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Foreword

Thank you for choosing QuantumCMS for your web-based, multi-lingual content management system. Now in its fourth version, we feel we have a system that is both powerful and easy to use.

Many of the features in this system are the result of user feedback during previous development cycles. Through the integration of custom features, requests and user group meetings we have enhanced the tool to try and provide easier and faster content authoring. We would like to extend thanks to all our clients who used versions 1 through 3 for their support. They have helped make this version.

For those users upgrading from previous versions, there are a lot of exciting new features, some of which you can see and some of which are underneath the hood. We hope you find using version 4 to be as rewarding as we found building it.

Thank you.

The Algonquin Studios Development Team

Disclaimer

Changes made by clients to core system files or the database schema are not supported by Algonquin Studios. Making changes to these files or the schema violates any warranty by Algonquin Studios regarding the functionality of the software.

Algonquin Studios should be notified of any change made so that future software distributions do not impact client sites.

Document Standards

The following standards are used throughout this document.

- Text marked in **bold** refers to buttons or tabs.
- Text set in *italic* refers to field and/or label names or menu options.
- Text set in “quotes” refers to field values.

Online Resources

In addition to this QuantumCMS manual, web-based tutorials are available on-line at <http://www.quantumcms.com/Version4Tutorials>.

Getting Started with QuantumCMS

At its core, QuantumCMS is software that allows non-technical users to easily update information on their web sites without learning HTML. Additionally, QuantumCMS allows a web site designer to develop a consistent look and feel for a site while allowing non-technical users to keep the site's content up to date.

This manual is intended to help you get oriented to QuantumCMS and learn how to manage your web site. Once you have mastered the basics, you will be able to extend the power of your web site by using QuantumCMS's robust application integration features.

QuantumCMS is the backbone of your web site, meaning that your entire web site is housed in and built on QuantumCMS. In addition to the public site, there is an administrative interface used to manage your web site. The administrative interface contains a series of tools that allows you to add and update information on your web site, manage the structure and layout, and control access to your site. How you add the information into these tools directly corresponds to how the information will look in your public web site.

In general, there are five different types of QuantumCMS users: Content Authors, Site Administrators, Web Designers, Application Developers and Server Administrators. Some organizations may only have some of these types of users, others may have many users for each of the types who are responsible for different areas of the site.

What Kind of QuantumCMS User Am I?

The following descriptions should help you identify which of these types of users describes your responsibilities best, and should guide you to the appropriate section of this manual.

Content Author

Content Authors are the users who manage the content on the web site. They update pages and create new ones. They upload images and files and are generally responsible for maintaining the information on the site. This type of user performs the bulk of the day to day work in QuantumCMS and may be given responsibility for maintaining the entire site or simply a sub-section. Content authors should need only basic word processing skills to use QuantumCMS and should familiarize themselves with the Basic Content Management section of the manual.

Site Administrator

In addition to being able to perform the tasks of a content author, the site administrator can also manage the users that can log into QuantumCMS, assign permission to manage different areas of the site to different content authors, create password protected areas of the site and many other administrative features.

Site Administrators need basic word processing skills and an understanding of the site's structure to use QuantumCMS, Site Administrators and should familiarize themselves with the *Basic Content Management* and *Advanced Content Management* sections of the manual.

Web Designer

Web Designers are responsible for the overall look of the site, including the general layout, styling and graphics. Web Designers need to have knowledge of HTML, Cascading Style Sheets (CSS) eXtensible Stylesheet Language (XSL), eXtensible Markup Language (XML), and must be proficient with image manipulation software like Adobe Photoshop. Web designers should familiarize themselves with the *Basic Content Management*, *Advanced Content Management*, and *Designing for QuantumCMS* sections of the manual.

Application Developer

Application Developers are users who can build and install custom applications that work within QuantumCMS and provide robust integration with corporate business rules. Application Developers need to have knowledge of HTML, eXtensible Markup Language (XML) and a web-based programming language. The preferred language is Microsoft's ASP.NET, but other languages such as ASP 3.0, ColdFusion, Perl and PHP are also supported. Additionally, knowledge of Cascading Style Sheets (CSS), eXtensible Stylesheet Language (XSL), and image manipulation software like Adobe Photoshop is very helpful.

Application Developers must also have file access to the web server on which QuantumCMS is installed and may need access to other resources such as databases or remote web services necessary for their applications to run. Application Developers should familiarize themselves with the *Basic Content Management*, *Advanced Content Management* and *Building Applications for QuantumCMS* sections of the manual. Application Developers may also find the *Designing for QuantumCMS* section useful.

Server Administrator

Server Administrators are users who set-up the environment to host QuantumCMS web sites. Server Administrators need knowledge of networking, Microsoft Windows™ Server (IIS), and Microsoft SQL Server administration and the ability to install software. Server Administrators should familiarize themselves with the *Configuring and Maintaining QuantumCMS Web Sites* section.

Core Concepts in QuantumCMS

There are a number of core concepts in QuantumCMS that are important to understand regardless of your role in managing the QuantumCMS web site.

Public Site vs. Authoring Tool

QuantumCMS is divided into two different parts. One part is usually referred to as the *public web site*, or simply the *site*, which is what your visitors will see when they come to the web site. The public web site is where all the content, graphics and files you put into your site come together to make the finished product. The second part is referred to as the *authoring tool*; this is the part where you can manage your site and your content.

Users

In order to access the authoring tool a user must have an account. These accounts are generally referred to as a *User Account*. Each user is assigned a unique username and password which they can use to log in to the authoring tool.¹

The term *Authors* is generally used to mean any QuantumCMS user who has permission to log in to the Authoring tool and manage some content. All authors are users, but not all users have to be authors. A site administrator may set specific pages to have permission to allow or deny users, creating an extranet. This allows administrators to create special accounts for individuals who cannot author content, but who may be presented password protected information. For example, a Board of Directors of an organization may create an extranet to be able to easily share information with one another within a password-protected section on their site.

Pages

Every QuantumCMS web site is made up of pages. A page contains many pieces of information and QuantumCMS helps you put all of these pieces together for presentation on the public web site. When visitors get to your site, they see a *page*. For most QuantumCMS users, all of the time spent working in QuantumCMS will be spent creating and editing these pages. There are many different types of pages in QuantumCMS that do different things. More information about the different types of pages can be found in the *Page Types* section of this manual.

URL

Throughout this document we reference a site's or page's *URL* (Uniform Resource Locator, in technical terms), which is its address. Each page within QuantumCMS has its own URL address (Example: www.yourcompany.com/MyPage). The site's URL is www.yourcompany.com while this individual page's URL is [/MyPage](http://www.yourcompany.com/MyPage) or www.yourcompany.com/MyPage. We will often use the term interchangeably to indicate a page or the entire site.

Navigation Tree

The Navigation Tree is a tool that allows you to manage the location of your pages within your web site. The Navigation Tree also allows you to manage the set of links on each of your pages that direct you to different locations within your web site. This set of links is known as your site's navigation. More detailed information on the Navigation Tree and your site's navigation can be found in the *Navigation Tree* and *Navigation* sections.

¹ There is also a special user called the "Public User." If someone has not logged into the site, the system treats him/her as this user. This user exists so that a Site Administrator can remove public access from specific areas of the site to create an Extranet.

Page Types

Each QuantumCMS page type is designed for a specific purpose, and each is set up a little differently. Below you will find information for each of the page types as well as the icon that represents each page type in the *Navigation Tree* inside the authoring tool.

Document

Documents are pages which display author-maintained HTML content. These are the most commonly used page type, so most of the pages in any QuantumCMS web site will be Documents.

3rd Party Application

The 3rd Party Application is a page type that points to a web application located on the local web server or located on another server. 3rd Party Application pages draw the content of that application inside of the main body of a QuantumCMS page.

File

File pages provide a way to place a file (Word document, image, video, etc) that you have uploaded directly into the navigation structure of the site and assign a URL address and security access rights to it.

Form

Form pages allow you to create custom forms that visitors to the site can fill out. Responses to these forms are stored in the QuantumCMS database and can also be emailed to a specific address that you designate.

Podcast

Podcast pages allow you to organize and present a collection of digital media files.

Product Catalog

Product Catalog pages allow you to display a set of products on your site.

Redirection

Redirection pages provide a way to put a local (another page on your site) or remote (a page on another site) page directly into the navigation structure of the site and assign a unique URL address to it.

RSS Feed

RSS Feed pages allow you to present an industry standard feed to users of your site containing content from any area of your site.

Search

Search pages can display the results of a search on your site when a user performs the site search function. When setting up a search page, you may either select a specific sub-section of the site to limit your search, or search the entire site.

Shared Page

Shared pages allow you to reuse content in more than one area of the site, with different navigation, URL, titles, and summaries. You may also use a different template for each shared page.

Page basics

There are some basic functions of pages that are common to almost all QuantumCMS page types.

Published Pages vs. Unpublished Pages

Just because a page exists in QuantumCMS does not mean that it is available on the public site. All pages have a special property called *Published*. If a page is not published, that means that you cannot view it in the public site, even by typing the URL of that page directly into the web browser. If a site visitor navigates to a page that is not published, a “Page Not Found” error page will be displayed.

If a page is published, a visitor to your site will be able to see it as long as the visitor has permission to view the page. If the page is published, but the site visitor does not have permission to view it, the visitor will be directed to the site’s “Login” page. If the visitor has already logged in and still does not have permission, he/she will see the “Access Denied” page. More information about this topic is covered in the section *Setting up an Extranet* in the *Advanced Content Management* section.

Making a page appear in the public site navigation

QuantumCMS dynamically creates navigation links on your public site so that you don’t have to manually update links on every page. Sometimes, you may have a special page that you don’t want to automatically appear in the navigation of your site.

Each page in QuantumCMS has a property called *Appears in Site Navigation*. If this option is checked, the page will be added to the dynamically-created navigation that appears on the public site as well as the “Site Map” page. If unchecked, the page will not appear in the public site’s navigation or the “Site Map” page.

The technique of having pages that are set not to appear in the public site’s navigation is commonly used for special pages in a site like the “Accessibility Statement,” “Terms and Conditions” and the “Site Search.” Links to these pages are usually included in the overall design of the site, so having them appear in the site’s navigation would be redundant.

If a page is not published it will never appear in the public site navigation, regardless of the setting of the *Appears in Site Navigation* property.

Making a page appear in the public site search

Similar to the public site navigation, users may select whether a page will appear when a site-wide search is performed on the public site. Each page in QuantumCMS has a property called *Appears in Site Search*. If this option is checked, the page will be included in any results from a site search for which the page matches the search criteria. If unchecked, the page will not appear in the public site's search even if it matches the search criteria.

Hiding pages from the site search is commonly used for special pages in a site like the "Unavailable" and "Access Denied" pages. These pages should only be presented to users if they have encountered a problem on the site; having them appear in search results could be confusing.

If the page is not published it will never appear in the public site search, regardless of the setting of the *Appears in Site Search* property.

Content

Content consists of your text, images, charts, graphs, maps, etc. - every piece of information that is on your web site. Content is the most important factor that search engines consider when ranking your web site. Needless to say, good content is important.

Sometimes, the term content is used when referring to text on a page, but content also describes images, PDF files, videos or other kinds of information that you manage through the File Manager.

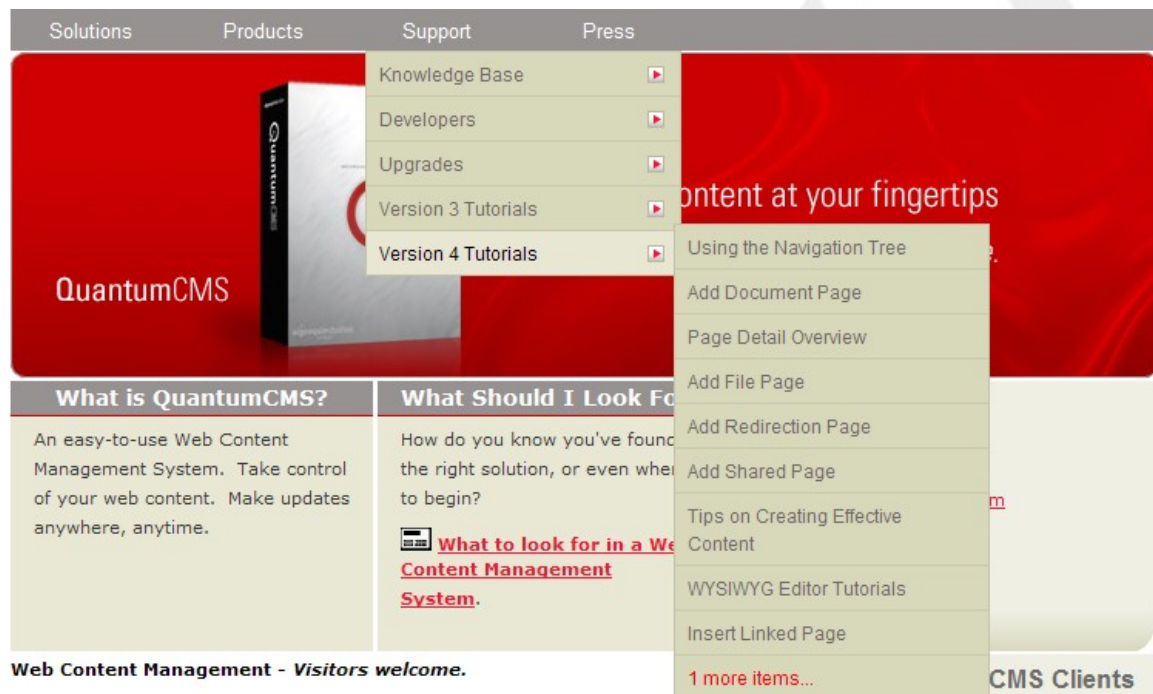
Layout

The layout is the look and feel of the page. Your layout consists of your color schemes, branding, fonts, headers, and footers across your entire site. A web designer will define a set of templates for your site that correspond to a specific combination of page layout attributes. Authors may choose different layouts by selecting an appropriate template for each page². These templates all adhere to the same styling, so no matter what template you choose; your page will still have a consistent look with the rest of the site.

² The templates available for a given page may be governed by the Page Type of that page.

Navigation

Navigation is the group of links on each page that allow visitors to click through your site. These links are consistent on each page and grouped to organize each set of pages. Below is a sample of a web site's navigation.



Breadcrumb

The breadcrumb is a term used to describe the path from the home page of your site to the page that a visitor is currently viewing. In general this appears near the top of your web page's content and is depicted as a series of hyperlinks, separated by a common character. For example, the breadcrumb:

Home > About Us > Our Mission

Indicates that the visitor is on a page called "Our Mission," which is located beneath a page called *About Us*, which is located beneath the site's home page.

File Manager

QuantumCMS stores files you upload in a tool called the File Manager. The File Manager contains all your PDFs, images, videos and any other files your web site uses. When you upload an image or a PDF into your web site, the file can be found in the File Manager. Inside the File Manager you can view, upload, rename, move, or delete files.

Modules

One of QuantumCMS's most powerful features is its ability to be extended to work with other software. QuantumCMS Modules are special, customized administration tools that exist in QuantumCMS and allow you to manage applications that have been custom developed for your site.

Locking

Whenever you are working with a page in QuantumCMS, that page is locked by user account. This prevents other authors from accessing the page and making changes at the same time as you. It is very important to make sure that you exit a page when you are done. Otherwise, that page will remain locked until you log off of QuantumCMS and no other authors will be able to edit it.

If you try to edit a page that is locked by another user, you will receive a message telling you which user has the page locked and when he/she locked the page.

Session Time Out

After a period of inactivity, QuantumCMS will automatically log a user off, so it is extremely important that you save changes regularly. If you return to the system after you have been logged off and attempt any action, you will be taken to the Login Screen and presented with a message that your session has expired. You will then be asked to log in again and will return to the page on which you were working. Changes you made will be lost if you did not save prior to expiration. Long periods of typing content into the page are viewed as inactivity by the system. Therefore, it is good practice to save your work often.

Preparing your computer to use QuantumCMS

Setting up your browser for use with QuantumCMS

To use QuantumCMS, open any of the supported web browsers³ to configure the browser's settings. For Internet Explorer, this can be done by selecting the *Tools > Internet Options* menu. In Firefox browsers, select *Tools > Options*. There are several settings changes that will optimize your QuantumCMS authoring experience.

Allow Image Caching

By default, your web browser caches images on your local computer so that they do not need to be downloaded from the server every time they appear. Because QuantumCMS uses image icons to orient you to the types of content you are editing, the software works best when images are cached. In Internet Explorer browsers, this is set-up in the *Tools > Internet Options* menu. Select the **General** tab and select the *Settings* option under the *Browsing Options* section. This will launch the *Temporary Internet Files and History Settings* dialog box. "Automatic" should be selected by default. If it is not, select the "Automatic" option to allow images to be cached. Firefox browsers also allow image caching by default.

Disable Pop-up Blocker

In order to use QuantumCMS you must first turn off your Pop-up Blocker for the QuantumCMS site. This may be done in Internet Explorer browsers by first navigating to your QuantumCMS web site, clicking the *Tools* menu, selecting the *Pop-up Blocker* option and clicking *Pop-up Blocker Settings*. Then add your QuantumCMS site to the list of sites which are allowed to have pop-ups. In FireFox browsers, select the *Tools > Options* menu, navigate to the **Content** tab. If the *Block Pop-up Windows* option is selected, click on the **Exceptions** button and add the URL of your QuantumCMS site into the list of exceptions.

Other Software

Other than your web browser, no other tools are necessary to manage content in QuantumCMS. However, there are a few additional tools that may make working with QuantumCMS even easier.

- A basic text editor (not a Word Processor). The default Windows Notepad will work fine for this, but there are many other text-editors available.
- A graphics editing program such as Adobe Photoshop.

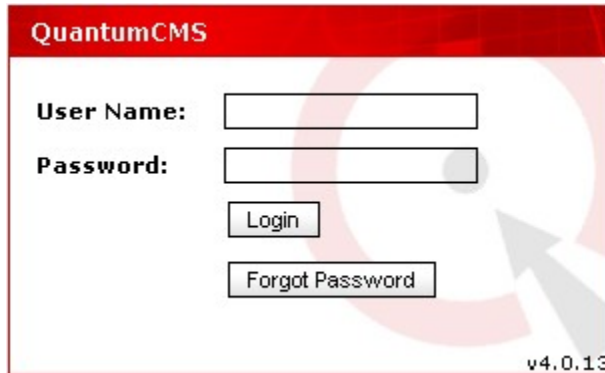
³ Currently supported browsers are Internet Explorer 6, Internet Explorer 7, and Mozilla Firefox 1.5 or greater.

Basic Content Management

Logging Into the Authoring Tool

The QuantumCMS authoring tool is part of your standard QuantumCMS web site and can be accessed by entering the *URL* for your web site followed by */authoring*' (Example: <http://www.yourwebsite.com/authoring/>)

You will be prompted for your *Username* and *Password*. Enter your *Username* and *Password* and click **Login**.



If you enter an incorrect username or a correct username with an incorrect password, you will receive a message indicating that your username and password are incorrect.

Forgotten Password

If you have forgotten your password for QuantumCMS, you may select the **Forgot Password** button. You will be prompted to enter your email address. If the email address entered matches a user in QuantumCMS, a new password will be set and emailed to the email address for the account. You must know your username in order to use the forgot password feature.

Password Changes

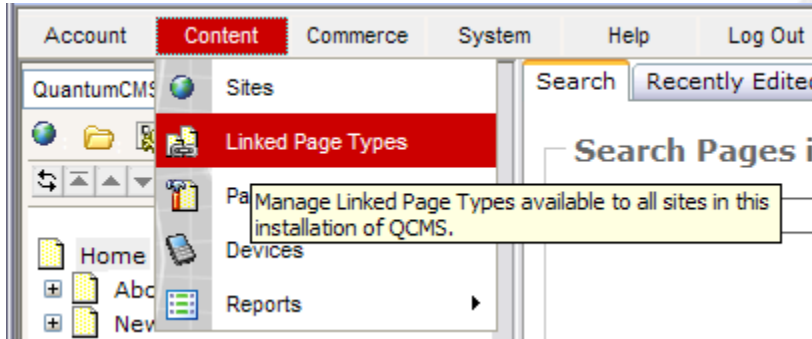
If you have gone through the forgotten password process, or your password has expired, you will be prompted to choose a new password once you log into the system. You will first be required to enter your current password, then enter a new password and confirm that new password by typing it a second time.

Adjusting to QuantumCMS

After you login, the QuantumCMS authoring interface will load. The authoring interface is made up of multiple areas including the Main Menu Bar, the Site Pane and the Content Pane. As you work with QuantumCMS, other screens and views will be available.

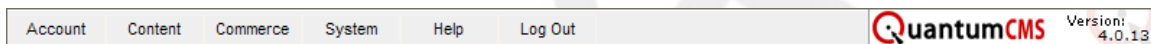
Using tooltips to Get More Information

Whenever you are working in QuantumCMS, letting your mouse cursor rest (hovering) over a menu item or label will give you a description of what that item does. In the screenshot below, hovering over the *Linked Page Types* menu option reveals a tooltip describing what that option does.



Main Menu Bar

The Main Menu Bar provides links to the administrative tasks associated with QuantumCMS. Not all Menu Bar options are available to all users. Specific permissions dictate what options are available to a user and may be configured by the site administrator.



Account

The *Account* option gives you the ability to change your password. You may also log out from this menu.

Content

By clicking the *Content* option you can manage your site's content, the different page types available and other content related features of QuantumCMS.

Commerce

Under the *Commerce* option you can manage the commerce features of this installation of QuantumCMS. Check your custom documentation for additional information.

System

Under the *System* option you can manage your core QuantumCMS system, including users, roles, and permissions. See *Adding Users and Managing Roles*.




Log Out

Click this to quickly log out of QuantumCMS

Help

Under the *Help* option you can find information, documentation, and support for QuantumCMS.


The Site Pane

The Site Pane gives you access to your site's Navigation Tree (represented by the  icon), your File Manager (represented by the  icon), and any custom Modules (represented by the  icon) that are available on your site.

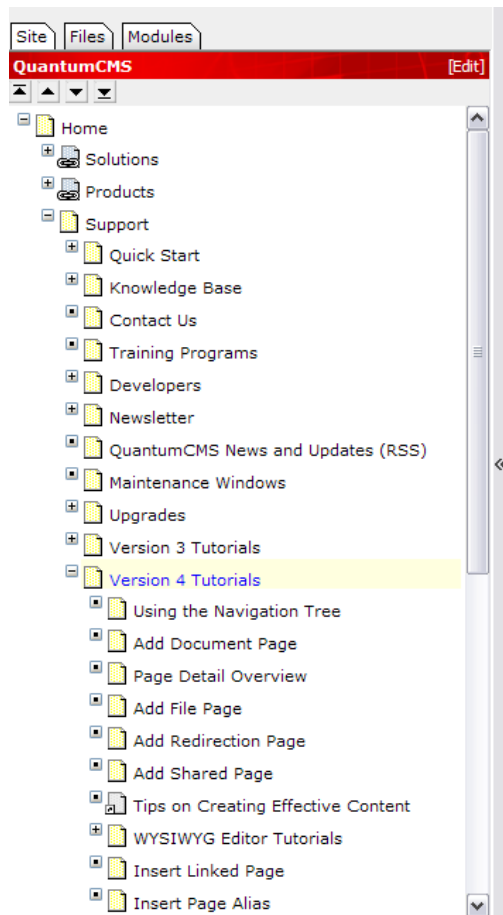
The Content Pane

The Content Pane is where you primarily do all your work when updating pages. When QuantumCMS loads, the content pane opens with a search tool, allowing you to search for pages within your web site. You can also select the **Recently Edited Pages** tab and view a list of pages that were recently updated.

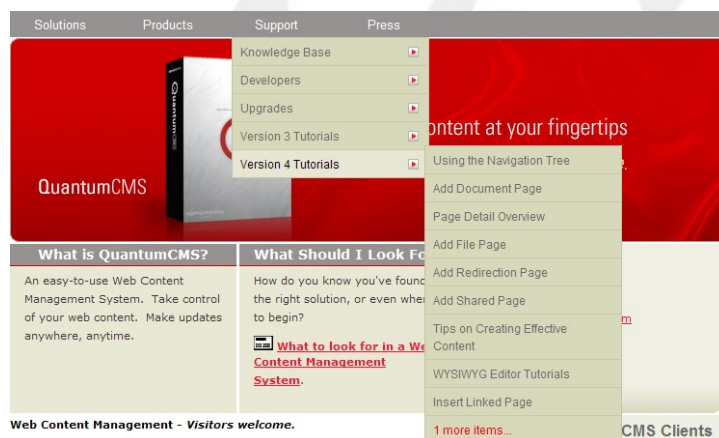
The Navigation Tree

When you first load QuantumCMS, The Navigation Tree loads directly in the Site Pane. If you have gone to another section of the Site Pane, you may return to the Navigation tree by selecting the Site Navigation Icon ().

