

JAHIA CMS AND PORTAL SERVER

User guide

Using Jahia CMS and Portal Server 5.0



V1 English



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INTRODUCTION

JAHIA has been developed with the goal of being the most user friendly, dynamic and cost effective content management and portal server available today. Not only does JAHIA give you the power to control content, JAHIA also provides web applications and web services support only major companies and webmasters could manage or afford.

Consider the JAHIA environment to be a virtual ecosystem influenced by you. You have the ability to develop your own tree of information blocks, choose the type of skins and layouts, create your cells with static and dynamic content, and share the data with whomever you wish to collaborate with.

In the early days of the JAHIA concept, the instigators identified key trends companies are faced with. The resources associated with building a website, an intranet or an extranet and all the costs involved in maintaining it, makes it difficult for organizations to deploy a flexible solution.

JAHIA improves user productivity by combining content management, lightweight document management and collaborative portal tools into one easy-to-use solution.

WHAT'S IN THIS DOCUMENT

This rather large document is divided into several parts to help you find your way around. You'll notice that each part has a handy thumb tab, so that you can easily find the part you need.

Part I Jahia Walkthrough

This part will explain the Jahia basic functions.

Chapter 1, «Building Your First Jahia Site in 5 Minutes»; In this chapter, you will learn how to use Jahia to create a simple website. This will give you an overview of the features of Jahia.

Chapter 2, «Jahia Overview»; In this chapter we will describe an overview of Jahia functionalities also the basic principles of the user roles in the workflow/ staging process.

Chapter 3, «Navigating the Live Published Web Site»; Now that you know what Jahia is, that you identified the various user roles and that you understood the basic information flow, let's begin to see which functions are available for an anonymous or an identified reader.

Part II Jahia Advanced Use

This part will explain all the actions people can do, classified by role.

Chapter 4, «For All»; in this chapter we will explain how the administration tools work.

Chapter 5, «Author Role»; in this chapter we will list all the actions available to people with a Write permission on a page or one of its content object. The main part is the Edit mode, which allows the end-user to easily add, modify or suppress content or portlets inside the site without any technological knowledge.

Chapter 6, «Manager Role»; all actions done by an Author need to be approved by a people with a Manager permission. We will describe how a manager will approve content and also manage the user's rights.

Chapter 7, «Site Administrator Role»; this chapter finally explains all the actions available to administrate a site.

CONVENTIONS USED IN THIS DOCUMENT

The following font conventions are used in this document:

Italic is used for:

- Internet address, such as domain names and URLs.
- Input form examples.

Constant width is used for:

- Command lines and options that should be typed verbatim.
- Names and keywords in Java programs, including method names, variable names, and class names



Indicate a tip or a suggestion.



Indicate a general note:



Indicate a warning or a caution.

MISTAKES WERE MADE...

We've tried to make this document as accurate as possible, but a feature that changed in the final release of the software might not quite match what's described in this document.

There's also the possibility that we were, well, wrong about something. For changes and errata, visit : <http://www.jahia.org>

Your feedback will improve later versions of this document. The best way is to reach us by email at : doc@jahia.org

PART I

JAHIA WALKTHROUGH

CHAPTER 1 BUILDING YOUR FIRST JAHIA SITE IN 5 MINUTES

In this chapter you will learn how to use Jahia to create a simple website. This will give you an overview of the features of Jahia.

1. PLANNING THE SITE ARCHITECTURE

Before you start concretely building your portal or adding content, we recommend that you go through a first brainstorming phase. The JAHIA technology has taken the complexity out of building a website, but it does not replace the elaboration of a well thought site architecture, as well as the definition of the various users' access rights.

1.1 CREATE LOGIC – STRUCTURE YOUR PORTAL

Thus before building your portal, make sure you have a logical organization in your head regarding your website. Which information do you plan to offer, who will use it, who will be in charge of updating it, under which section will the information be available?

You should start drawing a storyboard of your site. One common approach is to draw a tree of all your main pages and sub-pages with the different privileges. We are going to use the tree below for the current example:

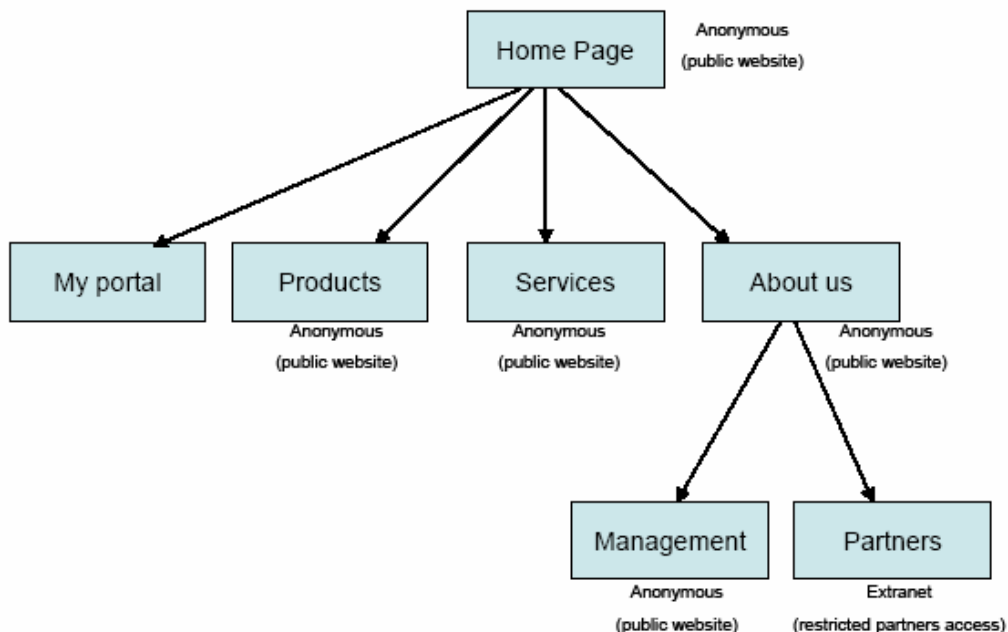


Figure 1-1: Website Architecture



We will only try to add the “About us” section in this short tutorial. You will learn how to modify permissions on a page in the next chapters of this guide.

2. CREATING YOUR FIRST SITE

2.1 LOGIN TO JAHIA

On the Login section, type your username and password. Once you are logged in, you access the edit function of the site. Creation, modification and suppression tasks may now begin.

To access the edit functions, it is necessary to have a login and password and to have some adequate privileges (write permission) on certain parts of the site. If it is the first time you access Jahia, please use the login and password you chose during the installation process (cd. Administration Guide).

A screenshot of the Jahia login interface. It features an orange header with the word 'Login'. Below the header, there is a text input field labeled 'username', a password input field with masked characters, and a 'go' button. A checkbox labeled 'Remember me' is located below the password field.

Figure 1-2: Login

2.2 MODE SWITCHING

After the login, a new top bar is now available on your page. It allows the user to access confidential information or to switch to the Preview or to the Edit mode.

To enable any publishing on your website, you must click on the Edit Mode tab.



Figure 1-3: TopBar

You will now see your current page in “Edit mode”. Some icons are now displayed on the web page. Basically, you are given access (provided that you have the correct permissions) to the functions enabling you to update elements, content and the structure of your site. You may now access features such as add page, page properties, update and delete directly from within your browser.

These are the tools that permit you to publish (add, edit or remove) your content. When you have finished, you can preview your changes in the Preview Mode. Once satisfied with your changes, you can approve them (“Workflow” button) so that they become available for any user who have the right permissions.

2.3 ADD A TITLE

Let's begin by adding a text on the Home page. Click on the "Add content" icon.

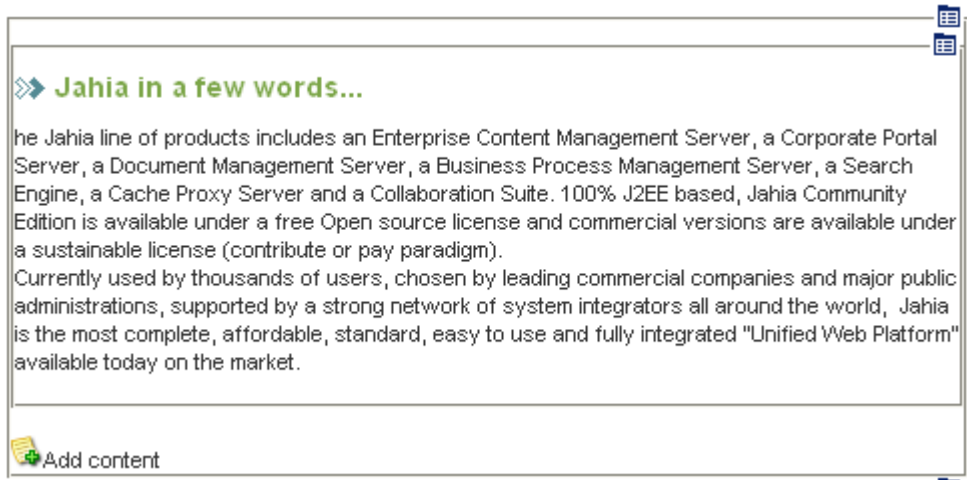


Figure 1-4: Add text on the Homepage

A new pop-up window will be launched. You may notice that this window will include several fields (right column) you may fill or not according to your needs. Fields may be of different types (small text; date; image; big text;...). An adequate editor will be displayed for all the different type of field to ease your content input.

For example to add the text you wish your users to read on the welcome page, simply click on the "Add Content" button and type the text you want into the area provided. You may notice that for large texts, a WYSIWYG HTML editor is provided (FCK editor). This will ease basic content formatting (bold, italic, underline,...) and also allows you to cut and past content from your favorite wordprocessing.

Once your content modifications are done, click on the OK button on top of the window. The pop-up window will close and the underlying page will be reloaded with your new changes.



Add content objet

ID of "Content Container" [0]

Ok Cancel

Current language:



2 / 2

Data Tools

The Jahia line of products includes an Enterprise Content Management Server, a Corporate Portal Server, a Document Management Server, a Business Process Management Server, a Search Engine, a Cache Proxy Server and a Collaboration Suite. 100% J2EE based, Jahia Community Edition is available under a free Open source license and commercial versions are available under a sustainable license (contribute or pay paradigm).

Currently used by thousands of users, chosen by leading commercial companies and major public administrations, supported by a strong network of system integrators all around the world, Jahia is the most complete, affordable, standard, easy to use and fully integrated "Unified Web Platform" available today on the market.

Figure 1-5: Add text

If you click on the Preview Tab in the top bar, you will see how your web site looks like without all the publishing icons. Then click on Edit Mode again to continue to modify your website.

2.3 ADD PAGES AND SUB-PAGES

Returning to our design, let's add a new page: "About us".

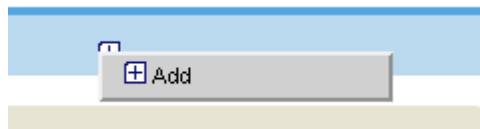


Figure 1-6: Add page button

Simply click on "Add" icon in the top menu and the following pop-up screen will appear. Type the title of the new page: "About us" in the text field and choose the template "Simple". Then click on OK.

Add content objet ID of "Navigation" [0]
 Current language: Ok Cancel
 << < + > >> 1 / 1

Edit Link/Page creation
 Page
Metadata
 Time Based Publishing About us

Create a new Jahia page using template Simple
 Move an existing Jahia page here Select page to move
 Link to an existing Jahia page Select page to link
 Create a link to an external web site http://
 Don't create Jahia page This option will differ the page creation.

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Figure 1-7: Add page

You have just added a new sub-page in which you can now add all the elements that you need to further develop into this new section.

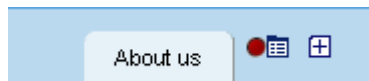


Figure 1-8: New page added

Now, click on the new "About us" sub-page.

Take a moment and look at your tree. Under the About us element, you need to add a "Management" and "Partners" page. In order to do that, simply follow the same steps as you did when adding the About us element but in the left menu.

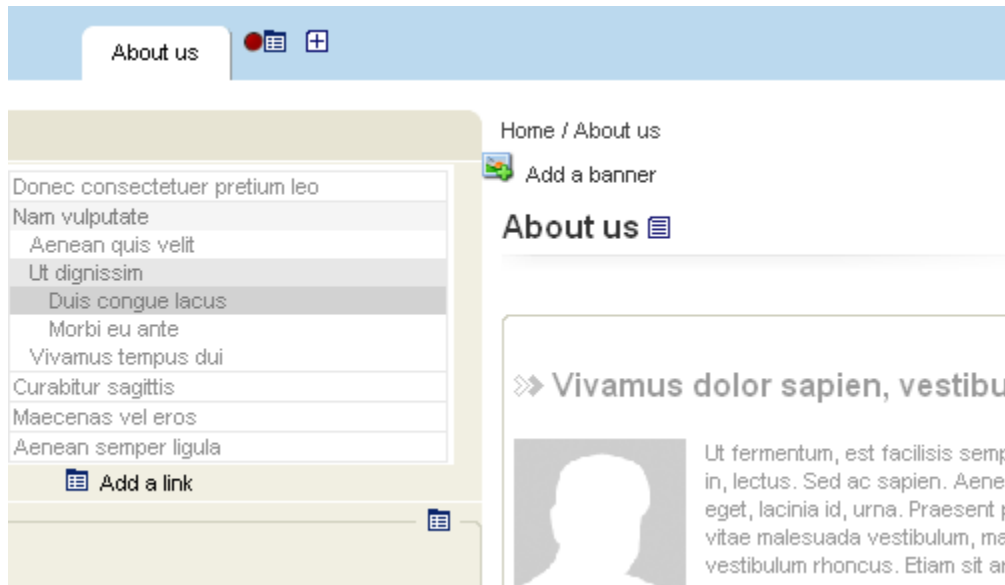


Figure 1-9: Page About Us

In the “About us” page, click on Add a link in the left menu. In the text field of the pop-up screen, enter “Management”, and choose the template “Double” (2 columns). Then click OK.

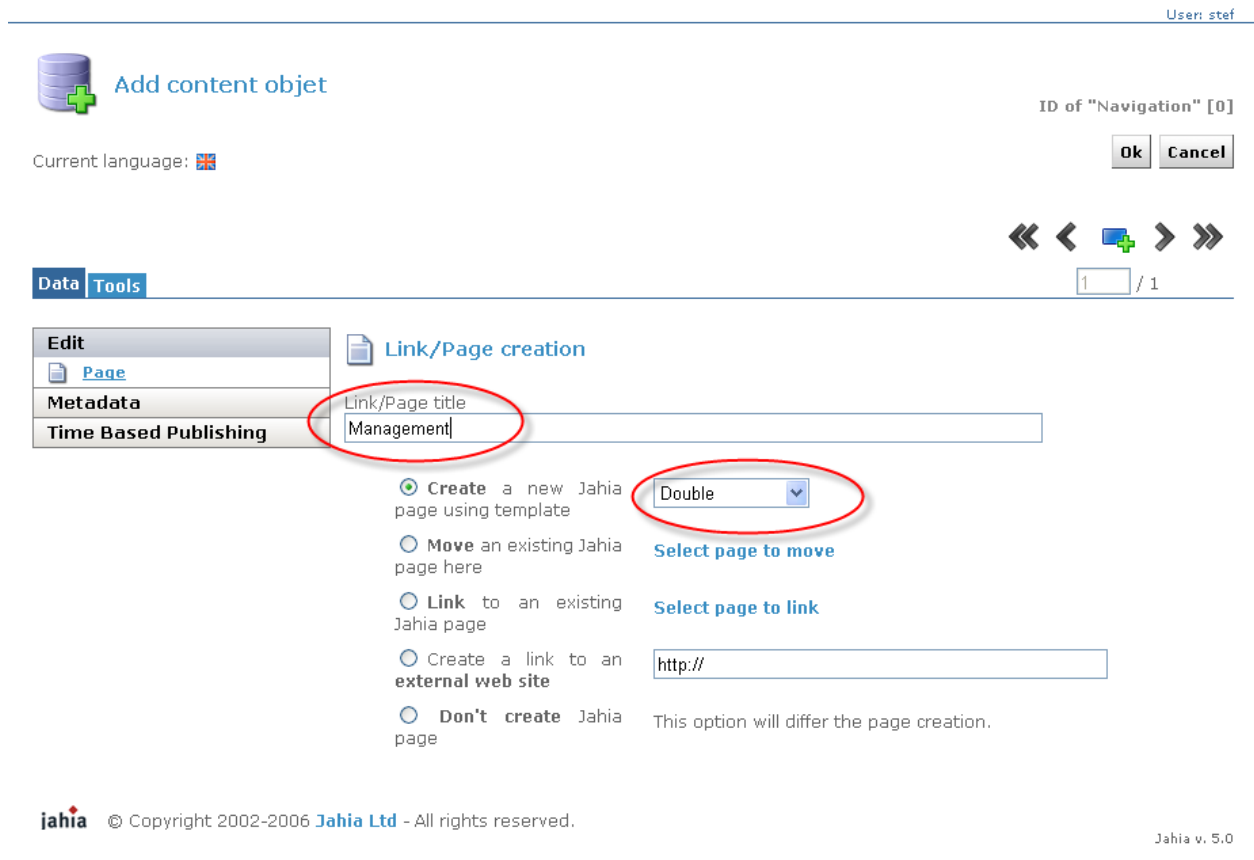


Figure 1-10: Add sub page

“Management” is now a sub-page of the “About us” section. Repeat the same steps again for the Partners section.

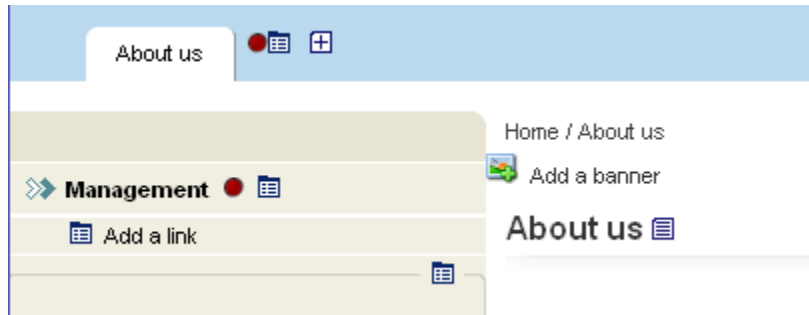


Figure 1-11: Sub-page added

“Management” is now a sub-page of the “About us” section. Repeat the same steps again for the Partners section.



Figure 1-12: Website Architecture

2.4 ENTER SOME CONTENT

Now that the web site section is completed, you can begin entering your content. Go on the new “Management” page and enter some content by clicking on the following icons.



Figure 1-13: Adding content

2.5 DISPLAY PAGE IN PREVIEW MODE

When you have finished your pages modifications, click on the Preview folder in the TopBar to see your updates and changes in "Preview mode" (without the edition icons).

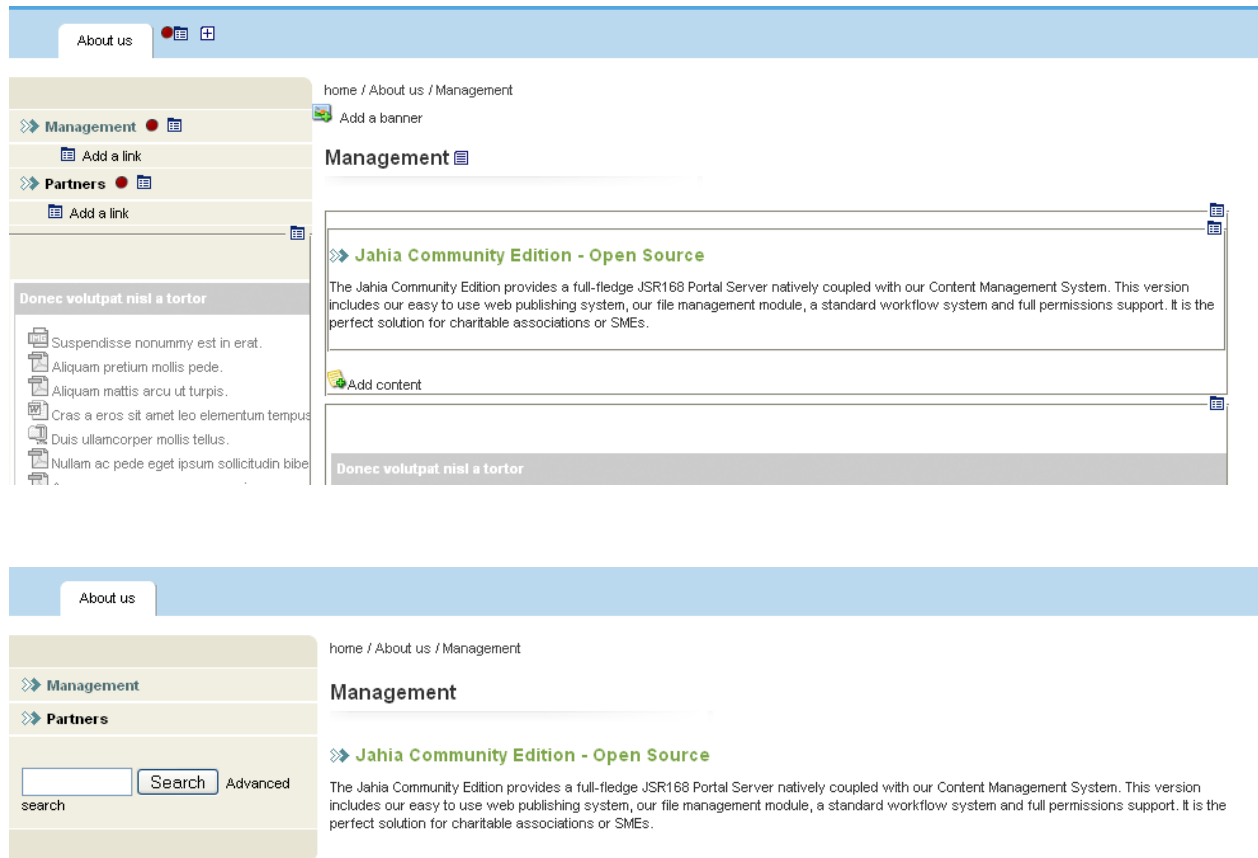


Figure 1-14: page in "Edit mode" and "Preview mode"

2.6 VALIDATE MODIFICATIONS

If you are satisfied with the results, go to the home page and click on the Workflow button in the top bar.



Figure 1-15: Workflow Button

You may now see that you have four pages that can be notified or validated. According to your permission (Author or Manager) you may either notify that content edition is done (Author), or directly validate it (Manager).

If you have marked the pages as ready for approval, they will be locked (or blocked) to avoid any modification until a Manager validate it.



Workflow

[Stef Site @ localhost]

 Jahia WorkflowSelect an action:

Comments :

 Editing state Approval state Published state Marked for delete- (*) Mandatory language(s) The first button is to ACCEPT, the second to REJECT the action for the object

Pages ready for approval	
[1] Home	<input type="radio"/> <input type="radio"/>
[4] About us	<input type="radio"/> <input type="radio"/>
[5] Management	<input type="radio"/> <input type="radio"/>
[6] Partners	<input type="radio"/> <input type="radio"/>

Figure 1-16: Workflow panel

Congratulations! You have completed a section of your website. You are now ready to add and publish additional elements at will.

CHAPTER 2 JAHIA OVERVIEW

In this chapter we will describe an overview of Jahia functionalities, also the basic principles of the user role in the workflow staging process.

1. JAHIA CORE FEATURES

Jahia is a Web Content Management Server (Web CMS) natively integrated with a Corporate Portal framework (support for MyYahoo like portlets based web pages) and with a lightweight Document Management system.

