Manual for the editor

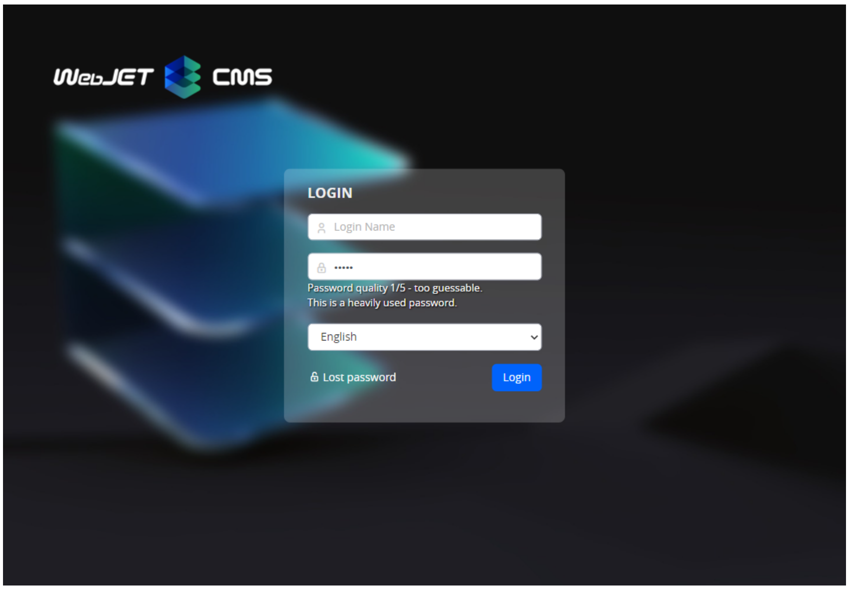
Version: 2024.0-SNAPSHOT.33 20.01.2025 9:39:09

Contents

1. Logging in and out

1.1. Login

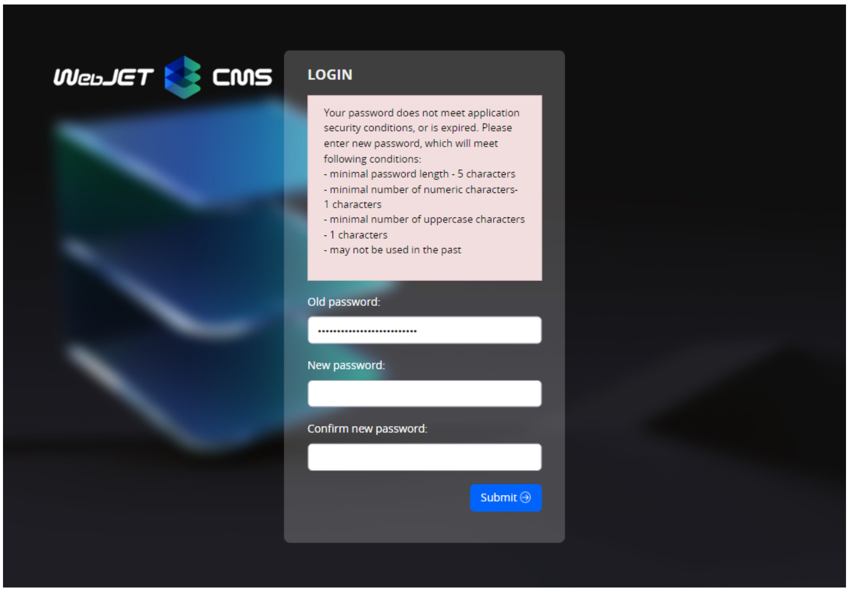
You can log in to the WebJET CMS administration at `https://vasa-domena.sk/admin/` . The login screen will appear:



in which you enter your login name and password. A password quality check is integrated into the login dialog, if your password is not at least quality 4, you need to change the password after login to a more secure password (it must contain more upper and lower case letters, numbers and special characters such as `.-_?/`).

Click on the link **Forgotten password** the password change form will appear. Enter your email address, if it is registered in the system you will receive an email with a link to change your password. Click on the link in the email you received to view the password change form.

Depending on the system settings, your password may expire or may no longer meet security requirements. In this case, you will be prompted to enter a new password after entering the correct password:



Enter a new password that meets the required criteria.

1.2. Logout

The logout link is located in the administration header in the upper right part as an icon :

Click on the logout icon to log out of WebJET CMS. For security reasons, we recommend that you **always check out after work** and not just close the browser window.

> **Warning:** when the window size is smaller, the header is not displayed, click on the hamburger menu icon to view the header.

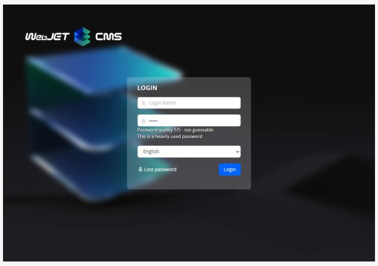
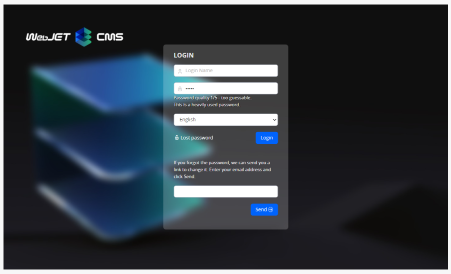
2. Forgotten password

If you have forgotten your password, you can reset it as follows.

2.1. Admin section

If you have forgotten your password for the admin section, you can request a password reset on the login page.

Click on the option Zabudnuté heslo a hidden recovery box will appear.

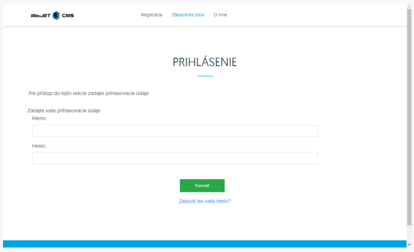
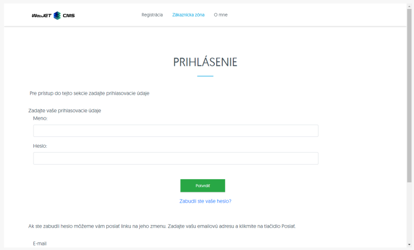
Before	After
	

You must enter your **email address** or **login name**. To send your request, press the Send . A notification will alert you that if the account exists, an email will be sent to the appropriate email address.

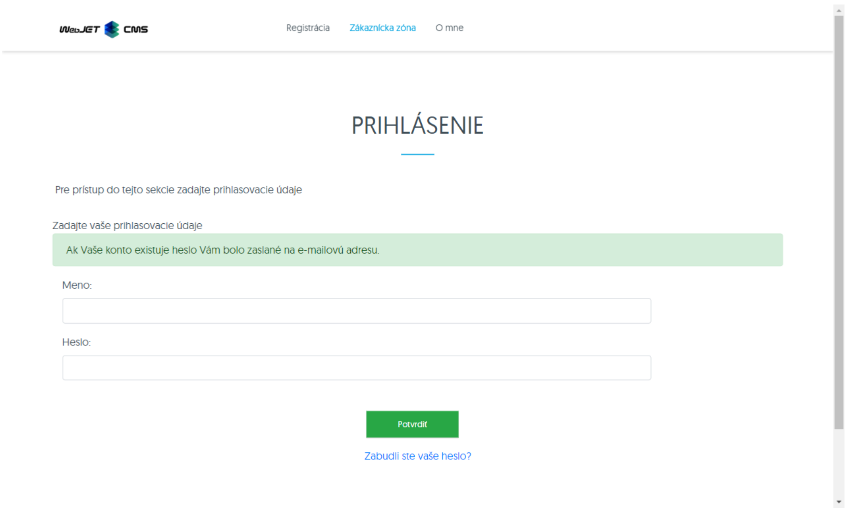
2.2. Customer zone

If you have forgotten your password for the customer area, you can request a password reset on the login page.

Click on the option **Forgot your password?** a hidden recovery box will appear.

Before	After
	

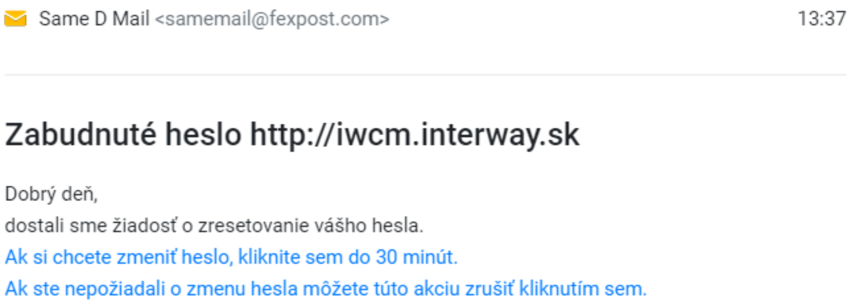
You must enter your **email address** or **login name**. To send your request, press the Poslat. A notification will alert you that if the account exists, an email will be sent to the appropriate email address.



2.3. Email to change your password

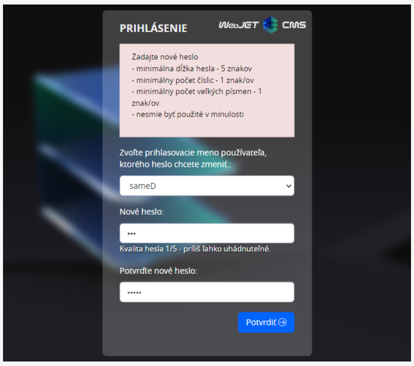
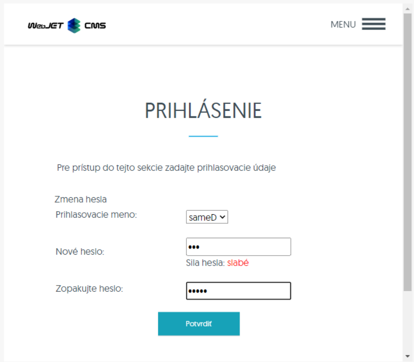
The sent email contains 2 links:

- a link to change your password, **To change your password, click here within 30 minutes.**
- a link to cancel the password change action, **If you have not requested a password change you can cancel this action by clicking here.**



2.3.1. Password change action

Click on the first link, **To change your password, click here within 30 minutes.**, you will be taken to a page to change your password.

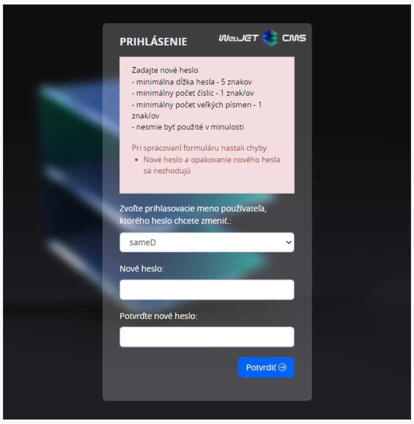
Admin section	User section
	

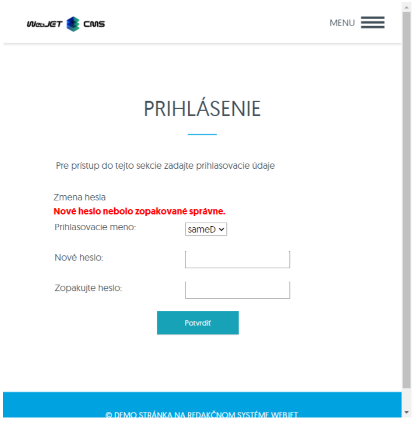
> **Warning:** login name is a type of selection field due to the possibility of registering multiple logins with the same email (e.g. login to the administration and customer account). The selection field thus contains all login names that share the specified email address. **The password will only be changed for the user whose login name you choose.**

You must then enter a new password and re-enter it for verification. If the passwords do not match or do not meet the minimum password quality requirements, you will be notified.

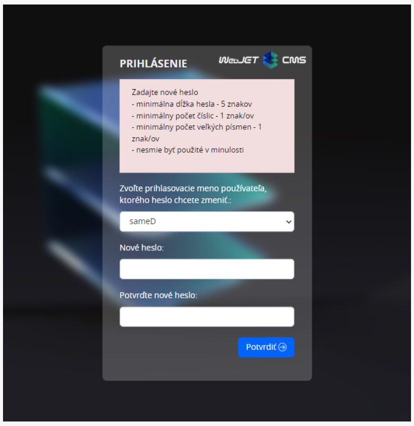
Password does not match	Weak password

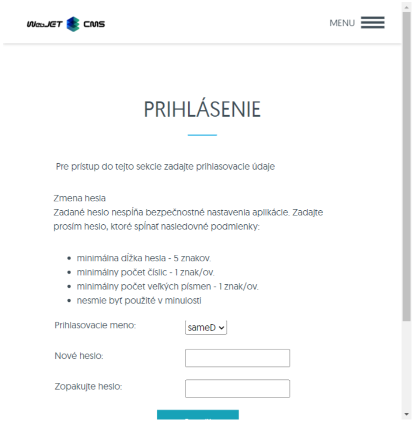
Password does not match





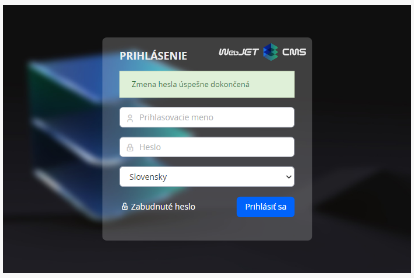
Weak password



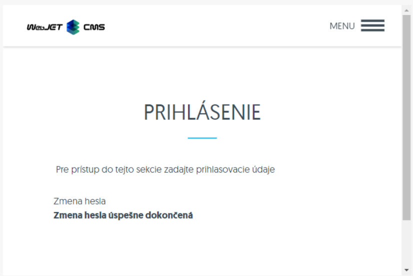


If the password for the selected user is changed successfully, the following message is displayed.

Admin section



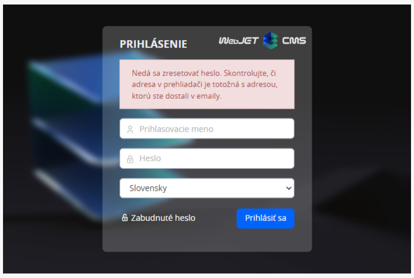
User section



> **Warning:** after you have successfully changed your password, the link that took you to the change form **becomes inoperable** that is, it cannot be used to change the password again for the same or another user. The link also becomes inoperable if you have not taken the action within 30 minutes of receiving the email.

Admin section | **User section**

Admin section

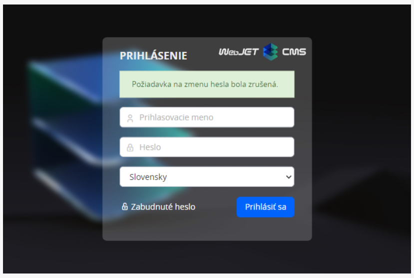


User section

2.3.2. Change cancellation action

Click on the second link **If you have not requested a password change you can cancel this action by clicking here.** you will be taken back to the page that tells you that the password change action has been cancelled, which will take the first link to change the password **became inoperable**.

Admin section



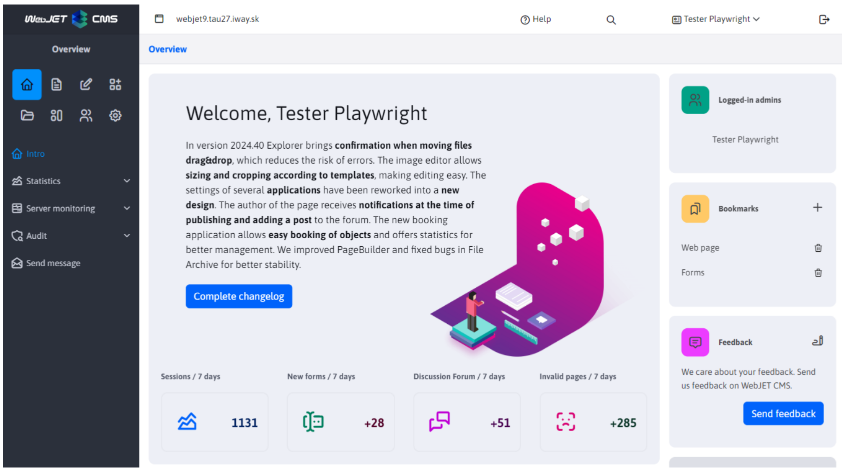
User section

2.4. Notes on implementation

- the password change works via an audit trail, where a record of type is created when a password change is requested `USER_CHANGE_PASSWORD` which has the text in the description `Vyžiadanie zmeny hesla`
- when a password change action is requested, it is checked that this audit trail exists and that it is not older than 30 minutes, if it does not exist or is older, the password change link will no longer work and the audit trail will remain in place
- when using a link to cancel a password change, this record is deleted from the audit
- if the email used to change the password is associated with multiple accounts, the audit record always contains the login name of the most recent user who can change the password via this email
- after a successful password change action, the audit record is deleted

3. Main controls

The administration layout is standard. There is a header at the top and a menu on the left.