The Navigation Tree controls the page structure of your entire web site. The placement of pages in the navigation tree directly correlates to where the pages are located within your web site. Think of the Navigation Tree as an outline to your web site. Starting from the home page, the pages immediately below (*child pages*) are the key sections or primary links of your outline. Sample topics could be your products, services, a section about your organization, or news. Under these topics would be more specific information, such as pages dedicated to specific products or specific services your company offers.



The above image shows the Navigation Tree as it appears when you load QuantumCMS. Below is a picture of the navigation bar on the public site. Notice how the pages are placed in the Navigation Tree (above) directly affect where the pages are located in the public site's navigation (below).



Managing Navigation

You can manage the site structure inside the Navigation Tree by sorting or moving pages.

Child Pages

A Child page is a page that is located beneath another page. For Example, the page titled *Version 4 Tutorials* is a child page of the page titled *Support*.

Parent Page

A parent page is a page that is located above another page. For Example, the page titled *Support* is a parent page of a page titled *Version 4 Tutorials*.

Sibling Page

A sibling page is a page that is at the same level of another page. For Example, the page titled *Knowledge Base* is a sibling page of a page titled *Developers*.

Sorting Pages

All sorting features work within the set of pages that have the same parent page as the page you are sorting (referred to as siblings). Use the buttons on the top of the Navigation Tree to sort pages in any of the following ways:

- To the top of the list of the page's siblings
- One position closer to the top of the page's siblings
- One position closer to the bottom of the page's siblings
- To the bottom of the list of the page's siblings

Moving Pages

You can also move pages from their current location to another location in the site. One way to move pages is by clicking on a page and then dragging it over the top of another page in the Navigation Tree⁴. Remember, a page's location in the Navigation Tree determines where the page will be located within the site navigation on your web site.

You may also move many pages at once by going to an individual page that has pages beneath it in the site structure. From that page, you can select the **Child Pages** tab and perform a bulk move or copy of the pages below it. This will be covered in more detail under the *Page* section of QuantumCMS.

Refreshing Navigation

At any time, you may refresh the Navigation Tree by selecting the Refresh button ().





Editing an Existing Page

To edit an existing page, start by selecting the page from the Navigation Tree. Depending on which page type you select, you will be presented with a different set of options, but as you work with different page types, you will see many common features.

Selecting a Page from the Navigation Tree

Selecting a page to edit from the Navigation Tree is as simple as clicking on the page you want to work with. If your page is not located at the root of the site, you will have to expand the Navigation Tree to get to the page.

⁴ Drag and drop move functionality is not available in Mozilla Firefox.

In the Navigation Tree, any page which has pages beneath it (child pages), will be marked with the  icon when the page is collapsed, or with the  icon when the page is expanded. If a page is collapsed, click on the  icon to expand it. If the page is expanded, it can be closed by clicking on the  icon. Selecting a page for editing also expands it to show child pages in the Navigation Tree.

Page Information in the Navigation Tree

Sometimes, you may want to get information about a page without editing it. By placing your mouse over the page in the tree without clicking you can get information about it in a tooltip. The information available from the Navigation Tree includes:

- The root-relative URL;
- The page type;
- The template name;
- The published status of the page;
- Whether the page appears in public site navigation;
- Whether the page appears in public site search;
- The number of children the page has;
- The creation and last edit dates;
- The unique QCMS identifier of the page;

Special page types may have other information specific to them. For example, a Redirection Page includes the URL to which the page redirects and a File Page shows the URL to the file that the page represents.

The Page Screen

No matter what type of page you are editing, the general layout of the content pane will remain the same. The following image represents a typical Document page.

The screenshot displays the QuantumCMS interface for editing a page. At the top, a red title bar shows the root-relative URL: **(/Home/PageTypes/Content)**. Below this is a toolbar with icons for Save, Delete, Add Document, Properties, and Exit. A tabbed interface below the toolbar has tabs for Details, Preview, Content (selected), Marketing, Schedule, Child Pages, and Security. The 'Content' tab contains the following fields and options:

- Title:** Content
- URL Alias:** Content
- Navigation Text:** Content
- Summary:** Content Page Types
- Template:** Default
- ☒ Published
- ☒ Appears in Site Navigation
- ☒ Appears in Site Search

The Title Bar

At the top of the page screen, you will see a red bar which contains the root-relative URL of the page. If you were to type this URL into your browser immediately after the site address, you would see the page (Example: www.yourcompany.com/Home/PageTypes/Content).

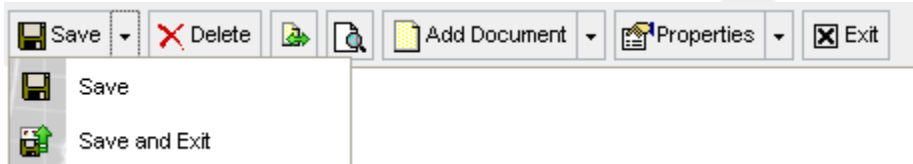
(/Home/PageTypes/Content)

Button Toolbar

Beneath the Title Bar, you will see the Button Toolbar. The Button Toolbar contains all the main actions you can take when working with a page, including save and delete.



On the Button Toolbar, some items have a downward facing arrow next to them. This indicates that there are options related to the default option indicated on the button. Clicking on the arrow will expand the other options, which may then be selected.



Page Tabs

Each page will have series of tabs containing the fields that manage the content for that type of page.



The available tabs, as well as the details beneath them, will vary by page type. The permissions assigned to a user also determine which tabs and which fields on those tabs are available to the user.

Although the fields on each tab are determined by the page type, there are some things that are always true when working with these fields. For instance, required fields always display in **bold**.

If you are unsure what a particular field's purpose is, you can hover over the field or the label for the field to get more information. In the example below, a tooltip appears when you hover over the label *URL Alias*:

Title:

URL Alias:

Navigation Summary:

Template:

☒ Published

☒ Appears in Site Navigation

☒ Appears in Site Search

A page cannot be saved if a required field is left blank. When a required field is left blank and an attempt to save is made, the field's label will appear red and an error indicator will appear on the field itself.

Title:

Some fields are search fields. Enter your search criteria and then click on the search button. The following sample shows how you would search for the page to be the source of a new Shared Page.

Shared Page:

◀ Rows 22 of 22 ▶

	Name	Title	Breadcrumb	Page Type
Select	CheckOut	Check Out	/Home/Commerce/CheckOut	Check Out
Select	ExternalRedirect	External Redirection	/Home/PageTypes/Content/ExternalRedirect	Redirection
Select	Redirection	Sample Redirection	/Home/PageTypes/Content/Redirection	Redirection
Select	Sample2	Another News Item	/Home/News/Sample2	Document
Select	SampleApplication	Sample 3rd Party Application	/Home/PageTypes/Integration/SampleApplication	3rd Party Application
Select	SampleBlog	Sample Blog	/Home/PageTypes/Community/SampleBlog	Blog
Select	SampleDocument	Sample Document	/Home/PageTypes/Content/SampleDocument	Document
Select	SampleFile	Sample File	/Home/PageTypes/Content/SampleFile	File
Select	SampleForm	Sample Form	/Home/PageTypes/Community/SampleForm	Form
Select	SampleNews	Sample News	/Home/News/SampleNews	Document

Once the search results appear, the item (in this case, a page) that you want to use can be selected by clicking the **Select** button. Alternately, you may change the search criteria in the search box and search again to get different results.

Details Tab

The **Details** tab is where you can modify the page details

Title

The title of your page, this is what is displayed at the top of the browser bar when users visit your page.

URL Alias

This is the URL for the new page. If a page is immediately below the home page, the URL for this page will be *www.yourwebsite.com/home/'URL Alias.'* Enter a URL alias that corresponds to the title of the page. As this is the URL address for the page, you cannot enter any punctuation or put any spaces between the words (Example: *OurProducts*). The complete URL for this page in our web site might be *www.yourwebsite.com/home/OurProducts*. It is recommended that you make the URL Alias mixed case (Example: ("OurProducts" not "ourproducts"), for easier readability.

Navigation Text

This is how the link to the page will be displayed within the navigation of your web site. Keep this the same or similar to the title of the page, except in cases of pages with exceptionally long titles (Example: *About Our Organization*).

Summary

This is where you enter an abstract of the content of this page. This information will be viewed when users hover over the navigation for this page and will appear in the site search results and may be used in other ways depending on the design of the site. It has a maximum of 250 characters so a sentence or two will suffice (Example: *This page contains information on the products our company offers*).

Templates

A list of templates available for this page. Each template may have unique styling or layout to better display certain content. Your set of templates depends on your custom installation of QuantumCMS or your site design. Check your custom documentation for a more complete list of your available templates. The standard templates are:

Home Page

Designed for the home page of your web site.

Document Index

Displays the title and summary of this page's child pages.

Default

Standard template used for displaying content.

News Index

Displays an index of news releases. It is different from a document index because it displays a release date for each child page and sorts by date.

Published

Just because a page exists in QuantumCMS does not mean that it is available on the public site. All pages have a special property called *Published*. If a page is not published, that means that you cannot view it in the public site, even by typing the URL of that page directly into the web browser. If a site visitor navigates to a page that is not published, a "Page Not Found" error page will be displayed.

If a page is published, a visitor to your site will be able to see it as long as the visitor has permission to view the page. If the page is published, but the site visitor does not have permission to view it, the visitor will be directed to the site's "Login" page. If the visitor has already logged in and still does not have permission, he/she will see the "Access Denied" page. More information about this topic is covered in the section *Setting up an Extranet* in the *Advanced Content Management* section.

Appear in Site Navigation

QuantumCMS dynamically creates navigation links on your public site so that you don't have to manually update links on every page. Sometimes, you may have a special page that you don't want to automatically appear in the navigation of your site.

Each page in QuantumCMS has a property called *Appears in Site Navigation*. If this option is checked, the page will be added to the dynamically-created navigation that appears on the public site as well as the Site Map page. If unchecked, the page will not appear in the public site's navigation or the Site Map page.

The technique of having pages that are set not to appear in the public site's navigation is commonly used for special pages in a site like the Accessibility Statement, Terms and Conditions and the Site Search. Links to these pages are usually included in the overall design of the site, so having them appear in the site's navigation would be redundant.

If a page is not published it will never appear in the public site navigation, regardless of the setting of the *Appears in Site Navigation* property.

Appear in Site Search

Similar to the public site navigation, users may select whether a page will appear when a site-wide search is performed on the public site. Each page in QuantumCMS has a property called *Appears in Site Search*. If this option is checked, the page will be included in any results from a site search for which the page matches the search criteria. If unchecked, the page will not appear in the public site's search even if it matches the search criteria.

Hiding pages from the site search is commonly used for special pages in a site like the Unavailable and Access Denied pages. These pages should only be presented to users if they have encountered a problem on the site; having them appear in search results could be confusing.

If the page is not published it will never appear in the public site search, regardless of the setting of the *Appears in Site Search* property.

Preview Tab

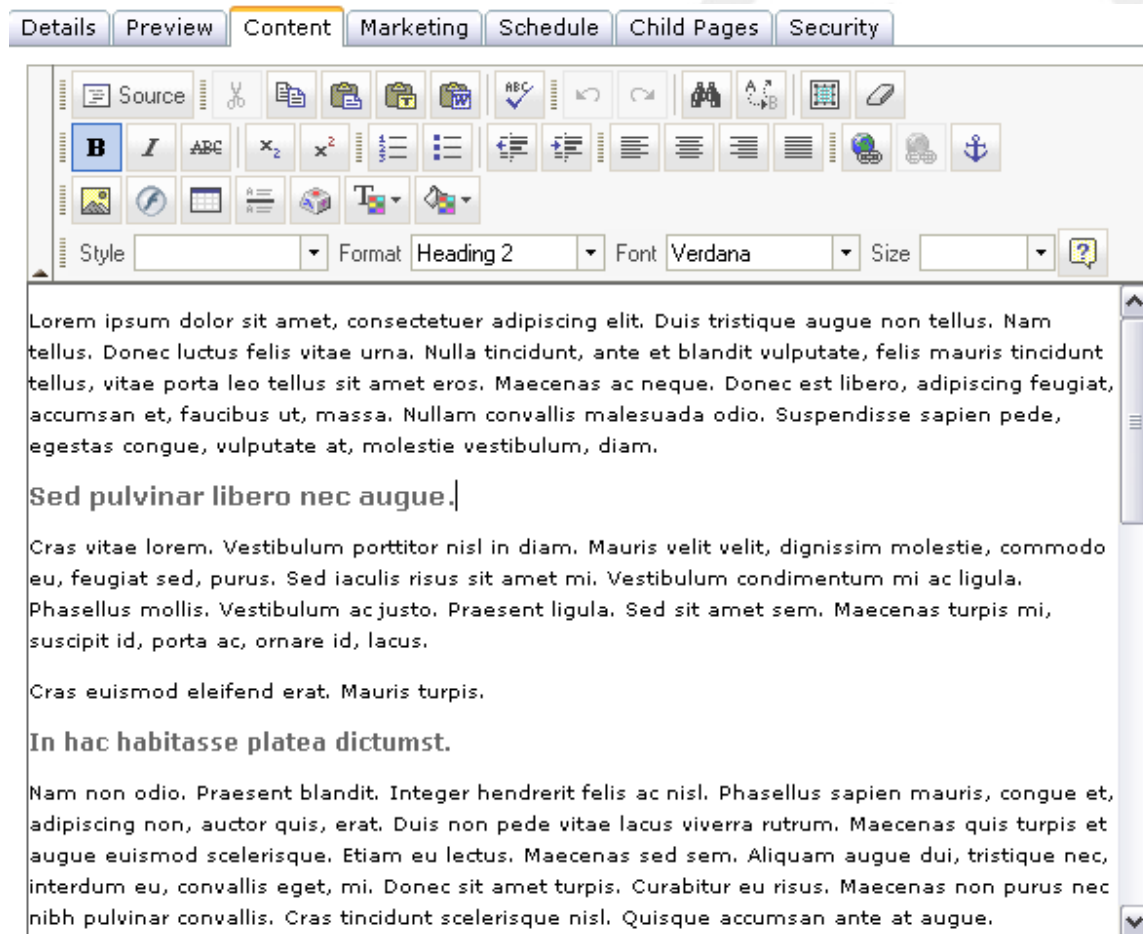
The **Preview** tab displays how the page will appear to visitors of your site.

Content Tab

The **Content** tab holds the main body copy of the page. Content is entered by using the Content Editor.

Using the Content Editor

QuantumCMS uses FCKEditor, a popular “What You See Is What You Get” (WYSIWYG) HTML editor. The Content Editor functions similar to a normal word processor. You may manually type your content or paste your content from other word processors such as Microsoft Word or Notepad.



Users of Microsoft Word or similar word processing software will be familiar with the use of the standard content editing tools provided. More detailed instructions for specific tools are available at the web site http://docs.fckeditor.net/FCKeditor_2.x/Users_Guide. You can also find online tutorials for using the content editor in the online tutorials for QuantumCMS at www.quantumcms.com/Home/Support/Version4Tutorials.

Pasting Content from Textpad or Notepad

If the content you wish to add to your page is already in Textpad or Notepad you may cut and paste the content. Simply open the file and highlight all the content you want to add and right click and click **Copy**. After you copy the content go into the Content editor and click where you would like the content to be placed on the page. Go to the Content Editor Toolbar and click the **Paste** or **Paste as Plain Text** functions. Clicking the **Paste** function keeps the style of the original document. To remove the styling when pasting the document, select the **Paste as Plain Text** function. Be sure to save your content by clicking the **Save** button from the Button Toolbar.

Pasting Content from Microsoft Word, WordPad, or Text Edit.

If the content you wish to add to your page is already in Microsoft Word, or similar applications, you may cut and paste the content. Simply open the file and highlight all the content you want to add and right click and click **Copy**. After you copy the content, go into the Content Editor and click where you would like the content to be placed on the page. Go to the Content Editor Toolbar and click the **Paste from Word** function. Once selected the Paste from Word dialog box appears. Click inside the text box and use the keyboard function to paste the content (Ctrl + V). After you paste the content make sure both the **Ignore Font Face Definitions** and the **Remove Styles Definitions** check boxes are checked. Some word processors contains style specifications and pasting from them without removing these style specifications may cause the content to conflict with the styling already in place in your template. After you check the check boxes click **OK**. Be sure to save your content by clicking the **Save** button from the Button Toolbar.

Paste from Word

Please paste inside the following box using the keyboard (**Ctrl+V**) and hit **OK**.

Paste from Word

☒ Ignore Font Face definitions

☒ Remove Styles definitions

Clean Up Box

OK Cancel

Adding Images to the QuantumCMS System

Adding Images to your content involves using the File Manager. The first step you need to do before you can add the image to your content is to upload the image file to the File Manager. To do this click the **File Manager** button and the File Manager will open. Click the folder for **Images**. Click the **Browse** button and locate the image file and click **Open**. After this click the **Upload** button and the file will appear in your **Images** folder. Images may also be uploaded from within the WYSIWYG editor by choosing to add an image, browsing for the image and selecting to upload a new file, rather than pick an existing file.

Adding Images to Your Content

After you have added the image to the File Manager you are ready to insert it into your content. First, click the area in the Content Editor where you would like the image to appear. Then, click the **Insert Image** button from the Content Editor Toolbar. Once the Image Properties dialog box appears click the **Browse Server** button and go the **Images** folder. Select the image you want to appear on your page and the image will appear in your preview screen.

Advanced Features of the Image Properties Dialog Box

After you have selected the image you would like to use for your page there are many different attributes of the picture that you can modify. Simply click on the Image and click the **Insert Image** button to bring up the Image Properties dialog box.

Modifying Images Alignment

You can select how the image will align in compared to the text portion of your content by clicking the drop down box next to *Align*.

Modifying the Size of the Image

You can scale the size of the image inside the Image Properties dialog box by adjusting the *Width* and *Height* of the Image. You can change the width and height in both a locked and unlocked ratio by clicking the **Lock Ratio** button. Locked ratio means that the height and width increase while keeping the same proportions. You can reset the size of the image to its original size by selecting the **Reset Size** button.

Modifying the Border, Horizontal Space, and Vertical Space.

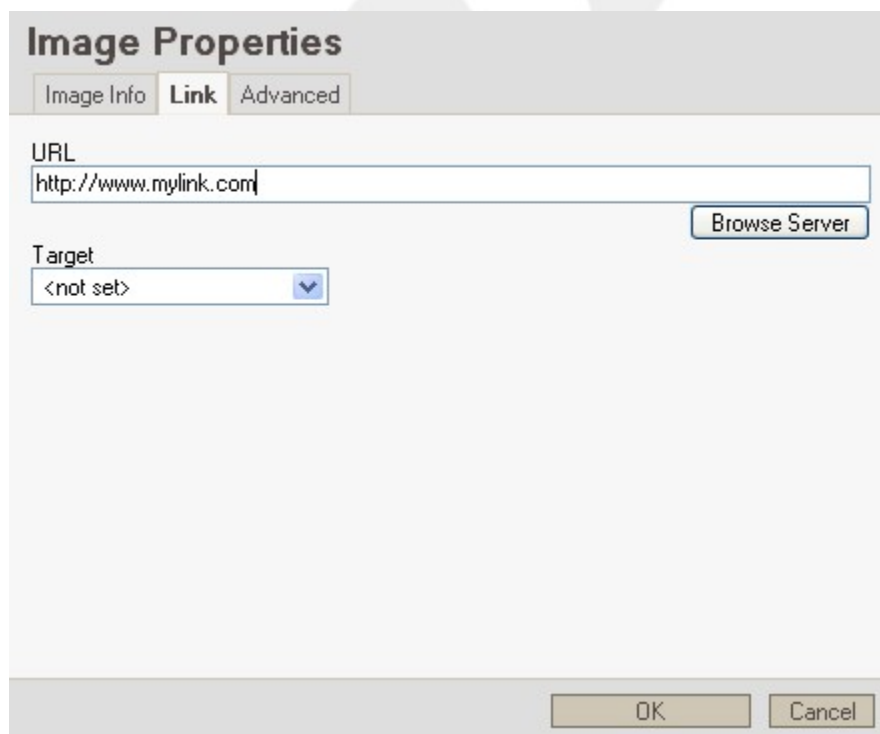
You can modify the border of the image inside the Image Properties Tool by inserting a value inside the *Border* text box. If no border is desired fill in "0" for the value. If you decide to create a link from your image you will notice a blue border around the image. By inserting "0" in the Border text box the blue border will disappear. You can modify the amount of Horizontal and Vertical Space around the image by inserting a value in the *HSpace* or *VSpace* text boxes. Horizontal space is whitespace that surrounds an image on the top and bottom of the Image. Vertical Space is whitespace that surrounds an image on the left and right of the image. Putting values in *HSpace* and *VSpace* creates space between the image and the text around it. The larger the value the more space between the image and the adjacent content.

Creating Alternative Text

Alternative text is used when the image file path is broken, either through a browser that doesn't support the image or change in the file name in the File Manager. Search Engines and screen readers also view the image's alternative text. Alternative text should be a brief description of what the image is.

Linking an Image

You can create a link for the image inside the Image Properties Tool by clicking the **Link** tab. If you want to link the Image to a page outside of your web site then put the URL in *URL* text box. (Example: <http://www.mylink.com>) If you want the image to link to something on another page on your web site, click the **Browse Server** button. From there you can go to the **Pages** tab and select the page you would like the image to link to. Once selected click the **Link Page** button and you will return to the main Image Properties dialog box screen. If you want to link to a file that is in the file manager you must first upload the file. See *Adding Images to QuantumCMS System* section. After you have uploaded the file to the File Manager you can then go into the Image Properties dialog box and click the **Link** tab. Next, you click on the **Browse Server** button and go to the **Files** Tab. Next, you search for and select the file you want to link the image to. Once you click on the file you will return to the main Image Properties dialog box screen.



The screenshot shows the 'Image Properties' dialog box with the 'Link' tab selected. The 'URL' text box contains 'http://www.mylink.com'. To the right of the URL box is a 'Browse Server' button. Below the URL box is a 'Target' dropdown menu with '<not set>' selected. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

Image Properties	
Image Info	Link Advanced
URL <input type="text" value="http://www.mylink.com"/>	
<input type="button" value="Browse Server"/>	
Target <input type="text" value="<not set>"/>	
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

Setting Link Target

The link target is how the link file or page will be shown. To select how the link will be shown select the drop down arrow below **Target** and click *New Window* to have the link open up in a new window.

Removing Images from Content

To remove images from content simply highlight the image and press the delete button on your keyboard.

Creating Links to Other Pages and External Content

To create a hyperlink for text highlight the text you wish to link and click the **Insert Link** button. When the Link dialog screen opens select the type of link you wish to enter by clicking the drop down box under *Link Type*. To link to an email address select *E-mail* and input the full email address. You may also put the subject and body of the message that will be sent, but that is not required. (If Left blank, a blank email message will open allowing users to fill out accordingly.) To link to another web sites URL select *URL* and put in the full web address.

To link to another page in this web site click the **Browse** button and type in the title of the page you want to link to. Once completed click the **Browse** button again and select the page. To link to a file from the File Manager you must first upload the file. See *Adding Images to QuantumCMS System* section. After the file is put into the File Manager you can go back into the Link dialog screen and click the **Browse** button. Next, click on the **Files** tab and select the file you wish to link to. When you are complete you can select the target window for how the link will appear when you click on it.

Creating Anchors

Anchors are used to allow you to create links to a specified point in the content. Anchors have traditionally been used in a table of contents or in a Frequently Asked Questions sections. To create an anchor click on the area that you would like the information to link to. Next, click the **Insert Anchor** button from the Content Editor Toolbar. Next, it will prompt you to create an **Anchor Name**. Create a unique name that you can link to later. (Example: Question One Anchor)

Creating Links to Anchors

To create a link to an anchor in the page you must first highlight all the content that will be the hyperlink. After that click on the **Insert Link** button. From there, click on the drop down box under *Link Type* and select *Link to Anchors in the Text*. Select the associated anchor and click **OK**. The Anchor image will not show up on the actual web site.

Creating Tables in Your Page

To create a table in your page select the area where you want to create the table. Next, click on the **Insert/Edit Table** button. Next, The Table Properties dialog box will appear. From the Table Properties dialog box you can select how many rows and columns you would like, border size, alignment, cell spacing, and padding. You can insert a caption or a summary as well. When you are done selecting the size of the table click **OK** and the table will appear. To put information into the table click inside the cell and start to type the information. The cell will increase as needed. If you find that you need more cells or rows in your table right click on the table and make the necessary changes.

Table Properties			
Rows:	<input type="text" value="3"/>	Width:	<input type="text" value="200"/> <input type="text" value="pixels"/>
Columns:	<input type="text" value="2"/>	Height:	<input type="text" value=""/> pixels
Border size:	<input type="text" value="1"/>	Cell spacing:	<input type="text" value="1"/>
Alignment:	<input type="text" value="<Not set>"/>	Cell padding:	<input type="text" value="1"/>
Caption:	<input type="text"/>		
Summary:	<input type="text"/>		
		<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

Adding Flash Videos to Content

To add flash videos to the content of your page you must first upload the file to the File Manager. See *Adding Images to QuantumCMS System*. After you have uploaded the flash file, click on the **Add Flash** button to bring up the Flash Properties dialog box. Next, click on the **Browse Server** button to select the flash video file. Also, you can change the width and height of the flash file. You may also change some of the advanced features of the file by clicking the **Advanced** tab.

