SiteNOTE

User's guide

Version 3.3.XXXX Rev 0 (11 march 2010)

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1 Introduction

Welcome to SiteNOTE user's guide, a simple and powerful solution to maintain web site content. With CrossFactory SiteNOTE CMS, 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. New modules are being developped and proposed as options or plugin (page comments control, Notifier module, …); do not hesitate to regularly check www.SiteNOTE.net website.

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. Creators and publishers may be the same persons, so this approval process is optional.

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 SSD 80GB+
- Operating system : Microsoft Windows Server 2008, .NET framework 3.5
- Web server: Internet Information Server (IIS) 7.5

2.1.1.3 Required server settings - constraints

For SiteNOTE to run properly, your server must comply with the following constraints:

- Session mechanism should be configured as "InProc". If your provider uses a session state server, SiteNOTE will not work properly.
- Application pools restart settings should be left as automatic. If your provider configures IIS to have the application pools restart frequently, for performance reasons for example, you will not be able to stay connected in the administration of SiteNOTE.
- If your provider modifies the default server's application Trust Level, due to security policies for example, SiteNOTE will not work.

2.1.2 Client (administrator)

2.1.2.1 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, Microsoft Internet Explorer 8

When using SiteNOTE for the first time as site administrator or editor, deactivate popup blockers on the site to enable SiteNOTE to work properly.

2.1.2.2 Configuration for Microsoft Internet Explorer 7 and 8

Microsoft Explorer 7 and 8 are 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** (uncheck the "HTTPS required" box if necessary).
- Close all the windows and restart Internet Explorer.

2.1.3 Client (visitor)

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

2.2 Installation package - procedure

SiteNOTE is provided as an installation package, a zip file in fact, that contains the setup files. To use SiteNOTE, you

need to have a web environment already setup, either on your own server where IIS 6 or higher should be installed including a new dedicated website already configured, or on your Internet Service Provider environment where you have FTP access. Domain name should already be configured on this website so that it can be used during SiteNOTE installation, which is required for SiteNOTE to run properly.

- Unzip installation file on your local disk.
- Upload all the unzipped files to the root directory of your website.
- Check that you are using Internet Explorer 6sp2 or higher, and that the security zone of your site is in "Trusted sites" or "Local Intranet" (See IE configuration settings chapter). You may have additional settings to adjust depending on your configuration.
- In Internet Explorer, access the installation page: http://www.mysite.com/default.aspx. A Welcome screen is displayed.
- Click "Next" to start the setup wizard. This can take a few minutes for files to be expanded. You will then be prompted to login. Use "install" as login and password.
- Follow the wizard steps, referring to contextual help for use of the different parameters to configure.
- Login into SiteNOTE using the credentials that you just specified in the last step of the wizard. This user is part of the "administrators" group.
- You are redirected to the default page of your website (actually, SiteNOTE startup/demo website), in the backstage/offline (".off") version.
- If you intent to use SiteNOTE' search engine in your site, do not forget to trigger an initial full indexing of the site's content (via the dedicated screen in the website administration) and to setup re-indexing settings appropriately.

Once you're logged in your site's administration zone, have a look in the startup/demo site; it already contains sample pages with controls and some explanations, as well as a page that lists most of the objects you can use while editing content. This last page will be very useful when you will start implementing your design and CSS rules.

2 Important notices :

- The root page (/default.aspx) should never be deleted or SiteNOTE will not work anymore. The root page is set by default as a "group" page that redirects to the language-localized default homepage.
- The demo site is provided with an initial content in the "en-us" folder, under the "en-us.aspx" homepage, localized then in english. You may need to create your site in another language, or have several language versions of your site. We encourage you then to use the international locale conventions for naming your folder/homepage (en-us, fr-fr, fr-be, nl-be, etc.) that you would create under the root page.

Remark: In SEO (Search Engine Optimization) context, SiteNOTE is provided with a ***robots.txt*** file, in which a reference to an automatically generated XML Sitemap is inserted. Depending on configuration settings, major search engines are "pinged" with this sitemap reference each time content is published on the site, to help in reindexing the content in search engines catalogs. Such "ping" system should be disabled while developing the site, by simply removing the sitemap ping references from the configuration settings.

For more information on the installation and operation procedures for a SiteNOTE website, please refer to the installation documentation.

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), sub pages index, sitemap.
- Other controls: search engine, authentication (private areas).
- Optional controls (on request): Page comments, Notification system, …

3.1.3 Site localization

SiteNOTE treats localized sites (several versions of the site in different language) 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 ("/default.aspx").
- 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.mysite.com/, the address of the administration site can be http://www.mysite.com/admin.aspx or http://www.mysite.com/default/en-us/admin.aspx. (applicable in any folder of the site in fact)

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 online demo web site are respectively admin/admin.

While installing SiteNOTE on your server the installation system will require that you login using install/install. You will then have to choose a new login and password associated with your email address. Afterwards, if you do not remind these, use your email address as login and click on the "forgot password ?" link.

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, Search engine administration, Interface that allows to put the site in the Maintenance Mode (not editable anymore) (the access to the forms data, broken links checks, and logs files management is performed via this screen as well), All Pages View, Website Configuration and Status page (monitoring). Templates Design is reserved to developpers 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, accessed via **Edit Layout** (   ) button.

