



# OWL Document Management System

Version 1.10

## Installation Configuration Adminstration



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## Version Management

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# 1 Introduction

In an organisation there are different rolls. Each roll has its own set of documents. Different rolls often mean different ways of grouping documents.

A documentation system lets users upload their documents and add specific tags to it. By tagging, the document can be found by anyone, independently of the directory structure.

The documentation system lets you secure the document from unauthorised access and specific monitoring options are possible.

This manual explains how to:

- Install the OWL software on a webserver
- Configure Webserver software for OWL
- Configure the OWL application for your specific requirements

The screenshot displays the Owl Intranet web application. At the top, a user bar shows 'User admin Full Name Administrator Last on: Sep 04, 2011 at 09:35 am'. The main header features the 'doxbox' logo and the title 'Owl Intranet'. A 'Main Menu' on the right includes links like 'Add Folder', 'Add Archive', 'Add Document', 'Add Url', and 'Add Note'. The central area has a 'File Information' tab with a table showing document statistics:

File Information	Document Peer Review
New: 0	Updated: 0
Checked Out: 1	Monitored: (0:0)
Total: 3	

Below this is a search bar with a 'Search' button and options for 'Any Words' and 'Search Within'. A 'File Link' section contains buttons for 'Bulk Download', 'Bulk Move', 'Bulk E-Mail', 'Bulk Delete', 'Bulk Checkout', and 'Bulk Upload'. The main content area shows the 'Current Folder: Documents' with a table of files:

	Title	Ver.	File	Size	Posted by	Updated By	Modified	Held
<input type="checkbox"/>	2007 (1) 2007 files		2007 ▶		Administrator		Jul 04, 2011 at 02:03 pm	
<input type="checkbox"/>	Misc_articlesPaypal		Misc_articlesPaypal ▶		Administrator		Jul 17, 2011 at 04:01 pm	

The interface also includes a 'File Link' section with buttons for 'Bulk Download', 'Bulk Move', 'Bulk E-Mail', 'Bulk Delete', 'Bulk Checkout', and 'Bulk Upload'. At the bottom right, it shows '(elapsed time 0m 1s)'.

Note: the images shown in this document are based on the “Roma 2011” theme. If a different theme is being used your images may differ.

## 2 Installation

### 2.1 Verify System Requirements

#### 2.1.1 Base Requirements

Owl Intranet should run on all type of operating systems. You will need

- Webserver that supports PHP and a SQL database, e.g. Apache or IIS
- SQL database system. As for now MySQL, PostgreSQL are supported  
mssql and Oracle have been know to work
- PHP (at least version 4.3.10, PHP 5.x versions are also ok)
- PHP PEAR

#### 2.1.2 UTF-8 Character Encoding

Owl Intranet supports UTF-8 character encoding. If you want to use a language that uses non-ASCII characters make sure that your file system is configured using UTF-8.

#### 2.1.3 Additional Tools

Owl can make use of several external (operating system level) pieces of software that increase usability. These packages are optional but we recommend you to install them and make them available to Owl.

Note: on \*nix systems you can locate executables by using the command:

```
whereis {filename}
```

<b>Package</b>	<b>Function</b>	<b>Notes</b>	<b>Configured *</b>
antiword	MS Word Documents file indexing and Thumbnails		
catppt	ppt file indexing	Not available under Windows	
clamAV	antivirus checking	Or Immundet under Windows	A>SF>DB Backup
gzip	compression of archives		A>SF>DB Backup
Image Magik	thumbnails		A>SF>Thumbnail View
mplayer	Video thumbnails	Multiple platforms	A>SF>Thumbnail View
mysqldump	mySQL database backup		A>SF>DB Backup
pdftk	pdf file Water Marking	Multiple platforms	A>SF>PDF Watermarking
pdftotext	pdf file indexing	Multiple platforms	A>SF>DB Backup
pod2html	Convert PERL pod files to HTML	Perl module	A>SF>DB Backup
tar	compression of archives		A>SF>DB Backup
Tesseract	OCR for file indexing	<a href="http://code.google.com/p/tesseract-ocr/">http://code.google.com/p/tesseract-ocr/</a>	
unrtf	file indexing		
unzip	compression of archives		A>SF>DB Backup



Abbreviations:

A>SF> means Admin > Site Features

## 2.2 Obtain and install the OWL software

### 2.2.1 Get the software package

Download the latest version of Owl Intranet from [sourceforge.net](http://sourceforge.net) and save it in your preferred location.

### 2.2.2 Decompress the Owl software package.

Owl is compressed as a .tar.gz file. You need to decompress it and move the 'intranet' folder where it is going to be located, usually your webserver root. On \*nix systems:

```
tar xvfz Owl-1.10.tar.gz
mv intranet /path/to/your/html/directory/
```

**NOTE:** Windows users need Winzip, 7zip or any archiving utility capable of processing .gz files in order to be able to decompress the Owl package to its destination folder.

### 2.2.3 Relocate sensitive directories.

Immediately after unpacking, the distribution file structure has all file and directories under the “/Intranet” directory.

/Intranet/Documents - Owl will save all your documents within this folder.

/Intranet/TrashCan - Owl can save deleted documents within this folder.

/Intranet/admin/tools/owl\_batch.d - This directory contains batch jobs, configuration files, and libraries.

If you leave any of these folders within the 'intranet' folder, their contents (documents, folders, scripts, configuration files, etc) could be accessed by anybody from outside without logging into Owl!

For security reasons the following directories should be moved to another location outside your web space.

On a dedicated server, you may want to create a folder in the /var directory for these (e.g. /var/owl).

On a multi-site webserver, your directory structure might look something like this:

```
/your home directory
/[web_root_folder]
  /Intranet
    (all the online Owl files and folders are here)
  /owl_repos.d
    /owl_repo_0.d
      /Documents
    /owl_repo_1.d (this and more if you have multiple repositories)
    /TrashCan (see TrashCan note below)
  /owl_batch.d
  /DOCS (miscellaneous documents for reference not required for operation)
```

**Note:** There is one TrashCan for the installation. A subdirectory with the repository id number will be created for each repository and items deleted from that repository will be moved to that subdirectory.

You may also want to add one additional and optional directory called “\_customizations”. This may be helpful for storing your site-specific customizations in order to be able to easily upgrade your installation with the next release. Your “\_customizations” directory may be structured as follows:

```
/your home directory
  /_customizations
  /Intranet
    /config
      owl.php (containing your site-specific configurations)
    /templates
      /[template name] - templates you have custom designed or modified
  /owl_batch.d
    /configs - directory containing your site specific batch configuration files
```

## 2.2.4 Update robots.txt

Robots should look in the website’s root directory (not necessarily the owl root directory) for a file called robots.txt and obey access instructions provided in that file. Included in the owl root directory is a robots.txt file with instructions for robots to not access /Intranet - the directory called “Intranet” under the website’s root directory. Update your website’s root directory with either these directives or your alternatives.

## 2.2.5 Update htaccess files

Some web servers (most notably apache) use htaccess files (actually “.htaccess” with a dot/period as the first character) to control access to certain directories.

Review the htaccess.txt file in the Owl root directory, and if appropriate modify the settings and rename the file to “.htaccess” (without the quotes).

## 2.3 Create OWL database

### 2.3.1 Create OWL database with Mysql

The following instructions assume your database name is “intranet”, if your database has a different name modify these instructions accordingly.

1. Create a new database for Owl in MySQL. From a shell prompt type:

```
mysqladmin -p create intranet
```

2. Load the base set of tables into the database. At a shell prompt type:

```
mysql -p intranet < admin/tools/install/sql/mysql-tables.sql
```

3. Establish the permissions for the user to access the database:

```
mysql -u root -p intranet
grant CREATE,INSERT,SELECT,DELETE,UPDATE on intranet.* to 'owl-user'@'localhost';
connect mysql
set password for 'owl-user'@'localhost' = password('your_password');
flush privileges;
exit;
```

**NOTE:** ‘localhost’ is the machine name from where Owl is accessing the database. It is often the actual string ‘localhost’.

4. Edit `/config/owl.php` with your favorite editor. The file is found in the `/config` directory. You need to change the following lines in order to get Owl to work:

Make sure this line is uncommented

```
require_once("$default->owl_fs_root/phplib/db_mysql.inc");
```

## 2.3.2 Create OWL database with PostgreSQL

1. Create a new database for Owl in PostgreSQL. At a shell prompt type:

```
'su postgres' -> 'createdb intranet'
```

2. Enter the layout into the database,

```
psql intranet < admin/tools/install/sql/postgresql-tables.sql
```

3. Establish the permissions for the user to access the database:

```
createuser owl_username
psql intranet
grant all on
doctype,docfields, docfieldslabel, docfieldvalues,
filedata,html,prefs,active_sessions,groups,users,files,folders,
mimes,membergroup,news,comments,owl_log,monitored_folder,
monitored_file,wordidx, searchidx, peerreview to owl_username;
grant all on comments_id_seq, filedata_id_seq, files_id_seq,
folders_id_seq, groups_id_seq, html_id_seq,
monitored_file_id_seq, monitored_folder_id_seq, news_id_seq,
owl_log_id_seq, prefs_id_seq, users_id_seq,
doctype_doc_type_id_seq, docfields_id_seq to owl_username;
```

NOTE: host is the machine name from where Owl is accessing the database, usually localhost.

4. Edit `/config/owl.php` with your favorite editor. Make sure this line is uncommented:

```
require_once("$default->owl_fs_root/phplib/db_pgsql.inc");
```

and comment out the following line

```
require_once("$default->owl_fs_root/phplib/db_mysql.inc");
```

## 2.4 Configure Basic OWL Software Installation Parameters

### 2.4.1 Configure config/owl.php

Edit `config/owl.php` with your favorite editor. The file is found in the `./config/` directory.

The `owl.php` file is extensively documented for individual options. Here is a summary of the major areas that can be configured:

- PHP configuration - General PHP Settings

- Website locations - URL Locations of OWL folders
- Filesystem locations - Filesystem locations of OWL folders
- Security Options
  - PHP Safe Mode workaround
  - Network Access Permissions
  - User Authentication
- Database Options
  - Database engine independent options
  - Database engine dependent options
  - Multiple Repository Database options
  - Document Storage Options
- OWL Application Configuration Options
  - OWL Fixed - Configuration Options (only set in this config file)
  - OWL Configurable - defaults that can be overridden by user or application administrator
- Extensions Configuration Parameters - parameters to be passed to third party applications

## 2.4.2 Feature Notes: File Data Encryption

Owl has 2 modes to store the files you upload to the repository.

The traditional way which is to store the files and folders you create on the WebServer file system.

A second way is to store the data of the files you upload directly to the database. This mode has the capability of encrypting documents prior to storing them and is only available with MySQL Databases.

To turn it on you change the config/owl.php file and set the option

```
$default->owl_use_fs = false ;
```

to turn the database storage feature on.

With this Feature turned on you have 2 additional Options available to you.

1. Compress the data (using gzip) before they are stored to the database.  

```
$default->owl_database_compress = 1
```

to turn compression On 0 to leave it OFF.
2. Encrypting the data you can turn this feature on by setting  

```
$default->owl_encrypt_database = 1
```

and 0 for Off. Also set  

```
$default->owl_encrypt_keyphrase
```

to a string of your choice, this string is used to encrypt and decrypt the data

Both of these modes can be used at the same time, the encryption used by owl is `_SHA256`

To be able to use this feature you will need to install the mhash php extension and supporting system libraries. You may see an error on File upload if you don't have the proper libraries and php extensions installed.

```
Fatal error: Call to undefined function mhash() in /var/www/html/owl-1.00a/lib/owl.lib.php(6624) : eval()'d code on line 1
```

### 2.4.3 Feature Notes: ACL (Access Control Lists)

A document's initial ACL's are influence by a few configuration options in the file config/owl.php:

1. Set defaults to inherit a new folder's or document's ACLs from parent folder

```
$default->inherit_acl_from_parent_folder = 1;
```

If set to 1 this setting causes the ACL's from the parent folder to be copied to the new file or folder.

2. If your system is configured for Multiple Repository Databases, you can set different default ACL's for each database.

This section allow the admin to create default ACL's that applied to New Files and Folders, there can be as many files and folder ACL's as need.

## 2.5 Configure Owl directories

In order to function properly, the web server software must be able to read the OWL application files, and must also be able to read and write to the directory where documents will be stored.

### 2.5.1 Configure website ownership, permissions, and location

Set permissions on website root folder.

```
cd /path/to/website/root
chmod -R 775 Intranet
chown -R root.root Intranet
```

Configure the url for the website root folder in the /config/owl.php file

```
$default->owl_root_url = "/Intranet";
```

### 2.5.2 Configure "Documents" ownership, permissions, and location

By default, an empty "Documents" directory is included in the OWL root folder. On the webserver, this should be moved to a location outside the webserver path, and the OWL Configuration File updated to reflect the filesystem location on the webserver's filesystem.

This directory must be writable by your web server. If your web server is running as user 'nobody' and group 'nobody' (apache default) then type:

```
cd /path/to/Documents/directory
chmod -R 775 Documents
chown -R nobody.nobody Documents
```

If using Windows check the permissions and security tabs.

Configure the directory location for the “Documents” directory in the /config/owl.php file. Change the line reading:

```
$default->owl_db_FileDir[0] = $default->owl_fs_root;
```

to reflect the location of your relocated Documents directory.

If you have multiple repositories you will need to do this for each repository.

### 2.5.3 Configure “TrashCan” ownership, permissions, and location

By default, an empty “TrashCan” directory is included in the OWL root folder. On the webserver, this should be moved to a location outside the webserver path, and the OWL Configuration File updated to reflect the web server’s file system location.

This directory must be writable by your web server. If your web server is running as user ‘nobody’ and group ‘nobody’ (apache default) then type:

```
cd /path/to/TrashCan/directory
chmod -R 775 TrashCan
chown -R nobody.nobody TrashCan
```

If using Windows check the permissions and security tabs.

You will configure the location of the TrashCan directory after you browse to the Owl website for the first time.

**Note:** Within the TrashCan directory, a separate subdirectory is created for each repository.

### 2.5.4 Feature Note: (optional) Configure document storage in database

If you are using the database to store documents (instead of the webserver’s filesystem), specified by

```
$default->owl_use_fs = false;
```

in config/owl.php you need to setup a directory to hold files temporarily for when they are uploaded to the server and before they are loaded into the database.

In the example below, we will use a directory named ‘/var/owl/tmp’. Create the directory and set its permissions

```
mkdir /var/owl/tmp
chmod 775 /var/owl/tmp
chown -R nobody.nobody /var/owl/tmp
```

and update config/owl.php for that repository’s database (“x” used as an example) to point to this directory

```
$default->owl_db_FileDir[x]= “/var/owl/tmp”;
```

## 2.6 Configure Locale Specific Settings

### 2.6.1 Water Marking (PDF)

If enabled when a user Downloads or Views a PDF file in the system, it is water marked with Default strings that are taken from the the file

```
/locale/<user language>/language.inc.
```

By default these values are set to:

```
$owl_lang->watermark_string      = "Confidential";  
$owl_lang->watermark_source      = "Owl Repository 1.00";
```

The language files can be changed to meet your needs or you can use a custom 1 page PDF file the logo of you company and/or any text you wish to use. You specify the path of that file on the web server, this path has to be readable by the webserver process/user.

### 2.6.2 Removing unneeded Locale configurations

If you know you will not need one or more specific locale settings, you may save some real estate on the application screens by removing unneeded locale settings folders.

The default language is specified in /configs/owl.php on the line reading:

```
$default->owl_lang = "{directory_name}";
```

Additional locale languages are available in directories

```
/locale/<user language>
```

Directories for languages not needed may be deleted.

**WARNING:** If you will be deleting locale directories, make sure you do not delete the directory specified in the owl.php config file setting

## 2.7 WEBDAV

WebDAV (Web-based Distributed Authoring and Versioning) provides the ability to work with documents in the Owl documents repository directly. With WebDAV installed and running, you can access files on your server as if they were in

- A Microsoft Windows® mapped drive letter
- A Novell NetDrive
- other file system features capable of supporting the WebDAV extensions to the HTTP protocol.

### 2.7.1 Prerequisites

In order to run WebDAV, the PHP PEAR Extensions must be installed on your web server.

You can determine if the PEAR extensions are installed by

```
$ rpm -qa | grep pear
```

The PEAR extensions can be found at:

<http://pear.php.net/>

Under Fedora it is just a matter of installing a RPM using rpm or yum install

### 2.7.2 Configuration

#### 2.7.2.1 Settings

The main configuration file is:

```
OwlWebDav/index.php
```

Most of the configuration such as database is taken from the default config/owl.php.

Out of the box this should work, the only thing to double check is inside the OwlWebDav/index.php is the value of

```
$server->ServeRequest($default->owl_fs_root . "/Documents");
```

The `$default->owl_fs_root` is defined inside of config/owl.php.

OwlWebDav creates a debug file specified in the file /OwlWebDav/index.php on the line

```
$server->owl_debugfile = "/tmp/WebDAV.DBG";
```

with debug information. This value should be set to a directory you have access to.

**Note:**

The index.php file is designed for a single repository location.

To provide WebDAV access for another repository, make a copy of the index.php file with a new name to indicate the repository (e.g. repo1.php), and update the value of `$my_db_WebDAV` for the database ID appropriate for that repository.

#### 2.7.2.2 Testing

Once configured the first test to see if this is working is to point a browser to:



<http://yourowl.server.com/owl-1.10/OwlWebDav/index.php>

If working, this will

- prompting your for your owl username / password
- give you a directory listing of your owl root directory

If you have config/owl.php

```
$default->debug = true;
```

and your php.ini has the lines

```
error_reporting(E_ALL & E_DEPRECATED & E_NOTICE) ;  
display_errors = On ;
```

you should see any php or configuration errors in your browser window.

Also, if config/owl.php has

```
$default->debug = true;
```

OwlWebDav creates a file specified in the file index.php on the line

```
$server->owl_debugfile = "/tmp/WebDAV.DBG";
```

with debug information. This, and your web server logs, may be useful to the Owl Support team for further debugging.

On Mac we used for testing tools such as tools as Cyberduck (<http://cyberduck.ch/>).

### 2.7.3 Usage

Once the browser gives you a directory listing of your Owl Documents Directory OR your home directory if your owl user is so configured, then you are ready to attempt using other tools.

Example using Microsoft Word

Open a file

for the filename, enter

```
http://www.example.com/owl-1.10/OwlWebDav/index.php
```

In the authentication window, enter your Owl credentials. Once verified you will see a list of folders and files available for editing.