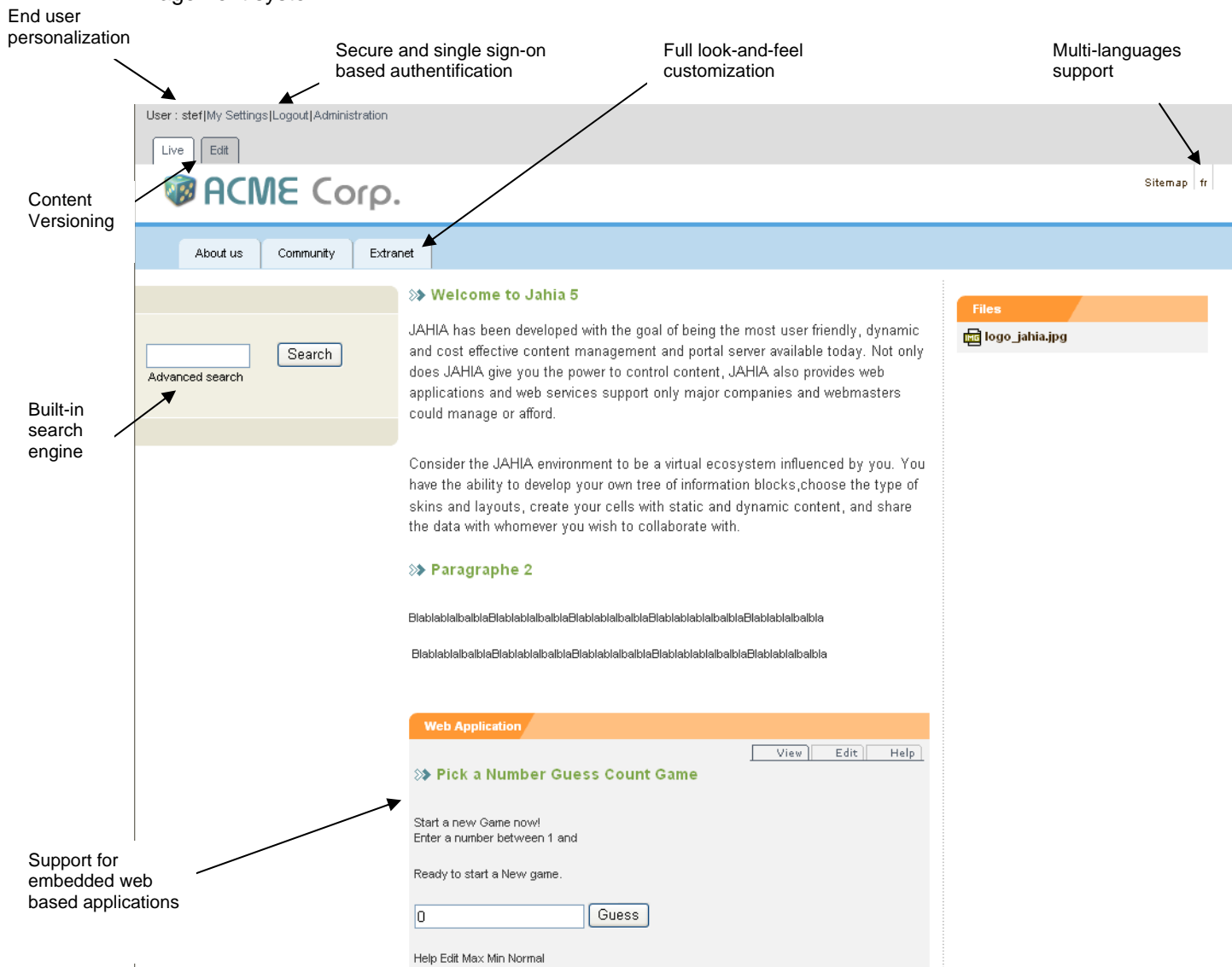


Figure 2-1: Core Features

The Jahia Server may be divided in three main modules:

1. The Jahia Foundation Server that handle all the back-end functions
2. The Portal Server that manages the interactions with the portlets (web applications and web services) and the end-user personalization tools (e.g. web interface to let the end-users organize their portlets)
3. The CMS Server that deals with all the management of structured or unstructured content of your site and that manages the site navigation and structure.

Jahia relies on standard server-side Java based architecture. But as an end-user, you do not need to know anything about technology as all the Jahia operations will be done from within your thin client web browser. Jahia is not browser specific and any browser may be used. According to the features your template developer has integrated, certain limits may occur. This is not due to Jahia but to your specific set of templates. Please check with your template developer in case of problems.

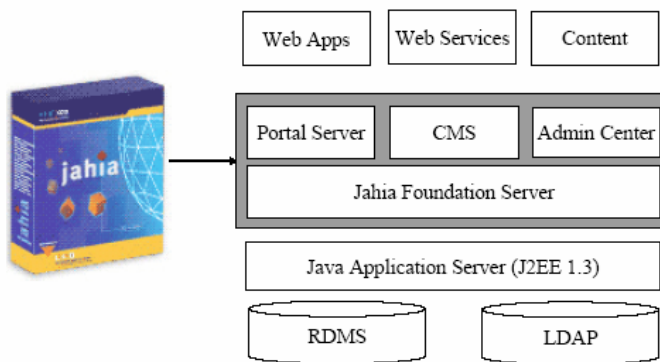


Figure 2-2: Architecture overview

Thanks to the native integration of CMS and a Portal features, Jahia may be used as a tool to manage your public web site or as a collaborative intranet/ extranet web space. You can even mix on the same web page, content (a text) and portlets (a discussion forum) as everything relies on a common and integrated platform.

2. KEY JAHIA FEATURES

Jahia provides the following key features to power your new portal or web site:

- Easy to Use Content Edition with support for various WYSIWYG HTML Editors
- Based on templates to clearly separate layout and content
- Full Multilanguage and Internationalization support
- Advanced Security Management
- Content Versioning
- Page Approval Workflow
- Native support for Portlets (Web Applications and Web Services)
- Virtual Site Management
- Integrated Search Engine
- Lightweight Document Management System
- Full web based Administration Center

And many more functions. Check the www.jahia.org web site to know all the last new features provided by the Jahia software.

3. DEFINITION OF USER ROLES IN JAHIA

To better understand Jahia, when you can use certain features and who is able to access them, we will have to distinguish various user roles. These roles may be cumulated and a same user may access to all the functions simultaneously. These roles may also be different in the various sections of your site. So as a Jahia user you can act as a Content Manager on certain pages but only as a Reader on others.

- **Guest (anonymous):** This "user" is provided by default on all the Jahia installation. It allows non authorized users (anonymous user) to access part or all of your web site. When you published an Internet based web site, unregistered external users will be tacitly logged into the system with this profile.
- **Reader:** the Readers are registered Jahia users who can login into the system. Thanks to their authentication, they may access private areas (intranet or extranet areas) and also to their personalized settings (their personal information such as their e-mail address, their languages preferences,...). A reader has "read-only" privileges and can not switch in edit mode to modify content.
- **Author:** The Authors, unlike the Readers, may modify the site content. They may access all the functions related to the edition and modifications of part or all of the web site. So an Author may be a Portal User that needs to edit some portlets and content on his personal home page. It may also be a Redactor or a Translator in charge of editing complete sections of the web site.
- **Manager:** The Managers approve content modifications before it goes live. They can also modify the permission rights (who can access to which section or which content object) or to the activity logs. They have the same privileges as the Authors regarding content modifications. You can be a Manager on some pages and only an Author or a simple Reader on another section of the portal.
- **Site Administrator:** On the same Jahia server, you can host several independent web sites (e.g. one for each department). Each web site has one or several Site Administrators that can access to the Site Administration Center interface. The Administration Center lets the Site Administrators manage the global settings of the current web site such as registering new users and groups, adding new templates or setting the site languages or the default home page for each users. Every Site Administrator has full access will all privileges on its virtual web site, and several Site Administrators can be set up for each virtual site.
- **SuperAdministrator/ Root:** Each physical Jahia Server has a Root user (System Administrator). This user can access to all the virtual web sites with all privileges and can also access to the low-level menus in the Administration Center (database settings; backup services;...).

4. THE JAHIA PUBLISHING PROCESS

The second important point to keep in mind while using Jahia is the basic flow of information

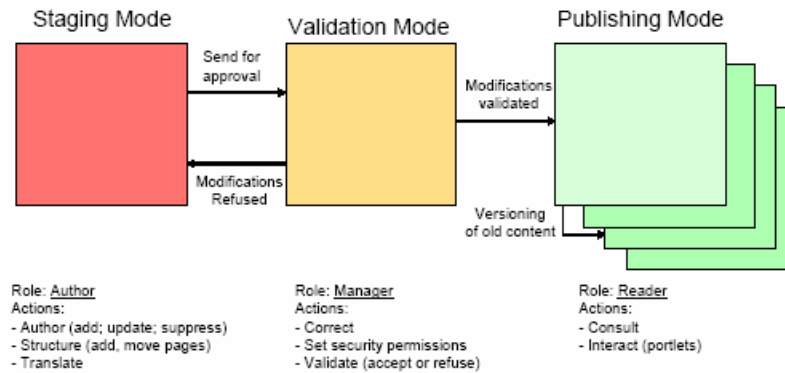


Figure 2-3: Publishing Process

The usual flow is defined in the following manner:

1. One or several authors enter or modify content. Once the modifications or translations are done (e.g. the creation of a new Marketing section), they send a request for approval to a Manager.
2. A Manager is then in charge of reviewing the changes, modifying if necessary the permission rights and validating the content before publishing.
3. Once approved, the new content is then available to the Readers. A version of the previous content is automatically stored in the system as an archive (versioning).

This is the usual flow of information in Jahia. However it is also possible to have web sites without any validation step (the content is then immediately published to the users - useful for intranet and collaboration web space purposes for example) or without versioning (no archiving of previous content). It is also possible to integrate Jahia with third party tools such as a more complete workflow server that will require you to follow a complete validation path with several approvals steps before the content goes live.

CHAPTER 3 NAVIGATING THE LIVE PUBLISHED WEB SITE

Now that you know what Jahia is, that you identified the various user roles and that you understood the basic information flow, let's begin to see which functions are available for an anonymous or an identified reader.

1. JAHIA MENUS AND NAVIGATING PATHS

Jahia automatically maintains the menus and various navigation paths in a coherent state according to your permission rights, so it is not possible for you to access pages on which you don't have the adequate rights. These pages are then automatically removed from the menus displayed online.

The best way to illustrate the Jahia navigation mechanism is to access a web site with an anonymous login (default) and to check the menu. Now log into the system, you may access to new pages that were not visible before (e.g. an Intranet and/or an Extranet section).

So each identified user may see a "different" site with different set of pages and content according to his own personal privileges. This principle is called "dynamic content aggregation" and is the base of any Content Management System. Jahia will dynamically create the web pages you can see according to your specific permission rights.

Jahia mainly offers two navigation systems:

- Menus
- Paths

The web designer of your web site may have created some particular menus systems for your particular web environment. For example Floating Menus (inside portlets you can move yourself), Tabs or Drop-Down DHTML Menu. Basically the system is the same and will let you access various different web pages of the site on which you have the adequate rights.

2. SITE MAP

The Sitemap displays the pages titles and the relations between the pages. A Jahia web site is basically a tree starting from the trunk (the home page) and going to the leaves.

Similar to the navigation menu mechanisms, the sitemap is dynamically adjusted to your rights and permissions. You can for example see more pages on your sitemap page if you are logged into the system.

3. LANGUAGE SWITCHING

A Jahia web site may be available in several languages. If you have no particular settings (you browse the site as an anonymous user) Jahia automatically detects the languages of your browser and will try to display the page you want to access in this language (if such language exists in the Jahia system of course) else the default site language will be displayed.

Usually if the site is available in multiple languages, the web designer will display somewhere a menu to let you switch among the other available languages. This may be a menu in text mode or with icons such as flags. Once you switch to another language, the Jahia system will let you browse the site in this new language until you decide to change language back again. You can switch from a language to another on any page.

3.1 MANDATORY AND OPTIONAL LANGUAGES

Jahia also manages mandatory and optional languages. All the content will be available in all the mandatory languages as Jahia will check their completion during the approval process before such content goes live. However a site may only be partially translated. In other words, it means that certain pages will only be available in a certain language. To display them in the menus, you will then need to switch to this specific language.

3.2 LANGUAGE MIXING SETTING

Another setting the Site Administrator may customize is the "language mixing" option. In this case, if some content is not translated, it will still be displayed on the page but in another language (so a page may contain content or sub web pages available in multiple languages). The Administrator may define the default order of languages preference for the whole site (e.g. 1) English, 2) French, 3) Spanish). During the dynamic aggregation process of a web page, if the content is not available in English, Jahia will then automatically try to display it in French and, if not available, in Spanish.

This is also valid for menus. If some web pages only exist in another language, they will be displayed untranslated in the navigation menus.

This system is quite useful for Intranet based web systems where various subsidiaries are working simultaneously in various languages. The goal is then to display as much information as possible to all the employees and not to try to filter information according to the current selected language to keep an homogenous well translated web site.

4. SEARCH ENGINE

This function performs a search on the whole content of the site (full text search). Here is a summary of the syntax that can be used when performing a search:

4.1 STANDARD OPTIONS

Boolean operations

Boolean operators allow terms to be combined through logic operators. The search engine supports AND, "+", OR, NOT and "-" as Boolean operators (Note: Boolean operators must be ALL CAPS).

OR Operator

The OR operator is the default conjunction operator. This means that if there is no Boolean operator between two terms, the OR operator is used. The OR operator links two terms and finds a matching document if either one of the terms exists in a document. This is equivalent to a union using sets. The symbol || can be used in place of the word OR.

To search for documents that contain either "CMS" or "Portal" use the query:

CMS Portal

or

CMS OR Portal

AND Operator

The AND operator matches documents where both terms exist anywhere in the text of a single document. This is equivalent to an intersection using sets. The symbol && can be used in place of the word AND.

To search for documents that contain "Jahia" and "portal" use the query:

"Jahia" AND "portal"

"+" Operator

The "+" or required operator requires that the term after the "+" symbol exist somewhere in a field of a single document.

To search for documents that must contain "Jahia" and may contain "CMS" use the query:

+Jahia CMS

NOT Operator

The NOT operator excludes documents that contain the term after NOT. This is equivalent to a difference using sets. The symbol ! can be used in place of the word NOT.

To search for documents that contain "Jahia CMS" but not "Jahia Portal" use the query:

"Jahia CMS" NOT "Jahia Portal"



The NOT operator cannot be used with just one term. For example, the following search will return no results:

NOT "Jahia CMS"

"-" Operator

The "-" or prohibit operator excludes documents that contain the term after the "-" symbol.

To search for documents that contain "Jahia CMS" but not "Jahia Portal" use the query:

"Jahia CMS" -"Jahia Portal"

Wildcards

The search engine supports single and multiple character wildcard searches.

- To perform a single character wildcard search, use the "?" symbol.
- To perform a multiple character wildcard search, use the "*" symbol.

The single character wildcard search looks for terms that match those with the single character replaced.

For example, to search for "text" or "test" you can use the search:

te?t

Multiple character wildcard searches look for 0 or more characters. For example, to search for test, tests or tester, you can use the search:

test*

You can also use the wildcard searches in the middle of a term.

te*t

Fuzzy search

The search engine supports fuzzy searches based on the Levenshtein Distance, or Edit Distance algorithm.

To do a fuzzy search use the tilde, "~", symbol at the end of a Single word Term.

For example to search for a term similar in spelling to "roam" use the fuzzy search:

roam~

This search will find terms like foam and roams



Terms found by the fuzzy search will automatically get a boost factor of 0.2

Grouping

The search engine supports using parentheses to group clauses to form sub queries. This can be very useful if you want to control the Boolean logic for a query.

To search for either "jahia" or "cms" and "website" use the query:

(jahia OR cms) AND website

This eliminates any confusion and makes sure that the term "website" must exist and that either the term "jahia" or "cms" may exist.

Boosting a term

The search engine provides the relevance level of matching documents based on the terms found. To boost a term use the caret, "^", symbol with a boost factor (a number) at the end of the term you are searching. The higher the boost factor, the more relevant the term will be.

Boosting allows you to control the relevance of a document by boosting its term. For example, if you are searching for:

jahia cms

and you want the term "jahia" to be more relevant boost it using the ^ symbol along with the boost factor next to the term. You would type:

jahia^5 cms

this will make documents with the term jahia appear more relevant. You can also boost Phrase Terms as in the example:

"jahia cms"^5 "jahia portal"

By default, the boost factor is 1. Although, the boost factor must be positive, it can be less than 1 (i.e. 0.2)

Escaping certain characters

The search engine supports escaping special characters that are part of the query syntax. The current special characters are

+ - && || ! () { } [] ^ " ~ * ? : \

To escape these character use the \ before the character. For example to search for (1+1):2 use the query:

\(1+1\) :2

4.2 ADVANCED SEARCH

Figure 3-1: Advanced Search

In this advanced search, you can set different parameters such as modification date for the document, number of occurrences of the terms or define the domain of the search.

The result will be displayed ordered by score. Here is an exemple of search results for “portlet”.

Home / About us / Management

Search results for "portlet"

Advanced search

- Management** - score : 97% , matching objects: 3, [show details](#)
 outline box ... **portlet** ...web application...

- Home** - score : 91% , matching objects: 3, [show details](#)
portlet ...web application ...outline box...

Figure 3-2: Search result

4.1 WEBDAV INDEXING

With this feature, you will be able to search in all uploaded files and not only the ones used on some web pages.

Created a new advanced file searching GUI allowing you to look for files according to several criterias including all the files properties and finally created some new "boxes" in order to automatically reuse saved file searches on any web pages.

To activate this feature, refer to the Administration Guide or go directly on our website in the news section: <http://www.jahia.net/jahia/Jahia/cache/bypass/pid/554?ctnid=3053>

Here is the same search result with the option activated; we can see one text file and one pdf which also contain the "portlet" word.

Search results for "portlets"

Advanced search

- **Management** - score : 97% , matching objects: 3, [show details](#)

outline box ... **portlet** ...web application...

- **Home** - score : 91% , matching objects: 3, [show details](#)

portlet ...web application ...outline box...

-  /jahia/webdav/site/StefSite/shared/tech_news_1.txt- score : 44% , [show details](#)

jahia ltd., the leading provider of commercial open source enterprise content management (ecm) software, has announced the general availability of jahia 5.0, the first open and unified application suite which includes in one single product technologies such as a content management server, a corporate portal server, a document management system, a search engine, a bpm server, a cache proxy server and a dozen of ready to use collaborative **portlets**. tech_news_1.txt...

Linked pages : **Home**

-  /jahia/webdav/site/StefSite/shared/WebAppGuideDRAFT1.pdf- score : 43% , [show details](#)

: java community process <http://jcp.org/en/jsr/detail?id=168> the java **portlet** api standard is an api mostly similar to the servlet api, except that it specifies ways to build java web applications that generate html fragments instead of complete pages. because of this requirement and to allow for optimizations in the dispatching process, a request coming into a page is split into two sub

.....

copyrights in the portions it created. all rights reserved. iv contents at a glance © jahia ltd, all rights reserved. contents at a glance part 2 webapps / **portlets** development chapter 2 introduction to **portlet** development.....x chapter 3 compile and deploy your first **portlet** xv chapter 4 porting existing applications to jahia, or simply writing advanced applications with jahia xxi chapter 5 working with jahia.org's example **portlets**..... xxxiv chapter 6 **portlets** summary xlvii index...

Linked pages : **Home**

Figure 3-3: Search result with Webdav



If the portlets have not been pre-integrated with the search engine (this is for example the case with the default web applications pre-packaged with Jahia), their content will not be indexed and can not be retrieved in the global search engine. You may however have dedicated search engine embedded in each portlet.



The Jahia search engine is provided with a PDF and a MS Word plug-in to index the content of such binary documents. Problems may occur with the indexing of certain Word documents due to the poor Word file format. In such cases, please use the "Save As" command in your Microsoft Word to save your content into a new file and simply upload this new file into Jahia. The content shall be now correctly indexed by the Jahia search engine.

5. USING PORTLETS

As mentioned above, Jahia can mix static content with dynamic portlets based areas on the same web page. Portlets are web based applications or web services you may access directly from within your portal without having to access to another web site or to open a new browser.

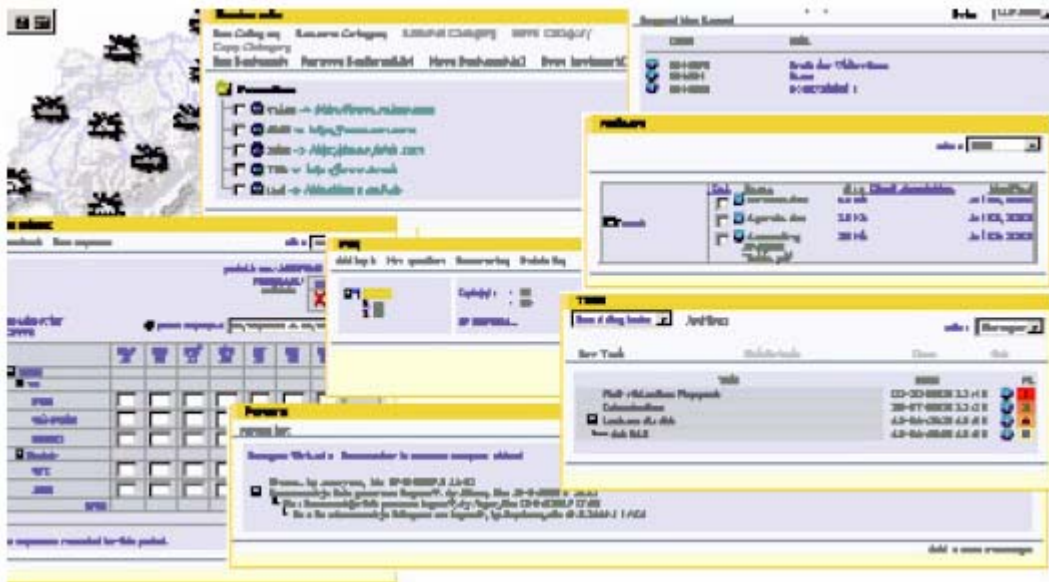


Figure 3-4: Portlets examples

Usually portlets are developed to automatically recognize your session. So if you are already logged into Jahia, the portlet will automatically display different menus according to your profile. Each Portlet may have different roles according to the available functions. Check on the related portlet documentation to know more about how to use each web application.

6. DIFFERENT ACCESS RIGHTS

As we saw above in the menus or in the Sitemap sections, each Jahia element (generic elements are usually called a Content Object in Jahia as it may be a web page, a field, a group of fields or a portlet) may have different permission rights for each user or group.

Basically Jahia permissions are the following:

- Read: Read only permission. The object is only visible for this user (or group).
- Write: The user (group) may edit the content of this object or add new sub- objects. Write permission automatically grants you the Read permission.
- Admin: The admin permission allows you to validate the modifications and to modify the security permissions on this object of content. For ease of use reasons, validation is done on a per page basis even if the back-end system is able to manage a validation per field.

Each object of content in Jahia automatically inherits of these rights. You may have all permissions (R, W, A), partial permissions (R, W) or no permissions at all. This is why you may see additional information if you are logged in the system rather than in an anonymous mode.

Creating Intranets and Extranets with a few clicks

The management of these security permissions lets you easily create Extranets for partners and customers or Intranets for employees. Just restrict the access of certain sections to certain users and groups. That's it. Your new intranet or extranet section is created and only authorized users will now be able to access the newly restricted area.



Regarding the overall security management of the site, we highly recommend that you only work with Groups (e.g. Employees, Customers, Partners,...) and not with users. It will ease the maintenance of your web site on a long term basis (for example if a user leaves your organization, it will be more easy to remove him from a group rather than from several web pages spread out on your whole web site).

You may read additional information on this topic in the “Managing the Access Rights” section later in this document.

7. MY HOME PAGE

The Administrators may customize for you a default home page and some default group pages (automatic url redirects) while registering your account.

You have two ways to access your default page:

1. When you log into the system, you can choose to be automatically redirect to your home page
2. Once logged, you can always access your default page by using the shortcut available in the top bar.

PART II

JAHIA ADVANCED USE

CHAPTER 4 FOR ALL

This chapter describes the administration panel.

1. ADMINISTRATION MODE

As soon as you are identified by the system, Jahia will display you a top bar Menu to access to the administration mode.

