Manual for the administrator

Version: 2025.0.1 23.02.2025 16:44:38
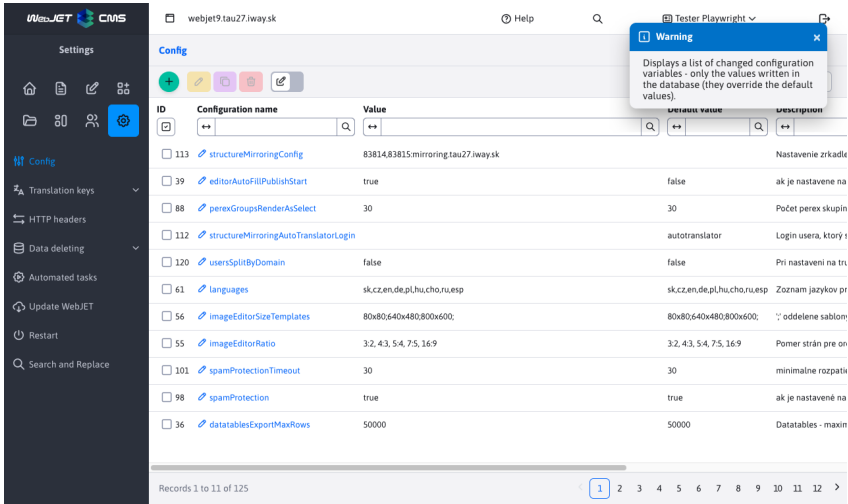
Contents

1. Configuration

The configuration section is used to view and manage individual configuration variables that differ from the preset values.

In the installation section there is a list of the most commonly used configuration variables (https://docs.webjetcms.sk/latest/en/install/config/README).

1.1. Adding configuration variables

When adding, the most important parameter is **Configuration name** which behaves as a text field with autocomplete function. When you enter a configuration name, it will offer the names of existing variables, including those that are not yet modified (not in the table).
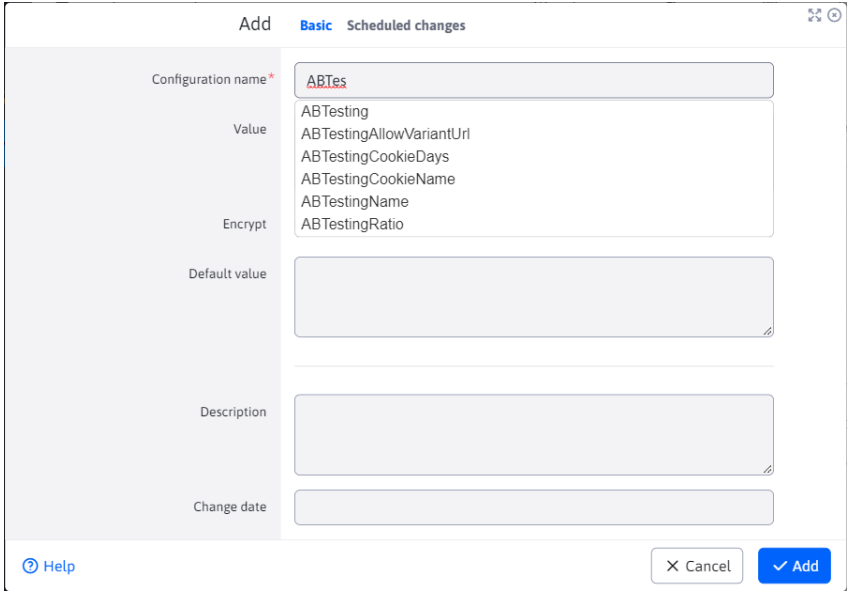
3 situations can occur:

- use autocompletion and select an existing configuration
  - if this configuration IS already in the table, **only the adjustment is made** (an existing entry in the table will be modified)
  - if this configuration is NOT in the table, **the addition is made** a new record in the table **But** no new configuration variable is added (we just changed its default value)
- we do not use autocomplete, **the addition is made** a new record in the table **and at the same time** thus defining a completely new configuration variable

If we select the offered option, the current/default value of the specified configuration variable is displayed in the editor.

The change will usually take effect immediately after the add/edit action. However, some configuration variables require a restart of the application server.

1.2. Editing configuration items

3 situations can occur:

- we will not change **Configuration name**, so it's **shall make the adjustment** of the variable that we adjusted
- we will change **Configuration name**, so it's **does not make an adjustment** the original configuration variable
  - if changed name, for the name **existing** configuration variable, so the **shall make the adjustment**
  - if changed name, for the name **defunct** configuration variable, so the **performs the addition** new variable

1.3. Deleting configuration items

When deleting a configuration variable, 2 situations can occur:

- delete the value from the table and **there is a preset value** to this configuration variable to start using (the variable still exists)
- delete the value from the table and **there is no preset value** to this configuration variable (the variable will no longer exist)

> 🛑 **Warning:** versus create/edit, on deletion a blank value is set. If a configuration variable has a preset value, this will be reflected **only after rebooting** application server.

