

Alfresco 5.0

Alfresco Web Quick Start User Help



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Using Alfresco Web Quick Start

Web Quick Start is a set of website design templates, built on top of the powerful Alfresco Share content management and collaboration framework. With Web Quick Start, developers can rapidly build customized, dynamic web applications with powerful content management features for the business users, without having to start from scratch.

A flexible platform for web developers

Often when new websites and web applications are created for new business initiatives, the initial focus is solely on the customer who is going to be visiting the website. Dynamic web applications are created using modern frameworks—like Alfresco Surf (for Spring MVC)—on top of lightweight, open source databases to serve up dynamic content. The problem comes when the business users (content owners) want to begin updating the content. Now developers have to tackle adding content management features instead of front-end website improvements.

Web Quick Start is a customizable example of a dynamic website built in Alfresco Surf—but with an Alfresco Share content repository for feature-rich in-built content management. Developers can stay focused on end-user functionality and let Alfresco Share take care of content management for the business.

Collaborative web content creation

Users need the flexibility to use their tool of choice when creating and updating web content. Web Quick Start provides:

- **In context web editing:** Using standard web browsers, users can select content from the editorial site by navigating the website and edit it right in their browser.
- **Office-to-Web:** Users can draft content using MS Office, collaborate in real time through Google Docs, and then use automated rules to publish to the web (maintaining the CSS standards of the site).
- **Shared Network Drive:** Leveraging industry standards, (CIFS) users can map the web library as if it were just another network drive. This allows users to simply drag-and-drop new web content from their desktop to the web.
- **Powerful sharing features:** Alfresco's Share interface allows for easy sharing, collaboration, and co-authoring, along with automated rules and workflows, to help manage the review, approval, and publish process.

The Alfresco web library provides support for all web based content (including text, images, video, and audio files).

Easy administration

Web Quick Start makes it easy for non-technical users to change the website without the need to resort to developing code. Given the right security setting users can:

- **Create new sites:** Sites can be created to support specific marketing campaigns (such as a new micro-site to support the launch of the next video game). A simple wizard guides the user through the site creation process.
- **Modify navigation:** Site navigation can be modified without the need to reprogram or use complex XML configuration files.
- **Define dynamic content collections:** Content owners can define dynamic content sets that will automatically update each time a user visits the site, such as showing the latest three customer case studies on the home page.

An open platform

Distributed under the Apache software license, Web Quick Start provides the perfect development platform for building content-driven, Java based web applications. Web Quick Start is built using open source software and open standards including Java, CMIS, Spring, Alfresco Surf, and REST.

Getting Started

Alfresco Web Quick Start is a sample web application built on the Alfresco WCM platform. It provides an end-to-end WCM example including an authoring and publishing environment using Alfresco Share and a web application built using Spring MVC, Alfresco Surf, and OpenCMIS. The website is delivered dynamically using Alfresco as a CMIS runtime.

The primary design goals of the Quick Start application are to illustrate the power of the Alfresco WCM platform in an easy-to-install package and to provide developers with a strong starting point for their Alfresco implementations. Both of these goals are fundamentally aimed at getting both business people and developers up and running with the Alfresco WCM platform in as short a time as possible. The Alfresco core product has not been changed in any way; it has simply been extended using the many standard hooks provided by the Alfresco product. As such, this user help is an extension of the core Share user help and does not replace it.

The content, layout, and design of the Quick Start demo website is managed by Alfresco Share. Alfresco Web Editor is available for in-context editing on some website pages.

This help assumes you are familiar with Alfresco Share.

Before you begin

The Web Quick Start demo includes two different sets of sample website data, each one representing a different industry.

The user responsible for creating the Quick Start site in Share selects the desired industry and imports that data into the empty site. The options are:

- Finance
- Government

The structure of each Share site is the same: the sample sites have the same number and arrangement of sections. The differences between the sites are found in some folder names and titles, and the images provided.

For the purpose of this document, all examples reference the **Finance** sample site.

Becoming familiar with the content

Before proceeding with the Web Quick Start tasks, it is important to take some time to understand the Quick Start terminology and the structure of the website content as it exists in Share.

The Quick Start demo site in Share is separated into two main folders: **Quick Start Editorial** and **Quick Start Live**. This folder structure provides a separation between the content that is being authored by the editorial team and the finished, reviewed, and published content that is visible on the live website.

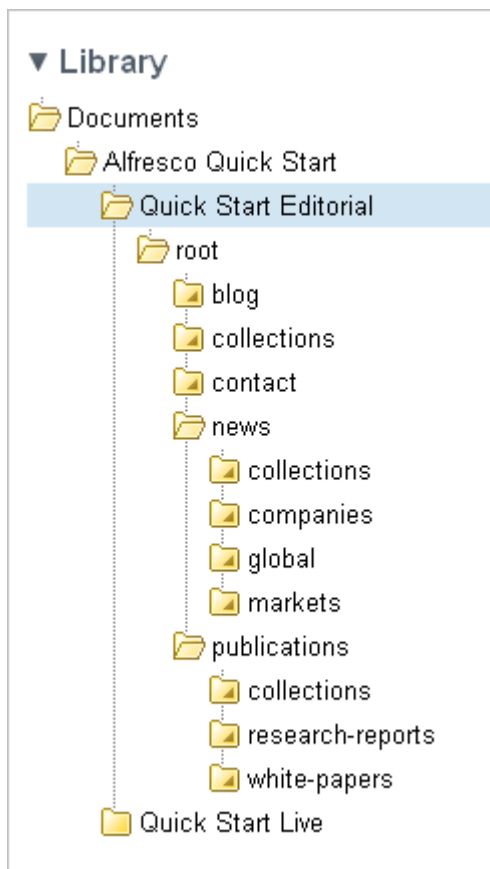


The default configuration assumes that you are running the Web Quick Start demo on your local machine. If this is not the case, then you must change the host name and port for the

website in order to view it. The folders **Quick Start Editorial** and **Quick Start Live** hold the configuration for the editorial and live versions of the website respectively.

All content is delivered dynamically, meaning that any changes to the content update immediately. However, the Web Quick Start web application is configured with a default section cache time of one (1) minute, so changes to a section configuration—such as the section title, description, or template mapping can take up to one minute to display on the website. If changes are not immediately visible on the website after such an edit, wait a short time and then refresh the page.

Within the **Alfresco Quick Start** folder hierarchy, all folders—those existing and any new ones created—are specialized to be of the type `ws:section`. As such, each folder (such as **root**, **blog**, **contact**, **news**, and **publications**) represents a different section of the Quick Start website—with the exception of the **collections** folders.



The **root** section corresponds to the Home page of the Quick Start demo website. Beneath this, the **blog**, **contact**, **news**, and **publications** sections correspond to the navigation links of the same names in the website header. Both the **news** and **publications** sections contain subsections, which appear as sub-menu items in the website header.

In the Share site, every section includes an **index.html** file and a **collections** subfolder. The **index.html** file is the asset used by the section's landing page. The **collections** folder is used to manage asset collections for that section. The **index.html** file and **collections** folder are created automatically when you create a new folder.

An asset collection is simply a collection of content assets, referred to as *web assets*, grouped as the content editor sees fit. As an example, refer to the folder **Quick Start Editorial > root > collections**, which contains the following four asset collections for the Home page:

blogs.latest

A dynamic asset collection that populates the Latest Blog Articles region of the web page

featured.links

A static asset collection that populates the Featured region of the web page

news.featured

A static asset collection that populates the carousel at the top of the web page

news.top

A static asset collection that populates the News and Analysis region of the web page

A *static asset collection* allows you to manually select specific assets to be displayed within a given region of the website. Static asset collections provide fine grained editorial control. A *dynamic asset collection* allows you to automatically select website assets for display. Dynamic asset collections execute a query on a scheduled basis (for example, select the three most recent blog articles and then repeat this query every five minutes). These two types of asset collections provide the editorial team with a flexible method for keeping the website content both accurate and current.

An asset collection is considered to be dynamic if it has a query specified on it. An asset collection with no query specified is implicitly a static asset collection.

Home page

In the Quick Start Share site, the **root** section of the **Quick Start Editorial** branch drives the content and configuration of the website Home page.

The topics in this section enable you to explore the Home page features by configuring the page templates, navigation links, and carousel. To do this you will use the following content in the Quick Start Share site:

Alfresco Quick Start > Quick Start Editorial > root

This section contains the website sections: **blog**, **contact**, **news**, and **publications**. The metadata for the **root** section defines the template mappings and rendition configurations for the Home page and, potentially, for other section pages if they are defined to inherit the parent configurations.

Alfresco Quick Start > Quick Start Editorial > root > collections

This folder contains the asset collections for the various regions of the Home page.

Specifying a template

In Share, you configure template mappings at the section level. This enables you to specify one or more templates to use for content contained within each section.

In the sample Share site, this includes the following section folders:

- root
- root > blog
- root > contact
- root > news
- root > news > companies
- root > news > global
- root > news > markets
- root > publications
- root > publications > research-reports
- root > publications > white-papers

You can specify templates for a section's landing page (`ws:indexPage=`) and for the articles (`ws:article=`) contained within the section folder. You can also specify the default template for any content within the section (`cmis:document=`).

