



SiteNOTE

User's guide

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1 Introduction

Welcome to SiteNOTE user's guide, a simple and powerful solution to maintain web site content. With SiteNOTE, you can manage, update or create the content of your web site, while preserving a consistent look and feel throughout the pages. Maintenance and update tasks are dedicated to content experts, who will directly control the web site quality and lifecycle.

SiteNOTE allows developers to add new templates, new designs or page structures. They can easily integrate custom applications, while benefiting from the navigation and authentication controls of SiteNOTE.

One of the additional modules of SiteNOTE let content administrators create and manage forms, such as expense reports, training requests or orders. The form data is sent by email and stored in a database. Users can subsequently modify the form data in a simple workflow, such as an approval cycle.

Other modules let administrators manage newsletters, event lists, image galleries, build authentication for private zone access or provide a search engine.

1.1 Audience

These profiles are involved in the operation of SiteNOTE :

- The system engineer, who installs and configure SiteNOTE on the test and production environments.
- The administrator, who defines the global site setup, templates, users and root permissions.
- The content editor, who create and modifies the site content (as a writer), the page layout (as a designer) or publishes pages online (as a publisher).
- The developer, who builds templates, graphic designs and page structures, or code custom applications or controls.

This document describes the concepts and instructions to use SiteNOTE as an administrator or content editor.

1.2 Sample site used in this document

This documentation is using a sample site to demonstrate and explain the functionalities of a SiteNOTE-based web site. This sample site is installed by default during the standard SiteNOTE setup.

Depending on your actual configuration and setup, this sample site can differ significantly from your site, in terms of design, page structure, available modules or edition capabilities. Should you have an issue about their availability, please contact the site administrator.

1.3 Users categories

Content creation and management tasks are handled by different user categories. The following roles are usually defined :

- Creator, who starts the page creation process.
- Writer, who changes page content.
- Publisher, who approves and publishes changes online.
- Security manager, who manages users, groups and permissions.

1.4 Content management

SiteNOTE performs changes to the web site using advanced file processing techniques. SiteNOTE does not use a database, and the published pages are directly served from the files by the IIS web server, therefore using all standard optimization techniques available from ASP.NET and the underlying platform.

SiteNOTE basically manages two versions of the web site :

- The online version, which is visible by web site visitors.
- The draft version, which is visible by content editors.

Note : SiteNOTE uses other versions as well: the pages are actually archived upon publication.

The editors make changes to the draft version, and submit the pages for approval. The publishers then select the pages to be put online.

The site content is created or modified by the writers in document templates, thereby preserving a consistent look and feel throughout the web site.

1.5 Notation conventions

The following conventions are used in this document :

- **Bold** : denotes the name of a button, a field, or a text to select.
- **Courier** : denotes code or text to input.
- *Italic* : denotes a typical term used throughout the document.

2 Installation

2.1 System configuration

2.1.1 Server

2.1.1.1 Minimum configuration

- Hardware : Intel Pentium IV 1.5GHz, 512 MB RAM, hard drive 5GB
- Operating system : Microsoft Windows Server 2003 SP2, .NET framework 2.0
- Web server: Internet Information Server (IIS) 6.0

2.1.1.2 Recommended configuration

- Hardware : Intel Dual Core 2GHz, 2 GB+ RAM, hard drive RAID 1 80GB+
- Operating system : Microsoft Windows Server 2003 SP2, .NET framework 2.0
- Web server: Internet Information Server (IIS) 6.0

2.2 Client (administrator)

2.2.1 Minimum configuration

- Hardware : Pentium III 1Ghz, 256 MB RAM
- Operating system : Microsoft Windows XP SP2 or later
- Web browser : Microsoft Internet Explorer 6sp2, Microsoft Internet Explorer 7

When using SiteNOTE for the first time as site administrator or editor, Internet Explorer may ask permission to install the ActiveX component "msxml4.cab". This component is needed to enable the edition of structured content in SiteNOTE. You must have the required administrative privileges to install that component on your computer. You may also have to lower your security settings for the current security zone (see tools/options/security tab).

You also have to deactivate popup blockers on the site to enable SiteNOTE to work properly.

2.2.2 Configuration for Microsoft Internet Explorer 7

Microsoft Explorer 7 is configured by default with a strong security profile that prevents the correct execution of some SiteNOTE functionalities. Follow this procedure to modify the profile:

- Access SiteNOTE administration by displaying the authentication screen.
- Choose **Tools** then **Internet Options**.
- In the **Security** tab, select **Trusted sites**, choose **Medium-low** for the **Security level**, and select **Enable protected content**.
- Click on the **Sites** button, then click **Add** to add the site in the list of **Trusted sites**.
- Close all the windows and restart Internet Explorer.

2.3 Client (visitor)

Web browser : all standard browsers are supported, such as Microsoft Internet Explorer 6+, Mozilla Firefox 2.0+, Safari 3.0

3 Concepts

3.1 Site structure

3.1.1 Hierarchy

The web site appears to the user as a hierarchy of pages, such as what is displayed on a sitemap. The splash page (usually a language selection page) is the root of the hierarchy (level 0), and contains the locale-specific home pages (level 1), which contain themselves section entry pages (level 2). Each level 2 page can contain level 3 pages, without depth limit. This hierarchy will be used to build the menu navigation automatically. SiteNOTE handles all the pages and files of the site in this way. The site visitors see the menus, the sitemap and the page addresses (URLs) according to the hierarchy. The editors and administrators create the pages and manage the permissions according to the same hierarchy.

In order to handle specific cases in the site navigation, SiteNOTE allows pages to be hidden, offline, redirecting pages, or to be considered as page groups (containing other pages, and whose role is to be displayed as menu entries)

3.1.2 Modules

All the pages of the web site are built using modules that can be changed or rearranged by the administrator in design mode. These modules are either ASP.NET server controls provided by SiteNOTE, either custom ASP.NET server controls provided by the developer. Here are the controls currently available in SiteNOTE :

- Editable controls: structured content (XML), free content (HTML), forms (XML), shared content (the content is fed from a content located in another page).
- Navigation controls: menu, path (breadcrumb), sitemap.
- Other controls: search engine, authentication.

