Luminis Content Management System (LCMS): User Guide for Content Contributors and Content Managers – V 3.4

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Content Contributor Tasks

Purpose
This section provides information about how content can be viewed and created, including procedures for creating and modifying content.

Objectives
At the end of this section you will be able to

- describe the Site Studio interface
- perform Site Studio basics
- describe the purpose of Site Studio editing
- search for, create, and modify content
- edit existing Web page and other types of content
- create and manage components

Audience
This section is designed primarily for users who are accessing the system as Content Contributors for one or more sites.

VIEWING CONTENT

Authenticated users can log in to Site Studio to browse WIP, Staging, or Approved versions of sites to which they belong, and access the files, images, or other documents that make up their site's Web pages. As users browse WIP sites, they are even allowed to edit content for which they have permissions or have been assigned tasks. When users access Site Studio to view their site's Web pages and supporting content files they are said to be viewing content in Site Studio, because the lists of Web pages and files that are presented do not naturally suggest how they interrelate.

The following section provides procedures for viewing content Site Studio, and for using Site Studio to get more detailed information about content files.

Site Studio Login
Upon accessing the Site Studio application, you will see a list of the sites that you are allowed to access as dictated by your role or authorization level in the system. Depending on this role, you may perform a number of activities within the site, from importing externally created files to creating new pages for your web site(s). Regardless of your role, all individuals who have access to a site are allowed to view the content elements maintained by the site.

When you view site content through the menus and file lists that are provided in Site Studio, you do not have a visual indication of how the pages are going to render in a browser. Consequently, when you work with content in Site Studio, you always need to view the content on the WIP server before submitting for approval.

You can

- Access Webview files.

- Resort content.
- View content properties.
- View and access content versions.

Access Webview files

All content that is published for a site is maintained in a Webview.
A site may have more than one Webview, depending on

- The type of content that it maintains.
- Where that content is being published.
- The intended audiences for the content.

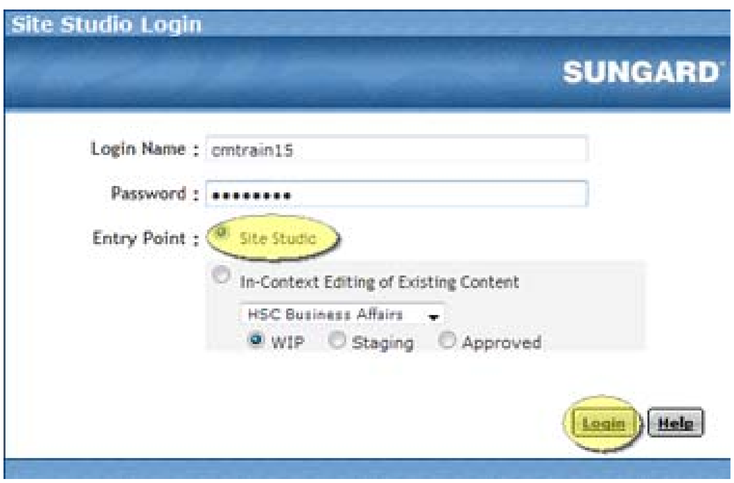
Basically, a Webview is a folder where the Web pages, images, and supporting files are stored. Within the Webview, subfolders may be created to more logically store content elements. Example: A Webview may have subfolders dedicated to images, PDFs, and Word documents, all of which are used as supporting elements for its Web pages.

Procedure

Follow these steps to view content Site Studio, if you must access a Webview within a site.

Steps

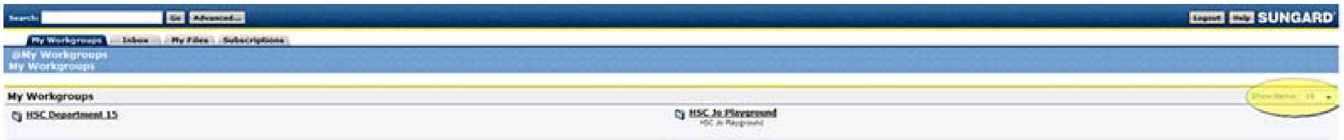
1. Open your Internet browser.
2. Enter the URL for the machine upon which the Site Studio is hosted. https://lcms.ttu.edu/lcms
3. From the login menu, enter your **Login Name** and **Password**.
4. Click the **Site Studio** radio button.
5. Click **Login**.



You will see the Site Studio application presenting four tabs.

- My Workgroups
- Inbox
- My Files
- Subscriptions

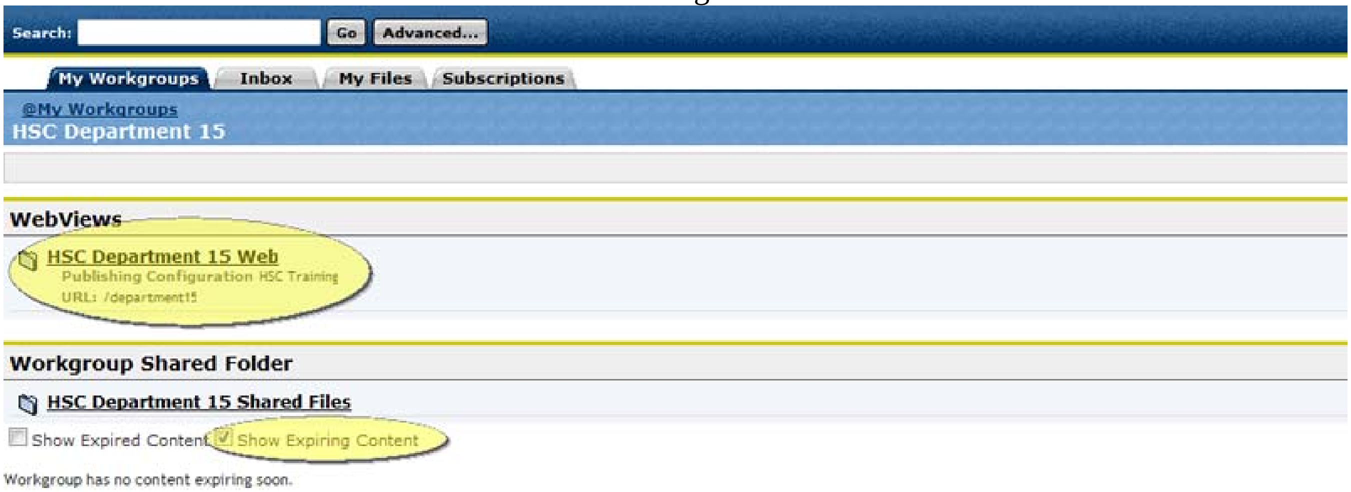
6. If not already selected, click the **My Workgroups** tab. You will see a list of the sites to which you have access.
7. Using the tools provided to page through the display list, locate the site containing the content you want to view.
   Note: If there are a number of sites listed, you can skip to subsequent and previous pages by using the following menu.



- Previous (<) and Next (>) buttons: Allow you to step backward and forward one display page at a time.
- The First (|<) and Last (>|) buttons: Allow you to go to the first and last page displays, respectively.
- To advance to a specific page, enter the page number in the data entry field and press **Enter**.
- You can set the items to display on the page at 10, 50, or 100.

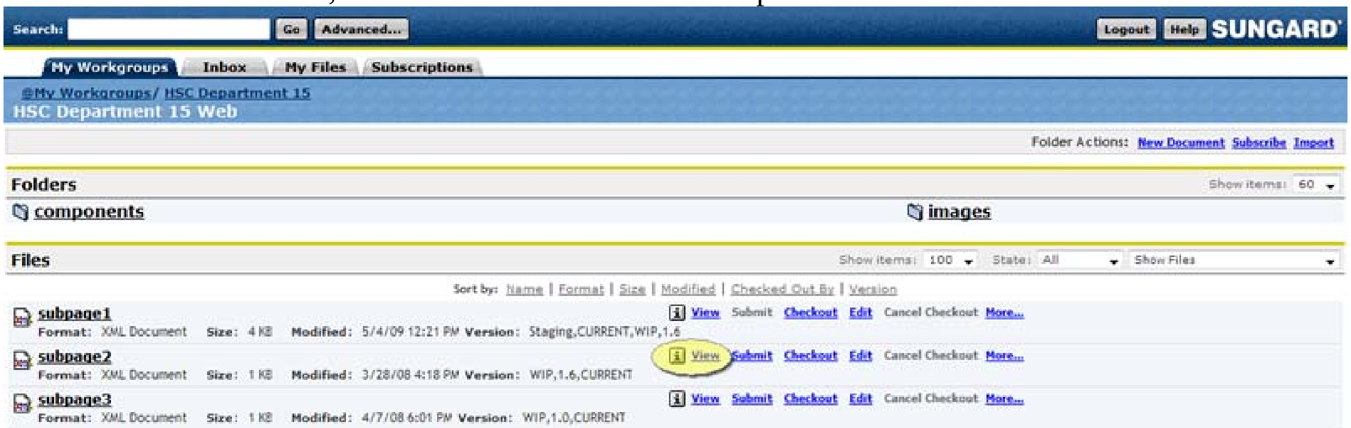
8. Click the site folder.

   Note: You will see a screen similar to the following that illustrates the Webviews.



9. Note that Show Expiring Content is checked. By checking this box Site Studio will display a list of any content that is going to expire, which will allow you to edit, save, and submit the content. From the list of Webviews displayed for the site, click the Webview that contains the content you want to view. You will see a list of folders and files contained in the Webview similar to the following that constitutes content that is published for the site.

10. To view a content file, click the filename or the **View** option next to its name.



If the content that you are viewing is a Web page, you will see it framed within the Site Studio application similar to the following screenshot.

Notice the toolbar options across the screen. From here, you can go back into the Site Studio, Log completely out of LCMS, or Edit This Page if you have permissions to do so. Also notice the addition of the Tools dropdown list. The following options are available from the Tools:
Render content in state – pushes changes as a Title change, layout change, etc to the production server.
Properties – shows all properties of the page and allows you to change the title or the layout if you have more than one layout in your webview, as well as set the expiration date.
Import – allows you to import an image or document to the folder you are currently located.
Create Document – allows you to create a new page in the folder that you are currently located.

If you wanted to view or even edit a file such as an image or a supporting document, you can click its filename or the appropriate menu option and Site Studio will try to launch the program for which it is associated.

Example: If you were trying to view a Word document, Site Studio might launch Microsoft Word. If you were trying to view an image file, it would try to open the photo editing application that was set up to handle the file type, such a Microsoft Photo Editor or Adobe Photoshop.

If you are trying to view or edit a file for which there is not registered application, you will see an option that allows you to pick the application to use to open the file.

Re-sorting content

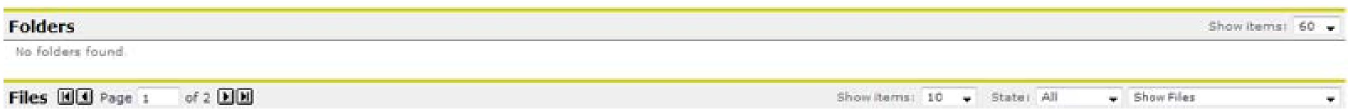
When you click a Webview or one of its subfolders you will see a list of its files. There may be times when you are presented with a large number of files for which the list encompasses many pages.

By default, all files are presented in alphabetical order, but you can resort the display in many ways to help locate a particular file, including

- Advancing through the page display.
- Increasing and decreasing files per page.
- Filtering on a file state.
- Re-sorting based upon key attributes—name, publishing configuration, modification date, who has checked out the file, or version.

Re-sorting content: advancing through page display

If there are a number of pages and files in a Webview, you can skip to subsequent and previous pages by using the following menu.



- Previous (<) and Next (>) buttons: Allow you to step backward and forward one display page at a time.
- The First (|<) and Last (>|) buttons: Allow you to go to the first and last page displays, respectively.
- To advance to a specific page, enter the page number in the data entry field and press **Enter**.

Re-sorting content: increasing/decreasing files per page

By default the Site Studio application will list ten files at a time on a given display page. To increase or decrease the number of files that display on a single page, you can use the drop-down menu which appears in the right-hand corner of the Site Studio application above the display. The choices for the Show items drop down are 10, 50, and 100 files.

Re-sorting content: filtering on file state

By default, the display will list all Web pages and files in the Webview. However, there may be times when you want to quickly list only documents that are in a certain state, such as Approved or Expired. To filter the display list to view only documents in a certain state, use the State dropdown menu shown in the screenshot below.

- State – You can use the State options to reorder the display to group files by their state and then present these groupings alphabetically ascending or descending by the name of the state. This System supports Five States
  - WIP – Any files that are currently being edited will be in the Work in Progress state.
  - Staging – After files are submitted, they remain in the staging state until approved.
  - Approved – A file that has been approved will be activated right away unless it's effective date is set into the future.
  - Active – Once approved, a file will remain active on the Web site from its effective date through its expiration date.
  - Expired – After a page expires, its content is no longer viewable on the Web site.

Re-sorting content: sorting by key properties

Each Web page or file contained in the Webview will posses properties, such as a name, modification date, what publishing configuration it belongs to, its state, and the like. In the display list, you will see a number of key properties listed for each file. You can use the following options that appear above the display list to filter and resort the display based upon these key properties:

Sort by: Name | Format | Size | Modified | Checked Out By | Version

Option Description

- Name - Allows you to sort the list alphabetically by name either ascending or descending as necessary.
- Format – Allows you to sort the list based upon the publishing configuration to which the files belong. Publishing configurations relate to the actual Web servers where the active Web pages and documents will be published.
- Size – Allows you to reorder the display list by the size of the file or Web page, either smallest to largest or visa-versa.
- Modified - Allows you to reorder the display list to view the files or Web pages by the date of their last modification, either most recently to least recently or visa-versa.
- Checked Out By - The Checked Out By options allow you to reorder the display to group all files by the user who currently has them checked out and then present these groupings alphabetically ascending or descending by name of the user.
- Version – This will sort the files by version number either lowest to highest or highest to lowest.

Viewing content properties

Each file and Web page managed by Site Studio possesses a number of properties that are used to identify the object, help manage its state and where it is published, and to help identify who can modify it. As illustrated previously, some of the key properties for each file and Web page can be seen in display lists presented as you open Webviews or other folders. However, you may need to view properties for a Web page or file that is not immediately visible in this display information.

Procedure

Follow these steps to view all properties for a given Web page or file.

Steps

1. Open your Internet browser.
2. Enter the URL for the machine upon which the Site Studio is hosted. https://lcms.ttu.edu/lcms
3. From the login menu, enter your **Login Name** and **Password**.
4. Click the **Site Studio Entry Point**.
5. Click **Login**.

   You will see the Site Studio application presenting four tabs.

   - My Workgroups
   - Inbox
   - My Files

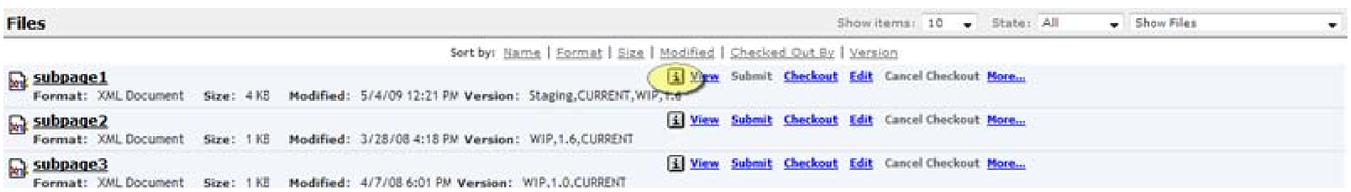
- Subscriptions

6. If not already selected, click the **My Workgroups** tab.

   You will see a list of the sites for which you have access.

