

Modera.net user manual for release 4.25

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1. INTRO

Modera.net is a content management software that enables the user to create and to update virtually any type of web page via the use of a Web browser such as Internet Explorer. Modera.net is the underlying framework for Modera Webmaster, Modera Intranet and Extranet products. Modules are universally supported across all products.

Modera.net is SQL database driven, fully object oriented product, which allows the use of virtually any language, inside any design displaying any content.

This document will examine the administrative interface, which provides the tools to update and create content for a web page.

We will look at the main components in order: Content, Files, Settings and Modules.



2. LOGIN

The administrative interface is typically located on the following address:

http://www.yourdomainname.com/admin/

Upon entry, your username and password will be asked.

When the username and password do not match, or user access has been restricted to certain domain names, access will be denied and an error will be displayed.

All users are grouped to user groups, each with defined access permissions. "Root" level group has the highest possible access.

After successful login the user will see main menu, with main functions.

Only "Root" group has access to Settings.



<u>Language selection</u> – will change the interface language (if enabled) and will switch content editing to chosen language. The choice of the language determines in which language the content is going to be edited. Content in different languages is not linked to each other and can be different (some exceptions with Modules exist)

Different sections (Content, Files, Settings, Modules, Preview) are navigated by clicking on the name of the section.

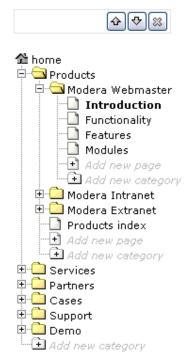
Username is also visible, and links to Help and Logout.

3. CONTENT

Content consists of pages and subsections. Typically subsections define the main menu of the web page and pages define the submenus.

Generally the structure could be bottomless, but in page design the depth of the menu is usually defined in the range of 2-4 levels.





Structure tree consists of:

Categories - yellow folder icon

Pages - white page icon

By clicking on the elements (choosing an element), editing form will appear to the right of the structure tree.

After page or category has been chosen you can:

"Move up" – the page or category moves up in the tree

"Move down" - the page or category moves down in the tree.

"Kustuta" - kustuta soovitud lehekülg/alajaotus

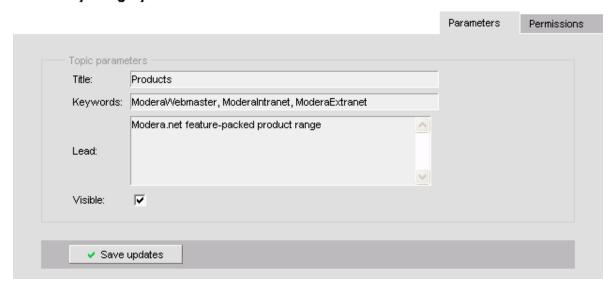
"Add new page" and "Add new category" – form will appear and the created page or category will appear in the chosen location.



3.1 CATEGORIES

The following image demonstrates the add/modify functionality of a single category in the structure tree.

Modify category



More detailed information about the <u>content admin component</u> can be found later on the document.

Title - Category title, typically the title of a menu element

<u>Keywords</u> – used by search engines (for example: fruits, apples, bananas). Keep the number of keywords below 10 and make sure they do not appear twice.

<u>Lead</u> – short description about the category, used sometimes on the first page or on the main menu.

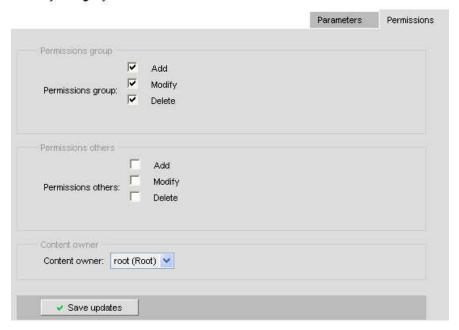
<u>Visible</u> – Checked (Yes), Unchecked (No). Is the element visible and will it be shown in the menu. You can create categories that will not appear on the menu, but contain pages which can be link to from anywhere in the content.