Editing in the Source Code View

To edit in the source code mode click on the **Source** button in the Content editor. The source code view is used by more experienced users to edit content using HTML.

Marketing Tab

The **Marketing Tab** is used to enter Meta data for your page. Meta Information is no longer used as a factor in search engine ranking. The Marketing section is there to maintain best practices in web content management.

Meta Author

Defines the author of the page and overrides the organization name.

Meta Expires

Tells browsers and search engines that the page should be removed from cache at the specified date and time.

Meta Copyright

Defines copyright holder of page and overrides the original name.

Meta Description

Provides a summary of the page. If no description is entered the page uses the summary field.

Meta Keywords

A list of keywords to be associated with this page..

Hidden Keywords

Hidden Keywords can include common misspellings or slang terms for information on your page. *Hidden keywords* can never appear on the public site. A list of keywords used only by the internal site search.

Schedule Tab

Release Date

Used for display purposed only. It defaults to the day the page was created. Used primarily in news index view for sorting.

Expiration Date

When the supplied date and time pass, the page unpublishes itself.

Child Pages Tab

Displays all pages below the current page and allows you to copy or move them to elsewhere in the site.

Security Tab

Displays all the users, and the roles and permissions they have to view or edit a page.

Viewing Your Page

To see what the page currently looks like on the public web site, select the **Preview** tab. You may also select the **Preview** button from the Button Toolbar to launch a new window with the page on the live web site.

Synchronizing with the Navigation

Click this button to make the Navigation Tree expand to show you the page you are editing in your site.

Saving Changes

Your changes to this page will not appear on your web site until you save it. Remember to click '**Save**' from the Button Toolbar when you have completed your changes.

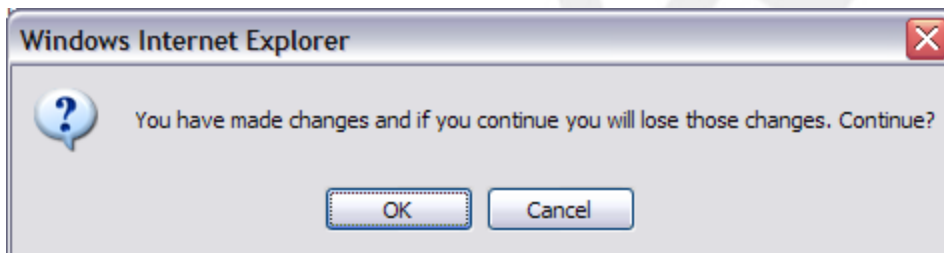
At any time while editing a page, you may save your changes by clicking the **Save** button. If your page is published, changes will be immediately visible on the web site. We recommend you save often incase you are pulled away or your browser crashes.

Clicking the **Save** button will save your changes but allow you to keep editing the page. From the drop down button menu beneath **Save**, you may choose the *Save and Exit* option if you would like to save your changes and exit the page.

We also recommend that you do not publish your page until all the content is ready. You may want to temporarily unpublish a pre-existing page before you edit it. Just make sure to check the box when you are finished with the page. Also, it is good practice to preview a page before you publish it, to make sure the page appears exactly as you would like it to look.

Canceling Changes

If you have made changes to a page since your last save and wish to cancel them, you can select the **Exit** button. You will be prompted with the following dialog⁵ indicating that you have made changes and these changes will be lost if you exit.

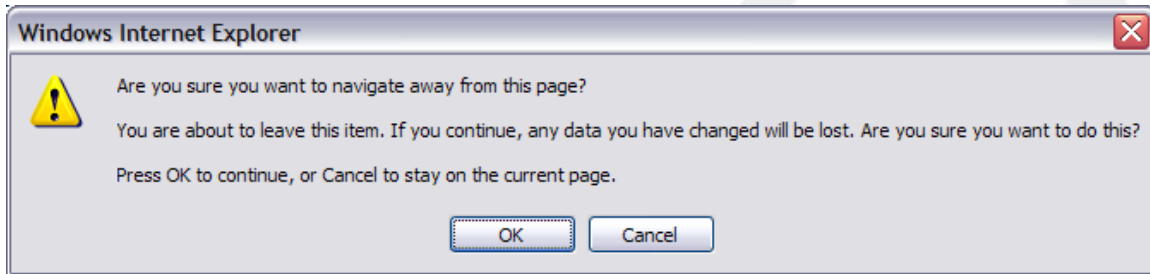


If you choose **OK**, your changes will be discarded. Choosing **Cancel** will return you to editing the page

⁵ Dialog appearance may vary in different browser versions.

Navigating Away While Editing a Page

It is possible to select another page from the Navigation Tree to edit instead of exiting the page on which you are working. This is not generally recommended since this will keep the page you are currently working on locked in your name. If you have not made any changes since your last save, you may freely navigate to another page. If you have made changes since your last save, you will be presented with the following dialog⁶ indicating that you are navigating away without saving changes and that any changes will be lost.



If you choose **OK**, your changes will be discarded. Choosing **Cancel** will return you to editing the page.

You will also receive this notification if you are working on a page and choose to work on one of the page's sub screens, such as its *Properties* or *Applications*. You should always save changes to your page before accessing one of these screens.

Finishing Editing a Page

When you have completed editing a page you may finish by using the **Exit** button or the *Save and Exit* menu option.

Creating a New Page

When creating a new page, an author needs to make two main decisions:

1. What page type is right for the page.
2. Where the page will be placed in the navigation.

Selecting a location to add your new page

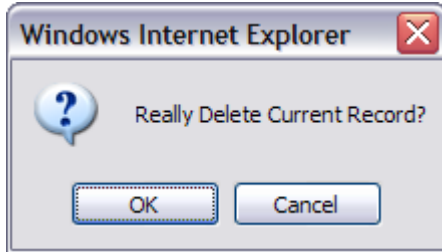
Select a page under which the new page will be created. To do this, select the appropriate parent page for this page from the Navigation Tree. After the page is loaded in the Content Pane, look for an option on the Page Toolbar called **Add Document**. If you want to add a standard document page you may just click this button. You may also click the sub menu (indicated by the arrow to the right of the **Add Document** button) to see the different types of pages you may create.

After you choose a page type, you will see a screen to fill out the page details. When you're finished, make sure you save your information by clicking the **Save** button in the Button Toolbar.

⁶ Dialog appearance may vary in different browser versions.

Deleting a Page

You can delete a page from your QuantumCMS web site by navigating to the page and selecting the **Delete** option from the Button Toolbar. When you click **Delete**, you will be prompted to confirm that you really want to delete the page.



Pressing **OK** will delete the record and update the navigation tree to remove the deleted page. Pressing **Cancel** will close the dialog box without deleting the page.

Giving a Page a More Friendly URL

Sometimes you may have a page that exists deep within your navigation structure that you would like to be able to get users to more quickly. Perhaps you want to put a URL on a mailing and don't want your users to have to type in a very long address to get to the page. QuantumCMS's Alias feature provides a quick and effective way to do this.






An alias can be used to create an alternate URL that directs users to the page on which the Alias is assigned. To create an A http://www.yourwebsite.com/home/Products/Televisions/BigScreens/Plasma might have an alias of http://www.yourwebsite.com/plasma to make it easier for your customers to find the page.

To create an alias, navigate to the page for which you'd like to create an alias. In this example, we'll make an alias for the page at "/Home/About/Directions" that is just "/Directions."

Once you have loaded your page in the Content Pane, click the arrow next to the **Properties** button in the button toolbar and select the **Aliases** option.

(/Home/About/Directions) - Title: Driving Directions - URL Alias: Directions

Aliases

 Search
  Add
  Save
  Delete
  Exit

Alias:

Comment:






◀◀ 0 Rows ▶▶

Alias	Comment
-------	---------

To add a new alias, simply click **Add**. In the *Alias* field, enter the alias you'd like. In this example, we'll choose "/Directions." You may also enter a comment to describe the purpose of this alias. Click **Save** when completed.

(/Home/About/Directions) - Title: Driving Directions - URL Alias: Directions

Aliases


 Search
  Add
  Save
  Delete
  Exit

Alias:

Comment:

A simple URL to get someone directions to the site.

◀◀ Row 1 of 1 ▶▶

	Alias	Comment
	/Directions	A simple URL to get someone directions to the site.

The new alias will have been added. Now, if someone navigates to the site with a URL like <http://www.yoursite.com/directions>, they will be redirected to <http://www>. You may continue to add other

aliases (A page can have multiple aliases), or you may return to editing your page by clicking **Exit**.

Recording Information about a PagequantumCMS will not save the alias.

You may continue to add other aliases (A page can have multiple aliases), or you may return to editing your page by clicking **Exit**.

Recording Information about a Page

QuantumCMS also provides the ability for users to add notes to content. These notes are intended for Content Authors managing the site and are not displayed on the Public site.

To view any notes on the page you are working on, or to add a new note, click the arrow next to the **Properties** button on the button toolbar and select the **Notes** option.

(/Home/About/Directions) - Title: Driving Directions - URL Alias: Directions

Note

Search

Add

Save

Delete

Exit

Note:

Source

☒ Published

<<< 0 Rows >>>

Note

Published

Active

The grid at the bottom of the screen will show you any existing notes.

To add a new note, simply click **Add**. Enter your comments and click **Save** when complete.

If you have the appropriate permissions, you may edit or remove notes that other users have entered.

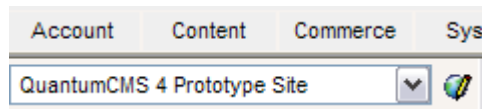
You may continue to add other notes, or you may return to editing your page by clicking **Exit**.

Advanced Content Management

Now that you know the basics of content editing you should be able to manage the vast majority of content on your web site. However, using the advanced features of QuantumCMS will let you manage and control the custom web site features of your site and integrate with applications that have been purchased or built by your development team.

Managing the Web Site

Until now, you have only been managing individual pages in your site. However, QuantumCMS also gives you control over properties at a site level. Users with permission to manage the web site will see the Site Management Icon next to the name of the site in the Site Panel.



Clicking on the icon will load the editable properties of the site into the Content Panel. You will notice that the site details screen is set-up similarly to an individual page. However, there are considerably more options to configure.

Site Tabs

Details

Contains general configuration options for the site.

Marketing

Allows a site administrator to manage the Meta information and Google Analytics account.

File Locations

Allows a Site Administrator to set the location of the site's default file folders, including user files, style sheets, XML and logs. By default, these folders appear immediately beneath the public site folder.

Pages

Allows a Site Administrator to identify specific pages in your site to represent the Home Page, Page Not Found, Unavailable and other special pages in the QuantumCMS site.

Head HTML

Allows a Site Administrator to enter HTML that will appear immediately before the closing <HEAD> tag on every page of the site.

Site Header HTML

Allows a Site Administrator to enter HTML that will appear immediately inside the <body> tag and before any other page content on each page of the site.

Site Footer HTML

Allows a Site Administrator to enter HTML that will appear immediately before the closing </body> tag and after any other page content on every page of the site.

Properties

Stores Name and Value pairs used to store site-wide information that can be used by custom features on your web site.

Templates

Register new XSLT templates that can be assigned to pages in QuantumCMS. Additionally, these templates may be restricted to specific page types.

Site URLs

Control at which domain name QuantumCMS will respond to user requests.

Applications

Allows an administrator to register custom applications built for QuantumCMS. These applications can then be attached to an individual page by adding them through a Page's *Applications* section. Alternately, an application can be configured in this section to execute on every page of the site. For more about applications, see the *Building Applications for QuantumCMS* section of this document.

Application Types

Manage groups into which applications registered on the site can be organized.

Custom Forms

Create and configure customized forms that can be placed on the site by creating pages of the *Form* page type.

Modules

Register custom application management tools into the authoring tool's Modules, which appear within the **Modules** tab in the Site Panel.

Special Pages

Every QuantumCMS installation has a special set of pages that perform specific functions typical of all web sites.

Page Not Found Page

If a user enters a URL that does not exist on the site, he/she will be directed to the "Page Not Found" page.

The content of this page can be configured in QuantumCMS. By default, there is a "Page Not Found" page in your site. This is typically located beneath the "/Home/Unavailable" page. This can be edited just like any other page.

Although it is not recommended, if you wish to change which page in your site is the "Page Not Found" page, you may change it by clicking on the **Edit Site** button, selecting the **Pages** tab and selecting a new page for the field labeled *Error Page*.

Profile Page

If an unauthenticated user comes to a secured page, he/she will always be taken to the Profile page. Each site may only have one profile page and this page provides the ability for QuantumCMS users configured in the authoring tool to log into the public site to see restricted content (such as that protected in an Extranet). Once the user has authenticated, his/her may use the profile page to change his/her password or log out.

Although it is not recommended, if you wish to change which page in your site is the Profile page, you may change it by clicking on the **Edit Site** button, selecting the **Pages** tab and selecting a new page for the field labeled *Login Page*. The selected page must be a Profile page, or a page hosting a custom application page which integrates with QuantumCMS's security model.

Site Unavailable Page

If the QuantumCMS rendering engine is taken offline, the user will be shown a default HTML page. This page is generated by QuantumCMS.

The content of this page can be configured in QuantumCMS. By default, there is an Access Denied page in your site. This is typically the "/Unavailable" page. This is the page that is presented to the user when they do not have access to a page, and can be edited just like any other page.

Although it is not recommended, if you wish to change which page in your site is the Access Denied page, you may change it by clicking on the **Edit Site** button, selecting the **Pages** tab and selecting a new page for the field labeled *Access Denied*.

Access Denied Page

If an unauthenticated user comes to a secured page, his/her will always be taken to the Profile page. If they do not have permission to access the page they have requested after they log in, they will instead be directed to the Access Denied page.

The content of this page can be configured in QuantumCMS. By default, there is an Access Denied page in your site. This is typically located beneath the "/Home/Unavailable" page. This is the page that is presented to the user when they do not have access to a page, and can be edited just like any other page.

Although it is not recommended, if you wish to change which page in your site is the Access Denied page, you may change it by clicking on the **Edit Site** button, selecting the **Pages** tab and selecting a new page for the field labeled *Access Denied*.

Home Page

If a user comes to the site without entering a specific URL, this is the page he/she will be shown by default. In standard installations, the Home Page always points to the top page in your Navigation Tree.

Although it is not recommended, if you wish to change which page in your site is the "Home" page, you may change it by clicking on the **Edit Site** button, selecting the **Pages** tab and selecting a new page for the field labeled *Home Page*. If you change this page, the top page in your site will still remain the default page for assigning permissions.

Managing Site Wide Styles

Site wide styles are defined through the file *master.css*, located in the *css* folder beneath the root of the public site. For a style to appear in the WYSIWYG editor, it must be included in the master *css*.file, or in a file that is linked from within the master.*css*.

Controlling Features in the WYSIWYG Editor

In order to maintain a consistent look and feel throughout the site, you may want to restrict the tools that are available to users in the WYSIWYG editor. Additionally, you may want to control what styles and fonts are available.

Managing the tools available on the WYSIWYG Toolbar

The items that are available on the WYSIWYG toolbar are defined in the file *editorconfig.js* at the root of the public web site. Detailed instructions on adjusting the toolbar are available under the *Custom ToolBarSets* section of the FCKeditor documentation located at http://docs.fckeditor.net/FCKeditor_2.x/Developers_Guide/Configuration/Toolbar.

Managing the styles available in the WYSIWYG Editor

The styles available in the WYSIWYG editor are defined in the file *editorstyles.xml* located in the *XML* folder beneath the root of the public web site. Detailed instructions on adjusting the styles XML are available under the *Styles* section of the FCKeditor documentation located at http://docs.fckeditor.net/FCKeditor_2.x/Developers_Guide/Configuration/Styles

Custom Web Site Features

Maintaining your Custom Web Site Features at the Page Level

If your custom web site features are configurable, they will most likely store their configuration at a page level in the Properties, XML Documents, Linked Pages or Descriptions of the page.

By clicking the drop down button menu next to the Properties button in the Button Toolbar, you can modify each of these types of items. The specific use of Properties, XML Documents, Linked Pages or Descriptions is custom to each site and template within a site. Consult your custom feature documentation to see how these properties are used. A general description of each of the different configurable items can be found below.

Properties

The **Properties** section is used to add or modify the properties of the page. Properties are name/value pairs used for storing data that will be used by the template. For example, a property named *Section Title* holding the value “Events” might be used by the template to display that text in a specific location outside the regular body content. Consult your custom documentation for properties associated with your templates.

To view any properties on the page you are working on, or to add a new property, click the **Properties** Button in the Button Toolbar.

(/Home/About) - Title: About Us - URL Alias: About

Properties

Search Add Save Delete Exit

Name:

Value:

Value

0 Rows

Name	Value	Active
------	-------	--------

To add a new property, simply click **Add**. In the *Name* field, enter a name for the property. In the *Value* field, enter a value you'd like for the property. Once you have completed entering the required information, click **Save**.

(/Home/About) - Title: About Us - URL Alias: About

Properties

Search Add Save Delete Exit

Save

Name: Sample Property

Value: Sample Property Value

Row 1 of 1

	Name	Value	Active
Edit	Sample Property	Sample Property Value	True

The grid at the bottom of the screen will show you any existing properties. To edit an existing property, click the **Edit** button next to a property or double click a row in the grid.

To delete a property, select the property as though you were going to edit it. Then click the **Delete** button in the Button Toolbar. You will be asked to confirm the delete.

You may continue to add or edit other properties, or you may return to editing your page by clicking **Exit**.

XML Documents

XML Documents are used to add XML to be used by your templates or custom applications. Consult your custom documentation for more information about inserting XML documents into your templates.

To view any XML Documents on the page you are working on, or to add a new XML Document, click the arrow next to the **Properties** button in the button toolbar and select the **XML Documents** option.

The screenshot shows a web application window titled "(/Home/About) - Title: About Us - URL Alias: About". Below the title bar is a red header with the word "XML". Underneath is a toolbar with buttons: Search (magnifying glass icon), Add (plus icon), Save (floppy disk icon), Delete (X icon), and Exit (door icon). The main area contains a "Name:" label followed by a text input field, and a "Document:" label followed by a large text area with a vertical scrollbar. At the bottom, there is a table with the following structure:

Name	Document	Active
0 Rows		

To add a new XML Document, simply click **Add**. In the *Name* field, enter a name. In the *Document* field, enter an XML block. Once you have completed entering the required information, click **Save**.

(/Home/About) - Title: About Us - URL Alias: About

XML

Search Add Save Delete Exit

Name:

Document:

```
<Books>
  <Book Title="The Good Earth"/>
  <Book Title="The Grapes of Wrath"/>
  <Book Title="The Great Gatsby"/>
</Books>
```

Document

Row 1 of 1

	Name	Document	Active
Edit	Sample XML Document	<Books> <Book Title="The Good Earth"/> <Book Title="The Grapes of Wrath"/> <Book Title="The Great Gatsby"/> </Books>	True

The grid at the bottom of the screen will show you any existing XML Documents. To edit an existing XML Document, click the **Edit** button next to an XML Document or double click the row in the grid.

To delete an XML Document, select the XML Document as though you were going to edit it. Then, click the **Delete** button from the Button Toolbar. You will be asked to confirm the delete.

You may continue to add or edit other XML Document, or you may return to editing your page by clicking **Exit**.

Linked Pages

Linked Pages allow you to create a relationship between the page you are editing and another page in the site. In order for a linked page to be meaningful, the template for your page must use linked pages. Check your custom documentation to see how this feature is used on your site.

To view Linked Pages on a page, or to add a new Linked Page, click the arrow next to the **Properties** button in the button toolbar and select the **Linked Pages** option.

(/Home) - Title: Home - URL Alias: Home

Linked Pages

Search Add Save Exit Delete Properties

Linked Page:

Link Type:

Link Text:

Rows 6 of 6

	Sorting	Link Page	Link Type	Link Text
Edit		Accessibility	Case Study	
Edit		Accessibility	News	
Edit		Directions	News	Directions to our office
Edit		Community	News	
Edit		PageTypes	Case Study	Algonquin Studios Case Study
Edit		News	News	Current Events

The grid at the bottom of the screen will show you any existing Linked Pages. To edit an existing Linked Page, click the **Edit** button next to a Linked Page or double click a row in the grid. You may also change the sort order of the links by using the sort order toolbar to the left of the linked page. Alternately, you can re-sort all linked pages alphabetically by the name of the linked page by clicking the alpha sort button at the top of the sorting column. (A)

To add a new Linked Page, simply click **Add**. The *Linked Page* field is a search, so enter some filter criteria for the name of the page you'd like to link. Then click the **Search** button. A list of search results will appear. Click the **Select** button to choose a result.

After you select the linked page choose a *Link Type* for the linked page. If you wish you may enter some **Link Text**. Link text allows you to override the linked page title as the default text used for the link on the public site. Once you have completed entering the required information, click **Save**.

You may only link a page to a specific page once using this method. To delete a Linked Page, select the Linked Page as though you were going to edit it. Click the **Delete** button from the Button Toolbar. You will be asked to confirm the delete. You may continue to add or edit Linked Pages, or you may return to editing your page by clicking **Exit**.

Descriptions

When built into the template, Descriptions allow you to add an additional content section in your page. Consult your custom documentation for which templates have descriptions built into them

Applications

The **Applications** button allows you to embed additional custom applications into your page. Consult your custom documentation for your specific applications.

Managing Users and Roles

Adding a User

Click on the *System* option in the Top Toolbar and click the *User* menu item. On the following screen click on the **Add** button and insert a *First Name*, *Last Name*, *User Name*, *Password*, and *Email*. Click the **Save** button when completed. After the user's information is saved click the **Role** button to set up the roles to which the user should belong. A User can have more than one role and will get all the permissions assigned to them by all the roles with which they are associated.

Account	Content	Commerce	System	Help	Log Out
---------	---------	----------	--------	------	---------

User

Search Add Save Cancel Role

First Name:

Last Name:

User Name:

Password:

Confirm Password:

Birth Date:

Email:

☐ Must Change Password

☒ Active

Adding a Role

Click on the *System* option in the Top Toolbar and click the *Roles* menu item. On the following screen click on the **Add** button and enter a *Name* and *Description* for the role. Click the **Save** Button. After the role information is saved click the **Permissions** button to set up which permissions each role will have. The list of content management related permissions can be found in the *QuantumCMS Permissions* section. A role can have more than one permission.

Managing Site Security

The features that are available in the authoring tool vary based on the permissions those users have. A user's permissions are a collection of all of the permissions that are assigned to the Roles to which the user belongs, as well as any permissions assigned directly to the user on a per page basis. These permissions apply to both the Public web site and to the authoring tool.

How permissions are applied

When QuantumCMS checks the permissions on a page it checks both global permissions, and page-specific permissions. Global permissions are permissions that are given to a user by way of the Roles that the user has been assigned. Page-specific permissions supersede global permissions and are set on the individual pages for either Roles or individual users. Below is the order in which QuantumCMS applies the permissions to a page.

- 1) Permissions granted by the Roles assigned to the User.
- 2) Permissions granted to a Role on a specific Page.
- 3) Permissions granted to a User on a specific Page.

Permissions set at the highest level (3) supersede all other instances of that permission. Meaning that a user that is in a Role that is given the "Page – Edit" permission, may not have the "Page – Edit" permission on a specific page if it is set to Deny on that page for the individual user.

As a best practice, if you want to create a group of users who can only edit a certain branch of your site you should create a Role for that group of users and give the role only the "Page – View" permission. This means the default behavior across the site is that they can only view the pages. Then follow the instructions below and give the "Page – Edit" permission to that role on the specific branch of the site you want that group of users to be able to edit.

QuantumCMS Permissions

The following are the standard permissions for content management in QuantumCMS.

Manage Content

This permission allows the user to access the navigation tree and file manager and manage content in the Authoring tool.

Manage Content System

This permission allows the user to manage QuantumCMS's core content features like Page Types and Devices.

Manage Files

This permission allows users to use the file manager in QuantumCMS. These users can upload and delete files within the file manager.

Manage Users

This permission allows an administrator to add users and assign them to roles. Additionally, an administrator can create roles and configure the role's permissions.

Add a Page

This permission allows users to add a page in QuantumCMS. They can create pages, create the details section of the page, and add content to the page. They cannot publish the page unless they have that permission as well.

Delete a Page

This permission allows users to delete existing pages in QuantumCMS.

Edit a Page

This permission allows users to edit an existing page in QuantumCMS. Users cannot change the published status of the page unless they have that permission as well.

Manage Applications on a Page

This permission allows the user to manage any custom applications that are included with your installation of QuantumCMS. Consult your custom documentation for more information about any custom applications in your installation of QuantumCMS

Manage Security on a Page

This permission allows the user to manage public and authoring tool access to specific pages in the system.

Publish a Page

This permission allows the user to publish and unpublish pages in QuantumCMS. Publishing a page makes the page viewable by visitors to your web site.

View a Page

The permission allows the user to view any existing pages within the public site of QuantumCMS.

