



## CMS User Manual

Forbo

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# 1 User Manual Changes

The following table shows the changes made on the document. It includes the change date and a small note what has been changed.

| Change Date | Chapter                                       | Note   |
|-------------|---|--|
| 25.5.2010   | 4.3 Google Sitemap                            | Chatper added                                |
| 26.5.2010   | 4.6 User friendly URLs and <i>PageAliases</i> | Chapter added                                |
| 26.5.2010   | Country Selector Flash                        | Chapter added                                |
| 27.5.2010   | Main Image                                    | Chapter updated with section for Output Type |
| 3.1.2011    | 5.26 Image Gallery Modern                     | Chapter added                                |
|             |   |  |
|             |   |  |

## 2 Rules, Authorization, Support, Domains

### 2.1 Rules

#### 2.1.1 Design:

- There is a style guide which regulates the Design. For required changes please contact the responsible Person for each Division.  
Flooring Willem Burmanje, Bonding B&C André Verhijde, Bonding Industrial Francois Bauduin, Movement Matthias Eilert
- Colors, Text, size of pictures etc. are also given by the Design

#### 2.1.2 HTML:

HTML should only be used as explained in the CMS-Manual in respect of:

- Writing **bold**
- Writing *cursive*
- Link to a Page
- Automatic generated E-mail

#### 2.1.3 Errors / System problems:

If you get an error message on the system or on the website, please contact your CMS Helpdesk directly:

Flooring CMS Helpdesk Assendelft, Linda Brand, Arne Bartels, Reinier Borst  
[helpdesk.cms@forbo.com](mailto:helpdesk.cms@forbo.com).

Movement CMS Helpdesk Hannover, Christian Torlee  
[christian.torlee@forbo.com](mailto:christian.torlee@forbo.com)

Bonding CMS Helpdesk Wormerveer, André Verhijde  
[andre.verhijde@forbo.com](mailto:andre.verhijde@forbo.com)

#### 2.1.4 Problems / Questions:

If possible, it should only be the key-user of the site who contacts the CMS Helpdesk or in rare occasions Corporate IT. Please send every time the menu ID  
(Example: <http://www.forbo.com/default.aspx?menuid=181> here is the menu ID 181) of your site if there are any problems and questions.

#### 2.1.5 Adaptations Changes in the web.config:

The required changes in the web.config should always be sent in an e-mail to the Corporate IT for example for:

- Logos
- Mediorelease-Address
- Contact Email Address
- Link a Domainname directly to an other Site
- ([www.nairn-cushionflor.co.uk](http://www.nairn-cushionflor.co.uk)) directly to the website

<http://www.forbo-flooring.co.uk/default.aspx?menuid=782> )

#### **2.1.6 Setup Changes and updates on the System etc.:**

The Corporate IT will always contact the key-user of the site about system changes, updates etc. It is in their responsibility to inform the other users of the site.

#### **2.2 Authorization:**

- One key-user (chief editor) has to be nominated.
- The chief editor is the only one who can give other editors their rights beside the Corporate IT and Forbo Flooring Marketing
- If a login is blocked, please contact first your key user. It is up to him to contact the Corporate IT.
- Please provide the contact details of every key-user to the responsible person and to Corporate IT.

#### **2.3 Support:**

- On-site first level support is always given by the local on-site key-user.
- Second level support is the CMS Helpdesk from each Division.
- Third level support is Corporate IT and can only be contacted from the CMS Helpdesks.
- Fourth level is Neolution which can only be contacted by Corp IT.

#### **2.4 Change requests and additional functionality:**

Change requests and requests on additional functionality have to be placed at the responsible Person from each Division. The decision and technical changes will be done in cooperation with Forbo and the Divisions.

#### **2.5 Service Level:**

- The system is 24hours and 365 days available.
- Required maintenance work will be done based on demand.
- The system is backed-up everyday
- Patch installation will be done by Corporate IT.

### **3 Login**

Enter your Administrator URL in the browser and at the end enter /admin

(for example: <http://forboflooringfm2/admin>):



**Note:** If you are working with VPN Clients, please use the following address:  
<http://forboflooringfm2.ad.forbo.com/admin.aspx>

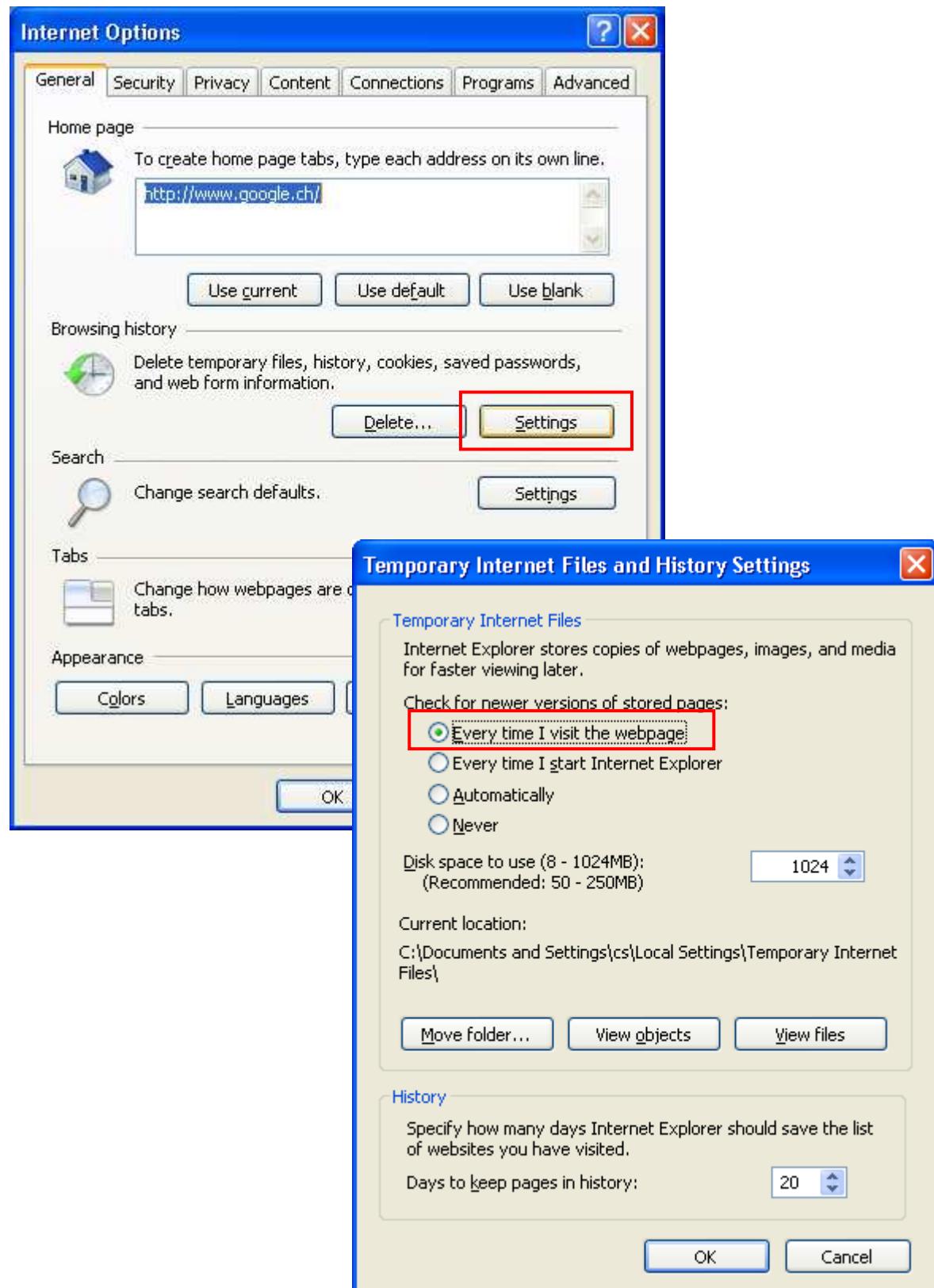
Type in your Username and Password:

A screenshot of the NeoCms Admin Log In form. It features a header "Log In" and two input fields: "User Name:" and "Password:", each with its own text input box. Below these fields is a checkbox labeled "Remember me next time." To the right of the password field is a "Log In" button.

### 3.1 Important Settings

Please make sure, that the following settings are done in your internet explorer:

Open the internet explorer, go to / Tools / Internet Options/ Click on Browsing History to Settings and make sure that the following is chosen: Every visit to the page (as shown below).



## 4 First steps

Start from beginning: Login to your Website for example: **forboflooringfm2.ad.forbo.com/admin**. You get the following display:

### 3.1 Menu Structure

### 3.2 Configuration Bar

### 3.3 Displayed Content/Website

3.2

The screenshot shows the nemo CMS administration interface. The top navigation bar includes links for Languages, Users, Roles & Rights, Configuration, Help, and About. A red box labeled "3.2" highlights the configuration bar area. The main content area displays a website layout with a sidebar on the left containing a menu of links such as Über die Forbo-Gruppe, Investor Relations, Medien Center, Arbeiten bei Forbo, Kontakt, Flooring Systems, Bonding Systems, Movement Systems, Externe Links, Suchen, Seitenübersicht, Management Meeting 08, and Testing Pages. A red box labeled "3.1" highlights the sidebar area. The central content area features a large image of a room with wooden furniture and a potted plant, with the text "flooring.bonding.movement." overlaid. Below the image is a link: "Klicken Sie hier, um die Forbo Flooring Systems Website zu besuchen." To the right of the image are several sections labeled Zone2, Zone1, and Zone9, each containing infoboxes with various information and links. A red box labeled "3.3" highlights the central content area.

## 4.1 Menu Structure:

Menu language: English

add page + import page +

created menu structure

- Home
- About Forbo Group
- Investor Relations
- Media Center
- Working at Forbo
- Contact
- Flooring Systems
- Bonding Systems
- Movement Systems
- Search
- External Links
- Sitemap

**Menu language:** choose the language on which you would change or add something.

**Add page:** if you would like to create a new page, click on **add a page** and it opens the following screen:

|                             |  |
|-----------------------------|--|
| Parent                      | Home   |
| Insert Before               | [the end] ▾  |
| Template Lang               | English ▾  |
| Template                    | ---  |
|                             | <input type="checkbox"/> Content <input type="checkbox"/> Subpages   |
| Name *                      | About us   |
| Start At                    |  |
| End At                      |  |
| Url                         |  |
| Target                      | Self ▾   |
| Visible                     | <input checked="" type="checkbox"/>  |
| Active                      | <input checked="" type="checkbox"/>  |
| View Rights                 | <input checked="" type="checkbox"/> Admin<br><input type="checkbox"/> externe<br><input checked="" type="checkbox"/> Web |
| <b>Insert</b> <b>Cancel</b> |  |

**Parent:** If you create a submenu, choose here underneath which menu it should create.

**Insert before:** create it directly on the correct place in the structure.

**Template Lang:** if you would like to copy a template from another language into this language.

**Template:** choose here the file which you would like to copy

**Content:** if you copy a template you can mark with content or without content.

**Subpages:** copy the template menu inclusive all subpages

**Name:** define a name for the new page

**Start and end at:** you can schedule the go live from the website. define the start and end date.

**URL:** set this page as a website <http://www.forbo.com>

**Target:** define if this site should appear on a new window or should it show the content in the same window as the other sites.

**Visible:** make a page always visible

**Active:** make the page active

View Rights: mark always Admin and Web

If you are finished click on **insert**.

**Import a page:** you have the possibility to export a page from another language and import the page. Click on **import page** and it opens the following screen:

|   |   |
|---|---|
| Parent  | ---                                       |
| Insert Before   | [the end]                                 |
| Import Page(s) *  | <input type="button" value="Browse..."/>  |
| Name *  | <input type="text"/>                      |
| Start At  | <input type="text"/> <input type="text"/> |
| End At  | <input type="text"/> <input type="text"/> |
| Url   | <input type="text"/>                      |
| Target  | Self <input type="button" value="▼"/>     |
| Visible   | <input checked="" type="checkbox"/>       |
| Active  | <input checked="" type="checkbox"/>       |
| <input type="button" value="Insert"/> <input type="button" value="Cancel"/> |   |

**Parent:** If you create a submenu, choose here underneath which menu it should create.

**Insert before:** create it directly on the correct place in the structure.

**Import Page(s)\*:** if you exported a page you can import it. Click on browse and import the \*.zip file

**Name:** define a name for the new page

**Start and end at:** you can schedule the go live from the website. Define the start and end date.

**URL:** set this page as a website  
http://www.forbo.com

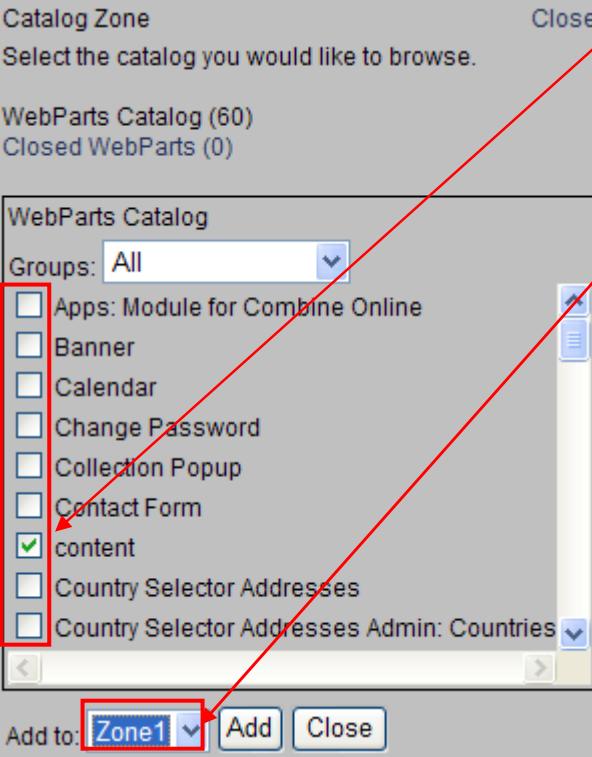
**Target:** define if this site should appear on a new window or should it show the content in the same window as the other sites.

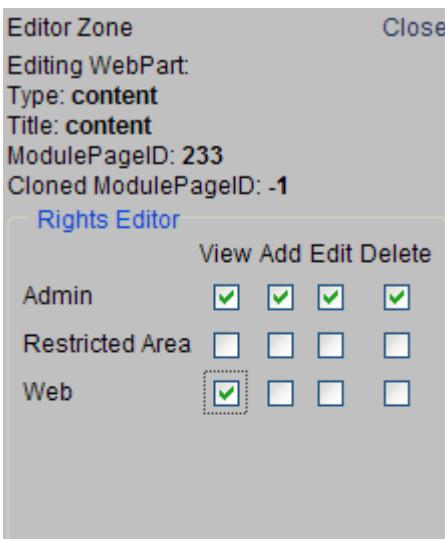
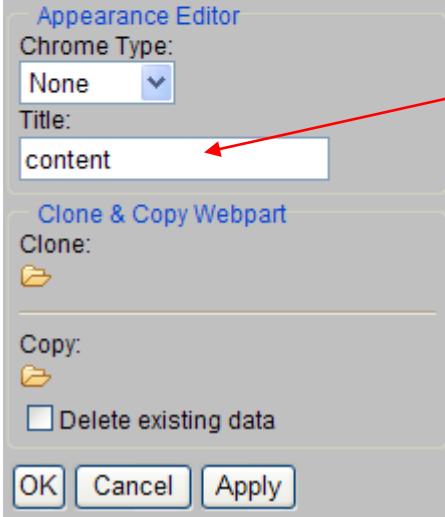
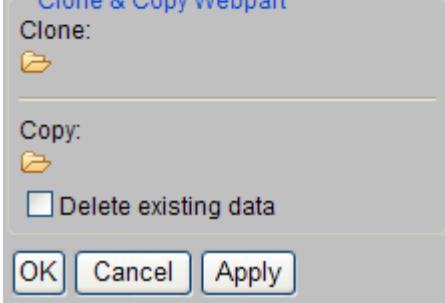
**Visible:** make a page always visible

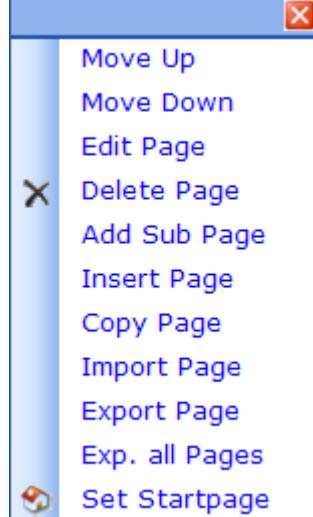
**Active:** make the page active

If you are finish click on **insert**

Behind the each site name you have different icons:

|   |  |
|---|--|
|  a pencil |  <p>If you would like to add a new modul, click on the first icon with a pencil: it opens a grey window with all the <b>modules</b>. Click on your preferred modul (e.g. content modul) and choose the <b>zone</b> (e.g. zone1) on which you will have the modul and click add.</p> |
|---|--|

|   |  <p><b>Rights Editor</b></p> <table border="1"> <thead> <tr> <th></th> <th>View</th> <th>Add</th> <th>Edit</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Admin</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Restricted Area</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Web</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table><br> <p><b>Appearance Editor</b></p> <p>Chrome Type: <b>None</b></p> <p>Title: <b>content</b></p><br> <p><b>Clone &amp; Copy Webpart</b></p> <p>Clone: </p> <p>Copy: </p> <p><input type="checkbox"/> Delete existing data</p> <p><b>OK</b> <b>Cancel</b> <b>Apply</b></p> |                                     | View                                | Add                                 | Edit | Delete | Admin | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Restricted Area | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Web | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Now it opens a second grey window:<br/>It shows you a short description from the modul.</p> <p>Give the rights for this modul:<br/>If you create a new modul give always "web rights" to the "web" user.<br/>Otherwise this modul is not visible on the website.</p> <p>Chrome Type: It shows you your module name on the website. Normally we use the type: none</p> <p>Clone / Copy: If you have already a modul like a content modul you have the possibility to copy or clone this module.</p> <p>More explanation you find on the theme: "<b>create a page</b>" on page 116.</p> |
|---|--|-------------------------------------|-------------------------------------|-------------------------------------|------|--------|-------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-----------------|--------------------------|--------------------------|--------------------------|--------------------------|-----|-------------------------------------|--------------------------|--------------------------|--------------------------|--|
|   | View   | Add                                 | Edit                                | Delete                              |      |        |       |                                     |                                     |                                     |                                     |                 |                          |                          |                          |                          |     |                                     |                          |                          |                          |  |
| Admin   | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |      |        |       |                                     |                                     |                                     |                                     |                 |                          |                          |                          |                          |     |                                     |                          |                          |                          |  |
| Restricted Area   | <input type="checkbox"/>   | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |      |        |       |                                     |                                     |                                     |                                     |                 |                          |                          |                          |                          |     |                                     |                          |                          |                          |  |
| Web   | <input checked="" type="checkbox"/>  | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |      |        |       |                                     |                                     |                                     |                                     |                 |                          |                          |                          |                          |     |                                     |                          |                          |                          |  |
|  | magnifying-glass   | page preview                        |                                     |                                     |      |        |       |                                     |                                     |                                     |                                     |                 |                          |                          |                          |                          |     |                                     |                          |                          |                          |  |
|  | world  | is linked to another page           |                                     |                                     |      |        |       |                                     |                                     |                                     |                                     |                 |                          |                          |                          |                          |     |                                     |                          |                          |                          |  |
|  | Time planning  | Online Definition of date and time  |                                     |                                     |      |        |       |                                     |                                     |                                     |                                     |                 |                          |                          |                          |                          |     |                                     |                          |                          |                          |  |

|   |   |  |
|---|---|--|
|  | <b>edit menu</b><br> | <b>edit a menu</b><br><b>move up:</b> move up the page<br><b>move down:</b> move down the page<br><b>edit page:</b> to change the name of the site or make it invisible etc.<br><b>delete page:</b> delete the whole page<br><b>add sub page:</b> add a sub page underneath the actually page<br><b>insert page:</b> insert a new page<br><b>copy page:</b> copy the page<br><b>import page:</b> import an exported page<br><b>export page:</b> export this page to an other site<br><b>exp. All pages:</b> export also all subpages<br><b>set startpage:</b> set the actually page as startpage |
|  | <b>start page</b>   | This is the defined startpage  |

## 4.2 Configuration bar:

|  Languages  Users  Roles & Rights  Configuration  PageAliases  Help  About  neoCMS 2.0  Log Out |  |         |                                     |      |        |    |       |         |                                     |    |       |         |                                     |                     |  |  |  |      |         |      |        |    |       |         |                                     |    |       |         |                                     |  |  |  |  |   |  |  |  |
|--|--|---------|-------------------------------------|------|--------|----|-------|---------|-------------------------------------|----|-------|---------|-------------------------------------|---------------------|--|--|--|------|---------|------|--------|----|-------|---------|-------------------------------------|----|-------|---------|-------------------------------------|--|--|--|--|---|--|--|--|
|   | If you click on this icon, you can hide the menu structure. This is useful to create a bigger field; you have more space to work.  |         |                                     |      |        |    |       |         |                                     |    |       |         |                                     |                     |  |  |  |      |         |      |        |    |       |         |                                     |    |       |         |                                     |  |  |  |  |   |  |  |  |
| Languages  | <p>Here you can add more language:</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Culture</th> <th>Name</th> <th>Active</th> </tr> </thead> <tbody> <tr> <td>de</td> <td>de-CH</td> <td>Deutsch</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>en</td> <td>en-US</td> <td>English</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td colspan="4"><a href="#">New</a></td> </tr> </tbody> </table> <p>Click on new and add the new language.</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Culture</th> <th>Name</th> <th>Active</th> </tr> </thead> <tbody> <tr> <td>en</td> <td>en-US</td> <td>English</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>de</td> <td>de-DE</td> <td>Deutsch</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td colspan="4"><a href="#">Edit</a> <a href="#">Details</a></td> </tr> <tr> <td colspan="4"><a href="#">Insert</a> <a href="#">Cancel</a></td> </tr> </tbody> </table> <p>At the end of this manual page 112 you will find the codes for each country.</p> <p>After you added the language go back to the home menu and click on the top from main body on the button "Generate Language Button". It generates automatic the new added language.</p> <p style="text-align: center;"> <input type="button" value="new"/> <input type="text"/> Search<br/> <input style="border: 2px solid red; background-color: #e0e0e0; color: black; padding: 2px; margin-right: 10px;" type="button" value="Generate Language Buttons"/> <input type="text"/> Search Page:  <input type="text"/> </p> | Code    | Culture                             | Name | Active | de | de-CH | Deutsch | <input checked="" type="checkbox"/> | en | en-US | English | <input checked="" type="checkbox"/> | <a href="#">New</a> |  |  |  | Code | Culture | Name | Active | en | en-US | English | <input checked="" type="checkbox"/> | de | de-DE | Deutsch | <input checked="" type="checkbox"/> | <a href="#">Edit</a> <a href="#">Details</a> |  |  |  | <a href="#">Insert</a> <a href="#">Cancel</a> |  |  |  |
| Code   | Culture  | Name    | Active                              |      |        |    |       |         |                                     |    |       |         |                                     |                     |  |  |  |      |         |      |        |    |       |         |                                     |    |       |         |                                     |  |  |  |  |   |  |  |  |
| de   | de-CH  | Deutsch | <input checked="" type="checkbox"/> |      |        |    |       |         |                                     |    |       |         |                                     |                     |  |  |  |      |         |      |        |    |       |         |                                     |    |       |         |                                     |  |  |  |  |   |  |  |  |
| en   | en-US  | English | <input checked="" type="checkbox"/> |      |        |    |       |         |                                     |    |       |         |                                     |                     |  |  |  |      |         |      |        |    |       |         |                                     |    |       |         |                                     |  |  |  |  |   |  |  |  |
| <a href="#">New</a>  |  |         |                                     |      |        |    |       |         |                                     |    |       |         |                                     |                     |  |  |  |      |         |      |        |    |       |         |                                     |    |       |         |                                     |  |  |  |  |   |  |  |  |
| Code   | Culture  | Name    | Active                              |      |        |    |       |         |                                     |    |       |         |                                     |                     |  |  |  |      |         |      |        |    |       |         |                                     |    |       |         |                                     |  |  |  |  |   |  |  |  |
| en   | en-US  | English | <input checked="" type="checkbox"/> |      |        |    |       |         |                                     |    |       |         |                                     |                     |  |  |  |      |         |      |        |    |       |         |                                     |    |       |         |                                     |  |  |  |  |   |  |  |  |
| de   | de-DE  | Deutsch | <input checked="" type="checkbox"/> |      |        |    |       |         |                                     |    |       |         |                                     |                     |  |  |  |      |         |      |        |    |       |         |                                     |    |       |         |                                     |  |  |  |  |   |  |  |  |
| <a href="#">Edit</a> <a href="#">Details</a>   |  |         |                                     |      |        |    |       |         |                                     |    |       |         |                                     |                     |  |  |  |      |         |      |        |    |       |         |                                     |    |       |         |                                     |  |  |  |  |   |  |  |  |
| <a href="#">Insert</a> <a href="#">Cancel</a>  |  |         |                                     |      |        |    |       |         |                                     |    |       |         |                                     |                     |  |  |  |      |         |      |        |    |       |         |                                     |    |       |         |                                     |  |  |  |  |   |  |  |  |
| Users  | In this option you can see who has access to use CMS2 and therefore you can see who can edit, delete and change a page. The list consists of username, email, whether the person is locked or active and last active date.   |         |                                     |      |        |    |       |         |                                     |    |       |         |                                     |                     |  |  |  |      |         |      |        |    |       |         |                                     |    |       |         |                                     |  |  |  |  |   |  |  |  |

| User Name | Email                 | Active                              | Locked                   | Last Activity Date         |                      |                        |                              |
|-----------|-----------------------|-------------------------------------|--------------------------|----------------------------|----------------------|------------------------|------------------------------|
| Admin     | cmsadmin@neolution.ch | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Wed 16. Jan 2008, 08:04:16 | <a href="#">Edit</a> | <a href="#">Delete</a> | <a href="#">Show Details</a> |

[New](#)

If another user need access to your Website you can create a new user. Set it always as active. Admin to administrate the website and web to see the websites. If someone typed in 3 times the wrong password, the account will be locked. Deactivate the checkbox **locked**

|   |  |
|---|--|
| User Name *                                   | storci   |
| Password *                                    | *****  |
| Email *                                       | chantal.storci@forbo.com   |
| Active  | <input checked="" type="checkbox"/>  |
| Locked  | <input type="checkbox"/>   |
| Restrict On IP                                |  |
| Roles   | <input checked="" type="checkbox"/> Admin<br><input type="checkbox"/> externe<br><input checked="" type="checkbox"/> Web |
| <a href="#">Insert</a> <a href="#">Cancel</a> |  |

Roles & Rights It shows you your different groups who can use CMS2. The groups are subdivided based on their rights and roles. This could be admin, webeditors, editors, ect. in the list you see the users in role and gives you the opportunity to send them an email.

| Role Name | Description | Email                      | Users In Role |                      |                        |                             |
|-----------|-------------|----------------------------|---------------|----------------------|------------------------|-----------------------------|
| Admin     |             | <a href="#">Send Email</a> | Admin         | <a href="#">Edit</a> | <a href="#">Delete</a> | <a href="#">Show Rights</a> |
| Web       |             | <a href="#">Send Email</a> |               | <a href="#">Edit</a> | <a href="#">Delete</a> | <a href="#">Show Rights</a> |

Menu: [Menu en](#) [▼](#)

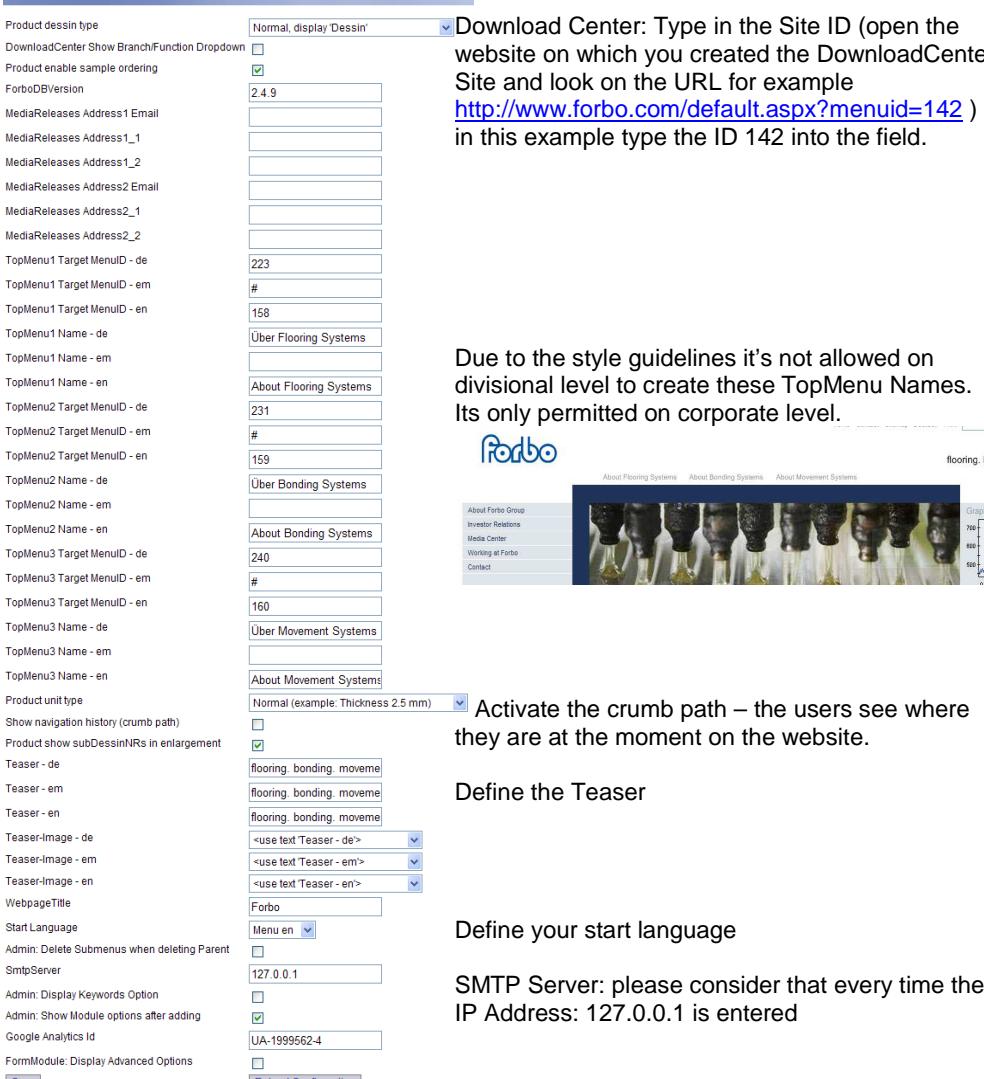
Create a new group: for example Restricted Area

| Role Name       | Description | Email                      | Users In Role                  |                        |                        |                             |
|-----------------|-------------|----------------------------|--------------------------------|------------------------|------------------------|-----------------------------|
| Admin           |             | <a href="#">Send Email</a> | Admin                          | <a href="#">Edit</a>   | <a href="#">Delete</a> | <a href="#">Show Rights</a> |
| Web             |             | <a href="#">Send Email</a> |                                | <a href="#">Edit</a>   | <a href="#">Delete</a> | <a href="#">Show Rights</a> |
| Restricted Area |             | <a href="#">Send Email</a> | <input type="checkbox"/> Admin | <a href="#">Insert</a> | <a href="#">Cancel</a> |                             |

Menu: [Menu en](#) [▼](#)

If you created a new site you always have to go to roles & rights and give the webrights to the site.