<u>Permissions</u> – The far right corner of the page, grey tab.

Each structure element has a set of rights that determine can new elements be created under that element or can the element be modified or deleted by other users.



Modify category



Permissions group (Add/Modify/Delete) – can other users from the same Group add new elements/modify the element/delete the element

Permissions others (Add/Modify/Delete) – similar limitation to users from other groups.

Content owner - the person created or is resposible for the item

Keep in mind that "Root" group has always access. The first category level can only be created by a user belonging to the "Root" group.

Whenever the currently logged in user has no permissions for access an error will be displayed. Please see *Errors and warnings* for more information.

Press "Save updates" to store the changes made. Whenever a required field was left empty or filled out wrong, the user will see a warning.

3.2 PAGES

Pages define the main content of the web page (text, images, tables etc.)



Modify pages Parameters Content Permissions Content parameters Gallery Template: Title: Hello page Tabs to the far right V Visible: of the page: V First page: V Show in menu: Parameters - page Login required: Grupp 1 settings Grupp 2 Allow only groups: Content - the actual content of the Redirect: Redirect URL: page Gallery: Main upload folder V Permissions - Save updates A Preview access properties, similar to structures.

<u>Template</u> – the predetermined design/layout of the page. Some of the templates contain references to modules, and if necessary, after the choosing a template some additional selections might appear to the bottom of the form.

Title - Page title

Visible - is the page visible

Show in menu - will the link to the page be shown in the menu?

<u>Login required</u> – will the page require authorization? Functionality depends on the type of the installed User module.

Group restriction - Limit access to the item by groups

<u>Redirect</u> – Page can be made to redirect to any other page, image or other web page.

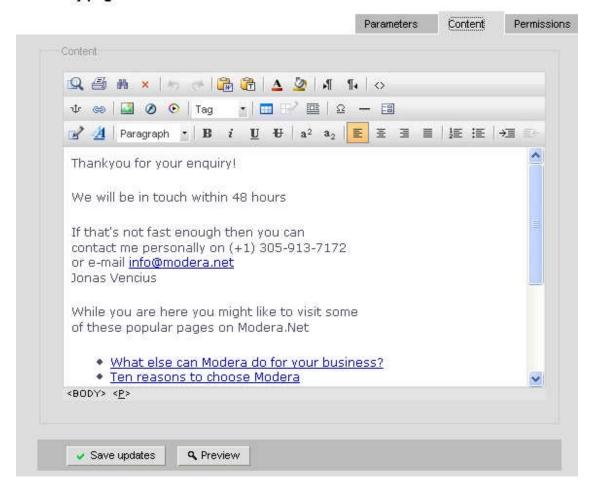
Redirect URL – the location to redirect to. Use the chain icon to find the desired location.

3.2.1. Content editor

The content is edited using a WYSIWYG (What You See Is What You Get) type editor. You can simply type or paste the text into the content area, use keyboard shortcuts or buttons for different actions. The editor is similar to the one used in Microsoft Outlook and other types of applications.



Modify pages



IMPORTANT NOTES:

Whenever copying mainly text based content from Microsoft Word¹ or other applications it is preferred to use the "Paste Text" button.

