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# Asbru Web Content Management System

## Configuration Guide

*Easily & Inexpensively  
Create, Publish & Manage Your Websites*



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# Asbru Web Content Management System

*Easily & Inexpensively  
Create, Publish & Manage Your Websites*

## Introduction

This document is the website configuration guide for the Asbru Web Content Management System. The user guide describes how you, the “superadmin” website administrator, use the Asbru Web Content Management System to configure your website and web content management system settings.

The Asbru Web Content Management System is a web solution allowing you easy access to create and update the content of your Internet website as well as your Intranet and Extranet websites. The system is full-featured but very easy to use and highly flexible. You will only need to see the more advanced features if/when needed. Unused features can easily be disabled and hidden (by the “superadmin” website administrator) to keep the website administration web pages as simple as possible for you, the website editor, to use. More advanced web content management features can be enabled and displayed to you if/when needed.

This user guide is divided into eight main parts:

Part 1 describes how to login to the Asbru Web Content Management System and how to retrieve the superadmin website administrator username and password.

Part 2 describes how to configure the Asbru Web Content Management System and your website settings.

Part 3 describes how to enable and disable different optional features to customize the web content management system administration pages on your website.

Part 4 describes how to configure the website content classes, formats, groups, types and versions used for your website.

Part 5 describes how to configure the user database groups and types as well as to export and import the user accounts used for your website.

Part 6 describes how to configure workflows for your administrative processes to create and manage the content of your website.



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Part 7 describes how to configure, export and import the product groups and types, currencies, discounts, shipping rates and tax rates used for your website.

Part 8 describes how to configure the custom content databases used for your website.



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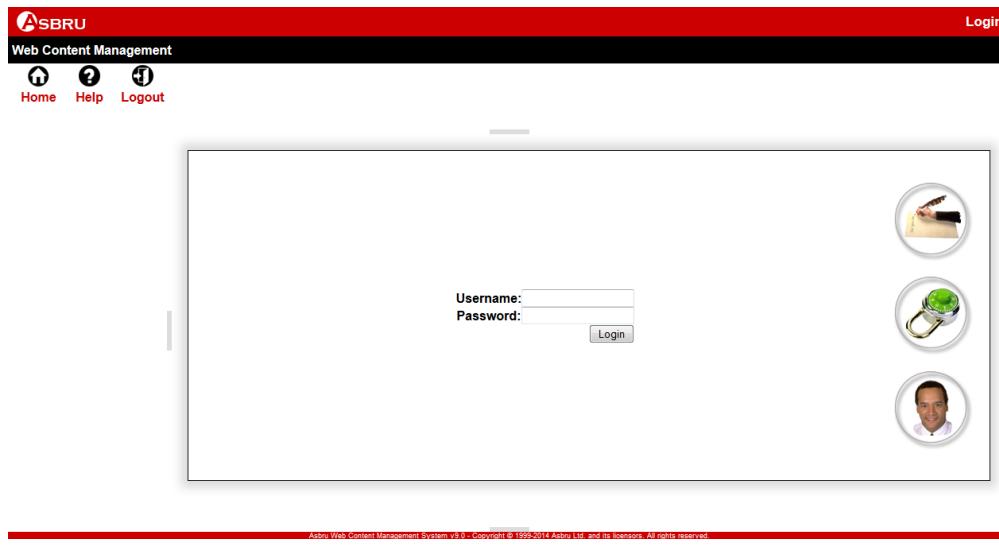


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•**1****Superadmin Website Administrator Login****1.1 Login**

To access the Asbru Web Content Management system to manage your website you must open your usual website address followed by “/webadmin/”. For example, if you usually access your website using the address “<http://127.0.0.1>”, you must use the address “<http://127.0.0.1/webadmin/>” to access the Asbru Web Content Management system.

When accessing the Asbru Web Content Management system to access the configuration section to configure your web content management system and website settings you must first authenticate yourself using the configured superadmin username and password to login. Please note that you must enter the username and password exactly as configured with lowercase/uppercase, spacing and punctuation etc.

**1.2 Logout**

After a successful login you have access to the Asbru Web Content Management system for your website – and so has anybody else with access to your computer. Before leaving your computer for a longer or shorter period of time you should logout from the Asbru Web Content Management system to prevent others from using it to make changes to your website. This is especially important if you use a computer which other people have access to.

To logout from the Asbru Web Content Management system, please select the “Logout” link in the top-left hand corner of the Asbru Web Content Management administration and Browse & Edit pages. After logging out you will see your website homepage.

You will also be logged out automatically after some time depending on the configuration of your web server. Technically, your login/logout is controlled through so-called “session variables” on your web server. Your web server may be configured to automatically expire session variables after anything from a few minutes to a few days.

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Please note that you will need to login again if your web server session variables and thus your login expire while you are using the Asbru Web Content Management system. E.g. if you are using a long time to edit the content of one of your web pages and your login expires before you save, your changes will be lost. If you experience this problem you should make sure to save your work regularly. Alternatively you can ask your web hosting provider to “increase the web server session variable expiration time”. Usually your web server configuration should be fine, but occasionally it may have been configured to expire session variables after just a few minutes.

### 1.3 Retrieve Superadmin Username and Password

You should make sure not to forget and loose your superadmin username and password, which are essential to get full access to the Asbru Web Content Management system for your website.

However, if you do forget and loose your superadmin username and password you will be able to retrieve it if you have configured a working superadmin e-mail address.

To retrieve a forgotten and lost superadmin username and password you must open your usual website address followed by “/webadmin/password/”. For example, if you usually access your website using the address “<http://127.0.0.1>”, you must use the address “<http://127.0.0.1/webadmin/password/>” to have your superadmin username and password e-mailed to your configured superadmin e-mail address.

The screenshot shows a web browser window with the Asbru logo at the top left. The top navigation bar is red with the text "ASBRU" and "Web Content Management". On the right side of the top bar, there is a link "Superadmin Details". Below the top bar, there is a black navigation bar with icons for Home, Help, and Logout. The main content area has a white background. In the center, there is a message: "Your Asbru Web Content Management superadmin details have been emailed to: admin@asbrusoft.com". To the right of the message, there are three circular icons, each containing a different profile picture or icon related to web administration. At the bottom of the page, there is a small footer bar with the text "Asbru Web Content Management System v3.0 - Copyright © 1995-2014, Asbru Ltd. and its licensors. All rights reserved."

If you have forgotten and lost your superadmin username and password and your configured superadmin e-mail address is not configured or is not working, there is no other easy way to retrieve your superadmin username and password.

Alternatively, you must access your Asbru Web Content Management database manually and reset the superadmin username and password. Please see the Installation Guide for details.



## 1.4 Home

After a successful login to the Asbru Web Content Management system as the superadmin website administrator you will see the main administration page.

The screenshot shows the Asbru Web Content Management System interface. At the top, there's a red header bar with the 'ASBRU' logo, the title 'Web Content Management', and a 'Logged in as: admin' message. Below the header is a toolbar with various icons: Home, Help, Logout, Browse & Edit, Website Structure, Website Content, Media Library, Products & Orders, Content Databases, Experience Management, User Database, Usage Statistics, Configuration, and Updates. On the left, there's a sidebar with search functions: 'Search for:', 'Advanced Search', and 'Search and Replace'. The main content area has a 'Welcome admin' message: 'The Asbru Web Content Management system gives you easy access to create and maintain the content of your website.' It features a grid of nine items, each with an icon and a brief description:

- Browse & Edit Website Content**: START HERE. Browse your website in administration mode and edit your content directly.
- View User Guide**: Introduction to the system and information about advanced features.
- Manage Website Content**: Access and manage all the pages/elements of your website.
- Manage Media Library**: Access and manage all the images, files and hyperlinks for your website.
- Manage Products and Orders**: Access and manage all the products on and orders from your website.
- Manage Content Databases**: Access and manage the additional content databases for your website.
- Manage User Database**: Access and manage the user database for your website.
- View Usage Statistics**: View how your website visitors access your website content.
- Configure System and Features**: Setup the Asbru Web Content Management System.
- Add Website Functionality**: Import additional website functionality modules.

At the bottom of the page, a small footer note reads: 'Asbru Web Content Management System v8.0 - Copyright © 1999-2014 Asbru Ltd. and its licensors. All rights reserved.'

### 1.4.1 Add Website Functionality

The Add Website Functionality gives you access to import various add-on modules for your website. Please see the 2.1.3 Import Add-On Modules Functionality section for details.

### 1.4.2 Configuration

For full access to configure your web content management system and website settings you should use the Configuration section of the Asbru Web Content Management system. You can access the Configuration administration section through the Configuration link in the toolbar on any of the Asbru Web Content Management administration web pages.



ASBRU

Logged in as: admin

Web Content Management Configuration

Home Help Logout Browse & Edit Website Structure Website Content Media Library Products & Orders Content Databases Experience Management User Database Usage Statistics Configuration Updates

Configuration

The configuration section gives you easy access to configure the settings for your website.

Please use the left-hand menu to access the configuration administration page:

**System**  
Configure the basic settings for your website.

**Features**  
Enable/disable individual features of the Asbru Web Content Management System.

**Content**  
Define content templates, style sheets, elements, types and groups.

**Images**  
Define image formats, types and groups.

**Files**  
Define file formats, types and groups.

**Links**  
Define link types and groups.

**Users**  
Define user types and groups. Export/import users.

**Versions**  
Define multiple versions of your content.

**E-Commerce**  
Define currencies, product categories, discounts, shipping and tax rates.

**Databases**  
Define additional content databases.

**Packages**  
Access and maintain all content items for your website content packages (if any).

**Bundles**  
Access and maintain all content items for your website content bundles (if any).

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## 2

## System Configuration

The System Configuration gives you access to configure various basic settings for your website and the Asbru Web Content Management system.

The System Configurations pages are access through the System left-hand menu items and give you access to configure general settings for your web content management system and your website.

### 2.1 Database Configuration

#### 2.1.1 Database Connection

**WARNING: If your database connection has already been configured, making changes to your database connection settings may cause the content in your web content management system and on your website content to disappear and eventually to be deleted. You should only change your database connection configuration settings if you need to and if you know exactly what you are doing and after having made a full backup of your database and your website.**

Your database connection should already have been configured during the installation and initial configuration of the web content management system on your website. Usually, the database connection should not be changed unless you have changed your database server software or configuration. Please see the Installation Guide for details.



### 2.1.2 Initialize & Import

**WARNING: If your database has already been initialized, Initialize & Import may cause your web content management system and website content to disappear and eventually to be deleted. You should only change your database connection configuration settings if you need to and if you know exactly what you are doing.**

Your database should already have been initialized and your initial website content should already have been imported during the installation and initial configuration of the web content management system on your website. Usually, you should only use Initialize & Import to delete all your content in the web content management system and on your website to start over and create a completely new website from scratch or using one of the available website examples.

The Initialize & Import configuration page lists all the available website database import files on your website. Depending on your software license keys configured for the web content management system, some of the website import files may be disabled/unavailable and be shown greyed out.

- Basic  
A blank website with pre-created and pre-configured Special Pages. This is the recommended option for you to create your own website from scratch.
- Empty  
A completely blank website for you to create everything from scratch including all required Special Pages. (Usually the “Basic” website should be used instead of the “Empty” website).
- Business Website Professional Suite (recommended)  
Advanced example website using a wide selection of the web content management system functionality.  
*This is the recommended option for your initial website content for an easy to modify, ready to use website template with most of the website content and functionality typically used on a company website. Unwanted website content and functionality can easily be removed; and the website content and design can easily be modified; and additional*



*website content and functionality can be added.*

- Eagle Golf  
Advanced example websites using a wide selection of the web content management system functionality. A number of different Eagle Golf example websites for the different editions of the Asbru Web Content Management system are available.

The screenshot shows the Asbru Web Content Management System interface. At the top, there's a navigation bar with icons for Home, Help, Logout, Browse & Edit, Website Structure, Website Content, Media Library, Products & Orders, Content Databases, Experience Management, User Database, Usage Statistics, Configuration, and Updates. The user is logged in as 'admin'. On the left, there's a sidebar titled 'Configuration' with sections for System (selected), Features, Content, Images, Files, Links, Users, Workflows, Versions, E-Commerce, Databases, Packages, and Bundles. The main content area has a title 'Initialize & Import' with tabs for Database Connection, Initialize & Import (selected), Add-On Modules, Website Designs, Import Media, Backup & Export, Restore Backup, and Advanced Import. A warning message states: 'WARNING: All your existing website content and all other data will be deleted from the web content management system database and will be replaced with the website content and other data from the imported website data file. You are strongly recommended to make a website backup before reinitializing an existing website.' Below this, there are two main sections: '-basic-' and '-empty-'. Each section has a 'Select Website' button and a description. The '-basic-' section says 'A blank website with pre-created and pre-configured Special Pages.' The '-empty-' section says 'A completely blank website.' At the bottom, there are descriptions for 'Business Website' and 'Eagle Golf Professional Suite', each with a 'Select Website' button and a preview image. The 'Business Website' description includes: 'Starter example business website, which includes website sections for a typical business. A product & services section provides a product specification database, a store locator and support functionality with a support ticket application and a product forum. A news & media section provides automatic listing of news, events, publications, and enables users to sign up for RSS feeds and email alerts. A careers section, provides a jobs database. An online shop section provides example products and checkout functionality. The website also provides an example multi-lingual section.' The 'Eagle Golf Professional Suite' description includes: 'Professional Suite multi-lingual example website, which includes contact forms, restricted area, partner extranet, employee intranet, automatic listing of news, website search functionality, guestbook, diary, forum, message board, example products shopping cart, checkout functionality, various other content and an activity database, which provides an example of how the databases functionality can be used.'

Use the “Select Website” buttons to select a website to import; enter/select the import options for the selected website (if any); and select the “Initialize & Import” button to actually import the selected website. Alternatively, you can upload a website database import file from your local computer to the web content management system through the input field at the bottom of the page; or select the “Initialize & Import” tab again to list all the website import options again.



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Depending on the size of the imported website, it may take a while and possibly a long time to initialize the database and import the website data. The database import progress will be displayed during the import (with the database table names and dots for the imported and processed data records). The web content management system will return to the database configuration page when the database import is completed. Eventually, you may need to login again to the new website.

After your database has been configured and initialised successfully the Asbru Web Content Management Database Configuration page will show:

**“WARNING: Your database has been configured. Any changes you have made to the database may disappear or be deleted if you change the database configuration.”**

This indicates that your database configuration is completed successfully and ready for you to continue to configure and use the Asbru Web Content Management system.

If your database initialisation did not complete successfully, you need to reinitialise your database. Please repeat the database initialisation steps. If your imported website content is relatively large and/or your database server is relatively slow at importing the data your web server may "timeout" before the database import is completed, and you may need to increase the resources available to the website content import. Please see the 2.1.8 Advanced Import section for details.



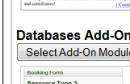
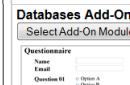
### 2.1.3 Import Add-On Modules Functionality

The Add-On Modules are available through the Add-On Modules tab on the Database Configuration page in the Configuration section of the web content management system as well as through the “Add Website Functionality” link on the “Home” administration page.

The Add-On Modules import additional website content for your website. Your existing website content will not be deleted or modified.

The Add-On Modules configuration page lists all the available website database import files on your website. Depending on your software license keys configured for the web content management system, some of the add-on import modules may be disabled/unavailable and be shown greyed out.



<b>Add-On - Horizontal Drop-Down Menu</b> Select Add-On Module  <p>Horizontal drop-down toolbar menu.</p>	<b>Add-On - News</b> Select Add-On Module  <p>News application for easy listing of news with RSS channel news story syndication of news, calendar selection of news stories and news story print template.</p>
<b>Add-On - RSS Channel</b> Select Add-On Module  <p>RSS Channel for news story syndication on other websites and for access through RSS reader applications.</p>	<b>Add-On - Sitemap</b> Select Add-On Module  <p>Sitemap for search engine optimization as supported by Google, Microsoft and Yahoo etc. Please see www.sitemaps.org for details.</p>
<b>Add-On - Vertical Fly-Out Menu</b> Select Add-On Module  <p>Vertical fly-out navigation menu.</p>	<b>Community Add-On - Blog</b> Select Add-On Module  <p>The Blog application gives you access to post news, diary entries and topics, which your website visitors can give you feedback on. Includes administration, categorisation and trackback functionality.</p>
<b>Community Add-On - Discussion Forum</b> Select Add-On Module  <p>The Discussion Forum application gives you access to create topics for which your website visitors can post messages and enter into discussions.</p>	<b>Community Add-On - Guestbook</b> Select Add-On Module  <p>The Guestbook application gives your website visitors access to leave feedback for you and other website visitors by posting a message to your guestbook.</p>
<b>Community Add-On - Message Board</b> Select Add-On Module  <p>The Message Board application gives you access to create topics for which your website visitors can post comments, questions and suggestions.</p>	<b>Community Add-On - Product Reviews</b> Select Add-On Module  <p>The Product Reviews application gives your website visitors access to view other users' product reviews and post their own product reviews.</p>
<b>Community Add-On - User Registration</b> Select Add-On Module  <p>User Registration gives your website visitors access to sign up as registered users of your website for access to personalised content, email newsletters, and access restricted content and services.</p>	<b>Community Add-On - Weblog</b> Select Add-On Module  <p>The Weblog application gives you access to post news, diary entries and topics, which your website visitors can give you feedback on. Trackback functionality registers comments and follow-ups posted on other website weblogs.</p>
<b>Databases Add-On - Book Resources Online - By Capacity</b> Select Add-On Module  <p>Booking application, which enables visitors/users to search for and book available resources with a certain capacity. Enables registered visitors/users to view their bookings and website administrators to manage bookings.</p>	<b>Databases Add-On - Book Resources Online</b> Select Add-On Module  <p>Booking application, which enables visitors/users to search for and book available resources. Enables registered visitors/users to view their bookings and website administrators to manage bookings.</p>
<b>Databases Add-On - Careers and Jobs Directory</b> Select Add-On Module  <p>Careers and Jobs directory application for creating a directory of vacancies in your organisation. Enables visitors to apply online. All job applications are posted to a custom database.</p>	<b>Databases Add-On - Book Resources Online - By Type</b> Select Add-On Module  <p>Booking application, which enables visitors/users to search for and book available resources of various types. Enables registered visitors/users to view their bookings and website administrators to manage bookings.</p>
<b>Databases Add-On - Directory Categories Hierarchy</b> Select Add-On Module  <p>Directory application for creating a custom directory. For example to create a geographical directory for website visitors to select a continent, then a country, then a state and so on.</p>	<b>Databases Add-On - Classifieds Directory</b> Select Add-On Module  <p>Classifieds application for creating a directory of classifieds. Enables visitors to submit classifieds and moderators to approve classifieds before they are published.</p>
<b>Databases Add-On - Events Calendar</b> Select Add-On Module  <p>The Events Calendar application gives website visitors access to view, search and register for events in various categories and locations.</p>	<b>Databases Add-On - Directory Categories Hierarchy and Details Entries</b> Select Add-On Module  <p>Directory application for creating a custom directory with custom data listings in each category of the directory. For example to create a directory of a company's business activities for website visitors to select a division, then a subdivision, and so on with a listing of each division's products.</p>
<b>Databases Add-On - Polls and Questionnaires</b> Select Add-On Module  <p>The Polls &amp; Questionnaires application enables you to set up polls and questionnaires through which you can ask users one or several multiple choice questions. Results are collected in a database.</p>	<b>Databases Add-On - Organizational Plan Directory</b> Select Add-On Module  <p>Organizational plan application for creating a directory which displays subsidiaries, divisions, roles and responsibilities etc. in your organization.</p>
<b>Databases Add-On - Stores and Branches Directory</b> Select Add-On Module  <p>Stores/Branches directory application for creating a searchable list of stores/branches. When a store/branch is selected a map and details about the store/branch is displayed.</p>	



Databases Add-On - Support Tickets  
Select Add-On Module

The Support Tickets application gives website users access to submit error reports and enhancement requests etc. and to view the progress in resolving their reported errors and enhancements etc.

E-Commerce Add-On - Orders Printing Pages  
Select Add-On Module

This add-on adds two sets of orders printing pages. The first set enables you to print invoices for orders. The second set enables you to print delivery notes for orders.

E-Commerce Add-On - Product with Colour Options  
Select Add-On Module

This add-on adds a template to use for products with colour options. Also adds a product with two colour options as a general product and two sub products with each of the colour options.

E-Commerce Add-On - Product with Size Options  
Select Add-On Module

This add-on adds a template to use for products with size options. Also adds a product with two size options as a general product and two sub products with each of the size options.

E-Commerce Add-On - Product with Colour and Size Options  
Select Add-On Module

This add-on adds a template to use for products with colour and size options. Also adds a product with two colour options and three size options as a general product and two sub products with each of the colour options and 5 sub product with various size options.

E-Commerce Add-On - Product with Size Options  
Select Add-On Module

This add-on adds a template to use for products with size options. Also adds a product with two size options as a general product and two sub products with each of the size options.

Professional Add-On - Basic Workflow  
Select Add-On Module

Basic editor - publisher workflow for website editors to add and update content and keep it private until they request website publishers to approve and publish the content.

Professional Add-On - Two-step Approval Workflow  
Select Add-On Module

Two-step editor - manager - legal - publisher approval workflow for website editors to add and update content and keep it private until they request a manager and the legal department to approve the content and website publishers to publish the content.

Or, upload an add-on module data file from your local computer:  
 No file selected.

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Use the “Select Add-On Module” buttons to select an add-on module to import; enter/select the import options for the selected add-on module (if any); and select the “Import Add-On Module” button to actually import the selected add-on module. Alternatively, you can upload an add-on module database import file from your local computer to the web content management system through the input field at the bottom of the page; or select the “Add-On Modules” tab again to list all the add-on module options again.

ASBRU Logged in as: admin Database Configuration

Web Content Management

Home Help Logout Browse & Edit Website Structure Website Content Media Library Products & Orders Content Databases Experience Management User Database Usage Statistics Configuration Updates

Configuration

- System
  - Database
  - License
  - Superadmin
  - Website
  - E-Commerce
  - Micro-Websites
  - Usage Statistics
- Features
- Content
- Images
- Files
- Links
- Users
- Workflows
- Versions
- E-Commerce
- Databases
- Packages
- Bundles

Import Add-On Module Functionality Import additional Add-On Module functionality for your website.

Add-On - Gallery

My photos Other Images

Gallery for presenting photos and other images in a browsable lightbox / slideshow.

Adds a new page as well as a new content group and a new image group with the given gallery name in the web content management system. Simply add new images to the image group in the web content management system to add new images to the gallery.

Gallery name:

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Depending on the size of the imported ad-on module, it may take a while to initialize the database and import the add-on module data. The database import progress will be displayed during the import (with the database table names and dots for the imported and processed data records). The web content management system will return to the database configuration page when the add-on module import is completed.

#### 2.1.4 Import Website Design

The Website Designs are available through the Website Designs tab on the Database Configuration page in the Configuration section of the web content management system as well as through the Website Design tab on the Website Configuration page in the Configuration section of the web content management system.

The Website Designs import additional website content for your website. Your existing website content will not be deleted or modified.

The Website Designs configuration page lists all the available website design import files on your website. Depending on your software license keys configured for the web content management system, some of the website import files may be disabled/unavailable and be shown greyed out.

The screenshot shows the Asbru Web Content Management System interface. At the top, there's a navigation bar with icons for Home, Help, Logout, and various system modules like Browse & Edit, Website Structure, Website Content, Media Library, Products & Orders, Content Databases, Experience Management, User Database, Usage Statistics, Configuration, and Updates. The 'Configuration' section is selected. Below the navigation bar is a sub-menu for 'Database' with options like Initialize, Add-On Modules, Website Designs, Import Media, Backup & Export, Restore, and Advanced. The main content area is titled 'Import Website Design' and contains six preview cards for website designs:

- African landscape (pinks and greys)
- Apple and pear (yellows and greens)
- Autumn forest (blues and oranges)
- Beach and children (sand and blues)
- Bell pepper (blues and oranges)
- Book and pen (oranges)

Each card has a 'Select Website Design' button. On the left side, there's a sidebar with a tree icon and sections for Configuration, System, Features, Content, Images, Files, Links, Users, Workflows, Versions, E-Commerce, Databases, Packages, and Bundles.

Use the “Select Website Design” buttons to select a website design to import; enter/select the import options for the selected website design (if any); and select the “Import Website Design” button to actually import the selected website design. Alternatively, you can upload a website design database import file from your local computer to the web content management system through the input field at the bottom of the page; or select the “Website Designs” tab again to list all the website design options again.

#### 2.1.5 Import Media Library Files

The Import Media tab will analyse your existing website HTML files and give you access to import them as well as your website’s existing image files from the “/image/” folder on your



website and your website's existing other files from the “/file/” folder on your website. Depending on the number of your existing website files, it may take a while and possibly a long time to analyse your existing website files.

If the web content management system has identified any editable regions as for example defined in Adobe Dreamweaver generated HTML files, you can choose which of these to import as the title and the content of the pages imported into the web content management system by selecting an “Editable region for page title” and an “Editable region for page content; or simply choose the default “none“ and “all” options.

Select the checkboxes and the “Import Media” button to import your existing website HTML files and/or images and/or files.

The “Import website” option will analyze and import “.dwt” files, “.html”/”,htm” files, images and other files on your website. Each of your “.html”/”,htm” files will be stripped of any other content than the region selected below and will be imported as a “page” in the web content management system. If there is an “index.html” file in the website home/root folder this page will become the “Default Page (Homepage)” in the web content management system. If there are “.dwt” files on your website they will be imported as “templates” in the web content management system and these templates will be used for the “pages” created from your “.html”/”,htm” website files. If there are any additional regions in your “.dwt” files they will be imported as “classes”/”,elements” in the web content management system.

Images and other files can be uploaded to the media library and through the web content editor when adding/updating content. However, for larger numbers of images and other files you may prefer to bulk upload and import them.

Images can be bulk uploaded to your website’s “/image/” folder and other files can bulk uploaded to your website’s “/file/” folder using standard third-party Internet applications such as FTP file transfer programs. You can then use the import media functionality to bulk import all the images from your website’s “/image/” folder and all the other files from your website’s “/file/” folder into the web content system media library.

Importing images and other files do not delete existing images and other files from the web content management system media library and only images and other files which do not already exist in the web content management system media library are imported.



The screenshot shows the Asbru Web Content Management System interface. At the top, there's a navigation bar with icons for Home, Help, Logout, Browse & Edit, Website Structure, Website Content, Media Library, Products & Orders, Content Databases, Experience Management, User Database, Usage Statistics, Configuration, and Updates. Below the navigation bar is a toolbar with buttons for Database Connection & Import, Initialize Modules, Website Designs, Import Media, Backup & Export, Restore, and Advanced Import. The main content area has a sidebar on the left with a tree view of system components. The main panel shows the 'Import Media' tab selected, with options to import website, images, or files.

Depending on the number of your existing website files, it may take a while and possibly a long time to import your existing website templates, pages, images and files. The web content management system will return to the database configuration page when the website templates, pages, images and files import is completed.

### 2.1.6 Backup & Export

The Backup & Export tab gives you access to export your web content management system data and your website files to a single backup file, which is stored on your website and which you can download to your local computer for eventual later upload and import into the web content management system.

Select the checkboxes to choose what data to backup and export; optionally enter a description for the backup; and select the “Export & Download” button to actually export the selected data. The export will open a new web browser window showing the backup and export progress. At the bottom of the backup and export window there will be a link to download the exported backup data file when the backup and export has finished. You may need/want to right-click the link and use your web browser’s “Save Link As” functionality to download and save the backup data file to your local computer.

You may want to backup and export your website content periodically to keep a safe copy of your website database and image files etc. You may also want to backup and export your website content to move it to another web server. Finally, as a web designer/developer or web hosting service provider you may want to backup and export your website content to create a number of different website examples/templates, which can be used to setup new websites for your clients.

Backup & Export exports all or selected parts of your website content from the website database as well as all your image files etc. to a single data file, which can be imported through the database import. The exported data are stored in a file on the web server, and you may also want to download a copy to your local computer to keep as a safe backup copy.

As default all website content is exported, but, optionally, you can select which parts of your website content to export:



•

•

•

- **Content**  
Exports all content items including pages, elements, templates, style sheets, images, files, links and products as well as classes, formats, groups, types and versions. Please note that for images and files only the database data are exported – but not the actual files.
- **Images (files)**  
Exports the actual “image” files – but not the “image” database data.
- **Files (files)**  
Exports the actual “file” files – but not the “file” database data.
- **E-Commerce (E-Commerce Add-On module only)**  
Exports the e-commerce add-on module orders, currencies, shipping rates, tax rates.
- **Content Databases (Databases Add-On module only)**  
Exports the configured custom contents databases and their data.
- **Users**  
Exports the user database as well as the user groups and types.
- **Workflow**  
Exports the configured workflows.
- **Micro-websites**  
Exports the configured micro-websites.
- **Configuration settings**  
Exports the web content management system configuration settings including the superadmin and license details etc.
- **Hosting clients (Hosting Edition only)**  
Exports the hosting clients data as well as hosting client groups and types. Please note that only the database data are exported – but not the actual hosting client websites.
- **Other**  
Exports the (deprecated) special fonts and guestbook data.
- **All Images/Files folder files**  
Exports all files located in the “/image/” and “/file/” folders on the website including files that are not managed through the web content management system.
- **Blank values**  
As default data with “blank” values are not exported resulting in smaller, more compact database export/import files. If you need all data including data with “blank” values to be exported for use with external systems, the “Blank values” option can be selected.

Optionally, you can enter a description of the backup, which will be listed on the Restore Backup tab if you want to restore the backup at a later time.



The exported data can be imported again through the Restore Backup tab by selecting the exported data file from the server file list or by uploading the exported data file from your local computer.

The screenshot shows the Asbru Web Content Management System interface. At the top, there's a navigation bar with icons for Home, Help, Logout, Browse & Edit, Website Structure, Website Content, Media Library, Products & Orders, Content Databases, Experience Management, User Database, Usage Statistics, Configuration, and Updates. The title bar says 'ASBRU Web Content Management' and 'Logged in as: admin'. Below the navigation bar, there's a sidebar titled 'Configuration' with sections for System (Database, License, Superadmin, Website, E-Commerce, Micro-Sites, Usage Statistics), Features (Features, Content, Images, Files, Links, Users, Workflows, Versions, E-Commerce, Databases, Packages, Bundles). The main content area has tabs for Database Connection & Import, Initialize Modules, Website Designs, Import Media, Backup & Export (which is selected), Restore Backup, and Advanced Import. Under the 'Backup & Export' tab, there's a section titled 'Backup & Export' with the sub-instruction 'Export all database data and media library files to a file on the server and download the file as a backup file for eventual later upload and import.' There are several checkboxes for selecting what to export: Content (checked), Images (files) (unchecked), Files (files) (unchecked), E-Commerce (checked), Content Databases (unchecked), Users (unchecked), Workflow (checked), Micro-websites (checked), Configuration Settings (checked), Other (unchecked), All Images/Files folder files (unchecked), and Blank values (unchecked). Below this is a 'Backup Description' input field with a placeholder 'Enter description...' and a 'Save' button at the bottom right.

### 2.1.7 Restore Website Backup

**WARNING: Restoring a website backup deletes everything from your database including all Asbru Web Content Management system configuration and content you have made and replaces it with the data from the restored backup file. Do not restore a backup if you have already used the Asbru Web Content Management system and you want to keep what you have made. Before restoring a backup we strongly recommend that you make a backup of the current website data.**

The Restore Backup tab gives you access to import a previously exported website backup file into the web content management system as well as to (re)download and delete previously exported website backup files.

Use the “Select Backup” buttons to select a website backup file to import; and select the “Restore Backup” button to actually import the selected backup file. Alternatively, you can upload a website backup file from your local computer to the web content management system through the input field at the bottom of the page; or select the “Restore Backup” tab again to list all the restore website backup options again.

Use the “Download” buttons to download a previously exported website backup file.

Use the “Delete” buttons to delete a previously exported website backup file from your website.



### 2.1.8 Advanced Import

**WARNING: Initialising your database with the “Drop tables” and/or “Delete data” options activated, deletes everything from your database including all Asbru Web Content Management system configuration and content you have made. Do not initialise your database if you have already used the Asbru Web Content Management system and you want to keep what you have made.**

In special situations you may need/want to use the advanced database initialisation and import functionality, which gives you control over the individual database initialisation and import options as well as advanced settings.

You need to initialise your database to be used by the Asbru Web Content Management system. Initialising the database creates the database structures and default data used by the Asbru Web Content Management system. For example, to initialise your database with the “Basic” quickstart website data please select “Create new website from example/template” and select the “-basic-” data file and select the “Initialize & Import” button. Please see below for other database initialisation and import options.

This will create the Asbru Web Content Management database structures and import the default data. This may take a few minutes to complete. Database import progress information is displayed in your web browser. Please wait until the Asbru Web Content Management Database Configuration screen is displayed again at the bottom of the web page below the database import progress information.

After your database has been configured and initialised successfully the Asbru Web Content Management Database Configuration page will show:

**“WARNING: Your database has been configured. Any changes you have made to the database may disappear or be deleted if you change the database configuration.”**

This indicates that your database configuration is completed successfully and ready for you to continue to configure and use the Asbru Web Content Management system.



If your database initialisation did not complete successfully, you need to reinitialise your database. Please repeat the database initialisation steps as described above. If your imported database is relatively large and/or your database server is relatively slow at importing the database your web server may "timeout" before the database import is completed, and you may need to increase the resources available to the database import. Please see the Advanced Settings described below for details.

Please note that initialising your database with the "Drop tables" and "Delete data" options activated, may result in warning messages in database import progress information. These warnings may state that some database tables and data could not be dropped and deleted as they did not exist. This is perfectly ok as it simply shows that the previous database initialisation did not complete successfully. Please ignore these warnings.

A number of additional pre-defined and manual database initialisation and import options are available:

- Create new website from example/template.  
WARNING: Deletes all existing website content and data. Select which example website data file to import instead:
  - Eagle Golf  
Advanced example websites using a wide selection of the web content management system functionality. A number of different Eagle Golf example websites for the different editions of the Asbru Web Content Management system are available.
  - Company / Family / Organisation / Personal / Teacher / Team  
A number of basic websites for different types of users.
- Create new website from scratch.  
WARNING: Deletes all existing website content and data. Select which blank website data file to import instead:
  - Basic  
A blank website with pre-created and pre-configured Special Pages.
  - Empty  
A completely blank website.
- Create new website from scratch with existing images/files on web server.  
WARNING: Deletes all existing website content and data. Select which blank website data files to import instead. Existing images from the "/image/" folder and other existing files from the "/file/" folder on the web server are imported into the web content management system Media Library.
  - Basic  
A blank website with pre-created and pre-configured Special Pages.
  - Empty  
A completely blank website.
- Add add-on module data to existing website.  
No existing website content and data are deleted. Select which additional add-on module



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or website design data file to import in addition to your existing website content and data.

- Restore website from backup.  
WARNING: Deletes all existing website content and data. Select which website backup data file (listed by the date and time of the website backup) to import instead.
- Select options manually.  
Select the various database initialisation and import options manually.

If your imported database is relatively large and/or your database server is relatively slow at importing the database your web server may "timeout" before the database import is completed, and you may need to increase the resources available to the database import.

*PHP version only:*

As default the maximum execution time for the database import is set to 1 hour (3600 seconds). You may need to increase this to give the database import enough time to complete.

*PHP version only:*

As default the maximum memory size for the database import is set to 64 MB (64M). You may need to increase this to give the database import enough memory to complete.

Please note that the advanced settings are not saved, but must be set immediately before each database import. After each database import the advanced settings are reset to the default values.

**IMPORTANT: Please note that your web server may not allow the web content management system to change these settings. In this case, the database import may always "timeout". You must change your web server / programming language configuration and retry the database import. Please see your web server / programming language documentation for details on how to change the maximum execution time and maximum memory size configuration.**



The screenshot shows the Asbru Web Content Management system interface. At the top, there's a navigation bar with icons for Home, Help, Logout, Browse & Edit, Website Structure, Website Content, Media Library, Products & Orders, Content Databases, Experience Management, User Database, Usage Statistics, Configuration, and Updates. The title 'ASBRU' is at the top left, and 'Logged in as: admin' is at the top right. Below the navigation is a sidebar with a tree view of system components like Configuration, System, Database, License, Superadmin, Websites, E-Commerce, Micro-Sites, Usage Statistics, Features, Content, Images, Files, Links, Users, Workflows, Versions, E-Commerce, Databases, Packages, and Bundles. The main content area is titled 'Database Configuration' and contains tabs for Database Connection & Import, Initialize Modules, Website Designs, Import Media, Backup & Export, Restore Backup, and Advanced Import. The 'Advanced Import' tab is selected. It includes sections for 'Initialize & Import' (with options like Create new website from example/template, Create new website from scratch, etc.), 'Initialize' (Drop tables, Create tables), 'Import' (Delete data, Import website, Import images, Import files, Insert data), and 'Data' (Server file selection). At the bottom, there are 'Advanced Settings' for Maximum execution time and Maximum memory size.

## 2.2 Software License Keys Configuration

To use the Asbru Web Content Management system you must obtain a license from Asbru ([www.asbrusoft.com](http://www.asbrusoft.com)) or an authorized reseller and configure your license keys. The license keys may also be provided by your web hosting provider, if they have provided you with the Asbru Web Content Management system.

The Asbru Web Content Management system and licenses are available in different editions with access to different features of the Asbru Web Content Management system.

- Personal  
Single-user system for an individual website administrator to create and manage a small business or personal website.
- Professional  
Full standard system, which supports all business needs for a larger website and multiple website administrators.
- Enterprise  
Extended system, which supports back-end integration with other technical and business systems.



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- **Hosting**  
Internet, Hosting and Application Service Provider system, which supports easy hosting and administration for multiple clients.

A number of Asbru Web Content Management Add-On modules and licenses are also available:

- **E-Commerce**  
Product catalogue, shopping cart, checkout, payment processing, order confirmation, order notification and order tracking.
- **Community**  
User registration, personalisation, message board, chat forum, issue tracker, polls, mailing list and communication tools.
- **Databases**  
Database creation, import/export, synchronisation, database administration and browse & search.
- **Statistics**  
Website usage statistics for monitoring how and how much the website is used.
- **Experience**  
Website visitor segmentation and content personalisation, content variants user tests, and website heatmaps.

To configure your Asbru Web Content Management system and Add-On modules licenses please copy all the full license keys without any leading or trailing blanks etc. into the appropriate fields and select Save. Typically, each license key consists of your email address or website address; the license key type; eventual restrictions; and a signature consisting of 16 letters and numbers.

If you get an error when you select Save please check the license keys and try again.

Additional and “larger” software license keys can be configured at any time to upgrade the web content management system to unlock additional features. All features and functionality (except for some Hosting Edition functionality) are already included in all versions of the web content management software and only requires software license keys to be unlocked. So the web content management system can easily be upgraded with additional features and functionality without any additional software installation and software upgrades.



The screenshot shows the Asbru Web Content Management interface. At the top, there's a navigation bar with icons for Home, Help, Logout, Browse & Edit, Website Structure, Website Content, Media Library, Products & Orders, Content Databases, Experience Management, User Database, Usage Statistics, Configuration, and Updates. The title 'ASBRU' is at the top left, and 'Logged in as: admin' is at the top right. Below the navigation bar is a sidebar with a tree view of system components: Configuration, System (Database, License, Superadmin, Websites, E-Commerce, Micro-Sites, Usage Statistics), Features, Content, Images, Files, Links, Users, Workflows, Versions, E-Commerce, Databases, Packages, and Bundles. The 'License' node is selected. The main content area is titled 'License' and contains sections for Personal Edition, Professional Edition, Enterprise Edition, Hosting Edition, and Add-On Modules (E-Commerce, Community, Databases, Statistics, Experience). There's a 'Save' button at the top left of this section. To the right, there are two tables. The first table has one row with the value 'test professional BH4MOPVNPHL7GBTN'. The second table has five rows with values: 'test ecommerce UEP4D8G4GHQ3AVGQ', 'test community X32V3OKK3VGMJYYW', 'test databases E89Y9G8CHYOR7IAHF', 'test statistics 7C8YD4B38K3BW15B9', and 'test experience C5KYM96KE2C7CYV7'.

## 2.3 Superadmin Website Administrator Configuration

The Asbru Web Content Management superadmin is your main website administrator with special permissions and access to configure your system.

A username and password as well as an e-mail address must be configured for your superadmin website administrator. As default the superadmin username and password is configured to "admin" and "admin". You should change the password to something else or anyone can easily get unauthorised access to manage your website.

It is important that you remember your superadmin username and password and keeps your superadmin email address updated to be a working email address, or you may not be able to get access to the Asbru Web Content Management system and to manage your website.

As a safeguard you should also configure a working e-mail address for your superadmin website administrator and remember to update it if it changes. If you lose your superadmin username and password the only easy way to retrieve them is to have them e-mailed to the configured superadmin e-mail address. Otherwise, you will have to access your database directly and manually to reset or retrieve the superadmin username and password. Please see the Installation Guide for details.

To configure your Asbru Web Content Management system superadmin please enter your preferred username, password and e-mail address and select Save.



## 2.4 Website Configuration

The Website Configuration pages give you access to configure various basic website configuration settings which can and should be configured for your website.

### 2.4.1 Website Design

#### 2.4.1.1 Default Website Template, Style Sheet and Version

A default template and style sheet should be configured for your website. This default template and style sheet will be used to display all pages on your website if no other template and style sheet is chosen for the page or the page's group or type. Optionally, a default version can also be configured, but typically this should simply be blank to use the "default/master" versions of content as default.

- Default version (content)  
The default version of multi-version content to be used for your website.
- Default template (page layout)  
The default page design to be used for all your website pages. Basic example page layouts and colour schemes are provided to get you started. You can of course also create your own templates and change the templates completely to your own website graphic design.
- Default style sheet (text)  
The default text style to be used for all your website pages. Basic example style sheets are provided to get you started. You can of course also create your own style sheets and change the style sheets completely to your own website graphic design.

Please select your preferred options and select "Preview" to preview your website homepage with the selected options. The preview of your website homepage will open in a new web browser window. Please close the preview of your website homepage window to return to the website configuration window. You can select options and "Preview" until you are satisfied with your selections. When you are satisfied with your selected options and have entered the following website details, please select Save to complete the initial configuration of your website.



#### 2.4.1.2 Import Website Design

A number of different website designs are included with the Asbru Web Content Management system. The available quickstart website designs are listed.

To import a website design please select the “Select Website Design” button for one of the listed website designs and select the “Import Website Design” button to confirm the website design import (or select the “Website Design” tab to list all the available website design options again).

Some website designs may list a number of configuration options, which you should check/change before confirming to import the data.

This will import the selected website design data into the web content management system database. This should only take a few seconds or a few minutes to complete. Database import progress information is displayed in your web browser.

Additional template and/or style sheet options will then have been added to the default template and default style sheet selection lists for you to select for your website.



The screenshot shows the Asbru Web Content Management System's 'Website Configuration' section. On the left is a navigation sidebar with various system components. The main area is titled 'Import Website Design' and lists six different website design templates with their names and preview images.

Design Name	Preview Image	Action
African landscape (pinks and greys)		Select Website Design
Apple and pear (yellows and greens)		Select Website Design
Autumn forest (blues and oranges)		Select Website Design
Beach and children (sand and blues)		Select Website Design
Bell pepper (blues and oranges)		Select Website Design
Book and pen (oranges)		Select Website Design

## 2.4.2 Website Settings

### 2.4.2.1 HTML DOCTYPE and Character Set

The basic website settings are two special HTML headers, which tells web browsers which version of HTML code and which character set encoding you are using for your website. If you do not have any preferences for this, simply leave the “HTML DOCTYPE” blank or select the “HTML 4.01 Transitional” option, and set the “HTML Content-Type charset” to the default “UTF-8”.

- **HTML DOCTYPE**

Web page header defining the HTML standard used for the web page. Leave blank to let web browsers detect and handle the web page HTML document type.

The HTML DOCTYPE website setting can be overridden by other HTML DOCTYPE settings defined for an individual page/product, template, page/product group, page/product type, or micro-website (in that order of priority).

- **HTML Content-Type charset**

Web page header defining the character set used for the web page and to be used to post data to the web server. Leave blank to use the default (UTF-8) character set.



