



Content Management System



Content

1. Introduction	3
1.1. C-Gator application overview	3
1.2. C-Gator User's Guide contents	4
1.3. Terms and agreements	4
2. Quick start	5
2.1. Logging	5
2.2. Logon procedure	5
2.2.1. Internet Explorer launch	5
2.2.2. C-Gator address enter	5
2.2.3. Authorization	6
2.3. Shut down	6
3. Interface	7
3.1. Main screen	7
3.2. Setting up	8
3.3. Dialog windows	9
3.4. Lists and tables	9
3.4.1. Page browsing	9
3.4.2. Filter and sorting	10
3.5. Internal messages	12
3.5.1. Logon	12
3.5.2. Work with messages	12
4. Bases	14
4.1. Static content	15
4.1.1. Folders	15
4.1.2. Pages	16
4.1.3. Images	23
4.1.4. Files	25
4.2. Dynamic content	26
4.2.1. News line	26
4.2.2. Guest book	27
5. Publication	30
5.1. Page status	30
5.1.1. " Done" status	30
5.1.2. " Denied" status	31
5.1.3. "Published" status	31
5.2. Version management	31
5.2.1. Previewing a page version	32
5.2.2. Creating a page version	32
5.2.3. Deleting a page version	32
6. Glossary	33
7. Index	35

1. Introduction

This document is the manual for the administrator of the **C-Gator: web-projects** software solution (hereinafter as "C-Gator" or "system"). C-Gator application, capabilities and operational procedures are the subject matters of this guide.

1.1. C-Gator application overview

C-Gator was designed for the web-project management. Web-project is supposed to be either a simple site as a business card of 2-3 pages or a complex corporative internet/intranet-portal with many services for your clients and personnel of your company.

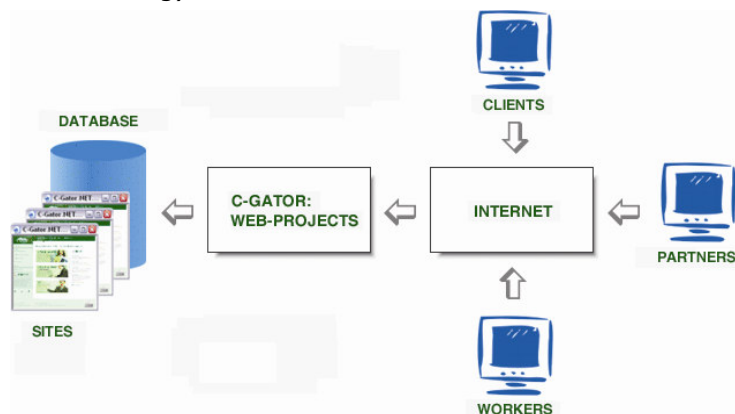
Whatever challenges your web-project may send, C-Gator can help you to take them up.

Prompt update of web site information is one of the main targets of web-project management. C-Gator is referred to CMS-system class (Content Management System) and exists as a system for the content management by the user unskilled in programming.

C-Gator system enables us to solve the following problems:

- Work with your site via web interface from any PC connected to the Internet
- Assign and distribute user rights to access and edit the web site content
- Setting and publishing various information on the site (text, graphics, any other information)
- Web site information update by several users simultaneously with immediate changes reflection and protection against collisions
- Changing the site design without any information content change
- Setting up on-line services on the site: news lines, guest books, products catalogues and price lists, distribution lists, forums and internet shops
- Business-Business(B2B) and Business-Consumer (B2C) services: partners base management, product catalogue format adjustment for a certain partner, product catalogue scheduled auto-unload\download, price lists automatic generation, automatic order entry
- Multisided record of web-project statistics and its visual representation: site attendance, audience size, referenced sites, popular pages, paths to the site, lookup rate, time spent at the site
- Representing information from external systems (accounting, ERP).

C-Gator is able to support either one site or any number of sites using ASP approach (Application Service Providing).



1.2. C-Gator User's Guide contents

Preparing a manual to the system, we issued from the different users qualification depending on activities he/she implements:





Qualification	Requirements
User	Basic background & skills in using a computer with Windows operational system, ability to use Microsoft Word or other text editor.
Designer / programmer	Knowledge of HTML mark up language, CSS style sheets language.
System administrator	Knowledge of users and rights management, experience with Windows administration.
Developer	Knowledge of technology.NET

Information for the users of a specified qualification is given in the certain guide:

Name of book	Content	Qualification
User's guide	How to start working with the system. User interface. Use of the main capabilities, step-by-step instructions for operations performance.	User
Designer's guide	Design implementation without reference to the information content, use of more complicated system capabilities	Designer / programmer
Administrator's guide	The whole system management: sites, users, rights	System manager
Developer's guide	System architecture, interfaces description	Developer

1.3. Terms and agreements

Symbol names used in the text:

Utilities	Function words chosen in the program are specified by the semi bold font
Menu ▶ Option	' ▶ ' symbol implies the choice of function words or menu options one after one
<i>Preview</i>	Headers you see anywhere in the program are specified by the italic font.
<i>Administrator</i>	Technical terms are specified by the italic font when declaring or mentioning. (See Appendix, page 39, item 6.2)
Enter	Small caps mean the keyboard key.
Ctrl+Enter	Combination of keyboard keys are saved with '+'
 Warning!	 symbol signifies various important remarks
 Note	 symbol emphasizes explanations and recommendations

2. Quick start

To start working with the content of web-project, it's necessary to enter the C-Gator administration part. This part of the system is hidden from ordinary visitors of your sites, only registered users can have the access to it. In some content management systems this part is specified as the *back office* that makes it different from the *front office* specified for the site accessible for ordinary visitors..

2.1. Logging

Administrator provides logging of users on to the system. When logging on to the system, a user gets the following useful information:

1. Domain that is used while working. As a rule, working domain corresponds to the site address. This is the example of domain: mysite.ru
2. Address of administrative log on to the system
3. Login (your name in the system) and password. Usually you yourself can designate login you would like to use to the administrator and then insert it by yourself as well.

Warning! Login is confidential information. A person who knows your login and your password can get the access under your name and you will be responsible for his/her actions.

2.2. Logon procedure

C-Gator is a web-based application. Thereafter, all actions are performed via the web interface. It means that the access to the system is done via the Internet and the system face corresponds to the web-site with complex functionality. All the operations within C-Gator as well as many other sites are performed with the help of a web browser, a specific program to view web pages.

2.2.1. Internet Explorer launch

C-Gator management always starts from the Internet Explorer *browser* launch.

The **Internet Explorer** shortcut is usually on the quick start panel near the **Start** button or on the Windows desktop.



To work with C-Gator, it is required to use Internet Explorer version 5.5 or higher.

To check the Internet Explorer version, use the following steps:

1. Choose the menu **Help ▶ About** program after the browser launch
2. You can see the version number as well as other information
3. The Internet Explorer current version can be downloaded from:
<http://www.microsoft.com/windows/ie/default.asp>

2.2.2. C-Gator address enter

The administration logon address given by the system administrator should be typed in the browser address line (the address can be of this view www.mysite.ru/cgator.aspx). If you see the error message after typing the address, type the address again (pay attention if '/' signs are correct and the address has no spaces) and then click the ENTER button. If it does not help, ask the system administrator to help you.

An error message pops up for the following reasons:

- The address is mistyped
- Your computer has no connection with the server where C-Gator is set
- The server where C-Gator is set is being off or rebooting.

2.2.3. Authorization

Type your login, password and working domain into the authorization form you see at the page that was opened, and then click the “**Enter**” button:



If your authorization is successful you will enter the system.

If an error message pops up, check the user’s name and domain, type the password again and retry. If the operation failed – refer to the system administrator.

Failed authorization can occur due to the following reasons:

1. The user’s name or the password are mistyped (the most frequent case due to a typing mistake)
2. *No user indicated in the system*
3. There is a user with the same name, but *deactivated*
4. There is a user with the same name, but he/she is not included to any of the *groups*.

2.3. Shut down

To shut down the work with the system, close the Internet Explorer window by clicking the cross in the upper right corner of the window or by pressing the ALT+F4 keys.