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.

Depending on the settings related to the approval system and on the configuration settings of the website, the **Save And Publish** (   ) button may be available. This button allows immediate publishing of modifications done in the current page.

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 when the system is configured to use a two-steps page approval process, requiring to send an email to publishers. This email address is also used for the password reminder functionality available in the login screen, and in the publish window for users that have submitted pages for publishing. NB: the email address can be used as alternative login.

While SiteNOTE has its own user management system, it is possible to configure SiteNOTE to use other Authentication providers, like Microsoft Active Directory. Such provider can be useful for intranet configurations. SiteNOTE even handles automatic authentication (no need to login anymore) with such systems. For more information on this, please contact CrossFactory.

4.2 Groups

Each group of users contains 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 groups 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; they do not appear in the groups management screen.

Additionnally to these 3 predefined groups, SiteNOTE creates the **Administrators** group and insert in this group the default user that is created during the installation of the site.

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

- Based on administration roles: an "Editors" group for users who will update the contents, and a "Publishers" group for those 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

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 sub 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.
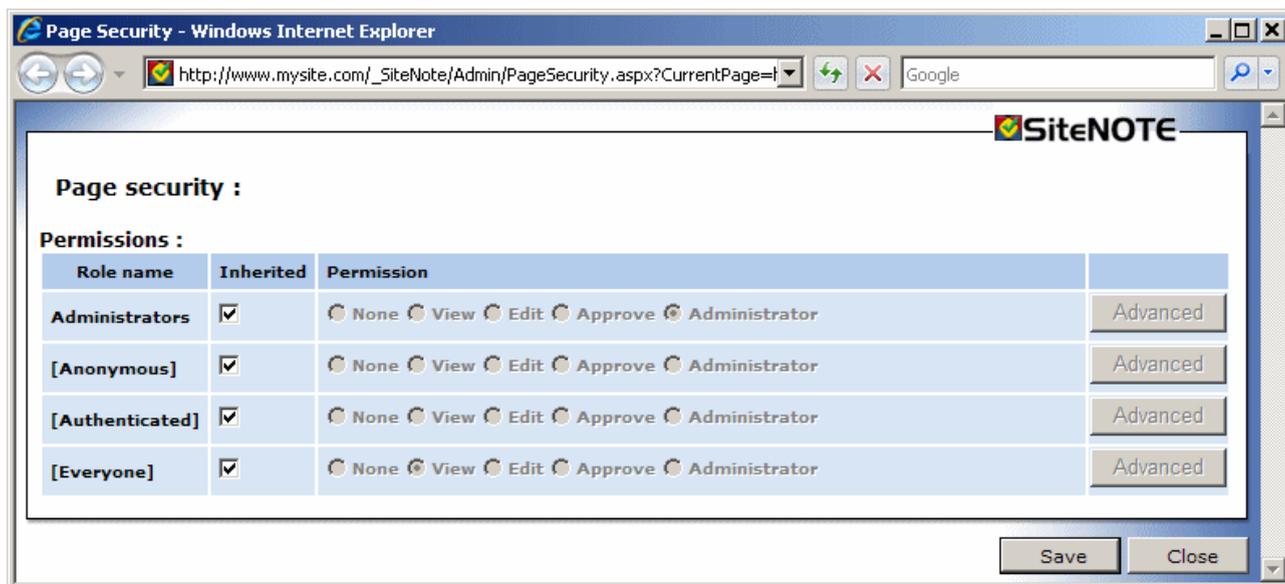
The page permissions management screen can be accessed by clicking the **Page Security** (🔒) button. The popup window shows a table containing the available groups and the roles related to each group: *None*, *View*, *Edit*, *Approve*, *Administrator*. Selecting a role actually defines a set of more detailed permissions, which can be viewed or changed by clicking the `Advanced` button.
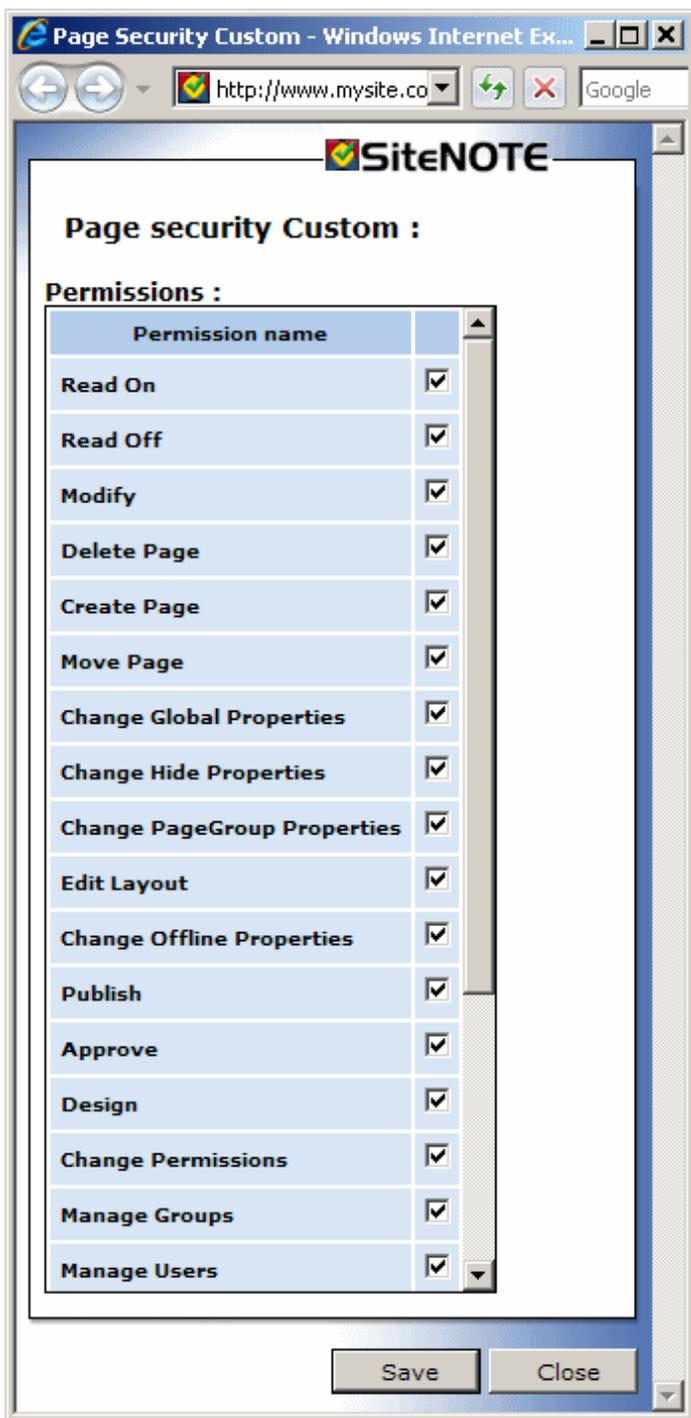
The checked boxes show the permissions given to the current user group. To make a certain action type forbidden for a user group, these permissions must be managed appropriately accross the several user groups, and particularly in predefined SiteNOTE groups: For example, if permissions are given for the "Everyone" group, all users will benefit of this permission even if they belong to a group where this permission has not been given. (Not enabling a permission for a group does NOT mean forbid this type of action for this user group)

