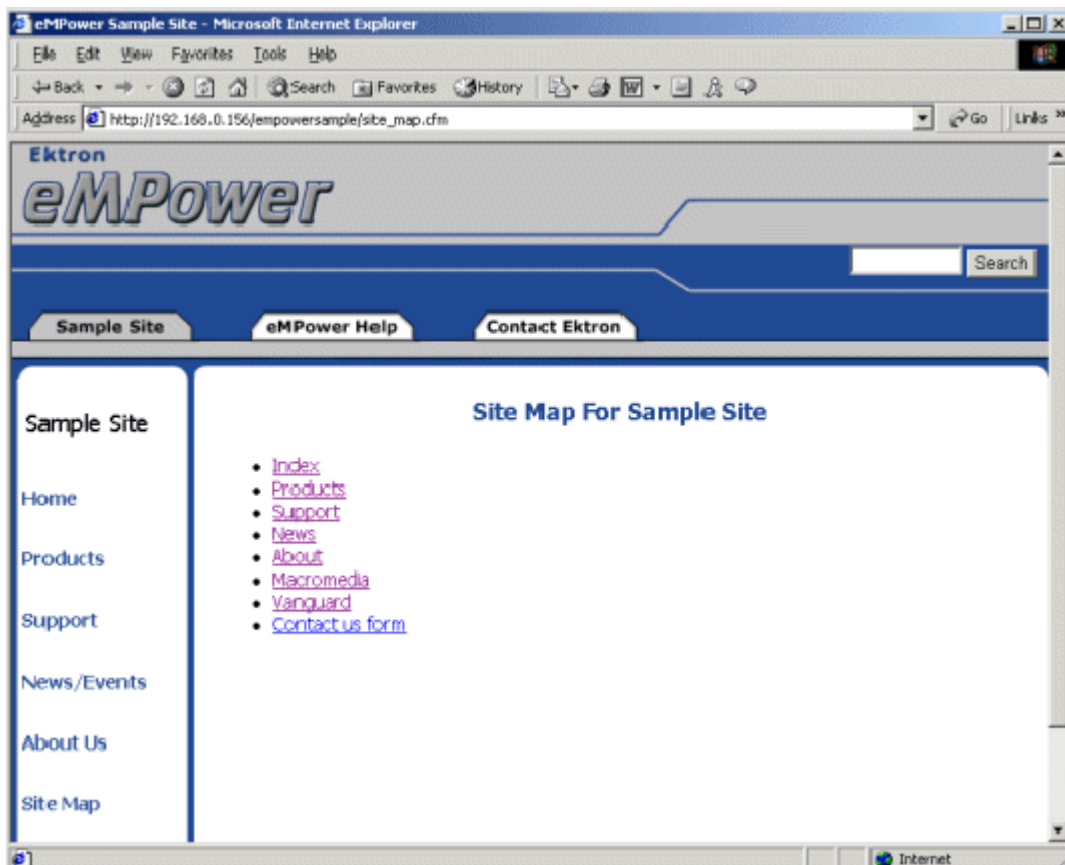
Accessing ecmnavbar.cfm

By default, the file ecmnavbar.cfm is installed to the eMPowersample/empsessions directory. You may access this file and make changes to it to change the format of your display tag.

Using ecmnavbar.cfm

The tag queries the eMPower database using attributes that are passed in when inserting the tag and returns an array of structures with all the information about the content. This would include: Id, status, doc_group_id, doc_type_id, sub_cat_id, cat_id, title, keywords, text, all the dates, approved bit, link, etc.

The tag takes this array of structures and passes it to the formatTag. By default, eMPower will use the default format tag,

ecmnavbar, that will take that array of structures, loop through it and display a list of links using the target and format specifications.

A new tag could be passed into the original tag to customize the outputted list even further. For example, say you also want to display keywords associated to the content underneath the link as a "teaser". You could create a tag or alter the original format tag to take that piece of information and display it the way you want. Basically, you can access the information with syntax such as:

#Attributes.StructArray[i]. keywords#

and you can choose how you want those variables to be displayed. Any font or cascading style sheet information can be added to the format tag. A list of the variables that you can use is included as a comment in the ecmnavbar.cfm file, which is never encrypted.

Before: this simple example loops through all the content blocks and wraps links around all the titles.

```
<cfoutput>
    <cfloop from="1" to="#ArrayLen(Attributes.StructArray)#" index="i">
    <a href="#Attributes.StructArray[i].link#">#Attributes.StructArray[i].title#</a>
    </cfloop>
</cfoutput>
```

After: This customized example adds a 45-character italicized teaser underneath all of the links.

```
<cfoutput>
    <cfloop from="1" to="#ArrayLen(Attributes.StructArray)#" index="i">
    <a href="#Attributes.StructArray[i].link#">#Attributes.StructArray[i].title#</a>
        <cfif (#Len(Attributes.StructArray[I]. keywords)#) GT 45)>
            <I> #Mid(Attributes.StructArray[I].keywords, 1, 45)#…</I>
        <cfelse>
            <I>#Attributes.StructArray[I].keywords#</I>
        </cfif>
    </cfloop>
</cfoutput>
```

Breaking Down the Variable

When you are inserting a variable for the display tag, you will use this format:

#Mid(Attributes.StructArray[I].doc_id, 1, 45)#

In the variables for the formatting, there are three major parts that can be modified.

- variable - in the example above, doc_id, is the variable that the display tag will display. This can be one of many different options.

- Starting Number - in the example above, "1" is the starting number. This number looks into the variable and uses to know where to start from when it gets the information about the variable.

  Example:

  If you entered **#Mid(Attributes.StructArray[I].keywords, 15, 45)#,** then the first letter in the keywords that would be displayed would be the 15th letter.

- Ending Number - in the example shown above, "45" is the ending number. This tells the display tag to stop showing information about the variable after the "45th" place.

Formats

Show below in the table is a a list of all the information that you can display in your display tags.

Variable	Description
#Attributes.StructArray[i].**doc_id**#	This will display the Content ID number that corresponds to the content block.
#Attributes.StructArray[i].**lang_id**#	This will display the Language ID number that corresponds to the content block.
#Attributes.StructArray[i].**doc_group_id**#	This will display the Content Group ID number that corresponds to the content block.
#Attributes.StructArray[i].**apr_group_id**#	This will display the Approval Group ID number that corresponds to the content block.
#Attributes.StructArray[i].**parent_doc_id**#	This will display the Content ID number that corresponds to the content block's parent (for Group Content Blocks)

Variable	Description
#Attributes.StructArray[i].**doc_order**#	This will display the Content Block Order number that corresponds to the content block (for Group Content Blocks)
#Attributes.StructArray[i].**doc_type_id**#	This will display the Content Block Type ID number that corresponds to the content block.
#Attributes.StructArray[i].**doc_title**#	This will display the Content Block Title that corresponds to the content block.
#Attributes.StructArray[i].**keywords**#	This will display the Keywords that corresponds to the content block.
#Attributes.StructArray[i].**doc_text**#	This will display the Content Block's body text that corresponds to the content block.
#Attributes.StructArray[i].**date_created**#	This will display the date and time the Content Block was originally created
#Attributes.StructArray[i].**date_displayed**#	This will display the date and time the Content Block was first displayed on the Web Site
#Attributes.StructArray[i].**date_expires**#	This will display the date and time the Content Block will expire from the Web Site
#Attributes.StructArray[i].**date_modified**#	This will display the date and time the Content Block was last modified
#Attributes.StructArray[i].**user_id**#	This will display the user ID number that corresponds to the user who last made changes to the Content Block
#Attributes.StructArray[i].**cat_id**#	This will display the Category ID number that corresponds to the content block.
#Attributes.StructArray[i].**subcat_id**#	This will display the Sub Category ID number that corresponds to the content block.
#Attributes.StructArray[i].**approved**#	This will display whether or not the content block is in an approved state.
#Attributes.StructArray[i].**template_title**#	This will display the tile of the template the content block is part of.

Variable	Description
#Attributes.StructArray[i].**template_file**#	This will display the filename of the template the content block is part of.
#Attributes.StructArray[i].**dynamic_url**#	This will display whether or not the content block is in a dynamic template.

To utilize these different variable, you will need to insert them in the proper place in the file.

The next section will explain visually what each formatting variable will appear as in the sample site.

Formatting Examples

doc_id

The doc_id of a content block is a number that is assigned to it once the content block has been saved. This is the number that you would insert into a URL to display the corresponding content block in a dynamic template.

Shown below is an example of displaying the doc_id in the display tag.

```
NOT FIND(#Attributes.StructArray[i].template_title#, variable.DisplayedTemplates, 1)>
if not in list --->
--- add template_title to list--->
fset variable.DisplayedTemplates = variable.DisplayedTemplates & ',' & #Attributes.StructArra
--- build link--->
  #Attributes.Mark2#                    For Static Content Blocks
      <a href="#request.com.empower.servername##Attributes.StructArray[i].template_file#" tar
          <br>Doc_id=<i>#Mid(Attributes.StructArray[I].doc_id, 1, 45)#.</i>
  #Attributes.Mark3#
--- add to array of links --->
>

ynamic, check to see if doc_title is in the list of displayed templates --->
NOT FIND(#Attributes.StructArray[i].doc_title#, variable.DisplayedTemplates, 1)>
if not in list --->
--- add doc_title to list --->
fset variable.DisplayedTemplates = variable.DisplayedTemplates & ',' & #Attributes.StructArra
--- build link --->
  #Attributes.Mark2#                    For Dynamic Content Blocks
      <a href="#request.com.empower.servername##Attributes.StructArray[i].template_file#?
          <br>Doc_id=<i>#Mid(Attributes.StructArray[I].doc_id, 1, 45)#.</i>
  #Attributes.Mark3#
--- add to array of links --->
>
```

Here is how the it will be displayed on the Web site

Site Map For Sample Site

- Index
  Doc_id=*1*...
- Products
  Doc_id=*4*...
- Support
  Doc_id=*7*...
- News
  Doc_id=*8*...
- About
  Doc_id=*9*...
- Macromedia
  Doc_id=*10*...
- Vanguard
  Doc_id=*11*...
- Contact us form
  Doc_id=*26*...

keywords

The Keywords of a content block can be inserted when you have checked out a content block, or if you are creating a new one. You can insert a short brief summary in the keywords field in the editor window, and set up the display tag to show that brief summary.

Shown below is an example of displaying the keywords in the display tag.

```
if NOT FIND(#Attributes.StructArray[i].template_title#, variable.DisplayedTemplates, 1)>
-- if not in list --->
<!--- add template_title to list--->
<cfset variable.DisplayedTemplates = variable.DisplayedTemplates & ',' & #Attributes.Struct.
<!--- build link--->
    #Attributes.Mark2#                  For Static Content Blocks
        <a href="#request.ecm.empower.servername##Attributes.StructArray[i].template_file#"
            <br><i>#Mid(Attributes.StructArray[I].keywords, 1, 150)#...</i>
    #Attributes.Mark3#
<!--- add to array of links --->
fif>
>
f dynamic, check to see if doc_title is in the list of displayed templates --->
if NOT FIND(#Attributes.StructArray[i].doc_title#, variable.DisplayedTemplates, 1)>
== if not in list ===>
<!--- add doc_title to list --->
<cfset variable.DisplayedTemplates = variable.DisplayedTemplates & ',' & #Attributes.Struct.
<!--- build link --->
    #Attributes.Mark2#                  For Dynamic Content Blocks
        <a href="#request.ecm.empower.servername##Attributes.StructArray[i].template_fi
            <br><i>#Mid(Attributes.StructArray[I].keywords, 1, 150)#...</i>
    #Attributes.Mark3#
<!--- add to array of links --->
fif>
```

Here is how the it will be displayed on the Web site

Site Map For Sample Site

- Index
  eMPower is a full-featured, easy-to-use Web content management software bringing a new level of affordability to businesses, organizations, and corp...
- Products
  Ektron's award-winning Web editor and Web content management software can be easily integrated into existing Web sites—offering attractive pricing and...
- Support
  Please use the Online Support Request Form to request technical support assistance. You should completely fill out the form so we can have a good unde...
- News
  » Ektron named a Rising Star in the New England technology Fast 50 Program...
- About
  Ektron is a recognized international leader in Web content authoring and publishing. Ektron's easy-to-use, affordable and full-featured content manage...
- Macromedia
  EKTRON INTRODUCES MACROMEDIA DREAMWEAVER EXTENSIONS THAT ALLOW WEB DEVELOPERS TO EMPOWER BUSINESS USERS TO UPDATE THEIR OWN WEB CONTENT ...
- Vanguard
  EKTRON EMPOWERS VANGUARD UNIVERSITY WITH COST-EFFECTIVE WEB CONTENT MANAGEMENT FOR ONLINE LEARNING...
- Contact us form
  ...

date_modified

The date_modified of a content block is the last date and time that the content block has been edited. This can be useful to allow visitors to see the most current and up to date content.

Shown below is an example of displaying the date_modified in the display tag.

```
if NOT FIND(#Attributes.StructArray[i].template_title#, variable.DisplayedTemplates, 1)>
-- if not in list --->
<!--- add template_title to list--->
<cfset variable.DisplayedTemplates = variable.DisplayedTemplates & ',' & #Attributes.StructA
<!--- build link--->
        #Attributes.Mark2#          For Static Content Blocks
            <a href="#request.ecm.empower.servername##Attributes.StructArray[i].template_file#"
                <br><i>#Mid(Attributes.StructArray[I].date_modified, 1, 150)#.</i>
        #Attributes.Mark3#
<!--- add to array of links --->
fif>
>
f dynamic, check to see if doc_title is in the list of displayed templates --->
if NOT FIND(#Attributes.StructArray[i].doc_title#, variable.DisplayedTemplates, 1)>
-- if not in list --->
<!--- add doc_title to list --->
<cfset variable.DisplayedTemplates = variable.DisplayedTemplates & ',' & #Attributes.StructA
<!--- build link --->
        #Attributes.Mark2#          For Dynamic Content Blocks
            <a href="#request.ecm.empower.servername##Attributes.StructArray[i].template_fil
                <br><i>#Mid(Attributes.StructArray[I].date_modified, 1, 150)#.</i>
        #Attributes.Mark3#
<!--- add to array of links --->
fif>
```

Here is how the it will be displayed on the Web site

Site Map For Sample Site

- Index
  2001-11-29 15:47:23...
- Products
  2001-11-29 15:50:27...
- Support
  2001-11-29 15:50:56...
- News
  2001-11-29 15:51:26...
- About
  2001-11-29 15:52:15...
- Macromedia
  2001-11-29 15:50:02...
- Vanguard
  2001-11-29 15:52:39...
- Contact us form
  2001-11-26 19:11:10...

template_file

The template_file is the filename of the template that the content block is in.

Shown below is an example of displaying the doc_id in the display tag.

```
IND(#Attributes.StructArray[i].template_title#, variable.DisplayedTemplates, 1)>
t in list --->
dd template_title to list--->
variable.DisplayedTemplates = variable.DisplayedTemplates & ',' & #Attributes.StructArray[i]
uild link--->
tributes.Mark2#                      For Static Content Blocks
  <a href="#request.ecm.empower.servername##Attributes.StructArray[i].template_file#" target="
      <br><i>#Mid(Attributes.StructArray[I].template_file, 1, 150)#..</i>
tributes.Mark3#
dd to array of links --->


c, check to see if doc_title is in the list of displayed templates --->
IND(#Attributes.StructArray[i].doc_title#, variable.DisplayedTemplates, 1)>
t in list --->
dd doc_title to list --->
variable.DisplayedTemplates = variable.DisplayedTemplates & ',' & #Attributes.StructArray[i]
uild link --->
tributes.Mark2#                      For Dynamic Content Blocks
      <a href="#request.ecm.empower.servername##Attributes.StructArray[i].template_file#?doc_i
          <br><i>#Mid(Attributes.StructArray[I].template_file, 1, 150)#..</i>
tributes.Mark3#
dd to array of links --->
```

Here is how the it will be displayed on the Web site

Site Map For Sample Site

- Index
  index.cfm...
- Products
  products.cfm...
- Support
  support.cfm...
- News
  news.cfm...
- About
  about.cfm...
- Macromedia
  news_list.cfm...
- Vanguard
  news_list.cfm...
- Contact us form
  contact_us.cfm...

Combining Formatting

You may also mix and match different formatting on the display tags. When you put all the ones we looked at together, you can get something that looks like this:

Site Map For Sample Site

- Index-*2001-11-29 15:47:23*
  eMPower is a full-featured, easy-to-use Web content management software bringing a new lev
  of affordability to businesses, organizations, and corp...
  http://www.yoursite.com/empowersample/index.cfm?doc_id=1

- Products-*2001-11-29 15:50:27*
  Ektron's award-winning Web editor and Web content management software can be easily
  integrated into existing Web sites—offering attractive pricing and...
  http://www.yoursite.com/empowersample/products.cfm?doc_id=4

- Support-*2001-11-29 15:50:56*
  Please use the Online Support Request Form to request technical support assistance. You shou
  completely fill out the form so we can have a good unde...
  http://www.yoursite.com/empowersample/support.cfm?doc_id=7

- News-*2001-11-29 15:51:26*
  » Ektron named a Rising Star in the New England technology Fast 50 Program...
  http://www.yoursite.com/empowersample/news.cfm?doc_id=8

- About-*2001-11-29 15:52:15*
  Ektron is a recognized international leader in Web content authoring and publishing. Ektron's
  easy-to-use, affordable and full-featured content manage...
  http://www.yoursite.com/empowersample/about.cfm?doc_id=9

- Macromedia-*2001-11-29 15:50:02*
  EKTRON INTRODUCES MACROMEDIA DREAMWEAVER EXTENSIONS THAT ALLOW WEB
  DEVELOPERS TO EMPOWER BUSINESS USERS TO UPDATE THEIR OWN WEB CONTENT ...
  http://www.yoursite.com/empowersample/news_list.cfm?doc_id=10

Creating Your Own

The file ecmnavbar.cfm, is just an example of a formatting template that you can use to format a display tag. You may create your own file, and have your display tags pointing to that file.

Style Sheet Tag

This tag is responsible for calling a style sheet to the template. When a style sheet is defined for a Main category, or as a default style sheet, all content on the template will use the styles defined in the style sheet.

Attributes for the style sheet tag are described in the following table:

Attribute	Description	Default
Template	This is the location from where the tag get's its information from.	#request.ecm.eMPower.relative_path#eMPower/customtags/ ecmstylesheet.cfm

Style Sheet Example

The following example shows a style sheet tag placed in the head tags of a Web page.

```
<HEAD>
    <CFMODULE template="#request.ecm.empower.relative_path#empower/customtags/
    ecmstylesheet.cfm">
</HEAD>
```

NOTE Instead of using the eMPower style sheet tag, you may insert a standard style sheet link in the head tags of your template(s).

When this tag is inserted in the head tags of a template, and a style sheet is either defined as a default style sheet, or for a main category, the content block on the Web page will use the styles defined in the file.

Template Using Default Style Sheet

In this example, the content that is displayed on the template uses the default style sheet that we have defined in the configuration page in the eMPower administrator console.
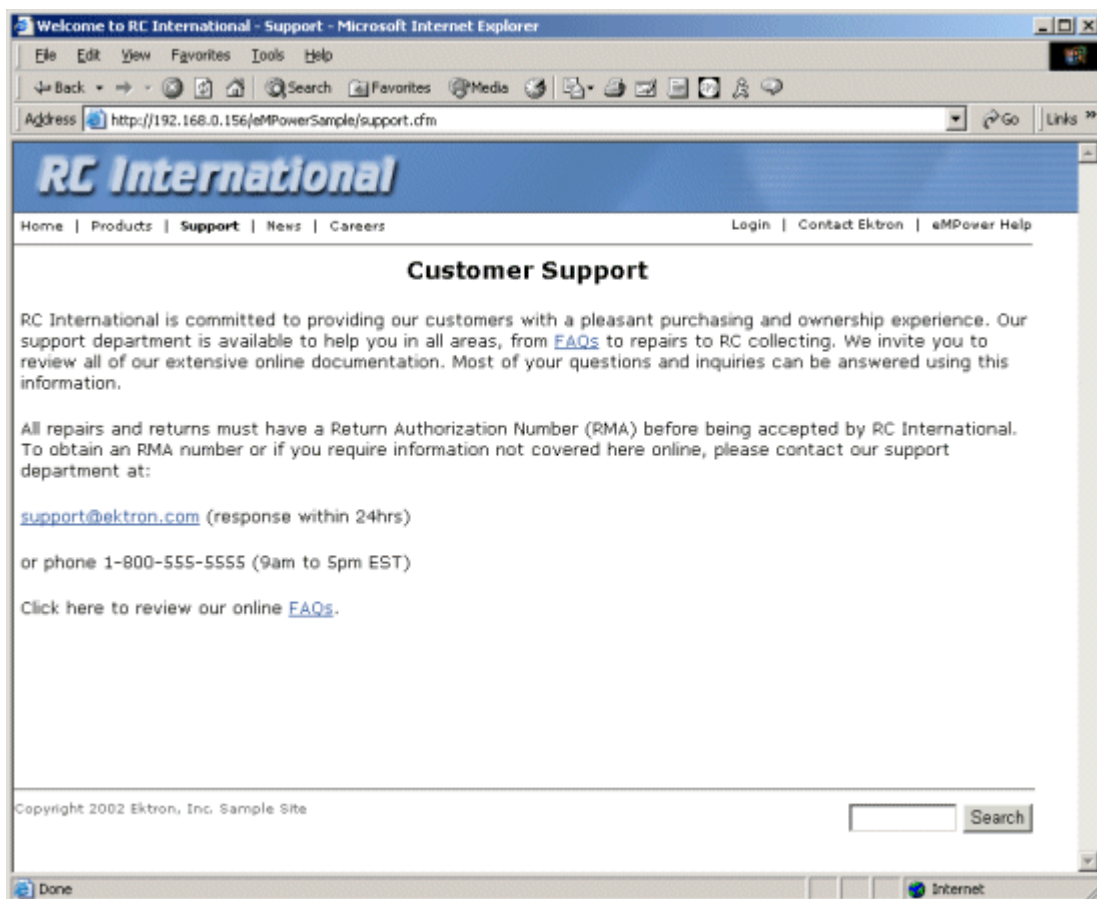
The style sheet that is used in this example is the default style sheet, default.css, that is applied when eMPower is installed.