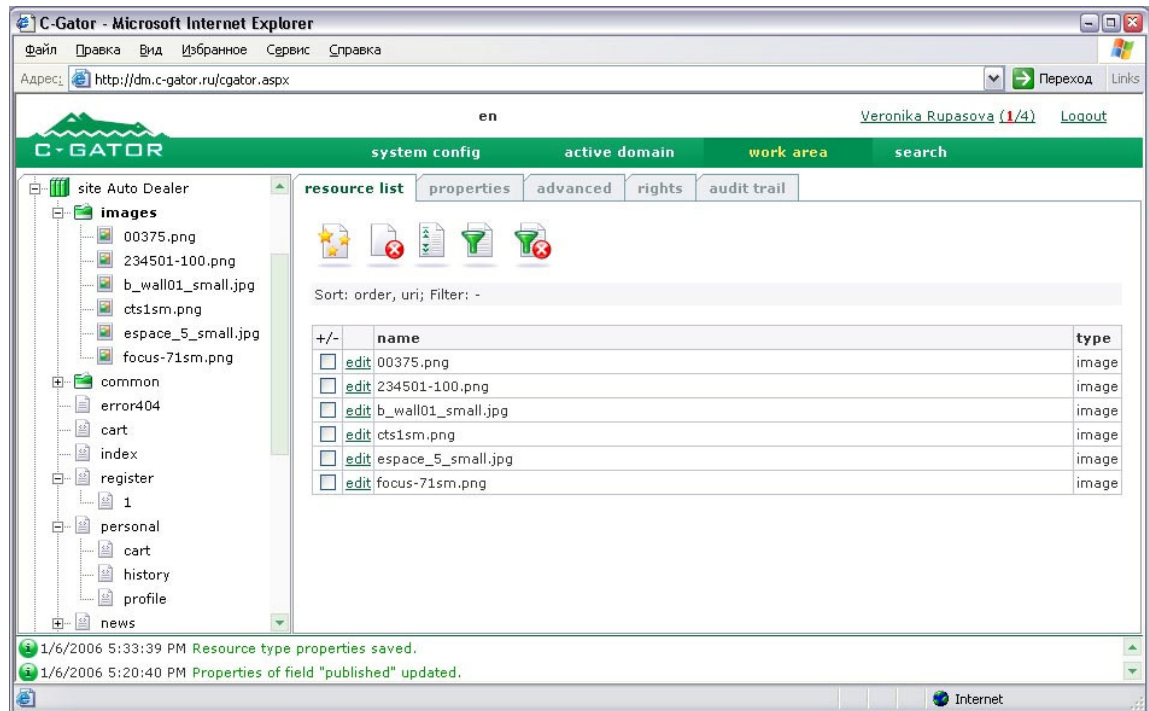
3. Interface

The external view of the system and basic principles of its organization are described in this section. We made the C-Gator interface maximum simple, understandable and accustomed for the users experienced in the Windows operational system.

3.1. Main screen

All activities with C-Gator are performed within the Internet Explorer window. The name of the system is given in the window header.

The C-Gator main screen includes the *header* in the upper part of the screen and the *messages window* in the lower part. The middle part is shared between the *tree* in the left part and the *working panel* tabs in the right part.



You can perform all actions in C-Gator in the following way. You choose one of the elements in the tree, the working panel corresponding to this element appears in the right part. The working panel contains the tabs set, every tab starts from the toolbar (actions). After you open the tab you need, you fill in the fields and click the icon on the toolbar. Finally, the required action is performed with an object as the tree element. A record about the performed action appears in the *messages panel* (the lower part of the screen).

Thus, the following elements are included into the general view of the system:

Header

Two links are displayed in the right part of header place. The first one means the user who works with the system (for example, John Johnson). After you click on it, the user profile modification dialogue window is open.

Tree

The *tree* contains the list of web-project resources available to be edited by a user..

You maximize and minimize the tree elements by clicking or on the left from the tree element just as you do it in the Windows explorer.

Working panel

The content of the right part totally depends on which element is chosen in the tree on the left. We might say that the working panel introduces in detail the object relative to the tree element.

The working panel usually consists of the tabs set, for example:

Properties	Set of variable object characteristics
Access rights	Set of access rights to a resource on the basis of a domain, a group, or a role
Audit trail	Object changes log since the moment of its creation

Note. Further in the text the expression “to choose a tab” is used. It means that you need to specify the name of the tab you require and then press the left mouse button.

Message window

The message window (lower part of the screen) shows messages for the user as the activity log. Here you will see the information about performed actions and error messages.

3.2. Setting up

Panels size

Pointing a mouse pointer between the left and the right panels, you see that the pointer form is changed to horizontal arrows. It means that pressing the mouse button and holding it down, you can move the border between the panel to the right and to the left. It enables you to adjust the tree width you need.



The size of the lower part is adjusted in the same way – the border between the left/right panels and messages place is movable.

User profile

User profile is the information about the user that is stored in the system. The profile contains the following data:

- Login
- Name and family name
- E-mail)
- Password
- Interface language
- Mask of IP-address

You are always able to change this information. To do this, you need to call the user profile edit dialogue by clicking the link to your name in the upper right corner of the system, do changes you need and then click the **OK** button.

The screenshot shows a dialog box titled "user profile" with two tabs labeled "1" and "2". The dialog contains the following fields and controls:

- lastname**: Text input field containing "Basoff".
- firstname**: Text input field containing "Nick".
- culture**: Dropdown menu showing "English (United States)".
- e-mail**: Empty text input field.
- password**: Empty text input field.
- repeat password**: Empty text input field.
- control on main page**: Dropdown menu.
- Buttons: "OK" and "Cancel" at the bottom.

3.3. Dialog windows

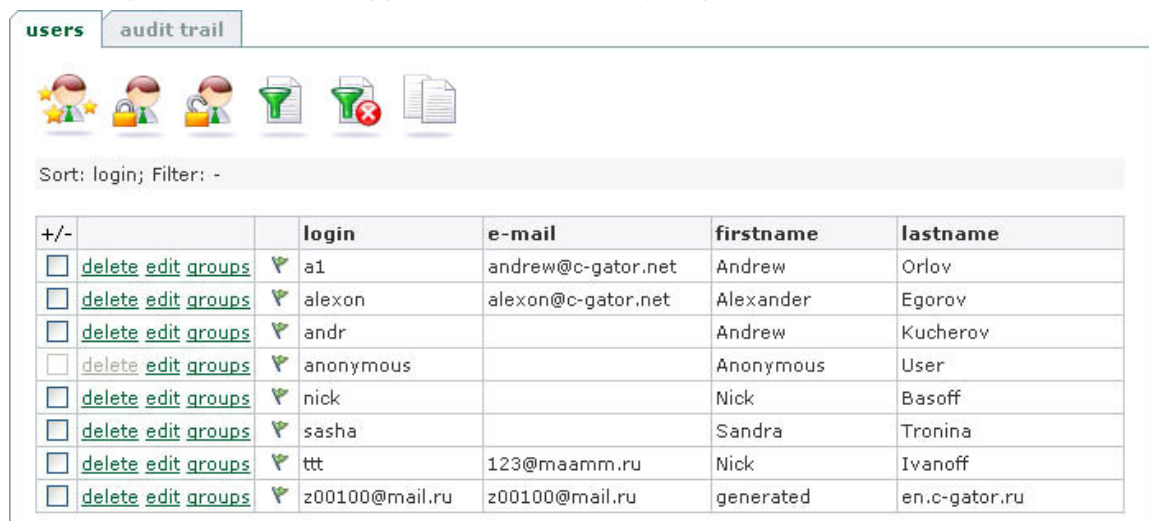
Dialog windows are often used in C-Gator; they pop up above the main window – for example, the User profile window from the previous chapter. Hereinafter, these windows are named as the *dialogs*. While the dialog is open, you are unable to perform commands in the main menu.

To close the dialog saving all changes made, click the “OK” button. You may close the dialog by clicking the cross in the upper right corner of the window or by clicking the “Cancel” button; however, the changes will be lost.

3.4. Lists and tables

Many elements in C-Gator are lists and tables. It’s the easiest form to introduce homogeneous elements when a number of them can be changed. Thus, in the system there are the lists of users, administrators, resources, roles groups, icons and many other elements.

For example, the users list appears in the following way:



users audit trail

Sort: login; Filter: -

+/-		login	e-mail	firstname	lastname
<input type="checkbox"/>	delete edit groups	a1	andrew@c-gator.net	Andrew	Orlov
<input type="checkbox"/>	delete edit groups	alexon	alexon@c-gator.net	Alexander	Egorov
<input type="checkbox"/>	delete edit groups	andr		Andrew	Kucherov
<input type="checkbox"/>	delete edit groups	anonymous		Anonymous	User
<input type="checkbox"/>	delete edit groups	nick		Nick	Basoff
<input type="checkbox"/>	delete edit groups	sasha		Sandra	Tronina
<input type="checkbox"/>	delete edit groups	ttt	123@maamm.ru	Nick	Ivanoff
<input type="checkbox"/>	delete edit groups	z00100@mail.ru	z00100@mail.ru	generated	en.c-gator.ru

Elements lists in C-Gator are introduced in the *tables* where columns are parameters or properties of the list item (for example, login, e-mail, user’s first name and lastname). Each row has one item only).

