



CMS Container

{ Admin Guide }

[v 1.1]

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1 INTRODUCTION

CMS Container is an open source content management system for creating and maintaining dynamic websites. The heart of the system is MMBase (<http://www.mmbase.org/>), also an open source system.

Author, Date	Marco Plaisier, August 19, 2007
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1.1 CMS Container in a nutshell

The main principle of CMS Container is the workflow of a traditional editorial staff. These roles are fully integrated in the maintenance process of a CMS Container driven website. This will enable the web editorial staff to work fast in a familiar way. Staff members will experience the flexibility of the large content repository, that will make efficient re-use of content (that has already been created) possible.

1.2 Target groups of this manual

This manual is targeted at the administrators of the CMS Container.

If you are new to the system, you can start reading this document from the top, but if you need a quick reference you can navigate using the index.

Each section indicates the user group(s) which a (sub)chapter applies to. This is indicated using the **applies to** line, which can be found at the top of a chapter, a section or a subsection. If a part does not apply to your user group, you won't be allowed to perform the actions it concerns.

1.3 Document structure

- 1 **Overview:** this chapter globally outlines the basics of the system from a user perspective.
- 2 **Admin menu:** this chapter gives an overview of the admin menu
- 3 **User management:** this chapter describes how to use the user management
- 4 **System properties:** this chapter describes how to use and modify system properties
- 5 **Layouts:** this chapter describes how to create and modify layouts
- 6 **Views:** this chapter describes how to create and modify views
- 7 **Style sheets:** this chapter describes how to create and modify style sheets
- 8 **Portlet definitions:** this chapter describes how to create and modify portlets
- 9 **Other functions:** this chapter describes some additional functions
- 10 **Glossary:** this chapter provides a basic explanation of several technical terms used in this document.

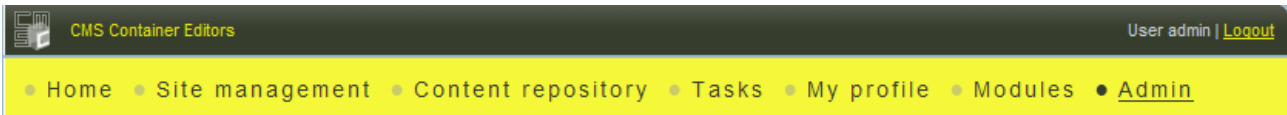
2 ADMIN MENU

Applies to: administrators

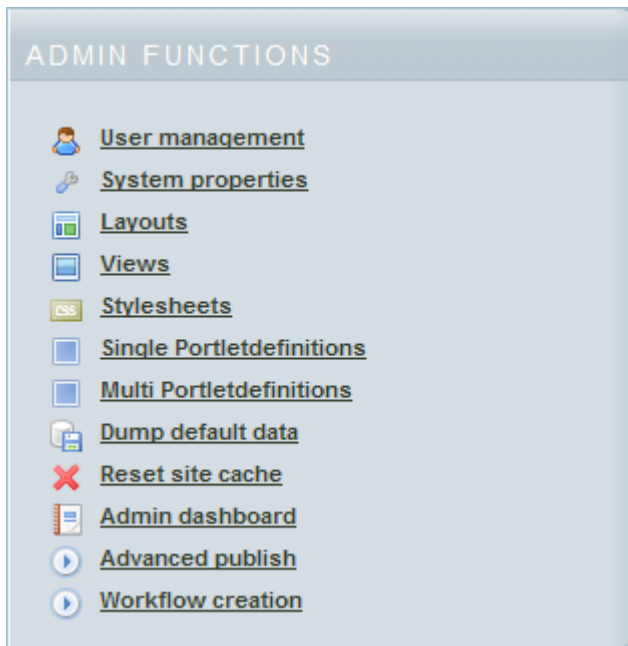
The Admin Functions allow administrators to effectively manage the CMS Container and the users. Administrators do not produce content, but make sure that the writers and editors can do this in the most effective way possible. In order to do this, the administrator needs certain tools at his disposal. The CMS Container provides these tools in the Admin menu.

!Note The Admin menu is only visible for users who are administrators. Basic users and site administrators do not see the Admin menu.

The position of the menu in the CMS Container is shown below. It shows that the currently selected menu is the Admin menu, because the word Admin is underlined. It also shows a black dot next to the name.



Selecting the Admin menu opens the toolbox for the administrator. This toolbox is presented in the figure below. It contains most of the administrative tools that can be used in managing users and the CMS Container. For administrators who are already familiar with the CMS Container the name of most of these tools should be familiar. The rest of this guide will explore each of the tools in more detail.



User management:	chapter 3
System properties:	chapter 4
Layouts:	chapter 5
Views:	chapter 6
Style sheets:	chapter 7
Singles Portlet definitions:	chapter 8.1
Multi Portlet definitions:	chapter 8.2
Dump default data:	chapter 9
Reset site cache	chapter 9
Admin dashboard:	chapter 9
Advanced publish:	chapter 9
Workflow creation:	chapter 9

3 USER MANAGEMENT

Applies to: administrators

You can use User Management to regulate which user can access the editor of the CMS Container. Furthermore, you can regulate which channels and sites the user can create and edit content for and to which degree.