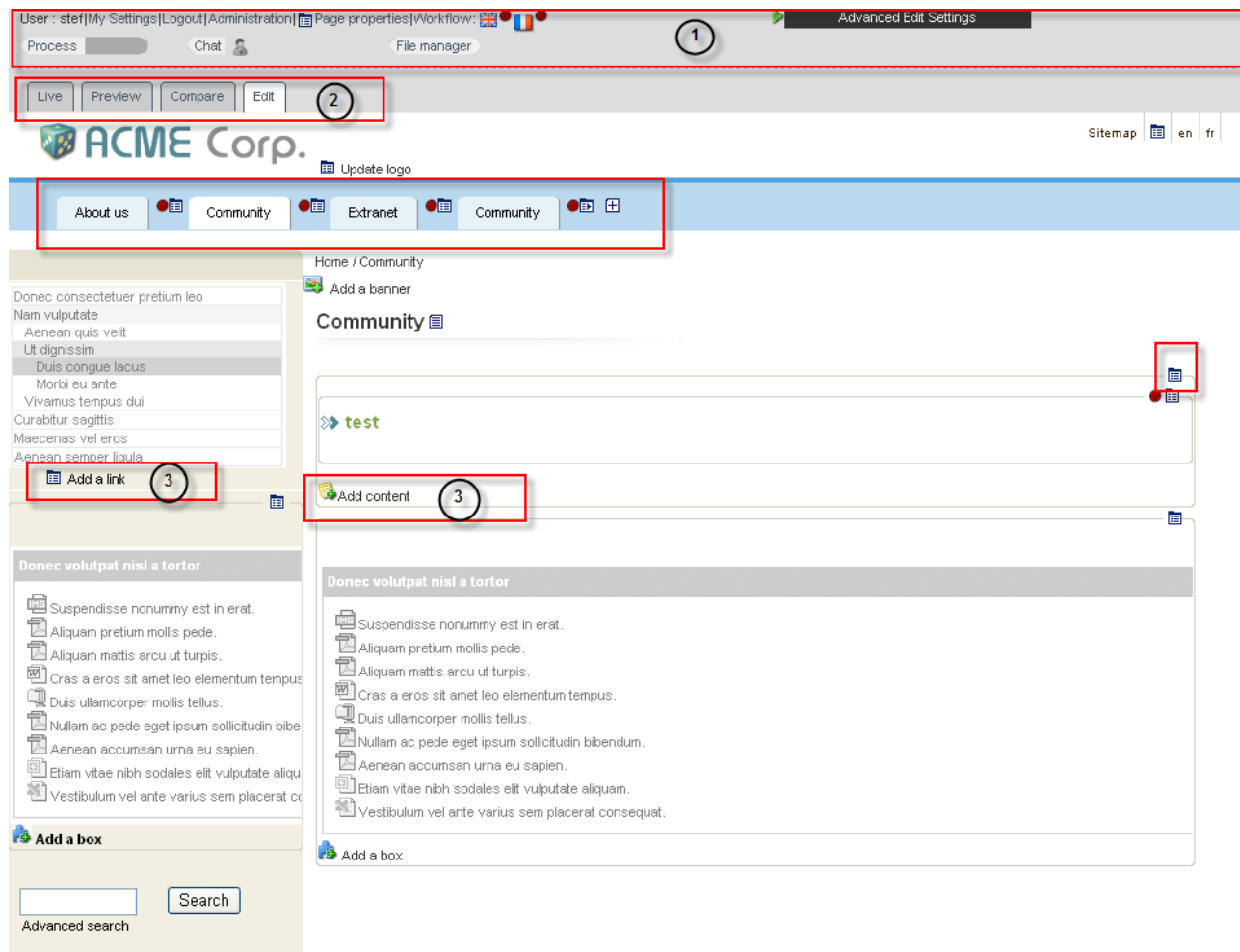


Figure 4-1: Administration panel

The administration panel is divided into 3 mains areas:

- The top navigation bar (1)
- The tab bar which allows you to navigate into the different mode (2)
- The link and icons to add content (3)

1.1 TOP NAVIGATION

In this section you will have access to the administration features depending on your access rights.

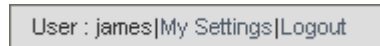


Figure 4-2: Jahia TopBar - read permission



Figure 4-3: Jahia TopBar - write permission



Figure 4-4: Jahia TopBar – Site Administrator

You may now access to several new information and functions:

- Your ID so that you know which user is currently active (for example if you have several logins)

If you have only Read permission, you will not be able to access these features (Author and Manager only):

- Your settings, you will be able to update your personal information.
- The tabulations to switch to another Mode (Preview, Compared or Edit).
- A list of all the available languages
- The Workflow icon
- The Administration Center Menu (only for Site Administrators).
- The Advanced Edit Settings (only for Site Administrators).
- A Chat icon, which allows you to discuss with another user logged in the administration tools
- And a File manager to easily add and shared various file in the system.

2. HOW IT WORKS

2.1 ICONS AND GENERAL DESCRIPTION OF THE EDIT PAGE

JAHIA has a set of simple functions, allowing anyone to create and manage the various objects of content (e.g. a page, a field or a portlet).

To access the edition function, just click on the Edit Mode tab on a page where you have the right permission. Several edition icons will appear and will allow you to edit and modify the various content objects.

You can now click on the key editing features (small edition icons - just roll-over the mouse on top of them to know their function). In the Jahia 5.0 corporate portal template, the icons are grouped together in a drop down menu like this:

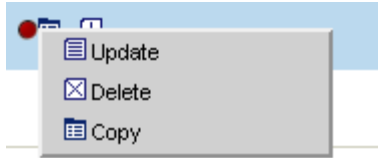


Figure 4-5: Edit Icons

Please find a short summary of these icons below:

1. Object properties icon



Figure 4-6: Object properties icon

Allows you to display information regarding the current object, for example a page (access rights, template in use).

This icon is also used for the Copy and Paste functions.

2. New content icon



Figure 4-7: New content icon

A function at your disposal at any time to create a new web page or add a new content object.

3. Update icon



Figure 4-8: Update icon

The content of the current object will be displayed in a web form in order to be modified. You will then have to validate ("save") your changes once you are satisfied with your modifications. While you edit this content, no other author may edit it simultaneously. The Jahia locks are automatically managed by the system and prevents two users to modify the same content simultaneously

4. Delete icon



Figure 4-9: Delete icon

Allows you to remove already published information on a page and its sub- pages. The content is not definitively deleted from the database and may be restored afterwards if required (cf. versioning section).



Be aware that when you delete a page, you will also delete all the sub-pages.

In each of this engine, you will find the same navigation arrow as presented below:

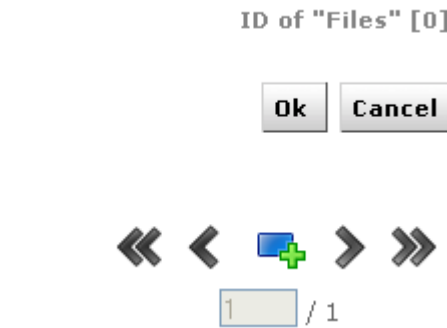



Figure 4-10: Arrow navigation

So you will be able to create several content object directly with the  add button and navigate through them with the arrows.

You could go directly to the first or the last content object with the double arrows.

2.2 THE JAHIA EDITION POP-UP WINDOWS MECHANISM

Jahia is based on a simple visual editing system based on pop-up windows. Each time you click on an icon, a pop-up window will appear and will let you manage the related content object. As soon as the modifications are done and saved, the Author may immediately see the result on his web page.

Each edition pop-up is structured in the same manner:

- A top bar with various possible operations
- The languages available
- A left bar with the fields available
- A central part to edit the content

According to your rights, you may either access:

- Data
 - Edit the content. Only this tab is available for Authors. All the other tabs can be only accessed by the Content Manager.

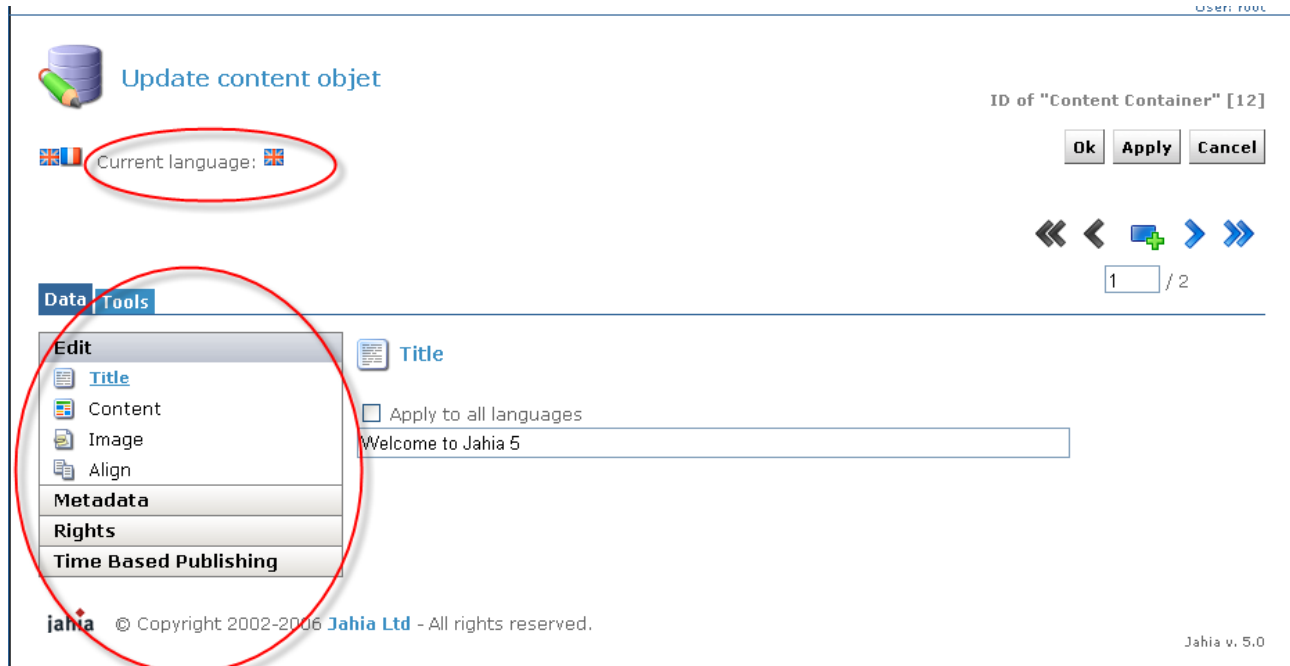


Figure 4-11: Data interface options

- Tools
 - The manager can set the publication workflow, the versioning or access the object's log file that provides information on any actions executed on the object.

2.3 LOCK-IN / LOCK-OUT PRINCIPLE

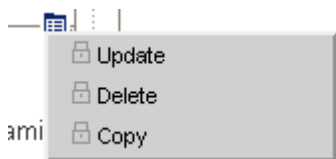


Figure 4-12: Lock icons

If another Author is already editing an content object, lock icons will appear in Edit mode around the object. While the other Author is editing, you can not modify the content. This prevents the overwriting of two modified content submitted simultaneously to the database. Only one author may edit a field at the same time.

By clicking on the lock icon, you may see who is currently editing the content object.

All the content elements on a page are also locked-in if they are under validation. This prevents an Author to request for a validation and a few minutes later another Author begin modifying all the texts. So as soon as a page is under validation, no author may edit it any more.

CHAPTER 5 AUTHOR ROLE

This chapter describes all the action an author can make.

1. EDIT MODE

1.1 EDIT MODE PANEL

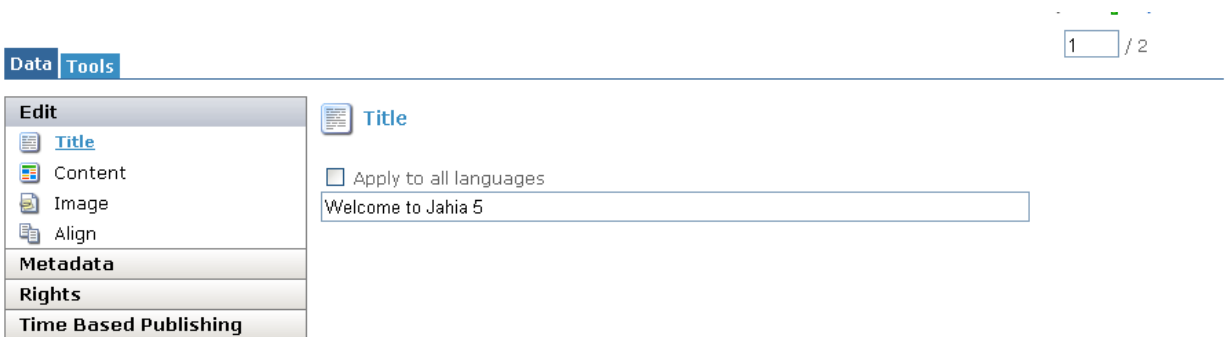


Figure 5-1: Edit mode panel- Data tab

In the Data Tab, you have 4 sections:

- Edit, which contains the fields define in the template to characterize the object
- Metadata, to categorize the object and easily retrieve it in a search
- Rights, to define the permissions (for manager only)
- Time Based Publishing, to schedule a specific publishing time frame

1.2 MANAGING FIELD

Let's start with the edition of basic objects of content.
Jahia has currently 11 types of fields:

1. Small Texts: Texts that have less than 250 characters
2. Big Texts: Long texts with an unlimited number of characters. The Big Texts can be edited with one of the WYSIWYG editors installed with Jahia to ease content input.
3. Integer: any integer number
4. Float: any number
5. Boolean: True of False
6. Link Field: URL link
7. File Field: Link to an uploaded file
8. Color: a color picker
9. Date Field: a date picker

10. Application: Embed a web application (portlet) in your page at the current position
11. Page: a new Jahia page. Check following chapter to know more about managing pages



Apply to all language option

The *Apply to all language* checkbox lets you copy the current content of a field to all the other languages. This may be useful when you want to avoid copy-pasting content that is similar in all languages

Small Text

The small text field is usually the most commonly used in Jahia. It is limited to 250 characters. Text fields support HTML code. Here is an example:



Title

Apply to all languages

Titre du paragraphe

Figure 5-2: HTML supported in small text field

Type in the HTML code above and click OK.



If an HTML tag is missing or incorrect, you will not be able to save it. Clicking on OK will not allow you to close the window.

Jahia supports Unicode set of characters and if your Jahia Site Administrator has installed this extension, you may also enter extended set of characters (Cyrillic, Greek, Japanese...).

Big Text field

The Big Text is similar to the Small Text field, except that there is no limitation in size.

Big Texts can be edited with one of the HTML WYSIWYG editors provided by Jahia. Additional third party commercial WYSIWYG editors may be installed and configured specifically for Jahia on a case per case basis.

By default Jahia is provided with three editors for big texts:

- The standard text based editor (HTML text mode editing)
- An activeX WYSIWYG Editor - Windows IE users only.
- A cross-browser Java applet - Ekit

The RealObjects editOn pro Commercial WYSIWYG Editor (Mac, Unix and Windows, IE and Netscape) can also be used to edit Big Text fields. (more information about editOn Pro on www.realobjects.com).

 Content

 Apply to all languages

Simple Text ▾

 Replace Carriage Returns with
 tag

 Select all

The Big Text is similar to the Small Text field, except that there is no limitation in size.

Big Texts can be edited with one of the HTML WYSIWYG editors provided by Jahia. Additional third party commercial WYSIWYG editors may be installed and configured specifically for Jahia on a case per case basis.

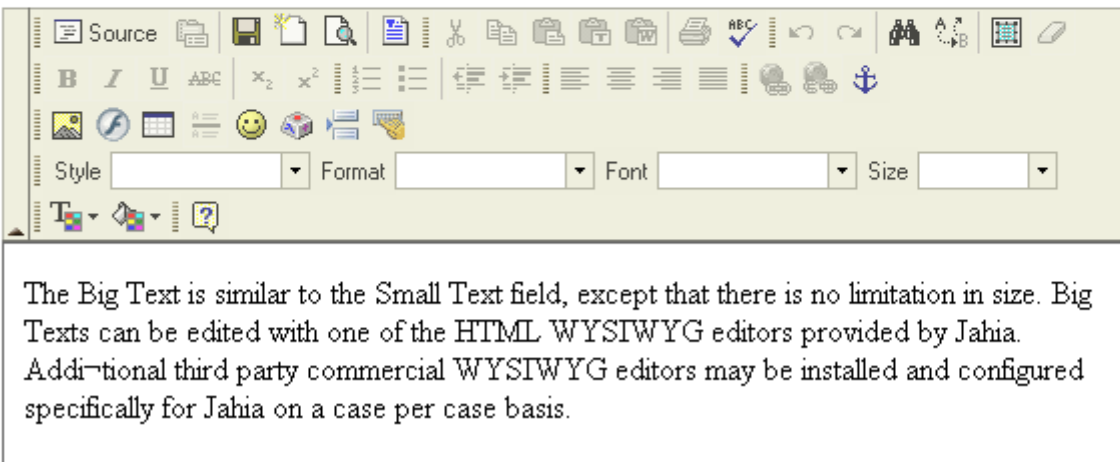
Figure 5-3: Big text field in text editor

 Content

 Apply to all languages

FCK Editor ▾

Available CSS: Jahia Engine Demo Styles ▾



The Big Text is similar to the Small Text field, except that there is no limitation in size. Big Texts can be edited with one of the HTML WYSIWYG editors provided by Jahia. Additional third party commercial WYSIWYG editors may be installed and configured specifically for Jahia on a case per case basis.

Figure 5-4: Big text field in the FCK Editor



If an HTML tag is missing or incorrect, you will not be able to save it. Clicking on OK will not allow you to close the window.

Integer Field

The Integer Field lets you input a round number.

Float Field

The Float Field lets you input any number.

Boolean Field

The Boolean Field lets you select between the values True and False.

Link Field

Links Field leads you to another page or website. You have two types of links in Jahia:

Internal Links: cross-links towards another Jahia page

Remote Links: links towards an external web site

Link/Page creation

Link/Page title

Copy this title in the other languages.

Create a new Jahia page using template ▾

Move an existing Jahia page here [Select page to move](#)

Link to an existing Jahia page [Select page to link](#)

Create a link to an external web site

Don't create Jahia page This option will differ the page creation.

Figure 5-5: Link Field

Internal links are controlled by Jahia. If the page is removed, the link field will also disappear to avoid any broken links. This control is not done for remote links.

File Field

Various office documents, pdf's etc... can be made available to users for download.



File

Apply to all languages



Selected file: None

Path:

Path	Name	Actions
localhost	Empty directory.	
+ groups		
+ shared		
+ users		

Figure 5-6: File Field

Jahia provides a simple mechanism to upload files on the server.

Color Field

The Color Field lets you choose a color thanks to a color picker .



Color


Apply to all languages




Figure 5-7: Color Field

Date Field

The Date Field allows you to easily enter a date.

 **Date**

Apply to all languages

 **reset**

September, 2006							
Today							
wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat
34						1	2
35	3	4	5	6	7	8	9
36	10	11	12	13	14	15	16
37	17	18	19	20	21	22	23
38	24	25	26	27	28	29	30
Time:				13 : 43			
Select date							

Figure 5-8: Date Field

The date field is stored in the database as a date. Then your template developer may customize the display of the date according to what he wants to show.

Application Field

The Application field lets you select and embed a portlet inside your page. A Portlet is a dynamic field that will contain some business logic. This field will be automatically executed when you launch the page. This field is the base field for all the Corporate Portal part of Jahia to construct MyYahoo like home pages.

 **Application**

Apply to all languages


Select a web application :

Figure 5-9: Application Field

Check the Managing Portlets Section to know more about it.

Page Field

New Pages are also considered into Jahia as a type of field. Please check the “Managing Pages” section to know more about it.

 **Link/Page edition**

Link/Page title

Copy this title in the other languages.

Change the existing Jahia page template

Figure 5-10: Page Field

Shared Field

The template developer may decide that a certain field is shared between all the languages. Then you will only have one content for all the different languages (e.g. Name, ZIP code, ...).

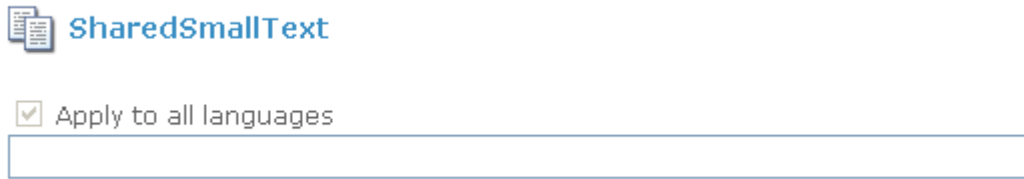


Figure 5-11: Shared Field

You have to be aware that when you modify such a field, all the languages will be impacted. The effect is that the status bar in all the languages will be turned to red at the same time. It is the same if you validate such a content in only one language. As it is a shared field, all the other languages will be also validated. You can not have a desynchronized status (one language in draft mode while the other is live mode for this kind of fields).

1.3 MANAGING GROUPED FIELDS: CONTAINER AND CONTAINERLIST

The JAHIA Containers enables you to add grouped elements (set of several fields grouped together). This is what we call a container in Jahia.

This is usually the most common way to use Jahia as most of the times; one field is not enough to create a pertinent content object (e.g. an object news or an address).

So the web designers, during the development of the templates, may decide to group together several jahia fields (cf. list above) into one container.

To edit a container, simply click on the container icon. You will see an edition pop-up that regrouped all the fields to edit at the same time.

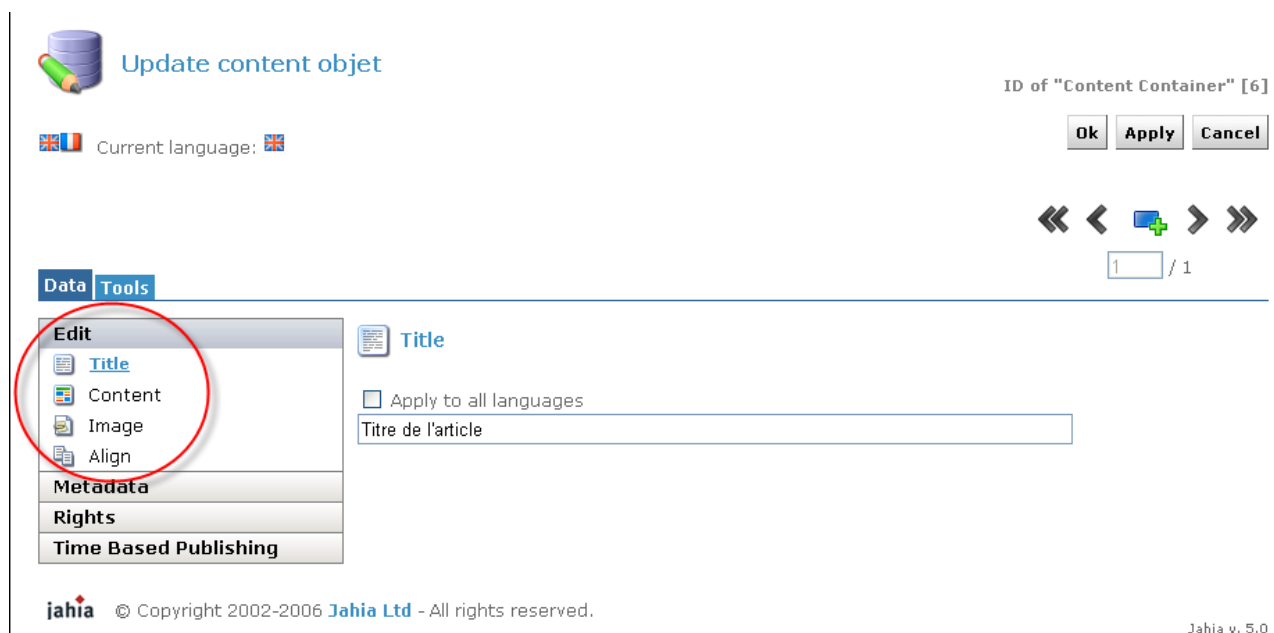


Figure 5-12: Container Field



It is not mandatory to fulfill all the fields. Certain fields may be left blank and will simply not appear on the page. Other fields may be used as meta-data and may also not appear on the web page because they will be used later on for other purposes (an expiration date for example).

Fields regroupment in a container

Certain fields may be regrouped together in one web page (e.g. all the “small text” fields).

This simplifies the input of data and avoids useless clicks to move between all the fields in the container. Certain fields may not be regrouped because they need a specific editor (e.g. a big text).

ContainerList

Once the container is created, you often want to repeat it on a page (there is usually more than one address or one news). This is what we called a ContainerList in Jahia: a list of the abstracted content objects your webdesigner has defined. They are usually placed one after the other on a web page.

Click on the add button to add a new container to your list.

Figure 5-13: Add new container



Keyboard shortcuts can be used to ease input of content:

- **Ctrl+Tab**: scroll down through all fields of a container
- **Ctrl+Enter**:: Submit the content and close the window (equivalent to clicking OK)
- **Ctrl+M**: Save and Add New
- **Ctrl+W** : Cancel

List Container

When you have several containers, you often want to be able to sort them in a given order. To perform this operation, you can click on the List Properties icon in the bottom of your list.