Click on **show rights** of the web group. You see the whole structure of all sites you have on your website.

|                            | <table border="1"> <thead> <tr> <th>Menu</th><th>Module</th><th>View</th><th>Add</th><th>Edit</th><th>Delete</th><th>Pers.</th><th>Extra</th></tr> </thead> <tbody> <tr> <td>Home</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td></td></tr> <tr> <td>content</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td></td></tr> <tr> <td>Country Selector Admin</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td></td></tr> <tr> <td>Country Selector Dropdown</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td></td></tr> <tr> <td>Graphic: Share Development</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td></td></tr> </tbody> </table> <p><b>General Rights:</b><br/> <b>Menu:</b> Name of the different menus<br/> <b>Module:</b> Modules on the site<br/> <b>View:</b> Shows you the rights of the module, if it is visible on the website</p> <p>Rights for a special User:<br/> <b>Add:</b> Right to add menu<br/> <b>Edit:</b> right to edit menu<br/> <b>Delete:</b> right to delete menu<br/> <b>Pers.:</b> page personalizing, not used.</p> | Menu                                | Module                   | View                     | Add                      | Edit                     | Delete | Pers. | Extra | Home | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  | content | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  | Country Selector Admin | <input type="checkbox"/> |  | Country Selector Dropdown | <input checked="" type="checkbox"/> | <input type="checkbox"/> |  | Graphic: Share Development | <input checked="" type="checkbox"/> | <input type="checkbox"/> |  |
|----------------------------|--|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------|-------|-------|------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--|---------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--|------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--|---------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--|----------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--|
| Menu                       | Module   | View                                | Add                      | Edit                     | Delete                   | Pers.                    | Extra  |       |       |      |                                     |                                     |                          |                          |                          |                          |  |         |                                     |                                     |                          |                          |                          |                          |  |                        |                          |                          |                          |                          |                          |                          |  |                           |                                     |                          |                          |                          |                          |                          |  |                            |                                     |                          |                          |                          |                          |                          |  |
| Home                       | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |        |       |       |      |                                     |                                     |                          |                          |                          |                          |  |         |                                     |                                     |                          |                          |                          |                          |  |                        |                          |                          |                          |                          |                          |                          |  |                           |                                     |                          |                          |                          |                          |                          |  |                            |                                     |                          |                          |                          |                          |                          |  |
| content                    | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |        |       |       |      |                                     |                                     |                          |                          |                          |                          |  |         |                                     |                                     |                          |                          |                          |                          |  |                        |                          |                          |                          |                          |                          |                          |  |                           |                                     |                          |                          |                          |                          |                          |  |                            |                                     |                          |                          |                          |                          |                          |  |
| Country Selector Admin     | <input type="checkbox"/>   | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |        |       |       |      |                                     |                                     |                          |                          |                          |                          |  |         |                                     |                                     |                          |                          |                          |                          |  |                        |                          |                          |                          |                          |                          |                          |  |                           |                                     |                          |                          |                          |                          |                          |  |                            |                                     |                          |                          |                          |                          |                          |  |
| Country Selector Dropdown  | <input checked="" type="checkbox"/>  | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |        |       |       |      |                                     |                                     |                          |                          |                          |                          |  |         |                                     |                                     |                          |                          |                          |                          |  |                        |                          |                          |                          |                          |                          |                          |  |                           |                                     |                          |                          |                          |                          |                          |  |                            |                                     |                          |                          |                          |                          |                          |  |
| Graphic: Share Development | <input checked="" type="checkbox"/>  | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |        |       |       |      |                                     |                                     |                          |                          |                          |                          |  |         |                                     |                                     |                          |                          |                          |                          |  |                        |                          |                          |                          |                          |                          |                          |  |                           |                                     |                          |                          |                          |                          |                          |  |                            |                                     |                          |                          |                          |                          |                          |  |
| Configuration              | <h3>Configuration</h3> <p>Product dessin type: Normal, display 'Dessin' <input type="checkbox"/> Download Center: Type in the Site ID (open the website on which you created the DownloadCenter Site and look on the URL for example <a href="http://www.forbo.com/default.aspx?menuid=142">http://www.forbo.com/default.aspx?menuid=142</a>) in this example type the ID 142 into the field.</p> <p>Due to the style guidelines it's not allowed on divisional level to create these TopMenu Names. Its only permitted on corporate level.</p>  <p>Activate the crumb path – the users see where they are at the moment on the website.</p> <p>Define the Teaser</p> <p>Define your start language</p> <p>SMTP Server: please consider that every time the IP Address: 127.0.0.1 is entered</p> <p><b>Google Analytics:</b> create an account on <a href="http://www.google.com/analytics/">http://www.google.com/analytics/</a>. Then you can add your website. If the website was added it generates an JavaScript-Code from Google. There is an ID visible which you have to enter into the following field:</p>  |                                     |                          |                          |                          |                          |        |       |       |      |                                     |                                     |                          |                          |                          |                          |  |         |                                     |                                     |                          |                          |                          |                          |  |                        |                          |                          |                          |                          |                          |                          |  |                           |                                     |                          |                          |                          |                          |                          |  |                            |                                     |                          |                          |                          |                          |                          |  |

|             |   |
|-------------|---|
|             | <p>Google Analytics Id</p> <input type="text"/> <p><input type="button" value="Save"/></p> <p><input type="button" value="Reload Configuration"/></p> <p>It can take 2-3 days until Google notice that the ID Code is available.</p>  |
| PageAliases | <p>Here you can define short URLs that link to a page inside the CMS navigation. First choose the language where the target page is located in, then select the target page, the visitor will be redirected to this page.</p> <p>In the field AliasURL you write the text that should be called as part of the address. Example: if you want www.forbo-flooring.com/marmoleum then marmoleum is what you should write inside the AliasURL field.</p> <p>The option "Redirect URL" specifies the behaviour when a visitor calls the address. If you select "Yes, change URL in Browser to original PageURL" then the address of the target page will be visible in the address bar. If you choose "No, keep the AliasURL in the Browser" then the entered address will stay and the actual link of the target page will not be visible to the user.</p> <p>After having defined all the fields and options just press "create page alias" and the link is instantly available.</p> <p>In the "Current Entries" you see all PageAliases that are currently configured for the selected language. Here you can edit or delete entries by clicking on buttons of the according entry.</p> |
| Help        | If you need help click on the help button and you get videos about some modules how to use it.  |
| About       | Information about the system  |
| Log out     | Log out from the system   |

### 4.3 Google Sitemap

Google (and other search engines) have the feature to add the entire sitemap to the search engine. This will help to get better search results and assure, that the complete webpage is indexed. The sitemap is an XML document which contains all pages available on the CMS.

The sitemap is always located on the root folder and called sitemap.xml. For example, for the flooring webpage it can be found at: <http://www.forbo-flooring.com/sitemap.xml> - you don't have to do anything. The sitemap is always located on this folder and is enabled. After every change in the admin the sitemap will be updated when you click the logout button.

If you want to view the sitemap by yourself, just open the URL in your browser, this will show you the content of the sitemap.

The sitemap will not be used by Google (or other search engines) as long you didn't announce it to the search engine. For Google visit the Webmaster-Tools page at <https://www.google.com/webmasters/tools>. Use your existing Google Analytics account to login into the webmaster tools.

To configure your XML sitemap at Google you first have to prove that you are the owner of your webpage you want to add. If your webpage has not yet been added, follow these steps

- Click "Add a site ... "
- Make sure, that your sitemap has been added to, if not, add it, e.g. [www.forbo.com](http://www.forbo.com)
- On the verify ownership choose "Meta Tag", this will generate a number for verification (see screenshot)

#### Meta tag

Copy the meta tag below, and paste it into your site's home page. It should go in the <head> section, before the first <body> section.

```
<meta name="google-site-verification" content="cNHnkJ5D8kkQozm6z5aimLWvPgkdPYKIKHz6GphFMrY" />
```

- Copy the value of the content tag (as marked in the screenshot)
- Open a new webbrowser Window and go to your CMS administration
- After the login choose "Configuration" on the top. In the list you will find a point called "Google Verification Code". Paste here the code you copied before and click "save".
- Go back to the Google Webmaster tools window and click the "Verify" button. Now your webpage is verified

If your website is already registered, then just click the site from the sites list. After this the Dashboard will show up (see screenshot on the right). To add your sitemap, choose now "Site configuration" > "Sitemaps".

Now select "Submit a sitemap", just add "sitemap.xml" and click "Submit Sitemap". This is it. Google will start indexing your sitemap, this can take up to a few days. At later stage you will get more information in your Dashboard concerning the index and searches for your website.

Note: If your CMS is configured to use the URLs with the Menuld=xx Parameter, the sitemap.xml will contain these URLs. As soon as your CMS is configured to use the user friendly URLs, the sitemap.xml will be generated with the new URLs. You just have to login and logout once after the configuration has been made. This will assure that the sitemap is generated once again.

#### Dashboard

##### Site configuration

[Sitemaps](#)

[Crawler access](#)

[Sitelinks](#)

[Change of address](#)

[Settings](#)

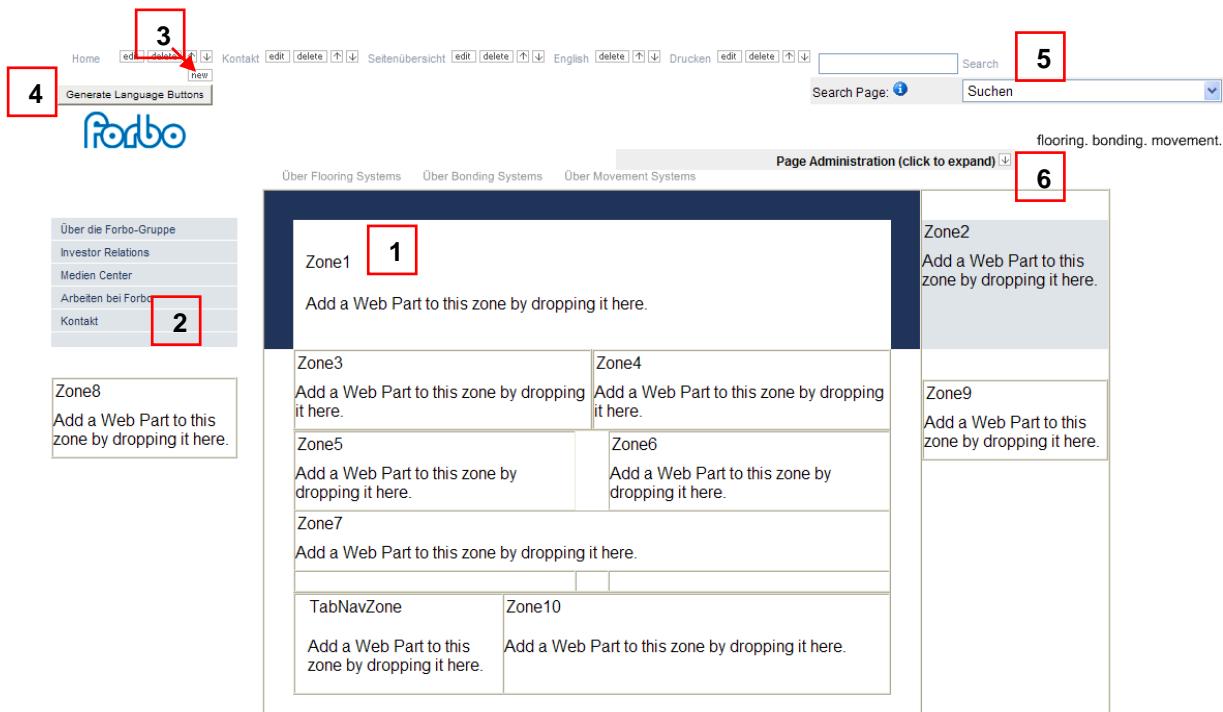
##### Your site on the web

##### Diagnostics

##### Labs

#### 4.4 Displayed Content/Website:

If you start from a new created site it looks like this:



**1: Zones:** you have different Zones on which you add the different Modules to create the websites. If you added a module in a zone you get behind each module an "V":

#### (content) Forbo - the interface with daily life



As a global leader in flooring, bonding and movement systems, Forbo is in many cases an interface with daily life. Our business is about connecting materials, perfecting surfaces and the transport of goods. The materials that make everyday objects, and the

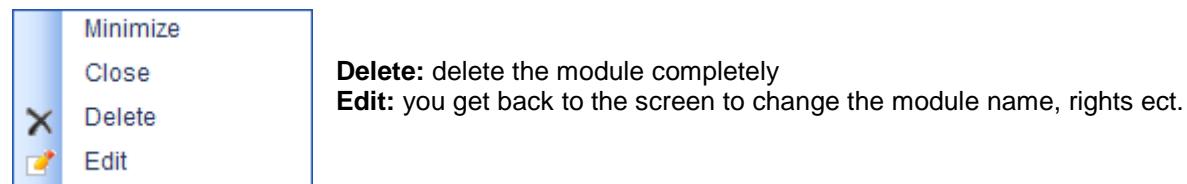


**Minimize:** if you choose minimize, it shows you only the modul name. you have more space to work on the page  
**Close:** the module is closed and not anymore visible on that page. But it's stored in database.

For example: you have a content module with product information and they are momentarily not for sale. So click on "close" at this modul. Now it isn't visible anymore on the page. If you need this modul in a few months again, go to the page you would like to add these product information again. Click on "edit page" and it opens the following window on which it shows you the list with all modules: look at the description "**Closed WebParts**".

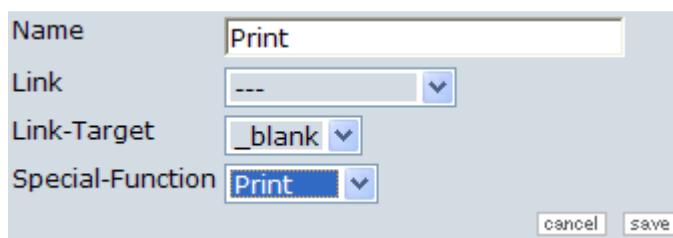


Click at this Name it lists you all closed modules. Here you find again the content modul with the Product information. Tick the preferred modul and choose the zone. Click on "add".



**2: Structure:** it shows you the whole structure from the admin – menu

**3: Top Menu:** define Menu Buttons on top: ex. If you choose “special-function: print” it opens automatically the print option to print the website. Same for Basket: it opens automatically the shopping Basket in a second window when you choose “\_blank” which we recommend.



**4: language:** after you added a new language you can click trough this button and it generates the new language.

**5: Search:** Select the page that contains the “Search” Modul. This setting is language specific, so remember to set the pages for each language on the CMS.

## 6: Page Administration: Please note: you have to define this setting for each page individually!

Page Administration (click to reduce) ↗

|   |                           |                          |
|---|---------------------------|--------------------------|
| Colorset: <a href="#">i</a>             | default <a href="#">▼</a> |                          |
| Layout: <a href="#">i</a>               | Default <a href="#">▼</a> |                          |
| Brand-Tagging: <a href="#">i</a>        |                           |                          |
| Category:                               | -- <a href="#">▼</a>      |                          |
| Brand: <a href="#">i</a>                | -- <a href="#">▼</a>      |                          |
| Page Description: <a href="#">i</a>     |                           |                          |
| Page Keywords: <a href="#">i</a>        |                           |                          |
| Page Buttons: <a href="#">i</a>         |                           |                          |
| Position                                | Bottom <a href="#">▼</a>  |                          |
| Button                                  | Translation               | Menuld Visibility        |
| Print                                   | Print                     | <input type="checkbox"/> |
| Email Page                              | Email                     | <input type="checkbox"/> |
| Bookmark                                | Bookmark                  | <input type="checkbox"/> |
| Presscenter                             | Presscenter               | <input type="checkbox"/> |
| Email page form field titles and values |                           |                          |
| Field                                   | Text                      |                          |
| From Name                               | From Name                 |                          |
| From Email                              | From Email                |                          |
| To Name                                 | To Name                   |                          |
| To Email                                | To Email                  |                          |
| Message                                 | Message                   |                          |
| Send now button                         | Send now                  |                          |
| Message default value                   |                           |                          |
| Additional email text                   |                           |                          |

[Save](#)

**Colorset:** You have to use the default color blue. Only on the Production Level you are able to use other colors.

**Layout:** Only for the residential design. Flooring is divided in Business and Consumers. Due to the Guidelines the consumer page has to be in a residential design. You have the following colors available: apricot, lavender and olive.

**Brand-Tagging:** specific flooring feature and works only together with the **ProductFinder Module**. The brands are linked with the sites which you chosen on the Brand Tagging Administration.

**Page Description & Page Keywords:** used for google search optimization. They won't be shown on the page. Both fields (page description and keywords) will be added as metadata (textfield behind each website) to the page for google search.

**Position:** There is on every page an option, where you can active any of these buttons

[Print](#) [Email](#) [Bookmark](#) [Presscenter](#)

**Remark:** Due to the guidelines default is content **bottom**. If you use **service area** you will get a warning.

Mark the visibility square for each button that it is visible on the webpage.

If you marked "email" you have to define the language and the messages which should be show.

With this email – feature you can inform your colleagues about this website or the newest products which are available on this page.

If you click now on the email button you get the following screen:

Send email - Windows Internet Explorer

From Name      From Email

To Name      To Email

Message

Please send us your comment...

<http://intranet2/na/html/Intranet.aspx?Menuld=507>

The screenshot shows a standard Windows Internet Explorer window with a blue title bar. The title is "Send email - Windows Internet Explorer". Inside the window, there are four text input fields arranged in a 2x2 grid: "From Name" and "From Email" in the top row, and "To Name" and "To Email" in the bottom row. Below these is a large text area labeled "Message" containing the placeholder text "Please send us your comment...". A vertical scroll bar is visible on the right side of the message area. At the bottom of the window, there is a URL link: "http://intranet2/na/html/Intranet.aspx?Menuld=507" and a "Send now" button.

#### 4.5 How to create a new Page:

Login to your actual Website for example <http://forboflooringfm2/admin>.

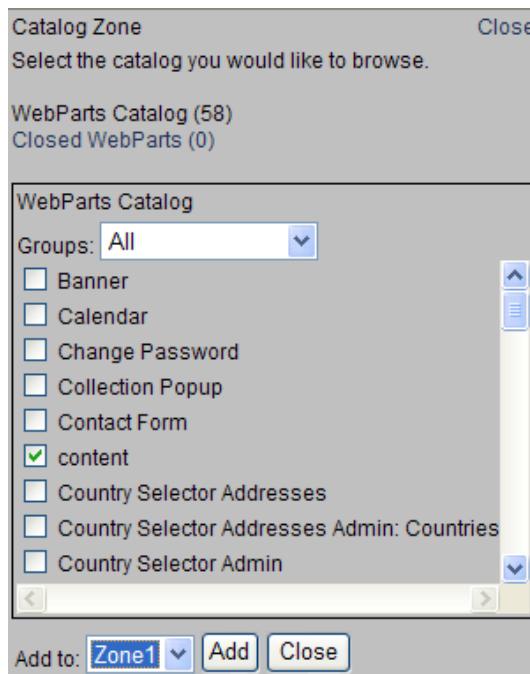
To create a new menu point, click on “add page”  (you have also the possibility to create a new page if you click on home – edit menu – insert page)

|     |               |  |
|-----|---------------|--|
| 1.  | Parent        | ---  |
| 2.  | Insert Before | Products & brands  |
| 3.  | Template Lang | English  |
|     | Template      | About ceramic tile installation  |
|     |               | <input checked="" type="checkbox"/> Content <input checked="" type="checkbox"/> Subpages |
| 4.  | Name *        | New Menu   |
| 5.  | Start At      | 20.02.2009 06:00   |
|     | End At        | 31.03.2009 17:30   |
| 6.  | Url           | <a href="http://www.forbo.com">http://www.forbo.com</a>                                  |
| 7.  | Target        | Blank  |
| 8.  | Visible       | <input checked="" type="checkbox"/>  |
| 9.  | Active        | <input checked="" type="checkbox"/>  |
| 10. | View Rights   | <input checked="" type="checkbox"/> Admin<br><input checked="" type="checkbox"/> Web     |
|     |               | <input type="button" value="Insert"/> <input type="button" value="Cancel"/>              |

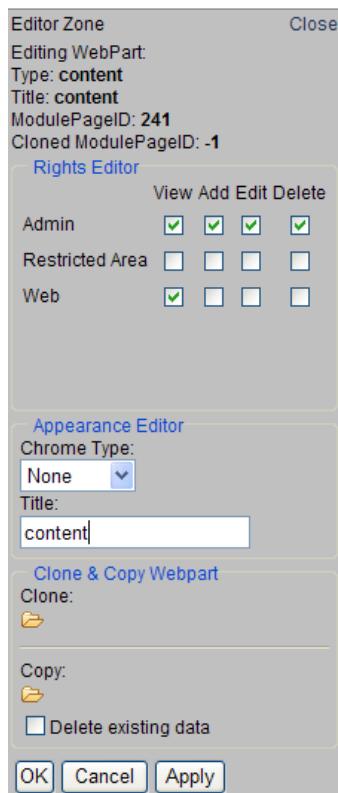
1. Now you can choose if it is a main menu = choose no parent. Or if it is a submenu of an existing menu you choose that menu which should be the main-menu.
2. With the “insert before” you have the possibility to define on which position the new main menu should be visible. Otherwise it’s the last entry in the structure.
3. If you want to use another page as a template as the new page should look nearly the same, you can choose the page you want to use as a template. You can also use pages from your other languages-site as templates.  
you can choose whether you want to copy the content from that page you are using as a template and you can also copy all the submenus from that template-page.
4. Here you type in the name of your new menu
5. You can choose start- and end date and also exact times when a page should be published
6. You can link your menu directly to an other homepage: <http://www.forbo.com> (do not forget http://). You can also link your menu to a subpage of your target URL as following: <http://www.forbo.com/Default.aspx?Menuld=103> do only insert the part which is marked in yellow into the Link-Field.
7. On the Target you can define if the new created website should appear in a new blank window or always in the same window which is already opened.
8. Visible: If you do not want to show this menu in the dropdown-menu or on the menu-structure on the right side you can remove this tick and the menu is only reachable over the link itself.
9. Active: Click Active if the site can set active. If you are still working on the site and it should not be shown to the outside, just remove the tick at active.
10. Set always the View Rights for the Webusers otherwise they can’t see the created page.

After you have made all your settings click on “insert”.

Click on edit page and add a modul for example a content modul. Choose the zone on which you would like to insert the modul and click add. (please have in mind our Corporate Identity).



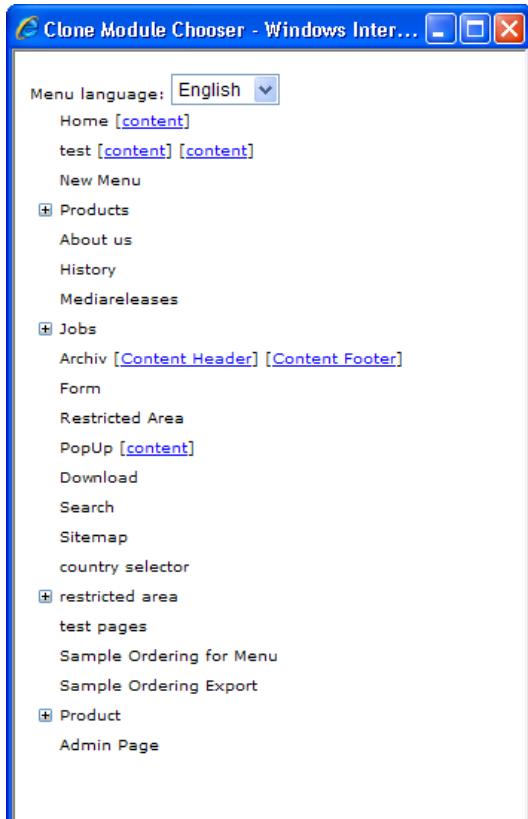
In the second window set the rights for this modul. You must always give rights to the webuser, otherwise this module is not visible. In case of a test that comes in handy. Title means the description of the modul.



### Clone:

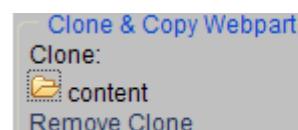
If you make a clone of a page, you only have to make changes on one page and it will be automatically changed on the clone-page.

So if you would like to clone for example a content module, click on the folder and you receive the following popup:



This pop-up shows you your structure with all pages containing a content.module. if you choose for example a Document & Links module and click on the clone folder, you will see in that pop-up all pages with Document & Links modules you have already used.

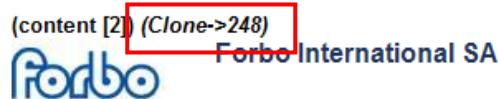
Now you can choose one of these pages you would like to have cloned, just click on the modul.



As soon as you have view and you chosen. With again. Click on

selected one you get back to the following see under clone which module you have remove you can delete the chosen modul "OK" if you are agree with the selected modul.

After saving, you get the text. Image etc. what you had in that page you have chosen to clone. You will always see that it is a clone with that (clone->xxx)



If you change now something on the clone page or on the other one, it will be changed on both pages.

For example making a part of the text in bold:

**Forbo International SA**

Forbo Group – a leading manufacturer of flooring systems, chemical bonds and adhesives, as well as power transmission and conveyor belt solutions – reported a strong 73.9% increase in net profit in the first half of 2007. Net sales came to CHF 1,003.5 million, 7.5% more than in the prior-year period. Operating profit (EBIT) also increased significantly by 32.7% compared with the prior-year period. All three divisions reported further progress and contributed to this encouraging result.



Now the text has also changed on the page where the clone comes from:

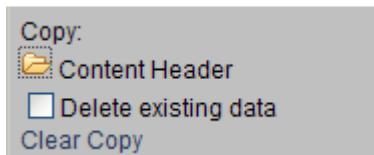
**Forbo International SA**

Forbo Group – a leading manufacturer of flooring systems, chemical bonds and adhesives, as well as power transmission and conveyor belt solutions – reported a strong 73.9% increase in net profit in the first half of 2007. Net sales came to CHF 1,003.5 million, 7.5% more than in the prior-year period. Operating profit (EBIT) also increased significantly by 32.7% compared with the prior-year period. All three divisions reported further progress and contributed to this encouraging result.

It is quite useful, if you have for e.g. a contact page for every language. If you make a clone you only have to change it on one page if there is a correction in the address

## **Copy:**

You can copy a module as well from a page so you don't have to write everything again. Add the module you wish and click on the folder copy:



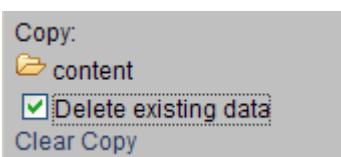
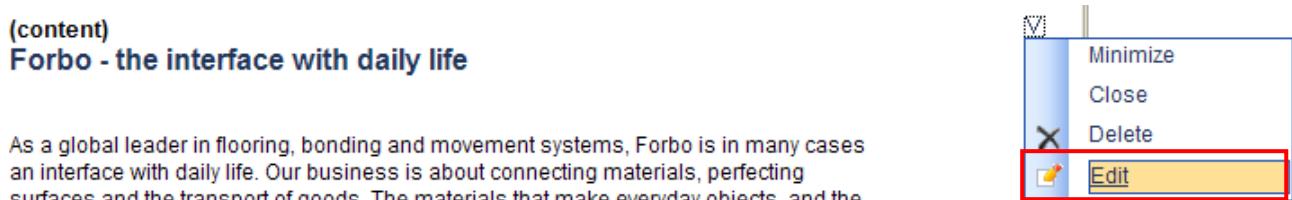
Again you get a list with the structure and all content modules shown. You can choose the page you would like to copy, just click on the modul name.

After you have chosen the modul it shows again the modul and you can click on "OK".

As this is now only a copy, you can go on edit and change text and images and it will only be changed in that page but you don't need to build up everything again.

## **Copy – Delete existing data:**

If you have a page on which you would like to insert another module and delete the current one, you click on edit module:



Click on the Copy Folder and choose from the list, which one you would like.  
Tick also "Delete existing Data" and click on "OK"  
Now you have the new content on the existing old content.

## 4.6 User friendly URLs and PageAliases

The CMS offers 2 kind of URLs. By default the URLs for the pages are identified by the "Menuld" parameter in the URL. This means, two pages are distinguished by the different parameter. Like <http://www.forbo.com/default.aspx?Menuld=27> (Investor Relations) and <http://www.forbo.com/default.aspx?Menuld=24> (Media Center).

If the userfriendly URLs are enabled (this is a configuration which has to be done on the server, it can't be done by the CMS administrator), the URLs will look differently, in the cases just mentioned they could be:

[http://www.forbo.com/en/Investor\\_Relations/](http://www.forbo.com/en/Investor_Relations/)  
[http://www.forbo.com/en/Media\\_Center/](http://www.forbo.com/en/Media_Center/)

The user friendly URLs have many advantages. To mention some:

- They are humanly readable also for the visitor of the webpage
- They are used as keyword for the Google index and are rated stronger than text on the page
- They are nicer to communicate on printed media

If the user friendly URLs are enabled nothing has to be done by the user. The CMS will itself generate the URLs based on the name of the current menu. Some special characters may be removed or replaced. But everything is done automatically.

### PageAliases

The "PageAliases" section in the CMS admin is required to define own userfriendly URLs. To make an example: You have a print campaign running and want to promote the "cork linoleum" brand. On the printed media you want to place a direct link to the "cork linoleum" webpage. In this case you have to publish the entire url (<http://www.forbo-flooring.com/Business/Products/Linoleum/Corklinoleum>) This is not very user friendly. With the "PageAliases" you can create an alias <http://www.forbo-flooring.com/Corklinoleum> which will directly lead to the page mentioned before.

To configure this, choose the "PageAliases" section on the top in the CMS administration. On the TargetPage dropdown choose the page you want to show, when the user enters the alias, e.g. Business > Products > Linoleum > Cork Linoleum. In the AliasURL enter the name for the alias, in this case it would be "CorkLinoleum". The AliasURL will be appended to your website domain. The mentioned example would generate the url <http://www.forbo-flooring.com/CorkLinoleum>.

The last option, RedirectURL let's you choose if you want to redirect the user to the original URL or keep the AliasURL on the location browser of the visitor. If yes is enabled, then if you enter the URL <http://www.forbo-flooring.com/CorkLinoleum> you will be forwarded to <http://www.forbo-flooring.com/Business/Products/Linoleum/Corklinoleum> and this will stay on the top of the browser. If you choose "No" and the user visits <http://www.forbo-flooring.com/CorkLinoleum> the browser will keep this URL in the location field.

**Important note:** User-Friendly URLs do not work with non latin webpages (like japanese, chinese, etc). If your webpage uses any of these languages, you cannot use the user friendly URLs. Note, PageAliases work also on these sites, but the Alias has to be in latin characters.

## 5 Global Image Management

### 5.1 Introduction Global Image Database (*ImageDB*)

The global image database is a database, which is prepared by central marketing. Central marketing will add various images for various modules. The idea is that you don't have to search and resize own images, but can choose the images directly from the database. The modules which support the global image database have the option, choose the image source. You can choose *Upload* to add the images by upload as used or you select *ImageDB* if you want to use an image from the global image database. Afterwards choose a Division and a Group to find an image. Click the *Use* button to apply the image to the module.

A very big advantage of the images taken by the global image db is, that if central marketing replaces a picture, it will automatically be changed on your website. You don't need to make any changes at all.

The following Modules support the global image db feature:

- Main Image Module
- Intro Module
- Content Module
- Infobox Module

### 5.2 Using the ImageDB

You can use the ImageDB in various modules. To choose an image from the global image database, simply select "ImageDB" as ImageSource in your chosen module:



Then, click on "Choose Global Image" and the following windows appears. After selecting your wished division and group, you can choose the image you want to be placed.

A screenshot of a web-based image selection interface. At the top, there are dropdown menus for 'Choose a Division' (set to 'Flooring') and 'Choose a Group' (set to 'Demo/Testing'). Below these are two tables. The first table lists images with columns for Description, File name, Width, Height, View, and Action. The second table shows a preview of an image. The URL in the browser bar is 'cmsadmin.forbo-flooring.com/DesktopModules/GlobalImageDB/GlobalImage.aspx?moduleId=e9eab490-df85-4e26-b2f8-e066c85fe955'.

| Description        | File name                                      | Width | Height | View | Action |
|--------------------|--|-------|--------|------|--------|
| Eternal Wood Large | Eternal_wood_covershot_11722.jpg               | 272   | 124    |      |        |
| Allura             | 272X124_Allura_cover_whiterusticpine_60086.jpg | 272   | 124    |      |        |

After a click on "Use", you successfully finished configuring the image source of your chosen module.

## 6 Modules

There are various types of modules. They are created to be as simple as possible, so that the editor-user only has to enter text and images.

The screenshot shows the Forbo website homepage with several annotated modules:

- Automatic generated from the menu structure:** Points to the sidebar menu on the left.
- Graphic: Share Development:** Points to a line graph in the top right corner.
- Info Boxes:** Points to a group of boxes containing news, annual reports, and a graphic.
- Country Selector Dropdown:** Points to the dropdown menu at the top left.
- Visit Website Modul:** Points to the "Visit our Division websites" section with three links.
- Movies Modul:** Points to the "Corporate Film" section with a play button icon.
- Content Modul:** Points to the main content area featuring a large image and text about the company's interface with daily life.

