Share your information

eZ Publish 4.4

User Manual

eZ Publish Documentation

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Chapter 1

The administration interface

The purpose of this chapter is to present a walk-through of the most commonly used parts of the administration interface that comes with eZ Publish. Please note that the administration interface consists of many parts. This chapter does not cover advanced topics, instead it focuses on the parts that are most likely to be used by people who simply want to manage content.

Introduction

eZ Publish comes with a web based administration interface that makes the everyday tasks of site and content management an easy matter. The interface can be reached and used regardless of location and/or operating environment as long the following requirements are fulfilled:

- The client must be able to reach the eZ Publish server through a network
- The client must be equipped with a modern/supported web browser

The administration interface is implemented using the XHTML 1.0 Transitional standard combined with Cascading Stylesheets. In addition, JavaScript (a technology that goes beyond the limitations of (X)HTML) is used in order to create a more friendly environment. However, support for JavaScript on the client side is not required. If JavaScript is unavailable, the administration interface will automatically fallback to static HTML pages with alternate solutions and thus it will function correctly in non-JavaScript browsers.

Supported browsers

eZ Publish is developed to work properly and support the following browser configurations (2010):

- Firefox 3.5.+ on Windows XP, Windows Vista, Mac OSX.5.+ and Linux
- Internet Explorer 8 on Windows XP, Windows Vista and Windows 7

- Internet Explorer 6 on Windows XP
- Safari 4.0.+ on Mac OSX 10.5

Please note that the interface should work in any browser that is capable of rendering XHTML 1.0 Transitional and supports CSS. If CSS is not supported, the system will appear without design/ layout but will still be accessible through standard/default HTML elements.

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1.1 The login page

Whenever a siteaccess that uses the built-in administration design is accessed for the first time, the login page will be displayed. This page provides a security mechanism that prevents unauthorized users from accessing the system. In order to get past the login page, the visitor must provide a valid username and password.

The following screenshot shows the login page.

(see figure 1.1)

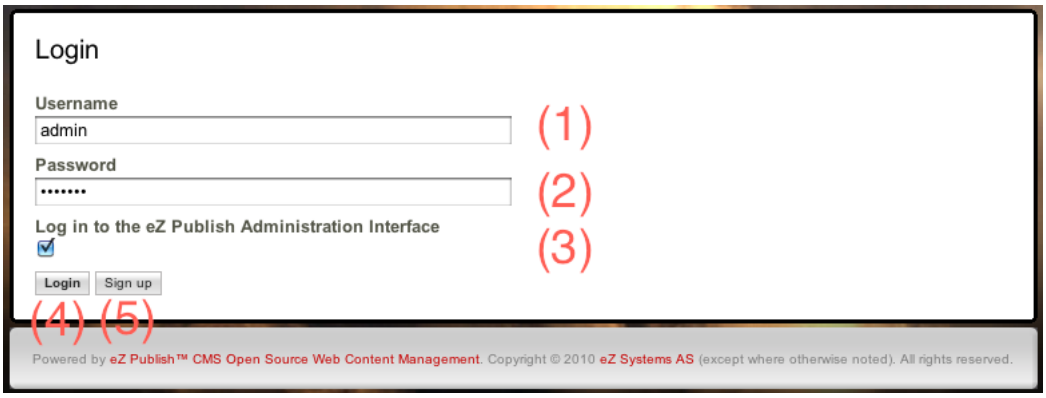

Figure 1.1:

The login window

(1) - Username field

This is where the user must enter a valid user name. The default user name for the ”Administrator User” is ”admin”.

(2) - Password field

This is where the user must enter a valid password. The default password for the ”Administrator User” is ”publish”.

(3) - Log in check-box

- Tick this check-box to access the Administration Interface
- If you do not tick, access the Web admin interface, and get the Web admin interface toolbar integrated with the web page you wish to edit. The web admin interface toolbar looks like this:
  (see figure 1.2)

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Figure 1.2:

(4) - Log in button

Once a valid user name/password combination has been entered, the user may attempt to log in by pressing this button.

(5) - Register button

This button gives access to a mechanism that allows new users to register themselves on the system. Please refer to the ”User registration” (page 12) section for more information about this feature.

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1.1.1 User registration

The user registration mechanism provides a form that allows new users to register themselves on the system. It can be reached by pressing the ”Register” button on the login page. In order to register, the user must fill out the fields which are marked required and click the ”OK” button. The following screenshot shows a filled out version of the registration form.

(see figure 1.3)

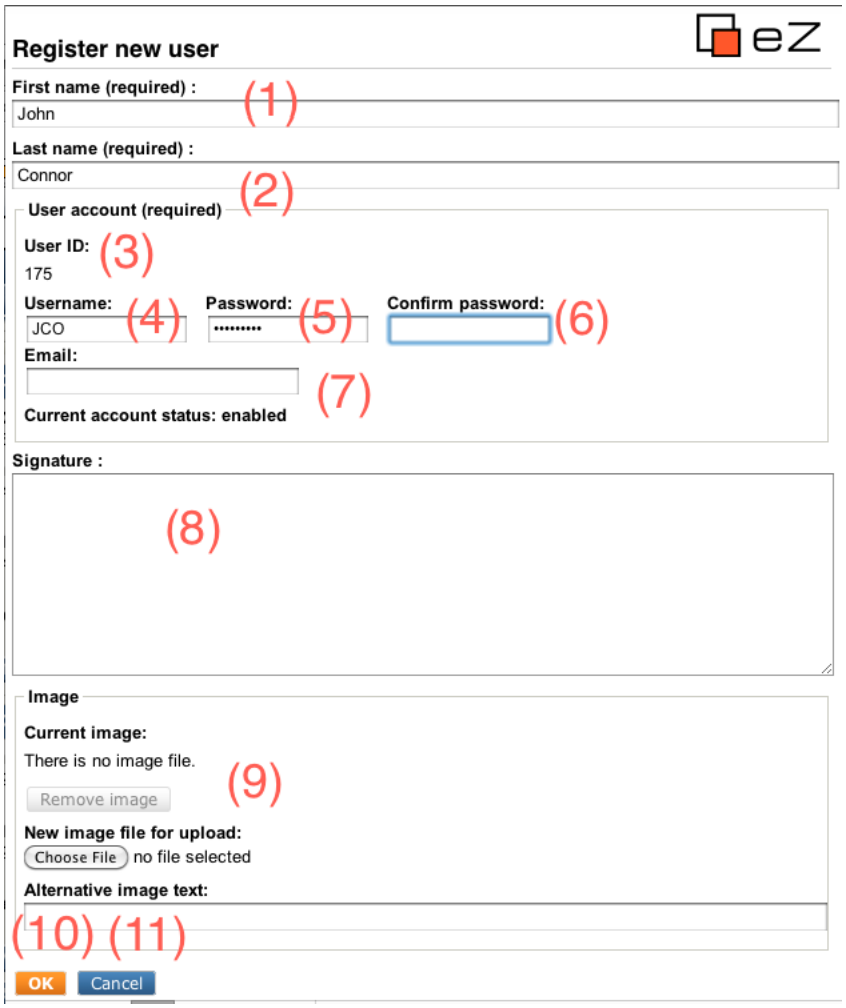

Figure 1.3:

(1) - First name field

This is where the user must enter his/her first name (for example ”John”).

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(2) - Last name field

This is where the user must enter his/her last name (for example ”Connor”).

(3) - User ID

This number reveals the identification number of the user account that will be created.

(4) - User name field

This is where the user must enter a desired user name (for example ”jconnor”). The user name may consist of any character. This field is case insensitive, in other words ”JConnor” will be the same as ”jconnor”.

(5) - Password field

This is where the user must enter a desired password (for example ”T-1000”). The password must be at least three characters long. This field is case sensitive, in other words ”t-1000” is not the same as ”T-1000”.

(6) - Confirm password field

This field must contain the exact same password that was typed into the password field. It allows the system to avoid scenarios where the user accidentally registers the account with a mistyped password.

(7) - E-mail field

This is where the user must enter his/her E-mail address. The entered address will be used whenever eZ Publish attempts to communicate with the user. For example, the system will send the registration confirmation mail to this address.

Please note that the default behavior/configuration of eZ Publish does not allow multiple users to be registered with the exact same E-mail address.

(8) - Signature field

This field is not required. It can for example be used to store additional information about the user.

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(9) - Image cluster

This interface allows the user to upload an image of himself/herself. An image can be selected by clicking the ”Choose” button. Once an image has been selected, the ”New image file for upload” field will contain the location and the name of the selected image. This field can also be filled out manually instead of using the convenience that the ”Choose” button provides. The ”Alternative image text” field allows the user to specify a short text that will be used whenever the image is not accessible or when the registered information is viewed in an alternate way (for example text-only).

(10) - OK button

This button allows the user to submit the registration form. Once the button is clicked, the system will attempt to register the user.

(11) - Cancel button

This button can be used to cancel the user registration. When clicked, the system will get rid of the entered information and bring the user back to the login page.

Successful registration

If all fields have been filled out correctly, the ”OK” button is clicked and the system is able to register the new user account, the following dialog will be displayed:

(see figure 1.4)

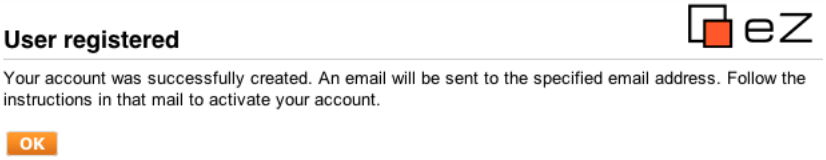

Figure 1.4:

The newly generated user account will be disabled until the user checks his/her mail and clicks on the registration link. Once this link is accessed, the registered account will be activated. Newly registered accounts will be placed inside the ”Guest accounts” user group which is located under the ”Users” top level node:

(see figure 1.5)

If something goes wrong, the system will show an error message explaining what went wrong and what can be done in order to fix the problem.

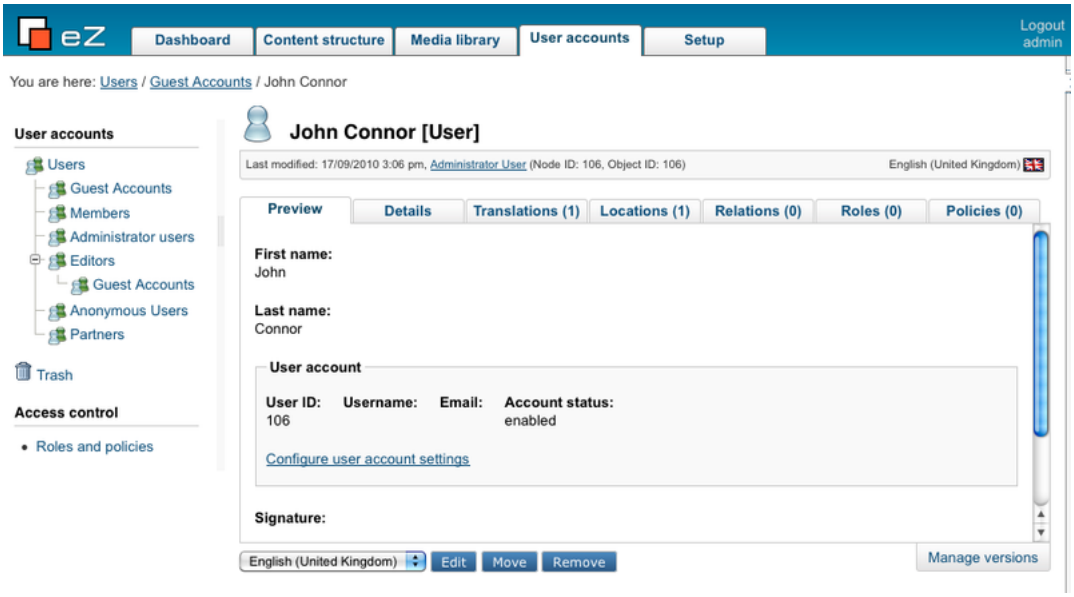

Figure 1.5:

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1.2 Overview

Upon a successful login, the administration interface will default to the ”Dashboard” page. The Dashboard is the users personal area. This area gives access to miscellaneous elements and interfaces that belong to the user who is currently logged in.

Note: The next time you log in, the start page will default to the page you last worked in.

The following screenshot shows the page that appears depending on the rights of the user logging in.

(see figure 1.6)

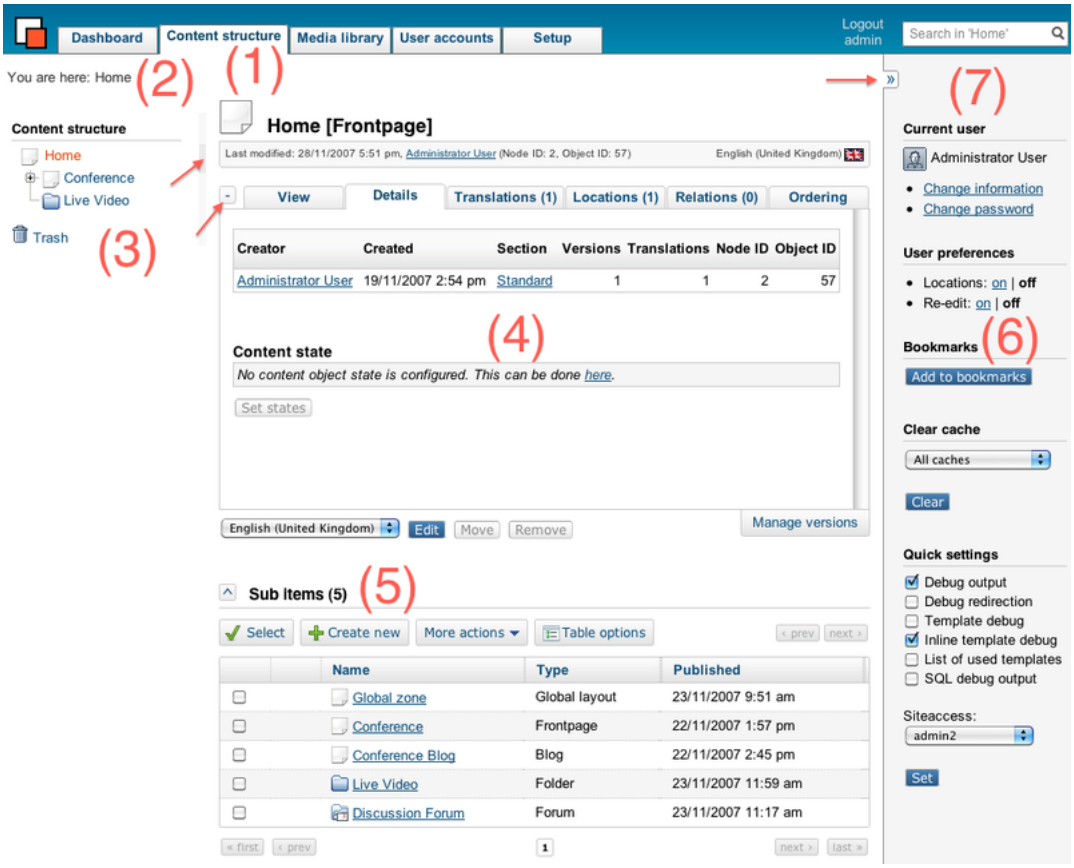

Figure 1.6:

Overview of the administration interface

As shown above, the interface can be divided into 7 zones. These zones are interactive and will always be present. They are the primary elements of the administration interface. Please note that some zones will be automatically disabled when a user triggers a specific action (for example, some parts of the interface are non-interactive during editing).

The interface consists of the following elements:

1. Main menu
2. Path
3. Secondary menu
4. Main area
5. Sub items
6. Right area/Collapsible right menu
7. Search interface

Note: The red arrows points to adjustable areas of the screen. The upper right arrow points to the angel quotes that collapses/expands the right menu. The left, upper arrow points to a field where you can adjust the margins of the left menu. The left, lower arrow points to a +/- sign that is used to collapse/expand the main area/tabs content of the screen. By collapsing this area, you hide the middle area of the selected tab.

(1) - Main menu

The main menu is a collection of tabs located below the ”eZ Publish” logo and the search interface. The left / secondary menu (3) and the main area (4) will display elements that belong to the selected tab. In addition, the path (2) will also be updated. The right area which contains the personal bar and the optional debug tools will remain unchanged regardless of which tab that is selected. Please note that the first three tabs function in the very same way. The only difference is that they give access to different parts of the node tree. The remaining tabs function in a different way.

Note: Premium customers will get a separate tab called ”Premium”, where they can move seamlessly between their ”Service Portal” services and the administration interface with a single-sign-on function.

The following table gives a brief overview of the available menu items along with a short description.

Menu item	Description
Dashboard	The ”Dashboard” tab brings the user to his/her personal area. This area gives access to miscellaneous elements and interfaces that belong to the user who is currently logged in.
Content structure	The ”Content structure” tab will bring the user to the top of the content tree. This tree can be used to create a tree-structure representation of the content that should be on the public site. If enabled, the left menu (3) will display an interactive tree containing the nodes that belong to the content tree. The main area (4)

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	will display information about the top level node itself along with a list of the nodes that are directly below it.
Media library	The ”Media library” tab will bring the user to the top node of the media tree. This tree can be used to store data that is frequently used by other nodes. It is typically used to store images, animations and documents that are related to nodes located in the content tree. If enabled, the left menu (3) will display an interactive tree containing the nodes that belong to the media tree. The main area will display information about the top level node itself along with a list of the nodes that are directly below it.
User accounts	The ”User accounts” tab will bring the user to the top of the user tree. The purpose of this tree is to store users and user groups in a structured way. If enabled, the left menu (3) will display an interactive tree containing the nodes that belong to the user tree. The main area will display information about the top level node itself along with a list of the nodes that are directly below it.
Webshop	The ”Webshop” tab brings the user to a dedicated area that makes it possible to view and modify information that is related to the built-in e-commerce engine. This section should only be used if the solution is set up to host a webshop.
Design	The ”Design” tab brings the user to a dedicated area that makes it possible to view and modify design related issues.
Setup	The ”Setup” tab brings the user to the main configuration area. This area is for advanced users. In other words, regular users / content authors should not tamper with this part of the system.

(2) - Path

There is an interactive path (2) located just below the tabs that provide the main menu (1). This path will always reveal the location that the user is currently at regardless of the content/ functionality that is being accessed. The path is built up of words separated by slashes. All but the last element are links, this means that the path can be used to navigate backwards.

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(3) - Secondary menu

The secondary menu gives access to content and/or interfaces that are associated with the tab that was selected in the main menu (1). The left menu of the first three tabs (”Content structure”, ”Media library” and ”User accounts”) look and behave in the very same way. These menus provide access to different parts of the node tree. When the ”Content structure” tab is selected, the left menu will give access to the content tree, when the ”Media library” is selected, the left menu will give access to the media tree, etc. These menus can be enabled/disabled using the +/- buttons. The left menu for the remaining tabs behave differently and give access to various interfaces. Unlike the tree representations, these menus can not be disabled and thus they will always be displayed.

(4) - Main area

The main area is the most dynamic and most important part of the administration interface. It displays the actual content and/or the interfaces that are associated with the last menu / link selection. This is where most of the work is done. In the screenshot above the main area displays the contents of the content top level node.