3.1.3 Site localization

SiteNOTE treats localized sites as subsites that can be different -if needed- in terms of content, structure or design. They can be considered unrelated, except regarding the following :

- Users and groups are common across localized sites.
- The "splash" page at the root of the site let the user select the language/locale.
- The page templates, content structure, stylesheets and design images are common and available to all localized sites.

3.2 How to access administration

3.2.1 Address

To access the site administration, you have to be authenticated. You will have to start Internet Explorer and type in the address of the administration web site. The address has to end with "admin.aspx" :

So if your web site address is <http://www.totem.com/>, the address of the administration site can be <http://www.totem.com/admin.aspx> or <http://www.totem.com/default/en-us/admin.aspx>.

3.2.2 User name and password

The user name and password are created by the site administrator. The user name is not case sensitive, but the password is case sensitive.

The user name and password of the demo web site are respectively admin/admin.

3.3 Administration toolbars



When you access the site administration, after entering your user name and password, the web site is displayed in your browser. The top of the window shows the toolbar, which allows you to perform administration tasks.

The left part of the toolbar groups the "page" actions: create, edit content, design, delete, change sort order, properties, permissions. The other icons let you access general-purpose functionalities: publication, site administration, logout. The right part of the toolbar shows information about the page currently displayed, and controls the navigation appearance through the "offline" and "hidden" filters.



Clicking on the "website administration" icon of the main SiteNOTE toolbar opens the administration. On top of that screen a toolbar is displayed that contains the following elements: Users administration, Groups administration, Templates Design, All Pages View and Status page (monitoring). Templates Design is reserved to developers and will not be explained in this document.

In each of these toolbars, the icons may be available or not, depending on the page permissions defined for the current authenticated user.

3.4 Content management

In a website managed by SiteNOTE, the pages are usually made out of editable modules and configurable modules. A single page typically contains one or more editable modules, such as structured content (XML) or free-style content (HTML), and configurable modules, such as menus or shared content. These modules can be created or rearranged in design mode.

When the editor clicks on the **Edit page** () button, all the editable page modules activate the "edit mode", which allows the user to modify the content. The content is saved when the editor clicks the **Save** () button. The content is not saved when the user clicks the **Undo** () button.

4 Access rights management

4.1 Users

The users management can be accessed from the administration screen, by clicking the **Website administration**  button, then the **Website users administration**  link.

On the user management screen, you can create, delete or modify user information: (1) a user name (can contain letters (a-z, A-Z) or numbers (0-9)), (2) a password and (3) the email address. The email address is used by SiteNOTE only when the system is configured to use a two-steps page approval process, requiring to send an email to publishers.

4.2 Groups

The groups contain one or more users. A single user can belong to multiple groups.

The groups management can be accessed from the administration screen, by clicking the **Website administration**  button, then the **Website groups administration**  link.

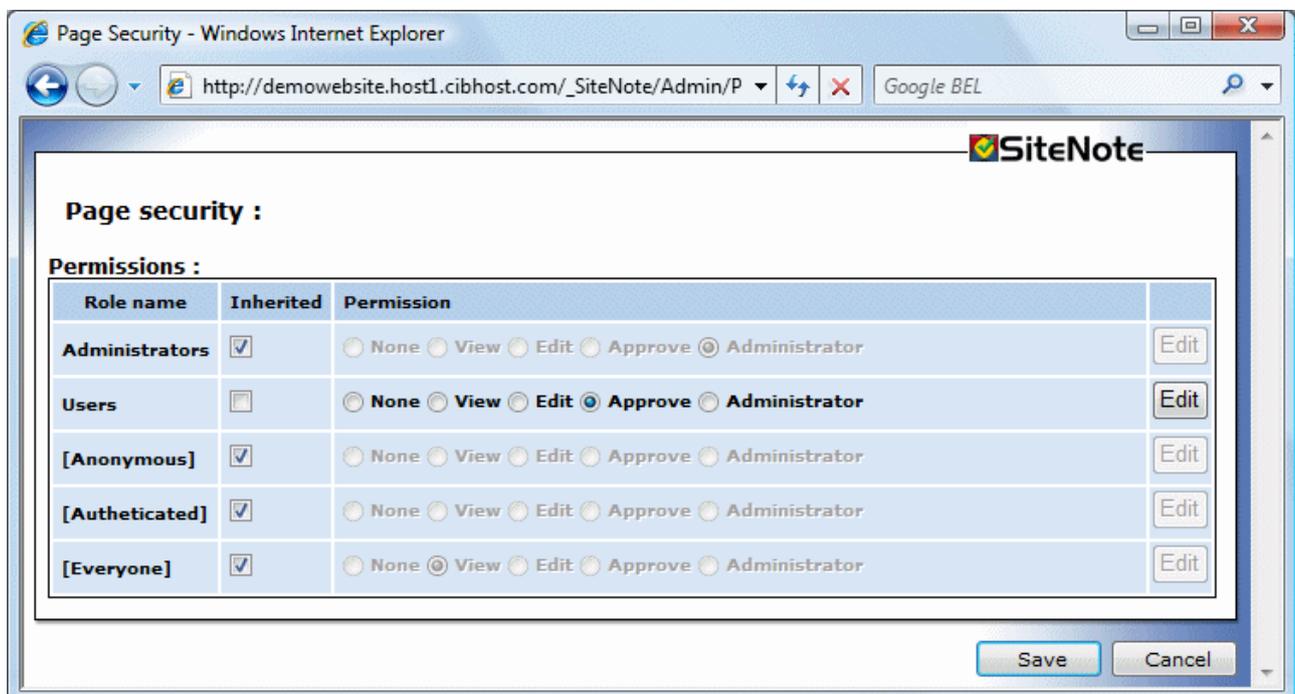
On the user management screen, you can create, delete or modify group information: (1) a group name (can contain letters (a-z, A-Z, accents), spacing, or numbers (0-9)), and (2) a list of users belonging to the group.