As an example, the **blog** section folder has the template mapping `ws:article=articlepage2`. This indicates that all requests going to that section where the content type is `ws:article` are mapped to the template `articlepage2`.

This configuration is hierarchical, so if a template mapping is not found for the requested section, the parent is then checked. This process repeats up to the **root** section. The **root** section holds the site-wide template configuration settings.



You can specify a template mapping on an individual asset to override the mapping specified at the section level. To do this, edit the metadata (access the full metadata page) for the asset you want to work with and enter the name of the desired template in the **Template Name** field.

This task assumes you are in the Document Library page component of the Quick Start site and that the **Show Folders** feature is enabled.

1. Navigate to **Alfresco Quick Start > Quick Start Editorial**.
2. Navigate to the section folder for which you want to configure templates.
3. Click **Edit Properties** in the associated action list.

The **Template Mapping** field accepts multiple entries. Each entry is a name/value pair where the name is a type name and the value is a template name. For example:

```
cmis:document=baseTemplate
```

4. Update the **Template Mapping** field as desired to specify the default templates for the current section.



Separate multiple entries with a comma.

5. Click **Save**.

In the Quick Start website, navigate to the Home page to view the changes. Refresh the page if the changes are not immediately visible.

Configuring the navigation links

The website template defines that each section (folders of the type `ws:section`) in the **Quick Start Editorial** branch of the library appears in the web page header navigation links, either as a top-level item or within a sub-menu. Within Share, you can configure the order in which these navigation links display or you can choose to exclude a section so that it does not appear in the header at all.

This task assumes that you are in the Document Library page component of the Quick Start site and that the **Show Folders** feature is enabled.

1. Navigate to **Alfresco Quick Start > Quick Start Editorial > root**.
2. Locate a section folder (**blog**, **news**, or **publications**) and click **Edit Properties** in the associated action list.

The **Title** field contains the text that will appear in the web page header for the related link.

3. Edit the value in the **Order Index** field to change the display order of the links in the header.

The template uses the value in this field to order the section links. The section with the lowest value in this field appears to the right of the Home link and the remaining links are added in ascending numerical order. Negative numbers are accepted. Upon installation, the website sections are configured to appear in the order News (20), Publications (50), and Blog (80).

Changing the **Order Index** value for the **blog** section to 10 will change the order in the header to Blog, News, Publications.

You change the order of the links in the sub-menus in the same way. The section with the lowest value appears as the first item in the sub-menu.



You can enable the option **Exclude from navigation** to remove the Blog link from the header.

4. Click **Save**.

In the Quick Start website, navigate to the Home page to view the changes. Refresh the page if the changes are not immediately visible.

Configuring the Home page carousel

The carousel template component at the top of the Home page in the demo website is a static asset collection in the **root** section. With this asset collection, named **news.featured**, you can manually select the content you wish to display. In this example, three web assets—each one an HTML Article residing in **Alfresco Quick Start > Quick Start Editorial > root > news**—are associated with the asset collection. Each asset is defined with a title, description, and primary image. It is this content that displays in the carousel.

This task assumes you are in the Document Library page component of the Quick Start site and that the **Show Folders** feature is enabled.

1. Navigate to **Alfresco Quick Start > Quick Start Editorial > root > collections**.
2. Locate the folder **news.featured** and click **Edit Properties** in the associated action list.

The value in the **Maximum Size** field indicates the maximum number of assets that can be associated with this template component.

The **Web Assets** list indicates the content currently selected to display in the carousel.

3. Click **Select** beneath the **Web Assets** label to edit the content associated with the carousel. You can add and remove assets.

On the **Select** page, the right column displays the assets already associated with the carousel. The left column displays the repository structure, which you navigate to locate the desired assets.

The button at the top of the repository structure indicates your current location in the repository. Click this button to display the full path; click a location in the path to return to that point. Click the up arrow to return to the previous level in the hierarchy.

- a. To add a web asset, navigate the structure in the left column and click the **Add** icon to the right of the assets you wish to associate with the carousel.
 - b. To remove a web asset currently associated with the carousel, click the **Remove** icon to the right of the asset in the right column.
 - c. Click **OK** to save the changes.
4. Click **Save**.

In the Quick Start website, navigate to the Home page to view the changes. Refresh the page if the changes are not immediately visible.

News

In the Quick Start Share site, the **root > news** section drives the content and configuration of the News landing page and its subsections—the Global Economy, Companies, and Markets pages—on the Quick Start website.

The topics in this section use the News content to explore functionality that allows you to create an article, associate an image with an article, and edit asset collections to select website content.

Writing a news article

Create an article in the Quick Start Share site so that it can then be added to asset collections to be included as website content. Content created within the Quick Start Editorial branch of the site is automatically given the type `ws:article`.

This task assumes you are in the Document Library page component of the Quick Start site and that the **Show Folders** feature is enabled.

1. Navigate to **Alfresco Quick Start > Quick Start Editorial > root > news**.
2. Select the subsection where you wish to add a new article: **companies**, **global**, or **markets**.

As an example, selecting **global** displays the contents of the Global Economy page in the demo website: two articles and their related images. An article created here will display on the Global Economy page.

3. Click **Create Content** and then select **HTML**.

The **Create Content** page appears.

4. Type a name for the page. This is the filename for the item in the Document Library.

The **Name** field does not support the following special characters: * " < > \ / . ? : and |. When the name contains a disallowed character, the **Create** button is disabled.



There is an exception regarding the period: the content name can include a period as long as it is not the last character. This allows you to add an extension (for example, `.txt`, `.html`, or `.xml`).

5. Provide a title and description.

This is the information that will appear on the web page.

6. Type the desired content in the **Content** box.

Use the features provided to format the text; insert bulleted and numbered lists; insert or edit links, anchors, and images; and insert and customize tables. To assist with editing, use the undo, redo, and remove formatting features as needed. Position the cursor over an icon to display its function. Click and drag the bottom right corner to resize the text editor.

7. Click **Create**.

The page closes and the item list displays the newly created HTML content. This article is now available to be added to web pages through a static or dynamic asset collection.

Selecting an image to accompany an article

Associate an image with an article to have it appear alongside the article on various pages of the Quick Start website.

This task assumes you are in the Document Library page component of the Quick Start site and that the **Show Folders** feature is enabled.

1. Navigate to **Alfresco Quick Start > Quick Start Editorial > root > news > companies**.
2. Click **Edit Properties** in the action list for the item **article1.html**.
3. On the **Edit Properties** page click **All Properties** in the upper right corner to display all metadata for this article.

The item **article_image1.jpg** beneath the **Primary Image** label indicates the image currently associated with the selected article.

4. Click **Select** beneath the **Primary Image** label to associate a different graphic with the news article.

The button at the top of the repository structure indicates your current location in the repository. Click this button to display the full path; click a location in the path to return to that point. Click the up arrow to return to the previous level in the hierarchy.

5. Locate and add the desired image as follows:

- a. In the right column, click the **Remove** icon to the right of the currently selected image to remove it.
- b. Navigate the structure in the left column to locate the image you wish to associate with the new article.



For this example, you will select from the images currently available in the demo Share site. To add your own image, you must first upload it from your computer to the site.

- c. Click the **Add** icon to the right of the image you wish to associate with the carousel.
- d. Click **OK** to save the changes.



There are no templates that make use of the secondary image. However, users creating templates for their own websites might choose to use this feature.

6. Click **Save**.

On the Quick Start website, navigate to the Home page to view the changes. Refresh the page if the changes are not immediately visible.

Selecting articles for the landing page

You use asset collections—collections of web assets—to populate the Quick Start website pages with the desired content from the Quick Start site in Share. The two types of asset collections, *static* and *dynamic*, enable you to manually select the desired web assets or automatically generate assets from a query run on a configured interval.

Refer to the following topics to explore editing a static asset collection (**featured.articles**) to select articles for the News page and editing a dynamic asset collection (**section.articles**) to populate the links in the More News sidebar of the News landing page.

Configuring a static asset collection

Edit a static asset collection to manually select the web assets to be used by that collection. You can add and remove assets from an existing collection.

This task assumes you are in the Document Library page component of the Quick Start site and that the **Show Folders** feature is enabled.

1. Navigate to **Alfresco Quick Start > Quick Start Editorial > root > news > collections**.
2. Locate the folder **featured.articles** and click **Edit Properties** in the associated action list.

The **Web Assets** list displays the content currently selected for use by the asset collection **featured.articles**.

The **Maximum Size** field is used only for dynamic asset collections.

3. Click **Select** beneath the **Web Assets** label to edit the associated content.

On the **Select** page, the right column displays the assets already selected. The left column displays the repository structure, which you navigate to locate the desired assets.

The button at the top of the repository structure indicates your current location in the repository. Click this button to display the full path; click a location in the path to return to that point. Click the up arrow to return to the previous level in the hierarchy.

- a. To add a web asset, navigate the structure in the left column and click the **Add** icon to the right of the assets you wish to associate with this portion of the web page.
 - b. To remove a currently associated web asset, click the **Remove** icon to the right of the asset in the right column.
 - c. Click **OK** to save the changes.
4. Click **Save**.