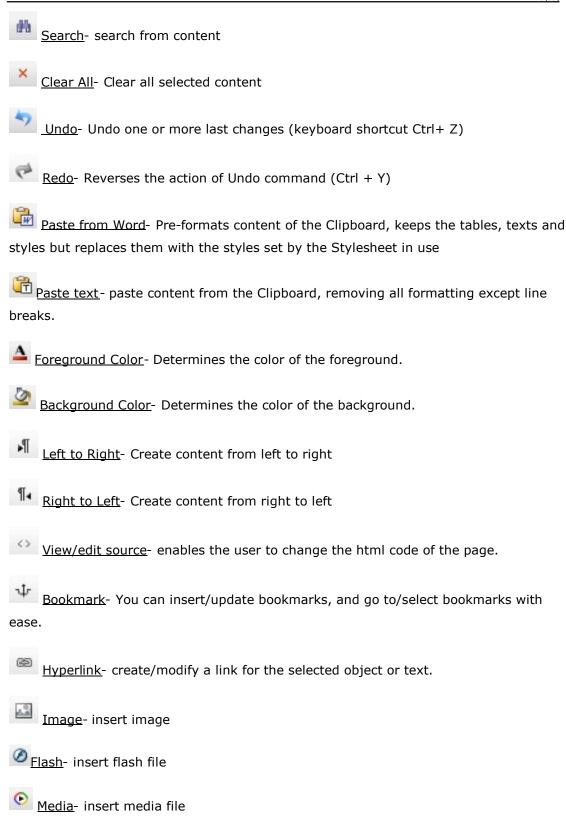
Use Return button on your keyboard to create a paragraph and Shift + Return to simply move to the next line

The following tools are available:

Preview Window - See how your content is displayed in a browser using a Preview Window.









Insert pre-defined Custom Tags - Custom tags are commonly used in many homesaits, where they will be replaced with user information Ouick & Advanced Table Insert - Inserts a table in the document with the number of columns and rows you specify. Edit Table/Cell- edit table or cell Absolute- place content (text, image) to the absolute position Special Characters- add special characters Line- add line Easily Create Forms and Insert/Update Form fields - You can Insert/Update Forms, Textboxes, Textareas, Password Inputs, Lists, Dropdowns, Checkboxes, Radio Buttons, Hidden Fields, File Fields, Buttons, and Submit/Reset Buttons. Text Formatting- enables the formatting of text, paragraphs, lists and boxes. Apply pre-defined styles Paragraph - select predefined paragraph options Bold- Makes the selection bold (Ctrl+ B) Italic- Makes the selection italic. (Ctrl+ I) Underlined- Underlines the selection (Ctrl+ U) Strikethrough - Strikethrough text Superscript- place text on Superscript position Subscript- place text on Subscript position



Align Left- Aligns the selected text, numbers, or inline objects to the left with a ragged right edge.

E Center- Centers the selected text, numbers, or inline objects.

Align Right- Aligns the selected text, numbers, or inline objects to the right with a ragged left edge.

Justify Full- Aligns the selected text, numbers, or inline objects to the side-to-side

Numbered List- Creates a numbered list

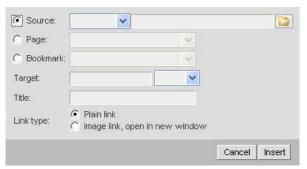
Bulletted List- Creates a bulleted list

→ Indent - Increases the indent (move selection to the right)

Outdent- Decreases the indent (move selection to the left)

3.2.2. Content editor tools

Insert Link



Choose the desired link type:

<u>Source</u>- Link to site, image, file, news article etc.

<u>Link to site page</u> – a link to a page or category inside the structure tree

Link to bookmark - bookmarks have to

be pre-defined

You can also create a custom link to virtually anywhere:

For example: http://www.google.com (keep in mind to use full URL)



Other attributes:

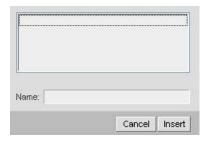
Target - if the site uses frames, a target can be specified where the page will open

Title- the title of the link

<u>Link type</u>- whether the link is a plain link or an image link (an image link opens in a new window)

After the selection press Insert to confirm the link. Whenever you want to modify an existing link, select the text which is linked and use the procedure described above.