There are 3 predefined groups: *Authenticated Users*, *Unauthenticated Users*, *Everyone*. These groups are automatically populated by SiteNOTE.

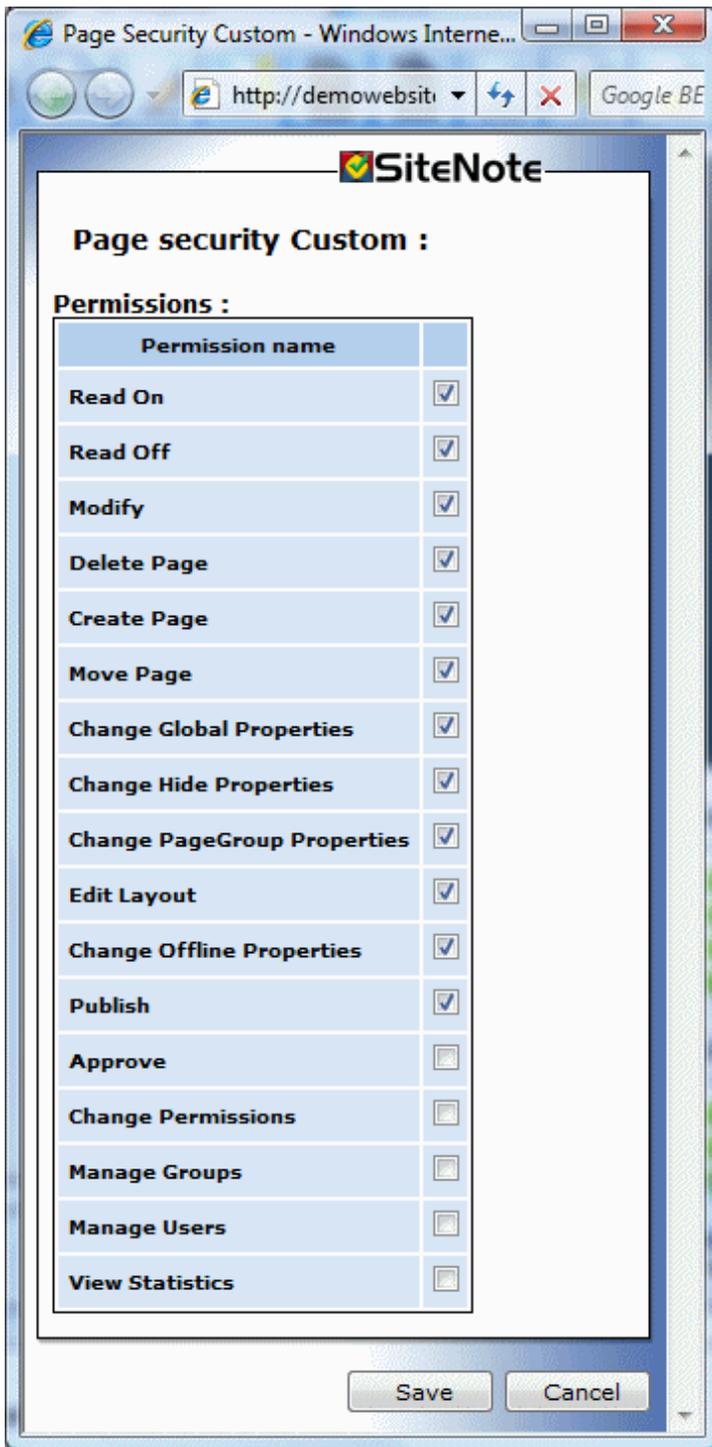
As an example, the groups can be based on different schemas:

- Based on administration roles: an "Editors" group who will update the contents, and a "Publishers" group who approve and publish content online.
- Based on your organization's departments: a "Human resources" group, a "Marketing" group, ...
- Based on site visitors, when the site is an extranet: a "Customers" group, a "Suppliers" group, an "Employees" group.

4.3 Roles and permissions



The page permissions can be accessed by clicking the **Website administration**  button. The popup window shows a table containing the available groups and the roles related to each group: *None*, *View*, *Edit*, *Approve*, *Administrator*. Selecting a role actually defines a set of more detailed permissions, which can be viewed or changed by clicking the **Edit** button.

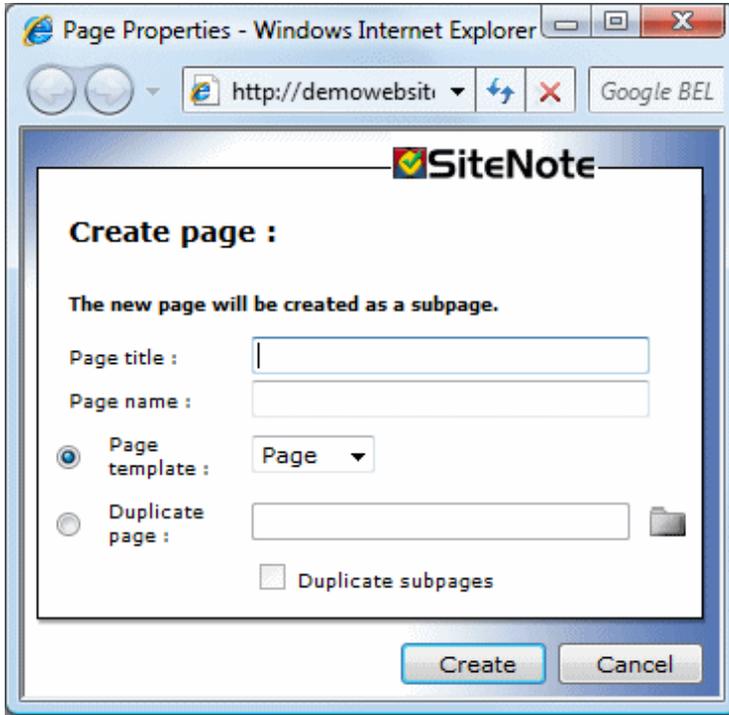


Roles and permissions can be defined on each page of the web site. They are inherited by all the sub-pages in the hierarchy tree. It is therefore possible to define permissions only on the home page, and to let inheritance propagate automatically to the subpages, that will effectively have the same permissions as the home page. On the other hand, permissions can be forced on a specific page (or site branch if the page contains other pages). The inheritance is then interrupted and the new permissions will be active on the current page and all its subpages in the hierarchy tree.