Imagine that another department in your company will start to maintain their own site in the CMS Container. The steps in this chapter will show you how to:

1. Create a new user for each employee of the new department
2. Set up a user group for the new department and add its users
3. Only allow the new users to access their pages and channels

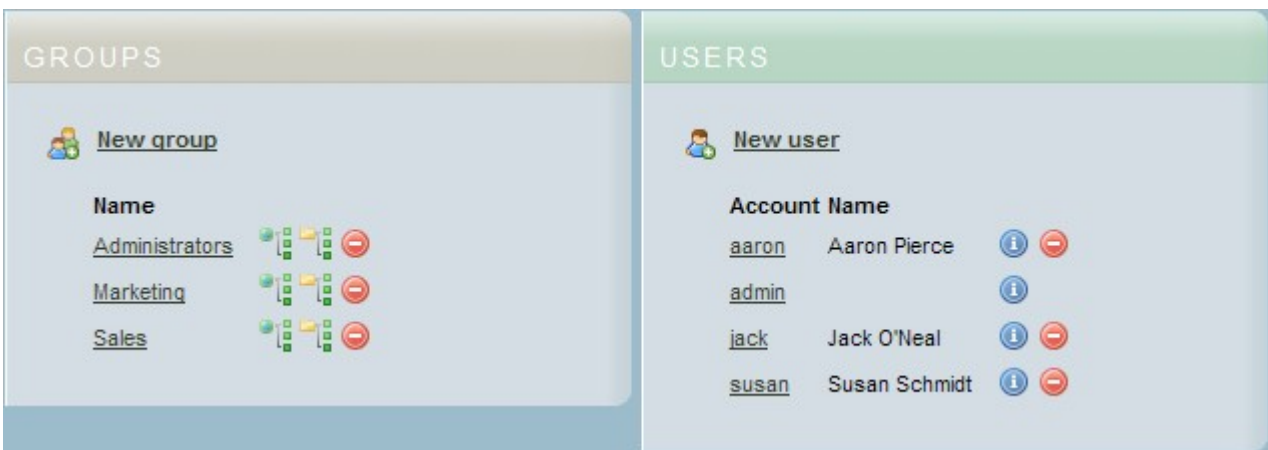
3.1 Alternatives

These steps can also be used as a guide in the following cases:

1. A new employee is hired and requires access to the CMS Container.
Note: do not create a new user group, but add the new user to an existing group
2. An employee is assigned to a different department.
Note: do not create a new user. Remove the user from his original group and add him to another user group.
3. A property of one of the users changes.
Note: do not create a new user. Click on the name of the user and change the relevant property.

3.2 Create new users

User management consist of two panels as presented in the figure below. New users can be created in the right panel. Click on **New user**.



The fields **Account**, **Email**, **Password** and **Confirm password** are required. The CMS Container will warn you if you did not fill the required fields.

Most of the fields are self-explanatory, except for the last four:

- **Language:** the CMS Container can display menus and names of the editor in different languages. Select which language the user prefers (users can change this in their profile if they like to).
- **E-mail notification:** notifies the user when a task for the specific user has been scheduled. In the future, this could also be used for work flow activities.
- **Rank:** the rank of the user or the permissions they have (the lowest rank is anonymous, the highest is administrator). See the [Quick Start Guide](#) for more information.
- **Status:** either active or disabled. Disabled users cannot access the CMS Container.

Click on **Save** when you are done. Repeat this process until you have created all users who require access.

3.3 Set up user groups

If you have followed the steps in section 3.2 to create new users, you will see a figure similar to the one below. Compare this one to the first figure in section 3.2 and note that the account **thomas** is now present.

To add thomas' account to a new user group, click on **New group**. The following screen appears.

!Note You can also add a user to an existing user group. Click on the name of the user group instead of clicking on **New group**.

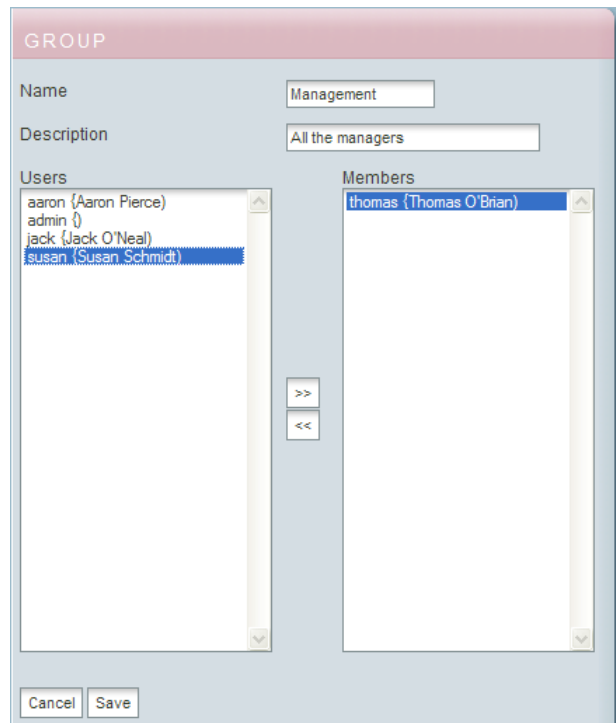
Only the field **Name** is required. The CMS Container will warn you if you did not fill in required fields.

Select **thomas**' account in the list on the left hand side. Then click on the button with >> to add him to the list of **Members**.

If you make a mistake and add a wrong user, select him or her and click on << to remove him from the list of **Members**.