(5) - Sub items

The sub items area displays the sub-pages, folders, forums and other objects that are connected to the content, media or user objects you are working on. The list of sub items or children has a flexible sort function so that you are able to sort the sub items more or less as you wish. Notice that the sub items of a published page are sorted according to the order set up for them in the ”Ordering” tab that is accessible from the ”Content structure”, the ”Media library” and ”User Accounts” tabs. Note also that the ”ContentStructure”, ”Media library” and ”User accounts” tabs are now pre-defined with a different default set of columns in the sub items table. These columns can be customized by the user under ”Table options” as described in the The content structure tab tab documentation.

(6) - The collapsible right menu

The right area is dedicated to the user who is currently logged in. This is a collapsible menu. Click the button with the angel quotes shown in the print screen above to expand/collapse the menu. It reveals the name of the user and provides links that can be used to change the user’s name, password, etc. In addition, it provides the ”Logout” link that can be used to end the session by logging out of the system. The ”Bookmarks” section contains a list of the current user’s bookmarks. These are internal / eZ Publish bookmarks to different nodes in the tree (not the same as the bookmarks of the web browser). It also provides a button that can be used to bookmark the node that is currently being displayed. Please note that the last/lower part of the right area may also contain developer tools, Quick settings (requires additional configuration). Under Quick settings you will quickly be able to make configuration changes to the siteaccesses of your ez Publish installation. Look to the bottom of your page for the results of your changes.

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(7) - Search interface

The search interface is located in the upper right corner. It is always present and can be used to search regardless of which part of the administration interface that is being accessed. However, it is disabled whenever the interface is in edit mode (for example, when an object is being edited). The default behavior is that the system will search for the specified word(s) within the entire node tree. The ”Current location” radio button makes it possible to limit the search only to the node (and all items below) that is being displayed. This feature is only available when the user is navigating the node three (when one of the first three tabs are selected). The ”Advanced” link brings the user to the advanced search interface.

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1.3 The Dashboard tab

Upon a successful login to the eZ Publish Administration interface you are presented with your new, personal interface. The Dashboard is a new interface containing information pertaining to the user currently logged in. In the Dashboard you will get an overview of all pending items, drafts and latest contents you have been working on. You will also get information about which version of the system you are running on.

Furthermore you have access to interfaces where you can edit your passwords, set up the system for collaboration, edit your profile, manage your drafts, manage your notification settings for email notification, manage your pending items, and get a full view of the site structure of the web-site you are working in.

When you log on to the system, you will be presented with The Dashboard screen:

(see figure 1.7)

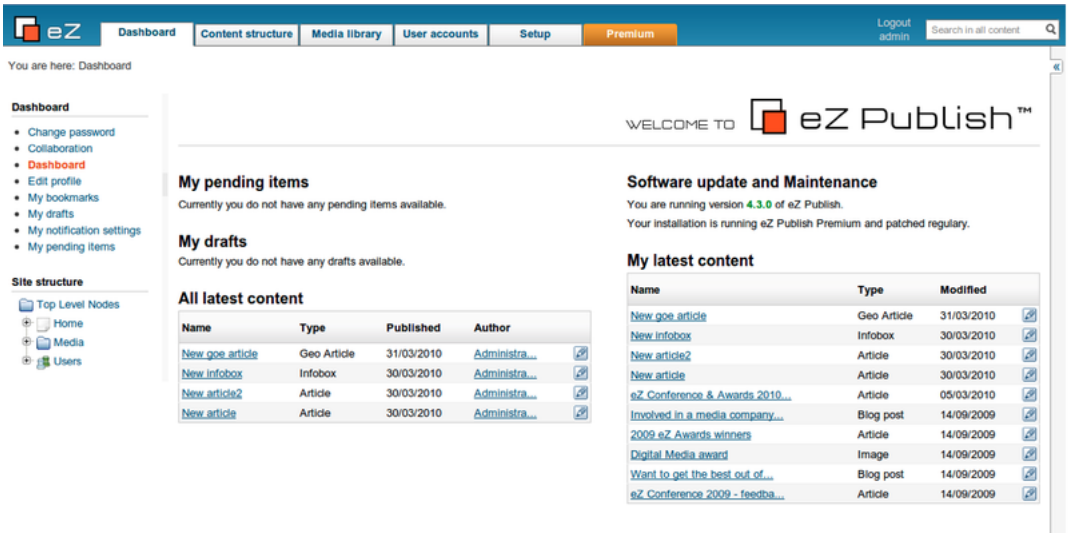

Figure 1.7:

The Dashboard screen

The Dashboard will give you access to the following interfaces or information. Please find more information in separate chapters:

- Pending items
- My drafts
- Software updates and maintenance
- My latest contents
- Collaboration

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- Edit profile
- Bookmarks
- My drafts
- My notification settings
- My pending items
- Site structure

Note: Please note that the system will start up where you last exited the Administration interface.

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1.4 The ”Media library” tab

The ”Media library” tab makes it possible to browse and manage the nodes that belong to the ”Media” top level node. This part of the tree should be used as a library for storing different kinds of media. For example, it can be used to store banners, images, animations/movies, documents, etc. that are referenced by news articles, information pages, product pages and so on.

Note that the Sub items is set up with predefined columns. The user may add columns in ”Table options” in the ”Sub items” navigation area below.

The following screenshot shows the administration interface when the ”Media library” tab is selected.

(see figure 1.8)

Figure 1.8:

The ”Media library” tab

This part of the administration interface functions almost exactly in the same way as the ”Content structure” tab. The ”Create new” button above ”Sub items” will allow the creation of all classes except the ones that belong to the ”Users” and the ”Setup” class groups.

Access

Unlike the ”Content” tree, the nodes of the ”Media” branch can not be accessed directly from the outside. The entire branch belongs to a section which the anonymous user does not have access to by default (please refer to the documentation page dealing with ”Sections” in the technical manual for more information). Although this behavior can be easily changed by granting read access to the ”Media” section for anonymous users, the original idea is to keep this part of the site protected. The following text reveals how the ”Media library” should be used together with content that is organized within the ”Content structure” part.

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Usage

As pointed out earlier, the ”Media library” tab functions in the very same way as the ”Content structure” tab. It makes it possible to arrange and manage the Media nodes within a sub-tree. The purpose of this sub-tree is to serve as a container for content (typically media, hence the name) that is often reused. For example, it can contain a large collection of images that are referenced by different nodes found under the ”Content structure” tab.

The following illustration shows this concept.

(see figure 1.9)

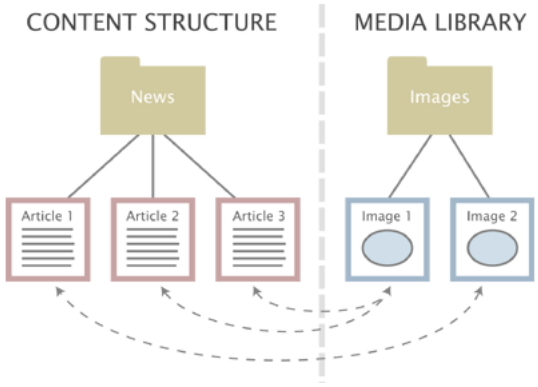

Figure 1.9: *Object relations.*

The illustration above shows three news articles located in the ”Content structure” part and two images located in the ”Media library” part. While the second and the third article makes use of the first image, the first article makes use of the second image. As the illustration shows, the images are completely independent of the articles and thus they can be easily changed, re-used or removed. This functionality can be achieved by making use of a technique often referred to as ”object relations” or ”related objects”.

The content model of eZ Publish makes it possible to create relations between different objects. Any type of object can be connected to any other type of object with a click of a button. This is usually done when an object is being edited. Please refer to the ”Object relations” documentation page in the technical manual for more information about this feature.

1.5 The ”User accounts” tab

The ”User accounts” tab makes it possible to browse and manage nodes that belong to the ”Users” top level node. This part of the tree is reserved for organizing user accounts and user groups. In addition, the interface gives access to the built-in permission system, making it possible to manage roles and policies.

Note that the Sub items is set up with predefined columns. The user may add columns in ”Table options” in the ”Sub items” navigation area below.

The following screenshot shows the administration interface when the ”User accounts” tab has been selected.

(see figure 1.10)

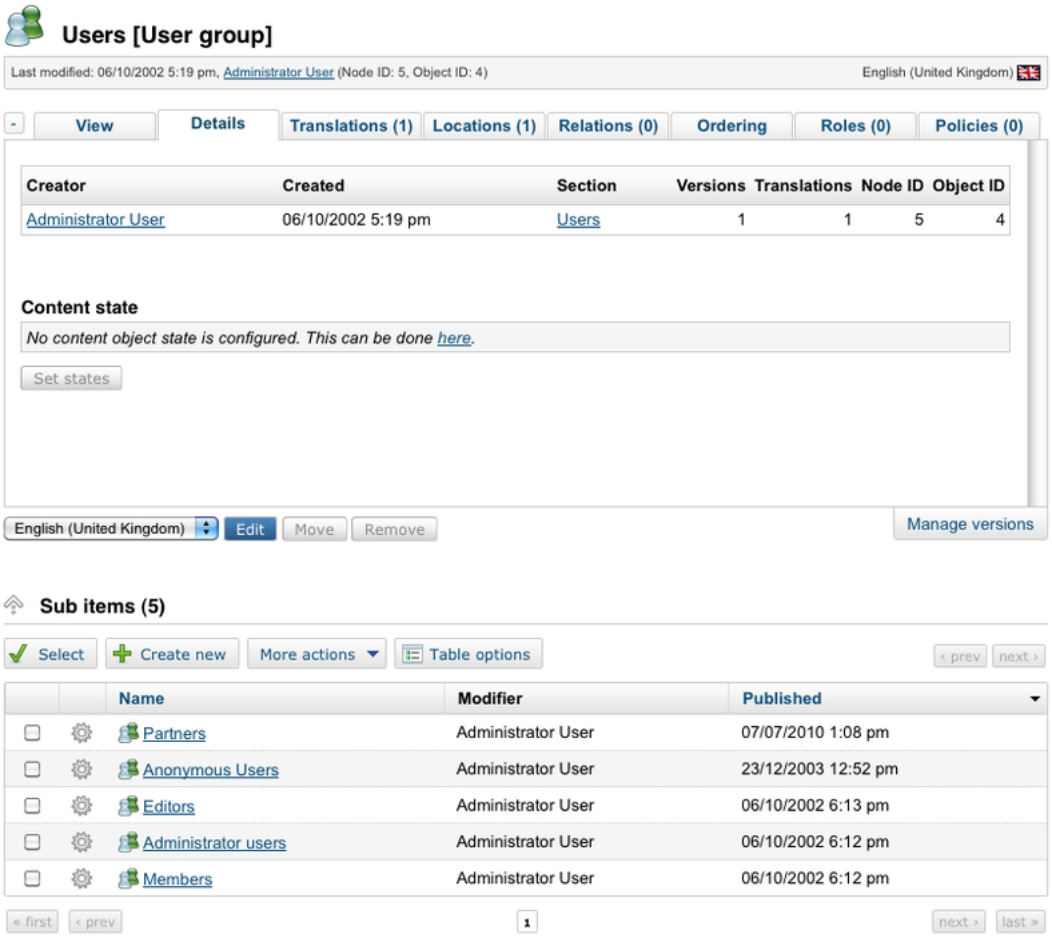

Figure 1.10:

The ”User accounts” tab.

Please note that in eZ Publish, user accounts and user groups are stored using nodes. In other

words, when dealing with users and groups, the system works in the very same way as when dealing with other content like articles, folders, images, information pages, etc.

This part of the administration interface works in much the same way as the ”Content structure” tab. It basically allows the user to organize and edit nodes. However, the ”Create new” button in the left, upper corner of the ”Sub items” list will only allow the creation of classes that belong to the ”Users” class group.

Access

Unlike the ”Content” tree, the contents of the ”Users” branch can not be accessed directly from the outside. The entire branch belongs to a section which the anonymous user does not have access to by default (please refer to the documentation page dealing with ”Sections” in the technical manual for more information). Although the default behavior can be changed, it is highly recommended to keep this branch protected because it contains sensitive information.

Concepts

The built-in permission system is based on the following elements:

- Users
- User groups
- Policies
- Roles

The following illustration shows the relations between the elements in the list above.

(see figure 1.11)

Data model of relations between Role, Policies, User, User Group

A user defines a valid user account on the system. A user group consists of users and other user groups. A policy is a rule that grants access to content or a certain system function. For example, a policy may grant read access to a collection of nodes. A role is a named collection of policies. A role can be assigned to users and user groups.

Usage

In particular, there are two things that the ”User accounts” tab allows you to do. First of all, it allows you to manage your users and user groups using the node tree. Secondly, it allows you to manage your roles and policies plus have the roles assigned to different users and/or user groups. User and user group management works in the very same way as when you’re dealing with articles, information pages and so on. Role and policy management is done using a separate interface.

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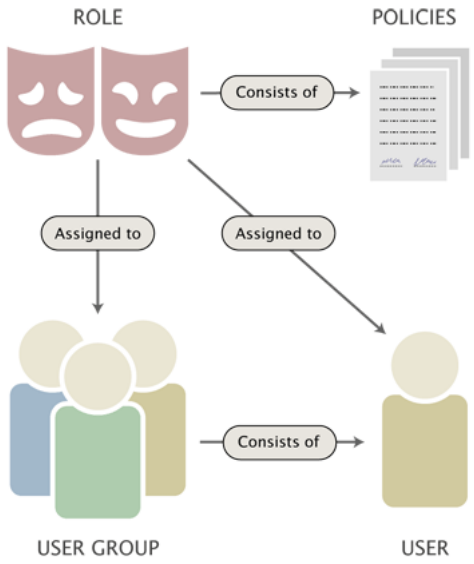

Figure 1.11: *Users, groups, policies and roles.*

Managing user accounts and user groups

As pointed out earlier users and groups are managed using nodes. This means that you can create, edit, delete, move, etc. your users and nodes in the same way as you would do when dealing with articles, folders, etc.

The built-in ”User” class makes use of the ”User account” datatype. This is a special data-type that plugs more deeply into the system. All objects that are using this datatype will automatically become valid users on the system. The ”User account” datatype makes it possible to store a user name/password combination and an E-mail address. The following screenshot shows the edit interface for this datatype.

(see figure 1.12)

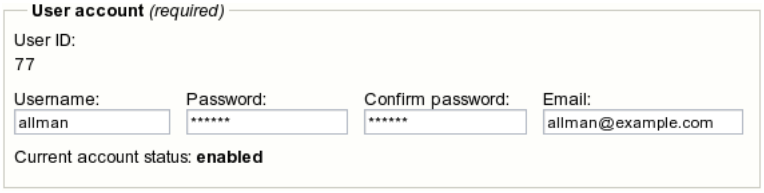

Figure 1.12: *Object attribute edit interface for the ”User account” datatype.*

Changing a user’s password or E-mail address can be done by simply editing the user’s node. Please note that it is not possible to change the user name once it has been initially entered into the system.

Enabling and disabling users

By default, all user accounts are enabled. When disabled, an account will continue to exist, but the user will not be able to log in until the account is re-enabled. The enable/disable feature can be accessed by following the ”Configure user account settings” link which is displayed in the preview window when a user is being viewed. The following screenshot shows the interface that will be displayed when the link is accessed.

(see figure 1.13)

Figure 1.13:

The ”Configure user account settings” screen

It is recommended to use this feature whenever a user is to be removed from the system.

The reason is because most likely, the user has relations to some nodes. For example, the user might have posted forum messages, written news articles and so on.
Removing the user account will result in a state with broken relations. If the user has posted forum messages, it will not be possible to see that it was actually that user who wrote those messages.

Removing a User Account

/!\ WARNING : delete a user account can lead to serious malfunctions.

Be cautious considering deleting a user account. In most cases, it is better to disable a user account than to delete a user account.

Disabling a user account prevents the user from logging in and does not remove the user’s association with the user’s content. Deleting the account destroys the link between the user and the user’s content.

Unlocking user accounts

A user account can also be automatically locked by the system if the number of failed log-in attempts is exceeded (this is controlled by the ”MaxNumberOfFailedLogin” setting located in the ”[UserSettings]” section of the ”settings/site.ini” configuration file or its override). Once the account is locked, the user will not be allowed to log in until his account is unlocked by another user with administrator privileges.

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User groups

User groups may contain user accounts and other user groups. In other words, a user group is just a collection similar to the concept of directories that contain files and sub directories on a file system.

Additional windows

As in the ”Content structure” and ”Media” tabs, the horizontally aligned switches in the upper part of the main area control the visibility of the different windows. When the ”User accounts” tab is selected, the system gives access to two additional windows called ”Roles” and ”Policies”. When enabled, these windows will reveal detailed information about the roles and the policies that are valid for the user account or the user group that is being viewed.

The following screenshot shows the ”Roles” window.

(see figure 1.14)

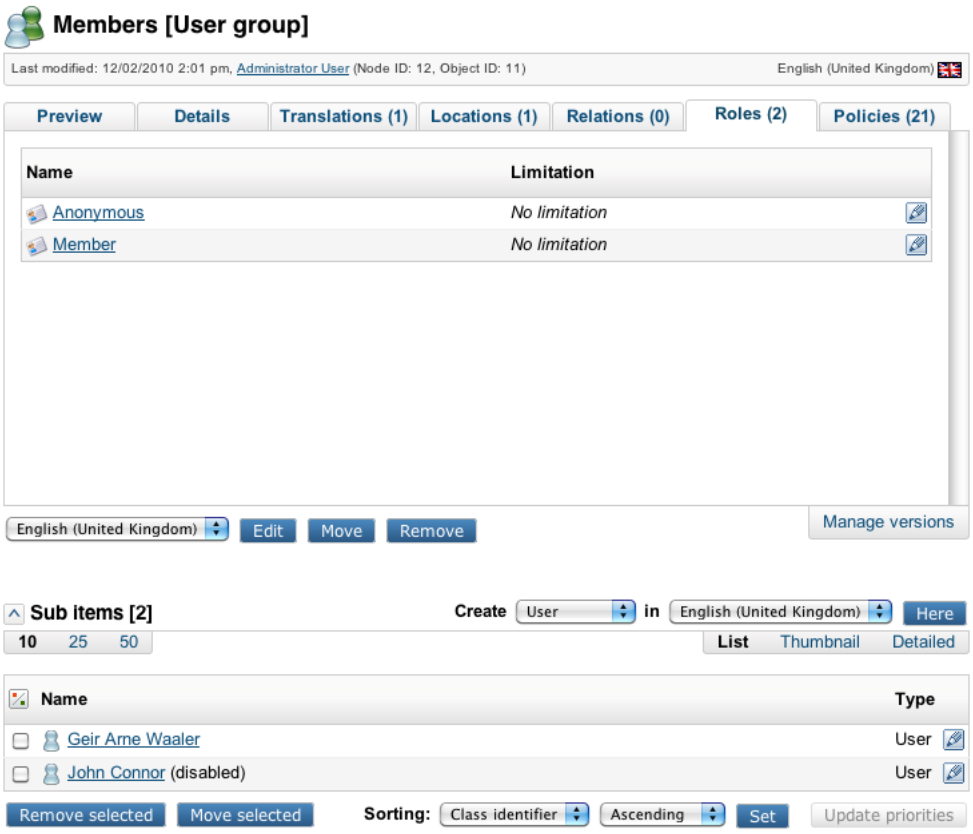

Figure 1.14:

The ”Members” user group shown with assigned roles

In this case, two roles have been assigned to the user/group that is being viewed. The name of the role is ”Anonymous” and ”Member” and it has been assigned with no limitations. It is possible to directly edit the role by clicking on the edit icon(s). The following screenshot shows the ”Policies” window.