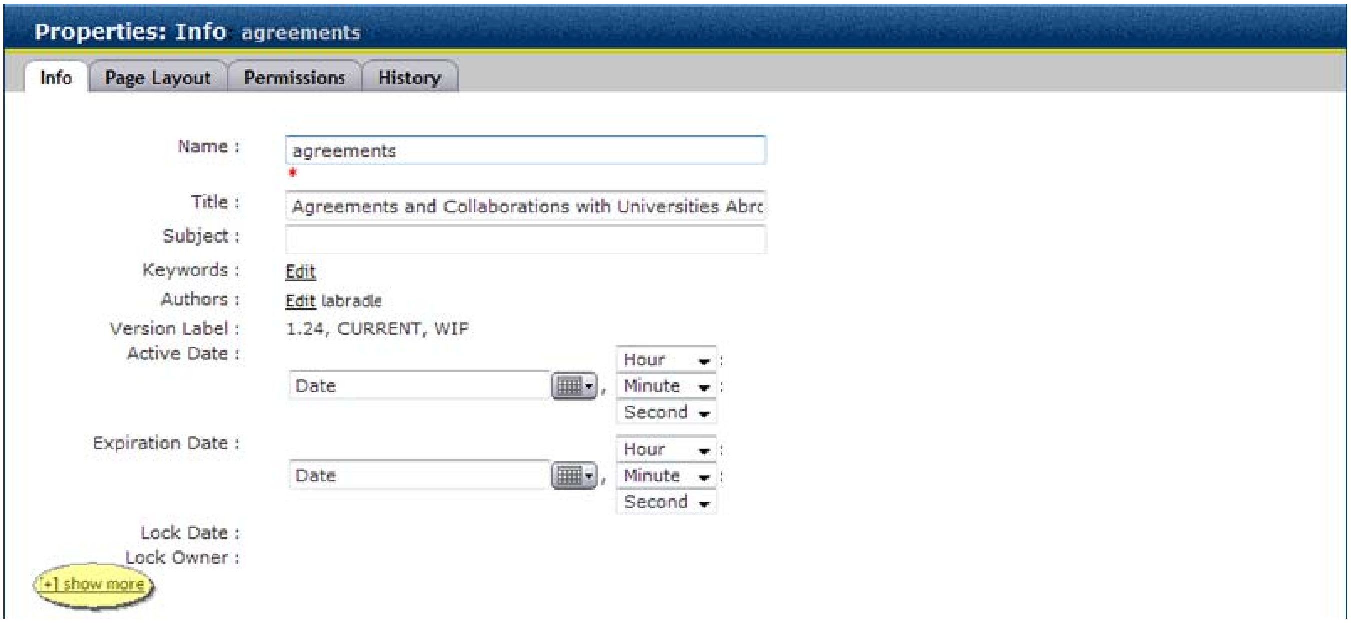
7. Using the tools provided to page through the display list, locate the site containing the page or file whose properties you want to view.
8. Click its folder.
9. From the list of Webviews displayed for the site, click the Webview that contains the Web page or file.

   You will see a list of files contained in the Webview similar to the following that constitutes content that is published for the site.

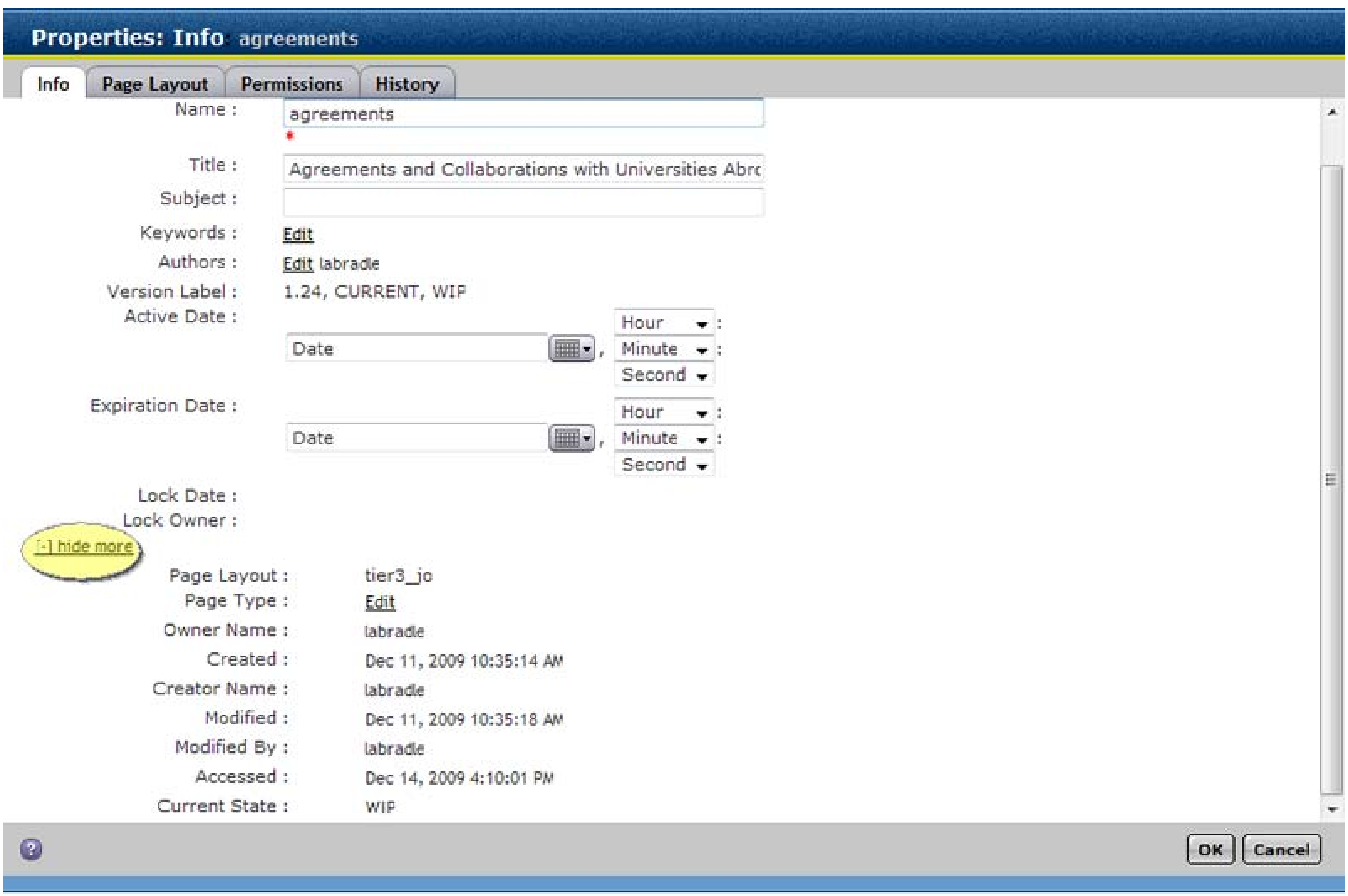


10. To view the properties of a content file, click the **Information** icon (**i**) next to its name. You will see a properties screen similar to the following that lists
    - the content file's name
    - the Title of the content file
    - the subject of the content file
    - any keywords that might be defined for it to aid search engines
    - the Authors that have edited or created the file
    - the version label that indicates its revision and state
    - the active date when if approved it can become active
    - the expiration date when it will be removed from an active Webserver and be placed into the Expired state
    - the lock date if the file is locked
    - the lock owner if the file is locked

11. To view additional properties, click the **show more** link.

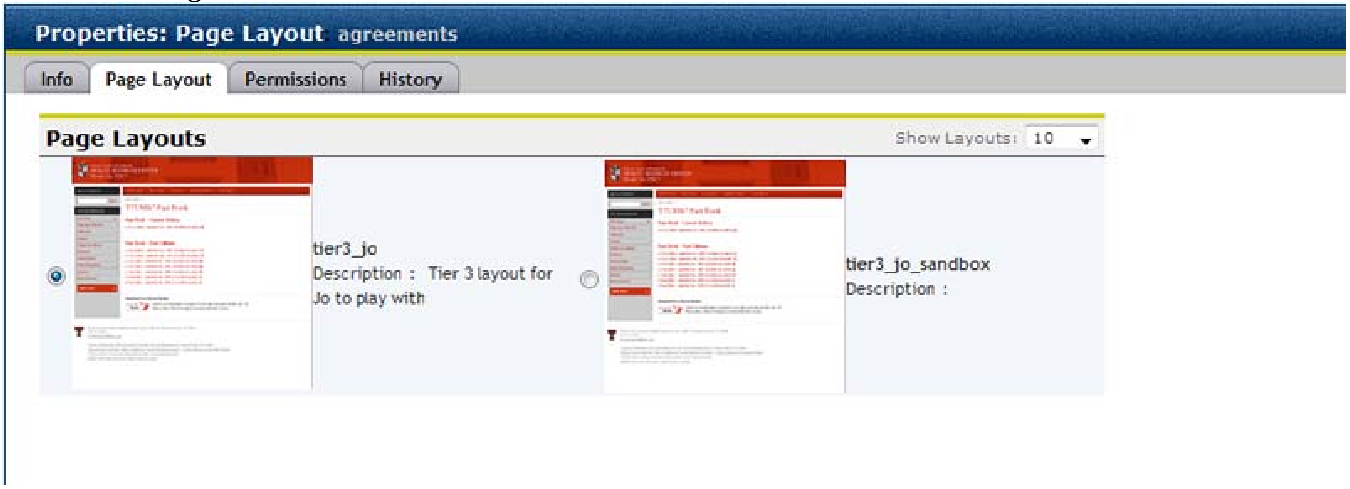


You will see a screen similar to the following that lists additional properties.



The properties that are displayed in this additional section vary depending on the type of content file. Typically, these properties are not editable.

In addition to being able to display the properties of a page or file, you can now change a layout on a web page file by clicking on the layout tab. Once the layout tab is chosen, you will see a screen similar to the following.



From here, you can choose a different layout for your page. This is only if you have more than one layout for your webview.

WORKING WITH CONTENT VERSIONS

When users create a content file, it exists as an initial version, typically 1.0. Subsequent modifications to the file will cause it to be reversioned. If the modifications are minor, the content file can be reversioned by incrementing the number to the right of the decimal point. If the modifications are major, the content file can be reversioned by incrementing the number to the left. The Site Studio application preserves all versions, major and minor of every content file.

View Content Version

Procedure

Follow these steps to view or access previous versions of a content file.

Steps

1. Open your Internet browser.
2. Enter the URL for the machine upon which the Site Studio is hosted. https://lcms.ttu.edu/lcms
3. From the login menu, enter your **Login Name** and **Password**.
4. Click the **Site Studio Entry Point**.
5. Click **Login**.

   You will see the Site Studio application presenting four tabs.
   - My Workgroups
   - Inbox
   - My Files
   - Subscriptions.

6. If not already selected, click the **My Workgroups** tab.

You will see a list of the sites for which you have access.

7. Using the tools provided to page through the display list, locate the site containing the page or file whose properties you want to view.
8. Click its folder.
9. From the list of Webviews displayed for the site, click the Webview that contains the Web page or file.

   You will see a list of folders and files contained in the Webview similar to the following that constitutes content that is published for the site.

10. To view the versions of a content file, click the **More** option that displays in the options next to its name.
11. From the **View** menu, select **Versions**.

    You will see a list of the versions that exist for the selected content file.

Notice that each version of the content file is listed, along with the capability to view it. If there were Staging or Active versions of the file, they too would be listed. Notice that only the WIP, Current version provides options to Submit, Checkout, or Edit the file. These options are grayed out for previous or Active versions of the file as these types of changes can only be made to a document in a WIP state.

Restore Content from a Previous Version

To make a previous version of a file the WIP version so that it may be edited, do the following:
1. Next to the earlier version of the file that you want to edit, click **More**.
2. From the list of options that displays, click **Document**.
3. Select the **Make WIP Version** option.

The file will be reversioned as WIP, Current and its version number will be incremented appropriately. You can now edit the newly versioned file and then submit it to a workflow or promote it so that it can become Active.

CREATING CONTENT

The Site Studio application allows you to create new Web pages based on layouts available to the sites in which you are allowed to work.

When you create a new page, you give it a name, (the name appears in the URL. Use all lower case letters and no special characters with the exception of _ and -), provide a Title for the page which does appear on the page, so you want it grammatically correct, and provide any keywords that you want it to have to support searching. In addition, you can set an active and expiration date for it if desired. You can adjust any of these attributes after the page is created, along with other attributes like its subject, authors, or owner from the properties icon.

The following will be explained further.

- Creating a new page
- Exporting content
- Manually promoting and demoting content
- Deleting content

Creating a New Page

When you create a new content page, you base it off of a layout that allows you to enter certain content elements in predefined areas.

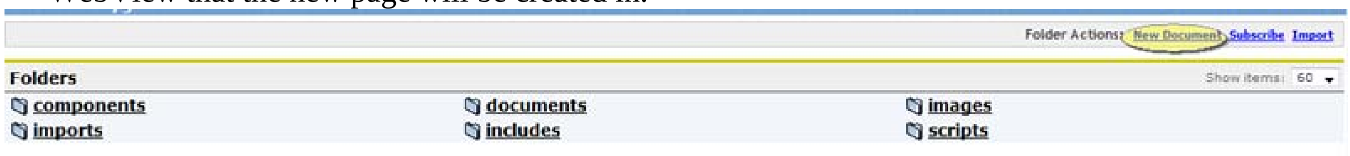
Procedure

Use the following procedure to create a new content page.

Steps

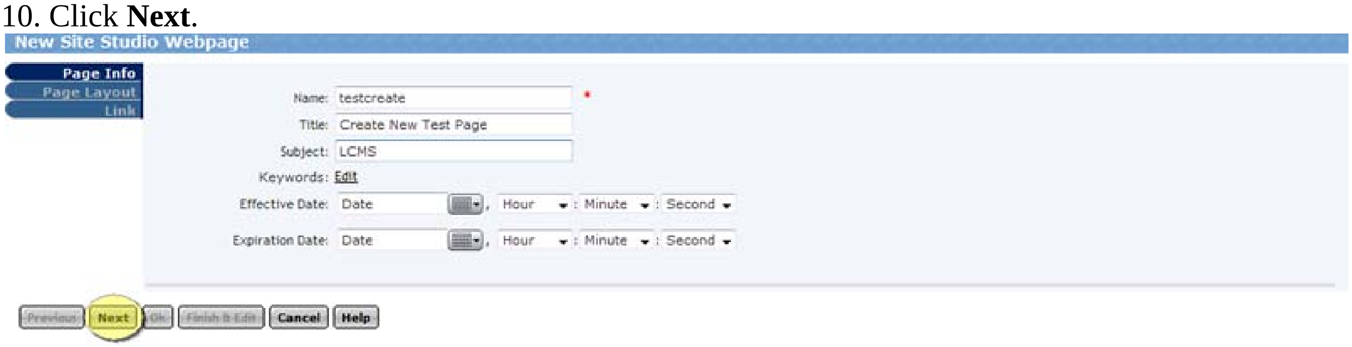
1. If you have not already done so, open your Internet browser.
2. Enter the URL for the machine upon which the Site Studio is hosted. https://lcms.ttu.edu/lcms
3. Log in.
4. From the **My Workgroups** tab; click the site where you want to create a new page.

5. Click the Webview where you want to create the new page. Make sure you are in the correct WebView that the new page will be created in.

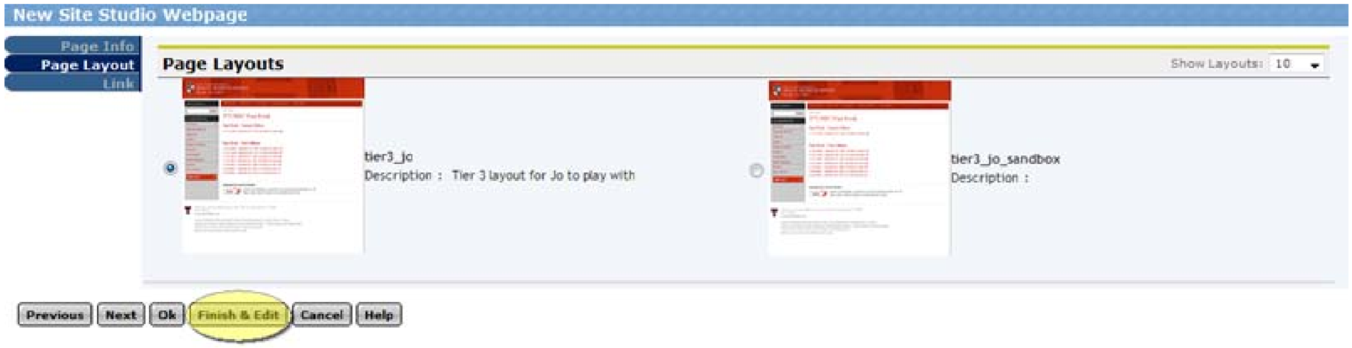


6. From the **Folder Actions** menu, select the **New Document** option.
   You will see the New SCT Web page screen opened to the Page Info tab.
7. In the **Name** field, enter a name for your New SCT Web page.
   This name will be visible in pick lists throughout the Site Studio. The name cannot contain spaces and must be lowercase. The name can include
   - alphabetic and numeric characters (e.g. abc123)
   - a dash (-)
   - an underscore (_)
   - a period (.).