Units control elements can be in the table row as well. They may be:

- links:
 - delete** – to delete from the list the item marked by the link
 - edit** – to open the window to edit properties of the list item
 - open** – to open the window to preview the details of the list item. In this case, it is impossible to edit details. Received internal messages and system error messages are open in the preview mode.
- Group operation control elements allow to tick off any number of list items and then to perform any actions. For example, if you want to make unpublished some news in the news line or some messages in the guest book, you may tick them off and then click the “**Deny**” button on the toolbar panel above the list.

Some lists are refilled by the users (users lists, browse lists, news lines, products catalogs), other lists are refilled automatically (activity log, system errors list).

3.4.1. Page browsing

Page browsing in C-Gator is used to display big lists in more convenient way. If a list consists of 10 records, it can be placed and browsed on one page. If there are much more records, it’ll be inconvenient for a user to place them at one page. For this reason, big lists

in the system are split into several pages. Turning from one page to another, you need to use the page number link above the list.

3.4.2. Filter and sorting

Filter and sorting are the tools that make the work with the lists more convenient. There is a possibility to put a filter or to sort positions for any lists: activity log, users list, resources list, etc.

Filters

If a list consists of 10 records only, you see them all and you are able to easily find those records you are interested in. Even if there are 30 or 50 records you can look through the first 20, then the following 20 and find what you need. But if there are 200 or 500, or 50000 records? Imagine that you need to find past month source-destination calls_(hundreds thousand of records) in the attendance log of the server.

The task like this can be solved easily if there is a possibility to select records according to certain criteria. This capability is named the *filter*.

The filter specifies a system of conditions for the option:

Record field — operator — value,

where the *record field* — any of the table field, the *operator* — some comparative operator (more/less/equal...), *value* — gives a meaning to be compared with. For example, «Name = 'Claus'» filter — here the Name —the name of the field, «=» — comparative operator, 'Claus' — value.

The filter can be empty, either it includes one condition or some ones. Under some conditions only records satisfying ALL filter conditions fall into selection. The example of this filter:

«Name = 'Claus', Surname >= 'Gauss'».

The following comparative operators are available for condition setting:

=	equal
>	more
>=	more or equal
<	less
<=	less or equal
<>	not equal
LIKE	comparison by mask

Let's consider all the operators except LIKE. Their use for numeric fields is obvious: ordinary algebraic rules are used here. As for the line fields, matching proceeds letter by letter, in alphabetic order. That is, these statements are correct:

'AbCdE' = 'abcde',
'abcde' = 'ABCDE',
'a' < 'b',
'aa' < 'ab',
'a' < 'aa'

The LIKE operator allows to determine the search line in a mask view where some signs have a special value:

_	any (one) sign
%	any sign string

For example:

LIKE 'fr %'	start is 'fr'
LIKE '%og'	end is 'og'
LIKE 'Sm%th'	start is 'sm', end is 'th'
LIKE '_'	LIKE '_'
LIKE '___a'	Contains three signs, the last is 'a'

The symbols register is unimportant both for the LIKE operator and for other operators.

Sorting

Viewing a records table, we usually solve the problem of search. Filter allows to reduce the search space and *sorting* allows to put received selections in order.

Sorting can be *empty* — in this case records are in the same order as they are stored in database. Sorting can specify the field by which records are sorted, or a set of fields — it means that the sorting first is formed for the first field, then (if the first field values are identical) for the second, third etc. The sorting order is specified for every field — «ascending» (designated as ASC), or «descending» (DESC).

For example,


Surname (ASC), Name(ASC), Patronymic (DESC)

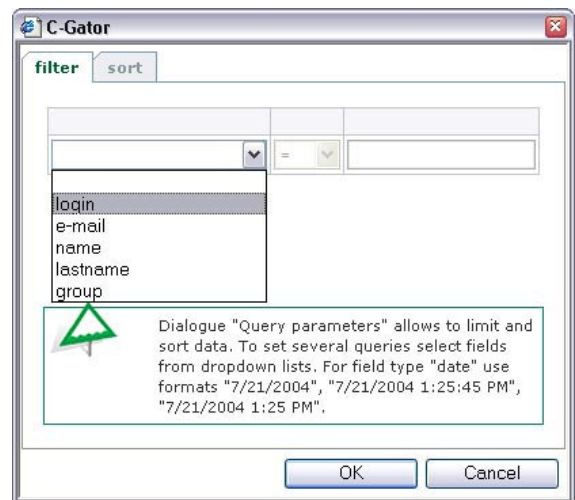
— this is the sort ascending in the Surname field, for the same surnames — the sort ascending in the Name field, for the same names and surnames — sort descending in the Patronymics field.

The symbols register is optional both for sorting and for filters.

Setting filter


To create a filter, perform these actions:

1. Click the  icon (**To set query parameters**)
2. In the open window choose the tab **filter**. You will see the table field/operator/value
3. In the **field** column choose the filter name for the table being filtered
4. Choose the operator from the dropdown list
5. Set a value
6. If one more condition is required — repeat the actions in the line below
7. Click the **OK** button.




Setting sort

Perform the following actions to set the filter:

1. Click the  icon (**To set query parameters**)
2. In the open window choose the **sorting** tab
3. In the **field** column choose the first field for sorting
4. If required change the sort order

5. If there are some sorting fields — perform the actions in the following line of the table again
6. Click the **OK** button.


Query mode

You can change a filter or sort in the same dialog called by the  icon (**To set query parameters**).

The choice of an empty value in the **filed** column deletes sort condition or filter value set by this line.

After the filter and/or sort is changed, click the **OK** button to save changes.

Deselecting query parameters

Filter and sort are deselected at the same time by one click on the  icon (**To deselect query parameters**).

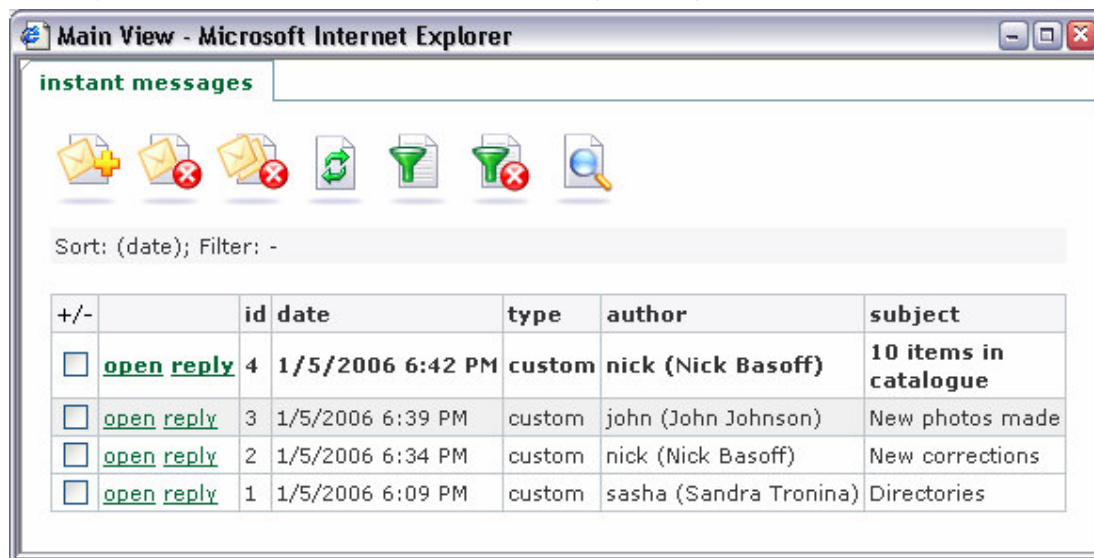
3.5. Internal messages

Internal messages system operates in C-Gator; it is a convenient tool for users communication within the frames of one domain. The principle of the internal messages system operation is very similar to the mail system principle.

3.5.1. Logon

In the upper right corner there is a link with the name of a user working with the system. Near it there is one more link of [\(1/7\) format](#) to the internal messages system. The first figure specifies the number of new messages (unread by the user); the second one – total number of messages received by the user.

Clicking the link, a window for work with the system opens:



The messages are default sorted by the date and the time received. However, sorting order can be changed by the user with the help of above-described tools (see Filter and sorting section).

Unread messages are selected by the bold font as it is done in most mail systems.

3.5.2. Work with messages

The internal messages system allows to revise received messages, answer them, create and delete messages.

Previewing messages


You can preview the received message by clicking the **open** link opposite the message. The message will be open in a new window.

Answering messages


To answer the message, click the **answer** link opposite it, enter the answer text in the opened window and click the **OK** button.

Warning! An answer to a message may be sent not only to an author but forwarded to a group of users as well. To do this, you need to specify users group in the answering messages window (to choose it from the dropdown list).