Main Category Style Sheet

This example shows the same content block and templage. However, a different style sheet was applied to the content in the Support Main Category. When a style sheet is applied to a main category, the styles from that style sheet will overwrite the styles defined in the default style sheet.
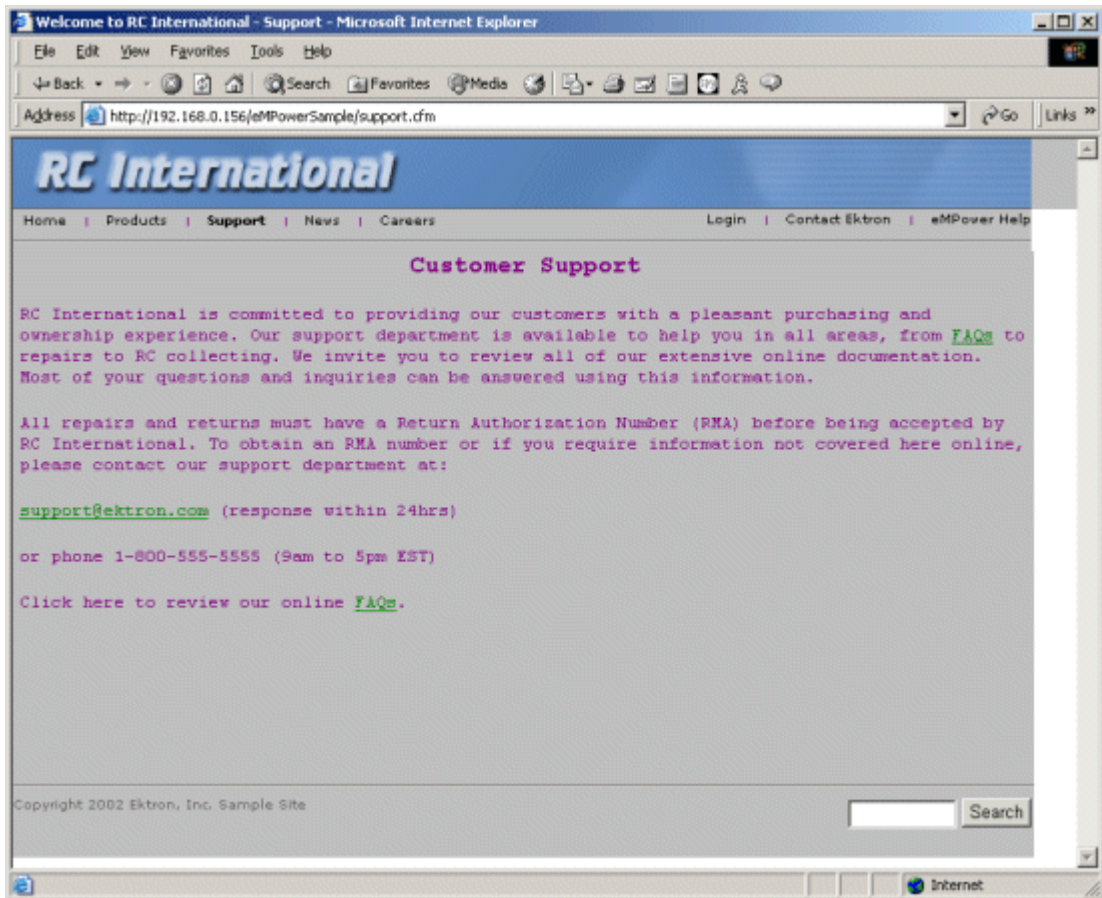
Whenever a content block that belongs to a main category that has a style sheet assigned to it, the template will use the styles from that file, instead of the styles from the default style sheet.

No Style Sheet Tag

If there is no style sheet tag inserted on the template, then the content will use styles defined by the browser. Shown here is an example of the sample page without the style sheet tag.
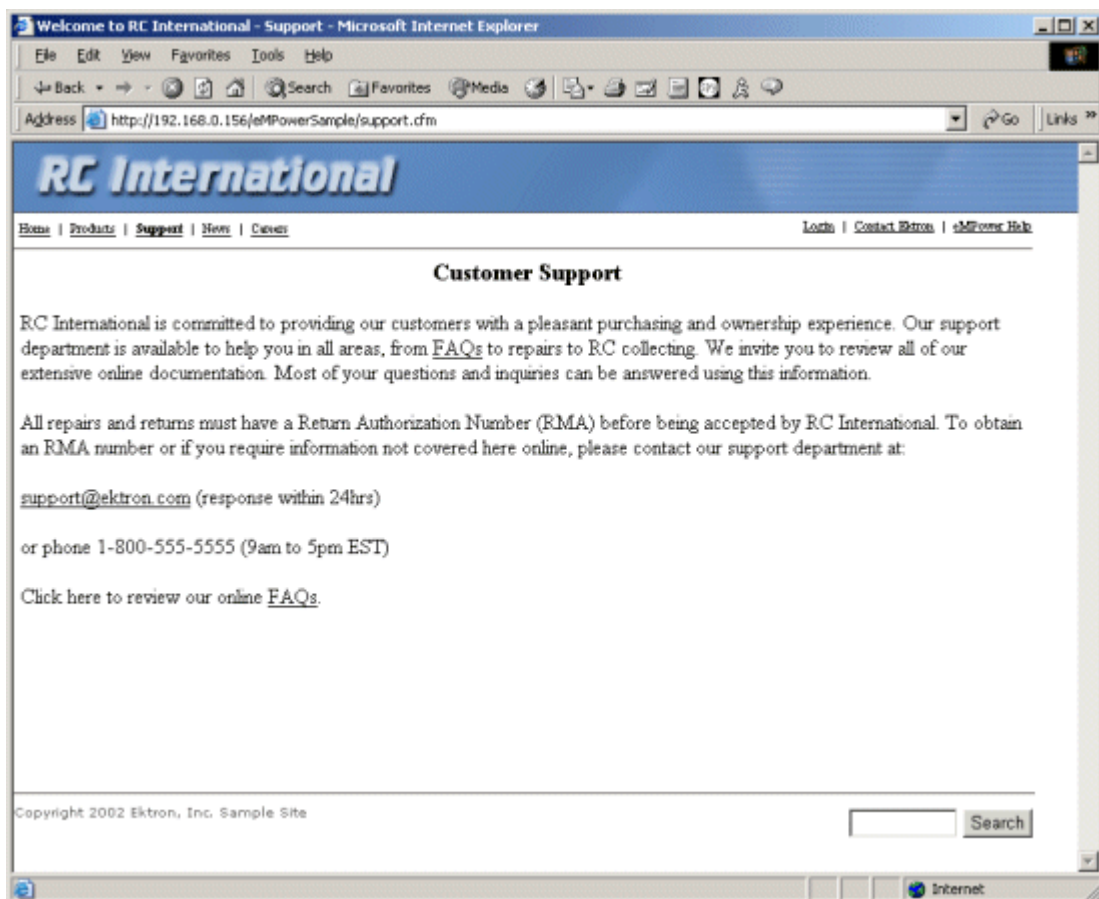
Dreamweaver/UltraDev Support

eMPower now includes a custom Macromedia Extension Package. With this extension for Dreamweaver and UltraDev, editing your templates has become easier.

When the eMPower extension has been installed to Dreamweaver/UltraDev, you will be able to edit your templates and move the custom tags around using an easy to use graphical interface.

Requirements

Before you will be able to use the Macromedia Dreamweaver/ UltraDev extensions, there are some requirements that you will need to fulfill.

You will need to have Dreamweaver 3 or greater installed on your client machine. If you are using Dreamweaver 3, you will need to install the Macromedia Extension Manager from the Macromedia Web site. Dreamweaver/UltraDev 4 comes with the Macromedia Extension Manager already installed.

Installation

The eMPower Dreamweaver extension can be installed easily through the Dreamweaver or UltraDev application.

Before we begin, you must have Dreamweaver 3 or higher installed on your machine in order for the extension to work properly. If you re using, Dreamweaver 3, you will need to download and install the **Macromedia Extension Manager** from the Macromedia Web site.

Installing Extension

To install the extension, you must first open your Dreamweaver or UltraDev application.

Next, follow the path:

Commands > Manage Extensions...
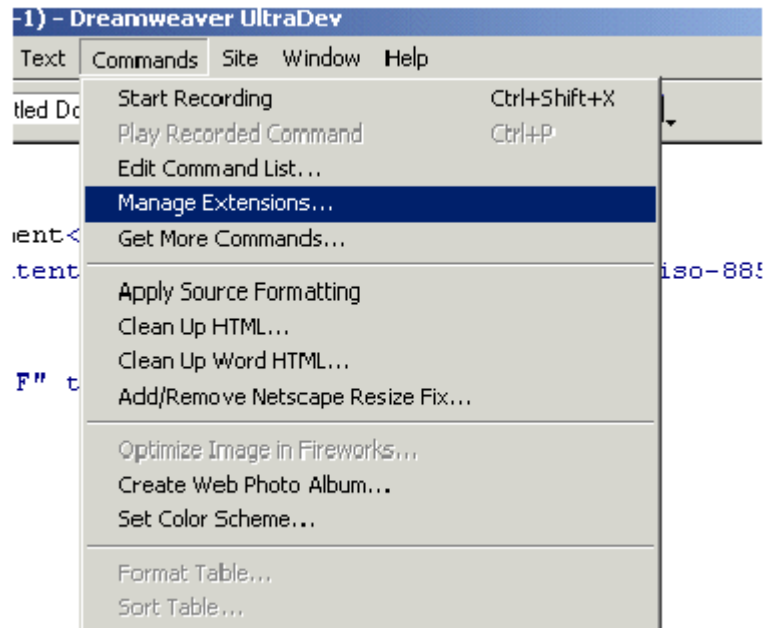
When you click on the Manage Extensions action, the Macromedia Extension Manager will open in a new window.
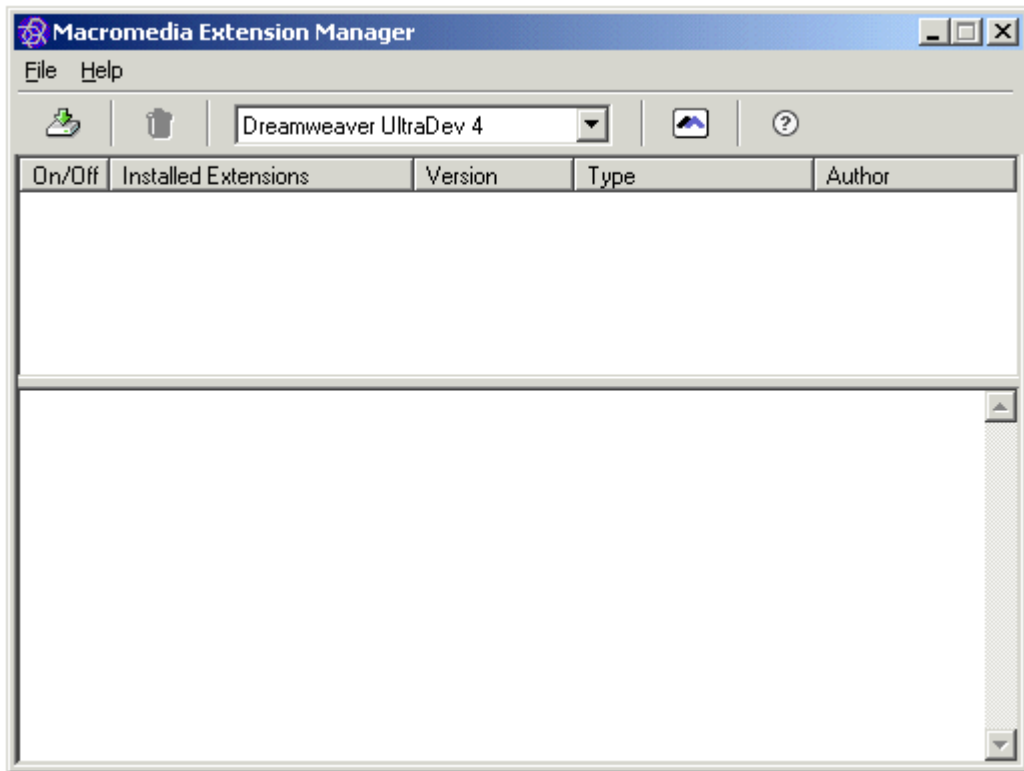
From here, click on

- File > Install Extension... or
- Install New Extension Button or
- press <Ctl>+<I>.
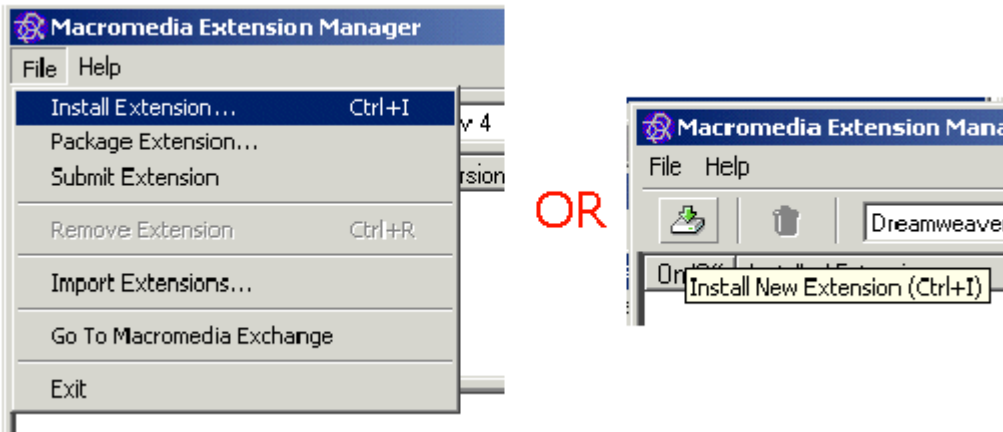
You will then be asked to find the extension on your machine. By default, the eMPower extension is installed to the following directory:

C:\Inetpub\wwwroot\eMPower\utilities
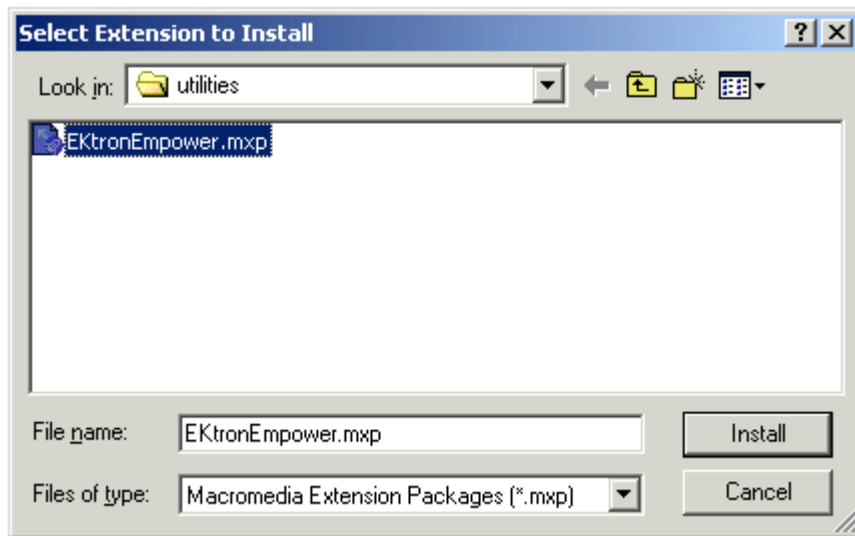
When you find the proper .mxp file, select it then click the **Install** button on the screen.

You will then be prompted with a Macromedia Extension Disclaimer.

Macromedia Extension Manager

You are about to install the 'EKTRON eMPower' extension. Please read the following carefully before you continue.

MACROMEDIA EXTENSIONS DISCLAIMER

Please read this DISCLAIMER carefully before installing any Extension. If you do not agree with the DISCLAIMER, THEN DO NOT COMPLETE INSTALLATION OF THE EXTENSION.

THIRD PARTY PRODUCT
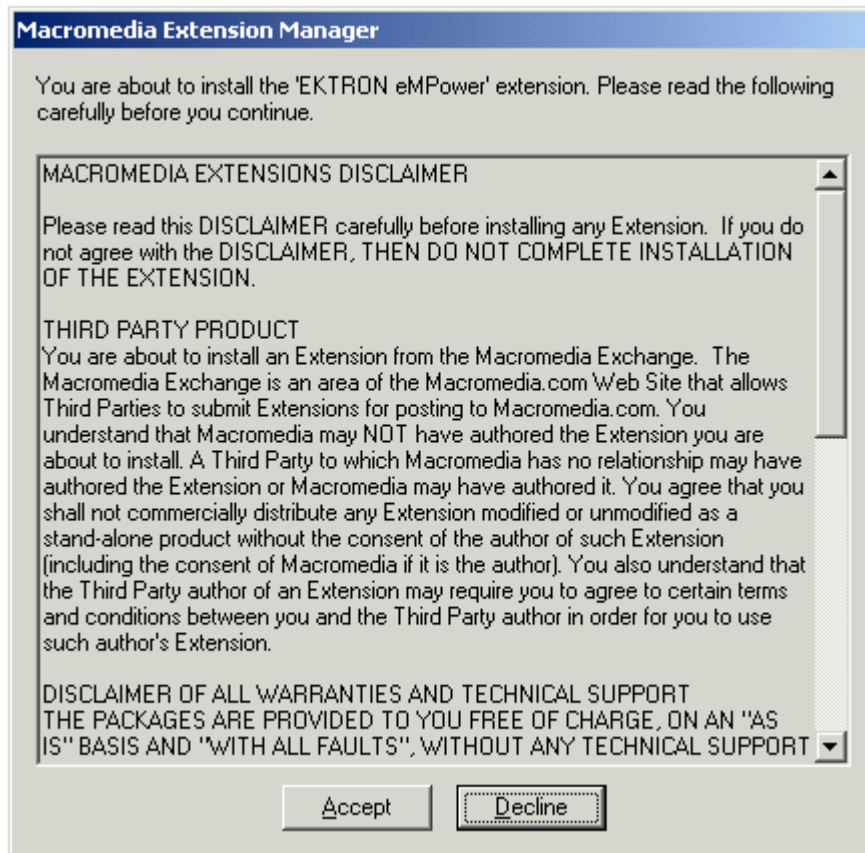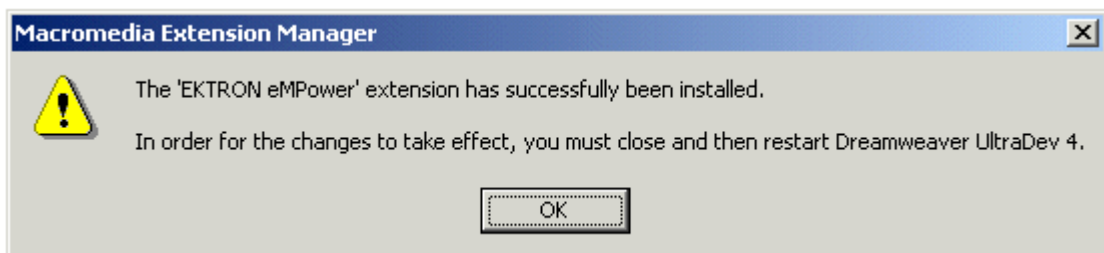You are about to install an Extension from the Macromedia Exchange. The Macromedia Exchange is an area of the Macromedia.com Web Site that allows Third Parties to submit Extensions for posting to Macromedia.com. You understand that Macromedia may NOT have authored the Extension you are about to install. A Third Party to which Macromedia has no relationship may have authored the Extension or Macromedia may have authored it. You agree that you shall not commercially distribute any Extension modified or unmodified as a stand-alone product without the consent of the author of such Extension (including the consent of Macromedia if it is the author). You also understand that the Third Party author of an Extension may require you to agree to certain terms and conditions between you and the Third Party author in order for you to use such author's Extension.

