



Version 6.1
Administrators Guide

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1 System management functions

Publication management (centrally)

- **Creating new publications**

A new publication can be added to the system.

- **Adjusting publication settings**

Every publication has its own configuration settings as well as its own lines of inheritance.

- **Deleting publications**

Deleting publications from the system.

User management (centrally and decentralised for each publication)

- **Creating new users**

A new user can be added to the system.

- **Management of access permissions, names, email, and user groups for users**

Users gain access permissions within the website and the asset structure.

Therefore, users can only access their assigned content.

Users are assigned to user groups which give them the pre-defined permissions (e.g. the permission to create a new folders, etc..).

- **Deleting users**

Deleting a users from the system.

Management of user groups (decentralized for each publication)

- **Creating new user groups**

A new user group can be added to the system.

- **Management of all permissions for a user group**

The user group defines the roles of the users. The permission defines the roles. If there is a change in the permission of a user group, all users in the corresponding user group are affected.

- **Deleting user groups**

Deleting a user group from the system.

System events

View the log file of all system events. The log can be exported as a CSV-file.

Queue of publications

View a list of objects (assets / pages) which are to be published on a target date.

2 Publication Management

The hyper Content & Digital Asset Management Server is capable of administrating multiple publications in server mode. Therefore, you have the possibility to create and administer new websites independently of the management of existing websites. You can individually define the configuration of the system for the new publication. The feature enables the management of several websites with just one installation of the hyper Content & Digital Asset Management Server and instantly gives multiple organizations the opportunity to operate independently on the same server.

Select "Administration" from the main menu and then "publication management" to create, edit or delete new publications. This feature is only available for users, who are members of a publication which permits the management of publications in its default settings. In addition, the user must have the necessary permissions in the corresponding user group.

2.1 Creating new publications

For this purpose select the first button of the toolbar. You are then prompted to enter a specific name. To create a new publication it is necessary to define a name for the publication. On the basis of this name, the publication is identified:



Please pay attention to the differences and dependencies that come with the use of certain technologies or applications on the presentation system. In contrast to PHP Hypertext Preprocessor, Java Server Pages/Java (JSP), and Active Server Pages/VBScript (ASP) need a specific setting for the central functions „livelink.inc.jsp“ and „livelink.inc.asp“.

In JSP „livelink.inc.jsp“ must be stored in each web application root.

If you use ASP, it is necessary to create a virtual folder named "include" under IIS and store the file „livelink.inc.asp“ in that folder.

For detailed information on this topic please refer to the installation guide.

Afterwards you will see the following configuration form to configure the publication:

Configuration of publication: hyperCMS

Management system configuration:

Grant publication management: ☒

URL of the website:

Directory path of the website:

Folders to exclude:
(use ; as delimiter)

Allow access to Assets only for certain IP
addresses:
(use ; as delimiter)

Allow access through WebDAV: ☒

Link management: ☒

Default charsetset:

Send e-mail: ☒

Mail server name (has effect on sendlink):

User for access links:

Disable special characters in object names: ☒

Only DAM functionality: ☒

Enable taxonomy browsing and search: ☐

User must provide metadata for file uploads: ☐

Enable direct file upload in pages: ☐

Storage limit in MB:

Media storage type:
☐ use local and cloud media storage
☒ use local media storage
☐ use cloud media storage

Encrypt content: ☐

Watermark options for images:

Watermark options for vidoes:

Social Media sharing: ☒

YouTube upload: ☒

Theme:

Enable languages for translation:

Available languages:
Afrikaans
Akan
Albanian
Amharic
Arabic
Armenian
Azerbaijani
Basque
Belarusian
Bemba


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Selected languages:
Czech
English
German
Slovak

Settings for the management system:

