hyper ☐Content & Digital Asset Management Server ☐MS

Version 8.1 Administrators Guide

Index

| 1 | Syst | System management functions1 | | |
|---|---|--|----------------------------|--|
| 2 | Publ | lication Management | . 2 | |
| | 2.1 2.2 2.3 | Create new publications Edit publication settings Delete publications | . 6 | |
| 3 | Inhe | eritance | . 7 | |
| 4 | User | r management | . 8 | |
| | 4.1 4.2 4.3 4.5 4.6 4.7 4.8 | Create users Edit user settings Delete users Reset the password of a user Log out of a user Show all objects of a user Registration of new users | 11 11 12 12 12 | |
| 5 | User | r group management | 14 | |
| | 5.1 5.2 5.3 | Create user groups. Edit user group settings. Delete user groups. | 18 | |
| 6 | Syst | tem events | 19 | |
| 7 | Lega | al reference / Imprint | 20 | |
| | 7.1 Questions and suggestions207.2 Imprint207.3 Legal reference20 | | 20 | |

1 System management functions

Publication management (centrally)

Create 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.

Delete publications

Deleting publications from the system.

User management (centrally and decentralised for each publication)

Create 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..).

Delete users

Deleting a users from the system.

Management of user groups (decentralized for each publication)

Create 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.

Delete 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View the list of all objects which are to be published, unpublished or deleted on a specific date and time.

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 Create new publications

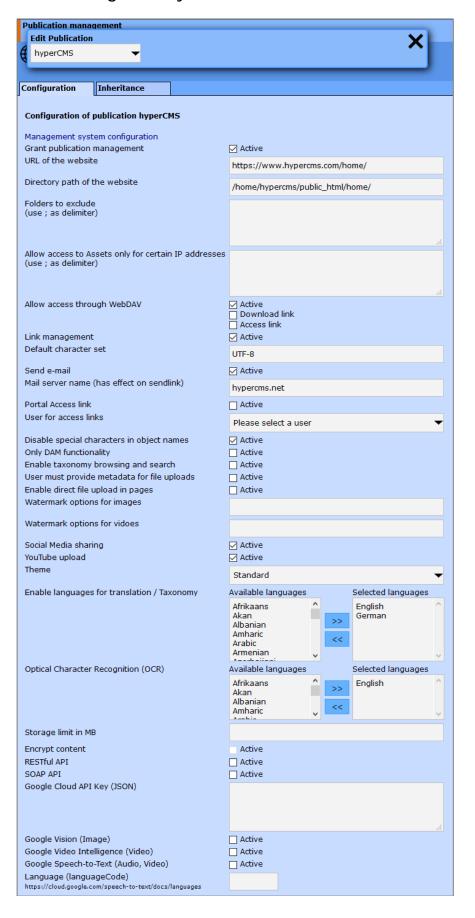
For this purpose select the first button of the toolbar. You are then prompted to enter a specific name. To create a new publication it is necessary to define a name for the publication. On the basis of this name, the publication is identified:



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

Settings for the management system:



- Grant publication management for Administrators to administrate their publications
- Provide the root URL on the webserver for the website
- Provide the root path on the webserver for the 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. In addition, virtual download and access links
 can also be generated as HMTL files, which can be inserted and sent as
 attachments in e-mail messages, e.g. in MS Outlook.
- 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.
- Provide the default character set to be used for documents, when no character set is defined
- Send e-mail to users. Enable notifications via e-mail about new tasks and to send/share e-mail links.
- Provide the name of the mail server
- Enable Portal access links used for public access to media libraries. If enabled each user account will provide an access link in the user profile that can be used for public access. However Portal access links excludes all permission except those for Asset or Pages for security reasons.
- 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
- Watermarking options for images:
 - -wm [path to the image file]->[position: topleft, topright, bottomleft, bottomright, center]->[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
- Enabled languages for OCR (Optical character recognition), max. 3 additional languages besides the individual language setting of the user
- Storage limit in MB for multimedia files
- Media storage type for all assets of the publication (Connector Module required)
- Encrypts all files and content containers in the repository (Encryption Module required)
- Activate the RESTful API (Connector Module required)
- Activate the SOAP API (Connector Module required)
- Provide Google Cloud API Key as JSON string (Connector Module required)
- Enable the Google Vision Cloud Service for automated image tagging (Connector Module required)

- Enable the Google Video Intelligence Cloud Service for automated video tagging (Connector Module required)
- Enable the Google Speech-to-Text Cloud Service for automated subtitles (VTT) for audio files and videos (Connector Module required)
- Provide language code to be used for the used language in the audio or video files (Connector Module required)