   No other characters can be used.
8. If necessary, enter any keywords that you want the page to have.
   Note: The keywords are optional and used for document searching. If you do not supply any when the page is created, you can add them later if necessary.
9. If necessary, set **Effective** and **Expiration** Dates for the page.
   Effective Date - Stipulates when the page will be included on an active Web site.
   Expiration Date - Stipulates when the page will be removed.
   If you do not set an Effective or Expiration Date, the page will use the default expiration period defined for your site.
10. Click **Next**.



You will see the **Page Layout** tab similar to the following screenshot that provides a list of all layouts available.



11. Check the layout that you want to use for your page.
12. To create the page and save it to the Webview for later use, click **OK**.
    The page will be saved to the site's Webview. You can access the page and edit it to begin adding content to it.
13. To begin adding content to the page immediately, you can click the **Finish and Edit** button.
    The page will be saved to the site's Webview and the editor applet will load.

IMPORTING CONTENT

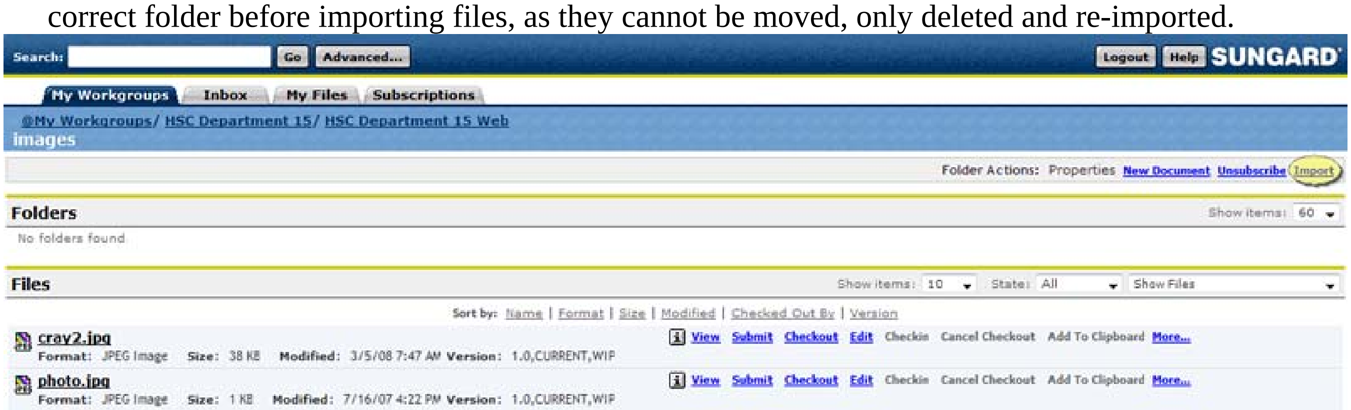
You can import content elements such as images or supporting files such as Word documents into the workgroup. If you want the content that you are importing to be available to other Webviews in your workgroup or in other workgroups, you should import the content into your workgroup's Shared folder or one of the subfolders that may exist under it.

Procedure

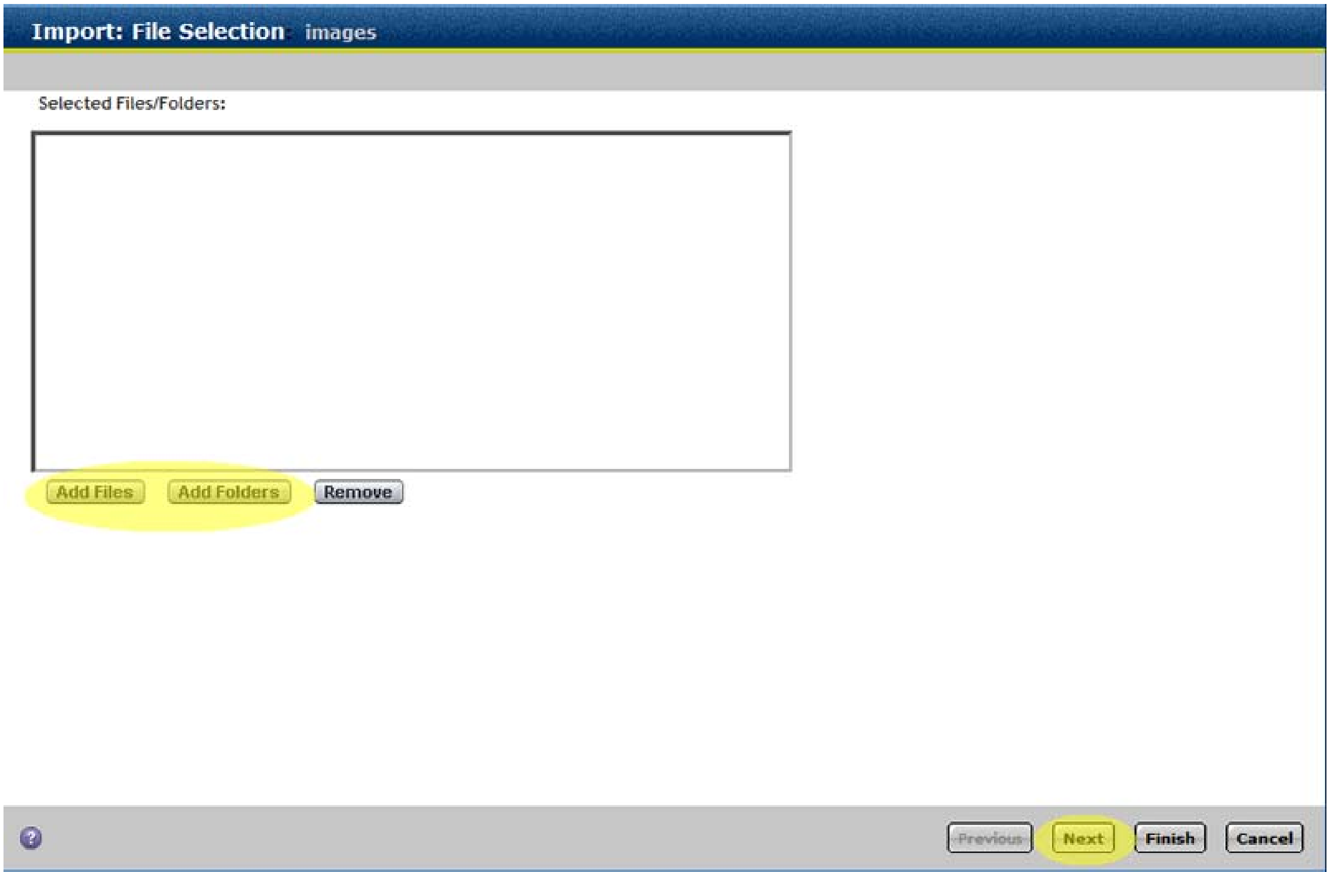
Follow these steps to import content elements or other files into the site.

Steps

1. Open your Internet browser.
2. Enter the URL for the machine upon which the Site Studio is hosted.
   https://lcms.ttu.edu/lcms
3. Log in.
4. From the **My Workgroups** tab, click the site that contains the page to which you want to add a component.
5. Click the Webview or folder into which you want to import files. Make sure you are in the correct folder before importing files, as they cannot be moved, only deleted and re-imported.

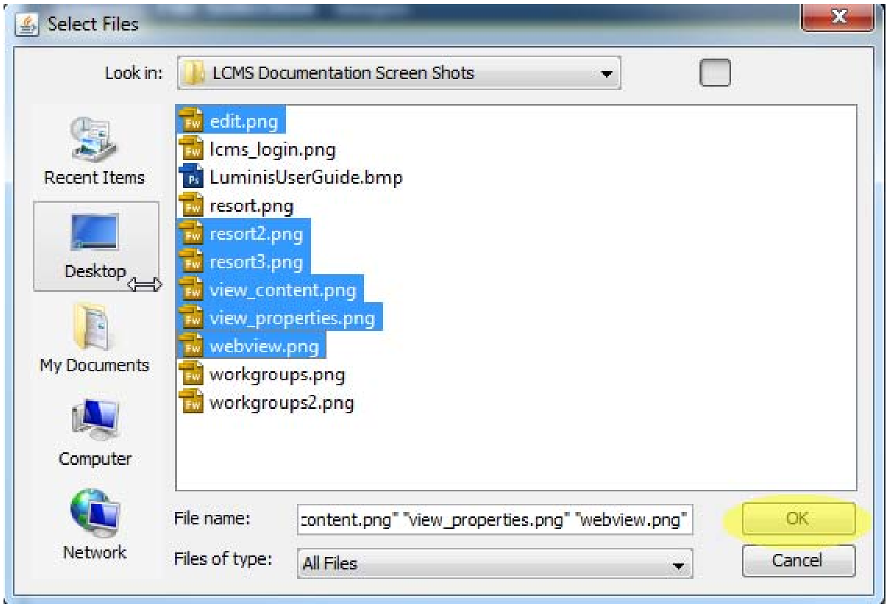


6. From the **Folder Actions** menu, select **Import**.
You will see an Import Files screen similar to the following screenshot.



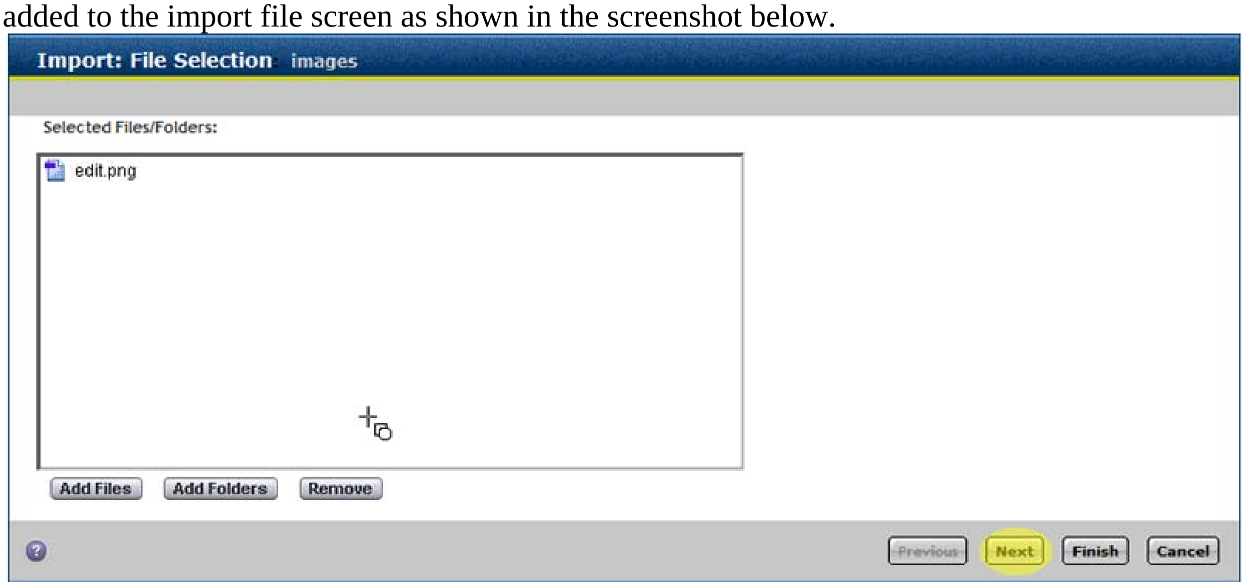
7. Click the **Add Files** button to add individual files or the **Add Folders** button to add the entire contents of a folder.

   You will see a Select Files screen similar to the following screenshot that allows you to browse folders on your computer or an accessible network. Additionally, you can drag and drop files into the import selection window.



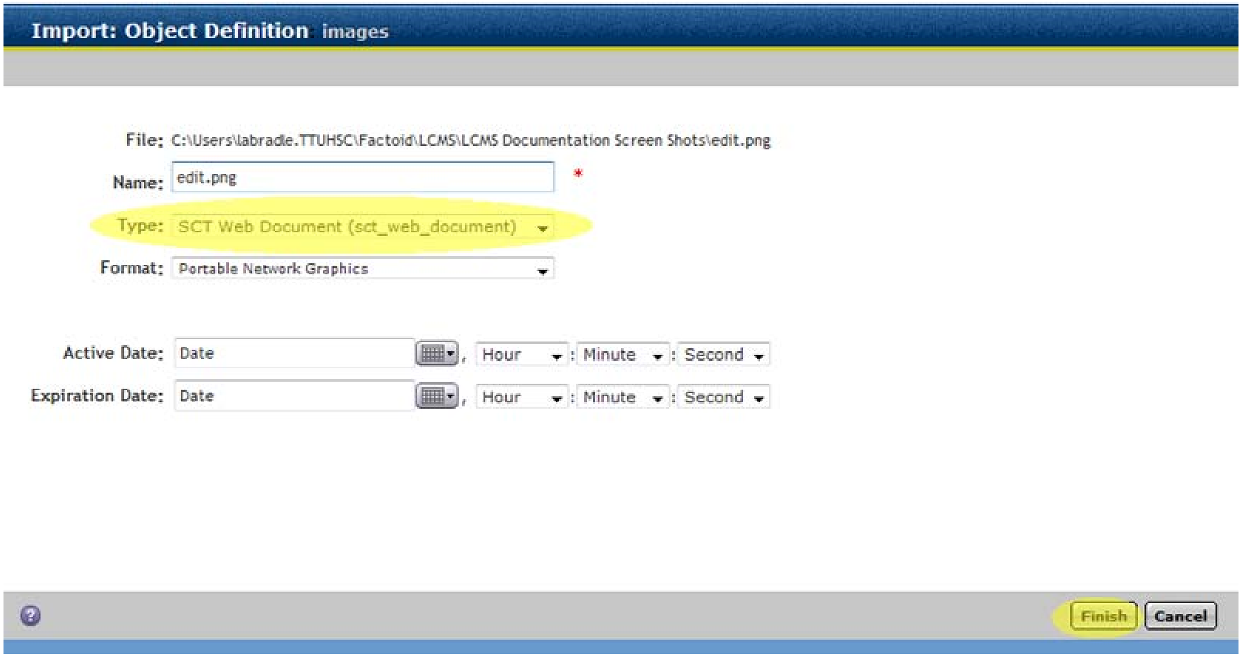
8. If you elected to use the **Add Files** option, select those that you want. If you used the **Add Folders** option, select the appropriate folder.
9. Click **OK**.

   All files that you selected (Add Files), or that are included in the folder (Add Folder) will be added to the import file screen as shown in the screenshot below.



10. Click the **Next** button.

    You will see an Import: Object Definition window similar to the following screenshot that lists the name of the file being imported, its type, its format, and allows you to set its effective and expiration dates. Make sure that the **Type** is set to SCT Web Document (sct_web_document) from the dropdown list.



11. The Site Studio should set the **Format** correctly for the file that you are importing. If it is unable to do so, you will receive a warning with information about what needs to be set.
12. Verify the name, type, and format and if necessary, set an **Active Date** and **Expiration Date** for the file.

    Notes:
    - The **Active Date** controls when the file will be available for use in an active Web site.
    - The **Expiration Date** controls its removal.
    - If you do not specify an active or expiration date, the default expiration period defined for the site will be used.
13. If you are importing a single file, click **Finish** to apply these settings.
14. For multiple file imports, click **Next** to define settings for subsequent files.
15. If you are importing multiple files and want them to use the same settings as defined for the first, click **Finish**.