Edit Site

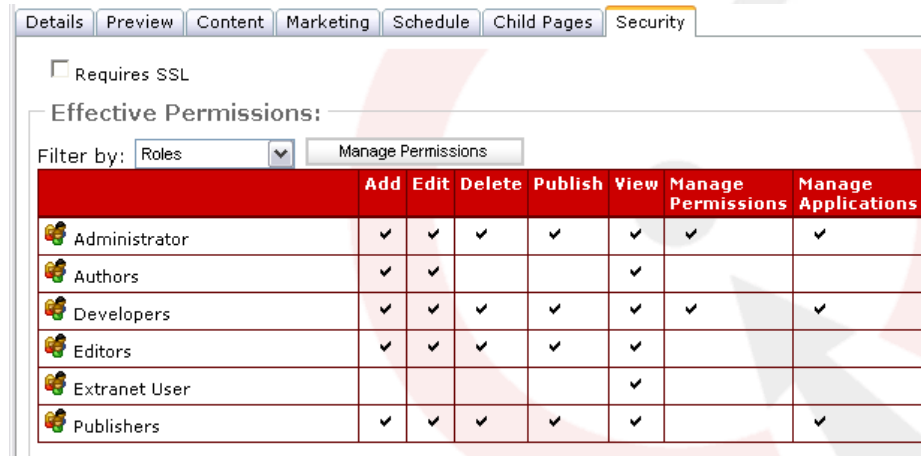
This permission allows the user to make changes to the Site's global properties.

The Public User

The public user is a special user in QuantumCMS that represents an anonymous user visiting the public web site. In order for an anonymous user on your site to see a page, the public user must have permission to view that page. For information on restricting public access to a page, see the section *Setting up an Extranet*.

Page Level Security

Users with the Manage Security Permission will see the **Security** tab available in the authoring view for each page in the site.



Details Preview Content Marketing Schedule Child Pages **Security**

☐ Requires SSL

Effective Permissions:

Filter by: Roles ▼ Manage Permissions

	Add	Edit	Delete	Publish	View	Manage Permissions	Manage Applications
Administrator	✓	✓	✓	✓	✓	✓	✓
Authors	✓	✓			✓		
Developers	✓	✓	✓	✓	✓	✓	✓
Editors	✓	✓	✓	✓	✓		
Extranet User					✓		
Publishers	✓	✓	✓	✓	✓		✓

Securing a Page with SSL

Individual pages in your QuantumCMS site may be marked to require a Secure Sockets Layer (SSL) connection. This is commonly used when a page hosts an application that collects private information. To force SSL on a page, simply check the *Requires SSL* checkbox. If users navigate to this page insecurely, they will be redirected to a secure version of the page. Likewise, if users navigate to a page that does not have the *Requires SSL* checkbox checked, they will be redirected to an insecure version of the page.

Viewing the Current Permissions on a Section of the site

The **Security** tab presents a view of the effective permissions for the page that you are currently viewing. By changing the *Filter By* menu, you can view the effective permission by role, user, or role and user.

Permissions Inheritance

When working with page permissions, the permissions that you set for a page cascade down to all the pages beneath that page. This means that if you restrict a given role or user from editing a particular page, they will not be able to edit any pages beneath that page either. In the authoring tool, they will still see the pages in the navigation tree but will not be able to make changes to them in the content pane. All permissions inherit from the Home Page. If you make no changes to the permission on your site (called overriding permissions), every page on your site will have exactly the same permissions as those on the home page.

Changing the Permissions for a Section of the Site

At any level, you may override the permissions of a page, and then all child pages of the page that has been overridden will inherit permissions from that page. To override permissions for a section of the site, go to the **Security** tab of the page where you wish to override permissions and click the **Manage Permissions** button to launch the permission manager screen.

Permissions for (/Home/About)

☒ Inherit Permissions From Parent

Roles & Users

	Administrator
	Administrator
	alqonquin
	Author
	Authors
	Developers
	Editor

Add Remove Advanced

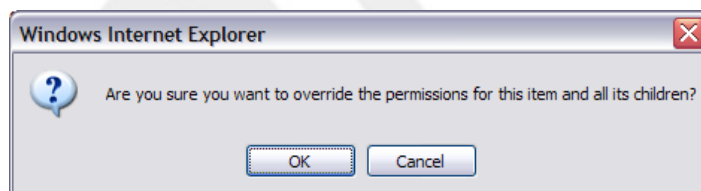
Permissions for Author

Allow	Deny	
<input type="radio"/>	<input type="radio"/>	Page - Add
<input type="radio"/>	<input type="radio"/>	Page - Delete
<input type="radio"/>	<input type="radio"/>	Page - Edit
<input type="radio"/>	<input type="radio"/>	Page - Manage Applications
<input type="radio"/>	<input type="radio"/>	Page - Manage Permissions
<input type="radio"/>	<input type="radio"/>	Page - Publish

Save Cancel

This sample screen shows we are editing the permissions for the *About* page, located directly beneath the *Home* page. As you can see from the *Inherit Permissions From Parent* checkbox, this page is currently not overridden, so any permissions set on the home page will be reflected here. In this sample, we have selected a sample user called *Author*. You can tell that this is a user, because the icon next to it depicts a single character. Compare this to the *Authors* role immediately beneath it, whose icon shows a group of characters. In the bottom section of the screen, you can see the current permissions assigned to this user for this page. These permissions are currently disabled and can not be changed because the page is inheriting from the *Home* page.

To override permissions on this page, uncheck the *Inherit Permissions From Parent* checkbox. You will be presented with a dialog box confirming that you want to override permissions on the page.



If you choose **Cancel**, the permissions will continue to inherit from the parent page. If you select **OK**, the screen will reload.

Permissions for (/Home/About)

☐ Inherit Permissions From Parent

Roles & Users

	Administrator	
	Administrator	
	alqonquin	
	Author	
	Authors	
	Developers	
	Editor	

Add Remove Advanced Group

Permissions for Author

Allow	Deny	
<input checked="" type="radio"/>	<input type="radio"/>	Page - Add
<input type="radio"/>	<input checked="" type="radio"/>	Page - Delete
<input checked="" type="radio"/>	<input type="radio"/>	Page - Edit
<input type="radio"/>	<input checked="" type="radio"/>	Page - Manage Applications
<input type="radio"/>	<input checked="" type="radio"/>	Page - Manage Permissions
<input type="radio"/>	<input checked="" type="radio"/>	Page - Publish

Save Cancel

You may now select a user or role and override the permissions for the selected user. For each permission on the list, there are two radio buttons that indicate whether the user is allowed to or prohibited from using the features protected by the permission. For this example, we will give the "Author" user permission to *Delete* and *Publish* this page.

Permissions for (/Home/About)

☐ Inherit Permissions From Parent

Roles & Users

	Administrator	
	Administrator	
	alqonquin	
	Author	
	Authors	
	Developers	
	Editor	

Add Remove Advanced

Permissions for Author

Allow	Deny	
<input checked="" type="radio"/>	<input type="radio"/>	Page - Add
<input checked="" type="radio"/>	<input type="radio"/>	Page - Delete
<input checked="" type="radio"/>	<input type="radio"/>	Page - Edit
<input type="radio"/>	<input checked="" type="radio"/>	Page - Manage Applications
<input type="radio"/>	<input checked="" type="radio"/>	Page - Manage Permissions
<input checked="" type="radio"/>	<input type="radio"/>	Page - Publish

Save Cancel

After clicking the **Save** button, the permissions will change.

If you want to know what roles a user belongs to, you can select the user under the *Roles & Users* section and click the **Advanced** button.

Permissions for (/Home/About)

☐ Inherit Permissions From Parent

Roles & Users

	Administrator
	Administrator
	algonquin
	Author
	Authors
	Developers
	Editor

Add Remove Advanced

Groups for Author

	Authors
--	---------

Hide

In the example above, you can see all the roles that are associated with the Author user. You may close this view by clicking the **Hide** button, or clicking the **Advanced** button again.

Similarly, you can see the list of users that belong to a role by selecting a role under the *Roles & Users* section and click the **Advanced** button.

Permissions for (/Home/About)

☐ Inherit Permissions From Parent

Roles & Users

	Administrator
	Administrator
	algonquin
	Author
	Authors
	Developers
	Editor

Users in Authors

	Algonquin, Studios
	Bill, Stewart
	Sample , Author
	Sample, Admin
	Sample, Extranet User

In the example above, you can see all the users that are associated with the “Authors” role. Again, you may close this view by clicking the **Hide** button, or clicking the **Advanced** button again.

At this time, all users and roles are shown in the list of users and roles. The **Add** and **Remove** buttons are no longer used.

If we now navigate to a page that is a child of the *About* page (in this example, a page called *Directions*), we can see that this child page is still inheriting from its parent, /Home/About.

Permissions for (/Home/About/Directions)

☒ Inherit Permissions From Parent

Roles & Users

	Administrator
	Administrator
	alqonquin
	Author
	Authors
	Developers
	Editor

Add Remove Advanced

Permissions for Author

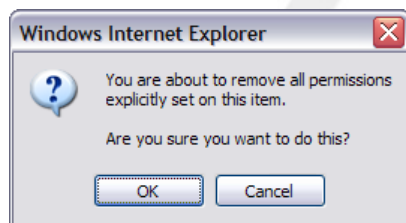
Allow	Deny	
<input type="radio"/>	<input type="radio"/>	Page - Add
<input type="radio"/>	<input type="radio"/>	Page - Delete
<input type="radio"/>	<input type="radio"/>	Page - Edit
<input type="radio"/>	<input type="radio"/>	Page - Manage Applications
<input type="radio"/>	<input type="radio"/>	Page - Manage Permissions
<input type="radio"/>	<input type="radio"/>	Page - Publish

Save Cancel

By reviewing the permissions for the “Author” user, we can see that the *Delete* and *Publish* permissions we assigned on the /Home/About page are being inherited by this child page.

Resetting Permissions to Inherit

You can reset the permission on a page where you have overridden them by simply checking the *Inherit Permissions From Parent* checkbox. To reset the permissions on our previous example, we can return to the /Home/About pages **Security** tab and click the **Manage Permissions** button. You will be prompted with a confirmation dialog box.



If you click **OK**, permissions will be reset. Clicking **Cancel** returns you to managing permissions.

After resetting permissions on the /Home/About page, we can see the permissions for the “Author” user have been set back to those permission defined at the home page.

Permissions for (/Home/About)

☒ Inherit Permissions From Parent

Roles & Users

Administrator

Administrator

alqonquin

Author

Authors

Developers

Editor

Add

Remove

Advanced

Permissions for Author

Allow

Deny

Page - Add

Page - Delete

Page - Edit

Page - Manage Applications

Page - Manage Permissions

Page - Publish

Save

Cancel

Similarly, navigating to the /Home/About/Directions page's **Security** tab, clicking the **Manage Permissions** button, and selecting the Author user shows that the permissions inherited from the /Home page have cascaded down the tree to this page as well.

Permissions for (/Home/About/Directions)

☒ Inherit Permissions From Parent

Roles & Users

Administrator

Administrator

alqonquin

Author

Authors

Developers

Editor

Add

Remove

Advanced

Permissions for Author

Allow

Deny

Page - Add

Page - Delete

Page - Edit

Page - Manage Applications

Page - Manage Permissions

Page - Publish

Save

Cancel

Note that there is a special case for permissions on a page level. It is not possible to restrict a QuantumCMS author from viewing a page which the public user has permission to view.

Setting up an Extranet

Administrators can easily add a protected Extranet area to their web site by limiting the public user's access to a section of the site and then creating users and assigning them to a new role that has access to that area of the site.

Creating an Extranet Role

To create an extranet, you must first create a role that you will use for securing the area of the site. Follow the steps in the *Adding a Role* section to create a new role, or view the default role "Extranet Users." Once the role is created, assign the new role only the "Page – View" permission, allowing anyone in this role the ability to view pages on the site, but not the ability to manage content.

Once the role is created, go to the home page of your site and make sure that the new role is assigned view permissions. To do this, use the techniques in the *Changing the Permissions for a Section of the Site* section and navigate to the home page. Go to the page's **Security** tab, and click on the **Manage Permissions** button. Then, select the role that you have created. If the role does not already have the "Page – View" permission set to *Allow*, set it to *Allow* and **Save**.

Remove the "Public" User's View Permissions

Next, you will need to prevent the "Public" user from accessing the section of the site you wish to secure. Using the techniques in the *Changing the Permissions for a Section of the Site* section, navigate to the page you wish to secure. Go to the page's **Security** tab, and click on the **Manage Permissions** button. Then, select the *Public* user and modify the Public user's "Page – View" permission to "Deny." Click **Save**. This page and the pages beneath it will now prevent anonymous web site users from accessing the page.

You should confirm that your new role has permissions to view the protected section of your site. You may wish to view the permissions of other users and roles at this time to confirm that all the QuantumCMS users you want to be able to view this page can still view the page.

Creating Extranet Users

Now you will need to create the users who will be able to see the secured section of the site. Follow the steps in the *Adding a User* section. Once the new user is created, assign them to the new role you have created for your extranet. If you have chosen to use the default "Extranet User" role, assign the user to the "Extranet User" role.

Testing the Extranet

To test your extranet log out of the authoring tool and navigate to the page you have secured on the public site. You should be redirected to your site's profile page which will ask you to enter your username and password. Your section is now secured.

Enter the username and password of the extranet user you created earlier. Once you log in successfully, you will be redirected to the page you originally requested and presented with the page.

Multiple Secured Areas

Using the techniques outlined here, it is possible to create any number of secured sections. As such, it is possible to create pages that even an authenticated user can not access.

You may create different extranet roles and users for different purposes. Just be careful when creating secured sections of your site that you do not give these users or roles any of the permissions that allow authoring on your site, or they will be able to log in to the authoring tool and modify content.

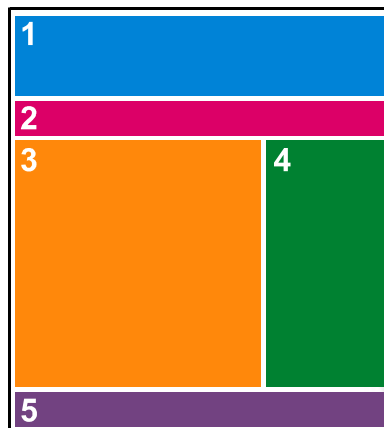
Designing for QuantumCMS

Page Structure and Templates

There are two core templates that drive each QuantumCMS web site. They are:

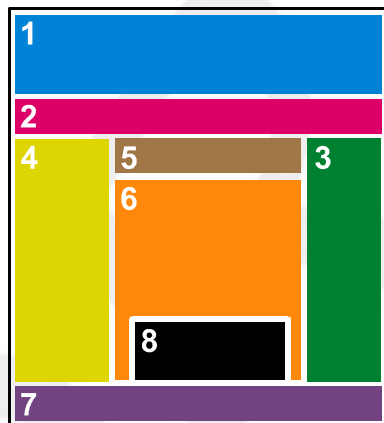
1. Home Page
2. Sub-Page

These two core templates are made up of a series of elements that define the page layout, structure, and content. These elements can be rearranged to create different layouts, but each template starts with these elements by default:



Home Page

1. Header
2. Primary Navigation
3. Page Content
4. Linked Pages
5. Footer



Sub-Page

1. Header
2. Primary Navigation
3. Linked Pages
4. Sub-Navigation
5. Breadcrumb Navigation
6. Page Content
7. Footer
8. Index View (optional)

Descriptions

Header

This section of the page generally sits at the top, includes the logo (which often acts as a link to the home page), a tagline, and some sort of branding image or color. The home page and sub-page can have the same design for the header, or they can be different, but they serve the same purpose.

Primary Navigation

This section of the page often sits near the top so that it is easy to find. The navigation represents the top-level pages or sections of a web site, affording users an idea of the site structure at a glance.

Page Content

This is where the author enters the bulk of the content for the site. The content area may also include forms, linked page content, index views, or other content generated by QuantumCMS.

Linked Pages

Often a web site lists abstracts of important content or news on the home page or other pages throughout the site. To prevent authors from having to write the same content over and over, we allow authors to link pages to one another, so that the content can be re-used.

Footer

The footer generally sits at the bottom of every page, and usually includes a link to the site map, copyright details, some contact information, and even links to policy or disclaimer pages.

Sub-Navigation

This is the meat of the navigation of the site – it allows users to get to every page in the site, and changes its content based on where the user is within the site. Without this, it can be impossible to get past the top level of the site. The sub-navigation generally includes the search box as well.

Breadcrumb Navigation

This string of pages shows the user where he/she is within the site structure. Not only does it act as an orienteering device, it also allows users to quickly work their way back up the site structure to the home page.

Index View

This is a list of pages showing each page's title, an abstract, and sometimes its date. This list can be drawn from a specific section, or each page can be manually added by the site author. It is often used as an index of press releases on the home page of a site, or as a press release archive listing.

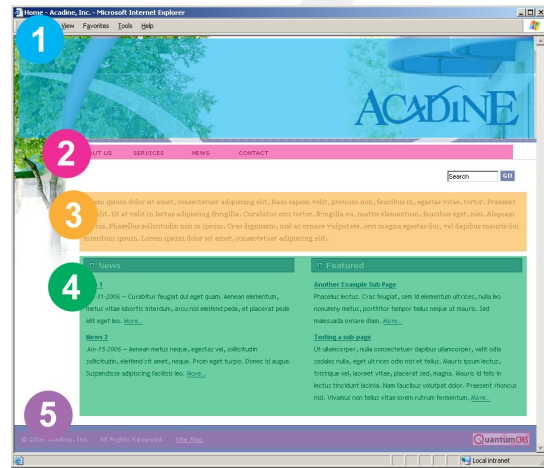
Examples

The following pages show some examples of web sites that are made up of each of these elements. Not all elements must be included within a template, but they are available.

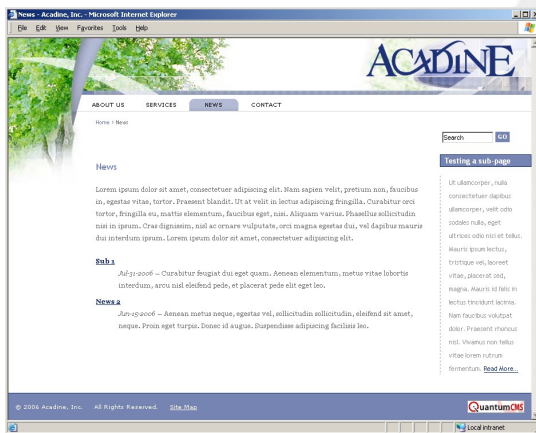
QuantumCMS User Manual



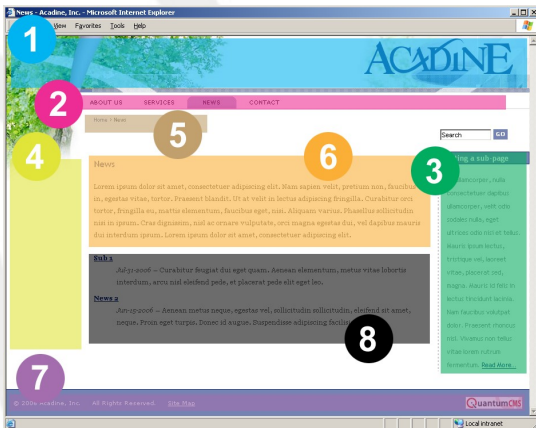
Home Page



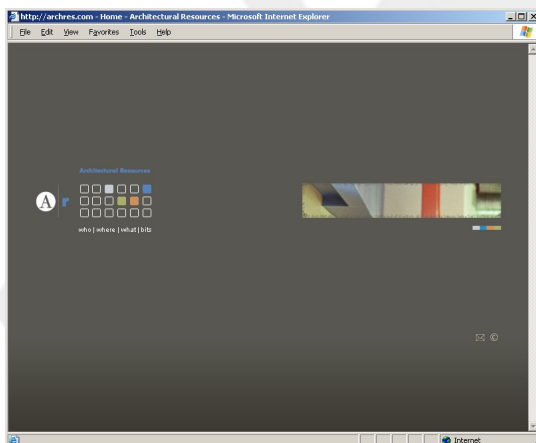
Home Page showing structure



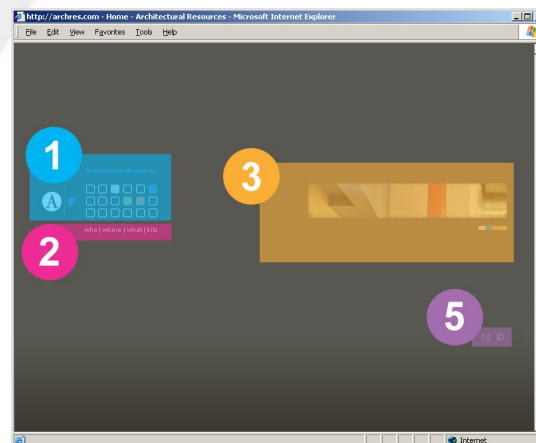
Sub-Page



Sub-Page showing structure

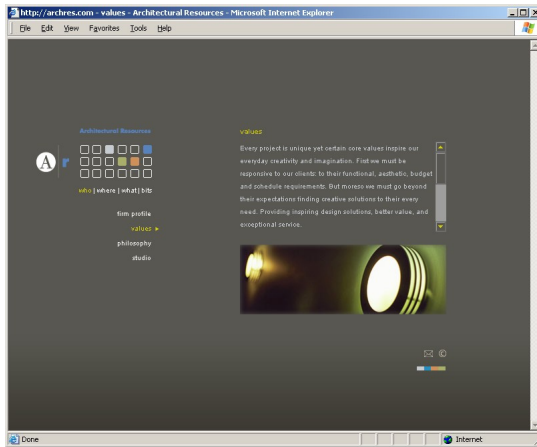


Home Page

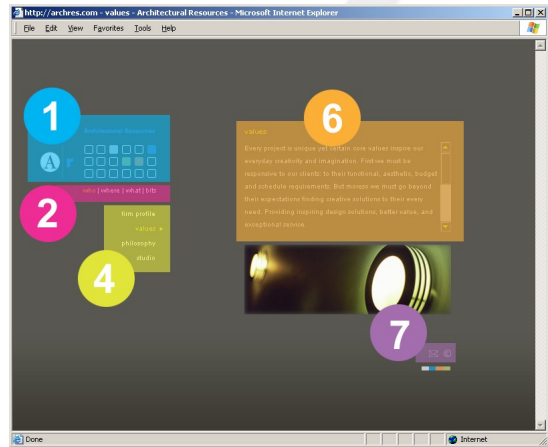


Home Page showing structure

QuantumCMS User Manual



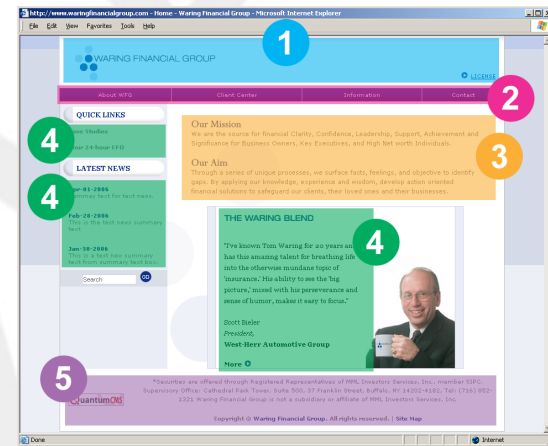
Sub-Page



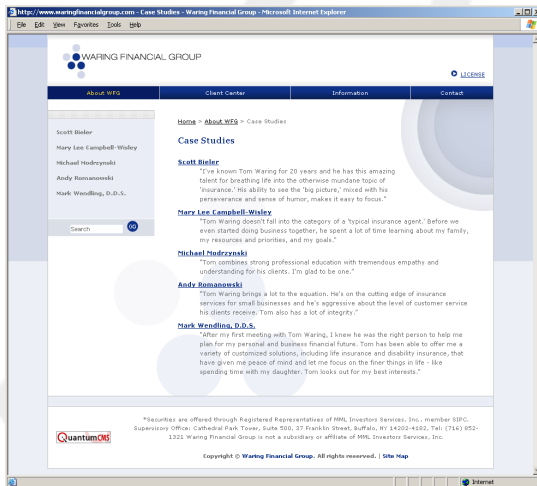
Sub-Page showing structure



Home Page



Home Page showing structure



Sub-Page



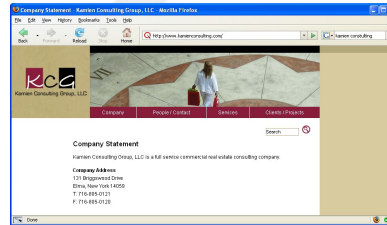
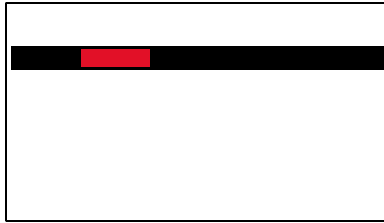
Sub-Page showing structure

Primary Navigation

Each QuantumCMS site has a primary and secondary navigation menu by default. Sometimes these are separate, sometimes they are merged together. Sometimes the primary navigation runs across the page horizontally, sometimes it is vertical. These are just some of the options available. The following describes the standard *primary* navigation layouts and provides some examples.