In the Quick Start website, navigate to the News landing page to view the changes. Refresh the page if the changes are not immediately visible.

Configuring a dynamic asset collection

There are several configurations that you can make when editing a dynamic asset collection. Edit the query to change the location from which the web assets are being retrieved or to exclude an asset from being selected. You can also change the maximum number of assets to be retrieved and the interval at which the query run.

This task assumes you are in the Document Library page component of the Quick Start site and that the **Show Folders** feature is enabled.

1. Navigate to **Alfresco Quick Start > Quick Start Editorial > root > news > collections**.
2. Locate the folder **section.articles** and click **Edit Properties** in the associated action list.

The **Query Language** field indicates if the defined query is CMIS (`cmis-alfresco`) or Lucene (`lucene`). The **Query** field displays the defined query.

The value in the **Maximum Size** field indicates the maximum number of assets that can be associated with this template component. The number of assets selected when the query is run will not exceed this value.

The **Minutes to Query Refresh** field displays the time interval, in minutes, at which the query is automatically run.

The **Web Assets** list displays the content currently selected for use by the asset collection **section.articles**. As this is a dynamic asset collection, the web assets listed are those that were retrieved the last time the query was run.

3. Edit the query as desired.

In the example

```
select d.* from cmis:document as d where in_tree(d, '${section:.}') and
d.cmis:objectTypeId='D:ws:article' order by d.cmis:creationDate desc
```

the default CMIS query retrieves articles and orders them in the **Web Assets** list by date/time. The query will retrieve up to 30 articles, as indicated by the value in the **Maximum Size** field.

You can use the keyword `section` in native CMIS queries in the following ways:

- The keyword `section` is used in this CMIS query to show all content items of type `ws:article` from the current section: `'${section:.}'`.
- To reference an absolute section from the site root, such as **Quick Start Editorial > root > blog**, use `'${section:/blog}'`.
- To reference a subsection of the current section, such as **Quick Start Editorial > root > news > companies**, use `'${section:companies}'`.
- To reference the parent of the current section, use `'${section:..}'`.
- To reference the site root, use `'${section:/}'`.

As the query is standard CMIS, you can also use standard property names, such as `cmis:contentStreamMimeType`. Therefore, to return all PDF documents within the current section, you could use:

```
select d.* from cmis:document as d where in_tree(d, '${section:.}') and
d.cmis:objectId='cmis:document' and
d.cmis:contentStreamMimeType='application/pdf'
order by d.cmis:creationDate desc
```

4. Click **Save**.

In the Quick Start website, navigate to the News landing page to view the changes. Refresh the page if the changes are not immediately visible.

Publications

In the Quick Start Share site, the **root > publications** section drives the content and configuration of the Publications landing page and its subsections—the Research Reports and White Papers pages—on the Quick Start website.

Out of the box, the Quick Start Share site is configured to automatically create a PDF rendition and thumbnail image of any Office content (.doc/.docx, .ppt/.pptx, .xls/.xlsx), and the Open Office equivalents, that you upload to the site. The **publications** section of the Share site is designed to demonstrate how to easily publish this PDF content.

Creating and publishing PDF content

Out-of-the-box and defined configurations make the process of creating and publishing PDF content simple. Upon upload, Microsoft Office (or Open Office equivalent) content is automatically converted to PDF format, along with a thumbnail image. Editing the item metadata enables you to provide a title and description that will appear when published. Publishing simply involves adding the web asset to the desired asset collection.

This task assumes you are in the Document Library page component of the Quick Start site and that the **Show Folders** feature is enabled.

1. Navigate to **Alfresco Quick Start > Quick Start Editorial > root > publications**.
2. Upload an Office file or Open Office equivalent from your computer to this section:
 - a. Click **Upload**.
 - b. Browse your computer to locate and upload the desired file.
 - c. Click **Upload File(s)** to upload the selected file.

An indicator informs you of the upload progress. When 100% displays for the file, you can proceed.

- d. Click **OK**.

When the selected content is uploaded to Share, a PDF version of the content is automatically created with the same name. This functionality is in place for all sections of the **Quick Start Editorial** branch of the library.

In addition to this, the following rendition is configured for the **publications** section: `application/pdf=ws:mediumPublicationThumbnail`. When a PDF document is created from an uploaded content item, this rendition configuration creates a medium thumbnail of the PDF that can be used on the web page. This thumbnail does not appear in the Document Library as a separate item but is available in the background for use by the template.

As the **research-reports** and **white-papers** subsections are configured to inherit the parent renditions, a medium thumbnail will be created for content uploaded and converted to PDFs in these locations as well.

3. Locate the PDF version of the uploaded content and click **Edit Properties** in the associated action list.
4. Provide a title and description.
This is the information that will appear on the web page.
5. Click **Save**.
6. Navigate to **Alfresco Quick Start > Quick Start Editorial > root > publications > collections**.
7. Locate the folder **section.articles** and click **Edit Properties** in the associated action list.
8. Click **Select** and add the PDF version of the uploaded content as a web asset.
9. Click **Save** on the Edit Properties dialog box.

In the Quick Start website, navigate to the Publications landing page to view a thumbnail of the uploaded content. Refresh the page if the changes are not immediately visible.

Working with visitor feedback

Visitors to the Quick Start website are able to provide feedback in two ways: by commenting on a blog post and by submitting a form on the Contact page. All visitor feedback received from these two sources is captured in the Data Lists page component of the Quick Start Share site where it can be managed.

In addition to capturing the Contact page visitor feedback in a data list, the submission of this website form triggers a simple workflow in the Share site, enabling a designated user (the system administrator by default) to track and address the communication.


Managing comments on blog posts

When a visitor to the Quick Start website posts a comment on a blog article, that comment is displayed on the website for all to see. If any website visitor finds the posted comment to be inappropriate or offensive, they have the option of reporting the post.

The **report this post** action flags the comment in the Visitor Feedback data list in Share so that it can be reviewed and managed. This can involve editing the comment, reinstating it, or deleting it completely.

On the website, a reported entry remains visible but displays only the name of the visitor who posted the comment and the date/time it was posted. The comment content is replaced with the text ***** This comment has been removed. *****.

The tasks in this section assume you have submitted comments on both blog posts and the Contact page of the Quick Start demo website.

1. Navigate to the Data Lists page component of the Quick Start Share site.
 If the Data Lists component does not appear on the site banner, use the **Customize Site** feature to add this component to the site.
2. In the browsing pane, click the **Visitor Feedback** list for the Web Quick Start Editorial site.
The main view displays the Visitor Feedback list containing all comments made by website visitors. All information provided on the website forms is included in the data list, as well as some additional data.

The value in the **Type of Feedback** column indicates the origin of the comment: the value **Comment** indicates a blog post comment and the value **Contact Request** indicates a submission on the Contact page.

The value **true** in the **Comment has been flagged** column indicates that a blog comment has been reported by a website visitor.

The **Relevant Asset** column indicates the web asset with which the comment is associated.

3. View the website comments and manage them as appropriate.

Editing reported blog comments

The Visitor Feedback data list provides a single location for you to review and edit comments made to blog articles on the Quick Start website. Reported comments are indicated by the value **true** in the **Comment has been flagged** column.

When reviewing flagged comments, the manager can choose to edit or reinstate the comment.

This task assumes you are in the Data Lists page component of the Quick Start site and the Visitor Feedback list is displayed.

1. In the Visitor Feedback list, locate a flagged comment.
A value of **true** in the **Comment has been flagged** column distinguishes a comment as having been reported.
2. Position your cursor over the comment of interest to display the available actions and click the **Edit** icon in the **Actions** column.
The **Edit Data Item** page appears displaying the details for the selected item.
3. Edit the comment as desired.
 - a. Deselect the **Comment has been flagged** check box to reinstate the comment on the website.
 - b. Edit the **Visitor's Comment** as necessary.
4. Click **Save**.
The comment is updated on the Quick Start website.

Deleting a comment

When reviewing flagged comments, you have the option to completely remove a comment from the website.

This task assumes you are in the Data Lists page component of the Quick Start site and the Visitor Feedback list is displayed.

1. In the Visitor Feedback list, locate a flagged comment.
A value of **true** in the **Comment has been flagged** column distinguishes a comment as having been reported.
2. Position your cursor over the comment of interest to display the available actions and click the **Delete** icon in the **Actions** column.
A message prompts you to confirm the deletion of the selected list item.
3. Click **Delete**.
A message indicates the selected list item has been deleted. The related comment no longer appears on the Quick Start website.

Responding to contact page submissions

To easily track comments and queries originating from the contact page, submission of this form on the website triggers a simple workflow in Share. This results in the creation of a task that appears in the My Tasks dashlet on the personal dashboard. By default, the task is assigned to the administrative user.

This task assumes you have customized your personal dashboard to display the My Tasks dashlet and that you have submitted a comment on the contact page of the Quick Start website.

1. Click **My Dashboard** on the Share toolbar.

The My Tasks dashlet displays a task of the type **Handle Contact Task** for each form submitted on the contact page of the Quick Start website.



