



# **hyper** → Content Management Server **CMS**

Version 6.1  
Users Guide

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# 1 Introduction

The hyper Content & Digital Asset Management Server is an out-of-the-box Content and Digital Asset Management solution for internet-, intranet- and extranet-projects. It offers simple handling as well as high-end performance and enables your company to manage the entire content lifecycle with ease.

## 2 Architecture and functionality

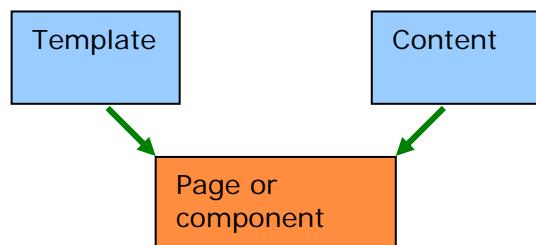
The main purpose of the system is the management of all kinds of information. The system serves therefore a Content Management and Digital Asset Management solution.

The core elements are structure, content, and design, which are stored separately from each other. This architecture provides high flexibility and efficiency in managing contents.

The structure is based on folders and can be generated, extended and changed using a simple web browser. The objects are stored inside these folders.

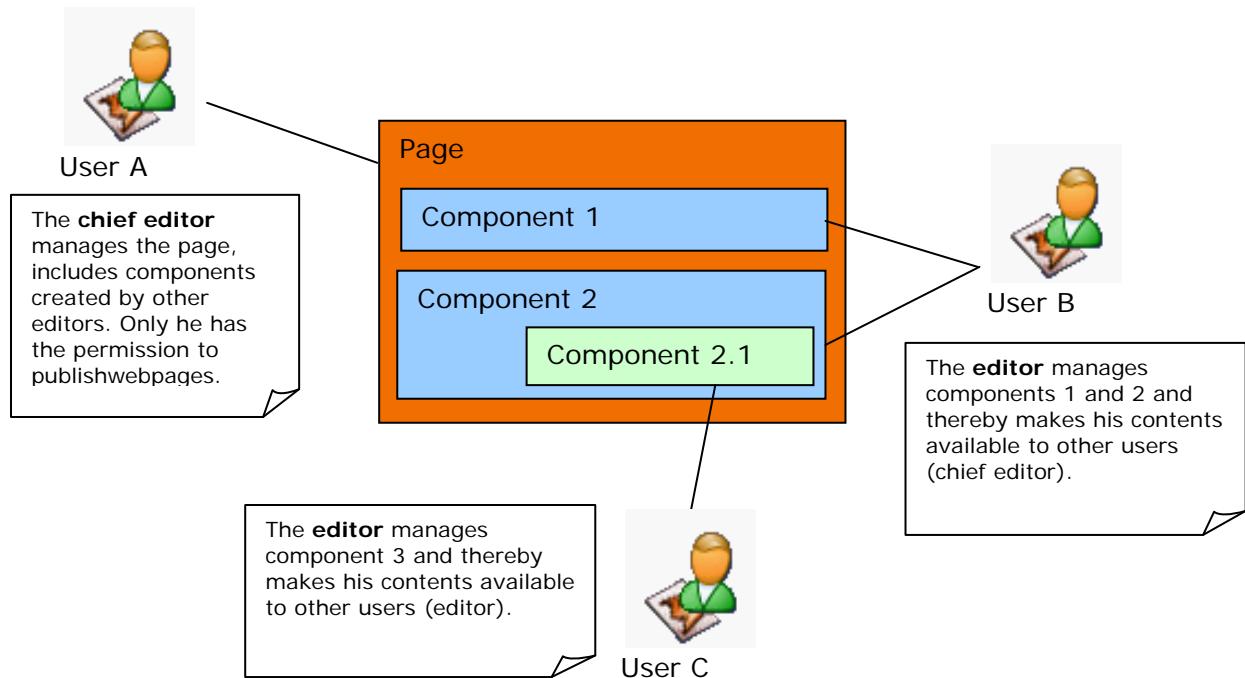
The design of a webpage is defined by templates, where as the content (text, images,...) is stored separately. All links between the single pages are constantly checked (link management), that's why dead links can never occur.

Changes in content of pages and templates are tracked and monitored by a version management system, which allows you to undo all changes in content at any time.



The asset or component management allows you to assemble pages from components. Components are managed separately from the pages, but have the same properties and can be reused in any other page. For example, you could create a piece of text once and reuse it in as many pages as you like.

The component concept provides high flexibility and allows setting up workflows based on your authorization concept.



The personalization of contents allows the representation of components based on a users profile. This can be done actively based on a users input of preferences (active personalization) or passively by tracking the users behavior on a website (passive personalization). The session management monitors the preferences or the behavior of the users and automatically shows components matching their user profile.

### 3 Introducing the user interface

The user interface of the system is called Dashboard. It is the workspace for all users, administrators, designers, site managers, and editors.

Different users might have different permissions assigned by the Administrator. Designers have access to templates. A site manager administers the structure. Editors create and manage content. This system allows organizations to assign certain tasks to dedicated users and to split competences according to your organizational structure or individual needs.

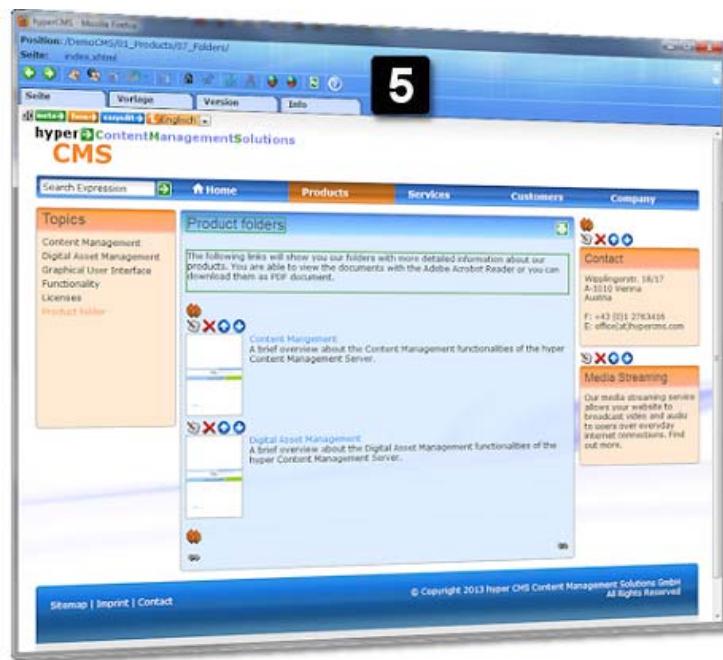
The user interface is completely browser-based and does not require the installation of additional software.

#### A brief overview of the essential parts of the user interface:

- [1] As **Browser** Internet Explorer, Firefox, Chrome, Safari as well as Opera can be used. The system supports mobile devices, is 100% browser based, so no additional software is required.
- [2] The **Navigator** provides access to all functions and is always visible. Depending on the permissions assigned to a user by his group membership, one can access certain functions.
- [3] The **Workspace Control** offers a tool bar to apply actions to objects.
- [4] The **Workspace** provides additional information and actions regarding the chosen element(s). It acts as an object navigator and shows object in list or thumbnail view, similar to a file manager.



**[5]** After choosing an object in the workspace it can be opened and edited in **EasyEdit** which is a WYSIWYG-Interface (What You See Is What You Get). By one click the same content can also be edited in a form.



## 4 Login form

Using the system requires a standard web browser. The recommended minimum screen resolution is 1024 x 768 pixels.

To access the system, open your browser and enter the address (URL) of the location, where it is installed (e.g. <http://www.yourdomain.com/hypercms>). Then the login form is displayed where you have to enter your username and password.

After logging in successfully you can access one or more publications or sites. Depending on your role (=rights assigned to your user) you can use the miscellaneous functions of the system. All available functions are displayed in the Navigator.

## 5 The Navigator

After logging in successfully the Navigator is displayed on the left of the interface. It is the central navigation element, which you can access at any time. You can access all available functions via the navigator, and access the workspace, where you can create, edit and remove objects.

The main tree nodes includes further sub nodes. By clicking the name or symbol you can open the menu tree and access the functions inside.

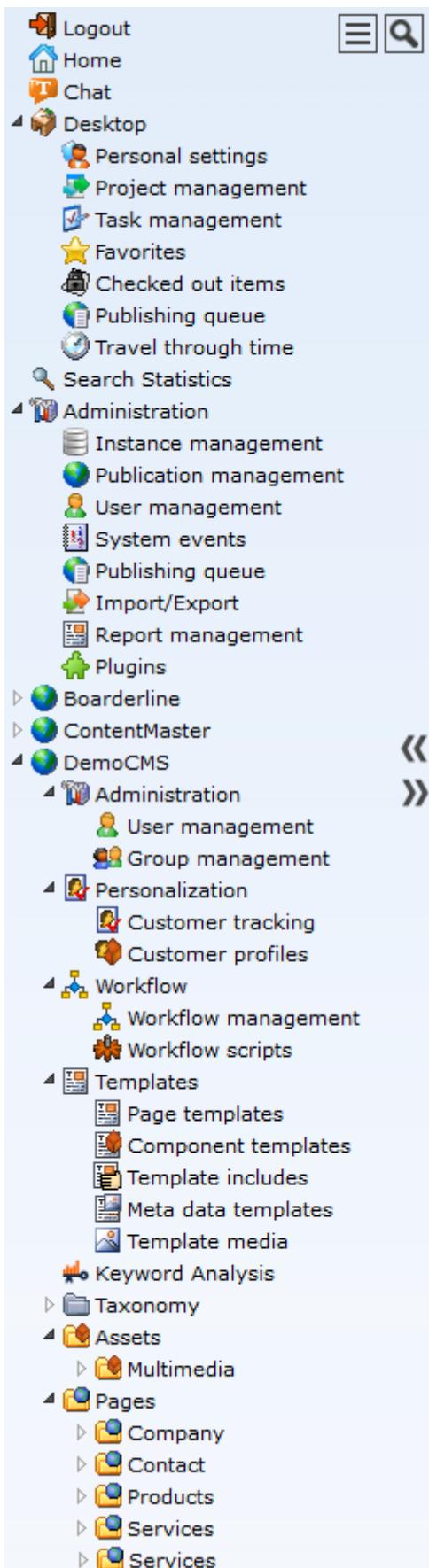
The range of available functions depends on the rights assigned to your user. This assures that persons assigned to a certain function can only call actions, which refer to this role. The designer e.g. can only access templates and template media. The designer can create new templates for the editors but does not have the permission to create pages or manage users. The editors again only have the permission to change the contents of the websites assigned to their role, but are not allowed to create templates and change the design of the website.

The icons in the upper right corner in the frame allow you to change from the navigation tree to the search window.

The screenshot shows a search interface with the following sections:

- General search**: Includes a search expression input field and a checkbox for "only object names".
- Advanced search**: A collapsed section indicated by a plus sign.
- Image search**: A collapsed section indicated by a plus sign.
- File type**: A section with checkboxes for Page, Component, Image, Document, Video, and Audio. All checkboxes are checked.
- Geo location**: A collapsed section indicated by a plus sign.
- Last modified**: Fields for "from:" and "to:" with calendar icons.
- Object-ID / Link-ID**: A search input field with navigation arrows («, »).
- Container ID**: An input field.
- Start search:** A button with a green arrow icon.

If you e.g. own administration rights (which means that you have unrestricted access to all functions) the navigator displays the following elements:



#### **Log off:**

By clicking "log off" you leave the management environment.

#### **Home:**

Homepage with general information.

#### **Chat:**

Open or close chat.

#### **Desktop:**

Manage your personal information, e.g. change your password.  
Access to the project management.

Your tasks are listed chronologically in the task list and you can manage the task you assigned to other users.

Access to the management of favorites.

You have access to all your checked out objects/items and you can inspect the publishing queue.

The travel through time feature makes time journeys in your websites possible.

#### **Optional Plugin (Search Statistics Plugin)**

#### **Main Administration** (see Administrators Guide for details):

Here you can create, edit and remove publications and users and view the event log (server installation only).

Configuration of Plugins.

#### **A publication includes:**

##### **Administration** (see Administrators Guide for details):

Create, edit and remove user and user groups and view the event log (server installation only).

##### **Personalization** (see Personalization Guide for details):

Create and define user tracking and customer profiles for personalized representation of contents.

##### **Workflow** (see Workflow Guide for details):

Create and define workflows and workflow scripts for creating automated workflows and publishing processes.

##### **Templates** (see Template Designers Guide for details):

Manage templates for pages, components, meta data and template related media files.

##### **Optional plugin of a publication** (Keyword Analysis Plugin)

##### **Taxonomy:**

Display of the taxonomy structure and the assigned objects, in case the taxonomy is enabled for the publication.

##### **Assets:**

Create, edit and remove folders, components and multimedia files. Components are self-contained elements, which again can be included into pages.

##### **Pages:**

Navigate through the structure of your website. The objects inside the folders are pages or files.

The following chapter describes all functions of the desktop in detail. You will learn about all functions (e.g. defining new structures, creating new pages, managing content) and the connection between the Navigator and the desktop.

## 6 Home

The Home page will be shown after the logon. It provides according to the system configuration different kind of information. The information boxes will display news, the recent edited objects of the user, the latest tasks of the user, and statistics about up/download of files.

The screenshot shows the hyper CMS Home page interface:

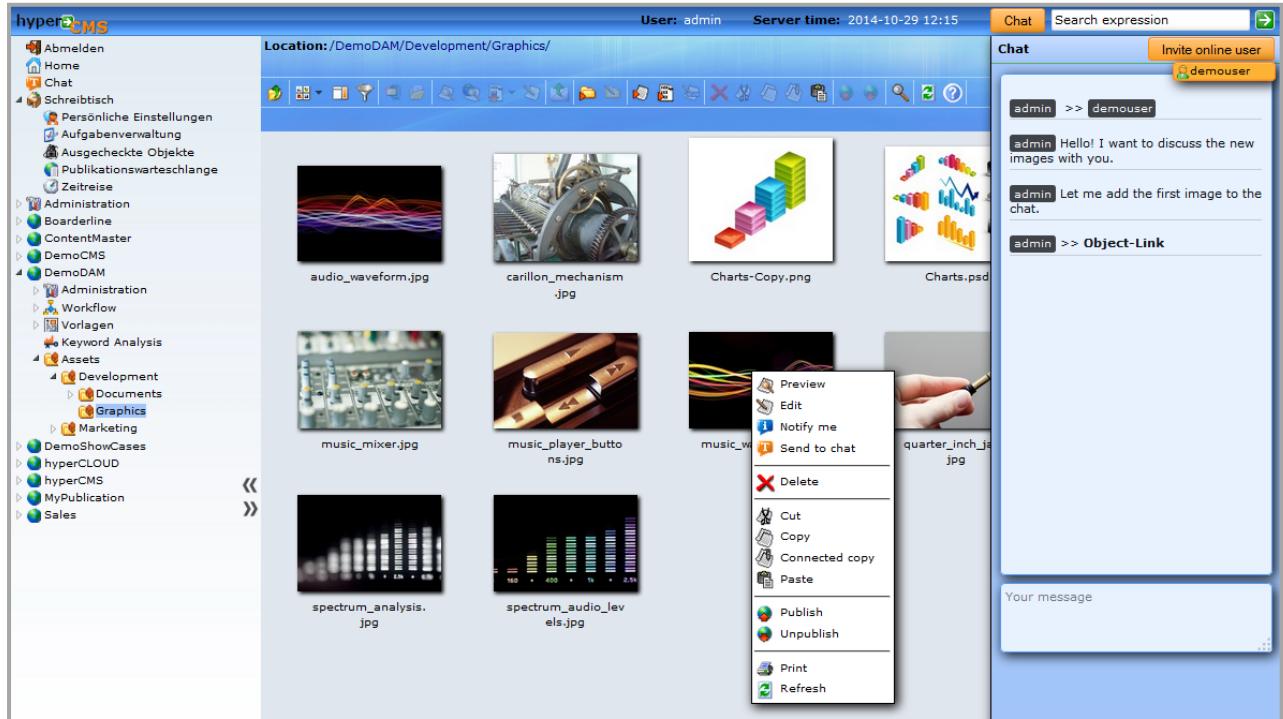
- Header:** hyper CMS Content Management Server Version 5.6.10
- News:** News >> Deutsch  
The highlights of the new version 5.6 of the hyper Content & Digital Asset Management Servers
  - Copy & paste of download links into e-mails of any client (activation via alt-key)
  - Access statistics includes the geo location of the user who downloaded the file
  - Detection of geo location and search for the geo location of objects
  - Automatic notification on change of objects and folders via context menu
  - Sidebar for the preview of objects
  - Support of mobile devices (Optimized user interface for smartphones and tablets).
  - New Multi File Upload with Drag & Drop Support (requires HTML5 file support)
  - Video Screen Capture: Create a start screen from the Video
  - Easy integration of videos in external pages by one single tag
  - Presentation module for products (Image gallery/Viewer with zoom) with easy integration in external pages by one single tag
  - Support of themes: Individual designed user interface of the system
  - Web2Print for the creation of printable documents
  - Multiselect and editing of objects
  - Version control and compare function for files
- My recent tasks:** 2013-03-29 11:54 Neue Aufgabe von Benutzer 'admin' [r.staribacher@hypercms.com]: Bitte prüfen Sie den Inhalt.
- My recent objects:** A list of recently accessed files and folders, including:
  - spectrum\_audio\_levels.jpg
  - hypercms-free-edition.zip
  - 2.php
  - index.xhtml
  - gates.mp4
  - 01\_Page.page
  - hypercms-screencast-installati...
  - pluginguide\_en.pdf
  - BMW\_Z4\_commercial.wmv
  - index.php
  - Airwriting Schedule Tutorial 1...
  - japanese\_tea.jpg
  - Airwriting Release Teaser.mp4
  - hyperCMS-Installation\_v45\_en.d...
  - image-landing.jpg
  - fig\_5.png
  - aromatherapy.jpg
  - DSC\_0182.png
  - spectrum\_analysis.jpg
  - 920\_13\_Flugblatt\_Lesung\_Priva...
- Download/Upload statistics:** A bar chart showing the number of hits and MB for downloads and uploads per day of the month.

| Day | Downloads (Hits / MB) | Uploads (Hits / MB) |
|-----|-----------------------|---------------------|
| 1   | 0                     | 0                   |
| 2   | 0                     | 0                   |
| 3   | 5                     | 1                   |
| 4   | 0                     | 0                   |
| 13  | 25                    | 0                   |
| 14  | 5                     | 0                   |
| 21  | 5                     | 0                   |
| 23  | 5                     | 0                   |
| 24  | 5                     | 0                   |
| 25  | 5                     | 0                   |

## 7 Chat

The Chat enables the user to communicate with other online users. Besides the text based communication, also objects can be added/sent to the chat by using the context menu. The other participants can open the object by clicking on the provided link.

Other online users can be invited to the chat. The chat window will then be opened automatically for those users.



## 8 The Desktop – Your personal area

The personal Area, represented through your username in the navigator, includes your personal settings, such as name, password and e-Mail-address and your task list.

### 8.1 Personal settings

By clicking the „personal settings“ icon in the navigator you can access your personal settings:

The screenshot shows a dialog box titled "Settings for user: testuser". It contains fields for changing the password, a Hash for OpenAPI, and personal information like Name and e-mail. A signature text area is also present. At the bottom, there are dropdown menus for Language and Theme, and a "Save settings" button.

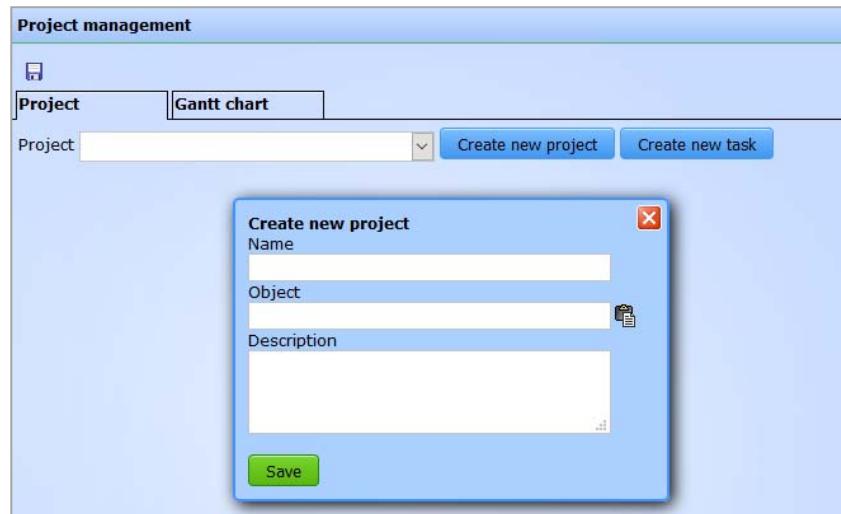
| Settings for user: testuser |                                  |
|-----------------------------|----------------------------------|
| Old password:               | <input type="text"/>             |
| Change password:            | <input type="text"/>             |
| Confirm password:           | <input type="text"/>             |
| Hash for OpenAPI:           | 0032a6cef80c30739f5492eb2a2      |
| Name:                       | John Doe                         |
| e-mail:                     | j.doe@internet.com               |
| Signature:                  | Best regards,<br>John Doe        |
| Language:                   | english                          |
| Theme:                      | Standard                         |
| Save settings:              | <input type="button" value="→"/> |

Here you can change your password (Don't forget to confirm it!), your name and your e-Mail address.