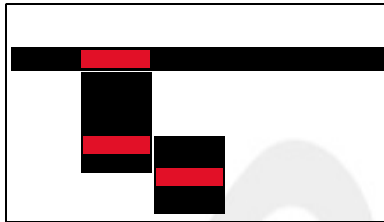
Horizontal

The primary navigation runs the width of the page, generally near the header.



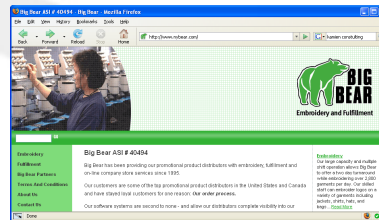
Horizontal with Fly-outs

Sub-pages are represented as menus that appear below the navigation bar when the user moves his/her mouse over a navigation item. These work best on sites with a good deal of content.



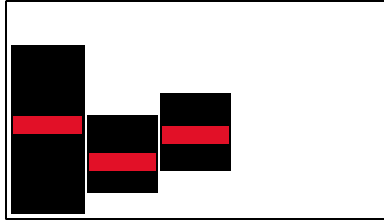
Vertical with Nesting

This menu generally sits along the left edge of the page, taking over the location traditionally reserved for sub-navigation. As a result, sub-navigation items for a section are included in this menu when the user is within that section.



Vertical with Fly-outs

This menu shows only the primary navigation level. Sub-pages are represented as menus that appear beside the navigation bar when the user moves his/her mouse over a navigation item. The drawback to the navigation scheme is that the user cannot see sub-pages available without interacting with the page.



Styling Your Navigation

You may customize the way the menu appears by a number of different means, including the use of background images, color, and typeface. However, these designs should take into account the three different “states” that a navigation item may have depending on the user’s actions:

1. Default
2. Hover
3. Current Page

Default

This is the default appearance of the navigation item within the menu. The user has not interacted with it in any way at this point.

Hover

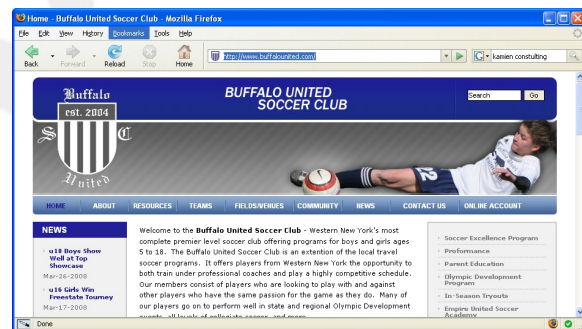
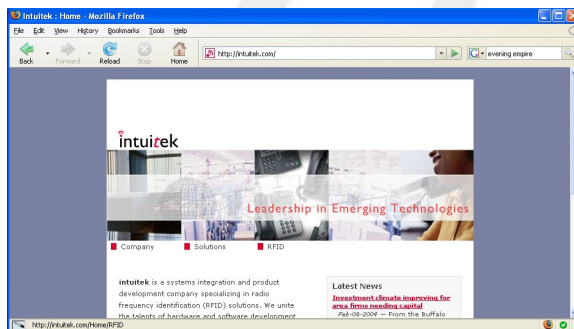
This is how the navigation item appears when the user places the mouse cursor over it. The color of the text or background may change, an image may appear behind the navigation item, the text may become underlined, or a combination of these or other changes.

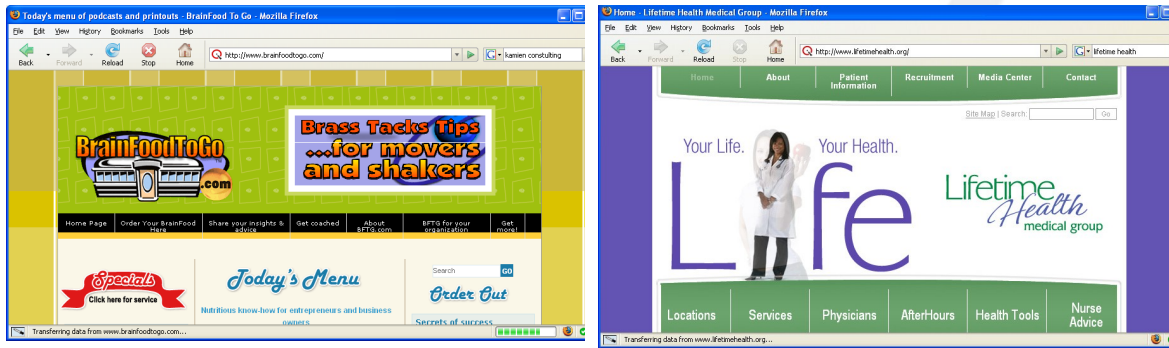
Current Page

This is how the navigation item will appear when the user is on the page corresponding to the navigation item. As with hover state above, there are many options for how to make it appear, but it generally should be distinct from the hover style.

Examples

The following screen captures show a few examples of these three states. The navigation item with the mouse pointer over it is the hover state in each of these images.





Linked Pages

Linked pages provide a way for content authors to take content that already exists on the web site, and display some or all of that content elsewhere. The most common uses of linked pages are placing news abstracts and links to important content right on the home page. There are other potential uses of linked pages, but elevating content to the home page is the most common.

Quick Links

Use linked pages to display a list of featured links, drawing attention to pages that may be buried deep within the site. This also allows you to change the links at any time without disrupting the rest of the site.

Abstracts

Linked pages are usually displayed as an abstract, showing the title and summary content of the linked page, along with a hyperlink to the page itself. Often, in the case of news, these abstracts are sorted by dates.

Featured Item

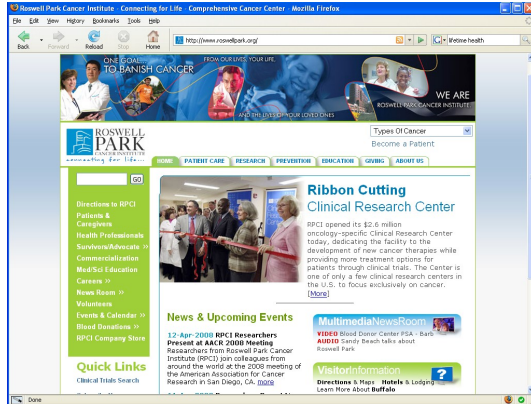
Linked pages can also be used to convey a different message, such as a case study or product announcement. They are often accompanied by an image and appear more prominently than an abstract would.

Page Content

A linked page can even bring all the content from the linked page into the page to which it is linked. This means you can have more than the standard summary field and title available to display – utilizing all the features of the WYSIWYG editor.

Examples

These are just some examples of ways linked pages may be used. All of the content fields of the linked page are available on the page to which it is linked. At that point, it's up to the designer to decide how and what to display.



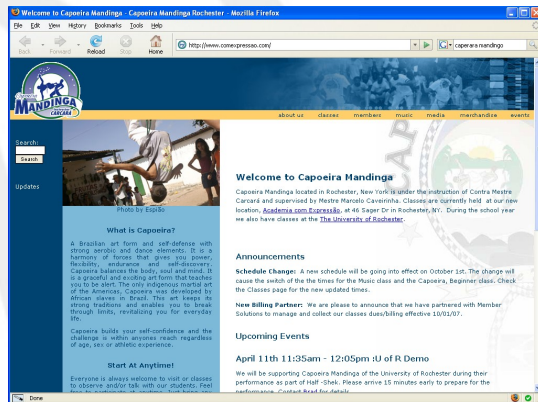
Quick Links



Abstracts



Featured Item



Page Content

Developing For QuantumCMS

The QuantumCMS Embedded Application Framework

An embedded application is a custom web program that can be included inside of QuantumCMS. This allows developers to extend the features of QuantumCMS without modifying the user interface themselves. You can wrap your applications in the content, look and feel of your QuantumCMS web site. Additionally, authors using QuantumCMS can supply configuration information to these custom web programs to allow them to do different things on different pages.

Building Applications for QuantumCMS

Three types of applications can be embedded in QuantumCMS :

1. QuantumCMS Embedded Application Controls.
2. QuantumCMS Embedded Application Pages.
3. Third-Party Applications.

Creating an Embedded Application

For programmers familiar with the Visual Studio environment and web programming, writing an embedded application is easy. Embedded application controls are just like standard user controls with a few minor changes. Embedded application pages are just like standard asp.net pages with a few extra properties.

When writing a control or a page for QuantumCMS a developer is essentially writing a standard control or page. However, instead of the controls inheriting from `[System.Web.UI.UserControl]`, they inherit from `[QCMS.AlgonquinStudios.Controls.EmbeddedApplicationBase]`. Quantum Embedded Application pages do not inherit from `[System.Web.UI.Page]`, but instead inherit from `[QCMS4Render.Renderer]`.

Special properties of Embedded Applications

When inheriting from either of the embedded application bases, your control will get all of the properties available to applications of the default classes. Additionally, each control or page will get a set of additional properties and functions from QuantumCMS. They are:

.PageXML

This property contains the XML of the page that is being rendered. This can be parsed with the `[System.XML.XMLDocument]` object to get information about the page.

.ConfigurationXML

This property contains the XML that a user configures when he/she registers an application on a page. This will vary from page to page where the application is registered and can be parsed with the `[System.XML.XMLDocument]` object to get information to configure the application.

.XML

This property sets a block of XML back into the PageXML, allowing information from your application to be styled by the XSLT stylesheet of a page.

Registering an Embedded Application

To register an application, go to the *Site* menu and choose the *Applications* option on the button toolbar. From here you can add, remove or modify applications. To register a new application, simply add an entry to this screen.

Once you have registered the application, you can begin using it. To use an application on a page, click on the **Applications** option beneath the menu for the **Properties** button in the button toolbar view of the page. You will see a list of currently available applications. Click **Add** and select an application from the drop down list. You will also see a text area where you can enter the Configuration XML for the application registered on this page.

If your application only returns XML, it will now be available in the page XML of the site for use in the stylesheet. If it contains ASCX or ASPX controls, you will need to tell the system where to display these controls.

For ASPX pages, you register them by adding the following code into the XSLT for your page:

```
[ [!-- APPLICATION_ENTRY_POINT[@Page] --]]
```

For ASCX Controls, you register them by adding the following code into the *Content* (HTML Page Body) of the page through the FCK Editor, or into the XSLT for your page ("Name of Application" is the application you selected when you added it to the Page.)
:

```
[ [!-- APPLICATION_ENTRY_POINT[Name of Application] --]]
```

You can also register applications at the site level, causing the application to be loaded on every page of the site.

Debugging

To get more detail about your application as it runs, try these tips:

1. Try calling your application using the IIS virtual file system path (e.g. "/applications/cart/cart.aspx") rather than through the QuantumCMS path (e.g. "/Home/Cart"). In some cases, you'll see the true underlying error message.
2. Check the table "ASMessageLog" in your QuantumCMS database for any errors that QuantumCMS reports.
3. You can debug your application from inside Visual Studio just like any .Net web application. Just attach to the ASP.Net worker process for your application.

Configuring and Maintaining QuantumCMS Web Sites

If you have chosen to use a hosted QuantumCMS solution, the initial set-up and on-going maintenance of your QuantumCMS web site will be managed by your QuantumCMS hosting provider. In a hosted environment, updates to QuantumCMS web sites will be installed by the hosting provider. Your provider should also supply you with data back-ups and routine optimizations.

If you are running an Enterprise version of QuantumCMS, you will need to set-up and maintain your QuantumCMS web site.

QuantumCMS Server Requirements

The requirements to set-up QuantumCMS will vary based on the volume of traffic you expect to see to your sites. Low usage sites require very little.

Minimum Requirements

- Broadband Internet Access with a static IP address;
- A computer capable of running Microsoft Windows Server 2003 with a Pentium 4 2.4GHz processor (or better) and 2GB RAM (or better);
- Minimum 5GB hard drive space, plus sufficient drive space for web site data, files, back-ups and web server logs.;
- Microsoft Windows Server 2003, configured for Internet Information Server version 6.;
- Microsoft SQL Server 2000 Standard Edition or Microsoft SQL Server 2005⁷ Standard Edition, with the Microsoft Full-Text Indexing Service and SQL Server Agent⁸ installed and running.;
- Microsoft Windows DotNet Framework Version 2.0.

Installation Instructions

The following instructions detail the initial set-up of QuantumCMS, and assume that the operating system and SQL Server environment have already been installed per each piece of software's installation instructions.

The Installation Package

The installation package will contain all of the core software that you will need to follow the installation steps. The following describes each folder in the installation package and their purpose. If you are running the web server and SQL server on separate machines, this installation package will need to be available on both servers.

NetGain

This folder will contain the core NetGain installation files.

QuantumCMS Authoring Tool

This folder will contain the current release of the QuantumCMS Authoring Tool.

⁷ Note that once QuantumCMS is set-up on SQL Server 2005, it may not be moved to a SQL Server 2000 database at a later time. SQL Server 2000 databases may be migrated to SQL Server 2005.

⁸ Microsoft SQL Server Express does not support Full-Text Indexing, SQL Server Agent and back-up services, and is not supported for QuantumCMS.

Public Site

This folder will contain the default QuantumCMS site or, if you have developed a custom site design, your custom QuantumCMS web site.

Database

This folder will contain the default QuantumCMS database or, if you have already developed the site, your QuantumCMS database.

Preparing for Installation

In advance of installing QuantumCMS, make sure that you are working with an account that has administrative rights to your Microsoft Windows and Microsoft SQL Server environments.

Your Windows Server and Microsoft SQL Server should each be patched to the most recent Service Pack and should have all Microsoft Security updates installed.

Installing and Configuring NetGain

From the NetGain folder of the installation folder, execute the file NetGain.exe and follow the installation instructions presented on-screen.

Installing and Configuring QuantumCMS

Configuring Your Database

On your SQL Server, open SQL Server Enterprise Manager and go to *SQL Server Group* → *(local)* → *Databases*.

1. Right click on *Databases* and select *New Database*.
2. Choose a name for your database. We recommend that your database name ends with “_QCMS4_PROD” to indicate that it is a QuantumCMS database and that it is from your production server. We also recommend that the name otherwise includes only numbers or letter characters (no dashes or special characters.)
3. Create the database with default settings.

Restore a copy of the QuantumCMS database back-up file located in the Database folder of your Installation package to your SQL Server 2000 or SQL Server 2005. Note that if you install your database on SQL 2005 and back it up, you will not be able to restore it later to a SQL 2000 database.

1. Right click on your new database and select *All Tasks* → *Restore Database*.
2. Select the *From device* radio button
3. Click the **Select Devices** button
4. Click the **Add** button, then browse to your database backup file (.bak) located in the Database folder of your Installation Package.
5. In the **Options** tab, check the box for *Force restore over existing database*, and then click **OK**.
6. On the options tab, check that the *Move to physical file name* field points to the correct location for SQL server (i.e. if you are restoring from a backup file created on one server to a different server, you may have to change the file location path to point to the correct location on your new server (For example change “c:\program files\microsoft sql server\mssql...” path to “d:\program files\microsoft sql server\mssql...”). The general rule is to replace everything preceding the “\Data...” directory.) Do this for both entries in the field, or you will get an error and the restore will fail.
7. Click **OK**.

In your restored database, edit the “SiteBaseURI” table and add an entry for the new DNS you identified for the site (e.g. “http://www.yoursite.com”). You will only need to enter this through the database on the initial set-up. Later, domains may be added through the user interface.

1. In SQL Enterprise Manager, expand your new site database and click on *Tables*.
2. Right click on “SiteBaseURI” and select *Open Table → Return all rows*.
3. Create a new row in the “*” row, enter in 1 for *SiteIdent*. Select a descriptive name for your web site and enter that in the *Name1* field. Choose a brief description for this URL and enter that in the field *Desc1*.

Ident	SiteIdent	Name1	Desc1	URI	Active	AddDateTime	AddASUserIdent	EditDateTime	EditASUserIdent	AuditDateTime	AuditASUserIdent	LockSessionIdent	LockTime
0	0			http://	True	1/1/1900 12:00:...	0	1/1/1900 12:00:...	0	1/1/1900 12:00:...	0	0	1/1/1900 12:00:...
1	1	Generic Dev Site	Developm...	http://localhost	True	1/1/1900 12:00:...	0	8/11/2007 2:49:...	1	1/1/1900 12:00:...	0	0	8/11/2007 2:49:...
20003	1	Your Site	Production	http://www.yoursite.com	True	1/1/1900 12:00:...	0	8/11/2007 2:49:...	1	1/1/1900 12:00:...	0	0	1/1/1900 12:00:...
NEW	NEW	NEW	NEW	NEW	NEW	NEW	NEW	NEW	NEW	NEW	NEW	NEW	NEW

4. Enter in the qualified domain name (http address) for your site (same as the DNS record) under the *URI* column. For example, http://www.yoursite.com.
5. For the remaining fields, enter the following values.

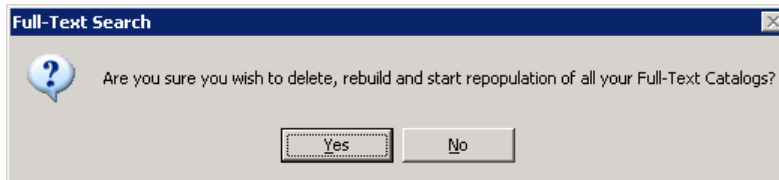
Active: "True" for SQL 2005, or "0" on SQL 2000
AddDateTime: "1/1/1900"
AddASUserIdent: "0"
EditDateTime: "1/1/1900"
EditASUserIdent: "0"
AuditDateTime: "1/1/1900"
AuditASUserIdent: "0"
LockSessionIdent: "0"
LockTime: "1/1/1900"

6. If you are going to install an SSL key on the site, repeat these steps to add an entry for the secured version, as well (e.g. "https:// www.yoursite.com").
7. After you have completed making changes, close the table.

Configure Full-Text Indexing

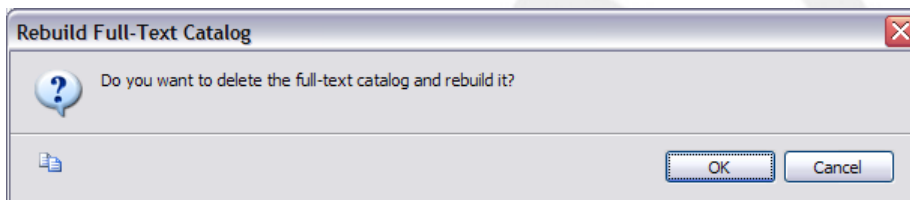
Full-Text indexing is used to allow the public site search to return ranked results from the content stored in the QuantumCMS database.

If you are using Microsoft SQL Server 2000, open SQL Enterprise Manager and select your QuantumCMS Database. Expand your database and right-click the full-text catalog option. Then, choose to *Repopulate All Catalogs*. You will be presented with the following dialog.

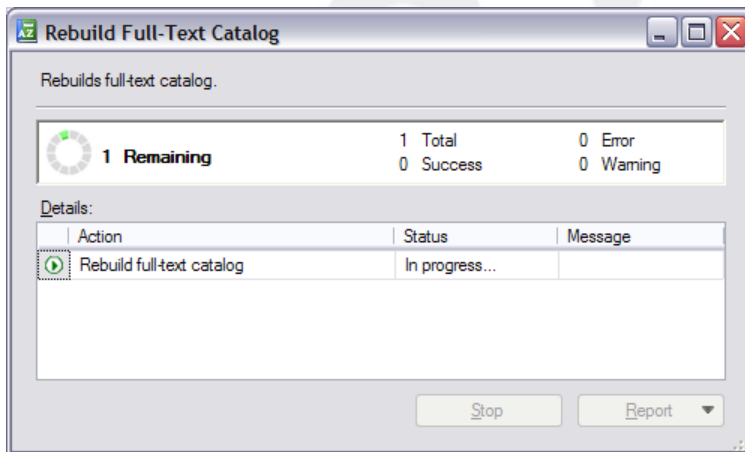


Select **Yes**. Your catalog should now rebuild and repopulate.

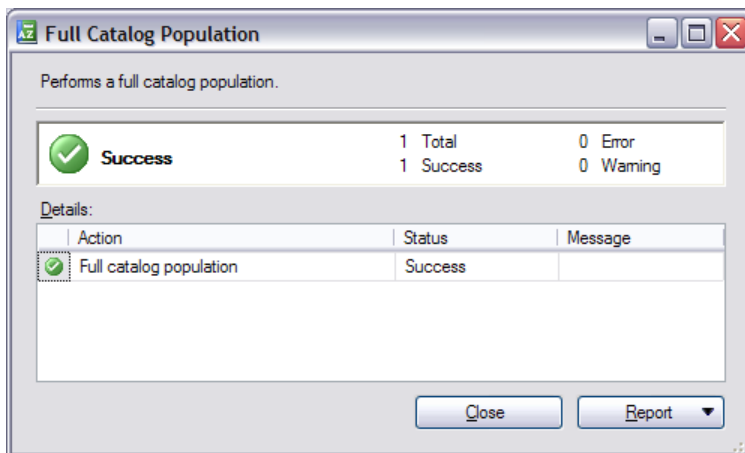
If you are using SQL Server 2005, open SQL Server Management Studio and expand your database. Then, expand the "Storage" and "Full Text Catalogs" options until you see the full-text catalog for your database (FTIDX_QuantumCMS). Right-click on the Full-Text Catalog and choose the *Rebuild* option. You will be presented with the following dialog.



Press the **OK** button. The catalog will now rebuild.



Once this is done, click **Close** to return to SQL Management Studio. Then, right click on the Full Text catalog and select the *Start Full Population* option to begin indexing your catalog.



Once full catalog population begins, you may press the **Close** button.

Install ASP Session State Databases

If your SQL Server does not already have ASP.NET 2.0's session state database installed, you will need to run the installer. This file is named "aspnet_regsql.exe" and can be found on your SQL Server in the Windows directory for the 2.0 version of the Framework (usually C:\WINDOWS\Microsoft.NET\Framework\v2.0.50727.)

Run the SQL Registration program. You will be presented with a Wizard. Step through the process, selecting the default values, until you have completed the set-up.

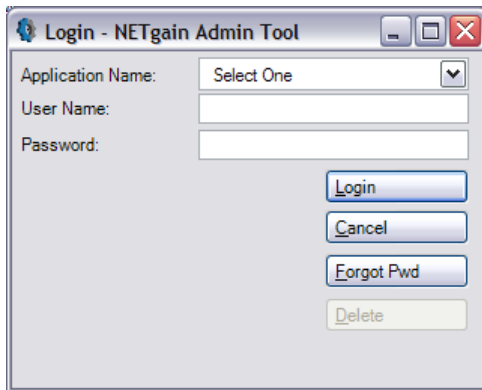
Connecting NetGain to your Database

For QuantumCMS to operate, it must be able to connect to your database. To configure this connection, use the NetGain Administration tool to make an encrypted configuration file for use by your application.

On your web server, launch the NETGain Administration tool (AlgonquinStudios.CoreSystemsAdmin). A shortcut should appear on your desktop.



If you do not see the shortcut, the application can be found at C:\AS Core Systems\Version 4\AlgonquinStudios.CoreSystemsAdmin.exe. After running the application, you will be presented with a login screen.



Application Name: Select One

User Name:

Password:

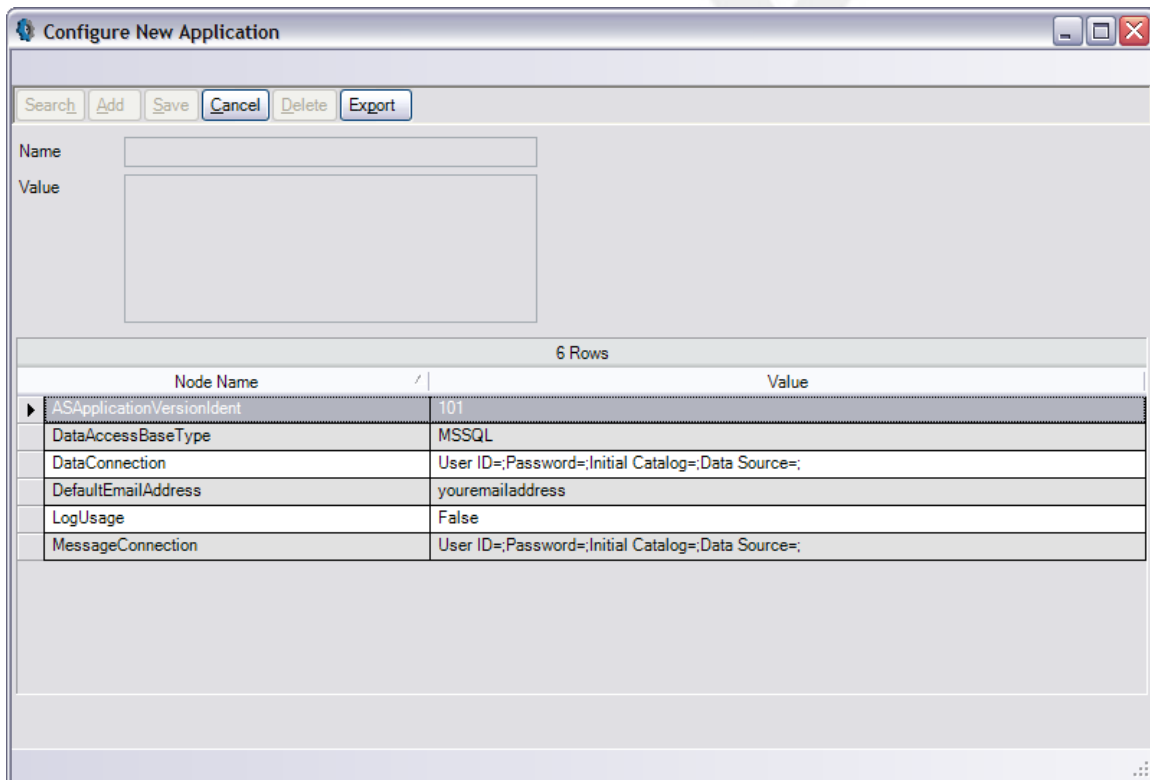
Login

Cancel

Forgot Pwd

Delete

Create a new application configuration file by choosing "<< Create New >>" from the *Application Name* field. This will open a new screen for you to enter information to configure your database connection.



