DOCUMENTATION

Administration Interfaces Jahia v6.61

Jahia's next-generation, open source CMS stems from a widely acknowledged vision of enterprise application convergence – web, document, search, social and portal – unified by the simplicity of web content management.

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Summary

DOCUMENTATION 1
Summary 2
Introduction to the Jahia Administration Center 4
1 Section One: Server Settings 6
1.1 The “Web Project Management” 6
1.1.1 Creating a Web Project 9
1.1.2 Deleting a Web Project 17
1.1.3 Exporting a Web Project 18
1.1.4 Editing Web Project Properties 22
1.1.5 Other Site-Related Settings 22
1.2 Manage Users 23
1.2.1 Creating a User 23
1.2.2 Editing User Properties 24
1.2.3 Removing a User 25
1.2.4 Locking a User 25
1.2.5 Batch-Importing Users 27
1.3 E-mail Settings 29
1.4 Manage Portlets 31
1.5 Edit Super Administrator Properties 33
1.6 Server and Cache Status 34
1.7 Password Policy 40
1.8 Manage Roles 41
1.8.1 Creating a New Role 42
1.8.2 Deleting or Copying a Role 47
1.8.3 Exporting and Importing Roles 47
1.9 Manage Modules 48
1.10 Report a Problem 50

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1.11 Jahiapedia 50
1.12 About Jahia 50
2 Section Two: Site Settings 52
2.1 Manage Groups 54
Creating a Group 55
2.1.1 Adding and Removing Members 56
2.1.2 Removing a Group 60
Duplicating a Group 61
2.2 Manage Languages 62
2.2.1 Options disponibles pour chaque langue 62
2.2.2 Gestion multilingue 64
2.3 HTML Settings 68
2.4 Display Vanity URL 69
2.5 Manage Modules 70
2.6 Link Checker 70
2.6.1 Auditing External Links with the Link Checker 70

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Introduction to the Jahia Administration Center

Jahia features a back-office panel designed to manage sites and the overall platform. This interface is called the “Administration Center” or “Admin Center”.

If you have administrative privileges, you can access the Jahia Administration Center:

- by typing the address of your Jahia server directly in your browser, followed by “/administration”
- from your user home page, via the links located at the top right of the screen
- from the toolbars that appear in some of the modes by clicking on “Administration”.

In Edit Mode:

In the Studio:

By default, after install and once a site has been created, Jahia comes with:

- A “root” user: this is the system’s “super user”. It is granted all permissions on the entire platform and can access all of its functionalities for all hosted sites. It is a system user whose rights cannot be altered, even though it is not directly listed in content object permissions. The “root” user is obviously not subject to system permissions control, it has all rights and they cannot be revoked.
- A “Site Administrators” group (site-administrators) for the users in charge of the site, who will have “complete control” over it (writing, workflows etc.) as well as a group of privileged users (site-privileged) for those who need access to the default workspace, used mainly in the Edit and Contribute Modes. This makes it possible to secure accesses. Please note that when a user is given a role that requires access to the default workspace (e.g., an editor role), then the user will be automatically added to this group.

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- Finally, site or server administrators can delegate tasks to other users. For instance, the site administrator can grant other users access to user and group management. Of course, these users will be able to access the features defined by the site administrator, and only these features.

The first section of this guide covers the overall platform management features, mainly the creation of Web Projects (sites), users and roles. Most server management features are only available to the Super Administrator (root) account.

The second section covers the management features available for each Web Project created on the platform. These features are used more frequently than the platform management features and they are available to users with the “site administrator” role.

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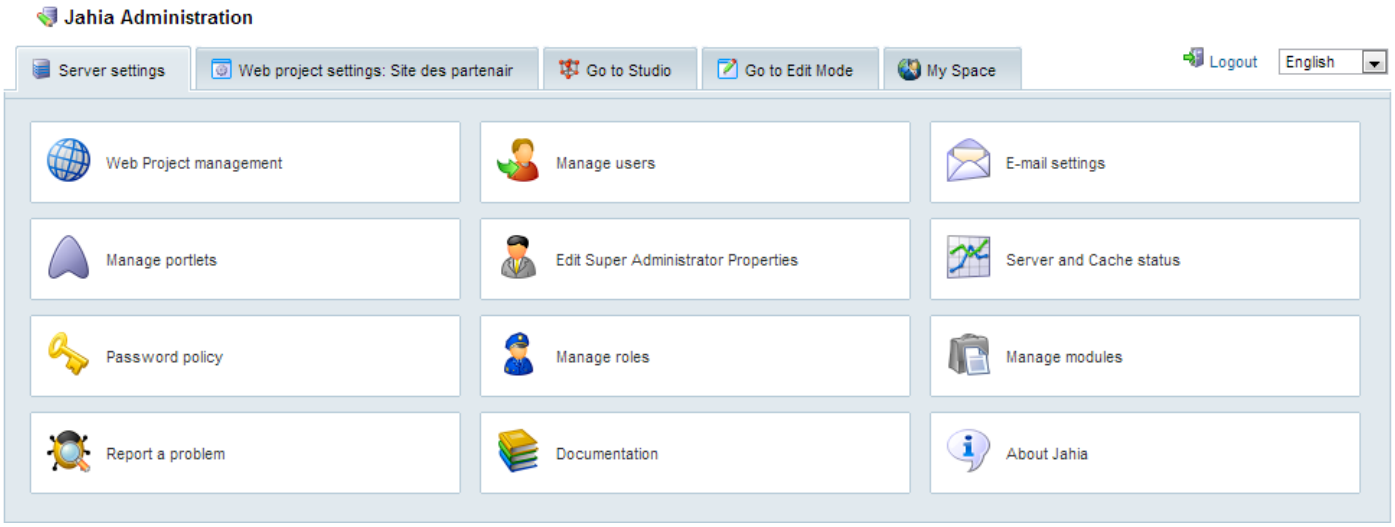
1 Section One: Server Settings

Access to the “Server Settings” tab is normally allowed to the Super Administrator only, since the actions and operations available in this section will affect all the sites hosted on the Jahia server (or cluster).

This section is where you can create users, add portlets or edit the roles available on the platform. This is also where you can list, manage, create or delete virtual sites.

Just like in the “Site Settings” tab, the Super Administrator can grant other users access to one or more panels available in this section. This delegation option can be found in the “Manage Roles” panel.



1.1 The “Web Project Management”

You can create multiple Web projects (or “virtual sites”) within a single Jahia server. Each site will have its own set of pages, contents, files etc.

However, the notion of “virtual site” in Jahia does not refer to straightforward physical sharing of the platform but rather to the possibility of creating separate “virtual spaces“.

Each site can have:

- its own domain (i.e., you can choose to manage one site on www.domain-a.com and another site on www.domain-b.com, while hosting both on the same Jahia server),

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- its own site map along with its own structure,
- its own groups (i.e., you can have two separate “Authors” groups with different members for site A and site B)
- its own settings (please see the features described in section two)

However, each site shares the following with the other sites:

- the same database and API: this makes it possible to access content objects available in other virtual sites. This means that identical contents can be easily re-used across multiple sites (e.g., news items that are the same for several departments with separate sites), although security issues may arise with shared platforms (e.g., the sites of two separate companies are hosted on the same server).
- the same sets of templates (for the sites that share the same set of templates).
- the same modules
- the same category tree
- the same users (LDAP or Jahia users: it is not possible for two separate users (e.g., John) to have the same ID between two sites. LDAP groups, like LDAP users, are also common to all sites.)

Creating a new virtual site is useful when a company needs to manage multiple Web projects (e.g., a public Website, one or more Extranets and several department Intranets). The concept of virtual sites allows for better role assignment and makes it possible to use different views (sitemap, themes, search results…) or URLs/domains for different sites, while keeping the ability to share contents, users or mashups.

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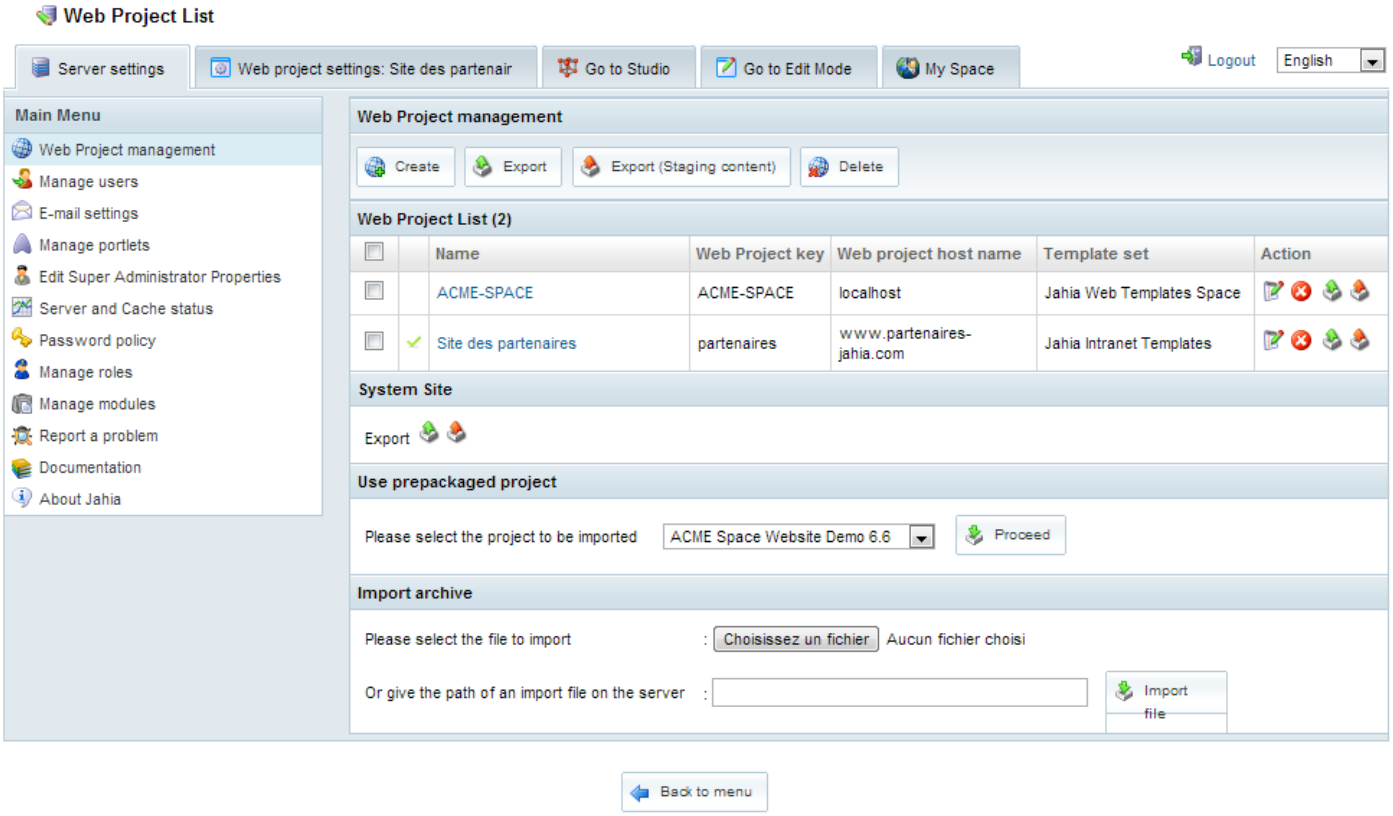

You can access the list of all existing Web projects from this interface.

The default Web project is the one with a green check mark next to it. Action icons to edit, delete or export a site are displayed at the end of each line.

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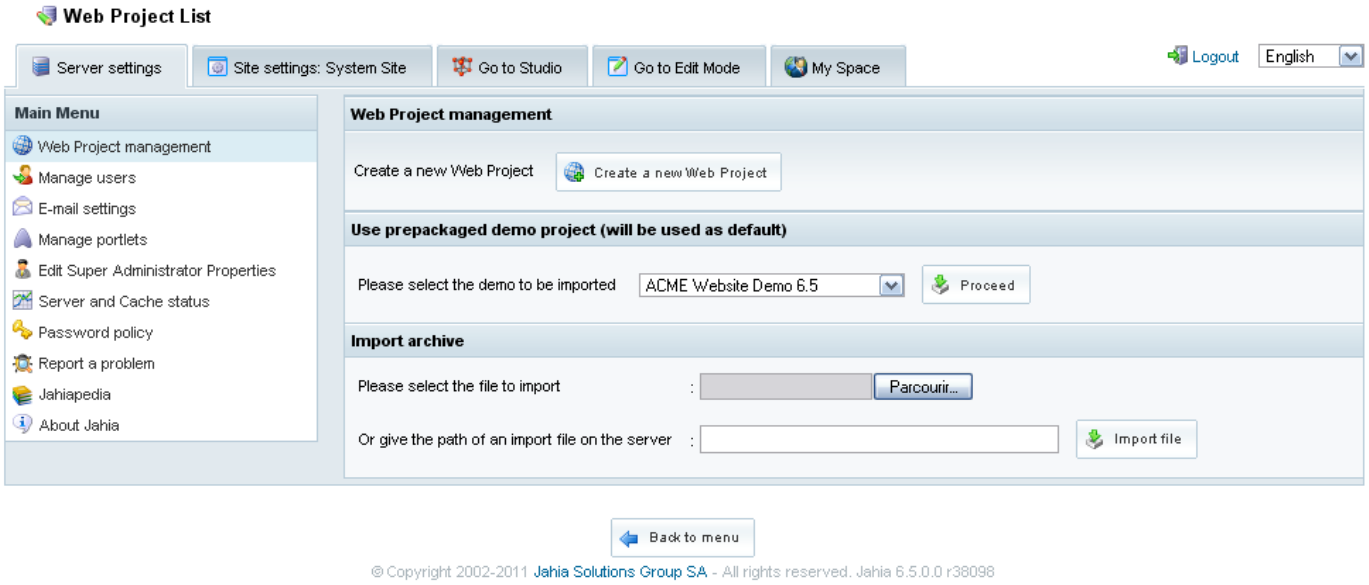
1.1.1 Creating a Web Project

If the platform does not contain any site yet (which is unlikely on a production server, since development teams usually deliver a readily usable environment), Jahia has a dedicated settings screen to create a new Web project.



If there are already sites on the platform, a slightly different interface is displayed, although with the same options.

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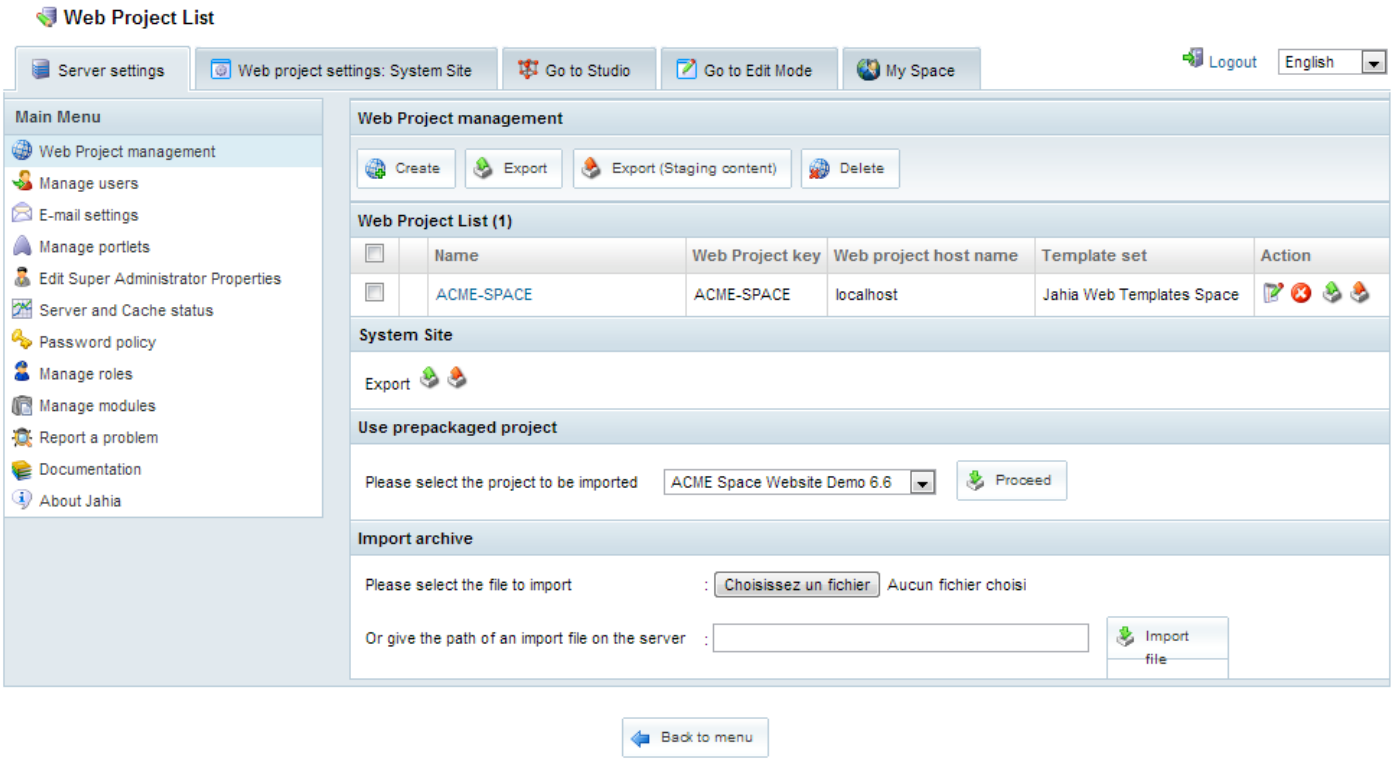

There are three different ways to create a site. This documentation will only cover the first one in detail, since the second method is mostly used for training purposes and the third one to restore a site backup or to transfer a site from one server to another.

1.1.1.1 Creating a Web Project from Scratch

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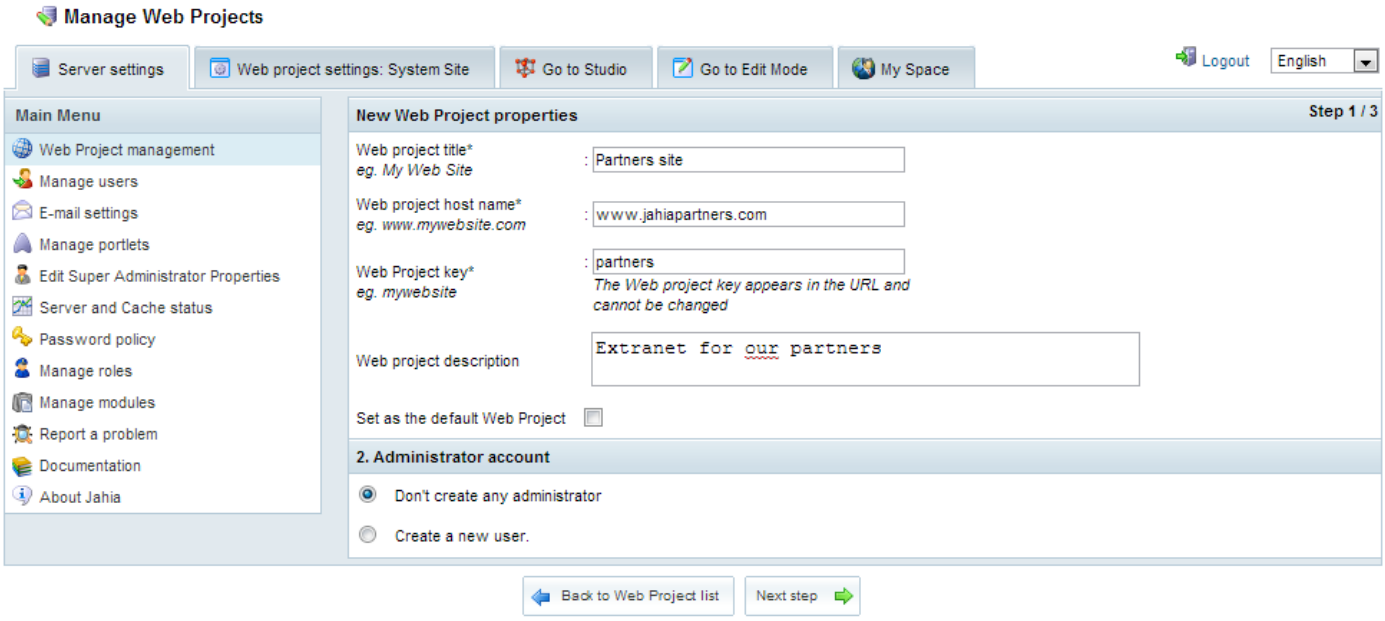
Step 1



Web project title: the value entered in this field will be used in various parts of the Jahia interface to designate the site. This value can be changed later on.

Web project name: the name of the domain where this site will be located. If the site you are creating is not going directly into production but is rather used as a test or development site, then leave *localhost* in the field, as this value can be properly configured on the production server later on. If in doubt, always leave the *localhost* value and ask an administrator or a hosting specialist. This value can be changed later on.

Web project key: the name of the root node of the site. This name wil appear in the default URLs, since all pages and site contents will be stored under it. Therefore, it is recommended to enter a short and descriptive title. You will not be able to change this value later on, so make sure to choose it wisely.

Web project description: this informative field is used to add details about the site. This value can be changed later on.

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Set as the default Web project: if this box is checked and the platform hosts several sites, visitors will be redirected to this site when they access the server without indicating the desired site. This value can be changed later on.

Don't create any administrator: no administrator account will be created for this Web project. Users with sufficient rights (including the "root" account of course) will be able to manage the site. It is recommended to use this option for platforms with multiple sites managed by a single Webmaster or with several Webmasters working on all sites.

Create a new user: using this option will create a user account with all permissions on the current site. This option is relevant if the site is going to have a specific Webmaster. If the Webmaster uses the "root" account or if a dedicated user account already exists (in Jahia or an enterprise directory), then it is not necessary to create a new account.

Once these fields have been filled, click on the "Next Step" button to select the site's template and default language.

Step 2

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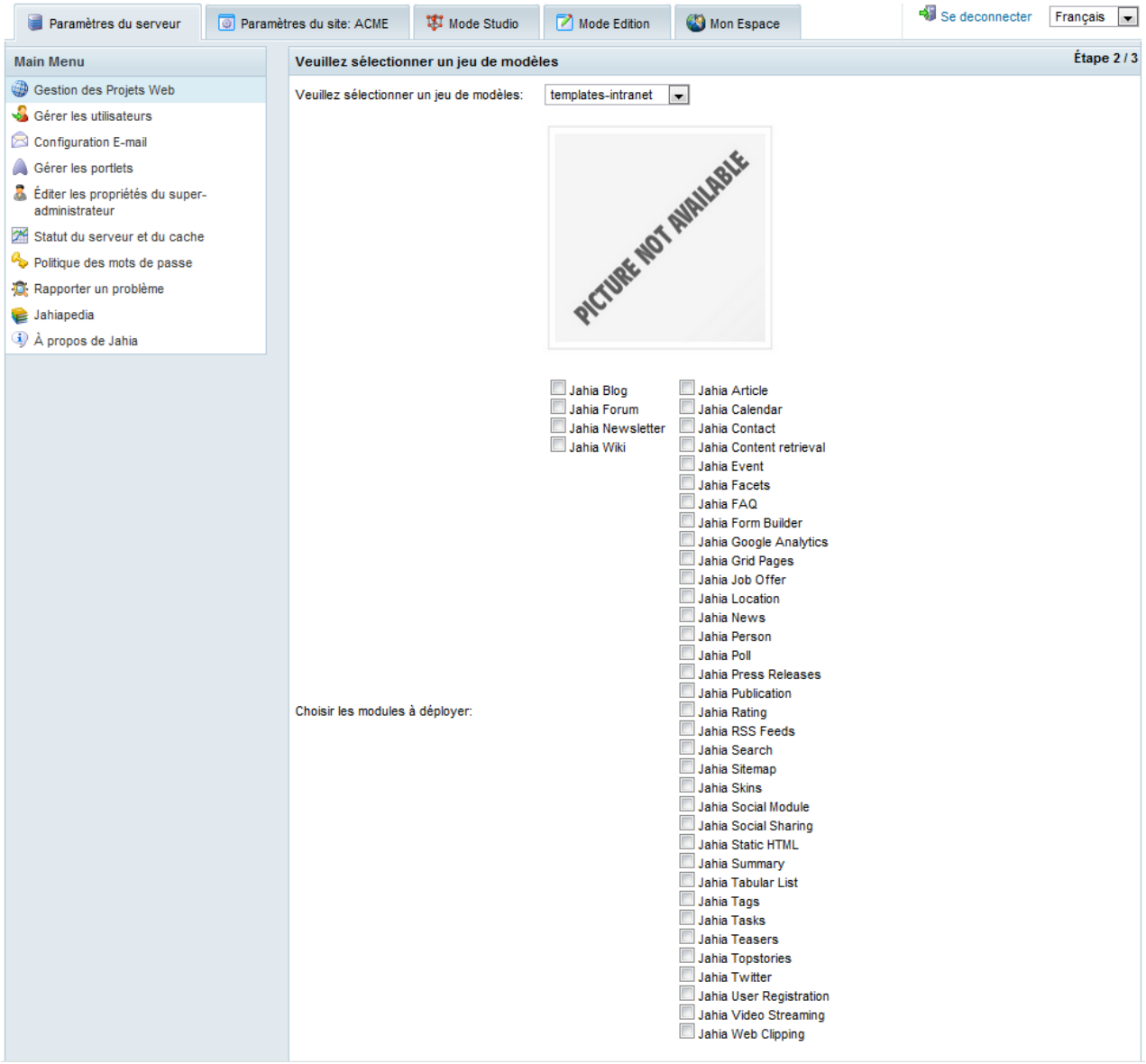

Please choose a template set: select the desired template set in this drop-down menu. If the template set has a preview image, it will be displayed in the area below the menu to facilitate its visual identification.

Choose modules: by default all web projects benefits from components/features that are part of the core software (*default* module). Modules listed in this screen are the ones deployed on the Jahia platform (the war files has been deployed) that can be optionally activated on the project you are creating. Each module listed here can provide new content types or new features usable by editors.