5 Site hierarchy management

5.1 Create a new page

To create a new page in the site, click the **Create page** (📄) button. The new page will be created as a subpage of the current page in the site hierarchy, after the other subpages if they already exist.



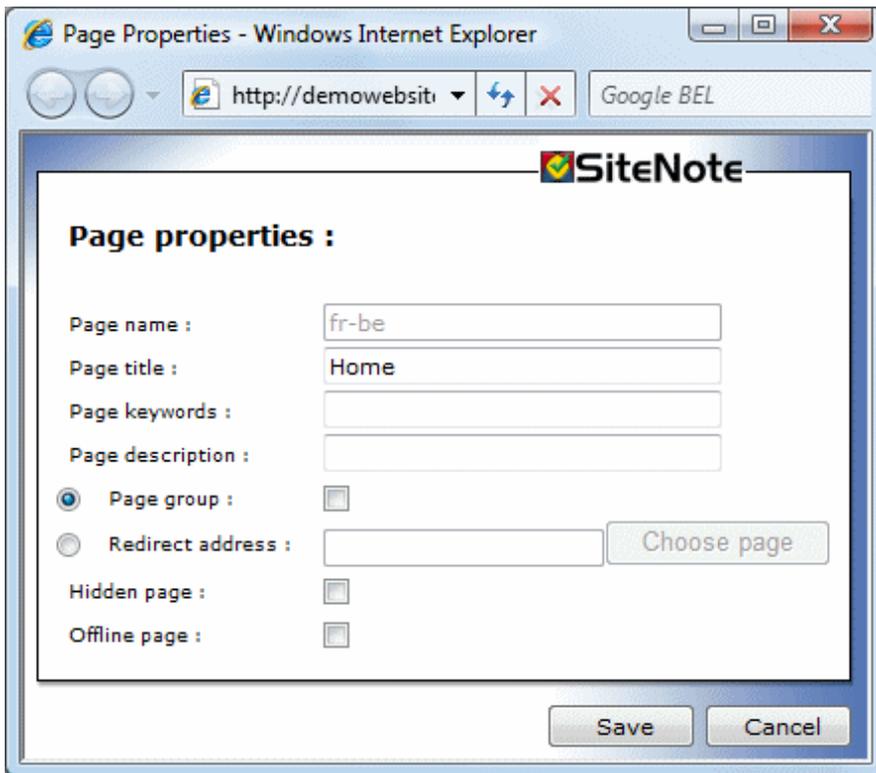
You should then input the following information in the page creation popup window:

- **Page title:** the page title text is displayed in the browser's window title bar. The title text is also used in the navigation menus, the sitemap path (breadcrumb) and the sitemap. The page title can contain any character (included Unicode).
- **Page name:** the page name is used as a reference in the page address (url). The page name can only contain letters (A-Z, a-z), numbers (0-9), or '-', '_'.
- **Page template:** this option lets you create a new page based on a page template. On most websites, there is often one template available only. The layout, design and behavior of the objects on the page can nevertheless be changed in many ways through the **CSS configuration** (📄 Templates Design) or by using design mode. If they are made available by the developer, additional templates will let users create pages that can have a very specific behavior or design. The developer can also control which templates are available to create subpages.
- **Duplicate page:** this option lets you create a new page by duplicating an existing page of the site. Optionally, subpages can also be included in the duplication process, effectively duplicating an entire branch of the web site.

5.2 Change the page order

The buttons **Up** (⬆️) and **Down** (⬇️) let you change the sort order of subpages located at the same level in the site. The change is automatically reflected in the page hierarchy, menus and sitemap.

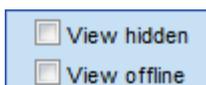
5.3 Modify properties



The Properties  button shows the page properties window. You can modify the following properties:

- **Page title:** the page title text is displayed in the browser's window title bar. The title text is also used in the navigation menus, the sitemap path (breadcrumb) and the sitemap. The page title can contain any character (included Unicode).
- **Page name:** the page name is used as a reference in the page address (url). The page name can only contain letters (A-Z, a-z), numbers (0-9), or '-', '_'.
- **Page keywords:** a comma-separated list of keywords describing the page content. These keywords are inserted in the appropriate meta tag in the HTML code of the page to give hints about the page content to search engines.
- **Page description:** A textual description of the content of the page. This description is inserted in the appropriate meta tag in the HTML code of the page to give hints about the page content to search engines.
- **Page group:** if this option is selected, the page is considered to be only an item in the site hierarchy and the menus. The role of the page is then limited to "contain" its subpages in the hierarchy. The page is shown in the menus and the sitemap, but the page cannot be reached and its content is not available and cannot be edited.
- **Redirect address:** if this option is selected, the user is automatically redirected to the specified address (internal or external) when the page is accessed. The page is shown in the menus and the sitemap, but the page content is not available and cannot be edited.
- **Hidden page:** when this box is checked, the page is not shown in the menus or sitemap in the online version, but it can still be reached by typing in the page address (url) in the browser. The page is visible in draft version if the box **View Hidden** is checked in the toolbar.
- **Offline page:** when this box is checked, the page is not shown in the menus or sitemap in the online version. it cannot be reached, even by typing in the page address (url) in the browser. The page is visible in draft version if the box **View Offline** is checked in the toolbar.

5.4 Display hidden or offline pages



The left part of the toolbar contains two checkboxes: **View hidden** et **View offline**. If the boxes are checked, the editor can see the hidden or offline pages, respectively, in the site structure.

5.5 Change the permissions

See the section "Content management", "Roles and permissions".

