Index

Introduction.

What is the purpose of this manual?

This manual, like all other KeyCode manuals (see www.keycode.it), is aimed to provide you with clear and simple instruction for using all WebHat's applications in the best way. The basic purpose is to learn easily and quickly.

What is featured in this manual?

This manual contains all the instructions you may need for using WebHat Content Management System. Every chapter/section features an interface step by step, and gives detailed information for all its relevant operations.

Where can I find further information?

Further information about different interfaces, new implementations and additional modules can be found online, in WebHat's homepage (www.keycode.it). A link to an online help and demo videos is available inside the program's window, clicking the **(?)** symbol.

WebHat presentation.

Content as resource.

An appropriate management of the contents is the basis of the business "knowledge". Contents bring information to partners, customers, sellers and suppliers. Giving always up-to-date information is fundamental. Publishing old information on a web site, on the other hand, is unproductive. The user who receives old information judges the media as useless, with a consequent bad impression of the company. For reaching high values in web projects therefore, a constant update of the contents is fundamental. This process requires appropriate instruments for quick actions with reduced costs. WebHat is the ideal solution for the update of digital contents.

WebHat advantages.

- Constant updates: the instrument previously described, grants a flexible management of web contents using a tool which adjusts the information published. Time saving increases, while the support of external resources is avoided.
- Simplicity: WebHat takes advantage of Internet facilities for simplifying the content updates through a revolutionary and user friendly interface, close to the well-known softwares (PC, MAC or Unix/Linux).
- Costs reduction: content updates done by web agencies are always expensive. WebHat, on the other hand, allows you to spread the news through your web site independently.
- Accessible sites: WebHat allows to edit and to modify web sites which respect the W3C requirements with accessible contents (according to the WCAG guidelines).

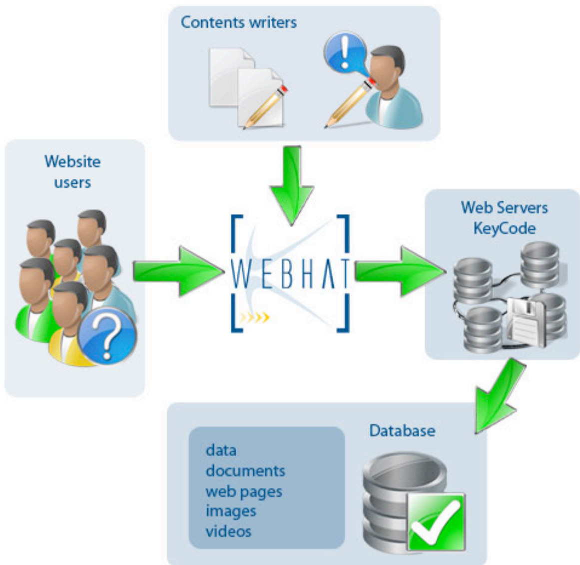
WebHat functionalities.

- WebHat enables to manage web pages (in many different languages, including the Eastern ones) through a simple visual editor; in this way the knowledge of HTML, xHTML and CSS languages is not necessary anymore.
- WebHat changes the contents through simple masks (window), adds, deletes or moves the pages just with simple clicks or "drag & drops".
- Determines for every user which actions are allowed or not, on the basis of the different permission settings. Many different users can share their documents maintaining high security levels.
- Allows to operate on a document without modifying the version currently online.
- Allows to find the documents through standard directory navigation and "search" functions as well.
- Features a client interface based on standard web browser (Internet Explorer or Mozilla Firefox).

- Supports standard files format like Adobe PDF, Microsoft Office, Macromedia Flash, GIF and JPEG pictures and HTML/xHTML, allowing also to add any new format, if compatible with the standard plug-in recognized by the browsers.
- High-level management method, with the possibility to extend the visualization of HTML/xHTML pages through a dynamic content editing, thanks to a query execution, on database saved data.

WebHat architecture.

The picture below shows the architecture of a web project based on WebHat Content Management System. The documents which have been published are handled and saved through technologic components. The complete text search is guaranteed by a graphic interface edited for web pages, so as to grant every kind of customization. WebHat allows more users to share documents safely and with protection. When a document is ready for publication the user sends a request for making it available for final users. This generates a message for the web site administrator, who examines the document before giving his final approval. Then, the document is copied in the reading area for final users, which is indeed an official availability confirmation. WebHat functions can be empowered using the database



scheme, editing new pages interacting with the contents dynamically.

1. Introduction to the system.

WebHat is a Content Management System created by KeyCode using PHP, JavaScript, AJAX and HTML languages interfaced with the most common database servers. This software does not require any technical programming knowledge for updating pages and contents in your web site, portal, intranet/extranet. Everything is possible through a simple browser like Internet Explorer, Firefox, Safari or Google Chrome, using a professional HTML/xHTML visual editor (WYSIWYG) similar to the most common typing programs like MS Word or Open Office within WebHat pages. WebHat software allows to manage and to modify a complete web site (intranet or extranet) using a hidden front-end interface (a control panel inside the browser) accessible with username/password only (see chapter 1.4).

1.1. Multilingual sites.

Multilingual sites are for a Content Management System very important. With WebHat it is possible to change, to switch or to remove a language from the site/portal whenever required. Even those foreign languages still without the relevant complete translation can be added; in this case, WebHat visualizes the text of the default language, into the whole site. The site can maintain the same structure in all its languages.

1.2. Multiuser system.

WebHat is a multiuser system. It is possible to edit, to modify or to delete an infinite amount of users, defining different rights for each of them. There are different areas inside WebHat, where a login rights can be assigned to the new users: main settings (selecting graphic styles and standard settings), pages settings (adding, removing and modifying), statistics (for the pages, the database server and the login), users settings (creation, modification and cancellation of users), modules usage (selecting the modules one by one), templates usage (selecting the templates one by one). The administrator editing a new user, can assign all these mentioned rights, deciding a username and a password for each one of them. It is possible also to specify for each user a single area of the site, meant as a thematic field or a specific business sector.

1.3. Frequently asked questions (FAQ).

1. Are you able to supply interactive services to customers, suppliers and employees independently?
Thanks to WebHat anybody can edit a personal web site in a simple way without any advanced technical knowledge.

2. Does WebHat update automatically?

WebHat modules enable to update the site/portal using menus, links, content pages, news, banners and events independently. WebHat technology is simple, adaptable, flexible and safe. The success of a web site depends on its capability of being up-to-date, offering new and interesting contents to the readers who visit the site again. Companies without a skilled personnel submit this job to web agencies who, causing delay or hindrance in the management, could even make the users abandon the web site. KeyCode therefore developed WebHat, the dynamic management system for web sites and portals, which allows you to manage your web site independently. From now on, you're the only person who takes care of your web site.

3. Are the updates feasible for non-specialized personnel?

WebHat makes a company independent in terms of management and update of the contents structure. The system uses simple interfaces, which enable also non-specialized personnel to edit, to update and to delete (when necessary) contents, pages, news, and press releases. The updates are safe and controlled. Through a username/password access, WebHat can give to the users different rights. There will be one or more administrators with different rights or privileges, there will be redactors involved in the update with full power, and simple operators who cooperate after the permission of their superior redactors only.

4. Is it possible to change the graphic aspect or the structure of the whole site without re-issuing the contents?

WebHat manages graphics and contents separately. This enables to change the graphic aspect of the site operating on the relevant template, without adding the whole content once again. This represents in the long period an incredible economic advantage: with a simple graphic operation your site will appear as totally renewed.

5. Are web-based updates foreseen?

WebHat does not require to install a specific software on your PC. This system indeed, works via browser, therefore you can operate on the site everywhere; the only requirement is an Internet connection. This solution gives the possibility for your personnel and partners to work at distance without being in the company physically.

6. Does the site interact with the company's system?

WebHat is a multi-platform system supporting both Microsoft and Unix technologies, and enables to combine them for a custom architecture, able to support every system requirement of the customer. It is possible also to interface the data of your database with the web site, in order to give always a high-level and safe service.

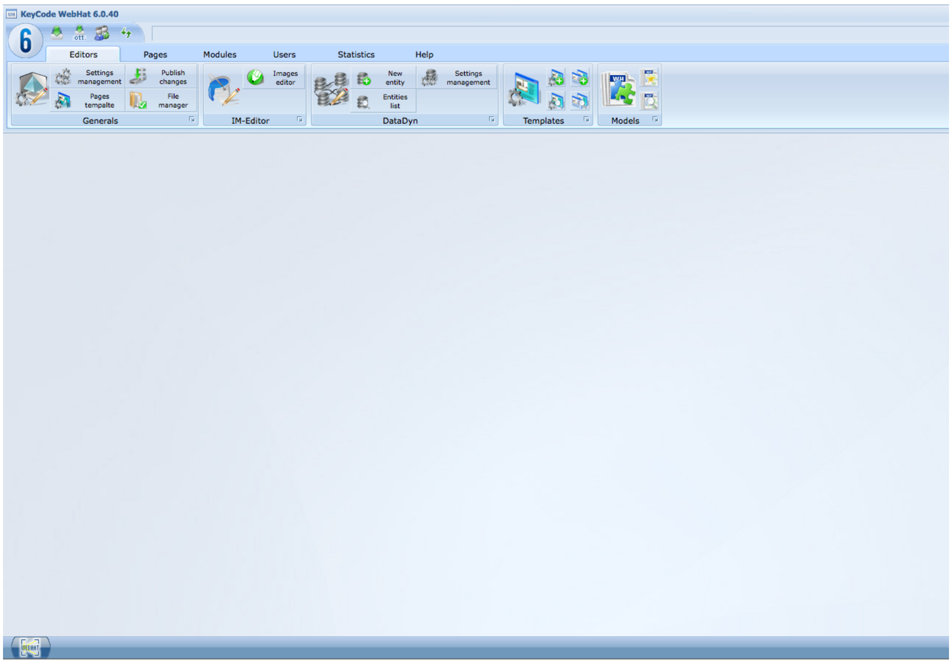
1.4. System access: the login.

The login to the Content Management System is secured by username and password, sent by the Client to the system in a safe encrypted way. The login therefore is bound to the following procedure:

- Reach with your browser the homepage of the site which is going to be managed with WebHat (otherwise go to the URL given by your reseller);
- Click on the link or click "Login" inside the Home Page, usually below on the right. The position depends on the template (graphic style) selected for the page;
- Once the WebHat login window appears, type your username and password in the relevant fields, paying attention to capital letters.

- Click “Login” or “OK” (it depends on the login selected for the installation) or press Enter.

The system informs the user in case username/password are incorrect, so as to repeat the operation. On the other hand, if username/password are correct, the system opens the main WebHat mask. In case new functions have been installed after the last login, an information advise appears.

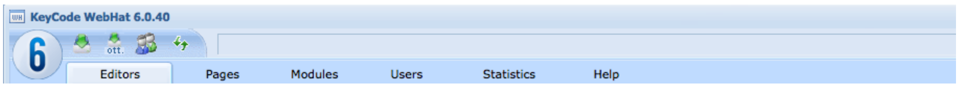


1.5. The user interface.

WebHat main bar is located above, over the WebHat mask, and consists of six tabs showing their submenus through “Tabs, panels and icons”. Clicking on one of the voices listed below, a menu appears. The following chapters will show in details the voices of these six WebHat menus.

Main menu	**Editors**	access to the Editors menu
	Pages	access to the Pages menu
	Modules	access to the Users menu
	Statistics	access to the Statistics menu
	Guide	access to the Guide

This list shows the most important headings and icons present in the WebHat interface. Obviously this is not the complete list; the remaining icons will be explained in the next chapters. Anyway, remember that all the icons show their function every time you stop the mouse cursor over them, and that the guide appears into the **WebHat toolbar:**



	The disk icon appears during the addition of new pages or other WebHat elements and enables to confirm the settings. It’s above on the right inside the windows. The same icon enables to save the modifications done during the adjustments.
	Each WebHat window contains this icon above on the right, and enables to open the guide of the relevant mask currently displayed.
	Each WebHat window contains this icon, which enables to close the window (asking if you want to save the modifications or not).
	This icon enables to iconize the operating WebHat mask. It's above on the right.
	This icon enables to maximize the mask enlargment on the screen. Each WebHat window contains it.
	This icon is above on the left, and informs there isn't any modification to publish online.
	This icon is above on the left, and tells that there are modifications to publish online. It launches the COMPLETE publication of the modifications. The status is visible into the status bar.
	This icon launches the OPTIMIZED publication, usually quicker than the complete one.

	This icon is above on the right, and enables to change the user through a different CMS login, without closing its window.

	This icon appears above on the right. It reloads from the beginning the CMS system as per the first login.
	This icon appears inside the "Page properties" window, and enables to open the main settings modification of a page.
	This icon appears inside the "Page properties" and opens the mask for adding a page having the same parent of the viewed one.
	This icon appears inside the "Page properties", and informs that it is not possible to edit a clone page of the one currently displayed. (usually a Home Page reaching the pages addition limit).
	This icon appears inside the "Page properties", and opens the children addition mask for the page currenrtly displayed.
	This icon appears inside the "Page properties", and informs that it is not possible to edit a child page (usually for loose pages or when reaching the page limit).
	This icon appears inside the "Page properties", and enables to delete the selected page. It is not possible to delete the Home Page or any other starting page.
	This icon appears inside the "Page properties", and informs it is not possible to delete the page selected.
	This icon appears inside the "Page properties", and enables to view the page whose "To be published" properties are being displayed. It's how users will see the page when the modifications are online.
	This icon appears inside the "Page properties", and opens a new browser window linking to the published page's URL directly.

2. Functions of the Editors menu.

The “Editors” menu enables to manage the general settings of the web site, portal or intranet, to select the templates (graphic styles) of the pages, to publish every new modification, to access to the template editor for adjusting a template (for advanced users only), to access to the picture editor and to the DataDyn editor, etc.

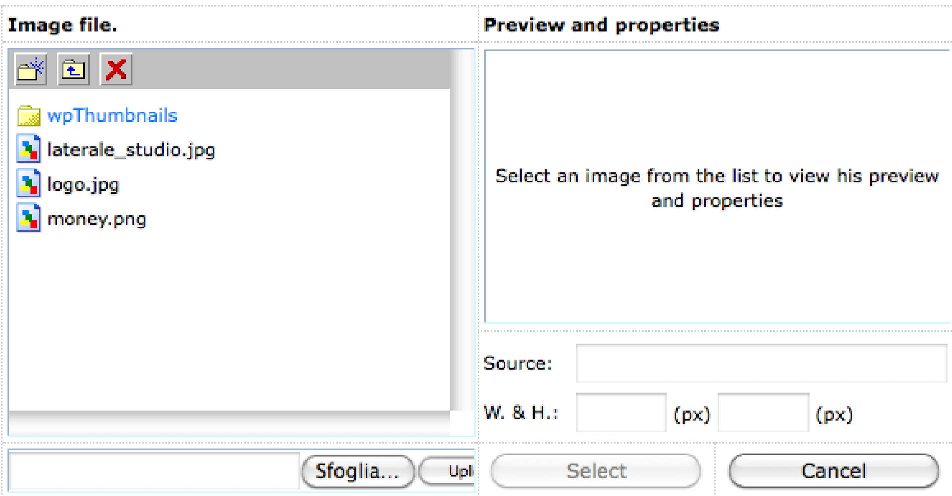
Settings management	They are the general settings of the site.
Pages template	Enables to select the template (graphic style) for the pages.
Publish changes	Enables to publish the modifications
IM-Editor	Enables to access to the image editor a simple utility for resizing all JPEG/GIF pictures.
DataDyn	Enables to access to the DataDyn editor. See the technical manual for detailed information.
Templates	Enables to access to the template editor. See technical manual for detailed information. The template editor can be used by advanced users only.
Models	All information about this editor are inside the technical manual. The final user does not have to worry about the models.
Actions	The actions editor enables to setup the PHP code execution. This operation is for site administrators only. All detailed information inside the technical manual.
Utility	Contains a single button which enables to logout (after confirmation).

These buttons are located inside the tabs of the upper panel, and open their relevant mask. Their functionalities will be explained in the next section of this chapter (except for the technical tabs, explained in the WebHat “Technical Manual”).

2.1. Settings.

These settings usually appear in every page, influencing the whole site. They are the Logo, the Company name, and the Copyright information.

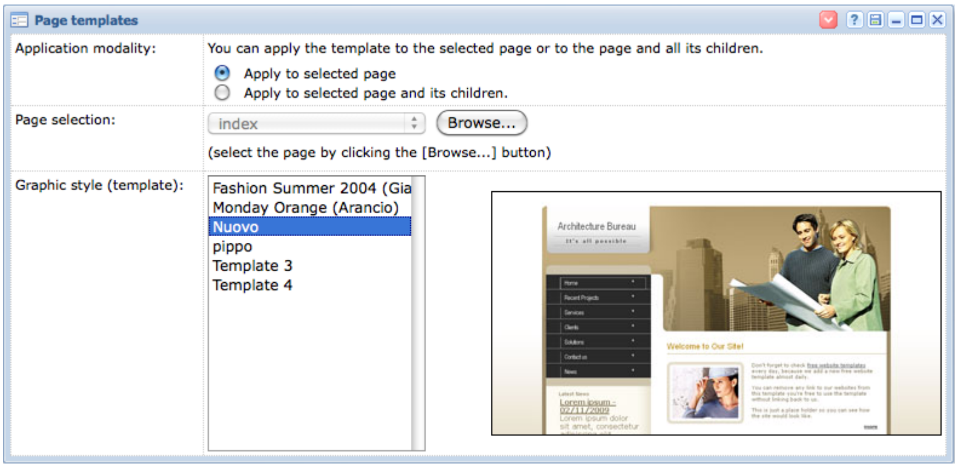
Modifying "Company Name" and "Copyright" is a simple operation which overwrites the new value inside the old one. The "Company Name" field is used also as a description (tag "alt", alternative text) of the logo picture, therefore it's very important to fill it for being ACCESSIBLE. Concerning the logo's modification, simple as well, click "Browse". The window appearing is below:



The window consists of two parts: the left one is for the pictures management and for the server upload. The right one shows a preview of the selected picture, and its addition as a logo. The pictures can be selected clicking on the files appearing in the list on the left; then, click "Select" for adding it as web site's logo. If the logo does not appear on the list because it's on your PC's hard disk, it is necessary to upload the picture on the server hard disk first (where WebHat is installed). For doing this, click "Browse" inside the upper window, then select the file from your hard disk; then, click "Upload". In few seconds the picture appears in the list on the left, ready to be selected and added as web site's logo. On the left, there are three buttons for managing the file system of your server: it is possible indeed, to edit files and directories, and to delete the obsolete ones.

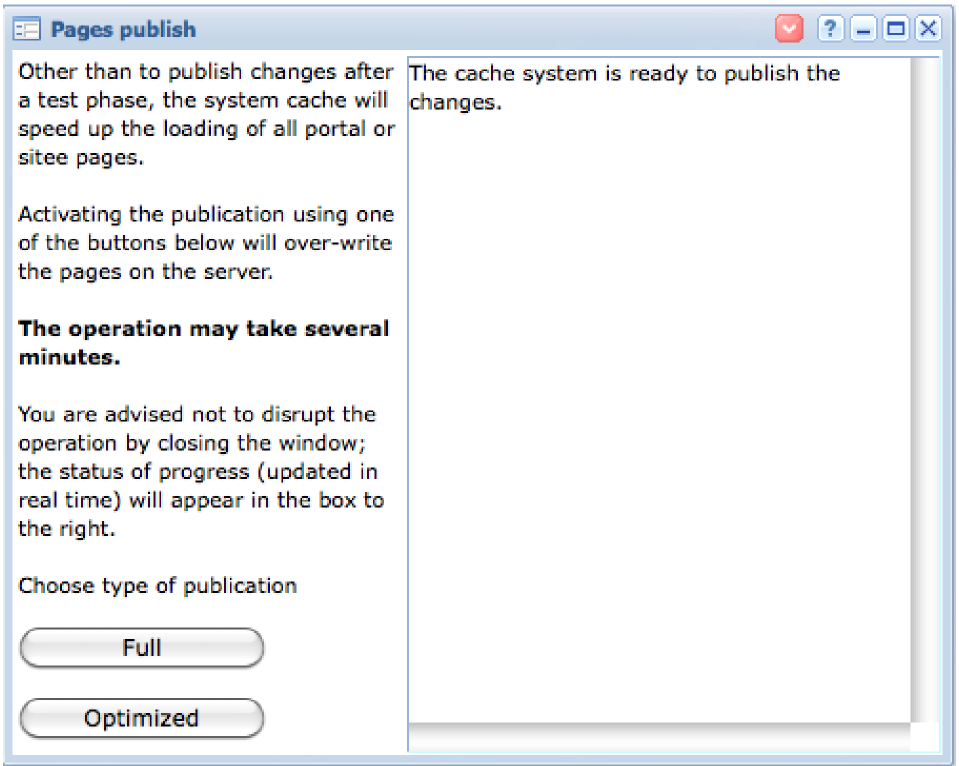
2.2. Templates.

The "Template" function allows to select the template (or graphic style) for one or more site's pages. It is possible to apply the same style to all relevant children too, with a single operation. The first two fields allow to select the template application modality (to the selected page only, or to the children too) and, through "Browse" to select the page which inherits the graphic change. Clicking "Browse" the list of all the pages (tree pages and loose pages) appears in a pop-up. The Graphic style field shows the list of all the available templates and the preview of the selected one (below on the right). The template selection is done clicking on the name of the graphic style which appears in the list on the left, near the picture. The adjustment of a graphic style modifies also its representative picture in real time. The preview of the graphic style takes some seconds, according to the connection speed. This picture shows the interface for managing these settings:



2.3. Publish page.

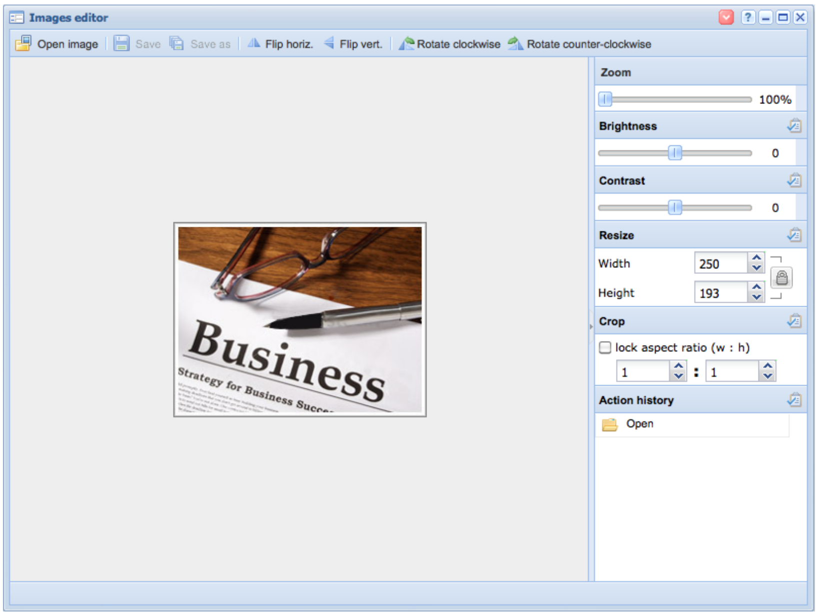
The publication of the modifications (or cache system) enables to store 2 different versions of the web site which is currently being adjusted: the first one is the online copy, visible to all the users of the WebHat-managed site, the second one can be seen by the users allowed to login to the CMS only. When a system user adjusts a page, a logo etc., the modifications are not visible to all visitors immediately. They are noticeable only inside WebHat interface first. That permits to check the preview of the final version, before publishing it. When the new version is approved for being online (present on the web), it is necessary to re-start the cache process: for doing this, click on the general menu, then the children menu "Page publish". There are two kinds of publication: the "Full" one (which re-writes all the pages on the server disk, including those without any new adjustment), and the "Optimized" one (which re-writes the adjusted pages only).



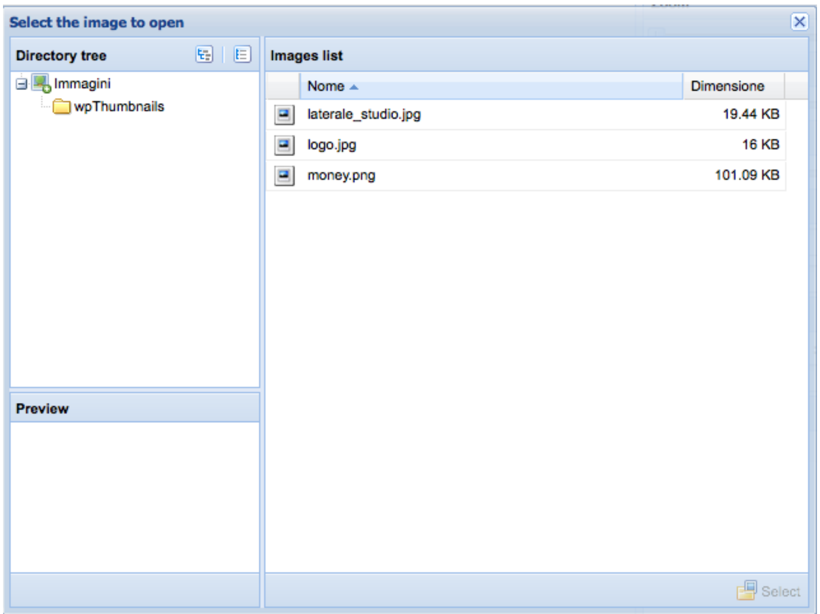
The second mode is the quickest, while the first one permits to update for each file, even the date of their last modification (this is the recommended method for having a better indexing on the search engines). WebHat's cache system, thanks to the product optimization, improves the page visibility in the search engines, in comparison to other Content Management Systems.

2.4. The IM Editor

As previously mentioned the IM Editor allows you to edit all the images on the website managed with WebHat.



The left area shows the image that is currently being modified. On the right side you can find the editing controls. The first step to modify an image is open it by clicking the "Open" button on the top-right in the picture editor's window. The classic WebHat selection interface will appear:



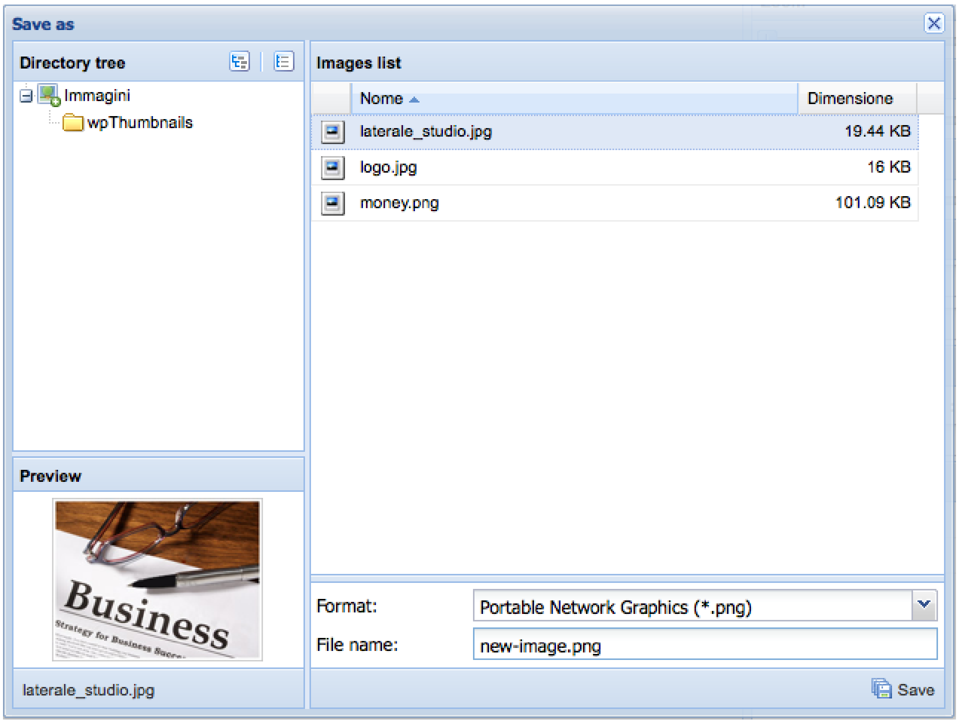
Select the required picture and click on "Select". Now it's possible to edit the image by using the self-explaining commands on the right:

The **zoom** slider allows you to enlarge or reduce the image visualization and it's useful to work on tiny details of the picture. **Brightness** and **Contrast** controls work on relatives image parameters. Notice that it's necessary to apply the new proprieties by clicking on the icon on the side:

The **Resize** section allows the image size editing, by directly inserting the new size in pixels. You can lock the size ratio by clicking on the dedicated button:

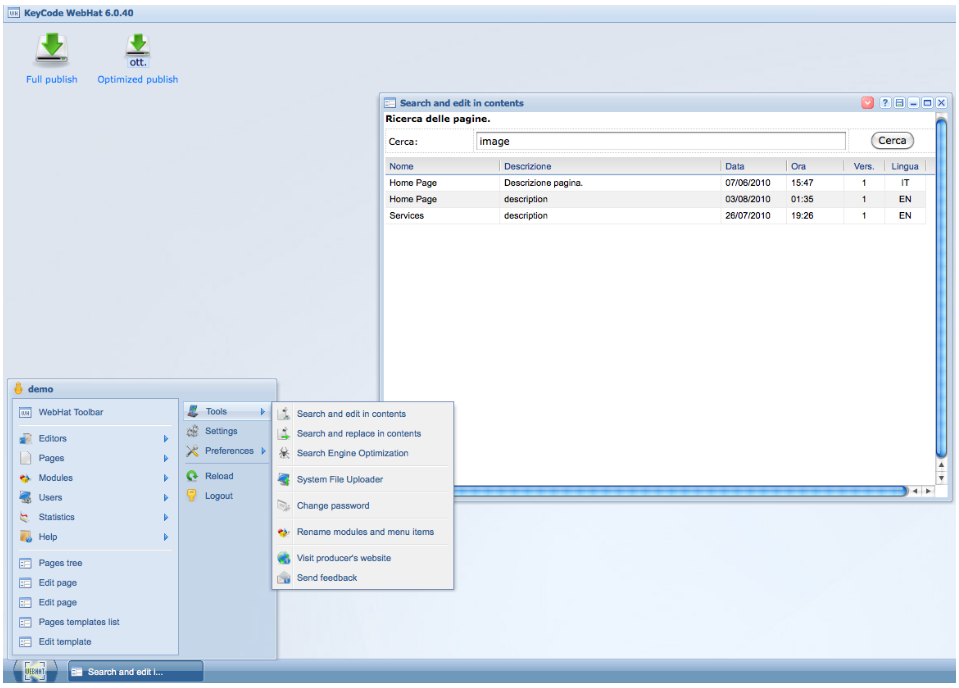
The buttons in the top bar allow rotating or mirroring (horizontally or vertically) the image.

When you finish the image editing you can save and overwrite it (**Save** button) or save a new copy of the picture (**Save As** button). In this case you must choose the format and the new filename (with the appropriate extension), then click "**Save**".