DISCLAIMER OF ALL WARRANTIES AND TECHNICAL SUPPORT
THE PACKAGES ARE PROVIDED TO YOU FREE OF CHARGE, ON AN "AS IS" BASIS AND "WITH ALL FAULTS", WITHOUT ANY TECHNICAL SUPPORT

[Accept]   [Decline]

If you accept the disclaimer, click **Accept** to proceed. If you decline, click **Decline** to exit without installing the extension for eMPower.

You will finally be prompted with the following message box

Macromedia Extension Manager   ✕

⚠ The 'EKTRON eMPower' extension has successfully been installed.

In order for the changes to take effect, you must close and then restart Dreamweaver UltraDev 4.

[OK]

You will need to close then restart Dreamweaver in order to use the extensions so Save all you work, then close out of Dreamweaver.

Next time you use Dreamweaver, you will be able to use the custom eMPower extensions

.
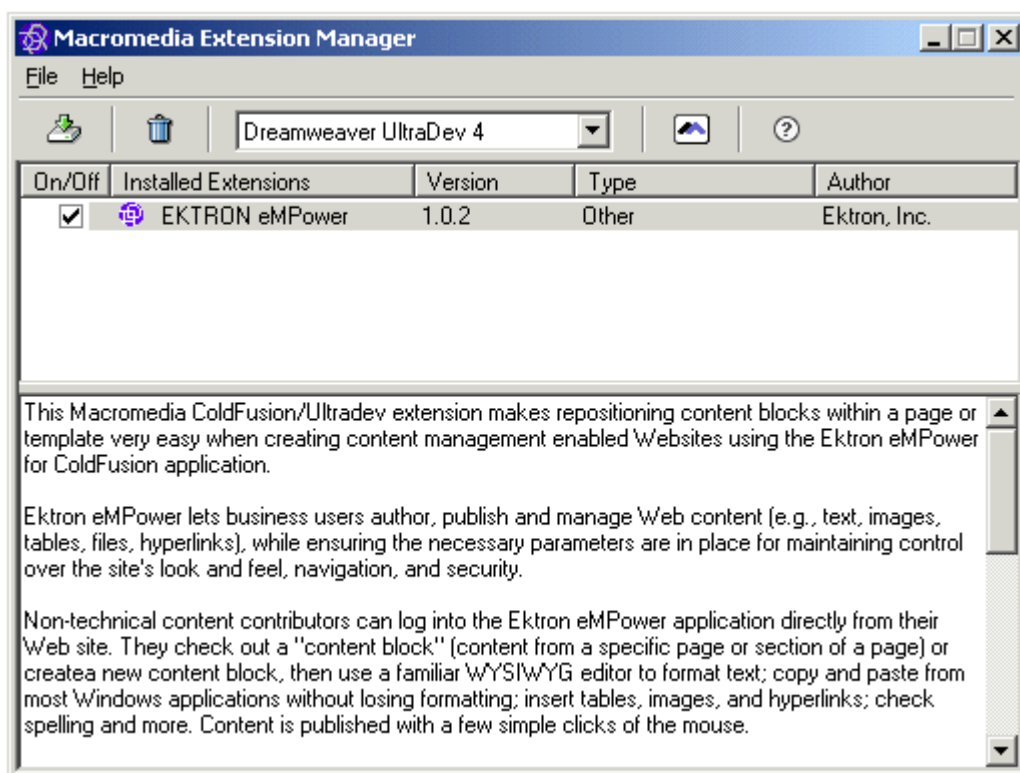
eMPower Tag Overview

When you are editing your eMPower templates in Dreamweaver, you notice that there are several different images that are used to display each content tag. The table below shows what each image looks like, and a quick description of each:

Image	Description
	Login Tag This image represents the Login button that will be placed on the template so that Users can log into eMPower.
	Single Content Block This image represents a Single Content block that will be used to call a specific content block from the database to the template.
	Group Content Block This image represents a Group Content block that will be used to call all the content blocks that belong to the specified group from the database to the template.
	Dynamic Content Block This image represents a Dynamic Content block that will be called to the Template depending on the doc_id number that gets passed through the URL.
	Search Tag This image represents the Search box that will be placed on the template so that Users can search the eMPower site.

Image	Description
	Search Display Tag This image represents the area where the results of a search will be displayed on the Template.
	Display Tag This image represents the area on the Template where the display tag will be placed.

In the following sections, we will explore how the eMPower extension will assist you in setting up your templates.

Login Tag

Before we can edit a template that contains a Login tag, we must first insert the login tag via the Template Manager in the Administrator Workarea.

Inserting a Login Tag

To insert a login tag in a template:

1. From the Administrator Workarea, follow the path:

   Content > Template Management.

2. From the Template Management Tree, select a template you want to insert the Login button to. In this example, let's choose **Basic Template** in the global template folder.
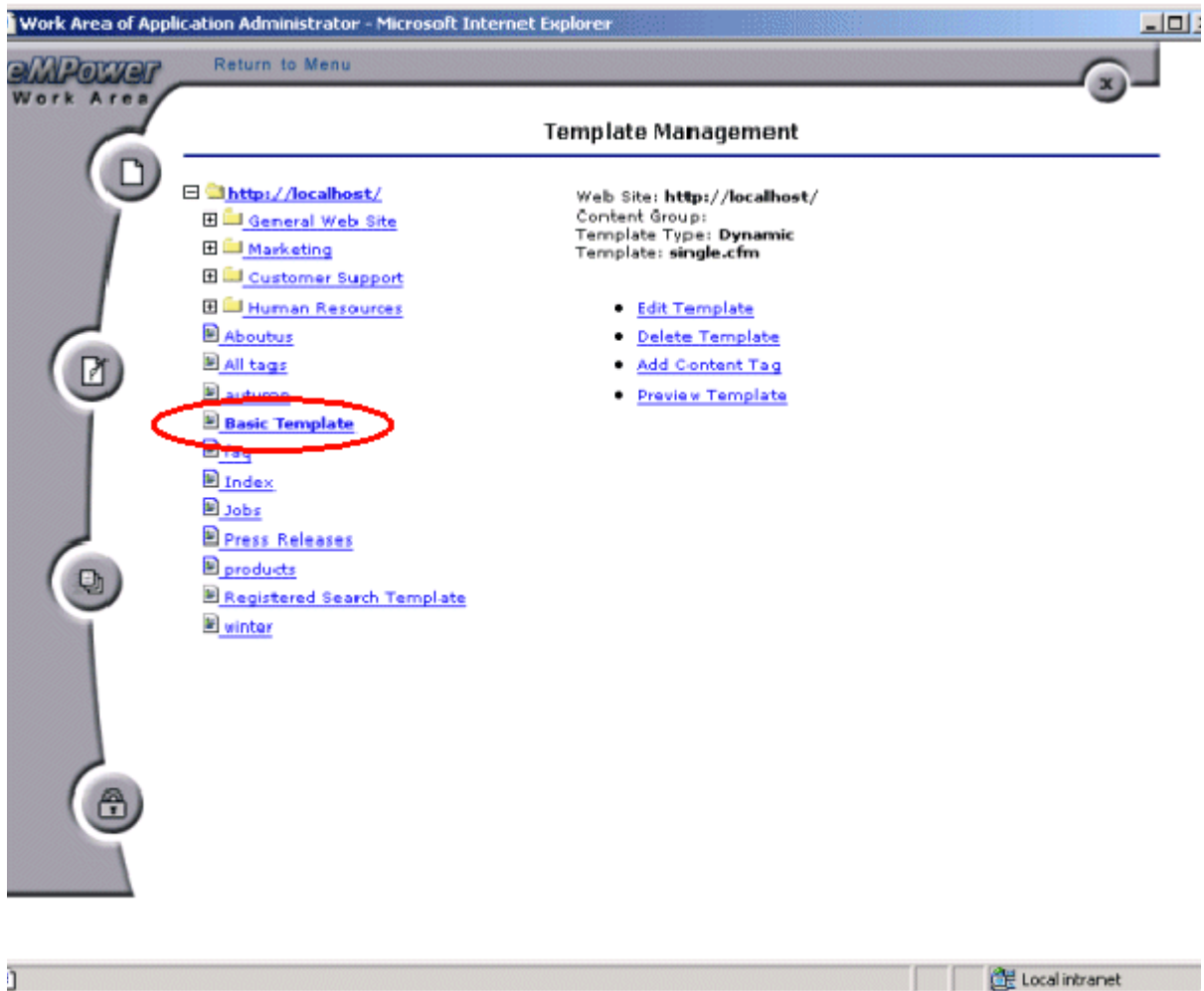
3. Click on the **Add Content Tag** link on the right side of the window.

4. Select **Login** from the list of available tags to add, then click **Next**.

5. At the next window, click **Insert** to insert the Login tag into the template.

6. You should receive a confirmation message stating that the Login tag was properly inserted.

With the Login tag successfully inserted into the template, you can now edit the template an move the location of the tag.

Editing the Template

1. 1. Begin by opening Dreamweaver/UltraDev on your machine.

2. Open the template that you inserted the Login tag to, in this case we are opening the template **C:\Inetpub\wwwroot\single.cfm.**
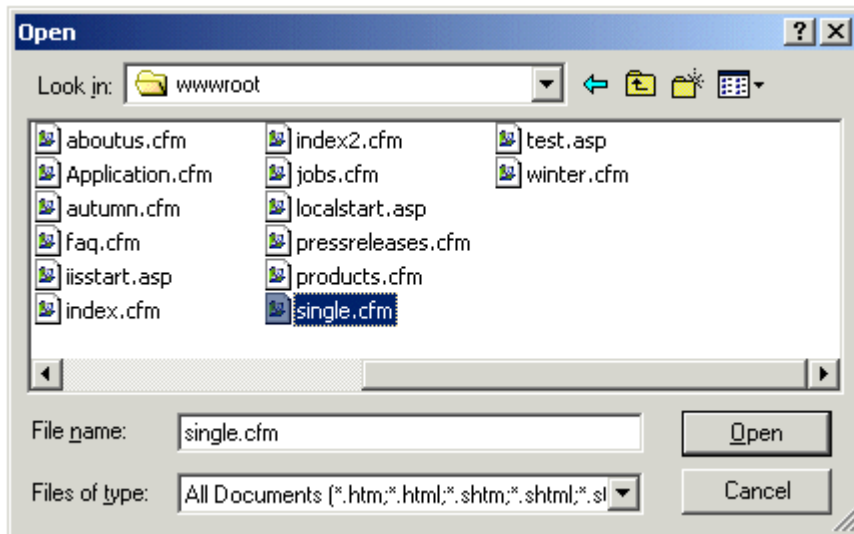
NOTE   If you inserted a Login Tag to another template, open that one instead.

When you open the template in Dreamweaver/UltraDev, you will notice that the tag was inserted at the very bottom of the page, outside the <body> and <HTML> tags. Cut and Paste the entire tag into the <body> tags.
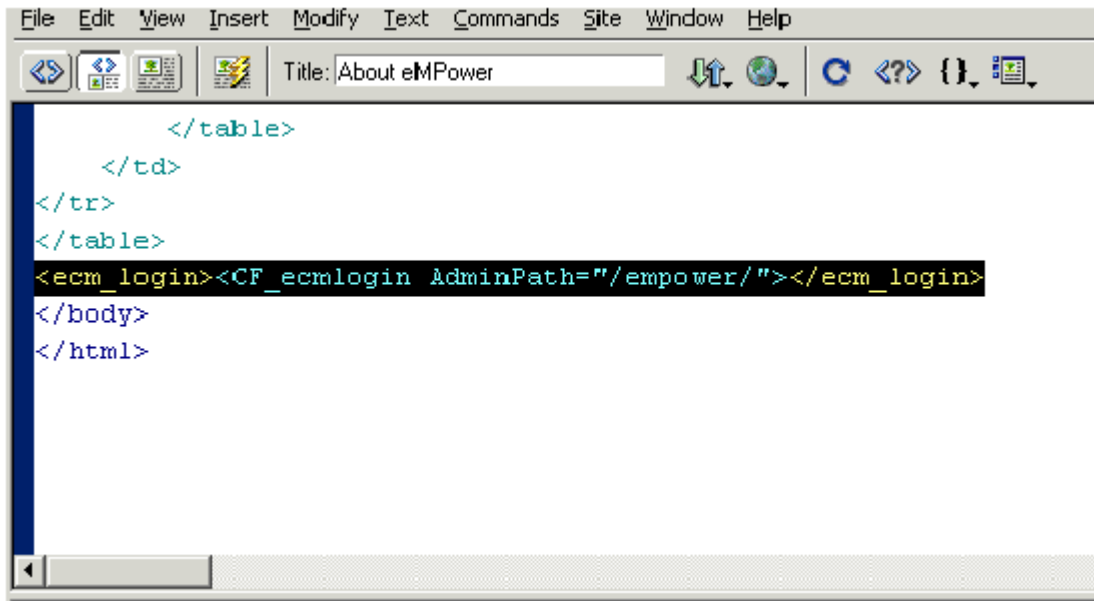
NOTE   Be sure to include the <ecm_login> tags that surround the Login tag, these are what allows Dreamweaver to produce the images.

The Login Tag will now appear in the Template as the following image:
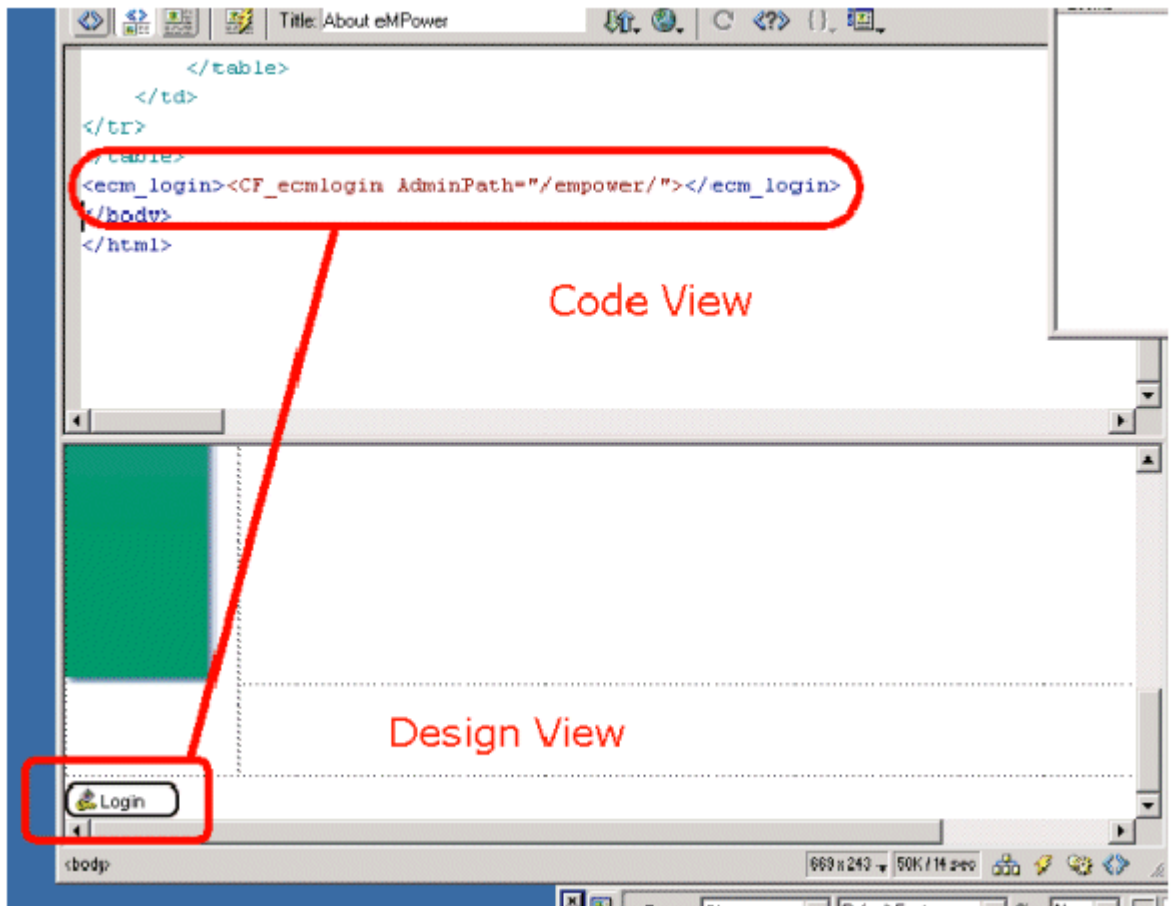
From here, you now have the option to move the Login Tag anywhere you wish on the template by dragging the image to the desired location.

In this example, let's place the Login Tag at the top right corner of the Template. To do this, simply click on the Login Image, and drag it to the top right corner of the Template.
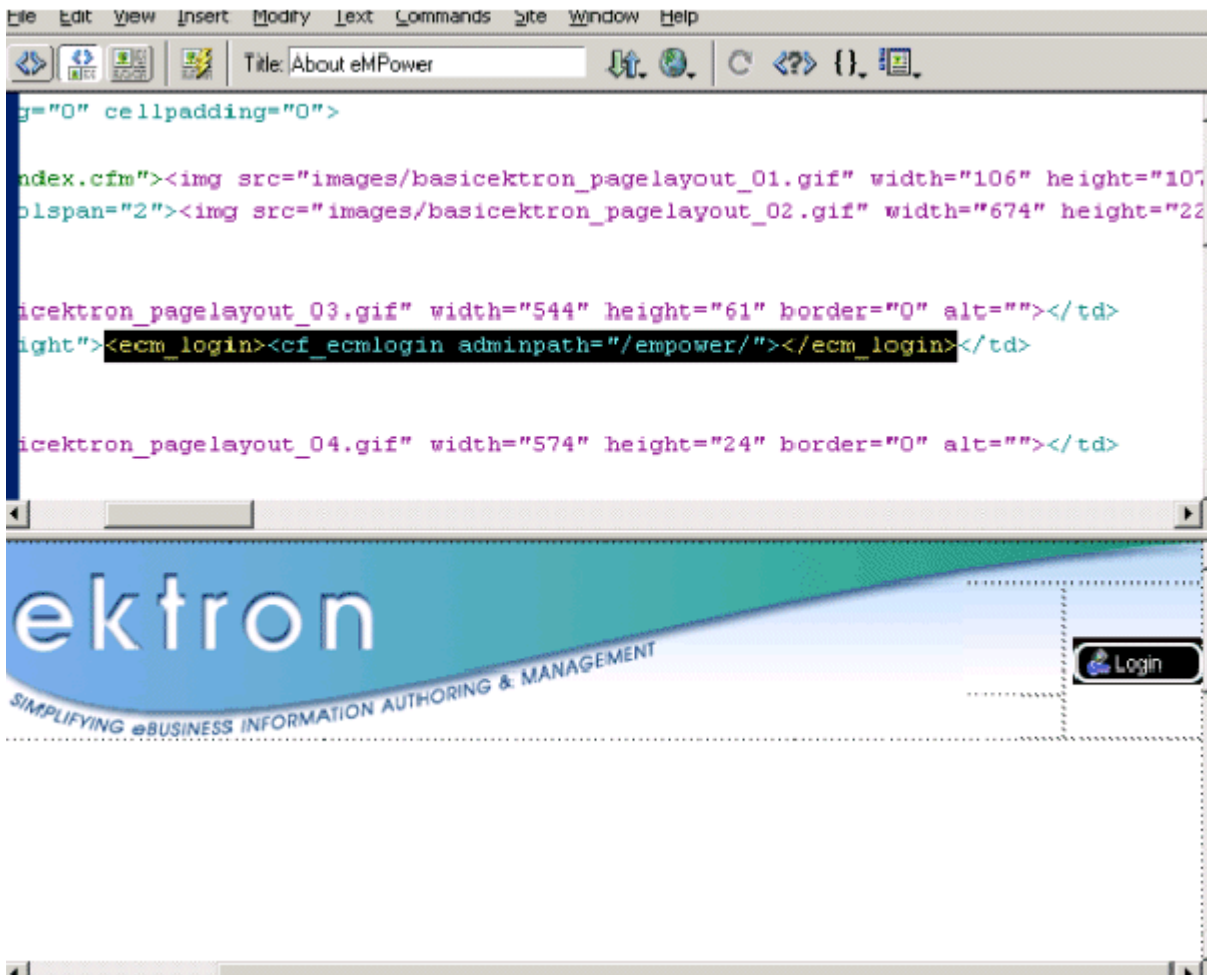
You will also have the ability to modify the way that the tag is placed. To do this, just modify the tag as if it were an image (i.e. change the alignment). When you have finished editing the template, click **Save**.

Viewing the Updated Template

When you have finished positioning the tag in the template, view the template by using your browser and navigating to the location it is saved to.