5.6 Publish

Publish all pages :

Select all

Publish selected pages :

Page title	Page name	Language	Last modified by	Publish date	Publish	Page History	Compare
Hidden	hidden	en-us	superadmin	<input type="text"/>	<input type="checkbox"/>		
Error page	errorpage	en-us	superadmin	08/01/2009 13:35:33	<input checked="" type="checkbox"/>		
Logos Services	aboutic	en-us	superadmin	<input type="text"/>	<input type="checkbox"/>		
Suite of services	_1	en-us	superadmin	08/01/2009 13:35:34	<input checked="" type="checkbox"/>		
Contact us	contactus	en-us	superadmin	<input type="text"/>	<input type="checkbox"/>		
Test XML Editor	test_xml	en-us	superadmin	<input type="text"/>	<input type="checkbox"/>		
Test XML Editor II	testxmlII	en-us	superadmin	<input type="text"/>	<input type="checkbox"/>		

A click on the **Publish** () button displays the publication window. The window shows a list of pages that have been modified and that the publisher has the permission to publish. For each page, the following information are displayed:

- The page title: the text displayed in the window title and the menu.
- The page name: the text used in the page address.
- The page language (or "locale").
- The user who has modified the page. The icon () indicates that the user can be contacted via e-mail by clicking on his name.
- The user who has modified the page. When the **Publish** checkbox is checked, the current date and time is automatically inserted, which will let SiteNOTE publish the page without delay. You can select another date and time to schedule a publication at a later time.
- A link to a window displaying the complete change history () of the page. In that window, you can also select and revert to an archived version of the page.
- A link **Compare** () to a window that displays the difference on the current page between the draft and the online version.

5.7 View all site pages

The list of all pages of the site can be accessed from the administration screen, by clicking the **Website administration** () button, then the **View All Pages** () link.

Your are in : Website administration > All pages view Back to website edition

Created on	Created by	Name	Title	Template	Address	Hidden	Page group	Offline	Last modified on	Last modified by	Last Change type	History
01/10/2007 18:56:05	admin	default	Demo	PageWithRightColumn	/ic/default.off.aspx	✗	✓	✗	12/03/2008 21:11:54	superadmin	Properties	
01/01/0001 01:00:00	admin	en-us	InsightsChina	Page	/ic/default/en-us.off.aspx	✗	✗	✗	12/03/2008 22:41:54	superadmin	Properties	
01/01/0001 01:00:00	superadmin	aboutic	Logos Services	Page	/ic/default/en-us/aboutic.off.aspx	✓	✗	✗	12/12/2008 14:47:56	superadmin	Properties	
01/01/0001 01:00:00	sectionmedia	0	The China context	Page	/ic/default/en-us/aboutic/0.off.aspx	✗	✗	✗	03/12/2008 22:49:46	superadmin	Contents	
01/01/0001 01:00:00	sectionmedia	1	Providing answers	Page	/ic/default/en-us/aboutic/1.off.aspx	✗	✗	✗	12/03/2008 23:44:47	superadmin	Properties	
01/01/0001 01:00:00	sectionmedia	2	Leveraging expertise	Page	/ic/default/en-us/aboutic/2.off.aspx	✗	✗	✗	12/03/2008 23:10:59	superadmin	Properties	
01/01/0001 01:00:00	superadmin	aboutus	About Us	Page	/ic/default/en-us/aboutus.off.aspx	✗	✓	✗	12/03/2008 20:00:27	superadmin	Properties	
01/01/0001 01:00:00	sectionmedia	0	Our experts	Page	/ic/default/en-us/aboutus/0.off.aspx	✗	✗	✗	12/09/2008 16:28:03	superadmin	Contents	
01/01/0001 01:00:00	sectionmedia	1	About	Page	/ic/default/en-us/aboutus/1.off.aspx	✗	✗	✗	07/12/2008 17:46:47	superadmin	Contents	
01/01/0001 01:00:00	sectionmedia	news	News	Page	/ic/default/en-us/aboutus/news.off.aspx	✗	✗	✗	12/03/2008 23:35:08	superadmin	Properties	
01/01/0001 01:00:00	sectionmedia	ourcompetences	Our competence	Page	/ic/default/en-us/aboutus/ourcompetences.off.aspx	✗	✗	✗	12/03/2008 23:20:54	superadmin	Properties	
07/12/2008 18:52:48	superadmin	stockquote	Stock Quote	Page	/ic/default/en-us/aboutus/stockquote.off.aspx	✗	✗	✗	07/12/2008 18:52:48	superadmin		
08/12/2008 16:12:09	superadmin	xftest	xftest	Page	/ic/default/en-us/aboutus/xftest.off.aspx	✓	✗	✗	05/01/2009 15:08:32	superadmin	Properties	
11/12/2008 14:22:02	superadmin	xftest2	xftest2	Page	/ic/default/en-us/aboutus/xftest2.off.aspx	✓	✗	✗	05/01/2009 15:09:13	superadmin	Move	
01/01/0001 01:00:00	superadmin	clientlogin	Client login	Page	/ic/default/en-us/clientlogin.off.aspx	✗	✓	✗	01/01/0001 01:00:00	sectionmedia		
01/01/0001 01:00:00	sectionmedia	clientlogin	Client login	Page	/ic/default/en-us/clientlogin/clientlogin.off.aspx	✗	✗	✗	01/01/0001 01:00:00	sectionmedia		
01/01/0001 01:00:00	superadmin	contactus	Contact us	Page	/ic/default/en-us/contactus.off.aspx	✗	✓	✗	05/01/2009 13:29:00	superadmin	Properties	

The list of pages presents the following elements for each page:

- **Created on** : date and time on which the page was created
- **Created by** : the user that created the page
- **Name** : the name of the page
- **Title** : the title of the page
- **Template** : the template used to create the page
- **Address** : the page url
- **Hidden** : a V (✓) in this field indicates that the page is hidden
- **Page group** : a V (✓) in this field indicates that the page is a page group
- **Offline** : a V (✓) in this field indicates that the page is not accessible
- **Last modified on** : date and time of the last modification of the page
- **Last modified by** : the last user that modified the page
- **Last Change type** : the type of the last modification (e.g: Properties, Contents, Move, ...)
- **History** : Access to the version history (🕒) of the page