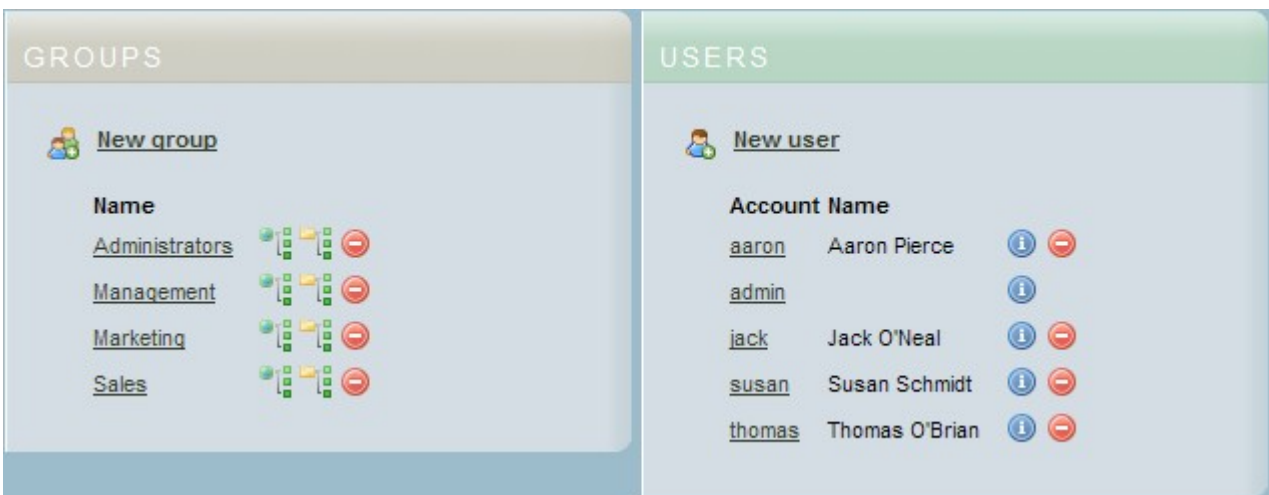
!Note You can select multiple users while holding the SHIFT or CTRL keys at your keyboard.



When you are done, click at **Save**.



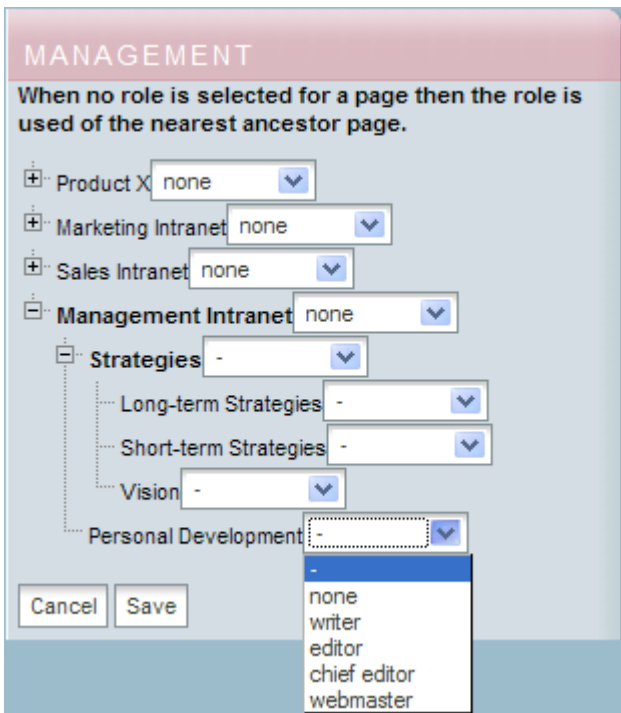
3.3.1 Assigning permissions to user groups


Finally, assigning permissions to user groups gives its members the possibility to work only on specific websites and specific content channels. The figure below presents the User Management screen after performing the steps from section 3.2 and section 3.3.



Setting permissions happens in the **Groups** part of the user management (i.e. the left side of the screen). There are two buttons for setting permissions. The first button  sets permissions on sites and sub sites. The second button  set permissions for content channels. Both work identical.

3.3.2 Site permissions



Site permissions are set in the following way. Click on  and the screen on the left appears. Note that the current user group is the management group and that there are four websites present in the CMS Container.


Use the drop down menu to give the user group a specific rank for each site or page. See the [Quick Start Guide](#) (page 9) for more information about ranks on sites.

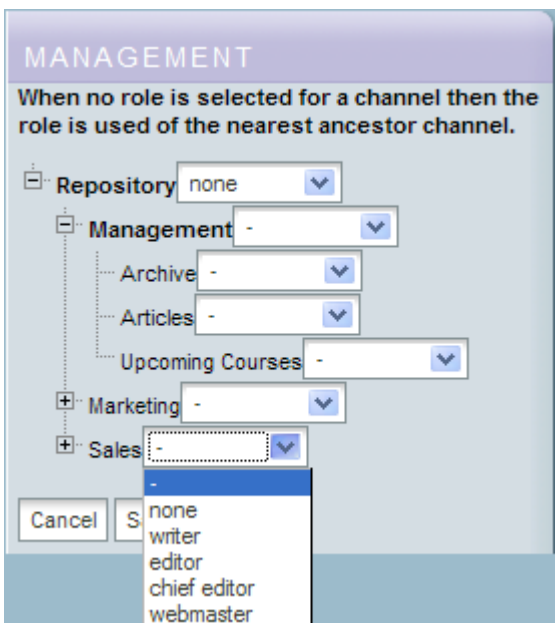
One special rank is the dashed rank '-'. The rank of '-' means that the user group has the same rank for this page as for the ancestor page. This means that the user group has the same rank for the page **Strategies** as for the page **Management Intranet** (in this case: **none**)

In order to give the current user group the necessary rights to add, remove and publish pages and sites on the **Management Intranet**, choose **chief editor** or **webmaster** from the drop down menu next to **Management Intranet**. The deeper pages, like **Strategies**, **Long-term Strategies**, **Short-term Strategies** and **Vision** automatically get the same rank.

When you are done, click **Save**.

