



# elcomCMS Admin Training Course

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## 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

## **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.

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<b>H</b> -	Design 《					
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	Security 🗸 🗸				-	riderten
	Users					
	Groups	Group Name				
	Add Users to Groups		Filter			
	Permissions	Name		Associated LDAP Group	Actions	
	Organisations	A desiristantese			_	
	Password Rules	Administrators				
	Import Users	Members				
	OAuth					
	SAML Providers	Publishers			<b>e</b>	
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٥	Advertising <	System				
	Carousels <	Trainee				
<b>**</b>	Calendar <					
2	Content <	Trainer			<b>(2)</b>	

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

Group Mair	ntenance Cancel Edit Group's Users Save and Add New Group Save
Name of Security Group*	Approvers
Associated LDAP Group	None
	Allow users in this security group to update their address details in eshop
	This group will perform a systems administration role
	Restrict access to base folder for images and document library
	Available for local administrators
	Allow high level delete of folders
	Exclude group from corporate directory search/browse criteria
Don't tick any bo	

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

### 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.

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I Reports	<	Groups		Add New
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Users		Course Name		
Groups		Group Name		
Add Users to Groups		Filte	r	
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Organisations		Administrators		
Password Rules		Administrations		
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		T		

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

Group Maint	tenance Cancel Edit Group's Users Save and Add New Group Save
Name of Security Group*	Approvers
Associated LDAP Group	None
	Allow users in this security group to update their address details in eshop
	This group will perform a systems administration role
	Restrict access to base folder for images and document library
	Available for local administrators
	Allow high level delete of folders
	Exclude group from corporate directory search/browse criteria

5. Click Save.

### 3.3 Adding users

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

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Publishing <	Home / Security / Use	ers					
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Security 🗸							
Users							
Groups	User Name (logon)						
Add Users to Groups	Email						
Permissions	Elect News						
Organisations	FIrst Name						
Password Rules		Active Accounts Only					
Import Users	Last Name						
OAuth	Organisation						

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

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Publishing < Hom	e / Security / Users	
Design <		
Reports <	User Details	Cancel
Security 🗸		
Users		
Groups	User name	
Add Users to Groups	Photograph Choose File No file chosen	
Permissions	Only *.png,*.gif and *.jpg files allowed.	
Organisations	Title (none) •	
Rules	First Name*	
Import Users	Last Name*	
OAuth		
SAML Providers	Email*	
Admin <	User Type* (none)	•
Advertising <		
Carousels <	Password*	
Calendar < Content < Organiser	Confirm Password*	
Corporate < Directory	The rules for creating a new password are:	
Enterprise < Search	Must not pe the same as your user name     Must be between 1 and 21 characters     Must contain at least 1 numeric character	
Events <	<ul> <li>The special characters that are NOT permitted are # %</li> </ul>	
FAQs <		
51Degrees.m6bi	Status Active	
Forums <	UPleted     Out of Office	
Mailing Lists <	Locked Out	
Marketing <	Ban from making comments and social posts	

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

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

≡	elcomCM	S 🖩 🖤 😧 🚾 Web Master
8	Publishing <	Home / Security / Add Users to Groups
÷.	Design <	
.II	Reports <	Add User to Groups Back Save
	Security 🗸 🗸	
	Users	User: Angela Sweeney
	Groups	Security Groups that this user belongs to
	Add Users to Groups	Available Groups Selected Groups
	Permissions	Administrators Add
	Organisations	Members Publishers Remove
	Password Rules	System Trainee
	Import Users	Trainer
	OAuth	
	SAML Providers	•
•	Admin <	Externally controlled groups (e.g. I DAP mappings) are not shown and cannot be altered.
õ	Advertising <	Changes are not automatically saved, please click on Save to update changes.
m	Calendar <	
2	Content < Organiser	
	Corporato <	

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

≡	🤒 elcomCM	S 🔳	🗢 😨 😾 Welcome Web Master
Ø	Publishing <	Home / Security / Add Users to Groups	
÷.	Design <		
.11	Reports <	Add User to Groups	Back Save
	Security 🗸 🗸		
	Users	User: Angela Sweeney	
	Groups	Security Groups that this user belongs to	· · · · · · · · · · · · · · · · · · ·
	Add Users to Groups	Available Groups	Selected Groups
	Permissions	Publishers Add	d Administrators
	Organisations	System Trainee Remo	Members
	Password Rules	Trainer	
	Import Users		
	OAuth		
	SAML Providers	Ψ.	-
٥	Admin <	Externally controlled groups (e.g. LDAP mannings) are not shown	and cannot be altered
Õ	Advertising <	Changes are not automatically saved, please click on Save to upd	late changes.
	Calendar <		
2	Content < Organiser		

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

### 3.4 Finding users

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

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	Add Users to Groups		Email	ii [														
	Permissions		Elect No.															
	Organisations		First Name	e														
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	Import Users		Last Name	e														
	OAuth		Organisation	n														
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	Content < Organiser				Sear	ch												

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

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Ø	Publishing	<	Home	/ Security / Use	'S				
÷.	Design	<							
.1.1	Reports	<		Users					Add New
	Security								
	Users			Usos Nomo					
	Groups			(logon)					
	Add Users to Groups	0		Email					
	Permissions			<b>F</b> 1 ( )					
	Organisatio	ns		FIRST Name					
	Password Rules				Active Acc	ounts Only			
	Import User	rs		Last Name					
	OAuth								
	SAML Providers			Organisation					
¢	Admin	<		User Type	(AII)				•
0	Advertising	<		OAuth	(AII)				•
**	Calendar	<			(,,				
2	Content Organiser	<		Sort By	First Nam	e 🔍 Last Name			
2	Corporate Directory	<			Search ┥				
Q	Enterprise Search	<	N	ame (click to ed	lit) OAu	th User Type	Group(s)	Email	Actions
-	Events	<	A	ngela Sweeney		Administrator	Administrators, Members	angelas@elcom.com	ŵ
0	FAQs	<							
5	Forums	<	W	/eb Master		Administrator	System, Trainee	noreply@elcom.com.au	ŵ
0	Languago	1							

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.

.lil	Reports	<		Users					Add New
	Security								
	Users								
	Groups			(logon)					
	Add Users to Groups	0		Email					
	Permissions			First Name					
	Organisatio	ns		FILSE Maine					
	Password Rules				Active Accourt	nts Only			
	Import User	s		Last Name					
	OAuth			Organization					
	SAML Providers			organisation					
•	Admin	<		User Type	(AII)				•
õ	Advertising	<		OAuth	(AII)				
Ê	Calendar	<							
2	Content Organiser	<		Sort By	First Name	Last Name			
<b></b>	Corporate Directory	<			Search				
€	Enterprise Search	<		Name (click to edi	it) OAuth	User Type	Group(s)	Email	Actions
-	Events	<		Angela Sweeney 🔫	_	Administrator	Administrators, Members	angelas@elcom.com	<u>ش</u>
0	FAQs	<	-				с., т.:		
1	Forums	<		vveb Master		Administrator	System, Trainee	noreply@elcom.com.au	ŵ
Q	Language	<							
	Mailing Lists	5 <							

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

	elcomCM	S 🎟	🖤 🤨 🗰 Welco Web N	me Jaster
ß	Publishing <	Home / Security / Use	ers	
ŀ-	Design <			
1	Reports <	User Detail	S Cancel User's Groups Reset Password	Save
	Security 🗸 🗸			
	Users	User name*		
	Groups	User hame	angeras	
	Add Users to Groups	Photograph	Choose File No file chosen	
	Permissions		Only *.png,*.gif and *.jpg files allowed.	
	Organisations	Tials		
	Password	Title	(none)	
	Rules	First Name*	Angela	
	Import Users			
	OAuth	Last Name*	Sweeney	
	SAML Providers	Email*	angelas@elcom.com	
>	Admin <			
5	Advertising <	User Type*	Administrator	•
1	Calendar <	Password*		
2	Content < Organiser	C6		
2	Corporate <	Confirm Password*		

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

### 3.6 Deleting users

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

≡	😝 elco	mCl	MS 🎟					V 9	Welcome Web Master
Ø	Publishing	<	Home	Security / User	5				
÷.	Design	<							
.lil	Reports	<		Users					Add New
	Security								
	Users			Licor Nomo					
	Groups			(logon)					
	Add Users to Groups	D		Email					
	Permissions			<b>E</b>					
	Organisation	ns		First Name					
	Password Rules				Active Accourt	nts Only			
	Import Users	s		Last Name					
	OAuth								
	SAML Providers			Organisation					
ø	Admin	<		User Type	(AII)				•
0	Advertising	<		OAuth	(AII)				
<b>m</b>	Calendar	<		oriatii	((()))				
æ	Content Organiser	<		Sort By	First Name	Last Name			
<b>A</b>	Corporate Directory	<			Search				
Q	Enterprise Search	<	N	ame (click to ed	it) OAuth	User Type	Group(s)	Email	Actions
-	Events	<	A	ngela Sweeney		Administrator	Administrators, Members	angelas@elcom.com	<b></b>
0	FAQs	<							
<b>F</b>	Forums	<	V	/eb Master		Administrator	System, Trainee	noreply@elcom.com.au	ê
Q	Language	<							
_									

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.

= 👌 elcom	nCMS 🎟			<b>1</b> <sup>19</sup>	• 9	Welcome Web Master	
Publishing	C Home /	Security / Add	Users to Groups				
Design	c						
Reports	c	Add Users	to Groups	Edit Group's Users	Multiple Us	ers' Groups	
Security					-		
Users		Uses Name					
Groups		(logon)			/		
Add Users to Groups		Email					
Permissions	$\mathbf{i}$	First Name					
Organisations		First Maine					
Password Rules			Active Accounts Only				
Import Users		Last Name					
OAuth		Organisation					



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

	D CDIGIT	
Jıl	Reports <	Add Selected Users to Selected Groups Back Save
	Security 🗸	
	Users	Select Users
	Groups	
	Add Users to Groups	Available Users Selected Users Add Web Master
	Permissions	Angela Sweeney
	Organisations	
	Password Rules	
	Import Users	
	OAuth	v v
	SAML Providers	Click here to search for a User
ø	Admin <	Select Groups
Ō	Advertising <	Available Groups Selected Groups
m	Calendar <	Members Add System
#1 42	Calendar < Content < Organiser	Members Add System Administrators Trainee Remove
## 42 •	Calendar < Content Organiser < Corporate Directory <	Members Publishers Trainee Remove Remove
2 2 2 2 2	Calendar     <       Content     <       Organiser        Corporate     <       Directory        Enterprise     <       Search	Members Publishers Trainee Remove Remove
111 121 121 121 121 121 121 121 121 121	Calendar     <       Content        Organiser        Directory        Enterprise        Search        Events	Members Publishers Trainee Trainer Trainer
<ul> <li></li></ul>	Calendar        Content        Organiser        Directory        Enterprise        Events        FAQs	Members Publishers Trainee Trainer Trainer
<ul> <li>(2)</li> <li>(2)</li></ul>	Calendar        Content Organiser        Corporate Directory        Enterprise Search        Events        FAQs        Forums	Members       System         Publishers       Trainee         Trainee       Remove         It is function will merely add the selected users to the selected security groups. It will not remove the selected users from any groups that they alroady below to
<ul> <li></li></ul>	Calendar        Content Organiser        Corporate Directory        Enterprise Search        Events        FAQs        Forums        Language	Members       System         Publishers       Trainee         Trainee       Remove         It rainer       It is 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.
	Calendar        Content Organiser        Corporate Directory        Enterprise Search        Events        FAQs        Forums        Language        Mailing Lists	Members       System         Publishers       Trainee         Trainee       Remove         It is 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.

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.

≡	😫 elcomCMS	<b></b>				• •	Welcome Web Master	
Ø	Publishing < Ho	me / Security / Organisation	15					
÷.	Design <							
Jil	Reports <	Organisations					Add New	
		<u>ē</u>						
	Users	Orentiation						
	Groups	Name						
	Add Users to Groups	Filte						
	Permissions							
	Organisations	Organisation Name	ABN	Website (click to view)	View Users	Action	15	
	Password Rules	Elcom	12345678	http://www.elcom.com.au	View Users	Ø	Ê	
	Import Users							

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

		Veb Masi
Publishing <	Home / Security / Orga	nisations
Design <		
Reports <	Organisatio	Maintenance Cancel Sav
Security ~		
Users	Organization	Floor
Groups	Name*	Eicom
Add Users to Groups		View Users
Permissions	Description	Content Management
Organisations		
Password Rules		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 deploymen
Import Users	ABN	12345678
OAuth		
SAML Providers	Website	http://www.elcom.com.au
SAML Providers	Website Physical Addres	http://www.elcom.com.au
SAML Providers Admin < Advertising <	Website Physical Addres	http://www.elcom.com.au
SAML Providers Admin < Advertising < Carousels <	Website Physical Addres Street Addres	http://www.elcom.com.au
SAML Providers Admin < Advertising < Carousels < Calendar <	Website Physical Addres Street Addres	http://www.elcom.com.au s (Bay 8) Suite 7101
SAML Providers        Admin        Advertising        Carousels        Calendar        Content	Website Physical Addres Street Addres Street Addres	http://www.elcom.com.au s (Bay 8) Suite 7101 2 Locomotive Street
SAML Providers        Admin        Advertising        Carousels        Calendar        Organiser        Corporate	Website Physical Addres Street Addres Street Addres Street Addres	http://www.elcom.com.au
SAML Providers        Admin        Advertising        Carousels        Calendar        Content        Organiser        Corporate        Directors        Enterprise	Website Physical Addres Street Addres Street Addres	http://www.elcom.com.au
SAML Providers        Admin        Advertising        Carousels        Calendar        Content        Corporate        Chroporate        Enterprise        Enterprise        Events	Website Physical Addres Street Addres Street Addres Street Addres Suburi	http://www.elcom.com.au
SAML Providers        Admin        Advertising        Carousels        Carousels        Calendar        Content        Organiser        Corporate        Enterprise        Enterprise        Events        Events	Website Physical Addres Street Addres Street Addres Street Addres Suburi	http://www.elcom.com.au
SAML Providers        Admin        Advertising        Carousels        Carousels        Calendar        Content        Corporate        Corporate        Directors        Enterprise        Events        FAQs	Website Physical Addres Street Addres Street Addres Street Addres Suburi Postcode	http://www.elcom.com.au
SAML Providers        Admin        Advertising        Carousels        Carousels        Calendar        Content        Corporate        Corporate        Foroprotate        Events        FAQs        S1Degrees.mbbit	Website Physical Address Street Address Street Address Street Address Suburi Postcode State	http://www.elcom.com.au
SAML Providers        Admin        Advertising        Carousels        Carousels        Calendar        Content        Organiser        Corporate        Directors        Search        Events        S1Degreesbit        Forums        Mailing Lists	Website Physical Addres Street Addres Street Addres Street Addres Suburi Postcode State	http://www.elcom.com.au

3. Fill out the form with your company details

4. Click Save.

5. Go back to the **Security > Users** section.

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

ganisation Details			
Available Organisation(s)		Selected Organisation(s)	
Elcom	Âdd		*
	Remov		
	*	Set as Default	*
		Default Organisation: Please select o	ne from
		above.	ne nom

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

rganisation Details		
Available Organisation(s)	Selected Organisation(s)	
	Add Elcom Remove	
	•	-
	Default Organisation: Please select	one from

8. Save your user.

## 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.** 

≡	😝 elcomCMS	E							♥ <sup> </sup>
Ø	Publishing	<	Home / Security / Permissions	;					
<b>Å</b> -	Design	<							
.lıl	Reports	<	Permissions						Cancel Save
	Security								ouncer ource
	Users		Colored Converties Convert						
	Groups		Select Security Group	Members					
	Add Users to Groups			Copy Permissions					
	Permissions		-						Folders
	Organisations		Select Folder	Start typing to search				×	
	Password Rules								Functions
	Import Users			Children to Inherit Parent F	older Permissions				Editor
	OAuth		Public	Private	Hidden	Premium C	Content		Editor - Inline
	SAML Providers								
۰.	Admin	<	Description		No Access	Read Only Check All	Read/Write	Full Access	Elements
٥	Advertising	<			Check All	Check All	Check All	Check All	Event Types
<b>m</b>	Calendar	<	Site Layout		No Access	Read Only	Read/Write	Full Access	Events Public
2	Content Organiser	<	Home		No Access	Read Only	Read/Write	Full Access	Events r doile
*	Corporate Directory	<							Events Template
Q	Enterprise Search	<	Contact Us		No Access	Read Only	Read/Write	Full Access	Fonts
쓭	Events	<	Features		No Access	Read Only	Read/Write	Full Access	Lockdowos
0	FAQs	<	Channel		<b>A</b> 11			0.000	Lockdowns
<b>1</b>	Forums	<	Sitemap		No Access	Read Only	Read/Write	Full Access	Master Page Maintenance
2	Language	<							Master Page Selection
	Mailing Lists	<							Menus
0	Marketing Suite	<							1.101104
*	Meeting Manager	<							My Account
	Membership	-							My Page
1	Orline Distingen	-							Tomplator
	Online Dictionary	<							Templates

- 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.