- Allow publication management: Shall the new publication also be able to administrate other publications?
- URL of website: What is the name of the root URL on the webserver for the new website?
- File path of website: What is the name of the root folder on the webserver for the new website?
- Restricted folders: Which folders in the root folder have restricted access?
- Allowed IP addresses for access to assets (multimedia files). Only client with a valid IP can open the files.
- Allow access via WebDAV for workplace integration. This requires the workplace integration module.
- Shall the link management be activated? Links will be corrected automatically. This feature should be deactivated for DAM usage, since it cannot really be used.
- Standard character set: Which character set shall be used for documents, when no character set is defined?
- Send email: Shall users also be notified via email about new tasks, are users allowed to send/share e-mail links?
- Mail server name: What is the name of the mail server?
- Assign user account to be used for general access links: This will assign the permissions of the user to all general access links since the user account will be used for logon to the system.
- Do not allow special characters for object names: Shall users be able to use special characters in object names (assets, pages or folders)?
- DAM (Digital Asset Management) functionality only. Shall the system be used as DAM only? If so, the publication is especially tailored for DAM use.
- Enable the taxonomy for browsing and integration into the search
- Is the user required to enter metadata during the upload of new files
- Storage limit in MB for multimedia files.
- Only for the Enterprise Edition: Media storage type for all assets of the publication
- Encrypt content? Encrypts all files and content containers in the repository.
- Watermarking options for images:
-wm [path to the image file]->[position: topleft, topright, bottomleft, bottomright]->[margin in pixels from the borders]
Example:
-wm /home/watermark.png->topleft->10
- Watermarking options for videos:
-wm [path to the image file]->[position: topleft, topright, bottomleft, bottomright]->[margin in pixels from the borders]
Example:
-wm /home/watermark.png->topleft->10
- Enable Social Media Sharing of Assets (requires Connector module)
- Enable YouTube video integration and upload (requires Connector module)
- Theme/design for the graphical user interface
- Enabled languages for translation service

Publication target configuration:

| | |
|---|---|
| URL of the website: | <input type="text" value="http://www.hypercms.com/demo/DemoCMS/"/> |
| Directory path of the website: | <input type="text" value="/home/hypercms/public_html/demo/DemoCMS/"/> |
| Repository URL: | <input type="text" value="http://www.hypercms.net/repository/"/> |
| Repository directory path: | <input type="text" value="/home/hypercms/public_html/repository/"/> |
| Directory path of the application (for JSP, ASP): | <input type="text"/> |
| OS on publication server: | <input type="text" value="UNIX/Linux"/>  |
| Inclusion of components via HTTP: <small>for JSP or ASP only HTTP method is supported</small> | <input type="checkbox"/> |
| Remote client: <small>for http-transport use ...URL.../remoteclient.php, configuration INI-File must be at the same file location.</small> | <input type="text"/> |

Settings for the publication target system:

- URL of website: What is the name of the root URL on the webserver for the new website?
- File path of website: What is the name of the root folder on the webserver for the new website?
- Repository URL: What is the name of the repository URL on the webserver for the new website?
- Repository file path: What is the name of the repository file path on the webserver for the new website?
- File path of application: What is the name of the root folder of the application on the server (necessary when using JSP or ASP)?
- Operating system on publication server: Which operating system is used on the publication server: UNIX/Linux or Windows?
- Shall components be embedded via HTTP? (or if deactivated components are directly embedded via file system access)

Please note, that variables during the process of an application are not available for the components when embedding via HTTP because only the result (HTML) is returned.

This feature should be deactivated when using a server-based application in your templates, pages, or components which require the interaction of objects.

In **PHP Hypertext Preprocessor (PHP)**, it is possible to dynamically embed components via the file system in addition to the http-method.

This would also be possible in JSP or ASP. Due to embedding restrictions for e.g. JSP files on the web application, a distributed system with a central repository cannot be realized with conventional methods (file include).

This setting has no influence on the dynamic functions of the hyper Content & Digital Asset Management Server (link management, and personalization).

Thus, please note that in **Java Server Pages (JSP)** the embedding of components can only be done via http.

Please also note that in **Active Server Pages (ASP)**, it is essential that this option is deactivated when using separate hosts (domain names).

In ASP, the http-method and execution of components via "Server.Execute" is supported.

The execute-method of the server object is only executable within the same host (application). Therefore, components cannot be executed when using different hosts for website and repository.