In addition you can find a list of available languages in this area. After changing the language of the interface and refreshing the page the entire dashboard is changed to the selected language.

## 8.2 Project management

With the help of project management, project managers can plan and monitor projects. The first step is to create a new project, which is done by clicking the button named "Create new project". In addition to the project name and an optional short description, a previously copied object (folder, page or asset) can be inserted. For instance, this can be a folder with the project documentation.



A project can have multiple subprojects, the process is similar to creating a new project. Again you can assign any object to the subproject.

The creation of new tasks requires more, however, optional entries. In order to monitor the project in the context of project management, a user should be assigned, a start and end date, and the planned workload should be defined. The priority is the importance of the task and will also color-coded as background of a task.

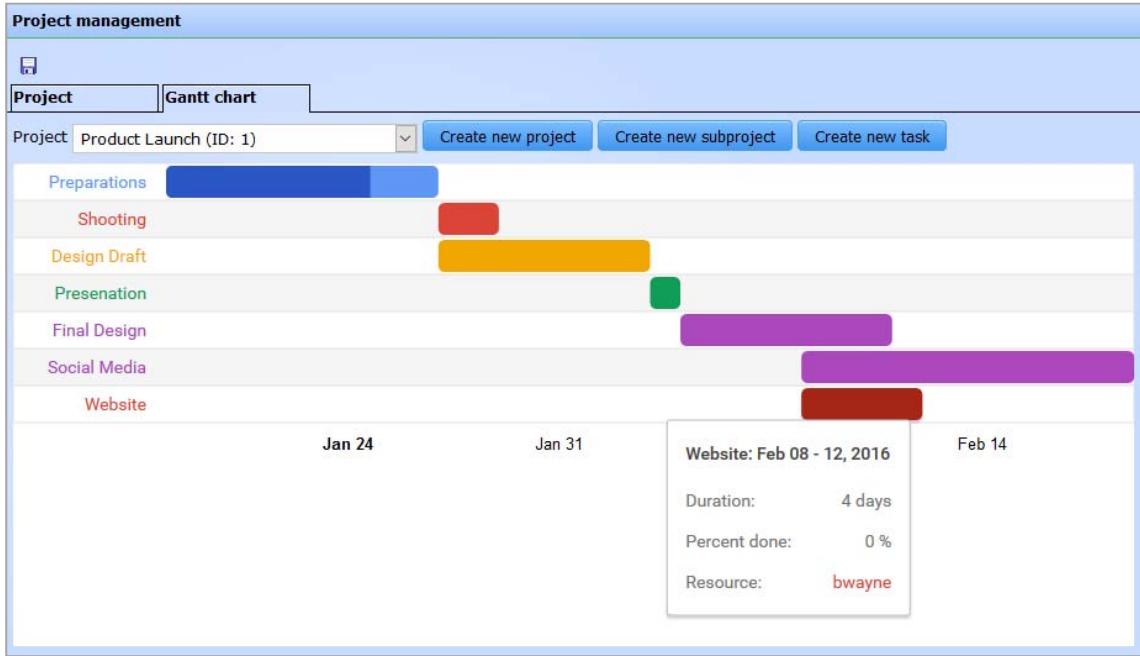
| Name           | Task of            | User               | Start      | End | Object | Description  | Priority | Status | Planned effort (h) | Actual effort (h) | Delete |
|----------------|--------------------|--------------------|------------|-----|--------|--------------|----------|--------|--------------------|-------------------|--------|
| Product Launch |                    | Lex Luthor (l.lu)  |            |     |        | New          |          |        | 208.00             | 0.00              |        |
| Photo Session  |                    | Peter Parker (p.p) | 2016-01-01 |     |        | Photo        |          |        | 46.00              | 0                 |        |
| Preparations   | Photo Session      | admin user (inf)   | 2016-01-01 |     |        | Prepare      | Low      | 75%    | 41.00              |                   |        |
| Shooting       | Photo Session      | Bruce Wayne (b.w)  | 2016-01-01 |     |        | Indoor       | High     | 0%     | 5.00               |                   |        |
| Publishing     |                    | admin user (inf)   | 2016-01-01 |     |        | Publishing   |          |        | 68.00              | 0                 |        |
| Social Media   | Publishing (ID: 1) | Peter Parker (p.p) | 2016-01-01 |     |        | Social       | High     | 0%     | 40.00              |                   |        |
| Website        | Publishing (ID: 1) | Bruce Wayne (b.w)  | 2016-01-01 |     |        | Create       | High     | 0%     | 28.00              |                   |        |
| Workshop       |                    | Peter Parker (p.p) | 2016-01-01 |     |        | Creative     |          |        | 94.00              | 0                 |        |
| Design Draft   | Workshop (ID: 1)   | Clark Kent (c.k)   | 2016-01-01 |     |        | Create 3     | Low      | 0%     | 38.00              |                   |        |
| Presenation    | Workshop (ID: 1)   | Lex Luthor (l.lu)  | 2016-01-01 |     |        | Presentation | High     | 0%     | 24.00              |                   |        |
| Final Design   | Workshop (ID: 1)   | Peter Parker (p.p) | 2016-01-01 |     |        | Finalizing   | Medium   | 0%     | 32.00              |                   |        |

A screenshot of the 'Project management' interface showing a list of tasks under a project named 'Product Launch (ID: 1)'. A modal dialog box titled 'Create new task' is open, prompting for task details like 'Name', 'Task of', 'User', 'Start', 'End', 'Object', 'Description', 'Priority', and 'Planned effort (h)'. The main table lists various tasks such as 'Photo Session', 'Preparations', 'Shooting', etc., with their respective users, start dates, and planned efforts. The tasks are color-coded based on priority: Low (light blue), Medium (orange), and High (green).

In the tabular display, you can change the grey framed values at any time. Do not forget to save the changes of the project using the save button.

The work progress and the time invested in the project and subprojects can will be displayed as well in the tabular representation of the project.

The Gantt chart displays the tasks and their work progress also graphically.



The task management performed by the project participants is an essential part of the project management. It allows the project members to manage the tasks assigned to them and to report the status of work.

## 8.3 Task management

In task management you can view all tasks assigned to you, create new tasks, and manage tasks you assigned to others. Tasks are created e.g. automatically by the system. When another user removes the page or component, the hyperlink on one of your pages will be deactivated. The task generated by the system gives you detailed instructions on how to proceed to solve the problem.

If the systems e-mail notification is activated, every affected user receives an e-mail providing information and a link to the object.

Other users can also assign tasks to you. For example, a chief editor can create a new task for the editors and link the respective page to it.

All tasks are sorted chronologically by the start date. The status of a task can be set in percent. The background color of the line indicates the priority level of a task (low, medium, high). If the end date of a task has been reached a warning color will indicate that.

The finished tasks (100%) will not be displayed in the task list by default. Activating the checkbox of top of the page will show all tasks.

You can also set the time you spent working on the task in hours and minutes.

### Tasks of a user:

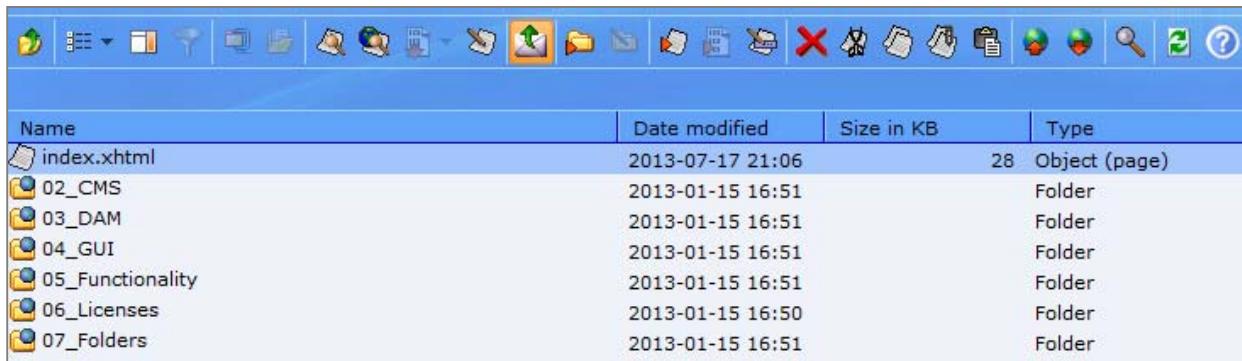
| Task management                              |                     |            |       |            |            |                        |                               |             |   |          |        |     |       |
|--|---------------------|------------|-------|------------|------------|------------------------|-------------------------------|-------------|---|----------|--------|-----|-------|
| <input type="checkbox"/> Show finished tasks |                     |            |       |            |            |                        |                               |             |   |          |        |     |       |
| My tasks                                     |                     | Management |       |            |            |                        |                               |             |   |          |        |     |       |
| #  | Name                | From       | Start | End        | Object     | Location               | Publication                   | Description | Category  | Priority | Status | h:m |       |
| 25   | Sales event video   | admin      |       | 2015-12-09 | 2015-12-25 | Videos                 | /DemoDAM/Marketing/           | DemoDAM     | Can you please upload the video of our latest sales event.                      | user     | high   | 50% | 02:11 |
| 27   | Presentation update | admin      |       | 2015-12-09 | 2016-01-15 | presentations-tips.ppt | /DemoDAM/Marketing/Documents/ | DemoDAM     | Please update the design of the presentation according to the new design guide. | user     | medium | 25% | 01:02 |
| 26   | Presentation update | admin      |       | 2015-12-01 | 2017-12-22 | Performance_Out.pptx   | /DemoDAM/Marketing/Documents/ | DemoDAM     | Can you please update the presentation. Most information is already outdated.   | user     | low    | 0%  |       |

### Manage tasks assigned to other users:

| Task management                              |                     |                 |            |            |                        |                                |             |   |          |        |       |        |                          |
|--|---------------------|-----------------|------------|------------|------------------------|--------------------------------|-------------|---|----------|--------|-------|--------|--------------------------|
| <input type="checkbox"/> Show finished tasks |                     |                 |            |            |                        |                                |             |   |          |        |       |        |                          |
| My tasks                                     |                     | Management      |            |            |                        |                                |             |   |          |        |       |        |                          |
| #  | Name                | User            | Start      | End        | Object                 | Location                       | Publication | Description   | Priority | Status | h:m   | Delete |                          |
| 25   | Sales event video   | Demo User (inf) | 2015-12-09 | 2015-12-25 | Videos                 | /DemoDAM/Marketing/            | DemoDAM     | Can you please upload the video of our latest sales event.                      | High     | 50%    | 02:11 |        | <input type="checkbox"/> |
| 27   | Presentation update | Demo User (inf) | 2015-12-09 | 2016-01-15 | presentations-tips.ppt | /DemoDAM/Marketing/Documents/  | DemoDAM     | Please update the design of the presentation according to the new design guide. | Medium   | 25%    | 01:02 |        | <input type="checkbox"/> |
| 23   | Keywords            | Demo Admin User | 2015-12-08 | 2015-12-08 | audio_waveform.jpg     | /DemoDAM/Development/Graphics/ | DemoDAM     | Can you please add more keywords to this image                                  | Medium   | 75%    |       |        | <input type="checkbox"/> |
| 24   | Keywords            | Demo Admin User | 2015-12-08 | 2015-12-25 | audio_waveform.jpg     | /DemoDAM/Development/Graphics/ | DemoDAM     | Can you please add more keywords to this image                                  | Medium   | 0%     |       |        | <input type="checkbox"/> |
| 20   | Video corrections   | Rudolf Staribač | 2015-12-01 | 2015-12-08 | gates.mp4              | /Boarderline/                  | Boarderline | Please correct the video rotation!  | High     | 0%     |       |        | <input type="checkbox"/> |
| 26   | Presentation update | Demo User (inf) | 2015-12-01 | 2017-12-22 | Performance_Out.pptx   | /DemoDAM/Marketing/Documents/  | DemoDAM     | Can you please update the presentation. Most information is already outdated.   | Low      | 0%     |       |        | <input type="checkbox"/> |

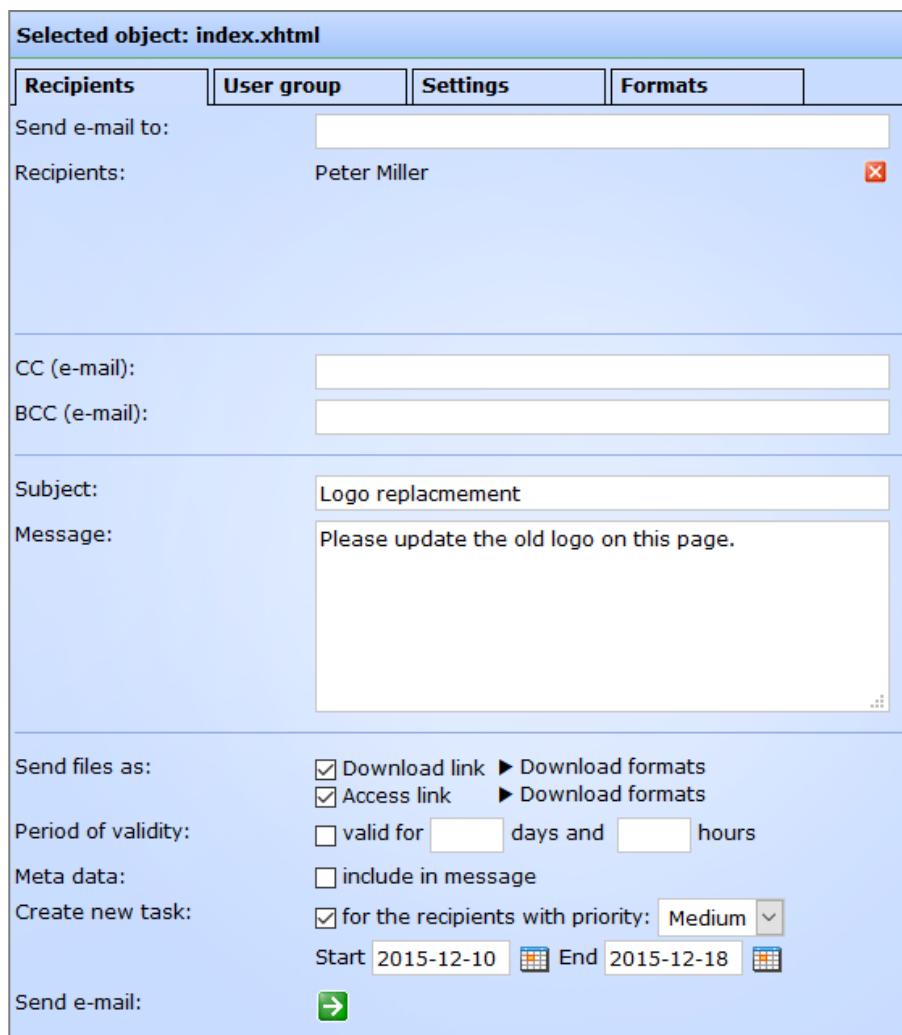
## Creating a new task manually:

To create a new task, use the “Send mail-link” function available from the tool bar in Assets or Pages.



| Name             | Date modified    | Size in KB | Type          |
|------------------|------------------|------------|---------------|
| index.xhtml      | 2013-07-17 21:06 | 28         | Object (page) |
| 02_CMS           | 2013-01-15 16:51 |            | Folder        |
| 03_DAM           | 2013-01-15 16:51 |            | Folder        |
| 04_GUI           | 2013-01-15 16:51 |            | Folder        |
| 05_Functionality | 2013-01-15 16:51 |            | Folder        |
| 06_Licenses      | 2013-01-15 16:50 |            | Folder        |
| 07_Folders       | 2013-01-15 16:51 |            | Folder        |

Add one or more person's names to the receiver field to assign the task to users. Next check the “for the recipients with priority”- checkbox and select one on the three available priority levels. You can also define a start and end date for the new task.



Selected object: index.xhtml

Recipients User group Settings Formats

Send e-mail to:

Recipients: Peter Miller

CC (e-mail):

BCC (e-mail):

Subject: Logo replacement

Message: Please update the old logo on this page.

Send files as:  Download link ► Download formats  
 Access link ► Download formats

Period of validity:  valid for  days and  hours

Meta data:  include in message

Create new task:  for the recipients with priority: Medium

Start  End

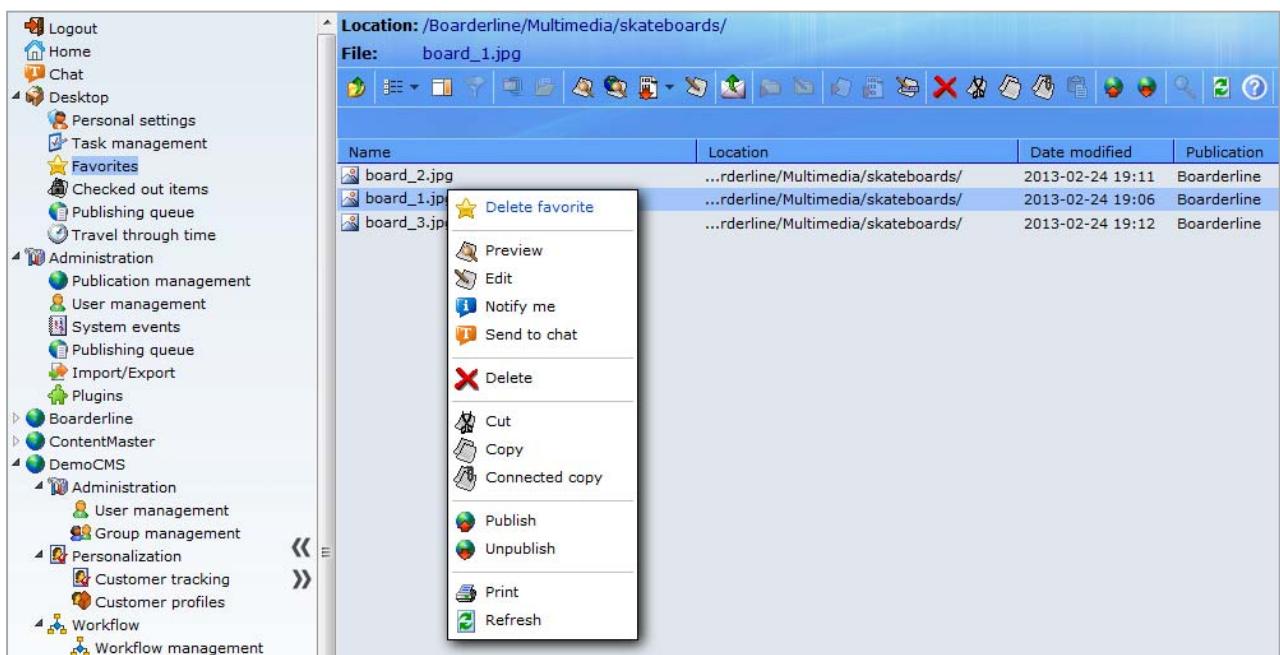
Send e-mail:

## 8.4 Checked out pages and components

If objects have been added to the favorites, they will be displayed in the list of favorites of the logged in user. So the user always has central access to all his favorite objects.

The objects can also be removed from the favorites. To do so, select and right-click the respective objects to open the context menu and choose „Delete favorite“. Objects, which are opened for editing, can be added or removed from the favorites via toolbar actions.