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

You can set permissions per group, per folder.

≡	😝 elcomCMS	;							<b>v</b> 9	Welcome Web Master
Ø	Publishing	<	Home / Security / Permissions							
de-	Design	<								
Jil	Reports	<	Permissions						Can	el Save
	Security								Cuint	
	Users	ers Salact Security Group								
	Groups		Select Security Group	Members						
	Add Users to Groups	d Users to Groups		Copy Permissions						
	Permissions				-				Folders	
	Organisations		Select Folder	Start typing to search 4				×	i olders	
	Password Rules								Functions	
	Import Users			Children to Inherit Parent Fo	Ider Permissions				Editor	
	OAuth		Public	Private	Hidden	Premium C	Content		Editor - Inlin	
	SAML Providers								Euror min	rc .
¢.	Admin	<	Description		No Access	Read Only	Read/Write	Full Access	Elements	
ō	Advertising	<			Check All	Check All	Check All	Check All	Event Type	5
1	Calendar	<	Site Layout		No Access	Read Only	Read/Write	Full Access	Events Publ	le.
2	Content Organiser	<	Home			Read Only	Read/Write	Eull Access	Events Publ	il.
4	Corporate Directory	<			- 110 Access	- nead only	- nead write	- Turriccess	Events Tem	plate
Ð	Enterprise Search	<	Contact Us		No Access	Read Only	Read/Write	Full Access	Fonts	
	Events	<	Features		No Access	Read Only	Read/Write	Full Access	Lastateuro	
0	FAQs	<							LOCKGOWINS	
	Forums	<	Sitemap		No Access	Read Only	Read/Write	Full Access	Master Pag	e Maintenance
2	Language	<								

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

	Permissions		Cancel Save
S	elect Security Group	Members	•
		Copy Permissions	
			Folders
	Select Function	Security 🔹	
	Group	Carousel	Functions
		Content Organiser	Editor
De	Description	Corporate Directory	Cultor
		Design	Editor - Inline
	Security - Add Lloors to	Enterprise Search	
	Security Add Osers to	eShop	Elements
	Security - Groups	Events	
	Security Groups	FAQS	Event Types
	Security - Maintain your	Nailing List	
	occurrey maintain you	Marketing Suite	Events Public
	Security - OAuth	Meeting Manager	Events Translate
		Membership	Events Template
	Security - Organisations	Metadata	Fonts
	,	Online Dictionary	T GIRES
	Security - Passwords	Other	Lockdowns
	· · · · · · · · · · · · · · · · · · ·	Persona View	
	Security - Permissions	Publishing	Master Page Maintenance
		Push to Live	
	Security - SAML Provide	Quiz Remind Me	Master Page Selection
		Reports	
	Security - Set Permissio	Resource Scheduler	Menus
		Scorm Manager	Mu Account
	Security - User Import fi	Security	My Account
		Social Q & A	My Page
	Security - Users	Store Locator	
		Task Manager	Templates
		Training Manager	
		Workflow *	Themes

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

Permissions				Cancel Sav
Select Security Group	Members			
	Copy Permissions			
Description		No Access Check All	Full Access Check All	Folders
ePhox Command Toolba	r	No Access	Full Access	Editor
ePhox Command Toolba	r - Accept Change	No Access	Full Access	Editor - Inline
ePhox Command Toolba	r - Broken Hyperlink Report	No Access	Full Access	Elements
ePhox Command Toolba	r - Сору	No Access	Full Access	Event Types
ePhox Command Toolba	r - Cut	No Access	Full Access	Events Public
ePhox Command Toolba	r - Enable Accessibility As You Type	No Access	G Full Access	Events Template
ePhox Command Toolba	r - Enable Track Changes	No Access	Full Access	Lockdowns
ePhox Command Toolba	r - Find	No Access	Full Access	Master Page Maintenance
ePhox Command Toolba	r - Format Painter	No Access	Full Access	Master Page Selection
ePhox Command Toolba	r - Insert Hyperlink	No Access	Full Access	Menus
ePhox Command Toolba	r - Insert Table	No Access	Full Access	My Account
ePhox Command Toolba	r - Next Change	No Access	Full Access	My Page
ePhox Command Toolba	r - Paste	No Access	Full Access	Templates
ePhox Command Toolba	r - Previous Change	No Access	Full Access	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.

Permissions				Cancel Sa
Select Security Group	Members			[
	Copy Permissions			
				Folders
Description		No Access Check All	Full Access Check All	Functions
Acknowledge		No Access	C Full Access	Editor
Banner Ad		No Access	Full Access	Editor - Inline
Calendar		No Access	Full Access	Elements
Carousel		No Access	C Full Access	Event Types
Comments		No Access	Full Access	Events Template
Content Editor		No Access	Full Access	Fonts
Document List		No Access	Full Access	Lockdowns
Document List - Cloud		No Access	Full Access	Master Page Maintenand
Document Upload		No Access	Full Access	Master Page Selection
Download Counter		No Access	Full Access	Menus
Dynamic Widget		No Access	Full Access	My Account
Dynamic Widget Refine		No Access	Full Access	My Page
Embed Article		No Access	Full Access	Templates
Embed Code Block		No Access	Full Access	Themes

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.

Permissions				Cancel Sav
elect Security Group	Members			
	Copy Permissions			
				Folders
Description		No Access Check All	Full Access Check All	Functions
Arial		No Access	C Full Access	Editor
Helvetica		No Access	Full Access	Editor - Inline
Lucida Grande		No Access	Full Access	Elements
Tahoma		No Access	Full Access	Events Public
Times New Roman		No Access	Full Access	Events Template
Trebuchet MS		No Access	Full Access	Fonts
Verdana		No Access	Full Access	Laskdaums

You can lockdown extra article features.

#### Notes:

\_\_\_\_\_

Permiss	sions		Cancel Save
Select Sec	urity Group	Members Copy Permissions	•
Event	Functions	<ul> <li>Event status update(the ability to close/cancel an event)</li> <li>Modify venue limits for that session</li> <li>Add attendee maintenance</li> <li>Delete attendee maintenance</li> <li>Register event on behalf of</li> </ul>	Folders Functions Editor Editor - Inline
) Li	Additional .ockdowns	Move to another session Hide folder optional attributes Hide article optional attributes Force selection of template when creating article Disable article layout drag and drop Disable article layout drag and drop	Elements Event Types Events Public
		Obsable element insertion Hide inline editing button in top toolbar Hide power editing button in top toolbar	Events Template Fonts Lockdowns
			Master Page Maintenance Master Page Selection

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

≡	👌 elcomCMS						O Welcome     Web Master
Ø	Publishing	< F	Home / Security / Permission	5			
de-	Design	<					
.11	Reports	<	Permissions				Cancel Save
	Security						
	Users		Salact Security Crown	Marsham			
	Groups		Select Security Group	Members			
	Add Users to Groups			Copy Permissions			
	Permissions						Folders
	Organisations		Select Theme	(All)			
	Password Rules						Functions
	Import Users		Theme	Description	No Access	Full Access	Editor
	OAuth				Check All	UCNECK All	Editor - Inline
	SAML Providers			blank	No Access	Full Access	
۰.	Admin	<	elcomCMS	blank	No Access	Eull Access	Elements
Ō	Advertising	<			- NOACCESS	- TuirAccess	Event Types
m	Calendar	<	elcomCMS	content	No Access	Full Access	Events Public
2	Content Organiser	<	elcomCMS	content - 1 column	No Access	• Full Access	
<b>a</b>	Corporate Directory	<					Events Template
Q	Enterprise Search	<	elcomCMS	content - 1 column - united states region	No Access	Full Access	Fonts
*	Events	<	elcomCMS	content - 1 column with left menu	No Access	• Full Access	Lockdowns
0	FAQs	<	alsom CMS	content. 1 column with sample ten menu flucut			
<b>F</b>	Forums	<	econiciais	content - I column with sample top mend hydri	No Access	Full Access	Master Page Maintenance
2	Language Mailing Lists		elcomCMS	content - 1 column with taxonomy menu	No Access	Full Access	Master Page Selection
	Marketing Suite	· · · · · · · · · · · · · · · · · · ·	elcomCMS	content - 2 column	No Arcess	Full Access	Menus
846	Meeting Manager	<			- 1107100033		
-	Membershin	<	elcomCMS	content - 2 column with 4 blocks	No Access	Full Access	My Account
i	Metadata	<	elcomCMS	content - 2 column with left menu	No Access	Full Access	My Page
	Online Dictionary	<	elcomCMS	content - 3 column	No Access	Full Access	Templates
2	Push To Live	<	elcomCMS	content - structured authoring	No Arress	Full Access	Themes

### 7.2 Editing permissions via the folder attributes

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

		Sort Articles by Sequence	Display All Content
Base Base Contact Us Contact Us Set Private Set Private Folder Copy Folder Activate Folder Copy Folder	Folder ID: 50 Title: Features Last edited by Web Master on May 21 2014 2:28PM Checked in Public Folder Documents: 0		Actions Add Folder Edit Folder View Folder Edit Article Edit Article Edit Article Set as Default Verview Article Preview Article Check In Check Out Copy Activate

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

Z	Maintain F	olders Cancel Save
	Folder Name*	More Options
	User Friendly URL*	http://elcomtraining.demo.elcomcms.com/ features/
		Note: special characters eg. *.! will be replaced by a hyphen
Di	splay Options	Private
	Folder Type	Article •

3. Scroll down to Folder Security.

		~
	Selected Group(s)	
R	Add Administrators System Trainee	*
-		Ŧ
	Selected Group(s)	
R	Add	*
	Selected Group(s)	
R	Add	*
		Add   Remove     Selected Group(s)   Administrators   System   Trainee     Selected Group(s)     Add   Remove     Selected Group(s)     Add   Remove     Selected Group(s)     Selected Group(s)     Add   Remove     Selected Group(s)

- 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.

≡	😝 elcomCMS								۲	8	Welcome Web Master	5
Ø	Publishing	c Ho	ome / Security / Permission	15								
÷.	Design											
.11	Reports		Permissions							Canc	el Save	
	Security v											
	Users		Calant Carriette Carrie									
	Groups		Select Security Group	Members							•	
	Add Users to Groups		/	Copy Permissions								
	Permissions 🗧	-							Fold	lors		
	Organisations		Select Folder	All Base Folders				×	1 010			
	Password Rules								Fun	ctions		
	Import Users			Children to Inherit Parent F	older Permissions				Edit	or		
	OAuth		Public	Private	Hidden	Premium C	Content		Edit	or - Jolio		
	SAML Providers								Edit	or - min	e	
0	Admin		Description		No Access	Read Only	Read/Write	Full Access	Eler	ments		
-					UCheck All	Check All	UCheck All	UCheck All				

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

= 😝 elcom	CMS	<b>=</b>		🖤 😨 🗰 Welcome Web Mast
Publishing	<	Home / Security / Permissions		
A Design	<			
All Reports	<	Security Permissions - Copy		Cancel
Security				· · · · · · · · · · · · · · · · · · ·
Users				
Groups		Select the from and to group and click 'Copy' to copy the user group	up permissions	
Add Users to G	Groups			- //
Permissions		From Group	To Group	
Organisations		(none) Administrators	(none) Administrators	
Password Rule	s	Members	Members	
Import Users		System	System	
OAuth		Trainee Trainer	Trainee Trainer	
SAML Provider	rs			
de Admin	<			
Advertising	<		Ÿ	Cancol
Calendar	<			Cancer
Content Organ	niser <			

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.

## 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

≡	😫 elcomCN	ns 🎟	z <sup>19</sup> 🎔 😧 Welcome Web Master	
	Publishing <	Home / Security / Pas	ssword Rules	
	Design <			
	Reports <	Password R	Rules Save	
	Security 🗸 🗸			
	Users			
	Groups	expires after*	Never Expire	
	Add Users to Groups	Password Format		
	Permissions		No formatting rules apply to the user's password	
	Organisations	On Annalyst have for		
	Password Rules	Or Apply these for	Prevent user from creating a parcial that matches their Licename	
	Import Users	Minimum	revent user non cleating a password that matches their Oserhame	
	OAuth	Characters		
	SAML Providers	Maximum Characters	21	
	Admin <		Passwords can only be upto 21 characters in length	
	Advertising <			
	Carousels <	Minimum Numbers	1	
	Calendar < Content < Organiser	Minimum Lower Case	0	
	Corporate < Directory	Minimum Upper Case	0	
	Enterprise < Search	Minimum Special Chars	0	
	Events <	opecial chars		
	FAQs <	Special Characters Not	#%	
	51Degrees.m6bi	Permitted		
	Forums <		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	
	Mailing Lists <		additional space.	
	Marketing <			

User Details	Cancel User's Groups Reset Password Save
User name*	angelass
Photograph	Choose File No file chosen Only *.png,*.gif and *.jpg files allowed.
Title	(none)
First Name*	Angela
Last Name*	Sweeney
Email*	trainers@elcom.com.au
User Type*	Administrator •
Password*	
Confirm Password*	
	<ul> <li>The rules for creating a new password are:</li> <li>Must not be the same as your user name</li> <li>Must be between 1 and 21 characters</li> <li>Must contain at least 1 numeric character</li> <li>The special characters that are NOT permitted are # %</li> </ul>
Status	Active

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

## **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.

,	Publishing	< Ho	ome / Security / Groups		Web Möster
5	Design	< 110 c	Sine / Security / Groups		
	Baparte				
	Security		Groups		Add New
1	Lisors				
	Groups		Group Name		
	Add Users to Groups		Citie -		
	Permissions		Filter		
	Organisations		Name	Associated LDAP Group	Actions
	Password Rules		Administrators		
	Import Users				
	OAuth		Members		<b>C</b> 🔒
	SAML Providers		Publishers		
¢	Admin	<	1 doilanci 3		
ö	Advertising	<	System		
1	Calendar	<			
2	Content Organiser	<	Trainee		C 🔒
	Corporate Directory	<	Trainer		
Q	Enterprise Search	<			
2	Events	<			
0	FAQs	<			

=	🥵 elcomCMS		z <sup>3</sup> ♥ Ø Welcame
8	Publishing	¢	Home / Security / Groups
÷-	Design	<	
58	Reports	<	Group Maintenance     Ganzel     Edit Group's Liters     Save and Add New Group     Sale
A	Security		
	Users		
	Groups		Name of Security Group'
	Add Users to Groups		Associated LDAP Group
	Permissions		
	Organisations		Allow users in this security group to update their address details in eshop
	Password Rules		This group will perform a systems administration role
	Import Users		
	OAuth		Restrict access to base tolder for images and document library
	SAML Providers		Available for local administrators
0	Admin	<	Allow hish level delete of folders.
ia i	Advertising	<	
	Carousels	¢	Exclude group from corporate directory search/browse criteria
-	Calendar	€.	Default Taxonomy Preferences
2	Content Organiser	¢	
4	Corporate Directory	<	Select the default taxonomies that will be selected as preferences for users added to this group. Users already in this group will not have their preferences affected (in case they have
Q	Enterprise Search	<	deliberately chosen to de-select these taxonomies). However if you remove and then re-aid a user to this group that will force them to get these taxonomies selected for their preferences.
1	Events	<	
0	FAQs	<	H Phothikaprillanguage_Taxon
0	51Degrees.mobi	<	a instructing agginetizations
1	Forums	<	a DIZZA
	Mailing Lists	с.	a 🖬 Audience
	Marketing Suite	¢	Testing Bulking
10	Meeting Manager	<	ii eilettaon
=	Membership	<	
i	Metadata	¢	* - mandatory field
	Online Dictionary	~	
3	Push To Live	c	

4. Click the **Save** button.

Notes:

3.