- Remote Client: What is the name of the URL of remoteclient.php? Please note that the configuration INI-file must be stored in the same location in the file system.

Each publication is maintained in the management system, but its publication targets do not necessarily have to be located on the same webserver.

With the hyper Content & Digital Asset Management Server it is possible to store published websites on different servers in order to increase performance and reliability.

The distribution of the published files on different servers is done by replication (unidirectional). You can use any file transfer tool or the build-in remote client for replication.

For the initial distribution of the whole publication, it is necessary to transfer all files of the root folder of the publication. It might also make sense to transfer the repository as well in order to have local access to all the objects.

Please note: The path of the repository is stored in the file „conig.inc.php“ and can therefore be extracted from this file. For details please refer to the installation guide.

The configuration settings require detailed information of the webserver. The document root of the website as well as the absolute file paths to the website must be specified here.

Only experienced users should change the settings of the configuration file. For this purpose we offer specific training.

To finish the configuration of the publication press “OK” to save the file.

2.2 Deleting publications

Before you can delete a publication all pages and components need to be removed.

To delete a publication select the second icon. Then select the item from the drop-down menu you want to delete and press “OK”.

When deleting a publication all objects of the management system are removed and all information of users, user groups, media database, link management, and database as well as task lists are lost.

Be careful when removing a publication from the system because all of the data will be lost irretrievably.

2.3 Adjusting publication settings

The settings of existing publications can be changed at any time. Just click on the corresponding button “Edit publication” to gain access to the configuration of a publication.

Select the third icon from the list. Now the settings of the publication will appear and can be changed by pressing “OK”. Please note that changes instantly have effect on the system.

3 Inheritance

The inheritance of contents is defined for each publication. The use of inheritance enables the editor to access assets/components from other publications. This is also true for the design templates. Therefore, it is possible to inherit contents and designs between publications separately.

To inherit contents or templates of other publications the corresponding publications have to be selected. Assets which have been inherited can be used but not edited. These can only be edited in the source publication. If you remove a publication from inheritance, already embedded external contents remain in your own publication and can only be removed manually.

When inheriting design templates the following principle applies when the templates have the same names:

If there are templates with the same name in the allocated publications as well as in your own publication, then always the template of your own publication is used. If the own publication is removed, the template of the assigned publication is used automatically.

You receive access to inheritance settings by selecting the tab within the publication settings. Select the publications in the left window and assign them with the arrow keys to your own publication. Therefore, the contents (assets) of the chosen external publications are available for your own publication.

Konfiguration **Vererbung**

Vererbungseinstellung der Publikation: DemoCMS

► Publikationen: ► Zugewiesene Publikationen:

Boarderline

ContentMaster

DAM

hyperCMS

hypercms

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► Komponenten vererben (Inhalte nicht änderbar): ☐

► Vorlagen vererben (Design nicht änderbar): ☐

► Einstellung speichern: ☒ ➔

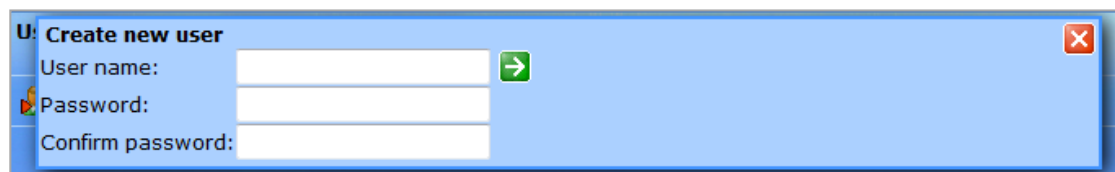
4 User management

The user management is centralized but it is possible to create users via the main menu item "Administration" or within a publication under the same menu item.

The difference is the following: with the centralized user management, users can be assigned to particular publications whereas within the publication, users can be assigned to user groups. Therefore, it is possible that the administrator of a publication creates a user and gives him/her the rights via the user group membership. This new user is only the member of this publication. The administrator with access to all publications can extend the permissions of the user by giving him/her access to other publications. Nonetheless the user needs to be given the corresponding permissions via the user group management, otherwise the user cannot operate in the publication.