Each task listed has a related item in the Visitor Feedback data list.

2. Position your cursor over a **Handle Contact Request** task to display the available actions.
3. Click **Edit Task**.

The **Edit Task** page displays the details for the selected task. The **Items list** includes a link to the content created at the time the contact form was submitted.

4. In the **Items list**, click the link provided to display its content.

The properties section of the details page displays the information submitted by the visitor: name, email address, subject, and comment.

5. When you have reviewed and addressed the comment, return to the **Edit Task** page to update the details: **Comment**, **Due Date**, **Percent Complete**, **Priority**, and **Status**.
6. On the **Edit Task** page, complete the task as appropriate:
 - If the task is incomplete and you will continue to work on it yourself, click **Save and Close**.
 - If the task is incomplete and you want to assign it to another user, click **Reassign**.
 - If the task is complete, click **Task Done**.

Completed and reassigned tasks are removed from the **My Tasks** dashlet.

Specifying the notification recipient

By default, tasks arising from the creation of a website comment are assigned to the administrative user. If desired, you can configure the website to specify the user who is to receive these notifications. You can do this for both the Editorial and the Live website.

To see the desired result of this setting, your installation of Share must have more than the default administrative user. Refer to the Share user help for details on creating a new user.

1. Navigate to **Alfresco Quick Start**.
2. Click **Edit Metadata** in the action list for the folder **Quick Start Editorial**.

The Site Configuration field contains the entry `isEditorial=true`, which indicates that the Alfresco Web Editor is to be shown on the website. This field accepts multiple entries.

3. In the Site Configuration field, add `feedbackAssignee.Contact Request=user`, where `user` is the user name of the person you want to receive the notifications.



Separate multiple entries in this field with a comma.

4. Click **Submit**.

The next time you submit a form on the Contact page of the website, the resulting task will be assigned to the user specified in the Site Configuration field.

Creating multi-lingual websites

The Government website that is included with Web Quick Start is an example of a multi-lingual based website. The multi-lingual features allow you to easily set up your site to include, organize, and manage one or more translations of your website content.


Up to this point you have been working with the Finance site. The examples in this section refer to the **Government** sample site.

Preparing a section for translation

To create separate editions of your website for different locales, you begin by making the top-level section translatable. Once you set the locale for the existing content you can create sections to hold the translated content.

In the Government sample site you see the section **en** directly beneath the **root** section. This is intended as the starting point for creating translations of your website. When working from a translatable section, Alfresco automatically reproduces the correct website structure as you go.

This task assumes you are in the Document Library page component of the Quick Start site (Government sample site) and that the **Show Folders** feature is enabled.

1. Navigate to **Alfresco Quick Start > Quick Start Editorial > root**.
2. Locate the section **en** and click **Manage Translations** in the associated action list.
The **Manage Translations** page opens. A message on this page indicates that the section has not yet been enabled for translations.
3. Click **Mark this as the English translation** in the Action column.
This sets the locale of the entire section to English. You can now create a new section to hold your translated content.
4. In the Action column click **Create** for the language to which you want to translate the content.
The **Create Content** page appears.
5. Type a name for this section.
As an example, when creating a German translation you might name it **de**.
The Name field does not support the following special characters: * " < > \ / . ? : and |. When the name contains a disallowed character, the **Create** button is disabled.
 There is an exception regarding the period: the content name can include a period as long as it is not the last character. This allows you to add an extension (for example, .txt, .html, or .xml). Provide a title and description.
6. Click **Create**.
The details page for the new section is displayed.
7. Click **Manage Translations** on this page to display the translation information. The table shows that the original section (**en**) and the new section are related to each other as translations.
In the breadcrumb path click the section you just created. The root section in the library tree now displays two language branches. As with all new sections, an **index.html** file and **collections** folder were created automatically.

Translating an asset within a translated section

This task assumes you are in the Document Library page component of the Quick Start site, the **Show Folders** feature is enabled, and you created a translation for a section in the Government sample site.

1. Navigate to **Alfresco Quick Start > Quick Start Editorial > root > en**.
2. Locate the asset that you want to translate and click **Manage Translations** in the associated action list.

At the top of the **Manage Translations** page you see the link **Mark this document as the English translation**. Alfresco recognizes that this asset is inside the section marked as English and conveniently puts this action in a prominent location.

3. Click **Mark this document as the English translation**.
4. In the Action column click **Create** to the right of the language for which you have already created a translation section.

The **Create Content** page appears.

5. Complete the form by entering a translation of the original text in the **Content** text editor. It is not necessary to change the name of the item as this asset will be placed in a different folder.
6. Click **Create**.

This creates a new asset and displays its details page. The breadcrumb path shows the location of the new asset in its appropriate language section. Alfresco recognizes that this is a translation and automatically creates the correct website structure for you as you create the translated assets.

As an example, if you create a translation of the asset **root > en > news > family-home-community > article3.html** into German (section **de**), Alfresco places the new asset in **root > de > news > family-home-community > article3.html**.

You can rename the folders at any time. New translations will continue to be filed appropriately.

Translating an asset that is not in a translated section

You can choose to translate individual assets rather than managing translations for an entire section.

This task assumes you are in the Document Library page component of the Quick Start site, the **Show Folders** feature is enabled, and you are working in a section that has not previously been marked as translatable.


1. Navigate to **Alfresco Quick Start > Quick Start Editorial > root > en**.
2. Locate the asset that you want to translate and click **Manage Translations** in the associated action list.
3. Click **Mark this document as the English translation** to make the asset translatable.

This sets the locale of this asset to English. You now have the option of creating a translation for this content.


4. In the Action column click **Create** for the language to which you want to translate the content.

The **Create Content** page appears.

5. Type a name for this asset.

 The new asset you create will be in the same folder as the original item, so you must edit the name to make it unique.

The Name field does not support the following special characters: * " < > \ / . ? : and |. When the name contains a disallowed character, the **Create** button is disabled.

 There is an exception regarding the period (.): the content name can include a period as long as it is not the last character. This allows you to add an extension (for example, .txt, .html, or .xml). Provide a title and description.

6. Complete the form by adding an optional title and description, then enter a translation of the original text in the **Content** text editor.
7. Click **Create**.

Publishing content

Publishing in the Web Quick Start site is based on a workflow driven model. Once site content associated with a workflow task is approved, a copy of the content is promoted from the Quick Start Editorial folder to the Quick Start Live folder.

There are two workflows available in Share that can be used for publishing. Both options promote content to the Live folder. They are:


Review and Publish Section Structure

Enables you to review and publish the structure of a section of the website


Review and Publish

Enables you to review and publish web content

The **Review and Publish Section Structure** workflow enables you to easily publish the structure of a specific section of the library by initiating this workflow on the **index.html** file for the desired section. This workflow publishes the structure of the selected section, its **collections** folder, and all of its subsections. This workflow does not publish the content contained within the sections to the Live folder; you must use the **Review and Publish** workflow to publish content items.

 To publish the structure of the entire Quick Start Editorial branch, initiate the **Review and Publish Section Structure** workflow on the **index.html** file for the **root** section.

The **Review and Publish** workflow enables you to publish individual assets. You can select a single asset or a group of assets to publish at one time.

 This task walks you through the specific example of publishing the site structure and individual web assets.

This task assumes you are in the Document Library page component of the Quick Start site and that the **Show Folders** feature is enabled.

1. Navigate to **Alfresco Quick Start > Quick Start Editorial > root**.
2. Locate **index.html** and click **More**, then **Start Workflow**.
3. On the Start Workflow page, expand the list provided and select **Review and Publish Section Structure**.

A workflow form displays where you enter the details of the workflow task being initiated.

4. Complete the form as appropriate.

 Only the Reviewer is required.

- a. In the Message field, describe what you want the recipient of the task to do, such as Please review the attached content.

- b. Click the icon to the right of the Due field to specify the date by which this task must be completed.
- c. Click **Select** beneath Reviewer, then search for and select the site member you want to be responsible for the task generated by the workflow.

This search requires a minimum of one (1) character; it is not case sensitive. You can provide a full or partial name.



If you have not created additional users for this installation of Share, you can simply assign the task to yourself to work through this feature.

- d. Click **OK** to proceed.
5. Click **Start Workflow**.
The workflow task is created and you are returned to the content item list. An icon to the left of **index.html** indicates it is part of an active workflow.
6. Navigate to your personal dashboard and locate the review task in the My Tasks dashlet.
7. Click the **Edit Task** icon.
8. On the Edit Task page, add a comment, if desired, and click **Approve**.

The content associated with the workflow task is queued up for publishing to the Quick Start Live folder.



The publishing queue is processed once every minute by default, so it can take this long for the published content to appear in the Live site.

The task then returns to the person who initiated the workflow to notify them that their request for approval was successful. The task can then be marked as complete.

9. In your browser, navigate to the Quick Start Live environment.

The default Web Quick Start configuration sets the Live website host to 127.0.0.1. Therefore, if you are running the Quick Start installation locally, you can view the live website on <http://127.0.0.1:8080/wcmqs>.

Notice that the website structure is in place, including the navigation links along the top of each page. The website contains no content.

