Escenic Content Engine

Publication Administrator Guide

6.0.6-1

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1 Introduction

This manual describes how you can use Escenic Web Studio to manage Escenic publications. Using Web Studio, you can perform a wide range of publication management tasks, including:

- Creating and deleting publication users.
- Controlling users' access to a publication.
- Exporting publication users so that they can be imported as users of other publications.
- Importing users exported from other publications, so that they have access to multiple publications.
- Importing content.
- Adding and removing sections.
- Reorganizing the section structure.
- Editing various section properties.
- Moving content items between sections.

Web Studio is a web application, accessed via your web browser.

Note that you cannot use Web Studio to either create or delete publications. To do this you must use the escenic-admin web application.

1.1 Accessing Web Studio

In order to use Web Studio you must have a login with publication administrator rights or section administrator rights (in which case you will only have access to Web Studio's section administration functions). When a publication is first created, a default administrator login is created for the publication. This user has the standard user name:

publication`_admin`

where *publication* is the name of the new publication. The default administrator's password is specified by the publication creator (see New publications).

The default administrator has full access rights to the publication, and can access all Web Studio functions. This means that this user can create other users and grant them access to the publication. Most users are likely to be granted low levels of access allowing them to edit publication content, but it is possible to grant section administrator rights and full publication administrator rights to other users. For detailed information about Web Studio's user administration functions, see section 2.1.2.

Assuming that you know an administrator user name and password for a publication, then, you can access Web Studio by starting a browser and pointing it to:

`http://`*your-server*`:8080/escenic/`

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where *your-server* is the domain name or IP address of the server on which the Content Engine is running. This should display a login page. Enter your administrator user name and password, and the Web Studio application should then be displayed.

The menu bar at the top contains two main options:

Home
: This option displays the Web Studio home page, which provides access to publication administration functions. All the functions accessed from this page are described in chapter 2.

Sections
: This option displays the Web Studio **Sections** page, which provides access to section administration functions. All the functions accessed from this page are described in chapter 3.

> Note that the options made available to you in Web Studio depend upon your access rights. If you have logged in as a user that has not been granted full administrator access rights, then you may not have access to all the options described in this manual. If you do not have access to an option, then it is not displayed in the user interface.

1.1.1 Already Logged In?

If you are already logged in to the same publication in Web Studio when you log in, then an "already logged in" page is displayed, which offers you the following three options:

I have had technical problems and want to continue where I left off
: Select this option if (for example) your browser or computer crashed, and you just want to continue your session.

I want to work on two computers
: Select this option if you really want to be logged in twice.

Cancel
: Select this option if you made a mistake (logged in to the wrong publication or logged in as the wrong user, for example).

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2 Publication Administration

To display the publication administration page (if it is not already displayed), click on **HOME** in the menu bar. You should then see the following:

On the left is a menu containing the following options, described in the following sections:

- **Administer publication**
- **Content types**
- **Templates**
- **Features**
- **Import content**
- **Export users**

2.1 Administer Publication

This page contains three sub-menus (**Administration**, **User Administration** and **Components**), plus a special **Operations** menu on the right of the page. These menus are described in the following sections.

2.1.1 Administration

This menu contains the following options, described in the following sections:

- **Change language**
- **Change password**
- **Image catalogs**
- **Multimedia catalogs**
- **Link catalogs**
- **Log off**

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2.1.1.1 Change Language

Select this option to change the user interface language of Web Studio.

Select the language you require and click on **Change**. Click on **Cancel** or the browser's **Back** button to return to the **Administer Publication** page.

2.1.1.2 Change Password

Select this option to change your password. Enter your current password in the **Old password** field, your new password in the **New password** and **Confirm password** fields, and click on **Update**.

2.1.1.3 Image Catalogs

This option is present for reasons of backwards compatibility only.

2.1.1.4 Multimedia Catalogs

This option is present for reasons of backwards compatibility only.

2.1.1.5 Link Catalogs

This option is present for reasons of backwards compatibility only.

2.1.1.6 Log Off

Select this option to log out of Web Studio. The Web Studio login page is redisplayed.

2.1.2 User Administration

This menu contains the following options, described in the following sections:

- **Create new user**
- **Create new user group**
- **Person and user archive**
- **User groups**

2.1.2.1 Create New User

Select this option to create a new user of this publication. A form is displayed in which you can enter the new user's details. You must fill in the **Surname**, **User name**, **New password** and **Confirm password** fields; all the other fields are optional.

> If your Content Engine is configured to use a third party (such as Active Directory or Google Apps) for authentication (see Third Party Authentication), then:
>
> - The **New password** and **Confirm password** fields can be left blank.
> - The name entered in the **User name** field must exactly match a user name defined in the third party system.

When you have filled in these, plus any other fields you wish, click on one of the following:

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Save

To save the user you have created and display the **Person Archive** form (see section 2.1.2.3). If you click **Save** at this point, the user you created will have no access rights to the publication.

Next

To display the next user creation form, which will allow you to start granting the new user various access rights. You can step through the following sequence of forms by repeatedly selecting **Next**:

- **Global Roles**: Assigning global roles to a user grants him or her publication-level access rights. For details of these roles, see section 2.1.4.2.
- **Add Groups**: Adding a user to a assigns all the groups roles to the user. For more information about groups, see section 2.1.4.4.
- **Section Roles**: Assigning section roles to a user grants him or her access rights to specific sections of the publication. For details of these roles, see section 2.1.4.3.

You can step backwards through this sequence by clicking **Back**, and modify choices made in earlier forms. You can skip over the remaining forms in the sequence at any point by clicking on **Save** or **Cancel**.

Cancel

To cancel the operation.

2.1.2.2 Create New User Group

Select this option to create a new **user group**.

User groups provide a convenient means of managing user roles. Instead of assigning roles to individual users, you can create a small number of groups to represent different types of users, and then assign appropriate roles to these groups. All you need to do then is assign users to the appropriate groups. A user inherits all the roles assigned to all the groups to which he/she belongs, and may also have additional, directly assigned roles.

Selecting this option displays the **New user group** form. Enter a name for the new group and click **Save**. The **User Group** form is then displayed (see section 2.1.2.4), which you can use to assign roles to the group.

2.1.2.3 Person and User Archive

Select this option to display the **Person Archive** form, which lists users of the publication and **persons** associated with it. (A **person** is a set of personal information that is stored together with a publication's users, but does not include a user name and password for accessing the publication.