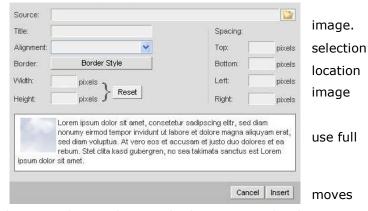
Easy bookmark management



You can insert/update bookmarks, and go to/select bookmarks with ease.

Insert image

Source – Location of the You can choose from the above the field or type the to the field yourself. The can be on a different page/server. Keep in mind to URL.



Title - visible when the user

mouse pointer over the image (it is not shown when inside the content editor)

<u>Layout</u> and <u>spacing</u> – image position inside the content.

Image selection



Image selection is similar to Files section of this interface.

You can use Detail view or Picture view to choose an image, or upload a new image.

Typically each image has two versions – small thumbnail and a large image.

When <u>Select small picture</u> is checked, the small thumbnail image is always selected and added to the content, whenever available. You can then select the added small image from the editor and create a link to the large image.

Files can be filtered using:

Filter field - type a part of the filename or description you are looking for

<u>File type</u> – select the file type

User can also move inside different folders and subfolders to locate the images.

Adding new files is described in the following section.

Insert Web Assets in the form of objects or hyperlinks

If you enable the Asset Manager add-on, a browse button will appear in the "Hyperlink" dialog, "Image" dialog, "Insert Flash" dialog & "Insert Media" dialog. It will open the Asset Manager add-on dialog so you can select a file (image, flash animation, video, etc.) to insert into the Editor.

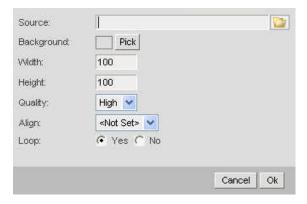
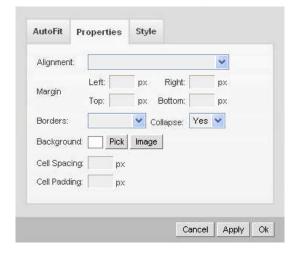


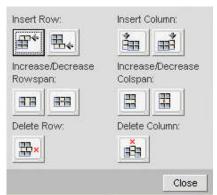


Table and cell properties

Full control over individual cells in a table, complete with a preview area









4. FILES



Display files – file listing will appear to the right (also the default option)

Add new file - Upload a new file to the server

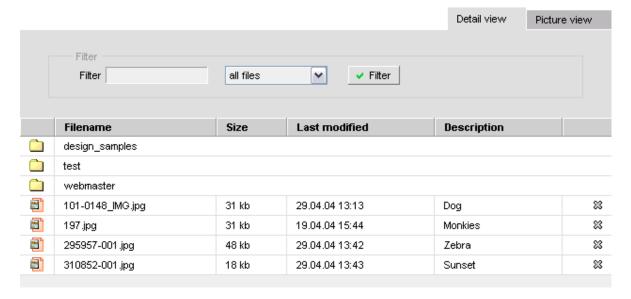
Add new folder – Add a new folder. Folders can only be added by "*Root"* group users.

Folders – folder related tasks. Access only to "Root" group users.

When a file has been selected, file information box will appear to the left. From the general file information can be seen, also links to view the file and modify/delete the file.

4.1 DISPLAY FILES

Folder: upload/



Files can be shown in two ways (the far right grey tabs):

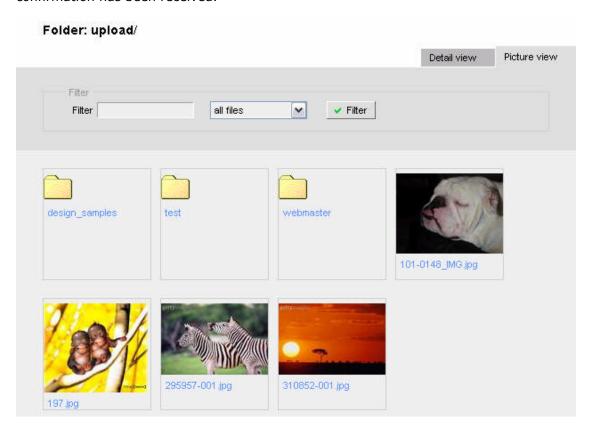


Detail view – file listing, with filenames, dates, file size and file description

Picture view – picture list showing small image/icon for the file and filename

You can also filter the list, by using file type filter or filter field.