10. In Share, navigate to **Alfresco Quick Start > Quick Start Editorial > root > blog**.
11. Locate **blog1.html** and click **More**, then **Start Workflow**.
12. For this second workflow task, select **Review and Publish Web Assets**.
13. Complete the Start Workflow form as follows:
 - a. Add a message (optional) and specify a reviewer (required).
 - b. Click **Add** beneath the items list to display the Select page.
The left side of this page displays the web assets in the **blog** folder. The right side displays the assets to be published.
 - c. Add the assets **blog2.html** and **blog3.html**.
 - d. Click **OK**.

14. Click **Start Workflow**.

The workflow task is created and you are returned to the content item list. The icon to the left of each blog article indicates that each asset is part of an active workflow.

15. As you did with the previous workflow task, locate the review task in the My Tasks personal dashlet, click the **Edit Task** icon, and click **Approve**.
16. In your browser, open the Quick Start Live environment as in step 9 and click the **Blog** navigation link in the header.

The Blogs page of the website displays the three articles you added to the workflow task for publishing.

Reference

This section provides additional information for using the Web Quick Start demo in Share.

Three different sets of sample data are available in the Web Quick Start demo. All examples in this reference material use the **Finance** sample site.

Templates

The Web Quick Start demo includes reusable template pages (Surf pages) that can be referenced in Share. A template mapping configured for a section specifies the page layout used for assets stored within that section on the website.

The template defines the components that should be displayed in the various regions of the layout, as well as the source of the data to be rendered.

The topics in this reference section detail the available templates, list where each is referenced in the Quick Start Share site, and indicate the source of the data populating specific template regions.

homepage

The asset **index.html** in the section **Alfresco Quick Start > Quick Start Editorial > root** has the template mapping `homepage`. You can find the mapping on the Edit Properties page for this asset in the **Template Name** field.

This is the website Home page template. It features a carousel with four distinct regions beneath. This template page has a two column layout.


View the Home page on the Web Quick Start website to see a rendering of the `homepage` template.



A

Contact

[Home](#)
[News](#)
[Publications](#)
[Blog](#)



FTSE 100 rallies from seven-week low

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News and Analysis

We bring value, innovation and growth to your business



FTSE 100 rallies from seven-week low

29 July 2010 09:24 AM

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29 July 2010 09:24 AM

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Fresh flight to Swiss franc as Europe's bond strains return

29 July 2010 09:24 AM

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Latest Blog Articles

Ethical funds

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29 July 2010 09:24 AM

Company organises workshop

Nonumy postea vivendum his at, dicit ornatus eos ut. Mei id tantas eligendi, his vidit tritani ...

29 July 2010 09:24 AM

Our top analyst's latest thoughts

Nonumy postea vivendum his at, dicit ornatus eos ut. Mei id tantas eligendi, his vidit tritani ...

29 July 2010 09:24 AM

D

Featured

This is a collection of featured content items.

- [Ethical funds](#)
- [Fresh flight to Swiss franc as Europe's bond strains return](#)
- [Alfresco Datasheet - Social Computing](#)

E

Example Feature

Investments and advertising campaigns

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→ read more

F

Alfresco.com

A	<p>Component: <code>/search/box</code></p> <p>This component displays a site-wide search box.</p>
B	<p>Component: <code>/carousel/slideshow</code></p> <p>This component displays a wide image slideshow.</p> <p>The content is populated from:</p> <p>Quick Start Editorial > root > collections > news.featured</p> <p>This is a static asset collection.</p>

C	<p>Component: <code>/list/wide</code></p> <p>This component displays a wide list with thumbnail images.</p> <p>The content is populated from:</p> <p>Quick Start Editorial > root > collections > news.top</p> <p>This is a static asset collection.</p>
D	<p>Component: <code>/list/narrow</code></p> <p>This component displays a narrow list of articles with a description that is truncated to 100 characters.</p> <p>The content is populated from:</p> <p>Quick Start Editorial > root > collections > blogs.latest</p> <p>This is a dynamic asset collection.</p>
E	<p>Component: <code>/list/links</code></p> <p>This component displays a list of links to articles.</p> <p>The content is populated from:</p> <p>Quick Start Editorial > root > collections > featured.links</p> <p>This is a static asset collection.</p>
F	<p>Component: <code>/content/narrow</code></p> <p>This component renders an asset stored in the repository. On this page, it is configured to render Quick Start Editorial > root > feature.html.</p>

Other content of note on the Home page:

- The Alfresco logo in the header is the asset **logo.jpg** in **Quick Start Editorial > root**.
- The label **Alfresco Web Quick Start** beneath the Alfresco logo is the Title property of the folder **Quick Start Editorial** (or **Quick Start Live**).

sectionpage1

The section **Alfresco Quick Start > Quick Start Editorial > root** has the template mapping `ws:indexPage=sectionpage1`.

This is a section landing page template that features a two column article list and a list of related content. This template page has a two column layout.

View the News landing page on the Web Quick Start website to see a rendering of the `sectionpage1` template.

Europe debt concerns ease but bank fears remain

From [Global Economy](#) - 29 July 2010 09:24 AM



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From [Global Economy](#) - 29 July 2010 09:24 AM

FTSE 100 rallies from seven-week low

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From [Companies](#) - 29 July 2010 09:24 AM

Global car industry

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From [Companies](#) - 29 July 2010 09:24 AM

Fresh flight to Swiss franc as Europe's bond strains return

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From [Markets](#) - 29 July 2010 09:24 AM

Investors fear rising risk of US regional defaults

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From [Markets](#) - 29 July 2010 09:24 AM

House prices face rollercoaster ride

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[More News](#)

- Europe debt concerns ease but bank fears remain
- FTSE 100 rallies from seven-week low
- Global car industry
- Fresh flight to Swiss franc as Europe's bond strains return
- Investors fear rising risk of US regional defaults
- House prices face rollercoaster ride
- Experts Weigh Stocks, the Dollar, and the 'Fiscal Hangover'
- Credit card interest rates rise
- FTSE 100 rallies from seven-week low

B

A

Alfresco.com

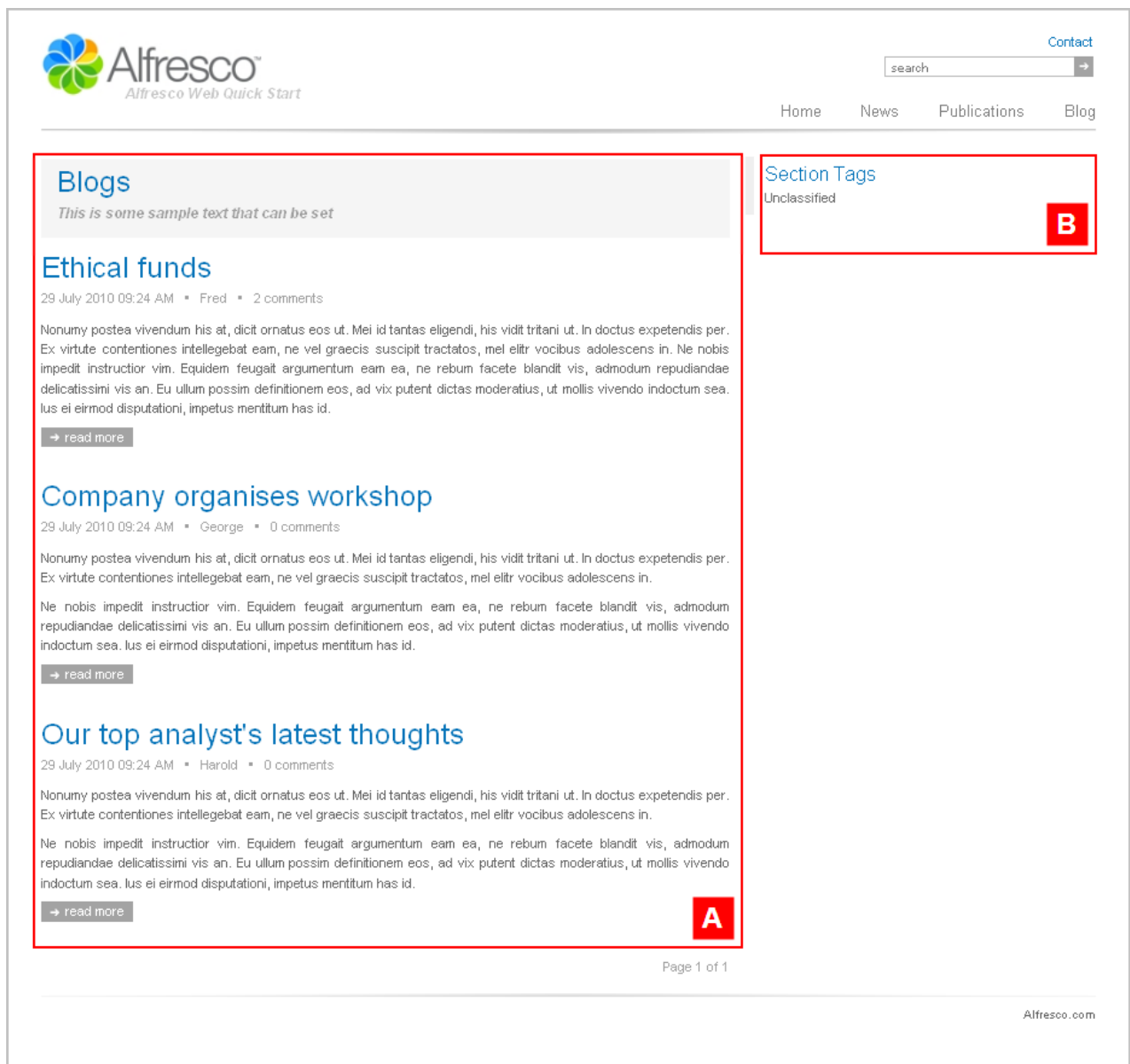
A	<p>Component: <code>/list/twocolumn</code></p> <p>This component displays a single article with a medium thumbnail to the left and a two column list beneath.</p> <p>The content is populated from:</p> <p>Quick Start Editorial > root > news > collections > featured.articles</p> <p>This is a static asset collection.</p>
B	<p>Component: <code>/related/related</code></p> <p>This component displays a list of related articles.</p> <p>The content is populated from:</p> <p>Quick Start Editorial > root > news > collections > section.articles</p> <p>This is a dynamic asset collection.</p>