(see figure 1.15)

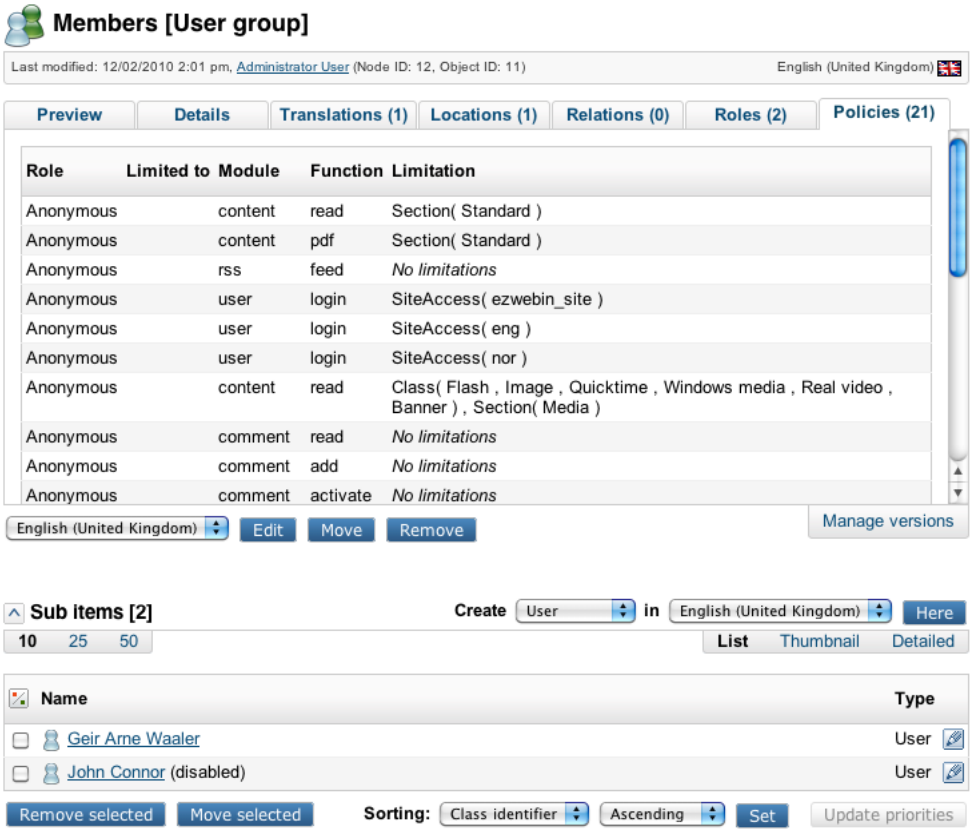

Figure 1.15:

The ”Members” user group shown with assigned policies

In this case, the group that is being viewed has access to several policies. All policies are defined in the ”Anonymous” user group role. The policies apply for several modules and functions, and several limitations apply.

1.6 The object edit interface

You can access the object edit interface from the main tabs ”Content structure”, ”Media library” and ”User accounts”. This interface makes it possible to edit the actual contents of objects. In addition it allows you to manage the object’s versions and preview the version that is being edited.

The object edit interface is also accessible from the ”Setup” menu - ”States”. The following screenshot shows what this interface typically looks like.

(see figure 1.16)

Figure 1.16:

The ”Object edit interface

The object edit interface usually consists of 7 windows:

- Object information (1)
- Current draft (2)
- Translate from (3)
- Section (4)
- States (5)
- The main edit window (6)
- Related objects (7)

The ”Object information” window

The ”Object information” window reveals information about the object that is being edited. The following image shows how this window looks like.

(see figure 1.17)

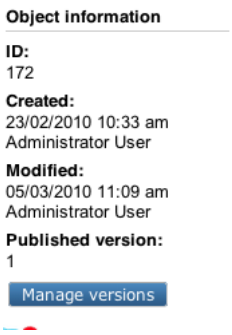

Figure 1.17:

The ”Object information” window

The screenshot reveals that the ID of the object which is being edited is 172. The object was initially created on the Febuary 23, 2010 by Administrator User at 10:33 AM. The object was last modified by the same user on March 5, 2010 at 11:09 PM. The object exists in several versions and it is the 1st version that is the currently published version. In other words, it is the 1st version that will be displayed when the object is being viewed.

The ”Manage versions” button brings up the version interface (page 39) which makes it possible to administer the versions of the object that is being edited.

The ”Current draft” window

The ”Current draft” window reveals information about the version that is currently being edited. The following image shows what this window looks like.

(see figure 1.18)

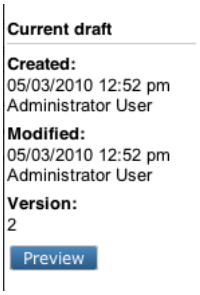

Figure 1.18:

The current draft window

Every time an object is created or edited, eZ Publish will automatically create a new draft. A draft only contains the language that is being edited by the user. If a new object is being created or new translation is being added to an existing object then the draft will be empty. However, if an existing language/translation of an object is edited then the system will create a draft which contains this translation copied from the last published version.

This window simply reveals information about when the draft (which is being edited) was originally created, who created it and when it was last modified (stored). In addition, the window also reveals the actual version number of the draft.

Please note that the version number of the current draft differs from the version number of the published version (shown in the ”Object information” window). The reason for this is because eZ Publish does not allow the editing of published and archived versions. It only allows you to edit drafts. When an object is edited, a new draft will be created and it is this draft that you will be able to edit.

The ”View” button brings up the view interface (page 42) which can be used to generate a preview of the content that is being edited without having to publish it. When the ”Store and exit” button is clicked, the system will store the draft and exit the object edit interface. The draft will be available in the ”My drafts” list located under the ”Dashboard” tab. It can be re-edited at any time.

The ”Translate from” window

The ”Translate from” window reveals information about the existing languages and allows to select the language which the edited translation should be based on. The following image shows how this window looks like for an object that exists in the English and Norwegian languages.

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Shyaure information

(see figure 1.19)

Figure 1.19:

The "Translate from" window

If the user selects a language using the radio buttons located in this window and clicks the "Translate" button then the main edit window will be switched to a special "translator mode" in order to make it easier to translate an object from the selected existing language.

The "translator" mode

The main edit window can be switched to a special "translator mode" so that the actual content in the selected existing language will be displayed above all the attribute fields. This makes it easier to translate an object from an existing language into a new one. The following image shows what this window looks like when a page is being translated.

(see figure 1.20)

The "translation mode" widow

The "Section" window

By means of a drop down list you are able to select the section to which the object should belong. Possible sections are: Design, Media, Restricted, Setup, Standard, Users. Press "Set" to confirm your selection.

(see figure 1.21)

The "Section" window

The "States" window

This window allows you to define object states for the object. Press "Set" to confirm your selection.

(see figure 1.22)

The "States" window

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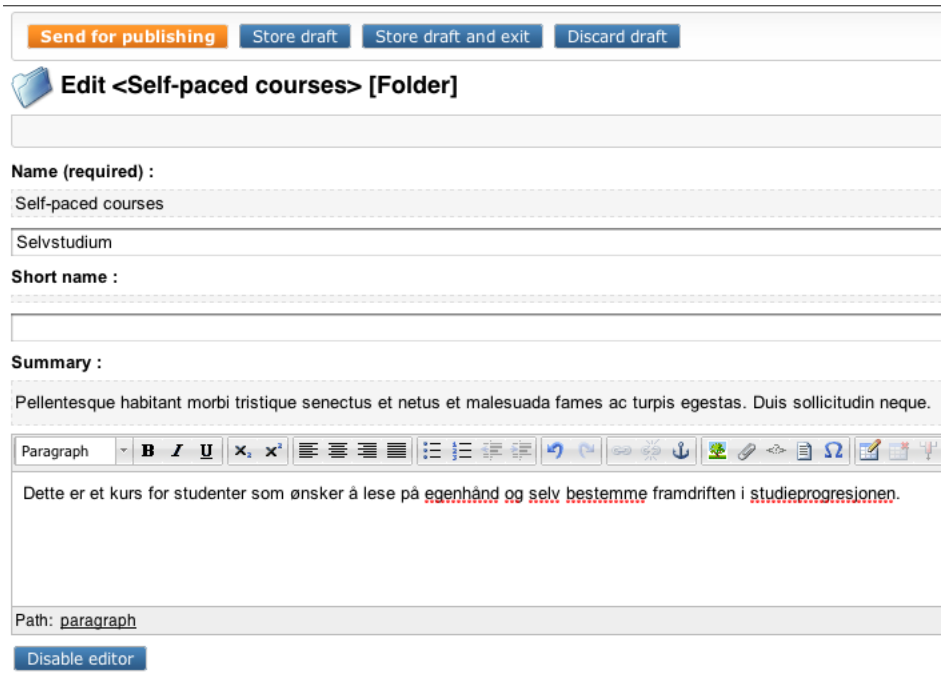

Figure 1.20:

Figure 1.21:

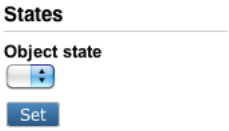

Figure 1.22:

The ”Main edit” window

The main edit window is where you can modify the contents of the different attributes that make up the object which is being edited. For example, if a news article is being edited, this window will most likely allow you to change the title of the article, the intro text and the body. The attributes will be displayed in the same order as they were set up when the class (which defines the actual data structure) was created. Required fields will have additional text ”required” in the label. The following image shows how this window looks like when a documentation page is

being edited.

Note: Toggle to full-screen editing by clicking ”Toggle to full-screen editing” on the upper right side of the screen.

(see figure 1.23)

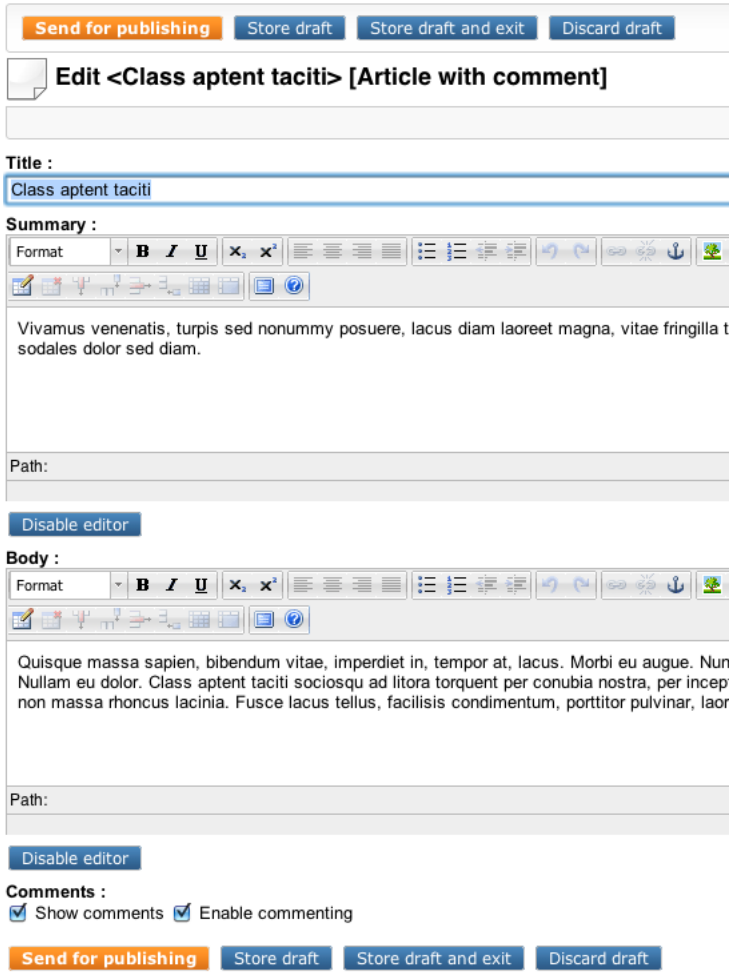

Figure 1.23:

The ”main edit” window

In this case, there are 3 attributes that can be edited: ”Title”, ”Body” and ”Show children”.

The ”Send for publishing” button will attempt to validate the contents of the attributes and send the draft for publishing. If there are problems (for example invalid or missing data) then the system will indicate this using a yellow frame over the main edit window. If everything is okay, the draft will become the current/published version for the object and the previously published version will become archived. Since the draft only contains data for one language, the system will copy other languages from the last published version of this object to the draft when publishing

it.

The ”Store draft” and the ”Store draft and exit” button make it possible to store the information that has been entered. This button is particularly useful when you’re working on something and want to save your work from time to time. In addition, since eZ Publish will attempt to validate the input, this button can also be used to verify that the inputted data is correct according to the definitions that were set up when the class (the data structure definition) was created. Please note that the published version of the object will not change.

The ”Discard draft” button makes it possible to get rid of the draft that is currently being edited. The draft will not be validated or stored, it will simply be thrown away. The ”Show children” check-box can be used to show the child objects in the published version.

The disable editor buttons means that you can close the editor panes if you don’t need them.

Note: If you have eZ Comments system installed you will get two check-boxes towards the bottom of the screen.

(see figure 1.24)

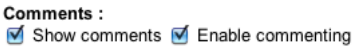

Figure 1.24:

With these you can manage commenting on this article. Please see the eZ Comments system for more information on this functionality.

The ”Related objects” window

In the related objects window you will find all the objects that are used on this content page, images that you use in an article will typically be stored here. You can add existing objects to the article, upload new objects or remove objects by selecting them and pressing ”Remove selected”.

(see figure 1.25)

The ”Related objects” window

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Figure 1.25:

1.6.1 Version management

The version interface makes it possible to view, manage and compare all versions that belong to the object which is being edited. It can be accessed by clicking the ”Manage versions” button located inside the ”Object information” window of the object edit interface (page 31). Another way to access it is by clicking on an icon located in the title bar of the preview window when viewing the target node/object and selecting ”Manage versions” from the pop-up menu.

It is also possible to select the ”Manage versions” item from the ”Advanced” section of the context sensitive menu found in the node tree (menu on the left) or the ”Sub items” window.

The following image shows the version interface.

(see figure 1.26)

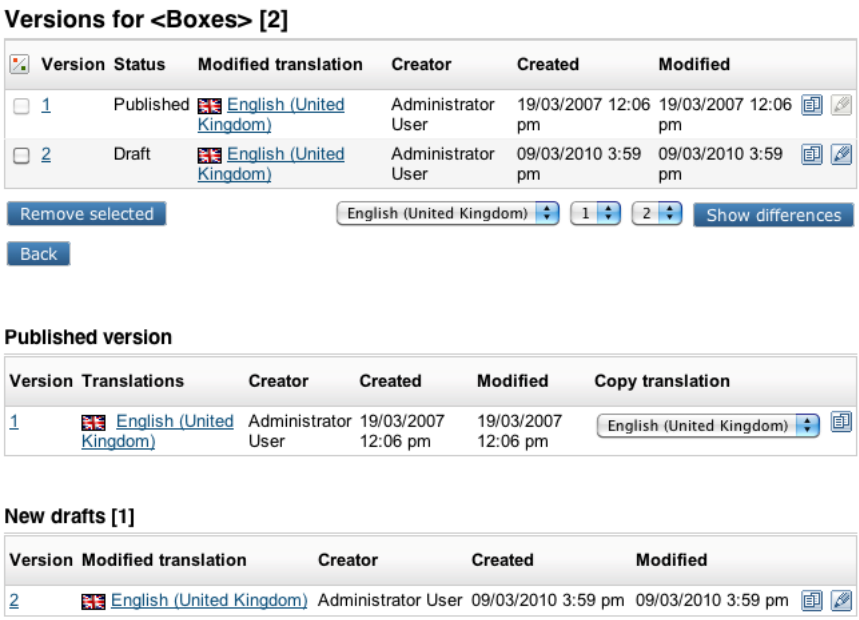

Figure 1.26:

The version management interface

The purpose of this interface is to provide an overview of the versions that belong to an object. In addition, it makes it possible to remove, duplicate, edit existing and view differences between versions.

The interface consists of the following three windows:

1. Versions
2. Published version
3. New drafts

eXtyou Information

As the screen-shot indicates, the ”Versions” window shows the different version numbers, the modified translation for each version, the name of the creators, the date/time when the versions were initially created and last modified. Note that the version numbers and the modified translations are represented as links. These links will instruct the system to display the different versions/translations using the view interface (page 42).

In the example above, there are 2 versions in the ”Versions” window. The *published* (sometimes also referred to as ”current”) version is 1. This is the one that the system displays when the object is viewed. The last version is usually the one that is currently being edited. It is a *draft* because it has not been published yet. This draft only contains the translation that is being edited by the user. When version 2 gets published, the system will copy all other translations from version 1 to this one and version 1 will become archived.

The ”Published version” window is displayed below the ”Versions” window. It reveals information that is related to the current version: the version’s number, translations, the creator’s name, the date/time when the version was initially created and last modified. In addition, there is a drop-down list containing the available translations for the purpose of copying. It contains the same translations that are listed in the ”Translations” column.

The ”New drafts” window contains information about newly created drafts that belong to the object. The window shows the current version’s number, the edited translation, the creator’s name, the date/time when the draft was initially created and last modified. After copying a translation from a version, the new draft will appear in this window.

Adding new translations

If version 2 gets published and then somebody translates the object into a new language, the system will create a new draft containing only the new translation. The draft will be version 3. Version 2 will remain the published version until the draft is published. When the draft is published, the system will copy all existing translations from version 2 and thus version 3 will consist of the the latest translations.

Changing existing translations

If version 2 gets published and then somebody edits one of the object’s translations, the system will copy this translation from the published version (in this case version 2). The copy will be version 3 and it will be a draft.

Removing versions

The check-boxes and the ”Remove selected” button makes it possible to remove unneeded versions from the system. Both archived and draft versions can be removed. The published version can never be removed (this is the version that the system will show when the object is viewed).

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Editing versions

A version can be edited by clicking on its corresponding edit icon (on the right hand side). Note that eZ Publish will only allow you to edit drafts. Published and archived versions can not be edited.

Copying a translation from a version

It is possible to copy the modified translation from any version regardless of the version's type (published, archived, draft, etc). This can be done by clicking the copy icon located in a version's corresponding row in the table. The generated copy will become a draft and it will be possible to edit it. While being edited, the draft will only contain the copied translation. When the draft is published, the system will automatically copy all other translations from the published version and thus the resulting version will contain all the latest translations.

In addition, you can use the "Published version" window to copy any translation from the published version. This can be achieved by selecting the desired translation using the drop-down list located in the "Copy translation" field and clicking the copy icon.

Comparing different versions

It is possible to request an overview of changes between different versions of an object. This can be done by selecting the language and the two versions that need to be compared from the drop-down lists at the bottom right of the "Versions" window. Clicking the "Show differences" button will reveal the differences between the selected versions.

1.6.2 View

The View interface makes it possible to generate a real preview of any version that exists on the system. This interface is typically used to create a preview of the draft that is currently being edited. It can be reached by clicking the "View" button in the object edit interface (page 31) or by following the version/translation links in the version interface (page 39).