You can then choose the filtering key (the field on which you want to perform your sort) and the type of sort you want to apply (ascending, descending,...). You may also decide to perform a manual sort (you select yourself the order of the various elements of the list).



Figure 5-14: Add new container

1.4 MANAGING ABSOLUTE FIELDS

All the fields are by default relative to a page. But your web designer may have decided to share some fields on several pages (e.g. your page header or footer). This is known as Absolute Fields in Jahia (in opposite to a Page Relative Field).

You can edit such fields in the exact same manner as other fields. However your changes will impact several pages at once.

Absolute Fields Validation

You can modify an absolute field indifferently on all the pages where it appears. However you can only validate an absolute field on its parent page. For example, footers and headers are usually defined in the home page of your site. So it is only when you approve the home page that changes will be impacted on your whole web site even if you have done the content modifications from another page.

This system was put in place to avoid having to re-validate the whole web site when you simply change a page footer.

1.5 MANAGE PORTLETS

A portlet is a way to embed a web application or a web service into Jahia through a single and common Web interface. This provides a standard and easy way to add new functions to your web site. This also open the door for integrating collaborative tools into some of your web pages (e.g. discussion forums, mailing lists,...). One of the main advantages of JAHIA pour sis that it natively supports standard java web applications (servlets) as portlets. You may then embed a web application in any area of your pages. Jahia has also a specific tool to help users position by themselves their portlets on the screen without having to create a new template. This tool is called the Layout Manager and will be described later on in this section.

Insert a new Portlet with a web application

You may insert a new portlet in any page like any other type of content fields.

Portlet

 Apply to all languagesSelect a web application : **Figure 5-15: Add a portlet**

For example, you may have, inside a container, an application field. If you select the application field, you will be able to choose which application you want to insert.

Role Mapping

Each web application may be setup with different roles. A Role gives you the right to access to different functions of a web application. While inserting a new portlet into a web page, you will have to map the roles of the web application to the existing users of your Jahia system. Once this mapping is done, each time the user will connect to the page, he will be automatically identified by the portlet in the correct role(s) (a user may cumulate several roles).

The same web application may be used on several web pages with different roles for the same users. For example, a user John may be able to access to some administrative role of a portlet in a certain part of the site but only act as a reader in another part.

Click on Manage to select which groups or users you want to assign to each of the application's role.

This application defines the following roles

manager --- no members defined ---	Set user/group... Remove user/group
user --- no members defined ---	Set user/group... Remove user/group

Figure 5-16: Manage role

Example of a portlet with an application:

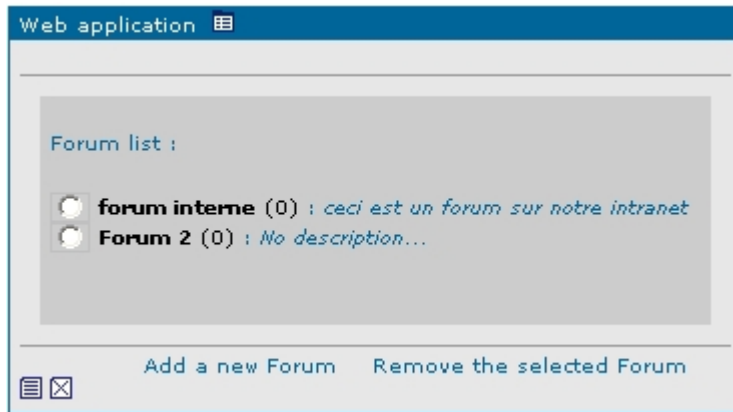


Figure 5-17 : Un portlet contenant une application de forum

The Portlet Layout Manager

The Layout Manager is a graphical interface customized in the template by the web developer that lets the users position and move by themselves the portlets on a page (or an area of a page). To use the Layout Manager, proceed to the following:

- Login into the portal
- Switch to edit mode

You can now access the layout manager. Small arrows let you move portlets in your page.

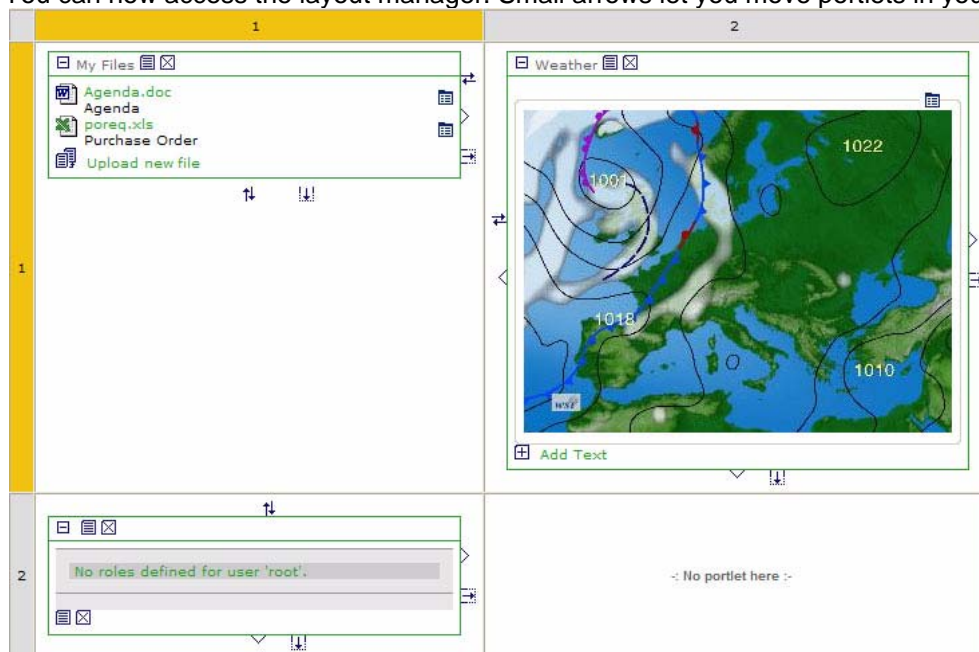
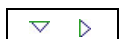


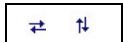
Figure 5-18: Layout manager

Default icons are the following. These icons may be replaced by your webdesigner. Check with your custom Jahia documentation if it the case.

- Move Portlets



- Swap Portlets



- Increase Width



- Increase Height



1.6 MANAGING CONTENT IN SEVERAL LANGUAGES

Jahia 5.0 supports multiple languages. Your Site Administrator may have customized the system from different manners that will impact afterwards your usage of Jahia.

You can see the various languages configured in your web site in the top bar menu.



Figure 5-19: Available languages

All languages are by default optional

If no language is set as mandatory in the system, Authors or Managers do not have to translate content and may choose to fill content in a given language only. This is the most common settings for Intranet or Extranet purposes. No verification check is done during the validation process and a page may only be partially translated or even not translated at all.

Some languages are mandatory, others are optional

The Site Administrator may decide that one or several languages are mandatory (e.g. English). So the Jahia system will force Authors to translate content before any possible validation. Such an option is useful for Internet web sites where you want to keep similar and homogeneous web sites available in several languages.

Languages mixing

The Site Administrator may decide to let the Jahia system mix languages on the same web page if certain objects of content are not translated.

For example, if you have a left column of text available in English but a right column only available in French and if you browse the site in English, by default you will not be able to see that there is a right column. You will have to switch to the French language to be able to display the untranslated information. However, you may want to manage some web sites, especially Intranets, where the Authors are not always forced to publish all their content.

So Jahia provides a mechanism to let the users see as much content as possible by following the order of their languages preferences. If the system detects that the right column was not translated, it will try to display it in the next language of preference of the current user (e.g. German), and so on until he can find the French content.

Navigation: About us | Community | Extranet

Breadcrumbs: Home / About us / Partners / Training

Left sidebar menu:

- Management
- Partners
- Training

Search: Search
Advanced search

Main content: Training

Figure 5-20: English page without content and option mix content not activate

Navigation: A propos de nous | Communauté | Extranet

Breadcrumbs: Accueil / A propos de nous / Partenaires / Formation

Left sidebar menu:

- Gestion
- Partenaires
- Formation

Search: Rechercher
Recherche avancée

Main content: Formation

Sub-header: Programmes

Text: Nos interventions qu'elles soient globales ou locales, prennent en compte trois dimensions : l'entreprise, le management et les hommes. Notre principe d'action est double : garantir des résultats mesurables et transférer la compétence durablement.

Footer: Accueil | © 2002-2006, Jahia Ltd - All rights reserved
POWERED BY

Figure 5-21: French page with content and option mix content not activate



Home | © 2002-2006, Jahia Ltd - All rights reserved
 POWERED BY jahia

Figure 5-22: English page with French content due to the activation of the mix content option
 (The French has been automatically placed by Jahia to fill the blank)



If you have setup a site with two mandatory languages but you want to create an exception (finally there will be a page that will be available only in one language), the Author may ask the site administrator to temporarily deactivate the mandatory languages checking mechanism. The user can then validate his "one language only" page. The Administrator just needs to reactivate the mandatory language option afterwards.

Translation Field content

In all the Edition pop-ups, you will find the same topbar indicating all the available languages. Just click on a flag to access the fields in another language.



Figure 5-23: Available language

Shared Content Fields

Some Fields may be shared among the various languages and can not be different. For example the fields:

Integer, Float, Date, Color, Link will be similar for all the languages. So if you modify such a field in one language, all the other languages will be immediately impacted.

Language Checking during Validation Workflow

The Workflow will check for the mandatory languages and will verify the completeness of the translation(s) done (each field input in a certain language has to be completed in all the mandatory languages too).

To ease input and detection of missing fields in other mandatory languages, the Workflow offers an integrated diagnostic tool that will indicate to the Authors the list of uncompleted fields.















Pages ready for approval		
 [1] Home 		
 [4] About us		
[7] Community		
 [8] Extranet		

Figure 5-24: Workflow diagnostic

You just need to click on the red cross icon of the selected page and a popup will appear with the list of missing field.



Workflow validation report

ERROR(S)

- [ContentPage_1] - Languages: 'French': A mandatory language is missing for field [Title]
- [ContentPage_1] - Languages: 'French': A mandatory language is missing for field [Title]
- [ContentPage_1] - Languages: 'French': A mandatory language is missing for field [Content]
- [ContentPage_1] - Languages: 'French': A mandatory language is missing for field [userdisplaylimit]
- [ContentPage_1] - Languages: 'French': A mandatory language is missing for field [Content]
- [ContentPage_1] - Languages: 'French': A mandatory language is missing for field [File]
- [ContentPage_1] - Languages: 'French': A mandatory language is missing for field [Title]

Figure 5-25: Check of the mandatory languages during the publication process

1.7 MANAGING PAGES

Now that we know how to update the content of a page, let's try to modify the structure of the web site. In this section, we will learn how to create a new page, to link pages together or to move a page in the site.

Global Site Understanding

Basically Jahia is a tree. The home page of your site is the trunk, the pages are the branches and the fields are the leaves. You can add a new branch directly to the trunk - the first level of pages - or to another branch - the nth level of pages.

Once your tree is created, you can use cross-links between branches to go directly from a point of your tree to the other (internal links).

Keeping this comparison in mind while creating your site will ease your understanding of the system.

Adding a new Page

Your first action is usually to add a new page in your site.

To create a new page, you have to be located one level above the page you want to create, and then click on "Add a page".

3 / 3

Data Tools

Edit

Page

Metadata

Time Based Publishing

Link/Page creation

Copy this title in the other languages.

Create a new Jahia page using template

Move an existing Jahia page here

Link to an existing Jahia page

Create a link to an external web site

Don't create Jahia page

Double ▼

Select page to move

Select page to link

This option will differ the page creation.

Figure 5-26: Create a new page

Five options might be available to you (your template developer may have specifically limited the number of fields you can select):

1. Title: Type in the title you want to give to the new page. The title will appear as a navigation link in the current page. Thanks to the languages flags, you may immediately input the title of your page in different languages.

2. New JAHIA Page Using Template: Is a pull down menu giving you a number of prepackaged templates to choose from. A template is a predefined layout (with colors, borders, shapes, i.e: "look & feel") in which you will be able to add new content.



You may not see all the available templates in the site. Templates also have permission rights. Check with your Site Administrator if you can not access a specific template.

3. Select page to move: Displays the list of all the pages you can move under the current page. You need write permission on a page in order to move it elsewhere in the site. Just select the page or the section you want to move by selecting the corresponding radio button and click OK.

Select the Jahia page to move to the **insertion point** then click OK.

Warning these pages cannot be moved regarding the **insertion point** :

- the sister pages (*same parent page*)
- any parent page (*circular reference*)

All sub pages will be moved with the page selected.
This operation concern DIRECT(*) Jahia page only.
[xx] correspond to the page ID.

Page title
<input type="radio"/> [1] Home
<input checked="" type="radio"/> [4] About us (Insertion point)
<input type="radio"/> [5] Management
<input type="radio"/> [6] Partners
<input type="radio"/> [15] Training
<input type="radio"/> [7] Community
<input type="radio"/> [8] Extranet
<input type="radio"/> [9] Help
<input type="radio"/> [10] SAV

Figure 5-27: Select a page to move

Simply select the page you want with the radio button associate to the page name and click on OK

4. Select page to link: Creates an internal link to one of the existing page in the site. Only page where you have some read permissions are available. Just select the page you want to move to link to by selecting the corresponding radio button and click OK. This selection can be done either in tree view, where you see the pages as a sitemap, or in flat view, where pages can be sorted by page ID, by name or by level. The same applies to the “move page” feature.

Tree View Flat View

Select a Jahia page then click OK.

This operation concern DIRECT(*) Jahia page only.
[xx] correspond to the page ID.

ID	Title
<input type="radio"/> [4]	About us (Parent page)
<input type="radio"/> [7]	Community
<input type="radio"/> [8]	Extranet
<input type="radio"/> [9]	Help
<input type="radio"/> [1]	Home
<input type="radio"/> [5]	Management
<input type="radio"/> [6]	Partners
<input type="radio"/> [10]	SAV
<input type="radio"/> [15]	Training

(*) A DIRECT Jahia page is a complete page defined by a template. It contains datas and other Jahia direct pages, links, URL or any others objects such as content objets, content objet lists and fields

Figure 5-28: Select a page to move in the Flat view

5. Remote URL: The chosen URL links you to any other site you wish to go to. Type in any URL you wish to link from your portal.



Make sure the URL begins with: `http://` You can also link to files or directories on a local server if you are working on an Intranet and all people have also access to the same network disks. In that case the link will be similar to: `\\server\documents\`

Now, click on OK. On the page you should now see a link with the title you gave to the new page. To start editing it, you only have to click on the link and go to the new page.

Staging Mode

Once you have finished creating your new page, it will only appear in staging mode and not in the live published web site. Similar to other field based modifications, you will have to go through the Workflow interface to validate your newly created page.

This option is quite useful as you can build complete sub web-sites and validate several pages together at once so you only have complete and finished sections going live.

Moving a page

The system to move a page is very similar to the one to create a page.

To move a page or a set of pages, you have to be located one level above the future destination point. Then, just make as if you wanted to add a new page, but at the place of choosing the option [New Page], choose the option [Move Page]

Crosslinking towards an existing page

The system to link towards an existing page is very similar to the one to create a page.

To create a crosslink in your menu, you have to be located one level above the future destination point. Then, just make as if you wanted to add a new page, but at the place of choosing the option [New Page], choose the option [Link Page]

Modifying the page settings

The Page Properties option allows you to administer the global settings of your page such as: changing the page title
changing the template currently used for the page. AN Author may be able to switch to another template at any time. All the common data between the old and the new template are kept and do not need to be typed again. Furthermore, if you decide to come back to the original template later on, all the original data is not lost and will be restored again. This may be practical if you want to switch from a one column template to a two column template, for instance.



Figure 5-29: Page settings

Deleting a Page

Of course you can also delete a page and its content

Restoring a deleted page

If you suppress a page unintentionally and if it was previously versioned (the page was already approved and is now in the archives), you can use the versioning capabilities to restore your deleted page.


However, if your page was never validated before (still in draft mode) and if you suppress it, you will have no way to recover your lost data.



Deleting a page will also delete all the sub web-pages. So take care when you delete a page and verify that you are not deleting more information than what you want.

1.7 MANAGING TIME BASED PUBLISHING

With this option, you can define the time you want a page or an object on a page be published or be removed from the publication.

Current language: 

Ok Cancel

« < + > »

2 / 2

Data Tools

Edit
Metadata
Time Based Publishing

Time Based Publishing

Status

- Current status available
- server time 09:20:26

Retention rule

- Current rule Basic rule

Current rule settings

- Inherit from parent Yes No
- Publication date
- Expiration date

November, 2006

November, 2006						
Today						
wk	Sun	Mon	Tue	Wed	Thu	Fri
43				1	2	3
44	5	6	7	8	9	10
45	12	13	14	15	16	17
46	19	20	21	22	23	24
47	26	27	28	29	30	

Time: 09 : 05

Select date

reset

reset

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Jahia v. 5.0

Figure 5-30: Time Based publishing

You just need to select the Publication Date or/and the Expiration Date.

1.8 MANAGING CONTENT PICK

When you create a page or an object on a page you can use the Content pick tools to re-use some content.

With this feature you can not only duplicate content but also keep an active link with the original source. So if a change occurs on the source, it will be dynamically applied on all the destinations.



Add content objet

ID of "Content Container" [0]

Current language:

Ok Cancel



1 / 1

Data Tools

- Content Pick
- Publication workflow
- Import
- Logs

I search a content object of type mainContentList_rightcol with
 at least one of these words
 on the site mySite



search

please specify one or more keywords

Figure 5-31: Content pick step 1

The first step is to search for a content which is compliant with your current list of objects. For example if I try to do a content pick on a container, the search will only present me results with container object type.

Let's search for the word "Jahia":

Current language:

Ok Cancel

1 / 1

Data Tools

- Content Pick
- Publication workflow
- Import
- Logs

I search a content object of type mainContentList_rightcol with
 at least one of these words
 on the site mySite

search

results (2) first ten ▾

name [△]	author	contributor	usage	creation date	publish date	copy	linked copy
Jahia in a few words... <small>(Id: 1 Site: mySite)</small>	root	root	0	yesterday at 09:01	yesterday at 15:17	<input type="radio"/>	<input type="radio"/>
What we offer <small>(Id: 3 Site: mySite)</small>	root	root	0	yesterday at 15:16	yesterday at 15:17	<input type="radio"/>	<input type="radio"/>

Figure 5-32: Content pick step 2

The search engine returns all containers with the word “Jahia” in one of his fields. You have the possibility to click on the link to display the results and validate which is the one you are looking for. When you find it, you just need to make a linked copy of it by selecting the radio button and click on the OK button.

When performing some complex operations, the back-end Jahia job scheduler is activated. You can now see that your task is currently being executed.



Process Monitor

Type of process	Action	owner	Status
ContentPicker	from the site mySite to the site mySite	root	running during 0 minutes 2 sec

Current jobs ▼

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Figure 5-33: Process

When the copy process ends a reload message warns you that you can now refresh the web page to see the changes.

2. PREVIEW AND COMPARE MODE

The main difference between the Live and the Preview or Compared mode is that you will be able to preview the content under modification or waiting for an approval as it will appear once validated on the live published web site.

The Preview Mode provides an exact view of the page as it will be once validated. The compared mode provides visual content highlighting to help you review the modifications between the live and the preview modes.

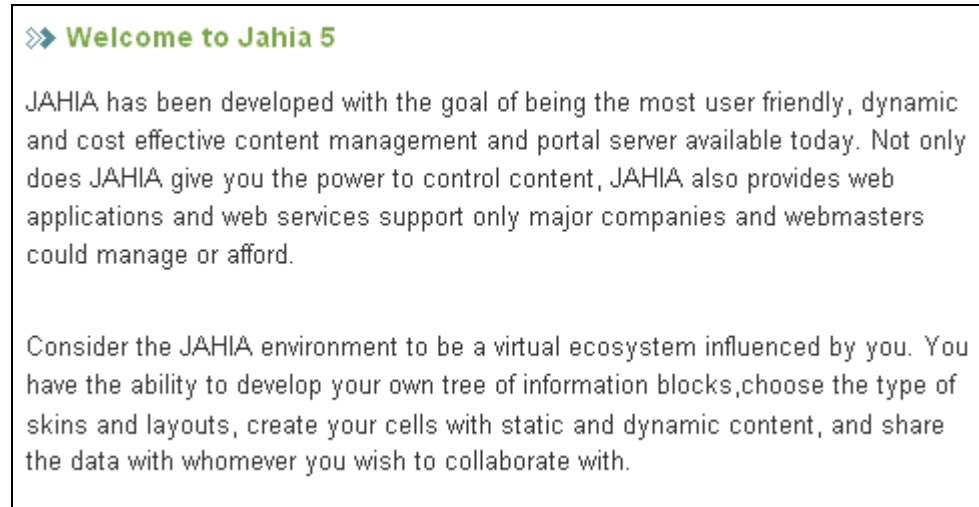


Figure 5-34: Preview Mode

To ease visualization of content modifications on a page, a Compared mode was developed. The Compared mode may be accessed in the top bar Menu.

This mode allows you to rapidly see the differences between the page in Live and in Edit mode

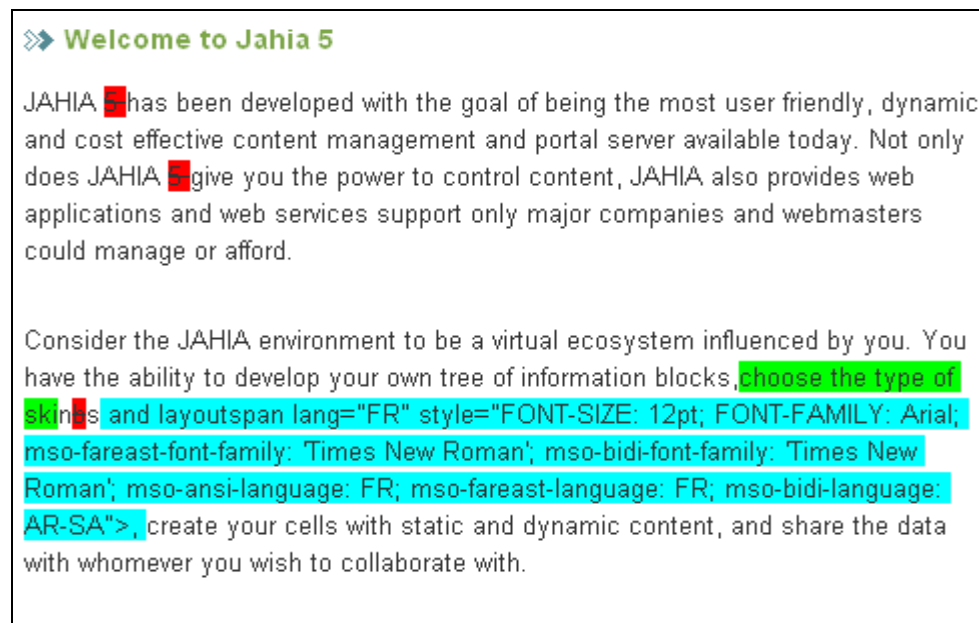


Figure 5-35: Compare Mode

The default settings for the Compared mode are the following:

New content appears in Blue

Updated content appears in Green

Deleted content appears in Red.

Warning: your templates or certain elements of the page may not have been customized to support content comparison. These elements will then not be highlighted in Compared mode even if their content has been modified. Check with you Template Developer if it is the case.

3. WORKFLOW

3.1 STATUS OF A JAHIA PAGE

You can immediately check the status of the current page thanks to the Page Color Status Button (next to the flag of the language in the topbar) :



Figure 5-36: Page status

- Green: The page in Preview or Compared mode is the same as the one in Published Mode. No modifications have been done from the last validation.
- Orange: The page is under validation. Modifications have been done and the page is now waiting for an approval. Only a Manager may now validate (or refuse) the modifications and publish content. The page is locked until validated.
- Red: The page is currently under modification. This is a work in progress and every Author may still modify content.


The Page Color Status Buttons are displayed for each language as your Manager may validate a page in one language while asking for certain modifications in another language. Check the Languages section in the next chapters to know more about it.

The current selected language is displayed with a colored flag.

3.2 WORKFLOW MAIN OPTIONS

From the Status bar, you can access the Page Validation Workflow interface. You may only access the Workflow interface if you have Write or Admin permission on the current page or at least to certain elements on the current page.