3.1. Header

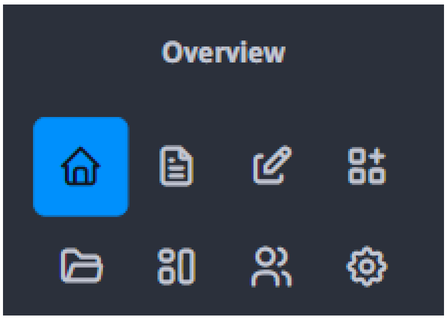
The header is located at the top:

contains the following options:

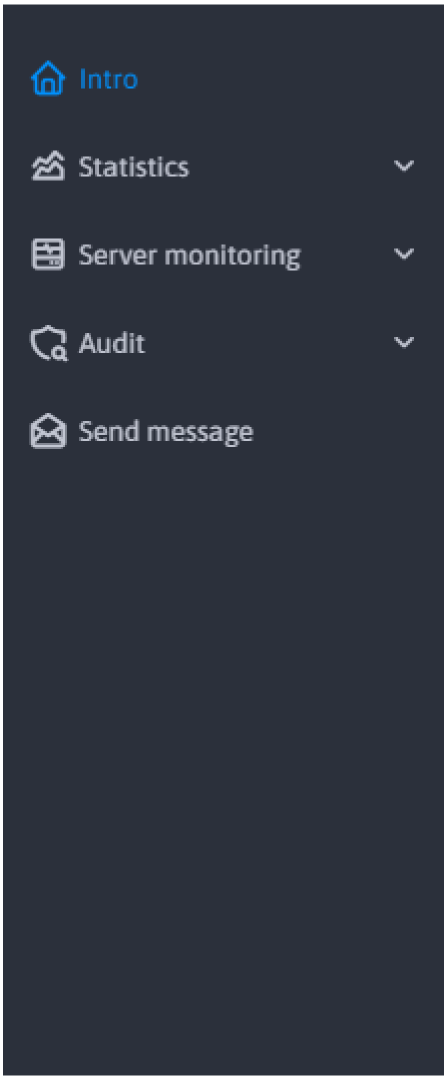
- Select the domain you are working with (for a multi-domain installation).
- Link to open the help.
- An icon to open the page Search
- The name of the currently logged in user, click on the name to display the following options:
  - Profile - edit your own profile (name, email... - after changing the profile you need to log out and log back in).
  - Two-Step Authentication - the ability to activate two-step authentication using the app `Google Authenticate` when logging into the administration. This increases the security of your account, because in addition to the password, you also need to enter a code from your mobile device to log in. We recommend setting this on all accounts through which user accounts and rights can be managed. If you use authentication against `ActiveDirectory/SSO` server, you can disable the menu item by setting the conf. variable `2factorAuthEnabled` to the value of `false` .
  - Encryption Key Management - allows you to create a new encryption key for encrypting forms and specify an existing key for decrypting them. Requires the Forms right.
  - Logout - logout from the administration.
- An icon to log out of the administration.

3.2. Menu

In the left part under the WebJET logo there are icons representing the main menu sections. We chose to represent the first level of the menu this way so that we don't have to have deeply nested menu items:

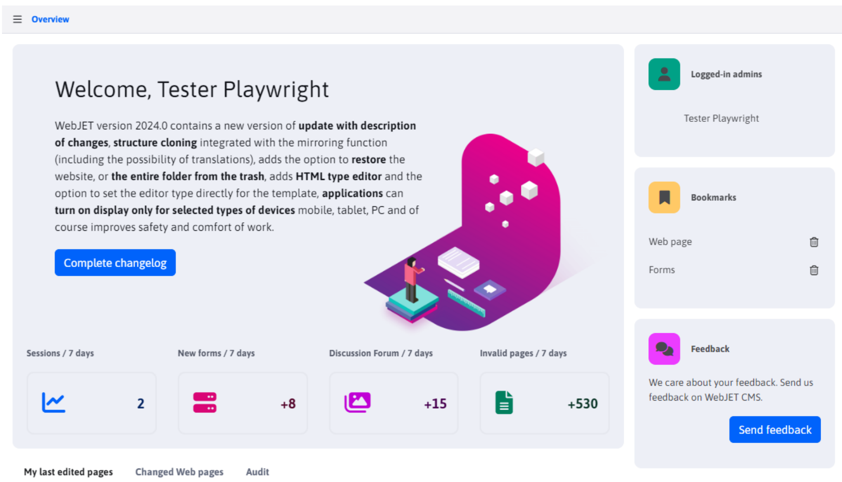


Click on the main section icon to display the menu items of the selected section:

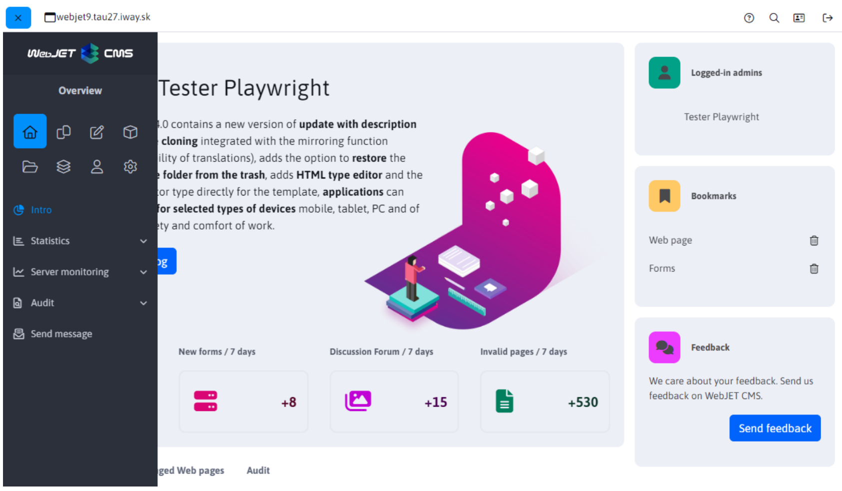


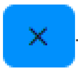
3.3. Display on mobile devices

Administration adapts to mobile devices. When the window width is less than 1200 pixels, the page header and the left menu are hidden:



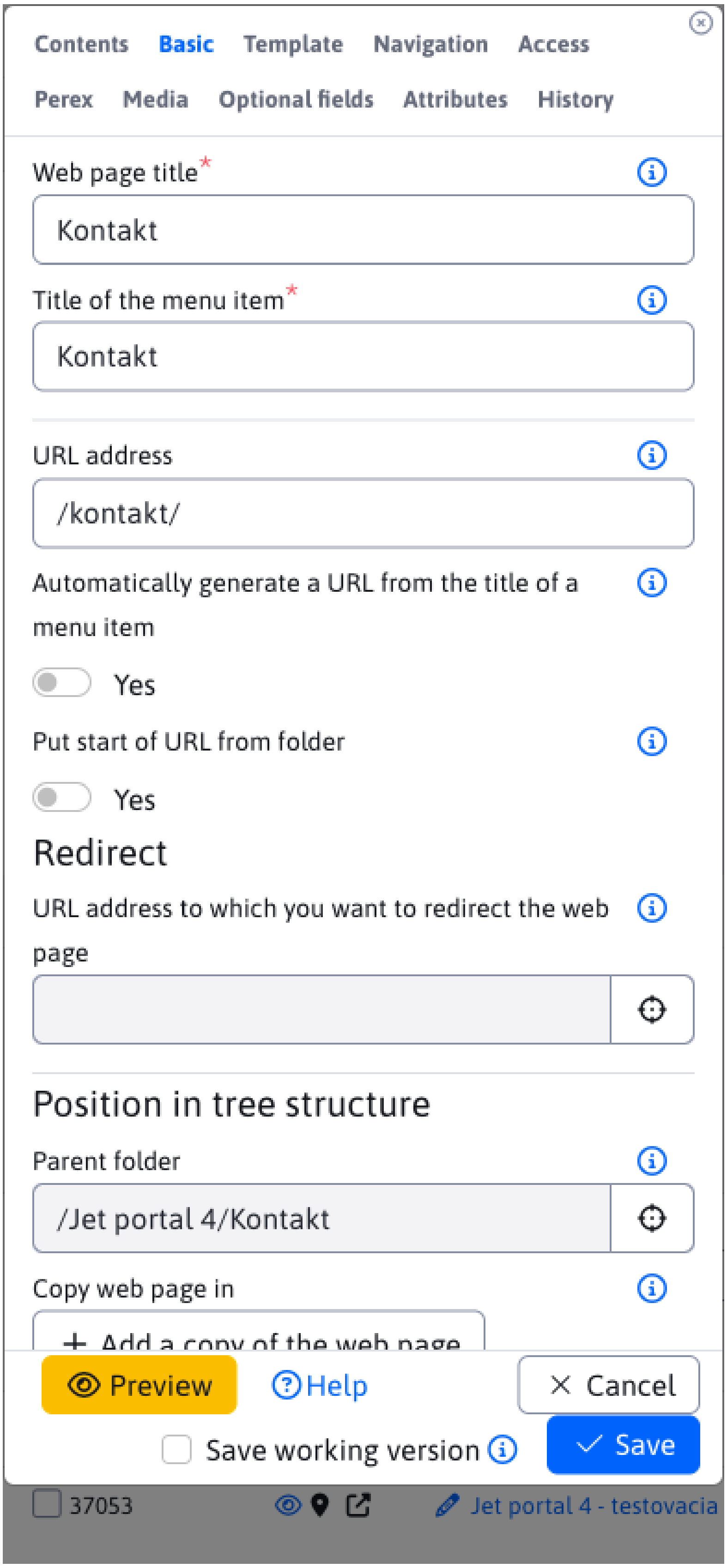
header and menu can be viewed by clicking on the hamburger menu icon  top left. Then the menu and header will appear above the page:



to close the menu, click on the close menu icon .

The editor in the datatable when the window width is less than 992 pixels (tablet view) will be displayed at the full window size:

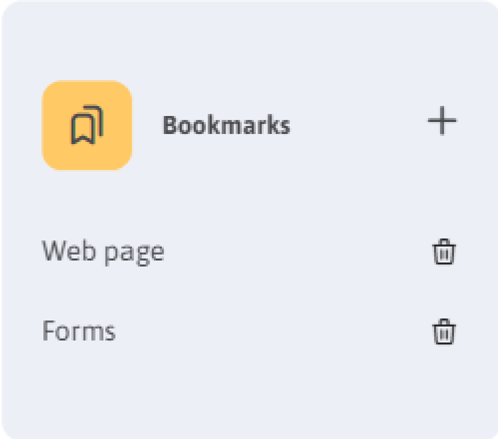
For a window narrower than 576 pixels, the field names will also be moved from the left side above the field for better display, e.g. on a mobile phone:



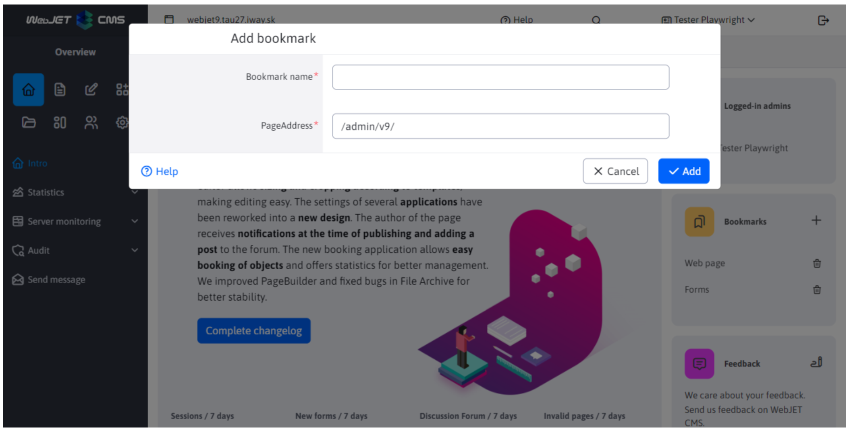
4. Home screen

4.1. Bookmarks

You can add links to frequently used sections in the administration to the bookmarks mini-application. After logging in, you don't have to search for the section in the menu, but you can directly click on the link in the bookmarks.



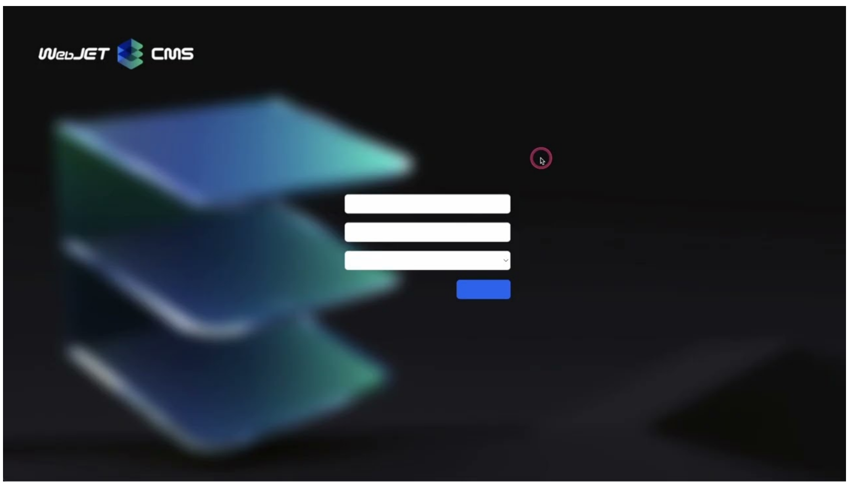
Click the orange icon to the left of the Bookmarks text to open a dialog box in which you specify the name of the bookmark and the address to open when you click the bookmark name.



By default, bookmarks are displayed to list web pages and forms. These will be displayed even if you delete all bookmarks.

Note: the bookmarks list is stored in the browser, if you use multiple browsers set your bookmarks in all of them.

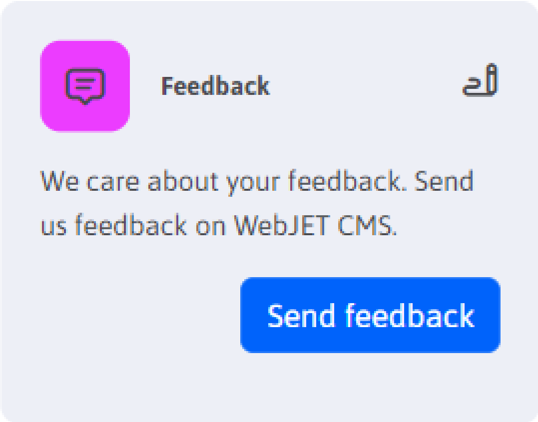
YouTube video: https://www.youtube.com/watch?v=G5Ts04jSMX8



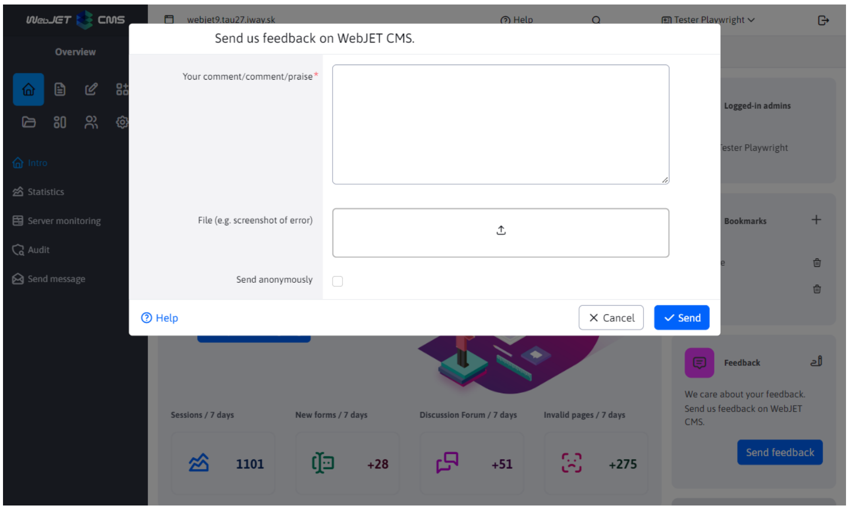
5. Feedback

By clicking on the Send Feedback button you can send us, the programmers, your feedback on the use of WebJET CMS. The comment will be sent by email after filling out the form.

We will consider your comments and add them to development maps (https://docs.webjetcms.sk/latest/en/ROADMAP). You can also improve the functioning of WebJET CMS with your opinion.



