



# elcomCMS Admin Training Course

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Product Training Manager

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# Elcom Administrator Training

## 2 Suggested System Roles

### Member

- Access to login
- No access to edit
- No access to get to the administration dashboard
- Access to read only members area
- Access to modules such as blogs and wikis and forums

### Publisher

- Access to login
- Access to edit anything they have permissions to edit set by the admin
- Access to get to the administration dashboard
- Access to extra modules such as blogs and wikis and forums

### Administrator

- Access to login
- Access to edit anything
- Access to get to the Security section of the
- Access to get to the administration dashboard
- Access to extra modules such as blogs and wikis and forums

### Front End Developer

- Access to login
- Access to edit anything
- Access to get to the Security section
- Access to get to the administration dashboard
- Access to extra modules such as blogs and wikis and forums
- Access to the design section with master pages and CSS editors

Notes:

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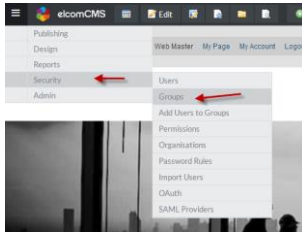
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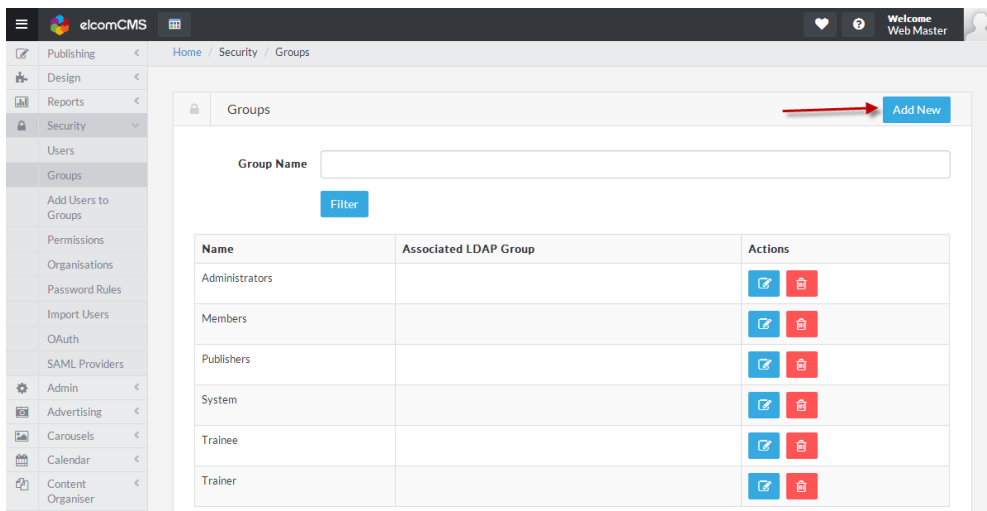
## 3 Security – Users, Groups and Organisations

### 3.1 Adding a group

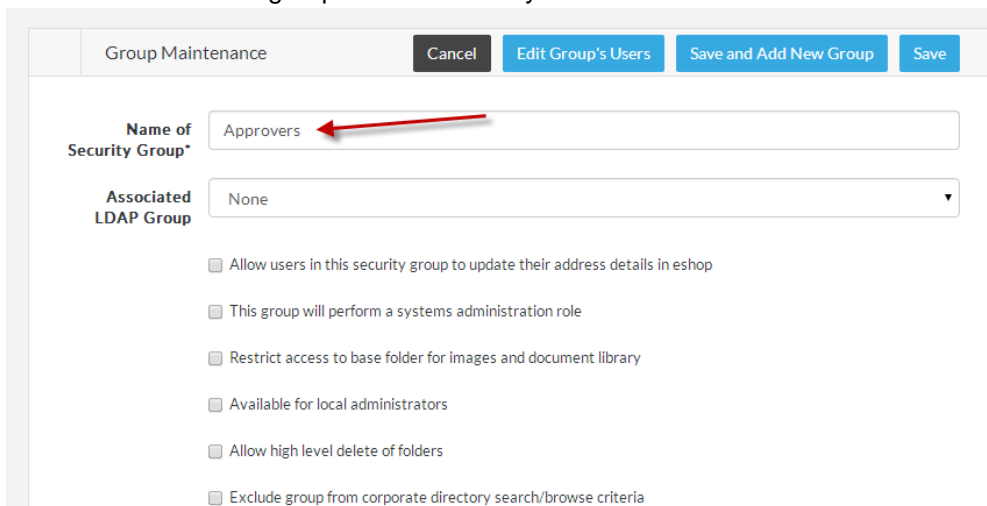
1. On the left menu, click **Security** and then click **Groups**.



2. This will bring you to the **Groups Maintenance** section.
3. Click the **Add New** button.



4. Fill in the name of the group with a name of your choice.



5. Don't tick any boxes.
6. Click the **Save** button.

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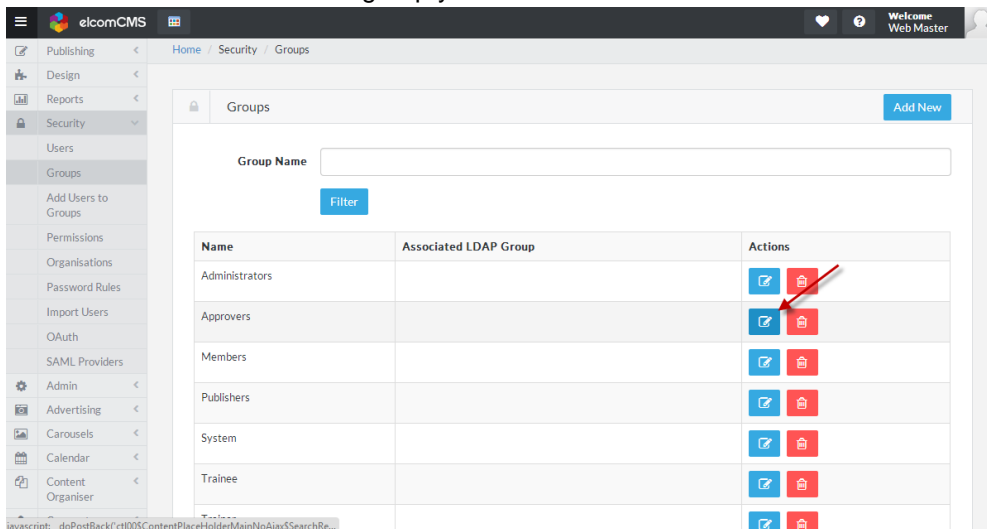
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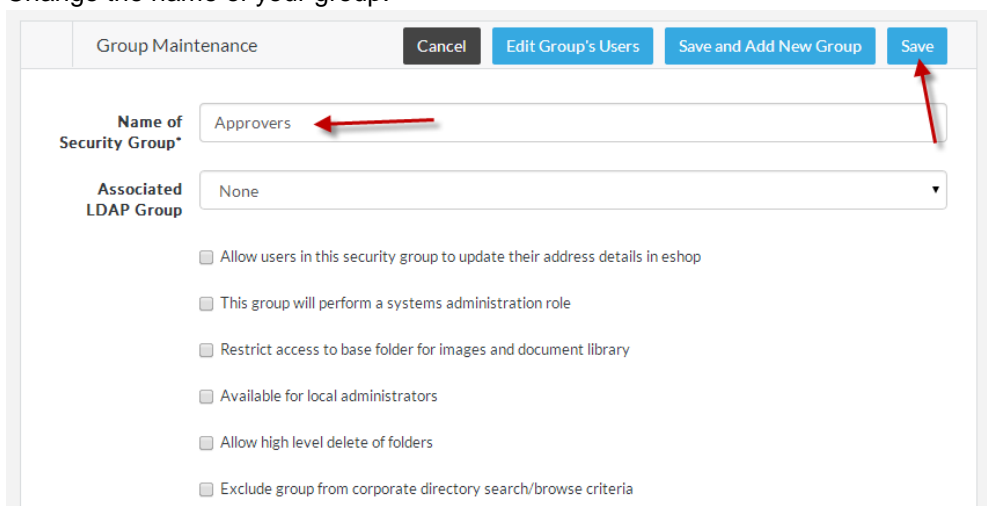
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## 3.2 Editing a group

1. Click **Groups** on the left menu.
2. Click the **Edit** icon next to the group you would like to edit.



3. You will be taken to the same page as when you were adding the group.
4. Change the name of your group.



5. Click **Save**.

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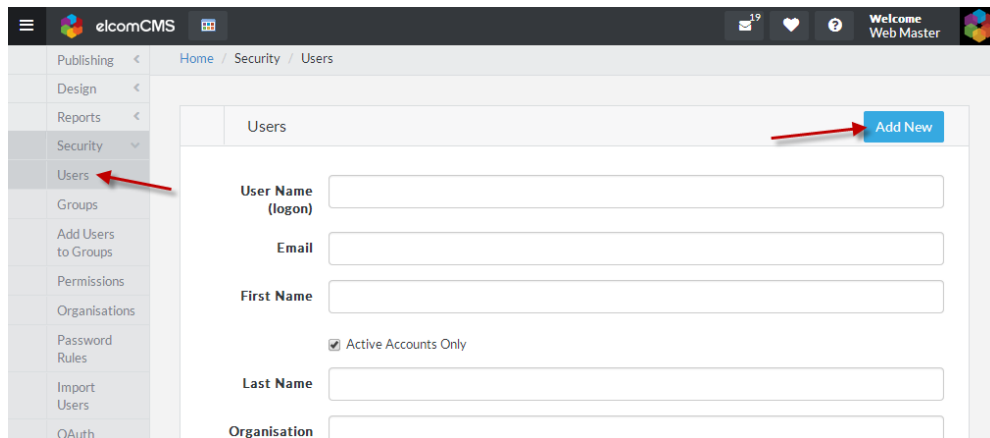
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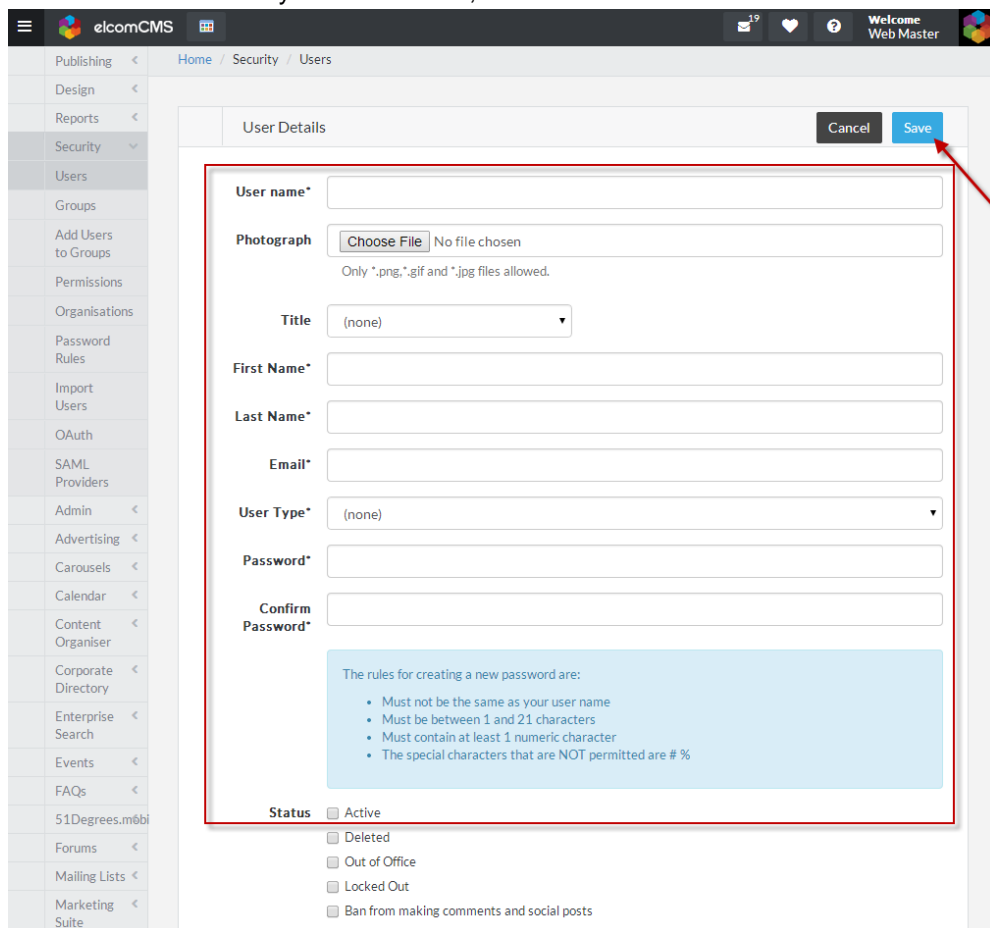
# Elcom Administrator Training

## 3.3 Adding users

1. Click the **Users** button in the left menu.
2. Click **Add New** to add a new user.



3. Fill out the details with your information, from the **Username** field to the **Active** tick box.



4. Click **Save** in the top right corner.

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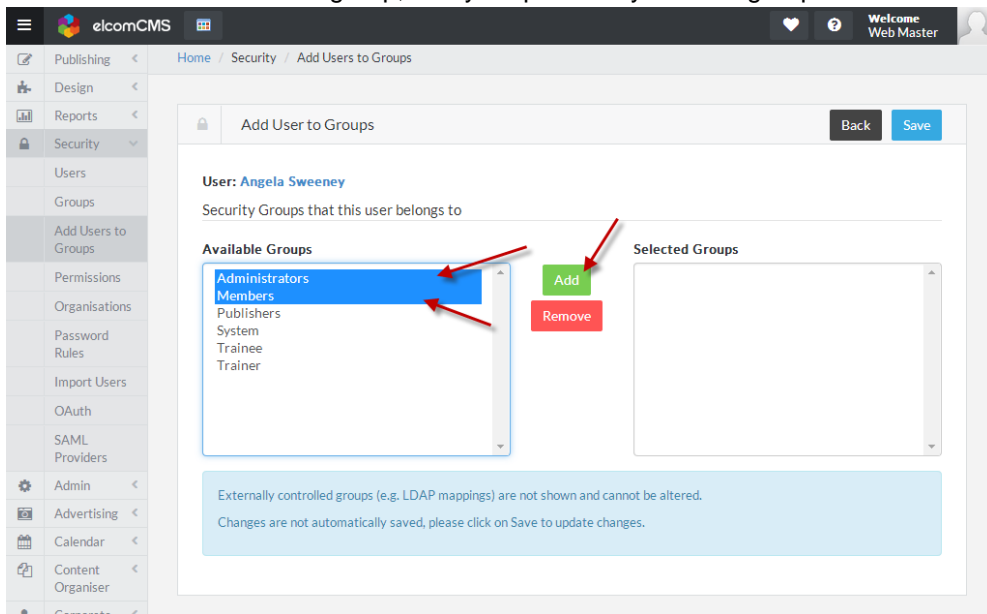
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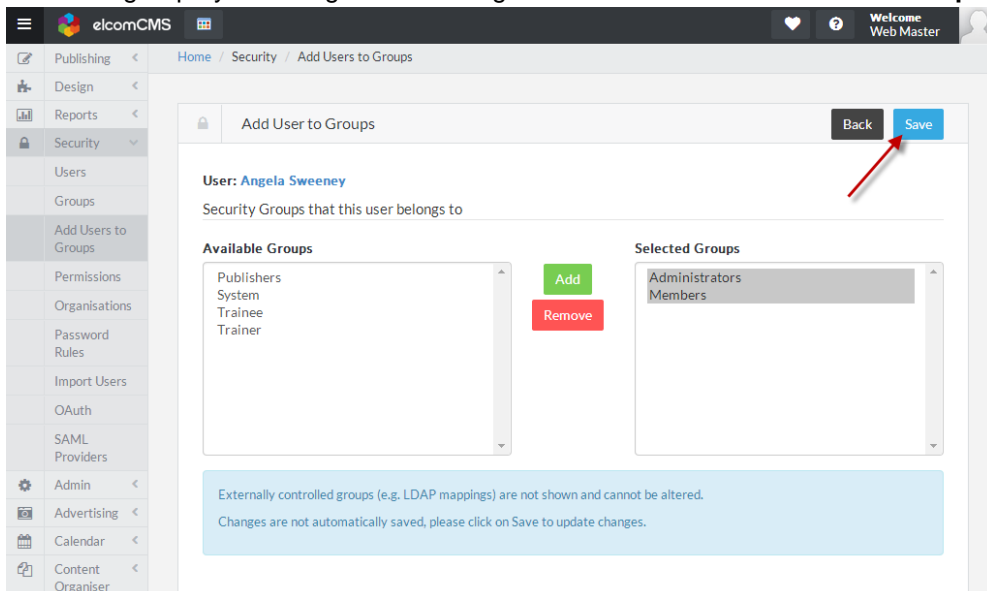


# Elcom Administrator Training

5. You will be redirected to the **Add users to Groups** section.
6. Select the **Administrators** group, and your previously created group.



7. Move the group by selecting it and clicking the **Add** button to the **Selected Groups** list.



8. Click the **Save** button to save your changes.

Notes:

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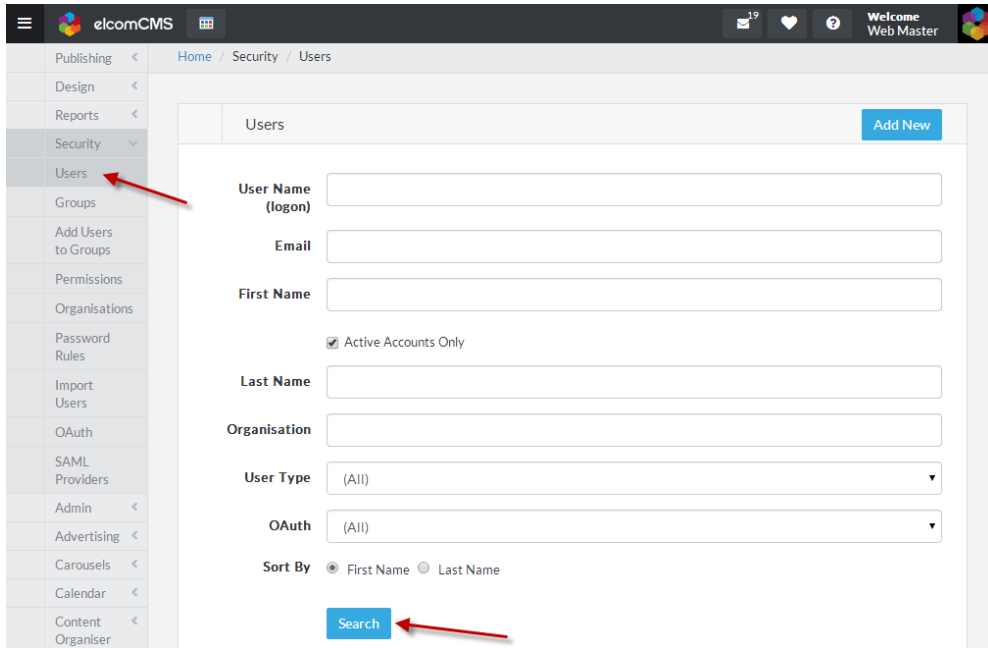
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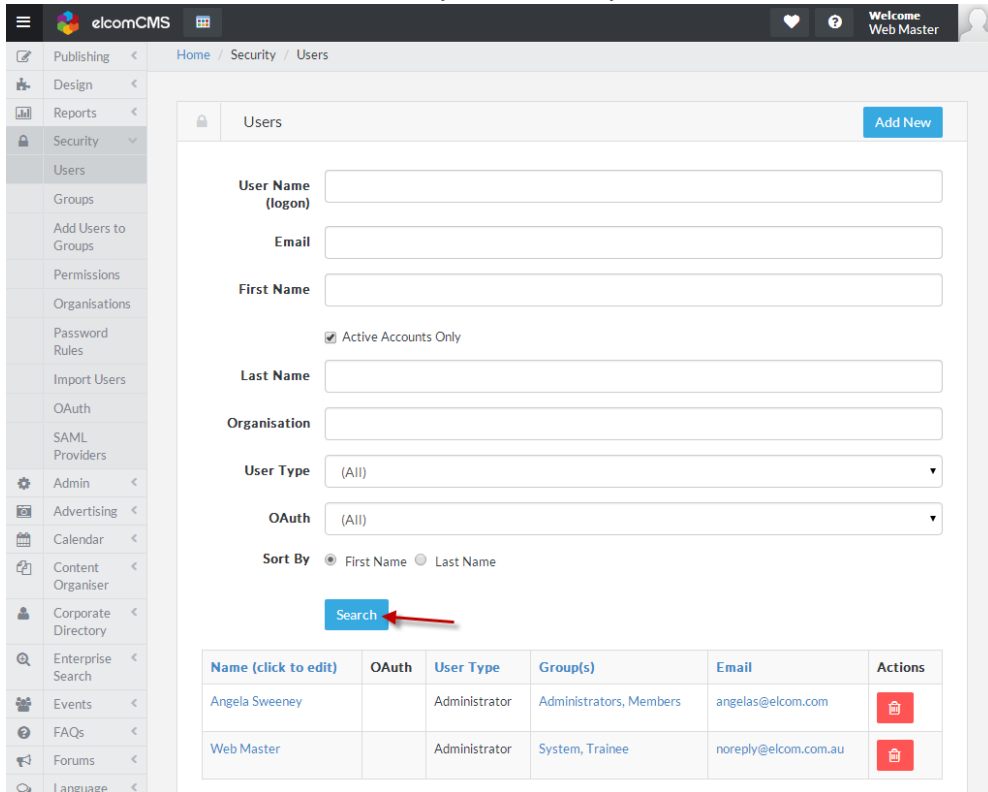
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## 3.4 Finding users

1. From the User Maintenance screen, click the **Search** button.



2. This will list all the users that currently exist in the system.



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# Elcom Administrator Training

3. Find the user you created by filling out the form before hitting the **Search** button.

## 3.5 Editing a user

1. Find the user you created.

Users Add New

User Name (logon)

Email

First Name

Active Accounts Only

Last Name

Organisation

User Type

OAuth

Sort By  First Name  Last Name

Search

Name (click to edit)	OAuth	User Type	Group(s)	Email	Actions
Angela Sweeney <span>←</span>		Administrator	Administrators, Members	angelas@elcom.com	
Web Master		Administrator	System, Trainee	noreply@elcom.com.au	

2. Click the name of the user and you will be taken into edit mode.

elcomCMS Welcome Web Master

Home / Security / Users

User Details Cancel User's Groups Reset Password Save

User name\*  ←

Photograph  No file chosen  
Only \*.png, \*.gif and \*.jpg files allowed.

Title

First Name\*

Last Name\*

Email\*

User Type\*

Password\*

Confirm Password\*

3. Make a change to the user and click **Save**.

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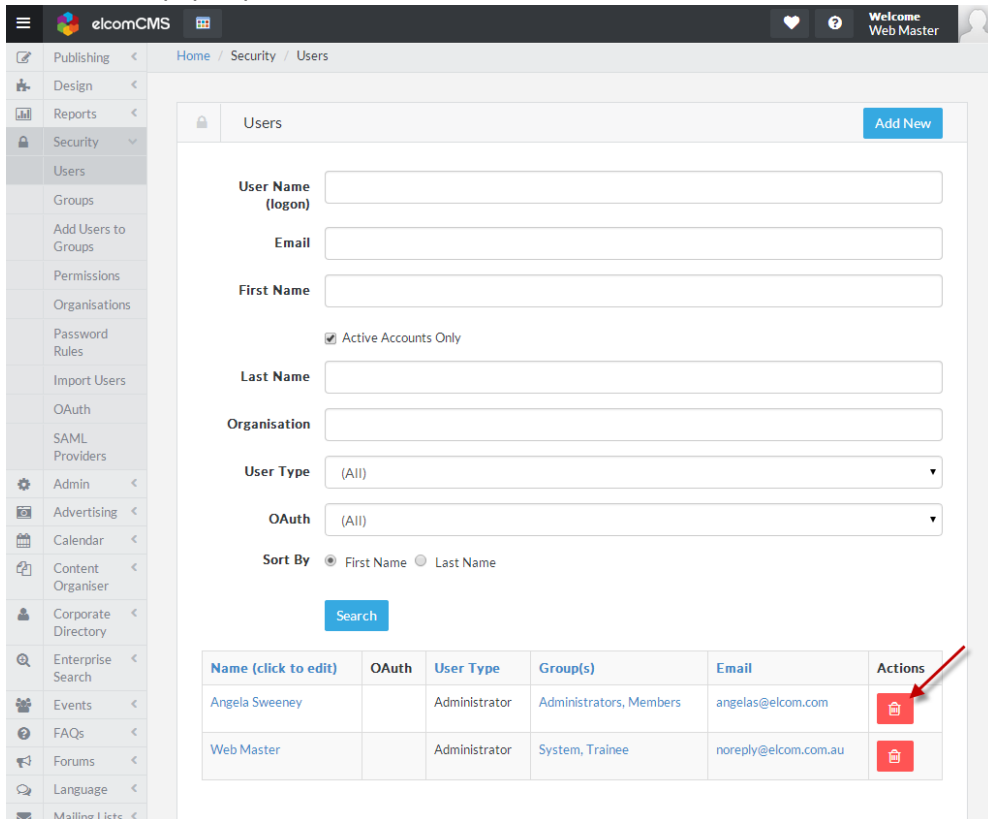
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## 3.6 Deleting users

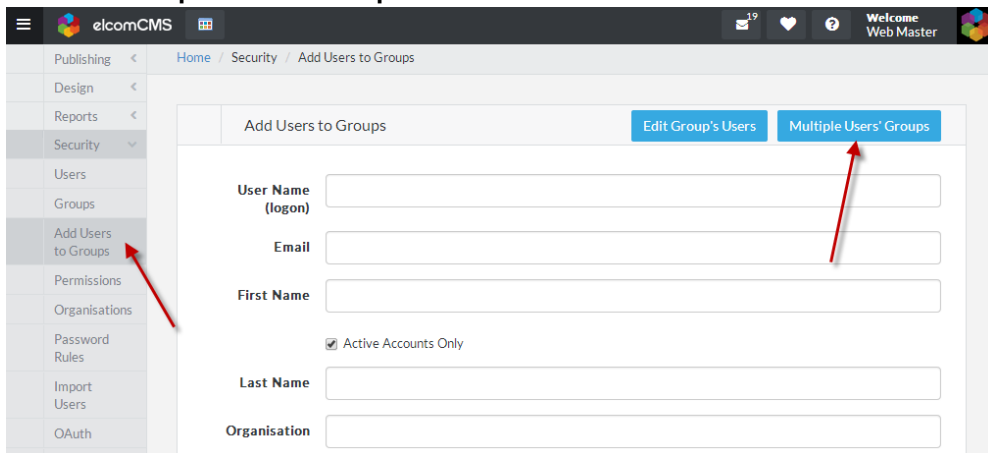
1. Search and find the second user you created.
2. A Delete link pops up next to the user.



3. Note the **Delete** icon, but don't delete the user.

## 3.7 Adding multiple users to groups

1. Click the **Add Users to Groups** Left menu item.
2. Click the **Multiple Users' Groups** button.



Notes:

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# Elcom Administrator Training

3. Select a few users and click the top **Add** button.

elcomCMS Home / Security / Add Users to Groups

Back Save

Add Selected Users to Selected Groups

Select Users

**Available Users**

Web Master  
Angela Sweeney

Add Remove

**Selected Users**

[Click here to search for a User](#)

Select Groups

**Available Groups**

Members  
Publishers  
System  
Trainee  
Trainer  
Administrators

Add Remove

**Selected Groups**

1. This function will merely add the selected users to the selected security groups. It will not remove the selected users from any groups that they already belong to.  
2. Externally controlled groups (e.g. LDAP mappings) are not shown.

Notes:

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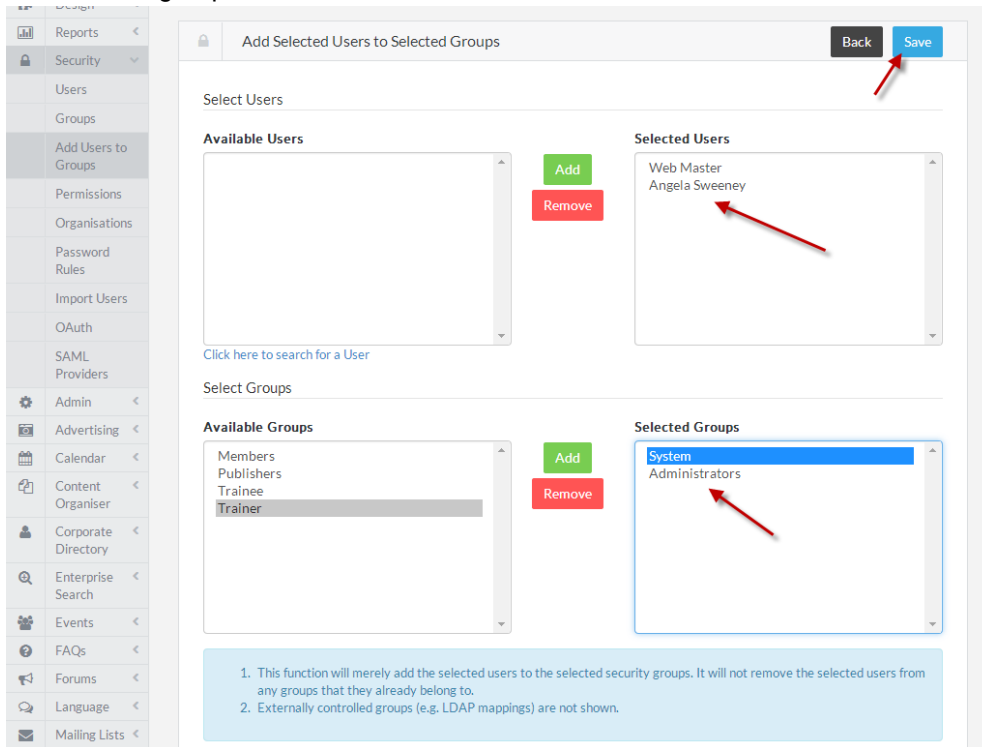
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# Elcom Administrator Training

4. Select a few groups and click the bottom **Add** button.



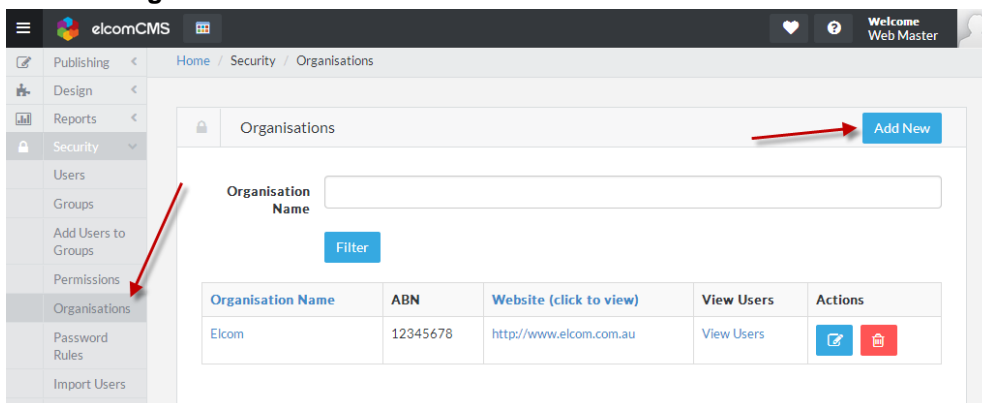
5. Click the **Save** button.

## 3.8 Adding organisations

Organisations are for organising users if you happen to have more than one location in your company. You can then assign users to those organisations.

You can add default groups to the organisation. Then when you add a user to the organisation it automatically adds them to the groups also for security purposes.

1. Click the **Organisations** button on the left menu and then the **Add New** button.



2. You are then presented with the form to fill out to create an organisation.

Notes:

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# Elcom Administrator Training

3. Fill out the form with your company details

elcomCMS

Home / Security / Organisations

Organisation Maintenance

Cancel Save

Organisation Name\* Elcom

[View Users](#)

Description Content Management

Elcom is a leading provider of .NET enterprise web content management solutions (WCM). Our core product, elcomCMS is the backbone of over 1,000 successful global site deployments

ABN 12345678

Website http://www.elcom.com.au

Physical Address

Street Address 1 (Bay 8) Suite 7101

Street Address 2 2 Locomotive Street

Street Address 3 Australian Technology Park

Suburb Eveleigh

Postcode 2015

State NSW

Country Australia

4. Click **Save**.
5. Go back to the **Security > Users** section.

Notes:

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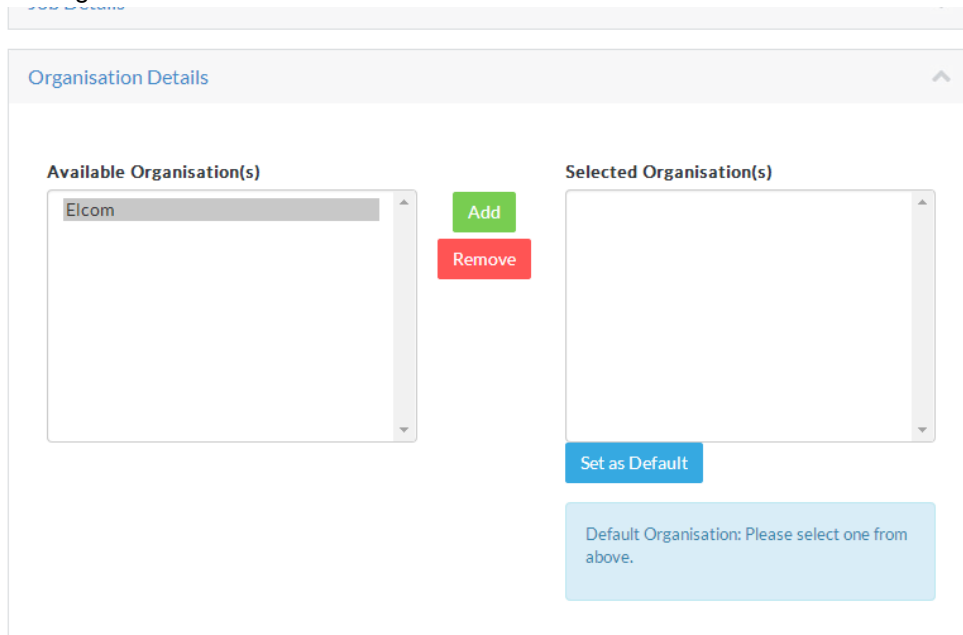
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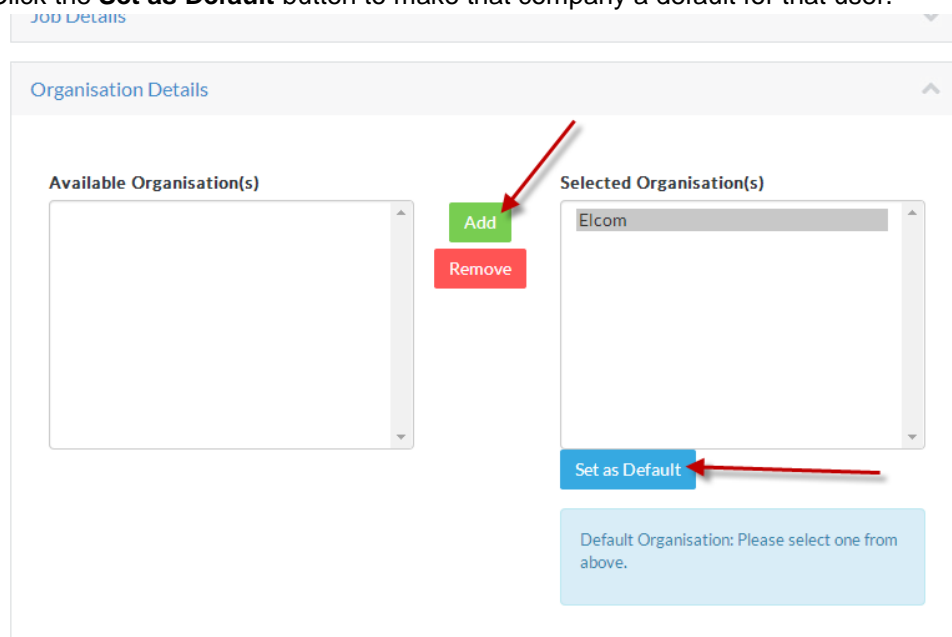
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6. Search for your user, and **Edit**. Scroll down to **Organisation Details**. Add this user to your new organisation.