The following screen-shot shows the "View" interface.

(see figure 1.27)

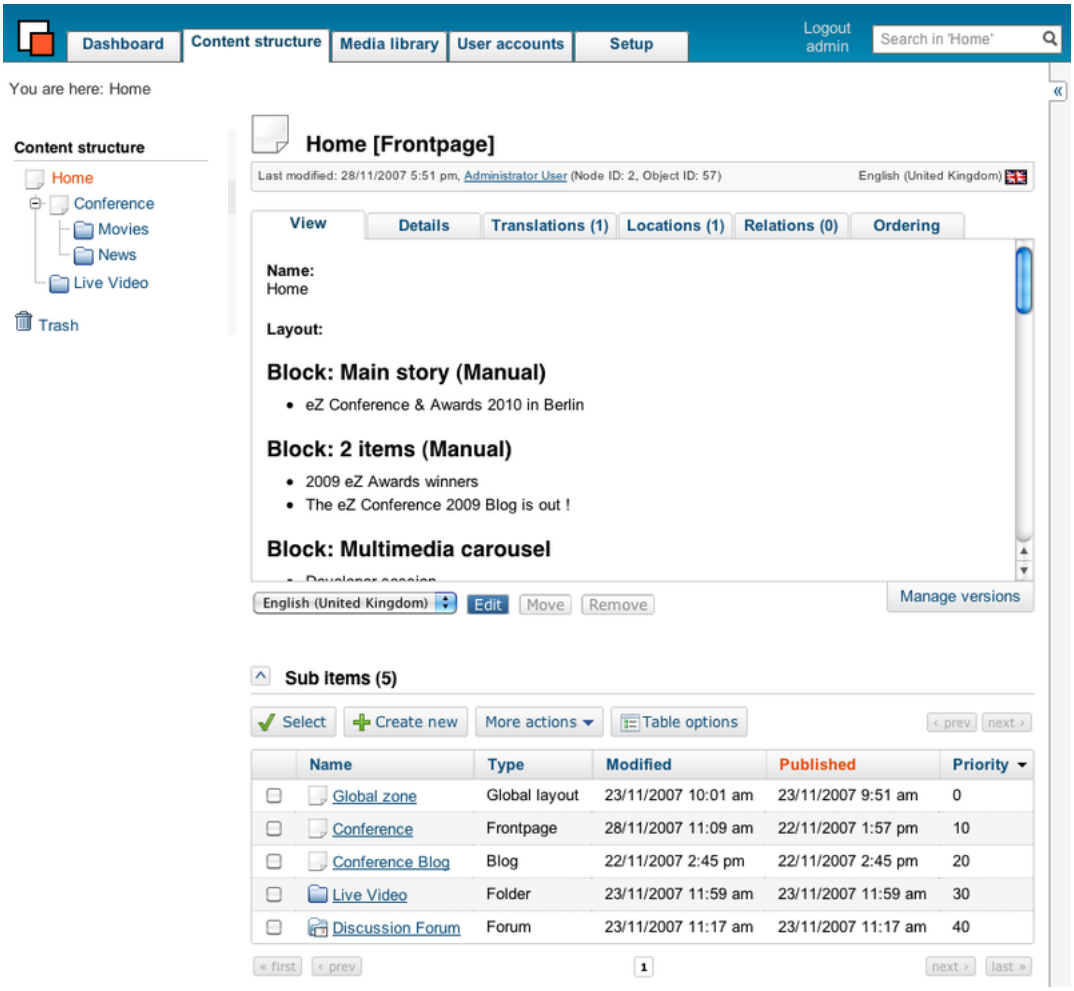

Figure 1.27:

The "View" interface

The purpose of this interface is to generate a real presentation of how the actual page (based on the contents of the object being viewed) will look like using different designs. In particular, this interface is typically used to get an impression of how the page that somebody is working on will look like on the site (what the visitors will see). The screen-shot above shows how a folder called

”Products” will look like using the design that is associated with the ”news_user” siteaccess.

A full-screen preview can be generated using the button which is located just above the preview area (it looks like a small window with four red arrows in its corners). The ”Manage versions” and the ”Edit” buttons bring the user back to either the version interface (page 39) or the object edit interface (page 31) (depending on where they came from).

The ”View control” window

The ”View control” window makes it possible to control which design that should be used to generate the preview. In eZ Publish, the different designs are associated with siteaccesses. Selecting a siteaccess will instruct the system to use the design of that siteaccess. The locations list can be used to check what the object will look like when viewed at different locations (if it in fact exists at different locations in the node tree). The ”Update view” button simply re-generates the preview based on the selections made in the ”View control” window.

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1.6.3 Related objects

The ”Related objects” window in the object edit interface (page 31) makes it possible to relate other objects to the one that is being edited. Any type of object can be connected to any other type of object. This feature is typically useful in situations when there is a need to bind and/or reuse information that is scattered around in the system.

For example, the concept of related objects makes it possible to add images to news articles. The images can be stored as separate objects outside the article. They can be related to the article and used from within the attributes of the article itself. This approach is quite flexible because it does not enforce any limitations when it comes to the amount and the type of information that is to be included. Please note that if you link to another object (for example you insert a link to a product page in a news article), the object that you link to will be related to the one that is being edited.

The following image shows the ”Related objects” window when relations have been made.

(see figure 1.28)

Figure 1.28:

The related objects screen

The screen-shot indicates that the object which is currently being edited makes use of two other objects. Related images are displayed as thumbnails. Related files will be displayed with additional information (file type and size). All other objects will be displayed as the one in the ”Related content” list as shown in the screen-shot above.

The check-boxes and the ”Remove selected” button can be used to remove the relations. Please note that it is only the relations that will be removed and not the objects themselves.

The embed links can be copied and pasted into attributes that are using the XML block datatype. For example, if you relate images to an article and would like to have them displayed somewhere in the text, you can just copy & paste the suggested links into the body of the article. Please note

that this process becomes much more simple when the Online Editor is installed.

The ”Add existing” button makes it possible to browse the node tree and select multiple objects that should be related to the one which is currently being edited. Depending on the user's permissions, the browse functionality will allow the user to select objects located in different parts of the system (Content, Media, Users, etc.). The following image shows what happens when the ”Add existing button” is clicked.

(see figure 1.29)

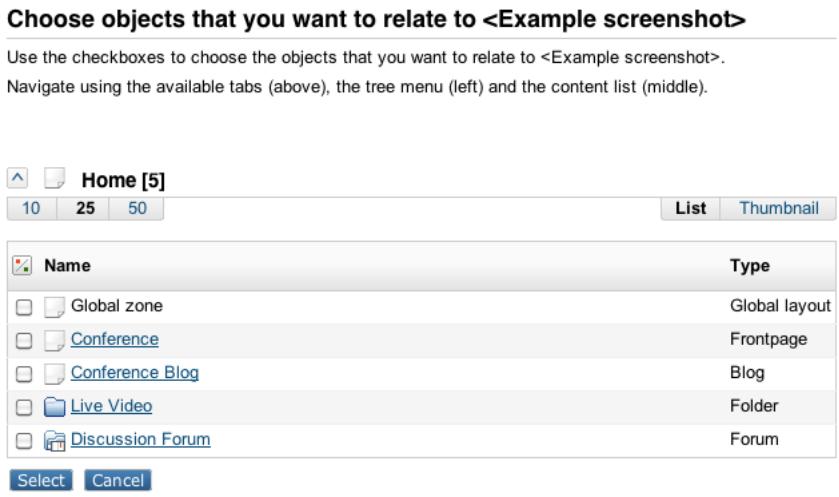

Figure 1.29:

The select objects to relate to screen

The image above shows the main area of the browse interface. This interface makes it possible to select objects that have been placed somewhere in the node tree. Please note that in addition it is possible to use the first three tabs (Content, Media and Users), the path, the left menu and the bookmarks section for navigation.

Note also the inline search function that makes it possible to search directly for objects to relate to the article/object you are currently working with.

(see figure 1.30)

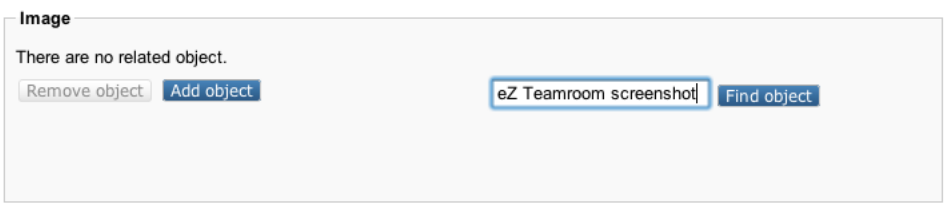

Figure 1.30:

The inline search function

The ”Upload new” button makes it possible to upload new content to the system and automatically relate it to the object that is currently being edited. This button is typically useful when you for example want to relate an image that has not yet been added to the system. The following image shows what happens when this button is clicked.

(see figure 1.31)

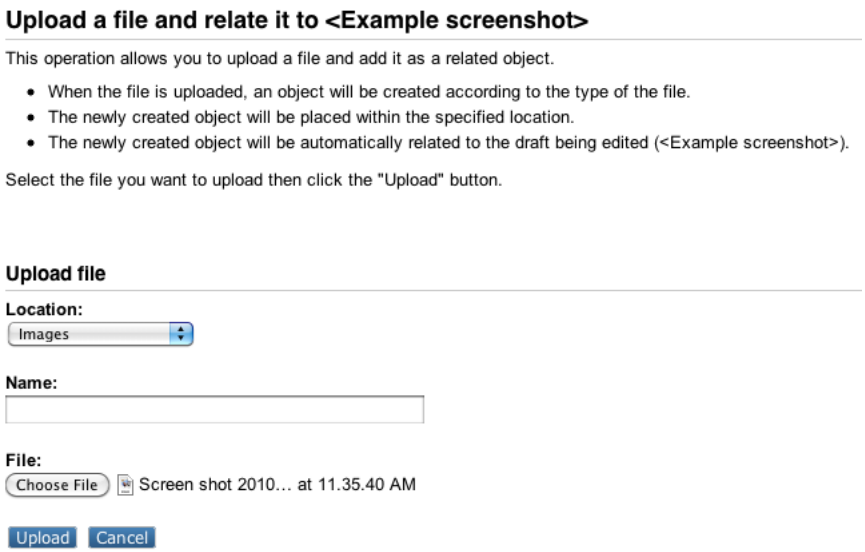

Figure 1.31:

The upload new related object screen

The ”Choose” button allows the selection of a file for upload from the local file system. The ”Name” field allows the user to set a custom name for the object being uploaded. The ”Location” drop-down makes it possible to control where the uploaded file should be placed in the node tree. The ”Automatic” setting will let eZ Publish decide the location based on the extension and/or the MIME type of the uploaded file.

When the ”Upload” button is clicked, the file will be uploaded to eZ Publish. The system will create an object, the type of the object will be determined using the extension and/or the MIME type of the file. Finally, the object will be related to the one that is being edited and thus it will be visible in the ”Related objects” window.

The ”Cancel” button aborts the operation and brings the user back to the object edit interface.

Adding related objects as children

When uploading new related objects, you can place them beneath the object that is currently being edited. This can be done by selecting the object’s name from the ”Location” drop-down in the upload dialog. However, it can only be achieved if the parent object has already been

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published (otherwise it does not appear in the content tree and can not have any sub items). For example, if a new article is created as a draft, it will not be possible to add related images as children until the draft is published. The following steps demonstrate a solution to this problem:

1. Publish an unfinished article as hidden node.
2. Re-edit the article and upload related images as children.
3. Reveal the article when it is finished.

This procedure can be optimized by checking the ”Back to edit” check-box located in the bottom of the object edit interface (refer to ”The object edit interface” section for details).

eXo Platform Documentation

1.6.4 Grouping attributes

eZ Publish now comes with the possibility of grouping attributes on content classes. This is in order to group the attributes shown to get an better overview in the object edit interface. The system comes with two pre-defined grouping categories ”Content” and ”Meta”. You can also configure new categories using the ini settings.

Note that ”Default (Content)” is the default category and implies that no attribute grouping is defined and the configuration is set to fall back on the predefined group ”Content”. In order to group attributes select either the ”Meta” category, or use one of your own defined categories as described below.

Note: The grouping of attributes function is now also available from the eZ WebIn interface when you select a content class that has been set up with the grouping attributes function..

Grouping based on predefined categories

In order to group the attributes in the edit screen according to the pre-defined categories, go to ”Setup”-”Classes”-”Content class”, then select the object class that you want to group attributes on, and open it in edit mode. In the ”Category” field you select the category to group by. In the example below the attribute ”Tags” is grouped to the ”Meta” category. That attribute is part of the class ”Article”, and this activates attribute grouping on the ”Article” object.

See screenshot below:

(see figure 1.32)

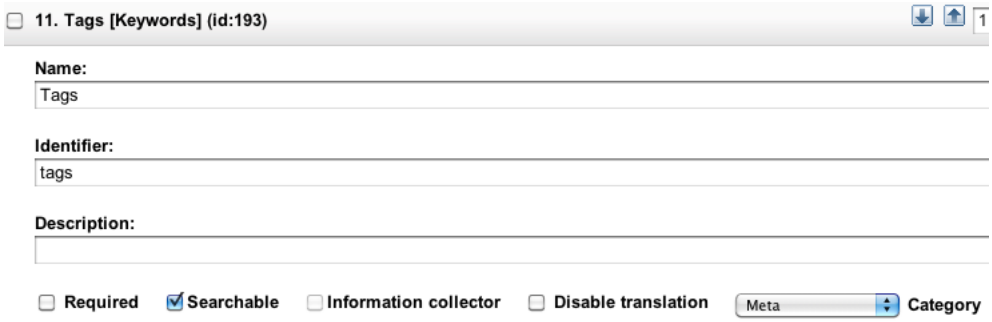

Figure 1.32:

Attributes for this object (in this case ”Article”) will now be grouped and collapsed under the label ”Meta” when you edit on this object. This is shown in the screen below. Any other attribute grouping that you have configured will also show the same way in the edit object screen for this object.

(see figure 1.33)

Click ”Meta” to expand the attributes for the object, when you are in the object edit screen.

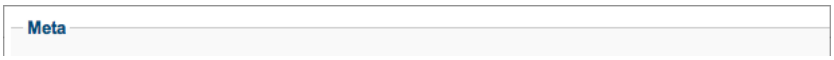

Figure 1.33:

Configure new category for grouping

In order to configure a new category for grouping of attributes you need to create the category. A new category will make it possible for an editor to get access to the fields that are relevant for that editor only in the ”Object edit interface”. Configuring a new category is done in the ”content.ini” settings file, in the ”[ClassAttributeSettings]CategoryList” setting, for example:

```
<i>[ClassAttributeSettings]</i>
 <i>CategoryList[publish]=Publish settings</i>
```

Note: Clear template cache to be able to get the new option in the class edit interface.

Then; go to ”Setup”-”Classes”-”Content class”, select the object class that you want to group attributes on, and open it in the edit mode. In the ”Category” field you select the category to group by. In the example below the attribute ”Publish date” is grouped to the ”Meta” category. That attribute is part of the class ”Article”, and this activates attribute grouping on the ”Article” object.

See screenshot below:

(see figure 1.34)

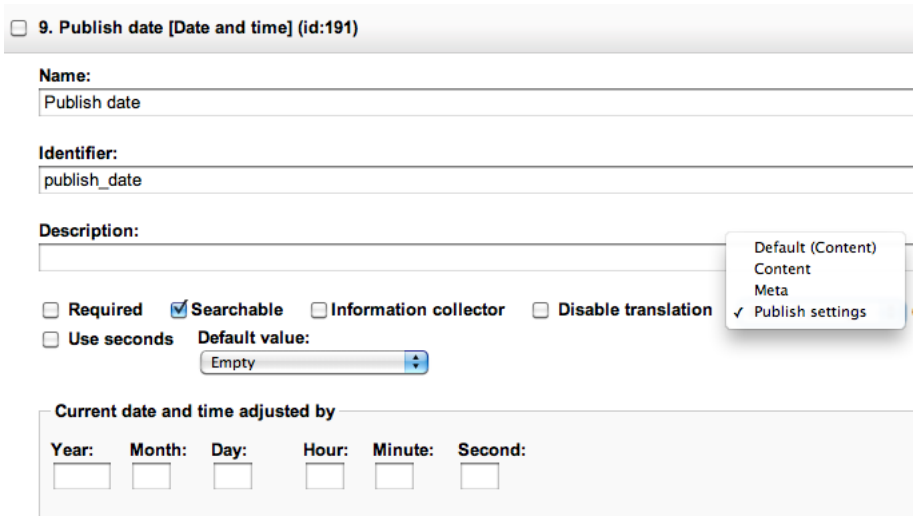

Figure 1.34:

Attributes for this object (in this case ”Article”) will now be grouped and collapsed under the label ”Publish settings” when you edit on this object. This is shown in the screen below. Any

other attribute grouping that you have configured will also show the same way in the edit object screen for this object.

(see figure 1.35)

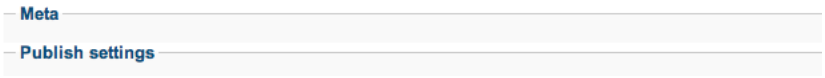

Figure 1.35:

Click ”Publish settings” to get the attributes for the object, when you are in the object edit screen. See an example of an expanded view of the ”Publish settings” category in the screen below.

(see figure 1.36)

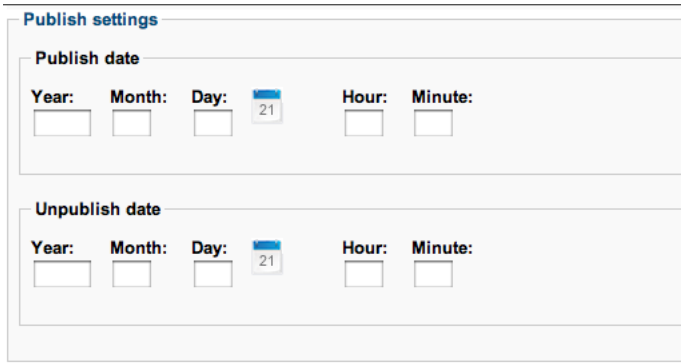

Figure 1.36:

In this example you can set publish dates for articles in the article edit screen.

Starting from eZ WebIn/Website Interface

For those who prefer using eZ WebIn as their editing tool, the categories for grouping will be accessible in the ”Edit object interface”, the same way as if you logged in to the administration interface. In the eZ WebIn start menu, please select the class where you grouped attributes, as shown in the screen below:

(see figure 1.37)

Figure 1.37:

Then follow the description under ”Grouping based on predefined categories” to activate attribute

grouping on an object using the predefined categories. If you would like to make a new category and activate that, then follow the description under ”Configure new category for grouping”.

Syncron Information

1.6.5 Creating help texts/help descriptions

The description fields on the object and the object attribute is used to create help texts or help description for your editors when they work on a specific class or its attributes. This will then help the end-users to understand the significance of the fields in their daily work. The help texts are specified on a content class, so you need to go to ”Setup” - ”Classes” - ”Content Classes” to find the specific class where you want to add help text.