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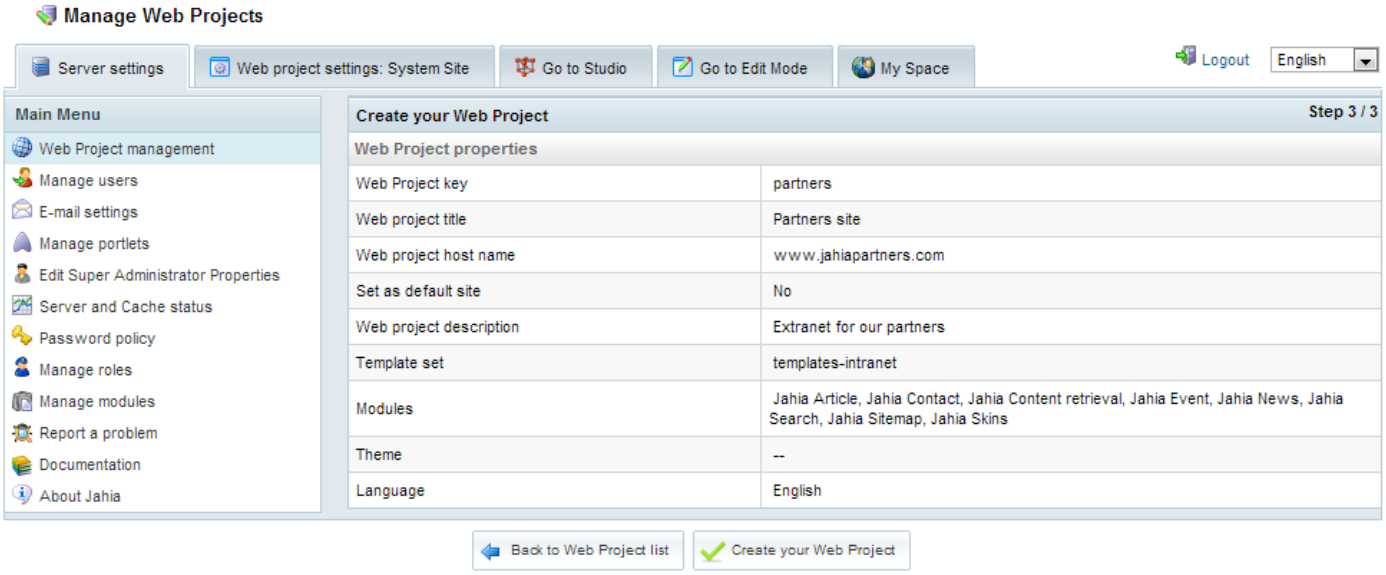
Note: when administrator creates a new site, developers or the project responsible is supposed to have given them previously the list of modules to be activated. If this is not the case, modules may be deployed later through the Studio (development or staging platforms) or through the “Manage Modules” panel in the Server Settings section of the Administration if it is a Production platform (when Production Mode is activated the Studio is not available.

Select the Web project default language: this drop-down list contains languages and their local variants. In the case of a multilingual site, select the language considered as the most important. Visitors will be redirected to this language if they try accessing the site without specifying the desired language.

Click on the “Next Step” button.

Step 3

The next screen displays a summary of all previously entered information in order to perform a last check before creating the Web project. If an error is detected, it is possible to return to the beginning of the creation process to modify the erroneous value. The information submitted on each screen is kept in memory until the user session expires, so there will be no need to re-type everything.



If all the information is correct, click on the “Create your Web Project” button. A floating box will appear while the server is working and disappear once the site has been created successfully.

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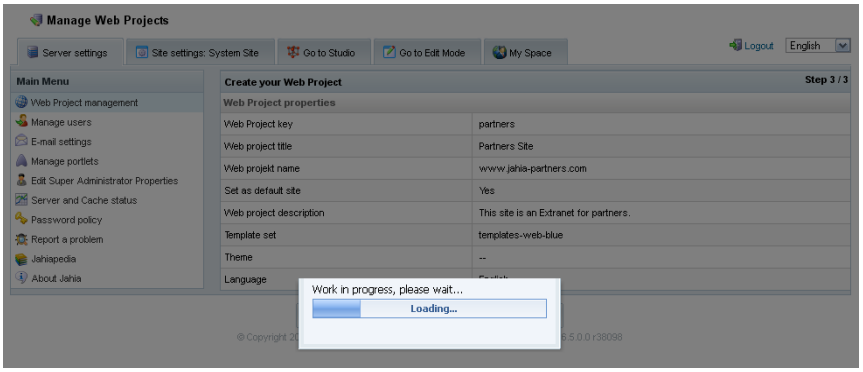

Understanding Jahia: Why does it take some time to create a Web project?

Even though a new Web project seems almost empty, the creation process implies more than just creating a root node with the defined settings. Most of the processing time is actually spent copying the selected template set under the root node and assigning all the necessary permissions.

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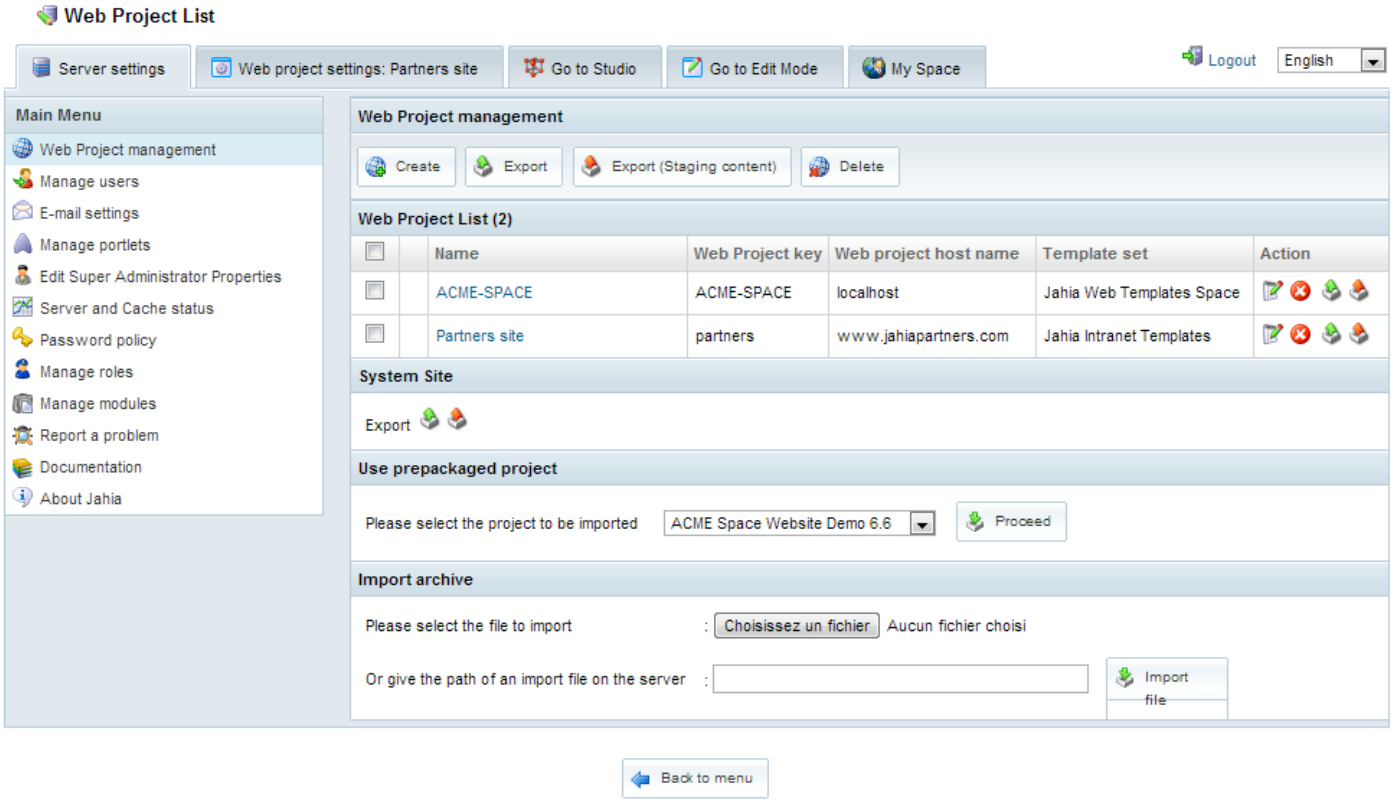
Once the site has been created, you are redirected to the main menu of the “Web Project Management” panel, where the new site should now be listed.



For direct access to the newly-created site, click on the “Go to Edit Mode” tab. You are redirected to the first page of the site. This page is more or less empty depending on the selected template set, but it is ready to be filled, as shown in the Editor’s Guide.

1.1.1.2 Using a Prepackaged Demo Project

This option can be used to create a new site containing ready-made pages and contents (typically, examples provided by Jahia as a demo): in the drop-down list, select the desired Web project and click on the “Proceed” button. In the next screen, provide the Web project’s title, domain name and unique identifier for default URLs, then click on the “Import” button.

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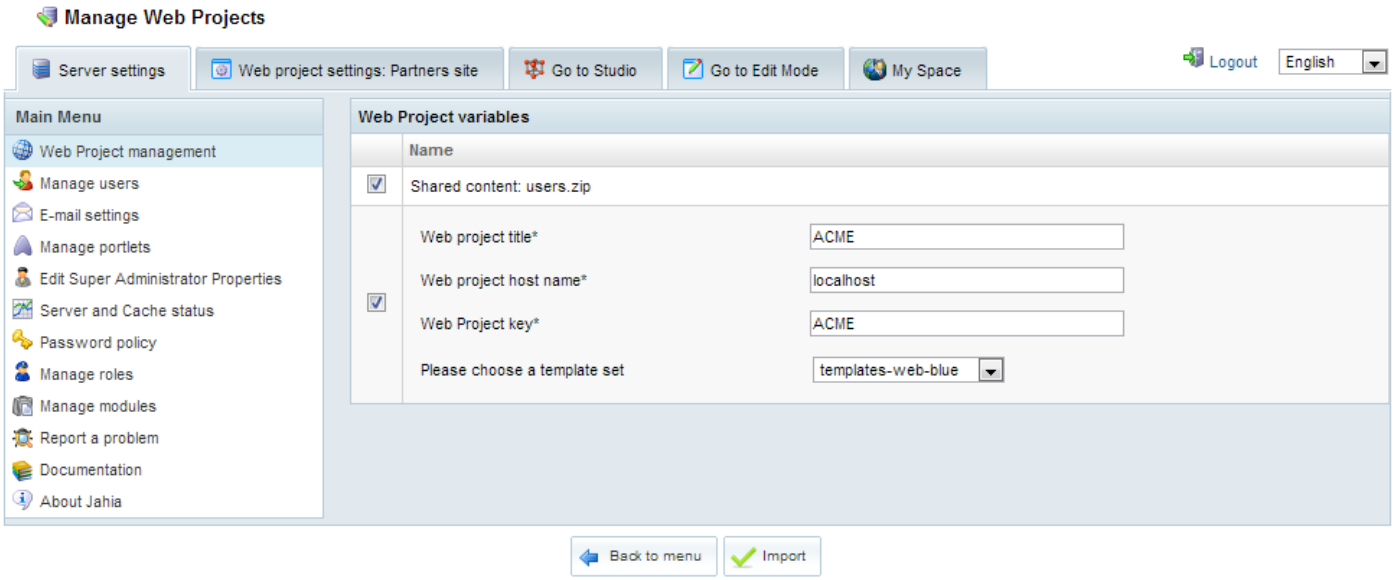

1.1.1.3 Importing a Previously Exported Web Project

This option makes it possible to select a .zip file from a previous exportation on a local hard drive. The exportation will have been carried out via the dedicated Jahia interface (see further down). A new Web project will be created, with the exact same settings and contents as the exported site.

1.1.2 Deleting a Web Project

To delete a single Web project, click on the corresponding red icon . Be aware that this action cannot be undone: it is highly recommended to export the site before deleting it.

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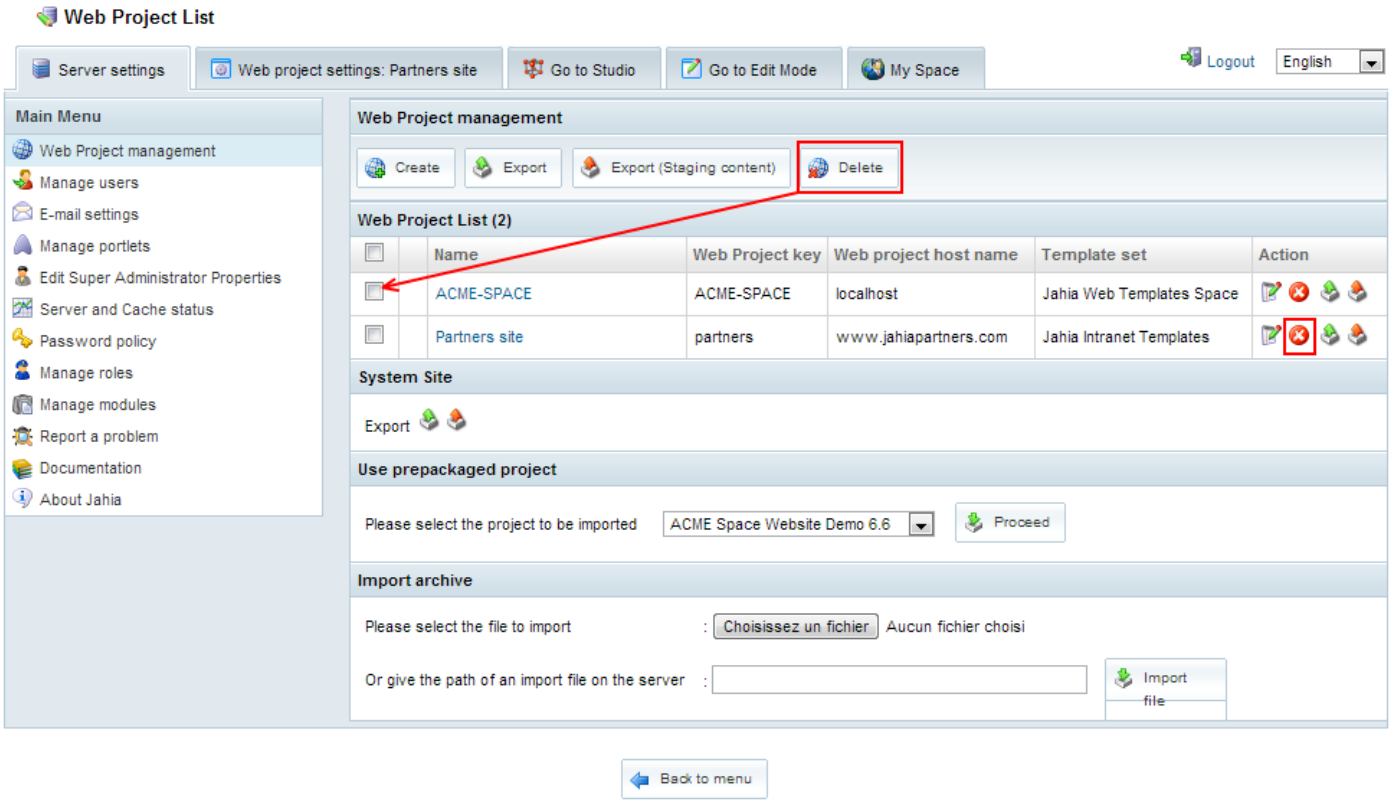

To delete multiple Web projects, check the corresponding boxes, then click on the “Delete Selected Web Projects” button.

1.1.3 Exporting a Web Project

Several situations can require exporting a Web project:

- Backup: an exported site can be imported back in the exact same state as it was. However, this solution requires a manual intervention by an administrator and in no case should be considered a reliable backup method.
- Transfer to another server: can be used to duplicate a site at specific times to work on another server, to run tests, to use as a basis to start new projects etc.
- Transfer from a development server to a production server: it can be convenient to export a project that was completed and pre-filled with content in a development environment and then import it on its future production server.

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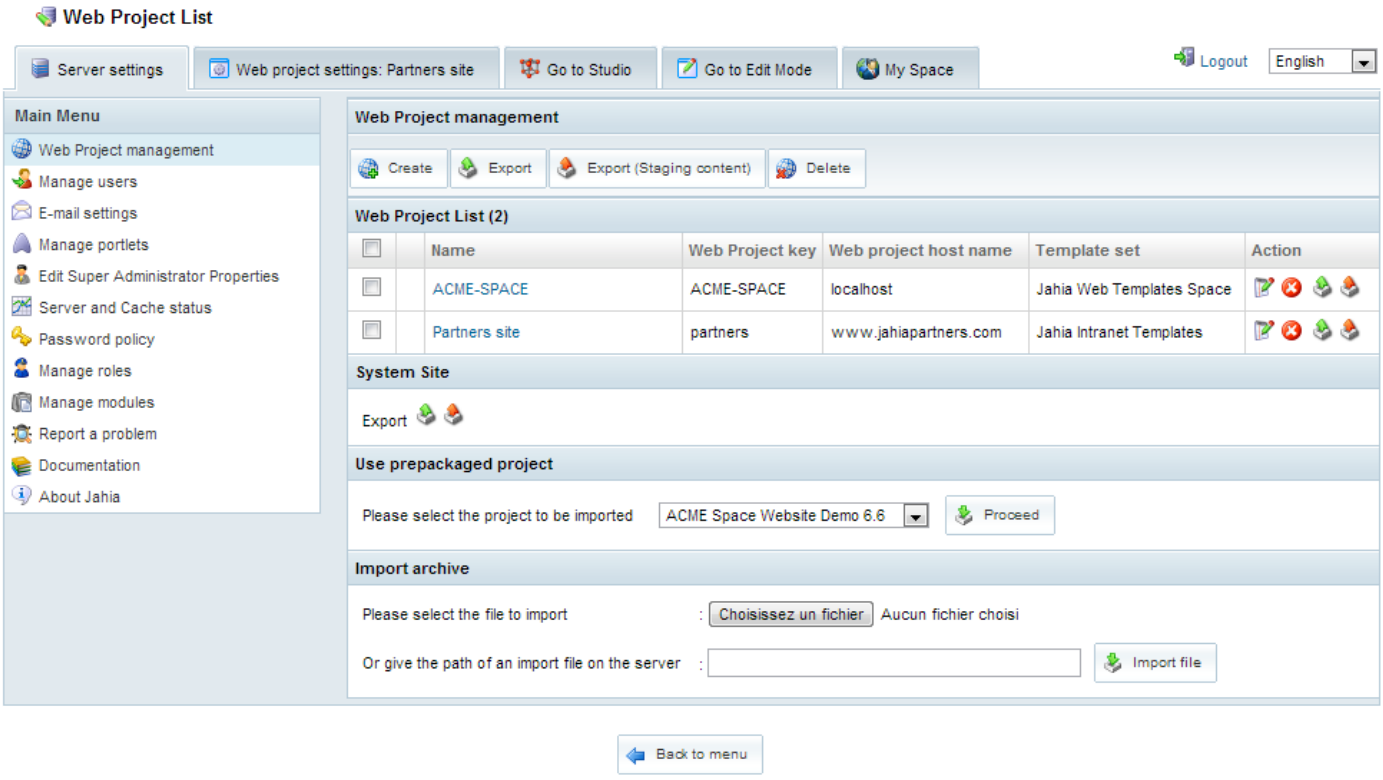

You have the choice to export the staging version (default workspace) or both the staging and published version (live workspace).

To export staging version of a single web project web site only, use the icon in front of its name.

To export staging version only of multiple web sites, use checkboxes and the “export (staging content)” button.

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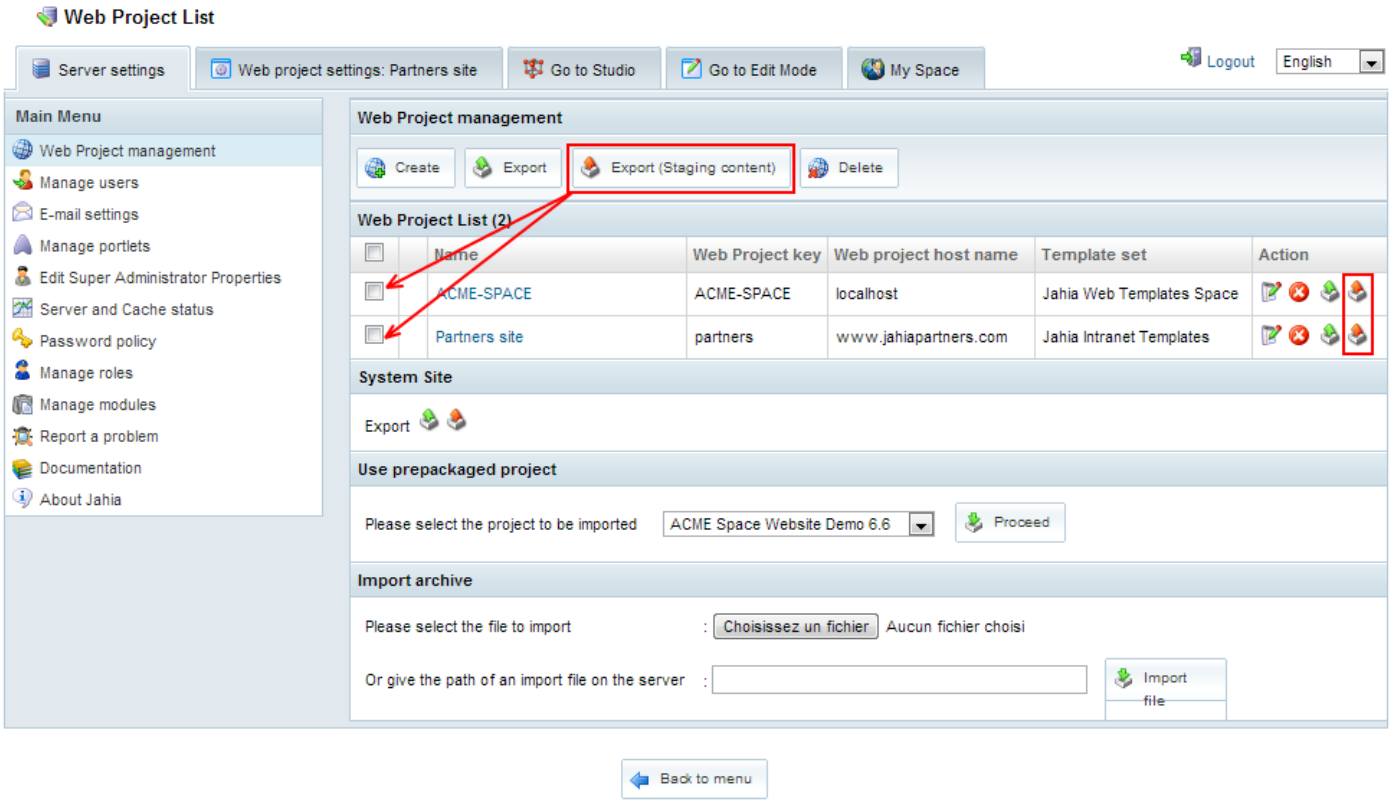

To export staging and published version of a single Web project, click on the corresponding export icon on the right.

To export staging and published version of multiple Web projects, check the corresponding boxes, then click on the “Export selected Web Projects” button.

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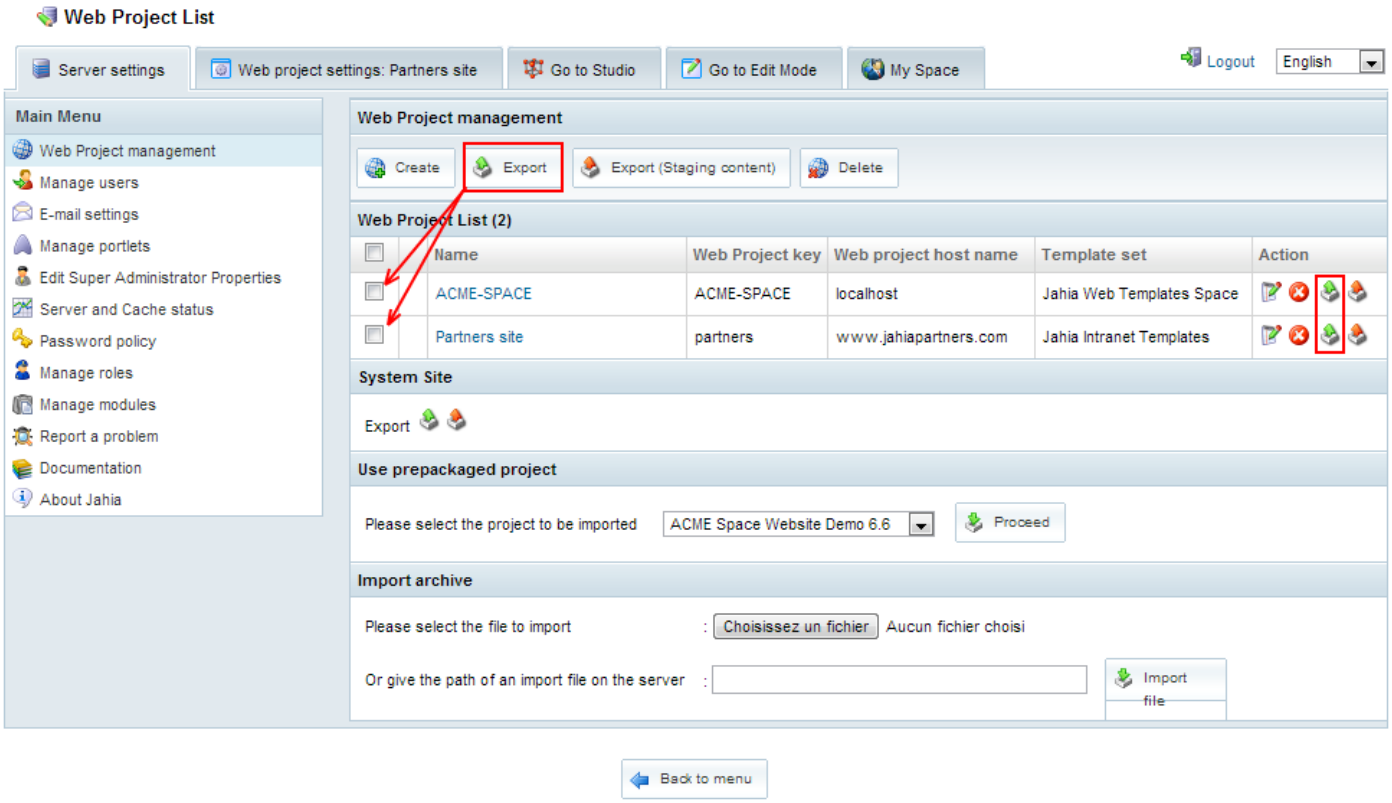

The system site can also be exported (but not deleted, renamed or modified). This option is useful if, for instance, shared content has been stored here to make it usable from all sites.