2. Languages

- Conf. variable `languages` determines what languages are available when selecting a language in the cms, e.g. for setting the language of a folder or a template. It does not apply to the gallery application, which does not yet have a dynamic language model.
- Two-digit codes separated by commas are entered, the default value is `sk,cz,en,de,pl,hu,cho,ru,esp` .
- If you decide to add some language, e.g. `it` , in addition to adding it to the variable `languages` need to be supplemented:
  - Translation key `language.it` with value `Taliansky` in the Translation Keys app.
  - File with translation keys `text_it.properties` , or for a project `text_it-INSTALL_NAME.properties` where `INSTALL_NAME` is the name of the installation.

3. Translator

WebJET integrates text translation capability, currently supported translator DeepL (https://www.deepl.com/).

Automatic translation is supported in the following applications:

- Mirroring the structure (https://docs.webjetcms.sk/latest/en/redactor/apps/docmirroring/README)

Once configured, you can use the compiler in your Java code as:

```java
import sk.iway.iwcm.system.translation.TranslationService;

String translated = TranslationService.translate(text, fromLanguage, toLanguage);
```

where language is a two-letter language code.

3.1. DeepL

Translator DeepL (https://www.deepl.com/) allows you to translate texts between multiple languages via API. Registration is required on the site `For Developers` for access to `DeepL API` . For basic use, the free version is sufficient.

After registering in your account in the `Plan` See `Authentication Key for DeepL API` whose value must be entered into the configuration variable `deepl_auth_key` .

In the conf. variable `deepl_api_url` you can set the service API URL. The default value is for the free version, when using `Pro` versions set to `https://api.deepl.com/v2/translate` .

4. List of users

You can manage administrators in the user list (requires the right `správa administrátorov`) and registered website users/users for bulk email (requires the right to `správa registrovaných používateľov`).

When filtering in the table, the Access rights to non-public sections of the Web site or Bulk e-mail login columns are searched by the name of the specified group. If you select Equal, the search is applied by the exact name of the specified group and also searches for users who have only that one group (not multiple groups).

4.1. Personal data

Card **Personal data** contains basic user data. It is divided into two parts, namely "Personal data" and "Access".

4.1.1. Personal data

In this section of the card, the user's details such as Title, First Name, Last Name, Date of Birth, etc. are filled in. The mandatory fields in this section that must be filled in are :

- Name
- Last name

4.1.2. Access

This section of the card is used to fill in user account details such as Start and End Date (allows you to date limit the validity of the user's login), Login Name (must be unique), Password, etc. The mandatory fields in this section that must be filled in are :

- Login name
- E-mail address
- Password

The password field contains a quality check on the password entered and it is recommended that the password be as secure as possible. If "Enable weak password" is selected, the quality of the password entered will not be checked when the user is saved.

Entering a character `*` or text `random` in the password field, the password is randomly generated when the user is saved.

For a user to be able to log in, it is important that the user has the "Approved User" option selected.

4.2. Contact details

Card **Contact details** is divided into two parts, namely :

- Contact details - contains user details such as Address, City, Phone, etc.
- Delivery Address - contains additional data necessary for delivery of the parcel such as First Name, Last Name, Address, City, etc. (typically used within an e-commerce application).

The card does not contain a mandatory field that must be filled in.

4.3. Optional fields

Card **Optional fields** contains freely usable fields. For more information on how to configure them, see the documentation optional fields (https://docs.webjetcms.sk/latest/en/frontend/webpages/customfields/README).

4.4. Groups

Card **Groups** is divided into two parts, namely :

- User groups - by selecting the name of a user group, the user gains access rights to non-public sections of the website.
- Bulk email - selecting a group name logs the user into the bulk email group.

The tab also includes an option to Send emails about being added to user groups.

> ❗ **Warning:** emails will only be sent if the user group has set `ID stránky s textom e-mailu`.

4.5. Rights

Card **Rights** is used to set the rights for the administration section (defines what the user will have access to / rights). Necessary sections for setting will be displayed only if the option to enter the admin section (web site administration) is selected. If the user does not have this option selected, he is only in the system as a Registered User and will not be allowed to enter the administration section of the web site.

This permission can only be added by a user with administrative rights already assigned. Without administrative rights, the Permissions tab will not even appear.

After selecting the option to access the admin section, the user is presented with the rest of the tab, which is divided into the following sections:

- Rights to directories and pages
- Uploading files to directories
- Groups of rights
- Access rights

4.5.1. Rights to directories and pages

Under Directory and page permissions, you can restrict the ability to edit the Web site to a specific section (directory) or Web page. When you click on one of the add buttons, a tree structure of web pages is displayed where you can select a Web Page or Directory.

By clicking on the pencil icon next to an already added directory/page you can change the directory/page, by clicking on the trash icon you can delete the right.

By default, an administrator who **has no directory/website right selected automatically gets rights to all directories and web pages**.

In a multi-domain installation, the user and rights group editing allows you to select Web page folders and individual Web pages regardless of the currently selected domain. Domains are displayed as root folders, while the domain name folder cannot be selected. You need to select individual folders within a domain, as the domain itself is not a real folder. The display of the selected item includes a prefix with the domain name to distinguish the individual folders (they are often called the same in different domains, e.g. Slovak).

4.5.2. Uploading files to directories

In this section, you can select the rights to upload files to the file system directories. After clicking on the add button, the file system tree structure is displayed where you can select the appropriate directory.

By default, an administrator who has no filesystem directory selected can upload files to any directory. The behavior can be changed by setting a configuration variable `defaultDisableUpload` to the value of `true`, which will make it possible to upload files only to the selected directories (and if the user has no directories selected, he will not be able to upload files at all).