Creating a new message

To create a new message, click the  icon (**create new message**) on the toolbar over the messages list. In the window appeared point out a message subject, type a text and specify the user or the group you want to send a message to. Click the **OK** button.

Deleting messages

To delete one or some messages, tick them off and click the  icon (**To delete messages selected**).

To delete all messages from the list, click the  icon (**Clear messages list**).












4. Bases

In this section the capabilities of C-Gator are described; they do not require high user's skills. Basic fundamental notions necessary for the work are given here, main resource types are described, and easy ways to use the resources of more complicated types are introduced.

Resources

Text information is represented in *pages*, graphic information – in *images*, optional – in *files*. A page, an image, a file – these are the *resource types*. All information presented on the site is located in the *resources* arranged as the resource tree.

In C-Gator the following resources types are used:

	Folder	Can contain other resources as well as folders. Resources are arranged as a tree with the help of folders
	Page	Hypertext in HTML format. Can contain links to other pages, pictures and files, and <i>decorators</i> described in the Designer's guide in details that are used form dynamic content on a page.
	Image	Graphic image in GIF, JPEG or PNG format
	File	File of free format
	Text	Any text information in TEXT, XML, XSLT, JavaScript, VBScript format
	Style	Describes the style of page elements. It is used together with a template
	News line	Allows making news to be published on the site
	Products catalog	Allows making list of goods with set-up parameters on the site
	Guest book	Allows managing feedback with site visitors
	Distribution list	Allows delivering information to addresses registered in mailing list
	Voting	Allows managing voting on the site and automatically displaying results in view of diagram

Resources list can be smaller or bigger depending on the C-Gator configuration installed. All operations performed within the site are resources creation, change and deletion.

All resource types in C-Gator are adjustable. It means that resources modification forms can contain various fields and tabs depending on resource type setup you use. This User's guide presents the algorithm description for operation with link resources types, i.e. default adjusted. Precisely these link types are delivered to you within C-Gator. With the rights given to you or another employee working with the site, a resource type setup can be changed or a new type can be created.

4.1. Static content

The most part of operations performed within the site can be headed by the general name as the "content modification". It means the creation of all information content of the site - pasting text, graphic and other information, binding resources between each other with the help of cross links.

Usually the main scope of material is presented by text, images and free (binary) files. Let's review the publishing of the above-mentioned contents.

4.1.1. Folders

As a rule, many various resources appear at the site - pages, images, files, catalogs, news lines etc. If all resources of the site are introduced in one list, then it will be difficult to be oriented at the site in a short time. For this reason, the information within the site is feature-packed.

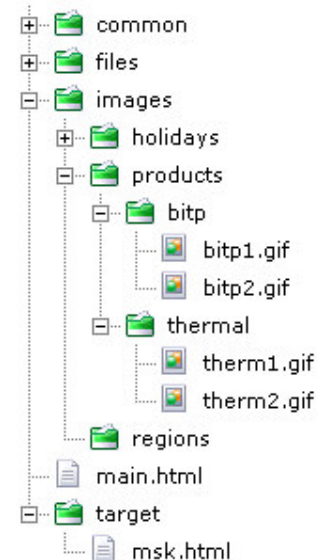
The resource of " folder" type is the element that allows to group resources.

Some folders can be interfolded to other ones. Thereby, hierarchy is formed and it creates the *resources tree*.

You can easily group resources to folders, move resources from one folder to another one. Resources tree is in itself and introduces the structure of your site.


Usually resources of a separate site section are placed to a single folder. Clustering criteria can be for example, the resource type. For instance, images are put into the "images" folder and files - into the "files" folder.

At that, images can be arranged into folders within the "images" folder. Thus, pictures from corporative parties may be in the "holiday" folder and the pictures of the company's products in the "products" folder.





Creating a folder

To create a new folder:

1. In the *resource tree* choose a site or a folder under which a new folder will be created
2. Choose the tab **Browse list** in the right part of the screen. There you can see the list of all resources under the site or the folder you chose
3. Click the  icon (**Create new resource**) over the resource list
4. In the open dialog window choose the type of the resource *Folder* and specify its name and description
5. Click the **OK** button on the toolbar.


Folder properties

Name	Folder's name in the resource tree
Description	Free notes - e.g., about folder content
Icon ID code	Name of the icon that will mean a folder in the resource tree. Click the  icon near the field and choose an icon from the



list. It is recommended to specify a folder with the  icon
(**folder**)

Editing folder properties

The above-mentioned properties can be modified. A necessity to change a folder's name, an icon or to specify a description can arise while working. To edit the folder's properties, the following steps are performed:


1. Choose this folder in the resource tree
2. Choose the **Properties** tab
3. Lock the folder by clicking the  icon at the toolbar (**Lock**)

Warning! Resource locking is essential to avoid conflicts when editing. Imagine that you are modifying a resource and somebody else is doing the same at one time. In this case changes made by one of you can be lost. For this reason, it is important to make a resource temporarily unavailable for other users before you edit it. This action is performed every time when you edit any site resources.

4. Edit properties (change the fields)
5. Save changes by clicking the  icon on the toolbar (**Save**)
6. Click the  icon on the toolbar (**Unlock**)
When you've made changes, the resource should be available for editing by other users.

Deleting a folder

To delete a folder, perform these actions:

1. Choose a folder in the *resource tree*
2. Choose the **Properties** tab
3. Click the  icon on the toolbar (**Delete**).

Or:

1. Choose a site or a folder under which is a folder you need to delete
2. Find this folder on the tab **Resources (Sub resources)** and click the **Delete** link.


Warning! Deleting a folder, you delete all resources in this folder as well!

4.1.2. Pages

The resource of the *page* type allows to display hypertext information on the site. It may be a text, graphics, tables, charts etc. A page like a folder can contain sub resources – pages, folders, resources of other types.

Creating a page



Page creation is similar to folder creation. To make a page:

1. In the *resource tree* choose a library, a folder or a page under which a new page will be created
2. Choose the tab **Browse list** in the right part of the screen
3. Click the  icon (**Create a new resource**) above the resource tree
4. In the open dialog window choose the "Page" resource type and specify its name and description

5. Click the **OK** button on the toolbar.

Page properties

Page properties are much the same as folder properties:

Name	Name of a page in the resource tree (for example, page.html)
Описание	Free notes – for example, about page content
Icon identification	Name of an icon that will specify a folder in the resource tree. Click the  icon near the field and choose the icon from the list. It is recommended to mark a page with the  icon (page)

However, a page has a variety of specific properties. To specify them, you need to choose the page created and the **Additional properties** tab in the tree. Properties with green colored header are required to be filled. Properties with grey header are optional.

You can specify the following page parameters:




Page header	Page name displayed directly on the site – in navigation and menu and on the page
Cache policy	<p>Cache is an intermediate storage of a page. This parameter can influence on the page load time. Choose an option you need from the dropdown list:</p> <ul style="list-style-type: none">▪ <i>Client</i> — intermediate page copy will be saved in a site visitor's browser (directly on the site visitor's computer)▪ <i>Downstream</i> — intermediate page copy will be saved on providers' servers▪ <i>None</i> — page won't be cached▪ <i>Server</i> — intermediate page copy will be saved on the server where C-Gator is installed▪ <i>ServerAndClient</i> — intermediate page copy that will be saved in the site visitor's browser and on the server as well▪ <i>Any</i> — intermediate page copy will be saved in a browser, on providers' servers and on the C-Gator server. <p>Client policy is specified on default.</p> <p>Randomizing policy specification is optional. If a specified parameter conflicts with the site visitor's browser setup, it won't be taken into account.</p>
Style	Link to a style that will be used by a page
Template	Link to a page used as a template for this page
To create a form	Users apply to such forms for registration, users ordering or query assignment. The form can contain high function of HTML including single-line or multi-line text field, key switches groups, option buttons and menu
Access through SSL only	SSL (Secure Socket Layers) is a special protocol for secure information transfer. SSL is often used in business Internet, especially where you need to provide data confidentiality
Header tag content	Header tag can contain, for example, key words used to index certain pages by searching engines

Body tag content



The main structure of HTML document always contains a header and bodies. It's evident that no need to place a body to the BODY element, however if you do this you may specify attributes that influence on a document presentation on the whole (for example, to set up a background or a color). If the BODY element does not contain any attributes, then its use does not give you an evident effect in a document direct display

Editing page properties

The above-described properties can be modified. While working, a necessity to change a folder's name, an icon or to specify a description can occur. To edit a folder properties, the following steps are performed:

1. Choose this page in the resource tree
2. Choose the **Properties** tab
3. Lock the page by clicking the  icon on the toolbar (**Lock**)
4. Modify properties (make required changes in fields)
5. Save changes by clicking the  icon on the toolbar (**Save**)
6. Make a page accessible for other users' work by clicking the  icon on the toolbar (**Unlock**).