#### 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.

≡	😫 elcom(	CMS	=		<sup>19</sup>	۷	8	Welcome Web Master	-
Ø	Publishing	<	Home / Security / Import Use	'S					
÷.	Design	<							
.Iil	Reports	<	M Import Users						
<b>a</b>	Security								
	Users		I DAD Import						
	Groups		LDAP Import						
	Add Users to Groups		Use this option if you wish	to import all LDAP users (in alphabetical order) which belong to this group.					
	Permissions		If a batch size is specified,	the "start batch after" value will be auto-adjusted. Click on Import to kick off the next batch.					
	Organisations								
	Password Rules		LDAP Group*	Trainers.Distribution Groups.ElcomGroups.elcom.com.au (1)				•	
	Import Users								
	OAuth		Import batch size	0					
	SAML Provider	5		Enter 0 for all, but this might timeout					
•	Admin	<		Import Users         AP Import         se this option if you wish to import all LDAP users (in alphabetical order) which belong to this group.         a batch size is specified, the "start batch after" value will be auto-adjusted. Click on Import to kick off the next batch.         LDAP Group*       Trainers.Distribution Groups.ElcomGroups.elcom.com.au (1)         Import batch size       0         Enter 0 for all, but this might timeout         Start batch after       If blank, starts from beginning					
Ø	Advertising	<	Start batch after						
1	Carousels	<		If blank, starts from beginning					
<b>***</b>	Calendar	<		Import					
2	Content Organi	ser <		initial contraction of the second s					

3. Click the **Import** button.

Import Users	
Users imported for CN=T	rainers,OU=Distribution Groups,OU=ElcomGroups,DC=elcom,DC=com,DC=au on 14/05/2014 10:06:19 AM
LDAP Import	
Use this option if you wish	n to import all LDAP users (in alphabetical order) which belong to this group.
If a batch size is specified	the "start batch after" value will be auto-adjusted. Click on Import to kick off the next batch.
LDAP Group*	Trainers.Distribution Groups.ElcomGroups.elcom.com.au (1)
Import batch size	0
	Enter 0 for all, but this might timeout
Start batch after	
	If blank, starts from beginning
	Import
Processing Time: 0	).97 seconds,
Batch: Processed r	records 0 to 1 out of a total of 1 records in this group.
Angelas - successf	vere successionly processed. ully updated

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

5. Search for a user.

≡	😫 elcom(	CMS			ತೆ' 🎔 0	Welcome Web Master
1	Publishing	<	Home	/ Security / Users		
÷.	Design	<				
Jil	Reports	<		Users		Add New
	Security					_
	Users			User Name (legen)		
	Groups			oser Maine (logon)		
	Add Users to Groups		-	Email		
	Permissions			First Name		
	Organisations					
	Password Rules					
	Import Users			Last Name		
	OAuth					
	SAML Provider	s		Organisation		
Φ.	Admin	<		User Type		
	Advertising	<		oser type		
	Carousels	<		OAuth	(All)	•
	Calendar	<		Cast Du		
2	Content Organi	iser <		SOLT BY	First Name U Last Name	
*	Corporate Directory	<			Search	
Q	Enterprise Sear	ch <				

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

6	Users					Add New
	User Name (logon)					
	Email					
	First Name					
		Le Anti-	Assessments Oralis			
		Active	Accounts Only			
	Last Name					
	Organisation					
	User Type	(AII)				Y
	OAuth	(AII)				Y
	Sort By	• First	Name 🔿 Last Name			
			_			
		Search				
	Name (click to edit)	OAuth	User Type	Group(s)	Email	Actions
	Angela Sweeney		Administrator	Trainers.Distribution Groups.ElcomGroups.elcom.com.au (1)	AngelaS@elcom.com.au	till i

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

User Details	Cancel User's Groups Reset Password Save
User name*	Angelas
Photograph	Choose File No file chosen Only *,png,*,gif and *,jng files allowed.
Title	Mr
First Name*	Angela
Last Name*	Sweeney
Email*	AngelaS@elcom.com.au
User Type*	Administrator •
Password*	
Confirm Password*	
	The rules for creating a new password are: <ul> <li>Must not be the same as your user name</li> <li>Must be between 1 and 21 characters</li> <li>Must contain at least 1 numeric character</li> <li>The special characters that are NOT permitted are # %</li> </ul>
Status	Active Deleted Out Locked Out Ban from making comments and social posts

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

### **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.

1	Maintain Workflo	WS Cancel Save
W	/orkflow Properties	Workflow Baskets
	Workflow Name*	Leave forms
	Brief Description*	Leave forms that will be processed.
		Active
		Only active worknows will process items
	Workflow Type*	Articles
	Days Per Basket*	Articles Documents Events
Т	he number of days that	it Forms

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

13	Maintain Workflo	ws Cancel Save
	Workflow Properties	Workflow Baskets
	Workflow Name*	Leave forms
	Brief Description*	Leave forms that will be processed.
		Active
	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 Whether items should automatically move to the next basket if the number of days in the basket has After Expiry expired

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

	cloces, o occantento ana romi	5		
Select Folders				
Start typing to search			× •	Add
			^	Remove
			~	
Or Select A Form				
01001000111101111		1		•
Form	Form Creator Form			

- 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.

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	Add	
Administrators	Remove	
Workflow Start typing to search		•

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

	_	
•	Add	
-	Remove	
	•	Add   Remove

11. Scroll up and choose the Workflow Baskets Tab.

13	Maintain Workflow	NS Cancel View Items Save						
	Workflow Properties Workflow Baskets							
	Selected Basket Properties							
	Basket Name*	HR						
	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						

- 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**.

Days Per Basket*	5 Only enter if different to the days per basket set in workflow properties	
	Don't Allow Approver To Edit	
Select The Area	All	,
Of The Form To Be Approved		
On Approval	Go To Next Basket	
On Rejection	Go To Previous Basket	•
Check List Items		
Item 1:	Mandatory • + É	Ţ
		-

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

Default Email Template: Please set up the default email templates under Workflow Settings in Global Site Set	ttings
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	$\sim$
On approval	~
On rejection	~
Before expiry	~
After expiry	~
mandatory field	

#### 17. Click the Save button.

On entry	~
On first view by the approver	×.
On approval	×.
On rejection	×.
Before expiry	×.
After expiry	~
	1
- mandatory field	

### 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.

t3	Maintain Work	flows Cancel Save
1	Workflow Properties	Workflow Baskets
	Workflow Name*	Article approval
	Brief Description*	Controls the approval of an article.
		Active     Only active workflows will process items
	Workflow Type*	Articles
	Days Per Basket*	Articles Documents Events Forms
		Automatic Whether items should automatically move to the next basket if the number of days in the Move After basket has expired Expiry
6. In the **Days per Basket** list that it will stay in a basket for 5 days.

worknow Type	Articles	
Days Per Basket*	5	-
a number of days that	items should stay in a b	asket
	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 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	×	Add
Features>Training>Brooke Miller		Remove

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

Only items created or edited by Users belonging to these User Groups will enter the Workflow		
Or Choose Groups		
Start typing to search	▼ A	dd
	≜ R	emove
	•	

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



10. Scroll up and choose the Workflow Baskets Tab.

	Cancel S
Workflow Properties	Workflow Baskets
•	2—
Selected Basket P	roperties
Selected Basket Pr Basket Name*	Marketing
Selected Basket Problems Basket Name*	Marketing Angela Sweeney
Selected Basket Pro- Basket Name* Basket Owner* Secondary Basket Owner	Marketing Angela Sweeney Administrators

- 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.

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

Em	ail Settings	
	Default Email Template: Please set up the default email templates under Workflow Settings in Global Site Setting If the email template is not selected, the default email template will be used to send the email(s)	5
	On entry	~
	On first view by the approver	$\sim$
	On approval	~
	On rejection	~
	Before expiry	$\times$
	After expiry	× .

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.

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5. Click on the form result submission.

r Approval (1)	For Revie	ew (0)							
Disp	olay: All								
Keywo	ords:								
Display res	ults 10								
per p otal: 1 items	Searc	h						Even	t to Even
fotal: 1 items	Searce Date Entered Current	h Days In Basket	Workflow	Current Basket	Workflow Manager	Original Author	Status	Expor	t to Excel

6. Click the **Approve** button.

# Form Results



# **11** Admin Tools11.1Admin 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.

	eicomulvis				≤' ♥ (	Welcome Web Master
8	Publishing <	Home / Admin / Allowed	File Types			
-	Design <					
<u>ы</u>	Reports <	Allowed File T	ypes			
<b>0</b>	Admin ~	Lice this form to manage	a the turner of filer that can be uplead	ad to the cite		
	Admin Tasks	Gile Tues	Euteenies	ed to the site.	Contrast Trans	A
	Allowed File Types	File	TYT	file-tyt eif	toxt/olain	Actions
	Build New Site			THE ENGINE	conception in	
	Check In Content	File	PDF	file-pdf.gif	application/pdf	۲
	Cloud Storage	File	HTM	file-htm.gif	text/html	<b>e</b>
	Email History	File	XLS	file-xls.gif	application/vnd.ms-excel	
	Error Log		0.07	<i>a</i>		
	Form Responses	File	PPT	file-ppt.gif	application/vnd.ms-powerpoint	Û
	Global Site Settings	File	PPTX	file-ppt.gif	application/vnd.ms-powerpoint	<b>a</b>
	Google Sitemap	File	XLSX	file-xls.gif	application/vnd.ms-excel	
	LDAP Settings	Cile.	MPC	file and alf	video (man	
	Nominated	r ne	MPG	me mpran	Video impeg	<b>e</b>
	Articles	File	MP3	file-mp3.gif	audio/mpeg	<b>e</b>
	Robots.txt File	File	WMV	file-wmv.gif	video/x-msvideo	<b>a</b>
	SMS Providers	File	FLV	file-flv.gif	video/x-flv	
0	Advertising <		504			
	Carousels <	File	F4V	file-fiv.gif	video/x-t4v	ê
2	Content <	File	MP4	file-mp4.gif	video/mp4	ê
1	Organiser Corporate <	File	DOC	file-doc.gif	application/vnd.ms-word	ê
2	Enterprise Search <	File	DOCX	file-doc.gif	application/vnd.ms-word	ê
1 <sup>4</sup>	Events <	File	DOT	file-doc.gif	application/vnd.ms-word	
	51Degrees.mobi <	File	XLT	file-xls.gif	application/vnd.ms-excel	
1	Forums <			-		
- 	Mailing Lists <	File	PPS	file-ppt.gif	application/vnd.ms-powerpoint	ê
*	Meeting Manager <	File	PPSX	file-ppt.gif	application/vnd.ms-powerpoint	ê
	Membership <	File	POT	file-ppt.gif	application/vnd.ms-powerpoint	ê
•	Online Dictionary <	File	POTX	file-ppt.gif	application/vnd.ms-powerpoint	â
3	Push To Live < Quiz <	File	DOTX	file-doc.gif	application/vnd.ms-word	ê
0	Remind Me <	File	XLTX	file-xls.gif	application/vnd.ms-excel	ê
X	Scheduler	File	AAC	file-mp3.gif	audio/aac	
	Scorm Manager < eShop <	File	OGV	video/ogg		
•	Social Q & A <					
0	Store Locator <	File	WEBM	video/webm		ê
•	Task Manager <	File	AVI	file-mp3.gif	video/x-msvideo	Ē
a	Workflow <	Image	PNG	file-jpg.gif	image/png	ê
	«	Image	GIF	file-jpg.gif	image/glf	ê
		Image	JPEG	file-jpg.gif	image/jpeg	ê
		Image	JPG	file-jpg.gif	image/jpeg	ê
		Import	XLSX	file-xls.gif	application/vnd.ms-excel	Ð
		StyleSheet	CSS		text/css	Ð
		Url	URL	file-url.png	application/x-url	
		Url	YOUTUBE	file-url.png	application/x-url	
		Ella			•	, .
		rne				

### 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 accidently 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.

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Ø	Publishing	<	Home / Admin / Check In C	Content								
÷.	Design	<										
.hi	Reports	<	Check in Conte	nt		Unselect All	Select All	Transfer Ownership	Undo	Checkout	Publish	
	Security	<										
÷.	Admin		C									
	Admin Tasks		Content Name									
	Allowed File Types		Content Type	(AII)							•	
	Build New Site		User Name	(AII)							•	
	Check In Content			(,,								
	Cloud Storage			Search								
	CRM Providers											
	Email History		Please note that any o	potent calected that	is currently in wo	rkflow will be ignored	d whon processin	a vour request				
	Error Log		riease note that any o	intent selected that	is currently in wor	rknow will be ignored	u when processin	B your request				
	Form Responses											
	Clabel Che											



= 😝 elco	mCMS	· · · · · · · · · · · · · · · · · · ·					ິ 🔍 🖸	Web Master
Publishing	<	Home / Adn	nin / Check In C	ontent				
- Design	<							
Reports	<	<b>a c</b>	heck in Conter	+	Lincoloct All Solo	ct All Transfor Ownership	Lindo Chockou	t Publich
Security	<		neek in conter	it.	Oliselect All	Transfer Ownership	Онао спескоа	r ublish
Admin								
Admin Task	5	C	ontent Name					
Allowed File Types			Content Type	(AII)				•
Build New S	ite		User Name	(AII)				•
Check In Co	ntent			0.00				
Cloud Stora	ze			Search	_			
CRM Provid	ers							
Email Histor	у	Select	Name		Checked Out By	у Туре	Last Edit	Actions
Error Log							Date	
Form Respo	nses		100x100_Sing	apore.jpg	Web Master	Image	01/Oct/2013	Q
Global Site								
Settings			151.url.youtub	e	Web Master	Document	06/May/2014	Q
Google Site	nap		5570		Web Master	Folder	29/Apr/2014	
LDAP Settin	gs		5570		WebHaster	Tolder	2777.0172014	Q
Lookup Tab	es		5616 test		Web Master	Article	07/May/2014	0
Nominated								
Offline Teel	-		76.url.youtube		Web Master	Document	16/Apr/2014	Q
Omine Task			Adobe PDE ed		Web Master	Document	15/Nov/2012	
KODOTS.tXt F	lie		Auove r Dr.pu		WebMaster	Document	15/1400/2012	Q
SMS Provide	ers		Article Conten	t editor	Web Master	Article	30/Apr/2014	0
Advertising	<							~
Carousels	<		BAcknowledge		Web Master	Article	25/Apr/2014	0

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

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.