If you set a configuration variable `userPermsActualPageAutomatic` to the value of `true` so the rights to the folders `/images` a `/files` set automatically according to the rights on the tree structure of the web pages, so that for the allowed folders of the web pages, the editor has the rights to write images and files to the corresponding Media folders of this page.

4.5.3. Rights Groups and Access Rights

The rights tab displays a list of rights groups. For each group, the **coloured circle with the first letter of the group name**. The same circles are then displayed in the individual rights. They highlight the individual rights of the group.
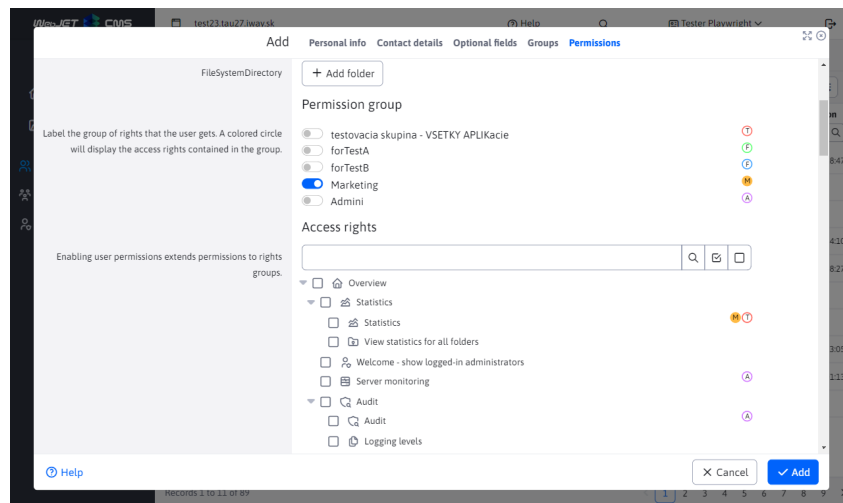
Selecting a rights group **the color of the circle also sets into the background of the circle** to better highlight selected rights. We therefore recommend to prepare groups of rights for editors, marketing, administrator, etc. and not to set individual rights to users but to assign them rights as a group.

When editing/adding a new user and selecting rights groups in the Access Rights list, you can see the rights that the group contains and you can optionally give the user **add a specific right** (if necessary). When logging in, the user automatically **gets the rights set in the rights group and the rights set for the user**.

Individual access rights are represented in the Access Rights tree structure. We distinguish:

- a node that contains descendants - is not a right itself, it only represents the placement of a right in the tree structure
- terminal node - represents the law itself

Select the check box next to a node that contains children to select or deselect all children of that node at once. This allows you to efficiently mark/unmark multiple rights at once.

Searching for rights

Under the Access Rights heading, there is a search box. You can enter the name of the right and click the magnifying glass icon to filter the tree structure to only the rights containing the specified term. To clear a filtered term, click the cross icon in the search box.

The field at the end also contains an icon for selecting all rights and deselecting all rights. So you can check/uncheck all rights at once with one click.

4.6. Approval

In the charts **Approval** it is possible to define an action when a change is made in the selected web site directory (typically approval). The tab will only appear for an already saved user (a newly created user must be saved first and then the approval process must be set up).

When you add a record, click the + (Add) icon to select Directory (from the web page structure) and Action. Both attributes are required. You can select one of the following actions :

- Approve (default option) - if a change occurs in the selected directory, the currently edited user will approve the change.
- Notification - if a change occurs in the selected directory, an email notification is sent to the currently edited user about the change in the web page.
- None - No action is performed, but at the same time the edited user does not invoke the approval process in the given directory. This option is useful if you have multiple approvers and also need to set an exception for a user so that changes made by that user are automatically approved.
- Approval - second level - if you need multi-level approval, set this option to the second level approval user.

More information is in documentation for the editor (https://docs.webjetcms.sk/latest/en/redactor/webpages/approve/README).


5. User groups

Section **User groups** displays a list of groups into which you can categorize visitors/users/recipients of the bulk email.
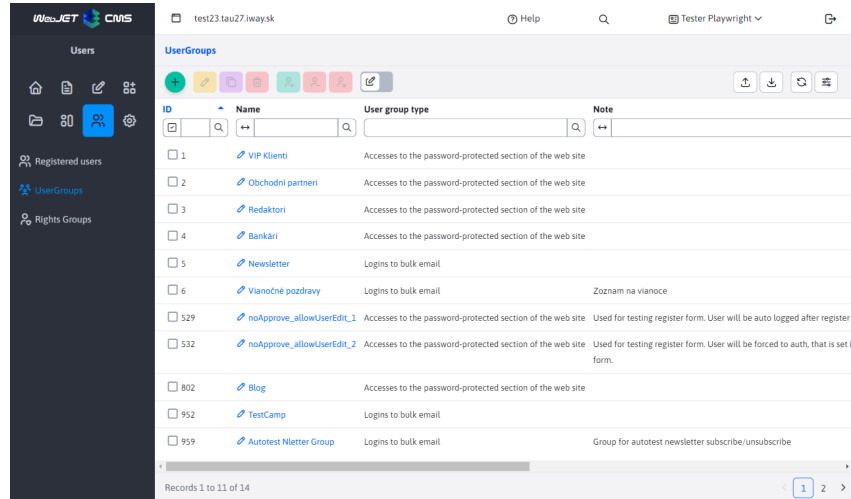
Systematically, we distinguish two types of groups:

- **Accesses to the password-protected section of the website** - group for access rights to non-public sections of the website

- **Signing up for bulk email** - group for distribution list for sending mass emails

The table offers quick actions over the groups using the buttons:

- , **Add the selected group to all users** - the selected groups will be added to all existing users.