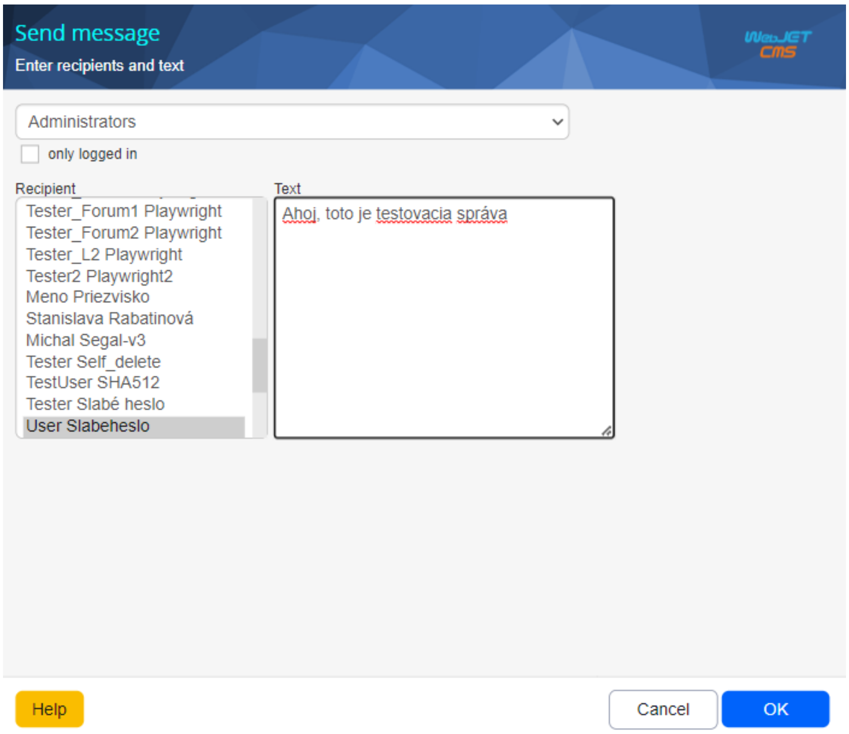
In the dialog box you can enter the text of your comment, comment or praise. If necessary, you can also attach files (e.g. a screenshot or a document describing your request).



If you select the Send anonymously option, your name and email address will not be entered in the sent email as the sender's name and email.

6. Send a message

Click on the option **Send a message** will open a new window that you can use to send a message to multiple users. The message is displayed in a pop-up window in the administration, where you can then reply to the message.



If the pop-up window is not yet open, the new message is checked when the contents of the administration window are loaded and every minute thereafter.

> **Warning:** If you have pop-ups blocked, the new message window will not appear.

6.1. Options when writing a message

- **Selection field group** - a group of users whose list appears in the **To whom**.
- **Only logged in** - If checked, the message will only be displayed if the selected user is currently logged in.
- **To whom** - a list of names you want to send the message to; to select more names, press **CTRL** and click the mouse on the name.
- **Text** - the text of the message.

Click on **OK** the specified message is sent to the selected users.

7. Search

7.1. Overview

Section **Search** in the administration allows users to search for content in multiple areas such as web pages, files and text keys. Search provides tools to filter results and to narrow the scope of searches, improving the efficiency of working with content.

7.2. Access to the section:

To the section **Search** can be accessed in the administration using the magnifying glass icon in the header.

See also Header for further information.

7.3. Key Features:

1. **Fulltext search**:
    - Searching is not only done in the headlines of the pages, but also in their textual content.
    - Users can also find content based on keywords found in the text of documents or files.
2. **Filtering results**:
    - In addition to the full-text search, you can use column filters for a more accurate display of results.
    - Tables allow filtering based on columns such as `Názov web stránky`, `Meno autora` or `Kľúč`.
3. **Support for multiple content types**:
    - Website
    - Files
    - Text keys

7.4. Using the Search section

7.4.1. Search Interface:

The section is divided into several tabs. Each tab allows specific search and filtering:

1. Website

- **Fulltext search:** Enter a keyword that appears in the page text or title.
- **Restriction by tree structure** You can limit the search by selecting the folder to search in (subfolders are also searchable).Filtering:
- **Use columns like** a `Názov web stránky` to narrow down the results. `Meno autora` User rights:
- **The results displayed depend on the rights of each user. Users can only see pages for which they have permission.** 2. Files

Fulltext search:

- **Search for text that is found in the content of files as well as in file names.** Filtering:
- **Columns like** a `Názov súboru` help to specify the results accurately. `URL adresa` The symbol of the eye:
- **Click on the eye icon** next to the file name to view the file.URL:
- **Links** allow you to quickly navigate to a directory in Explorer.!> Note: file search is used to search files

full text file index, so only files that are indexed are found. 3. Text keys

Fulltext search:

- **Find text keys by content in all available languages.** Filtering:
- **Use columns like** or `Kľúč` , for more accurate searches. `Jazyk` Examples of use:

7.5. Search the website:

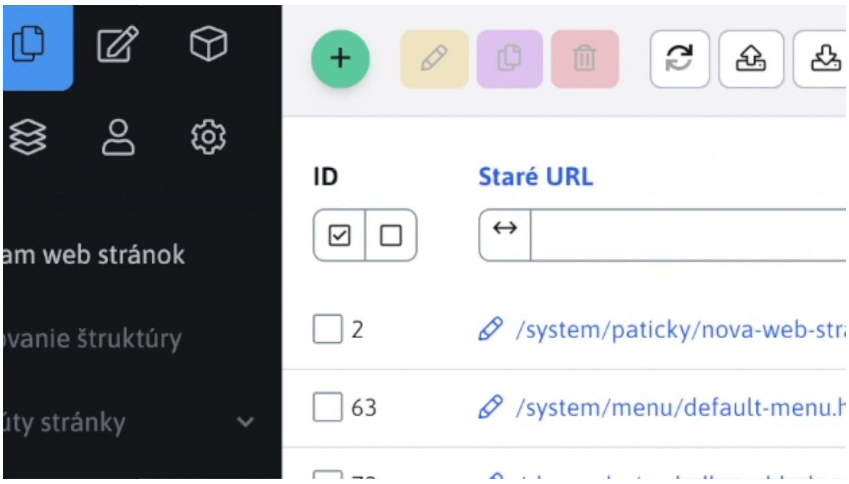
- **Looking for a phrase**
  - . `naštartoval obchodnú stránku` The results contain pages where this phrase appears in the text. To narrow the results, use the filter
  - in the column for `sales` . `Názov stránky` Search in files:
- **Looking for**
  - . `only for users in Bankari group` The results contain all files where this phrase appears in the text.
  - Text key search:
- **Looking for**
  - . `Pridať adresár` Results contain keys with Slovak text
  - . You can then apply the filter `Pridať adresár` in the column `addGroup` to narrow down the results. `Kľúč`

8. Datatables

8.1. Basics of working with data tables

Data tables are the basis of the interface in CMS WebJET, watch the instructional video how to work with tables.

YouTube video: https://www.youtube.com/watch?v=-NN6pMz_bKw

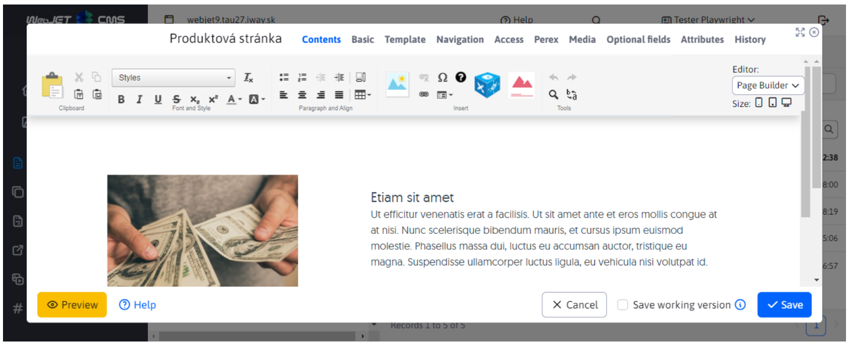


8.2. New features

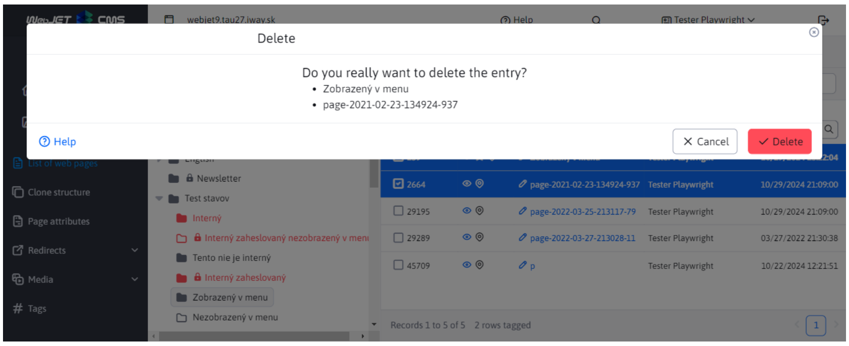
Compared to the video above, the standard datatable has new features.

8.2.1. Display name in window header

When editing an existing item (if a single record is being edited), the header of the editor dialog displays the name of the item being edited (in the example, the text **Product page**) instead of the general text **Edit by**.



Similarly, when you confirm the deletion, a list of marked items will be displayed to confirm the records you want to delete.



8.2.2. Option to move the window

The editor window can be moved (for example, if you need to see information on the page overlaid on the window). Just start dragging the window in the header area (like a standard window in `Windows`).

8.2.3. Remembering the arrangement

If you change the way the table is arranged (by clicking on the column name), the table will remember this arrangement in your browser. When you go back to that section again, the table will be arranged according to your preference.

Click on the icon , then the Column View setting, and then the Refresh button to reset the table to its basic form, including the layout.

8.2.4. Changing the order of columns

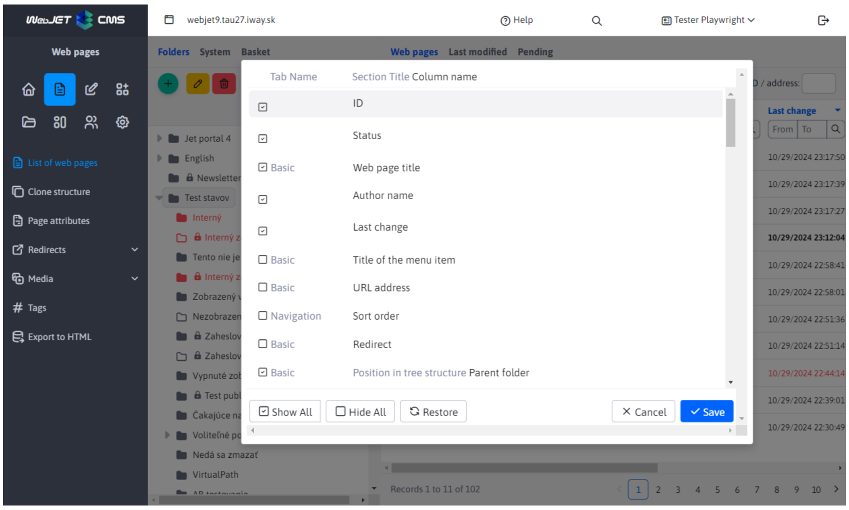
You can move columns in the table to change their order according to your needs. Just grab the column header (name) and start dragging it left or right. The order of the columns will be remembered in the browser and when you go back to that section again, the order of the columns will be preserved.

Click on the icon , then the Column View setting, and then the Refresh button to reset the table to its basic form, including the column order.

8.3. Setting the display of columns

Click on the button settings, you will be given the option to set the display of columns and the number of records displayed per page.

In most tables all columns are displayed by default, but some like the table in the list of web pages contain very many columns, so only the basic ones are displayed by default. Click on the option **Columns display** opens a dialog box in which you can **select which columns you want to display**. Select them at will and click on the **Save**, the selected columns in **your browser will remember**. The selected columns will also be displayed after the page is refreshed.



The following columns are displayed in the window:

- Tab Name - displays the name of the tab in which the field is located in the editor. If the field is not displayed in the editor, the value is empty.
- Section heading - displays the heading above the fields in the editor (if specified), allows to distinguish a group of fields, e.g. to set the display for a logged in or logged out user.
- Column name - the name of the field in the editor, the value represents the column you want to display.

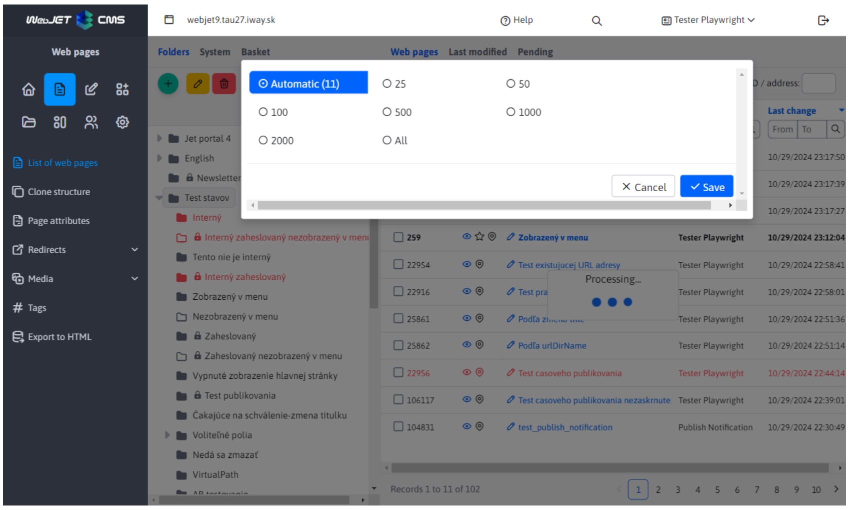
There is also a button in the column display settings **Refresh** which will restore **default column list setting**. In addition, there are also buttons **View all** a **Hide all**, which turns on or off the display of all columns with one click.

Warning: the more columns you have displayed, the longer it will take your computer to display the table.

8.4. Number of records per page

Click on the button settings, the option to set the number of records per page will appear.

In order for the window to contain the ideal number of table rows, its size is calculated and preset according to this calculation. In the number of records setting, the first option displayed is Automatic (X) where X is the calculated number of rows according to the height of the window.



Below the table of rows, information about the number of records displayed, the total number of records, and, if applicable, pagination (moving to the next page) is displayed.

The automatic setting of the number of table rows is only used in the main window, it is not used in nested tables in the editor (e.g. in the Edit History tab of a web page).

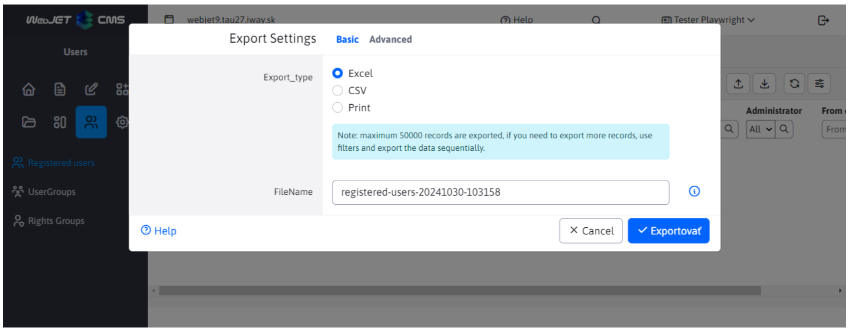
8.5. Keyboard shortcuts

To work more efficiently, you can use the following keyboard shortcuts (`Windows/MacOS`):

- `CTRL+S/CMD+S` - saves the record to the database, but leaves the editor window open. The function may not be available if multiple dialogs are open at the same time.

9. Export and import

Datatables provide the ability to export and import data in the header:

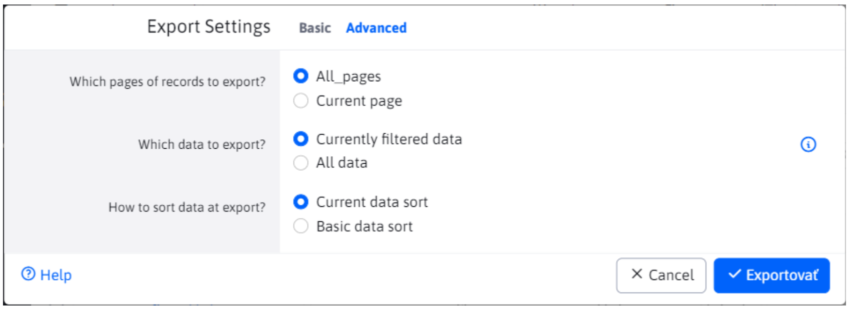


- Allows export to **Excel(xlsx) and direct printing to the printer**
- The file is named according to the current `title` page and the current date and time will be automatically added.
- By exporting, you can get **maximum 50 000 records**. If you need to export multiple records, use multiple export using filtering. The maximum number of records can be increased by setting the conf. variable `datatablesExportMaxRows` .
- When exporting, a list of columns is prepared in the first row, **the import is consequently not sensitive to the order of the columns**.
- For **selection fields** (select/digits) with **export text value** and reconstructs back to the ID on import. This allows to have **different IDs of bound records** between environments (e.g. template ID for a web page), if the name matches, the record is correctly paired. Consequently, there is also human readable text in the export instead of the ID value.
- Import allows **import data as new** (to be added to the database) or **match existing data according to the selected column** (e.g. name, URL, etc.). When matching, it first looks up the record in the database and then updates it. If it does not exist, it creates a new record.
- Imported from format **xlsx**.

9.1. Export of data

Click the Export icon opens a dialog box in which the export file name is automatically set according to the current page and the date and time. You can choose to export in Excel (xlsx) format or print the spreadsheet.