= 🔒 elcomC	z <sup>19</sup> ♥ Ø Wekome WebMaster
Publishing	ne / Admin / Cloud Storage
🔥 Design	
Add Reports	Cloud Storage Add
Security	
Admin	Charles Trans. De Prositius A. Const
Admin Tasks	Cloud Storage Type Redirect UTI Actions
Allowed File Types	GoogleDrive
Build New Site	Box 🕜 💼
Check In Conten	
Cloud Storage	
CRM Providers	
Email History	

#### 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.

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

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	Email History		Password*						
	Error Log		Secret Token*						
	Form Responses								
	Global Site Settings			Test Configuration					
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#### 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.

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### 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.

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	Global Site Settings		ID (click for details)	Date	Message					
	Google Sitemap	)	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 Overvicting / Admin/MarketingSuite/to achy?					
	LDAP Settings			11110111701	tc=1&tt=pageview&la=Wed,%2014%20May%202014%2001:12:27%20UTC&pt=Welcome%20to%20elcomCMS%20-					
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	Robots.txt File			9:58:50 AM	AM 5.test.elcomcms.com/articleattributeedit.aspx?Function=Edit&FolderID=171&ArticleID=346 (ASP.global_asax)					
	SMS Providers		15965	14/05/2014 9:58:44 AM	Thread was being aborted.					
õ	Advertising	<	150/4	14/05/2014	••••• Inner Free standards address on the second format					
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<b>a</b>	Corporate Directory	<	15962	14/05/2014 9:58:02 AM	**** Inner Exception:Input string was not in a correct format.					
Q	Enterprise	<	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)					

### 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.

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### 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.



### 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.

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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.

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	CRM Providers	Security and Access			
	Email History	Role	Site Administrator		
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	Form Responses		O User		
	Settings		This user type is able to delete users if they have access to the user administration area		
	Google Sitemap		This user type is able to remove users from their list of users to maintain in the user administration area		
	LDAP Settings				
	Lookup Tables				
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### 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.

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	Cloud Storage	0	Article Published - email text for new article send to security groups	Article Published Email	English								
	CRM Providers	0	Document Published - email text for new/updated document send to mailing list/security	Document Published Email	English								
	Email History		group										
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	Global Site	0	Forgotten password - email content for new password request	User Forgot Password	English								
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	LDAP Settings	0	User Activation Email Content	User Activation	English								
	Lookup Tables	0	User Banned Email Content		English								
	Nominated Articles	•	User changed username / password email content	User Change Login	English								
	Offline Tasks	0	User Rejection Email Content	User Rejection	English								
	Robots.txt File	•	User reset password email content	User Password Reset	English								
	SMS Providers												
5	Advertising <												

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

	User reset password email content
User Forgot Password	Email text – general
	Forgotten password – email content for new password request
User Forgot Password	Email text – general
Confirmation	Forgotten password – email content for change confirmation email
Search - Search Tips	Searching Search Text for Tips if no results found on Search Results Page
Corporate Directory Heading	Corporate Directory Corporate Directory Search - text at the Top of the page Corporate Directory View Details - text at the top of the page
Event Details Custom View	Events – General Events Custom Details View
Event Heading	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
Email Marketing Heading	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
Store Locator Heading	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
FAQ Heading	FAQ FAQs - text at the top of the answer page FAQs - text at the top of the listing page
Article Published Email	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
Document Published Email	Email text – general Document Published – email text for new/updated document send to mailing list/security group

#### 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 SMPT 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.

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	Build New Site									
	Check In Content		Add In Name:	(show all)						
	Cloud Storage		Status							
	CRM Providers		Status:	(show all)						
	Email History		Frequency:	(show all)						
	Error Log		riequelity.		_					
	Form Responses			Apply Filter Clear Filter						
	Global Site Settings							<i></i>	-	
	Google Sitemap	ID	Active From	Subr	nitted By	Add in Name	Date Last Run	Status	Frequency	Actions
	LDAP Settings	117	9/05/2014 4:07:09	PM Web	Master	VideoProcessingAddIn	9/05/2014 4:14:18 PM	Success	Run Once Only	•
	Lookup Tables	116	9/05/2014 3:57:00	PM Web	Master	VideoProcessingAddIn	9/05/2014 3:58:48 PM	Failed	Run Once Only	
	Nominated Articles	110						. one o	. an once only	
	Offline Tasks	115	9/05/2014 1:10:08	PM Web	Master	VideoProcessingAddIn	9/05/2014 1:11:17 PM	Failed	Run Once Only	
	Robots.txt File									
	SMS Providers	114	//05/2014 1:51:51	AM Web	Master	VideoProcessingAddIn	7/05/2014 1:55:43 AM	Success	Run Once Only	8
۵	Advertising <	79	6/05/2014 12:00:0	0 AM Web	Master	RSSImportAddIn		Not run	Disabled	
	Carousels <									
m	Calendar <	113	5/05/2014 7:00:53	PM Web	Master	MailingListSendAddIn	5/05/2014 7:01:47 PM	Success	Run Once Only	•
ආ	Content Organiser <	440	5/05/2014 7:00:00	DM Mark		Mallinet Incode date	5 (05 (2014 7-00-48 DM	C	Due Orașe Orda	
4	Corporate < Directory	112	5/05/2014 7:00:00	r wi vveb	midster	ManingLIStSendAddIn	5/05/2014 /:00:48 PM	Success	Kun Once Only	
Q	Enterprise Search <	111	5/05/2014 4:00:00	PM Web	Master	MailingListSendAddIn	5/05/2014 6:57:49 PM	Success	Run Once Only	
	Events <									
0	FAOs < 110 5/05/2014 12:00:00 A		0 AM Web	Master	WorkflowItemOutstandingReportAddIn	5/05/2014 4:06:01 PM	Success	Run Once Only	•	
	51Degrees.mobi <	109	1/05/2014 4:33:53	PM Web	Master	MailingListImportAddIn	1/05/2014 4:34:42 PM	Success	Run Once Only	
1	Forums <	207								
	Mailing Lists <	1	2 3 4	5 6 7	8 9	9 10				

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

≡	😫 elcomCMS	⊞ Ø Welcome Web Master
đ	Publishing <	Home / Admin / Offline Tasks
÷-	Design <	
.11	Reports <	
	Security <	Cancel Save
¢.	Admin ~	Details
	Admin Tasks	Details
	Allowed File Types	Add In Name
	Build New Site	Select
	Check In Content	Add In Class AnalyticsAddin
	Cloud Storage	EmailPublishingAddln
	CRM Providers	EmailSMSAddin
	Email History	LdapSynchAddin
	Error Log	LinkManagerAddin Maliana Ling Suman Result Addin
	Form Responses	Active From Date MailingListBounceBackAddin
	Global Site Settings	MarketingAutomationAddIn
	Google Sitemap	Last Run Date ObjectiveDocumentSyncAddIn
	LDAP Settings	RemindMeArticleAddIn
	Lookup Tables	KeportListsSubscribersAddin *
	Nominated Articles	
	Offline Tasks	Settings
	Robots.txt File	
	SMS Providers	Note: Keys must be unique.
ō	Advertising <	
	Carousels <	No Settings have been added
<b>m</b>	Calendar <	Add New Settler Encount Decementar's Value
2	Content Organiser <	Aud New Setting End ypt Parameter's varue
۵	Corporate < Directory	Repeating
Q	Enterprise Search <	Repeat Frequency Disabled
**	Events <	
0	FAQs <	Repeat Interval (N) 1
	51Degrees.mobi <	
<b>F</b>	Forums <	Notes
	Mailing Lists <	Disabled - does not repeat, does not run
۲	Marketing Suite <	Once - run once only, does not repeat
*	Meeting Manager <	Minute - Repeat every N minutes (must be greater than 3)     Hour - Repeat every N hours
	Membership <	HourOfDay - Run once a day at N:00 [where n between 00 23]     Day - Repeat every Midase full effectively run list offer midnight
i	Metadata <	DayOfWeek - Run once a week on N [where n is 1=Sun 7=Sat]
	Online Dictionary <	<ul> <li>DayOfMonth - Run once a month on the Nth [where n between 1 31]</li> </ul>
2	Push To Live <	
?	Quiz «	

### 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:** *I* stops the entire site from being referenced by Google out of the box. Remove this line to start referencing the site in Google.

≡	😫 elcomCMS	<b>=</b>	≥19	۲	8	<b>Welcome</b> Web Master	
ľ	Publishing <	Home / Admin / Robots.txt File					
<b>H</b> -	Design «						
.hl	Reports <	© Robots txt File		Cance	l Change	es Save	
	Security <						
0	Admin ~	robots.txt					
	Admin Tasks	A 😔 🖬 🔊 (* 10 pr 🔹 👘 🤡 🖉					
	Allowed File Types	1 User-agent: * 2 Disallow: /login.aspx				^	
	Build New Site	3 Disallow: /cmlogin.aspx					
	Check In Content						
	Cloud Storage						
	CRM Providers						
	Email History						
	Error Log						
	Form Responses						
	Global Site Settings						
	Google Sitemap						
	LDAP Settings						
	Lookup Tables					Ψ.	
	Nominated Articles	Position: Ln 1, Ch 1 Total: Ln 3, Ch 57				11.	
	Offline Tasks	Toggie ealtor					
	Robots.txt File						
	SMS Providers						

### 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.

≡	😝 elcomCMS	<b>#</b>	⊒19 <	9	Welcome Web Master	
đ	Publishing <	Home / Admin / SMS Providers				
de-	Design <					
.III	Reports <	SMS Provider				
<b>a</b>	Security <					
0	Admin 🗸					
	Admin Tasks	Name (click to edit)	Active			
	Allowed File Types	Telstra	Yes			
	Build New Site	Message4u	No			
	Check In Content					
	Cloud Storage					

# 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	<ul> <li>The admin name of this website. There are a few places this is used:</li> <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	<ul> <li>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:</li> <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.

≡	🔒 elcomCMS		=			🚽 👽 🛛 Welcome	
8	Publishing	<	Hom	e / Admin / Global Site S	ttings	and months	
<u>ė</u> -	Design	<					
	Reports	<		Global Site Settin	25	Save	
≙	Security	<			27		
٥	Admin v			LIDI -	http://		
	Admin Tasks			URL.	ec9-5.test.elcomcms.com		
	Allowed File Types				Dun in LITTOS mode		
	Build New Site				wunin HillPsimode		
	Check In Content			Site Name*	elcomCMS Deployment Site		
	Cloud Storage				R Fnable Site		
	CRM Providers						
	Email History			Webmaster Email*	Elcom Support < helpdesk@elcom.com.au >		
	Error Log				The sender email address for forgotten password requests		
	Ginhal Site Settings	CANS     Image Setting       C     Hore       C     Company       C     Company <td>Company Name</td> <td>Elcom Technology</td> <td></td>		Company Name	Elcom Technology		
	Google Sitemap						
	LDAP Settings			Advanced Search Set	lear.		
	Lookup Tables			Advanced Search Sec	uiĝo		
	Nominated Articles			Article Settings		~	
	Offline Tasks						
	Robots.txt File			Cache Options		~	
	SMS Providers						
	Advertising	<		Code Insertion		~	
	Carousels	<					
8	Calendar	<		Content Logging		~	
2	Content Organiser	<					
4	Corporate Directory	<		Dashboard		~	
0	Enterprise Search	<					
-	Events	<		Display Settings and	cons	~	
0	FAQs	<					
	51Degrees.mobi	<		Document Settings		~	
1	Forums	<					
	Mailing Lists	<		Editor Settings		~	
۲	Marketing Suite	<					
쓭	Meeting Manager	<		Event Rules		~	
	Membership	<			Public and		
i	Metadata	<		External Social Media	Settings	~	
8	Online Dictionary			Folder Settings			
ß	Push To Live			Polder Settings			
7	Quz			Forms		~	
0	Reminu Me						
=	Scorm Manager			Google Analytics		~	
1	eShop	<					
	Social Q & A	<		Home Page		~	
0	Store Locator	<					
IL.	Training Manager	<		Image Settings		~	
	Task Manager	<					
13	Workflow	<		JQuery Library		~	
	«						
				Logging In		~	
		Image: Second					
				Meeting Manager Sel	tings	~	
				Maria dala			
		Central Social Modia Settings       Folder Settings       Folder Settings       Google Analytics       Home Page       Inage Settings       JQuery Library       Logging In       Metching Manager Settings       Metching Manager Settings       Mitterflameoux       Mitterflameoux       Mutter Settings       Modie App       Modie App       Payment Gateway					
				External Social Media Settings   Forms   Forms   Forms   Google Analytics   Hene Page   Image Settings   V   Ingers Extings   V   Reacting Manager Settings   V   Metaduta   V   Microllaneous   Mutability Settings   V   Mutability Settings			
				- iscenarieous			
				Multi-Site Settings			
				Mobile App		~	
				My Account		~	
				Non-Article Pages		~	
				Payment Gateway		~	
				Quick Add		~	
				Detlem			
				Ratings			
				Snam			
				Site Settings		~	
				-			
				User Friendly URLs		~	
				User Settings		~	
					ystitings and koosentistingsstatingsat Social Media Settingsat Social Media Settingsat Social Media Settingsat Social Media SettingsstatingspageAtalyticspageat Social Media Settingsstatingsat Atalyticspageat Atalyticspageat Atalyticsat Atalytics		
				What's New Email			
				Workflow Settings		~	
				Software Version: elcomCMS			
				9.5.0.3157	- 410		
				Debug Build 13/05/2014	240) 322:54 PM		
				* = mandatory field			
						Save	

# 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 Setting	35	^
Default Time Period	Last 6 months	•
Default Sort Order	Most recent first	•
Max Refine Options	<ul> <li>Include social posts in search results</li> <li>Display refinement options on the search results page</li> <li>10</li> <li>Display relevancy star rating for search results</li> </ul>	
Search Term Highlight Class	Display URL of search result items     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.

Article Settings		^
Review Time Period (months)	0	
	Update version number Automatically update the version number for an article when an embedded article is updated	
	Prompt the user for a description of the change when an article is modified	
	✓ Allow body text to be captured in article attributes page	
	Pre-populate the brief description field based on article name	
	Use the brief description field for the meta name="description" tag if the meta description is not populated	
Inactive Articles		
	Redirect Inactive Articles	

### 12.1 Cache Options

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

Cache Options		1
	Enable caching options	
	Enable browser caching of article pages	
	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.