To add a module is always the same way: click on your page on which you would like to add a new modul. Click on the edit page icon and it opens a grey window with all the modules. Click on your preferred modul (e.g. content modul) and choose the zone (e.g. zone 1) on which you will have the modul and click add.  
It shows you an other grey window on which you can give the rights directly for this modul. Give the view rights for the web editor and click ok.

## 6.1 Calendar

Just add the Modul “calendar” and you will get a Calendar overview.

| December 2007 |     |     |     |     |     |     |
|---------------|-----|-----|-----|-----|-----|-----|
| Sun           | Mon | Tue | Wed | Thu | Fri | Sat |
| 25            | 26  | 27  | 28  | 29  | 30  | 1   |
| 2             | 3   | 4   | 5   | 6   | 7   | 8   |
| 9             | 10  | 11  | 12  | 13  | 14  | 15  |
| 16            | 17  | 18  | 19  | 20  | 21  | 22  |
| 23            | 24  | 25  | 26  | 27  | 28  | 29  |
| 30            | 31  | 1   | 2   | 3   | 4   | 5   |

## 6.2 Change Password

With this modul you have the possibility to change your password from the system: for example an restricted area. Just add the module "change password" and you get the following screen.

(Change Password)

Change Your Password

Password:

New Password:

Confirm New Password:

### 6.3 Collection Popup

This module generates the small images on the background including the titles. The grey background is configured in the web.config (you have the following colors to choose: grey, blue, earth or white). Inform your Administrator if you wish to change the background color.



Children's room

Bedroom

Living room



Hall /  
Corridor

Kitchen

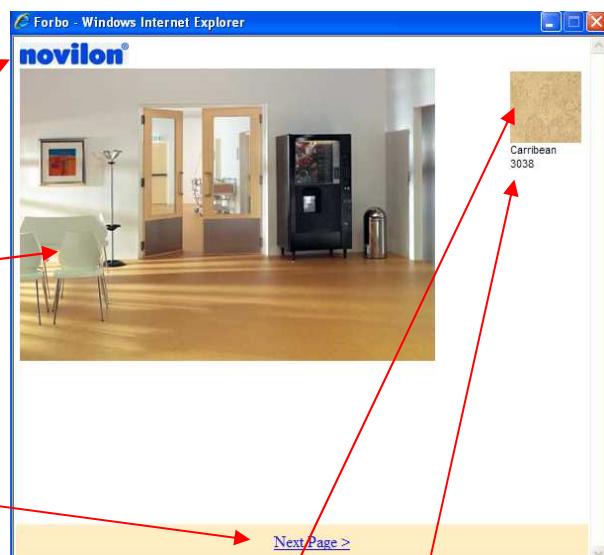
Study

If you click for e.g. on "Living room"  
this Popup will appear with all the information  
you have filled in:

Logo

Image

If you click on "next page" you see all the  
images which belong to the group "Living room".



Small Image Dessin Number

Add the Modul "collection popup" set the rights and save it. Fill in the information:

Choose the Logo which you would like to display on the Popup

Choose the Image which will be shown on the popup page.

Choose the small image which will be shown on the overview. The optimal size of the image is 120x120 pixels

Insert a Dessinnr which you would like to display. The tabletop will automatically appear if it is stored already in the product Database

You can fill in a title which will appear on the popup below the big image.

Insert text which should be shown below the Image on the first page (Overview).

This field can only be used after you have created the first Image. It will be explained a few steps below.

(Collection Popup)

| Image  | text   | Typ                                      |
|--|--|--|
| Logo   | P:\IC\admin\CMS\CMS2\T   | <input type="button" value="Browse..."/> |
| Image  | P:\IC\admin\CMS\CMS2\T   | <input type="button" value="Browse..."/> |
| Image Small  | P:\IC\admin\CMS\CMS2\T   | <input type="button" value="Browse..."/> |
| Text   | The text you type into this field will appear under the Image. | <input type="button" value=""/>          |
| Dessinnr1*   | 7872   |  |
| Dessinnr2*   |  |  |
| Dessinnr3*   |  |  |
| Dessinnr4*   |  |  |
| Make this Entry a subgroup of:   | -----  | <input type="button" value=""/>          |
| Title Enlargement  | Test Enlargement   |  |
| Content Enlargement Links  | Please save this entry once.                                   |  |
| *optional you can write "dessinnr,brandid" to force the usage of a specific brand. |  |  |

After you have filled in all information you can click on save and you get the following page:

(Collection Popup)

Collection Popup

The text you type into this field will appear under the Image.

| Image                | text  | Typ   |
|----------------------|---|---|
| smallIPVForm--13.jpg | The text you type into this field will appear under the Image. (parent) | <input type="button" value="edit"/> <input type="button" value="delete"/> <input type="button" value="↑"/> <input type="button" value="↓"/> |

Now you can edit the popup you have already created or you can add with the "new" button new images and information.

On the popup you can also insert links: click edit on the one you would like to insert a link:

| Image   | text   | Typ   |
|---|--|---|
| ChildrensRoom for CollPopup.jpg   | The text you type into this field will appear under the Image. (parent)          | <a href="#">edit</a> <a href="#">delete</a> <a href="#">↑</a> <a href="#">↓</a> |
| Logo  | <input type="text" value="Novilon.jpg"/> <a href="#">Browse...</a>               |   |
| Image   | <input type="text" value="Bedroom for CollPopup.jpg"/> <a href="#">Browse...</a> | <a href="#">delete</a>  |
| Image Small   | <input type="text" value="Bedroom for CollPopup.jpg"/> <a href="#">Browse...</a> | <a href="#">delete</a>  |
| Text  | <input type="text" value="Test 2"/>  | <a href="#">↑</a> <a href="#">↓</a>   |
| Dessinnr1*  | 33560  |   |
| Dessinnr2*  | 27933  |   |
| Dessinnr3*  |  |   |
| Dessinnr4*  |  |   |
| Make this Entry a subgroup of:  | <input type="text"/>   | <a href="#">▼</a>   |
| Title Enlargement   | Test Enlargement 2   |   |
| Content Enlargement Links   | <a href="#">Text</a> <a href="#">URL</a> <a href="#">Order</a>                   | <a href="#">new</a>   |
| optional you can write "dessinnr,brandid" to force the usage of a specific brand. |  |   |
|   |  | <a href="#">update</a> <a href="#">cancel</a>                                   |

You can now type in a text which should appear as a link – the text field has a maximum of 100 characters..

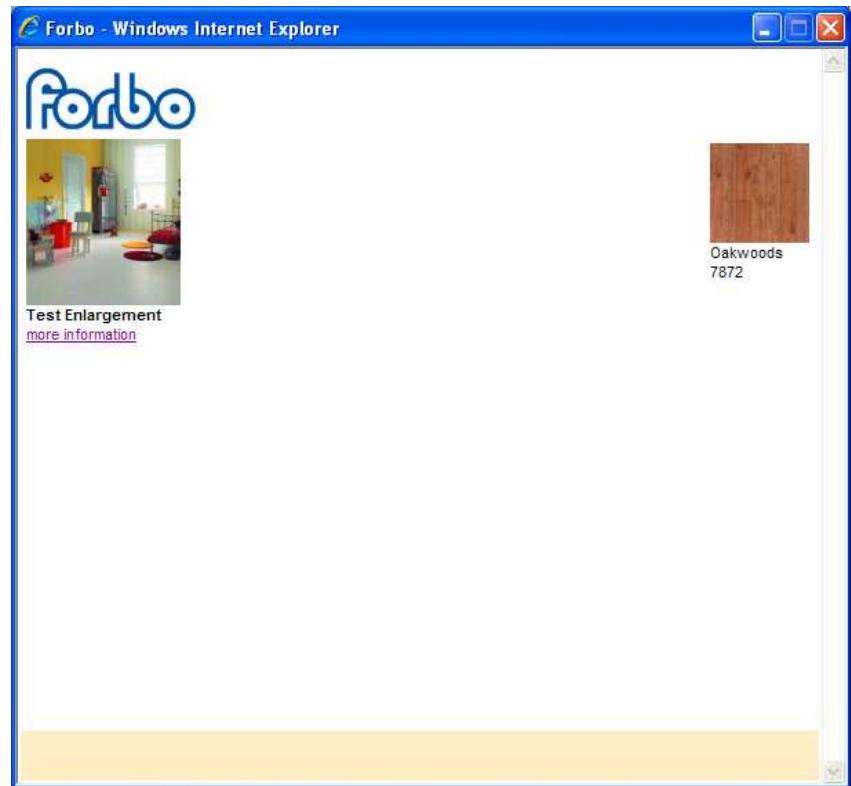
| Content Enlargement Links   | Text   | URL   | Order   |
|---|--|---|---|
|   | <input type="text" value="Text"/>                | <input type="text" value="more information"/>     |   |
|   | <input type="text" value="URL (incl. http://)"/> | <input type="text" value="http://www.forbo.com"/> |   |
|   | <input type="text" value="or Menu to Link"/>     | <input type="text" value="-----"/>                | <a href="#">cancel</a> <a href="#">save</a>   |
| optional you can write "dessinnr,brandid" to force the usage of a specific brand. |  |   |   |
| <a href="#">Bedroom for CollPopup.jpg</a>   |  | <a href="#">Test 2</a>                            | <a href="#">update</a> <a href="#">cancel</a> |

And you can either type in a URL (always with http:// in front) or you can choose a menu which should come up if someone clicks on the text.

Click on save and you get back to the Page before. If you click now on update you see how your page looks like.

| Content Enlargement Links   | Text                              | URL  | Order  |
|---|-----------------------------------|--|--|
|   | <input type="text" value="Text"/> | <input type="text" value="more information http://www.forbo.com"/> | <a href="#">↑</a> <a href="#">↓</a> <a href="#">detail</a> <a href="#">edit</a> <a href="#">delete</a> |
| optional you can write "dessinnr,brandid" to force the usage of a specific brand. |                                   |  |  |
|   |                                   | <a href="#">update</a> <a href="#">cancel</a>                      |  |

On the popup you see now your link which you have just created.



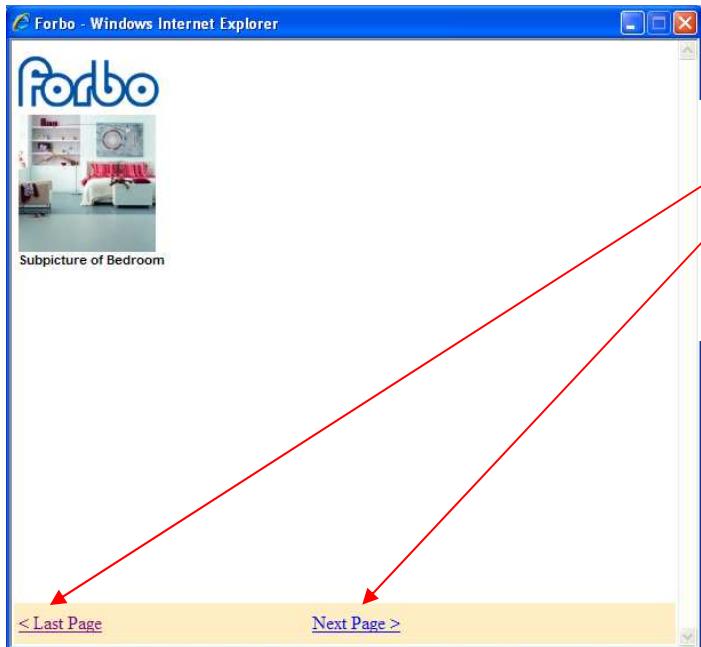
If you would like to add more pictures to one group for e.g. you add three more pictures to the first one called in this example Test 1, you have to do the following: click on new to create a new entry:

Chose everything you would like to display on the popup and also choose the group of which this image should be a subgroup. In this example we chose the LivingRoom image as the group. After you have filled in all information you can click on save.

Now you can see which image is Group “parent” and which one is a subgroup “child”.

|                                |                              |  |
|--------------------------------|------------------------------|--|
| Logo                           | P:\IC\admin\CMS\CMS2\T       | <input type="button" value="Browse..."/> |
| Image                          | P:\IC\admin\CMS\CMS2\T       | <input type="button" value="Browse..."/> |
| Image Small                    |                              | <input type="button" value="Browse..."/> |
| Text                           | <input type="text"/>         |  |
| Dessinnr1*                     | 75836                        |  |
| Dessinnr2*                     |                              |  |
| Dessinnr3*                     |                              |  |
| Dessinnr4*                     |                              |  |
| Make this Entry a subgroup of: | Bedroom for CollPopup.jpg    |  |
| Title Enlargement              | Subpicture of Bedroom        |  |
| Content Enlargement Links      | Please save this entry once. |  |

| Image                           | text  | Typ  |
|---------------------------------|---|--|
| ChildrensRoom for CollPopup.jpg | The text you type into this field will appear under the image. (parent) | <input type="button" value="edit"/> <input type="button" value="delete"/> <input type="button" value="↑"/> <input type="button" value="↓"/>          |
| Bedroom for CollPopup.jpg       | Test 2  | (parent) <input type="button" value="edit"/> <input type="button" value="delete"/> <input type="button" value="↑"/> <input type="button" value="↓"/> |
| LivingRoom for CollPopup.jpg    | Test 3  | (parent) <input type="button" value="edit"/> <input type="button" value="delete"/> <input type="button" value="↑"/> <input type="button" value="↓"/> |
| Bedroom for CollPopup.jpg       |   | (child) <input type="button" value="edit"/> <input type="button" value="delete"/> <input type="button" value="↑"/> <input type="button" value="↓"/>  |
| HallCorridorfor CollPopup.jpg   |   | (child) <input type="button" value="edit"/> <input type="button" value="delete"/> <input type="button" value="↑"/> <input type="button" value="↓"/>  |



As there are three images  
behind the group "Living  
Room", you can now click on  
"next" or "previous" to see  
the other images.

## 6.4 Contact Form

The Contact Form displays the contact Address and the Form. If someone submits the form, it will automatically be sent to the Email-address configured. After submitting the "Text when Form was submitted" will be displayed to the user.

**(Contact Form)**

### Module-Translations

|  |   |
|--|---|
| Name:  | <input type="text" value="Name"/>   |
| Email:   | <input type="text" value="Email"/>  |
| Message:   | <input type="text" value="Message"/>  |
| Send:  | <input type="text" value="Send"/>   |
| Phone:   | <input type="text" value="Phone"/>  |
| Fax:   | <input type="text" value="Fax"/>  |
| <input type="button" value="Save Translations"/> |   |
| Title  | <input type="text" value="Please contact us:"/>   |
| Company  | <input type="text" value="Forbo International SA"/>   |
| Address1   | <input type="text" value="Lindenstrasse 8"/>  |
| Address2   | <input type="text" value="P.O.Box 1041"/>   |
| Zip + Town                                       | <input type="text" value="6341 Baar"/>  |
| Phone  | <input type="text" value="+41 58 787 25 25"/>   |
| Fax  | <input type="text" value="+41 58 787 20 25"/>   |
| Email  | <input type="text" value="info@forbo.com"/>   |
| Text when Form was Submitted                     | <input type="text" value="Thank you for your request. We will get back to you as soon as possible."/> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <input type="button" value="cancel"/> <input type="button" value="update"/> </div> |

|         |                      |  |
|---------|----------------------|--|
| Name    | <input type="text"/> | <b>Please contact us:</b>                        |
| Email   | <input type="text"/> | Forbo International SA                           |
| Message | <input type="text"/> | Lindenstrasse 8<br>P.O.Box 1041<br>6341 Baar     |
| > Send  |                      | Phone: +41 58 787 25 25<br>Fax: +41 58 787 20 25 |

## 6.5 Content

There are various types of modules. They are created to be as simple as possible, so that the editor-user only has to enter text and images.

### 6.5.1 Content Module (Text and image module)

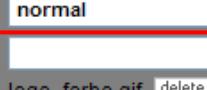
This module is called Content and is suitable for texts, texts with images, a single image, image with description, ect.

Just insert the text which should appear underneath the image and leave everything else as it is and save it:

|  |  |
|--|--|
| Main Title   | Forbo Divisons   |
| Title  |  |
| Text   | Forbo Group - a leading manufacturer of flooring systems, chemical bonds and adhesives, as well as power transmission and conveyor belt solutions - reported a strong 73.9% increase in net profit in the first half of 2008. Net sales came to CHF 1,003.5 million, 7.5% more than in the prior-year period. Operating profit (EBIT) also increased significantly by 32.7% compared with the prior-year period. All three divisions reported further progress and contributed to this encouraging result. |
| Layout   | normal   |
| Image  | <input type="button" value="Browse..."/>   |
| Image description  |  |
| Link   | ---  |
| Text for Link  |  |
| Select Category  | ---  |
| Select Brand  | ---  |
| <input type="button" value="cancel"/> <input type="button" value="save"/>                        |  |

## Forbo Divisions

Forbo Group – a leading manufacturer of flooring systems, chemical bonds and adhesives, as well as power transmission and conveyor belt solutions – reported a strong 73.9% increase in net profit in the first half of 2007. Net sales came to CHF 1,003.5 million, 7.5% more than in the prior-year period. Operating profit (EBIT) also increased significantly by 32.7% compared with the prior-year period. All three divisions reported further progress and contributed to this encouraging result.

|   |   |
|---|---|
| Main Title  | Forbo Divisons  |
| Title   |   |
| Text  | <p>Forbo Group - a leading manufacturer of flooring systems, chemical bonds and adhesives, as well as power transmission and conveyor belt solutions - reported a strong 73.9% increase in net profit in the first half of 2008. Net sales came to CHF 1,003.5 million, 7.5% more than in the prior-year period. Operating profit (EBIT) also increased significantly by 32.7% compared with the prior-year period. All three divisions reported further progress and contributed to this encouraging result.</p> |
| Layout  | normal  |
| Image   | <input type="button" value="Browse..."/><br><br>logo_forbo.gif <input type="button" value="delete"/>   |
| Image description   |   |
| Link  | ---   |
| Text for Link   |   |
| Select Category   | ---   |
| Select Brand   | ---   |
| <input type="button" value="Resize Image"/><br><small>Note: After resizing the image click the 'Update' button below to properly save the settings.</small> |   |
| <input type="button" value="cancel"/> <input type="button" value="update"/>   |   |

**Remark:** Please make sure all images are in .gif or .jpg format and have the right size as defined in the guidelines. Otherwise you will get an error message. The system maintains the original size of the image. It must be reduced in size before uploading.

## Forbo Divisions

Forbo Group – a leading manufacturer of flooring systems, chemical bonds and adhesives, as well as power transmission and conveyor belt solutions – reported a strong 73.9% increase in net profit in the first half of 2007. Net sales came to CHF 1,003.5 million, 7.5% more than in the prior-year period. Operating profit (EBIT) also increased significantly by 32.7% compared with the prior-year period. All three divisions reported further progress and contributed to this encouraging result.



### 6.5.2 Layout 2 Rows:

|  |  |
|--|--|
| Main Title   | Forbo Divisons   |
| Title  |  |
| Text   | Forbo Group - a leading manufacturer of flooring systems, chemical bonds and adhesives, as well as power transmission and conveyor belt solutions - reported a strong 73.9% increase in net profit in the first half of 2008. Net sales came to CHF 1,003.5 million, 7.5% more than in the prior-year period. Operating profit (EBIT) also increased significantly by 32.7% compared with the prior-year period. All three divisions reported further progress and contributed to this encouraging result. |
| Layout   | 2 rows (image left, text right)  |
| Image  | <input type="button" value="Browse..."/> logo_forbo.gif [delete]   |
| Image description  |  |
| Link   | ---  |
| Text for Link  |  |
| Select Category  | ---  |
| Select Brand  | ---  |
| <input type="button" value="Resize Image"/>  |  |
| Note: After resizing the image click the 'Update' button below to properly save the settings.    |  |
| <input type="button" value="cancel"/> <input type="button" value="update"/>                      |  |



The image shows a screenshot of a web page titled "Forbo Divisions". On the left side, there is a large blue "Forbo" logo. To the right of the logo, the page title "Forbo Divisions" is displayed in bold black font. Below the title, there is a paragraph of text describing the company's performance: "Forbo Group – a leading manufacturer of flooring systems, chemical bonds and adhesives, as well as power transmission and conveyor belt solutions – reported a strong 73.9% increase in net profit in the first half of 2007. Net sales came to CHF 1,003.5 million, 7.5% more than in the prior-year period. Operating profit (EBIT) also increased significantly by 32.7% compared with the prior-year period. All three divisions reported further progress and contributed to this encouraging result." At the bottom right of the page, there are "cancel" and "update" buttons.

### 6.5.3 Layout 2 Rows

The screenshot shows a web page layout. At the top left, there is a dark blue header bar with the text "Zone1". Below it, the main content area has a title "Forbo Divisions" and a descriptive text block. To the right of the text, there is a large blue "Forbo" logo. The overall layout is clean and professional.

Forbo Group – a leading manufacturer of flooring systems, chemical bonds and adhesives, as well as power transmission and conveyor belt solutions – reported a strong 73.9% increase in net profit in the first half of 2007. Net sales came to CHF 1,003.5 million, 7.5% more than in the prior-year period. Operating profit (EBIT) also increased significantly by 32.7% compared with the prior-year period. All three divisions reported further progress and contributed to this encouraging result.



The screenshot shows a content editor interface with the following fields:

- Main Title: Forbo Divisons
- Title: (empty)
- Text:  
Forbo Group - a leading manufacturer of flooring systems, chemical bonds and adhesives, as well as power transmission and conveyor belt solutions - reported a strong 73.9% increase in net profit in the first half of 2008. Net sales came to CHF 1,003.5 million, 7.5% more than in the prior-year period. Operating profit (EBIT) also increased significantly by 32.7% compared with the prior-year period. All three divisions reported further progress and contributed to this encouraging result.
- Layout: 2 rows (image left, text right)
- Image:  
Browse...  
logo\_forbo.gif delete
- Image description: (empty)
- Link: ---
- Text for Link: (empty)
- Select Category: ---
- Select Brand: ---
- Resize Image
- Note: After resizing the image click the 'Update' button below to properly save the settings.
- cancel update

**Link:** if you click on the picture you will be directed to the page

**Text for link:** blue hyperlink after your text information.

**Select Category:** choose your category

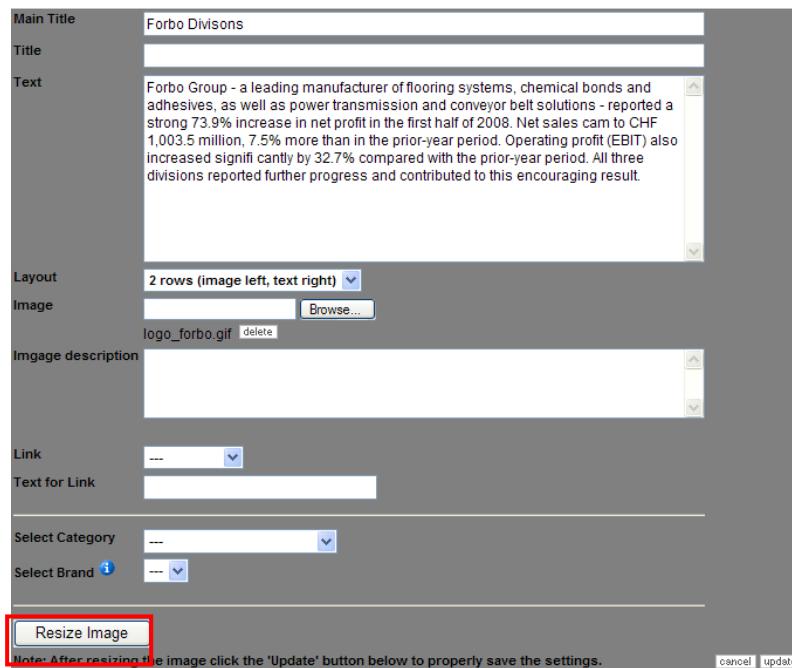
**Select Brand:** choose your Brand Logo

**Remark:** it is not anymore possible to add logo's manually. Please contact Forbo Flooring Marketing for further information.

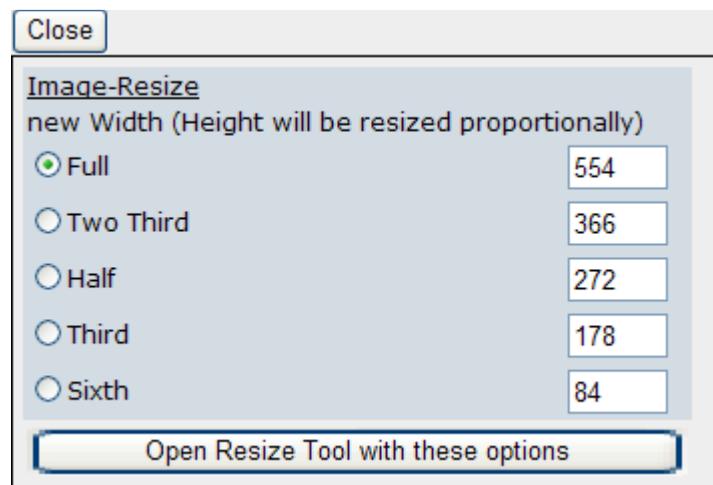
#### 6.5.4 Images

Images must always be in .gif or .jpg format. The system maintains the original size of the image. It must be reduced in size before uploading.

In a few modules where you can insert images you will have an image editor. For example you added a content modul and uploaded an image like it is described above. If you click on edit there is an additional button named “**resize image**”.



If an image has to be resized just click on the button, choose the desired new width then click on “Open Resize Tool with these options” and a popup window will appear.





On that popup click on “Resize” to display the uploaded image. Now you can move and resize the red square that is displayed on the image to choose what area you want, then click “OK”. You see that a preview will appear on top. If the image is acceptable click on the button “Accept” and the popup window will close. Now don’t forget to press the “update” button in the edit section of the entry to save every change made.

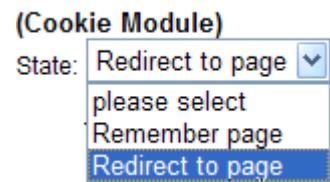
After resizing an image it is best to clear your Browser-Cache and refresh the page.

[Resize](#)

[Accept](#)

## 6.6 Cookie Module

On the next visit at the homepage the user will be redirected to the page where he was last time. The modul can be placed in two states:



**Remember page:** if the user was on this page, a cookie will be sent. And this page remembered. This will be placed on the business or consumer page.

**Redirect to page:** if the user comes to a page containing the modul with this state, he will automatic be redirected to his remembered page. This will only happen, if he accesses directly to this page, e.g. [www.forbo-flooring.com](http://www.forbo-flooring.com) with a country selection. But if he navigates trough forbo naviagaton he won't be redirected.

## 6.7 Country Selector Admin

With this module you can manage the web address (www) of all your sites. You have to combine this modul with "country selector dropdown". It looks like this:



First add the module country selector admin and fill in the information:

**Dropdown-Title:** define a title

**Import entries from a previously exported file:** Imports a previously exported list (\*.zip-file) and adds the entries to the list of the currently selected language.

**Export the currently displayed entries:** exports the displayed entries of the selected language to a compressed .zip-file, so that it can be imported elsewhere.

**Refresh country selector dropdown:** after editing the entries click on this button to update the country selector dropdown module, so the changes are visible in the dropdown.

(Country Selector Admin)

Country Selector Administration

---

Dropdown-Title:

Import entries from a previously exported file:    i

Export the currently displayed entries:  i

---

Language:  ▼  i

---

New

If you do not have a list, you could add new countries manually. Click on the new button and add the addresses.

Create first the regions: Europe, Asia, ect.

Code

Name

URL

Parent  ▼

Then you can create the countries, web addresses and point it to the right region.

Code

Name

URL  i

Parent  ▼

If there is a link write it with the http:// in front

Add the modul **Country Selector Dropdown**. After you made all entries in the “**country selector admin**“ click on the button “**refresh country selector dropdown**.”

If you now go to the dropdown list, it shows you your created list:



In the edit mode you have still another option: **show from here**. Choose the point on which the list should start on this site.



## 6.8 Country Selector Dropdown

This module consists of one second module, which administrates all countries. Please look at point 4.7 Country Selector Admin.

## 6.9 Country Selector Flash

This module will generate a country selector in the format of a flash file. The entries are based on the "Country Selector Admin" module.

After placing the module you will be able to configure what Forbo division you want to show. Choose the desired division from the dropdown below "Show Countries from here:". Note that on multilingual environments you can choose from the entries of the current language only. If you place the module on a page of the other language then those entries will be shown.

(Country Selector Flash)

Module Configuration

Show Countries from here:

Forbo Flooring Systems ▾

The output will show continental regions and when a visitor goes with the mouse over a region it will display the countries of that region. When a country is clicked the according web address will be opened.

Example:



## 6.10 Curriculum Vitae

The Curriculum Vitae module is used for career histories. To create for example the CV of Mr. Tom Kaiser, you have to add the module "curriculum vitae", click on "new" and fill in the following:

|           |  |
|-----------|--|
| Name      | Tom Kaiser   |
| Function  | Executive Vice President FI  |
| Born      | Born 1956, German Citizen  |
| Education | "Gross- und Aussenhandelskaufmann" at krupp Handel.<br>International Executive Programme INSEAD, Fontainebleau   |
| Image     | <input type="button" value="Browse..."/> TKaiser.jpg <input type="button" value="delete"/> <input type="button" value="cancel"/> <input type="button" value="update"/> |

The history is shown on the right side of the screen; therefore you have to choose new on the right site.

|   |   |   |
|---|---|---|
| Since March 2004 Forbo International SA | <input type="button" value="edit"/> <input type="button" value="delete"/> <input type="button" value="↑"/> <input type="button" value="↓"/> |   |
| Member of the Executive Board           | <input type="button" value="edit"/> <input type="button" value="delete"/> <input type="button" value="↑"/> <input type="button" value="↓"/> |   |
| Executive Vice President                | <input type="button" value="edit"/> <input type="button" value="delete"/> <input type="button" value="↑"/> <input type="button" value="↓"/> |   |
| Flooring                                | <input type="button" value="edit"/> <input type="button" value="delete"/> <input type="button" value="↑"/> <input type="button" value="↓"/> |   |
| 2005                                    | Various consulting and board mandates   | <input type="button" value="edit"/> <input type="button" value="delete"/> <input type="button" value="↑"/> <input type="button" value="↓"/> |
| 1998-2002                               | Wolf Group  | <input type="button" value="edit"/> <input type="button" value="delete"/> <input type="button" value="↑"/> <input type="button" value="↓"/> |
|   | Varous management postions  | <input type="button" value="edit"/> <input type="button" value="delete"/> <input type="button" value="↑"/> <input type="button" value="↓"/> |
| Year                                    | 1979-1998   | <input type="button" value="edit"/> <input type="button" value="delete"/> <input type="button" value="↑"/> <input type="button" value="↓"/> |
| Description                             | Krupp Handel  | <input type="button" value="edit"/> <input type="button" value="delete"/> <input type="button" value="↑"/> <input type="button" value="↓"/> |
| Bold                                    | <input checked="" type="checkbox"/> Bold  | <input type="button" value="save"/> <input type="button" value="cancel"/> <input type="button" value="new"/>                                |

To create this you have to choose **bold** underneath the *description*. Than you have to choose again *new* and enter just a description.

To get an empty line between, you choose again *new* button don't fill it with content just save it.

## **Tom Kaiser**



Executive Vice President  
Flooring

Born 1956, German Citizen

### **Since March 2004 Forbo International SA**

Member of the Executive Board  
Executive Vice president Flooring

**2005**                    **Various consulting and board mandates**

**1998-2002**            **Wolf Group**  
Various management positions

**1979-1998**            **Krupp Handel**  
Various positions in Germany, North and  
South America

### **Education**

"Gross- und Aussenhandelskaufmann" at krupp Handel.  
International Executive Programme INSEAD, Fontainebleau

## 6.11 Dealer Search

This module allows finding specific dealers for a kind of product within an area.

The image to the right shows the layout of this module. The user can do some minor layout changes as change the spacing between the results and force some grey background colors for the dealers.

Add the Module “Dealer Search” on the preferred page. Click on the “New” Button and make the translations.

Now you can take over what is already written in the fields or you can make your own translations.

So for example if you would like to have your Dealer Search in German you overwrite the Title which is now in English with your German text ( Overwrite “Search for a dealer” with “Suche einen Verkäufer”).