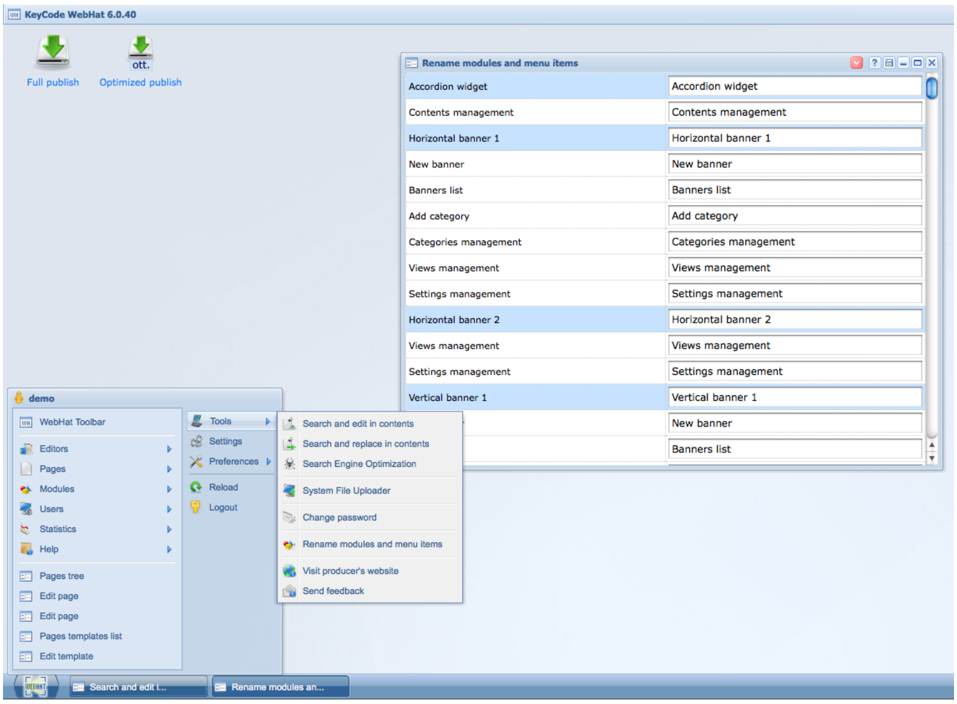
2.5. Search and edit in contents

Using WebHat quick menu on the left inside the lower bar (see picture), reach "Tools" inside the menu, and open the "Search and edit in content" window. The mask is very intuitive, as it shows the search form first. Insert a term and click "Search" for opening a list with all the pages containing the terms\sentences you are searching. A double-click on one of them opens the content modification mask. The columns displayed in the results are: "Link text", "Description", "Date", "Time" of last modification, "Version" and "Language". Clicking on the column head, it is possible to order the set of the results obtained. You can change also the position of the columns with a drag & drop.



2.6. Rename modules and menu items.

From WebHat quick menu inside the lower bar on the left, through "Tools" you can access to the "Rename modules and menu items" function. The administrator of the sites can access to the modification mask of the modules' names and menu names. This function is helpful when, for example, you are using different Banner modules, each of them with a specific position inside the page. It is possible to rename the module "Horizontal banners 1" as "Banner of the upper tab", and so on.


KeyCode WebHat 6.0.40
Full publish
Optimized publish
Rename modules and menu items
Accordion widget
Contents management
Horizontal banner 1
New banner
Banners list
Add category
Categories management
Views management
Settings management
Horizontal banner 2
Views management
Settings management
Vertical banner 1
New banner
Banners list
demo
WebHat Toolbar
Editors
Pages
Modules
Users
Statistics
Help
Pages tree
Edit page
Edit page
Pages templates list
Edit template
Tools
Settings
Preferences
Reload
Logout
Search and edit in contents
Search and replace in contents
Search Engine Optimization
System File Uploader
Change password
Rename modules and menu items
Visit producer's website
Send feedback
Search and edit i...
Rename modules an...

3. Pages.

The pages menu allows the access to all functions necessary for a complete management of the structure and contents of the site's pages the children menu are the following ones:

New page (pages tab)	Open the mask for adding a new page.
Pages tree (pages tab)	Open the pages tree.
Loose pages (pages tab)	Open the loose pages list.
Trashcan (pages tab)	Open the trashcan management.
New image (images tab)	Enable to attach an image to a page.
Images list (images tab)	Enable to see the list of the attached images.

3.1. Adding a new page.

After accessing the addition mask (Pages -> Pages management -> New page), fill in the following fields, and click on the upper disk icon on the right:

Server file name. It's the new page's name on the server. This information is not strictly important in terms of indexing on the search engines. This field requires a valid file name (without commas, question marks etc), and without format extension; WebHat adds it automatically (every page has a .PHP extension).

Parent page. This field indicates the new page's parent. The parent node is the page inside the tree, which contains the link to the new page. F.e. if you add a page named "WebHat" selecting "Home Page" as parent page, the "Home Page" contains together with other elements, also the link to this new "WebHat" page. For specifying the parent page, click "Browse" then click on the name of a page.

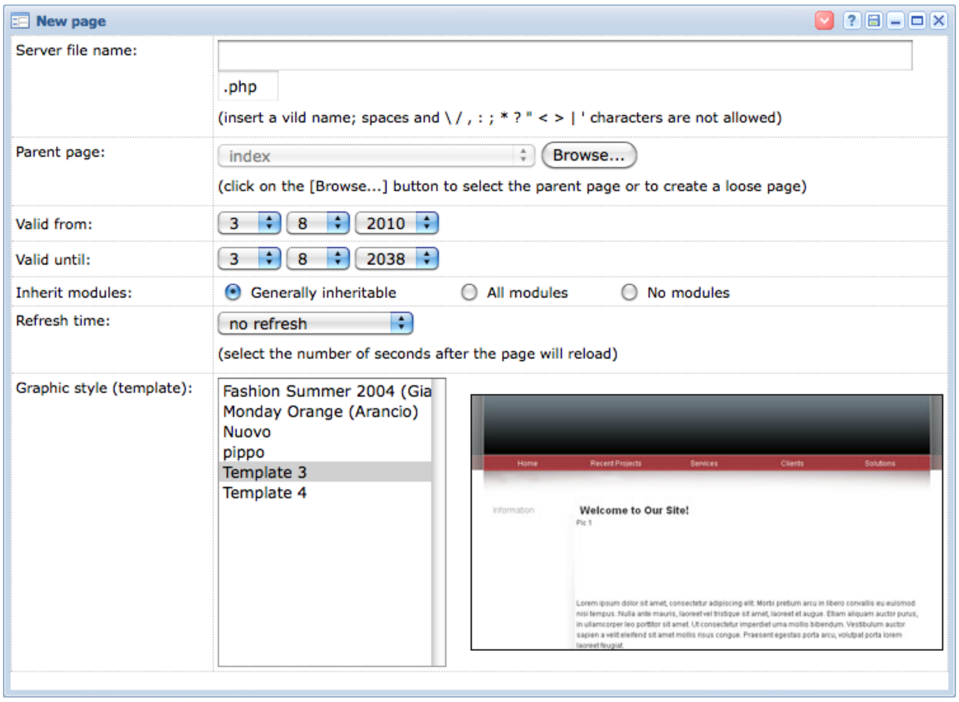
Valid from. Allows to decide when the page visibility starts.

Valid until. Allows to decide when the page visibility ends.

Inherit modules. You can decide if the new page must inherit the basic modules of the parent page (basic modules + all the banners), all the modules, or nothing at all.

Refresh time. It's the automatic refresh time of the page. "No refresh" means that once the final user has downloaded the page, no automatic refreshes will occur inside the user's browser. On the other hand, if a specific refresh time has been settled, the user's browser reloads the page accordingly.

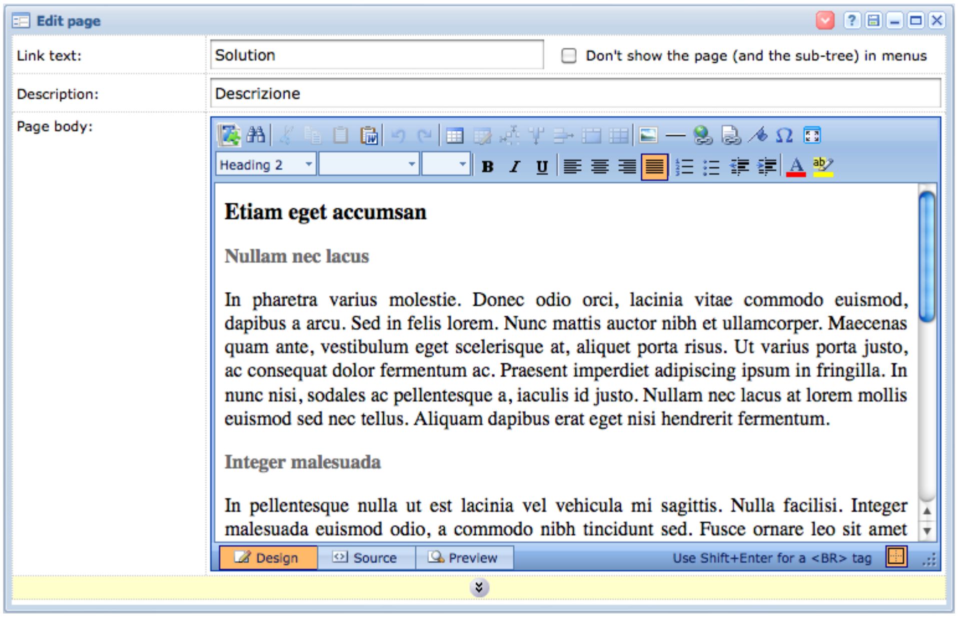
Graphic style (template). In this field the graphic style (template) to be used for the new page is displayed. The available templates are listed in the options of the user who adds the page.



Click on the upper disk icon on the right for adding the new page.

3.2. Modifying the content of a page.

The “Edit page” mask (accessible through “Pages tree” or through the “Loose pages”) allows you to modify all the settings of a language relevant to a specific page of the site (from the effective content to the description). All the fields which need to be filled with the new settings are here below:



Link text. This is the text used by the system for adding the link to the page generated in the tree menu automatically. This text is very important for indexing the page on the search engines. The suggestion is to add many different keywords referring to the page: this field must be ALWAYS present. Beside this mentioned you find the “Don’t show the page (and sub-tree) in menus” flag. When flagged, the page does not appear in the automatic WebHat menus. That means that remaining in the tree and regularly published, the page won’t be accessible through a standard web navigation (the same for its children pages).

Description. Must be a text summarizing the page’s content. This field is very important for the site ACCESSIBILITY. WebHat uses it as a value of the “Title” attribute of the tree links, automatically built. This field like the previous one, must be always present.

Page body. this field contains the text of the page, the central body. It can contain an infinite amount of characters, xHTML code texts with the visual editor (explained in the previous pages). WebHat allows you to modifiy the code directly, but we recommend this operation just to advanced users. Avoid to edit pages which are too long and too rich: users with a slow connection or a mobile connection could not be able to view the contents, getting partial information.

Other fields can be filled clicking on this lower arrow: 

Keywords. Contains an invisible text for the final user, but visible to the search engine's robots. It is necessary to type the keywords related to the argument handled in the page.

Description. Contains, like Keyword field, an invisible text used just by the search engines: here it is required a brief description of the page's content.

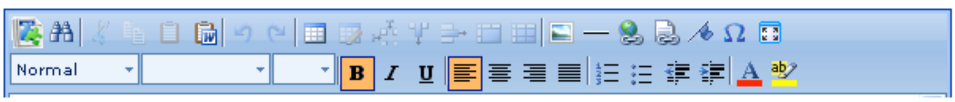
External link. This is a complete URL (an address like http://www.keycode.it/), which must be used for an automatic re-direct to a web page only.

The window. Specifies in which window/frame the page opens. It is possible to select the same frame of the page containing the link to the page which is going to be added, the whole page (target_top), or a new window (clicking on the link to the page which is being added, a new window of the final user's browser is opened, which contains the window itself). If this third option has been selected, it is useful, in terms of accessibility, to specify in the description field that the link opens inside a new window.

Head code. In this field it is possible to add a HTML and a JavaScript code for the header of the HTML document. We recommend this setting to advanced xHTML, DHTML and/or JavaScript users only: it is not an indispensable field. Being accessible means that a visitor can do the same things with or without a JavaScript interface on the browser. The content modification's interface (also through the visual editor) is displayed in the following picture.

3.2.1 Visual editor.

The visual editor is a powerful tool which enables to modify the page body: it allows to obtain **3WC-compatible** xHTML codes, and supports the users who are realizing accessible contents. The tools usually present on a traditional word processor are here available as well. The visual editor allows to modify and to edit texts inside the browser directly. Advanced users can operate also on the xHTML code directly and manually. WebHat allows the copy & paste of texts, lists and different formats (not pictures) also from other applications (like MS Word, Excel, Open Office, etc.) through the relevant "Copy from Word" function. This function enables the text-refresh, and makes it 3WC-compatible. This function however, is not suggested for those users aimed to publish ACCESSIBLE SITES: it is recommended to edit and to modify the texts operating inside WebHat's visual editor only (without using external softwares). For adding pictures inside the page's body, the visual editor's utility is always necessary: the copy & paste of external elements indeed, is not allowed. The tab below shows the visual editor operating on a WebHat example page. All operations are explained in the following page.



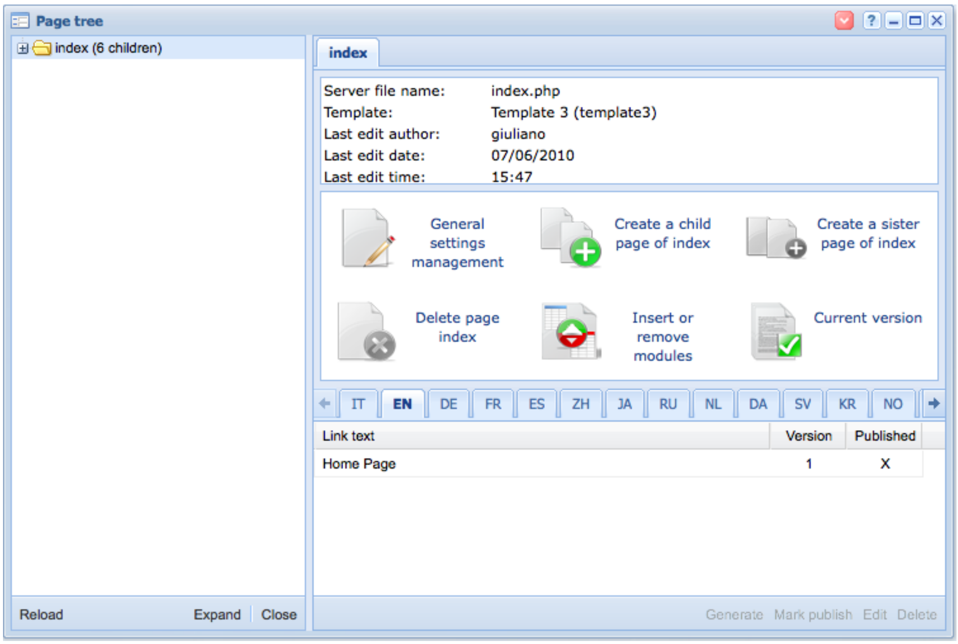
	Edits a text starting from a model. It opens a pop-up showing the models list. Selecting a model the pop-up closes displaying the text into the visual editor as starting point (with charts and pictures), as per the selected module.
	Search & replace.
	Cuts the selected area.
	Copies the selected area.
	Paistes the selected area.
	Opens the window for paisting text from external softwares (do not use this option for accessible sites).
	Cancels an operation.
	Retrieves an operation.
	Adds a chart into the page body.
	Modifies the chart settings (lines and columns)
	Adds a row to the chart.
	Deletes the chart row.
	Adds a column to the chart.
	Removes the chart column.
	Unites the cells.
	Deletes cells union.
	Adds an image.
	Adds a horizontal line to the document.
	Enables to add a link to a web address, an internal anchor ot to a specific e-mail address.
	Enables to add a link to a file into the download area (if you have the "Download area" module).

	Enables to edit an anchor inside a document.
	Enables to add a special characters inside the a document.
	Bold
	Italic
	Underlined.
	Aligns text on the left.
	Text in the middle.
	Aligns text on the right.
	Justifies text.
	Adds numbered list inside the page body.
	Adds a list inside the page body.
	Increases paragraph identation.
	Diminishes paragraph identation.
	Modifies text colour.
	Modifies background colour.

Adding a picture consists of 2 phases: the first step is the server upload of the picture from the user's PC, then selecting it from the list on the left. "Next" brings to the second step, which enables to set up the picture settings: the alignment, the margin distance, the border dimension, the alternative description (important for the ACCESSIBILITY), and other settings. Inside the windows of the visual editor, there are some underlined fields: they show their function and their importance level for ACCESSIBLE contents stopping the mouse cursor on them. Each visual editor's icon shows its function when stopping the mouse's cursor on it.

3.3. Pages tree and loose pages.

The path "Pages -> Pages management -> Pages Tree / Loose pages" opens the pages tree and the loose pages list respectively. These two masks are identical: they differ from each other just for the kind of pages they refer to.



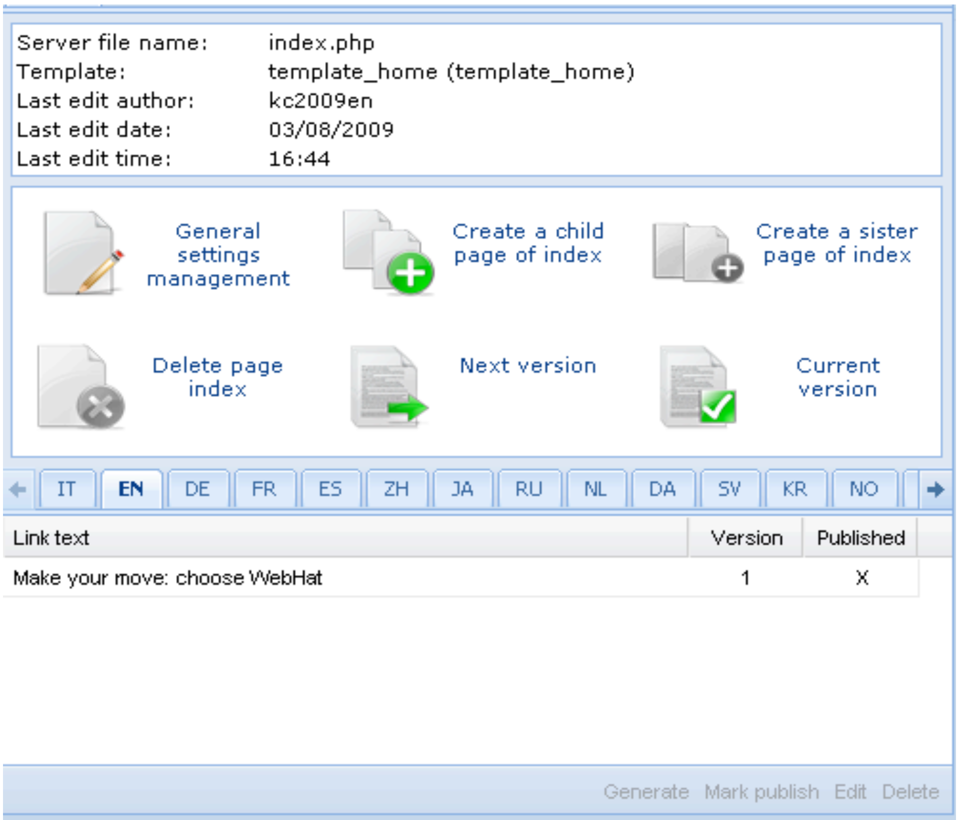
The left frame of this picture can show either the pages tree or the loose pages. The right frame on the other hand, has 3 different areas: the upper one is for the properties, the middle one is for accessing the different functions, while the lower one shows all the versions available for the selected page, including their management. When accessing a pages tree, the tree appears in the compact mode. It is sufficient a click on [+] for expanding the tree, (like a common resources navigation). "Expand" expands the whole tree, while "Close" closes it. When a page is selected (clicking on its relevant name), the upper frame on the right shows the property of the page and the options. It is possible to access to the content modification (see chapter 3.2), to delete the page (moving it into the trashcan), or to add children. For modifying the tree structure of the pages (changing their order, moving a single page or a full tree section) it is sufficient to select the page (with or without children) then moving it using a drag & drop where needed.

➡ *Why "Tree" pages and "Loose" pages?* Loose pages, as explained, are not accessible through the WebHat automatic tree menu, and are not accessible during the ordinary navigation. They are, for example, the reply pages sent to the users who fill a specific form with their data.

3.3.1 Page properties.

As previously explained, the upper frame on the right, inside the "Pages tree" or

“Loose pages” interface, shows the properties of the page selected in the left frame, together with its relevant options. The following picture for example, shows the frame of the page saved as “Make your move, choose WebHat”.

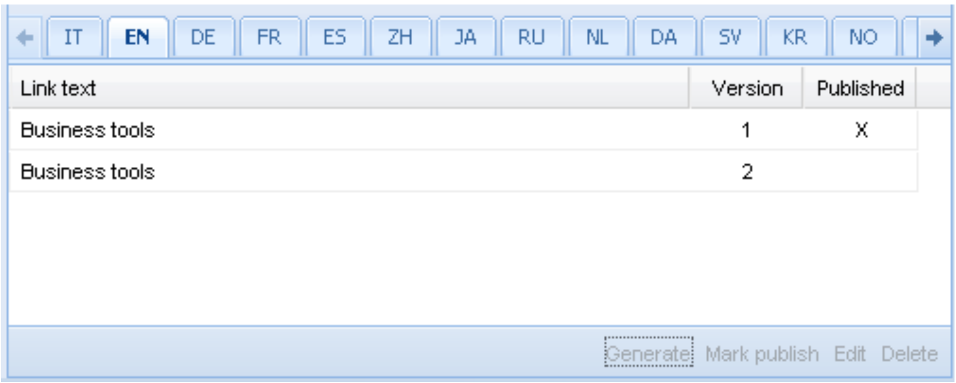


The first list in the mask contains the general information of the page, like its “Server file name”. This name is important for indexing the page in the search engines, therefore it should contain keywords relating to the context. “Template:”. This is the name of the graphic style assigned to the page. “Last edit author” is the name of the user who did the last update. “Last edit date” shows when the last modification of the page took place. “Last edit time” is the exact time when the page has been modified. Below, you find 6 management icons:

1. General settings, including the server file name.
2. Create a child page.
3. Edit a sister page (a clone).
4. Delete the page index.
5. Next version: how the visitors see the page when the modifications are online. It’s a page modified inside its preview.
6. Current version: opens a new browser page, connecting to the URL of the page, whose properties are displayed.

3.3.2 Versions.

WebHat allows to store different versions of the page's content (even if the online version must be only one). The user can decide (when allowed), to edit new versions of the same text, saving them, and publishing them when required. Here below, the functions of the 4 lower buttons inside the right interface of the pages tree/loose pages:



Generate. Creates a new text version, starting from the existing one.

Mark publish. Publishes the selected version.

Edit. Opens the content modification mask (see chapter 3.2.).

Delete. Removes the selected version.

3.4. Trashcan.

The trashcan mask can be opened clicking on its icon. This window shows all the pages that have been moved into the trashcan and still to be deleted completely. Each page can be either restored into the page list, or deleted. It is possible also to remove all the pages in a single shot, clicking "Empty". This operation is irreversible.

3.5. Search and replace in contents.

The lower WebHat quick menu on the left contains under “Tools” the “Search and replace in contents” function. It allows you to do quick replacements or modifications of terms, slogans or sentences into the site. The mask consists of 2 fields: the first one is the element to search (text, terms, phrases), the second one is the new element which must replace the previous one. The operation is valid for all site’s pages, therefore it takes some minutes, and it’s irreversible. Here below, the mask just explained. xHTML codes can be replaced as well.

3.6. New image attachment.

WebHat enables you to attach 2 pictures for each page of the site. The pictures haven’t got any fixed dimension, but can vary according to the template (graphic style) selected for the page where the images are going to be placed. The operation for loading a picture is simple: access to the pages menu, then select the “New attached image” option inside the “Pictures”. Then, fill all the necessary fields with the following settings:

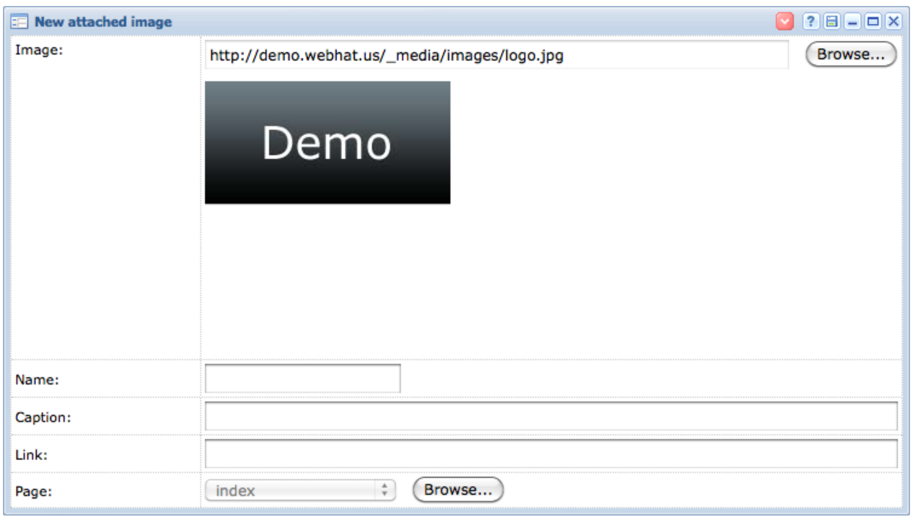


Image. Must contain the complete URL of the picture which is being loaded. It is possible to click "Browse" for selecting it in the server or on the hard-disk. The procedure is the same as for the logo, into the "Standard variables". (see chapter 2.1. on page 18).

Name. Is the name the picture must have. Templates usually use this field as heading of the models list containing the picture which is being loaded.

Caption. Includes the complete and detailed description of the picture. This field is very important for the site accessibility: it should allow to understand how is the picture like, also for those users who can't see it.

Link. It contains the complete URL addresses the attached picture must link to.

Page. It's the site's page the new picture must be attached to. You can select it from the list clicking "Browse".

3.7. Images list.

The images list shows all the pictures attached to your pages and allows to modify them ("Modify"). In this window it is possible also to delete the pictures ("Delete"). The images list accessible through "Pages" -> Attached images -> Atached images list".

4. Modules.

This main menu is the starting point for managing and maintaining all the modules (adding and deleting modules into the pages) and all their contents.

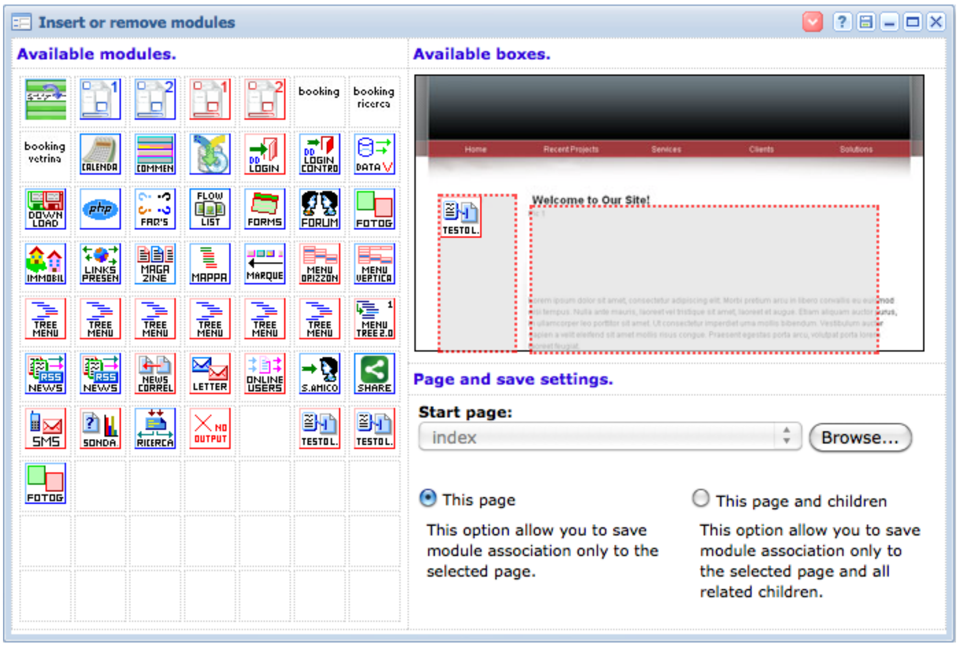
Insert or remove	Access to the addition/cancellation mask.
Basic modules	Access to the basic modules list.
Additional modules	Access to the additional modules list.
DataDyn management	Access to the DataDyn modules (see chapter 5).

4.1. Adding and removing modules.

From the “Modules” menu click “Insert or remove”. A mask containing the page preview where the module is added or removed appears. For changing the page, click “Browse” on the right.

The left side of the window below, contains all the icons of the modules installed. For adding them into the preview of the page, use the drag & drop. All the modules can be moved by a drag & drop into the preview page, within one of the grey areas. You can decide whether to apply the operations just to the selected page or also to the children ones.

Once all the modifications have been done, click on the upper disk icon on the right for saving them.



4.2. Module's content.

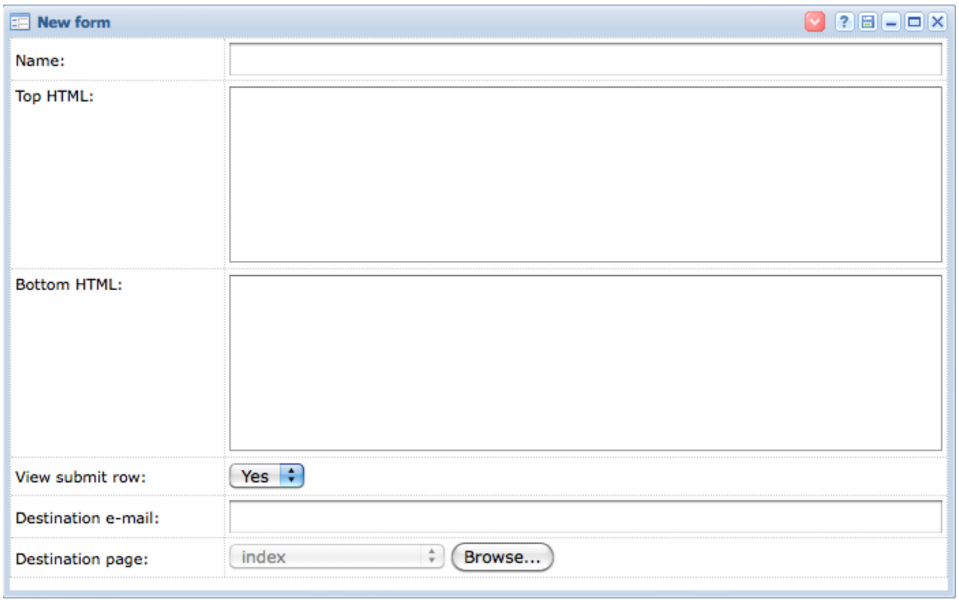
For managing the modules contents, access to the "Modules" menu, click "Basic modules" for the basic modules (present in every WebHat installation by default) or on the "Additional modules list" for the additional ones. A list of the available modules for that category appears. Click [+] on the left near the name for viewing the module's functions. For DataDyn modules see chapter 5.

4.3. Forms.

"Forms" module is a basic WebHat module which allows to edit new forms for the web site in a simple way.