In the example below we have put in a description of the ”Frontpage” class in the description fields for the class and the name attribute, both marked with read in the screenshot below:

(see figure 1.38)

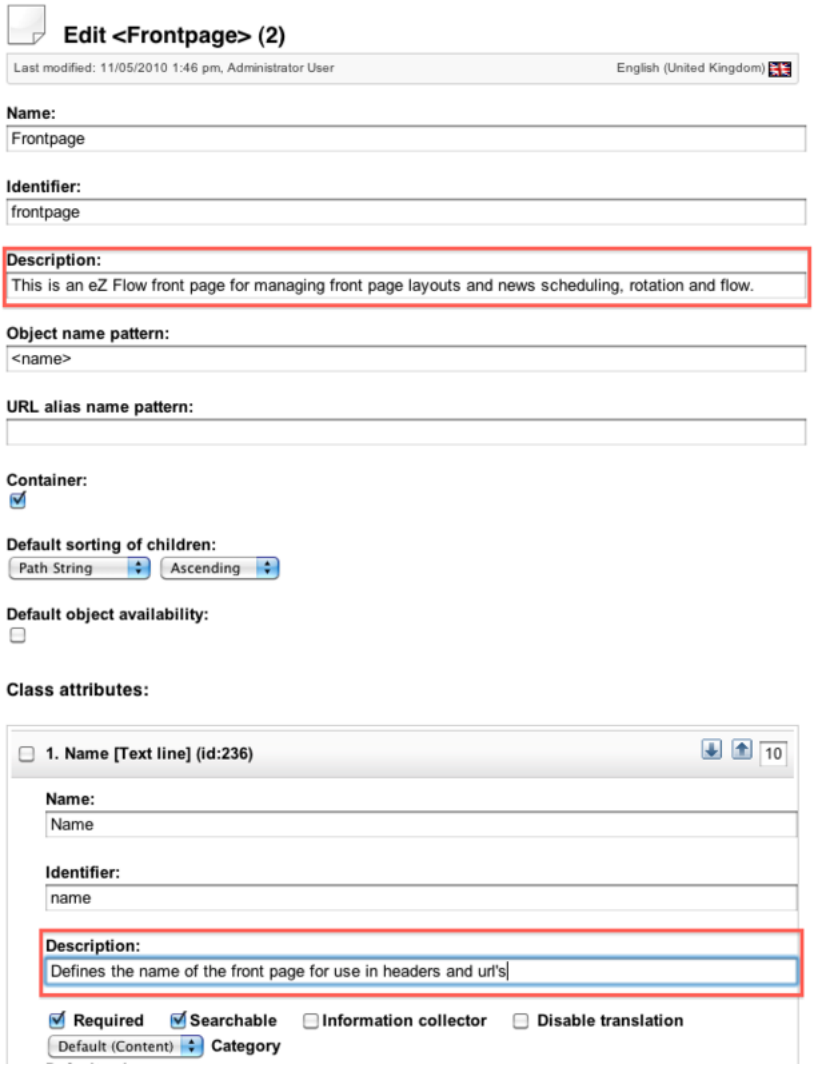

Figure 1.38:

After saving it by clicking ”OK”, help text will appear on objects created from this class; for

instance on front pages, as in this example.

The next time an editor creates a new front page, the new help descriptions will appear on the front page object. An example of how the help texts will work in the object edit interface is shown below:

(see figure 1.39)

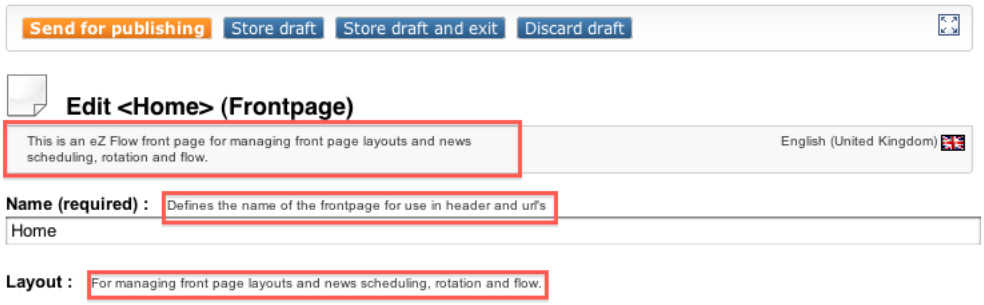

Figure 1.39:

Examples of help texts added for the Frontpage class, the first one is a class description and the others are class attribute descriptions

eZ Publish Documentation

Sponsored by eZ Information

Chapter 2

Daily tasks

The purpose of this chapter is to explain how daily tasks can be carried out using the eZ Publish administration interface. It is written for non-technical people who are simply using the system to manage content.

The following topics are covered:

- Changing your user account
- Navigating the node tree
- Adding content
- Editing content
- Previewing content
- Undoing changes
- Dealing with edit conflicts
- Publishing at multiple locations
- Copying content
- Moving content
- Removing content
- Restoring content
- Hiding and revealing content
- Using bookmarks
- Swapping nodes
- Managing users

- Managing sections
- Creating a protected area

Share your information

2.1 Changing your user account

There are 2 places where you can change your user account; profile information and password. From the ”Dashboard” you can edit this information by clicking ”Edit profile” to change personal information. Click ”Change password” from the ”Dashboard” tab to change to a new password.

The collapsible ”Current user” panel on the right hand side displayed in the ”Content structure”, ”Media library” and ”User account” tabs also provides a collection of links that you can use to quickly change your user account.

Use the ”>>” to show or hide the collapsible right menu. The following image shows the current user part of this panel.

(see figure 2.1)

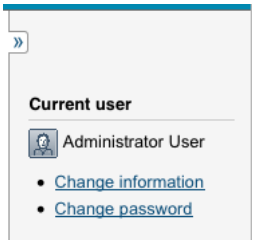

Figure 2.1:

The ”Change information” link allows you to edit the node that represents your user account. When this link is clicked, the system will bring up the object edit interface (page 31). You can then change all your details except for the user name. When done, simply click the ”Send for publishing” button and your user account will be updated.

Changing your password

The easiest way to change your own password is to use the ”Change password” link located in the ”Current user” panel. When this link is clicked, the system will bring up an interface that allows you change your password, other user information will remain untouched. The following image shows what this interface looks like.

(see figure 2.2)

The ”Change password interface”

Type in your old password, the new password (twice) and click the OK button - the system will then update the password for your user account.

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Sharing Information

Figure 2.2:

2.2 Navigating the node tree

In eZ Publish all content is stored using *nodes*. The nodes can be thought of as pages on the site. For example, a node can be a news article, an information page, a forum message and so on. The nodes are organized in a big tree. The tree is divided into three major parts: ”Content”, ”Media” and ”Users”. The first three tabs in the administration interface bring you to the top / start of these subtrees.

Standard navigation: clicking around

When looking for a certain node (typically because you wish to do something with it; edit, move, etc.), you'll have to navigate the tree. The red frames in the following screenshot show the primary navigation zones (the interfaces that can be used to navigate the node tree).

(see figure 2.3)

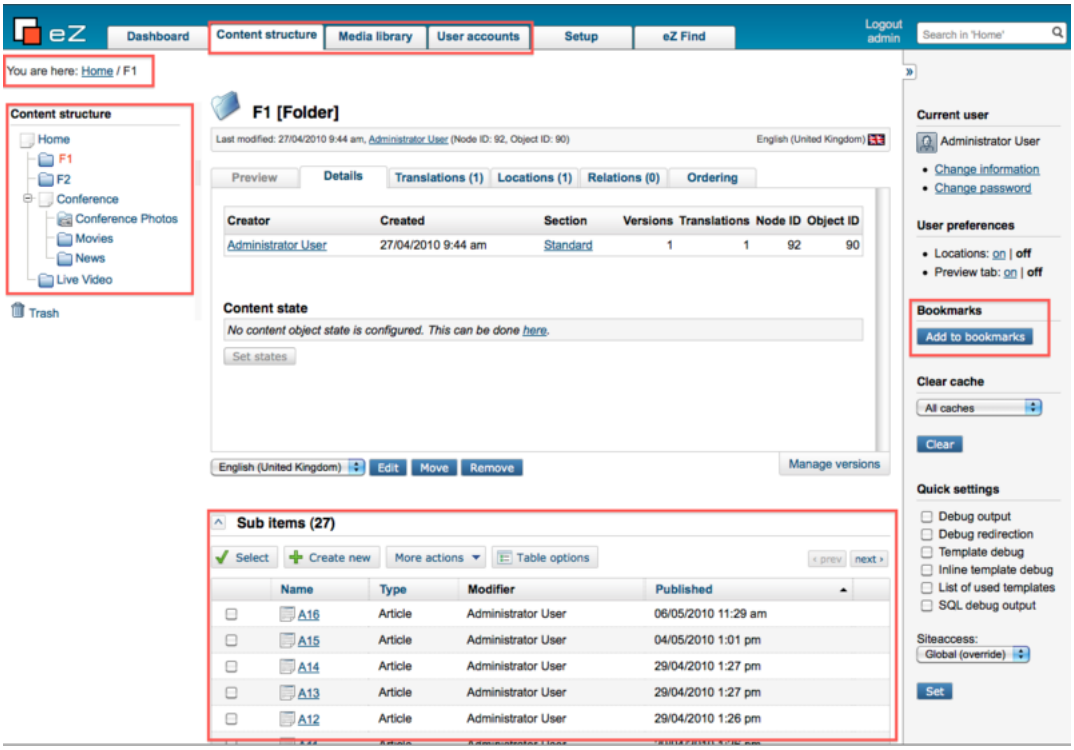

Figure 2.3:

Important navigation areas in the screen

The most convenient way is to use the menu on the left hand side. This menu makes it possible to explore the tree by opening the different branches just like you would do when navigating a local file system. The first three tabs allow you to select the different parts of the tree (content, media, users). The tree can also be navigated using the path and the ”Sub items” window. When

using the ”Sub items” window, you’ll have to click on the names of the nodes that lead to the one that you wish to edit.

Please note that this takes much more time than using the tree menu on the left, because every click requires a page reload. As you add bookmarks in the collapsible right menu, this will also make it easier for you to navigate the system.

Please note that in ”The Dashboard” you will find even more ways to navigate easily around the system. There you will find the latest file you worked on, your pending items, your drafts and one click shortcuts to all personalized information.

Alternate navigation: searching

It is possible to use the built-in search interface to locate the node (page) that you wish to edit, move, remove or the place where you wish to publish new content. The search interface is located in the upper right corner of the administration interface. The following image shows the search interface.

(see figure 2.4)

Figure 2.4:

This interface allows you to search for any content (as long as it can be indexed) within the node tree. By default, the system will search the entire tree. However, you can limit the search to a specific part of the tree starting with the node (page) which you are currently looking at. This can be achieved by selecting the ”Current location” radio button.

Please note that the content that you’re looking for must be marked searchable or else it will not be indexed by the search engine. You can just type in the name or a part of the content that is stored inside the target node (page) and click the ”Search” button. The available matches will be listed and you can simply click on the name of the node that you for example wish to edit. The system will then bring up the node and then you can click the ”Edit” button to edit it.

If there are no results of your search criteria the following screen is shown, giving hints as to how to narrow your search:

(see figure 2.5)

The following screen is shown when your search criteria matches an element of your content:

(see figure 2.6)

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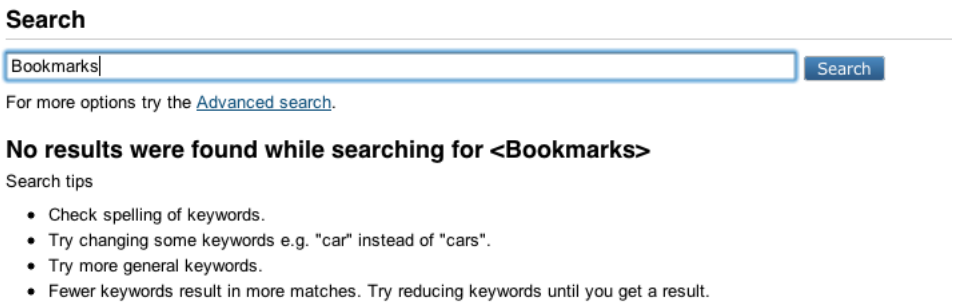

Figure 2.5:

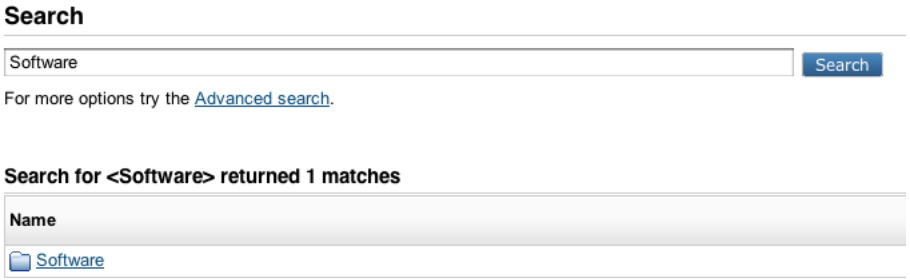

Figure 2.6:

2.3 Adding content

When you have found the location where you wish to add content (a new page by the way of a new node), click ”Create new” located in the upper left corner of the ”Sub items” window, select object type in the object list, press ”OK”, then select language in the language interface presented.

Note: Selecting another language is only possible when there are several languages available in your installation.

More information is provided below. In the following screenshot a red frame is used to indicate where you create new content.

(see figure 2.7)

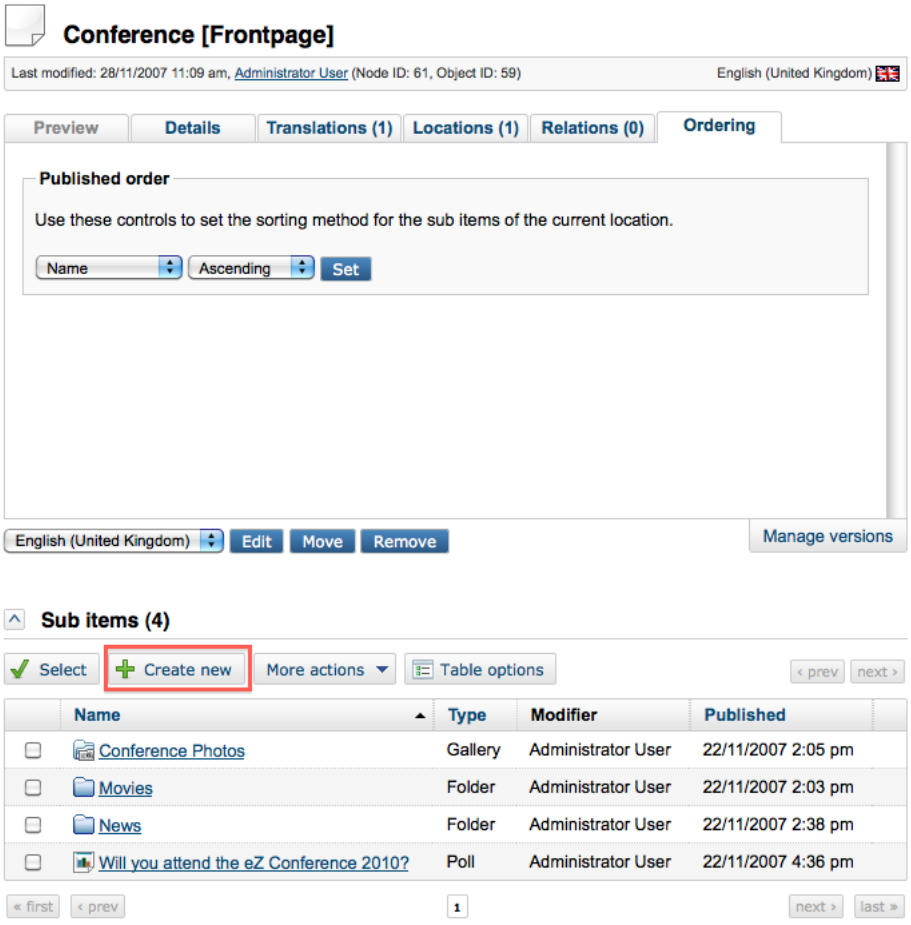

Figure 2.7:

Add new content by pressing ”Create new”

As the screenshot indicates, we navigated into a front page called ”Conference”. To add new content, click ”Create new” a drop-down list will appear that allows you to select the type of node (page) that should be created. Please note that the contents of this list depends on the

available classes (the data structures that have been set up for the site) and the permissions of the user who is currently logged in. This drop-down list typically allows you to create generic information pages, news articles, product pages, forums and so on. When pressing ”OK” on the selected object, a screen appears where you select the language which should be used when creating an object (page). Say you select ”Article” and ”English (United Kingdom)”. This means that when you click ”Enter”, the system will create an article in English inside the ”Conference” folder.

There are no limitations whatsoever when it comes to the different types of nodes. In other words, you can create any type of node under any other node as long as the class is configured as a container. When you click the ”Here” button, the system will display the object edit interface.

(see figure 2.8)

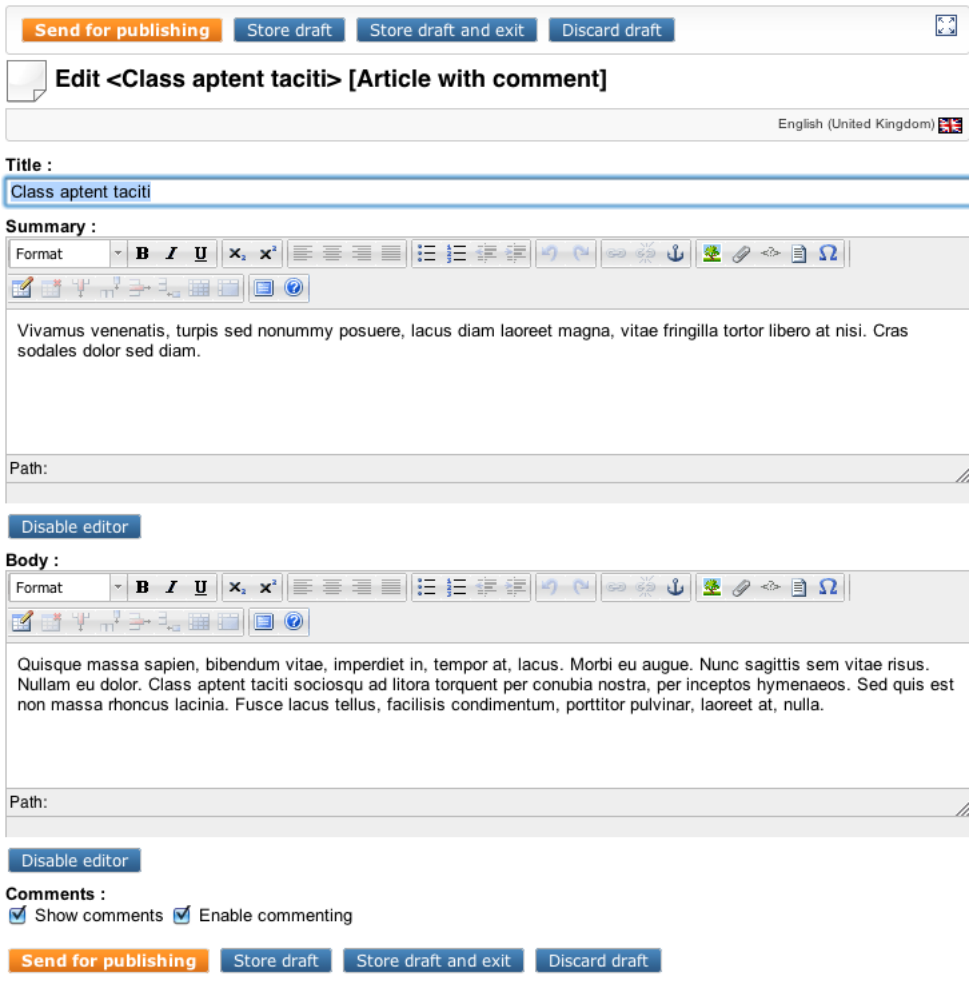

Figure 2.8:

The object edit interface

The following list of steps sum up what you should do when you want to add/create new content:

- Make sure that you're logged into the administration interface.
- In the tabs "Content structure", "Media library" and "User Accounts", the left menu and the "Sub items" window to find the location where you want to add new content.
- Select the type of content you wish to add (article, information page, user, etc.) in the "Create new" drop-down list and select the preferred language.
- Click the "Enter" button, the system will bring up the edit interface.
- Use the edit interface to add the content. Please refer to the editing content page for details.
- When done, click the "Send for publishing" button, the content will be published at the location that was chosen in step 2.