The screenshot shows the Asbru Web Content Management System's configuration interface. The top navigation bar includes links for Home, Help, Logout, Browse & Edit, Website Structure, Website Content, Media Library, Products & Orders, Content Databases, Experience Management, User Database, Usage Statistics, Configuration, and Updates. The main content area has a sidebar with a tree view of website components: System, Features, Content, Images, Files, Links, Users, Workflows, Versions, E-Commerce, and Databases. The main panel displays 'Website Settings' with tabs for Website Design, Website, Email & Forms, Security, Special Pages, Special Settings, URL Rewriting, and Media Storage. A 'Save' button is located at the top left of the panel. Below the tabs, there is a section for 'HTML DOCTYPE' with a dropdown menu containing options like '<!DOCTYPE HTML PUBLIC "-//W3C//DTD HTML 4.01 Transitional//EN" "http://www.w3.org/TR/html4/loose.dtd">' and radio buttons for HTML 4.01 Transitional, Strict, XHTML 1.0 Transitional, XHTML 1.0 Strict, XHTML 1.1, and HTML 5. At the bottom of the panel is an 'HTML Content-Type charset' section with a dropdown menu showing UTF-8.

#### 2.4.2.2 Website Page Titles Prefix and Suffix

A fixed text, such as for example your company name, can also be displayed before or after the title of all your website pages in the web browser. These texts are only displayed in the web browser window's title – not before/after the title in the web page content.

- Default Page Title Prefix  
Text displayed before the page title in the web browser window title.
- Default Page Title Suffix  
Text displayed after the page title in the web browser window title.

The screenshot shows the 'Default Page Title Prefix' and 'Default Page Title Suffix' fields. These are two separate text input boxes side-by-side, both currently empty.

#### 2.4.2.3 Custom Website Settings

A number of additional website settings may also be listed depending on your imported Website Content and Website Design – such as for example various colours used by the website designs.

Finally, you can define your own additional custom website settings and use these on your website on your pages and in your templates, style sheets and scripts.

Each website setting is labeled with a “heading” by which the website settings are grouped and a “name”. Simply enter a heading and a name and select “Add New” to add a new custom website setting. This will then be added on the website settings page and a value can be entered for the website setting. The website setting can also be removed again. Please note that you must also “Save” the website settings after you are done adding/editing the website settings or they will be lost.

You can use the custom website settings anywhere on your website pages and in your templates, style sheets and scripts using special codes which automatically and dynamically will be replaced with that website setting’s value when the page etc. is viewed/used on your website. This way you can change website settings in one place for them to take immediate effect on all your website pages. Please see the Website Developer Guide for details on using special codes.



Colors	
Featurebox1header	@@@config.Colors.Featurebox1header@@@ #008698
Featurebox2header	@@@config.Colors.Featurebox2header@@@ #006699
Featurebox3header	@@@config.Colors.Featurebox3header@@@ #669933
Featurebox4header	@@@config.Colors.Featurebox4header@@@ #009999
Headers	@@@config.Colors.Headers@@@ #006699
Links1	@@@config.Colors.Links1@@@ #3A89C9
Links1hover	@@@config.Colors.Links1hover@@@ #235883
Logo	@@@config.Colors.Logo@@@ #3A89C9
Menubackground	@@@config.Colors.Menubackground@@@ #3A89C9
Menubackgroundhover	@@@config.Colors.Menubackgroundhover@@@ #D8E8F5
Menubackgroundselected	@@@config.Colors.Menubackgroundselected@@@ #00548F
Tablefirstcolumnbackground	@@@config.Colors.Tablefirstcolumnbackground@@@ #3A89C9
Tableheaderbackground	@@@config.Colors.Tableheaderbackground@@@ #006699
Toolbarbackground	@@@config.Colors.Toolbarbackground@@@ #3A89C9
Toolbarbackgroundhover	@@@config.Colors.Toolbarbackgroundhover@@@ #D8E8F5
Toolbarbackgroundselected	@@@config.Colors.Toolbarbackgroundselected@@@ #00548F
Heading:	Name: <input type="text"/> Add New <input type="button"/>

### 2.4.3 Emails & Forms

#### 2.4.3.1 Email Addresses and Mail Server

As default website contact forms etc. are emailed to the configured website email address. Optionally, different website contact forms etc. can be developed to be sent to a number different permitted email addresses. To prevent fraud and spam email abuse of website contact forms etc. they can only be sent to the configured permitted email addresses.

- Email to (default email address)  
The email address to which all contact/feedback form contents are emailed.
- Email addresses (additional permitted email addresses)  
The email addresses (separated by linebreaks) which contact/feedback form contents may be emailed to.
- Mail server  
The mail server through which emails should be sent. As default this is set to "localhost".

*Depending on your web server and programming language platform the mail server may not be configurable through the web content management system and may need to be configured elsewhere.*



#### 2.4.3.2 Forms CAPTCHA Confirmation

The web content management system includes various functionality for website visitors to register and to post data – including contact forms, guestbooks, blogs, message boards, shopping cart and user registration etc. Unfortunately, many individuals and organisations abuse such website functionality to post unsolicited advertising and links to malicious websites etc. using automated programs. To prevent automated programs from posting such data to your website the web content management system can be configured to require website visitors to enter a so-called CAPTCHA ("Completely Automated Public Turing test to tell Computers and Humans Apart") confirmation code to post data and order products etc.

As default such confirmation codes are not required by the web content management system, but three different types of CAPTCHA confirmation codes can be configured:

- None  
No CAPTCHA confirmation code is required for website visitors to post forms.
- ReCAPTCHA.net  
Requires website visitors to authenticate themselves using the free, “official” CAPTCHA online service [www.ReCAPTCHA.net](http://www.ReCAPTCHA.net). To use this service a free user account and set of private and public keys are required. This is the most efficient and recommended CAPTCHA configuration.
- Random Characters  
Requires website visitors to authenticate themselves by entering a number of characters/digits randomly selected by the web content management system from the list of configured characters/digits.
- Random Words  
Requires website visitors to authenticate themselves by entering a word randomly selected by the web content management system from the list of configured words.

CAPTCHA confirmation can be enabled for different types of website functionality:



- Contact forms (/contact.aspx)  
Requires website visitors to authenticate themselves for all web page forms posted to the “/contact.aspx”, “/contact.jsp” and “/contact.php” program scripts.
- Content and data posts (/post.aspx)  
Requires website visitors to authenticate themselves for all web page forms posted to the “/post.aspx”, “/post.jsp” and “/post.php” program scripts as used by the blog, guestbook, message board website functionality modules etc.
- Shopping cart (/shopcart.aspx)  
Requires website visitors to authenticate themselves for shopping cart orders posted to the “/shopcart.aspx”, “/shopcart.jsp” and “/shopcart.php” program scripts (“/shopcart.aspx?complete=xxx”, “/shopcart.jsp?complete=xxx” and “/shopcart.php?complete=xxx”).
- User registration (/register.aspx)  
Requires website visitors to authenticate themselves for all web page forms posted to the “/register.aspx”, “/register.jsp” and “/register.php” program scripts.
- Logged in registered users  
Requires registered website visitors who have already logged in on the website to also authenticate themselves for the above. Otherwise, already registered and logged in website visitors will not be required to authenticate themselves again.

To use the CAPTCHA confirmation functionality an additional special code must be added to web page forms which are posted to the above, enabled program scripts. Please see the Website Developer Guide for details.

Important: If no such special code is added to web page forms for which CAPTCHA confirmation is required then posted web page form data will simply be ignored by the web content management system.



### Forms CAPTCHA Confirmation

When your website visitors submit a form they can be required to enter a confirmation code to prevent automated spam posts.  
Requires use of @@@captcha@@@ special code on all your web page forms.

#### CAPTCHA Text

<span class="captchaText"><label for="captcha">Please type these characters in the

None

ReCAPTCHA.net [Click here for free account and keys](#)  
Private Key

Public Key

Random characters

Characters

0123456789abcdefghijklmnopqrstuvwxyzABCDEFGHIJKLMNOPQRSTUVWXYZ

Random words

Word list

#### CAPTCHA confirmation required for

- Contact forms (/contact.jsp)
- Content and data posts (/post.jsp)
- Shopping cart (/shopcart.jsp)
- User registration (/register.jsp)
- Logged in registered users

#### 2.4.3.3 Forms Authorization

As default the various functionality for website visitors to register and to post data – including contact forms, guestbooks, blogs, message boards, shopping cart and user registration etc. can be used on the website itself as well as from other websites, so that you can have a number of different, interacting, related websites and can collect data from and provide integration with external websites.

Optionally, you can require the HTML FORMs for such functionality to originate from the website itself to prevent unauthorised posting of data to your website from external websites and to prevent malicious Cross-Site Request Forgery (CSRF) attacks. This is done by requiring the HTML FORMs to contain a special, hidden, automatically generated authorization “ticket”/“token” without which the posted HTML FORM data will simply be ignored.

As default such authorization tickets/tokens are not required by the web content management system, but authorization can be configured to be required for different types of website functionality:

- Contact forms (/contact.aspx)  
Requires authorization for all web page forms posted to the “/contact.aspx”, “/contact.jsp” and “/contact.php” program scripts.
- Content and data posts (/post.aspx)  
Requires authorization for all web page forms posted to the “/post.aspx”, “/post.jsp” and “/post.php” program scripts as used by the blog, guestbook, message board website functionality modules etc.



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- Shopping cart (/shopcart.aspx)  
Requires authorization for shopping cart orders posted to the “/shopcart.aspx”, “/shopcart.jsp” and “/shopcart.php” program scripts (“/shopcart.aspx?complete=xxx”, “/shopcart.jsp?complete=xxx” and “/shopcart.php?complete=xxx”).
- User registration (/register.aspx)  
Requires authorization for all web page forms posted to the “/register.aspx”, “/register.jsp” and “/register.php” program scripts.

To use the forms authorization functionality an additional special code must be added to web page forms which are posted to the above, enabled program scripts. Please see the Website Developer Guide for details.

Important: If no such special code is added to web page forms for which authorization is required then posted web page form data will simply be ignored by the web content management system.

**Forms Authorization**  
When your website visitors submit a form it can be required to originate from the website to prevent forged posts from malicious external websites.  
Requires use of @@@authorize... @@@ special code on all your web page forms.

**Forms authorization required for**

- Contact forms (/contact.jsp)
- Content and data posts (/post.jsp)
- Shopping cart (/shopcart.jsp)
- User registration (/register.jsp)

## 2.4.4 Security

To prevent unauthorized access to the web content management system and to monitor access to the web content management system, access can be restricted to require use of encryption; user accounts can be blocked after a given number of failed login attempts; and notification emails can be sent on successful and failed login attempts.

### 2.4.4.1 Require Login Over SSL Encrypted Internet Connections

- Require website administrators to login over SSL  
As default website administrators can login to the web content management system over the standard "http" web communications protocol. Such communication may be monitored and website administrators' usernames and passwords may be captured by unauthorized individuals.

If your web server is configured to support the SSL (Secure Socket Layer) encrypted "https" web communications protocol, you can require that website administrators must login over SSL to access the web content management system for increased security. If website administrators try to login to the web content management system over the standard "http" protocol they are automatically redirected to use the SSL encrypted "https" protocol instead.

*Please note that this option can only be enabled if you access the web content management system over SSL to prevent you from locking yourself out of the web content management system if SSL is not configured for your web server. Access the web content management system over SSL by using the web address "https://yourwebsite/webadmin/" instead of "http://yourwebsite/webadmin/".*



- Use SSL after website administrators logout  
As default website administrators are redirected to your public website (<http://yourwebsite.com/>). Optionally, they can be redirected to your website over SSL instead (<https://yourwebsite.com/>).
- Require registered website users to login over SSL  
As default registered website users can login to access restricted website content over the standard "http" web communications protocol. Such communication may be monitored and website administrators' usernames and passwords may be captured by unauthorized individuals.  
  
If your web server is configured to support the SSL (Secure Socket Layer) encrypted "https" web communications protocol, you can require that registered website users must login over SSL to access restricted website content for increased security. If registered website users try to login to access restricted website content over the standard "http" protocol they are automatically redirected to use the SSL encrypted "https" protocol instead.
- Use SSL after registered website users logout  
As default registered users are redirected to your public website (<http://yourwebsite.com/>). Optionally, they can be redirected to your website over SSL instead (<https://yourwebsite.com/>).

The screenshot shows the Asbru Web Content Management System's configuration interface. The top navigation bar includes links for Home, Help, Logout, Browse & Edit, Website Structure, Website Content, Media Library, Products & Orders, Content Databases, Experience Management, User Database, Usage Statistics, Configuration, and Updates. The Configuration tab is selected. On the left, there is a sidebar with categories like System, Features, Content, Files, Links, Users, Workflows, Versions, and E-Commerce. The main panel is titled 'Security' and contains the following settings:

Require website administrators to login over SSL	<input checked="" type="radio"/> No <input type="radio"/> Yes	Use SSL after website administrators logout	<input checked="" type="radio"/> No <input type="radio"/> Yes
Require registered website users to login over SSL	<input checked="" type="radio"/> No <input type="radio"/> Yes	Use SSL after registered website users logout	<input checked="" type="radio"/> No <input type="radio"/> Yes

#### 2.4.4.2 Login Attempt Limits and Login Notification Emails

##### 2.4.4.2.1 Superadmin website administrator login

- On superadmin login send email notification to  
To monitor all superadmin website administrator access to your web content management system an email notification can be sent to an email address every time the superadmin website administrator logins to the web content management system.
- On superadmin login failure send email notification to  
To monitor all failed superadmin website administrator attempts to access your web content management system an email notification can be sent to an email address every time the superadmin fails to login to the web content management system.



- Block superadmin login after number of failed attempts  
If login as the superadmin website administrator fails the given number of consecutive times a new random password will be generated for the superadmin, and the superadmin must use the “/webadmin/password/” functionality to retrieve the new password.
- Redirect blocked superadmin to the URL  
If login as the superadmin is blocked because of too many failed login attempts, the user is redirected to the given URL.

<b>Superadmin website administrator login</b>	<b>Block superadmin login after number of failed attempts</b>
<b>On superadmin login send email notification to</b>	

<b>On superadmin login failure send email notification to</b>	<b>Redirect blocked superadmin to the URL</b>

#### 2.4.4.2.2 Website administrator login

- On admin login send email notification to  
To monitor all website administrator access to your web content management system an email notification can be sent to an email address every time a website administrator logins to the web content management system.
- On admin login failure send email notification to  
To monitor all failed website administrator attempts to access your web content management system an email notification can be sent to an email address every time a website administrator fails to login to the web content management system.
- Block admin login after number of failed attempts  
If login as a website administrator fails the given number of consecutive times a new random password will be generated for the website administrator, and the website administrator must use the “/password/” functionality to retrieve the new password.
- Redirect blocked admin to the URL  
If login as a website administrator is blocked because of too many failed login attempts, the user is redirected to the given URL.
- Expire website administrator passwords after \_\_\_\_ days  
Website administrators are prompted to change their password after the given number of days since their last password change or user account update. If no expiration period is given the website administrator passwords do not expire.

<b>Website administrator login</b>	<b>Block admin login after number of failed attempts</b>
<b>On admin login send email notification to</b>	
<b>On admin login failure send email notification to</b>	<b>Redirect blocked admin to the URL</b>

<b>Expire website administrator passwords after</b>	
Days	



Your password has expired. Please choose a new password

**User Login**

**Username**

**Enter old password:**

**Enter new password:**

**Re-enter new password:**

**About User Login**  
Required username and password to be used as authentication to view restricted access content and/or to access the web content management system:

- Username:  
Unique id used to identify the user.
- Password:  
Secret code/phrase used to authenticate the user's identity.

#### 2.4.4.2.3 Website user login

- On user login send email notification to  
To monitor all website user access to your website an email notification can be sent to an email address every time a website user logs in to the website.
- On user login failure send email notification to  
To monitor all failed website user attempts to access your website an email notification can be sent to an email address every time a website user fails to log in to the website.
- Block user login after number of failed attempts  
If login as a website user fails the given number of consecutive times a new random password will be generated for the website user, and the website user must use the “/password/” functionality to retrieve the new password.
- Redirect blocked user to the URL  
If login as a website user is blocked because of too many failed login attempts, the user is redirected to the given URL.
- Require website visitors' Internet address to remain the same during a session  
To help prevent website attacks such as so-called session hijacking and session fixation the website visitors' Internet address can be checked and restricted:
  - Disabled  
Website visitors' Internet address is not checked and restricted.  
WARNING: This may make website visitors' login etc. vulnerable to website attacks such as session hijacking and session fixation unless this is prevented in



other ways by the web server or a proxy server or a firewall etc.

- Base address must remain the same (default)  
Website visitors' specific, first part of the Internet address is allowed to change but the base address address must remain the same. If a website visitor's company or Internet Service Provider renews the Internet addresses periodically (for example changing a website visitor's Internet address from "cust-66-249-71-87.someisp.net" to "cust-66-249-71-53.someisp.net"), or if a website visitor's company or Internet Service Provider uses a number of different proxy servers (for example changing a website visitor's Internet address from "proxy-x.someisp.net" to "proxy-y.someisp.net") the website visitor is still considered to be the same user and remains logged in etc. If the base Internet address changes then the website visitor is considered to be a new user and is automatically logged out etc.
- Full address must remain the same  
Website visitors' full Internet address must remain the same. If any part of the full Internet address changes then the website visitor is considered to be a new user and is automatically logged out etc.  
WARNING: This may cause login problems etc. on a public website where website visitors' companies and Internet Service Providers may be using dynamic Internet addresses and multiple proxy servers etc.

The screenshot shows a configuration interface for website user login. It includes fields for 'On user login send email notification to' and 'Block user login after number of failed attempts'. Below these are fields for 'On user login failure send email notification to' and 'Redirect blocked user to the URL'. At the bottom, there is a section titled 'Require website visitors' Internet address to remain the same during a session' with three radio button options: 'Disabled', 'Base address must remain the same' (which is selected), and 'Full address must remain the same'.

#### 2.4.4.2.4 Permitted redirection website addresses

The web content management system supports use of "redirect" parameters for some types of HTML FORMs and links, which may be abused if they are allowed to redirect to malicious external websites. It is recommended that you configure redirection only to be permitted to your own website addresses and eventually external trusted websites if required. If one or more website addresses are configured (separated by linebreaks) redirection is only permitted to those website addresses.

The screenshot shows a configuration interface for permitted redirection website addresses. A text input field is labeled 'Permitted redirection website addresses (leave empty for unrestricted redirection - not recommended)'. The field is currently empty. At the bottom of the page, a red horizontal bar contains the text 'Asbru Web Content Management System v8.0 - Copyright © 1995-2014 Asbru Ltd and its licensors. All rights reserved.'

#### 2.4.5 Special Pages

A number of different special pages are used for various standard functionality of the web content management system and website functionality. Some of these special pages are simply regular pages which are displayed in certain situations, while others should be developed using special codes and forms. Please see the Website Developer Guide for details on special codes and forms.



- **Default Page (Homepage)**  
The page to be displayed as the default homepage when your website is accessed. You will probably want to leave this as the default “Home” page, but you can select any page.
- **Default Page For Non-Existing Pages**  
The page to be displayed when a non-existing page on your website is accessed. Alternatively, a HTTP protocol error “404 – Not Found” code can be returned to the web browser.
- **Default Page For Unpublished Pages**  
The page to be displayed when an unpublished page on your website is accessed. Alternatively, a HTTP protocol error “404 – Not Found” code can be returned to the web browser.
- **Default Page For Expired Pages**  
The page to be displayed when an expired page on your website is accessed. Alternatively, a HTTP protocol error “404 – Not Found” code can be returned to the web browser.
- **Default Login Page**  
The page prompting your website visitors for a username and password when they try to access content with restricted access. You will probably want to leave this as the default “Login” page. The login page is not an ordinary page but must include special codes. Please see the Website Developer Guide for details.
- **Default Search Results Page**  
The page used to display search results to your website visitors when they use the search functionality. You will probably want to leave this as the default “Search Results” page. The search results page is not an ordinary page but must include special codes. Please see the Website Developer Guide for details.
- **Default Search Results Entry**  
The page used to display each search result entry on the search results page. You will probably want to leave this as the default “Search Results Entry” page. The search results entry is not an ordinary page but must include special codes. Please see the Website Developer Guide for details.
- **Default List Entry**  
The page used to display each list entry on pages with @@@@list:.....@@@ special codes. You will probably want to leave this as the default “List Entry” page. The list entry is not an ordinary page but must include special codes. Please see the Website Developer Guide for details.
- **Ready To Publish Email**  
The page emailed to website administrators when content is created/updated and marked as “ready to publish”. You will probably want to leave this as the default “Ready to publish.” page. The ready to publish email is not an ordinary page but must include special codes. Please see the Website Developer Guide for details.



- Retrieve Password Page  
The page displayed to users to retrieve username/password details. The retrieve password page is not an ordinary page but must include special codes. Please see the Website Developer Guide for details.
- Retrieve Password Confirmation Page  
The page displayed to users after username/password details successfully retrieved. The retrieve password confirmation page is not an ordinary page but may include special codes. Please see the Website Developer Guide for details.
- Retrieve Password Email  
The page emailed to users when username/password details successfully retrieved. The retrieve password email is not an ordinary page but may include special codes. Please see the Website Developer Guide for details.
- Retrieve Password Error  
The page displayed to users if username/password details could not be retrieved. The retrieve password error is not an ordinary page but may include special codes. Please see the Website Developer Guide for details.
- Contents Printing Pages  
Any number of special pages can be created and configured as reports for your website content and media library content items which you select and “Print” from your Website Content and Media Library index administration pages. Such special reports pages can be created using “@@@list:content:.....:id in ###id###:.....@@@" special codes and other special codes to display selected content item data in different ways. Please see the Website Developer Guide for details.
- Users Printing Pages  
Any number of special pages can be created and configured as reports for your user database accounts which you select and “Print” from your User Database index administration pages. Such special reports pages can be created using “@@@list:users:.....:id in ###id###:.....@@@" special codes and other special codes to display selected user database account data in different ways. Please see the Website Developer Guide for details.



## 2.4.6 Special Settings

You will probably want to leave these special settings as the default unless you have special requirements.

### 2.4.6.1 Website Special Settings

- Image web addresses
  - Indirect (default)  
Images are displayed indirectly through the "/image.xxx" script (where "xxx" is "aspx", "jsp" or "php" depending on which version of the Asbru Web Content



Management system you are using).

- Direct (faster but disables some functionality)  
Images are displayed directly using the images' filenames on the web server. This disables the Asbru Web Content Management system access control functionality; staging functionality; versioning functionality; and images cannot be replaced with images of another format.
- File web addresses
  - Indirect (default)  
Files are opened indirectly through the "/file.xxx" script (where "xxx" is "aspx", "jsp" or "php" depending on which version of the Asbru Web Content Management system you are using).  
  
As default links to files use the format "/file.xxx?id=ID" where ID is the file's unique content item id in the web content management system. Alternatively, links to files using the format "/file.xxx?FILENAME.XXX" where FILENAME.XXX is the file's filename in the web content management system, can be entered into the web content editor, manually.
  - Direct (faster but disables some functionality)  
Files are opened directly using the files' filenames on the web server. This disables the Asbru Web Content Management system access control functionality; staging functionality; versioning functionality; and files cannot be replaced with files of another format.
- Link web addresses
  - Indirect (default)  
Links are opened indirectly through the "/link.xxx" script (where "xxx" is "aspx", "jsp" or "php" depending on which version of the Asbru Web Content Management system you are using).  
  
○ Direct (faster but disables some functionality)  
Links are opened directly using the links' web address URLs. This disables the Asbru Web Content Management system access control functionality; versioning functionality; and existing links are not automatically updated when updated.
- Style sheet web addresses
  - Indirect (default)  
Style sheets are loaded indirectly through the "/stylesheet.xxx" script (where "xxx" is "aspx", "jsp" or "php" depending on which version of the Asbru Web Content Management system you are using).  
  
○ Direct (faster but disables some functionality)  
Style sheets are opened directly using the style sheets' web address URLs. This disables the Asbru Web Content Management system access control functionality; versioning functionality; and existing links are not automatically updated when updated.



- Inline (faster but disables some functionality)  
Style sheets are included inline on each web page. This disables the Asbru Web Content Management system access control functionality.

The screenshot shows the Asbru Web Content Management system interface. At the top, there's a red header bar with the Asbru logo and navigation links like Home, Help, Logout, and various site management icons. Below the header is a toolbar with icons for Browse & Edit, Website Structure, Website Content, Media Library, Products & Orders, Content Databases, Experience Management, User Database, Usage Statistics, Configuration, and Updates. On the left, a sidebar menu lists categories such as Configuration, System, Website (which is selected), E-Commerce, and others. The main content area is titled 'Website Special Settings' with a sub-instruction 'Usually, these should not be changed.' It contains four sections: 'Image web addresses' (radio button selected for 'Indirect (default)'), 'File web addresses' (radio button selected for 'Indirect (default)'), 'Link web addresses' (radio button selected for 'Indirect (default)'), and 'Style sheet web addresses' (radio button selected for 'Indirect (default)'). Each section has two options: 'Direct (faster but disables some functionality)' and 'Inline (faster but disables some functionality)'.

#### 2.4.6.2 Media Library Content Delivery

When images and files are accessed indirectly through the "/image.xxx" and "/file.xxx" scripts (where "xxx" is ".aspx", ".jsp" or ".php" depending on which version of the Asbru Web Content Management system you are using) the website visitor's web browser may be redirected to the website address of the actual image/file which reveals this website address; or the image/file data may be returned through the scripts keeping the website address of the actual image/file hidden.

- Image delivery
  - Redirect to actual image address (default)  
The website visitor's web browser is redirected to the website address of the actual image which reveals its website address.
  - Return image data through program script  
The image data are returned through the program script keeping the website address of the actual image hidden.
- File delivery
  - Redirect to actual file address  
The website visitor's web browser is redirected to the website address of the actual file which reveals its website address.
  - Return file data through program script (default)  
The file data are returned through the program script keeping the website address of the actual file hidden.



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**Media Library Content Delivery**  
Media library images and files can be delivered revealing or hiding their actual website addresses.  
Access restricted media library images and files will always automatically use the "return" option.

**Image delivery**  
 Redirect to actual image address (default).  Return image data through program script.

**File delivery**  
 Redirect to actual file address.  Return file data through program script (default).

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#### 2.4.7 Website Addresses URL Rewriting:

As default the web content management system uses “dynamic” website addresses for your website pages etc. Some search engines and log analysis tools etc. may not index and follow links on such web pages. Optionally, your website pages can be published to “static” website addresses by entering a filename for them when adding or updating them. Alternatively, the web content management system can be configured to automatically use website addresses which technically look like “static” website addresses, but this requires that your web server supports and is configured to handle such website addresses.

- “Dynamic” web addresses  
Use “dynamic” web addresses such as “/page.aspx?id=1”, which require no special web server configuration.
- “Static” web addresses  
Use search engine and log analysis friendly “static” web addresses such as “/page.aspx?id=1”, which require special web server configuration.

The default “dynamic” web addresses can be used with any standard web server software.

Use of “static” web addresses requires web server software with URL rewriting capabilities such as Apache with the mod\_rewrite module or Microsoft Internet Information Server with one of the commercial or free URL rewrite ISAPI filters.

To use the “static” web addresses URL rewriting feature of the Asbru Web Content Management system, you should configure your web server to rewrite URL web addresses like this Apache mod\_rewrite example:

```
RewriteCond %{REQUEST_URI} ^/(.+)/id=(.*$)  
RewriteRule ^/(.+)/id=(.*$) /$1?id=$2&%{QUERY_STRING} [L]
```

What the above Apache mod\_rewrite example does is to check if incoming requests match the format “/FOO/id=BAR” – for example “/page.aspx?id=1”. If the incoming request matches this format then the request is rewritten to the format “/FOO?id=BAR” – for example “/page.aspx?id=1”.

Please see your web server and URL rewrite software documentation for configuration details.



#### 2.4.8 Media Storage

As default the Asbru Web Content Management system stores the website images and files on the website server. If the website and the Asbru Web Content Management system run on a cluster of website servers they must be setup to use shared or mirrored/replicated file storage to make the website images and files available on all the website servers. Alternatively, you may want to use a cloud storage service (or some other type of shared storage service) for your website images and files.

- Cloud Storage
  - Service:  
The cloud storage service to be used.
    - - none -  
Images and files are only stored locally on the web server (unless the web server has been setup to use shared or mirrored/replicated file storage in some way outside of the web content management system).
    - Amazon S3  
Images and files are stored on the Amazon S3 simple storage service (<http://aws.amazon.com/s3/>).
    - - other -  
Images and files are stored on another cloud storage service through your own or third-party media cloud storage API program scripts (please see the Installation Guide and Programming Guide for details).
  - Username / Key  
The username/key authorised to store images and files on your cloud storage.
  - Password / Secret  
The password/secret authorised to store images and files on your cloud storage.



- Folder(Bucket) Path/Name  
The folder/bucket in and under which to store images and files on your cloud storage.
- Media URL
  - Media Web Addresses URL Prefix  
The external web address for how to access the images and files stored on your cloud storage. For example: “<http://yourwebsite.s3.amazonaws.com/>”.
- Publishing  
Please see the 3.13.2 Dynamic and Static Web Addresses section for details.
  - Use dynamic web addresses for published pages  
Published pages can only be accessed through dynamic web addresses such as “<http://localhost/page.aspx?id=123>”
  - Enable use of static web addresses for published pages  
Pages can be published to static web addresses such as “<http://localhost/about.html>”.
    - Publish \*.html and \*.css as dynamic pseudo-files/folders (default).
    - Publish \*.html and \*.css as static files (faster but disables some functionality).
    - Do not create files for static web addresses (required for cloud storage).

**IMPORTANT: This option must be selected if the web content management system is configured to use cloud storage and use of static web addresses for published pages is enabled.**

NOTE: After changing and saving this setting, you must select the “database upgrade” link here to create/update/delete files for static web addresses for your existing website content.



The screenshot shows the Asbru Web Content Management System interface. At the top, there's a navigation bar with icons for Home, Help, Logout, Browse & Edit, Website Structure, Website Content, Media Library, Products & Orders, Content Databases, Experience Management, User Database, Usage Statistics, Configuration, and Updates. Below the navigation bar is a sidebar with a tree view of system components: Configuration, System, Database, License, Superadmin, **Websites** (which is selected), E-Commerce, Micro-Sites, Usage Statistics, Features, Content, Images, Files, Links, Users, Versions, E-Commerce, Databases, Packages, and Bundles. The main content area is titled 'Media Storage' and contains the following fields:

- Media Storage**: A note saying "Use local disk/network storage (default) or cloud storage for media library images and files. Leave input fields blank for local disk/network storage."
- Cloud Storage**: A note saying "Access credentials for the web content management system to store media on your cloud storage."
- Service**: Radio buttons for "none", "Amazon S3", and "other".
- Username / Key**: An input field.
- Password / Secret**: An input field.
- Folder(/Bucket) Path/Name**: An input field.
- Media URL**: A note saying "Web address for the web content management system to retrieve media from your cloud storage."
- Media web addresses URL prefix**: An input field.
- Publishing**: Radio buttons for "Use dynamic web addresses for published pages" (selected), "Enable use of static web addresses for published pages", "Publish \*.html and \*.css as dynamic pseudo-files/folders (default)", "Publish \*.html and \*.css as static files (faster but disables some functionality)", and "Do not create files for static web addresses (required for cloud storage)". A note below says "Note: To create/update/delete files for static web addresses after changing this configuration setting you must do a [database upgrade](#)".

## 2.5 Micro-Sites

So-called micro-Sites can be used to display different default pages (homepages), and to use different templates and style sheets, and to calculate and display product prices in different ways for different Internet domain names leading to your website. Micro-Sites can also be used to display different default pages (homepages) and to use different templates and style sheets according to the website visitors' web browser and web browser language preference settings. Finally, micro-sites can be used for landing page optimization of referrals from search engines and other websites.

### 2.5.1 Internet domain names

As default the Default Page (Homepage) and the Default Template and Default Style Sheet as configured for your website are used when your website is accessed. You may have any number of different Internet domain names leading to your website, but as default the Asbru Web Content Management system does not distinguish between them.

However, you may want different Internet domain names to lead to different sections and pages of your website such as:

- [www.yourcompany.com](http://www.yourcompany.com)  
Leading to the main page on your website.



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- www.yourcompany.co.uk  
Leading to the main page on your website.
- support.yourcompany.com  
Leading directly to your support page.
- partner.yourcompany.com  
Leading directly to your partner page.
- www.yourproduct1.com  
Leading directly to one of your product pages.
- www.yourproduct2.com  
Leading directly to another of your product pages.
- news.  
Any Internet domain name starting with “news.” Leading to your news page.
- shop.  
Any Internet domain name starting with “shop.” Leading to your e-commerce page.
- mobile.  
Any Internet domain name starting with “mobile.” leading to the main page of your mobile phone optimized website.
- .co.uk  
Any Internet domain name ending with “.co.uk” leading to the main page of your British website.
- .de  
Any Internet domain name ending with “.de” leading to the main page of your German website.
- .fr  
Any Internet domain name ending with “.fr” leading to the main page of your French website.

This is easy to configure using the Micro-Sites feature of the Asbru Web Content Management system.

First, you must arrange with your Internet domain name provider for all of your Internet domain names to point/lead to your website. When your Internet domain names point/lead to your website, using any of your different domain names will initially lead to the Default Page (Homepage) of your website.

You do not have to do anything for your general Internet domain name(s), which should continue to lead to the Default page (home page) of your website.



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### 2.5.2 Visitor's from Internet addresses settings

As default all your website visitors are served the same web pages no matter where (which Internet addresses) they visit your website from. However, you may want your website visitors from different locations (Internet addresses) to be directed to different sections and pages of your website such as:

- Your employees on your local area network being directed to the Intranet main page on your website.
- Your customers (if you are an Internet Service Provider) being directed to your existing customer news and support page on your website.
- Website visitors from different countries being directed to pages in their native language on your website.

This is easy to configure using the Micro-Sites feature of the Asbru Web Content Management system.

By default the Default Page (Homepage) as configured for your website is displayed when your website is accessed. Your website visitors may be using different devices and web browsers, but as default the Asbru Web Content Management system does not distinguish between them.

### 2.5.3 User agent (Web browser)

However, you may want website visitors with different devices (such as mobile phones) and different web browsers (such as simple text web browsers, special accessibility web browsers, and old and non-standard web browsers) to see different default pages (homepages) on your website such as:

- Mobile phone web browsers  
Leading to a simplified low-bandwidth default page/version of your website.
- Old and non-standard web browsers  
Leading to default page/version of your website warning the user that they are using an old or non-standard web browser, which may not work correctly with your website.

This is easy to configure using the Micro-Sites feature of the Asbru Web Content Management system.

Each web browser has its own “user agent” identification such as:

Mozilla/4.0 (compatible; MSIE 8.0; Windows NT 6.0; Trident/4.0; Mozilla/4.0 (compatible; MSIE 6.0; Windows NT 5.1; SV1); SLCC1; .NET CLR 2.0.50727; Media Center PC 5.0; .NET CLR 1.1.4322; .NET CLR 3.5.21022; WWTClient2; .NET CLR 3.5.30729; .NET CLR 3.0.30729)

for the Microsoft Internet Explorer 8 web browser, and:

Mozilla/5.0 (iPhone; U; CPU like Mac OS X; en) AppleWebKit/420+ (KHTML, like Gecko) Version/3.0 Mobile/1A543 Safari/419.3



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for the Apple iPhone Safari web browser.

Please note that each web browser version may have different “user agent” identifications.

Micro-website filters will match any part of the “user agent” identification, so the full “user agent” identification may not need to be configured, but something unique for the relevant web browsers is required.

#### **2.5.4 Web browser language preference settings**

By default the Default Page (Homepage) as configured for your website is displayed when your website is accessed. Your website visitors may have selected different web browser language preference settings, but as default the Asbru Web Content Management system does not distinguish between them.

However, you may want website visitors with different web browser language preference settings to see different default pages (homepages) on your website such as:

- French [fr]  
Leading to the French language default page/version of your website.
- German [de]  
Leading to the German language default page/version of your website.

This is easy to configure using the Micro-Sites feature of the Asbru Web Content Management system.

#### **2.5.5 Referrals from other websites**

By default the Default Page (Homepage) as configured for your website is displayed when your website is accessed through a link on another website. For “landing page optimization” you may want to display different default pages (homepages) depending on which website and eventually which web page your website visitors comes from such as:

- Website visitors from other special interest websites/pages being directed to the information and products which visitors from those other websites are most likely to be interested in.
- Website visitors from affiliate/campaign websites/pages being presented with special offers.

This is easy to configure using the Micro-Sites feature of the Asbru Web Content Management system.

#### **2.5.6 Search engine and directory website query referrals**

By default the Default Page (Homepage) as configured for your website is displayed when your website is accessed through a search engine or directory website query. For “landing page optimization” you may want to display different default pages (homepages) depending on which search queries your website visitors used to find your website such as:

- Website visitors searching for specific kind of information/products being directed directly to the information and products of that kind.



- Website visitors searching for specific uses and features of your products being directed to websites pages specifically describing those uses and features.

This is easy to configure using the Micro-Sites feature of the Asbru Web Content Management system.

### 2.5.7 Micro-Sites Configuration

Select the Configuration – System – Micro-Sites menu item link to configure your additional Internet domain names and/or website visitor web browser language preference settings to lead to different pages than the Default Page (Homepage).

Id	Visitors From	Language	Micro-Website	User Agent (Web Browser)	Referrals From	Referral Keywords			
							View	Update	Delete
1				cms			View	Update	Delete
2				content			View	Update	Delete
3				management			View	Update	Delete
4				web editor			View	Update	Delete
5					asbruweb.com		View	Update	Delete
6				MSIE			View	Update	Delete
7				iPad			View	Update	Delete
8				iPhone			View	Update	Delete
9			wcm.asbrusoft.com				View	Update	Delete
10			wcmupdate.asbrusoft.com				View	Update	Delete
11		de	www.asbrusoft.com				View	Update	Delete
12		fr	www.asbrusoft.com				View	Update	Delete
13	de		www.asbrusoft.com				View	Update	Delete
14	fr		www.asbrusoft.com				View	Update	Delete
15	127.0.0.1		www.asbrusoft.com				View	Update	Delete
16	192.168.0.1-192.168.0.255		www.asbrusoft.com				View	Update	Delete
17	asbru.co.uk		www.asbrusoft.com				View	Update	Delete

For each of your additional Internet domain names, website visitor web browser language preference settings, referral website addresses and referral keywords, please select Add New; enter the Internet domain name and/or web browser language preference setting and/or referral website address and/or referral keywords, select the relevant Default Page etc. and select Save:

- Domain  
Your full additional Internet domain name such as "support.yourcompany.com"
- Visitors From  
Optional (leave blank for visitors from any Internet address) website visitor's Internet address such as:
  - "192.168.0.1-192.168.0.255" for a range of Internet IP addresses.
  - "192.168.0.128" for a specific Internet IP address.
  - "192.168." or "192.168.0." for an Internet IP address subnet.
  - ".uk" or ".de" or ".fr" or "asbru.co.uk" for Internet domain name addresses.
- User Agent (Web Browser)  
Optional (leave blank to match all web browsers) full or partial web browser user agent identification string.



- **Language**  
Optional (leave blank to match all web browser language preference settings) web browser language preference setting code such as "en", "en-us", "fr" or "de".
- **Referrals From**  
Optional (leave blank for referrals from any Internet address) other website Internet address with links to your website such as:
  - "google.com" for referrals from the Google search engine.
  - "yahoo.com" for referrals from the Yahoo yellow pages directory.
  - "affiliatewebsite.com/specialoffers.html" for referrals from a specific web page on an affiliate website.
- **Referral Keywords**  
Optional (leave blank for any type of referral keywords or no referral keywords) search engine or directory website query words and phrases used to find your website such as:
  - "cms" for queries for the word/abbreviation "cms".
  - "web,editor" for queries for both the words "web" and "editor"
  - "content management" for queries for the phrase "content management".
- **Default Page**  
The default page to be displayed when the Internet domain name (and the Visitors From and Language settings) is used to access your website.
- **Default Page For Non-Existing Pages**  
The default page to be displayed when the Internet domain name (and the Visitors From and Language settings) is used to access a non-existing page on your website.  
Alternatively, a HTTP protocol error "404 – Not Found" code can be returned to the web browser.
- **Default Page For Unpublished Pages**  
The default page to be displayed when the Internet domain name (and the Visitors From and Language settings) is used to access an unpublished page on your website.  
Alternatively, a HTTP protocol error "404 – Not Found" code can be returned to the web browser.
- **Default Page For Expired Pages**  
The default page to be displayed when the Internet domain name (and the Visitors From and Language settings) is used to access an expired page on your website. Alternatively, a HTTP protocol error "404 – Not Found" code can be returned to the web browser.
- **Default Login Page**  
The default login page to be displayed when the Internet domain name (and the Visitors From and Language settings) is used to login to your website.
- **Default Search Results Page**  
The default page to be displayed when the Internet domain name (and the Visitors From and Language settings) is used to display search results to your website visitors when they use the search functionality. The search results page is not an ordinary page but must



include special codes. Please see the Website Developer Guide for details.

- **Default Search Results Entry**  
The default page to be displayed when the Internet domain name (and the Visitors From and Language settings) is used to display each search result entry on the search results page. The search results entry is not an ordinary page but must include special codes. Please see the Website Developer Guide for details.
- **User Registration Confirmation Email**  
The default page to be emailed to users when the Internet domain name (and the Visitors From and Language settings) is used to register as a user on your website. The user registration confirmation email page is not an ordinary page but may include special codes. Please see the Website Developer Guide for details.
- **User Registration Notification Email**  
The default page to be emailed to website administrators when the Internet domain name (and the Visitors From and Language settings) is used to register as a user on your website. The user registration notification email page is not an ordinary page but may include special codes. Please see the Website Developer Guide for details.
- **Retrieve Password Page**  
The default page to be displayed when the Internet domain name (and the Visitors From and Language settings) is used by users to retrieve their username/password details. The retrieve password page is not an ordinary page but must include special codes. Please see the Website Developer Guide for details.
- **Retrieve Password Confirmation Page**  
The default page to be displayed when the Internet domain name (and the Visitors From and Language settings) is used by users to successfully retrieve their username/password details. The retrieve password confirmation page is not an ordinary page but may include special codes. Please see the Website Developer Guide for details.
- **Retrieve Password Email**  
The default page to be emailed to users when the Internet domain name (and the Visitors From and Language settings) is used to successfully retrieve their username/password details. The retrieve password email page is not an ordinary page but may include special codes. Please see the Website Developer Guide for details.
- **Retrieve Password Error**  
The default page to be displayed when the Internet domain name (and the Visitors From and Language settings) is used by users to unsuccessfully retrieve their username/password details. The retrieve password error page is not an ordinary page but may include special codes. Please see the Website Developer Guide for details.
- **Default Version**  
The default version to be used when the Internet domain name (and the Visitors From and Language settings) is used to access your website.
- **Default Template**  
The default template to be used when the Internet domain name (and the Visitors From



and Language settings) is used to access your website.

- Default Style Sheet  
The default style sheet to be displayed when the Internet domain name (and the Visitors From and Language settings) is used to access your website.
- HTML DOCTYPE  
Web page header defining the HTML standard used for the web page. Leave blank to let web browsers detect and handle the web page HTML document type.  
  
The HTML DOCTYPE micro-website setting overrides the HTML DOCTYPE website setting, and can be overridden by other HTML DOCTYPE settings defined for an individual page/product, template, page/product group, or page/product type (in that order of priority).
- Default Display Price  
The default format for your website product prices displayed using @@@@price@@@ special codes when the Internet domain name (and the Visitors From and Language settings) is used to access your website. Please see the 2.6.1 Currency & Prices section for details.
- Default Country  
The default country to be used to calculate discounts, taxes (such as VAT) and shipping for your website product prices displayed using @@@@price@@@ special codes when the Internet domain name (and the Visitors From and Language settings) is used to access your website. Please see the 2.6.1 Currency & Prices section for details.
- Default State  
The default state to be used to calculate discounts, taxes (such as VAT) and shipping for your website product prices displayed using @@@@price@@@ special codes when the Internet domain name (and the Visitors From and Language settings) is used to access your website. Please see the 2.6.1 Currency & Prices section for details.

When you access your website through one of your additional Internet domain names and from the website visitor Internet address (if any specified) with your web browser language preference settings set to one of your configured language codes (if any specified) and through a link on the referral website (if any specified) using the query keywords (if any specified) it leads to the configured Micro-Website Default Page instead of your configured Default Page (Homepage) of your website.