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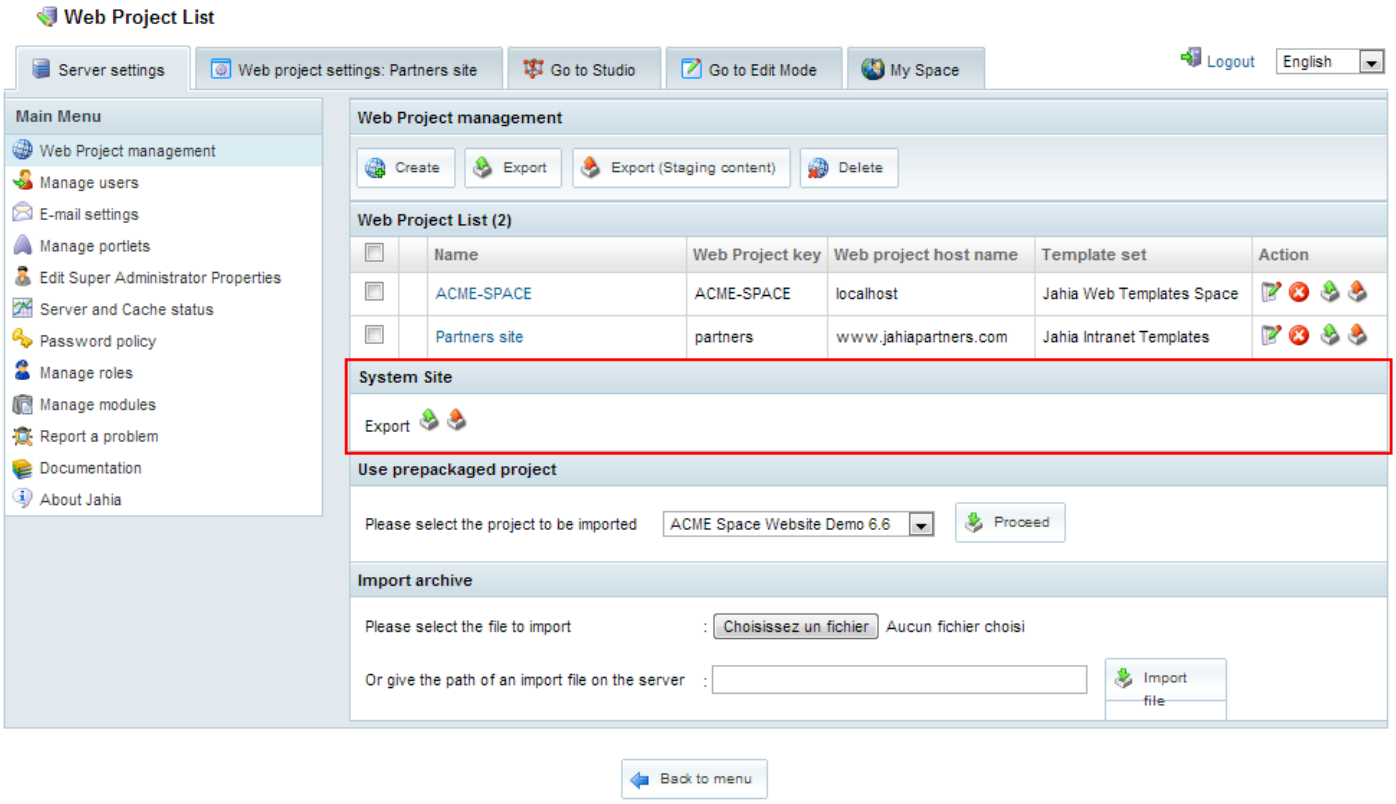

1.1.4 Editing Web Project Properties

To edit a Web project's properties, click on its title. In the next screen, you can edit the following fields:

- Web project title
- Web project name
- Web project description

1.1.5 Other Site-Related Settings

Other settings are available directly in Edit Mode. In the Selector, you can use the contextual menu (right-click) to edit the node for a Website and access additional information and settings. More details can be found in the Webmaster's guide.

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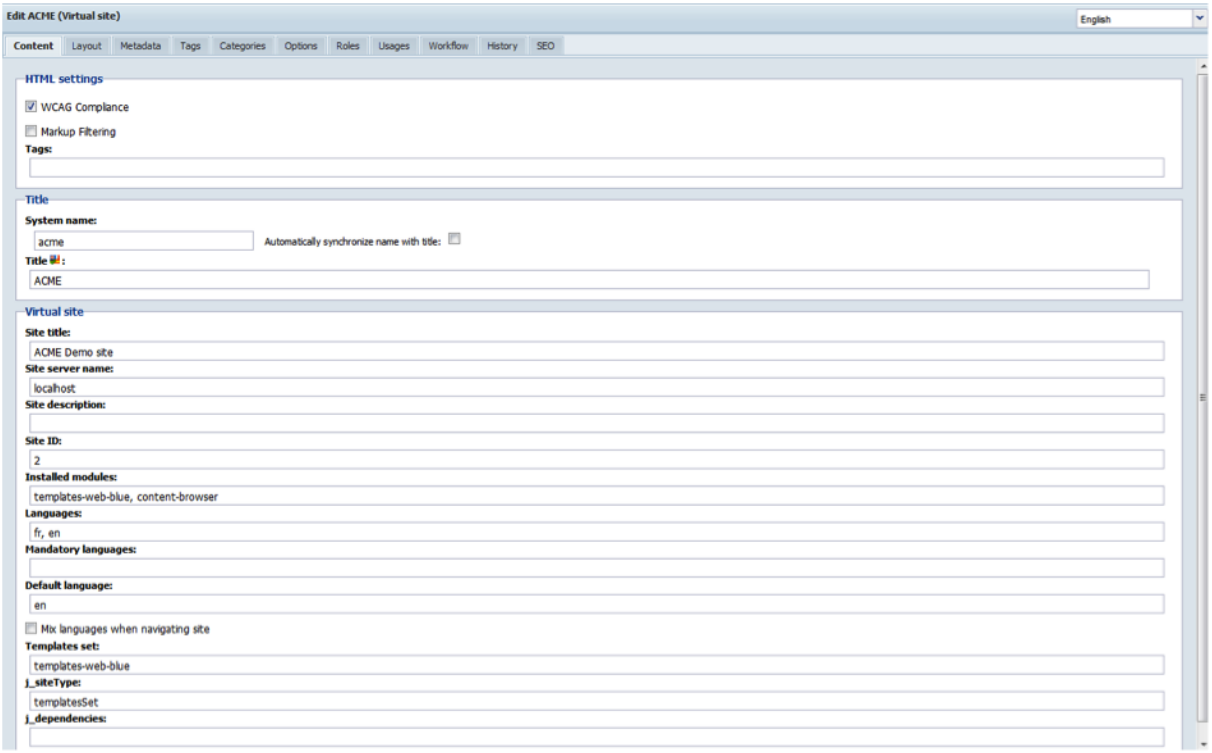

Image 1: virtual site settings available directly in the Edit Mode

1.2 Manage Users

Unlike groups, users are common to the entire system, in order to ensure their uniqueness. Therefore, their configuration can be found in the server settings.

1.2.1 Creating a User

Go to the “Manage users” panel and click on the “Create new user” button.

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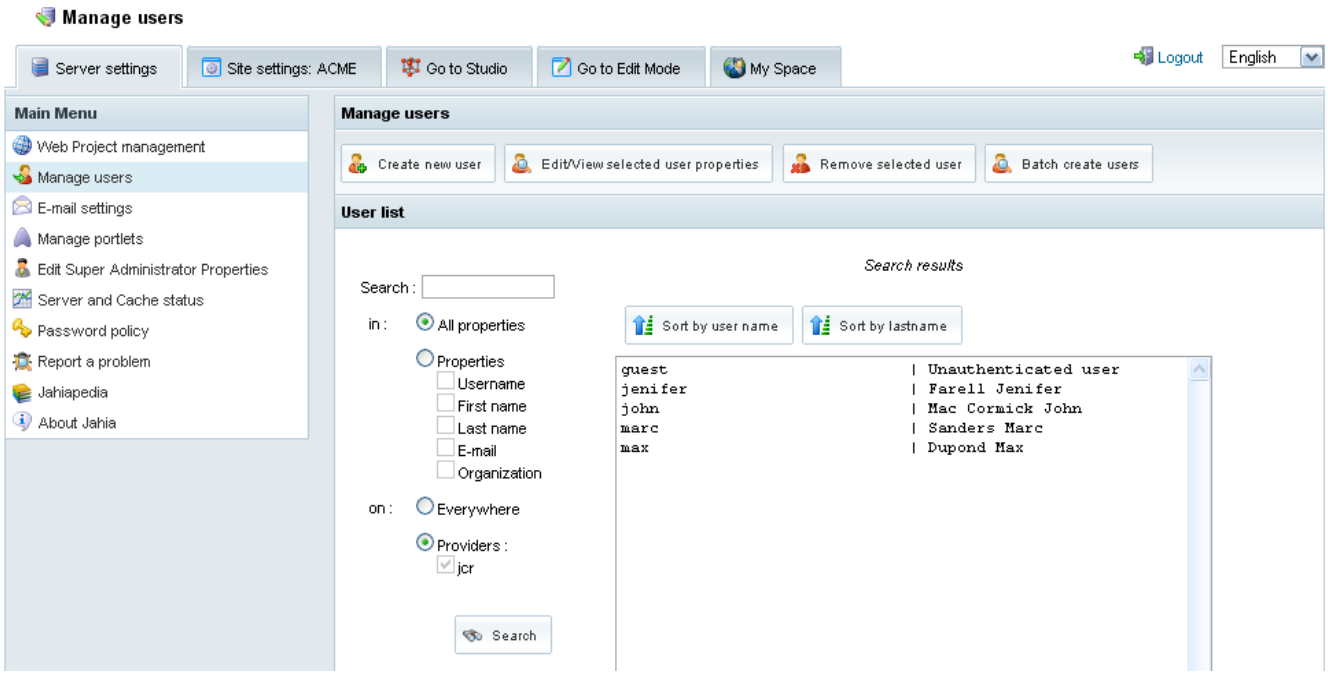
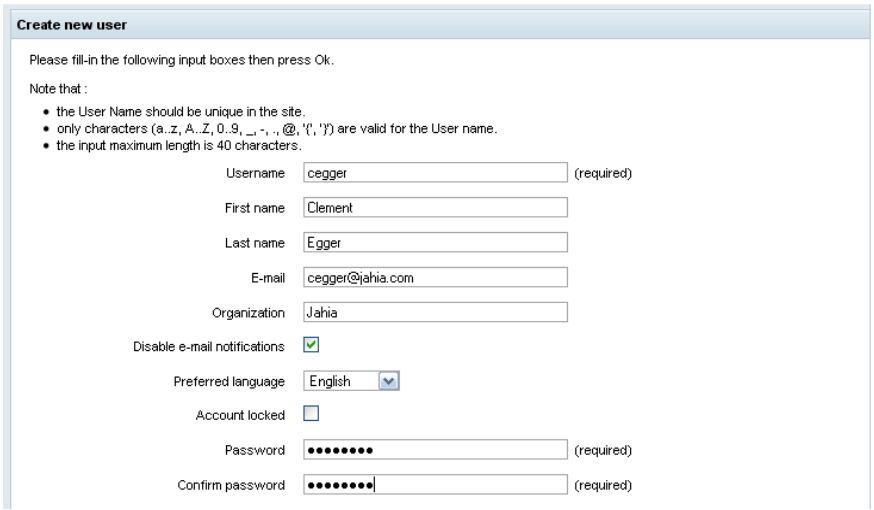


The user creation screen will be displayed, where you can enter the properties for the new user:



1.2.2 Editing User Properties

To bring modifications to a user's properties, just double-click on their name. You will be redirected to a screen similar to the user creation screen and you will be able to edit all the properties, except for the user's name.

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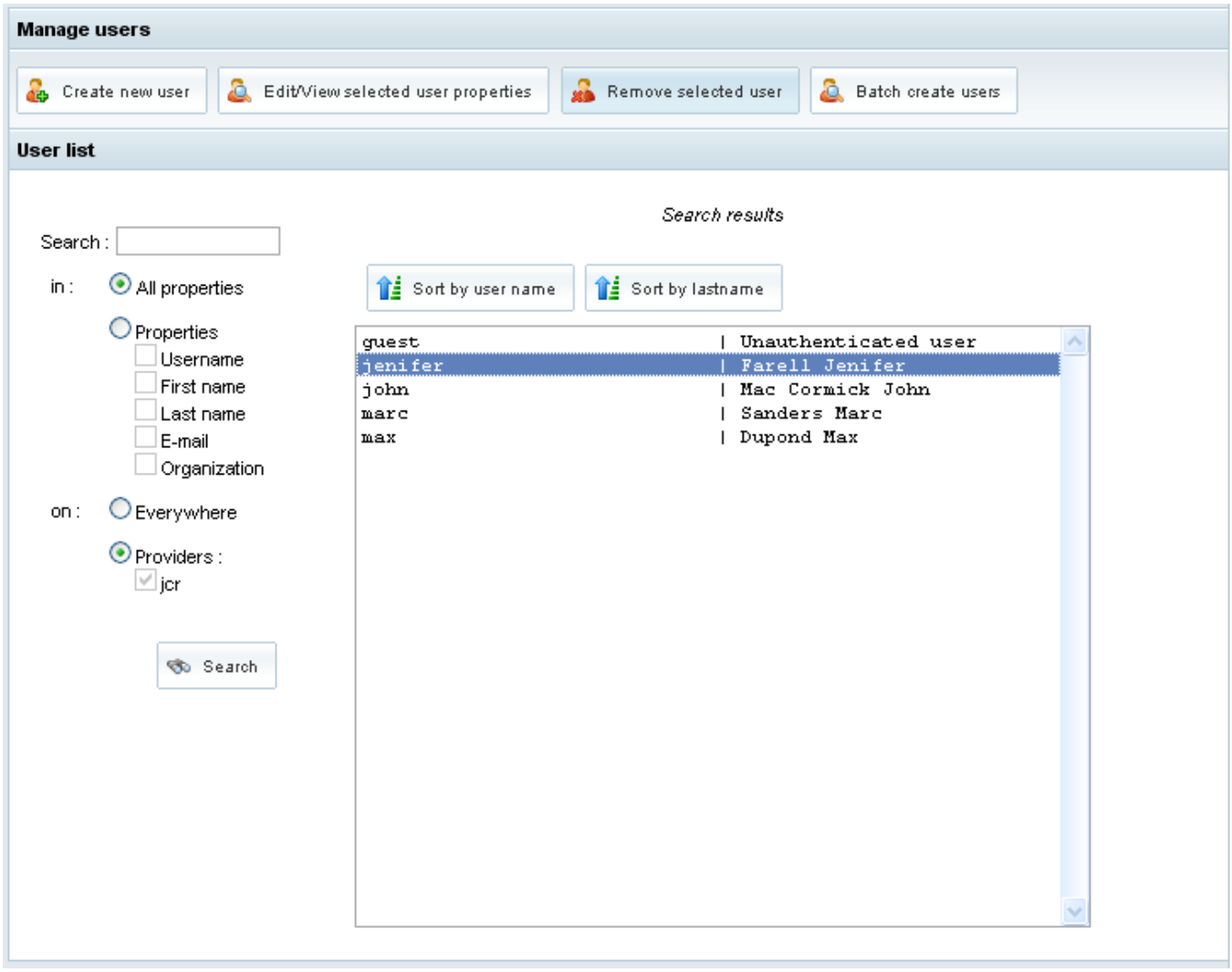
1.2.3 Removing a User

In the users' list, click on the one you want to delete to select it, then click on the "Remove selected user" button.



1.2.4 Locking a User

It is possible to lock a user account, i.e., to disable their account, which will prevent them from logging in.

Locking an account can be convenient because it blocks the user without destroying their account, i.e., without deleting all the information, documents and contents in their personal directory.

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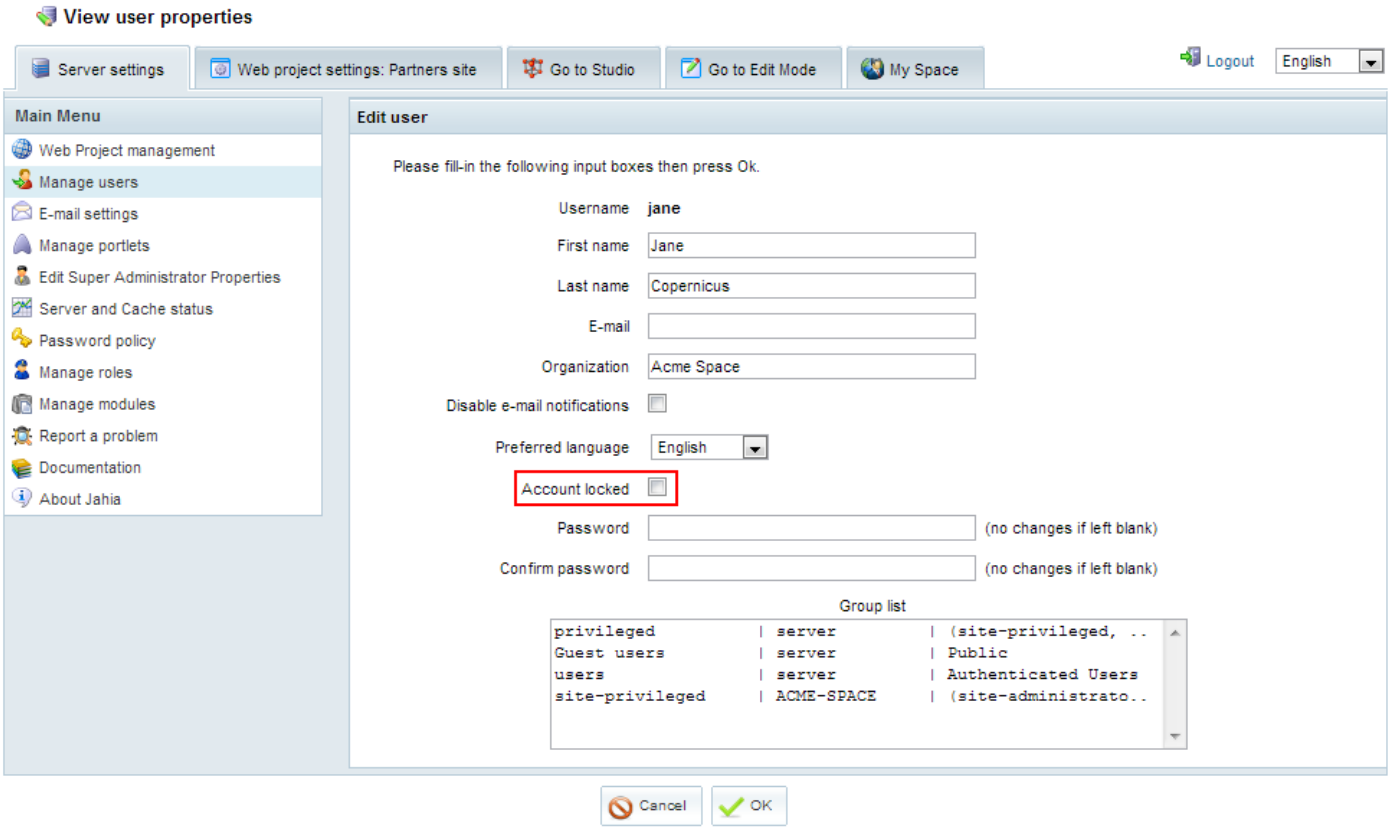
To lock a user, you need to open their properties by double-clicking on their name in the users' list (or by selecting it and clicking on the "Edit/View selected user properties" button). Once the properties are displayed, check the "Account locked" box, then click on the "OK" button.

Starting with Jahia 6.6.1 as soon as an account is blocked, the session is immediately terminated.



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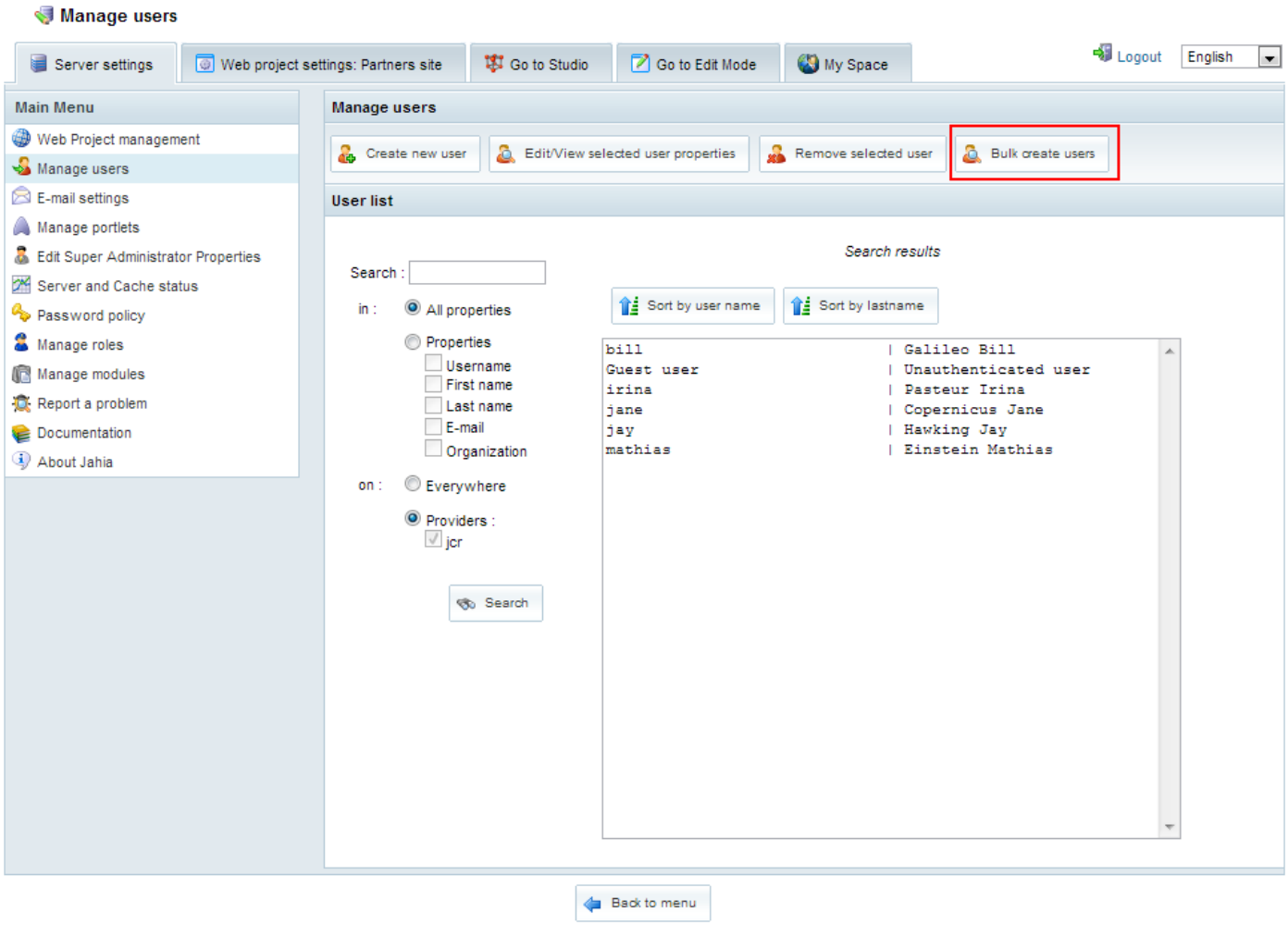
1.2.5 Batch-Importing Users

Users can be imported into Jahia in batches, using a CSV file.



It must contain at least a username and a password, but it may contain all properties for a user. The CSV fields must imperatively be specified via a header such as this one:

j:nodename,j:password,j:firstName,j:lastName

steven,steven1234,Steven,ACME

robert, robert1234, Robert, ABME

Finally, do not forget to specify the separator before importing, here the “,” character.

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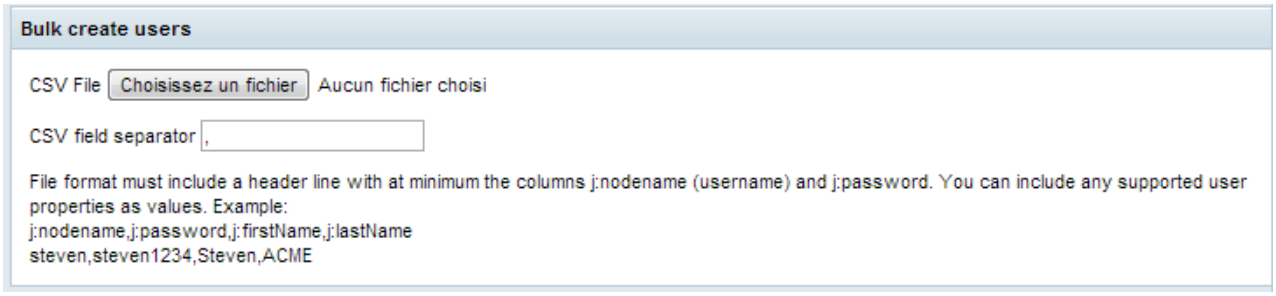

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1.3 E-mail Settings

In this panel, you can edit the settings for the mail server used to send e-mail notifications. These parameters should have been entered previously when installing the Jahia server.

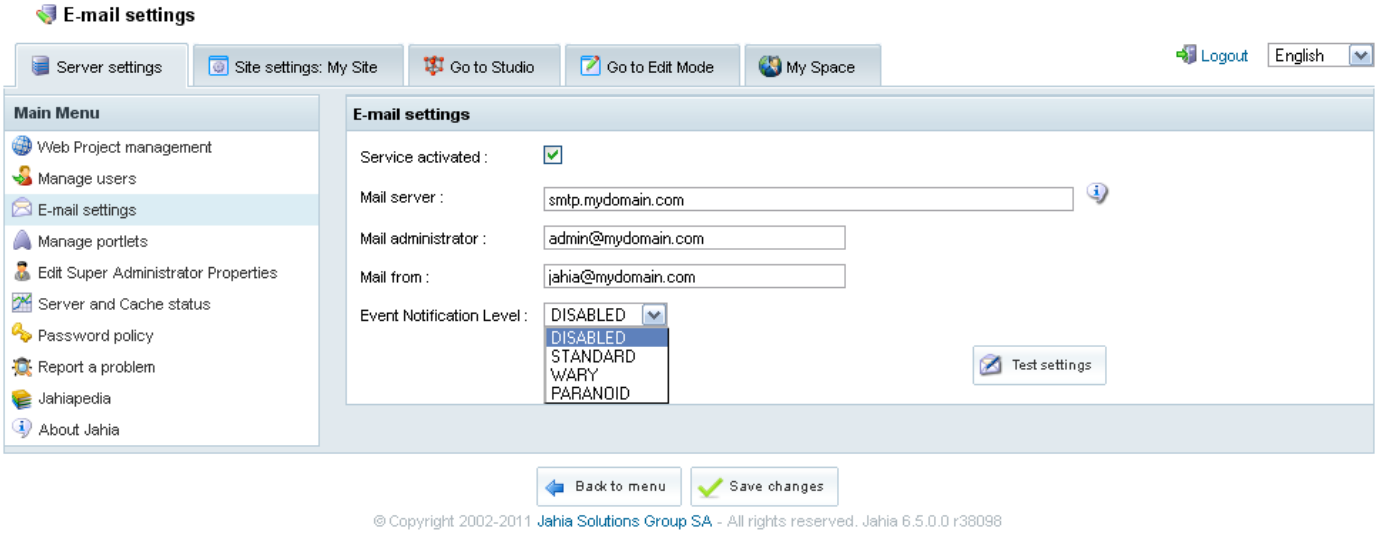

Image 2: the "E-mail Settings" panel

To configure your mail server correctly, start by entering your SMTP server address. Then you can enter the system administrator's e-mail address. They will receive e-mail notifications if system errors occur. You can also define the e-mail address from which the automatic system-level notifications will originate. Of course, this e-mail address must be recognized and accepted by the SMTP server.