4.1 Creating users

The first icon is called „Create user“. With that you affiliate the new user with the system for the first time. The user gains access to the system and to a specific website which is registered in the system (in case the system is running in server mode).



Enter the username (a username must be unique in the system) and the password of the new user. Do not forget to confirm the password and afterwards click on "OK". With that the new user is created and can now be configured.

In the case of centralized user management the form for user settings and access to publications looks like this:

Settings for user: ckent

Change password:

Confirm password:

Name:

e-mail:

Signature:

Language:

Publications:
ContentMaster
DemoCMS
hyperCLOUD
hyperCMS
hypercms

Assigned to publication:

Administration: ☐ Super administrator

Save settings:

By selecting the option „Super Administrator“ the user gains administrator permissions and access to all publications.

Apart from that, the user also needs permissions within the publication which he/she gains via the user group membership. For this you need to switch to the publication in which the new user shall operate. In user management select the item “Edit User” from the toolbar. If you select “All users” from the menu than all users of the publication are shown and you can adjust more settings.

Settings for user: ckent

Change password:

Confirm password:

Name:

Clark Kent

e-mail:

c.kent@superhero.com

Signature:

Language:

english

Groups:

Assigned to group:

Administrator
default
TemplateDesigner
WorkflowManager

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ChiefEditor

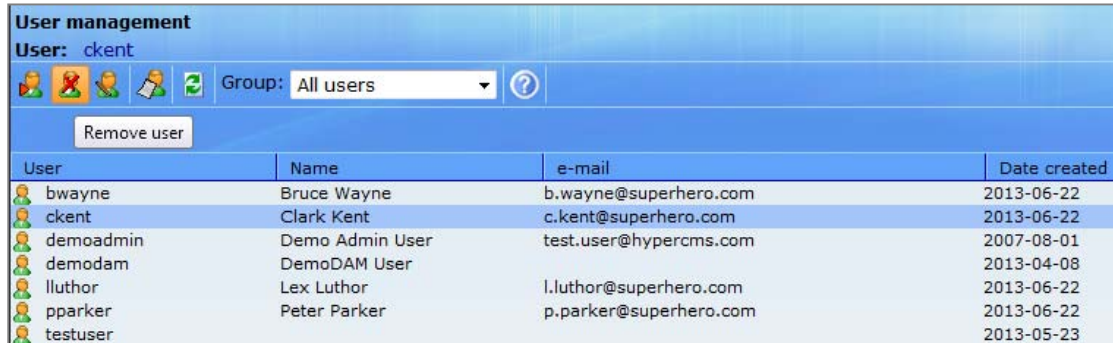
Save settings:

The new user can now be assigned to one or multiple user groups. With that the user becomes a member of the user group and also adopts the permissions of this user group. This is also known as the "role of a user" within the system. You can also set the name and email address of the user. With that the system can notify the member via email (SMTP), if new tasks are available.

The same user can be assigned to multiple groups. He/she has gained permissions of all the groups depending on the position within the page or asset structure.

4.2 Deleting users

To delete a user select this user from the list and then click on “Delete user” in the navigator. You are then prompted to either select a user from the whole list or sort by client membership or user group membership:



The screenshot shows the 'User management' interface. At the top, there is a header bar with the title 'User management' and a sub-header 'User: ckent'. Below this, there is a toolbar with several icons (a person, a person with a red X, a person with a green checkmark, a person with a magnifying glass, and a person with a green plus sign) and a 'Group: All users' dropdown menu. A 'Remove user' button is located below the toolbar. The main area contains a table with the following columns: 'User', 'Name', 'e-mail', and 'Date created'. The table lists several users, including bwayne, ckent, demoadmin, demodam, lluthor, pparker, and testuser.

| User | Name | e-mail | Date created |
|-----------|-----------------|------------------------|--------------|
| bwayne | Bruce Wayne | b.wayne@superhero.com | 2013-06-22 |
| ckent | Clark Kent | c.kent@superhero.com | 2013-06-22 |
| demoadmin | Demo Admin User | test.user@hypercms.com | 2007-08-01 |
| demodam | DemoDAM User | | 2013-04-08 |
| lluthor | Lex Luthor | l.luthor@superhero.com | 2013-06-22 |
| pparker | Peter Parker | p.parker@superhero.com | 2013-06-22 |
| testuser | | | 2013-05-23 |

After clicking “OK” you get a confirmation message. If you are really sure to delete this user, you can confirm the deletion. The user account and record of the publication are deleted and the person has no more access to the system or the publication.