7. Click the **Set as Default** button to make that company a default for that user.



8. **Save** your user.

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## 7 Security – Permissions

Users can set permissions for most functions throughout the CMS. Permissions are broken up into the following categories:

- Functions – Publisher and Admin tasks
- Folders – Content repositories
- Rich Text Editor – The toolbar buttons available on the editor
- Fonts – Access to fonts
- Menus – Access to site menus
- Templates – Access to page templates
- Event Types [refer Events Manager Manual]
- Events Public [refer Events Manager Manual]
- Lockdowns – Access to misc lockdowns

### 7.1 Editing other permissions for groups

1. Select **Security** and then click **Permissions**.

Description	No Access <input type="radio"/> Check All	Read Only <input type="radio"/> Check All	Read/Write <input type="radio"/> Check All	Full Access <input checked="" type="radio"/> Check All
Site Layout	<input checked="" type="radio"/> No Access	<input type="radio"/> Read Only	<input type="radio"/> Read/Write	<input type="radio"/> Full Access
Home	<input type="radio"/> No Access	<input checked="" type="radio"/> Read Only	<input type="radio"/> Read/Write	<input type="radio"/> Full Access
Contact Us	<input type="radio"/> No Access	<input checked="" type="radio"/> Read Only	<input type="radio"/> Read/Write	<input type="radio"/> Full Access
Features	<input type="radio"/> No Access	<input checked="" type="radio"/> Read Only	<input type="radio"/> Read/Write	<input type="radio"/> Full Access
Sitemap	<input type="radio"/> No Access	<input checked="" type="radio"/> Read Only	<input type="radio"/> Read/Write	<input type="radio"/> Full Access

2. Select the Group you created.
3. Make sure access is **Full Access** on all tabs.
4. Click **Save**. Each time you click between tabs you need to click the **Save** button.

Notes:

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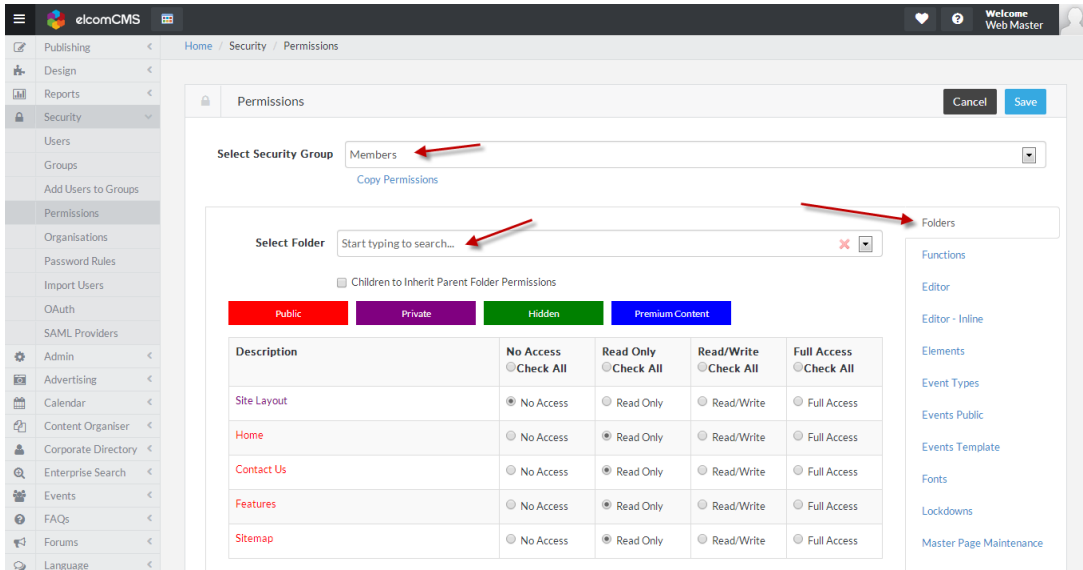
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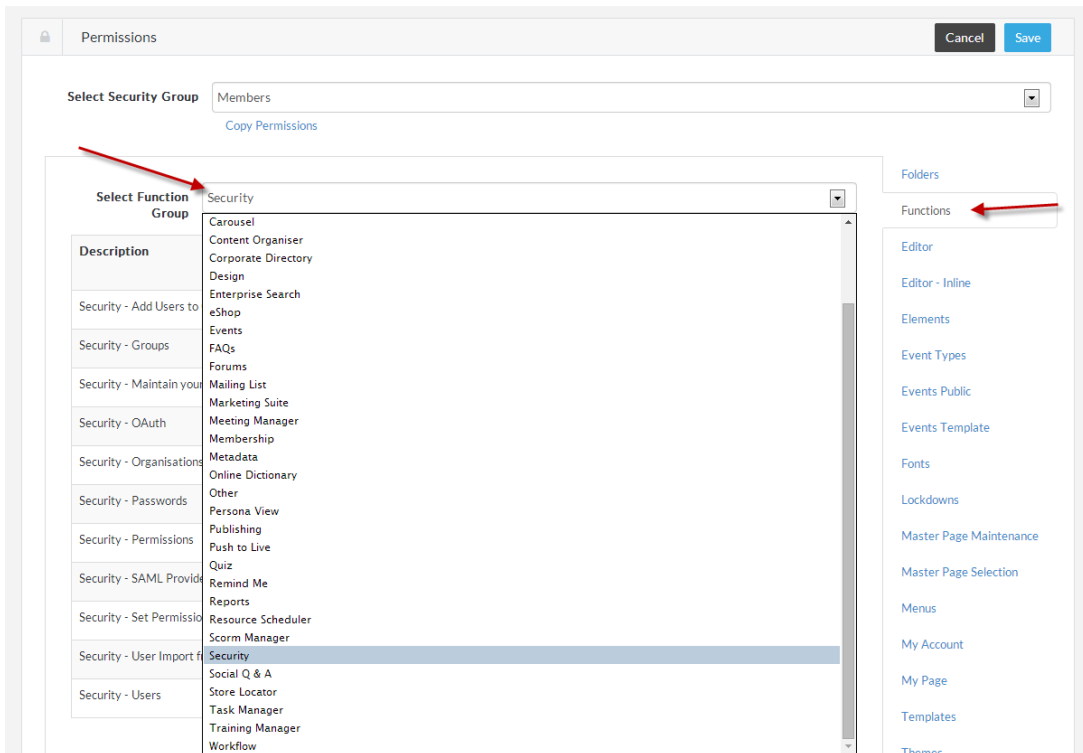
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See screenshots below for what all tabs look like under the default settings for Members:

You can set permissions per group, per folder.



You can set permissions for per Function in the CMS. These include Security functions, Admin functions and Module functions.



Notes:

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# Elcom Administrator Training

You can set permissions per tool bar or button in the ePhox, Telerik or Editor-Inline editors.

The screenshot shows the 'Permissions' configuration interface. At the top, there are 'Cancel' and 'Save' buttons. Below that, a dropdown menu is set to 'Members' with a 'Copy Permissions' link underneath. The main area contains a table with the following data:

Description	No Access <input type="radio"/> Check All	Full Access <input type="radio"/> Check All
ePhox Command Toolbar	<input checked="" type="radio"/> No Access	<input type="radio"/> Full Access
ePhox Command Toolbar - Accept Change	<input checked="" type="radio"/> No Access	<input type="radio"/> Full Access
ePhox Command Toolbar - Broken Hyperlink Report	<input checked="" type="radio"/> No Access	<input type="radio"/> Full Access
ePhox Command Toolbar - Copy	<input checked="" type="radio"/> No Access	<input type="radio"/> Full Access
ePhox Command Toolbar - Cut	<input checked="" type="radio"/> No Access	<input type="radio"/> Full Access
ePhox Command Toolbar - Enable Accessibility As You Type	<input checked="" type="radio"/> No Access	<input type="radio"/> Full Access
ePhox Command Toolbar - Enable Track Changes	<input checked="" type="radio"/> No Access	<input type="radio"/> Full Access
ePhox Command Toolbar - Find	<input checked="" type="radio"/> No Access	<input type="radio"/> Full Access
ePhox Command Toolbar - Format Painter	<input checked="" type="radio"/> No Access	<input type="radio"/> Full Access
ePhox Command Toolbar - Insert Hyperlink	<input checked="" type="radio"/> No Access	<input type="radio"/> Full Access
ePhox Command Toolbar - Insert Table	<input checked="" type="radio"/> No Access	<input type="radio"/> Full Access
ePhox Command Toolbar - Next Change	<input checked="" type="radio"/> No Access	<input type="radio"/> Full Access
ePhox Command Toolbar - Paste	<input checked="" type="radio"/> No Access	<input type="radio"/> Full Access
ePhox Command Toolbar - Previous Change	<input checked="" type="radio"/> No Access	<input type="radio"/> Full Access

On the right side, there is a vertical menu with the following items: Folders, Functions, Editor (highlighted with a red arrow), Editor - Inline, Elements, Event Types, Events Public, Events Template, Fonts, Lockdowns, Master Page Maintenance, Master Page Selection, Menus, My Account, My Page, Templates, and Themes.

You can set permissions per element. The elements are a list that can be selected from in the element drop down when editing an article.

Notes:

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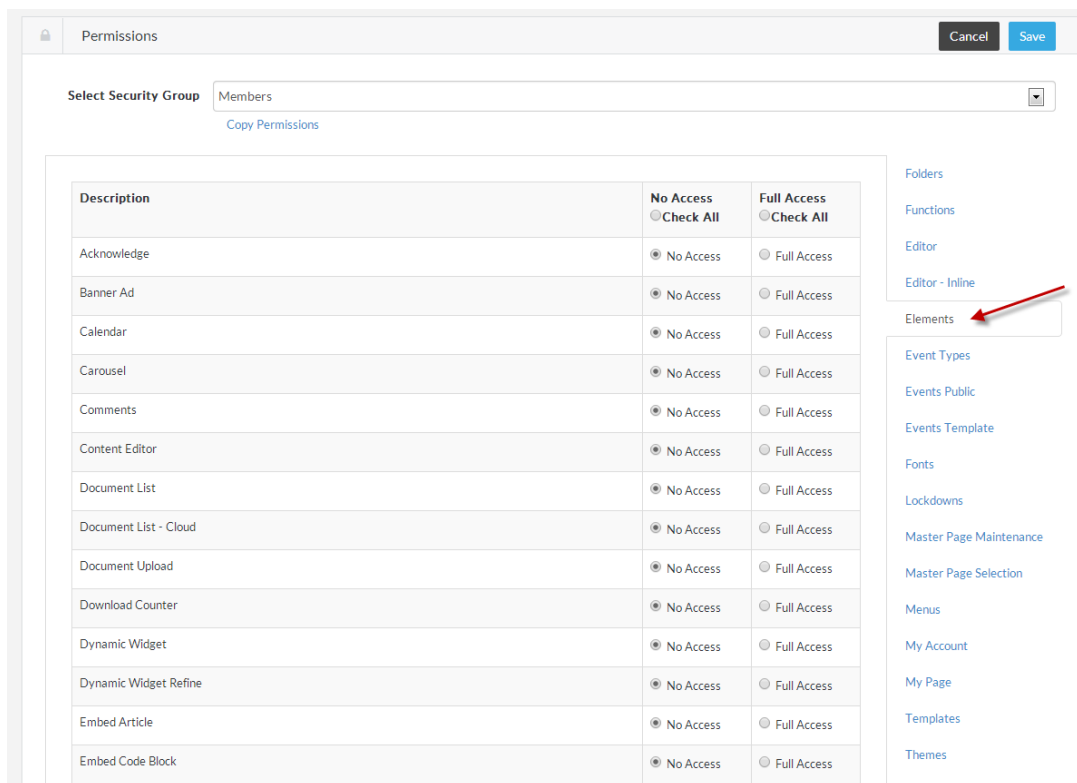
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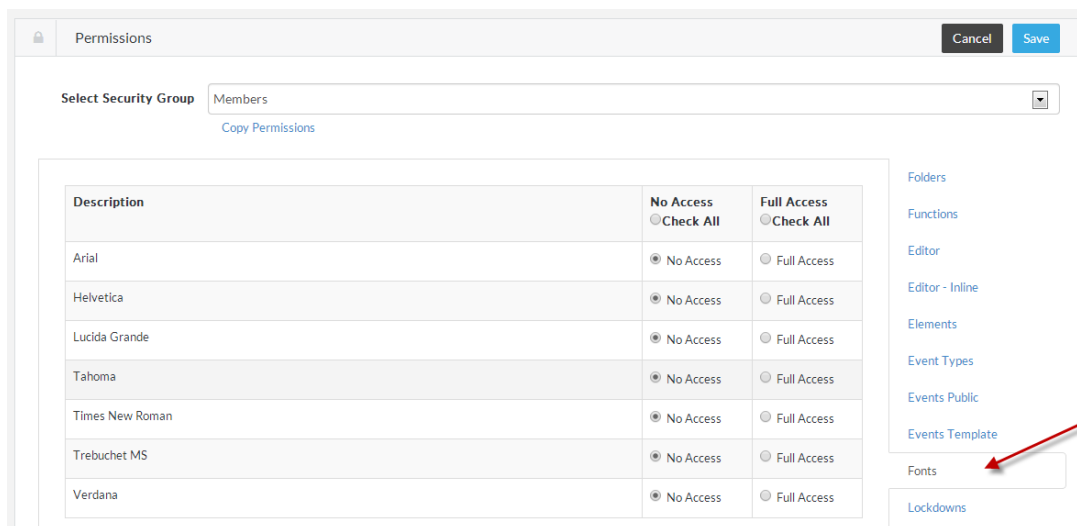
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# Elcom Administrator Training



You can set permissions on what fonts the users can select from the fonts dropdown in the editor. This list is not used very often anymore. It is recommended to use Styles to control the look and feel of the site.



You can lockdown extra article features.

Notes:

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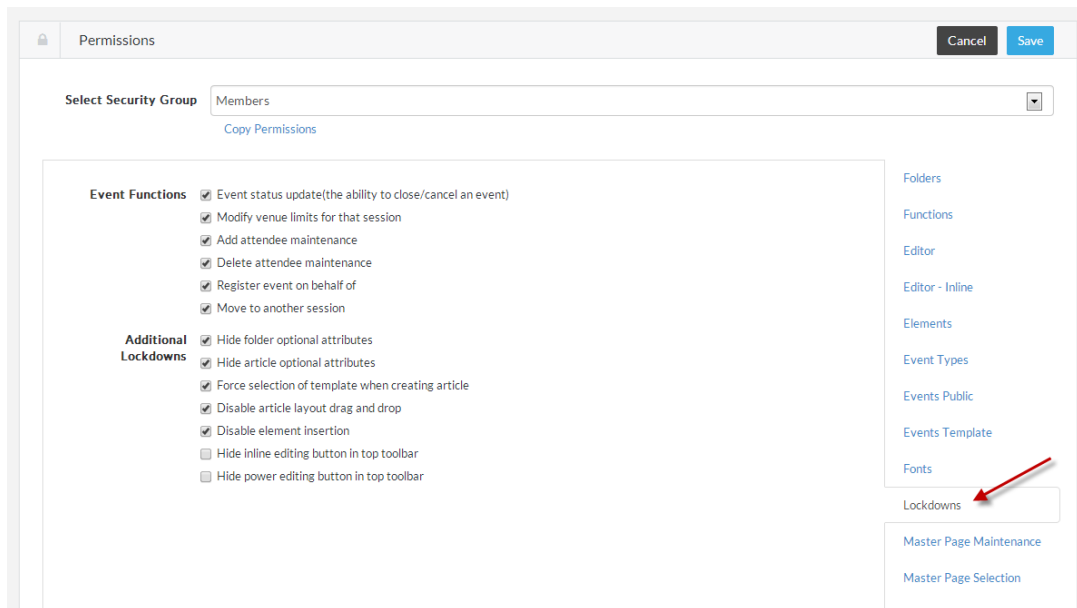
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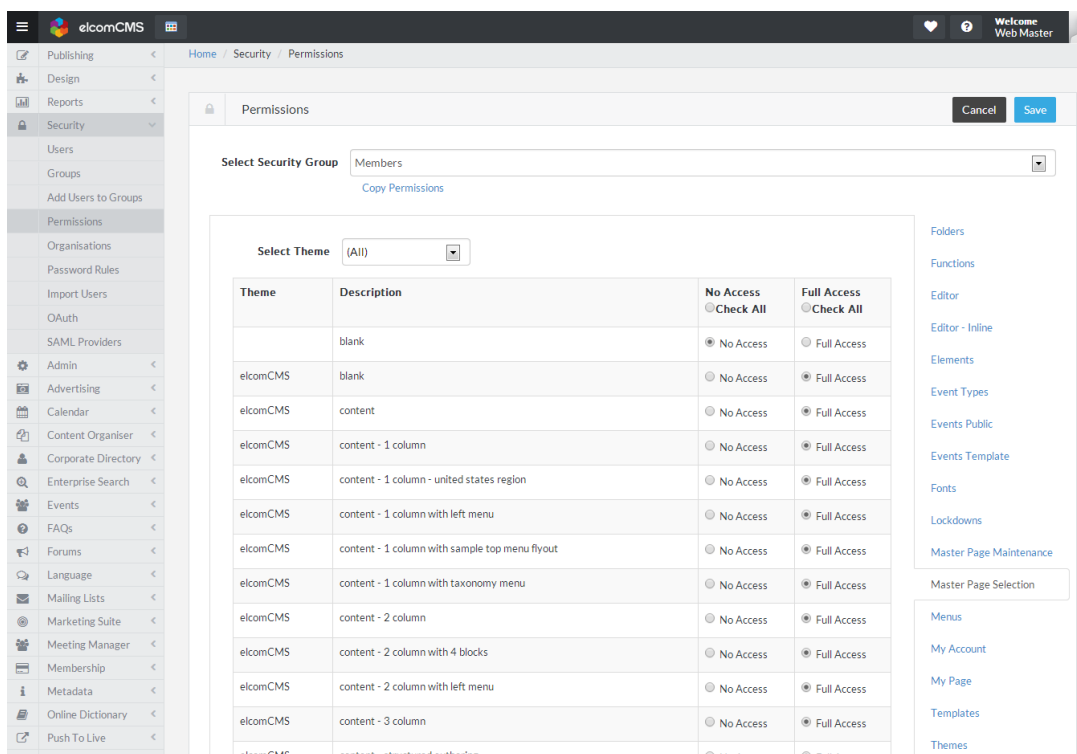
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# Elcom Administrator Training



You can lock down the master pages that a user can select from the front end, or edit from the Design menu.



Notes:

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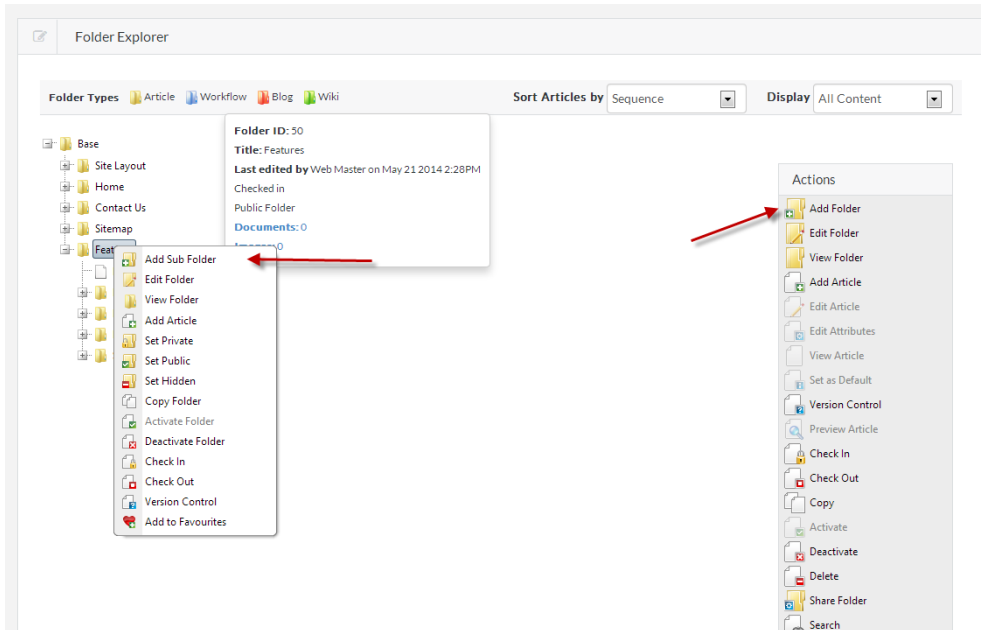


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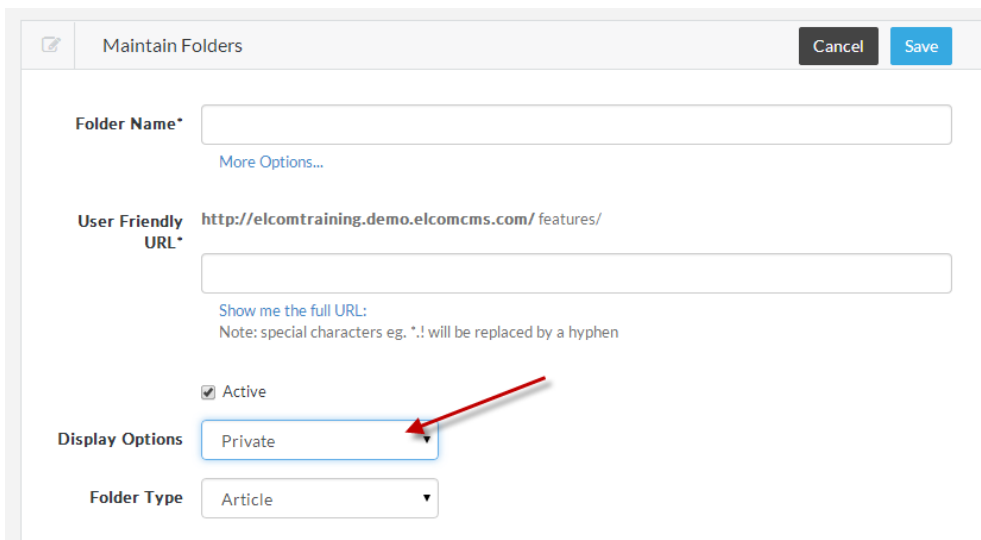
# Elcom Administrator Training

## 7.2 Editing permissions via the folder attributes

1. In **Publishing > Folder explorer** create a folder.



2. Set the folder as a **Private** folder.



Notes:

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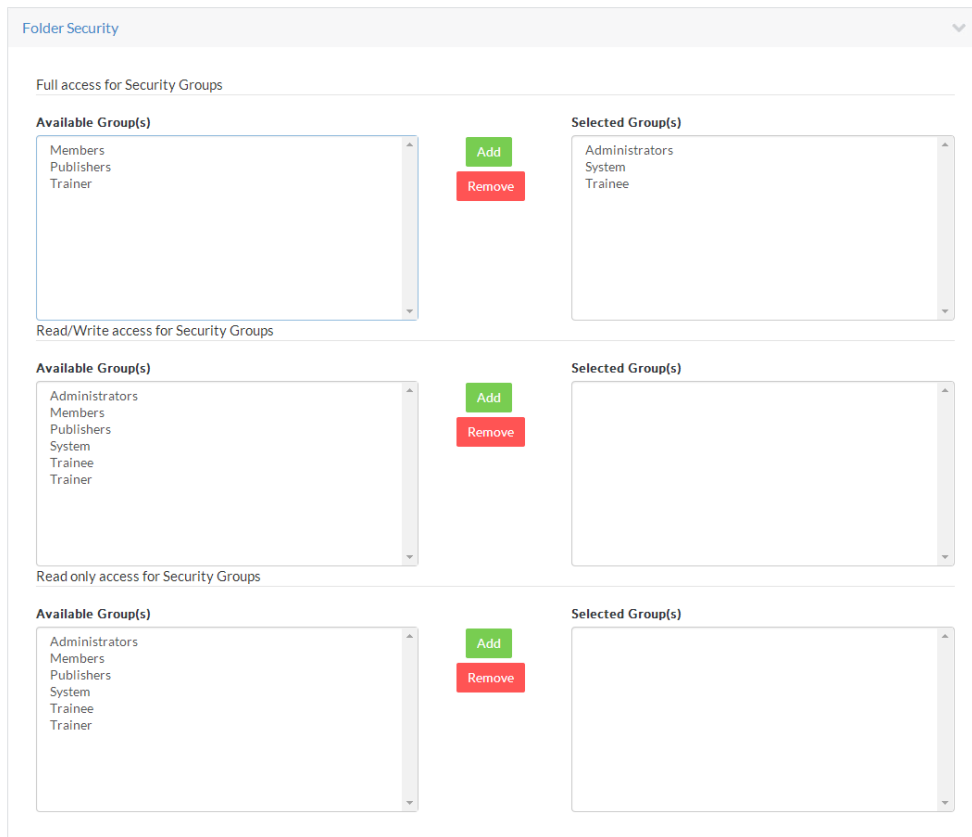
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# Elcom Administrator Training

3. Scroll down to **Folder Security**.

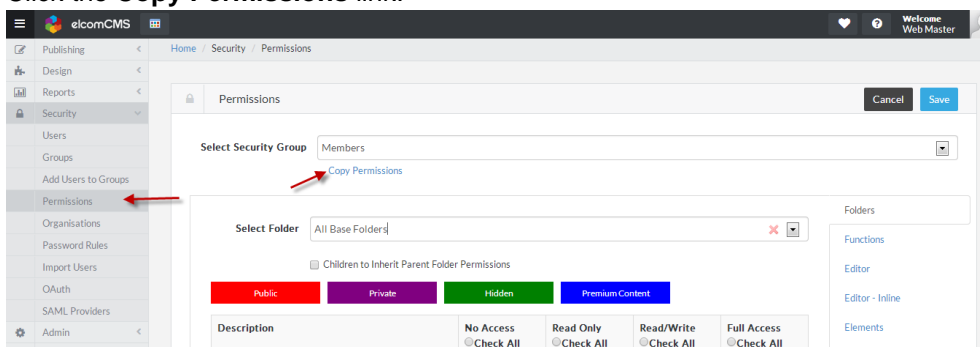


4. Give **Full Access** to the **Administrator** group.
5. Give **Read Only** access to the **Members** group.

## 7.3 Copying permissions

The Copy Permissions section allows you to copy permissions from one group to another group. Use this if a group is going to have similar permissions to another group. Then you can go to the permissions section and change them how you need to.

1. Click **Permissions** on the left menu.
2. Click the **Copy Permissions** link.



Notes:

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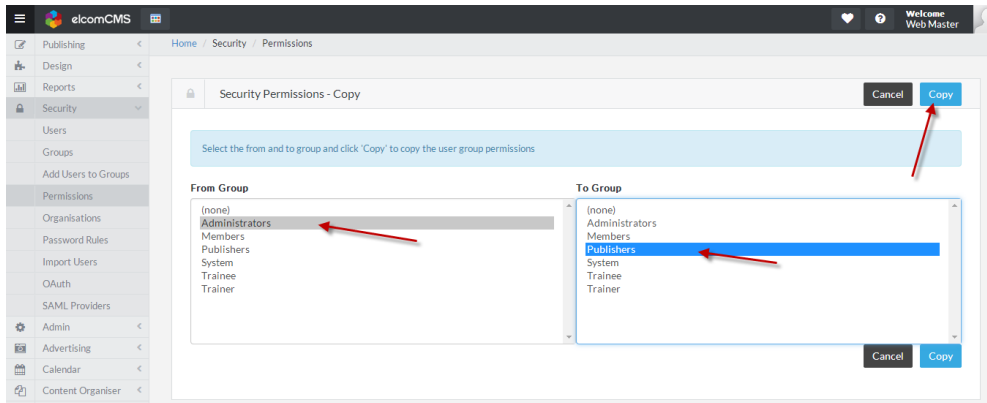
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# Elcom Administrator Training

3. Select the **Administrators** group.
4. Select your group.
5. Click the **Copy** button.



6. Go back to the permissions section and check to see if your folder still has Read Only access. It should now have full access.

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## 8 Security - Password Rules

The password rules are for if you want to limit your users on what passwords they use to make them more secure. This will stop users from using regularly known passwords.

You have the ability to set:

- If it expires so they will have to add another password
- The minimum and maximum characters and numbers they should use
- The minimum upper and lower case characters they have to use
- The minimum amount of special characters they should use
- If there are any special characters that they should not use
- If they can use the special characters in their username

elcomCMS Home / Security / Password Rules

Publishing < Design < Reports < Security > Users Groups Add Users to Groups Permissions Organisations Password Rules Import Users OAuth SAML Providers Admin < Advertising < Carousels < Calendar < Content Organiser Corporate Directory Enterprise Search Events < FAQs < 51Degrees.mobbi Forums < Mailing Lists < Marketing <

Save

Password expires after\* Never Expire

Password Format

No formatting rules apply to the user's password

Or Apply these formatting rules

Prevent user from creating a password that matches their Username

Minimum Characters 1

Maximum Characters 21

Passwords can only be upto 21 characters in length

Minimum Numbers 1

Minimum Lower Case 0

Minimum Upper Case 0

Minimum Special Chars 0

Special Characters Not Permitted # %

The special characters (eg. # %) that should NOT exist in the password. Separate different special characters by space. The space character can be added as a special character by separating it with an additional space.

Notes:

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# Elcom Administrator Training

The password rules are listed when adding in a new user.

User Details Cancel User's Groups Reset Password Save

**User name\***

**Photograph**  No file chosen  
Only \*.png,\*.gif and \*.jpg files allowed.

**Title**

**First Name\***

**Last Name\***

**Email\***

**User Type\***

**Password\***

**Confirm Password\***

The rules for creating a new password are:

- Must not be the same as your user name
- Must be between 1 and 21 characters
- Must contain at least 1 numeric character
- The special characters that are NOT permitted are # %

**Status**  Active  Deleted

Notes:

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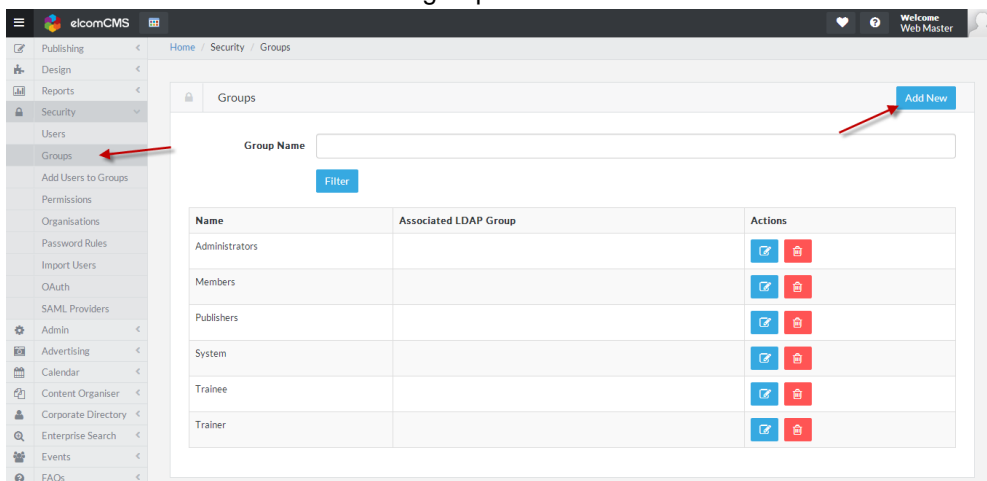
## 9 Security – Active Directory

The Active Directory Module is an extra purchased module. For instructions on how to connect to Active Directory please see the installation guide:

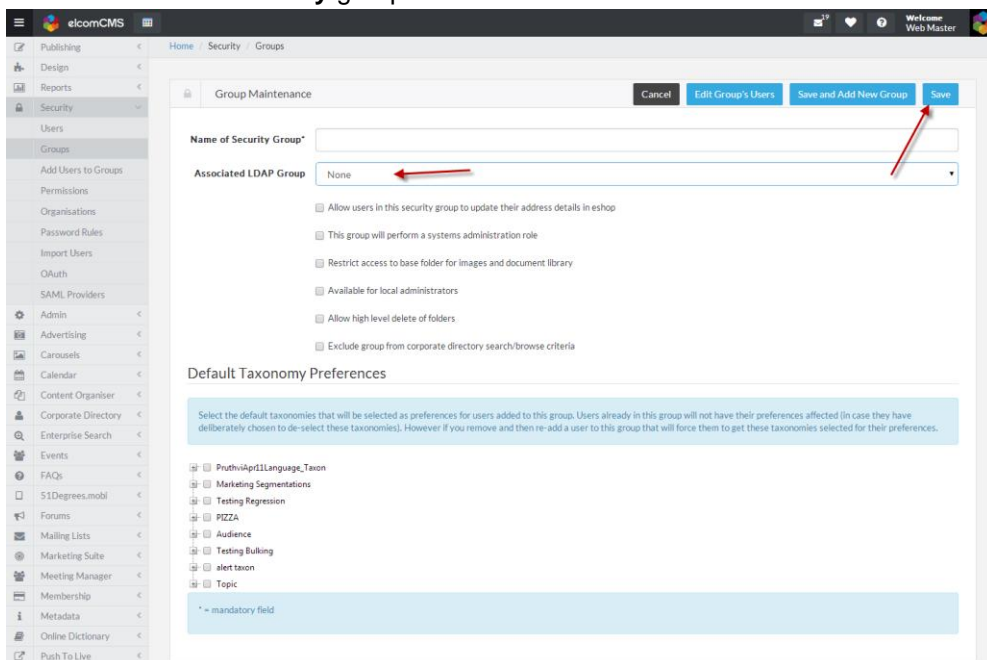
<http://reference.elcom.com.au/Documentation/Installation/Installation>

### 9.1 Add Active Directory groups

1. Navigate to **Security > Groups**.
2. Click the **Add New** button to add a group.



3. Select an **Active Directory** group from the list.



4. Click the **Save** button.

Notes:

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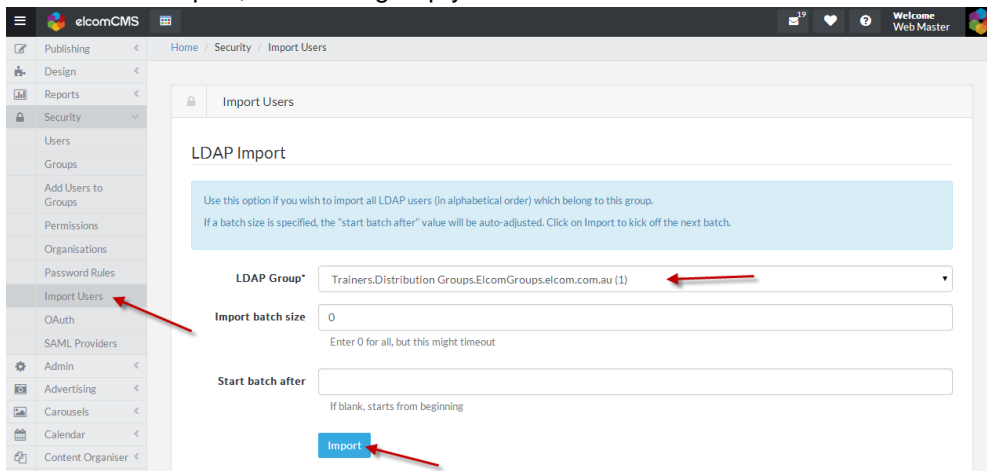
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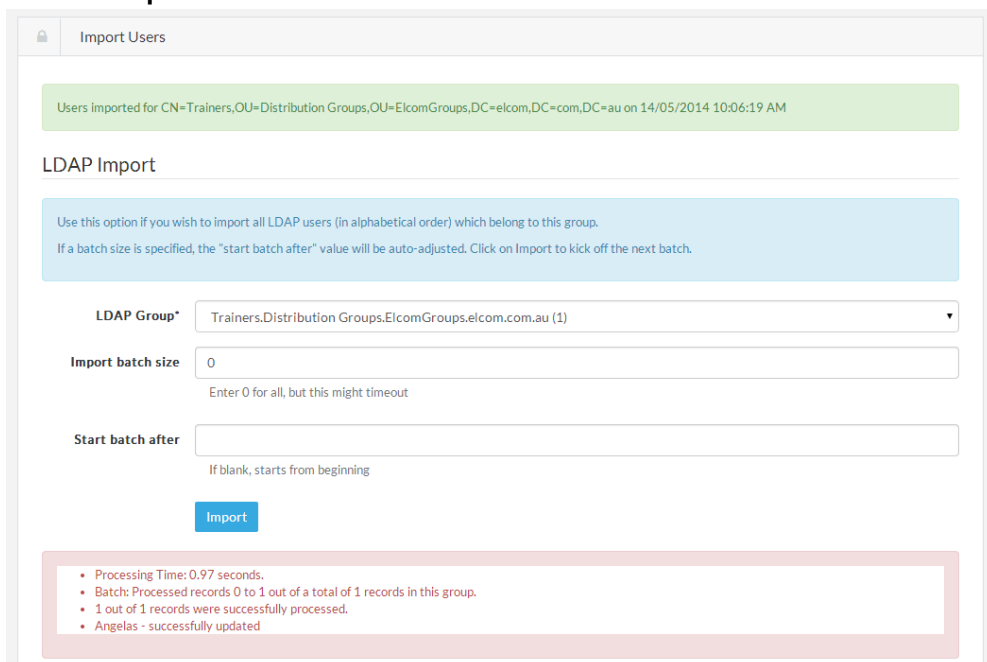
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## 9.2 Import AD users from linked groups

1. Navigate to **Security > Import Users**.
2. Under LDAP Import, select the group you have connected to the CMS.



3. Click the **Import** button.



4. Navigate to **Security > Users**.

Notes:

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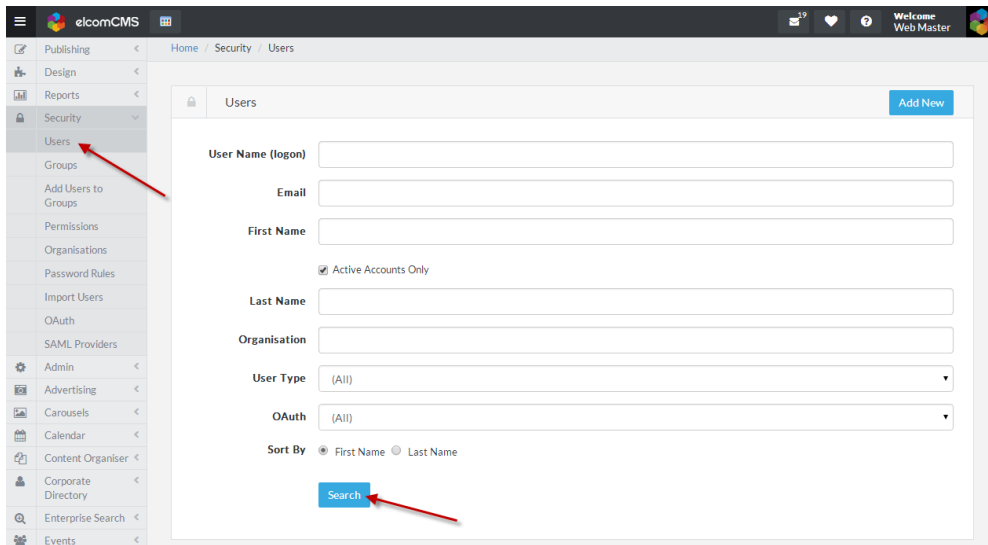
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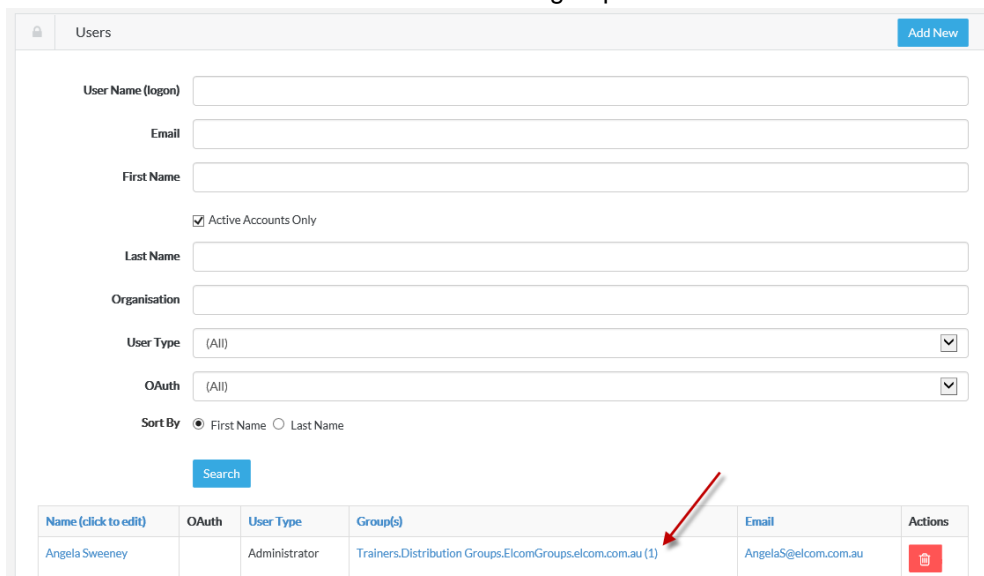
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# Elcom Administrator Training

5. Search for a user.



6. You should see the user connected to the AD group.



Notes:

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# Elcom Administrator Training

7. When editing the group, you will not be able to change the information being controlled by Active Directory.

The screenshot shows the 'User Details' form with the following fields and values:

- User name\*: Angelas
- Photograph: Choose File (No file chosen). Note: Only \*.png, \*.gif and \*.jpg files allowed.
- Title: Mr
- First Name\*: Angela
- Last Name\*: Sweeney
- Email\*: Angela5@elcom.com.au
- User Type\*: Administrator
- Password\*: (empty)
- Confirm Password\*: (empty)

Below the password fields, a light blue box contains the following rules for creating a new password:

- Must not be the same as your user name
- Must be between 1 and 21 characters
- Must contain at least 1 numeric character
- The special characters that are NOT permitted are # %

At the bottom, the 'Status' section has the following options:

- Active
- Deleted
- Out of Office
- Locked Out
- Ban from making comments and social posts

Note: Users will be imported automatically when they login if their group is already connected.

Notes:

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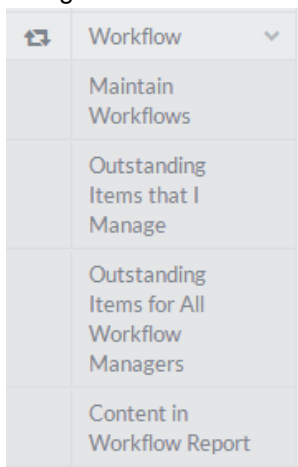
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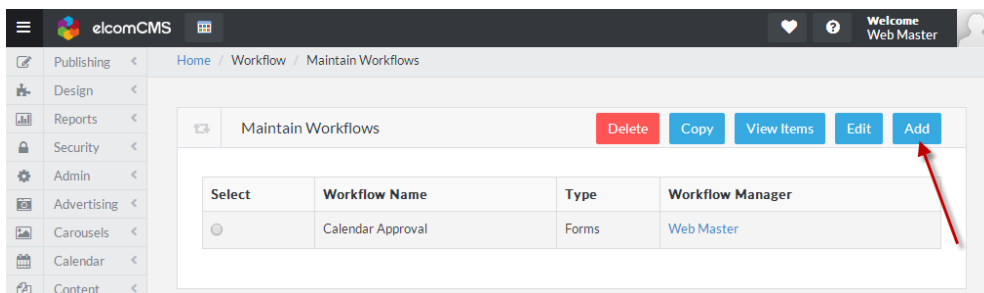
## 10 Workflow

### 10.1 Adding a new workflow on Forms

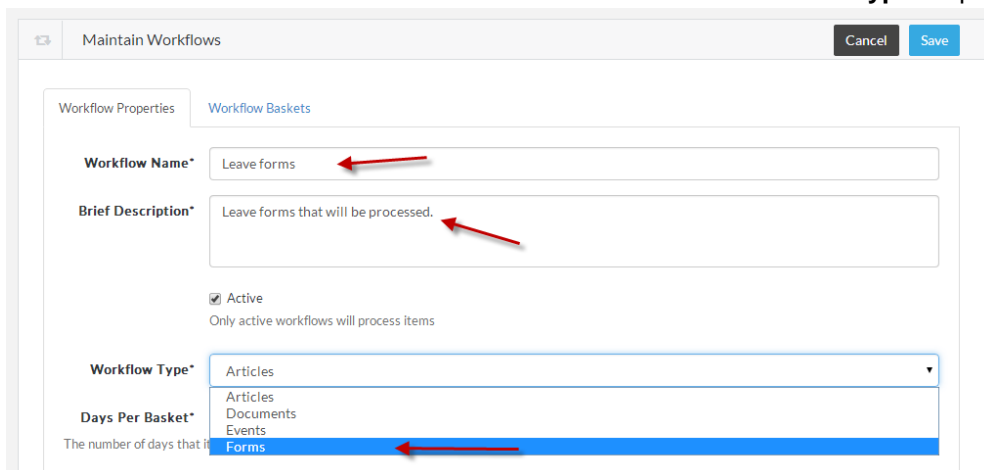
1. Navigate to the Workflow Module on the left menu. Click **Maintain Workflows**.



2. Click **Add** to add a workflow.



3. Ensure the **Workflow Properties** tab is selected.
4. Fill out the **Workflow Name** and **Brief Description**.
5. Ensure the **Active** box is ticked and choose **Forms** from the **Workflow Type** drop down.



Notes:

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# Elcom Administrator Training

6. In the **Days per Basket** list that it will stay in a basket for 3 days.

Maintain Workflows Cancel Save

Workflow Properties Workflow Baskets

**Workflow Name\*** Leave forms

**Brief Description\*** Leave forms that will be processed.

Active  
Only active workflows will process items.

**Workflow Type\*** Forms

Hold Form Emails  
Whether the emails that get sent via the form must only be sent when the form gets approved

**Days Per Basket\*** 3

The number of days that items should stay in a basket

Automatic Move After Expiry Whether items should automatically move to the next basket if the number of days in the basket has expired

7. Select your previous form you created to be part of the workflow.

Select What This Workflow Applies To\*

Only applicable for Articles, Documents and Forms

Select Folders

Start typing to search... ✕ ▼ Add

Remove

Or Select A Form

**Form** Form Creator Form

**Select The Question** (All)

Notes:

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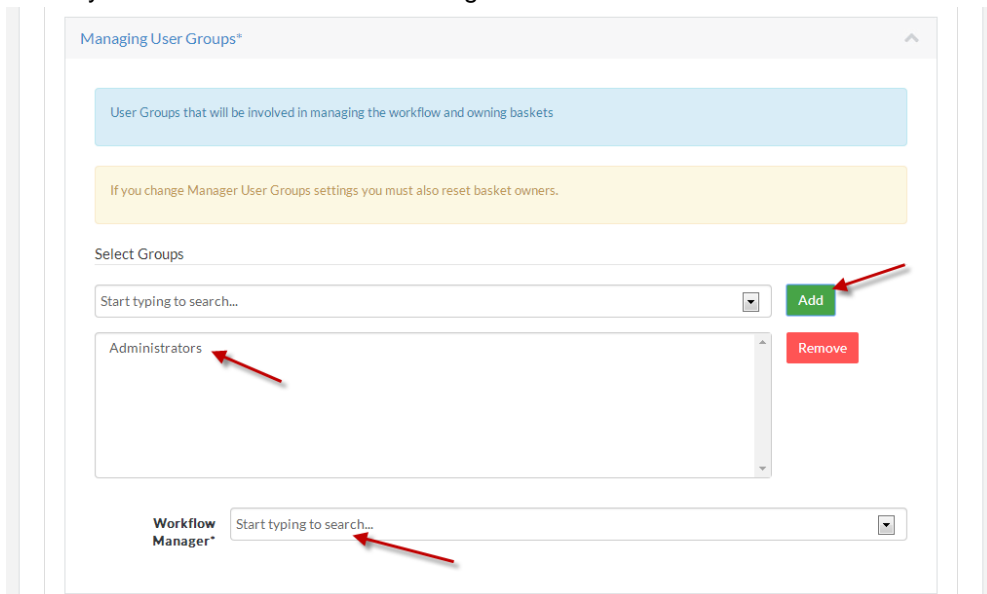
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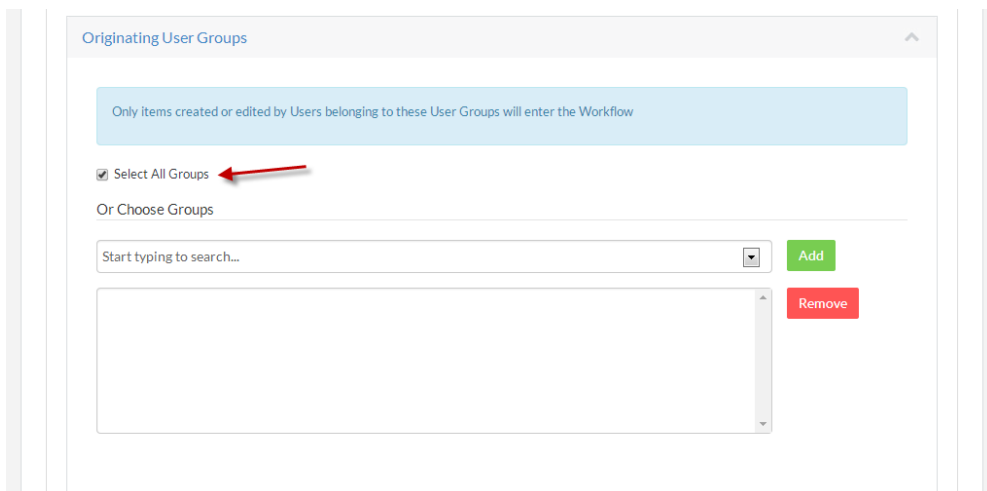


# Elcom Administrator Training

8. Select the Administrator group as the group that contains the Workflow Managers. Click **Add**. This will populate the **Workflow Manager** drop down box.
9. Select your user as the workflow manager.



10. Under the **Originating User Groups** section, tick **Select All Groups** for all users to trigger the workflow.



Notes:

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# Elcom Administrator Training

11. Scroll up and choose the **Workflow Baskets** Tab.

Maintain Workflows Cancel View Items Save

Workflow Properties Workflow Baskets

**HR**

Selected Basket Properties

Basket Name\*

Basket Owner\*

Secondary Basket Owner

Active

Days Per Basket\*

Only enter if different to the days per basket set in workflow properties

12. Fill out the **Basket Name** and select the **Basket Owner** as your user.
13. Select the **Secondary Basket Owner**. This will only be initiated if the Basket Owner is set to out of office in the Users area.
14. Set the **Days per basket** as 5.
15. Make sure the **On Approval** drop box is set to **Go To Next Basket** and the **On Rejection** drop box is set to **Go To Previous Basket**.

Active

Days Per Basket\*

Only enter if different to the days per basket set in workflow properties

Don't Allow Approver To Edit

Select The Area Of The Form To Be Approved

On Approval

On Rejection

Check List Items

Item 1:   + 🗑️

Notes:

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# Elcom Administrator Training

16. Email setting can be set, however emails are not available on Staging sites.

Email Settings

Default Email Template: Please set up the default email templates under Workflow Settings in Global Site Settings  
If the email template is not selected, the default email template will be used to send the email(s)

On entry

On first view by the approver

On approval

On rejection

Before expiry

After expiry

\* = mandatory field

Cancel Save

17. Click the **Save** button.

If the email template is not selected, the default email template will be used to send the email(s)

On entry

On first view by the approver

On approval

On rejection

Before expiry

After expiry

\* = mandatory field

Cancel Save

Notes:

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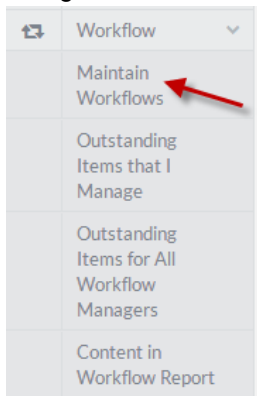
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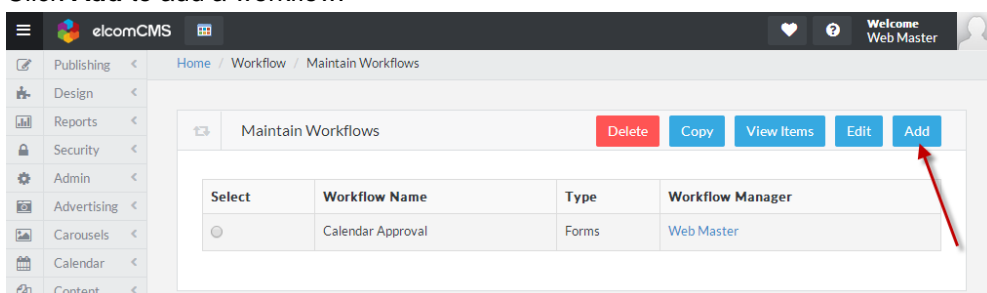
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## 10.2 Adding a new workflow on Articles

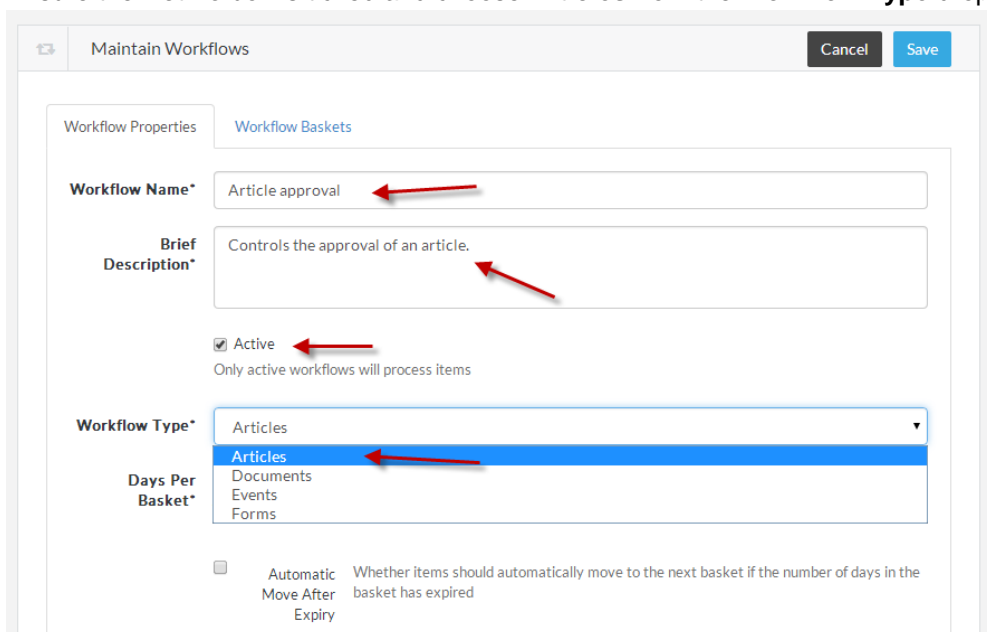
1. Navigate to the Workflow Module on the left menu. Click **Maintain Workflows**.



2. Click **Add** to add a workflow.



3. Ensure the **Workflow Properties** tab is selected.
4. Fill out the **Workflow Name** and **Brief Description**.
5. Ensure the **Active** box is ticked and choose **Articles** from the **Workflow Type** drop down.



Notes:

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# Elcom Administrator Training

6. In the **Days per Basket** list that it will stay in a basket for 5 days.

Workflow Type\* Articles

Days Per Basket\* 5

The number of days that items should stay in a basket

Automatic Move After Expiry Whether items should automatically move to the next basket if the number of days in the basket has expired

Select What This Workflow Applies To\*

7. Select the homepage folders to be part of the workflow.

Select What This Workflow Applies To\*

Only applicable for Articles, Documents and Forms

Select Folders

Start typing to search...

Features>Training>Brooke Miller

Add Remove

8. Tick **All Groups** for all users to trigger the workflow.

Originating User Groups

Only items created or edited by Users belonging to these User Groups will enter the Workflow

Select All Groups

Or Choose Groups

Start typing to search...

Add Remove

Notes:

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# Elcom Administrator Training

9. Select the Administrator group as the group that contains the Workflow Managers. Click **Add**. This will populate the **Workflow Manager** drop down box.

Managing User Groups\*

User Groups that will be involved in managing the workflow and owning baskets

If you change Manager User Groups settings you must also reset basket owners.

Select Groups

Start typing to search...

Administrators

Workflow Manager\* Angela Sweeney

10. Scroll up and choose the **Workflow Baskets** Tab.

Maintain Workflows

Workflow Properties | Workflow Baskets

Selected Basket Properties

Basket Name\* Marketing

Basket Owner\* Angela Sweeney

Secondary Basket Owner Administrators

Active

Days Per Basket\* 5

Only enter if different to the days per basket set in workflow properties

11. Fill out the **Basket Name** and select the **Basket Owner**.
12. Select the **Secondary Basket Owner**. This will only be initiated if the Basket Owner is set to out of office in the Users area.
13. Set the **Days per basket** as 5.

Notes:

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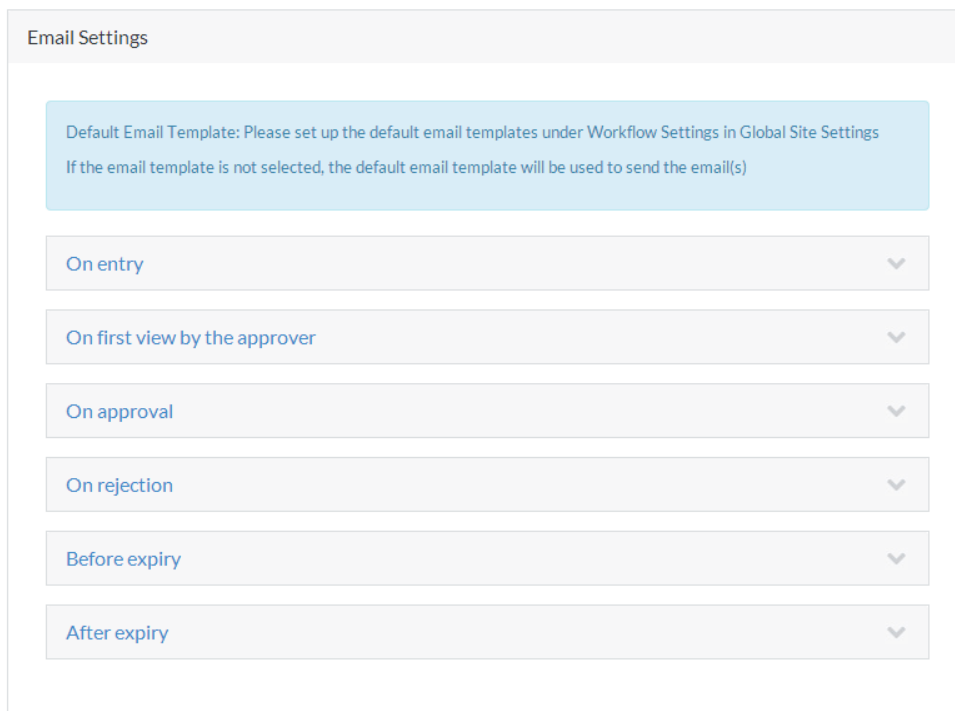
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# Elcom Administrator Training

14. Scroll down to see the Emails section. Here you can add emails to people depending on the event.



15. Click the **Save** button.

## 10.3 Testing the workflow

1. Login as your user.
2. Submit the form.
3. Login as the first approver.
4. Click the **Inbox** button in the admin bar.



Notes:

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# Elcom Administrator Training

5. Click on the form result submission.

Content	Date Entered Current Basket	Days In Basket	Workflow	Current Basket	Workflow Manager	Original Author	Status	Comments	Actions
Form Creator Form - Web Master (33)	Jul 8 2014 10:44AM	0	Form approval	Marketing	Web Master	Web Master			

6. Click the **Approve** button.

## Form Results

Form Creator Form

**Approve** **Reject** **Save Only** **Comments** **Back**

Workflow: Form approval

Basket Name: Marketing

### Enquiry Form

Name\*

Notes:

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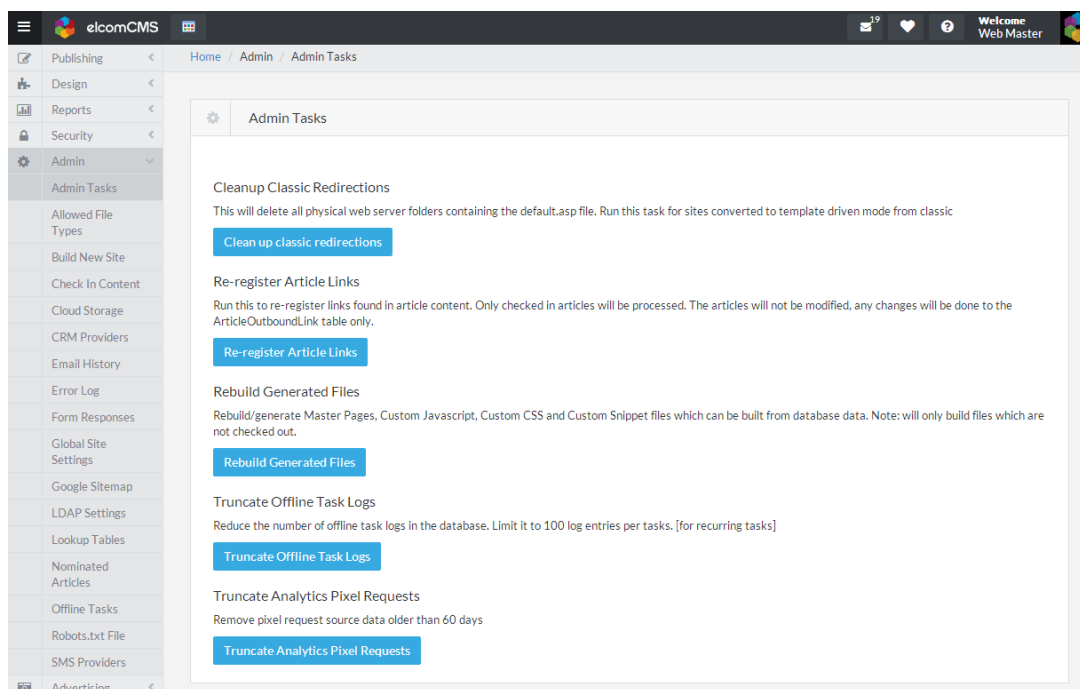


## 11 Admin Tools

### 11.1 Admin tasks

The admin task Clean up Classic Redirections deletes all physical web server folders containing the default.asp file. Run this task for sites converted to template driven mode from classic.

The admin task Re-register article links is a clean up housekeeping task you can run when you have performed quite a few changes to the site and customisations and you think it may have affected the links on your website. Running this can take a long time and make the server not usable for a period of time.



### 11.2 Allowed file types

Allowed file types manages what the user can upload to the system. If a filetype does not exist here you can add it in yourself. To access Allowed File Types go to the Dashboard then Admin Tools and select Allowed File Types.

#### 11.2.1 Add a new file type

1. At the end of the current list of Allowable File Types, select a **File type** from the dropdown.
2. Type in an extension name in the **Extension** field.
3. Select an **Icon** from the dropdown list.
4. Select a **Content Type** from the dropdown.
5. Click the **Add** button.

Notes:

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# Elcom Administrator Training

Use this form to manage the types of files that can be uploaded to the site.

File Type	Extension	Icon	Content Type	Actions
File	TXT	file-txt.gif	text/plain	
File	PDF	file-pdf.gif	application/pdf	
File	HTM	file-htm.gif	text/html	
File	XLS	file-xls.gif	application/vnd.ms-excel	
File	PPT	file-ppt.gif	application/vnd.ms-powerpoint	
File	PPTX	file-ppt.gif	application/vnd.ms-powerpoint	
File	XLSX	file-xls.gif	application/vnd.ms-excel	
File	MPG	file-mp4.gif	video/mpeg	
File	MP3	file-mp3.gif	audio/mpeg	
File	WMV	file-wmv.gif	video/x-msvideo	
File	FLV	file-flv.gif	video/x-flv	
File	F4V	file-flv.gif	video/x-f4v	
File	MP4	file-mp4.gif	video/mp4	
File	DOC	file-doc.gif	application/vnd.ms-word	
File	DOCX	file-doc.gif	application/vnd.ms-word	
File	DOT	file-doc.gif	application/vnd.ms-word	
File	XLT	file-xls.gif	application/vnd.ms-excel	
File	PPS	file-ppt.gif	application/vnd.ms-powerpoint	
File	PPSX	file-ppt.gif	application/vnd.ms-powerpoint	
File	POT	file-ppt.gif	application/vnd.ms-powerpoint	
File	POTX	file-ppt.gif	application/vnd.ms-powerpoint	
File	DOTX	file-doc.gif	application/vnd.ms-word	
File	XLTX	file-xls.gif	application/vnd.ms-excel	
File	AAC	file-mp3.gif	audio/aac	
File	OGV	video/ogg		
File	WEBM	video/webm		
File	AVI	file-mp3.gif	video/x-msvideo	
Image	PNG	file-jpg.gif	image/png	
Image	GIF	file-jpg.gif	image/gif	
Image	JPEG	file-jpg.gif	image/jpeg	
Image	JPG	file-jpg.gif	image/jpeg	
Import	XLSX	file-xls.gif	application/vnd.ms-excel	
StyleSheet	CSS		text/css	
Url	URL	file-url.png	application/x-url	
Url	YOUTUBE	file-url.png	application/x-url	

File

Notes:

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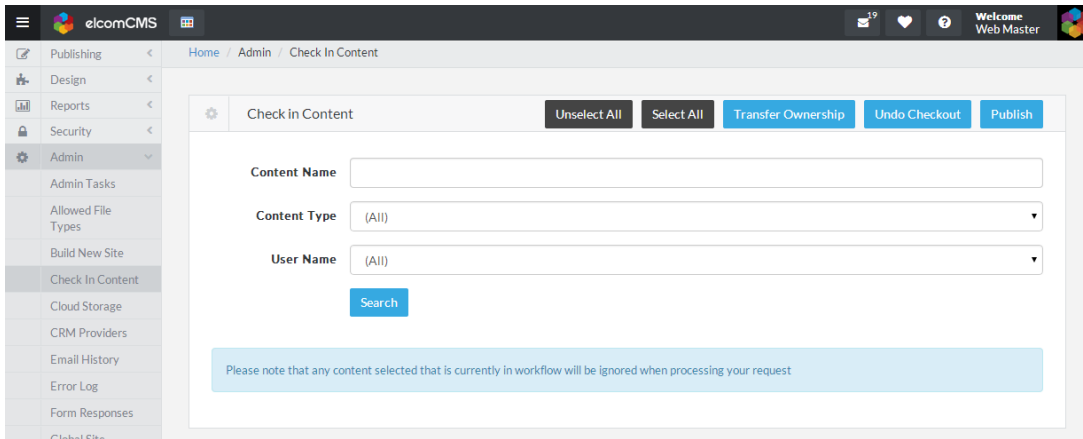


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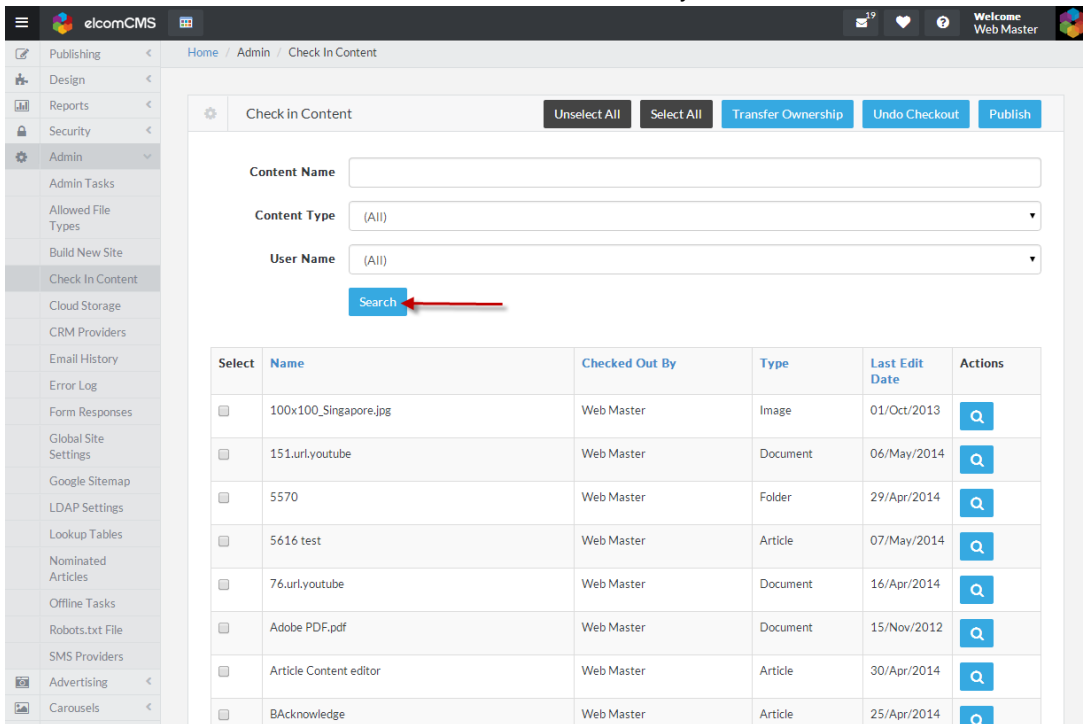
# Elcom Administrator Training

## 11.3 Check-in content

When content is being edited no one else can edit that content. If content has been checked out for longer than expected then it is possible that the person has accidentally left it checked out. This can also be used if someone has left the company or gone on leave and the content is still checked out. Check in Content allows you the ability to check in articles, templates, documents, style sheets and master pages that others may have left checked out so that they can then be edited.



Click the **Search** button to view all content that is currently checked out.



From this screen, the current state of content may be viewed by clicking on the preview link. This will show all draft changes.