In this example, the location is: **http://localhost/single.cfm**

.
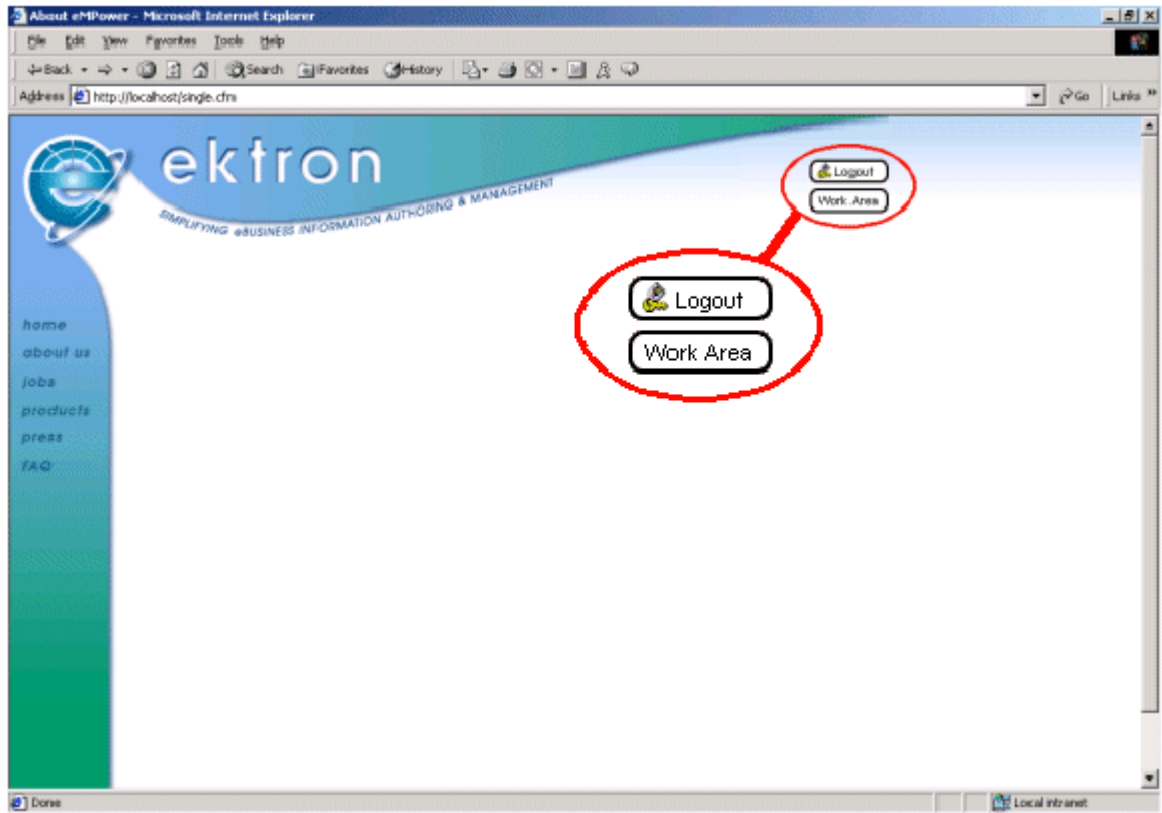
Single Tag

Before we can edit a template that contains a Single tag, we must first insert the single tag via the Template Manager in the Administrator Workarea.

Inserting a Single Tag

To insert a single tag in a template:

1. From the Administrator Workarea, follow the path:

   Content > Template Management.

2. From the Template Management Tree, select a template you want to insert the Single tag to. In this example, let's choose **Basic Template** in the global template folder.
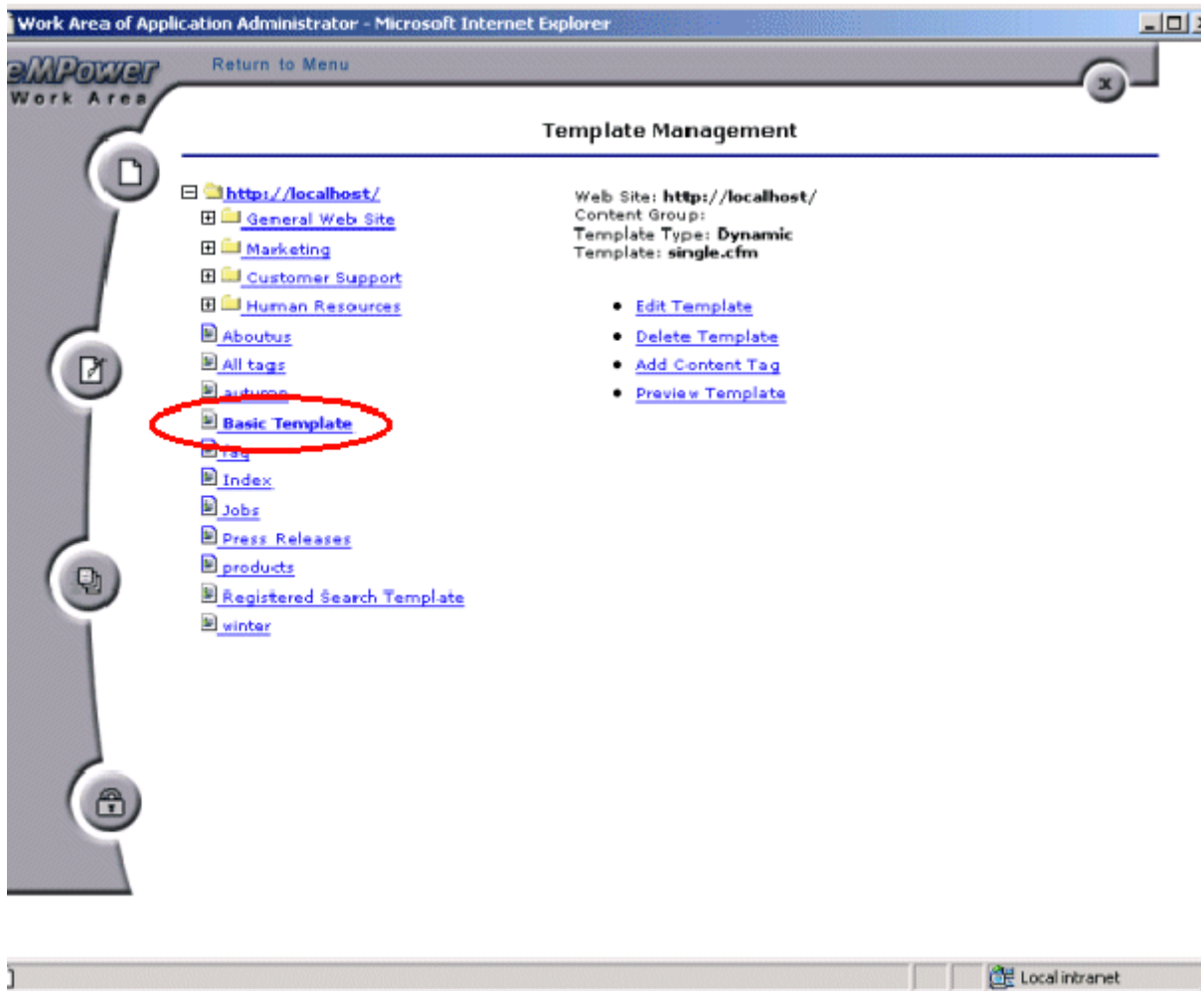
3. Click on the **Add Content Tag** link on the right side of the window.

4. Select **Single** from the list of available tags to add, then click **Next**.

5. Follow all steps necessary, then click **Create Tag**.

6. You should receive a confirmation message stating that the Single tag was properly inserted.

With the Single tag successfully inserted into the template, you can now edit the template an move the location of the tag.

Editing the Template

1. Begin by opening Dreamweaver/UltraDev on your machine.

2. Open the template that you inserted the Single tag to, in this case we are opening the template **C:\Inetpub\wwwroot\single.cfm.**
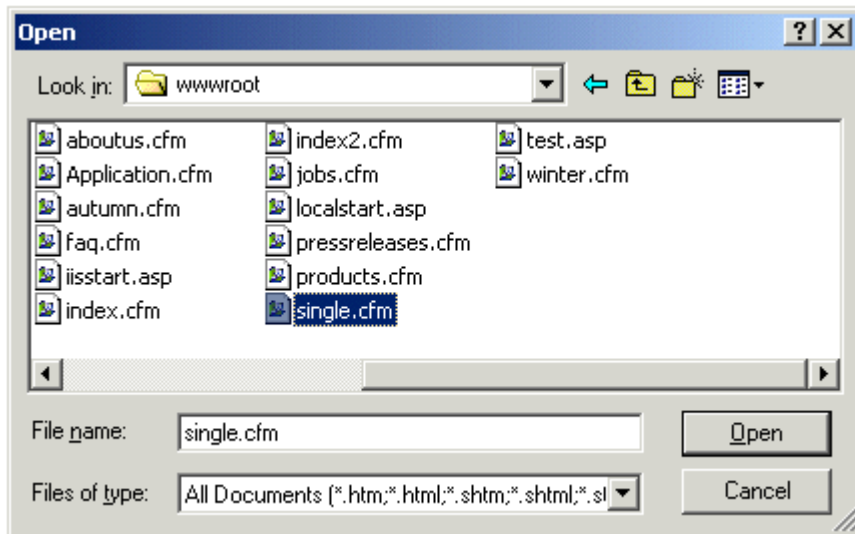
NOTE	If you inserted the Single Tag to another template, open that one instead.

When you open the template in Dreamweaver/UltraDev, you will notice that the tag was inserted at the very bottom of the page, outside the <body> and <HTML> tags. Cut and Paste the entire tag into the <body> tags.
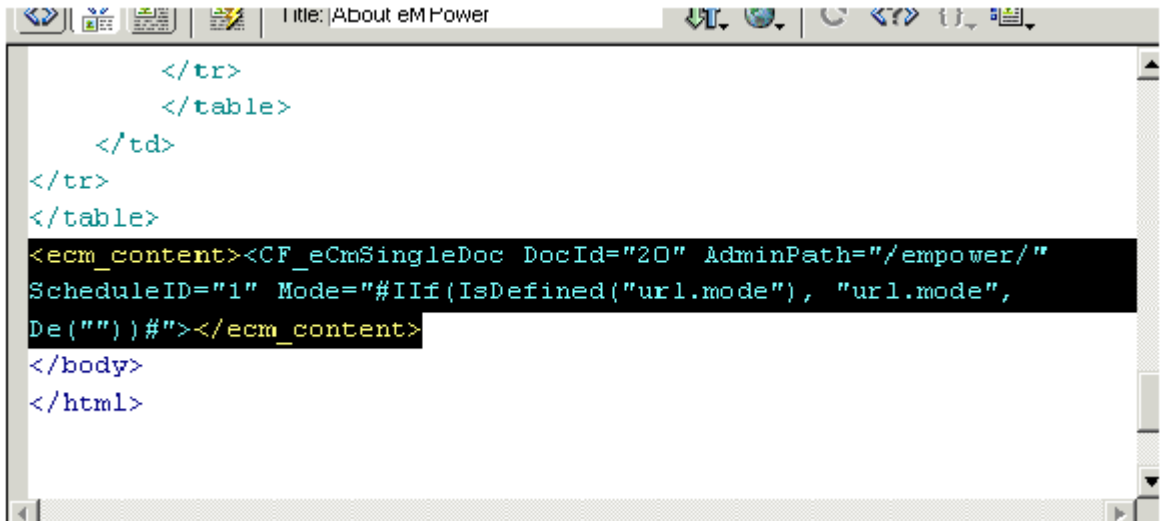
NOTE	Be sure to include the <ecm_content> tags that surround the Single tag, these are what allows Dreamweaver to produce the images.

The Single Tag will now appear in the Template as the following image:

```
</tr>
</table>
<ecm_content><CF_eCmSingleDoc DocId="20" AdminPath="/empower/"
ScheduleID="1" Mode="#IIf(IsDefined("url.mode"), "url.mode",
De(""))#"></ecm_content>
</body>
</html>
```

Code View

Design View

ektron
Content Block
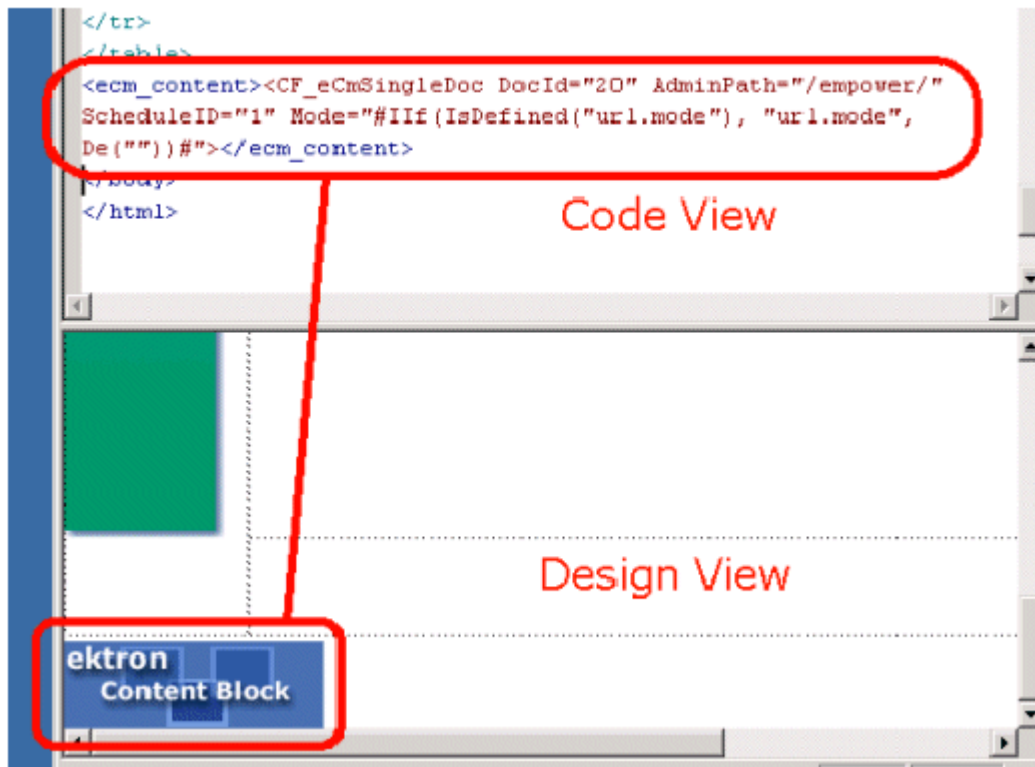
From here, you now have the option to move the Single Tag anywhere you wish on the template by dragging the image to the desired location.

In this example, let's place the Single Tag in the middle of the Template. To do this, simply click on the Single Content Block Image, and drag it to the middle of the Template.
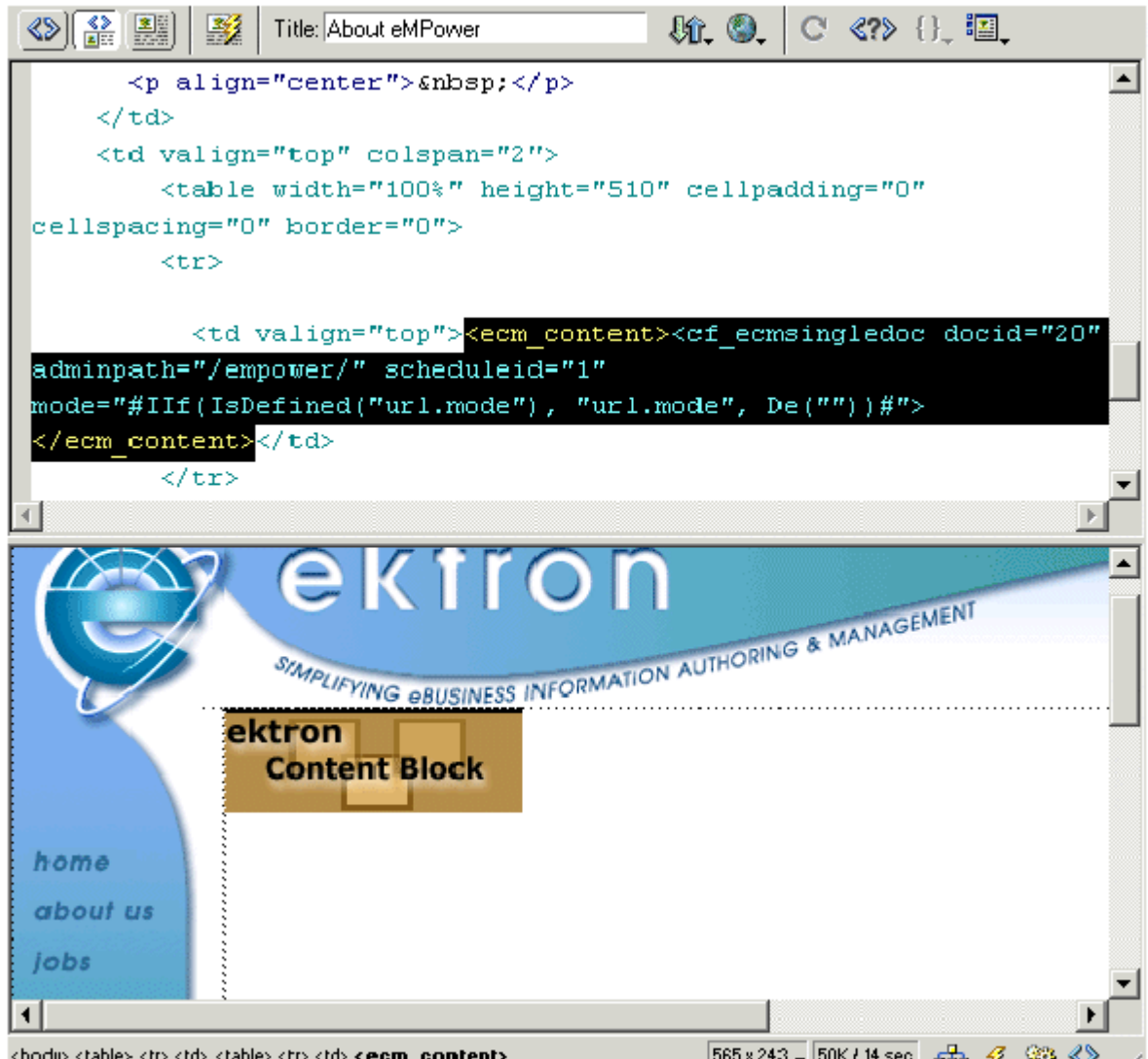
```
        <p align="center"> </p>
    </td>
    <td valign="top" colspan="2">
        <table width="100%" height="510" cellpadding="0"
cellspacing="0" border="0">
        <tr>

        <td valign="top"><ecm_content><cf_ecmsingledoc docid="20"
adminpath="/empower/" scheduleid="1"
mode="#IIf(IsDefined("url.mode"), "url.mode", De(""))#">
</ecm_content></td>
        </tr>
```

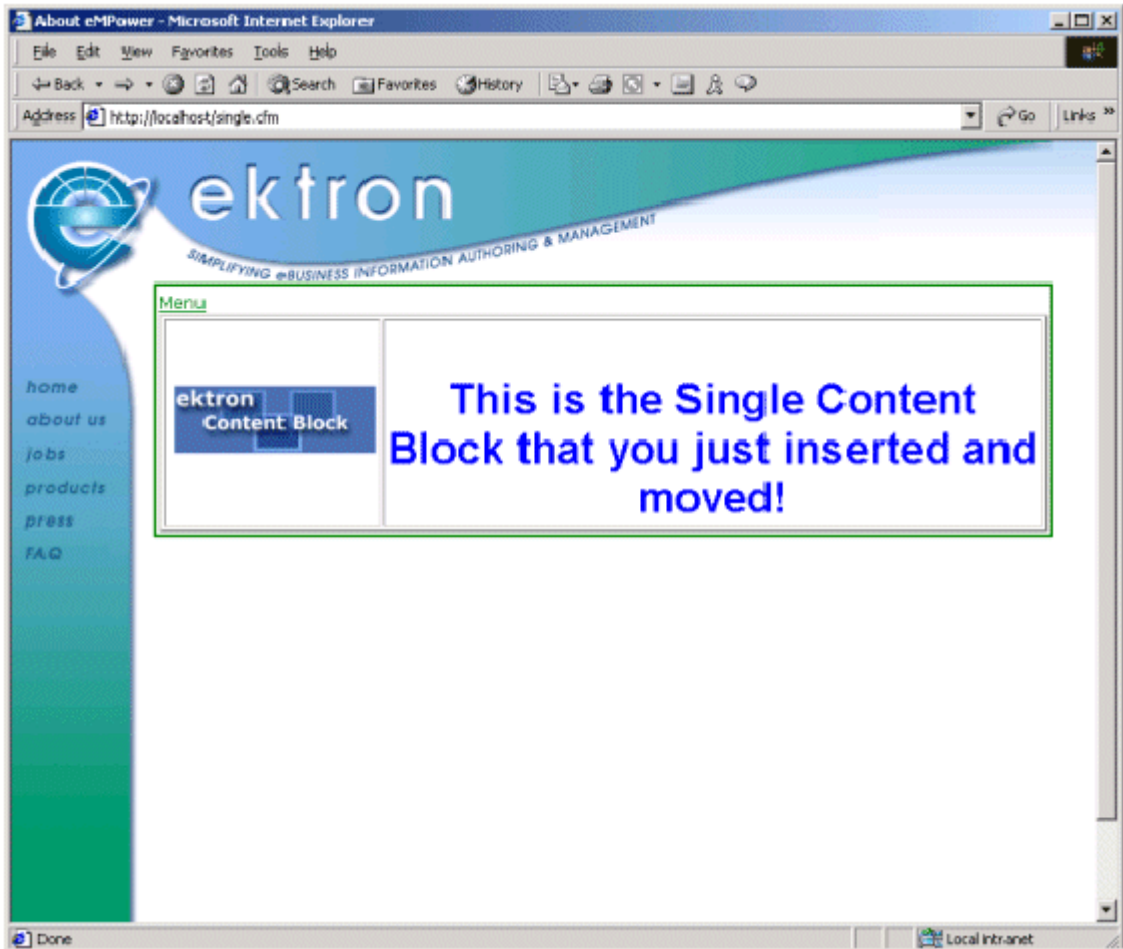You will also have the ability to modify the way that the tag is placed. To do this, just modify the tag as if it were an image (i.e. change the alignment). When you have finished editing the template, click **Save**.