4.3.1 Adding a new form.

For adding a new form follow the path "Modules -> Basic Modules -> Forms -> New Form". The following mask appears:



Name. It's the form's name.

Top HTML. It's the xHTML code appearing above, inside the web page. This field is for advanced users only.

Bottom HTML. Like the previous field it's the xHTML code appearing below, inside the web page.

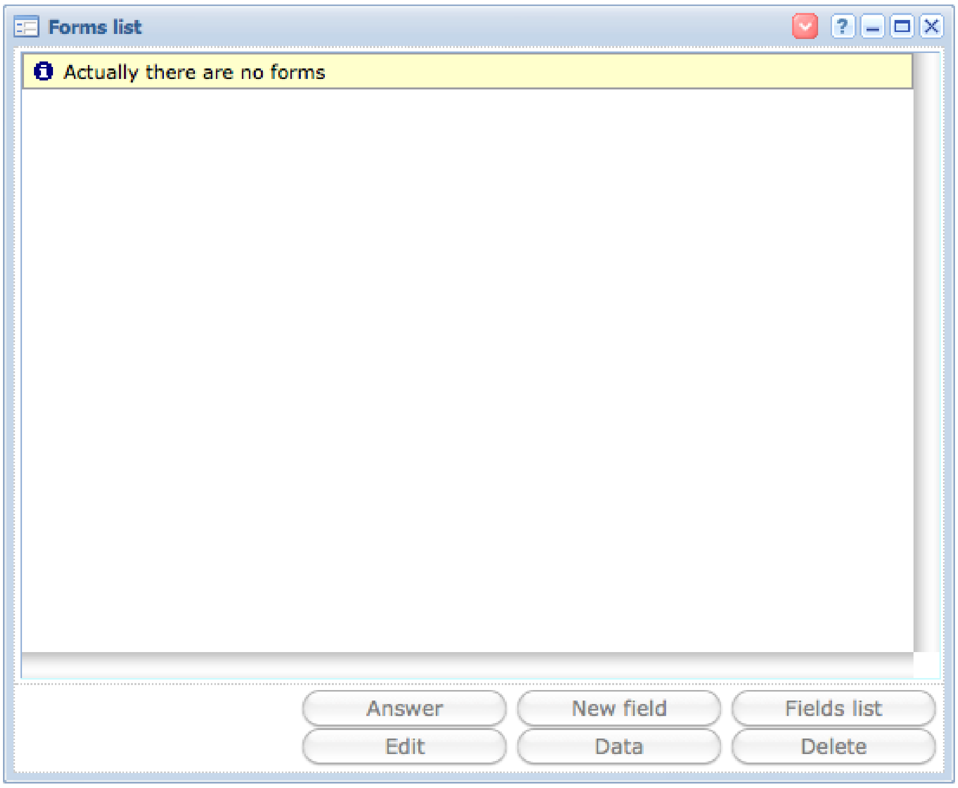
View submit row. Enables the module to display the submit line for the form transmission. The field is usually flagged with "Yes". Advanced users could flag it with "No" for showing a submit line manually, executing JavaScript controls during the form transmission.

Destination e-mail. This is the e-mail address receiving the data the form has been filled with.

Destination page. It's the page the user views into his browser once he has sent the form. When these fields are complete, click on the upper disk icon on the right for adding the form.

4.3.2 List of forms.

For viewing the list of all the forms, follow the path "Modules -> Basic modules -> Forms -> Forms List". The interface displayed below allows to access to the options available for each module (main settings, visualizations, auto-replies, data modification/cancellation). For modifying a form, click "Edit" (the mask is like the addition one), or "Delete" for removing it, after the confirmation.



4.3.3 Auto-reply.

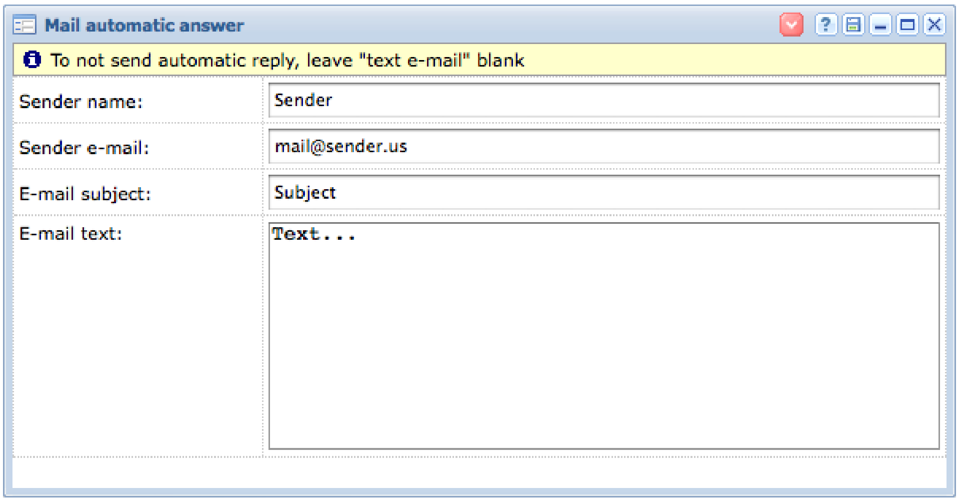
It is possible to send automatic answers to the users who compile your forms. WebHat sends the answers once the user has filled all the fields correctly. WebHat takes the address the user specifies in the first field. If the form does not foresee an e-mail field, WebHat can't send any auto-reply. Therefore if you use the auto-reply don't forget to add an e-mail field into the form too (how to add a field will be explained later on). For adding an auto-reply click "Answer" and fill in the following fields:

Sender name. It's the sender's name used for sending the automatic answer.

Sender e-mail. It's the sender address used for sending the automatic answer.

E-mail subject. It's the subject of the e-mail.

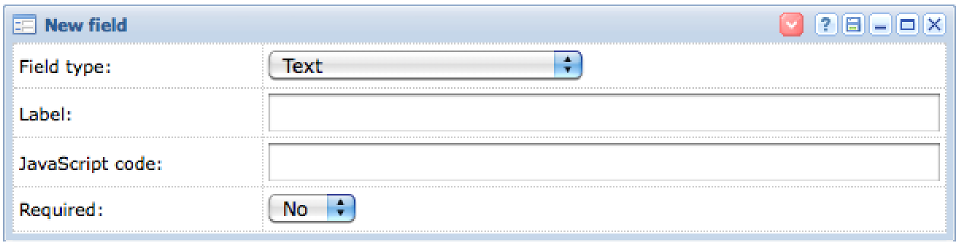
E-mail text. It's the text of the amswer.



When these fields are complete, in order to get the automatic answer started, click on the upper disk icon on the right. As specified in the help message of the "E-mail Auto-Reply" window, if Auto-Reply are not needed, just leave the "E-mail text" field empty.

4.3.4 Adding new fields.

For adding a field to a form (see paragraph 4.3. .2), select the form that must contain the new field into the list, and click "New field".



Field type. Select the field type into the pull-down menu. The available types are: Text, Text area, Single choice pull-down menu (exact like this one), Radio-button (used for accepting the privacy terms or contracts etc), or E-mail (valid addresses only).

Label. It's the text displayed on the left for the field's description.

JavaScript code. Advanced users can add here a JavaScript code for checking the field in real-time (or for other purposes).

Required. It is possible to decide whether the field must be obligatory or not.

Click on the upper disk icon for adding the field.

4.3.5 List of fields inside a form.

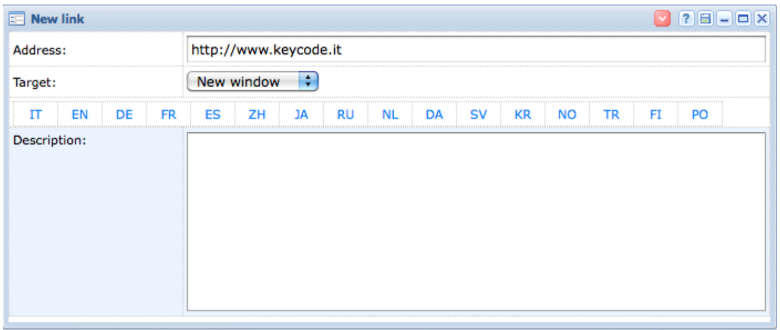
Clicking on “Fields list” it is possible, from the forms list, to view all the fields of a selected form. From here you can access to many field functions: modifying, deleting and orrdering them (from “Above” and “Below”) and, for those fields featuring a “Single choice pull-down menu” or a “Radio-button”, adding or deleting their relevant options (“New option” or “Options list”) .

4.3.6 Data visualization.

From the form’s list it is possible to access to the window containing the web-compiled data of the form. WebHat stores besides the e-mail receipt, all the data compiled into the database. For viewing them, click “Data”.

4.4. Links presenter.

The links presenter is a special container of external links to your site (for example http://www.keycode.it/). The module, when operating, shows a precise list of external links to your pages. It is possible to decide for every new link, in which window it must open (the same window which contains the site, or a new one in pop-up), and a description.



4.4.1 Adding a new link.

For adding a new link, open the window following the path “Modules -> Basic modules -> Link presenter”, and fill the three fields with the complete external address to your site (for example http://www.keycode.it/), the window where it must open (either the same, or a new one as a pop-up), and the description of the external site. Click on the upper disk icon on the right for confirming the operation.

4.4.2 Modifying and deleting the links.

For viewing the list of the links inside the “Links presenter” module, follow the path “Modules -> Basic modules -> Link presenter” -> Links list”. The page containing all the links appears. Clicking on one of the links it is possible to open the modification mask (“Edit”) or to cancel the link (“Delete”). The modification mask is exact like the addition one.

4.5. Horizontal menu layer.

This module allows to edit an horizontal tree menu of your site using JavaScript and the layers (div). This compact and easy menu informs the visitors about the site's structure quickly. The following settings are usually done by the template editor. We explain this process anyway, so that advanced users can modify the visual aspect of their menu.

Font size. It's the pixel dimension of the font which shows the links to the pages inside the tree.

Font family. Indicates the font family (f.e. Verdana or Arial).

X Offset. It's the offset co-ordinate on the first layer's X axis displayed by the module (Level 2, always visible).

Y Offset. It's the offset co-ordinate on the first layer's Y axis displayed by the module (Level 2, always visible).

2nd level border color A. It's the top and left border's colour of the first layer displayed by the module (Level 2, always visible).

2nd level border color B. It's, like the previous setting, the right and bottom border's colour of the first layer displayed by the module (Level 2, always visible).

2nd level background color. It's the first layer's background colour displayed by the module (Level 2, always visible).

Border color A. It's the top and left border's colour of all the layers displayed by the module, except for the Level 2's one.

Border color B. It's the right and bottom border's colour of all the layers displayed by the module, except for the Level 2's one.

Background color. It's the background's colour of all the layers displayed by the module, except for the Level 2's one.

Background colour (mouse over). It's the background's colour for every single menu entry, as the mouse's cursor goes over there.

Coordinates relatives to. This field adjusts the screen's position of the layer's offset coordinates. It is possible to select between two options: the first one is "Upper left corner" and it's the suggested one for the layers aligned of the left inside the browser. The second one is "Upper middle position" and is the position for those layers aligned in the middle of the screen.

4.6. Vertical menu layer.

This module allows to edit the site's vertical layer menu using JavaScript and (div) layers. This compact and simple menu informs the user about the site's structure quickly. These settings are usually adjusted by the template editor. We explain this process anyway, so that advanced users can modify the visual aspect of their menu.

Font dimension. It's the pixel dimension of the font which shows the links to the pages inside the tree.

Font family. It indicates the font family (f.e. Verdana or Arial).

X Offset. It's the offset co-ordinate on the first layer's X axis displayed by the module (Level 2, always visible).

Y Offset. It's the offset co-ordinate on the first layer's Y axis displayed by the module (Level 2, always visible).

2nd level border color A. It's the top and left border's colour of the first layer displayed by the module (Level 2, always visible).

2nd level border color B. It's, like the previous setting, the right and bottom border's colour of the first layer displayed by the module (Level 2, always visible).

2nd level background color. It's the first layer's background colour displayed by the module (Level 2, always visible).

3rd level border color A. It's the top and left border's colour of the first dynamic layer displayed by the module (Level 3).

3rd level border color B. It's, like the previous one, the right and bottom border's colour of the first dynamic layer displayed by the module (Level 3).

3rd level background color. It's the background's colour of the first dynamic layer displayed by the module (Level 3).

Border color A. It's the top and left border's colour of all the layers displayed by the module, except for the Level 2 and 3's ones.

Border color B. It's the right and bottom border's colour of all the layers displayed by the module except for the Level 2 and 3's ones.

Background colour. It's the background's colour of all the layers displayed by the module, except for the layers of the Levels 2 and 3.

Background colour (mouse over). It's the background's colour for every single menu entry, as the mouse's cursor goes over there.

2nd level font color. It's the colour of the font used in Level 2

3rd level font color. It's the colour of the font used in Level 3.

Font color. It's the colour of the font used in the higher Levels.

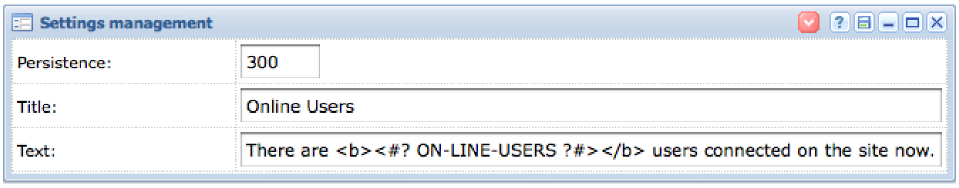
Max. level. It's the maximal admitted menu level to be displayed in the tree menu.

Coordinates relatives to. It's the coordinates' reference mark inside the "X Offset" and "Y Offset" fields.

Clickable nodes. Pages with childern can be clicked or not.

4.7. Online users.

The following picture shows the only managing mask of the module; it's the interface which allows to modify all the settings, accessible through "Modules -> Basic modules -> Online Users -> Settings".



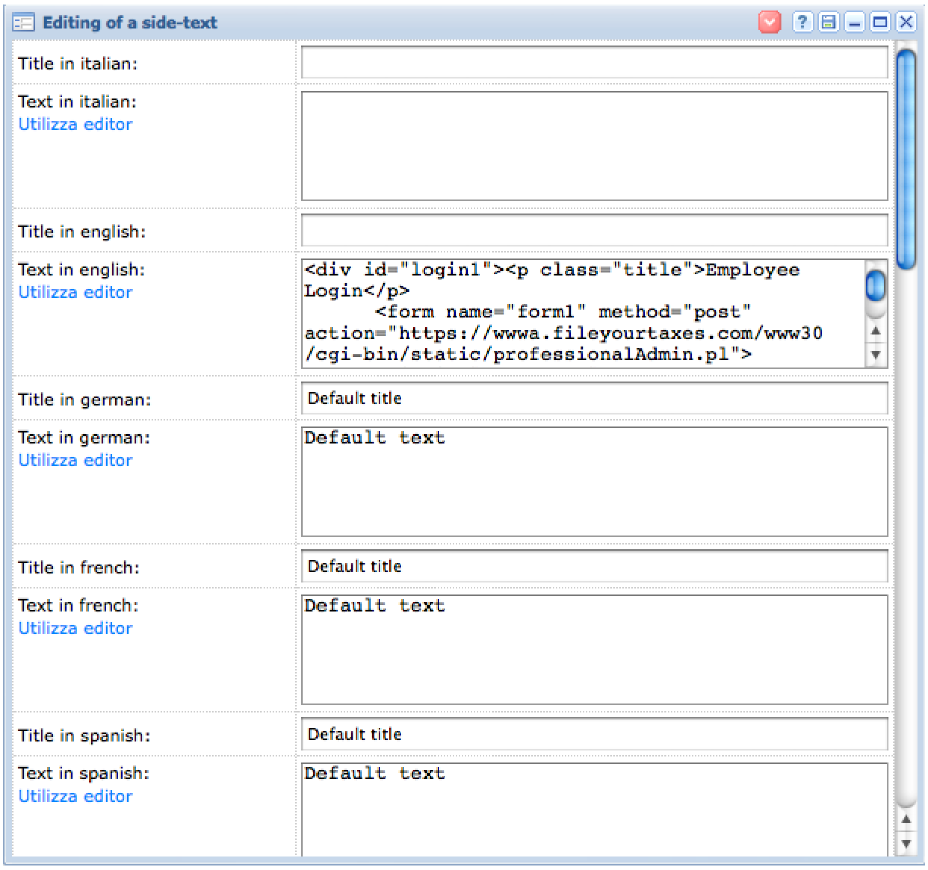
Persistence. Within these seconds an user is considered online without changing the page. Once these seconds are over, the user is considered offline and out of the site.

Title. The title of the module.

Text. It's the text displayed by the module: it is possible to add xHTML code and traditional text. The >< #? ONLINE-USERS ?#> variable is replaced by the amount of online users in the site.

4.8. Side text.

The side text allows to add text (containing also xHTML code) into the columns and in the template's spaces reserved for basic (A) modules (the red ones, see chapter 4.1.). Side text can contain an infinite amount of characters. However, we suggest to avoid big amount of text, in order to have an easy loading process. The interface for modifying the side texts is easy and intuitive: the main window shows the list of the pages which contain side text ("Modules -> Basic modules -> Side text -> List of text"). Clicking on the "Edit" link of a page, a mask for the text modification appears. It is possible to modify the title and the text (according to the language). For adding or removing side texts from the pages use the "Edit" option.



4.9. Tree menu.

The "Tree menu" module, like the previous one, allows to edit menus into a web site. Usually it's the template editor who fills in the following fields.

4.9.1 Main settings.

Modality. The nodes can expand the lower menus only, or also represent real pages. The menu can also be displayed spreading all its nodes.

Opening code. It's the xHTML code displayed before the menu's exposition.

Closing code. It's the xHTML code displayed after the menu's exposition.

Start level. "Tree menu" shows the menu starting from this level. The module can be added into the page right under the selected level: selecting Level 2 the module can be added starting from Level 1 (from the Home Page "index.php"). Selecting Level 3 the module can be added starting from Level 2 (a Home Page's child).

Start page. When the starting level is not needed, you can fix a starting page for the menu exposition (in order to obtain a fixed visualization, for example when particular sections of the site must be displayed inside the Home Page).

Final level. "Tree menu" shows the menu headings until this level.

4.9.2 Level settings.

Expanded node. It's the xHTML code which tells how an expanded node must be displayed (this field must be used only in case the nodes must expand the menus).

Collapsed node. It's the xHTML code which tells how a non-expanded node must be displayed (this field must be used only in case the nodes must expand the menus).

Selected node. It's the xHTML code which tells how a selected node must be displayed (this field must be used only in case the nodes expand the menus and represent a real page at the same time; this field is flagged with "No").

Unselected node. It's the xHTML code which tells how a non-selected and not expanded node must be displayed (this field must be used when the nodes expand the menus but represent a real page at the same time; the value of this field is flagged with "No").

Unselected expanded node. It's the xHTML code which tells how a non-selected expanded node must be displayed (this field must be used when the nodes expand the menus, but represent also a real page at the same time: the value of this field is flagged with "No").

Selected leaf node. It's the xHTML code telling how a selected leaf is displayed.

Unselected leaf node. It's the xHTML code which tells how a non-selected leaf node must be displayed.

Links separator. It's the entity which separates one node from the others.

Indentator. It's the xHTML code which must ident the menu's entries.

4.10. Address book.

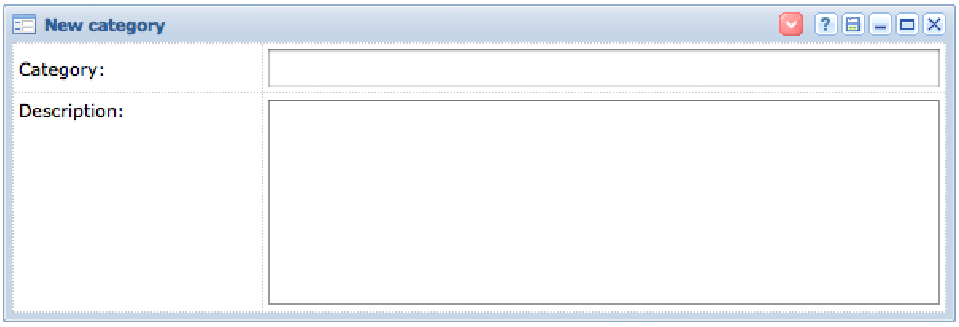
The "Address Book" module allows to create, modify and remove entities (members, partners, resellers etc), which can be organized in different categories.

4.10.1 Adding a new category.

For adding a new category follow the path “Modules -> Additional modules -> Address Book -> New category”.

Category. It’s the name (univocal) of the category.

Description. It’s the description of the category.



Once completed these fields click on the upper disk icon on the right for adding the category.

4.10.2 List of categories.

The path “Modules -> Additional modules -> Address Book -> Categories list” shows the list of the existing categories for the Address Book into the database. Selecting a category clicking on the name, it is possible to open the modification mask (“Edit”) or to remove it (“Delete”) after the confirmation.

4.10.3 Modifying a category.

The modification mask of a category is like the addition one, with the same fields.

4.10.4 Adding a new entity.

The new entity’s addition mask can be opened through the path “Modules -> Additional modules -> Address Book -> New entity”. The fields to fill with the visual editor are four:
Company name. It’s the company name or full name of the entity. It has the same fields.
Description preview. It’s a preview description of the new entity.

Description. Using WebHat’s visual editor it’s possible to add the complete description of the new entity.

Category. From the pull-down menu it’s possible to select a category’s name the new entity must be associated to.

Click on the upper disk icon on the right for adding the new entity.

4.10.5 List of entities.

Following the path “Modules -> Additional modules -> Address book -> Entities list” you can view the list of all the entities present inside the database. Selecting one of them it is possible to modify them (“Edit”) or to cancel them (“Delete”), after the confirmation.

4.10.6 Modifying an entity.

The modification mask of an entity is like the one for the addition. It has the same fields.

4.11. Download.

The “Download” module allows to manage download operations inside a web site. It’s possible to categorize the files to download, to add many different categories and different files into the same page. Through a simple interface the “Download area” module allows to upload on the server all those files, whose format extension is supported, in order to get them available inside the download area.

4.11.1 Adding a new category.

Follow the path “Modules -> Additional modules -> Download -> New category” for adding a new category. There are three fields to fill in:

Name it’s the name of the new category.

Description. It’s the description of the new category.

Parent. It’s the parent category which can be either a first level, or a lower category of an other category previously added. When the fields are complete click on the upper disk icon for adding the category.

4.11.2 List and modification of the categories.

The list of the available categories inside “Download” module is accessible through “Modules -> Additional modules -> Download -> Categories list”. The window shows the complete categories tree. For each one you can raise or lower the priority (“Up” and “Down”) otherwise, once the category is selected from the list, modify it (“Edit”) or cancel it (“Delete”) after the confirmation. The modification mask is similar to the addition one.

4.11.3 Adding a new card.

For adding a new document into the "Download" module follow the path "Modules -> Additional modules -> Download -> New document". The addition mask appears includes:

Name. It's the name of the new card.

Label. The label is an additional feature displayed between parenthesis, near the card name.

Preview. This field is the preview of the card description.

Complete description. This field must contain the full description of the new field, displayed into the card details.

Category. Clicking "Browse" it is possible to select the categories the new card belongs to.

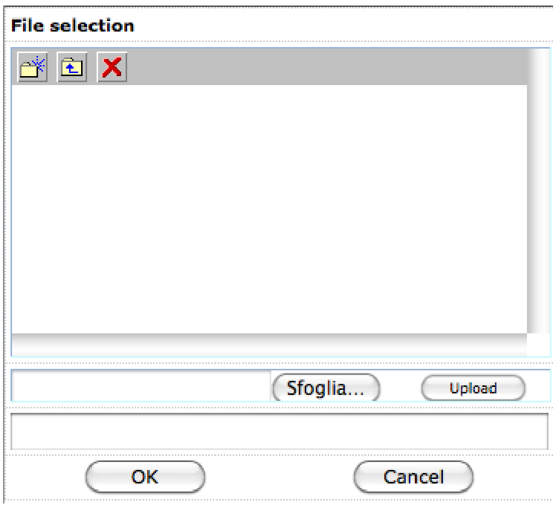
Once these field are complete, click on the upper disk icon for adding the new document.

4.11.4 List of cards.

Following the path "Modules -> Additional modules -> Download -> Cards list" it is possible to open the list of the cards. Clicking and selecting one of them it is possible to access to the modification ("Edit") or to the cancellation ("Delete"). The mask for the modification is similar to the addition mask. Clicking on "Files" it's possible to access to the list of all the files related to the selected card.

4.11.5 List of attached files.

In this mask it is possible to attach or delete the files enclosed to a card ("Delete" or "Attach"). This mentioned button opens the following window:



In the upper part of this mask it's possible to select the files to attach to the document. Click "Ok" for confirming the attachment. If the file is on the hard-disk, click "Browse", select it, and click "Upload".

4.11.6 Labels management.

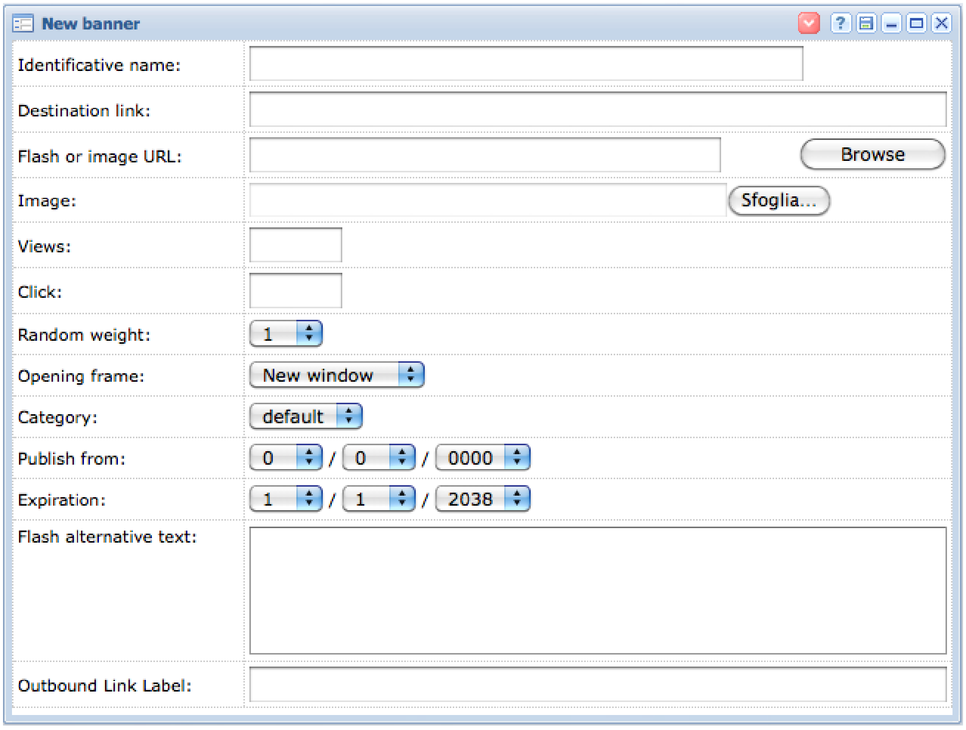
In this mask it is possible to modify all the labels displayed into the module. The interface is multilingual. Once modified, it is possible to save the changes clicking on the upper disk icon. Note: before doing the language switch of a document save the changes first, otherwise they will be lost.

4.12. Banner.

The "Banner" module (horizontal and vertical) allows to add banners (GIF, JPEG, animation GIF or Flash SWF files) inside a site, for advertising a company or a product. It is possible to upload the banners on the server or to retrieve external banners from different servers, putting their relevant URL. Banners can be added into each page, can be selected individually, or reproduced in a random mode. It's possible to watch the impressions (= visualizations) and the clicks for each banner, giving also access limitations.

4.12.1 Adding a new banner.

For adding a new banner follow the path "Modules -> Additional modules -> Vertical/horizontal banners -> New banner". The window appearing is this one:



Identificative name. It's the name identifying the new banner.

Destination link. It's the URL where the banner must link when the users click on it, for example http://www.keycode.it/

Flash or image URL. It's the picture's Internet address or the Flash file of the banner. It can be filled in, clicking "Browse".

Image. This field can be filled with a picture file (suitable for the banner's dimensions) from the hard-disk of the computer; this field must be filled with a file only in case the "Flash or URL picture" field has not been specified.

Views. This is the highest number of admitted views the banner is allowed to reach, in case of random visualization.

Click. This is the highest number of clicks the banner is allowed to reach, in case of random visualization.

Random weight. The pull-down menu shows a number choice from 1 to 10. High numbers mean higher choice possibility for the banner during the random visualization. On the other hand, a low number means less possibilities to use the banner into the web pages.

Opening frame. It's the window where the link of the banner must open. There are two opening possibilities, listed in the pull-down menu: in a new window, or in the same window containing the banner.

Category. It's the category the banner belongs to, and can be selected from the relevant pull-down menu.

Publish from. It's the date the banner must be valid from.

Expiration. It's the banner's expiry date.

Flash alternative text. It's the text displayed in case the browser does not load the Flash animation. It's useful for the positioning.

Outbound Link Label. It's the identification label for the link's tracking with Google Analytics.

Click on the upper disk icon on the right for adding the new banner.

4.12.2 List and modification.

The path "Modules -> Additional modules -> Vertical/horizontal banner -> Banners list" shows the window containing the banners list. Selecting a banner from this list it is possible to access the modification window ("Edit") or to delete the banner ("Delete"), after the confirmation. The banner modification mask is exact like the addition one.

4.12.3 Views.

The path "Modules -> Additional modules -> Vertical/horizontal banner -> Views management" shows the list of all the pages containing the Banner module. Selecting one of these and clicking "Modify", the visualization page opens. It is possible for each language, to set up the banner category, and for each category, to select a specific banner. If "Random" is selected into the pull-down menu, the Banner module shows the available banners in a random mode, not depending on the category. On the other hand, when a specific category is selected, it's possible to decide if the Banner module must show a random category or a specific banner (selected in the pull-down menu). The visualization settings can be applied to the children pages as well, clicking "Same settings for children".

4.12.4 Settings.

The path "Modules -> Additional modules -> Vertical/horizontal banner -> Settings management" shows the window containing the modification interface for the Banner module's single setting:

E-Mail. It's the e-mail address receiving an advise when the highest number of admitted click/visualizations of the banner gets closer.

4.12.5 Categories.

Through "Add category" and "Settings" you can access to the modifications and cancellation masks. There are two fields:

Name. It's the name of the category.

Default banner. It's the default banner for the category. This banner appears when the module must contain a random banner for the category, but none is available.

4.13. Calendar.

The "Calendar" module allows to manage a calendar with different events (courses, meetings, presentations). The module manages also the user's subscription to the events independently, advising the administrator.

4.13.1 Adding a new event.

The path "Modules -> Additional modules -> Calendar -> New event" opens the addition mask, containing four fields

Event title. It's the title or the name of the new event.

Event description. It's the field describing the event in depth. The data can be entered using the WebHat's visual editor, or a traditional text box.

Day/from/to. It's the event's duration (or date).

Icon. It's the picture representing the event.

Enable subscription. It allows the users to register to the new event.

Subject. It's the subject of the e-mail confirming to the user his registration.