## 2.8 Configure PHP Settings

### 2.8.1 Determine your PHP settings

You can call the `phpinfo()` function to find the location of your `php.ini` file, it will also tell you the current values for the following settings that we need to modify. To run this function you can write a simple php script, drop it into your webspace, and call it from your browser.

```
<?php
phpinfo();
?>
```

Sample Output:

PHP Version 4.3.11	
	
<b>System</b>	Linux nightmare.bozzit.com 2.6.9-1.667.smp #1 SMP Tue Nov 2 14:59:52 EST 2004 i686
<b>Build Date</b>	Nov 8 2005 06:25:44
<b>Configure Command</b>	./configure '--build=i386-redhat-linux' '--host=i386-redhat-linux' '--target=i386-redhat-linux-gnu' '--program-prefix=' '--prefix=/usr' '--exec-prefix=/usr' '--bindir=/usr/bin' '--sbindir=/usr/sbin' '--sysconfdir=/etc' '--datadir=/usr/share' '--includedir=/usr/include' '--libdir=/usr/lib' '--libexecdir=/usr/libexec' '--localstatedir=/var' '--sharedstatedir=/usr/com' '--mandir=/usr/share/man' '--infodir=/usr/share/info' '--cache-file=.config.cache' '--with-config-file-path=/etc' '--with-config-file-scan-dir=/etc/php.d' '--enable-force-cgi-redirect' '--disable-debug' '--enable-pic' '--disable-rpath' '--enable-inline-optimization' '--with-bz2' '--with-db4=/usr' '--with-curl' '--with-exec-dir=/usr/bin' '--with-freetype-dir=/usr' '--with-png-dir=/usr' '--with-gd=shared' '--enable-gd-native-ttf' '--without-gdcm' '--with-gettext' '--with-ncurses=shared' '--with-gmp' '--with-iconv' '--with-jpeg-dir=/usr' '--with-openssl' '--with-png' '--with-pspell' '--with-xml' '--with-xmlrpc=shared' '--with-dom=shared,/usr' '--with-dom-xslt=/usr' '--with-dom-exslt=/usr' '--with-xmlrpc=shared' '--with-pcre-regex=/usr' '--with-zlib' '--with-layout=GNU' '--enable-bcmath' '--enable-exif' '--enable-ftp' '--enable-magic-quotes' '--enable-sockets' '--enable-sysvsem' '--enable-sysvshm' '--enable-track-vars' '--enable-trans-sid' '--enable-yp' '--enable-wddx' '--with-pear=/usr/share/pear' '--with-imap=shared' '--with-imap-ssl' '--with-kerberos' '--with-ldap=shared' '--with-mysql=shared,/usr' '--with-pgsql=shared' '--with-snmp=shared,/usr' '--with-snmp=shared' '--enable-ucd-snmp-hack' '--with-unixODBC=shared,/usr' '--enable-memory-limit' '--enable-shmop' '--enable-calendar' '--enable-dbx' '--enable-dio' '--enable-mbstring=shared' '--enable-mbstr-enc-trans' '--enable-mbregex' '--with-mime-magic=/usr/share/file/magic.mime' '--with-pic' '--with-apxs2=/usr/sbin/apxs'
<b>Server API</b>	Apache 2.0 Handler
<b>Virtual Directory Support</b>	disabled
<b>Configuration File (php.ini) Path</b>	/etc/php.ini
<b>Scan this dir for additional .ini files</b>	/etc/php.d
<b>Additional .ini files parsed</b>	/etc/php.d/domxml.ini, /etc/php.d/gd.ini, /etc/php.d/ldap.ini, /etc/php.d/mbstring.ini, /etc/php.d/mhash.ini, /etc/php.d/mysql.ini, /etc/php.d/odbc.ini, /etc/php.d/pgsql.ini, /etc/php.d/php_browscap.ini
<b>PHP API</b>	20020918
<b>PHP Extension</b>	20020429
<b>Zend Extension</b>	20021010
<b>Debug Build</b>	no
<b>Thread Safety</b>	disabled
<b>Registered PHP Streams</b>	php, http, ftp, https, ftps, compress.bzip2, compress.zlib
This program makes use of the Zend Scripting Language Engine: Zend Engine v1.3.0, Copyright (c) 1998-2004 Zend Technologies	
	

The Output may be much larger, but this gives you an Idea what to expect.

All the configuration settings for your installation are contained in the php.ini file. Sometimes these setting might be overridden by directives in apache .htaccess files or even within the scripts themselves. However you cannot over ride some of the settings that effect file uploads with .htaccess directives in this way.

The following values are the options than need to be checked and modified if necessary:

- file\_uploads
- upload\_max\_filesize
- max\_input\_time
- memory\_limit
- max\_execution\_time
- post\_max\_size

## 2.8.2 Configure PHP for Large File Uploads

Though PHP presents a very versatile and user friendly interface for handling file uploads, the default installation is not geared for working with files in excess of 2 megabytes. This article will help you configure your PHP engine for handling such large file transfers.

Let's look at the parameters that interest us.

### 2.8.2.1 file\_uploads

This parameter is fairly obvious. If you set this off, uploading is disabled for your installation. If you require options to enable large file uploads, this option must be set to **On**.

### 2.8.2.2 upload\_max\_filesize and post\_max\_size

Files are usually POSTed to the webserver in a format known as 'multipart/form-data'. The post\_max\_size sets the upper limit on the amount of data that a script can accept in this manner. Ideally this value should be larger than the value that you set for upload\_max\_filesize.

It's important to realize that upload\_max\_filesize is the sum of the sizes of all the files that you are uploading. post\_max\_size is the upload\_max\_filesize plus the sum of the lengths of all the other fields in the form plus any mime headers that the encoder might include. Since these fields are typically small you can often approximate the upload max size to the post max size.

According to the PHP documentation you can set a MAX\_UPLOAD\_LIMIT in your HTML form to suggest a limit to the browser.

This is accomplished by the following Owl Parameter, the parameter takes a value in bytes, so if for example you wish to set a limit of 5MB you calculate the number of bytes by the following formula <number of MB> \* 1024 \* 1024.

From the Administration Panel, under Site Features, Other Settings

Allow Users to save Keywords for Reuse	<input checked="" type="checkbox"/>
Maximum Upload File Size (in bytes)	<input type="text" value="0"/>
Session Timeout in Seconds	<input type="text" value="9000"/>
Temp file Directory Location:	<input type="text" value="/tmp"/>

### 2.8.2.3 memory\_limit

When the PHP engine is handling an incoming POST it needs to keep some of the incoming data in memory. This directive has any effect only if you have used the `--enable-memory-limit` option at configuration time. Setting too high a value can be very dangerous because if several uploads are being handled concurrently all available memory will be used up and other unrelated scripts that consume a lot of memory might effect the whole server as well.

### 2.8.2.4 max\_execution\_time and max\_input\_time

These settings define the maximum life time of the script and the time that the script should spend in accepting input. If several megabytes of data are being transferred `max_input_time` should be reasonably high.

### 2.8.2.5 SafeMODE

Note: php's Safe Mode is deprecated in php 5.3.0 and is removed in php 5.4.0.

PHP SafeMODE Off

When safe mode is turned on, the user can upload files and create directories, but the ownership and permission that are put on the file on the file system don't allow Owl to write to or delete the file or folder from the interface.

You get messages such as..

```
Warning: SAFE MODE Restriction in effect. The script whose uid is 10167 is not allowed to
access /xxx/intranet/Documents/test owned by uid 2525 in /xxx/intranet/lib/owl.lib.php on line
xxxxx
```

But not a problem with PHP >= 5.3.0 as per the php documentation:

<http://php.net/manual/en/features.safe-mode.php>

## 2.9 Configure Apache Settings

The apache webserver has a LimitRequestBody configuration directive that restricts the size of all POST data regardless of the web scripting language in use. Some RPM installations sets limit request body to 512Kb. You will need to change this to a larger value or remove the entry altogether.

On our install of Fedora that limit is set in the /etc/httpd/conf.d/php.conf

```
#
# PHP is an HTML-embedded scripting language which attempts to make it
# easy for developers to write dynamically generated webpages.
#

LoadModule php4_module modules/libphp4.so

LimitRequestBody 102400000

#
# Cause the PHP interpreter to handle files with a .php extension.
#
AddType application/x-httpd-php .php
# AddType application/x-httpd-php-source .phps

#
# Add index.php to the list of files that will be served as directory
# indexes.
#
DirectoryIndex index.php
```

### Trouble Shooting

The apache error log is a great source of information when trouble shooting file Upload issues, usually located /var/log/httpd/error\_log

Take a look for messages (usually) will tell you which of the above directive has been exceeded.

If you make any changes, to the php.ini file or any of the httpd.conf files don't forget to restart the web server process.



## 3 Configure the OWL Application

Just after finishing the installation you still have to change some parameters to adjust Owl to your environment. You will for example be able to change visual preferences, add users, groups, files, and much more.

Note: This is a summary of recommended initial steps to configure your OWL site. A complete list of option screens and settings is included in the Administrative Options Reference chapter.

To start the final touches to the installation you need to login into Owl:

### 3.1 *Login for the first time*

Log in with the administrator user (Username: 'admin' and Password: 'admin' by default)

### 3.2 *Configure Security*

#### 3.2.1 Change the admin password

Access:

- Top Menu Bar >> User Tools >> Preferences

Default configuration: admin password = "admin" (without the quotes)

Click on the button 'Preferences' and enter your old password 'admin' in the box and a new and safe password in the two other boxes. Push the button 'Change' to make the password change effective.

NOTE: This task is very important. Never use 'admin' as your administrator password!

### 3.2.2 Configure Anonymous Access

Access:

- Top Menu Bar >> Admin Tools >> Admin
- Tab: Users & Groups >> Section: Users >> Dropdown: Anonymous(Guest) >> Button: Edit User

Should anonymous access to the selected repository be permitted, the anonymous access link will be shown, and allow anyone to browse the repository anonymously. In a multi-repository installation, as the repository is selected, the page is refreshed to show the link if it is permitted for that database.

<div> <div>Username</div> <input type="text"/> </div> <div> <div>Password</div> <input type="password"/> </div> <div> <a href="#">(Anonymous Access)</a> </div> <div> <div>Remember me <input type="checkbox"/></div> <div>Login</div> </div>	<div> <div>Username</div> <input type="text"/> </div> <div> <div>Password</div> <input type="password"/> </div> <div></div> <div> <div>Remember me <input type="checkbox"/></div> <div>Login</div> </div>
Login screen with anonymous access enabled	Login screen with anonymous access disabled

To verify anonymous access to the site

1. Click on “Users & Groups” on the Admin Tools.

2. In the User administration, select user “Anonymous (guest)” then click on the “Edit User” button.
3. In the list of user options, locate the checkbox labelled “Disable User”



4. Configure the checkbox to the desired option  
Check – to disable the Anonymous user  
Uncheck – to enable the Anonymous user
5. Click on the “Change” button at the bottom of the screen to save changes.

### 3.2.3 Configure Self Registration

Access:

- Top Menu Bar >> Admin Tools >> Admin
- Tab: Site Features >> Section: Site Features and Sections >> Subsection:

Default Configuration: self registration is enabled.

The screenshot shows a configuration window titled "SELF REGISTERED USER DEFAULTS". It contains the following settings:

Setting	Value
Enable Self Register:	<input checked="" type="checkbox"/>
Quota 0=Disabled	0
Receive Notifications	<input type="checkbox"/>
Attach File	<input type="checkbox"/>
Disable User	<input type="checkbox"/>
Disable Pref	<input type="checkbox"/>
Max No. Sessions	0
Create User HomeDir:	<input type="checkbox"/>
Use CAPTCHA:	<input type="checkbox"/>
Primary Group:	Administrators
User's Home Directory: (CREATED HERE IF create homedir checked)	Documents
User's Initial Directory	Documents

### 3.2.4 Configure Groups

Access:

- Top Menu Bar >> Admin Tools >> Admin
- Tab: Users & Groups >> Section: Group Administration >> Subsection:

Default Values: Administrator, Anonymous, File Admin, Users

The screenshot shows a web interface with two main sections. The top section is titled "User Administration" and contains a dropdown menu labeled "Users" with the value "Administrator (admin) - (2/1)" and a blue arrow icon. To the right of this section are two buttons: "New User" and "Edit User". The bottom section is titled "Group Administration" and contains a dropdown menu labeled "Groups" with the value "Users" and a blue arrow icon. To the right of this section are two buttons: "New Group" and "Edit Group".

### 3.2.5 Configure TrashCan location

Access:

- Top Menu Bar >> Admin Tools >> Admin
- Tab: Site Features >> Section: Trash Collection Settings

Default Values: a directory on the development computer filesystem

The screenshot shows a form titled "TRASH COLLECTION SETTINGS" with a yellow arrow icon. It contains three rows of settings. The first row is "Enable Trash Collection:" with a checked checkbox. The second row is "Trash Can Location:" with a text input field containing the value "/home/example/files/TrashCan". The third row is "String Prefixed to Restored Files" with a text input field containing the value "Restored-".

Change the value of "Trash Can Location" to a directory on your server's filesystem.

Note: Within the TrashCan directory, a separate subdirectory is created for each repository.

## 4 Administrative Tools Reference

Access:

- Top Menu Bar >> Admin Tools >> Admin

Click on the button 'Admin' to customize the Owl Intranet Engine.

Note: This button will only appear if your account has administration privileges

When you sign on as the administrator user "admin" default password "admin" by default you are taken to the admin panel.

Note: the initial landing page for a user can be changed.



The main title bar for the area is shaded darker than the rest. Underneath the title bar is a button bar with the options available. The buttons will be in one of three formats:

1. Dark blue background with bold black lettering  
this is the currently selected area
2. Lighter blue background with normal black lettering  
these are other areas that can be selected for system options
3. Lighter blue background with normal white lettering  
these are areas that are unavailable for updating, most probably due to parameters set during the software installation process.

In the section below are options available in each of the OWL Administration menu areas.

## 4.1 Users & Groups

The screenshot shows the 'Owl Administration' interface. At the top is a navigation bar with buttons: Users & Groups, HTML Preferences, Site Features, System Logs, Statistics / Report Viewer, News Admin, Document Types, Backup Database, Trash Can (Not Found or Not Writeable), Import Users, Initial Load, Purge Historical, MAINTENANCE MODE, and User Tables. The 'Users & Groups' button is highlighted. Below the navigation bar is a section titled 'User Administration'. It contains a 'Users' dropdown menu showing 'Administrator (admin) - (2/1)' and two buttons: 'New User' and 'Edit User'. Below this is a section titled 'Group Administration'. It contains a 'Groups' dropdown menu showing 'Administrators' and two buttons: 'New Group' and 'Edit Group'. At the bottom right, it says '(elapsed time 0m 1s)'.

Under Site Features verify what user is set as the anonymous user, the default is the guest (Anonymous) Account.

The screenshot shows the 'Site Features' configuration page. It has a 'Temp file Directory Location' field set to '/tmp'. Below it is the 'Set Anonymous Access' section with three radio buttons: 'Full Access', 'Read Only', and 'Download Only'. The 'Download Only' radio button is selected. Below this is the 'Anonymous Access Account' dropdown menu, which is set to 'Anonymous'. Below that is the 'File/Browser Admin Group' dropdown menu, which is set to 'File Admin'. At the bottom, there is a section titled 'TRASH COLLECTION SETTINGS'.

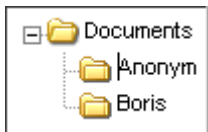
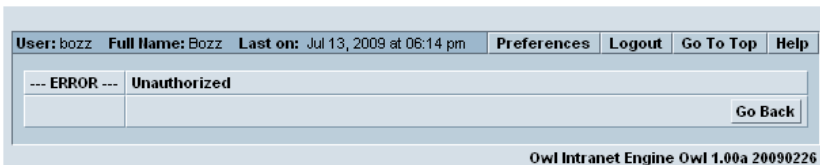
Once you have determined what user is the anonymous user click the “Users & Groups” button, select Anonymous (guest) Or the user you have set in the Anonymous Access Account, and Click “Edit User”.

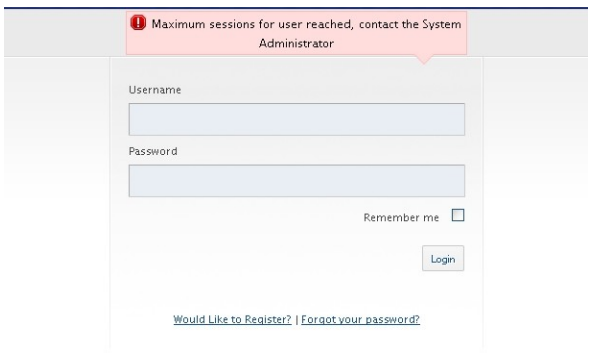

The screenshot shows the 'Owl Administration' interface, specifically the 'User Administration' section. The 'Users' dropdown menu now shows 'Anonymous (guest) - (0/20)'. The 'Groups' dropdown menu remains set to 'Administrators'. The 'New User' and 'Edit User' buttons are still present. The 'New Group' and 'Edit Group' buttons are also present in the 'Group Administration' section below.

Then by enabling or disabling the user the (Anonymous Access) link is shown or hidden from the login screen.

### 4.1.1 User Administration Section

<b><i>Admin Tools – User &amp; Groups – User Administration</i></b> <b><i>Data Field Descriptions</i></b>	
<b><i>Field Caption</i></b>	<b><i>Field contents</i></b>
Full Name	Enter the Full Name

<b>Admin Tools – User &amp; Groups – User Administration</b> <b>Data Field Descriptions</b>	
<b>Field Caption</b>	<b>Field contents</b>
Username	The name that will be used to login
Primary Group	<p>The group that the user will be defaulted to</p> <ul style="list-style-type: none"> <li>When the 'Group' button in the '<a href="#">File information</a> panel' will be used, all documents from this group will be displayed</li> <li>The user will get the same document access rights that count for this group. See <a href="#">ACL</a> for more information</li> </ul>
Language	The default language of the functions that will be displayed for the user
Member Group(s)	<p>Member will give the user document access as created with the <a href="#">ACL</a>.</p> <p>File Admin will give the user full access to all documents concerning that group. This includes all file modifications too,</p>
User's Home Directory	<p>The directory the user will have as root directory</p> <p>For example if your directory structure looks like.</p>  <p>If you create user User1 with a Home Directory of Boris, when he signs on his Root directory will be Boris, and he will not see Anonym or Documents.</p> <p>For those of you that are familiar with the UNIX chroot, this sort of duplicates its UNIX counterpart.</p>
User's Initial Directory	<p>The directory the user will start from. This can be any directory in the tree. Moving to a higher level in the tree is still possible till you reach the User's Home Directory.</p> <p>Ensure that your Initial Directory is a Directory that is within the Home Directory Structure of the user. Setting the initial Directory to something outside that structure will result in an error upon the user's attempt to login.</p> 
Quota 0=Disabled	<p>Set the maximum space the user is allowed to take with his/her documents.</p> <p>0 = disabled, the user can store as much documents as the file system's disk space allows.</p>
Max No.Sessions	How many OWL sessions the user is allowed to have at one time. If the user does not sign off using the logout button the session stays active for the duration set by

<b>Admin Tools – User &amp; Groups – User Administration</b> <b>Data Field Descriptions</b>	
<b>Field Caption</b>	<b>Field contents</b>
	<p>session timeout as configured in the admin Site Features section.</p> <p>If the user attempts to login and their Max No Sessions are set to 1, they will be denied access to the portal</p>  <p>The user will not be able to sign back on until the administrator cleans up their old sessions by clicking on the  icon or the session times-out on their own</p>
Password	Use a password with a minimum of 6 characters
Confirm New Password	Enter the password again for verification
E-Mail Address	An email address is required. This makes all mail functions possible
Receive Notifications	When checked, allows the user to receive email notifications of document actions.
Attach File	With file notifications, like updates or new files, you will get a mail, with the file attached
Disable User	Disables the user you are currently editing
User Default View Expanded	When this box is checked, this user's default view is the expanded view, otherwise their default view is the collapsed view. The contents of these two views are defined in Admin Tools >> Site Features >> Customize Browser Columns.
Default Revision Type	<p>This option defines the default portion of the revision that will be updated when a document is updated. Options are</p> <ul style="list-style-type: none"> <li>• NONE SELECTED – user must manually set the increment</li> <li>• Major Revision – a document update increments the major component of the document's revision</li> <li>• Minor Revision – a document update increments the minor component of the document's revision.</li> </ul>



<b>Admin Tools – User &amp; Groups – User Administration</b> <b>Data Field Descriptions</b>	
<b>Field Caption</b>	<b>Field contents</b>
User Initial Major Revision	The major revision component assigned to a new document uploaded by the user.
User Initial Minor Revision	The minor revision component assigned to a new document uploaded by the user.
PDF get Watermarked	When this option is checked, downloaded pdf copies of documents will be watermarked.
Disable Pref	Disables the <u>Preferences</u> button on the screen. This will prevent the user from modifying their settings
User/group Administrator	Gives the user the admin function of creating and maintaining users
Can View System Logs	User can see all views and file actions made by every user. Will activate the System Logs button.
Can View System Reports	User can see System Reports Will activate the “Statistics / Report Viewer” button
News Administrator	User can create news items
File Admin for Primary Group	User can access all documents, which his group owns
Login to New Records Page	When the user logs in, a screen with new documents will be displayed
Comment Notification	When another user comments on the file, which the user owns, the user can elect to receive notification emails
E-Mail Tool	Enables the email functionality to email other registered users.
Change Password at Next login	The user will need to change his/her password at next login.  This can be useful when you are creating this user and provide the user with this username and password. The user can make his/her own password next time the user logs in.
Account Expires On	Fill in the date after which the account will no longer be active
Authentication type	The method by which this user’s login is authenticated.
User GMT offset	The time-region this user normally works, to make sure modification times are registered as intended.