Settings for the publication target system:

| Publication target configuration: | | | | |
|---|--|--|--|--|
| URL of the website: | http://www.hypercms.com/demo/DemoCMS/ | | | |
| Directory path of the website: | /home/hypercms/public_html/demo/DemoCMS/ | | | |
| Repository URL: | http://www.hypercms.net/repository/ | | | |
| Repository directory path: | /home/hypercms/public_html/repository/ | | | |
| Directory path of the application (for JSP, ASP): | | | | |
| OS on publication server: | UNIX/Linux V | | | |
| Inclusion of components via HTTP: | | | | |
| for JSP or ASP only HTTP method is supported | | | | |
| Remote client: | | | | |
| for http-transport useURL/remoteclient.php, configuration | | | | |
| INI-File must be at the same file location. | | | | |

- 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 inital 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 Edit 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.

2.3 Delete 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.

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 you own publication.



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 Create 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 | |
| Hash for OpenAPI | 6efd58c8e243ce6c3494067c674 |
| Name | Clark Kent |
| E-mail | ckent@superhero.com |
| Phone | |
| Signature | .: |
| Language | English |
| Time zone | standard |
| Theme | Standard |
| Period of validity | Start |
| | End |
| Publications | Assigned to publication |
| Boarderline ContentMaster DemoCMS DemoShowCases Development hyperCLOUD | DemoDAM |
| Home Objects | Selected object |
| i All reports i Favorites i Free storage i Free storage per publication i News i Recent downloads i Recent objects i Recent uploadlinks i Recent uploads i Server load i Statistics of favorites i Tasks | News Recent objects Recent uploads Statistics of favorites |
| Up and download Administration | ☐ Super administrator |
| Save settings | → |

You can define all personal information, the language, time zone and design theme of a user, including a period of validity for the user account. The user can only login and use the account in the given time frame.

If you do block access to the user's settings in it's group profile, the user can't select his home screen boxes. In this case you can assign these to his user profile.

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 can be granted by 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 | | | | | |
| Hash for OpenAPI | 6efd58c8e243ce6c3494067c674 | | | | |
| Name | Clark Kent | | | | |
| E-mail | ckent@superhero.com | | | | |
| Phone | | | | | |
| Signature | | | | | |
| | | | | | |
| Language | English | | | | |
| Time zone | standard | | | | |
| Period of validity | Start | | | | |
| | End | | | | |
| Groups | Assigned to group | | | | |
| Administrator default DemoUser intern TemplateDesigner WorkflowManager | ChiefEditor | | | | |
| Home Objects | Selected object | | | | |
| i All reports i Favorites i Free storage i Free storage per publication i News i Recent downloads i Recent uploadlinks i Recent uploads i Server load i Statistics of favorites i Tasks i Up and download | News Recent objects Recent uploads Statistics of favorites | | | | |
| 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 Edit user settings

In order 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.



4.3 Delete 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:



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.

4.4 Reset the password of a user

To send the selected user a new password via e-mail, select the "Reset password" item in the toolbar. The user can then log in with the new password and will be required to change it.



4.5 Log out of a user

In order to logout a user from the system, select the "Logout" item in the toolbar. All active user session will removed and the user will not be able to use the system without logging in again.



4.6 Show all objects of a user

In order to display all objects owned by a user (owner), select the "Created objects of a user" item in the toolbar.

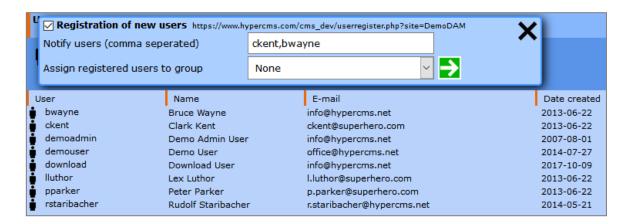


4.7 Registration of new users

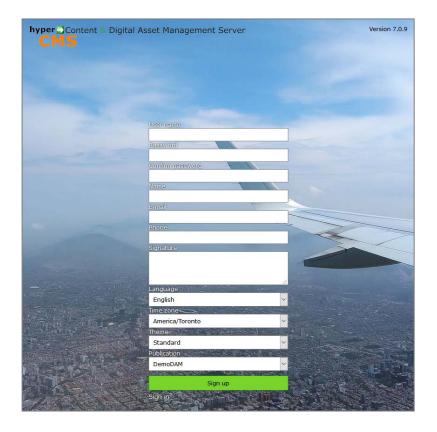
The system supports the registration new users through a registration form using the "Registration of new users" element of the toolbar.