Please note that you do not need to define all the different settings for each micro-website. Typically, you may only want to define a single or a few of the settings such as:

- Only the Domain setting to direct website visitors to different sections of your website depending on the Internet address used to access your website.
- Only the Visitors From setting to direct employees to your intranet website.
- Only the Language setting to direct website visitors to different language versions of your website depending on their web browser language preference settings.



- Only the Referrals From setting to direct website visitors visiting through links on other website to the information/products most likely to be relevant to them.
- Only the Referrals Keywords setting to direct website visitors visiting through queries on other search engine and directory websites to the information/products most likely to be relevant to them.

Please also note that micro-websites only apply for default pages (homepages) such as when your website visitors simply access “www.yourwebsite.com”. When website visitors access a specific website page such as “www.yourwebsite.com/page.jsp?id=123” the defined micro-websites will not redirect the website visitors to another website page. If you want to display different content on any page on your website depending on which website/page and/or query keywords they used to get to that page, you can use the “referral” custom extension. Please see the Website Developer Guide for details.

The screenshot shows the Asbru Web Content Management system's configuration interface. At the top, there is a navigation bar with icons for Home, Help, Logout, Browse & Edit, Website Structure, Website Content, Media Library, Products & Orders, Content Databases, User Database, Usage Statistics, Configuration, and Updates. The title bar says "ASBRU Web Content Management" and "Logged in as: admin". On the right, there is a button "Add New Micro-Website".

The main area is a form titled "Micro-Website Domain". It contains several input fields and dropdown menus:

- Visitors From
- User Agent (Web Browser)
- Language
- Referrals From
- Referral Keywords
- Default Page:
  - Default page for non-existing pages
  - Default page for unpublished pages
  - Default page for expired pages
- Default login page
- Default search results page
- Default search results entry
- User registration confirmation email
- User registration notification email

On the left side, there is a sidebar with a tree view of system features:

- System
  - Database
  - License
  - Superadmin
  - Website
  - E-Commerce
  - Micro-Sites
  - Usage Statistics
- Features
  - Content
  - Images
  - Files
  - Links
  - Users
  - Versions
  - Databases
  - Packages
  - Bundles



The screenshot shows the configuration interface for the E-Commerce System. It includes dropdown menus for selecting default pages (Retrieve password page, Retrieve password confirmation page, Retrieve password email, Retrieve password error) and versions (Default Version). There are also dropdown menus for Default Template and Default Style Sheet, both labeled "Please select". The HTML DOCTYPE section contains a dropdown menu with various options, including "- default -" and several XHTML and HTML 5 options. Below this are fields for Default Display Price, Default Country, and Default State.

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## 2.6 E-Commerce System Configuration

When your E-Commerce Add-On module license key has been configured, you have access to configure the e-commerce features for your website.

Select the Configuration – System – E-Commerce menu item link to configure the basic e-commerce features for your website.

### 2.6.1 Currency & Prices

The default currency to be used for your website products, shopping cart and orders, and how prices are to be displayed for your website products.

- **Currency**  
The default currency to be used for your website products, shopping cart and orders.
- **Display Price**  
As default prices displayed for your website products with @@@@price@@@ special codes simply display the product's list price. Optionally, you can configure the @@@@price@@@ special codes to display the product's price including eventual discounts, taxes and shipping, and with leading and trailing texts. A number of pre-defined options can be selected, and any other options and additional special codes and texts can be entered manually.
- **Default Country (for display price)**  
As default website product prices are displayed exclusive of any discounts, taxes and shipping (unless included in the product's list price), and shopping cart item prices are displayed exclusive of any discounts, taxes and shipping until the website customer has selected an invoice and a delivery country. Optionally, a default country can be configured to calculate and display eventual discounts, taxes (such as VAT) and shipping for your "home" country.
- **Default State (for display price)**  
Additionally, an optional default state can be configured to calculate and display eventual discounts, taxes (such as VAT) and shipping for your "home" state.



The screenshot shows the Asbru Web Content Management system interface. At the top, there's a red header bar with the Asbru logo and the text "Logged in as: admin". Below the header is a toolbar with various icons: Home, Help, Logout, Browse & Edit, Website Structure, Website Content, Media Library, Products & Orders, Content Databases, User Database, Usage Statistics, Configuration, and Updates. The main content area has a sidebar on the left containing a tree view of configuration sections like System, E-Commerce, Features, Content, Images, Files, Users, Workflows, Versions, and Bundles. The main panel shows the "E-Commerce Configuration" section with the "Currency & Prices" tab selected. It contains fields for "Default Currency" (set to £), "Default Display Price" (set to @@@price\_taxed@@@), "Default Country (for display price)" (set to United Kingdom), and "Default State (for display price)". There's also a "Save" button at the top of the panel.

## 2.6.2 Order Forms

Your e-mail address to which all order notifications are emailed.

This screenshot shows the same Asbru interface as the previous one, but with the "Order Forms" tab selected in the top navigation bar. The main panel displays a single input field labeled "Email to" with a placeholder value. The rest of the configuration options from the previous screenshot are visible but inactive.

## 2.6.3 Order Administration Access Restrictions

Required user group and/or user type for website administrators who have access to your website order administration and sales reports as well as workflow states for new orders and custom-defined sales reports.

- Order Administration Access Restrictions – Group - Type  
Required user group and/or user type for website administrators who have access to your website order administration pages.
- New Order Workflows  
Optional initial workflow states (if the order workflows feature is used) for new orders placed through the website shopping cart.



- Default  
Initial workflow state for new, unpaid, undelivered orders for non-free products.
- Free  
Initial workflow state for new orders for free only products.
- Paid  
Initial workflow state for new, paid for, undelivered orders for non-free products.
- Partially delivered  
Initial workflow state for new, paid for, partially delivered (through the automated product delivery feature) orders.
- Delivered  
Initial workflow state for new, paid for, delivered (through the automated product delivery feature) orders.
- Sales Reports Access Restrictions – Group - Type  
Required user group and/or user type for website administrators who have access to your website sales reports administration pages.
- Products & Orders Index Report  
As default summary sales reports data for today, this week and this month are displayed on the Products & Orders main page. Optionally, these sales reports data can be removed by entering blank spaces in the Products & Orders Index Report field or alternatively custom reports can be displayed by entering “sales:REPORT:LIMIT:PERIOD” codes where REPORT:LIMIT:USAGE are one of the options listed below.  
You can display several reports on the Products & Orders main page by separating the codes with a space. So if you enter “sales:summary:all:today sales:summary:all:thisweek sales:summary:all:thismonth” in the Products & Orders Index Report field there will be one report, which displays the sales summary data for the current day, week and month.  
*Please note that these sales reports data are available to all website administrators.*
- Sales Reports  
Custom sales reports can be defined to combine any number and type of individual reports and to be available through sales reports left-hand menu items.  
Enter the following in the Usage Statistics Reports field to define such reports:  
Name = “sales:REPORT:LIMIT:PERIOD sales:REPORT:LIMIT:PERIOD”  
where REPORT:LIMIT:USAGE are one of the options listed below. Enter each report on a separate line. So if you enter:  
Summary = "sales:summary:all:today sales:summary:all:thisweek  
sales:summary:all:thismonth"  
Top 10 = "sales:products:10:thisweek sales:products:10:thisweek "  
you have defined two custom sales reports named "Summary" and "Top 10".
  - REPORT
    - summary
    - websites
    - products



•  
•  
•

productgroups  
producttypes  
daily  
weekly  
monthly  
yearly  
hours  
weekdays  
days  
weeks  
months  
countries  
visitors  
operatingsystems  
webbrowsers  
users  
usergroups  
usertypes  
affiliates  
referrers  
searchengines  
searchqueries  
searchwords  
entry

○ LIMIT

all  
NUMBER

where NUMBER is any positive integer

○ PERIOD

all  
now  
today  
last24hours  
yesterday  
thisweek  
last7days  
lastweek  
last14days  
thismonth  
last30days  
lastmonth  
thisquarter  
last3months  
lastquarter  
thishalfyear  
last6months



last half year  
this year  
last 12 months  
last year

The screenshot shows the Asbru Web Content Management system interface. The top navigation bar includes links for Home, Help, Logout, Browse & Edit, Website Structure, Website Content, Media Library, Products & Orders, Content Databases, User Database, Usage Statistics, Configuration, and Updates. The Configuration tab is selected. On the left, a sidebar lists various system components like Configuration, System, Database, and E-Commerce (which is currently selected). The main content area contains several configuration panels. One panel is titled 'Order Administration Access Restrictions' and another is titled 'Sales Reports Access Restrictions'. Both panels have dropdown menus for 'Type' and 'Group'. Below these are sections for 'New Order Workflows' and 'Sales Reports'. The 'Sales Reports' section includes a note about sales summary commands and an example command: 'sales:summary:all:today sales:summary:all:thisweek sales:summary:all:thismonth'. At the bottom of the page, a footer note reads: 'Asbru Web Content Management System v8.1 - Copyright © 1999-2012 Asbru Ltd. All rights reserved.'

#### 2.6.4 Payment Processing

Optional, integrated credit/debit card payment processing is offered through PayPal ([www.paypal.com](http://www.paypal.com)) and other payment service providers through add-on modules.

- Manual Payment Handling
  - Select to handle order and payment details manually.
- PayPal
  - Select to use PayPal as the payment service provider.
    - Your PayPal account/email
      - The registered email address for your PayPal account to which your website customers' payments are made.
    - Payment instructions
      - Text displayed to customers above payment buttons.



- Use GET method for PayPal payment button forms for Mozilla Thunderbird and Firefox compatibility.  
Due to limitations in the Mozilla Thunderbird and Firefox programs payment forms may not be handled correctly if they use the standard POST method.
- Use POST method for PayPal payment button forms.
- Order item details on PayPal payment page.  
Copy order item details to PayPal for display on PayPal shopping cart details page.
- No order item details on PayPal payment page.  
Only display order totals and summary of order item details on PayPal payment page.
- Accept eCheck payments when cleared.  
Do not accept payments and process orders/delivery until payments by “eCheck” are cleared by PayPal, which may take a number of days.
- Accept eCheck payments immediately.  
Accept payments by eCheck immediately and process orders/delivery before payments are cleared by PayPal.

The screenshot shows the Asbru E-Commerce Configuration interface. The top navigation bar includes links for Home, Help, Logout, and various system modules like Configuration, System, Database, License, Superadmin, Website, E-Commerce, Features, Content, Images, Files, Users, Workflows, Versions, E-Commerce, Databases, Packages, and Bundles. The 'E-Commerce' module is currently selected. The main content area is titled 'Payment Processing' and contains the following information:

**Offer online payment processing to your website customers through a third-party payment service provider.**

**Manual Payment Handling**  
Handle order and payment details manually.

**PayPal**  
Your PayPal account/email \_\_\_\_\_

**Payment instructions** \_\_\_\_\_

**Payment Options:**

- Use GET method for PayPal payment button forms for Mozilla Thunderbird and Firefox compatibility.
- Use POST method for PayPal payment button forms.
- Order item details on PayPal payment page.
- No order item details on PayPal payment page.
- Accept eCheck payments when cleared.
- Accept eCheck payments immediately.

**PayPal for Business** Click here to sign up for a free PayPal Merchant account and start accepting credit card payments instantly.

## 2.6.5 Product Delivery

Purchased products can be delivered digitally on the website and by email on order/payment completion.



- Default User Template  
Optionally, a new, default user database account can be created as a copy of the selected user template for all new website customers who are not already registered and logged in, and if a specific user account is not created as part of one of the purchased products.
- User Database Usernames  
Settings for automatically created user accounts.
  - Min. Username Length  
Minimum permitted length of usernames (generated from the customers email address).
  - Max. Username Length  
Maximum permitted length of usernames (generated from the customers email address).
  - Blocked Usernames  
List of blocked usernames separated by blanks.
  - Prefix For Automatically Issued Usernames  
Prefix text followed by random number to be used for automatically issued usernames (if no available/valid username generated from the customers email address).

The screenshot shows the Asbru Web Content Management system interface. The top navigation bar includes links for Home, Help, Logout, and various system modules like Browse & Edit, Website Structure, Website Content, Media Library, Products & Orders, Content Databases, User Database, Usage Statistics, Configuration, and Updates. The Configuration module is currently selected. On the left, a sidebar lists system categories such as Configuration, System, E-Commerce (which is highlighted), Content, Images, Files, Users, Workflows, Versions, and Bundles. The main content area is titled "Product Delivery" and contains the following form fields:

- Default User Template: A dropdown menu showing "none".
- User Database Usernames:
  - Min. Username Length: A text input field.
  - Max. Username Length: A text input field.
- Blocked Usernames: A text input field.
- Prefix for automatically issued usernames (followed by random number): A text input field.

## 2.6.6 E-Commerce Special Pages

A number of different special pages are used for various standard functionality of the web content management system and website functionality. Some of these special pages are simply regular pages which are displayed in certain situations, while others should be developed using special codes and forms. Please see the Website Developer Guide for details on special codes and forms.



- Default shopping cart summary page  
The page used to display a summary of their shopping cart to your website visitors included on other web pages. You will probably want to leave this as the default “Shopping Cart Summary” page. The shopping cart summary page is not an ordinary page but must include special codes. Please see the Website Developer Guide for details.
- Default shopping cart summary entry  
The page used to display each product item on the shopping cart summary page. You will probably want to leave this as the default “Shopping Cart Summary Entry” page. The shopping cart entry is not an ordinary page but must include special codes. Please see the Website Developer Guide for details.
- Default shopping cart page  
The page used to display their shopping cart to your website visitors when they use the view shopping cart or add product to shopping cart functionality. You will probably want to leave this as the default “Shopping Cart” page. The shopping cart page is not an ordinary page but must include special codes. Please see the Website Developer Guide for details.
- Default shopping cart entry  
The page used to display each product item on the shopping cart page. You will probably want to leave this as the default “Shopping Cart Entry” page. The shopping cart entry is not an ordinary page but must include special codes. Please see the Website Developer Guide for details.
- Default checkout page  
The page used to display their shopping cart to your website visitors when they use the checkout functionality. You will probably want to leave this as the default “Checkout” page. The checkout page is not an ordinary page but must include special codes. Please see the Website Developer Guide for details.
- Default checkout entry  
The page used to display each product item on the checkout page. You will probably want to leave this as the default “Checkout Entry” page. The checkout entry is not an ordinary page but must include special codes. Please see the Website Developer Guide for details.
- Default confirm order page  
The page used to display an order to your website visitors when they are asked to confirm the order. You will probably want to leave this as the default “Confirm Order” page. The confirm order page is not an ordinary page but must include special codes. Please see the Website Developer Guide for details.
- Default confirm order entry  
The page used to display each product item on the confirm order page. You will probably want to leave this as the default “Confirm Order Entry” page. The confirm order entry is not an ordinary page but must include special codes. Please see the Website Developer Guide for details.



- Default completed order page  
The page used to display an order to your website visitors when they have completed the order. You will probably want to leave this as the default “Order Completed” page. The completed order page is not an ordinary page but must include special codes. Please see the Website Developer Guide for details.
- Default completed order entry  
The page used to display each product item on the completed order page. You will probably want to leave this as the default “Order Completed Entry” page. The completed order entry is not an ordinary page but must include special codes. Please see the Website Developer Guide for details.
- Default empty shopping cart page  
The page displayed if customers proceed to checkout or confirm an order when the shopping cart is empty.
- Default order confirmation email page  
The page used to email an order confirmation to your website visitors when they have completed an order. You will probably want to leave this as the default “Order Confirmation” page. The order confirmation page is not an ordinary page but must include special codes. Please see the Website Developer Guide for details.
- Default order confirmation email entry  
The page used to display each product item on the order confirmation email page. You will probably want to leave this as the default “Order Confirmation Entry” page. The order confirmation entry is not an ordinary page but must include special codes. Please see the Website Developer Guide for details.
- Default order notification email page  
The page used to email an order notification to your website order forms administrator when your visitors have completed an order. You will probably want to leave this as the default “Order Notification” page. The order notification page is not an ordinary page but must include special codes. Please see the Website Developer Guide for details.
- Default order notification email entry  
The page used to display each product item on the order notification email page. You will probably want to leave this as the default “Order Notification Entry” page. The order notification entry is not an ordinary page but must include special codes. Please see the Website Developer Guide for details.
- Default order status tracking email page  
The page used to email an order status tracking message to your website customers when the order status for their order updated. You will probably want to leave this as the default “Order Status Tracking” page. The order status tracking email page is not an ordinary page but must include special codes. Please see the Website Developer Guide for details.
- Default order status tracking email entry  
The page used to display each product item on the order status tracking email page. You will probably want to leave this as the default “Order Status Tracking Entry” page. The



order status tracking email entry is not an ordinary page but must include special codes. Please see the Website Developer Guide for details.

- Default payment succeeded page  
Your website page to be displayed to your website customers on successful payment to you.
- Default payment cancelled page  
Your website page to be displayed to your website customers on cancelled/failed payment to you.
- Products Printing Pages  
Any number of special pages can be created and configured as reports for your products content items which you select and “Print” from your Products & Orders - Products index administration pages. Such special reports pages can be created using “@{@list:products:.....:id in ###id###:.....@{@}” special codes and other special codes to display selected products data in different ways. Please see the Website Developer Guide for details.
- Orders Printing Pages  
Any number of special pages can be created and configured as reports for your website orders which you select and “Print” from your Products & Orders - Orders index administration pages. Such special reports pages can be created using “@{@list:orders:.....:id in ###id###:.....@{@}” special codes and other special codes to display selected orders data in different ways. Please see the Website Developer Guide for details.

The screenshot shows the Asbru Web Content Management system interface. The top navigation bar includes the Asbru logo, user information (Logged in as: admin), and a link to the E-Commerce Configuration module. The left sidebar contains a tree view of system modules: Configuration, Database, License, Superadmin, Website, E-Commerce (which is currently selected), Micro-Websites, Usage Statistics, Features, Content, Images, Files, Users, Workflows, Versions, E-Commerce, Databases, Packages, and Bundles. The main content area is titled "E-Commerce Add-On Module Special Pages" and contains several configuration sections:

- Default shopping cart summary page:** Set to "Shopping Cart Summary" with a "Select" button.
- Default shopping cart summary entry:** Set to "Shopping Cart Summary Items" with a "Select" button.
- Content to be displayed when your customers view and add products to their shopping cart:** (This section is currently empty.)
- Default shopping cart page:** Set to "Shopping Cart" with a "Select" button.
- Default shopping cart entry:** Set to "Shopping Cart Items" with a "Select" button.
- Content to be displayed when your customers proceed to checkout:** (This section is currently empty.)
- Default checkout page:** Set to "Checkout - 2. Your Details" with a "Select" button.
- Default checkout entry:** Set to "Checkout - 2. Your Details - Shopping Cart Items" with a "Select" button.
- Content to be displayed when your customers are asked to confirm their order:** (This section is currently empty.)
- Default confirm order page:** Set to "Checkout - 3. Confirm Order" with a "Select" button.
- Default confirm order entry:** Set to "Checkout - 3. Confirm Order Product Entry" with a "Select" button.

A "Save" button is located at the top left of the configuration form.



Content to be displayed when a customer have confirmed and completed their order.

**Default completed order page**  
Checkout - 4. Order Completed

**Default completed order entry**  
Checkout - 4. Order Completed Product Entry

Content to be displayed when your customers proceed to checkout or confirm an order and the shopping cart is empty.

**Default empty shopping cart page**

Content to be emailed to your customer as order confirmation.

**Default order confirmation email page**  
Order Confirmation

**Default order confirmation email entry**  
Order Confirmation Entry

Content to be emailed to you as order notification.

**Default order notification email page**  
Order Notification

**Default order notification email entry**  
Order Notification Entry

Content to be emailed to your customer as order status tracking.

**Default order status tracking email page**  
Order Status Tracking

**Default order status tracking email entry**  
Order Status Tracking Entry

Content to be displayed when a customer payment has been processed.

**Default payment succeeded page**  
- Shopping Cart - Complete Order

**Default payment cancelled page**  
- Shopping Cart - Checkout

Pages to be used to print product and stock lists and reports, and invoices, delivery notes and shipping labels for orders.

**Products printing pages**  
Basic (655)   
Product Attributes (665)

**Orders printing pages**  
Delivery Note (662)   
Invoices (650)

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## 2.7 Usage Statistics System Configuration

When your Statistics Add-On module license key has been configured, you have access to configure which usage statistics data to collect and for how long a period as well as which website administrators shall have access to view the usage statistics.

Select the Configuration – Usage Statistics menu item link to configure the usage statistics for your website.

Your usage statistics configuration options are:

### 2.7.1 Usage Log Period

Storage and processing of usage log data for a website can be very resource demanding. To limit the CPU processing power and storage space resource demands on your website you may want to limit for how long a period you keep detailed and summarised usage log data as well as how detailed usage log data you keep.

- Detailed Usage Log Data

For how long a period of time the full detailed, collected usage statistics data should be kept in the web content management system database. To limit the CPU processing



power and storage space resource demands on your website you may want to select a shorter period. The detailed usage log data period should be shorter than the summarised usage log data period - for example 1 week of detailed and 2 years of summary usage log data.

**WARNING: Detailed usage log data older than the configured period will be deleted automatically and cannot be restored. Increasing the configured detailed usage log data will only apply to the current and subsequent detailed usage log data.**

- Summarised Usage Log Data

For how long a period of time the summarised, collected usage statistics data should be kept in the web content management system database. To limit the CPU processing power and storage space resource demands on your website you may want to select a shorter period. The summarised usage log data period should be longer than the detailed usage log data period - for example 1 week of detailed and 2 years of summary usage log data.

**WARNING: Summarised and detailed usage log data older than the configured period will be deleted automatically and cannot be restored. Increasing the configured summarised usage log data will only apply to the current and subsequent usage log data.**

- Summarised usage log data period

How long a period should each set of the summarised, collected usage statistics data span? As default usage statistics data are summarised for each hour which retains the necessary details for the hourly, daily and weekly usage statistics reports. To limit the CPU processing power and storage space resource demands on your website you may want to select a longer period. If usage statistics data are summarised for each day, the hourly usage statistics reports will not be available. If usage statistics data are summarised for each month, the hourly, daily and weekly usage statistics reports will not be available.

**WARNING: Once summarised, usage log data details other than the configured will be deleted automatically and cannot be restored. Changing the configured summarised usage log data period will only apply to the current and subsequent detailed usage log data.**

- Summarised usage log data details

As default the summarised usage statistics data will only keep approximate data for visitors and visits numbers, and exact data for pages and hits numbers to limit the CPU processing power and storage space resource demands on your website. At the cost of increased CPU processing power and storage space resource demands on your website you can choose to also keep exact data for visitors and/or visits numbers.

**WARNING: Once summarised, usage log data details other than the configured will be deleted automatically and cannot be restored. Changing the configured summarised usage log data period will only apply to the current and subsequent detailed usage log data.**



The screenshot shows the Asbru Web Content Management System interface. At the top, there's a navigation bar with icons for Home, Help, Logout, Browse & Edit, Website Structure, Website Content, Media Library, Products & Orders, Content Databases, Experience Management, User Database, Usage Statistics, Configuration, and Updates. Below the navigation bar is a left sidebar with a tree view of system components like Configuration, System, Features, Content, Images, Files, Links, Users, Versions, E-Commerce, Databases, Packages, and Bundles. The main content area is titled "Usage Statistics Configuration". It contains a "Save" button and a section titled "Usage Statistics" with the sub-instruction "Which usage statistics data to record and for how long and to be viewed by whom.". Below this is a "Usage Log Period" section with two dropdown menus: "Detailed usage log data" set to "1 Month" and "Summarised usage log data" set to "2 Years". To the right of these dropdowns are two more dropdowns: "Summarised usage log data period" set to "Hourly (default)" and "Summarise usage log data details" set to "Approximate visitors, visits numbers, exact pages, hits numbers (default)".

## 2.7.2 Usage Log Status & Summarise

The Usage Log Status displays the current number of stored usage log data records as well as the date/time of the oldest detailed, oldest summarised and latest summarised usage log data currently stored.

**NOTE:** Usage log data are not automatically summarised periodically by the web content management system. Usage log data should be summarised periodically: Manually using the "Summarise" button on the Usage Statistics Configuration web page; or (recommended) automatically by configuring your web server to access the "Summarise" button web page every hour or daily. Please see the Installation Guide for details.

If you have changed the usage log period configuration settings, they must be saved before you can use the "Summarise" button.

**WARNING: Detailed usage log data older than the configured period will be deleted automatically when the usagelog data are summarised and cannot be restored. Changing the configured usage log data periods and details will only apply to the current and subsequent detailed usage log data.**

The screenshot shows the "Usage Log Status" page. It has fields for "Usage log data stored: 0", "Oldest detailed usage log data:", "Oldest summarised usage log data:", and "Latest summarised usage log data:". There is a "Summarise" button. Below these fields is a note: "NOTE: Usage log data should be summarised periodically. Manually using the "Summarise" button above, or (recommended) automatically by configuring your web server to access the "Summarise" button web page every hour or daily. Please see the Installation Guide for details."

Selecting the "Summarise" button will not summarise any usage log data immediately but simply gives access to test and eventually commit to your actually summarise your current usage log data as configured.

- **Test**  
Will only display information about how much (if any) your website usage statistics for your oldest configured period could be compressed with your current configuration without actually summarising and deleting any website usage statistics details.
- **Commit**  
Will only summarise your website usage statistics for your oldest configured period.



When that summarisation is completed you can “Commit” again to summarise your next oldest configured period and so on.

**WARNING: Detailed usage log data for the period will be deleted automatically and cannot be restored.**

- Commit All  
Will summarise your website usage statistics for all the configured periods older than the configured date/time.  
**WARNING: Detailed usage log data for the periods will be deleted automatically and cannot be restored.**
- Force Reset  
Will ignore a previously started and prematurely terminated summarisation and give access to start a new summarisation. Only one summarisation should ever run at a time. The web content management system will tell you if a summarisation is already running and prevent you from running another summarisation until it has completed - except if you use the “Force Reset”. The “Force Reset” should only be used if for some reason a summarisation has terminated prematurely – for example due to an error on the web server.  
**WARNING: "Force Reset" may result in loss of usage statistics data if used to run multiple, overlapping summarisations. This should only be used to override prematurely terminated, previously started summarisations.**
- Summarised usage log data period  
Access to test changes to the saved configured summarised usage log data period.  
“Test” will use but not save changes to this configuration setting.  
“Commit” and “Commit All” will use and save changes to this configuration setting.
- Summarised usage log data details  
Access to test changes to the saved configured summarised usage log data details.  
“Test” will use but not save changes to this configuration setting.  
“Commit” and “Commit All” will use and save changes to this configuration setting.



The screenshot shows the Asbru Web Content Management System interface. At the top, there's a navigation bar with icons for Home, Help, Logout, Browse & Edit, Website Structure, Website Content, Media Library, Products & Orders, Content Databases, Experience Management, User Database, Usage Statistics, Configuration, and Updates. The title 'ASBRU' is on the left, and 'Logged in as: admin' is in the center. On the right, it says 'Summarise Usage Statistics'. Below the navigation bar is a sidebar with a tree view of system components like Configuration, System, Database, License, Superadmin, Websites, E-Commerce, Micro-Sites, and Usage Statistics. The 'Usage Statistics' node is selected. The main content area is titled 'Summarise Usage Statistics' and contains instructions about summarising usage statistics. It includes a bulleted list of actions: 'Test' (will only display information), 'Commit' (will summarise your website usage statistics for your oldest configured period), 'Commit All' (will summarise your website usage statistics for all the configured periods older than the configured date/time), and 'Force Reset' (will ignore a previously started and prematurely terminated summarisation). There are also two 'WARNING' messages: one about deleting statistics details and another about losing data if used multiple times. At the bottom of the content area are buttons for 'Test', 'Commit', 'Commit All', 'Force Reset', and a dropdown for 'Hourly (default)'. A note below the buttons says 'Approximate visitors, visits numbers, exact pages, hits numbers (default)'.

When you “Test” or “Commit” / “Commit All” the usage log data will be summarised which may take some time depending on the usage statistics configuration settings, your amount of usage log data, and your web server and database server capacity. When the summarisation is completed, details of the summarised data and the resulting summarised data will be displayed. The best usage statistics configuration settings depend on the amount and details of your website usage log data as well as your web server and database server capacity, so it is recommended that you test different usage statistics configuration settings.

### 2.7.3 Usage Log Data Content

Which content items to collect usage statistics for. (To limit the CPU processing power and storage space resource demands on your website you may want to disable usage statistics for some content items - for example images, scripts and style sheets).

The screenshot shows a configuration section titled 'Content' with a list of items to log. Each item has a radio button next to it, with 'Log Pages' and 'Do Not Log Pages' being the selected options. Other items listed include Log Images, Log Files, Log Links, Log Products, Log Content Databases, Log Style Sheets, Log Scripts, Log Contact Forms, Log Content Posts, Log Logins, and Log Logouts. To the right of these, there are corresponding 'Do Not Log' options for each item.

### 2.7.4 Usage Statistics Reports

A large number of usage statistics reports are available through the Usage Statistics section of the web content management system administration. Optionally, a custom usage statistics report can also be included on the usage statistics section index page; and any number of additional custom usage statistics reports can be configured for access through the usage statistics section’s left-hand menu.



- Usage Statistics Index Report

As default summary usage statistics reports for today, this week and this month are displayed on the Usage Statistics main page. Optionally, these usage statistics reports can be removed by entering blank spaces in the Usage Statistics Index Report field or alternatively custom reports can be displayed by entering "usage:REPORT:LIMIT:PERIOD" codes where REPORT:LIMIT:USAGE are one of the options listed below.

You can display several reports on the Usage Statistics main page by separating the codes with a space. So if you enter "usage:pages:10:today usage:websites:all:last14days" in the Usage Statistics Index Report field there will be one report, which displays the top 10 pages by usage and another report which displays all usage by web browser in the last 14 days.
- Usage Statistics Reports

Custom usage statistics reports can be defined to combine any number and type of individual reports and to be available through usage statistics left-hand menu items. Enter the following in the Usage Statistics Reports field to define such reports:

Name = "usage:REPORT:LIMIT:PERIOD usage:REPORT:LIMIT:PERIOD"  
where REPORT:LIMIT:USAGE are one of the options listed below. Enter each report on a separate line. So if you enter:

Summary = "usage:summary:all:today usage:summary:all:thisweek  
usage:summary:all:thismonth"

Top 10 = "usage:pages:10:thisweek usage:products:10:thisweek  
usage:images:10:thisweek usage:files:10:thisweek usage:links:10:thisweek"

you have defined two custom usage statistics reports named "Summary" and "Top 10".

  - REPORT
    - summary
    - websites
    - contents
    - pages
    - pagegroups
    - pagetypes
    - contacts
    - posts
    - logins
    - logouts
    - stylesheets
    - scripts
    - library
    - images
    - imagegroups
    - imagetypes
    - files
    - filegroups
    - filetypes
    - links
    - linkgroups
    - linktypes
    - products



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•  
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productgroups  
producttypes  
databases  
daily  
weekly  
monthly  
yearly  
hours  
weekdays  
days  
weeks  
months  
countries  
visitors  
robots  
operatingsystems  
webbrowsers  
users  
usergroups  
usertypes  
referrers  
searchengines  
searchqueries  
searchwords  
entry  
paths  
exit  
duration  
visits

○ LIMIT

all  
NUMBER

where NUMBER is any positive integer

○ PERIOD

all  
now  
today  
last24hours  
yesterday  
thisweek  
last7days  
lastweek  
last14days  
thismonth  
last30days  
lastmonth



•  
•  
•

thisquarter  
last3months  
lastquarter  
thishalfyear  
last6months  
lasthalfyear  
this year  
last12months  
last year

The screenshot shows a search interface for usage statistics. At the top, there is a title "Usage Statistics Index Report" followed by a placeholder text "usage:summary:all:today usage:summary:all:thisweek usage:summary:all:thismonth". Below this, there is a section titled "Usage Statistics Reports" with a placeholder example: "Example = "usage:summary:all:today usage:summary:all:thisweek usage:summary:all:thismonth"". The interface has a clean, modern design with a light blue header and a white body.

## 2.7.5 Usage Statistics Access Restrictions

Which website administrator user group and/or type should have access to view the usage statistics? If you have multiple website administrators, you may not want all website administrators to have access to the detailed usage statistics for your website visitors.

The screenshot shows a configuration page for "Usage Statistics Access Restrictions". It includes a subtitle "Restrict access to the usage statistics to specific administrator groups and/or types." Below this are two dropdown menus: "Type" and "Group", both currently set to "- any -". The interface is simple with a white background and black text.

## 2.8 Experience Management System Configuration

There are no special configuration settings for the Experience Management Add-On module. However, the Experience Management Add-On module requires a number of other web content management system features to be enabled.

### 2.8.1 Content Versions

The Experience Management Add-On module uses the Content Versions functionality for alternate content versions for personalised, website visitor segment-specific content as well as for website visitor user test variants of content, so the Content Versions functionality must be enabled. Please see the 3.10 Content Versions for Multi-Lingual and other Multi-Version Content for details.



The screenshot shows the Asbru Web Content Management System interface. At the top, there's a navigation bar with icons for Home, Help, Logout, Browse & Edit, Website Structure, Website Content, Media Library, Products & Orders, Content Databases, Experience Management, User Database, Usage Statistics, Configuration, and Updates. The title 'Content Versions Configuration' is displayed. On the left, a sidebar menu lists various system modules like Configuration, System, Features, Content, Images, Files, Links, Users, E-Commerce, Databases, Packages, and Bundles. Under 'Features', 'Content Versions' is selected. The main content area shows a configuration form with a 'Save' button. It has two radio buttons: 'Enable Content Versions' (selected) and 'Disable Content Versions'. Below that are two more radio buttons: 'Enable Email Notifications' (selected) and 'Disable Email Notifications'.

### 2.8.2 Usage Statistics

The Experience Management Add-On module uses the Usage Statistics Add-On module functionality to log data about your website visitors' use of personalised, website visitor segment-specific content as well as for to log data about your website visitors' use of user test variants of content, so the Usage Statistics Add-On module and logging of the relevant data must be enabled. If for example you want to do user test variants of some of your website pages, images and products then you must at least enable usage log data for your pages, images and products content. Please see the 2.2 Software License Keys Configuration and 2.7 Usage Statistics System Configuration sections for details.



The screenshot shows the Asbru Web Content Management System interface. At the top, there's a navigation bar with links for Home, Help, Logout, Browse & Edit, Website Structure, Website Content, Media Library, Products & Orders, Content Databases, Experience Management, User Database, Usage Statistics, Configuration, and Updates. Below the navigation bar is a sidebar with a tree view of system features: Configuration, System, Features, Content, Images, Files, Links, Users, Versions, Databases, E-Commerce, Packages, and Bundles. The main content area is titled "Usage Statistics Configuration". It includes sections for "Usage Log Period" (with dropdowns for "Detailed usage log data" (1 Month, 2 Years) and "Summarised usage log data period" (Hourly, Daily, Weekly, Monthly, Yearly)), "Summarised usage log data details" (with a dropdown for "Approximate visitors, visits numbers, exact pages, hits numbers (default)"), and "Usage Log Status" (with a "Summarise" button). There's also a "Content" section with various logging options (Log Pages, Log Images, Log Files, Log Links, Log Products, Log Content Databases, Log Style Sheets, Log Scripts, Log Contact Forms, Log Content Posts, Log Logins, Log Logouts) each with a corresponding "Do Not Log" option.

### 2.8.3 Access Restrictions

Optionally, you may want to restrict access to the Experience Management webadmin content management system administration section to a specific group and/or type of your website administrators. This is configured through Configuration / Features / Access Restrictions / Experience Management Access Restrictions. Please see the 3.1 Access Restrictions for Website Users and Administrators section for details.



ASBRU

Logged in as: admin

Web Content Management

Access Restrictions Configuration

Home Help Logout Browse & Edit Website Structure Website Content Media Library Products & Orders Content Databases Experience Management User Database Usage Statistics Configuration Updates

Save

**Access Restrictions**

None  Users  Users and Administrators

Enable Individual User Access Restrictions  Disable Individual User Access Restrictions

Enable Workflows  Disable Workflows

Enable Orders Administration Workflows  Disable Orders Administration Workflows

Add New Content Items With Copied Workflow Status  Add New Content Items With Blank Workflow Status

Disable Add New Blank Content Items In Content Groups/Types With Access Permissions  Enable Add New Blank Content Items In Content Groups/Types With Access Permissions

Require both group and type access restrictions to match for access.  Require either group or type access restrictions to match for access.

Do not automatically inherit access permissions.  
 Automatically inherit access permissions.

"Administrators" access permissions also automatically give "View", "Update", "Create", "Publish" and "Developers" access permissions.  
"Create" access permissions also automatically give "View" and "Update" access permissions.  
"Publish" access permissions also automatically give "View" and "Update" access permissions.  
"Developers" access permissions also automatically give "View" and "Update" access permissions.  
"Update" access permissions also automatically give "View" access permissions.

**Experience Management Access Restrictions**  
Restrict access to the experience management to specific administrator groups and/or types.

Type: - any - Group: - any -



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## 3 Features Configuration

The Features configuration pages give you access to enable and disable various features of the web content management system. You may want to disable unneeded/unwanted features to keep the web content management system simpler for the website administrators to use.

The Features configuration pages are available through the left-hand menu items.



**ASBRU** Web Content Management Logged in as: admin Configuration

Home Help Logout Browse & Edit Website Structure Website Content Media Library Products & Orders Content Databases User Database Usage Statistics Configuration Updates

**Features**

- Access Restrictions
- Additional Content
- Advanced Scripting
- Archiving
- Checkout/Checkin
- Content Categories
- Content Editing
- Content Relations
- Content Versions
- Meta Information
- Presentation
- Publishing
- Revision History
- User Activation
- User Categories
- User Database
- User Details
- User Preferences

**Content**

- Images
- Files
- Links
- Users
- Versions

**E-Commerce**

- Databases
- Packages
- Bundles

**Configuration**

The configuration section gives you easy access to configure the settings for your website.

Please use the left-hand menu to access the configuration administration page:

**Access Restrictions**  
Enable/disable "user" and "administrator" access restrictions for your website content (to enable restricted access to pages/sections of your website and to enable differentiated website administrator permissions and workflows).

**Additional Content**  
Enable/disable selection of which "elements" to use for each of your content pages (to enable different menus, banners, news etc. for different pages/sections of your website).

**Advanced Scripting**  
Enable/disable input of "raw HTML header code" for your content pages  
(to enable Dynamic HTML, Javascript, Java content and functionality)

**Archiving**  
Enable/disable manual or automatic archiving of additions and updates to your content to enable change log/audit trails and backups for your website content).

**Checkout/Checkin**  
Enable/disable manual or automatic checkout/locking and checkin/unlocking of your content (to enable secure updates with multiple administrators).

**Content Categories**  
Enable/disable "class", "type" and "group" categorisation of your content (to enable organisation of large amounts of website content).

**Content Dependencies**  
Forbid/permit deletion of content items used by other content items.

**Content Editing**  
Define which content attributes to display and which content editor to use for creating and updating your content pages/elements and templates as well as which file upload component is to be used.

**Content Relations**  
Enable/disable definition of structural "top", "up", "first", "last", "previous" and "next" relations for your content pages (to enable generic navigation links and slideshow presentations).

**Content Versions**  
Enable/disable definition of multiple versions of your content (to enable multi-lingual and user profiled variants of your content).

**Meta Information**  
Enable/disable input of "description", "keywords" and "author" meta information for each of your content pages (to support search engine registration and searching).

**Presentation**  
Enable/disable selection of which "template" and "stylesheet" to use for each of your content pages (to enable different graphic designs for different sections of your website).

**Publishing**  
Define if added/updated content is published on your website automatically or manually (to enable preview/test and approval of your website changes before publishing).

**Revision History**  
Enable/disable input of revision history description for your content additions and updates (to document why changes have been made).

**User Activation**  
Enable/disable scheduled activation and expiration of your users (to enable subscription time limited user accounts and access to subscriber restricted content).

**User Categories**  
Enable/disable "class", "type" and "group" categorisation of your users (to enable organisation of large numbers of registered website users as well as enable multiple website administrators).

**User Database**  
Enable/disable the user database (to enable registered and authenticated users in relation to "access restrictions" as well as enable multiple website administrators).

**User Details**  
Enable/disable storage of home/invoice and work/delivery contact and payment details for your users (for shopping cart and subscription user details).

**User Preferences**  
Enable/disable personalised customisation of the web content management system administration web pages content editor, sections, menus and usage statistics reports.

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### 3.1 Access Restrictions for Website Users and Administrators

As default all published content on your website is publicly available to all your website visitors. However, you may want to restrict access to some of your content to specific registered users such as customers, partners and employees. This is possible by enabling the user access restrictions.

As default the Asbru Web Content Management system allows all website administrators access to manage all content and users of your website. However, with multiple website administrators you may want to manage your workflow and restrict different website administrators' permissions to specific actions and to specific content and users. This is possible by enabling the user and administrator access restrictions.

The screenshot shows the Asbru Web Content Management system's configuration interface. The top navigation bar includes 'ASBRU', 'Logged in as: admin', and 'Access Restrictions Configuration'. Below the navigation is a toolbar with icons for Home, Help, Logout, and various management functions like Browse & Edit, Website Structure, Website Content, Media Library, Products & Orders, Content Databases, User Database, Usage Statistics, Configuration, and Updates. The left sidebar has a tree view under 'Features' with 'Access Restrictions' selected. The main content area contains a 'Save' button and a 'Access Restrictions' section with three radio buttons: 'None', 'Users', and 'Users and Administrators'. The 'Users and Administrators' option is currently selected.

#### 3.1.1 Individual User Access Restrictions

As default access restrictions can limit access permissions to specific user groups and types. This is the recommended use of access restrictions for ease of administration with many content items and website administrators. Users can then simply be added to or removed from your various user groups and types to be granted access permissions or to have their access permissions revoked without having to update the access restrictions for multiple content items. Additionally or alternatively, access restrictions can also limit access permissions to specific user accounts.

Individual user access restrictions can be defined for content items through the Users input fields on the Access Restrictions tab when adding and updating content items. If the Individual User Access Restrictions features are disabled the Users input fields will be removed from the website content administration pages.

Individual user access restrictions can also be defined for content, image, file, link and product groups and types through the Users input fields when adding and updating content, image, file, link and product groups and types in the Configuration section of the web content management system. If the Individual User Access Restrictions features are disabled ("None") the Users input fields will be removed from the web content management system configuration pages.

The screenshot shows the 'Content Categories' section of the Asbru configuration interface. On the left is a sidebar with 'Content Categories', 'Content Dependencies', and 'Content Editing'. On the right is a main panel with two radio buttons: 'Enable Individual User Access Restrictions' (selected) and 'Disable Individual User Access Restrictions'.

#### 3.1.2 User Access Restrictions

Website user access restrictions can be defined for content items through the View input fields on the Access Restrictions tab when adding and updating content items. If the access restrictions features are disabled ("None") the View input fields will be removed from the website content administration pages.

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Website user access restrictions can also be defined for content, image, file, link and product groups and types through the View input fields when adding and updating content, image, file, link and product groups and types in the Configuration section of the web content management system. If the access restrictions features are disabled (“None”) the View input fields will be removed from the web content management system configuration pages.

### 3.1.3 Administrator Access Restrictions

The basic Administrator Access Restrictions features defines a number of fixed website administrator “roles” – primarily “creators”, “editors” and “publishers” – which can be used to give different website administrators differentiated permissions to add, update and publish content items in the web content management system. These fixed website administrator roles define what different groups/types of website administrator have permissions to do but do not control the workflow of how the different website administrators coordinate to add, update and publish content except for a basic workflow: Website administrator “creators” and “editors” can add/update content items and can “check out” the content items to keep the additions/changes “private” while they are working on them. The website administrator “creators” and “editors” can “check in” the added/updated content items when they are ready for publishing. Finally, the website administrator “publishers” can publish the content items when they have been “checked in” by the website administrator “creators”/“editors”.

The Administrator Access Restrictions features define a fixed hierarchy of website administrator “roles”.

Superadmin			
Administrators			
Creators	Editors / Developers	Publishers	Viewers
Website administrators with “Create” permissions can add new content items (by copying existing content items).	Website administrators with “Update” permissions can update content items. Website administrators with “Developers” permissions can also update the Advanced Scripting attributes.	Website administrators with “Publish” permissions can publish, unpublish and delete content items making it available/unavailable for website visitors.	Website administrators with “View” permissions can view published as well as unpublished content items in the web content management system.