Viewing the Updated Template

When you have finished positioning the tag in the template, view the template by using your browser and navigating to the location it is saved to.

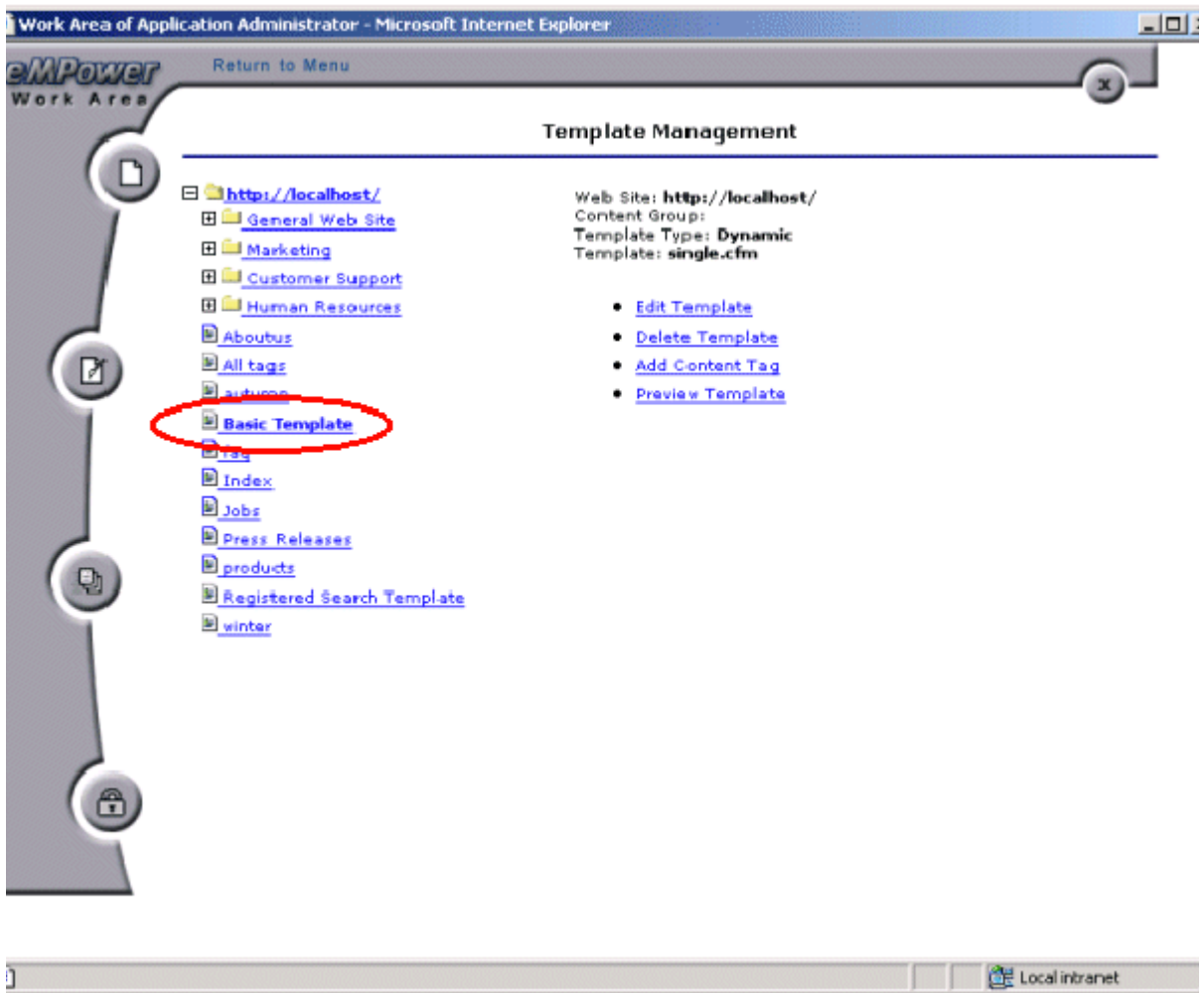In this example, the location is: **http://localhost/single.cfm**.

Group Tag

Before we can edit a template that contains a Group tag, we must first insert the Group tag via the Template Manager in the Administrator Workarea.

Inserting a Group Tag

To insert a Group tag in a template:

1. From the Administrator Workarea, follow the path:

   Content > Template Management.

2. From the Template Management Tree, select a template you want to insert the Group tag to. In this example, let's choose **Basic Template** in the global template folder.
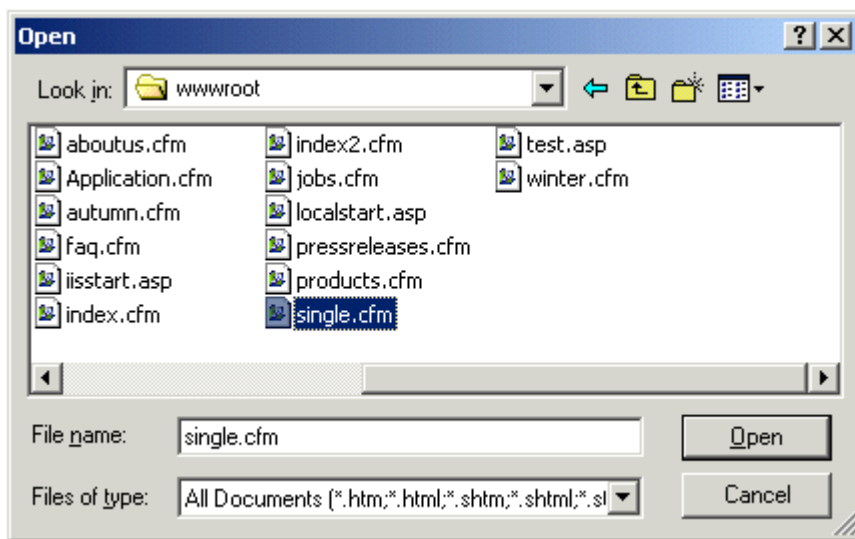

3. Click on the **Add Content Tag** link on the right side of the window.

4. Select **Group** from the list of available tags to add, then click **Next**.

5. Follow all steps necessary, then click **Create Tag**.

6. You should receive a confirmation message stating that the Group tag was properly inserted.

With the Group tag successfully inserted into the template, you can now edit the template an move the location of the tag.

Editing the Template

1. Begin by opening Dreamweaver/UltraDev on your machine.

2. Open the template that you inserted the Group tag to, in this case we are opening the template **C:\Inetpub\wwwroot\single.cfm.**

When you open the template in Dreamweaver/UltraDev, you will notice that the tag was inserted at the very bottom of the page, outside the <body> and <HTML> tags. Cut and Paste the entire tag into the <body> tags.

NOTE   Be sure to include the <ecm_gcontent> tags that surround the Group tag, these are what allows Dreamweaver to produce the images.

The Group Tag will now appear in the Template as the following image:

From here, you now have the option to move the Group Tag anywhere you wish on the template by dragging the image to the desired location.

In this example, let's place the Group Tag in the middle of the Template. To do this, simply click on the Group Content Block Image, and drag it to the middle of the Template.

You will also have the ability to modify the way that the tag is placed. To do this, just modify the tag as if it were an image (i.e. change the alignment). When you have finished editing the template, click **Save**.

Viewing the Updated Template

When you have finished positioning the tag in the template, view the template by using your browser and navigating to the location it is saved to.

In this example, the location is: **http://local-host/single.cfm**.

Search Tag

Before we can edit a template that contains a Search tag, we must first insert the Search tag via the Template Manager in the Administrator Workarea.

Inserting a Search Tag

To insert a Search tag in a template:

1. From the Administrator Workarea, follow the path:

   Content > Template Management.

2. From the Template Management Tree, select a template you want to insert the Search tag to. In this example, let's choose **Basic Template** in the global template folder.

3. Click on the **Add Content Tag** link on the right side of the window.

4. Select **Search** from the list of available tags to add, then click **Next**.

5. Follow all the necessary steps for inserting the Search Tag, then click **Insert**.

6. You should receive a confirmation message stating that the Search tag was properly inserted.

With the Search tag successfully inserted into the template, you can now edit the template an move the location of the tag.

Editing the Template

1. Begin by opening Dreamweaver/UltraDev on your machine.

2. Open the template that you inserted the Search tag to, in this case we are opening the template **C:\Inetpub\wwwroot\single.cfm.**

NOTE   If you inserted the Search Tag to another template, open that one instead.

When you open the template in Dreamweaver/UltraDev, you will notice that the tag was inserted at the very bottom of the page, outside the <body> and <HTML> tags.

First remove the comment tags around the custom tag, then cut and paste the entire tag inside the <body> tags.

```
        </table>
      </td>
</tr>
</table>
<ecm_search>
<CF_ecmsearch AdminPath="/empower/" InputSize="10"
InputMaxChar="10" SearchPage="single.cfm" SubmitText="Search"
SubmitImage="/empower/images/submitbutton.gif">
</ecm_search>
</body>
</html>
```

NOTE   Be sure to include the <ecm_search> tags that surround the Search tag, these are what allows Dreamweaver to produce the images.

The Search Tag will now appear in the Template as the following image:

From here, you now have the option to move the Search Tag anywhere you wish on the template by dragging the image to the desired location.

In this example, let's place the Search Tag in the top right corner of the Template. To do this, simply click on the Search Image, and drag it to the top right corner of the Template.

You will also have the ability to modify the way that the tag is placed. To do this, just modify the tag as if it were an image (i.e. change the alignment). When you have finished editing the template, click **Save**.

Viewing the Updated Template

When you have finished positioning the tag in the template, view the template by using your browser and navigating to the location it is saved to.

In this example, the location is: **http://local-host/single.cfm**.

Dynamic Tag

Before we can edit a template that contains a Dynamic tag, we must first insert the Dynamic tag via the Template Manager in the Administrator Workarea.

Inserting a Dynamic Tag

To insert a Dynamic tag in a template:

1. 1. From the Administrator Workarea, follow the path **Content > Template Management**.

2. 2. From the Template Management Tree, select a template you want to insert the Dynamic tag to. In this example, let's choose **Basic Template** in the global template folder.

3. Click on the **Add Content Tag** link on the right side of the window.

4. Select **Dynamic** from the list of available tags to add, then click **Next**.

5. You should receive a confirmation message stating that the Dynamic tag was properly inserted.

With the Dynamic tag successfully inserted into the template, you can now edit the template an move the location of the tag.

Editing the Template

1. Begin by opening Dreamweaver/UltraDev on your machine.

2. Open the template that you inserted the Dynamic tag to, in this case we are opening the template **C:\Inetpub\wwwroot\single.cfm.**

When you open the template in Dreamweaver/UltraDev, you will notice that the tag was inserted at the very bottom of the page, outside the <body> and <HTML> tags. Cut and Paste the entire tag into the <body> tags.

NOTE Be sure to include the <ecm_dcontent> tags that surround the Dynamic tag, these are what allows Dreamweaver to produce the images.

The Dynamic Tag will now appear in the Template as the following image:

```
</table>
<ecm_dcontent>
<CF_eCMSingleDoc DocID="#IIf(IsDefined("url.doc_id"), "url.doc_id",
"0")#" AdminPath="/empower/" Mode="#IIf(IsDefined("url.mode"),
"url.mode", De(""))#">
</ecm_dcontent>
</body>
</html>
```

From here, you now have the option to move the Dynamic Tag anywhere you wish on the template by dragging the image to the desired location.

In this example, let's place the Dynamic Tag in the middle of the Template. To do this, simply click on the Dynamic Content Block Image, and drag it to the middle of the Template.

You will also have the ability to modify the way that the tag is placed. To do this, just modify the tag as if it were an image (i.e. change the alignment). When you have finished editing the template, click **Save**.

Viewing the Updated Template

When you have finished positioning the tag in the template, view the template by using your browser and navigating to the location it is saved to.

In this example, the location is: **http://localhost/single.cfm**. Because this is a dynamic content tag, you will also need to pass a doc_id through the URL, in this example, lets use **doc_id=1.**

SearchDisplay Tag

Before we can edit a template that contains a SearchDisplay tag, we must first insert the SearchDisplay tag via the Template Manager in the Administrator Workarea.

Inserting a Search Tag

Since the Search Display tag is inserted when a Search Tag is inserted, we will just access the template where we inserted the Search tag previously.

Editing the Template

1. Begin by opening Dreamweaver/UltraDev on your machine.

2. Open the template that you inserted the Search tag to, in this case we are opening the template **C:\Inetpub\wwwroot\single.cfm.**
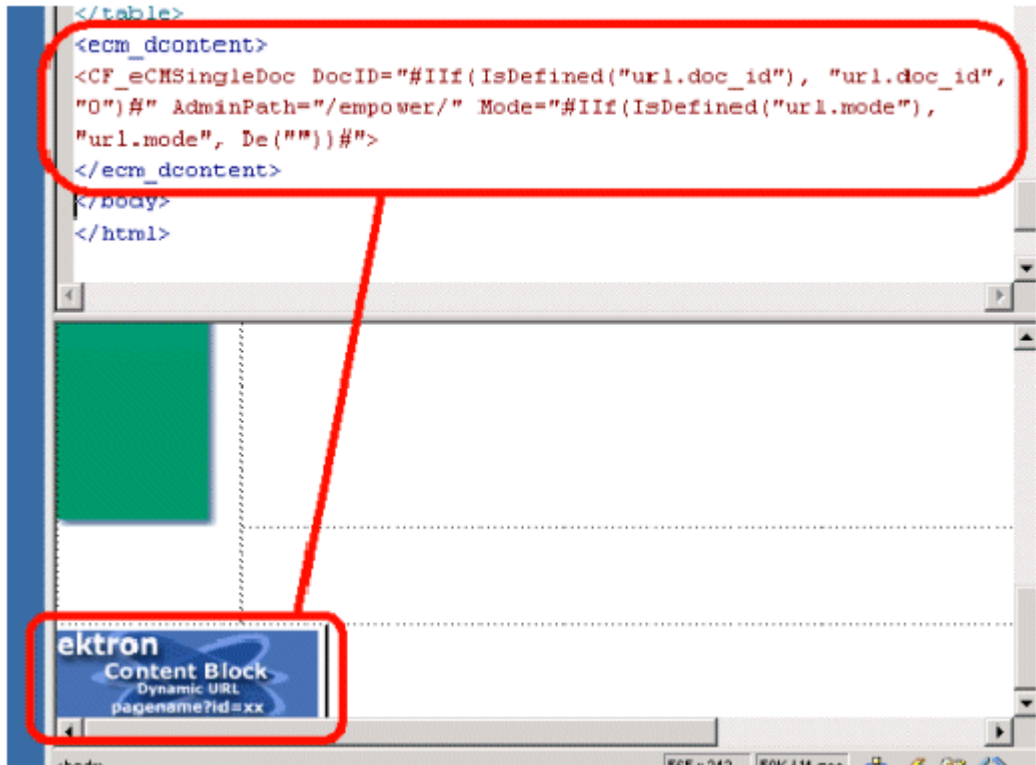

NOTE   If you inserted the Search Tag to another template, open that one instead.

When you open the template in Dreamweaver/UltraDev, you will notice that the tag was inserted at the very bottom of the page, outside the <body> and <HTML> tags.