Here is additional information about these settings:

1. "Mail server": this field contains the e-mail server's SMTP address. It may contain some advanced properties like:
   - port number: if not using the standard SMTP port (25)
   - username and password: if the SMTP server requires authentication
   - additional properties: in order to enable TLS, for instance.

The value in this field should be formatted as follows:

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<username>:<password>@<smtp-host>:<smtp-port>[Parameter1=Value1,Parameter2=Value2,...]

All arguments are optional, except <smtp-host>. Should you need more details, you will find examples of use further down.

2. The “Mail administrator” field contains one or more e-mail addresses separated by commas. Each of these users will receive system-level notifications (if enabled).

3. Finally, the “Mail from” field will be used as the sender address for the e-mail notifications.

In order to illustrate various possible configurations, here are a few examples of use:

1. The SMTP server does not require authentication and uses standard port 25:
smtp.acme.com

2. The SMTP server requires authentication and uses non-standard port 11019:
username:secret-password@smtp.acme.com:11019

3. Example for a Gmail account: the SMTP server requires authentication and TLS is enabled:
acme@gmail.com: secret-password@smtp.gmail.com:587[mail.smtp.starttls.enable=true]

4. If necessary, this enables advanced e-mail debugging options in order to see the details of communication with the SMTP server: smtp.acme.com:25[mail.debug=true]

Finally, the event notification level option is only used to send notification e-mails about system errors. Only system administrators of the platform are affected by this option (see further up for the list of recipients).

On the other hand, the e-mail server configuration affects all e-mail notifications in Jahia (including workflow notifications for instance) and not only system-level notifications.

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1.4 Manage Portlets

Jahia supports the JSR168 (Portlet 1.0) and JSR286 (Portlet 2.0) standards natively. Generic portlets can be easily deployed and used within Jahia, which can act as an additional portal server.

A portlet is generally a small Web application that can manage several instances. For example, an administrator can deploy a generic portlet such as an “RSS Portlet”, used to read and display an RSS feed. This generic portlet can then be used in several pages or even sites to display totally different RSS feeds. Jahia will process each feed as an instance of the portlet. Each instance is saved and considered as a “mashup” available in the application.

The generic portlet is deployed and managed directly from this section of the administration center. The Super Administrator can then define which users are allowed to create new instances from this portlet (e.g., new RSS feeds). Each of these instances can then be assigned different user-specific rights. This method allows the administrator to define who can add feeds and who can place them inside a page in a specific site. This system only makes sense if the administrator wishes to keep control over the “mashup instances” that are generated. If not, just add the “users” group (all identified users) to each portlet and then each user will be free to create as many instances of the portlet as they want.

To learn how to develop new portlets or how to deploy an existing portlet in your Jahia environment, please refer to the online documentation available on www.jahia.com.

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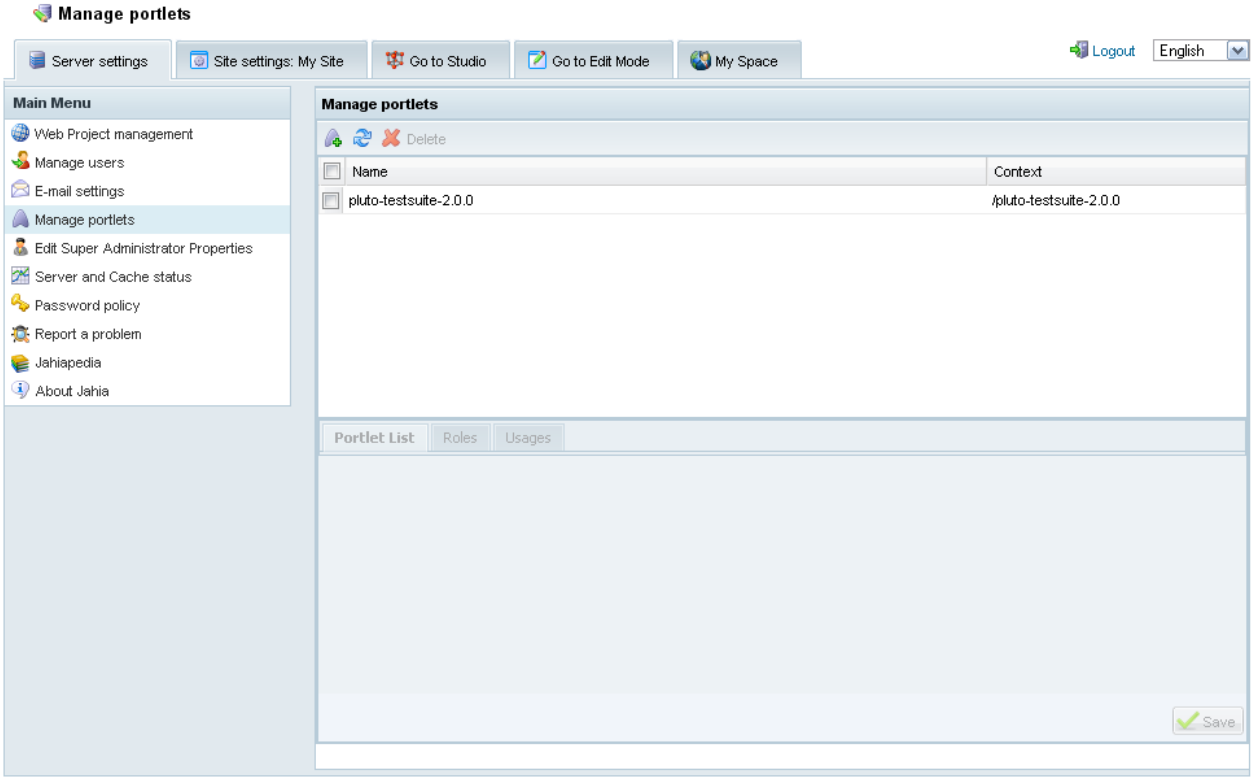

Like in the “Web Project Management” panel, you will find in the “Manage Portlets” panel a list of all deployed portlets in the upper part of the main menu. You can click on the available operations and actions next to each portlet to display more details, edit their access rights or display their usage list.

To deploy a portlet in Jahia’s default Tomcat application server, a developer will need to edit a configuration file provided with the portlet. Click on the “?” button to display a description of this operation. It can also be done automatically by clicking on the “Prepare portlet for deployment” or “Prepare and deploy portlets” button.

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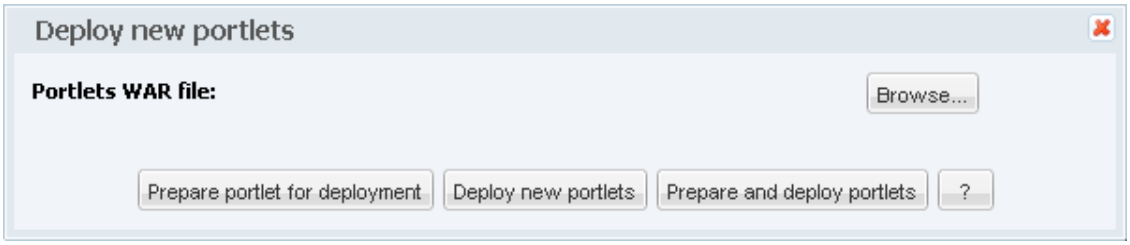
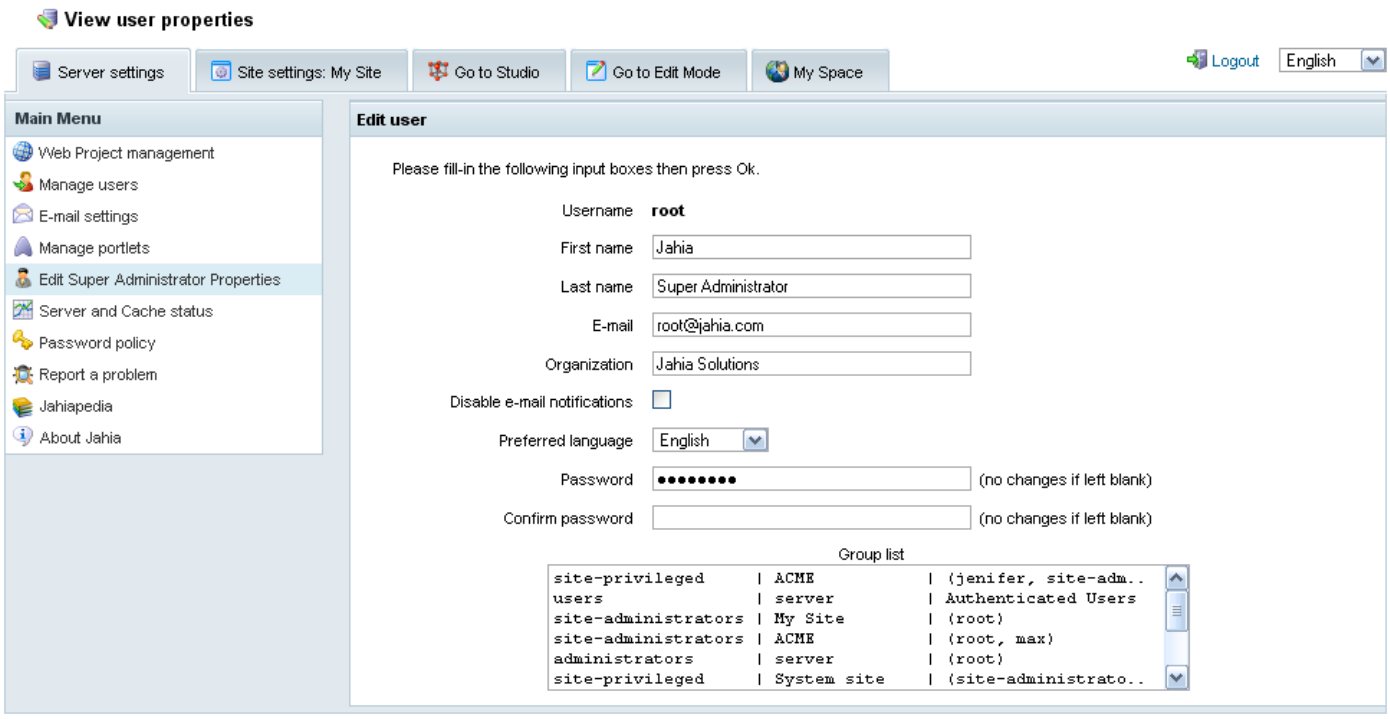


If you use an application server other than Tomcat, you must perform this operation manually and deploy the portlets as specified in the documentation of your application server.

1.5 Edit Super Administrator Properties

As the Super Administrator, you can edit your own user properties (name, password, e-mail…) at any time.



Once you have updated the desired information, click on the “OK” button.

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1.6 Server and Cache Status

In this panel, the Super Administrator can find information about the various system parameters available from their Jahia server and they can monitor (and flush) the various cache levels managed by the application.

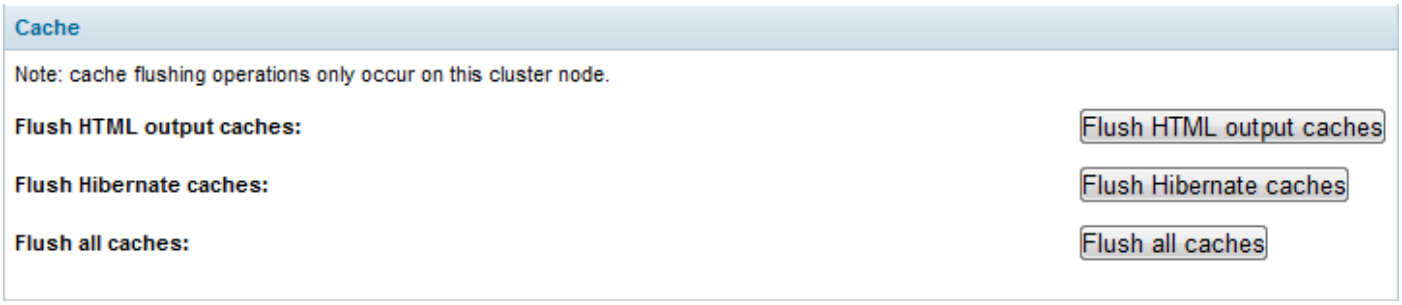
Server and cache status

The first line of this screen allows to launch a complete export of all parameters of the system in one click (thread dump, caches, environment…).

Cache

This panel allows to visualize the current state of all cache layers, front-end and back-end and to verify their level of efficiency.

The three buttons at the top of the panel launch a purge of the following caches



- Frontal caches : all the HTML cache fragments
- Back-end : hibernate caches
- Both at the same time

To purge more selectively the back-end caches, the end of the panel list each one of them.

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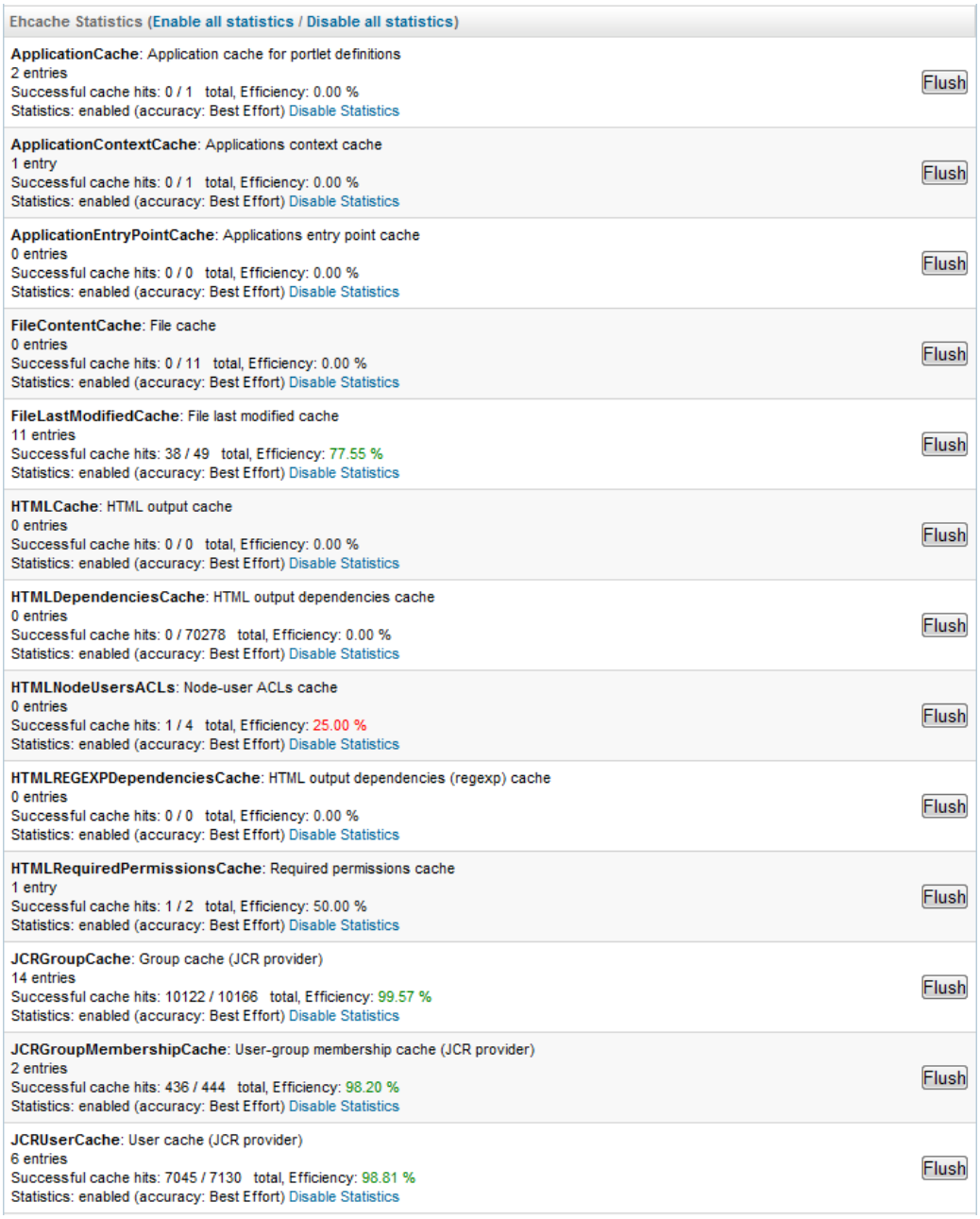
Be careful: a cache purge is not a trivial action in term of data coherence, stability and performances. Flushing front caches (HTML fragments) will oblige the platform to regenerate each fragment as soon as a content item is requested by a user and may imply a heavy CPU overload. Such flushing should never be done on a production platform unless you perfectly master the consequences and how the software will react, especially if your server is already facing a heavy charge.



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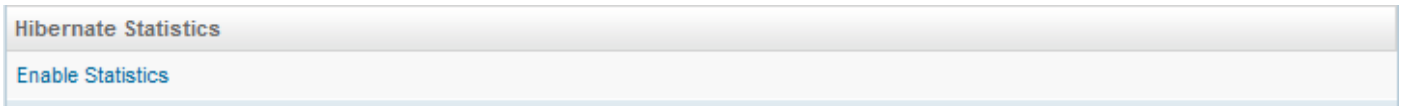
Hibernate statistics can be activated if necessary, through this panel



If Hibernate statistics are activated le panel will expand to display those statistics.

Statistiques Hibernate

Number of opened session: 0	Number of closed session: 0				
Number of query cache hits: 0	Number of query cache miss: 0	Number of query cache put: 0	Number of query execution: 0	Max time for query execution in ms: 0	
Number of second level cache hits: 0		Number of second level cache miss: 0		Number of second level cache put: 0	
Names of second level caches:	Cache hits	Cache miss	Cache put	Size In Memory	
org.hibernate.cache.StandardQueryCache	0	0	0	875900	
org.hibernate.cache.UpdateTimestampsCache	0	0	0	0	
org.jahia.services.history.HistoryEntry	0	0	0	0	
org.jbpm.pvm.internal.history.model.HistoryActivityInstanceImpl	0	0	0	0	
org.jbpm.pvm.internal.history.model.HistoryDetailImpl	0	0	0	0	
org.jbpm.pvm.internal.history.model.HistoryProcessInstanceImpl	0	0	0	1405	
org.jbpm.pvm.internal.history.model.HistoryTaskImpl	0	0	0	0	
org.jbpm.pvm.internal.history.model.HistoryVariableImpl	0	0	0	3951	
org.jbpm.pvm.internal.id.PropertyImpl	0	0	0	1132	
org.jbpm.pvm.internal.identity.impl.GroupImpl	0	0	0	0	
org.jbpm.pvm.internal.identity.impl.MembershipImpl	0	0	0	0	
org.jbpm.pvm.internal.identity.impl.UserImpl	0	0	0	0	
org.jbpm.pvm.internal.job.JobImpl	0	0	0	0	
org.jbpm.pvm.internal.model.ExecutionImpl	0	0	0	1380	
org.jbpm.pvm.internal.repository.DeploymentImpl	0	0	0	4884	
org.jbpm.pvm.internal.repository.DeploymentImpl.objectProperties	0	0	0	4572	
org.jbpm.pvm.internal.repository.DeploymentImpl.resources	0	0	0	4488	
org.jbpm.pvm.internal.repository.DeploymentProperty	0	0	0	19722	
org.jbpm.pvm.internal.task.ParticipationImpl	0	0	0	2520	
org.jbpm.pvm.internal.task.SwimlaneImpl	0	0	0	0	
org.jbpm.pvm.internal.task.TaskImpl	0	0	0	1473	
org.jbpm.pvm.internal.type.Variable	0	0	0	12505	
Number of entity load count: 0	Number of entity fetch count: 0	Number of entity insert count: 0	Number of entity update count: 0	Number of entity delete count: 0	
Names of entity	Loaded	Fetched	Inserted	Updated	Deleted
org.jahia.hibernate.model.JahiaDbTest	0	0	0	0	0
org.jahia.services.history.HistoryEntry	0	0	0	0	0
org.jbpm.pvm.internal.history.model.HistoryActivityInstanceImpl	0	0	0	0	0
org.jbpm.pvm.internal.history.model.HistoryAutomaticInstanceImpl	0	0	0	0	0
org.jbpm.pvm.internal.history.model.HistoryCommentImpl	0	0	0	0	0

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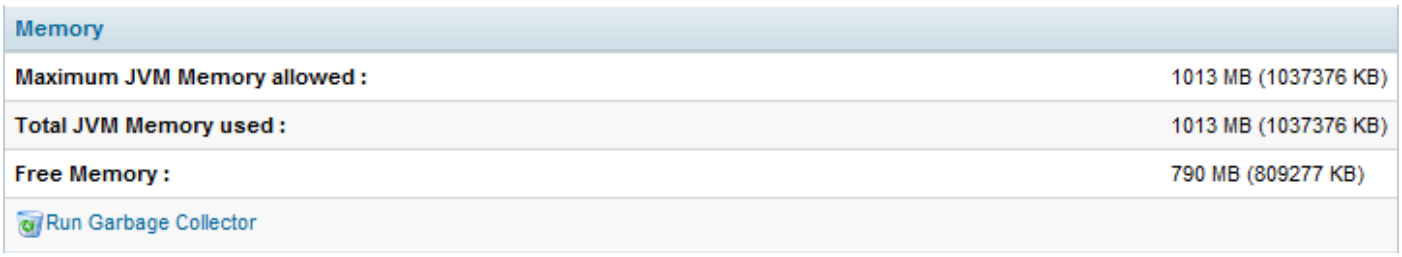
That statistical information can be useful on punctual basis in order to audit the system. They shouldn't be activated all the time on a production server.

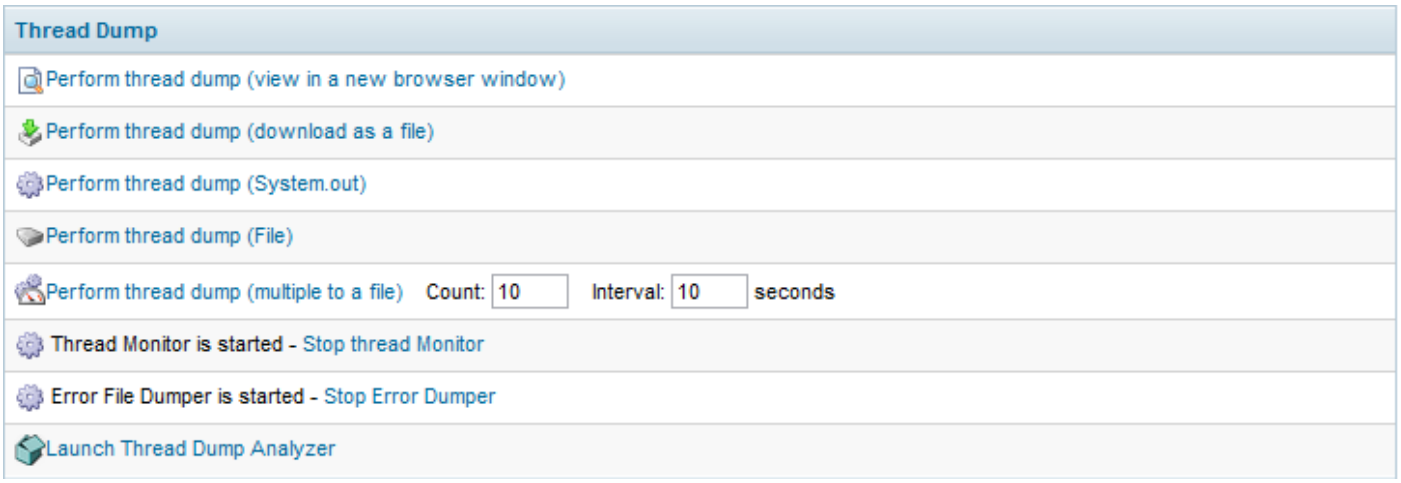
Memory



This panel provides information about allocated memory, used memory and free memory.

It is possible to run the garbage collector to flush the memory in use (warning: the consequences of a forced memory flush on a production site can severely alter performance and only administrators with a thorough knowledge of application servers and JVM operation should use this option)

Thread Dump



This panel offers various options to run a thread dump and get the results

- In a new window of the browser
- In a downloadable file

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- In the Java console
- In a file automatically stored on disk [Jahia install directory]/temp/Jahia-threads
- Perform a thread dump to analyze the currently running threads. A Thread Dump Analyzer is also available in this sub-section.
- Several dumps at a regular interval stored on disk

It is possible to stop Thread Monitoring and File Error Dumper. Those two features running in background and are in charge du dump as many information as possible when an error occurs. While very useful for support, those options should be deactivated on platforms submitted to heavy load, as those features themselves are resources intensives when they are called. If your platform encounters errors due to overload, those options will make things worse by adding load to the load.

The last line of that section refers to the launch of a thread analyzer tool.

System information

The last sub-section contains information about the system and environment where Jahia is running (OS, JVM, install path, database...).