At the bottom of the screen there are three buttons



Change – applies the changes made in the fields above

Delete User – deletes the user

Reset – Resets all fields changed

## 4.1.2 Group Administration Section

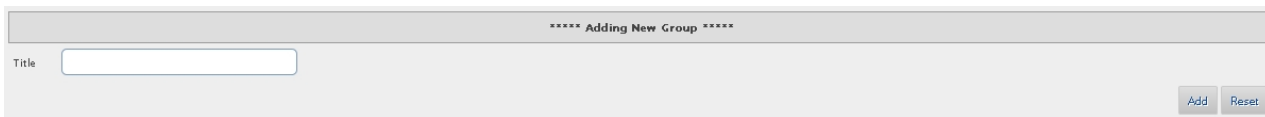
### 4.1.2.1 Add a Group

To create a roll based view and to manage folder and document access, groups can be created.



The screenshot shows the 'Group Administration' window. On the left, there is a 'Groups' dropdown menu with 'Users' selected. On the right, there are two buttons: 'New Group' and 'Edit Group'.

Click on the 'New Group' button.



The screenshot shows the 'Adding New Group' dialog box. It has a 'Title' text field and two buttons: 'Add' and 'Reset'.

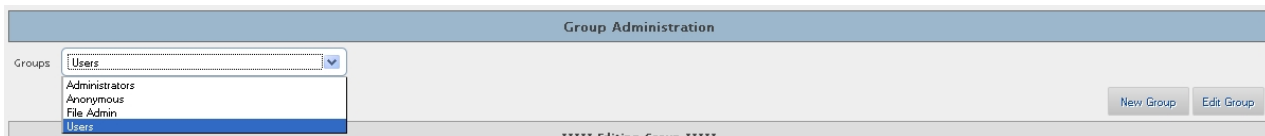
Enter a group name and click on the 'Add' button

Type

### 4.1.2.2 Edit a Group

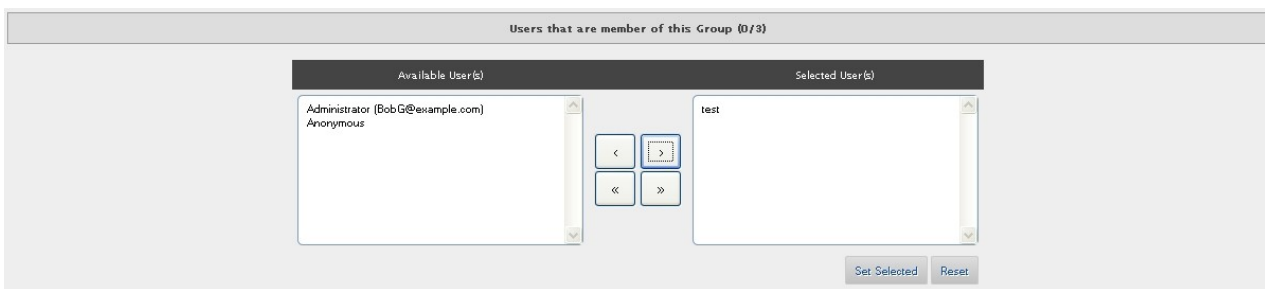
Once a group is created, you can manage easily which users will be member of that group. This is done as follows:

Select a Group and click on the 'Edit Group' button.



The screenshot shows the 'Group Administration' window. On the left, there is a 'Groups' dropdown menu with 'Users' selected. On the right, there are two buttons: 'New Group' and 'Edit Group'.

### 4.1.2.3 Adding and deleting group members



The screenshot shows the 'Users that are member of this Group (0/3)' dialog box. It has two lists: 'Available User(s)' and 'Selected User(s)'. The 'Available User(s)' list contains 'Administrator (Bob.G@example.com)' and 'Anonymous'. The 'Selected User(s)' list contains 'test'. There are buttons for '<', '>', '<<', and '>>' between the lists, and 'Set Selected' and 'Reset' buttons at the bottom.

The title bar of this subsection shows how many users are members of this group out of the total number of users on file.

To add an individual member, select that user's name from the list of Available User(s), and click the ">" button.

To add all available members to the group, click on the ">>" button.

To delete an individual member, select that user's name from the list of Selected User(s), and click the "<" button.

To delete all members from the group, click on the “<<” button.

Click on the “Submit” button to submit your changes, or the “Reset” button to put the members back as they were.

#### 4.1.2.4 Changing which users have this group as their PRIMARY group

The screenshot shows a web interface titled "Users that have this group as PRIMARY Group (1 / 4)". It features two main panels: "Available User(s)" on the left and "Selected User(s)" on the right. The "Available User(s)" panel contains a list of users: "Anonymous", "Mr. Person Two", and "Ms. Person One". The "Selected User(s)" panel contains a list with "Administrator (BobG@example.com)". Between the two panels are four buttons: "<", ">", "<<", and ">>". At the bottom right of the interface are two buttons: "Set Selected" and "Reset".

The title bar of this subsection shows how many users have this group as their primary group out of the total number of users on file.

To add an individual member, select that user's name from the list of Available User(s), and click the “>” button.

To add all available members to the group, click on the “>>” button.

To delete an individual member, select that user's name from the list of Selected User(s), and click the “<” button.

To delete all members from the group, click on the “<<” button.

Click on the “Submit” button to submit your changes, or the “Reset” button to put the members back as they were.

#### 4.1.2.5 Changing which users are Group Administrators for this group

The screenshot shows a web interface titled "Users that are Group Admin (1 / 4)". It features two main panels: "Available User(s)" on the left and "Selected User(s)" on the right. The "Available User(s)" panel contains a list of users: "Anonymous", "Mr. Person Two", and "Ms. Person One". The "Selected User(s)" panel contains a list with "Administrator (BobG@example.com)". Between the two panels are four buttons: "<", ">", "<<", and ">>". At the bottom right of the interface are two buttons: "Set Selected" and "Reset".

The title bar of this subsection shows how many users are Group Administrators for this group out of the total number of users on file.

To add an individual member, select that user's name from the list of Available User(s), and click the “>” button.

To add all available members to the group, click on the “>>” button.

To delete an individual member, select that user's name from the list of Selected User(s), and click the “<” button.

To delete all members from the group, click on the “<<” button.

Click on the “Submit” button to submit your changes, or the “Reset” button to put the members back as they were.



## 4.2 HTML Preferences

<b>Admin Tools – HTML Preferences Data Field Descriptions</b>	
<b>Field Caption</b>	<b>Field contents</b>
Expanded View Width	Defines the width in percentage of the extended view.  Note: If too many columns are set to be displayed (site features), this width will be exceeded
Collapse View Width	Defines the width in percentage of the collapse view.  Note: If too many columns are set to be displayed (site features), this width will be exceeded
Body Background Image Path	Path to image to be displayed as a background of webpage body
Login Page logo	The filename of the logo that is displayed at the login.  Note: the path to this logo is  <code>\$default-&gt;owl_LangDir . "/" . \$default-&gt;owl_lang . "/"</code>

## 4.3 Site Features

This section is for general site-wide features.

Owl Administration

Users & Groups	HTML Preferences	<b>Site Features</b>	System Logs	Statistics / Report Viewer	News Admin	Document Types	Backup Database	Trash Can (Empty)	Import Users	Initial Load	Purge Historical	MAINTENANCE MODE	User Tables
----------------	------------------	----------------------	-------------	----------------------------	------------	----------------	-----------------	-------------------	--------------	--------------	------------------	------------------	-------------

Site Features and Settings

▼ Message of the Day MOTD

Message of the Day MOTD

Welcome to BETA 2

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▶ LOGGING SETTINGS

▶ SELF REGISTERED USER DEFAULTS

▶ PERSISTENT LOGIN SETTINGS

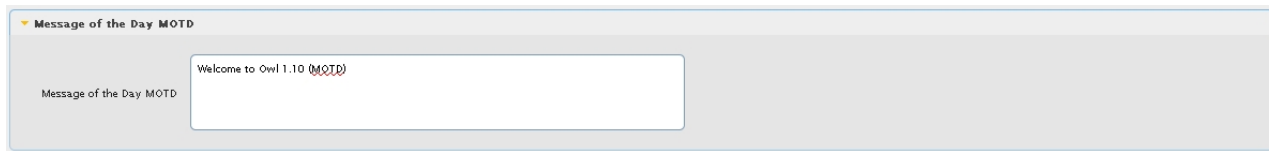
▶ DB BACKUP/GZIP TOOLS

Change

Reset

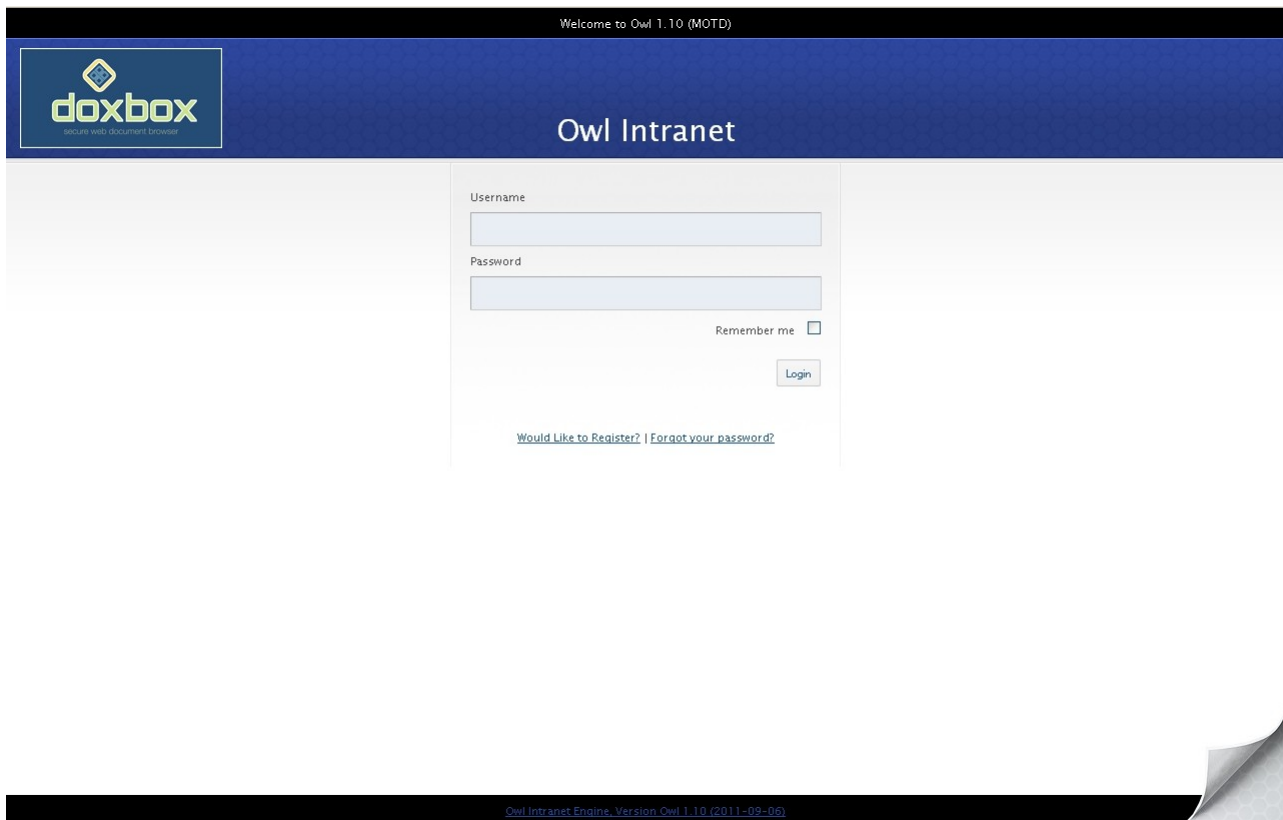
### 4.3.1 MOTD (Message of the Day)

This allows you to set a message on the login prompt for all to see. The edit box will accept HTML, and should display / render the text using the HTML tags.



A screenshot of the 'Message of the Day MOTD' configuration interface. It features a title bar with a yellow arrow icon and the text 'Message of the Day MOTD'. Below the title bar, on the left, is the label 'Message of the Day MOTD'. To the right of this label is a large text input box containing the text 'Welcome to Owl 1.10 (MOTD)'.

The html above would cause the login page to display as follows:



A screenshot of the Owl Intranet login page. At the top, a black banner displays 'Welcome to Owl 1.10 (MOTD)'. Below this is a blue header bar containing the 'doxbox' logo on the left and the text 'Owl Intranet' on the right. The main content area is white and contains a login form. The form has two input fields labeled 'Username' and 'Password'. Below the password field is a 'Remember me' checkbox. A 'Login' button is positioned below the checkbox. At the bottom of the form, there are two links: 'Would Like to Register?' and 'Forgot your password?'. A black footer bar at the very bottom contains the text 'Owl Intranet Engine, Version Owl 1.10 (2011-09-06)'.



### 4.3.2 OWL System E-Mail Settings

**OWL System E-Mail Settings**

Use SMTP Mailing Method

☐

Use SMTP Auth

☐

SMTP SSL:

☐

SMTP Port Number:

Maximum Attachment Size (bytes):

SMTP Server:

From Address:

SMTP Auth Login:

SMTP Auth Password

From Name:

Reply To Address:

Subject Prefix:

**NOTE:** For fields not identified in the table below, obtain settings from your local email system administrator.

Admin Tools – Site Features – OWL System E-Mail Settings Data Field Descriptions	
Field Caption	Field contents
Use SMTP Mailing Method	Toggles the feature on and off. Unchecked – feature is off and this is the only option displayed. Checked – feature is on and options shown below will be displayed
From Address	Email address to be shown as the “From” address of the sender.
From Name	Name to be shown as the sender of the email.
Reply To Address	This address will also be used as the “Reply-To” address for email sent. Note: this is usually, but not necessarily, the same address as the “From Address” shown above.
Subject Prefix	The beginning of the subject line of emails sent by the system.

### 4.3.3 Look at HD for New Files settings

OWL has the possibility to add files automatically if they are moved by another method into the documentation folder. After the files have been added and the folder which contains the files is opened, the OWL system will index the documents.

When enabled, this feature tells Owl to monitor the hard Drive for new files and folders. This allows Users / Administrators to drop files in the Owl Directory Structure on the web server using alternate method such as an FTP Client, Web Enabled Folder etc.

As users browse the file structure, the new Files and Folders that are NOT already in Owl are added to the repository.

This option display changes depending on whether the option is checked or unchecked. If the option is uncheck the option display will be collapsed.

LOOK AT HD FOR NEW FILES SETTINGS

Disable Look at hd: ☒

Once the option is unchecked, the screen will refresh and the option display will be expanded.

LOOK AT HD FOR NEW FILES SETTINGS

Disable Look at hd: ☐

Remove Deleted Files From DB ☐

Default File Group Owner: Administrators

Default File Owner: Administrator

Default File Title (None for Filename):

Default File Meta Data:

Default Folder Group Owner: Administrators

Default Folder Owner: Administrator

#### ***Admin Tools – Site Features – Look at HD for New Files Settings Data Field Descriptions***

<b><i>Field Caption</i></b>	<b><i>Field contents</i></b>
Disable Look at HD	Toggles the feature on and off. Unchecked – feature is off and this is the only option displayed. Checked – feature is on and options shown below will be displayed
Remove Deleted Files From DB	If this options is enabled removing a file from the filesystem of the web server results in Owl also removing the file from the Owl Database.
Default File Group Owner	Set this to the Group you want to have ownership of new files added by this feature
Default File Owner	Set this to the user that should have ownership of new files added by this

<b><i>Admin Tools – Site Features – Look at HD for New Files Settings Data Field Descriptions</i></b>	
<b><i>Field Caption</i></b>	<b><i>Field contents</i></b>
	feature
Default File Title	Set this to any string you want the Title to take on for these New Files. If Left blank the Title becomes the Filename
Default Meta Data	Metadata is used when searching for files, so you could set this to AUTOINSERT for example, and one could search for that string in the search tool to find all Files Added by Look AT HD
Default Folder Group Owner	Set this to the Group you want to have ownership of new folders added by this feature
Default Folder Owner	Set this to the user that should have ownership of new folders added by this feature

#### 4.3.3.1 OWLCTL Control File

To complement the LOOK AT HD feature above the system administrator can use an owlctl file to add specific attributes to a file when it is automatically added.

The sample file can be found in the admin/tools directory (readhd\_owl\_control.owlctl)

```
# This file is a sample file
# This file allows you to create alter
# Read HD Defaults set in the admin section
# All you have to do is put 2 files in the Folder for the LookATHD feature to find.
# myfile.doc, is the actual document, and
# myfile.doc.owlctl (this file)
#creatorid,ownergroupid,description,metadata,title,security,userid,groupid,owlread,owlviewlog,owld
#delete,owlcop,owlmove,owlproperties,owlupdate,owlcomment,owlcheckin,owlmail,owlresearch,owlsetac
#1,owlmonitor
1,0,Default Description,metadata keywords,title,4,10,,1,1,0,0,0,0,0,0,0,0,0,0,0
1,0,Default Description,metadata keywords,title,4,,101,1,1,0,0,1,0,0,0,0,0,0,0,0
```

To use this feature all you need to do is enable the LOOK AT HD feature, and drop your file in the directory structure. For example myfile.doc a word document is dropped in the web server in the Documents directory, with a second file called mydoc.owlctl, when the file is added owl will use the values in the owlctl file to create the file.