This is for the search criteria, if you say Phone Range Plus 10 and a visitor types in 044 the system looks for all phone numbers between 044 and 054

Translate these fields to your language:

|                     |  |
|---------------------|--|
| Title               | Search for a dealer                              |
| Text                | address, city, dealer or postal code             |
| Search              | search   |
| Results found       | Total addresses found:                           |
| Phone               | phone:   |
| Phone Search        | Phone  |
| Phone First Digits  | no phone search <input type="button" value="▼"/> |
| Phone Range Plus    | 10   |
| Phone Range Minus   | 10   |
| Show Province/State | <input type="checkbox"/>                         |

|                     |  |
|---------------------|--|
| Phone First Digits  | no phone search <input type="button" value="▼"/> |
| Phone Range Plus    | no phone search                                  |
| Phone Range Minus   | phone digit 1                                    |
| Show Province/State | phone digits 2                                   |
| Province/State      | phone digits 3                                   |
|                     | phone digits 4                                   |
|                     | phone digits 5                                   |
|                     | Province/State                                   |

If you would like to give the visitors the possibility to search for a phone number, you can choose “Phone First Digits” how many digits they have to type in for the search option or you can say that the phone number is not a search option.

Choose the small box “Show Dealer Name Search”. That indicates to you the Dealer Name field with the name which you defined. Show the Dealer Type in Result. This is a list of the dealer type which have been chosen.

|                            |                                     |
|----------------------------|-------------------------------------|
| Show Dealer Name Search    | <input checked="" type="checkbox"/> |
| Dealer Name                | Dealer Name                         |
| Show Dealer Type in Result | <input checked="" type="checkbox"/> |

Translations if required:

This is for the search criteria, if you say Postcode Range Plus 500 and Postcode Range Minus 400 and a visitor types in 8000 the system looks for all postcodes between 7600 and 8500.

Translations if required

Here you can choose what you need and what should be shown.

Note that a map can only be shown if the according field in the excel file is filled with a URL of your desired map search website.

|                            |  |
|----------------------------|--|
| No searchdata given:       | Please specify input.  |
| Show Dealer Name Search    | <input type="checkbox"/>   |
| Dealer Name                | Dealer Name  |
| Show Dealer Type in Result | <input checked="" type="checkbox"/>  |
| Street                     | Street   |
| Postcode                   | Postcode   |
| Postcode Range Plus        | 10   |
| Postcode Range Minus       | 10   |
| City                       | City   |
| Dealer                     | Dealer   |
| Dealer Field               | <input checked="" type="radio"/> RadioButtons<br><input type="radio"/> ListBox |
| Show Map                   | <input checked="" type="checkbox"/>  |
| Map                        | Map  |
| Dealer Order               | Private Vendor<br>B2B  |

If you would like to show a grey background choose the small box "Show grey Dealer Layout".

|   |                          |
|---|--------------------------|
| Show Grey Dealer Layout   | <input type="checkbox"/> |
| Dealer Line Space   | 3                        |
| <input type="button" value="cancel"/> <input type="button" value="update"/> |                          |

The Dealer Line Space defines the distance from the dealer type and the Address. (The line space you must define in pixel). Search Results with grey background of the dealer type and a space of 3 pixel between the dealer type and the address:

Total addresses found: 15

---



---

#### A New Beginning

##### Hardwood Display

3401 Sirius #15  
89102 Las Vegas  
phone: (702) 251-5927  
[Map](#)  
[Route](#)

#### American Classic Flooring

##### Hardwood Display

8194 West Deer Valley Road #B100  
85382 Glendale  
phone: (623) 825-2800  
[Map](#)  
[Route](#)

After saving you get the following screen: the green part will be shown to the outside

**(Dealer Search)**

Search for a dealer

address, city, dealer or postal code

Dealer Name

Street

City

Postcode

**search**

**Search for a dealer** [edit](#) [delete](#)

This part is an explanation for the administrator how to upload the data into the system:

**Import your addresses:**

To import your addresslist, just open your excel file, select all rows from it with data and paste it into this form. Then click the *import data* link below. By doing an import all addresses in this list will be deleted.

The screenshot shows a Microsoft Excel spreadsheet titled "Copy of websitetest06162005c.xls". The table has columns labeled A through H. The data includes various business names and their addresses in Arizona, such as "Arizona Hardwood Flooring Supply", "Jims Carpet One", "Arizona Flooring Brokers", etc., along with their respective addresses, zip codes, cities, states, and countries.

| Entity | DisplayName                       | AddressLine                      | AddressLine2 | POBox | PostalCode | PrimaryCity  | Province | Country |
|--------|-----------------------------------|----------------------------------|--------------|-------|------------|--------------|----------|---------|
| 1      | Arizona Hardwood Flooring Supply  | 2230 East McDowell Road          |              |       | 85006      | Phoenix      | AZ       | USA     |
| 2      | Jims Carpet One                   | 20635 North Cave Creek Road ##8  |              |       | 85024      | Phoenix      | AZ       | USA     |
| 3      | Arizona Flooring Brokers          | 13802 North Scottsdale Rd #133   |              |       | 85254      | Scottsdale   | AZ       | USA     |
| 4      | Arrowhead Carpet Tile & Interiors | 6232 West Bell Road              |              |       | 85308      | Glendale     | AZ       | USA     |
| 5      | Dzine Inc.                        | 14235 North 79th Street          |              |       | 85323      | Scottsdale   | AZ       | USA     |
| 6      | American Classic Flooring         | 8194 West Deer Valley Road #B100 |              |       | 85382      | Glendale     | AZ       | USA     |
| 7      | Superior Wood Products            | 857 East White Mountain BLVD     |              |       | 85935      | Pinetop      | AZ       | USA     |
| 8      | Prescott Floors                   | 1239 A Iron Springs Road         |              |       | 86301      | Prescott     | AZ       | USA     |
| 9      | Heritage Floors                   | PO BOX 2878                      |              |       | 86323      | Chino Valley | AZ       | USA     |
| 10     | A New Beginning                   | 3401 Sirius #15                  |              |       | 89102      | Las Vegas    | NV       | USA     |
| 11     |                                   |                                  |              |       |            |              |          |         |

For importing the data, open the excel file which you can find on the module itself at the bottom named "Download Empty Excel". This file will always have the latest format in case there are any changes with the columns

Save the Excel File local and fill in your data, if you do not have data for every column just leave them blank. To make sure that the upload works fine, do NOT delete any of the columns, do NOT change the order of the columns and do NOT rename the columns.

Mark all your rows which are filled in and copy them:

The screenshot shows a Microsoft Excel spreadsheet with the first 11 rows highlighted in yellow. The columns are labeled A through H and contain address information for various companies in Arizona, such as "Arizona Hardwood Flooring Supply", "Jims Carpet One", "Arizona Flooring Brokers", etc., along with their respective addresses, zip codes, cities, states, and countries.

| Entity | DisplayName                       | AddressLine                      | AddressLine2 | POBox | PostalCode | PrimaryCity  | Province | Country |
|--------|-----------------------------------|----------------------------------|--------------|-------|------------|--------------|----------|---------|
| 1      | Arizona Hardwood Flooring Supply  | 2230 East McDowell Road          |              |       | 85006      | Phoenix      | AZ       | USA     |
| 2      | Jims Carpet One                   | 20635 North Cave Creek Road ##8  |              |       | 85024      | Phoenix      | AZ       | USA     |
| 3      | Arizona Flooring Brokers          | 13802 North Scottsdale Rd #133   |              |       | 85254      | Scottsdale   | AZ       | USA     |
| 4      | Arrowhead Carpet Tile & Interiors | 6232 West Bell Road              |              |       | 85308      | Glendale     | AZ       | USA     |
| 5      | Dzine Inc.                        | 14235 North 79th Street          |              |       | 85323      | Scottsdale   | AZ       | USA     |
| 6      | American Classic Flooring         | 8194 West Deer Valley Road #B100 |              |       | 85382      | Glendale     | AZ       | USA     |
| 7      | Superior Wood Products            | 857 East White Mountain BLVD     |              |       | 85935      | Pinetop      | AZ       | USA     |
| 8      | Prescott Floors                   | 1239 A Iron Springs Road         |              |       | 86301      | Prescott     | AZ       | USA     |
| 9      | Heritage Floors                   | PO BOX 2878                      |              |       | 86323      | Chino Valley | AZ       | USA     |
| 10     | A New Beginning                   | 3401 Sirius #15                  |              |       | 89102      | Las Vegas    | NV       | USA     |
| 11     |                                   |                                  |              |       |            |              |          |         |

Click now into the empty field and click on paste (right-mouse-click / paste, or Ctrl & V)  
This is how it looks after you have pasted the data into the field:

Search for a dealer [edit](#) [delete](#)

**Import your addresses:**  
To import your addresslist, just open your excel file, select all rows from it with data and paste it into this form. Then click the *import data* link below. By doing an import all addresses in this list will be deleted.

| USA | (310) | 327-5490                  | 0                   |
|-----|-------|---------------------------|---------------------|
| 0   | 1     | Wallpaper City & Flooring | 1754 Lincoln BLVD   |
|     |       | 90404                     | Santa Monica CA USA |
|     |       | (310) 393-9422            | 0 0                 |
| 1   |       |                           |                     |

[import data](#)

[Excel Download](#)

Now click on "import data" to upload the data to the system.

Home • Dealer Search

Now you can test your Dealer Search Module in typing in a search criteria and click on search.

**Search for a dealer**  
address, city, dealer or postal code

Street

City

Postcode

Dealer  Click Display  
 Marmoleum Display  
 Hardwood Display

**search**

Total addresses found: 2

---

**Arizona Hardwood Flooring Supply**  
2230 East McDowell Road  
85006 Phoenix  
phone: (602) 957-9851  
[Map](#)  
[Route](#)

**Jims Carpet One**  
20635 North Cave Creek Road #A8  
85024 Phoenix  
phone: (602) 484-8496  
[Map](#)  
[Route](#)

## 6.12 Document Download Center

The files made available in the Download Center can be downloaded by visitors, provided they are willing to supply their details. (This may also be defined differently, for instance that the user can download the file directly without supplying any information.)

In this way it is possible to monitor the (number of) persons interested in these files.

Additionally, the addresses collected can be used to send the Newsletter, provided the visitors have indicated to be interested in receiving it (by checking the Newsletter check box).

The user then receives an e-mail with the file selected in the Download Center.

Add the Modul "Document Download Center" and click on New under Groups to create different groups such as images, presentations, product ect.

Next click New to upload the image as shown

The screenshot shows the 'Document Download Center' interface. At the top, there's a 'Groups' section with three items: 'Images', 'Reports', and 'Products', each with edit, delete, and up/down buttons. Below this is a 'new' button. A red circle highlights the 'new' button. In the middle, a modal dialog is open for creating a new group. It has a 'Group' dropdown set to 'Reports', a 'Title' input field containing 'Releases 2.0', and a 'Document' input field with the path 'C:\Documents and Settings\cs\Desktop\CMS 2 Migration.doc'. There are 'Browse...', 'save', and 'cancel' buttons. Red arrows point from the 'Reports' item in the 'Groups' list at the top to both the 'Group' dropdown and the 'Reports' item in the 'Download Center' list at the bottom. The 'Download Center' section shows a 'Reports' list with one item: 'Releases 2.0' (checkbox checked, .doc, 72kb). Below it is a 'Products' section with two items: 'Marmoleum' (.xls, 1,447kb) and 'Products' (.jpg, 17kb). A 'Download now' link is visible next to the 'Products' item.

When granting rights under roles and rights, it must be defined whether the file may be downloaded directly or whether the person must enter the address information before being able to download.

|                          |                                     |                          |                          |                          |                          |                          |   |
|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|---|
| Download Center          | <input checked="" type="checkbox"/> | <input type="checkbox"/>                |
| Document Download Center | <input checked="" type="checkbox"/> | <input type="checkbox"/> DirectDownload |
| content                  | <input checked="" type="checkbox"/> | <input type="checkbox"/>                |

If **DirectDownload** is selected, no address input field will appear and the file can be downloaded directly.

If you do not have selected the **DirectDownload** and the user downloads a file the following form will appear:

Thank you for requesting our documents. We will send all information for downloading the documents to you by e-mail.

|                      |                                     |
|----------------------|-------------------------------------|
| Email                | <input type="text"/>                |
| Last name            | <input type="text"/>                |
| First name           | <input type="text"/>                |
| Firm                 | <input type="text"/>                |
| Job title            | <input type="text"/>                |
| Division             | <input type="text"/>                |
| Street Street Number | <input type="text"/>                |
| Postal Code          | <input type="text"/>                |
| City                 | <input type="text"/>                |
| Country              | <input type="text"/>                |
| Newsletter           | <input type="checkbox"/>            |
| Save my settings     | <input checked="" type="checkbox"/> |
| Comment/Request      | <input type="text"/>                |

[Download now](#)

## 6.13 Download Center Log

Finally, create a Download Center log file for the Administrator, which will save all data from website visitors who entered their details before downloading a file.

Insert the Module Document Download Center Log and it will show you automatically the results from the users. The logfiles can also be exported to Excel.

| (Document Download Center Log)  |   |            |                     |                                       |
|---|---|------------|---------------------|---------------------------------------|
| Show data: from/to  |   | 12/10/2007 | 12/13/2007          | go                                    |
| PublicArea User   | DocDownloaded                           | IP         | Date                |                                       |
| <input checked="" type="checkbox"/> First name: Hans<br>Last name: Reporter<br>(reporter@forbo.com)<br>Firm: Neolution GmbH<br>Job title: Reseller<br>Division:<br>Address: Flurstrasse 30<br>Postal Code / City: Zürich<br>Country: Switzerland  | Report Nr. 1 (071114 Exercise 1.doc)    | 10.41.2.33 | 12/13/2007 10:45 AM | <input type="button" value="delete"/> |
| <input checked="" type="checkbox"/> First name: Chantal<br>Last name: Storci<br>(chantal.storci@forbo.com)<br>Firm: Forbo International SA<br>Job title: Corporate Infrastrukture Support<br>Division: HQ<br>Address: Lindenstrasse 8<br>Postal Code / City: Baar<br>Country: Switzerland | Information (CMS Key User Training.ppt) | 10.41.2.33 | 12/13/2007 10:43 AM | <input type="button" value="delete"/> |

[Excel](#)

## 6.14 Document Download: Branch

The modules Download Center Branch and Download Center Jobs are used to configure the values that the user can select when downloading documents. Add the Modules and give the view rights underneath the configuration button and mark “DocumentCenter Show Branch/Function Dropdown”.

| (Document Download: Branch) |          |                                     |                                       |                                    |
|-----------------------------|----------|-------------------------------------|---------------------------------------|------------------------------------|
| Name                        | Language |                                     |                                       |                                    |
| Informatik                  | en       | <input type="button" value="edit"/> | <input type="button" value="delete"/> | <input type="button" value="↑"/>   |
| Banking                     | en       | <input type="button" value="edit"/> | <input type="button" value="delete"/> | <input type="button" value="↓"/>   |
| IT Support                  | en       | <input type="button" value="edit"/> | <input type="button" value="cancel"/> | <input type="button" value="new"/> |

| (Document Download: Job) |          |                                       |                                       |                                    |
|--------------------------|----------|---------------------------------------|---------------------------------------|------------------------------------|
| Name                     | Language |                                       |                                       |                                    |
| Architect                | en       | <input type="button" value="edit"/>   | <input type="button" value="delete"/> | <input type="button" value="↑"/>   |
| Reseller                 | en       | <input type="button" value="update"/> | <input type="button" value="cancel"/> | <input type="button" value="new"/> |

Thank you for requesting our documents. We will send all information for downloading the documents to you by e-mail.

|                      |   |
|----------------------|---|
| Email                | <input type="text"/>  |
| Last name            | <input type="text"/>  |
| First name           | <input type="text"/>  |
| Firm                 | <input type="text"/>  |
| Job title            | <input type="text"/> Architect   |
| Division             | <input type="text"/> Informatik  |
| Street Street Number | <input type="text"/>  |
| Postal Code          | <input type="text"/>  |
| City                 | <input type="text"/>  |
| Country              | <input type="text"/>  |
| Newsletter           | <input type="checkbox"/>  |
| Save my settings     | <input checked="" type="checkbox"/>   |
| Comment/Request      | <input type="text"/>  |

[Download now](#)

## 6.15 Document Download: Job

See information on Document Download: Branch

## 6.16 Documents & Links

This module is used to add a collection of links to documents, links to other websites or to menus. You just enter the filename, URL (Link) or select the Menu to which the link should lead.

(Documents & Links)

|                        |   |
|------------------------|---|
| Name                   | Manual  |
| Description            |   |
| File                   | P:\IC\admin\CMS\CMS2-r <input type="button" value="Browse..."/> |
| or URL (inkl. http://) |   |
| or Link to Menu        | ---   |
| Link Target            | _self <input type="button" value="▼"/>                          |

Cancel Save

**Name:** you always have to enter a Name (on which the URL is set).

**Description:** this is for example for the size of a file: 150KB

**Filename:** choose the document which should open when the users click on it

**Or URL (inkl. http://):** link the user to an other site for example <http://www.forbo.com>

**Or Link to Menu:** directly linked to an other menu on your website.

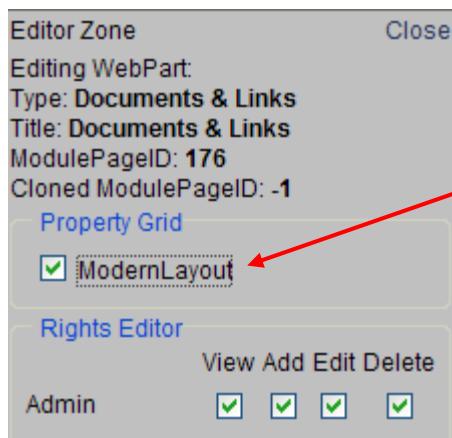
**Link Target:** if the document/link should open in the same window (\_self)  
or in a second window (\_blank)

### Result:

- > Manual
- > Forbo Corporate Website
- > Product Information

If you would like to upload for example specifications from different products you will get a very long list with all the files. To have a better overview we defined special layout functionality. You can activate it on the edit modus from the modul document & links:





There you mark the **ModernLayout** and save the changes

You see your created documents&links are already implemented in the new design with lines between the entries.

Now you have also the possibility to create groups. For example Linoleum Global3 and Touch:

**Groups Administration**

| Group Name | Order | V |
|------------|-------|---|
| Touch      | Λ     | V |

Group Name

[Edit](#) [Delete](#)

[Cancel](#) [Update](#)

After the definition of the groups you have to edit the entries again and define which entry belongs to which group title:

|  |   |
|--|---|
| Group  | <input style="width: 150px; height: 20px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px;" type="text" value="Linoleum Global 3"/>                      |
| Name   | <input style="width: 150px; height: 20px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px;" type="text" value="Marmoleum vivace"/>                       |
| Description  | <input style="width: 150px; height: 20px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px;" type="text"/>  |
| File   | <input style="width: 150px; height: 20px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px;" type="text"/> <a href="#" style="color: blue;">Browse...</a> |
| Internet Instructions for Administrators_neu.doc <a href="#" style="color: blue;">Delete</a> |   |
| or URL (inkl. http://)   | <input style="width: 150px; height: 20px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px;" type="text"/>  |
| or Link to Menu  | <input style="width: 150px; height: 20px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px;" type="text"/> ---  |
| Link Target  | <input style="width: 150px; height: 20px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px;" type="text"/> _self  |

[Cancel](#) [Update](#)

Finally you get a better overview about your documents:

Touch

**Linoleum Global 3**

-  > Marmoleum vivace | DOC 11 MB
- > Marmoleum real
-  > Marmoleum acoustic | PDF 3 MB

## 6.17 Downloads

This modul allows you to download pictures with a preview. After you added the modul you have the following screen:

**Filename:** choose the download document which the user can download.

**Preview Image:** if you uploaded a picture with ending with GIF, JPG, JPEG, BMP then it generates automatically a preview image but just if you do not uploaded already a preview image by yourself.

**Document Name:** which is under the Image visible.

|               |                                      |   |
|---------------|--------------------------------------|---|
| Filename      | <input type="text"/>                 | <input type="button" value="Browse..."/>                                    |
| Preview Image | <input type="text"/> Egalisatie.jpg  | <input type="button" value="Delete"/>                                       |
| Document Name | <input type="text"/> Nivelliermassen | <input type="button" value="Cancel"/> <input type="button" value="Update"/> |

**Remark:** All pictures are adapted automatically in the width. The height is not adapted automatically so therefore it can vary.



> Nivelliermassen  
JPG 15 KB



> Klebstoffe  
JPG 27 KB



> Diverse Produkte  
JPG 1.061 MB



> Diverse Produkte  
BMP 117 KB



> Diverse Produkte  
JPG 21 KB

## 6.18 E-Cards

### Send a personal E-Card

Select the card you want to send, fill out the form, and press send.



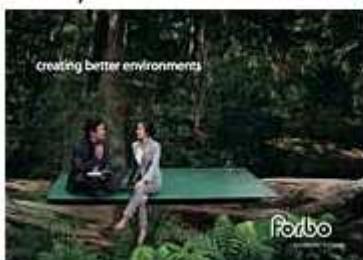
**Note:** The users have only the possibility to send an E-Card to one person.

Add the module E-Cards. Click on new and you get the following screen on which you upload your picture and define a title. Click on **save**.

|   |   |
|---|---|
| Name  | <input type="text"/>  |
| Small Image                                 | <input type="text" value="C:\Documents and Setting"/> <a href="#">Browse...</a> |
| Big Image                                   | <input type="text" value="C:\Documents and Setting"/> <a href="#">Browse...</a> |
| <a href="#">Cancel</a> <a href="#">Save</a> |   |

(E-Cards)

After that it shows you your uploaded picture.



A  
V  
Edit  
Delete

Click on **Text-Translation** and it opens the following:

New

Text-Translations

| Text Translation Administration   |   |
|---|---|
| Subject Title   | Subject   |
| Message Title   | Enter a custom message:                                   |
| Receiver Title  | To (Receiver)   |
| Receiver Name   | Recipients Name   |
| Receiver Email  | Recipients E-mail Address                                 |
| Receiver Errormessage for invalid Email                                   | Invalid E-mail!   |
| Sender Title  | From (Sender)   |
| Sender Name   | Your Name   |
| Sender Email  | Your E-mail Address                                       |
| Sender Errormessage for invalid Email                                     | Invalid Email!  |
| Send Button Text  | Send E-card   |
| Thank You Text (Text that appears after an e-card has been sent)          | Your E-Card has been sent.                                |
| Email: Info Text  | You have been sent a Creating better environments E-Card. |
| Email: Text for 'Please click on the link'                                | Please click on the link to view your personal E-Card:    |
| <input type="button" value="Cancel"/> <input type="button" value="Save"/> |   |

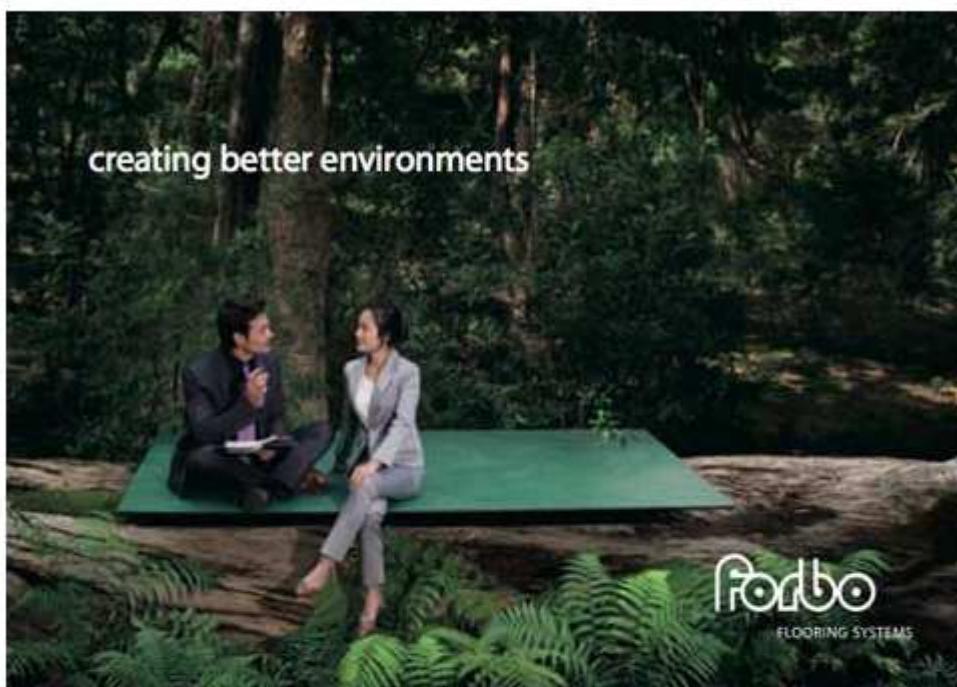
After you have filled in all information click on save. You are back at this screen:



Click on the picture and then you see your created E-Card:

## Send a personal E-Card

Select the card you want to send, fill out the form, and press send.



|  |  |
|--|--|
| <b>Subject</b><br><input type="text"/>                 | <b>To (Receiver)</b><br>Recipients Name<br><input type="text"/><br>Recipients E-mail Address<br><input type="text"/> |
| <b>Enter a custom message:</b><br><input type="text"/> | <b>From (Sender)</b><br>Your Name<br><input type="text"/><br>Your E-mail Address<br><input type="text"/>             |
| <input type="button" value="Send E-card"/>             |  |

Your E-Card is now finished. The users can fill in now the Title, Text, Names and Email addresses. If they click on send it appears for example a short message:

Your E-Card has been sent.

## 6.19 Flooring: Product Finder

You should create under your business structure a separate page, on which you only added the modul Flooring: Product Finder. After adding the modul you get the following screen:

(Flooring: Product Finder)

### Admin for Product Finder

**Category**  
Insert categories in  
which  
the search will be  
effected.  
Insert at least one  
category

Category Displayed Category name Menu

[new]

**Removed Brand**  
Insert Brands in which  
the search will not be  
effected.

No category found

**Order Brand**

[edit]

**Translations**

|                  |                   |
|------------------|-------------------|
| Category         | Category          |
| Format           | Format            |
| Application      | Application       |
| Colour Group     | Colour Group      |
| Property         | Property          |
| Products         | Products          |
| Filter by        | Filter by         |
| Sort by          | Sort by           |
| Results per page | Results per page  |
| Page             | Page              |
| Search           | Search            |
| Cancel           | Cancel            |
| please wait...   | please wait...    |
| entries found    | {0} entries found |
| New Search       | New Search        |

[edit]

### Products

Filter by

Sort by

Results per  
page

Category ▾ Format ▾ Application ▾ Colour Group ▾ Property ▾ A > Z ▾ 50 ▾

> New Search

Now you define which products you would like to show to the web users if he search a product.  
Click on new and type in for example the following 3 categories:

(Flooring: Product Finder)

### Admin for Product Finder

| Category   | Category                             | Displayed Category name                 | Menu                                    |   |
|--|--------------------------------------|---|---|---|
| Insert categories in which the search will be effected. Insert at least one category | Linoleum<br>Project vinyl<br>Carpets | Linoleum<br>Project vinyl<br>Needlefelt | Linoleum<br>Project vinyl<br>Needlefelt | <a href="#">edit</a> <a href="#">delete</a> <a href="#">↑</a> <a href="#">↓</a><br><a href="#">edit</a> <a href="#">delete</a> <a href="#">↑</a> <a href="#">↓</a><br><a href="#">update</a> <a href="#">cancel</a> |

Next step will be to sort the brands. Sometimes you don't want to show each brands. For that you can insert the brands under **removed brands**. They are not visible on the search.

Removed Brand  
Insert Brands in which the search will not be effected.

| Category | Removed Brand      |   |
|----------|--------------------|---|
| Linoleum | Marmoleum global 2 | <a href="#">save</a> <a href="#">cancel</a> |

At the end you have for example the following list:

(Flooring: Product Finder)

### Admin for Product Finder

| Category   | Category                             | Displayed Category name                 | Menu                                    |  |
|--|--------------------------------------|---|---|--|
| Insert categories in which the search will be effected. Insert at least one category | Linoleum<br>Project vinyl<br>Carpets | Linoleum<br>Project vinyl<br>Needlefelt | Linoleum<br>Project vinyl<br>Needlefelt | <a href="#">edit</a> <a href="#">delete</a> <a href="#">↑</a> <a href="#">↓</a><br><a href="#">edit</a> <a href="#">delete</a> <a href="#">↑</a> <a href="#">↓</a><br><a href="#">edit</a> <a href="#">delete</a> <a href="#">↑</a> <a href="#">↓</a><br><a href="#">new</a> |

| Category | Removed Brand      |   |
|----------|--------------------|---|
| Linoleum | Marmoleum global 2 | <a href="#">edit</a> <a href="#">delete</a> |
| Linoleum | Marmoleum acoustic | <a href="#">edit</a> <a href="#">delete</a> |
| Linoleum | Marmoleum ohmex    | <a href="#">edit</a> <a href="#">delete</a> |
| Linoleum | Linoleum global 3  | <a href="#">edit</a> <a href="#">delete</a> |

[new](#)

You have possibilities to change to order of the brands –we recommend to do not change anything:

Order Brand

cancel

Category: Linoleum ▾

|                    |    |
|--------------------|----|
| Linoleum global 3  | ↑↓ |
| Marmoleum Vivace   | ↑↓ |
| Marmoleum Real     | ↑↓ |
| Marmoleum Dual     | ↑↓ |
| Marmoleum Fresco   | ↑↓ |
| Walton Cirrus      | ↑↓ |
| Walton Uni         | ↑↓ |
| Walton Crocodiles  | ↑↓ |
| Artoleum Piano     | ↑↓ |
| Artoleum Graphics  | ↑↓ |
| Artoleum Mineral   | ↑↓ |
| Artoleum Scala     | ↑↓ |
| Artoleum Striato   | ↑↓ |
| Linoleum 2009      | ↑↓ |
| Marmoleum Acoustic | ↑↓ |
| Marmoleum Ohmex    | ↑↓ |
| Marmoleum Decibel  | ↑↓ |
| Corkment           | ↑↓ |
| Marmoleum global 2 | ↑↓ |
| Marmoleum real     | ↑↓ |
| Marmoleum fresco   | ↑↓ |

If you would like to translate the Flooring Product Finder click on edit and type in your preferred language:

| Translations     | Category          | Category          |
|------------------|-------------------|-------------------|
| Format           | Format            | Format            |
| Application      | Application       | Application       |
| Colour Group     | Colour Group      | Colour Group      |
| Property         | Property          | Property          |
| Products         | Products          | Products          |
| Filter by        | Filter by         | Filter by         |
| Sort by          | Sort by           | Sort by           |
| Results per page | Results per page  | Results per page  |
| Page             | Page              | Page              |
| Search           | Search            | Search            |
| Cancel           | Cancel            | Cancel            |
| please wait...   | please wait...    | please wait...    |
| entries found    | {0} entries found | {0} entries found |
| New Search       | New Search        | New Search        |
|                  |                   | edit              |

On the bottom you see the automatically generated products with your details:

## Products

Filter by

Sort by

Results per page

Category 

Format 

Application 

Colour Group 

Property 

A > Z 

50 

Linoleum

Project vinyl

Needlefelt

If you choose for example Linoleum you get all the information about Linoleum. You can also specified your search by define more filters:

## Products

Filter by

Sort by

Results per page

Category 

Format 

Application 

Colour Group 

Property 

A > Z 

50 

Commercial application  Furniture surfacing application  Vertical application

Flooring application

Residential application

62 entries found

Page 1 2

## Linoleum

### Corklinoleum®



> 1101



> 1103



> 1106

Now you have the possibility to link the user directly to the specified page with more information for example Corklinoleum: you see in the picture that the mouse over the Brand Logo shows that here is a link behind:



To define this link that you directly come to the Corklinoleum page you have to go to the specified webpage. There you click there on “**page Administration**”

**Forbo**  
FLOORING SYSTEMS

- Home
- Business
  - Inspiration & Design
- Products
  - Linoleum
    - Cork purpose Linoleum
    - Corklinoleum**
    - Linoleum tiles
    - Linoleum Sports Floors
    - Conductive Linoleum
    - Acoustic Linoleum
    - Furniture Linoleum
    - Bulletin Board
    - Decorative flooring
    - Project vinyl
    - Needlefelt
    - Service products
    - Product finder
    - Application areas
    - Support, Installation & Maintenance
    - Download & Samples
    - Contact
    - Consumers

**Zone1**

**(Main image)**  
Edit Delete  
[New](#)

**(content)**  
**Corklinoleum®**

The natural and comfortable look of Cork Linoleum brings a relaxing touch to every room. It is hygienic, practical and decorative. Cork Linoleum is suitable for application in libraries, (physical) therapy rooms, recreation rooms, kindergartens, living rooms, bedrooms and other areas where comfort is demanded.