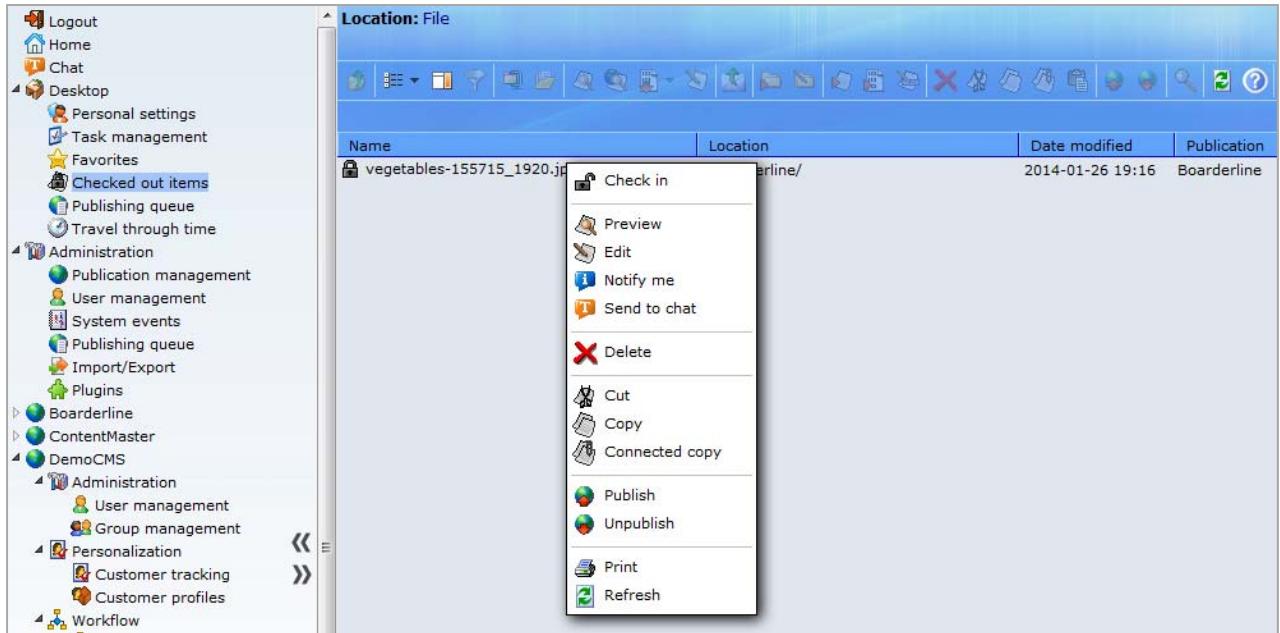
By left-clicking an object with your mouse you can mark an object and handle it via the functions of the toolbar. Alternatively you can handle objects via the context menu, which can be opened by right-clicking an object.



## 8.5 Checked out pages, components and files

If objects are checked out for exclusive editing, they will appear on the list as "checked out items". That way users always have an overview of the documents locked (checked out) and can check them in again to allow other users to edit them.

By checking objects in, others users will be able to edit them again. To do so, right-click the respective object to open the context menu and choose „check in“.  
Objects, which are opened for editing, can be checked in or out via toolbar actions.



## 8.6 Travel through time

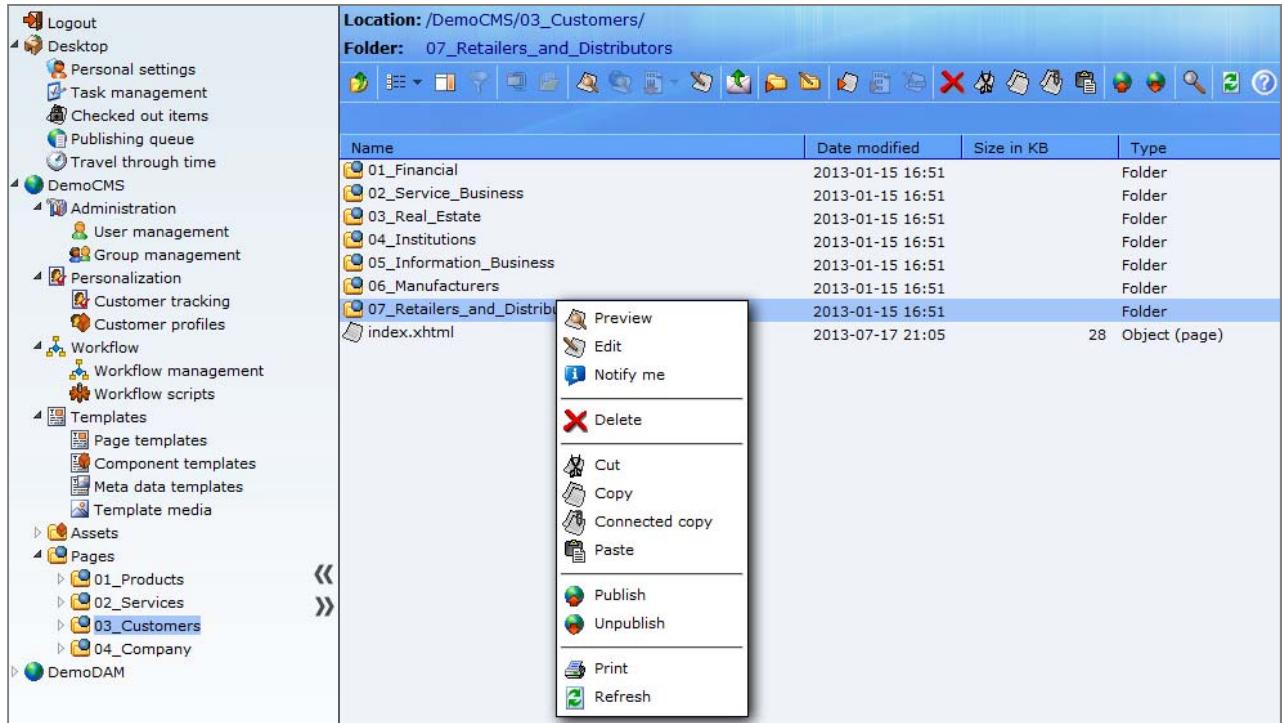
This function of the hyper Content Management Server makes time journeys with hyperCMS administered websites possible, without accessing the history of versions. Content and design can be controlled separately from each other. Just select a destination date for the time journey and travel through your publications as if you were in the past. The online publications will remain unaffected by this time journey.



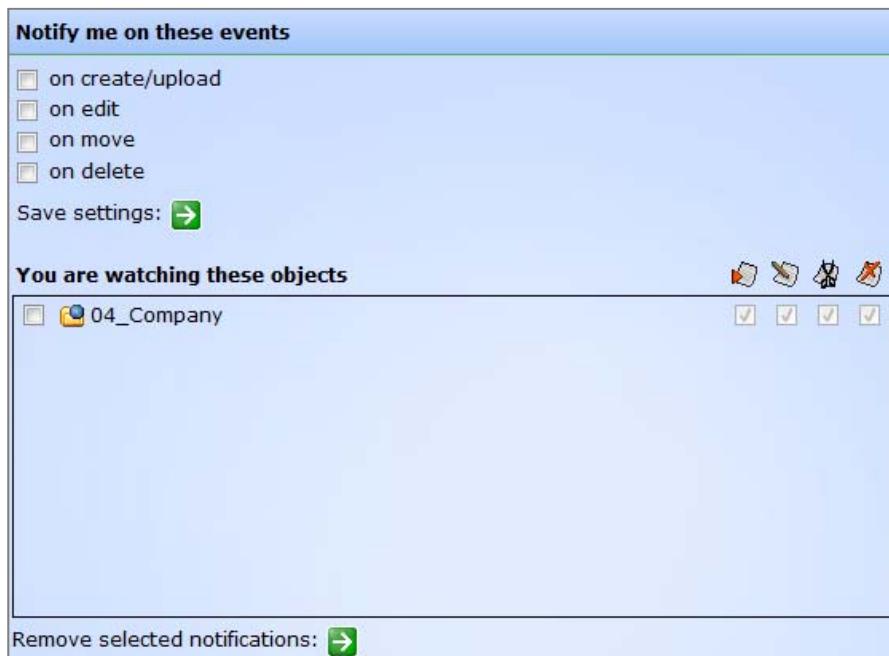
## 8.7 Notification

If you want to be notified as soon as a certain object has been changed, created, moved or deleted you can define this with the notification function of hyperCMS.

To do so right-click on the object to be monitored and select "Notify me".



A new popup will be displayed where you can define which actions should be monitored. This popup also shows you a list of all objects currently monitored by your user.



# 9 Managing content

A website is an optical and/or acoustical presentation of content in a structured form.

**We have to keep these 3 elements in mind:**

- Structure
- Design
- Content

The structure defines the information layout, the design defines the appearance and the content consists of the actual information displayed (text, images, videos, links, etc.).

## 9.1 The basics of content management

### 9.1.1 The architecture of content

In order to organize content, folders are the first step to provide some basic categorization.

To organize large amounts of data and information in a structured way it is recommended to use folders, just like in any other file management system (e.g. Windows Explorer). Using folders you can arrange the content systematically, for example by subsidiaries (different languages), by business units (marketing, product management,...) or by products. Of course you can change an existing structure as well, for example by creating, moving, renaming and editing pages or folders.

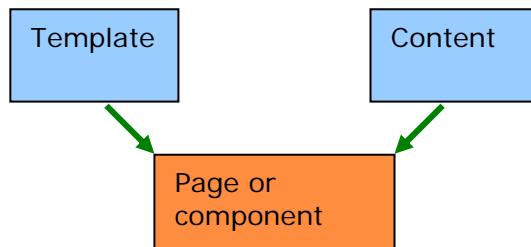
The link management system monitors all changes in structure and updates references automatically. Therefore you don't have to edit the links between the pages manually after changing their location on the site. The system provides highest flexibility and enable you to quickly respond to changes inside your company.

Another important point regarding architecture is the distinction between the management environment and the live-environment. When an editor changes the content of a webpage, the changes do not affect the content of the live-system (the website as it is shown to the visitors) until the page is published. A page can be unpublished as well, which means that it remains in the management environment, but is no longer visible on the live-system and other editors cannot set links to this page.

### 9.1.2 The architecture of a page

The following information targets the editors of web pages. The same principle is also used to manage multimedia content (files) but it is not of relevance for users regarding Digital Asset Management.

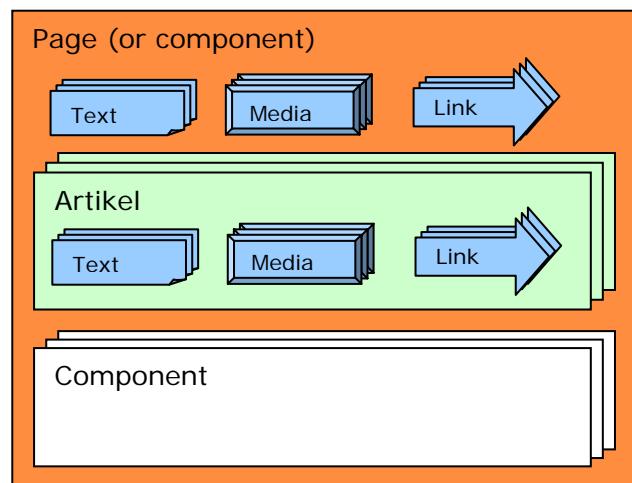
When an editor creates a new webpage they can choose a name for the page and a template. The template defines the design and the editable elements of the page as well as the structure of the content, which is assigned to the page as an XML object. A page or a component is defined by its content (XML-Format) and its layout (template).



A page can consist of multiple elements, which can be manipulated by an editor. Elements can be plain text, images, hyperlinks and components. But also articles can be defined within this page, which again consist of the same elements.

Elements underlie additional management. According to this, articles can be set active, inactive or managed by schedule.

A page can include one or more components. Components behave just like a page and consist of the same elements but are managed independently from the content structure. Components are displayed on the website when embedded into a page.



Components offer high flexibility in managing a website. They are created separately from the actual page and managed independently and integrated into a page dynamically. Therefore components can be integrated in as many pages as you like without causing redundancies.

Example: An editor wants to include contents of other editors into his page. He cannot edit contents managed by other editors but he can include their contents into his own. Thereby he doesn't have to edit these contents since the actual author updates them. If an author deletes a component it will be removed automatically from all pages where it was included. In this case an editor receives a message with a notification that the component has been removed, which allows him to set appropriate action.

Components cannot only be embedded into pages, but also into other components.

## 9.2 Setting up the folder structure

Speaking about Content Management, we have the management of a website in mind which consists of pages and folders. With the Digital Asset Management, the multimedia files and component folders are most important.

Pages and components are treated independently from each other but can go together in website projects.

Before building up your project with hyperCMS you should plan its structure in detail. Especially in large projects requiring multilingual contents and a persistent corporate design, structuring the contents is very important. So you should take your time to plan the project before setting any further action.

Think about chapters in a book. To manage contents and information effectively, it is important to set up a well-engineered structure. You divide all contents into categories to find it easily at a later time. The single pages of the website represent the content. They are stored in folders, which again are comparable with the chapters of a book.

The structure build by the use folders is not only important for the categorization, but also for access control. The user access permissions are also based on folders.

Setting up a component structure is identical to building a page structure. Component structures are commonly used by Digital Asset Management, while page structures are used for website projects.

Therefore all following explanations also apply to components and the content as well.

To access the content of your website choose the respective menu item in the navigator. All folders that comply with your access permissions are displayed in the menu tree. Like in a file manager you can now browse through the website and access the single pages. The „back“-item  takes you back to the parent folder. When you click the folder symbol  all contained subfolders and pages are displayed.

While browsing the site the current path (=your position) is displayed in the workspace bar as well as description of the currently chosen object (folder, page or any other file). Below you can see the toolbar, which gives you access to all available actions associated with the selected object. The number of available actions depends on your permissions.



## 9.3 Workspace tools

Browsing the component- or site structure of your publication the workspace control always displays your current position and the selected object (folder, page or component). Below the path display you can find the toolbar with offers multiple functionalities.

Depending on your permissions and the properties of the selected element (folder, page,...) the icons in the toolbar are set active or inactive.

| <b>Symbol</b> | <b>Explanation</b>  |
|---------------|---|
|               | Going back one step in the navigation history of the EasyEdit mode  |
|               | Going forward one step in the navigation history of the EasyEdit mode   |
|               | Go to parent folder.  |
|               | Change from detailed list view to different sizes of the thumbnails view.   |
|               | Activates the sidebar which displays a preview of the selected object on the right border of the explorer.  |
|               | Filter for file-types   |
|               | Preview the selected page or component  |
|               | Live-view of the selected page or component based on the current publication  |
|               | Download of Multimedia files  |
|               | Edit the selected page or component   |
|               | Create a ZIP-file including the selected multimedia files   |
|               | Extracting the contents of a ZIP-file (a folder with the name of the ZIP-file will be created)  |
|               | Send an e-mail including a link to a folder or an object to an existing or new user of the system. This function is primarily used for Digital Asset Management, to allow external users to access multimedia files.  |
|               | Send link to a folder or object to the chat.  |
|               | Create a new folder. An input field is displayed in the workspace control, which requires setting a name for the new folder. After confirming by clicking „OK“ the folder will be created as a subfolder on your current position (path).   |
|               | Rename an existing folder. Enter the new name in the input field and click „OK“ to save the new name.   |
|               | Create a new page or component. Choose a template and enter a name for the new object. After clicking „OK“ the new element is created and ready for further editing.  |
|               | Upload a file from your hard drive. Select a file and click „OK“. The file will be stored in your current position (folder).  |
|               | Renaming the selected object. After entering a new name and clicking „OK“ the file will be renamed.   |
|               | Removing the selected object (folder, page, component or any other file). After clicking „OK“ the file will be removed from the folder.   |
|               | Cutting the selected object (page, component or any other file). After clicking this button the selected object is available in the clipboard and can be pasted into any other location.  |
|               | Copying the selected Object (page, component or any other file). After clicking this button the selected object is available in the clipboard and can be pasted into any other location.  |
|               | Copying the selected object (page, component or any other file) with a reference to the content of the object (bound copy). If the content of the original file changes, the content of all bound copies changes automatically. After clicking this button the selected object is available in the clipboard and can be pasted into any other location. |
|               | Pasting an object (file, component or any other file). Copied or cut files are pasted from the clipboard to the current location.   |
|               | Checking out and locking a page or component for exclusive editing.   |
|               | Checking in and unlocking a previously checked out page or component.   |
|               | Accepting contents after review and forward it to the next instance in the workflow.  |
|               | Rejecting contents and sending them back to a defined instance in the workflow.   |
|               | Publish the selected page or component. After publication the object is available online and other users can link or integrate it.  |
|               | Unpublish the selected page or component. After clicking this button the object is no more available online. All links to this object are removed automatically.  |
|               | Refresh page  |
|               | Search  |
|               | Help  |

## 9.4 Creating new pages and components

Use the navigator to get to the location in the folder structure or component structure where you want to create a new object. Now you can create a new page or component using the toolbar as explained in the table above. Select a template and a name for the object and click „OK“ to create it. The object is now displayed in the workspace but is not yet online, which is indicated by its greyed out icon. Until the object is published it is not available in the live-environment. Therefore other users cannot link this object or integrate it into a page.

## 9.5 Uploading files

Files of all kinds, like images, videos, office documents, can be uploaded using the file upload manager. The files will be stored in the system at the chosen location. The multimedia assets not only represents the file and a preview, but also meta information.

Depending on configuration of the system, a user can upload local files, files stored in a Dropbox account or from FTP servers.

For mass uploads, also compressed files (ZIP-files) can be used. If the checkbox (uncompress file) is activated, the uncompressed content of the file will be extracted. Folder structures, files of and the meta information of files will be saved.

The system will look for file duplicates if the option "Check for duplicates" is enabled. If duplicates of the same file will be found, the system will warn the user. Then it is up to the user if this option will be disabled and the same file will be uploaded again to the system.

Uploaded files can be automatically removed again on a certain date and time. These objects will be shown in the publishing queue of the system.

Video files will be converted to small streaming videos for preview purpose. Thumbnails of all kind of image formats will be created. The content of PDF and MS Word documents will be indexed for the search in text based content.

The multimedia files can be linked to or directly integrated into a page or component as image, flash movie or video file.

**Upload files to location: /DemoDAM/**

0 file(s) uploaded

Uncompress files

Resize images (GIF, JPEG, PNG) by percentage of original size (100%):  %

Check for duplicates

Remove uploaded files on

You can drag & drop files into the window

**Select files** **Dropbox** **FTP** **Upload files** **Cancel all uploads**

## 9.6 Workplace integration

By using the workplace integration, multimedia files can be processed and managed directly from the local file manager.

The WebDAV-standard allows users to edit files, e.g. office documents directly, using a locally installed application. Through WebDAV a user can open, edit and save documents like they are in the local file system. The downloading of the file for editing and the uploading of the same file is therefore not necessary, since the file can be saved directly via the application.

Copy, cut and paste is also supported.

**Attention:** Please note, that the file manager may create a new file and remove the original file when copy and paste is used. This means that the history/versions of the pasted file will be lost!

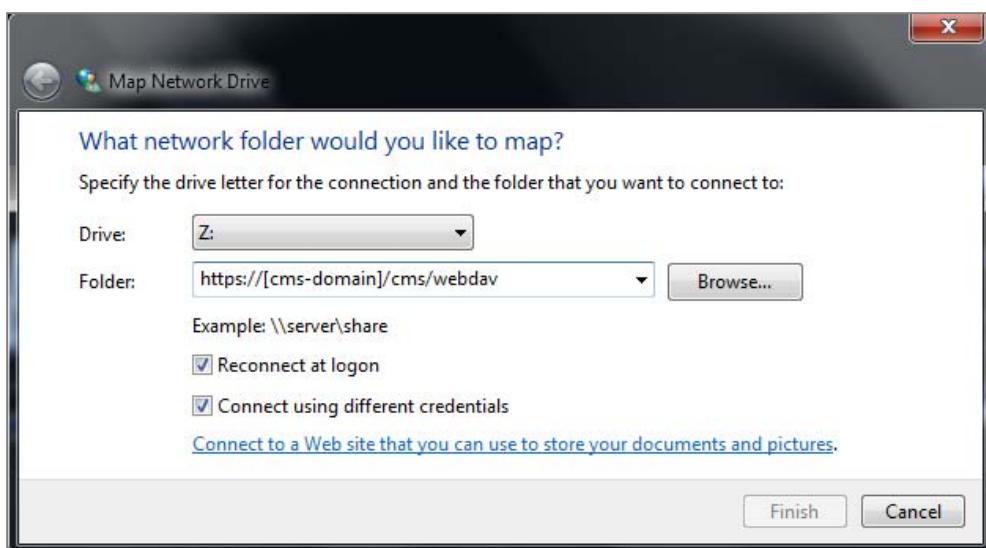
### Integration in a file manager:

If the system was configured for the WebDAV access, the system can be integrated in a standard file manager, e.g. MS Windows Explorer, as a network drive to gain access to all files.

Please keep in mind that not all functionalities of the browser interface of the system are available.

### How it works?

1. Before you can use this feature, you need to set your password once again.
2. You need access to the option "Map network drive..." in the "Tools" menu of Windows Explorer, which can be opened using the Alt-key in Windows 7.
3. After that you proceed like shown in the screen below and fill in your user name and password in the new window.



4. Now you should be able to access the network drive.

## 9.7 Sending files via e-mail

### 9.7.1 Send mail function

To send links to files or folders you can use the mail functionality of the system. You can select existing users or all users of a certain group as recipients. Simply enter the first characters of the users name into the "send e-mail to" field and the system will show you a list of all users with a similar name.