sectionpage2

The section **Alfresco Quick Start > Quick Start Editorial > root > blog** has the template mapping `ws:indexPage=sectionpage2`.

This is a section landing page template that features a single column article list and a list of section tags. This template page has a two column layout.

View the Blog landing page on the Web Quick Start website to see a rendering of the `sectionpage2` template.



A	<p>Component: <code>/list/detailed</code></p> <p>This component displays a paginated list with comment count.</p> <p>The content is populated from:</p> <p>Quick Start Editorial > root > blog > collections > latest.articles</p> <p>This is a dynamic asset collection.</p>
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B	<p>Component: <code>/tags/list</code></p> <p>This component displays a vertical list of tags suitable for the right region.</p>
---	---

sectionpage3

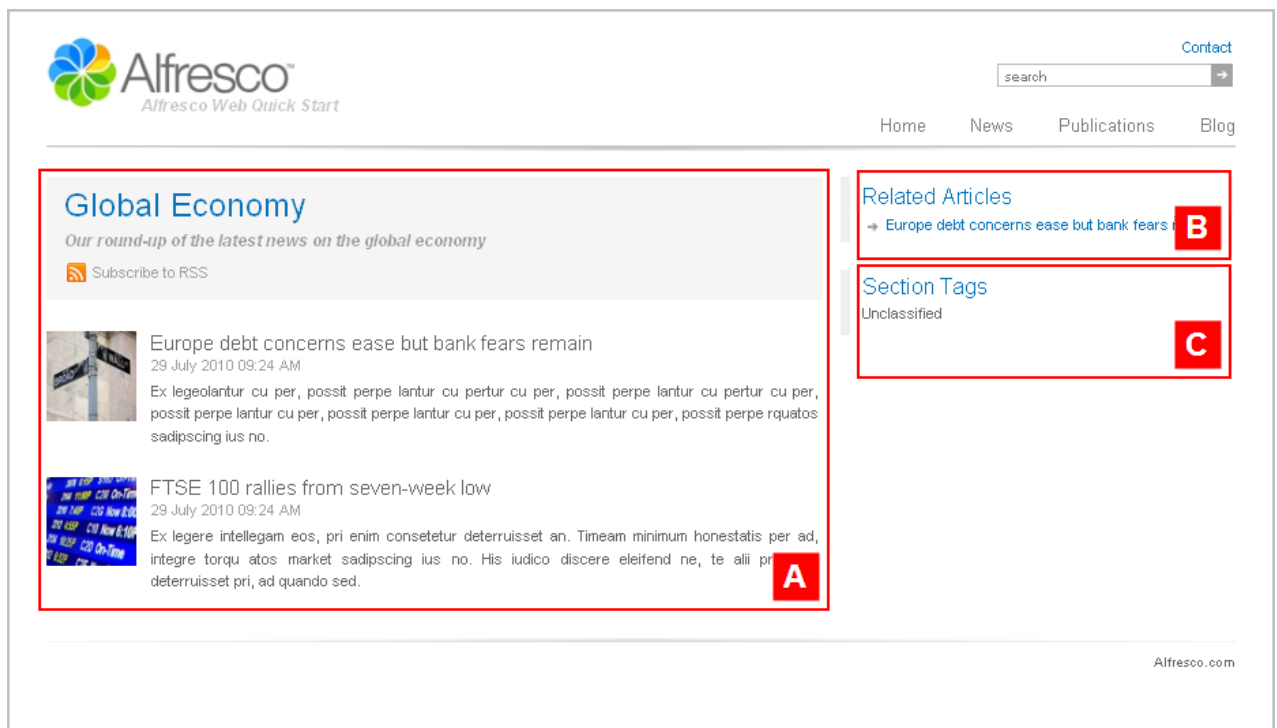
The following three sections are configured with the template mapping

`ws:indexPage=sectionpage3`:

- **Alfresco Quick Start > Quick Start Editorial > root > news > companies**
- **Alfresco Quick Start > Quick Start Editorial > root > news > global**
- **Alfresco Quick Start > Quick Start Editorial > root > news > markets**

This is a section landing page template that features a single column article list, a list of related content, and a list of section tags. This template page has a two column layout.

View any of the three News subsection landing pages—Global Economy, Companies, Markets—on the Web Quick Start website to see a rendering of the `sectionpage3` template.



A	<p>Component: <code>/list/wide</code></p> <p>This component displays a wide list with thumbnail images.</p> <p>The content is populated from:</p> <p>Quick Start Editorial > root > news > global > collections > section.articles</p> <p>This is a dynamic asset collection.</p>
B	<p>Component: <code>/related/related</code></p> <p>This component displays a list of related articles.</p> <p>The content is populated from:</p> <p>Quick Start Editorial > root > news > global > collections > related.articles</p> <p>This is a static asset collection.</p>

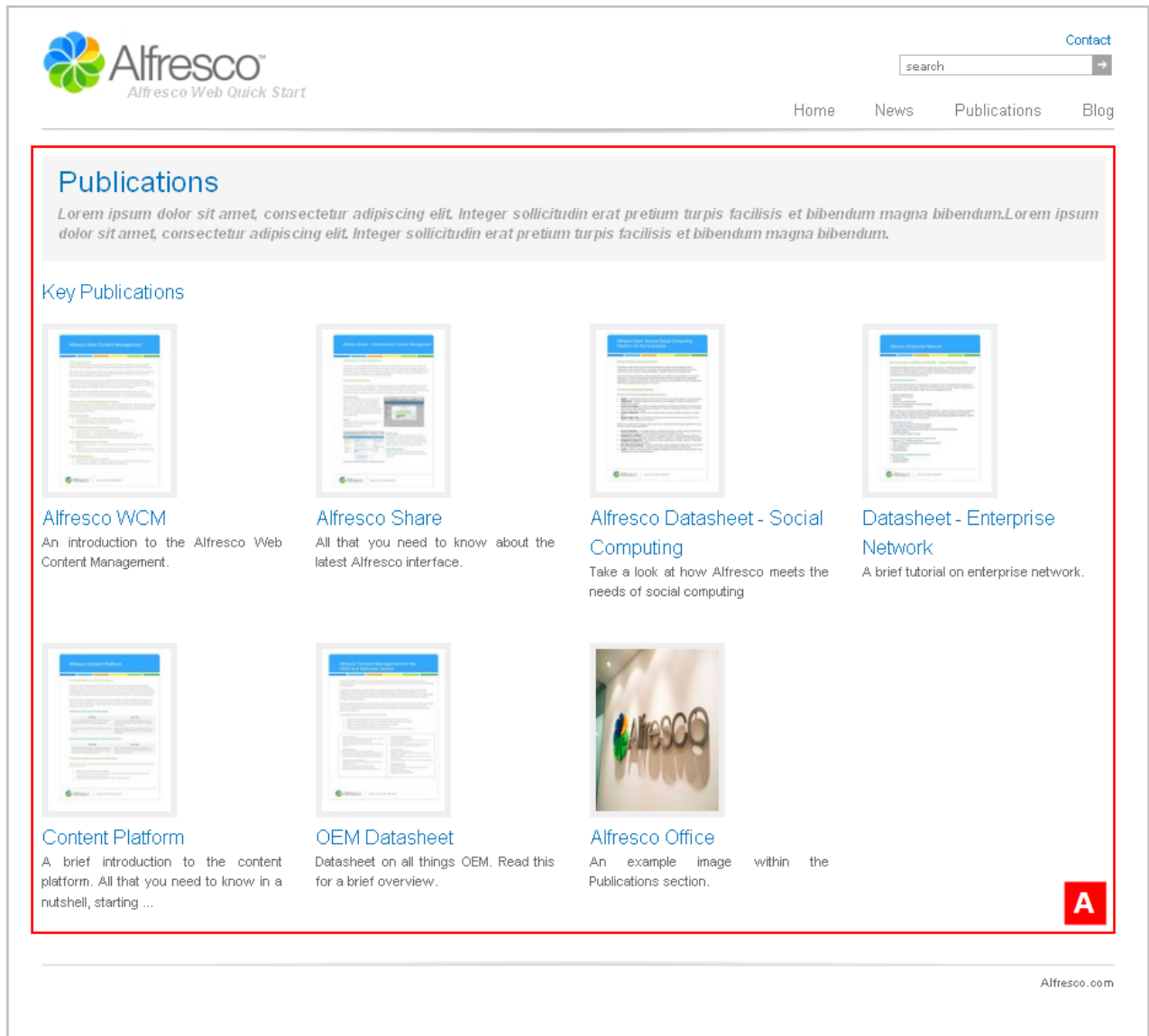
C	<p>Component: <code>/tags/list</code></p> <p>This component displays a vertical list of tags suitable for the right region.</p>
---	---

sectionpage4

The section **Alfresco Quick Start > Quick Start Editorial > root > publications** has the template mapping `ws:indexPage=sectionpage4`.