### 4.3.4 OWL Browser Features

**OWL BROWSER FEATURES**

Display Wide File Info Panel ☒

Display Status Panel: ☐ Do Not Display ☒ Top Only ☐ Bottom Only ☐ Top And Bottom

Display Pref/logout Bar: ☐ Do Not Display ☒ Top Only ☐ Bottom Only ☐ Top And Bottom

Display Search Bar: ☐ Do Not Display ☒ Top Only ☐ Bottom Only ☐ Top And Bottom

Display Bulk Buttons: ☐ Do Not Display ☒ Top Only ☐ Bottom Only ☐ Top And Bottom

Display action Buttons: ☐ Do Not Display ☒ Top Only ☐ Bottom Only ☐ Top And Bottom

Display Folder Tools: ☐ Do Not Display ☒ Top Only ☐ Bottom Only ☐ Top And Bottom

Display File/Folder Password Override ☐

Hide Folder File Type Count ☐

Hide Folder Content Size ☒

Download Folders as ZIP (Default is tar.gz) ☐

Force Browser to use HTTPS: ☐

File Update with Different Name: (EXTENSION Must remain the same.) ☒

Use WYSIWYG Editor for TextArea: ☐

Use pre Owl 0.80 Action Icons ☐

Include Folders in Search Results ☒

Displayed Usernames are Clickable ☒

File Description Required ☐

Folder Description Required ☒

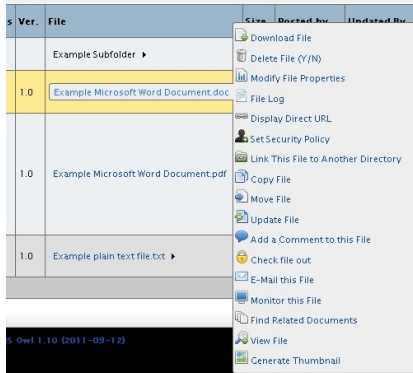
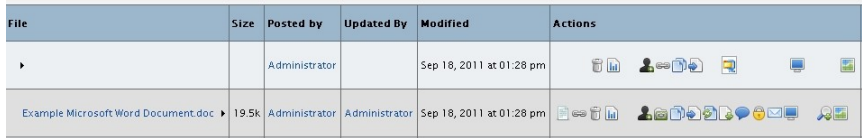
Show Folder Description as Popup: ☐

Allow Users To Track Favorites ☐

These options provide the general configuration for what users will see as they browse through the site.

<b>Admin Tools – Site Features – OWL Browser Features</b> <b>Data Field Descriptions</b>	
<b>Field Caption</b>	<b>Field contents</b>
Display Wide File Info Panel	<p>When checked, the file info panel will be displayed as 2 columns with 4 rows.</p> <p>When unchecked, the eight cells are distributed on 2 rows.</p>
Display Status Panel	<p>Certain file information can directly be displayed in the columns next to the file. Use the checkboxes to load a specific file information column.</p> <p>If the Expand/Collapse feature is turned on, you can define how detailed each view is. The more details, the more space is required.</p>
Display Pref/Logout Bar	Determines where to show the bar with the user's login name, full name, and preferences menu option.

<b><i>Admin Tools – Site Features – OWL Browser Features Data Field Descriptions</i></b>	
<b><i>Field Caption</i></b>	<b><i>Field contents</i></b>
Display Search Bar	Determines where to show the search bar line relative to the file / folder list. Options are above, below, both, or neither.
Display Bulk Buttons	Determines where to show the Bulk Action buttons line relative to the file / folder list. Options are above, below, both, or neither.
Display Action Buttons	Determines where to show the Main Menu block area relative to the file / folder list. Options are above, below, both, or neither.
Display Folder Tools	Determines where to show the Folder Tools buttons relative to the file / folder list. Options are above, below, both, or neither.
Display File/Folder Password Override	File Folder password override is a mechanism that allows one to give access to a file or folder even if a given user doesn't have ACL's that grant them access.  When this option is checked creator can assign a password to the file or folder when it is uploaded (or created if it is a folder). The file or folder will then be visible to other users (even if they would otherwise not be able to see the file due to ACL settings), but they would be required to enter a password in order to be able to download the file.
Hide Folder File Type Count	Determines whether to show the number of folders and files directly under the folder.
Hide Folder Content Size	Determines whether to show the size of the folder and its contents. Note: if checked, the size column will still show, but the size value will be empty.
Download Folders as Zip	Controls the compression format used when downloading entire folders: Checked – folders are downloaded as .zip files Unchecked – folders are downloaded as .tar.gz files
Force Browser to use HTTPS	Controls the ability to access OWL folders in a browser. Unchecked - the user can access the OWL site using a http:// (insecure) address. Checked - the user's browser is force to use https:// (secure) mode.
File Update with Different Name (Extension must remain the same)	Controls whether a document can be replaced by a document with a newer version having a different base name (the filename portion before the extension)

<b>Admin Tools – Site Features – OWL Browser Features Data Field Descriptions</b>	
<b>Field Caption</b>	<b>Field contents</b>
	<p>Unchecked – the entire name of the replacement document must be the same as the filename of the document in the system.</p> <p>Checked - the base name of the replacement document can be different than the base name of the original document. Note that the filename extension must be the same as the original.</p>
Use WYSIWYG Editor for Text area	<p>Controls the editor presented in the browser when editing a text area (e.g. document description)</p> <p>Unchecked - the default editor is standard web browser text editing.</p> <p>Checked - text areas will be presented with a WYSIWYG text editor.</p> <p>NOTE: Upon saving a data field edited with the WYSIWYG editor the field content is validated against the list of allowable HTML characters in the configuration file variable \$default-&gt;permitted_html_tags and depending on permitted tags the stored results may differ from the format entered during editing.</p>
Display Action icons instead of list	<p>Controls the how action items are displayed for folders or documents.</p> <p>Unchecked – actions are presented as a dropdown list when hovering over a file or folder name</p>  <p>Checked – actions are presented as a series of selectable icons.</p> 
File Descriptions Required	<p>Controls whether a document can be added without entering a description.</p> <p>Unchecked – a document can be added without entering information in the description field.</p> <p>Checked – an attempt to load a document without a description will result in an error screen and the load attempt will fail.</p>

<b>Admin Tools – Site Features – OWL Browser Features Data Field Descriptions</b>	
<b>Field Caption</b>	<b>Field contents</b>
Folder Descriptions are required	Controls whether a folder can be added without entering a description. Unchecked – a folder can be added without entering information in the description field. Checked – an attempt to create a folder without a description will result in an error screen and the creation attempt will fail.
Show Folder Description as popup	Controls whether the folder description is be shown in the Title column or as a mouse-over popup. Unchecked – folder descriptions will be shown on the screen in the Title column under the folder name. Checked – folder descriptions will not be shown in the Title column but will appear in a popup menu when the mouse hovers over the folder name in the Title column.
Allow Users to Track Favorites	Controls whether a user can record and retrieve a list of favourite files and folders. Unchecked – users cannot track favorites Checked – users can track favorites.

### 4.3.5 Customize Browser Columns

OWL provides the capability of providing two views of document and folder metadata. These views are called “Expand” and “Collapse”. This section defines the fields shown in each of the two views. If a metadata field is checked in the view section, it will appear in that view.

CUSTOMIZE BROWSER COLUMNS

Default Browser View (Expand)	<input checked="" type="checkbox"/>
Status	<input checked="" type="checkbox"/>
Doc #	<input checked="" type="checkbox"/>
Doc Icon	<input checked="" type="checkbox"/>
Custom Fields	<input type="checkbox"/>
Title	<input checked="" type="checkbox"/>
Ver.	<input checked="" type="checkbox"/>
File	<input checked="" type="checkbox"/>
Size	<input checked="" type="checkbox"/>
Posted by	<input checked="" type="checkbox"/>
Updated By	<input checked="" type="checkbox"/>
Modified	<input checked="" type="checkbox"/>
Actions	<input checked="" type="checkbox"/>
Held	<input checked="" type="checkbox"/>
Collapse View	
Status	<input type="checkbox"/>
Doc #	<input checked="" type="checkbox"/>
Doc Icon	<input checked="" type="checkbox"/>
Custom Fields	<input type="checkbox"/>
Title	<input type="checkbox"/>
Ver.	<input type="checkbox"/>
File	<input checked="" type="checkbox"/>
Size	<input checked="" type="checkbox"/>
Posted by	<input checked="" type="checkbox"/>
Updated By	<input type="checkbox"/>
Modified	<input type="checkbox"/>
Actions	<input checked="" type="checkbox"/>
Held	<input checked="" type="checkbox"/>

<b><i>Admin Tools – Site Features – Customize Browser Columns Data Field Descriptions</i></b>	
<b><i>Field Caption</i></b>	<b><i>Field contents</i></b>
Default Browser View (Expand)	Controls the list of fields shown when browsing the repository. Checked – fields selected in the Expand view are shown. Unchecked – fields selected in the Collapse view are shown.
<b><i>Expand / Collapse View</i></b>	<b><i>Fields to be shown in the selected view</i></b>
Status	any status change for this document since this user's last visit
Doc #	the unique OWL repository document serial number
Doc Icon	document thumbnail
Custom Fields	List custom fields and values for this document's type
Title	Short document title
Ver.	Version number of this document
File	Actual filename of this document
Size	Approximate file size of this document
Posted By	Full name of user who posted this version of this document
Updated By	Full name of user who last updated this document or its metadata
Modified	If modified, the date and time this document was last modified
Actions	Display actions available to perform on this folder or document
Held	If a file is checked out and not available for update, this field will have the full name of the user who has the file checked out, otherwise the column will have a "-" indicating the document is not held.



### 4.3.6 Customize Search Results

When a user requests a search for a document, a list of documents will be returned. OWL provides the capability of providing two views of document and folder search results metadata. These views are called “Expand” and “Collapse”. This section defines the fields shown in each of the two views. If a metadata field is checked in the view section, it will appear in that view.

CUSTOMIZE SEARCH RESULTS											
Default Browser View (Expand)	Score	Folder Path	Doc #	Doc Icon	Custom Fields	File	Size	Posted by	Updated By	Modified	Actions
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Collapse View	Score	Folder Path	Doc #	Doc Icon	Custom Fields	File	Size	Posted by	Updated By	Modified	Actions
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

<b>Admin Tools – Site Features – Customize Search Results Data Field Descriptions</b>	
<b>Field Caption</b>	<b>Field contents</b>
Score	A number indicating a degree of match to the search criteria.
Folder Path	The path of this document from the document root.
Doc #	the unique OWL repository document serial number
Doc Icon	document thumbnail
Custom Fields	List custom fields and values for this document's type
File	Actual filename of this document
Size	Approximate file size of this document
Posted By	Full name of user who posted this version of this document
Updated By	Full name of user who last updated this document or its metadata
Modified	If modified, the date and time this document was last modified
Actions	<p>(Only applicable if “Use pre DMS 0.80 Action Icons” is checked Reference: Site Features &gt; Owl Browser Features)</p> <p>If checked, a column will be shown for actions represented by icons.</p> <p>If not checked, a popup action menu will be shown when the user hovers over the filename in the “File” column</p>

### 4.3.7 Thumbnail View / Generation options

Owl can automatically generate thumbnails when a file is uploaded. This takes place if supporting external Tools are installed.

If you want to let OWL automatically create a thumbnail when a document is uploaded, or when you hover over the document and choose 'generate thumbnail', you can enable this feature.

External programs are needed for thumbnail generation.

<i>File Type</i>	<i>Tool</i>	<i>Configured in</i>
most common image files	ImageMagik	owl.php
most common Video files	Mplayer video player	owl.php
PDF files	pdftoppm, and ImageMagik	admin >> Site Features >> Thumbnail View / Generation Options
MS Word files	antiword	Admin >> Site Features >> DB Backup / GZIP Tools



Indicates the path is set and points to a program



Indicates the option is not set and/or does not point to a program

**THUMBNAIL VIEW/GENERATION OPTIONS**

Enable Thumbnail View/Generation: ☒

Path to PDF Thumbnail Generation Tool:

Path to ImageMagick convert Tool:

Path to Mplayer:

Mplayer Parameters:

Thumbnail Width (SMALL) 0=Do not Display Pixels:

Thumbnail Width (MED) Pixels:

Thumbnail Width (LARGE) Pixels:

Number of Columns for Thumbnail View:

THUMB VIEW DETAILS

Status	Doc #	Image Info	Ver.	Size	Posted by	Updated By	Modified	Actions	Held
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

<b><i>Admin Tools – Site Features – Thumbnail View / Generation Options Data Field Descriptions</i></b>	
<b><i>Field Caption</i></b>	<b><i>Field contents</i></b>
Enable Thumbnail View / Generation	Toggles the feature on and off. Unchecked - this is the only feature shown in the list. When it is checked, thumbnails will be generated and all the remaining features show below will be displayed
Pdf_thumb_path	Path to pdftoppm program
Path to ImageMagic Convert Tool	Path to ImageMagic program
Path to Mplayer	Path to mplayer program
Thumbnail width (Small) in Pixels 0=Do not display	Width of thumbnail – Small
Thumbnail width (Med) in pixels	Width of thumbnail – Medium
Thumbnail width (Large) in pixels	Width of thumbnail - Large
Number of Columns for Thumbnail View	The Thumbnails view can be selected by clicking the “Switch to Thumbnail View” icon next to the Main Menu string  This setting determines how many columns to display in the Thumbnail view.
Thumb View Details	In Thumbnail view, file details are shown below the thumbnail, and the user can control what is seen here. By default we show everything, but if this option is select only the Image info will be shown.
Status	any status change for this document since this user’s last visit
Doc #	the unique OWL repository document serial number
Doc Icon	Document type icon
Image Info	(Only visible under Thumbnail View)  When checked extended image info (including some EXIF data) will be displayed.
Ver	Version number of this document
Size	Approximate file size of this document

<b><i>Admin Tools – Site Features – Thumbnail View / Generation Options Data Field Descriptions</i></b>	
<b><i>Field Caption</i></b>	<b><i>Field contents</i></b>
Posted By	Full name of user who posted this version of this document
Updated By	Full name of user who last updated this document or its metadata
Modified	If modified, the date and time this document was last modified
Actions	<b>TODO: NO APPARENT EFFECT</b>
Held	If a file is checked out and not available for update, this field will have the full name of the user who has the file checked out, otherwise the column will have a dash ("-") indicating the document is not held.



Owl Tip: Generating thumbnails with another tool.

If you wish to generate your thumbnails using some other tool, and wish to see them in Owl you can drop them in the thumbnails\_location as defined in your owl.php file:

```
$default->thumbnails_location = $default->owl_fs_root . "/ThumbNails"; // this directory has to be in the webspace
```

The naming conventions goes like this

```
<dbid>_<file_id>_small.png
<dbid>_<file_id>_med.png
<dbid>_<file_id>_large.png
```

dbid = 0 for a single db install value of : \$default->owl\_db\_id

file\_id = the value of id in the files table.

### 4.3.8 PDF Watermarking Options

Documents are stored in the repository as they were initially uploaded. OWL can be configured so that when PDF files are downloaded they are “watermarked”. Here is an example of a pdftk man page watermarked. The black writing is from the original document, the pink writing is the overlay from the watermarking process. The downloaded document will appear like this:

Confidential - (User One September 3, 2009, 6:59 am)

**NAME**

pdftk - A handy tool for manipulating PDF

**SYNOPSIS**

**pdftk** *<input PDF files>*

[**input\_pw** *<input PDF owner passwords>*]

[*<operation>* *<operation arguments>*]

[**output** *<output filename>*]

[**encrypt\_40bit** | **encrypt\_128bit**]

[**allow** *<permissions>*]

[**owner\_pw** *<owner password>*]

[**user\_pw** *<user password>*]

[**compress** | **uncompress**] [**flatten**]

[**background** *<PDF filename>*]

[**verbose**] [**doit\_ask** | **do\_ask**]

Where:

*<operation>* may be empty, or:

[**cat** | **fill\_form** | **dump\_data** | **update\_info** |

**attach\_file** | **unpack\_file** | **burst**]

And:


PDF filenames, passwords and permissions may be replaced with **PROMPT**, in order to prompt the user at run-time.


For Complete Help:

**pdftk --help**

**PDF WATER MARKING OPTIONS**

Enable Pdf Watermarking: ☒

 Path to pdftk:

 Path to custom watermark:  
(path to a 1 page pdf file that will be used as the watermark instead of the default)

PDFTK version Greater than 1.40: ☒

An external program's status is indicated by one of the following icons:



Indicates the path is set and points to a program



Indicates the option is not set and/or does not point to a program

<b><i>Admin Tools – Site Features – Thumbnail View / Generation Options Data Field Descriptions</i></b>	
<b><i>Field Caption</i></b>	<b><i>Field contents</i></b>
Enable Thumbnail View / Generation	Toggles the feature on and off. Unchecked – feature is off and this is the only option displayed. Checked – feature is on and options shown below will be displayed
Path to pdftk	
Path to custom watermark	
PDFTK version Greater than 1.40	If you are using PDFTK version 1.41 or newer owl makes use of new features in that version of pdftk so check the PDFTK version Greater than check box.

Note: You will also need to ensure that the user profile option “PDF get Watermarked” is set on a per User basis

## 4.3.9 Other Settings

OTHER SETTINGS

Custom Fields inside Popup Description	<input checked="" type="checkbox"/>
Use popup to display News:	<input checked="" type="checkbox"/>
Enable Version Control Feature:	<input checked="" type="checkbox"/>
Make File Indexing User Selectable:	<input type="checkbox"/>
Turn File Indexing OFF:	<input type="checkbox"/>
Activate relationships between files	<input type="checkbox"/>
Default Revision Type:	Minor Revision
Initial Major Revision	1
Initial Minor Revision	0
Machine Time zone:	(GMT-8:00) Pacific Time (US & Canada)
Enable Restricted View Feature:	<input type="checkbox"/>
Hide the Backup Directory:	<input checked="" type="checkbox"/>
Show forgot password link:	<input checked="" type="checkbox"/>
Minimum Length of User set Passwords:	0
Minimum Length of User set Usernames:	0
Minimum number of numeric:	0
Minimum number of Special Chars:	0
Enable Account Lockout:	<input type="checkbox"/>
Number of attempts to Lockout:	0
Number of Previous Password to Keep Track:	0
Force Password Change Every (in Days) 0=Disabled:	0
Display Records Per Page (0 = Disabled):	0
Doc# Display Prefix String	3
Doc# Number Digit to display	3
New Window when Viewing Documents	<input checked="" type="checkbox"/>
Admin goes to Browse Page on Logon	<input type="checkbox"/>
Allow Users to save Keywords for Reuse	<input checked="" type="checkbox"/>
Maximum Upload File Size (in bytes)	0
Session Timeout in Seconds	9000
Temp file Directory Location:	/tmp
Set Anonymous Access	<input type="radio"/> Full Access <input type="radio"/> Read Only <input checked="" type="radio"/> Download Only
Anonymous Access Account:	Anonymous
File/Browser Admin Group:	File Admin

<b>Admin Tools – Site Features – Other Settings Data Field Descriptions</b>	
<b>Field Caption</b>	<b>Field contents</b>
Custom Fields inside Popup Description	The custom fields, belonging to the appropriate document can be displayed as a popup
Use popup to display News	Controls how news items are displayed Checked – News items are displayed as a popup window Unchecked – news items are displayed in a list
Enable Version Control Feature	This automatically increases the version number when the file is updated
Initial Major Revision	For a new document being uploaded, the default initial integer value of the document version number. This can be overridden by the user in their preferences if allowed.
Initial Minor Revision	For a new document being uploaded, the default initial decimal value of the document version number. This can be overridden by the user in their preferences if allowed.
Enable Restricted View Feature	Restricted view is a mode that only shows the files and folders that a user has at least read access to, if not they are hidden from view. This mode is a bit more CPU intensive as each file ACL displayed on the screen has to be check for ACL.
Hide the Backup Directory	Hides the backup directory from anyone except administrators
Show forgot password link	If checked, the user can request his password
Minimum length of User set Passwords	Minimum amount of characters the password must contain
Minimum Length of User set Usernames	Minimum amount of characters the username must contain
Minimum number of numeric	Minimum amount of numbers the password needs to contain
Minimum Length of Special Chars	Minimum amount of special characters the password needs to contain
Enable Account Lockout	Enables the capability to lock an account (disable login) after a number of failed attempts. The number is specified below.
Number of attempts to Lockout	Sets the number of failed login attempts before an account gets locked out
Number of Previous	When a user needs to enter a new password (i.e. if the user is forced to



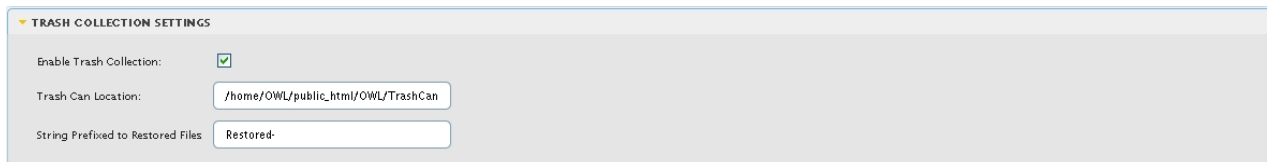
<b>Admin Tools – Site Features – Other Settings Data Field Descriptions</b>	
<b>Field Caption</b>	<b>Field contents</b>
Password to Keep Track	change the password frequently), OWL can check the new password choice against a list of this many passwords recently used.  If this number is greater than 0, a new password will be checked against this list, and if the new password is in this list, the user will be prompted to enter another password.
Force Password Change Every (in Days) 0=Disabled	If this number of days is greater than 0, the user will be forced to change their password after the specified number of days has passed since their last login.
Doc# Display Prefix String	If this field is entered, document numbers shown in file folder/document view will be prefixed by this string.  <b>TODO Will this have any other effect besides display in the list?</b>
Doc# Number Digit to display	Each document uploaded to the repository is given a sequential document number.
New Window when Viewing Documents	A new window of your browser will be loaded when viewing the document
Admin goes to Browse Page on Logon	Administrators will get the browse page as first screen when they logon. When unchecked, administrators will go to the admin panel
Allow Users to save Keywords for Reuse	When adding documents, keywords can be applied to the document. To make sure no synonyms of keywords are used, check this option. This way, the same keyword can be used for similar documents.
Maximum Upload File Size (in bytes)	Maximum size of 1 document or 1 archive to be uploaded through the file system
Session Timeout in Seconds	Defines how long a user can be logged in, without using the documentation system. If this amount of seconds is exceeded, the user will be prompted to login
Temp file Directory Location	A temporary directory the file system can write to
Set Anonymous Access	This will define the rights for an anonymous user. An anonymous user doesn't require an account
Anonymous Access Account	Gives the Anonymous Access Account a username. This can be used to give the Anonymous Access Account certain files and folders permissions
File/Browser Admin Group	File/Browser Admin Group is a special Group that grants complete access to all files and folders in the repository, so any user that has this group as primary group OR is a member of this group, retains FULL access to all files and folders.