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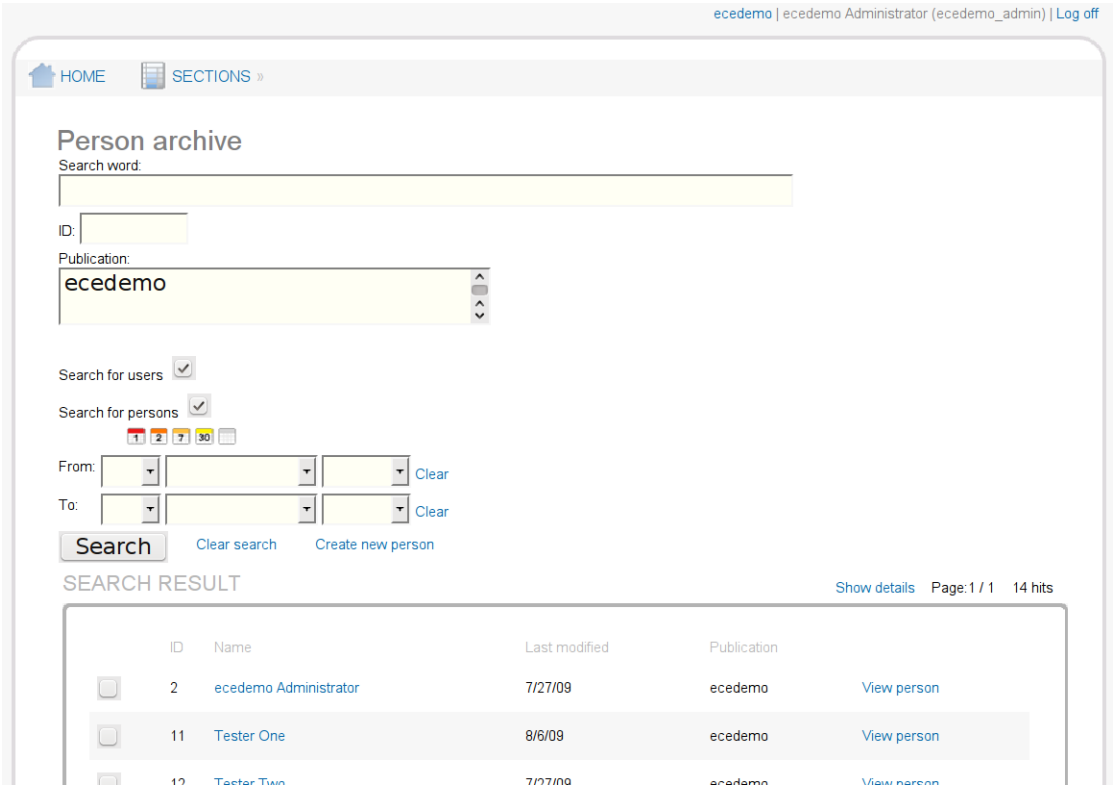
Readers of a publication who have registered information about themselves for various purposes such as membership of a forum are stored as persons.) The following form is displayed:



The upper half of the form mainly contains fields that you can use to search for users/persons, and below that is an area for listing the users/persons returned by a search.

The search fields are:

Search word

You can enter a search word in this field to limit the search results to users/persons with a particular word in their name. Note that you must either enter a **complete** word or use the wild card character **`*`** to represent omitted characters. You can enter the user name, first name or surname of the users/persons you are looking for. To search for all users/persons, enter **`*`** or leave the field blank.

Note that if you specify a value in the **ID** field, then this field is ignored.

ID

If you know the ID of the user/person you are looking for, you can enter it in this field. The **Search word** field is then ignored.

Publication

If users have been exported to this publication (see section 2.6), then you can limit the search to users from particular publications by selecting one or more entries in this list. To make multiple selections, hold down the **`Shift`** or **`Ctrl`** key when clicking (**`Shift`**-click extends the selection, **`Ctrl`**-click toggles a selection).

Search for users

Check this box if you want to search for users (that is, persons with a user name and password for logging into the publication).

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Search for persons
Check this box if you want to search for persons that do not have a user name and password for logging into the publication.

From and To
You can use these fields to limit the search to users/persons last modified between two specified dates. The buttons above the fields provide shortcuts for limiting the search to:

- today
- the last two days
- the last week
- the last month
- anytime (clears both dates)

Immediately below the search fields is a button and two links:

Search
Click on this button to execute the search currently defined in the search fields. The results are displayed below.

Clear search
Click on this link to execute a search for all users and persons. All the search fields are cleared, the **Search for users** and **Search for persons** boxes are checked, and the resulting search is executed. The results are displayed below.

Create new person
Click on this link to create a new person with no login rights. A form is displayed in which you can enter the new person's details. You must fill in the **Surname** field; all the other fields are optional. When you have filled in this field, plus any other fields you wish, click on **Save** to create the new person. The **Person archive** form is then redisplayed.

at the bottom of the form is a table where the results of searches are listed. The following items of information are listed for each user/person returned by a search:

- ID
- Name (first name + surname, not user name)
- Last modified
- Publication (the name of the publication with which the user/person is associated)

The name of each user/person is a link: clicking on this link displays an **Edit User/Person** form which you can use to modify the user/person in various ways. See section 2.1.4 for details. To the right of each user record is a **View person** link. Clicking on this link displays the same **Edit User/Person** form in read-only mode.

To the left of each record is a check box you can use to select the user/person. You can delete users/persons by checking these boxes and then clicking on the **Delete persons** link at the bottom of the form.