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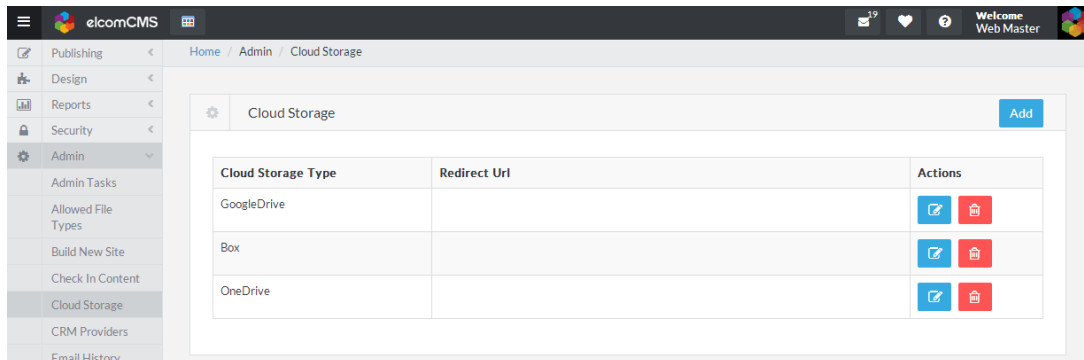
# Elcom Administrator Training

The current live version of the page may be viewed by normal navigation to that page.

- Be sure to check what you would like to do with the content.
- Click the **Undo Checkout** button to remove any changes that has been made by the user that has checked the content out.
- Click the **Publish** button to accept the changes that the user has made.

## 11.4 Cloud Storage

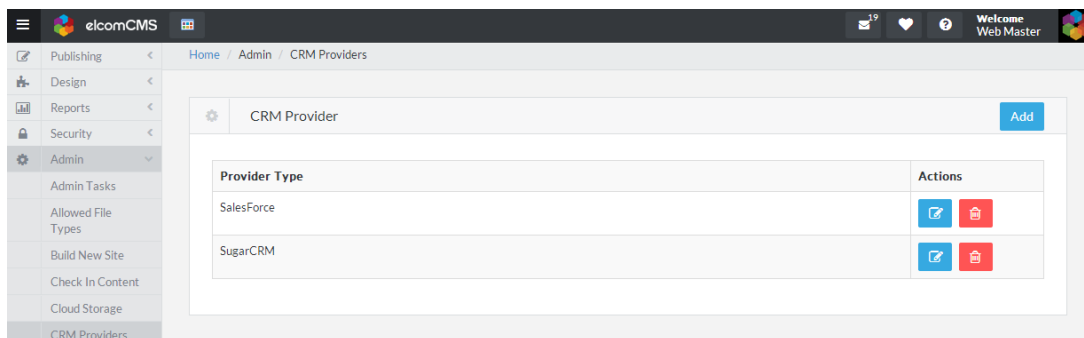
This is a list of all the storage providers that connect to the CMS. They allow you to share information through Elcom to Drop Box.



## 11.5 CRM Providers

This page lists all the CRMs that the CMS has connected to. The CMS connects to Salesforce and Sugar CRM out of the box.

1. Click **Add**.



Notes:

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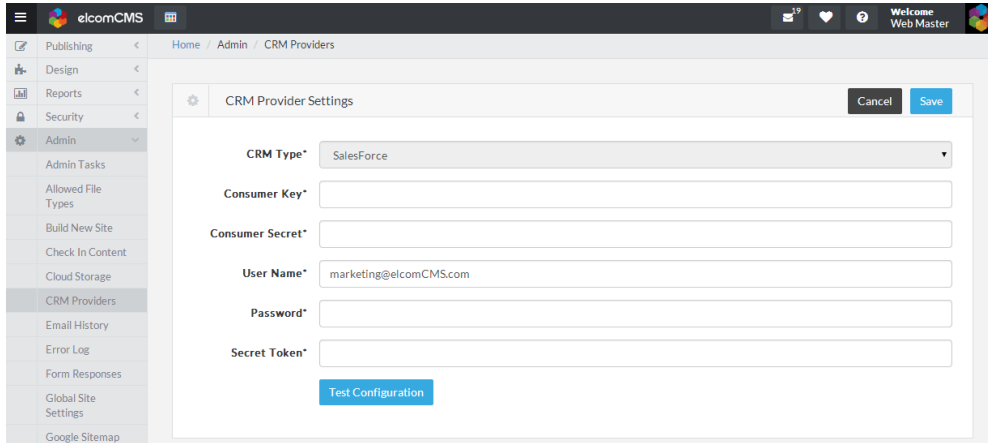
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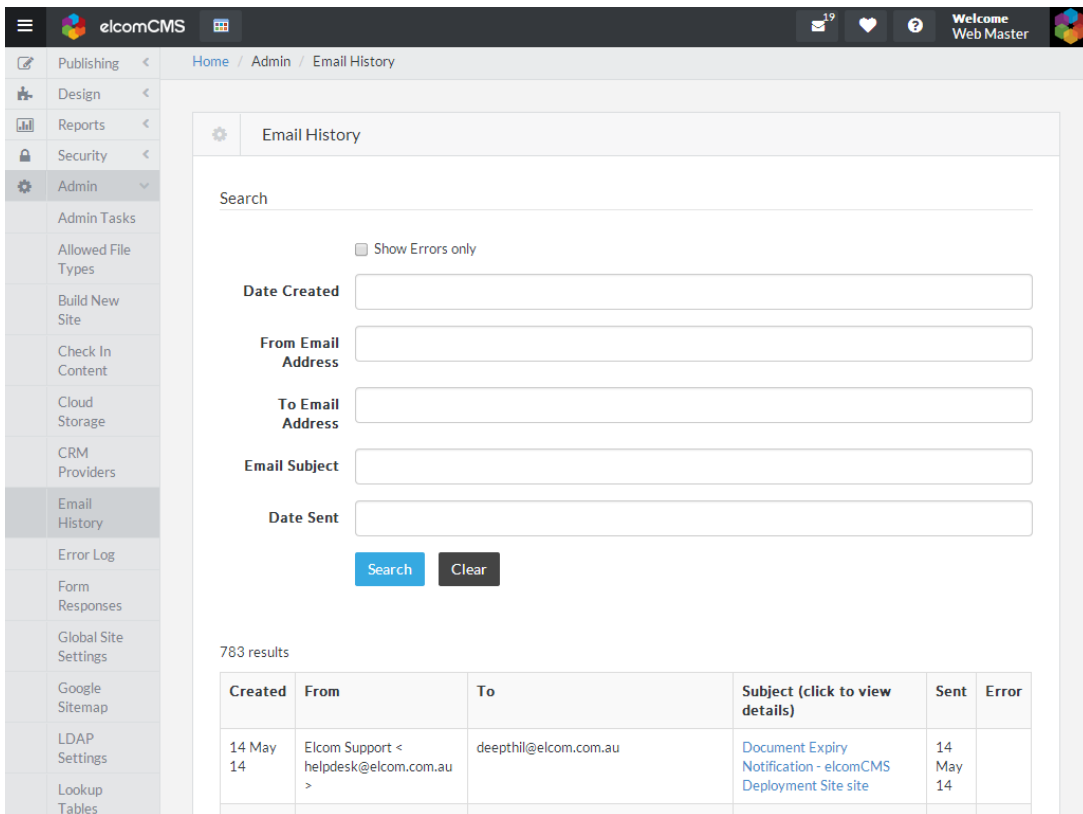
# Elcom Administrator Training

2. Select the **CRM Type** and add the connection details.



## 11.6 Email History

Email History keeps a list of all emails that are being sent within the system. The section keeps them all whether this is through user management, through modules like the mailing list module, or errors sent. The report will tell you when the email was sent, who from and to and what the subject was. You can click the Search button to see them all or click the Clear button to remove all from the list if needed.



Notes:

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# Elcom Administrator Training

## 11.7 Error Log

The Error log shows all errors that happen within the system. The error log has an ID connected to the issue, the date that the issue happened and some information about the issue. Click on the ID of the error to see more information about it. This error can be sent to the helpdesk so as they can take a look at what the issue is. Errors can be searched for in the system by ID or message.

ID (click for details)	Date	Message
15968	14/05/2014 11:13:11 AM	An error occurred while executing the command definition. See the inner exception for details. - PAGE: Pixel Tracking: With Querystring /Admin/MarketingSuite/tp.aspx?tc=1&tt=pageview&la=Wed.%202014%20May%202014%2001:12:27%20UTC&pt=Welcome%20to%20elcomCMS%20-%20elcomCMS%20Deployment%20Site&pu=http%3A/
15967	14/05/2014 9:58:50 AM	**** Inner Exception:Input string was not in a correct format.
15966	14/05/2014 9:58:50 AM	Conversion from string "False" to type 'Integer' is not valid. - PAGE: http://ec9-5.test.elcomcms.com/articleattributeedit.aspx?Function=Edit&FolderID=171&ArticleID=346 (ASP_global_asax)
15965	14/05/2014 9:58:44 AM	Thread was being aborted.
15964	14/05/2014 9:58:14 AM	**** Inner Exception:Input string was not in a correct format.
15963	14/05/2014 9:58:14 AM	Conversion from string "False" to type 'Integer' is not valid. - PAGE: http://ec9-5.test.elcomcms.com/ArticleAttributeEdit.aspx?Function=Edit&ArticleID=346&FolderID=171 (ASP_global_asax)
15962	14/05/2014 9:58:02 AM	**** Inner Exception:Input string was not in a correct format.
15961	14/05/2014 9:58:02 AM	Conversion from string "False" to type 'Integer' is not valid. - PAGE: http://ec9-5.test.elcomcms.com/ArticleAttributeEdit.aspx?Function=Edit&ArticleID=346&FolderID=171 (ASP_global_asax)

Notes:

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# Elcom Administrator Training

## 11.8 Form Responses

Form Responses allows you to view the responses to any form set up on your website. You can view a certain amount of results as well as results for a date range. There is an edit button next to each submission so you can edit what is in the submission as well as a delete button to delete the submission.

**Form Responses**

Select the Form \* Form Creator Form

Keywords

Results per Page 5

Date From

Date To

Search

Name	Email	Country	Nature of Enquiry	Company	Date Submitted	Actions
User G	userg@elcom.com.au	United Kingdom	Sales enquiry	Company G	13/07/2010	
User X	userx@elcom.com.au	Australia	Sales enquiry	Company X	13/07/2010	
User E	usere@elcom.com.au	USA	Training	Company E	13/07/2010	
User D	userd@elcom.com.au	Australia	Training	Company D	13/07/2010	
User C	userc@elcom.com.au	USA	Sales enquiry	Company C	13/07/2010	

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Notes:

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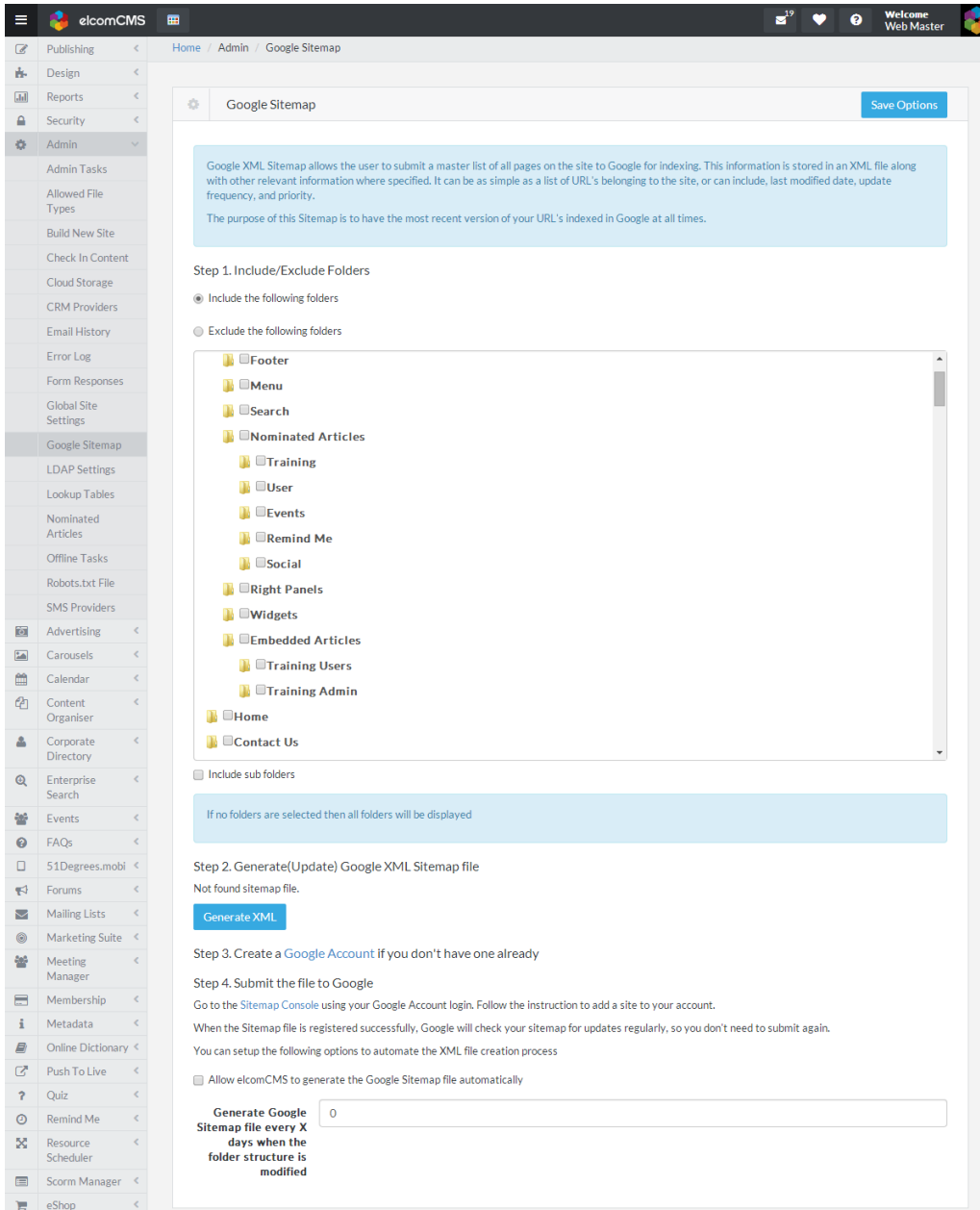
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# Elcom Administrator Training

## 11.9 Google Sitemap

Google XML Sitemap allows the user to submit a master list of all pages on the site to Google for indexing. This information is stored in an XML file along with other relevant information where specified. It can be as simple as a list of URL's belonging to the site, or can include, last modified date, update frequency, and priority.

The purpose of this Sitemap is to have the most recent version of your URL's indexed in Google at all times.



Notes:

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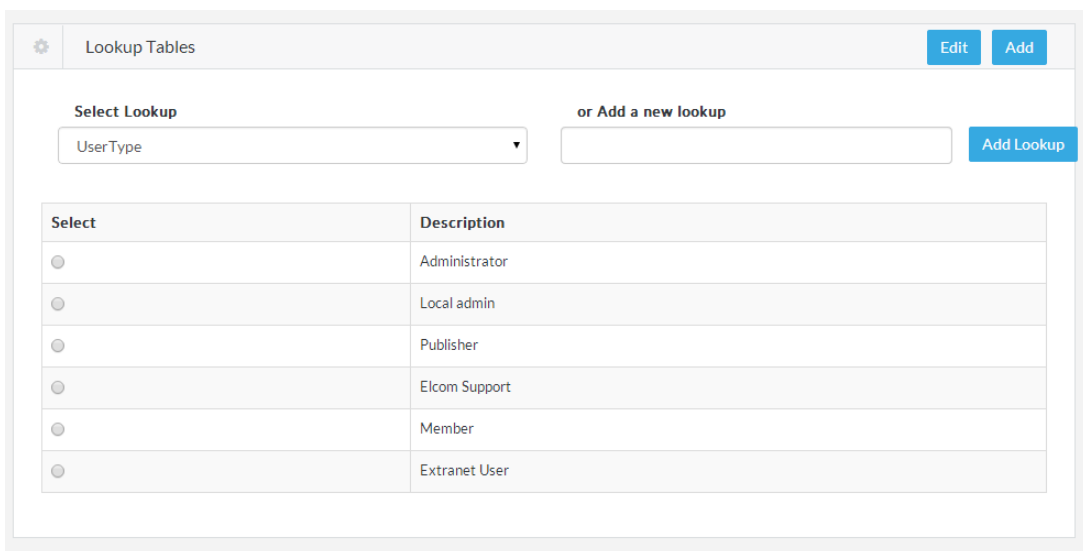
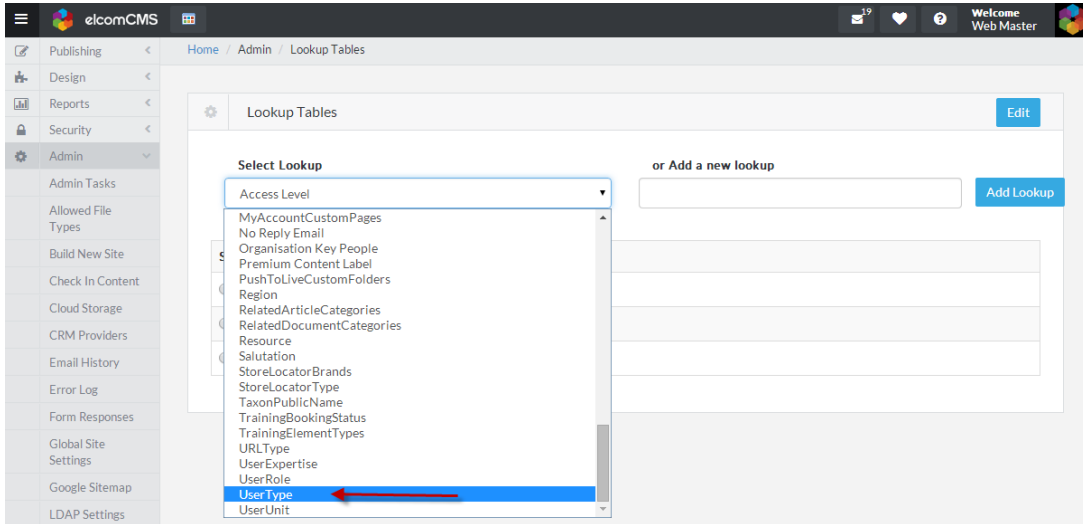
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# Elcom Administrator Training

## 11.10 Lookup tables

Lookup tables allow you to set core setting of the system as well as core settings and properties for the modules. For example, there is the ability to set user types and some permission settings for the security section, as well as the ability to set code snippets.



Once the lookup table is selected that you would like to edit, select the lookup field radio button and click the Edit button. Then you can edit the table fields and properties. You can also add a new field by clicking the Add button and filling out the details.

Notes:

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# Elcom Administrator Training

**Lookup Tables - Edit** [Cancel] [Save]

**Description** Administrator

Active

**Sort Order** 0

Only apply to current site

**Security and Access**

**Role**  Site Administrator  Local Administrator  User

This user type is able to delete users if they have access to the user administration area

This user type is able to remove users from their list of users to maintain in the user administration area

**Lockdowns**

**Restrict access to this user type to users of these user types**

Administrator  Local admin  Publisher  Elcom Support  Member  Extranet User

**Personalisation**

**Login Folder** Start typing to search... [X] [v]

This can be overwritten by setting the personalisation folder for a particular user

**Logout Folder** Start typing to search... [X] [v]

**Admin Menu**

**Admin Menu** Admin Menu [v]

The Admin Menu will be displayed above the banner

Or show Admin link in site top menu

**Document Upload**

Hide Metadata fields in the Document Upload

Hide Document Search screen

**Online Shopping**

**Pricing Level for Discounts** (none) [v]

\* = mandatory field

[Cancel] [Save]

Notes:

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# Elcom Administrator Training

## 11.11 Nominated articles

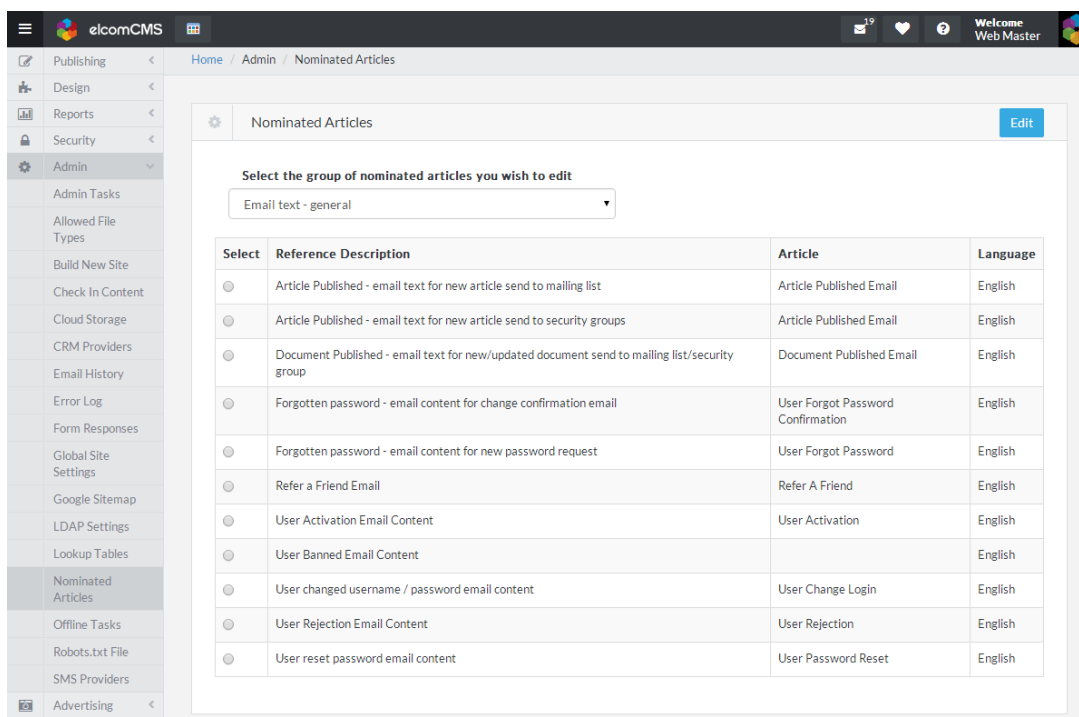
Nominated Articles have two main functions:

- As a means of adding additional content to module pages.
- Setting content that is sent out in an email by the system.

They are created by:

- Creating an article with the required content.
- Assigning it to the appropriate nominated article in Admin then Nominated Articles.

Nominated articles that come with the system appear inside the **Base > Site layout** folder in the folder explorer.



Article	Nominated Article
Refer A Friend	Email text – general Refer a Friend email
User Rejection	Email text – general User Rejection Email Content
User Activation	Email text – general User Activation Email Content
User Change Login	Email text – general User changed username / password email content
User Password Reset	Email text – general

Notes:

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# Elcom Administrator Training

	User reset password email content
<b>User Forgot Password</b>	Email text – general Forgotten password – email content for new password request
<b>User Forgot Password Confirmation</b>	Email text – general Forgotten password – email content for change confirmation email
<b>Search - Search Tips</b>	Searching Search Text for Tips if no results found on Search Results Page
<b>Corporate Directory Heading</b>	Corporate Directory Corporate Directory Search - text at the Top of the page Corporate Directory View Details - text at the top of the page
<b>Event Details Custom View</b>	Events – General Events Custom Details View
<b>Event Heading</b>	Events – General Calendar Top of Page Event Advanced Search - text at the top of the page Event Details Page - text at top Event Details Page Booking View - text at top Event Details Page Training View - text at top Event Featured Page - text at top of the page Event Quick Search Page - text at the top of the page Event Search Page - text at the top of the page Event Search Training Page - text at top of the page Event Up and Coming - text at top Event View Enrolments - text at the top of the page
<b>Email Marketing Heading</b>	Mailing List Mailing List Signup text Mailing List Subscriber Details - text at top (Add Mode) Mailing List Subscriber Details - text at top (Edit Mode) Mailing List Unsubscribe - text to appear on page
<b>Store Locator Heading</b>	Store Locator Store Locator Details Page - text at top of the page Store Locator Index Page Top Article Store Locator Page - text at top of the page
<b>FAQ Heading</b>	FAQ FAQs - text at the top of the answer page FAQs - text at the top of the listing page
<b>Article Published Email</b>	Email text – general Article Published – email text for new article send to mailing list Article Published – email text for new article send to security groups
<b>Document Published Email</b>	Email text – general Document Published – email text for new/updated document send to mailing list/security group

Notes:

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# Elcom Administrator Training

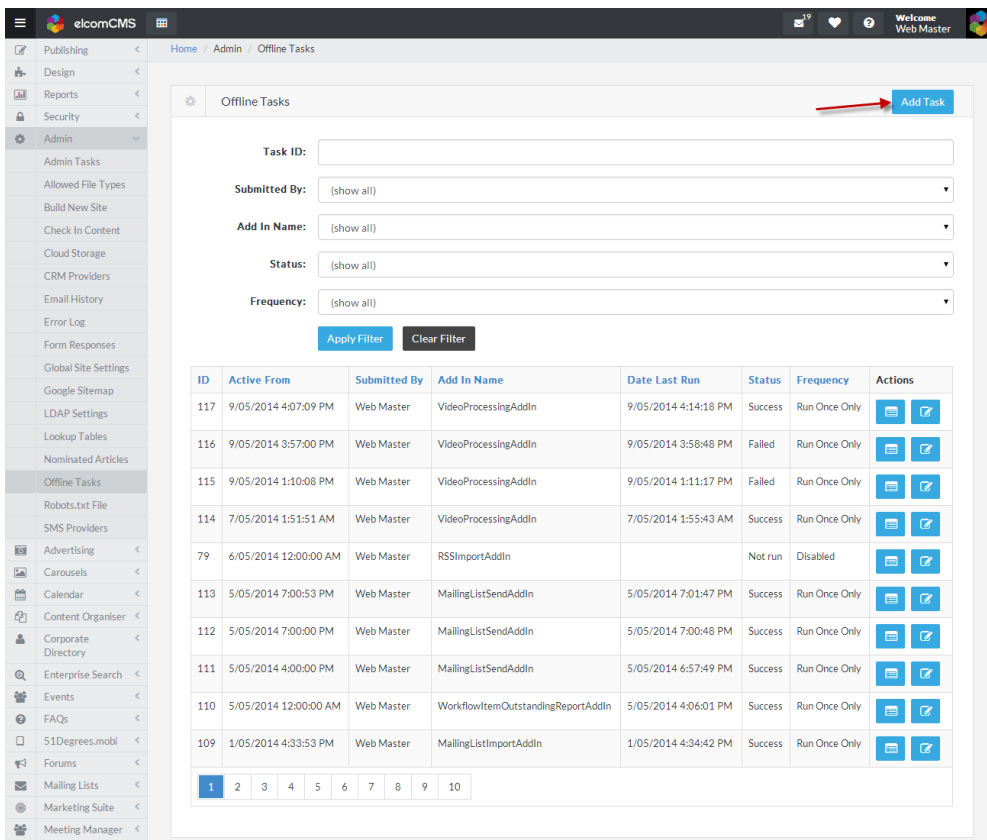
## 11.12 Offline tasks

Offline tasks are system tasks that are set up to run in the background of your site. When your site is set up some of the tasks are set up for you. There are some tasks that you might need to set up yourself however or give to your Sys admin to set up.

It depends on what you have selected to use in Admin tools and what modules you have access to as to what tasks you can add. Some examples of these are for the mailing list module (the email bounce back processor, mailing list bounce back, mailing list import, mailing list send), email publishing and LDAP support. Sometimes you will need to add SMTP server settings for emails or Active Directory settings to use these services.

To look at what types of tasks you can add with your current configuration:

1. Click **Admin tools > Offline Tasks**.
2. Click the **Add Task** button.



3. Click on the **Add In Name** dropdown list and take a look at the options that exist in the list.

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# Elcom Administrator Training

elcomCMS Home / Admin / Offline Tasks

Offline Task Settings - Add New Task [Cancel] [Save]

Details

Add In Name

Add In Class

Add In Version

Active From Date

Last Run Date

Settings

Note: Keys must be unique.

No Settings have been added

[Add New Setting] [Encrypt Parameter's Value]

Repeating

Repeat Frequency

Repeat Interval (N)

Notes

- Disabled - does not repeat, does not run
- Once - run once only, does not repeat
- Minute - Repeat every N minutes (must be greater than 3)
- Hour - Repeat every N hours
- HourOfDay - Run once a day at N:00 (where n between 00 ... 23)
- Day - Repeat every N days (will effectively run just after midnight)
- DayOfWeek - Run once a week on N (where n is 1=Sun ... 7=Sat)
- DayOfMonth - Run once a month on the Nth (where n between 1 ... 31)

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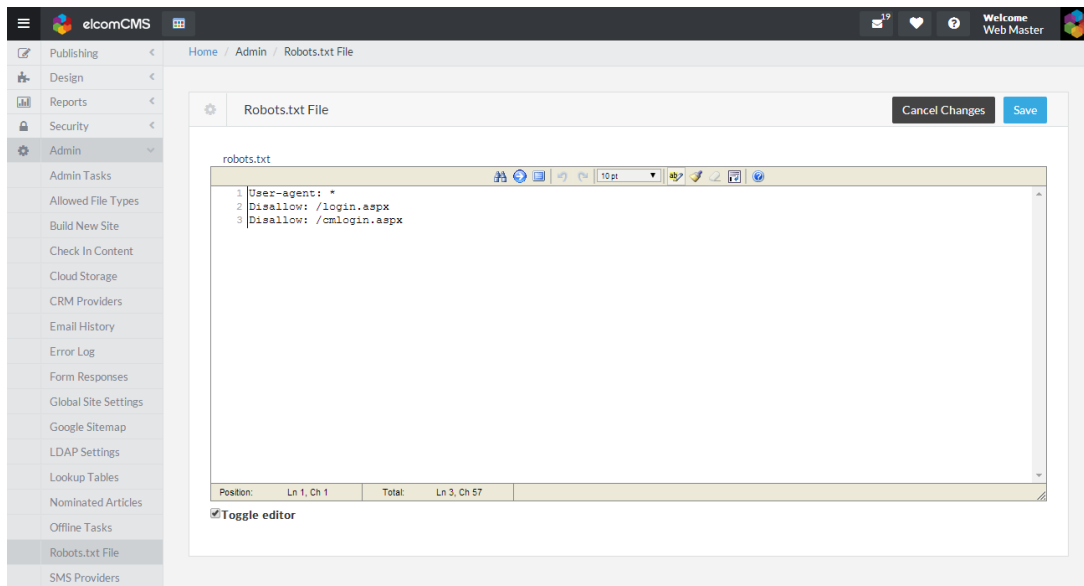
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# Elcom Administrator Training

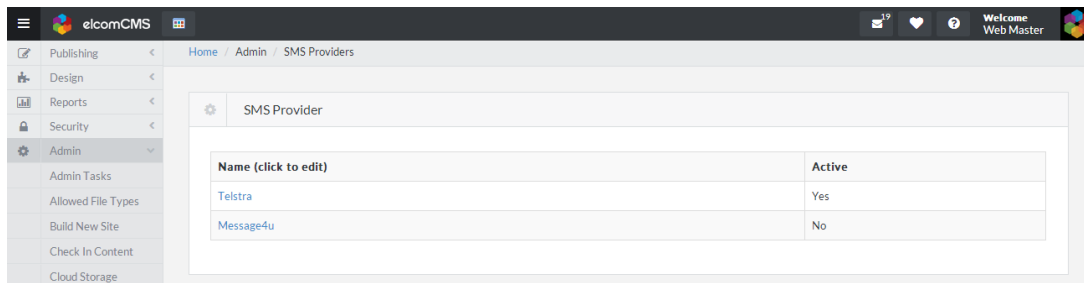
## 11.13 Robots.txt File

This file is where you put all the links to pages you would not like search engines like Google to index. Eg login pages. The line that says **Disallow: /** stops the entire site from being referenced by Google out of the box. Remove this line to start referencing the site in Google.



## 11.1 SMS Providers

There are 2 SMS providers that we support, Telstra and Message4u. These are used for SMS alerts with the Events module.



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## 12 Admin tools – Global site settings

The Global site settings section is where all the main administration settings are held. To access Global Site Settings go to the Dashboard then Admin and click Global Site Settings.

Setting	Description
URL	Allows configuration of the URL for this website.
Run in HTTPS	This will run the entire site under HTTPS. This can only be enabled if you have purchased an SSL certificate and set it up on your web server. This is for sites that need to be extra secure like eCommerce sites.
Site Name	The admin name of this website. There are a few places this is used: <ul style="list-style-type: none"><li>• There is a sitename content tag &lt;~~Sitename~~&gt;.</li><li>• The license manager uses it to set up the license</li><li>• In a multisite setup this is the name of this particular site</li><li>• Some emails that are sent use it</li></ul>
Enable site	Allows an entire site to be activated/deactivated. Particularly useful during a multisite environment.
Webmaster email	Sets the email address for functions that refer to webmasters email address elsewhere in the software. Some examples of emails that are sent to this email is: <ul style="list-style-type: none"><li>• When an article expires an email is sent to this address</li><li>• In a multisite environment an email is sent to this address when a new site is created</li></ul>
Company Name	Set the name of the company that the site belongs to. There is then a content tag that can be used to display this company name in the system.

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# Elcom Administrator Training

The screenshot displays the 'Global Site Settings' page in the ElcomCMS administrator interface. The left sidebar contains a navigation menu with categories like Publishing, Design, Reports, Security, Admin, Advertising, Carousels, Calendar, Content Organiser, Corporate Directory, Enterprise Search, Events, FAQs, S1Degrees, Forums, Mailing Lists, Marketing Suite, Meeting Manager, Membership, Metadata, Online Dictionary, Push To Live, Quiz, Remind Me, Resource Scheduler, Scorm Manager, eShop, Social Q & A, Store Locator, Training Manager, Task Manager, and Workflow. The main content area is titled 'Global Site Settings' and includes a 'Save' button in the top right. The settings are organized into sections: 'URL' (http://ec9-5.testelcomcms.com), 'Site Name' (elcomCMS Deployment Site), 'Webmaster Email' (Elcom Support + helpdesk@elcom.com.au), and 'Company Name' (Elcom Technology). Below these are numerous expandable settings categories, each with a dropdown arrow. At the bottom, a blue box displays the 'Software Version' as 9.5.0.3117, with additional details: NET 4.0 [4 Bit mode] [en-AU], Debug Build 13/05/2014 3:22:54 PM, and © Copyright Elcom Technology 2014. A legend indicates that an asterisk (\*) denotes a mandatory field.

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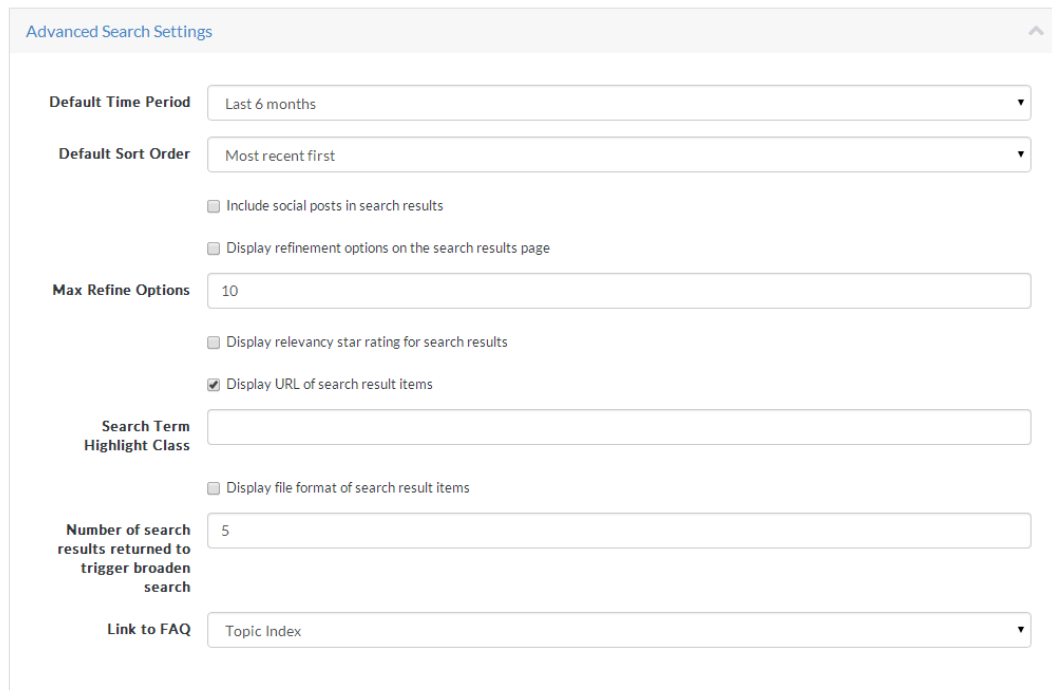
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# Elcom Administrator Training

## 12.1 Advanced Search Settings

These settings are for the Advanced Search module. This module is only used rarely as the enterprise search module has superseded it.