Please note: if you delete a person from the main administration, also all the settings of this user are lost irretrievably. This has no affect on the settings of the user group or the publication itself.

4.3 Adjusting user settings

To change the user settings select the icon "Edit User" from the toolbar. You get the same options as already described above under “Creating users”. Again you can select a user from the list and are able to change the settings (e.g. password, email etc.) of this user.

5 User group management

In the navigator menu tree under "Administration" you will find the user group management. Here you can create, delete, and edit user groups. The scheme is similar to the one from user management.

The user group defines all of the permissions in the system and therefore describes all possible roles of a user. Only when a user is assigned to one or multiple user groups, then the user has certain (local=where do the permissions apply?) permissions in the system.

Please note that one user group exists in each publication. User groups with the same name can be used in several publications but do exist in each client separately. User groups are pre-defined in the system but can also be created individually.

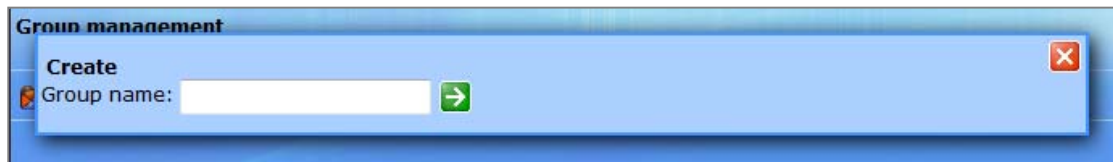
If you create a user group for your web designers, you can restrict their access to the templates. Then this user group can create or upload new templates and template pictures. But the group cannot create new users or user groups nor change the structure of the website and its contents.

Administrators can create new users or user groups and therefore are also responsible for assigning permissions to users and user groups. Editors and chief editors of your website can change structure and contents of your website. Editors can create new contents whereas chief editors can additionally publish and delete contents.

A specific feature comes with the creation of a user group named "default" (not case sensitive). If this group does exist, it is used when a user is sending objects. The recipient of the email can access the object via the link of his/her assigned group. He/she therefore gains the permissions of the group "default". He/she gains the permissions of another group which he/she has been assigned to by the sender, if there is no "default" group in the publication.

5.1 Creating user groups

To create a new user group click on "Create user group":

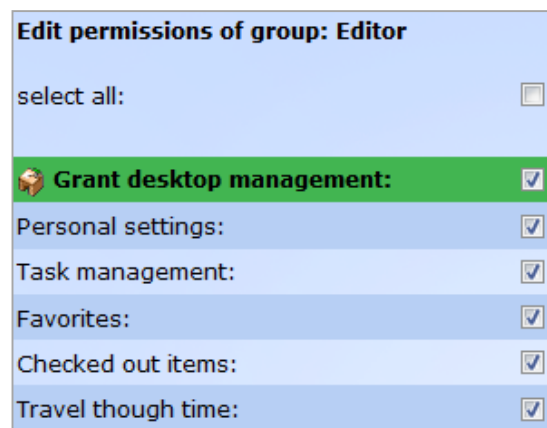


The screenshot shows a dialog box titled "Group management" with a "Create" tab selected. Inside the dialog, there is a label "Group name:" followed by a text input field and a green arrow button. A red "X" button is in the top right corner.

Enter a new name for the user group (a user group name must be unique per page) and click on "OK". You can then assign the permissions for this user group.

With the central checkbox at the beginning ("select all") of the list it is possible to activate and deactivate all the checkboxes at once.