The "X" image at the end of each row - clicking on it deletes the image after user confirmation has been received.



Folders are shown with yellow folder icons. You can navigate between folders by clicking on them. The yellow folder with an upward arrow will move one folder up.

4.2 ADD NEW FILES

New files can be added to the server using simple form. The maximum file size should not exceed 3 megabytes. When adding a larger file, the internet connection speed should be considered, because loading the file to the server takes time. A direct secure server access can be used to transfer large files or large number of files. Please contact Modera.net for any such requests.



Add new file

Parameters	11		
Description:			
File:	Browse		
	make sure the file has a 3 letter extension		
Folder:	- 💌		
If the file is an image:			
Thumbnail size:	120x100 normal thumbnail		
Large image size:	640x480 normal large pic		
Only large image:	Г		
Large image size (horiz.):	_		
Large image size (vert.):	[Pa	rameters	

<u>Description</u> – small description for each file. Will be shown with the file and makes it possible to easily find any file from the server.

<u>File</u> – Click **"Browse"** to select the file you want to upload to the server from your computer. Keep in mind that all files should contain a 3 letter extension, which allows to identify the file format used.

Folder - the files will be uploaded to this folder.

<u>Thumbnail size</u> – the size of the thumbnail/small image you want created. This will be used in the file lists and you can also use this image inside content on the page.

<u>Large image size</u> – The size to which the image is sized to. You can also choose the option of not resizing the image.

<u>Only large image</u> – no thumbnail will be created. Not recommended, since no small preview of the image is available for quick visual overview of the image.

Large image size (horiz.)

Large image size (vert.)

It is also possible to select beween different image sizes and create new images with the appropriate measures.

IMPORTANT NOTES:



Please do not use Non-Latin characters, spaces or other non alphanumeric characters. File and folder names are case sensitive.

If a file with the same name as the file being uploaded already exists, a number (starting from 1) will be added to the filename. (For example if document.doc exists and you are uploading document.doc, the new file will be document1.doc.)

If you want to modify an existing file (overwrite it), use the Modify link after you have selected a file.

4.3 ADD NEW FOLDER

Accessible to "Root" group only. You can create new folders and subfolders inside folders. Simply choose the parent folder inside which the folder will be created and name the new folder

IMPORTANT NOTES:

Please do not use Non-Latin characters, spaces or other non alphanumeric characters. File and folder names are case sensitive.

4.4 FOLDERS

Accessible to "Root" group only. A set of actions that can be performed on chosen folder.

Empty folder – delete all files in folder

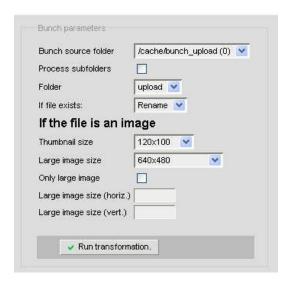
Delete folder - delete folder and all of the files in it

Generate thumbnails – thumbnail images will be created for all the images in the folder, that can be used in content building, galleries etc.



4.5 BUNCH TRANSFER

Files bunch transferring.



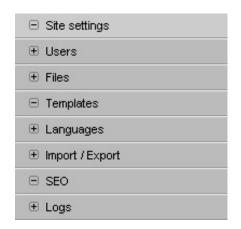
This feature allows to save a lot of time by uploading a bunch of files into a certain directory, by default it is cache/bunch_upload/, and process all these files at once rather than uploading and processing them one by one.

The user can set the image sizes and whether the image has a thumbnail or not. If the file exists, the system can either rename, replace or skip the file.