- , **Remove the selected group from all users** - the selected groups will be removed from all existing users.

- , **Delete all users of the selected group** - users who have at least one of the selected groups will be deleted.

5.1. Editor

In the group definition editor dialog, you have the following options:

- **Name** - the unique name of the user group.
- **Type of group** - group type, either access rights for a rights control group or a bulk email group.
- **Note** - Any comment.
- **Requires approval** - if checked, after registering a user to this group, an email is first sent to the administrator to approve the registration. The user will be created in the database, but will not have the Approved field selected and will not be able to log in
- **Allow adding/removing from a group by the user themselves** - if set, the user will be able to add/remove the group. Usually this is set for email groups, so that the user themselves can set what distribution lists they will be subscribed to. For groups with access rights, leave unchecked.
- **Require email address confirmation** - if selected, a link will be sent to confirm the email address when the user registers via the registration form. Only after clicking on the link in the email message will the user be assigned to the group.
- **Page ID with the text of the email** - selecting the page with the text of the email that will be sent to the user after approval.
- **Price discount in %** - percentage discount for users in this group. The user discount can be used in various applications such as Reservations (https://docs.webjetcms.sk/latest/en/redactor/apps/reservation/reservations/README).

WebJET CMS version: 2025.0.1 23.02.2025 16:44:38

6. Groups of rights

You can define group permissions in rights groups. You can create/edit/duplicate/delete rights groups, export rights groups to excel or import them from excel using the buttons on the top left of the page.

So you can create a group of rights called "Editor" to which you define the rights to the web pages and the most frequently used applications (news, photo gallery). This way you don't have to set the rights individually. When creating and duplicating a rights group, the only mandatory parameter is "Group name". Important is the Access Rights tab where you set the rights to the applications/modules that the group will contain.

When a user logs in, they are set all the rights from the rights groups they have selected, and their individually set rights are also added.
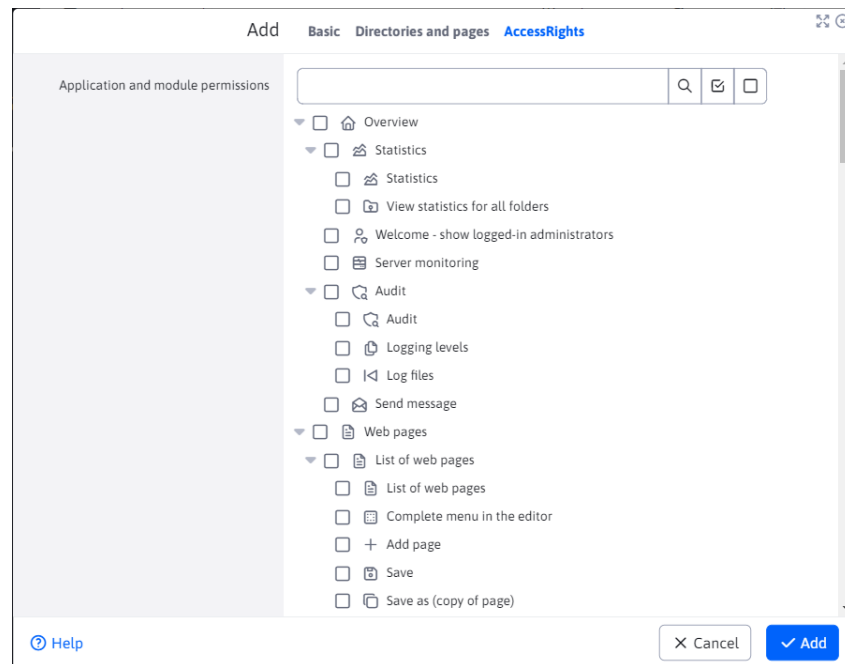
7. Automated tasks

Automated tasks allow you to define tasks that are performed automatically on the server. The item can be found in the section **Settings** under the heading **Automated tasks**.
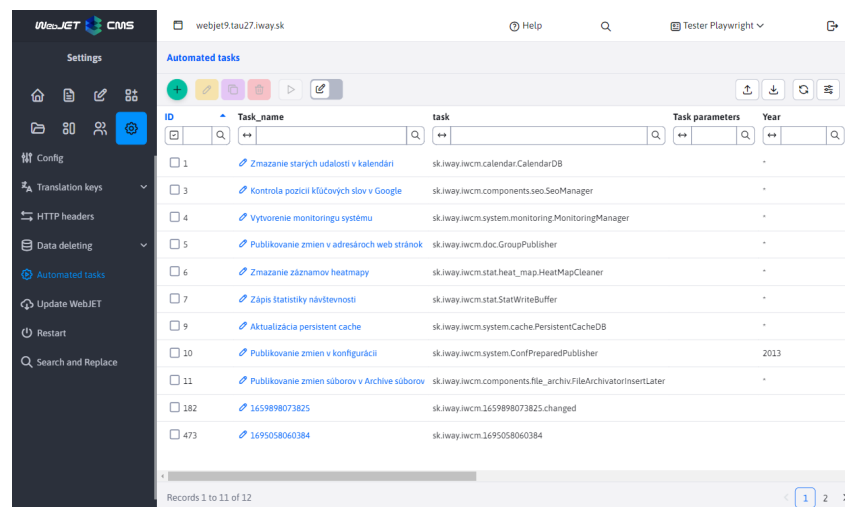
In the record editor window you can set:

- **Name of the task** - Enter a task name that describes what the task does (your own name).
- **Task** - reference to the Java class implementing the method `main` to be carried out. For example, a data download task is ready en.iway.iwcm.system.cron.DownloadURL (https://github.com/webjetcms/webjetcms/tree/main/src/webjet8/java/sk/iway/iwcm/system/cron/DownloadURL.java)
- **Task parameters** - parameters passed for the specified task separated by a character `|` . In the case of a task `DownloadURL` are the parameters:
  - `URL-adresa|[fromEmail]|[toEmail]|[subject]`
  - Required parameter **URL** must be a complete address including `http://` .
  - Optional parameters `fromEmail,toEmail,subject` after downloading the page, you can send it to the specified email (for checking).
- **Year, day of the month, day of the week, month, hour, minute, second** - the time interval when the specified task is to be executed. Possible values are for example:

- ○ `*` - is always performed.
- ○ `*/10` - every 10 (or other specified number).
- ○ `20` - when the type has a value of 20.
- ○ `3–5` - 3rd, 4th and 5th time unit. It is counted from zero, so each second can be written as a span of 0-59.
- ○ For example, if you want to trigger an event every 10 minutes, you enter the `*` and into the field **Minutes** you enter `*/10`.
- **Startup after boot** - Specifies whether to run the task automatically when WebJET starts (e.g., to update data).
- **Allowed** - Indicates whether the task is currently enabled or disabled. If enabled, it will execute according to the specified schedule. If it is disabled, it will not run at all.
- **Audited** - Determines whether records of task performance are recorded in the audit. This option is useful for tracking and controlling task execution.
- **Running on a knot** - Specifies on which node or server to run the task if you are working in a multinode cluster environment.

Changes to task timing are applied immediately, but tasks that have already started will remain running until they finish.

7.1. Standard tasks

[sk.iway.iwcm.system.cron.Echo](https://github.com/webjetcms/webjetcms/tree/main/src/webjet8/java/sk/iway/iwcm/system/cron/Echo.java) - Diagnostic task - prints its first parameter to the console.

Parameters:

1. The text you want to type.

[en.iway.iwcm.system.cron.DownloadURL](https://github.com/webjetcms/webjetcms/tree/main/src/webjet8/java/sk/iway/iwcm/system/cron/DownloadURL.java) - It downloads the URL and sends it to your email.

Parameters:

1. URL, including `http://` prefixes, e.g. `https://www.interway.sk/`.

2. Sender's email.

3. Recipient (possibly several separated by a comma).

4. Subject of the report.

sk.iway.iwcm.system.cron.SqlBatchRunner
(https://github.com/webjetcms/webjetcms/tree/main/src/webjet8/java/sk/iway/iwcm/system/cron/SqlBatchRunner.java) - Executes SQL
statements specified as parameters.

Parameters: SQL statements, separated by a character `|` .

en.iway.iwcm.filebrowser.UnusedFilesCleaner
(https://github.com/webjetcms/webjetcms/tree/main/src/webjet8/java/sk/iway/iwcm/filebrowser/UnusedFilesCleaner.java) - Scans the specified
directory (file directory) for indexed files that are no longer referenced by any page, and unpublishes such files. This is because such unused
files could appear in search results. Automatic purging is only meaningful for automatic indexing, which is enabled by the configuration variable
`fileIndexerIndexAllFiles` .

Parameters:

1. A directory for scanning, e.g.: `/files` .

2. The email to which notifications of deleted files will be sent.

3. `true/false` Value. If the value is set `true` , the site will be unpublished. If `false` , only a notification will be sent.

en.iway.iwcm.doc.GroupPublisher (https://github.com/webjetcms/webjetcms/tree/main/src/webjet8/java/sk/iway/iwcm/doc/GroupPublisher.java) -
Publishes scheduled changes to web page folders.

Parameters:

- He doesn't.

en.iway.iwcm.calendar.CalendarDB
(https://github.com/webjetcms/webjetcms/tree/main/src/webjet8/java/sk/iway/iwcm/calendar/CalendarDB.java) - Sends email notifications about
upcoming events in the event calendar.

Parameters:

- He doesn't.

en.iway.iwcm.components.seo.SeoManager
(https://github.com/webjetcms/webjetcms/tree/main/src/webjet8/java/sk/iway/iwcm/components/seo/SeoManager.java) - It detects the ranking of
a page in search engines according to keywords.

Parameters:

- He doesn't.

en.iway.iwcm.system.monitoring.MonitoringManager
(https://github.com/webjetcms/webjetcms/tree/main/src/webjet8/java/sk/iway/iwcm/system/monitoring/MonitoringManager.java) - Stores data for
server monitoring.