Website administrator access restrictions can be defined for content items and user accounts through the Create, Update, Publish, Developers and Administrators input fields on the Access Restrictions tab when adding and updating content items and user accounts. If the website administrator access restrictions features are disabled (“None” or “Users” only) the Create, Update, Publish, Developers and Administrators input fields will be removed from the website content administration pages.

Website administrator access restrictions can also be defined for content, image, file, link and product groups and types through the Create, Update, Publish, Developers and Administrators input fields when adding and updating content, image, file, link and product groups and types



in the Configuration section of the web content management system. If the website administrator access restrictions features are disabled (“None” or “Users” only) the Create, Update, Publish, Developers and Administrators input fields will be removed from the web content management system configuration pages.

### 3.1.4 Workflows

With the additional Workflow features the fixed website administrator “roles” can be subdivided into any number of different categories of “creators”, “editors” and “publishers” with different permissions at different stages of a sequence of steps required to add, update and publish content items. Any number of workflow “actions” and “states” and website administrator categories can be defined to control how and in what order adding, updating and publishing content items must be processed and approved by different website administrator groups/types. For example, content items added/updated by employees may require approval by their manager before the webmaster can publish the content items.

Superadmin											
Administrators											
Creators			Editors / Developers			Publishers			Viewers		
Website administrators with “Create” permissions can add new content items (by copying existing content items).			Website administrators with “Update” permissions can update content items. Website administrators with “Developers” permissions can also update the Advanced Scripting attributes.			Website administrators with “Publish” permissions can publish, unpublish and delete content items making it available/unavailable for website visitors.			Website administrators with “View” permissions can view published as well as unpublished content items in the web content management system.		
C1	C2	C3	E1	E2	E3	P1	P2	P3	V1	V2	V3
...	...	...	...	...	...	...	...	...	...	...	...

The general Workflows features can be enabled for Website Content, Media Library contet items and E-Commerce Products, and/or for the E-Commerce Orders administration.

Enabling and disabling the Workflows features adds and removes the Configuration / Workflows menu items and pages in the Configuration section of the web content management system. Use the Workflows menu items and configuration pages to configure website administrator workflows for your web content management system. Please 6 Workflows Configuration for details.

Website administrator workflows are used through the Workflow and Comments input fields when viewing, adding and updating content items as well as through the Workflow input fields on the website content administration index pages. If the workflows access restrictions



features are disabled the Workflow and Comments input fields will be removed from the website content administration pages.

Order administration workflows are used through the Workflow and Comments input fields when viewing, adding and updating orders as well as through the Workflow input fields on the e-commerce orders administration index pages. If the order administration workflows access restriction s features are disabled the Workflow and Comments input fields will be removed from the e-commerce orders administration pages.

Optionally, when a new content item is added as a copy of an existing content item, the new content item's workflow status can be preserved (copied) or cleared (blank).

- Add New Content Items With Copied Workflow Status  
A new content item's workflow status will be the same as the copied content item's workflow status.
- Add New Content Items With Blanks Workflow Status  
A new content item's workflow status will be blank regardless of the copied content item's workflow status.

<input type="radio"/> Content Editing	<input type="radio"/> Content Relations
<input type="radio"/> Content Versions	<input checked="" type="radio"/> Enable Workflows
<input type="radio"/> Meta Information	<input type="radio"/> Disable Workflows
<input type="radio"/> Presentation	<input checked="" type="radio"/> Enable Orders Administration Workflows
<input type="radio"/> Publishing	<input type="radio"/> Disable Orders Administration Workflows
<input type="radio"/> Revision History	
<input type="radio"/> User Activation	

<input checked="" type="radio"/> Add New Content Items With Copied Workflow Status
<input type="radio"/> Add New Content Items With Blank Workflow Status

### 3.1.5 Add New Blank Content Item Settings

As default only the superadmin website administrator has access permissions to add new blank content items while non-superadmin website administrators only have access to add new content items as copies of existing content items. Optionally, in combination with the Content Categories Groups/Types features, non-superadmin website administrators can be granted access permissions to add new blank content items to content groups and types for which they have access permissions.

<input type="radio"/> User Categories	<input checked="" type="radio"/> Disable Add New Blank Content Items In Content Groups/Types With Access Permissions
<input type="radio"/> User Database	<input type="radio"/> Enable Add New Blank Content Items In Content Groups/Types With Access Permissions
<input type="radio"/> User Details	
<input type="radio"/> User Preferences	

### 3.1.6 Special Access Restrictions Settings

#### 3.1.6.1 Require Both/And or Either/Or Group and Type Access Restrictions

As default users must meet both user type and user group access restrictions to access content. However, for advanced user and administrator access restrictions this may be changed to only require users to meet either the user type or the user group access restrictions to access content.

- Require both group and type access restrictions to match for access  
Users and administrators must be of both the defined access restriction group and the defined access restriction type to access content.  
*This is the default configuration option and this should always be selected unless you specifically need the either/or access restrictions functionality, or unauthorized*



users/administrators may be able to access restricted content.

- Require either group or type access restrictions to match for access  
Users and administrators only need to be of the defined access restriction group or the defined access restriction type to access content.  
*This configuration option should only be selected if you specifically need the either/or access restrictions functionality, or unauthorized users/administrators may be able to access restricted content.*

Content Images Files Links	<input checked="" type="radio"/> Require both group and type access restrictions to match for access. <input type="radio"/> Require either group or type access restrictions to match for access.
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### 3.1.6.2 Inherit Adminsitrator Access Permissions

Typically, website administrators with higher-level access permissions such as “administrators”, “create”, “publish” and “developers” access permissions should also always have lower-level access permissions such as “view” and “update” access permissions. As default website administrators with higher-level access permissions automatically inherits lower-level access permissions, but optionally this access permissions inheritance can be disabled:

- Do not automatically inherit access permissions  
*This configuration option should only be selected if you specifically need access permissions not to be inherited.*
- Automatically inherit access permissions  
*This is the default configuration option and this should always be selected unless you specifically need access permissions not to be inherited.*
  - “Administrators” access permissions also automatically give “View”, “Update”, “Create”, “Publish” and “Developers” access permissions.
  - “Create” access permissions also automatically give “View” and “Update” access permissions.
  - “Publish” access permissions also automatically give “View” and “Update” access permissions.
  - “Developers” access permissions also automatically give “View” and “Update” access permissions.
  - “Update” access permissions also automatically give “View” access permissions.

Users Versions E-Commerce Databases Packages Bundles	<input type="radio"/> Do not automatically inherit access permissions. <input checked="" type="radio"/> Automatically inherit access permissions.  “Administrators” access permissions also automatically give “View”, “Update”, “Create”, “Publish” and “Developers” access permissions. “Create” access permissions also automatically give “View” and “Update” access permissions. “Publish” access permissions also automatically give “View” and “Update” access permissions. “Developers” access permissions also automatically give “View” and “Update” access permissions. “Update” access permissions also automatically give “View” access permissions.
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### 3.1.7 Show or Hide Content Group and Type Menu Items

As default all content, image, file, link and product groups and types are displayed as menu items on the administration pages. Optionally, the web content management system can be configured to only display content, image, file, link and product groups and types for which a website administrator has “Update” access permissions as menu items on the administration pages.



- Display all content group/type menu items
- Only display content group/type menu items with update access permissions

<b>Content Group/Type Menu Items</b>	
<input checked="" type="radio"/> Display all content group/type menu items	
<input type="radio"/> Only display content group/type menu items with update access permissions	

### 3.1.8 Scheduled Content Items

As default all website administrators have access to view content items scheduled to be published at a future date/time. Optionally, only website administrators with Editor, Developer, Creator, Publisher or Administrator access permissions for each scheduled content item have access to view the scheduled content item – for example to keep confidential announcements hidden even from other website administrators.

- All (administrator)  
Display all scheduled content items to all website administrators.
- Editors  
Only display scheduled content items to website administrator with Editor access permissions for the scheduled content items.
- Developers  
Only display scheduled content items to website administrator with Developer access permissions for the scheduled content items.
- Creators  
Only display scheduled content items to website administrator with Creator access permissions for the scheduled content items.
- Publishers  
Only display scheduled content items to website administrator with Publisher access permissions for the scheduled content items.
- Administrators  
Only display scheduled content items to website administrator with Administrator access permissions for the scheduled content items.

<b>Scheduled Content Items</b>	
<input checked="" type="radio"/> All (administrators)	<input type="radio"/> Editors
<input type="radio"/> Developers	<input type="radio"/> Creators
<input type="radio"/> Publishers	<input type="radio"/> Administrators

### 3.1.9 Website-Wide Access Restrictions

As default all website visitors have access to all website content. Alternatively, website wide access restrictions can be configured to require all website visitors to be registered as users and to login to access any content on the website. You may want to do this temporarily while developing a new website or permanently for a members only website or for an intranet/extranet website.

As default all website administrators have access to all website content and all website visitors have access to create/update/publish special content (for example through Community

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Add-On applications). Alternatively, website-wide access restrictions can be configured to restrict all website content administration to specific website administrator user groups/types.

Access restrictions may be defined for the entire website and all content items in the web content management system (here on the access restrictions configuration page) as well as for individual content items as well as for content, image, file, link and product groups and types. Website users and website administrators must meet all access restrictions for a content item as well as for its content group and content type as well as for the entire website.

If the Access Restrictions – Users or Users and Administrators feature is enabled (as well as the User Database and User Categories features), additional Website Access Restrictions attributes are added to the access restrictions configuration page. Use these additional input fields to define the content administration access restrictions for the content features of your website. Select which user types and/or groups have access to the following content administration features for the content:

- View  
Defines who has access to view the content on your website.
- Create  
Defines who has access to add new content as a copy of other content.
- Update  
Defines who has access to update content.
- Publish  
Defines who has access to publish content.
- Developers  
Defines who has access to create and update the Advanced Scripting attributes for content.
- Administrators  
Defines who has full access to manage content including all of the above.  
Important: The “Administrators” can do anything with the content regardless of the other View, Create, Update, Publish and Developers access restrictions, so the “Administrators” must be strictly access restricted for the other access restrictions to have any effect.

Depending on your User Categories configuration you can select a Type and/or a Group for each of the content management feature permissions as listed above:

- Public  
Gives all website visitors permission to use this content management feature (for example through Community Add-On applications).
- Restricted  
Gives all registered users (not only website administrators) permission to use this content management feature (for example through Community Add-On applications).



- All (administrators)  
Gives all website administrators permission to use this content management feature.
- Specific Type/Group  
Restricts permission to use this content management feature to website administrators of the selected type/group.

If both the User Types and User Groups User Categories features have been enabled, website administrators must meet both access restrictions to have permission to use the content management feature:

- If Type is defined as All and Group is defined as a specific group, website administrators must be of the specified group to have permission to use the content management feature.
- If Type is defined as a specific type and Group is defined as a specific group, website administrators must be of both the specified type and the specified group to have permission to use the content management feature.

**Website Access Restrictions**  
Who has permission to access and manage website content?  
Note: Access restrictions may be defined for individual content items as well as for groups and types as well as for the entire website.  
All access restrictions must be met for access permission.

<b>View</b>	<b>Update</b>
Type : public -	Type : public -
Group : public -	Group : public -
<b>Create</b>	
Type : public -	Type : public -
Group : public -	Group : public -
<b>Administrators</b>	
Type : all (administrators) -	Type : all (administrators) -
Group : all (administrators) -	Group : all (administrators) -

### 3.1.10 Order Administration Access Restrictions

Which website administrator user group and/or type should have access to the e-commerce order administration? If you have multiple website administrators, you may not want all website administrators to have access to the e-commerce order administration for your website orders.

**Order Administration Access Restrictions**  
Restrict access to the order administration to specific administrator groups and/or types.

Type	Group
- any -	- any -

### 3.1.11 Experience Management Access Restrictions

Which website administrator user group and/or type should have access to experience management section of the web content management system administration? If you have multiple website administrators, you may not want all website administrators to have access to the experience management section.

**Experience Management Access Restrictions**  
Restrict access to the experience management to specific administrator groups and/or types.

Type	Group
- any -	- any -

### 3.1.12 Usage Statistics Access Restrictions

Which website administrator user group and/or type should have access to view the usage statistics? If you have multiple website administrators, you may not want all website administrators to have access to the detailed usage statistics for your website visitors.



### Usage Statistics Access Restrictions

Restrict access to the usage statistics to specific administrator groups and/or types.

Type - any -	Group - any -
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## 3.2 Additional Content Elements for Menus and Toolbars etc.

Typically, a number of additional content elements such as menu, toolbar, banner, news and logo content elements are used as secondary content on your website pages for easy administration and re-use of common content on multiple web pages and for different website sections. Alternatively, such content can simply be added directly on your templates.

Up to 3 images, 3 files and 3 links can also be associated directly with each page and product. These images, files and links can be displayed/used in templates, content item listings and search results etc. For example, the 3 images could be used for a small thumbnail image to be displayed in content item listings and search results; a medium-sized image to be displayed on the web page by the template; and a large high-resolution image for printing.

Enabling and disabling the Additional Content features adds and removes the Configuration / Content / Classes menu items and pages in the Configuration section of the web content management system. Use the Additional Content menu items and configuration pages to define the additional content element classes to be used for your website pages, products and templates. Please 4 Website Content Configuration for details.

Additional content items can be selected for pages, products and templates through the Additional Content tab input fields when adding and updating content items. If the Individual Additional Content features are disabled the Additional Content tab input fields as well as the Elements left-hand menu items will be removed from the website content administration pages.

The screenshot shows the Asbru Web Content Management System interface. At the top, there's a red header bar with the Asbru logo and the text "Logged in as: admin". Below it is a black navigation bar with various icons and links: Home, Help, Logout, Browse & Edit, Website Structure, Website Content (which is highlighted), Media Library, Products & Orders, Content Databases, User Database, Usage Statistics, Configuration, and Updates. To the right of the navigation bar is a title "Additional Content Configuration". On the far left, there's a sidebar with a tree view of configuration options under "Features". The main content area has a form titled "Additional Content" with two radio buttons: "Enable Additional Content" (selected) and "Disable Additional Content". There is a "Save" button at the top of the form.



### 3.3 Advanced Scripting for Dynamic HTML

The basic content in the Asbru Web Content Management system consists of rich content, which is formatted text, images etc. You may also want to add so-called Dynamic HTML to your web pages to create advanced navigation menus, roll-over images and animations etc. To support this you can enable the Advanced Scripting feature, which adds HTML DOCTYPE, HTML HEAD Code and HTML BODY attributes to your content administration pages.

Advanced Scripting HTML, CSS and JavaScript code can be entered for pages, products and templates through the Advanced Scripting tab input fields when adding and updating content items. If the Advanced Scripting features are disabled the Advanced Scripting tab input fields will be removed from the website content administration pages.

The screenshot shows the Asbru Web Content Management system's configuration interface. The top navigation bar includes the Asbru logo, user status ('Logged in as: admin'), and a 'Configuration' tab. Below the navigation is a toolbar with various icons for Home, Help, Logout, and other management functions. The left sidebar is a hierarchical tree view of content categories. The main content area is titled 'Advanced Scripting' and contains a single input field with two radio button options: 'Enable Advanced Scripting' (selected) and 'Disable Advanced Scripting'. A 'Save' button is located above the input field. At the bottom of the page, a footer bar displays the copyright information: 'Asbru Web Content Management System v8.0 - Copyright © 1999-2011 Asbru Ltd and its licensors. All rights reserved.'

### 3.4 Archiving Content for Backup and Change Log/Audit Trail

As default the Asbru Web Content Management system is configured to simply apply changes to your content when you save and publish it. However, you may want to keep copies of your old content as you make changes to it. You may want to keep copies of your old content as a backup, which you can restore if needed and/or as a change log/audit trail to track the content of and changes to your website. You can also compare different copies of your content to see exactly what was changed when. This is possible by enabling content archiving.

Archiving of content can be done manually or automatically.

- None  
Will not archive your content.
- Manual – On By Default  
Will archive your content as default when you Save, but you can select not to archive when you Save.



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- Manual – Off By Default  
Will not archive your content as default when you Save, but you can select to archive when you Save.
- Automatic On Save  
Will always automatically archive your content when you Save.
- Automatic On Checkin  
Will always automatically archive your content when you Checkin.
- Automatic On Publish  
Will always automatically archive your content when you Publish.

Use the Automatic On Save option to track all published as well as unpublished changes to your website content.

Use the Automatic On Checkin option to track all committed changes by different website administrators.

Use Automatic On Publish option to track all published changes to your website content.

Content is archived manually using the Archive checkbox below the Save buttons when adding and updating content items as well as through the Archive buttons on the website content administration index pages. If the Archiving features are disabled the Archive checkbox input fields and buttons will be removed from the website content administration pages.

Archived content is accessed using the Archived links for content items listed on the website content administration index pages as well as through the Compare and Restore input fields when updating content items. If the Archiving features are disabled the Archived links will be removed from the website content administration pages.



The screenshot shows the Asbru Web Content Management system interface. At the top, there's a navigation bar with icons for Home, Help, Logout, Browse & Edit, Website Structure, Website Content, Media Library, Products & Orders, Content Databases, User Database, Usage Statistics, Configuration, and Updates. The title 'Archiving Configuration' is displayed. On the left, a sidebar menu lists various system features like Configuration, System, Features, Archiving, Content, Images, Files, Links, Users, Versions, E-Commerce, Databases, Packages, and Bundles. The 'Archiving' section is currently selected. The main content area shows a configuration form titled 'Archiving' with a 'Save' button. It includes a table with four rows:

None	Automatic on save
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	<input type="radio"/>

At the bottom of the page, a footer bar displays the text 'Asbru Web Content Management System v8.0 - Copyright © 1999-2011 Asbru Ltd. All rights reserved.'

### 3.5 Checkout / Checkin for Multiple Administrators and Assign To

As default the Asbru Web Content Management system always gives all website administrators access to update the website content. However, with multiple website administrators you may want to prevent other website administrators from updating specific content while one website administrator is working on it. This is possible by enabling the content checkout and checkin feature.

When you Checkout content you prevent other website administrators from updating the content. When you Checkin content you allow other website administrators to update the content again. Checkout and Checkin of content can be done manually or automatically.

- Checkout:
  - None  
Disable the Checkout/Checkin feature. (Please note that the Checkin setting is ignored and will have no effect when Checkout – None is selected).
  - Automatic On Update  
Automatically checkout content when a website administrator selects to Update/Edit it. Additionally, Checkout can also be selected manually.
  - Automatic On Save  
Automatically checkout content when a website administrator selects to Save it after updating it. Additionally, Checkout can also be selected manually.
  - Manual  
Only checkout content when Checkout is selected manually.
- Checkin:



- Automatic On Publish  
Automatically checkin content when a website administrator selects to Publish it. Additionally, Checkin can also be selected manually.
- Automatic On Cancel  
Automatically checkin content when a website administrator selects Cancel after updating it. Additionally, Checkin can also be selected manually.
- Automatic On Save  
Automatically checkin content when a website administrator Save it after updating it. Additionally, Checkin can also be selected manually.
- Manual  
Only checkin content when Checkin is selected manually.

Additionally, with content checkout and checkin enabled assign to functionality can also be enabled. With the assign to functionality website administrators can assign content items to other website administrators – technically, by checking the content out on behalf of another website administrator.

- Assign To:
  - Enable Assign To  
Website administrators can assign content to other website administrators when adding/updating content.
  - Disable Assign To  
Website administrators cannot assign content to other website administrators.

Content is checked out and checked in manually using the Checkout and Checkin links and buttons on the website content administration index pages; and content is assigned to other website administrators using the Assign To input fields when adding and updating content items. If the Checkout / Checkin features are disabled the Checkout and Checkin links and buttons as well as the Assign To input fields will be removed from the website content administration pages.

Checked out content can be accessed through the Status / Checked Out left-hand menu items on the website content administration pages as well as through the Your Checked Out Content Items section of the Personal Workspace. If the Checkout / Checkin features are disabled the Status / Checked Out left-hand menu items will be removed from the website content administration pages, and the Your Checked Out Content Items section of the Personal Workspace will be removed.



The screenshot shows the Asbru Web Content Management system's configuration interface. The top navigation bar includes links for Home, Help, Logout, Browse & Edit, Website Structure, Website Content, Media Library, Products & Orders, Content Databases, User Database, Usage Statistics, Configuration, and Updates. The title 'Checkout/Checkin Configuration' is displayed. On the left, a sidebar menu lists various system features like Configuration, System, Features, Content, Images, Files, Links, Users, Versions, E-Commerce, Databases, Packages, and Bundles. The 'Checkout/Checkin' feature is selected. The main content area contains two groups of radio buttons: 'Checkout' (None, Automatic on update, Automatic on save, Manual) and 'Checkin' (Automatic on publish, Automatic on cancel, Automatic on save, Manual). Below these are two checkboxes: 'Enable Assign To' (selected) and 'Disable Assign To'.

### 3.6 Content Categories for Organising Many Content Items

The default installation of the Asbru Web Content Management system and small websites only include a limited number of pages, elements, images, files and links and do not require special handling. However, if your website includes a lot of content it may be necessary or at least more convenient and efficient to organise your content into content classes, groups and/or types as well as packages.

The Asbru Web Content Management system use the terms Groups, Types and Packages for generic content categories. You can define any groups, types and packages you need to suit your requirements. Groups, Types and Packages do not have any special meaning in the Asbru Web Content Management system but are simply a way to divide your content into smaller and easier managed categories of content.

The Asbru Web Content Management system uses the term Classes for special content categories defining the different categories of page elements used for your web pages and templates. You can define any classes you need to suit your requirements.

- **Enable Content Categories**  
Enables the content categories features in general. This should always be enabled if any of the other specific content categories features are enabled.
- **Disable Content Categories**  
Disables the content categories features in general. This should only be disabled if all the other specific content categories features are disabled.



The screenshot shows the Asbru Web Content Management System interface. At the top, there's a navigation bar with links for Home, Help, Logout, Browse & Edit, Website Structure, Website Content, Media Library, Products & Orders, Content Databases, User Database, Usage Statistics, Configuration, and Updates. Below the navigation bar is a red header bar with the title 'Content Categories Configuration'. On the left, a sidebar menu is open, showing 'Content Categories' under the 'Features' section. The main content area has a table with one row, containing a single column labeled 'Content Categories'. At the bottom of this column are two checkboxes: one checked ('Enable Content Categories') and one unchecked ('Disable Content Categories'). There's also a 'Save' button at the top of the table.

### 3.6.1 Content Packages

Content Packages is a way of organising content items across any type of content classes, groups and types. Content Packages have no other special meaning in the web content management system. Content Packages are intended for organisation of larger and permanent categories of content items.

Content Packages are defined and selected through the Package input fields on the Content Categories tab when adding and updating content items. If the content packages features are disabled the Package input fields will be removed from the website content administration pages.

Content Packages can be accessed through the Packages left-hand menu items on the website content administration and website configuration pages to manage your content of each package. Selecting one of the Packages menu items will only list content of the selected package making it faster and easier to handle large amounts of content. The listed content items on the website content administration index pages include a column displaying each content item's package. If the Content Packages features are disabled the Package left-hand menu items and index page columns will be removed from the website content administration and website configuration pages.

This screenshot shows the 'Content Packages' configuration page. It has a similar layout to the 'Content Categories' page, with a sidebar showing 'Content Packages' under 'Features'. The main content area has a table with one row and a single column labeled 'Content Packages'. At the bottom are two checkboxes: 'Enable Content Packages' (checked) and 'Disable Content Packages'. There's also a 'Save' button.

### 3.6.2 Content Bundles

Content Bundles is also a way of organising content items across any type of content classes, groups and types. Content Bundles have no other special meaning in the web content management system. Content Packages are intended for organisation of smaller and ad-hoc categories of content items.

Content Bundles are defined and selected through the Bundle input fields on the Content Categories tab when adding and updating content items. If the content bundles features are disabled the Bundle input fields will be removed from the website content administration pages.

Content Bundles can be accessed through the Bundles left-hand menu items on the website content administration and website configuration pages to manage your content of each bundle. Selecting one of the Bundles menu items will only list content of the selected bundle making it faster and easier to handle large amounts of content. The listed content items on the website content administration index pages include a column displaying each content item's bundle. If the Content Bundles features are disabled the Bundle left-hand menu items and index page columns will be removed from the website content administration and website configuration pages.



<input type="checkbox"/> Content Dependencies	<input checked="" type="radio"/> Enable Content Bundles	<input type="radio"/> Disable Content Bundles
---	---	---

### 3.6.3 Page and Element Classes, Groups and Types

#### 3.6.3.1 Element Classes

Enabling and disabling the Element Classes features adds and removes the Configuration / Content / Classes menu items and pages in the Configuration section of the web content management system. Use the Classes menu items and configuration pages to configure element classes for your website. Please 4 Website Content Configuration for details.

Element classes can be defined for content items through the Class input fields on the Content Categories tab when adding and updating content items. If the Element Classes features are disabled the Class input fields will be removed from the website content administration pages.

Element Classes are accessed through the Elements / Class left-hand menu items on the website content administration pages to add and manage your content items for your element classes. Selecting one of the Elements / Class menu items will only list content of the selected element class and give you access to add new content items of that element class. The listed content items on the website content administration index pages include a column displaying each content item's element class. If the Element Classes features are disabled the Elements left-hand menu items and index page columns will be removed from the website content administration pages.

#### 3.6.3.2 Page/Element Groups and Types

Enabling and disabling the Page/Element Groups and Types features adds and removes the Configuration / Content / Groups and Types menu items and pages in the Configuration section of the web content management system. Use the Groups and Types menu items and configuration pages to configure page/element groups and types for your website. Please 4 Website Content Configuration for details.

Page/element groups and types can be defined for content items through the Group and Type input fields on the Content Categories tab when adding and updating content items. If the Page/Element Groups and Types features are disabled the Group and Type input fields will be removed from the website content administration pages.

The website content administration index pages lists also include a Move To button and a Group and Type lists, which can be used to move selected content items to another group and type. If the Page/Element Groups and Types features are disabled the Group and Type lists will be removed from the website content administration pages.

Page/Element Groups and Types are accessed through the Group and Type left-hand menu items on the website content administration pages to add and manage your content items for your page/element groups and types. Selecting one of the Group or Type menu items will only list content of the selected group or type. The listed content items on the website content administration index pages include columns displaying each content item's group and type. If the Page/Element Groups and Types features are disabled the Group and Type left-hand menu items and index page columns will be removed from the website content administration pages.

Content Editing	Pages and Elements
Content Relations	<input checked="" type="radio"/> Enable Element Classes
Content Versions	<input type="radio"/> Disable Element Classes
Meta Information	<input checked="" type="radio"/> Enable Page/Element Types
Presentation	<input type="radio"/> Disable Page/Element Types
	<input checked="" type="radio"/> Enable Page/Element Groups
	<input type="radio"/> Disable Page/Element Groups



### 3.6.4 Image, File and Link Groups and Types

Enabling and disabling the Image, File and Link Groups and Types features adds and removes the Configuration / Image / Groups and Types, Configuration / File / Groups and Types and Configuration / Link / Groups and Types menu items and pages in the Configuration section of the web content management system. Use the Image, File and Link Groups and Types menu items and configuration pages to configure image, file and link groups and types for your website. Please 4 Website Content Configuration for details.

Image, File and Link groups and types can be defined for content items through the Group and Type input fields on the Content Categories tab when adding and updating content items. If the Image, File and Link Groups and Types features are disabled the Group and Type input fields will be removed from the website content administration pages.

The website content administration index pages lists also include a Move To button and a Group and Type lists, which can be used to move selected content items to another group and type. If the Image, File and Link Groups and Types features are disabled the Group and Type lists will be removed from the website content administration pages.

Image, File and Link Groups and Types are accessed through the Group and Type left-hand menu items on the website content administration pages to add and manage your content items for your image, file and link groups and types. Selecting one of the Group or Type menu items will only list content of the selected group or type. The listed content items on the website content administration index pages include columns displaying each content item's group and type. If the Image, File and Link Groups and Types features are disabled the Group and Type left-hand menu items and index page columns will be removed from the website content administration pages.

<input checked="" type="radio"/> Enable Image Types	<input type="radio"/> Disable Image Types
<input checked="" type="radio"/> Enable Image Groups	<input type="radio"/> Disable Image Groups
<input checked="" type="radio"/> Enable File Types	<input type="radio"/> Disable File Types
<input checked="" type="radio"/> Enable File Groups	<input type="radio"/> Disable File Groups
<input checked="" type="radio"/> Enable Link Types	<input type="radio"/> Disable Link Types
<input checked="" type="radio"/> Enable Link Groups	<input type="radio"/> Disable Link Groups

### 3.6.5 Product Groups and Types

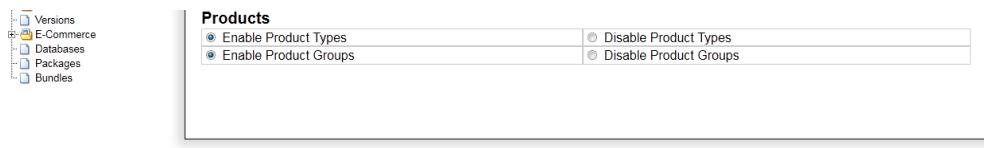
Enabling and disabling the Product Groups and Types features adds and removes the Configuration / E-Commerce / Products / Groups and Types menu items and pages in the Configuration section of the web content management system. Use the Groups and Types menu items and configuration pages to configure product groups and types for your website. Please 7 E-Commerce Configuration for details.

Product groups and types can be defined for content items through the Group and Type input fields on the Content Categories tab when adding and updating content items. If the Product Groups and Types features are disabled the Group and Type input fields will be removed from the website products administration pages.

The website products administration index pages lists also include a Move To button and a Group and Type lists, which can be used to move selected content items to another group and type. If the Product Groups and Types features are disabled the Group and Type lists will be removed from the website products administration pages.



Product Groups and Types are accessed through the Group and Type left-hand menu items on the website products administration pages to add and manage your content items for your product groups and types. Selecting one of the Group or Type menu items will only list content of the selected group or type. The listed content items on the website products administration index pages include columns displaying each content item's group and type. If the Product Groups and Types features are disabled the Group and Type left-hand menu items and index page columns will be removed from the website products administration pages.



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### 3.7 Content Dependencies for Website Content Integrity

As default content items, which other content items and website settings depend on, cannot be deleted. Before content items, which other content items and website settings depend on, can be deleted all content dependencies must be removed. Alternatively, the web content management system can be configured to permit deletion of content items, which other content items and website settings depend on. Please note that the superadmin website administrator can always delete content items regardless of eventual content dependencies.

- **Forbid Deletion**  
Content items, which other content items and website settings depend on, cannot be deleted. Please note that the superadmin website administrator can always delete content items regardless of eventual content dependencies.
- **Permit Deletion**  
Content items, which other content items and website settings depend on, can be deleted.

Technically, the web content management system can check your content items for content dependencies in two different ways:

- **Use database searches to check content dependencies.**  
All content items will be searched for links using “substring” database searches. This way the content dependencies will always be up-to-date. However, please note that all database servers may not handle “substring” databases searches efficiently, so if you have a large number of content items the content dependencies check using database searches may be slow.
- **Use database tables to check content dependencies**  
The web content management system will keep track of content dependencies in special database tables. This way the content dependencies checking can be done efficiently. However, please note that if you add, update and delete content items in the web content management system directly from your own and third-party programs then the special content dependencies database tables will not automatically be updated and the registered content dependencies may be wrong. To keep the registered content dependencies up-to-date your own and third-party programs should add, update and delete content items in the web content management system using the web content management system’s programming interfaces. Alternatively, you can use the “Click here to check and update



the content dependencies for all content items” link to update the content dependencies for all content items after making changes directly in the web content management system database from your own and third-party programs.

The screenshot shows the Asbru Web Content Management system's configuration interface. On the left, there's a sidebar with a tree view of configuration categories: System, Features, Content, E-Commerce, Databases, Packages, and Bundles. Under Features, 'Content Dependencies' is selected and highlighted in red. The main content area has a title 'Content Dependencies' and a 'Save' button at the top. It contains two radio buttons: 'Forbid Deletion' (selected) and 'Permit Deletion'. Below the buttons is a note: 'Note: After changing to "use database tables to check content dependencies" the content dependencies for all content items in the web content management system should be updated. After updating the database directly from third-party and custom add-on modules and extensions the content dependencies for all content items in the web content management system should also be updated.' At the bottom right of the content area is another 'Save' button.

### 3.8 Content Editing

As default the Asbru Web Content Management system uses the Asbru Web Content Editor to edit your content pages, elements and templates. Due to differences in supported web browser technologies, there are different versions of the Asbru Web Content Editor. As default the best version of the Asbru Web Content Editor is selected for your web browser automatically. However, you can also configure the Asbru Web Content Management system to use a specific version of the Asbru Web Content Editor, only. Optionally, custom web content editor modules can also be installed and configured to be used instead of the included Asbru Web Content Editor

Different parts of the Asbru Web Content Management system administration pages can be customised to meet your requirements and preferences – including the personal workspace sections to be displayed; the index pages columns to be displayed in the different sections of the web content management system; and the use of single or combination selection of menu items.

#### 3.8.1 Content Editor

The primary Content Editor configuration options are which content editor to use. The default Asbru Web Content Editor should always be used unless you have special requirements.

- Asbru Web Content Editor  
Use the built-in visual What-You-See-Is-What-You-Get Asbru Web Content Editor and



automatically detect and select the best Asbru Web Content Editor version for your web browser. This requires website administrators to use recent versions of Microsoft Windows Internet Explorer (4.0 or newer) or Mozilla-based web browsers (Mozilla version 1.3 or newer) (Mozilla Firefox version 0.7 or newer) (Netscape version 7.1 or newer). For other web browsers the simple HTML TEXTAREA text editor is used.

- **Asbru Web Content Editor v1 only**  
Use the built-in visual What-You-See-Is-What-You-Get Asbru Web Content Editor v1 only. This requires website administrators to use recent versions of Microsoft Windows Internet Explorer (4.0 or newer). For other web browsers the simple HTML TEXTAREA text editor is used.
- **Asbru Web Content Editor v2 only**  
Use the built-in visual What-You-See-Is-What-You-Get Asbru Web Content Editor. This requires website administrators to use recent versions of Microsoft Windows Internet Explorer (5.5 or newer) or Mozilla-based web browsers (Mozilla version 1.3 or newer) (Mozilla Firefox version 0.7 or newer) (Netscape version 7.1 or newer). For other web browsers the simple HTML TEXTAREA text editor is used.
- **HTML TEXTAREA**  
Use the standard web browser simple text editor. This requires website administrators to limit content to simple unformatted text or edit raw HTML code which requires specialist knowledge.
- **Custom Web Content Editor Modules**  
Optionally, custom web content editor modules can be installed and configured to be used instead of the included Asbru Web Content Editor. If any custom web content editor modules have been installed, they will also be listed and can be selected here.

The screenshot shows the 'Content Editing Configuration' page of the Asbru Web Content Management System. The left sidebar contains a navigation tree with categories such as Configuration, System, Features, Content, and E-Commerce. The main content area displays a configuration form for the 'Content Editor'. The 'Content Editor' tab is active, showing a list of available editors:

Editor Type
Asbru Web Editor
Asbru Web Editor v1 only
Asbru Web Editor v2 only
HTML TEXTAREA
eWebEditPro
eWebEditPro2

Below the list is a 'Save' button.



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### 3.8.2 Asbru Web Editor

#### 3.8.2.1 Image Upload

Website administrators may be allowed to upload new images directly from the content editor pages or be restricted to only upload new images through the library administration:

- Enable Image Upload
  - Allow upload of new images directly from the content editor.
- Disable Image Upload
  - Disable upload of new images directly from the content editor. Upload of new images can only be done through the library administration.

#### 3.8.2.2 HTML Format

As default the output from the web content editor is the HTML code generated by the web browser. Different web browsers format the generated HTML code in different ways. Alternatively, the web content editor may be configured to reformat the HTML code generated by the web browser a more uniform and standards compliant HTML format or in XHTML format before/when the content is saved.

- Default (Web Browser Generated HTML)
  - As default the HTML code is generated by the web browser's built-in HTML editing functionality. Please note that there may be significant differences in the HTML code generates by different web browsers, and some HTML code may changed by updating and saving a content item without making any content changes.
- HTML
  - The Asbru Web Editor will make some changes to the web browser generated HTML code for more uniform (but still not identical) HTML code across different web browsers.
- HTML4
  - The Asbru Web Editor will make some changes to the web browser generated HTML code for more uniform (but still not identical) HTML code across different web browsers. Only HTML 4 standards compliant options will be available through the Asbru Web Editor Format and Insert Form toolbar buttons/options.
- HTML5
  - The Asbru Web Editor will make some changes to the web browser generated HTML code for more uniform (but still not identical) HTML code across different web browsers. New HTML 5 standards compliant options will also be available through the Asbru Web Editor Format and Insert Form toolbar buttons/options.
- XHTML
  - The Asbru Web Editor will make some changes to the web browser generated HTML code to make it compliant with the XHTML code syntax (not necessarily XHTML code semantics).



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### 3.8.2.3 Input Field Size

As default the web content editor input field size is 100% of the available width in the web browser window and 450 pixels high. To use the default input field size, leave the width and height configuration options blank, or enter the width and/or height to be used for the web content editor input field.

### 3.8.2.4 Output On Enter Key

As default the web content editor use the web browsers' default output when the Enter key is pressed. Different web browsers may generate different output. Some web browsers may insert a paragraph on Enter and a line break on Shift+Enter, and other web browsers may insert a line break on Enter and a paragraph on Shift+Enter. To use the default web browser output, leave the configuration options blank. To override the web browser defaults you can configure the HTML code that the web content editor should insert when the Enter key is pressed. The output can be any HTML code or plain text.

### 3.8.2.5 Toolbar Customization

The default web content editor toolbar includes all buttons/options supported by the web content editor. However, you may want to configure the web content editor to use another pre-defined configuration or to rearrange the toolbar buttons/options or to remove some buttons/options from the toolbar - for example to require users to use style sheet styles instead of direct formatting using bold, italics and underscore etc.

To configure a pre-defined toolbar configuration, select one of the pre-defined toolbar options:

- Default  
Three line toolbar with toolbar buttons and drop-down menus for all the web content editor functionality.
- Compact  
Two line toolbar with toolbar buttons and drop-down menus for all the web content editor functionality.
- Full  
Expanded toolbar with toolbar buttons for all the web content editor functionality directly in the toolbar.
- Minimal  
Reduced toolbar without text formatting toolbar buttons and drop-down menus except for styles.

To configure a custom toolbar for the web content editor, enter the toolbar button/option names to be displayed separated by spaces. The default toolbar button/option names are:

- formatclass formatblock fontname fontsize bold italic underline forecolor backcolor superscript subscript strikethrough help
- cut copy paste clean removeformat delete selectall undo redo specialcharacter insertmedia iframe createlink mailto anchor unlink inserthorizontalrule insertorderedlist



insertunorderedlist outdent indent justifyleft justifycenter justifyright justifyfull nobr

- createtable tableproperties insertcaption insertrowhead insertrowfoot rowproperties insertrowabove insertrowbelow deleterow splitcellrows columnproperties insertcolumnleft insertcolumnright deletecolumn splitcellcolumns cellproperties insertcelleft insertcellright deletecell splitcell mergecells import find printbreak print preview
- form submitbutton resetbutton backbutton imagebutton file button text password hidden textarea checkbox radio select position forwards backwards front back abovetext belowtext box spellcheck viewdetails viewsource save

A different custom toolbar can also be configured for each website administrator - for example to give some website administrators access to basic functionality only while other website administrators have access to all functionality. Please see Website Administrator Guide for details.

### 3.8.2.6 Format Options

The web content editor "format" options to be used. The default options are:

Normal=<p>  
Paragraph=<p>  
Formatted=<pre>  
Heading 1=<h1>  
Heading 2=<h2>  
Heading 3=<h3>  
Heading 4=<h4>  
Heading 5=<h5>  
Heading 6=<h6>  
Numbered List=<ol>  
Bulleted List=<ul>  
Directory List=<dir>  
Menu List=<menu>  
Definition Term=<dt>  
Definition=<dd>  
Address=<address>  
Main=<main>  
Section=<section>  
Article=<article>  
Header=<header>  
Footer=<footer>  
Navigation =<nav>  
Aside=<aside>  
Figure=<figure>  
Figure Caption=<figcaption>  
Details=<details>  
Summary=<summary>

For HTML4 and XHTML format the default options are:

Normal=<p>



Paragraph=<p>  
Formatted=<pre>  
Heading 1=<h1>  
Heading 2=<h2>  
Heading 3=<h3>  
Heading 4=<h4>  
Heading 5=<h5>  
Heading 6=<h6>  
Numbered List=<ol>  
Bulleted List=<ul>  
Directory List=<dir>  
Menu List=<menu>  
Definition Term=<dt>  
Definition=<dd>  
Address=<address>

### 3.8.2.7 Font Name Options

The web content editor "font name" options to be used. The default options are:

Times New Roman=Times New Roman  
Helvetica,Arial=Helvetica,Arial  
Helvetica=Helvetica  
Arial=Arial  
Courier=Courier

### 3.8.2.8 Font Size Options

The web content editor "font size" options to be used. The default options are:

8=1  
10=2  
12=3  
14=4  
18=5  
24=6  
36=7

### 3.8.2.9 Custom Javascript Functions

Additional custom Javascript functions can be added to the web content editor toolbar and existing functionality can be replaced with custom Javascript functions.

To add a custom toolbar button and Javascript function add a custom toolbar button named "hello" as described above, and enter the following Javascript function:

```
function webeditor_custom_hello( ) {  
    alert('Hello');  
}
```

This example simply displays a "Hello" message when the "hello" toolbar button is selected, but the Javascript function could paste content into the web content editor or modify the web content editor content in other ways. Please see the Asbru Web Content Editor User &



Developer Guide for details on custom toolbar buttons and Javascript functions and the Asbru Web Content Editor Javascript API.

The screenshot shows the Asbru Web Content Management System interface. At the top, there's a navigation bar with links like Home, Help, Logout, Browse & Edit, Website Structure, Website Content, Media Library, Products & Orders, Content Databases, User Database, Usage Statistics, Configuration, and Updates. The title bar says "Content Editing Configuration". On the left, a sidebar menu lists various system features under categories like System, Features, Content, Images, Files, Links, Users, and Versions. The main content area is titled "Asbru Web Editor" and contains several configuration sections: "Image upload" (with "Enable image upload" checked), "HTML format" (with "Default (web browser generated HTML)" checked), "Input field size" (with fields for Width and Height), "Output on Enter key" (with fields for Enter, Ctrl+Enter, Shift+Enter, and Alt+Enter), "Toolbar" (with "Default" selected), and "Format Options", "Font Name Options", "Font Size Options", and "Custom Javascript Functions".



### 3.8.3 File Upload

Different file upload components may be used for image and file upload. Currently, only the integrated Asbru file upload component is supported.

- Asbru

Use the built-in Asbru Web Content Management system file upload feature.

Usually, you should select the Asbru file upload option, even if you use a third-party content editor product. The third-party file upload components may not support all the more advanced features of the Asbru Web Content Management system.

### 3.8.4 Index Pages

The personal workspace sections to be displayed; the index pages columns to be displayed in the different sections of the web content management system; and the use of single or combination selection of menu items can be customised.

#### 3.8.4.1 Personal Workspace Sections

The Personal Workspace sections and their order are customisable. Enter the sections to display in the required order using the codes below separated with a space. For example "intro checkedout updated created expired workflow actions" will display all the available sections in the order listed. Please note that sections are only displayed if the related feature has been enabled. Clear the input field completely and Save to restore the default configuration settings. Enter blanks into the input field to disable the personal workspace sections.

The personal workspace sections configuration can also be personalised for each website administrator user account. Please see the 3.19 User Preferences for Personal Website Administrator Preferences section and the Website Administrator Guide for details.



- **Intro**  
Display the main intro section to the content management system with links and explanations to each area of the content management system.
- **Checkedout**  
Display all content items checked out by the logged in user.
- **Updated**  
Display all updated unpublished content items the logged in user has access to.
- **Created**  
Display all new and unpublished content items the logged in user has access to.
- **Expired**  
Display all expired content items the logged in user has access to.
- **Workflow**  
Display all content items where the logged in user has access to a workflow action.
- **Actions**  
Display action buttons.

#### 3.8.4.1.1 Usage Statistics

It is also possible to add usage statistics reports to be displayed directly as part of the personal workspace. The usage statistics reports codes can also be used in the personal workspace sections configuration. For example "intro usage:summary:all:today usage:summary:all:thisweek checkedout updated created expired workflow actions" will display the main intro section followed by the daily and weekly summary usage statistics and then the normal personal workspace sections. Please see the 2.7 Usage Statistics System Configuration section for details on the usage statistics reports codes to be used.