5. SETTINGS

Settings are only accessible to "Root" group. Settings define general site settings; you can add/change or delete existing administration users and groups. Also user has the ability to change the templates (design files) used in the page and also language files. Language files contain general text and module specific text used on the page. Changing of templates or language files is generally not needed.



Site settings – site name, logo, description, first page intro text, default language etc.

Users – administration interface users. You can add or modify users. Each user belongs to a group, with defined access rights.

Groups – Groups and their access rights for each module installed in the system (Add/Modify/Delete). Whenever a new module is installed and access for a specific group members is needed, rights should be added here.

Design files – access to design files and stylesheets used in templates

Templates – site design templates in HTML script

Languages – add new languages and modify existing languages language files.

Import/export - for adding data to database and exporting it.

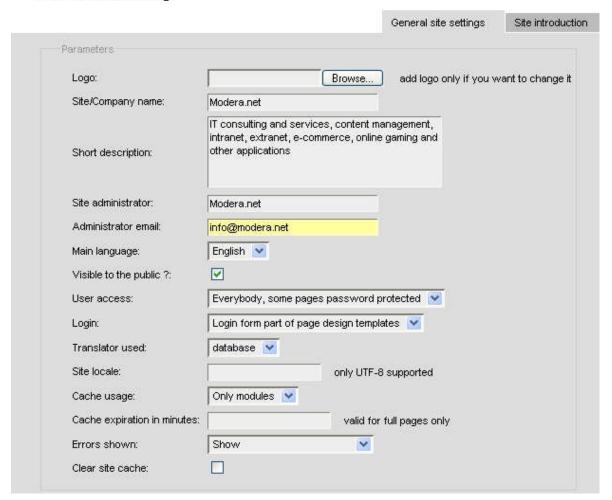
SEO – for creating uri aliases for sites.

Logs - system error log



5.1 SITE SETTINGS

General site settings



<u>Logo</u> – Upload a logo. Each time you modify settings you do not need to upload the logo again. Typically logo is already inside the templates and uploading logo here is not necessary.

<u>Site/Company name</u> – used throughout the site on the title of the pages.

<u>Short description</u> – information used in the headers of the page, mostly for search engines.

<u>Site administrator</u> – Person's name used on the error pages

Administrator email – email address of the administrator

Main language – the default language shown when entering the site for the first time.



<u>Visible to the public</u> – If the site is not visible to the public, all users accessing the site will see an Error page (see <u>Errors and warnings</u>). If a user is logged in to the administration interface, he/she will never see that warning but the actual content being built/edited.

<u>User access</u> – is site or part of it password protected

Everybody, some pages password protected – site is available to everyone, some pages can be defined as accessible to registered users (under Content)

Only to registered users – site is visible only to registered users after they have logged in.

Login - what type of login form to use

Webmaster standard login page – blank new page with Webmaster standard login form is opened, whenever user authorization is required

Login form part of page desing templates – user can use customized login form, which can be placed inside templates.

<u>Translator used</u>- It is possible to switch between different translators.

Gettext is de facto the GNU internationalization library which supports plural forms of translations. It is the fastest method of accessing i18n data (translations). Gettext uses special binary format of language files.

- b) PHPArray driver uses native php arrays for storing and accessing language data, it successfully emulates all gettext driver features such as separation data into modules (categories) and plural forms support.
- c) Database driver makes separate database query for accessing every translation. This driver is intended only for development process when you change translations frequently.

User access - define user access to the site

Everybody, some pages password protected – globally public, the access level can be set to each structure item seperately

All the pages password protected – whole site is password protected

<u>Login</u> – defines login logic

Modera.net standard login page – login takes place using Modera.net standard functionality



Part of site desing - login takes place within design templates

Site locale

Cache usage - defines cache logic

Not in use – cache functionality is disabled

Only modules – cache in use with modules (defined by module configuration)

Full pages – all pages and modules are fully cached

<u>Cache expiration in minutes</u> – define time for refreshing cache

Errors shown - sets error rules

<u>Clear site cache</u> – Modera.net uses cache to store partial or full page/module content. Whenever modified page does not change or you wish the site to update immediately and not after a fixed period of time, you can use this function. Caching is use very selectively and usually this function is not required to perform.