This is a section landing page template displaying thumbnails along with their titles and descriptions. This template page has a single column layout.

View the Publications landing page on the Web Quick Start website to see a rendering of the `sectionpage4` template.



A	<p>Component: <code>/list/thumbnails</code></p> <p>This component displays a list of publications with thumbnail images.</p> <p>The content is populated from:</p> <p>Quick Start Editorial > root > publications > collections > section.articles</p> <p>This is a static asset collection.</p>
---	---

sectionpage5

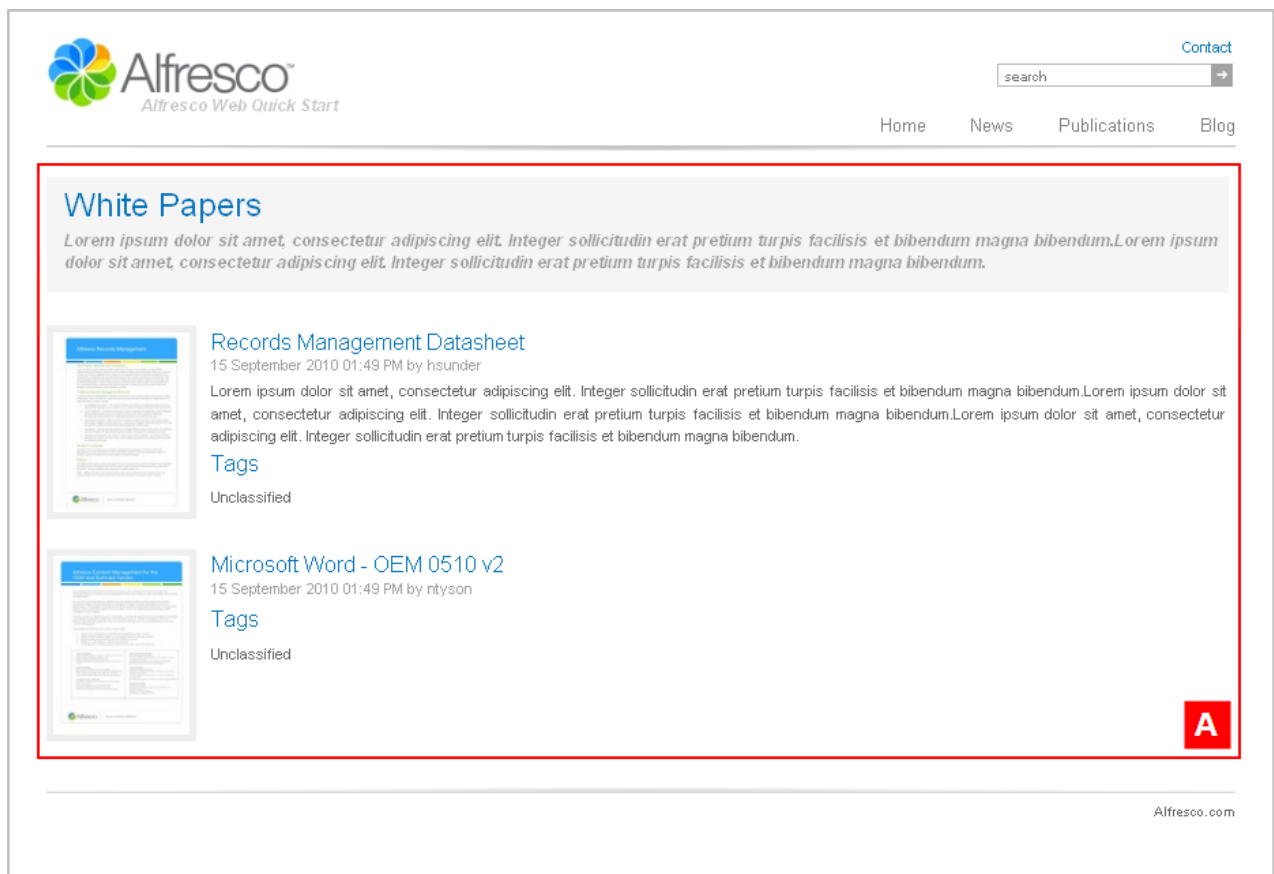
The following two sections are configured with the template mapping

`ws:indexPage=sectionpage5:`

- **Alfresco Quick Start > Quick Start Editorial > root > publications > research-reports**
- **Alfresco Quick Start > Quick Start Editorial > root > publications > white-papers**

This is a section landing page template that features a publications list with thumbnails and details. This template page has a single column layout.

View either of the Publications subsection landing pages—Research Reports, White Papers—on the Web Quick Start website to see a rendering of the `sectionpage5` template.



A	<p>Component: <code>/list/full</code></p> <p>This component displays a full width list with thumbnail images.</p> <p>The content is populated from:</p> <p>Quick Start Editorial > root > publications > white-papers > collections > section.articles</p> <p>This is a static asset collection.</p>
---	--

articlepage1

The section **Alfresco Quick Start > Quick Start Editorial > root** has the template mapping

`ws:article=articlepage1.`

This is a news style article template with an image.

View any news article on the Web Quick Start website to see a rendering of the `articlepage1` template. This template page has a two column layout.



A	<p>Component: <code>/article/style1</code></p> <p>This component displays a news style article with a medium image.</p>
---	---

articlepage2

The section **Alfresco Quick Start > Quick Start Editorial > root > blog** has the template mapping `ws:article=articlepage2`.

This is a blog style article template with no image. This template page has a two column layout.

View any blog article on the Web Quick Start website to see a rendering of the `articlepage2` template.

The screenshot shows the Alfresco Web Quick Start interface. At the top, there is the Alfresco logo and navigation links: Home, News, Publications, Blog, and a Contact link. A search bar is also present. The main content area features a blog post titled "Ethical funds" dated 29 July 2010 09:24 AM by Fred, with 2 comments. The post text is in Latin. To the right, there is a "Blogs" section with three related articles, each with a red box and a letter: "Ethical funds" (A), "Company organises workshop" (B), and "Our top analyst's latest thoughts" (B). Below the main post, there is a "Comments" section with two comments: one by Robert Smith (15 October 2010 09:45 AM) and one by Susan Jones (15 October 2010 09:46 AM). Below the comments is a "Leave a comment" form with fields for Name, Email, Website, and a large text area, and a "Post" button. The bottom right corner of the page shows the Alfresco.com logo.

A	<p>Component: <code>/article/style2</code></p> <p>This component displays a blog style article with a comment count.</p>
B	<p>Component: <code>/related/related</code></p> <p>This component displays a list of related articles.</p> <p>The content is populated from:</p> <p>Quick Start Editorial > root > blog > collections > latest.articles</p> <p>This is a dynamic asset collection.</p>
C	<p>Component: <code>/comments/display</code></p> <p>This component displays a list of comments.</p>
D	<p>Component: <code>/comments/form</code></p> <p>This component displays a form for comment input.</p>

publicationpage1

The section **Alfresco Quick Start > Quick Start Editorial > root > publications** has the template mapping `cmis:document=publicationpage1`.

This is a page displaying an asset in a preview panel along with the asset details. This template page has a two column layout.

View any publication in the Publications section or its subsections (Research Reports, White Papers) on the Web Quick Start website to see a rendering of the `publicationpage1` template.

The screenshot shows the Alfresco Web Quick Start interface. At the top, there is a search bar and navigation links for Home, News, Publications, and Blog. The main content area is divided into two columns. The left column, labeled 'A', contains a preview of a document titled 'Alfresco Share - Collaborative Content Management'. The preview is shown in a viewer window with a zoom level of 69% and page 1 of 2. The right column, labeled 'B', contains a 'Publication Details' panel. This panel lists the following information: Author: hsunder, Published: 15 September 2010 01:49 PM, Size: 239.51 KB, Mime Type: application/pdf, and Download: Share.pdf. The page also includes a 'Tags' section at the bottom left, which is currently empty.