    You will be alerted that all files will be given the settings defined for the first file. You will be returned to the view of the folder where you elected to import. The imported file(s) will be visible in the folder contents.

EDITING CONTENT

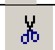
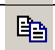
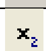
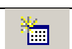
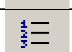
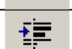
We will now focus on the procedures you use to access an existing Web page, modify its content, and then submit it to a workflow so that it is promoted. In some cases, you may perform these actions as part of a workflow task. Although accessing the Web page through a workflow is slightly different, the process of editing it will be the same.

Outside of workflow tasks, you can edit Web page content managed by the Site Studio application by editing the content Site Studio. To edit content Site Studio, you log in to the Site Studio application and navigate drill down to the Web page through the menus that the application provides.

Regardless of the method you use to access the Web page, you do not need to know HTML to add to or adjust its content because Site Studio provides tools that allow you to easily add text or images. The following sections provide an overview of the content editing tools that you will typically work with as you create and edit content for a Web page and procedures for accessing and editing a Web page Site Studio.

HTML Content Zones: Editing Buttons

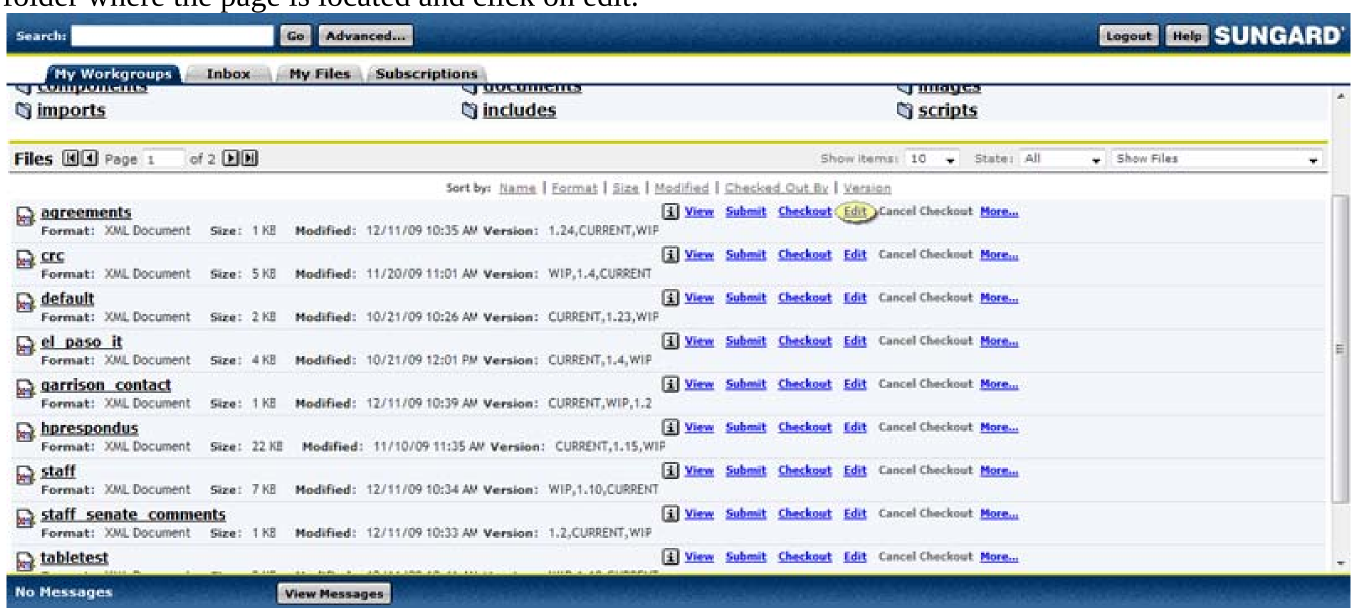
This section briefly describes what each button in the HTML Content editor does.

Icon	Description
	**Shrink the toolbar**. Toggle to hide or display the toolbar.
	**Cut**.
	**Copy**.
	**Paste with filter.**
	**Find and Replace**. Searches for desired text, replaces with entered text.
	**Undo**.
	**Redo**.
	**Clean Style**. Removes formatting from selected text.
	**Bold**.
	**Italic**
	**Subscript**. Makes the selected text slightly lower and smaller than the surrounding text.
	**Superscript**. Makes the selected text slightly higher and smaller than the surrounding text.
	**Insert Table**. Displays a dialog that allows you to set the parameters of a table that is inserted into the document.
	**Insert Table Wizard**. Displays a dialog that allows you to drag and select the rows and columns for a table that is inserted into your document.
	**Unordered List.** Create a bulleted list from the selected text.
	**Ordered List.** Creates a numbered list from the selected text.
	**Decrease Indent.** Decreases the indent on the current paragraph.
	**Increase Indent.** Increases the indent on the current paragraph.
	**Insert Hyperlink.** Displays a dialog box to enter a link and set link options.
	**Insert Bookmark.** Creates a bookmark from the selected text.
	**Insert Image.** Select and insert an image from images stored in Site Studio.
	**Insert Horizontal Line.** Inserts a horizontal line into the document at the current insertion point.

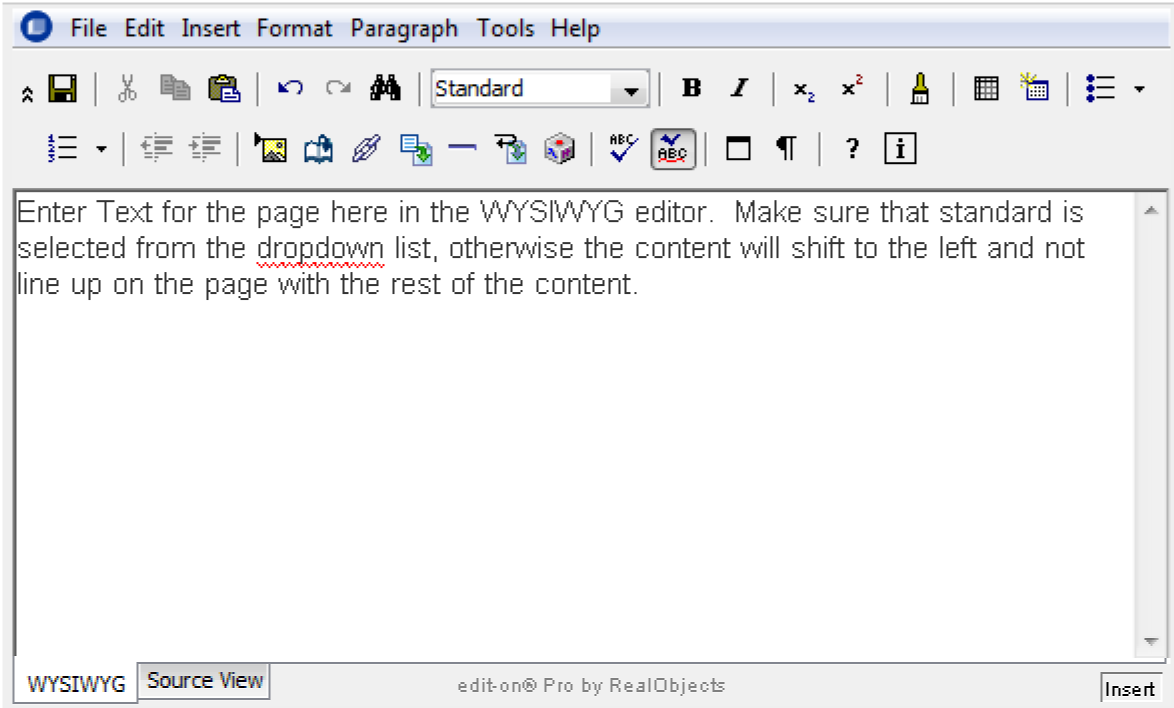
	Spelling Check. Displays the Check Spelling dialog.
	Auto Spell Checking. Automatically underlines (in red) words that may be misspelled
	Insert Symbol. Displays the Insert Symbol dialog.
	Insert Component Tag. Inserts an *sct:component* tag into the document at the current insertion point.
	Insert Break. Inserts a tag to break lines of text in the same paragraph.
¶	**Show All.** Toggle to display non-printing characters in the editing window.
	Frame Window Mode. Toggle to release the code editor into a free-floating window.
?	**Help.** Opens the online help in a new browser window.
	About. Provides information about RealObjects Edit-on Pro code editor.

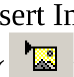
Site Studio Editing

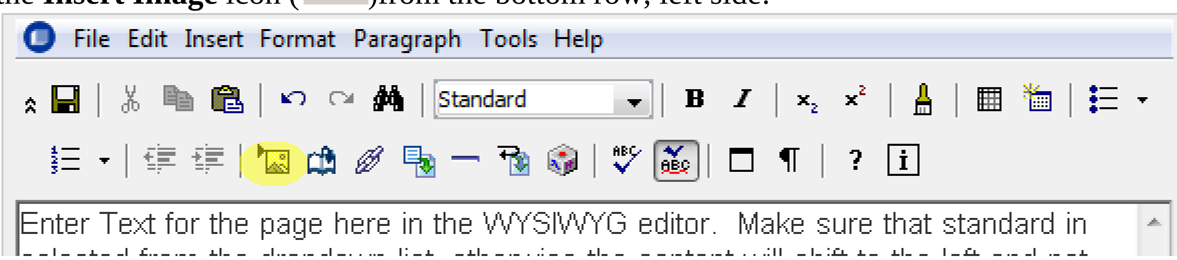
In order to edit an existing page in Site Studio, log into Site Studio and maneuver to the WebView or folder where the page is located and click on edit.



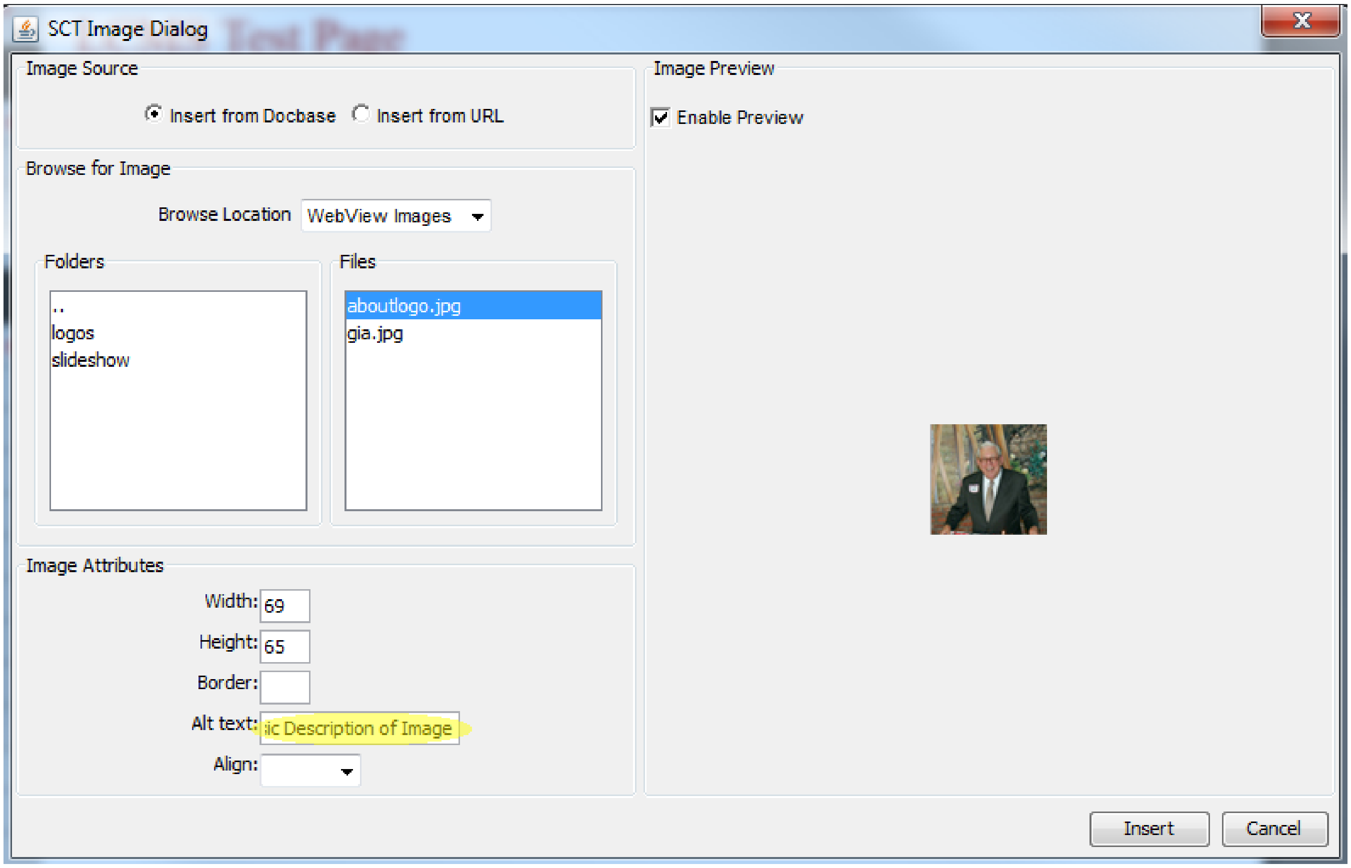
This will bring up the wysiwyg editing tool in Site Studio which will appear similar to the following screenshot.



Now we will use the Insert Image button to add an image to our page. From the edit window, click on the **Insert Image** icon ()from the bottom row, left side:



A window will appear similar to screenshot below asking you where the picture is located. This must be an image you have already imported into Site Studio. (See the section on "Importing Images".)



All images should be kept in the images folder. Click on the images folder in the left window pane followed by clicking on the file name you wish to import to your page in the right window pane when it appears.

Once you have selected an image, a preview of the image will display on the right. You have several options in this window:

- Add a border if desired.
- Provide Alt Text for the image (for readers for the visually impaired) - *Required
- Choose alignment preference

Make sure the image is the correct size and web ready before importing in Site Studio. Add the Alt Text. Alt Text consists of a basic description of the image. Choose either Left, Right, Middle, Top, or Bottom from the **Align** drop down menu. Leaving the drop down menu as blank will default to left. Click **Insert** when finished. The picture will be inserted in the body of the content zone.

Click on the **Save** in the upper left hand corner of the screen to save the changes, and then submit the updated file using the **Submit** link located beside the View link beside the updated file.

SUBMITTING CONTENT

Site Studio Submission of Content

After you have saved changes to a file, you will be returned to the file list where you will see options to the right of the file that are similar to the following. Your file will need to be approved so that it will be available for the public to view. To place your file into a workflow so that it is published, click the **Submit** link next to the file in the file list.

OTHER CONTENT FUNCTIONS

Scheduling Content

You can set two properties for a content file that can be used to schedule its use on an active Web site: Active date and Expiration date. The Active date defines when the content can be promoted automatically to an Active state. The Expiration date defines when the item will be removed from the active Web site and placed in an expired state. Typically, you set these dates for content items when you first create them or import them into Site Studio. However, you can modify these dates at any time for a content item to extend or shorten its active period.

Procedure

Follow these steps to set the active period for a content item.

Steps

1. Open your Internet browser.
2. Enter the URL for the machine upon which the Site Studio is hosted.
   https://lcms.ttu.edu/lcms
3. Log in.
4. From the **My Workgroups** tab; click the site that contains the page to which you want to add a component.
5. Click the Webview that contains the file.
   If the file is located in folder within the Webview, open it.
6. From the list of files, click the **Information** icon (**i**) next to the name of the content item that you want to adjust.
7. Use the fields provided to set or reset the content file's **Active Date** (and if necessary the hour, minute, and second) that you want the content to be active.
8. Click **OK**. This date will be used to place the content into an Active state, provided it has first been approved, either manually or automatically as required by its Workflow. If the date is in the future, the content item will remain in an Approved state until the specified effective date, at which time it will become active and be posted to the active Web site. If the document is currently being used in an active Web site, setting a future date will cause the item to be pulled from the active Web site until the stipulated date.