Search Add Save Cancel Delete Export

Name

Value

6 Rows	
Node Name	Value
ASApplicationVersionIdent	101
DataAccessBaseType	MSSQL
DataConnection	User ID=;Password=;Initial Catalog=;Data Source=;
DefaultEmailAddress	youremailaddress
LogUsage	False
MessageConnection	User ID=;Password=;Initial Catalog=;Data Source=;

Set the *DataConnection* and *MessageConnection* properties to values that will reach your new database. Start by double clicking the *DataConnection* row in the grid. Doing this will activate the record and populate the information in the *Name* and *Value* fields.

Configure New Application

Search Add Save Cancel Delete Export

Name: DataConnection

Value: User ID=;Password=;Initial Catalog=;Data Source=;

Node Name	Value
ASApplicationVersionIdent	101
DataAccessBaseType	MSSQL
DataConnection	User ID=;Password=;Initial Catalog=;Data Source=;
DefaultEmailAddress	youremailaddress
LogUsage	False
MessageConnection	User ID=;Password=;Initial Catalog=;Data Source=;

Modify the connection string in the *Value* field to a legitimate connection string to the QuantumCMS SQL Server database. You may wish to create a custom SQL user with access to your QuantumCMS database. If so, configure the user in SQL to have the *Database Owner* rights on your database, as well as the TempDB and ASPSTATE databases. For example, your *DataConnection*'s value might look like:

```
User ID=MySQLUser;Password=MySQLUserPassword;Initial
Catalog=MyQuantumSite_QCMS4_PROD;Data Source=MySQLServer;
```

In a standard installation, your *MessageConnection* will be the same as your *DataConnection*, so once the *DataConnection* value is entered, copy everything in the *Value* field and click the **Save** button. Then, click the **Cancel** button to exit the *DataConnection* record.

Now, double click the *MessageConnection* field and paste the copied information into the *Value* field. Click **Save** and then click **Cancel**.

Set the *DefaultEmailAddress* to the email address that should receive notifications of system errors. Enter an email address and click **Save** and then click **Cancel**.

Make sure that the *ASApplicationVersionIdent* value is set to "10001." If it is not, double-click the *Value* and enter "10001," press **Save** and then press **Cancel**.

Choose **Export**. You will be prompted for a name. For consistency, please use the same name as your database (e.g. MyQuantumSite_QCMS4_PROD.)

If prompted, choose to update all applications with the default email address.

WARNING: When moving sites from one server to another, you **MUST** generate a new .config file each time if your database location changes.

Setting up the Unlocking Service

Once you have created your configuration file, you will need to assign your configuration file to the NetGain Unlocking Service and start that service.

Start by opening the Unlocking Service configuration file in a text editor, such as Windows Notepad. The file is located at:

C:\AS Core Systems\Version 4\AlgonquinStudios.UnlockTimedOutSessionLocks.exe.config

This file is an XML configuration file. Alter the “Application Name” node to match the name of your core configuration folder. By default, you will see a node called “add” with a key attribute value of “UnlockTimedOutSessionLocks.”

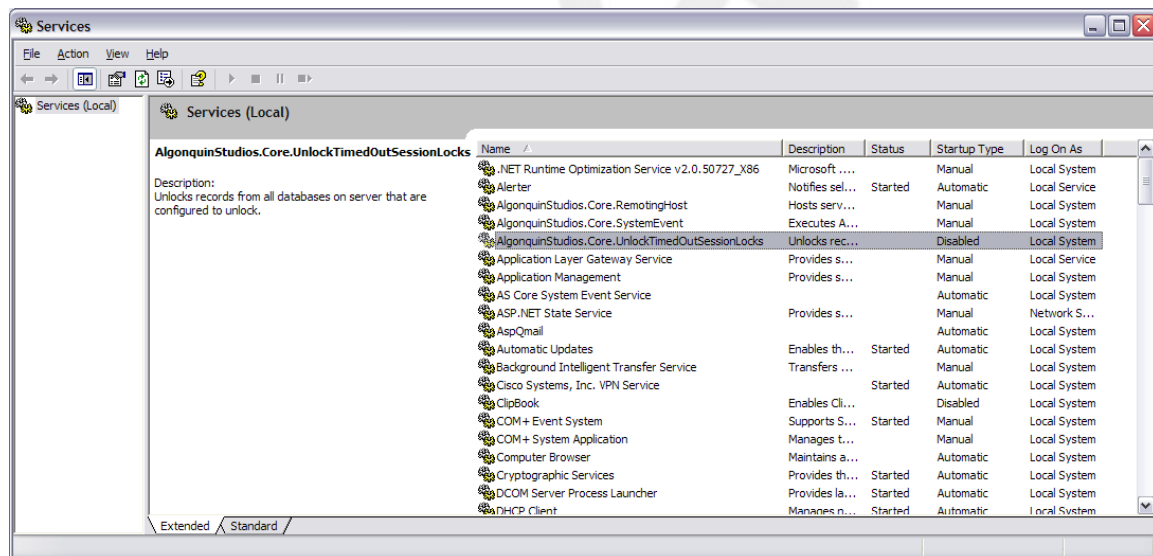
```
<add key="ApplicationName" value="UnlockTimedOutSessionLocks"/>
```

Adjust this node's value attribute to be the name of the new application created in the folder C:\AS Core Systems\Version 4\Config. This will be the name of the folder that was created for your application. For example:

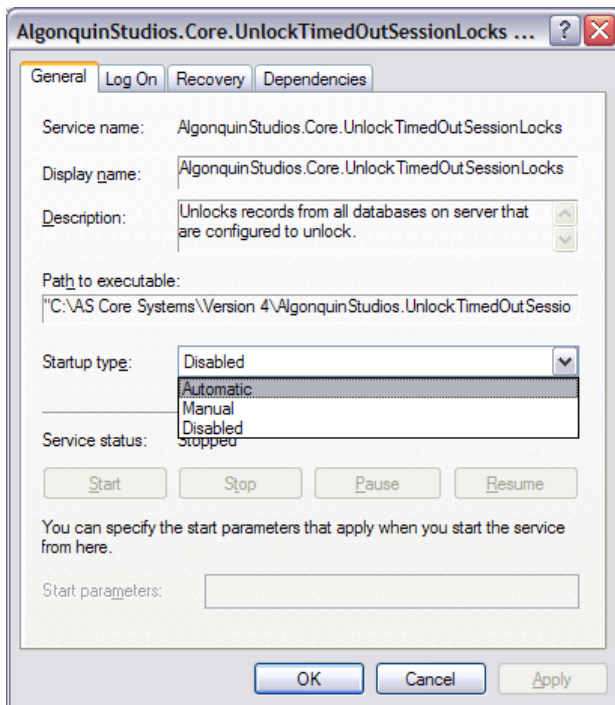
```
<add key="ApplicationName" value="MyQuantumSite_QCMS4_PROD"/>
```

Save this file and exit.

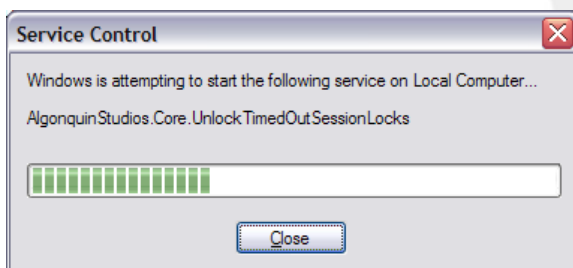
Next, open the Windows Services console. This can be done by going to the “Settings > Control Panel > Administrative Tools” option in Windows Server's Programs menu. Select the Services option. Locate the service named “AlgonquinStudios.UnlockTimedOutSessionLocks” service.



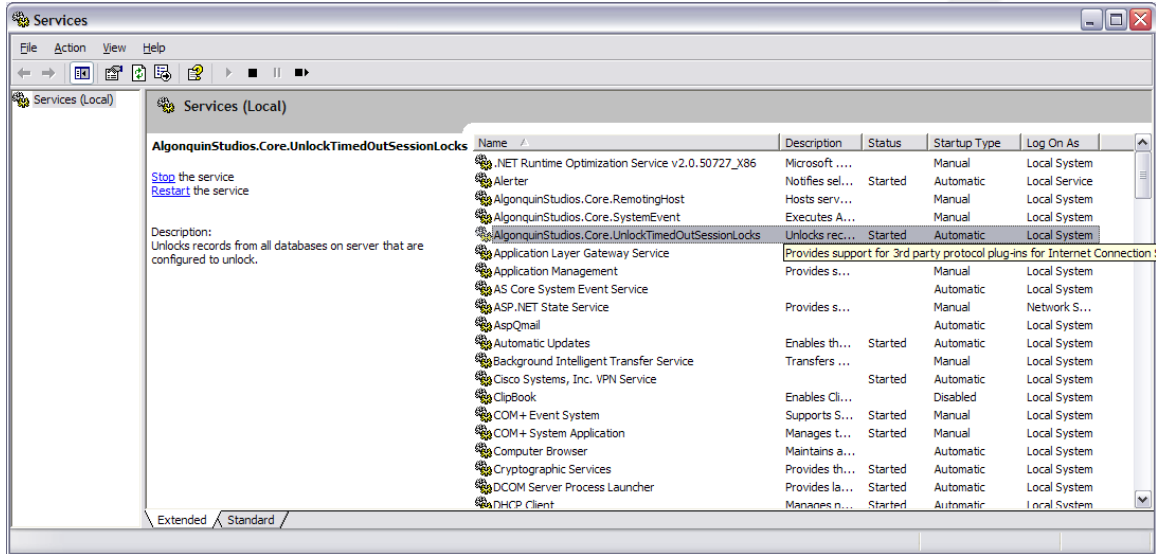
Right click on the service and choose *Properties*. Modify the *Startup Type* option to “Automatic.”



Click, **Apply**. The **Start** option should now be enabled. Click **Start** to start the service running. A dialog will launch indicating that Windows is attempting to start the service.



Once the dialog disappears, you will be returned to the Services main screen. You should now see that the service is started and that the service's *Startup Type* is set to "Automatic."



Setting up DNS

Configure your DNS server to point the domain name of your site to the IP address on which the web site will respond.

Setting up the Authoring Tool

Copy the “QuantumCMS Authoring Tool” to the hard drive of your Web Server. The remaining set-up steps will be taken once you configure the public site.

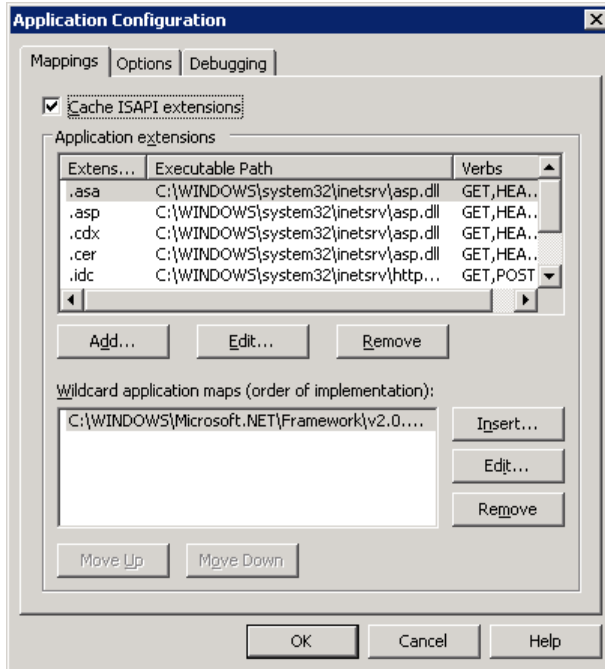
Setting up the Public Web Site

Identify the location on your web server where you will place the public site file. In that location, create a new folder for your web site and copy the Public Site folder from the Installation Package to that location.

Once the folder is created, you will need to set-up permissions for QuantumCMS to operate. Start by allowing the “Network Service” user to access the new folder:

1. Right click and select *Properties*.
2. Click the **Security** tab
3. Click the **Add** button
4. Type in “network service” in the *Enter the object names to select...* field and click **OK**.
5. Make sure that the “NETWORK SERVICE” user is allowed the following permissions:
Modify, Read & Execute, List Folder Contents, Read, Write
6. Click **OK**.

If the ASP.NET Framework 2.0 has not been installed on your server, you will need to install it to register the ASP script maps with IIS. To do this, check your default site's Application Configuration and look for an Application Extension with a value of .ASPX. You can get to this screen by choosing the Home Directory tab and the clicking the “Configuration” button.



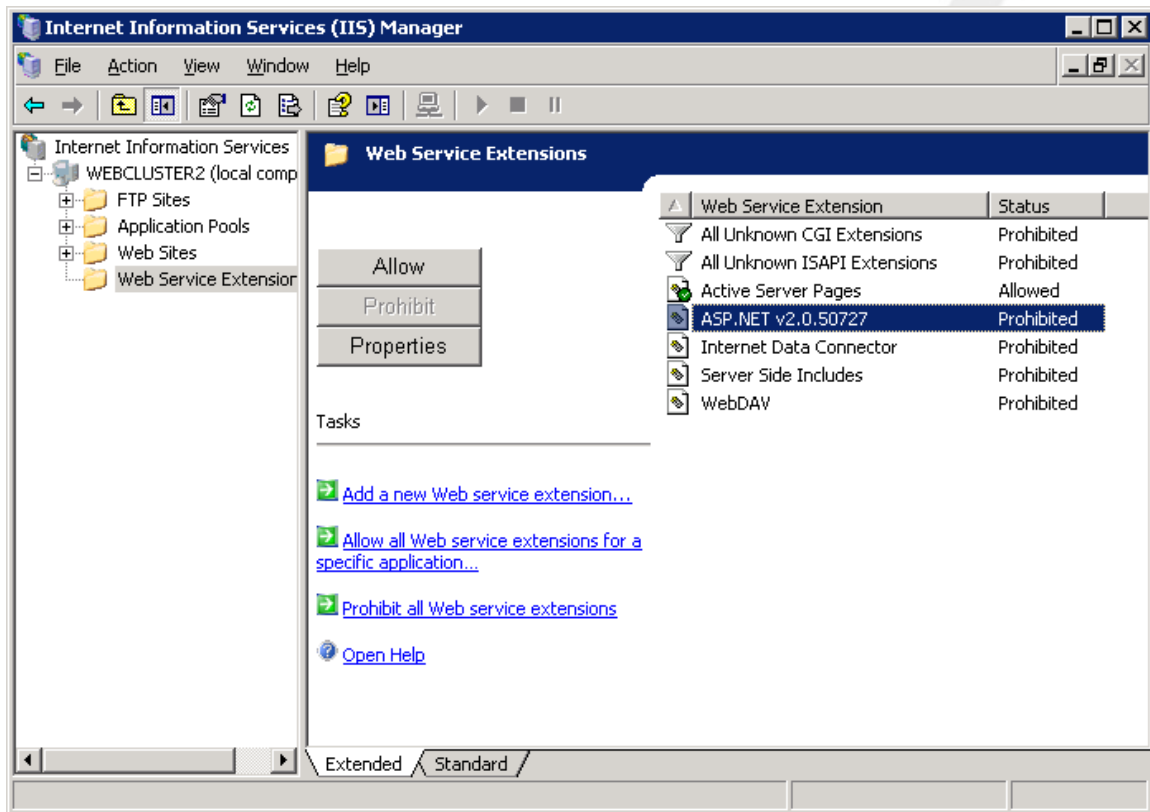
The image above shows a site not configured for ASP.NET. If you do not see the .ASPX extension, open a command window and execute the following line. Note that this should ONLY be done if you have no other sites running on this web server. If there are other sites running, executing the following code will cause the script maps and ASP.NET version on those sites to be updated as well, which may cause those sites to no longer function properly.

If you are only running your QuantumCMS site on the server, stop the web site, open a command window and execute the following program.⁹

```
C:\WINDOWS\Microsoft.NET\Framework\v2.0.50727>aspnet_regiis.exe -r
```

Once you have executed the code, check the Web Service Extensions in IIS to confirm that the ASP.NET v2.0.50727 is available.

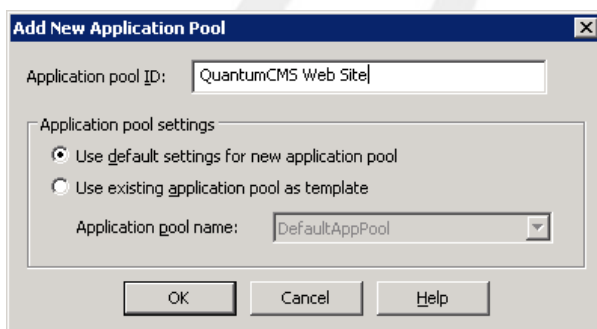
⁹ If you have any wildcard mappings on your site, remove them before running aspnet_iisreg.exe.



By default, this extension will be *Prohibited*. Select this extension and click the **Allow** button.

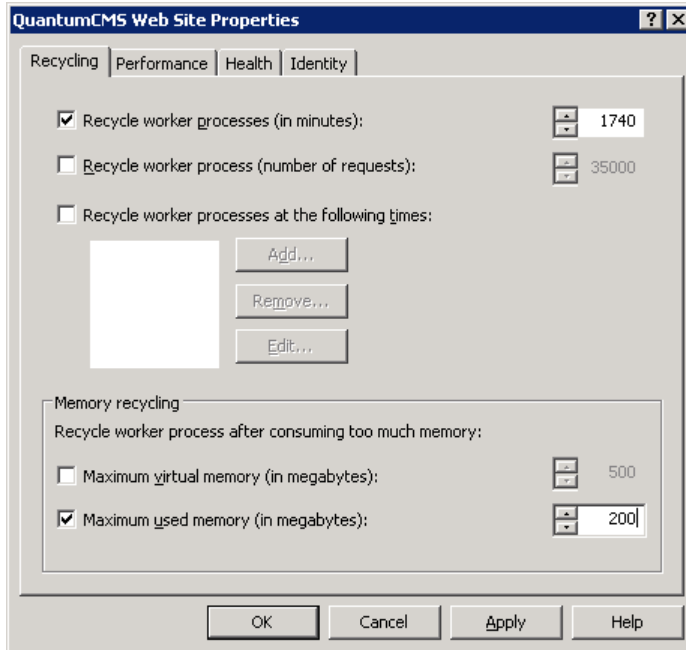
Once you have confirmed that ASP.NET is configured, open Internet Information Services and create a new application pool to host your site.

Beneath the name of your server, right click on *Application Pools* and select *New → Application Pool*. Enter a name for the Application pool ID, indicating it is for the public web site, and choose the “Use default settings for new application pool” option.

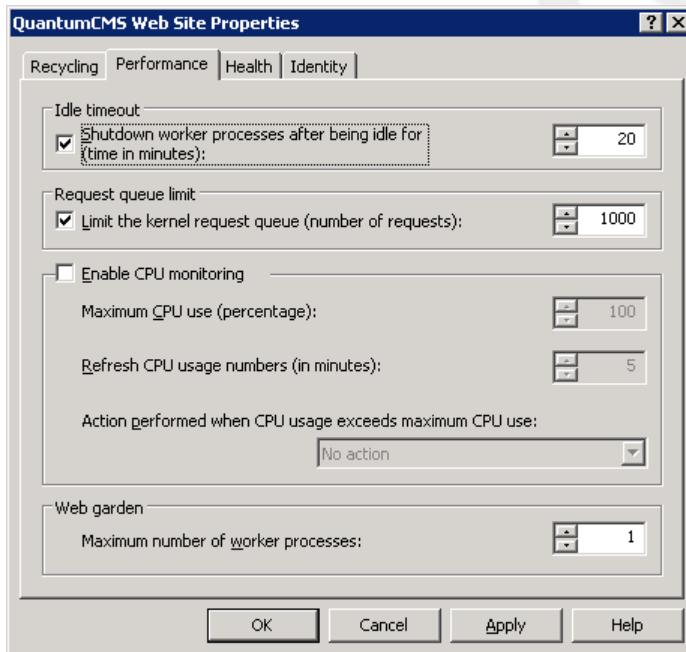


Click **OK**, then right click on your new pool and select *Properties*.

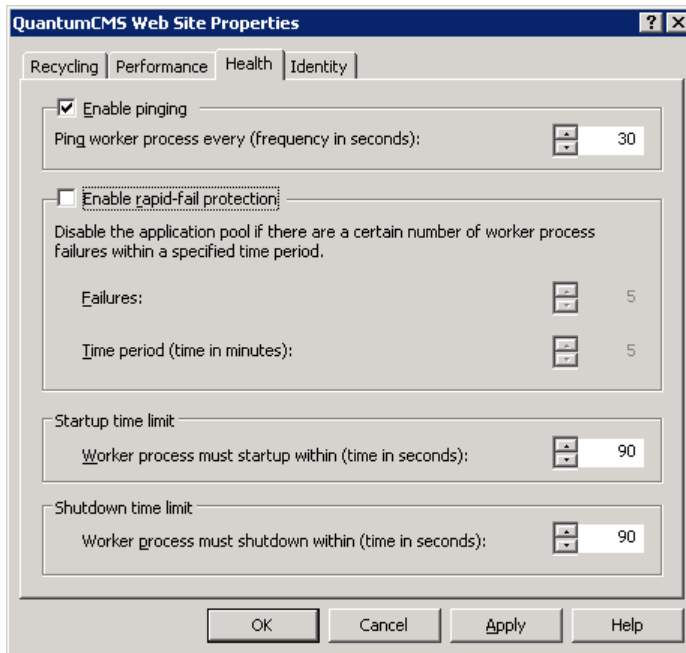
Configure the pool as detailed below:



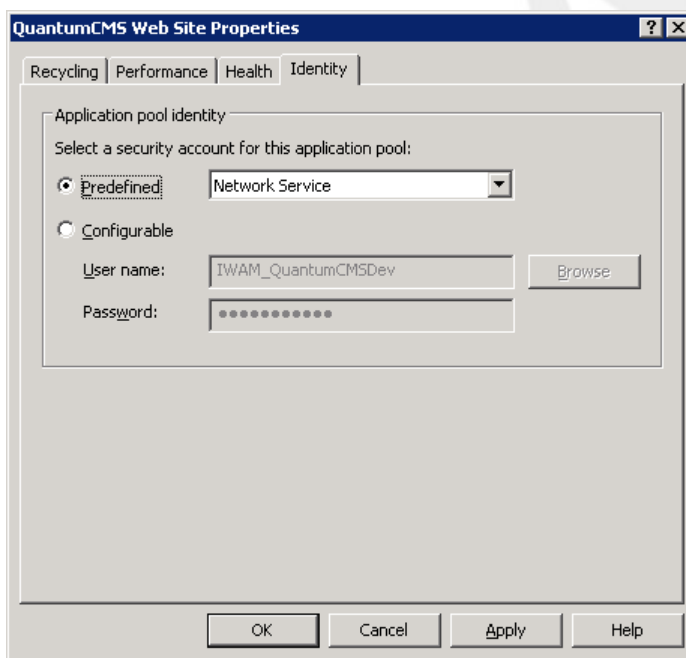
On the **Recycling** tab, make sure that the worker process is set to recycle when the maximum used memory exceeds 200MB.



The **Performance** tab should be left at the default settings for a standard window installation, as depicted above.



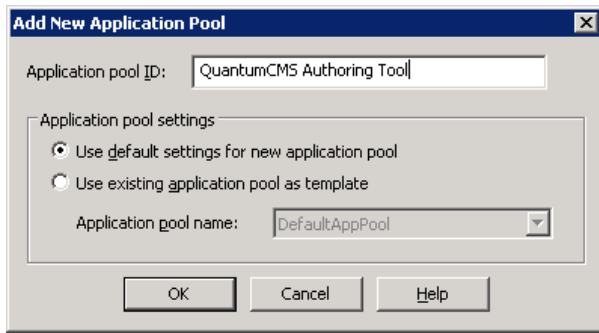
On the **Health** tab, be sure to uncheck the “Enable rapid-fail protection” option.



The **Identity** tab should be left at the default settings for a standard Windows installation, as depicted above. Make sure that the *Application pool identity* is set to the “Network Service”.