It is also possible to send an e-mail to a new user by the given e-mail address. In this case a new user with the name "User" + timestamp will be added to the system. Therefore, this option should only be used for external users that don't use the system regularly.

Of course the fields copy, carbon copy, subject and the message itself can be filled in.

Exists a user group with the name "default" in the system, then this group will be used for all new users or existing users without access permissions to the location given by the link in the e-mail. The user group "default" must also include the access permissions to a certain location in the system in order to grant a user access.

If there is no group named "default" then all new users must be assigned to a given group. Existing users without access permissions will not get access if the group "default" does not exist.

**Selected object: 3 files selected**

| Recipients          |   | User group | Settings | Formats |
|---------------------|---|------------|----------|---------|
| Send e-mail to:     |   |            |          |         |
| Recipients:         | Peter Parker <input type="button" value="X"/> Clark Kent <input type="button" value="X"/>   |            |          |         |
| CC (e-mail):        |   |            |          |         |
| BCC (e-mail):       | Campaign  |            |          |         |
| Subject:            |   |            |          |         |
| Message:            | Please have a look at our new campaign pictures.  |            |          |         |
| Send files as:      | <input type="checkbox"/> Download link ► Download formats<br><input checked="" type="checkbox"/> Access link ► Download formats<br><input type="checkbox"/> Attachment ► Download formats |            |          |         |
| Period of validity: | <input type="checkbox"/> valid for <input type="text"/> days and <input type="text"/> hours   |            |          |         |
| Meta data:          | <input type="checkbox"/> include in message   |            |          |         |
| Create new task:    | <input type="checkbox"/> for the recipients with priority: <input type="text" value="Low"/>   |            |          |         |
| Send e-mail:        | <input type="button" value="→"/>  |            |          |         |

### **Sending options:**

You can make files accessible via 3 different options.

The first option sends a download link via e-Mail. After the receiver(s) clicked the link, the default Browser will offer the sent file(s) as a download.

The second option sends a temporary access links via e-Mail. After clicking this link, the default Browser will show the file explorer containing the sent file(s). It is taken into account if only a single file or entire folders have been sent.

The last option sends the selected file directly as an e-Mail attachment to the receiver(s). This option is not available for entire folders and should only be used for sending small files.

### **Download formats:**

The Formats-tab allows to define download formats for the selected files. For download and attachment you can define one specific file format for download. For access links you can define one or more formats.

### **Period of validity:**

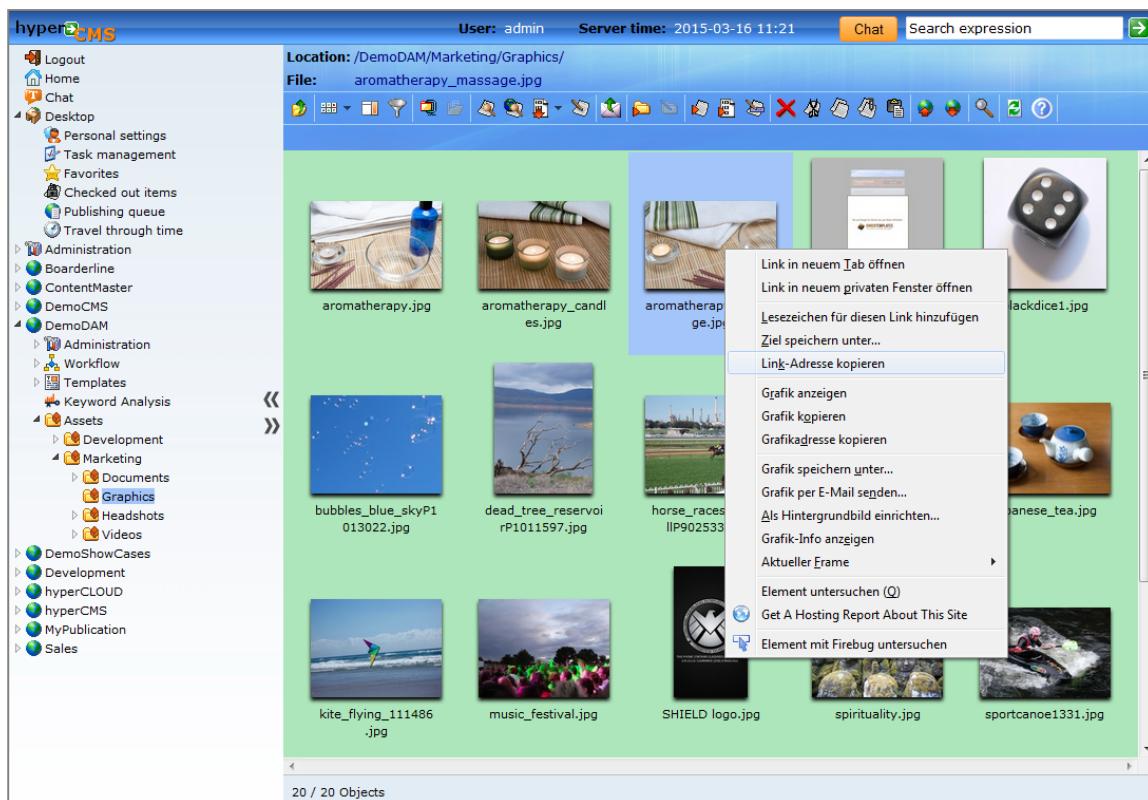
If you want to restrict access to the file, a period of time in days and hours can be set. This restriction applies only to download- and access-links.

### **Meta data:**

In the message itself the metadata of files can be included when the checkbox is activated. This presupposes that the metadata is present in the file.

## 9.7.2 Integrate download links into an e-mail client

You can also integrate files into a mail of a standard e-mail client, by using the Alt-key in the object explorer. The background will change its color to green and you will be able to right click any object and copy the download link. You can also mark objects and copy & paste them into your e-mail in any view.



## 9.8 Editing objects

To edit an existing page  or component  choose it from the list of contents in the folder on the workspace. You can open the object for editing using the icon in the toolbar as explained in the table above or by right-clicking the file and selecting the edit function from the context menu.

After choosing an object all available functions are displayed on the toolbar. Pages, as well as components or any other file are opened in EasyEdit Mode in a new browser window. The icon beside the filename shows the format of the file.

If the management system includes the Workplace Integration, the files can be edited directly in the associated Application (e.g. MS Word).

### 9.8.1 Editing pages and components

If you take a look at the workspace after choosing a page you can see the generated page based on the selected template.

**Please note:** You can change the content of a page or component as often as you like, without affecting the live-system. Pages or components are not displayed on the Internet until they are published.

An existing page is displayed as shown below:

Besides the design and the content of the page additional buttons are displayed on the page in EasyEdit mode.

These buttons show, which elements of the page can be edited. The following buttons are displayed depending on the definition of the page template:

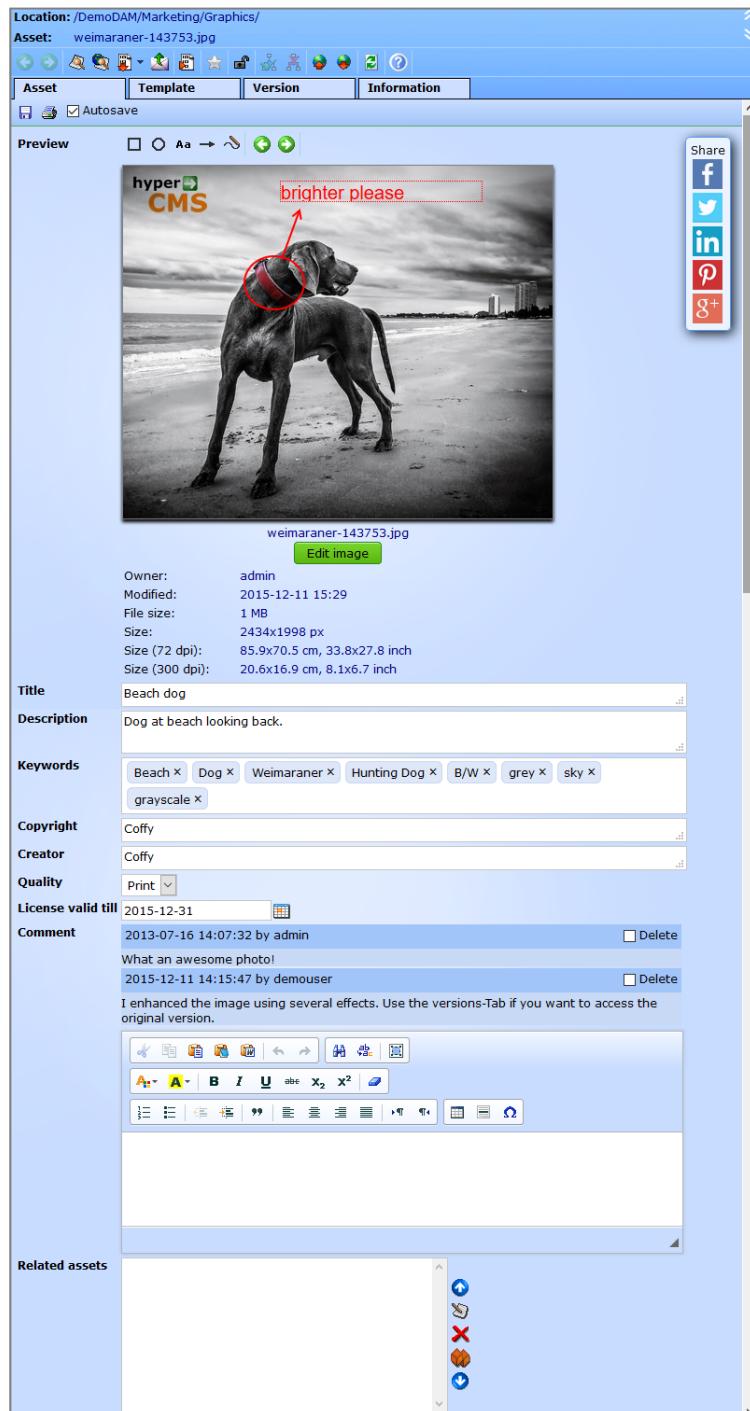
| <b>Button</b> | <b>Description</b>   |
|---------------|--|
|               | Edit meta-information in form view   |
|               | Switch to form view  |
|               | Enable or disable the InLine-Editing mode.   |
|               | Switch language  |
|               | Publish article. An article can be set active, inactive or scheduled.                                  |
|               | Create or edit non-formattable text  |
|               | Create or edit formattable text.   |
|               | Choose a text option from a list   |
|               | Insert or change multimedia file   |
|               | Link a page within your website, any other website or a file (download link) or edit an existing link. |
|               | Insert single component  |
|               | Insert multiple component  |
|               | Edit component   |
|               | Remove selected component  |
|               | Shift up selected component  |
|               | Shift down selected component  |

These buttons are always displayed at the beginning of the editable content (text, image, link, etc.). Click on the buttons to edit the underlying content.

### 9.8.2 Editing multimedia files

If the object is a multimedia file or a folder, Meta data can be filled in this object. To edit the Meta data a form will be presented. To save the information click on the save button on the left upper corner of the form.

If the annotation feature of the system is enabled, you can make annotations on the image by using the buttons in the toolbar above the image. The annotations can be used for communicating change requests to other members.

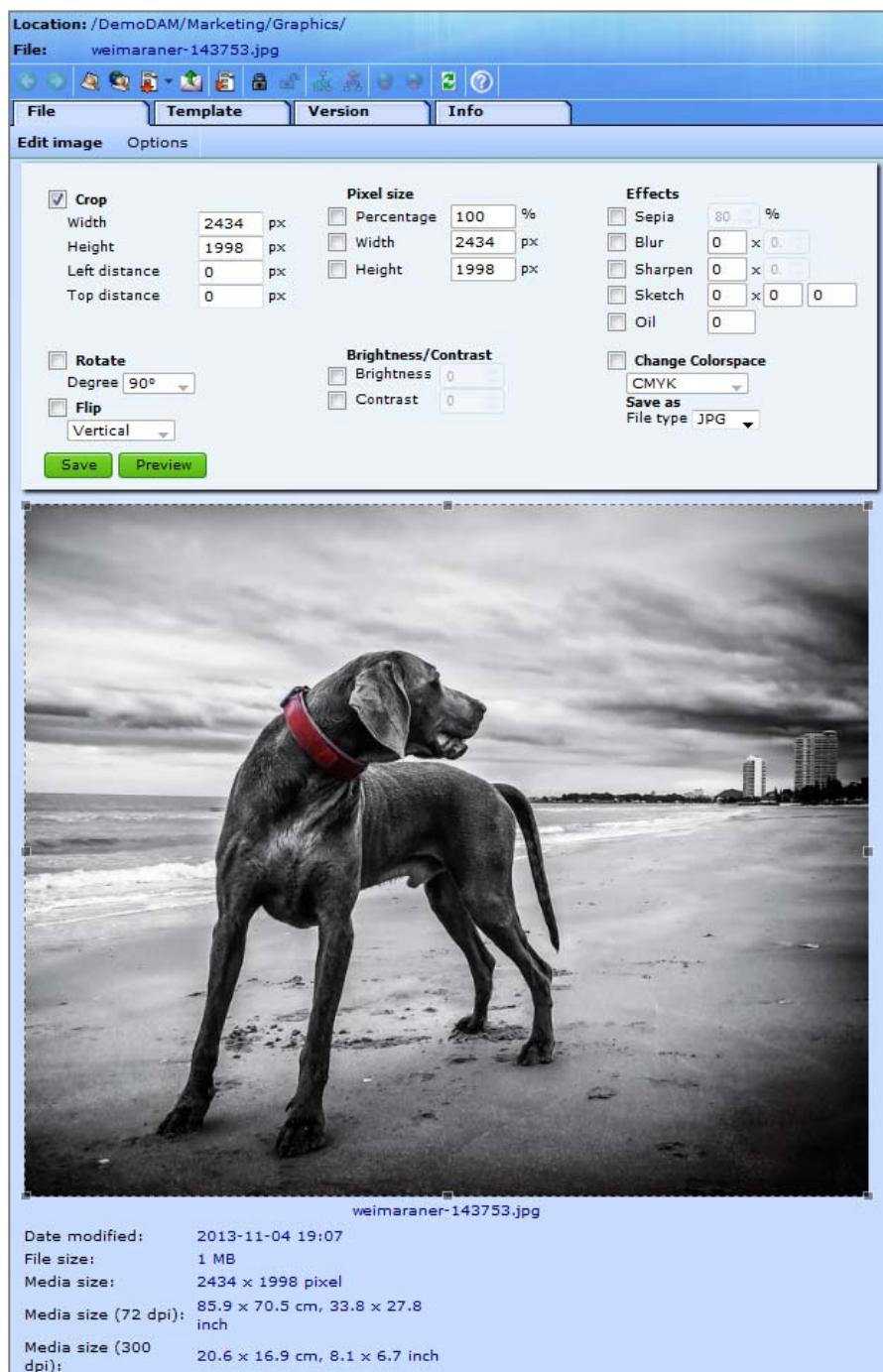


### 9.8.2.1 Image Editing

Certain image files can be edited by clicking the edit button below the preview image or by selecting more images in the Object Explorer and edit all of them at once (in this case crop is not available).

The following parameters of an image can be changed:

- Crop
- Resize
- Rotate and flip
- Brightness and contrast
- Apply effects
- Change colorspace and file type



### 9.8.2.2 Video Editing

Videos or audio files can be selected and edited in single or batch mode. Based on the original video file other videos can be created without changing the original source video. The versions of a video file will be shown in the table below the video.

If the video format of the original video is supported, you can also overwrite the original video. To do this, choose the file type "Original" from "Save as".

If the version management is enabled in the system, the original file remains as old version and is replaced by the newly created file.

**Location:** /DemoDAM/Marketing/Videos/  
**File:** hyperCMS Screencast - E-Mail-Client.wmv

**File** **Template** **Version** **Info**

**Preview**



hyperCMS Screencast - E-Mail-Client.wmv

**Edit video** **Embed video**

|                     | <b>Original</b> | <b>flv</b>    | <b>mp4</b>    | <b>ogv</b>    |
|---------------------|-----------------|---------------|---------------|---------------|
| File size           | 23 MB           | 21 MB         | 18 MB         | 20 MB         |
| width x height      | 1280x720 Pixel  | 640x360 Pixel | 640x360 Pixel | 640x360 Pixel |
| Duration (hh:mm:ss) | 00:03:14        | 00:03:14      | 00:03:14      | 00:03:14      |
| Bitrate             | 972 kb/s        | 915 kb/s      | 773 kb/s      | 854 kb/s      |

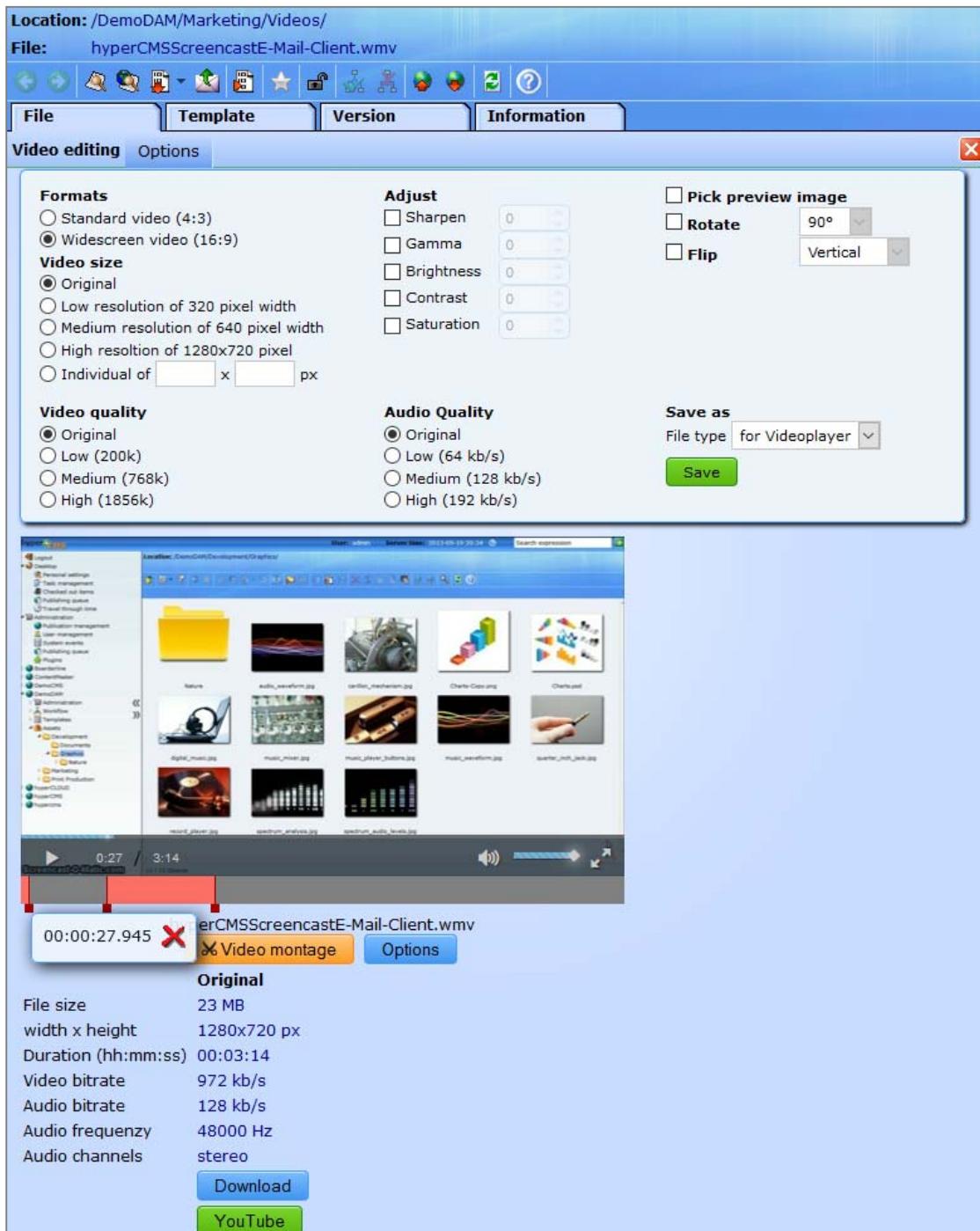
**Title** How to upload Files

**Description** Screencast: How to uploads files in hyper Content & Digital Asset Management Server

Download YouTube Download YouTube Download YouTube Download YouTube

The following parameters of a video can be set:

- Format
- Video and audio quality
- Video size
- Brightness, contrast and other effects
- Cut video
- Define start image
- Change file type