Parameters:

- He doesn't.

en.iway.iwcm.stat.StatWriteBuffer (https://github.com/webjetcms/webjetcms/tree/main/src/webjet8/java/sk/iway/iwcm/stat/StatWriteBuffer.java) -
The data on web page traffic statistics are collected in memory. When this class is executed, the memory is cleared and written to the database.

Parameters:

- He doesn't.

[en.iway.iwcm.stat.heat_map.HeatMapCleaner](https://github.com/webjetcms/webjetcms/tree/main/src/webjet8/java/sk/iway/iwcm/stat/heat_map/HeatMapCleaner.java) - Deletes the generated images of the temperature maps of the clicks in the statistics.

Parameters:

- He doesn't.

[en.iway.iwcm.system.ConfPreparedPublisher](https://github.com/webjetcms/webjetcms/tree/main/src/webjet8/java/sk/iway/iwcm/system/ConfPreparedPublisher.java) - Publishes scheduled changes to configuration variables.

Parameters:

- He doesn't.

[en.iway.iwcm.components.file_archiv.FileArchivatorInsertLater](https://github.com/webjetcms/webjetcms/tree/main/src/webjet8/java/sk/iway/iwcm/components/file_archiv/FileArchivatorInsertLater.java) - Publishes scheduled changes to the file archive.

Parameters:

- He doesn't.

8. HTTP headers

The HTTP Headers application in the Settings section allows you to define HTTP response headers (`HTTP Response Header`) based on the URLs of the displayed page. The headers are separated by domain, they are set separately for each domain.
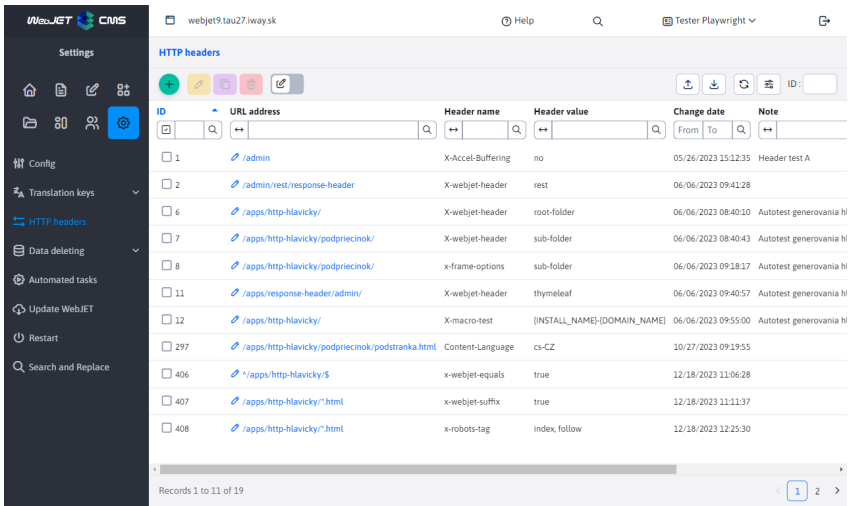
If there are multiple headers with the same name, the header with the longest match in the URL is used. In the example you can see the different values for the header `X-webjet-header` for URLs `/apps/http-hlavicky/` a `/apps/http-hlavicky/podpriecinok/` . Value for the page `/apps/http-hlavicky/podpriecinok/stranka.html` will be used based on the longest URL match, which means it will have the value `sub-folder` .
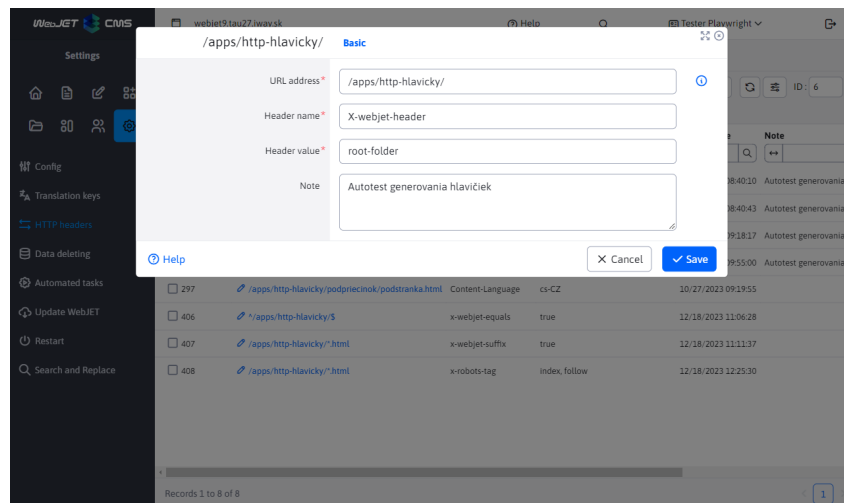
8.1. Editor
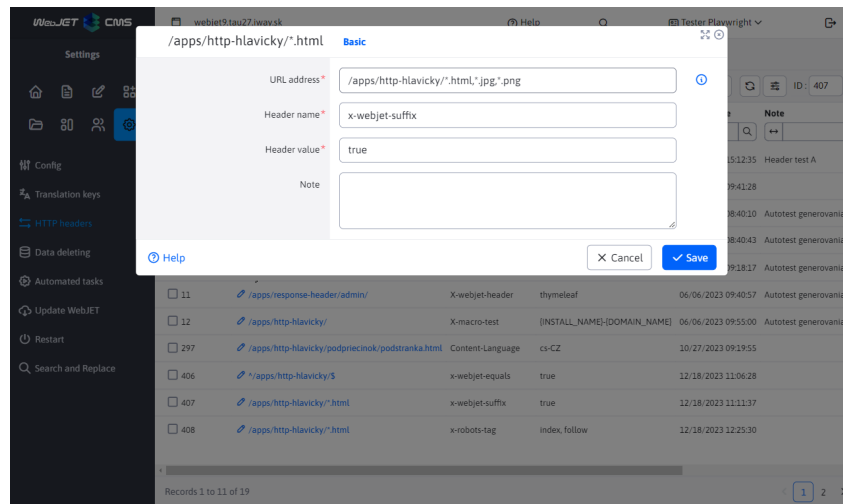
The header editor contains fields:

- **URL address** specifies for which URLs the header is defined. The following notation is supported:
  - `/folder/subfolder/` - header is generated for all URLs that start with the specified value.
  - `^/path/subpath/$` - header is generated for an exact URL match.
  - `/path/subpath/*.pdf` or `/path/subpath/*.pdf,*.jpg` - header is generated for URLs starting with `/path/subpath/` and ending at `.pdf` or, in the latter case, also for `.jpg`.
- **Header name** specifies the name of the header itself that is being added.
- **Header value** specifies the value of the set header.
- **Note** additional information, e.g. who requested the setting of the header and when. The value is displayed only in the administration.

As an example, use the image above with the editor of an already created record. These values specify that for each URL that starts with `/apps/http-hlavicky/`, an HTTP header is generated `x-webjet-header` with value `root-folder`.

You can use a macro in both the name and the value `{HTTP_PROTOCOL}, {SERVER_NAME}/{DOMAIN_NAME}/{DOMAIN_ALIAS}, {HTTP_PORT}`, which will be replaced by the value obtained on the server. `SERVER_NAME` is a domain name from `request.getServerName()`, `DOMAIN_NAME` a `DOMAIN_ALIAS` are the domain or alias values set in the website. The value of `{INSTALL_NAME}` represents the name of the installation. Value `{HEADER_ORIGIN}` contains the HTTP header value `origin`.

Warning: some headers are set directly via configuration variables and can sometimes change the set value (e.g. `x-robots-tag` for a page with crawling disabled), see the list for Safety tests (https://docs.webjetcms.sk/latest/en/sysadmin/pentests/README).

8.2. Web pages

When a web page is displayed, the HTTP header is automatically set `Content-Language` by folder/template language. If you set a different value in the header application, the set value is used regardless of the folder/template language.

8.3. Settings for files

For URLs starting with `/files,/images,/shared` the HTTP header is automatically set `Content-Language` according to the basic language of administration in the conf. variable `defaultLanguage`. In addition, they are set according to the following rules:

- if the URL contains `/en/` is set `en-GB`
- if the URL contains `/de/` is set `de-DE`
- if the URL contains `/cz/` is set `cs-CZ`
- if the URL contains `/sk/` is set `sk-SK`

Country based on language is obtained from the conf. variable `countryForLng`, if not specified, the same value as the requested language is used as the country.

9. List of keys

The Translation Keys section allows you to create/edit/duplicate translation keys or import or export them.

Each entry in the table contains all language combinations for the translation key, as well as their original values before the change. Their original value is given by the file, and you can update this value or keep it.
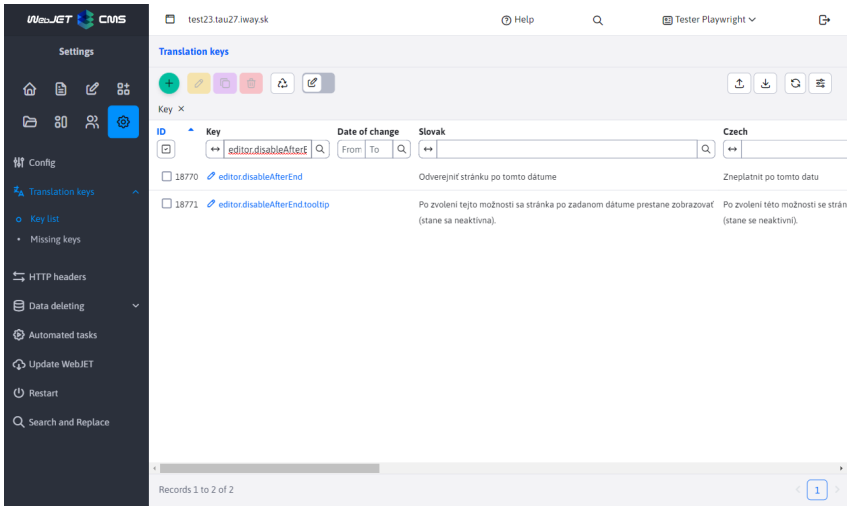
9.1. Types of translation keys

Translation keys can have imaginary types, depending on how the key was created and what operations were performed on it.

- The original handle - it was loaded from a translation key file and has never been modified.
- Modified key - created if you modify the value of the original key read from the file. Whether the value is the same as the one from the file or not, the new version of this key and all values will be saved in the database and the original values from the file will be displayed in the original value fields.
- A new key is one that was not obtained from the translation key file, but was created using the editor. Such a key is stored in the database together with all language translations.