9. Use the fields provided to set or reset the **Expiration Date** (and if necessary the hour, minute, and second) that you want the content to expire.

10. Click **OK**. This date will be used to move the content item into an Expired state, provided it is already Active. If the date is in the future, the content item will remain in an Active state until the specified expiration date, at which time it will become expired and be removed from the active Web site. If the document is currently being used in an active Web site, setting a historical date will cause the item to be pulled from the active Web site immediately.

Editing Content Properties
When you created your page, you defined a name for it. You may also have stipulated keywords to support searching and set an effective and expiration date. You may adjust these and other attributes of the page at any time. In some instances, you may need to adjust attributes for other content files, such as images that you have added to the site.

Procedure
Follow these steps to edit content attributes.

Steps
1. Open your Internet browser.
2. Enter the URL for the machine upon which the Site Studio is hosted. https://lcms.ttu.edu/lcms
3. From the login menu, enter your **Login Name** and **Password**.
4. Click the **Site Studio Entry Point**.
5. Click **Login**.

   You will see the Site Studio application presenting four tabs.
   - My Workgroups
   - Inbox
   - My Files
   - Subscriptions.

6. If not already selected, click the **My Workgroups** tab.

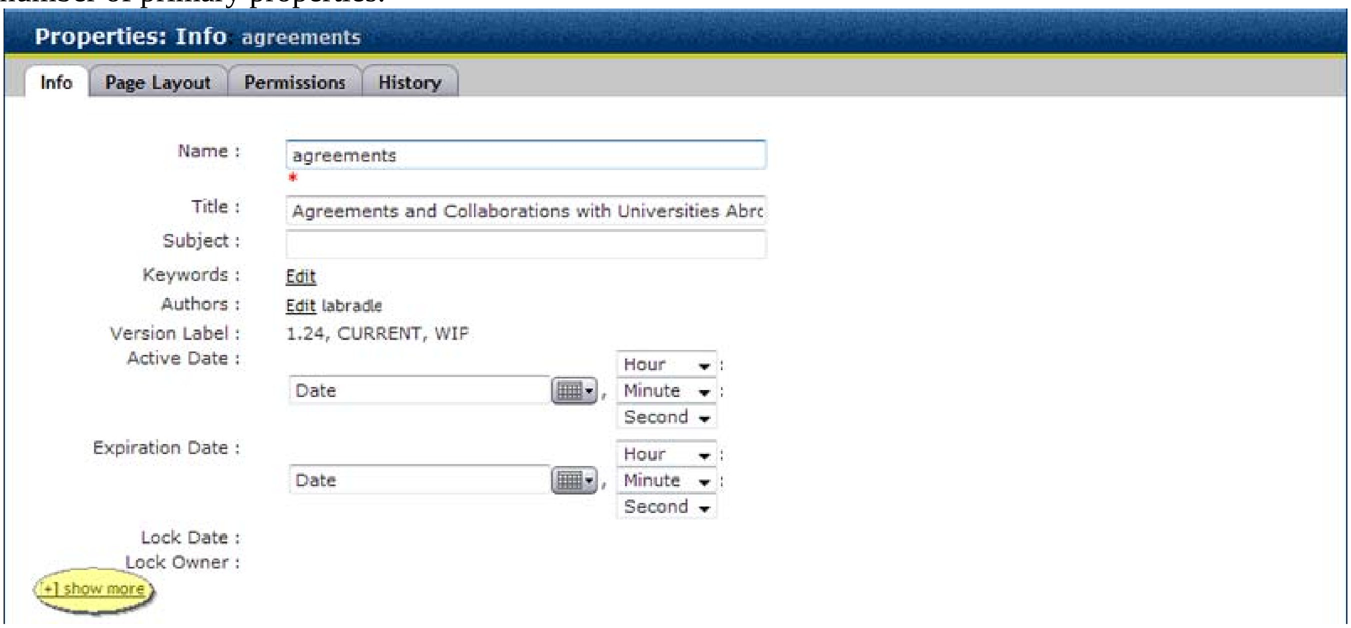
   You will see a list of the sites for which you have access.

7. Using the tools provided to page through the display list, locate the site containing the page or file whose properties you want to view.
8. Click its folder.
9. From the list of Webviews displayed for the site, click the Webview that contains the Web page or file.

   You will see a list of folders and files contained in the Webview similar to the following that constitutes content that is published for the site.

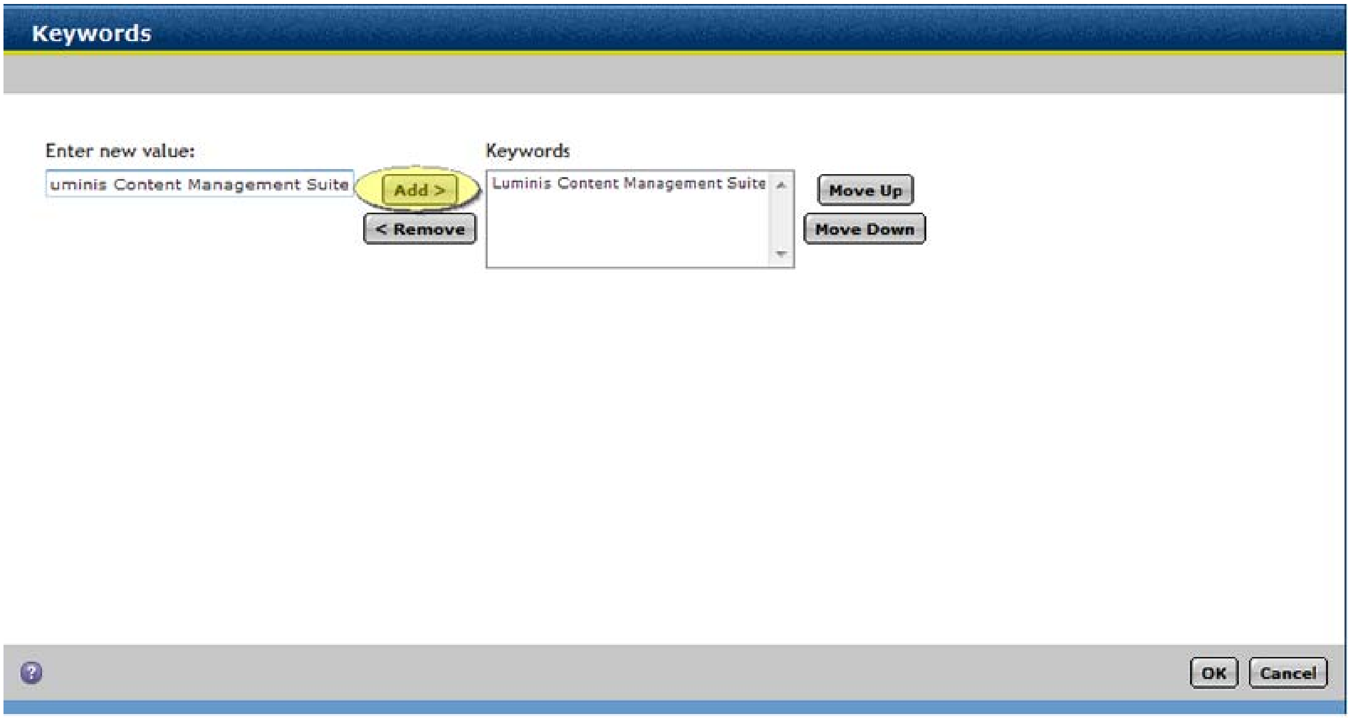
10. From the list of files, click the **Information** icon (**i**) next to the name of the content item that you want to adjust.

    You will see a Properties screen similar to the following that allows you to adjust a limited number of primary properties.



11. If you click the **Show more** option, you will see additional properties.

    Note: If a property is adjustable, it will display either as a data entry field (similar to Name in the screenshot above) or it will display with an Edit option next to it. When clicked, this option opens a separate screen that allows you to adjust the properties, similar to that displayed for Keywords below.



12. The information displayed for a content item and the fields that are adjustable vary depending on the type of item with which you are working.
13. To modify any of these content properties, place your cursor in the appropriate data entry field and type the new information or click the **Edit** link as appropriate and use the resulting screen to enter new information.
14. Click **OK** to preserve changes.
    Note: To exit without making changes, click **Cancel**.

WORKING WITH COMPONENTS

Adding content components
A content component is a shared file that others may use in their Web pages or content templates. When a component is created in a site, it is registered with Site Studio as a sharable file type so that if it is updated, all pages or templates that incorporate it will be updated. Example: Your department has a left-hand navigation area that is used across departmental pages. The navigation component is already included in the layout for each department.

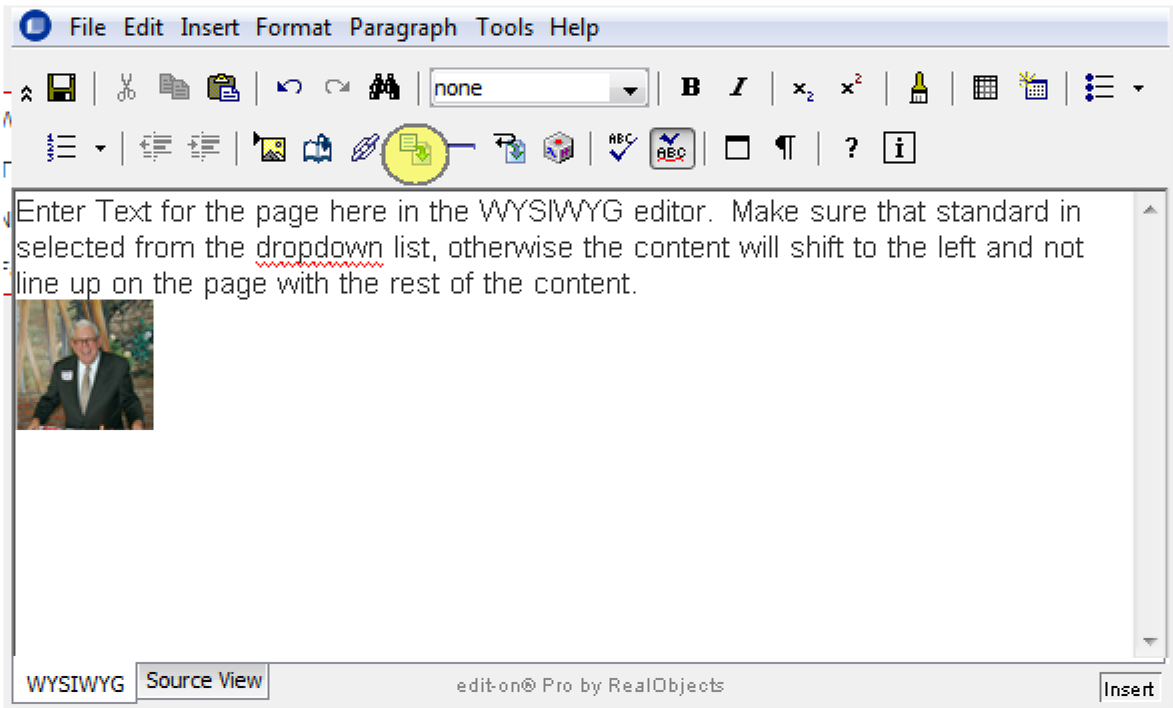
To include a different component in your page, the layout that it is based off of must provide the ability to add free-form HTML content.

Note: The following procedure illustrates how to add a component to your page using the Site Studio application to access the file.
Procedure
Follow these steps to add a component to your page in one of these content areas.

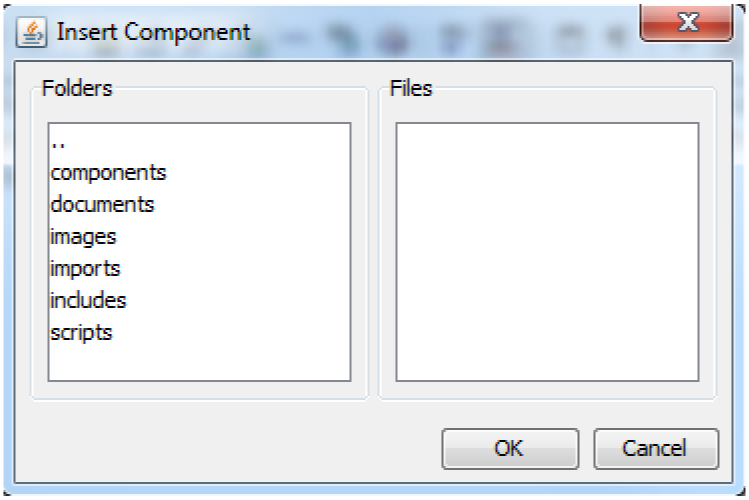
Steps

1. Open your Internet browser.
2. Enter the URL for the machine upon which the Site Studio is hosted. https://lcms.ttu.edu/lcms
3. Log in.
4. From the **My Workgroups** tab click the site that contains the page to which you want to add a component.
5. Click the Webview that contains the page to open.
6. Click the **Edit** option next to its name.

   Depending on the layout from which your page was derived, you will see one or more text fields, image applets, or free-form HTML applets that allow you to define content for the page. You can only add components through applets that support free-form HTML, as shown in the screenshot below.



7. Locate the free-form HTML applet where you want to include the component and place your cursor in the area where the component should reside.
8. From the tool options, click the following **Insert Component** button ().
9. You will see the Insert Component window similar to the following screenshot that allows you to locate and select the component that you want to use.



10. From the **Folders** pane, click the folder that contains the component that you want to use.
    Note: The two dots (..) allow you to move up to the parent folder.
11. From the **Files** pane, click the component to insert.
12. Click **OK**.

You will see the insert component icon in the area of the page where you inserted the component. When you view the page, the content contained in the component will be visible. When the content for the component is updated by its owner, changes will be reflected in your page automatically.

Editing Navigation Components

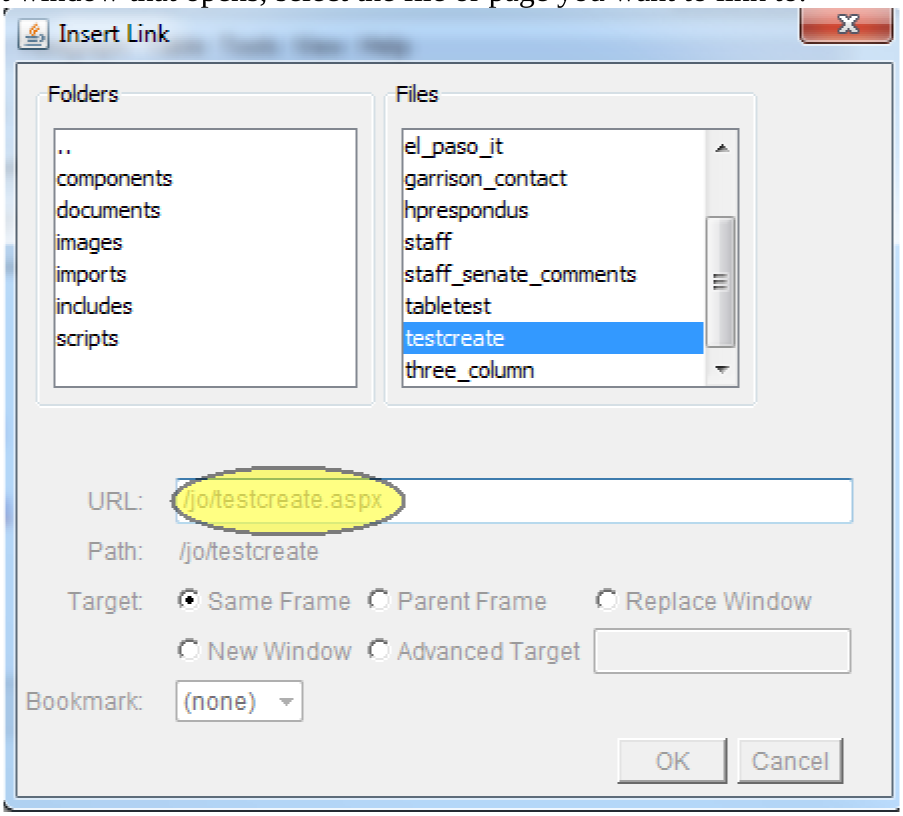
Navigation on the department pages is implemented using shared components. In order to update the navigation structure on departmental Web pages, you will need to edit the component directly.