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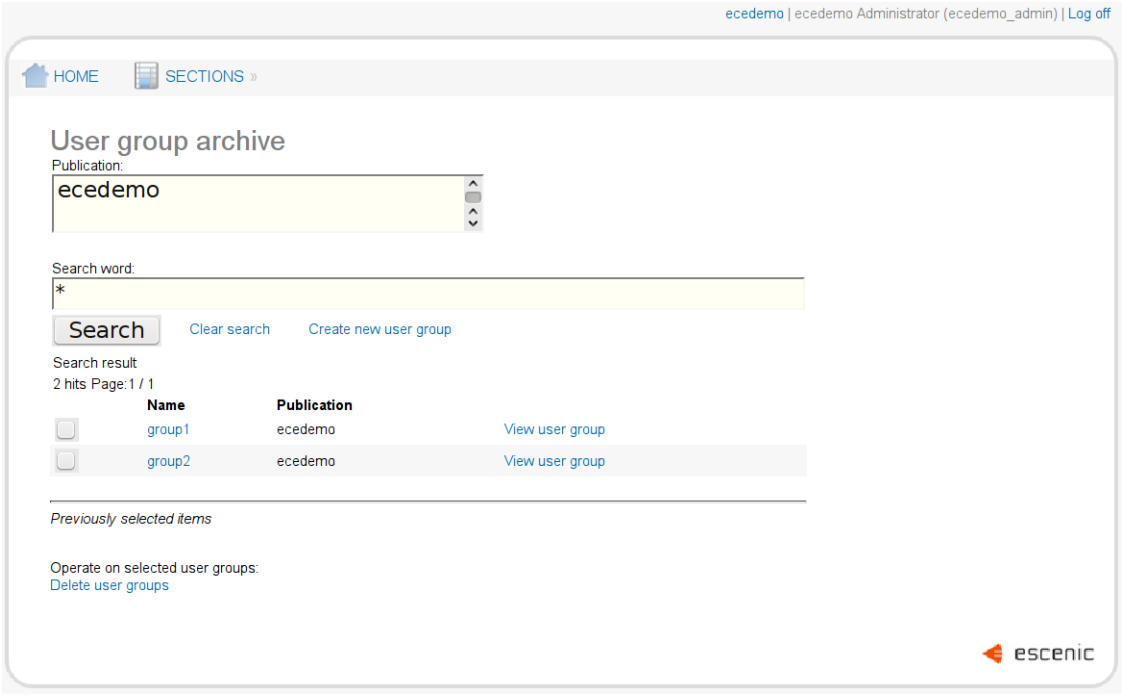
2.1.2.4 User Groups

Select this option to display the **User group archive** form, which lists the publication's user groups. The following form is displayed:



The upper part of the form contains group search and creation controls, and below that is an area for listing the groups returned by a search.

The search fields are:

Search word
: Enter the name of the group you are looking for in this field. You can use the wild card character `*`. To search for all groups, enter `*` or leave the field blank.

  Note that if you specify a value in the **ID** field, then this field is ignored.

ID
: If you know the ID of the group you are looking for, you can enter it in this field. The **Search word** field is then ignored.

Publication
: If users have been exported to this publication (see section 2.6), then you can limit the search to user groups from particular publications by selecting one or more entries in this list. To make multiple selections, hold down the `Shift` or `Ctrl` key when clicking (`Shift`-click extends the selection, `Ctrl`-click toggles a selection).

Immediately below the search fields is a button and two links:

Search
: Click on this button to execute the search currently defined in the search fields. The results are displayed below.

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Clear search

Click on this link to execute a search for all groups. All the search fields are cleared and the resulting search is executed. The results are displayed below.

Create new user group

Click on this link to create a new user group. Enter a name for the new group in the displayed form and click **Save**. The **User Group** form is then displayed (see section 2.1.5), which you can use to assign roles to the group.

At the bottom of the form is a table where the results of searches are listed. The following items of information are listed for each group returned by a search:

- Name
- Publication (the name of the publication with which the user/person is associated)

The name of each group is a link: clicking on this link displays an **Edit Group** form which you can use to modify the group in various ways. See section 2.1.5 for details. To the right of each user record is a **View user group** link. Clicking on this link displays the same **Edit Group** form in read-only mode.

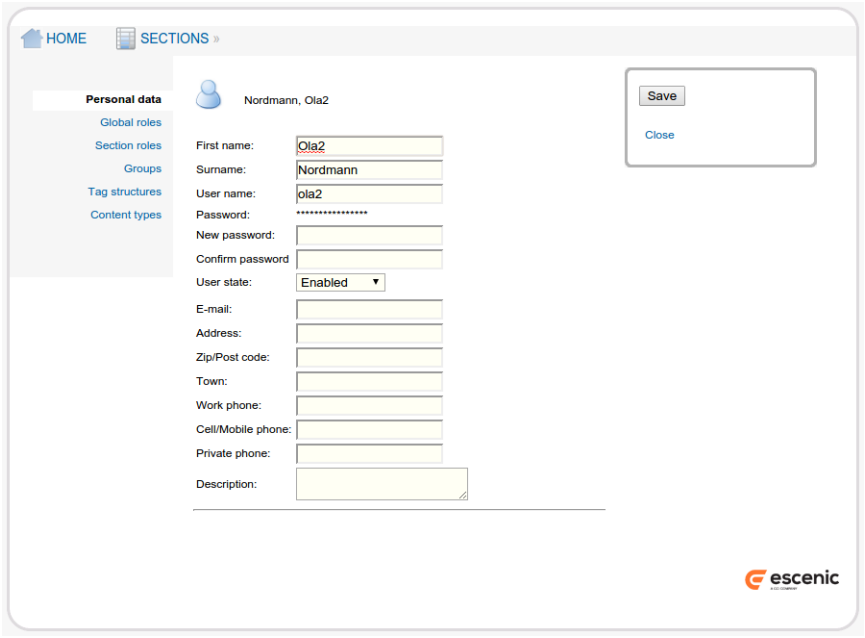
To the left of each record is a check box you can use to select the group. You can delete groups by checking these boxes and then clicking on the **Delete user groups** link at the bottom of the form.

2.1.3 Components

This menu has variable contents, depending on which plug-ins (if any) are included in your Content Engine installation. For details of any options displayed in this menu, see the appropriate plug-in guide.

2.1.4 Editing Users and Persons

If you click on the name of a user or person in the **Person and User Archive** form (see section 2.1.2.3), then an **Edit User/Person** page is displayed, which you can use to modify the user/person in various ways. For a user, the page looks like this:



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For a person the page looks very similar, but is much simpler:

- The initially displayed **Personal data** form contains no user name- or password-related fields.
- The menu on the left contains only two options: **Personal data** and **Profiles**.

For a user, the menu on the left contains the following options, described in the following sections:

- **Personal data**
- **Global roles**
- **Section roles**
- **Groups**
- **Tag structures**
- **Content types**

2.1.4.1 Personal Data

This menu item displays the **Personal Data** form, which contains various fields for entering a user/person's personal details. Most of these fields are self-explanatory. The **User state** field, however, does require some explanation. It determines which Content Engine applications a user is currently allowed to access, as follows:

Enabled
This is the default state. In this state, a user has access to Content Studio, Web Studio and all other editorial applications such as Mobile Studio .

Limited
In this state, a user only has access to Mobile Studio, and will not be able to log in to any other editorial applications. This state is useful for external contributors such as bloggers.

Suspended
Not currently used. Has the same effect as **Disabled**.

Banned
Not currently used. Has the same effect as **Disabled**.

Disabled
In this state a user has no access to any editorial applications.

Users with publication administrator rights can also modify user state from Content Studio (see Changing User State).