3.3.3 Content channel permissions

Content channel permissions are set in the following way. Click on  and the following screen appears.



Note that the current user group is the management group and that there are three content channels present in the CMS Container, apart from the main repository.

Use the drop down menu to give the user group a specific rank for each site or page. See the [Quick Start Guide](#) (page 9) for more information about ranks on sites.

One special rank is the dashed rank '-'. The rank of '-' means that the rank for the channel is the same as the rank for the ancestor channel. This means that the user group has the same rank for the channel **Management** as for the channel **Repository** (in this case: **none**).

In order to give the current user group the necessary rights to add, remove and publish pages content in the **Management** channel, choose **chief editor** or **webmaster** from the drop down menu next to **Management**. The deeper channels, like **Archive**, **Articles** and **Upcoming Courses**, automatically get the same rank.

When you are done, click **save**.

3.4 Results

The end result of the previous steps is that the employees of the new department can now access the editor of the CMS Container. They can add, remove and change pages, but only for their own site and they can add, remove and change content, but only for their own content channels.

4 SYSTEM PROPERTIES

Applies to: administrators, developers

You can use the System Properties to set properties that influence how the CMS Container performs certain tasks, especially in the editor environment.

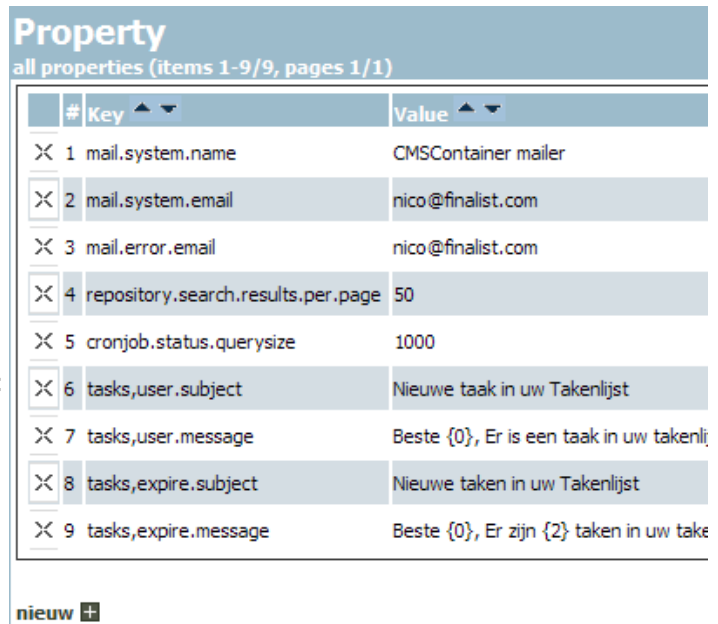
The properties are divided in four categories. The steps in this chapter will show you how to:

1. Change certain aspects of email sent from the CMS Container
2. Change the amount of results the CMS Container displays after searching
3. Change how many modified items are handled in a single run. **It is highly recommended to leave this value at its default.**
4. Change the way tasks are reported to users

Change a property by clicking on any one of them. A property screen is shown where the key or the value can be changed.

You can remove a property by clicking on the cross at the left of an item, but this is **not** recommended, because the software relies on these values.

Adding new keys has no direct effect in the CMS Container, unless you change the CMS Container code to use it.



The screenshot shows a web interface titled 'Property' with a subtitle 'all properties (items 1-9/9, pages 1/1)'. It contains a table with columns for '#', 'Key', and 'Value'. Each row has a small 'X' icon to the left of the key. At the bottom left of the table area, there is a 'nieuw +' button.

#	Key	Value
1	mail.system.name	CMSContainer mailer
2	mail.system.email	nico@finalist.com
3	mail.error.email	nico@finalist.com
4	repository.search.results.per.page	50
5	cronjob.status.querysize	1000
6	tasks,user.subject	Nieuwe taak in uw Takenlijst
7	tasks,user.message	Beste {0}, Er is een taak in uw takenlijst
8	tasks,expire.subject	Nieuwe taken in uw Takenlijst
9	tasks,expire.message	Beste {0}, Er zijn {2} taken in uw takenlijst

4.1 Mail properties

mail.system.name: the name of the mailing system

mail.system.email: the email-address of the person that the CMS Container sends system mails to.

mail.error.email: when an error occurs, the CMS Container sends an email to this email-address.

4.2 Search results

repository.search.results.per.page: the amount of search results that are displayed on a single page, in the editor environment.

4.3 Amount of modified items

cronjob.status.querysize: the amount of items are handled in a single run of the (system's) cron job. A high value can seriously impact the performance of the server on which the CMS Container is installed. A low value impacts the amount of items that are handled. Cron jobs typically run once a minute. If many items need to be handled, then it may take a long time before all items are processed.

:

4.4 Task properties

The following properties are only used in CMSc versions, prior to 1.4!

- task,user.subject: the subject of the message that is sent to a user who has received a task
- task,user.message: the contents of the message that is sent to the user who has received a task
- task,expire.subject: the subject of the message that is sent to the user whose task is about to expire
- task,expire.message: the contents of the message that is sent to the user whose task is about to expire

5 LAYOUTS

Applies to: administrators, developers

You can use the Layouts to determine how and where certain portlets are displayed. Layouts are responsible for managing how the sections are displayed, that are not portlets .