Advanced Search Settings

Default Time Period: Last 6 months

Default Sort Order: Most recent first

Include social posts in search results

Display refinement options on the search results page

Max Refine Options: 10

Display relevancy star rating for search results

Display URL of search result items

Search Term Highlight Class: [Empty]

Display file format of search result items

Number of search results returned to trigger broaden search: 5

Link to FAQ: Topic Index

## 12.2 Article Settings

The article update and review adds a review period to ALL articles in the system. If you do not set it here then you are able to set it per article in the article attributes.

Once an article is read for review then a note at the top of the page in the admin bar is added to let you know there is something for review.

- You can automatically update the version number if an article for review is embedded.
- You can add a reason for editing which appears in the version history.
- You can get the Bodytext section in the article attributes to display using a content tag.
- You can automatically fill the brief description with the article name.

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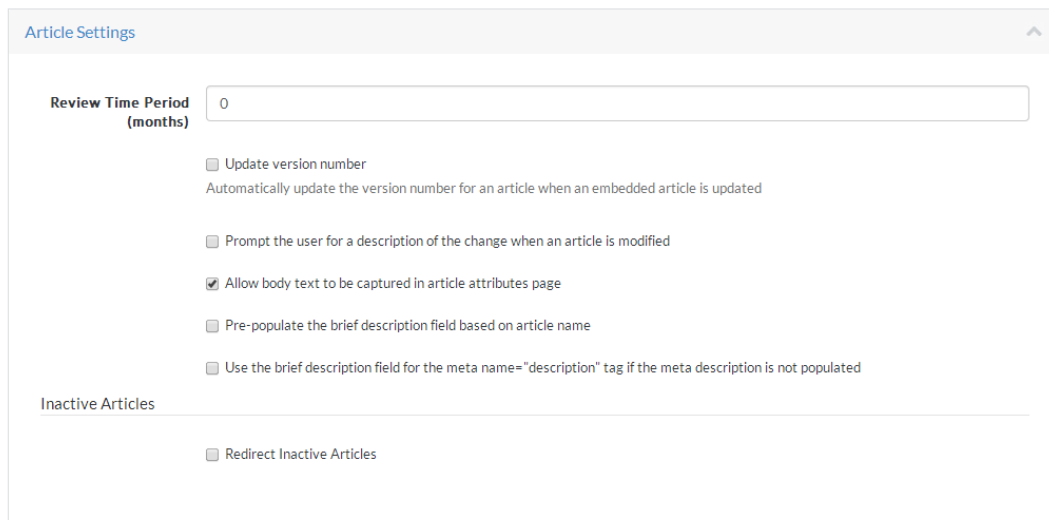
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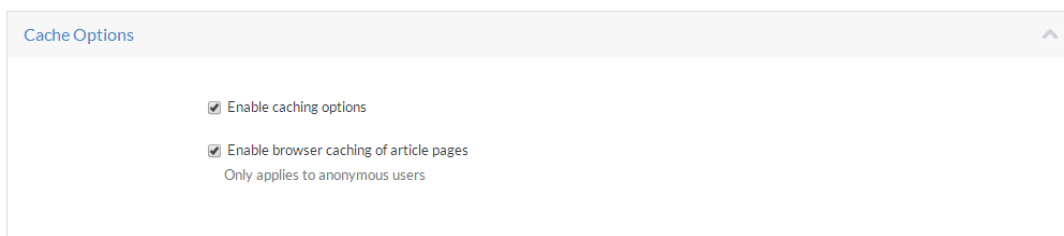
# Elcom Administrator Training



The screenshot shows the 'Article Settings' panel. At the top, there is a 'Review Time Period (months)' input field with the value '0'. Below this are several checkboxes: 'Update version number' (unchecked), 'Prompt the user for a description of the change when an article is modified' (unchecked), 'Allow body text to be captured in article attributes page' (checked), 'Pre-populate the brief description field based on article name' (unchecked), and 'Use the brief description field for the meta name="description" tag if the meta description is not populated' (unchecked). A section titled 'Inactive Articles' contains a checkbox for 'Redirect Inactive Articles' which is also unchecked.

## 12.1 Cache Options

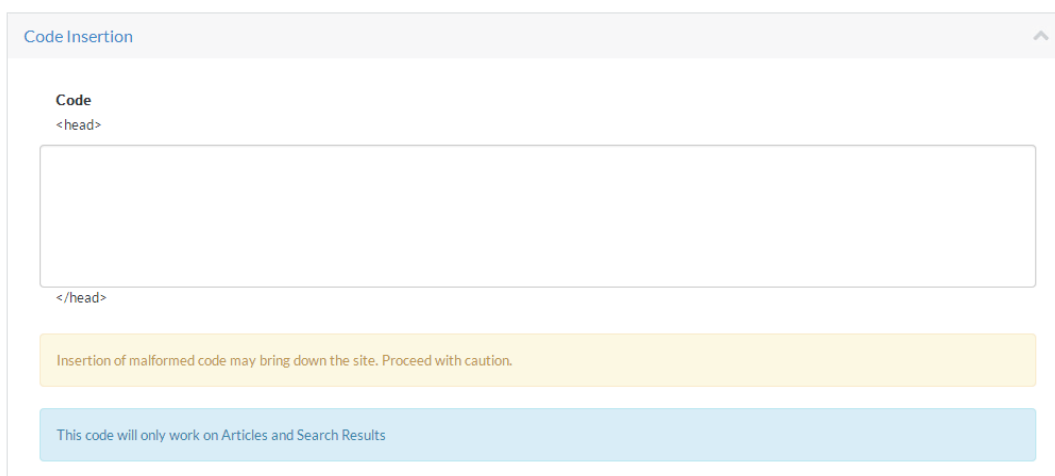
Ticking these boxes means the pages refresh harder, but load quicker.



The screenshot shows the 'Cache Options' panel. It contains two checked checkboxes: 'Enable caching options' and 'Enable browser caching of article pages'. Below the second checkbox is the text 'Only applies to anonymous users'.

## 12.2 Code Insertion

This inserts the code here into all pages in the Head tag of the site. This is good for JavaScript and styling. There is also the ability to add code into the article attributes per page.



The screenshot shows the 'Code Insertion' panel. It features a 'Code' label and a text area with the content '<head>' at the top and '</head>' at the bottom. Below the text area is a yellow warning box that reads 'Insertion of malformed code may bring down the site. Proceed with caution.' At the bottom of the panel is a blue information box that reads 'This code will only work on Articles and Search Results'.

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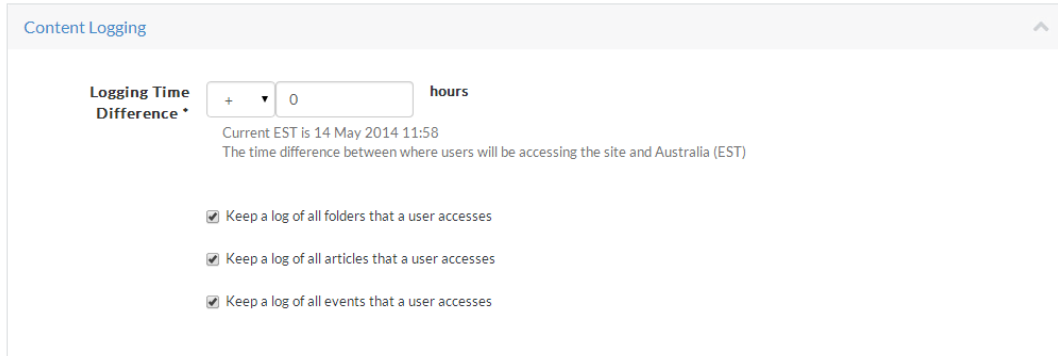
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# Elcom Administrator Training

## 12.3 Content Logging

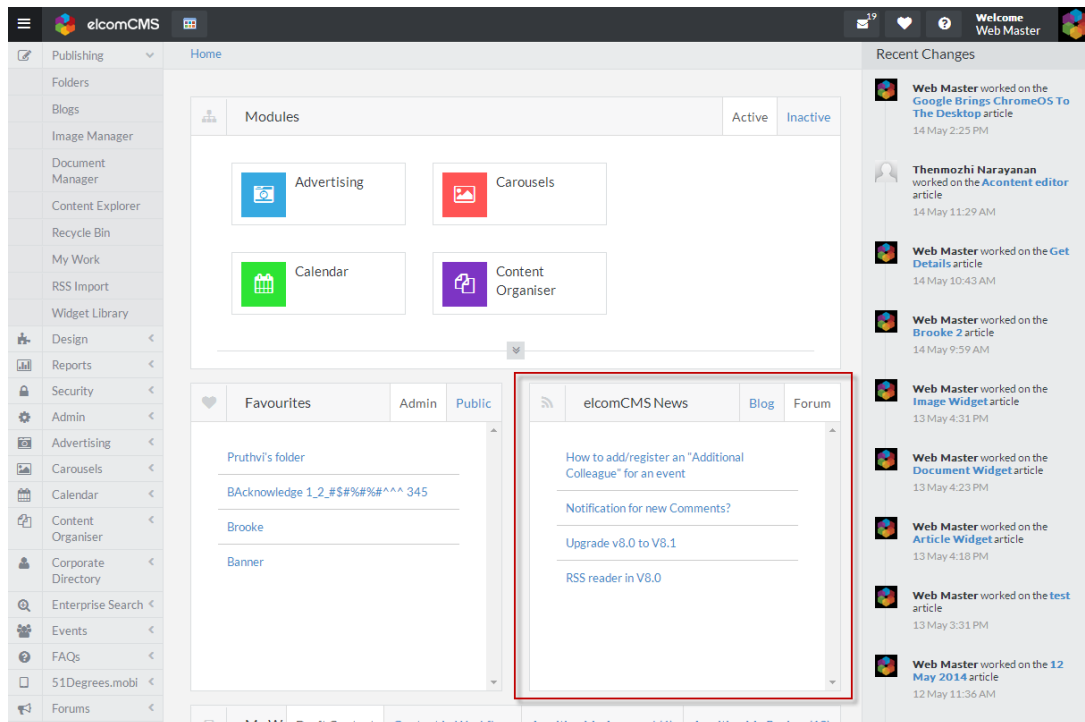
These tick boxes are what you need to tick when using the article/folder/events accessed reports. The reports won't work if these are not ticked and some are not ticked out of the box.

The time difference is added there if you need to log in a different time zone such as US time.



## 12.4 Dashboard RSS

This is to hide the RSS feeds that are on the right hand side of the dashboard.



You can add 2 extra feeds to appear on the dashboard if you would like to also.

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# Elcom Administrator Training

Dashboard ^

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Custom RSS Feeds

Hide Elcom RSS Feeds and show Custom RSS Feeds on Dashboard

**Custom RSS Feed 1**

Heading

URL

A customised RSS Feed for display on the admin dashboard

**Custom RSS Feed 2**

Heading

URL

A second customised RSS Feed for display on the admin dashboard

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Traffic Panel

Show Traffic Panel on Dashboard (requires Google Analytics and OOcharts Accounts)  
Ensure you also set your Profile ID in the Google Analytics section below

OOcharts API Key

Please visit: [OOcharts Website](#) for further information

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## 12.5 Display Settings and Icons

The Display Settings and Icons are for changing some of the look and feel of the CMS.

### Display Settings and Icons

**Breadcrumbs**

**Breadcrumb separator image**

Ensure last folder breadcrumb value is clickable

**Utility Icons**

**Printer Friendly Icon**

**Email a friend Icon**

**Print To PDF Icon**

**Save Search Icon**

**Add to Favourites Icon**

**Remind Me Icon**

**Site Map Display Settings\***

**Maximum Level\***

**Level 2 prefix image\***

**Level 3 prefix image\***

**Folder Display**

Display private folders in the menu (excluding panelbar) and search results when user is not logged in. These folders will be displayed with the "locked" icon you select.

**DTD**

**Doc Type\***   
eg. !DOCTYPE html PUBLIC "-//W3C//DTD XHTML 1.0 Transitional//EN"

**Doc Type Declaration\***   
eg. http://www.w3.org/TR/xhtml1/DTD/xhtml1-transitional.dtd

**Related Content**

Automatically display related content links when articles display

**Page Title**

**Page Title Format**

**Document Links**

Automatically show the file type when adding document links

Automatically show the file size when adding document links

**Widgets and Search Results**

Allow HTML tags in article title and brief description (NOTE: this will break accessibility standards on the site)

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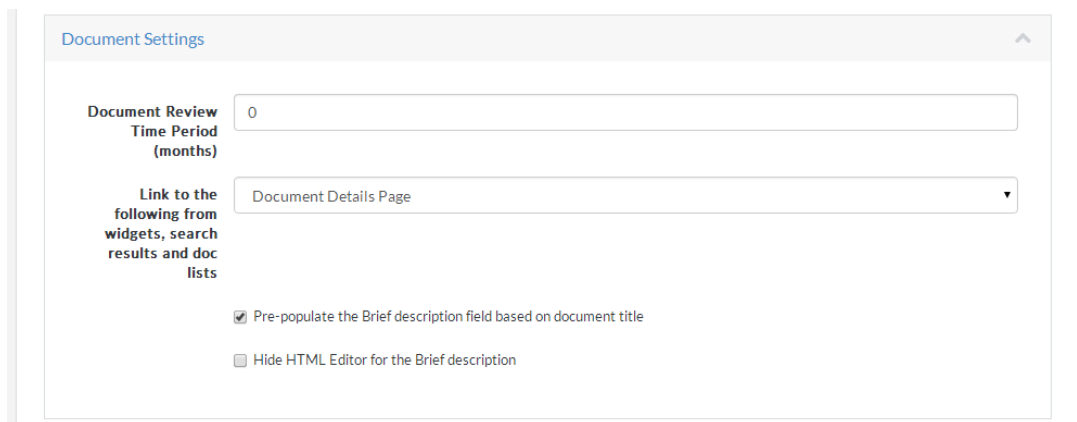
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# Elcom Administrator Training

## 12.6 Document Settings

This is to force all documents that are uploaded to go through a review process after a certain amount of months. The same as with article review, an inbox (1) icon pops up in the admin bar at the top of the page for something that needs to be reviewed.



## 12.7 Editor Settings

The settings for the Telerik editor are here. You are able to:

- Use absolute or relative paths for images
- Change the auto-save time or remove it
- Convert & to the HTML equivalent &amp; automatically
- Set a new line as <p> or <br />
- Change the editor height as it appears all the time for all users.

You can also set the default editor for all users. This is handy if you have purchased the ePhox editor.

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# Elcom Administrator Training

### Editor Settings

#### Default Editor

The default editor for the site is

#### Ephox Editor Settings

The default dictionary is

#### Telerik Editor Settings

- The Editor should strip the absolute image and anchor paths and use relative ones
- The Editor should auto-save every  minutes
- The Editor should use default browser behaviour for "&" character in querystrings and convert it to amp;
- Enable the Editor to convert to XHTML

Set new line in editor as

Editor height while editing content (pixels)

Notes:

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## 12.8 Event Rules

The Event Rules are the main settings for the Events Module.

### Event Rules

#### Event search - Basic

- Location must display as a search criteria in the event search page
- Country must display as a search criteria in the event search page
- Category must display as a search criteria in the event search page
- Industry must display in the event search and upcoming pages
- Age must display as a search criteria in the event search page
- Event type must display as a multi-select in the event search page
- Display enrolled person's name in the View My Enrolments page

#### Event Search - Advanced

- Short description must display in the event search results page

**Country filter to use in the event search page**

Country dropdown selector

#### Calendar

- Event types for filtering must be hidden on the calendar page
- Location/venue name must be shown on the calendar page

#### Exceptions

**Redirect to the following page if the event does not exist**

If not set then the user will be redirected to a 404 Page Not Found

**Redirect to the following page for a duplicate registration**

If not set then the user will be redirected to a 403 Access Denied page

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# Elcom Administrator Training

## 12.9 External Social Media Settings

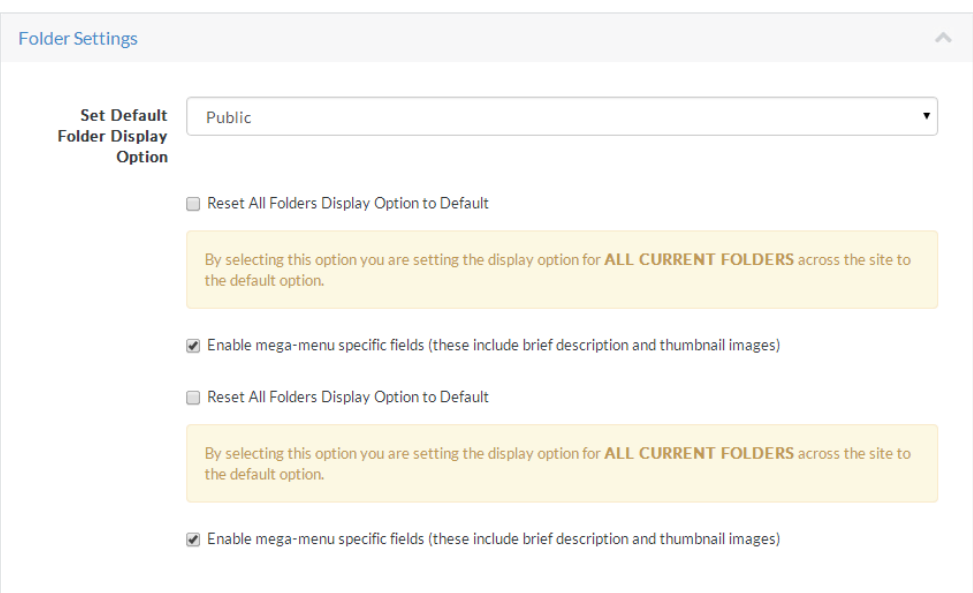
These settings are for the Facebook login, and publish events from the CMS to Facebook.



The screenshot shows a form titled "External Social Media Settings". It contains two input fields: "Facebook App ID" and "Facebook Page ID or Username".

## 12.10 Folder Settings

Set the default for created folders to Private if it's an intranet or public if it is a corporate site. Tick the box to reset all the folders to the setting you would like it to be set to.



The screenshot shows a form titled "Folder Settings". It includes a dropdown menu for "Set Default Folder Display Option" currently set to "Public". Below this are two identical sections, each with a checkbox for "Reset All Folders Display Option to Default" and a checkbox for "Enable mega-menu specific fields (these include brief description and thumbnail images)". Yellow callout boxes provide instructions: "By selecting this option you are setting the display option for ALL CURRENT FOLDERS across the site to the default option."

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# Elcom Administrator Training

## 12.11 Forms

This setting is an ability to set extra permissions on who can and can't see forms.

## 12.12 Google Analytics

This sets the code version that can be used when adding Google analytics links. There is also a tick box to automatically add Google code to documents.

## 12.13 Home Page

This setting sets the homepage article. If the homepage needs to be moved then it should be reset here.

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# Elcom Administrator Training

## 12.14 Image Settings

These image settings are here to allow the user to set different sized images that can be inserted into a page. This is for responsive images.

Image Settings ▲

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Custom Image Sizes

Create these custom image sizes when an image is created

Size	Label	Width (pixels)
Original	<input type="text" value="Original"/>	Uploaded image size
Medium	<input type="text" value="Medium"/>	<input type="text" value="600"/>
Small	<input type="text" value="Small"/>	<input type="text" value="400"/>
Thumbnail	<input type="text" value="Thumbnail"/>	<input type="text" value="200"/>

Existing images will need to be resaved for their custom image sizes to be generated.

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Responsive Images

Include option for Responsive Images

Image Size	Responsive Image Thresholds (pixels)
Original	Show image when browser width is greater than or equal to <input type="text" value="601"/>
Medium	Show image when browser width is greater than or equal to <input type="text" value="401"/>
Small	Show image when browser width is less than medium image threshold

Include option for Responsive Images

Image Size	Responsive Image Thresholds (pixels)
Original	Show image when browser width is greater than or equal to <input type="text" value="601"/>
Medium	Show image when browser width is greater than or equal to <input type="text" value="401"/>
Small	Show image when browser width is less than medium image threshold

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Insert Button Settings

**Insert Button Default**

Notes:

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# Elcom Administrator Training

## 12.15 jQuery Library

This setting references where the jQuery library exists. There is more detail about this in the implementation training.



## 12.16 Logging In

There are quite a few settings you can set when logging in. These include:

- Forcing the user to change their username or password when they log in
- Displaying the logout button on the top admin bar. There is a possibility of using the login element on the page so the user might want this turned off.
- Displaying a “Logged in as <name>” message is legacy functionality.
- Set how many times a user can get their password wrong before they are locked out of the system.
- How long they are locked out for if they are locked out. If set to 0 minutes then the feature is disabled.
- Set who gets an email when someone is locked out.
- Run all logging in in https secure mode if you have a security certificate.
- Change the name of the login page if different one was created by an implementer.
- Turn on auto login for all users based on a cookie, LDAP or a HTTP header created by a systems person. This is not recommended for administrators to implement.

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# Elcom Administrator Training

### Logging In

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**First Login**

- Force a password change when the user first logs in
- Force a user name change when the user first logs in

**Logout**

- Display "Logout" link in top menu

**"Logged In As" message**

**Welcome Text**   
Used in the top menu and 'login-welcome...' tags

- Display "Logged In As" message in top menu
- Enable edit link for "Logged In As" text

**Lock Out**

**Login attempts before lock out**

**Lock out duration (in minutes)**

**Email Address to notify when user is locked out**

**HTTPS**

- Run in HTTPS mode when logging in and for all password related activity

**Logging In**

- Turn Off Password Auto complete.

**Minimum number of characters for Username**

**Login Page**   
e.g. cmlogin.aspx

- Auto Login from cookie
- Auto Login from LDAP (Windows account)
- Auto Login from HTTP Header (using username from specified variable)

**HTTP Header user variable name**

**Forgotten Password**

- Show Captcha on forgotten password page
- Allow forgotten password page to see users from all sites (ignore site borders)

**Redirect to after a password reset**

**No Permission Article**

- Redirect user if login correct but user has no permission

**Folder**

**Article**   
[Search for an Article](#)

**If registering using social media account, redirect to page**

**Folder**

**Article**

- Don't ask mandatory registration questions before redirecting

Notes:

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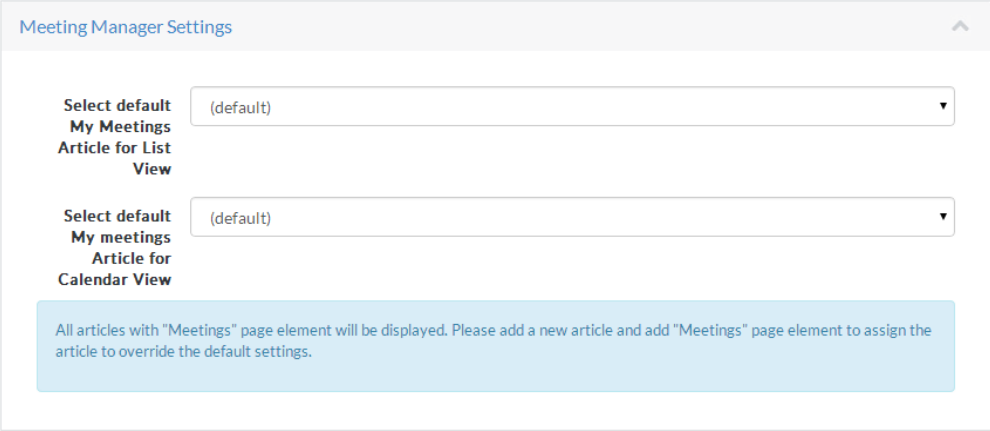
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# Elcom Administrator Training

## 12.17 Meeting Manager Settings

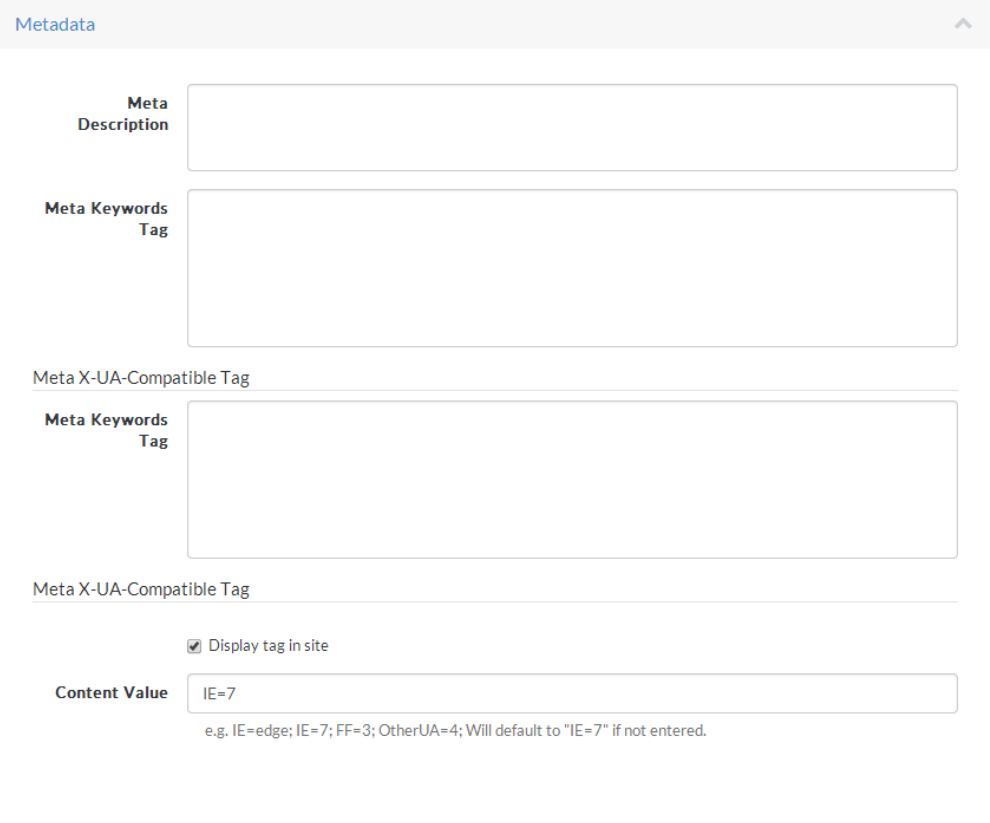
These settings change some of the look and feel of the meeting manager module.



The screenshot shows the 'Meeting Manager Settings' panel. It contains two dropdown menus. The first is labeled 'Select default My Meetings Article for List View' and has '(default)' selected. The second is labeled 'Select default My meetings Article for Calendar View' and also has '(default)' selected. Below these is a light blue informational box with the text: 'All articles with "Meetings" page element will be displayed. Please add a new article and add "Meetings" page element to assign the article to override the default settings.'

## 12.18 Metadata

This setting assigns Description and Keywords for the whole site.



The screenshot shows the 'Metadata' settings panel. It includes several input fields: 'Meta Description', 'Meta Keywords Tag', 'Meta X-UA-Compatible Tag', and another 'Meta Keywords Tag'. Below these is a 'Meta X-UA-Compatible Tag' label followed by a checked checkbox 'Display tag in site'. At the bottom, there is a 'Content Value' field containing 'IE=7' and a note: 'e.g. IE=edge; IE=7; FF=3; OtherUA=4; Will default to "IE=7" if not entered.'

Notes:

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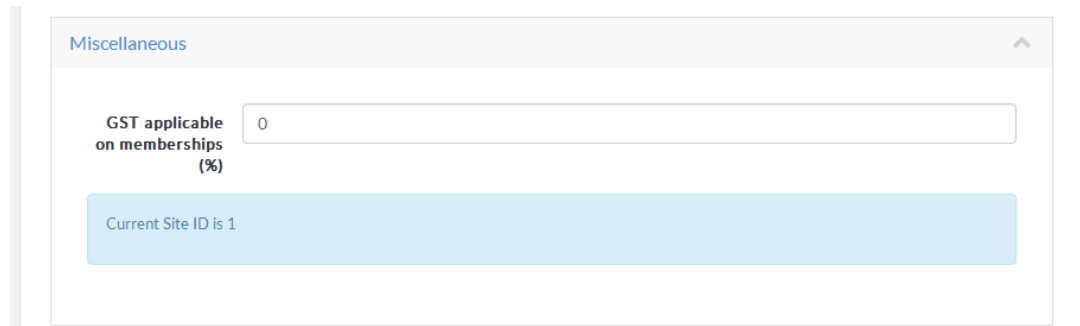
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# Elcom Administrator Training

## 12.19 Miscellaneous

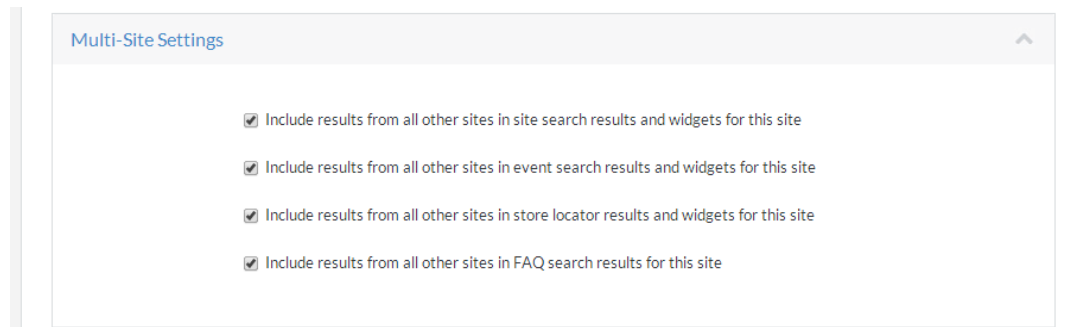
The miscellaneous section has a few different settings.

1. Amend the GST assigned to a membership.
2. List the site ID. This is useful in a multisite setup.



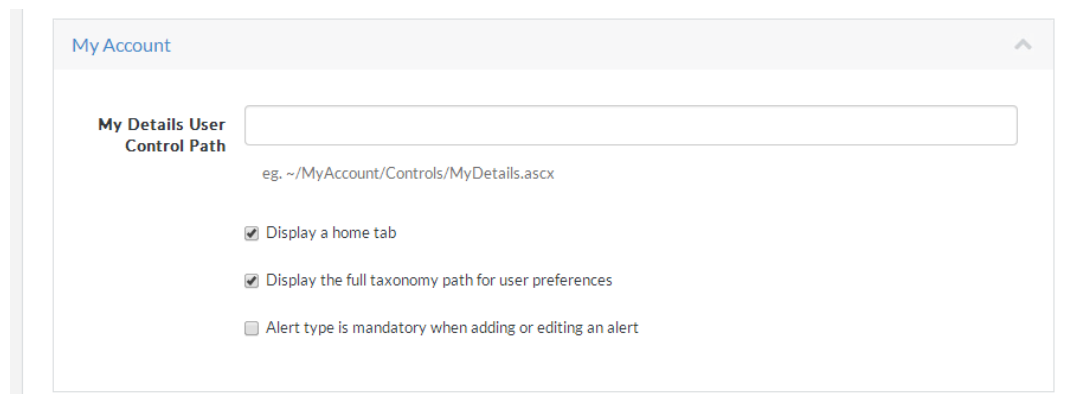
## 12.20 Multi-Site Settings

These settings govern if the multisite will be displaying the same search results for different modules.



## 12.21 My Account

These settings are for the My Account Module.



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# Elcom Administrator Training

## 12.22 Non-Article Pages

This sets all extra out of the box created aspx pages as private so users who are not logged in can't see them.

Non-Article Pages

Secure non-article pages so they are regarded as Private and not Public

## 12.23 Payment Gateway

These settings are for the Events module when paying to attend an Event.

Payment Gateway

PayPal

Enable PayPal (Currently available in Event Registration only)

Mode: Test

API Username

API Password

API Signature

Item category type: Physical

Credit Card

ComWeb/ANZ Payment Gateway OrderInfo Header

The prefix passed to the Comweb/ANZ payment gateway. This will be displayed as part of the OrderInfo field.

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# Elcom Administrator Training

## 12.24 Ratings

These are the settings for the Content Ratings content tag. These allow you to change the look and feel of the ratings module.

Ratings

Use pre-set ratings

Rating Text   
Text will be used with the rating function on the page. Leave blank to disable.

Rating Result Text

Display with the number of ratings

Configure your own ratings

## 12.25 Spam

The Spam settings enable the ability to use Captcha with the Form Creator module. Captcha is the small image that you need to read and type out to avoid spam programs from filling out the form multiple times.

Spam

Enable spam protection using Captcha validation

## 12.26 Site Settings

The site settings section turns on quite a few different settings. For example:

- Article numbering prefixes articles with numbers so when they are added they always have a number in front of them. You can set what type of prefix this is also in the settings.
- Auto login for single sign on. Must be used with Active Directory.
- Inherit Folder Public Name for Friendly URLs stops the full folder path being shown in the URL
- Secure Admin Lockdown stops the use of local administrators for local groups.

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# Elcom Administrator Training

Site Settings

General Settings

- Advanced Document Management
- Advanced Language Functionality
- Advertising
- AGLS Metadata
- Article Numbering
- Article Reviewing
- Article Submit Comments
- Banners/Tickers
- Folder Redirect for Default Article
- Inherit Folder Public Name for Friendly URLs
- Inline Editing
- Link Management
- Preview Article
- Security Administrator Lockdown
- Site Personalisation
- Standard Reports
- Template Driven
- Theming
- Use Folder Canonical URL
- User Organisations

ephox Content Editor

- Ephox Content Editor

Event Management

- Event Management Exhibitor Registration
- Event Type Lockdown
- SMS Notification

Mailing Lists

- Mailing Lists Lockdown

Membership

- Alerts
- Online Learning
- Send Alert On Document Synchronisation

For more information see the reference site. <http://www.reference.com.au>

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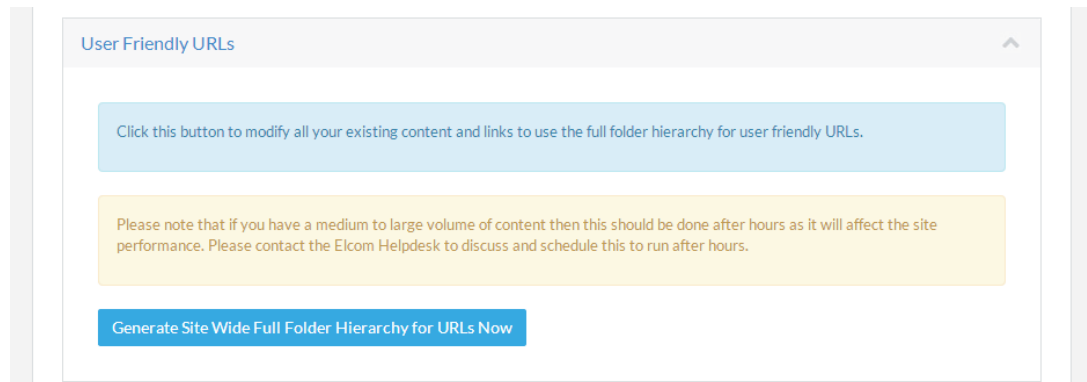
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# Elcom Administrator Training

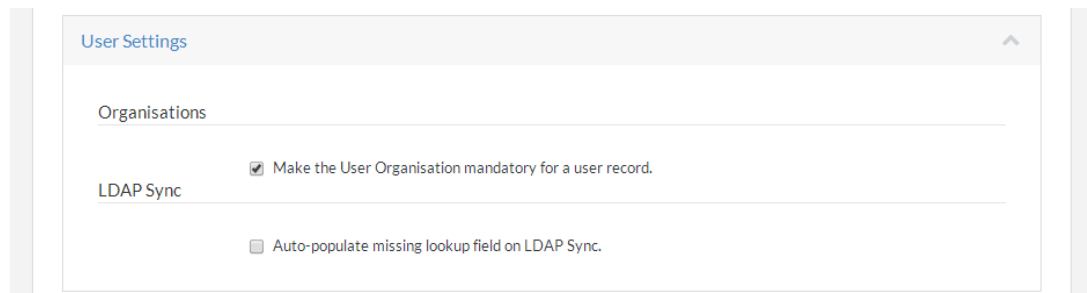
## 12.1 User Friendly URLs

The **Generate Now** button starts a process that generates all the URLs from folder names.