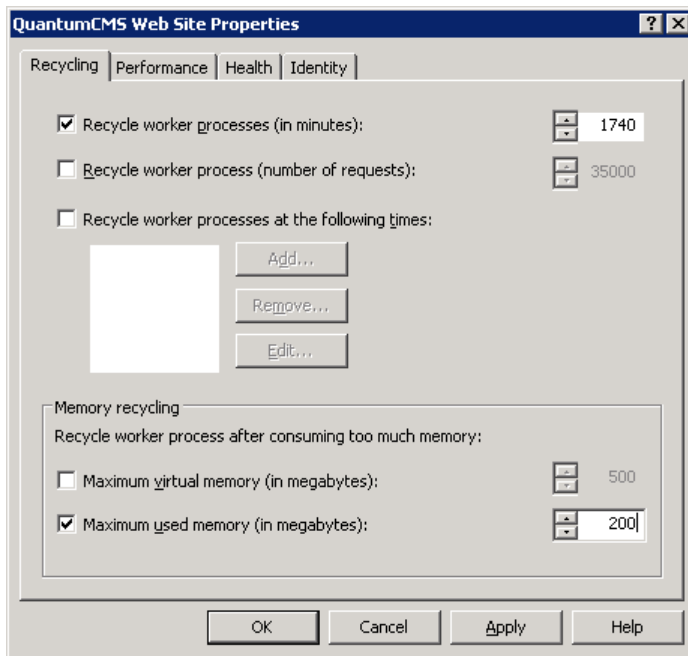
Click **OK**.

In Internet Information Server, create a new application pool to host your authoring tool. Beneath the name of your server, right click on *Application Pools* and select *New → Application Pool*. Enter a name for the Application pool ID, indicating it is for the authoring tool, and choose the *Use default settings for new application pool* option.

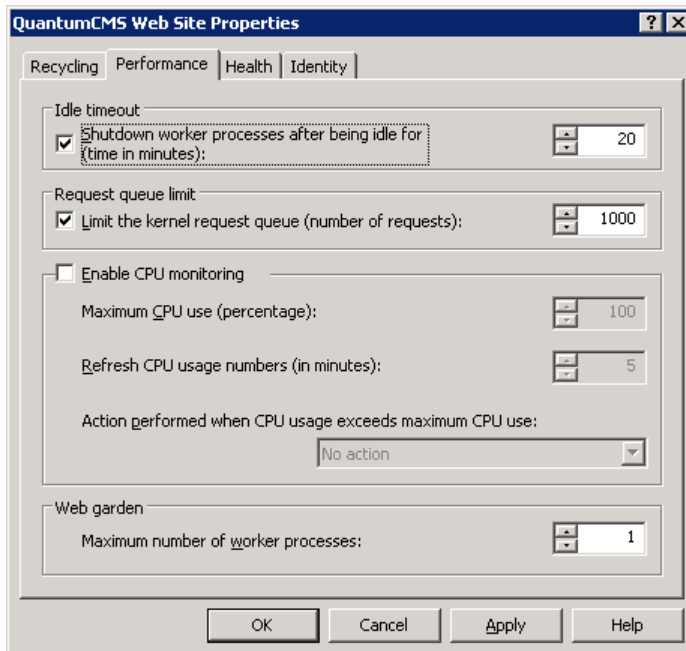


Click **OK**, then right click on your new pool and select *Properties*:

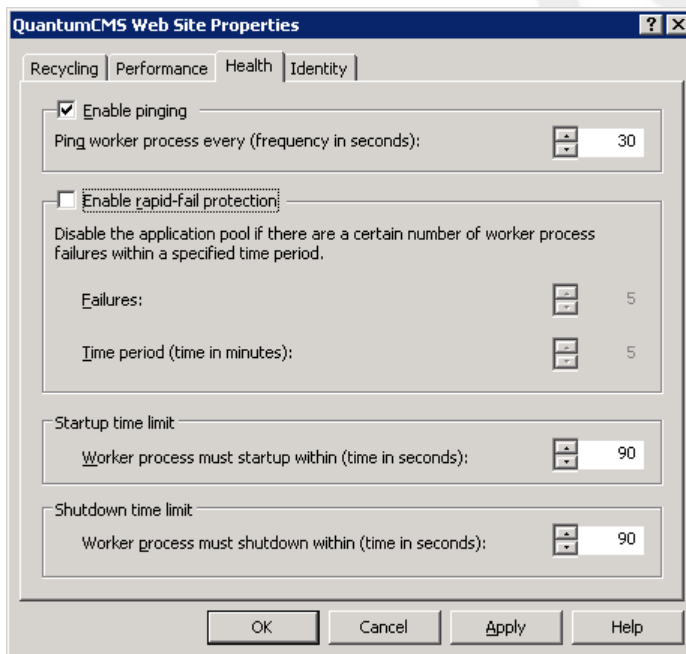
Configure the pool as detailed below:



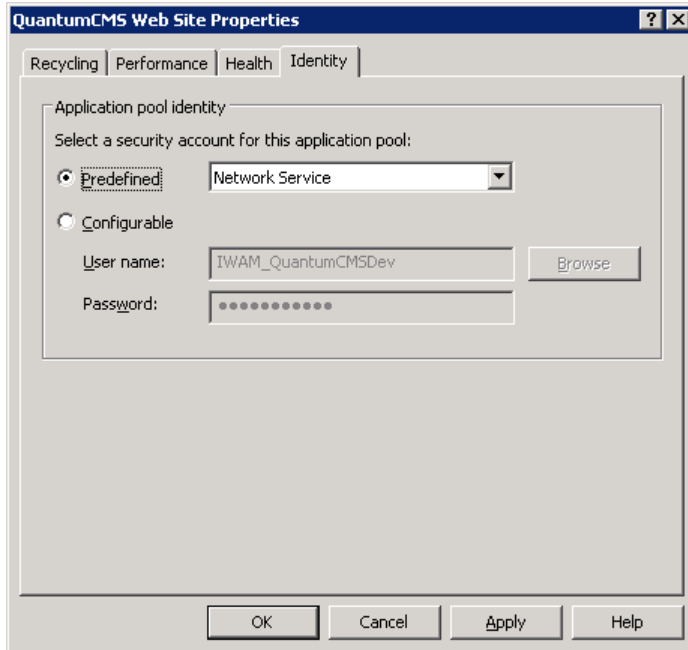
On the **Recycling** tab, make sure that the worker process is set to recycle when the maximum used memory exceeds 200MB.



The **Performance** tab should be left at the default settings for a standard Windows installation, as depicted above.



On the **Health** tab, be sure to uncheck the “Enable rapid-fail protection” option.



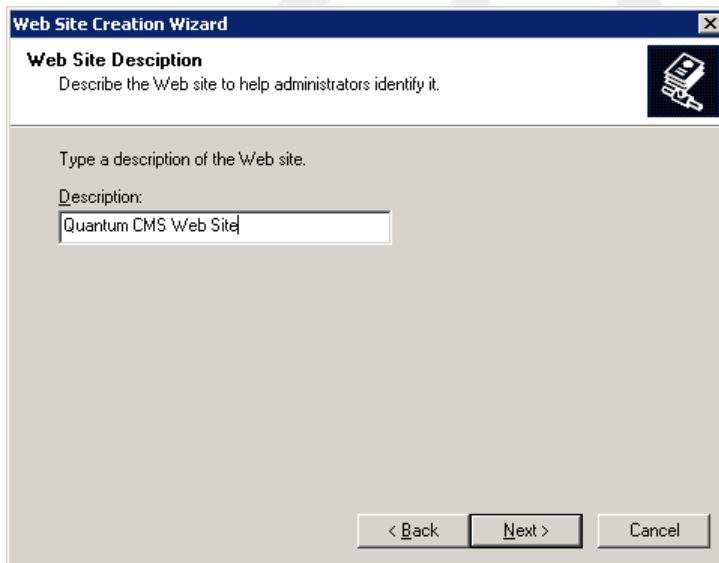
The **Identity** tab should be left at the default settings for a standard Windows installation, as depicted above. Make sure that the *Application pool identity* is set to the "Network Service".

Click **OK**.

In Internet Information Server, create a new site.

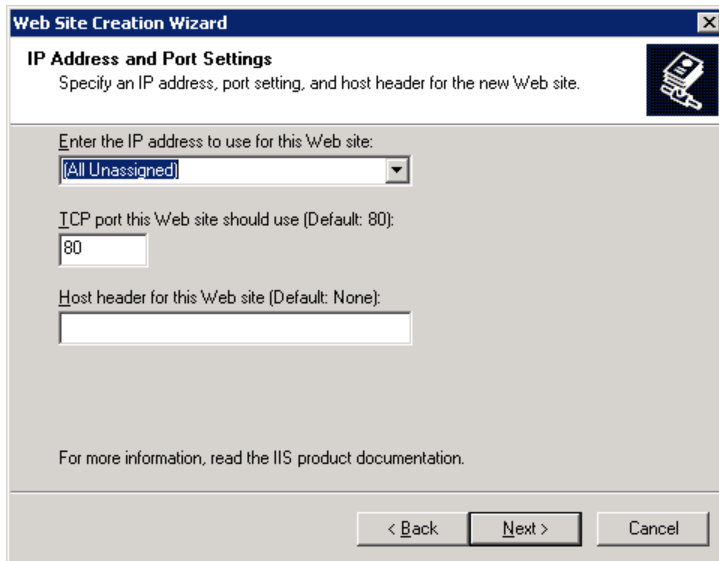
Right click *Web Sites* and select *New* → *Web Site*. This will launch the Web Site Creation Wizard. Click **Next**.

Enter a name for your new site to indicate it is your QuantumCMS Web site.



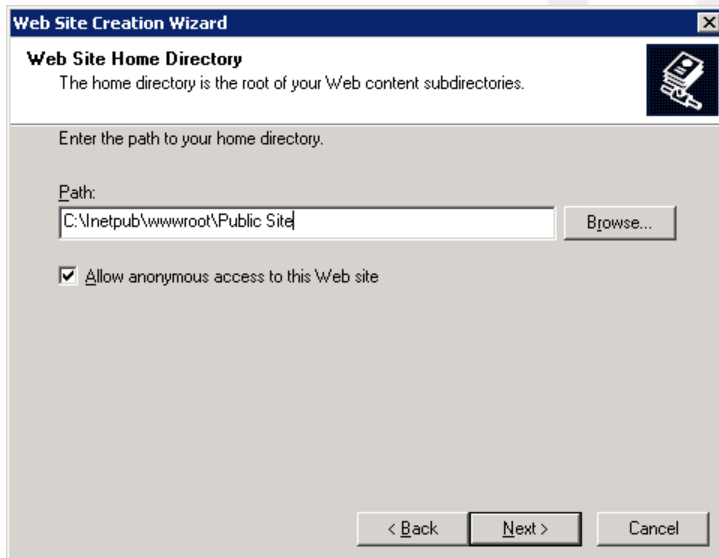
Click **Next**.

On the *IP Address* and *Port Settings* page of the wizard, enter the web server's IP. Enter 80 for the port number and enter the domains that this site will respond to (same as DNS A record) under *Host header*.



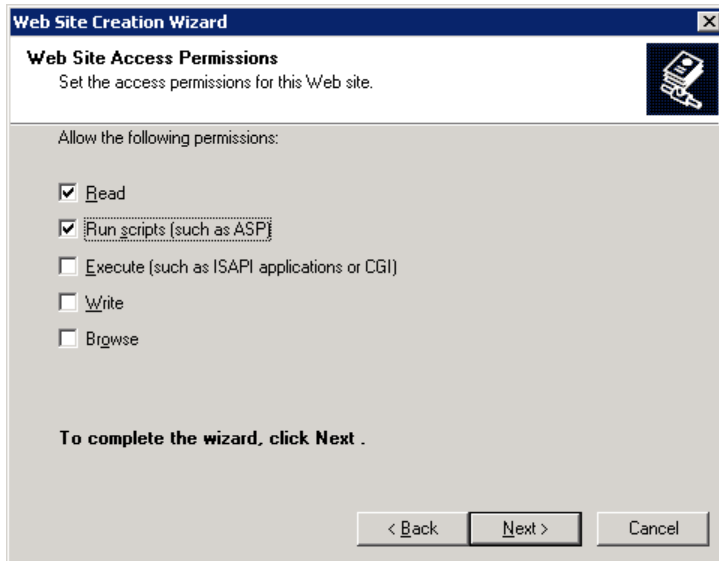
The screenshot shows the 'Web Site Creation Wizard' window, specifically the 'IP Address and Port Settings' page. The title bar reads 'Web Site Creation Wizard'. Below the title bar, the page is titled 'IP Address and Port Settings' with a subtitle 'Specify an IP address, port setting, and host header for the new Web site.' There is a small icon of a floppy disk with a checkmark. The main area contains three input fields: 'Enter the IP address to use for this Web site:' with a dropdown menu showing '(All Unassigned)'; 'TCP port this Web site should use (Default: 80):' with a text box containing '80'; and 'Host header for this Web site (Default: None):' with an empty text box. At the bottom, there is a link 'For more information, read the IIS product documentation.' and three buttons: '< Back', 'Next >', and 'Cancel'.

Click **Next**. On the *Web Site Home Directory* page of the wizard, set the *Path* to where you placed the \Public site. Leave the “Allow anonymous access” checkbox checked.



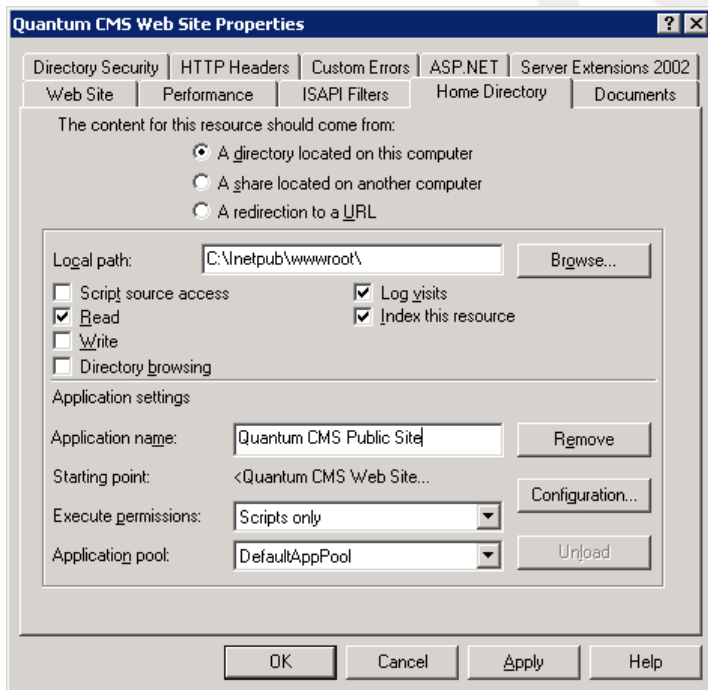
The screenshot shows the 'Web Site Creation Wizard' window, specifically the 'Web Site Home Directory' page. The title bar reads 'Web Site Creation Wizard'. Below the title bar, the page is titled 'Web Site Home Directory' with a subtitle 'The home directory is the root of your Web content subdirectories.' There is a small icon of a floppy disk with a checkmark. The main area contains a text box for 'Path:' with the value 'C:\inetpub\wwwroot\Public Site' and a 'Browse...' button. Below this is a checkbox labeled 'Allow anonymous access to this Web site' which is checked. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Click **Next**. Under *Web Site Access Permissions*, make sure that “Read” and “Run” are checked, and that “Browse”, “Execute” and “Write” are UNCHECKED.

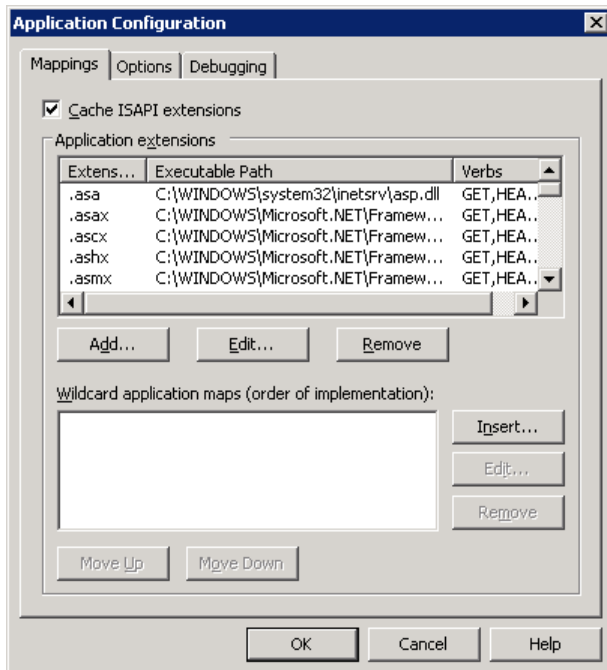


Press **Next** to continue and then press **Finish** to complete installation.

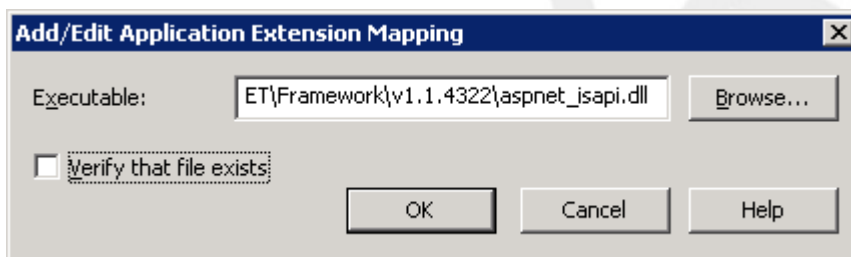
Right click on your new site and select *Properties* to configure the new site. Select the **Home Directory** tab and set the *Application Pool* to the pool you configured for your public site. You may also change the *Application Name* field to a name that reflects the name of your public site.



Set the *Execute Permissions* to "Scripts Only." Click the **Configuration** button to launch the configuration screen.

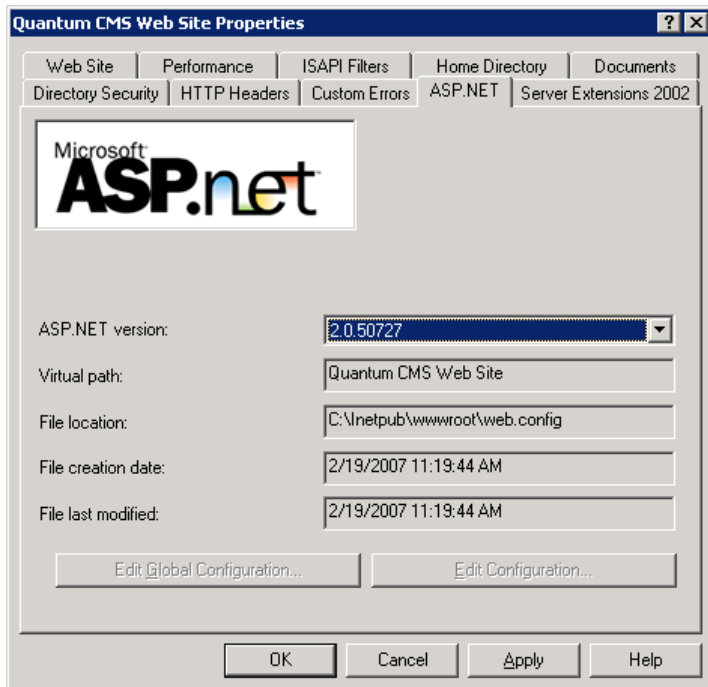


In the wildcard mappings section, click **Insert** to add an entry. For the *Executable* field, enter the value `c:\windows\microsoft.net\framework\v2.0.50727\aspnet_isapi.dll`. Also, make sure that "Verify that file exists" is unchecked.



Click **OK**, and then **OK** again to exit the configuration options.

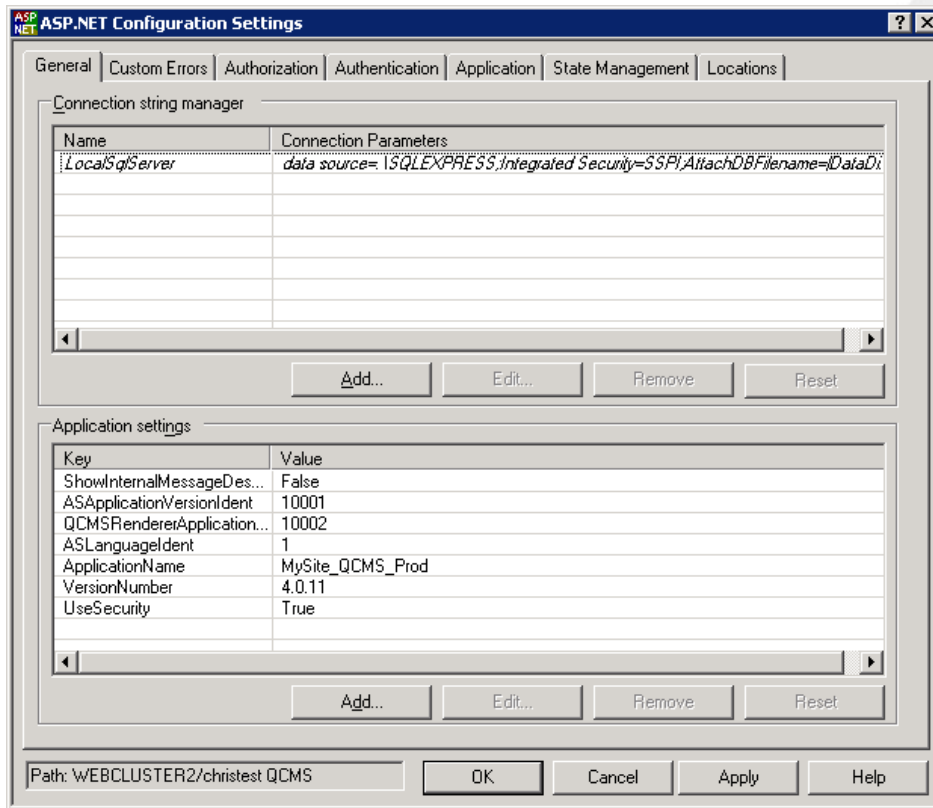
On the **ASP.NET** tab, make sure the site is set to the 2.0 framework.



If it is not already selected, choose version “2.0.50727” in the *ASP.NET version* select menu.

You will need to click **Apply** to continue to the next step. If you have trouble with this step, make certain that the web.config file located in the root of the Public Site is not marked read-only.

On the **ASP.NET** tab, click **Edit Configuration**.



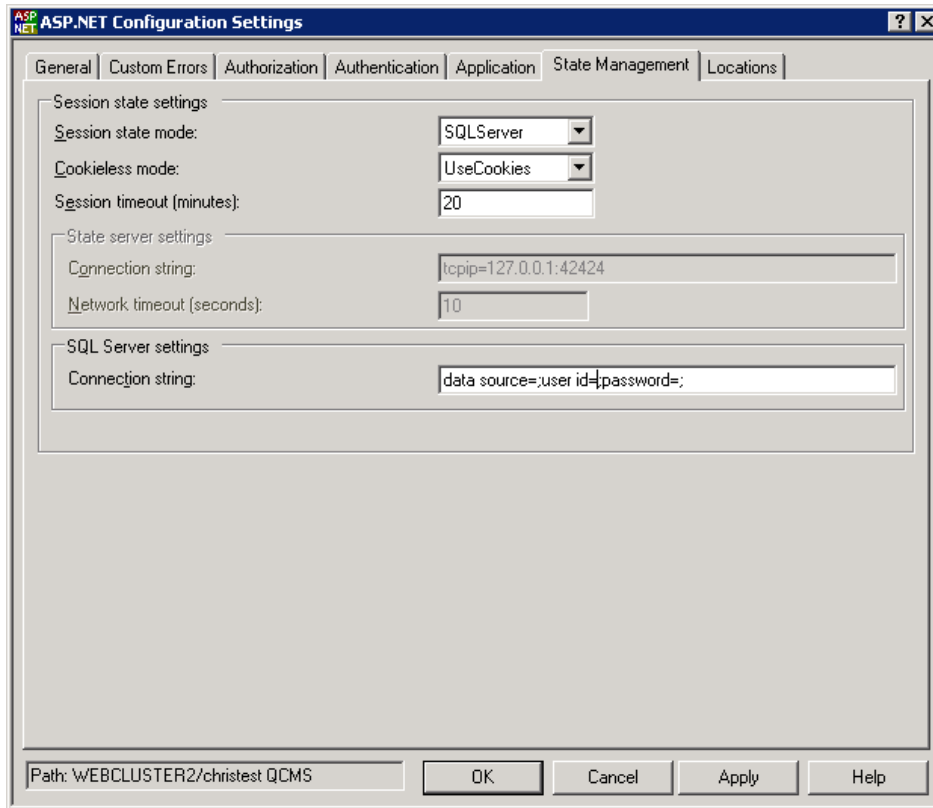
General will be selected by default.

Set the *Application Name* to be the name of the folder created by the NetGain Admin tool that you copied to the web server. To do this, click the *ApplicationName* key under the *Application settings* field, then click the **Edit** button.