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System information	
java.vendor	Sun Microsystems Inc.
jahia.license	
jahia.jackrabbit.consistencyFix	false
sun.java.launcher	SUN_STANDARD
catalina.base	/home/jahia/install/jahia
sun.management.compiler	HotSpot 64-Bit Tiered Compilers
catalina.useNaming	true
os.name	Linux
sun.boot.class.path	/usr/java/jdk1.6.0_26/jre/lib/resources. jar:/usr/java/jdk1.6.0_26/jre/lib/rt.jar :/usr/java/jdk1.6.0_26/jre/lib/sunrsasig n.jar:/usr/java/jdk1.6.0_26/jre/lib/jsse .jar:/usr/java/jdk1.6.0_26/jre/lib/jce.j ar:/usr/java/jdk1.6.0_26/jre/lib/charset s.jar:/usr/java/jdk1.6.0_26/jre/lib/modu les/jdk.boot.jar:/usr/java/jdk1.6.0_26/j re/classes
java.util.logging.config.file	/home/jahia/install/jahia/conf/logging.p roperties
java.vm.specification.vendor	Sun Microsystems Inc.
java.runtime.version	1.6.0_26-b03
user.name	jahia
shared.loader	
tomcat.util.buf.StringCache.byte.enabled	true
user.language	en
java.naming.factory.initial	org.apache.naming.java.javaURLContextFac tory
derby.system.home	/home/jahia/install/jahia/webapps/ROOT/W EB-INF/var/dbdata
sun.boot.library.path	/usr/java/jdk1.6.0_26/jre/lib/amd64
webapp.root	/home/jahia/install/jahia/webapps/ROOT/
jahiaWebAppRoot	/home/jahia/install/jahia/webapps/ROOT/
java.version	1.6.0_26
java.util.logging.manager	org.apache.juli.ClassLoaderLogManager
user.timezone	Europe/Zurich
java.net.preferIPv4Stack	true
sun.arch.data.model	64
java.endorsed.dirs	/home/jahia/install/jahia/endorsed

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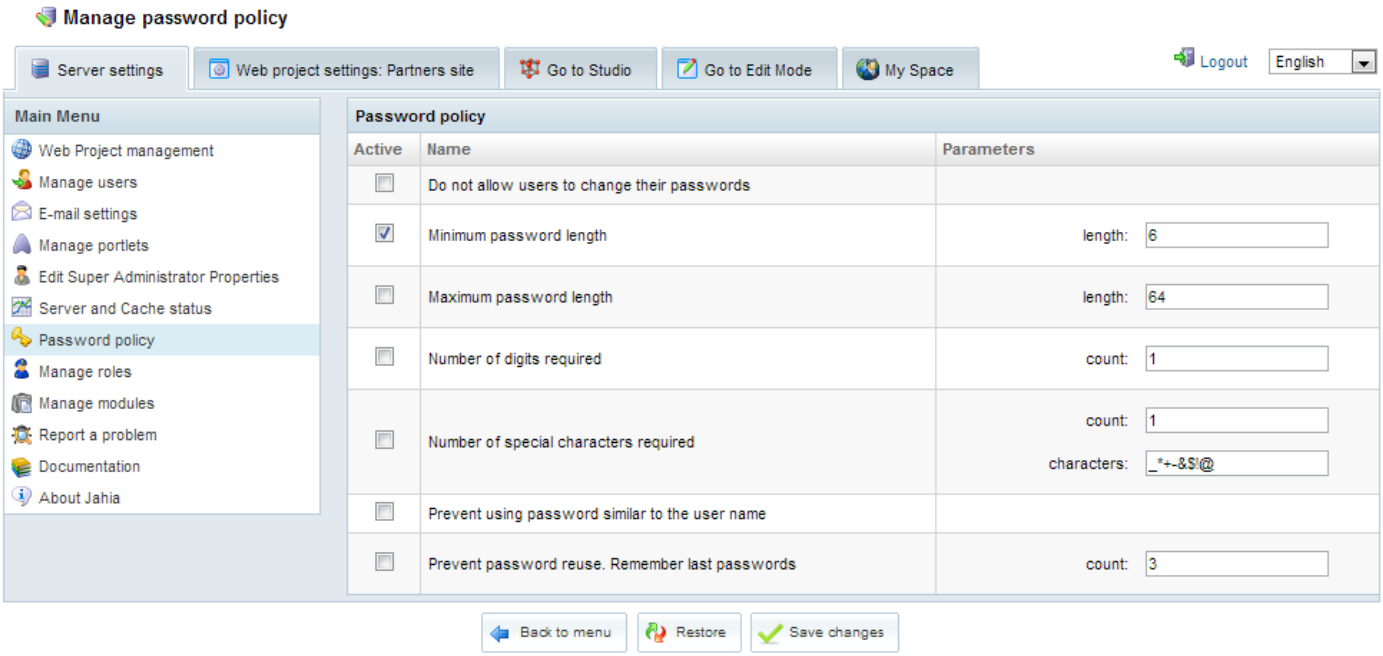
1.7 Password Policy

The “Password Policy” panel is designed to manage the rules that will secure the users’ authentication data. Settings such as the minimum password length, the requirement for special characters, the obligation to change password after a certain time etc. can be adjusted from this menu.



It is important to note that the password policy only applies to local Jahia users and not to LDAP or Active Directory users, which are managed directly on these remote servers and subjected to their own rules.

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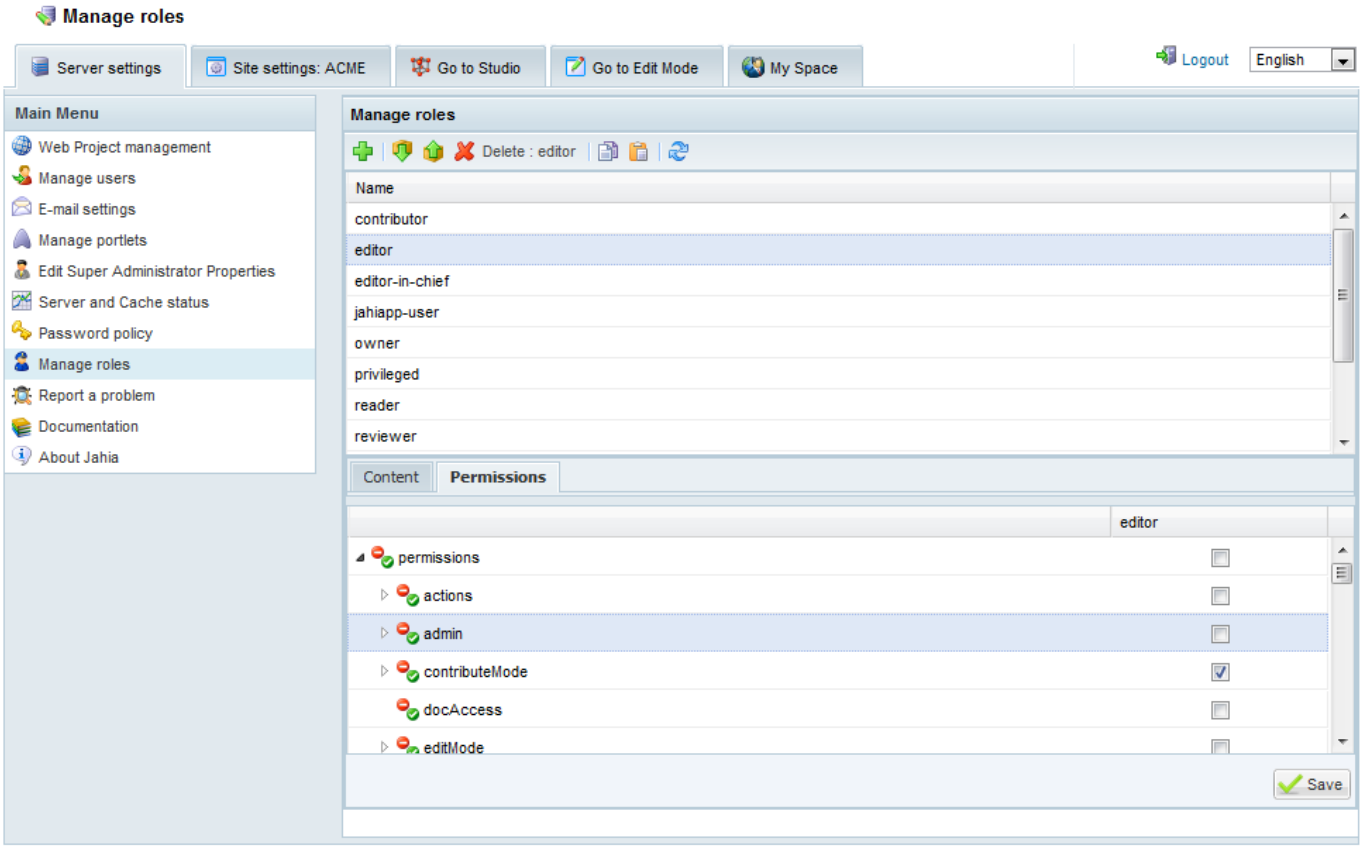
1.8 Manage Roles

The permissions management system (the ability to access certain pages, to write, to use certain tools etc.) relies on combinations of permissions that define a role.



By default, Jahia comes with permissions for repositories, i.e. read/write permissions to the live or default (Edit) workspaces, permissions to restrict access to management sections or permissions to manage access to the Contribute, Edit and Studio Modes. However, every panel deployed in Jahia can add its own permissions to implement its own access control. For example, this is the case for the blog platform or for comments, which define permissions allowing the creation of comments or blog entries directly in Live Mode. Finally, some operations in Jahia will generate permissions automatically, such as the deployment of portlets or templates, making it possible to manage the way these elements are used in the system.

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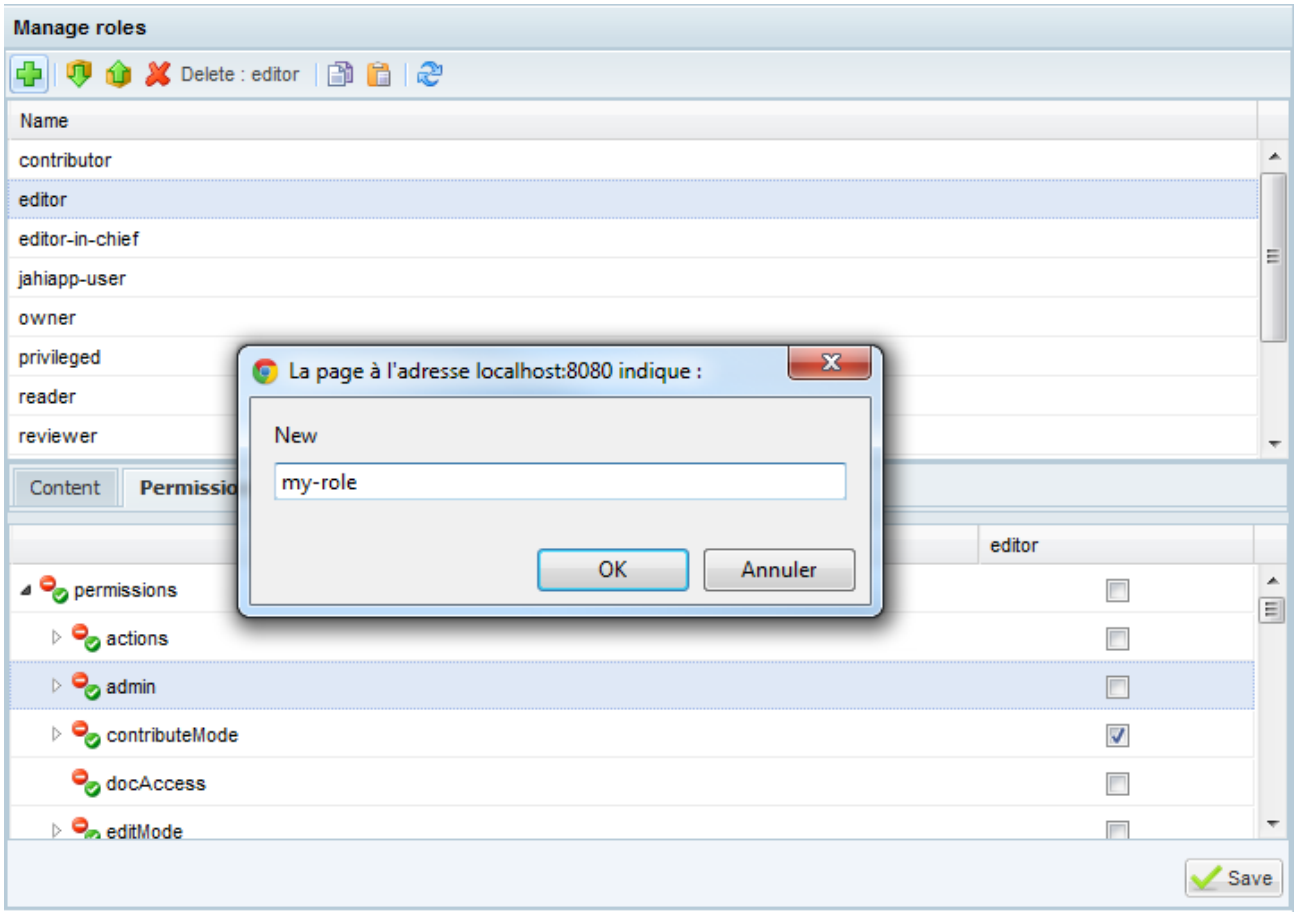
The combination of several permissions defines a role. For instance, a translator role will need the permissions to access the Edit Mode and to edit contents in Edit Mode in a specific language, but not the permission to create any! An editor role, in charge of validating contents, will have the publish permission and the read permission to the Edit Mode, but not the write permission because they are only here to validate! And so on... You are free to create your own roles to meet your particular needs, e.g., a “blogger” role.

These roles can then be assigned to user groups or users for all or part of a site directly via the Edit Mode.

1.8.1 Creating a New Role

Click on the button at the top left to create a new role. A pop-up window appears, where you can enter the system name for the role.



Once you have clicked on OK, the list of roles is updated and you can now select the new role with a single click to edit it:

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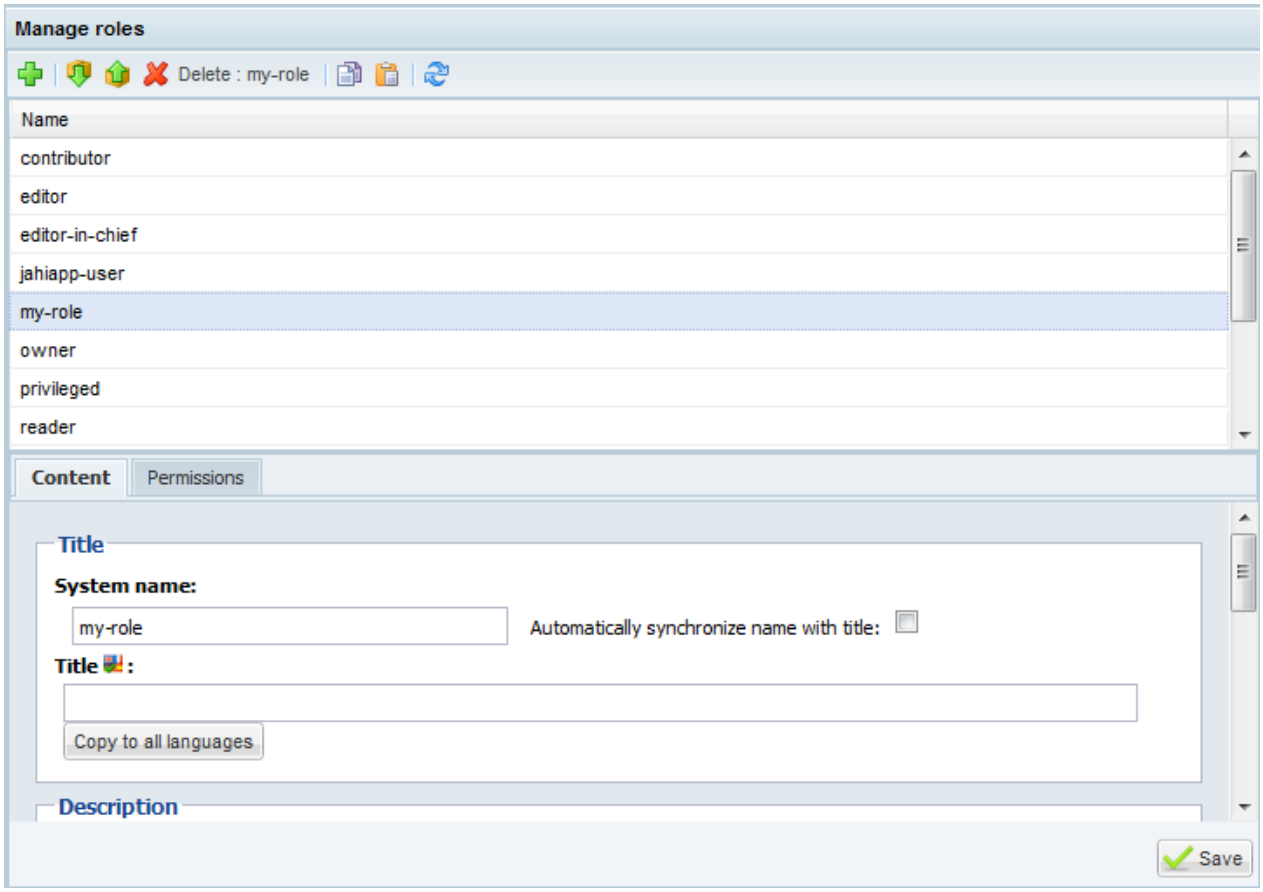

Title and description

A role is first defined by a system-name, but can have an internationalized title (this title will be used in most GUI prior to the system-name). It is also possible to add a description for this role, in multiple languages.

Node types

It is possible to define node types (content types) in which a role can be applied. By default, a role can be granted to a user or group on any type of content type. By selecting specific types of content, the role in question appear in the access rights management interfaces for these types of content and will not be available for others types. This prevents Access Rights management interfaces from being overloaded and

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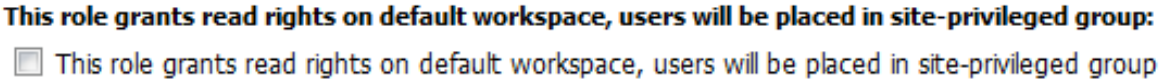
from confusing users by making available roles that would have strictly no effects on the targeted object.

Automatic access to content in edit mode



If the role you've created requires read access to the default workspace (i.e to read content via the Contribute Mode, the Edit Mode or the Studio) you must check the box. When this box is checked, any user that will be associated with this role will be automatically placed in the group "site-privileged", which grants read-access to the default workspace.

Roles Group

This field allows you to define which tab of the "edit engine" this role should appear. By default there are two groups: "Public Roles", "Edit Roles".

When a role has permissions on the "Live" workspace only, it is recommended to place it in the group "Public Role". If the role defines mixed permissions (Live workspace and Default) or edit permissions only (Default workspace), it is recommended to place it in the group "Edit Roles". By default, the publishers do not see simple editing interfaces in the first tab (Public Role) which allows them to control their content once published, only users with greater rights have access to the "Edit Roles" tab in the Edit mode.

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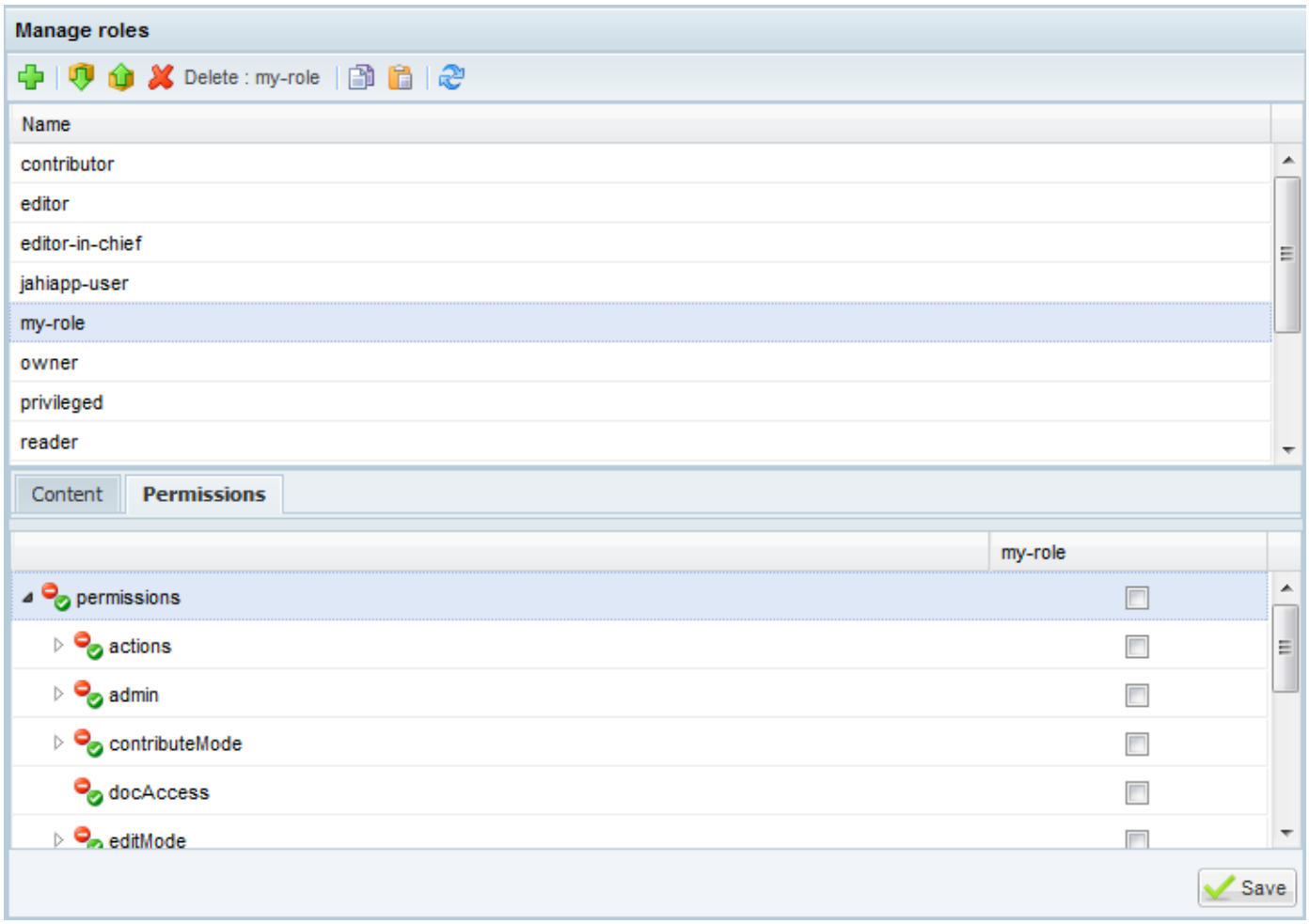
Once those configurations are completed, it is time to define permissions associated to this new role. Click on the “Permissions” tab.



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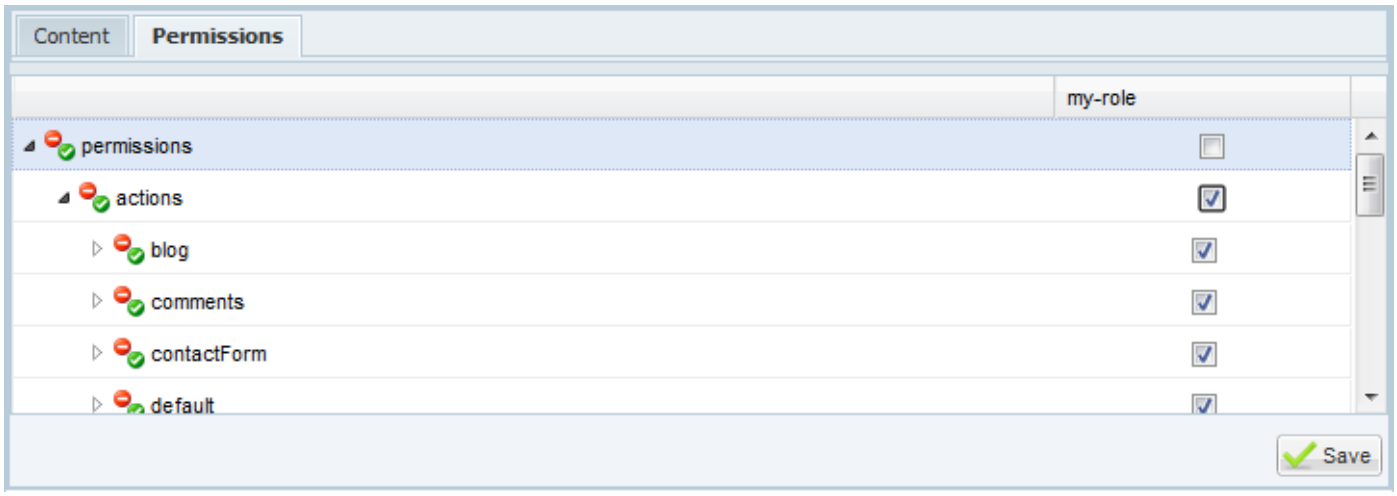
Permissions are grouped into categories. When checking a category, all the sub-permissions are selected:



The groups of permissions are:

- actions (participate to a blog, leave comments…)
- admin (access settings for various administration items)
- contributeMode (access settings for the Contribute Mode)
- editMode (access settings for the Edit Mode and customization of the Edit Mode)
- job (background jobs management settings)
- managers (access to management UIs: categories, tags, documents, repositories...)
- repository-permissions (read/write/edit permissions on the live and default worspaces)
- studioMode (access rights and customization of the Studio)
- templates (rights for the use of templates available on the platform)
- webapps (rights for the use of portlets or Webapps deployed on the system)
- wokflow-tasks (settings for the workflow steps accessible with the role)
- wysiwyg-editor-toolbar (settings for the type of FCK editor associated with the role)

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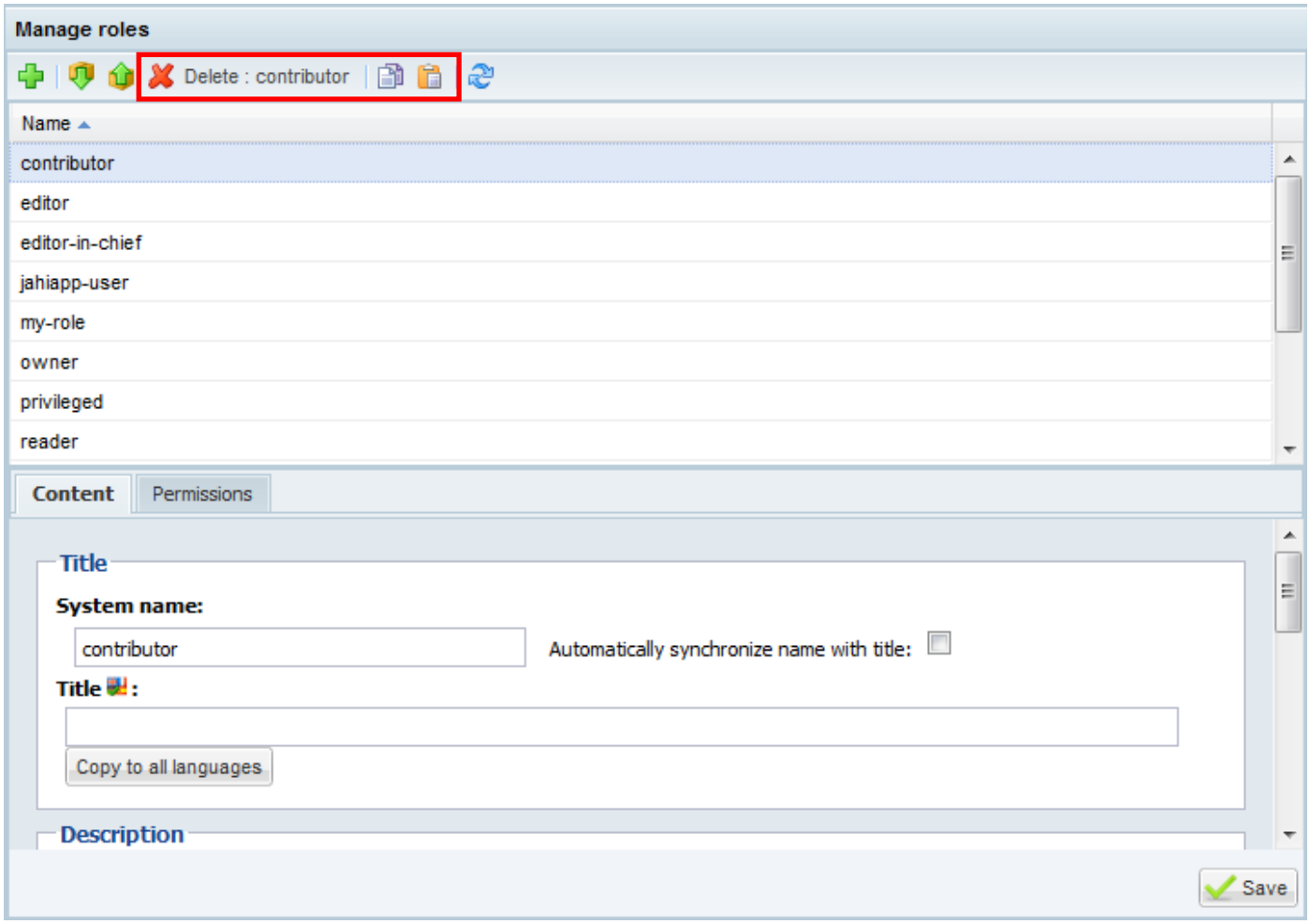
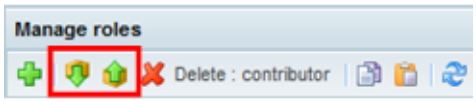
1.8.2 Deleting or Copying a Role

Common operations such as deleting or copying a role are available in the management interface. Select a role with a single click, then click on the icon matching the action of your choice:



1.8.3 Exporting and Importing Roles

In order to avoid having to configure roles on a series of servers, they can be exported as an XML file or ZIP archive, making it possible to import them on other servers whenever you need it. Importing or exporting roles can be done via two dedicated icons in the “Manage Roles” panel.