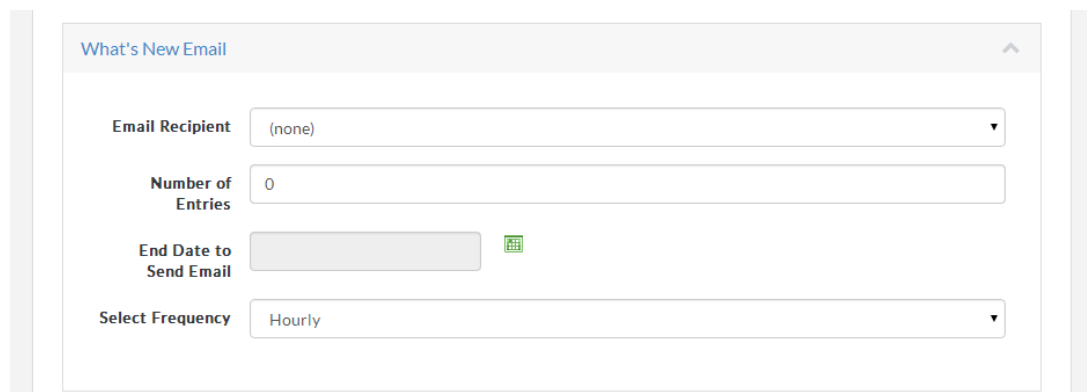
## 12.1 User Settings

These settings are settings for the Security area. They force a user to fill out the organisation when creating a user, and they auto populate missing user fields when syncing with Active Directory.



## 12.1 What's New Email

This is an internal report email that can be sent out to someone at certain frequency like, hourly or daily or weekly to let them know what articles have been added recently.



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# Elcom Administrator Training

## 12.2 Workflow Settings

These settings set up default templates and settings for emails that are sent with the Workflow module.

Workflow Settings

Workflow Default Email Template

Folder Start typing to search... [X] [v]

Article Start typing to search... [v]

Workflow Default Expiry Email Template

Folder Start typing to search... [X] [v]

Article Start typing to search... [v]

Workflow Email Subject Workflow Item

Use the tag <---Answer---> in the subject if you want the answer to a question included in the email subject.  
Note that only one field should be marked to include the answer in the email subject, if more than one is selected then the last field marked on the form will be used.  
The form's field has to be marked as 'Include answer in Email Subject'

Workflow email send from address helpdesk@elcom.com.au

## 12.1 Software Version

You can find the software version at the bottom of the Global Site Settings. You will need to click the **Save** button whenever you make a change.

Software Version:  
elcomCMS  
9.5.0.3157  
.NET 4.0 [64 Bit mode] (en-AU)  
Debug Build 13/05/2014 3:22:54 PM  
© Copyright Elcom Technology 2014

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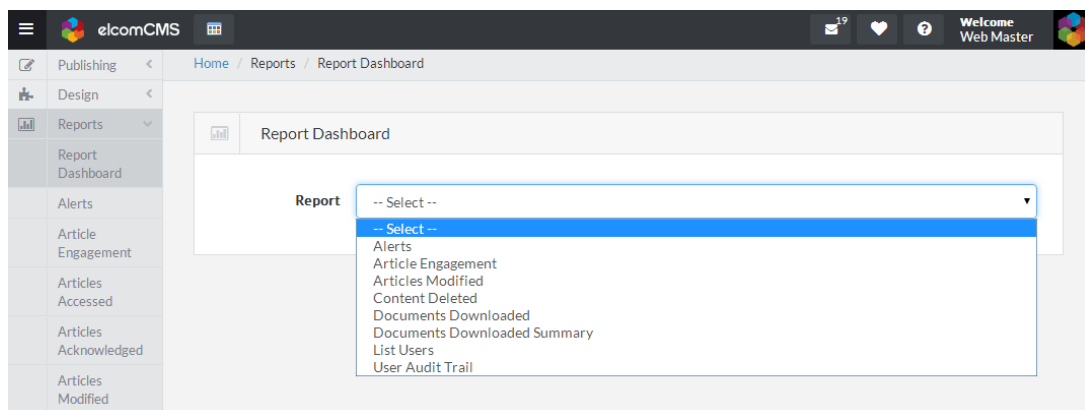
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## 13 Reporting

### 13.1 Reports Dashboard

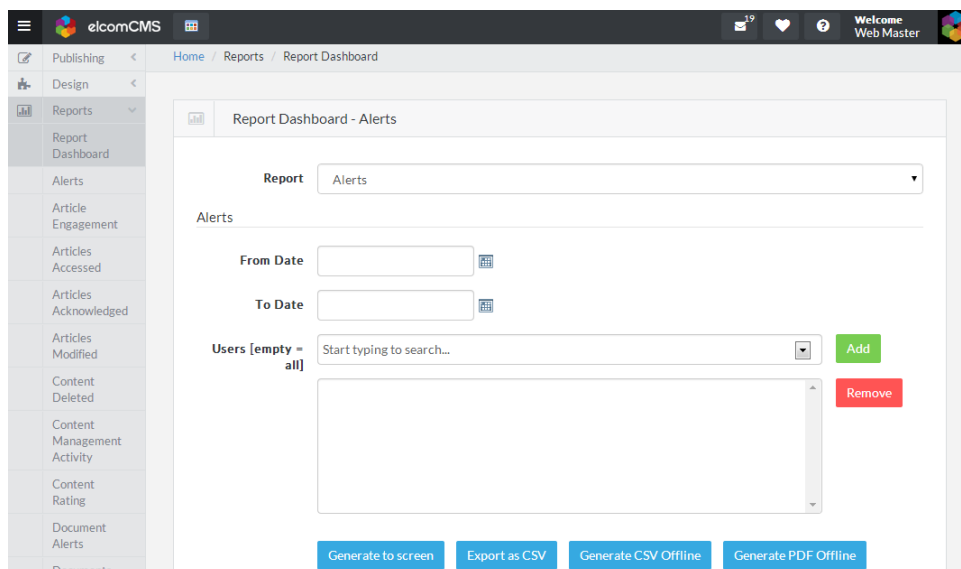
The Reports Dashboard lists all the current reports that have larger export functionality. They give the ability to:

- Generate to screen - view the report onscreen.
- Export as CSV - this will allow you to export the report to be viewed in excel or another spreadsheet application.
- Generate at CSV offline - a CSV file will be emailed to you using the offline tasks.
- Generate PDF offline - a PDF file will be emailed to you using the offline tasks.



### 13.2 Alerts

The alerts report allows you to see what articles have given email alerts out when they were edited and to who the alerts were sent.



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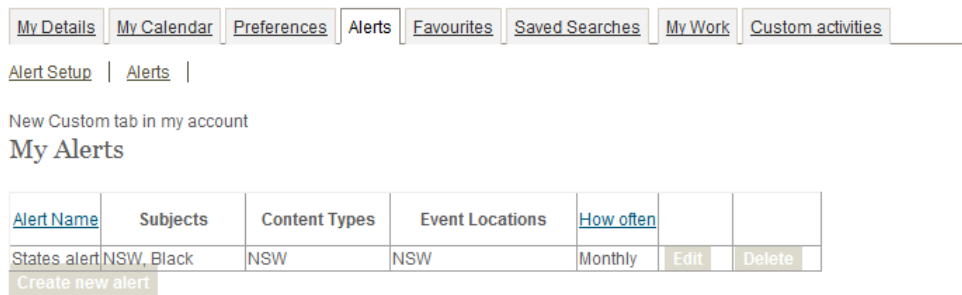
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# Elcom Administrator Training

To set up alerts you need to set a few settings.

1. Make sure the Alerts tick box is ticked in Admin tools > Global Site Settings > Site Settings > Membership.
2. Go to <http://mysite/myaccount/myaccount.aspx> whilst logged in.
3. Create an alert through this section.

## My Account



The screenshot shows the 'My Account' page with a navigation menu at the top containing: My Details, My Calendar, Preferences, Alerts, Favourites, Saved Searches, My Work, and Custom activities. Below the menu, there are links for 'Alert Setup' and 'Alerts'. A message states 'New Custom tab in my account'. The main heading is 'My Alerts'. Below this is a table with columns: Alert Name, Subjects, Content Types, Event Locations, How often, Edit, and Delete. One alert is listed: 'States alert' with subjects 'NSW, Black', content type 'NSW', event location 'NSW', and frequency 'Monthly'. A 'Create new alert' button is located at the bottom left of the table area.

Alert Name	Subjects	Content Types	Event Locations	How often	Edit	Delete
States alert	NSW, Black	NSW	NSW	Monthly		

When you hit the Generate button it creates an excel spread sheet that lists all the alerts that have been sent to all users.

## 13.1 Article Engagement

The Article Engagement report lists the information about the article that the user has inputted. The report lists:

- URL, Article name, Date, last accessed, Date Created
- Number of comments
- Number of helpful
- Number of not helpful
- Number of Facebook shares
- Number of Twitter shares
- Number added to favourites
- Next review date
- Date last edited
- Edited By

Notes:

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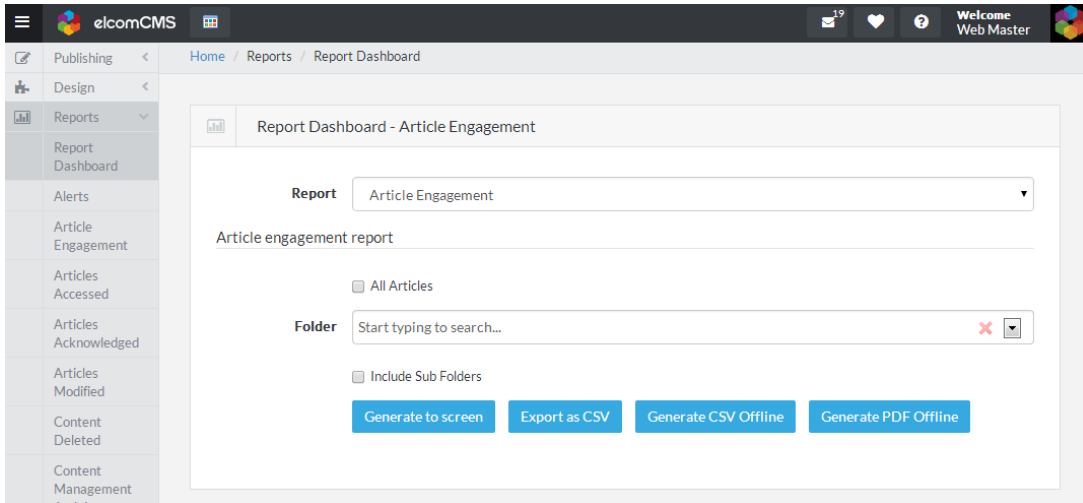
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# Elcom Administrator Training



To run the report click the **Generate to screen** button.

URL	Article name	Date last accessed	Date Created	Number o	Number o	Number o	Number o	Number a	Next revis	Date last edited	Edited By
site-layout/footer/footer-top	Footer Top		Jul 2 2013 3:43PM	0	0	0	0	0			Web Master
site-layout/banner/site-banner	Site Banner	May 7 2014 2:08PM	Apr 4 2014 3:20PM	0	0	0	0	0		Apr 4 2014 3:20PM	Web Master
site-layout/search/search	Search		Mar 26 2014 12:16PM	0	0	0	0	0			Web Master
home/home	Home	May 15 2014 1:33PM	May 8 2014 2:33PM	0	0	0	0	0		May 8 2014 2:33PM	Web Master
admin-menu-right-article	Admin Menu Right Article		May 25 2012 4:35PM	0	0	0	0	0			Web Master
site-layout/nominated-articles/user/user-activation	User Activation		Nov 21 2012 12:36PM	0	0	0	0	0	1		Web Master
refer-a-friend	Refer A Friend		Nov 21 2012 12:40PM	0	0	0	0	0			Web Master
site-layout/nominated-articles/user/user-rejection	User Rejection		Nov 21 2012 12:35PM	0	0	0	0	0			Web Master
site-layout/right-panels/right-panel-home	Right Panel - Home		Sep 16 2013 12:37PM	0	0	0	0	0			Web Master
contact-us/contact-us	Contact Us	Apr 30 2014 8:15AM	Oct 13 2011 1:54PM	0	0	0	0	0			Web Master
site-layout/nominated-articles/user/user-password-reset	User Password Reset		Nov 21 2012 12:37PM	0	0	0	0	0			Web Master
search--search-tips	Search - Search Tips		May 26 2011 12:52PM	0	0	0	0	0			Web Master
site-layout/nominated-articles/user/user-change-login	User Change Login		Nov 21 2012 12:36PM	0	0	0	0	0			Web Master
site-layout/menu/admin-menu-left-article	Admin Menu Left Article		May 24 2012 11:05AM	0	0	0	0	0			Web Master
site-layout/menu/admin-banner	Admin Banner		May 24 2011 6:02PM	0	0	0	0	0			Web Master
features/modules/corporate-directory/corporate-directory	Corporate Directory		May 25 2011 2:11PM	0	0	0	0	0			Web Master
features/elements/rss-feeds/rss-feeds	RSS Feeds		Jun 19 2013 10:55AM	0	0	0	0	0			Web Master
features/elements/documents/document-list/document-list	Document List	May 14 2014 10:59AM	Apr 17 2014 4:39PM	0	0	0	0	0	1	Apr 17 2014 4:39PM	Web Master
features/elements/widgets/article-widget/article-widget	Article Widget	May 13 2014 4:31PM	May 13 2014 4:31PM	0	0	0	0	0		May 13 2014 4:31PM	Web Master
features/elements/widgets/image-widget/image-widget	Image Widget	May 13 2014 4:31PM	May 13 2014 4:31PM	0	0	0	0	0		May 13 2014 4:31PM	Web Master
features/elements/widgets/document-widget/document-widget	Document Widget	May 13 2014 4:23PM	May 13 2014 4:23PM	0	0	0	0	0		May 13 2014 4:23PM	Web Master
features/elements/widgets/multimedia-widget/multimedia-widget	Multimedia Widget		Nov 21 2012 3:28PM	0	0	0	0	0			Web Master
features/elements/polls/polls	Polls	Apr 25 2014 7:55PM	May 1 2013 4:40PM	0	0	0	0	0	1		Web Master
features/elements/forms/form-creator/form-creator-form	Form Creator Form	May 7 2014 3:18PM	May 1 2013 2:55PM	0	0	0	0	0			Web Master
features/elements/forms/form-results/form-results	Form Results	May 8 2014 4:14PM	Jun 29 2012 1:59PM	0	0	0	0	0			Web Master
features/menus/left-menu-flyout/left-menu-flyout	Left Menu Flyout		Oct 4 2011 2:52PM	0	0	0	0	0	1		Web Master
site-layout/nominated-articles/corporate-directory-heading	Corporate Directory Heading		May 25 2011 2:13PM	0	0	0	0	0			Web Master
site-layout/nominated-articles/form-submitted	Form Submitted		Jul 13 2010 10:06AM	0	0	0	0	0			Web Master
features/modules/blogs/what-is-web-content-management/blog.aspx	What is Web Content Management		Jun 29 2012 2:20PM	0	0	0	0	0			Web Master
features/modules/blogs/how-to-tame-your-intranet/blog.aspx	How to Tame your Intranet		Jun 13 2012 10:52AM	0	0	0	0	0			Web Master
features/modules/blogs/who-is-elcom/blog.aspx	Who is Elcom		Apr 28 2014 4:51PM	0	0	0	0	0		Apr 28 2014 4:51PM	Web Master
features/elements/comments/comments	Comments	May 9 2014 3:09PM	May 3 2012 11:43AM	1	0	0	0	0	1		Web Master
features/elements/login/login	Login		Oct 6 2011 3:25PM	0	0	0	0	0			Web Master
features/elements/content-editor/content-editor	Content Editor	May 14 2014 2:36PM	May 14 2014 2:25PM	0	0	0	0	0	1	May 14 2014 2:25PM	Web Master
features/elements/search/search	Search	May 8 2014 3:40PM	Apr 29 2014 2:38PM	0	0	0	0	0	1	Apr 29 2014 2:38PM	Web Master
features/elements/event-quick-search/event-quick-search	Event Quick Search	May 2 2014 4:06PM	May 30 2012 12:53PM	0	0	0	0	0			Web Master
features/elements/embed-article/embed-article	Embed Article	Apr 25 2014 7:58PM	May 30 2012 12:43PM	0	0	0	0	0	1		Web Master
features/elements/elements	Elements	Apr 30 2014 5:17PM	Jun 29 2012 2:29PM	0	0	0	0	0			Web Master
features/modules/wiki/content-management-system/wiki.aspx	Content management system		Oct 22 2010 11:20AM	0	0	0	0	0			Web Master
features/modules/wiki/html/wiki.aspx	HTML		Nov 3 2010 4:09PM	0	0	0	0	0			Web Master
features/modules/wiki/enterprise-content-management-system/wiki.aspx	Enterprise Content Management System		Feb 9 2012 2:34PM	0	0	0	0	0			Web Master
features/modules/wiki/what-is-web-content-management/wiki.aspx	Web Content Management		Oct 29 2010 5:40AM	0	0	0	0	0			Web Master

Notes:

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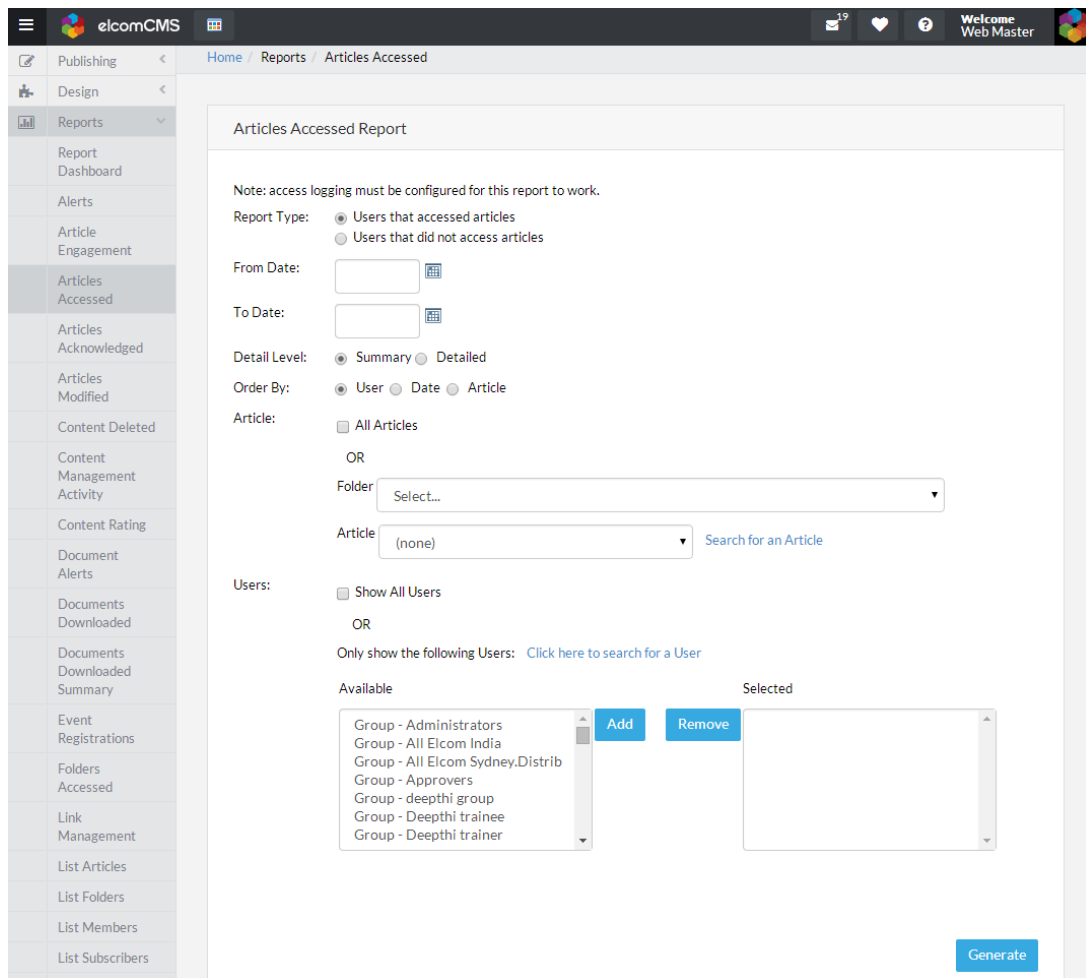


# Elcom Administrator Training

## 13.2 Articles Accessed

The articles accessed report allows you to see what users are viewing what article or page. You need to turn this on before it will work. To do this, tick the Keep a log of all articles that a user accesses tick box under Admin tools > Global site settings > Content Logging. There are quite a few things that you can do with this report:

- You can select if you want to see articles that users accessed from a date range.
- You can make it detailed or just with a summary.
- You can sort the report.
- You can select all articles or just one article to report on
- You can report on one user, a group or all users.



When you hit the Generate button it creates an excel spread sheet that lists:

- What user tried to access what article
- How many times

Notes:

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# Elcom Administrator Training

- When it was accessed

From Date: To Date:

Show all users that accessed all articles at a summary level.

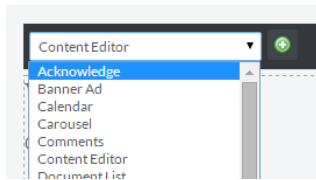
Logon	First Name	Last Name	Article Name	No Times Accessed	Last Accessed
anonymous	anonymous	anonymous	About Us	60	8/11/2010 22:53
anonymous	anonymous	anonymous	AICD endorses a more open approach to board appointments	23	8/11/2010 22:53
anonymous	anonymous	anonymous	AICD SUPPORTS GOVERNMENT ACTION TO ENHANCE MARKET INTEGRITY	1	21/07/2010 13:23
anonymous	anonymous	anonymous	Article with Breadcrumb and Print Friendly	1	8/11/2010 12:20
anonymous	anonymous	anonymous	Biomass Energy	231	8/11/2010 22:54
anonymous	anonymous	anonymous	Form Creator	47	8/11/2010 22:54
anonymous	anonymous	anonymous	Frequently Asked Questions	21	8/11/2010 22:53
anonymous	anonymous	anonymous	Home	35067	9/11/2010 12:09
anonymous	anonymous	anonymous	Media Home Page	27	9/11/2010 10:55
anonymous	anonymous	anonymous	Mobile Home page	9804	9/11/2010 12:00
anonymous	anonymous	anonymous	Photovoltaics	21	8/11/2010 22:54
anonymous	anonymous	anonymous	RSS Channels	43	8/11/2010 22:53
anonymous	anonymous	anonymous	RSS Feed	46	9/11/2010 10:55
anonymous	anonymous	anonymous	Sitemap	21	8/11/2010 22:55
anonymous	anonymous	anonymous	Solar Energy	47	8/11/2010 22:54
anonymous	anonymous	anonymous	Twitter	65	9/11/2010 10:55
anonymous	anonymous	anonymous	Wind Energy	94	9/11/2010 10:55
helpdesk	Helpdesk	Helpdesk	Form Creator	1	8/11/2010 11:58
helpdesk	Helpdesk	Helpdesk	Home	20	8/11/2010 11:57
helpdesk	Helpdesk	Helpdesk	Membership - Above	1	7/07/2010 15:57

## 13.3 Articles Acknowledged

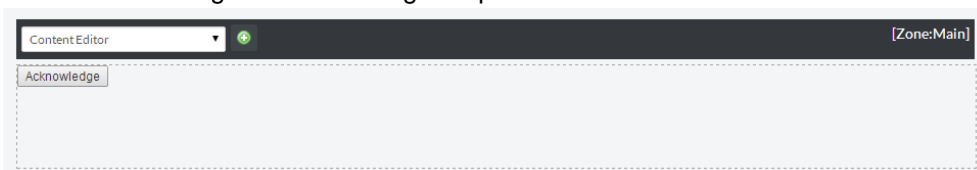
The Articles Acknowledged report allows you to set up the ability to gather data from logged in people who read your articles. They can click the acknowledge button to let you know that they have read the article.

The acknowledge button is an element you can put on the page.

1. Go to an article you have created.
2. Edit the page.
3. Click on the down arrow of the elements drop down.



4. Select acknowledge and click the green plus button.



5. Publish the page.
6. Click the Acknowledge button.

Once people have clicked the button you can run the Articles Acknowledged report.

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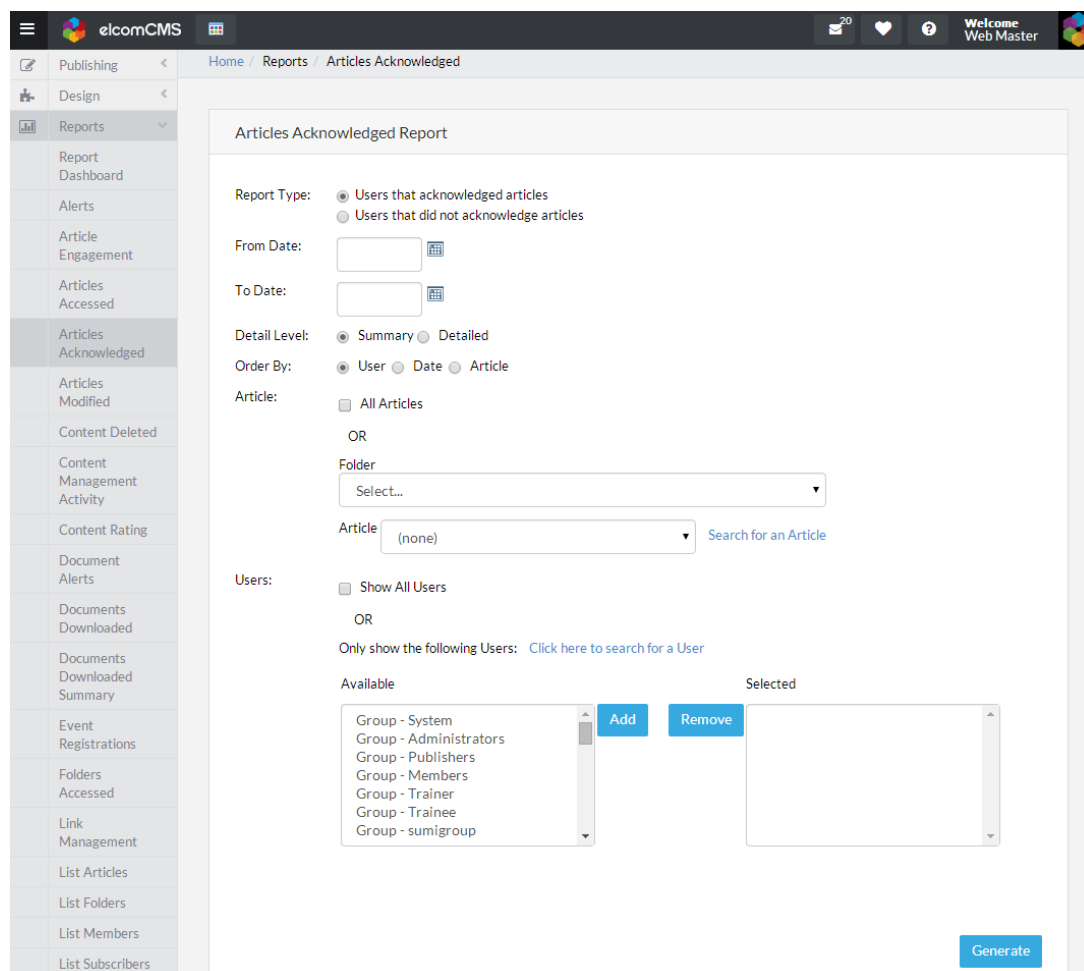


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# Elcom Administrator Training

The articles acknowledge report has many options. They include:

- People who have or have not acknowledged the page
- In summary or detailed form
- Ordered by user, date or article
- Report by one or all articles, one or all users/groups.



When you hit the Generate button it creates a report on who has acknowledged it and how many times.

From Date: To Date:

Show all users that acknowledged all articles at a summary level.

Logon	First Name	Last Name	Belongs to Group	Article Name	No Times Acknowledged	Last Acknowledged
angelas	Angela	Sweeney	System, Administrators	Wind Energy	8	18/10/2011 11:00

Notes:

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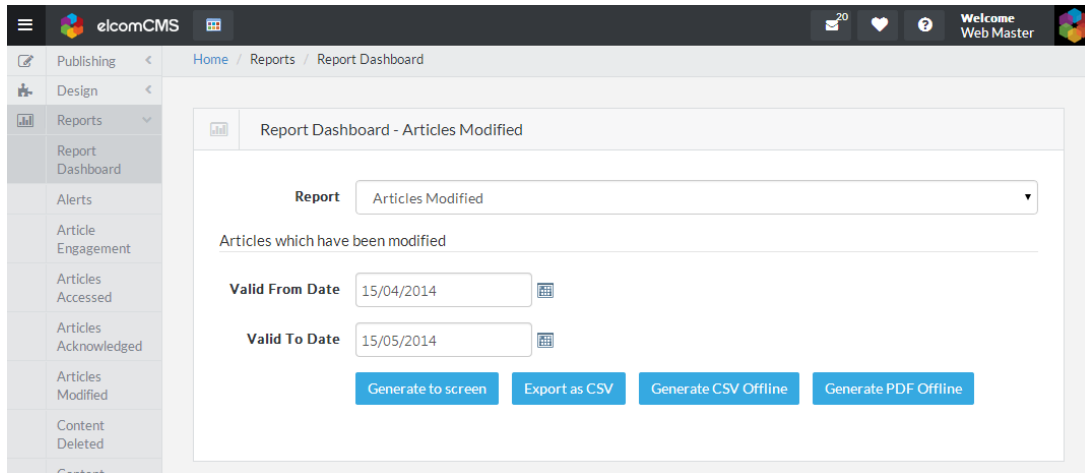


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# Elcom Administrator Training

## 13.4 Articles Modified

The Articles Modified report allows you to see what articles have been edited recently or between date ranges.



When you hit the **Generate to screen** button it creates a report that lists:

- The name of the article that was edited
- The folder that article exists in
- When it was edited
- Who edited it

Notes:

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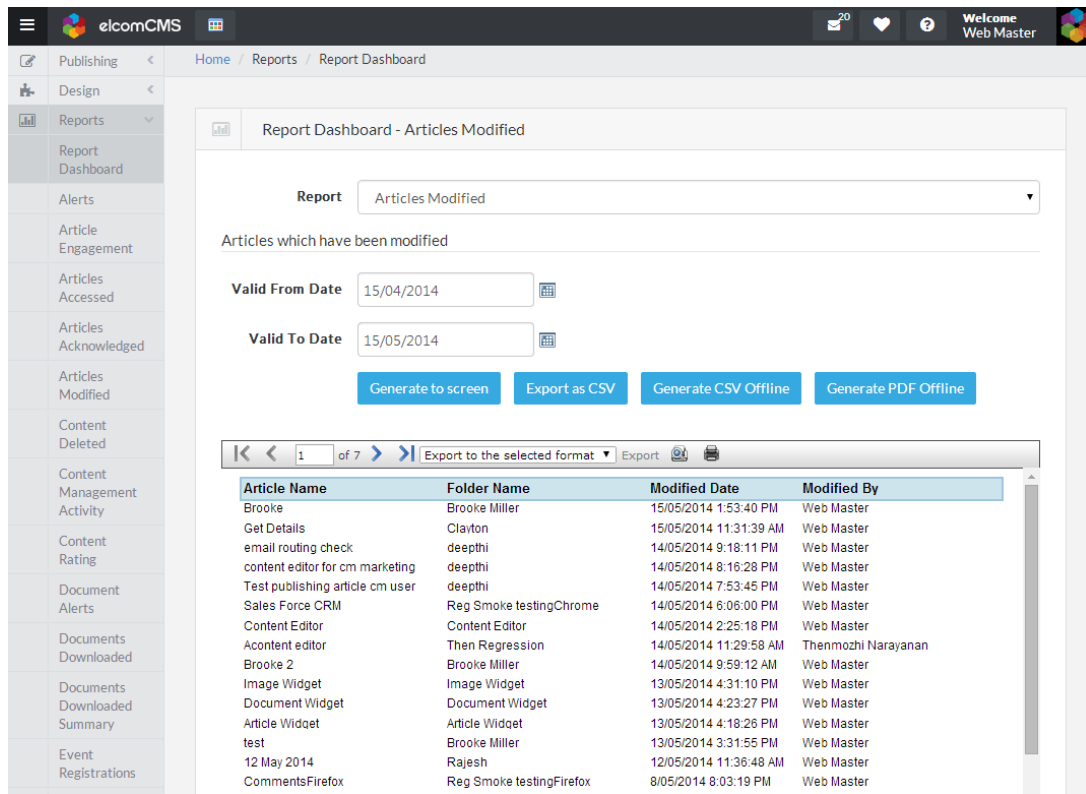
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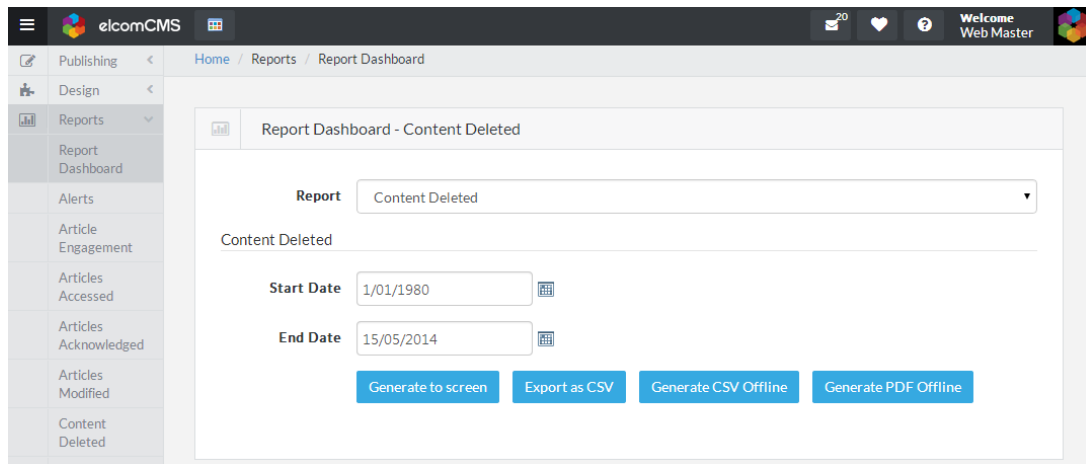
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# Elcom Administrator Training



## 13.5 Content Deleted

The content deleted report allows you to see what content has been deleted recently between a date range.



When you hit the **Generate to screen** button it creates an excel spread sheet that lists:

- The name of the content that was deleted

Notes:

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# Elcom Administrator Training

- The type of item that was deleted, typically folder or article.
- The date it was deleted
- Who deleted the content
- If it still exists in the recycle bin or if it was deleted entirely from the system.