5.8 Page history

SiteNote

Page history :

Title : Our experts
Address : [/ic/default/en-us/aboutus/0.off.aspx](#)
Template : Page

Infos :

Created by **sectionmedia** on **01/01/0001 01:00:00**
 Last modified by [superadmin](#) on **12/09/2008 16:28:03**

Old Versions :

05/12/2008 12:39:14 [View](#) [Compare](#) [Apply](#)

Changes :

Date	Type	Modified by	Infos	Published by
12/09/2008 18:28:04 PM	Contents	superadmin		
12/09/2008 18:28:04 PM	Contents	superadmin		
12/09/2008 18:25:47 PM	Properties	superadmin		superadmin
12/09/2008 18:23:52 PM	Contents	superadmin		superadmin
12/09/2008 18:23:52 PM	Contents	superadmin		superadmin
12/09/2008 19:12:26 PM	Properties	superadmin		superadmin
09/12/2008 19:49:37 PM	Contents	superadmin		superadmin
09/12/2008 19:49:37 PM	Contents	superadmin		superadmin
09/12/2008 19:48:01 PM	Properties	superadmin		superadmin
09/12/2008 19:36:31 PM	Contents	superadmin		superadmin
09/12/2008 19:36:19 PM	Contents	superadmin		superadmin
12/08/2008 18:53:14 PM	Contents	superadmin		superadmin
12/05/2008 19:41:03 PM	Contents	superadmin		superadmin
12/05/2008 19:41:03 PM	Contents	superadmin		superadmin
12/05/2008 19:38:29 PM	Properties	superadmin		superadmin
12/05/2008 19:38:16 PM	Contents	superadmin		superadmin
12/05/2008 19:38:16 PM	Contents	superadmin		superadmin
12/04/2008 08:45:10 PM	Properties	superadmin		superadmin
12/04/2008 08:29:54 PM	Contents	superadmin		superadmin
12/04/2008 08:29:54 PM	Contents	superadmin		superadmin

Close

When a user modifies a page, SiteNOTE keeps a copy of the previous version of this page, so that, for example, the user can eventually cancel his changes and start back from a previous version of the page. The deletion of a page does not correspond to the creation of a new version, and then it will not be possible to retrieve an old version of a deleted page,

because all old versions will be deleted at the same time than the current version of the page.

The different versions are listed in the "Page History" screen.

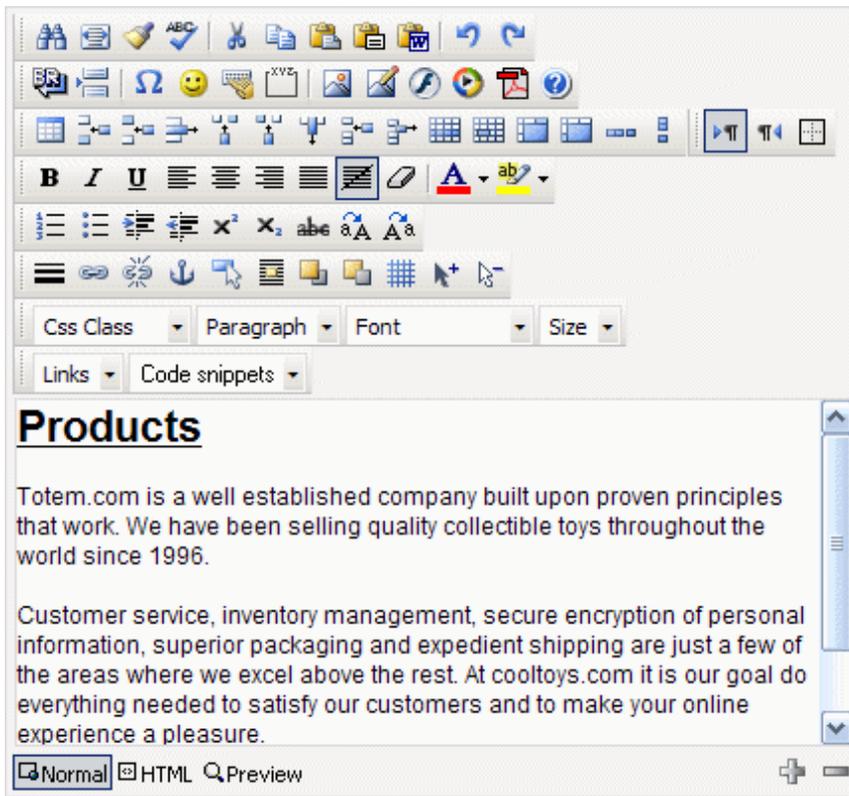
Besides some basic information and properties of the page, this screen lists the existing versions of the page, as well as the changes to these versions: Date of modification, modification type, user that modified, user that published the newly created version.

The following commands are available on each of the previous versions:

- **View** : View old version of th page
- **Compare** : view changes applied in the current version in comparison with that old version of the page.
- **Apply** : take back an old version as the current version.

6 Content management

6.1 Free content (HTML)



The HTML editor lets you edit the page content with no limitations. You don't need to know HTML to use the editor for simple tasks, but some operations like advanced table or style management require HTML and CSS knowledge

The actions in the editor are available through buttons displayed in the editor's toolbar. You can get a description of the functionalities by clicking the **Help** (?) button. Most of the actions are usual, but some are specific to SiteNOTE:

- **CSS class** (**Css Class**): you can find in this dropdown list the styles that have been pre-defined by the developer when designing the web site. You don't have to use these styles, but they make it much easier to build a consistent-looking content.
- **Links** (**Links**): this list makes it easy to create links to other pages in the web site. To create a link in the text, select the text, then choose the target page in the list hierarchy.
- **Insert image** (), **Downloadable files** (), **Insert media** (), **Insert flash** (): these buttons will show their related insert windows. The objects (pictures, files, videos, etc...) must be uploaded through the **Upload** (**Upload**) button. Please note that the folders containing these objects are specific to each page and are not meant to be shared across multiple pages.