### 3.8.4.2 Index Pages Columns

The columns and links displayed on the administration index pages are customisable. Enter the columns and links to display in the required order using the codes below separated with a space. The size of each column can be specified by adding a colon after the code and then the pixel width. For example "group:50px admin id:25px" displays a 50 pixel wide content group field for the content item, a link to the administration page for the content item and a 25 pixel wide field with the id of the content item. Please note that columns and links are only displayed if the related feature has been enabled. Clear the input fields completely and Save to restore the default configuration settings.

The index pages columns configuration can also be personalised for each website administrator user account. Please see the 3.19 User Preferences for Personal Website Administrator Preferences section and the Website Administrator Guide for details.

- Personal Workspace, Website Content, Media Library, Website Content Search, Website Content Advanced Search, Website Content Search and Replace, E-Commerce Products, E-Commerce Stock, Experience Management Segments, Experience Management User Tests and Experience Management Heatmaps Codes
  - checkbox  
Display a column with checkboxes to enable the selection of content items.
  - package  
Display the package of content items if they are included in a packages.
  - class  
Display the classes of content items. For example "page" or "template".
  - bundle  
Display bundle names for content items.
  - group  
Display group names for content items.
  - type  
Display type names for content items.
  - version  
Display versions for content items.



- device  
Display devices for content items.
- usersegment  
Display experience management user segments for content items.
- usertest  
Display experience management user test variants for content items.
- metainfo\_NAME  
Display the NAME meta information custom attributes for content items.
- admin  
Display a column with the content item's title as a link that will enable the user to open the administration page for the content item.
- title  
Display the titles for content items.
- id  
Display the ids for content items.
- template  
Display the template ids for content items.
- stylesheet  
Display the stylesheet ids for content items.
- top  
Display the content relations page top ids for content items.
- up  
Display the content relations page up ids for content items.
- first  
Display the content relations first page ids for content items.
- previous  
Display the content relations previous page ids for content items.
- next  
Display the content relations next page ids for content items.
- last  
Display the content relations last page ids for content items.
- permissionicon  
Display icons for administration permissions for the content items.



- permission  
Display the administration permissions for the content items.
- previewicon  
Display icons that link to previews of the content items.
- preview  
Display Preview text links that link to previews of content items.
- webviewicon  
Display icons that link to view the content items on the website.
- webview  
Display text links that link to view the content items on the website.
- view  
Display View text links that links to a page where the details for content items can be viewed.
- update  
Display Update text links that enable the user to update content items.
- create  
Display Add New text links that enable the user to create new content items as copies of content items on the index page.
- delete  
Display Delete text links that open administration pages that enable the user to delete content items.
- archivedicon  
Display icons that link to pages that enable the user to manage archived copies of the content items.  
*If your Personal Workspace pages lists very large numbers of content items this column should not be used for performance reasons.*
- archived  
Display Archived text links to pages that enable the user to manage archived copies of the content items.  
*If your Personal Workspace pages lists very large numbers of content items this column should not be used for performance reasons.*
- scheduledicon  
Display icons that link to pages where the user can manage the scheduled editions of the content items.  
*If your Personal Workspace pages lists very large numbers of content items this column should not be used for performance reasons.*
- scheduled  
Display scheduled text links to pages where the user can manage the scheduled editions of the content items.



*If your Personal Workspace pages lists very large numbers of content items this column should not be used for performance reasons.*

- **checkout**  
Display text links that enable the user to checkout/checkin content or if the content is already checked out by another user display the username of that user.
- **status**  
Display the status of content items. For example "Published 2020-05-09 08:00:00".
- **statusicon**  
Display status icon for content items.
- **created**  
Display dates for the creation of content items.
- **createdby**  
Display usernames of the users that created the content items.
- **updated**  
Display dates for the last updates of content items.
- **updatedby**  
Display usernames of the users that last updated the content items.
- **published**  
Display dates for the publication of the content items.
- **publishedby**  
Display username of the user that published the content items.
- **scheduledpublish**  
Display dates and times for when the content items are scheduled to be published.
- **scheduledunpublish**  
Display dates and times for when the content items are scheduled to expire.
- **unpublished**  
Display dates and times for when the content items were unpublished.
- **unpublishedby**  
Display username for the users that unpublished the content items.
- **filename**  
Display filenames for the content items.
- **position**  
Display the search and replace line number and character position.  
*Only used on the search and replace administration pages. Ignored on other*



*administration pages.*

- **search**  
Display the searched for text and its context.  
*Only used on the search and replace administration pages. Ignored on other administration pages.*
- **replace**  
Display the (to be) replaced text and its context.  
*Only used on the search and replace administration pages. Ignored on other administration pages.*
- **productcode**  
Display the product code for a product.
- **currency**  
Display the currency for a product.
- **price**  
Display the sales price for a product.
- **cost**  
Display the purchase cost for a product.
- **period**  
Display the subscription period for a product.
- **depth**  
Display the depth for a product.
- **height**  
Display the height for a product.
- **width**  
Display the width for a product.
- **weight**  
Display the weight for a product.
- **volume**  
Display the volume for a product.
- **brand**  
Display the brand for a product.
- **colour**  
Display the colour for a product.
- **size**  
Display the size for a product.



- stock  
Display the current stock amount for a product.
- stocklow  
Display the low stock threshold amount for a product.
- stockupdate  
Display an input field to update the current stock amount for a product.
- restocked  
Display the ordered stock amount for a product.
- restockedupdate  
Display an input field to update the ordered stock amount for a product.
- stockcomment  
Display the current stock comment for a product.
- stocklocation  
Display the stock location for a product.
- stockcost  
Display the cost of the current stock amount  
(current stock amount x purchase cost).
- stockvalue  
Display the value of the current stock amount if sold  
(current stock amount x sales price).
- stockprofit  
Display the profit on the current stock amount if sold  
(current stock amount x (sales price - purchase cost)).
- restockcost  
Display the cost to restock to the low stock threshold amount for a product  
((low stock threshold amount - current stock amount) x purchase cost).
- productinfo\_NAME  
Display the NAME product details custom attributes for products.
- heatmapicon  
Display icons that link to the heatmap view for the content items.
- heatmap  
Display text links that link to the heatmap view for the content items.
- heatmapclear  
Display text links that deletes all heatmap data for the content items.
- heatmaponoff  
Display text links that toggles logging of heatmap data for the content items on



and off.

- **heatmapalign**  
Display select-box inputs to define the alignment of the content items and the heatmaps. This should match how your content items are aligned to display the heatmaps for your content items correctly. If the heatmap alignment does not match your content items' alignment the heatmaps may not be positioned correctly relative to your content items' content.
- E-Commerce Orders Codes
  - **checkbox**  
Display a column with checkboxes to enable the selection of orders.
  - **id**  
Display the ids for orders.
  - **view**  
Display View text links that links to a page where the details of orders can be viewed.
  - **update**  
Display Update text links that enable the user to update orders.
  - **create**  
Display Add New text links that enable the user to create new orders as copies of orders on the index page.
  - **delete**  
Display Delete text links that open administration pages that enable the user to delete orders.
  - **checkout**  
Display text links that enable the user to checkout/checkin orders or if the order is already checked out by another user display the username of that user.
  - **status**  
Display the status of orders. For example "- open -".
  - **created**  
Display dates for the creation of orders.
  - **createdby**  
Display usernames of the users that created the orders.
  - **updated**  
Display dates for the last updates of orders.
  - **updatedby**  
Display usernames of the users that last updated the orders.



- closed  
Display dates for the orders were closed.
- closedby  
Display username of the user that closed the order.
- paid  
Display dates and times for when the order was paid.
- currency  
Display the currency for an order.
- order\_quantity  
Display the quantity for an order.
- order\_subtotal  
Display the subtotal amount for an order.
- order\_total  
Display the total amount for an order.
- tax\_description  
Display the tax description for an order.
- tax\_total  
Display the tax total amount for an order.
- shipping\_description  
Display the shipping description for an order.
- shipping\_total  
Display the shipping total amount for an order.
- discount\_description  
Display the discounts description for an order.
- discount\_total  
Display the discounts total amount for an order.
- delivery\_name  
Display the delivery name for an order.
- delivery\_organisation  
Display the delivery organisation for an order.
- delivery\_address  
Display the delivery address for an order.
- delivery\_postalcode  
Display the delivery postal code for an order.



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- `delivery_city`  
Display the delivery city for an order.
- `delivery_state`  
Display the delivery state for an order.
- `delivery_country`  
Display the delivery country for an order.
- `delivery_phone`  
Display the delivery phone number for an order.
- `delivery_fax`  
Display the delivery fax number for an order.
- `delivery_website`  
Display the delivery website address for an order.
- `delivery_email`  
Display the delivery email address for an order.
- `invoice_name`  
Display the invoice name for an order.
- `invoice_organisation`  
Display the invoice organisation for an order.
- `invoice_address`  
Display the invoice address for an order.
- `invoice_postalcode`  
Display the invoice postal code for an order.
- `invoice_city`  
Display the invoice city for an order.
- `invoice_state`  
Display the invoice state for an order.
- `invoice_country`  
Display the invoice country for an order.
- `invoice_phone`  
Display the invoice phone number for an order.
- `invoice_fax`  
Display the invoice fax number for an order.
- `invoice_website`  
Display the invoice website address for an order.



- invoice\_email  
Display the invoice email address for an order.
  - card\_type  
Display the payment card type for an order.
  - card\_number  
Display the payment card number for an order.
  - card\_issuedmonth  
Display the payment card issued month for an order.
  - card\_issuedyear  
Display the payment card issued year for an order.
  - cardIssued  
Display the payment card issued month/year for an order.
  - card\_expirymonth  
Display the payment card expiry month for an order.
  - card\_expiryyear  
Display the payment card expiry year for an order.
  - card\_expiry  
Display the payment card expiry month/year for an order.
  - card\_cvc  
Display the payment card CVC number for an order.
  - card\_issue  
Display the payment card issue number for an order.
  - card\_name  
Display the payment card name for an order.
  - card\_postalcode  
Display the payment card postal code for an order.
- User Database Codes
    - checkbox  
Display a column with checkboxes to enable the selection of users.
    - class  
Display user classes. For example "administrator".
    - group  
Display group names for users.



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- type  
Display type names for users.
  - name  
Display the names of the users.
  - organisation  
Display the users' organisations.
  - email  
Display the users' email addresses.
  - username  
Display the users' usernames.
  - id  
Display the ids of the users.
  - view  
Display View text links to pages where details of each user can be viewed.
  - update  
Display Update text links to the administration pages for each user.
  - create  
Display Add New text links to create new users as copies of existing users.
  - delete  
Display Delete text links that open administration pages where the users can be deleted.
- Micro-Website Codes
- domain  
Display a column with the domain for each of the micro-websites.
  - remote  
Display a column with details of where visitors will need to be from to be redirected to the micro-website. For example country ".de".
  - useragent  
Display a column with the browser the users will need to be using to be redirected to each of the micro-websites.
  - language  
Display a column with the browser language users will need to have selected to be redirected to each micro-website.
  - referrer  
Display the referrer that will redirect users to each of the micro-websites.

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- keywords  
Display the referral keywords that will redirect users to each of the micro-websites.
- version  
Display the default version for each of the micro-websites.
- country  
Display the default country for each of the micro-websites.
- state  
Display the default state for each of the micro-websites.
- template  
Display the default template for each of the micro-websites.
- stylesheet  
Display the default style sheet for each of the micro-websites.
- id  
Display the id for each of the micro-websites.
- view  
Display View text links to view the details of each of the micro-websites.
- update  
Display Update text links to the administration pages for each of the micro-websites.
- create  
Display Add New text links to create new micro-websites as copies of each of the micro-website.
- delete  
Display Delete text links that open an administration page where each of the micro-websites can be deleted.

It is also possible to define your own custom links to your own custom functionality in the web content management system or external systems or services for all the different index pages columns sections using codes like

"NAME:50px:/webadmin/custommodule/foo.jsp?id=" and

"NAME:50px:http://localhost/customservice/bar.jsp?id=". Such codes will display text links with the given "NAME" which when selected will open the given website address URL with selected content item's id appended to it.



**Content Edition**  
Content Relations  
Content Versions  
Meta Information  
Presentation  
Publishing  
Revision History  
User Activation  
User Categories  
User Database  
User Details  
User Preferences

**Index Pages Columns**

**Personal Workspace**  
checkbox25px package:50px class:50px bundle:50px group:50px type:50px version:50px device:50px usersegment:50px user:test:50px admin:id:25px preview

**Website Content**  
checkbox25px package:50px class:50px bundle:50px group:50px type:50px version:50px device:50px usersegment:50px user:test:50px admin:200px id:25px p

**Media Library**  
checkbox25px package:50px class:50px bundle:50px group:50px type:50px version:50px device:50px usersegment:50px user:test:50px admin:200px id:25px p

**Website Content Search**  
checkbox25px class:50px group:50px type:50px version:50px device:50px usersegment:50px user:test:50px admin:200px id:25px position:25px search:200px re

**Website Content Advanced Search**  
checkbox25px class:50px group:50px type:50px version:50px device:50px usersegment:50px user:test:50px admin:200px id:25px position:25px search:200px re

**Website Content Search and Replace**  
checkbox25px class:50px group:50px type:50px version:50px device:50px usersegment:50px user:test:50px admin:200px id:25px position:25px search:200px replace:200px previewicon:20px archiveicon:20px

**E-Commerce Products**  
checkbox25px package:50px class:50px bundle:50px group:50px type:50px version:50px device:50px usersegment:50px user:test:50px admin:200px id:25px p

**E-Commerce Stock**  
group:50px type:50px admin:200px id:25px stock:25px stockupdate:25px stockcomment:200px stocklow:25px restocked:25px restockdup:25px

**E-Commerce Orders**  
checkbox25px id:25px created:100px paid:100px closed:100px delivery\_email:200px status:50px checkout:50px view:50px update:50px delete:50px

**Experience Management Segments**  
checkbox25px package:50px class:50px bundle:50px group:50px type:50px version:50px device:50px usersegment:50px user:test:50px admin:200px id:25px p

**Experience Management User Tests**  
checkbox25px package:50px class:50px bundle:50px group:50px type:50px version:50px device:50px usersegment:50px user:test:50px admin:200px id:25px p

**Experience Management Heatmaps**  
package:50px class:50px bundle:50px group:50px type:50px version:50px device:50px usersegment:50px user:test:50px admin:200px id:25px webviewicon:20px

**User Database**  
checkbox25px class:50px group:50px type:50px name:username id:25px view:50px update:50px delete:50px

**Micro-Sites**  
id:25px remote:language domain:useragent:referrer keywords:view:50px update:50px delete:50px

### 3.8.4.3 Index Pages Menus

As default with the content categories classes, groups, types, versions and workflows features enabled, a combination of class, group, type, version and status/workflow menu items can be selected to only display content items common for all the selected menu item categories. Optionally, the web content management system can be configured to only select and use a single menu item content category at a time displaying all content items for the one selected menu item content category.

The index pages menus configuration can also be personalised for each website administrator user account. Please see the 3.19 User Preferences for Personal Website Administrator Preferences section and the Website Administrator Guide for details.

- Select combination of content bundle, group, type, version, status and package  
A combination of multiple content categories menu items can be selected and only content items matching all the selected content category menu items are displayed.
- Select single content bundle, group, type, version, status or package  
Only a single content category menu item can be selected at a time and all content items matching the one selected content category menu are displayed.

Select combination of content bundle, group, type, version, status and package.

Select single content bundle, group, type, version, status or package.

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### 3.8.5 Browse & Edit

#### 3.8.5.1 Toolbar Customization

The Browse & Edit mode inline content editing default web content editor toolbar is the same as used for the other web content management system administration pages. However, you may want to configure the web content editor to use another pre-defined configuration or to rearrange the toolbar buttons/options or to remove some buttons/options from the toolbar - for



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example to require users to use style sheet styles instead of direct formatting using bold, italics and underscore etc.

To configure a pre-defined toolbar configuration, select one of the pre-defined toolbar options:

- Default  
Three line toolbar with toolbar buttons and drop-down menus for all the web content editor functionality.
- Compact  
Two line toolbar with toolbar buttons and drop-down menus for all the web content editor functionality.
- Full  
Expanded toolbar with toolbar buttons for all the web content editor functionality directly in the toolbar.
- Minimal  
Reduced toolbar without text formatting toolbar buttons and drop-down menus except for styles.

To configure a custom toolbar for the web content editor, enter the toolbar button/option names to be displayed separated by spaces. The default toolbar button/option names are:

- formatclass formatblock fontname fontsize bold italic underline forecolor backcolor superscript subscript strikethrough help
- cut copy paste clean removeformat delete selectall undo redo specialcharacter insertmedia iframe createlink mailto anchor unlink inserthorizontalrule insertorderedlist insertunorderedlist outdent indent justifyleft justifycenter justifyright justifyfull nobr
- createtable tableproperties insertcaption insertrowhead insertrowfoot rowproperties insertrowabove insertrowbelow deleterow splitcellrows columnproperties insertcolumnleft insertcolumnright deletecolumn splitcellcolumns cellproperties insertcellleft insertcellright deletecell splitcell mergecells import find printbreak print preview
- form submitbutton resetbutton backbutton imagebutton file button text password hidden textarea checkbox radio select position forwards backwards front back abovetext belowtext box spellcheck viewdetails viewsource save

A different custom toolbar can also be configured for each website administrator - for example to give some website administrators access to basic functionality only while other website administrators have access to all functionality. Please see Website Administrator Guide for details.



The screenshot shows the Asbru Web Content Management System interface. At the top, there's a red header bar with the Asbru logo and the text "Logged in as: admin". Below the header is a toolbar with various icons: Home, Help, Logout, Browse & Edit, Website Structure, Website Content, Media Library, Products & Orders, Content Databases, User Database, Usage Statistics, Configuration, and Updates. The main content area has a left sidebar with a tree view of system features like Configuration, System, Features, Content, Images, Files, Links, Users, Versions, E-Commerce, Databases, Packages, and Bundles. The "Content Editing" node is selected and highlighted in red. To the right of the sidebar is a "Browse & Edit" panel with tabs for Content Editor, Asbru Web Editor, File Upload, Index Pages, and a red-highlighted "Browse & Edit" tab. Below these tabs is a toolbar with options for Default, Compact, Full, and Minimal. At the bottom of the page, a footer bar displays the text "Asbru Web Content Management System v9.1 - Copyright © 1999-2014 Asbru Ltd. and its licensors. All rights reserved."

### 3.9 Content Relations for Dynamic Navigation Menus and Links

Usually, you will simply create links to your website pages in your website navigation menu and/or toolbar and links between your website pages. However, you may also want to create templates with generic navigation links such as Up, Previous and Next, or you may want to create automated slideshow presentation website pages. This is possible using the Content Relations feature. Any number of Media Library images, files and links can also be associated with pages and products (through the Media Library images', files' and links' Content Relations). The Content Relations are also used by the included “breadcrumbs” and “menu” extensions to generate dynamic breadcrumbs trails and menus.

Content relations can be defined for content items through the Page Top, Up, Previous, Next, First and Last input fields on the Content Relations tab when adding and updating content items. If the Content Relations features are disabled the Page Top, Up, Previous, Next, First and Last input fields will be removed from the website content administration pages.



### 3.10 Content Versions for Multi-Lingual and other Multi-Version Content

Usually, you will just have a single version of your website, which eventually includes sections targeted at different users of your website. However, you may need multi-lingual or other multi-version content for your website:

- Multi-lingual content for different countries
- Differentiated content details for visitors, customers, partners and employees.
- Differentiated levels of technical content for novices and experts.
- Differentiated levels of explicit content for children and adults.
- Differentiated content for modem, broadband and wireless users.
- Personalised graphic design styles for users.

One way to do this is to create and manage multiple separate websites, but an easier and more efficient way may be to use the Content Versions feature. With the Content Versions feature you simply create your primary website content as for a simple single version website. Additionally, you create any number of alternative versions of all or selected parts of your website content. Alternative versions can be created for all your content including pages, elements, templates, style sheets, images, files and links.

The relevant alternative version of your website content will automatically be displayed to your website visitors according to your website configuration and your website visitors' preferences. Where an alternative version of the content is not available, the master/original/default version of the content will be displayed. This way it is very easy and efficient to create and manage multiple versions of your website content.



### 3.10.1 Content Versions

Enabling and disabling the Content Version features adds and removes the Configuration / Versions menu items and pages in the Configuration section of the web content management system. Use the Versions menu items and configuration pages to configure content versions for your website. Please see Website Content Configuration for details.

Content versions can be defined for content items through the Version and Master/Default input fields on the Content Version tab when adding and updating content items. If the Content Versions features are disabled the Version and Master/Default input fields will be removed from the website content administration pages.

Content versions are accessed through the Version left-hand menu items on the website content administration pages to access your content items for your different content versions. Selecting one of the Version menu items will only list content of the selected version. The listed content items on the website content administration index pages include columns displaying each content item's version. If the Content Versions features are disabled the Version left-hand menu items and index page columns will be removed from the website content administration pages.

### 3.10.2 Email Notifications

Website administrators for alternate versions of content can automatically be notified by email when the master/default version of the content is changed. Select Enable Email Notifications or Disable Email Notifications to enable/disable the Email Notifications feature.

The screenshot shows the Asbru Web Content Management system interface. At the top, there's a navigation bar with links for Home, Help, Logout, and various site modules like Browse & Edit, Website Structure, etc. Below this is a main menu with categories like Configuration, System, Features, Content, Images, Files, Links, Users, Versions, E-Commerce, Databases, Packages, and Bundles. Under the Features category, 'Content Versions' is highlighted. The central part of the screen is a configuration panel titled 'Content Versions Configuration'. It contains two sets of radio buttons: one for enabling/disabling content versions and another for enabling/disabling email notifications. Both 'Enable Content Versions' and 'Enable Email Notifications' are selected. A 'Save' button is located at the top left of this panel. At the bottom of the page, there's a footer with the text 'Asbru Web Content Management System v8.0 - Copyright © 1999-2011 Asbru Ltd. All rights reserved.'

## 3.11 Meta Information for Search Engine Optimization and Cataloguing

The basic content in the Asbru Web Content Management system consists of a title and the actual content. In addition to these additional meta information attributes can be enabled for all content. The default additional meta information attributes consist of Keywords, Description and Author input fields. Typically, these meta information attributes are used by



websites for search engine profiling and optimisation as well as for other cataloguing and automated agent systems.

Any additional custom meta information attributes of your own choice can also be added - for example to add Dublin Core Metadata (<http://www.dublincore.org/>) or other metadata for your web pages.

Meta information can be defined for content items through the Author, Description and Keywords as well as your own custom meta information input fields on the Meta Information tab when adding and updating content items. If the Meta Information features are disabled the Author, Description, Keywords and custom meta information input fields will be removed from the website content administration pages.

The screenshot shows the Asbru Web Content Management system interface. At the top, there's a red header bar with the Asbru logo, the text "Logged in as: admin", and a "Meta Information Configuration" link. Below the header is a navigation bar with various icons and links: Home, Help, Logout, Browse & Edit, Website Structure, Website Content, Media Library, Products & Orders, Content Databases, User Database, Usage Statistics, Configuration, and Updates. The main content area has a sidebar on the left showing a hierarchical tree of system features under "ASBRU" and "Web Content Management". The "Features" section is expanded, and "Meta Information" is selected, highlighted with a red border. The main panel contains a form titled "Meta Information" with a "Save" button at the top. It has two radio buttons: one selected for "Enable Meta Information" and one for "Disable Meta Information". At the bottom of the page, there's a footer bar with the text "Asbru Web Content Management System v8.0 - Copyright © 1999-2011 Asbru Ltd. All rights reserved."

### 3.12 Presentation for Website Section and Page-Specific Design/Layout

As default you configure your website to use a single presentation template and style sheet for all your website pages. However, you may want to use different presentation templates and style sheets for different sections of your website. By enabling the page-specific presentation templates and style sheets feature you can select the presentation template and style sheet to be used to display each of your website pages.

Content presentation templates and style sheets can be defined for content items through the Template and Style Sheet input fields on the Content Presentation tab when adding and updating content items. If the Presentation features are disabled the Template and Style Sheet input fields will be removed from the website content administration pages.

Content presentation templates and style sheets can also be defined for Page Groups and Types as well as for Micro-Websites. If the Presentation features are disabled the Template and Style Sheet input fields will be removed from the Page Groups and Types as well as the Micro-Websites website configuration pages.



The screenshot shows the Asbru Web Content Management system interface. At the top, there's a navigation bar with links for Home, Help, Logout, Browse & Edit, Website Structure, Website Content, Media Library, Products & Orders, Content Databases, User Database, Usage Statistics, Configuration, and Updates. The title 'Presentation Configuration' is at the top right. On the left, a sidebar menu lists various system components. The main content area displays a configuration form for 'Presentation' with a 'Save' button and a checkbox labeled 'Enable Presentation'.

### 3.13 Publishing for Staging, Previewing and Publishing Content

As default the Asbru Web Content Management system is configured to use a very simple content publishing model. All content is simply published automatically and immediately when you save your content. However, you may want to work on your content over a period of time, test your content and eventually get approval for your content before it is published. This is possible by enabling manual content publishing.

#### 3.13.1 Automatic and Manual Publishing

Content items can be published automatically or manually when added or updated.

- **Automatic On Save**  
Will always automatically and immediately publish your content when you Save.
- **Manual – On By Default**  
Will publish your content as default when you Save, but you can select not to publish when you Save.
- **Manual – Off By Default**  
Will not publish your content as default when you Save, but you can select to publish when you Save.

Content is published manually using the Publish and Ready To Publish checkbox input fields below the Save buttons when adding and updating content items as well as through the Publish buttons on the website content administration index pages. If the Manual Publishing features are disabled (“Automatic On Save”) the Publish and Ready To Publish checkbox input fields and buttons will be removed from the website content administration pages.

New, updated, and published content can be accessed through the New, Updated and Published left-hand menu items on the website content administration pages as well as



through the Your Updated Unpublished Content Items and Your New Unpublished Content Items sections of the Personal Workspace. If the Manual Publishing features are disabled (“Automatic On Save”) the New, Updated and Published left-hand menu items will be removed from the website content administration pages, and the Your Updated Unpublished Content Items and Your New Unpublished Content Items sections of the Personal Workspace will be removed.

### 3.13.2 Dynamic and Static Web Addresses

For user-friendly web addresses you may want to publish your web content to static web addresses such as “<http://localhost/about.html>” as an alternative to dynamic web addresses such as “<http://localhost/page.aspx?id=123>”.

- Use dynamic web addresses for published pages  
Published pages can only be accessed through dynamic web addresses such as “<http://localhost/page.aspx?id=123>”
- Enable use of static web addresses for published pages  
Pages can be published to static web addresses such as “<http://localhost/about.html>”.
  - Publish \*.html and \*.css as dynamic pseudo-files/folders (default)  
Pages and style sheets named \*.html and \*.css are published pseudo-files/folders with dynamic content – only the web address is static. The content is still updated automatically when other content is updated.  
Usually, this option should be selected.
  - Publish \*.html and \*.css as static files (faster but disables some functionality)  
Pages and style sheets named \*.html and \*.css are published as simple static files with static content – both the web address and the content is static. The content is not updated automatically when other content is updated.  
Usually, this option should not be selected.
  - Do not create files for static web addresses (required for cloud storage)  
No files/folders are actually created on the web server. The static web addresses are only stored in the web content management system database. This option must be selected if the web content management system is configured to use cloud storage and use of static web addresses for published pages is enabled.

NOTE: After changing and saving this setting, you must select the “database upgrade” link to create/update/delete files for static web addresses for your existing website content.



Static web addresses can be defined for content items through the Filename input fields on the Primary Content tab when adding and updating content items. If the Static Web Addresses features are disabled the Filename input fields will be removed from the website content administration pages.

Static web addresses can be changed using the Move To buttons and Folder input fields on the website content administration index pages, which can be used to move selected content items to another folder. If the Static Web Addresses features are disabled the Folder input fields will be removed from the website content administration pages.

Static web addresses can also be changed using the “Folders: Move files published to the folder: \_\_\_\_\_ to the folder: \_\_\_\_\_” input fields on the Configuration / Content, Configuration / Images and Configuration / Files website configuration pages. If the Static Web Addresses features are disabled the “Folders: Move files published to the folder: \_\_\_\_\_ to the folder: \_\_\_\_\_” input fields will be removed from the website configuration pages.

<input type="checkbox"/> Content Editing <input type="checkbox"/> Content Relations <input type="checkbox"/> Content Versions <input type="checkbox"/> Meta Information <input type="checkbox"/> Presentation <input checked="" type="checkbox"/> Publishing <input type="checkbox"/> Revision History <input type="checkbox"/> User Activation	<input type="radio"/> Use dynamic web addresses for published pages <input checked="" type="radio"/> Enable use of static web addresses for published pages <input type="radio"/> Publish *.html and *.css as dynamic pseudo-files/folders (default) <input type="radio"/> Publish *.html and *.css as static files (faster but disables some functionality) <input type="radio"/> Do not create files for static web addresses (required for cloud storage) <small>Note: To create/update/delete files for static web addresses after changing this configuration setting you must do a "database upgrade".</small>
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### 3.13.3 Scheduled Publishing and Expiration

As default content items are published immediately and never expire. Optionally, content items such as for example publish news, press releases and special offers can be scheduled to be published and to expire at specific times.

As default only the single latest updated and scheduled revision of a content item will be scheduled to be published at a given date/time (for example a news announcement will be published at a given date/time). Optionally, multiple revisions of a content item can be scheduled and queued to be published at different dates/times (for example to announce a special offer for a period of time and then remove it again, or to disclose varying details at different times).

Scheduled publishing:

- Disable scheduled publishing  
Content is published immediately when Published.
- Enable scheduled publishing  
Content can be scheduled to be published automatically at a specific later date and time.
- Disable scheduled publishing queue  
Only the latest updated and scheduled revision of a content item will be published.
- Enable scheduled publishing queue  
Multiple revisions of a content item can be scheduled and queued to be published at different dates/times.

Scheduled expiration:



- Disable scheduled expiration  
Published content does not expire unless unpublished/deleted manually.
- Enable scheduled expiration  
Content can be scheduled to expire automatically at a specific later date and time.

Scheduled publishing and expiration dates/times can be defined for content items through the Publish By and Expire By input fields below the Save buttons when adding and updating content items. If the Scheduled Publishing and Expiration features are disabled the Publish By and Expire By input fields will be removed from the website content administration pages.

Multiple revisions of a content items can be scheduled and queued for publishing at different times through the Scheduled checkbox input field below the Save buttons when adding and updating content items. Scheduled revisions of a content item can be accessed through the Delete/Compare/Restore select box alongside eventual archived revisions of the content item when updating a content item. Scheduled revisions of a content item can also be accessed through the Scheduled icon/link on the website content administration index pages (if configured to be displayed). If the Scheduled Publishing Queue features are disabled the Schedule checkbox input fields and Scheduled icons/links will be removed from the website content administration pages.

Scheduled and expired content can be accessed through the Scheduled and Expired left-hand menu items on the website content administration. If the Scheduled Publishing and Expiration features are disabled the Scheduled and Expired left-hand menu items will be removed from the website content administration pages.

The screenshot shows a configuration panel with several checkboxes. On the left, there's a sidebar with links: Revision History, User Activation, User Categories, User Database, User Details, User Preferences, Content (which is expanded to show Subcontent and Images), and Images. The main area has two groups of checkboxes. The first group, under 'Content' settings, contains 'Disable scheduled publishing' (unchecked) and 'Enable scheduled publishing' (checked). The second group, under 'Images' settings, contains 'Disable scheduled publishing queue' (checked) and 'Enable scheduled publishing queue' (unchecked).

#### 3.13.4 Export Content As Static HTML Pages and Files

As default website content is delivered dynamically from the web content management system database by the web content management system. Optionally, a copy of the website content can be exported as static HTML files and image files etc.

- Export Folder Path  
The full path and folder name on the web server to which simple, static file copies of the website content items are exported – for example, publishing a website without advanced dynamic functionality to an external public website; as a limited functionality backup website; or as a limited functionality CD/DVD copy of the website. For security reasons the Export Folder Path must be a sub-folder located inside the website “root” folder.

After configuration of the Export Folder Path the “Export All Now” button should be selected to make an initial export of all the website content items. Individual content items will automatically be exported when they are added, updated, published and deleted.



Export copies of content items as simple static files (optional)  
Select "Export All Now" after configuring an Export Folder Path.  
After that, new and updated content items will automatically be exported.

Export Folder Path: C:\Asbru\WCM\EXPORT\

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### 3.14 Revision History for Content Change Log

As default the Asbru Web Content Management system does not include revision history information to track and document changes to your website content. However, you may want to add revision history information about what and why content has been changed – especially in relation to the publishing and archiving features.

Revision history can be entered for content items through the Revision input fields on the Revision History tab when adding and updating content items. If the Revision History features are disabled the Revision input fields will be removed from the website content administration pages.

Save

**Revision History**

Enable Revision History  Disable Revision History

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### 3.15 User Activation and Expiration for Time-Limited User Accounts

As default user accounts are always activated. However, you may want to enable the User Activation feature for time-limited subscription and trial period user accounts and temporary website administrator user accounts etc. User accounts will only be activated and have access to restricted access content and eventually the web content management system during the specified period of time.

Scheduled activation and expiration dates/times can be defined for user accounts through the Activate, Notify and Expire On and Activation, Notification and Expiration Email input fields on the Activation Expiration tab when adding and updating user accounts. If the User Activation & Expiration features are disabled the Activate, Notify and Expire On and



Activation, Notification and Expiration Email input fields will be removed from the user database administration pages.

Pending, active, expiring and expired user accounts can be accessed through the Pending, Active, Expiring and Expired left-hand menu items on the user database administration pages. If the Activation & Expiration features are disabled the Pending, Active, Expiring and Expired left-hand menu items will be removed from the user database administration pages.

The screenshot shows the Asbru Web Content Management system interface. At the top, there's a red header bar with the Asbru logo, the text "Logged in as: admin", and a "User Activation & Expiration Configuration" title. Below the header is a navigation bar with various icons and links: Home, Help, Logout, Browse & Edit, Website Structure, Website Content, Media Library, Products & Orders, Content Databases, User Database, Usage Statistics, Configuration, and Updates. On the left, a sidebar menu lists several categories, with "User Activation" being the current selection, indicated by a red box around it. The main content area has a "Save" button at the top and a section titled "User Activation & Expiration" containing a single checkbox labeled "Enable User Activation & Expiration" which is checked. At the bottom of the page, there's a footer bar with the text "Asbru Web Content Management System v0.0 - Copyright © 1999-2011 Asbru Ltd. All rights reserved."

### 3.16 User Categories for Organising Many User Accounts

The default installation of the Asbru Web Content Management system and small websites only include a limited number of website administrators and no registered website users and do not require special handling. However, if your website has a large number of website administrators and different types of registered website users it may be necessary or at least more convenient and efficient to organise your user accounts into user groups and/or types. You may also need to give different groups and/or types of users different permissions to access different content of your website.

The Asbru Web Content Management system use the terms Groups and Types for generic user account categories. You can define any groups and types you need to suit your requirements. Groups and Types do not have any special meaning in the Asbru Web Content Management system but are simply a way to divide your user accounts into smaller and easier managed categories of user accounts.

The Asbru Web Content Management system uses the term Classes for special user account categories defining website administrators and non-administrators for your website.



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- Enable User Categories  
Enables the user categories features in general. This should always be enabled if any of the other specific user categories features are enabled.
- Disable User Categories  
Disables the user categories features in general. This should only be disabled if all the other specific user categories features are disabled.

### 3.16.1 User Classes

User classes can be defined for user accounts through the Class input fields on the User Categories tab when adding and updating user accounts. If the User Classes features are disabled the Class input fields will be removed from the user database administration pages.

User Classes are accessed through the Administrators and Users left-hand menu items on the user database administration pages to add and manage your user accounts for your user classes. Selecting one of the Administrators and Users menu items will only list user accounts of the selected user class and give you access to add new user accounts of that user class. The listed user accounts on the website content administration index pages include a column displaying each user account's user class. If the User Classes features are disabled the Administrators left-hand menu items and index page columns will be removed from the user database administration pages.

### 3.16.2 User Groups and Types

Enabling and disabling the User Groups and Types features adds and removes the Configuration / Users / Groups and Types menu items and pages in the Configuration section of the web content management system. Use the Groups and Types menu items and configuration pages to configure user groups and types for your website. Please 5 User Database Configuration for details.

User groups and types can be defined for user accounts through the Group and Type input fields on the User Categories tab when adding and updating user accounts. If the User Groups and Types features are disabled the Group and Type input fields will be removed from the user database administration pages.

The user database administration index pages lists also include a Move To button and a Group and Type lists, which can be used to move selected user accounts to another group and type. If the User Groups and Types features are disabled the Group and Type lists will be removed from the user database administration pages.

User Groups and Types are accessed through the Group and Type left-hand menu items on the user database administration pages to add and manage your user accounts for your user groups and types. Selecting one of the Group or Type menu items will only list user accounts of the selected group or type. The listed user accounts on the user database administration index pages include columns displaying each user account's group and type. If the User Groups and Types features are disabled the Group and Type left-hand menu items and index page columns will be removed from the user database administration pages.



The screenshot shows the Asbru Web Content Management system interface. At the top, there's a navigation bar with links like Home, Help, Logout, Browse & Edit, Website Structure, Website Content, Media Library, Products & Orders, Content Databases, User Database, Usage Statistics, Configuration, and Updates. Below the navigation bar is a sidebar with a tree view of system features, including Configuration, System, Features (with sub-options like Access Restrictions, Additional Content, Archiving, Checkout/Checkin, Content Categories, Content Dependencies, Content Editing, Content Relations, Content Versions, Meta Information, Presentation, Publishing, Revision History, User Activation, and User Categories), Content (with sub-options like Images, Files, Links, Users, Versions, E-Commerce, Databases, Packages, and Bundles). The main content area is titled "User Categories Configuration" and contains a form with a "Save" button. The form has two sections: "User Categories" and "Users". In the "User Categories" section, there are three radio buttons: "Enable User Categories" (selected), "Disable User Categories", and "Save". In the "Users" section, there are four radio buttons: "Enable User classes" (selected), "Disable User classes", "Enable User types" (selected), "Disable User types", and "Enable User groups" (selected). There is also a "Save" button at the bottom of the form.

### 3.17 User Database for Website Administrators and Registered Users

As default the Asbru Web Content Management system is configured for public access websites and single website administrator web content management only. This means that all visitors to your website have access to your entire website and that you have single user of the Asbru Web Content Management system. However, you may want to restrict access to some of your content to registered visitors, and you may want multiple website administrators to manage your web content via the Asbru Web Content Management system. This is possible by enabling the built-in Asbru Web Content Management user database as well as the access restrictions and multiple administrators features.

The Asbru Web Content Management system can use its own internal user database to store user details for access restrictions etc. Alternatively, an external Directory Server (LDAP) can be used to lookup user details for access restrictions etc.

The internal user database is managed through a User Database administration section in the web content management system. An external directory server must be managed through external directory server administration software/services.

- Enable User Database  
Use the web content management system's internal user database.
- Disable User Database  
Do not use any user database.
- Enable User Directory  
Use an external LDAP directory server.



### 3.17.1 External LDAP Directory Server

To use an external directory server its connection details must be configured:

- URL  
The Directory Server URL including the protocol, server address and optionally server port number to be used to connect to the directory server - for example:  
"ldap://localhost:389/"
- Connection Parameters  
Special connection parameters to be used to connect to the directory server – for example:  

```
com.sun.jndi.ldap.connect.timeout=5000
com.sun.jndi.ldap.connect.pool=true
com.sun.jndi.ldap.connect.pool.maxsize=20
com.sun.jndi.ldap.connect.pool.prefsize=10
com.sun.jndi.ldap.connect.pool.timeout=300000
```

*As default this configuration setting should be left blank. Please see your general LDAP directory server and programming language version documentation for details on available special configuration parameters.*

- Bind DN  
The Distinguished Name to be used to connect/bind to the directory server - for example:  
"uid=admin, ou=Administrators, ou=TopologyManagement, o=NetscapeRoot"
- Bind Password  
The password to be used for the Distinguished Name to connect/bind to the directory server.
- Root DSE  
The directory server root entry - for example: "dc=asbrusoft,dc=com"
- Username  
The directory server attribute name used for usernames - for example: "uid".

To use an external directory server its attribute names used for the various user details used by the web content management system must also be configured. The same attribute names can be used for multiple attributes. All of these attributes are not required. You only need to configure directory server attribute names for the user details you want to use:



- User Details
  - Title  
The directory server attribute name used for a user's title.
  - Name  
The directory server attribute name used for a user's name - for example: "cn".
  - Organisation  
The directory server attribute name used for a user's organisation - for example: "o".
  - Email  
The directory server attribute name used for a user's email address - for example: "mail".
  - Gender  
The directory server attribute name used for a user's gender.
  - Birthdate  
The directory server attribute name used for a user's full birthdate.
    - Day  
The directory server attribute name used for a user's birthdate day.
    - Month  
The directory server attribute name used for a user's birthdate month.
    - Year  
The directory server attribute name used for a user's birthdate year.
  - Notes  
The directory server attribute name used for various user notes.
  - Custom User Details  
The directory server attribute name used for custom user details attributes.
- User Categories
  - Class  
The directory server attribute name used for a user's "class" - for example "objectClass".
  - Class: Administrator  
The directory server attribute value used for "administrator" class users - for example "inetadmin".
  - Group  
The directory server attribute name used for a user's "group" - for example "memberOf".
  - Type  
The directory server attribute name used for a user's "type" - for example



"objectClass".

- Activation & Expiration
  - Activate On  
The directory server attribute name used for a user's activation date/time.
  - Activation Email  
The directory server attribute name used for a user's activation email.
  - Notify On  
The directory server attribute name used for a user's notification date/time
  - Notification Email  
The directory server attribute name used for a user's notification email.
  - Expire On  
The directory server attribute name used for a user's expiration date/time
  - Expiration Email  
The directory server attribute name used for a user's expiration email.
- Home / Invoice Details
  - Name  
The directory server attribute name used for a user's home/invoice name.
  - Organisation  
The directory server attribute name used for a user's home/invoice organisation.
  - Address  
The directory server attribute name used for a user's home/invoice address.
  - Postal/Zip Code  
The directory server attribute name used for a user's home/invoice postal/zip code.
  - City  
The directory server attribute name used for a user's home/invoice city.
  - State  
The directory server attribute name used for a user's home/invoice state.
  - Country  
The directory server attribute name used for a user's home/invoice country.
  - Phone  
The directory server attribute name used for a user's home/invoice phone number.
  - Fax  
The directory server attribute name used for a user's home/invoice fax number.



- Email  
The directory server attribute name used for a user's home/invoice email address.
- Website  
The directory server attribute name used for a user's home/invoice website address.
- Work / Delivery Details
  - Name  
The directory server attribute name used for a user's work/delivery name.
  - Organisation  
The directory server attribute name used for a user's work/delivery organisation.
  - Address  
The directory server attribute name used for a user's work/delivery address.
  - Postal/Zip Code  
The directory server attribute name used for a user's work/delivery postal/zip code.
  - City  
The directory server attribute name used for a user's work/delivery city.
  - State  
The directory server attribute name used for a user's work/delivery state.
  - Country  
The directory server attribute name used for a user's work/delivery country.
  - Phone  
The directory server attribute name used for a user's work/delivery phone number.
  - Fax  
The directory server attribute name used for a user's work/delivery fax number.
  - Email  
The directory server attribute name used for a user's work/delivery email address.
  - Website  
The directory server attribute name used for a user's work/delivery website address.
- Payment Details
  - Card Type  
The directory server attribute name used for a user's payment details card type.



- Card Number  
The directory server attribute name used for a user's payment details card number.
- Card Issued  
The directory server attribute name used for a user's payment details card issued date.
- Card Expiry  
The directory server attribute name used for a user's payment details card expiry date.
- Name On Card  
The directory server attribute name used for a user's payment details card name.
- CVC  
The directory server attribute name used for a user's payment details card CVC code.
- Issue Number  
The directory server attribute name used for a user's payment details card issue number.
- Postal/Zip Code  
The directory server attribute name used for a user's payment details card postal/zip code.
- Administrator Preferences
  - Content Editor  
The directory server attribute name used for a user's content editor administrator preference. The attribute value should be blank, "HardCore", "HardCore1", "HardCore2" or "textarea".
  - Image upload  
The directory server attribute name used for a user's image upload administrator preference. The attribute value should be blank or "yes".
  - HTML format  
The directory server attribute name used for a user's image upload administrator preference. The attribute value should be blank, "html", "html4", "html5" or "xhtml".
  - Input field size
    - Width  
The directory server attribute name used for a user's input field size width administrator preference.
    - Height  
The directory server attribute name used for a user's input field size height administrator preference.