First remove the comment tags around the custom tag, then cut and paste the entire tag inside the <body> tags.

```
        </td>
</tr>
</table>
<ecm_searchdisplay>
<cfif IsDefined("form.searchtext")>
    <CF_ecmsearchdisplay AdminPath="/empower/"
SearchText="#form.searchtext#">
<cfelse>
</cfif>
</ecm_searchdisplay>
</body>
</html>
```
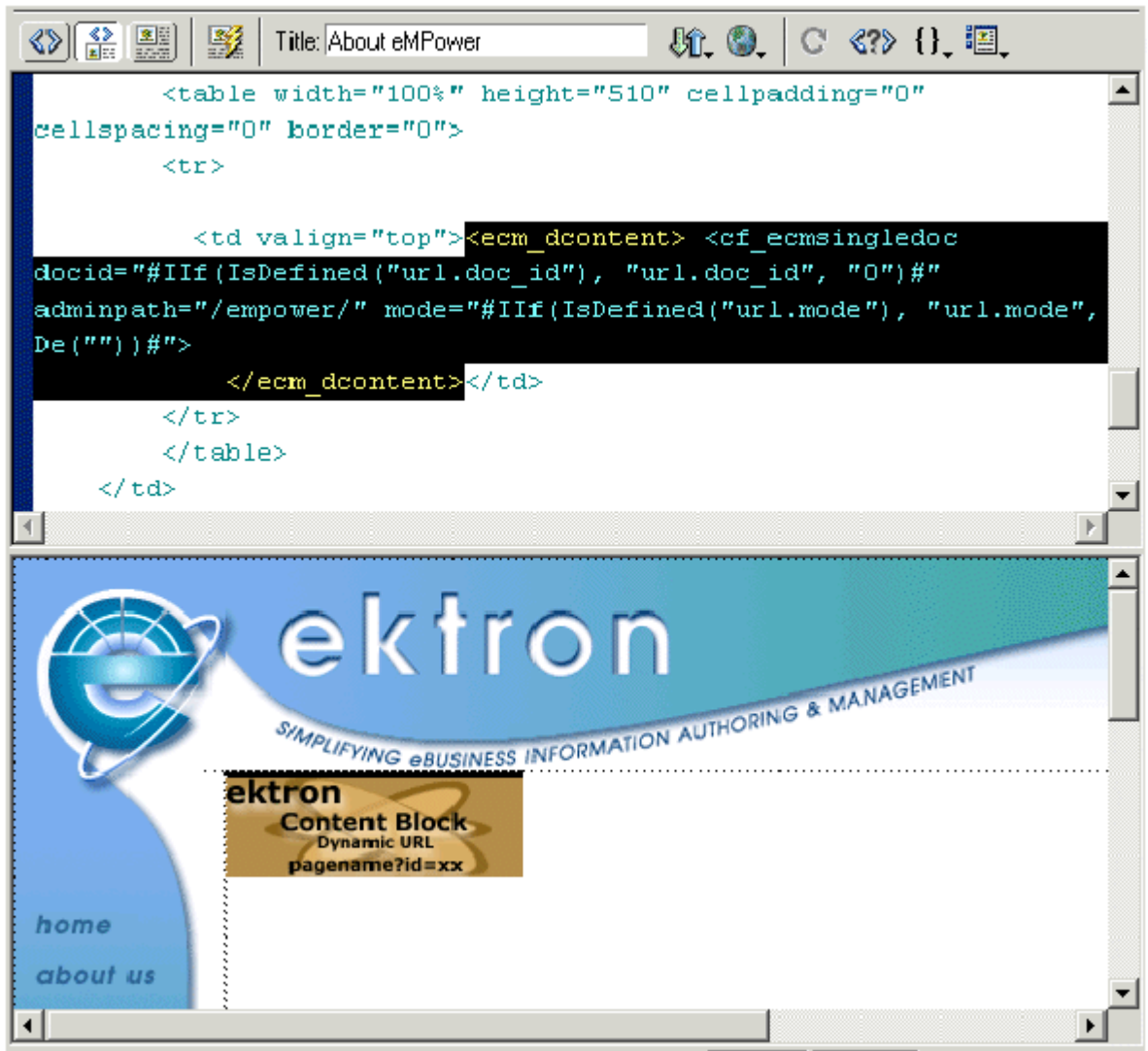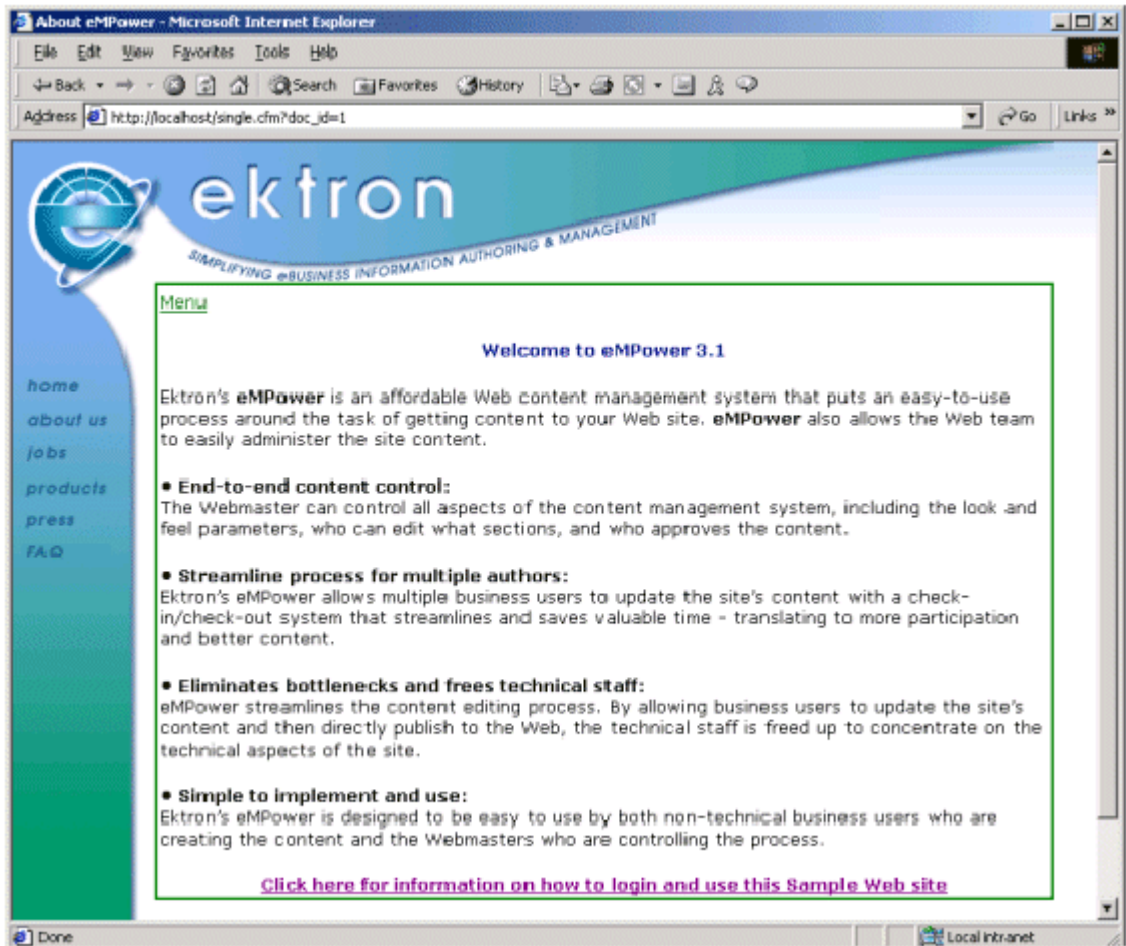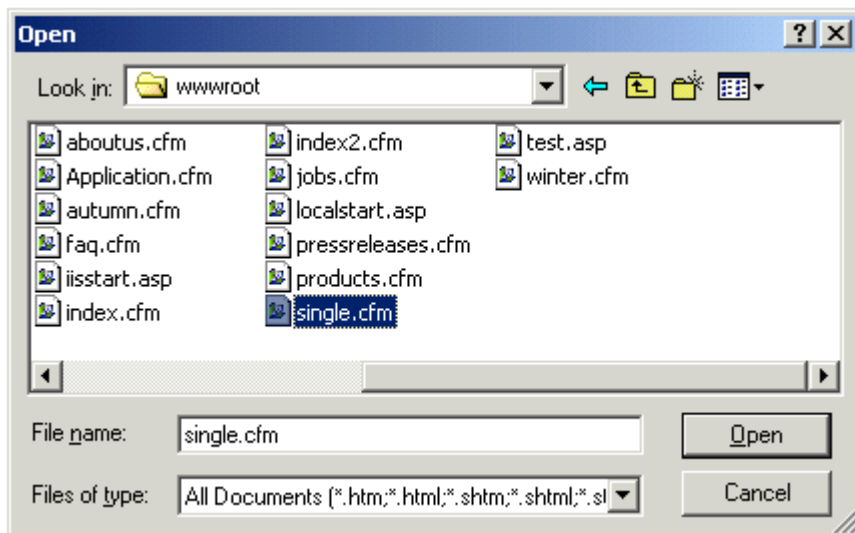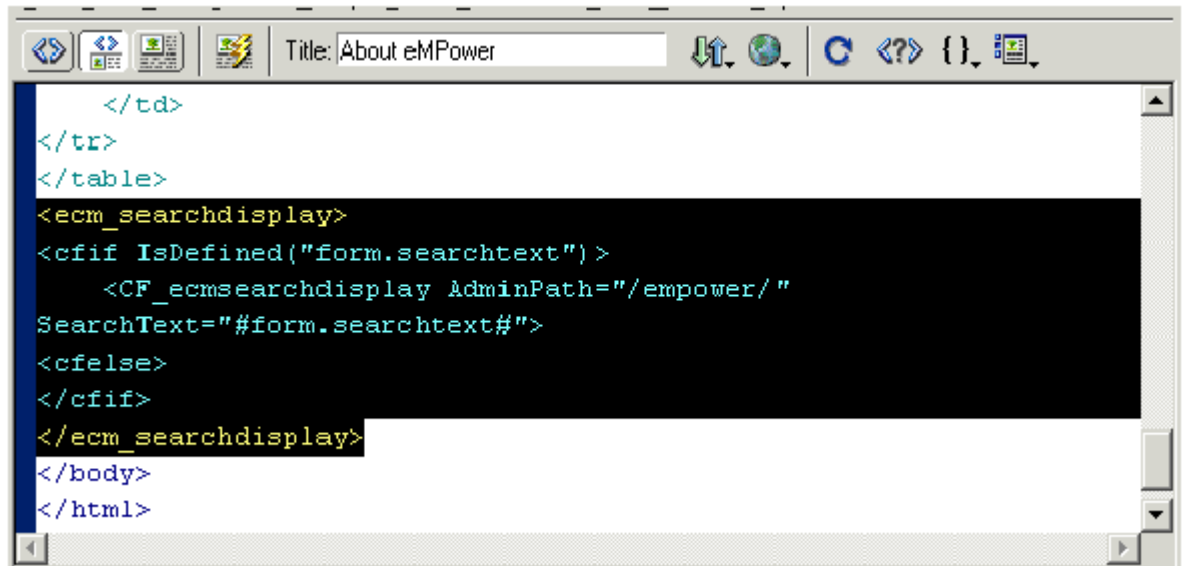
NOTE   Be sure to include the <ecm_searchdisplay> tags that surround the
SearchDisplay tag, these are what allows Dreamweaver to produce the images.

The SearchDisplay Tag will now appear in the Template as the
following image:
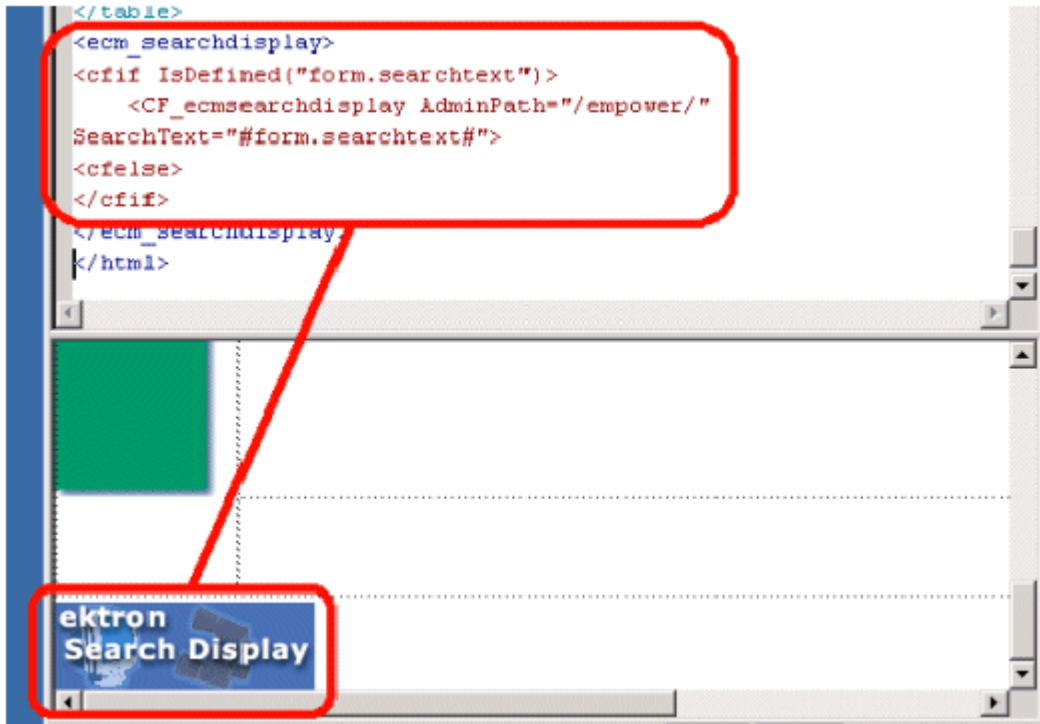
From here, you now have the option to move the SearchDisplay Tag anywhere you wish on the template by dragging the image to the desired location.

In this example, let's place the SearchDisplay Tag in the middle of the Template. To do this, simply click on the SearchDisplay Image, and drag it to the middle of the Template.
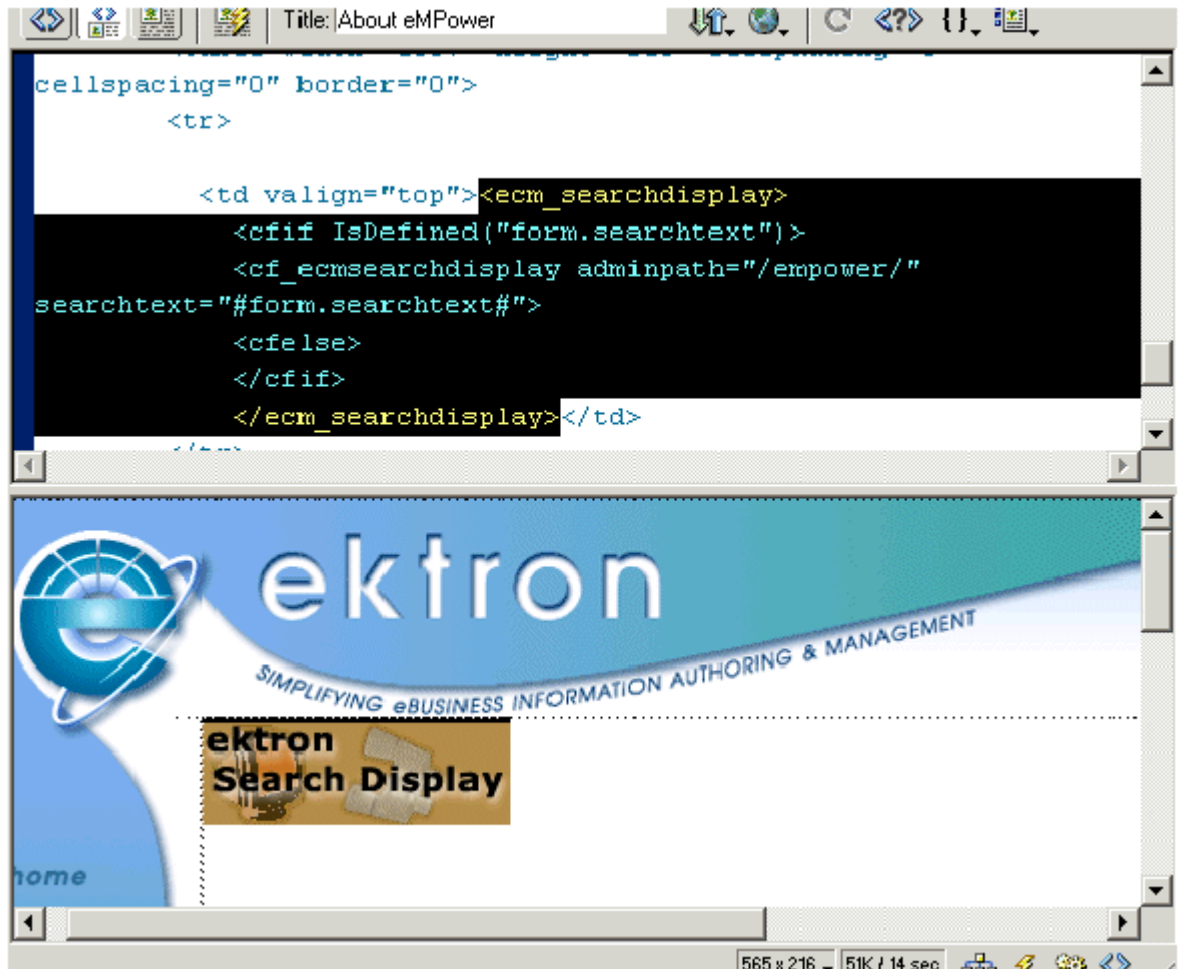
You will also have the ability to modify the way that the tag is placed. To do this, just modify the tag as if it were an image (i.e. change the alignment). When you have finished editing the template, click **Save**.

Viewing the Updated Template

When you have finished positioning the tag in the template, view the template by using your browser and navigating to the location it is saved to.

In this example, the location is: **http://localhost/single.cfm**.

Since a search needs to be performed for the SearchDisplay to work, enter some text in the Search box then click Search. After the search has executed, the results will be displayed in the area where the SearchDisplay tag was placed.
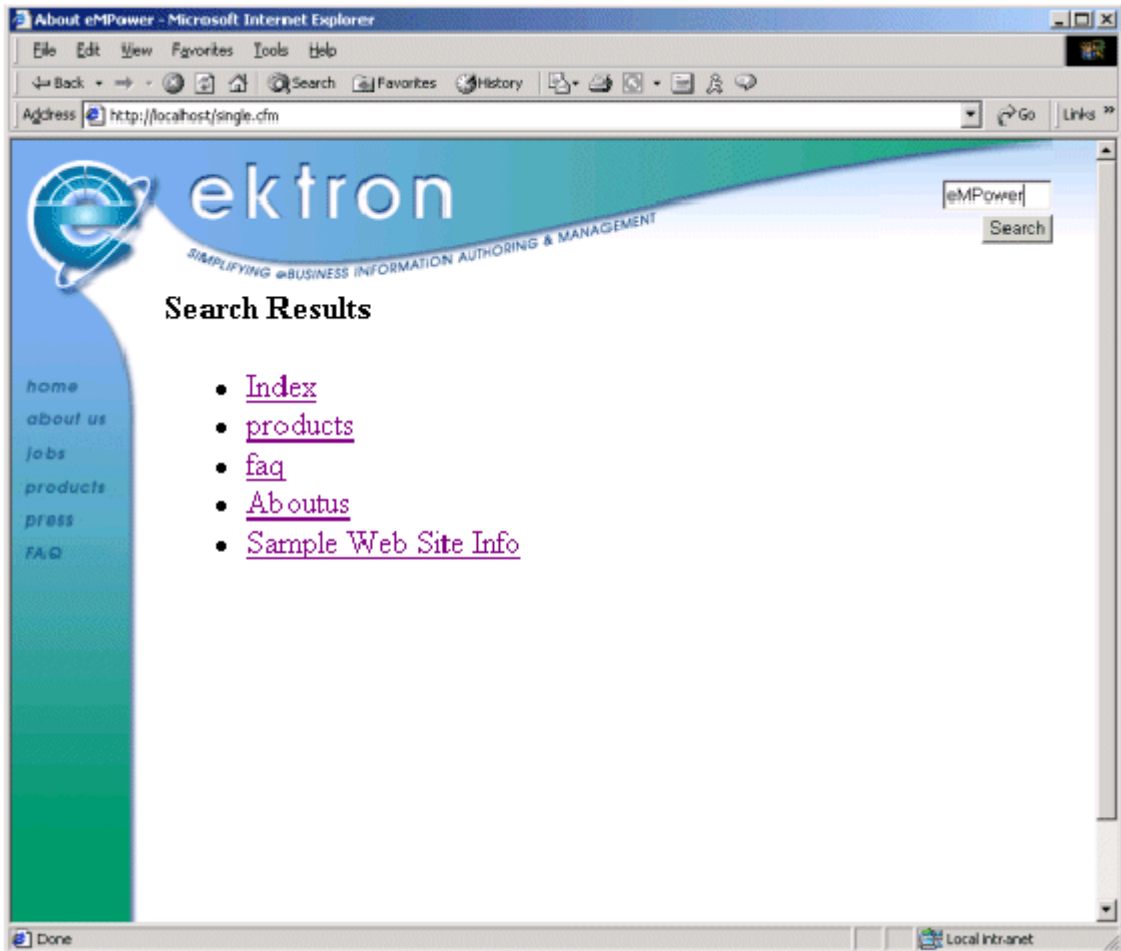
Display Tag

Before we can edit a template that contains a Display tag, we must first insert the Display tag via the Template Manager in the Administrator Workarea.

Inserting a Display Tag

To insert a Display tag in a template:

1. From the Administrator Workarea, follow the path:

    Content > Template Management.

2. From the Template Management Tree, select a template you want to insert the Display tag to. In this example, let's choose **Basic Template** in the global template folder.
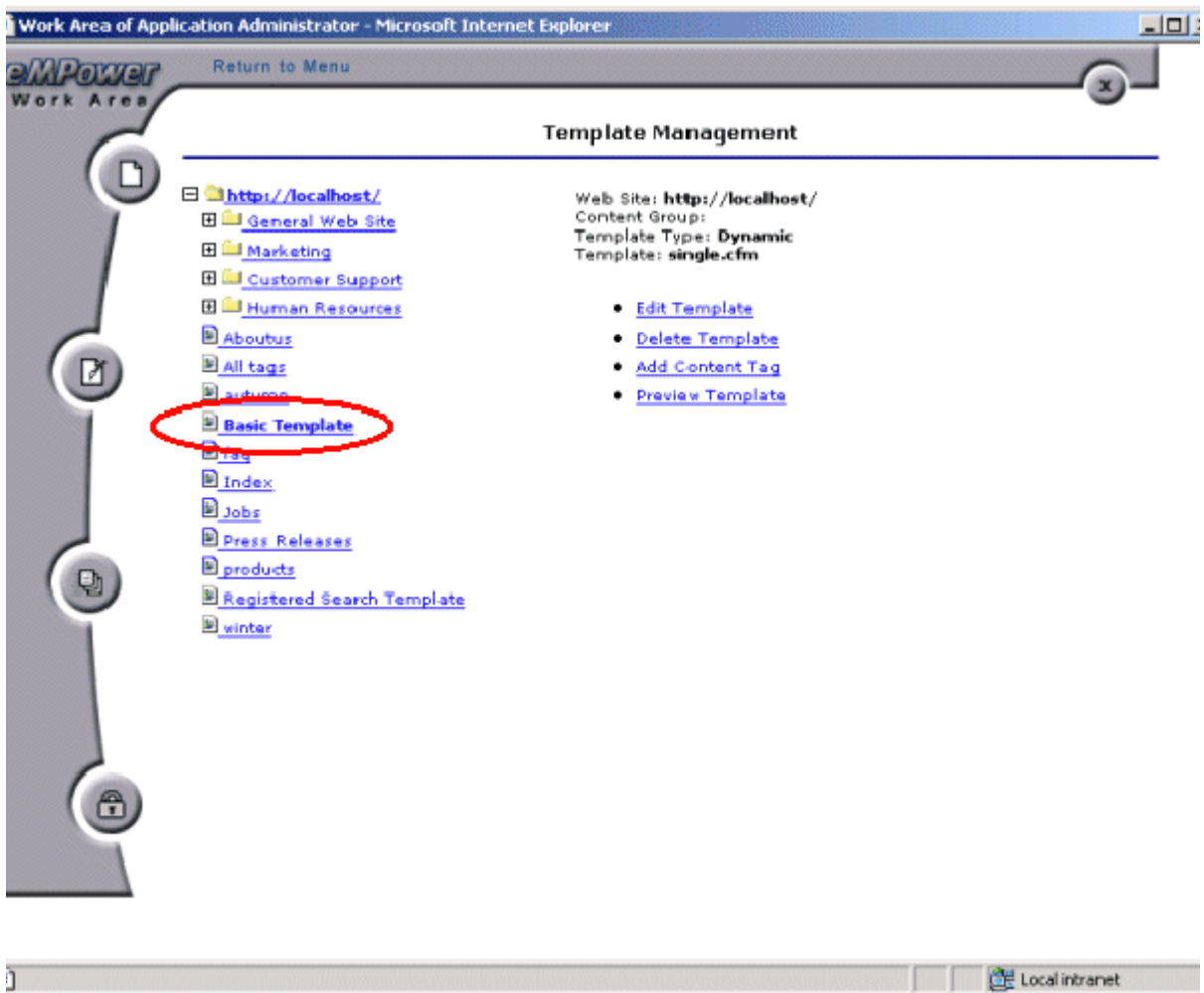
3. Click on the **Add Content Tag** link on the right side of the window.