Steps

1. Open your Internet browser.
2. Enter the URL for the machine where Site Studio is hosted.
   https://lcms.ttu.edu/lcms
3. From the login menu, enter your **Login Name** and **Password**.
4. Click the **Site Studio Entry Point**.
5. Click **Login**.
6. Browse to the Webview for your department.
7. Open the components folder and you will see a list of components that pertain to your webview.
8. Choose the Navigation component that needs to be updated and click on the Edit link.

- To modify the navigation on the left, please edit the **primaryNavigation** file in the **components** folder for TierII pages.
- To modify the navigation on the right, please edit the **secondaryNavigation** file in the **components** folder for TierII pages.
- To modify the navigation on the left for TierIII pages, select the **tier3_leftNav** file in the **components** folder.

9. Each navigation component is setup as an unordered list of links.
10. The text for the link can be easily added or updated in WYSIWYG view.
    Note: Use the **Increase Indent** button ( ) in the toolbar to create submenu items for fly-outs.
11. To add or change where a link points using WYSIWYG view, select the text, then click on the **Insert Hyperlinks** button ( ).
12. In the applet window that opens, select the file or page you want to link to.



13. Copy the information from the Path: to the URL: box. In this example, the path that was copied to the URL location is /jo/testcreate.aspx. If the page is not a default page, then you must add the aspx extension.
14. Choose the appropriate options and Click on **OK**
15. Click on the **Save** button to save changes made to the component.
16. In File view click on the **Submit** link next to the component to send the changes for approval.

EDITING OTHER TYPES OF CONTENT

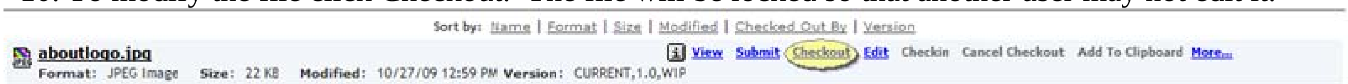
When you edit Web pages, the Site Studio application provides tools that you use to add or modify content. When you save changes and submit your content, Site Studio automatically reversions the content file as appropriate. If you are editing other types of content, such as image files or documents that are used on your Webview, you will need to checkout the file, use the appropriate application to edit it, and then check it back in. When you check it back in, you must manually reversion the file.

Procedure

Follow these steps to check out an image, make changes, and reversion it. You would use the same procedures for other types of content not managed by layouts.

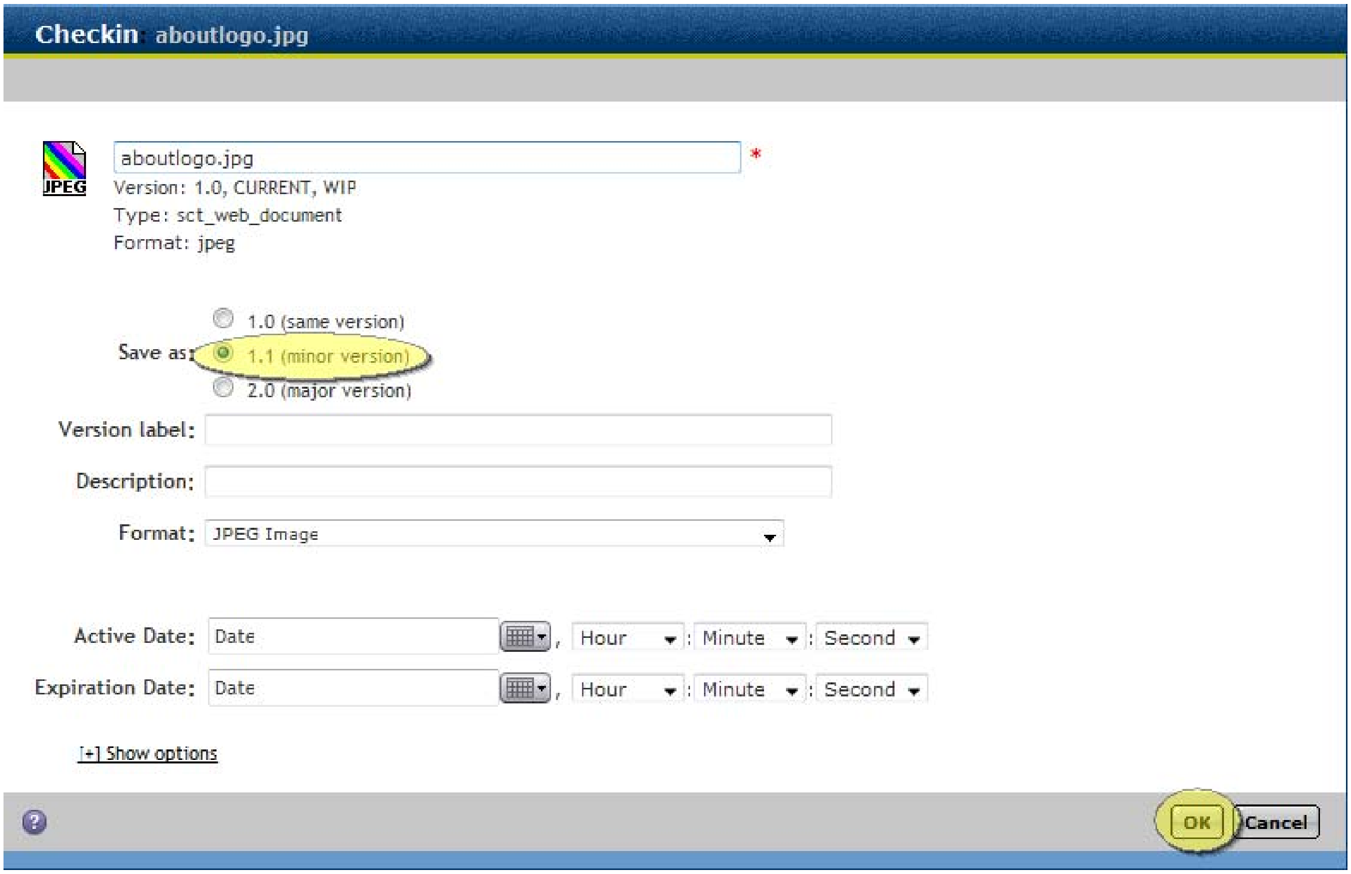
Steps

1. Open your Internet browser.
2. Enter the URL for the machine where Site Studio is hosted. https://lcms.ttu.edu/lcms
3. From the login menu, enter your **Login Name** and **Password**.
4. Click the **Site Studio Entry Point**.
5. Click **Login**.
   You will see the Site Studio application presenting four tabs.
   - My Workgroups
   - Inbox
   - My Files
   - Subscriptions.
6. If not already selected, click the **My Workgroups** tab.
   You will see a list of the sites for which you have access.
7. Using the tools provided to page through the display list, locate the site containing content file that you want to edit.
8. Click its folder.
9. From the list of Webviews displayed for the site, click the Webview that contains the file.
10. To modify the file click Checkout. The file will be locked so that another user may not edit it.



11. During the checkout process, LCMS creates a copy of the file on your computer located at C:\Users\<*username*>\Documentum\Checkout\<*filename*>, or C:\\Documents and Settings\<*username*>\Documentum\Checkout\<*filename*>. It is this file that will be checked back into the Site Studio. Consequently, you can edit and save changes to the file through the application that you are using on your local machine and check the file back in to reflect your changes.
12. From within Site Studio, locate the options next to the file.
13. Click **Checkin**.

You will see a screen similar to the following screenshot that allows you to reversion the file.



14. Pick the appropriate versioning options.
15. Click **OK**.
16. From within Site Studio, locate the options next to the file.
17. If necessary, click **Submit**.
    Clicking **Submit** will place the content item into a workflow so that changes can be approved and the content will be automatically promoted.

SEARCHING FOR CONTENT

Sometimes, even with access to all the files contained in a site, it is difficult to find the exact file that you need. To help locate files, the Site Studio application allows you to search a docbase for documents based upon a simple keyword search or through advanced criteria. When you perform a Simple search, Site Studio matches the keywords that you enter against document properties. These matches are done with simple AND/OR logic.

Example: If you enter the words *faculty profiles* into the Search menu, Site Studio will search for documents that contain the exact phrase faculty profiles, and each separate word in all document properties, such as title, summary, author, etc.

To make more accurate searches, you can use an Advanced option called My Workgroup searching. My Workgroup searching allows you to fine tune the search by supplying criteria such as the extent of the text matching (such as contains all or match case) or document properties. These search criteria are applied to all content within the sites for which you have access.

Example: Using My Workgroup searching you could look for a document containing the exact phrase Faculty Profiles, created on September 15th.

The following sections outline procedures that you can use to perform Simple and My Workgroup searches and modify the way the potential matches are displayed.

Performing simple searches

Simple searching provides quick, comprehensive searches for documents containing specified keywords.

Procedure

Follow these steps to perform a Simple search and manipulate the list of potential matches.

Steps

1. Open your Internet browser.
2. Enter the URL for the machine where Site Studio is hosted. https://lcms.ttu.edu/lcms
3. From the login menu, enter your **Login Name** and **Password**.
4. Click the **Site Studio Entry Point**.
5. From the upper left-hand corner of the Site Studio application, locate the **Search** menu box.

6. Enter the keywords associated with the document for which you want to search.
7. Click **Go**.

   Site Studio will search the entire docbase for the keyword or combination of keywords. If you enter several keywords, Site Studio will search using AND/OR logic. This means that it will search for all areas in which the keywords appear together and also for areas in which they appear separately. Once Site Studio finds all areas in which the keyword(s) appear, it will list the individual documents in rank order, meaning those that it thinks best match your criteria first. Depending on the number of documents matching the search criteria, you may obtain several pages of potential matches. By default, Site Studio displays ten potential matches at a time. If there are more than ten matches, you will see information that allows you to toggle through the matches.
8. Clicking the arrows allows you to go to the previous and next page of matches.
9. If you want to display more or less than ten matches on a given page, you can use the **Show items** drop-down menu (as illustrated above) to reset the number.
10. You can filter the way the potential matches are ordered across all pages by using the **Sort by** options illustrated below, which are located directly above the first potential match on a given page.
11. Clicking the options reorders the potential matches. By default you can sort by Name, Source, Format, Size, Modified, Lock Owner, Summary, Discussion Status, or Room. However, you can remove or add to these options by clicking the column icon. Clicking this icon opens the

following window, which allows you to customize the column display settings and the details included in the search return.

Performing My Workgroup searches

My Workgroup searching allows you to provide more criteria with which to refine the search for a Web page contained in sites for which you have access.

Criteria Definition

- **Page title.** Allows you to search against the title of the document.
- **Keywords.** Allows you to search against any keywords that have been defined for the document or object.
- **Authors.** Allows you to search for documents based upon the individuals who authored them.
- **Modified By.** Allows you to search for a document or object based upon who last modified it.
- **Filename.** Allows you to search for a document or object based upon elements contained in its filename.
- **Date Created.** Allows you to search on whether the page's creation date is within the previous day, week, month, or year, or between exact dates you specify.
- **Object Type.** Allows you to restrict your search to certain types of objects such as documents or components.
- **Size.** Allows you to search for a document or object based upon its file size.

These properties can be used in combination to help focus your searches. For example, you may want to locate a Webpage that has a title containing the phrase *Faculty Profiles*, was created on September 15th of last year, and for which the author's name is Jones.

Procedure

Follow these steps to perform a My Workgroup search.

Steps

1. Open your Internet browser.
2. Enter the URL for the machine where Site Studio is hosted. https://lcms.ttu.edu/lcms
3. From the login menu, enter your **Login Name** and **Password**.
4. Click the **Site Studio Entry Point**.
5. From the upper left-hand corner of the Site Studio application, locate the **Search** menu box.
6. Click the **Advanced** button.
7. Using the Locations radio button select whether you want to search in the entire root site or in the current Webview.
8. From the Properties drop-downs define criteria for your search.

You can refine your search by looking for documents that match any of the following properties:

- **Page title.** Allows you to search against the title of the document.
- **Keywords.** Allows you to search against any keywords that have been defined for the document or object by its author.
- **Authors.** Allows you to search for documents based upon the individuals who authored them.
- **Modified By.** Allows you to search for a document or object based upon who last modified it.

- **Filename.** Allows you to search for a document or object based upon elements contained in its filename.

For each of these options you can elect to use the following conditions:

- Less than (<)
- Less than or equal to (<=)
- Not equal to (< >)
- Equals (=)
- Greater than (>)
- Greater than or equal to (>=)
- Begins with
- Contains
- Does not contain
- Ends with
- In
- Is not null
- Is null
- Not is

You can use any or all of the properties and the criteria you've defined in conjunction with each other. For example, you could use the Title property in conjunction with the Authors property to search for a document that has a title *equal* to *Faculty Profiles* and for which the Author *contains* Jones.

If necessary, use the Date Created drop-downs to specify a date range or exact date when the document was created.

By default the search will look for documents created anytime; however, you can elect to search for documents created within the previous day, week, month, or year, or to specify an exact range for the creation date. For example, you could search for the document containing the title *Faculty Profiles* that you know has been created by an author whose last name is Jones on September 15th last year.

If necessary, use the Object Type drop down to select the type of object that you want to search for.

Searching for content

By default the search will be set to look for the SCT Document type, which will include Webpages, images, components, and content designed to be published to a Luminis Platform channel. If necessary you can elect to search for any of the following specific types of objects:

- **SCT Base Type for All Components (sct_component).** Allows you to search for any type of component, which is a shared content element.
- **SCT Web Channel (sct_web_channel).** Allows you to search for Webpages that are configured to publish within a Luminis Platform channel.
- **SCT Web Document (sct_web_document).** Allows you to search for static content such as images or PDFs that are not based off of templates or layouts.
- **SCT Web Page (sct_web_page).** Allows you to search for Webpages, which are content based off of templates and layouts.
- **SCT XHTML Component (sct_component_xhtml).** Allows you to search for XHTML-base components.

If necessary, use the Size drop-down to specify a size range for the document that you are searching for.

By default the search will include documents of any size; however, you can elect to search for documents within the following ranges:

- Less than 100 KB
- Less than 1 MB
- Less than 10 MB
- Greater than 10 MB
- Greater than 100 MB

When you are satisfied with the search options and criteria that you have defined, click the Search button.

If you need to erase the search criteria, and start over click Clear. To exit without performing the search, click Close. If you performed the search, you will see a Search Results screen containing one or more pages of potential matches.

Saving Searches

You can save your any of your searches to rerun at a later date. In general, saving Simple searches may not be too effective, as you need only retype the original search phrases in the box at any time to rerun the search; however, if you have created an elaborate and useful My Workgroup search, you may want to save it to rerun periodically. For example, you may have created a search that finds all .gifs created in the last week in your workgroup. You may have run this search initially to identify all new images that people have added that could be reutilized. However, you may decide that this would be a good search to perform every Friday to identify additions on a weekly basis. Once you have defined and executed a search you can save it by clicking on the Save Search link at the top of the page.

Enter a name that defines the search.

A naming scheme that identifies aspects of the search will help you more easily identify searches when you want to rerun them. For example, you may want to name the search for newly created GIFs something like New GIFs.

If necessary, edit the Description.

The description will be prepopulated with the general search expression. The description will show up in pick lists that display the search. You may want to more fully describe the search using this field.

To save the search with the name provided, click OK.

The search will be saved and you will be returned to the original Search Results screen from which you executed the save. When you save the search, all sorting operations performed on the search results will also be preserved. For example, you may want to create a search that identifies all items added to a certain Webview in the last week. You could order the search to display the list of files created most recently first (modified ascending) or last (modified descending). If you needed to preserve both sort options, you could reorder the list for each sort order and then click Save Search, giving each a different name (e.g. Weekly Webview Additions- Ascending, Weekly Webview Additions-Descending).

To exit without preserving the search, click Cancel.

Re-running Searches

In order to rerun a search, simply click on the Search link under the My Saved Searches tab.