### 4.3.10 Trash collection settings

When documents get deleted, they will be moved to a trash folder. This section identifies the filesystem folder that will be used for “deleted” documents that are moved to the TrashCan.

This folder can be accessed through the admin buttons.



▼ TRASH COLLECTION SETTINGS

Enable Trash Collection: ☒

Trash Can Location:

String Prefixed to Restored Files:

<b><i>Admin Tools – Site Features – Trash Collection Settings Data Field Descriptions</i></b>	
<b><i>Field Caption</i></b>	<b><i>Field contents</i></b>
Enable Trash Collection	Toggles the feature on and off. Unchecked – feature is off and this is the only option displayed. Checked – feature is on and options shown below will be displayed
Trash Can Location	The path to the directory where deleted documents are moved.  Note: the webserver user must have appropriate access permissions to this directory.
String Prefixed to Restored files	If this field has a value in it, any file restored from the trash will be renamed with this value prepended to (put at the beginning of) the original filename.

<b><i>Field Caption</i></b>	<b><i>Field contents</i></b>
Enable Trash Collection	Toggles the feature on and off. Unchecked – feature is off and this is the only option displayed. Checked – feature is on and options shown below will be displayed
Trash Can Location	The path to the directory where deleted documents are moved.  Note: the webserver user must have appropriate access permissions to this directory.
String Prefixed to Restored files	If this field has a value in it, any file restored from the trash will be renamed with this value prepended to (put at the beginning of) the original filename.

### 4.3.11 Document Peer Review Feature

When this feature is turned off, you have the option to turn it on.

DOCUMENT PEER REVIEW FEATURE

Enable Peer Review Feature: ☐

When this feature is turned on, you can set options.

DOCUMENT PEER REVIEW FEATURE

Enable Peer Review Feature: ☒

Make Peer Review Optional: ☒

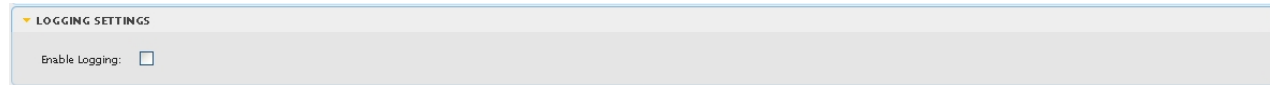
Make Previous Version Accessible: ☐

Mark Files as Checked out on Download: ☒

<b>Admin Tools – Site Features – Document Peer Review Feature Data Field Descriptions</b>	
<b>Field Caption</b>	<b>Field contents</b>
Enable Peer Review Feature	Toggles the feature on and off. Unchecked – feature is off and this is the only option displayed. Checked – feature is on and options shown below will be displayed
Make Peer Review Optional	Controls whether a document needs to be reviewed and approved before it is published.  Checked – uploaded documents do not require review and approval before being published.  Unchecked – uploaded documents must be reviewed and approved before being published.
Make Previous Version Accessible	Controls whether previous revisions of documents are accessible Checked – all documents revisions are accessible Unchecked – only the most current document revision is accessible
Mark files as Checked Out on Download	If this is selected, when a user DOWNLOADS a file it is also automatically Checked out.  This saves a user from having to do 2 steps if there is an installation requirement to check out a document before downloading it.

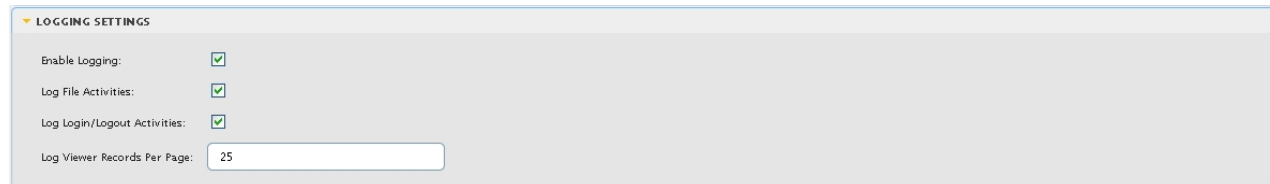
### 4.3.12 Logging Settings

When this feature is turned off, you have the option to turn it on.



A screenshot of the 'LOGGING SETTINGS' panel. It contains a single setting: 'Enable Logging:' followed by an unchecked checkbox.

When this feature is turned on, you can set options.



A screenshot of the 'LOGGING SETTINGS' panel. It contains four settings: 'Enable Logging:' with a checked checkbox, 'Log File Activities:' with a checked checkbox, 'Log Login/Logout Activities:' with a checked checkbox, and 'Log Viewer Records Per Page:' with a text input field containing the value '25'.

<b><i>Admin Tools – Site Features – Logging Settings Data Field Descriptions</i></b>	
<b><i>Field Caption</i></b>	<b><i>Field contents</i></b>
Enable Logging	Toggles the feature on and off. Unchecked – feature is off and this is the only option displayed. Checked – feature is on and options shown below will be displayed
Log File Activities	Keeps track of all file activities like new files, updates, deleted files
Log Login/Logout Activities	All login attempts and logout activities will be logged when enabled
Log Viewer Records Per Page	Number of log records to show on each screen page.

### 4.3.13 Self registered user defaults

Make it possible for anyone to add themselves as a user on the system. Please take care in choosing the Primary group in this section, for that will define the default rights a self registered user will get as default.

When this feature is turned off, you have the option to turn it on.

SELF REGISTERED USER DEFAULTS

Enable Self Register: ☐

When this feature is turned on, you can set options.

SELF REGISTERED USER DEFAULTS

Enable Self Register: ☒

Quota 0=Disabled:

Receive Notifications: ☐

Attach File: ☐

Disable User: ☐

Disable Pref: ☐

Max No. Sessions:

Create User HomeDir: ☐

Use CAPTCHA: ☐

Primary Group:

User's Home Directory: (CREATED HERE IF create homedir checked)

User's Initial Directory:

#### ***Admin Tools – Site Features – Self Registered User Defaults Data Field Descriptions***

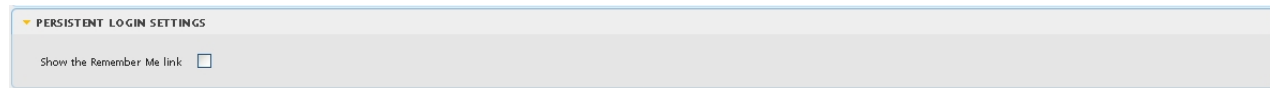
<b><i>Field Caption</i></b>	<b><i>Field contents</i></b>
Enable Self Register	Toggles the feature on and off. Unchecked – feature is off and this is the only option displayed. Checked – feature is on and options shown below will be displayed
Quota 0=Disabled	Sets the maximum default size for file storage. Enter '0' if the user if size limit is not applicable for this user.
Receive Notifications	When this is checked this option will be on by default for a new self-registered user.
Attach File	When this is checked, notification emails will include a copy of the file.
Disable User	Sets a new self-registered account inactive by default. If checked a user can self register but not log in until their account is enabled by an administrator.
Disable Pref	When this is checked, the user will not be able to modify their preferences.

<b><i>Admin Tools – Site Features – Self Registered User Defaults Data Field Descriptions</i></b>	
<b><i>Field Caption</i></b>	<b><i>Field contents</i></b>
Max No. Sessions	Maximum number of concurrent login sessions allowed for this user A value of 0 means there is no limit to number of login sessions.
Create User Homedir	Controls whether a home folder is created for each user Checked – creates a folder with the user's username when user is created Unchecked – no user home directory is created
Use CAPTCHA	Whether to require CAPTCH validation on registration screen
Primary Group	The primary default group new registered users are to be assigned
User's Home Directory	The directory under which the user's home directory will be created Only applicable if option "Create User Homedir" checked above
User's Initial Directory	The directory opened when a user initially opens documents

#### 4.3.14 Persistent Login Settings

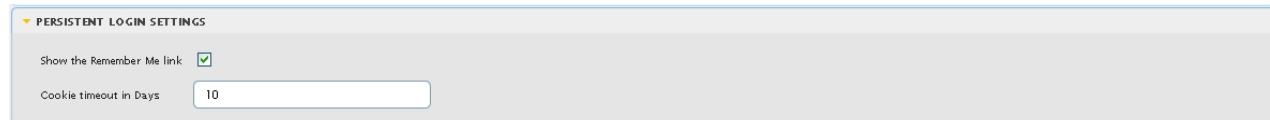
This feature will let a user's browser remember user login and password

When this feature is turned off, you have the option to turn it on.



A screenshot of a web interface titled "PERSISTENT LOGIN SETTINGS". It contains a single setting: "Show the Remember Me link" with an unchecked checkbox.

When this feature is turned on, you can set options.



A screenshot of a web interface titled "PERSISTENT LOGIN SETTINGS". It contains two settings: "Show the Remember Me link" with a checked checkbox, and "Cookie timeout in Days" with a text input field containing the value "10".

Toggles the feature on and off.

Unchecked - this is the only feature shown in the list.

When it is checked, all the remaining features show below will be displayed

<b><i>Admin Tools – Site Features – Persistent Login Settings Data Field Descriptions</i></b>	
<b><i>Field Caption</i></b>	<b><i>Field contents</i></b>
Show the Remember Me link	Toggles the feature on and off. Unchecked – feature is off and this is the only option displayed. Checked – feature is on and options shown below will be displayed
Cookie timeout in Days	The amount of days, the browser will remember user login and password



### 4.3.15 External Tool Paths and Names

An individual options' status is indicated by one of the following icons:



Indicates the path is set and points to a program



Indicates the option is not set and/or does not point to a program

**EXTERNAL TOOL PATHS AND NAMES**

	Path to Virus Checking Software Example: "/usr/bin/clamscan --quiet" Leave blank to disable	<input type="text"/>
	Path to DB Dump tool Leave blank to disable	<input type="text" value="/usr/bin/mysqldump"/>
	Path to gzip Leave blank to disable	<input type="text" value="/bin/gzip"/>
	Path to tar Leave blank to disable	<input type="text" value="/bin/tar"/>
	Path to unzip Leave blank to disable	<input type="text" value="/usr/bin/unzip"/>
	Path to pod2html Perl 5.8.0 or Greater required Leave blank to disable	<input type="text" value="/usr/bin/perl"/>
	Path to RTF to text tool Leave blank to disable	<input type="text" value="/usr/bin/unrtf"/>
	Path to PDF to text tool Maintains Search Index for PDF and text Files Leave blank to disable	<input type="text" value="/usr/bin/pdf2text"/>
	Path to MS-WORD to text tool Leave blank to disable	<input type="text" value="/usr/bin/antiword"/>
	Path to MS-POWERPOINT to text tool Leave blank to disable	<input type="text" value="/usr/bin/catppt"/>

NOTE: On \*nix systems you can use the "whereis" command to help locate pathnames for these programs.















<b>Admin Tools – Site Features – External Tool Paths and Names Data Field Descriptions</b>	
<b>Field Caption</b>	<b>Field contents</b>
Path to Virus Checking Software	Path to the virus checking program
Path to DB Dump Tool	Path to the database dump program. For MySQL, the program is mysqldump
Path to gzip	Path to the gzip program
Path to tar	Path to the tar program

<b><i>Admin Tools – Site Features – External Tool Paths and Names Data Field Descriptions</i></b>	
<b><i>Field Caption</i></b>	<b><i>Field contents</i></b>
Path to unzip	Path to the unzip program This program may be called “gunzip”
Path to pod2html	Path to the pod2html program This may only be available if you have Perl 5.8.0 installed
Path to Rtf to Text tool	Path to the RTF to Text program If specified and valid, individual words in RTF documents will be added to the search index.
Path to PDF to text tool	Path to the pdftotext program (or equivalent) If specified and valid, individual words in PDF documents will be added to the search index.
Path to MS-WORD to text tool	Path to the MS Word to text program (or equivalent) If specified and valid, individual words in MS Word documents will be added to the search index.
Path to MS-POWERPOINT to text tool	Path to the MS Powerpoint to text program (or equivalent) If specified and valid, individual words in MS Powerpoint documents will be added to the search index.

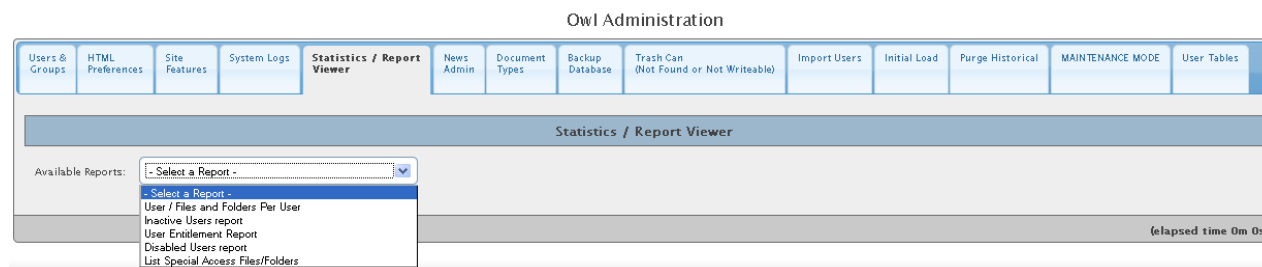
## 4.4 System Logs

All login and file activities can be filtered by user, group, file name and be sorted by period.

Admin Tools – System Logs Data Field Descriptions	
Field Caption	Field contents
Action	Log action(s) to be reported
User	List of full names of system users
Primary Group	List of primary groups in the system
Filename	The file name to be searched. Note; this is the file name (basename) only. It does not include path information.
Date From	Earliest date and time to be included in the report.
Date To	Latest date and time to be included in the report.
IP Address (Hostname)	Enter source address of the log entry.
Hide: Agent	Turns off display of user agent string.
Hide Details	Turns off details.

<b>Admin Tools – System Logs Data Field Descriptions</b>											
<b>Field Caption</b>	<b>Field contents</b>										
Filter	When selected the desired filtering options, click on the 'Filter' button to generate your report										
 Generate PDF	Create a PDF file with the contents of the current log filter records										
 Generate CSV	Generate a CSV file with the contents of the current log filter records										
Log report pager	<p>Navigate (or delete) the log records</p> <p>Note: this will only be displayed if the option admin &gt; site features &gt; logging settings &gt; Log View Records Per Page is set to a number greater than 0.</p> <table border="1"> <tr> <td></td><td>Display previous n records</td></tr> <tr> <td></td><td>Go to the first (most recent) record in the log file</td></tr> <tr> <td></td><td>Display the next n records</td></tr> <tr> <td></td><td>Delete all records in the log file You will be prompted to confirm</td></tr> <tr> <td>(x to y) of z</td><td>What records are being presented out of how many records based on filter results.</td></tr> </table>		Display previous n records		Go to the first (most recent) record in the log file		Display the next n records		Delete all records in the log file You will be prompted to confirm	(x to y) of z	What records are being presented out of how many records based on filter results.
	Display previous n records										
	Go to the first (most recent) record in the log file										
	Display the next n records										
	Delete all records in the log file You will be prompted to confirm										
(x to y) of z	What records are being presented out of how many records based on filter results.										

## 4.5 Statistics / Report Viewer



<b>Admin Tools – Statistics / Report Viewer Report Descriptions</b>	
<b>Report Caption</b>	<b>Report contents</b>
User / Files and Folders Per User	Generates a view of <ul style="list-style-type: none"> <li>• All files and folders, owned by users</li> <li>• all login actions per user</li> <li>• the top 20 file downloads</li> </ul>
Inactive Users report	All users that are inactive. Use the 'Since' field to view this per period
User Entitlement Report	This report will list all the individual users on the system, one of three possible ACL status lists <ol style="list-style-type: none"> <li>1. NO ACL SPECIFIED FOR THIS USER</li> <li>2. FULL ACCESS</li> <li>3. For each individual Action either YES or NO indicating whether they can perform that action.</li> </ol>
Disabled Users report	Users that are currently disabled

## 4.6 News Admin

News items are a way for news administrators to communicate with Owl users when they are logged into the system instead of sending email messages.

Owl Administration

Users & Groups	HTML Preferences	Site Features	System Logs	Statistics / Report Viewer	<b>News Admin</b>	Document Types	Backup Database	Trash Can (Not Found or Not Writeable)	Import Users	Initial Load	Purge Historical	MAINTENANCE MODE	User Tables
----------------	------------------	---------------	-------------	----------------------------	-------------------	----------------	-----------------	----------------------------------------	--------------	--------------	------------------	------------------	-------------


  

**News Administration**


News Heading

Content

Expires On



Target Audience



Add News

Reset

News	Created On	Expires On	Target Audience
------	------------	------------	-----------------

(elapsed time 0m 0s)

- You can use the documentation platform to distribute news with a specific audience.
- Use the “Expires On” date section if the news can get outdated and needs to be inactive after a certain date.
- Click the ‘Add News’ button to Add the news item.

## 4.7 Document Types

OWL provides you the capability of creating custom document types.