Sender e-mail. It's the e-mail address sending the registration confirmation.

Text. It's the text of the confirmation's e-mail.

Click on the upper disk icon on the right for adding the new event.

4.13.2 List, modification and registered users.

The path "Modules -> Additional modules -> Calendar -> Events list" opens the window containing all the events. Selecting an event, it is possible to modify it ("Edit"), to view the participants ("View guests") or to cancel it ("Delete"). The modification mask is like the addition one, therefore see the previous chapter for its description. The list of the registered users on the other hand, shows the registered users' data. For each user (which can represent more participants) it is possible after the event, to mark the ones who really took part in the event (through the pull-down menu in the last column). It's possible also to add, modify or cancel (after confirmation) registered users manually. The module has a configured intranet for an external entity which is able to insert registered users directly, once this entity has been selected. If the "Calendar" module is linked to an external/internal WebHat it is possible to generate three custom modules for the registered users automatically. Under the registered users' list indeed, in case the WebHat version has the relevant pre-set, a pull-down menu allows to generate:

1. Entity containing all the users registered to the event.
2. Entity containing all the registered users who took part in the event.
3. Entity containing all the registered users who did not take part in the event.

These entities can be used for example through the "Newsletter" module for sending communications to the registered users.

4.13.3 Settings.

The path "Modules -> Additional modules -> Calendar -> Settings management" opens the mask for modifying and managing the module's settings.

Main options.

Advise e-mail. It's the e-mail address receiving the registration advise from the "Calendar" module. Besides the e-mail advise, the module stores the registered information into the database.

Privacy text. It's the form's lower text which the user views during the event registration. This field must contain the data relevant to the privacy's respect.

Subscription confirm. It's the text which confirms to the users that their registration to the event has been done successfully.

No events label. It's the text displayed into the compact modes including an event list, in case no events are present.

Options for linking to an internal/external WebHat.

The following fields allow to connect the "Calendar" module to an internal WebHat (the one you are using) or to an external WebHat (presumably the public site connected to the reserved area you are managing). The "Calendar" connection is meant to generate the "DataDyn" entities of the events and relevant registered users into the WebHat specified by the following settings. These fields must be filled during the site's start-up, and by KeyCode's personnel or authorized partner only.

Host. It's the host for the connection to the database server of the internal or external WebHat, where "Calendar" must edit the "DataDyn" entities.

Username. It's the username the "Calendar" module applies for the remote database connection.

Password. Similar to the previous field, it contains the connection's password.

Database. It's the database name where the "Calendar" module must connect.

Reserved area options.

If the module is installed in the reserved area and the previous "Internal/external WebHat connection options" fields are complete, "Calendar" module can collect the user's data for his event's registration, on the basis of the username he used for the reserved area login. It's possible to decide from which intranet-connected entity the data must be collected, and in which way.

Entity. It's the "Calendar" intranet-connected entity which collects the data.

Name. Select which entity's field is the name.

Surname. Select which entity's field is the user's surname.

Company name. Select the company name's field.

Phone. Select the phone's field.

E-Mail. Select the e-mail's field.

Note: it is not necessary to specify all these fields: it's possible for the "Calendar", to retrieve just the "Company name", for example.

4.13.4 Views.

The mask located in "Modules -> Additional modules -> Calendar -> Visualization" allows to select the visualization mode (for all the pages including the module).

There are different visualization modes:

Normal. It must be selected for at least one page where the Calendar module is installed. This visualization indeed, allows the users to expand the calendar, to access to the event's details and to register.
Compact. It shows the calendar in one or more pages in a compact version. The compact calendar does not show all the events program, but just those days containing an event. When the user clicks on a day containing an event, he opens the "Normal" calendar visualization, where he can see the details of all the events scheduled for that day.
Compact with side view. It shows the compact calendar in one or more pages, showing the events beside the page.
Compact with lower view. It shows the compact calendar in one or more pages showing the events below.

4.13.5 Adding and modifying a registered user.

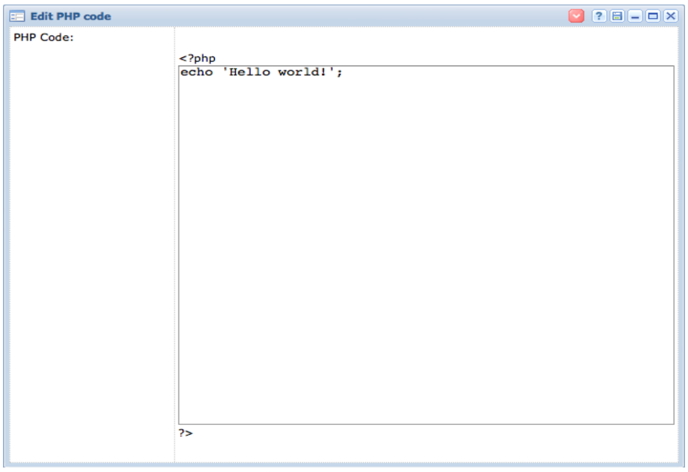
In this window it is possible to add new registered users or to modify the existing ones. The window is accessible possible through the relevant links inside the registered users' visualization mask.

4.13.6 Utility.

The "Utility" window (accessible clicking "Utility" in the window showing the users' list) shows the interface allowing the user's import/export in .CSV format. In the interface's upper part it's possible to download the files in .CSV format containing all the events of the calendar (click "Download"). On the other hand, in the interface's lower part it is possible to import the events. It is necessary to select the .CSV files containing the events, then importing them through "Import". The disposition of the imported file's columns must be identical to the one of the file previously exported.

4.14. Eval PHP.

This module must be used by PHP programmers and advanced users only. Eval PHP indeed enables to add pure PHP code into web pages.



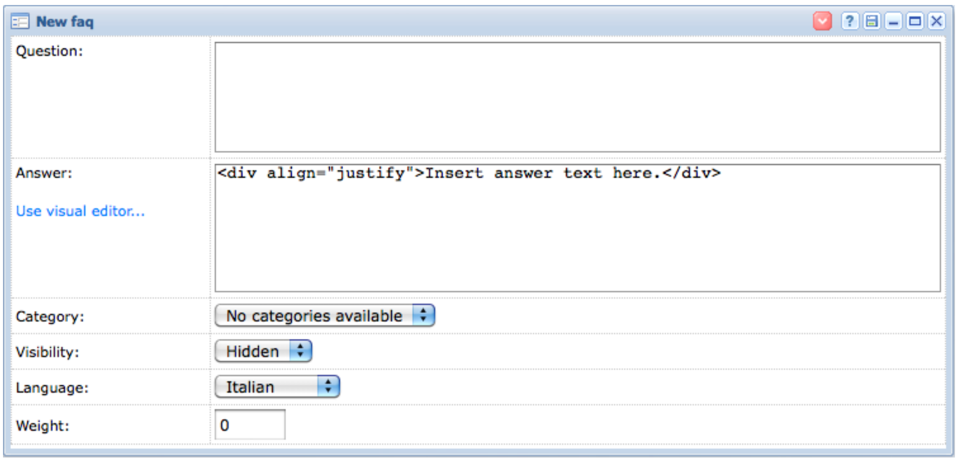
For adding PHP code bring the Eval PHP module into the page with a drag & drop (Modules -> Add or remove from the pages”). Then, access to “Modules -> Additional modules -> Eval PHP -> PHP codes list”. A list of the pages containing the Eval PHP module appears. Selecting a page, it is possible to modify the PHP code clicking “Modify”. The interface above appears. The “PHP code” field can contain an infinite amount of PHP code lines. There are no limits to the commands amount. Once the code has been modified, you can apply the adjustments clicking the upper disk icon on the right.
Pay attention: the usage of this module can compromise WebHat’s functions. If Eval PHP is used without observing the basic safety rules, errors in the dynamic page generation and other troubles may occur. Moreover, the name of some variables could be already used by WebHat’s engine, and the script added by Eval PHP could not work correctly. We suggest therefore, to add always a prefix (or a suffix) to the script’s variables. For example, the $id variable could be translated into $myscript id.

4.15. FAQ.

This module allows to manage the Faqs (Frequently Asked Questions) about a certain topic, a product, an offer etc., in a complete and quick way. The Faqs have a category and a language.

4.15.1 Adding a new FAQ.

The interface for adding a new Faq is accessible through “Modules -> Additional modules -> Faq -> Faqs list”. All the pages containing Faqs appear. Clicking “New Faq” you can reach the addition interface:



Category. This field represents the category the new Faq belongs to. It is possible to select the category from the pull-down menu. The categories are the ones the user added in the “New category” menu.

Language. It’s the language of the new Faq. This setting enables to view the FAQs of the selected language only.

Question. It's the text of the question. This field can contain either text, or HTML code (without using the visual editor).

Reply. This field contains the reply to the question. It is possible to add either text or HTML code.

Click on the upper disk icon on the right for adding the new Faq.

4.15.2 List and modification.

The Faqs list is accessible through "Modules -> Additional modules -> Faq -> Faqs list". The previous interface appears, where now we click "View". The list of the Faqs is displayed, and can be modified ("Edit"). The modification mask includes the "Category, Question and Reply" fields. Besides the "Edit" button, "Delete" removes the Faq after the confirmation.

4.15.3 Adding a new category.

The category addition mask is accessible through "Modules -> Additional modules -> Faq -> New category". There's only a field: the name of the category (simple text). Click on the upper disk icon for adding the new category.

4.15.4 List of categories.

The Faq categories' list is accessible through "Modules -> Additional modules -> Faq -> Categories list". They can be deleted clicking the relevant button.

4.15.5 Template modification.

The mask for modifying the template is accessible through "Modules -> Additional modules -> FAQ -> Template management". In the text box you can add the HTML code directly, allowing to use the style of the page containing the CSS module, in order to give uniformity between the module and the remaining layout. The variables < #? CATEGORIA ?#>, < #? DOMANDA ?#>, < #? RISPOSTA ?#> allow to recall the 3 module's fields: "Category", "Question", "FAQ". Click on the upper disk icon for saving the template's modification.

4.16. Forum.

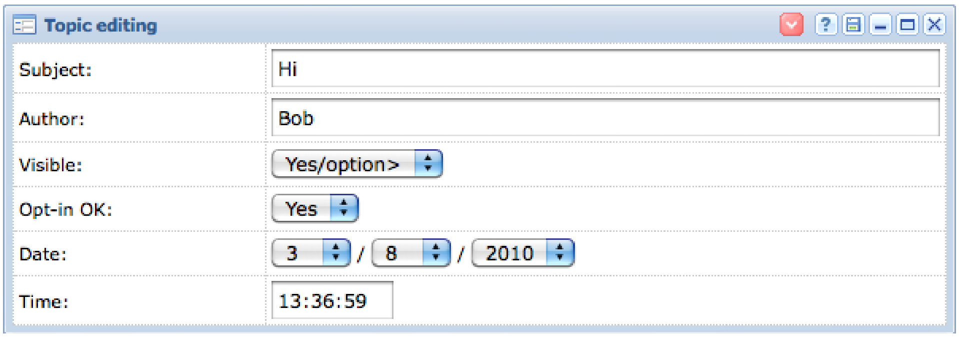
The "Forum" module allows the users to edit discussions (topics) adding different messages. The module's management area allows to modify and to delete messages and topics added by web users, and to moderate the discussions. The topics can be collected into macro-topics, called Forum. A user who views a forum page during the navigation finds 1) the list of the available forums, 2) the available topics according to the forum and 3) the related messages according to the topic.

4.16.1 Forum management.

Through "Modules -> Additional modules -> Forum -> New forum" you can add a new forum (macro-topic). The fields required are: the name, the description, and the visibility status. Through "Modules -> Additional modules -> Forum -> Forums" it is possible to access to the list of the forums. Selecting one of them, it is possible to access to the modification mask ("Modify") or to the cancellation ("Delete"). The main forum (the one already present at the first access into the forum's administration area) can not be deleted, but you can modify the name, the description and the visibility status. That's because when you delete other previous forums, their relevant topics are moved into the default forum.

4.16.2 Modifying a discussion.

Clicking "Edit" into the discussions list you can open the discussion's modification mask. The field to modify are the following ones:



Subject. It's the subject of the discussion topic. It contains text only.

Author. It's the nickname of the person who opened the discussion topic.

Visible. This field can have two values: Yes/No. "Yes" means that the discussion topic is visible inside the site. "No" means the contrary (also within the database archive).

Opt-int OK. Shows if the discussion's author confirmed his e-mail address. With this option indeed, you can decide the verification bond of the authors' e-mails for showing messages and discussions (see module's settings). For having visible discussions, the setting must be "Yes".

Date. This is the opening date of the discussion topic. Select day, month and year from the pull-down menus.

Time. This is the creation time of the discussion topic. The field's format is must be HH:MM:SS where HH are the hours (from 0 to 23 am), MM are the minutes (from 00 to 59) and SS the seconds (from 00 to 59).

Click on the upper disk icon on the right for saving the settings.

4.16.3 Messages.

"Messages" inside the discussions list opens a new window containing a list of the messages related to a discussion. You can access to the modification mask for every message selected ("Edit") or to delete them ("Delete") after confirmation.

4.16.4 Modifying a message.

The modification mask of a message (accessible through the discussion messages list) contains the following fields:

Message. It's the message's text. It contains text only.

Author. It's the name/nickname of the message's author.

Visible. This field can have two values: Yes/No. "Yes" means that the message is visible for the site's users (when the discussion topic is visible too). "No" means the contrary.

Opt-int OK. Shows if the discussion's author confirmed his e-mail address. With this option indeed, you can decide the verification bond of the authors' e-mails for showing messages and discussions (see module's settings). For having visible discussions, the setting must be "Yes".

Date. This is the message's opening date. Select day, month and year from the pull-down menus.

Time. This is the message's creation time. The field's format is must be HH:MM:SS where HH are the hours (from 0 to 23 am), MM are the minutes (from 00 to 59) and SS the seconds (from 00 to 59).

Click on the upper disk icon on the right for saving the adjustments.

4.16.5 Settings.

"Modules -> Additional modules -> Forum -> Settings management" access to the window containing the settings of the "Forum" module. There are three fields:

Advanced validation. It is possible to ask the user who adds a message or a discussion for his Name, Surname and E-mail address. When this option is activated the user receives an e-mail message containing the address for confirming his e-mail address.

Immediate visibility. The messages and the topics of the users can be visible into the site immediately, otherwise the "Visible" field must be flagged with "Yes" first. The visibility is subject to a confirmation request anyway; if this field is flagged with "Yes" but requests an e-mail confirmation at the same time, messages, topics and discussions are visible only when the user validates his e-mail address.

Discussions per page. Shows how many discussion per page must be displayed (this setting is valid during the visualization of the forum's discussions). We suggest to avoid large amounts of discussions per page.

Messages per page. Shows how many messages per page must be displayed (this setting is valid during the visualization of the discussion's messages).

4.17. Photo-Gallery.

"Photo-Gallery" allows to edit photo galleries in a simple and quick way, also with large amounts of pictures, and in high-definition.

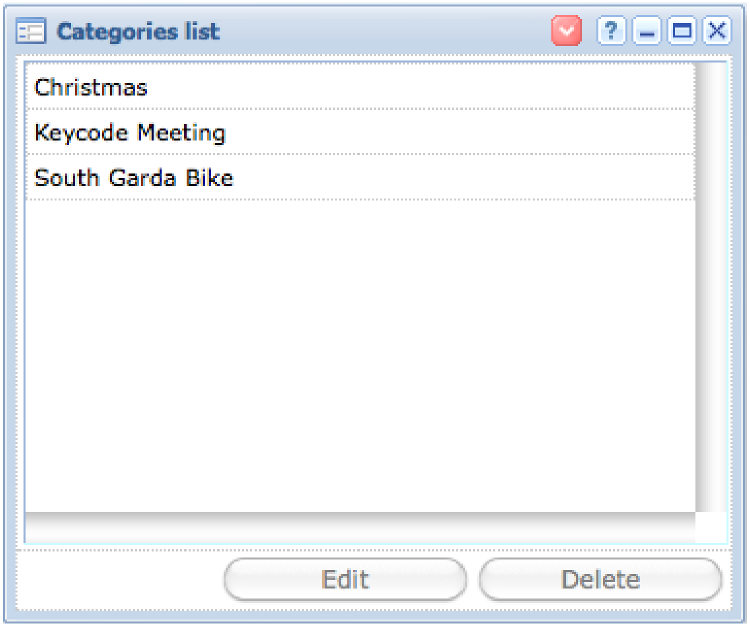
4.17.1 Adding a new category.

The addition mask for a new category in the photo gallery is accessible through "Modules -> Additional modules -> Photo-Gallery -> New category". The addition mask appears, and consists of a single field.

Name. It's the name of the new category. It contains text only. Click on the upper disk icon on the right for adding the new category.

4.17.2 List and modification.

The menu "Modules -> Additional modules -> Photo-Gallery -> Categories list" allows to open the window displayed below, containing the list of the categories.



Selecting a category it's possible to access to the modification mask ("Edit") or to delete it ("Delete") after the confirmation. The modification mask is like the addition one.

4.17.3 Adding a new picture.

The Photo Gallery's addition mask is accessible through "Modules -> Additional modules -> Photo-Gallery -> New picture". There are four fields, including also a picture's description for all the site's languages.

Category. Select the category the picture belongs to, from the pull-down menu.

Image. Select the small picture for the web page, clicking "Browse".

Zoom image. It is possible to select the big picture appearing in a pop-up, clicking "Browse" after selecting the small one.

Optional icon. It is possible to select an icon for the picture clicking on "Browse". This icon is displayed near the small picture inside the web page.

Description. It's the description displayed under the small picture inside the web page. It can be in all the site's languages.

Description (pop-up). It's the picture's description, appearing in a pop-up.

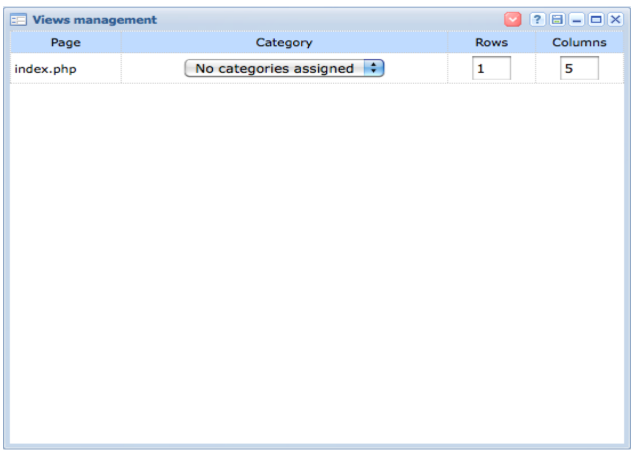
Click on the upper disk icon on the right for adding the new picture.

4.17.4 List and modification.

The list of the pictures is accessible through "Modules -> Additional modules -> Photo-Gallery -> Pictures list". The window contains the list of all the pictures available for the Photo Gallery, organized into their relevant categories. It is possible for each picture, to raise or to lower their priority ("Up" and "Down"). Selecting a picture in the list, it is possible also to access to its modification mask ("Edit") or to delete it after the confirmation ("Delete").

4.17.5 Views.

The menu "Modules -> Modules additional -> Photo-Gallery -> Visualization" opens the window for managing the Photo Gallery's visualization mode.



It is possible, for each page containing a Photo Gallery, to decide which category and how many pictures per page must be displayed. The pictures indeed, are organized into a chart with lines and columns; the Photo Gallery module does the correct pagination, adding slide arrows in case a category contains more pictures per page. Click on the upper disk icon on the right for saving the modifications.

4.21.6 Settings.

"Modules -> Additional modules -> Photo-Gallery -> Settings management" allows to open the settings mask for the "Photo-Gallery" module:

Zoom images. The zoom must be displayed into a pop-up or into the same window using a graphic effect when users click on the picture.

Loading image. You can decide which picture to display during the loading time.

Single photo template. This text box allows to add HTML code for all the gallery's pictures. The <#? SINGLE-IMG ?#> variable, which is already present, is replaced by the single picture; it's possible therefore to add code, customizing the visualization of each picture after/before the variable.

Single photo description. In this area it is possible to add templates to the description using HTML code and the <#? DESCRIZIONE-IMG ?#> variable as reference, replaced by the real picture's description.

Pop-up template. This setting requires to know xHTML language, therefore it is suggested to advanced users only. The default value is already a good setting (visualization which includes a description).

Pagination bar. You can decide where the scroll-bar must be: above or below.

Starting page. It's the label displayed for the starting page's link, inside the pages bar.

Previous page, next page and last page. They have the same meaning of the "Starting page" setting, but it refers to the relevant links.

4.18. Real Estate.

The "Real Estate" module allows to run a real estate agency in a simple way. It is possible to publish real estate presentation on the Web, maintaining the personal data (like customers data) into the WebHat's reserved area. "Real Estate" module moreover, enables to do enquiries using the cross-references between real estates and customers, in order to find the conformity between offer and demand.

4.18.1 Real estates management.

The Real Estate management consists of three different steps.

- New real estate ("Modules -> Additional modules -> Real Estate -> New real estate"). The mask of this window allows to add new real estates into the module's database. Click "Add" in the lower part of the mask for adding the new real estate document.

- List ("Modules -> Additional modules -> Real Estate -> Real estates list"). The window shows the database of the real estates. Each real estate has a line inside the chart. Selecting a real estate and clicking "Delete" it is possible to delete it. "Edit" opens the modification mask, while "Duplicate" copies the selected real estate.

- Edit. The fields which can be modified into the modification mask are the same fields of the addition mask. Click "Save" for saving the modifications. These fields recall the working method of a Real Estates Agency.

4.18.2 Customers.

Managing the customers in Real Estate consist of three steps:

- New customer ("Modules -> Additional modules -> Real Estate -> New customer"). The mask allows to add a new customer document in the database. Click "Add" for adding the new customer.
- List ("Modules -> Additional modules -> Real Estate -> Customers list"). This mask shows the database customers list. Each line represents a customer. Selecting one of them, it is possible to delete it ("Delete") or to modify it ("Edit").
- Edit. The customer modification's window is like the addition one. Click "Save" for saving the modifications.

The meaning of these fields is simple, and recalls the working method of a Real Estates Agency.

4.18.3 Typologies and agents.

"Modules -> Additional modules -> Real Estate -> Typologies and agents" opens the mask for managing typologies and agents for the real estate activity. The upper part shows a simple mask allowing to handle the real estate's typologies (addition, modification, cancellation). The interface's lower part allows to add, to modify and to cancel the real estate agents.

4.18.4 Price areas.

With the path "Modules -> Additional modules -> Real Estate -> Price areas" you can manage the price areas for the real estates and for the customers inside the module. Each price area consists of 2 numbers representing an Euro amount: the first one is the lowest price, while the second one is the highest, inside that area. Price areas are used for the enquiries, in order to find an entire cost area of a real estate according to the customer's budget.

4.18.5 Enquiries.

"Real Estate" allows to do four kinds of enquiry. Through the path "Modules -> Additional modules -> Real Estate -> Enquiry" it is possible to view the mask for free real estate enquiries or for free customer enquiries. From the real estate's "Modify" window you can search potential customers interested in a specific real estate. The match operates on different fields, such as location, price, and so on. From the customer's "Modify" window on the other hand, it is possible to search real estates which meet the requirements of a specific customer. The match can operate on different levels, such as town, budget, etc.

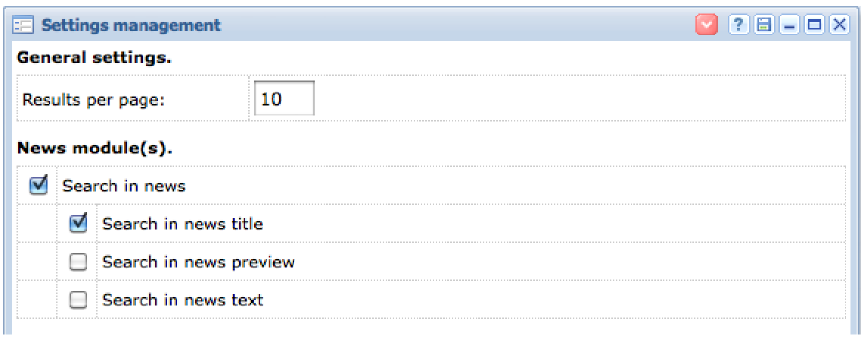
4.18.6 Rights and settings.

The first setting of the Real Estate module allows to specify which kind of enquiry must be done. In the first case, "Quick and with pictures" presents a list of the real estates found, and the possibility to view the same results with their preview pictures. In the second case, "With pictures", the enquiry presents the results with the pictures immediately. The second setting allows to select the mode to be applied to "Province -> Town" fields: in the old mode they were manual text boxes, but in the new mode they feature a dynamic pull-down menu. The "Real Estate" module has two kinds of login: as administrator, allowing to add, to modify and to delete all the real estates and customers, and as normal user. This login allows to view the real estates and the customers in the read-only mode. The WebHat user has always the administrator login. Through the path "Modules -> Additional modules -> Real Estate -> Rights", it is possible to select the CMS users who can login to the "Real Estate" module as administrator.

4.19. Spider (search engine).

The path "Modules -> Additional modules -> Spider (search engine) -> Settings management" opens the window containing the Search Engine's settings. The amount of fields enabled for modification depends on the WebHat configuration (i.e. on the availability of modules for the CMS activation).

Results per page. It's the number of results displayed inside the page. We suggest to avoid values higher than 20, so as to prevent heavy pages.



News module (only where installed). The checkboxes enable to search the results also inside the News, and relevant fields (title, preview, text). This picture shows the setting modification's mask. Click on the upper disk icon for saving the modifications.

4.20. News.

The “News” module enables to publish the news into a web site, dividing it into categories and different pages.

4.20.1 Adding news.

The path” Modules -> Additional modules -> News -> New release” allows to open the window containing the addition mask:

Date. It’s the publication date (day/month/year).

Valid since. It is the day the news is valid from.

Expiration. It’s the date of expiry (day/month/year). The news disappears after this date.

Title. It’s the title text (max length: 255 characters).

Subtitle. It’s the subtitle text (max length: 255 characters).

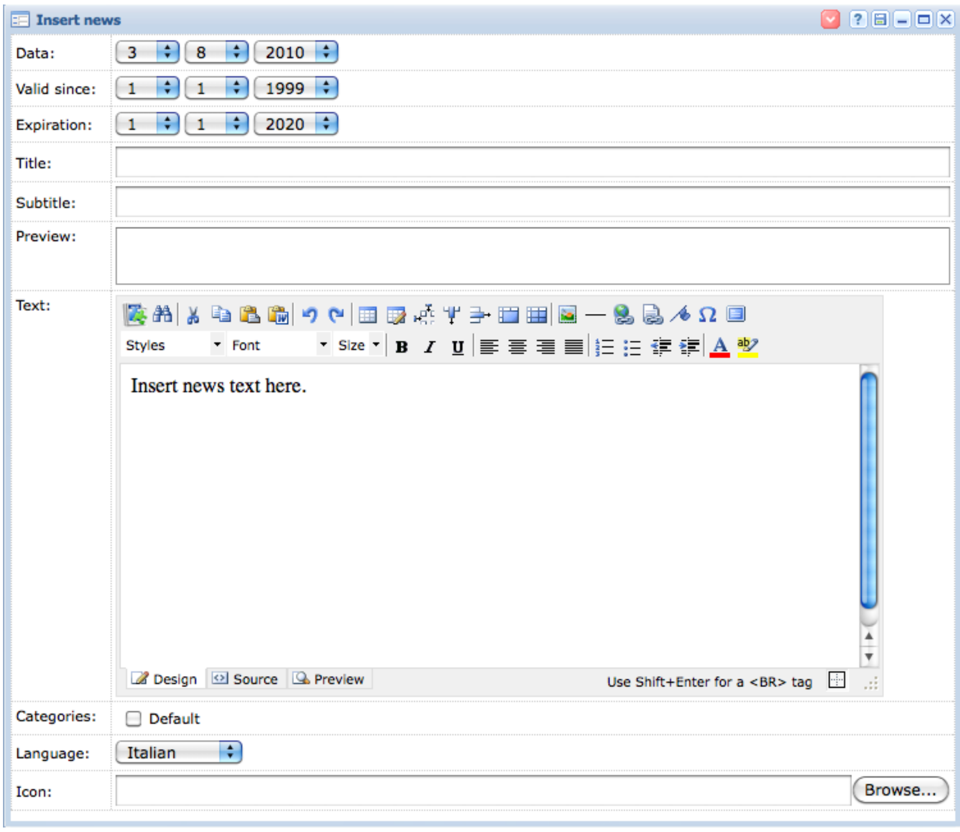
Preview. It’s the preview text (it can contain an infinite amount of characters and/or xHTML code).

Text. This is the complete text (it can contain visual editors’ text or xHTML code).

Categories. Through these fields you can select the category the news belongs to.

Language. This pull-down menu specifies the language.

Icon. Clicking “Browse” you can select an icon for the news.



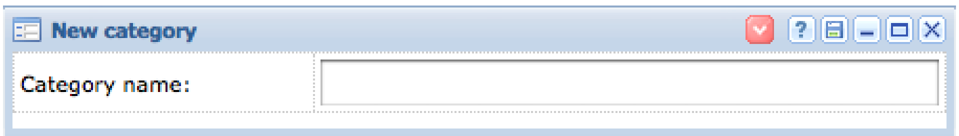
Click on the upper disk icon for saving the addition.

4.20.2 List and modification.

Through the path “Modules -> Additional modules -> News -> News list ” you can access to a window containing the available news, ordered according to the date. Selecting a news, you can select the related ones as well (“Correlations”), modify it (“Edit”), or remove it (“Delete”) after the confirmation. The modification mask is like the addition one.

4.20.3 Adding a new category.

The addition mask is accessible through “Modules -> Additional modules -> News -> New category”. The window appearing is the following one. There is only one field, to be filled with the category’s name. Click on the upper disk icon for adding the news category.



4.20.4 List and modification.

The news list is accessible through "Modules -> Additional modules -> News -> Categories list". The mask containing the categories appears. A selected category can be modified ("Edit"), or removed ("Delete") after the confirmation. The modification mask is like the addition one. If the module is working inside an "intranet area", the categories mask includes also the "ACL" button. This enables to decide who can access to the category. See chapter 4.24.8.

4.20.5 Views.

Each page containing the News module can have a relevant visualization mode. ("Modules -> Additional Modules -> News -> Views management"). The news releases can be displayed in many different ways:

- Latest release preview. Shows only a preview of the latest release in the archive (the last one).
- Last 5 releases preview. Shows the previews of the last five releases.
- Last 5 releases preview (with icon). Shows the previews of the last five releases including the icon column.
- Latest release (complete). Shows the latest release completely.
- Latest release (partial). Shows the latest release partially (title, subtitle, preview and the first 700 characters only).
- Release archive (titles and 1 release). Shows all release titles of the archive, from the latest to the oldest only, but can give a complete visualization of a release clicking on its title.
- Last 3 releases (complete). Shows the last three releases completely.
- Releases archive (titles only). Shows the release titles only. The titles are linked to the page which contains a Newsletter module operating in the "Release archive (1 release only)" mode. That means that the user can read the whole release in a different site's page, clicking on the release's title. This visualization mode shows also the icon near the release title and the preview.
- Releases archive (1 release). Shows a single release completely.
- Sliding releases (5 releases). Shows the last five releases of a category using a dynamic animation (using Macromedia Flash).
- Releases archive (titles and previews). This mode is available for the "Intranet-area" only. It enables to show the complete release archive including the previews, divided into pages. Only those releases accessible to the reserved area's user are displayed. See chapter 4.24.8 for ACL management.
- Detail of 1 release. This mode is present like the previous one, in the "Intranet-area" only. News is displayed only to the users allowed to see it.
- Latest release preview (according to the template). It works exactly like the "Latest release preview" mode. The only difference is in the graphic aspect of the news: with this mode indeed, template editors can modify the

graphic aspect of the output completely.