### 9.8.2.3 Video Text Tracks Editing

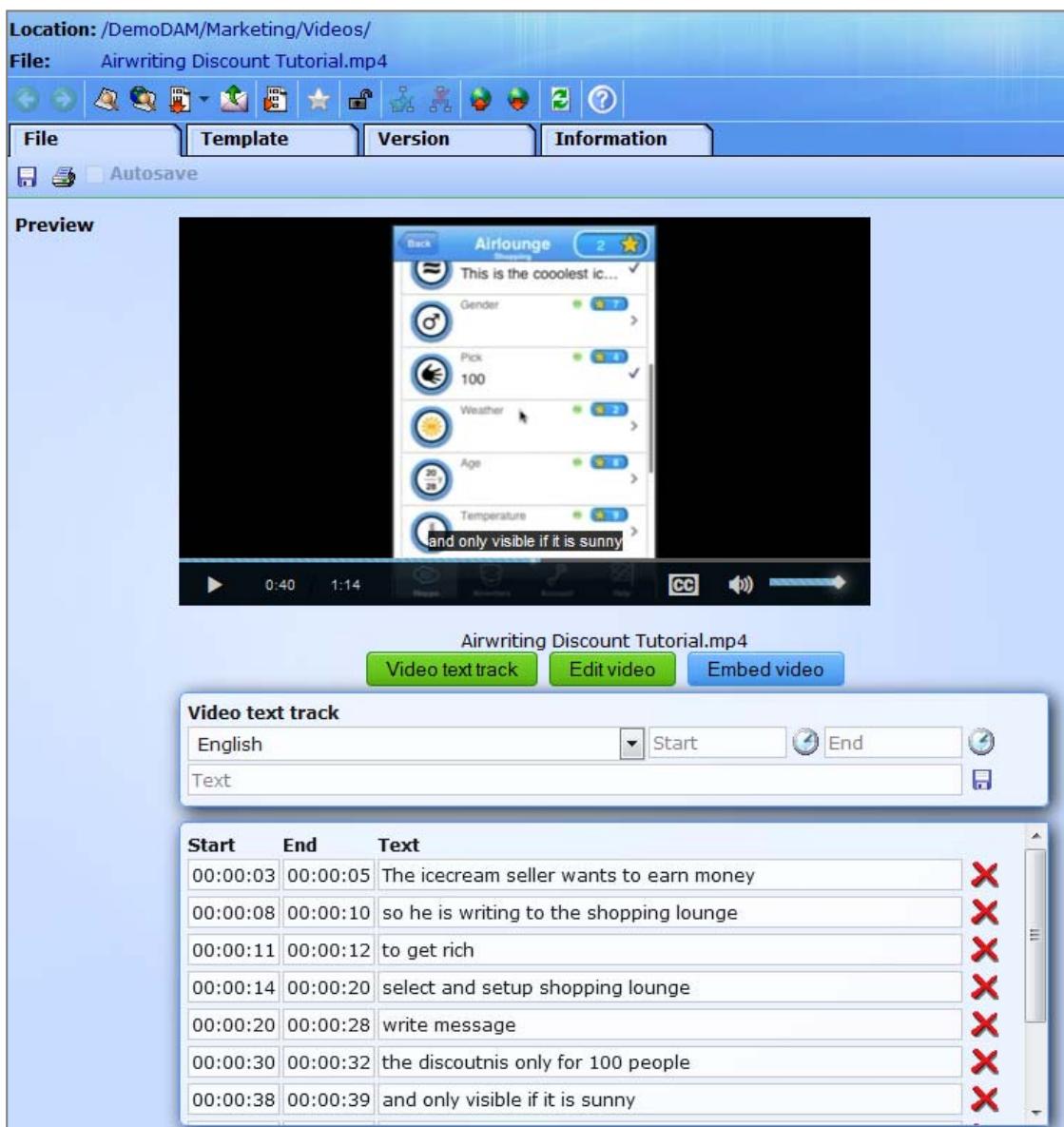
WebVTT (Web Video Text Tracks) is a W3C standard for displaying timed text in connection with the HTML5 <track> element used in videos. The system allows to create and edit video text tracks in all languages.

Open the video text track editor by clicking the “Video text track” button. Select the language in the drop-down-menu. Language select options with green background indicates that a video text track exist already.

When playing the video you can simply press the clock-icon for start and stop to select the timestamp for the begin and end of the text. Pressing the save-icon of the editor will add the new text to the VTT records displayed below the editor.

You can always edit the text or remove entries from the list of text records.

You need to publish the video in order to integrate the video text tracks into your video.



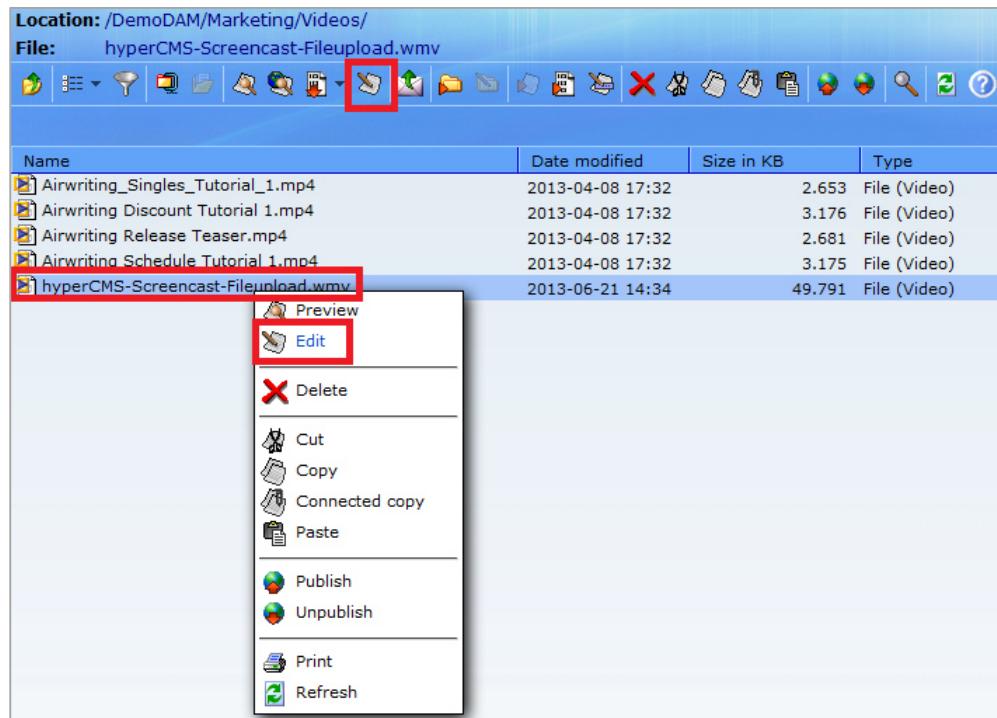
#### 9.8.2.4 How to create and embed streaming videos

##### Step 1: Upload video file



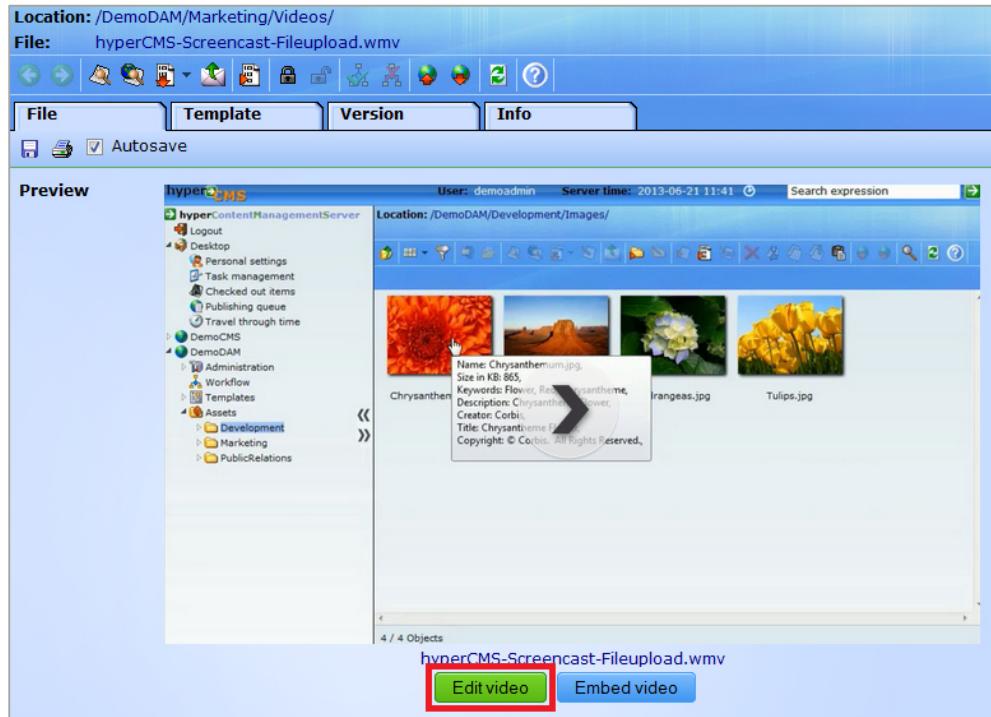
##### Step 2: Open video

Open the video file via double click, the tool bar or the context menu (right mouse click).

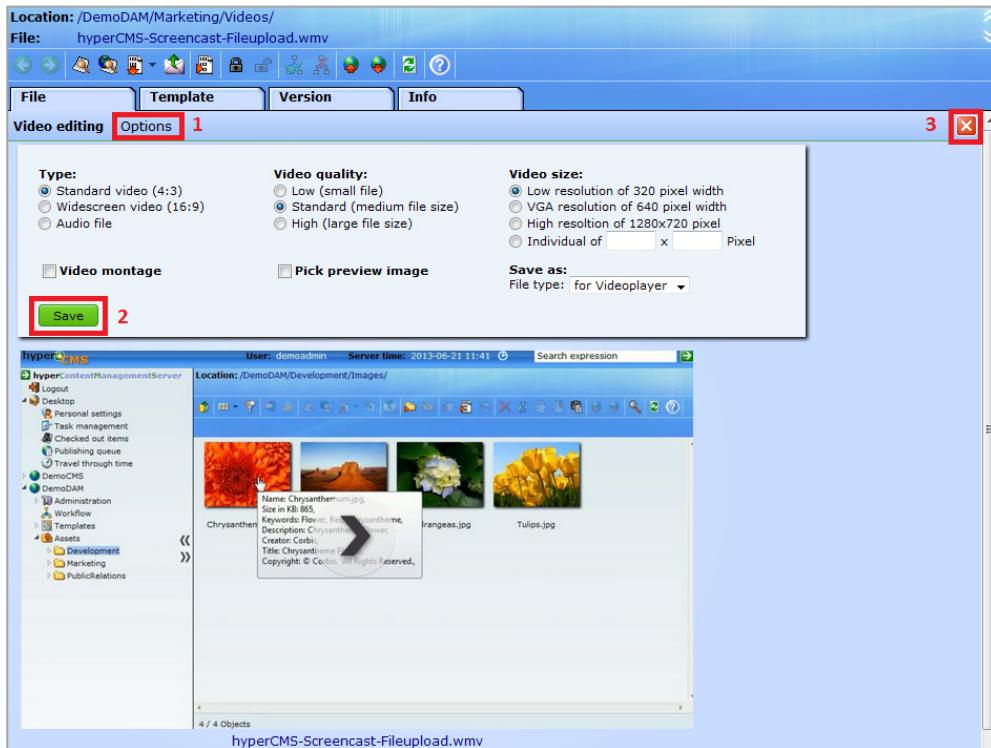


### Step 3: Edit video

Edit the video to get the desired size and quality. You can also define a start image from a frame of the video.

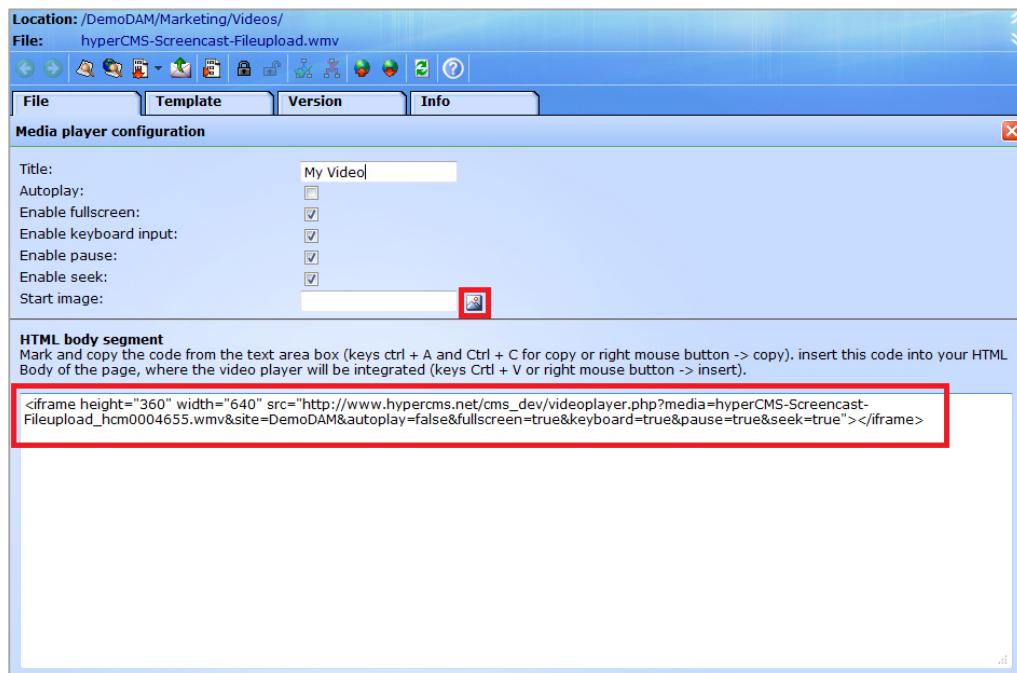
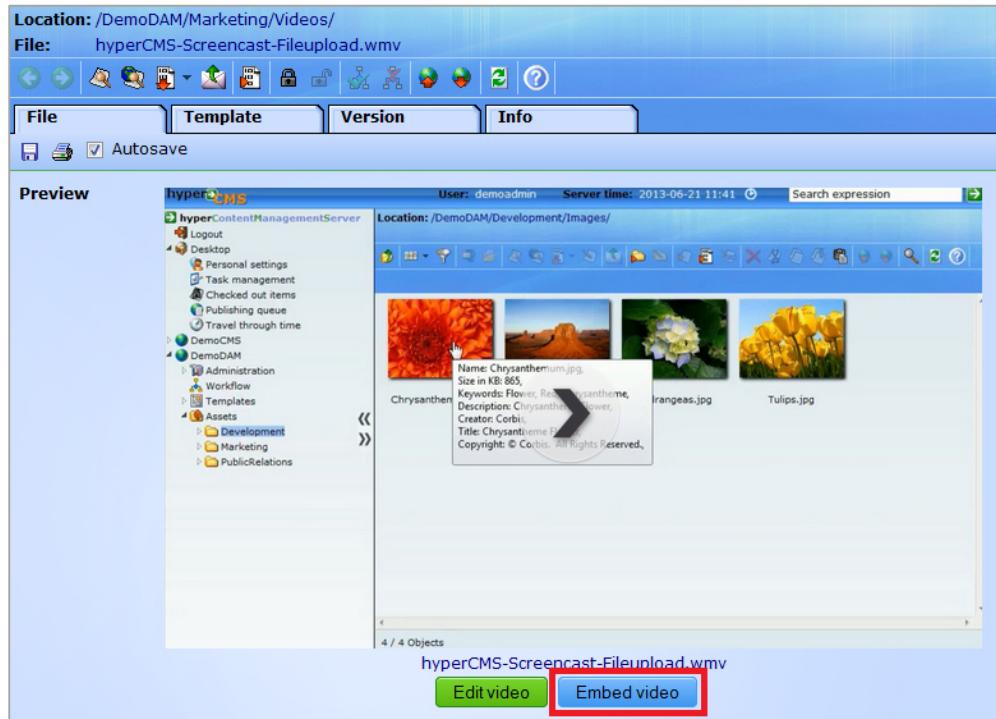


Use "Options" to edit the video. If your are satisfied with the result you can finish and close the video editing screen.



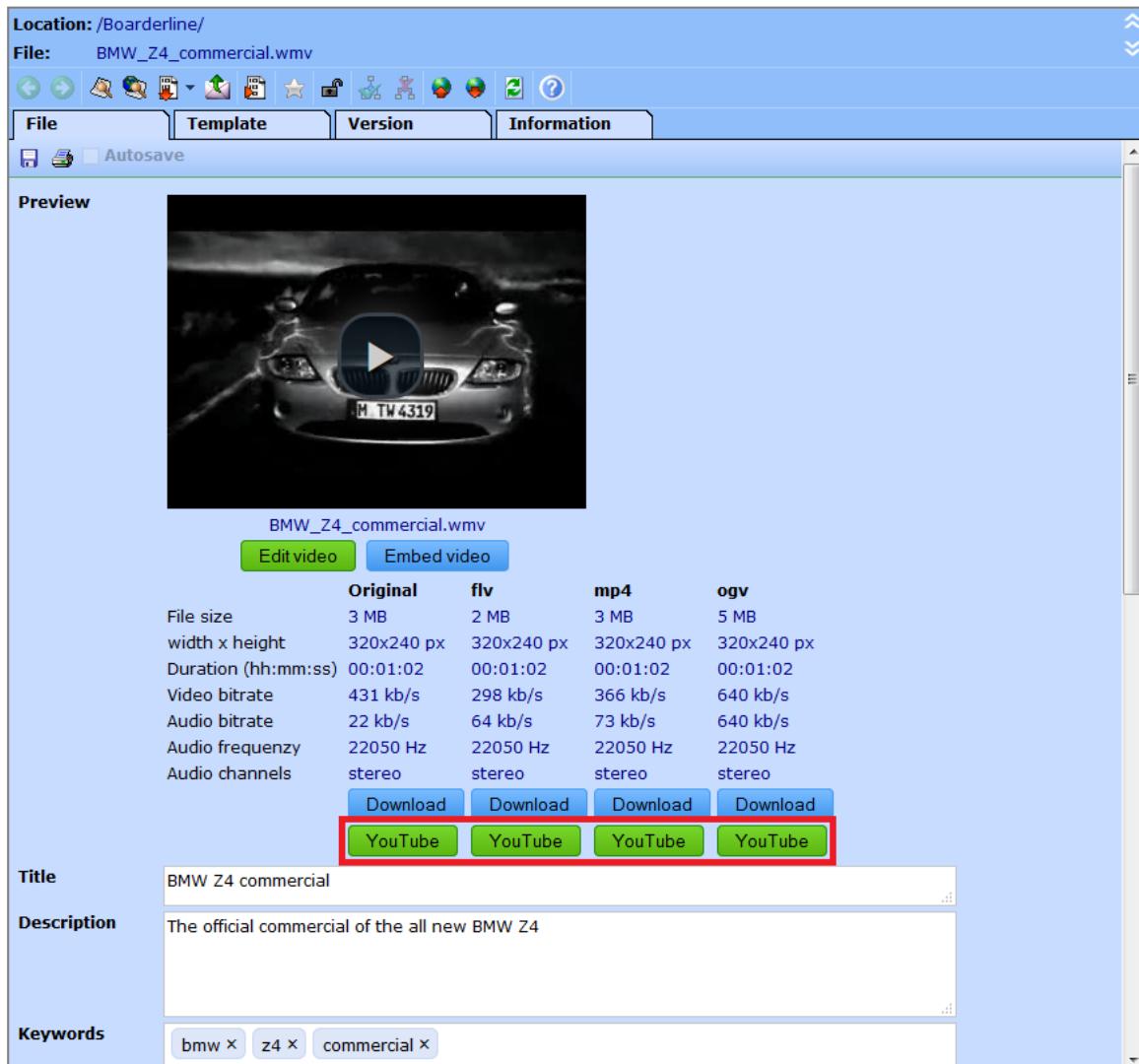
#### Step 4: Create code and embed it into your webpage

Now you can create the code for your videoplayer and video, copy and embed/paste it into your webpage (HTML-code).