- Output On Enter Key
  - Enter  
The directory server attribute name used for a user's output on enter key administrator preference.
  - Ctrl+Enter  
The directory server attribute name used for a user's output on ctrl+enter key administrator preference.
  - Shift+Enter  
The directory server attribute name used for a user's output on shift+enter key administrator preference.
  - Alt+Enter  
The directory server attribute name used for a user's output on alt+enter key administrator preference.
- Toolbar  
The directory server attribute names used for a user's toolbar administrator preferences. The attribute values should be the toolbar button names used by the web content management system separated by spaces.
- Hide Administration Sections And Menus  
The directory server attribute names used for a user's administration sections and menus administrator preferences. The attribute values should be blank or "forbid".
- Personal Workspace Sections  
The directory server attribute name used for a user's personal workspace sections preferences. The attribute values should be the personal workspace sections codes used by the web content management system separated by spaces.
- Index Pages Columns  
The directory server attribute names used for a user's index pages columns preferences. The attribute values should be the index pages columns codes used by the web content management system separated by spaces.
- Index Pages Menus  
The directory server attribute names used for a user's index pages menus preferences. The attribute value should be blank or "multi" or "single".
- Usage Statistics Reports  
The directory server attribute name used for a user's usage statistics reports preferences. The attribute value should be the usage statistics reports codes used by the web content management system separated by spaces.



**User Database Configuration**

Logged in as: admin

**ASBRU**

Web Content Management

Home Help Logout Browse & Edit Website Structure Website Content Media Library Products & Orders Content Databases Experience Management User Database Usage Statistics Configuration Updates

**User Database**

Enable User Database  Disable User Database

**Directory Server**

Enable User Directory  Disable User Directory

URL: ldap://localhost:389

**Connection Parameters**

Bind DN: uid=admin, ou=Administrators, ou=Topolog  
Bind Password: secret  
Root DSE: dc=asbrusoft,dc=com  
Username: uid

**User Details**

Title:   
Name: cn  
Organisation: o  
Email: mail  
Gender:   
Birthdate:   
- Day:   
- Month:   
- Year:   
Notes:   
Custom User Details:

**User Categories**

Class: objectClass  
Class: Administrator: inetadmin  
Group: memberOf  
Type: objectClass

**Activation & Expiration**

Activate On:   
Activation Email:   
Notify On:   
Notification Email:   
Expire On:   
Expiration Email:

**Home / Invoice Details**

Name:   
Organisation:   
Address:   
Postal/Zip Code:   
City:   
State:   
Country:   
Phone:   
Fax:   
Email:   
Website:

**Work / Delivery Details**

Name:   
Organisation:   
Address:   
Postal/Zip Code:   
City:   
State:   
Country:   
Phone:   
Fax:   
Email:   
Website:

**Payment Details**

Card Type:   
Card Number:   
Card Issued Month:   
Card Issued Year:   
Card Expiry Month:   
Card Expiry Year:   
Name On Card:   
CVC:   
Issue Number:   
Postal/Zip Code:

**Administrator Preferences**

Content Editor	
Image upload	
HTML format	
Input field size	
- Width:	
- Height:	
Output on Enter key	
- Enter:	
- Ctrl+Enter:	
- Shift+Enter:	
- Alt+Enter:	
Toolbar	
- Toolbar 1	
- Toolbar 2	
- Toolbar 3	
- Toolbar 4	
- Toolbar 5	
Hide Administration Sections And Menus	
- Browse & Edit	
- Website Structure	
- Content	
- Website Structure	
- Pages	
- Elements	
- Templates	
- Style Sheets	
- Scripts	
- Packages	
- Bundles	
- Library	
- Images	
- Files	
- Links	
- Packages	
- Bundles	
- E-Commerce	
- Products	
- Orders	
- Packages	
- Bundles	
- Databases	
- Content	
- Export	
- Import	
- Experience	
- Segments	
- User Tests	
- Heatmaps	
- Users	
- Administrators	
- Templates	
- Users	

•  
•  
•

- Usage	
- Summary	
- What	
- Websites/Domains	
- Website Content	
- Media Library	
- Products & Orders	
- Content Databases	
- When	
- Daily	
- Weekly	
- Monthly	
- Yearly	
- Hours	
- Weekdays	
- Days	
- Weeks	
- Months	
- Who	
- Countries	
- Visitors	
- Robots	
- Operating Systems	
- Web Browsers	
- Users	
- Why	
- Referrers	
- Search Engines	
- Search Queries	
- Search Words	
- How	
- Entry	
- Paths	
- Exit	
- Duration	
- Visits	
- Updates	
Personal Workspace Sections	
Index Pages Columns	
- Personal Workspace	
- Website Content	
- Media Library	
- E-Commerce Products	
- E-Commerce Stock	
- E-Commerce Orders	
- Experience Management Segments	
- Experience Management User Tests	
- Experience Management Heatmaps	
- User Database	
- Micro-Sites	
Index Pages Menus	
Usage Statistics Reports	

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### 3.18 User Details for User Address and Payment Details

As default user accounts only require basic user details such as username and password as well as optional name and email address. You may want to enable the User Address and Payment Details feature for storing additional user details in the user database. The additional user details include home/invoice, work/delivery and payment details.

User address and payment details can be entered for user accounts through the input fields on the Home / Invoice, Work / Delivery and Payment Details tabs when adding and updating user accounts. If the User Details features are disabled the Home / Invoice, Work / Delivery and Payment Details tabs input fields will be removed from the user database administration pages.



The screenshot shows the Asbru Web Content Management System interface. At the top, there's a red header bar with the Asbru logo and the text "Logged in as: admin". Below the header is a navigation bar with various icons and links: Home, Help, Logout, Browse & Edit, Website Structure, Website Content, Media Library, Products & Orders, Content Databases, User Database, Usage Statistics, Configuration, and Updates. On the left, there's a sidebar with a tree view of system features under "Configuration". The "User Details" node is selected and highlighted in red. The main content area is titled "User Address and Payment Details" and contains a single checkbox labeled "Enable User Address and Payment Details". There's also a "Save" button at the top left of this section. At the bottom of the page, a small footer note reads "Asbru Web Content Management System v6.0 - Copyright © 1999-2011 Asbru Ltd. and its licensors. All rights reserved."

### 3.19 User Preferences for Personal Website Administrator Preferences

As default all website administrator use the default web content editor and administration settings as configured for the web content management system. However, the User Administrator Preferences feature may be enabled to give website administrators access to personal preferences - for example to only give some website administrators a simple web content editor toolbar with basic functionality and access to the Website Content administration section and its Pages menu, while other website administrators have access to the full web content editor toolbar functionality and all the administration sections and menus.

User preferences can be defined for user accounts through the Content Editor, Asbru Web Editor and Hide Administration Sections And Menus input fields on the Administrator Preferences tab when adding and updating user accounts. If the User Preferences features are disabled the Content Editor, Asbru Web Editor and Hide Administration Sections And Menus input fields will be removed from the user database administration pages.



ASBRU

Logged in as: admin

User Administrator Preferences Configuration

Web Content Management

Home Help Logout

Browse & Edit Website Structure Website Content Media Library Products & Orders Content Databases User Database Usage Statistics Configuration Updates

Save

User Administrator Preferences

Enable User Administrator Preferences  Disable User Administrator Preferences

Configuration System Features Access Restrictions Additional Content Archiving Checkout/Checkin Content Categories Content Dependencies Content Editing Content Relations Content Versions Meta Information Presentation Publishing Revision History User Activation User Categories User Database User Details User Preferences

Content Images Files Links Users Versions E-Commerce Databases Packages Bundles

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The screenshot shows the Asbru Web Content Management System's configuration interface. At the top, there's a header with the Asbru logo, the logged-in user 'admin', and the title 'User Administrator Preferences Configuration'. Below the header is a navigation bar with links like Home, Help, Logout, and various management tools. To the left is a sidebar with a tree view of system and content categories. The main content area contains a form titled 'User Administrator Preferences' with a 'Save' button and two radio buttons for enabling or disabling the feature. At the bottom, there's a footer with copyright information.

**4****Website Content Configuration****4.1 Content Configuration**

The Content Configuration pages give you access to configure your pages and elements content classes, groups and types through the left-hand menu items.

**Configuration**  
The configuration section gives you easy access to configure the settings for your website.  
Please use the left-hand menu to access the configuration administration page:

**All**  
Access and manage all Website Content and Media Library and Products content items of any class.

**Templates**  
Define graphic design templates to use for your content pages (to enable easy and consistent creation of website content pages and easy section-wide updates to the graphic design of your website).

**Style Sheets**  
Define style sheets for the text formatting and styling to use for your content pages (to enable easy and consistent creation of website content pages and easy section-wide updates to the text formatting and styling of your website).

**Scripts**  
Define Javascript scripts to use for your content pages (to add advanced programmed functionality to your website).

**Groups**  
Define which "groups" to use to categorise/organise your content pages and elements.

**Types**  
Define which "types" to use to categorise/organise your content pages and elements.

**Classes**  
Define which "additional content" "elements" to use for your content pages and templates.

**Folders**  
Move content published to the folder:  to the folder:

**4.1.1 Move / Rename Static Web Address Folders**

Content items published to static web addresses can be moved using the "Folders: Move files published to the folder: \_\_\_\_\_ to the folder: \_\_\_\_\_" input fields at the bottom of the Content Configuration page. Both From and a To folder names should be entered, and only content items already published to the entered From folder name will be moved to the entered To folder changing the content items' filename - for example chaning "myfolder/mypage.html" to "myotherfolder/mypage.html".

**4.1.2 Website Content Administration**

The Content Configuration pages also give you access to your templates, style sheets, scripts and meta data report website content administration pages.

You can access special website content administration pages with all content items of any content class from both the Website Content, Media Library and Products & Orders



administration sections through the All left-hand menu items. This can be used for easy access to manage all content items of any content class of a given content package, group or type.

The screenshot shows the Asbru Web Content Management System interface. At the top, there's a navigation bar with icons for Home, Help, Logout, Browse & Edit, Website Structure, Website Content, Media Library, Products & Orders, Content Databases, User Database, Usage Statistics, Configuration, and Updates. Below this is a left-hand sidebar with a tree view of content categories: Configuration, System, Features, Content (selected), Images, Files, Links, Users, Versions, Databases, Packages, and Bundles. The main content area displays a table titled 'Listing records 1-24 of 634' with columns: Package, Class, Bundle, Group, Type, Version, Element, Id, and Status. The table lists various content items like pages, files, and images across different bundles and groups. At the bottom of the table are buttons for Select All, Deselect All, Check Links, Validate Markup, Checkout, Checkin, Archive, Delete, Publish, Schedule - Publish by, Move To, and a folder selection dropdown.

#### 4.1.3 Content Classes Configuration

The content classes define which content elements can be used in your templates and pages.

Select the Configuration / Content / Classes menu item to access the Content Classes configuration. Your currently defined content classes are listed. Select Add New, View, Update and Delete to define your content element classes.

Each content class is simply a name as used for left-hand menu items, Additional Content select-box input fields and special codes.



The screenshot shows the Asbru Web Content Management System interface. At the top, there's a navigation bar with icons for Home, Help, Logout, Browse & Edit, Website Structure, Website Content, Media Library, Products & Orders, Content Databases, User Database, Usage Statistics, Configuration, and Updates. The title 'ASBRU' is at the top left, and 'Logged in as: admin' is at the top right. Below the navigation is a sidebar with a tree view of site structure: Configuration, System, Features, Content (with 'Classes' selected), Templates, Style Sheets, Scripts, Groups, Types, Meta Data, Images, Files, Links, Users, Versions, E-Commerce, Databases, Packages, and Bundles. The main content area is titled 'Class' and lists various class names: banner, breadcrumbs, featurebox1, featurebox2, featurebox3, featurebox4, footer, logo, menu, personal, toolbar, and utilities. Each item has 'View', 'Update', and 'Delete' links. A red 'Add New' button is at the top right of the list.

The screenshot shows the 'Update Class' form. The title 'Update Class' is at the top right. The sidebar on the left is identical to the one in the previous screenshot. The main content area has a 'Save' button at the top left. It contains a 'Class' section with a 'Title' input field containing 'banner'. The URL at the bottom of the page is 'Asbru Web Content Management System v6.0 - Copyright © 1999-2011 Asbru Ltd. and its licensors. All rights reserved.'

#### 4.1.4 Content Groups and Types Configuration

The content groups and types define which content categories can be used to organize your content pages and elements.

Select the Configuration / Content / Groups and Types menu item to access the Content Groups and Types configuration. Your currently defined content groups and types are listed. Select Add New, View, Update and Delete to define your content groups and types.

The content groups and types can be organised hierarchically in the left-hand menus of the website content administration pages through the Parent Group Menu and Parent Type Menu attributes. If a Parent Group Menu or Parent Type Menu is selected then the content group/type will be displayed as a menu item under the selected parent group's/type's menu item. Please note that the hierarchical organisation of content groups and types is only used for the organisation of the left-hand menu items – the content groups/types do not inherit any attributes from the parent group/type.



**ASBRU** Logged in as: admin

Web Content Management

Content Groups

Home Help Logout Browse & Edit Website Structure Website Content Media Library Products & Orders Content Databases User Database Usage Statistics Configuration Updates

Configuration System Features Content Groups Images Files Links Users Versions E-Commerce Databases Packages Bundles

**Content Group**

Content Group	Add New
About Us	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Careers	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Company Blog	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Company Blog Comments	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Company Blog Entries	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Company News	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Customer Service	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
E-Commerce	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Events	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Financial News	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Home	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Intranet	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Investor Relations	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Job Search	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
My Account	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
News & Media	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Online Shop	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Product Database	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Product Forum	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Product Forum Comments	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Product Forum Threads	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Product Forum Topics	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Product Review Posts	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Product Reviews	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Products & Services	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Products & Services News	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Store Locator	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Support	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Support Tickets	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
System Pages	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
User Pages	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Utilities	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>

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**ASBRU** Logged in as: admin

Web Content Management

Update Content Group

Home Help Logout Browse & Edit Website Structure Website Content Media Library Products & Orders Content Databases User Database Usage Statistics Configuration Updates

Configuration System Features Content Groups Images Files Links Users Versions E-Commerce Databases Packages Bundles

**Content Group**

Save

Title Parent Group Menu

About Us	- none -
----------	----------



The screenshot shows the Asbru Web Content Management System interface. At the top, there's a navigation bar with icons for Home, Help, Logout, Browse & Edit, Website Structure, Website Content, Media Library, Products & Orders, Content Databases, User Database, Usage Statistics, Configuration, and Updates. The title "Content Types" is visible on the right. Below the navigation bar is a sidebar with a tree view of system categories: Configuration, System, Features, Content (with "Types" selected), Images, Files, Links, Users, Versions, E-Commerce, Databases, Packages, and Bundles. The main content area displays a table titled "Content Type" with the following data:

Content Type	Add New
Events	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Events Admin	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Job Search	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Job Search Admin	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
News	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Product Posts	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Special	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Support Tickets	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Support Tickets Admin	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>

At the bottom of the screen, a footer bar reads "Asbru Web Content Management System v8.0 - Copyright © 1999-2011 Asbru Ltd. and its licensors. All rights reserved."

The screenshot shows the "Update Content Type" page. The navigation bar and sidebar are identical to the previous screenshot. The main content area has a "Save" button at the top left and a title "Content Type" in red. It contains two input fields: "Title" with "Events" entered and "Parent Type Menu" with a dropdown menu showing "- none -".

#### 4.1.4.1 Content Presentation

If templates and style sheets are defined for individual pages then they will be used when the pages are viewed on the website. Otherwise, the template and style sheets defined for the pages' content group and type will be used. If templates and style sheets are defined for both the pages' content group and type then the content group's template and style sheet will be used. Otherwise, the content type's template and style sheet will be used. A content group's template and style sheet take precedence over a content type's template and style sheet.

If Page Title Prefix or Page Title Suffix texts are defined for a page's content group and type then these texts will be displayed before and after the page's title in the web browser window title bar. If Page Title Prefix or Page Title Suffix texts are defined for the content group and type then they will be used instead of the configured Default Page Title Prefix and Default Page Title Suffix website settings.

The HTML DOCTYPE web page header defines the HTML standard used for the web page. Leave blank to let web browsers detect and handle the web page HTML document type. The HTML DOCTYPE content group/type setting overrides other HTML DOCTYPE settings defined for the micro-website and website, and can be overridden by other HTML DOCTYPE settings defined for an individual page or template (in that order of priority). The HTML DOCTYPE content group setting takes priority over the HTML DOCTYPE content type



setting.

The screenshot shows the 'Content Presentation' configuration page. On the left is a navigation tree with items like Configuration, System, Features, Content (with sub-items All, Templates, Style Sheets, Scripts, Classes, Groups, Types, Meta Data), Images, Files, Links, Users, Workflows, Versions, E-Commerce. The main area has sections for Template (dropdown with 'default', 'Select' button), Style Sheet (dropdown with 'Default', 'none', 'Select' button), Page Title Prefix and Page Title Suffix (text input fields), and HTML DOCTYPE (radio buttons for default, HTML 4.01 Transitional, HTML 4.01 Strict, XHTML 1.0 Transitional, XHTML 1.0 Strict, XHTML 1.1, and HTML 5).

#### 4.1.4.2 Access Restrictions

All access restrictions on content items as well as on their content groups and types and website access restrictions must be met for access permission. So access restrictions defined for a content group and type are in addition to other defined access restrictions. The content group and type access restrictions do not overwrite/replace other defined access restrictions.

The access restrictions for content groups and types are the same and are used in the same way as the access restrictions for individual content items.

The screenshot shows the 'Access Restrictions' configuration page. On the left is a navigation tree with items like Templates, Style Sheets, Scripts, Classes, Groups, Types, Meta Data, Images, Files, Links, Users, Versions, E-Commerce, Databases, Packages, Bundles. The main area has sections for View, Create, Update, Publish, Developers, and Administrators, each with Group (dropdown), Type (dropdown), and Users (dropdown with 'all') settings. A note at the top states: 'Who has permission to access and manage this content item? Note: Access restrictions may be defined for individual content items as well as for groups and types as well as for the entire website. All access restrictions must be met for access permission.'

## 4.2 Images Configuration

The Images Configuration pages give you access to configure your image formats, groups and types through the left-hand menu items.



The screenshot shows the Asbru Web Content Management System interface. At the top, there's a navigation bar with links for Home, Help, Logout, Browse & Edit, Website Structure, Website Content, Media Library, Products & Orders, Content Databases, User Database, Usage Statistics, Configuration, and Updates. The Configuration link is highlighted. Below the navigation bar is a sidebar with a tree view of system categories: Configuration, System, Features, Content, Images (which is selected), Formats, Groups, Types, Files, Links, Users, Versions, E-Commerce, Databases, Packages, and Bundles. The main content area is titled "Configuration" and contains the following sections: "Groups" (with a sub-note about defining groups for images), "Types" (with a sub-note about defining types for images), "Formats" (with a sub-note about defining allowed image formats), and "Folders" (with a "Move" button). There are also three circular icons on the right side of the content area.

#### 4.2.1 Move / Rename Image Folders

Image content items can be moved using the “Folders: Move files published to the folder: \_\_\_\_\_ to the folder: \_\_\_\_\_” input fields at the bottom of the Images Configuration page. Both From and a To folder names should be entered, and only content items already published to the entered From folder name will be moved to the entered To folder changing the content items’ filename - for example chaning “myfolder/myimage.jpg” to “myotherfolder/myimage.jpg”.

#### 4.2.2 Image Formats Configuration

The image formats define which image formats and filename extensions can be uploaded to the web content management system as image content items.

Select the Configuration / Images / Formats menu item to access the Image Formats configuration. Your currently defined image formats are listed. Select Add New, View, Update and Delete to define your image formats.

Each image format is simply an image format filename extension as used for images on your local computer.

Please note that other visual media such as movies and Adobe Flash animations and applications can also be configured as image formats for insertion into your website content using the Asbru Web Editor’s Insert Media functionality.



The screenshot shows the Asbru Web Content Management System interface. At the top, there's a navigation bar with icons for Home, Help, Logout, Browse & Edit, Website Structure, Website Content, Media Library, Products & Orders, Content Databases, User Database, Usage Statistics, Configuration, and Updates. The title 'ASBRU' is at the top left, and 'Logged in as: admin' is at the top right. Below the navigation is a sidebar with a tree view of website content categories like Configuration, System, Features, Content, Images, etc., with 'Formats' selected. The main content area is titled 'Image Format' and lists various file extensions: avi, class, flv, gif, jpeg, jpg, png, swf, swf, and wmv. Each item has 'View', 'Update', and 'Delete' buttons. A red 'Add New' button is at the top right of the list.

The screenshot shows the 'Update Image Format' configuration page. The layout is similar to the previous one, with the same navigation bar and sidebar. The main content area is titled 'Image Format' and contains a form with a 'Save' button. The first field is 'Filename Extension' with 'jpg' typed into it. The sidebar shows the 'Formats' category is selected under 'Images'.

#### 4.2.3 Image Groups and Types Configuration

The image groups and types define which content categories can be used to organize your website images.

Select the Configuration / Images / Groups and Types menu item to access the Image Groups and Types configuration. Your currently defined image groups and types are listed. Select Add New, View, Update and Delete to define your image groups and types.

The image groups and types can be organised hierarchically in the left-hand menus of the website content administration pages through the Parent Group Menu and Parent Type Menu attributes. If a Parent Group Menu or Parent Type Menu is selected then the image group/type will be displayed as a menu item under the selected parent group's/type's menu item. Please note that the hierarchical organisation of image groups and types is only used for the organisation of the left-hand menu items – the image groups/types do not inherit any attributes from the parent group/type.



**ASBRU** Logged in as: admin

**Web Content Management**

Home Help Logout Browse & Edit Website Structure Website Content Media Library Products & Orders Content Databases User Database Usage Statistics Configuration Updates

**Image Groups**

Configuration System Features Content Images Formats Groups Types Files Links Users Versions E-Commerce Databases Packages Bundles

**Image Group**

	Add New
About Us	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Careers	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Company Blog	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
E-Commerce	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Executives	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
General	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Investor Relations	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
News & Media	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Online Shop	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Product A	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Product B	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Product C	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Products & Services	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Template	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>

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**ASBRU** Logged in as: admin

**Web Content Management**

Home Help Logout Browse & Edit Website Structure Website Content Media Library Products & Orders Content Databases User Database Usage Statistics Configuration Updates

**Update Image Group**

Configuration System Features Content Images Formats Groups Types Files Links Users Versions

**Image Group**

**Title**  **Parent Group Menu**

- none -

**ASBRU** Logged in as: admin

**Web Content Management**

Home Help Logout Browse & Edit Website Structure Website Content Media Library Products & Orders Content Databases User Database Usage Statistics Configuration Updates

**Image Types**

Configuration System Features Content Images Formats Groups Types Files Links Users Versions E-Commerce Databases Packages Bundles

**Image Type**

	Add New
Graphics	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Icons	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Illustrations	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Logos	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Photos	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Thumbnails	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Videos	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>

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The screenshot shows the Asbru CMS interface. The top navigation bar includes links for Home, Help, Logout, Browse & Edit, Website Structure, Website Content, Media Library, Products & Orders, Content Databases, User Database, Usage Statistics, Configuration, and Updates. The title bar says 'ASBRU Web Content Management' and 'Logged in as: admin'. The main content area is titled 'Image Type' and contains fields for 'Title' (set to 'Graphics') and 'Parent Type Menu' (set to 'none'). A 'Save' button is located at the top left of the form.

#### 4.2.3.1 Access Restrictions

All access restrictions on image content items as well as on their image groups and types and website access restrictions must be met for access permission. So access restrictions defined for an image group and type are in addition to other defined access restrictions. The image group and type access restrictions do not overwrite/replace other defined access restrictions.

The access restrictions for image groups and types are the same and are used in the same way as the access restrictions for individual content items.

The screenshot shows the 'Access Restrictions' configuration page. The left sidebar shows a tree view of content types under 'Images'. The main panel displays six sections: 'View', 'Create', 'Update', 'Publish', 'Developers', and 'Administrators'. Each section has dropdown menus for 'Group', 'Type', and 'Users', and a 'Select' button. A note at the top states: 'Who has permission to access and manage this content item? Note: Access restrictions may be defined for individual content items as well as for groups and types as well as for the entire website. All access restrictions must be met for access permission.'

#### 4.3 Files Configuration

The Files Configuration pages give you access to configure your file formats, groups and types through the left-hand menu items.



#### 4.3.1 Move / Rename File Folders

File content items can be moved using the “Folders: Move files published to the folder: \_\_\_\_\_ to the folder: \_\_\_\_\_” input fields at the bottom of the Files Configuration page. Both From and a To folder names should be entered, and only content items already published to the entered From folder name will be moved to the entered To folder changing the content items’ filename - for example chaning “myfolder/myfile.pdf” to “myotherfolder/myfile.pdf”.

#### 4.3.2 File Formats Configuration

The file formats define which file formats and filename extensions can be uploaded to the web content management system as file content items.

Select the Configuration / Files / Formats menu item to access the File Formats configuration. Your currently defined file formats are listed. Select Add New, View, Update and Delete to define your file formats.

Each file format is simply a file format filename extension as used for files on your local computer.

Please note that image formats can also be configured as files formats for insertion into your website content using the Asbru Web Editor’s Insert Hyperlink functionality and for download from your website etc.



### 4.3.3 File Groups and Types Configuration

The file groups and types define which content categories can be used to organize your website files.

Select the Configuration / Files / Groups and Types menu item to access the File Groups and Types configuration. Your currently defined file groups and types are listed. Select Add New, View, Update and Delete to define your file groups and types.

The file groups and types can be organised hierarchically in the left-hand menus of the website content administration pages through the Parent Group Menu and Parent Type Menu attributes. If a Parent Group Menu or Parent Type Menu is selected then the file group/type will be displayed as a menu item under the selected parent group's/type's menu item. Please note that the hierarchical organisation of file groups and types is only used for the organisation of the left-hand menu items – the file groups/types do not inherit any attributes from the parent group/type.



**ASBRU** Logged in as: admin File Groups

Web Content Management

Home Help Logout Browse & Edit Website Structure Website Content Media Library Products & Orders Content Databases User Database Usage Statistics Configuration Updates

File Group

File Group	Add New
Careers	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Investor Relations	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
My Account	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Online Shop	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Products and Services	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>

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**ASBRU** Logged in as: admin Update File Group

Web Content Management

Home Help Logout Browse & Edit Website Structure Website Content Media Library Products & Orders Content Databases User Database Usage Statistics Configuration Updates

File Group

Title: Careers Parent Group Menu: - none -

Save

File Group

Configuration System Features Content Images Files Formats Groups Types Links Users Versions

**ASBRU** Logged in as: admin File Types

Web Content Management

Home Help Logout Browse & Edit Website Structure Website Content Media Library Products & Orders Content Databases User Database Usage Statistics Configuration Updates

File Type

File Type	Add New
Corporate Governance	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Customer Bills	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Digital Products	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Financial Reports	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Financial Reports Thumbnails	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Job Applications	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Other Publications	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Product Brochures	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Product Files	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Product Installation Instructions	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Product Use and Care Manuals	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>

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#### 4.3.3.1 Access Restrictions

All access restrictions on file content items as well as on their file groups and types and website access restrictions must be met for access permission. So access restrictions defined for a file group and type are in addition to other defined access restrictions. The file group and type access restrictions do not overwrite/replace other defined access restrictions.

The access restrictions for file groups and types are the same and are used in the same way as the access restrictions for individual content items.

#### 4.4 Links Configuration

The Links Configuration pages give you access to configure your link groups and types through the left-hand menu items.



The screenshot shows the Asbru Web Content Management System interface. At the top, there's a navigation bar with icons for Home, Help, Logout, Browse & Edit, Website Structure, Website Content, Media Library, Products & Orders, Content Databases, User Database, Usage Statistics, Configuration, and Updates. The 'Configuration' icon is highlighted. Below the navigation bar, the title 'Configuration' is displayed, followed by a sub-section titled 'Configuration'. It says: 'The configuration section gives you easy access to configure the settings for your website. Please use the left-hand menu to access the configuration administration page.' On the left, there's a sidebar with a tree view of the configuration menu, including sections like Configuration, System, Features, Content, Images, Files, and Links (which is expanded to show Groups, Types, Users, Versions, E-Commerce, Databases, Packages, and Bundles). To the right of the main content area, there are three circular icons with icons inside: a DNA helix, a grid of colored squares, and a magnifying glass over a document.

#### 4.4.1 Link Groups and Types Configuration

The link groups and types define which content categories can be used to organize your website links.

Select the Configuration / Links / Groups and Types menu item to access the Link Groups and Types configuration. Your currently defined link groups and types are listed. Select Add New, View, Update and Delete to define your link groups and types.

The link groups and types can be organised hierarchically in the left-hand menus of the website content administration pages through the Parent Group Menu and Parent Type Menu attributes. If a Parent Group Menu or Parent Type Menu is selected then the link group/type will be displayed as a menu item under the selected parent group's/type's menu item. Please note that the hierarchical organisation of link groups and types is only used for the organisation of the left-hand menu items – the link groups/types do not inherit any attributes from the parent group/type.

The screenshot shows the Asbru Configuration page with the 'Link Groups' section highlighted in the navigation bar. The left sidebar shows the 'Links' section expanded, with 'Groups' selected. The main content area displays a table titled 'Link Group' with three entries: Employees, Members, and Partners. To the right of the table is a 'Add New' button and a row of 'View', 'Update', and 'Delete' buttons for each entry. The bottom of the screen shows a copyright notice: 'Asbru Web Content Management System v6.0 - Copyright © 1999-2011 Asbru Ltd. and its licensors. All rights reserved.'



The screenshot shows the Asbru Web Content Management System interface. The top navigation bar includes links for Home, Help, Logout, Browse & Edit, Website Structure, Website Content, Media Library, Products & Orders, Content Databases, User Database, Usage Statistics, Configuration, and Updates. The title bar indicates 'Logged in as: admin'. The main content area is titled 'Link Group' and contains fields for 'Title' (Employees) and 'Parent Group Menu' (none). On the left, a sidebar shows a tree view of website structure, with 'Groups' selected under 'Links'. A 'Save' button is visible at the top of the form.

The screenshot shows the Asbru Web Content Management System interface. The top navigation bar includes links for Home, Help, Logout, Browse & Edit, Website Structure, Website Content, Media Library, Products & Orders, Content Databases, User Database, Usage Statistics, Configuration, and Updates. The title bar indicates 'Logged in as: admin'. The main content area is titled 'Link Type' and lists 'External' and 'Internal' types. It includes 'Add New' and 'View/Update/Delete' buttons. On the left, a sidebar shows a tree view of website structure, with 'Types' selected under 'Links'. A 'Save' button is visible at the top of the form.

The screenshot shows the Asbru Web Content Management System interface. The top navigation bar includes links for Home, Help, Logout, Browse & Edit, Website Structure, Website Content, Media Library, Products & Orders, Content Databases, User Database, Usage Statistics, Configuration, and Updates. The title bar indicates 'Logged in as: admin'. The main content area is titled 'Link Type' and contains fields for 'Title' (External) and 'Parent Type Menu' (none). A 'Save' button is visible at the top of the form. On the left, a sidebar shows a tree view of website structure, with 'Types' selected under 'Links'. A 'Save' button is visible at the top of the form.

#### 4.4.1.1 Access Restrictions

All access restrictions on link content items as well as on their link groups and types and website access restrictions must be met for access permission. So access restrictions defined for a link group and type are in addition to other defined access restrictions. The link group and type access restrictions do not overwrite/replace other defined access restrictions.

The access restrictions for link groups and types are the same and are used in the same way as the access restrictions for individual content items.



**Access Restrictions**  
Who has permission to access and manage this content item?  
Note: Access restrictions may be defined for individual content items as well as for groups and types as well as for the entire website.  
All access restrictions must be met for access permission.

**View**  
Group - public - Type - public - Users - all - Select

**Create**  
Group - all (administrators) - Type - all (administrators) - Users - all - Select

**Update**  
Group - all (administrators) - Type - all (administrators) - Users - all - Select

**Publish**  
Group - all (administrators) - Type - all (administrators) - Users - all - Select

**Developers**  
Group - all (administrators) - Type - all (administrators) - Users - all - Select

**Administrators**  
Group - all (administrators) - Type - all (administrators) - Users - all - Select

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## 4.5 Versions Configuration

The Version Configuration pages give you access to configure your content item versions. Your currently defined content versions are listed. Select Add New, View, Update and Delete to define your content versions.

Each content version is simply a name as used for left-hand menu items and Content Version select-box input fields. Optionally, if the E-Commerce features are used, a Currency can also be defined for each content version.

**ASBRU** Logged in as: admin **Versions**

Web Content Management

Home Help Logout Browse & Edit Website Structure Website Content Media Library Products & Orders Content Databases User Database Usage Statistics Configuration Updates

Configuration System Features Content Images Files Links Users **Versions** E-Commerce Databases Packages Bundles

Version	Add New
Arabic	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Chinese	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Danish	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
French	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
German	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Hebraic	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Japanese	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Spanish	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>

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The screenshot shows the Asbru Web Content Management System interface. At the top, there's a navigation bar with icons for Home, Help, Logout, Browse & Edit, Website Structure, Website Content, Media Library, Products & Orders, Content Databases, User Database, Usage Statistics, Configuration, and Updates. The title "ASBRU" is at the top left, and "Logged in as: admin" is at the top right. Below the navigation bar is a sidebar with links like Configuration, System, Features, Content, Images, Files, Links, Users, Versions, E-Commerce, Databases, Packages, and Bundles. The main content area has a form titled "Version" with a "Save" button. It contains fields for "Title" (Danish) and "E-Commerce" with a "Currency" dropdown set to "kr.". At the bottom of the page is a footer bar with the text "Asbru Web Content Management System v6.0 - Copyright © 1999-2011 Asbru Ltd. and its licensors. All rights reserved."

## 4.6 Packages Configuration and Administration

The Packages Configuration pages give you access to view and delete all the content items of your content packages as well as to update (rename) your content packages.

*Please note that deleting a package deletes all the listed content items completely (unlike Bundles).*

Your currently defined content packages are listed. Select View, Update and Delete to manage your content packages.

Use the Configuration / Content / All website content administration pages as well as the general Website Content, Media Library and Products administration pages to manage the individual content items of your content packages.

The screenshot shows the Asbru Web Content Management System interface. The navigation bar and sidebar are identical to the previous screenshot. The main content area now displays a table with a single row for "Support Tickets". The table has columns for "Package" (Support Tickets), "View", "Update", and "Delete". At the bottom of the page is a footer bar with the text "Asbru Web Content Management System v6.0 - Copyright © 1999-2011 Asbru Ltd. and its licensors. All rights reserved."



**ASBRU** Logged in as: admin **Update Package**

**Web Content Management**

Home Help Logout Browse & Edit Website Structure Website Content Media Library Products & Orders Content Databases User Database Usage Statistics Configuration Updates

**Configuration**  
System Features Content Images Files Links Users Versions E-Commerce Databases Packages Bundles

**Package**

**Title**

**Website Content**

**Pages**

Definition Probability [360]  
Definition Risk [361]  
Definition Severity [354]  
Definition Status [356]  
Definition Urgency [355]  
My Tickets - Active Ticket Summary Entry [347]  
My Tickets - Active Tickets - NAB Customer (1) [371]  
My Tickets - Active Tickets - NAB Customer (2) [372]  
My Tickets - Active Tickets - NAB Provider (1) [369]  
My Tickets - Active Tickets - NAB Provider (2) [370]  
My Tickets - Archived Ticket Entry [343]  
My Tickets - Archived Ticket Summary Entry [346]  
My Tickets - Archived Tickets [345]  
My Tickets - New Ticket - Validation Error [375]  
My Tickets - Toolbar [359]  
My Tickets - View Ticket [338]  
Support Tickets [344]  
Support Tickets Admin [349]  
Ticket Administration - Advanced Search [352]  
Ticket Administration - Advanced Search Results [351]  
Ticket Administration - Awaiting Customer Response [353]  
Ticket Administration - Comment Entry [381]  
Ticket Administration - Keyword Search Results [339]  
Ticket Administration - NAB Customer (1) [378]  
Ticket Administration - NAB Customer (2) [379]  
Ticket Administration - NAB Provider (1) [373]  
Ticket Administration - NAB Provider (2) [374]  
Ticket Administration - New Ticket [358]  
Ticket Administration - New Ticket - Validation Error [380]  
Ticket Administration - Search Bar [357]  
Ticket Administration - Search Director [366]  
Ticket Administration - Search No Tickets [367]  
Ticket Administration - Summary Entry [348]  
Ticket Administration - Toolbar [362]  
Ticket Administration - Update Ticket [350]  
Tickets [341]

**Scripts**

Support Tickets [363]

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## 4.7 Bundles Configuration and Administration

The Bundles Configuration pages give you access to view and delete your content bundles as well as to update (rename) your content bundles.

*Please note that deleting a bundle only deletes the bundle categorisation from the listed content items - not the actual content items (unlike Packages).*

Your currently defined content bundles are listed. Select View, Update and Delete to manage your content bundles.

Use the Configuration / Content / All website content administration pages as well as the general Website Content, Media Library and Products administration pages to manage the individual content items of your content bundles.

ASBRU  
Web Content Management  
Logged in as: admin  
Bundles

Home Help Logout Browse & Edit Website Structure Website Content Media Library Products & Orders Content Databases User Database Usage Statistics Configuration Updates

Configuration  
System  
Features  
Content  
Images  
Files  
Links  
Users  
Versions  
E-Commerce  
Databases  
Packages  
Bundles

Bundle  
Shopping Cart  
View Update Delete

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ASBRU  
Web Content Management  
Logged in as: admin  
Update Bundle

Home Help Logout Browse & Edit Website Structure Website Content Media Library Products & Orders Content Databases User Database Usage Statistics Configuration Updates

Configuration  
System  
Features  
Content  
Images  
Files  
Links  
Users  
Versions  
E-Commerce  
Databases  
Packages  
Bundles

Save  
Bundle  
Title  
Shopping Cart  
Website Content Pages  
Shopping Cart [202]  
Shopping Cart Items [203]  
Shopping Cart Summary [200]  
Shopping Cart Summary [609]  
Shopping Cart Summary Items [201]  
Shopping Cart Summary Items [610]

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## 5 User Database Configuration

The Users Configuration pages give you access to configure your user groups and types through the left-hand menu items.

The Users Configuration pages also give you access to export and import your user database details to and from simple CSV (comma separated values) formatted text files for bulk updates outside of the web content management system and for synchronization with external user databases.

You may have an existing user database and your user details such as passwords may change frequently. It may not be practical or possible to move your entire user database and administration to the Asbru Web Content Management system or to update both your existing user database and the users in the Asbru Web Content Management system.

To make it easy to synchronize the user details between your existing user database and the users in the Asbru Web Content Management system you can export/import the user details from/into the Asbru Web Content Management system.

The screenshot shows the Asbru Web Content Management System interface. The top navigation bar includes links for Home, Help, Logout, and various site management tools like Browse & Edit, Website Structure, Website Content, Media Library, Products & Orders, Content Databases, User Database, Usage Statistics, Configuration, and Updates. The current user is logged in as 'admin'. The left sidebar has a tree view with 'Configuration' expanded, showing 'System', 'Features', 'Content', 'Images', 'Files', 'Links', and 'Users' (which is currently selected). Under 'Users', there are sub-options for 'Export', 'Import', 'Groups', 'Types', 'Versions', 'E-Commerce', 'Databases', 'Packages', and 'Bundles'. The main content area has a red header 'Configuration'. Below it, a message says: 'The configuration section gives you easy access to configure the settings for your website. Please use the left-hand menu to access the configuration administration page.' There are four sections: 'Export' (with a link to 'Export user details to ".csv" format file'), 'Import' (with a link to 'Import user details from ".csv" format file'), 'Groups' (with a link to 'Define which "groups" to use to categorise/organise your users.'), and 'Types' (with a link to 'Define which "types" to use to categorise/organise your users.'). Each section has a small circular icon with a user profile picture next to its name.

### 5.1 User Groups and Types Configuration

The user groups and types define which user categories can be used to organize your website administrator and user accounts.

Select the Configuration / Users / Groups and Types menu item to access the User Groups and Types configuration. Your currently defined user groups and types are listed. Select Add New, View, Update and Delete to define your user groups and types.

The user groups and types can be organised hierarchically in the left-hand menus of the website content administration pages through the Parent Group Menu and Parent Type Menu attributes. If a Parent Group Menu or Parent Type Menu is selected then the user group/type will be displayed as a menu item under the selected parent group's/type's menu item. Please



note that this hierarchical organisation of user groups and types is only used for the organisation of the left-hand menu items – the user groups/types do not inherit any attributes from the parent group/type.

The screenshot shows the Asbru Web Content Management System interface. At the top, there's a navigation bar with icons for Home, Help, Logout, and various management functions like Browse & Edit, Website Structure, Website Content, Media Library, Products & Orders, Content Databases, User Database, Usage Statistics, Configuration, and Updates. The title bar says "ASBRU Web Content Management". Below the navigation bar, a sidebar on the left lists categories such as Configuration, System, Features, Content, Images, Files, Links, Users, Export, Import, Groups (which is selected and highlighted in red), Types, Versions, E-Commerce, Databases, Packages, and Bundles. The main content area is titled "User Group" and displays a list of user groups with columns for "Add New" (View, Update, Delete) and a list of groups including Account Managers, Company Bloggers, Customer, Event Managers, Financial Officers, Forum Moderator, Human Resources, Intranet Managers, Intranet Users, Newsletter, Press Officers, Product Managers, Registered Users, Shop Managers, Subscribers, Support Ticket Administrators, Support Ticket Users, User Managers, Website Administrators, and Website Developers.

The screenshot shows the Asbru Web Content Management System interface with the title "Update User Group". The layout is similar to the previous screenshot, with the same navigation bar and sidebar. The main content area has a "Save" button at the top left. It displays a "User Group" form with a "Title" field containing "Account Managers" and a "Parent Group Menu" dropdown menu which is currently set to "- none -".



User Type	Add New
Customer	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Employee	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Partner	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>

Save

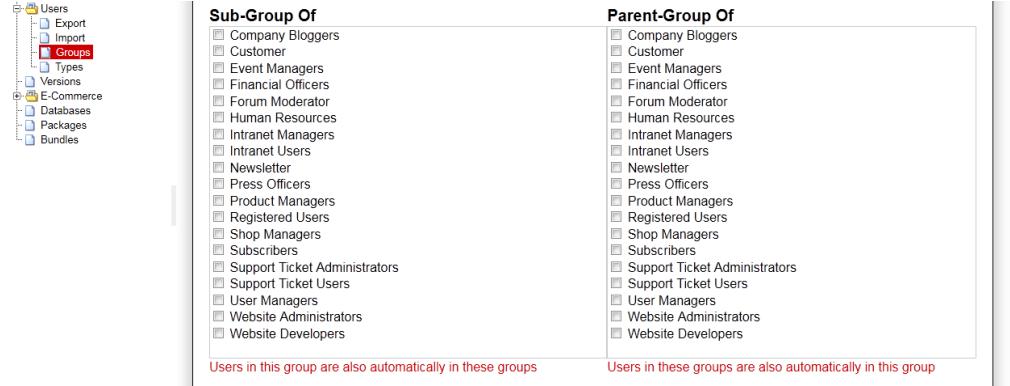
User Type	Parent Type Menu
Title	- none -

### 5.1.1 Sub-Groups and Sub-Types

User Groups and Types can be defined to have other user groups and types as Sub-Groups and Sub-Types meaning that all users of the given user group and type are also automatically to be considered as being of the defined user sub-groups and sub-types.

For example, if the “Website Developer” user group/type is defined to have the “Website Administrators” user group/type as a sub-type then all “Website Developer” users are also considered to be “Website Administrators” users with the same access permissions as actual “Website Administrators” users; and if the “Employee” user type is defined to have the “Partner” user type as a sub-type then all “Employee” users are also considered to be “Partner” users with the same access permissions as actual “Partner” users.

When a user group/type is defined to have other user groups and types as Sub-Groups and Sub-Types those Sub-Groups and Sub-Types will automatically be defined to have the user group/type as their Parent-Group and Parent-Type and vice versa.