- The “News” module checks the pages and their settings, in order to show the correct links automatically. If the module is working inside the “Home Page” with the “Last 5 news preview” mode, and in the “Releases archive” with the “Releases archive” mode, you can reach the “News archive” from the “Home Page” directly, clicking on the releases displayed in preview. (this link has been generated by the News module automatically). According to the visualization mode, the module shows the following links:

- Latest release preview. Shows the link to the page which includes a News module working in “Latest release (complete)” mode, and the link to the page which includes a News module working in “News archive” mode, if **both** pages exist.
- Last 5 releases preview. Shows the link to the page which includes a News module working in “Release archive (titles and 1 release)” mode, if this page exists.
- Last 5 releases preview (with icon). Works like the previous one.
- Last release (complete). Shows the link to the page which includes the News module working in “Releases archive” mode, it this page exists.
- Latest news (partial). Works like the previous one.
- Releases archive (titles only). Shows the links to the page which includes “Releases archive (1 release)” mode, when this page exists.
- Sliding releases (5). Shows the last 5 releases of a category and the link to the extended release inside the archive page.
- Releases archive (titles and previews). Shows the link for viewing the detail of the releases (when the pages containing the relevant module exists).

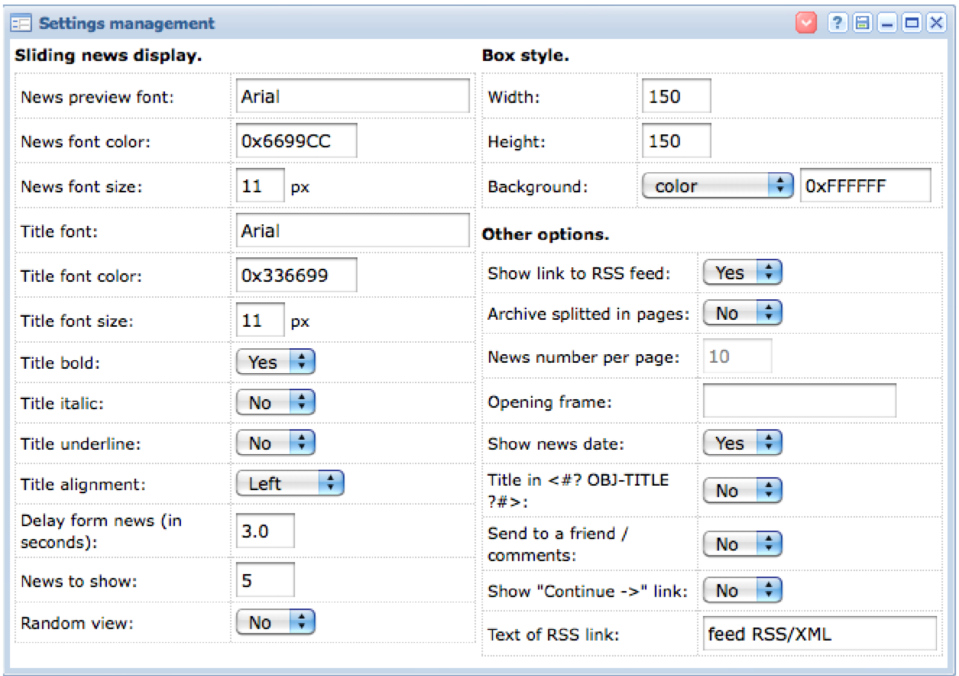
These automatic links besides a better navigation for the final user, helps the indexation of the site for the search engines. The visualization setting of the News page requires to select a mode from the pull-down menu according to the page and the category. Click on the upper disk icon on the right for applying the modifications.

4.20.6 Correlations.

The “Correlation” button inside the news list allows to open a simple interface which enables to match the correlated releases to the selected one. The correlated releases can be displayed in the same page containing a “News” module working in “Releases archive (titles and 1 release)” mode, through the “News correlations” module.

4.20.7 Settings.

Through “Modules -> Additional modules -> News -> Settings management” you access to the window containing the “News” settings. The following picture shows the interface for modifying the settings available in the 4.2.xx version.



Sliding news.

News preview font. It’s the font for the news preview.

News font colour. It’s the font colour for the news preview.

News font size. It’s the font dimension for the news preview.

Title font. It’s the font type for the news title.

Title font colour. It’s the font colour for the news title.

Title font size. It’s the font dimension for the news title.

Title bold. The title can be in bold or not.

Title italic. The title can be in italics or not.

Title underlined. The title can be underlined or not.

Title alignment. It’s the alignment the title must have.

Delay from news (in seconds). It's the pause time between a release and the next one.

News to show. It's the amount of releases to show into the sliding Flash.

Random view. Enables to show the last sliding news in a random mode.

Other options
Show link to RSS feed. Enables the News module to show the link to the RSS feed (for the navigation in XML format).

Archive splitted in pages. Enables the News module to show the news list divided into pages, or to show the entire list into a single page.

News number per page. In case the archives are displayed into different pages, it tells how many releases must be into each page at the same time.

Opening frame. This setting is valid for the "Release archive (titles only) mode only, and tells in which frame the module's links must open.

Show news date. Enables to decide if the module must show the release's date ("Yes" option) or not ("No" option).

Title in < #? OBJ-TITLE ?#>. "Yes" means that the module does not show the release titles automatically, but executes the < ? OBJ-TITLE ?> variable with the same title. "No" means that the module shows the titles in the traditional way, executing < ? OBJ-TITLE ?> within the "News" string.

Send to a friend /comments. The module can show the form for sending to a friend the releases of the "Release archive (titles and 1 release)" mode and the link to the page containing the "Comments" module, for reading or writing comments about the release.

Show "Continue->" link. "Yes" means that the module shows the "Proceed ->" text, together with the relevant link for the complete release visualization. "No", on the other hand, means that the module adds the link into the release's title only.

Text of RSS link. It's the text displayed into the link for viewing the RSS feed. You can use HTML code as field value, in order to add pictures or other elements.

Click on the upper disk icon for saving the modifications.

4.20.8 ACL.

Concerning the "Intranet-area" activations, WebHat enables since the 4.3.15 version, to decide for each category, which users can view a news category and which can not. ATTENTION, the login setting is valid for the following visualization modes only:

- Release archive (titles and previews)
- Detail of 1 release.

These two visualization modes differ from the traditional ones because they are written in blue inside the pull-down menus selecting the visualization modes.

4.20.9 Utility.

This window allows to import and to export the news in .CSV format.

4.20.10 Rights.

The access and the management of the News module can have two different modes. In the mask "Modules -> Additional modules -> News -> Rights management" it is possible to edit a list of the module's administrators. Leaving this list empty, every user who login to the module can add news into the site directly. Adding at least one WebHat username on the other hand, enables the News module to work in approval mode. Therefore, we have two kinds of user:

1. Users allowed to login to the News module without being administrators;
2. Users allowed to login to the News module being administrators.

Users of the first kind can login to the module but their releases can not be published immediately. On the other hand, administrator users, besides doing the task of the first kind can approve a release's publication into the site (through "Change status" inside "Modules -> Additional modules -> News -> News list").

4.20.11 Labels.

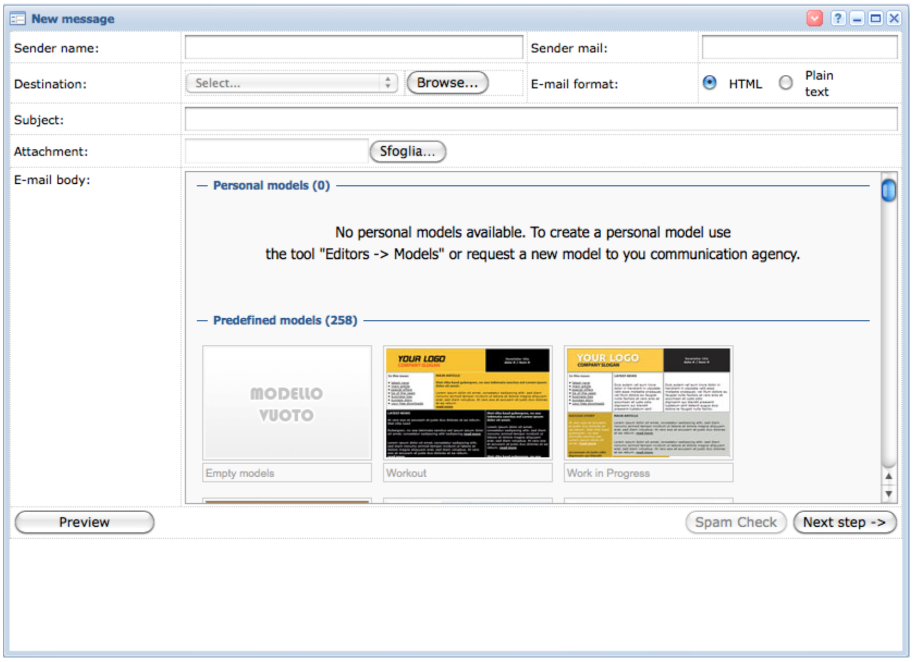
This mask enables to modify all the labels of the module. Their management is multilingual. Click on the upper icon disk on the right for saving the changes done. Note: before shifting from a language to another, save the changes otherwise they will be lost.

4.21. Newsletter.

With the "Newsletter" module you can manage a wide range of e-mail addresses (supported by the relevant "Newsletter" custom module). It is always possible to manage the registered users (modifying or removing them), to do statistics, and to send the same e-mail (HTML or text) to a complete list or just to a specific category. The composition of a message is simple and intuitive. In case of HTML messages the visual editor can compile the message. HTML e-mails take advantage of the feedback, as it's possible to know how many newsletter users read the e-mail effectively. Visual editor's "Links with statistics" moreover, enables to trace the amount of clicks done by newsletter users on a specific link (see chapter 4.26.5).

4.21.1 Sending a message.

The mask for sending a message is accessible through the path "Modules -> Additional modules -> Newsletter -> New message".



Subject. This text box contains the subject of the e-mail.

Sender name. This field contains the sender company's name (or sender name).

Sender mail. This field contains the e-mail address of the sender (it must contain a valid e-mail address for receiving replies, for example "support@keycode.it")

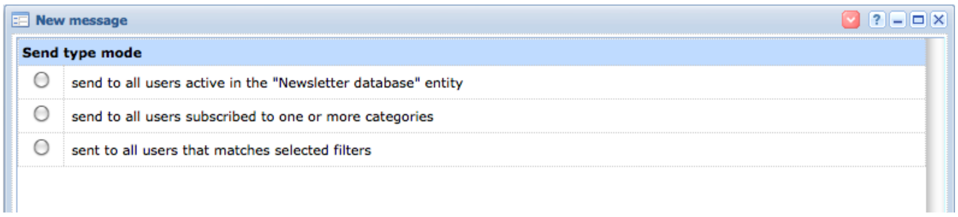
Attachment. You can attach a file from your hard-disk to the e-mail, clicking "Browse".

Destination. This field requires to select the module the newsletter is destined to. "Browse" opens the pop-up showing a list of the available modules (modules containing an e-mail field and a "Univocal ID (for newsletter/key)").

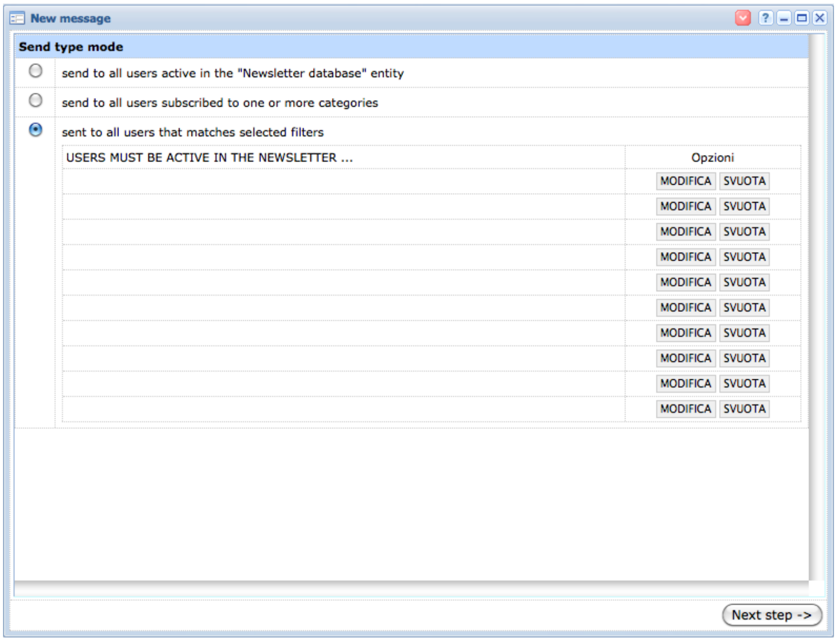
E-mail format. This field enables to select the newsletter format. HTML format enables to add text using the visual editor.

E-mail body. This field includes the message text. It can be added either with HTML (using the same visual editor for the text modification inside the site), or with text. Remember that HTML messages enable to get the reading feedback. The first screenshot allows to select the graphic module (model) for the message composition. Graphic models have two categories: personal models, edited by the administrator according to coherent graphic rules for the whole site, and default models (predefined models), edited by the module itself, to be used in case no custom models are available. The models can be changed whenever required, clicking the relevant icon (the first one into the visual editor, above on the left). Selecting a new model, the visual editor's content is replaced by the default one. All content to send can now be added. "E-mail text" field can contain also the custom model's variables marked for destination. Click the visual editor's second icon (above on the left) for adding the variables. A pop-up containing all the variables appears: text boxes of the selected module, values of pull-down menus etc. Click “Preview” for the newsletter’s preview or “Next step” for going on. The second mask, allowing to select the consignee appears in 3 modes:

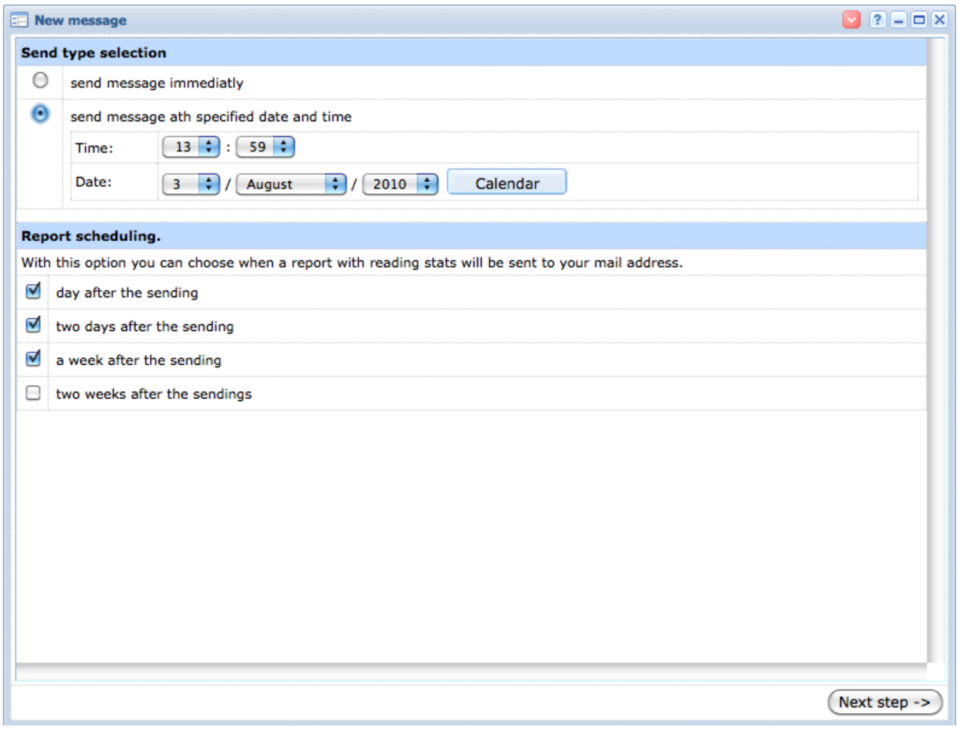
1) to all registered users of the entity (first option):



2) to a filter-organized selection (see picture). It is possible to use up to 10 connected filters for the consignee selection. Filters can be placed on each DataDyn field receiving the newsletter (default module’s entities or a specific one):



We recommend to pay attention in filling the fields, especially with the parenthesis (the opened parenthesis must correspond to the closed ones). Bad filter configurations can compromise the newsletter delivery. Once the consignee has been selected, click “Next”.



The last step enables to decide WHEN the newsletter must be sent. It is possible to send it after giving the confirmation, or to send it at a certain time in the future. You can also specify if you need a feedback report, and when. Click "Next" in order to let WebHat send the newsletter according to your settings. It is not necessary to wait until WebHat finishes the whole dispatch before closing it, like in the old version. You can close WebHat once the setup window appears again.

4.21.2 Messages Archive

"Modules -> Additional modules -> Newsletter -> Archive and statistics" is the path for accessing the list of the message previously and currently sent. It is possible to know for each HTML message sent, the amount and the percentage of the users who read it. Selecting a newsletter inside the list it is possible to:

- Access through "Statistics", to a detailed statistics report. It shows the reading percentages, in regard to the consignees amount, and how many clicks. (The counter works on the link added by the newsletter's visual editor – "Link with statistics"function).
- Re-send the newsletter (clicking "Re-send"), using a new interface showing the last e-mail sent.
- Delete the newsletter from the archive (through "Delete").

Note: deleting a newsletter which is in the "sending phase" stops the dispatch. The "Last dispatches statistics" button, the last one inside the archive, opens a window containing a report of the most recent dispatches (max 10). See chapter 4.26.5 for detailed explanations. The fields inside the archive are:

Subject. It's the subject of the e-mail

Attachment. It informs that a document has been enclosed. Clicking on the relevant link, the attachment document can be downloaded.

Sender. It's the sender's name. Clicking on his name it's possible to mail him.

Composed. Shows when the e-mail has been composed.

Sending. It shows date/time of the newsletter's dispatch (also in case of future ones).

Type. It's the newsletter format: HTML or text.

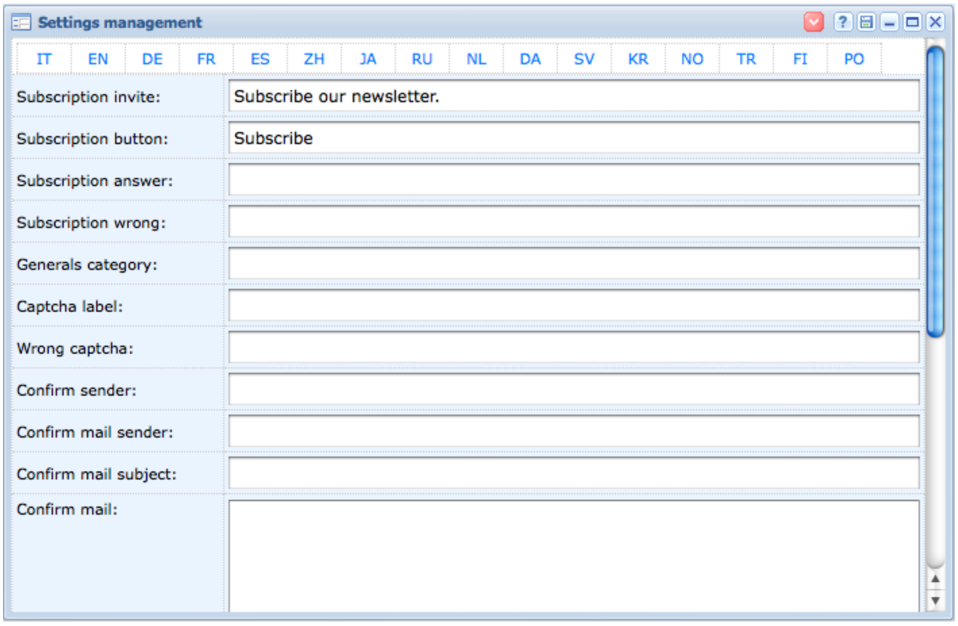
Reads. It shows how many users read the newsletter and how many users received it. This field is valid for HTML newsletters only.

4.21.3 Users and categories

Users and categories are supported by DataDyn since WebHat 4.2.00 version. The "New user", the "Users list", the "New category" and the "Categories list", are links who connect to the "Modules" functions. We suggest to see the "Custom modules" section for understanding these functions.

4.21.4 Settings

"Modules -> Additional modules -> Newsletter -> Settings management" opens the window containing the newsletter settings. The following picture shows this mask, which includes seven settings:



Subscription invite. It's the text appearing over the Newsletter registration's text box.

Subscription button. It's the text appearing inside the Newsletter registration's button.

Subscription answer. It's the text appearing after a correct registration request.

Subscription wrong. It's the text appearing in case of incorrect registration requests (an incorrect e-mail address).

Confirm mail subject. It's the subject of the e-mail confirming to the user his newsletter registration.

Confirm mail sender. It's the text of the e-mail confirming to the user his newsletter registration.

Unsubscription queue. It's the "tail" text of the e-mail which explains to the user how to cancel his registration.

Confirm page. It's a loose page the user is linked to, when he confirms his newsletter registration.

Unsubscribe page. It's a loose page the user is linked to, when he confirms his newsletter unregistration.

Send unsubscribe link. It allows to decide to enclose to the e-mail the link for deleting the registration. Normally this field is flagged with "Yes" in regard to the privacy's respect.

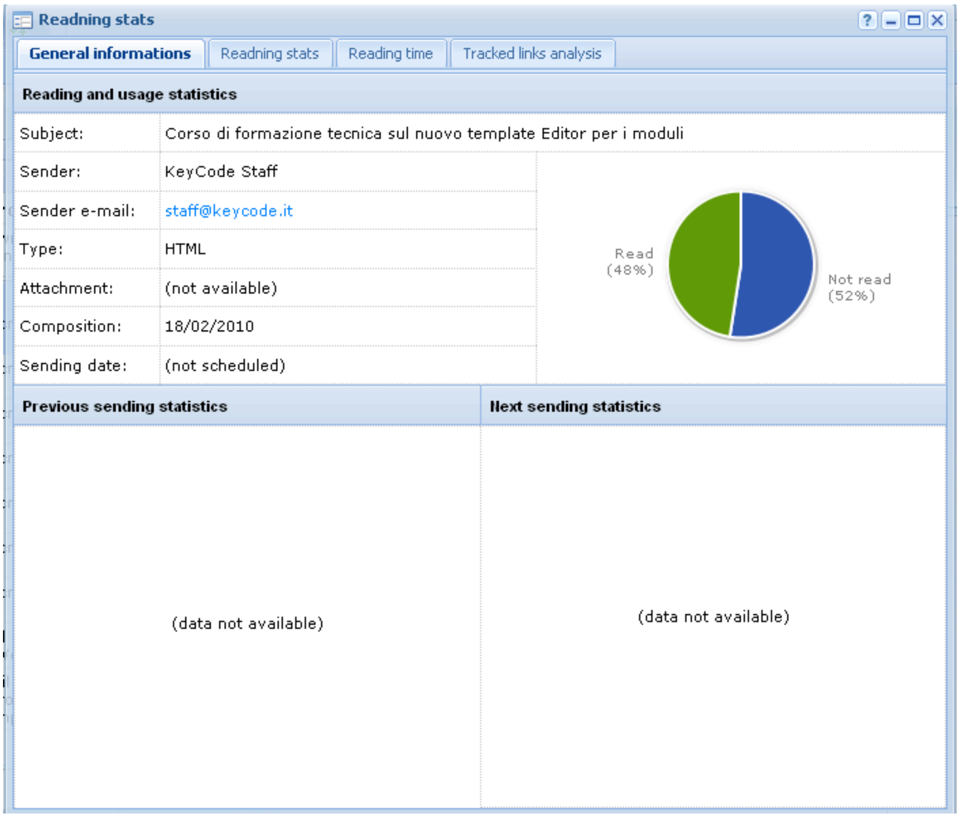
Unsubscribe advise. It allows to decide if the site's administrator must be informed when a user cancels his registration to the newsletter.

Adjusting these fields is very important for the Newsletter module. We recommend therefore to pay attention. Default values enable a good level anyway. Click on the upper disk icon for saving the modifications.

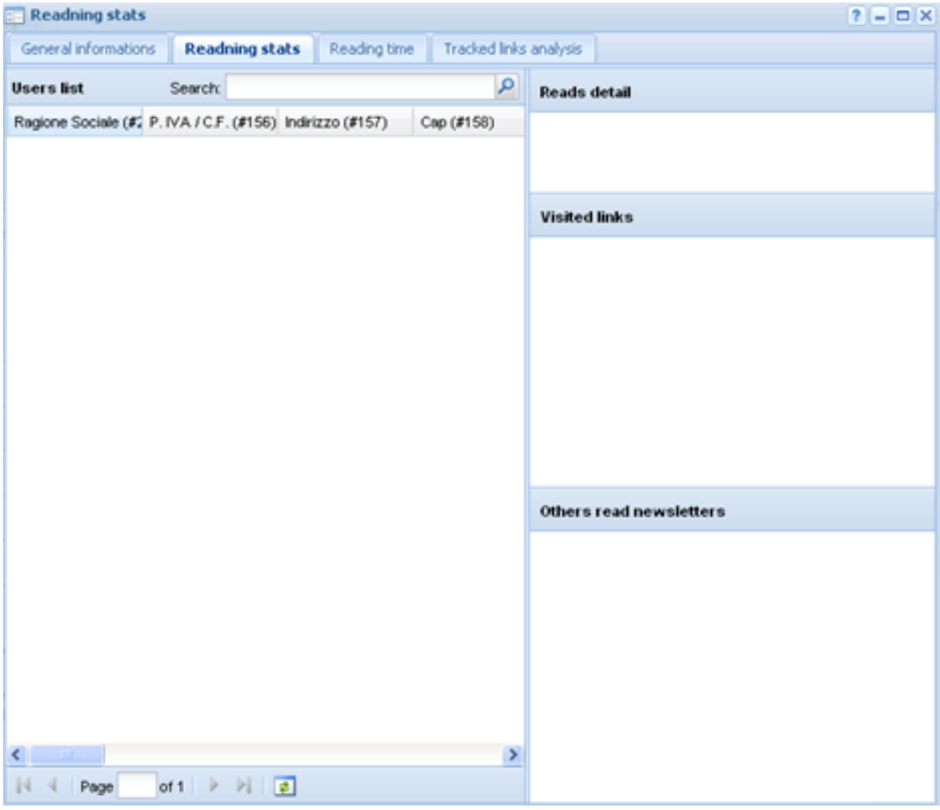
4.21.5 Statistics

WebHat features advanced statistics for HTML e-mails. From the mask showing the messages archive you can view the statistics of your last dispatches ("Statistics"), or the single statistic of a specific message. The "Statistics of last dispatches" mask shows a report of the neswletter recently sent (last 10 dispatches). The report shows how many users received the newsletter (in blue) and how many read it effectively (in bright blue). Detailed statistics of an HTML newsletter (selecting a newsletter in the archive and clicking on "Statistics") show an interface organized in documents, gathering different analysis concerning the reading data:

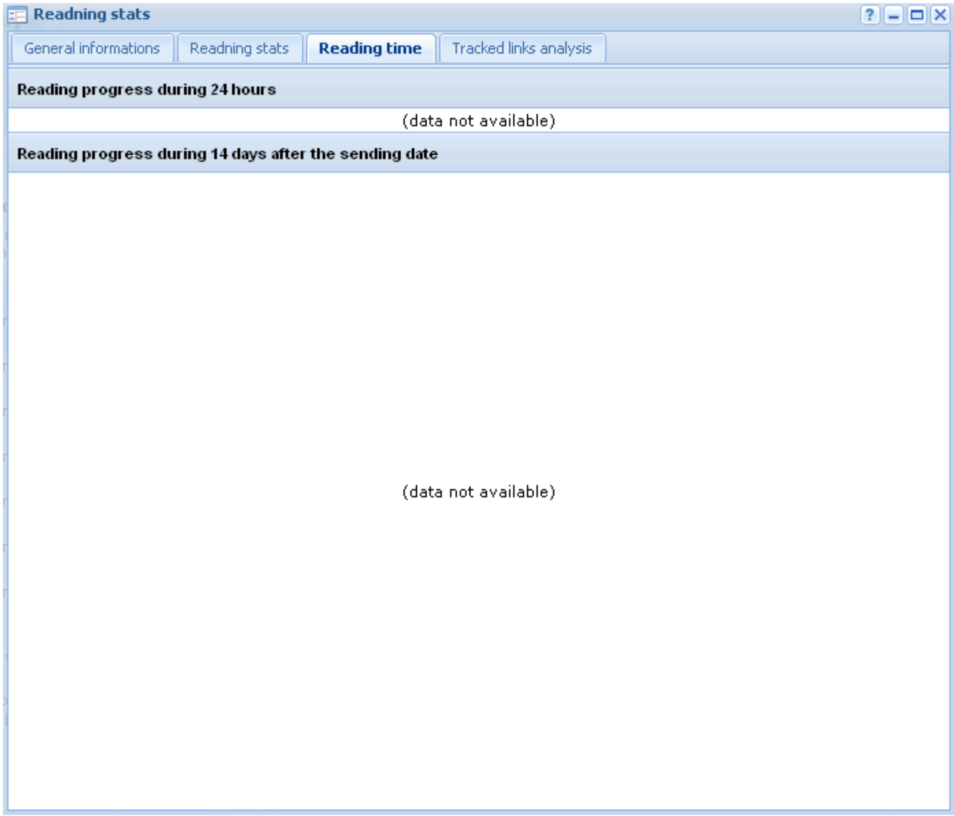
<u>General information</u>: this mask summarizes the main information concerning the reading percentages, the subject, the dispatch date, etc. It is possible also to compare the last dispatch with the older ones.