A	<p>Component: <code>/preview/web-preview</code></p> <p>This component displays a Flash preview of a publication.</p>
B	<p>Component: <code>/content/details</code></p> <p>This component displays the asset details, such as the author, publication date, and file size.</p>

contactpage1

The section **Alfresco Quick Start > Quick Start Editorial > root > contact** has the template mapping `ws:article=contactpage1`.

This is a page displaying a contact form and company details. This template page has a two column layout.

View the Contact page on the Web Quick Start website to see a rendering of the `contactpage1` template.

A	<p>Component: <code>/contact/form</code></p> <p>This component displays a contact form.</p>
---	---

Breaking down the Web Quick Start site structure

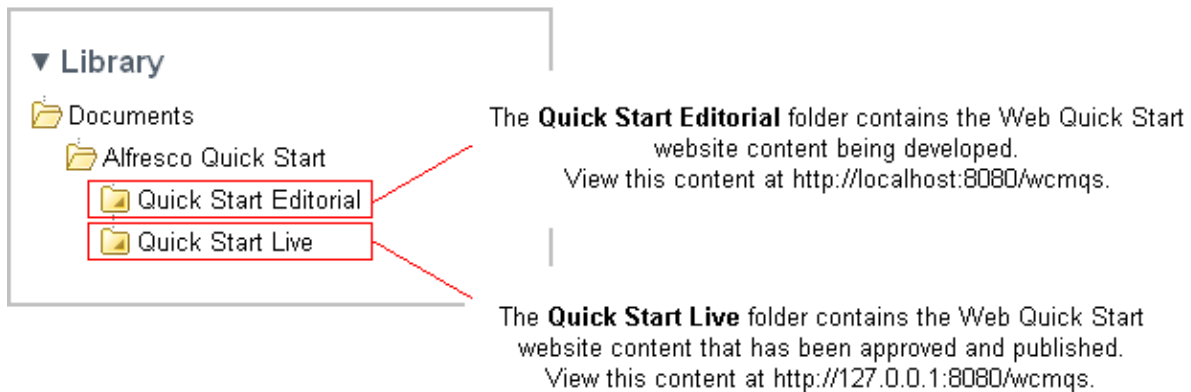
The content for the Web Quick Start website resides in the Document Library page component of Alfresco Share.

The topics in this reference section detail the structure of the **Alfresco Quick Start** folder hierarchy in the document library. These topics examine the site structure and content in Share and explain their relationship to the demo website.

Alfresco Quick Start folders

The Quick Start demo site in Share is separated into two main folders: **Quick Start Editorial** and **Quick Start Live**. This folder structure provides a separation between the content that is being authored by the editorial team and the finished, reviewed, and published content that is visible on the live website.

This top-level structure is the same in both examples—Finance and Government—of the Web Quick Start site.



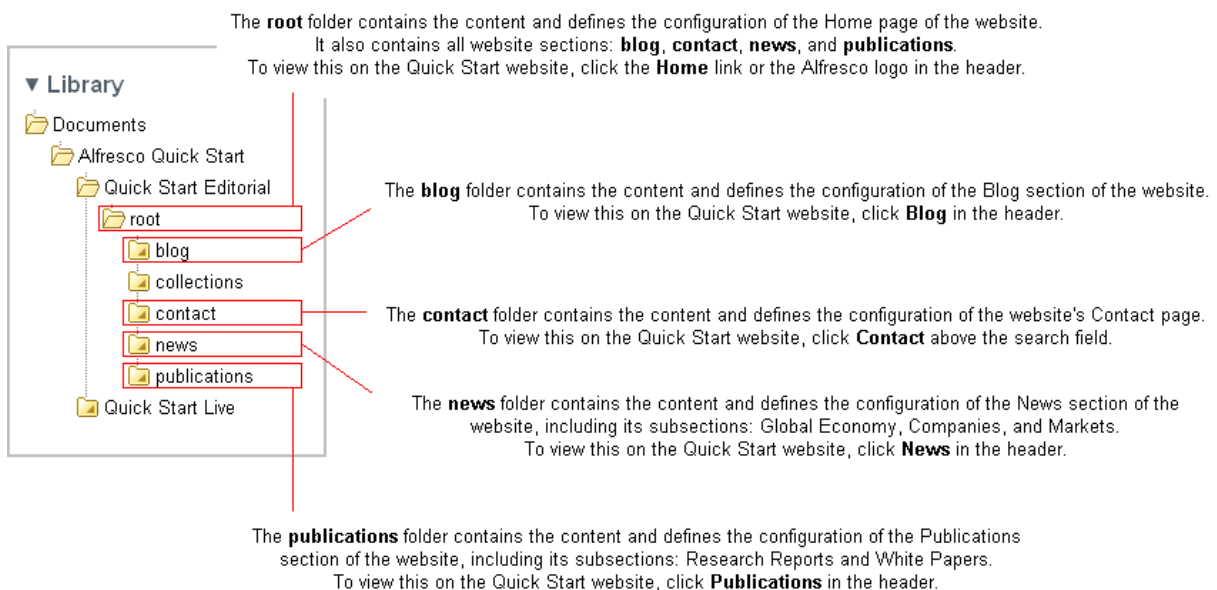
The default configuration sets the host address to 127.0.0.1, so if you are running the Quick Start demo locally, you can view the editorial environment on <http://localhost:8080/wcmqs> and the live environment on <http://127.0.0.1:8080/wcmqs>.

If you are not running the Quick Start demo locally, then you must change the host name and port for the website in order to view it. The folders **Quick Start Editorial** and **Quick Start Live** hold the configuration for the editorial and live versions of the website respectively. Use the **Edit Properties** action to edit this configuration.

Sections

This section provides additional information for using the Web Quick Start demo in Share.

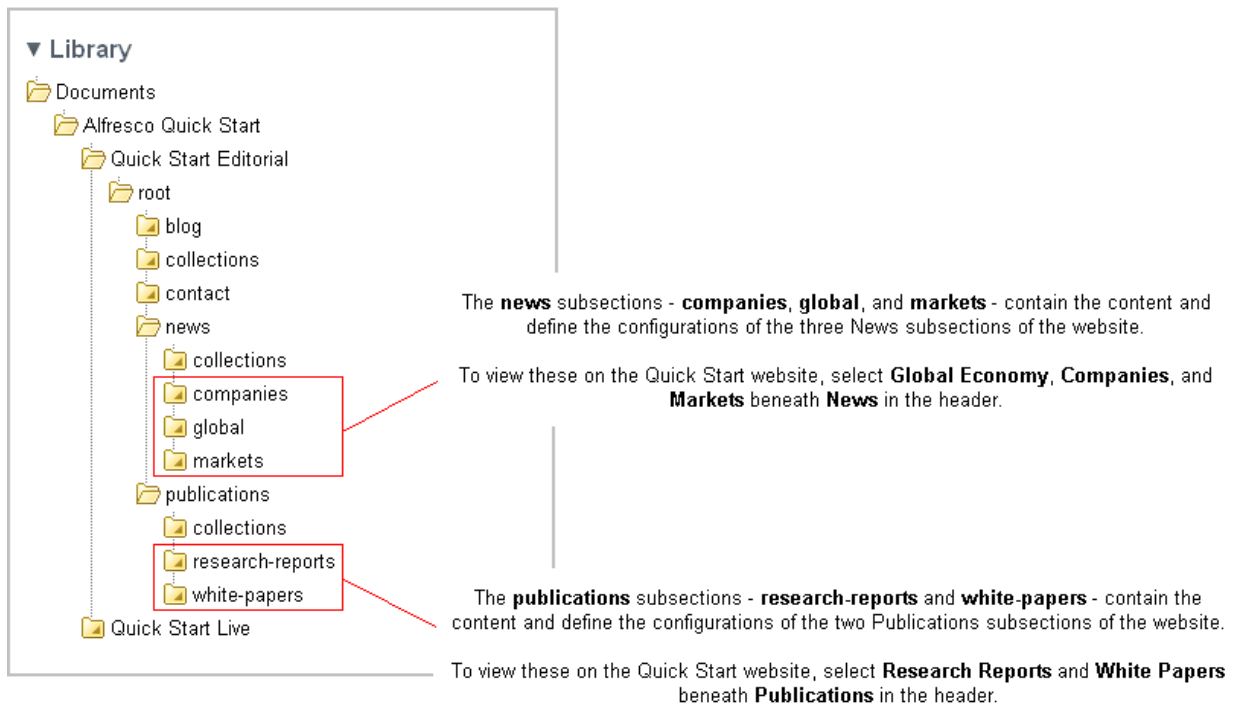
The following image displays the *sections* in the Finance example of the Web Quick Start site in Share.



Subsections

Both the **news** and **publications** sections contain subsections, which appear as sub-menu items in the website header.

The following image displays the *subsections* in the Finance example of the Web Quick Start site in Share.



Collections

Every section includes a **collections** subfolder, which is used to manage the asset collections for that section.

To define and manage an asset collection, edit the collection's metadata. You can specify:

- how the web assets will be selected (manually or by a query)
- how the selected assets will display on the website (**Title** field)
- the maximum number of assets to display (**Maximum Size** field)
- the time interval at which the query, if specified, is automatically run

The following image displays the *collections* in the Finance example of the Web Quick Start site in Share.