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1.9 Manage Modules

Modules management and availability (deployment) on any sites of the platform can be performed via the Studio when Jahia is in development mode.

In production mode, the settings of the platform are optimized, and, for security reasons, the Studio is not accessible.

This screen, thus, allows the deployment (add / update) of modules that are available on the platform.

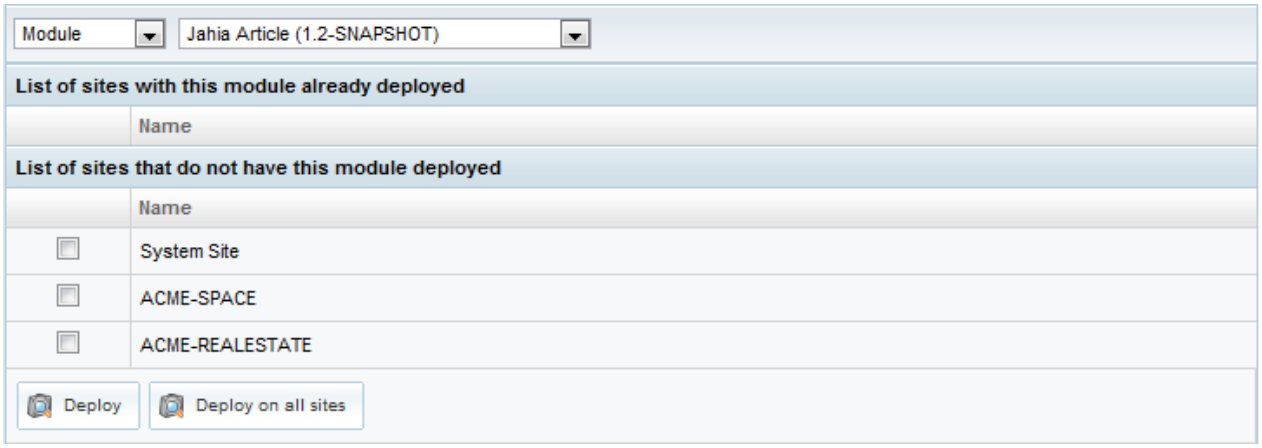
There are three parts to this prompt :

First Part: two roll-down menus to select a specific module

The first roll-down menu features the four main types of modules:

- Jahiapp : A sophisticated module (or assembly of modules) that is meant to deliver a fully fledged web application
- Module : a standard, simple module
- My Space : modules linked to the Jahia user's settings and workspace
- Template set : Layout templates

The second roll-down menu displays the liste of modules that match the type selected in the first menu.



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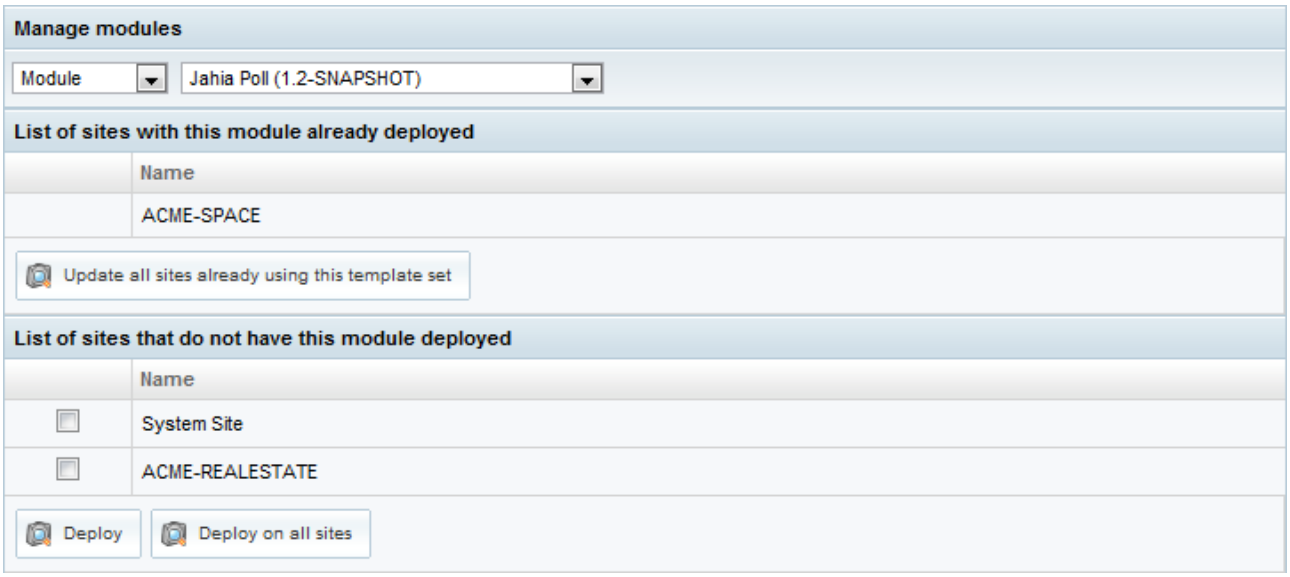
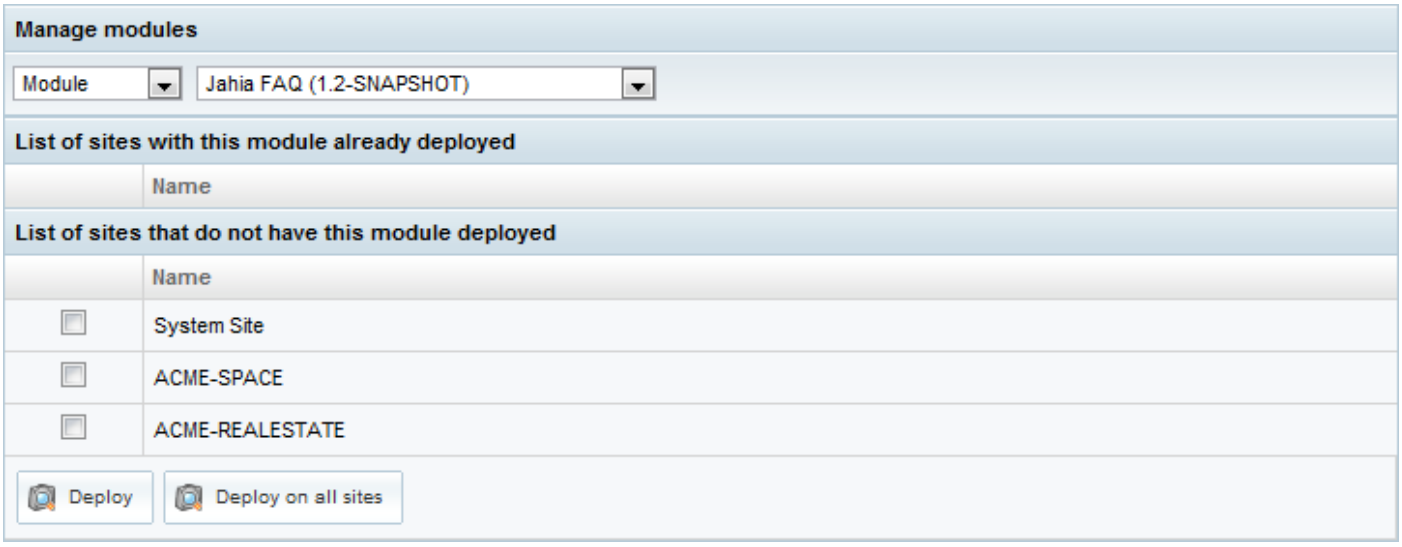
Second part: List of sites on which the selected module is already deployed.

When a module selected in the first part is already deployed on one or more sites, they are displayed and a button allows for one-click updating of all sites.



Third part: list of sites on which the selected module isn't deployed.



It is possible to deploy the selected module on all sites of the platform that does not yet have one, or manually select one or more sites on which to perform the deployment.

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1.10 Report a Problem

This shortcut redirects you to the Jahia online bug tracking system. Therefore, an Internet connection is required.

There are two bug tracking systems:

- The free online platform available to the Jahia community.
- The Enterprise online platform only available to clients with a valid support contract.

The community system is also designed to collect and follow up on enhancement suggestions. Do not hesitate to send your own ideas to improve the application. As these tickets are public, you should not mention your environment-specific parameters or any other confidential data.

The commercial bug tracking system is only available to clients. Each client has its own personal secure environment only accessible with specific credentials. All tickets submitted through this system are processed by employees of Jahia Solutions Group and subjected to standard confidentiality rules. Tickets are not shared with other customers and every client is guaranteed a response from the editor and a maximum response time.

1.11 Jahiapedia

This shortcut redirects you to the documentation area.

As for bug tracking system, there are two versions of the Jahia documentation:

- The free community documentation, available on jahia.org.
- The Enterprise documentation reserved for paid versions, available in the client Extranet area.

1.12 About Jahia

Finally, the “About Jahia” panel displays a summary of all the available functionalities depending on your type of license (number of users, restrictions on some modules, trial version expiry...).

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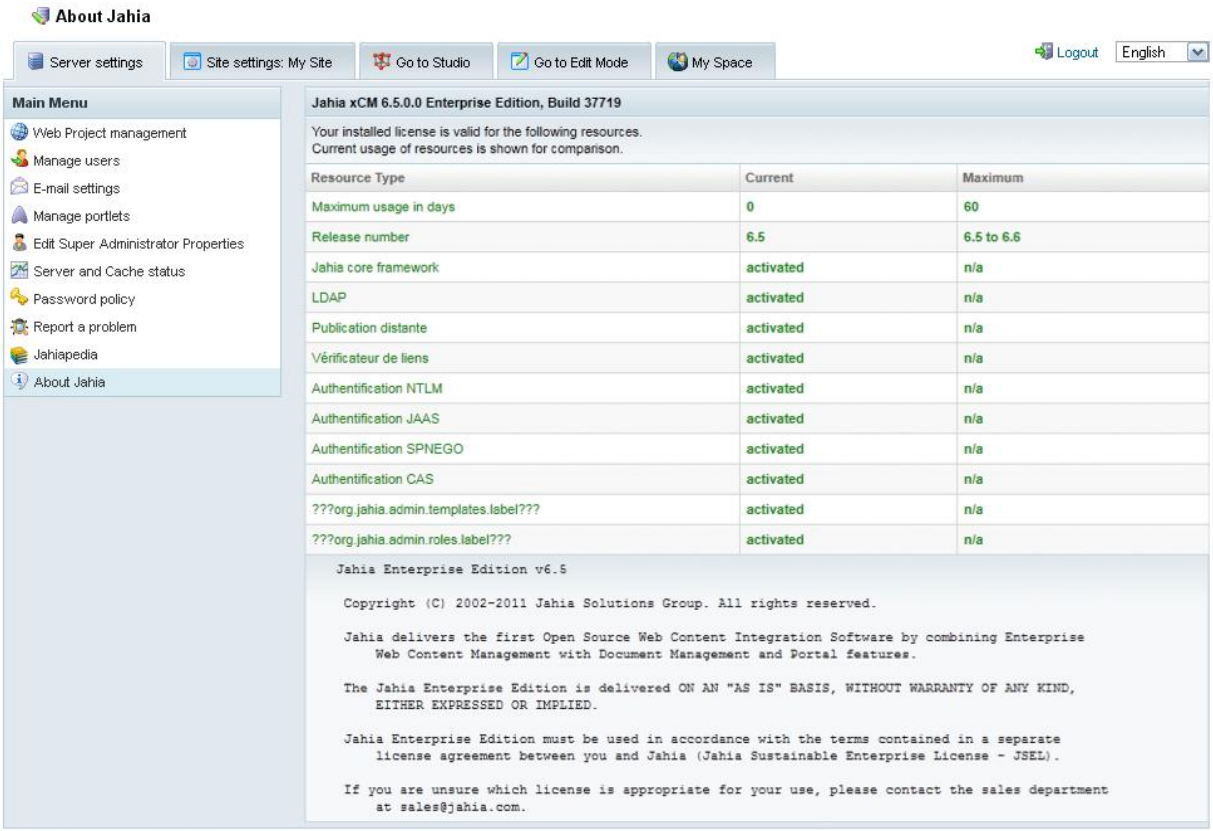

In this section you will also find the Jahia version number. This information also appears in the footer of each page of the Administration Center.

The version number must be mentioned in all bug reports, as this will help technical support resolve your problem.

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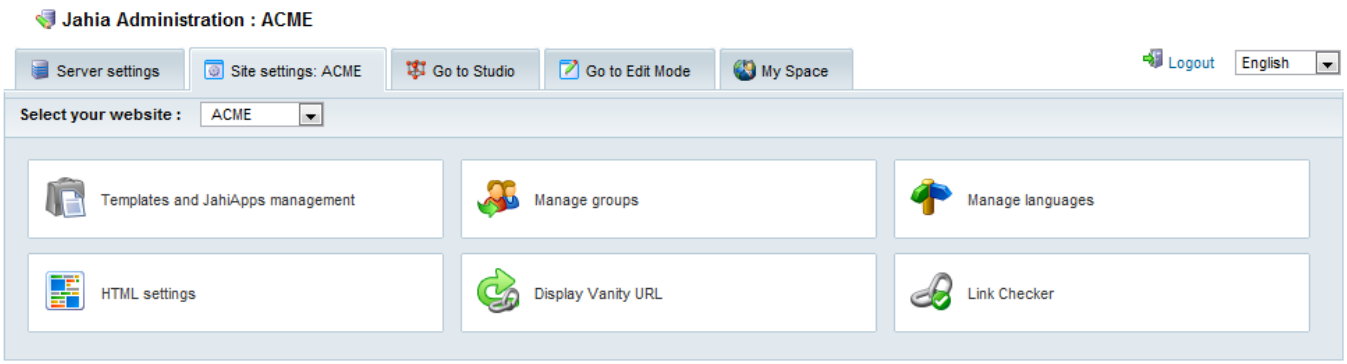
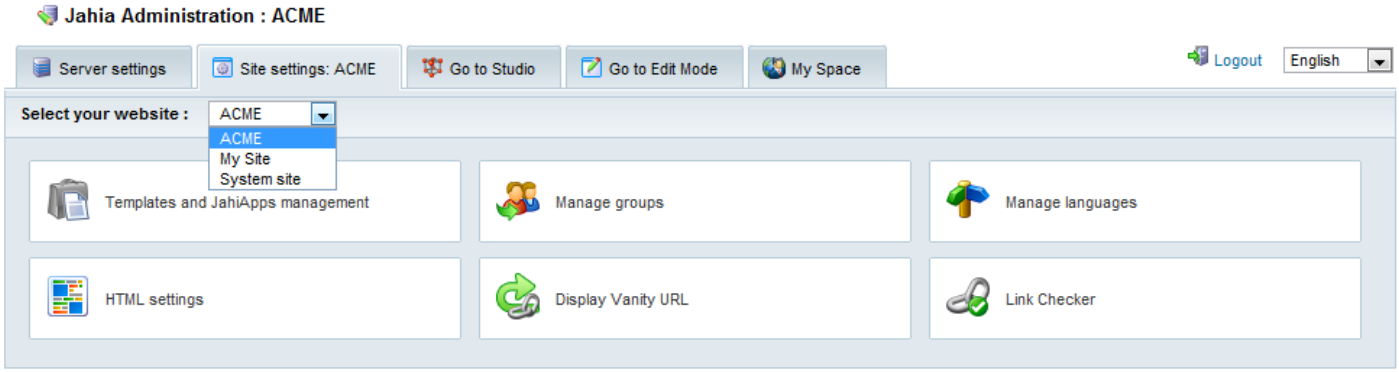
2 Section Two: Site Settings

For a site administrator, the administration panel is displayed as shown in this screen capture:



This section contains all the necessary tools to manage a Jahia virtual site.

If the site administrator also has administrative rights on other Jahia Web projects, they can access these other sites via a drop-down menu and manage them using the same options.



A site administrator can access the “Server Settings” tab, but only a few options will be available. The other options are reserved to administrators with higher permissions and they will be greyed out.

Clicking on “Go to Edit Mode” will redirect the site administrator to the current site’s home page.

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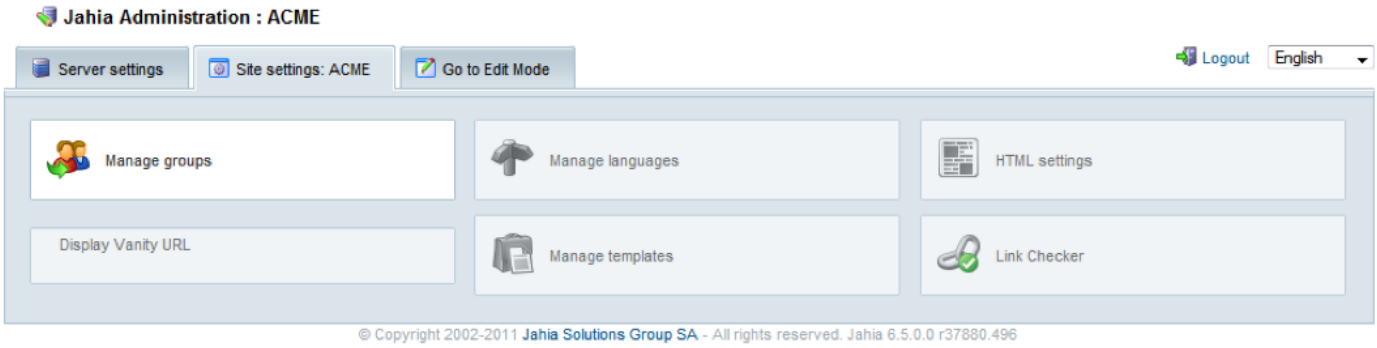
An advanced user with some administrative rights can access the options matching his permissions. The other options are greyed out. In the example below, the advanced user can only access the “Manage Groups” panel.



We will now cover the various options that are available to manage a site.

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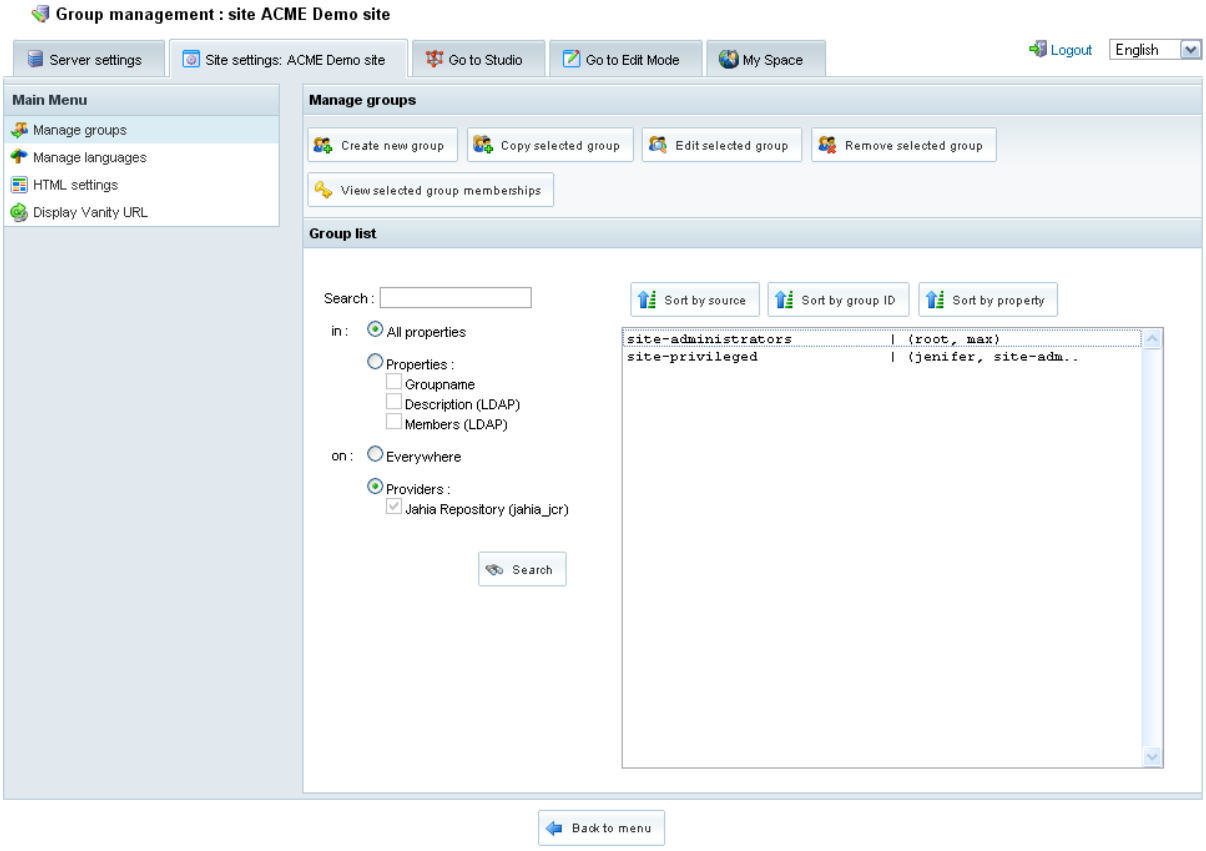
2.1 Manage Groups

Groups can be managed in the administration interface, from the “Site Settings” section. Unlike users, which are shared across the platform so as to ensure their uniqueness, each site has its own set of groups, which can be different from the groups of another site.



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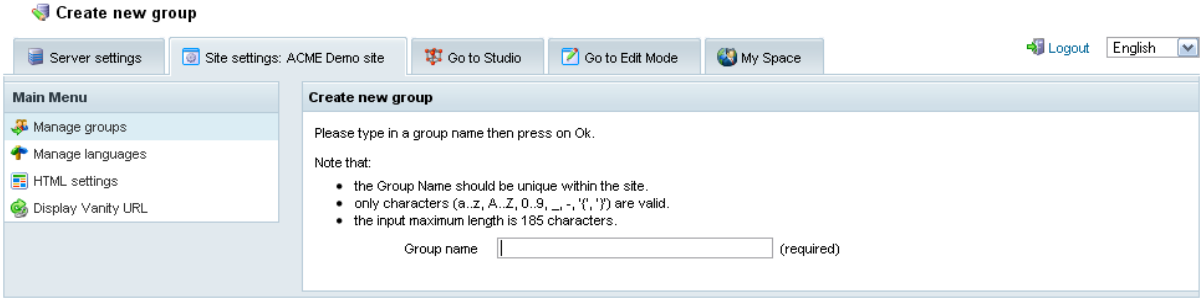
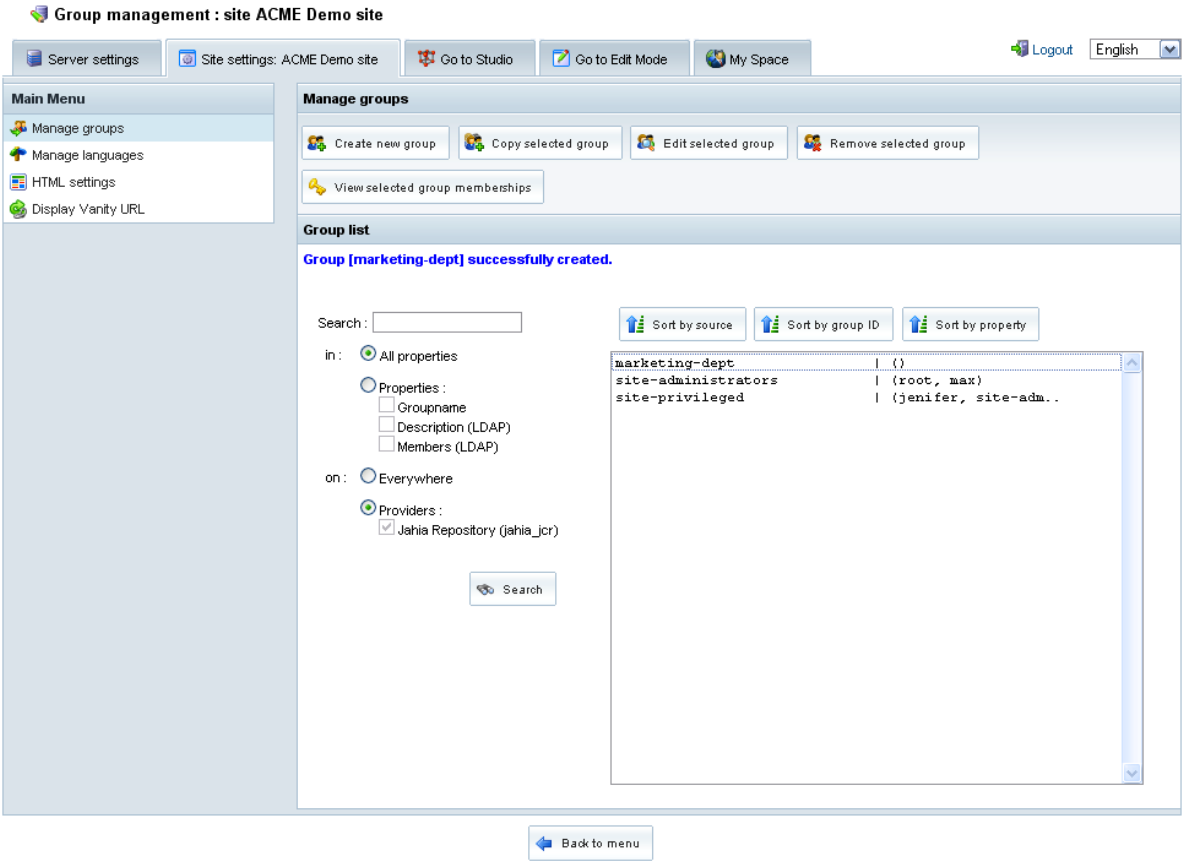
Creating a Group

Click on the “Create new group” button and enter a name for it in the “Group name” field.



Once the group has been successfully created, the updated list of groups is displayed.



When a group is created, it is initially empty.