2.1.4.2 Global Roles

This menu item displays the **Global Roles** form. It is only present when editing users, not when editing persons.

Content Engine access rights are role-based: that is, a user's access rights are determined by the roles he or she is assigned. Roles are divided into two classes: global roles, which apply to a whole publication, and section roles, which apply only to specific sections. Using this form you can assign the following global roles to a user:

Publication admin
A publication administrator has the right to:

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- Create, delete and modify users and user groups
- Export and import users
- Import content
- Refresh the publication
- Clear the section cache

Section admin

A section administrator has the right to:

- Create, delete and modify sections

User admin

A user administrator has the right to:

- Assign global and section roles to users and user groups

> In order to be able to make use of this role, a user must also have the **Publication admin** role.

Section editor

A section editor has the right to:

- Modify the content of sections, section pages, lists and inboxes
- Freely modify the state of the content items in sections
- Do anything a **Journalist** can do

Journalist

A journalist has the right to:

- Create new content items and add them to sections
- Apply the states **Draft** and **Submitted** to content items
- Do anything a **Reader** can do

Reader

A reader has the right to:

- Search for and read sections and content items

Read all content types

A user with this role has **at least** read access to **all** content types, irrespective of what content type rights he/she has been individually assigned (see section 2.1.4.6).

Write all content types

A user with this role has full read/write access to **all** content types, irrespective of what content type rights he/she has been individually assigned (see section 2.1.4.6).

Some plug-ins add further roles to this list.

Select the roles you want to assign to the user and click on **Save**.

2.1.4.3 Section Roles

This menu item displays the **Section Roles** form. It is only present when editing users, not when editing persons. Using this form you can assign the following section roles to a user:

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Administrator
This role is the same as the global **Section admin** role, but only applies to a single section or section subtree. A section administrator has the right to:

- Create, delete and modify sub-sections within a particular section or section subtree,

User admin
This role is similar to the global **User admin** role, but does not include the creation/deletion of users and only applies to a single section or section subtree. A user administrator has the right to:

- Assign roles to users and user groups within a particular section or section subtree.

Editor
This role is the same as the global **Section editor** role, but only applies to a single section or section subtree. A section editor has the right to:

- Modify the content of sections, section pages, lists and inboxes
- Freely modify the state of the content items in sections
- Do anything a **Journalist** can do

within a particular section or section subtree.

Journalist
This role is the same as the global **Journalist** role, but only applies to a single section or section subtree. A journalist has the right to:

- Create new content items and add them to section
- Apply the states **Draft** and **Submitted** to content items
- Do anything a **Reader** can do

within a particular section or section subtree.

Reader
This role is the same as the global **Reader** role, but only applies to a single section or section subtree. A reader has the right to:

- Search for and read sections and content items within a particular section or section subtree.

Some plug-ins add further roles to this list.

Select the roles you want to assign to the user and click on **Save**.

2.1.4.4 Groups

This menu item displays the **Groups** form. It is only present when editing users, not when editing persons. Using this form you can:

- See which groups the current user belongs to
- Add the current user to groups
- Remove the current user from groups

The form contains the following elements:

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Find groups
Click on this option to display the **User Group Archive** form, which is fully described in section 2.1.2.4. A special additional link is displayed at the bottom of this form (**Add selected persons to <group>**) which you can use to add selected users to the current group. Select the required groups from the list and click on this link. The **Groups** form is then redisplayed.

This person is a member of the following groups:
A list of all the groups to which this user directly belongs is listed here. Each group name is followed by a button. Click on this button to remove the user from this group. Note that if this user is the group's last remaining member, then the group will be deleted.

View all groups
Lists all the groups to which this user belongs, both directly and indirectly. (Groups can belong to groups: see section 2.1.5.2.)

2.1.4.5 Tag Structures

This menu item displays the **Tag structures** form. It is only present when editing users, not when editing persons. Using this form you can assign tag editing rights to a user. The form contains a list of all the tag structures defined at the site, with a **Tag admin** check box for each tag structure. Checking one of these boxes allows the user to create and delete tags in the corresponding tag structure, using Content Studio's **Manage Tags** option.

Select the tag editing rights you want to assign to the user and click on **Save**.

2.1.4.6 Content Types

This menu item displays the **Content types** form. It is only present when editing users, not when editing persons. Using this form you can assign content type editing rights to a user. The form contains a list of all the content types defined at the site, with three radio buttons for each content type: **Hidden**, **Read** and **Write**. These options determine what level of access the user has to content items of each type:

Hidden
The user is not able to create or edit content items of this type and will not even see them. They will not be returned in the user's searches. You can use this option to hide Widget Framework widgets from editorial staff who do not need or want to see them.

Read
The user is not able to create or edit content items of this type but is able to search for then and see them.

Write
The user has full access to content items of this type.

Select the content editing rights you want to assign to the user and click on **Save**.

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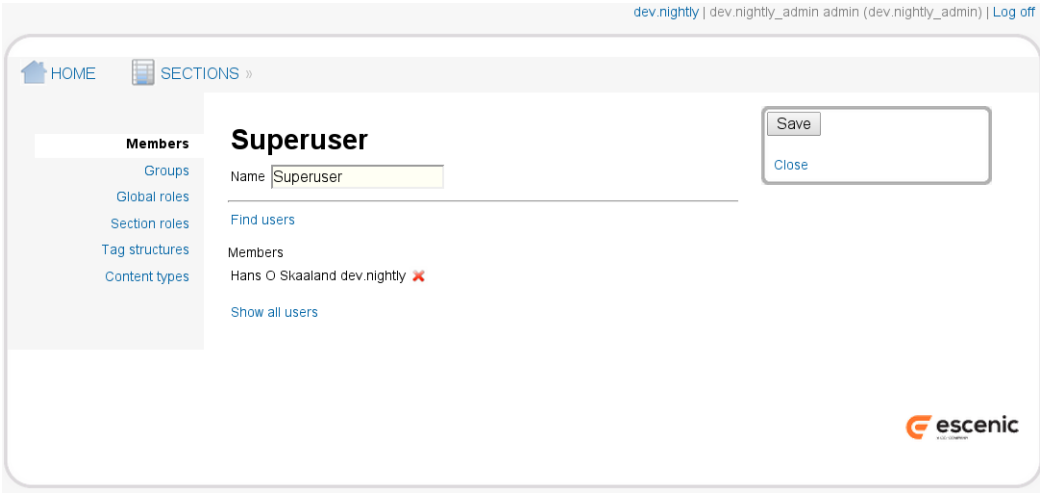
2.1.5 Editing Groups

If you click on the name of a Group in the **User Group Archive** form (see section 2.1.2.4), then an **Edit Group** page is displayed, which you can use to modify the group in various ways. The **Edit Group** page looks like this:



The menu on the left contains the following options, described in the following sections:

- **Members**
- **Groups**
- **Global roles**
- **Section roles**
- **Tag structures**
- **Content types**

2.1.5.1 Members

This menu item displays the **Members** form. Using this form you can:

- See the users in the current group
- Add users to the current group
- Remove users from the current group

The form contains the following elements:

Find users
Click on this option to display the **Person and User Archive** form, which is fully described in section 2.1.2.3. A special additional link is displayed at the bottom of this form (**Add selected persons to <group>**) which you can use to add one or more users to the current group. Select the required users from the list and click on this link. The users are then added to the group and the **Members** form is redisplayed.