To delete a previously saved search, click on the Remove link under the My Saved Searches tab.

Content Manager Tasks

Introduction
This section provides information about the default workflows that are provided with Luminis CMS. It shows how you create new workflows, how they can be loaded into the Site Studio, and how to create and manage tasks as defined by the workflows available in the system.

Objectives
At the end of this section you will be able to

- define workflows
- initiate Workflow Tasks
- respond to tasks
- monitor and adjust workflow status.

Audience
This section is designed primarily for Content Managers who will be involved in assigning tasks within their sites and Content Contributors who must respond to the tasks.

OVERVIEW OF WORKFLOWS

Workflows move files through an organization's business processes so that content development and approval tasks can be automated. Workflows also apply lifecycle states to content items during the processing of development and approval tasks so that the content is moved to the appropriate Web sites as warranted by its level of completion. All content generated within a site, whether it requires approval or not, moves through a workflow.

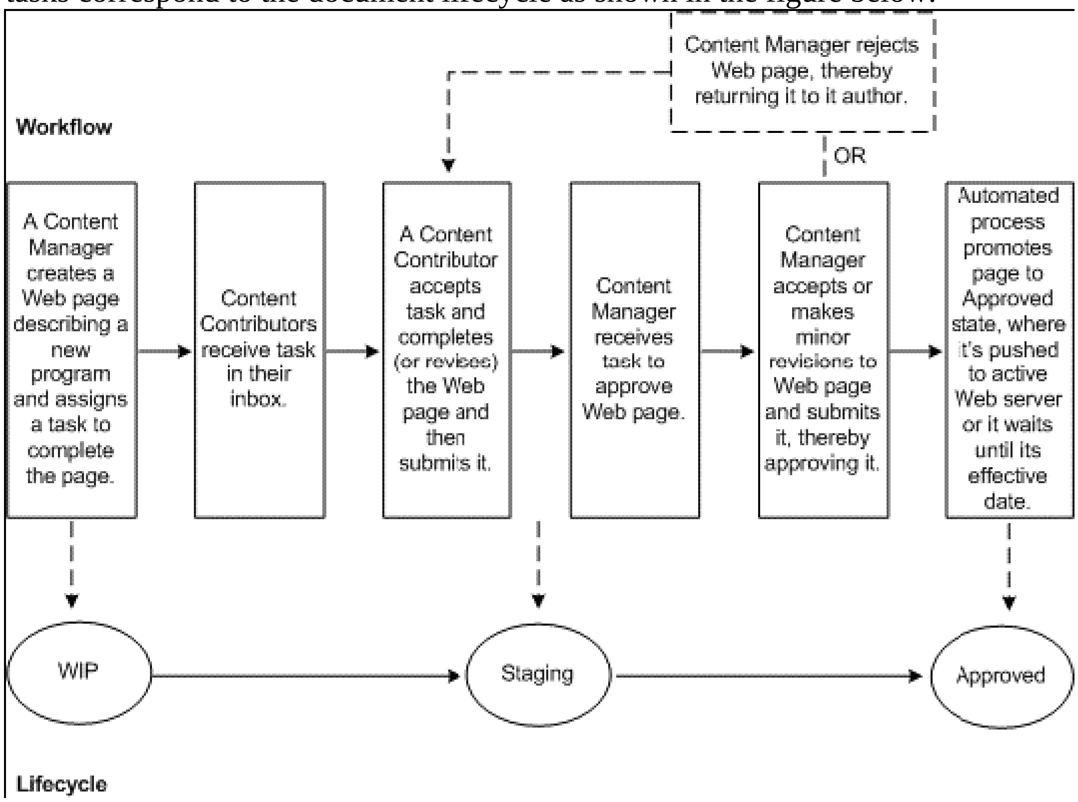
Workflows can be as simple or complex as necessary to meet the specific needs of an organization or group within the organization. By default the Site Studio application provides a number of generic workflows that are designed to meet the needs of most organizations. However where needed, using a separate program called Application Builder, business processes specific to your organization can be mapped to workflow templates that can be imported into the Site Studio application.

How it works
A workflow is an automated process that assigns tasks to specific users in sequence and that (optionally) routes the files involved in the tasks. When a user completes a task, the workflow notifies the next user in sequence that his or her task must be performed. The workflow notifies a user by sending the task—including associated files that must be worked on—to the user's Site Studio Inbox.

When a workflow is initiated, it is based on a workflow template, which defines the tasks associated with the process, the sequence of events for these tasks, and the actors who are involved in each.

Example
A workflow template can be used to automate the process whereby a Content Manager must approve content prior to it becoming active. In this workflow, the template would define three actors. They are an initiator (usually a Content Manager) who starts the task, a contributor who creates the content

requested by the task, and an approver, in this case a Content Manager, who validates the content. Workflow tasks correspond to the document lifecycle as shown in the figure below.



Notice that the content moves through various states based upon its level of completeness and the approvals to which it has been subjected. Consequently, when a workflow template is created, it is usually integrated with a lifecycle to promote the associated content item to the appropriate state at each given point in the process. If we overlay the document lifecycle on the workflow as illustrated above, we see natural points where the document can be promoted to successive states. This promotion can be done automatically by the system, or manually by the person who initiated the workflow or the person who is set to approve content as defined by the workflow template.

More on workflows

As you create and manage content for your site, you will have occasion to assign or respond to workflow tasks. In Site Studio, individuals who have Content Manager roles are allowed to create workflow tasks. Content Contributors can only respond to tasks. When Content Managers (or others) assign tasks, they are allowed to select the workflow that they want to use.

Each site has a default workflow that governs content that is submitted outside of specific tasks. Example: If you create a Web page that you want to post to the active Web site, you will use the Submit button to place it in your site's default workflow. Depending on the design of the default workflow the content may go to a Staging state or be routed to various site users for approvals. Finally, all sites have access to QuickFlows, which allow you to request input on a content item from one or more users within the entire system. For more information on QuickFlows, please refer to the LCMS Users Guide by clicking on the Help button in Site Studio.

Default workflows

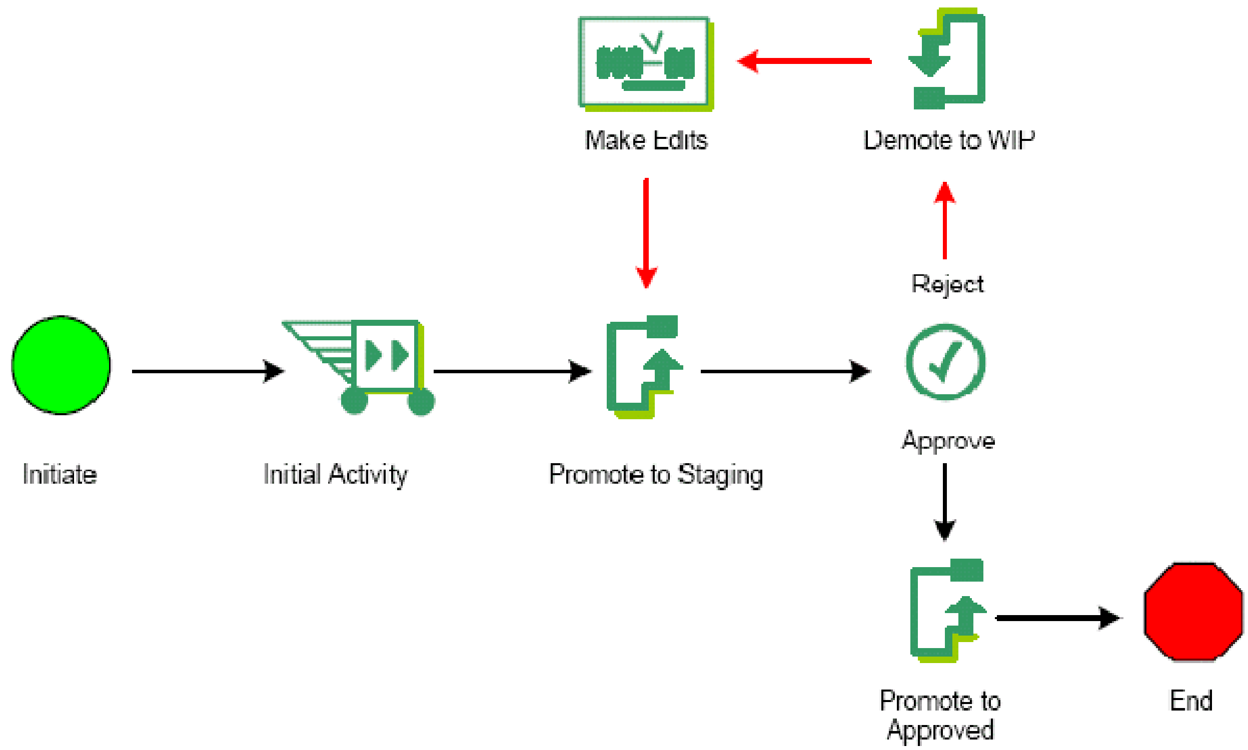
There are two basic workflows that ship by default with Site Studio: Immediate Launch - Promotes content to the approved state once it is submitted which is not used in our environment and Manager Approval - Requires that a Content Manager review and approve the submitted content. The Content Manager has the option of rejecting the submission. Each of these workflows behave differently depending on whether they are initiated by submitting a content item governed by a default workflow or by assigning a content task and choosing the workflow.

Manager approval through submission

When content is submitted within a Manager Approval workflow, it is promoted to the Staging state and a task is generated for all Content Managers within the site to approve the content. The first Content Manager to open and accept the task owns it. If necessary, the Content Manager who accepts a task can delegate it to another manager if he or she doesn't want to respond to it. Once a Content Manager has accepted the task, he or she can edit, approve, or reject the content.

IF…	**THEN the…**
approved (with or without edits)	content will move to the Approved state.
no activation date is specified	content will be available immediately on the active Web site.
content has an activation date that is later than the current date	content will sit in the Approved state until that date, at which time it will automatically be pushed out to the active Web site.
rejected (with or without edits)	content is demoted to the WIP state and sent to the original author to make changes.

An edit task is generated for the author to indicate that the submitted content needs work. Once the original author modifies the content and marks the edit task finished, the content once again moves to the Staging state where a task is generated for all Content Managers within the site to approve the content. As with the first approval task, the first Content Manager to open and accept the task owns it. The Content Manager can delegate, edit, approve, or reject the content. This workflow and its steps are illustrated in the figure below.



Manager approval through a task

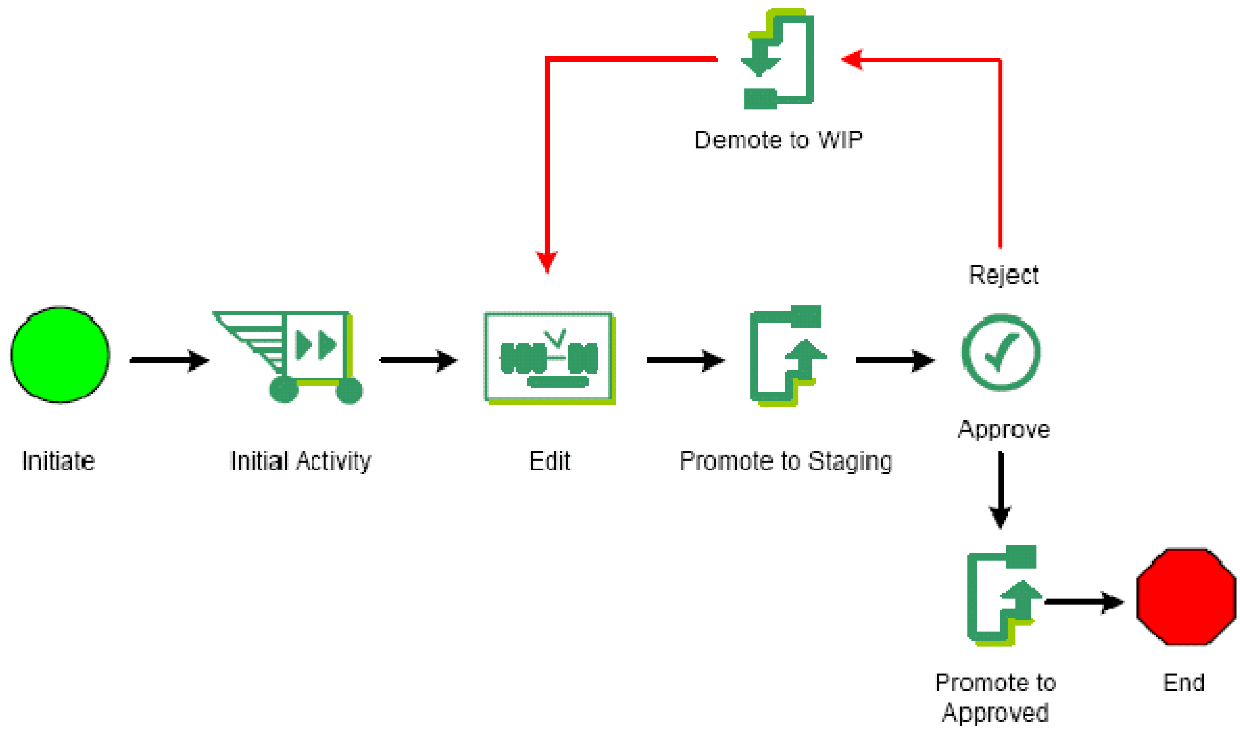
When a content task is created using a Manager Approval workflow, a content element is attached to a task that is sent to all Content Contributors within the site. The first Content Contributor to open and accept the task owns it. If necessary, the Content Contributor who accepts a task can delegate it to another contributor if he or she doesn't want to respond to it. Once a Content Contributor has accepted the task, he or she can begin editing the attached content item. When the Content Contributor marks the task as finished, the content item is promoted to the Staging state.

At this point a task is generated for all Content Managers within the site to approve the content. The first Content Manager to open and accept the task owns it. If necessary, the Content Manager who accepts the task can delegate it to another manager if he or she doesn't want to respond to it. Once a Content Manager has accepted the task, he or she can edit, approve, or reject the content.

IF…	THEN the…
approved (with or without edits)	Content Manager marks the task as finished and the content moves to the Approved state.
no activation date is specified	content will be available immediately on the active Web site.
content has an activation date that is later than the current date	content will sit in the Approved state until that date, at which time it will automatically be pushed out to the

	active Web site.
rejected (with or without edits)	content is demoted to the WIP state and sent to the original author to make changes.

An edit task is generated for the author that indicates that the submitted content needs work. Once the original author modifies the content and marks the edit task finished, the content once again moves to the Staging state where a task is generated for all Content Managers within the site to approve the content. As with the first approval task, the first Content Manager to open and accept the task owns it. The Content Manager can delegate, edit, approve, or reject the content. This workflow and its steps are illustrated in the figure below.



Glossary

ACTIVE
A state in which a content item is in use and available to users through one or more active (production) Websites.

APPROVED
A state in which content is verified before being promoted to Active state. As part of the approval process, an authorized individual (or workflow) acknowledges that the content is accurate and that it operates correctly within the staging environment. If the content's effective date is immediate, the content will be promoted to an Active state. If the effective date is in the future, the content will remain in the Approved state until that time, at which point it will become Active.

BREADCRUMB
As users navigate directories or perform actions, the Site Studio application displays a breadcrumb defining the path to the current location and those location through the user traveled to get to the current one. Users can click any folder listed in the breadcrumb path to return to that location. For example, the following breadcrumb allows access to the My Workgroups list, the Our School workgroup, or the English Department subgroup as each section of the line is its own link: My Workgroups/Our School/English Department

CABINET
The highest level of file storage in a repository. The cabinet is used to store folders.

CHECKIN
When a user is finished modifying a file, it is checked in (returned) to the repository so that other users may access or modify it. A file that has been checked in does not replace the original file, it is added as a newer version of the file.

CHECKOUT
When a user needs to modify a file it can be checked out, thereby placing a lock on it so that other users cannot make concurrent modifications to it. When a file is checked out, the original file is preserved in the repository and copy of it is made to the user's computer through which modifications are being made. A new version of the file is created when it is checked in.