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.
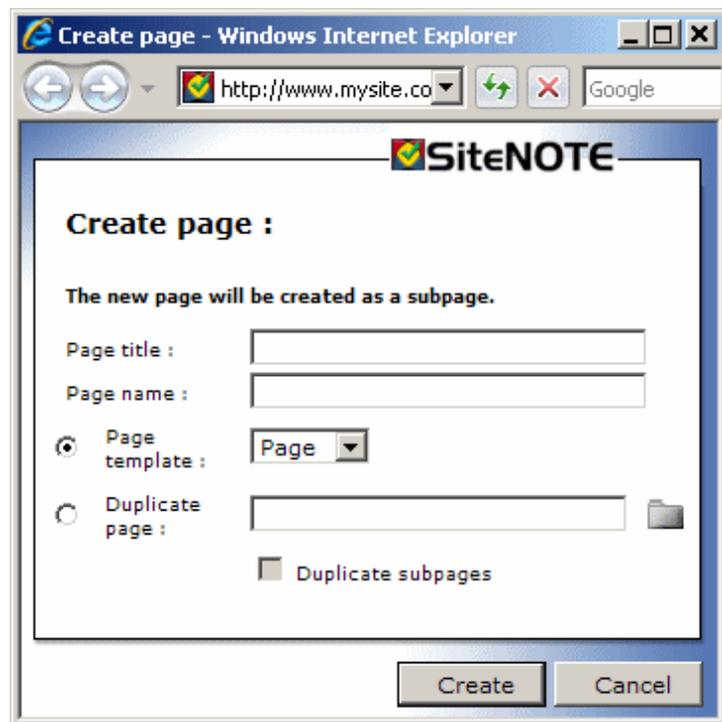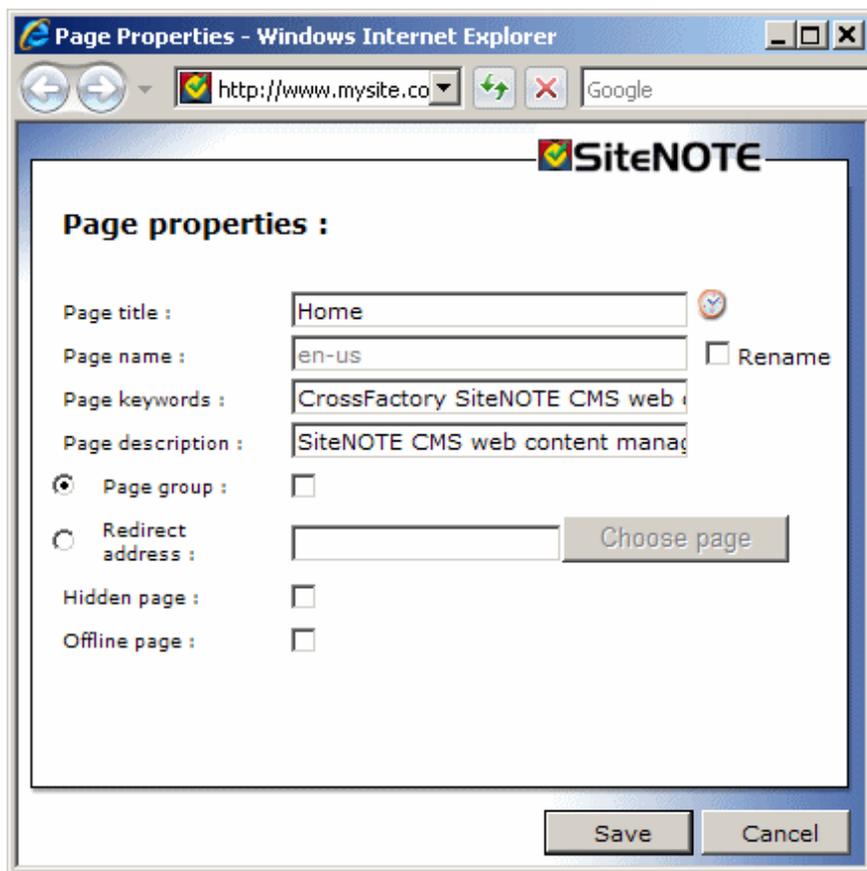