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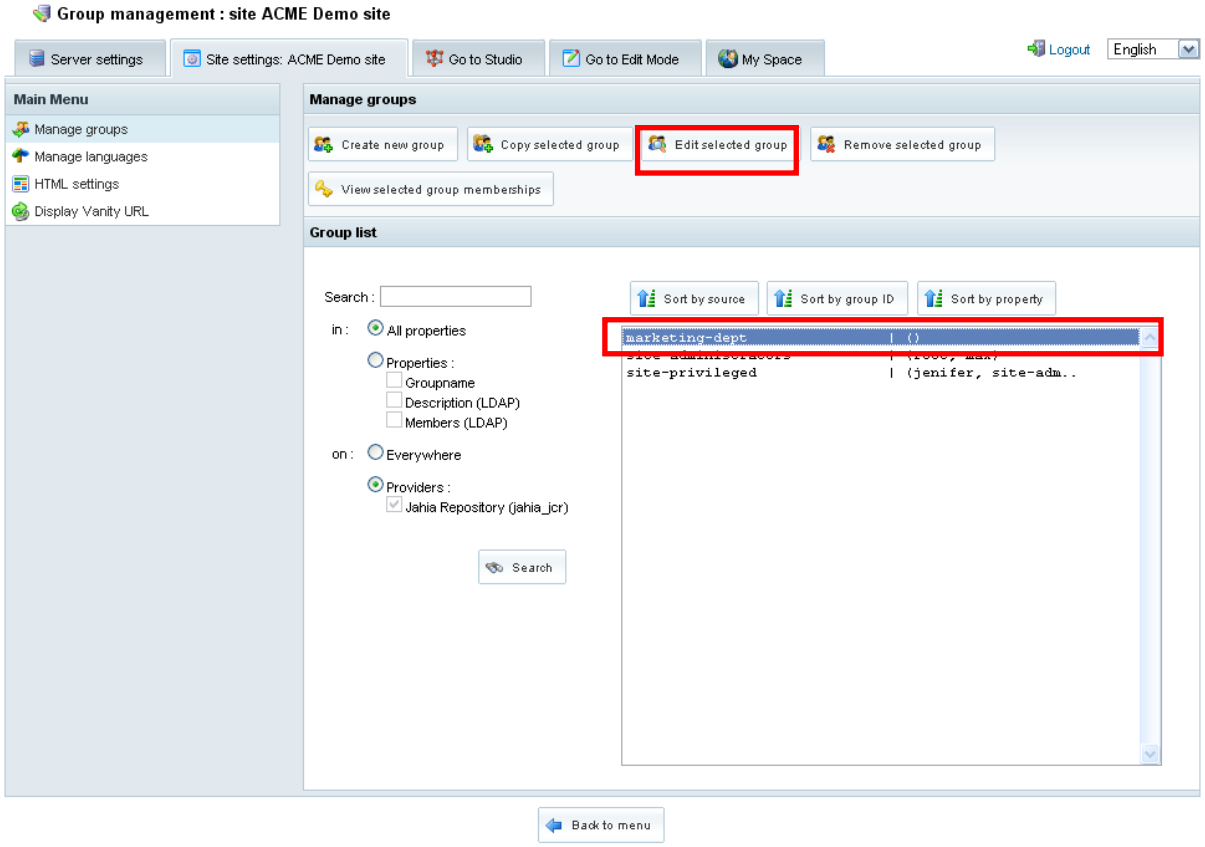
2.1.1 Adding and Removing Members

In the list of groups, double-click on the group that you want to edit. Alternatively, you can select this group and click on the “Edit selected group” button.



To add members to the group, click on the “Add members” button.

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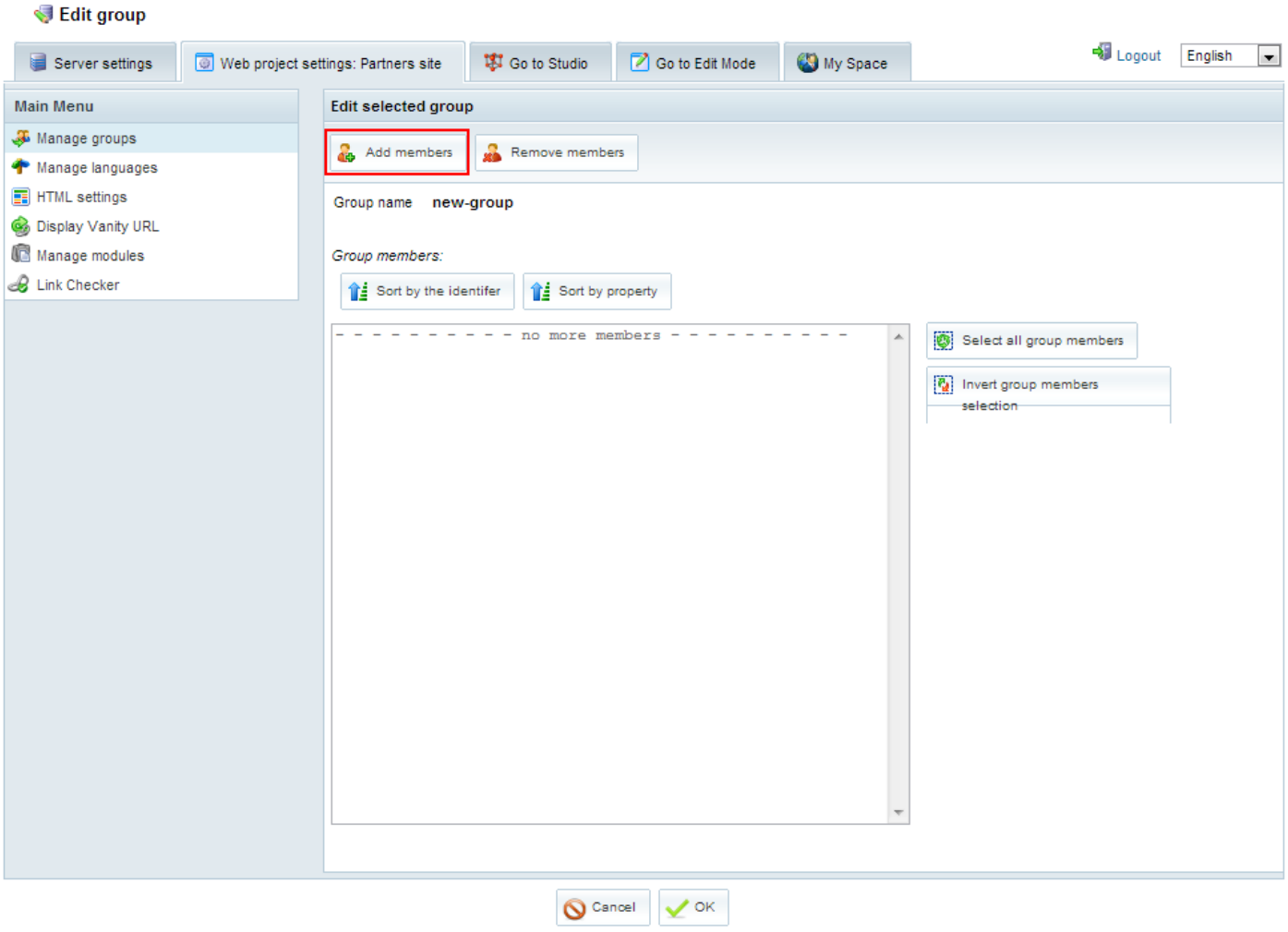

A floating window is displayed, containing a list of all users on the platform in alphabetical order. If the platform contains a large number of users, you can enter a name or part of a name in the search field at the top of the window.

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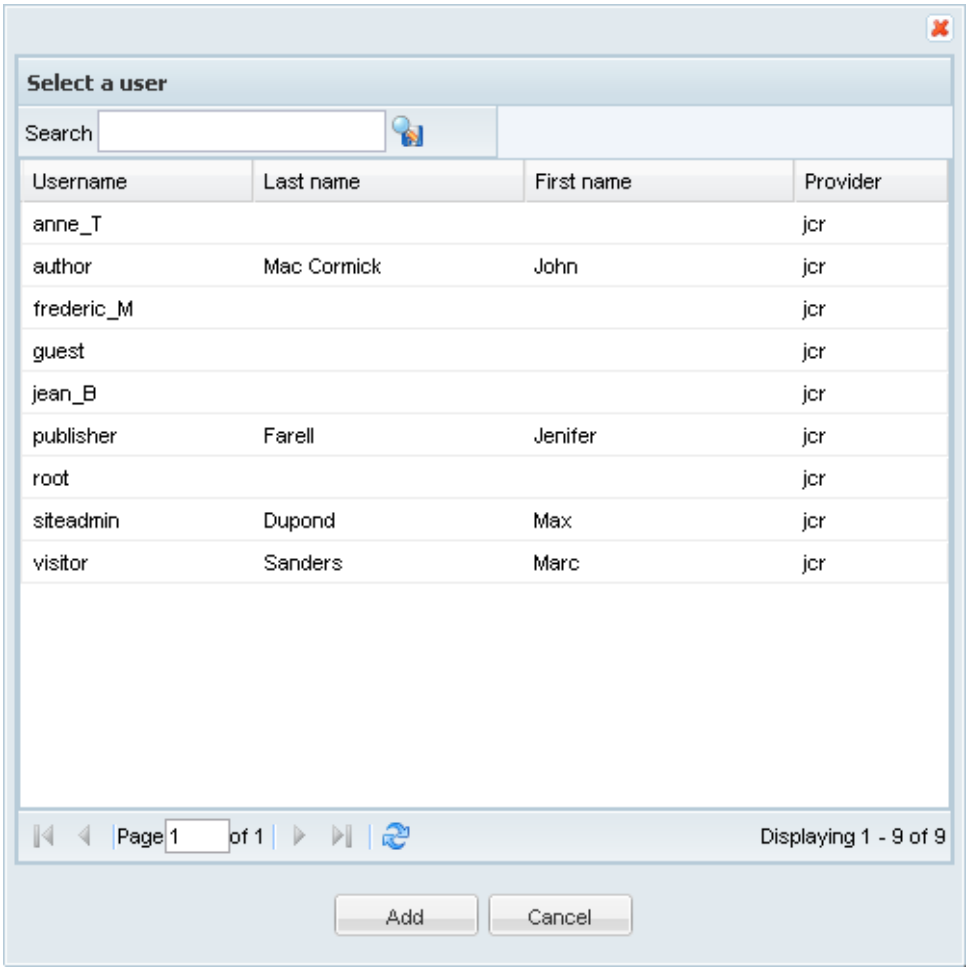

To add a single user, select it in the list and click on the “Add” button. The floating window will be closed and the updated list of users in the group will be displayed.

To add several users, select them with ctrl+click and click on the “Add” button. Alternatively, you can double-click on each user you want to add and then close the window by clicking on the red cross at the top right. (Please note: users added via double-click will be added to the group immediately and clicking on the “Cancel” button will not remove the freshly added users).

When the user selection window is closed, the updated list of users in the group will be displayed.

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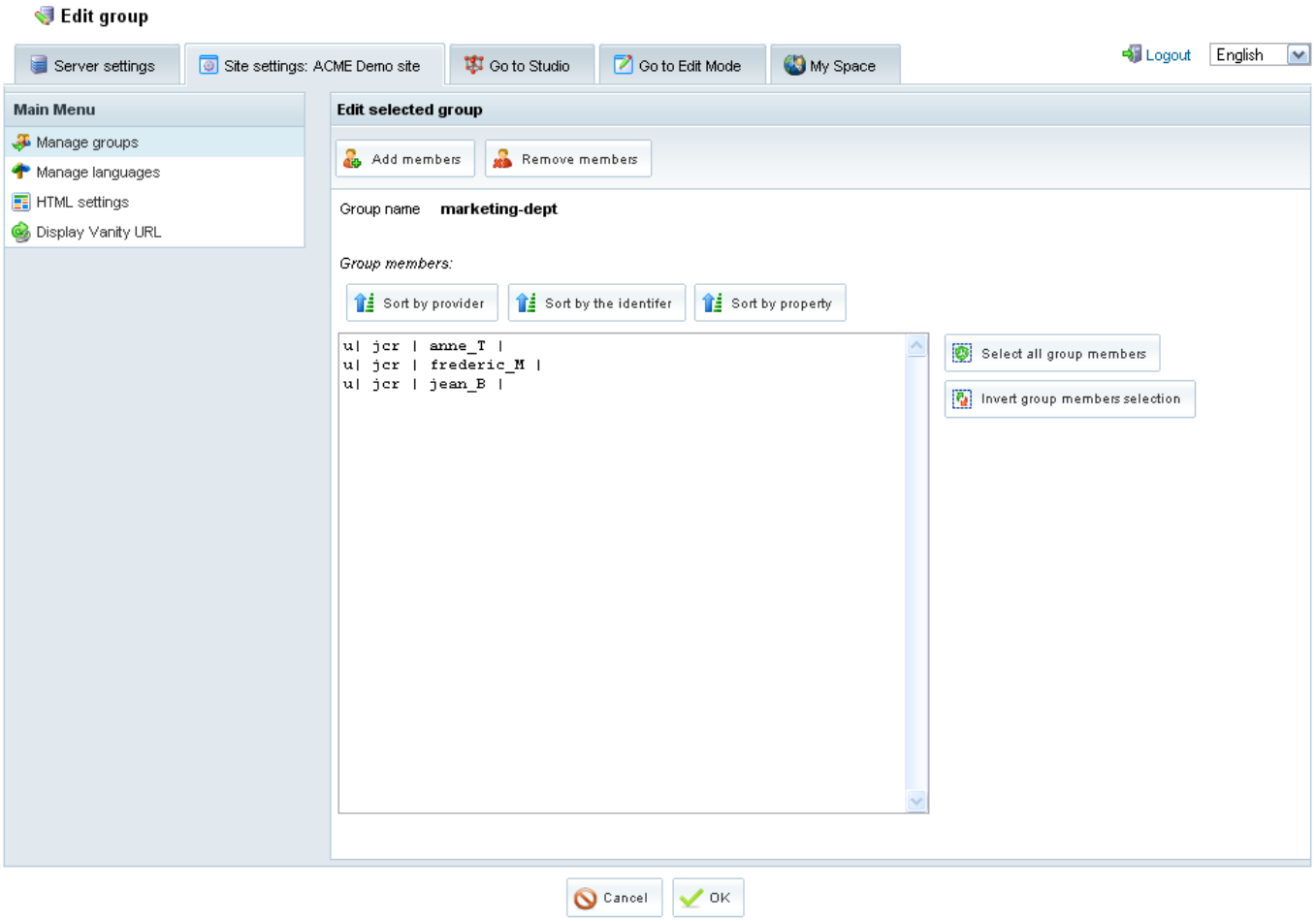

To remove a member from a group, select the user in the list (or use ctrl+click to select several users) and click on the “Remove members” button. Please note that this action does not remove the user from the platform, but only from the group.

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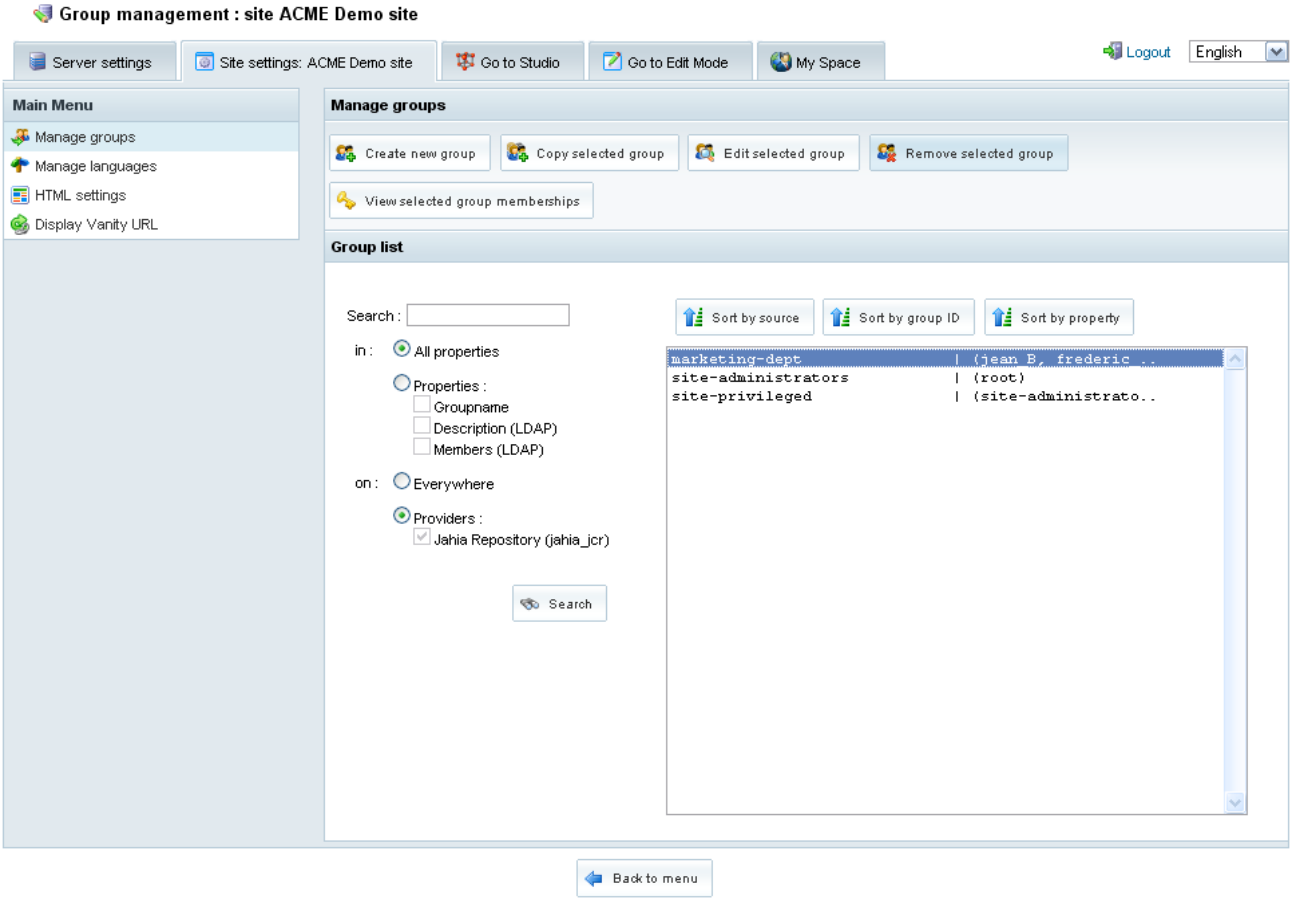
2.1.2 Removing a Group

In the list of groups, click on the group you want to remove, then click on the “Remove selected group” button.



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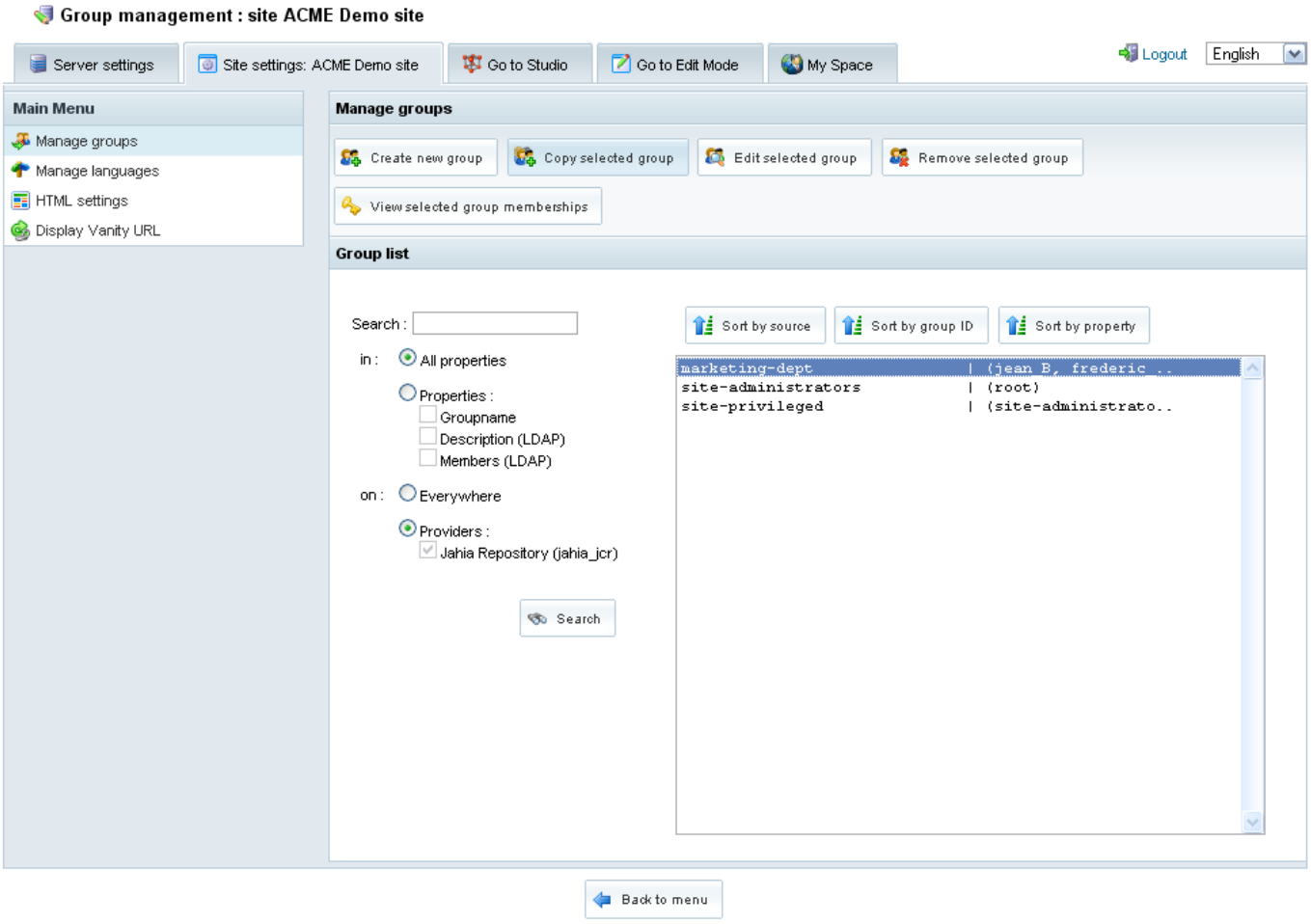
Duplicating a Group

If you need to define a new group with similar members to those in another group, you can duplicate the existing group by selecting it and clicking on the “Copy selected group” button. Jahia will then ask you to enter a name for the new group. Now all you need to do is add or remove members from the new group, without having to go through the entire group configuration process again.



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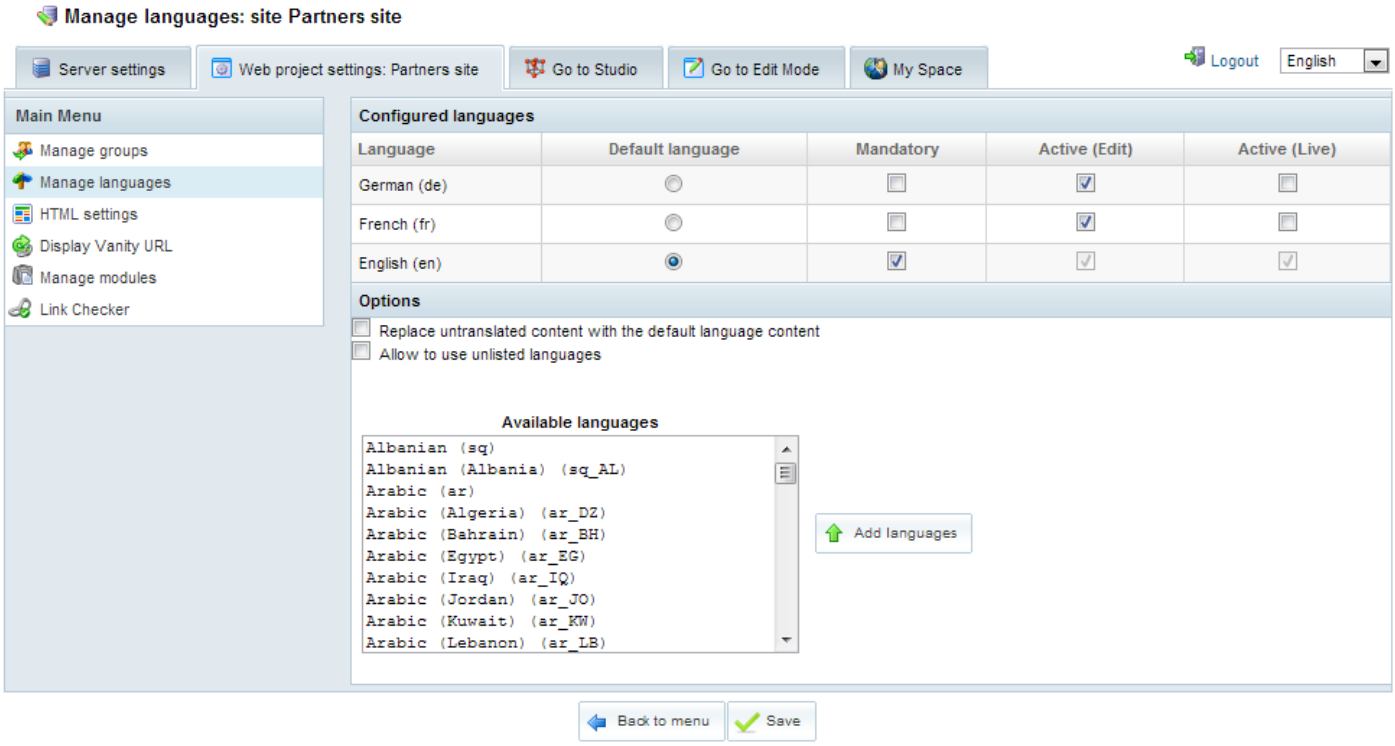
2.2 Manage Languages

Ce panneau vous permet de gérer les paramètres concernant les langues du site courant.

La partie haute de l'interface affiche les langues déjà déclarées comme utilisables sur le site.

La partie basse affiche les langues pouvant être activées sur le site et des options quant à la gestion multilingue.



2.2.1 Options disponibles pour chaque langue

2.2.1.1 Langue par défaut

Une seule langue peut être définie comme langue par défaut parmi les langues déclarées.

La langue par défaut est celle dans laquelle

- les noms système (noms internes) des contenus pourront être saisis et modifiés (pour éviter des confusions, des renommages intempestifs influant sur les URLs, les noms systèmes sont invariants et éditables dans une seule langue)

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- Jahia redirigera automatiquement les visiteurs s'il ne dispose pas d'instructions lui permettant de servir les pages dans une langue spécifique (voir ci-dessous)
- Jahia servira les contenus non traduits si la fonction de substitution a été activée sur le projet web

La langue par défaut est celle qui sera utilisée par Jahia pour servir le contenu s'il ne parvient pas à trouver une langue correspondant aux préférences exprimées explicitement ou implicitement par l'utilisateur. La détermination de cette préférence utilisateur se fait par une série de tests, qui s'enchainent tant que le résultat du test est négatif.