Members:
A list of the users in this group. Each user name is followed by a ✖ button. Click on this button to remove the user from the group.

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Show all users
Lists all members of this group, both direct and indirect. (Groups can belong to groups: see section 2.1.5.2.)

2.1.5.2 Groups

This menu item displays the **Groups** form. Using this form you can:

- See the groups belonging to the current group
- Add groups to the current group
- Remove groups from the current group

In other words, you can use this form to create hierarchies of groups. This can greatly simplify the management of users in large organizations: you can build a group hierarchy that reflects the organizational structure in some way, and then assign roles to groups rather than individual users.

The form contains the following elements:

Find groups
Click on this option to display the **User Group Archive** form, which is fully described in section 2.1.2.4. A special additional link is displayed at the bottom of this form (**Add user groups to <group>**) which you can use to add selected groups to the current group. Select the required groups from the list and click on this link. The **Groups** form is then redisplayed.

Groups groups:
A list of all the groups directly owned by this group. Each group name is followed by a button. Click on this button to remove the group from this group.

View all groups
Lists all the groups owned by this group, both directly and indirectly.

2.1.5.3 Global Roles

This menu item displays the **Global Roles** form. It allows you to assign global roles to the current group. It is identical to the form used to assign global roles to individual users (see section 2.1.4.2).

2.1.5.4 Section Roles

This menu item displays the **Section Roles** form. It allows you to assign section roles to the current group. It is identical to the form used to assign section roles to individual users (see section 2.1.4.3).

2.1.5.5 Tag Structures

This menu item displays the **Tag Structures** form. It allows you to assign tag editing rights to the current group. It is identical to the form used to assign tag editing rights to individual users (see section 2.1.4.5).

2.1.5.6 Content Types

This menu item displays the **Content Types** form. It allows you to assign content type editing rights to the current group. It is identical to the form used to assign content type editing rights to individual users (see section 2.1.4.6).

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2.2 Content Types

This page contains summary information about the **content types** defined for this publication in the **`content-type`** resource. The summary lists the panels displayed in Content Studio for each content type, and provides a brief description of the fields displayed in each panel. For further information about the **`content-type`** resource, see the Escenic Content Engine Resource Reference.

2.3 Templates

This page contains summary information about the **layout groups** defined for this publication in the **`layout-group`** resource. The summary lists the layout groups available for structuring section pages, and provides a summary of their content (that is, the areas and sub groups they contain). For further information about the **`layout-group`** resource, see the Escenic Content Engine Resource Reference.

2.4 Features

This page contains a listing of the **features** defined for this publication in the **`feature`** resource. Features are parameters that define a variety of publication-specific options. For further information about the **`feature`** resource, see the Escenic Content Engine Resource Reference.

2.5 Import Content

This page contains an import form that you can use to import content from Escenic syndication format files. This is not the usual way to import content to a publication, but it can be useful for test purposes. For general information about importing content to Escenic publications, the Escenic syndication format and how to set up a production-quality import service, see the Escenic Content Engine Syndication Reference.

The import form contains the following fields:

File to import
: Enter the absolute path of the syndication file to be imported, for example:

```
/usr/local/escenic/import/content.xml
```

The syndication file must be uploaded to a folder on the server, and you must specify the absolute path.

Force wait until an import resource is available
: Check this option if you are starting many large import jobs and want to make sure that they do not all run in parallel and cause performance problems on the server. The import jobs you specify will then be queued if necessary, and will not be started until sufficient resources are available.

When you have filled in these fields, click on **Import**. A short report on the progress of the import is displayed, and if the import process generates any messages, you can view them by clicking on the **See messages** link.

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2.6 Export Users

This page contains a form that allows you to:

- Export users to other Escenic publications.
- Cancel earlier user exports.

Exporting users is a means of giving them access to other publications. It is not in itself sufficient to give them access, however. Once you have exported users to another publication, that publication's administrator must assign access rights to them. They will then only have the rights granted to them by the target publication's administrator.

An important use of this functionality is to allow users of one publication to access and make use of content in another publication (called **cross-publishing**).

The form contains the following items:

Users are currently imported from these publications
If the administrators of any other publications have exported users to this publication, then the exporting publications are listed here.

Users are currently exported to these publications
If you have already exported users to other publications, then those publications are listed here. A button is displayed after each publication listed. You can cancel the export by clicking on this button. Your users will then lose whatever access rights they had to this application.

Export users to pubs
Any publications to which you have not already exported users are listed here. A checkbox is displayed next to each publication name. To export users, check the publications you wish to export to and click **Export**. You can use the **Select all** and **Deselect all** links to check/uncheck all the listed publications in one go.