Imagine that you want to add an extra page that display certain portlets at different locations. The steps in this chapter will show you how to:

1. Create a new layout
2. Create and apply a template to the layout
3. Specify the locations of the portlets

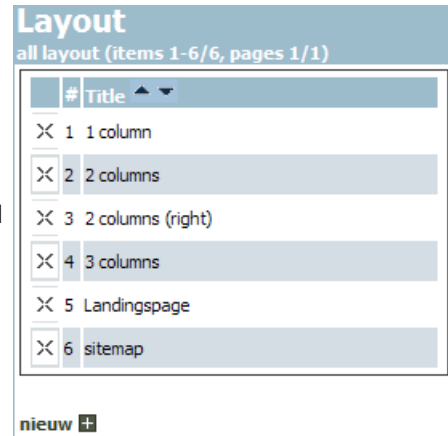
5.1 Create a new layout

Open the layouts menu from the admin menu. The screen at the right appears. Click at **new**. The screen below appears. Fill the field **Title** and **Description**.

5.2 Create and apply a template

A new JSP-file is needed if you have large layout changes. Existing JSP-files can be used if the same amounts of columns / portlets are used. New JSP-files need to be added in the WAR file or in the webapps directory of Tomcat.

Fill in the field **Template**. This field contains the name and relative path of the JSP-template used by this layout, for example 'demo/3_columns.jsp'. This information can be obtained from the developers of the template.



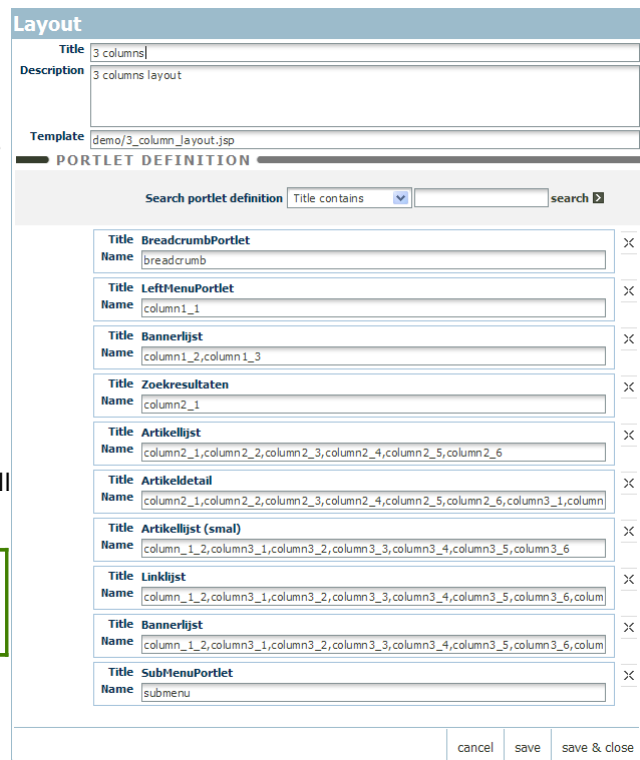
5.3 Specify portlet locations

Add the **Portlet Definitions** that can be shown on this page. Click on **search** and select those portlets that you want to add.

Define the location of the portlets. The **Template**-source code contains possible locations for the portlets. Put the name of this location in the field **Name** that belongs to the portlet. For example, the portlet **Banner list** (third item on the list) can be placed in **column1_2** and **column1_3**. This information can be obtained from the developers of the template.

When you are done, click on **Save & close**. This will return you to the previous screen.

!Note if you want to remove either a layout or a portlet in a layout, click on the 'x' sign, next to the item you like to remove.



5.4 Change a layout

When you see the first screen of this chapter in the CMS Container, click on any of the available layouts. This will open up the properties of this layout. You can make changes in the same way as you did while adding a new layout.

6 VIEWS

Applies to: administrators, developers

You can use Views to determine how the portlets are displayed. Views are responsible of how content of a portlet is displayed.

If you like to modify the way a certain type of content is displayed in a portlet, you should:

1. Create a new view in the CMS Container
2. Apply a template to the view

6.1 Create a new view

Go to the **Admin menu**. Click on **Views**. The screen on the right appears.

Click on **New**. The screen at the right appears.

Fill in the field next to **Title** and **Description**.

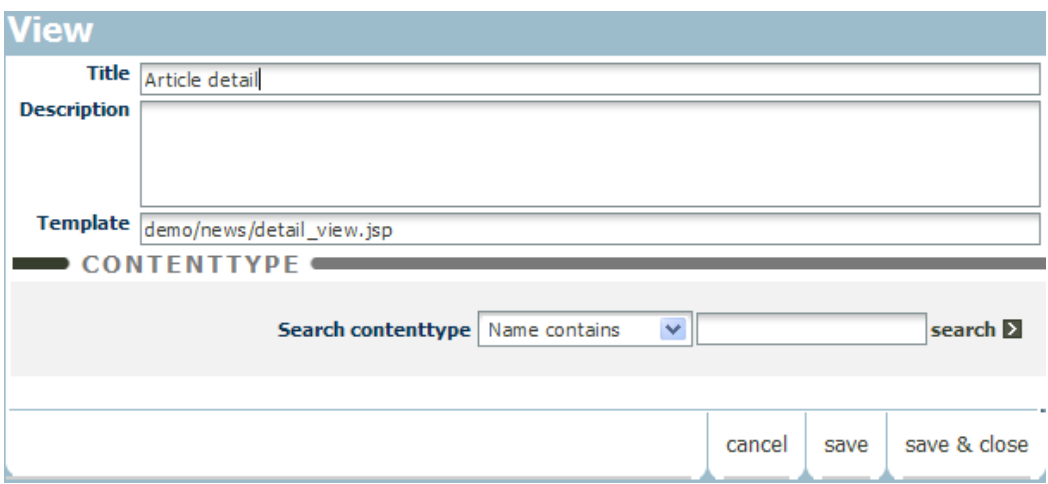
6.2 Apply Template

Fill in the field **Template**. This field contains the name and the relative path of the JSP-template that is used by this view. This information can be obtained from the developers of the template. Sometimes a new JSP-file is needed.