6.2 Structured content (XML)

6.2.1 Hierarchical structure

The content that can be changed through the XML editor is structured as a tree (hierarchically). The objects that make the content contain subobjects, like a book with chapters, sections, subsections and text. Such objects are sections, titles, paragraphs or pictures that are recognized as such by the XML editor. They have also specific properties that will modify the way they look or behave on the page.

This content structure allows the site developers to enforce a consistent look and feel throughout the web site: design rules will be enforced (each object has a specific style) and structure rules will be enforced (e.g. each section must contain at least a title).

In edit mode, the objects are highlighted when the mouse cursor is moved over them. The writer can then display a contextual menu by clicking the right mouse button. Depending on the allowed actions on the object, the following items are displayed in the contextual menu:

- **Insert Before:** opens a sub-menu showing the object to be inserted before the highlighted object.
- **Insert After:** opens a sub-menu showing the object to be inserted after the highlighted object.
- **Delete:** deletes the highlighted object. Text object can also be deleted when their content is emptied.
- **Copy:** copies the highlighted object to the XML editor clipboard.
- **Paste:** paste the XML editor clipboard before or after the highlighted object. Objects can be copied and pasted across pages in the web site.
- **Properties:** displays the properties window of the highlighted object.

6.2.2 Add an object

In order to add an object before or after an existing object, you have to display its contextual menu and choose **Insert Before** or **Insert After**. The displayed submenu lets you choose the object to add.

You cannot insert any object at any location in the content. The content structure has been defined upon the web site creation in the XSD schema. As an example, it is not usually possible to create a page title anywhere in the page (only at the top of the page) or to create a second page title.

The list of available objects can be specific to each site. The main objects in the standard content are: **Page title, Tabbed section, Section, Section title, Section subtitle, Paragraph, Spacer, Horizontal line, Link to top of page, List, List of paragraphs, Bloc, HTML content, Picture, Slide Show Video, Flash, File, Popup page.**

6.2.3 Change text

The textual content is contained in object such as **Paragraph** or **Title**. You can edit these textual contents by double-clicking on the item and entering text edit mode: you can then type text on the keyboard, or paste content copied from another application such as Microsoft Word, Excel or Explorer. The text formatting is not preserved: it will be applied according to the style rules defined for the object.

In some textual contents such as paragraphs, you can format text by selecting and clicking the right mouse button to display a contextual menu, and choose from the following options:

- **Styles:** select a style, such as **Bold, Italic**, or another design-specific style defined by the designer such as **Highlight** or **Important**
- **Create hyperlink:** opens the hyperlink creation window. You can choose to link to another page on the web site, to another web site, or type in more specific links such as an email address (e.g. **mailto:john.lord@deep.com**).

6.2.4 Change properties

You access the object's properties through the contextual menu. The properties are specific to an object type and can be used to change its appearance, its content or its behavior. Here are some examples of properties:

- **Paragraph:** indent, spacing between paragraphs, horizontal alignment (left, right, justified).
- **Section:** section highlight, anchor (allow section "naming" in order to create a link to an anchor such as "http://www.mysite.com/page.aspx#anchor, similar to bookmarks in a Word document).
- **Link 'more':** target link, anchor, tooltip (information displayed when pointing the mouse on the link), open in a new or same window.

6.2.5 Specific objects

6.2.5.1 Picture

This object displays a "gif", "jpg" or "png" image. You can change properties such as image source, alignment, link, or a file displayed by a click on the image. To change the image source, click on the **Update** button: an upload window is showing up. The **Browse** button lets you choose on your local disk the file to upload.

You can resize the image before it is stored on the server by checking the **Resize image** checkbox. You must input the desired height and width (in pixels) in the appropriate text boxes. If the width or height is left empty, it is calculated from the other dimension to preserve the image proportionality.

6.2.5.2 File

This object is displayed in the content as a link to a file uploaded by the writer. All file type can be uploaded. There is a file size limit, defined in the web site configuration file by the developer (20 MB by default).

You can change properties such as the file source, the text of the link and the target window.

6.2.5.3 Slide show

The *Slide show* lets you display multiple images at the same location, using various transition effects.

To configure the *Slide show*, you have to insert two or more images and set the transition mode in the properties.

6.2.5.4 List

The *List* object is an enumeration of other objects: list of paragraphs, pictures, links to files, etc...

6.2.5.5 Bloc

The *Bloc* object allows a better flexibility in editing structured content. It allows to divide the main content of the page in several "sub-contents" that can have a different size and rendering. The most appropriate example is the columns creation.

6.2.5.6 Tabbed sections

The *Tabbed sections* object allows to create tabs. Each of these is represented either by an image (3 states : Normal, Hover, Selected), or by the corresponding section title if no image is defined. These images are defined inline, in edition mode, not via properties of the object. The corresponding section is displayed according to the properties defined for the object (for example: it is possible to define that the section should be displayed on a mouse-over - Hover - or a mouse-click - Selected - on a tab).

6.2.5.7 Popup page

The *Popup page* object is usually available immediately after the page title. This object is not displayed as such in the page content, but it triggers the opening of a popup window upon each page access.

The available properties are: *Address*, containing the address (URL) of the page to be displayed in the popup, *Width* and *Height*, which specify the size in pixels of the window to open.

6.2.5.8 Custom objects

Depending on this web site specifications, the developers may have added other, custom objects to the list of available object. These objects typically appear in specific contents found in home pages, news pages, FAQ, or forms.

The development of custom objects enables the editor to quickly create objects exhibiting a complex structure (news, product descriptions, etc...) while keeping a consistent look and feel. The developers can also bind to these objects a specific display mode or dynamic behavior, which would be impossible to build using most other CMS packages. This is the case for the *Popup page* described before.