### 9.8.2.5 Uploading of videos to YouTube

If activated in the publication settings, videos can be uploaded directly from hyperCMS to YouTube. To upload a video to YouTube open a video in edit mode:

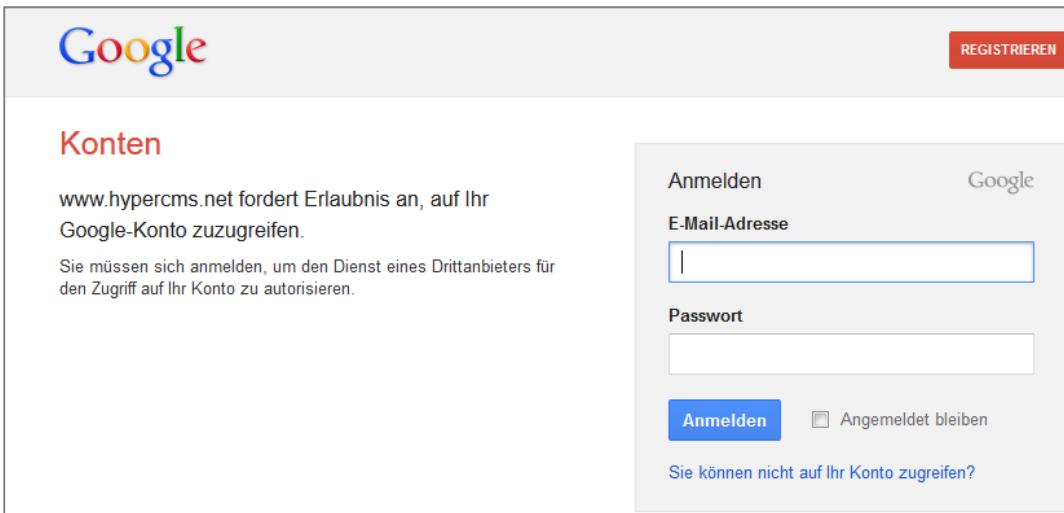


Press the "YouTube" button below the desired video format and a new popup will be opened where additional information like title, description or category can be defined.

In case the YouTube function is used for the very first time, it is necessary to pair your YouTube account with your publication.

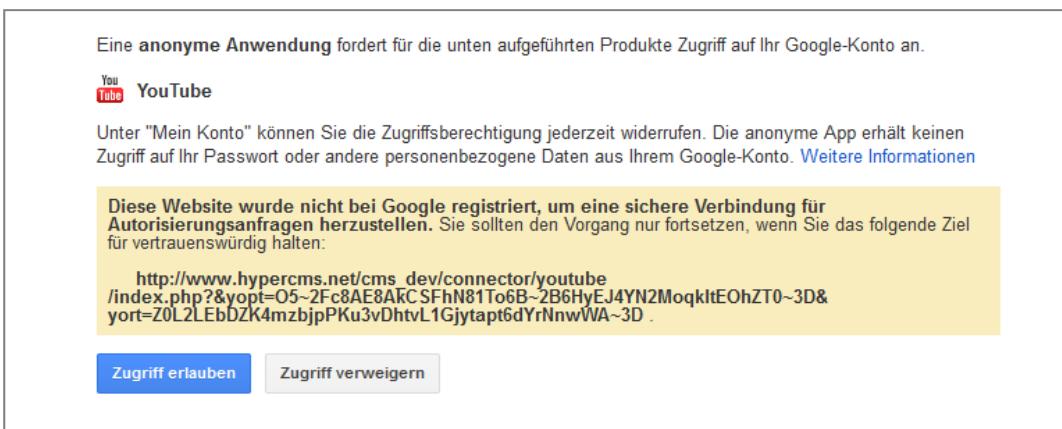
Therefore a small popup presenting the YouTube login will be shown. Log-in with the YouTube account where you want the system to upload videos.

The procedure may vary slightly from the one shown here due to changes on the part of Youtube / Google.



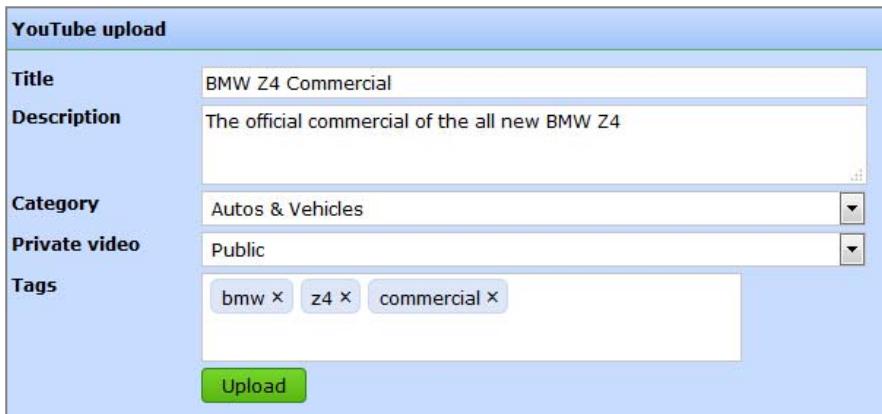
The screenshot shows the Google login interface. At the top left is the Google logo. On the right, there is a red "REGISTRIEREN" button. Below the logo, the word "Konten" (Accounts) is displayed in red. A message in black text states: "www.hypercms.net fordert Erlaubnis an, auf Ihr Google-Konto zuzugreifen." Another message below it says: "Sie müssen sich anmelden, um den Dienst eines Drittanbieters für den Zugriff auf Ihr Konto zu autorisieren." To the right, there is a "Anmelden" (Login) button and a "Google" link. Below the login form, there is a link "Sie können nicht auf Ihr Konto zugreifen?" (You can't access your account?)

By pressing the button "allow access" you're allowing hyperCMS to upload videos permanently to your YouTube account.



The screenshot shows a YouTube authorization dialog box. It starts with a message: "Eine anonyme Anwendung fordert für die unten aufgeführten Produkte Zugriff auf Ihr Google-Konto an." Below this, there is a "YouTube" logo. A note says: "Unter 'Mein Konto' können Sie die Zugriffsberechtigung jederzeit widerrufen. Die anonyme App erhält keinen Zugriff auf Ihr Passwort oder andere personenbezogene Daten aus Ihrem Google-Konto. [Weitere Informationen](#)" (Under 'My Account', you can always withdraw the access permission. The anonymous app does not receive your password or other personal data from your Google account. [More information](#)). A yellow box contains the text: "Diese Website wurde nicht bei Google registriert, um eine sichere Verbindung für Autorisierungsanfragen herzustellen. Sie sollten den Vorgang nur fortsetzen, wenn Sie das folgende Ziel für vertrauenswürdig halten:" followed by a URL: "http://www.hypercms.net/cms\_dev/connector/youtube/index.php?&yopt=O5~2Fc8AE8AFCSFhN81To6B~2B6HyEJ4YN2MoqkltEOhZT0~3D&yopt=Z0L2LEbDZK4mzbjpPKu3vDhtvL1Gjyapt6dYrNnwWA~3D". At the bottom are two buttons: "Zugriff erlauben" (Allow access) and "Zugriff verweigern" (Deny access).

After filling in the additional video information you can start the upload by pressing the button "Upload". After the uploading process is finished the video is available in your YouTube account.

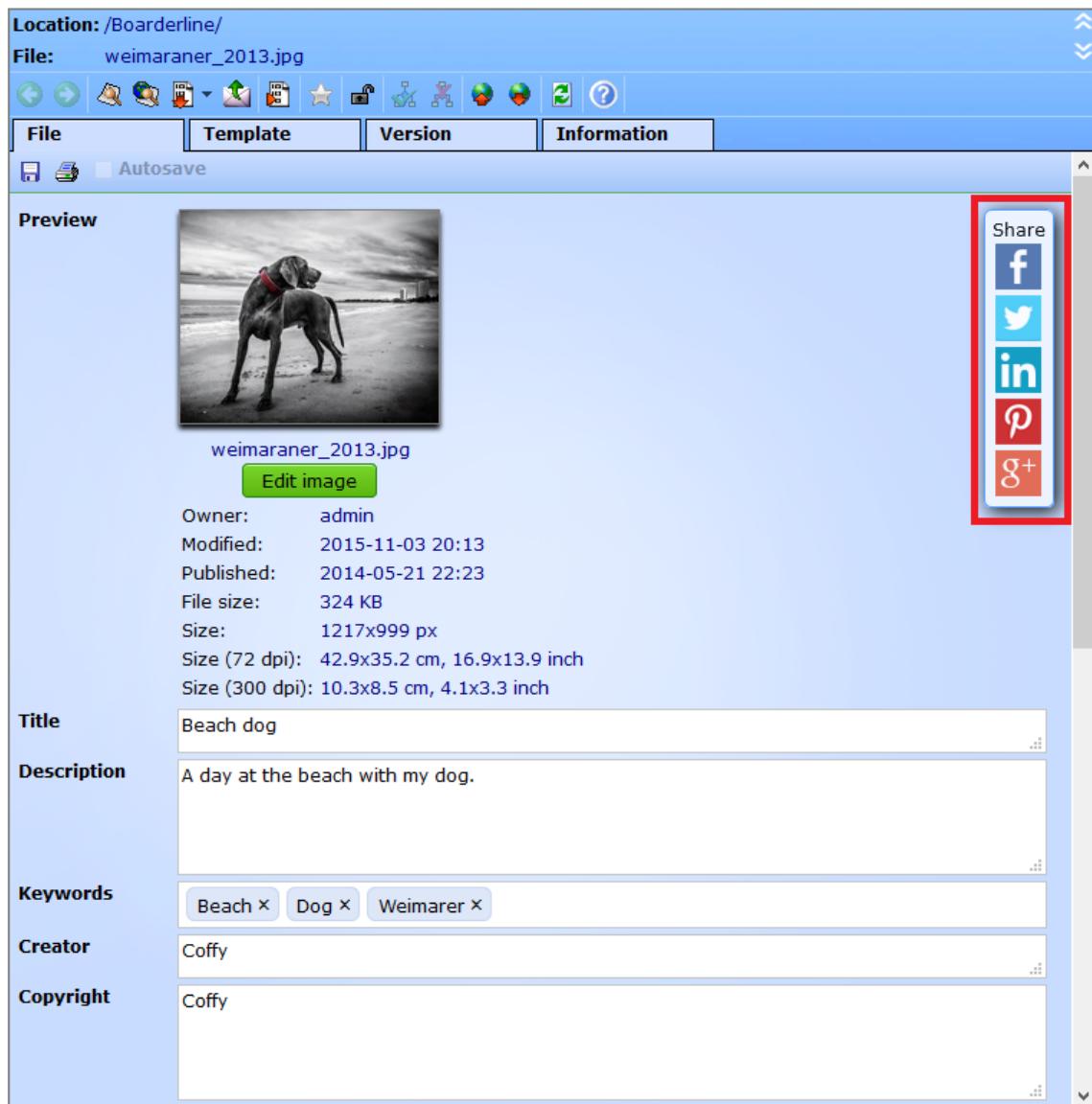


The screenshot shows the YouTube upload interface. The title is "BMW Z4 Commercial" and the description is "The official commercial of the all new BMW Z4". The category is set to "Autos & Vehicles" and the privacy setting is "Public". Under "Tags", there are three tags: "bmw", "z4", and "commercial". At the bottom is a green "Upload" button.

### 9.8.2.6 Social Media Sharing

If enabled in the publication settings, images and videos can be published on various social networks.

To share a picture or video on a social networks, you need open the file first with a double click:



Pressing one of the buttons will open a new window where you can log in to the selected social network in order to publish the content.

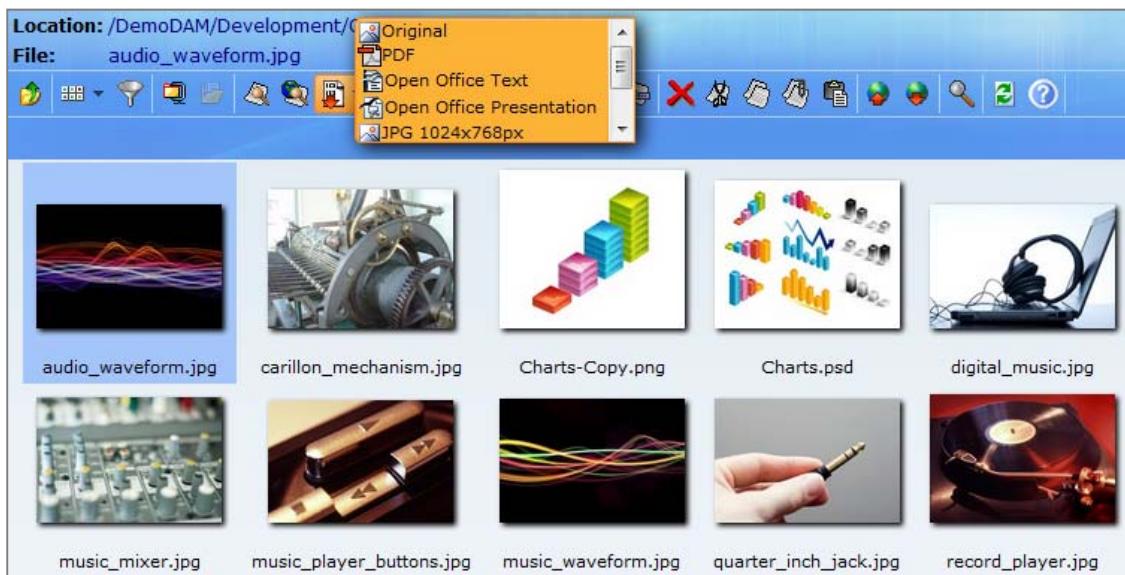
Depending on the selected network, in addition to the wrapper link as a reference to the file various other data might be used. The contents are taken from the following metadata fields:

- Title
- Description
- Creator

Follow the instructions in the social network for the publication of the asset. You can determine the number of hits after it is released by opening the access statistics in the information tab of the Asset.

### 9.8.2.7 Downloading/Converting files

Uploaded images or documents can be converted into other common document types like e.g. PDF if set in the configuration of the system.



### 9.8.3 Meta information

Page title, author, page description, keywords, character set and language are meta information, which among other things are important information for search engines. If you want to obtain a higher ranking in the result list of search engines you should enter a brief description of your contents and the most important keywords. This information cannot be viewed by the visitors of your website but are nevertheless of high importance. Enter all Meta information fields and click "OK" to save them.

hyperCMS offers functionality to generate keyword lists and descriptions based on given content. If this is the case, the editor does not need to enter additional meta information.

Besides predefined meta information, meta data schemas can be freely defined in templates and are important for multimedia content.

#### Keywords of a page:

A screenshot of the 'keywords' meta-information editor. The interface has a light blue header with the word 'keywords'. Below it is a main content area with a light blue background. In the top left of this area, the text 'meta-information' is displayed. To its right is a small green triangle icon followed by the text 'edit meta-information:'. Below this, the text 'hyperCMS, Demo' is entered into a text input field. At the bottom of the content area, there's another green triangle icon followed by the text 'save information:'. To the right of the 'save information:' text is a green rectangular button with a white arrow pointing right.

## Content-type (character set) definition:

**content-type**

select content-type

► select code page: ISO-8859-1 (Latin-1) Central Europe/Mitteleuropa ➔

| code page    | description                           | language   |
|--------------|---------------------------------------|--|
| ISO-8859-1   | (Latin-1) Central Europe/Mitteleuropa | Danish/Dänisch, German/Deutsch, English/Englisch, Finnish/Finnisch, French/Französisch, Erse/Irisch, Icelandic/Isländisch, Italian/Italienisch, Dutch/Niederländisch, Norwegian/Norwegisch, Portuguese/Portugiesisch, Swedish/Schwedisch, Spanish/Spanisch |
| windows-1250 | Central Europe/Mitteleuropa           | Danish/Dänisch, German/Deutsch, English/Englisch, Finnish/Finnisch, French/Französisch, Erse/Irisch, Icelandic/Isländisch, Italian/Italienisch, Dutch/Niederländisch, Norwegian/Norwegisch, Portuguese/Portugiesisch, Swedish/Schwedisch, Spanish/Spanisch |
| windows-1252 | (Latin-1) Central Europe/Mitteleuropa | Danish/Dänisch, German/Deutsch, English/Englisch, Finnish/Finnisch, French/Französisch, Erse/Irisch, Icelandic/Isländisch, Italian/Italienisch, Dutch/Niederländisch, Norwegian/Norwegisch, Portuguese/Portugiesisch, Swedish/Schwedisch, Spanish/Spanisch |
| ISO-8859-2   | (Latin-2) East Europe/Osteuropa       | Croatian/Kroatisch, Polish/Polnisch, Romanian/Rumänisch, Slovak/Slowakisch, Slovenian/Slowenisch, Czech/Tschechisch, Hungarian/Ungarisch   |
| ISO-8859-3   | (Latin-3) South Europe/Südeuropa      | Esperanto, Turkish/Türkisch  |
| ISO-8859-4   | (Latin-4) North Europe/Nordeuropa     | Baltic/baltische Sprachen e.g. Estonian/Estnisch, Latvian/Lettisch, Lithuanian/Litauisch   |
| windows-1257 | Baltic/baltische Sprachen             | Estonian/Estnisch, Latvian/Lettisch, Lithuanian/Litauisch  |
| ISO-8859-5   | Cyrillic/Kyrillisch                   | Russian/Russisch, Serbian/Serbisch   |
| windows-1251 | Cyrillic/Kyrillisch                   | Russian/Russisch, Serbian/Serbisch   |
| ISO-8859-6   |                                       | Arabic/Arabisch  |

The list below the drop-down-menu lists all character sets and supported languages. Also the Unicode set, which can display all languages is supported by hyperCMS. Please be aware, that not all browsers support the Unicode character set.

## Language:

**language**

select language

► available languages: ➔ save selected languages: ➔

- Afar
- Abkhazian
- Afrikaans
- Amharic
- Arabic
- Assamese
- Aymara
- Azerbaijani
- Bashkir
- Byelorussian (Belarusian)

German

In this list you can define the languages used in your content.

## 9.8.4 Text

There are different kinds of possibilities to edit textual content; especially InLine-Editing enables a very convenient way to change text passages.

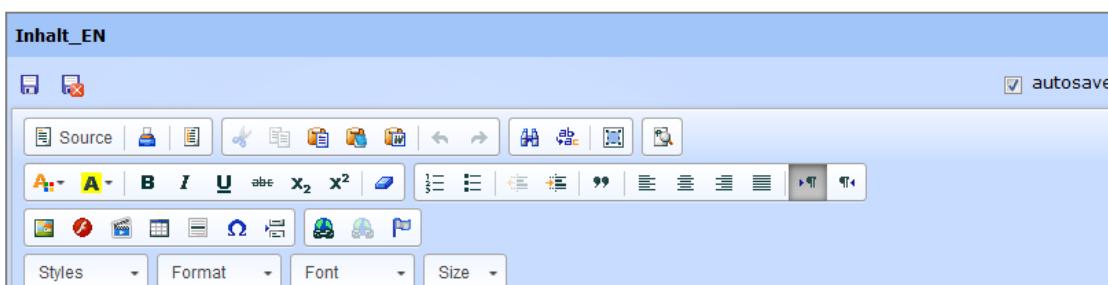
### Different kinds of editing possibilities:

- WYSIWYG editor
- Text editor
- List of available text options and Checkbox (not editable)

### WYSIWYG text-editor

With the WYSIWYG text-editor you can change the texts appearance, insert and change tables, insert images and videos. The functionality is comparable to MS Word.

Texts from MS Office documents can be inserted via copy & paste, where as the Word HTML-Code will be cleaned up.



A brief overview of the essential parts of the user interface



You can get more information about the single functions by moving the cursor over the buttons. A brief description about the chosen functionality is displayed by the cursor.

If you are already familiar with MS Word handling the WYSIWYG editor will require hardly any training. You just have to type in the text, mark it and change its appearance by choosing one of the format buttons. If you are not satisfied with the results you can undo every action step by step with the "undo"-button. Furthermore, you can copy, paste text, and set hyperlinks.

To format tables simply right-click on the table and choose the desired function from the context menu.

In the WYSIWYG editor you can also switch to code view and have a look at the automatically generated source code.

To save the text, click on "save" or "save and close".

## Text-editor

The text editor does not provide any formatting functionality. You can only create, paste and edit text, but you cannot format it or change its appearance.



Also the use of HTML-tags is not possible in the text editor. "<" or ">" are transformed into the HTML-equivalent. Pressing, "enter" or "shift" + "enter" on the keyboard performs a line break. To save the text click "save" or "save and close".

Which editor, the WYSIWYG or the text editor are used, depends on the <text>-tag in the template. The text editor is used if a designer for example wants to prevent the editors from changing font style and color, which can affect the appearance of a page. The template designer decides which editor can be used to create and edit text.

## Inline-Editing

This edit mode allows one to use the simple text-editor or the WYSIWYG text-editor directly on the object, without the need to open a new window. Editable areas are marked with a green border.

The user interface of hyperCMS is called hyperCMS Dashboard. It is the workspace for all users, administrators, designers, site managers, and editors.

Through group management you can assign permissions to user groups. These permissions are inherited to every user inside a group. This enables administrators to easily manage all users and groups. Designers have access to templates and media files. A site manager administers the entire structure of the website. Editors manage contents and create new pages. This system allows your organization to assign certain tasks to dedicated employees and split competences according to your organizational structure or individual needs.