Editing a text

To switch to a page text editing, choose this page in the resource tree and lock the page by clicking the  icon (**Lock**). After you finish work with a page, make the page available to be edited by other users by clicking the  icon on the toolbar (**Unlock**).

Switch to the **Content** tab. If "To use visual editor" option is set for this page, you will see the visual page editor. If this option is not specified, you will see page content in the HTML-code view. In the visual editor there is capability to switch to the HTML-code mode. To do this, you need to select the *layout* flag in the upper left part of editor with the left mouse button.









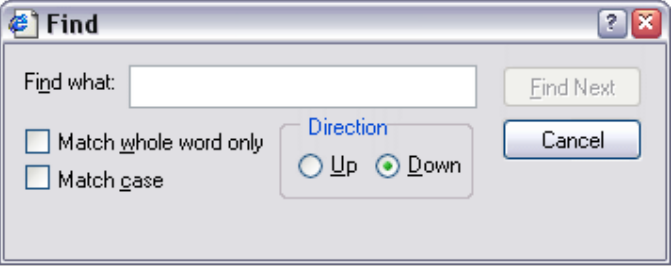

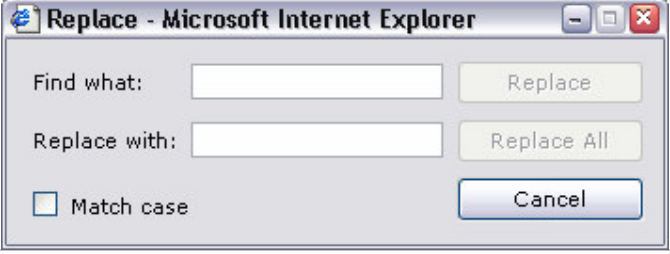




Working in the *visual mode*, you see a page as it looks (or almost looks) on the site. You can quickly make changes, easily change formatting, insert images, references and tables. Thereby, you see at ones how the page view is being changed in accordance with your changes. To work in a visual mode, it is enough to be skilled in work with any text editor.


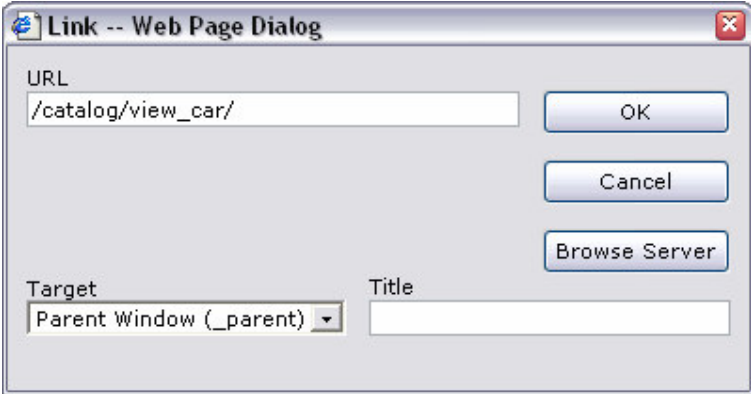
Working in the *HTML-code mode*, you work with page introduction using HTML language. In this particular format, a page is stored in the system and transferred via the Internet. Therefore, there are more capabilities to precisely control the page content in this mode. To work in the HTML-code mode, you need to know HTML, the page layout language.

In the upper part of the editor there is the control panel as a menu where every button corresponds to a certain action. Editor functionality is identical to Microsoft Word.



If you are in the visual editor mode, a page looks like a page displayed on the site except for template design. If the style resource is used in a template or in a page, then it will be applied to the visual operator window as well.


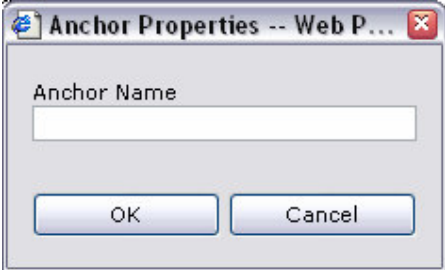
	To save changes
	Preliminary preview of a page in a separate window
	To cut the selected text from the page text
	To copy the selected text to the clipboard
	To insert from the clipboard
	To insert from the clipboard as a text without formatting
	To insert Microsoft Word text from the clipboard preliminary deleting extra tags and attributes
	 <p>Opening of the search dialog window for the page text</p>
	 <p>Opening of the dialog window to change text fragments</p>
	To cancel the last performed operation
	To retrieve the last performed operation
	To select all elements of the page
	To cancel formatting for selected fragment

To create or edit a hyperlink. A link to another page can be done in two ways:

1. Enter an address of a resource to the Address field.
2. Click the **Choose** button and choose the required resource in the dialog window. This method can be used for making links to the resources that are on the same site. To place links to other sites the first option is required.

 To delete a hyperlink

To create an anchor on the page. Anchors are used to create hyperlinks within one page for the fast move to a target point. The name of an anchor can be free but unique within one page.

 To insert an image



Images are inserted in two ways.

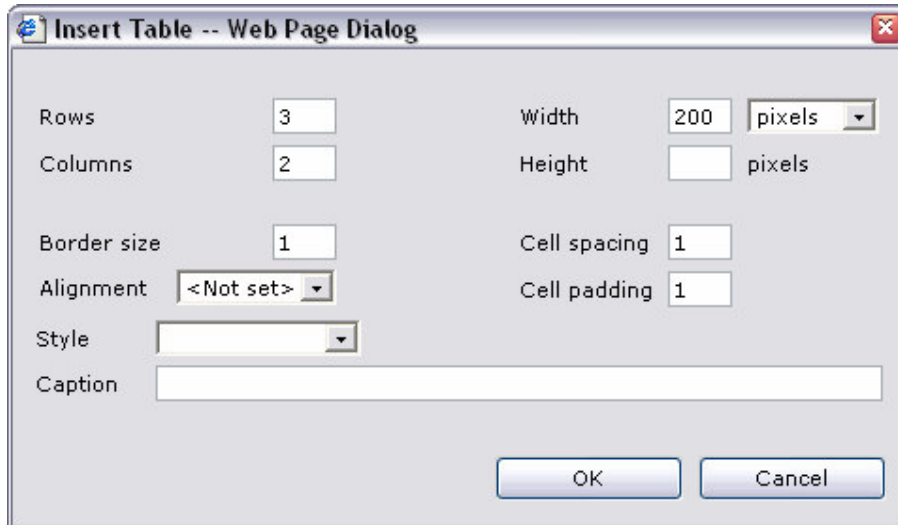
1. Specify the path to the image on the site in the Hyperlink (URL) field.
2. Click the **Choose** button and then choose the required resource type Image in the dialog window.

Alternative text is the text that will be displayed by pointing an image with the mouse or will be inserted instead of the image if the image can not be displayed. Alignment — image justification is performed regarding its neighbor elements.

Width— image width in pixels.
 Height — image height in pixels.
 To keep proportion — change of one image size will lead to proportional change of another size when a certain flag is on.
 Horizontal Space field — horizontal indent of an image from neighbor elements.
 Vertical Space field — vertical image indent.
 Border —size of a border that frames an image.
 Preview — a window to preview the selected image depending by specified parameters.



To insert a table



Inserting a table, the most frequently used parameters can be specified.

Rows— number of lines in a table.
 Columns— number of columns.
 Weight— table weight (in pixels or percents).
 Height — table height (in pixels).
 Border size — frame thickness.
 Alignment — table justification regarding frame elements.
 Between cells — distance between the cells of the table.
 Cells fields — size of indent inside the cells.
 Style — table style (the list of styles is dynamically downloaded from the styles file).
 Caption — the table header.