[edit](#) [delete](#) [↑](#) [↓](#) [new](#)

|  |  |
|--|--|
| Zone3  | Zone4  |
| Add a Web Part to this zone by dropping it here. | Add a Web Part to this zone by dropping it here. |
| Zone5  | Zone6  |
| Add a Web Part to this zone by dropping it here. | Add a Web Part to this zone by dropping it here. |

**Zone2**

**(Infobox\_2) (Clone->732)**

> Forbo & the environment

[Edit](#) [Delete](#) [New](#)

**Zone9**

**(Infobox\_3) (Clone->743)**

CMS notification  
01.01.2009  
You can define your local information in this trigger with links.

**artoleum® striato**

[Edit](#) [Delete](#)

**(Quick Download) (Clone->742)**

Title:  [Save Title](#)

[Download](#)

**Page Administration (click to reduce)**

|   |                     |                                     |
|---|---------------------|-------------------------------------|
| Colorset:   | <b>i</b>            | default                             |
| Layout:   | <b>i</b>            | Default                             |
| Brand-Tagging:  |                     |                                     |
| Category:   | <b>Linoleum</b>     |                                     |
| Brand:  | <b>Corklinoleum</b> |                                     |
| Page Description:   |                     |                                     |
| <b>i</b> The natural and comfortable look of Cork Linoleum brings a relaxing touch to every room. It is hygienic, practical |                     |                                     |
| Page Keywords:  |                     |                                     |
| <b>i</b> Cork, Linoleum, Floor covering, Marmoleum, therapy rooms, threatment rooms, soft, natural, resilient, durable,     |                     |                                     |
| Page Buttons:   |                     |                                     |
| Position  | Bottom              |                                     |
| Button  | Translation         | Menuld Visibility                   |
| Print   | Print               | <input checked="" type="checkbox"/> |
| Email Page  | Email               | <input checked="" type="checkbox"/> |
| Bookmark  | Bookmark            | <input checked="" type="checkbox"/> |
| Presscenter   | Presscenter         | <input type="checkbox"/>            |

Define the **Brand-Tagging** and choose the correct Category and Brand. In our example we have to choose:

**Category: Linoleum**

**Brand: Corklinoleum**

With this settings you guarantee that if the users click on the brand from the product finder he will be direct linked to the specified product page.

## 6.20 Form

Important: if you would like to have an external recipient, please contact your local Administrator. They have to create a forbo.com Mailbox on which the external address mails should be automatically sent to. Create the appropriate external mail-address as contacts in AD. Forward all mails to the respective forbo.com mailboxes to the related external contacts.

Use the **form modul** to create questionnaires ect.

# novilux®

Nom:

Adresse:

Code postal:  Localité:

Pays:

Téléphone:  Fax:

< 25 ans  
 26 - 35 ans  
 36 - 45 ans  
 46 - 55 ans  
 > 55 ans

E-mail:

Questions et/ou commentaires:

J'aimerais recevoir les échantillons suivants:

Echantillon 1:  Echantillon 2:   
Echantillon 3:  Echantillon 4:

Je connais Novilux grâce à:

une annonce dans un magazine ou journal  
 un article dans un magazine ou journal  
 j'ai déjà du Novilux chez moi

un salon (p.ex. batibouw)  
 des amis / la famille  
 un site de construction sur internet

Je veux installer Novilux dans:

le séjour  
 la cuisine  
 l'entrée / le couloir  
 la chambre à coucher  
 la salle de bains  
 le bureau

Novilon-Novilux Brochure



**Text Fields**

**Radio Button List**

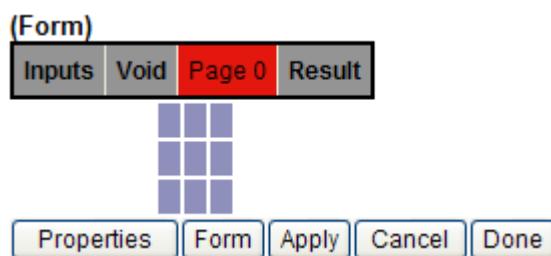
**Text Area**

**Text Fields**

**Check Box List**

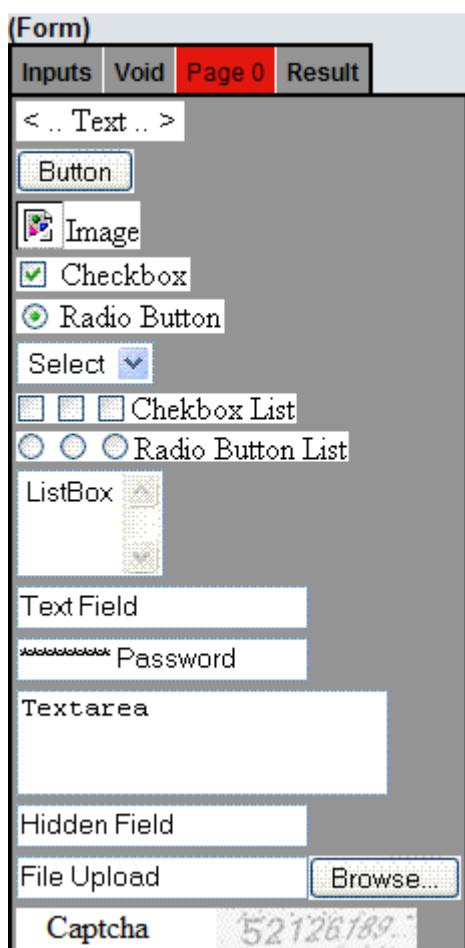
**Button**

Add the modul "form" set the rights and you get the following screen:

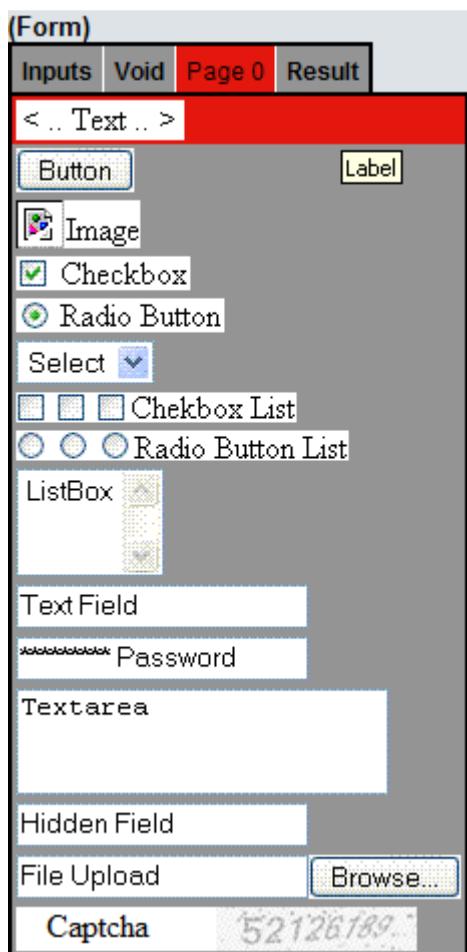


You work every time on the screen "Page 0". It creates automatically a Page 1 for a second page for the questionnaires if you need.

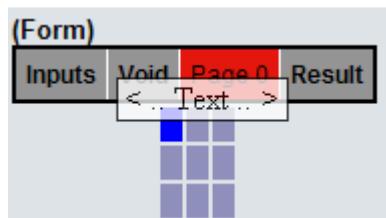
If you click on "Inputs" you get a list with possibilities of fields. Click on the expand menu "Show more Inputs" and you have more options to create a form modul.



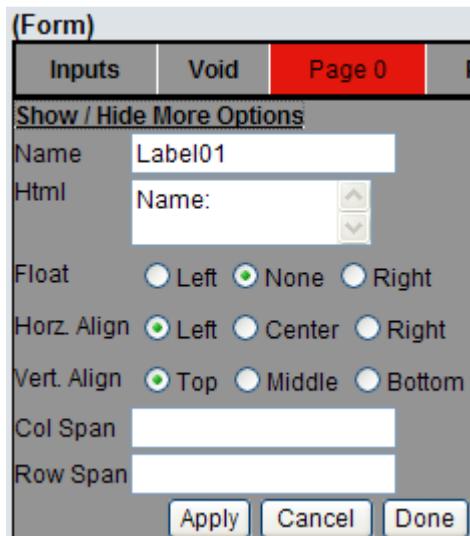
Take the form element you want to use: choose the field when it marks in red



Drop the form element where you want it to be afterwards. Example Text Field: the user can type in something in the text field.



After that it appears a screen. Clik on "Show / Hide more options and you get the following possibilities:



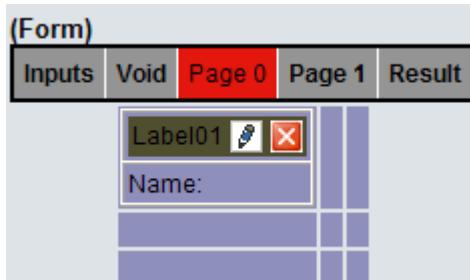
**Name:** The name has here no important function and can be left.

**HTML:** here you insert the text you will show the users.

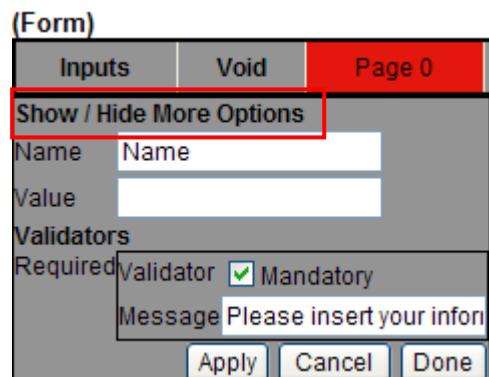
**Col Span:** you have the possibility to merge col like in Excel.

**Row Span:** you can merge also the rows

Click on done and you see the field in the form:



If you add for example <TextField> it opens the following window:



Type in the fieldname. Tick the “Mandatory” box for making a textbox mandatory for the user. Insert the error message the user should see if he hasn't entered a text.

**Remark: It's not possible to have a space between the names neither special character.**

If you click on “Show / Hide More Options” you get more information regarding the text field. The settings depend which field you have added.

| (Form)   |  | Inputs                                | Void                         | Page 0 |
|--|--|---------------------------------------|------------------------------|--------|
| Show / Hide More Options   |  |                                       |                              |        |
| Name   | <input type="text" value="Name"/>  |                                       |                              |        |
| Value  | <input type="text"/>   |                                       |                              |        |
| Css Class  | <input type="text"/>   |                                       |                              |        |
| Float  | <input type="radio"/> Left   | <input checked="" type="radio"/> None | <input type="radio"/> Right  |        |
| Horz. Align  | <input checked="" type="radio"/> Left  | <input type="radio"/> Center          | <input type="radio"/> Right  |        |
| Vert. Align  | <input checked="" type="radio"/> Top   | <input type="radio"/> Middle          | <input type="radio"/> Bottom |        |
| Col Span   | <input type="text"/>   |                                       |                              |        |
| Row Span   | <input type="text"/>   |                                       |                              |        |
| Width  | <input type="text"/>   |                                       |                              |        |
| Encoding   | <input type="checkbox"/> Encode text on submission   |                                       |                              |        |
| Data Field   | <input checked="" type="checkbox"/> Field belong to data   |                                       |                              |        |
| Columns  | <input type="text"/>   |                                       |                              |        |
| Max Length   | <input type="text" value="50"/>  |                                       |                              |        |
| Validators   |  |                                       |                              |        |
| Required   | Validator <input checked="" type="checkbox"/> Mandatory<br>Message <input type="text" value="Please"/><br>Display <input type="button" value="Dynamic"/> <input type="button" value="Fixed"/><br>Focus <input checked="" type="checkbox"/> Set focus on error  |                                       |                              |        |
| Regex  | Validator <input type="button" value="String"/> <input type="button" value="Email"/> <input type="button" value="IP Address"/><br>Expression <input type="text"/><br>Message <input type="text"/><br>Display <input type="button" value="Dynamic"/> <input type="button" value="Fixed"/><br>Focus <input type="checkbox"/> Set focus on error                    |                                       |                              |        |
| Range  | Validator <input type="button" value="String"/> <input type="button" value="Integer"/> <input type="button" value="Double"/><br>Min <input type="text"/><br>Max <input type="text"/><br>Message <input type="text"/><br>Display <input type="button" value="Dynamic"/> <input type="button" value="Fixed"/><br>Focus <input type="checkbox"/> Set focus on error |                                       |                              |        |
| Custom   | Validator <input type="button" value="String"/><br>Message <input type="text"/><br>Function <input type="text"/><br>Text <input type="checkbox"/> Validate empty text<br>Display <input type="button" value="Dynamic"/> <input type="button" value="Fixed"/><br>Focus <input type="checkbox"/> Set focus on error  |                                       |                              |        |
| <input type="button" value="Apply"/> <input type="button" value="Cancel"/> <input type="button" value="Done"/> |  |                                       |                              |        |

**Name:** Identificationname, this will be show as the field description in the email

**Value:** pre-defined start value

**CssClass:** CSS class name of a StyleSheet existing in the CMS

**Float:** positioning of an element (relevant when using multiple elements in one cell)

**Horz. Align:** horizontal alignment of an element, if there are more than one element in one cell, they are displayed one below the other

**Vert. Align:** vertical alignment of an element

**Col Span:** spanning of the entered amount of columns

**Row Span:** spanning of the entered amount of rows

**Width:** width of the field

**Encoding:** activating this won't send any html-code in the submitted email

**Data Field:** field will be saved if the form is configured to be saved, otherwise the field is just informative

**Columns:** similar functionality as the „Width“ field, but instead of pixel definition characters are used

**Max Length:** maximum length of the allowed characters a user can enter

At the following validators the checkbox beneath „Validator“ must be set for the validator to be active.

#### Required Validator:

Mandatory: the user is forced to fill in the field

Message: error message that is shown when the entry isn't valid

Display: space reservation between the field and the error message

Focus: when getting an error it should be automatically set the focus to the according field

#### Regex Validator: (Regex=Regular Expression)

Expression: either choose from the dropdown (Zipcode or Email) or define an own expression. These can be used to make sure that a user has entered an acceptable format, e.g. if you choose "Email" then a user cannot write „123“ or „abc“.

#### Range Validator:

This validator checks whether the entered value is in a specified range. Example: if you choose „Integer“ from the dropdown and define the min value to 1 and the max value to 10, then only numbers between 1 and 10 can be entered in the field.

Double = numbers; Integer = whole numbers; String = text

#### Custom Validator:

In the „Function“ field the name has to be defined of the desired Javascript function that should validate the entry. That function has to be present on the current page.

If you add for example <button> it opens the following window:

(Form)

| Inputs   | Void  | Page 0                                |                              |
|--|---|---------------------------------------|------------------------------|
| Show / Hide More Options   |   |                                       |                              |
| Name   | send  |                                       |                              |
| Value  |   |                                       |                              |
| Css Class  |   |                                       |                              |
| Float  | <input type="radio"/> Left  | <input checked="" type="radio"/> None | <input type="radio"/> Right  |
| Horz. Align  | <input checked="" type="radio"/> Left   | <input type="radio"/> Center          | <input type="radio"/> Right  |
| Vert. Align  | <input checked="" type="radio"/> Top  | <input type="radio"/> Middle          | <input type="radio"/> Bottom |
| Col Span   |   |                                       |                              |
| Row Span   |   |                                       |                              |
| Data Field   | <input type="checkbox"/> Field belong to data   |                                       |                              |
| Type   | <input type="radio"/> Button <input checked="" type="radio"/> Submit <input type="radio"/> Reset<br><input type="radio"/> First <input type="radio"/> Back <input type="radio"/> Next<br><input type="radio"/> Goto |                                       |                              |
| Page :   | <input type="text"/> <span style="border: 1px solid #ccc; padding: 2px;">↑</span> <span style="border: 1px solid #ccc; padding: 2px;">↓</span>  |                                       |                              |
| <input type="button" value="Apply"/> <input type="button" value="Cancel"/> <input type="button" value="Done"/> |   |                                       |                              |

**Data Field:** Field belongs to data has to be marked otherwise the content which the users filled in will not be sent in the email.

**Type:** select the behavior of the button

Button: button with no further functionality

Submit: submit the form

Reset: delete the entered values

First: redirect to the first page (Page 0)

Back: redirect to the previous page

Next: redirect to the next page

Goto: redirect to the page entered in the „Page“ field

**OnClick:** JavaScript code that is executed when clicking on the button

The following list describes you the different “Input Fields”:

## 1 <...Text...>

To write normal texts use this field:

< ... Text .. >

## 2 Button

Add a button that the user can send their formmodul:

Button

### 3 Image

To import an image choose the image field.  Click on Show/ Hide more Options and you get the following screen:

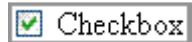
Show / Hide More Options

|             |   |
|-------------|---|
| Name        | Image00   |
| Value       |   |
| Float       | <input type="radio"/> Left <input checked="" type="radio"/> None <input type="radio"/> Right  |
| Horz. Align | <input checked="" type="radio"/> Left <input type="radio"/> Center <input type="radio"/> Right  |
| Vert. Align | <input checked="" type="radio"/> Top <input type="radio"/> Middle <input type="radio"/> Bottom  |
| Col Span    |   |
| Row Span    |   |
| Width       |   |
| Height      |   |
| Data Field  | <input type="checkbox"/> Field belong to data   |
| Type        | <input type="radio"/> Button <input checked="" type="radio"/> Submit <input type="radio"/> Reset<br><input type="radio"/> First <input type="radio"/> Back <input type="radio"/> Next<br><input type="radio"/> Goto   |
| Page :      |   |
| Image       | <p>~/Images/logo_forbo.gif</p> <p>logo_forbo.gif</p> <p>spacer.gif</p> <p><input type="button" value="Browse..."/></p> <p><input type="button" value="Upload Image"/></p> <p><input type="button" value="Apply"/> <input type="button" value="Cancel"/> <input type="button" value="Done"/></p> |

Click first on **Browse**, choose your picture and click on **upload image**. The screen becomes smaller. Click again on **Show / Hide more Options** and you see your uploaded image. Mark the entry that's visible on the image screen and finish with **Done**

### 4 Checkbox

Check-Boxes as a visitor can choose as many as he/she wants.



### 5 Radio Button

The visitor can only choose one selection



### 6 Select

A list with different possibilities.



## **7 Checkbox List**

If you need more than 1 Checkbox you can choose “Checkbox List”. If you click on “Show / Hide more Option” you can define, that the list is “horizontal or vertical”.



## **8 Radio Button List**

If you need more than 1 Radio Button chooses the button list and configures it. If you click on “Show / Hide more Option” you can define, that the list is “horizontal or vertical”.



## **9 ListBox**

With the ListBox you can list different points. The user can only mark one of them.



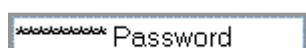
## **10 Text Field**

For user input take a text field. If you would like to change the width of this field click on “show / hide more options” and type in for example 300 on the field “width”.



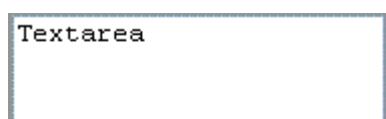
## **11 Password**

Set a password.



## **12 Textarea**

The user can type a message. If you would like to change the width of this field click on “show / hide more options” and type in for example 300 on the field “width” and 100 on the field “height”



## **13 Hidden Field**

This field is for Administrators notes who want to send some information which is invisible for the users.



## **14 File Upload**

With this Option you have the possibility to upload a file.



## 14 Captcha

Captcha (**C**ompletely **A**utomated **P**ublic **T**uring test to tell **C**omputers and **H**umans **A**part). Often happens that automatically programs fill out form and you receive a lot of SPAM request. To solve this add the field Captcha into your form. This will automatically create a code which the user has to fill in before he can click on the send button. Logically an automatically program isn't able to fill in this request so you shouldn't get anymore SPAM.

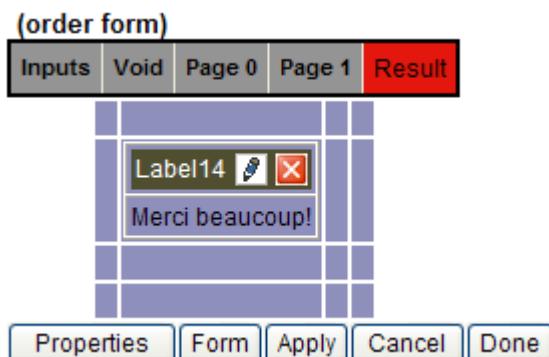


After you have finished your form modul it looks like this one:

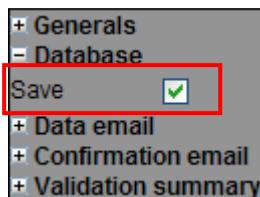
| Inputs   | Void  | Page 0    | Page 1 | Result |
|--|---|-----------|--------|--------|
| Label00  |   | Image00   |        |        |
| nom:   | nom   |           |        |        |
| Label01  | Adresse:  | brochure  |        |        |
|  | Adresse   |           |        |        |
| Label02  | Label06   | Localité: |        |        |
| Code postal:   | codepostal  | Localité  |        |        |
| Label04  |   |           |        |        |
| Pays:  | pays  |           |        |        |
| Label05  | Label03   | Fax:      |        |        |
| Téléphone:   | telephone   | Fax       |        |        |
| Ans  |   |           |        |        |
| <input type="radio"/> < 25 ans                                   |   |           |        |        |
| <input type="radio"/> 26 - 35 ans                                |   |           |        |        |
| <input type="radio"/> 36 - 45 ans                                |   |           |        |        |
| <input type="radio"/> 46 - 55 ans                                |   |           |        |        |
| <input type="radio"/> > 55 ans                                   |   |           |        |        |
| Label07  |   |           |        |        |
| E-mail:  | email   |           |        |        |
| Label08  |   |           |        |        |
| Questions et/ou commentaires:                                    | question  |           |        |        |
| Label13  |   |           |        |        |
| J'aimerais recevoir les échantillons suivants:                   |   |           |        |        |
| Label09  | Label10   |           |        |        |
| Echantillon 1:   | Echantillon 2:  |           |        |        |
| echantillon1   | echantillon2  |           |        |        |
| Label11  | Label12   |           |        |        |
| Echantillon 3:   | Echantillon 4:  |           |        |        |
| echantillon3   | echantillon4  |           |        |        |
| Label15  |   |           |        |        |
| Je connais Novilux grâce à:                                      |   |           |        |        |
| annonce  | salon   |           |        |        |
| <input type="checkbox"/> une annonce dans un magazine ou journal | <input type="checkbox"/> un salon (p.ex. batibouw)            |           |        |        |
| article  | amisfamille   |           |        |        |
| <input type="checkbox"/> un article dans un magazine ou journal  | <input type="checkbox"/> des amis / la famille                |           |        |        |
| deja   | construction  |           |        |        |
| <input type="checkbox"/> j'ai déjà du Novilux chez moi           | <input type="checkbox"/> un site de construction sur internet |           |        |        |
| Label16  |   |           |        |        |
| Je veux installer Novilux dans:                                  |   |           |        |        |
| sejour   | chambre   |           |        |        |
| <input type="checkbox"/> le sejour                               | <input type="checkbox"/> la chambre à coucher                 |           |        |        |
| cuisine  | salledebains  |           |        |        |
| <input type="checkbox"/> la cuisine                              | <input type="checkbox"/> la salle de bains                    |           |        |        |
| entreecouloir  | bureau  |           |        |        |
| <input type="checkbox"/> l'entrée / le couloir                   | <input type="checkbox"/> le bureau                            |           |        |        |
|  | Envoyer   |           |        |        |
|  | <input type="button" value="Envoyer"/>                        |           |        |        |

Properties Form Apply Cancel Done

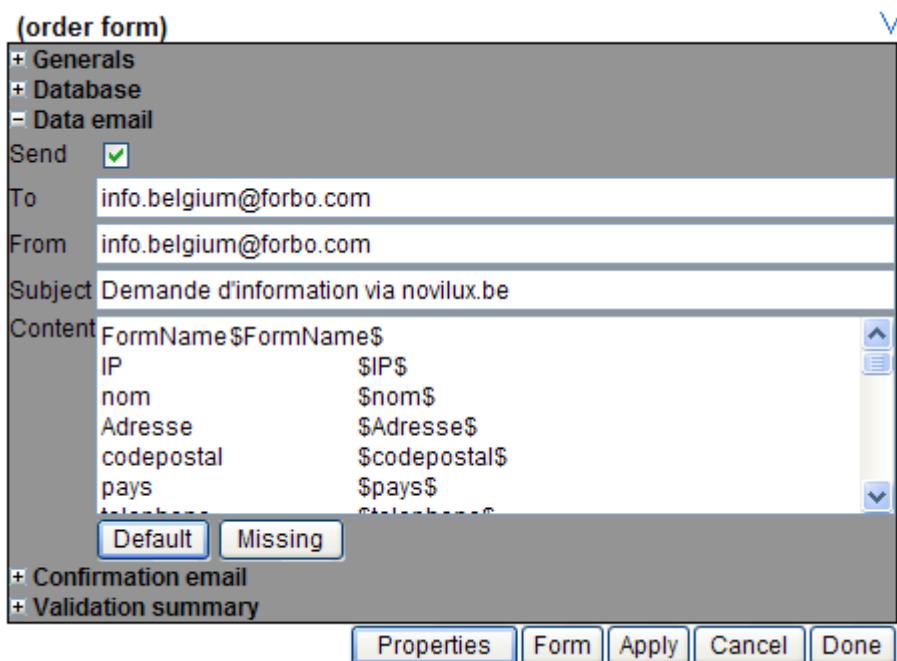
Now you can change to the Tab "result" on the top of the Form Modul. There you can insert also a text file for a Thank you Message:



That you are able to see the detailed information when you add the modul "form viewer" you have to go to "Database" and mark the "Save" button.



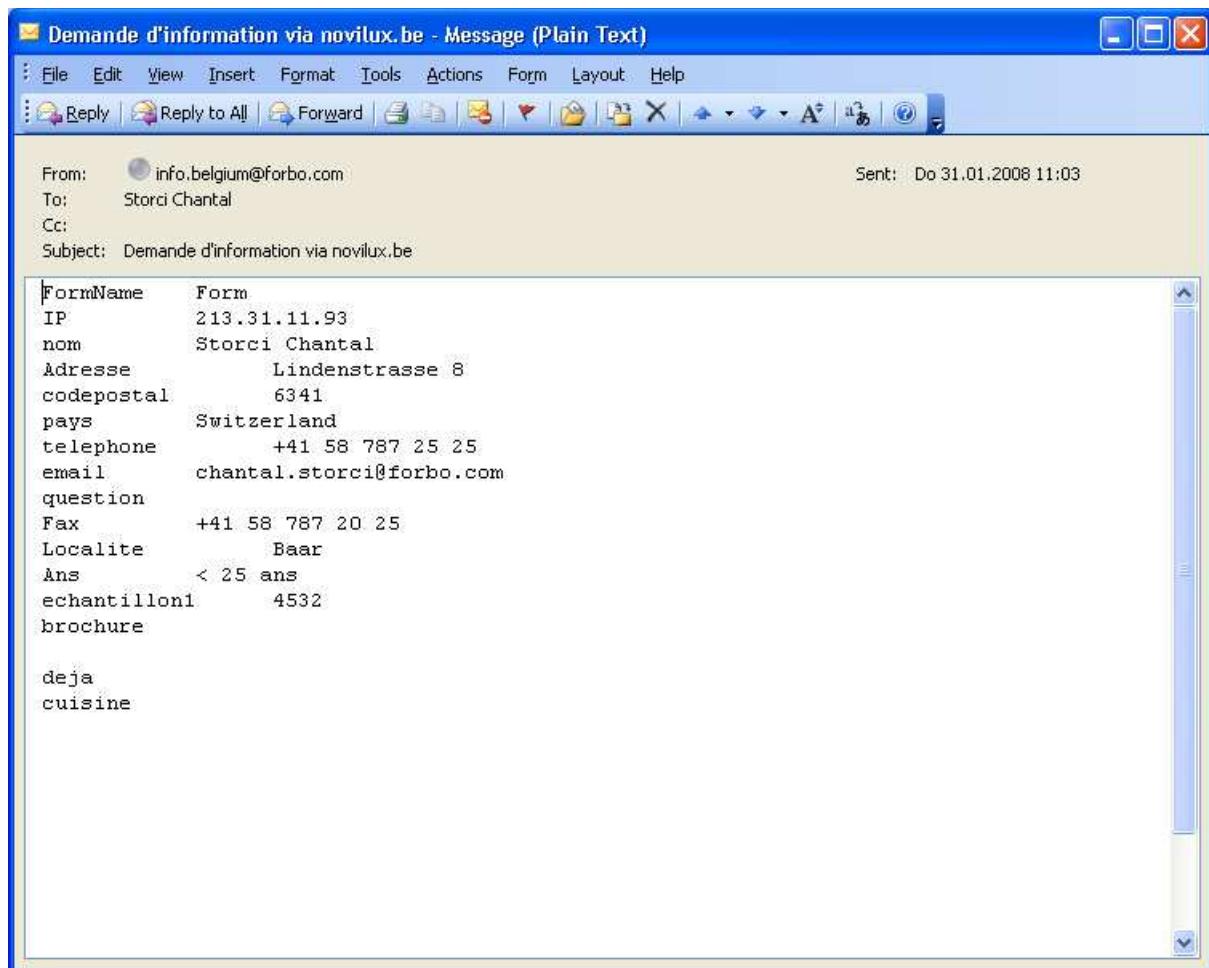
That you receive the information from the users who filled out the form modules, you have to configure the Email answer. For this click on **Properties**: and open **Data email**:



Send: mark the send  
 To: insert the email address to who it should be sent  
 From: insert the email address from who the email comes from  
 Subject: define a subject title from the email

- Content: to fill in the content you must click on "**default**". Automatically the whole content from the form modul is loaded but only if there are fields on which the user must fill in something.  
 If you added just one question to the questionnaire, you can click on "**missing**" and you get the missing field which you added before.
- \$address\$ the systems add automatically the symbol \$ into the content. That means everything will be visible on the email which you receive.
- %address% if you would like to see only the answers which the users marked in the form then you have to change the \$ symbol to a % symbol manually.

This is how the email comes in if someone made an order by using the form:



You have also the possibility to create a “confirmation email”. Fill in the information and copy the content from the above generated “data email” information. The user get after he filled out the form module, a confirmation email.

The screenshot shows a configuration dialog for a "Confirmation email". The "Send" checkbox is checked. The "To" field is set to "email". The "From" field is set to "hostmaster@forbo.com". The "Subject" field is set to "Feedback for the Training". The "Content" field contains the following text:

```
Thank you for your cooperation.  
Kind regards,  
Chantal Storci
```

At the bottom, there are buttons for "Properties", "Form", "Apply", "Cancel", and "Done".

If you created more than one Form modul it would be better to give a specific name to each form-modul. For this click on “Generals” and change the name.

The screenshot shows the "General" settings for a form module. The "Name" field is set to "Contact-Form". The "CSS" field is empty. At the bottom, there are buttons for "Properties", "Form", "Apply", "Cancel", and "Done".

## 6.21 Form Viewer

If the users filled out the created form modul you will get an email message included the information from the users. To have a generally overview about the users information, you can add the Modul "Form Viewer" to the page. Choose your preferred form modul and it shows you automatically the results from the users: you have also the possibility to export the data to excel.

(FormViewer)

Contact-Form ▾

| Created                | IP         | LastName | Surname | Address                         | email                    | Divisions   |
|------------------------|------------|----------|---------|---------------------------------|--------------------------|-------------|
| 27.02.2008<br>11.37.12 | 10.41.2.33 | Storci   | Chantal | Lindenstrasse<br>8<br>6341 Baar | chantal.storci@forbo.com | Headquarter |

Export to Excel

## 6.22 Graphic: Share Development

Add the Graphic: Share Development Modul and it inserts automatically the Graphic.



## 6.23 IFrame

If you want to display an IFrame on the page, simply add the IFrame module.

After a click on "Edit", you can enter your Url (with http://) and the width and height (in pixels). After a click on "Save", your Iframe will be displayed.