A brief overview of the essential parts of the user interface

The user interface of hyperCMS is called hyperCMS Dashboard. It is the workspace for all users, administrators, designers, site managers, and editors.

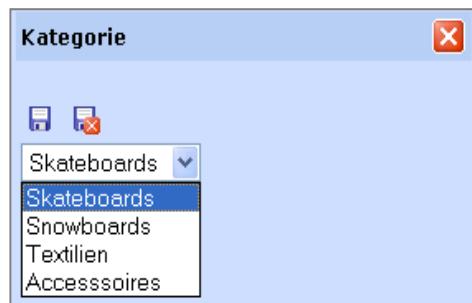
Through group management you can assign permissions to user groups. These permissions are inherited to every user inside a group. This enables administrators to easily manage all users and groups. Designers have access to templates and media files. A site manager administers the entire structure of the website. Editors manage contents and create new pages. This system allows your organization to assign certain tasks to dedicated employees and split competences according to your organizational structure or individual needs.

A brief overview of the essential parts of the user interface

## Text options and checkboxes

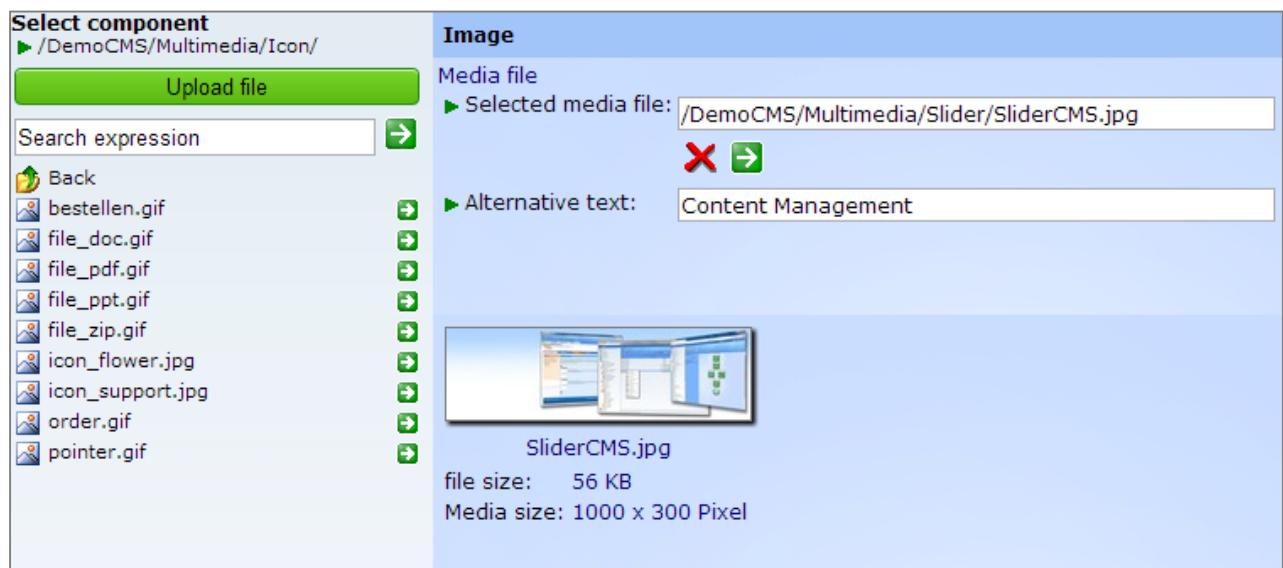
Besides the text editors there are text options without possibility to type in the text. This method should be used only where limited numbers of predefined texts are available for the users. That way it is assured that text itself cannot be changed. The user only can choose the text from a list. Imagine a text field where the different users have to type in a currency. One would type in “€”, another would write “Euro”. With text options the template designer can avoid such differences.

Text options are defined in a template and are displayed on a page or component as a drop-down-list.



## 9.8.5 Media

To insert a media file (e.g. image) click on the “media”-button . The following view is displayed on the workspace:

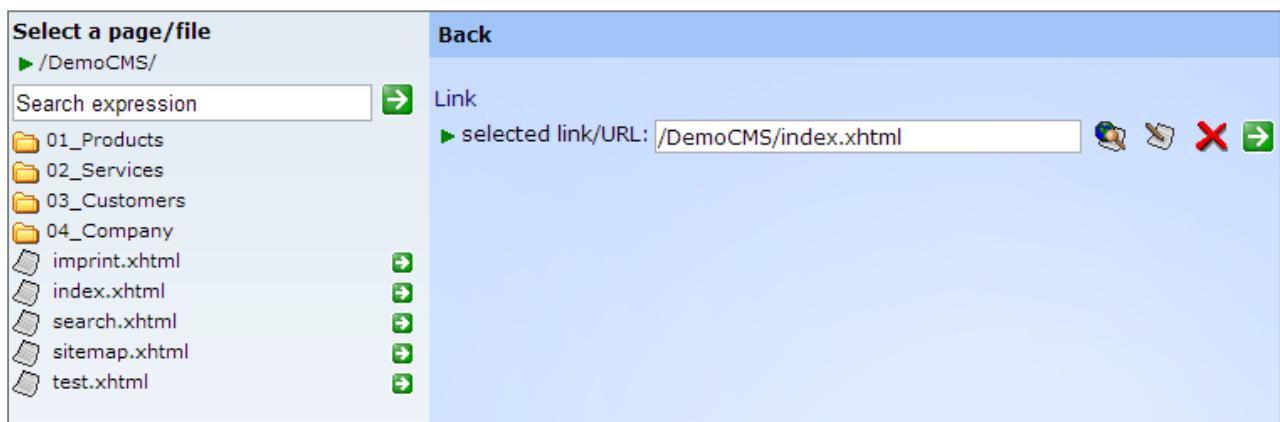


If you included an image it will be displayed. Via the media navigator on the left you can now choose another image. If the template allows you to do so, you can also change the alternative text, the alignment and the size of the image. When clicking “OK” the new image will be included in the page.

All input options for images can be defined in the template. Even rollover images can be built into the template using Java Script. You have the possibility to include various functions into the template and manage their behavior with hyperCMS.

## 9.8.6 Links

With „link“ you can create a new reference.



If you want to set a link to an internal page (within your own website) use the link navigator on the left. With the link navigator you can browse the entire site and choose the file you want to link by clicking on it.

If you want to link an external page you can enter the URL manually in the respective field on the right, e.g. <http://www.externalsite.com/news.html>. To preview the linked page in a new browser window click on the “preview”-button. By clicking “OK” the new link is saved.

In the underlying template all options regarding the link, such as target frame, link text, etc. can be defined. Depending on the options defined in the template additional fields are displayed on the page, where you can enter and select the appropriate values.

## 9.8.7 Article

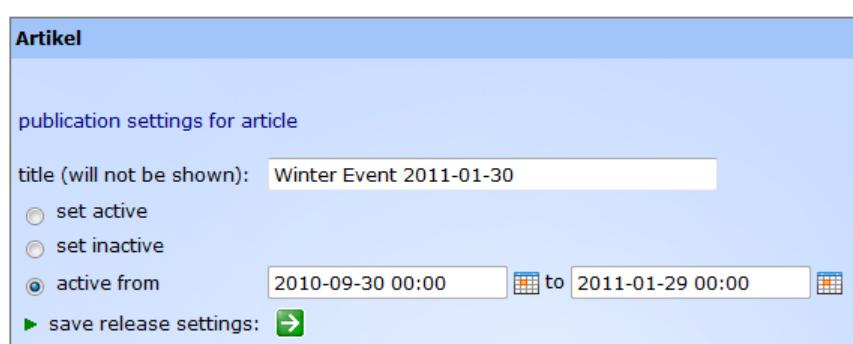
If articles are included in the template you can use the time management functionality of hyperCMS. Articles consist of texts, images, links and components. Articles are identical to elements of a page but can be scheduled.

Articles can be activated (online), deactivated (offline) or scheduled (online from-to). When the online period of an article expires it is set “offline” automatically and is no more displayed on the website.

Article text, images and links can be identified by the clock symbol, e.g. a text as part of an article.

When you move the cursor over the clock symbol the name of the article is displayed.

To change the settings of an article or its elements click the clock symbol. By default all articles are activated.



Here you can enter a title and enter article options. When you activate an article it is displayed on the live-website. If you deactivate an article it disappears from the website (not from the system). If you want an article being displayed on the website for a certain period of time choose "set article time". Here you can set a start and an end point (year, month, day, hour, minute). Timing only affects the live-site. No matter if an article is online or offline, it is displayed in the workspace at any time.

Which elements of a page or a component should be part of an article can be defined in the template.

### 9.8.8 Components

Components are modules, which can be embedded into pages and into other components. That way, it is possible to assemble a page from predefined "building blocks".

Components behave exactly like pages and can be created and edited the same way. Each component can be integrated in a page or a "mother component", which allows central management of all components. Therefore, a change of a component affects all elements which uses this component. If you use inheritance of contents between publications you can also integrate components of other publications into pages and components of your own publication.

If a template allows a page or a (mother) component to use components, they can be integrated into the content.

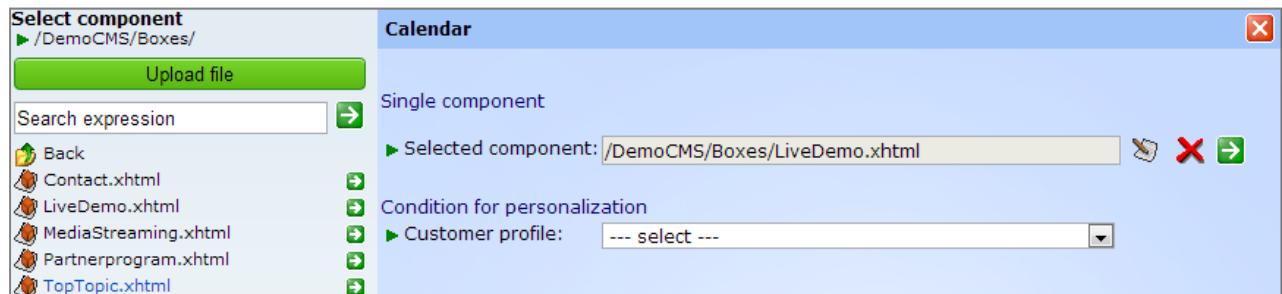
**There are two types of components:**

- Single Components
- Multiple Components

#### Single Components

If a template allows the integration of a single component you can include one by clicking the "component"-button .

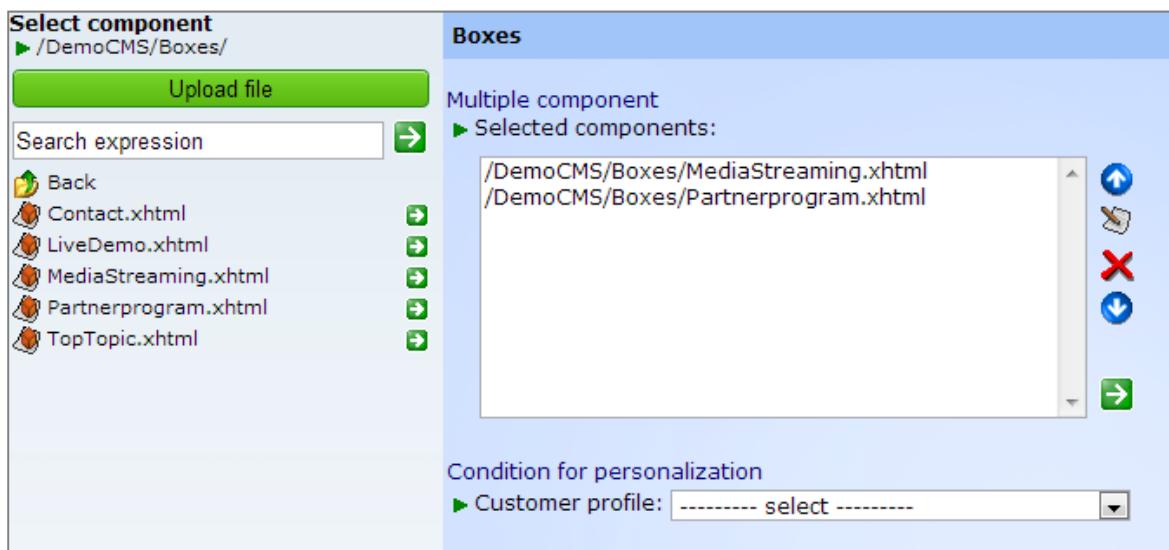
If you want to include a component choose it from the component navigator on the left of the workspace:



With the "delete"-button you can remove the entry. To preview a component, click on the "preview"-button. If you want to edit a component you can do this if you have the appropriate permissions. The "delete"-button removes your selection. By clicking "OK" you save your input.

## Multiple Components

Multiple Components allows you to include one or more components into a page at the same time, and also arranges them in the order you want. To change the order of the components select one and shift it up or down by clicking the arrow keys.



## Personalization via customer profiles

In case customer profiles have defined contents, it can be personalized appropriately to certain target groups. Therefore, editors decide which target group is meant to watch certain contents.

To display personalized content choose a single component and assign a customer profile to it. Of course you could also use multiple components in this case.

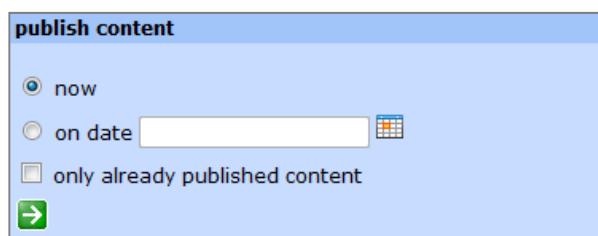
## 9.9 Publishing pages and components

All changes to a page or component do not apply until they have been published. If you finish editing a page or component you have to publish these objects by clicking "publish". After this the object is online and the changes can be viewed on the Internet.

Optionally pages and components can be published on a certain date and time. In this case they are queued in the publishing queue till they will be published.

Another option allows the user to publish only object, which are already published. In this case all unpublished pages or components will not be touched.

If you want to take a page or component offline click the "unpublish"-button. After doing so all links to this page or component are deactivated and all editors who linked or used this objects are notified by the link management system.



## 9.10 Removing pages and components

If you want to delete an existing page or asset click the “delete”-button. The selected object and all of its versions will be removed from the system. For security reasons the current content container will be maintained (<contentstatus> is set to “deleted”).

Please note that locked objects cannot be deleted.

## 9.11 Copying, cutting and pasting pages and components

A selected page or component can be copied, cut or pasted at any other location of the website. A copied object is stored in the clipboard and can be pasted as often as you like. If you cut an object it will be removed from the clipboard after pasting it. Therefore it is not possible to paste a cut object several times. The link management system monitors all changes in location, updates all references, and links automatically.

Bound copies behave differently. If you create a bound copy it is based on the same content (content container) as the original. If you edit the content of the original all changes automatically apply to the bound objects. If an object is checked out by a user, no other user will be able to access pages or components based on the same content.

## 9.12 Search

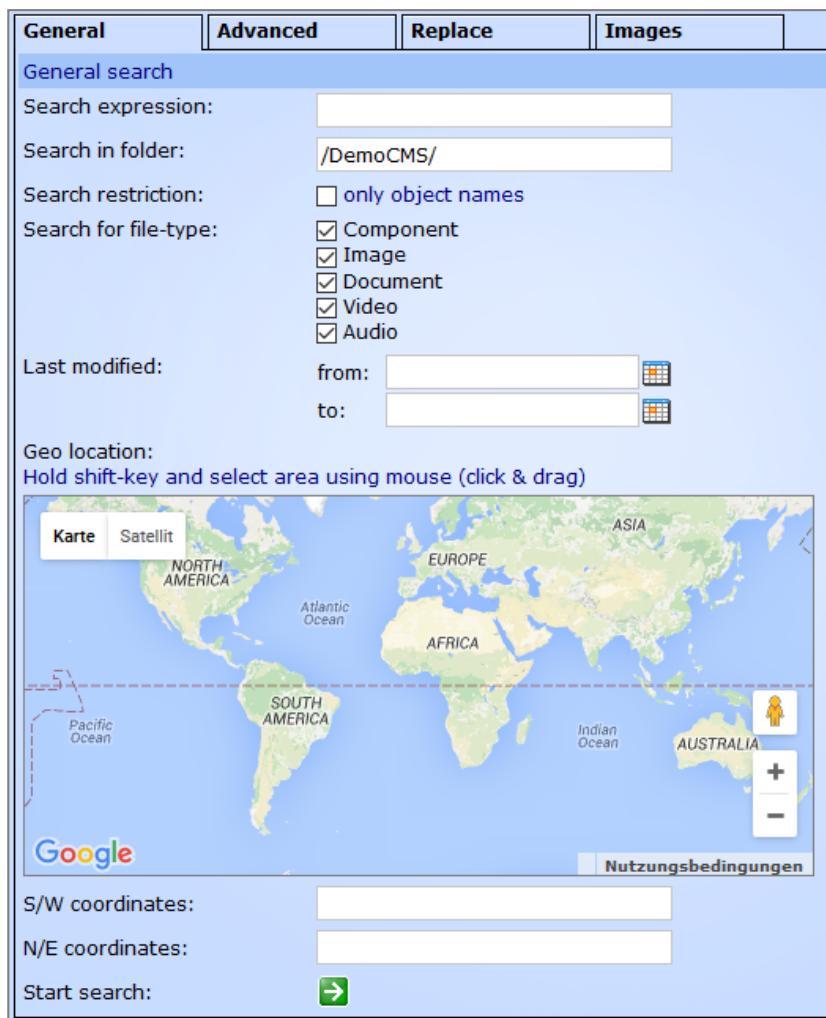
The search allows you to quickly find files and documents in your repository. The system offers an extensive set of search criteria such as full-text search, file type, date of last modification, images, geo location, and allows you to reduce the search to object names only.

The search is integrated in 3 different parts of the graphical user interface:

- The search without any advanced options in the top bar
- The search with advanced options in the navigator frame
- The search in the workplace frame that offers more advanced options including the search and replace feature. This type of search will only search in the defined area in a publication and therefore requires the user to select assets or pages in the Navigator.

Let's take a look at the third and most advanced search option.

Select any Asset or Page folder in the Navigator tree and click on the search-icon in the toolbar to start a new search.



After searching for an object you can display or edit files from the result list by selecting a file via mouse click or by selecting an action from the context menu (right mouse click on the object). You can only edit a page or component if you have the permissions to do so.

Also an advanced search can be accessed by selecting the second tab. This allows you to quickly find content based on a search on single elements.

| General                | Advanced   | Replace                                 | Images |
|------------------------|--|---|--------|
| Advanced search        |  |   |        |
| Based on template:     | default (Meta data)  |   |        |
| Search in folder:      | /DemoCMS/  |   |        |
| Hide in Navigation:    | <input type="checkbox"/> yes   |   |        |
| Navigation Sort Order: |  |   |        |
| Title:                 |  |   |        |
| Description:           |  |   |        |
| Keywords:              |  |   |        |
| Search for file-type:  | <input checked="" type="checkbox"/> Component<br><input checked="" type="checkbox"/> Image<br><input checked="" type="checkbox"/> Document<br><input checked="" type="checkbox"/> Video<br><input checked="" type="checkbox"/> Audio |   |        |
| Object-ID / Link-ID:   |  |   |        |
| Container ID:          |  |   |        |
| Last modified:         | from:  | <input type="button" value="Calendar"/> |        |
|                        | to:  | <input type="button" value="Calendar"/> |        |
| Start search:          | <input type="button" value="→"/>   |   |        |

The advanced picture search, located in the 4<sup>th</sup> tab, facilitates searching for pictures. It allows one to do specific search for picture size, main color, or file type.

| General             | Advanced   | Replace                                 | Images |
|---------------------|--|---|--------|
| Image search        |  |   |        |
| Search expression:  |  |   |        |
| Search in folder:   | /DemoCMS/  |   |        |
| Search restriction: | <input type="checkbox"/> only object names   |   |        |
| Image size:         | <input type="button" value="All"/> <input type="button" value="Small"/> <input type="button" value="Medium"/> <input type="button" value="Large"/> <input type="button" value="Very Large"/>   |   |        |
| Image color:        | <input checked="" type="radio"/> All<br><input type="radio"/> Black <input type="radio"/> White <input type="radio"/> Grey<br><input type="radio"/> Red <input type="radio"/> Green <input type="radio"/> Blue<br><input type="radio"/> Cyan <input type="radio"/> Magenta <input type="radio"/> Yellow<br><input type="radio"/> Orange <input type="radio"/> Pink <input type="radio"/> Brown |   |        |
| Image type:         | <input type="button" value="All"/> <input type="button" value="Image"/> <input type="button" value="Video"/> <input type="button" value="Document"/> <input type="button" value="Component"/> <input type="button" value="File"/>  |   |        |
| Last modified:      | from:  | <input type="button" value="Calendar"/> |        |
|                     | to:  | <input type="button" value="Calendar"/> |        |
| Start search:       | <input type="button" value="→"/>   |   |        |

## 9.13 Search and replace

The “search and replace” function allows editors to search a document for a term and replace it automatically with any text. All replaced text passages are displayed in a list where the changes can be checked once again before publishing.