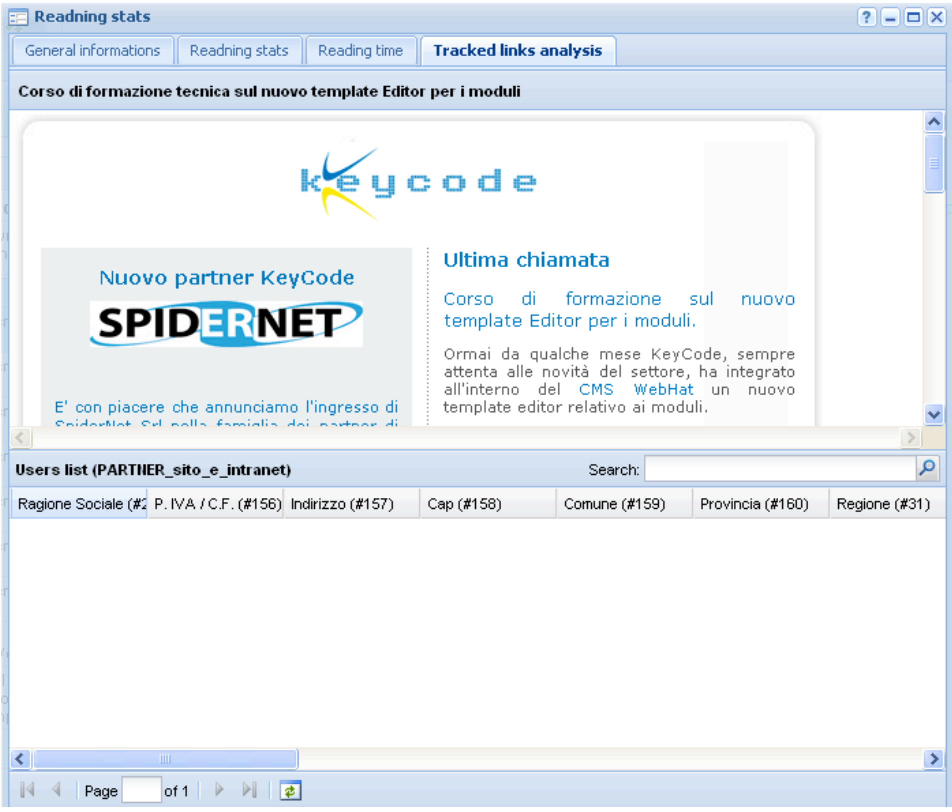
Reading stats: this mask contains a detailed list of the users who opened and viewed the message; selecting a user, further information appear such as the reading date, the delay from the dispatch time, the visited links, and a list of all the newsletters he read previously. It is possible also to search a specific user into the list using the relevant search field.



Reading time: this mask contains two sections. The first section, “Reading progress during 24 hours” gives an analysis of the readings according to the time of the day. The second one, “Reading process during 14 days after the sending date” verifies the reading concentration during the next two weeks after the dispatch date.



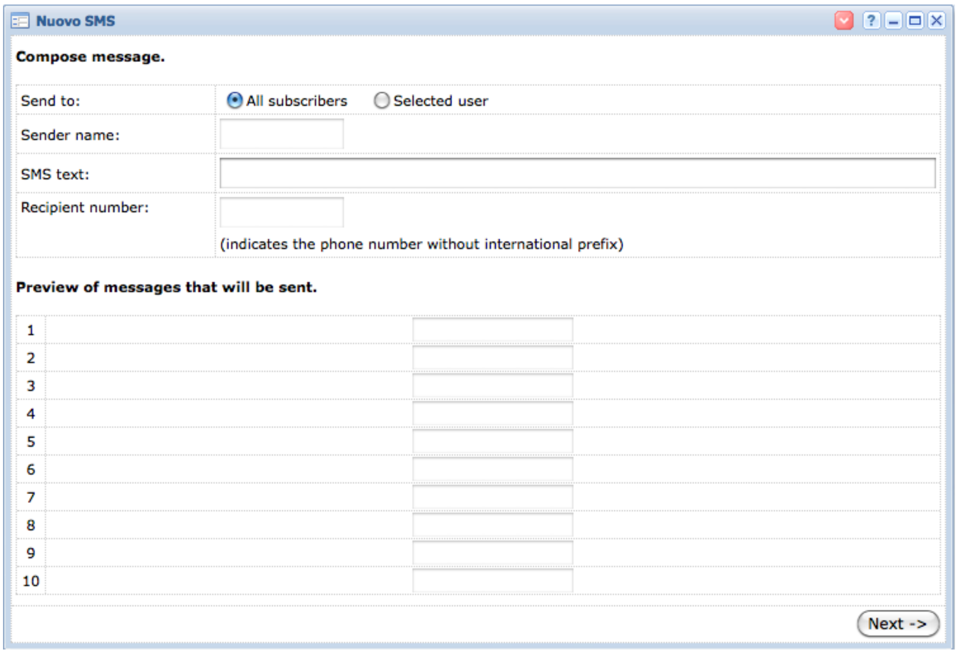
Traced links analysis: this mask shows the preview of the selected newsletter, with the traced links. A box near the links shows how many clicks the users done. Clicking on these boxes it is possible to see who these users are, into a list.



4.22. SMS-Sender.

“SMS-Sender” enables to send (through a gateway supported by WebHat) one or more SMS to a telephone list, at the same time. The text can be added in a single field and in one shot. “SMS Sender“ then divides the text in the correct way, according to the SMS protocol (each sms contains up to 166 characters).

4.22.1. Sending a new message.



The window for sending a message is accessible through Modules -> Additional modules -> SMS-Sender -> New message”. The window contains the following fields:

Send to. It is possible to send an sms in two ways: to “All subscribers” or to a “Selected one” in this case his phone number is required.

Sender name. This field contains the name of the sender.

Sms text. This field contains the whole text of the message.

Recipient number. This field (to be compiled when the sms must be sent to a specific user only) contains the phone number of the consignee, without any prefix code (without +39 for example). A lower interface inside this field enables to see a real time sms preview, (for understanding how many sms the text consists of). Click “Next” for going further, as dispatch ends.

4.22.2 Messages.

Through “Modules -> Additional modules -> SMS-Sender -> Messages list” it is possible to open the window containing a list of the messages. It is possible to delete a message selecting it and clicking “Delete” (after the confirmation).

4.22.3 List of users.

Through “Modules -> Additional modules -> SMS-Sender -> Users list” it is possible to open the list of all registered users. Selecting a user enables the modification (“Edit”), and the cancellation (“Delete”). At the end of the list two links allow to select or de-select all the users for a group-cancellation (“Delete group”). The group-cancellation allows to delete all the registered users through a control box on the left, near the phone number. The modification mask enables to change the user’s phone number and his registration status.

4.22.4 Users.

Through “Modules -> Additional modules -> SMS-Sender -> Users management” it is possible to access to the mask which enables the manual user’s registration and the import/export. The manual registration of a new user requires to add his phone number into the “Phone number” field, then to click “Insert”. Like the Newsletter module it enables the user import/export from the list, in text format. For importing a list of users select the text file into the hard-disk (after clicking “Browse”) then click “Import”. The text file must contain the phone numbers. Each line must correspond to a phone number. For exporting users select the kind of export required from the pull-down menu, then click “Export”. The only export mode is through a text file. Each line corresponds to a phone number.

4.22.5 Settings.

Through “Modules -> Additional modules -> SMS-Sender -> Settings management” it is possible to open the mask for the “SMS–Sender” settings.

Web view.
Subscription invite. It’s the message displayed online for sending an invitation to register.

Subscription confirm. It’s the message displayed online for confirming to the user his registration.

Unsubscription confirm. It’s the message displayed online for confirming to the user he has cancelled his registration.

SMS provider.
Sender mail. It’s the sender’s e-mail address, when sending the SMS to the sorting gateway on the GSM net.

Sender recipient. It’s the e-mail address the SMS must be sent to (supplied by the sorting gateway on the GSM net directly).

Provider. Select a SMS supplier’s name. (a sorting gateway on the GSM net).

SMS supplier settings must be filled with these details the first time only. Then, they should never be modified. Click on the upper disk icon for saving these adjustments.

4.23. Survey.

The “Survey” module enables to add different surveys within the site. They consist of questions the users can reply to, choosing between the given replies. This is a simple example:

How do you find WebHat?

- Very good
- Good
- Fairly good
- Functional

With this module it is possible also to keep an archive, viewing the survey’s results and statistics, in order to take marketing decisions accordingly.

4.23.1 Adding a new survey.

Through “Modules -> Additional modules -> Survey -> New survey” you can open the survey addition mask. It contains two fields:

Title. It’s the survey’s name (usually displayed just over the survey’s question, but depending on the site’s template).

Question. It’s the question to put to the site’s visitors.

Click on the upper disk icon on the right for adding the new survey.

4.23.2 List of surveys.

Through “Modules -> Additional modules -> Survey -> Surveys list” it is possible to open the window containing the list of all available surveys. Selecting a survey enables the modification (“Edit”), and the cancellation (“Delete”). The modification mask is like the addition one.

4.23.3 Replies.

The surveys list enables also to manage the replies: through the “New reply” it’s possible to edit a new reply for the selected survey. Through “Replies” on the other hand, a new window shows a list of all the available replies. From this list you can modify both the text and the votes amount.

4.24. Sponsored Links.

This module enables to show a group of special links into the smallest columns. According to the page, it is possible to setup a specific category deciding for each page if the links must be displayed in alphabetic order or in random mode.

4.24.1 Adding a new category.

“Modules -> Additional modules -> Sponsored Links -> New category” opens the mask for adding a new category. It contains these two fields.

Name. It’s the name of the new category.

Description. It’s the category’s description.

Click on the upper disk icon for adding the new category.

4.24.2 List and modification.

“Modules -> Additional modules -> Sponsored Links -> Categories list” opens a mask containing the categories list. The selection of a category enables the modification (“Edit”), and the cancellation (“Delete”). The modification mask is like the addition one, therefore these same fields can be modified as well (Name and Description). Click on the upper disk icon for saving the modifications.

4.24.3 Adding a new link.

“Modules -> Additional modules -> Sponsored Links -> New link” opens the mask for adding a new link. These are the fields:

Name. It’s the name of the new link. It can contain simple text only.

Description. You can add formatted text images and links through the visual editor. Obviously this field must contain the external link which is going to be “sponsored” too.

Category. Select the category the new link must belong to, from the pull-down menu.

Language. The link’s language must be specified too.

Click on the upper disk icon on the right for adding the new link.

4.24.4 List and modification.

The window “Modules -> Additional modules -> Sponsored links -> Links list” contains the alphabetic list of all the links present inside the module. The selection of a link enables the modification (“Edit”), and the cancellation (“Delete”). The modification mask is like the addition one.

4.24.5 Views.

Through “Modules -> Additional modules -> Sponsored links -> Views management” you can access to the views management mask. The “Sponsored Links” module enables to decide which links category to display and how: alphabetic order or random.

4.24.6 Settings.

The only setting available enables to decide if the link names must be displayed within the pages or not.

4.25. Video-Gallery.

The "Video-Gallery" module allows to edit high-quality video galleries in a simple way, also with a high amount of videos.

4.25.1 Adding a new category.

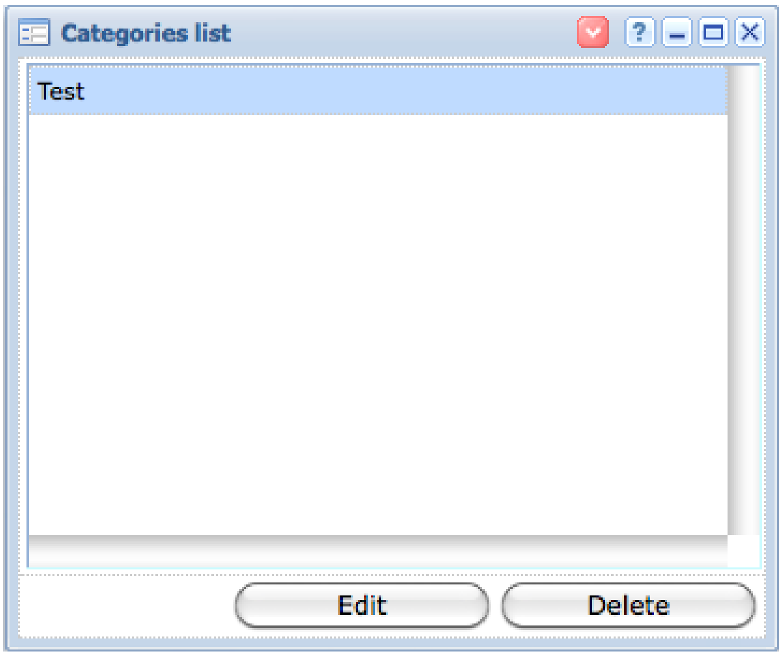
The addition mask is accessible through "Modules -> Additional modules -> Video-Gallery -> New category". An addition mask containing one field only opens

Name. It's the name of the new category. This field contains text only.

Click on the upper disk icon on the right for adding the new category.

4.25.2 List and modification.

The path "Modules -> Additional modules -> Video-Gallery -> Categories list" allows to open the window displayed into the following picture, i.e. the categories list.



The selection of a category enables the modification ("Edit"), and the cancellation ("Delete"). The modification mask is like the addition one.

4.25.3 Adding a new video.

It is possible to add a new video into the Video-Gallery through "Modules -> Additional modules -> Video-Gallery -> New video". There are six fields and a video's description for all the site's languages.

Category. Select the category the video belongs to, from the pull-down menu.

Image. Clicking "Browse" you can select a small image for the new video's preview. Additional icon: clicking "Browse" on the other hand, you can select an icon for the picture. This icon is displayed near the small image, inside the web page.

Video. Clicking "Browse" you can select the video which must be uploaded and played in a pop-up, after clicking its relevant picture.

Video width: it's the pixel width of the new video.

Video height: it's the pixel height of the new video.

Description. It's the description under the small picture, inside the web page. It is possible to add it for all the site's languages.

Descriptiojn (pop-up). It's the video's description appearing in a pop-up.

Click on the upper disk icon on the right for adding the new video.

4.25.4 List and modifications.

The list of videos is accessible through "Modules -> Additional modules -> Video-Gallery -> Videos list". The window contains the list of all the videos available inside the Video-Gallery categories. Each video has an adjustable priority level ("Up"/"Down"). Selecting a video it is possible to access to the modification mask ("Edit") or to delete it ("Delete"). The modification mask is like the addition one.

4.25.5 Views.

Through "Modules -> Additional modules -> Video-Gallery -> Views management" you can open the window containing the videogallery's view management. It is possible for each page containing a "Video-Gallery", to setup the video categories to show, and how many pictures per page must appear. Images are organized into lines and columns; the "Video-Gallery" module does the pagination adding sliding arrows in case of more videos per page. Click on the upper disk icon on the right for saving your settings.

4.25.6 Settings.

The path "Modules -> Additional modules -> Video-Gallery -> Settings management" allows to open the mask for organizing the pop-up template. The adjustment of this field requires the xHTML knowledge, therefore this operation is suggested to advanced users only. The default value is already a good setting.

WebHat-compatible video formats

“Video-Gallery” supports many different video formats. According to the video’s format indeed, WebHat is able to load the relevant plug-in for playing the video dynamically.

Microsoft © Media Player formats:

- .mpg
- .mpeg
- .mpv
- .mps
- .m2v
- .m1v
- .mpe
- .mpa
- .avi
- .wmv
- .wm
- .xvid

Apple © QuickTime formats:

- .mp4
- .m4e
- .mov
- .qt
- .3gp
- .amr
- .awb
- .divx
- .3g2

Real © Real Player formats:

- .ram
- .rm
- .rmvb
- .rv

Flash Video formats:

- .flv

NB: some video formats, like divx and xvid, require additional components which must be installed on the user’s PC as well.

4.26. Marquee.

The “Marquee” module allows to show sliding “text strings” inside the pages.

4.26.1 Adding a new category.

For adding a new messages category open the mask “Modules -> Basic modules -> Marquee -> New category”. The only field is the following one:

Nome. It’s the name of the new message category, used for identifying the category within WebHat masks.

4.26.2 List and modification.

"Modules -> Basic modules -> Marquee -> Categories list" allows to open the list of the module's available categories. The selection of a link enables the modification ("Edit"), and the cancellation ("Delete"), after confirmation.

4.26.3 Adding a new message.

For adding a new message open the mask "Modules -> Basic modules -> Marquee -> New message". It contains the following fields:

Initial part. It's the beginning part of the message (usually it is the time indication).

Separator. It's the HTML code which separates the beginning from the description.

Description. It's the HTML code which contains the message's description.

Target URL. It's the full URL of the message's link.

Opening frame. Tells in which frame the last field's address must open.

Category. Select from the pull-down menu a category the message belongs to.

4.26.4 List and modification.

The path "Modules -> Basic modules -> Marquee -> Messages list" allows to open the mask containing all the messages of the "Marquee" module. The list allows to change the visualization order of the messages, and to access their relevant modification. ("Edit"). It's possible also to delete the messages, clicking "Delete", after confirmation.

4.26.5 Views.

The path "Modules -> Basic modules -> Marquee -> Views management" opens the mask for managing the module's visualizations. It is possible to setup the visualization for each page containing the Marquee module.

4.26.6 Settings.

The settings are adjustable through "Modules -> Basic modules -> Marquee -> Settings management". The fields are the following ones:

Open code. It's the HTML code/Text appearing before the message.

Marquee separator. It's the HTML code/Text appearing between two messages.

Close code. It's the HTML code/Text appearing after the message list.

Width (px). It's the pixel width of the scrolling area.

Height (px). It’s the pixel height of the scrolling area.

Scrolling. It’s the text sliding mode, to be selected from the pull-down menu.

Loop. It’s the loop number, i.e. how many times the text must slide. If the number is -1 or 0, the text keeps sliding on.

4.27. Magazine.

“Magazine” module enables to manage an online magazine within the site.

4.27.1 Adding a new article.

For adding an article open the addition mask through “Modules -> Additional modules -> Magazine -> New article”. It contains the following fields:

Article title. It’s the article’s title.

Preview. This field contains a preview of the article.

Article text. It’s the complete article’s text, added with the visual editor.

Keywords. They are the keywords, separated by commas, relevant to the new article.

Number. Select the issue’s number the article belongs to from the pull-down menu. In case articles are displayed through categories navigation, this field is not important (see next chapters).

Category. Select the category the article belongs to from the pull-down menu.

Visible. Tells if the article is visible on the site’s pages or not.

Source. This field can contain the article’s source, which won’t be visualized inside the site’s pages (it’s just for internal use).

4.27.2 List and modification.

The list of the articles is accessible through “Modules -> Additional modules -> Magazine -> Articles list”. The window contains the complete list of all the articles and in the lower part, 3 buttons. “Statistics” enables to view the access statistics. “Edit” enables to open the modification mask. “Delete” removes the selected article (it requires the confirmation). Through “Up” and “Down” it’s possible to order the articles of the same issue.

4.27.3 Adding an issue.

For adding a new online magazine’s issue follow the path “Modules -> Additional modules -> Magazine -> New issue”. The interface consists of three fields:

Date. The publication date (when the new issue appears).

Title. The new issue’s title.

Picture. It is possible to select a picture for the “front cover”.

Show publication date. The pull-down menu allows to show the publication date on the front cover.

4.27.4 List and modification.

Through “Modules -> Additional modules -> Magazine -> Issues list” it is possible to see all the available magazine’s issues. This mask, like the list of articles, allows to check the reading statistics, and to modify or to delete issues.

4.27.5 Adding a new category.

For adding a new category for your articles open the addition mask through “Modules -> Additional modules -> Magazine -> New category”. The mask contains two fields:

Name. It’s the new category’s name.

Description. It’s the new category’s complete description.

4.27.6 Categories.

The list of category is accessible through “Modules -> Additional modules -> Magazine -> Categories list”. Selecting a category it is possible to modify it (“Edit”) or to remove it (“Delete”, after confirmation).

4.27.7 Settings.

The “Magazine” module features different settings adjustable through “Modules -> Additional modules -> Magazine -> Settings management”. Views: the pull-down menu allows to select the visualization mode: “Issues”, “Categories” and “Articles” are the three options.

Publication. This setting works for the “Issue” visualization mode only, and allows to choose between the automatic and the manual publication.

Articles per page. It’s the number of articles per page It refers to the lists (for example when a user decides to visualize the articles of a category).

Tell to a friend. The module can show also the option for suggesting a friend to read the article.

E-mail. It’s the text of the e-mail to be sent to the friend. The text must specify the < #? ARTICOLO-LINK ?#> variable, so that the final user can reach the articles quickly. The e-mail must be sent in text format only. We are going to remove this limit in the new WebHat release.

4.28. Magazine (in deep).

The “Magazine (in deep)” module can be installed only in the “Reserved area” of those sites featuring a standard “Magazine” module inside their public area. The aim is to give “secured” update information to the users of a public site.

4.28.1 Adding a new article.

For adding a new article open the addition mask through “Modules -> Additional modules -> Magazine (in deep) -> New article”. The mask contains the following fields:

Title. It’s the article’s title.

Preview. It’s the article’s preview.

Text. It’s the complete article’s text, to be added using the visual editor.

Keywords. They are the keywords of the article, separated by commas.

Categories. You can select a category the article refers to. The categories are the same of the “Magazine” module inside the public site. For adding new categories therefore, it’s necessary to login to the public site’s WebHat.

Type. The pull-down menu selects which type of document the article belongs to.

Visible. The article can be visible on the site’s pages or not.

Source. This field contains the article’s source.

Publication date. Usually this field contains addition or modification date, as it’s the date when the article has been published into the reserved area .

First date. It’s the date of the first publication.

Promotional link. The “Magazine” module can show the link to the article which is under construction, into the public site. Promotional links are accessible for registered users only.

4.28.2 List and modifications.

The path “Modules -> Additional modules -> Magazine (in deep) -> Issues list” allows to access to the list of all the magazine’s issues. Like in the list of articles, through this mask it is possible to check the access statistics, to do modifications, or to remove the issues.

4.28.3 Adding a new document type.

For adding a new document type open the addition mask through “Modules -> Additional modules -> Magazine (in deep) -> New document type”. It contains two fields:

Name. It's the name of the new type displayed into the reserved area.

Description. It's the complete description of the new document type.

4.28.4 List and modifications.

The list of document types is accessible through "Modules -> Additional modules -> Magazine (in deep) -> Categories list". Selecting a type it's possible to do modifications ("Edit") and cancellations ("Delete" after confirmation).

4.28.5 Settings.

Modules -> Additional modules -> Magazine (in deep) -> Settings management" allows to access to the settings of the database connection (required for sharing the categories).

Host. It's the host the module must connect to, for retrieving the public site's categories.

Username. The username for opening the connection.

Password. The password for the database access.

Database. The name of the database hosting the public site.

4.29. Accordion widget.

"Accordion Widget" incorporates the content of a web page into a graphic frame with dynamic accordion effects. For managing the Accordion widget's sections select "Modules -> Additional modules -> Accordion Widget -> Contents management": the list of the pages containing the module appears. You can decide for each page if the first panel must open by default ("First opened") or if all the panels must remain closed when loading the page ("All closed"). Selecting a page into the list it is possible to access the mask for adding, modifying, ordering or removing the accordion's sections. Accordion Widget features a range of sections which can be either displayed or hidden by clicking the bar containing their title. The content of each section is displayed into the panel. ['section' is meant as single panel]. For managing the contents of the sections, open the "Sections" page through "Edit" first, select the language, then click "Add section". A window containing the field for adding the "Title" appears together with a visual editor ("Text"). The sections appear inside the "Accordion Widget" as per their sequence. The last edited section is displayed first. You can modify the visualization order in the list of the "Accordion widget" sections anyway, using the "Up" and "Down" arrows.

4.29.1 Modification and cancellation.

For modifying or cancelling a section click "Modules -> Additional modules -> Accordion Widget -> Contents management", then select a page. The window which appears shows a list of the available sections, select one of them, and click "Edit", or "Delete". If you need to do some adjustments in other site's languages too, select the language first. The section's cancellations require the confirmation, since they are irreversible. "Edit" opens a window for changing the section's title and content.

4.30. Correlated news.

This module enables to visualize correlated news in narrow columns inside the same page containing a "News" module working in "Release archive (titles and one release)". Through "Modules -> Additional modules -> Correlated news -> Settings management" it is possible to open the mask containing 2 settings:

Title. It's the title of the box containing the "Correlated news" module.

HTML code/Text. It's the HTML code or the text visualized when the module is selected but it does not have any correlated news to show. Click the upper disk icon for saving your settings.

4.31. Comments.

The "Comments" module allows the visitors to send comments about news, articles, E-commerce items, DataDyn entity's records (custom modules).

4.31.1 Comments.

"Modules -> Additional modules -> Comments -> Comments list" enables you to access to the list of comments. Here it's possible to access to the modification mask, where the text and the visibility of the comment can be adjusted.

4.31.2 Settings.

The first setting is Visible comments. When it's flagged with "No" each comment is added into the database, but not into the site. The administrator receiving the e-mail advise, decides whether to show the comment into the page or not. When it's flagged with "Yes" each user's comment is displayed into the site immediately. Selecting "Confirm via e-mail" the user adding the comment is required to confirm it, adding also the link he has received via e-mail beforehand. This helps to understand who writes the comments, making them visible.

Bad words It is possible to decide which words must be replaced by XXXX.

Title This field contains the title label of the comment form.

Name contains the name label.

E-mail address contains the e-mail label.

URL contains the URL label.

Comments contains the comment label.

Captcha contains the captcha explanation label.

Post contains the text displayed into the button for the comment submit.

Confirmation contains the text that the users read when their comment has been saved into the database.

Name only The web page containing the comments can show the author name only, or also his web site's link and the "mail-to", like in blogs.

Compatible URL The form can show the field containing the author's personal URL.

Advise e-mail Contains the e-mail address receiving the WebHat comment advise.

4.31.3 Auto-reply.

The auto-reply mask contains the settings (subject, text and sender) for sending automatic answers to the users who write a comment. There are three kinds of auto-reply:

E-Mail allowing the user to show a comment. It's the e-mail sent to the user writing a post, in case the "Visible comments" setting is "Confirm via e-mail". The e-mail contains the link for the confirmation, <#? CONFIRM-LINK ?#>.

Auto-reply when adding a new comment. It's the e-mail sent to the user in case the "Visible comments" setting is "Yes" or "No".

E-Mail to the user when his comment has a reply. It's the e-mail sent to the user in case his comment receives a reply. The reply can be added through WebHat control panel only.

4.32. Sitemap.

The "Sitemap" module enables to edit a sitemap into a single page. It is sufficient to drag the module into a page, adjusting the settings.

4.32.1 Settings.

Functionality. Enables to decide if the pages with children must be quoted on the map or not. If the flag is "Yes" they are links.

Exposition mode. A new code exposition is available since September 2008. If the flag is "Yes" the sitemap is displayed in a better way, making the code assimilable by search engines.

4.33. Menu Tree 2.0.

Menu Tree 2.0 is a module which, according to the configurations, allows to:

1. Show the tree navigation menu, opening the relevant sections with JavaScript (without page reload);
2. Show a menu section only, corresponding to a tree's branch;
3. Show the complete sitemap.

The module is customizable graphically and functionally.

4.33.1 Settings.

Functionality. Nodes can expand menus and represent real pages.

Start level. It's the level Menu Tree shows the menu from. The module can be in the lower level page. Selecting Level 2 the module is added from Level 1, i.e. from the Home Page (index.php), selecting Level 3 the module is added starting from Level 2 (Home Page's children).

Start page. It's possible to select a fixed start page for showing the menu (in case specific sections must appear inside the Home Page).

Final level. It's the level until which "Menu Tree" module shows the menus.

Expanded nodes. If the module must be used as sitemap, this setting must be "Yes". It allows to make all the nodes with children appear when the page is loaded in the expanded mode. This differs from the "Sitemap" module, because with "Menu Tree 2.0" the nodes can be closed by the user later on. The advantage is that with Menu Tree 2.0 the formats are deeper, while starting pages and final levels are respected.

Selected leaf's URL. Specifies the picture to show before the text per link of the selected leaf. Other pictures follow, corresponding to the page typologies which can be displayed by the "Menu Tree 2.0" module.

Formatting CSS. This important field modifies the output of the Menu Tree 2.0 module through the default style sheet. The default content is already formatted up to Level 4. If your site contains more levels it is possible to go on with the class definition infinitely. It is possible also to move the content of this field into the template's CSS (f.e. different module formats, according to the template). That generates an homogeneous output:
< div di livello>
< div di foglia>
< span di icona>< img>< /span>< span testo> testo per link< /span> < /div di foglia>
< div di nodo>
< span di nodo>< img>< /span>< span testo> testo per link< /span>
< /div di nodo>
< div di livello>< /div di livello>
< /div di livello>

4.34. Tell to a friend.

"Tell to a friend" allows to add a form, which enables the user to tell to a friend a page's address with an e-mail message sent by the system.

4.34.1 Settings.

Visualization. Defines if the form must be displayed at page's loading or if it must be hidden and accessible through a link.

E-mail sender is the e-mail address used to send the e-mail message.

E-mail subject. It's the subject of the e-mail.

Message. It's the default message inside the form. It is possible to add the < #? URL-SITE ?#> string, to be replaced by the address of the page where the user is.

Form expansion link it's the text displayed for expanding the form, in case the visualization is hiding it. It's possible to use HTML code as field value, in order to add pictures or other contents.

4.35. E-Booking.

"E-Booking" allows to manage online room reservations, facilities, seasons and treatments of a hotel.

4.35.1 Adding a new room.

For adding a new room follow the path "Modules -> Additional modules -> E-Booking -> New room". The addition mask is displayed in the following picture:

Identification. It's the name/code of the room, representing a unit univocally.

Description. It's the room's description, where it is possible to specify all the relevant details.

Bed configuration. It's the bed configuration- how many beds does the room have.

Facilities. It's the list of all room's facilities.

First picture, Second picture, Third picture. These fields contain three pictures of the room.

Web visibility. This field enables the room to be available online or to be hidden.

Click the upper disk icon for adding the new room.

4.35.2 Rooms.

The path "Modules -> Additional modules -> E-Booking -> Rooms list" opens the list of all the rooms inside the E-Booking's database. Selecting a room it is possible to do modifications ("Edit") or to do cancellations ("Delete"), after confirmation). It is possible also to double a room previously added, or to adjust the price list for the selected room.

4.35.3 Modification.

The room's modification mask is like the addition one. It has the same fields and the same management.

4.35.4 Price list.

The list of the rooms contains the "Price list" button, which allows to setup the price list for the selected rooms. The mask contains a chart with M columns representing the treatments and N lines representing the seasons. At the intersection inside the two fields, you find the total price and the account payment required in case of online booking.

4.35.5 Seasons.

Through "Modules -> Additional modules -> E-Booking -> Seasons" it is possible to see all the seasons and to add new ones. Each season present into the list can be modified or deleted (after the confirmation).

4.35.6 Treatments.

Through "Modules -> Additional modules -> E-Booking -> Treatments" it is possible to see all the available treatments and add new ones. Each treatment can be modified or deleted. (after the confirmation).

4.35.7 Facilities.

Through "Modules -> Additional modules -> E-Booking -> Facilities" it is possible to see all the available facilities and to add new ones. Each facility can be modified or deleted (after the confirmation).

4.35.8 Orders.

Through "Modules -> Additional modules -> E-Booking -> Orders" it is possible to see the list of the orders received. Each order shows its details, it can be modified in the processing status, or removed (after confirmation).

4.35.9 Order's details.

This window contains all details of an order: user data, date/time of the order, reserved rooms, sum paid, and payment status.

4.35.10 Settings.

Through "Modules -> Additional modules -> E-Booking -> Settings" it is possible to adjust all the module's settings.

Module setup
Rooms up to [...] It's the highest amount of rooms a user can book.

Search form target. It's the page showing search results and booking forms. It's possible to select the pages containing an E-Booking module only.

Transfer data
This section contains the data needed by the users who pay with bank transfers. These data are your bank requisites for receiving the payment.

Destination and options
Manager's e-mail. It's an e-mail address where all error messages must be sent. We

suggest to use an address you use frequently.

Banca Sella. Flag which enables the online payment through this operator. If the flag is “Available” it is necessary to specify also the “Shop login” field.

Shop Login. Login for Banca Sella’s shop.

Cilme MultiTel. Flag which enables the online payment through this operator. If the flag is “Available” it is necessary to specify also the “Cilme Alias” field.