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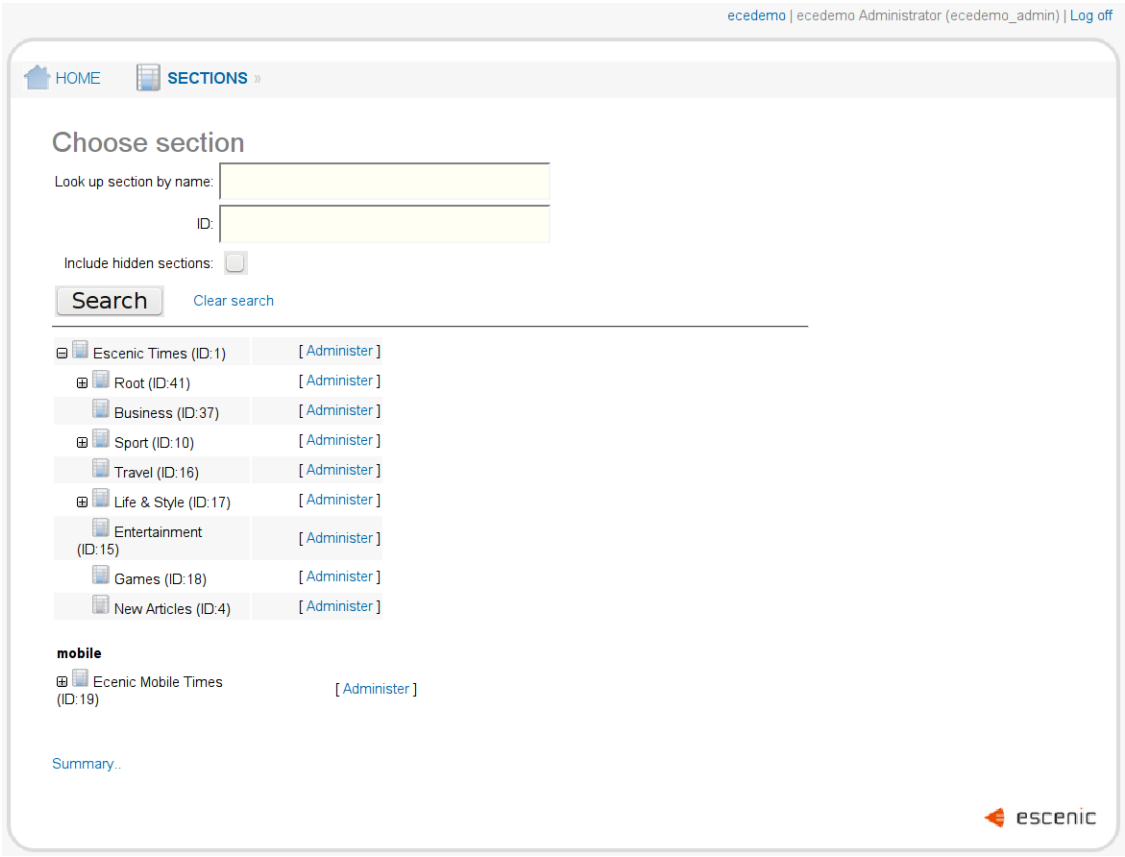
3 Section Administration

To display the section administration page, click on **SECTIONS** in the menu bar. You should then see the following:



The upper half of the form contains fields that you can use to search for specific sections, and below that is an expandable tree showing the publication's section hierarchy.

The search fields are:

Look up section by name
: Enter the name of the section you are looking for, or the first few characters of its name. You can search for all sections by leaving the field empty.

  Note that if you specify a value in the **ID** field, then this field is ignored.

ID
: If you know the ID of the section you are looking for, you can enter it in this field. The **Look up section by name** field is then ignored.

Include hidden sections
: Check this option if you want to search for hidden sections.

Search
: Click on this button to execute the search currently defined in the search fields. The results are displayed below.

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Clear search
Click on this link to clear the search fields.

The bottom half of the form shows a tree view of the section hierarchy (see section 3.1) unless you execute a search; if you execute a search, then the tree is replaced by a list of the sections returned by the search (see section 3.2.

3.1 Tree View

The tree view shows the publication's section structure. Only the top two levels of the section structure are displayed by default, but you can expand subtrees by clicking on the + icons in the tree. An **Administer** link is displayed to the right of any section to which you have administration rights. Clicking on this link displays the **Section Properties** page (see section 3.4).

Below the tree view is a **Summary** link. Click on this link to display the **Summary** page (see section 3.3).

3.2 Search Results

The Search results are simply a listing of all the sections returned by a search. An **Administer** link is displayed to the right of any section to which you have administration rights. Clicking on this link displays the **Section Properties** page (see section 3.4).

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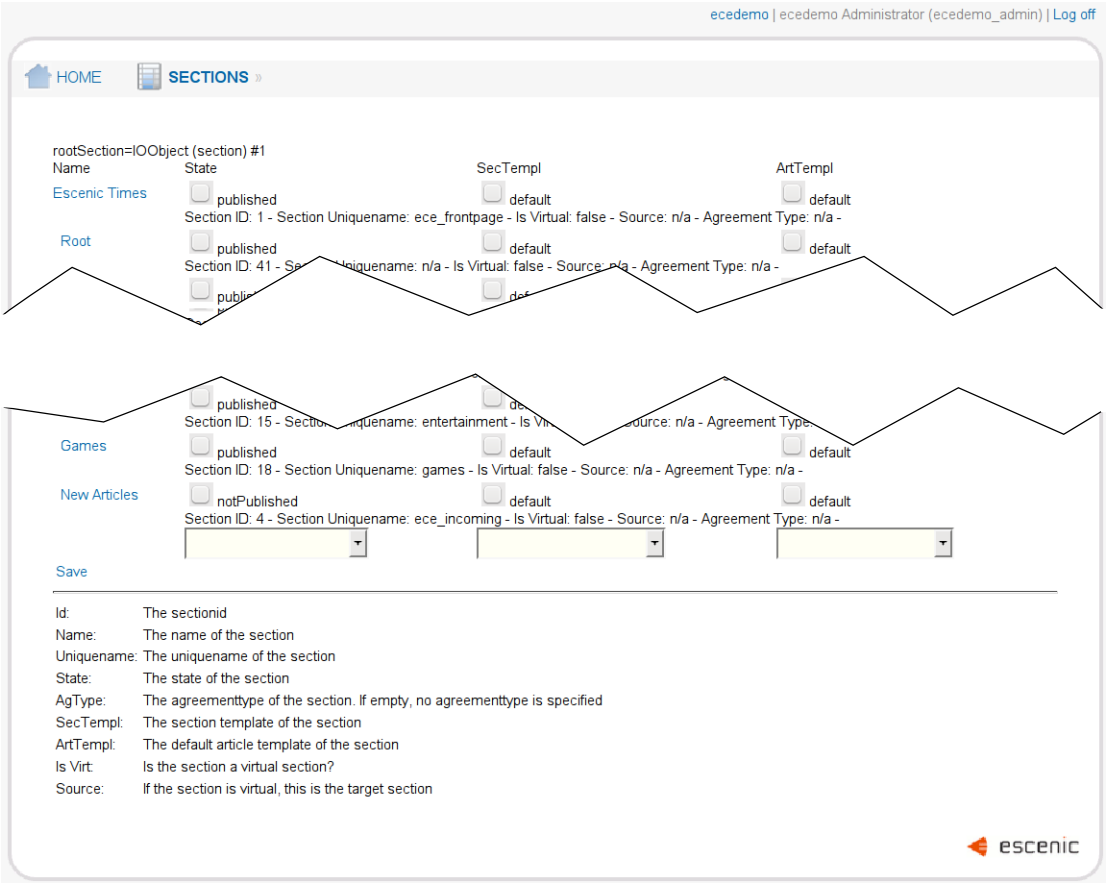
3.3 Summary



The **Summary** page displays a list of all the sections in the publication containing summary information about them. It also allows you to make bulk changes to the **state**, **section template** and **content item template** properties of of many sections at once.