Note: "Store draft" will store this version and stay in the "Edit interface". "Store draft and exit" will take you out of the "Edit interface", but save the draft you were working on. "Discard draft" will delete what you were working on and take you out of the "Edit" interface.

Syxonet Information

2.4 Editing content

In eZ Publish all content editing is done through the object edit interface (page 31). This interface will automatically be displayed whenever you select ”Edit” from the context menu, click the ”Edit” buttons/icons or create a new node using the ”Create new” button just above the Sub items list.

The following text reveals how you can edit a node using different approaches.

Using the tree menu and the context menu

1. Use the tree menu on the left to locate the node that you wish to edit.
2. Click on the node’s icon in order to bring up the context menu.
3. Select ”Edit” from the context menu. The system will display the edit interface.

Using the ”Edit” button

1. Use the administration interface to navigate (page 58) to the node (page) that you wish to edit. In other words, make sure that the node is being displayed.
2. Click the ”Edit” button which is located in the preview window. The system will bring up the edit interface.

Using the edit icons

1. Use the administration interface to navigate (page 58) to the node (page) which contains the one that you wish to edit. In other words, make sure that the parent node is being displayed.
2. Look at the ”Sub items” window and locate the node that you wish to edit. Click on the node’s corresponding edit icon (on the right hand side). The system will bring up the edit interface.

Using the bookmarks

1. Select a bookmark from either the ”My bookmarks” menu in the ”Dashboard” tab, or click on the bookmark in the Bookmark section in the collapsible right menu. (Make the menu visible by clicking the angel quotes button in the right upper part of the main menu).
2. Locate the node that you wish to edit and click on its icon to bring up the context menu.
3. Select ”Edit” from the context menu and click it. The system will bring up the edit interface.

These steps will work for monolingual sites. If you use several languages on your site, please refer to this section for instructions about editing objects in different languages.

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Using the object edit interface (page 31) you can edit the contents of the object which is encapsulated by the node (page) that was selected for editing. This is where most of the work is usually done. You'll use this interface to add, modify or remove existing content. For example, you'll use this interface to publish new articles, edit the contents of existing articles and so on. The following image shows the part which is used to edit the different attributes.

(see figure 2.9)

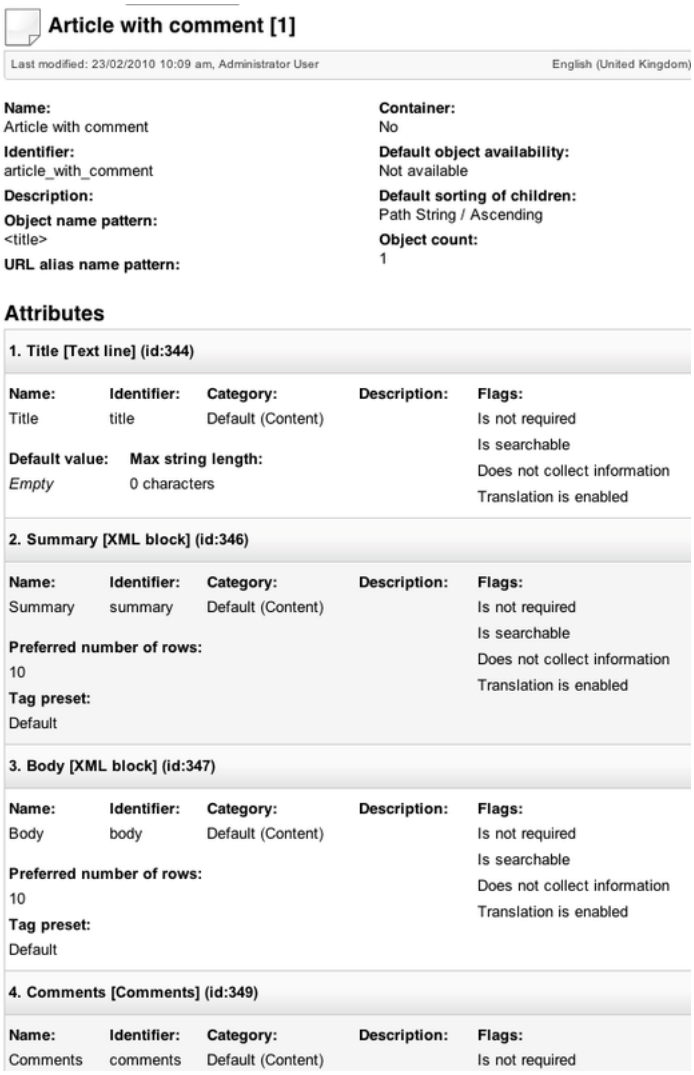

Figure 2.9:

Editing attributes on a content object in the object edit interface

The image above shows how the main part of the edit interface looks like when someone is editing a class group called "Article with comment". An article with a comment consists of four attributes: title, summary, body and comments. Please note that you'll probably be working with a different set of attributes. As the image shows, you can use the input fields to change the values

of the content. Once you're finished you should click the "Send for publishing" button. If you just want to save your work without publishing it use the "Store draft" button. This will simply validate your input, store it and allow you to keep editing. The "Discard draft" button can be used to exit the interface and get rid of the changes. Please refer to the documentation of the object edit interface (page 31) for more information about how to use this interface.

Note: The online editor can be disabled by clicking the "Disable editor" button. This can be handy if the content you are working on does not require online editing.

Sensitive Information

2.5 Previewing content

In the object edit interface (page 31) you can preview content before it is published. This means that you can generate a real preview of an article while you're typing it up. There is no need to publish it first in order to view it. The preview feature can be reached from both the edit and the version management interface. In the edit interface it can be accessed by clicking the "View" button, in the version management interface you can click on the different version numbers and translations.

The following image shows the preview interface:

(see figure 2.10)

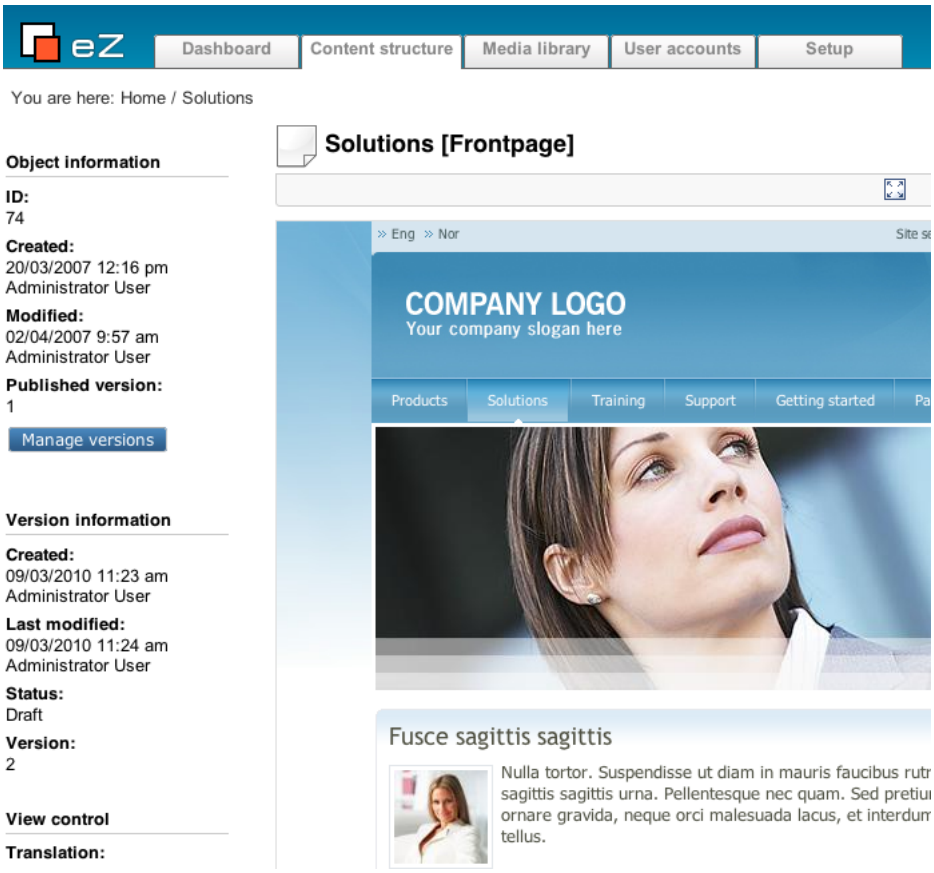

Figure 2.10:

The preview interface

Please note that it is possible to generate a preview without the administration interface around it. This can be done by clicking on the icon with arrows in its corners, it is located at the top of the preview window.

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Previewing the object which is being edited

1. Make sure that you're editing an object.
2. Click the "View" button in the "Current draft" window. The system will bring up the preview interface.
3. Select the siteaccess which uses the design that should be used to generate the preview. You'll probably have to select the one which has the same name as your actual site.
4. Click the "Update view" button to regenerate the preview.
5. When done, click the "Edit" button to get back to edit mode.

Previewing a version

1. Make sure that you're using the version interface (click the "Manage versions" button in edit mode).
2. Click on one of the version numbers or one of the translations. The system will bring up the preview interface.
3. Select the siteaccess which uses the design that should be used to generate the preview. You'll probably have to select the one which has the same name as your actual site.
4. Click the "Update view" button to regenerate the preview.
5. When done, click the "Manage versions" button to get back to the version management interface.

2.6 Undoing changes

The built-in version management system makes it possible to undo unwanted changes. This can be done by reverting the contents of an object back to a previous version. In eZ Publish all content is version controlled. Every time you edit an object, a new version (a copy of the existing content) will be created. The existing version will remain untouched. The versions can be administered using the version management interface which can be reached from the object edit interface.

The following image shows what the version management interface looks like.

(see figure 2.11)

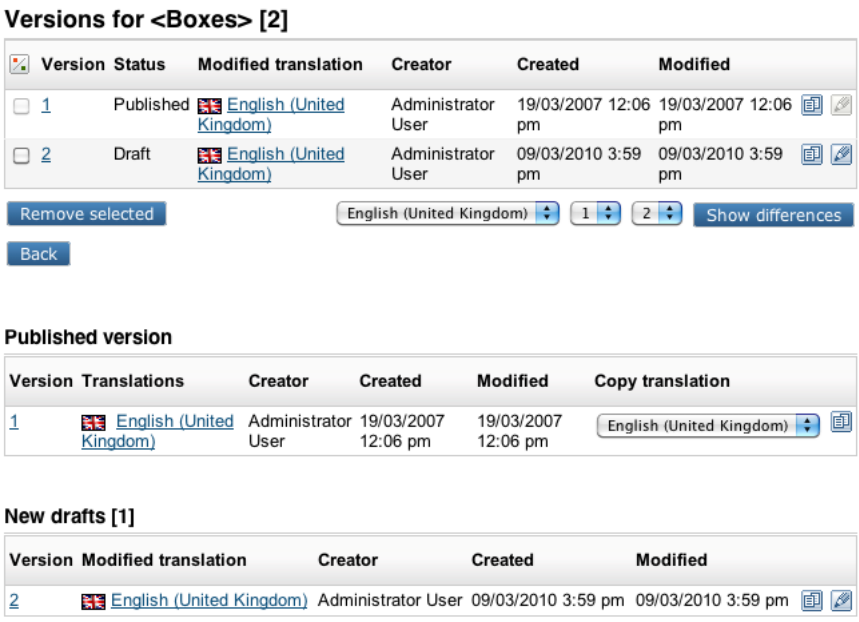

Figure 2.11:

The "Manage versions" window

The following text explains how you can undo changes by reverting the contents of an object back to an older version.

1. Navigate the tree to locate a node containing changes that you wish to undo.
2. Edit the node (use either the "Edit" button, the context menu or the edit icons in the "Sub items" window).
3. Click the "Manage versions" button in the "Object information" window. You will see a list of versions.
4. Locate the version that you wish to revert to. You can view the different versions by clicking on them - click the "Manage versions" button again to get back to the version management interface.

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5. Copy the version that you wish to revert to by using its corresponding ”Copy” button.
6. Edit the newly created copy by clicking its corresponding ”Edit” button. You’ll be taken back to the object edit interface.
7. Click the ”Send for publishing” button. The system will then publish the copied version, the previous/unwanted version will be archived.

Sensitive information

2.7 Dealing with edit conflicts

Because of the nature of eZ Publish, sometimes there will be conflicts when it comes to content editing. This usually happens when two people are attempting to work on the same object. Another scenario is when somebody exits the edit interface without publishing the object that is being edited. Regardless of the actual reason, you'll sooner or later encounter warnings titled "Possible edit conflict". The following text reveals the different conflicts along with explanations and solutions.

Unpublished draft problem - same user

Sometimes when you edit an object, you might accidentally close the browser or simply click the "Store and exit" button. What will happen then is that the object will have a draft that is not published. Whenever you try to re-edit the object the system will warn you about this. The following image shows what this warning looks like.

(see figure 2.12)

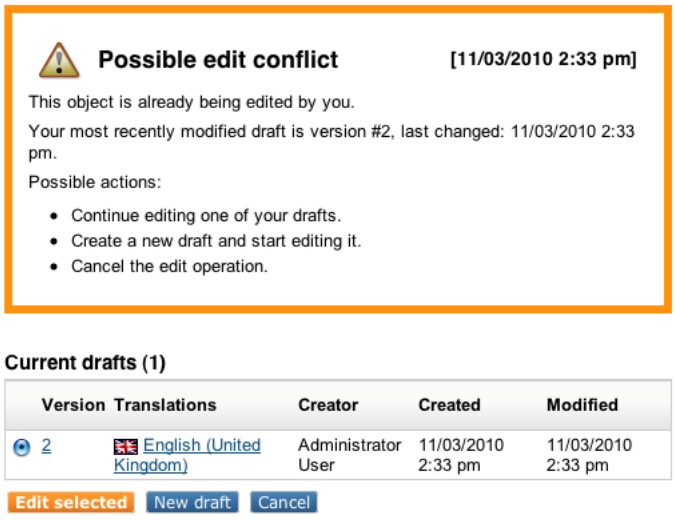

Figure 2.12:

The "Possible edit conflict" screen - one user

The system is simply trying to tell you that you've already started editing this object but have not published the content yet. Please note that you might have left several drafts. If so, the window below the warning will show all your unpublished drafts for this object.

Sample Information

Possible solutions

- You can select one of the drafts and edit it. This is the most commonly used approach since usually there is only one unpublished draft. If there are several unpublished drafts then you should remove them to avoid further conflicts. Also, you should select the most recent draft for editing in order to keep working on the most updated version.
- You can create a new draft by clicking the ”New draft” button and edit it. However, keep in mind that the new draft will be a copy of the published version. The draft which is causing the conflict may contain updated/new information. If you create a new draft, you should use also make sure that you remove the one that is causing the conflict.
- The ”Cancel” button will simply cancel the entire edit operation and the system will be left in the same state as when you tried to edit the object. In other words: no changes will be made.

Unpublished draft problem - different user

Sometimes somebody else may be editing the same object that you wish to edit. It might be that the other person is editing it at the same time, or that the other person left an unpublished draft. No matter what, when you try to edit the same object, the system will display a warning indicating that there is a conflict.

The system is simply trying to tell you that you should be careful, because somebody else is working on the same object. Please note that there might be several drafts in the list. However, the usual case is that there is just one. Unlike in the previous scenario, you can not edit the draft (which is causing the conflict) because it belongs to a different user.

Possible solutions

- You can create a new draft by clicking the ”New draft” button and edit it. However, keep in mind that the new draft will be a copy of the published version. The draft which is causing the conflict may contain updated/new information. You should contact the person that the existing draft belongs to before doing anything else.
- The ”Cancel” button will simply cancel the entire edit operation and the system will be left in the same state as when you tried to edit the object. In other words: no changes will be made.

Unpublished draft problem - multiple users including you

Sometimes somebody else may be editing the same object that you wish to edit. In addition, there might be drafts that you have left on the system. In this case, the administration interface will display a warning that is similar to the ones shown in the previous cases.

(see figure 2.13)

Figure 2.13:

This is the worst case scenario and you should really contact the other person(s) before doing anything else. In addition, you should get rid of your own drafts.

shyaure information

2.8 Publishing at multiple locations

The content structure of eZ Publish makes it possible to publish the same object at different locations in the tree. This means that you can have the same news article appear at different places on your site. Please note that this feature only works with single nodes. If you add a new location for a folder that contains several news articles, the system will only make a new location for the folder itself but not the articles.

You can either add a new location to an object that has already been published or you can publish an object at multiple locations at the same time. Please note that the first approach requires that the information has already been published. The second approach does not have this requirement because you can control the locations where the information should be published from the edit interface. The following text explains both approaches.

Adding a new location to a published object

This approach allows you to publish an already published object at a new location in the tree. For example, if you have a news article that you also wish to make available somewhere else on the site, you can simply add a new location (a node) to the object that contains the article. For this to work, you'll need to enable the "Locations" window. This can be done by clicking on the "Locations" button in the toolbar located in the top/middle of the main area. The following image shows what this window looks like.

(see figure 2.14)

Figure 2.14:

The following text explains how you can add new locations.

1. Navigate the node tree until you find the node (page) that you wish to make available at an alternate location. Make sure that you're actually looking at the node.
2. Click the "Add locations" button in the "Locations" window. The system will bring up the browse interface.
3. Use the browse interface to select the alternate location(s) where the object should be published.

4. Click OK - the object will be published at the selected location(s) and thus it should appear at different locations in the tree.

Controlling the locations before publishing

First of all, you'll need to enable the "Locations" window. This can be done by clicking the "On" link for "Locations" in the "User preferences" settings in the collapsible right menu.

(see figure 2.15)

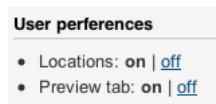

Figure 2.15:

When done, the object edit interface (page 31) will contain an additional window at the bottom. This window will allow you to control where the object that is being edited should be published. The following image shows what this window looks like.