You should then input the following information in the page creation popup window:

- *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 only one template available. 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 the **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. This change requires publishing of the page to be visible online.

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 of the page content. These keywords, extracted from the content to focus the context of the page, are inserted in the appropriate meta tag in the HTML code of the page to give hints about the page content to search engines (SEO good practices).
- *Page description*: A textual description of the content of the page. This description in 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.

The **Page History** ( ) button shows a page listing the history of modifications of the page (See below).

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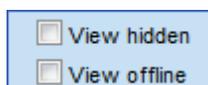
The left part of the toolbar contains two checkboxes: *View hidden* et *View offline*. If the boxes are checked, the editor can see the hidden or offline pages, respectively, in the site structure (menus and sitemap).

The hidden pages can also be visible or not in the "BreadCrumb" and "SubPagesIndex" page controls (See below).
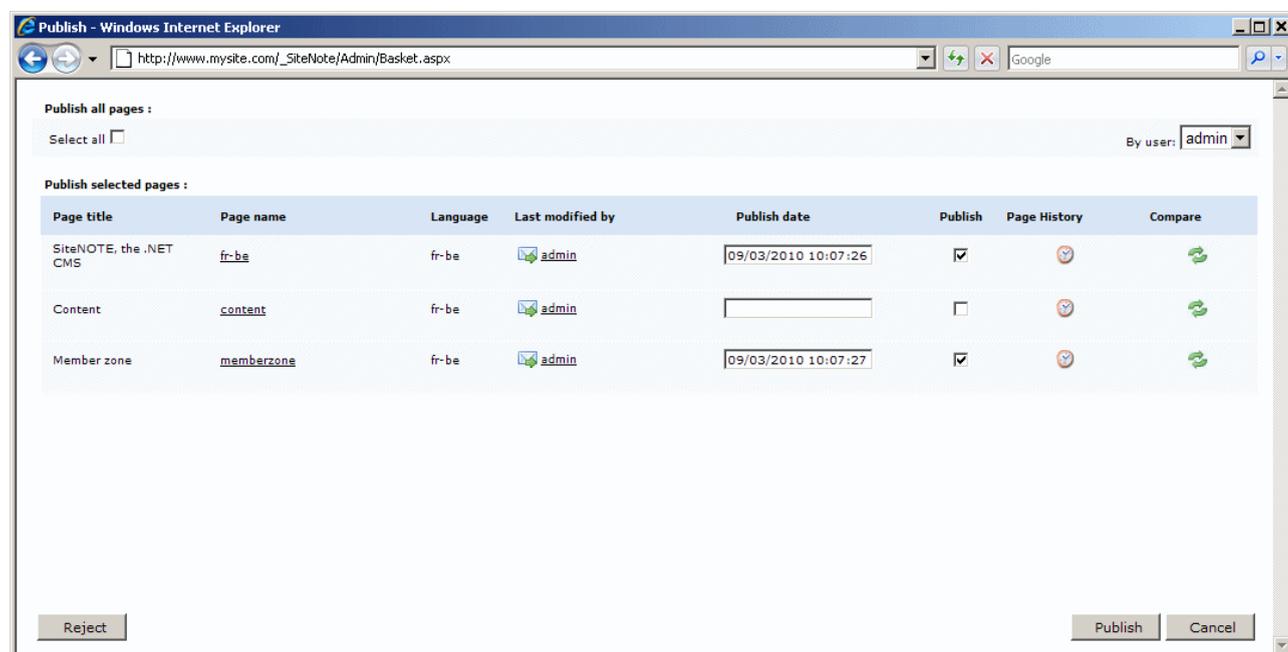
5.5 Change the permissions

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

The typical use case for roles and permission management is the creation of a private area or member zone. To setup such, here is the procedure :

- Before any other modification, ensure that a dedicated group of users exist for the "member zone" purpose, and that it contains users.
- Select or Create a page that will be the entry point for your member zone.
- Edit the Layout of the page to add a Login control (found under "Specific" category - See below for more information on the Login control) in the page, and edit the properties of this Login control to set the RedirectUrl and RedirectUrlIfAuthenticate properties to the absolute URL of the main page of the "member zone", that is usually the page below the one that contains your login control.(starting by "/"). Save (and publish…)
- Edit permissions of the main page of the "member zone" to deny access to "Anonymous" and "EveryOne" groups, so that only "Authenticated Users" will have access. Ensure that all pages of the "member zone" are below that main page and that security settings are inherited from that page as well. Save (and publish …)

5.6 Publish

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 navigation (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 (Voir plus loin).
- A link **Compare** ( ) to a window that displays the difference on the current page between the draft and the online version.