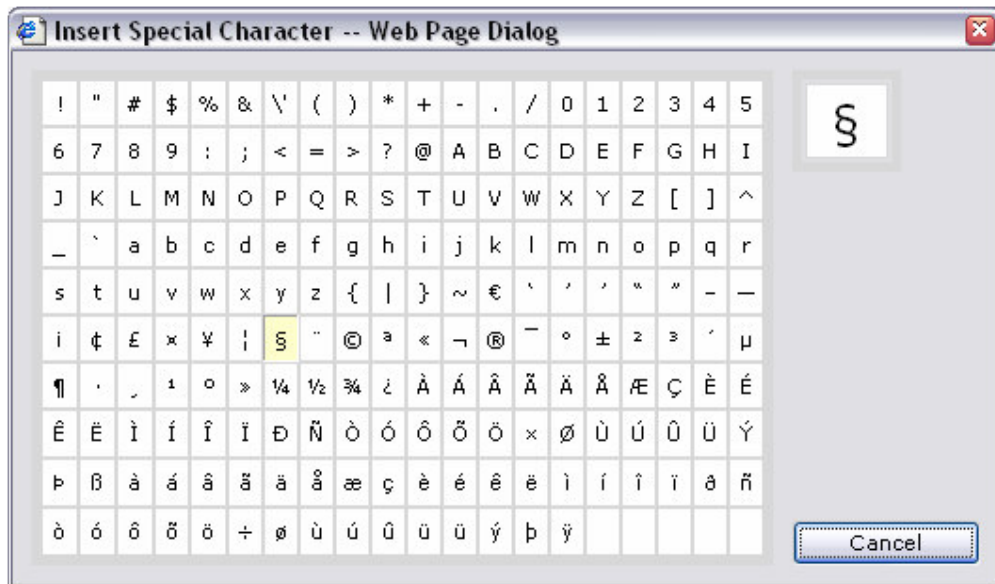
After you created a table, you can change the table properties or specify additional parameters for a cell or group of cells by means of shortcut menu.





















To insert a horizontal line

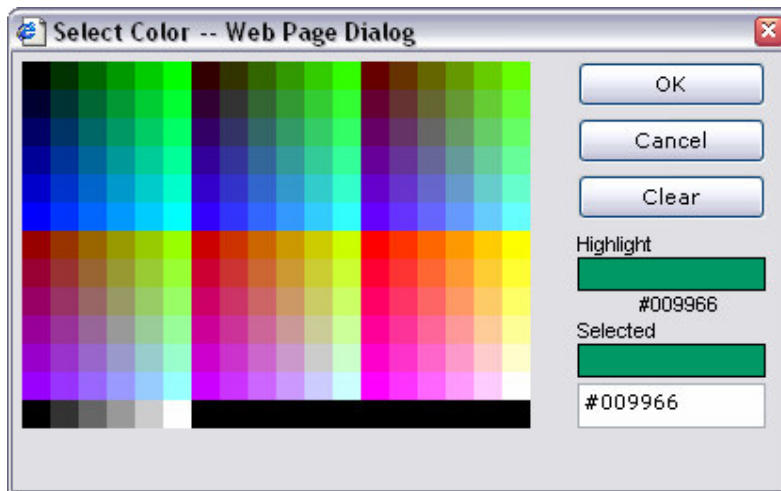


To insert a special symbol



By pointing the character set with a mouse, an aggregated image is displayed in the preview field. Symbol insertion occurs by clicking on an element you require.

	To arrange a selected text by the bold font
	To arrange a selected text in italics
	Make a selected text underlined
	Cross a selected text out
	Lower case
	Upper case
	Left alignment
	Center alignment
	Right align
	Right and left justified
	Numbered list
	Bullet chart
	Decrease left indent
	Increase left indent
	To display borders of invisible elements
	To display unprintable characters
	Extended text properties
	Text color choice



Pointing a mouse pointer above the colors table you can choose the color you need- a sample of the color and its hexadecimal code can be viewed in the right part of the window. The color choice is performed by clicking the **OK** button.



Choose a text background

When working with the graphic editor, it's convenient to deal with a shortcut menu that is activated by pressing the mouse right button. Actions accessible through the menu can be performed clicking on the element. For example, when pressing the right button, a menu with actions applicable to the table will be displayed in the table.

Preview before publication


It is worth previewing the layout of a ready page before visitors of your site will see it. Previewing a page in a separate window, you can mention something that slipped your attention in the course of operation.



To preview a page, open the **Properties** tab and click on the icon (**Preview**). A window will open where there is only a page itself - in a view like at the site.

Deleting a page

To delete a page, perform the following actions:

1. Choose this page in the *resource tree*
2. Choose the **Properties** tab
3. Press the  icon at the toolbar (**Delete**)

Or:

1. Choose the site, the folder or the page under which the page to be deleted is
2. Find this page in the resource list in the **Resource** tab (**Sub resource**) and click the **Delete** link

Advice: Before you delete a page, make sure that there are no links on it from other pages of the site – otherwise, these links will be inactive after you delete a page.

4.1.3. Images

The "image" type resource keeps graphic information – bit-mapped images in GIF, JPEG or PNG formats. When an image is in the resource tree, any page of the site can contain this image or link to it.

To create an image:





1. Choose a folder in the *resource tree* where a new image should be created
2. Choose the **Resource list** tab in the right part of the screen
3. Click the  icon (**Create new resource**) above the resource list
4. In the open dialog window choose the "Image" resource type and specify its name and description
5. Choose the **Additionally** tab in the dialog window and specify the path to the image file in the field or choose an image by clicking the button near the field
6. The cache policy for the image file can be specified on the same tab. To do this, you need to choose the appropriate option in the pick list:
 - Public** – file will be cached with a browser and proxy -server
 - Private** - file will be cached with a browser but not proxy-server
 - Server** - file will be cached with a server where C-Gator is installed
 - ServerAndNoCache** - file will be cached only with a server, browser cache is prohibited
 - ServerAndPrivate** – file will be cached both with a server and a browser
 - NoCache** – prohibition for caching, file is cached neither by proxy-server nor by a browser.
 The **Public** policy of caching is specified for an image on default.
7. Click the **OK** button.

Image properties

Name	Image name in the resource tree
Description	Free remarks – for example, about an image content

Image properties

To edit image properties, you need to perform the following actions:

1. Choose this image in the resource tree
2. Choose the **Properties** tab
3. Lock the image by clicking the  icon on the toolbar (**Lock**)
4. Edit properties (enter necessary changes to the fields)
5. Save changes by clicking the  icon at the toolbar (**Save**)
6. Make an image available for editing by other users by clicking on the  icon on the toolbar (**Unlock**)

Deleting an image

To delete an image, perform the following actions:

1. Choose this image in the *resource tree*
2. Open the **Properties** tab in the right part

3. Click the  icon(**Delete**)

Or:

1. In the resource tree choose a folder where an image to be deleted is
2. Find this image in the resource list on the **Resources (Sub resources)** tab and click the **Delete** link.

Advise: Before you delete an image make sure that it is not being used on the pages of the site - otherwise, after deleting there will be a blank space instead of an image.




4.1.4. Files

A website can contain not only graphic and text information but any other one. It may be a document in MS Word (.DOC file) format, a publication in Adobe Acrobat (.PDF) format, a zipped file (.ZIP) or any other files in free format. You can arrange all these documents at the site in the resource of the "file" type or you can link to them from the pages.

Creating a file

To create a resource of "File" type:




1. In the *resource tree*, choose a folder where a new file will be created
2. Choose the **Resource list** tab in the right part of the screen
3. Click the  icon (**Create new resource**) above the resource list
4. In the open dialog window choose the "File" type of resource and specify its name and description
5. In the dialog window choose the **File** tab and specify the path to the file in the field or choose it by clicking the button near the field
6. Click the **OK** button.

File properties

Name	Name of the file in the resource tree
Description	Free notes – for example, about the file content

Editing file properties

To edit properties of a file, perform the following actions:

1. Choose this file in the *resource tree*
2. Choose the **Properties** tab
3. Lock the file by clicking the  icon at the toolbar (**Lock**)
4. Edit properties (make necessary change to the fields)
5. Save changes by clicking the  icon on the toolbar (**Save**)
6. Make the file available for editing by other users by clicking the  icon (**Unlock**).

Deleting a file

To delete a file, perform the following actions:

1. Choose this file in the *resource tree*
2. Open the **Properties** tab in the right part
3. Click the **Delete** button.

Or:

1. In the resource tree choose a folder where the file to be deleted is
2. Find this image in the resource list on the **Resource list** tab and click the **Delete** link.

Advice: Before you delete a file, make sure that there are no links to this file from the site pages - otherwise, after deleting all links will be inactive.

4.2. Dynamic content



This section delineates an easy actualization of complicated things. For example, a certain difficulty for unskilled user will be involved when placing a *news line* on the site. But everyone is able to manage news edition.

4.2.1. News line

The "News line" resource type is the resource to publish messages about events. The text of every news is the filled HTML-page.

News line creation


News line is one of the resources of C-Gator system. It is possible to create any number of that sort of resources within one domain and even one site. To create the news line, perform the following actions:

1. Choose the library in the resource tree (specified by ) **News line (News)**
2. Choose the **Resource** tab
3. Click the  icon (**Create a new resource**)
4. In the open window choose the **News line** resource type by clicking the **OK** button
5. Fill in the **Name** and **Description** fields (**Resource identification code (URI)** and **Icon identification code** are filled in automatically)
6. Click the **OK** button.

At that, a recreated resource will appear in the list at the **Resource** tab and in the **News line** library in the resource tree. To place a created news line on the site, the following special tools are used- *decorators*; in the **Designer's Guide** you can find a detailed instruction how to work with it.