## 5.1.2 Access Restrictions

### 5.1.2.1 Login Page

The access restrictions for user groups and types define the login page to be used for website users if they access website content that is restricted to users of the user group/type. As default all website users are asked to login using the Default Login Page as configured for your website. However, you may want to use different login pages for different user groups/types. As default the Login Page is set to "- default -" to use the Default Login Page as configured for your website. Set the Login Page to another login page to use that page when website users of this category are asked to login.

### 5.1.2.2 Subscribe To and Unsubscribe From User Group/Type

The access restrictions for user groups and types also define if website users have permission to subscribe to and unsubscribe from the user group/type through special subscribe and unsubscribe links on the website.

- None  
Website users cannot subscribe to and unsubscribe from this user group/type.  
Website administrators and users can only be assigned to this user group/type through the user database administration pages.
- Restricted  
All registered website users (already logged in to the website) can subscribe to and unsubscribe from this user group/type.
- Specific User Group/Type  
Only registered website users (already logged in to the website) of the given other user group and type can subscribe to and unsubscribe from this user group/type.



Access Restrictions

Login Page

- default - Select

Subscribe

Type - none -

Group - none -

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## 5.2 Export User Details

Select the Configuration – Users - Export menu item link to access the Export User Details administration.

Select “Export” to extract your current user details from the Asbru Web Content Management system and to download them as a .csv format file.

The downloaded .csv format file can be opened and edited using spreadsheet desktop applications, and it can be imported by database applications.

ASBRU

Logged in as: admin

Web Content Management

Home Help Logout

Browse & Edit Website Structure Website Content Media Library Products & Orders Content Databases User Database Usage Statistics Configuration Updates

Export User Details

Configuration System Features Content Images Files Links Users

Export Import Groups Types Versions E-Commerce Databases Packages Bundles

Export User Details

Select "Export" to generate and download a ".csv" format file with your user details.

Export

Your user details in the generated ".csv" format file can be opened, updated and re-exported using desktop applications such as spreadsheets, databases and text editors. The updated ".csv" format file can be re-imported into the web content management system through the "Import" left-hand menu item.

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## 5.3 Import User Details

Select the Configuration – Users - Import menu item link to access the Import User Details administration.

Select a .csv format file (as exported through the Export User Details functionality) from your local computer and select “Import” to upload and import it into the Asbru Web Content Management system. Any added user details in the imported .csv format file are added and any updated user details in the imported .csv format file are updated in the Asbru Web Content Management system through the import.

Please note that no users are deleted by the import. User details are only added for new users and updated for existing users. Users must be deleted through the user database administration.



The screenshot shows the Asbru Web Content Management System interface. At the top, there's a red header bar with the Asbru logo and the text "Logged in as: admin". Below the header is a black navigation bar with various icons and labels: Home, Help, Logout, Browse & Edit, Website Structure, Website Content, Media Library, Products & Orders, Content Databases, User Database, Usage Statistics, Configuration, and Updates. On the left, there's a sidebar with a tree view of system categories: Configuration, System, Features, Content, Images, Files, Links, Users (with sub-options Export, Import, Groups, Types, Versions, E-Commerce, Databases, Packages, Bundles). The main content area has a title "Import User Details" and instructions: "Select a '.csv' format file with your user details (as generated through the 'Export' left-hand menu item), and select 'Import' to update your website user details." It includes "Browse..." and "Import" buttons. A note below says: "Please note that no users are deleted by this import. User details are only added for new users and updated for existing users." At the bottom of the page, a red footer bar contains the text "Asbru Web Content Management System v6.0 - Copyright © 1999-2011 Asbru Ltd. All rights reserved."



## 6

## Workflows Configuration

The Workflows Configuration pages give you access to define your own workflows for advanced website administrator access restrictions and required work and approval processes for creating and managing your website content.

### 6.1.1 Workflows

Select the Configuration – Workflows menu item to access the Workflows configuration page. All your currently defined workflow actions are listed and a combined diagram of all your currently defined workflow actions is displayed. A Workflows sub-menu item can also be selected for each of the currently defined workflow names. Select a specific workflow name to only display a list of workflow actions for that workflow name and display a diagram of these workflow actions. Select Add New, View, Update and Delete to define your workflow actions.

Workflow Name	Action	Change From State	Change To State	Add New
Basic	Approve and publish	Pending		<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Basic	Keep private		Private	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Basic	Reject publishing	Pending	Private	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Basic	Request approval and publishing	Pending		<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Basic	Request approval and publishing	Private	Pending	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>

User Group	User Type	START	Private	Pending	END
Website Editor	- all -	Keep private	==>	*	
Website Editor	- all -	Request approval and publishing	==>		*
Website Editor	- all -		Request approval and publishing	==>	*
Website Publisher	- all -			<==	Reject publishing
Website Publisher	- all -			Approve and publish	==>

### 6.1.2 Workflow Actions

A workflow consists of a number of workflow actions each of which defines a change in a content item's status and who has permissions to do this. Each workflow action is defined with the following attributes:

- Workflow
  - Workflow Name  
Defines the workflow which this workflow action is part of. For example “Add new page”.

Important: If you are defining multiple workflows, please note that the different workflow names are only used for administrative purposes grouping the different related workflow actions in the workflow configuration, but if you use the same workflow states in different workflows then the workflows are connected. For example, the workflow state “Approved” in a workflow named “X” is exactly the same as the workflow state “Approved” in another workflow



named “Y”. A content item is never explicitly in a given “workflow name” but always only in a given “workflow state”, which determines the available next workflow actions. A workflow action in one workflow can be followed by another workflow action in another workflow if the same workflow state is used in both workflows

- Action

Describes the workflow action. This is what website administrators see as available workflow actions and select when changing content’s workflow status. For example “Approve content” or “Reject content”.

- Change From State

Defines from which content state this workflow action can be taken. This workflow action can only be selected if the content’s current state is this state. As default all contents’ state is blank.

Leave the Change From State blank for the first workflow action(s) in a workflow to start the workflow. For example “New” or “Rejected” or “Approved”.

- Change To State

Define the new content state after taking this workflow action. This is what website administrators see as the content’s current workflow status and defines what other workflow actions this workflow action can be followed by. As default all contents’ state is blank.

Leave the Change To State blank for the last workflow action(s) in a workflow to end the workflow.

If some website administrators should have permission to update content without changing the content’s workflow status set Change To State to the same as the Change From State. Website administrators who do not have permissions to any workflow actions for a content item do not have permissions to update the content item.

- Content Changes

- Actions

The action checkboxes can be used to add/remove Programmed Content Changes described below.

- Archive

Archives the content item when the workflow action is selected.

- Checkout

Checks out the content item when the workflow action is selected.

- Checkin

Checks in the content item when the workflow action is selected.



- Publish  
Publishes the content item when the workflow action is selected.
- Unpublish  
Unpublishes the content item when the workflow action is selected.
- Delete  
Deletes the content item when the workflow action is selected.
- Unschedule  
Clears the scheduled publish by and expire by dates/times.
- Access Permissions  
The content access permissions checkboxes can be used to add/remove Programmed Content Changes described below.
  - Disable  
Disables the given access permission and overrides users'/administrators' general access permissions.
  - Re-enable  
Re-enables the given access permission so that users'/administrators' general access permissions apply.
  - User / View  
Users'/administrators' permission to view the content item.
  - Editor / Update  
Users'/administrators' permission to update the content item.
  - Developer / Update  
Developer administrators' permission to update the content item.
  - Creator / Add New  
Users'/administrators' permission to copy the content item to add new content items.
  - Publisher / Publish  
Administrators' permission to publish and unpublish the content item.
  - Administrator / Ownership  
Administrators' permission to update the content item's categories and access restrictions etc.
  - Scheduled Publish  
Controls if the content item can be published by the web content management system's scheduled publishing functionality.
  - Scheduled Expire  
Controls if the content item can be expired by the web content



management system's scheduled expiration functionality.

- Programmed Content Changes

Defines automatic changes made to the content when this workflow action is taken. These content changes override content attributes entered/selected by the website administrators. Any number of automatic content changes can be defined with a number of ATTRIBUTE=VALUE lines. For example, the content can be moved to another content group/type and the content's access restrictions can be changed:

```
contentgroup=News
contenttype=General
users_group=
users_type=
creators_group=Website Designer
creators_type=Employee
developers_group=Website Developer
developers_type=Employee
editors_group=Website Designer
editors_type=Employee
publishers_group=Website Administrator
publishers_type=Employee
administrators_group=Website Administrator
administrators_type=Employee
```

Automatic actions can also be defined for the content when this workflow action is taken. These content actions override actions selected by the website administrators. Any number of automatic content actions can be defined with a number of ACTION lines (please note that the actions must be in all upper-case letters). These commands can be added/removed manually or using the action checkboxes described above. For example, the content can be automatically be archived, checked in and published. The available actions are:

```
ARCHIVE
CHECKIN
CHECKOUT
PUBLISH
UNPUBLISH
DELETE
UNSCHEDULE
LOCK USER
UNLOCK USER
LOCK CREATOR
UNLOCK CREATOR
LOCK DEVELOPER
UNLOCK DEVELOPER
LOCK EDITOR
UNLOCK EDITOR
LOCK PUBLISHER
UNLOCK PUBLISHER
LOCK ADMINISTRATOR
```



UNLOCK ADMINISTRATOR  
LOCK SCHEDULE  
UNLOCK SCHEDULE  
LOCK UNSCHEDULE  
UNLOCK UNSCHEDULE

- Custom Extension Program  
If any custom workflow action program script modules have been installed then they will be listed and can be selected here. Such custom workflow action program script modules will do whatever they have been programmed to do.
- Workflow Access Restrictions  
Defines who has access to take this workflow action. Website administrators must match both the user group and the user type and the user restriction for permission to take this workflow action.
  - User Group  
Only website administrators of this user group has access to take this workflow action.
  - User Type  
Only website administrators of this user type has access to take this workflow action.
  - User Restriction
    - Any website administrator regardless of previous workflow action  
Any website administrator regardless of who took the previous workflow action has access to take this workflow action.
    - Different website administrator than previous workflow action  
Only another website administrator than the website administrator who took the previous workflow action has access to take this workflow action.
    - Same website administrator as previous workflow action  
Only the website administrator who took the previous workflow action has access to take this workflow action.
- Notification Email  
Defines a page to be emailed to all the website administrators who have permission to take workflow actions after this workflow action (That is, to the website administrators with access permissions for subsequent workflow actions – not to the website administrators with access permissions for this workflow action).
- Content  
Defines which content classes, versions groups and types this workflow action applies to. This workflow action will only be available for the selected content classes, versions, groups and types.



ASBRU

Web Content Management

Logged in as: admin

Add New Workflow

Home Help Logout Browse & Edit Website Structure Website Content Media Library Products & Orders Content Databases User Database Usage Statistics Configuration Updates

Save

**Workflow**

**Workflow Name**

**Action**

**Change From State**

**Change To State**

**Content Changes**

Archive  Checkout  Checkin  Publish  Unpublish  Delete  Unschedule

**Access Permissions**

User View	Editor Update	Developer Update	Creator Add New	Publisher Publish	Administrator Ownership	Scheduled Publish	Scheduled Expire
<input type="checkbox"/> Disable	<input type="checkbox"/>						
<input type="checkbox"/> Re-enable	<input type="checkbox"/>						

**Programmed Content Changes**

**Custom Extension Program**

- none -

**Workflow Access Restrictions**

**User Group**

- all (administrators) -

**User Type**

- all (administrators) -

**User Restriction**

Any website administrator regardless of previous workflow action

**Notification Email**

Select

**Content**

**Content Classes**

- all -  
 Page  
 Template  
 Style Sheet  
 Script  
 Image  
 File  
 Link  
 Product  
 banner  
 breadcrumbs  
 featurebox1  
 featurebox2  
 featurebox3  
 featurebox4  
 footer  
 logo  
 menu  
 personal  
 toolbar  
 utilities

**Content Versions**

- all -  
 Arabic  
 Chinese  
 Danish  
 French  
 German  
 Hebrew  
 Japanese  
 Spanish



**Content Groups**

- all -
- About Us [content]
- Careers [content]
- Company Blog [content]
- Company Blog Comments [content]
- Company Blog Entries [content]
- Company News [content]
- Customer Service [content]
- E-Commerce [content]
- Events [content]
- Financial News [content]
- Home [content]
- Intranet [content]
- Investor Relations [content]
- Job Search [content]
- My Account [content]
- News & Media [content]
- Online Shop [content]
- Product Database [content]
- Product Forum [content]
- Product Forum Comments [content]
- Product Forum Threads [content]
- Product Forum Topics [content]
- Product Review Posts [content]
- Product Reviews [content]
- Products & Services [content]
- Products & Services News [content]
- Store Locator [content]
- Support [content]
- Support Tickets [content]
- System Pages [content]
- User Pages [content]
- Utilities [content]
- Careers [file]
- Investor Relations [file]
- My Account [file]
- Online Shop [file]
- Products and Services [file]
- About Us [image]
- Careers [image]
- Company Blog [image]
- E-Commerce [image]
- Executives [image]
- General [image]
- Investor Relations [image]
- News & Media [image]
- Online Shop [image]
- Product A [image]
- Product B [image]
- Product C [image]
- Products & Services [image]
- Template [image]
- Employees [link]
- Members [link]
- Partners [link]
- Digital Products 1 [product]
- Member Products 1 [product]
- Physical Products 1 [product]
- Physical Products 2 [product]
- Subscription Services 1 [product]

**Content Types**

- all -
- Events [content]
- Events Admin [content]
- Job Search [content]
- Job Search Admin [content]
- News [content]
- Product Posts [content]
- Special [content]
- Support Tickets [content]
- Support Tickets Admin [content]
- Corporate Governance [file]
- Customer Bills [file]
- Digital Products [file]
- Financial Reports [file]
- Financial Reports Thumbnails [file]
- Job Applications [file]
- Other Publications [file]
- Product Brochures [file]
- Product Files [file]
- Product Installation Instructions [file]
- Product Use and Care Manuals [file]
- Graphics [image]
- Icons [image]
- Illustrations [image]
- Logos [image]
- Photos [image]
- Thumbnails [image]
- Videos [image]
- External [link]
- Internal [link]
- Feature [product]

User Group	User Type	START	Private	Pending	END
Website Editor	- all -	Keep private	=>	*	
Website Editor	- all -	Request approval and publishing	=>	*	
Website Editor	- all -		Request approval and publishing	=>	*
Website Publisher	- all -		*	<=	Reject publishing
Website Publisher	- all -			Approve and publish	=>

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### 6.1.3 Example Workflows

A number of typical workflows are included with the web content management system as default. These workflows can be used as they are or they can be modified/extended to your workflow requirements.

#### 6.1.3.1 Basic Editor-Publisher Workflow

Example: Website administrators have permission to add new content and to update existing content. When the new/updated content is ready for publishing a website administrator with publish permissions must approve and publish the content.

This workflow uses the following workflow states for the content:



- **Private**  
The added/updated content is being worked on and should not be published.
- **Pending**  
The added/updated content is ready for publishing and is awaiting approval and publishing by a website administrator with publish permissions.

This workflow uses the following workflow actions:

- **Keep private**  
When adding/updating content the website administrator can keep the content private while working on it. This starts the workflow.
- **Request approval and publishing**  
When the website administrator has finished working on added/updated content he/she can request that the content is approved and published.
- **Approve and publish**  
When a website administrator has requested approval and publishing of added/updated content a website administrator with publish permissions can approve and publish the content. This ends the workflow.
- **Reject publishing**  
When a website administrator has requested approval and publishing of added/updated content a website administrator with publish permissions can reject to publish the content.

This workflow uses the following website administrator user groups/types:

- **All website administrators**  
All website administrators may start this workflow to add/update content and to request approval and publishing of the content, so no specific user group/type is required for this. Alternatively, this could be restricted to a limited group/type of website administrators in which a user group/type must be defined and used for these website administrators. For example the user group “Website Editor” and the user type “Employee”.
- **Publishers**  
Only some website administrators have permission to approve and publish content, so a user group/type is required to identify these website administrators. For example the user group “Website Publisher” and the user type “Employee”.

This workflow is implemented with configuration of the following workflow actions:

**Website administrators can add/update content and start the workflow to keep it private**

Workflow Name:	Basic
Action:	Keep private
Change From State:	
Change To State:	Private



User Group:	all (administrators)
User Type:	all (administrators)
<b>Website administrators can request approval and publishing of content when it is ready</b>	
Workflow Name:	Basic
Action:	Request approval and publishing
Change From State:	Private
Change To State:	Pending
User Group:	all (administrators)
User Type:	all (administrators)
<b>Website publishers can approve and publish content when it is ready</b>	
Workflow Name:	Basic
Action:	Approve and publish
Change From State:	Pending
Change To State:	
User Group:	Website Publisher
User Type:	all (administrators)
<b>Website publishers can reject publishing content</b>	
Workflow Name:	Basic
Action:	Reject publishing
Change From State:	Pending
Change To State:	Private
User Group:	Website Publisher
User Type:	all (administrators)

The workflow actions above define the described basic workflow. Eventually, a number of additional workflow actions such as the following can be added:

- Allow website administrators to request approval and publishing immediately without first making the content private.
- Allow website administrators to withdraw content awaiting approval and publishing for further editing.
- Allow website administrators and website publishers to cancel the workflow.

<b>Website administrators can request approval and publishing of content immediately</b>	
Workflow Name:	Basic



Action:	Request approval and publishing
Change From State:	
Change To State:	Pending
User Group:	all (administrators)
User Type:	all (administrators)
<b>Website administrators can withdraw requested approval and publishing of content</b>	
Workflow Name:	Basic
Action:	Withdraw requested approval and publishing
Change From State:	Pending
Change To State:	Private
User Group:	all (administrators)
User Type:	all (administrators)
<b>Website administrators can cancel the workflow for private content</b>	
Workflow Name:	Basic
Action:	Cancel workflow
Change From State:	Private
Change To State:	
User Group:	all (administrators)
User Type:	all (administrators)
<b>Website administrators can cancel the workflow for pending content</b>	
Workflow Name:	Basic
Action:	Cancel workflow
Change From State:	Pending
Change To State:	
User Group:	all (administrators)
User Type:	all (administrators)



### 6.1.3.2 Simple Editor-Manager-Publisher Approval

Example: Website administrators have permission to add new content and to update existing content. When the new/updated content is ready for publishing a manager must first approve the content and then a website administrator with publish permissions must publish the content.

This workflow uses the following workflow states for the content:

- **Private**  
The added/updated content is being worked on and should not be published.
- **Pending**  
The added/updated content is ready for publishing and is awaiting approval by a manager.
- **Approved**  
The added/updated content has been approved by a manager and is awaiting publishing by a website administrator with publish permissions.

This workflow uses the following workflow actions:

- **Keep private**  
When adding/updating content the website administrator can keep the content private while working on it. This starts the workflow.
- **Request approval and publishing**  
When the website administrator has finished working on added/updated content he/she can request that the content is approved and published.
- **Approve publishing (manager)**  
When a website administrator has requested approval and publishing of added/updated content a manager can approve it for publishing and pass it on to a website administrator with publish permissions.



- Reject publishing (manager)  
When a website administrator has requested approval and publishing of added/updated content a manager can reject publishing it and return it to the website administrator.
- Approve publishing (publisher)  
When a website administrator has requested approval and publishing of added/updated content and a manager has approved it a website administrator with publish permissions can publish the content. This ends the workflow.
- Reject publishing (publisher)  
When a website administrator has requested approval and publishing of added/updated content and a manager has approved it a website administrator with publish permissions can reject to publish the content and return it to the manager.

This workflow uses the following website administrator user groups/types:

- All website administrators  
All website administrators may start this workflow to add/update content and to request approval and publishing of the content, so no specific user group/type is required for this. Alternatively, this could be restricted to a limited group/type of website administrators in which a user group/type must be defined and used for these website administrators. For example the user group “Website Editor” and the user type “Employee”.
- Managers  
Only some website administrators have permission to approve content, so a user group/type is required to identify these website administrators. For example the user group “Website Manager” and the user type “Employee”.
- Publishers  
Only some website administrators have permission to publish content, so a user group/type is required to identify these website administrators. For example the user group “Website Publisher” and the user type “Employee”.

Please see the simple approval add-on module for details on how this workflow is implemented with configuration of a number of workflow actions.



Workflow Name	Action	Change From State	Change To State	Add New
Simple approval	Approve publishing	Pending	Approved	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Simple approval	Keep private		Private	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Simple approval	Publish	Approved		<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Simple approval	Reject publishing	Approved	Pending	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Simple approval	Reject publishing	Pending	Private	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Simple approval	Request approval and publishing		Pending	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Simple approval	Request approval and publishing	Private	Pending	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>

User Group	User Type	START	Private	Pending	Approved	END
Website Editor	- all -	Keep private	==>	*		
Website Editor	- all -	Request approval and publishing	==>	*		
Website Editor	- all -		Request approval and publishing	==>	*	
Website Manager	- all -			<==	Reject publishing	
Website Manager	- all -				Approve publishing	==>
Website Publisher	- all -					<==
Website Publisher	- all -					Publish ==>

### 6.1.3.3 Two-step Editor-Manager-Legal-Publisher Approval

Example: Website administrators have permission to add new content and to update existing content. When the new/updated content is ready for publishing a manager must first approve the content and then someone else (i.e. the legal department) must also approve the content before a website administrator with publish permissions must publish the content.

This workflow uses the following workflow states for the content:

- **Private**  
The added/updated content is being worked on and should not be published.
- **Pending**  
The added/updated content is ready for publishing and is awaiting approval by a manager.
- **Approved by manager**  
The added/updated content has been approved by a manager and is awaiting approval by the legal department (or someone else).
- **Approved**  
The added/updated content has been approved by a manager as well as the legal department and is awaiting publishing by a website administrator with publish permissions.

This workflow uses the following workflow actions:

- **Keep private**  
When adding/updating content the website administrator can keep the content private while working on it. This starts the workflow.



- Request approval and publishing  
When the website administrator has finished working on added/updated content he/she can request that the content is approved and published.
- Approve publishing (manager)  
When a website administrator has requested approval and publishing of added/updated content a manager can approve it for publishing and pass it on to the legal department for approval.
- Reject publishing (manager)  
When a website administrator has requested approval and publishing of added/updated content a manager can reject publishing it and return it to the website administrator.
- Approve publishing (legal)  
When a website administrator has requested approval and publishing of added/updated content and a manager has approved it the legal department can approve it before a website administrator with publish permissions can publish the content.
- Reject publishing (legal)  
When a website administrator has requested approval and publishing of added/updated content and a manager has approved it the legal department can reject it and return it to the manager.
- Approve publishing (publisher)  
When a website administrator has requested approval and publishing of added/updated content and a manager has approved it a website administrator with publish permissions can publish the content. This ends the workflow.
- Reject publishing (publisher)  
When a website administrator has requested approval and publishing of added/updated content and a manager has approved it a website administrator with publish permissions can reject to publish the content and return it to the legal department.

This workflow uses the following website administrator user groups/types:

- All website administrators  
All website administrators may start this workflow to add/update content and to request approval and publishing of the content, so no specific user group/type is required for this. Alternatively, this could be restricted to a limited group/type of website administrators in which a user group/type must be defined and used for these website administrators. For example the user group “Website Editor” and the user type “Employee”.
- Managers  
Only some website administrators have permission to approve content initially, so a user group/type is required to identify these website administrators. For example the user group “Website Manager” and the user type “Employee”.
- Legal  
Only some website administrators have permission to further approve content, so a user group/type is required to identify these website administrators. For example the user group “Website Legal Approval” and the user type “Employee”.

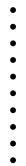


- Publishers

Only some website administrators have permission to publish content, so a user group/type is required to identify these website administrators. For example the user group “Website Publisher” and the user type “Employee”.

Please see the simple approval add-on module for details on how this workflow is implemented with configuration of a number of workflow actions.

The screenshot shows the Asbru Web Content Management System interface. The top navigation bar includes links for Home, Help, Logout, Browse & Edit, Website Structure, Website Content, Media Library, Products & Orders, Content Databases, User Database, Usage Statistics, Configuration, and Updates. The Configuration link is highlighted. The top right shows "Logged in as: admin". The main content area has a red header "Workflows". On the left, there's a sidebar with a tree view of system modules: Configuration, System, Features, Content, Images, Files, Links, Users, Workflows (which is expanded to show "Two-step approval"), Versions, E-Commerce, Databases, Packages, and Bundles. The "Two-step approval" item is selected and highlighted in red. The main table area contains two tables. The first table, titled "Workflow Name", lists "Two-step approval" with various actions: Approve publishing, Keep private, Reject publishing, Request approval and publishing, and Request approval and publishing. The second table, titled "User Group", maps user groups to actions: Website Editor (Keep private, Request approval and publishing), Website Manager (Request approval and publishing, Approve publishing), Website Approval (Approve publishing), and Website Publisher (Approve publishing). The bottom of the page has a footer bar with the text "Asbru Web Content Management System v6.0 - Copyright © 1999-2011 Asbru Ltd. All rights reserved."

**7****E-Commerce Configuration**

The E-Commerce Add-On module for the Asbru Web Content Management system enables you to create and manage e-commerce websites and turn your website visitors into website customers.

You can define any number of products and product pages using the full flexibility and power of the Asbru Web Content Management system. Your website visitors can browse and search product pages like any other pages on your website.

For easy updates of product prices and other product details and synchronization with existing product databases, product details can be easily exported from and imported into the Asbru Web Content Management system E-Commerce Add-On module.

Any currency and any number of currencies can be defined and used for your products with automatic handling of currency exchange rates. You can also create multiple versions of your website for different markets with each version using the local currency with automatic handling of currency exchange rates.

From your product pages, your website customers can select to add the products they want to their virtual website shopping cart. When your website customers have selected all the products they are interested in they can proceed to checkout and order the selected products by entering their payment, delivery and invoice details. Optionally, your website customers can pay for their orders by credit/debit card through the PayPal ([www.paypal.com](http://www.paypal.com)) payment processing service provider or another payment service provider.

Any type of shipping costs and taxes can be defined for different products, product types, product groups, order quantities, order totals and delivery countries and states.

Your website customers are sent order confirmations by email and your website order administrators are sent order notifications by email for all completed orders. All completed orders are also stored in your website database for easy order administration and as backup for the email notifications so that no orders are lost due to eventual email problems.

All product, shopping cart, checkout and ordering web pages as well as order confirmation and order notification email messages are fully customisable using the Asbru Web Content Management system features.



The configuration section gives you easy access to configure the settings for your website. Please use the left-hand menu to access the configuration administration page:

**Currencies**  
Define and export/import currencies and exchange rates.

**Products**  
Define product types and groups. Export/import products.

**Discounts**  
Define discounts for products and orders.

**Shipping Rates**  
Define shipping rates for products and orders.

**Tax Rates**  
Define tax rates for products and orders.

## 7.1 Products Configuration

Select the Configuration – E-Commerce - Products menu item to access the Products configuration. You can then use the left-hand menu items to the Product Groups and Types Configuration pages as well the product details Export and Import pages for bulk updates outside of the web content management system and for synchronization with external product databases.

The configuration section gives you easy access to configure the settings for your website. Please use the left-hand menu to access the configuration administration page:

**Export**  
Export product details to ".csv" format file.

**Import**  
Import product details from ".csv" format file.

**Groups**  
Define which "groups" to use to categorise/organise your products.

**Types**  
Define which "types" to use to categorise/organise your products.

### 7.1.1 Product Groups and Types Configuration

The default installation of the E-Commerce Add-On module is configured for small websites, which only include a limited number of products and do not require special handling. However, if your website includes many products it may be necessary or at least more convenient and efficient to organise your products into a number of product groups and/or product types.



The E-Commerce Add-On module uses the terms Groups and Types for generic product categories. You can define any groups and types you need to suit your requirements. Groups and Types do not have any special meaning in the E-Commerce Add-On module but are simply a way to divide your products into smaller and easier managed categories of products.

Product groups and types may also be used to define different shipping rates and tax rates for different products.

Select the Configuration – E-Commerce – Products – Groups and Types menu items to access the Product Groups and Types configuration. Your currently defined product groups and types are listed. Select Add New, View, Update and Delete to define your product groups and types.

The product groups and types can be organised hierarchically in the left-hand menus of the website content administration pages through the Parent Group Menu and Parent Type Menu attributes. If a Parent Group Menu or Parent Type Menu is selected then the product group/type will be displayed as a menu item under the selected parent group's/type's menu item. Please note that the hierarchical organisation of product groups and types is only used for the organisation of the left-hand menu items – the product groups/types do not inherit any attributes from the parent group/type.

Product Group			
Digital Products 1	<a href="#">View</a>	<a href="#">Update</a>	<a href="#">Delete</a>
Member Products 1	<a href="#">View</a>	<a href="#">Update</a>	<a href="#">Delete</a>
Physical Products 1	<a href="#">View</a>	<a href="#">Update</a>	<a href="#">Delete</a>
Physical Products 2	<a href="#">View</a>	<a href="#">Update</a>	<a href="#">Delete</a>
Subscription Services 1	<a href="#">View</a>	<a href="#">Update</a>	<a href="#">Delete</a>

Save

**Product Group**

Title: Digital Products 1

Parent Group Menu: - none -



ASBRU

Web Content Management

Logged in as: admin

Product Types

Home Help Logout Browse & Edit Website Structure Website Content Media Library Products & Orders Content Databases User Database Usage Statistics Configuration Updates

Product Type

Feature

Add New

View Update Delete

Configuration System Features Content Images Files Links Users Versions E-Commerce Currencies Products Export Import Groups Types Discounts Shipping Rates Tax Rates Databases Packages Bundles

ASBRU

Web Content Management

Logged in as: admin

Update Product Type

Home Help Logout Browse & Edit Website Structure Website Content Media Library Products & Orders Content Databases User Database Usage Statistics Configuration Updates

Product Type

Title

Parent Type Menu

Save

Configuration System Features Content Images Files Links Users Versions E-Commerce Currencies Products

### 7.1.1.1 Content Presentation

If templates and style sheets are defined for individual products then they will be used when the products are viewed on the website. Otherwise, the template and style sheets defined for the products' product group and type will be used. If templates and style sheets are defined for both the products' product group and type then the product group's template and style sheet will be used. Otherwise, the product type's template and style sheet will be used. A product group's template and style sheet take precedence over a product type's template and style sheet.

If Page Title Prefix or Page Title Suffix texts are defined for a product's content group and type then these texts will be displayed before and after the product's title in the web browser window title bar. If Page Title Prefix or Page Title Suffix texts are defined for the content group and type then they will be used instead of the configured Default Page Title Prefix and Default Page Title Suffix website settings.

The HTML DOCTYPE web page header defines the HTML standard used for the web page. Leave blank to let web browsers detect and handle the web page HTML document type. The HTML DOCTYPE product group/type setting overrides other HTML DOCTYPE settings



defined for the micro-website and website, and can be overridden by other HTML DOCTYPE settings defined for an individual product or template (in that order of priority). The HTML DOCTYPE product group setting takes priority over the HTML DOCTYPE product type setting.

The screenshot shows the 'Content Presentation' configuration page. On the left is a navigation tree with 'E-Commerce' selected, containing 'Currencies', 'Products', 'Export', 'Import', 'Groups', 'Types', 'Discounts', 'Shipping Rates', 'Tax Rates', 'Databases', 'Packages', and 'Bundles'. The main area has sections for 'Template' (dropdown menu), 'Style Sheet' (dropdown menu with 'default' selected), 'Page Title Prefix' (text input), 'Page Title Suffix' (text input), 'HTML DOCTYPE' (dropdown menu with 'default' selected), and a list of other options: 'HTML 4.01 Transitional', 'HTML 4.01 Strict', 'XHTML 1.0 Transitional', 'XHTML 1.0 Strict', 'XHTML 1.1', and 'HTML 5'.

#### 7.1.1.2 Access Restrictions

All access restrictions on products as well as on their product groups and types and website access restrictions must be met for access permission. So access restrictions defined for a product group and type are in addition to other defined access restrictions. The product group and type access restrictions do not overwrite/replace other defined access restrictions.

The access restrictions for product groups and types are the same and are used in the same way as the access restrictions for individual products.

The screenshot shows the 'Access Restrictions' configuration page. On the left is a navigation tree with 'E-Commerce' selected, containing 'Currencies', 'Products', 'Export', 'Import', 'Groups', 'Types', 'Discounts', 'Shipping Rates', 'Tax Rates', 'Databases', 'Packages', and 'Bundles'. The main area has sections for 'View', 'Create', 'Update', 'Publish', 'Developers', and 'Administrators', each with dropdown menus for 'Group', 'Type', and 'Users'.

#### 7.1.2 Product Database Synchronization

Typically, you may have an existing product database (or spreadsheet) and your product details such as price and stock quantities may change frequently. It may not be practical or



possible to move your entire product database and administration to the Asbru Web Content Management system E-Commerce Add-On module or to update both your existing product database and the products in the Asbru Web Content Management system E-Commerce Add-On module.

To make it easy to synchronize the product details between your existing product database and the products in the Asbru Web Content Management system E-Commerce Add-On module you can export/import the product details from/into the Asbru Web Content Management system E-Commerce Add-On module.

#### 7.1.2.1 Export Product Details

Select the Configuration – E-Commerce - Products - Export menu item link to access the Export Product Details administration.

Select “Export” to extract your current product details from the Asbru Web Content Management system E-Commerce Add-On module and to download them as a .csv format file.

The downloaded .csv format file can be opened and edited using spreadsheet desktop applications, and it can be imported by database applications.

The screenshot shows the Asbru Web Content Management System interface. At the top, there's a red header bar with the Asbru logo, the text "Logged in as: admin", and a "Logout" button. Below the header is a navigation bar with various icons: Home, Help, Logout, Browse & Edit, Website Structure, Website Content, Media Library, Products & Orders, Content Databases, User Database, Usage Statistics, Configuration, and Updates. On the left, there's a sidebar with a tree view of configuration sections like Configuration, System, Features, Content, Images, Files, Links, Users, Versions, E-Commerce, Currencies, Products, and a selected "Export" node under Products. The main content area has a title "Export Product Details" and a sub-instruction "Select "Export" to generate and download a ".csv" format file with your product details." It also contains a "Export" button and a note about the compatibility of the generated CSV file with desktop applications. At the bottom of the page, there's a footer bar with the text "Asbru Web Content Management System v6.0 - Copyright © 2009-2011 Asbru Ltd. and its licensors. All rights reserved."

#### 7.1.2.2 Import Product Details

Select the Configuration – E-Commerce - Products - Import menu item link to access the Import Product Details administration.

Select a .csv format file (as exported through the Export Product Details functionality) from your local computer and select “Import” to upload and import it into the Asbru Web Content Management system E-Commerce Add-On module. Any updated product details in the imported .csv format file are updated in the Asbru Web Content Management system E-Commerce Add-On module through the import.

As default the current stock and ordered stock amounts for products in the imported file will be ignored. Select the “Import Current Stock and Ordered Stock amounts” checkbox to use the current stock and ordered stock amounts for products in the imported file.



Please note that no new products are created and no products are deleted by the import. Product details are only updated for existing products. Products must be created and deleted through the product administration.

The screenshot shows the Asbru Web Content Management System interface. At the top, there's a navigation bar with icons for Home, Help, Logout, Browse & Edit, Website Structure, Website Content, Media Library, Products & Orders, Content Databases, User Database, Usage Statistics, Configuration, and Updates. The title 'Import Product Details' is at the top right. Below the navigation bar is a sidebar with a tree view of website management modules: Configuration, Features, Content, Images, Files, Users, Workflows, Versions, E-Commerce (selected), Currencies (selected), Products (selected), Groups, Types, Discounts, Shipping Rates, Tax Rates, Databases, Packages, and Bundles. The main content area has a red header 'Import Product Details' and instructions: 'Select a ".csv" format file with your product details (as generated through the "Export" left-hand menu item), and select "import" to update your website product details.' It includes a 'Browse...' button, an 'Import' button, and a checkbox for 'Import Current Stock and Ordered Stock amounts.' A note at the bottom states: 'Please note that no new products are created and no products are deleted by this import. Product details are only updated for existing products.' At the very bottom of the page, a small footer reads: 'Asbru Web Content Management System, v8.1 - Copyright © 1999-2012 Asbru Ltd. and its licensors. All rights reserved.'

## 7.2 Currencies Configuration

As default the E-Commerce Add-On module uses a single currency for your products, shopping cart, checkout and orders as configured for your website. However, it is also possible to use multiple currencies for your website with different currencies for different products and different versions of your website.

Currencies are used to define the price of your products, shipping rates and tax rates as well as for your website visitors' shopping carts and orders. A single currency can be used for everything or multiple currencies can be used for different products, shipping rates, tax rates and versions of your website.

You can create any currency and any number of currencies to suit your requirements.

The product administration give you access to specify the currency for each product. Usually, this would just be set to use the default currency, but you can also select any specific currency, which has been defined for your website.

This way you can use different products with prices in different currencies at the same time. You may want to set the price of local products in your local currency and the price of imported products in their foreign currencies. This makes it easy to automatically handle price changes due to fluctuating currency exchange rates.

Although the price of different products may be set in different currencies, the actual prices used in the shopping cart, checkout and orders will always be exchanged to the default currency defined for your website using your defined currency exchange rates.

As default your product prices are always exchanged to the default currency defined for your website. However, you can use different currencies for each version of your website if you use the multiple versions features for your website.



This way you can use different currencies for different versions of your website at the same time. You may want to create different versions of your website for different regions or countries with each version of your website using the local currency for your website shopping cart, checkout and orders.

Although the price of different products may be set in different currencies, the actual prices used in the shopping cart, checkout and orders will always be exchanged to the default currency defined for the current version of your website using your defined currency exchange rates.

Select the Configuration – E-Commerce - Currencies menu item link to access the Currencies configuration. Your currently defined currencies are listed. Select Add New, View, Update and Delete to define your currencies.

Currency	Symbol	Rate	Add New
DKK	kr.	950	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
EUR	€	125	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
GBP	£	100	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
JPY	¥	12000	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
USD	\$	150	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>

### 7.2.1 Currency

For each currency you define its:

- **Title**  
The name used in the currency administration for the currency.
- **Symbol**  
The symbol, code or name displayed to your website customers for the currency.
- **Exchange Rate**  
The exchange rate for the currency. The exchange rate is only used if you use multiple currencies on your website. The exchange rate for your base currency should be set to 100 and all other currencies you use on your website should be set relative to this.



The screenshot shows the Asbru Web Content Management system interface. At the top, there's a navigation bar with icons for Home, Help, Logout, Browse & Edit, Website Structure, Website Content, Media Library, Products & Orders, Content Databases, User Database, Usage Statistics, Configuration, and Updates. The title 'ASBRU' is on the left, and 'Logged in as: admin' is in the center. On the right, there's a link 'Update Currency'. Below the navigation bar is a sidebar with a tree view of the system structure, including Configuration, System, Features, Content, Images, Files, Links, Users, Versions, E-Commerce, and Currencies. The 'Currencies' node is selected. The main content area is titled 'Currency' and contains fields for 'Title' (set to 'GBP'), 'Symbol' (set to '£'), and 'Exchange Rate' (set to '100'). A 'Save' button is at the top of this form. At the bottom of the page, there's a URL 'http://127.0.0.1/webadmin/currency/index.jsp?menu=configcommerce' and a copyright notice 'Asbru Web Content Management System v8.0 - Copyright © 1999-2011 Asbru Ltd. and its licensors. All rights reserved.'

### 7.2.2 Currency Database Synchronization

You may have an existing currency database (or spreadsheet) with your currency exchange rates, which may change frequently. It may not be practical or possible to move your entire currency database and administration to the Asbru Web Content Management system E-Commerce Add-On module or to update both your existing currency database and the currencies in the Asbru Web Content Management system E-Commerce Add-On module.

To make it easy to synchronize the currency details between your existing currency database and the currencies in the Asbru Web Content Management system E-Commerce Add-On module you can export/import the currency details from/into the Asbru Web Content Management system E-Commerce Add-On module.

#### 7.2.2.1 Export Currency Details

Select the Configuration – E-Commerce - Currencies - Export menu item link to access the Export Currency Details administration.

Select “Export” to extract your current currency details from the Asbru Web Content Management system E-Commerce Add-On module and to download them as a .csv format file.

The downloaded .csv format file can be opened and edited using spreadsheet desktop applications, and it can be imported by database applications.



The screenshot shows the Asbru Web Content Management System interface. At the top, there's a red header bar with the Asbru logo and the text "Logged in as: admin". Below the header is a black navigation bar with various icons and links: Home, Help, Logout, Browse & Edit, Website Structure, Website Content, Media Library, Products & Orders, Content Databases, User Database, Usage Statistics, Configuration, and Updates. On the left, there's a sidebar menu under "E-Commerce" with "Currencies" expanded, showing "Export" and "Import" sub-options. The main content area has a title "Export Currency Details" and instructions: "Select \"Export\" to generate and download a \".csv\" format file with your currency details." It includes a "Export" button and a note about using desktop applications like spreadsheets, databases, and text editors to update and re-export the file. At the bottom of the page, a small footer bar reads "Asbru Web Content Management System v8.0 - Copyright © 1999-2011 Asbru Ltd. and its licensors. All rights reserved."

### 7.2.2.2 Import Currency Details

Select the Configuration – E-Commerce - Currencies - Import menu item link to access the Import Currency Details administration.

Select a .csv format file (as exported through the Export Currency Details functionality) from your local computer and select “Import” to upload and import it into the Asbru Web Content Management system E-Commerce Add-On module. Any updated currency details in the imported .csv format file are updated in the Asbru Web Content Management system E-Commerce Add-On module through the import.

Please note that no new currencies are created and no currencies are deleted by the import. Currency details are only updated for existing currencies. Currencies must be created and deleted through the currency administration.

The screenshot shows the Asbru Web Content Management System interface. At the top, there's a red header bar with the Asbru logo and the text "Logged in as: admin". Below the header is a black navigation bar with various icons and links: Home, Help, Logout, Browse & Edit, Website Structure, Website Content, Media Library, Products & Orders, Content Databases, User Database, Usage Statistics, Configuration, and Updates. On the left, there's a sidebar menu under "E-Commerce" with "Currencies" expanded, showing "Export" and "Import" sub-options. The main content area has a title "Import Currency Details" and instructions: "Select a \".csv\" format file with your currency details (as generated through the \"Export\" left-hand menu item), and select \"Import\" to update your website currency details." It includes "Browse" and "Import" buttons and a note about updating existing currencies. At the bottom of the page, a small footer bar reads "Asbru Web Content Management System v8.0 - Copyright © 1999-2011 Asbru Ltd. and its licensors. All rights reserved."

## 7.3 Discounts Configuration

Discount rates are used to define special offers for your website customers' orders.

Different types of discount rates may be defined:



- Discounts to certain users.
- Discounts on certain products.
- Discounts for a given sale period.
- General discounts on orders above a given amount.
- Volume discounts on purchase of a given quantity of certain products.
- Fixed price offers on purchase of a given quantity of certain products.
- BOGOF (Buy One Get One Free) and similar discounts.

### 7.3.1 Discount Rates

Select the Configuration – E-Commerce – Discounts menu item link to access the Discount Rates configuration. Your currently defined discount rates are listed.

The screenshot shows the Asbru CMS interface. At the top, there's a navigation bar with links for Home, Help, Logout, Browse & Edit, Website Structure, Website Content, Media Library, Products & Orders, Content Databases, User Database, Usage Statistics, Configuration, and Updates. The Configuration icon is highlighted. On the left, a sidebar lists various sections: Configuration, System, Features, Content, Images, Files, Links, Users, Versions, E-Commerce, Currencies, Products, and Discounts. The Discounts section is selected and highlighted in red. The main content area is titled "Discount" and displays a list of defined discount rates:

Discount	Action
10% Member Discount	View Update Delete
10% Off Orders Over £50	View Update Delete
20% Volume Discount On Case Of 6	View Update Delete
Any for £10	View Update Delete
Buy One Get One Free	View Update Delete
January Sale - 20% Off Everything	View Update Delete

At the bottom of the screen, a footer bar reads "Asbru Web Content Management System v6.0 - Copyright © 1999-2011 Asbru Ltd. and its licensors. All rights reserved."

Select Add New, View, Update and Delete to define your discount rates.

### 7.3.2 Discount Rate

For each discount rate you define its:

- Title  
The name used in the discount rates administration for the discount rate.
- Description  
The description displayed to your website customers for the discount rate.



### 7.3.2.1 Discount Details

The discount to be applied to orders.