The screenshot shows the 'Document Type Administration' window. At the top, there's a header bar with the title 'Document Type Administration'. Below it, on the left, is a 'Document Type' dropdown menu. The dropdown is open, showing a list of options: 'Default', 'Invoice', 'Vendor Bill', and '- ADD New Document Type -'. The 'Default' option is currently selected. On the right side of the window, there is a status bar that says '(elapsed time 0m 0s)'.

For each document type, there can be multiple document specific fields.

The screenshot shows the 'Document Type Administration' window with the 'Document Type' dropdown set to 'Vendor Bill'. The form contains several fields for configuring the document type:
 

- Field Name:** A text input field containing 'vendor\_name'.
- Field Pos:** A text input field containing '10'.
- Field Label (Per Locale):** A section with four rows for different locales:
  - Italian: A text input field.
  - English: A text input field containing 'Vendor'.
  - TMP: A text input field.
  - French: A text input field.
- Text Box: Field Size:** A text input field containing '25'.
- Text Area: Number of Rows:** A text input field.
- Multiple Check Box: Number of Columns:** A text input field.
- Searchable?:** A checkbox that is checked.
- Required?:** A checkbox that is checked.
- Insert in popup description?:** A checkbox that is unchecked.
- Show Field in Browse View?:** A checkbox that is checked.
- Field Type:** A dropdown menu set to 'Text'.
- Field Values Separated With | :** A text input field.

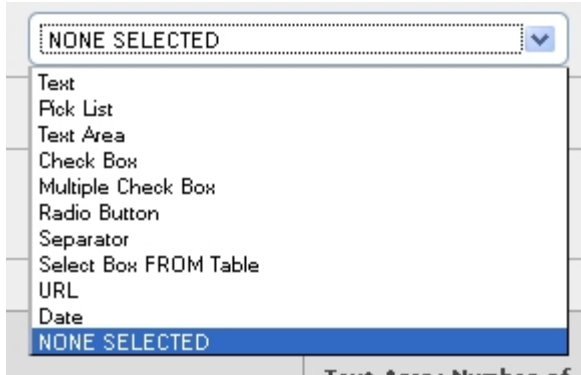
 At the bottom right of the form, there are three buttons: 'Add Field', 'Del Doc Type', and 'Reset'.

This unique feature lets you assign specific document characteristics to the documents. These are called 'Document specific fields'. This can be used for better identification and for specific searches.


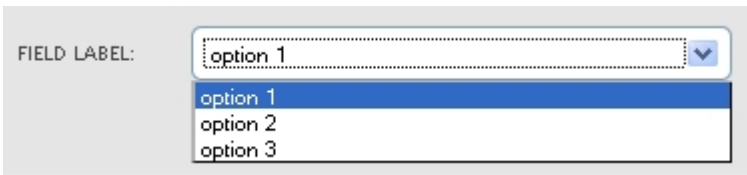



### Document Type



Modify an existing (or create a new) document type.

<b>Admin Tools – Document Types Data Field Descriptions</b>	
<b>Field Caption</b>	<b>Field contents</b>
Field Name	The name of the document specific field
Field Pos	The sequence position of this field relative to other fields in the document.

<b>Admin Tools – Document Types Data Field Descriptions</b>	
<b>Field Caption</b>	<b>Field contents</b>
	Note: Field Pos entries must be numeric, but they do not have to be adjacent. It may be helpful to start Field Pos values with 10 and increment them by 10 to facilitate later reordering of fields if desired.
Field Label (Per Locale)	The label for this field as it will be shown with the identified locales selected.
Field Size	The size for this field. The meaning will vary depending on field type: Text Box – number of characters the field can hold Text Area – number of rows to be shown by default Multiple Check Box – Number of columns with checkboxes
Searchable?	If checked, searching documents with this document specific field are searchable by this field.
Required?	Data must be entered into this field in order for the document to be accepted into the system.
Insert in popup description?	When hovering over a document the document specific field will be displayed as a popup.
Show Field in Browse View	Makes it possible to let a column display this field in the browse view. This feature must be enabled in the site features section at 'Customize Browser Columns'
Field Type	Select a field type from this dropdown list 
Field Values Separated with  :	For fields with multiple values to pick from, this item defines the character used to separate individual fields



<b>Admin Tools – Document Types – Field Type Options Data Field Descriptions</b>	
<b>Field Caption</b>	<b>Field contents</b>
<i>Text Field</i>	<p>A free text entry field.</p> 
<i>Pick List</i>	<p>A dropdown list where a user can pick one option Note: you must enter the number of fields in the size field</p> 
<i>Text Area</i>	<p>A textbox which can contain an unlimited amount of characters. Note: you must enter the number of rows in the size field.</p> 
<i>Check Box</i>	<p>Let's a user check one option. Note: you must enter 1 for field size</p> 
<i>Multiple Check Box</i>	<p>Lets a user check multiple options. Note: you must enter the number of fields in the size field</p> 
<i>Radio Buttons</i>	<p>Select one option from list of values Note: you must enter the number of fields in the size field</p>

<b><i>Admin Tools – Document Types – Field Type Options Data Field Descriptions</i></b>	
<b><i>Field Caption</i></b>	<b><i>Field contents</i></b>
	
<b><i>Section Separator</i></b>	<p>Creates a bar between the document specific fields, which you can use i.e. for section headings.</p> 

## **4.8 Backup Database**

Creates a database dump.

This is dependent on having a database dump tool configured in

Admin > Site Features > DB Backup / GZIP Tools

## **4.9 Import Users**

Upload users using a CSV format, which you can create i.e. with Excel.

A sample version of this format can be found in the owl\_batch.d/jobs/create-user/ directory

## **4.10 Initial Load**

For a new installation (or a new database within an existing installation) you may do an initial load of documents by moving them in bulk to the Documents directory. After the move the documents will still not be in the database. This feature will read through the file system and add document information to the database based on either the default document information or a document's owlctl file.

Note: If this feature times out due to a large number of documents, consider using the batch job "load-db-from-fs".

## **4.11 Purge Historical**

When this tab is clicked, documents that were last modified (includes created) more than the number of days specified in owl.php value

```
$default->purge_historical_documents_days
```

will be deleted from the database and the filesystem.

## **4.12 Maintenance Mode / Normal Mode**

This tab is a toggle item.

When the tab reads "Maintenance Mode" clicking on the tab will prevent users from logging into the system.

This is normally used when a long process (such as a backup) will be modifying the database or the filesystem. You will be prompted to confirm you want to put the system into maintenance mode.

When the tab reads "Normal Mode" the system is currently in Maintenance Mode and clicking it will allow users to log back into the system.

## 5 System administration tools

The Owl system includes a number of optional additional tools to perform various functions supporting installation and operation of the system.

There may also be on-line versions of some of these tools either in the /admin directory or the /admin/tools directory.

### 5.1 Batch tools

Batch tools are located in the /admin/tools/owl\_batch.d directory. This directory should be moved to outside the website file structure.

To use the batch tools, update the configuration files in the owl\_batch.d/configs folder for your installation.

**Note:**

Batch jobs can only be run against one Document repository at a time.

The active repository is specified in the config-batch-db-active.inc.php configuration file

Jobs can then be run from either a command prompt or a cron job. . (It is highly recommended to run the job in the /jobs/test directory after any changes are made to the configs files.)

There is a README file in the owl\_batch.d directory explaining the batch subsystem file structure.

There are README files in the jobs directory explaining the jobs in general, and guidelines for preparing an individual job's operating program and shell script.

Each job should have a README file explaining the function of the job, parameters required (if any), and any other considerations required.

The list that follows is for currently supported batch jobs. There may be additional jobs in the distribution that are not in production status.

#### 5.1.1 autobrowse

When the "Look at HD for new files" setting is turned on, each time you browse to a folder within Owl, the Owl system looks at the disk (HD) to see if there are files in it that are not in the database. If there are, Owl will add them to the Owl database.

This job

- Turns on the Look at HD feature
- uses a command line browser to open each folder in the Owl database  
this causes Owl to add any new files in the Documents folder to the database
- Turns the Look at HD feature off.

**Note:** if your normal system configuration has this feature turned on, you must turn this feature back on after running this job.

Also included in the jobs file is a sample file and its associated .owlctl file that can be used to test adding file metadata based upon information contained in the .owlctl file.

#### 5.1.2 bigindex

This job creates (or recreates) the database index tables for a specified set of document types. Options are

- full
- missing

- orphan
- thumbnails

There are shell scripts for each of the options, and one with no option that causes the display of usage parameters.

### 5.1.3 clean-orphaned

Sometimes things just get lost. In Owl, if a file or folder gets lost, it is put into a special folder in the Documents directory called "ORPHANED". To help keep the Owl system clean, this job saves off information about any files and/or folders that are orphaned.

Notes:
1. Additional database tables can be added prior to running this to make a copy of orphaned data.

### 5.1.4 del-db-not-in-fs

Function: Clean up the database by deleting file and folder entries from the database that do not exist on the filesystem.

Prerequisites:

1. MySQL
2. Document files stored on filesystem (instead of in the database).

### 5.1.5 load-db-from-fs

When files are added to the Documents directory outside of the Owl online interface their database records will not be immediately created. This could happen in a new installation where an existing set of files is copied manually to the Documents folder on the file system, or if the installation is using WebDAV to add/remove/change files directly in the Documents folder.

This job walks the Documents directory on the file system and adds any files/folders to the database that are not already in the database.

### 5.1.6 owlcron

owlcron.php processes a request passed to it in an xml file.

Configuration

Before using owlcron.php update it to set

- the path to the owl webserver config file  
`require_once(dirname(dirname(dirname(__FILE__))) . "/config/owl.php");`
- the path to the log file  
`$fLogFile = '/tmp/OwlCronJobLog.log';`
- the path to the XML file  
`$fJobFile = '/var/www/html/owl-0.95/admin/tools/job.xml';`
- the logging option  
`$default->logging = 1; // Owl logging`
- the log file option in  
`$default->log_file = 1; // Cron Job log file`

Example Usage:

1. Create an xml instruction file. Here is an example:

```

<OwlXML>
  <Block>
    <BlockIdentification>1</BlockIdentification>
    <OwlDB>0</OwlDB>
    <Action>Add File</Action>
    <Path>Documents/owlCron</Path>
    <DocumentType>Default</DocumentType>
    <UploadFile>/path_to_web_server_root/Intranet/admin/tools/test.txt</UploadFile>
    <Title>NF SPEED Contbil</Title>
    <MajorRevision>1</MajorRevision>
    <MinorRevision>0</MinorRevision>
    <Keywords>Quote Acme Account</Keywords>
    <Description>File Full Description</Description>
    <Owner>1</Owner>
    <GroupOwner>0</GroupOwner>
  </Block>
</OwlXML>

```

The components of the xml file are:

- BlockIdentification – an identifier of this individual block  
Multiple blocks can be included within the <OwlXML> tag to perform multiple functions
  - OwlDB – the database the included action is to be performed against
  - Action – the action to be performed  
In this case the script will be used to add a document to the repository  
The actions available are defined in the owlcron script
  - Path – the path of this document relative to the <OwlDB>'s document root
  - DocumentType – the name of the document type for this document
  - Title – the title of
  - MajorRevision – the major revision number
  - MinorRevision – the minor revision number
  - Keywords – keywords to be associated with this document, separated by spaces
  - Description – the description
  - Owner – the owner id
  - GroupOwner – the group id
2. Create and run a cron job to run owlcron with an argument of the full pathname to this xml file
  3. Review the results of the cron job as shown in the log file and in the Owl system

Additional sample xml files are included in the job directory

### 5.1.7 parse-rsync

In the event you have multiple installations of Owl, it may be helpful to keep the contents of the Document directories synchronized. This script is used to parse the output of the \*nix rsync command and update an Owl Database accordingly.

Example:

A customer had 2 Owl installation, 1 on the Internal Network, the other Outside on the Internet. Rsync was used to keep the files of the 2 web servers in sync, and this script was used to complement nightly rsync and keep both owl installations in sync.

Here is an example of an rsync log file:

```
#---- BEGIN SYNC Fri Mar 30 07:02:56 PDT 2007
#----- LOCAL SYNC BEGIN
building file list ... done
deleting 3D PREVIZ/3D/ASSETS/ENVIRONMENTS/jerusalem/New Dwellings/New Dwelling Exports/1-3DS
export from SU-feet unit/Wall_Sto.jpg
3D PREVIZ/3D/ASSETS/ENVIRONMENTS/jerusalem/New Dwellings/New Dwelling Exports/1-3DS export from
SU-feet unit/
3D PREVIZ/3D/ASSETS/ENVIRONMENTS/jerusalem/New Dwellings/New Dwelling Exports/1-3DS export from
SU-feet unit/Wall_sto.jpg
INCOMING RESEARCH/
INCOMING RESEARCH/Craig Test/
INCOMING RESEARCH/Craig Test/Mac13.png
INCOMING RESEARCH/Craig Test/heaven-240x260.gif
INCOMING RESEARCH/Craig Test/mac2.gif
INCOMING RESEARCH/Craig Test/mac3.gif
INCOMING RESEARCH/Craig Test/mac5.gif
INCOMING RESEARCH/Craig Test/waterblue-240x260.gif

sent 557180 bytes received 160 bytes 371560.00 bytes/sec
total size is 8684160363 speedup is 15581.44
#---- COMPLETED Fri Mar 30 07:03:40 PDT 2007
```

## 5.1.8 test

The test job can be used to test your installation's configuration files in batch mode.

The test job:

1. Prints a copy of phpinfo in effect when running the job,
2. Checks specified directory locations to verify they exist on the file system, and
3. Performs a divide by zero calculate to show the effects of the php error display settings in effect.

## 5.2 On-line Tools

Most on-line administrative tools are documented in the Administrative Options Reference section. Documented here is additional information for selected on-line administrative tools.

### 5.2.1 syschk.php

Address: `/[owl_root_url]/admin/tools/syschk.php`

This program checks the settings of your installation against what is required / desired for Owl.

Note: this job runs outside of the Owl user interface.

### 5.2.2 populate.php

Address: `/[owl_root_url]/admin/populate.php`

When files are added to the Documents directory outside of the Owl online interface their database records will not be immediately created. This could happen in a new installation where an existing set of files is copied manually to the Documents folder on the file system, or if the installation is using WebDAV to add/remove/change files directly in the Documents folder.

This job walks the Documents directory on the file system and adds any files/folders to the database that are not already there.

Note: In a new or large Owl installation where many folders and/or files are to be processed, your browser may time-out when running this function. If that occurs, use the batch job load-db-from-fs.

## 6 How To

### 6.1 *Customize Date Format Output*

How Dates are displayed in Owl is controlled by few things.

- Machine Time Zone as defined in the Admin Site Features section under “OTHER SETTINGS”
- User GMT Offset as defined for each user profile.
- And the \$owl\_lang->localized\_date\_format as defined in each of the locale/<language>/language.inc files.

```
$owl_lang->localized_date_format = "M d, Y \a\\t h:i a";
```

Based on the users locale, Machine Time Zone and “User GMT Offset” the date is show as a date/time (if the format includes the time) calculated for the users time zone.

Valid Formats are as per the PHP Date Documentation, and included in the appendix for you convenience, but you should double check with php.net for up to date information.

<http://ca3.php.net/manual/en/function.date.php>



## 6.2 Customize File/Folder Menus

You can edit your owl.php file, you will find...

```
$default->FileMenuOrder = array(
    'file_log',
    'file_hotlink',
    'file_delete',
    'file_edit',
    'file_acl',
    'file_link',
    'file_copy',
    'file_move',
    'file_update',
    'file_download',
    'file_comment',
    'file_lock',
    'file_email',
    'file_monitor',
    'file_inline_edit',
    'file_find',
    'file_thumb',
    'file_view'
);
```

So for example I want to remove all actions except for file\_delete, file\_edit, file\_copy then I would have:

```
$default->FileMenuOrder = array(
    'file_delete',
    'file_edit',
    'file_copy'
);
```

## 6.3 Debug OWL

### 6.3.1 OWL

Edit config/owl.php and change:

```
$default->debug = true;
```

### 6.3.2 MySQL debugging

Edit phplib/db\_mysql.inc

```
var $Debug_db      = 0;      ## Set to 1 for debugging messages.
```

### 6.3.3 Phpmailer (Mail / Notification)

Edit scripts/phpmailer/class.smtp.php

change

```
var $do_debug;
```

to

```
var $do_debug = 2;
```

## 6.4 Set up CAPTCHA

```
if ($default->registration_using_captcha)
{
    $CAPTCHA_INIT = array(
        'tempfolder'    => $default->owl_fs_root . '/scripts/hn_captcha/tmp/',    //
        string: absolute path (with trailing slash!) to a writeable tempfolder which is also accessible
        via HTTP!
        'TTF_folder'    => $default->owl_fs_root . '/scripts/hn_captcha/fonts/',    // string:
        absolute path (with trailing slash!) to folder which contains your TrueType-Fontfiles.
        'TTF_RANGE'    =>
        array('Vera.ttf','VeraBd.ttf','VeraBI.ttf','VeraIt.ttf','VeraMoBd.ttf','VeraMoBI.ttf','VeraMoIt.ttf',
        'VeraMono.ttf','VeraSe.ttf','VeraSeBd.ttf'),

        'chars'        => 5,            // integer: number of chars to use for ID
        'minsize'       => 10,          // integer: minimal size of chars
        'maxsize'       => 30,          // integer: maximal size of chars
        'maxrotation'   => 40,          // integer: define the maximal angle for char-rotation,
        good results are between 0 and 30

        'noise'         => TRUE,        // boolean: TRUE = noisy chars | FALSE = grid
        'websafecolors' => TRUE,        // boolean
        'refreshlink'    => TRUE,        // boolean
        'lang'           => 'en',        // string: ['en'|'de']
        'maxtry'         => 3,          // integer: [1-9]

        'badguys_url'    => '/',        // string: URL
        'secretstring'    =>
        'hbozzUg2pEeouRoV4wOEsTaw6smAtSma7CsESm2wAdFejOc8B0zzTuDytH6PypuSNi6FulDo',
        'secretposition' => 23,        // integer: [1-32]

        'debug'         => FALSE
    );

    global $captcha;
    $captcha =& new hn_captcha($CAPTCHA_INIT);
}
```

Change

```
debug=>FALSE
```

to

```
debug=>TRUE
```

Then when you

**TODO: Huh?**

## 6.5 Reset the Admin Password

If you have forgotten your administrator password it is possible to reset it using phpMyadmin or mysql directly. Run the following SQL query to change the admin user password back to the default 'admin'

```
UPDATE users SET password = '21232f297a57a5a743894a0e4a801fc3' WHERE id = '1';
```

Once that query is executed, you should be able to sign in with Username: admin Password: admin

## 6.6 Add File Type Icons

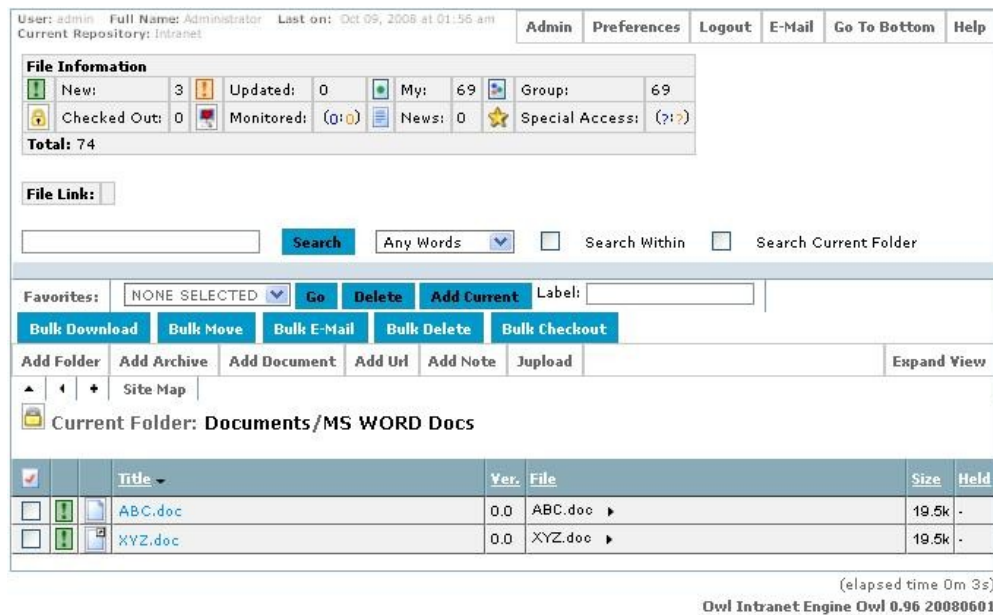
The process is quite simple, all you have to do is create 2 16x16 pixels gif file, drop it in the icon\_filetype directory, and owl will automatically display the icon for files with that extension.