Name	Type	Deleted Date	Deleted By	Status
AcknowledgeChrome	Article	11/04/2014	Web Master	Deleted
AcknowledgeChrome	Article	29/04/2014	Web Master	Deleted
Adding redirect links url	Folder	23/04/2014	Web Master	Deleted
art1	Article	17/04/2014	Web Master	Recycle Bin
Artificial Intelligence	Article	25/04/2014	Web Master	Deleted
Artificial Intelligence	Article	29/04/2014	Web Master	Deleted
Austrade unveils Doing Business in	Article	29/04/2014	Web Master	Deleted
India guides				
Austrade-india news	Folder	29/04/2014	Web Master	Deleted

## 13.6 Content Management Activity

The Content management activity report gives you the ability to report on an overview of the system. You can see which users/groups edited what articles or folders and when this was done between date ranges.

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# Elcom Administrator Training

Content Management Activity Generate

Note: access logging must be configured for this report to work.

From Date:

To Date:

Order By:  Article/FolderName  Date  User

Show Folders Edited

All Folders

Folders (incl Subfolders)

Show Articles Edited

All Articles

Articles

Folders

Articles  [Search for an Article](#)

Users:  Show All Users

OR

Only show the following Users: [Click here to search for a User](#)

Available		Selected
Group - System	<input type="button" value="Add"/>	<input type="text"/>
Group - Administrators	<input type="button" value="Remove"/>	
Group - Publishers		
Group - Members		
Group - Trainer		
Group - Trainee		
Group - sumigroup		

Generate

When you hit the Generate button it creates an excel spread sheet that lists:

- Who edited
- What folder/articles
- Names of folders and articles
- When they edited

Notes:

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# Elcom Administrator Training

## CONTENT MANAGEMENT ACTIVITY REPORT

From 04 Jul 2011 To 06 Nov 2011

Show all users that edited articles or folders

TYPE	ARTICLE/FOLDER NAME	DATE EDITED/CREATED	BY WHOM
<b>Folders</b>			
Folder	Angelas folder	12/09/2011 14:16	Angela Sweeney
Folder	Angelas folder	12/09/2011 14:58	Angela Sweeney
Folder	Angelas folder	12/09/2011 15:00	Angela Sweeney
Folder	Angelas folder	12/09/2011 15:05	Angela Sweeney
Folder	Angelas folder	12/09/2011 15:06	Angela Sweeney
Folder	Angelas folder	12/09/2011 15:07	Angela Sweeney
Folder	Angelas folder	12/09/2011 15:07	Angela Sweeney
Folder	Angelas folder	12/09/2011 15:07	Angela Sweeney
Folder	Dynamic Widgets	4/07/2011 9:23	Helpdesk Helpdesk
Folder	Form Results	15/08/2011 11:47	Helpdesk Helpdesk
Folder	Form Results	15/08/2011 11:47	Helpdesk Helpdesk
Folder	Humebuild	22/09/2011 11:42	Helpdesk Helpdesk
Folder	Modules	4/07/2011 15:57	Helpdesk Helpdesk
Folder	Online Dictionary test	28/07/2011 10:33	Helpdesk Helpdesk
Folder	Product Promotion	5/07/2011 15:20	Angela Sweeney
Folder	Product Promotion	5/07/2011 15:20	Angela Sweeney
Folder	Product Promotion	5/07/2011 15:20	Angela Sweeney
Folder	Product Promotion	5/07/2011 15:20	Angela Sweeney
Folder	Product Promotion	5/07/2011 15:20	Angela Sweeney
Folder	Publishing Training QLD	12/10/2011 10:45	Helpdesk Helpdesk
Folder	Publishing Training QLD	12/10/2011 10:46	Helpdesk Helpdesk
Folder	Solar Energy	7/09/2011 11:14	
Folder	Wikis	4/07/2011 15:41	Helpdesk Helpdesk
<b>Articles</b>			
Article	About Us	15/07/2011 16:55	Anthony Milner
Article	angelas article	12/09/2011 14:29	Angela Sweeney
Article	angelas article	12/09/2011 14:30	Angela Sweeney
Article	angelas article	12/09/2011 14:58	Angela Sweeney
Article	angelas article	12/09/2011 15:01	Angela Sweeney
Article	angelas article	12/09/2011 15:02	Angela Sweeney
Article	Angelas Article	10/08/2011 10:55	Helpdesk Helpdesk
Article	Angelas Article	10/08/2011 12:15	Helpdesk Helpdesk
Article	Angelas Article	10/08/2011 12:24	Helpdesk Helpdesk
Article	Angelas Article	10/08/2011 12:36	Helpdesk Helpdesk

## 13.7 Content Rating

The Content Rating report connects with the DisplayRating Content Tag. Users are able to rate the page when copied and pasted into the editor.

1. Edit an article.
2. Edit a Content Editor element.
3. Click on the content tag button in the editor.
4. Copy the DisplayRating tag.

<~~DisplayRating~~> - Inserts the Display Rating icon to enable users to rate the page

5. Paste into the editor.

Notes:

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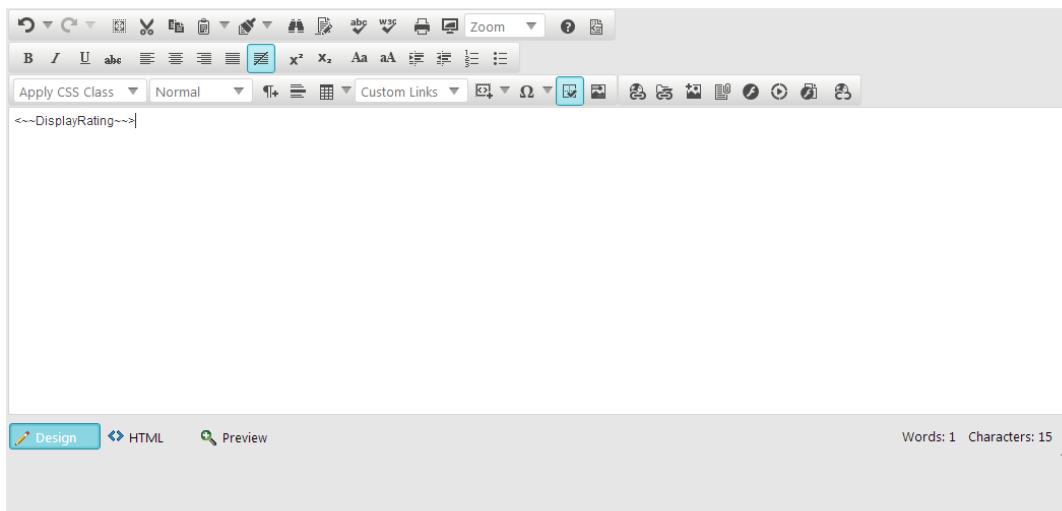
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# Elcom Administrator Training



Load content via: Server-Side

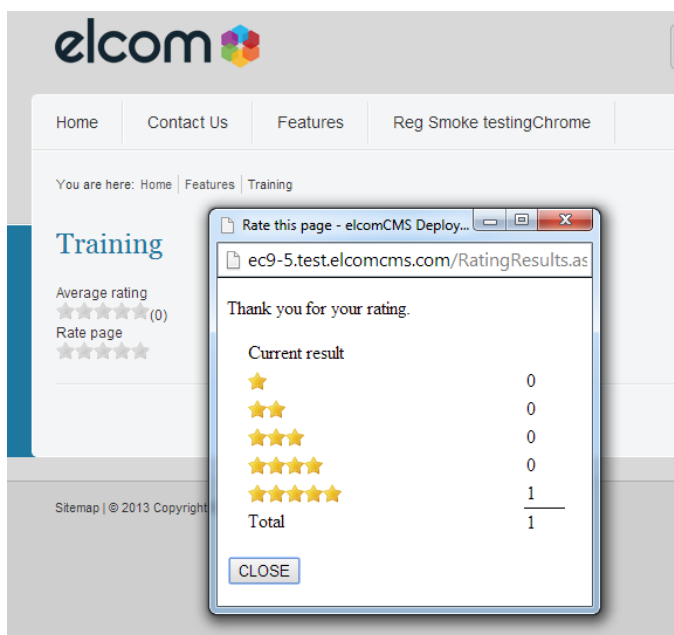
Display this content for: everyone

Edit this content using: (My default editor) Go

Override default editor settings

Back Save Draft Publish

6. Click the Publish button.
7. View the page and click the stars to rate the page.



You can then run the report and see what has been rated. In the report you can view all articles or a specific article.

Notes:

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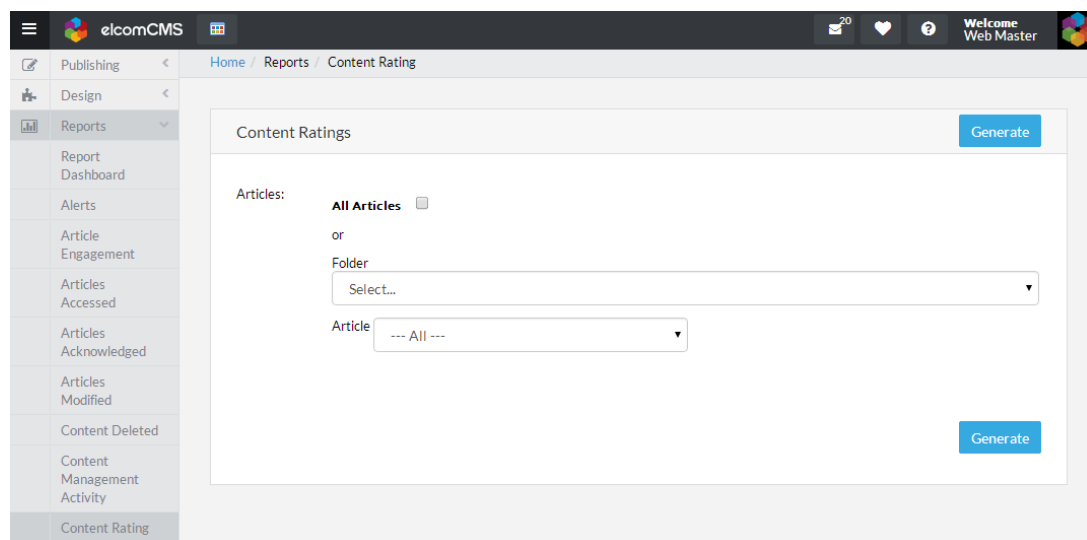
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# Elcom Administrator Training



When you hit the Generate button it creates an excel spread sheet that lists:

- All articles that have been rated
- What their rating is out of 5 stars
- The articles average

## Content Rating Report

Article	1 star	2 stars	3 stars	4 stars	5 stars	Avg
Home	1	2	3	4	8	3.9
About Us	1	0	0	2	1	3.5
Form Creator	0	0	0	0	2	5
Wind Energy	0	2	1	0	3	3.7
Solar Energy	0	0	0	0	1	5
Biomass Energy	0	0	0	1	1	4.5
Frequently Asked Questions	0	0	0	1	0	4
Multimedia	0	1	0	0	0	2
Article Rating	0	0	1	0	0	3
Jennies Article	0	0	0	1	0	4
Dan page2	0	0	0	0	1	5

## 13.8 Document Alerts

The alerts report allows you to see what documents have given email alerts out when they were edited and to who the alerts were sent for a specific document.

To set up alerts you need to set a few settings.

1. Make sure the Alerts tick box is ticked in Admin tools > Global Site Settings > Site Settings > Membership.
2. Go to <http://mysite/myaccount/myaccount.aspx> whilst logged in.
3. Create an alert through this section.

Notes:

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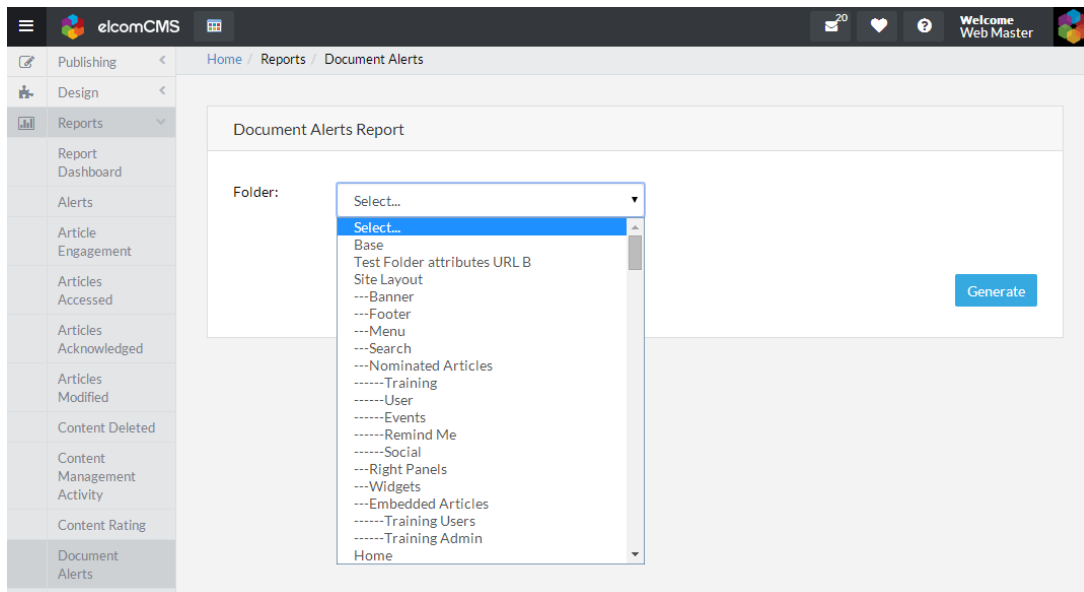
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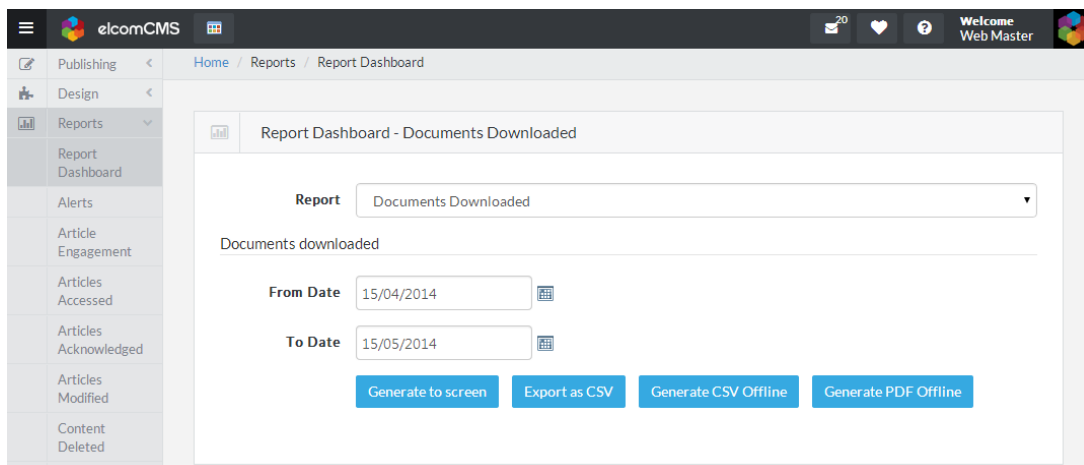
# Elcom Administrator Training

When you hit the Generate button it creates an excel spread sheet that lists all the alerts that have been sent to all users.



## 13.9 Documents Downloaded

The Documents Downloaded report displays documents that have been downloaded by users of the system so as you can see what has been downloaded.



Notes:

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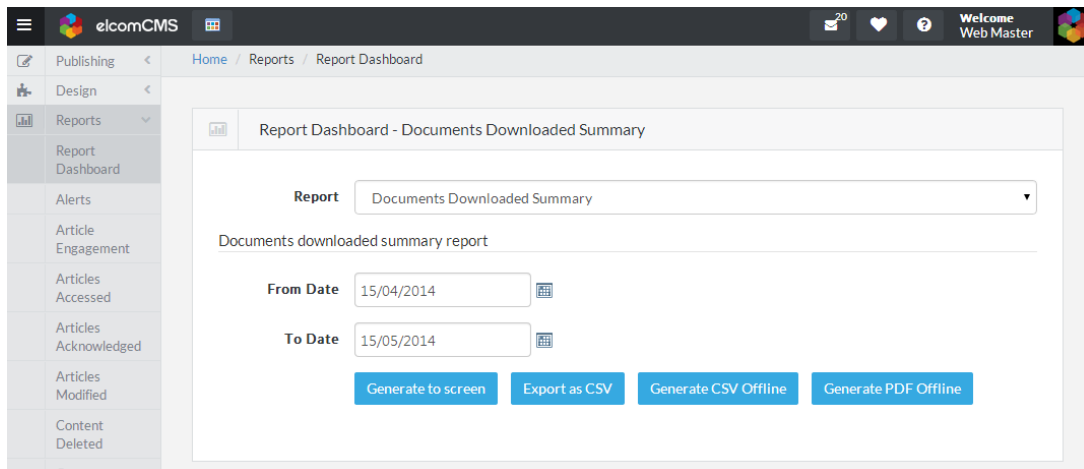
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# Elcom Administrator Training

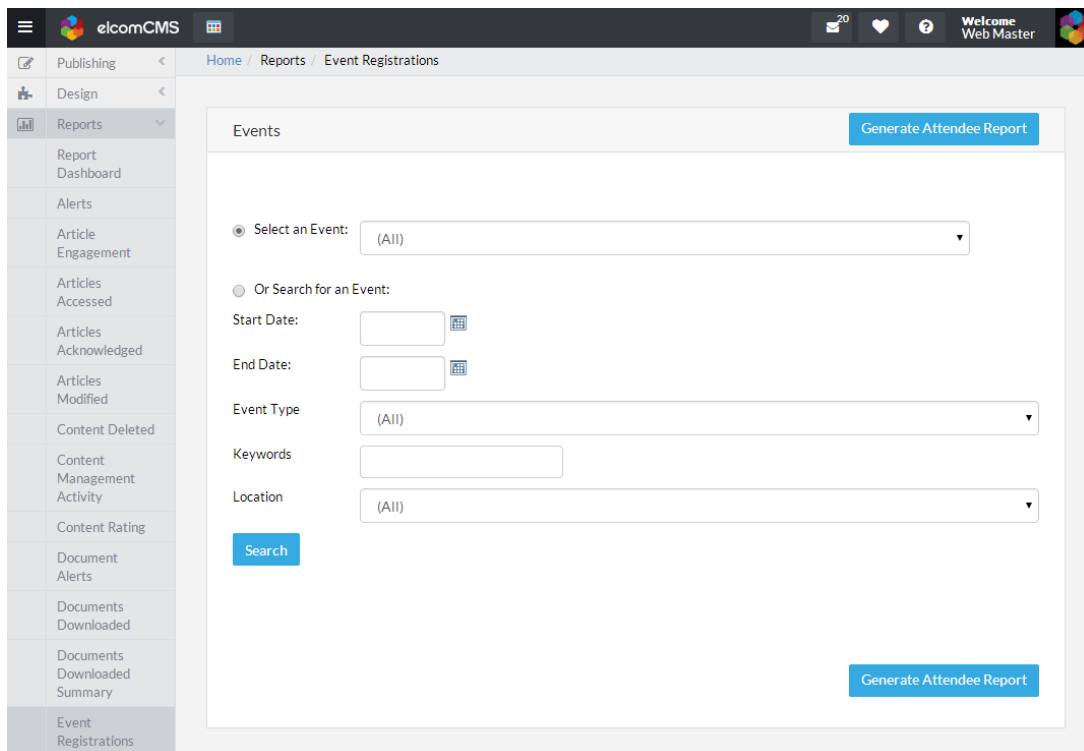
## 13.1 Documents Downloaded Summary

The Documents Downloaded Summary report displays documents that have been downloaded by users of the system so as you can see what has been downloaded. This has less fields to display than the full report.



## 13.2 Event Registrations

The Event Registrations report lists all the user registrations for an event. All the user details are displayed in the output.



Notes:

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# Elcom Administrator Training

When you hit the Generate button it creates an excel spread sheet that lists:

- Event details
- User details

Event Subject:	Sample Event 1	Short Descr:	<p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam id lacinia nibh. Praesent convallis auctor nisi vitae lobortis. Phasellus eget libero nec nisl condimentum euismod sit amet quis purus. Sed sed viverra quam.</p> <p>Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Maecenas eros leo, convallis a aliquet sit amet, iaculis luctus diam. Mauris sit amet diam lacus, sed hendrerit nunc.</p>	Start Date:	29 Nov 2013 00:00	End Date:	29 Nov 2013 00:00			
Attendee ID	Title	First Name	Last Name	Company Name	Company Web Address	Position	ABN	Email Address	Phone Code	Phone Nu
1		David	Goodchild							
2	Ms	Web	Master	Elcom		Web Master			2	

## 13.3 Folders Accessed

The folders accessed report allows you to see what users are viewing what folder. You need to turn this on before it will work. To do this, tick the **Keep a log of all articles that a user accesses** tick box under Admin tools > Global site settings > Content Logging. There are quite a few things that you can do with this report:

- You can select if you want to see articles that users accessed from a date range.
- You can make it detailed or just with a summary.
- You can sort the report.
- You can select all articles or just one article to report on
- You can report on one user, a group or all users.

Notes:

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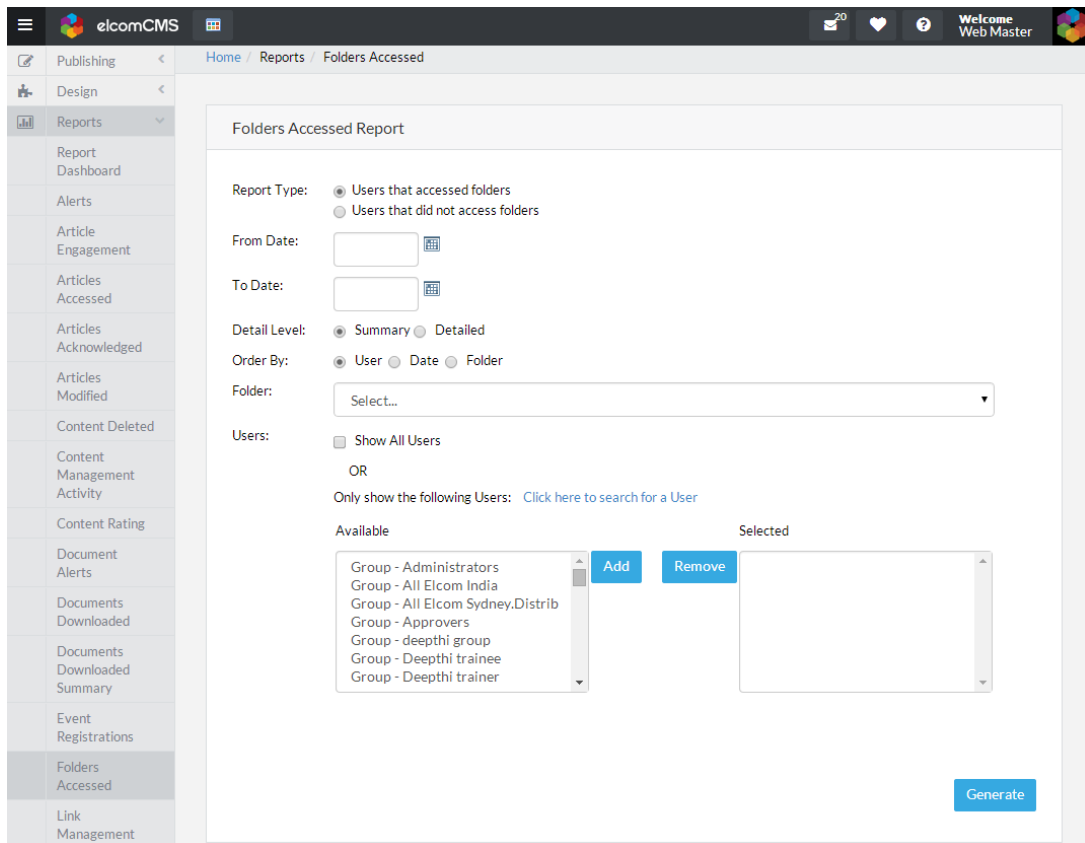


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# Elcom Administrator Training



When you hit the Generate button it creates an excel spread sheet that lists:

- What user tried to access what folder
- How many times
- When it was accessed

Notes:

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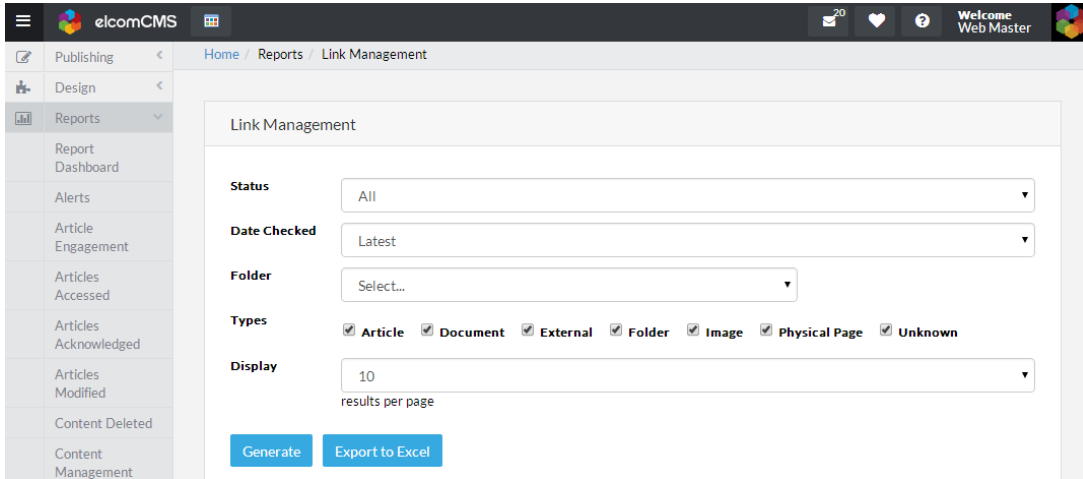
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# Elcom Administrator Training

## 13.4 Link Management

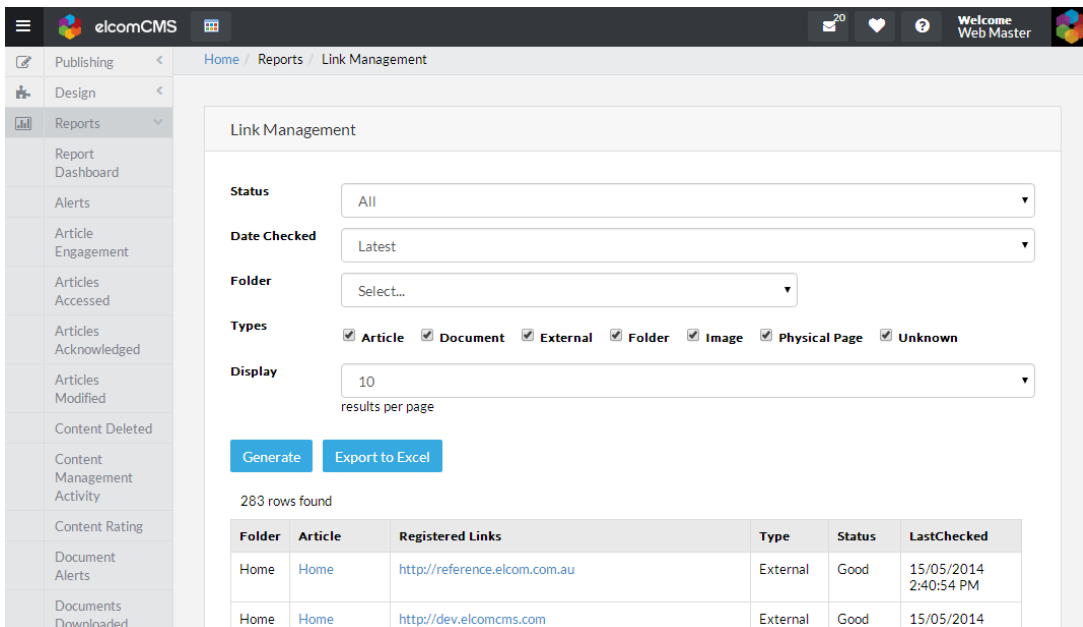
The Link Management report shows all the links throughout the sit. You can see all the links inside and connecting to Articles, documents, folders, images, and other. The link management Offline Task needs to be running for this report to work.



When you hit the Display button it lists:

- The link
- Where the link exists
- If it's good or bad

You can then filter by folder, type or if the link is good or bad.



Notes:

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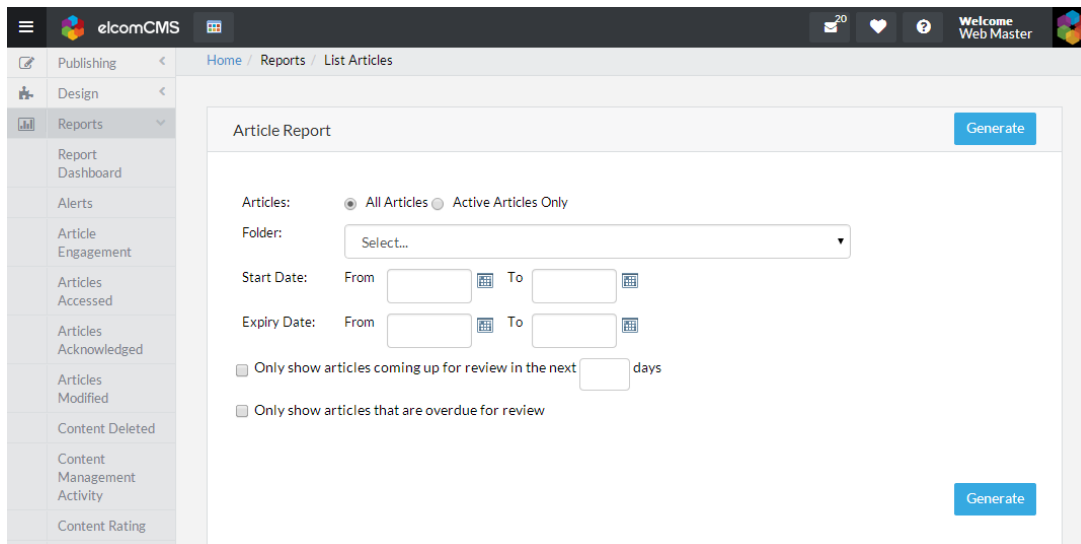
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# Elcom Administrator Training

## 13.5 List Articles

The List Articles report shows all the articles that have been added to the system during a date range. You can filter articles by:

- Folder
- Active articles
- Start date
- End date



When you hit the Generate button it creates an excel spreadsheet that lists:

- The start and expiry date that is being filtered on
- The articles
- What folder they are in
- What each articles start and expiry date is

Article List Report			
Site Name: training.elcom.com.au			
Start Date: 1-jan-1900 to 1-jan-1900			
Expiry Date: 1-jan-1900 to 1-jan-1900			
Article Admin Heading	Folder Name	Start Date	Expiry Date
About Us	Modules	18/02/2008 0:00	31/12/3000 0:00
test article 3	Modules	14/07/2011 0:00	31/12/3000 0:00
copy of About Us	Modules	18/02/2008 0:00	31/12/3000 0:00
TestLM	Modules	25/07/2011 0:00	31/12/3000 0:00

Notes:

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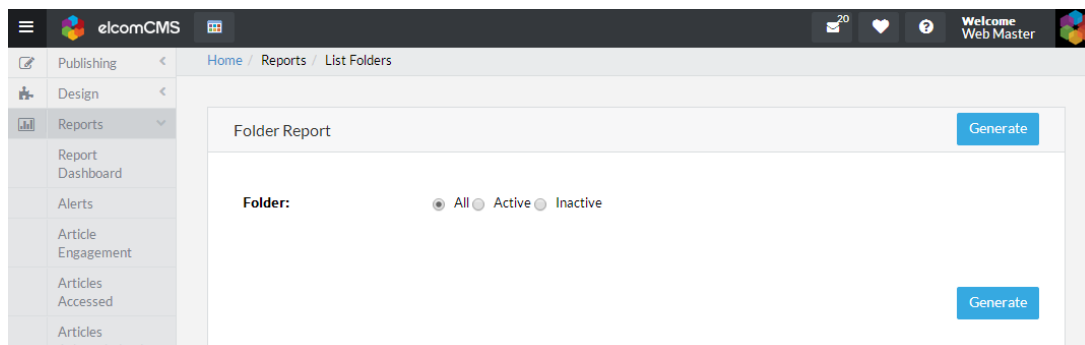


# Elcom Administrator Training

## 13.6 List Folders

The List Folders report shows all the folders that have been added to the system. You can filter folders by:

- Active folders
- Inactive folders



When you hit the Generate button it creates an excel spread sheet that lists:

- The site name that contains the folders
- The folder names
- When they were created
- What user edited them

Folder List Report		
Site Name: training.elcom.com.au		
Folder Name	Created Date	Edited By
Site Layout	24/07/2006 13:51	Developer Staff
---Login	9/05/2008 11:21	
---Banner	9/05/2008 11:21	
---Footer	24/07/2006 15:42	Developer Staff
---Menu	24/07/2006 15:44	Developer Staff
---Search	24/07/2006 16:35	Developer Staff
---Nominated Articles	25/07/2006 13:30	
---Right Panels	22/03/2007 15:33	
---Widgets	15/08/2008 16:20	Developer Staff
---Embedded Articles	19/02/2009 13:48	Anthony Milner
Home	18/02/2010 18:07	
Wiki	6/05/2011 14:14	Helpdesk Helpdesk
Modules	4/07/2011 15:57	Helpdesk Helpdesk
---Dynamic Widgets	4/07/2011 9:23	Helpdesk Helpdesk
---Wikis	4/07/2011 15:41	Helpdesk Helpdesk
---Online Dictionary test	28/07/2011 10:33	Helpdesk Helpdesk
---Form Results	15/08/2011 11:47	Helpdesk Helpdesk
---Angelas folder	12/09/2011 15:07	Angela Sweeney
---Blogs	17/02/2010 12:35	Anthony Milner
---Twitter	2/02/2010 12:00	Anthony Milner
---RSS Feed	2/02/2010 15:58	Anthony Milner

Notes:

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# Elcom Administrator Training

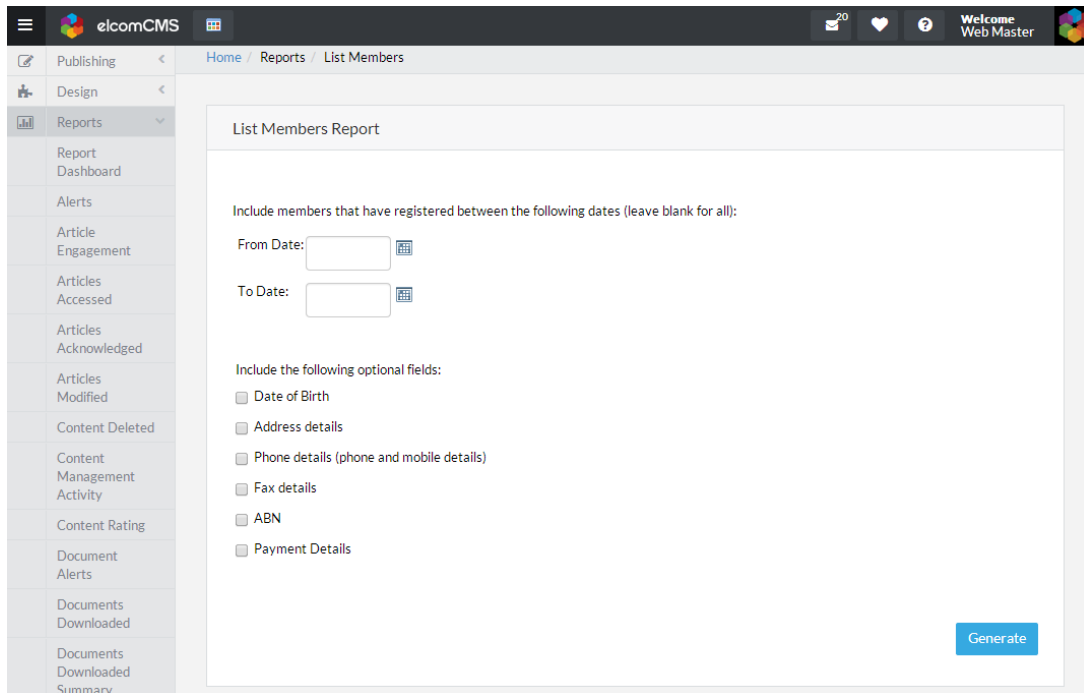
## 13.7 List Members

The List Members report shows all the members that have been added to the system. You can filter members by:

- To and from date that they were added

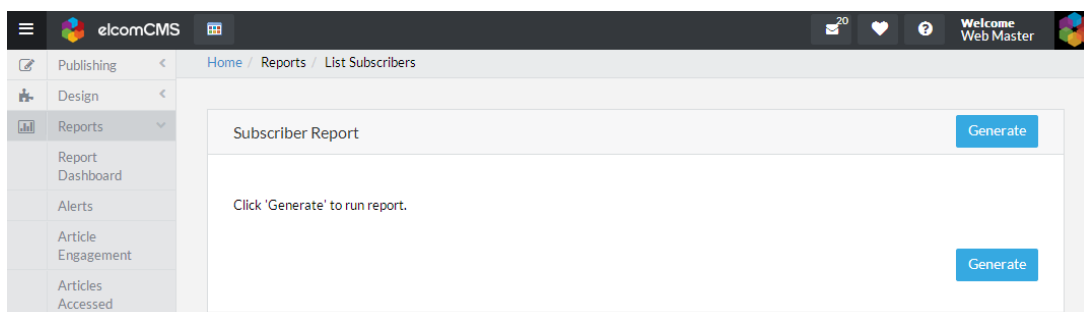
When you hit the Generate button it emails a report that lists:

- What users were added
- When they were added



## 13.8 List Subscribers

The List Subscribers report lists all the people in the subscribers list that is connected to the mailing list module.