- General Discount
  - Amount  
Amount to be subtracted from the product price or the order total.
  - Currency / Percentage  
Amount in money or a percentage to be subtracted from the product price or the order total.
  - Off Each Item / Total Price  
(Only applies to currency amount discount – not percentage discount).
    - Off Each Item Of These Products  
Subtracts the discount amount multiplied by the quantity of the given products.
    - Off Total Price For These Products  
Subtracts the discount amount from the total order amount for the given products.
  - For example:  
10% off all products  
\$10 off all orders
- Volume Discount
  - Quantity From and To  
The quantity of the given products for which the discount applies. Leave the quantity to blank for no upper limit quantity.
  - Of Any Products / The Same Product
    - Of Any Products  
Discount applies to any mix of product items from the given products



groups/types (Applies To Products).

- Of The Same Product  
Discount only applies to multiple items of the same product.
  - Amount  
Amount to be subtracted from the product price or the order total.
  - Currency / Percentage  
Amount in money or a percentage to be subtracted from the product price or the order total.
  - Off Each Item / Total Price  
(Only applies to currency amount discount – not percentage discount).
    - Off Each Item Of These Products  
Subtracts the discount amount multiplied by the quantity of the given products.
    - Off Total Price For These Products  
Subtracts the discount amount from the total order amount for the given products.
  - For example:  
10% off purchase of any 3 or more products  
Buy 5 XYZ products and get \$10 off
- Fixed Price
    - Quantity From and To  
The quantity of the given products for which the discount applies. Leave the quantity to blank for no upper limit quantity.
    - Of Any Products / The Same Product
      - Of Any Products  
Discount applies to any mix of product items from the given products groups/types (Applies To Products).
      - Of The Same Product  
Discount only applies to multiple items of the same product.
    - Amount  
Product price to be used per product item (if lower than the standard product price).
    - Currency  
Product price currency.
    - Per Item / In Total



- Per Item For These Products  
Charges the discount amount multiplied by the quantity of the given products.
- In Total For These Products  
Charges the discount amount in total for the given quantity of the given products.
- For example:  
\$10 for any 3 products  
\$10 each for any 3 or more products
- BOGOF
  - Quantity At Standard Product Price  
The quantity of the given products to be purchased at the standard product price.
  - Of Any Products / The Same Product
    - Of Any Products  
Discount applies to any mix of product items from the given products groups/types (Applies To Products).
    - Of The Same Product  
Discount only applies to multiple items of the same product.
  - Quantity At Discounted Price  
The quantity of the given products to be purchased at the discounted price.
  - Amount  
Product price to be used per product item (if lower than the standard product price).
  - Currency / Percentage  
Amount in money or a percentage of the standard product price to be used.
  - Per Item / In Total / Off Each Item
    - Per Item Of These Products  
Each product item is charged at the given discount amount.
    - In Total For These Products  
The total quantity of discounted product items (Quantity At Discounted Price) is charged at the given discount amount.
    - Off Each Item Of These Products  
The given discount amount is subtracted from each product item's standard product price.
  - For example:  
Buy1 Get 1 Free



### Buy 2 Get 2 Half Price Buy 3 Get 2 For \$10

All discounts are always applied in product price order. Volume and fixed price and BOGOF discounts for odd quantities of product items will be applied to the most expensive product items and the standard product price will be charged for the remaining cheapest product items. BOGOF discounts will charge the standard product price for the most expensive product items and the discounted product price for the least expensive product items for each “set” of product items (for example, Buy1 Get 1 50% Off - standard price for the 1<sup>st</sup> most expensive product, half price for the 2<sup>nd</sup> most expensive product, standard price for the 3<sup>rd</sup> most expensive product, half price for the 4<sup>th</sup> most expensive product etc).

The screenshot shows the Asbru CMS interface for adding a new discount. The top navigation bar includes links for Home, Help, Logout, and various management functions like Browse & Edit, Website Structure, and Configuration. The main content area is titled "Add New Discount" and contains fields for defining discount rates and application rules. A sidebar on the left provides access to various system modules.

#### 7.3.2.2 Applies To Orders

The discount rate is to be applied to the entire order for orders matching all the defined criteria. Any number and combinations of the criteria can be defined. Undefined criteria (where left blank) are ignored and will match all orders - i.e. leave Country blank to apply to orders for any country (where all the other criteria match).

- **Country**  
The order delivery country for which the discount rate applies.
- **State**  
The order delivery state for which the discount rate applies.
- **Quantity From**  
The minimum order quantity for which the discount rate applies.
- **Quantity To**  
The maximum order quantity for which the discount rate applies.



- Total Currency  
The order currency for which the discount rate applies.
- Total From  
The minimum order amount excluding shipping and tax for which the discount rate applies.
- Total To  
The maximum order amount excluding shipping and tax for which the discount rate applies.
- Weight From  
The minimum order weight for which the discount rate applies.
- Weight To  
The maximum order weight for which the discount rate applies.
- Volume From  
The minimum order volume for which the discount rate applies.
- Volume To  
The maximum order volume for which the discount rate applies.

The screenshot shows the Asbru CMS interface for adding a new discount. The top navigation bar includes links for Home, Help, Logout, and various management modules. The left sidebar provides access to system configuration, E-commerce features, and other database components. The main content area is titled 'Add New Discount' and contains a form for defining discount criteria, specifically focusing on applying discounts to orders based on various parameters like currency, quantity, and weight.

### 7.3.2.3 Applies To Products

The discount rate is to be applied to the individual products matching all the defined criteria. Any number and combinations of the criteria can be defined.

- Product  
The specific product for which the discount rate applies.



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- **Group**  
The product group for which the discount rate applies.
- **Type**  
The product type for which the discount rate applies.
- **Weight From**  
The minimum product weight for which the discount rate applies.
- **Weight To**  
The maximum product weight for which the discount rate applies.
- **Volume From**  
The minimum product volume for which the discount rate applies.
- **Volume To**  
The maximum product volume for which the discount rate applies.
- **Width From**  
The minimum product width for which the discount rate applies.
- **Width To**  
The maximum product width for which the discount rate applies.
- **Height From**  
The minimum product height for which the discount rate applies.
- **Height To**  
The maximum product height for which the discount rate applies.
- **Depth From**  
The minimum product depth for which the discount rate applies.
- **Depth To**  
The maximum product depth for which the discount rate applies.



The screenshot shows the Asbru Web Content Management System interface. At the top, there's a navigation bar with links like Home, Help, Logout, Browse & Edit, Website Structure, Website Content, Media Library, Products & Orders, Content Databases, User Database, Usage Statistics, Configuration, and Updates. On the left, there's a sidebar with a tree view of system modules: Configuration, System, Features, Content, Images, Files, Users, Workflows, Versions, E-Commerce (with sub-options like Currencies, Discounts, Shipping Rates, Tax Rates, Databases, Packages, Bundles). The main content area is titled 'Applies To Products' under 'Product'. It has tabs for Group, Weight From, Volume From, Width From, Height From, Depth From, Type, Weight To, Volume To, Width To, Height To, and Depth To. Each tab has input fields for 'From' and 'To' values. There's also a 'Select' button and a 'Save' button at the top of the form.

#### 7.3.2.4 Applies To Users

The discount rate is to be applied to the individual users matching all the defined criteria. Any number and combinations of the criteria can be defined.

- User  
The specific user for which the discount rate applies.
- Group  
The product group for which the discount rate applies.
- Type  
The product type for which the discount rate applies.
- Discount Code  
The discount code to be entered by the customers for which the discount rate applies.

To use discount rates with discount codes an additional, special input field must be added to the shopping cart web pages for website visitors to enter discount codes. Please see the Website Developer Guide for details.



The screenshot shows the Asbru WCM interface. At the top, there's a navigation bar with links like Home, Help, Logout, Browse & Edit, Website Structure, Website Content, Media Library, Products & Orders, Content Databases, User Database, Usage Statistics, Configuration, and Updates. On the left, there's a sidebar with categories such as Configuration, System, Features, Content, Images, Files, Links, Users, Versions, E-Commerce, Products, Discounts, Shipping Rates, Tax Rates, Databases, Packages, and Bundles. The main content area has tabs for 'Discount Rate', 'Discount', 'Applies To Orders', 'Applies To Products', 'Applies To Users' (which is highlighted in red), and 'Applies To Period'. Below these tabs, there are sections for 'User' (with dropdown menus for Group and Type), 'Group', 'Type', and 'Discount Code'. A 'Save' button is at the top left of the form.

### 7.3.2.5 Applies To Period

The discount rate is to be applied during the given period.

- Start Date/Time  
The start date/time for which the discount rate applies. Leave blank for “now”.
- End Date/Time  
The end date/time for which the discount rate applies. Leave blank for “forever”.

This screenshot is similar to the previous one but the 'Applies To Period' tab is selected. It shows fields for 'Start Date/Time' and 'End Date/Time' with calendar icons. The rest of the interface is identical to the first screenshot, including the sidebar and the overall layout.

## 7.4 Shipping Rates Configuration

Shipping rates are used to define postage and packaging costs for your website customers' orders. If all postage and packaging costs are included in your product prices and no additional costs are to be added to your website customers' orders, you do not need to define shipping rates.

Different types of shipping rates may be defined:

- Standard postage and packaging costs.



- Additional and different postage and packaging costs for different products, product types and product groups.
- Additional and different postage and packaging costs for delivery to different countries and states.
- Additional and different postage and packaging costs for different order quantities and order amounts.
- Fixed postage and packaging costs per order.
- Fixed postage and packaging costs per ordered item.
- Postage and packaging costs as a percentage of the entire order amount.
- Postage and packaging costs as a percentage of individual product prices.

#### 7.4.1 Shipping Rates

Select the Configuration – E-Commerce – Shipping Rates menu item link to access the Shipping Rates configuration. Your currently defined shipping rates are listed.

Shipping Rate	Action
Default - Physical Products 1	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Default - Physical Products 2	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>

Select Add New, View, Update and Delete to define your shipping rates.

#### 7.4.2 Shipping Rate

For each shipping rate you define its:

- Title  
The name used in the shipping rates administration for the shipping rate.
- Description  
The description displayed to your website customers for the shipping rate.



The screenshot shows the Asbru Web Content Management System interface. At the top, there's a red header bar with the Asbru logo and the text "Logged in as: admin". Below the header is a black navigation bar with various icons and links: Home, Help, Logout, Browse & Edit, Website Structure, Website Content, Media Library, Products & Orders, Content Databases, User Database, Usage Statistics, Configuration, and Updates. On the left, there's a sidebar with a tree view of system modules: Configuration, System, Features, Content, Images, Files, Links, Users, Versions, E-Commerce, Currencies, Products, Discounts, Shipping Rates, Tax Rates, Databases, Packages, and Bundles. The main content area has a form titled "Shipping Rate" with fields for "Title" and "Description". At the bottom, there's a footer bar with the text "Asbru Web Content Management System v6.0 - Copyright © 1999-2011 Asbru Ltd. and its licensors. All rights reserved."

#### 7.4.2.1 Shipping Details

The postage and packaging costs to be added to orders.

- Currency  
The currency in which the shipping rate amounts are defined.
- Per Order  
The amount to be added once per order for the shipping rate.
- Per Item  
The amount to be added per order item for the shipping rate.
- Percentage  
The percentage (0 to 100) of the order amount to be added for the shipping rate.
- Total  
The maximum total amount per order for the shipping rate.

This screenshot shows the same Asbru interface as the previous one, but the main content area is focused on shipping rates. The form has tabs for "Shipping Rate", "Shipping", "Applies To Orders", and "Applies To Products". The "Shipping" tab is selected. It contains a table with columns for "Currency", "Per Order", "Per Item", "Percentage", and "Total". The "Currency" dropdown is set to "default - (€)". The other columns have initial values of 0. At the bottom of the form is a "Save" button.



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#### 7.4.2.2 Applies To Orders

The shipping rate is to be applied to the entire order for orders matching all the defined criteria. Any number and combinations of the criteria can be defined. Undefined criteria (where left blank) are ignored and will match all orders - i.e. leave Country blank to apply to orders for any country (where all the other criteria match).

- **Country**  
The order delivery country for which the shipping rate applies.
- **State**  
The order delivery state for which the shipping rate applies.
- **Quantity From**  
The minimum order quantity for which the shipping rate applies.
- **Quantity To**  
The maximum order quantity for which the shipping rate applies.
- **Total Currency**  
The order currency for which the shipping rate applies.
- **Total From**  
The minimum order amount excluding shipping and tax for which the shipping rate applies.
- **Total To**  
The maximum order amount excluding shipping and tax for which the shipping rate applies.
- **Weight From**  
The minimum order weight for which the shipping rate applies.
- **Weight To**  
The maximum order weight for which the shipping rate applies.
- **Volume From**  
The minimum order volume for which the shipping rate applies.
- **Volume To**  
The maximum order volume for which the shipping rate applies.

Please note that Applies To Orders and Applies To Products criteria should not be combined or the shipping rate may be applied to orders twice.



#### 7.4.2.3 Applies To Products

The shipping rate is to be applied to the individual products matching all the defined criteria. Any number and combinations of the criteria can be defined.

- **Product**  
The specific product for which the shipping rate applies.
- **Group**  
The product group for which the shipping rate applies.
- **Type**  
The product type for which the shipping rate applies.
- **Weight From**  
The minimum product weight for which the shipping rate applies.
- **Weight To**  
The maximum product weight for which the shipping rate applies.
- **Volume From**  
The minimum product volume for which the shipping rate applies.
- **Volume To**  
The maximum product volume for which the shipping rate applies.
- **Width From**  
The minimum product width for which the shipping rate applies.
- **Width To**  
The maximum product width for which the shipping rate applies.



- Height From  
The minimum product height for which the shipping rate applies.
- Height To  
The maximum product height for which the shipping rate applies.
- Depth From  
The minimum product depth for which the shipping rate applies.
- Depth To  
The maximum product depth for which the shipping rate applies.

Please note that Applies To Orders and Applies To Products criteria should not be combined or the shipping rate may be applied to orders twice.

The screenshot shows the Asbru CMS interface. The top navigation bar includes links for Home, Help, Logout, Browse & Edit, Website Structure, Website Content, Media Library, Products & Orders, Content Databases, User Database, Usage Statistics, Configuration, and Updates. The Configuration link is highlighted. The main content area is titled 'Add New Shipping Rate'. A tab menu at the top of the form includes 'Shipping Rate', 'Shipping', 'Applies To Orders', and 'Applies To Products', with 'Applies To Products' being the active tab. Below the tabs is a section titled 'Applies To Products' with a 'Product' dropdown. The form contains several input fields for dimensions and weights, grouped by 'Type' (any). At the bottom of the form is a 'Save' button.

## 7.5 Tax Rates Configuration

Tax rates are used to define V.A.T. and other taxes and duties for your website customers' orders. If all taxes are included in your product prices and no additional taxes are to be added to your website customers' orders, you do not need to define tax rates.

Different types of tax rates may be defined:

- Standard taxes.
- Additional and different taxes for different products, product types and product groups.
- Additional and different taxes for delivery to different countries and states.
- Additional and different taxes for different order quantities and order amounts.
- Fixed taxes per order.
- Fixed taxes per ordered item.
- Taxes as a percentage of the entire order amount.
- Taxes as a percentage of individual product prices.



### 7.5.1 Tax Rates

Select the Configuration – E-Commerce – Tax Rates menu item link to access the Tax Rates configuration. Your currently defined tax rates are listed.

The screenshot shows the Asbru Web Content Management System interface. At the top, there is a red header bar with the Asbru logo and the text "Web Content Management". Below the header, the user is logged in as "admin". The main menu has several items: Home, Help, Logout, Browse & Edit, Website Structure, Website Content, Media Library, Products & Orders, Content Databases, User Database, Usage Statistics, Configuration, and Updates. The "Configuration" item is expanded, showing sub-items like System, Features, Content, Images, Files, Links, Users, Versions, E-Commerce, Currencies, Products, Discounts, Shipping Rates, and Tax Rates. The "Tax Rates" item is highlighted with a red box. The main content area displays a table titled "Tax Rate" with a dropdown menu "- blank -" and an "Add New" button. The table lists various VAT rates from different countries, each with "View", "Update", and "Delete" links. The countries listed include Algeria, Austria, Bangladesh, Belgium, Bolivia, Cambodia, Cameroon, Chad, Chile, China, Costa Rica, Cyprus, Czech Republic, Denmark, Dominican Republic, Ecuador, El Salvador, Estonia, Finland, France, Germany, Ghana, Greece, Guatemala, Hungary, Iceland, Indonesia, Ireland, and Israel.

Tax Rate	- blank -	Add New	
Algeria VAT	<a href="#">View</a>	<a href="#">Update</a>	<a href="#">Delete</a>
Austria VAT	<a href="#">View</a>	<a href="#">Update</a>	<a href="#">Delete</a>
Bangladesh VAT	<a href="#">View</a>	<a href="#">Update</a>	<a href="#">Delete</a>
Belgium VAT	<a href="#">View</a>	<a href="#">Update</a>	<a href="#">Delete</a>
Bolivia VAT	<a href="#">View</a>	<a href="#">Update</a>	<a href="#">Delete</a>
Cambodia VAT	<a href="#">View</a>	<a href="#">Update</a>	<a href="#">Delete</a>
Cameroon VAT	<a href="#">View</a>	<a href="#">Update</a>	<a href="#">Delete</a>
Chad VAT	<a href="#">View</a>	<a href="#">Update</a>	<a href="#">Delete</a>
Chile VAT	<a href="#">View</a>	<a href="#">Update</a>	<a href="#">Delete</a>
China VAT	<a href="#">View</a>	<a href="#">Update</a>	<a href="#">Delete</a>
Costa Rica VAT	<a href="#">View</a>	<a href="#">Update</a>	<a href="#">Delete</a>
Cyprus VAT	<a href="#">View</a>	<a href="#">Update</a>	<a href="#">Delete</a>
Czech Republic VAT	<a href="#">View</a>	<a href="#">Update</a>	<a href="#">Delete</a>
Denmark VAT	<a href="#">View</a>	<a href="#">Update</a>	<a href="#">Delete</a>
Dominican Republic VAT	<a href="#">View</a>	<a href="#">Update</a>	<a href="#">Delete</a>
Ecuador VAT	<a href="#">View</a>	<a href="#">Update</a>	<a href="#">Delete</a>
El Salvador VAT	<a href="#">View</a>	<a href="#">Update</a>	<a href="#">Delete</a>
Estonia VAT	<a href="#">View</a>	<a href="#">Update</a>	<a href="#">Delete</a>
Finland VAT	<a href="#">View</a>	<a href="#">Update</a>	<a href="#">Delete</a>
France VAT	<a href="#">View</a>	<a href="#">Update</a>	<a href="#">Delete</a>
Germany VAT	<a href="#">View</a>	<a href="#">Update</a>	<a href="#">Delete</a>
Ghana VAT	<a href="#">View</a>	<a href="#">Update</a>	<a href="#">Delete</a>
Greece VAT	<a href="#">View</a>	<a href="#">Update</a>	<a href="#">Delete</a>
Guatemala VAT	<a href="#">View</a>	<a href="#">Update</a>	<a href="#">Delete</a>
Hungary VAT	<a href="#">View</a>	<a href="#">Update</a>	<a href="#">Delete</a>
Iceland VAT	<a href="#">View</a>	<a href="#">Update</a>	<a href="#">Delete</a>
Indonesia VAT	<a href="#">View</a>	<a href="#">Update</a>	<a href="#">Delete</a>
Ireland VAT	<a href="#">View</a>	<a href="#">Update</a>	<a href="#">Delete</a>
Israel VAT	<a href="#">View</a>	<a href="#">Update</a>	<a href="#">Delete</a>



Italy VAT	View	Update	Delete
Japan VAT	View	Update	Delete
Jordan VAT	View	Update	Delete
Laos VAT	View	Update	Delete
Latvia VAT	View	Update	Delete
Lebanon VAT	View	Update	Delete
Lithuania VAT	View	Update	Delete
Luxembourg VAT	View	Update	Delete
Madagascar VAT	View	Update	Delete
Malaysia VAT	View	Update	Delete
Malta VAT	View	Update	Delete
Mauritius VAT	View	Update	Delete
Mongolia VAT	View	Update	Delete
Mozambique VAT	View	Update	Delete
Netherlands VAT	View	Update	Delete
New Zealand VAT	View	Update	Delete
Nicaragua VAT	View	Update	Delete
Norway VAT	View	Update	Delete
Pakistan VAT	View	Update	Delete
Paraguay VAT	View	Update	Delete
Peru VAT	View	Update	Delete
Philippines VAT	View	Update	Delete
Poland VAT	View	Update	Delete
Portugal VAT	View	Update	Delete
Qatar VAT	View	Update	Delete
Rwanda VAT	View	Update	Delete
Singapore VAT	View	Update	Delete
Slovakia VAT	View	Update	Delete
Slovenia VAT	View	Update	Delete
South Korea VAT	View	Update	Delete
Spain VAT	View	Update	Delete
Sweden VAT	View	Update	Delete
Switzerland VAT	View	Update	Delete
Taiwan VAT	View	Update	Delete
Thailand VAT	View	Update	Delete
United Kingdom VAT	View	Update	Delete
Venezuela VAT	View	Update	Delete
Zimbabwe VAT	View	Update	Delete

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Select Add New, View, Update and Delete to define your tax rates.

### 7.5.2 Tax Rate

For each tax rate you define its:

- Title  
The name used in the tax rates administration for the tax rate.
- Description  
The description displayed to your website customers for the tax rate.

ASBRU

Logged in as: admin

Add New Tax Rate

Web Content Management

Home Help Logout Browse & Edit Website Structure Website Content Media Library Products & Orders Content Databases User Database Usage Statistics Configuration Updates

Save

Tax Rate	Tax Type	Applies To Orders	Applies To Products
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**Tax Rate**

Title

Description

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### 7.5.2.1 Tax Details

The tax to be added to orders.

- **Currency**  
The currency in which the tax rate amounts are defined.
- **Per Order**  
The amount to be added once per order for the tax rate.
- **Per Item**  
The amount to be added per order item for the tax rate.
- **Percentage**  
The percentage (0 to 100) of the order amount to be added for the tax rate.
- **Total**  
The maximum total amount per order for the tax rate.

### 7.5.2.2 Applies To Orders

The tax rate is to be applied to the entire order for orders matching all the defined criteria. Any number and combinations of the criteria can be defined. Undefined criteria (where left blank) are ignored and will match all orders - i.e. leave Country blank to apply to orders for any country (where all the other criteria match).

- **Country**  
The order delivery country for which the tax rate applies.
- **State**  
The order delivery state for which the tax rate applies.



- **Quantity From**  
The minimum order quantity for which the tax rate applies.
- **Quantity To**  
The maximum order quantity for which the tax rate applies.
- **Total Currency**  
The order currency for which the tax rate applies.
- **Total From**  
The minimum order amount excluding shipping and tax for which the tax rate applies.
- **Total To**  
The maximum order amount excluding shipping and tax for which the tax rate applies.
- **Weight From**  
The minimum order weight for which the tax rate applies.
- **Weight To**  
The maximum order weight for which the tax rate applies.
- **Volume From**  
The minimum order volume for which the tax rate applies.
- **Volume To**  
The maximum order volume for which the tax rate applies.

Please note that Applies To Orders and Applies To Products criteria should not be combined or the tax rate may be applied to orders twice.

The screenshot shows the Asbru CMS interface with a red header bar. The left sidebar contains a tree view of site structure and various management options like Configuration, System, Features, Content, Images, Files, Links, Users, Versions, E-Commerce, Currencies, Products, Discounts, Shipping Rates, Databases, Packages, and Bundles. The main content area has tabs for Tax Rate, Tax, and Applies To. The 'Applies To' tab is selected, showing the 'Applies To Orders' configuration. This section includes fields for Country, State, Quantity From, Quantity To, Total Currency, Total From, Total To, Weight From, Weight To, Volume From, and Volume To. The 'Save' button is at the top of this form. The bottom of the page has a footer bar with the text 'Asbru Web Content Management System v6.0 - Copyright © 1999-2011 Asbru Ltd. and its licensors. All rights reserved.'



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### 7.5.2.3 Applies To Products

The tax rate is to be applied to the individual products matching all the defined criteria. Any number and combinations of the criteria can be defined.

- Product  
The specific product for which the tax rate applies.
- Group  
The product group for which the tax rate applies.
- Type  
The product type for which the tax rate applies.
- Weight From  
The minimum product weight for which the tax rate applies.
- Weight To  
The maximum product weight for which the tax rate applies.
- Volume From  
The minimum product volume for which the tax rate applies.
- Volume To  
The maximum product volume for which the tax rate applies.
- Width From  
The minimum product width for which the tax rate applies.
- Width To  
The maximum product width for which the tax rate applies.
- Height From  
The minimum product height for which the tax rate applies.
- Height To  
The maximum product height for which the tax rate applies.
- Depth From  
The minimum product depth for which the tax rate applies.
- Depth To  
The maximum product depth for which the tax rate applies.

Please note that Applies To Orders and Applies To Products criteria should not be combined or the tax rate may be applied to orders twice.



ASBRU

Web Content Management

Logged in as: admin

Add New Tax Rate

Home Help Logout Browse & Edit Website Structure Website Content Media Library Products & Orders Content Databases User Database Usage Statistics Configuration Updates

Save

Tax Rate Tax Applies To Orders Products

**Applies To Products**

**Product**

**Group** Select

**Type**

**Weight From** 0 kg **Weight To** 0 kg

**Volume From** 0 liter **Volume To** 0 liter

**Width From** 0 cm **Width To** 0 cm

**Height From** 0 cm **Height To** 0 cm

**Depth From** 0 cm **Depth To** 0 cm

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**8**

## Content Databases Configuration

All content in the Asbru Web Content Management system is stored in a database, but the Databases Add-On module enables you to create additional, special content databases for structured content that may not be suitable to be presented and managed as ordinary website content pages.

You can define any number of special content databases for different types of data, and you can define any number of attributes/fields for the content in the databases. Special content databases can contain a wide variety of data types including simple text, HTML text, numbers, dates, select options, radio buttons, checkboxes, usernames and email addresses as well as references to other content items (pages, images and files etc).

Special content databases can be used to give your website visitors access to search for and view content in the databases. Searches can be for each individual attribute/field in the content database. How the special content databases are searched and displayed is fully customizable using the general content administration features of the Asbru Web Content Management system and a few, simple special codes.

Special content databases can also be used to collect data from your website visitors. You can create web page forms where the posted form data are stored in a special content database, and an email notification can be sent to the special content database website administrators.

### 8.1.1 Content Databases

Select the Configuration – Databases menu item link to configure special content databases for your website.

Your existing special content databases are listed with links to view, update and delete each of the special content databases. New special content databases can be added by selecting the Add New button/link.

The screenshot shows the Asbru Web Content Management System interface. At the top, there's a red header bar with the Asbru logo and the text "Logged in as: admin". Below it is a black navigation bar with various icons and menu items: Home, Help, Logout, Browse & Edit, Website Structure, Website Content, Media Library, Products & Orders, Content Databases (which is highlighted in red), User Database, Usage Statistics, Configuration, and Updates. On the left, there's a sidebar with a tree view of system modules: Configuration, System, Features, Content, Images, Files, Links, Users, Versions, E-Commerce, and Databases (which is also highlighted in red). The main content area has a title "Database" and a table listing various database entries:

Database	Add New
Customer Bills	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Email Addresses	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Event Registrations	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Events	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Job Applications	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Job Directory	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Jobs	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Product Database	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Product Registrations	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Stores	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>
Support Tickets	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a>



### 8.1.2 Content Database

For each special content database your databases configuration options are:

- Database Content:

The database name and definition of the number and type of attributes/fields in the database.

The database name should be a single word and should not contain any special characters.

The screenshot shows the Asbru Web Content Management interface. At the top, there's a navigation bar with icons for Home, Help, Logout, Browse & Edit, Website Structure, Website Content, Media Library, Products & Orders, Content Databases (which is selected), User Database, Usage Statistics, Configuration, and Updates. The title bar says 'ASBRU Web Content Management' and 'Logged in as: admin'. Below the navigation bar is a sidebar with links like Configuration, System, Features, Content, Images, Files, Links, Users, Versions, E-Commerce, Databases, Packages, and Bundles. The main content area has a 'Save' button and tabs for Database Content, Access Restrictions, and Special Pages. Under 'Database Content', it asks 'What is the name of this database and which types of content does it contain.' There's a 'Database' input field with a placeholder 'Database'.

#### 8.1.2.1 Content

Any number of database attributes/fields can be defined for the database by entering a unique name for the attribute/field; selecting the data type and selecting Add New. This displays a new table row for the added attribute/field with a number of additional properties for that data type as well as an Index checkbox and Move Up and Move Down buttons.

When naming the special content database data attributes/fields, names already used by the web content management for special codes should be avoided. To avoid any conflicts it is recommended that you capitalise the first letter of the data attribute/field names.

The different available data types and their properties are described below.

The Index checkbox can be checked to create an index on the database attribute/field in the database. Creating an index for an attribute/field makes searching for the attribute/field in the database faster, so an index should usually be created for all searchable database attributes/fields. However, creating an index for an attribute/field also makes adding, updating and deleting data slower and uses more space, so an index should usually only be created if necessary. Please note that this does not automatically add the database attribute/field to the content databases administration index page.

On the content databases administration pages, the database attributes/fields are displayed in the order they are defined on the database configuration page. Use the Move Up and Move Down buttons to change the order of the database attributes/fields. Please also note that as default the first plain text attribute/field is displayed on the content databases administration index page as the "title" for each data item in the database.

- Plain text

Simple unformatted text. Columns defines how many characters wide the data input field



is. Rows defines how many lines high the data input field is.

- Rich Text (HTML)  
Formatted text with images and hyperlinks etc. Width defines how many pixels wide the data input field is. Height defines how many pixels high the data input field is.
- Number  
Integer or decimal number. Digits defines the number of digits to be displayed before the decimal point. Decimals defines the number of decimals to be displayed after the decimal point.
- Select (single)  
Select a single option from a list of pre-defined options. Size defines how many options should be displayed (this may be less than the number of options). Options defines the available options to be selected between. Each line will be an option.
- Select (multiple)  
Select any number of options from a list of pre-defined options. Size defines how many options should be displayed (this may be less than the number of options). Options defines the available options to be selected between. Each line will be an option.
- Radio buttons  
Select a single option from a number of pre-defined radio buttons. Options defines the available radio buttons to be selected between. Each line will be a radio button.
- Checkboxes  
Select any number of options from a list of pre-defined checkboxes. Options defines the available checkboxes to be selected between. Each line will be a checkbox.
- Date / time  
Date and/or time. Format defines how the date/time is displayed.
- Created date / time  
Date/time automatically set when new data is added to the database.
- Updated date / time  
Date/time automatically set when data is updated in the database.
- Created by username  
Username automatically set when new data is added to the database. The username is the username of the user or website administrator who added the data.
- Updated by username  
Username automatically set when data is updated in the database. The username is the username of the user or website administrator who updated the data.
- Content item  
Select a single content item from a list of all content items in the web content management system. Size defines how many content items should be displayed.



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- Content items  
Select any number of content items from a list of all content items in the web content management system. Size defines how many content items should be displayed.
- Content class  
Select a single content class from a list of all content classes defined in the web content management system. Size defines how many content classes should be displayed.
- Content classes  
Select any number of content classes from a list of all content classes defined in the web content management system. Size defines how many content classes should be displayed.
- Content group  
Select a single content group from a list of all content groups defined in the web content management system. Size defines how many content groups should be displayed.
- Content groups  
Select any number of content groups from a list of all content groups defined in the web content management system. Size defines how many content groups should be displayed.
- Content type  
Select a single content type from a list of all content types defined in the web content management system. Size defines how many content types should be displayed.
- Content types  
Select any number of content types from a list of all content types defined in the web content management system. Size defines how many content types should be displayed.
- Page  
Select a single page from a list of all pages in the web content management system. Size defines how many pages should be displayed.
- Pages  
Select any number of pages from a list of all pages in the web content management system. Size defines how many pages should be displayed.
- Page group  
Select a single page group from a list of all page groups defined in the web content management system. Size defines how many page groups should be displayed.
- Page groups  
Select any number of page groups from a list of all page groups defined in the web content management system. Size defines how many page groups should be displayed.
- Page type  
Select a single page type from a list of all page types defined in the web content management system. Size defines how many page types should be displayed.
- Page types  
Select any number of page types from a list of all page types defined in the web content



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management system. Size defines how many page types should be displayed.

- **Image**  
Select a single image from a list of all images in the web content management system.  
Size defines how many images should be displayed.
- **Images**  
Select any number of images from a list of all images in the web content management system. Size defines how many images should be displayed.
- **Image group**  
Select a single image group from a list of all image groups defined in the web content management system. Size defines how many image groups should be displayed.
- **Image groups**  
Select any number of image groups from a list of all image groups defined in the web content management system. Size defines how many image groups should be displayed.
- **Image type**  
Select a single image type from a list of all image types defined in the web content management system. Size defines how many image types should be displayed.
- **Image types**  
Select any number of image types from a list of all image types defined in the web content management system. Size defines how many image types should be displayed.
- **Image format**  
Select a single image format from a list of all image formats defined in the web content management system. Size defines how many image formats should be displayed.
- **Image formats**  
Select any number of image formats from a list of all image formats defined in the web content management system. Size defines how many image formats should be displayed.
- **File**  
Select a single file from a list of all files in the web content management system. Size defines how many files should be displayed.
- **Files**  
Select any number of files from a list of all files in the web content management system. Size defines how many files should be displayed.
- **File group**  
Select a single file group from a list of all file groups defined in the web content management system. Size defines how many file groups should be displayed.
- **File groups**  
Select any number of file groups from a list of all file groups defined in the web content management system. Size defines how many file groups should be displayed.



- **File type**  
Select a single file type from a list of all file types defined in the web content management system. Size defines how many file types should be displayed.
- **File types**  
Select any number of file types from a list of all file types defined in the web content management system. Size defines how many file types should be displayed.
- **File format**  
Select a single file format from a list of all file formats defined in the web content management system. Size defines how many file formats should be displayed.
- **File formats**  
Select any number of file formats from a list of all file formats defined in the web content management system. Size defines how many file formats should be displayed.
- **Link**  
Select a single link from a list of all links in the web content management system. Size defines how many links should be displayed.
- **Links**  
Select any number of links from a list of all links in the web content management system. Size defines how many links should be displayed.
- **Link group**  
Select a single link group from a list of all link groups defined in the web content management system. Size defines how many link groups should be displayed.
- **Link groups**  
Select any number of link groups from a list of all link groups defined in the web content management system. Size defines how many link groups should be displayed.
- **Link type**  
Select a single link type from a list of all link types defined in the web content management system. Size defines how many link types should be displayed.
- **Link types**  
Select any number of link types from a list of all link types defined in the web content management system. Size defines how many link types should be displayed.
- **Element**  
Select a single content element from a list of all content elements defined in the web content management system. Size defines how many content elements should be displayed. Class defines which content class of content elements to display. If no class is selected all content elements of all content classes are displayed.
- **Elements**  
Select any number of content elements from a list of all content elements defined in the web content management system. Size defines how many content elements should be displayed. Class defines which content class of content elements to display. If no class is



selected all content elements of all content classes are displayed.

- **Version**  
Select a single version from a list of all versions defined in the web content management system. Size defines how many versions should be displayed.
- **Versions**  
Select any number of versions from a list of all versions defined in the web content management system. Size defines how many versions should be displayed.
- **Database**  
Select a single special content database from a list of all special content databases defined in the web content management system. Size defines how many special content databases should be displayed.
- **Databases**  
Select any number of special content databases from a list of all special content databases defined in the web content management system. Size defines how many special content databases should be displayed.
- **Data (single)**  
Select a single data attribute/field value from a list of all data attribute/field values in a special content database. Size defines how many data attribute/field values should be displayed. Database defines the name of the database to be displayed. Content defines the name of the attribute/field to be displayed.
- **Data (multi)**  
Select any number of data attribute/field values from a list of all data attribute/field values in a special content database. Size defines how many data attribute/field values should be displayed. Database defines the name of the database to be displayed. Content defines the name of the attribute/field to be displayed.
- **Data view (single)**  
Select a single data attribute/field value from a list of all data attribute(s)/field(s) values in one or more special content databases. Size defines how many data attribute/field values should be displayed.

Database defines the names of the databases to be displayed – with multiple database names separated by “,” or “\*”. If multiple database names are separated by “\*” then all combinations of all values (for the given attributes/fields names) in all the given databases will be listed. If multiple database names are separated by “,” and the given databases have attributes/fields with the same names then only all the combinations where those attributes/fields values are also the same will be listed.

Content defines the names of the attributes/fields to be displayed – with multiple attributes/fields names separated by commas (commas only without blanks). Alternatively, a special codes formatted string can be entered define how the attributes/fields values are displayed. For example: “PREFIX @@@Some Attribute Name@ @@ - @@@Another Attribute name@ @@ SUFFIX” will display the attribute values with a leading “PREFIX” and separated by “–” and a trailing “SUFFIX”. Please



note that the formatted display format is also the value that will be stored in the database.

- **Data view (multi)**  
Select any number of data attribute/field values from a list of all data attribute(s)/field(s) values in one or more special content databases. Size defines how many data attribute/field values should be displayed.

Database defines the names of the databases to be displayed – with multiple database names separated by “,” or “\*”. If multiple database names are separated by “\*” then all combinations of all values (for the given attributes/fields names) in all the given databases will be listed. If multiple database names are separated by “,” and the given databases have attributes/fields with the same names then only all the combinations where those attributes/fields values are also the same will be listed.

Content defines the names of the attributes/fields to be displayed – with multiple attributes/fields names separated by commas (commas only without blanks).

Alternatively, a special codes formatted string can be entered define how the attributes/fields values are displayed. For example: “PREFIX @@@Some Attribute Name@ @@ - @@@Another Attribute name@ @@ SUFFIX” will display the attribute values with a leading “PREFIX” and separated by “–” and a trailing “SUFFIX”. Please note that the formatted display format is also the value that will be stored in the database.

- **Username**  
Select a single username from a list of all usernames defined in the user database. Size defines how many usernames should be displayed.
- **Usernames**  
Select any number of usernames from a list of all usernames defined in the user database. Size defines how many usernames should be displayed.
- **User email**  
Select a single user email address from a list of all user email addresses defined in the user database. Size defines how many user email addresses should be displayed.
- **User emails**  
Select a single user email address from a list of all user email addresses defined in the user database. Size defines how many user email addresses should be displayed.
- **User group**  
Select a single user group from a list of all user groups defined in the web content management system. Size defines how many user groups should be displayed.
- **User groups**  
Select any number of user groups from a list of all user groups defined in the web content management system. Size defines how many user groups should be displayed.
- **User type**  
Select a single user type from a list of all user types defined in the web content management system. Size defines how many user types should be displayed.



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- User types  
Select any number of user types from a list of all user types defined in the web content management system. Size defines how many user types should be displayed.

Content			Index
Name	Type	Properties	
Add New			

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### 8.1.2.2 Access Restrictions

Defines which website visitors and administrators have access to access and manage the database content.

If the User Access Restrictions feature is enabled you can define access restrictions to only give specific users access to view the database content. As default all website users can view the database content.

If the Administrator Access Restrictions feature is enabled you can also define access restrictions to only give specific administrators access to create, update and delete the database content. As default all website administrators can manage the database content.

- View  
Defines who has access to view the database content on the website pages and in the web content management system.
- Update  
Defines who has access to update existing data in the database in the web content management system.
- Create
  - Public  
Gives all website visitors access to add new data to the database by filling out and posting a form on your website. All website administrators can add data to the database through the web content management system.
  - Restricted  
Gives all registered website users access to add new data to the database by filling out and posting a form on your website. All website administrators can add data to the database through the web content management system.
  - User group/type  
Gives all registered website users of the selected group/type access to add new data to the database by filling out and posting a form on your website. All website administrators of the selected group/type can add data to the database through the web content management system.



- All  
All website administrators can add data to the database through the web content management system.
- Delete  
Defines who has access to delete data from the database in the web content management system.
- Administrators  
Defines who has access to both view, update, create and delete data in the database through the web content management system.

The screenshot shows the Asbru Web Content Management System interface. At the top, there's a red header bar with the Asbru logo and the text "Logged in as: admin". Below the header is a navigation bar with icons for Home, Help, Logout, Browse & Edit, Website Structure, Website Content (which is selected), Media Library, Products & Orders, Content Databases, User Database, Usage Statistics, Configuration, and Updates. On the left, there's a sidebar with a tree view of site structure: Configuration, System, Features, Content, Images, Files, Links, Users, Versions, E-Commerce, Databases, Packages, and Bundles. The main content area is titled "Access Restrictions" and contains sections for View, Create, Update, Delete, and Administrators. Each section has dropdown menus for Group, Type, and Users, with a "Select" button. There are tabs at the top of this section labeled Database, Access Content, Restrictions, and Special Pages. A "Save" button is located at the top left of the main content area. At the bottom of the page, there's a footer bar with the text "Asbru Web Content Management System v6.0 - Copyright © 1999-2011 Asbru Ltd. and its licensors. All rights reserved."

### 8.1.2.3 Special Pages

#### 8.1.2.3.1 Special Pages

A number of different special pages are used for various standard functionality of the web content management system and website functionality. These special pages should be developed using special codes and forms. Please see the Website Developer Guide for details on special codes and forms.



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- Default search results page  
The page used to display search results for the database as default. The search results page is not an ordinary page but must include special codes. Please see the Website Developer Guide for details.
- Default search results entry  
The page used to display each search result on the search results page. The search results entry is not an ordinary page but must include special codes. Please see the Website Developer Guide for details.
- Default view data page  
The page used to display a full data record from the database. The view data page is not an ordinary page but must include special codes to display the data item attributes/fields. Please see the Website Developer Guide for details.

#### 8.1.2.3.2 Index Page Columns

The columns and links displayed on the administration index pages are customisable. Enter the columns and links to display in the required order using the codes below separated with a space. The size of each column can be specified by adding a colon after the code and then the pixel width. For example "checkbox:25px default id:25px view:50px update:50px delete:50px" displays a 25 pixel checkbox field for the content data, a 25 pixel wide field with the id of the content data and 50 pixels wide fields with links to the view, update and delete administration pages for the content data. Clear the input fields completely and Save to restore the default configuration settings.

- Index Page Columns
  - checkbox  
Display a column with checkboxes to enable the selection of content data.
  - default  
Display the default “title” attribute (the first text attribute) for the content database.
  - ATTRIBUTE  
Display the content data attribute values for the given content data attribute name.
  - id  
Display the ids for content data.
  - view  
Display View text links that links to a page where the details of content data can be viewed.
  - update  
Display Update text links that enable the user to update content data.
  - create  
Display Add New text links that enable the user to create new content data as



copies of content data on the index page.

- delete

Display Delete text links that open administration pages that enable the user to delete content data.

The screenshot shows the Asbru Web Content Management System's configuration interface. At the top, there's a red header bar with the Asbru logo and the text "Logged in as: admin". Below the header is a navigation bar with several icons: Home, Help, Logout, Browse & Edit, Website Structure, Website Content, Media Library, Products & Orders, Content Databases, Experience Management, User Database, Usage Statistics, Configuration, and Updates. On the left, there's a sidebar with a tree view of system components: Configuration, System, Features, Content, Images, Files, Links, Users, Versions, E-Commerce, Databases, Packages, and Bundles. The main content area is titled "Special Pages" and asks "Which content pages should be used as default for searching and viewing database content?". It has three dropdown menus: "Default search results page", "Default search results entry", and "Default view data page", each with a "Select" button. Below this is a section titled "Index Page Columns" with the question "Which database content data should be displayed on the Content Databases administration index page for this content database?". There's a text input field containing the value "checkbox25px default id25px view50px update50px delete50px". At the bottom of the configuration form is a "Save" button. The footer of the page is a thin red bar with the text "Asbru Web Content Management System v9.0 - Copyright © 1999-2014 Asbru Ltd. and its licensors. All rights reserved."

**9****Experience Management Configuration****9.1 User Segments**

Any number of user segments can be configured to categorise your website visitors; and to track their interests; and to display segment-specific content personalised to each user segment. User segments can be configured through both the Configuration / Users / Segments administration page as well as the Experience Management section of the web content management system administration. Please the Experience Management section of the Website Administrator guide for details.

**9.2 User Tests**

Any number of user tests can be configured to display different content variants to website visitors; and to track the website visitors' reactions to the different content variants. User tests can be configured through both the Configuration / Users / Tests administration page as well as the Experience Management section of the web content management system administration. Please the Experience Management section of the Website Administrator guide for details.