A drop-down box at the top right corner of the window allows filtering the list according to the users.

A **Select All** checkbox is located at the top left of the screen, that allows to select all the listed pages.

If a modification to a page is not correct and should be revised, the approver has the possibility to have this page

disappear from the list by using the *Reject* button.

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.

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

Page History - Windows Internet Explorer

http://www.sitenote.net/_SiteNote/Admin/PageHistoric.aspx?page   Google

SiteNOTE

Page history :

Page infos

Title	Home
Relative url	/default/en-us.off.aspx
Template	Page
Creation	Created by **admin** on **2/17/2010 4:00:00 AM**
Modification	Last modified by **admin** on **2/17/2010 6:12:47 PM**

Versioning

Choose version	17/02/2010 18:28:01
Actions	View Compare Apply Delete Delete all

Changes

Delete all changes :   Delete

Delete changes until :   [   ] Delete (dd/mm/yyyy)

Delete changes with type :   [Contents ▼] Delete

Date	Type	Modified by	Infos	Published by
08/03/2010 12:06:33	Contents	admin		admin
08/03/2010 12:00:03	Layout	admin		admin
01/03/2010 11:33:00	Layout	admin		admin
01/03/2010 01:23:06	Layout	admin		admin
01/03/2010 01:00:00	Contents	admin		admin
01/03/2010 01:00:00	Contents	admin		admin
01/03/2010 01:00:00	Layout	admin		admin
01/03/2010 01:00:00	Contents	admin		admin
01/03/2010 01:00:00	Contents	admin		admin
01/01/2010 01:00:00	Contents	admin		admin

Pages : 1 2 Next

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 correpond 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 the 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.
- *Delete :* delete an old version of the version history. The *Delete All* button deletes all the versions history of the page.

It is also possible to delete the details about the changes done by the users on each version, either according a date, or on a change type, or also to delete all the changes history.

6 Content management

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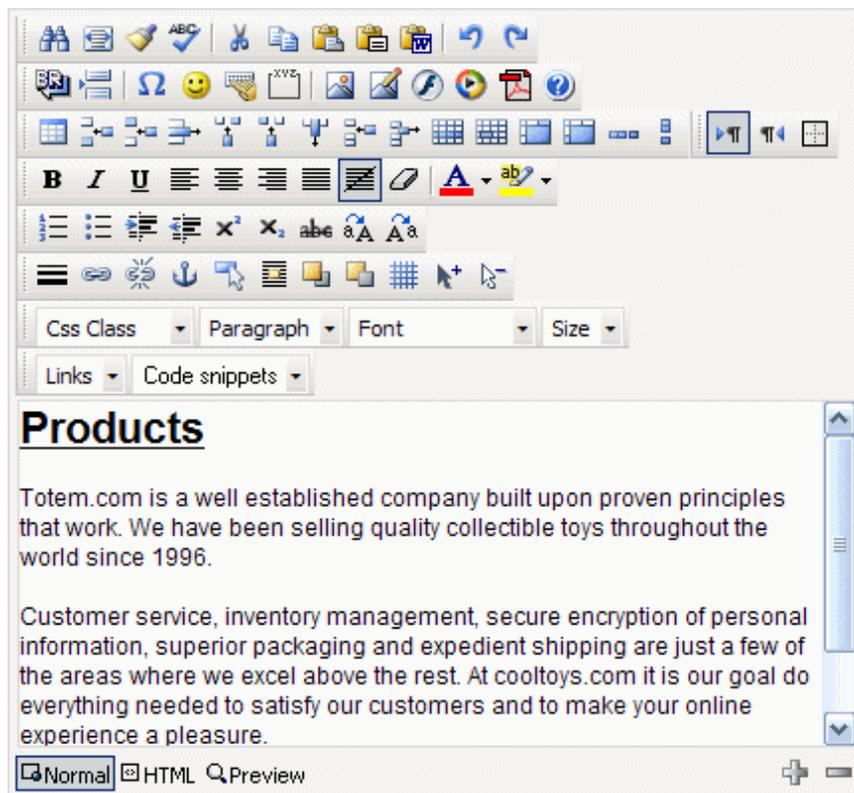
The HTML editor lets you edit the page content with no limitations. You don't need to know HTML to use the editor for simple tasks, but some operations like advanced table or style management require HTML and CSS knowledge

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.

Such control can be used in a separate page template if needed, to allow editors manage the content of the page totally freely, even if such usage should be very specific and not encouraged.

Notice : when the HTML editor is used as an element of a structured content (see below), it is mandatory to click out of the editor before being able to save the page.

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 (pink highlight, and the object's name is displayed on a yellow background at its top right corner). 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 Before**: 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.

This page was created by adding a subpage to the (parent) page named "Content". Creating pages adds pages at a level below the current one.