Со	de Insertion	^
	Code <head></head>	
	< (beads	
	- / nedur	
	Insertion of malformed code may bring down the site. Proceed with caution.	
	This code will only work on Articles and Search Results	

# 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.

Content Logging		~
Logging Time Difference *	+ • 0 hours	
	Current EST is 14 May 2014 11:58 The time difference between where users will be accessing the site and Australia (EST)	
	✓ Keep a log of all folders that a user accesses	
	✓ Keep a log of all articles that a user accesses	
	✓ Keep a log of all events that a user accesses	

# 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.

Dashboard			~
Custom RSS Feeds			
Hide Elcom RSS Feeds and	I show Custo	m 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		
			ר
	OKE	A second customised RSS Feed for display on the admin dashboard	
Traffic Panel			
Show Traffic Panel on Das Ensure you also set your Prof	hboard (requ ile ID in the C	ires Google Analytics and OOcharts Accounts) Google Analytics section below	
OOcharts API Key			
	Please visi	it OOcharts Website for further information	

# 12.5 Display Settings and Icons

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

Breadcrumbs			
Breadcrumb separator image	Start typing to search	•	Upload a new Imag
	Ensure last folder breadcrumb value is clickable		
Utility Icons			
Printer Friendly Icon	Print Page icon	•	Upload a new Imag
Email a friend Icon	Email a Friend icon	•	Upload a new Imag
Print To PDF Icon	Print to PDF icon	•	Upload a new Imag
Save Search Icon	Add to Favourites icon	•	Upload a new Imag
Add to Favourites Icon	Add to Favourites icon	•	Upload a new Imag
Remind Me Icon	Remind Me icon	•	Upload a new Imag
Site Map Display Set	tings"		
Maximum Level*	Show up to level 2		•
Level 2 prefix image*	Start typing to search	•	Upload a new Imag
Level 3 prefix	Start typing to search	•	Upload a new Imag
Folder Display			
Display private folde "locked" icon you se	ers in the menu (excluding panelbar) and search results when user is not logged in. The lect.	se folders will be d	isplayed with the
<ul> <li>Display private folde "locked" icon you sei</li> <li>DTD</li> </ul>	ers in the menu (excluding panelbar) and search results when user is not logged in. The ect.	se folders will be d	isplayed with the
<ul> <li>Display private folde "locked" icon you sei</li> <li>DTD</li> <li>Doc Type*</li> </ul>	ers in the menu (excluding panelbar) and search results when user is not logged in. The lect. !DOCTYPE html PUBLIC "-//W3C//DTD XHTML 1.0 Transitional//EN"	ese folders will be d	isplayed with the
Display private folde "locked" icon you se DTD Doc Type*	ers in the menu (excluding panelbar) and search results when user is not logged in. The lect. !DOCTYPE html PUBLIC "-//W3C//DTD XHTML 1.0 Transitional//EN" eg.!DOCTYPE html PUBLIC "-//W3C//DTD XHTML 1.0 Transitional//EN"	se folders will be d	isplayed with the
<ul> <li>Display private folde "locked" icon you see</li> <li>DTD</li> <li>Doc Type"</li> <li>Doc Type Declaration"</li> </ul>	ers in the menu (excluding panelbar) and search results when user is not logged in. The lect. !DOCTYPE html PUBLIC "-//W3C//DTD XHTML 1.0 Transitional//EN" eg.!DOCTYPE html PUBLIC "-//W3C//DTD XHTML 1.0 Transitional//EN" http://www.w3.org/TR/xhtml1/DTD/xhtml1-transitional.dtd	se folders will be d	isplayed with the
<ul> <li>Display private folde "locked" icon you se</li> <li>DTD</li> <li>Doc Type"</li> <li>Doc Type Declaration"</li> </ul>	ers in the menu (excluding panelbar) and search results when user is not logged in. The lect. !DOCTYPE html PUBLIC "-//W3C//DTD XHTML 1.0 Transitional//EN" eg.IDOCTYPE html PUBLIC "-//W3C//DTD XHTML 1.0 Transitional//EN" http://www.w3.org/TR/xhtml1/DTD/xhtml1-transitional.dtd eg. http://www.w3.org/TR/xhtml1/DTD/xhtml1-transitional.dtd	se folders will be d	isplayed with the
Display private folde "locked" icon you see DTD Doc Type* Doc Type Declaration* Related Content	ers in the menu (excluding panelbar) and search results when user is not logged in. The lect. !DOCTYPE html PUBLIC "-//W3C//DTD XHTML 1.0 Transitional//EN" eg.!DOCTYPE html PUBLIC "-//W3C//DTD XHTML 1.0 Transitional//EN" http://www.w3.org/TR/xhtml1/DTD/xhtml1-transitional.dtd eg. http://www.w3.org/TR/xhtml1/DTD/xhtml1-transitional.dtd	ise folders will be d	isplayed with the
Display private folde "locked" icon you se DTD Doc Type* Doc Type Declaration* Related Content	ers in the menu (excluding panelbar) and search results when user is not logged in. The lect.  IDOCTYPE html PUBLIC "-//W3C//DTD XHTML 1.0 Transitional//EN" eg.IDOCTYPE html PUBLIC "-//W3C//DTD XHTML 1.0 Transitional//EN" http://www.w3.org/TR/xhtml1/DTD/xhtml1-transitional.dtd eg. http://www.w3.org/TR/xhtml1/DTD/xhtml1-transitional.dtd	se folders will be d	isplayed with the
Display private folde "locked" icon you se DTD Doc Type* Doc Type Declaration* Related Content Page Title	ers in the menu (excluding panelbar) and search results when user is not logged in. The lect.   IDOCTYPE html PUBLIC "-//W3C//DTD XHTML 1.0 Transitional//EN"  eg.IDOCTYPE html PUBLIC "-//W3C//DTD XHTML 1.0 Transitional//EN"  http://www.w3.org/TR/xhtml1/DTD/xhtml1-transitional.dtd  eg. http://www.w3.org/TR/xhtml1/DTD/xhtml1-transitional.dtd  Automatically display related content links when articles display	se folders will be d	isplayed with the
Display private folde "locked" icon you see DTD Doc Type* Doc Type Declaration* Related Content Page Title Page Title Format	ers in the menu (excluding panelbar) and search results when user is not logged in. The lect. !DOCTYPE html PUBLIC "-//W3C//DTD XHTML 1.0 Transitional//EN" eg.IDOCTYPE html PUBLIC "-//W3C//DTD XHTML 1.0 Transitional//EN" http://www.w3.org/TR/xhtml1/DTD/xhtml1-transitional.dtd eg. http://www.w3.org/TR/xhtml1/DTD/xhtml1-transitional.dtd @ Automatically display related content links when articles display <-~~OriginalPageTitle~~>- <~~SiteName~~>	se folders will be d	isplayed with the
Display private folde "locked" icon you see DTD Doc Type" Doc Type Declaration" Related Content Page Title Page Title Format Document Links	ers in the menu (excluding panelbar) and search results when user is not logged in. The lect. !DOCTYPE html PUBLIC "-//W3C//DTD XHTML 1.0 Transitional//EN" eg.!DOCTYPE html PUBLIC "-//W3C//DTD XHTML 1.0 Transitional//EN" http://www.w3.org/TR/xhtml1/DTD/xhtml1-transitional.dtd eg. http://www.w3.org/TR/xhtml1/DTD/xhtml1-transitional.dtd Automatically display related content links when articles display <originalpagetitle> - <sitename></sitename></originalpagetitle>	se folders will be d	isplayed with the
Display private folde "locked" icon you see DTD Doc Type Doc Type Declaration* Related Content Page Title Page Title Format Document Links	ers in the menu (excluding panelbar) and search results when user is not logged in. The lect.  IDOCTYPE html PUBLIC "-//W3C//DTD XHTML 1.0 Transitional//EN" eg.IDOCTYPE html PUBLIC "-//W3C//DTD XHTML 1.0 Transitional//EN" http://www.w3.org/TR/xhtml1/DTD/xhtml1-transitional.dtd eg. http://www.w3.org/TR/xhtml1/DTD/xhtml1-transitional.dtd Automatically display related content links when articles display <originalpagetitle> - <sitename> Automatically show the file type when adding document links Automatically show the file size when adding document links Automatically show the file size when adding document links</sitename></originalpagetitle>	se folders will be d	isplayed with the
Display private folde "locked" icon you see DTD Doc Type Doc Type Declaration" Related Content Page Title Page Title Format Document Links Widgets and Search	ers in the menu (excluding panelbar) and search results when user is not logged in. The lect.          !DOCTYPE html PUBLIC "-//W3C//DTD XHTML 1.0 Transitional//EN"         eg.IDOCTYPE html PUBLIC "-//W3C//DTD XHTML 1.0 Transitional//EN"         http://www.w3.org/TR/xhtml1/DTD/xhtml1-transitional.dtd         eg. http://www.w3.org/TR/xhtml1/DTD/xhtml1-transitional.dtd         @ Automatically display related content links when articles display <originalpagetitle> - &lt;-&gt;SiteName&gt;         @ Automatically show the file type when adding document links         @ Automatically show the file size when adding document links         Results</originalpagetitle>	se folders will be d	isplayed with the

### 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.

cument Details Page	
e-populate the Brief description field based on document title	
de HTML Editor for the Brief description	
	e-populate the Brief description field based on document title de HTML Editor for the Brief description

### 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 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.

D C U D U		
Default Editor		
The default editor for the site is	Telerik editor	T
Ephox Editor Setting	S	~
The default dictionary is	English (UK)	T
Telerik Editor Setting	The Editor should strip the absolute image and applice paths and use relative oper	^
	The Editor should auto-save every 10 minutes	
	<ul> <li>The Editor should use default browser behaviour for "&amp;" character in querystrings and convert it to amp;</li> <li>Enable the Editor to convert to XHTML</li> </ul>	
Set new line in editor as	Line Break	•
Editor height	500	

### 12.8 Event Rules

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

-		
Event search - Bas	ic	^
	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 - Adv	vanced	~
	Short description must display in the event search results page	
Country filter to use in the	Country dropdown selector	•
event search page		
Calendar		~
	Event types for intering must be indeen on the calendar page	
	Eccation/venue name must be snown on the catenoar page	
Exceptions		~
Ехсернонз		
Redirect to the		
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		

### 12.9 External Social Media Settings

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

External Social Media	a Settings	^
Facebook App ID		
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.

Folder Settings		^
Set Default Folder Display Option	Public	•
	Reset All Folders Display Option to Default	
	By selecting this option you are setting the display option for <b>ALL CURRENT FOLDERS</b> across the site to the default option.	
	Enable mega-menu specific fields (these include brief description and thumbnail images)	
	Reset All Folders Display Option to Default	
	By selecting this option you are setting the display option for <b>ALL CURRENT FOLDERS</b> across the site to the default option.	
	Enable mega-menu specific fields (these include brief description and thumbnail images)	

#### 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.

oogle / mary riss	
Google Analytics code to use for links	_gaq.push
	Insert Google Analytics code by default when inserting document links via Document Manager.
	This will also insert Google Analytics code for links in Dynamic Widgets, Search Results and Document Lists.

### 12.13 Home Page

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

Folder	lome	× •
Article	lome	

# 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.

Lustom mage Siz	25	
Create these cust	om image sizes when an image is created	
Size	Label	Width (pixels)
Original	Original	Uploaded image size
Medium	Medium	600
Small	Small	400
Thumbnail	Thumbnail	200
Responsive Image	s Responsive Images	
Image Size	Responsive Image Thresholds (pixels)	
Original	Show image when browser width is greater than or eq 601	ual to
Medium	Show image when browser width is greater than or eq 401	ual to
Small	Show image when browser width is less than medium i	mage threshold
	Responsive Images	
Include option for		
Include option for Image Size	Responsive Image Thresholds (pixels)	
Include option for Image Size Original	Responsive Image Thresholds (pixels)         Show image when browser width is greater than or eq         601	ual to
Include option for Image Size Original Medium	Responsive Image Thresholds (pixels)         Show image when browser width is greater than or eq         601         Show image when browser width is greater than or eq	ual to
Include option for Image Size Original Medium	Responsive Image Thresholds (pixels)         Show image when browser width is greater than or eq         601         Show image when browser width is greater than or eq         401	ual to
Include option for Image Size Original Medium Small	Responsive Image Thresholds (pixels)         Show image when browser width is greater than or eques         601         Show image when browser width is greater than or eques         401         Show image when browser width is less than medium in	ual to ual to mage threshold
Include option for Image Size Original Medium Small nsert Button Sett	Responsive Image Thresholds (pixels)         Show image when browser width is greater than or eq         601         Show image when browser width is greater than or eq         401         Show image when browser width is less than medium ings	ual to ual to mage threshold

# 12.15 jQuery Library

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

jQuery Library	/include/js/jquery-1.7.2.min.js	
	eg /include/js/jquery-1.7.2.min.js	
jQuery UI	/include/js/jquery-ui-1.10.3.custom.min.js	
	eg/include/js/jquery-ui-1.10.3.custom.min.js	
jQuery Modal	/include/JS/jqModal.js	
,	eg /include/js/jqModal.js	
jQuery LightBox	/include/js/jquery.lightbox.min.js	
Library	eg /include/js/jquery.lightbox.min.js	

# 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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# 12.17 Meeting Manager Settings

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

Select default	(default)
Article for List View	
Select default My meetings Article for Calendar View	(default)

### 12.18 Metadata

This setting assigns Description and Keywords for the whole site.

1etadata		
Meta Description		
Meta Keywords Tag		
Meta X-UA-Compa Meta Keywords Tag	tible Tag	
Meta X-UA-Compa	tible Tag	
Content Value	<ul> <li>Display tag in site</li> <li>IE=7</li> </ul>	
	e.g. IE=edge; IE=7; FF=3; OtherUA=4; Will default to "IE=7" if not entered.	

#### 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.

	^
0	
	0

### 12.20 Multi-Site Settings

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

Multi-Site Settings		^
	Include results from all other sites in site search results and widgets for this site	
	Include results from all other sites in event search results and widgets for this site	
	Include results from all other sites in store locator results and widgets for this site	
	Include results from all other sites in FAQ search results for this site	

# 12.21 My Account

These settings are for the My Account Module.

My Details User Control Path		
	eg. ~/MyAccount/Controls/MyDetails.ascx	
l	Ø Display a home tab	
	Display the full taxonomy path for user preferences	
I	Alert type is mandatory when adding or editing an alert	
# 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.



## 12.23 Payment Gateway

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

PayPal		^
	Enable PayPal (Currently available in Event Registration only)	
Mode	Test	•
API Username		
API Password		
API Signature		
ltem 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.	

## 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.

Rate page	
Text will be used with the rating function on the page. Leave blank to disable.	
Average rating	
Display with the number of ratings	
itings	
	Rate page Text will be used with the rating function on the page. Leave blank to disable. Average rating Display with the number of ratings tings

# 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.

General Setting	jS
	Advanced Document Management
	Advanced Language Functionality
	✓ Advertising
	AGLS Metadata
	✓ Article Numbering
	✓ Article Reviewing
	✓ Article Submit Comments
	Banners/Tickers
	Evolution Folder Redirect for Default Article
	Inherit Folder Public Name for Friendly URLs
	Inline Editing
	Preview Article
	Security Administrator Lockdown
	✓ Template Driven
	✓ User Organisations
ephox Content	Editor
	Ephox Content Editor
Event Manager	nent
	✓ Event Management Exhibitor Registration
	SMS Notification
Mailing Lists	
Momborship	
Membership	
	Online Learning
	Send Alert On Document Synchronisation

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

# 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 synching with Active Directory.

User Settings		~
Organisations		
LDAP Sync	Make the User Organisation mandatory for a user record.	