Adding news

To create news in a news line:

1. Choose a **News line** (specified by ) library in the resource tree and under it- **News line** resource (**News**)
2. Choose the **News** tab:



The screenshot shows the 'releases' tab selected in a software interface. The toolbar includes icons for adding (+), deleting (X), and filtering (funnel). Below the toolbar, there is a 'Sort: (date), title; Filter: -' dropdown. A table displays a list of news items with columns for '+/-', 'date', 'title', 'published', and 'id'.

+/-	date	title	published	id
<input type="checkbox"/>	edit 12/6/2005	Suzuki Adds Crossover to Replace Aerio Sedan, Wagon	Yes	318
<input type="checkbox"/>	edit 12/5/2005	Toyota Vehicle Recalls Double in 2005	Yes	319
<input type="checkbox"/>	edit 12/1/2005	IIHS Picks Top Cars for Overall Safety	Yes	320
<input type="checkbox"/>	edit 11/29/2005	Buick Dealers Pin Hopes on Full-Sized Lucerne	Yes	321
<input type="checkbox"/>	edit 11/29/2005	Redesigned Santa Fe Gets Third Row of Seats	Yes	322

3. Click the  icon (**Add news**) on the toolbar

4. In the open window fill in the **Header** field (name of the news in the line), **Description** (brief description of a news), choose the Date of publication with the help of calendar (current date is on default)
5. In the same window choose the **Content** tab
6. Write down the text of the news in the redactor. The news editor works in the same way as the page editor
7. Click the **OK** button.


Changing news

To change news:

1. Choose the **News line** library in the resource tree and under it – **News line** resource
2. Choose the **News** tab on the right.
3. Click on *Edit* link of appropriate news
4. Edit the **Header**, **Description** fields or news text in editor
5. Click the **OK** button to save changes.

Deleting news

To delete one or some news from the line, perform these actions:



1. Choose the **News line** library in the resource tree and under it– **News line** resource
2. Choose the **News** tab on the right
3. Check the news to be deleted
4. Click the  icon (**Delete**) on the toolbar.

4.2.2. Guest book

The “ Guest book” resource type is the resource to publish messages of site visitor.

Creating a guest book

A guest book as a news line is the C-Gator resource. Any number of guest books as well as news lines can be in domain. To create a guest book , perform the following actions:



1. Choose the **Guest book** library in the resource tree (specified as ) (**Guest Book**)
2. Choose the **Resource** tab
3. Click the  icon (**Create new resource**)
4. In an open window choose the **Guest** or **Guest with pre-moderation** resource type, click the **OK** button (function of guest book pre-moderation is described below)
5. Fill in the **Name** and **Description** fields (**Resource identification code (URI)** and **Icon identification code** fields are filled in automatically).
6. Click the **OK** button.

At that, a created resource will appear in the list on the Resource tab and in the resource tree in the **Guest book** library. Guest book placement on the site is performed with the help of *decorators*; in the **Designer’s Guide** you can find a detailed instruction how to operate with them.

Adding messages

Messages can be added to the guest book either with the help of a special form arranged on the site (by visitors), or from the C-Gator interface (by editors). To add a message from the site, you need to enter a page where the guest book is, to fill in the form and click the **OK** button.

To add a message from the system interface, perform these actions:

1. Choose the **Guest book** library in the resource tree (specified with ) and under it the **Guest book** resource (**Guest Book**)
2. Choose the **Messages** tab
3. Click the  icon (**Add message**)
4. In the open window fill in the **Subject, User, E-mail** fields at the **Properties** tab
5. In the same window choose the **Message** tab and type the message text
6. Click the **OK** button.

Pre-moderation function

Guest book in C-Gator can operate with the function of pre-moderation. It means that messages added by the site visitors are published only after the moderator will check them. This function is called for official sites of institutions, government authorities, mass media where it is important to exclude abuses and other messages with unacceptable content.

In the meantime, the guest book moderator has a special responsibility through this function. New messages must be reviewed day-to-day, corrected if required and published. C-Gator allows installing events subscription in the system. Therefore, the C-Gator user who performs the function of the moderator can receive notification about new messages in the guest book by e-mail or through the system of internal messages. Events subscription setup is described in the **C-Gator Administrator's Guide**.


Action sequence of the guest book moderator:

1. Choose the **Guest book** resource (**Guest Book**)
2. Choose the **Messages** tab
3. Click the *change* link opposite a new message
4. In the open window choose the **Messages** tab; take a look at the text. If required – revise the text, write an answer to a message
5. Choose the **Properties** tab, tick off the **Published** field
6. Click the **OK** button.

After you perform these actions, a message will appear on the site.

IP-addresses black list

Sometimes messages publications from certain IP-addresses are required to be prohibited. For this purpose, there is a black list in C-Gator. It is impossible to publish a message to the guest book from computers, which IP is in the black list. To add an IP- address to the black list, perform these actions:

1. Choose the **Guest book** resource
2. Choose the **Black list** tab
3. Click the  icon (**Add new IP**)
4. In the open window enter a mask of IP-address (one or some symbols in a mask can be changed to * symbol, that means "any symbol"). In the **Access** field choose the meaning "prohibited"
5. Click the **OK** button.

The entered IP appears in the black list, messages from this address won't be published.

Warning: IP-address black list can operate in reverse. Messages publication can be allowed only from the computers with IP entered to the list. To perform this, it is required to set the **Access** (allowed) value for all IP within the list. With that, it will be prohibited to publish messages by all the site visitors with IP-addresses not inserted to the list.

Slang filter

In C-Gator there is a built-in protection against vulgar language in the guest book. This is a filter that contains basic word forms of Russian vulgar language. Filter is a built-in service tool, its editing from the C-Gator user's interface is impossible.

However, availability of that sort of tool does not give 100% guarantee to protect the system from undesired expressions in messages, it filtrates only the most frequently used and simple word forms. Therefore, relying on the filter is not worth to moderators of the guest book. Messages text check is required.

Answering a message


There is a capability to answer certain visitors' messages in the " Guest book " resource type. This capability is available only for C-Gator users, i.e. an answer can be created only from the system interface. To answer a certain message, perform the following actions:

1. Choose the **Guest book** resource
2. Choose the **Message** tab
3. Click on the link *change* opposite a message you need to answer
4. In the open window choose the **Message** tab
5. In the **Message answer** field write an answer text
6. Click the **OK** button.

A message answer is published on the site under a message itself and is highlighted.

Deleting a message

To delete one or some messages from the guest book , perform the following actions:

1. Choose the **Guest book** resource
2. Choose the **Message** tab on the right
3. Mark messages that must be deleted
4. Click the  (**Delete**) icon on the toolbar.

5. Publication

Sometimes it is necessary to complicate the process of publication on a site by means of introduction of page status and *status change right*. If the site is a big information resource with a complicated support structure, then different people with various function package can take part in editing.

To manage coauthoring the site, when users perform different functions, a page publication subsystem is used in C-Gator. Its functionality use is not always effective. For example, if only few people work with the site and everyone can publish pages, then this subsystem only complicates the process. In case of Internet- mass media or a governmental authority portal where a material can not be published without going through required verification; publication automation is essential. Anyway, the publication subsystem is a part of C-Gator base configuration and a system administrator takes a decision about its usage.

Some staff members write materials – they might be journalists, correspondents, senior officials. Others test literacy and theme relevance of these materials – they are correctors or in charge of this section (theme). And finally, make-up editors make a final decision whether to publish a material.

5.1. Page status



The are 3 page statuses in the C-Gator publication system:

“Done”	Status is assigned when completing work with a page by an author that is a user with a competence to deal with a page text.
“Denied”	Status is assigned by a user with a competence to check the author’s work and in following cases: <ul style="list-style-type: none">▪ After checking a page with the status “Done”, defects are found.▪ It is required to change a page that is published (has the “Published” status).
“Published”	Status is assigned by a user with a competence to publish a page directly at the moment of publication.

As a rule, if the system of publication is used on the site, some users have the right to work with texts, others – to check and publish.

5.1.1. “ Done” status


To give a page the **“ Done”** status, firstly, it is required to have relevant rights defined by the administrator. Then, to perform the following operations:

1. Make changes with a page and save them (editing is described in details in section 4.1.2. Pages/Text editing)
2. Choose the **Properties** tab
3. Click the  icon (**Perform**)
4. Enter a comment in the open window. It is recommended to specify what changes have been made with a page.
5. Click the **OK** button. After you performed these actions, the  icon becomes inactive, and the relevant record appears at the **Status** tab: date and time of the page status change, user’s name, the status assigned and a comment text


Warning! Pages with the “ **Published** ” status are available only for preview. It is impossible to edit them. To resume the work with this page, it is required to give the “**Denied**” status.