Notes:

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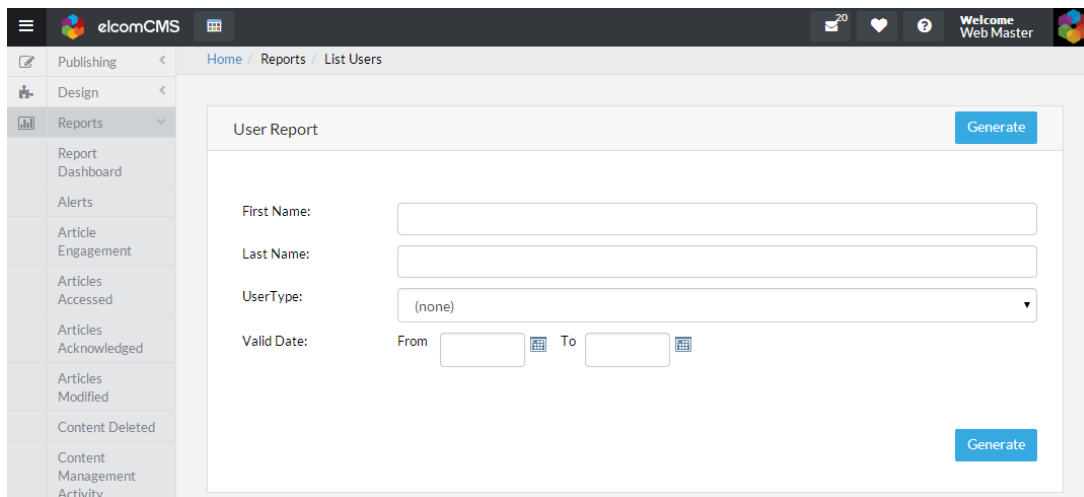
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# Elcom Administrator Training

## 13.9 List Users

The List Users report shows all the users that have been added to the system during a date range. You can filter users by:

- First and last name
- User type
- Date that they are active



When you hit the Generate button it creates an excel spread sheet that lists:

- The date range that was chosen
- All users
- First and last name
- Email address
- Company name
- User type you chose
- What groups they belong to

Notes:

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# Elcom Administrator Training

## User List Report

Site Name: training.elcom.com.au						
Date From:						
Date To:						
Logon	First Name	Last Name	Email	Company Name	User Type	Belongs to Group
JoeB	Joe	Blogs	joe.blogs@elcom.com.au		Administrator	System
JoeB	Joe	Blogs	joe.blogs@elcom.com.au		Administrator	Administrators
davidg	David	Goodchild	davidg@elcom.com.au	Elcom Technology	Administrator	Intranet Admins.CM Groups.ElcomGroups.elcom.com.au (1)
davidg	David	Goodchild	davidg@elcom.com.au	Elcom Technology	Administrator	Intranet Users.CM Groups.ElcomGroups.elcom.com.au (1)
JennieK	Jennie	Kearnes	jennie.kearnes@transport.nsw.gov.au		Administrator	System
JennieK	Jennie	Kearnes	jennie.kearnes@transport.nsw.gov.au		Administrator	Administrators
AnthonyM	Anthony	Milner	AnthonyM@elcom.com.au	Elcom Technology	Administrator	Intranet Admins.CM Groups.ElcomGroups.elcom.com.au (1)
AnthonyM	Anthony	Milner	AnthonyM@elcom.com.au	Elcom Technology	Administrator	Intranet Users.CM Groups.ElcomGroups.elcom.com.au (1)
filby	Phil	Newbould	phillip.newbould@gmail.com		Administrator	System
filby	Phil	Newbould	phillip.newbould@gmail.com		Administrator	Approvers
chrisp	Chris	Pennisi	chrisp@elcom.com.au	Elcom Technology	Administrator	Intranet Users.CM Groups.ElcomGroups.elcom.com.au (1)
angelas	Angela	Sweeney	angelas@elcom.com.au		Administrator	System
angelas	Angela	Sweeney	angelas@elcom.com.au		Administrator	Administrators
user1	user1	user1	user1@user1.com		Administrator	System
user1	user1	user1	user1@user1.com		Administrator	Administrators
user1	user1	user1	user1@user1.com		Administrator	Publishers
user1	user1	user1	user1@user1.com		Administrator	Approvers
user2	user2	user2	user2@user2.com		Administrator	System
user2	user2	user2	user2@user2.com		Administrator	Administrators
user2	user2	user2	user2@user2.com		Administrator	Approvers
user3	user3	user3	user3@user3.com		Administrator	System
user3	user3	user3	user3@user3.com		Administrator	Administrators
user3	user3	user3	user3@user3.com		Administrator	Approvers
user4	user4	user4	user4@user4.com		Administrator	System
user4	user4	user4	user4@user4.com		Administrator	Administrators

## 13.10 Push to live Audit Trail

The Push To Live Audit trail shows all the items that have been pushed from one server to another with the use of the push to live module.

## 13.11 Searches performed

The Searches Performed report lists all the search words that were used by the users of the site. You can filter the report by:

- Most popular
- If they were successful to return results
- If they failed to return results
- By a date range

Notes:

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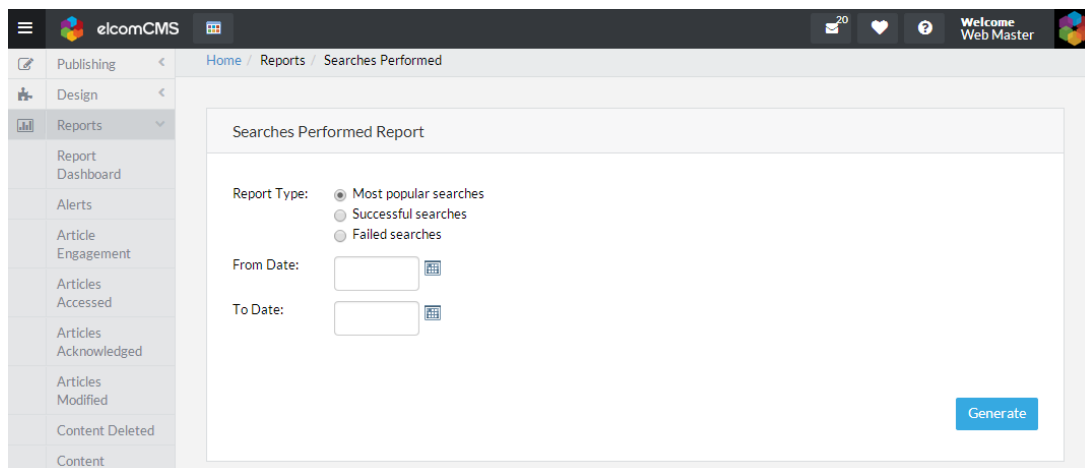


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# Elcom Administrator Training



When you hit the Generate button it creates an excel spread sheet that lists:

- What search report you selected
- The keywords
- Number of times each keyword was found

From Date: To Date:

Show most popular searches

Keywords	Number of times searched
test	81
pdf	51
director	40
diversity	31
search	21
ohs	16
lorem	15
policy	13
energy	12
cms	8
policy information	7
risk	7
solar	6
power	6
elcom	5
board diversity	5
hello	5
sydney	5
training	4
biomass	4
products	4
risk management	4
solar energy	3
occupational	3
medium voltage	3
contact	3
case study	3
board diversity Gender Diversity	2

Notes:

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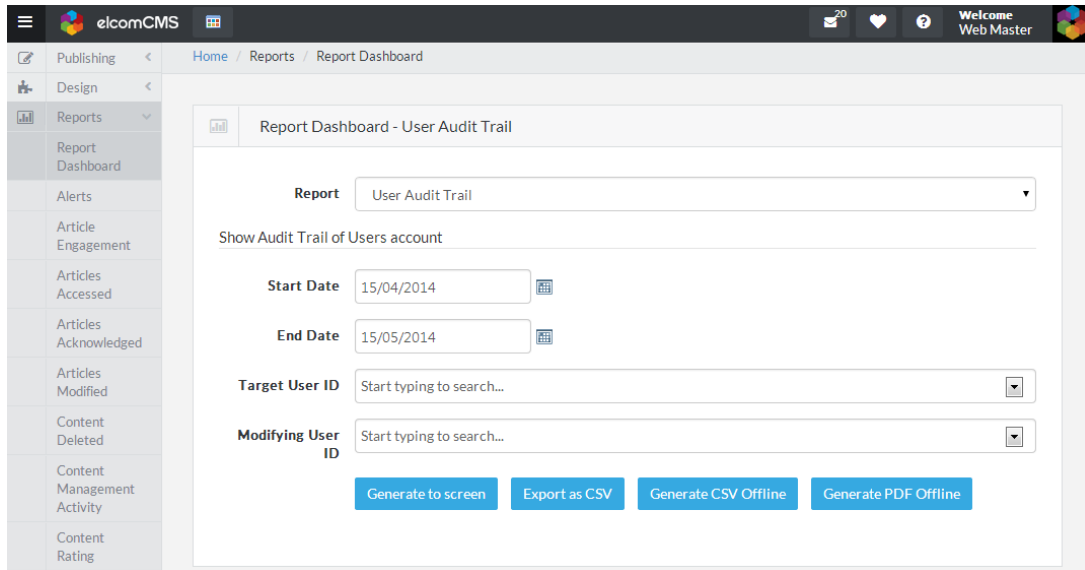
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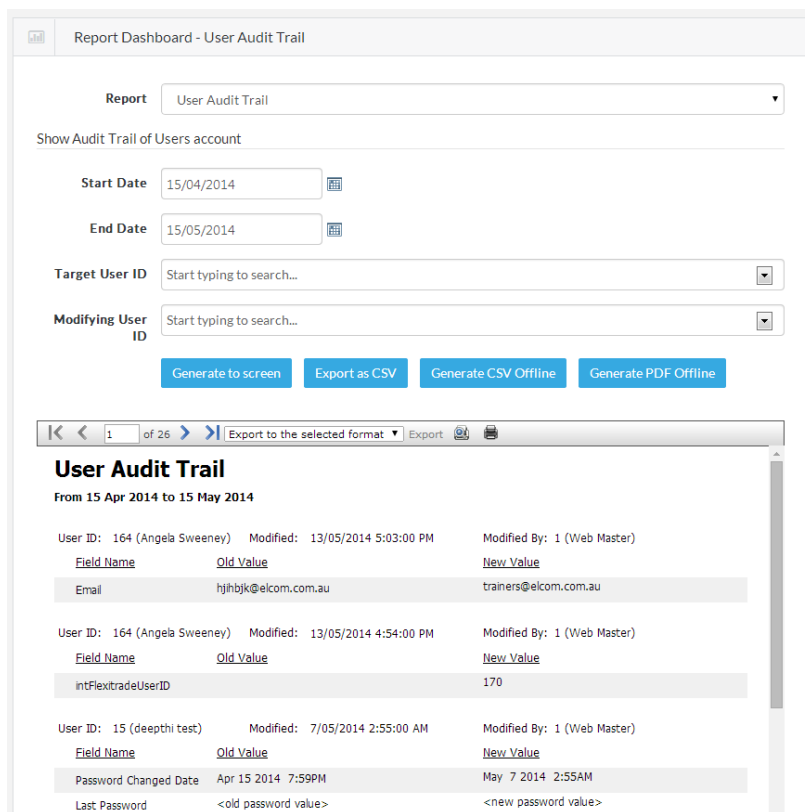
# Elcom Administrator Training

## 13.12 User Audit Trail

The User Audit Trail report lists information about a user when they login and change passwords.



To run the report click the **Generate to screen** button.



Notes:

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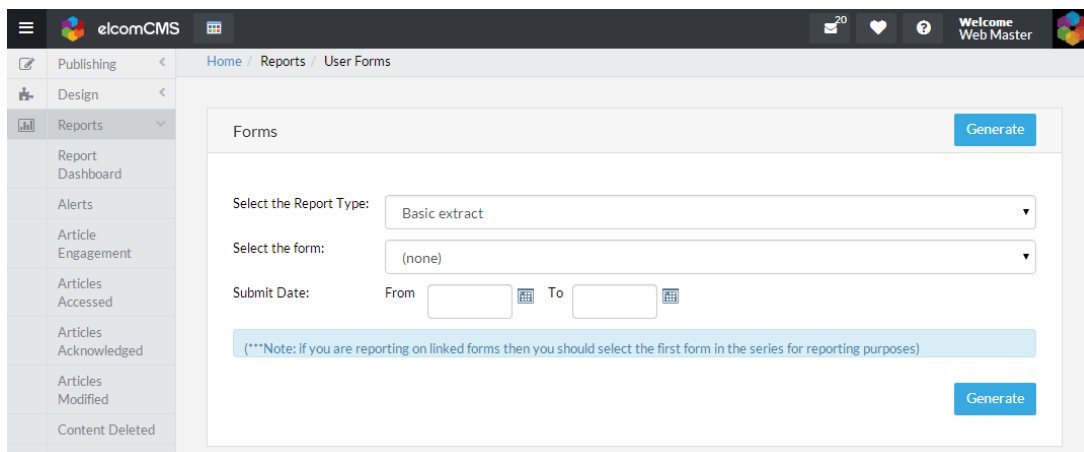
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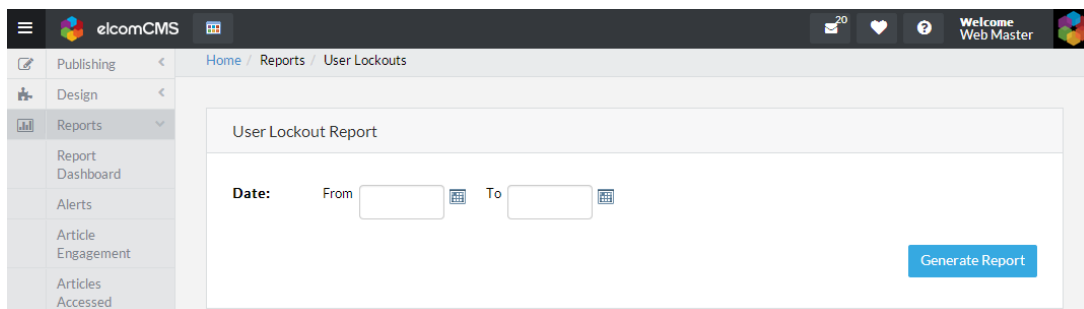
# Elcom Administrator Training

- All fields or specific fields in the form



## 13.3 User Lockout

If a user puts their username or password wrong an amount of times determined by the admin, the user will be locked out. The User Lockout report is to view what users have been locked out recently and how many times between a date range.



When you hit the Generate Report button it creates an excel spread sheet that lists:

- The date range
- The IP address of the person locked out
- Their username
- The date they were locked out
- The date they will be let back into the system

Notes:

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# Elcom Administrator Training

From Date: To Date:

IP Address	Logon	Date Locked Out	Lockout Ends
192.168.30.2	adaml	8/01/2010 17:02	8/01/2010 17:02
192.168.30.2	adaml	8/01/2010 17:15	8/01/2010 17:15
192.168.30.2	Implementation	12/01/2010 13:16	12/01/2010 13:16
192.168.30.2	helpdesk	12/01/2010 15:15	12/01/2010 15:15
192.168.30.2	rheae	15/01/2010 15:55	15/01/2010 15:55
192.168.30.2	Implementation	4/02/2010 16:53	4/02/2010 16:53
192.168.30.2	Implementaion	4/02/2010 16:54	4/02/2010 16:54
192.168.30.2	implementation	15/02/2010 10:46	15/02/2010 10:46
192.168.30.2	implementation	16/02/2010 10:26	16/02/2010 10:26
192.168.30.2	implementation	16/02/2010 13:38	16/02/2010 13:38
192.168.30.2	helpdesk	16/02/2010 13:47	16/02/2010 13:47
192.168.30.2	helpdesk	16/02/2010 16:15	16/02/2010 16:15
192.168.30.2	Solar	17/02/2010 14:04	17/02/2010 14:04
10.1.30.105	chrisbrown	18/01/2011 16:03	18/01/2011 16:03
10.1.30.110	chrisbrown	18/01/2011 16:04	18/01/2011 16:04
10.1.30.77	sivas@elcom.com.au	24/02/2011 13:25	24/02/2011 13:25
10.1.30.88	Lilliam@elcom.com	17/06/2011 9:08	17/06/2011 9:08
10.1.30.88	Lilliam@elcom.com	22/06/2011 10:00	22/06/2011 10:00
10.1.30.88	Lillia	23/06/2011 10:24	23/06/2011 10:24
10.1.30.88	Lilliam	23/06/2011 10:49	23/06/2011 10:49

## 13.4 User Logs - Detailed

The User Logs report shows a report on the users that have been logging into the system. You can report on:

- Who has or has not logged in
- Between a date range
- As a summary or detailed
- By a particular organisation
- All users or a specific user or group

Notes:

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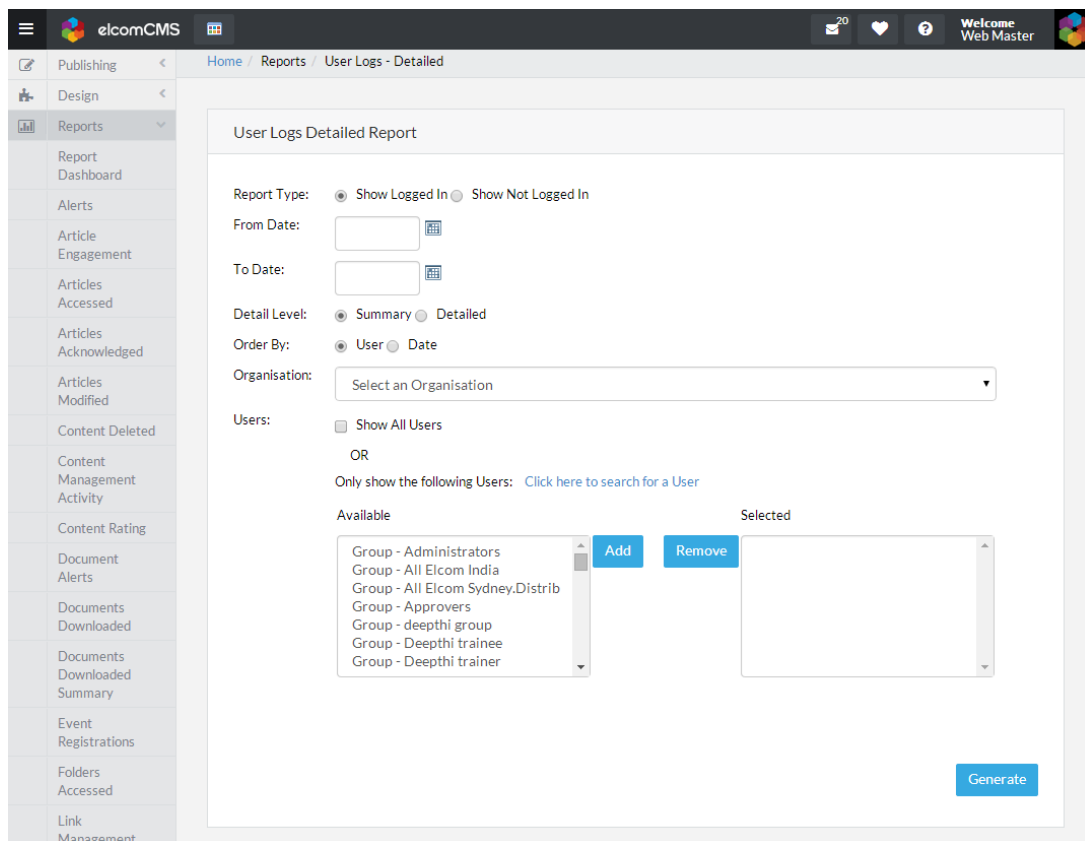
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# Elcom Administrator Training



When you hit the Generate button it creates an excel spreadsheet that lists:

- Who logged on
- How many times they logged in
- When they logged in
- The persons IP address

From Date: To Date:

Show all users that logged in at a summary level.

Logon	First Name	Last Name	No times logged in	Last logged in	Last IP Address
angelas	Angela	Sweeney	26	17/10/2011 15:27	10.1.30.145
AnthonyM	Anthony	Milner	8	15/07/2011 16:54	10.1.30.53
chrisp	Chris	Pennisi	4	12/10/2011 10:07	203.47.46.75
davidg	David	Goodchild	4	14/07/2011 15:43	10.1.30.53
helpdesk	Helpdesk	Helpdesk	220	17/10/2011 13:26	10.1.30.120
humebuild	Hume	Build	4	23/09/2011 15:09	202.177.218.51
user1	user1	user1	47	14/10/2011 20:57	58.111.204.87
user2	user2	user2	4	13/09/2011 12:35	10.1.30.143
user3	user3	user3	7	13/09/2011 14:43	10.1.30.150

Notes:

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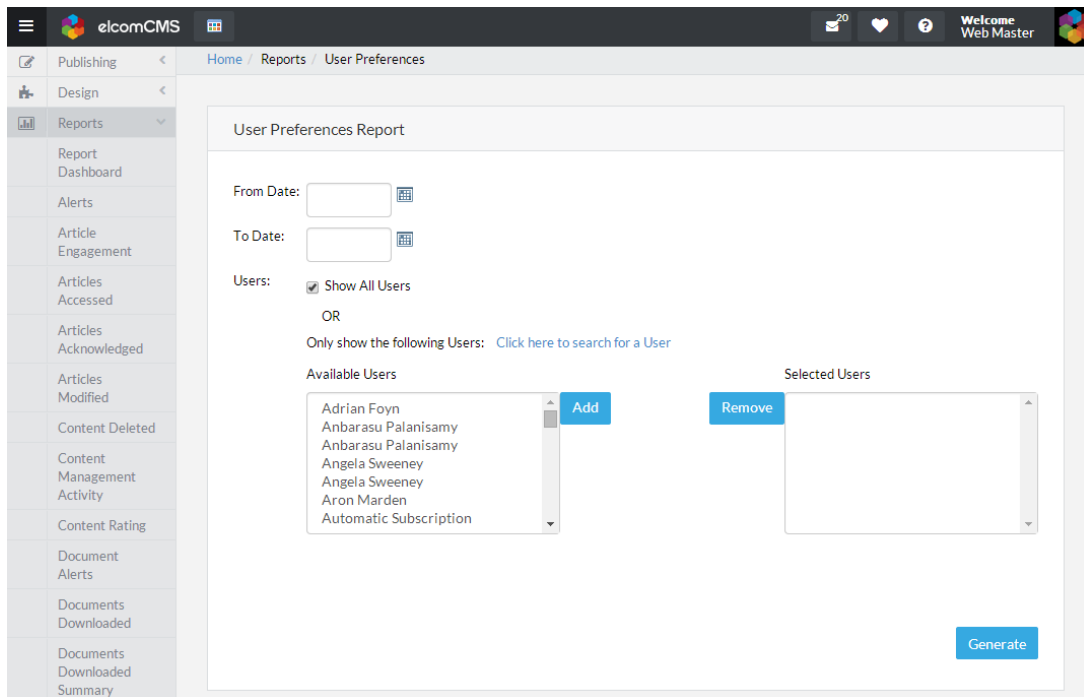


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# Elcom Administrator Training

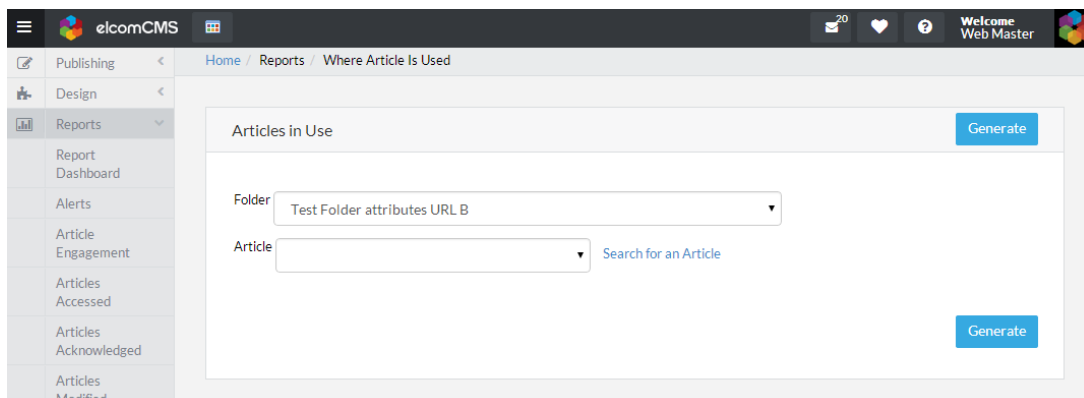
## 13.5 User Preferences

This report displays the multiple different types of user preferences of a particular user which are set up for the logged in user in the My Account module.



## 13.6 Where Article Is Used

The Where article is used report shows users on what article a specific article is embedded using the embedded article element by selecting the folder and article that you want to check. Use this to check before you delete an article to see if it is going to cause an error.



When you click the Generate button it displays the report underneath. If the article is not embedded anywhere then it displays the message in red "The article is not used".

Notes:

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# Elcom Administrator Training

If the article is used then it will tell you the name of the article that it is embedded into and what folder it exists under and a link to that article.

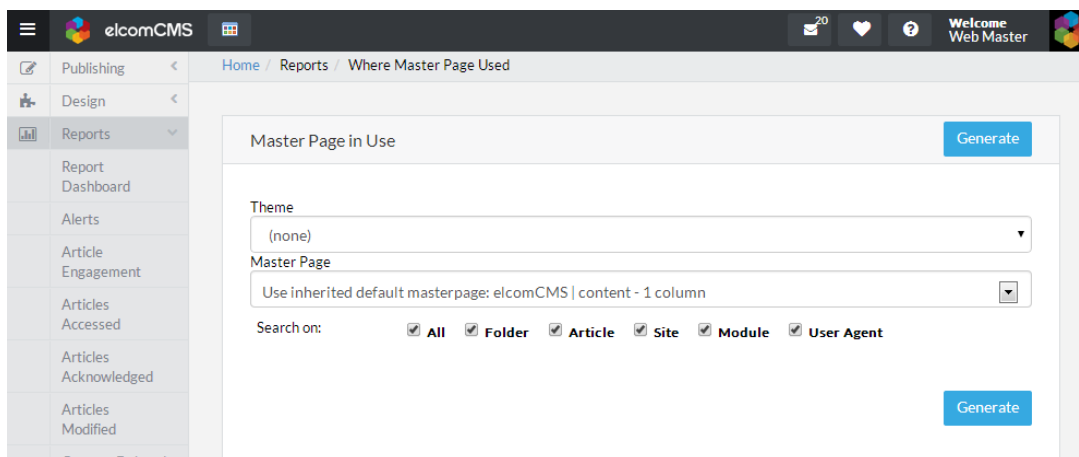


The screenshot shows a web interface titled "Articles in Use". At the top right is a blue "Generate" button. Below the title, there are two dropdown menus: "Folder" with the value "---Right Panels" and "Article" with the value "Right Panel - Content". To the right of the "Article" dropdown is a link that says "Search for an Article". Below these inputs is a table with three columns: "Article Name", "Folder Name", and "Link to View the Article". The table contains two rows: one with "Features" in both the first and second columns, and a blue link "Features" in the third; the second row has "Home" in the first column, "hi" in the second, and a blue link "Home" in the third. At the bottom right of the interface is another blue "Generate" button.

Article Name	Folder Name	Link to View the Article
Features	Features	<a href="#">Features</a>
Home	hi	<a href="#">Home</a>

## 13.1 Where master page is used

The Where template is used report shows what folders, articles, modules and user agents are currently using what master pages.



The screenshot shows a web interface titled "Master Page in Use". At the top right is a blue "Generate" button. Below the title, there are two dropdown menus: "Theme" with the value "(none)" and "Master Page" with the value "Use inherited default masterpage: elcomCMS | content - 1 column". Below these inputs is a "Search on:" section with several checkboxes: "All", "Folder", "Article", "Site", "Module", and "User Agent", all of which are checked. At the bottom right of the interface is another blue "Generate" button.

When you click the Generate button it displays the report underneath. If the master page is used then it will tell you the name of the folder, article, module or user agent that it is being used by and what parent folder it is under and the date it was created.

Notes:

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# Elcom Administrator Training

Master Page in Use Generate

Theme  
Use default theme : elcomCMS

Master Page  
Use Theme Default preset : content - 1 column

Search on:  All  Folder  Article  Site  Module  User Agent

Folders

Folder Name	Parent Folder Name	Date Created
deepthi		7/05/2014 1:50:09 PM
Brooke Miller	Training	11/04/2014 11:00:43 AM

Articles

Article Name	Parent Folder	Date Last Reviewd
Dynamic Widget	Pruthvi's folder	11/04/2014 11:12:11 AM
Pruthvi's Form	Pruthvi's folder	10/04/2014 4:09:12 PM
Brooke Sub Article	sumi regression testing	10/04/2014 2:22:00 PM
form in wf	deepthi	6/05/2014 3:26:15 PM
test art wf	deepthi test folder	6/05/2014 1:56:36 PM
doclist2	deepthi test folder	6/05/2014 1:58:11 PM

Modules

Module Name	Description
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User Agents

Notes:

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# Elcom Administrator Training

## 13.2 Where Taxonomy Is Used

You can generate a report listing where all Taxonomies are used, or select specific Taxonomy branches to generate a report.

Where Taxonomy Is Used Generate

Taxonomy:  All  Select

Topic (id: 1)

Used in	Type
Document List (id:81)	Article
Form Creator Form (id:87)	Article
Form Results (id:89)	Article
Comments (id:99)	Article
Login (id:100)	Article
Content Editor (id:101)	Article
Event Quick Search (id:105)	Article
Embed Article (id:106)	Article
People (id:171)	Article
Download Counter (id:185)	Article
Carousel (id:353)	Article
C (id:355)	Article
Search Article Element (id:358)	Article
Copy of Taxon search (id:364)	Article
search (id:371)	Article
FAQ (id:410)	Article
Article Content editor (id:426)	Article

Notes:

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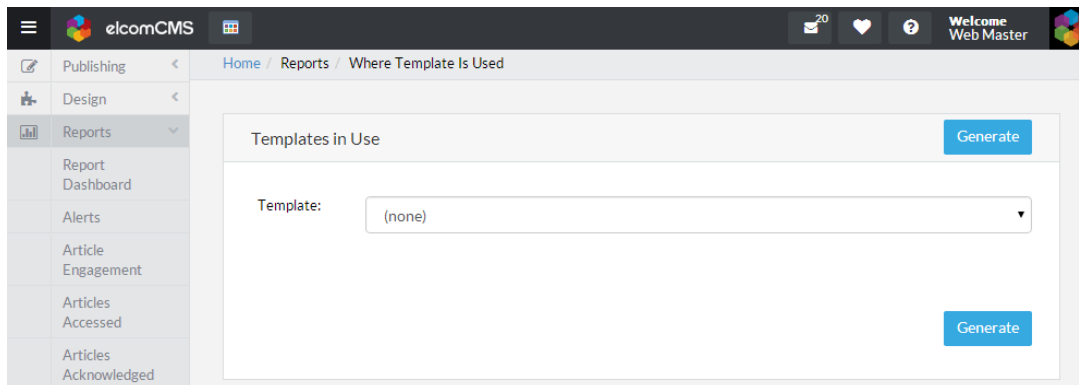
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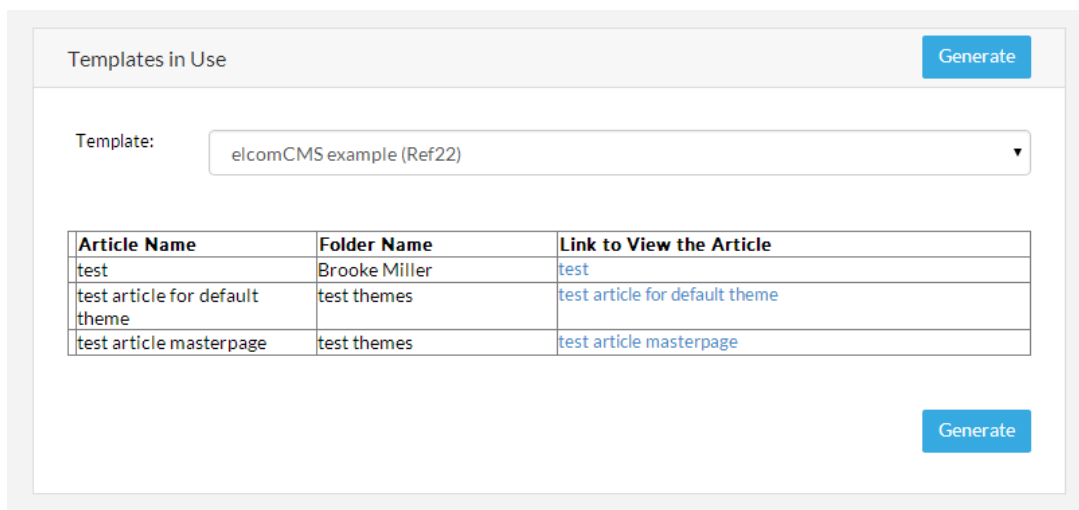
# Elcom Administrator Training

## 13.3 Where Template Is Used

The Where template is used report shows what articles are currently using what templates.



When you click the Generate button it displays the report underneath. If the template is used then it will tell you the name of the article that it is being used by and what folder it exists under and a link to that article.



Notes:

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## 14 Final Revision

1. Find your user and add some additional contact details in the Optional information.
2. Find where the bad link report is.
3. Add a new group and add yourself to it.
4. Give your new group all access in permissions.
5. Check to see if anything is checked out by other users in the Admin section.

Notes:

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