User: root


Workflow
[Stef Site @ localhost]

Jahia Workflow

Select an action: Notify Completed Pages

Comments : Notify Completed Pages


Editing state
 Approval state
 Published state
 Marked for delete-
 (*) Mandatory language(s)


The first button is to ACCEPT, the second to REJECT the action for the object

Pages ready for approval	🇬🇧
[-] [1] Home	● ○
[-] [4] About us	●
[5] Management	●
[6] Partners	● ○
[7] Community	●
[8] Extranet	● ○

Figure 5-37: Workflow Interface

When opened, the Workflow interface displays only 2 levels of pages. You can of course expand and collapse each section to display more levels by clicking on the “+” and “-” signs.

The  icon allows you to expand all level of a section with one click. If you wish to expand completely the tree of the website, you can proceed to the following:

1. Click on the “-” sign of the Home page to collapse all pages. Only the Home page will then be displayed.
2. Click on the “expand all” icon (). You will then have the full tree of your website expanded.

Please note that the all-expanded tree can take some moments to load depending on the size of your website.

Basically the workflow lets you:
 Request a page approval (Notify a page) if you are an Author
 Validate a page if you are a Manager

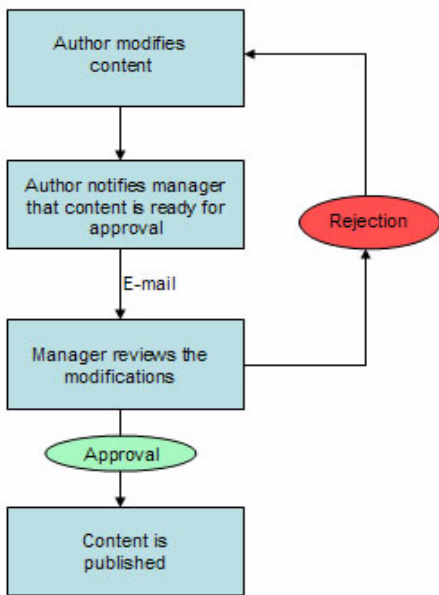


Figure 5-38: Workflow process

The usual edition process in Jahia is the following:

1. One or several Authors edit and if required translate the content. This can be done on a single page or on complete set of sub web pages (e.g. your new Marketing section).
2. Once the Authors are satisfied with the modifications, one of them initiates a request for approval.
3. He selects the page to notify (several pages may be selected at once).
4. All the pages waiting for an approval are now blocked in edition until a final validation occurs.
5. The Managers review the content modifications.
6. The Managers can then accept or refuse the pages. Approval may be done on a page per page and language per language basis.
7. If accepted, a new archive version of the prior live content is automatically created in the database and the new content goes live.
8. If refused, the page goes back to the editing mode. Authors may edit content again to correct errors.

Rule 1: Author

To summarize, an Author may: Add new content or add new sub pages

- Modify/Suppress/Move/Rename existing content objects
- Translate the content
- Send a Request for Approval

Rule 2: Manager

A Manager may:

- Do the same actions as an Author if he cumulates Write and Admin privileges.

- Set the permission rights (default: rights inheritance apply = permissions from the previous page)
- Validate or Refuse the Requests for Approval

All the workflow process can be apply at a container level.

In that case you will see directly the container in the list of “Pages” ready for approval.



Pages ready for approval			
<input type="checkbox"/>	[1] Welcome to localhost	<input checked="" type="radio"/>	<input type="radio"/>
	[2] Vote	<input checked="" type="radio"/>	
	[3] Quizz	<input checked="" type="radio"/>	
<input type="checkbox"/>	[1]  titre 2 (Container 1)	<input checked="" type="radio"/>	<input type="radio"/>

Figure 5-39: Workflow on a container

3.3 OTHER WORKFLOW OPTIONS

Multiple validations at once

The Workflow interface automatically displays all the sub web pages on which you have adequate permission rights (Write or Admin). You can then select several pages at once (to avoid going on each web page individually) and initiate a request for approval or a validation.

If you wish to validate or notify all pages in one language, you can select all pages by clicking on this small icon below each flag:

This will select all pages in editing/approval state in the given language. You can of course then unselect certain pages. If you click again on the same icon, you will reverse the state of each select box: checked boxes will be unchecked, and unchecked boxes will become checked.



You can validate a sub web page even if the parent page is still under modification. The page will then not be directly available through the Jahia menus. You may however access it through a direct url if you know the exact page ID. *This is especially useful if you want to validate pages while reviewing them even if the parent page is still not ready. This will avoid you to come back later on the page to validate it.*

Per language validation

Jahia proposes to notify or to validate a page on a per language basis. Indeed it is sometimes useful to be able to publish only a sub set of pages in a specific language and to wait on translations to publish other languages later on

Mandatory Languages Validation Process

Partial language validation is not possible for mandatory languages. Each language sets as mandatory by the Site Administrator shall be fully translated before a notification or a validation is possible.

To ease content management in multiple languages, the workflow interface indicates to the Authors the fields that have not been properly translated

Workflow notifications

Each page flow (a request for approval, a page refusal,...) may be commented. All the comments are sent by e-mail to the various page Authors and Manager if their e-mail address has been configured correctly

in their user settings (cf. Administration Guide). These notifications might be useful for an Author to warn his manager of the completion of a section or for a Manager to summarize to the Authors why the page was not validated.

Workflow Error detection

As mentioned above, the workflow will indicate for each page the various errors. Errors may be of two categories:

- Translation missing
- Other validation errors

CHAPITRE 6 MANAGER ROLE

This chapter describes all the action a manager can make.

1 MANAGING USERS RIGHTS

One of the strength of JAHIA is its ability to delegate the administration and the edition of the website (or part of it) to other users. The Jahia User management, described in the “Setting Rights” section, is based on a standard, well known approach with users and groups. Jahia may also be linked to an existing LDAP server for single sign-on purpose.

Settings rights is a feature giving you a high level of security in limiting the information available to your users. For example, confidential information can be published only for users who have the rights to know about it. Moreover, groups of employees may benefit greatly of this feature by working collaboratively and effectively on their active projects without letting other employees see their work in progress.

This feature is only available to Content Managers and not to the Authors.

1.1 RIGHTS ARCHITECTURE

What is an ACL (Access Control List)?

All the underlying security system of Jahia relies on the concept of ACL. By understanding this concept, you will be able to more easily manage your web site security settings.

Access rights exist at several levels:

- pages
- containers lists
- containers
- fields

The objective is to ensure that people cannot access information that is confidential or irrelevant in their daily work. Permissions can be allocated to Users (individuals) or to Groups.

You may think of these access rights as a separate file that is attached to every object of content of Jahia (a page, a container or a field). This is called an ACL (an Access Control List). An ACL lists the permission rights available for certain users and groups. So when you modify the permission rights, you modify in fact this list.

There is three important rules you have to retain:

Automatic Rights inheritance

When users or groups have specific permissions on a content object (usually a page), they keep automatically the same rights on all sub-pages created starting from this point (do not forget that a Jahia web site is a tree). The same is valid for all the sub-containers lists, sub- containers or sub-fields. By default all the sub-content objects inherit from the permissions granted to the parent object. To follow on the comparison with the tree, you may imagine that only certain objects of content have a specific ACL file, all the others will look into their parent object to check if such a file exists. If their parent object does not have such a file either, they will look into their grand-parent object file and so on until they know who can access or modify their content.

If the security permissions are not correct at a certain level in your tree, you may then decide to override certain rights (creating a new ACL file by granting or denying certain permissions on a sub-page, a sub-container list, a sub-container or a sub-field). If you do not modify any security settings, **inheritance will always prevail**.

This rule prevents you to spend too much time managing and customizing the site security as, in most cases, inheritance will be the most adequate setting.

Always keep in mind the entire tree of permissions.

Given the inheritance mechanism, you never edit the permission of a given content object alone but you modify the permissions for all the sub objects of content as well. This ACL will then also be used on all the sub-elements (sub pages; sub fields).

Once you have assimilated this principle, you will understand why you can not simply delete a user from a page but you will have to override his current permissions.

For example if a user has some write permission on the home page, you may want to create a new ACL entry for this user in a sub page of the site (e.g. to restrict some of his permissions). Then you copy the current user permissions and modify them. But if you now try to delete this ACL entry, the inheritance mechanism will prevail and the previous settings of the user, inherited from the home page, will come back again.

You will have then to keep the ACL entry for this user but to remove him some of his previous permissions (e.g. deny all permissions).

A user always has the highest level of permissions in case of ACL overcrossing

For example, if a user is explicitly denied a certain access right (e.g. can not write on this page) but at the same time belongs to a group which has this particular permission, the user will still benefit from the access right in question.

1.2 SETTINGS RIGHTS

Let's try now to put some permission rights on a content object (here on a page).

On the page you want to set rights on, click on Page Settings, the following window will pop- up. In the main folder, you will have the following four options: Edit, Metadata, Rights, and Time Based Publishing. Select the Rights link:

User: root

Page settings

[pid = 1]

Current language:

Data

Tools

Edit

Metadata

Rights

Time Based Publishing

Rights

User and group list

Click on a user/group to edit its permissions.
Permissions with (*) are inherited from the parent object and control access to this object.

UG	Perm	Src	UGId	Prop
g	R--	jahia	guest	Public
g	RW-	jahia	Contributors	(write, jim)

Permissions

	Allow	Den
r Read	<input checked="" type="radio"/>	<input type="radio"/>
w Write	<input type="radio"/>	<input checked="" type="radio"/>
A Administration	<input type="radio"/>	<input checked="" type="radio"/>

Inheritance

Copy the user/group permissions to the local object.

Prevent all inherited permissions from parent object.

Make local copy of all inherited permissions.

Don't copy inherited permissions.

Operations
[Add new users / groups...](#)

Figure 6-1: View rights window

In this pop-up interface, you can see a list of users or groups with different arguments. All these elements may be listed in ascending or descending order by using the “up/down arrow” icon.

1. Group or User indicator: indicates if the ACL entry is a user or a group
2. Permission rights indicator: indicates who will have the rights to:
 - (R)ead (view the page only)
 - (W)rite (add or remove elements, create new pages, change the page template)
 - (A)dministrate (define user rights, see logs; approve workflow)
3. Inheritance indicator (“*“): indicates if the ACL entry is inherited from a parent object or not.
4. Name: Name of the Group or of the User
5. List of Users: Partial list of users in the case of a Group

Thanks to this screen, a Manager may immediately know who can access this page and with which level of privileges.


Add a new User/Group


The Content Manager can now try to add some new users or new groups.

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By clicking the Add New Users/Groups link, the following pop-up screen will appear.

User: root

 **Add new groups to the ACL**

Current language:  Ok Add Cancel

Group list **User list**

Search: 
 (use * as wildcard ie *test*)

in:

- All properties
- Properties:
 - Groupname
 - Description (LDAP)
 - Members (LDAP)

on:

- Everywhere
- Providers :
 - (jahia_db)

Search results:

jahia	administrators	(stef, root)
jahia	guest	Public
jahia	users	Authenticated Users
jahia	Contributors	(write, jim)
jahia	View_Access	(read)

Select all | Invert selection

[Click here to view selected group members](#)

--	--	--

Figure 6-2: Select News Users

You can now select the users or groups you want to give some privileges to on the current page. For example, click on a new unlisted group or user, and then click on OK. The new Group (user) has been added to the ACL. To promote the use of Groups in your site (more easy to manage on a long term basis), the Group interface comes first.

By default a newly added Group/User will only get a read-only permission. You will have to edit his permissions in the upper right panel if you want to grant to him more rights.

Remove a User/Group

Let's try now to remove a user or a group. First, look for all the users and groups ACLs that are not automatically inherited from a parent object (all those that do not have the "").

Now that you have found a local user or group, select the one you want to remove. Click on the Remove select box. Automatically the words - REMOVE - will replace the name of the selected user. Nothing will be done in the system until you click definitively on the OK or APPLY button. We strongly suggest you to use the APPLY button to manage permissions to be sure of your final security settings before leaving the interface especially with the inheritance mechanism. So let's click now on Apply.

Two scenarios are now possible:

1) The user disappeared of the list

The user was removed and has no more permission on this object of content.

2) The user is back again with a (*)

The user was already declared in a parent content object. So when you deleted him locally, the inheritance mechanism prevailed. The user is then still listed but with a (*) and with the permissions of the parent object. To "delete" such user, just copy locally the user and modify all his permissions to "Deny". The result will be the same as if it was deleted. The new permission settings will override the inherited once.

The Inheritance Options

You can find in the lower right side of the interface two options to manage inheritance:

1) Copy the user group permission to the local object

This operation lets you make a local copy of all the inherited user permissions. You may use this command if you want to modify several user privileges on your current content object at once.

2) Prevent all inherited permissions from parent objects

This operation stops all inheritance starting from this object of content. Let's imagine you have some dedicated pages in your sitemap with information only available to the Direction. Your company recruits a new secretary and the Manager decides to grant to her some publishing rights on the home page to edit the company news. Automatically, because of the inheritance mechanism, the secretary will gain publishing rights on the whole web site. To avoid such a backside effect, this option let you create a barrier to the inheritance mechanism from a certain point. We however strongly recommend you to use groups instead of users to manage permissions and to only introduce new users inside existing groups. This will help limit such inheritance problems.

1.3 SETTING RIGHTS ON A FIELD

Click on the update button of the field and proceed to the same operations as with pages.

1.4 SETTING RIGHTS ON A CONTAINER LIST

Click on the update button beside the Container List and proceed to the same operations as with pages.

You cannot set rights on fields into a container if the template does not provide an update button on each field.

Permission rights on a given field inside a containerlist

As a containerlist is a group of several containers, you may want to let only some users modify certain fields and let others modify the others. To do it, just click on the "Update" icon of the ContainerList, and then in the Field Right folder. You can now select the various fields and decide which user can read, edit or administer which field in your containerlist.

For example, in an address book, you may want that only some authors may see or edit the salary field or the grade of the employee. However any author may change the internal phone number field.

Example:


Open the container list properties window by clicking on the corresponding icon :




Figure 6-3: List properties

- b) Then choose the Field rights tab.

User: root


 Content object list settings

ID: [6]

Current language: 

Data **Tools**

Edit
Metadata
Rights
Field rights

 **Rights**

Current Field: 1

User and group list

Click on a user/group to edit its permissions.
Permissions with (*) are inherited from the parent object and control access to this object.

UG	Perm	Src	UGId	Prop
r	R--*	jahia	guest	Public
g	RW--*	jahia	Contributors	{write, jim}

3

Permissions

	Allow	Den
r Read	<input checked="" type="radio"/>	<input type="radio"/>
w Write	<input type="radio"/>	<input checked="" type="radio"/>
A Administration	<input type="radio"/>	<input checked="" type="radio"/>

Inheritance

Copy the user/group permissions to the local object.
 Prevent all inherited permissions from parent object.
 Make local copy of all inherited permissions.
 Don't copy inherited permissions.

Operations

2

Figure 6-4: Field right panel

Choose the field you would like to change the rights (1)

Choose the group or user you want to remove the ability to edit a given field listed in the fields list (2)

- Remove all permissions (r,w,A) if you want to completely hide a field in the Add or Update Container popup for a given user or group. (3)
- Remove Write and Admin permissions (w,A) if you want a field to be read-only, not editable in the Add or Update Container popup for a given user or group. (3)

Examples of different layout of a same Update Container popup but with different permissions settings on fields ACL:



Figure 6-5: All fields are editable

This is the default layout with default field ACL settings. All the fields are editable.

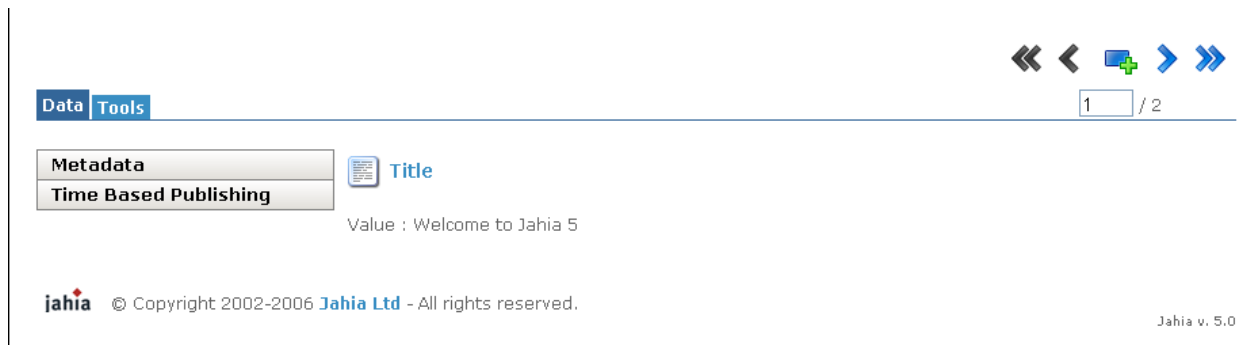


Figure 6-6: Title field is no more editable but in a read only mode

The same Update Container popup but for the current logged user, Write and Admin permissions (w,A) have been removed on the fields "Content", "image" and "Image align". The user can see all the fields, but he will only be able to modify the field Title. If Read permission would have been removed on these fields, only the field "Title" would have appeared.

2 MANAGING PUBLICATION WORKFLOW

2.1 WORKFLOW DEFINITION

By default, Jahia will use the Jahia standard workflow for the pages of your site.

In this section, you can define a new workflow for your entire site by defining it on the homepage or you can define a new workflow for a specific page.

You can also define a workflow at the container level.

The administrator can reach the publication workflow by clicking on the Page properties.

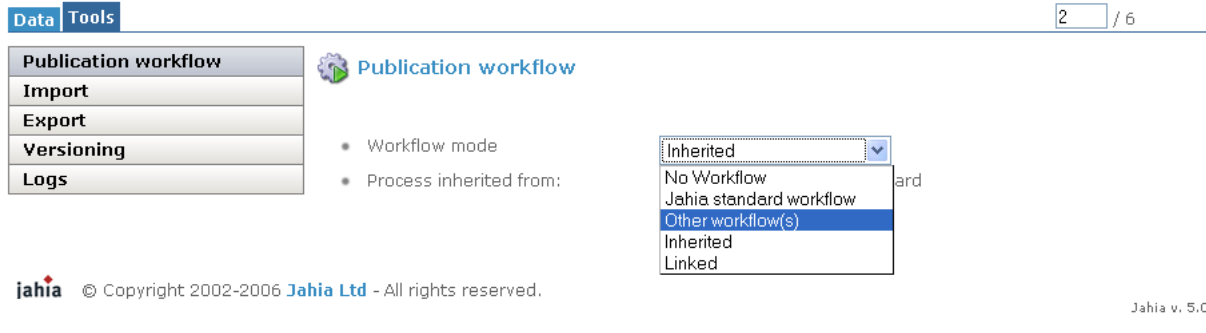


Figure 6-7: Workflow selection

He may choose between different workflow modes:

No workflow: the content will be immediately published after the author validation

Jahia standard workflow: the content will be published after the notification then the validation of a "Manager"

Other workflow(s): the administrator of the page will delegate to external system the publication management workflow of Jahia (N-step validation workflow module)

Inherited: default option > the page inherits of the type of workflow defined on the parent page

Linked: the page doesn't have a dedicated workflow > the validation of the parent page will validate automatically the linked page

2.2 N-STEP WORKFLOW

The N-Step Workflow Module allows managers to select different workflow on the pages they are in charge of.

These workflows may have several steps depending of the manager selection or the inherited workflow fixed on the parent page.

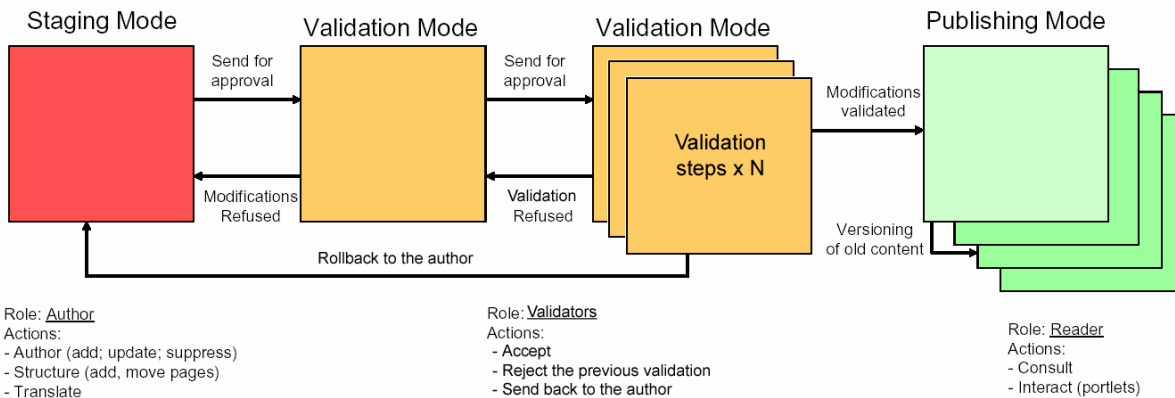


Figure 6-8: N-step Workflow

One or several authors enter or modify content. Once the modifications or translations are done (e.g. the creation of a new Marketing section), they send a request for approval to a Manager.

Several validators are then in charge of reviewing the changes, refusing or accepting the previous validation or rolling back the content to the author. The last validator will be in charge of finally publishing the content.

Once approved, the new content is then available to the Readers. A version of the previous content is automatically stored in the system as an archive (versioning).

You can immediately check the status of the current page thanks to the Page Color Status Button.



“Validators” replace “Managers” in the N-Step Workflow Module: in the Jahia standard workflow, “Managers” are in charge of content validation.

These managers need to have administration rights on the page.

By using the N-Step Workflow module, validation of the content can be delegate to people named “Validators” with only the right to preview the content (with write access to the page).

People with administration right on pages will have the ability to select the type of workflow they want to associate to the pages.

They are also in charge of defining the mapping between each steps of the workflow and the users. They may decide to be in charge of one or several steps in the validation flow to.

To choose the N-step workflow module, the page administrator will select “Other workflow(s)” mode and “N-step workflow”.

Then he will choose a workflow in the drop down menu named “Process” and define the mapping for each role / step with the users.

In our example, the administrator selected the workflow named “Three validation steps”:

Step 1: Notification of the content (must be the author of the page)

Step 2: Initial validation

Step 3: Final validation

Data Tools

Publication workflow
Versioning
Logs

Publication workflow

- Workflow mode: Other workflow(s)
- Other workflow(s): N-Step Workflow
- Process: Three Validation Step

This application defines the following roles:

Notify edition of current page
u jahia Jim

Validate edition of current page
u jahia Steve

Publish modification on current page
(Please provide RWA users or groups for the last step)
u jahia Susan

Set user/group...
Remove user/group

Set user/group...
Remove user/group

Set user/group...
Remove user/group

Figure 6-9: workflow three validation steps

By clicking on “Set user/groups” for each step of the workflow, you need to define who will be responsible for.

In our example, we named Jime for the step 1 as he is the author of the page, Steve for the step 2 and Susan for the step 3.



All the people involved in the validation process must, at least, have read and write rights on the page in order to preview the page and access to the workflow interface.