**TODO: Clarify – in 1.10 2011-09-06 /templates/Roma 2011 there is /icon\_filetype and /img/icon\_filetype – which one should be used?**

Currently supported file extensions can be found in /templates/[template name]/icon\_filetype directory.

As you can see there can be 2 icons for each document type, xxx.gif is the file Icon, and xxx\_Ink.gif is for owl links to a file of that type.

When an icon is not found in the graphics/<your theme>/icon\_filetype directory a generic one is shown.

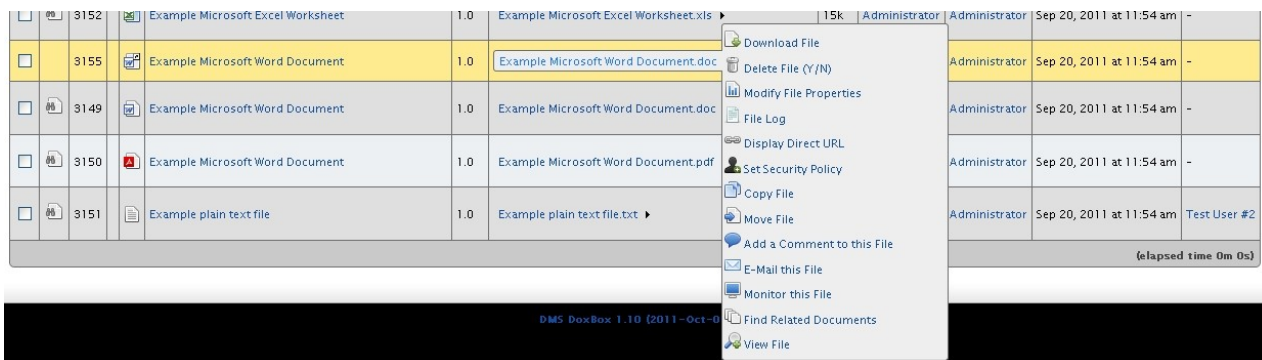


Once you created the file icons doc.gif and doc\_Ink.gif drop them in graphics/<your theme>/icon\_filetype, if you are using more than one theme on your owl installation you will have to copy the 2 icons in each theme's icon\_filetype directory.

Then refresh the owl page and you should now see the new icons as per the figure below:

	3155	Example Microsoft Word Document	1.0	Example Microsoft Word Document.doc ▶	23.5k	Administrator	Administrator	Sep 20, 2011 at 11:54 am	-
	3149	Example Microsoft Word Document	1.0	Example Microsoft Word Document.doc ▶	23.5k	Administrator	Administrator	Sep 20, 2011 at 11:54 am	-

Now that the Icon is there for your new file type, you will notice that there is no 'View File' action available for this new file type:



But you have an application that can handle viewing this document type in your browser (Inline) like MS Office or PDF. There is a way to add this action for this file extension by changing your owl.php file.

You will notice the following section in your owl.php file:

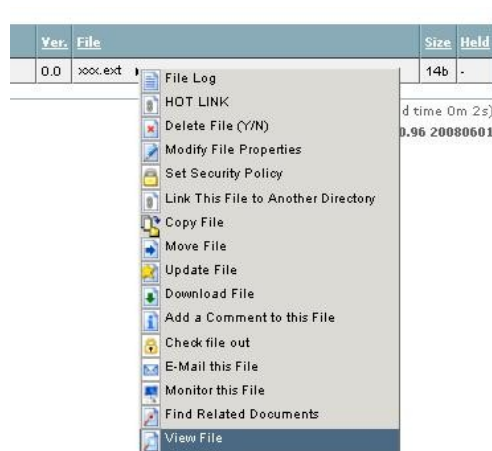
```
// This is for adding a view icon to file types
// that are not currently supported by Owl
// DO NOT ADD FILE Types that already have
// a view icon (the magnifying glass) Or you will end up with 2 of them
```

```
$default->view_other_file_type_inline[] = "Your-Extension-without-the-dot-here";
```

Change it as follows to support files with extensions .ext, .xyz, .abc and .def:

```
// This is for adding a view icon to file types
// that are not currently supported by Owl
// DO NOT ADD FILE Types that already have
// a view icon (the magnifying glass) Or you will end up with 2 of them
```

```
$default->view_other_file_type_inline[] = "ext";
$default->view_other_file_type_inline[] = "xyz";
$default->view_other_file_type_inline[] = "abc";
$default->view_other_file_type_inline[] = "def";
```



Now you can view this file type in your browser, assuming you have a supporting application installed on your machine.

## 6.7 Configure for UTF-8

This document outlines how to setup UTF-8 compliant Owl on a Redhat Fedora system.

System configuration:

- \* Fedora Core 8
- \* Apache HTTPD Apache/2.2.6 (Unix)
- \* MySQL 5.0.45
- \* PHP 5.2.4

Before you can install Owl Intranet with UTF-8 support, UTF-8 must be enabled at operating system level and MySQL (database, table and column levels) properly.

### 6.7.1 Check Operating System Settings

First let's see if the operating system is setup with UTF-8 support.

```
[root@localhost test]# locale
LANG=en_US.UTF-8
LC_CTYPE="en_US.UTF-8"
LC_NUMERIC="en_US.UTF-8"
LC_TIME="en_US.UTF-8"
LC_COLLATE="en_US.UTF-8"
LC_MONETARY="en_US.UTF-8"
LC_MESSAGES="en_US.UTF-8"
LC_PAPER="en_US.UTF-8"
LC_NAME="en_US.UTF-8"
LC_ADDRESS="en_US.UTF-8"
LC_TELEPHONE="en_US.UTF-8"
LC_MEASUREMENT="en_US.UTF-8"
LC_IDENTIFICATION="en_US.UTF-8"
LC_ALL=
[root@localhost test]#
```

```
[root@localhost test]# locale charmap
UTF-8
[root@localhost test]#
```

If you don't see ??????.UTF-8 (where ?????? is your language and language subtype as in "en\_US"), then your system is not configured for UTF-8. We can change that by editing the /etc/sysconfig/i18n file and setting it as follows:

```
[root@localhost test]# cat /etc/sysconfig/i18n
LANG="en_US.UTF-8"
SYSFONT="latarcyrheb-sun16"
[root@localhost test]#
```

Don't forget to restart the system after you have made a change to i18n.

## 6.7.2 Check MySQL Database Settings

Now on to MySQL, to check the MySQL configuration for UTF-8:

```
[root@localhost test]# mysql -u root owl095
Reading table information for completion of table and column names
You can turn off this feature to get a quicker startup with -A
```

```
Welcome to the MySQL monitor.  Commands end with ; or \g.
Your MySQL connection id is 166
Server version: 5.0.45 Source distribution
```

```
Type 'help;' or '\h' for help. Type '\c' to clear the buffer.
```

```
mysql> show variables LIKE 'character%';
+-----+-----+
| Variable_name | Value |
+-----+-----+
| character_set_client | utf8 |
| character_set_connection | utf8 |
| character_set_database | utf8 |
| character_set_filesystem | binary |
| character_set_results | utf8 |
| character_set_server | utf8 |
| character_set_system | utf8 |
| character_sets_dir | /usr/share/mysqlCharsets/ |
+-----+-----+
8 rows in set (0.00 sec)
```

```
mysql> show variables LIKE 'collation%';
+-----+-----+
| Variable_name | Value |
+-----+-----+
| collation_connection | utf8_general_ci |
| collation_database | utf8_turkish_ci |
| collation_server | utf8_turkish_ci |
+-----+-----+
3 rows in set (0.00 sec)
```

If the outputs are different then you will need to change the MySql configuration by editing the /etc/my.cnf file.

```
[root@localhost test]# cat /etc/my.cnf
[mysqld]
```

```
datadir=/var/lib/mysql
socket=/var/lib/mysql/mysql.sock
user=mysql
default-character-set=utf8
default-collation=utf8_general_ci
init_connect='SET collation_connection = utf8_general_ci'
init_connect='SET NAMES utf8'

[mysqld_safe]
log-error=/var/log/mysqld.log
pid-file=/var/run/mysqld/mysqld.pid

[client]
default-character-set=utf8
```

To get proper collation, `utf8_general_ci` may be replaced with the language specific equivalent.

Then restart `mysqld` for the changes to take effect:

```
[root@localhost test]# /etc/rc.d/init.d/mysqld restart
Stopping MySQL:          [ OK ]
Starting MySQL:          [ OK ]
[root@localhost test]#
```

Issue the “show variables” commands again to ensure the changes took effect.

Once you confirm that MySQL is running with the right variables it is now safe to create the Owl database. Before we do that, a small change has to be made to the original sql.

```
[root@localhost test]# vi /var/www/html/owl-0.95/DOCS/sql/mysql-tables.sql
```

And change the CREATE TABLE for `wordidx` to be as follows:

```
CREATE TABLE wordidx (
  wordid int(4) default NULL,
  word char(128) NOT NULL default '',
  UNIQUE KEY word_index (word)
);
```

Then create the database:

```
[root@localhost test]# mysql -u root -p
password: *****
Welcome to the MySQL monitor.  Commands end with ; or \g.
Your MySQL connection id is 6
Server version: 5.0.45 Source distribution

Type 'help;' or '\h' for help. Type '\c' to clear the buffer.

mysql> create database owl095;
Query OK, 1 row affected (0.00 sec)
```

```
mysql> exit
Bye
[root@localhost test]# mysql -u root owl095 < /var/www/html/owl-0.95/DOCS/sql/mysql-tables.sql
```

Configure your owl.php, to point to this database, refer to the install guide for further help on this.

### 6.7.3 Test Configuration

Upload a document with special characters in it to the Documents Directory, then check to make sure that it made it OK.

It should be displayed correctly in Owl.

The screenshot shows the Owl Intranet Engine interface. At the top, it displays user information: User: admin, Full Name: Administrator, Last on: Feb 08, 2008 at 01:31 pm, and Current Repository: Intranet. Below this is a 'File Information' section with various statistics: New: 0, Updated: 0, My: 12, Group: 12, Checked Out: 0, Monitored: (0:0), News: 0, and Special Access: (?). A 'Total: 12' is also shown. To the right, there is a 'Document Peer Review' section with 'Waiting my Approval: 0' and 'My Pending'. Below the statistics, there are buttons for 'Favorites', 'Go', 'Delete', and 'Add Current'. A row of buttons includes 'Bulk Download', 'Bulk Move', 'Bulk E-Mail', 'Bulk Delete', 'Bulk Checkout', 'Add Folder', 'Add Archive', 'Add Document', 'Add Url', 'Add Note', and 'Jupload'. A 'Site Map' button is also present. The 'Current Folder' is 'Documents/test\_ozymate'. The main area shows a list of files and folders:

	Title	Ver.	File
	backup		backup ▶
	feriştah.doc	0.1	feriştah.doc ▶
	fürüş.doc	0.1	fürüş.doc ▶

The files should also look OK on the file system:

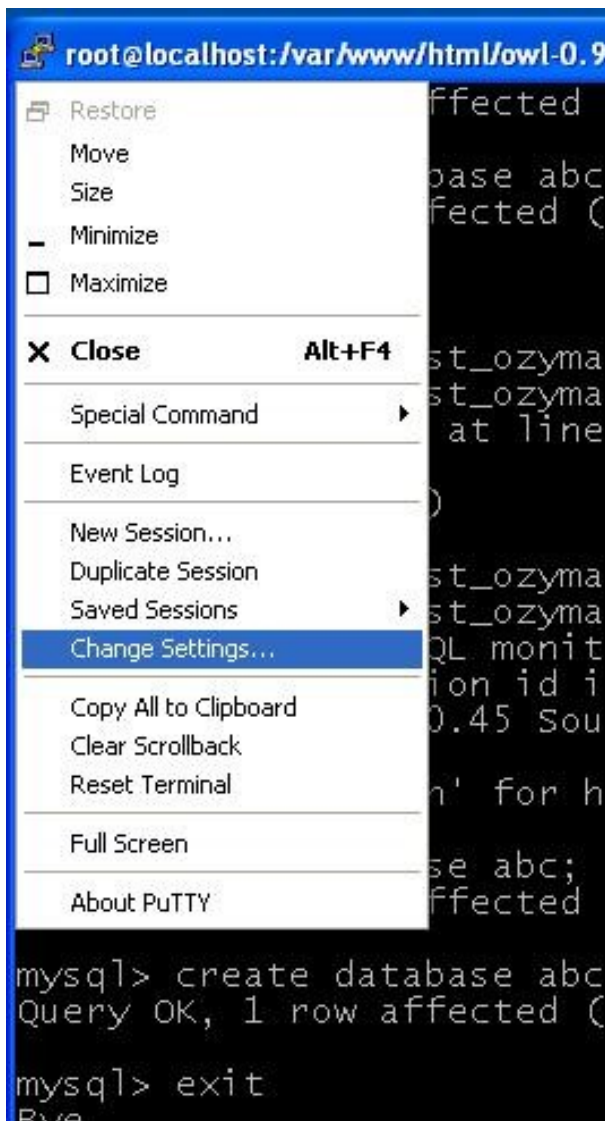
```
[root@localhost test]# cd /var/www/html/owl0.95/Documents/test_ozymate
[root@localhost test_ozymate]# ls -al
total 276
drwxr-xr-x 3 apache apache 4096 2008-02-08 11:47 .
drwxrwxrwx 6 500 500 4096 2008-02-07 16:40 ..
-rwxr-xr-x 1 apache apache 24064 2008-02-07 20:13 alış.doc
drwxr-xr-x 2 apache apache 4096 2008-02-08 06:09 backup
-rwxr-xr-x 1 apache apache 24064 2008-02-08 06:09 feriştah.doc
-rwxr-xr-x 1 apache apache 24064 2008-02-07 22:59 fürüş.doc
-rwxr-xr-x 1 apache apache 24064 2008-02-07 17:48 Göğüşç.doc
-rwxr-xr-x 1 apache apache 24064 2008-02-07 18:00 şillikş.doc
-rwxr-xr-x 1 apache apache 24064 2008-02-07 19:39 şimşir.doc
-rwxr-xr-x 1 apache apache 24064 2008-02-07 22:38 şipsevdi.doc
-rwxr-xr-x 1 apache apache 24064 2008-02-07 19:07 şoför.doc
-rwxr-xr-x 1 apache apache 24064 2008-02-07 20:15 şura.doc
-rwxr-xr-x 1 apache apache 24064 2008-02-07 22:42 tünış.doc
-rwxr-xr-x 1 apache apache 24064 2008-02-08 06:12 zürefa.doc
```



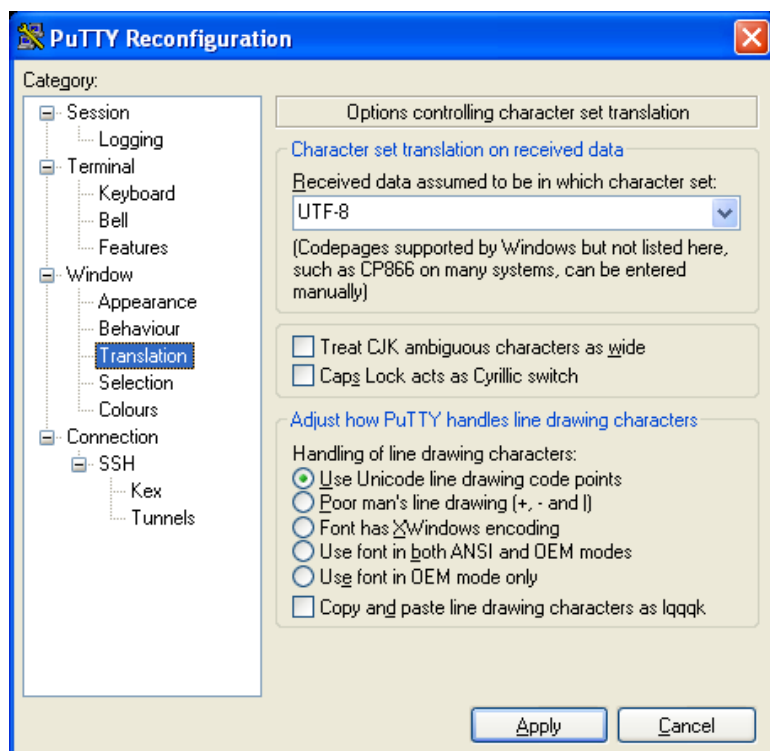


### 6.7.4 Configure PuTTY

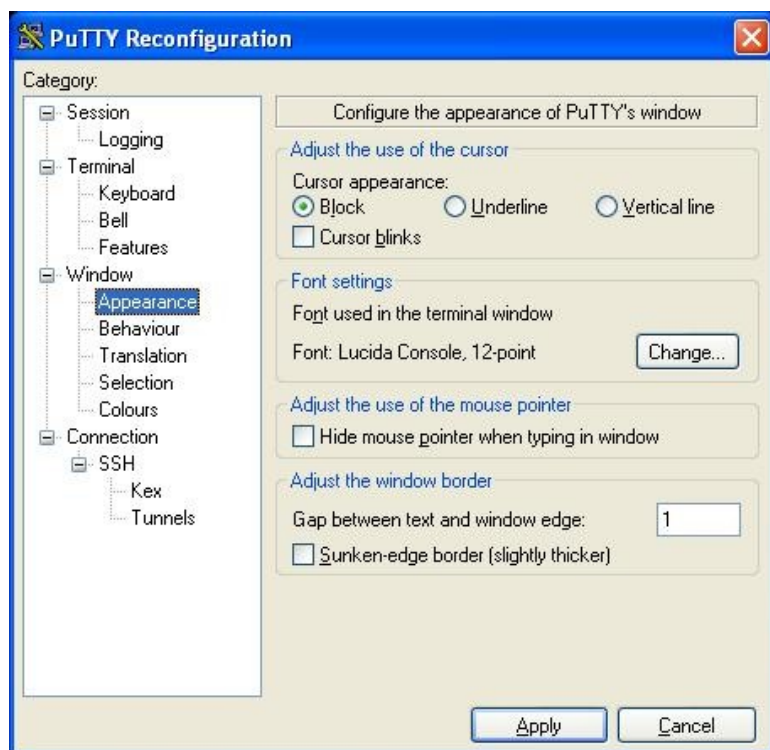
I was having trouble viewing the files on the file system using putty, so I had to change a few things in the configuration to get this to work correctly.



I had to set the translation to UTF-8.



If necessary, try a different font with better UTF-8 support. For me, Lucida Console seems to do the trick.