Click on the far right grey tab – **Site introduction** – to edit the introductory text displayed on the first page. You can use images and all the other formatting available when editing content.

ATTENTION:

Keep in mind that you must do this for each of the languages you are using on your site, unless the site design does not use any intro text on the first page.



5.2 USERS

5.2.1 Users

Users who have access to this administration program.

The same general functionality as all other administrative components (see <u>Administrative component</u>)

Group - group where the user belongs to

Username - user's username

<u>Password</u> – user's password (in Modify fill the field ONLY when you want to change the password)

Name - user's name

Email - user's email

Phone - user's phone

<u>Allowed Ips</u> – IP addresses that can only have access with this user, comma separated (194.100.100.100,193.50.50.50). The user when accessing this interface from another IP address than the one listed here, will be denied access.

Active - is the user active or not.

5.2.2 Groups

Groups and their permissions. Each user belongs to a group. "*Root"* group cannot be modified or deleted.

The same general functionality as all other administrative components (see Administrative component)

Group name – group name

Files (Add/Modify/Delete) - access to the Files section

News (Add/Modify/Delete) – access to Module news

....the list continues depending on Modera.net product installation and Modules is use.

5.3 FILES



5.3.1 Design

Modify or add image and other design files used in templates. You can also modify site stylesheet.

5.3.2 Templates

To edit the templates used to give the site a design and layout. Use at your own risk.

Tags inside the template <TPL:....> or <TPL_SUB:...> or <TPL_OBJECT:....> or anything in between them should not be deleted or modified. These tags are replaced by either content from structure or module output and are NEVER visible on the final output page.

5.4 LANGUAGES



5.4.1 Translations- enables the editing, adding and deleting of translations. The translations can be sorted by categories, tokens and definitions. The list will be shown alphabetically.

Add translations



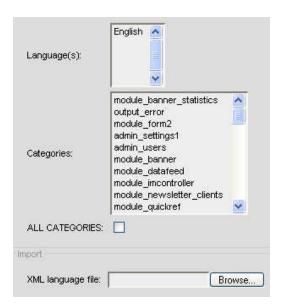
New translations can be added at "add translation" tab. One should select a category or the translation, define if the translation has plural forms and the definition in English.



Change language



5.4.2 Languages- shows the current language and enables switching between different languages. It is possible to change the titles and language groups in "change language" tab.



5.4.3 Import/Export translations- for adding translations/languages to database and exporting them.

5.5 IMPORT/EXPORT





Import/Export is a universal tool for adding data to database and exporting it.

5.6 **SEO**



SEO is used for simplifying the url-s, creating aliases for each page. In order to make aliases work RewriteMap should be declared in your webserver main configuration file.

5.7 LOGS

<u>Error log</u>- Monitors the errors that occur in the system, if there should be any.

6. MODULES

A module is a subcomponent of content. Modules are subprograms that write, analyze, gather or group information and then display it. A module can also have administration components, in which case they appear at this section. Modules have also their own sub templates, which go inside the main templates.

Modules are typically also used whenever specific content appears in different locations on the same site or whenever creating content using the content editor would be too difficult or time consuming (news, forum, product lists, complex information tables etc)

For example it is easy to simply use one administration form to create a news article, after which it appears on the first page, news page and perhaps other pages on the site.

User doesn't have to design the news, place them in multiple locations over the web site, nor edit and delete them in many places.