As the author and in charge of the first step of the workflow (step 1), Jim clicks on the “workflow” button in edit mode, selects the page he wants to send in the validation process, put a comment (if needed) and clicks on “OK”:

Three Validation Step

Select an action:

comment :

Editing state
 Approval state
 Published state
 Marked for delete- (*) Mandatory language(s)
 The first button is to ACCEPT, the second to REJECT the action for the object

Pages ready for approval		
[1] Home	<input checked="" type="radio"/> <input checked="" type="radio"/>	
[2] Services	<input checked="" type="radio"/>	
[3] About us	<input checked="" type="radio"/>	
[5] Business Model	<input checked="" type="radio"/>	

Done

Figure 6-10: workflow three validation steps - notification

Steve receives a notification mail: he needs to validate the new version of the page. He goes to the page (content locked), logs in Jahia, following the link he saw on the mail:

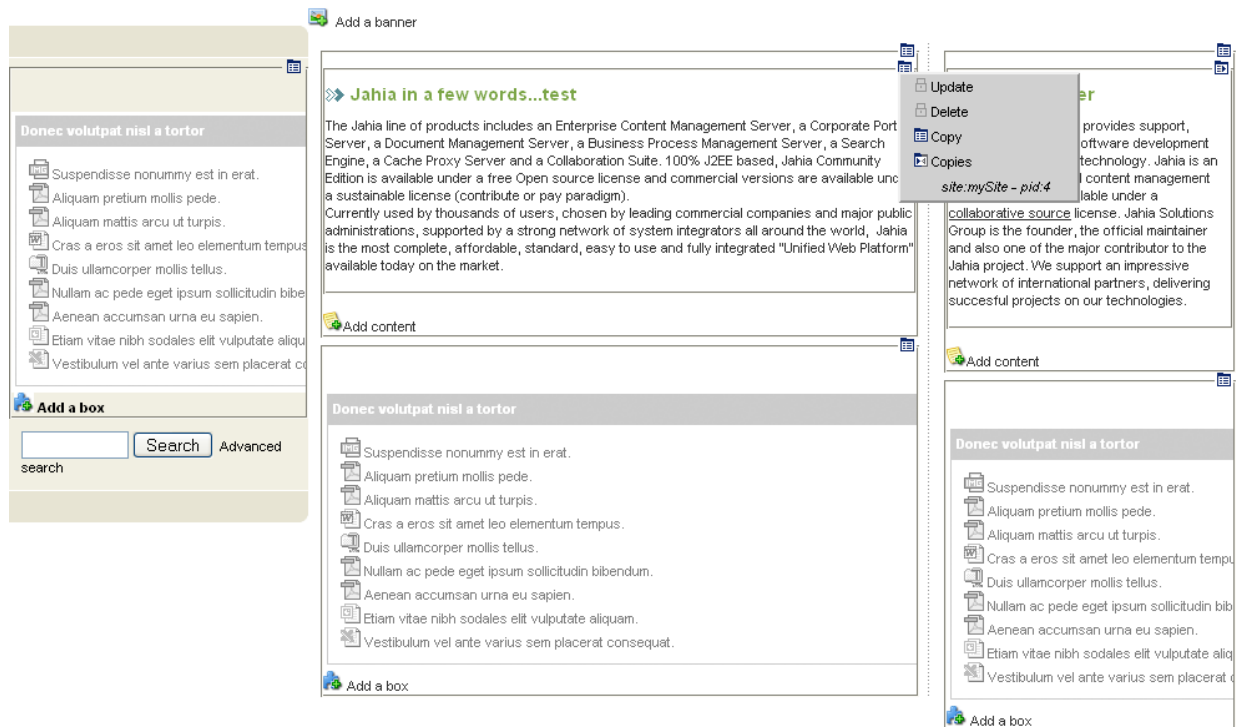


Figure 6-11: workflow three validation steps – content lock

and clicks on “Workflow” to validate or reject (back to the author) the content:

Three Validation Step

Select an action: Validate edition of current page ▼
Validate edition of current page
Rollback to author

comment :

● Editing state
 ● Approval state
 ● Published state
 ~~Marked for delete-~~
 (*) Mandatory language(s)

The first button is to ACCEPT, the second to REJECT the action for the object

Pages ready for approval	🇬🇧
[1] Home	● <input type="radio"/>
[2] Services	●
[3] About us	●
[5] Business Model	●

Figure 6-12: workflow three validation steps – validation

If Steve validates the content, a notification mail will be sent to:

- The author (Jim)
- The final validator (Susan)

Susan will have three options:

- Rollback the content to the Author (Jim)
- Rollback the content to the first validator (previous step / Steve)
- Validate the page (Final Validation)

Three Validation Step

Select an action: Publish modification on current page ▼
Publish modification on current page
Rollback to previous step
Rollback to author

comment :

● Editing state
 ● Approval state
 ● Published state
 ~~Marked for delete-~~
 (*) Mandatory language(s)

The first button is to ACCEPT, the second to REJECT the action for the object

Pages ready for approval	🇬🇧
[1] Home	● <input type="radio"/>
[2] Services	●
[3] About us	●
[5] Business Model	●

Figure 6-13: workflow three validation steps – publication

If Susan rejects the content to the previous step, a notification mail will be sent to the previous validator and the author.

If Susan rejects the content to the author, a notification mail will be sent to the author.

If Susan validates the content, a notification mail will be sent to all the people involved in the validation process from the author to validators.

3 MANAGING ARCHIVED VERSIONS

All the content objects are automatically archived when you validate content.

2 versioning interfaces are available to the Manager and lets him restore an archive of any content object:

one which give him the possibility to restore the all site or a sub-site, accessible with the page properties menu

one available on the page or container only, accessible with the container's action item

3.1 RESTORING SEVERAL PAGES

Select the task to perform

The screenshot shows a web interface with a navigation bar at the top containing 'Data' and 'Tools'. Below the navigation bar is a sidebar menu with three items: 'Publication workflow', 'Versioning' (which is highlighted), and 'Logs'. The main content area is titled 'Versioning' and 'Step 1 of 3'. It contains the instruction 'Please, select the task to perform.' followed by 'Available tasks:' and three radio button options: 'A) Undo staging modification with live content', 'B) Restore archived content' (which is selected), and 'C) Restore deleted pages'. At the bottom right of the interface is a button labeled 'Proceed to step 2 >>'.

Figure 6-14: Versioning mode

When you access the versioning interface (page properties) three main options are available to you:

1. Undo Staging modification with live content

This option deletes the current content in draft mode and replaces it with the live content. Useful if you did a mistake and want to start your modifications back again starting from the existing content in live mode.

2. Restore archived content

This is the more complex option. This process let you restore a page, a section or a complete web site at any date. Jahia will also restore the correct structure of your site at the chosen date. For example if pages have moved several times or were deleted, the archiving service will restore them correctly at the right place in the Jahia structure.

3. Restore deleted pages

This option is only available in the page properties interface or on a page field. It allows you to “undelete” pages that you suppressed by errors.

Select the pages to restore

 Versioning

Step 2 of 3:

Restore archived content

Restore date :

 **reset**
 Choose the date from revisions list.

Restore options :

- Exact restore :
 Sub pages([blue pages](#)) and content of selected pages will be removed (They were deleted or added after the selected date).

- Partial restore :
 Restore only content not deleted at the selected date.

Pages selection :









































Page title		
  [1] Home	<input type="checkbox"/>    	<input type="checkbox"/>    
  [4] About us	<input type="checkbox"/>    	<input type="checkbox"/>    
[7] Community	<input type="checkbox"/>    	<input type="checkbox"/>    
  [8] Extranet	<input type="checkbox"/>    	<input type="checkbox"/>    

Figure 6-15: Versioning Step 2

Several options exist and are explained below:

Exact Restore:

- Sub pages (blue pages) and content of selected pages will be removed (They were deleted or added after the selected date).

The exact restore will restore exactly the web page as it was at the chosen date. All the pages or content added afterwards will be deleted.

Partial Restore:

- Partial restore: Restore only content not deleted at the selected date.

The partial restore will only restore the content that existed at the selected date. All the other elements added afterwards will stay untouched. This option is practical if you want for example to restore some news that were deleted one month ago but you want to keep all the news added since.

Once you have chosen the restore method, you will have to choose a date.

Two options are here also possible:

- 1) Manual input
- 2) Choose a date from the list of archives


The manual date input lets you chose any date you want. This option should be chose if you want to restore the site at a specific date (e.g. 31.07.2006) without using the revision list.


The second option let you choose a date from a list of all the archived versions. From this list you may see various options letting you choose the restore period and the scope of archives.

Versioning

Select a precise date from revisions listing


Date range :

- From :  [reset](#)

- To :  [reset](#)

- Nb. Rev. Max :

Show revisions for :

- 

Nb of revisions : 3 (Total : 3)

[Date \(Preview\)](#) | [Object title](#) | [Object type](#) | [Object description](#)




- [September 29, 2006 10:39:47 AM](#)  Training ContentPage [15] [Content update](#)
- [September 29, 2006 10:36:34 AM](#)  Training ContentPage [15] [Content update](#)
- [September 29, 2006 10:26:14 AM](#)  Training ContentPage [15] [Page attributes and content update](#)

Figure 6-16: Select the version to restore in the archive list

Each archive can be restored and consulted immediately. Just click on the date of the version and you will get a preview of the page at the selected date. This will let you find the exact archive you want to restore.

[Advanced Users] By clicking on the description, you will see a list of all the fields that have been modified during the validation. You can then see field by field what the content was at the selected date.

Once you have selected a date from the archive list, you may come back to the previous screen. The selected date now appears in the interface. However, the sitemap list is not adjusted to the sitemap of the portal at the selected date.

Pages Selection:

You can now select the page(s) you want to restore. You can restore a single web page, a section (a group of pages) of a full web site.

Once done, you can move to the latest step of the wizard.

Confirmation



Step 3 of 3 : Confirmation

Please, click on OK or Apply to restore.

Warning : Staging content will be overridden !

Restore options summary :

- Restore date: September 29, 2006 12:36:34 PM
- Exact restore : No

<< Back to step2 : Selecting pages to restore.

<< Back to step1 : Select another versioning task.

Figure 6-17: Step 3 Confirmation

This step will ask you to confirm all the options you selected during the process. Do not forget that your content in draft mode will be suppressed and overridden by the archive without any way to restore it as it is not archived yet.

If you are ok with your settings, just click on the Apply or the OK button.

3.2 RESTORING ONE CONTAINER

When you access the versioning interface (with the action item on the container) a list of all archived containers will be displayed.

Data Tools

Publication workflow
 Import
 Export
 Versioning
 Logs

Versioning

Date range :

- From : reset

- To : reset

- Nb. Rev. Max : All revisions

Nb of revisions : 4 (Total : 4)

4 items found, displaying all items.

Version	Date	Last contributor	Operations
<input type="checkbox"/> v.4 - live	November 3, 2006 11:35:49 AM	root	
<input type="checkbox"/> v.3	November 3, 2006 11:27:44 AM	root	restore
<input type="checkbox"/> v.2	November 3, 2006 11:26:37 AM	root	restore
<input type="checkbox"/> v.1	November 2, 2006 3:17:38 PM	root	restore

Figure 6-18: Versioning on a container

You can click on the link to view the comparison between the live environment and the archive version. You can also select 2 particular versions and ask for a comparison with the “Compare” button.

When you have selected the right one, you just need to click on the restore link to access to the confirmation page and click on OK to process the restore.

Data Tools

Publication workflow
 Import
 Export
 Versioning
 Logs

Versioning

Step 2 of 2 : Confirmation

Please, click on OK or Apply to restore.
 Warning : Staging content will be overridden !

Restore options summary :

- Restore date: November 3, 2006 11:35:49 AM [v.4]
- Languages to restore :

Figure 6-19: Versioning on a container confirmation

4 IMPORT / EXPORT

Import

With this new version of Jahia, you can now import or export the content of your site.

To import some content you need to create an import file.

In this zip file you will need:

- An export.xml file by language which will contain the structure and content of the site
- A filesacl.xml with all the permissions
- A categories.xml with all the categories
- A users.xml with all the
- And all the files or images you want to import.

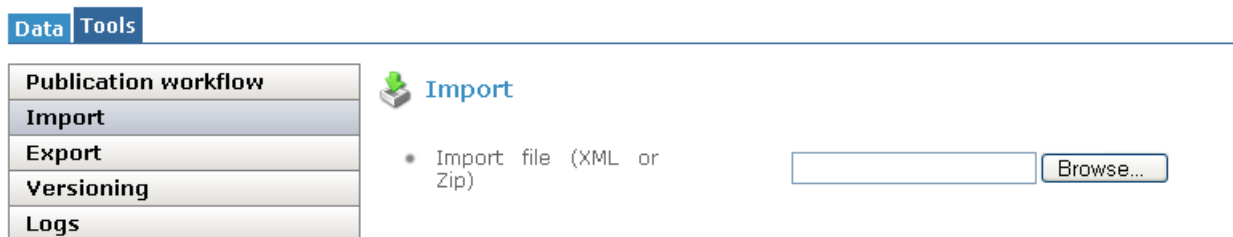


Figure 6-20: Import screen

Export

For the Export, you have 3 different types: Complete live content, Complete staging content, Differential, and 3 different export formats: XML Content (current language only), zip with XML content and zip with XML content and files.



Figure 6-21: Export screen

5 MANAGING LOGS

Jahia logs all the actions performed by the users. Each Content Manager may access to the logs of every content object where he has the right permissions (Admin rights).

The logs automatically consolidate all the actions performed on all the sub content object. So for example the home page logs will consolidate the logs of the whole Jahia site.

Warning



Jahia logs only archive the actions performed by the authors and the content managers. This may not be considered as a site usage log that trace all the clicks performed by the various users. For such logs please use the standard Apache logs or your application server logs. Check with your system administrator to know how to configure them.

Warning



Logs are by default limited to the 500 latest entries. The Site Administrator may increase the logs to an higher limit. However due to the current implementation of the logs, we do not suggest to logs more than 10'000 entries. This option will be improved in future releases.

CHAPTER 7 SITE ADMINISTRATOR ROLE

This chapter describes all the action an site administrator can make.

1 SITE SETTINGS

The screenshot displays the Jahia Administration interface for Site Settings. At the top left is the Jahia logo, followed by the text "Jahia Administration". Below this is a navigation bar with "Server settings" and "Site settings" tabs, with "Site settings" being the active tab. A dropdown menu labeled "Select your website :" is set to "Stef Site". The main content area contains ten administrative actions, each with an icon and a label: "Page settings" (document icon), "Manage users" (person icon), "Manage groups" (two people icon), "Manage templates" (folder icon), "Manage search engine" (goggles icon), "Manage home page definitions" (house icon), "Manage languages" (umbrella icon), "Manage Distant Site For Auto Export" (cube and arrow icon), "Build Clip-Portlet" (globe icon), and "Manage site permissions" (person with sunglasses icon). At the bottom left, it shows "Days left before expiration : 57". At the bottom right is a button labeled "Exit from Administration". The footer contains the Jahia logo, copyright information "© Copyright 2002-2006 Jahia Ltd -All rights reserved..", "Powered by Jahia", and the version "Jahia v. 5.0".

Figure 7-1: Site settings

This screen includes all administration tools to manage one custom virtual site. The Super Administrator can see this panel for each virtual site by selecting any site in the drop-down list. The site administrator (siteadmin) has no access to the Server Administration Panel, he can only access to this screen and only for the virtual site(s) he is managing.

1.1 PAGE SETTINGS



For this page...

Selected page : []

select a page

... use this template.

-- Choose a template --

Save changes

Other operations : • [Back to menu](#)

 © Copyright 2002-2006 [Jahia Ltd](#) -All rights reserved..

Powered by [Jahia](#)

Jahia v. 5.0

Figure 7-2: Page settings

Through this menu, you can switch templates for any page of your Jahia Portal. This allows you to change the layout of a given page by applying a new template to it. Please note that both templates should share common fields to be able to output the same data. Please refer to the **Templates Guide** for more details on how to build templates.

Just choose the page you want to “skin” and select the template you want to apply. Click on **Save Changes** to validate modifications.

If you choose a new template which doesn’t use any field of the current template, your data won’t be displayed, but they won’t be lost. Switch again to the first template to recover your original page layout and corresponding data.

Such an option can be useful to revert from a template producing errors to a known good template for a specific page of your site.

1.2 MANAGE USERS



User list

Search :

in : All properties
 Properties
 Username
 First name
 Last name
 E-mail
 Organization

on : Everywhere
 Providers :
 jahia_db

Search results

u jahia	read	
u jahia	james	
u jahia	write	
u jahia	jim	
u jahia	stef	Default Virtual Si..
u jahia	guest	Unauthenticated user

Figure 7-3: Manage Users

This interface allows site administrators to manage the Jahia users available on the current virtual site. You can add, edit or delete users, as well as insert users in groups or move users between groups. Please note that the default Jahia Administrator user as well as the guest (anonymous) user can't be deleted. In fact the Jahia Administrator and the Root user do not appear in the list of users as they automatically have full permissions on the site.

You can also browse, search and sort users from different sources. Right now users can be either stored directly in the Jahia system or authenticated against a third party LDAP server. To learn how to configure access to a LDAP server, please refer to the "Advanced Settings" chapter.

In case you have several hundred users, you can use the search field to retrieve specific users. Wildcards can be used, for example to search all users whose name begins with "s". Just enter "s*" in the search field and click on search. You can also sort in ascending or descending order the list of users by provider or by username just by clicking the arrows icon above the users list.

To add a user, just click on **Create new user**, enter required information and click on **OK**. To edit the settings of a user, select it and click on Edit/View selected user properties.



If you want to use the e-mail alert feature of the workflow process, you need to specify the e-mail address of the user you are creating.

Through the “Edit user properties” menu, you can also set a homepage for a user. When this user logs in and if he selects “Jump to personal home page” in the drop-down list of the login window, he will automatically be redirected to the page defined in this menu. A link to his homepage can also be found in the top bar menu once the user has logged in.

:: Home Page Tool ::

Please choose from one of the radio boxes below.

A home page may be associated to a user/group in two ways :

- By using a home page definition as defined in the home page management menu (see Administration main menu) :
Select box 1,
Choose the desired option from the drop down list..
- By choosing an existing page :
Select box 2,
Choose the page from the list or from the displayed tree (by clicking on the "Site Map" button),

1. Use one of the following dynamic home page definitions :

2. Choose a specific home page:

Selected page: Home [1]

Figure 7-4: Home Page Selection

Click twice on OK to validate.

If you want to delete a user, click on “Remove selected user”. He will also be removed from all pages where he had specific rights. Please note that you cannot remove a user stored in a LDAP server.

By clicking on Manage groups, you will be able to create or delete groups and move users between groups. See next paragraph for details.

1.3 MANAGE GROUPS



Group list :

Search :

in : All properties
 Properties :
 Groupname
 Description (LDAP)
 Members (LDAP)

on : Everywhere
 Providers :
 (jahia_db)

```

g jahia administrators (stef, root)
g jahia guest          Public
g jahia users          Authenticated Users
g jahia Contributors   (write, jim)
g jahia View_Access    (read)
  
```

Figure 7-5: Manage groups

Three groups exist by default in Jahia and cannot be removed:

- Administrators: all users that have complete administration rights on the whole virtual site.
- Users: all users (Jahia or LDAP users) are part of this group by default.
- Guest: this group represents all the possible anonymous and logged users (Group Users + anonymous user). As the anonymous user (guest user) is considered in Jahia as a standard automatically logged user, if you only grant access to a page to the guest user, other logged users will not have access to this page. You will then need to grant access to the full guest group which includes both logged and anonymous users.

To add or remove users from one of these groups, select a group and click on **edit selected group**. Select one user (or press the Ctrl key to choose multiple users) and click on **remove members**. If you want to add new users to the group, click on **add members**.



Group Members Addition

Search :

in : All properties
 Properties
 Username
 First name
 Last name
 E-mail
 Organization

on : Everywhere
 Providers :
 jahia_db

Search results

u jahia james	
u jahia read	
u jahia write	
u jahia stef	Default Virtual Si...
u jahia jim	
u jahia guest	Unauthenticated user

Figure 7-6: Add a new member to a group

If no users are displayed, press on **search** to display the full list of users. Select users and click on **Ok** to add them to the current group.

Two icons at the right of the panel allow you to ease selection in case you have many users:



: Select all users



: Invert selection

You can also copy groups and keep in the new group all users from the source group. For example, select group “users” and click on Copy selected group. Give the new group a name, i.e. “users_copy” and click on **OK**. You now have a second group containing the same members as the “users” group.



Currently, the groups of groups feature is not supported yet

1.4 MANAGE TEMPLATES



Manage templates :

Blog	
Blog listing	
Categories browsing	
Directories Files	
Directories Links	
Directories Main	
Directories People	
Directories Project	
Document Detail	
Document Listing	
Double	
Faq	
Form generator	
HTML file clipping	
Home	
Metadata api	
Portal	
Simple	

Edit

Delete

Other operations :

- [Deploy new templates](#)
- [Manually add a new template](#)
- [Templates management options](#)
- [Back to menu](#)

Figure 7-7: Manage template

This panel allows you to manage the different templates which can be made available to users of Jahia. As with the portlets, you can decide whether you want automatic or manual deployment. Just click on **Templates Management Options** to select or unselect Automatic Deployment Mode and click on **Save**.

If you have packaged your set of templates in an `.ear` file, you can copy it to the following directory:

```
TOMCAT_HOME/webapps/jahia/WEB-INF/var/new_templates/ name_of_your_site
```

If the Automatic Deployment Mode is enabled, the new templates should be available after a few seconds. Otherwise click on **Deploy new templates**. You will need to refresh the page to see the updated list, or to go back to the menu and then open again the Manage templates panel.

Manual templates deployment

If you haven't packaged your templates in an `.EAR` file, you can still deploy them by clicking on **Manually add a new template**.

Manually register a new template in Jahia :

You can manually register a new template definition in Jahia.

The Template Folder you entered must be a folder located in the directory :

Jahia home/jsp/jahia/templates/mydemo

New Template Informations :

*Template Name :	<input type="text" value="basic template"/>
*Template Folder :	<input type="text" value="\mytemplates"/>
*File Name :	<input type="text" value="first_template.jsp"/>
Available To Users :	<input checked="" type="checkbox"/>

Save

Figure 7-8: Manage template deployment

As illustrated in the above screenshot, the folder containing the templates to be deployed must be located in the following directory:

TOMCAT_HOME/webapps/jahia/jsp/jahia/templates/name_of_your_site

For example, if you are currently managing the `mycompany` virtual site, you will need to copy your templates in the following directory:

TOMCAT_HOME/tomcat/webapps/jahia/jsp/jahia/templates/mycompany/

First enter the name of the template as it will appear in the template drop-down menu when you add a new page to your virtual site.

Then enter the directory name in which you copied your templates, relative to the path mentioned above. (i.e: `mytemplates/`).

Finally enter the name of the jsp file (i.e.: `first_template.jsp`).



Please note that directories and templates names are case sensitive

If the checkbox **Available to users** is not selected, the template will not appear in the list of available templates in the drop-down menu when you add a page to your virtual site.

When editing an already deployed template, the checkbox **Is the default** will specify that this template should be selected by default in the template selection drop-down menu of the “add page” interface.

Click on **Save**. The following message will be displayed if the template was deployed correctly:

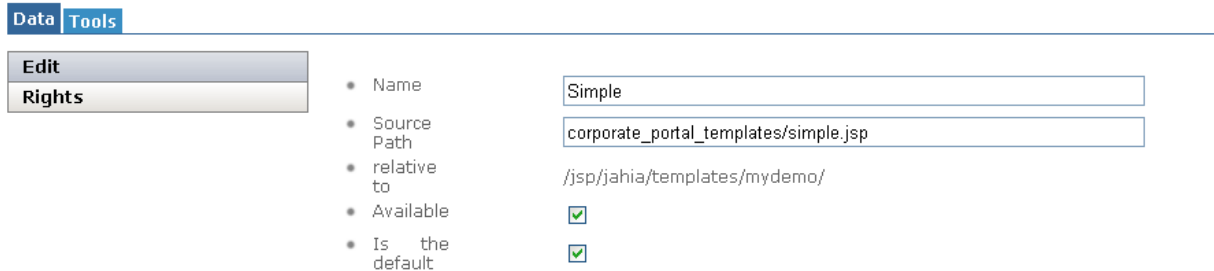
The template was installed successfully

If you have an error message, please check that the file name is correct and that it is indeed present in the directory entered.

Templates Access Permissions

Thanks to the Access Control List (ACL) system in Jahia, you can also manage rights on templates to specify which user may have access to which templates.

Select a template and click on Edit. You can also double-click on the template name.