In the Advanced tab of the table with server pagination it is possible to set the type of exported data **current page/all, filtered/all rows, sorting**. For a table with client pagination, only the current/all pages option is displayed.



Clicking the Export button will create `xlsx` download file, or, in the case of the Print option, the standard print window will appear.

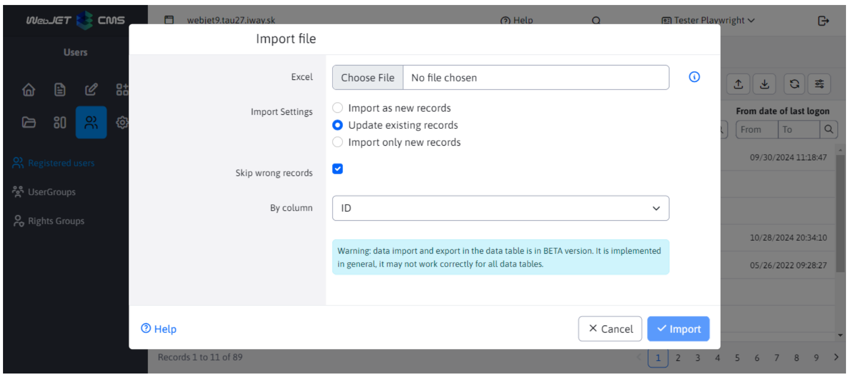
When exporting in Excel format, the **export columns by editor**, not by the columns shown. This is so that records can be imported afterwards. The first row of the Excel file contains the column names but also its code name in the format `Pekný názov|kodovyNazov`. For example, in users, the Name column is used in both personal data and contact data. Without the code name, we would not be able to accurately pair the column to the correct field in the editor when importing.

	A	B	C	D	E
1	ID|id	Titul|title	Meno|firstName	Priezvisko|lastName	Dátum narodenia|dateOfBirth
2	79	Titul-changed-79	Meno-4	Priezvisko-79	23.09.2021
3	78	Titul-changed-78	Meno-4	Priezvisko-78	23.09.2021
4	77	Titul-changed-77	Meno	Priezvisko	23.09.2021
5	71	Titul-changed-71	Meno-4	Priezvisko-71	23.09.2021

9.2. Import of data

Click on the Import icon opens a dialog for importing from Excel (xlsx) format. In the import settings you can select:

- Add as new records - records are imported as new, the ID column is ignored. An error may occur during import if a duplication constraint is encountered (e.g. login name in the user list that must be unique).
- Update existing records - this option displays a selection box **By column**, in which you can select the column based on which the data will be updated. When importing, the database will contain **identical records (there may be more than one** if for example it is imported by Last Name or another column that is not unique) and these are updated according to the data in Excel. If no record is found in the database by the specified column, the **creates as a new record**.
- Import only new records - in the field **By column** select the column by which the existence of the record is identified. Only records that are not found by the specified column are imported.



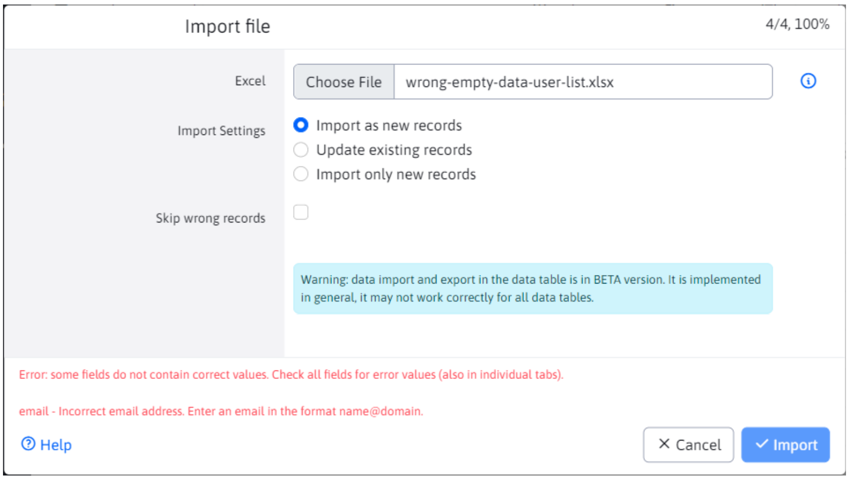
Clicking the Import button will start the import from the selected Excel file.

Most tables, when updating an existing record, allow **import columns piecemeal**. In Excel, you can delete columns that you want to keep intact in the database. Subsequently, when importing, only the changes from the retained columns in Excel will be transferred to the existing records.

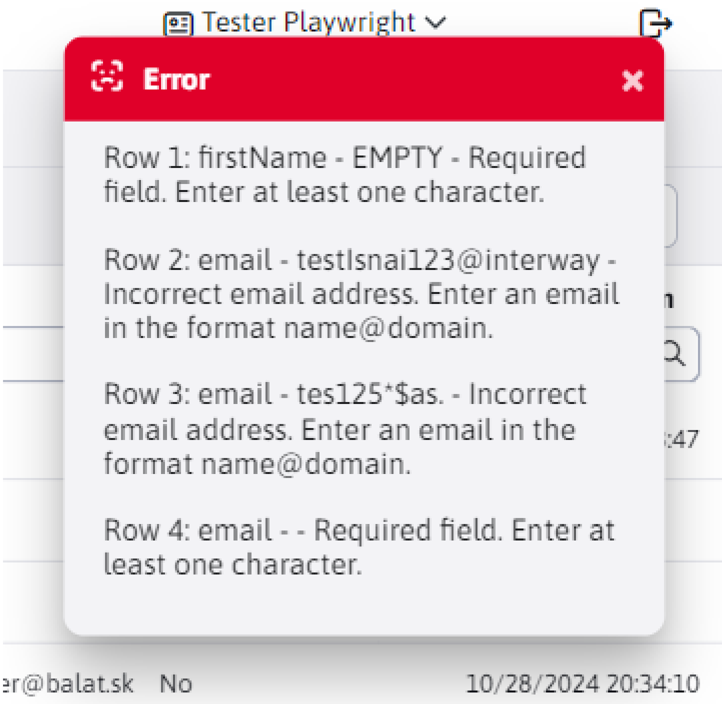
9.2.1. Skip erroneous entries

The import offers the possibility to skip erroneous records. If this option is **Off**, and the imported data contains an error, the import will be aborted and an error message will be displayed. The disadvantage is when importing a large number of records, where one error will interrupt the import of other records.

All matching records prior to the erroneous record have been saved.



If this option is **Enabled**, the import does not stop when an error is found, but continues. The error values and the line number will be displayed in the notification:



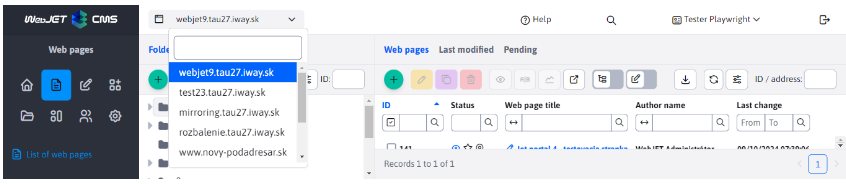
More notifications can be displayed, as the data is processed in batches - they are sent sequentially in 25 records, for each of which an error message can be displayed. More technical information can be found in Conversion from Excel (https://docs.webjetcms.sk/latest/en/developer/datatables/export-import).

10. Web pages

10.1. Basic work

10.1.1. Choosing a domain

For multi-domain web sites, the domain selection is displayed at the top. In the tree structure of the site, only folders with the selected domain and folders that do not have a domain set are displayed.



10.1.2. Viewing the System and Trash folders

The special folders System (contains pages needed for the template such as header and footer) and Trash (contains deleted pages) appear in the System or Trash tab.

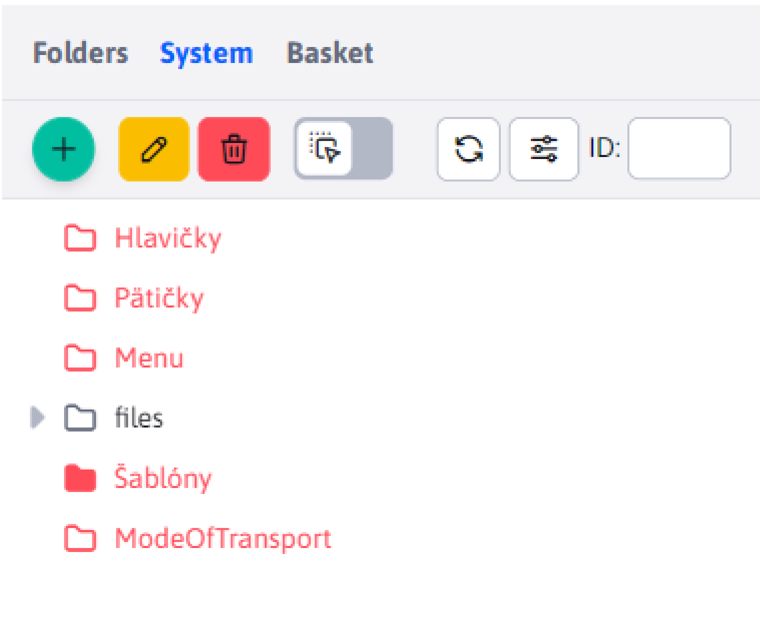
The display in the System tab depends on the WebJET configuration:

- displays the contents of the folder by default `/System` (global folder for all domains)
- if the mode is on **Local Folder System** (set configuration variable `templatesUseDomainLocalSystemFolder` at `true`) and a local System folder exists for the currently selected domain, the contents of the folder will be displayed
- if Folder System search mode is on **recursive in tree structure** (set configuration variable `templatesUseRecursiveSystemFolder` at `true`) displays the folder structure containing the System folder

In addition to the Folder System, this tab also displays the folder `/files` with a full-text index for searching files (if full-text search is active). This folder contains the text extracted from the files, and the text is used in the file search.

The Trash tab shows the contents of the folder `/System/Kôš` .

These folders do not appear in the Folders tab (they are filtered), but if for some reason you need to see the exact tree structure without filtering, click on the Folders tab with the `shift` . In this case, filtering is turned off and all folders in the currently selected domain and folders that do not have a domain set are displayed.



10.1.3. Remembering the last folder you opened

The list of web pages remembers the last opened folder within one login, when you return to the list of web pages, the folder is reopened. Folder memory is deleted when switching domains or when entering an address `/admin/v9/webpages/web-pages-list/?groupid=0` , i.e. the address of the page with the parameter `groupid=0` .

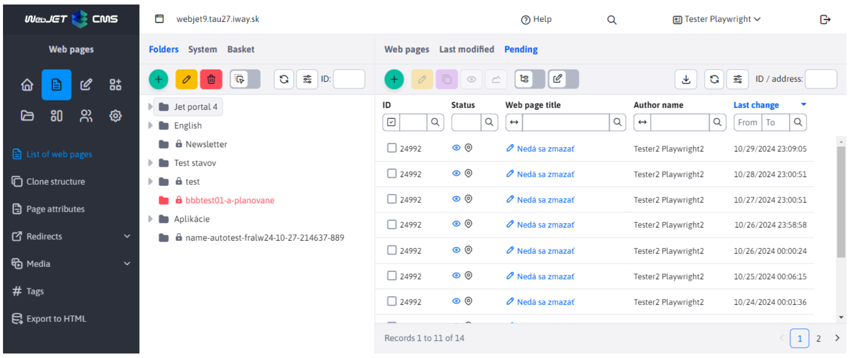
At the same time, when browsing the tree structure, the address of the page is displayed in the browser address bar with the parameter `groupid` , which represents the folder ID. When the page is refreshed or a link is sent, the folder structure is opened according to the ID in the address bar. On the home page, you can add a bookmark to the Bookmarks block add page address with folder ID (https://youtu.be/G5Ts04jSMX8) and create a link to the nested folder structure on the home page.

10.1.4. Web site tabs

The following tabs can be viewed in the right section:

- **Web pages** - displays a standard list of web pages in the selected folder in a tree structure.
- **Last modified** - shows a list of your most recently edited pages.
- **Pending approval** - if you approve changes to web pages, the pages that are awaiting your approval will appear in this tab.
- **Folders** - switches the view from a list of web pages to a list of folders. Clicking on a folder in the tree structure displays the selected folder and its subfolders. If you select multiple folders in the tree structure (e.g. by pressing the `CTRL`), the marked folders are displayed. The tabular view of folders allows, for example, to perform bulk operations on folders (e.g., changing the template), to use the Edit function in the grid view, or to use the Duplicate function.

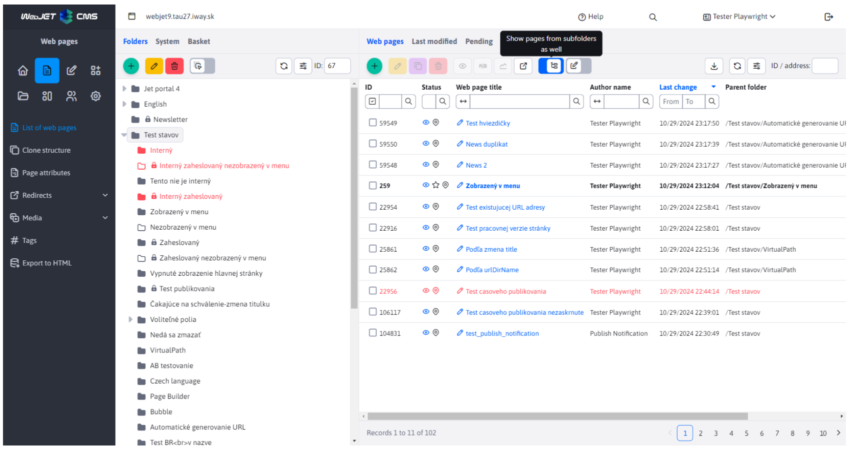
> **Notice**: you must first enable folder view in tree structure view settings.



10.1.5. View pages also from subdirectories

If necessary, you can also view web pages from subdirectories by toggling the **View pages also from subdirectories** in the datatable header. When you switch to the mode of displaying pages from subdirectories, the pages from the currently selected directory are displayed in the tree structure, including its subdirectories. You can click on another directory in the tree structure, which again causes the pages from the selected directory and its subdirectories to be displayed.

In the table settings, you can turn on the display of the column **Parent folder** in which you will see the directory in which the page is located.



10.1.6. Recovering web pages and directories from the Recycle Bin

The list of web pages also offers a special icon to restore a web page or an entire folder from the Recycle Bin. These icons only appear in specific circumstances. For a more detailed explanation of the logic, see Recovering web pages and folders from the Recycle Bin

10.1.7. Special icons

The Data table in the page list contains the following special icons:

- - Show page - after selecting one or more lines and clicking on the icon, the selected web page will open in a new window/tab.
- A|B - Save as AB test - creates a B version of the page for AB testing.
- - Page Statistics - displays traffic marked web page.
- - Check for links and blank pages - checks validity of links in the pages in the current folder and subfolders, displays pages that have no text entered.
- - Show web pages from subdirectories - switch the switch to the on position to show web pages from subdirectories in the table

10.1.8. Icons and colours in the tree structure and page list

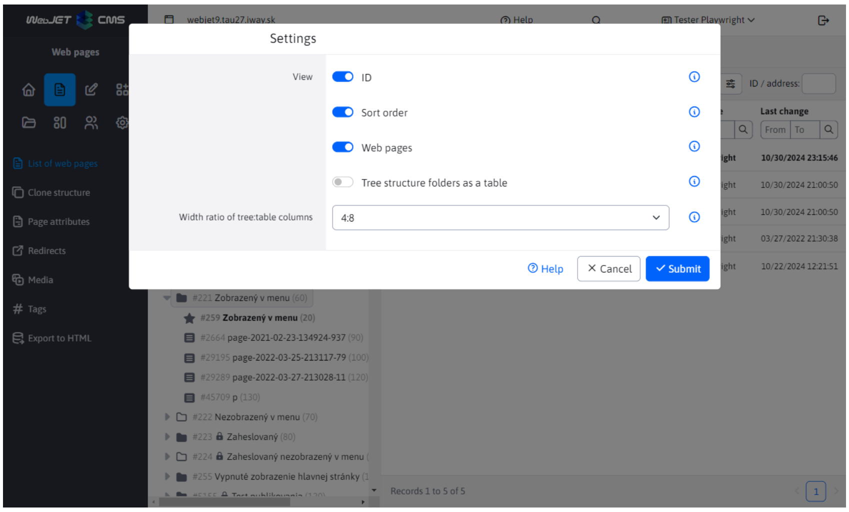
The following types of icons and colors can be displayed in the folder and page tree structure:

- full folder icon = folder is displayed in the menu
- empty folder icon = not shown in the menu
- the page is displayed in the menu
- the page is not displayed in the menu
- you don't have edit/delete permissions on the folder, you won't even see any list of web pages in that folder (even if the folder actually contains web pages). This is used when you only have permissions on any of the subfolders.
- lock = only available for logged in visitor
- red colour = unavailable to the public (internal directory) or page with display disabled
- , **bold font** = main page of the directory
- out arrow = page is redirected
- crossed out eye = page not searchable
- A|B B variant of the application page AB testing

10.2. Setting the tree structure view

If necessary, you can click on the icon in the tree structure Settings to display the settings dialog box:

- **ID** - It will also display the directory ID in the form #ID before the name. This display is useful if you need to manually enter a folder ID into an application, or if you are migrating pages between environments and need to quickly check the settings of embedded applications.
- **Order of arrangement** - After the name, display the order of the arrangement in the form (order).
- **Website Pages** - It also displays web pages in the tree structure. **Warning:** reduces performance and data loading speed. We recommend enabling this option only if you need to move web pages using the `Drag&Drop` .
- **Tree structure folders as a table** - Displays the Folders tab in the datatable. Allows you to use datatable features such as bulk operations, duplicate, edit in grid view, etc. with tree structure folders.
- **Column width ratio tree:table** - Sets the ratio of the column widths of the displayed tree structure and datatable for better use of monitor width. The default ratio is 4:8. Warning: some ratios and inappropriate monitor size may cause the toolbar/buttons to display incorrectly.
- **Sort tree by** - Select the directory parameter by which to organize the folder tree. The selection field supports the following parameters
  - **Priority**
  - **Name**
  - **Date of creation**
- **Line up the tree in the direction** - Switching between folder tree layout directions. Selecting an option will apply the direction **Ascending (ASC)** and by not selecting the option, the direction will be used **Descending (DESC)**.