This feature is only available in connection with a server license.

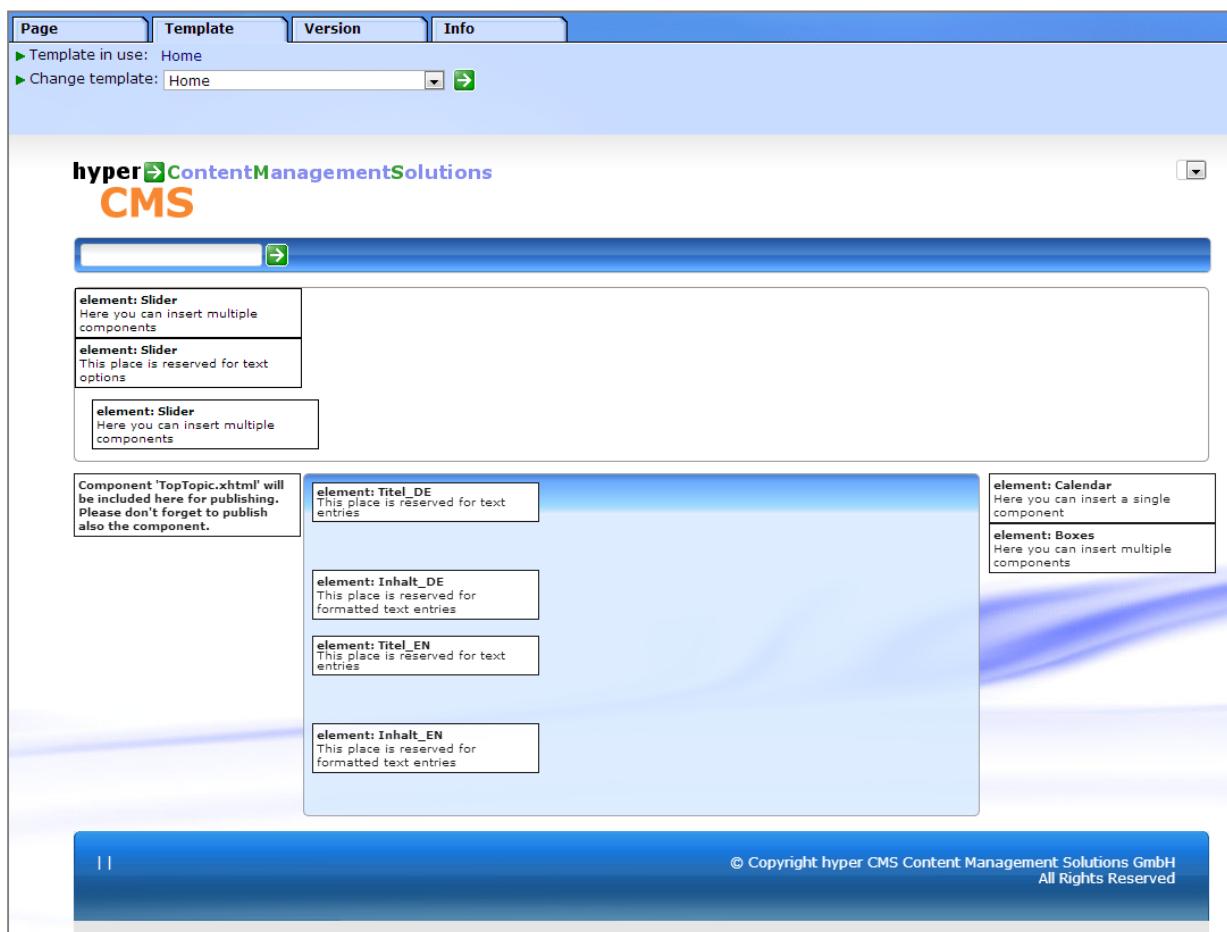
|   |  |  |               |
|---|--|--|---------------|
| <b>General</b>  | <b>Advanced</b>  | <b>Replace</b>   | <b>Images</b> |
| <b>Search and replace</b>   |  |  |               |
| Search expression:  | <input type="text"/>   |  |               |
| Replace with:   | <input type="text"/>   |  |               |
| Search in folder:   | <input type="text"/> /DemoCMS/   |  |               |
| Search for file-type:   | <input checked="" type="checkbox"/> Component<br><input checked="" type="checkbox"/> Image<br><input checked="" type="checkbox"/> Document<br><input checked="" type="checkbox"/> Video<br><input checked="" type="checkbox"/> Audio |  |               |
| Last modified:  | from:  | <input type="text"/>  |               |
|   | to:  | <input type="text"/>  |               |
| Start search:   |   |  |               |
|  The replacement is case-sensitive. The changes will affect the live objects after republishing. |  |  |               |

## 9.14 Changing a template

Page and component templates can be changed at any time. Select the second tab to choose a template. When selecting a template from the list, a preview is displayed which also shows the ID (Identification Number) of the editable Elements. By assigning another template you can hide elements or add additional elements (text, images, etc...) to your page or component.

All available templates are displayed in a list. By choosing a template from the list and clicking "ok", you assign it to the selected object.

Please note that changes to a component affect all pages where the component is embedded after publication.



## 9.15 Versioning of contents

All published contents or changes in assets are automatically tracked and logged by the version management system, which allows you to view the entire history of pages content. Each time an object is modified, a new version is created which allows editors to undo changes to this object at a later time. Of course versions can be removed from the system as well.

Please note that the versioning of contents is completely independent from the layout. If you change the appearance of your website, previously created contents can be included without affecting the design.

Besides the page preview there is also an XML view.

Click the third tab to view these versions:

| Page                           | Template    | Version   | Info | Compare                  | Current                          | Delete                   |
|--------------------------------|-------------|---|------|--------------------------|----------------------------------|--------------------------|
| Version date                   | Name        | Container   |      |                          |                                  |                          |
| 2013-01-15 16:51:00            | index.xhtml | XML   |      | <input type="checkbox"/> | <input checked="" type="radio"/> | <input type="checkbox"/> |
| 2013-01-16 18:15:27            | index.xhtml | XML   |      | <input type="checkbox"/> | <input checked="" type="radio"/> | <input type="checkbox"/> |
| 2013-01-16 18:23:09            | index.xhtml | XML   |      | <input type="checkbox"/> | <input checked="" type="radio"/> | <input type="checkbox"/> |
| 2013-01-16 18:24:50            | index.xhtml | XML   |      | <input type="checkbox"/> | <input checked="" type="radio"/> | <input type="checkbox"/> |
| 2013-01-16 18:26:16            | index.xhtml | XML   |      | <input type="checkbox"/> | <input checked="" type="radio"/> | <input type="checkbox"/> |
| 2013-01-17 11:11:37            | index.xhtml | XML   |      | <input type="checkbox"/> | <input checked="" type="radio"/> | <input type="checkbox"/> |
| 2013-01-17 11:17:16            | index.xhtml | XML   |      | <input type="checkbox"/> | <input checked="" type="radio"/> | <input type="checkbox"/> |
| 2013-01-17 11:19:06            | index.xhtml | XML   |      | <input type="checkbox"/> | <input checked="" type="radio"/> | <input type="checkbox"/> |
| 2013-02-20 20:07:12            | index.xhtml | XML   |      | <input type="checkbox"/> | <input checked="" type="radio"/> | <input type="checkbox"/> |
| Current version                | index.xhtml | XML   |      | <input type="checkbox"/> | <input checked="" type="radio"/> | <input type="checkbox"/> |
| ▶ Submit changes to versions : |             |  |      |                          |                                  |                          |
| ▶ Compare selected versions :  |             |  |      |                          |                                  |                          |

You can also compare two version with each other to see and check the changes between them. To do so check the "compare" – checkbox of the two versions you want to compare and click the button next to "Compare selected versions".

| Page                           | Template    | Version   | Info | Compare                             | Current                          | Delete                   |
|--------------------------------|-------------|---|------|-------------------------------------|----------------------------------|--------------------------|
| Version date                   | Name        | Container   |      |                                     |                                  |                          |
| 2013-01-15 16:51:00            | index.xhtml | XML   |      | <input type="checkbox"/>            | <input checked="" type="radio"/> | <input type="checkbox"/> |
| 2013-01-16 18:15:27            | index.xhtml | XML   |      | <input type="checkbox"/>            | <input checked="" type="radio"/> | <input type="checkbox"/> |
| 2013-01-16 18:23:09            | index.xhtml | XML   |      | <input type="checkbox"/>            | <input checked="" type="radio"/> | <input type="checkbox"/> |
| 2013-01-16 18:24:50            | index.xhtml | XML   |      | <input type="checkbox"/>            | <input checked="" type="radio"/> | <input type="checkbox"/> |
| 2013-01-16 18:26:16            | index.xhtml | XML   |      | <input type="checkbox"/>            | <input checked="" type="radio"/> | <input type="checkbox"/> |
| 2013-01-17 11:11:37            | index.xhtml | XML   |      | <input checked="" type="checkbox"/> | <input checked="" type="radio"/> | <input type="checkbox"/> |
| 2013-01-17 11:17:16            | index.xhtml | XML   |      | <input type="checkbox"/>            | <input checked="" type="radio"/> | <input type="checkbox"/> |
| 2013-01-17 11:19:06            | index.xhtml | XML   |      | <input type="checkbox"/>            | <input checked="" type="radio"/> | <input type="checkbox"/> |
| 2013-02-20 20:07:12            | index.xhtml | XML   |      | <input type="checkbox"/>            | <input checked="" type="radio"/> | <input type="checkbox"/> |
| Current version                | index.xhtml | XML   |      | <input checked="" type="checkbox"/> | <input checked="" type="radio"/> | <input type="checkbox"/> |
| ▶ Submit changes to versions : |             |  |      |                                     |                                  |                          |
| ▶ Compare selected versions :  |             |  |      |                                     |                                  |                          |

The result will be displayed in a new window. Red colored text passages indicate that this content has been removed. On the other hand, the green colored text shows content that has been added.

**Location:** /DemoCMS/03\_Customers/  
**Object:** index.xhtml

Comparison of versions: 2013-05-06 18:57:26 / Current version

**ID: Inhalt\_DE**

hyperCMS besitzt über ~~eine Dekade an~~ ein Jahrzehnt Erfahrung im Bereich Content Management und betreut eine grosse Anzahl an Benutzern in mehr als 20 verschiedenen Ländern. hyperCMS besitzt eine Reihe an Kunden aus den Branchen Handel, Handwerke, Finanz, Telekommunikation sowie Spezialunternehmen. Dabei vertraut man nicht nur unserem Produkt, sondern dank des breit gefächerten Know Hows im Bereich Content Management auch auf unsere Dienstleistungen. Dazu zählen u.A. Wirtschaftlichkeitsbetrachtungen (TCO), Organisationsberatung und Prozessberatung im Bereich Content Management bei Großunternehmen. Wir unterstützen unsere Kunden bei technologisch komplexen Projekten und sorgen für die technische Umsetzung. Die Integration von Datenbanken und Webservices zählen genauso dazu, wie die Implementierung des hyper Content Management Servers als zentrale Plattform. Aufgrund der Möglichkeit den hyper Content Management Server auch auf virtuellen Servern betreiben zu können, sind wir besonders stolz darauf, auch Kleinunternehmen zu unserem Kundenkreis zählen zu dürfen. Für einen Einblick in bereits realisierte Projekte, bieten wir Ihnen ein paar Fallbeispiele, die den hyper Content Management Server einsetzen.

**ID: Inhalt\_EN**

hyperCMS brings more than ~~a-decade~~ ten years of expertise supporting a large amount of users in more than 20 different countries. hyperCMS has various customers in different industries, namely commerce, craftsmanship, financing, telecommunication, and specialized companies. It is not just our product our customers trust in, it is also our broad knowledge when it comes to content management services. Among these services, we offer total cost of ownership analyses, organisations consulting, and process consulting for major enterprises. We support our customers in technologically complex projects and take care of the technical implementation. The integration of data bases, web services, and the implementation of the hyper Content Management Server as a central platform also belong to our core capabilities. The hyper Content Management Server offers the possibility to be run on a virtual server. Therefore we are also proud to have also small and medium sized companies among our customers. To provide an insight into finished projects we offer some business cases that make use of the hyper Content Management Server.

## 9.16 Page and asset information

The fourth tab offers general information about a page or an asset:

The screenshot shows the HyperCMS interface with the 'Information' tab selected. The top bar displays the position as '/DemoCMS/Multimedia/Documents/' and the date as 'hypercms\_overview\_dam\_en.pdf'. Below the top bar is a toolbar with various icons. The main area is titled 'Information' and contains the following details:

|                       |   |
|-----------------------|---|
| Owner:                | admin   |
| Last modified:        | 2013-06-06 23:34  |
| Last published:       |   |
| Content container:    | 0003939.xml   |
| Meta data template:   | default   |
| File size:            | 309 KB  |
| Direct link:          | <a href="http://www.hypercms.net/repository/media_cnt/DemoCMS/hypercms_overview_dam_en_hcm0003939.pdf">http://www.hypercms.net/repository/media_cnt/DemoCMS/hypercms_overview_dam_en_hcm0003939.pdf</a> |
| Wrapper link:         | <a href="http://www.hypercms.net/cms_dev/?wl=53qc4mm0l4c4gyci">http://www.hypercms.net/cms_dev/?wl=53qc4mm0l4c4gyci</a>   |
| Download link:        | <a href="http://www.hypercms.net/cms_dev/?dl=53qc4mm0l4c4gyci1f9332a9a6aa53114b6013c1e6f11051">http://www.hypercms.net/cms_dev/?dl=53qc4mm0l4c4gyci1f9332a9a6aa53114b6013c1e6f11051</a>                 |
| MD5 code of the file: | 1f9332a9a6aa53114b6013c1e6f11051  |
| Show where used:      | <a href="#">→</a>   |
| Container usage:      | <a href="#">→</a>   |
| Access statistics:    | <a href="#">→</a>   |
| Meta information:     | <a href="#">→</a>   |
| Recipients:           | <a href="#">→</a>   |

This view shows the owner of an object (user) various information about the object like the date of last change, date of last publication, the reference to the underlying content container, the assigned template and the file size in Kbytes.

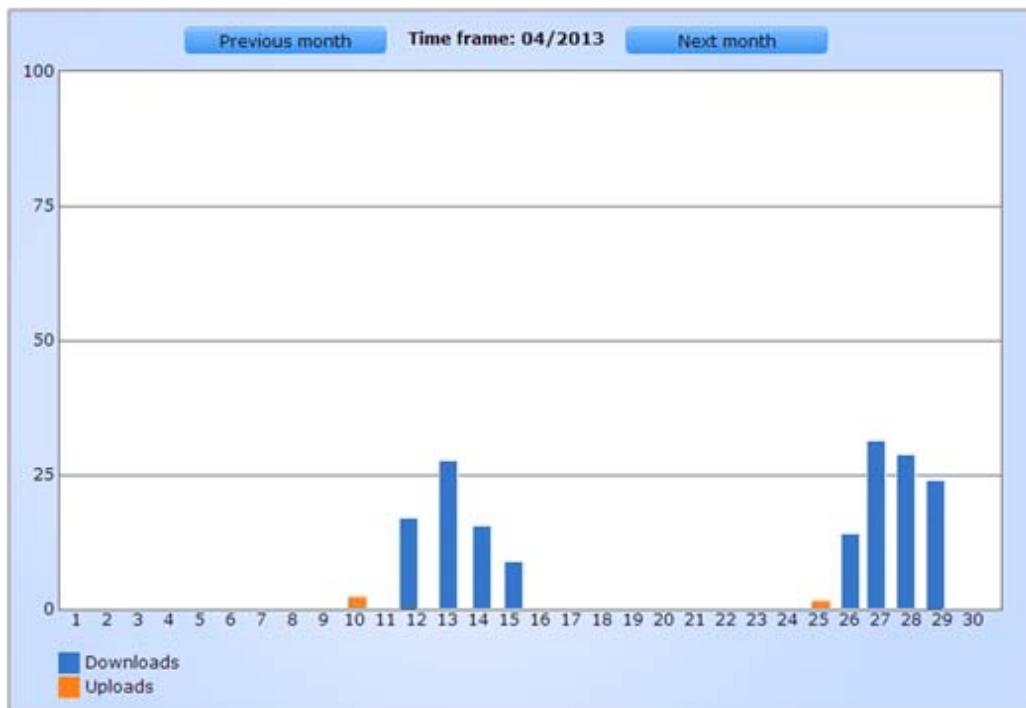
There are 3 types of links to multimedia files:

- **Direct link:** This is a direct link to the file and only works on published websites. In Intranets, Extranets and Digital Asset Management Solutions the access can be restricted.
- **Wrapper Link:** This is an indirect access to a file via a wrapper. The wrappers depends on system configuration and can allow or block access. Even if the media files are all protected this can be used to give access to single files without being logged in the system.
- **Download Link:** This type of link forces the download of a file. The same rules as for Wrapper Links apply. Files that have been downloaded via this kind of link are recorded in the download statistic.

When using the link management you can also display additional information about components. By clicking "container usage" you can list all pages where the component has been embedded. By clicking an entry of this list you can go directly to a page or component to view or edit it.

For multimedia files a download statistic is available. Precondition is that this file has been access using the system and not a direct link.

The statistic offers a convenient way to see the download and upload behavior of users for a certain file within the months.



The button "Meta information" gives access to all meta information of a file.

| File                        |   |
|-----------------------------|---|
| File Size                   | 717 kB  |
| File Modification Date/Time | 2013:04:08 13:57:19+02:00                                       |
| File Type                   | JPEG  |
| MIME Type                   | image/jpeg  |
| Exif Byte Order             | Little-endian (Intel, II)                                       |
| Current IPTC Digest         | 7fce9029967bcb6e959bf0b43313ac1                                 |
| Image Width                 | 2500  |
| Image Height                | 1664  |
| Encoding Process            | Baseline DCT, Huffman coding                                    |
| Bits Per Sample             | 8   |
| Color Components            | 3   |
| Y Cb Cr Sub Sampling        | YCbCr4:4:4 (1 1)  |
| JFIF                        |   |
| JFIF Version                | 1.02  |
| EXIF                        |   |
| Image Description           | an abstract background image featuring colourful waves of light |
| Make                        | NIKON CORPORATION   |
| Camera Model Name           | NIKON D700  |
| Orientation                 | Horizontal (normal)   |
| X Resolution                | 300   |
| Y Resolution                | 300   |
| Resolution Unit             | inches  |
| Software                    | Adobe Photoshop CS4 Windows                                     |
| Modify Date                 | 2011:07:10 11:16:48   |
| Copyright                   | www.freeimages.co.uk see site for terms of use                  |
| Exposure Time               | 1.9   |
| F Number                    | 8.0   |
| Exposure Program            | Manual  |
| ISO                         | 200   |

The button "Recipients" shows a list of users which the object was sent to via e-mail notification.

| Date  | User               | e-mail                | Delete                   |
|---|--------------------|-----------------------|--------------------------|
| 2013-04-30  | User20130430150019 | john.doe@hypercms.com | <input type="checkbox"/> |
| ▶ Delete selected recipients:  |                    |                       |                          |

If a workflow is linked to a page or component you can view its status by clicking the "info"-tab. The status of a workflow is represented by a table, which lists all instances of a workflow as well as its members and the status of the document.

| member type                 | member      | status           | date |
|-----------------------------|-------------|------------------|------|
| members on workflow stage 1 |             |                  |      |
| user                        | staribacher | pending/rejected | -    |
| members on workflow stage 2 |             |                  |      |
| robot script                | -           | pending/rejected | -    |
| user                        | webmaster   | pending/rejected | -    |
| members on workflow stage 3 |             |                  |      |
| user                        | kopezky     | pending/rejected | -    |
| usergroup                   | ChiefEditor | pending/rejected | -    |
| members on workflow stage 4 |             |                  |      |
| user                        | staribacher | pending/rejected | -    |

# 10 Legal reference / flag

## 10.1 Questions and suggestions

For advanced questions and suggestions, please contact the support. We are available for every question regarding our reseller- and partner-program. You can apply for an access to our enhanced Online-Demo of the hyper Content Management Servers via our support.

**hyperCMS Support:**

[www.hypercms.com](http://www.hypercms.com)  
[support@hypercms.com](mailto:support@hypercms.com)

## 10.2 Imprint

Responsible for the content:

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

[office@hypercms.com](mailto:office@hypercms.com)  
<http://www.hypercms.com>

## 10.3 Legal information

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 accepted.

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