The registration for the users of the publication must be to be activated using the checkbox. Optionally, certain users can be notified automatically when new persons have been registered.

The automatic assignment of the registered persons to a user group is also possible. If you want to verify the user before any permissions are assigned to them, then no user group must be assigned. In this case, you can assign the users to any group manually.



The displayed address (URL) serves as a link to the registration form. In the main configuration file of the system, the registration can generally be activated, so that the link to the registration form also appears in the login mask. In this case, the user himself must select a publication for which he wishes to register.



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 exits 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 Create user groups

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



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.

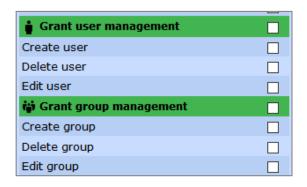
With the central checkbox at the beginning ("select all") of the list it is possible to activate and deactivate all the checkboxes at once.

Management of permissions for the desktop:



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

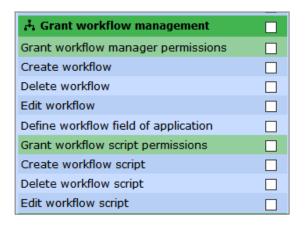
The publication management is only available when running a server license or when the client has been granted management permissions in the basic settings of the publication.



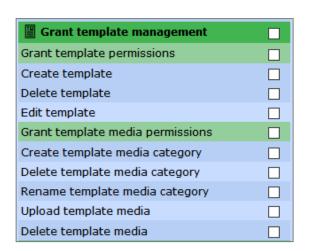
Management of permissions for personalization:



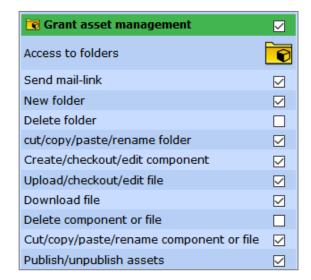
Management of permissions for workflows:



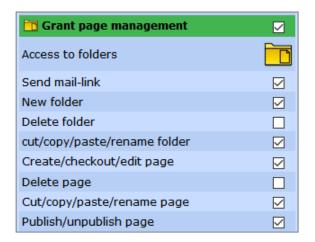
Management of permissions for templates:



Management of permissions for assets:



Managements of permissions for pages:

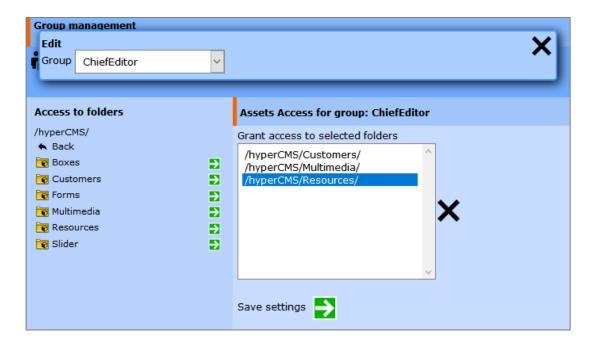


By selecting the corresponding checkboxes you can assign permissions to the user group.

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, please 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 Edit 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".

5.3 Delete 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.

6 System events

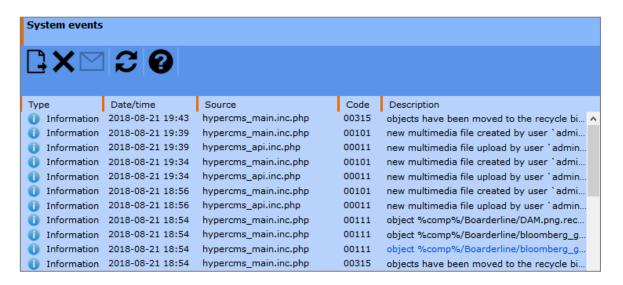
By selecting "system events" from the menu in the navigator, you get access to the event log of the system.

The system log presents information, warnings, and errors. Most of the user interaction with the system is logged, e.g. a user deleted an object.

If there are errors displayed in the event log, the 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 applications (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.



Publication-specific log files can be activate by the parameter \$mgmt_config['publication_log'] = true; in the main configuration file. A new menu item in the administration area of the navigation tree of the publication will be displayed in case the log file exists.

The management of system events also supports the automatic notification of users in case of errors or warnings. For this the user names need to declared.



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:

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

office@hypercms.com http://www.hypercms.com

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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