10.3. Search in tree structure

The filter above the tree structure allows you to quickly search for folders by their name. The search works in **the whole tree structure**, so there is no need to open folders to scan them. Search between tabs **Folder** / **System** / **Basket** is separated, that is, in the tab **System** the search does not find folders belonging to the tab **Basket** etc.

After entering a value in the field, the filtering is started by pressing the `Enter` or icons . For a better overview of where the found folder is located, we show the full path to the root folder. Each folder matching the search term is highlighted.

To cancel the search, press the or if you try searching for an empty string.

> **Warning:** If you have an active search (you have just searched for a string) in one tab, switching to the other tab will cancel the search. That is, the search string e.g. "blog" will be removed from the field when you switch to another tab.

11. Editing a web page

The web page editor is a versatile tool for editing and creating web pages. When you edit an existing web page, the content of the saved web page is loaded into the main editor window. When you create a new page, the editor window is empty and you can start writing the content.

If you go to create a new web page, you first need to set the correct directory in which the web page should be located and then click on the "Add" icon to display the editor window.

11.1. Tab contents

In the "Content" tab you can edit the content of the web page itself. Page editing offers standard document content editing functions similar to those commonly used in MS Word and Excel. Most of the commands are accessed using the formatting buttons from the editor toolbar. Contextual functions are accessed by right-clicking over the appropriate page object, e.g. an image, table, selected block of text, etc.

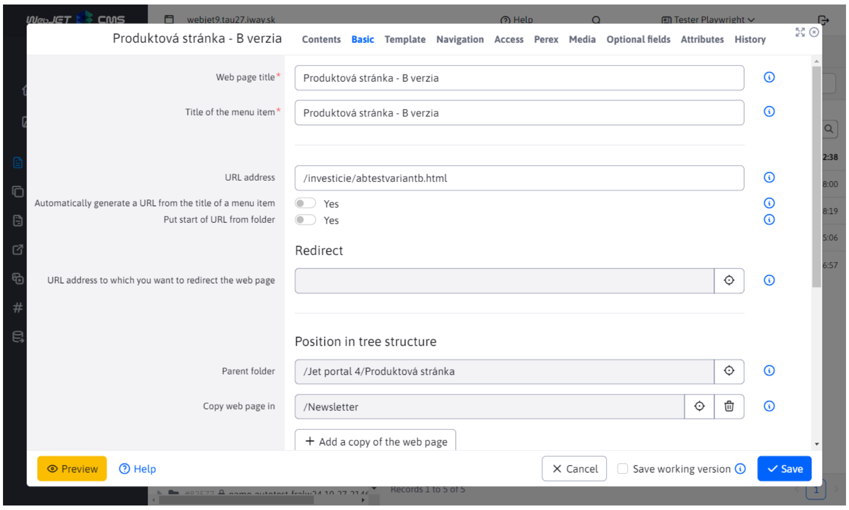
Several types of editors are available depending on the setting of the template group or template (Page Editor Type field). The following editor types are currently supported:

- Standard - editor type `WYSIWYG` , a visual editor in which what you see on the screen is also saved. The work is similar to working in MS Word, where you can easily select text, set bold font, insert images, etc.
- HTML editor - when opened, the HTML code of the page is displayed. It is designed for special pages whose code would be broken with an editor like `WYSIWYG` , e.g. bulk email pages that contain all HTML code, including the header and footer. In this case, the code is typically supplied from an external agency and is just embedded into the page without the need to change it.
- Page Builder - mode of composing web pages from prepared blocks, allows you to easily edit blocks, add, move order, etc. It is designed to create complex web pages.

11.2. Basic card

The most important parameter of every web page is its title (headline). The title is entered in the text field in the Basic tab. If you create a new web page in an empty folder, the system automatically takes the title from the name of this folder. Otherwise, when you create a new web page, the text "New Web Page" is there, which of course you must change to a meaningful title that defines the content of the web page. The title is normally entered with both accents and spaces as plain text.

The folder home page has synchronized by default the name of the web page with the name of the folder.



Every page that is to be publicly viewable on the website must have "Yes" entered in the **View**. If it does not have this setting, it is unavailable to the visitor. It will only be available for the logged in administrator to see how the web page will actually look like during the creation process.

11.2.1. Inclusion in the tree structure

You can save the web page to **multiple folders**, a list of which can be found in the Classification section of the tree structure. The main folder is labeled as the Parent Folder, additional folders are in the Web Page Copy v. Technically, copies of the web page will be created in all the selected folders. When any page is saved, all data is copied to the other copies of the web page except:

- URL address - the page and its copies can have their URL address modified if necessary (unless the Automatically generate URL from menu item name option is selected)
- Layout order - if necessary, you can set the appropriate layout order for the page copy

In the event that **delete a copy of the web page** so it will be moved to the trash. While this copy is in the recycle bin, the original page from the parent folder will have its copy folder address changed to the recycle bin when it is edited. Of course, you can continue to add more copies, even to the folder where we deleted the first copy from. Deleted copies of a web page will no longer appear as an existing copy when editing the original page, once permanently deleted from the trash.

In the event that **delete the original web page** from the parent folder, it will be moved to the Recycle Bin without affecting existing copies of that page. Note though that when editing the page it will have the Display attribute turned off, which of course you can turn back on to display the page. After permanent **deletion of the original** web pages from the trash with **permanently delete all copies of it**. This means that these copies will no longer be available (even in the Recycle Bin) and cannot be restored.

11.2.2. URL address

In the URL address field, you set the address of the web page on the Internet (the part after the domain name), e.g. `/produkty/webjet-cms/funkcie.html` .

The field is **when you save a new web page, it automatically fills in** by the folder URL and the Item Name field in the menu, you don't have to fill it in manually.

From a search engine optimization perspective, the URL of the page should contain keywords. However, these should ideally also be in the page title, headings and page text.

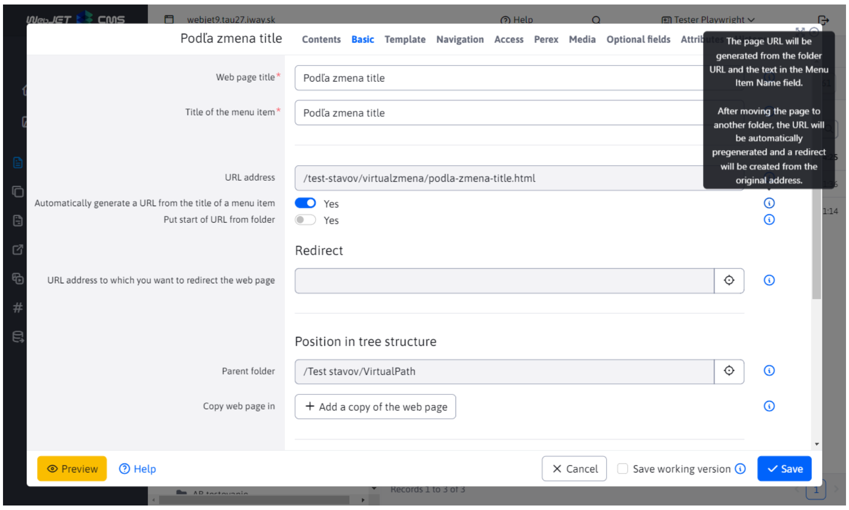
If you change the page URL, a redirect is automatically created in the Path Redirects app. If another page links to the original URL it will be redirected to the new page address.

Automatically generate a URL from the menu item name

If you select this option, the URL of the page will change automatically:

- when changing the value of the field Name of the menu item
- when changing the value of the URL field, the address of the folder where the web page is located but also of the parent folders
- when moving a web page to another folder

When you change the URL of a page, a redirect is automatically created in the Path Redirects application from the old URL to the new one.



Inherit the beginning of a URL from a directory

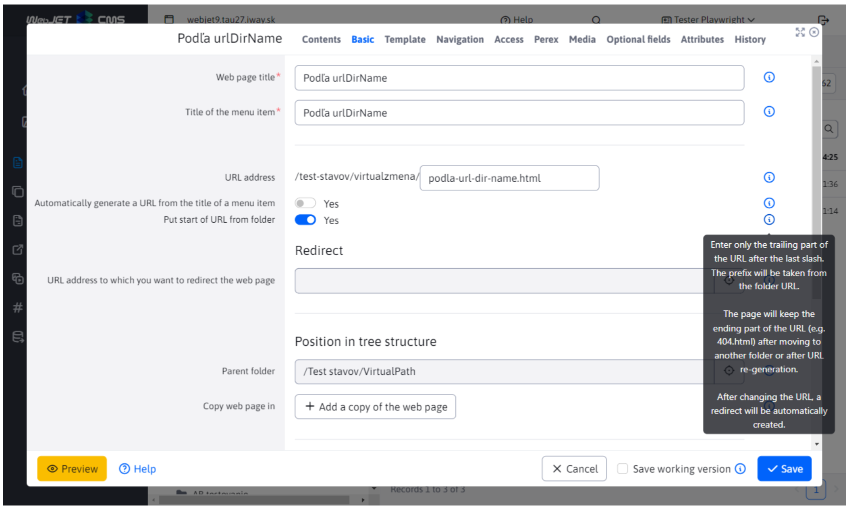
With this option, you can specify the end URL of the web page, with the start URL taken from the parent directories. This is useful if you need the page to always have the same ending URL, for example `404.html` or `cta.html` .

The URL value will change when:

- when changing the value of the URL field, the address of the folder where the web page is located but also of the parent folders
- when moving a web page to another folder

while as written above the end part is taken according to the specified value.

When you change the URL of a page, a redirect is automatically created in the Path Redirects application from the old URL to the new one.



11.2.3. Editor's note

In the Base tab, there is an Editor's Note field. The entered text will be displayed at the top of the editor as a warning for all editors/administrators when editing the web page. This is an internal attribute that is not displayed in the public part of the web site. The note is not stored in the page history, it is always updated with the entered/current value.

Allows you to display information such as: **Please note: there is a link to the site from the GTC, never change the address of the site**.

11.3. Managing multiple domains

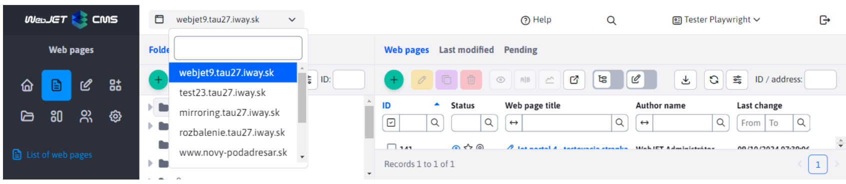
If WebJET [set up to manage multiple domains (https://docs.webjetcms.sk/latest/en/frontend/setup/README)](https://docs.webjetcms.sk/latest/en/frontend/setup/README) so on the Basic tab, the Domain field is displayed for folders in the root folder.

11.3.1. Creating a new domain

If you need to create a new domain, follow these steps:

- Click on the icon to add a new folder
- Enter the necessary data such as Folder Name, etc.
- Change the Parent Folder to the Root Folder.
- When set to the root folder, the Domain field appears, enter the domain name.
- Save the folder by clicking the Add button.

The folder is created and a new domain is created in WebJET CMS and the list of web pages is automatically switched to it. The available domains are displayed in the administration header in the domain selection box. You can switch between them via this selection box.



Note: in addition to adding the domain in WebJET CMS, you need to set it up on the application server. The application server only manages domains it knows. If you are using Tomcat, the server administrator in `conf/server.xml` Set up `defaultHost="domena.sk"` on the elements <Engine for routing all domains to `domena.sk` , or must implicitly define the domain using <Alias>www.domena.sk</Alias> for the respective <Host elements. Of course, we also recommend creating httpS certificates for individual domains.

11.3.2. Renaming a domain

You rename the domain in the folder's edit window. In the Domain field, enter a new value and select **Change domain redirects, configuration variables and translation texts with domain prefix**. When this option is ticked, changes are made:

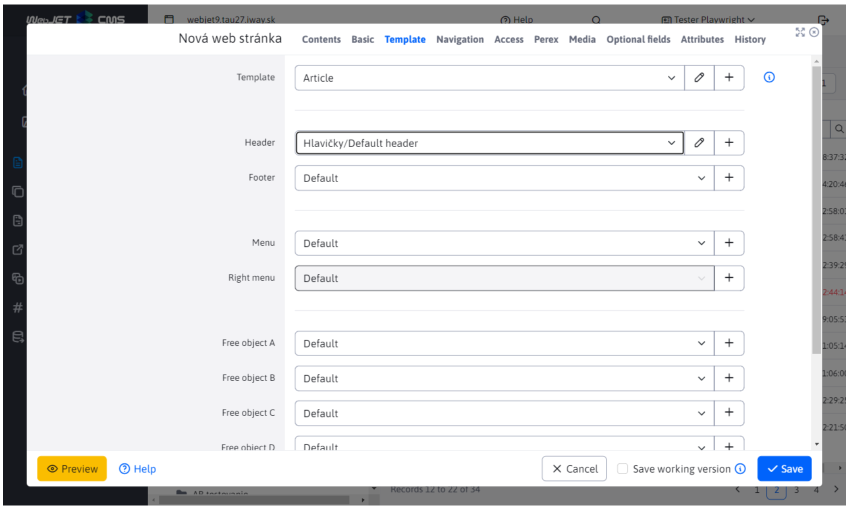
- The specified domain is also set for all subdomains.
- The domain is also set for the folder `Systém` .
- Changes the domain from the old value to the new value in path redirection, configuration variables, and translation texts.

If you have multiple root folders in your domain (for example, by language), make the domain change on all folders one at a time.

11.4. Card Template

Each web page must have a design template set up. The correct setting of the template is taken care of by the administrator, who defines them for individual folders of the web site. When a new page is created in a folder, the template is set according to the folder settings. By default, you should not need to change the template of a web page during your work.

In the fields, you can change the header/footer/menu and free objects in the selected template if necessary (if you need a different footer or a specific menu on the page, for example).



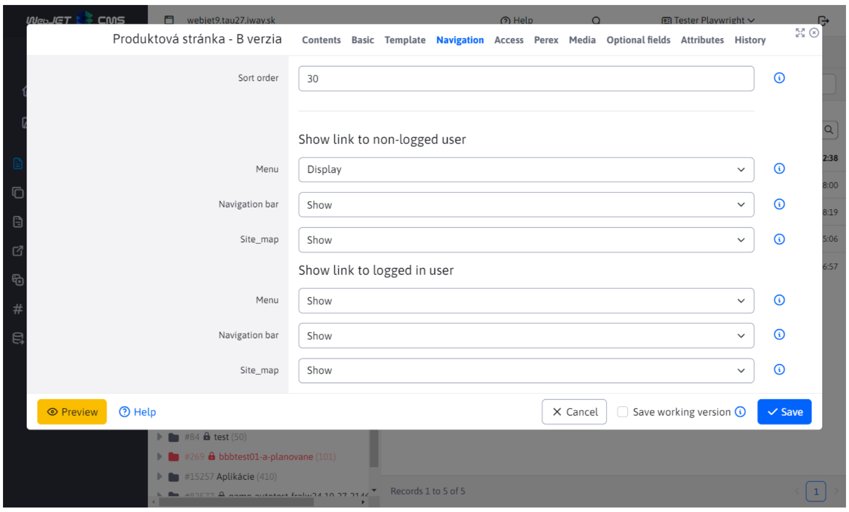
The template selection box contains a pencil icon, clicking on it opens the template editing dialog (if you need to edit some of its properties, for example). Click on the + icon to create a new template.

For the header/footer/menu/free object fields, when a specific page is selected, a pencil icon will appear for the ability to edit the selected page. You can thus easily edit e.g. the header directly while editing the web page.