(IFrame)

|                                      |  |
|--------------------------------------|--|
| Url:                                 | <input type="text" value="http://www.google.com"/> |
| Width:                               | <input type="text" value="400"/>                   |
| Height:                              | <input type="text" value="300"/>                   |
| <input type="button" value="Close"/> | <input type="button" value="Save"/>                |

## 6.24 Image DataBase

This module is used to display a collection of images to your website. You just create your groups and add the images to the database. The site administrator can configure how many images should be displayed per page. The parameters are in the web.config ImageList\Columns and ImageList\Rows.

groups

|                                    |   |
|------------------------------------|---|
| Landscape                          | <input type="button" value="edit"/> <input type="button" value="delete"/> <input type="button" value="↑"/> <input type="button" value="↓"/> |
| Name                               | <input type="text" value="People"/> <input type="button" value="save"/> <input type="button" value="cancel"/>                               |
| <input type="button" value="new"/> |   |

|             |   |
|-------------|---|
| Groups      | <input type="button" value="Landscape"/>  |
| Title       | <input type="text" value="Curiglia"/>   |
| ImageThumb  | <input type="text" value="C:\Documents and Sett"/> <input type="button" value="Browse..."/>   |
| ImageLowRes | <input type="text" value="C:\Documents and Sett"/> <input type="button" value="Browse..."/>   |
| ImageHiRes  | <input type="text" value="C:\Documents and Sett"/> <input type="button" value="Browse..."/> <input type="button" value="update"/> <input type="button" value="cancel"/> |

Landscape   Search

Page1



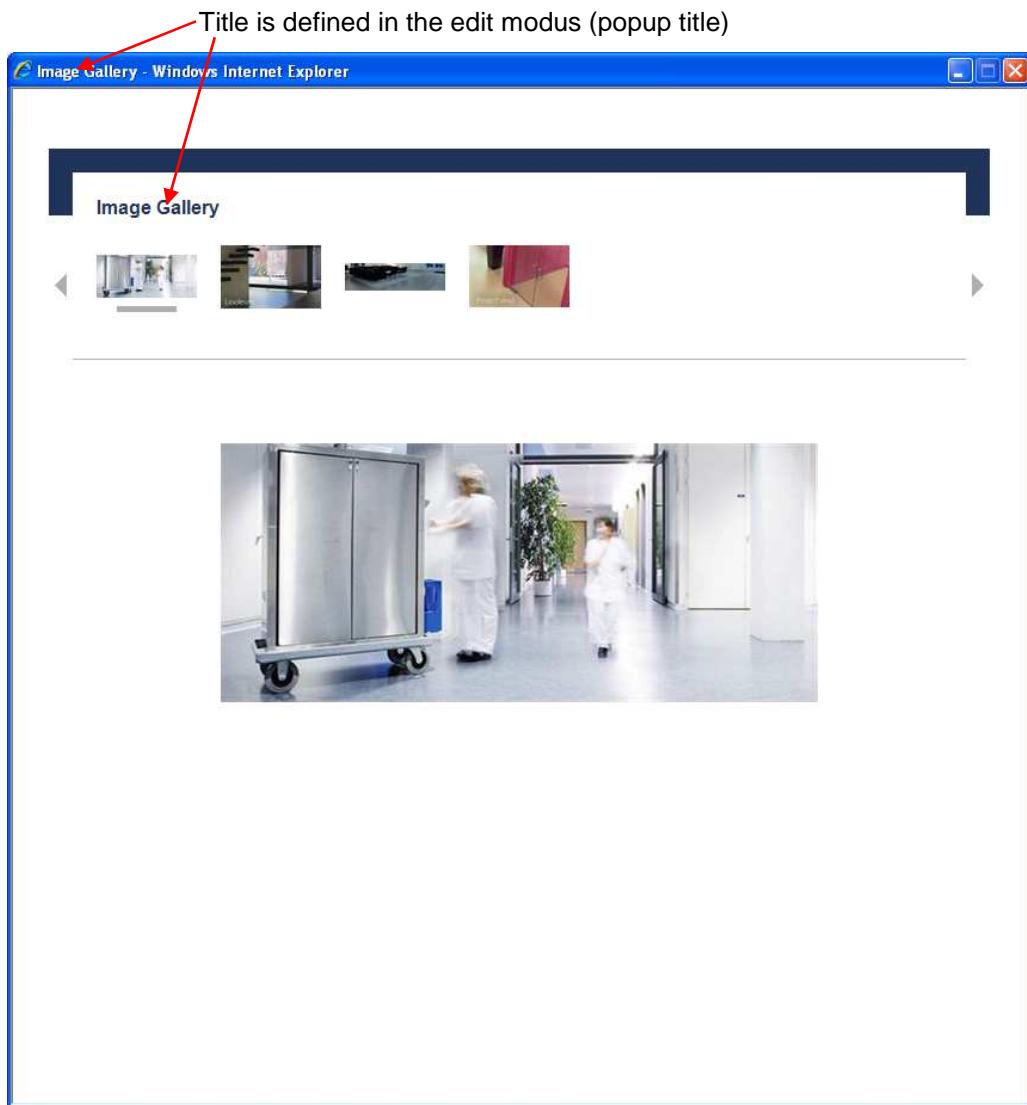
LowRes (131.71 KB)  
HiRes (131.71 KB)

LowRes (14.11 KB)  
HiRes (12.91 KB)



## 6.25 Image Gallery

With the Image Gallery you have the possibility to show the users a lot of pictures. The CMS System creates automatically a link with a popup function which included the uploaded pictures.



Add the modul Image Gallery and it opens the following screen:

(Image Gallery)

> Open Image Gallery

Visible link on your website – behind that link are the pictures visible in the popup window

Link Text:

Popup Title:

**Image Order**

New

Click on "new" underneath the Image order and upload pictures. It shows you the picture directly as a list. You were able to change the order with the arrows.

| Image | Order |             |
|-------|-------|-------------|
|       | A V   | Edit Delete |
|       |       | New         |

## 6.26 Image Gallery Modern

This is the new version of the Image Gallery module. You can upload images and display them using a slideshow.

To add an image, simply click on the “new”-Button and a new dialog opens:

The dialog box has a title bar 'Image' with a browse button 'Durchsuchen...'. Below it is a dropdown menu 'Insert at' set to 'End'. There is a 'Description' field with a text area. At the bottom are 'close' and 'save' buttons.

To upload an image, choose one using the File upload.

If you already have several images uploaded, you can choose if you want to place the new image in front or after the already uploaded images by choosing “Insert at End”, or “Insert at Beginning”.

The Description will be shown below the image in the overview AND above the image in the detail view (after clicking on the image).

You can also change the sort order of the uploaded images using the arrows above the images in the overview. You're also able to delete an entry there by clicking on “delete”.



To change the amount of columns (default is 3), you can click above all uploaded images, after the number of the columns on “edit” and save your desired column amount:

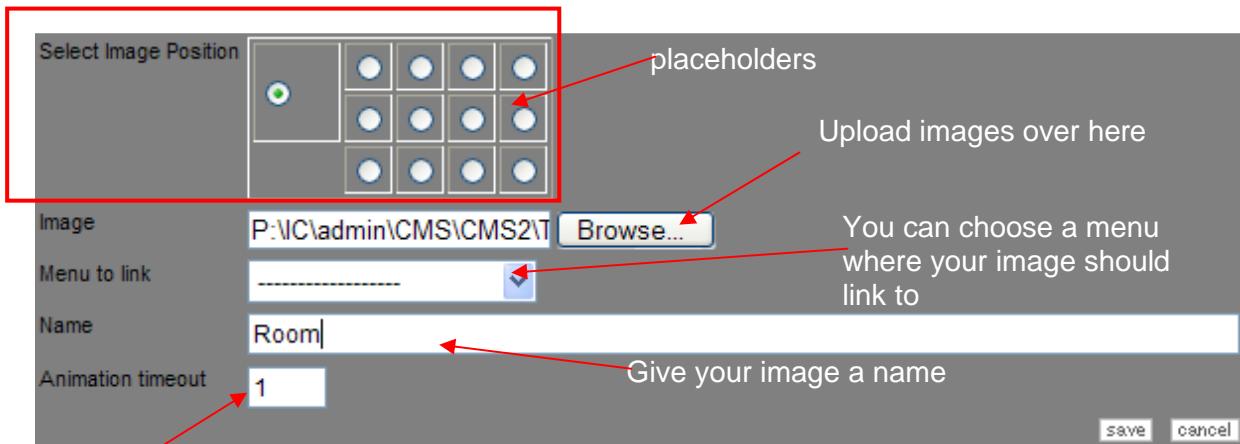
The main interface shows 'Columns: 3' with an 'edit' button. An arrow points to a separate dialog box titled 'Set Amount of Columns' containing a numeric input field with the value '3', and 'close' and 'save' buttons.

## 6.27 Images in Table

This page can be built up with the images table module, the background color is configured in the web.config (possible colors: earth, grey, blue, white as the standard configuration).

The best is to resize the big picture to 360 x 360 pixel and the small pictures to 120 x 120 to get a nice view.

Add the module Images in Table to your page. Click on new to add your content. In the first part you can decide where you would like to place the first picture which you will upload. You can also leave the big one away and only upload the small images, just don't choose the first placeholder:

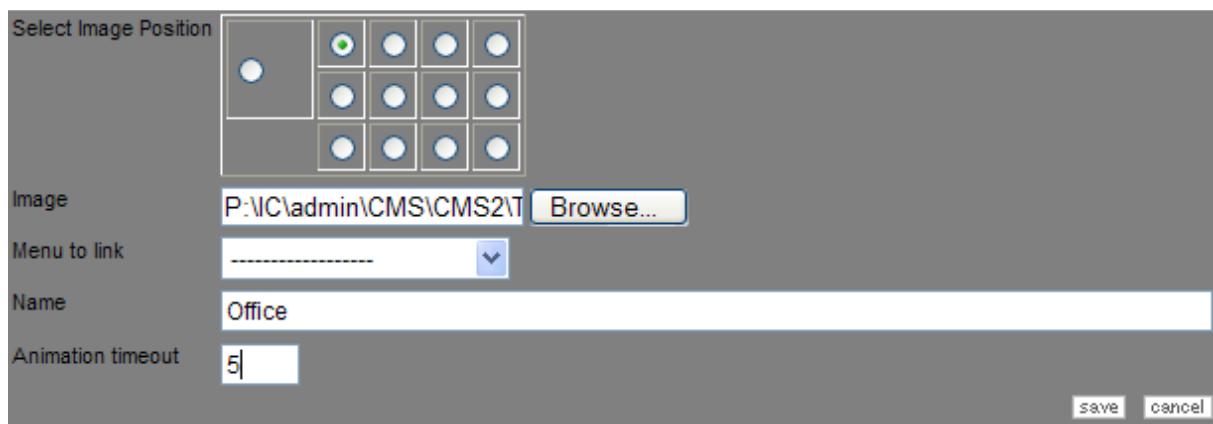


Animation Timeout: If you choose 1 the image is blind out per every 1 second or if you have chosen an additional image on the same placeholder, they will switch between each other every 1 second. You can also choose other timeouts.

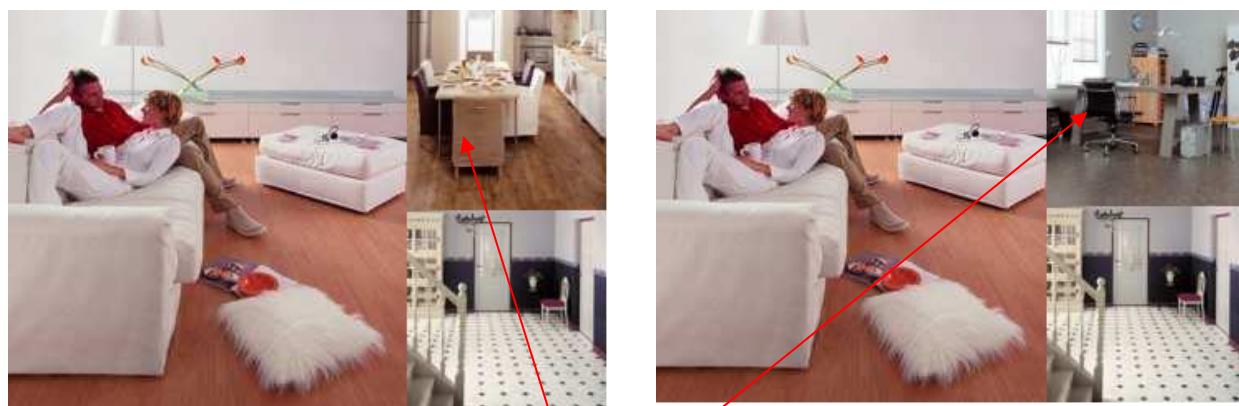
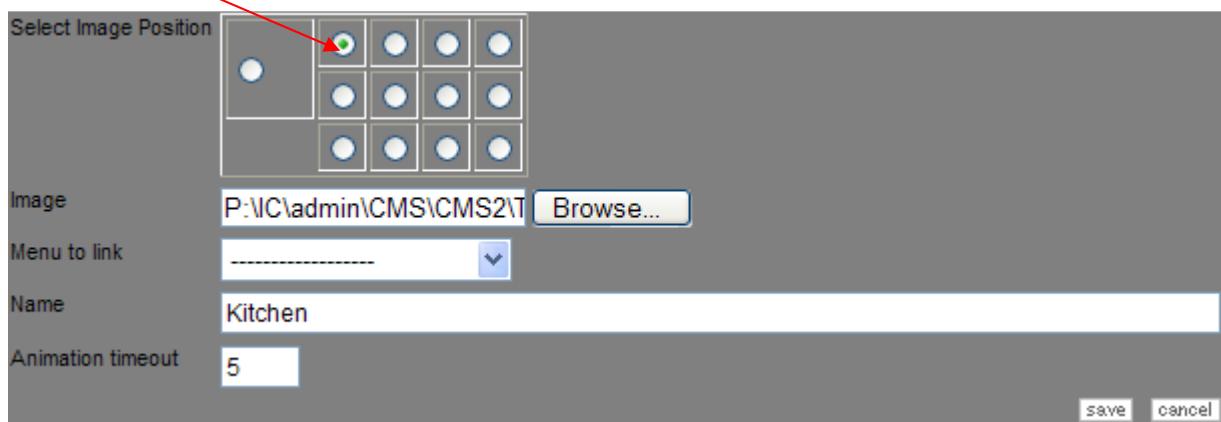
After saving the first picture it will appear like this:



Now you click on new to add the next image:



You can add images to the same place holder and they switch between each other:



Now the two images switch between each other in the time I have decided.

## 6.28 Infobox

**Important: this modul is only allowed on Zone 2!**

With the Infobox you can show important and short information:

The screenshot shows the 'Infobox' configuration dialog on the left and its output on the right. The dialog has fields for Title, Date, Text, Link, Text for Link, Link-Target, Image, Text on Image, and Position of Text on Image. The output on the right shows a box with the title 'Annual Report', the text 'New Annual Report is available', a link to 'Mediareleases' with the text 'Annual Report 2008', and a position indicator 'Top Left'.

Or you have also the possibility to upload pictures and text:

**Important:** if you upload a picture AND text you have to use the size 178x100pixel. Additionally you have to upload a picture in the brackets (use the **Main Image Modul**) otherwise the system shows your picture with a scrollbar.

The screenshot shows the 'Infobox' configuration dialog on the left and its output on the right. The dialog includes an 'Image' field containing 'mountain\_178x100.jpg'. The output on the right shows a box with a background image of two people working on a mountain, the text 'Forbo & the environment', a link to 'Creating better environments', news items for '01.10.2008' and '01.11.2008', and a 'Flooring news' section.

## 6.29 Intro

With this modul you can show a short overview about products like in the picture:

Red arrow pointing from the top-left towards the intro module configuration.

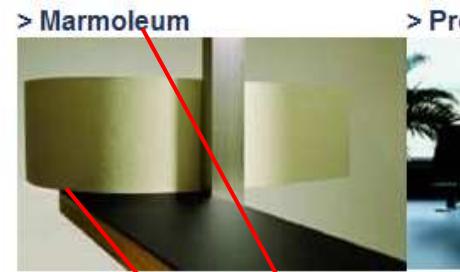
|  |  |
|--|--|
| Title  | Marmoleum  |
| Image  | <input type="button" value="Browse..."/> Linoleum.jpg Delete   |
| Text   | Forbo Flooring is the world leader in linoleum. Our linoleum products are associated with durability, high quality and beautiful, innovative design. |
| Text for more button   | more   |
| Menu for More  | Products   |
| Group with last image  | <input type="checkbox"/>   |
| Interval in Seconds (if same group)                                | 5  |
| Add a vertical line (between entries)                              | <input type="checkbox"/>   |
| Add space (between entries)  | <input type="checkbox"/>   |
| Background Color   | Default  |
| <input type="button" value="Close"/>                               |  |
| Image-Resize<br>new Width (Height will be resized proportionally)  |  |
| <input type="radio"/> for 2 elements without spaces 289            |  |
| <input type="radio"/> for 2 elements with spaces 272               |  |
| <input type="radio"/> for 3 elements without spaces 193            |  |
| <input checked="" type="radio"/> for 3 elements with spaces 178    |  |
| <input type="button" value="Open Resize Tool with these options"/> |  |

Red arrow pointing from the bottom-right towards the 'Image-Resize' section of the configuration.

Below the configuration window:

below to properly save the  
Cancel Update new

Part to this zone by  
ere.



Forbo Flooring is the world leader in linoleum. our linoleum products are associated with durability, high quality and beautiful, innovative design. > more

Add the module **Intro** and click on **new**

**Groupe with last image:** if you mark this field, the **Project Vinyl** Entry will animate over the Marmoleum. Set the seconds for example 5 and wait a minute and the picture will change.

**Note:** the title will not change!

**Background color:** if you change the color in the Intranet you can't see any changes (the background is already blue and can't be change) But if you use **Background color: default** you get space between the title and picture.

**Resize image:** choose how many picture you would like to upload, click on "open resize Tool with these options", accept the size and then the system set the width size automatically!

If you choose: group with last image" you see the following:



> Marmoleum



> Parquett

A building can have many different environments and each will have its own requirements-which its floor covering needs to fulfil. more

A good wooden floor design never becomes unfashionable. the wood we use to produce our floors is selected with great care and comes with design created by nature itself



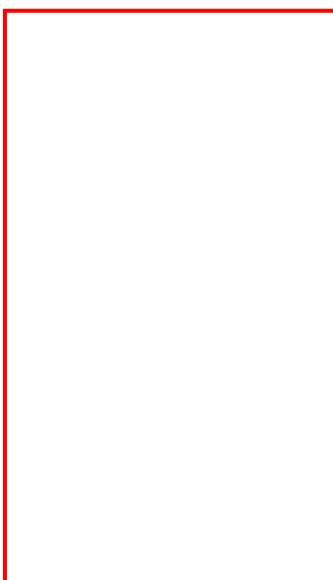
> Marmoleum



> Parquett

Forbo Flooring is the world leader in linoleum. our linoleum products are associated with durability, high quality and beautiful, innovative design. more

A good wooden floor design never becomes unfashionable. the wood we use to produce our floors is selected with great care and comes with design created by nature itself



**Add a vertical line (between entries) and add space (between entries):** If you mark these two fields looks like this:

### > Marmoleum



Forbo Flooring is the world leader in linoleum. our linoleum products are associated with durability, high quality and beautiful, innovative design. > more

### > Project Vinyl



A building can have many different environments and each will have its own requirements-which its floor covering needs to fulfil.

### > Parquett



A good wooden floor design never becomes unfashionable. the wood we use to produce our floors is selected with great care and comes with design created by nature itself

You have a lot of possibilities how to show the text on the picture: here you have different solutions:

### Marmoleum Click



Forbo Flooring is the world leader in linoleum. Our linoleum products are associated with durability, high quality and beautiful, innovative design. > more

### Marmoleum Real



Marmoleum  
> Real

### Marmoleum Global2



Marmoleum  
> Global2

Marmoleum ist der bevorzugte Bodenbelag für viele Architekten und Innenarchitekten. Als extrem strapazierfähig und dauerhafter Bodenbelag ist Marmoleum zum Synonym für

**Text on Image** i

|                            |                               |
|----------------------------|-------------------------------|
| Title <small>i</small>     | Marmoleum                     |
| Link-Text <small>i</small> | Click                         |
| Position                   | Bottom Right <small>v</small> |
| Font color                 | Blue <small>v</small>         |
| Font size                  | Big (13px) <small>v</small>   |
| Colored Stripe             | White <small>v</small>        |

## 6.30 Job Detail

This module makes part of the Job Overview module. It displays that data which was entered into that module. For more information please look at **Job Overview**.

### 6.31 Job Overview

This is the main module of the two Job modules. All vacancy can be added into this list. The order of the entries can be changed manually.

Add the module Job overview and you get for example the following screen:

The screenshot shows the 'Job Overview' module. On the left, there's an 'Appearance Editor' section with a dropdown for 'Chrome Type' set to 'None'. Below it is a 'Title:' field containing 'Job Overview', which is highlighted with a red box and has a red arrow pointing to it from the text below. To the right, the title 'Job Overview 16 - 01 - 2008' is displayed in a large blue box, also with a red border. A red arrow points from the text below to this box. At the bottom right of the title area is a small 'new' button. The text below the interface states: 'The module appends always the current date to the module title.' and 'Click on the **new** button and fill in the information about the vacancy and save it.'

This screenshot shows the 'Job Overview' edit screen. It contains several sections: 'ObId' (Vacancy at Forbo Flooring), 'Main Titel' (Finance Domain Manager), 'Text' (description of the role), 'Job requirements' (qualification requirements), 'Application' (contact information), and 'Text' (further contact details). At the bottom, there are fields for 'Contact Email' (solliciteren@forbo.com) and 'Show in Overview' (checked). At the very bottom are 'update' and 'cancel' buttons.

In the administration the layout looks like this. The main difference is that you also see the “offline” jobs, those which are not marked as “show in overview”.

**(Job Overview)**  
**Job Overview 16 - 01 - 2008**

(offline) > Vacancy at Forbo Flooring B.V.      
> Vacancy at Forbo Flooring

Create a new empty page on which you add the modul **Job Detail**. So you have a blank webpage with a empty module Job Detail. If you now go back to the created Job Overview it shows you a link. When clicking one of these, the user will be redirected to the new page, where the job detail module is placed. This separation is done due the requirement, that the two pages can have different layouts. The output looks like this:

**Vacancy at Forbo Flooring B.V.**  
International Logistics Project Manager  
In this highly challenging position, you will be responsible for delivering results that really count. While leading international Logistics projects, you will need all your abilities and experience to achieve tough strategic objectives. Your focus areas will include Production Planning, Inventory Management, Warehousing, Transport & Distribution and Supply Chain Management. Adaptability and flexibility are key: the nature of projects you will deal with varies widely – from economical to technical, from study to implementation and from local to global. Strong personal skills are essential as you will be working closely with colleagues in different locations and disciplines. You will be based in Assendelft (the Netherlands) and report directly to the Manager Flooring Logistics.

**The Profile**  
Our ideal candidate should have a University Master's degree in Business Economics, Supply Chain Management or a similar education, preferably combined with a technical study or work background. In addition, you should be able to demonstrate relevant work experience of at least 3-5 years in leading complex Logistics projects or operations in an international (manufacturing) environment. Good understanding of the impact of changes is key to the success of this role, and you must be capable of creating commitment towards new ideas and projects. An all-rounder, you must be able to combine extensive project management and analytical skills with a hands-on approach. Fluency in spoken and written English is a requisite; German and French language skills would be an advantage. You must be ready and willing to travel internationally.

**The application**  
We invite you to send your application to: Forbo Flooring B.V., F.a.o. Lex Vogel, Human Resources Department, Postbus 13, 1560 AA Krommenie

[solliciteren@forbo.com](mailto:solliciteren@forbo.com)

## 6.32 Login-Form

The Login module is used if a page is to be protected by a login (e.g. restricted area).

**Log In**

User Name:

Password:

Remember me next time.

**Log In**

**Property Grid**

|   |   |   |
|---|---|---|
| DestinationPageUrl:                                     | <input type="text"/>                                | Destination Page URL: which site should be behind the login button.                                       |
| <input checked="" type="checkbox"/> DisplayRememberMe   |   |   |
| LoginButtonImageUrl:                                    | <input type="text"/>                                | You can also use a Image for the Login button   |
| LoginButtonText:  | <input type="text" value="Log In"/>                 | You can change the text of the login button   |
| LoginButtonType:  | Button <input type="button" value="▼"/>             | Select the "Link" item if you want the button to be displayed as a text-link instead of a standard button |
| PasswordLabelText:                                      | <input type="text" value="Password"/>               | Define the text for the password title  |
| RememberMeText:   | <input type="text" value="Remember me next time."/> | Define the remember me text   |
| TitleText:  | <input type="text" value="Log In"/>                 | Define the title  |
| UserNameLabelText:                                      | <input type="text" value="User Name:"/>             | Define the text for the username title  |
| VisibleForIP:   | <input type="text"/>                                |   |
| <input checked="" type="checkbox"/> VisibleWhenLoggedIn |   |   |

**Rights Editor**

|         | View                                |
|---------|-------------------------------------|
| Admin   | <input checked="" type="checkbox"/> |
| externe | <input type="checkbox"/>            |
| Web     | <input checked="" type="checkbox"/> |

### 6.33 Main Image

If you would like to add a pictures or a flash animation then add the main modul:



**Remark:** Only on the Corporate Level the brackets are on the right side open. All divisional sites are open at the bottom. This picture with the signature flooring.bonding.movement is a flash animation. If you would like to have a flash file you have to contact an external company to create this file or you make it by your own. You can upload it with the main image modul.  
Flooring Residential Design – please remind that it's not possible to upload more then one picture, no possibility that pictures moves after a few seconds. Also the picture size is different.

Example for a divisional level Main Image:



|   |   |
|---|---|
| Name  | raw_material picture  |
| Image <span style="color: blue;">i</span>   | <input type="button" value="Browse..."/> raw materials.jpg.jpg Delete             |
| Text on Image   | raw materials   |
| Position of Text on Image   | Top Left  |
| Color of Text on Image  | Blue  |
| Link  | --  |
| Alt-Text  |  |
| Display-Duration <span style="color: blue;">i</span>  | <input type="text"/> (in seconds)   |
| BorderTransparent   | <input type="checkbox"/>  |
| BorderRightOpen   | <input type="checkbox"/>  |
| BorderBottomOpen  | <input checked="" type="checkbox"/>   |
| <b>Flash Width/Height</b><br>(these values will only be used, if a ".swf"-file is uploaded) |   |
| Width   | <input type="text"/>  |
| Height  | <input type="text"/>  |

Close

|  |                                  |
|--|----------------------------------|
| <b>Image-Resize</b>  |                                  |
| new Height   |                                  |
| <input checked="" type="radio"/> First Level (group level)         | <input type="text" value="264"/> |
| <input type="radio"/> Second Level (group level)                   | <input type="text" value="180"/> |
| <input type="radio"/> First Level (divisional level)               | <input type="text" value="292"/> |
| <input type="radio"/> Second Level (divisional level)              | <input type="text" value="208"/> |
| <input type="radio"/> Third Level (group and divisional levels)    | <input type="text" value="124"/> |
| <input type="button" value="Open Resize Tool with these options"/> |                                  |

**Image Resize:** if you don't have the correct picture size just click on "resize Image" and the system shows you the possible sizes

oring systems, chemical bonds and conveyor belt solutions - report first half of 2008. Net sales came to prior-year period. Operating profit

**Name:** give a name to this entry.

**Image:** upload your image in a \*.jpg or \*.gif file

**Text on Image:** you can put a text on the picture

**Position of Text on Image:** define where the text should be visible

**Color of Text on Image:** define the color white or blue

**Link:** if the user click on the pictures, link it to an other site

**Alt-Text:** if the user goes over the picture with the mouse, it shows you the text

**Display-Duration:** If you have more than one image define the display duration when the pictures should change.

**Border Transparent:** makes the boarder transparent

**Border Right Open:** Border is on the right site not visible

**Border Bottom Open:** Border is on bottom site not visible.

**NOTE:** Please remind that on divisional level you have to mark the BorderBottomOpen due to the internet guidelines.

If you uploaded a \*.swf file the width and height is required. (Please look at the Internet specification guidelines)

Resize Image: there you can change the size by a review. More information about resizing image you find on 4.6.4 Images.

**Output Type** controls the behavior of how the images are displayed when multiple images have been uploaded inside the same Main image module.



There are two available options, "Animation" and "Two Images".

When using "Animation" the images will be shown sequentially one after the other and each image will be displayed for a duration based on the configured value of "Display-Duration".

"Two images" will show the images of two entries, as the name says. The first image on the left and the second image on the right.

Note: On the Business part of the website there will always be the option "Animation" selected and cannot be changed, however on the Residential part you can freely choose one of the options.

Example with the option "Two Images":



## 6.34 Mapdealersearch

This module is an extended version of [the old Dealer Search module](#). It searches through a database of dealers which has to be imported before.

Search mask:

(Mapdealer Search)  
Search for a dealer

address, city, dealer or postal code

Street

City

Postcode

Dealer  Shop-In-Shop  
 Test

Total addresses found: 11

To change texts like "Street" or "City", you have to click on "new" or, if you have already defined text, on "edit".

There are also other important settings:

**Show Map:** If checked, there will be a link for the user to watch the dealer's address on Google maps.

**Map:** The Text entered here will be the above described link.

**Distance:** Distance is always kilometers and this setting configures how they are written on the result bar:

1-5 Miles

**Distance-Range:** Enter here the gradation of the results. For example like this:

Distance Range

|         |
|---------|
| 0-1     |
| 1-5     |
| 5-10    |
| 10-20   |
| 20-100  |
| 100-300 |
| 300-600 |

**Country Code:** Enter here the country where the searched dealers are. Example: "uk", "nl"...  
(Important: please check to have NOT an entry like this: "nl:80"!!)

**Dealer Result Limit:** Limit the output of found addresses. If 50 is the limit only 50 addresses in total are shown.

## Import data

If you're logged in as an Administrator, you are able to see the import textbox:

### Import your addresses:

To import your addresslist, just open your excel file, select all rows from it with data and paste it into this form. Then click the *Import data* link below. By doing an import all addresses in this list will be deleted.

> Import data

### > Download Excel

Export the entries that are currently available in this dealer search module.

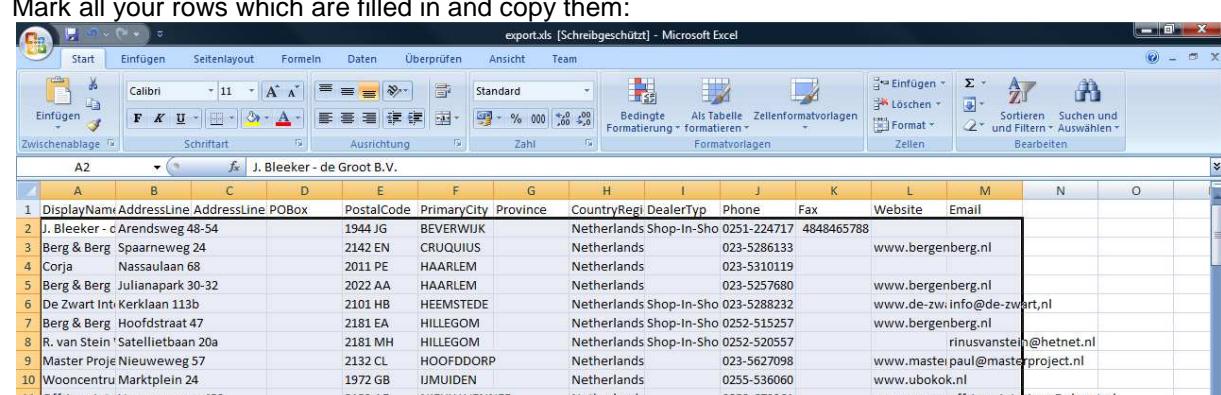
### > Download Empty Excel

Get the latest version of an empty excel file with the correct format of the used columns.

For importing the data, open the excel file which you can find on the module itself at the bottom named "Download Empty Excel". This file will always have the latest format in case there are any changes with the columns

Save the Excel File local and fill in your data, if you do not have data for every column just leave them blank. To make sure that the upload works fine, do NOT delete any of the columns, do NOT change the order of the columns and do NOT rename the columns.