(see figure 2.16)

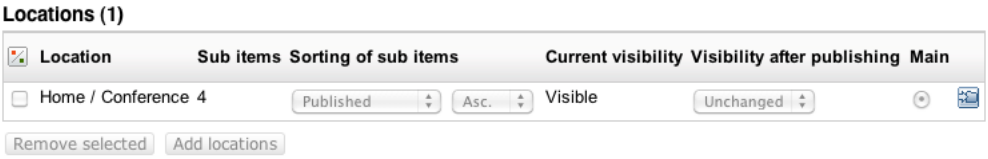

Figure 2.16:

You can use this window to control where the object should be published and how it should be published (sorting settings, visibility status and so on.).

In order to avoid possible conflicts when an object is edited by multiple users at the same time, the system will no longer allow to change locations via the object edit interface except the first object's version. This means that you can control locations when creating a new object but not when editing an existing one. However, it is still possible to modify location(s) of existing objects using the locations window (described under the "Content structure" tab) that is displayed when viewing an object.

Sample information

2.9 Copying content

The administration interface allows you to copy nodes (pages). Please note that when you make copies, the information will be duplicated. This means that if you edit the original node, the copy will not be updated and if you edit the copy, the original will not be changed. The following text explains how you can copy a single node from one location to another.

1. Navigate the node tree until you find the node that you wish to make a copy of. If you're using the "Sub items" window, make sure that the target node is displayed in the list.
2. Click the node's icon (either in the tree menu on the left or in the "Sub items" window) in order to bring up the context menu.
3. Select "Copy", the system will bring up the browse interface.
4. Use the browse interface to choose a location for the copy that will be made.
5. Click OK - the node will be copied to the selected location.

Please note that the instructions above will only make a copy of the selected node. Any additional nodes that are located below the selected node will not be copied. For example, if you use this method to copy a folder called "News" which contains several articles, the system will only make a copy of the "News" folder itself, but not the articles. Please refer to the following section for details about how to copy an entire subtree of nodes.

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Copying a subtree of nodes

An entire subtree of nodes can be copied using the "Copy subtree" function. This function can be reached using the context menu. Please note that the default configuration setting only allows you to copy up to 30 nodes within one operation. If you attempt to copy a subtree that contains more than 30 nodes, the system will display a warning and refuse to carry out the operation. This can be solved by increasing the value of the "MaxNodesCopySubtree" directive in a configuration override for "content.ini". The following list of steps explain how you can copy an entire collection of nodes from one location to another.

1. Navigate the node tree until you find the node that you wish to make a copy of. If you're using the "Sub items" window, make sure that the target node is displayed in the list.
2. Click the node's icon (either in the tree menu on the left or in the "Sub items" window) in order to bring up the context menu.
3. Select "Copy subtree", the system will bring up the browse interface.
4. Use the browse interface to choose a target location for the copy that will be made.
5. Click OK - the node and its underlying nodes will be copied to the selected location.

Please note that it is not recommended to use the administration interface for copying large subtrees. The browser might time out in the middle of the operation and thus the database would be left in an inconsistent state. To solve this issue you can either increase the timeout or simply use the ”ezsubtreecopy.php” script instead which is located in the ”/bin/php” directory of an eZ Publish installation (you’ll need to have PHP CLI installed and access to the command line).

Note: When using the command ”Copy subtree”, and you receive the error message ”Subtree was not copied” with a warning ”Cannot publish object”, the reason might be the following: The object is set up with an event approval work-flow in order to publish it. In this case, you can disable the work-flow*, redo the copy, and then enable the work-flow* again.

*Click the ”Setup” tab, go to the ”Triggers” menu, and then select ”No work-flow” in rows with content module and publish function. You enable it again by going back to the same screen and connect the work-flow again.

Structure information

2.10 Moving content

The administration interface allows you to move a node along with its underlying nodes from one location to another. This can be achieved by using either the ”Move” button in the preview window or the ”Move” item in the context menu. The following text explains how you can do this.

1. Navigate the node tree until you find the node that you wish to move.
2. If the node is displayed in the preview window, click the ”Move” button. If the node is displayed in the node tree or the ”Sub items” window, click the node’s icon to bring up the context menu and choose ”Move”. The system will display the browse interface.
3. Use the browse interface to select a new location for the node.
4. Click OK - the node (and it’s underlying nodes) will be moved to the selected location.

Please note that if you move a node using this approach, the system will also move it’s underlying nodes. For example, if you move a folder containing news articles from one location to another, the articles will also be moved.

Sitecore Information

2.11 Removing content

You can remove nodes from the system using several approaches. This operation works in a similar way as when you remove files and directories from a file system. If you remove a node which has underlying nodes, all the nodes will be removed. For example, if you remove a folder that contains several articles, both the folder itself and the articles in it will be removed.

If the node that is being removed has underlying nodes, the administration interface will warn about this. In most cases, the system will ask for confirmation and if you want to keep the removed objects in the trash. (This default behavior is controlled by the configuration settings located in the [RemoveSettings] section of "content.ini".) The following image shows the removal confirmation dialog.

(see figure 2.17)

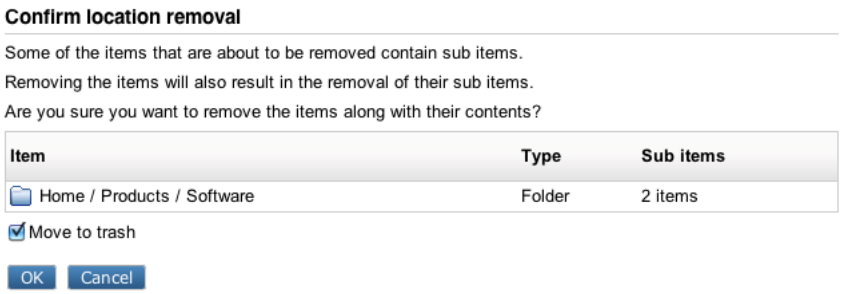

Figure 2.17:

In the example above, the user is trying to remove a node which contains 4 other nodes (sub items). If the "Move to trash" check-box is checked, the objects will be moved to the trash instead of being permanently deleted.

Note that it is not recommended to remove large sub-trees using the administration interface. The browser might time out in the middle of the operation and thus the database would be left in an inconsistent state. To solve this issue you can either increase the timeout or use the "ezsubtreeremove.php" script located in the "bin/php/" directory (you'll need to have PHP CLI installed and access to the command line).

The following text explains different approaches that can be used in order to remove a single or multiple nodes from the system.

Removing the node which is currently being viewed

You can remove the node that is being viewed by simply clicking the "Remove" button in the preview window.

eZ Publish Documentation

Shaw Your Information

Removing a single node using the context menu

Another way of removing a single node is by making use of the context menu. Simply click on a node's icon either in the tree menu or in the "Sub items" window and select "Remove".

Removing multiple nodes

The "Sub items" window makes it possible to remove several nodes within the same operation. Use the check-boxes to select the nodes that you wish to remove and click the "Remove selected" button

The trash

It is important to understand that the trash in eZ Publish is a flat structure. This is different from what people are used to from modern operating systems. When a node is deleted and the "Move to trash" check-box is checked, it is only the object itself that will be moved to the trash. From version 3.8, the system also remembers the object's last location in the tree and thus objects in the trash can be recovered to their original locations. However, this is only possible if their original parent nodes have not been deleted. Otherwise, the user must specify new/alternate locations for the objects during recovery. Note that specifying an alternate/new location can be done regardless if the system is able to restore a deleted object at its original location or not.

Furthermore, if a folder containing some news articles is deleted, both the folder and the articles will appear on the same level within the trash. Recovering the folder itself will not bring back the articles since the links between the folder and the articles got lost when the nodes were deleted. In this case, the folder needs to be recovered first. After that, each article has to be recovered and manually given a location.

A note about permissions

In eZ Publish prior to 3.9, objects that were moved to the trash were available to all users regardless of their access rights. From 3.9, objects in the trash are only available to users with sufficient privileges. Users that are granted access to both "restore" and "read" functions of the "content" module without any limitations will be able to access all objects in the trash. In case the user is only granted limited access to the "read" function of the "content" module, the system will select which objects to show based on the user's access rights.

For example, let's say that a folder called "Company" contains two folders called "News" and "About", each with a set of articles inside, and you delete one of the articles from the "News" folder so that it ends up in the trash. If the user's access to the "read" function of the "content" module is limited to the "Company" folder and its sub items (subtree limitation), the user will be allowed to access the removed article. However, if the user's access to the "read" function of the "content" module is limited to the "About" folder and its sub items (subtree limitation), the removed article will not be available for that user.

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A note about related objects

Please note that when you remove an object that is embedded in a different object, you will not be able to publish that object unless you remove the embedding reference from the object that embeds the removed object. We strongly recommend the procedure in the example below:

An example:

- A=Embedded link
- B=Removed object embedded in C
- C=Object with embedded object

In the case where you have an object C, with an embedded object B, related with the embedding link A, and you wish to remove object B, we strongly recommend to remove A=the embedded link, then remove the embedded object B in order to avoid problems with re-publishing object C.

A note about content with images

In multi-lingual cluster, if you create a copy of a content object with ezimage as an attribute, and delete the original copy, the image from the copy will be lost.

2.12 Restoring content

The trash makes it possible to recover objects that were previously removed from the system. Whenever a node is about to be removed, eZ Publish will ask the user if the object that is associated with that node should be placed in the trash (note that this only happens if the object has only one location, which is the usual case). If the "Move to trash" check-box is checked, this is exactly what will happen. If not, the object will be lost forever.

The contents of the trash can be inspected by accessing the "Trash" link which is located below the tree menu on the left. The following image shows the trash interface.

(see figure 2.18)

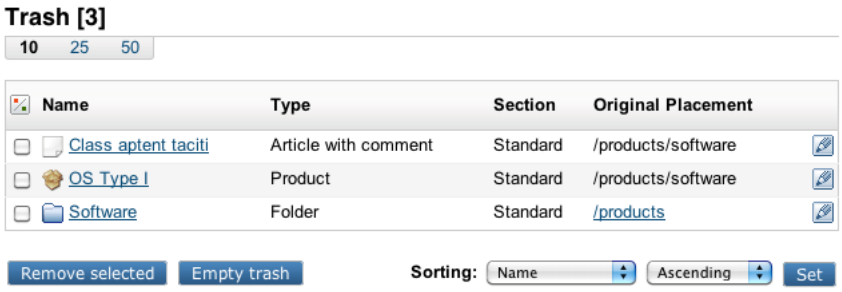

Figure 2.18:

An object in the trash can be put right back to the location from where it was deleted. However, this is only possible if the original parent node is still in the tree. If the original parent node of the object is removed (and even if it is restored), you will have to manually specify a location during recovery. The following text explains how you can recover an object from the trash.

1. Bring up the trash interface by clicking the "Trash" link. The system will display a list of objects that have been put into the trash.
2. Locate the object that you wish to put back into the node tree.
3. Click the object's corresponding edit icon (on the right hand side). The system will bring up the "Object retrieval" interface and suggest either to restore the object at its original/ previous location (this feature is available only if the parent node of the object was not removed from the tree) or to select a new location where the object should be placed. The following screenshot demonstrates what the "Object retrieval" interface looks like.
   (see figure 2.19)
4. If you wish to restore the object at its original location, select the corresponding radio button and click "OK". If you need to specify a new/alternate location to the object being recovered, select the corresponding radio button and choose the desired location using the browse interface; the object will be recovered at the selected location. Note that the system will automatically ask for a new/alternate location if the original parent node has been

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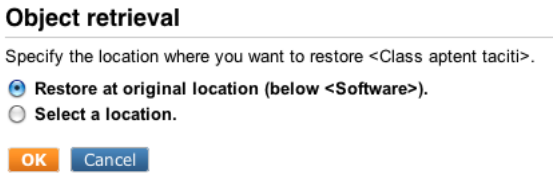

Figure 2.19:

deleted (furthermore, it does not matter if it was restored, once the original parent node is removed, the relation between the objects is gone).

Syntax Information

2.13 Hiding and revealing content

Once an object is published, it can not be unpublished because eZ Publish does not provide such a feature. Instead, the system provides a hiding mechanism which you can use to change the visibility of your nodes (pages). The hide feature makes it possible to prevent the system from displaying the contents of published objects on your site.

This feature is typically useful when you do not want visitors to see that you're working on something. You can simply hide a single node or a bunch of nodes. You'll still be able to access them in the administration interface, but they will not show up on your site. Please note that when you hide a node, the system will automatically hide the nodes that are below it. For example, if you hide a folder that contains a bunch of news articles, both the folder itself and the articles will be hidden.

Hiding nodes

The simplest way of hiding a node (or a subtree of nodes) is by clicking on its icon in the tree menu. You'll need to select the "Hide/Unhide" item from the "Advanced" submenu. The system will then change the visibility status of the target node. By default all nodes are visible. When you do this for the first time, the target node (and the nodes below it, if any) should become hidden.

Revealing nodes

A hidden node (or subtree of nodes) can be revealed using the same technique that was described under "Hiding nodes". You'll have to click on the icon of the node that you wish to reveal and select the "Hide/Unhide" item from the "Advanced" sub-menu. When this is done, the system will reveal the node (and its underlying nodes, if any).

Checking the visibility status of nodes

The visibility status of the nodes is indicated by their text-background in the tree menu. A visible node has white/transparent background. The names of hidden nodes have a gray background. To check the visibility of a node you can also hover your mouse over the node's name for example in the "Sub items" window. The tool-tip will reveal the node's visibility status. A third way is to enable the "Locations" window, which contains detailed information (including visibility status) about the locations of the node that is being viewed.

The following image shows what this window looks like.

(see figure 2.20)

Please note that the title of the preview window (showing the node that is currently being viewed) will indicate if the node is hidden or not.

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Figure 2.20:

Hiding before publishing

Sometimes you want to publish a node but you do not want it to be visible on the site when it is published. Maybe it contains unfinished work or maybe you do not want to publish it before a given date/time. You can simply change the visibility status in the edit interface while editing before clicking the ”Send to publish” button.

First of all, you'll need to enable the ”Locations” window. This can be done by clicking the ”On” link for ”Locations” in the ”User preferences” settings in the collapsible right menu.

(see figure 2.21)

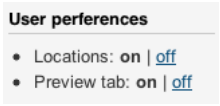

Figure 2.21:

When done, the object edit interface will contain an additional window at the bottom. This window will allow you to control how and where the object that is being edited should be published. The following image shows what this window looks like.

(see figure 2.22)

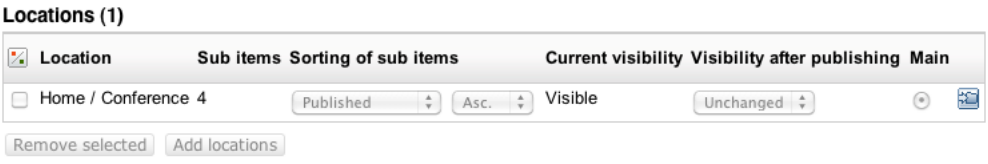

Figure 2.22:

You can use this window to control where the object should be published and how it should be

published (sorting settings, visibility status and so on.).

Related children

One of the reasons for publishing a newly added object as hidden can be that you wish to add related content directly beneath the corresponding node in the content tree. This is not possible until the object is published for the first time. Once an object is published, a corresponding node (visible or hidden) will appear in the content node tree and thus you will be able to place content beneath it.

For example, you can publish an unfinished article as a hidden node, upload related images as children, re-edit the hidden article and reveal it when finished. In this case, you may wish to continue editing the object right after publishing it the first time (or continuously for that matter) - meaning that you want to get back to the object edit interface after clicking the ”Send for publishing” button. This can be done by checking the ”Back to edit” check-box located in the bottom of the object edit interface. Note that by default, the ”Back to edit” check-box is not a part of the object edit interface. It can be added by clicking the ”On” link for ”Re-edit” in the ”Edit mode settings” window in the ”My account” tab.

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2.14 Using bookmarks

eZ Publish comes with a built-in bookmark mechanism that allows each user to store a bunch of links to different nodes (pages). For example, this system can be used to bookmark and access pages that you keep updating/editing all the time. Please note that the bookmark system can only be used with nodes in eZ Publish. In other words, you can not bookmark special items (like for example an item in the ”Setup” tab) and you can not bookmark external pages (located outside of the eZ Publish node tree).

The following text explains how to manage and use your bookmarks.

Adding bookmarks

There are actually three ways of adding bookmarks. The easiest way is to navigate to the target node and simply click the ”Add to bookmarks” button located inside the ”Bookmarks” section of the collapsible menu on the right hand side. Please note that the interface must be enabled using the ”>>” sign if it is not visible on your screen.

The following image shows this panel.

(see figure 2.23)

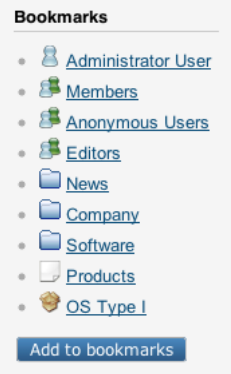

Figure 2.23:

The ”Add bookmarks” option will simply add the bookmark of the node you are working on.

In the ”Dashboard” menu choose ”My bookmarks” to go to the ”My bookmarks” interface. This interface allows you to organize your personal bookmarks (delete existing and add new ones). The bookmarks listed in the window are internal links to different nodes. Clicking on them will bring you to the nodes themselves. Please note that you can also click on the icons in order to bring up a context menu that will allow you to view or edit the node and to remove the bookmark itself. The ”Add to bookmarks” button simply allows you to add the node that is currently being viewed to your personal bookmarks.

It is also possible to use the context menu to add bookmarks. You can do this by simply clicking on the icon of a node either in the tree menu or in the ”Sub items” window and select ”Add to

my bookmarks".

My bookmarks

The "My bookmarks" interface located in the "Dashboard" tab allows you to manage your bookmarks. With this interface you can remove or add multiple bookmarks at the same time. The following image shows this interface.

(see figure 2.24)

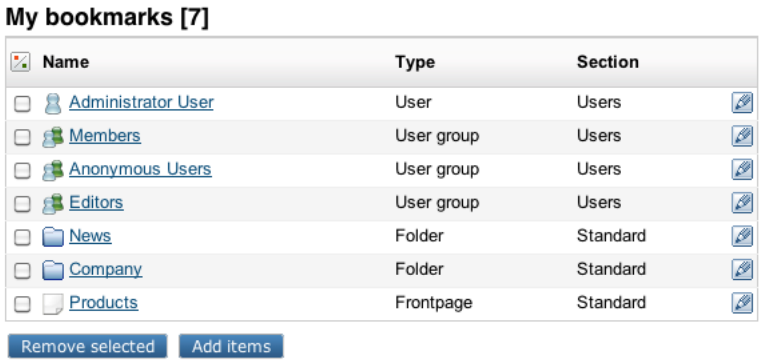

Figure 2.24:

The image above shows a collection of bookmarks that have already been added. If you click on the names, the system will bring up the different nodes. You can edit the nodes directly by using the edit icons located at the right hand side. The check-boxes and the "Remove selected" button can be used to delete one or more bookmarks. Please note that this operation will simply delete the bookmarks themselves but not the actual nodes.

Adding multiple bookmarks

You can use the "Add items" button to add multiple bookmarks. When clicked, the system will allow you to browse the different node trees (Content, Media, Users) and select multiple nodes that should be bookmarked. Simply navigate the tree, select the nodes and click "OK", the bookmark list will be updated and your new bookmarks will be available for use.