With the CVS version of Owl 0.90 with files `phplib/db_mysql.inc` and `lib/indexing.lib.php` and `dbmodify.php` dated after 2008-02-26, you should now have UTF-8 compliant Owl.

## 6.8 Install Mega Upload Progress Bar

### 6.8.1 Introduction

When doing a large file upload it is helpful to know how far along the upload has progressed. PHP is great at handling files once they get to the server, but the PHP cannot start until after the upload has completed. Knowing how much is to be sent and how much has been sent is a job that can only be handled at the sending browser, and Mega Upload Progress Bar is a tool to do just that.

### 6.8.2 Get the software

The Mega Upload Progress Bar software can be found on sourceforge, the project is located at <http://sourceforge.net/projects/megaupload/> and the current version can be downloaded at the following address:

<http://umn.dl.sourceforge.net/sourceforge/megaupload/megaupload-1.45.tar.gz>

Here is how you download and extract the archive on Linux:

```
[bozz@nightmare tmp]$ wget http://umn.dl.sourceforge.net/sourceforge/megaupload/megaupload-1.45.tar.gz
--07:16:41-- http://umn.dl.sourceforge.net/sourceforge/megaupload/megaupload-1.45.tar.gz
=> `megaupload-1.45.tar.gz'
Resolving umn.dl.sourceforge.net... 128.101.240.209
Connecting to umn.dl.sourceforge.net|128.101.240.209|:80... connected.
HTTP request sent, awaiting response... 200 OK
Length: 20,844 (20K) [application/x-gzip]

100%[=====>] 20,844 130.67K/s

07:16:41 (130.08 KB/s) - `megaupload-1.45.tar.gz' saved [20844/20844]

[bozz@nightmare tmp]$ gunzip megaupload-1.45.tar.gz
[bozz@nightmare tmp]$ tar -xf megaupload-1.45.tar
[bozz@nightmare tmp]$ cd megaupload-1.45
[bozz@nightmare megaupload-1.45]$ ls
cgi-bin  Changes  classic  contrib  docs  INSTALL  php  README
```

### 6.8.3 Installing Mega Upload Progress Bar

As per the Mega Upload Progress Bar install instruction copy the contents of the apache cgi-bin directory, in my case the cgi-bin directory is located at /var/www/cgi-bin

```
[bozz@nightmare megaupload-1.45]$ cp cgi-bin/* /var/www/cgi-bin/
[bozz@nightmare megaupload-1.45]$ cp cgi-bin/* /var/www/cgi-bin/
```

And also copy php directory to your web space, we will use scripts in that directory to test that Mega Upload Progress Bar works.

```
[root@nightmare megaupload-1.45]$ cp -r php /var/www/html
```

On my setup, the cgi programs we copied into the /var/www/cgi-bin directory need to be modified because the location of perl in the script is not where my version of perl is installed. To find out where it is on my system I did the following:

```
[root@nightmare megaupload-1.45]# which perl
/usr/bin/perl
```

Now using our favorite editor we need to change the first line of upload.cgi, header.cgi and progress.cgi. change the first line of each of the script `#!/usr/local/bin/perl -w` to `#!/usr/bin/perl -w` or `#!/usr/local/bin/perl` to `#!/usr/bin/perl` respectively.

To test if you did this right or not, fire up your browser, and type the url to upload.cgi and if you made a mistake you will see a page like this.



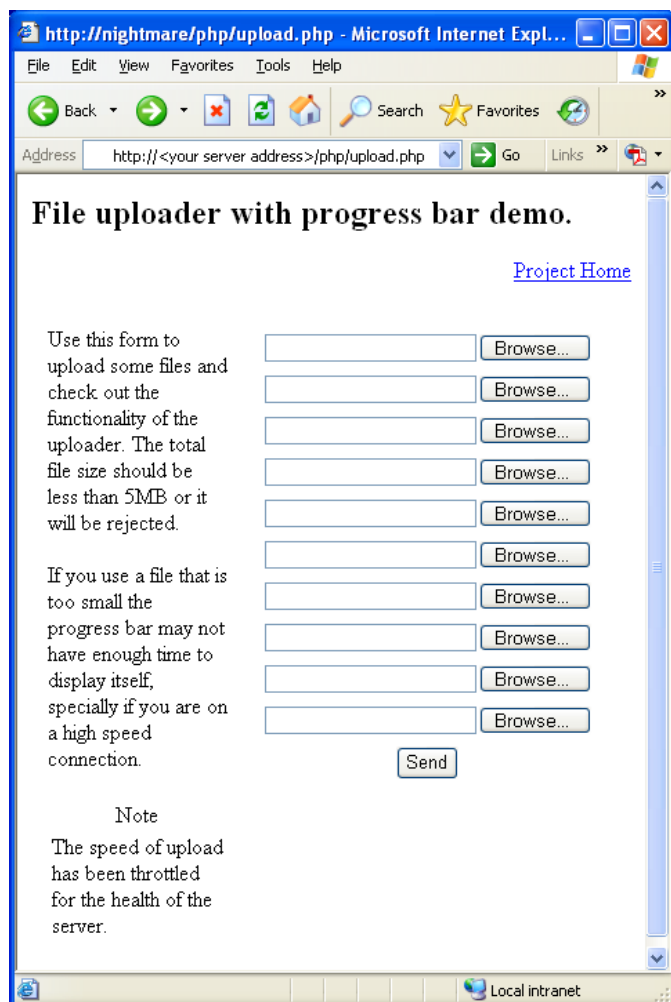
If you are having trouble figuring out what the problem is you can also have a look at your apache error\_logs, on my system /var/log/httpd/error\_log.

```
[Sat Jan 27 07:51:09 2007] [error] [client 192.168.11.12] (2)No such file or directory: exec of
'/var/www/cgi-bin/header.cgi' failed
```

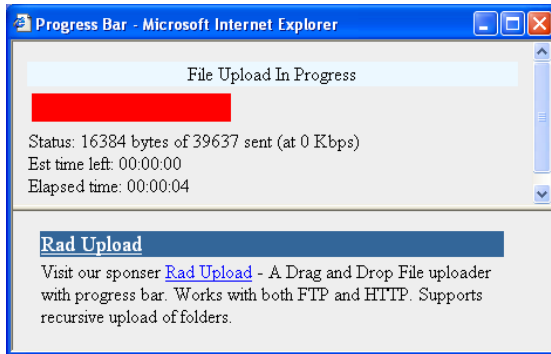
That means that it could not find perl so check your modifications, and ensure that your path is correct

## 6.8.4 Testing the Mega Upload Progress Bar Install

In your browser point to the /php/upload.php file, the following page should show up.



Click the Browse button, pick a file from your local machine, and click send, the following popup should be displayed, If not then review the steps above.





## 6.8.5 Configuring Owl to use Mega Upload Progress Bar

The following assumes you have owl installed and working already,

We need to enable the support in owl, this is currently done from the owl.php file but will be eventually moved to the admin section for Owl, under site features. The same parameter applies to Owl Ultra Lite.

```
[bozz@nightmare ~]$ cd /var/www/html/owl-0.94
[bozz@nightmare owl-0.90]$ vi config/owl.php
```

At the very bottom of the file set:

```
$default->use_progress_bar = 1;
$default->progress_bar_tmp_dir = "/tmp";
```

## 6.8.6 Configuring Mega Upload Progress Bar for Owl

We need to change the redirect location back to Owl, and also the max upload size to match Owl's and php.ini's limit, as well as the temp directory if necessary.

```
[root@nightmare ~]# cd /var/www/cgi-bin/
[root@nightmare cgi-bin]# vi header.cgi
.
.
.
# The Initial Developer of the Original Code is Raditha Dissanayake.
# Portions created by Raditha are Copyright (C) 2003
# Raditha Dissanayake. All Rights Reserved.
#

$tmp_dir="/tmp";

$|=1;                                #unbuffers streams

$php_uploader="http://raditha.com/php/upload2.php"; # CHANGE THIS TO YOUR PHP SCRIPTS URL

$interval=1;                          # how often to refresh the progress bar

$max_upload = 5000000;                 # set this to whatever you feel suitable for you.
```

The tmp\_dir variable is adequate for most Linux Install, ensure that the directory exists, and writeable by the web server user/process. If you do change it don't forget to change the config/owl.php file to reflect this new location.

```
$default->progress_bar_tmp_dir = "/tmp";
```

The php\_uploader variable should be changed as follows:

Owl:

```
$php_uploader="/owl-0.94/dbmodify.php"
```

/owl-0.94 should be equal to owl\_root\_url:

```
$default->owl_root_url = "/owl-0.94";
```

Owl Ultralite:

```
$php_uploader="/owl-ultralite/index.php"
```

/owl-ultralite should be equal to root\_url:

```
$default->root_url = "/owl-ultralite"
```

Change the max\_upload variable, the default is about 5MB

```
$max_upload = 5000000; # set this to whatever you feel suitable for you.
```

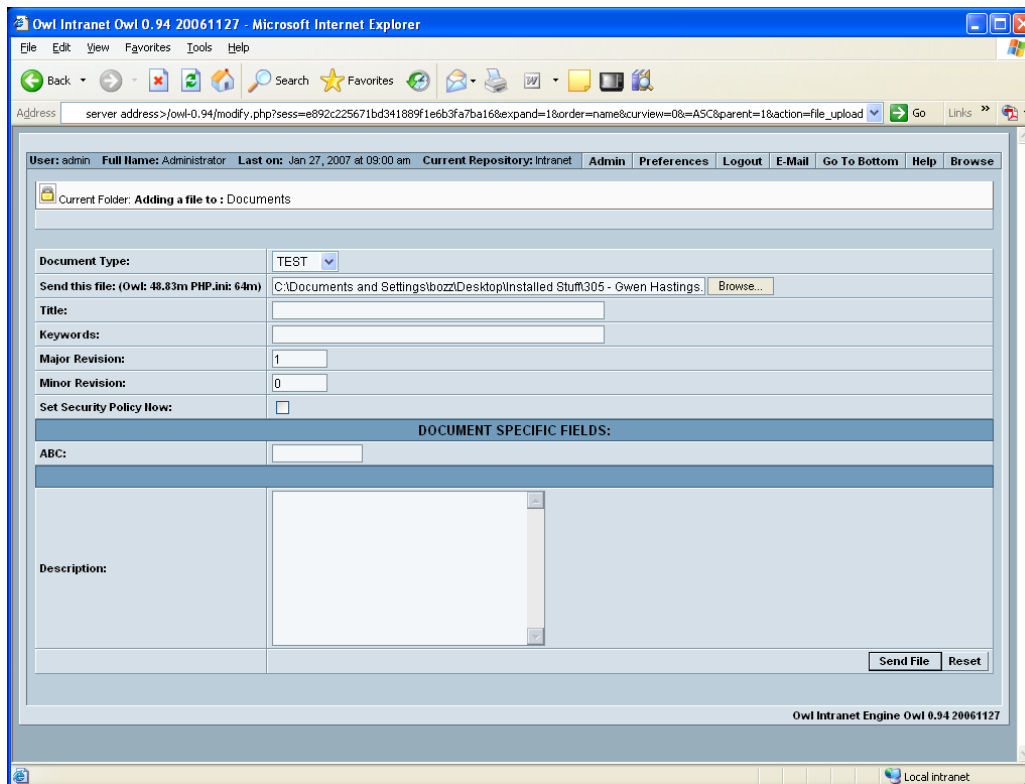
We also need to change script.js

```
[root@nightmare ~]# cd /var/www/html/owl-0.94/scripts/megaupload
[root@nightmare cgi-bin]# vi script.js
/*
 * PHP File Uploader with progress bar Version 1.20
 * Copyright (C) Raditha Dissanyake 2003
 * http://www.raditha.com
 *
 * Licence:
 * The contents of this file are subject to the Mozilla Public
 * License Version 1.1 (the "License"); you may not use this file
 * except in compliance with the License. You may obtain a copy of
 * the License at http://www.mozilla.org/MPL/
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 * Software distributed under the License is distributed on an "AS
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 * implied. See the License for the specific language governing
 * rights and limitations under the License.
 *
 * The Initial Developer of the Original Code is Raditha Dissanayake.
 * Portions created by Raditha are Copyright (C) 2003
 * Raditha Dissanayake. All Rights Reserved.
 */

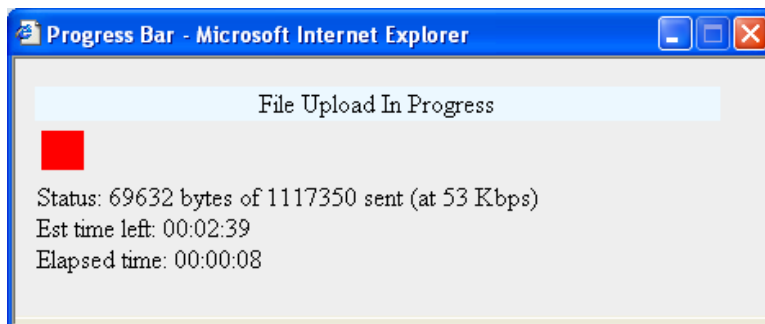
var postLocation="/owl-0.94/scripts/megaupload/pgbar.php";
```

## 6.8.7 Test uploading a file to Owl

Sign in to your OWL repository and navigate to a folder. Click the Add Document, browse to a file on your local machine and click Send File.



The Following dialog should show up:



## 6.8.8 Customize Progress.cgi script

I have customized the progress.cgi script to use the Owl styles, and also made it so the Progress Bar windows stays on top for IE anyway, in recent versions of Firefox you need to enable "Raise or Lower Windows" then customized files are located in the owl install directory in <install directory>/owl-0.94/scripts/megaupload/cgi-

bin, so you can use the files in that directory instead of the original ones as described in “Installing Mega Upload Progress Bar” above.

A few more things need to be modified in progress.cgi,

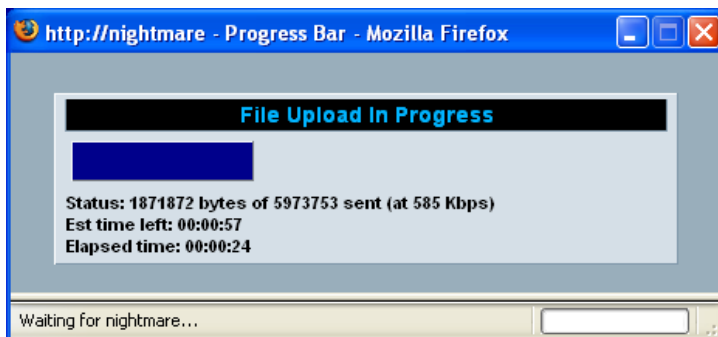
```
[root@nightmare backup]# cd /var/www/html/owl-0.90/scripts/megaupload/cgi-bin
[root@nightmare cgi-bin]# vi progress.cgi
```

Look for lines like:

```
<link rel="stylesheet" type="text/css" title="style1" href="/owl-
0.94/graphics/rsdx_blue1/styles.css"></link>
```

Ensure that the href, points to the Owl 0.94 or Owl UltraLite install style that you want to use.

Here is what this Progress Bar Dialog looks like.



## 7 Notes

Use this area for your personal notes.

## 8 Appendix: PHP Date Formats

The following characters are recognized in the `format` parameter string

format character	Description	Example returned values
<b>Day</b>		
	---	---
<i>d</i>	Day of the month, 2 digits with leading zeros	<i>01</i> to <i>31</i>
<i>D</i>	A textual representation of a day, three letters	<i>Mon</i> through <i>Sun</i>
<i>j</i>	Day of the month without leading zeros	<i>1</i> to <i>31</i>
<i>l</i> (lowercase 'L')	A full textual representation of the day of the week	<i>Sunday</i> through <i>Saturday</i>
<i>N</i>	ISO-8601 numeric representation of the day of the week (added in PHP 5.1.0)	<i>1</i> (for Monday) through <i>7</i> (for Sunday)
<i>S</i>	English ordinal suffix for the day of the month, 2 characters	<i>st</i> , <i>nd</i> , <i>rd</i> or <i>th</i> . Works well with <i>j</i>
<i>w</i>	Numeric representation of the day of the week	<i>0</i> (for Sunday) through <i>6</i> (for Saturday)
<i>z</i>	The day of the year (starting from 0)	<i>0</i> through <i>365</i>
<b>Week</b>		
	---	---
<i>W</i>	ISO-8601 week number of year, weeks starting on Monday (added in PHP 4.1.0)	Example: <i>42</i> (the 42nd week in the year)
<b>Month</b>		
	---	---
<i>F</i>	A full textual representation of a month, such as January or March	<i>January</i> through <i>December</i>
<i>m</i>	Numeric representation of a month, with leading zeros	<i>01</i> through <i>12</i>
<i>M</i>	A short textual representation of a month, three letters	<i>Jan</i> through <i>Dec</i>
<i>n</i>	Numeric representation of a month, without leading zeros	<i>1</i> through <i>12</i>
<i>t</i>	Number of days in the given month	<i>28</i> through <i>31</i>
<b>Year</b>		
	---	---

<i>L</i>	Whether it's a leap year	1 if it is a leap year, 0 otherwise.
<i>o</i>	ISO-8601 year number. This has the same value as <i>Y</i> , except that if the ISO week number ( <i>W</i> ) belongs to the previous or next year, that year is used instead. (added in PHP 5.1.0)	Examples: 1999 or 2003
<i>Y</i>	A full numeric representation of a year, 4 digits	Examples: 1999 or 2003
<i>y</i>	A two digit representation of a year	Examples: 99 or 03
<b>Time</b>		
	---	---
<i>a</i>	Lowercase Ante meridiem and Post meridiem	<i>am</i> or <i>pm</i>
<i>A</i>	Uppercase Ante meridiem and Post meridiem	<i>AM</i> or <i>PM</i>
<i>B</i>	Swatch Internet time	000 through 999
<i>g</i>	12-hour format of an hour without leading zeros	1 through 12
<i>G</i>	24-hour format of an hour without leading zeros	0 through 23
<i>h</i>	12-hour format of an hour with leading zeros	01 through 12
<i>H</i>	24-hour format of an hour with leading zeros	00 through 23
<i>i</i>	Minutes with leading zeros	00 to 59
<i>s</i>	Seconds, with leading zeros	00 through 59
<i>u</i>	Microseconds (added in PHP 5.2.2)	Example: 654321
<b>Timezone</b>		
	---	---
<i>e</i>	Timezone identifier (added in PHP 5.1.0)	Examples: <i>UTC</i> , <i>GMT</i> , <i>Atlantic/Azores</i>
<i>I</i> (capital i)	Whether or not the date is in daylight saving time	1 if Daylight Saving Time, 0 otherwise.
<i>O</i>	Difference to Greenwich time (GMT) in hours	Example: +0200
<i>P</i>	Difference to Greenwich time (GMT) with colon between hours and minutes (added in PHP 5.1.3)	Example: +02:00

<i>T</i>	Timezone abbreviation	Examples: <i>EST, MDT ...</i>
<i>Z</i>	Timezone offset in seconds. The offset for timezones west of UTC is always negative, and for those east of UTC is always positive.	<i>-43200 through 50400</i>
<b><i>Full Date/Time</i></b>		
<i>c</i>	ISO 8601 date (added in PHP 5)	<i>2004-02-12T15:19:21+00:00</i>
<i>r</i>	» <u>RFC 2822</u> formatted date	Example: <i>Thu, 21 Dec 2000 16:01:07 +0200</i>
<i>U</i>	Seconds since the Unix Epoch (January 1 1970 00:00:00 GMT)	See also <u><a href="#">time()</a></u>



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