In some cases, it may be necessary to add a **Content Type** to a **View**. This depends on the **Template**. Click on search to see all **Content Types**. Select the relevant type(s) and click on **Ok**.

When you are done, click on **Save & Close**. This will return you to the screen on the right.

!Note The difference between view and style sheet is that a view only applies to a single portlet presented at a page. A style sheet applies to the whole page.



7 STYLESHEETS

Applies to: administrators, developers

You can use Style sheets to determine how content and a page are displayed. Style sheets affect both the page and the portlets.

If you like to modify the way a certain type of content is displayed or the global design of a page, you should:

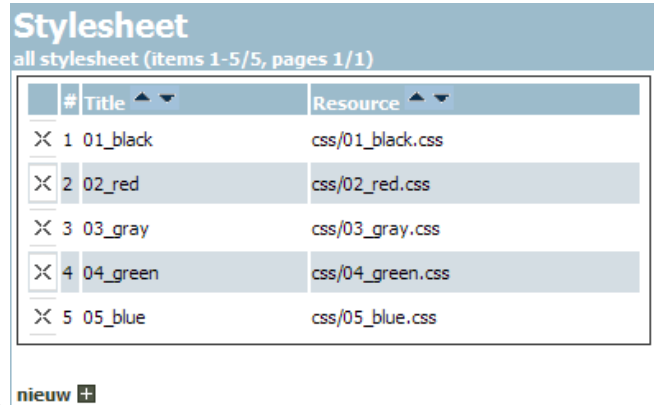
1. Create a new style sheet in the CMS Container.
2. Specify the resource for the style sheet

7.1 Create a new style sheet

Go to the **Admin menu**. Click on **Style sheets**. The screen on the right appears.

Click on **New**. The screen below appears.

Fill the field next to **Title** and **Description**.



The screenshot shows a table titled 'Stylesheet' with the subtitle 'all stylesheet (items 1-5/5, pages 1/1)'. The table has three columns: '#', 'Title', and 'Resource'. There are five rows of data, each with a delete icon (X) in the first column. Below the table is a 'nieuw +' button.

#	Title	Resource
X 1	01_black	css/01_black.css
X 2	02_red	css/02_red.css
X 3	03_gray	css/03_gray.css
X 4	04_green	css/04_green.css
X 5	05_blue	css/05_blue.css

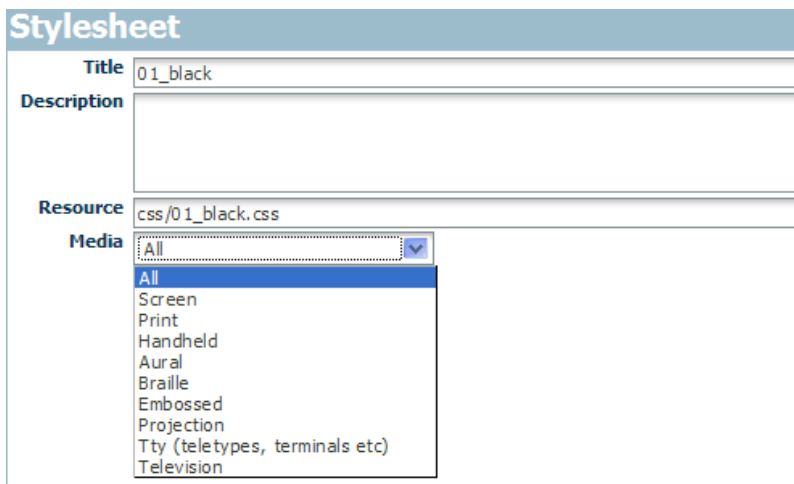
7.2 Specify the Resource

Fill in the field **Resource**. This field contains the name and relative path of the CSS-style sheet that is used by this **style sheet**. This information can be obtained from the developers of the CSS-style sheet.

In some cases, it may be necessary to specify the media this style sheet applies to. Choose the specific media from the drop down menu.

When you are done, click on **Save & Close**. This will return you to the screen on the right.

!Note The difference between a view and a style sheet is that a view only applies to a portlet. A style sheet is applied to a whole page.



The screenshot shows the 'Stylesheet' form with the following fields: 'Title' (01_black), 'Description' (empty), 'Resource' (css/01_black.css), and 'Media' (All). The 'Media' dropdown menu is open, showing a list of media types: All, Screen, Print, Handheld, Aural, Braille, Embossed, Projection, Tty (teletypes, terminals etc), and Television.

8 PORTLET DEFINITIONS

Applies to: administrators, developers

You can use Portlet Definitions to determine how portlets work and what kind of content they display.

If you like to modify the way a portlet works and what kind of information it shows, this chapter will show you how to:

1. Define a new single portlet

Additionally, this chapter will show you how to:

1. Define a new multi portlet definition
2. Apply a view to a multi portlet definition

8.1 Single Portlet definitions

A single portlet is a portlet that does not require additional information to display its contents. For example, a menu can figure out by itself what information it needs to display, depending on the position of the current screen in the navigation.

Go to the **admin menu**. Click on **Single Portlet definition**. The screen at the right appears.