4. Select **Display** from the list of available tags to add, then click **Next**.

5. Follow all the necessary steps for inserting the Display Tag, then click **Insert**.

6. You should receive a confirmation message stating that the Display tag was properly inserted.

With the Display tag successfully inserted into the template, you can now edit the template an move the location of the tag.

Editing the Template

1. Begin by opening Dreamweaver/UltraDev on your machine.

2. Open the template that you inserted the Display tag to, in this case we are opening the template **C:\Inetpub\wwwroot\single.cfm.**
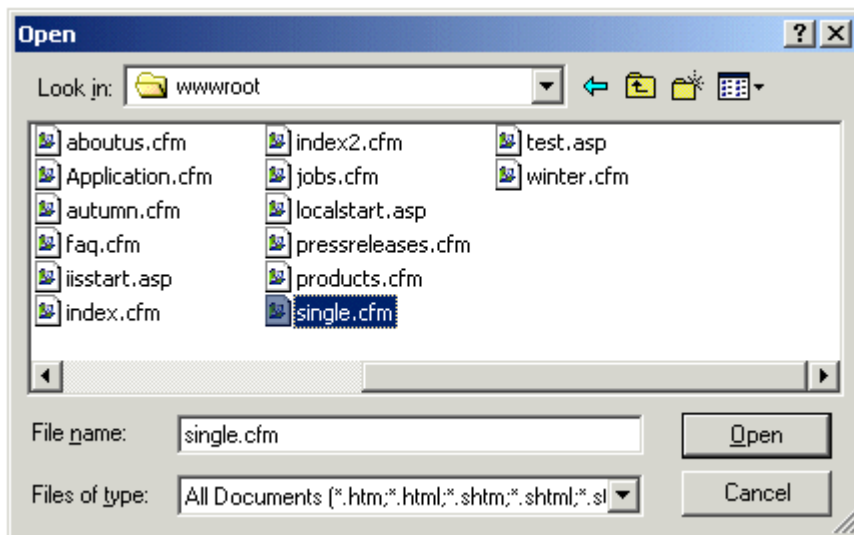
NOTE   If you inserted the Display Tag to another template, open that one instead.

When you open the template in Dreamweaver/UltraDev, you will notice that the tag was inserted at the very bottom of the page, outside the <body> and <HTML> tags.

First remove the comment tags around the custom tag, then cut and paste the entire tag inside the <body> tags.
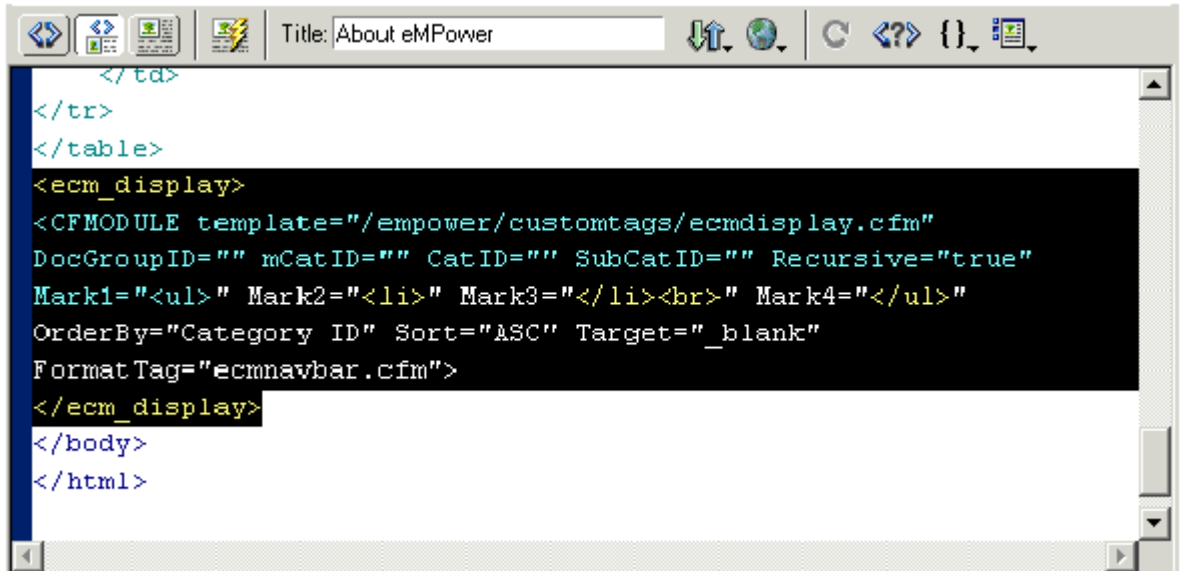
NOTE   Be sure to include the <ecm_display> tags that surround the Display tag, these are what allows Dreamweaver to produce the images.

The Display Tag will now appear in the Template as the following image:

```
</table>
<ecm_display>
<CFMODULE template="/empower/customtags/ecmdisplay.cfm"
DocGroupID="" mCatID="" CatID="" SubCatID="" Recursive="true"
Mark1="<ul>" Mark2="<li>" Mark3="</li><br>" Mark4="</ul>"
OrderBy="Category ID" Sort="ASC" Target="_blank"
FormatTag="ecmnavbar.cfm">

</body>
</html>
```
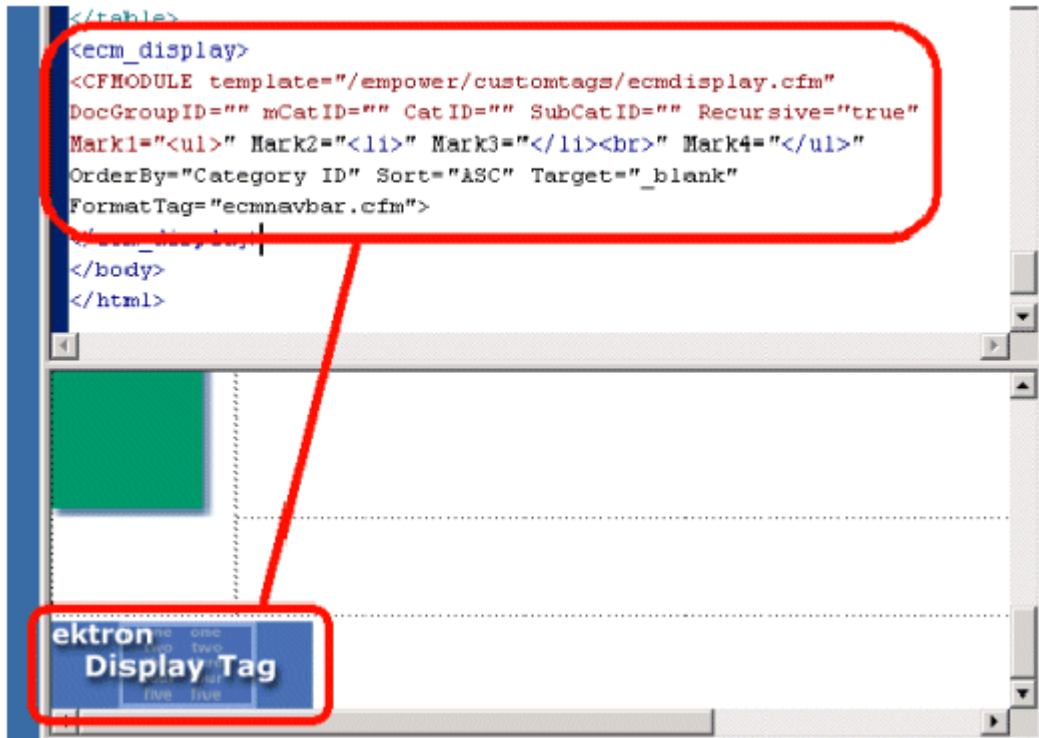
From here, you now have the option to move the Display Tag anywhere you wish on the template by dragging the image to the desired location.

In this example, let's place the Display Tag in the middle of the Template. To do this, simply click on the Display Image, and drag it to the middle of the Template.
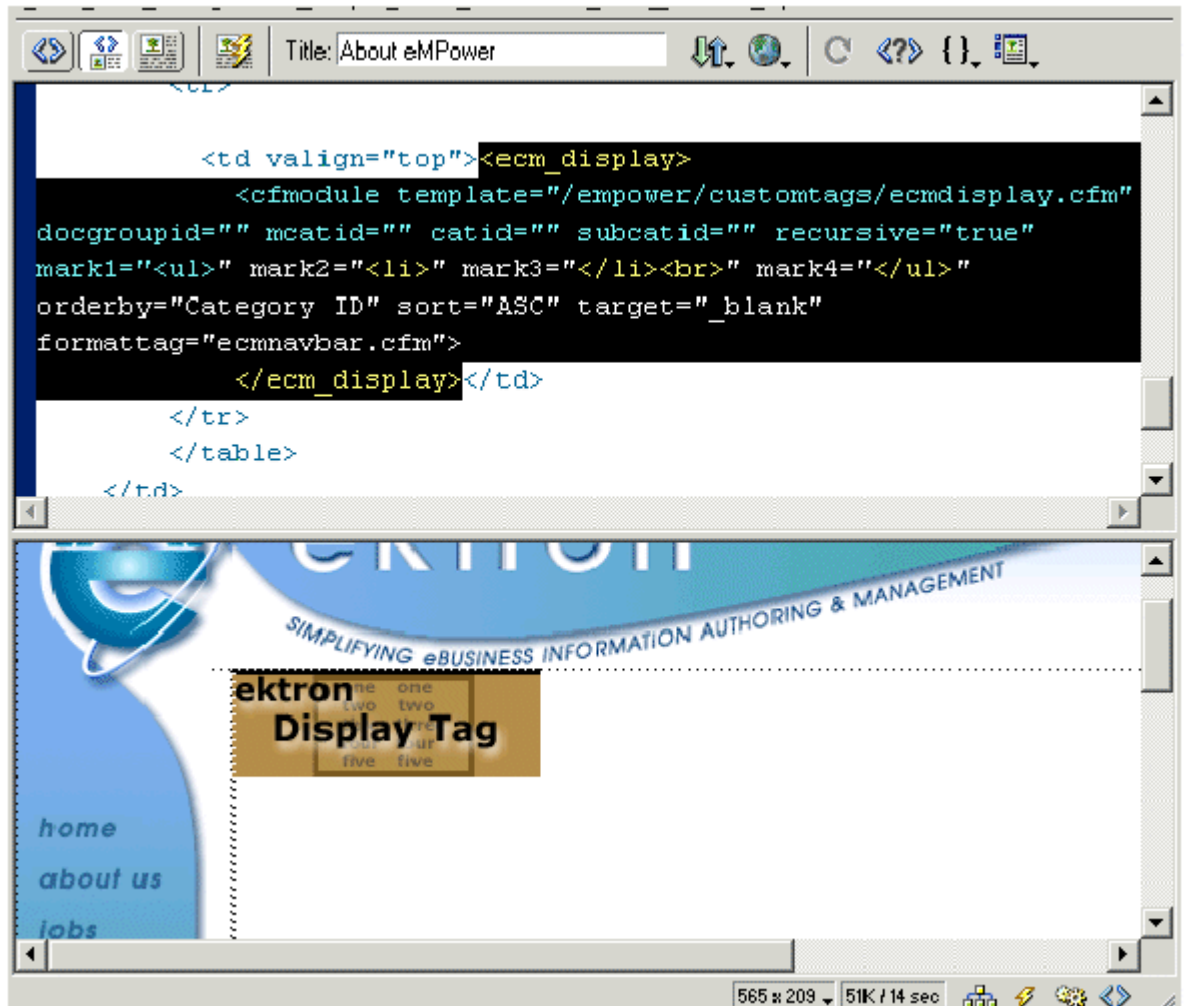
You will also have the ability to modify the way that the tag is placed. To do this, just modify the tag as if it were an image (i.e. change the alignment). When you have finished editing the template, click **Save**.

Viewing the Updated Template

When you have finished positioning the tag in the template, view the template by using your browser and navigating to the location it is saved to.

In this example, the location is: **http://localhost/single.cfm**.
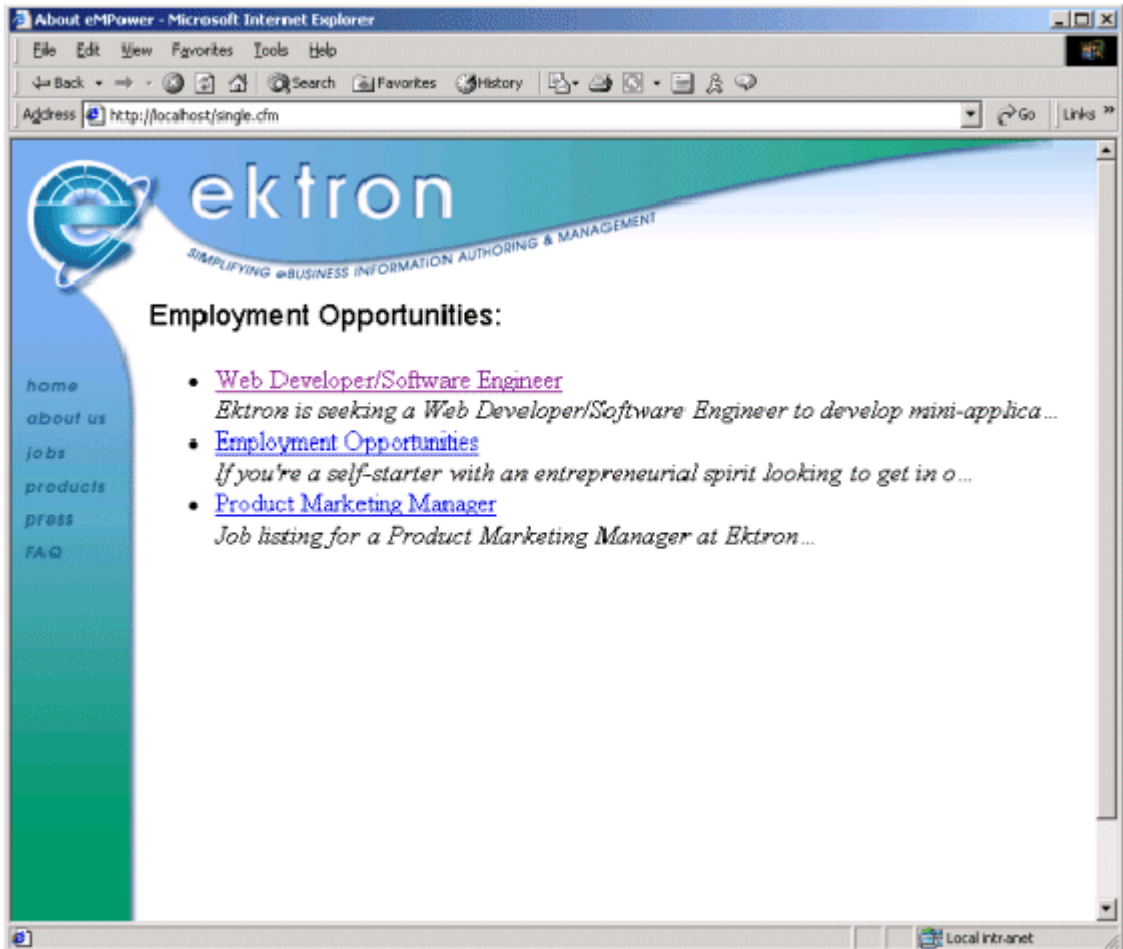
Integrating All Tags