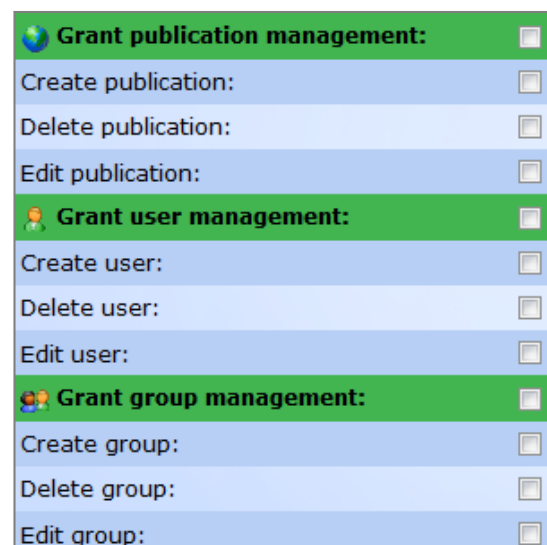
Management of permissions for the desktop:



The screenshot shows a dialog box titled "Edit permissions of group: Editor". It contains a "select all:" checkbox. Below it, there is a list of permissions, each with a checkbox. The first item, "Grant desktop management:", is highlighted in green and has its checkbox checked. The other items are "Personal settings:", "Task management:", "Favorites:", "Checked out items:", and "Travel though time:", all with their checkboxes checked.


Management of permissions for users, user groups, and publications:

The publication management is only available when running a server license or when the client has been granted management permissions in the basic settings of the publication.




The screenshot shows a list of permissions, each with a checkbox. The first item, "Grant publication management:", is highlighted in green and has its checkbox checked. Below it are "Create publication:", "Delete publication:", and "Edit publication:", all with their checkboxes unchecked. The next item, "Grant user management:", is highlighted in green and has its checkbox checked. Below it are "Create user:", "Delete user:", and "Edit user:", all with their checkboxes unchecked. The final item, "Grant group management:", is highlighted in green and has its checkbox checked. Below it are "Create group:", "Delete group:", and "Edit group:", all with their checkboxes unchecked.


Management of permissions for personalization:

| | |
|--|--------------------------|
|  Grant personalization management: | <input type="checkbox"/> |
| Grant customer registration permissions: | <input type="checkbox"/> |
| Create customer registration: | <input type="checkbox"/> |
| Delete customer registration: | <input type="checkbox"/> |
| edit customer registration: | <input type="checkbox"/> |
| Grant customer profile permissions: | <input type="checkbox"/> |
| Create customer profile: | <input type="checkbox"/> |
| Delete customer profile: | <input type="checkbox"/> |
| edit customer profile: | <input type="checkbox"/> |



Management of permissions for workflows:

| | |
|---|--------------------------|
|  Grant workflow management: | <input type="checkbox"/> |
| Grant workflow manager permissions: | <input type="checkbox"/> |
| Create workflow: | <input type="checkbox"/> |
| Delete workflow: | <input type="checkbox"/> |
| Edit workflow: | <input type="checkbox"/> |
| Define workflow field of application: | <input type="checkbox"/> |
| Grant workflow script permissions: | <input type="checkbox"/> |
| Create workflow script: | <input type="checkbox"/> |
| Delete workflow script: | <input type="checkbox"/> |
| Edit workflow script: | <input type="checkbox"/> |



Management of permissions for templates:

| | |
|---|--------------------------|
|  Grant template management: | <input type="checkbox"/> |
| Grant template permissions: | <input type="checkbox"/> |
| Create template: | <input type="checkbox"/> |
| Delete template: | <input type="checkbox"/> |
| Edit template: | <input type="checkbox"/> |
| Grant template media permissions: | <input type="checkbox"/> |
| Create template media category: | <input type="checkbox"/> |
| Delete template media category: | <input type="checkbox"/> |
| Rename template media category: | <input type="checkbox"/> |
| Upload template media: | <input type="checkbox"/> |
| Delete template media: | <input type="checkbox"/> |