Modules are listed here to the left. They can be different for each site, based on the installation of Modera Webmaster. You can choose by clicking on the element name – administration component will appear to the right. Here you can add/modify/delete the entries. Sometimes entries can have references to other parts. (In this example each Client belongs to a Group in the Users module)

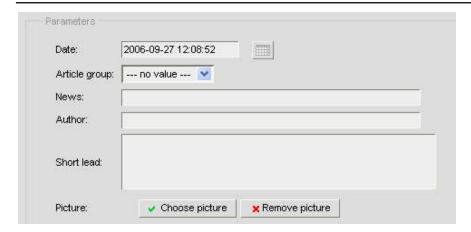
<u>Users</u>



Users can be added/modified/deleted with this module. All the users can be categorized into different groups with the Group tab.

Articles





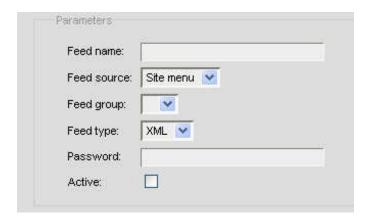
Articles can be added/modified/deleted with this module. All the articles can be categorized into different groups with the Group tab. The contents of the article can be edited using the WYSIWYG editor.

Direct links



The "Direct links" module helps to create links inside the structure and to the Internet.

Datafeed



Datafeed is a module used for serving users frequently updated content. Users can be notified of new content without having to actively check for it.

Feed name- displays the name of the feed



Feed source- determines whether the feed is in site menu or news

Feed group- sets the feed group

Feed type- determines which protocol is used for the feed

All modules and most other components of administration program use one and universal administration component. Please see <u>Administration component</u> for more detailed information. A diffrent manual is available for definitions on specific modules.

7. PREVIEW

Shows the web site output – as the users and clients see it. All the changes made to the web site are immediately valid and public.

8. ADMINISTRATIVE COMPONENT

Modera.net uses a standard administrative component as the base for all adding, changing or listing content. At this section we will examine some of the general functionality of the component.

8.1 LISTING - THE DEFAULT VIEW

News



Selection (grey tabs to the far right):

Add new - add new entry

Modify - listing



The area above entries is the filter part:

Filter – free text based filter to only show the entries containing the word, partial word or numbers you are looking for. Wildcards are not supported. You can use part or full words or parts of dates (2004-05-01) to narrow your selection list. Clear the field and press the Filter button to remove filtering.

Additional filters – depending on the modules used additional filters might also appear here to help you narrow your selection (current example has none)

Display - how many entries to show

Sorting of the selection is done by clicking on the column headers (Date field in this example is sorted). Clicking for the second time, will sort the entries in reverse order. Click on the first column to remove sorting and return to default sorting.

Image "X" is used to delete an entry.

By clicking on any text in a single row you will see a pre-filled form, containing all the information about that entry – to modify it.

8.2 ADD/MODIFY

Will show a form (pre-filled in case of Modify) where you can enter information. The field types, the number of fields varies depending of Module used. Sometimes the form might contain images or buttons to help you fill the form. Also follow the extra information part shown after the field in some cases. The 4.10 version comes with the function of adding tags to pages, making it easy for search programs to categorize data on the web page or create indexes.



9. ERRORS AND WARNINGS

Error notifications occur on the site or in the administrative interface.

9.1 Error 404 - the file/page etc. was not found

NOT FOUND

The requested resource was not found. Either the resource was not created or the link is inaccurate. Please contact site administrator for further assistance Info, info@modera.net

return to reffering page

© 2004 Modera.net

9.2 Error 403 – Access to the page/program is denied

ACCESS RESTRICTED

Access to the requested resource is denied ! Info, info@modera.net

return to reffering page

© 2004 Modera.net

9.3 Error 401 - User authorization failure

USER AUTHORIZATION FAILURE

Access to the requested resource is denied! Info, info@modera.net

return to reffering page

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9.4 Error 999 – the page is not active. See Settings -> General settings to enable the site.

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