# 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.

Email Recipient	(none)	٣
Number of Entries	0	
End Date to Send Email	Ē	
Select Frequency	Hourly	۲

# 12.2 Workflow Settings

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

Workflow Default Em	ail Template	
Folder	Start typing to search	× •
Article	Start typing to search	•
Workflow Default Ex	piry Email Template	
Folder	Start typing to search	× •
Article	Start typing to search	•
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 to last field marked on the form will be used.	hen the
	The form's field has to be marked as 'Include answer in Email Subject'	

# 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.



# **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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.III	Reports ~	Report Dash	board - Alerts							
	Report Dashboard									
	Alerts	Report	Alerts						•	
	Article Engagement	Alerts								
	Articles Accessed	From Date								
	Articles Acknowledged	To Date								
	Articles Modified	Users [empty = all]	Start typing to search				•	A	dd	
	Content Deleted						-	R	emove	
	Content Management Activity									
	Content Rating						-			
	Document Alerts		Generate to screen	Export as CSV	Generate CSV Offline	Gener	ate PDF	Offline		
	Documents		Generate to screen	Export as CSV	Generate C3V Online	Gener	ater Dr	Ghillie		

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



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

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	Report Dashboard			
	Alerts	Report	Article Engagement	•
	Article Engagement	Article engagement	report	
	Articles Accessed		All Articles	
	Articles Acknowledged	Folder	Start typing to search	× •
	Articles Modified		Include Sub Folders	
	Content Deleted		Generate to screen Export as CSV Generate CSV Offline Generate PDF Offline	
	Content Management			

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

URL	Article name	Date last accessed	Date Created	Number o	Number o N	lumber o Nu	mber o Nu	nber o Num	iber a Next re	evic Date last edited	Edited By
site-layout/footer/footer-top	Footer Top		Jul 2 2013 3:43PM	0	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	0	Apr 4 2014 3:20PM	Web Master
site-layout/search/search-	Search		Mar 26 2014 12:16PM	0	0	0	0	0	0		Web Master
home/home	Home	May 15 2014 1:37PM	May 8 2014 2:33PM	0	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	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	0		Web Master
site-layout/nominated-articles/user/user-rejection	User Rejection		Nov 21 2012 12:35PM	0	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	0		Web Master
contact-us/contact-us	Contact Us	Apr 30 2014 8:19AM	Oct 13 2011 1:54PM	0	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	0		Web Master
searchsearch-tips	Search - Search Tips		May 26 2011 12:52PM	0	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	0		Web Master
site-layout/menu/admin-menu-left-article	Admin Menu Left Article		May 24 2012 11:05AM	0	0	0	0	0	0		Web Master
site-layout/menu/admin-banner	Admin Banner		May 24 2011 6:02PM	0	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	0		Web Master
features/elements/rss-feeds/rss-feeds	RSS Feeds		Jun 19 2013 10:55AM	0	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 4:18PM	May 13 2014 4:18PM	0	0	0	0	0	0	May 13 2014 4:18PM	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	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	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	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	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	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	0		Web Master
site-layout/nominated-articles/form-submitted	Form Submitted		Jul 13 2010 10:06AM	0	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	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	0		Web Master
features/modules/blogs/who-is-elcom/blog.aspx	Who is Elcom		Apr 28 2014 4:51PM	0	0	0	0	0	0	Apr 28 2014 4:51PM	Web Master
features/elements/comments	Comments	May 9 2014 3:09PM	May 1 2013 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	0		Web Master
features/elements/content-editor/content-editor	Content Editor	May 14 2014 2:26PM	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	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	0		Web Master
features/modules/wiki/content-management-system/wiki.aspx	Content management system		Oct 22 2010 11:20AM	0	0	0	0	0	0		Web Master
features/modules/wiki/html/wiki.aspx	HTML		Nov 1 2010 4:49PM	0	0	0	0	0	0		Web Master
features/modules/wiki/enterprise-content-management-system/wiki.aspx	Enterprise Content Management System		Feb 9 2012 2:24PM	0	0	0	0	0	0		Web Master
fosturar leadular huiki huab contact management huiki area	Web Content Management		Oct 20 2010 E-040M	0	0	0	0	0	0		Web Martor

# 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.

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	Report Dashboard								
	Alerts	Note: access lo	gging must be configured for this report t	to work.					
	Article Engagement	Report Type:	Users that accessed articles     Users that did not access articles						
	Articles Accessed	From Date:							
	Articles Acknowledged	To Date:							
	Articles	Order Du	Summary Detailed						
	Modified	Order By:	Oser Date Article						
	Content Deleted	Article:	All Articles						
	Content Management Activity		OR Folder Select				•		
	Content Rating		Article						
	Document Alerts		(none)	•	Search for an Article				
	Documents Downloaded	Users:	Show All Users OR						
	Documents		Only show the following Users: Click	here to search for a Use	er				
	Downloaded Summary		Available		Selected				
	Event Registrations		Group - Administrators	Add Re	move				
	Folders Accessed		Group - All Elcom Sydney.Distri Group - Approvers	b					
	Link Management		Group - deepthi group Group - Deepthi trainee Group - Deepthi trainer	-					
	List Articles								
	List Folders								
	List Members								
	List Subscribers							Generate	

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

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

#### • When it was accessed

From Date: To Date:

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	23	8/11/2010 22:53
			board appointments		
anonymous	anonymous	anonymous	AICD SUPPORTS GOVERNMENT ACTION	1	21/07/2010 13:23
			TO ENHANCE MARKET INTEGRITY		
anonymous	anonymous	anonymous	Article with Breadcrumb and Print	1	8/11/2010 12:20
			Friendly		
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.

Content Editor	▼ ⊕
Acknowledge	<b>_</b>
Banner Ad	
Calendar	
Carousel	
Comments	
Content Editor	
DocumentList	

4. Select acknowledge and click the green plus button.

Content Editor	• •	[Zone:Main]
Acknowledge		

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

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

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.

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.hl	Reports 🗸 🗸	Articles Ackr	owledged Report					
	Report Dashboard							
	Alerts	Report Type:	<ul> <li>Users that acknowledged articles</li> <li>Users that did not acknowledge articles</li> </ul>					
	Article Engagement	From Date:						
	Articles Accessed	To Date:	Ē					
	Articles	Detail Level:	Summary Detailed					
	Acknowledged	Order By:	• User O Date Article					
	Articles Modified	Article:	All Articles					
	Content Deleted		OR					
	Content Management Activity		Folder Select	¥				
	Content Rating		Article (pope)	earch for an Article				
	Document Alerts	Users:	Show All Users					
	Documents Downloaded		OR					
	Documents Downloaded		Only show the following Users: Click here to search for a User Available	Selected				
	Event Registrations		Group - System Add Remov	ve				
	Folders Accessed		Group - Publishers Group - Members Group - Trainer					
	Link Management		Group - Trainee Group - sumigroup				-	
	List Articles							
	List Folders							
	List Members						Caract	
	List Subscribers						Generate	

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	

# 13.4 Articles Modified

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

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.11	Reports 🗸 🗸	Report Dashboard - Articles Modified
	Report Dashboard	
	Alerts	Report Articles Modified •
	Article Engagement	Articles which have been modified
	Articles Accessed	Valid From Date 15/04/2014
	Articles Acknowledged	Valid To Date 15/05/2014
	Articles Modified	Generate to screen Export as CSV Generate CSV Offline Generate PDF Offline
	Content Deleted	
	C	

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

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	Report Dashboard							
	Alerts	Report	Articles Mo	odified				•
	Article Engagement	Articles which have	been modified	d				
	Articles Accessed	Valid From Date	15/04/2014	III				
	Articles Acknowledged	Valid To Date	15/05/2014	Ē				
	Articles Modified		Generate to	screen Export as CSV	Generate CSV Offline	Genera	ate PDF Offi	ine
	Articles Modified Content Deleted		Generate to	escreen Export as CSV	Generate CSV Offline	Genera	ate PDF Offli	ine
	Articles Modified Content Deleted Content		Generate to	oscreen Export as CSV	Generate CSV Offline	Genera	ate PDF Offl	ine
	Articles Modified Content Deleted Content Management Activity	I f f	Generate to	screen Export as CSV	Generate CSV Offline Export   Modified Date 15062014 15340 PM	Genera Modified B	ate PDF Offl	ine
	Articles Modified Content Deleted Content Management Activity	I of Article Name Brooke Get Details	Generate to	escreen Export as CSV bort to the selected format ▼ Folder Name Brooke Miller Clavton	Generate CSV Offline Export    Export	Genera Modified B Web Master Web Master	ate PDF Offl	ine
	Articles Modified Content Deleted Content Management Activity Content	Article Name Brooke Get Details email routing check	Generate to	Export as CSV bort to the selected format   Folder Name Brooke Miller Clayton deenthi	Generate CSV Offline           Export	Genera Modified B Web Master Web Master	ate PDF OffI	ine
	Articles Modified Content Deleted Content Activity Content Rating	Article Name Brooke Get Details email routing check content editor for co	Generate to	Export as CSV port to the selected format <b>*</b> Folder Name Brooke Miller Clayton deepthi deepthi	Generate CSV Offline Export	Genera Modified B Web Master Web Master Web Master	ate PDF Offi	ine
	Articles Modified Content Deleted Content Management Activity Content Rating Document	I of Article Name Brooke Get Details email routing check content editor for cm Test publishing and	Generate to	Export as CSV cort to the selected format	Generate CSV Offline Export  Contemport Export Contemport Export Contemport Export Contemport Export	Genera Modified B Web Master Web Master Web Master Web Master	ate PDF Offi	ine A
	Articles Modified Content Deleted Content Management Activity Content Rating Document Alerts	It for a for	Generate to	escreen Export as CSV bort to the selected format ▼ Folder Name Brooke Miller Clavton deepthi deepthi deepthi Reg Smoke testingChrome	Generate CSV Offline	Genera Modified B Web Master Web Master Web Master Web Master Web Master	ate PDF Offi	ine
	Articles Modified Content Deleted Content Management Activity Content Rating Document Alerts	Article Name Brooke Get Details email routing check content editor for cm Test publishing artiu Sales Force CRM Content Editor	Generate to	Export as CSV bort to the selected format <b>*</b> Folder Name Brooke Miller Clavton deepthi deepthi deepthi Reg Smoke testingChrome Content Editor	Generate CSV Offline	Genera Modified B Web Master Web Master Web Master Web Master Web Master Web Master	ate PDF Offi	ine
	Articles Modified Content Deleted Content Management Activity Content Rating Document Alerts Documents	Article Name Brooke Get Details email routing check content editor for cm Test publishing artif Sales Force CRM Content Editor Acontent editor	Generate to 7 > Exp n marketing cle cm user	Export as CSV ort to the selected format	Generate CSV Offline Export  Control C	Genera Modified B Web Master Web Master Web Master Web Master Web Master Web Master Thenmozhi I	ate PDF Offi	ine
	Articles Modified Content Deleted Content Management Activity Content Rating Document Alerts Documents Documents Downloaded	Article Name Brooke Get Details email routing check content editor for content Sales Force CRM Content Editor Acontent editor Brooke 2	Generate to	screen Export as CSV ort to the selected format ▼ Folder Name Brooke Miller Clavton deepthi deepthi deepthi Reg Smoke testingChrome Content Editor Then Regression Brooke Miller	Cenerate CSV Offline	Genera Modified B Web Master Web Master Web Master Web Master Web Master Thenmozhi I Web Master	ate PDF Offi	ine
	Articles Modified Content Deleted Content Management Activity Content Rating Document Documents Documents	Article Name Brooke Get Details email routing check content editor for cr Test publishing artil Sales Force CRM Content Editor Acontent editor Brooke 2 Image Widget	Cenerate to	Export as CSV bort to the selected format ▼ Folder Name Brooke Miller Clavton deepthi deepthi deepthi deepthi deepthi deepthi then Regression Brooke Miller Then Regression Brooke Miller Image Widget	Generate CSV Offline           Export <ul> <li>■</li> </ul> Modified Date               15/05/2014 11:53:40 PM               15/05/2014 11:31:39 AM               14/05/2014 8:16:28 PM               14/05/2014 8:16:28 PM               14/05/2014 6:06:00 PM               14/05/2014 6:06:00 PM               14/05/2014 2:25:18 PM               14/05/2014 1:29:58 AM               14/05/2014 4:129:18 PM               14/05/2014 1:29:59:12 AM               14/05/2014 4:31:10 PM	General Modified B Web Master Web Master Web Master Web Master Web Master Thenmozh II Web Master	ate PDF Offil 3y	ine
	Articles Modified Content Deleted Content Management Activity Content Rating Document Documents Documents Documents Documents	Article Name Brooke Get Details email routing check content editor for cm Test publishing artiu Sales Force CRM Content Editor Acontent editor Brooke 2 Image Widget Document Widget	Cenerate to	Export as CSV port to the selected format ▼ Folder Name Brooke Miller Clavton deepthi deepthi deepthi deepthi deepthi deepthi deepthi deepthi deepthi deepthi deepthi deepthi deepthi deepthi deepthi Donke testingChrome Content Editor Then Regression Brooke Miller Image Widget Document Widget	Generate CSV Offline           Export <ul> <li></li></ul>	General Modified B Web Master Web Master	ate PDF Offil 3y	ine
	Articles Modified Content Deleted Content Management Activity Content Rating Document Alerts Documents Downloaded Documents Downloaded Surmary	Article Name Brooke Get Details email routing check content editor for cm Test publishing arti Sales Force CRM Content Editor Acontent editor Brooke 2 Image Widget Document Widget	Generate to 7 > Exp n marketing cle cm user	Export as CSV ort to the selected format	Generate CSV Offline Export  Control C	General Modified B Web Master Web Master	ate PDF Offil 3y	ine
	Articles Modified Content Deleted Content Activity Content Rating Documents Downloaded Summary	Article Name Brooke Get Details email routing check content editor for con- Test publishing artic Sales Force CRM Content Editor Acontent editor Brooke 2 Image Widget Document Widget Article Widget test	Generate to	Export as CSV bort to the selected format ▼ Folder Name Brooke Miller Clayton deepthi broke Killer Document Widget Document Widget Broke Wider deforthi d	Generate CSV Offline           Export              ⊇	Modified B Web Master Web Master	ate PDF Offil 3y	ine
	Articles Modified Content Deleted Content Management Activity Content Rating Document Documents Downloaded Summary Event	Article Name Brooke Get Details email routing check content editor for cm Test publishing artiu Sales Force CRM Content Editor Acontent editor Brooke 2 Image Widget Document Widget Article Widget test 12 May 2014	Cenerate to	Export as CSV bort to the selected format ▼ Folder Name Brooke Miller Clavton deepthi broke Miller Document Widget Document Widget Broke Miller Broke Miller Broke Miller Broke Miller Broke Miller Broke Miller Broke Miller Broke Miller	Benerate CSV Offline           Export         Image: Control of the system           15/05/2014         11:53:40 PM           15/05/2014         11:31:39 AM           14/05/2014         11:31:39 AM           14/05/2014         8:16:28 PM           14/05/2014         8:16:28 PM           14/05/2014         6:06:00 PM           14/05/2014         2:25:18 PM           14/05/2014         2:25:18 PM           14/05/2014         1:29:58 AM           14/05/2014         1:29:52 AM           13/05/2014         4:32:10 PM           13/05/2014         4:32:27 PM           13/05/2014         3:155 PM           13/05/2014         3:155 PM           13/05/2014         3:155 PM           13/05/2014         4:3:48 AM	Modified B Web Master Web Master Web Master Web Master Thenmozhi I Web Master Thenmozhi I Web Master Web Master Web Master Web Master Web Master Web Master	ate PDF Offil	ine

### 13.5 Content Deleted

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

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Ø	Publishing <	Home / Reports / Report Dashboard
÷.	Design <	
.11	Reports V	Report Dashboard - Content Deleted
	Report Dashboard	
	Alerts	Report Content Deleted
	Article Engagement	Content Deleted
	Articles Accessed	Start Date 1/01/1980
	Articles Acknowledged	End Date 15/05/2014
	Articles Modified	Generate to screen Export as CSV Generate CSV Offline Generate PDF Offline
	Content Deleted	