When a page is created, it normally contains by default a Structured Content Control (XML Editor). This control displays the page title, and a first section, with a section title ad a paragraph by default.

| Paragraph |
| Insert before ... |
| Insert after ... |
| Delete |
| Copy |
| Properties |

The following list is the set of immediate subpages of t___s. It is automatically generated by the "SubPagesIndex" control that is insert___ of this page:
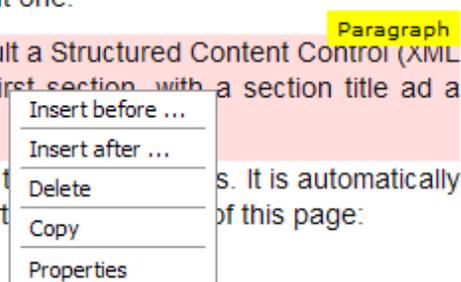
6.2.2 Add an object

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**, **free-style content (HTML)**, **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 **Hightlight** 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:firstname.lastname@mysite.com**).
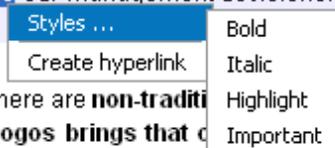
6.2.4 Change properties

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. Any 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. The **tootip** property allows to provide additionnal information related to the file, for example: if the file name is used as text for the link, it may be useful for better understanding or SEO purposes to provide some contextual information about the file in the tooltip.

It is also possible to determine if the link to the file must be placed inline with the preceeding text, or on a new line. In this latter case, an icon related to the file type (if known) is displayed in front of the file link.

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 Lists

SiteNOTE handles 2 "list" content items:

- **List of Paragraphs:** Easy and most common list that contains only paragraphs, and that allows to add items using the same way as paragraph (via the context menu or simply using the "enter" key)
- **List of Objects:** This kind of list may contain several types of content in each list item, among which paragraphs and lists of paragraphs but also File links or pictures or even sub lists of objects for very structured contents.

You can modify the style of the bullets (circle, disc, number ...) using the properties of the lists.

Notice : to delete a list that contains only one paragraph, do not just delete the text of the paragraph, but rather use the contextual menu on the list to delete the list itself.

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.

To test this object, it may be necessary to adjust Internet Explorer's popup blocker parameters.

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 objects. 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. For example, this is the case for the **Popup page** described before.

7 Additional modules

SiteNOTE proposes several additional modules. These are listed in the Edit Layout screen for each page. Using the Edit Layout, these controls can be inserted in pages. They can also be inserted in default page templates when developing the site. Custom controls may also be created by developpers, that will extend this list.

7.1 Sitemap

The *sitemap* is usually accessed via a button or link located on every page, in the navigation bars in general. The control that is inserted in that page 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 "BreadCrumb" or SitemapPath

The *SiteMapPath* control is generally part of the site's page template. Usually located at the top of the content of the page, it gives the navigation path of the page, and allows to navigate to parent pages. This helps locating a page in a site that contains a lot of pages.

This control can also be inserted/removed in/from pages using th edit Layout mode.

7.3 Sub Pages Index

A *SubPagesIndex* control is available in the *navigation* section of the insertable controls in the Edit Layout of a page.

This control simply lists the immediate subpages of the page where this control is inserted. Using its only property, it's possible to configure it so that it takes into account hidden pages or not. This control may typically be used as an alternative way to navigate in a section, that may be located far in depth in the site structure, and so for which the use of the main navigation would be difficult. Another usage example would be to index similar subpages of an "index" page for a section such as a list of "how to's" in a help section.

This control is a custom SiteNOTE control, a CS class, and its source code is located in the /APP_CODE folder of the site. It demonstrates somehow one of the 2 ways to make custom controls for SiteNOTE.

7.4 Search engine

The search engine crawls through all the pages and the files (MS Office, PDF, etc.) 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.

The search engine is setup to re-index automatically the content of the website, either on a regular schedule or at each publishing of content, depending on the site's configuration settings.

This feature consists in 2 controls that can be added in a page, via the Edit Layout interface : the *SearchInput* and the *SearchOutput*. These 2 controls may be added in the same page, and you can have an additionnal SearchInput control in another page, the Home page for example, or in the header of the site.

The *SearchInput* control can be configured using the following properties:

- *DisplaySuggest:* determines if suggestions should be displayed while entering a criteria in the search box.
- *DisplaySuggestPageCount:* determines if counts of results per suggestion should be displayed while entering a criteria in the search box.
- *MaxSuggestCount:* Maxium number of suggestions to be displayed when entering a criteria in the search box. Default value is 10.
- *SearchButtonType:* type of submit button : it can be Button, ImageButton or LinkButton.
- *Text:* Text used on the Button or LinkButton if used. Default value is "Search".
- *ImageName:* URL of the image to use for the ImageButton if used.
- *OutputPage:* Page that contains the SearchOutput control. If left blank, current page is used.
- *ScopeCategories:* According to the scopes defined in the configuration files for the search engine, queries can be limited to sub parts of the site.
- *ScopeDisplayCategories:* The way scope categories should be presented. Possible values are Checkbox or Dropdown.
- *ScopeCategoriesCSSClass:* CSS class for displaying Scope Categories. Default value is "ScopeList".
- *SearchInputCSSClass:* CSS Class for displaying SearchInput control. Deault value is "searchInput".