Share information

2.15 Swapping nodes

The administration interface makes it possible to swap (replace) a certain node (page) with another one. Please note that this feature is considered to be advanced functionality. It is typically useful when you wish to change the type of a node but keep the structure which is below it. For example, there might be a situation where you wish to replace a folder that contains several news articles (or even a complex hierarchy) with a different type of node (for example a special kind of folder).

This feature is also useful when there is a need to change one of the top level nodes (Content, Media, User). In eZ Publish, a top level node can not be removed from the system, but it may be swapped/replaced with another node. For example, if you want to use a news article instead of a folder (which is the default) as the top level node, you could simply swap the folder with an existing article node.

The following text explains how you can swap a node with another one.

1. Navigate the tree until you find the node that you wish to replace with another node.
2. Click on the node's icon in order to bring up the context menu.
3. Select the "Swap with another node" item from the "Advanced" sub-menu, the browse interface will be displayed.
4. Use the browse interface to locate the node that should be used instead of the one you found in step 1.
5. Click OK - the target node will then be swapped with the one you selected using the browse interface.

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2.16 Managing users

The ”User accounts” tab allows you to manage the users and user groups that have been added to the system. In eZ Publish users and groups are managed as if they were on a file system. Users can be put into groups and groups can contain other groups.

The following screenshot shows the administration interface when you select the ”User accounts” tab.

(see figure 2.25)

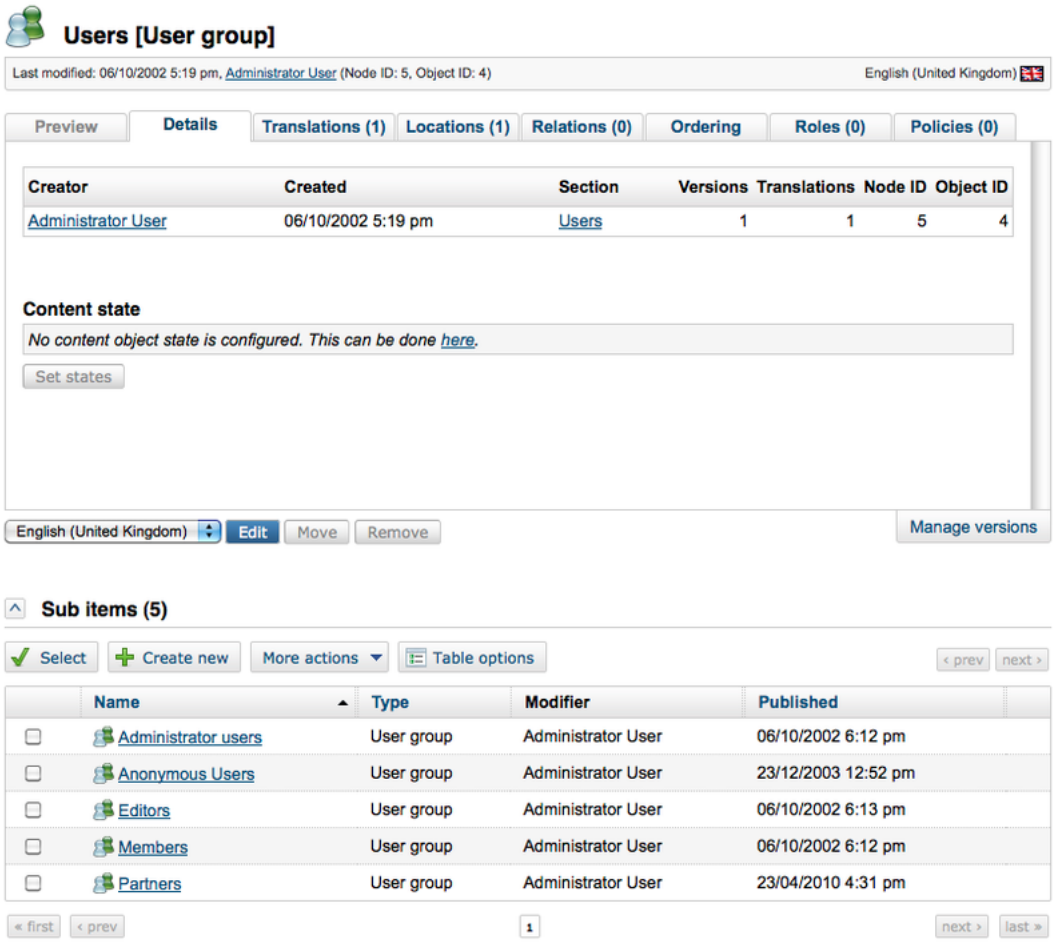

Figure 2.25:

The ”User accounts” tab

The following text explains how you can carry out daily tasks related to users on the system.

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Adding a new user group

You can add new user groups in the same way as you add other content (articles, folders, etc.).

1. Click the ”User accounts” tab.
2. Navigate the node tree until you find the location where you wish to add the new user group.
3. Click ”Create new”, select ”User group” in the drop-down list. Then you select the preferred language in the interface presented and click ”OK”. Next the object edit interface will be displayed.
4. Fill in the necessary information (name and description) and click the ”Send for publishing” button. The new user group will be saved inside the selected node. You can then go ahead and add new users and/or additional groups to this group.

Adding new user accounts

You can add new users in the same way as you add other content (articles, folders, etc.).

1. Click the ”User accounts” tab.
2. Navigate the node tree until you find the location (typically a user group) where you wish to add the new user.
3. Click ”Create new”, select ”User” in the drop-down list. Then you select the preferred language in the interface presented and click ”OK”. The object edit interface will be displayed.
4. Fill in the necessary information (E-mail, user name, password, etc.).
5. Click the ”Send for publishing” button - the new user will be saved inside the selected node.

Please note that a newly created user might not be able to log in and/or access information on the site. This is controlled by the roles that are assigned to the user or the group that the user is a member of. For example, a user put into the ”Administrator Users” group will have unlimited access to all functions on the system. You can modify and assign roles using the interface that can be reached by clicking on the ”Roles and policies” link located in the left menu below the tree structure.

Changing a user’s details

You can change a user’s E-mail, password, etc. by editing the node that represents the user. In other words, you can change the user’s details in the same way as when you for example change the contents of a news article.

1. Click the ”User accounts” tab.

2. Find the node that represents the user that you want to change by navigating the node tree.
3. Edit the user in the same way as you would edit a folder, article, etc.
4. Use the edit interface to make the changes and click the ”Send for publishing” button.

Enabling and disabling users

A user account can be enabled or disabled. A disabled user account can not be used to log into the system. It is recommended to disable users instead of deleting them in order to keep existing relations. The following text explains how you can enable/disable a user account.

1. Click the ”User accounts” tab.
2. Find the user account that you wish to enable/disable by navigating the node tree.
3. Make sure that the user is displayed in the main area (it must be the object that is currently being viewed).
4. In the preview window, locate and click the ”Configure user account settings” link. The system will bring up the ”User settings” interface.
5. Use the interface to enable/disable the user and click the ”OK” button to finish. Please see the screenshot of the ”User settings” below.

Unlocking user accounts

Note that the maximum number of failed log-in attempts are disabled by default. If you would like to setup the system with a specific number of failed attempts, please do so in the ”site.ini” file. If the maximum number of failed login attempts is exceeded, a user account is automatically locked by the system. The user will not be allowed to log in until the account has been unlocked by another user with administrator privileges. The following text explains how user accounts can be unlocked.

1. Click the ”User accounts” tab.
2. Find the user account that you wish to unlock by navigating the node tree.
3. Make sure that the user is displayed in the main area (it must be the object that is currently being viewed).
4. In the preview window, locate and click the ”Configure user account settings” link. The system will bring up the ”User settings” interface.
5. Click the ”Reset” button. The number of failed log in attempts for this user will be reset to zero and the account will be unlocked. Click ”OK”.

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Figure 2.26:

(see figure 2.26)

The ”User settings” interface can also be accessed by copying <www.example.com>/user/setting/<user_id>” in the URL, where <user_id> is the ID number of the user account that needs to be unlocked.

Shyaure information

2.17 Managing sections

The administration interface allows you to segment your content into into different parts. This can be done by making use of *sections*. A section is nothing more than an ID number and an Identifier. By assigning different sections to different nodes (pages), you can easily split your site into several parts. Please note that a node can only belong to one section. The idea behind this is that you can make parts of your site behave differently. For example, you can use sections to create a protected area (page 96) on your site which can only be accessed by a group of users.

The sections can be administered using the section interface. This interface can be reached by clicking on the ”Sections” link under the ”Setup” tab. The following image shows how this interface looks like.

(see figure 2.27)

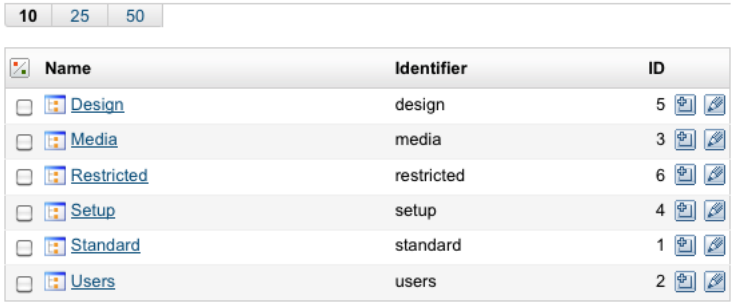

Figure 2.27:

The sections screen

The ”New section” button will add a new section. You’ll just have to fill in the name and an identifier and click ”OK”. The identifier fiels was added to eZ Publish 4.4 to create extended efficiency, because even when the ID of a section changes, the identifier will remain the same. Just like the ID, the section identifier can be used in templates and override templates. You can view more details about a section (along with the content, roles, etc. that belong to it) by clicking on a section’s name. The edit icons on the right hand side allow you to rename the sections. The other icons (the ones with a small plus sign) make it possible to assign the sections to different parts of the node tree. If you click an assign icon, the system will bring up the browse interface and let you select a part of the site which should use that section.

Please note that when you assign a section to a node, all nodes below it will also be assigned to the same section. For example, if you create a new section called ”Hot news” and assign it to a folder containing news articles, both the folder and the articles will belong to the ”Hot news” section.

The ”Remove selected” button allows you to remove the sections that are selected using the check-boxes. You should be very careful with this because removing a section might corrupt the system. Make sure that the section you’re about to remove is not in use.

eZ Publish Documentation

Shyoure information

Creating a new section

1. Bring up the section interface (click the ”Setup” tab and then ”Sections”).
2. Click the ”New section” button.
3. Type in a name for the section, for example ”My section” and an Identifier, for example ”my_section” and click the ”OK” button. Keep in mind that the identifier can only contain letters, numbers, underscores (”_”) and must have a letter prefix.

Assigning a section to a node (or a collection of nodes)

1. Bring up the section interface (click the ”Setup” tab and then ”Sections”).
2. Locate the section that you wish to assign and click on its corresponding assign icon. The system will display the browse interface.
3. Select the nodes that you want to assign the section to and click ”OK”. The section will then be assigned to the selected nodes (and their children, if any).

Known issue when managing sections

When using the old design ”admin” you can’t create or edit sections since the new ”identifier” field is not available in the form provided by ”***section/edit***”. You are redirected to the same form and section is not created/updated. This behavior is due to the fact the ”admin design” was deprecated in 4.4, and replaced by ”admin design 2”.

2.18 Creating a protected area

The standard behavior of eZ Publish is that everything that is published under the ”Content” top level node becomes a visible part of your site. For example, if you publish a news article, any user (including anonymous visitors) will be able to read that article unless the entire site requires all users to log in.

By default all content that goes under the ”Content” top level node will belong to the ”Standard” section. In eZ Publish, sections are used to segment the node tree. You can easily create a protected area by introducing a new section and assign it to a node. Furthermore, you can set up the built-in permission system so that it only allows a group of users to access your ”secret” section.

All this can be done using only the administration interface; the following text explains how.

1. Create a folder called ”Secret documents” somewhere under the ”Content” top level node.
2. Go to ”Setup”, then ”Sections” and create a section called ”Secret section” using the ”New section” button.
3. Assign the newly created section to the ”Secret documents” folder that you created in step 1.
   (see figure 2.28)

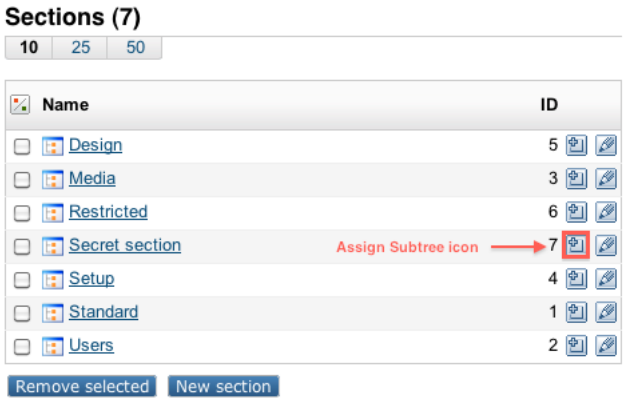

Figure 2.28:

4. Bring up your site in another browser window/tab and attempt to access the ”Secret documents” folder. You should not be able to access it.
5. Go to the ”User accounts” tab and create a new user group called ”Secret users”.
6. Create a new user within the ”Secret users” group, for example ”John Connor”.
7. Click on the ”Roles and policies” link (located under ”Access control” in the ”User accounts” tab).

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8. Create a new role called ”Secret role” - you should see the role edit interface.
9. Add a new policy to the role.
10. When asked about which module the policy should grant access to, select ”content”. When asked about which function the policy should grant access to, select ”read”. During the final step, make sure that the policy grants access to the ”Secret section”. Click OK (twice).
11. Assign both the ”Anonymous” and the newly created role to the ”Secret users” group (use the assign icons on the right hand side of the list).
12. Bring up your site and attempt to log in with the user that was created inside the ”Secret users” group. The user should be able to access the ”Secret documents” part of the site while anonymous users will still be blocked.

If you want the users of the ”Secret users” group to be able to add and edit content inside the ”Secret documents” area, you’ll have to add some extra policies to the ”Secret role” role. Repeat steps 9 and 10, make sure that the role grants access to the ”create” and ”edit” functions. You can use the limitation interface to limit the users’ actions in different ways.

Sensitive information

2.19 Managing sub items

As of version 4.4 of eZ Publish the management of sub items have changed. You can prioritize and sort your sub items freely in the back-end without influencing the sort order and prioritization of your published sub items. This is due to the strict division between the management of the front-end and back-end sub items as shown in the description below.

Managing your front-end sub items

You manage the sorting of your front-end sub items from the ”Ordering” tab/window.

(see figure 2.29)

Figure 2.29:

The ”Ordering” window

You set up your sorting instructions for the children or the content objects of the published page by making your selection in the ”Ordering” window. You can choose among several sorting methods as shown in the screenshot below:

(see figure 2.30)

Sorting sub items in the published page

The sorting is described in a separate chapter below, ”Sorting options” as the description applies both to front-end and back-end sorting.

Note: The sorting order given in this window acts as the default sorting order for the ”Sub items” list in the back-end as well.
Note2: There is a dynamic sort function in the ”Sub items” window that works indepen-

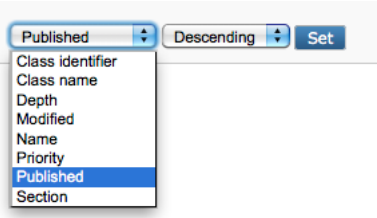

Figure 2.30:

dent from the sort ordering you set up for the published pages. Look in the ”Manage sub items in the back-end” below for a full description of this sort function.

Manage sub items in the back-end

The primary purpose of this window is to reveal and sort information about nodes that are located directly below the one which is being viewed. The sorting function is dynamic and you sort by clicking the title headers of each column.

Under ”Table options” you can decide how you wish to display your ”Sub Items” list. You decide how many elements per page, either 10, 25 or 50. In the ”Visible table columns” you decide which columns you wish to display in your ”Sub items” list. Note the new columns for ”Visibility”, ”Node ID” and ”Object ID”. The ”Visibility” column will show the ”Hide/Unhide” status of an object.

From version 4.4 the ”Content structure” tab, the ”Media library” tab and the ”User accounts” tab comes with different pre-defined sub items columns. By using the ”Table options” dialog, users may customize what columns to show per tab or navigation part, which is stored in a browser cookie. If no cookie or ini setting is defined, the fallback mechanism is to show all columns. The fallback mechanism is to show the default columns defined by the eZ Publish admin in the ”settings/admininterface.ini”.

Please find the table with the pre-defined sub items columns below:

Tabs/navigation area	Columns
The ”Content structure” tab	Name - Visibility - Published date - Priority
The ”Media library” tab	Name - Visibility - Type
The ”User accounts”	Name - Modifier - Published

 You modify the columns displayed in the sub items table in the ”Table options”.

(see figure 2.31)

”Table options”

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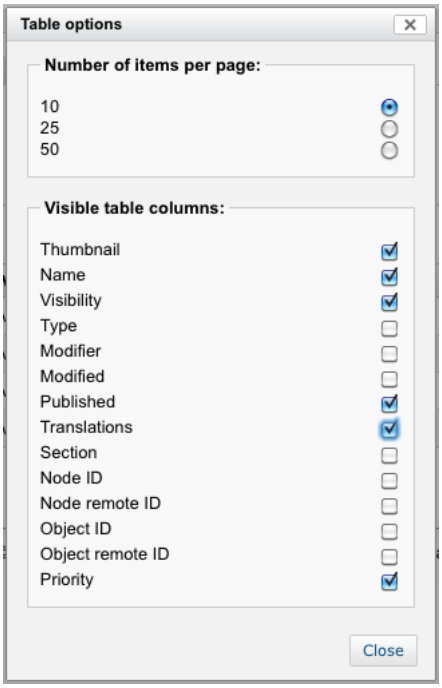

Figure 2.31:

Sorting options

The sorting options described below are valid both for the sorting of front-end and back-end sub items.

- **Class identifier:** Sort on the class identifier attribute. This is an internal name that you need to register when you register the class and it is used in templates and PHP code. ”Ascending” in this case means alphabetically from A to Z, ”Descending” means ”Alphabetically” from Z to A.
- **Class name:** Sort on the class name attribute. The class name is a required attribute when you register the class. ”Ascending” in this case means alphabetically from A to Z, ”Descending” means ”Alphabetically” from Z to A.
- **Depth:** Sort by the depth in your tree structure. ”Ascending” in this case means from the top of the structure, whereas ”Descending” means from the bottom of the structure.
- **Modified:** Sort on the modified date**.** In this case ”Ascending” means sorting from older to newer objects, so the sub items will be listed with the oldest on top, whereas ”Descending” will give you a list with the newest items first.
- **Name:** Sort on the names of the objects in your sub items list. ”Ascending” in this case means alphabetically from A to Z, ”Descending” means ”Alphabetically” from Z to A.

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- **Priority:** Sorting by ”Priority” lets you freely go in and edit the priorities by entering numbers in the ”Priorities” column to the right in your sub items list. It is possible to use both negative and positive integers (zero included). Find more information in ”The Content structure tab” description under ”Edit priority”.
- **Published:** Sort on the published date**.** ”Ascending” means sorting from older to newer objects, so the sub items will be listed with the oldest published objects on top. ”Descending” will give you a list with the most recent published items first.
- **Section:** Sorting on sections means sorting on sections created under ”Setup”-”Sections”. ”Ascending” in this case means alphabetically from A to Z, ”Descending” means ”Alphabetically” from Z to A.

Sensitive information

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