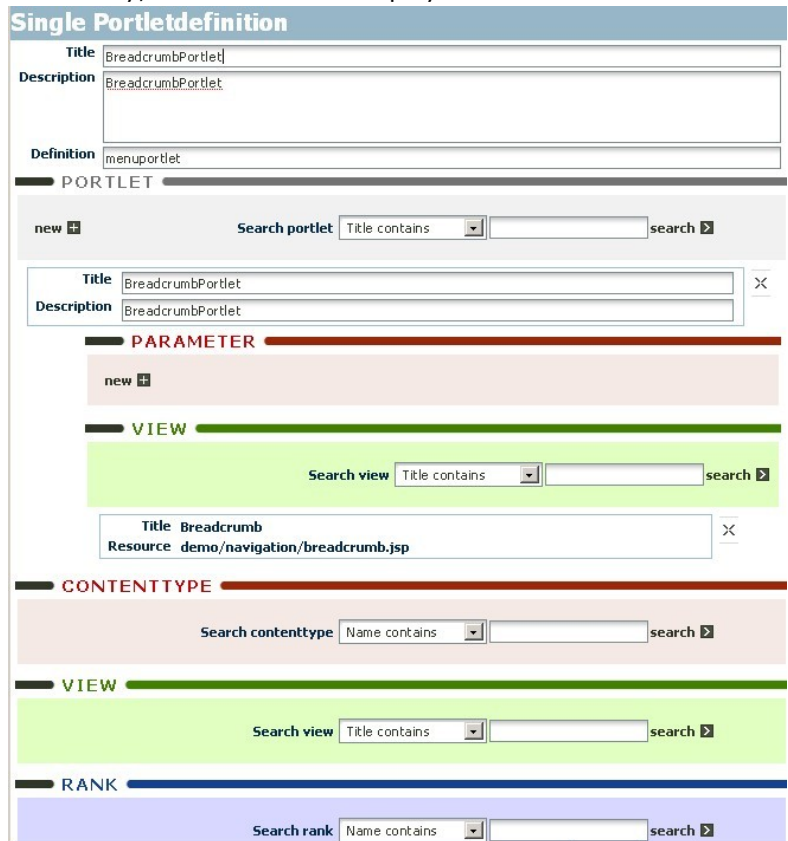
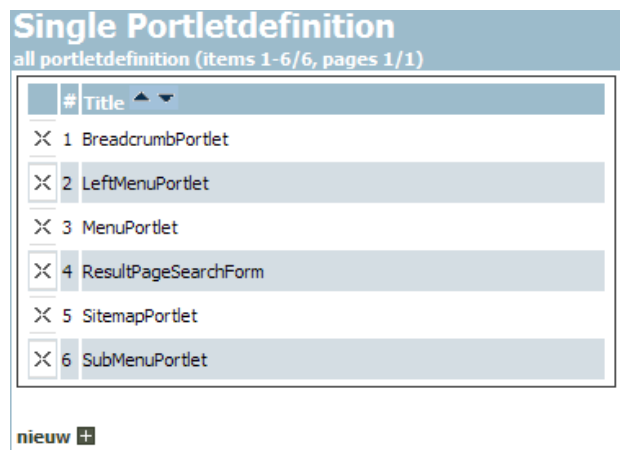
Click on **New**. The screen below appears.

Fill the field next to **Title** and **Description**.

Fill the field **Definition** of the portlet. This information can be obtained from the developer(s).

A single portlet definition need to be associated with a portlet, because there is only one portlet connected to a single portlet definition and this way, it knows how to display the content.

The other elements: **Content Type** and **View** are usually not defined for single portlets. **Rank** is not in use yet.



8.2 Multi Portletdefinitions

Applies to: administrators, developers

Multi portlets are portlets that need additional information in order to correctly display themselves. For example, a portlet that displays the content from a certain channel needs to know the ID of this channel.

Go to the **admin menu**. Click on **Multi Portletdefinition**. The screen on the right appears.

Click on **New**. The screen below appears.

Fill the field next to **Title** and **Description**.

Fill the field **Definition** of the portlet. This information can be obtained from the developer(s).

Add views for the portlet. Click on **search** and select the views you want to apply to the portlet. Click on **OK**. The views are now part of the portlet.

The other elements: **Content Type** is usually not defined for multi portlets. **Rank** is not yet in use.

Multi Portletdefinition
all portletdefinition (items 1-12/12, pages 1/1)

#	Title
X	1 Artikeldetail
X	2 Artikellijst
X	3 Artikellijst (smal)
X	4 Bannerlijst
X	5 DetailPortlet
X	6 DetailPortlet
X	7 IFramePortlet
X	8 IFramePortlet
X	9 Linklijst
X	10 OverzichtPortlet
X	11 OverzichtPortlet
X	12 Zoekresultaten

nieuw +

Multi Portletdefinition

Title Artikeldetail

Description ArtikelPortlet

Definition contentportlet

CONTENTTYPE

Search contenttype Name contains [] search

VIEW

Search view Title contains [] search

- Title Article detail Resource demo/news/detail_view.jsp X
- Title Article detail without date Resource demo/news/detail_view_simple.jsp X

RANK

Search rank Name contains [] search

9 OTHER FUNCTIONS

Applies to: administrators, developers

This chapter contains information about several functions of the CMS Container that are used in special circumstances, for example when something goes wrong or technical information about the system is needed.

9.1 Dump default data

Dumping default data places framework data in a directory on the server. This data makes it easier to set up a new CMS Container.

DUMP DEFAULT DATA

This page can be used to dump the framework data to MMbase default data files somewhere on the filesystems of the server.

This option will **HOT** backup any content data.

Path on the server:

9.2 Reset site cache

The CMS Container contains a special site cache that remembers links that are used on the website. Click on Reset to reset and empty this site cache.

Resetting the site cache is necessary when publishing content and the tree structure interfere. Resetting the site cache will clear the tree and repopulate it. This process does not interfere normal operation and is executed within a second.