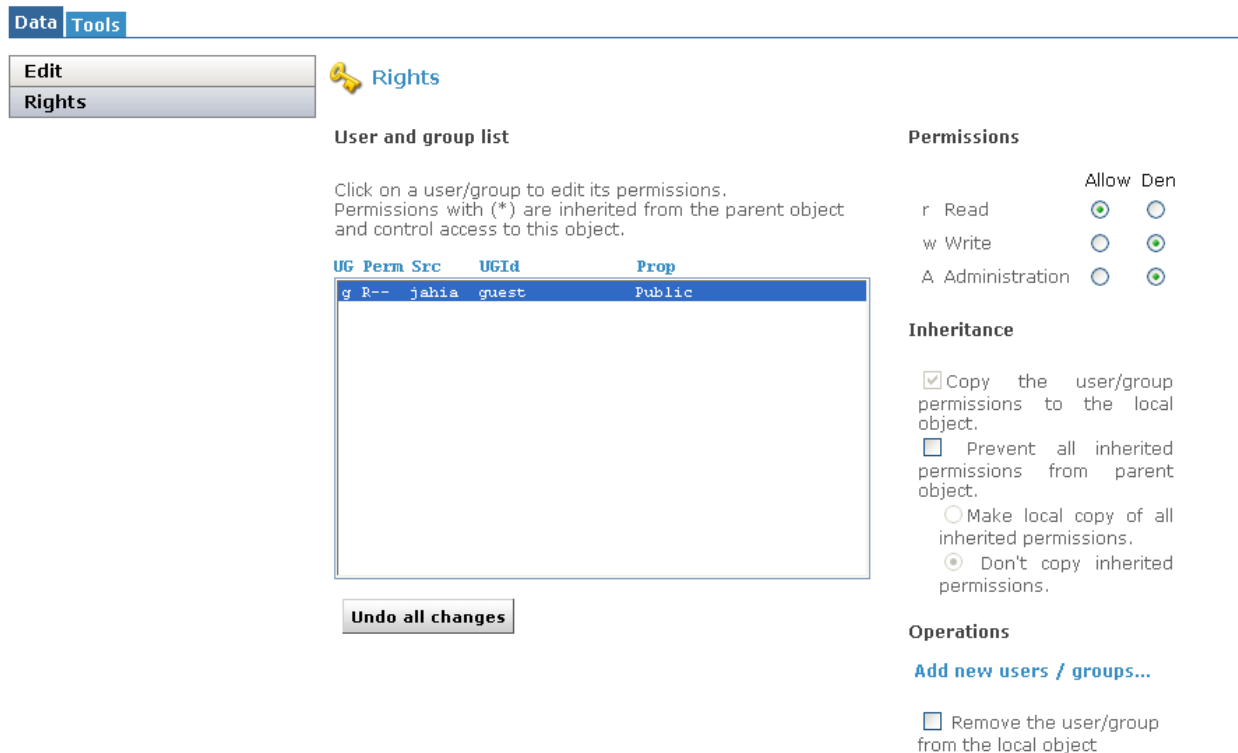
Data Tools

Edit
Rights

- Name: Simple
- Source Path: corporate_portal_templates/simple.jsp
- relative to: /jsp/jahia/templates/mydemo/
- Available:
- Is the default:


Figure 7-9: Edit template

Select the “Rights” section.



Data Tools

Edit
Rights

 Rights

User and group list

Click on a user/group to edit its permissions.
Permissions with (*) are inherited from the parent object and control access to this object.

UG	Perm	Src	UGId	Prop
g	R--	jahia	guest	Public

Undo all changes

Permissions

	Allow	Den
r Read	<input checked="" type="radio"/>	<input type="radio"/>
w Write	<input type="radio"/>	<input checked="" type="radio"/>
A Administration	<input type="radio"/>	<input checked="" type="radio"/>

Inheritance

- Copy the user/group permissions to the local object.
- Prevent all inherited permissions from parent object.
- Make local copy of all inherited permissions.
- Don't copy inherited permissions.

Operations

[Add new users / groups...](#)

Remove the user/group from the local object

Figure 7-10: Template right management

By default every user has access to all templates, provided that he has sufficient rights to manage content and add pages on a section of the site. To remove access on the current template for a user or a group, click on “Add new users/groups...”. Choose all users/groups which should **not** have access to the current template and click on OK. Then select these users/groups and switch the “read” radio button from “Allow” to “Deny”. The “Write” and “Administration” radio button may be used in the future but have currently no effects.

Now the selected users/groups won't be able to add pages based on this template, neither will they be able to switch the template of an existing page to this template.

1.5 MANAGE SEARCH ENGINE



Available Operations :

- Re-index and optimize the search index..
- Optimize the search index only..

Next step

Figure 7-11: Search engine indexing

Jahia uses the Jakarta Lucene technology from the Apache Foundation ([http:// jakarta.apache.org/lucene](http://jakarta.apache.org/lucene)) to index content. Lucene is a high-performance, full-featured text search engine which relies on an index file, and so minimize RAM usage.

Before being able to use the search engine in your site, you need to create the index file. Normally this file is automatically created when you create a new virtual site. You will also need to re-index the site after restoring a site backup or extraction. In all the other cases, the search index will be updated in real time when content is modified or added in the system. Click on Next step and OK to index your site. Once the process is completed you should have the following screen:



The site has been re-indexed successfully..

OK

Figure 7-12: Indexing successful

As the index is stored in a file, you won't need to re-create your index in case you need to shutdown and restart your Jahia server. You can also launch an optimization of the search index if you think it needs to be optimized.

Here is a summary of the syntax that can be used while doing a search. Detailed information of the syntax can be found in the "Live Site" chapter of the End User Guide or in the query syntax page of Jakarta Lucene (<http://jakarta.apache.org/lucene/docs/queryparsersyntax.html>).

Boolean operations:

Boolean operators allow terms to be combined through logic operators. The search engine supports AND, "+", OR, NOT and "-" as Boolean operators (Note: Boolean operators must be ALL CAPS).

Wildcards

The search engine supports single and multiple character wildcard searches.

- To perform a single character wildcard search, use the "?" symbol.
- To perform a multiple character wildcard search, use the "*" symbol.

The single character wildcard search looks for terms that match those with the single character replaced. Multiple character wildcard searches looks for 0 or more characters. You can also use the wildcard searches in the middle of a term.

Grouping

The search engine supports using parentheses to group clauses to form sub queries. This can be very useful if you want to control the boolean logic for a query.

Fuzzy search

The search engine supports fuzzy searches based on the Levenshtein Distance, or Edit Distance algorithm. To do a fuzzy search use the tilde, "~", symbol at the end of a Single word Term.

Proximity search

The search engine supports finding words which are a within a specific distance away. To do a proximity search use the tilde, "~", symbol at the end of a Phrase.

Boosting a term

The search engine provides the relevance level of matching documents based on the terms found. To boost a term use the caret, "^", symbol with a boost factor (a number) at the end of the term you are searching. The higher the boost factor, the more relevant the term will be.

Detailed information and examples can be found in the End User Guide or in the query syntax page of Jakarta Lucene (<http://jakarta.apache.org/lucene/docs/queryparsersyntax.html>).



Although the “manage search engine” menu is available in the virtual site administration panel because there is one index per virtual site, you still need for the moment server administrator’s rights to be able to index a virtual site.

1.6 MANAGE HOME PAGE DEFINITIONS

Home page definition :

Name	Type	Description
------	------	-------------

Add

Other operations : • [Home page general settings](#)
• [Back to menu](#)

Figure 7-13: Home Page Definitions

You can set a list of Home page definition to be used as Home Pages for existing users/ groups. You can also define an Home Page which will be attributed to each new user/group at creation time.

To create a new home page definition, click on “Add”.

New home page definition :

Name :

Type :

Description :

Page : Selected page:

Figure 7-14: Add a new home page definition

Currently you can only create a home page definition which links to an existing Jahia page. A future release of Jahia may permit to use home page definitions to automatically create a new page based on a previously chosen template when creating a new user/group or when setting a home page for a user/group.

Once you have entered a name and chosen an existing page for your home page definition, click on Save.

To define which home page definition will be used when creating a user or a group, click on Home pages general settings. You can use a different Home Page for users and for groups.

1.7 MANAGE LANGUAGES

From this interface you can manage all parameters related to language for the current virtual site. The upper part of the panel displays all the languages currently configured. For each language, you can select 2 options:

- **Active**: if checked, this language will be available in the edition pop-up and users will be able to switch to this language. At least one language must be activated.

- **Mandatory**: if checked, you won't be able to validate a page until content for all mandatory languages have been completed. For instance, if you add a new page but only entered a title in English when French is a mandatory language, you won't be able to publish it in any languages. This prevent content from being published before it is available for all mandatory languages.

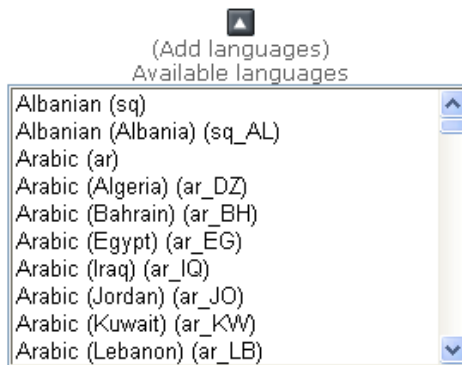
Configured languages :

* = Languages used by the Home Page :

Rank	Language	Active	Mandatory
1	English (en)*	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Options : Mix languages when navigating site

Save



Language mappings :

No mappings

Figure 7-15: Manage language menu

For intranet or extranet purposes, you may often want to be able to display content to the user whatever the language he is currently browsing the site. For example, if you do not wish to have empty pages for languages where content is not available yet, you can activate the “mix languages when navigating site” option. This will use existing content of the other languages to fill in the blanks. You may, for instance, have some area with English content in the French part of a virtual site if this content is not yet available in the French language.

If you want to remove a language from a virtual site, just unselect the “Active” checkbox and click on “Save changes”.

To add a new language to the virtual site, select it from the list of available languages. You may notice that many languages are listed multiple times. In fact the list is based on “locale” or language for a region, so it does not only specifies a language, but also a region. Jahia will identify this “locale” settings of browsers, and can behave differently whether it identifies an French-configured browser from a Canadian user (“fr_CA”) or from a French user (fr_FR). If you wish to add the “generic” French language, just choose the “French (fr)” option.

Unless you plan to add some content specific to a country or region (like fr_CA or fr_FR), you should normally use the generic locale (fr) for a given language.

Click on the



icon to add the language to the list of configured languages.

Language mappings

The “language mappings” option is useful when you have created a site with two different locales for the same language. In for example you have both French-Canada (fr_CA) and French-France (fr_FR) locales configured on your site, you may want to specify which language will be displayed when a user with a generic French (fr) locale access your site.

Click on “edit language mappings” once you have added both fr_FR and fr_CA to choose which locale will be mapped to the fr locale.

To summarize, here is the normal behavior if you have the following configured languages and mapping:

Rank	Language	Active	Mandatory
<input type="text" value="1"/>	English (en)*	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="2"/>	French (Canada) (fr_CA)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="3"/>	French (France) (fr_FR)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Figure 7-16: Language configured

Configured mappings :

French (fr)
is mapped to

French (Canada) (fr_CA)

French (France) (fr_FR)

Save

Figure 7-17: Language mapping

1.8 MANAGE DISTANT SITE FOR AUTO EXPORT

Often site administrators need to separate the intranet environment from the Internet zone. However authors are also most of the time employees and publish content from within the intranet zone.

Thanks to this option, you can create your public web site within your private environment and replicate it on a distant Jahia server.

 **Manage Distant Site For Auto Export**
site localhost3

Already Configured Site For Export :

Target site :
(example : `http://localhost:8080/jahia/Jahia/site/mySite`)

Alias name for your Job (will be showed in N-Step Workflow) :

User of target site :

User password on target site :

User to export on source site :

Export metadata

Cron expression for scheduling :
(or an hour:minutes format for an every day task)

Figure 7-18: Auto Export

In order to avoid confidential and restricted information to be published on a distant public web site, only information available for the chosen user will be exported (by default the guest/anonymous user).

Jahia uses the cron syntax in order to let you select the frequency of your site replication. So you can decide to update your distant site once a week, once a day or once an hour.

Finally Jahia uses its internal XML import/export module in order to replicate the current web site.

1.9 BUILD CLIP PORTLET

HTML Clip Portlet

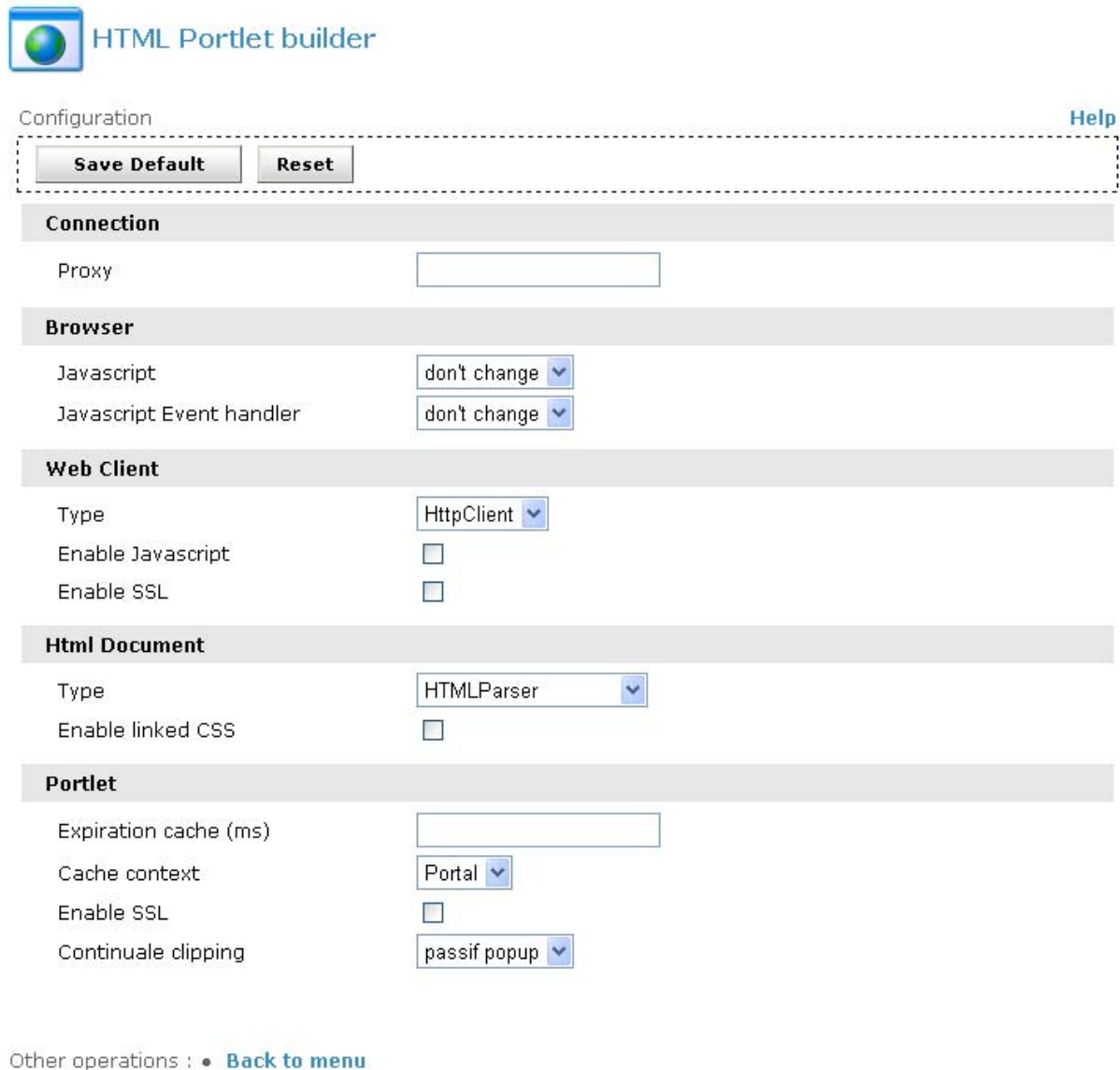
With this interface, you can easily extract train schedules, the latest stock quotes or weather information from any existing sites and generate a dynamic portlet of it.

It even manages authentication in order to access to restricted web sites.

The Webclipbuilder is wizard with 5 steps.

Configuration: set parameter (optional step)

This step allows you to define advanced parameters for the navigation module of the portlet. Parameters definition can be find by clicking on the *Help* link.



HTML Portlet builder

Configuration [Help](#)

Save Default **Reset**

Connection

Proxy

Browser

Javascript ▼

Javascript Event handler ▼

Web Client

Type ▼

Enable Javascript

Enable SSL

Html Document

Type ▼

Enable linked CSS

Portlet

Expiration cache (ms)

Cache context ▼

Enable SSL

Continuare clipping ▼

Other operations : • [Back to menu](#)

Figure 7-19: HTML Portlet Builder - Set parameter

You just need to click on the *Save Default* button to save the configuration and you will have access to the *ADD* button.



HTML Portlet builder

Manage Clippers



There is no Clipper. Click on Add button to build a new Clipper.

Other operations : • [Back to menu](#)

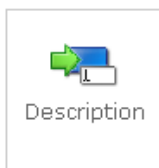
Figure 7-20: HTML Portlet Builder – Add clipper

To create a new clipper, click on the Add button.

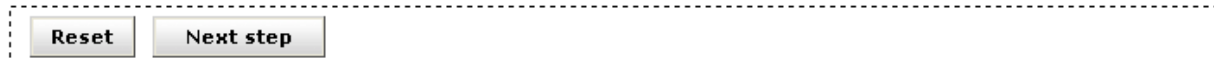
Step 1: Clipper Description

In this step you will define the name, title, description and the target URL. In our example we will create a clipper which present you CFF timetable for Geneve Lausanne.

Wizard steps

[Quit](#)

Clipper Description

[Advanced configuration](#)[Help](#)

Name and title

Description

Enter an absolute Url

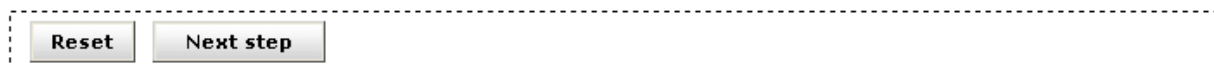


Figure 7-21: HTML Portlet builder - Description

Step 2: Clipper Recording

This part is the most important part of the clipper creation. You will be able to specify the page sequences to access to your final result.

To record a sequence, click on the *Start* button, and navigate normally until you access the desired page, then click on the *Next step* button.

Be careful; don't click on link contained on iframe.

Wizard steps

Quit



Browse

Help

Information

Automatic record

In order to begin recording urls, first click on "start" button and then select a link, button,... on the page below.

Set manually next url to visit

The screenshot shows a web browser window displaying the website <http://www.cff.ch>. The page content includes a header with navigation links (de | it | en, Home | Contact | Sitemap | Recherche) and a main heading "Bienvenue. Profitez de l'automne." followed by a large image of a man and a woman smiling. Below the image are navigation links: Voyages | Groupe | Cargo | Immobilier | Infrastructure. The main content area is divided into two sections: "Horaire" and "News". The "Horaire" section contains a form with the following fields: "De:" (Geneve), "À:" (Lausanne), "Via:" (empty), and "Date:" (Ma 10 10 06). The "News" section contains a small image of a squirrel and the text "Nature et culture. Offres combinées zoo et villes de RailAway, afin que vos voyages restent".

Figure 7-22: HTML Portlet builder - Browse

Step 3: Edit parameter and cut

Depending of the clipper you created, you might need parameters. Here are the properties you can define:

Mapping: This will be the name of the parameter displayed in the clipper
Used value: Display the actual value
Use as default value: If you want to use the actual value by default
Visibility: If you want to display the parameter to the user, in our example we select the Departure and the Arrival parameters to be visible.
Automatic type Update: If you want to replace the default value by the one generated by the server. In our case we set the Journey Date to be automatically updated.



Wizard steps

Quit



Edit parameters

Select an url

Name	Mapping	Used value	Use as defaultValue	Visibility	Automatic type Update	
queryPageDisplayed	<input type="text" value="queryPageDisplayed"/>	yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	hidden
REQ0JourneyStopsS0ID	<input type="text" value="REQ0JourneyStopsS0ID"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	hidden
REQ0JourneyStopsZ0ID	<input type="text" value="REQ0JourneyStopsZ0ID"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	hidden
REQ0JourneyStops1.0A	<input type="text" value="REQ0JourneyStops1.0A"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	hidden
REQ0HafasSkipLongChanges	<input type="text" value="REQ0HafasSkipLongChar"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	hidden
REQ0HafasMaxChangeTime	<input type="text" value="REQ0HafasMaxChangeTir"/>	120	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	hidden
S	<input type="text" value="S"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	hidden
Z	<input type="text" value="Z"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	hidden
REQ0JourneyStopsS0G	<input type="text" value="Départ"/>	Geneve	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	text
REQ0JourneyStopsS0A	<input type="text" value="REQ0JourneyStopsS0A"/>	/	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	select
REQ0JourneyStopsZ0G	<input type="text" value="Arrivée"/>	Lausanne	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	text
REQ0JourneyStopsZ0A	<input type="text" value="REQ0JourneyStopsZ0A"/>	/	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	select
REQ0JourneyStops1.0G	<input type="text" value="REQ0JourneyStops1.0G"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	text
REQ0JourneyDate	<input type="text" value="REQ0JourneyDate"/>	Ma, 10.10.06	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	text
date_minus	<input type="text" value="date_minus"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	button

Figure 7-23: HTML Portlet builder – Edit parameter

You need now to cut your clip to select the part you want to display in the portlet.



Select Part [Help](#)

Cut **Edit parameters**

Clipping method Tag name Enable Css

[Carte](#)
[Programme de partenariat](#)
[Aide](#)
[Mobile Tools](#)
[Conseils Horaire](#)
[Services dans le train](#)

THIS
De: Genève **Date:** Ma, 10.10.06 **Heure:** 13:55 (Départ)
À: Lausanne
THIS
 » [Modifier la requête](#) » [Nouvelle requête](#) » [Retour](#) » [Trajets en correspondance](#) » [Gr](#)
THIS

Détails	Gare/Arrêt	Date	Heure	Durée	Change	V
1 <input checked="" type="checkbox"/>	Genève Lausanne	10.10.06	dép. 13:45 arr. 14:18	0:33	0	IC
2 <input checked="" type="checkbox"/>	Genève Lausanne	10.10.06	dép. 13:56 arr. 14:40	0:44	0	IF
3 <input checked="" type="checkbox"/>	Genève Lausanne	10.10.06	dép. 14:10 arr. 14:43	0:33	0	IC
4 <input checked="" type="checkbox"/>	Genève Lausanne	10.10.06	dép. 14:13 arr. 15:00	0:47	1	IC

THIS
[« Correspondances précédentes](#) Correspc
THIS
THIS
[Détails pour la station](#) [Lignes](#)

Figure 7-24: HTML Portlet builder – Select part

With the *Chew* clipping method, you need to select the tag which will be used to cut the selection. You can have details about the different filter by clicking on the *Help* link.

Step 4: Load your clipper

To test your clipper, you just need to load it
 In our example we can see the 2 parameters we define as visible and their default value.

Test Clipper

Quit

Change parameters

Select an url Reset cache

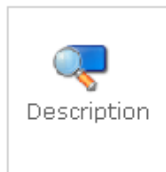
Parameter	Value
Départ	<input type="text" value="Geneve"/>
Arrivée	<input type="text" value="Lausanne"/>

Figure 7-25: HTML Portlet builder – Load

By clicking on the GO button, you will preview the final result.

Test Clipper

Quit



Preview

Détails	Gare/Arrêt	Date	Heure	Durée	Change	Voyage avec
1	Genève	10.10.06	dép. 14:21	0:51	0	RE
<input checked="" type="checkbox"/>	Lausanne		arr. 15:12			
2	Genève	10.10.06	dép. 14:36	0:39	0	IR
<input checked="" type="checkbox"/>	Lausanne		arr. 15:15			
3	Genève	10.10.06	dép. 14:45	0:33	0	IC
<input checked="" type="checkbox"/>	Lausanne		arr. 15:18			
4	Genève	10.10.06	dép. 14:56	0:44	0	IR
<input checked="" type="checkbox"/>	Lausanne		arr. 15:40			

Figure 7-26: HTML Portlet builder – Preview

The last step is now to deploy it, and the portlet will be available in the list when you will add portlet.

SQL Clip Portlet

This type of portlet allows you to display any content of a database table.

The screenshot shows the 'SQL Portlet builder' interface. It is divided into several sections:

- Database connection:** Includes fields for Database (Postgre), Database url (10.8.37.46:5432), Database Name (jahiaformation), User Name (jahia), and User Password (*****). A 'Save as default' button is present.
- Query Properties:** Includes Title (users), Max number of rows per table (10), and Sql query (select* from jahia_usd). An 'Execute query' button is present.
- Portlet Properties:** Includes name and description fields. A 'Deploy' button is present.
- Preview:** Displays a table with 13 rows of user data. The first 10 rows are visible, with a pagination bar below showing '13 items found, displaying 1 to 10.' and navigation links for 'First/Prev', '1, 2', and 'Next/Last'.

id_jahia_users	name_jahia_users	password_jahia_users	key_jahia_users	siteid_jahia_users
0	root	B1ZQLtup8YLYX8/MrygHxoKj0n0=	root:0	
1	guest	NWdeaPS1r3uZXZIFrQ/EOELx2FA=	guest:1	1
2	siteadmin	500j4dyBpJQDk8Ipc3Y89925Xwg=	siteadmin:1	1
100	guest	NWdeaPS1r3uZXZIFrQ/EOELx2FA=	guest:100	100
200	admin	+GW1NiOx:If007lQmx5Llwzr4wic=	admin:100	100
201	customer1	cojt0Pw//L6ToM8G41aOKFIWh7w=	customer1:100	100
202	john	MFUfr6q/LVGchp708Lbv7VDSZ1=	john:100	100
203	steven	cojt0Pw//L6ToM8G41aOKFIWh7w=	steven:100	100
208	guest	NWdeaPS1r3uZXZIFrQ/EOELx2FA=	guest:300	300
209	admin	+GW1NiOx:If007lQmx5Llwzr4wic=	admin:300	300

Figure 7-27: SQL Portlet builder

You need to provide the data source of your SQL DB, your SQL request and Jahia will generate a dynamic portlet with the results set.