11.5. Navigation tab

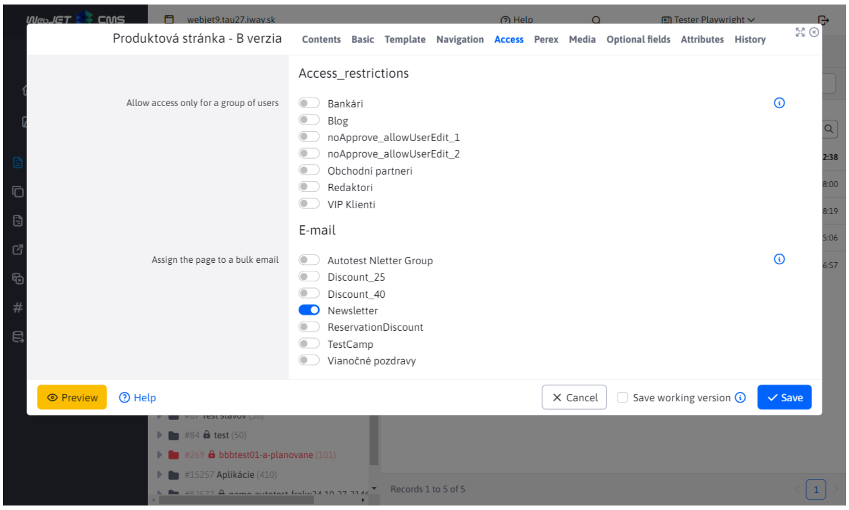
In the Navigation tab, you can edit additional options for displaying the page in tree structures (displaying the page in a menu, navigation bar, or sitemap). The display can be differentiated according to the user login.

The Arrangement Order field determines the order of the page in the menu and in the sitemap. The higher the number the lower the page will be placed.



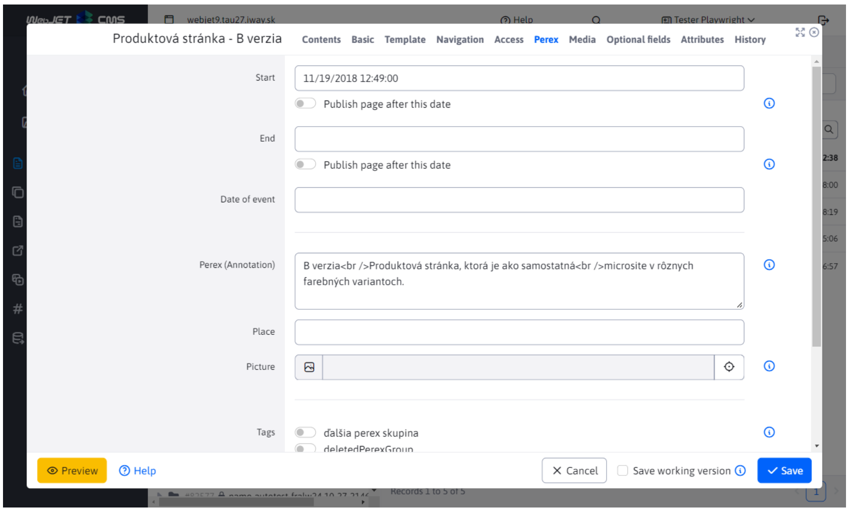
11.6. Card access

In the "Access" section, you can manage who can access the page and under what conditions. If the page is intended for a bulk email application, it is also possible to define the assignment to an email group (newsletter type).



11.7. The perex card

In the Perex tab, you can set the validity of a page view, or set it to be delayed or changed. You can also assign appropriate tags to the page to categorize it.



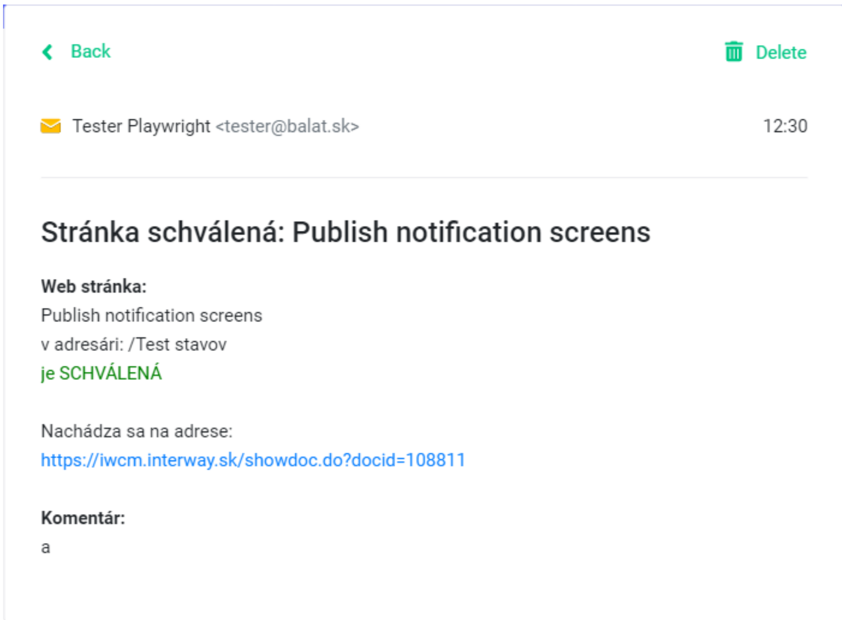
Fields **Start date**, **End date** a **Date of the event** are usually only used for news, press releases, events and conferences. Field **Start date** a **End date** However, they also have a special feature if you want to time the publishing or cancellation of a page from a certain point in time in the future. This function is activated by checking the box **Publish page after this date**, respectively. **Publish a page after this date**. The value of the fields **Start date** a **End date** must be filled in for all events and conferences in the event calendar. For news, just enter the start date.

Perex (Annotation) contains a brief description of what the page is about. It should be no longer than about 160 characters. Perex is mainly used when writing news, press releases, events and conferences, where it is a short description of the article that is displayed in the news list.

You can define the image via the icon behind the field **Image**.

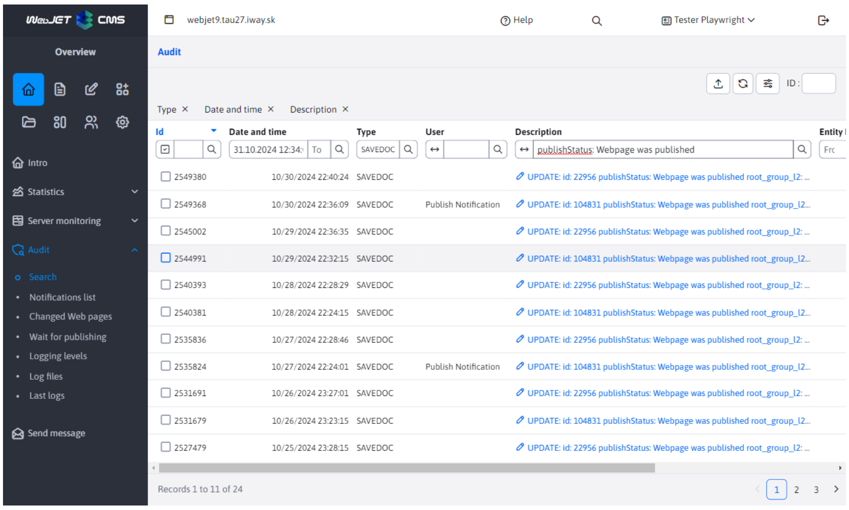
11.7.1. Publishing a web page

If you have timed the publication of a web page and want to be as **author of the page** informed, just set the configuration variable `webpagesNotifyAutorOnPublish` . The preset value is **true** that is, whenever a new version of the web page is published, the following information email is sent to its author.



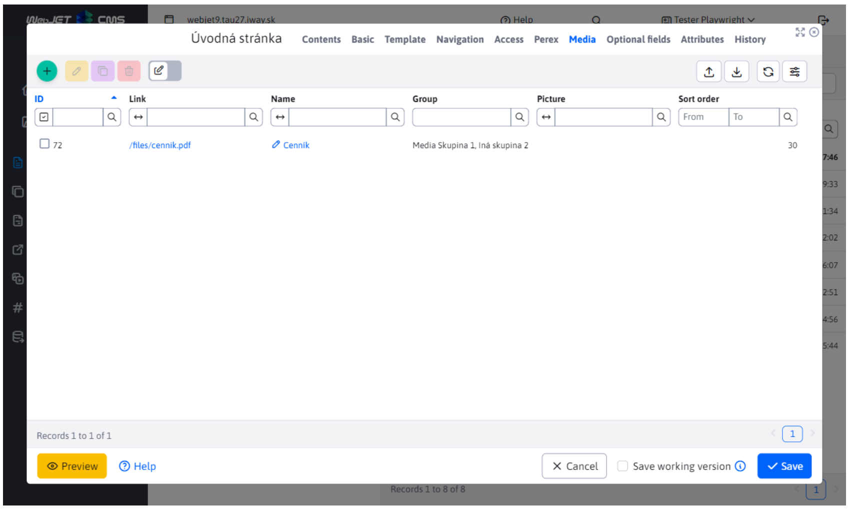
The end of the email contains a link to a page where you can check the new version of the page. If you do not want these informational emails, you must set the value of the configuration variable `webpagesNotifyAutorOnPublish` at **false**.

This event will Audited by (https://docs.webjetcms.sk/latest/en/sysadmin/audit/README) where the audit type is `SAVEDOC` and the description of the audited action shall include information `publishStatus: Webpage was published` so you can easily find publishing actions.



11.8. Media card

In the Media tab, you can manage documents and files related to the page. For more information, see Media section.



Clicking on the "add" button will bring up a form to add a link.

In the "Link" field, you choose where the link should go. For Downloadable documents, the Select button selects the document, and for Related links, the specific Web page.

The title represents the text that will be displayed on the web page. Therefore, it should be defined as normal text (with accents and spaces).

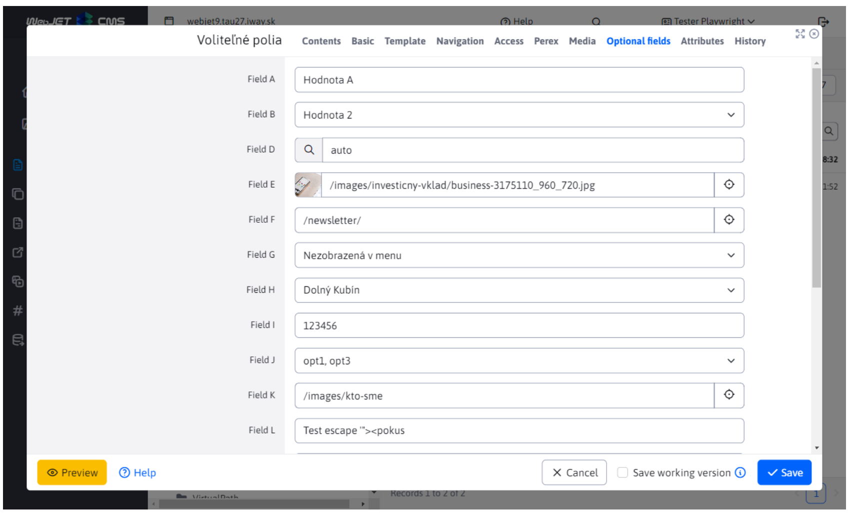
In the Preview Image field, the link can be set to an appropriate preview image if the media application embedded in the page/template uses it.

The arrangement defines the order of the links. Media assigned to different groups do not affect each other. The order numbers can also be the same, in which case the system will sort the links alphabetically.

> **Warning:** the newly added media will only start appearing on the web page after the web page has been saved. This way, you can time the addition of the media along with the web page if necessary, if you set the page to delay publishing.

11.9. Optional fields tab

In the Optional Fields tab, you can set optional attributes (values, texts) for the web page and directory according to your needs. The values can then be transferred and used in the page template. Types (text, number, selection field, file selection...) and field names can be set as required, see the section Optional fields (https://docs.webjetcms.sk/latest/en/frontend/webpages/customfields/README).

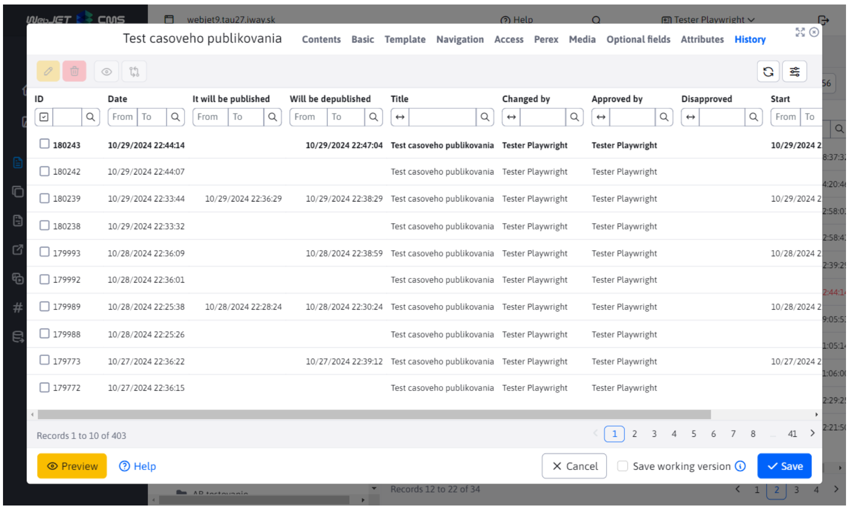


11.10. History tab

The History tab displays the published historical versions of the web page and the current versions in progress (not yet published). When publishing a work-in-progress version, the temporary/working versions of the page are deleted from the history, leaving only the published versions in the history.

In the case of approving/rejecting a page, the name of the user who approved or rejected the version is also displayed.

More information is in the section History.



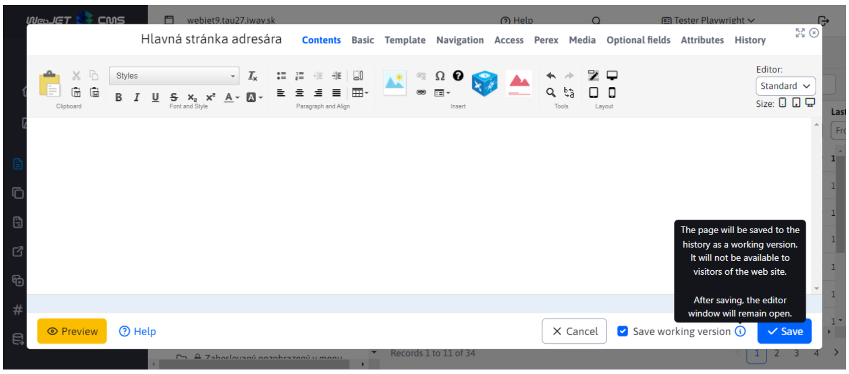
11.11. Save working version

When you select Save working version before clicking Save, the modified web page is saved as a working version in the history. It will not be available to visitors of the web site.

This will allow you to spend several days preparing a new version of the web page text without affecting the currently published version for visitors. When you save the working version and reopen the web page editor, you will see a message that there is a work in progress version of the page. Go to the History tab, select the row in the table with the version you want to open in the editor (typically the latest version at the top) and click the yellow Edit Page icon.

Each time you save a working version, it will remain in the History tab, so you will have multiple entries there. For efficiency, however, clicking Save without the Save Working Version option selected (i.e., when you publish it to visitors to the website) will delete all of your working versions of the website.

At the same time, saving the working version does not close the editor window, so you can continue working.

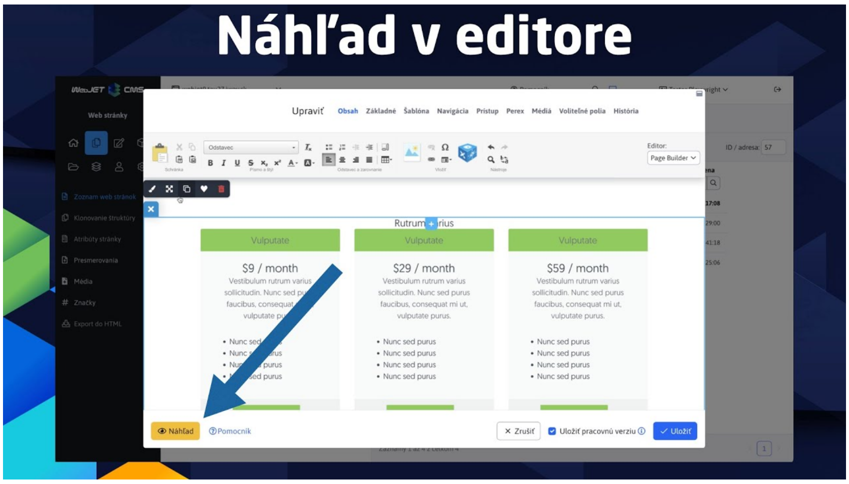


11.12. Page preview

Click on the button `Náhľad` in the footer of the editor window, a new tab opens in the browser with a preview of the complete page without the need to save it. You can make changes to the page and see how it will look after saving.