The *SearchOutput* control can be configured using the following properties:

- *AllowPaging:* determines if paging is allowed, for displaying many search results.
- *PageSize:* Max number of results per page, if paging is used. Default value is "20".

- *FirstPageText:* Text of the link that allows to go to first results page, if paging is used. Default value is "First".
- *LastPageText:* Text of the link that allows to go to last results page, if paging is used. Default value is "Last".
- *NextPageText:* Text of the link that allows to go to next results page, if paging is used. Default value is "Next".
- *PrevPageText:* Text of the link that allows to go to previous results page, if paging is used. Default value is "Prev".
- *HeaderFormat:* Template for the text on top of the results list. Default value is "Results [FirstIndex] - [LastIndex] of [ResultCount] for [SearchTerms].".
- *FooterFormat:* Template for the text at the bottom of the results list. Default value is "Result Page: [FirstPageText] [PrevPageText][PrevPageImage] [PageLinks]   [NextPageImage][NextPageText] [LastPageText]".
- *NoDocumentsFoundFormat:* Template for the text when no result is found for the search criteria. Default value is "Your search - [SearchTerms] - did not match any documents.".
- *PageLinkCount:* Max number of page numbers to be displayed in pager, between Next and Prev. Default value is "10".
- *PageLinkCssClass:* CSS class to apply on page numbers in pager, except current page, if paging is used. Default value is "searchLinkCssClass".
- *PageLinkSeparator:* Separator between page numbers in pager (ex: vertical bar "|")
- *HeaderClass:* CSS class to apply on the template for the text on top of the results list. Default value is "searchOutputHeader".
- *TitleCssClass:* CSS class to apply on each search result title. Default value is "searchTitleCssClass".
- *TextCssClass:* CSS class to apply on each search result content extract. Default value is "searchTextCssClass".
- *HighlightCssClass:* CSS class to apply on the search criteria displayed in each search result content extract. Default value is "searchHighlightCssClass".
- *UrlCssClass:* CSS class to apply on each search result URL. Default value is "searchUrlCssClass".
- *FooterClass:* CSS class to apply on the template for the text at the bottom of the results list. Default value is "searchOutputFooter".
- *CurrentPageLinkCssClass:* CSS class to apply on current page in pager, if paging is used. Default value is "searchCurrentPageLinkCssClass".
- *CSSClass:* General CSS class for the search output table. Default value is "searchOutput".

7.5 Forms

7.5.1 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.

7.5.2 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 Item*s. *Form Item*s 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. The *Redirect* property of the submit button determines if the user that registers is automatically logged in the corresponding restricted area or not.
- *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.

It is possible to configure a form, via the properties of its **Submit** button, to allow a confirmation email to be sent to the user that submits the form (**autoReply**). Notice that it is required that the form contains an "email" type field (named Email) to identify the sender.

To configure this, do the following:

- On the form's submit button, set the value of the **autoReply** property to "yes"
- In the form confirmation page, edit layout of the page to insert an **AutoReply** control, in the main content for example. Save the Layout of the page.
- Edit the page, and type the content of the auto-reply email using the structured content editor for the **AutoReplyContent** element.
- Edit the properties of the **AutoReplyContent** element and set the **mailSender** to the email address that will appear as sender of the autoreply email, and the **mailSubject** to the subject of the autoreply email.
- Save and publish.

The form submission triggers the following processes:

- An email is sent to the recipients chosen in the **Step recipients** field.
- An email is sent to the submitter of the form if the **autoReply** function has been setup.
- 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**.

7.5.3 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.

7.6 Login (members area)

A Login control is available in SiteNOTE. This control allows mainly to setup private areas and manage access to these.

As for the other controls, it can be inserted in a page using the edit Layout mode.

The following properties can be adjusted when editing layout:

- **AlignMode :** determines how the boxes and the button are displayed. The possible values are he following:
  - [empty] or **vertical :** the textboxes and the button are vertically aligned, as for the SiteNOTE login screen.
  - **horizontal :** all items are aligned on the same line.
  - **mixed :** texboxes are vertically algned but the button is placed besides the textboxes.

- **ImgURL :** The URL of the image to be used as login button. By default: _Sitenote/Admin/Images/Login/SitenoteLoginBtn2.gif
- **InAdminMode :** this checkbox is used to make the form handle authentication with SiteNOTE administration separately or not (when the user authenticates in SiteNOTE administration, he may be authenticated for the mmbers zone as well or not)
- **LoginText :** text to display in front of the login box
- **PasswordText :** text to display in front of the password box
- **PasswordReminder :** checkbox enabling or not the password reminder link. This link appears below the login

form and allows the user to receive a password reminder email. The mail is sent to the login or email address used in the login box of the form. Sender of the mail will be the default sender as defined in the parameters of the site.