Management of permissions for assets:

| | |
|--|---|
|  Grant asset management: | <input checked="" type="checkbox"/> |
| Access to folders: |  |
| Send mail-link: | <input checked="" type="checkbox"/> |
| Create folder: | <input checked="" type="checkbox"/> |
| Delete folder: | <input checked="" type="checkbox"/> |
| cut/copy/paste/rename folder: | <input checked="" type="checkbox"/> |
| Create/checkout/edit component: | <input checked="" type="checkbox"/> |
| Upload/checkout/edit file: | <input checked="" type="checkbox"/> |
| Download/view file: | <input checked="" type="checkbox"/> |
| Delete component or file: | <input checked="" type="checkbox"/> |
| Cut/copy/paste/rename component or file: | <input checked="" type="checkbox"/> |
| Publish/unpublish assets: | <input checked="" type="checkbox"/> |

Managements of permissions for pages:

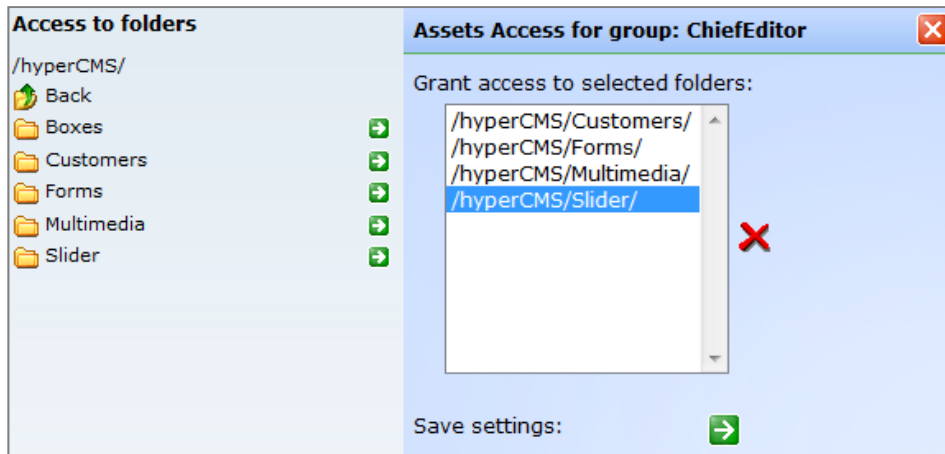
| | |
|---|--|
|  Grant page management: | <input checked="" type="checkbox"/> |
| Access to folders: |  |
| Send mail-link: | <input checked="" type="checkbox"/> |
| Create folder: | <input checked="" type="checkbox"/> |
| Delete folder: | <input checked="" type="checkbox"/> |
| cut/copy/paste/rename folder: | <input checked="" type="checkbox"/> |
| Create/checkout/edit page: | <input checked="" type="checkbox"/> |
| Delete page: | <input checked="" type="checkbox"/> |
| Cut/copy/paste/rename page: | <input checked="" type="checkbox"/> |
| Publish/unpublish page: | <input checked="" type="checkbox"/> |

By selecting the corresponding checkboxes you can assign permissions to the user group.

When the box is checked the user group has access to the selected functions. Each item of the menu bar can be activated or deactivated for a group (see images above). If you deactivate a main item (see images above, lines in green colour) like e.g. "Publication management", all sub items are also deactivated, even when various sub items are still checked. With that you can leave the individual settings of the sub items alone and just deactivate the main item to e.g. restrict the access to upload files or to create folders.

Afterwards, save your settings by clicking "OK".

In order to give user groups permission to edit contents, you need to give the group also access to the corresponding asset and page structure. To assign the necessary permissions click on the button for "access to folders" and adjust the settings:



The desktop will show a new navigator window which lists all available folders in the system. Click on the name of the folder to show all sub folders of the folder. With that you can navigate through the structure of your assets and pages just the way you do it when using the navigator. By clicking on the "OK"-icon you can select a specific folder. Folders which have been selected are then shown in the window on the right-hand side. If you want to remove the access to a specific folder, just select it in the form window and click on the remove/delete icon (red cross).