Cilme Alias. Login for Cilme Multitel’s shop.

Templates
Search form template. It’s the structure of the page containing the search form.

Search result template. It’s the structure of the page containing the search results.

Single room result template. It’s the structure of the chart containing the data of a single room.

Room details template. It’s the structure of the page containing the details of a room.

Permanence summary template. It’s the structure of the page containing the data which summarize the sojourn.

Customer data template. It’s the structure of the page containing user data.

Reservation summary template. It’s the structure of the page containing the booking’s summary data.

Common labels. It contains some general text labels in the system’s languages. We suggest to avoid the modification of this mask. If you need to modify these fields contact our customer service at support@keycode.it. Click on the upper disk icon for saving the modifications.

4.36. Web-TV.

“Web-TV” enables to publish streaming and HTTP videos on a WebHat site. Videos can be divided into categories, deciding which one must be displayed into the pages.

4.36.1 Adding a new category.

For adding a new category select “Modules -> Additional modules -> Web-TV -> New category”. The only field is this one:

Description. It’s the name and description of the new category.

4.36.2 List and modification.

The path “Modules -> Additional modules -> Web-TV -> Categories list” opens the mask containing the categories. It enables both the modification and the cancellation ("Edit" and "Delete"). The modification mask is like the addition one.

4.36.3 Adding a new video.

The mask for adding a video is accessible through "Modules -> Additional modules -> Web-TV -> New video":

Title. It's the video's title.

Subtitle. It's the video's subtitle (more detailed than the title).

Video's file/URL. This field has two modes:

- If Velocix is the video-streaming provider, add the file's name without extension. F.e. when loading "Mare.flv" for a WebHat publication, add "Mare" only.
- If Velocix is not used, add the whole URL like http://www.sito.it/Mare.flv.

Category. Select the category from the pull-down menu.

Thumbnail. This field contains the picture related to the video. A small picture is recommended.

4.36.4 List and modification.

The videos list is accessible through "Modules -> Modules additional -> Web-TV -> Videos list". The mask shows the videos divided into categories/title. It enables both the modification and the cancellation ("Edit" and "Delete"). The modification mask is like the addition one.

4.36.5 Settings.

"Modules -> Additional modules -> Web-TV -> Settings management" is the path for the settings mask, concerning the video-streaming provider. The settings are the following ones: Band supplier. Select "Velocix" from the pull-down menu if your provider is Velocix, otherwise "Supplier not specified". Custom No is a field required to Velocix users only. It's the provider's customer code (f.e. "C999").

4.36.6 Views.

It is possible for each page containing a Web-TV module to select which video category to show. "Modules -> Additional modules -> Web-TV -> Views management" allows this operation. A list of the pages including this module appears, together with the pull-down menu of the categories.

4.37. E-Cards.

E-Cards enables to add a small tool within the site for sending virtual cards The module accepts an infinite amount of pictures, their categorization, and their e-mail dispatch with administrator templates.

4.37.1 Adding a new e-card.

For adding a new e-card follow the path "Modules -> Additional modules -> E-Cards -> New e-card". The following addition mask with different fields appears:

Name. It's the e-card's name. It's the reference within the control panel and used as label on the site.

Preview. It's the preview picture which generally corresponds to the normal picture, but with reduced dimension.

Picture. It's the picture used when sending the e-card.

Categories. They are the categories the e-card belongs to. It's useful for gathering pictures into different groups within the site.

Click the upper disk icon for adding the new e-card.

4.37.2 List of e-cards.

The path "Modules -> Additional modules -> E-Cards -> E-Cards list" opens the complete list of e-cards. Through the modification mask It is possible to modify ("Edit") or delete them ("Delete") after confirmation.

4.37.3 Modifying an e-card.

The e-card's modification mask is similar to the addition one. The only difference, is that it is possible to customize the e-card's name in all the site's languages.

4.37.4 Adding a new category.

For adding a new category follow the path "Modules -> Additional modules -> E-Cards -> New category". The addition mask requires to select a name for the new category. The text is used for the category's italian label. Adding the labels in the other languages will be possible later, through the modification mask. Click the upper disk icon for adding the new category.

4.37.5 List of categories.

The path "Modules -> Additional modules -> E-Cards -> Categories" shows the list of the e-card categories inside the module's database. Through the modification mask It is possible to modify ("Edit") or delete them ("Delete") after confirmation.

4.37.6 Modifying a category.

The modification mask consists of an interface divided into documents, each of which represents a language. At the first access the only field is the Italian one. Category's name addition for all other site's languages are then possible.

4.37.7 Views.

"Modules -> Additional modules -> E-Cards -> Views management" opens the "E-cards" visualization mask. It is possible for each page containing e-cards, to select which category to show, or to leave the complete visualization (all categories), so as to let the user decide that. It must be specified also how many e-cards to show per page, since e-cards are organized into lines and columns; the module does the pagination, adding sliding arrows in case a category contains more e-cards. Click on the upper disk icon for saving the modifications.

4.37.8 Settings.

"Modules -> Additional modules -> E-Cards -> Settings management" opens the mask containing the "E-cards" settings, which consist of 2 groups: the first one contains the module's labels in the available languages, the second one the module's settings. This is the first group (labels):

No e-card. Label displayed when no e-cards are available for the category.

Picture to send. Label displayed for showing to the user the task inside the e-cards page

Instructions. It's a short guide for filling in the dispatch form.
Selected picture. Label of the picture selected by the user.

Sender name. Label of the "Sender name" field inside the form .

Sender e-mail. Label of the "Sender e-mail" field.

Consignee name. Label of the "Consignee name" field.

Consignee e-mail. Label of the "Consignee e-mail" field.

Send copy. Label of "Send copy" field.

Message. Label of "Message" field.

Captcha. Label of the form's "Captcha" for confirming the visual code.

Enter button. Label of the button for sending the e-mail of the form.

Incorrect field. Text to show in case the fields contain incorrect values.

E-mail subject. Subject of the e-mail sent by the site. It is possible to use the < #? SENDER-NAME ?#> variable for the "Sender name" added during the dispatch.

Template mail. It's the HTML structure of the e-mail sent by the system. It is possible to modify this template adding advertising references of the site or customizing the e-card's basic structure. This field can contain different variables for the dynamic elements. Here the list of the variables:
< #? SUBJECT #?> replaced by the e-mail's subject.
< #? SENDER-NAME #?> replaced by the sender's name.
< #? SENDER-ADDRESS #?> replaced by the sender's address.
< #? DEST-NAME #?> replaced by the consignee's name.
< #? DEST-ADDRESS #?> replaced by the consignee's address.
< #? ECARD-PICTURE #?> replaced by the address of the picture selected.
< #? ECARD-MESSAGE #?> replaced by the message selected by users.

Message sent. It's the message confirming the dispatch.

Error message. It's the message displayed in case or error during the dispatch.

Incorrect captcha. It's the message displayed in case of error during the visual code confirmation.

Second group:
Start page. It's the label displayed into the bar for the starting page's link.

Previous page, Next page and Last page. They have got the same meaning inside the "Starting page", referring to the relevant links.

Category columns. It's the amount of columns to use for the categories exposition, in "List of all categories" mode". Click on the upper disk icon for adding the new e-card.

4.38. Flow List.

"Flow List" allows to add a pictures flash presentation within the site. The module can contain an infinite amount of images and categories.

4.38.1 Adding a new image.

For adding a new picture follow "Modules -> Additional modules -> Flow List -> New image". The addition mask contains the following fields:

Title. It's the new picture's title, used as reference inside the control panel and as label on the site.

Image. It's the picture used for the flow list.

Link. It's where the user is linked when clicking on the picture.

Categories. They are the categories the picture belongs to. It's useful for gathering the pictures into different groups.

Click on the upper disk icon for adding the new picture.

4.38.2 List of pictures.

The path “Modules -> Additional modules -> Flow List -> Images list” opens the list of all the images inside the “Flow-List” database. Through the modification mask It is possible to modify (“Edit”) or delete them (“Delete”) after confirmation.

4.38.3 Modifying a picture.

The modification mask is similar to the addition one. The only difference, is that it is possible to customize the picture’s name in all the site’s languages.

4.38.4 Adding a new category.

For adding a new category follow “Modules -> Additional modules -> Flow List -> New category”. The addition mask requires to name the new category. The text is used for the category’s Italian label. Adding the labels in the other languages is also possible, through the modification mask. Click the upper disk icon for adding the new category.

4.38.5 List of categories.

The path “Modules -> Additional modules -> Flow List -> Categories list” shows the list of the pictures categories inside the module’s database. Through the modification mask It is possible to modify (“Edit”) or delete them (“Delete”) after confirmation.

4.38.6 Modifying a category.

The modification mask consists of an interface divided into documents, each of which represents a language. At the first access the only field is the Italian one. Category’s name addition for all other site’s languages are then possible.

4.38.7 Views.

“Modules -> Additional modules -> Flow List -> Views management” opens the “Flow-List” visualization mask. It is possible for each page containing a flow-list, to select the category which must be displayed. “Flow-list” exposition dimension, background, and picture title’s colours are here requested as well. Click on the upper disk icon for saving the modifications.

5. DataDyn management.

The “DataDyn Editor” of administrators and advanced users allowed to manage the “Editors” (with “Yes” setting for the rights) can generate the “DataDyn entities”. For editing and modifying these modules please see WebHat “Technical Manual”. This section focuses on the modules already installed only.

5.1. DataDyn menu.

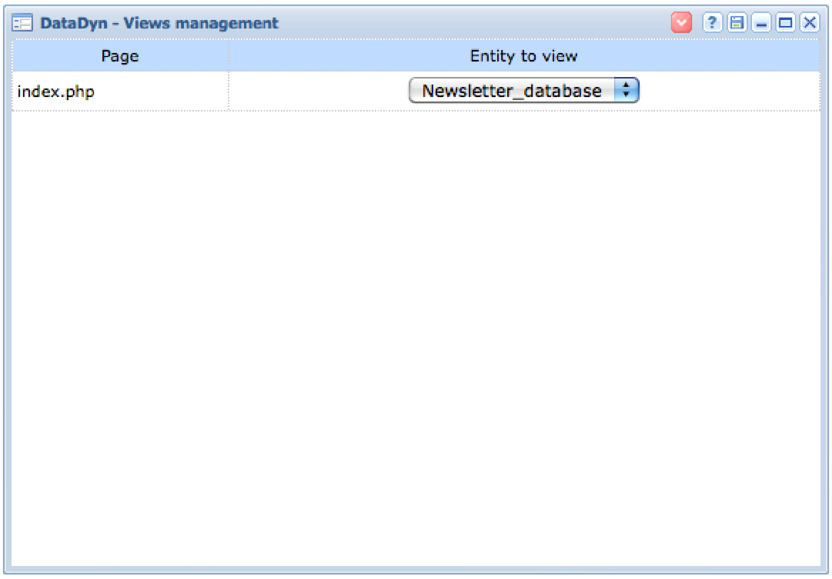
Through “Modules” -> DataDyn management”, we access to the functionalities index. The buttons are the following ones:

Entities list	It’s the list of all the DataDyn modules.
Views management	Enables to manage the views of the DataDyn.
Aligns reserved area	Enables to manage the alignment between DataDyn and reserved area.

The last two menus open the masks explained in the next chapters. For each DataDyn entity you can open their relevant menu (see 5.1.3 chapter).

5.1.1 Views.

This mask enables to setup the views management of the “DataDyn (data collection)” – see chapter 5.2. Click “Views management” inside the “DataDyn management” tab for opening the mask.

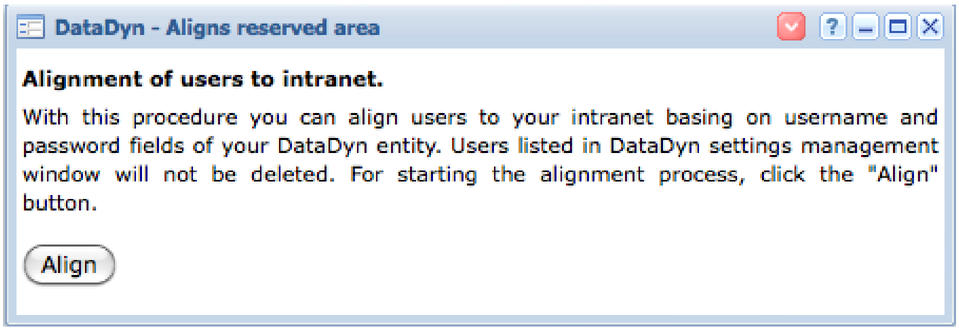


It is possible for each page containing the DataDyn entirty, to gather all the users data coming from the web site.

5.1.2 Alignment to the reserved area (intranet/extranet).

According to the site typologies and to the configuration, DataDyn can be linked to a specific reserved area into your site. It could be necessary to edit a specific DataDyn for the user registration to the site's intranet. Connecting the DataDyn to your CMS activation in reserved mode, it is possible to enable users to register and to login using their username/password.

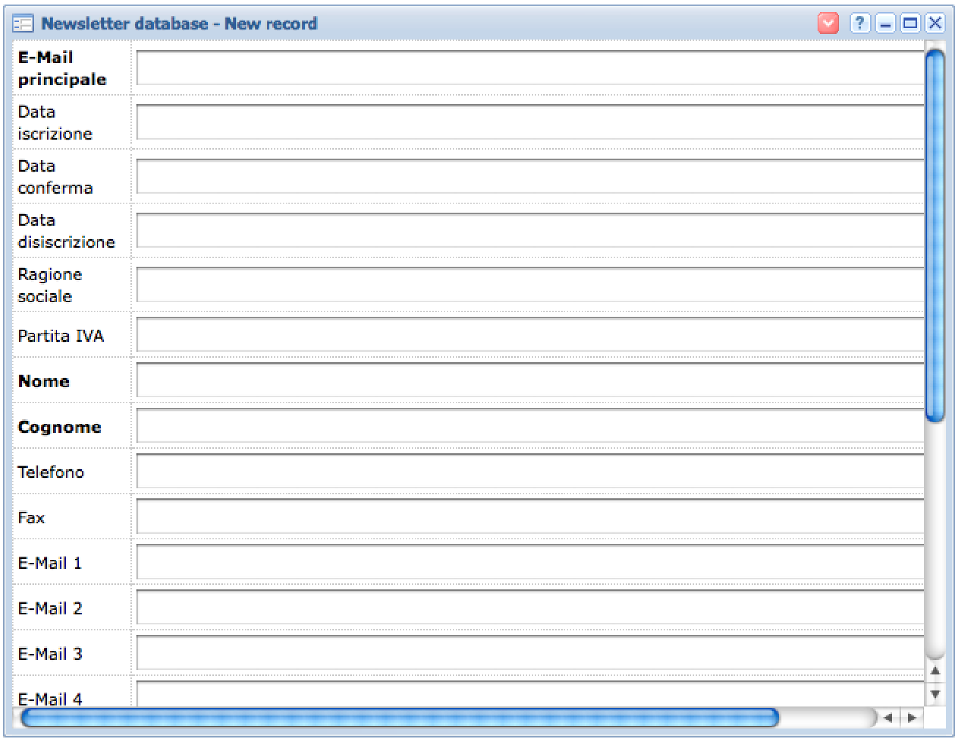
1) According to the selected configuration, the users who register can have the full access into your reserved area: once the DataDyn receives the credentials (username/password) the user can log in.



2) Second registration mode: the user fill in the data, then site administrator decides if to accept the user's login or not. The reserved area's alignment enables to update the list of users who can login to the reserved area, with reference to the DataDyn data. DataDyn indeed, allow you to edit, delete, and add new users. Afterwards DataDyn data (username/password) can join the reserved area. For doing the alignment, after opening the mask "Modules -> DataDyn management -> Align reserved area", click "Align". If your site contains DataDyn entities with user subscription the of 1^{st} mode only, the alignment procedure is necessary for removing some users (or when their visibility status is "No"). If you have intranet-connected DataDyn of the 2^{nd} mode (with data-check before confirming the login) the alignment is always necessary when approving a user (i.e. when his status changes from "No" to "Yes"). Remember that for each kind of intranet-connected DataDyn records whose visibility is "Yes" are alignable to the intranet only (see next chapters).

5.1.3 Adding a new record.

For adding a new record into your custom module open the addition mask through "Modules -> DayaDyn management -> [MODULE] -> New record". A mask like this one appears:



The addition mask differs according to the DataDyn entity. The idea anyway remains the same: for adding a new record fill the fields in, then click "Insert data". The only field always present is "Visible/Active". The "Yes/No" values change the record functionalities. <u>Record with "No" visibility</u>:

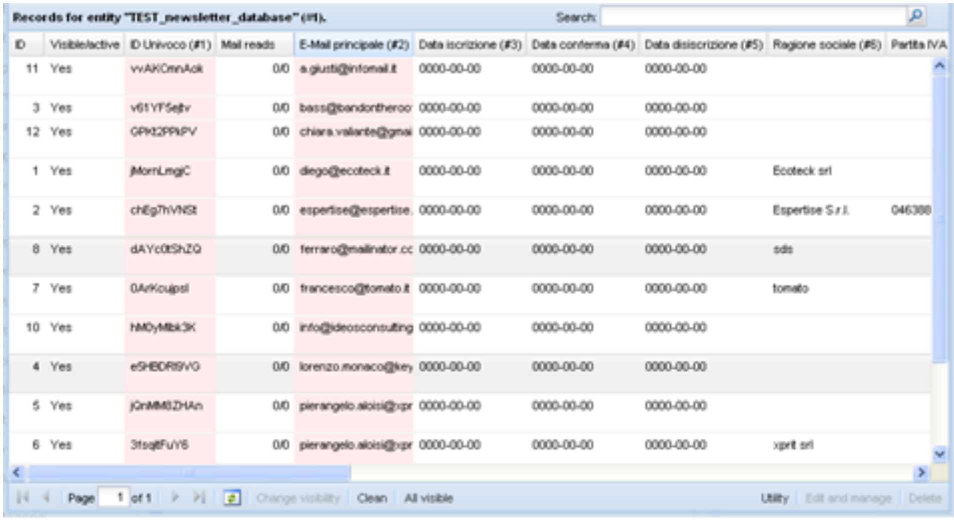
- This record is invisible and is not searchable by the DataDyn Viewer module inside the web site (see next chapters).
- If the record belongs to an intranet-connected module, it is not aligned to the intranet anyway (username/password not valid for intranet login).
- If the record belongs to an entity which can receive a newsletter, it does not receive the e-mails sent through the Newsletter module.

<u>Record with "Yes" visibility</u>:

- The record is visible and searchable by the DataDyn Viewer module inside the web site.
- If the record belongs to an intranet-connected module, it is aligned to the intranet (username/password valid for intranet login).
- If the record belongs to an entity which can receive a newsletter it receives the e-mails sent through the Newsletter module.

5.1.4 Views and Data Treatment.

For viewing the records of a DataDyn open the mask through “Modules -> DayaDyn management -> [MODULE] -> View records”. The records of the custom module are displayed in a list like this one:


Records for entity "TEST_newsletter_database" (#1). Search:

ID	Visible/active	ID Univoco (#1)	Mail reads	E-Mail principale (#2)	Data iscrizione (#3)	Data conferma (#4)	Data disiscrizione (#5)	Ragione sociale (#6)	Partita IVA
11	Yes	vvAKCmnAok	0/0	a.giusti@infomail.it	0000-00-00	0000-00-00	0000-00-00		
3	Yes	v61YF5ejtv	0/0	bass@bandontheroo	0000-00-00	0000-00-00	0000-00-00		
12	Yes	GPKt2PPkPV	0/0	chiara.valiante@gmai	0000-00-00	0000-00-00	0000-00-00		
1	Yes	jMornLmgiC	0/0	diego@ecoteck.it	0000-00-00	0000-00-00	0000-00-00	Ecoteck srl	
2	Yes	chEg7hVNSt	0/0	espertise@espertise.	0000-00-00	0000-00-00	0000-00-00	Espertise S.r.l.	046388
8	Yes	dAYc0tShZQ	0/0	ferraro@mailinator.cc	0000-00-00	0000-00-00	0000-00-00	sds	
7	Yes	0ArKoujpsl	0/0	francesco@tomato.it	0000-00-00	0000-00-00	0000-00-00	tomato	
10	Yes	hMOyMlbk3K	0/0	info@ideosconsulting	0000-00-00	0000-00-00	0000-00-00		
4	Yes	e5HBDRI9VG	0/0	lorenzo.monaco@key	0000-00-00	0000-00-00	0000-00-00		
5	Yes	jQnMM8ZHAn	0/0	pierangelo.aloisi@xpr	0000-00-00	0000-00-00	0000-00-00		
6	Yes	3tsqtFuY6	0/0	pierangelo.aloisi@xpr	0000-00-00	0000-00-00	0000-00-00	xprit srl	

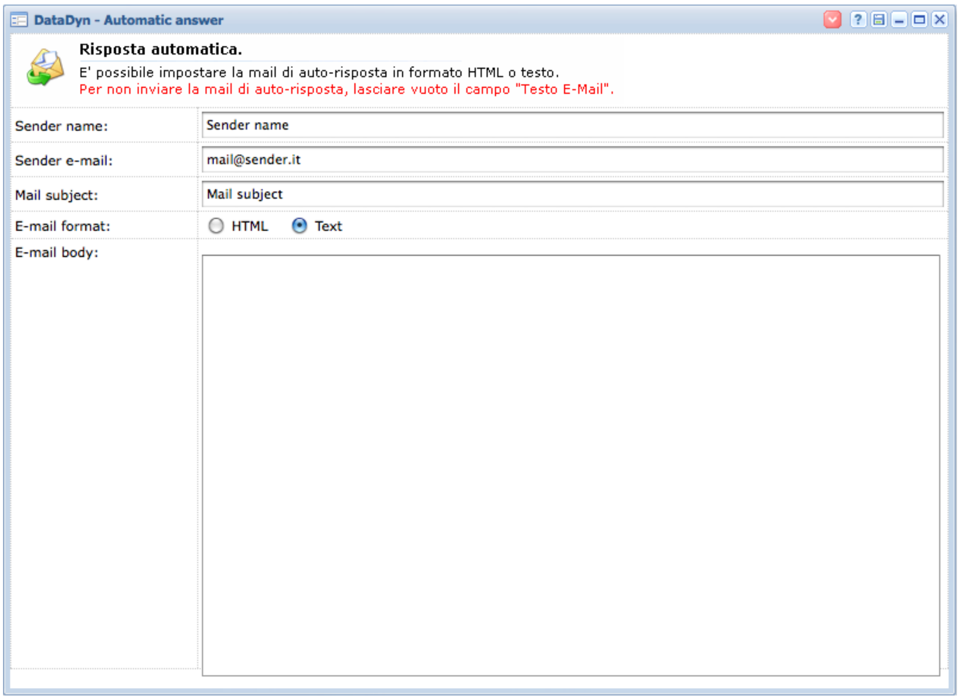
Page 1 of 1 | Change visibility | Clean | All visible | Utility | Edit and manage | Delete

The lower part includes 5 buttons: “Clean” removes all the records.. “All visible” views all the (active) records. “Utility” opens the import/export mask for Excel or CSV files. “Edit and manage” opens the modification mask of the selected record. “Delete” removes the selected record, after confirmation. If the entity is aligned to an intranet which includes “DataDyn File” and “DataDyn Payment” modules (see next chapters), the modification mask shows also their relevant masks for the record which is being adjusted. It is possible to manage the associations of the files to the record, checking also the intranet transactions.

WARNING: respect the WebHat format when importing Excel/.CSV files. We suggest to export the file from the utility mask maintaining the required format (Excel or CSV) first, in order to respect the columns order. Then edit the file according to your needs, save it, and re-import it into the system. The first column must always be “Progression”. For adding new records, the “Progression” of the first column does NOT have to be present inside the the DataDyn database (you can leave the field empty, WebHat assigns the first “Progression” field available). Exporting a file before the import allows to verify the Progression ID already in use. Modifying the Excel/CSV line of a Progression already in use, WebHat updates the same record instead of adding a new one at the next import. Records can be added to linear categories putting into the field column the category name the records must be assigned to, separating them with a score (“ – “, space pipe space). If you associate the record to a non-existing linear category, this will be added. You can also to associate the records to the existing tree categories for the entity. The value of categories fields must be inserted using this format: “Level 1 -> Level 1.1 -> Level 1.1.1”. While importing, if the process notices that the tree path is not present inside the tree categories for the category which is being modified, it will edit the tree (or a part of it) automatically. On the other hand, if a tree is already present, the system assigns to the record the correct value only. Import allows you also to filter the new records going to be added, according to the main E-mail field. Flagging “Do not import new records with pre-existing e-mail” indeed, means that the new records having pre-existing e-mails will be ignored.

5.1.5 Automatic answer.

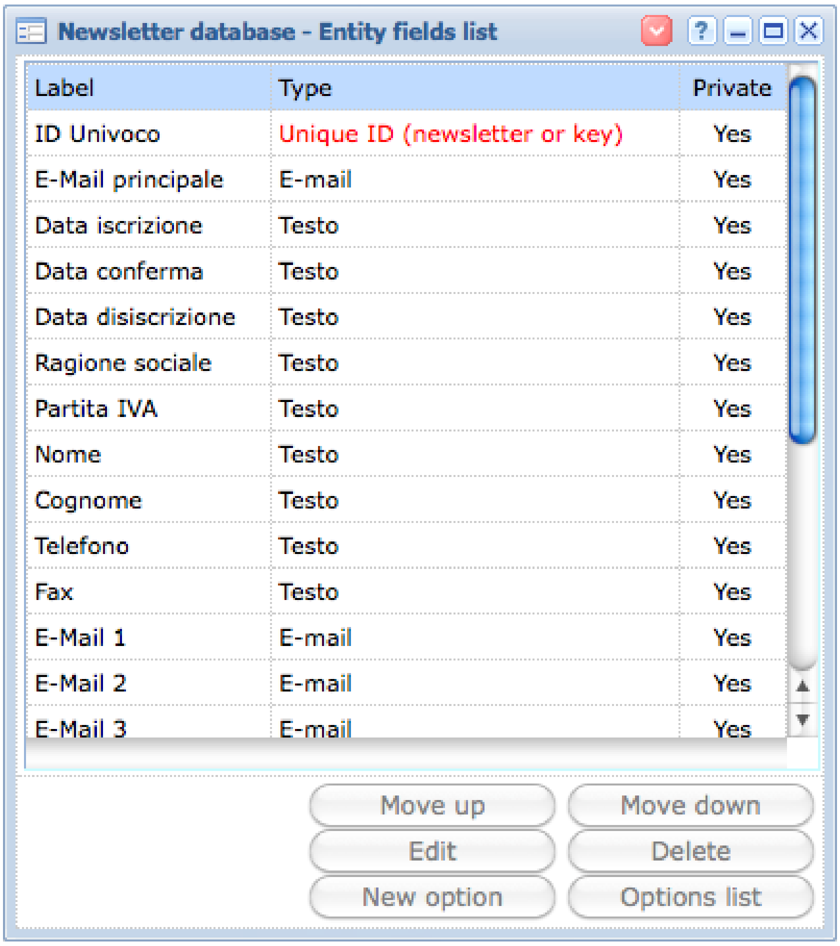
DataDyn enables for each custom module to send an auto-reply when users fill in the module. It can be a letter of thanks for replying to a survey, or a confirmation of an intranet registration. For sending automatic answers to a form, the associated DayaDyn entity must contain at least one e-mail field. When the entity contains more than one e-mail field, automatic answers are sent to the first one (ignoring the other ones). Obviously automatic answers are sent to the users who fill the form with a valid e-mail address. The dispatch is done as the data are sent to the server, i.e., when the user sends the form (in case of Captcha check, this must be correct).



For editing or modifying an auto-reply follow the path “Modules -> DayaDyn management -> [MODULE] -> Automatic answer”. The mask containing all the available languages appears. Selecting a language and clicking “Edit” you reach the mask above. Automatic answers can be either in HTML format or in text. You can add the DataDyn variables into the e-mail as well. If DayaDyn includes name/surname therefore, it is possible to send an auto-reply which begins with “Good morning < #? NOME ?#>< #? COGNOME ?#>, followed by the registration details, where the variables above are replaced by the user’s data added into the form.

5.1.6 List of the fields.

The path "Modules -> DayaDyn management -> [MODULE] ->Fields list" opens the list of all fields of the custom module.



Label	Type	Private
ID Univoco	Unique ID (newsletter or key)	Yes
E-Mail principale	E-mail	Yes
Data iscrizione	Testo	Yes
Data conferma	Testo	Yes
Data disiscrizione	Testo	Yes
Ragione sociale	Testo	Yes
Partita IVA	Testo	Yes
Nome	Testo	Yes
Cognome	Testo	Yes
Telefono	Testo	Yes
Fax	Testo	Yes
E-Mail 1	E-mail	Yes
E-Mail 2	E-mail	Yes
E-Mail 3	E-mail	Yes

Move up. Allows to change the field's visualization order, moving the selected field upwards.

Move down. Allows to change the field's visualization order, moving the selected field downwards.

Edit Opens the modification mask of the selected field (see next chapter).

Delete. Allows to remove the selected field (after the confirmation).

New option. Only for radio-buttons and pull-down menus, allows to add an option.

Options list. Only for radio button, this pull-down menu opens the list of the options, for modifying or deleting them.

5.1.7 Modifying a field.

“Edit” opens the modification mask allowing to setup the functions and the aspect of the selected field. The settings are the following ones:

Field type. This pull-down menu includes a wide range of fields:

- Text. The field can be filled through a text box (within WebHat or through DataDyn (data collection). The length has no limit.
- Text area. This field includes a text box (but the field has more than one line).
- Single choice pull-down. The field consists of a pull-down menu. The user can select an option through “New option” and “Option”.
- Radio-button. Like the previous one, the options are displayed by radio-buttons instead of a pull-down menu.
- E-Mail. This is a text box containing an e-mail address.
- Password. This is a text box, containing a password.
- Picture (URL). This is a text box containing the URL of a picture.
- Region->Province->Town. This typology enables a precise geographic selection.
- Priority (search weight). The field is numerical and is the record’s weight within the search carried out by the site’s users through the “DataDyn Viewer” module. The higher is the value, the higher is the record into the search results, at the same conditions.
- External key. The field is compiled through a pull-down menu. The entries of this key are taken by an other entity (custom module). The entity and the field from which we take the source of external data are marked through “External entity” and “Label field” (displayed when the “External key” has been selected inside the “Field type” menu). Custom modules featuring at least one “Univocal ID (newsletter or key)” and a text box, can be used as data source entities.
- Server file upload. This field typology allows to upload a file on the site’s server.
- Single selection tree category. Allows to edit a single choice category (see chapter 5.1.8).
- Multiple selection category. Allows to edit a multiple choice category (see chapter 5.1.9).
- Univocal ID (for newsletter or key). This field is a technical setting only, and enables the custom module to send Newsletters (at least one e-mail field must be present) or to be used as external key by other custom modules.

Label [LANGUAGE]. It’s the identification label of the field appearing both within WebHat and the site’s pages through the modules (for example the DataDyn (data collection)", "DataDyn Viewer" and "DataDyn Updater".

Required. If the setting is "No" the field is not obligatory for entering the records (both through WebHat and DataDyn (data collection). "Yes" makes the field obligatory.

Preview. If the setting is "Yes", the "DataDyn Viewer" shows the field into the record's preview. Vice-versa if the setting is "No".