At the same time, if you do not close the preview window, the preview is automatically updated when you save the page. This is an advantageous use with the Save working version where you can move the preview window to a second monitor and keep it open while you work. Each time you save, the preview is automatically updated.

YouTube video: https://www.youtube.com/watch?v=6OSTrMJj8z4

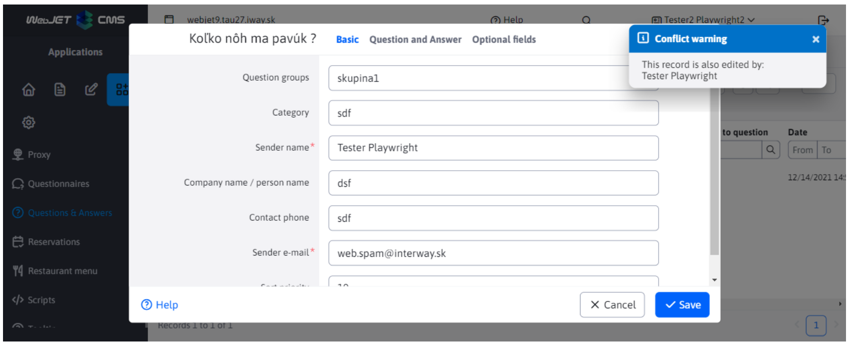


11.13. Collaboration of several editors

To prevent two different users editing the same page at the same time, WebJET will notify you that someone is currently working on the page. This means that someone has already loaded the edited page in the editor. In such a situation, you have to leave the editor and wait until the user in question has finished their work so that you don't overwrite each other's edits.

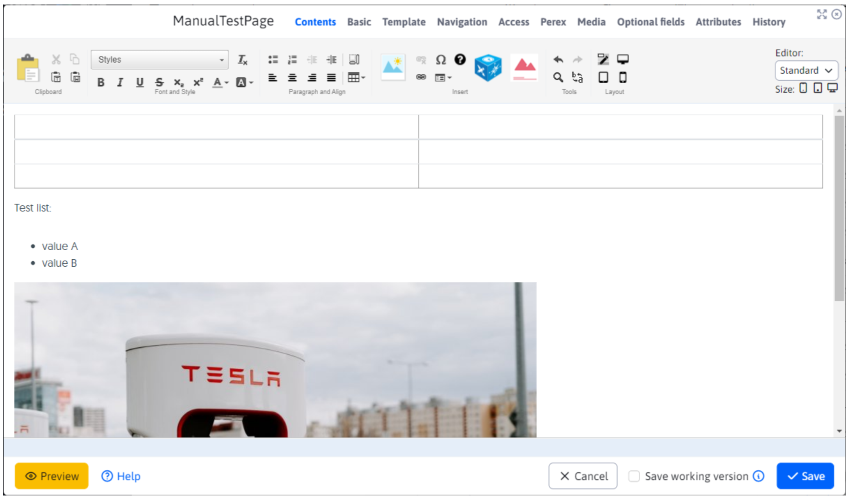
We recommend that you leave the page editor when you have finished your work and saved/published the page, this will minimize the possibility of the report being displayed to another editor.

Applications have this property, so the workflow applies to all parts, not just the page editor.



12. Working in the editor

WebJET includes an intelligent web page editor that gives you the most accurate representation of what the page will look like.



12.1. Working with text (typing / pasting / copying)

When working with text, first of all, you need to be aware of the difference between a paragraph and a collapsed text, i.e. splitting a sentence into another line. You can create individual paragraphs by simply pressing `ENTER` , while wrapping the text using the key combination `SHIFT + ENTER` .

The difference between the two is noticeable mainly because of the greater indentation between paragraphs (as opposed to the indentation of the text). Another important difference is that several text edits (such as creating a heading) are applied to the entire paragraph. If such a paragraph contains a line break, that change is applied to the line break as well.

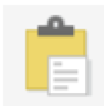
If you want the text not to break when you type a space, you can insert a space in addition to the normal space **fixed gap**. This may be the case, for example, when writing dates `10. 2. 2009` or various other texts that should not be split into two lines, such as file size `123 kB` or phone number `0905 123 456` . A fixed space is inserted using the key combination CTRL+Spacebar. There is no difference in its appearance, only in its behaviour in relation to the surrounding text at the end of the line.

You can edit text in the WebJET editor in the following ways:

- by typing directly into the editor
- by pasting from another document (`DOC` , `PDF` , `XLS` , another website...)

12.1.1. Insert from another document

Classic text insertion from the toolbar using the icon or key combination `CTRL + v` . When you insert text in this way, the text is inserted with the original formatting of the source text. However, this method is undesirable mainly because it leaves the text styling uniform throughout the site according to predefined styles.



Inserting unformatted text from the toolbar using the icon  or by key combination `CTRL + t` or `CTRL + SHIFT + v` . This method of inserting text will insert text without any formatting, so it is most suitable for inserting plain text.

Inserting text from `Word` **/** `Excel` **file** from the toolbar using the icon or by key combination `CTRL + w` . This option inserts the text with the paragraphs and tables preserved, but stripped of all styles from the original document. Unfortunately some browsers have this keyboard shortcut reserved for closing the window/tab, so in that case it is better to insert text via clicking on the toolbar icon rather than via the keyboard shortcut.

12.1.2. Copying text

Copying text is possible by selecting the text and clicking on the icon (or key combination `CTRL + c`).

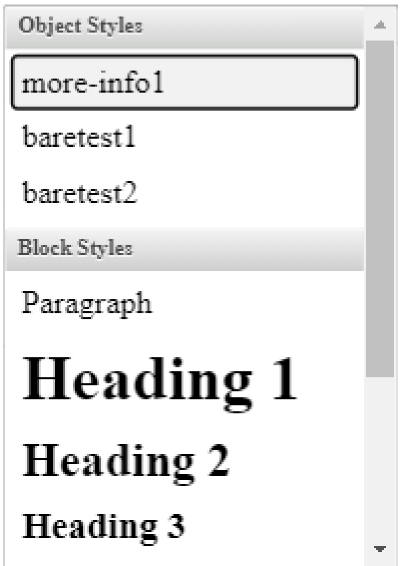
12.1.3. Cutting out text

To cut the text, select the text and click on the icon (or key combination `CTRL + x`).

12.2. Working with styles and formatting text

In WebJET, you have a number of predefined styles for headings and for fonts that are used to style the page into an acceptable form. Properly defining headings is also of considerable importance for search engine optimization (`SEO`) and the internal structure of the document.

The predefined headings are always applied to the entire paragraph. To create a heading, click in the desired paragraph you want to make a heading and select the desired heading level from the drop-down menu.



There should always be only one main Heading 1 on each web page, which should start the text. Since this heading is automatically generated from the page title by default on the page (if the template defines it that way), there is no need to insert it into the body of the page. Sections within the page are separated by Heading 2, their sub-sections by Heading 3, etc.

There are other predefined styles in this menu, but their use is based on their name, for example styles containing the text "table" are used only for tables and so on. Clicking into any page text in the editor will automatically set the style used at that cursor position in the Style field. The currently applied style is indicated by an arrow in the left-hand drop-down menu.

If you want to change the style of such text within a paragraph, you must not tag the text. Just click into the text on the page, the color style will be automatically pre-set in the drop-down menu **Style** and then you can change it to another style.

You can also highlight text on the page using predefined styles. In the selection you will find e.g. different types of headings, colour highlights. The use of styles ensures a uniform appearance of the pages.

Another way to format text is by using the following standard tools (applied by marking the text you want to edit):

- , **bold font**
- , *Italics*
- , underscore
- , ~~crossing out~~
- , superscript

- , subscript

Formatting text with the text colour tool and underlining of the text we recommend not to use it, as it causes graphic inconsistency of the web page and degrades its value within the web site.

12.3. Deleting formatting

To cancel the heading style, click into the heading text and select the first item from the drop-down menu **Section**. Then the heading style should be removed from the text (applies to all styles from the drop-down menu).

If you want to remove common formatting such as bold text or italics from text, there are two ways to do this. Either after selecting the text, click on the formatting tool again until the formatting is removed, or use the universal formatting removal tool

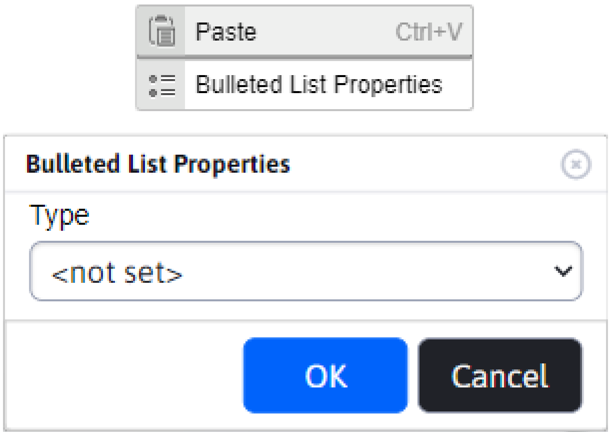
This tool works by selecting the formatted text and clicking the formatting on the highlighted text is removed. This tool also removes combined formatting on text (e.g. italic and bold text together)

12.4. Lists (bulleted/numbered) and indented text

To create a numbered list, use the icon . To create a bulleted (unnumbered) list, use the .

To create a list from an ordinary paragraph, click in the paragraph and click the icon of the desired list (numbered or bulleted).

If you want to change the bullet type for a numbered list, click in the list item and use the context menu (right mouse click) to go to the list properties where you can choose a different list type.

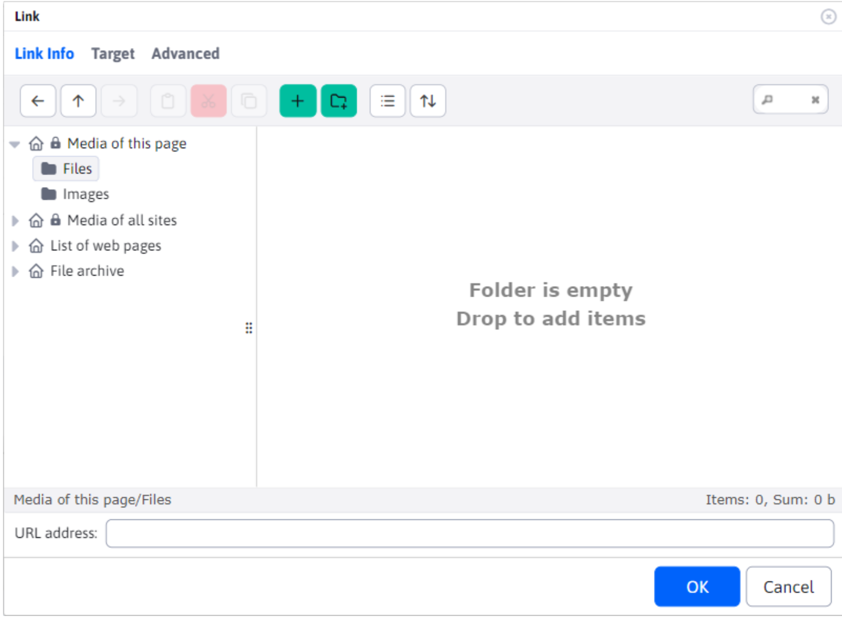


If you want to create a nested list, click in the list item and click the indent icon to the right create a nested list. You can cancel the nested list by clicking on the indented text icon to the left .

To exit the list, press the key twice `ENTER` at the end of the list.

12.5. File links and file uploads

To create a link to a document/file, select the text to be linked by clicking on the Link icon or by using the shortcut `CTRL + k` , you will see a dialog box for creating a link:



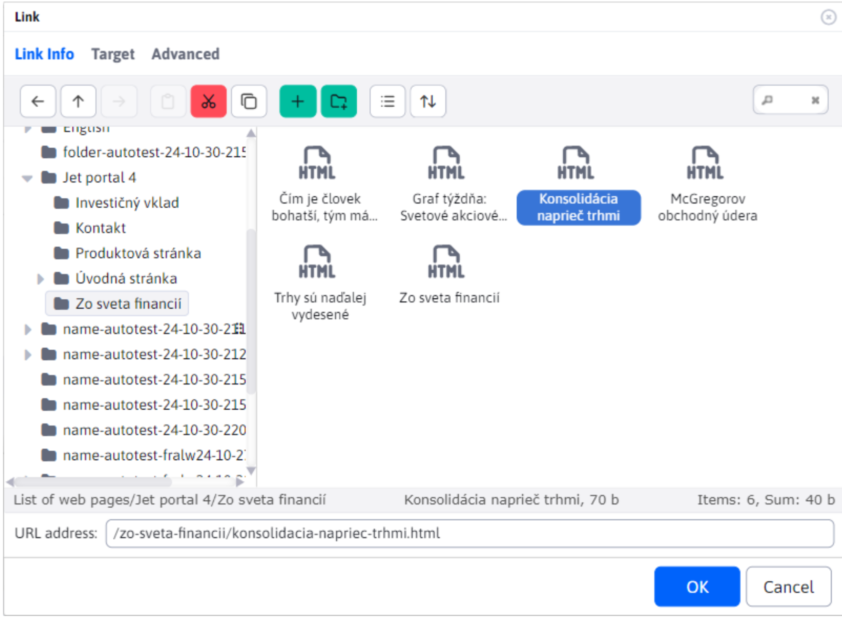
- if the document is **for the current web page only**, you need to select "Media of this page" and in it "Files".
    - You search for a document, click on it, and the link to the document is automatically copied into the URL field.
    - If the required document is not in the list, the function `drag&drop` it is possible to upload a document from your computer
    - Confirm OK to create a link to the file at the selected location.
- if the document **it is not intended only for that page** (the document can also be on another page), it is necessary to select **Media of all sites** and in it the entry **Files**.
    - You will see the directory structure of the directories and files on the server that you are allowed to access.
    - You search the directories for the file you want, click on it and the link to the document is automatically copied into the URL field
    - Confirm OK to create a link to the file at the selected location.

According to the Web Accessibility Guidelines, all downloadable text files on websites should be published mainly in `PDF` . Formats used by the application `Word` a `Excel` (`DOC` a `XLS`) are not satisfactory.

If you have permission to do so, you can also create new sub-directories in a given directory for files by clicking on the icon . File names on the server should be free of spaces, special characters and accented letters.

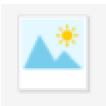
12.6. Inserting and editing links to other websites

You insert links/references to other pages in the same way as a link to a document/file:

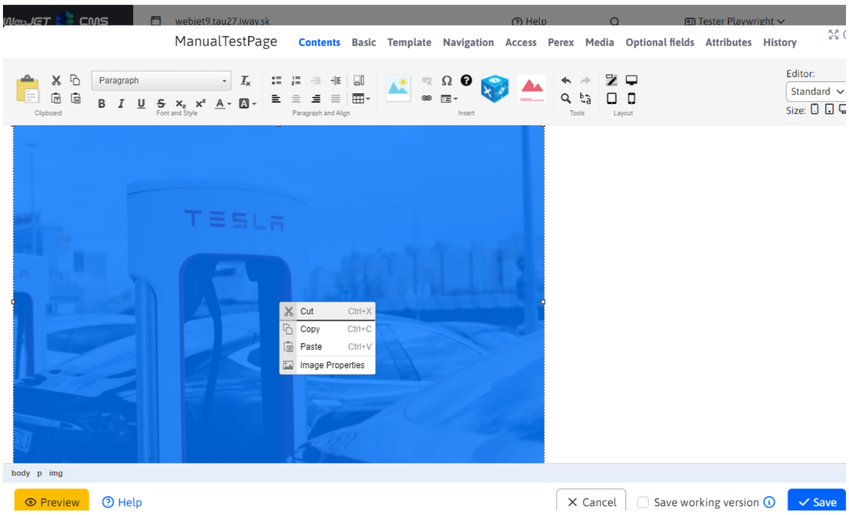


- Select the text (word) to be clickable as a link. Then click on the Link icon or by using the shortcut `CTRL+ k` . This will open a dialog box in which you need to select **Web pages** and search the tree structure for the page you want to link to. When you click on the page name, the address of the selected page will be copied into the URL address field. By confirming `OK` a link to the selected web page will be created on the page.
- If you want to insert a link to a page located on another website (link to an external website), enter its address directly into the URL address field (including the prefix `https://`). At the same time, the field is automatically changed **Goal** (in the Target tab) to the value **New window (** `_blank` **)** which will ensure that when you click on this link, the page will open in a new browser window/tab. The field **Goal** down to the value of **New window (** `_blank` **)** is also set if you want to create a link to the document for download. If you do not want the link to open in a new window, the parameter **Goal** set to **The same window** `_self` . However, for links to external websites and documents, opening the link in a new window is recommended.