L'ordre des tests est le suivant

- Langue spécifiée dans l'url
- Langue spécifiée dans le profil utilisateur (pour les utilisateurs enregistrés)
- Langue préférée déclarée dans les options du navigateur
- Langue du navigateur

2.2.1.2 Langue obligatoire

Lorsque cette case est cochée, les contenus saisis dans cette langue ne pourront être publiés si les champs définis comme obligatoires (c'est-à-dire devant disposer d'une traduction propre) n'ont pas été remplis. Afin de préserver une certaine souplesse en matière d'édition, l'activation de cette option n'empêche pas de saisir du contenu dans une langue donnée sans lui ajouter immédiatement ses traductions dans les langues déclarées comme obligatoires, mais empêche bien son exploitation (le rendre disponible à la consultation) si les critères portant sur la langue obligatoire ne sont pas remplis.

2.2.1.3 Actif (Editer)

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Cette option permet de dire si la langue est modifiable via les interfaces d'édition. Si cette option est décochée, les contenus saisis dans cette langue sont conservés, mais il n'est plus possible via les interfaces d'édition de basculer sur cette langue et donc de l'éditer.

Cette option est particulièrement appropriée si vous souhaitez arrêter de traduire les nouveaux contenus dans une langue donnée sur votre site et vous contenter de l'existant, ou que vous souhaitez désactiver complétement une langue (auquel cas cette case et la case suivante doivent être cochées) sans pour autant supprimer cette langue et donc perdre tout le contenu déjà traduit.

A tout instant, il est possible de réactiver une langue désactivée et les contenus déjà traduits réapparaissent.

2.2.1.4 Actif (En ligne)

Cette option permet de dire si cette langue est accessible par les personnes qui consultent la version publiée de votre projet web. Si cette case est décochée et même si des traductions dans cette langue existent, les utilisateurs ne pourront y avoir accès.

Lors de l'ajout d'une langue cette case est systématiquement décochée, il faut donc l'activer manuellement au moment jugé opportun.

Cette option est particulièrement utile lorsqu'une langue est ajoutée sur un site déjà actif et que l'on souhaite pouvoir commencer à traduire celui-ci et même publier des pages en ne rendant la langue effectivement utilisable par les visiteurs que quand le niveau de finition est considéré comme suffisant pour permettre une navigation correcte sur cette nouvelle langue.

2.2.2 Gestion multilingue

2.2.2.1 Ajouter des langues

Pour ajouter une ou des langues supplémentaires, sélectionnez une (clic) ou plusieurs langues (Ctrl-clic) dans la liste située en bas de l'écran, puis cliquez sur le bouton « Ajouter des langues »

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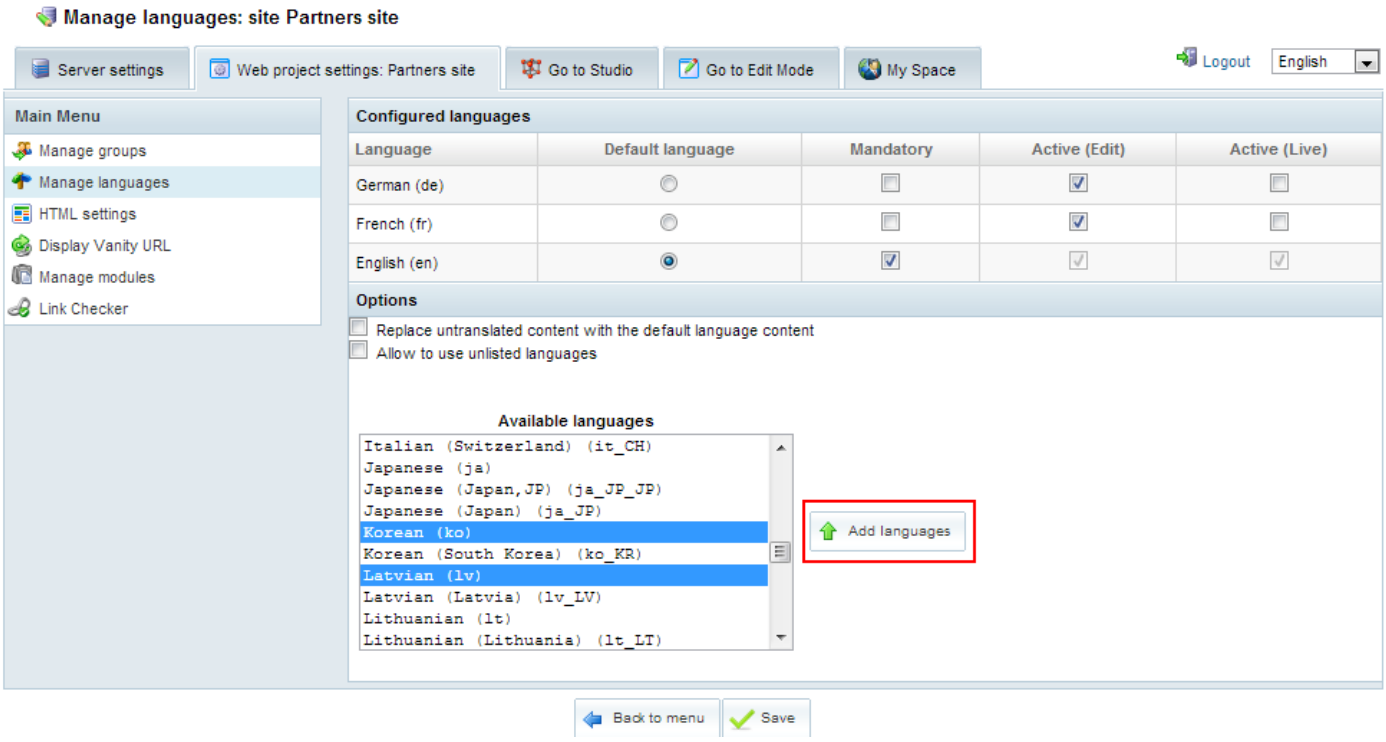

Vous remarquerez que certaines langues sont listées plusieurs fois. En effet la liste est basée sur les langues locales (langue de la région), les langues disponibles sont en fait une combinaison entre une langue et sa région.

Jahia peut identifier ces langues locales en provenance des préférences du navigateur et saura réagir différemment suivant la langue détectée (fr_CA ou fr_FR par exemple). Vous pourriez avoir 2 sites distincts avec du contenu différent pour des français et canadiens.

Si vous préférez gérer le français de manière générique, il faudra alors choisir la langue française FR. Si vous n'avez pas l'intention d'avoir du contenu spécifique à un pays ou à une région (comme fr_CA ou fr_FR), vous devriez utiliser systématiquement la langue locale générique pour la langue spécifiée.

La liste des langues et langues locales disponibles proviennent directement de la Machine Virtuelle Java (JVM) utilisée. Chaque JVM supporte des langages différents. Les langues officielles ISO peuvent ne pas être présentes suivant la JVM utilisée. Dans ce cas, vous pouvez utiliser une autre langue que vous n'utiliserez jamais (comme langue disponible sur le site) et modifier l'icône de la langue (drapeau) sur le disque ou le template. Jahia ne pourra pas automatiquement reconnaitre cette langue à des fins de

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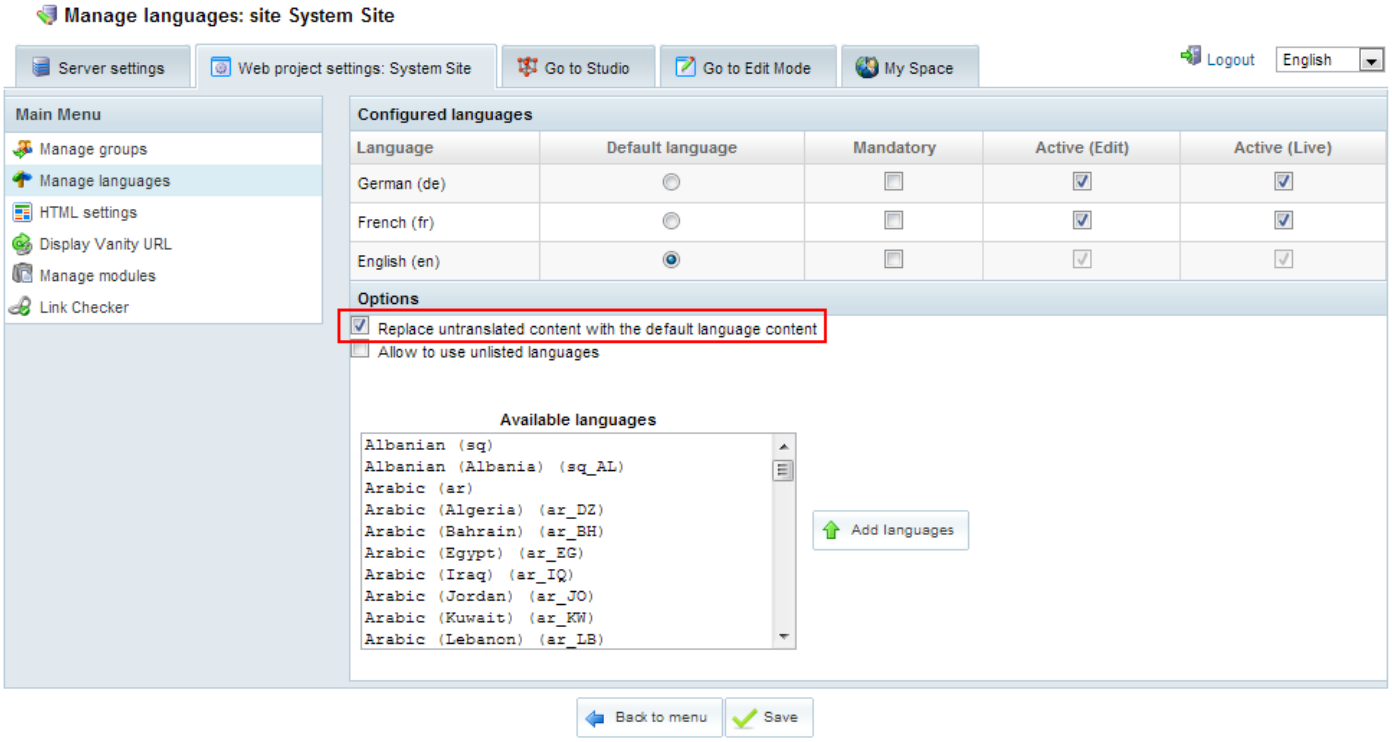
redirection pour les utilisateurs, cependant ils pourront naviguer entre les différentes langues à partir de la page d'accueil.

2.2.2.2 Utiliser plusieurs langues lors de la navigation sur le site



Pour des besoins intranet ou extranet, vous pourriez avoir besoin d'afficher du contenu indépendamment de la langue du navigateur de l'utilisateur. Dans le cas, par exemple, où vous ne voudriez pas de pages vides dans certaines langues sachant que tout le site n'a pas été entièrement traduit ou disponible dans toutes les langues, vous pouvez alors activer l'option de mixité des langues (Utiliser plusieurs langues lors de la navigation).

Si cette option est activée et que l'objet de contenu n'existe pas dans la langue courante, Jahia affichera le contenu dans la langue par défaut.

Si l'anglais est la langue par défaut et que certains contenus ne sont pas traduits en français, ceux-ci pourraient alors être remplacés automatiquement par de l'anglais.

L'utilisation de cette option n'est pas recommandée sur des sites ouverts au public car le résultat peut dérouter des utilisateurs non avertis, elle peut être envisagée sur des sites de type intranet si les personnes

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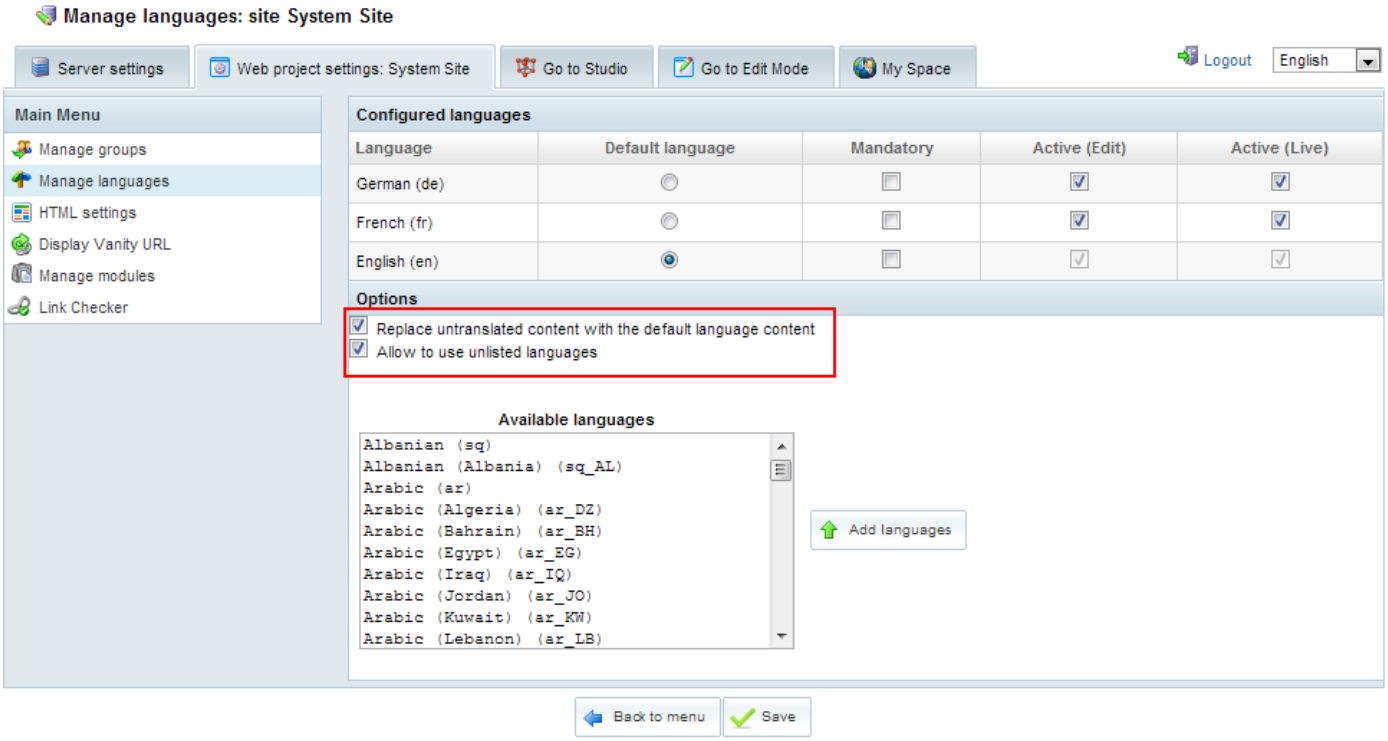
sont au fait de ce choix et ne sont donc pas susceptibles d'être déroutées par des contenus en deux langues sur une même page.

2.2.2.3 Permettre l'accès même pour les langues non déclarées



Par défaut, Jahia sert les pages dans la langue demandée via l'url et charge les resource bundle (fichiers de traductions pour les éléments statiques déclarés dans les pages jsp) de la langue correspondante.

Exemple : www.partners.com/fr/home/actualites/actualites2012.html

Si un utilisateur appele une page dans une langue non déclarée, Jahia lui retournera logiquement une erreur 404 puisque la page en question n'existe pas dans cette langue.

Exemple : www.partners.com/sq/home/actualites2012.html (sq = albanais)

En activant cette option, Jahia ignorera l'indication de langue et servira la page demandée dans la langue par défaut du site, en chargeant éventuellement les resource bundles correspondant à la langue demandée si ceux-ci existent.

Important : cette option ne doit être activée que si l'option précédente (remplacement du contenu non traduit) est elle-même activée.

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2.3 HTML Settings

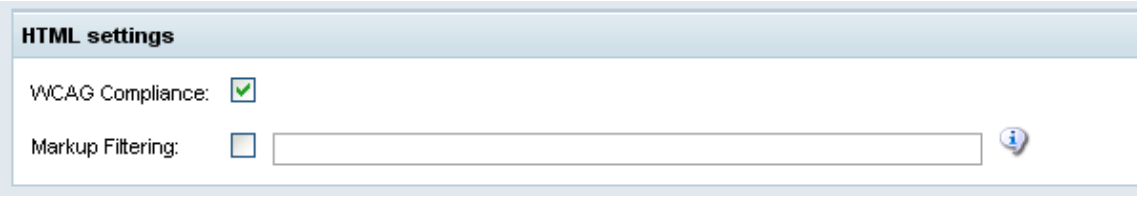
When editing a site, contributors often use a rich HTML editor. Since contributors are allowed to use HTML tags and to copy and paste HTML content, W3C standards may not always be respected and the page layout may happen to be messed up.

Contributors can forget to close a tag, insert a table so wide that it messes up the page etc.

Jahia's "WCAG Compliance" option lets you check if the generated code meets the standards.

You can also prevent the use of specific HTML tags in rich HTML fields. To do so, you must specify a comma-separated list of forbidden tags in the "Markup filtering" option. When the contributor's HTML contents will be saved, Jahia will automatically remove those tags from the submitted contents.

Filtering example: H1,script,table,tr,td,strong,hr



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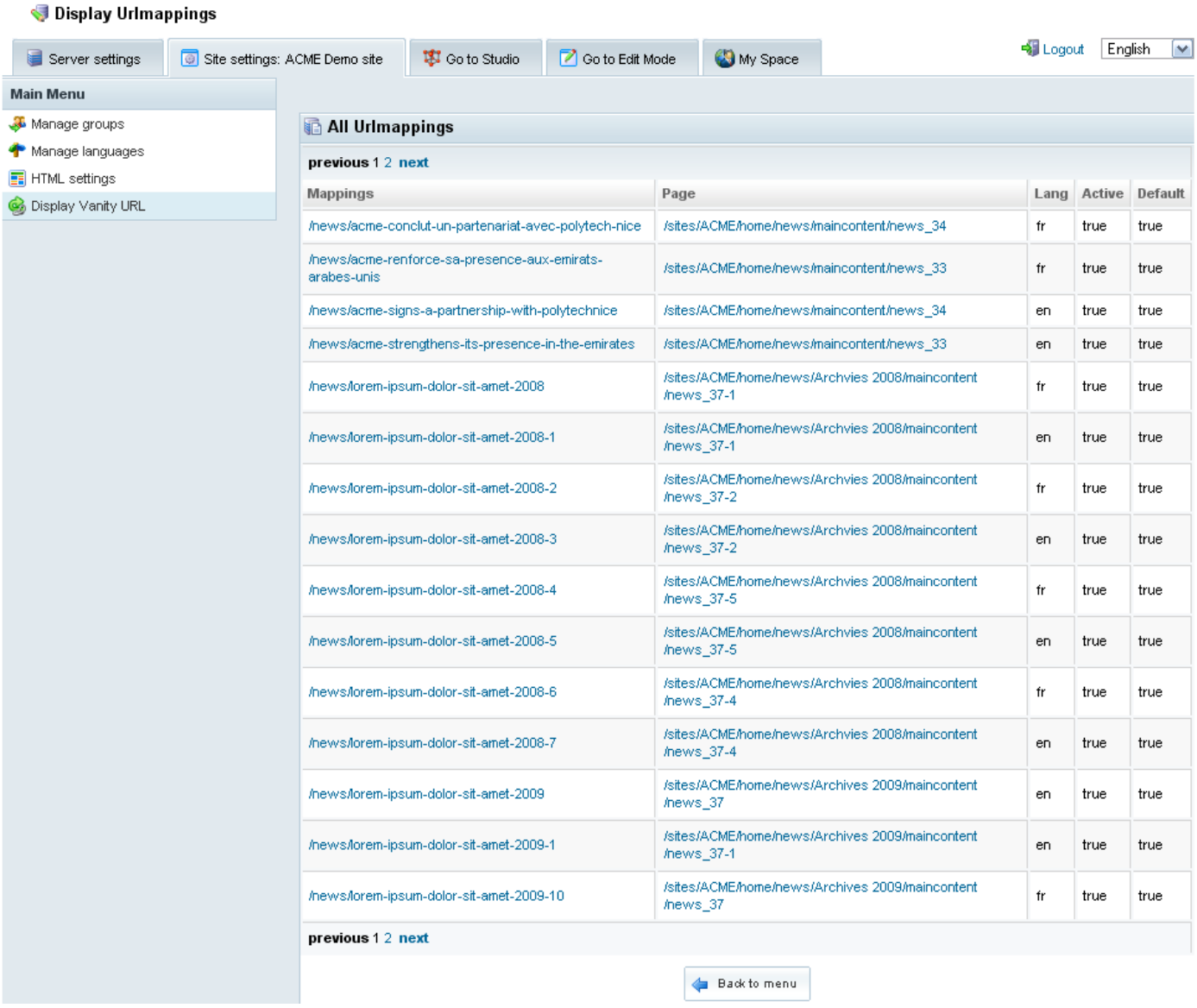
2.4 Display Vanity URL

This panel displays a list of all defined vanity URLs (user-friendly, search engine optimized URLs) in Jahia. For each URL, some information is displayed, including the corresponding "technical" URL, language, status and whether it is the default URL or not.



You can access the page related to the vanity URL by clicking on the corresponding link.

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2.5 Manage Modules

This section displays the list of templates, modules and Jahiapps currently deployed on the site

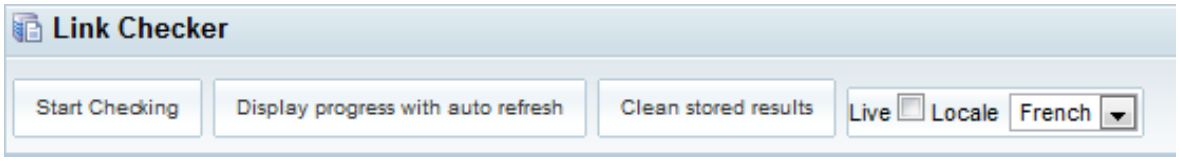
2.6 Link Checker

The link checker is a powerful administration tool that allows site administrators to check an entire Jahia site for “dead” or broken external links. An external link is a link pointing to pages outside the platform, therefore outside of Jahia’s control.

Typically, an external link is prone to become “broken”: the author may have mistyped the link (e.g., goggle.com instead of google.com) or the target page may simply disappear, change name or location after some time.

The link checker will browse all Jahia pages for external links submitted by authors. Then it will display a report that will help the site administrator to fix broken links.

The tool will scan all pages in the selected language and mode.



To launch the scan, just click on the “Start checking” button, then on the “Display progress” button to view the results. The “Display progress with auto refresh” button will refresh the page automatically. The “Clean stored results” button will clear older results before launching a new scan.

Please note that the link checker is very demanding for the server. Running it occasionally will help maintain high editorial quality for the site, but it is not recommended to use it continuously.

2.6.1 Auditing External Links with the Link Checker

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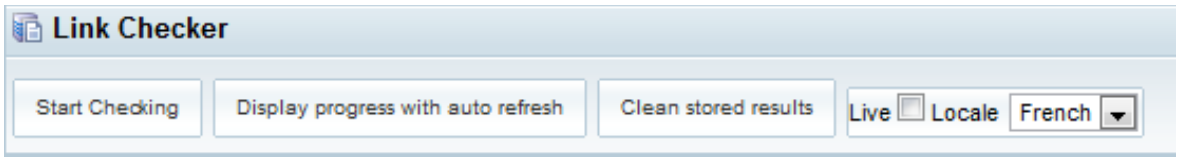
2.6.1.1 Use Case Scenario

In the ACME demo site, on the “Home” page, the author entered text and mistyped a link to http://beta.jahia.com instead of http://beta65.jahia.org. This is a “dead” link, pointing to a site that does not exist. The link is embedded in a BigText paragraph typed via the rich text editor provided by Jahia.

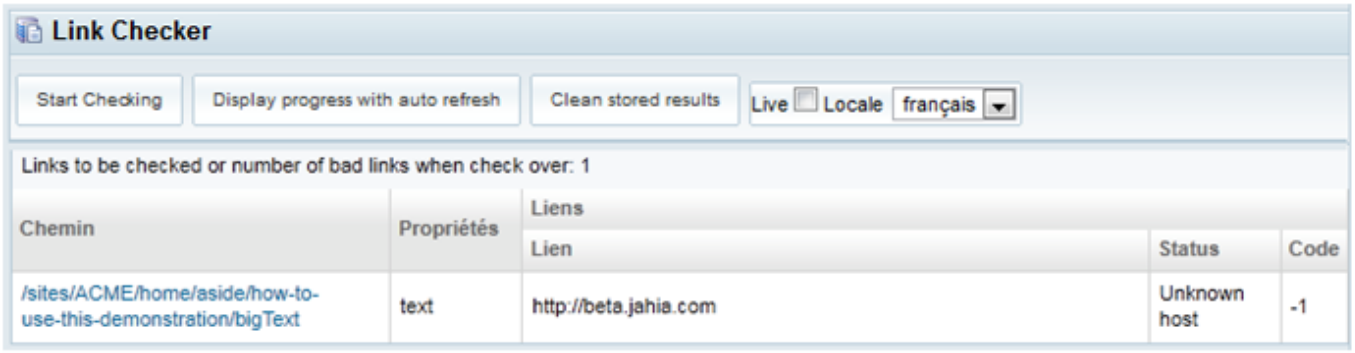
2.6.1.2 Launching a Website Analysis

In order to audit the links and be able to repair “broken” links, the site administrator can click the link checker’s “Start checking” button:



The duration of the audit process will depend on the volume of data to be analyzed.

As soon as the administrator launches the link checker, activity status details will be available in the lower part of the panel when clicking on the “Display progress” button:



Note that only broken links are displayed. Valid links do not appear in the report.

2.6.1.3 Description of the Link Checker Report

There are five columns in the link checker report:

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Links to be checked or number of bad links when check over: 1

Chemin	Propriétés	Liens		
		Lien	Status	Code
/sites/ACME/home/aside/how-to-use-this-demonstration/bigText	text	http://beta.jahia.com	Unknown host	-1

- Path: the path of the node containing the broken link
- Properties: the property in the affected node that contains the broken link
- Link: the link that generates the error
- Status: a description of the problem
- Code: the HTTP error code

Note: the Tomcat console displays the path of the current node, the relevant HTML code and the connection attempts to the associated links.

```
Nodes:185
Node:/sites/ACME/home/aside/how-to-use-this-demonstration/bigText
property:text
<p>You can discover <strong><a href="http://beta.jahia.com">Jahia CE BETA v6.5</a></strong>
using the following users (login/password):</p>
<div>
    <div>
          <p>You can also decide to go to the <a href="/start"><strong>Jahia home
page</strong> by clicking here.</a></p>
        <p> </p>
        <p><a href="http://beta65.jahia.org/">Link to beta</a></p>
    </div>
</div>

Try to connect to http://beta.jahia.com
Try to connect to http://beta65.jahia.org/
```

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9 route des Jeunes,
CH-1227 Les acacias
Genève, Suisse

http://*www.jahia.com*

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