RESET SITE CACHE

This option will reset the site cache. The cache will only be reset on this server.

9.3 Admin Dashboard

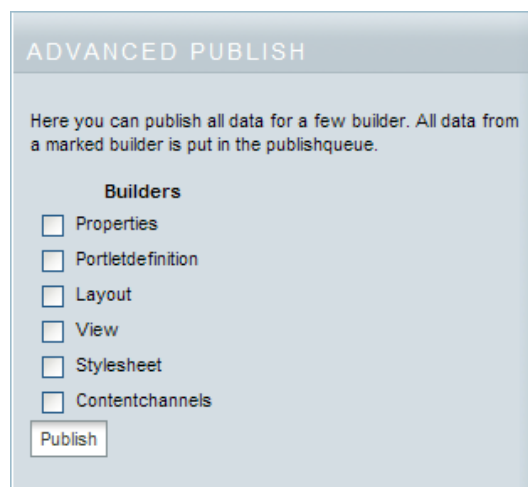
The admin dashboard shows some special information about how the CMS Container is functioning. Examples of the information that can be learned from this dashboard is shown at the figure at the right.



9.4 Advanced Publish

Advanced publish allows administrators to add additional items to the workflow / publish queue. Those items are shown in the figure at the right.

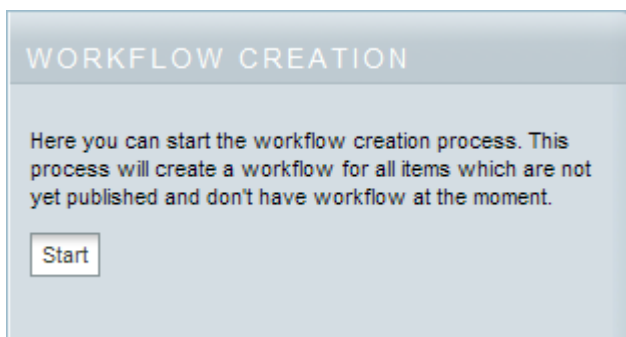
When a change is made to any of the builders specified then this change is not automatically transferred to the live site. Select the types of elements that are changed and press **Publish** to transfer the changes to the live site.



9.5 Workflow creation

Workflow creation is a process that publishes all items that do not yet have a workflow and are not yet published. Press **Start** to put them in the publish queue.

This function is very useful when a lot of new data is transferred into the CMS Container. For example, when the CMS Container is transferred from one server to another.



9.6 Changing the Default Password

For new CMSc installations, the password is always 'admin2k' for the 'admin' user. This can be a security break & risk if this is not changed. The following steps show how to change the password for the admin-user, which is also used to publish content elements (for live & staging environments).

There are 4 updates needed, using the MMBase-Editors (./mmbase/edit/my_editors/). Note: all updates need to contain the same new admin-password, which you define.

- Cloud-table: update the found password fields for the admin user: on live & staging! (single-war installations only need to do this once)
- mmbaseusers-table: password field, on live & staging! (do NOT do this using MySQL console!!!)
- after that, directly stop Tomcat & start it again (otherwise publication troubles might occur!)

9.7 Maintenance section for administrators

Just to inform admin users: some scripts are located at ./editors/maintenance/ for administrators. These features are used at your own risk and might cause troubles if you do not know what the consequences are.

1. View layout portlet usage. Shows every layout and view that are really used in the current installation. Pressing 'Submit Query' will remove all the not used items (use it with care!!)

2. Thread dump. Shows active Java threads, and is filtered, so default listening threads are not shown.
3. Checksum fields. Adds checksum information to images and attachments.
4. Clean Non-Visible Portlets. Removes portlets that are not visible on the layout anymore. Use only at staging!
5. Clean up the icaches. Removes the duplicate image caches. Heavy on database. Can safely be used.
6. Create missing creationrels. For all contentelements without a deletionrel this script fix elements that lack creationrel and/or contentrel.
7. Compare models. Shows comparison between live & staging.
8. Unlink remotenodes. Use only at Live-side! Removes nodes from database which are not in remote nodes table.
9. Unpublish remotenodes
10. Publish node. Publish single node, based on node number
11. Publish type. Publishes all nodes from type (can cause heavy load)
12. Remove publish queue. Empties publishqueue for specific stage
13. Workflow. Empties workflow for specific user & status. Does not remove articles, only removes workflow status.

10 GLOSSARY

CMS Container: an open source content management system (based on MMBase) for creating and maintaining dynamic websites

Channel tree: tree in which all the primary content types are stored (hierarchically)

Content repository: a large “storage warehouse” that houses all the content

Content elements: see also: primary content

Dynamic content: content of a website which is stored, edited and retrieved in/from a central database

Dynamic website: website driven by content which is retrieved from a central database

FAQ: Frequently Asked Questions

Gallery: a collection of a set of images

MMBase: an open source content management core which CMS Container is based upon (<http://www.mmbase.org/>)

Primary content: items that can be displayed directly onto a page, inside a portlet

Portlet: (predefined) “blocks” on the page that can contain content

Publishing: putting the edited content online at the live site, where visitors can see it.

Secondary content: items that can be used inside primary content types, but cannot be displayed directly in a portlet

Site structure / tree: the pages of the site structure, ordered hierarchically

Target: used to define the target window when inserting a link

Template: the layout (design) of the pages of the website

Tooltip: extra (help) text that appears when hovering a mouse over a button or an image

URL: Unified Resource Locator; basically a (hyper)link

User rights: allowed or disabled functionalities based on user ranks

View: the way content is being displayed through a portlet

Work flow: the process of writing, editing, approving and publishing articles onto a website