Mark all your rows which are filled in and copy them:



| A  | B                              | C           | D           | E     | F          | G           | H        | I           | J           | K           | L          | M                                    | N     | O |
|----|--------------------------------|-------------|-------------|-------|------------|-------------|----------|-------------|-------------|-------------|------------|--------------------------------------|-------|---|
| 1  | DisplayName                    | AddressLine | AddressLine | POBox | PostalCode | PrimaryCity | Province | CountryRegi | DealerTyp   | Phone       | Fax        | Website                              | Email |   |
| 2  | J. Bleeker - o Arendsweg 48-54 |             |             |       | 1944 JG    | BEVERWIJK   |          | Netherlands | Shop-In-Sho | 0251-224717 | 4848465788 |                                      |       |   |
| 3  | Berg & Berg Spaarneweg 24      |             |             |       | 2142 EN    | CRUQUIUS    |          | Netherlands |             | 023-5286133 |            | www.bergenberg.nl                    |       |   |
| 4  | Corja Nassaualaan 68           |             |             |       | 2011 PE    | HAARLEM     |          | Netherlands |             | 023-5310119 |            |                                      |       |   |
| 5  | Berg & Berg Julianapark 30-32  |             |             |       | 2022 AA    | HAARLEM     |          | Netherlands |             | 023-5257680 |            | www.bergenberg.nl                    |       |   |
| 6  | De Zwart Int' Kerklaan 113b    |             |             |       | 2101 HB    | HEEMSTEDE   |          | Netherlands | Shop-In-Sho | 023-5288232 |            | www.de-zw.info@de-zwart.nl           |       |   |
| 7  | Berg & Berg Hoofdstraat 47     |             |             |       | 2181 EA    | HILLEGOM    |          | Netherlands | Shop-In-Sho | 0252-515257 |            | www.bergenberg.nl                    |       |   |
| 8  | R. van Stein' Satellietaan 20a |             |             |       | 2181 MH    | HILLEGOM    |          | Netherlands | Shop-In-Sho | 0252-520557 |            | rinusvanstein@hetnet.nl              |       |   |
| 9  | Master Proje Nieuweweg 57      |             |             |       | 2132 CL    | HOOFFDORP   |          | Netherlands |             | 023-5627098 |            | www.masterpaul@masterproject.nl      |       |   |
| 10 | Wooncentrum Marktplaen 24      |             |             |       | 1972 GB    | IJMUIDEN    |          | Netherlands |             | 0255-536060 |            | www.ubokok.nl                        |       |   |
| 11 | Offringa Int' Venneperweg 459  |             |             |       | 2153 AD    | NIJUW VFNFP |          | Netherlands |             | 0252-673361 |            | www.woonoffringa.interieur@planet.nl |       |   |

Click now into the empty field and click on paste (right-mouse-click / paste, or Ctrl & V)

This is how it looks after you have pasted the data into the field:

Wooncentrum Ubo Kok    Marktplaen 24                          1972 GB                  IJMUIDEN  
Netherlands    0255-536060                          www.ubokok.nl  
Offringa Interieur B.V. Venneperweg 459                          2153 ADNIEUW VENNEP  
Netherlands    0252-673361                          www.woonservicewinkel.nl  
offringa.interieur@planet.nl  
De Zwart Interieur B.V.    Narcissenstraat 2-4                          2071 NM  
SANTPOORT                          Netherlands Test    023-5373315                          www.de-zwart.nl  
info@de-zwart.nl

> Import data

After a click on “Import data”, your entered data will be uploaded. Please be patient.

After a short period, you should be able to see this sentence:

**Import was successful**

### **6.35 Mediareleases**

Use this Modul to publish media releases by time!

Click on new and fill in your information:

|   |  |       |  |
|---|--|-------|--|
| Date/Time   | 10.05.2008   | 06:00 | Servertime: 30.09.2008 11:52             |
| Title   | Media Release 3, Information   |       |  |
| Intro   | Please see the Media Release information                                 |       |  |
| Text  |  |       |  |
| Contact 1   |  |       |  |
| Email Contact 1   | inside@forbo.com   |       |  |
| Contact 2   | Karin Marti<br>Head of Corporate Communications<br>Tel. +41 58 787 25 25 |       |  |
| Email Contact 2   |  |       |  |
| File / PDF  | P:\IC\admin\CMS\CMS2   |       | <input type="button" value="Browse..."/> |
| File / PDF  | P:\IC\admin\CMS\CMS2   |       | <input type="button" value="Browse..."/> |
| File / PDF  |  |       | <input type="button" value="Browse..."/> |
| File / PDF  |  |       | <input type="button" value="Browse..."/> |
| File / PDF  |  |       | <input type="button" value="Browse..."/> |
| Image / Table / Chart   |  |       | <input type="button" value="Browse..."/> |
| <input type="button" value="cancel"/> <input type="button" value="save"/> |  |       |  |

**File / PDF:** you can upload different files

**Image / Table / Chart:** you can upload a logo or an organization chart as a \*.jpg, \*gif ect. and you see it as a picture.

After you clicked on the save button you get the following overview:

> December 1, 2007 : Media Release 2007

> October 10, 2006 : Media Release 2006

If you selected then an entry where several documents were uploaded it looks as follow:

## Media Release 1, 2008

Please find attached our Information

- > Logo-Forbo\_Group-Web.gif
- > Marmoleum global 2 Topshield leaflet.pdf
- > Education.pdf
- > TS project vinyl.pdf

### 6.36 Menu(sub) 1 Level + Description

This module shows the submenus of the current page: in this example, the module is placed just underneath the content modul.



### Welcome to our media center

Corporate Communications aims at creating a positive impact on Forbo's reputation and at building relations between Forbo and its stakeholders through coherent and continuous communication in accordance with the Group's corporate strategy. The objectives are to create awareness for Forbo and its activities, to communicate Forbo's core values, and to generate trust, credibility and mutual understanding. In this section, you will mainly find our media releases and our publications.

Your contact person for Corporate Communications issues is

Karin Marti  
Head Corporate Human Resources  
and Corporate Communications

Phone +41 58 787 25 41  
Fax +41 58 787 20 41  
E-Mail: karin.marti@forbo.com

- > [Media Releases](#)
- > [Financial Calendar](#)
- > [Forbo in the Press](#)
- > [Corporate Publications](#)
- > [Contact](#)

### 6.37 Menu: SubMenu + Description (2 Rows)

It shows you also the submenus of the current page: in 2 rows:

## Welcome to our media center

Corporate Communications aims at creating a positive impact on Forbo's reputation and at building relations between Forbo and its stakeholders through coherent and continuous communication in accordance with the Group's corporate strategy. The objectives are to create awareness for Forbo and its activities, to communicate Forbo's core values, and to generate trust, credibility and mutual understanding.

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Your contact person for Corporate Communications issues is

Karin Marti  
Head Corporate Human Resources  
and Corporate Communications

Phone +41 58 787 25 41  
Fax +41 58 787 20 41  
E-Mail: [karin.marti@forbo.com](mailto:karin.marti@forbo.com)

➤ [Financial Calendar](#)      ➤ [Media Releases](#)

.....  
➤ [Corporate Publications](#)      ➤ [Forbo in the Press](#)

### 6.38 More: 1 Column

The next two modules display a title, a text and a link to a page with more details. These are the same modules, but with different layout.

|   |  |
|---|--|
| Title   | Media Center   |
| Text  | Corporate Communications at forbo is dedicated to supply the public with a number of publications on Forbo, most of which are available both in conventional and in electronic form.<br>Contact your responsible person for this matter. |
| Text for more   | Releases from 2007   |
| Page for more   | Products   |
| <input type="button" value="update"/> <input type="button" value="cancel"/> |  |

**Media Center**

Corporate Communications at forbo is dedicated to supply the public with a number of publications on Forbo, most of which are available both in conventional and in electronic form.  
Contact your responsible person for this matter.  
> Releases from 2007

## 6.39 More: 2 Columns

### Media Center

Corporate Communications at forbo is dedicated to supply the public with a number of publications on Forbo, most of which are available both in conventional and in electronic form.  
contact your responsible person for this matter.

[> Releases from 2006](#)

### Other News

If you are not connected to the Internet or you would like to add a new connection please click on the following link:

[> Connection](#)

## 6.40 Movies

To show the users movies add the module **movie**: You can either add a \*.flv (**Flash video**) file or a **YouTube video**. The icon should have a width of 180 pixels, if not it will be centered.

**Important:** Please keep the size and time of the Flash movie as small as possible otherwise our WAN line (Internet line) is heavily used and we get a lot of problems.



### Flash video

To add a \*.flv file, you can simply select the file after clicking on the "Browse..."-Button.

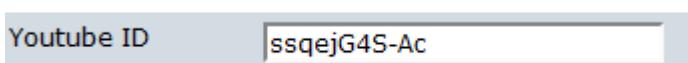
A screenshot of a configuration dialog for a "Movie" module. The "Title" field contains "Corporate Film". The "Image" field shows a placeholder image with a "Durchsuchen..." browse button. The "Text for 'Open File'" field contains "Watch the movie now...". The "Movie" field shows "video.flv" with a "Delete" link and a "Durchsuchen..." browse button. The "Youtube ID" field is empty. A note below says: "If there is a uploaded movie **AND** a Youtube ID, only the Youtube movie will be displayed." At the bottom are "Cancel", "Update", and "New" buttons.

### YouTube video

To add a YouTube video, you simply select the ID part of the YouTube video like in this example (marked red):

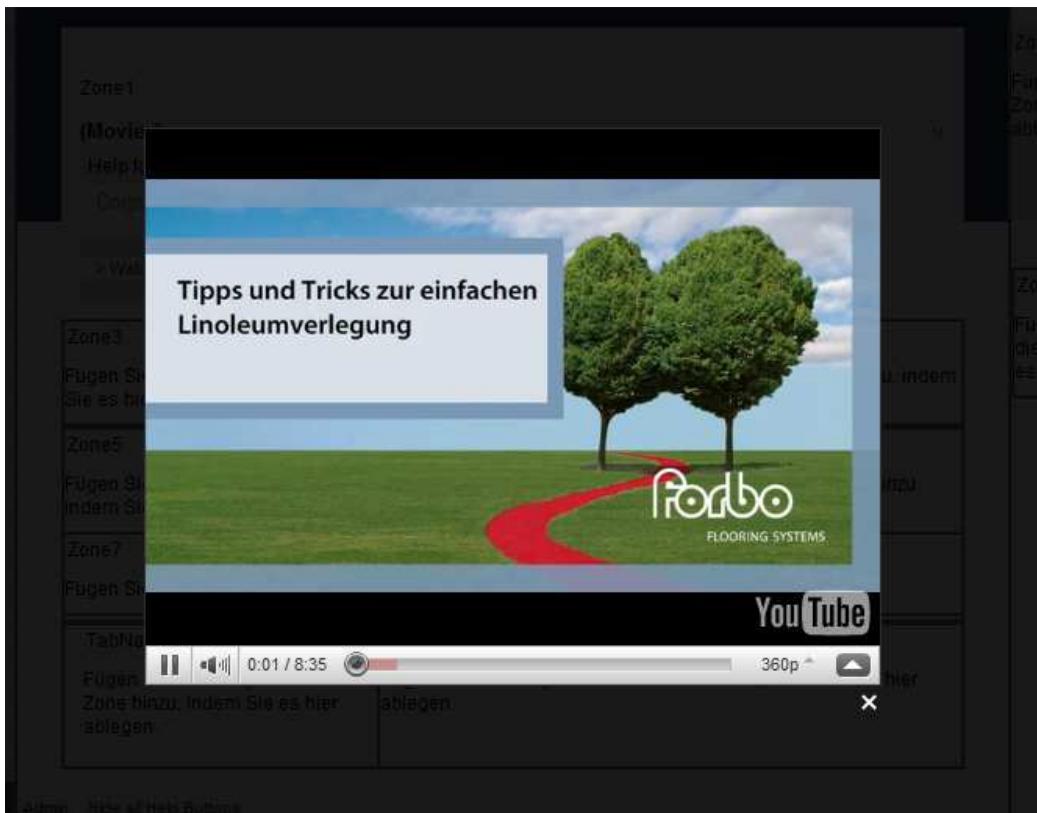


Then you enter this ID in the "Youtube ID" Textbox in the module:



After saving, the YouTube video will be displayed if you start the video.

If you want to play the YouTube video on the same page, you can check the "Show video without popup" Checkbox and the video will be opened on the same page:



**Notice:** If you upload a Flash video AND enter a YouTube-ID, only the YouTube movie will be displayed.

#### 6.41 Multiimage with Link

This module looks like the modul **Intro**. Add the module Multiimage with link and click on new: fill in the information and save it. (Picture size can be inferred by the Internet Guidelines in this case to build up 3 pictures use the size 178x124pixel).

**Remark:** click on resize an you get automatically an adapted picture with the width 84px. The height is resized proportionally.

(Multiimage with Link [1])

Image P:\IC\admin\CMS\CMS2\p

Resize image to 84px [i](#)

Linked Text More

Link Tegeltechniek [▼](#)

Text For information about the new bedroom collection click on more...

At the end it looks like this...

(Multiimage with Link [1])

new

Zone9

Add a Web

Minimize

Close

Delete

**Edit**

> This E. Schneider  
Delegate of the Board of Directors and CEO

> Tom Kaiser  
Executive Vice President Flooring Systems

> Michel Riva  
Executive Vice President Bonding Systems

If you click on "edit" you get the following screen (also if you add the modul on a page)

Editor Zone      Close

Editing WebPart:

Type: **Multiimage with Link**  
 Title: **Multiimage with Link**  
 ModulePageID: 38  
 Cloned ModulePageID: -1

Property Grid

- Make links bold
- Show line on top

Rights Editor

|         | View                                | Add                                 | Edit                                | Delete                              |
|---------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Admin   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| externe | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Web     | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |

Appearance Editor

Chrome Type:

Title: Multiimage with Link

Clone & Copy Webpart

Clone:

Page Administration (click to edit)

About Forbo Group  
 Company Overview  
 Facts & Figures  
 Board of Directors  
 Group Structure  
**Executive Board**  
 This E. Schneider  
 Tom Kaiser  
 Michael Riva  
 Matthias P. Huenewadel  
 Jörg Riboni  
 Daniel Keist  
 Milestones  
 Acting responsibly  
 Worldwide sales organizations  
 Contact  
 Investor Relations  
 Media Center  
 Working at Forbo  
 Contact

Zone1

**(content)**  
**Executive Board**

Led by a strong and experienced management team, Forbo is well positioned to further develop its business, strengthen its market position and increase its competitiveness.

**(Multiimage with Link [1])**



> **This E. Schneider**  
 Delegate of the Board of Directors and CEO

**Make links bold:** the **Linked text** which you defined on the modul will be shown in bold

**Show line on top:** a horizontal line above the pictures. It serves as demarcation if you have several entries.

## 6.42 Popup

Pop-up windows are created with the pop-up module, which then appear on the relevant page.

First you have to create the page which should be the pop up: for that click on new on Menu Module and create a new page: for example like this with a content modul.



Now go to the page where the pop-up should appear. So for example go to your "homepage" and add the **popup module**.

(PopUp) ▾

Click on **new** and After that define the size ect.

|            |                                     |       |
|------------|-------------------------------------|-------|
| Name       | Forbo Inside                        |       |
| Menu       | PopupMenu                           |       |
| starts at  | 18.12.2007                          | 08:00 |
| ends at    | 31.01.2008                          | 17:00 |
| width      | 400                                 |       |
| height     | 400                                 |       |
| Scrollbars | <input checked="" type="checkbox"/> |       |

save cancel

Name which appear on the top from the pop up.  
Choose your page which should than pop up.

Define a start and end date if you wish, otherwise leave it empty.

Choose the width and height of the pop-up window

Define if it should have a scrollbar or not  
Save it

This is how the page looks like in the end if someone clicks on the "intro-page":

The screenshot shows a web browser window with a blue title bar reading "Forbo PopUp - Windows Internet Explorer". The main content area displays the Forbo International SA homepage. At the top left, there's a large blue "Forbo" logo. Below it, a banner for "New Forbo Inside 2007" features a red "IN" logo and the word "Früchte" (Fruit) in white. To the right of the banner, a large image of several yellow fruit slices (possibly apples or pears) is displayed with the text "ing movement." overlaid. On the far right of the main page, there's a sidebar with a "News 2007" section containing links to the "New Annual Report" and "Annual Report 2006".

The left side of the browser window shows a vertical sidebar menu with the following items:

- testpage chantal
- Form
- Restricted Area
- Download
- Search
- Sitemap
- country selector
- restricted area
- test

Below the sidebar, there's another "Forbo" logo. The main content area contains a section titled "Forbo International SA" with text about the Forbo Group's performance. At the bottom of this section, there's a link "Click here to visit the Forbo Bonding Systems website.".

On the right side of the main content area, there's a "Download" section with three items:

- > Management 2007 (JPG 17 KB)
- > Annual Report (PDF 19 Bytes)
- > Forbo Logo (GIF 5 KB, 11.04.2007)

## 6.43 Product: Brand Selector

The Product: Brand Selector is used to create the bottom of the Forbo Flooring Collection page.



### Slip resistant project vinyl

The collection of Step offers you a highly durable slip resistant floor coverings a complete collection of with fresh colours and pleasing patterns that make floors aesthetically attractive and transform interiors. All the colours and patterns in the Step collection have been carefully coordinated, moreover each family member comes with a choice of slip resistant ratings. This enables you to create harmonious, complementary environments - no matter how varied the tasks to be performed, no matter how demanding they may be.



#### step<sup>®</sup> surestep PUR

Floor covering with a moderate increase of slip resistance, excellent maintenance properties and extremely durable. With an R10 rating.



#### Safestep

Floor covering with enhanced slip resistance, while hygienic standards can easily be obtained. With an R11 rating...



#### step<sup>®</sup> safestep grip

Floor covering with a rough surface, which offers especially good safety underfoot in wet areas. With an R10 rating.

Add the modul **Product: Brand Selector** and click on new: choose your Category and select your required brand. Define your description and upload a Tabletop Image.

**Remark:** it is not anymore possible to add logo's manually. Please contact Forbo Flooring Marketing for further information.

(Product: Brand Selector)

Select Category: Project vinyl

Select Brand: SureStep PUR

Description: Floor covering with a moderate increase of slip resistance, excellent maintenance properties and extremely durable. With an R10 rating.

Image Description: surestep7700\_84x84.jpg

Browse

cancel update

step® surestep PUR  
Floor covering with a moderate increase of slip resistance, excellent maintenance properties and extremely durable. With an R10 rating.

Safestep

Floor covering with enhanced slip resistance, while hygienic standards can easily be obtained. With an R11 rating.

After you have saved one, you can click beneath on new and you can add an additional one.

step® safestep R12  
This R12 rated product ensures a safety floor which meets even the most extreme conditions.

edit delete ↑ ↓ new

## 6.44 Product: Display

With this module you can display the Forbo Flooring subcollection.

Add the module **Product: Display** and click on new:

Define your Layout by choosing the number of columns which should be displayed.

You can decide whether you would like to show the thicknesses or not and if there should be a filter functionality.

You can decide whether you would like to show the width or not and if there should be a filter functionality.

Enter the text for the Tooltips which are displayed if a client's mouse lies over one of the detail images (like ★).

Choose if the basket symbol should be displayed in the product overview and in the detail view.

After saving you have to click on **edit** again:

Layout Type: 1 column

Thickness:

- No Thickness
- Display Thickness
- Filter Thickness

Width:

- No Width
- Display Width
- Filter Width

Basket:

- Show Basket Symbol in overview

**edit** **delete**

Now choose the category and the brand out of the product database from which you would like to show the products:

|                 |                       |
|-----------------|-----------------------|
| Select Category | Linoleum              |
| Select Brand    | Marmoleum piano (265) |

After you have chosen a Brand, a list will appear with the products from which you can choose all you would like to show on that page you are creating at the moment.

1. To choose a product, simply click on the Checkbox on the left.
  2. To edit the details of a product (like appearance, profile), check the suitable checkboxes on the right.
- The changes will be saved immediately after clicking.



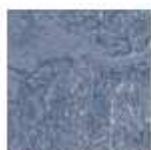
After you have chosen all tabletops you would like to show, click on the button “**update**”.

Now you can change the order of the tabletops with the arrows or by assigning the right number and the confirmation with save order manually. A lot of time can be saved by assigning the right numbers than moving them with the arrows.

This screenshot shows a product listing interface with several annotations:

- Filter thickness:** A red box highlights the thickness filters "3.2 mm" and "4.0 mm". An arrow points from this box to the text: "This is the filter thickness which means, if you click for e.g. on 4.0 mm you will only see the products which are available in 4.0 mm".
- Basket symbol:** A red box highlights a shopping cart icon with a checkmark. An arrow points from this box to the text: "Basket symbol. This icon appears if you checked the property ‘Show basket symbol in overview’".
- Defined details:** A red box highlights a shopping cart icon with a checkmark. An arrow points from this box to the text: "Defined details for this product".
- Defined tooltip:** A red box highlights a shopping cart icon with a checkmark. An arrow points from this box to the text: "Defined tooltip for this placed module".
- Moderate Appearance:** A red box highlights a "Moderate Appearance" button at the bottom of the interface.

$\pm$  3.2 mm  $\pm$  4.0 mm



83055



83176



83182



83120



83146

If display thickness was chosen, you see all the available thicknesses but you can not click on them which mean you can not see which are only in 4.00 mm available.

You can use that if all products are available in all thicknesses.

If you click on the Tabletops or numbers you see the following automatically generated popup window:



## 6.45 Quick Download

With this module you could upload short documents. But please consider the Design Guidelines: Add the modul "Quick Download" only in the zone 9.

Flooring   Bonding   Movement

flooring. bonding. movement.

Click here to visit the Forbo Flooring Systems website.

News 2007  
New Annual Report is available [Annual Report 2006](#)

### Forbo Divisions

Forbo Group – a leading manufacturer of flooring systems, chemical bonds and adhesives, as well as power transmission and conveyor belt solutions – reported a strong 73.9% increase in net profit in the first half of 2007. Net sales came to CHF 1,003.5 million, 7.5% more than in the prior-year period. Operating profit (EBIT) also increased significantly by 32.7% compared with the prior-year period. All three divisions reported further progress and contributed to this encouraging result.

- Download
- Management 2007  
JPG 17 KB
  - Annual Report  
PDF 19 Bytes
  - Forbo Logo  
GIF 5 KB, 11.04.2007

Choose a file which you would like to upload, give a Name for the file and a date. It shows you all details including the file size and file format.

(Quick Download)

Download

File

Description

Date

## 6.46 Quick Links



Linoleum  
-> Corklinoleum  
-> Marmoleum Dual

Project vinyl  
-> Eternal  
-> Effect  
-> Smaragd

Needlefelt  
-> Titan  
-> Granit  
-> Punch

Quick Links-Administration

| Entry Text           | Entry Type | Column Nr. |  |
|----------------------|------------|------------|--|
| Entry Text: Linoleum |            |            |  |
| Entry Type: Title    |            |            |  |
| Link: ---            |            |            |  |
| Link Target: _self   |            |            |  |
| Column Nr.: 1        |            |            |  |
| Cancel Update        |            |            |  |

|                |       |   |                 |
|----------------|-------|---|-----------------|
| Corklinoleum   | text  | 1 | A V Edit Delete |
| Marmoleum Dual | text  | 1 | A V Edit Delete |
| Project vinyl  | title | 2 | A V Edit Delete |
| Eternal        | text  | 2 | A V Edit Delete |
| Effect         | text  | 2 | A V Edit Delete |
| Smaragd        | text  | 2 | A V Edit Delete |
| Needlefelt     | title | 3 | A V Edit Delete |
| Titan          | text  | 3 | A V Edit Delete |
| Granit         | text  | 3 | A V Edit Delete |
| Punch          | text  | 3 | A V Edit Delete |

**Entry Text:** give a name

**Entry Type:** choose if you would like to create a Title like Linoleum or a text like Corklinoleum.

**Link:** link the text to a site in your structure

**Link Target:** \_self: opens the link in the same window. \_blank: opens a new window

**Column Nr.:** you can define how many column you would like to create

## 6.47 Restricted Area

A restricted area is a page which is only accessible with a user account. People who do not have an account are not able to see the pages behind the login screen.

You have to create first a restricted area Group and each user you create has to be a member of this group and also of the group web:

**For example:**

Create a new Group for example:

|                 |                            |                      |                      |                        |                             |
|-----------------|----------------------------|----------------------|----------------------|------------------------|-----------------------------|
| Restricted Area | <a href="#">Send Email</a> | Restricted Area User | <a href="#">Edit</a> | <a href="#">Delete</a> | <a href="#">Show Rights</a> |
|-----------------|----------------------------|----------------------|----------------------|------------------------|-----------------------------|

Create a new user and set the rights by Restricted Area and Web User.

|   |  |
|---|--|
| User Name *                                   | journalist   |
| Password *                                    | *****  |
| Email *                                       | journalist@forbo.com   |
| Active  | <input checked="" type="checkbox"/>  |
| Locked  | <input type="checkbox"/>   |
| Restrict On IP                                |  |
| Roles   | <input type="checkbox"/> Admin<br><input checked="" type="checkbox"/> Restricted Area<br><input checked="" type="checkbox"/> Web |
| <a href="#">Insert</a> <a href="#">Cancel</a> |  |

If you go back to the group, you see that the created user has access to the restricted area group:

|                 |                            |                            |                      |                      |                        |                             |
|-----------------|----------------------------|----------------------------|----------------------|----------------------|------------------------|-----------------------------|
| Restricted Area | <a href="#">Send Email</a> | <a href="#">journalist</a> | Restricted Area User | <a href="#">Edit</a> | <a href="#">Delete</a> | <a href="#">Show Rights</a> |
|-----------------|----------------------------|----------------------------|----------------------|----------------------|------------------------|-----------------------------|

Now you create your restricted area page. Add the modul Login to the page with the following rights:

|                 |                                     |
|-----------------|-------------------------------------|
| Rights Editor   |                                     |
|                 | View                                |
| Admin           | <input checked="" type="checkbox"/> |
| Restricted Area | <input checked="" type="checkbox"/> |
| Web             | <input checked="" type="checkbox"/> |

Underneath the login you can create your page which should appear after login. Choose your preferred modul, for example “document & links” and set the rights correctly:

|                 |   |
|-----------------|---|
| Rights Editor   |   |
|                 | View Add Edit Delete  |
| Admin           | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> |
| Restricted Area | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>                                  |
| Web             | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>   |

Click on “rules & rights” under “web rights”. It should look like this:

|                        |                          |                                     |
|------------------------|--------------------------|-------------------------------------|
| <b>restricted area</b> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|                        | Login-Form               | <input checked="" type="checkbox"/> |
|                        | Documents & Links        | <input type="checkbox"/>            |

If you click on group “restricted area” it should look like this:

|                        |                          |                                     |
|------------------------|--------------------------|-------------------------------------|
| <b>restricted area</b> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|                        | Login-Form               | <input type="checkbox"/>            |
|                        | Documents & Links        | <input checked="" type="checkbox"/> |

## 6.48 Sample Ordering

This module gives basket functionality to the product database. The administrator can choose, which brands are available and which ones not. The user can search the item numbers and add them directly to the basket. During checkout he will be asked for address and other information. All these question fields and brochures on the main screen are configurable by the administrator.

Add the "Sample Ordering" modul and you get a description how to build up this page. In this manual I will also explain you step by step how you can build up this page just in case the explanation in the module is not clear enough.

Note: It's not possible to copy the Sample Ordering Module, because it is too specific of each website.

### (Sample Ordering)

#### Admin Sample Ordering

##### Setup

Please complete the following steps for setting up your basket. Please keep in mind, if your website has multiple languages, you have to add this module once per language.

- 1) **Basket Configuration** click the new button and enter the requested information.
- 2) **Sample Size** click new for adding the different sample sizes. If you have only one sample size, please add that one, if you have multiple click multiple times new.
- 3) **User Information** click here add to enter the information you request from the user. In field enter values like "Name, street, ZIP, etc". If click active, the field is active and the user will be asked for this one. If you click mandatory the field automatically will be mandatory. The field text at the end is for entering longer descriptions from the user, like a feedback box.
- 4) **Basket Translation**, here you have also to click new and translate all items to your local language.
- 5) **Samples/Brochure Shipping Option**, here you can add your different shipping options, like Post, Fedex, etc.
- 6) **Add Brochure**, this is the last point you have to configure. Add all kind of brochures you want the user can order optionally with the items.
- 7) **Selected Brand**, this is the last point you have to configure. Here you can select brands to be ordered.

Click on **new** Basket Configuration:

\* **Basket Configuration**

|                                    |                 |          |            |
|------------------------------------|-----------------|----------|------------|
| Max quantity                       | Max basket item | Email_to | Email_from |
| <input type="button" value="new"/> |                 |          |            |

\* Basket Configuration

| Max quantity   | Max basket item                            | Email_to                                   | Email_from |
|--|--|--|------------|
| Max quantity per item                                |  | 5  |            |
| Max items per order                                  |  | 20   |            |
| Send Email to  |  | info@forbo.com<br>chantal.storci@forbo.com |            |
| To add multiple email write each email to a new line |  |  |            |
| Example:   | <br>myName@forbo.com<br>yourName@forbo.com |  |            |
| Email Address that appears in Submitter              | sampleorder@forbo.com                      |  |            |
| Dealer search  | Search for a dealer ▾                      |  |            |
| Max dealer result                                    | 5 ▾  |  |            |
| cancel save  |  |  |            |

Chose the maximum quantity per item a visitor can order (per order)

Choose the maximum items a visitor can choose per order

Type in the email addresses where the order should be submitted to. You can insert more than one email address; just add the additional address to a new line (see example above).

Type in an email address which will appear as the sender address. You can also type in an email address which does not exist as it is only that the receiver who gets the order can see where the email comes from. So in the above example the sender address is [sampleorder@forbo.com](mailto:sampleorder@forbo.com).

You have also the possibility to import the dealer addresses.

Define how many dealers should appear.

After you have filled in the entire information click on save.

Click on new at sample size:

\* Samples Size

| Size    | Order |
|---------|-------|
| 12x12cm |       |

cancel save

Now you can add the different Sample size to the system, just type in one size which could be available. After saving you can click again on new to add the next one, and so on....

#### \* User Information (Firstname, Lastname, Address, ...)

| Input Type  | Field Name | Mandatory                                     | Include in user email                                     | Active                                     | Order |
|-------------|------------|---|---|--|-------|
| Input Field | Name       | <input checked="" type="checkbox"/> Mandatory | <input checked="" type="checkbox"/> Include in user email | <input checked="" type="checkbox"/> Active |       |

cancel save

Now you have to make the fields which have to be filled in by the visitor who wants to make an order.

|   |   |
|---|---|
| Input Type  | <b>Dropdown</b>   |
| Field Name  | Application   |
| Dropdown List   | Home<br>Office<br>Factory<br>Opthers                      |
| Element in Dropdown, write each element to a new line |   |
| Example:  |   |
| -----   |   |
| Home  |   |
| Office  |   |
| -----   |   |
| Mandatory   | <input type="checkbox"/> Mandatory                        |
| Include in user email                                 | <input checked="" type="checkbox"/> Include in user email |
| Active  | <input checked="" type="checkbox"/> Active                |

**cancel** **save**

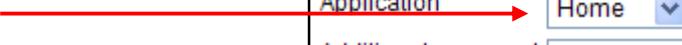
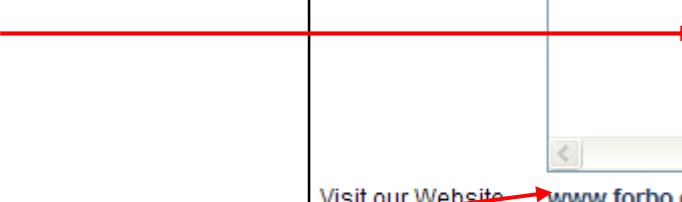
If you choose the input type "dropdown" you can list in the big field all the items which should be shown in the dropdown.

|                       |   |
|-----------------------|---|
| Input Type            | <b>HTML Code</b>  |
| Field Name            | Visit our Website   |
| HTML Code             | <a href="http://www.forbo-com" target="_blank"><b>www.f<br>orbo.com</b></a> |
| Insert html code      |   |
| Mandatory             | <input type="checkbox"/> Mandatory  |
| Include in user email | <input checked="" type="checkbox"/> Include in user email                   |
| Active                | <input checked="" type="checkbox"/> Active                                  |

**cancel** **save**

To add for example a link to a website you have to use the HTML-code (Input Type) and you have to insert the URL also with the HTML-code.