To change section states, for example:

1. Check boxes in the **State** column for the elements you are interested in.
2. Select the required target state in the pull-down field at the bottom of the **State** column.
3. Click on **Save**. (This closes the **Summary** page as well as saving your changes.)

You can make changes to section templates by doing the same thing in the **SecTempl** column, or to content item templates by doing the same thing in the **ArtTempl** column.

The section names on the left of the **Summary** page are indented to show the section tree structure, and are also links. Clicking on one of these links displays the **Section Properties** page for the selected section (see section 3.4).

To return to the previous page either use the browser **Back** button or click on **Save** (even if you have made no changes).

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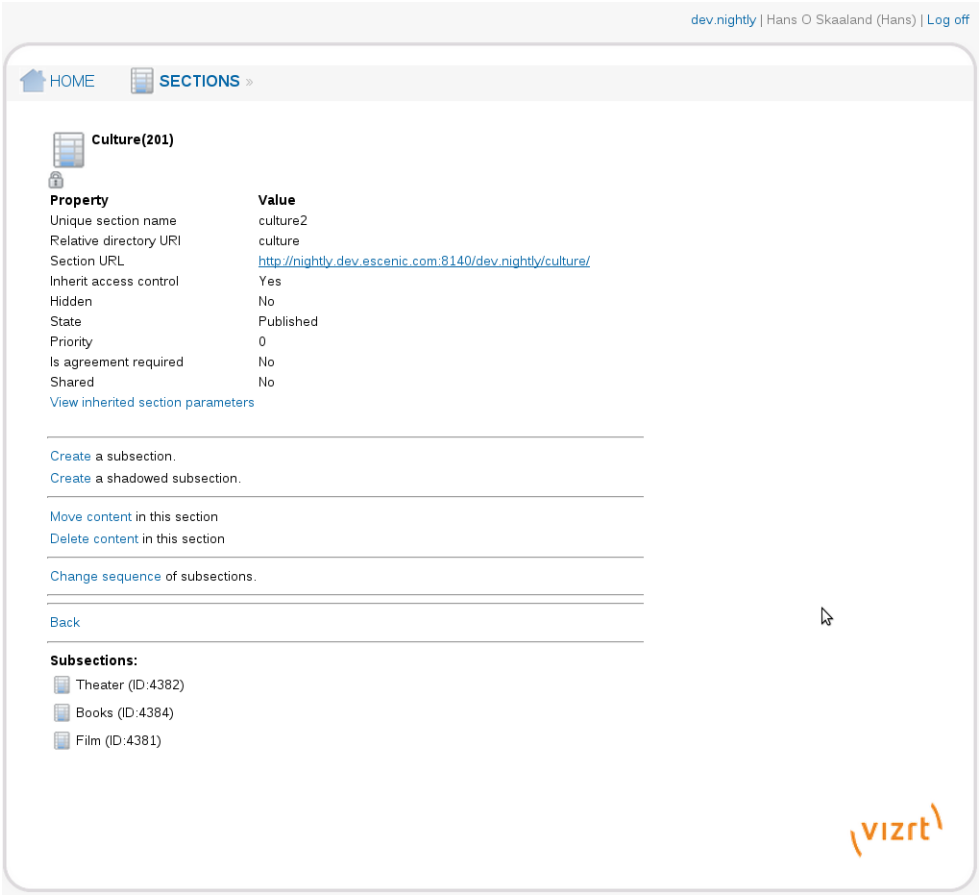
3.4 Section Properties



At the top of the **Section Properties** page is a list of the selected section's properties. If you have administration rights for this section, you can edit these properties by clicking on the **Edit this section** link further down the page. (If you do not have administration rights, then this link is not displayed.) You can display the current published view of the section by clicking on the **Section URL** link.

At the bottom of the property list you may see one or two links:

View declared section parameters
: Click on this link to display a list of all section parameters defined in this section. You can edit these parameters (if you have administration rights for this section) by clicking on the **Edit section parameters of this section** link further down the page. (If you do not have administration rights, then this link is not displayed.)

View inherited section parameters
: Click on this link to display a list of all section parameters inherited from ancestor sections.

Below the property list are the following links:

Edit this section
: Displays the **Edit Section** page (see section 3.4.1). This link is only displayed if you have administration rights for this section.

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Edit section parameters of this section
Displays the **Edit Section Parameters** page (see section 3.4.2). This link is only displayed if you have administration rights for this section.

Create a subsection
Displays the **Create Subsection** page (see section 3.4.3), which you can use to set the section properties for a new section.

Create a shadowed subsection
Displays the **Created Shadowed Subsection** page (see section 3.4.4), which you can use to set the section properties for a new shadow section.

Access control
Displays the **Section Roles** form for this section (see section 2.1.4.3), which you can use to assign access rights to this section. This link is only displayed if you have user administration rights for this section.

Delete this section and all subsections
Displays the **Delete Section** page (see section 3.4.5). This link is only displayed if you have administration rights for this section.

Move content in this section
Displays the **Move Content** page (see section 3.4.6).

Delete content in this section
Displays the **Delete Content** page (see section 3.4.7).

Change sequence of subsections
Displays the **Change Subsection Sequence** page (see section 3.4.7).

Back
Redisplays the **Section Administration** page.

3.4.1 Edit Section

On the left of this page is a menu containing the following options, described in the following sections:

- **Edit**
- **Sharing**

3.4.1.1 Edit

Select this option to display the **Edit section** form. This form contains the following fields:

ID
The ID of this section. This is displayed for information only: you cannot change it.

Section name
The section name that will be displayed in the publication.

Unique section name
A unique internal name for this section. It is required because **Section name** does not have to be unique.

Relative directory URI
The name of the server folder in which this section is to be stored. It is appended to the **Section URL** of the parent section to form a default URL for this section.

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Section URL

You can enter an alternative URL for this section here, to be used instead of the default URL formed from the parent section's **Section URL** and the **Relative directory URI** of this section.

The URL you enter in this field may only consist of a host name. For example:

```
http://news.mysite.com/
```

The following URL:

```
http://news.mysite.com/stories/
```

will not work, due to the inclusion of a path component (`stories/`) in the URL.