Users will be able to sort, extract or filter the result of this SQL query.

1.8 MANAGE SITE PERMISSIONS

In this area, you can delegate accesses to all the site menu features to any power users. You can grant custom permissions for all the actions available in the edition pop-up windows or the edition menus.

As you can see in the figure, you can specify a group of user for each action available in :

- The Administration panel
- The Edit menu
- The Tools menu
- A list of actions define in the Actions tab
- And the edition of the language for the author.

Save changes

Can enter Jahia administration GUI

----- No user/group in permission - - - - -

Add user/group

Remove user/group

Page settings

----- No user/group in permission - - - - -

Add user/group

Remove user/group

Manage users

----- No user/group in permission - - - - -

Add user/group

Remove user/group

Figure 7-21: Manage site permissions

2 SERVER SETTINGS

Let's start with the Server Administration Panel which is only available to the Root user.

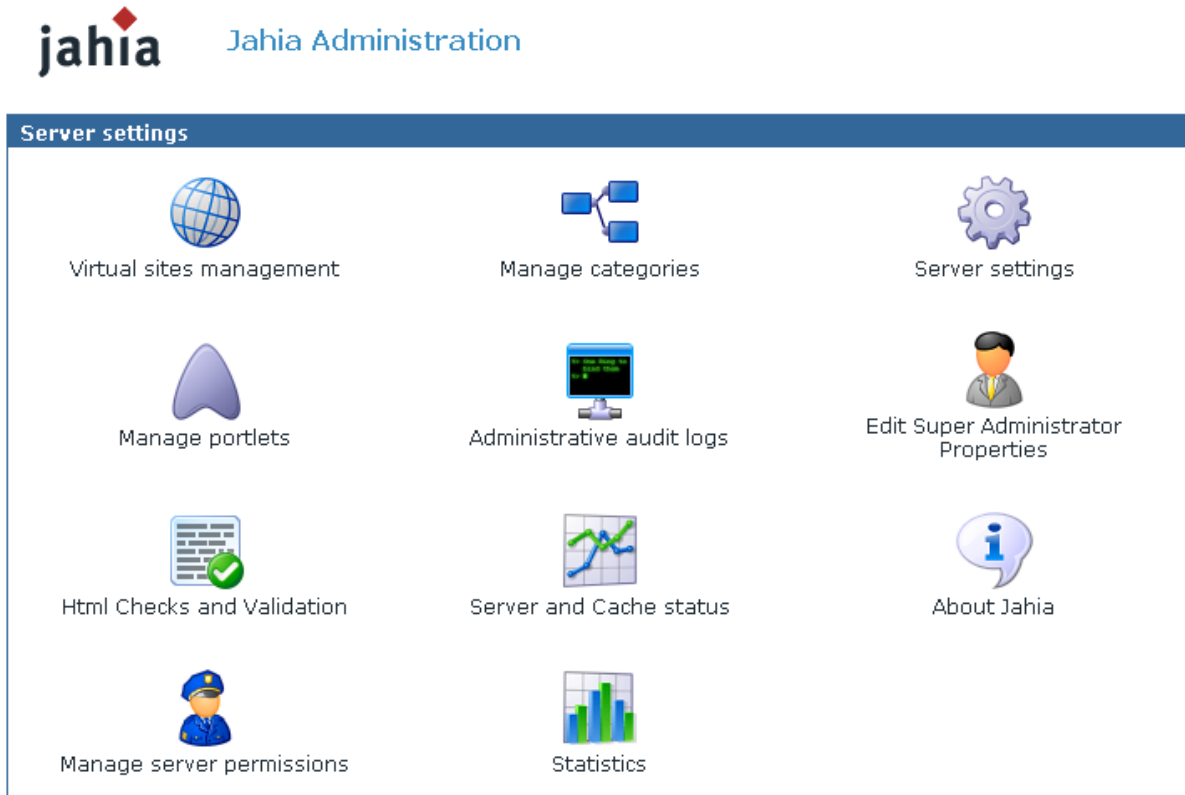


Figure 7-22: Server Administration

2.1 VIRTUAL SITE MANAGEMENT



Manage virtual sites

Virtual Sites List :

Name	Edit	Export
Demo Site	Edit	Export
Stef Site	Edit	Export

[Add a new site](#)

Import several virtual sites at once

Please select the file to import:

[Browse...](#)[import file](#)Other operations :

- [Export all sites](#)
- [Back to menu](#)

Figure 7-23: Virtual Site menu

You can create multiple virtual web sites on top of one Jahia physical server, each with its own set of templates, components, users and groups. For example, you can have one website accessible through the url `www.first_domain.com` and another one through `www.second_domain.com`, both running on the same Jahia server.

The default site created during installation appears in the virtual sites list as "My Jahia Site". To add a new virtual site, click on **Add Site**. If you want to edit settings for an existing virtual site, click on the **Edit** button.



Manage virtual sites

New virtual site properties

Site title* :
eg. My Web Site

Site server name* :
eg. www.mywebsite.com

Site key* :
eg. mywebsite

The site key appears in the URL and cannot be changed

Site desc :

Set as the default virtual site.

2. Administrator account :

- Create a new user..
- Select an administrator from another site.

Next step

Figure 7-24: New virtual site properties

First, enter a site title. The site title will appear on the virtual site list.

Then enter a site server name; this indicates the name of the server on which Jahia runs. You can specify a URL for the site server name, for example `www.mycompany.com` and if your DNS is correctly configured, you will be able to access this virtual site by directly typing this url. Remember that the default port to access Jahia is 8080, so to call this specific virtual site, you will have to enter something like:

```
http://www.mycompany.com:8080/jahia
```

You also need to enter a site key. This is a keyword that will be used in the url to access this specific virtual site. For example, if you use localhost address and want to access a virtual site with the mycompany site, the url will be something like:

```
http://localhost:8080/jahia/Jahia/site/mycompany/
```

You can note that if you are using a fully qualified name to access your virtual site (i.e. `www.mywebsite.com`), you don't need to use the site key in the URL.

Select then the first checkbox if you would like to make this virtual site the default site. It means that if you type the base url of jahia (i.e. `http://localhost:8080/jahia/ Jahia`), you will be redirected to the home page of this particular site.

You then need to define the administrator account for this site. The site administrator will be able to manage users, groups, templates and components for his/her site but won't be able to access to the Server Administration (Root only). You have the choice of creating a new user for this role or to select the administrator of another already existing virtual site.

Then click on **Next step**.

If you selected New User, you will need to enter requested information for the site administrator account

If you selected the second option, you will need to choose the web site from which you want to select the administrator, and then select the administrator.

Once you have created a new administrator for the virtual site (or selected one from another virtual site), you need to choose the default set of templates that will be used.

Manage virtual sites

Please choose a template set : Corporate portal templates v2

Initial site content

Empty site English (en)

import file :

Other operations :

- [Back to previous step](#)
- [Back to sites list](#)
- [Back to menu](#)

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Figure 7-25: Template set selection

You can still replace afterward the templates by your own once the virtual site is created. You can see how this can be done by checking paragraph 1.7 Manage templates in this chapter.

Edit site

In this menu you can change the site title as well as the site server name. It is also through this menu that you can delete an existing site. Be aware that when deleting a site, you will also suppress all users and groups related to this site, as well as all templates, applications and file repository of the virtual site. If you

want to preserve one of these objects, you can uncheck the corresponding box before you confirm the deletion of the site.

2.2 MANAGE CATEGORIES

Content inside Jahia can be categorized for easy retrieval. It means that you can create a series of categories and sub-categories and Jahia objects can be later on associated to one or many of them. Pages, containers lists and containers can be categorized. You can then for example recover in a Jahia template all objects belonging to one category or all categories on object is associated with.

You could for instance recover on a departmental home page all the news published throughout the site which have been also associated to the category of this department. You can even re-use content from other virtual site on the same jahia server through the category mechanism, as content categorized can be retrieved throughout all virtual sites.

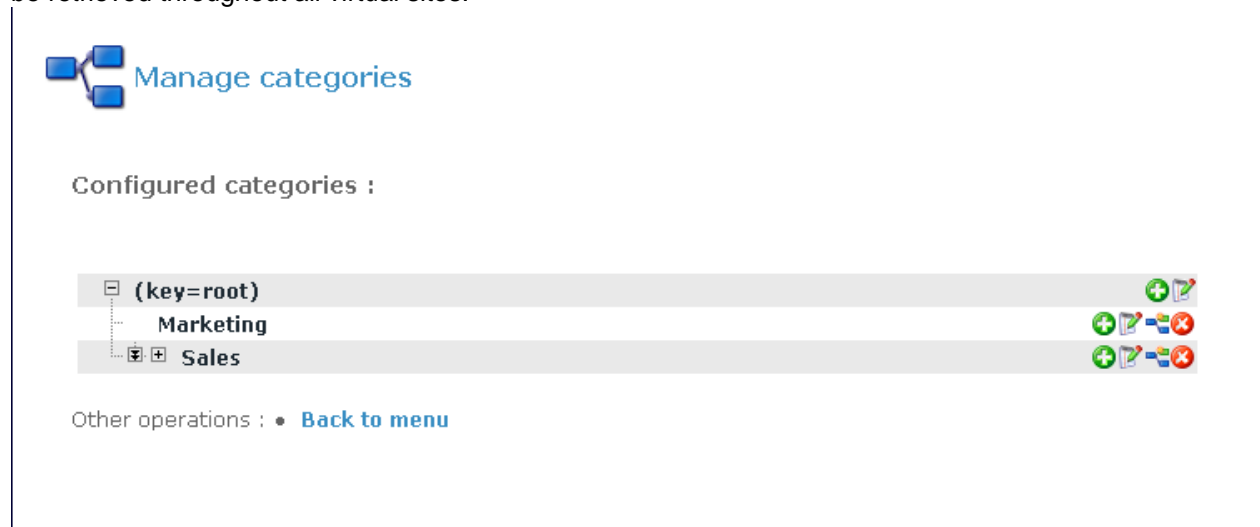



Figure 7-26: List of already created categories

For each category, you can define one or many associated properties. For instance, you can define as a property the departmental home page associated to the category, a description of the category or any other associated property. The properties can of course also be retrieved inside Jahia templates. A sample categories browsing template is provided with the default “corporate portal” templates packaged with Jahia.

To add a new category, just select the parent category and click on “” the add button.

Data Tools

Edit

Category key :

Category titles

English (en) French (fr)

Parent category key : Sales

Properties

Name	Value
<input type="text"/>	<input type="text"/> Fill this in to add a new property

Figure 7-27: Adding a category

Enter the category key (a unique identifier for each category throughout all virtual sites), the category title for each language available on your Jahia server (if no title is entered, the category key will be used as title). If needed, enter then a property name and value and click on the Apply button. You can enter as many properties as needed.

Now when you update a page, a containers list or a container on your web site, click on the “Metadata” section and you should see the list of categories you just created under “Categories” link.

2.3 SERVER SETTINGS

From here you can changes the mail settings that were defined during the Jahia Configuration Wizard.



Server settings

Mail server :

Mail administrator :

Mail from :

Event Notification Level :

Other operations : • [Back to menu](#)

Figure 7-28: Server settings

In case you want to use the e-mail notification feature to be warned if errors occur, please enter your mail server address (SMTP server), as well as your e-mail address and the e-mail address from where the notification is sent. Then select the event notification level, from None to Paranoid. These event notifications will help you solve problems when you are testing newly designed templates. Make sure the SMTP server you are using to send notifications is configured to accept mail from the server running Jahia without needing SMTP authentication.

2.4 MANAGE PORTLETS



Manage portlets

Portlets List :

Name	Context	Delete Portlet
demo	/demo	Delete
InfoNews	/InfoNews	Delete

Other operations :

- [Deploy new portlets](#)
- [Manually add a new portlet](#)
- [Portlets management options](#)
- [Back to menu](#)

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Figure 7-29: Manage portlets

Portlets (or web applications) can be easily deployed and used within Jahia. A dozen of web applications are already provided with the default Jahia installation package, ranging from a file manager to a time reporting or a forum. If your Jahia edition is not prepackaged with these applications, you may download them directly from the Jahia.org web site.

You can also develop new web applications. Please refer to the **Jahia WebApps Guide** to learn how to develop new applications or adapt your already existing Java applications to work within Jahia.

To deploy automatically a new component, all you need to do is copy the `.EAR` or `.WAR` file to the following directory:

```
TOMCAT_HOME/webapps/jahia/WEB-INF/var/new_webapps/
```

After a few seconds, Jahia will automatically deploy the component. Just return to the Manage portlets panel to see the new application

If you prefer not to have your portlets automatically deployed, enter the **Portlets Management Options**, unselect the **Automatic deployment Mode** box and click on **Save**.

To manually deploy new applications, either click on **Deploy new portlets**, to have Jahia search in the `new_webapps` directory for new portlets, or on **Manually add a new portlet** to specify the path to the new applications you want to deploy as well as its full name (i.e: `/foo/bar/apps.ear` on Unix or `c:\foo\bar\apps.ear` on Windows). If your application is not contained in a `.ear` or `.war` file (compressed file containing all files needed for the application), you can also specify a path to the directory where the webapps resides (i.e `/TOMCAT_HOME/webapps/mywebapp/`).

2.5 ADMINISTRATIVE AUDIT LOGS



Administrative audit logs

- [Disable logs](#)
- [View logs](#)
- Auto-limit logs to : entries

Other operations : • [Back to menu](#)

Figure 7-30: Administrative audit logs

Jahia keeps track of all manipulations made on the site (log in, log out, add, delete,...) with date, time and user who performed the action.

By default, Jahia keeps the last 500 entries. To display the audit logs, click on **view logs**.

Last log entries

Logs from last days

191 items found, displaying 1 to 30.
[\[First/Previous\]](#) [1](#), [2](#), [3](#), [4](#), [5](#), [6](#), [7](#) [\[Next/Last\]](#)

Date	User	Site	Operation	Object	ID	Parent
10/2/06 3:14 PM	root	StefSite	updated container	webapps_rightcol	48	containerlist 61 (61)
10/2/06 3:14 PM	root	StefSite	updated container	webapps_rightcol	48	containerlist 61 (61)
10/2/06 3:14 PM	root	StefSite	added container	webapps_rightcol	48	containerlist 61 (61)
10/2/06 3:14 PM	root	StefSite	added field	webapp	1183	container 48 (48)
10/2/06 3:13 PM	root	StefSite	added container	webapps_rightcol	47	containerlist 61 (61)
10/2/06 3:13 PM	root	StefSite	added field	webapp	1175	container 47 (47)
9/29/06 4:23 PM	root		modified field	mainContentTitle	1165	container 46 (46)
9/29/06 4:23 PM	root		modified field	mainContentTitle	1165	container 46 (46)
9/29/06 4:23 PM	root		modified field	align	1164	container 46 (46)
9/29/06 4:23 PM	root		modified field	align	1164	container 46 (46)
9/29/06 4:23 PM	root		added field	content	1166	container 46 (46)
9/29/06 4:23 PM	root		added field	mainContentTitle	1165	container 46 (46)
9/29/06 4:23 PM	root		added field	align	1164	container 46 (46)
9/29/06 4:23 PM	root		added field	image	1163	container 46 (46)
9/29/06 2:46 PM	root	StefSite	added field	mountPoint	1146	container 45 (45)
9/29/06 2:46 PM	root	StefSite	added field	displaySubDir	1145	container 45 (45)
9/29/06 2:46 PM	root	StefSite	added container	boxContainer_full	44	containerlist 18 (18)
9/29/06 2:46 PM	root	StefSite	added field	boxType	1137	container 44 (44)
9/29/06 2:46 PM	root	StefSite	added field	title	1136	container 44 (44)
9/29/06 2:46 PM	root	StefSite	added field	layout	1135	container 44 (44)
9/29/06 2:42 PM	root	StefSite	added container	savedSearch_full	43	containerlist 80 (80)
9/29/06 2:42 PM	root	StefSite	added field	search	1127	container 43 (43)
9/29/06 2:42 PM	root	StefSite	added field	maxFiles	1126	container 43 (43)
9/29/06 2:42 PM	root	StefSite	added container	boxContainer_full	42	containerlist 18 (18)
9/29/06 2:42 PM	root	StefSite	added field	boxType	1111	container 42 (42)
9/29/06 2:42 PM	root	StefSite	added field	title	1110	container 42 (42)
9/29/06 2:42 PM	root	StefSite	added field	layout	1109	container 42 (42)
9/29/06 2:22 PM	root	StefSite	updated container	mainContentList_full	40	containerlist 45 (45)
9/29/06 2:16 PM	stef		added field	mainContentTitle	1100	container 41 (41)
9/29/06 2:16 PM	root		activation of container	mainContentList_full	40	containerlist 45 (45)

Export options: [CSV](#) | [Excel](#) | [XML](#)

Flush logs

- Delete all log entries
- Keep entries more recent than day(s)

Figure 7-31: View logs

The audit log can be filtered or directly exported in various different formats.

2.6 EDIT SUPER ADMIN PROPERTIES

You can at any time change settings (name, password, e-mail address,...) for the Jahia Super Administrator.



View user properties

Please fill in the following input boxes then press Ok.

Note that :

- all the space chars will be removed.
- the input maximum length is 255 characters.

Username	root	
First name	<input type="text" value="Jahia"/>	
Last name	<input type="text" value="Super Administrator"/>	
E-mail	<input type="text"/>	
Organization	<input type="text"/>	
Password	<input type="password"/>	(no changes if left blank)
Confirm password	<input type="password"/>	(no changes if left blank)

Group list

```
g jahia administrators (stef, root)
g jahia administrators (root)
```

Figure 7-32: Super administrator properties

Just modify the information and click on **OK**.

2.7 HTML CHECKS AND VALIDATION

The HTML Checks and Validation menu allows you to customize internal HTML code verification (internal links cross checking, WAI, ...) which Jahia can optionally perform on rich elements.

Display HTML Editor List

Through this panel, you can display the HTML editors which are configured to be used inside Jahia. Two editors are available by default: a FCK Editor which works with most internet browsers and a Simple Text.



Server settings

List of registered Html Editors :

Name	Location	CSS Enabled
FCK Editor	/jsp/jahia/html editors/fckeditor	Yes
Simple Text	/jsp/jahia/html editors/simpletext	No

Reload Html Editors Configuration File from disk

Other operations : • [Back to Html Editors Operation Choices](#)
• [Back to menu](#)

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Figure 7-33: Registered HTML Editor

A configuration file exists, which defines which editor should be available as well as the display order of the editors and the default editor. This file, `html editors_config.xml`, is located in the following directory:

`TOMCAT_HOME/webapps/jahia/WEB-INF/etc/html editors`

Changes to this file can be reloaded without restarting Jahia, by clicking on the “Reload Html editors configuration file from disk” link.

To learn how to change the order in which the various HTML editors are displayed in the Jahia edition GUI and how to add other new editors, please check the “FAQ” chapter.

Markups to remove when parsing text content

In this section, you can choose which HTML tag should be automatically removed from the rich texts entered by editors.

For example, if you want to remove the `` tag, you just need to Add a new markup

Markups to remove when parsing text content :

Markup Name	Case sensitive	Apply to all sites
font	No	Yes <input type="checkbox"/>

Delete selected markups

Add a markup

Other operations : [Back to Html Editors Operation Choices](#)
[Back to menu](#)

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Figure 7-34: Add a markup

Manage site settings

Virtual Sites Setting :

Site Name	Html Cleanup (with Tidy)	Markup Filtering	URL Integrity	WAI Compliance
localhost	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
localhost2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save

Other operations : [Back to Html Editors Operation Choices](#)
[Back to menu](#)

Figure 7-35: Manage sites setting

You can access here to a by site summary of all activated options performed on rich text objects. The HTML Cleanup option will allow you to define if rich text elements will be parsed and automatically corrected in case of HTML syntactic errors. The Markup Filtering option allows you to automatically remove certain tags entered by the editors. The URL integrity check will block validation of an element until cross-references pointing to this element are not connected first in order to limit possible 403 or 404 errors in live mode. And finally the WAI Compliance option will force WAI Level 1 compatibility while editing a rich text element.

2.8 SERVER AND CACHE STATUS

The server status informs you about the state of Jahia's various cache systems, as well as memory used and database connection pool. This can be very helpful to help detect potential problems. You may also use this interface to flush one or several Jahia back-end caches.



Server and Cache status

Locks	
Cache	
Note : cache flush operations only occur on this cluster node.	
Flush all caches :	<input type="button" value="Flush"/>
ACLTreeCache : ACL tree cache 53 entries / 64MB max Successful cache hits : 1048 / 1101 total, Efficiency : 95.19 %	<input type="button" value="Flush"/>
AclNames : 41 entries / 64MB max Successful cache hits : 2593 / 2634 total, Efficiency : 98.44 %	<input type="button" value="Flush"/>
Acl_Manager_Membership_Cache : 1 entry / 64MB max Successful cache hits : 0 / 0 total, Efficiency : 0 %	<input type="button" value="Flush"/>
ApplicationContextCache : Applications context cache 8 entries / 64MB max Successful cache hits : 132 / 140 total, Efficiency : 94.29 %	<input type="button" value="Flush"/>
ApplicationDefinitionsCache : Applications definition cache 0 entry / 64MB max Successful cache hits : 0 / 0 total, Efficiency : 0 %	<input type="button" value="Flush"/>
ApplicationEntryPointCache : 4 entries / 64MB max Successful cache hits : 63 / 65 total, Efficiency : 96.92 %	<input type="button" value="Flush"/>
ApplicationCache : 18 entries / 64MB max Successful cache hits : 379 / 390 total, Efficiency : 97.18 %	<input type="button" value="Flush"/>

Figure 7-36: Jahia Cache status and flush

Jahia automatically caches already accessed HTML pages in memory in order to improve the response time for the next users. Access to pages already available in the HTML cache proxy can be between 10 and 20 times faster than non-cached pages as it avoids any connection to the database or any other time and CPU intensive java operations. Indeed Jahia just needs to output a pre-existing copy of the HTML page rather than dynamically assembling all the required content objects.

Of course, each time the content of a page is updated, the copy of the concerned pages in memory will be automatically flushed by the system. For example if you change the title of the home page, all the pages of your site will be automatically flushed as all the navigation menu will then become obsolete.

By default, the HTML cache (as well as other back end caches) is not limited in size. As Jahia stores one copy of the HTML page per logged user (each user may have different permissions and then a different HTML view of the same web page), this may use quite a lot of memory according to the size of your site.

2.9 ABOUT JAHIA



About Jahia

Jahia release 5.0.0, Professional Edition, Build 15221

Your installed license is valid for the following resources.
Current usage of resources is shown for comparison.

Resource Type	Current	Maximum
Number of sites	2	unlimited
Number of users	8	unlimited
Number of templates	29	unlimited
Number of live pages	7	unlimited
Expiration date	03 October 2006	25 November 2006

Figure 7-37: About Jahia

In this section you will find the Jahia build number. It's important to specify it when you report a bug in our issue tracker.

2.10 MANAGE SERVER PERMISSIONS

As for the Manage site permissions, in this section you can allow power user to do all the actions available in the server settings menu.



Manage server permissions

Select the users / groups that will be allowed to perform the following server actions.

Save changes

Administrative audit logs

----- No user/group in permission - - - - -

Add user/group

Remove user/group

Manage categories

----- No user/group in permission - - - - -

Add user/group

Remove user/group

Manage sharing of portlets

----- No user/group in permission - - - - -

Add user/group

Remove user/group

Database settings

----- No user/group in permission - - - - -

Figure 7-38: Manage server permissions

2.11 STATISTICS

After selected your site, you can displayed statistics on users, groups, templates, pages or most visited pages.



Statistics

Site: 

- > [Users](#)
- > [Groups](#)
- > [Templates](#)
- > [Pages](#)
- > [Most Visited Pages](#)

Other operations : • [Back to menu](#)

Figure 7-39: Statistics

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