Detail. Like the "Preview", if the setting is "Yes", the "DataDyn Viewer" shows the record's details. Vice-versa if the setting is "No".

Fillable via form. Enables to decide if the field can be filled by the "DataDyn (data collection)" module or not. If the setting is "No" the field is modifiable by WebHat users anyway.

5.1.8 Tree categories.

When custom modules contain a field whose setting is "Single choice tree category", the "New category tree" and "Category tree" voices appear inside "Modules -> DayaDyn management -> [MODULE] -> *". These two functions allow to manage a category tree selectable by users when filling the form (only a single tree node can be selected).

5.1.9 Linear categories.

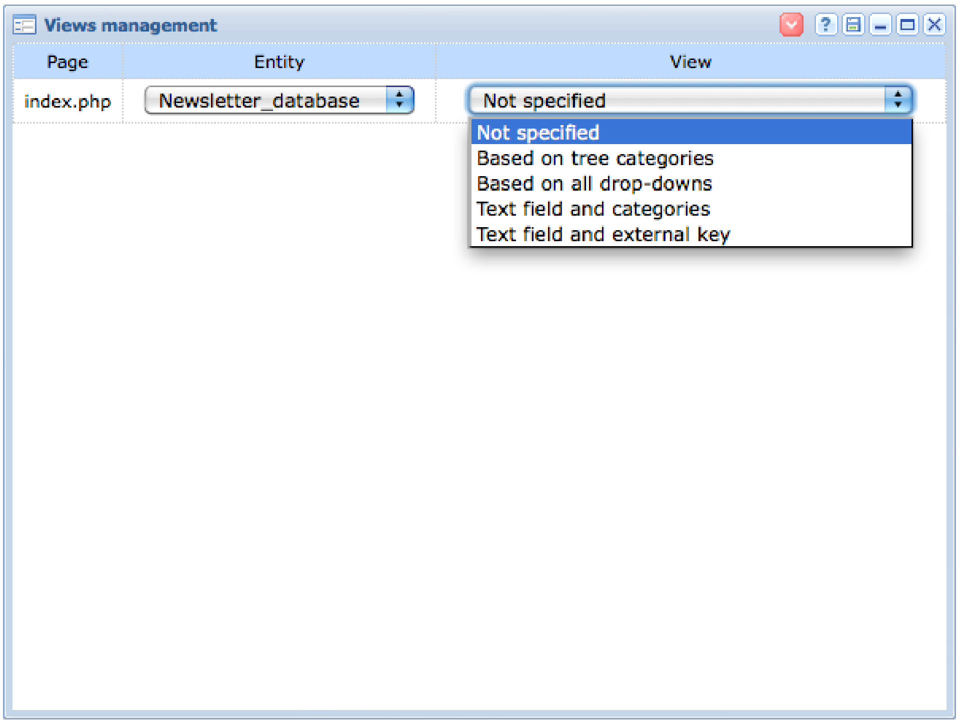
When custom modules contain a field whose setting is "Linear category", the "New category" and "Categories" voices appear inside "Modules -> DayaDyn management -> [MODULE] -> *". These two functions allow to manage a list of categories users can select when filling the form (zero, one or more categories can be selected).

5.2. DataDyn (data collection).

The "DataDyn (data collection)" module allows to collect the data of a module customized by the user. The module can be added in any page able to contain it and, through the functions explained in the chapter 5.1.1, you can decide which data to collect, page by page. The fields respect all the requirements in terms of form accessibility.

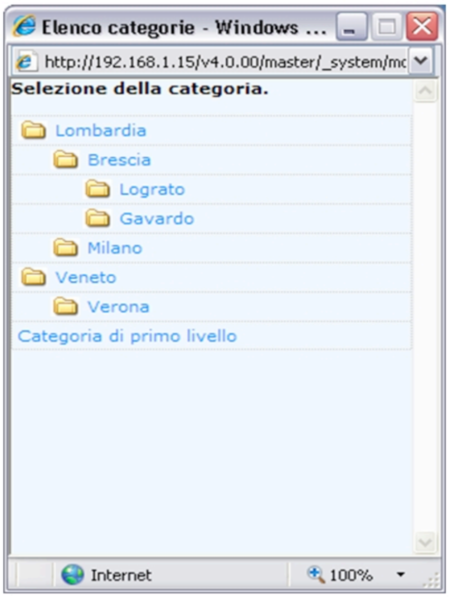
5.3. DataDyn Viewer.

The "DataDyn Viewer" module allows to show a mask for searching DataDyn data inside the page. Once the module has been added into a page, it is required to setup its visualization through the path "Modules -> Additional modules -> DataDyn Viewer -> Views management". It is necessary to specify for each page which custom module's data must be displayed, and how.



This module features 3 visualization modes:

Based on tree categories. It shows as search interface a sequence of pull-down menus which allow to navigate through the category tree. When the user finds the needed leaf, he clicks "Search" viewing a preview of all the records containing the selected linear category. It is possible therefore to edit a category tree as follows.



The user can select the region in the first pull-down menu, the city in the second one, and the town in the third one. During the selection the user can click "Search" for viewing the previews of the records corresponding to the selected single choice category.

Based on all drop-downs. The search interface shows all the fields available inside the pull-down menu of the custom module currently displayed. Users can select an option into these pull-down menus, then starting the search. A preview of the available records as per the selected criteria are displayed together with their detail access.

Text field and categories. This mode features a text box the users can fill in together with a list of the selectable linear categories. Like the searching modes previously explained, the records corresponding to the selected criteria are displayed in preview first, and then in details.

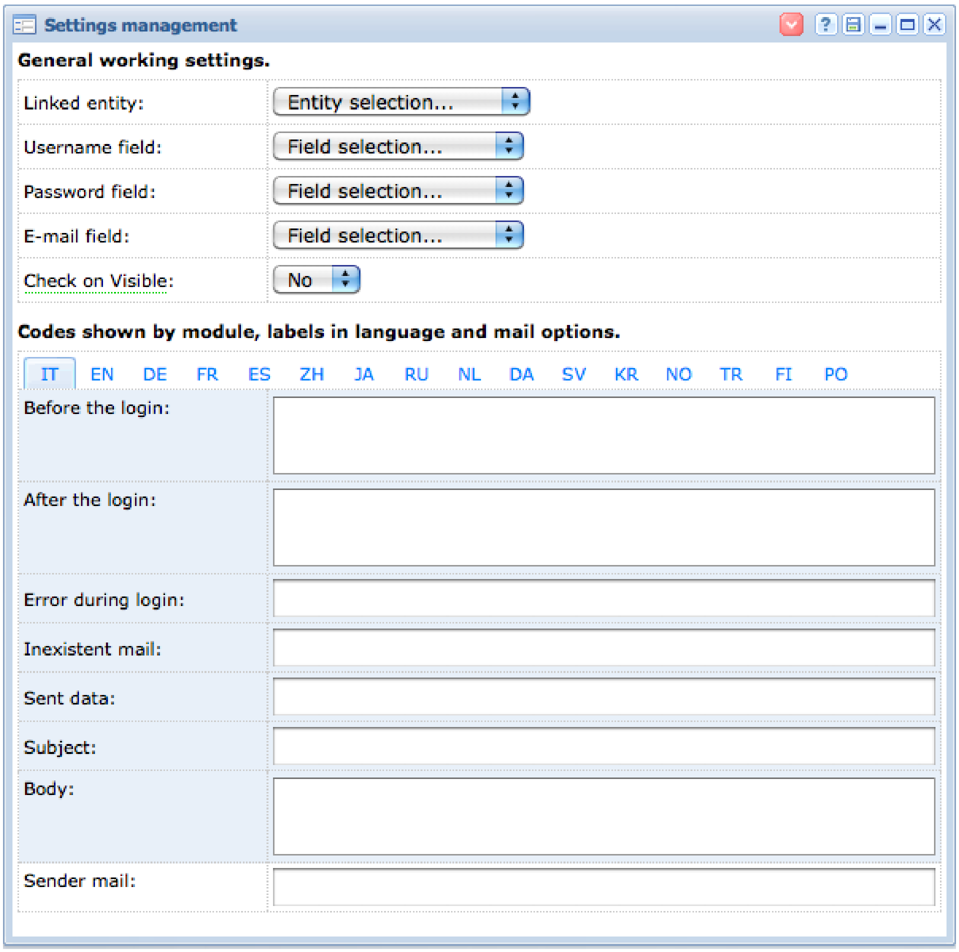
Text field and external key. This mode features a text box the users can fill in autonomously together with a pull-down menu relevant to the external key, showing all its possible values. The records corresponding to the selected criteria are displayed in preview first, and then in details.

5.4. DataDyn Login and DataDyn Login Controller.

"DataDyn Login" and "DataDyn Login Controller" modules, when operating together, allow to protect those site's pages without the "Reserved area" settings. Protected pages are accessible to the users who give valid credentials (username/password) only.

The difference between these modules and a WebHat "Reserved area" is substantial. "DataDyn Login" and "DataDyn Login Controller" allow to protect the pages' contents only: when these pages contain files to download however, each web user who knows their URL could login without any username/password. This loss of protection does not occur with those WebHat installations working in "Reserved area" mode. The modules are useful anyway when some specific site's areas or some module's functions inside public pages only must be protected. An example can be the "E-Commerce GOLD" module, where the catalogue's login is allowed to all the users and "DataDyn Login" requires username/password to the users when sending the order only.

The settings are accessible through "Modules -> Additional modules -> DataDyn Login -> Settings management". The following mask appears:



Linked entity. In this pull-down menu you can select the entity (the dataDyn) which contains the username/password of the users allowed to login to the reserved area.

Username field. This field contains username values.

Password field. This field contains password values.

E-mail field. This field contains the user's e-mail. The "DataDyn Login" module applies this field when re-sending the password to the users who have forgotten it.

Before the login (in all languages). Contains the HTML code "DataDyn Login" applies before the user's login (therefore, the form which allows the login and the password re-send, together with other data, if required).

```
<form action="<#? FILENAME ?#>" method="post">
<input type="hidden" name="view" value="<#? VIEW ?#>" />

Username:<br />
<input type="text" name="ddlUsername" size="10"><br />
Password:<br />
<input type="password" name="ddlPassword" size="10"><br />
<input type="submit" value="Login" />

</form>

<br />Hai dimenticato la password?<br />

<form action="<#? FILENAME ?#>" method="post">
<input type="hidden" name="sAction" value="resend">

E-Mail:<br />
<input type="text" name="ddlEMail" size="10"><br />
<input type="submit" value="Invia" />

</form>
```

After the login (in all languages). Contains the HTML code "DataDyn Login" applies after the user has logged in (therefore it's the logout link).

```
Per eseguire il logout, <a href="<#? LOGOUT ?#>">clicca qui</a>.
```

Subject. Allows to give a subject to the e-mail which is sent to the user asking for a password.

E-mail text. Allows to edit the text of the e-mail which is sent to the user asking for a password. For example:

```
Gentile Utente,
ecco le informazioni che hai richiesto:

Password: <#? PASSWORD ?#>

A presto,

KEYCODE.IT
```

5.4.1 Pages protection.

For allowing the user to login (to functionalities and protected pages), it is necessary to add the "DataDyn Login" into at least one page of the site. For protecting the pages moreover, it is required to add the "DataDyn Login Controller" module. When the user is not allowed to login to a page containing a "DataDyn Login Controller" module, he is re-addressed to the Home Page automatically. For this reason it is not allowed to add this controller into the site's Home Page. The next WebHat release will re-address the users without login credentials to a loose page edited by the site's administrator.

5.5. DataDyn Updater (reserved area only).

The "DataDyn Updater" module works in "intranet" reserved area only. This module allows the reserved area users to modify the data they entered (into the public site) during the intranet registration. Through "Modules -> Additional modules -> DataDyn Updater -> Views management" it is possible to setup page by page which site's custom module the connection must link at, allowing the intranet user to modify his data. Obviously each user allowed to enter can modify his data only. The data which can be modified are those of the "Username" record he used to login. The path "Modules -> Additional modules -> DataDyn Updater -> Settings management" opens the window which contains the database connection settings for writing and reading the user data. The final user does not have to worry about compiling these data, because their setting is done by WebHat at the module's activation automatically.

5.6. DataDyn File (reserved area only).

The "DataDyn File" module, like the "DataDyn Updater", can be installed on reserved area applications only. It allows to edit a personal download area for those intranet users who registered through a custom module. "DataDyn File" does not have any settings menu. It can only be dragged into one (or more) intranet pages. The user who reaches a page containing the "DataDyn File", views a list of files which can be downloaded. This list can differ according to the user who logs in. For selecting the download files it is necessary to access to the public site's WebHat. Modifying the records of an intranet-aligned entity, a mask for uploading the documents for a record appears, if the system finds in the same intranet a "DataDyn File".

5.7. DataDyn Payment (reserved area only).

"DataDyn Payment" allows, for reserved area applications, to show items (or services) inside the pages, which the users can buy paying them by credit card, through the "Banca Sella" gateway.

5.7.1 Adding a new item.

The path "Modules -> Additional modules -> DataDyn Payment -> New item" opens the mask for adding a new article (or service) for sale, inside your reserved area. The fields inside this mask are the following ones:

Name. It's the new item's name

Description. It's a description of this article which is going to be sold. The field can contain also HTML code.

Euro price. It's the price including Vat of the item/service.

5.7.2 List and modification.

The path "Modules -> Additional modules -> DataDyn Payment -> Items list" allows to open the mask containing a list of all the items for sale. Selecting an item it is possible to access to its modification mask ("Edit") or to remove it ("Delete") after confirmation.

5.7.3 Transactions status.

Through "Modules -> Additional modules -> DataDyn Payment -> Transactions status" it is possible to open a list of the transactions. From this mask it is possible to view the started and/or closed transactions. Each one shows the purchase subject, the status (OK=transaction done, KO=transaction failed), amount (transaction value), date/time and the name of the user who did the purchase. Selecting a transaction you can remove it clicking "Delete".

5.7.4 Settings.

Through "Modules -> Additional modules -> DataDyn Payment -> Settings management" it is possible to open the settings mask of the module. The fields inside this mask are the following ones:

Page OK. It's the loose page the user must be linked to, once he has done the transaction successfully.

Page KO. It's the loose page the user must be linked to, when his transaction failed.

Dealer code. It's the code Banca Sella gives to the online store which contains the "DataDyn Payment" module.

6. Users management.

The “Options” menu allows to access to the setup mask for WebHat users, Intranet users, and the interface’s settings

New user	Allows to create new users
Users list	Shows the users list
ACL management	Allows to access to the users management, to the reserved area groups and to the access logs

6.1. Users.

WebHat is a multiuser system. It works with an infinite amount of usernames (with relevant password) which can login to the system, each one with his relevant rights.

6.1.1 Adding a new user.

For adding a new user it is necessary to specify username/password (to be repeated twice). Then, the rights setup follows: it means we must specify which functionalities the user can use or not. The rights are the following ones:

Users master data. Enables to decide if the user can edit other accounts or not (which have the same rights).

Editors. Enables to decide if the user can use the Template Editor, the DataDyn Editor and the Model Editor inside the main menu, or not.

Versioning. With the “Yes” setting, the user can edit new text versions of the pages on the basis of the existing ones, modify the existing versions (including the ones going to be published), select which version to publish, delete the existing versions (except the one going to be published). On the contrary, with the “No” setting, the user can edit new text versions on the basis of the existing ones only, modify the existing ones (but not the one going to be published). Since the versioning concept is applied to the pages only, this right has influence only if the “Pages management” setting of the user is “Yes”.

Settings management. Enables to decide if the user can manage the general settings of the site or not.

Site templates. Enables to decide if the user can access to the “Site templates” window for selecting a template (for one or more pages), or not.

Changes publish. Enables to decide if the user can publish his adjustments to the site, or not.

System options. Enables to decide if the user can reach the system options window, or not.

Statistics. Enables to decide if the user can see the site's access statistics and the internal statistics, or not.

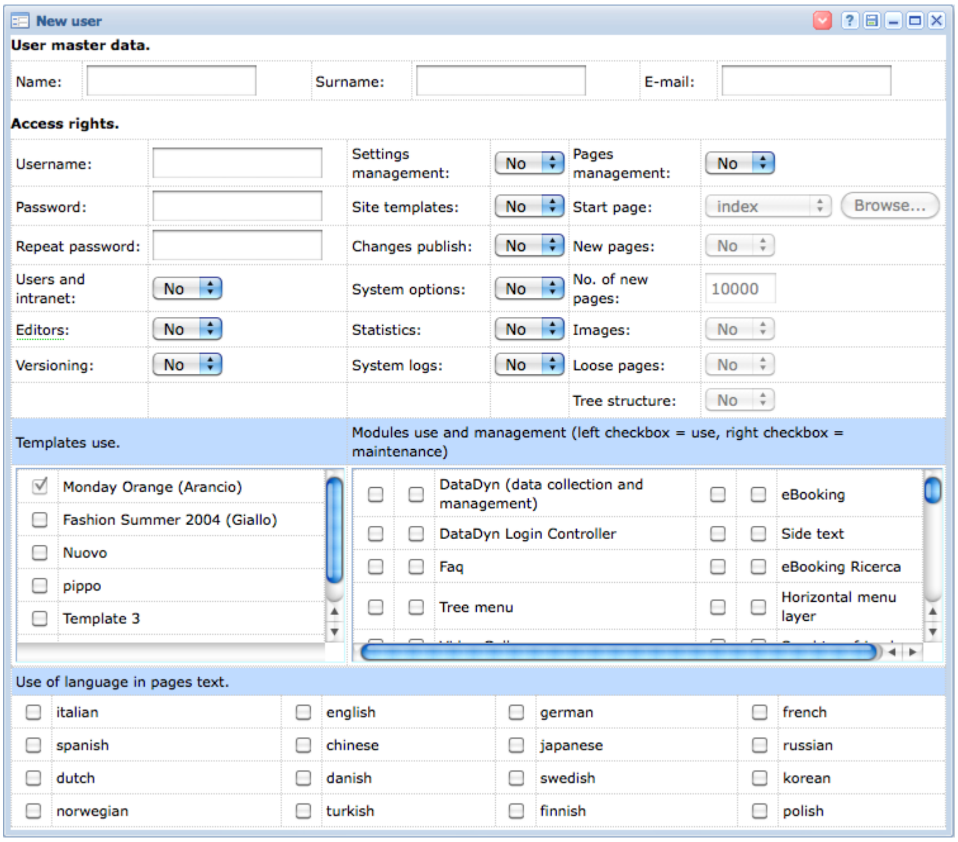
System logs. Enables to decide if the user can reach the publications' log, or not.

Pages management. Enables to decide if the user can modify and delete the site's pages, or not.

New pages., Enables to decide if the user can edit new pages or not.

Images. Enables to decide if the user can manage the images inside the pages or not (addition, modification and cancellation).

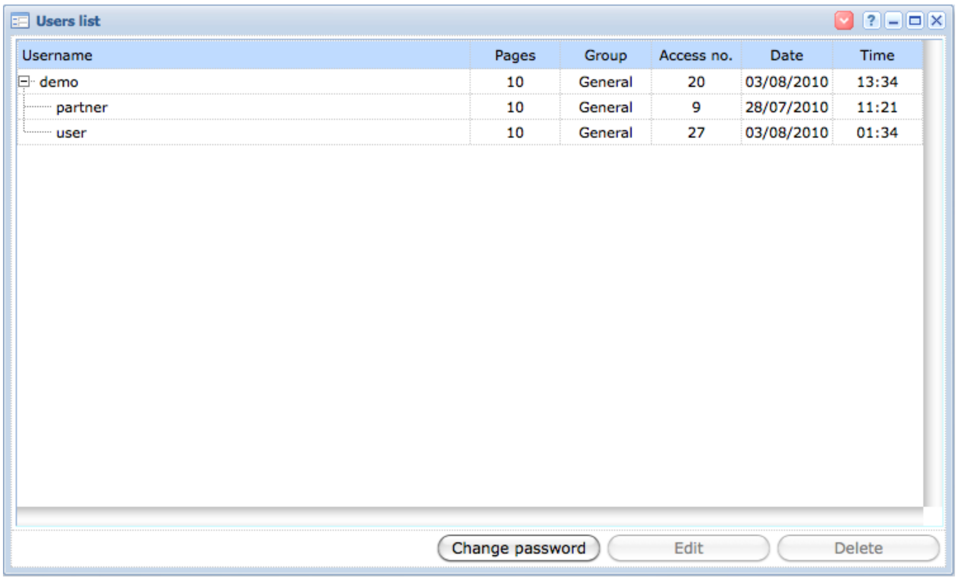
Loose pages. Enables to decide if the user can manage the site's loose pages or not.



The pages management enables the user to add, edit and delete the pages of the site. If this right is assigned during the addition or modification it is possible also to set the maximum amount of pages the user can modify, including his starting page. The starting page shows which part of the tree the user can manage: if it's the Home Page, the user can manage the whole tree. If it's an other starting page, the user can manage the same starting page including all the relevant children. Once assigned the main rights, it is necessary to decide which templates the user can use. For each template you must select the relevant control box over the template's name. The same procedure is required for the modules: it is possible to decide for each user, which modules to use inside the pages (add or remove) and which modules he can manage (access to the module's management mask). The control box on the left represents the right of use, the one on the right the right of management and maintenance. For adding the new user click on the upper icon on the right (green disk).

6.1.2 Modification and cancellation of existing users.

For modifying or removing the existing users open the window from the users list through "Users" menu and "Users list". After selecting the user it is possible to modify it ("Edit") or to delete it ("Delete"). The modification mask is like the addition one. Each user allowed to edit new users can add new accounts having his same rights. For example, if the "Brown" user is not allowed to change the "Settings" but can edit "New users" he can create new accounts, none of them has the "Settings" management permission. In other words, the child user can never have more rights than the parent user who edited him.



Username	Pages	Group	Access no.	Date	Time
demo	10	General	20	03/08/2010	13:34
partner	10	General	9	28/07/2010	11:21
user	10	General	27	03/08/2010	01:34

This picture shows an example of users list. It is possible for each user to know how many times he logged into WebHat (date and time of last access). Through "Change password" moreover, you can modify the WebHat password. **Pay attention**: once the new password has been approved, the system closes automatically for security reasons. We suggest therefore, to save all modification beforehand.

6.2. Reserved area

This section is available for **WebHat Reserved Area** ONLY, and allows to manage the access rights to your intranet/extranet area (protected by username/password) quickly and with high precision. Through the masks which can be reached from “Users” -> ACL management” you can add, edit and delete the groups and the users, modify the reserved area’s main settings, or see the accesses logs.

6.2.1 Adding a new group.

The mask for adding a new group is simple and intuitive:

Name. It’s the new group’s name

Start page. This page can be selected into the intranet pages tree, clicking “Browse”. The users of the new group are re-addressed to the group’s starting page after their intranet login.

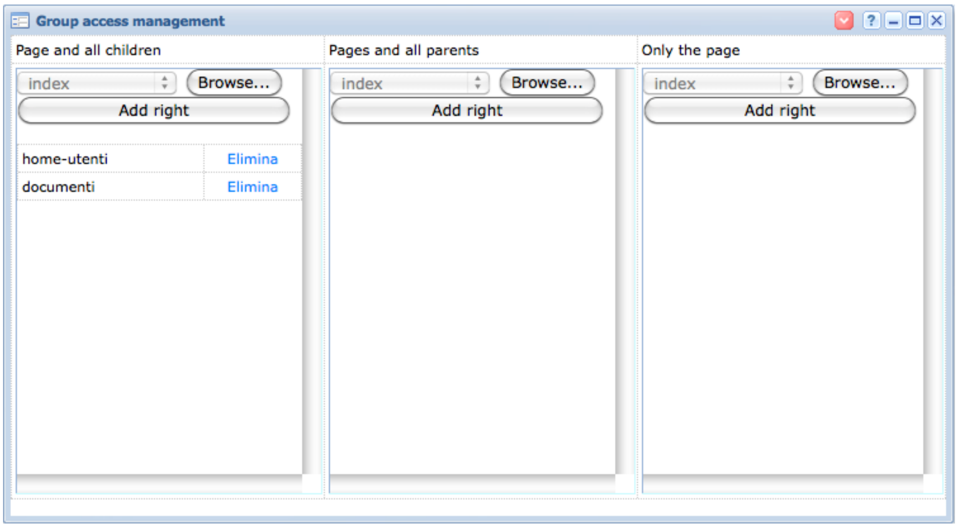
When these two fields are complete click on the upper green disk icon on the right.

6.2.2 List of groups.

The list of the groups (“Users -> ACL management -> Groups list”), shows a list of all the intranet groups. Selecting a group, it is possible to modify it (“Edit”), to manage its rights (“ACL rights”, see next chapter) or to delete it (“Delete”). The modification mask is like the addition one.

6.2.3 ACL rights.

There are three different access rights, where it’s possible for each one to add (“Browse”) or to remove pages.



Page and all children. The group can access to the existing pages of this rights typology, including all the relevant children.

Page and all parents. The group can access to the existing page of this rights typology including the relevant parents.

Page only. The group can access to the existing pages only.

6.2.4 Adding a new user.

The mask for adding a new user is accessible through "Users -> ACL management -> New user". The relevant fields are the following:

Username. It's the username assigned to the new intranet user.

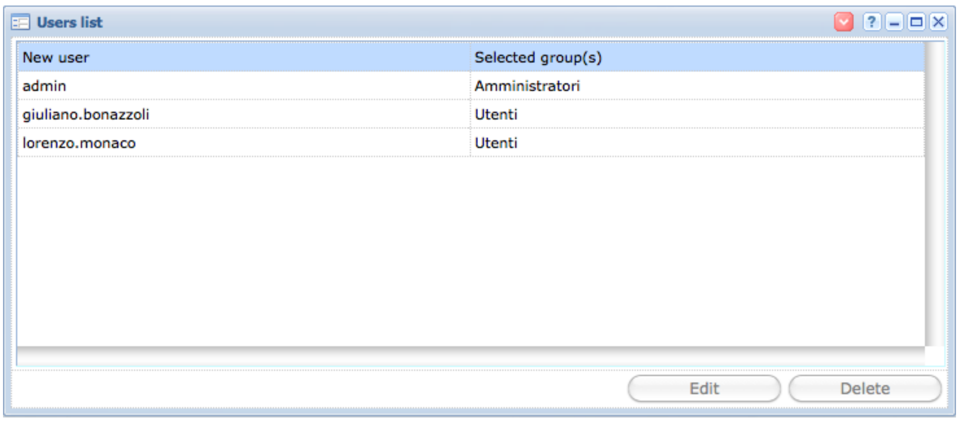
Password. It's the user's password: it does not have to be too easy, in order to grant a certain safety level.

Confirm password. The password of the previous field must be typed once again.

Select group. A group which the user belongs to must be selected. The user inherits the rights of all the groups inside the "Group" area (on the right) selected from the complete group list (on the left). For moving a group from an area to an other use the arrows → or ←.
Click on the upper green disk icon on the right for adding the new user.

6.2.5 List and modification.

The list of users is accessible through "Users → ACL management → Users list". The mask shows a list of all the users who can login to the intranet together with their groups.



Selecting a user inside the list, it is possible to modify it ("Edit") or to delete it ("Delete"). The modification mask is like the addition one.

6.2.6 Settings.

The settings window allows to modify one field only:

Denied access page. This setting must contain the full internet address where the users who try to login to the intranet without permission must be linked to.

6.2.7 Intranet and “Newsletter” module.

If you are using the “Newsletter” module within the intranet, it is necessary to create a special user, in order to check the feedback and to avoid that the newsletter asks the username/password to the users before opening. This special user must download the feedback image present into the HTML newsletters only. The user must have the following credentials:

- Username: newslet
- Password: newslet *

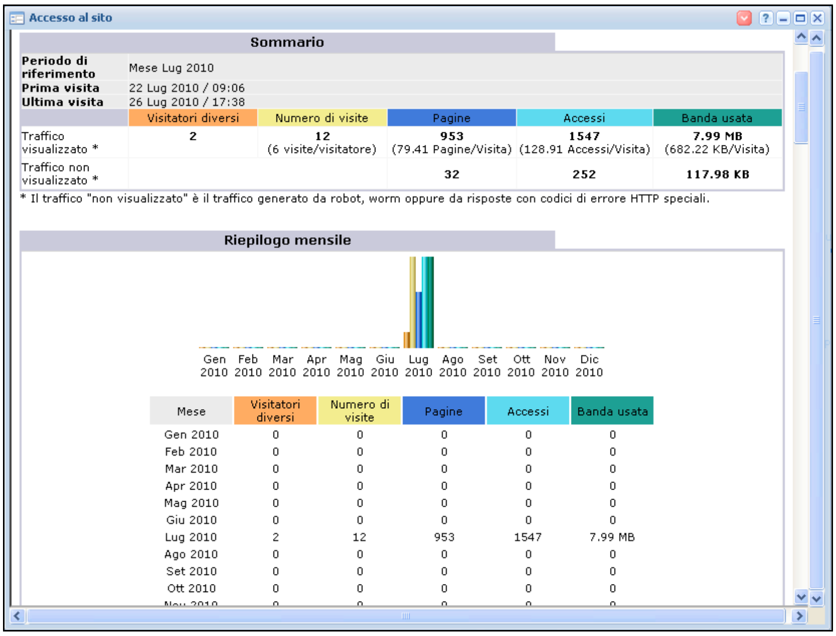
Do not assign any right to this user (neither to any other group) .

6.2.8 Access logs.

Through the menu ”Users -> ACL management -> Access logs” you can open a mask containing the login information to the reserved area. It is possible for each user logged into the protected page, to see which pages he viewed, and when.

7. Statistics.

Statistics are very important for any website or intranet. Keycode WebHat gives you a complete system for accesses statistics.



This window is located under "Statistics → Site statistics" and shows the website access statistics. The interface gives you a detailed outlook on the site accesses in the last year, divided in different sections:

1. Quando (When). Annual summary, on month base, weekdays and access hour.
2. Chi (Who). Complete accesses list, sorted by nation, city and host; last views, list of unresolved IP Addresses, list of robots and spiders accesses.
3. Navigazione (Navigation). Statistics about browsing time, type of visited files, pages URL, Operating System and Browser used.
4. Provenienza (Origin). Origin of the connection: direct accesses and accesses from search engines (with informations about searched keywords or keyphrases), newsgroups or external pages (other non search engine websites).
5. Altri (Others). Other general informations: add to bookmark ratio, list of http errors generated by the server (and full list of pages not found – http error 404).

Statistics observation is very important in order to take useful and winning decisions about the own website.
For example, decreasing the size of the homepage could be a good idea if it's the most viewed first page but also the first in the exit pages classification (you can find these values in section 3 – Navigation).

8. Updates and assistance.

WebHat is a Content Management System constantly updated. According to the contract with the reseller, different kinds of updates are available, for every WebHat copy. New releases and product's major releases involve training courses for final users and for KeyCode partners as well. For further information we suggest to contact your dealer or to visit our site at www.keycode.it

8.1. Assistance.

KeyCode offers a complete assistance service in different ways. Free of charge by e-mail from Monday to Friday 8.30-12.30 am and 2.00-6.00 pm. Phone assistance from Monday to Friday 8.30-12.30 am and 2.00-6.00 am (phone call costs vary according to the operator). Hours are intended as Italian GMT+1.

Software support
+39 030-2031279

www.keycode.it
www.keycode.us