Set the *Value* field to be just the name of the folder containing the new config file generated by NetGain (e.g. "MySite_QCMS4_PROD"). It already knows to look in "C:\AS Core Systems\Version 4\Config\" so you do not have to enter that information.

Set the *ShowInternalMessageDescription* to be "false."

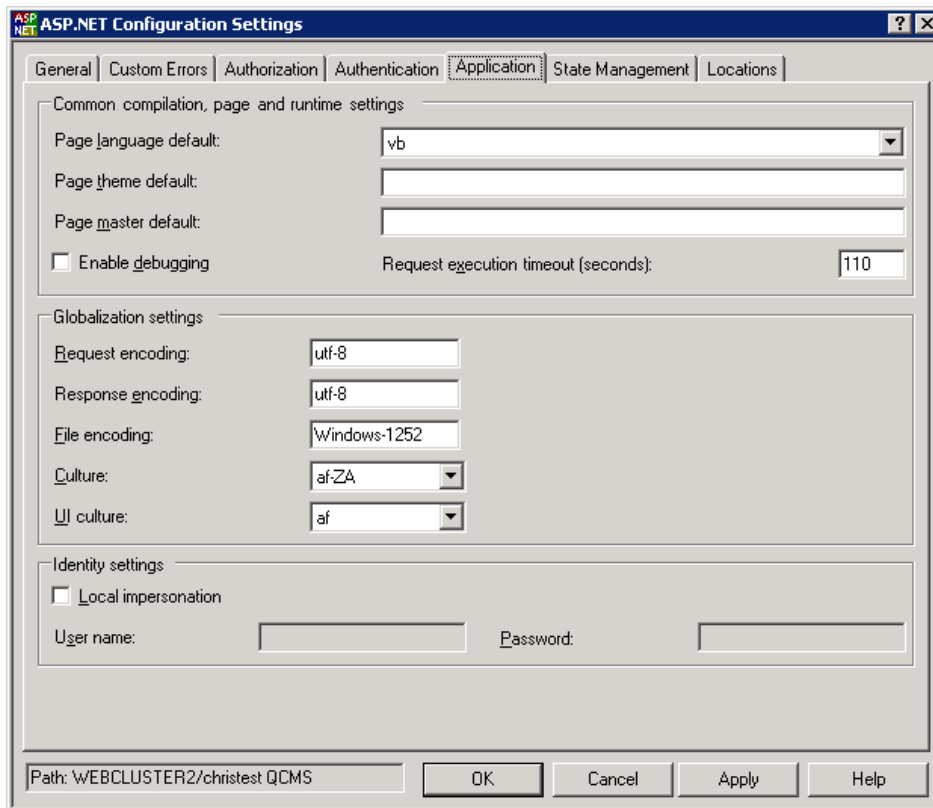
Click the **State Management** tab



Make sure the *Connection string* points to your SQL server with the 2.0 Framework ASP State databases. This connection string should have the following format:

data source=MySQLServer;user id=SQLServerUser;password=SQLServerPassword

On the **Application** tab:

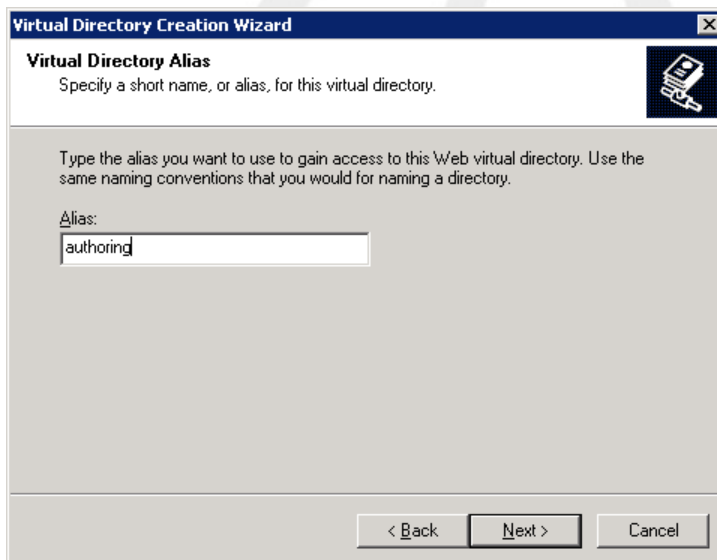


The image shows the 'ASP.NET Configuration Settings' dialog box with the 'Application' tab selected. The 'Common compilation, page and runtime settings' section includes a dropdown for 'Page language default' set to 'vb', empty text boxes for 'Page theme default' and 'Page master default', an unchecked 'Enable debugging' checkbox, and a text box for 'Request execution timeout (seconds)' set to '110'. The 'Globalization settings' section includes text boxes for 'Request encoding' (utf-8), 'Response encoding' (utf-8), and 'File encoding' (Windows-1252), and dropdowns for 'Culture' (af-ZA) and 'UI culture' (af). The 'Identity settings' section has an unchecked 'Local impersonation' checkbox and empty text boxes for 'User name' and 'Password'. At the bottom, the 'Path' is 'WEBCLUSTER2/christest QCMS', and there are 'OK', 'Cancel', 'Apply', and 'Help' buttons.

Make sure the “Enable Debugging” checkbox is disabled (unchecked), unless this is a development server. If this is a development server, make sure that the “Enable Debugging” checkbox is enabled (checked).

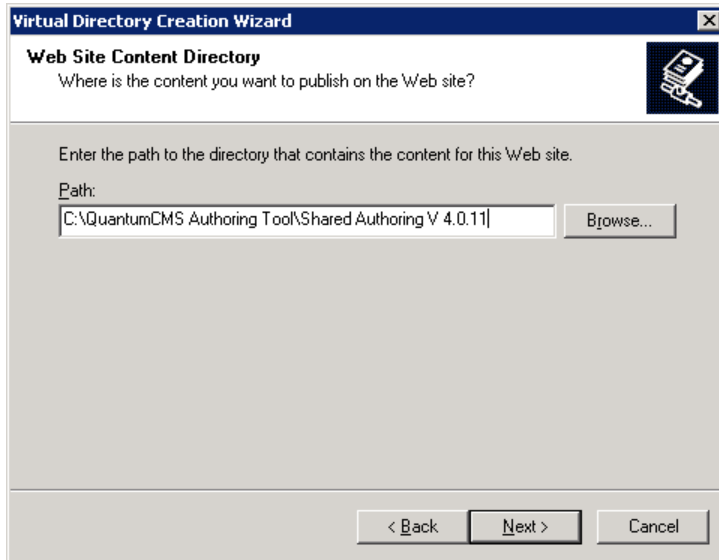
Click **OK** to complete changes to the ASP.NET application.

Under the root of your new site (in IIS), create a virtual directory called “Authoring.” In IIS, right-click on your web site and select *New > Virtual Directory*.



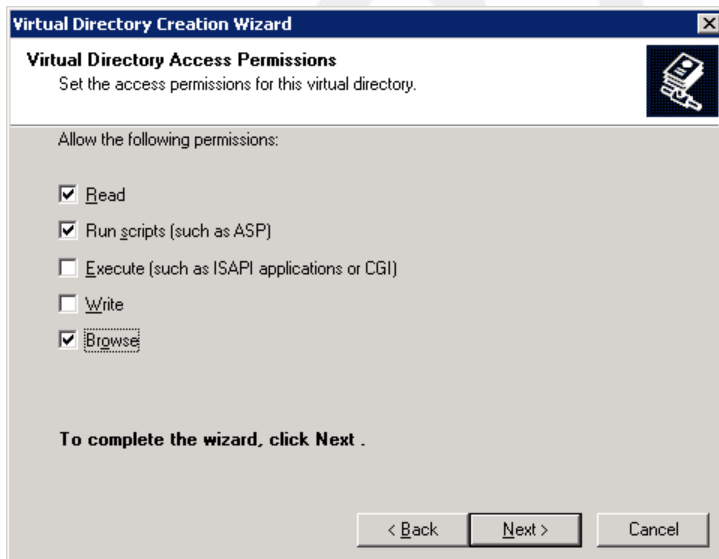
The image shows the 'Virtual Directory Creation Wizard' dialog box. The title bar says 'Virtual Directory Creation Wizard'. The main area has the heading 'Virtual Directory Alias' and the instruction 'Specify a short name, or alias, for this virtual directory.' Below this is a text box containing the word 'authoring'. At the bottom, there are buttons for '< Back', 'Next >', and 'Cancel'.

Set the *Alias* for the new virtual directory to be “authoring” and click **Next**. In a previous step, you should have copied the “QuantumCMS Authoring Tool” folder from your Installation to the hard drive of your computer. In this folder, you will find a folder containing the specific version release for your site.



Set the location of this folder to be the current shared authoring folder. Set this virtual directory to be a new application. Enter the path to the authoring tool and click **Next**.

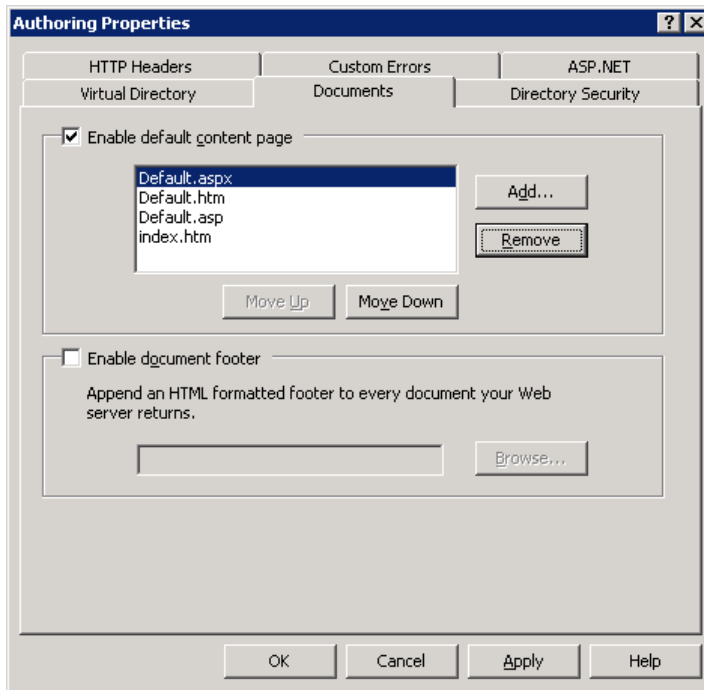
On the *Access Permissions* page of the wizard, check “Read,” “Run scripts,” and “Browse” and make sure that “Execute” and “Write” are **UNCHECKED**.



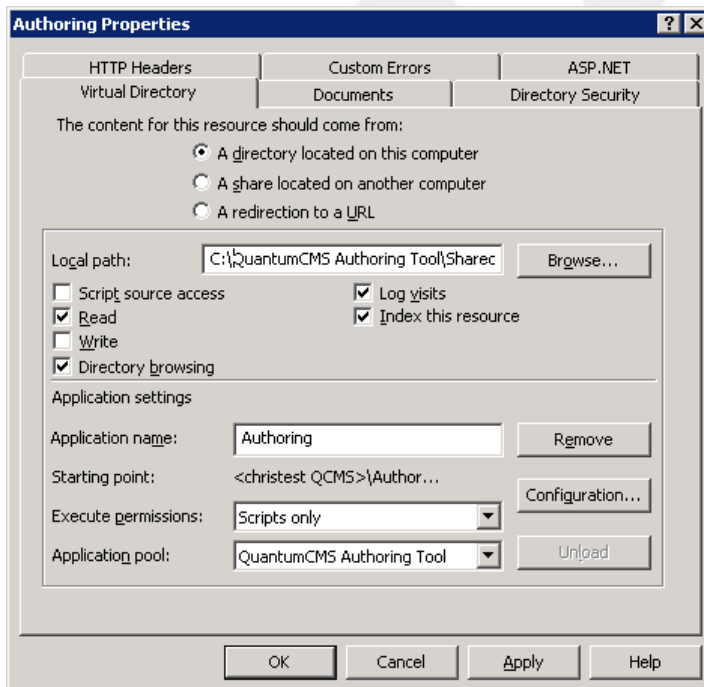
Click **Next**, then **Finish**.

Configure the application by right-clicking *Properties* on the new “Authoring” virtual directory.

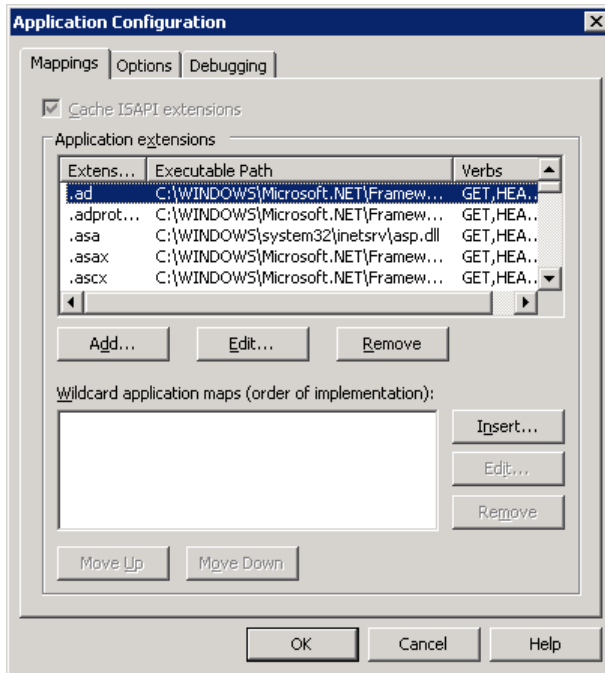
Select the **Documents** tab. If “Default.aspx” is not in the box, click **Add** and type in “Default.aspx” (without quotes), then click **OK**. Click on the “Default.aspx” entry and then click the **Move Up** button until that entry is at the top of the list.



Select the **Virtual Directory** tab. In the Application Settings section, set the execute permissions to “Scripts Only.”



Next, remove the entry for the aspnet_isapi.dll wildcard mapping. Start by clicking the **Configuration** button in the *Application Settings* section to load the *Application Configuration* dialog. In the *Wildcard...* field, highlight the entry and click **Remove**. Click **Yes** to verify. Click **OK** to exit this screen. Click **OK** to exit the properties.



Testing QuantumCMS Installation

At this point, QuantumCMS should be completely configured on your server. Visit the public site by entering the domain name you selected and configured for the site into your web browser. The home page of your public site should load.

Test your authoring tool by visiting your site in a web browser and appending "/authoring" to the URL. You should see the QuantumCMS Login prompt. Enter the administrator username and password account assigned to you to confirm that the authoring tool loads.

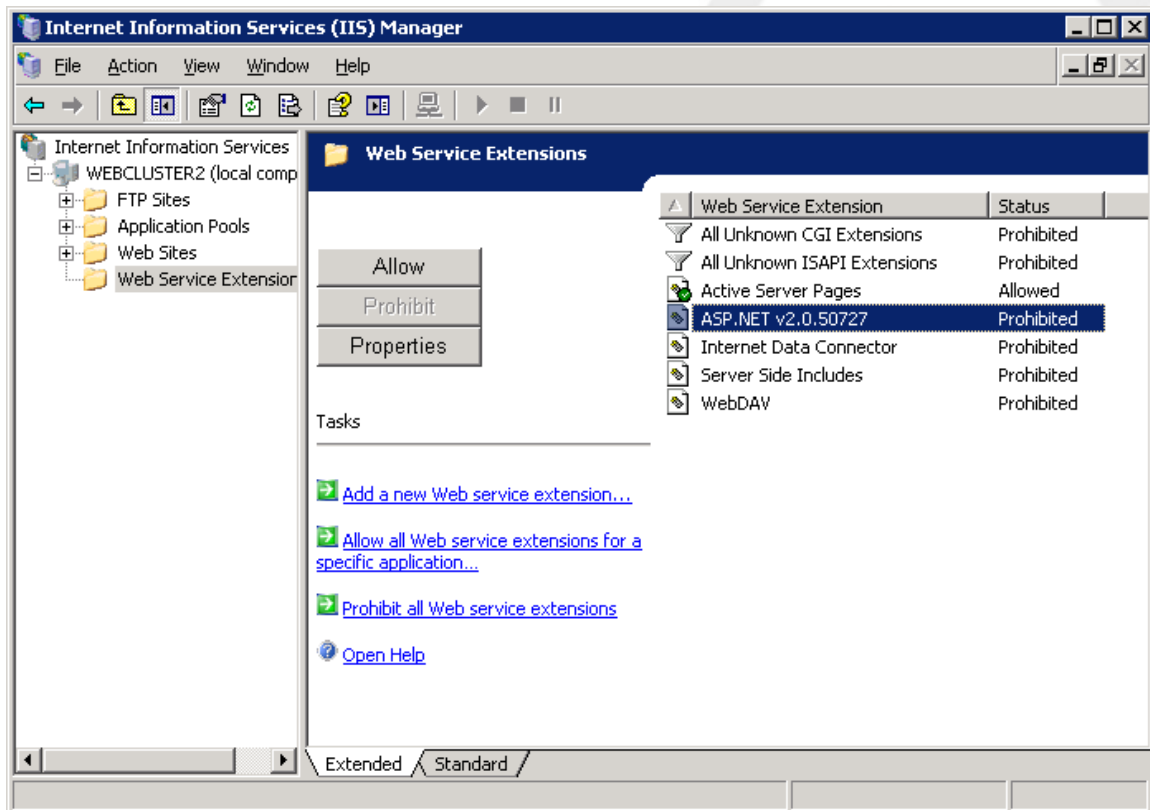
If the public site or authoring tool does not load properly, confirm that all the steps in the set-up instructions were completed. If set-up appears correct, check the *Troubleshooting* section for more assistance, or contact Algonquin Studios support.

Troubleshooting

The following contains troubleshooting information for some common QuantumCMS configuration problems.

Generic IIS 404 Errors on Authoring and Public site

After setting up your site, if you find that you receive the generic IIS 404 error from both your public site and authoring tool, check to see if the ASP.NET Web Service extension is installed and allowed.



If the extension is unavailable, follow the steps to install it located in the *Setting Up the Public Web Site* section of the installation instructions. If this is already installed, but “Prohibited,” select the extension and click the **Allow** button.

Authoring Tool Appears, but Public Site is Blank

If you are able to get to your authoring tool, but the public site appears blank, the URL you are hitting may not be in the SiteBaseURI table. If the extension is unavailable, follow the steps to set-up the SiteBaseURI located in the *Setting Up the Public Web Site* section of the installation instructions.

“Server Unavailable” Error when Hitting Public Site

If the public site shows a “Server Unavailable” error instead of the site, this problem can happen if the server experiences an error in operation while QuantumCMS is operating. This may also happen if you develop custom applications for your site and run them in an unpublished state in the same application pool as your default site.

To resolve this problem, recycle the application pool. In IIS, select the Application Pools option. Right-click on the site and choose the pool currently running your public site. Select the **Recycle** option. Test your public site. After a moment, the site should reload properly. If you find that this problem is happening regularly, contact Algonquin Studios support for assistance in diagnosing the cause of the problem.

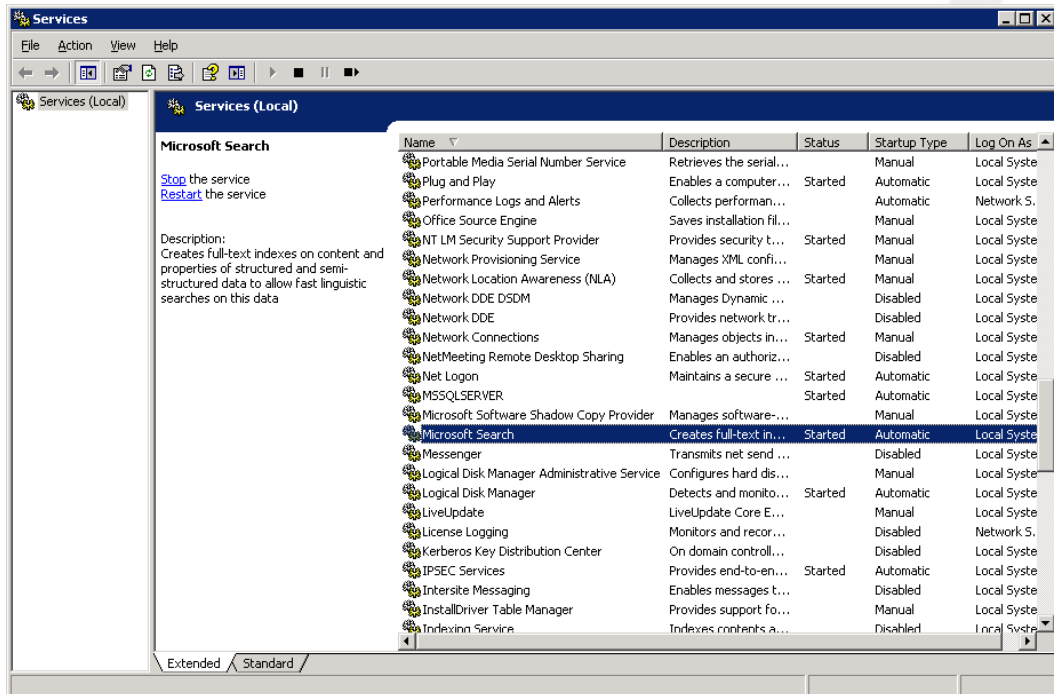
Site Search does not Show Any Results

If when performing a search on the public web site, no results are returned, first confirm that your search does not contain only ignored words. The standard list of ignored words includes the following terms:

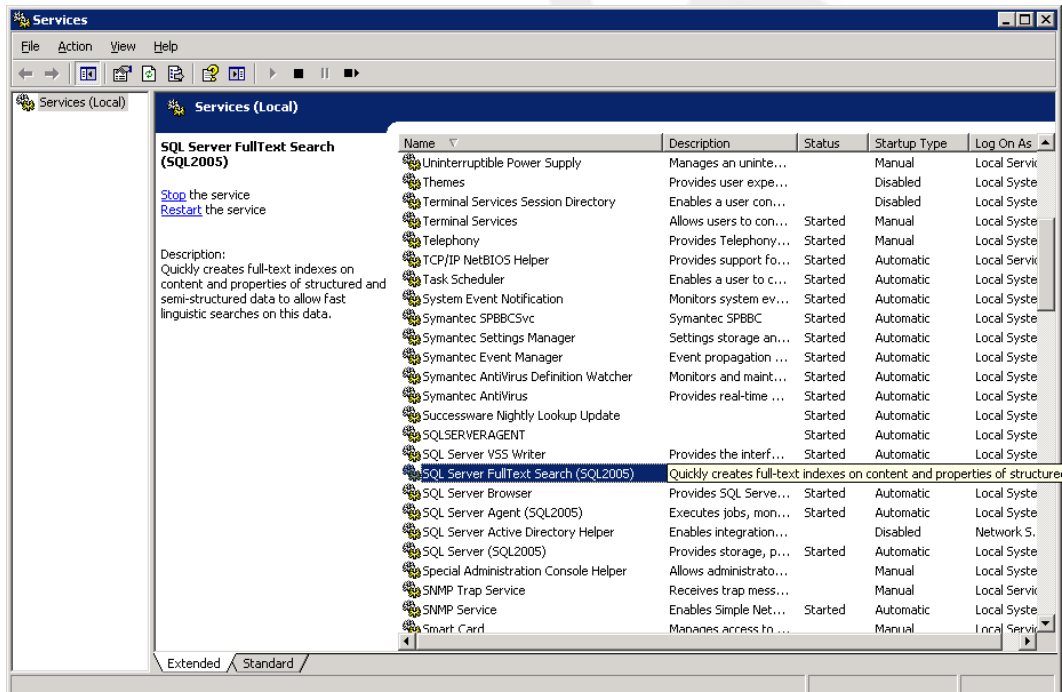
1, 2, 3, 4, 5, 6, 7, 8, 9, 0, about, after, all, also, an, another, any, are, as, at, be, \$, because, been, before, being, between, both, but, by, came, can, come, could, did, do, each, for, from, get, got, has, had, he, have, her, here, him, himself, his, how, if, in, into, is, it, like, make, many, me, might, more, most, much, must, my, never, now, of, on, only, other, our, out, over, said, same, see, should, since, some, still, such, take, than, that, the, their, them, then, there, these, they, this, those, through, to, too, under, up, very, was, way, we, well, were, what, where, which, while, who, with, would, you, your, a b c d e f g h i j k l m n o p q r s t u v w x y z

If your search contains words that you know appear in your site, check to see if the *Full-Text Indexing* service is running on your SQL Server. To confirm that the service is operational, open the Services option from the *Control Panel > Administrative Tools* menu.

If you are running SQL Server 2000, confirm that the Microsoft Search service exists and is “Started.” It should have a *Startup Type* of “Automatic.”



If you are running SQL Server 2005, confirm that the SQL Full Text Search service exists and is “Started.” It should have a *Startup Type* of “Automatic.”



If the indexing service is running, rebuild and repopulate your full text index on the SQL Server. Follow the steps to set-up the full-text indexing located in the *Configure Full Text Indexing* section of the installation instructions. You may now return to your public site and search again. Depending on the size of your site, it may take several minutes for all applicable results to return in the search.