- *PasswordReminderEmailSubject :* subject of the password reminder email.
- *PasswordReminderEmailDescription :* introductory text of the password reminder email.
- *PasswordReminderEmailSign :* signature of the password reminder email.
- *PasswordReminderText :* text of the password reminder link.
- *RedirectURL :* Page URL where the user will be redirected to when he is authenticated by submitting the form. Possible values are:
    - [field left empty] : by default, the user is redirected to the rootpage, except if there is a redirection parameter in the page's querystring, to which the user will be redirected in such case.
    - *"Root" :* the root page of the site.
    - *"Current" :* the current page.
    - [my URL] : a user-defined page URL, generally located below the login page, and on which page permissions have been managed to allow access to authenticated users only. Rem: This URL should not start with the application's path and "/" (ex: your site is hosted in "mysite.com/mymainfolder/", then the form's page URL should start with "default/en-us/ …")

- *RedirectURLIfAuthenticate :* Page URL where the user will be redirected to, when he accesses the page that contains the login form while he 's already authenticated. Rem: This URL should not start with the application's path and "/" (ex: your site is hosted in "mysite.com/mymainfolder/", then the form's page URL should start with "default/en-us/ …")
- *LogRedirect :* URL of a page that contains a form that allows the user to manage his profile. When this property is filled-in, a "Edit Profile" link appears in the login control when the user is authenticated. Usage is as follows:
    - Create a form that contains a *form item : member registration* and for which the "Current" property of the "Step Recipient" objects is set to "true". Warning: if the "step recipient" object does not expose the "current" property, this must be replaced by a new one so that this property appears. (compatibility reason for old forms)
    - Set the form's page URL in the *logredirect* property of the login control (ex : default/en-us/form.aspx)
    - When the user clicks on the "profile" link, he is redirected to the form with pre-filled fields and he can modify it as he wishes. (NB: to avoid that the user is redirected each time to a confirmation page when he saves the form, the property "confirm page" of the submit button of the form should be left empty)

Notice that, in case of 3 consecutive unsuccessful logins, for a known user, the user account is temporary disabled/locked. This prevents "robotizing" login attempts. Account is unlocked after 10 minutes, or as soon as the IIS application pool is restarted.

7.7 Image gallery

A dynamic image Gallery control is available in SiteNOTE. This control allows the editor to insert, in editing mode, a set of images (JPEG only) together with a descriptive text, either sequentially, or as a bunch of images with a single click for big galleries easier management.

In most cases, use of this control is done in conjunction with a specific page template, so that the user may create an image gallery directly and easily, without the need to care about editing the layout of the page, and without the need to care about other content types that may be inserted in such page.

The following properties of the *Gallery content* allow to adjust display of this control

- *Max. image width:* max width in pixels of the image that is displayed in the control.
- *Thumbnails position:* the position of the image thumbnails (top, bottom, left,right) versus the position of the image itself.
- *Text color:* the color of the text, in Hexadecimal RGB value (format : #RRGGBB where RR, GG, BB are the darkness of the red, green and blue colors, ranging from '00' to 'FF').
- *Picture border color:* the color of the border of the picture, in RGB format.
- *Picture border width:* the width in pixels of the border of the image.
- *Thumbnail rows:* the maximum number of thumbnails rows to display on the page.
- *Thumbnails columns:* the maximum number of thumbnails columns to display on the page.
- *Background:* determines if a background color is to be used.
- *Background color:* the background color, in RGB format.

7.8 Pages Comments

SiteNOTE proposes a control that allows to add comments in pages, generally setup at the bottom of pages, similar to those that can be seen on many editorial or news sites.

This control can be added in a page via the Edit Layout Mode. It comes with its own set of permissions: *Add Comment* and *Remove Comment* that must be customly managed per applicable user group.

Comments are simply listed chronologicaly, and it is not possible to edit a previously posted comment. Creating a comment is done using a simplified version of the HTML Editor, also used for editing the free-style content.

This control has the following properties:

- **AddCommentButtonText:** Label fur LinkuButton. Default value is "Add".
- **CommentAddLabelText:** Label displayed in front of editor. Default value is "Add new comment: ".
- **CommentSummaryCreationDateText:** Template for comment's creation date. Default value is "%creationDate%".
- **CommentSummaryTemplate:** Template for summary of comment. Default value is "%creationDate%
%content%
<label class="commentSummaryCreatedByClass">By %userInfos%</label>
".
- **DateFormat:** Default value is "dd/MM/yy HH:mm".
- **DeleteCommentButtonAlert:** Text for the warning before deleting a comment. Default value is "Delete Comment - Are you Sure ?".
- **Text for unauthorized user:** Proposed value is "Comments authoring is restricted to authenticated users."

8 Configuration settings

A **Configuration settings page** (![Configuration]) allows to adjust parameters of the site and of SiteNOTE. This page is available only for site administrators.

Settings wil not be described one by one in this document; each of them is described in the contextual help available in the screen by hovering the **help icon** (![help icon]).

Take care that applying modifications in settings restarts the web application, and so, all users will be disconnected at that time.

9 Monitoring

In case of malfunction of a feature of the site, a **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 Net Framework, SiteNOTE, etc.) and environment variables, like the total size of the website on the server.
- Check tests on access to pages, security information and logs.
- Installation tests on Mail, MSXML and Search components
- Check tests on forms features/Database.

10 Additional resources

In case you do not find the information you're looking for in this guide nor in other specific SiteNOTE documents, check www.SiteNOTE.net website, especially the FAQ section. If you still do not have the required information, get in touch with CrossFactory.