9.2. Creating a new key

When creating a new translation key, you need to specify the key itself (it should be unique and include the application/module name in the prefix to clearly distinguish it) and its translation value in the defined languages. You may also notice that when creating a new key, the fields with the original values are hidden, as this is a new record.

9.3. Modifying an existing key

When editing an existing record, the editor will also display fields with the original values for each language separately. The original values are those that were obtained from the translation key file. You can see these original value fields but you cannot edit them.

9.4. Deleting the key

Deleting a translation key is a more complex process that can vary depending on the type of translation key. Only keys created/modified in the database that are not directly in the translation file can be deleted:

- New key - if you try to delete it, all its language translations are deleted from the database. This means that you will no longer be able to find this translation key in the table.
- Original key with new values - when attempting to delete this key, only the new database values are deleted and the translation key becomes the original key defined in the file (so that the values are set again as they were read from the file). We will be able to find this key further in the table.
- Original handle - **cannot be removed**. These keys were obtained from a translation key file and the file cannot be modified. When you attempt to delete such a key, you will be notified that this key cannot be deleted.
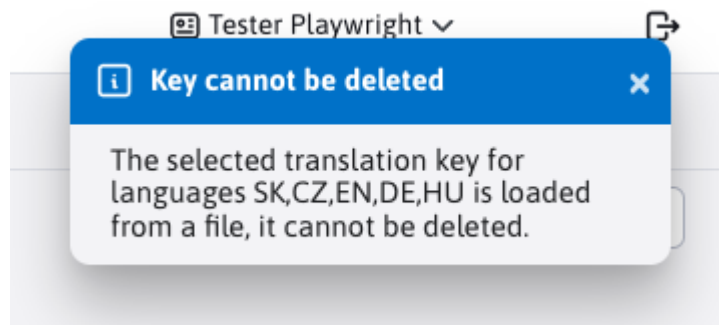
9.5. Import

When importing, you can choose to import only new (not yet existing) keys. The existence of a key is checked for each language during import, so the key is only imported if it does not exist. Thus, the value of an existing key is not overwritten.
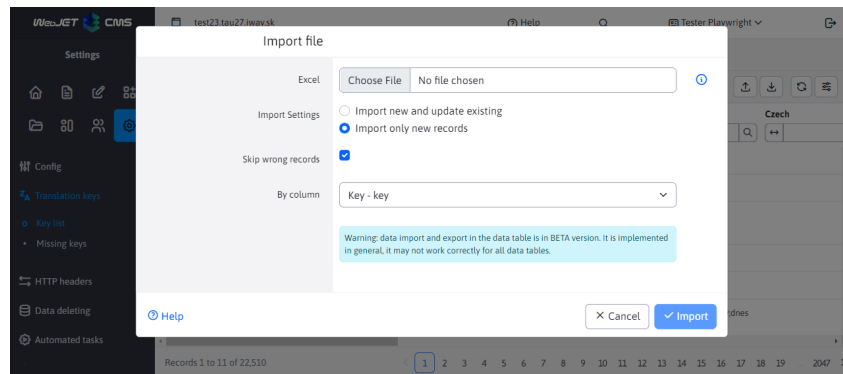

10. Missing keys

The Missing Keys section displays translation keys that were requested for translation but were not found. No type of record editing is allowed in this section. Only export of records is allowed.

In addition to the missing key and language itself, the table shows the time at which the translation of the key was last requested and the last URL of the page on which the translation was called.

Click on the button **Delete all** delete the memory of the list of missing keys, then the list will start filling up again. This is useful if, for example, you need to check if a page is missing translations.
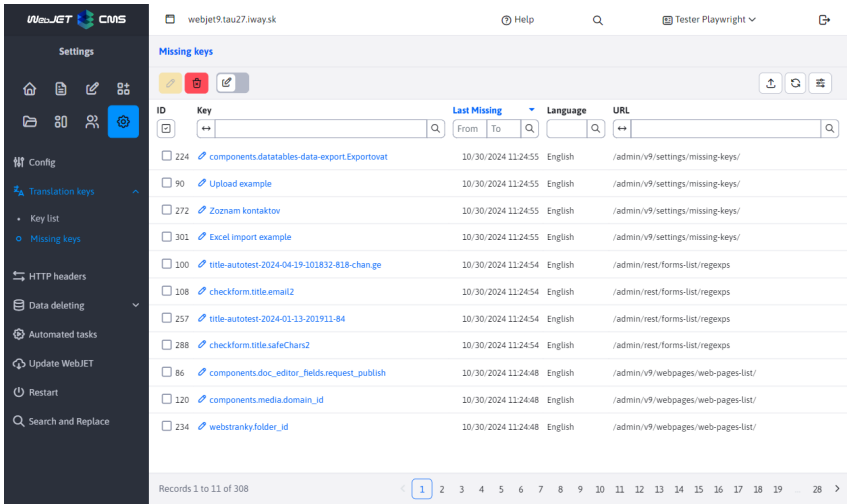
Note: the ID column only contains a sequence number for correct display, the key may always have a random ID value, it cannot be navigated by it.

Clicking on the key will bring up an editor where you can complete the translation and save it immediately.