### Example:

|              |  |  |  |
|--------------|--|--|--|
| Input fields | Name<br>City<br>E-Mail address<br>Address  |   | <input type="text"/><br><input type="text"/><br><input type="text"/><br><input type="text"/>     |
|              | Application  |  |  |
| DropDown     |  |  | <b>Home</b>  |
| Text Area    | Additional comment<br>   |  |  |
| HTML-Code    | Visit our Website <br><a href="http://www.forbo.com">www.forbo.com</a><br>Versand Optionen <br>Bestellung absenden |  |  |

Go to basket Translation and click on new:

| *Basket Translation            |   |        |       |
|--------------------------------|---|--------|-------|
| Order Samples                  | Quantity  | Dessin | Brand |
| Order Samples                  | Muster Bestellung   |        |       |
| Quantity                       | Anzahl  |        |       |
| Dessin                         | Dessin-Nummer   |        |       |
| Brand                          | Brand-Name  |        |       |
| Size                           | Grösse  |        |       |
| Remove                         | Entfernen   |        |       |
| No items in basket             | Der Warenkorb ist leer  |        |       |
| Proceed to order               | Weiter zur Bestellung   |        |       |
| Submit order                   | Bestellung absenden   |        |       |
| No Product Found               | Kein Produkt gefunden   |        |       |
| Maximum nbr of product reached | Maximum der Bestellmenge erreicht   |        |       |
| Shipping option                | Versand Optionen  |        |       |
| Search Dessin                  | Suche Dessin-Nummer   |        |       |
| Text after submitted form      | Besten Dank für Ihre<br>Bestellung, wir werden diese<br>so rasch als möglich<br>bearbeiten. |        |       |

Go to samples/brochure shipping option and click on new: Type in the shipping options you are offering.

| Samples/Brochure Shipping Option |       |        |        |
|----------------------------------|-------|--------|--------|
| Shipping Option                  | Order |        |        |
| Priority                         | ↑ ↓   | edit   | delete |
| Normal                           | ↑ ↓   | edit   | delete |
| Shipping Option                  | Low   |        |        |
|                                  |       | cancel | save   |

Go to add brochure and click on new:

Add Brochure

| Brochure | ImageName          | Order |
|----------|--------------------|-------|
| Brochure | Marmoleum Global 2 |       |

ImageName P:\IC\admin\CMS\CMS2 [Browse...](#)

[cancel](#) [save](#)

Type in the name of the brochure and load up an image of the brochure by clicking on browse.

Click on save.

#### Select Brand

|              |   |
|--------------|---|
| Category:    | Linoleum  |
| Brand:       | Linoleum global 3 (676)                                 |
| Brand Sizes: | DIN A4-Format: <input checked="" type="checkbox"/> Save |

This is how an order could look like at the end if someone searched for some products and added them to the shopping basket.

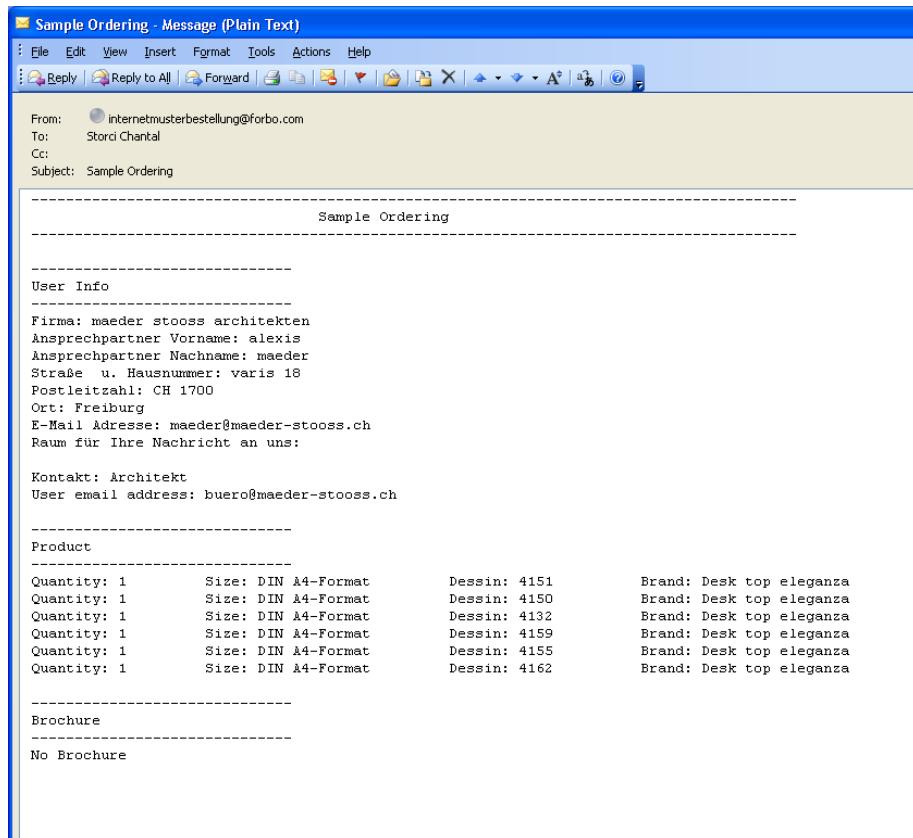
| Anzahl | Dessin-Nummer  | Brand-Name     | Grösse  |           |
|--------|----------------|----------------|---------|-----------|
| 1      | 3030 blue      | Marmoleum real | 12x12cm | Entfernen |
| 2      | 3038 caribbean | Marmoleum real | 12x12cm | Entfernen |

6675 Suche Dessin-Nummer

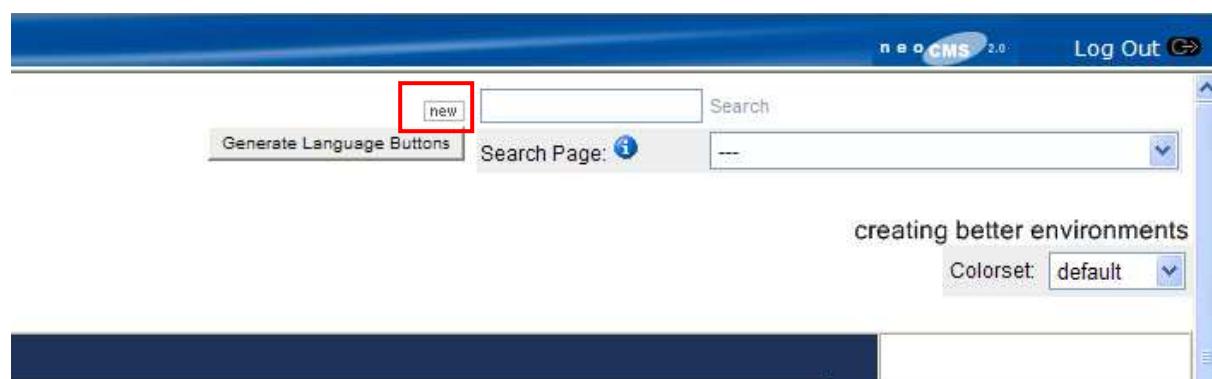


Weiter zur Bestellung

This is how the email comes in if someone made an order by using the shopping basket:



The sample ordering is now ready to use. You must only add the shopping basket icon. Click on the top of the website on new:



and create a new button: Type in BASKET, to activate the Sample Ordering and after the colon you can define a name: for example basket. Save it.



Generating a report to sample all the web based orders of a certain period.

Implement the “**Sample Ordering Export**” module and it shows you automatically the orders: you have also the possibility to export it in an excel file.

**(Sample Ordering Export)**

[Export to Excel](#)

| Order Date          | IP          | Product Count | Brochure Count |                        |
|---------------------|-------------|---------------|----------------|------------------------|
| 24.01.2008 09:51:58 | 10.41.0.120 | 0             | 1              | <a href="#">detail</a> |
| 22.01.2008 10:23:18 | 10.41.2.33  | 0             | 2              | <a href="#">detail</a> |
| 21.01.2008 17:03:15 | 10.41.2.33  | 2             | 2              | <a href="#">detail</a> |

## 6.49 Sample Ordering Export

This module is used to display the data from the “Sample Ordering” Modul which are stored into the database. After you added the Modul it shows you automatically the data from each order. Click on detail and you get more information about the user.

### (Sample Ordering Export)

Export to Excel

| Order Date          | IP          | Product Count | Brochure Count |                        |
|---------------------|-------------|---------------|----------------|------------------------|
| 24.01.2008 09:51:58 | 10.41.0.120 | 0             | 1              | <a href="#">detail</a> |
| 22.01.2008 10:23:18 | 10.41.2.33  | 0             | 2              | <a href="#">detail</a> |
| 21.01.2008 17:03:15 | 10.41.2.33  | 2             | 2              | <a href="#">detail</a> |

To have more information about the order, click on “export to excel”

|                   |                    |                         |
|-------------------|--------------------|-------------------------|
| <b>Order Date</b> | 24.01.2008 09:51   |                         |
| <b>Order IP</b>   | 10.41.0.120        |                         |
| <b>User Info</b>  | Name               | test                    |
|                   | City               | test                    |
|                   | E-Mail address     | test                    |
|                   | Address            | test                    |
|                   | Application        | Home                    |
|                   | Additional comment | dies ist ein test gruss |
|                   | Visit our Website  |                         |
| <b>Product</b>    | -                  |                         |
| <b>Brochure</b>   | - Marmoleum        |                         |
|                   |                    |                         |

## 6.50 Sample Ordering for Menu

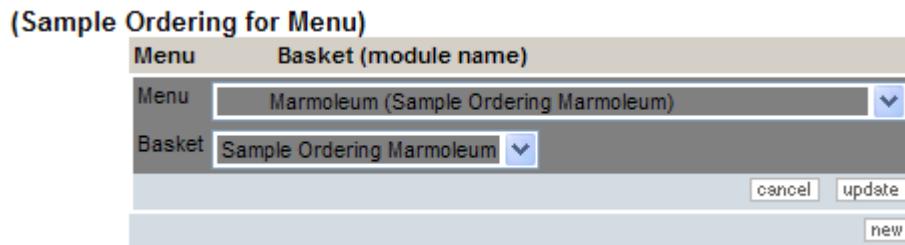
With this Module you can manage different Sample orderings on different site. Create different Sample ordering for example for the products Novilon, Marmoleum and Novilux.

Add on a page the modul “**Sample Ordering for Menu**” click on “**new**” and it opens the following window:

(Sample Ordering for Menu)

| Menu   | Basket (module name)                  |
|--------|---------------------------------------|
| Menu   | Marmoleum (Sample Ordering Marmoleum) |
| Basket | Sample Ordering Marmoleum             |

cancel update new



**Menu:** choose the site on which you would like to have the create sample ordering.  
Clicking on the basket you will be redirected to the appropriate sample ordering.

**Basket:** here you see your specified created sample orderings.

## 6.51 Search

The search-module gives the ability to search your site for content. It searches all your content pages and the keyword modules.

Create a new site and add the modul search to that page. You will receive automatically the following screen (don't forget to give the rights to the web-user):

Type the keyword and click "search".

After you have created a search page you have to link this page. On each site you see on the top the following screen:



Select now the page that contains the search modul.

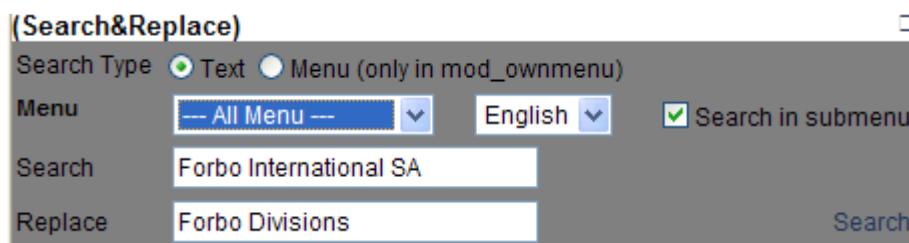
This setting is language specific so remember to set the page for each language.

So if the users type in some search words he will come directly to that page.

## 6.52 Search & Replace

With this module you can search for a text and you can also replace words with another word. You can do the same with menus but only with the mod\_ownmenu

Add the module search & replace modul:

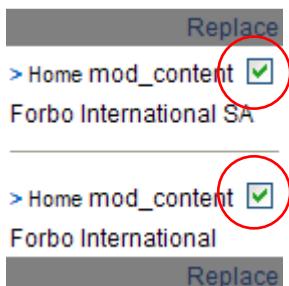


Choose the Search Type, choose a Menu from the structure or choose ---All Menu--- to search everywhere

Type in your search word and type in your replace word

You can choose the language in which you search & replace and you can choose if the system should also go into the submenus.

Click on search



Now you get all the menus and pages where this word is included and you can choose where you would like to replace it and where not by just removing the check from the checkbox.

## 6.53 Sitemap

Sitemap displays all menus from your web site as follows: in case the visibility of the pages is set to "on". This setting for test pages or out-dated information must be set to off. This setting can be found in the "edit page" section.

- **Home**

- > Home

- > Products

- > Product Overview

- Marmoleum

- Artoleum

- Linoleum

- > About us

- > History

- > Mediareleases

- > Jobs

- > Details

- > Archiv

- > testpage chantal

- > Form

- > Restricted Area

- > Download

- > Search

## 6.54 Tabbed Navigation

With the Modul TabNavigation you can publish subpages from a Parent page. The meaning is that you afterwards deactivate these subpages in the structure on the left site because you publish them with the TabNavigation Modul. With this solution you get a better and smaller structure.

**Remark: You can add this modul only on the product level!**

**If you add this modul then please only in Zone TabNavZone. If you then have also a content modul you have to add it in Zone 10.**

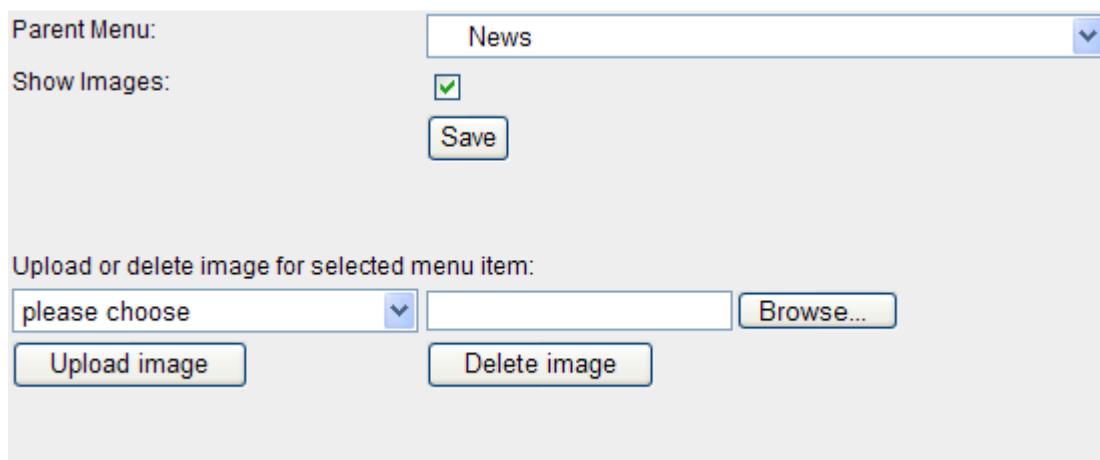
**If the picture you upload is not too big the system will adapted the size automatically. Otherwise get an error message and you have to set the right size: 110x40pixel**

Parent Menu:

Show Images:

Upload or delete image for selected menu item:

please choose



**Parent Menu:** choose the parent menu in the structure on which you will show the subpages.  
Click on save. It shows you automatically the subpages:

- Marmoleum Fresco
- Walton Uni
- Walton Cirrus
- Walton Crocodiles
- Artoleum Piano
- Artoleum Scala
- Artoleum Mineral
- Artoleum Graphic
- Artoleum Striato

**Upload or delete image for selected menu item:** after you set the parent menu it shows you all the subpages there.

You were able to upload a picture to each subpage. Choose a menu and a picture and click then on upload image:

Upload or delete image for selected menu item:

Marmoleum Real  P:\IC\admin\CMS\CMS2-r

The pictures are automatically in grey

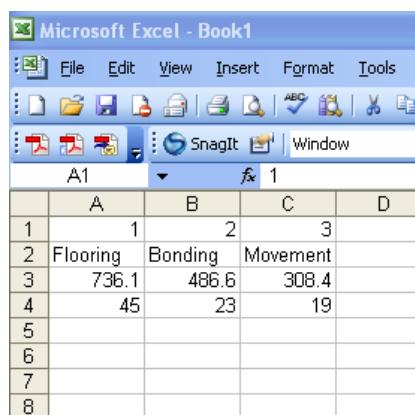


But if you click for ex. on Linoleum Global 3 it shows you the picture in colors because you are actually on this page.



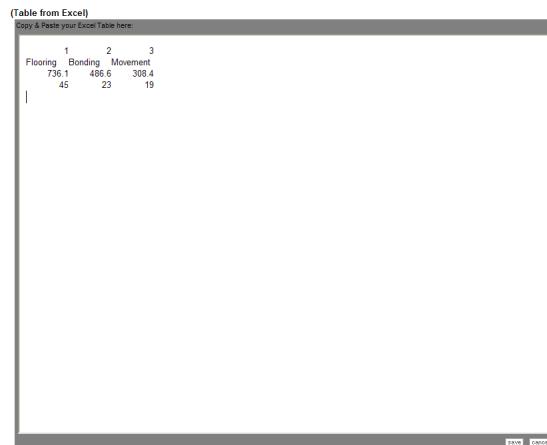
## 6.55 Table from Excel

With this module you are able to insert tables from excel.



|   | A        | B       | C        | D |
|---|----------|---------|----------|---|
| 1 | 1        | 2       | 3        |   |
| 2 | Flooring | Bonding | Movement |   |
| 3 | 736.1    | 486.6   | 308.4    |   |
| 4 | 45       | 23      | 19       |   |
| 5 |          |         |          |   |
| 6 |          |         |          |   |
| 7 |          |         |          |   |
| 8 |          |         |          |   |

Insert the “Table from Excel” modul. After that go to your excel and mark the part you would like to copy into your homepage. Copy that part and go back to your page.



Click into the white field and click paste either with your right mouse click on paste or with Ctrl+V. Your table is inserted and you can click on save.

|          |         |          |
|----------|---------|----------|
| 1        | 2       | 3        |
| Flooring | Bonding | Movement |
| 736.1    | 486.6   | 308.4    |
| 45       | 23      | 19       |

## 6.56 Tables

Type: Tables  
Title: Tables  
ModulePageID: 448  
Cloned ModulePageID: -1

**Property Grid**

Columns:  
5

**Rights Editor**

|          | View                                | Add                                 | Edit                                | Delete                              |
|----------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Admin    | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Intranet | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Web      | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |

Add the modul table but before you save everything you have on the top the possibility to set the columns of your table: here for example 5. Click then on OK.

Click on new and define the first line, for example:

(Tables)

| Title    | Key figures Forbo Flooring Systems                     |
|----------|--|
| Column 1 | Net sales:<br><input checked="" type="checkbox"/> Bold |
| Column 2 | EBITDA:<br><input checked="" type="checkbox"/> Bold    |
| Column 3 | EBIT:<br><input checked="" type="checkbox"/> Bold      |
| Column 4 | Employees:<br><input checked="" type="checkbox"/> Bold |
| Column 5 | <input type="checkbox"/> Bold                          |

Cancel Update

Click on the new button and create a second line:

|          |  |
|----------|--|
| Title    | <input type="text"/>                               |
| Column 1 | CHF 864.4 million<br><input type="checkbox"/> Bold |
| Column 2 | CHF 122.0 million<br><input type="checkbox"/> Bold |
| Column 3 | CHF 94.9 million<br><input type="checkbox"/> Bold  |
| Column 4 | 2,457(FTE)<br><input type="checkbox"/> Bold        |
| Column 5 | <input type="checkbox"/> Bold                      |

Cancel Update

At the end it looks like this:

### Key Figures Forbo

| Net sales:        | EBITDA:          | EBIT:            | Employees:  |
|-------------------|------------------|------------------|-------------|
| CHF 864.4 milion  | CHF 120 million  | CHF 94.9 million | 2.457 (FTE) |
| CHF 763.7 million | CHF 69.4 million | CHF 53.7 million | 1.540 (FTE) |
| CHF 375.9 million | CHF 41.8 million | CHF 28 million   | 2.002 (FTE) |
| CHF 375.9 million | CHF 41.8 million | CHF 28 million   | 2.002 (FTE) |

You can also use only two columns:

|          |   |
|----------|---|
| Title    |   |
| Column 1 | Key markets   |
|          | <input checked="" type="checkbox"/> Bold  |
| Column 2 | Education, health, offices, public buildings,<br>semi-conductor industry, photo-optical<br>industry, pharmaceutical industry, design and<br>trend-oriented residential market |
|          | <input type="checkbox"/> Bold   |
|          | <a href="#">Cancel</a> <a href="#">Update</a>   |

## Informations

---

|                                  |  |
|----------------------------------|--|
| Executive Vice President Bonding | Michel Riva  |
| Key markets                      | Education, health, offices, public buildings,<br>semi-conductor industry, photo-optical<br>industry, pharmaceutical industry,<br>design and trend-oriented residential<br>market |
| Key production facilities        | Netherlands, Scotland, Sweden, Switzerland,<br>France  |

## 6.57 Visit Box

This module may be used only in the zone 2! It's exactly adapted to this zone.



If you do not type in a text for the link, the output will show the link as it is (e.g.  
<http://www.forbo.com>).



## 6.58 Visit Websites

With this modul you could insert external links to other websites:

Visit following Websites

> Forbo Flooring Systems

> Forbo Bonding Systems

> Forbo Movement Systems

Fill in the following information:

(Visit Websites)

Title:

Visit following Websites

Save Title

Visit following Websites

Link to Menu

---

or URL (inkl. http://)

http://www.forbo-siegling.com

Link Text

Forbo Movement Systems

Link Target

\_self

Cancel Save

Λ

∨

Edit

Delete

> Forbo Flooring Systems

Λ

∨

Edit

Delete

> Forbo Bonding Systems

# 7 Format, define Language, most Problems

## 7.1 Format

### Bold

All fields offer the option of displaying the text in bold. Enter `<strong>` before the text that should appear in bold and `</strong>` after the bold text, e.g.

**Input:** `<strong> this text appears in bold </strong>`

**Output:** **This text appears in bold.**

### Italics

All fields offer the option of displaying the text in bold. Enter `<i>` before the text that should appear in bold and `</i>` after the italics text, e.g.

**Input:** `<i> This text appears in italics </i>`

**Output:** *This text appears in italics.*

### Color

It is only allowed to use the defined color group from the Corporate Guidelines.

**Input:** This is a `<strong><p style="color:#325290;">BLUE COLOR</p></strong>` text

**Output:** This is a **BLUE COLOR** text.

**Remark** “p” means a space. Without space write:

This is a `<strong><span style="color:#325290;">BLUE COLOR</span></strong>` text.

## 7.2 Link to a Page or to a Homepage

You can insert manual links in all fields, as follows:

**Input:** `<a href="http://www.forbo.com" target="_blank">Forbo</a>`

**Output:** This assigns a link to Forbo which will take you to [www.forbo.com](http://www.forbo.com).

If you leave out `target="_blank"` the link will not open in a new window.

## 7.3 Link to e-mail address

You can enter e-mail addresses in all fields, as shown below, which will be opened directly as new mail:

**Input:** E-mail:`<a href="mailto:info@forbo.com">info@forbo.com</a>`

**Output:** E-mail: [info@forbo.com](mailto:info@forbo.com)

## 7.4 Link to File if it isn't possible with the Module

If you would like to create a link to a file, the file must be stored by the System Administrator in the database and the path must be entered as shown in the example below:

`<a href="/framework/modulefiles/mod_download/map_paderborn.jpg">Map of the area.</a>`

## 7.5 Define Language

| Code           | Language - Country/Region     | Code   | Language - Country/Region                          |
|----------------|-------------------------------|--------|--|
| af             | Afrikaans                     | hu-HU  | Hungarian - Hungary                                |
| af-ZA          | Afrikaans - South Africa      | is     | Icelandic  |
| sq             | Albanian                      | is-IS  | Icelandic - Iceland                                |
| sq-AL          | Albanian - Albania            | id     | Indonesian   |
| ar             | Arabic                        | id-ID  | Indonesian - Indonesia                             |
| ar-DZ          | Arabic - Algeria              | it     | Italian  |
| ar-BH          | Arabic - Bahrain              | it-IT  | Italian - Italy                                    |
| ar-EG          | Arabic - Egypt                | it-CH  | Italian - Switzerland                              |
| ar-IQ          | Arabic - Iraq                 | ja     | Japanese   |
| ar-JO          | Arabic - Jordan               | ja-JP  | Japanese - Japan                                   |
| ar-KW          | Arabic - Kuwait               | kn     | Kannada  |
| ar-LB          | Arabic - Lebanon              | kn-IN  | Kannada - India                                    |
| ar-LY          | Arabic - Libya                | kk     | Kazakh   |
| ar-MA          | Arabic - Morocco              | kk-KZ  | Kazakh - Kazakhstan                                |
| ar-OM          | Arabic - Oman                 | kok    | Konkani  |
| ar-QA          | Arabic - Qatar                | kok-IN | Konkani - India                                    |
| ar-SA          | Arabic - Saudi Arabia         | ko     | Korean   |
| ar-SY          | Arabic - Syria                | ko-KR  | Korean - Korea                                     |
| ar-TN          | Arabic - Tunisia              | ky     | Kyrgyz   |
| ar-AE          | Arabic - United Arab Emirates | ky-KG  | Kyrgyz - Kyrgyzstan                                |
| ar-YE          | Arabic - Yemen                | lv     | Latvian  |
| hy             | Armenian                      | lv-LV  | Latvian - Latvia                                   |
| hy-AM          | Armenian - Armenia            | lt     | Lithuanian   |
| az             | Azeri                         | lt-LT  | Lithuanian - Lithuania                             |
| az-AZ-Cyrillic | Azeri (Cyrillic) - Azerbaijan | mk     | Macedonian   |
| az-AZ-Latin    | Azeri (Latin) - Azerbaijan    | mk-MK  | Macedonian - Former Yugoslav Republic of Macedonia |

|        |                         |             |                              |
|--------|-------------------------|-------------|------------------------------|
| eu     | Basque                  | ms          | Malay                        |
| eu-ES  | Basque - Basque         | ms-BN       | Malay - Brunei               |
| be     | Belarusian              | ms-MY       | Malay - Malaysia             |
| be-BY  | Belarusian - Belarus    | mr          | Marathi                      |
| bg     | Bulgarian               | mr-IN       | Marathi - India              |
| bg-BG  | Bulgarian - Bulgaria    | mn          | Mongolian                    |
| ca     | Catalan                 | mn-MN       | Mongolian - Mongolia         |
| ca-ES  | Catalan - Catalan       | no          | Norwegian                    |
| zh-HK  | Chinese - Hong Kong SAR | nb-NO       | Norwegian (Bokmål) - Norway  |
| zh-MO  | Chinese - Macao SAR     | nn-NO       | Norwegian (Nynorsk) - Norway |
| zh-CN  | Chinese - China         | pl          | Polish                       |
| zh-CHS | Chinese (Simplified)    | pl-PL       | Polish - Poland              |
| zh-SG  | Chinese - Singapore     | pt          | Portuguese                   |
| zh-TW  | Chinese - Taiwan        | pt-BR       | Portuguese - Brazil          |
| zh-CHT | Chinese (Traditional)   | pt-PT       | Portuguese - Portugal        |
| hr     | Croatian                | pa          | Punjabi                      |
| hr-HR  | Croatian - Croatia      | pa-IN       | Punjabi - India              |
| cs     | Czech                   | ro          | Romanian                     |
| cs-CZ  | Czech - Czech Republic  | ro-RO       | Romanian - Romania           |
| da     | Danish                  | ru          | Russian                      |
| da-DK  | Danish - Denmark        | ru-RU       | Russian - Russia             |
| div    | Dhivehi                 | sa          | Sanskrit                     |
| div-MV | Dhivehi - Maldives      | sa-IN       | Sanskrit - India             |
| nl     | Dutch                   | sr-SP-Cyril | Serbian (Cyrillic) - Serbia  |
| nl-BE  | Dutch - Belgium         | sr-SP-Latin | Serbian (Latin) - Serbia     |
| nl-NL  | Dutch - The Netherlands | sk          | Slovak                       |
| en     | English                 | sk-SK       | Slovak - Slovakia            |
| en-AU  | English - Australia     | sl          | Slovenian                    |

|       |                               |        |                              |
|-------|-------------------------------|--------|------------------------------|
| en-BZ | English - Belize              | sl-SI  | Slovenian - Slovenia         |
| en-CA | English - Canada              | es     | Spanish                      |
| en-CB | English - Caribbean           | es-AR  | Spanish - Argentina          |
| en-IE | English - Ireland             | es-BO  | Spanish - Bolivia            |
| en-JM | English - Jamaica             | es-CL  | Spanish - Chile              |
| en-NZ | English - New Zealand         | es-CO  | Spanish - Colombia           |
| en-PH | English - Philippines         | es-CR  | Spanish - Costa Rica         |
| en-ZA | English - South Africa        | es-DO  | Spanish - Dominican Republic |
| en-TT | English - Trinidad and Tobago | es-EC  | Spanish - Ecuador            |
| en-GB | English - United Kingdom      | es-SV  | Spanish - El Salvador        |
| en-US | English - United States       | es-GT  | Spanish - Guatemala          |
| en-ZW | English - Zimbabwe            | es-HN  | Spanish - Honduras           |
| et    | Estonian                      | es-MX  | Spanish - Mexico             |
| et-EE | Estonian - Estonia            | es-NI  | Spanish - Nicaragua          |
| fo    | Faroese                       | es-PA  | Spanish - Panama             |
| fo-FO | Faroese - Faroe Islands       | es-PY  | Spanish - Paraguay           |
| fa    | Farsi                         | es-PE  | Spanish - Peru               |
| fa-IR | Farsi - Iran                  | es-PR  | Spanish - Puerto Rico        |
| fi    | Finnish                       | es-ES  | Spanish - Spain              |
| fi-FI | Finnish - Finland             | es-UY  | Spanish - Uruguay            |
| fr    | French                        | es-VE  | Spanish - Venezuela          |
| fr-BE | French - Belgium              | sw     | Swahili                      |
| fr-CA | French - Canada               | sw-KE  | Swahili - Kenya              |
| fr-FR | French - France               | sv     | Swedish                      |
| fr-LU | French - Luxembourg           | sv-FI  | Swedish - Finland            |
| fr-MC | French - Monaco               | sv-SE  | Swedish - Sweden             |
| fr-CH | French - Switzerland          | syr    | Syriac                       |
| gl    | Galician                      | syr-SY | Syriac - Syria               |

|       |                        |            |                               |
|-------|------------------------|------------|-------------------------------|
| gl-ES | Galician - Galician    | ta         | Tamil                         |
| ka    | Georgian               | ta-IN      | Tamil - India                 |
| ka-GE | Georgian - Georgia     | tt         | Tatar                         |
| de    | German                 | tt-RU      | Tatar - Russia                |
| de-AT | German - Austria       | te         | Telugu                        |
| de-DE | German - Germany       | te-IN      | Telugu - India                |
| de-LI | German - Liechtenstein | th         | Thai                          |
| de-LU | German - Luxembourg    | th-TH      | Thai - Thailand               |
| de-CH | German - Switzerland   | tr         | Turkish                       |
| el    | Greek                  | tr-TR      | Turkish - Turkey              |
| el-GR | Greek - Greece         | uk         | Ukrainian                     |
| gu    | Gujarati               | uk-UA      | Ukrainian - Ukraine           |
| gu-IN | Gujarati - India       | ur         | Urdu                          |
| he    | Hebrew                 | ur-PK      | Urdu - Pakistan               |
| he-IL | Hebrew - Israel        | uz         | Uzbek                         |
| hi    | Hindi                  | uz-UZ-Cyrl | Uzbek (Cyrillic) - Uzbekistan |
| hi-IN | Hindi - India          | uz-UZ-Latn | Uzbek (Latin) - Uzbekistan    |
| hu    | Hungarian              | vi         | Vietnamese                    |

## 7.6 Most Problems

Since we will be working with a new CMS, new modules and a new web design, we will encounter new problems or issues.

Please report these to the CMS Helpdesk ([helpdesk.cms@forbo.com](mailto:helpdesk.cms@forbo.com))

I will collect the founded solutions and will update regularly this manual accordingly.

The Key-Users will be informed directly by e-mail when solutions are for the benefit of more web sites.

## 7.7 Updates / renewals from Modules

Will be updated.