7 Additional modules

7.1 Sitemap

The sitemap is usually accessed via a button or link located on every page. It contains the site hierarchy as it appears to the user in the menus. When building the site, the developer can choose the depth to display or the design of the tree structure.

7.2 Search engine

The search engine crawls through all the pages and the files contained in the web site. It creates indexes that let the user find specific containing words or word combinations. The search results are ranked by matching score and displayed with a short summary.

7.3 Forms

7.3.1 Creation

A specific type of structured content (XML) lets you create forms. To create a form, you must insert the appropriate control in design mode. Once the control is added, sample form content is displayed, with two fields and a submit button.

7.3.2 Modification

The *Form* object is similar to the *Section* object: you can add paragraphs, pictures or other objects, but you can also add form-specific objects, which are denoted as *Form Items*. *Form Items* contain two subobjects: a description (*Label*), and the field itself. You can insert the following objects:

- **Text field:** a generic text field. The properties let you change the number of lines and columns. More complex text field can be checked using the regular expression property.
- **Email field:** this field is similar to the text field but email format validation is performed on it.
- **Calendar field:** a text field, with a date selection popup window. The field value is checked and must contain a valid date.
- **File field:** a file upload field.
- **Drop-down list:** the list contains values that are inserted using the contextual menu.
- **Listbox:** the list contains values that are inserted using the contextual menu.
- **Checkboxes:** this is a field set of checkboxes, that should be given specific name.
- **Radio buttons:** behavior is identical to dropdown list.
- **Subsection:** this object groups many *Form item* objects. This allows you to define properties globally on a field set.
- **Step recipients:** mail recipients of the form. Many values and emails can be listed in the box. In this case, the end user will be able to choose one or more recipients. If only one recipient is defined, it is automatically chosen and the recipient selection box will not be displayed in the online version.
- **Member registration:** 4 text fields are part of this block : Login, Email, Password and Confirm password. This block is used for members areas (restricted access zones), to create SiteNOTE users that can access these zones. An email, whose information is defined in the object properties (subject, header, description , signature), can be automatically sent to the user when he registers.
- **Captcha (Public Turing test):** This field is used to avoid automatic form submission by "robots". This requires a human interpretation of a text into an image, that will be checked on form submission.

Each field in the form has a *Name* property. This name is used to store in the database the form values submitted by the user. The property *Name* is not mandatory: if it is empty, the content of the *Label* object will be used instead. Most of the fields have also a *Name* property, which is used as column headings in the result table, the *Default value* or *Checked*, which enables field initialization, and *New line*, which lets you set or unset the new line after the field.

The form submission triggers two processes:

- An email is sent to the recipients chosen in the *Step recipients* field.
- The form data is stored in a database. The data retrieval is performed by the editor in draft version, by specifying a submission date interval and clicking on the *Export* button. The editor can also insert existing data in the database. To perform this action, he has to download a sample file by clicking on *Download sample*, fill it in, and then click on *Import*. The editor can also delete records from the database by clicking on *View*.

7.3.3 Multiple steps

The form module can be configured to let the users fill in the fields in multiple steps, allowing the setup of simple, one-way workflows. For each step, the editor can define the fields to show/hide or edit/not edit. These properties can be defined globally at the **Subsection** level. Here is a description of a multiple steps form process :

- User A browse to the form and can see only the objects marked as visible in step one.
- User A submits the form, which is sent by email to user B.
- In the delivered email, user B clicks on a link that leads him back to the form.
- User B displays the form with the objects that are visible in step two. He updates the form data.
- User B submits the form, which is sent by email to user C.

If multiple email addresses are defined as recipients in the form, each one receives the form and can display the form in the next step. But only one, the first one to hit the submit button, will effectively submit the form.

A form automatically turns into a "multiple steps" form when more than one **Step recipients** is defined. The **Name** property of this object lets the editor give a reference name to the step (e.g. "one", "two", ...). This reference name has to be used in the **Step** property of each **Form item** object: If the **Step** property contains "one", the object will only be visible in the step that sends the form to the step "one" recipients. The property can also contain more that one step separated by a comma (e.g. "one, two"). If no value is defined, the object is always visible. The **Read-only** property works in the same way.

8 Monitoring

Your are in : Website administration > Status page [Back to website edition](#)

Framework Version	2.0.50727.1433		
SiteNote Version	3.1.1.1		
Website Version	0.0.0		
Log Directory	\\ic\ProtectedFiles\Logs		
User Application Pool	NT AUTHORITY\NETWORK SERVICE		

Test	Test Detail	Test Result	Status
Access	Read and update all the pages of the website	All pages were opened and saved with success	✔ Success
Access	Access security files	Access to the path 'C:\Documents and Settings\virtual\My Documents\Visual Studio 2008\WebSites\IC\ProtectedFiles\PermissionsSet.xml' is denied.	✘ Error
Access	Log Directory	Log File created and deleted	✔ Success
Access	Create new page	New Page created and deleted	✔ Success

Test	Test Detail	Test Result	Status
SMTP	Send an E-mail	Failure sending mail.	✘ Error
MSXML 4.0	Check if MSXML 4.0 is installed	Msxml 4.0 installed	✔ Success
Search	Perform a search test	No indexed pages	⚠ Warning

Test	Test Detail	Test Result	Status
Stats Database	Check File Existence	File not found	✘ Error
Stats Database	Stats File readable	No Stats File	✘ Error
Stats Database	Stats File updatable	No Stats File	✘ Error
Forms Database	Check File Existence	Forms File exists	✔ Success
Forms Database	Forms File readable	Read successful	✔ Success
Forms Database	Forms File updatable	Table creation successful	✔ Success

In case of malfunction of a feature of the site, a **status page** ([i Status Page](#)) available via the "Website Administration" toolbar can help the administrator identifying the cause of the problem. The sections on this page show the following information:

- Used platforms versions (Dot NBet Framework, SiteNOTE, etc.) and environment variables.
- Check tests on access to pages, security information and logs.
- Installation tests on Mail, MSXML and Search components
- Check tests on stats and forms features.