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

• The name of the content that was deleted

- 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.

	ooard - Content Delet	ed		
Report	Content Deleted			
ontent Deleted				
Start Date	1/01/1980			
End Date	15/05/2014			
	Generate to screen	Export as CSV G	enerate CSV Offline	Generate PDF Offline
K K 1 of	Generate to screen	Export as CSV G	enerate CSV Offline	Generate PDF Offline
K I of	Generate to screen	Export as CSV G selected format  Export Deleted Date	enerate CSV Offline	Generate PDF Offline Status
X 1 of Name AcknowledgeChrom	Generate to screen 2    Export to the a  Type ne Article	Export as CSV G selected format  Export Deleted Date 11/04/2014	enerate CSV Offline	Generate PDF Offline Status Deleted
Xame AcknowledgeChrom AcknowledgeChrom	Generate to screen  C Constraints  C	Export as CSV G selected format  Export Deleted Date 11/04/2014 29/04/2014	enerate CSV Offline	Generate PDF Offline Status Deleted Deleted
I of     Name     AcknowledgeChrom     Adding redirect links	Generate to screen  C Constraints  C	Export as CSV G selected format  Export Deleted Date 11/04/2014 29/04/2014 23/04/2014	enerate CSV Offline	Generate PDF Offline Status Deleted Deleted Deleted
Name AcknowledgeChrom Adding redirect links art1	Generate to screen  C Constraints C Constrai	Export as CSV G selected format  Export Deleted Date 11/04/2014 23/04/2014 23/04/2014 17/04/2014	enerate CSV Offline	Generate PDF Offline Status Deleted Deleted Recycle Bin
Name AcknowledgeChrom AcknowledgeChrom Adding redirect links art1 Artificial Intelligence	Generate to screen	Export as CSV G selected format  Export Deleted Date 11/04/2014 23/04/2014 23/04/2014 25/04/2014 25/04/2014	enerate CSV Offline	Generate PDF Offline Status Deleted Deleted Recycle Bin Deleted
AcknowledgeChrom AcknowledgeChrom Adding redirect links art1 Artificial Intelligence Artificial Intelligence	Generate to screen	Export as CSV G selected format  Export Deleted Date 11/04/2014 23/04/2014 17/04/2014 25/04/2014 25/04/2014 29/04/2014	enerate CSV Offline	Generate PDF Offline Status Deleted Deleted Recycle Bin Deleted Deleted Deleted
AcknowledgeChrom AcknowledgeChrom AcknowledgeChrom Adding redirect links art1 Artificial Intelligence Austrade unveils Do India quides	Cenerate to screen	Export as CSV G selected format  Export Deleted Date 11/04/2014 23/04/2014 23/04/2014 25/04/2014 25/04/2014 29/04/2014 29/04/2014 29/04/2014	enerate CSV Offline	Generate PDF Offline Status Deleted Deleted Recycle Bin Deleted Deleted Deleted Deleted Deleted Deleted 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.

Content Ma	anagement Activity	Generate
Note: access k From Date: To Date: Order By:	ogging must be configured for this report to work.         Image: Configured for the work.	
	Show Folders Edited	
	All Folders	
	Folders (incl Subfolders)     Select	
	Show Articles Edited	
	All Articles	
	Articles	
	Folders Select	
	Articles (none)   Search for an Article	
Users:	<ul> <li>Show All Users</li> <li>OR</li> <li>Only show the following Users: Click here to search for a User</li> </ul>	
	Available Selected	
	Group - System Group - Administrators 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

#### 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
	Fol	ders	
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
	Arti	cles	
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.

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Apply CSS Class 🔻 Normal 🔻 ¶+	<b>≡ ∎</b> ▼ 0	ustom Links 🔻	ΩT	🗷 🖬 🔗 😹 🖬 🛛	9 O Ø Å	
<displayrating></displayrating>						
Cesign HTML C Preview						Words: 1 Characters: 15 🦼
Load content via	Display this d	content for		Edit this content using		
Server-Side	everyone	•	•	(My default editor)	<b>▼</b> 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.

elco	m 🤨	
Home C	ntact Us Features Reg Smoke testingChrome	
You are here: Ho	e Features Training	
Training	Rate this page - elcomCMS Deploy         ec9-5.test.elcomcms.com/RatingResults.as	
Average rating Rate page	Thank you for your rating.	
	Current result	
	0	
Sitemap   © 2013 (	pyright Total 1	
	CLOSE	

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

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Ø	Publishing <	Home / Reports	Content Rating					
÷.	Design <							
.11	Reports V	Content Ra	ings				Generate	
	Report Dashboard							
	Alerts	Articles:	All Articles					
	Article Engagement		or Folder					
	Articles Accessed		Select				•	
	Articles Acknowledged		Article All	¥				
	Articles Modified							
	Content Deleted						Generate	
	Content Management Activity							
	Content Rating							

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.

- 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.

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

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Ø	Publishing <	Home / Reports / Document Alerts
÷.	Design <	
.Iıl	Reports ~	Document Alerts Report
	Report Dashboard	
	Alerts	Folder: Select
	Article Engagement	Select Base Test Folder attributes LIRL B
	Articles Accessed	Site Layout Generate Generate
	Articles Acknowledged	
	Articles Modified	User
	Content Deleted	Events Remind Me
	Content Management Activity	Social Right Panels Widgets Embedded Articles
	Content Rating	Training Users
	Document Alerts	Home *

### 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.

≡	😝 elcomCM	S ⊞ S <b>Welcome</b> Set
Ø	Publishing <	Home / Reports / Report Dashboard
÷.	Design <	
.11	Reports 🗸 🗸	Report Dashboard - Documents Downloaded
	Report Dashboard	
	Alerts	Report Documents Downloaded
	Article Engagement	Documents downloaded
	Articles Accessed	From Date 15/04/2014
	Articles Acknowledged	<b>To Date</b> 15/05/2014
	Articles Modified	Generate to screen Export as CSV Generate CSV Offline Generate PDF Offline
	Content Deleted	

# 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.

≡	🔒 elcomCMS	5 ⊞ S ∰ S ₩ekome Web Master
Ø	Publishing <	Home / Reports / Report Dashboard
÷.	Design <	
.1.1	Reports V	Report Dashboard - Documents Downloaded Summary
	Report Dashboard	
	Alerts	Report Documents Downloaded Summary
	Article Engagement	Documents downloaded summary report
	Articles Accessed	From Date 15/04/2014
	Articles Acknowledged	To Date 15/05/2014
	Articles Modified	Generate to screen Export as CSV Generate CSV Offline Generate PDF Offline
	Content Deleted	

# 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.

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Ø	Publishing <	Home / Reports / Event Registrations				
÷.	Design <					
.hl	Reports 🗸 🗸	Events	Gene	ate Atte	endee Report	
	Report Dashboard					
	Alerts					
	Article Engagement	Select an Event:     (All)			•	
	Articles Accessed	Or Search for an Event:				
	Articles Acknowledged	Start Date:				
	Articles Modified	End Date:				
	Content Deleted	(All)			•	
	Content Management	Keywords				
	Activity	Location (AII)			•	
	Content Rating					
	Document Alerts	Search				
	Documents Downloaded					
	Documents Downloaded Summary		Gene	ate Atte	endee Report	
	Event Registrations					

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

- Event details
- User details

	ı.		1	ı.						
Event Subject:	Sample Event 1	Short Descr:	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.							
			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.	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.

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Ø	Publishing <	Home / Reports / Folders Accessed					
÷.	Design <						
.11	Reports 🗸	Folders Accessed Report					
	Report Dashboard						
	Alerts	Report Type:  Users that accessed folders Users that did not access folders					
	Article Engagement	From Date:					
	Articles Accessed	To Date:					
	Articles Acknowledged	Detail Level:  Summary Detailed Order By:					
	Articles Modified	Folder: Select				•	
	Content Deleted	Users: Show All Licens					
	Content Management Activity	OR Only show the following Users: Click here to search for a User					
	Content Rating	Available Selected					
	Document Alerts	Group - Administrators Add Remove					
	Documents Downloaded	Group - All Ecom Sydney.Distrib Group - Approvers					
	Documents Downloaded Summary	Group - deepthi group Group - Deepthi trainee Group - Deepthi trainer				Ŧ	
	Event Registrations						
	Folders Accessed					Generate	
	Link Management						

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

# 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.

≡	😝 elcomCMS	<b></b>	<b>≤</b> <sup>20</sup> ♥ 0	Welcome Web Master
Ø	Publishing <	Home / Reports / L	ik Management	
de-	Design <			
.11	Reports 🗸 🗸	Link Managem	ent	
	Report Dashboard			
	Alerts	Status	All	•
	Article Engagement	Date Checked	Latest	•
	Articles Accessed	Folder	Select	
	Articles Acknowledged	Types	🖉 Article 🧉 Document 🖉 External 🦉 Folder 🖉 Image 🖉 Physical Page 🖉 Unknow	vn
	Articles Modified	Display	10 results per page	•
	Content Deleted			
	Content Management	Generate	Export to Excel	

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.

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Publishing <	Home / Repo	orts / Link Ma	anagement					
Design <								
i] Reports 🗸	Link Ma	anagement						
Report Dashboard								
Alerts	Status	A	AII				•	
Article Engagement	Date Che	ecked L	Latest				•	
Articles Accessed	Folder	S	Select	•				
Articles Accessed Articles Acknowledged	Folder Types	S	Select Article 🖉 Document 🐨 External 🗭 Folder 🖲	▼ ☑ Image ☑ Physica	al Page 🛛	Unknow	n	
Articles Accessed Articles Acknowledged Articles	Folder Types Display	S .	Select Article 🗹 Document 🗭 External 🖉 Folder 🖲 10	▼ Image € Physica	al Page 🛛	Unknow	n •	
Articles Accessed Articles Acknowledged Articles Modified	Folder Types Display	S I I resu	Select Article Ø Document Ø External Ø Folder Ø 10 ults per page	▼ ¶ Image ♥ Physica	al Page 🛛 🖉	Unknow	n v	
Articles Accessed Articles Acknowledged Articles Modified Content Deleted	Folder Types Display	S I resu	Select Article Ø Document Ø External Ø Folder Ø 10 ults per page	₹ Image € Physica	al Page 🖉	Unknow	n T	
Articles Accessed       Articles Acknowledged       Articles Modified       Content Deleted       Content	Folder Types Display Genera	S I rest ate Expo	Select Article Ø Document Ø External Ø Folder Ø 10 ults per page ort to Excel	▼ Ø Image Ø Physica	al Page 🖉	Unknow	n v	
Articles Accessed Articles Acknowledged Articles Modified Content Deleted Content Management Activity	Folder Types Display Genera 283 rot	s ate Expo ws found	Select Article  Cocument  External  Folder  Ults per page	▼ Image	al Page 🖉	Unknow	n v	
Articles Accessed       Articles Acknowledged       Articles Modified       Content Deleted       Content Management Activity       Content Rating	Folder Types Display 283 rov Folder	ate Expo ws found Article	Select Article  Document  External  Folder  folution page  Doct to Excel  Registered Links	▼ Image  Physica	al Page 🖉	Unknow	n v	
Articles Accessed       Articles Acknowledged       Articles Modified       Content Deleted       Content Management Activity       Content Rating       Document Alerts	Folder Types Display Cener 283 ro Folder Home	ate Expo ws found Article Home	Select Article Document External Folder  Document External Folder  Folder  Registered Links  http://reference.elcom.com.au	Image Physica Physica Type External	al Page   Status Good	Unknow LastCh 15/05/ 2:40:54	n • •ecked /2014 4 PM	

#### Notes:

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# 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

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Ø	Publishing <	Home / Reports / List Articles					
÷.	Design <						
.II	Reports 🗸 🗸	Article Report				Generate	
	Report Dashboard						
	Alerts	Articles:      All Articles      Active Articles Only					
	Article Engagement	Folder: Select	•				
	Articles Accessed	Start Date: From 🕅 To					
	Articles Acknowledged	Expiry Date: From III To					
	Articles Modified	Only show articles coming up for review in the next days					
	Content Deleted	Only show articles that are overdue for review					
	Content Management Activity					Generate	
	Content Rating						

Т

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

# 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

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Ø	Publishing <	Home / Reports / List Folders				
÷.	Design <					
Jul	Reports ~	Folder Report				Generate
	Report Dashboard					_
	Alerts	Folder:	All      Active      Inactive			
	Article Engagement					
	Articles Accessed					Generate
	Articles					

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

Fo	older 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						

# 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

≡	😝 elcomCMS	■ 2 <sup>20</sup> ♥ Ø Welcome Web Master	
Ø	Publishing <	Home / Reports / List Members	
н.	Design <		
.hl	Reports 🗸 🗸	List Members Report	
	Report Dashboard		
	Alerts	Include members that have registered between the following dates (leave blank for all):	
	Article Engagement	From Date:	
	Articles Accessed	To Date:	
	Articles Acknowledged		
	Articles Modified	Include the following optional fields: Date of Birth	
	Content Deleted	Address details	
	Content	Phone details (phone and mobile details)	
	Management Activity	Fax details	
	Content Rating	ABN	
	Document Alerts	Payment Details	
	Documents Downloaded		
	Documents Downloaded	Generate	

## 13.8 List Subscribers

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

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Ø	Publishing	<	Home / Reports / List Subscribers					
н.	Design	<						
.lıl	Reports		Subscriber Report				Generate	
	Report Dashboard							
	Alerts		Click 'Generate' to run report.					
	Article Engagement						Generate	
	Articles Accessed							

# 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

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Ø	Publishing	<	Home / Reports / List Use	rs				
÷.	Design	<						
.11	Reports		User Report				Generate	
	Report Dashboard							
	Alerts		First Name:					
	Article Engagement		Last Name:					
	Articles Accessed		UserType:	(none)				
	Articles Acknowledge	ł	Valid Date:	From To E				
	Articles Modified							
	Content Delet	ed						
	Content Management Activity						Generate	

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

	User List Report										
Site Name:	training.elc	om.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.kearns@transport.nsw.gov.au		Administrator	System					
JennieK	Jennie	Kearnes	jennie.kearns@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

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Ø	Publishing	<	Home / Reports /	Searches Performed				
÷.	Design	<						
.II	Reports		Searches Per	ormed Report				
	Report Dashboard							
	Alerts		Report Type:	<ul> <li>Most popular searches</li> <li>Successful searches</li> </ul>				
	Article Engagement		From Date:	Failed searches				
	Articles Accessed		To Date:					
	Articles Acknowledged							
	Articles Modified						Conorato	
	Content Delete	d					Generate	
	Content							

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:

snow 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
hoard diversity Gender Diversity	3

# 13.12 User Audit Trail

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

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Ø	Publishing 《	Home / Reports / Report Dashboard	
÷.	Design <		
.11	Reports ~	Report Dashboard - User Audit Trail	
	Report Dashboard		
	Alerts	Report User Audit Trail	
	Article Engagement	Show Audit Trail of Users account	
	Articles Accessed	Start Date 15/04/2014	
	Articles Acknowledged	End Date 15/05/2014	
	Articles Modified	Target User ID     Start typing to search	
	Content Deleted	Modifying User Start typing to search	
	Content Management Activity	Generate to screen Export as CSV Generate CSV Offline Generate PDF Offline	
	Content		