5.1.2. “ Denied “ status

To send a page for revising, the relevant rights are required. Perform the following actions:



1. Choose the **Properties** tab
2. Click the  icon (**Denied**)
3. In the open window choose an option of work:
Create a new version of a page. In this case, an author will edit a new page version created on basis of a current version. The site visitors will see a current page version until a new version is not published.
Remove a current version from publication. In this case, a current page version removed from publication for the time will be edited. If there is a previous version of this page (that is created before current version), then site visitors will be able to see it until a current version is not published again.

Warning! If the page has no versions previously created, then at the time of the current version removal from publication, the page becomes unavailable for external visitors of your site. When trying demand paging, the 404 error message pops up. For this reason it is recommended to use the option of the current version removal from publication only in emergency case when the current version should not been available externally in no way. In case of scheduled page revising it is recommended to create a new page version.

4. Enter a comment in the open window. It is recommended to specify in the comment what changes you need to make.
5. Click the **OK** button. After these operations are performed, the  icon becomes inactive and the relevant record appears in the **Status** tab.

5.1.3. “Published” status

The “Published” status assignment is the final step of pages publication. Usually this status is assigned after a page was checked by an editor and it is ready to be published. Only a user in charge is able to publish a page. The same person (or people) usually publishes pages and send them for revision, though sometimes it may be not the case. To publish a page, it is required to perform the following actions:

1. Choose the **Properties** tab
2. Click the  icon (**Publish**)
3. Enter a comment in the open window
4. Click the **OK** button. Then the  icon becomes inactive and the relevant record appears in the **Status** tab: the date and the time of a page status change, user’s name, the status assigned and a comment text.


5.2. Version management

C-Gator allows creating and keeping up to 10 version of the same page. This allows to:

- Come back to one of previous versions of a page any time. Changes you make with a page become convertible
- Offer several versions of the same page and choose the best one. It may be actual when the site editor assigns the same task to several authors.


5.2.1. Previewing a page version

To see one of previous versions of a page, you need to perform the following actions:

1. Choose the **Properties** tab
2. Click the  icon (**Preview page versions**)
3. In the open window you will see the list of all versions of this page with a code specification, the date of creation and versions status
4. Choose a version you would like to preview and click the **Preview** link opposite it. Then you move to the chosen version, and a version code appears in the status line that is above the icons.

5.2.2. Creating a page version

To create a new version of a page, you need to perform the following actions:

1. Choose the **Properties** tab
2. Click the  icon (**Create a new version**)
3. In the open window choose a page version on the basis of which you would like to create a new version; click the **OK** button. Then automatic changeover to a created version occurs, and the version code appears in the status line that is under the icons
4. Start working with this new version.

Warning! When the "Published" status is assigned to a new page version, a current version is automatically changed to a new version at the external site, a current version is saved in the list of previous versions.

5.2.3. Deleting a page version

To delete a page version, perform the following actions:

1. Choose the **Properties** tab
2. Click the  icon (**Delete version**)

6. Glossary

HTML (HyperText Markup Language)

A markup language used to structure text and multimedia documents and to set up hypertext links between documents.

With this language a browser is announced what text and other elements (images, tables, and forms) are displayed and in what way they should be displayed. HTML language is not for programming but for composing- to mark a text for publication on the Internet in a particular way.

HTML language allows interconnecting pages by links. Links availability is a fundamental property of web-pages. Not only can a part of a text be a link but an image or a part of an image.

URL (Universal Resource Locator)

An address of a page on the Internet. URL consists of the domain name, the path to a file at the site and the name of the page file. For example:
www.mycom.ru/pub/stories/13.htm. Here www.mycom.ru – the domain name of the site, /pub/stories/ - the path and 13.htm – the name of the file.

WYSIWYG (What You See Is What You Get)

Style of material editing (particularly -text or graphics), when what you see on the screen when editing, you will get it finally (under preview, on a hard copy etc.).

System administrator

A domain user who manages the system setting, defines the rights and the roles of users.

Decorator

A special tag that allows to dynamically manage the page design. It is applied in templates.

Domain

The C-Gator organizational unit. Every domain has its own set of *users*, *groups* and *sites*. Every domain has its own *resource* storage as well. Initially there is only *administration management domain* in the system.

Group

Any number of *users* assembled under one name. Every group is assigned to a set of roles that specify the rights of group users. A group belongs to a certain *domain* and can involve users of a relevant domain only.

Image

One of the *resource types*. The resource of this type saves an image to be inserted at site *pages*.

Products catalog

One of the *resource types*. Allows managing a list of products with set-up parameters at the site.

Cache

Prepared copies of already viewed resources (for example, pages or images). When requesting cached resources, they are fetched from the cache and not prepared again. Cache hit takes much less time to complete than a normal memory access. It decreases Internet workload.

News line

One of the *resource types* to prepare news for publication.

Internet is very highly convenient for news publication, therefore news appear not only in the Internet-mass media but at corporate sites. News most often are like a headers list located one under the other and they look like an endless tape – recent news appear above, old ones are taken to a back file.

Login

A username used to gain access to a system. It is the process of identifying oneself to a computer, usually by entering user's username and password. You can define a user's domain and his rights in the system. A username (login) is unique within the system.

Folder

One of the *resource types*. Designed to arrange resources to a tree-type structure- a catalog can combine resources of any types.

User

An account that contains information necessary to authorize a real user when logging in the system and defining user's rights in work with the system. Contains *login* and a password, specifies user's membership to *groups*.

Priority

The status assigned in order of importance or urgency.

Resource

An element of the resource tree. A set of operations on the resource is specified with the *resource type*. The information about the resource is in the storage for the *domain resources*.

Role

The administration management system *unit* that specifies a set of actions allowed. A set of roles are assigned for every users group, and as a result the users of a

certain group get the rights designated by the group roles. As a rule, a set of roles and actions allowed to be performed are assigned by the administrator once when setting the system.

Site

Record connecting the name of Internet-domain with the main *page* appropriate to a given Internet-domain. The name of the site is the name of the domain Internet (for example, www.mycompany.com). Every domain can contain several sites.

Distribution list

One of the *resource types*. Mail message distribution to a certain group of users is managed by means of distribution list.

Site statistics

The owner of the web-site usually wants to know how many visitors are on the site, what sections are the most popular etc. Such information can be gathered by analyzing visit protocol (IIS log files).

Page

One of the *resource types*. It contains the text information in HTML format.

Supervisor

The user entering the administration management domain, the system administrator. Supervisor's accounts are used only to set up the system, routine operations are performed by the users of other domains.

Type of resource

System record that defines one resource from the category of the resources available to be created and changed. The type of the resource interconnects the class supporting resource storage and the control element, i.e. the way of resource introduction for a user. The type of resource specifies a set of *domains* as well, where it is possible to create, edit and use the resources of a given type.

Types of resources are assigned by a *supervisor* when installing \ setting up a system.

Template

The page used as an example for other *pages* creation. *Decorators* can be used in the text of the pattern. With them, it is possible to easily manage page content.

7. Index

- Anchor, 20
- Authorization, 6
- Back office, 5
- Catalog, 14
- CMS, 3
- Dialog window, 9
- Distribution list, 15
- Domain, 5
- Editor, 18
 - HTML-code mode, 19
 - visual mode, 19
- E-mail, 9
- File, 14, 25
- Filters, 10
- Folder, 14, 15
- Front office, 5
- Group, 6
- Guest book, 14, 27
 - IP-addresses black list, 28
 - pre-moderation, 28
 - slang filter, 29
- Hyperlink, 20
- Image, 14, 24
- Interface, 7
- Interface language, 9
- Internal messages, 12
- Internet Explorer, 5
- Login, 5, 9
- Logon procedure, 5
- Mask of IP-address, 9
- Messages window, 7
- News line, 14
- News lines, 26
- Page, 14, 17
 - editing a text, 18
 - versions, 31
- Page browsing, 10
- Page status
 - published, 31
- Page status, 30
 - denied, 31
 - done, 30
- Password, 5, 9
- Publication, 30
- Resource, 14
- Resource tree, 15
- resource type
 - image, 14
- Resource type, 14
 - catalog, 14
 - distribution list, 15
 - file, 14
 - folder, 14
 - guest book, 14
 - page, 14
 - style, 14
 - text, 14
 - voting, 15
- Resoure tree, 14
- Resoyrce type
 - news line, 14
- Shut down, 6
- Site, 15
- Sorting, 11
- SSL, 18
- style, 14
- Style, 18
- Symbol, 22
- Table, 21
- Template, 18
- Text, 14
- User, 8
- User profile, 9
- Version management, 31
- Voting, 15
- Working panel, 7