> This limitation may not apply in some Content Engine installations: it is possible to work around it by setting up some kind of filtering or redirecting in the application server or web server. In a standard installation, however, only URLs with no path component will work.

Move section to

To move this section and all its subsections to another location in the section hierarchy, click on **Choose**. Choose a new parent section from the displayed list and click on **Finished**.

Default section template

Select the required default section page template from the pull-down field.

Default content item template

Select the required default content item template from the pull-down field.

Hide section

Check this option if you want this section to be hidden in Content Studio. This can be useful, for example, for automatically generated or imported sections that should not be edited.

Inherit access control

Check this option if you want this section to inherit the access controls of its parent section. The section will then not appear in the list of sections in the **Section Roles** forms (see section 2.1.4.3), since its access controls do not need to be explicitly set. This option is checked by default.

> **Warning:** Changing this option triggers an automatic re-indexing of all the content items in the section and in all subsections that inherit access control from it. Re-indexing is a resource-intensive operation, so **you are strongly recommended not to change this option during busy periods.**

Priority

You can enter a number here to control the order in which sections appear in Web Studio and Content Studio. All the subsections in a given section are displayed in **Priority** order. Priority also determines the order in which sections are returned by Escenic tags and beans, and therefore the default section order in published pages. In this case, however, the order can be modified by template code.

State

Select the required state (**Published** or **Not published**).

Is agreement required

Check this option if you want reader access to this section to be restricted (governed by an agreement). For information on how you can implement your user access control, see Restricting Access to Content (requires Java programming skills).

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Agreement information
If **Is agreement required** is checked, then you must enter the appropriate agreement information in this field.

Agreement type
If **Is agreement required** is checked, select the required type (**ShowFrontpage** or **HideFrontpage**). The effect of this option depends upon the type of agreement mechanism being used.

When you have finished editing these fields, click on **Save** (or **Cancel** if you want to abandon your changes).

3.4.1.2 Sharing

Select this option to display the **Sharing** form. This form contains a single check box, **Shared**. Check this box and click **Save** if you want to be able to use this section as the basis for shadow sections (see section 3.4.4). If the section is already used in this way, then the form may also contain a list of shadow sections based on this section. If you uncheck the **Shared** box, then when you click **Save**, any shadow sections based on this section will be converted to ordinary sections.

3.4.2 Edit Section Parameters

This page contains a single, large multi-line field in which you can enter any parameters you wish. These parameters are not used by the Content Engine itself in any way, but may be used by your publication templates.

Parameters must be entered on separate lines using the following format:

```
name=value
```

where *name* is the name of the parameter and *value* is the value to be assigned to it.

Parameters declared in a section are inherited by all of its subsections. The value of a parameter can be overridden in a subsection: these new values are then inherited by that section's subsections.

3.4.3 Create Subsection

The contents of this page are almost identical to the section **Edit** form (see section 3.4.1.1). It contains all the same fields, with the exception of **ID** and **Move section to**, which are not relevant when creating a new subsection. To create a new subsection, fill in the fields and click **Save**.

3.4.4 Create Shadowed Subsection

You can use this page to create a shadow subsection (a section that merely provides a link to the content of another section). The source section on which this section is based must be **shared** (see section 3.4.1.2). This page contains the following fields:

Section name
The section name that will be displayed in the publication.

Unique section name
A unique internal name for this section. It is required because **Section name** does not have to be unique.

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Relative directory URI
The name of the server folder in which this section is to be stored. It is appended to the **Section URL** of the parent section to form a URL for this section.

Priority
You can enter a number here to control the order in which sections appear in Web Studio and Content Studio. All the subsections in a given section are displayed in **Priority** order. Priority also determines the order in which sections are returned by Escenic tags and beans, and therefore the default section order in published pages. In this case, however, the order can be modified by template code.

Choose shadow source
Click on choose to display the section tree. Radio buttons are displayed to the left of all shared sections: choose the required source section by clicking on one of these buttons and then click **Finished**.

Create recursive
Check this option if you want a whole subtree of shadow subsections to be created based on the selected source section.

Is agreement required
Check this option if you want reader access to this section to be restricted (governed by an agreement).

Agreement information
If **Is agreement required** is checked, then you must enter the appropriate agreement information in this field.

Agreement type
If **Is agreement required** is checked, select the required type (**ShowFrontpage** or **HideFrontpage**). The effect of this option depends upon the type agreement mechanism being used.

3.4.5 Delete Section

This page contains the following:

Move content
Click here if you want to move all the content items in this section and its subsections to another section before deleting the section. The **Move Content** page (see section 3.4.6) is then displayed.

Delete
Click here to delete this section and its subsections. All content items belonging to the sections are also deleted. If you do not want the content items to be deleted, then use the **Move content** function to move them to another section before executing this function.

Cancel
Click here to cancel the delete operation.

3.4.6 Move Content

This page can be used to move the content items in this section to another section. If this section is a content item's **home section**, then the content item is always moved to the target section, which becomes its new home section. If this section is **not** a content item's home section, then this section does not actually contain the content item, it just contains a link or **shortcut** to the content item. You can choose whether these shortcuts should be moved along with the content items, or deleted.

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The page contains the following:

Move shortcuts
Select this option if you want shortcuts to be moved to the target section along with the "at home" content items.

Delete shortcuts
Select this option if you want shortcuts to be deleted.

Recursive
Check this option if you want content items to be moved from all of this section's subsections as well as the section itself.

Move content to
Click on **Choose**, then select the desired target section from the displayed section tree and click on **Finished**.

Move
This button is only displayed once a target section has been selected using the **Move content to** option. Click on it to complete the move operation.

Cancel
Click here to cancel the move operation.

3.4.7 Delete Content

This page contains the following options:

Delete content in this section
Click here to delete all content items that **belong to** this section (that is, content items that have this section as their home section).

Delete shortcuts in this section
Click here to delete all links to content items that **appear in** this section but **belong to** other sections.

Delete content in this section recursively
Click here to delete all content items that **belong to** this section or one of the sections in its subtree.

Delete shortcuts in this section recursively
Click here to delete all links to content items that **appear in** this section or one of the sections in its subtree but **belong to** other sections.

Cancel
Click here to cancel the delete operation.

3.4.8 Change Subsection Sequence

This page contains a field for each of the current section's subsections and a **Save** button. You can set the sequence of the subsections by entering a sequence number in each field and clicking **Save**. The numbers you enter do not have to be sequential. The sections will be order in a rising sequence, with low numbers before high ones. Any sections with the same number will appear in an undefined order.

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