CLASSIC VIEW
One of two views provided by the Site Studio application. When the Classic view is employed, repositories, cabinets, folders, and files appear in a traditional hierarchical view similar to the Windows Explorer. In this view, options and actions are also presented under menus such as File, Edit, View, Tools and the like. This view provides additional options for repository and content management and is only available System Administrators.

CLIPBOARD
Reserved memory that can be used to hold files that users are moving or copying from one workgroup or folder to another.

COMPONENT
Components are resources such as images or discreet pieces of content that are centrally managed so that they can be shared by all users who work in the system. For example, a bursar might create a table outlining tuition schedules as part of the content for the site in which he or she works. Since this information is potentially useful to other sites, it can be set up as a component so that when the bursar makes changes to the schedule, the information is updated in all other areas into which it has been incorporated.

CONTENT CONTRIBUTOR
The Content Contributor role allows individuals to create or edit content in the system. The work can be self-assigned or may be in response to a workflow task that has been assigned to them. Content Contributors add elements directly to Web pages that are managed by templates that control the information that the page can contain.

CONTENT MANAGER
The Content Manager role allows individuals to create content in the system, to initiate workflows that govern content creation, and to approve content. For example, a Content Manager may initiate a workflow that directs members of his or her staff to update the professional bios and job descriptions that are part of each employee's departmental information page managed by the system. Once a staff member has updated the information, the Content Manager can verify the accuracy of the job description and then approve the content so that it can be promoted to an Active state.

DEMOTE
When content in moved to the previous state in a lifecycle it is demoted. Typically demotion is done as part of an option in an automated workflow, such as rejecting an approval. However, some users who have administrative permissions may be able to manually demote content outside of a workflow.

DOCUMENT
A general term for a content object contained in a docbase. A document may be one of any number of types including text, graphic, video, audio, or even an executable program.

EDIT
The act of adding or modifying content on a document managed by a template. For example, changing a photo or adding a link to a page would be editing. The system allows users to edit content by opening a Webpage that is managed by the system directly through a browser.

EDITON PRO
When users edit a file or document in Site Studio or on pages managed through Site Studio, they use the EditOn Pro application. This application allows content to be added or modified using an intuitive graphical user interface (GUI) instead of by manually entering or modifying the HTML or JavaScript code that dictates presentation of the content through a browser. For example, to make a line of text appear in bold face font, HTML programmers typically bracket the text by the appropriate HTML tags: *My bold text*. To bold a line of text with EditOn Pro, users simply highlight the text and click a *bold* icon, much like they do in word processing applications like Microsoft Word.

ENTRY POINT
When users log in to Site Studio, they have views of content hosted in WIP, Staging, or Approved states. These views represent entry points that load the predefined start page for the root workgroup. From this start page, users can navigate content for the selected view and, pending their permissions, edit the content.

EXPIRED
A state in which content is no longer displayed on any active Webviews, but is available through the system in the event that it needs to be recovered or repurposed.

FILE
A file constitutes a content element managed by the system. Files are contained within folders inside a cabinet, within a docbase. When you create or import a file into a docbase, Site Studio creates a content object that stores two types of information for the file: content and properties. Content is the text, graphic, sound, or video that makes up the file. Properties are descriptive characteristics about the file, such as creation date, author, version number, and other information used to manage the file.

FOLDER
Folders subdivide cabinets and are used to store the files that provide a workgroup's content and supporting objects that define how the content is presented.

GIF
The term GIF stands for Graphic Interchange Format. It is a standard image type supported by Internet browsers like Internet Explorer or Netscape Navigator. A GIF is typically used for simple images, or images that contain animation.

INBOX
The Inbox displays all workflow tasks for which a user has been given assignments. The user can access the content that is associated with the task by clicking the link presented through the Inbox tab. Alternately, the user can browse the Website that contains the content that must be modified or created through the assigned task and perform that task directly on the page. For example, if an individual has been assigned the task to update the prices of the class rings that are advertised through a page under the bookstore workgroup, clicking on the task through the inbox will bring up the appropriate page containing the prices. However, if the individual knows where the page resides on the Website, he or she can browse to it and by virtue of the assigned task and the appropriate role, buttons will be presented that allow content areas to be modified. In both cases, once the task is performed and marked as finished, it is removed from the user's inbox as it advances to the next step in the workflow.

LAYOUT
A layout is an instance of a template through which workgroups create content. Layouts allow generic components defined in the layouts to be specified for each workgroup, thereby allowing workgroups to insert their own elements into global page designs. Layout can be derived from templates or from other (parent) layouts.

LOGIN
To use the Site Studio, users must login to the appropriate docbase by providing a username and password. This authentication allows the system to verify the user and provide appropriate access to the tools, permissions, files, tasks, and other elements specific to the user and user's role.

LOGOUT
Once a user is finished working in the Site Studio, he or she should terminate the application by clicking the logout icon. This ensures that any connections to the system or the servers upon which content is stored are severed correctly and completely.

JPEG
The term JPEG stands for Joint Photographic Experts Group. It is a standard image type supported by Internet browsers like Internet Explorer or Netscape Navigator. A JPEG is typically used for photographic images due to its compression ratios.

MY FILES
Users can quickly access files that they have recently created, edited or checked out through the My Files tab. When users access a file through this tab, they are accessing the file from its original location in the Docbase. Editing or deleting a file from My Files edits or deletes the file from its original location in the docbase.

MY WORKGROUPS
The My Workgroups tab provides a list of any workgroups for which a user is a Content Contributor, Content Manager, Workgroup Manager, or Template Developer. System Administrators see all workgroups in the docbase under this tab.

MY WORKFLOWS
This link provides information about any workflows that a user has initiated. For example, if a Content Manager had assigned a task such as updating a table containing class lists for the upcoming term, this link would provide a list describing who currently had the workflow task, what state it was in, and options to abort it or change its supervisor.

NAVIGATION
Each workgroup that manages a Webview can define a set of links that point to other Webviews in the same root workgroup, documents that it manages, or external URLs. The set of defined links get pulled into pages based off of layouts for which special navigation tags are defined. These navigation tags typically create hierarchical navigation structures that use the hierarchy defined by the workgroup and other logic to order the links as users navigate deeper into the Webviews managed by Site Studio.

SITE STUDIO
When users edit the content of a Web page by accessing the file through the Site Studio they are doing so *Site Studio* because they are only working with a view of the page, and not actually seeing the content and all related pages as they appear to those browsing the site.

OWNER
An owner is typically the person who initially created a content item. Ownership allows an individual to change the properties of an item.

PREFERENCES
For some user roles, Site Studio provides the ability to set the tab on which users want the application to open (My Workgroups, Inbox, etc.) and—for System Administrators— whether they want the application to appear in Classic or Streamline view by default. These options are controlled through the Site Studio's Preferences.

PROMOTE
When content is moved to the next state in a lifecycle it is promoted. Typically promotion is done as part of an automated workflow; however, some users who have administrative permissions may be able to manually promote content through the lifecycle states to make it active or expire it.

PROPERTIES
Objects contained in a docbase have properties that help define the object for those using it or help the Site Studio impose rules that help manage the object. For example, a subgroup will have properties that define things like its name, a description, and its parent workgroup. A document might have properties such as name, title, subject, keywords, version, owner, size, and the like. You can open an item's properties through an information icon that is displayed next to the object. When you open an item's properties, Site Manager displays properties on a page with several tabs for different groupings of properties.

PUBLISHING CONFIGURATION
A publishing configuration defines the final, active destination for the content managed through a Webview. Typically, a publishing configuration will define a Web server that can be accessed either through the Internet or through one of your organizations internal networks. Some publishing configurations may promote active content to channels that display in the Luminis Platform.

QUICKFLOW
A Quickflow is a special type of workflow that allows the author to route content to any number of individuals inside or outside of his or her workgroup to request input. If the recipients of the Quickflow have rights to the attached content, they can even make modifications if so requested.

RENDITION
A rendition is a copy of a file in a different format. For example, an HTML file might also exist as a PDF rendition. If a file has several renditions, then usually just one rendition of the file appears in file lists.

REPOSITORY
Stores the text and multimedia files associated with the workgroups for which content is managed by an organization. The repository also stores objects such as templates and workflows that are used to manage content, well as the properties associated with individual files (such as author, size, etc.). An organization might set up more than one docbase. When users log in to the system, they can choose which of the organization's repositories to log in to.

ROLE
A role defines users' or group's permissions and the activities that they are allowed to perform within the system. For example, a Content Contributor role allows users to respond to workflow tasks and generate content as requested by those possessing the Content Manager role. Content Managers themselves create content, but the role also allows for the initiation of workflows and potentially the approval of content created through a workflow.

ROLE MANAGEMENT
System Administrators can define some of the permissions and activities that roles are allowed to perform within the system. Workgroup Managers can assign roles to users and delegate certain permissions. Both activities are part of role management.

ROOT WORKGROUP
The primary area under which all workgroups for a given institution are contained and managed. For example, a typical root workgroup would be something like *Our School*, which would contain workgroups relative to the departments or organizations on campus that maintain Web content.

WORKGROUP
A workgroup is a collection of content managers and authors that logically relate to a department, organization, or group in the campus environment. For example, a university may have a number of departments that contribute to an internal intranet, such as athletics, admissions, human resources, academics, etc. All of these could be set up as workgroups within the Site Studio application.

WORKGROUP COORDINATOR
Workgroup Coordinator is a role that allows the user to create content associated with a workgroup, as well as creating and managing navigation links and adding Content Contributors and Content Managers to the workgroup.

WORKGROUP MANAGER
Workgroup Manager is a role that allows the user to manage the content and users associated with a workgroup.

SITE STUDIO
Site Studio is the application through which all users can, depending on role, create and manage content, start or respond to workflows, and import and manage templates.

STAGING
When content is complete and ready for testing, a user or workflow promotes it to a Staging state. In this state only certain users can change an item. For example, when an item is in the staging state, Content Contributors cannot edit the item's content, change its location, or change its properties. The staging state is the step before the content requires approval.

STREAMLINE VIEW
One of two views provided by the Site Studio application. When in Streamline View the workgroups, files, and workflows with which the user works are presented in non-hierarchical lists. This view provides fewer administrative options and is the only one provided for Workgroup Managers, Content Contributors, and Content Managers.

SUBMIT
When content is generated outside of an assigned workflow task, it can be submitted. Submission places the content into the workgroup's default workflow where it will progress through the defined steps until it becomes active.

SUBSCRIPTIONS
The Subscriptions tab provides quick access to commonly used files and folders. Users set up subscriptions much like Internet favorites in a browser or desktop shortcuts on a computer.

SUBGROUP
A subgroup is used to logically divide and organize content within a workgroup. For example, a docbase may contain an *English Department* workgroup, which itself may contain *Creative Writing* and *Modern Drama* subgroups. A subgroup is sometimes referred to as a child workgroup.

SYSTEM ADMINISTRATOR
A role that is responsible for setting up and managing the Site Studio environment including its users and operational behavior. System Administrators also have the ability to create and approve content and to manage roles.

TASK
A task is an action that must be performed as part of a workflow. For example, a Content Manager may have a task to approve content generated by a contributor. All tasks that are assigned to a user appear in a list viewable from the Inbox tab. Details about the status of any workflows that a user has created can be viewed using the My Workflows link available off of the Inbox tab.

TEMPLATE
In general a template is something that is created to impose some set of standards on a process to ensure a consistent output. For example a carpenter who is creating five bookshelves may first create a template to help cut a consistent pattern for a number of pieces of wood that will be used on each. When working with Site Studio, users will typically encounter two types

of templates: workflow and content. Workflow templates determine the task sequence and users for a particular business process. Content templates (called page templates) impose structure on Webpages, defining areas of content and the types of content that are appropriate for each. Workflow templates are created using Developer Studio. Content templates are created using other applications such as DreamWeaver or JBuilder, or by hand through properly coded JSP files.

TEMPLATE DEVELOPER
A role given to an individual with skills in HTML and general Webpage design that allows the ability to import and manage the templates that are used to impose formatting and consistency on the content created by other system users.

URL
URL stands for Uniform Resource Locator. A URL is the name that is associated with and provides access to a specific HTML page or resource stored on a server. For example, to access the Yahoo search page you type the following URL into your browser's address line: *http://www.yahoo.com*.

VERSION
When documents are added to a docbase, they are given an initial version number so users can tell when files were changed, the changes that were made, and who made them. With subsequent changes, the documents can be marked as major or minor revisions. All versions are maintained by the system so that earlier documents can be recovered or used as a basis for subsequent revisions.

WEBTOP
For the Luminis Content Management 3.x system, a product called WebTop forms the underlying architectural component for the Site Studio. As users work in Site Studio, they may occasionally encounter the term *WebTop*.

WEBVIEW
A Webview is used to store the files and content that will be available through a publishing configuration. Publishing configurations map to specific Webservers where active content will be displayed to varying audiences. For example, your organization may have a publishing configuration set up for an Internet site and another set up for an internal intranet. As workgroup users create and manage content, they will do so for each Webview.

WIP
WIP stands for work in progress. It is one of the states that a document goes through during a workflow. During the WIP state, tasks are being completed in a workflow, but the final content is not ready for public view. In most implementations, the Site Studio will manage documents in a WIP state so that while under construction they may be viewed in the context of the rest of the workgroup pages.

WORKFLOW
A workflow is an automated process that assigns tasks to specific users in sequence and that (optionally) routes the files involved in the tasks. When a user completes a task, the workflow notifies the next user in sequence that his or her task must be performed. The workflow notifies a user by sending the task (including any routed files) to the user’s Site Studio Inbox. When a workflow is initiated, it is based on a workflow template, which determines the task sequence and users for a particular business process. Workflows can be as simple or complex as necessary to meet the specific needs of an organization or
group within the organization. For example, a department chair might initiate a workflow to post the minutes of the last departmental meeting on the department’s Website. Once initiated, the first step in the workflow might be to send a task to the person who took the minutes asking that they be codified. Once the minutes were codified, the workflow might route back to the originator so that the minutes could be reviewed and approved. Once approved, the workflow could send a task to the department’s Website coordinator to create a link for the minutes and post them. Similarly, a workflow for this same process could be constructed that involves only one person, stipulating that this person codify the minutes, create the link, and post them.

Appendix A

This table shows adjustable properties for SCT Web pages (*sct_web_page*).

Role	**Property**
All users	Name
	Authors
	Effective date
	Expiration date
	Subject
	Keywords
	Owner name
Template Developers and Administrators	Accessed
	ACL domain
	ACL name
	Alias set
	Application type
	Archive
	Compound architecture
	Controlling application
	Effective flag
	Effective label
	Extended properties
	Format
	Full text indexed
	Group name
	Group permit
	Hidden
	Is Signed
	Language code
	Link resolved
	Owner permission
	Page data
	Publish formats
	Resolution version
	Retained
	Special application
	Status
	Storage type
	Template
	Title
	User comments
	World permissions

This table shows adjustable properties for images (*sct_web_document*).

Role	**Property**
All users	Name
	Authors
	Effective date
	Expiration date
	Keywords
	Owner name
Template Developers and Administrators	ACL domain
	ACL name
	Application type
	Archive
	Category
	Compound architecture
	Controlling application
	Effective flag
	Effective label
	Extended properties
	Format
	Full text indexed
	Group name
	Group permit
	Hidden
	Is Signed
	Language code
	Link resolved
	Owner permission
	Publish formats
	Resolution version
	Retained
	Special application
	Status
	Storage type
	Template
	Title
	User comments
	World permissions

This table shows adjustable properties for SCT components (*sct_component_xhtml*).

Role	**Property**
All users	Name
	Authors
	Effective date
	Expiration date
	Subject
	Keywords
	Owner name
Template Developers and Administrators	Accessed
	ACL domain
	ACL name
	Application type
	Archive
	Category
	Compound architecture
	Controlling application
	Effective flag
	Effective label
	Extended properties
	Format
	Full text indexed
	Group name
	Group permit
	Hidden
	Is Signed
	Language code
	Link resolved
	Owner permission
	Publish formats
	Resolution version
	Retained
	Special application
	Status
	Storage type
	Template
	Title
	User comments
	World permissions