To save your settings and return to user settings click on "OK". The described procedure is the same for "access to assets" as well as "access to pages". To save the permissions of the user group click on "OK". Changes will take affect when the user logs in the next time.

If a user is a member of multiple groups, all permissions of all groups are accumulated. He/she therefore has the permissions of all groups depending on the position in the page or asset structure.

5.2 Deleting user groups

To delete a user group select the second icon of the toolbar. Then select the group you want to delete from the drop-down menu and press "OK". All members of this group lose their permissions in the system because they are no more related to the deleted group. The users remain in the system and can be assigned to another group.

5.3 Adjusting user group settings

To edit the permissions of an existing user group click on "Edit" in the toolbar and select the group you want to change. You get the same windows as already described above under "Creating user groups".

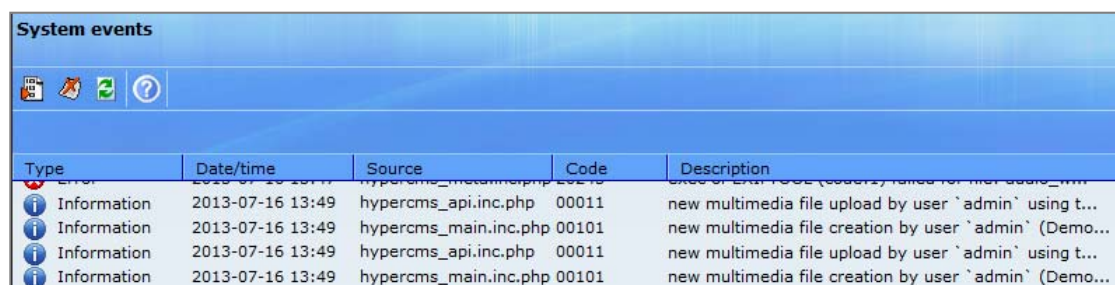
6 System events

By selecting „system events“ from the menu in the navigator you get access to the event log of the system.

If there is errors appearing when performing specific actions like e.g. missing authorization for the operation system, time, and specific location of the error are logged. With that you can determine which object caused the error and which part of the program code reported the error. Therefore, sources of the error can be easily located and eliminated.

You can clear the log at any time or export it as a CSV-file. The CSV-file can then be archived or opened in other programs (like e.g. MS Excel).

You receive the description of the error by clicking on the type or the description (in short) column. You can also sort the entries by clicking on the corresponding column fields.



The screenshot shows a window titled "System events" with a toolbar containing icons for a calendar, a trash can, a refresh button, and a help icon. Below the toolbar is a table with the following columns: Type, Date/time, Source, Code, and Description. The table contains four rows of information events, all dated 2013-07-16 13:49, involving multimedia file uploads and creations by the user 'admin'.

| Type | Date/time | Source | Code | Description |
|-------------|------------------|-----------------------|-------|---|
| Information | 2013-07-16 13:49 | hypercms_api.inc.php | 00011 | new multimedia file upload by user 'admin' using t... |
| Information | 2013-07-16 13:49 | hypercms_main.inc.php | 00101 | new multimedia file creation by user 'admin' (Demo... |
| Information | 2013-07-16 13:49 | hypercms_api.inc.php | 00011 | new multimedia file upload by user 'admin' using t... |
| Information | 2013-07-16 13:49 | hypercms_main.inc.php | 00101 | new multimedia file creation by user 'admin' (Demo... |

7 Legal reference / Imprint

7.1 Questions and suggestions

For detailed questions and suggestions please contact the support. We are looking forward to answering your questions regarding our reseller and partner program. You can also apply for access to our enhanced Online-Demo of the hyper Content & Digital Asset Management Servers via support.

hyperCMS Support:

support@hypercms.com

<http://www.hypercms.com>

7.2 Imprint

Responsible for the content:

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Content Management Solutions GmbH
Rembrandtstr. 35/6
A-1020 Vienna – Austria

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7.3 Legal reference

The present product information is based on the version of the program, which was available at the time the document was composed.

The maker reserves the rights of modifications and corrections of the program. Errors and misapprehension excepted.

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