Once you start getting the feel of the power of the eMPower extensions for Dreamweaver, the possibilities are endless, and so easy. Taking everything that was discussed in the previous sections, and putting it all together, you can set up your templates with multiple tags.
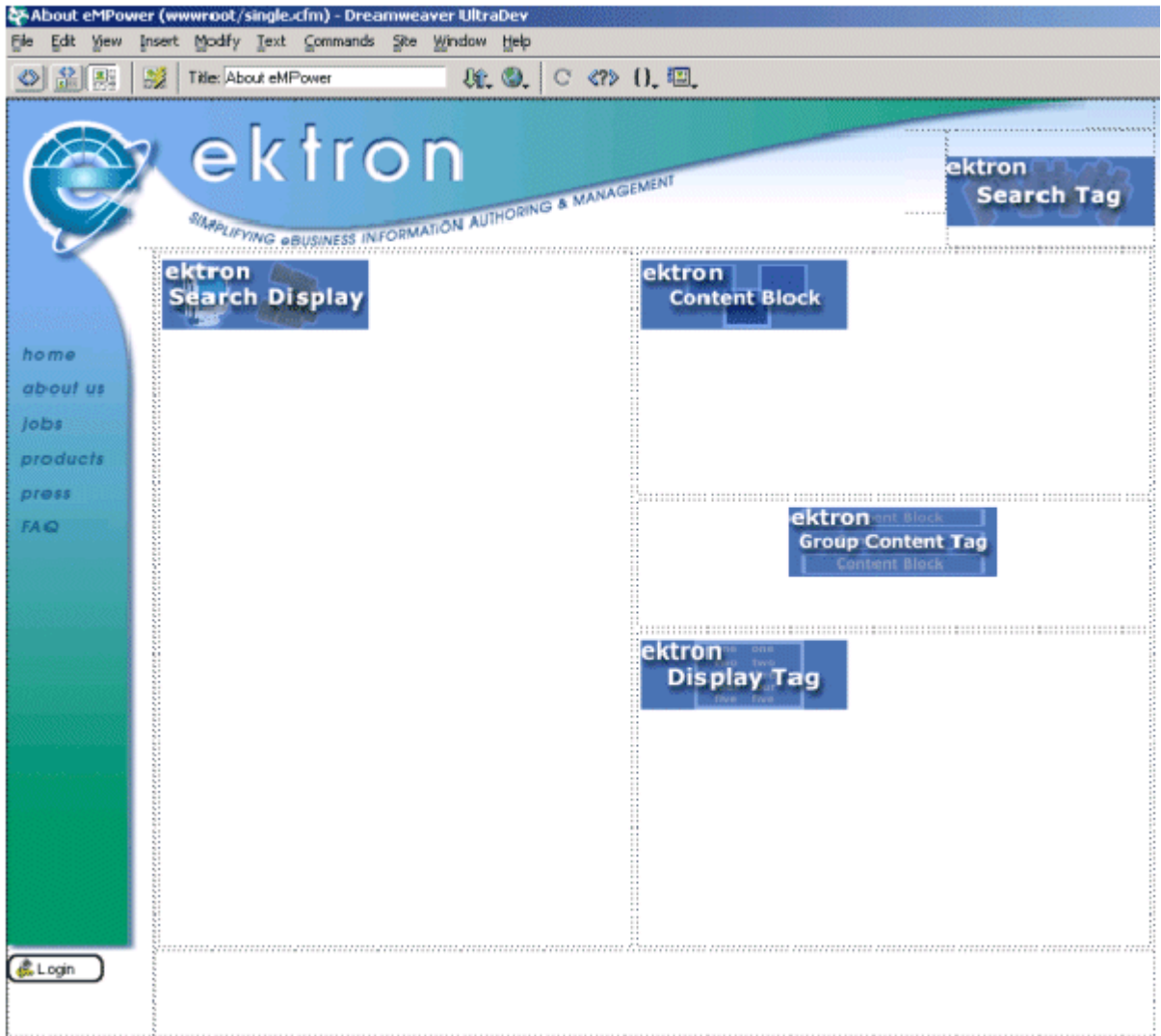
into this:
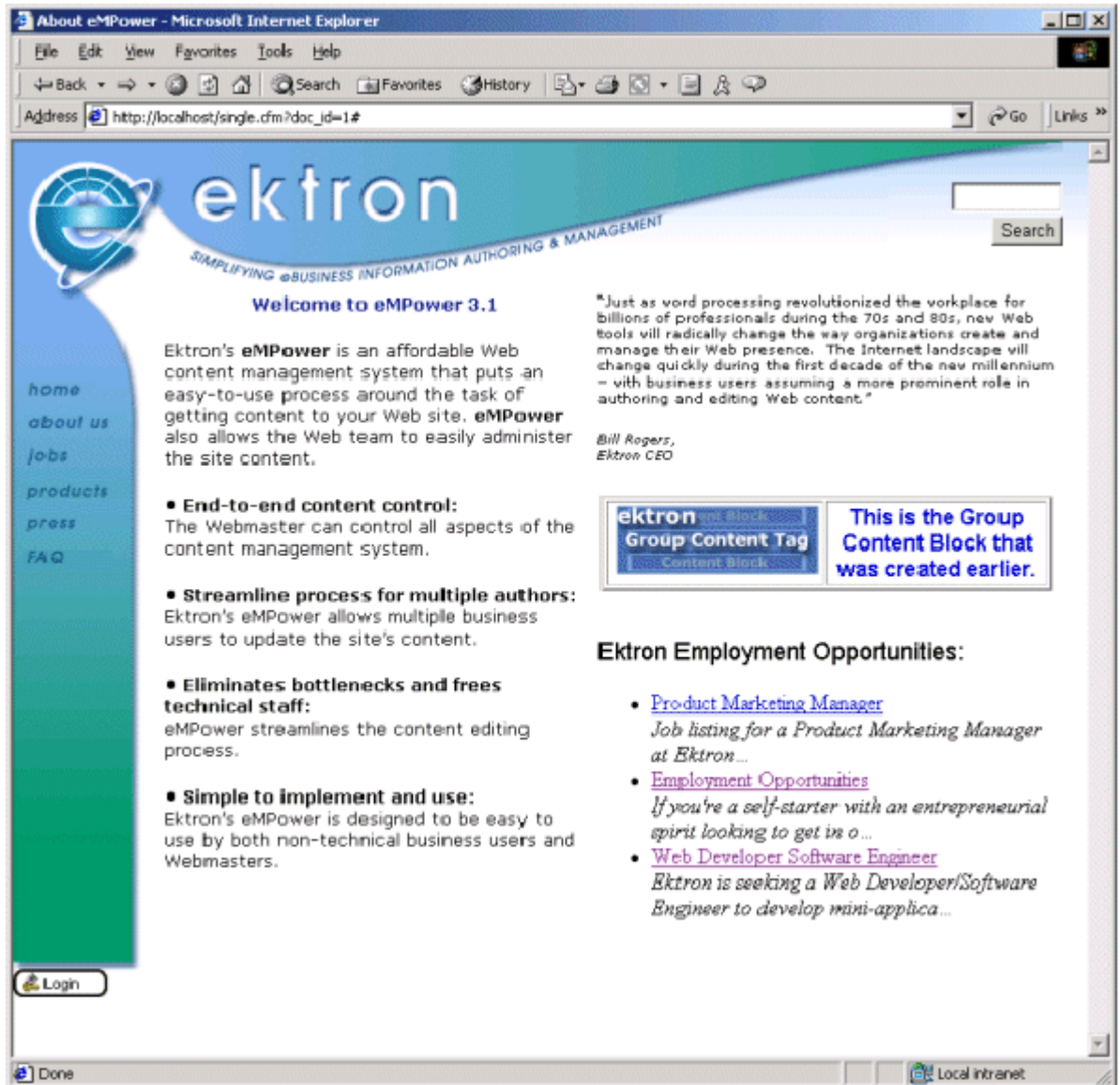
Login to see this:
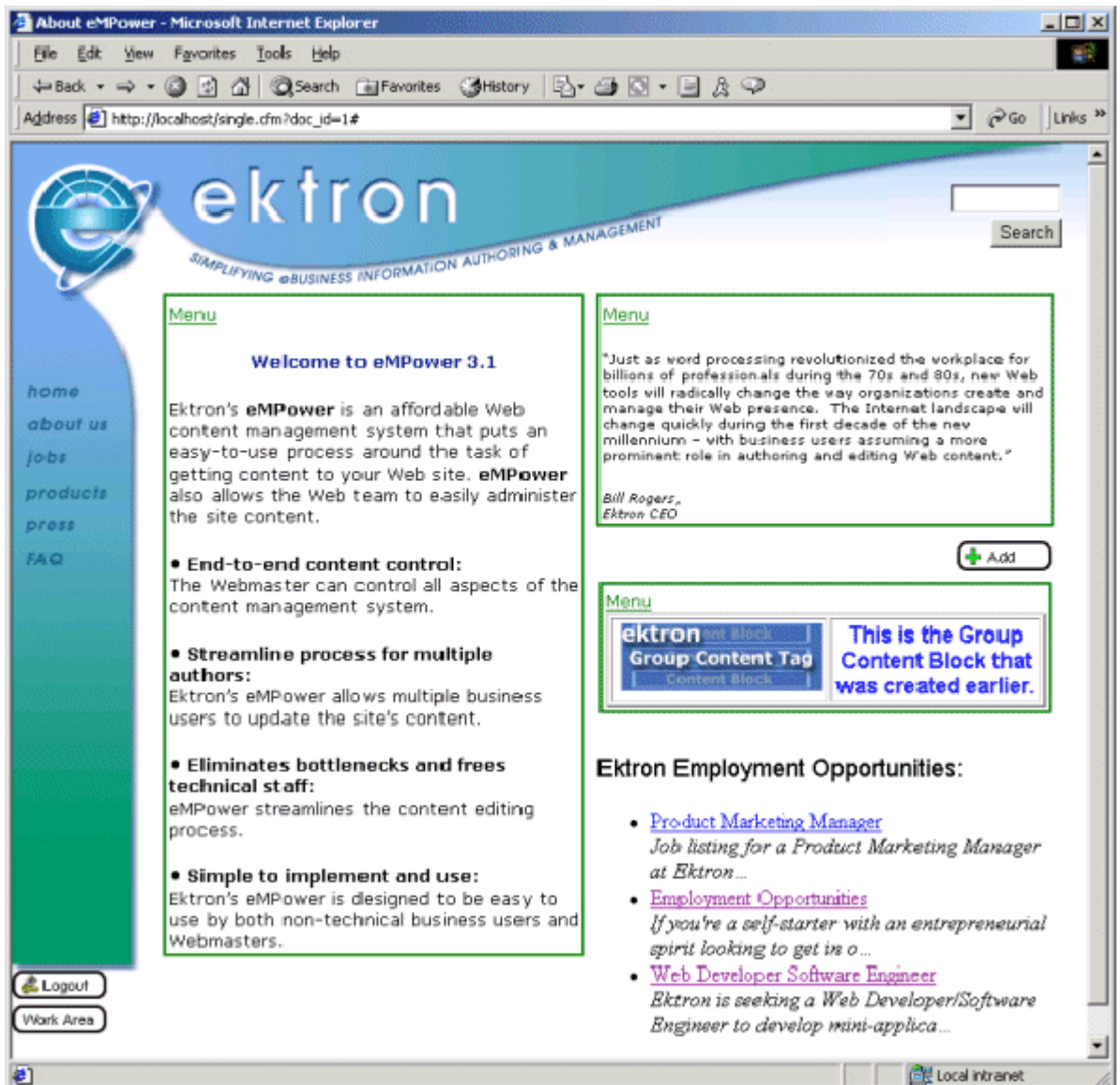
Run a search and watch how the Dynamic content block gets replaced by the Search Display.
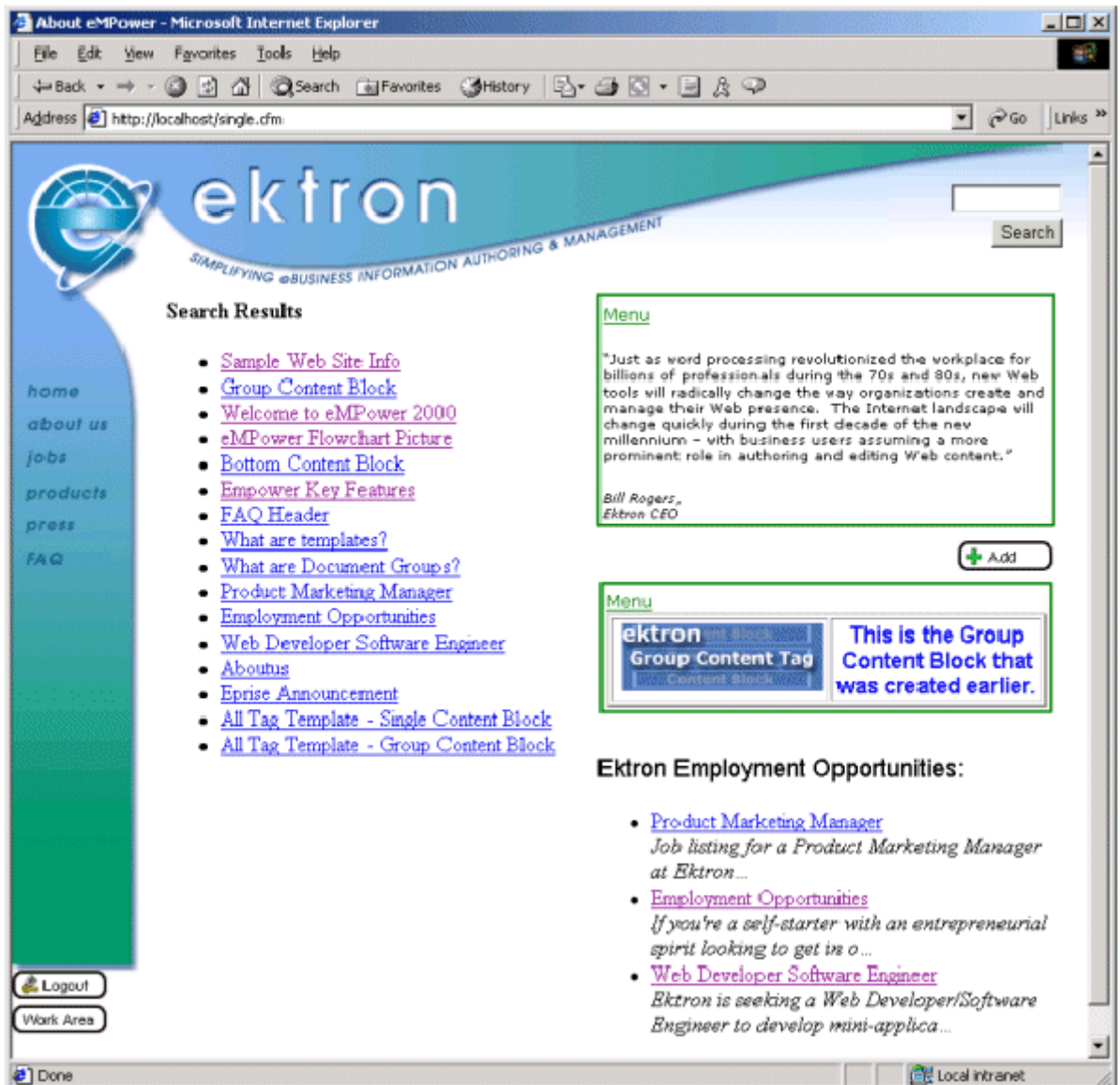
Troubleshooting

This chapter of the Administrator Manual deals with known issues and explains how they are caused, and how they can be resolved.

eMPower datasources do not verify in ColdFusion

Symptoms

After a successful installation of eMPower, an error message stating that no datasource is found when attempting to display a page. When verifying the datasource in CF, the datasource will not verify even though the path to the DB is correct

Cause

Your MDAC drivers are either old or corrupt.

Resolution

Go to www.microsoft.com/data/download.htm and download the 2.5 version of the MDAC drivers. Installing those should resolve the problem. We recommend that you have MDAC 2.1 or higher.

Error message: CMemoryException: unknown cause

Symptoms

I am creating editing content and I receive the following error message:

Error Diagnostic Information
CMemoryException: unknown cause

PCodeRuntimeContextImp::executeSQLTagCFQuery::endTag

Date/Time: 06/16/00 00:38:27
Browser: Mozilla/4.0 (compatible; MSIE 5.0; Windows NT)
Remote Address: 127.0.0.1
Template: C:\Inetpub\wwwroot\eMPower\docadd.cfm

Query String: doc_group_id=1&parent_doc_id=8&doc_type_id=3
Cause

Either your path is wrong for the site_path variable of the application.cfm or you need to map a CF mapping for that path.

Cause

You may not have the latest version of the MDAC drivers

Resolution

Please update to the latest version of the MDAC drivers. We recommend version 2.1 or greater. If you already have version 2.1 or greater, try reinstalling the drivers. They are available from www.microsoft.com/data/

Error message: HTTP/1.0 404 Object Not Found

Symptoms

Accessing a page with eMPower managed content may produce the following error message:

Error Occurred While Processing Request

Error Diagnostic Information

Template file not found.

HTTP/1.0 404 Object Not Found

Note: If you wish to use an absolute template path (e.g. TEMPLATE="/mypath/index.cfm") with CFINCLUDE then you must create a mapping for the path using the ColdFusion Administrator.

Using relative paths (e.g. TEMPLATE="index.cfm" or TEMPLATE="../index.cfm") does not require the creation of any special mappings. It is therefore recommended that you use relative paths with CFINCLUDE whenever possible.

The error occurred while processing an element with a general identifier of (CFINCLUDE), occupying document position (8:1) to (8:70) in the template file c:\inetpub\wwwroot\sampleemp\Application.cfm.

Date/Time: 08/22/01 15:58:14
Browser: Mozilla/4.0 (compatible; MSIE 5.5; Windows NT 5.0)
Remote Address: 127.0.0.1

Cause

Either your path is wrong for the site_path variable of the application.cfm or you need to map a CF mapping for that path.

Resolution

Verify that the site_path variable in the application.cfm is correct and that the empsessions directory is a sub directory in that location.

If it is, then you may need to create CF Mapping for the value in the site_path variable.

For example. The URL for my site being managed by eMPower is www.mysite.com/eMPowersample. /eMPowersample/ is the section of the site that is being managed by eMPower and my empsessions directory is a sub directory in /empeMPowersample/. So, in my application.cfm, the request.site_path variable is request.site_path="/eMPowersample/". You may need to create a CF mapping for /eMPowersample/. So, in CF administrator, click on mappings and enter /emp/ as the logical path and the directory path should be the physical path on the files system to that folder.

Error Message: The CFDirectory Tag is Disabled

Symptoms

When saving the configuration screen, the following error message may occur:

Error Occurred While Processing Request

Error Diagnostic Information

The CFDirectory tag is disabled.

The administrator has chosen to disable this functionality on this server unless executed from a specified directory.

The error occurred while processing an element with a general identifier of (CFDIRECTORY), occupying document position (203:5) to (203:113) in the template file c:\inetpub\wwwroot\eMPowersample\eMPower\index.cfm.

Date/Time: 11/27/01 10:28:48
Browser: Mozilla/4.0 (compatible; MSIE 6.0; Windows NT 5.0)
Remote Address: 192.168.0.249
HTTP Referer: http://192.168.0.133/eMPowersample/eMPower/index.cfm?action=Setup

---

Cause

You have the use of the CFDIRECTORY tag disabled in ColdFusion Administrator.

Resolution

Contact your ColdFusion administrator and have the CF Admin enable the use of the CFDIRECTORY tag. The setting for this are under Basic Security in the ColdFusion Administration Screen.

Error Message: The CFFileTag is Disabled

Symptoms

When uploading an image or file, the following error message may appear

---

Error Occurred While Processing Request

Error Diagnostic Information

The CFFile tag is disabled.

The administrator has chosen to disable this functionality on this server unless executed from a specified directory.

The error occurred while processing an element with a general identifier of (CFFILE), occupying document position (15:1) to (15:167) in the template file C:\INETPUB\WWWROOT\eMPowerSAMPLE\eMPower\CUSTOMTAGS\UPLOADFILE.CFM.

Date/Time: 11/27/01 10:39:44
Browser: Mozilla/4.0 (compatible; MSIE 6.0; Windows NT 5.0)
Remote Address: 192.168.0.249
HTTP Referer: http://192.168.0.133/eMPowersample/eMPower/libuploader.cfm?action=image

---

Cause

The use of the CFFile tag has been disabled in ColdFusion administrator.

Resolution

Contact your ColdFusion administrators and have them enabled the use of the CFFile tag. The setting are in ColdFusion administrator under Basic Security.

Error Message: The New Database is not Useable

Symptoms

When running the database upgrade wizard the following error occurs

eMPower Upgrade Wizard from eMPower v3.1 to eMPower v3.5 db Database

An error occurred during the database conversion.
The new database is not usable.

---

or when running the database content mover, the following error may occur

---

Database Content Mover for eMPower v3.5

An error occurred during the database conversion.
The new database is not usable.

Cause

Either the destination and/or source DSN name is not valid, or the destination DB is not empty

Resolution

Please verify that both the destination and source DSN name are valid. The source DB must be an empty DB. The only thing it can contain is just the eMPower tables without any content. You should create a new database and run one of our scripts to populate that database with the tables and create the database structure. Create a new DSN to that database you just created and verify that the DSN of your current eMPower database is correct and then try again

How to enable scheduled content if upgrade from 2.5 to 3.x

Symptoms

When upgrading from eMPower 2.5 to 3.0, you need to enable scheduled content in the eCMGroupDoc tag. This article explains how to do that. You do not need to modify the eCMSingleDoc tag.

More Information

In each of the eMPower eCMGroupDoc tags, you need to set a bit field to enable it. Please add ScheduleID="1" in the tag

For example

<CF_eCMGroupDoc templateId="11" mCat="7" AdminPath="eMPower/" Mode="#IIf(IsDefined("url.mode"), "url.mode", De(""))#">

Changes to

```
<CF_eCMGroupDoc templateId="11" mCat="7"
AdminPath="eMPower/" Mode="#IIf(IsDefined("url.mode"),
"url.mode", De(""))#" ScheduleID="1">
```

Invalid License When Upgrading from 2.x to 3.x

Symptoms

When upgrading from eMPower 2.5 to 3.0, the license key stopped working. You may receive an invalid license key message pop up box or a message saying "eMPower is not license to run from [host]"

Cause

eMPower 3.x has the new editor integrated and requires a new license key.

Resolution

Send a request to license@ektron.com with your current 2.x license key or contact your sales person to get a new key.

Quicklinks No Longer Populated in 3.x

Symptoms

When clicking on the insert hyperlink window, the quicklinks drop down is no longer populated with links. It was populated in version 2.5

Cause

There was a change in which the editor handles quicklinks. This caused us to have to change the functionality.

Resolution

To access the quicklinks, you need to click on the library button. When you expand the content groups listed, you will see a folder called quicklinks. You can insert the quicklink from there.

Scheduled content expiration

Symptoms

When I schedule content, once the content expires, there is nothing on the page anymore. Where did my previous content go?

EXAMPLE:

The XYZ Corporation is having a large sale for one day only. To let the world know, Marketing decides to make a new content block that will show up on the entire home page. To finish the task earlier, Marketing created a scheduled content block to appear on the home page for the week before, and day of the sale. Once the sale is over, the content will expire. The sale passed, and it was a huge success. The next week, when marketing finally went back to the site, the home page was blank! What happened?

Cause

When you create a sceduled content block, once the content block expires, the page goes blank cause the content is expired and is removed from the web site.

Resolution

To remedy this problem, there are many different methods you can try, here are a few examples:

- **Use a scheduled content block as a seperate content block on the page.**
  By doing this, the scheduled content block will appear on the web page in it's own seperate content block, and when the content expires, there will be no changes to the main content.

- **Create a scheduled content block to start when the old one expires.**
  After you create a scheduled content block to be live from 9/01/2001 12:00:00am to 9/07/2001 12:00:00am, create another content block that will be live from 9/07/2001 12:00:01 am and have no end date. This will cause the second content block to go live a second after the old one expires.

NOTE   You will need to insert another custom content tag into the template in order to do this.

Sample Code:

```
<td>
   <CF_eCMSingleDoc DocID="1" AdminPath="eMPower/"
   Mode="#IIf(IsDefined("url.mode"), "url.mode", De(""))#">
   <CF_eCMSingleDoc DocID="2" AdminPath="eMPower/"
```

```
    Mode="#IIf(IsDefined("url.mode"), "url.mode", De(""))#">
</td>
```

In this example, the content block with ID of 1 expires 9/07/2001 12:00:00am, and the content block with an id of 2 goes live 9/07/2001 12:00:01 am.

- **Use group document tags**
  Setup you page to use group document tags.

When I try to view the eMPower site I receive the error message, "Unable to load vbajet.dll"

Symptoms

When I try to view the eMPower site I receive the error message, "Unable to load vbajet.dll".

Cause

This message might caused by choosing the "Minimum" install of Microsoft Windows.

Resolution

The file vbajet.dll maybe corrupt or missiong. It is in the system32 directory. Inserting a copy of VBAJET.dll into /WINDOWS/SYSTEM32 might help, but the best solution is to reinstall Windows

Additional Information

Supporting Documents

You can find more detailed information about eMPower in the following content blocks:

- eMPower Administrator Quick Start Manual, Version 3.7
- eMPower User Manual, Version 3.7

Support

If you are experiencing trouble with any aspect of eMPower, please contact the Ektron Support Team via their Web Site, or by e-mail:

http://www.ektron.com/support.cfm, or

support@ektron.com

Sales

For questions and answers about purchasing eMPower from Ektron, contact the sales department by sending an e-mail to:

sales@ektron.com

Ektron, Inc.
5 Northern Boulevard, Suite 6
Amherst, NH 03031 USA
Tel: +1 603.594.0249
Fax: +1 603.594.0258
http://www.ektron.com