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

Report Dash	board - User Audit Trail										
Report	User Audit Trail			۲							
Show Audit Trail of Users account											
Start Date	15/04/2014										
End Date	15/05/2014										
Target User ID	Start typing to search			•							
Modifying User	Start typing to search										
	26 > > Export to the se	elected format 🔻 Export 👜	8	•							
	26 > > Export to the se	elected format 🔻 Export 🕍	8	•							
From 15 Apr 2014	4 to 15 May 2014										
User ID: 164 (An	gela Sweeney) Modified:	13/05/2014 5:03:00 PM	Modified By: 1 (Web Master)								
Field Name	Old Value		New Value								
Email	hjihbjk@elcom.con	n.au	trainers@elcom.com.au								
User ID: 164 (An	aela Sweenev) Modified:	13/05/2014 4:54:00 PM	Modified Bv: 1 (Web Master)								
Field Name	Old Value		New Value								
intFlexitradeUse	rID		170								
Licer TDr 15 (dee	athitact) Madifiada	7/05/2014 2:55:00 AM	Medified Duy 1 (Web Master)								
Field Name	Old Value	7/05/2014 2.55.00 AM	New Value								
Password Chang	ged Date Apr 15 2014 7:59	PM	May 7 2014 2:55AM								
Last Password	<old password="" th="" value<=""><th>ue&gt;</th><th><new password="" value=""></new></th><th></th></old>	ue>	<new password="" value=""></new>								

Sector         Sector         Production	1	3.1	u	lse	er E	nda	ae	ment						
Or         Publishing         Hone / Reports         User Engagement           Image: Proports         User Engagement Report         User Engagement Report           Dashboard         Akerts         Articles         Articles           Articles         Accessed         To Date:         Image: Publishing           Articles         Articles         To Date:         Image: Publishing           Articles         Accossed         Design         Image: Publishing           Articles         Accossed         Design         Image: Publishing           Articles         Accossed         Image: Publishing         Image: Publishing           Articles         Accossed         Image: Publishing         Image: Publishing           Articles         Accossed         Image: Publishing         Image: Publishing           StotAdditided         Content Rating         Image: Publishing         Image: Publishing           StotAdditided         StotAdditide         Publishing         Image: Publishing         Image: Publishing           StotAdditided         StotAdditide         Publishing         Image: Publishing         Image: Publishing           StotAdditided         Publishing         StotAdditide         Publishing         Image: Publishing           StotAdditid	=	👌 ek	comCMS 🏾 🎟			3.	9 -			<b>≥</b> <sup>20</sup>	•	8	<b>/elcome</b> Veb Maste	er 🚺
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Image: Second		Boports												
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Articles Modified         Publisher Elcom Support Member           Content Deleted         Content Deleted         Member           Content Deleted         Content Rating         Notation Support           15/04/2014         login test19984         36         Active Email         N           15/04/2014         login test19984         36         Active Email         N         test1998&gelcon.com         0         0         0           15/04/2014         login test19984         36         Active         Email         N         test1998&gelcon.com         0         <		Accessed				Local ad	min							
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2.50/2012         Common C	15/04/2	014 logi	n test19986	38	Active	Email	N	test19986@elcom.com	0	0	0	0	0 0	
15/04/2014         login test19989         41         Active         Email         N         test19980@elcom.com         0         0         0           15/04/2014         login test19990         42         Active         Email         N         test19990@elcom.com         0         0         0         0           15/04/2014         login test19991         43         Active         Email         N         test19992@elcom.com         0	15/04/2	014 logi	n test19988	40	Active	Email	N	test19988@elcom.com	0	0	0	0	0 0	
15/04/2014         login test19990         42         Active         Email         N         test19990@elcom.com         0         0         0         0           15/04/2014         login test19991         43         Active         Email         N         test19992@elcom.com         0<	15/04/2	014 logi	n test19989	41	Active	Email	N	test19989@elcom.com	0	0	0	0	0 0	
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15/04/2014         login test19993         45         Active         Email         N         test19993@elcom.com         0	15/04/2	014 logi	n test19991	45	Active	Email	N	test19991@elcom.com	0	0	0	0	0 0	
StoA/2014         Iogin test19994         46         Active         Email         N         test199994@lcom.com         0         0         0           StoA/2014         login test19995         47         Active         Email         N         test19995@lcom.com         0 <td>15/04/2</td> <td>014 logi</td> <td>n test19993</td> <td>45</td> <td>Active</td> <td>Email</td> <td>N</td> <td>test19993@elcom.com</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0 0</td> <td></td>	15/04/2	014 logi	n test19993	45	Active	Email	N	test19993@elcom.com	0	0	0	0	0 0	
15/04/2014         login test19995         47         Active         Email         N         test19995@elcom.com         0         0         0           15/04/2014         login test19997         48         Active         Email         N         test19995@elcom.com         0<	15/04/2	014 logi	n test19994	46	Active	Email	N	test19994@elcom.com	0	0	0	0	0 0	
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Degin testipsy	15/04/2	014 logi	n test19996	48	Active	Email	N	test19996@elcom.com	0	0	0	0	0 0	
Instruction	15/04/20	014 logi	n test19997	49	Active	Email	N	test19998@elcom.com	0	0	0	0	0 0	
15/04/2014         login test20000         52         Active         Email         N         test20000@elcom.com         0         0         0         0           15/04/2014         login test20000         52         Active         Email         N         test20000@elcom.com         0<	15/04/2	014 logi	n test19999	51	Active	Email	N	test19999@elcom.com	0	0	0	0	0 0	
15/04/2014         login test10021         53         Active         Email         N         test10021@elcom.com         0         0         0         0           15/04/2014         login test10021         54         Active         Email         N         test10021@elcom.com         0<	15/04/2	014 logi	n test20000	52	Active	Email	N	test20000@elcom.com	0	0	0	0	0 0	
15/04/2014         login test10022         54         Active         Email         N         test10022@elcon.com         0	15/04/2	014 logi	n test10021	53	Active	Email	N	test10021@elcom.com	 0	0	0	0	0 0	
Lycuy_2014         login test10023         S5         Active         Email         N         test10023@elcom.com         O	15/04/2	014 logi	n test10022	54	Active	Email	N	test10022@elcom.com	 0	0	0	0	0 0	
Joy Active         Deam Schulzback         Open Net Volume         Deam Schulzback         Open Net Volume         O	15/04/20	014 logi	n test10023	55	Active	Email	N	test10023@elcom.com	 0	0	0	0	0 0	
15/04/2014         login test10026         58         Active         Email         N         test10026@elcom.com         0	15/04/2	014 logi	n test10025	57	Active	Email	N	test10025@elcom.com	 0	0	0	ō		
15/04/2014         login test10032         59         Non-Active         Email         N         test10032@elcom.com0FF8D03C-D410         0 <t< td=""><td>15/04/2</td><td>014 logi</td><td>n test10026</td><td>58</td><td>Active</td><td>Email</td><td>N</td><td>test10026@elcom.com</td><td> 0</td><td>0</td><td>0</td><td>0</td><td>0 0</td><td></td></t<>	15/04/2	014 logi	n test10026	58	Active	Email	N	test10026@elcom.com	 0	0	0	0	0 0	
15/04/2014         login test10033         60         Non-Active         Email         N         test10033@elcom.com0449CCB8-D3AA         0 <t< td=""><td>15/04/2</td><td>014 logi</td><td>n test10032</td><td>59</td><td>Non-Active</td><td>Email</td><td>N</td><td>test10032@elcom.com0FF8DD3C-D410</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0 0</td><td></td></t<>	15/04/2	014 logi	n test10032	59	Non-Active	Email	N	test10032@elcom.com0FF8DD3C-D410	0	0	0	0	0 0	
15/04/2014         login test10034         61         Non-Active [Email         N         test10034@elcom.com00101282-F2CA         0         0         0           15/04/2014         login test10037         62         Active         Email         N         test10037@elcom.com         0         0         0         0           15/04/2014         login test10077         62         Active         Email         N         test10078@elcom.com         0	15/04/2	014 logi	n test10033	60	Non-Active	Email	N	test10033@elcom.comB449CCB8-D3AA	0	0	0	0	0 0	
JS/04/2014         login testID077         b2         ACtive         Email         N         testID07/getcom.com         O         O         O           JS/04/2014         login testID0778         63         Active         Email         N         testID07/getcom.com         O         0	15/04/2	014 logi	n test10034	61	Non-Active	Email	N	test10034@elcom.com0D1C12B2-F2CA	 0	0	0	0	0 0	
Story Control         Organ textuors         Opin te	15/04/2	014 logi	n test10077	62	Active	Email	N	test10078@elcom.com	 0	0	0	0		+
15/04/2014         login test10080         65         Active         Email         N         test10080@elcom.com         0	15/04/2	014 logi	n test10079	64	Active	Email	N	test10079@elcom.com	 0	0	ō	0	0 0	+
15/04/2014         login test10081         66         Active         Email         N         test10081@elcom.com         0	15/04/2	014 logi	n test10080	65	Active	Email	N	test10080@elcom.com	0	0	0	0	0 0	
15/04/2014         login test10082         67         Active         Email         N         test10082@elcom.com         0	15/04/2	014 logi	n test10081	66	Active	Email	N	test10081@elcom.com	0	0	0	0	0 0	
15/04/2014   login test10083   68 Active   Email   N   test10083@elcom.com   0   0   0	15/04/2	014 logi	n test10082	67	Active	Email	N	test10082@elcom.com	 0	0	0	0	0 0	
	15/04/2	014 logi	n test10083	68	Active	Email	N	test10083@elcom.com	 0	0	0	0	0 0	
13/04/2014  login test10084   69 Active  Email   N  test10084@elcom.com   0   0   0	15/04/20	U14 logi	n test10084	69	Active	Email	N	test10084@elcom.com	0	0	0	0	0	

# 13.2 User Forms

The User Forms report shows you a report of who has filled out what form.

There is the ability to select the form type. This allows you to see a basic report, forms you submitted, forms submitted by your group, and forms submitted by all users.

You can filter the report by:

- Report name
- Submission dates

• All fields or specific fields in the form

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Ø	Publishing <	Home / Reports / User Forms	
÷.	Design <		
.11	Reports 🗸	Forms	Generate
	Report Dashboard		
	Alerts	Select the Report Type: Basic extract	•
	Article Engagement	Select the form: (none)	•
	Articles Accessed	Submit Date: From To E	
	Articles Acknowledged	(***Note: if you are reporting on linked forms then you should select the first form in the series for reporting purposes)	
	Articles Modified		Generate
	Content Deleted		
	-		

# 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.

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Ø	Publishing	<	Home / Reports / User Lockouts	
÷.	Design	<		
.11	Reports		User Lockout Report	
	Report Dashboard			
	Alerts		Date: From To	
	Article Engagement			Generate Report
	Articles Accessed			

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

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	Implemimentation	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

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Ø	Publishing <	Home / Reports /	User Logs - Detailed					
н.	Design <							
.II	Reports 🗸 🗸	User Logs De	etailed Report					
	Report Dashboard							
	Alerts	Report Type:	Show Logged In Show Not Logged In					
	Article Engagement	From Date:						
	Articles Accessed	To Date:						
	Articles Acknowledged	Order By:	User Date					
	Articles Modified	Organisation:	Select an Organisation				T	
	Content Deleted	Users:	Show All Users					
	Content Management Activity		OR Only show the following Users: Click here to search for a U	Jser				
	Content Rating		Available	Selected				
	Document Alerts		Group - Administrators Group - All Elcom India Group - All Elcom Sydney Distrib	Remove			<b>^</b>	
	Documents Downloaded		Group - Approvers Group - deepthi group					
	Documents Downloaded Summary		Group - Deepthi trainee Group - Deepthi trainer				Ŧ	
	Event Registrations							
	Folders Accessed						Generate	
	Link							

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

# 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.

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Ø	Publishing <	Home / Reports / User Preferences					
÷.	Design <						
.11	Reports 🗸	User Preferences Report					
	Report Dashboard						
	Alerts	From Date:					
	Article Engagement	To Date:					
	Articles Accessed	Users: 🕑 Show All Users					
	Articles Acknowledged	Only show the following Users: Click here to search for a User					
	Articles Modified	Available Users Sele	ected Use	rs			
	Content Deleted	Anbarasu Palanisamy					
	Content Management Activity	Anbarasu Palanisamy Angela Sweeney Angela Sweeney Aron Marden					
	Content Rating	Automatic Subscription					
	Document Alerts						
	Documents Downloaded						
	Documents Downloaded Summary					Generate	

### 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.

≡	😝 elcomCMS		Welcome Web Master
Ø	Publishing <	Home / Reports / Where Article Is Used	
÷.	Design <		
.11	Reports 🗸 🗸	Articles in Use	Generate
	Report Dashboard		
	Alerts	Folder Test Folder attributes URL B	
	Article Engagement	Article Search for an Article	
	Articles Accessed		
	Articles Acknowledged		Generate
	Articles		

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".

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.

Articles in Use			Generate
Folder Right	Panels	۲	
Article Right Pa	anel - Content	Search for an Article	Generate       Generate
Article Name	Folder Name	Link to View the Article	
Features	Features	Features	
-			
Home	hi	Home	

### 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.

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Ø	Publishing <	Home / Reports / Where Master Page Used	
<b>H</b> -	Design <		
.lıl	Reports ~	Master Page in Use Generate	
	Report Dashboard		
	Alerts	Theme	
	Article Engagement	(none) Table And	
	Articles	Use inherited default masterpage: elcomCMS   content - 1 column	
	Accessed	Search on: 🖉 All 🖉 Folder 🖉 Article 🖉 Site 🖉 Module 🖉 User Agent	
	Articles Acknowledged		
	Articles Modified	Generate	
	Content Deleted		

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.
## **Elcom Administrator Training**

heme	CMC		
Aster Page	LOINCIMS		
Use Theme Default pre	set : 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	
Dynamic Widget	Parent Folder	11/04/2014 11:12:11 AM	
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	
testartwf	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	

### **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.

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Ø	Publishing <	Home / Reports / Where Taxonomy is Used				
÷.	Design <					
.hl	Reports V	Where Taxonomy Is Used			Generate	
	Report Dashboard					
	Alerts	laxonomy:				
	Article Engagement	Topic (id: 1)				
	Articles Accessed	Used in		Туре		
	Articles	Document List (id:81)		Article		
	Acknowledged	Form Creator Form (id:87)		Article		
	Modified	Form Results (id:89)		Article		
	Content Deleted	Comments (id:99)		Article		
	Content	Login (id:100)		Article		
	Activity	Content Editor (id:101)		Article		
	Content Rating	Event Quick Search (id:105)		Article		
	Document Alerts	Embed Article (id:106)		Article		
	Documents	People (id:171)		Article		
	Downloaded	Download Counter (id:185)		Article		
	Documents Downloaded	Carousel (id:353)		Article		
	Summary	C (id:355)		Article		
	Event Registrations	Search Article Element (id:358)		Article		
	Folders	Copy of Taxon search (id:364)		Article		
	Accessed	search (id:371)		Article		
	Link Management	FAQ (id:410)		Article		
	List Articles	Article Content editor (id:426)		Article		

#### 13.3 Where Template Is Used

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

≡	😝 elcomCMS	⊞ S <sup>20</sup> ♥ Ø Welcome Web Master	
Ø	Publishing <	Home / Reports / Where Template Is Used	
÷.	Design <		
.lıl	Reports 🗸 🗸	Templates in Use Generate	
	Report Dashboard		
	Alerts	Template: (none)	
	Article Engagement		
	Articles Accessed	Generate	
	Articles Acknowledged		

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.

Template: el	omCMS example (Ref22)		
Article Name	Folder Name	Link to View the Article	
test	Brooke Miller	test	
test article for defaul theme	t test themes	test article for default theme	
test article masterpa	ge test themes	test article masterpage	

# **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.