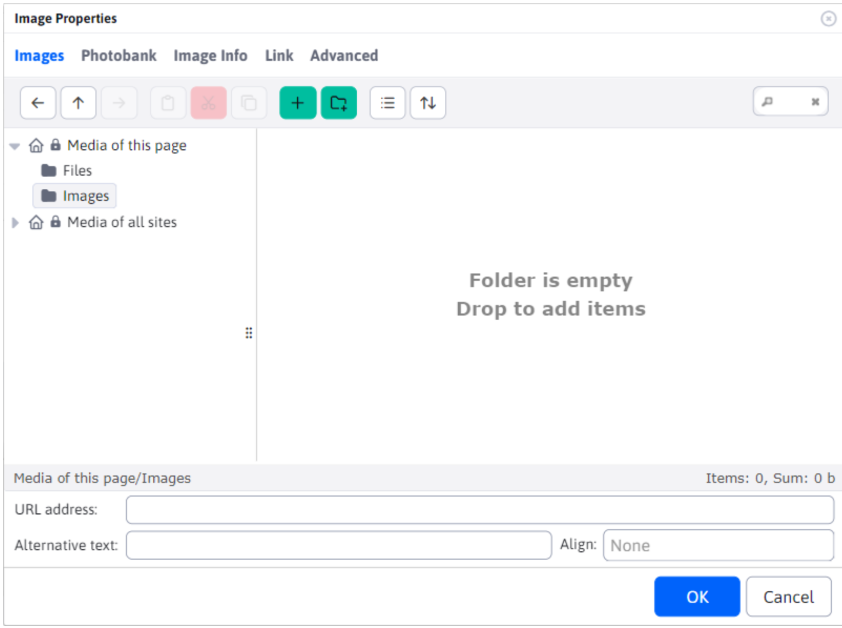
12.7. Inserting images

To insert an image on the page, place the cursor on the row or cell of the table where the image is to be located and click on the icon to insert the image  .

To change an existing image, you must first click once on the image you wish to change. Then you need to click on the same insert/change image icon or via the context menu on the **Image properties**. The further procedure is identical in both cases.



When you click on the icon, you will see a dialog box for inserting an image:



12.7.1. Tab Contents

If the image file is already on the server, you can search for it in the directory structure, and clicking on it will automatically enter the location of the image in the URL address field.

For images, it is necessary to define the Alternative text for the image, which is mainly used for communication with visually impaired and blind visitors to the website, or when the user has disabled the display of images on the website. The alternative text should describe what the image is about or what is displayed in the image.

When an image is selected, the width and height fields are automatically filled in to define the current size of the selected image.

12.7.2. Photobank card

Card **Photobank** allows you to get (download) images from a free online platform Pixabay (https://pixabay.com). This platform provides an extensive collection of images that is can be used for free (https://pixabay.com/service/license-summary/).

After entering and searching for a term, you will be offered matching images. The menu contains several pages that you can navigate between.

When you click on one of the offered images, a dialog will be displayed, with a preview and the values **width** / **Height** of the image.

If you wish to change the dimensions of the image, you can adjust the **width** and his **Height** is automatically calculated according to the original image ratio.

Then click on the button **Save to WebJET** the image is downloaded and saved. The tab is automatically switched to **Table of Contents**, where you have this image immediately available.

URL of the image source

Saved images from **Photobanks** have an automatically filled value **URL of the image source**. You can view/edit this value in Explorer at the event Editing files.

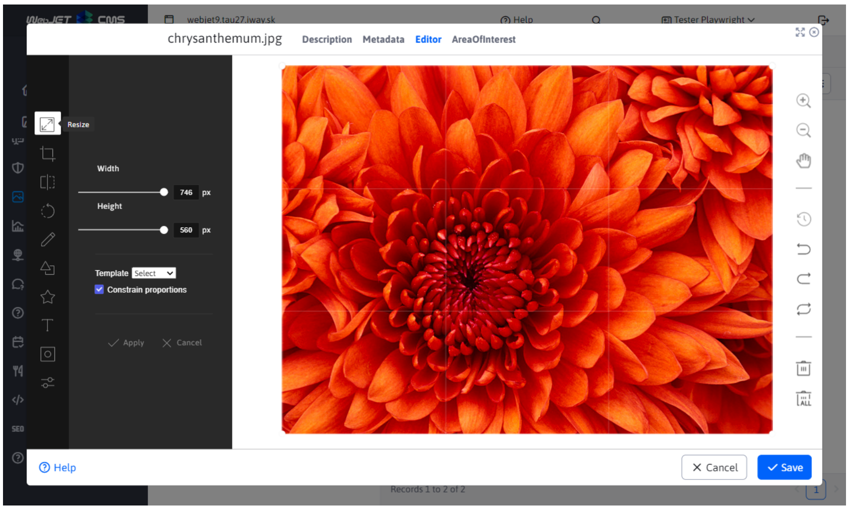
12.7.3. Video files

You can also insert video files via the image insertion dialog. Either directly from your server by selecting the video file, or enter a link to a web page in the URL field `YouTube/Facebook/TikTok` .

WebJET automatically embeds a video player instead of an image for the video file.

12.7.4. Editing images

If the image is too big and won't fit on the page, or you need to make other changes to the image, you can use the image editor. Click on the image and then on the pencil icon to open image editor.

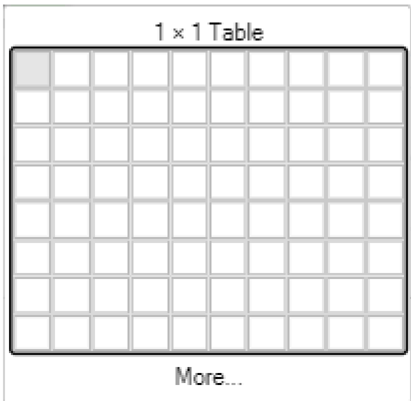


12.8. Inserting and editing tables

There are two ways to create a table. Use a predefined styled table, or insert a table by copying from `Word` / `Excel` file.

12.8.1. Creating a colour table

To create a table, click on the icon **Insert table**,  :



If you need to create a more complex table, you need to click on **Read more** where you will be presented with a dialog for setting up the table:

Here you can set the number of columns and rows. If you want the table width to match the content, you don't need to specify the width (delete the pre-filled value). The other parameters should be left with a null value so they don't fight with the preset table style. By confirming `OK` paste the table at the original cursor position.

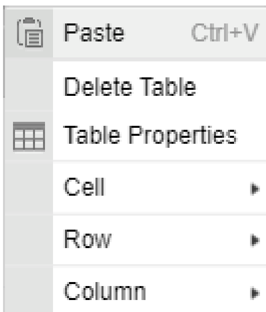
12.8.2. Inserting a table from `Word` a `Excel` file

When inserting a table from other applications or documents via a keyboard shortcut `CTRL + v` the system will automatically ask you if you want to clean the table. If you click `OK` , the editor cleans the table of unwanted formatting characters from the original document, but leaves the table structure in its original form.

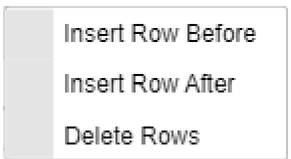
The table is preserved in the page content even if you use the text insertion tool to insert text from `Word` / `Excel` file (`CTRL + w`) .

12.8.3. Edit an existing table

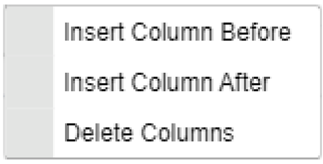
If you need to modify an existing table that is on the page, or that you have just inserted in one of the ways mentioned above, there are several tools available to modify it. Right-clicking in any of the table cells will bring up a context menu.



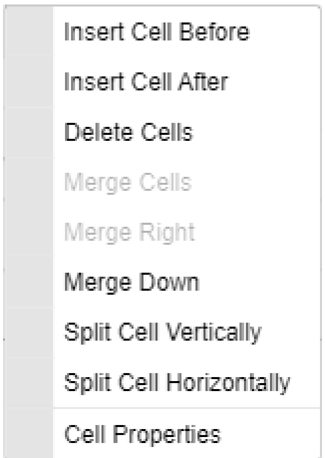
To delete or add another row, use the sub-menu item **Line**.



To insert or delete a column, use the sub-menu item **Column**.



If you want to merge two adjacent cells (within a row), you have to select their contents (if they do not contain any text, first enter any text into the cell to make the cell more visible), right-click on the selected contents and select the sub-menu item **Cell** and in this sub-menu the item **Merge cells**.



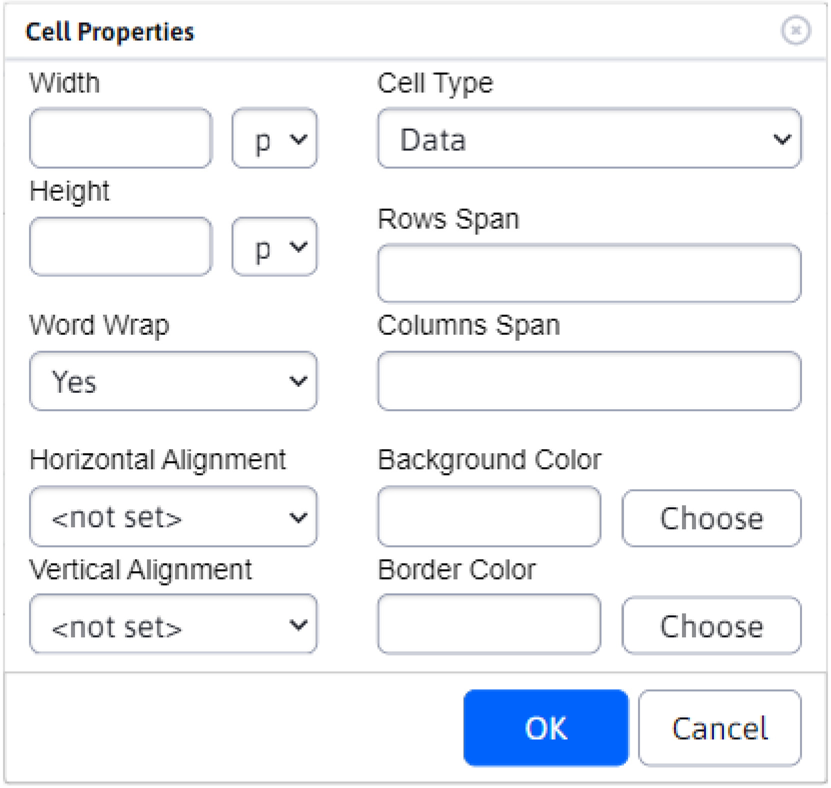
The contents of the cells are then merged into one and you can edit them further.

If you want to remove the original table border, change the cell indentation, or make the table colored, click **Table properties**. You will see a dialog box where you can change various table parameters, except for the number of rows and columns in the table (these are modified as mentioned on the previous page).

If you want the table width to match the content, the table width does not need to be specified (delete the value). If you want the table to be the full width of the page, you can specify a value of 100 percent. Do not specify a height.

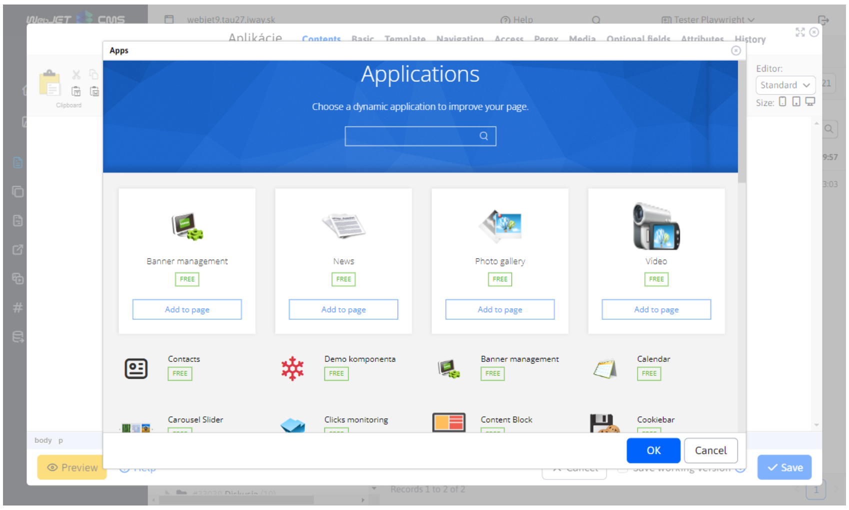
If you want to change the alignment of the text in a table cell to center or right, right-click in the cell and select the sub-menu item **Cell** and in this sub-menu the item **Properties of the cell**.

You will see the cell properties dialog where you can set the vertical or horizontal alignment of the text in the cell. Do not change the other parameters in the window.

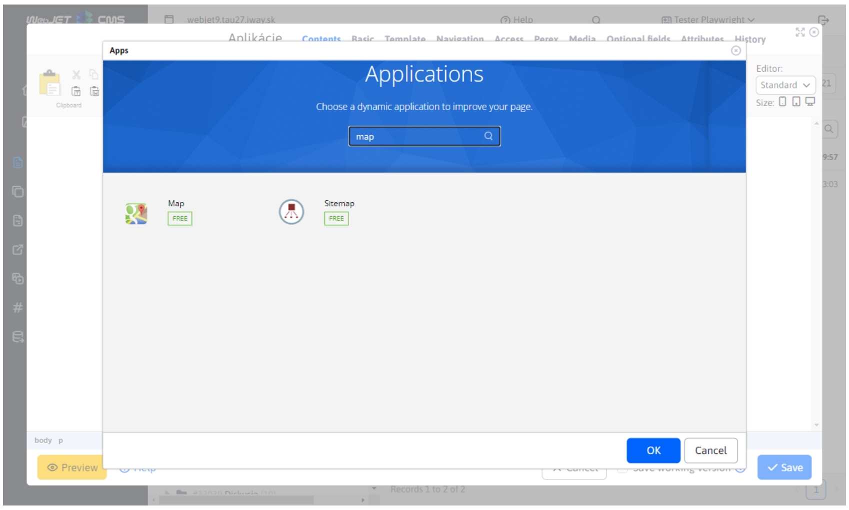


12.9. Inserting an application

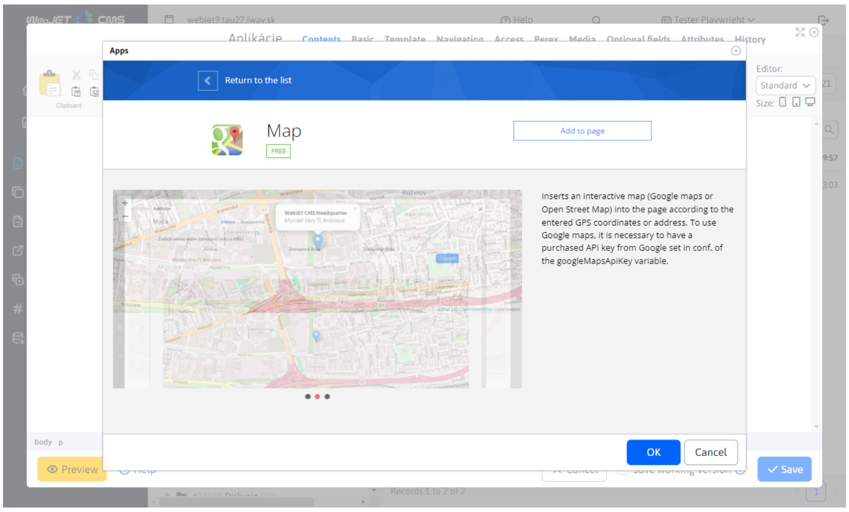
To insert an app, click on the blue app cube icon  . We will see a dialog box with a list of applications:



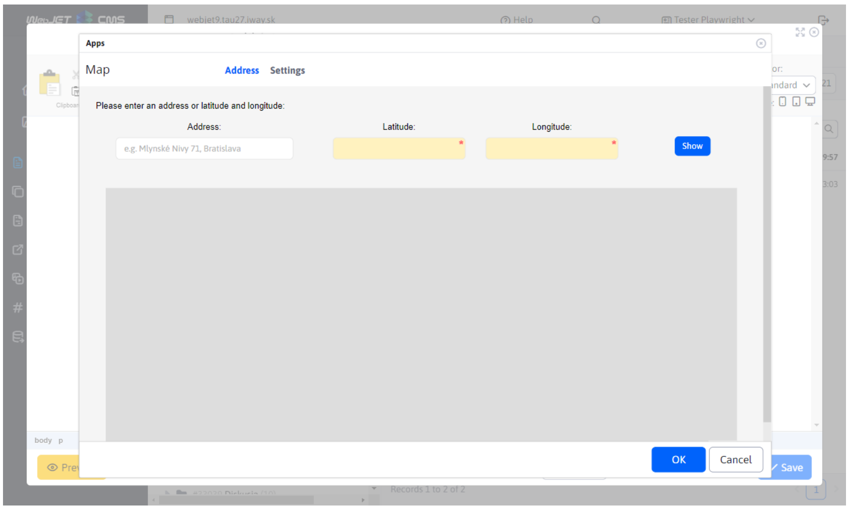
You can enter the name of the app in the search box:



Click on the app name to see details about the app - its description, photos and the option to embed the app in the page:



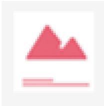
When you click on the "Insert into page" button, the application is inserted into the page and the application settings are displayed:



If the app is already embedded in the page, clicking inside the app will bring up the same app settings window. You can easily edit its existing settings.

12.10. Pre-prepared blocks

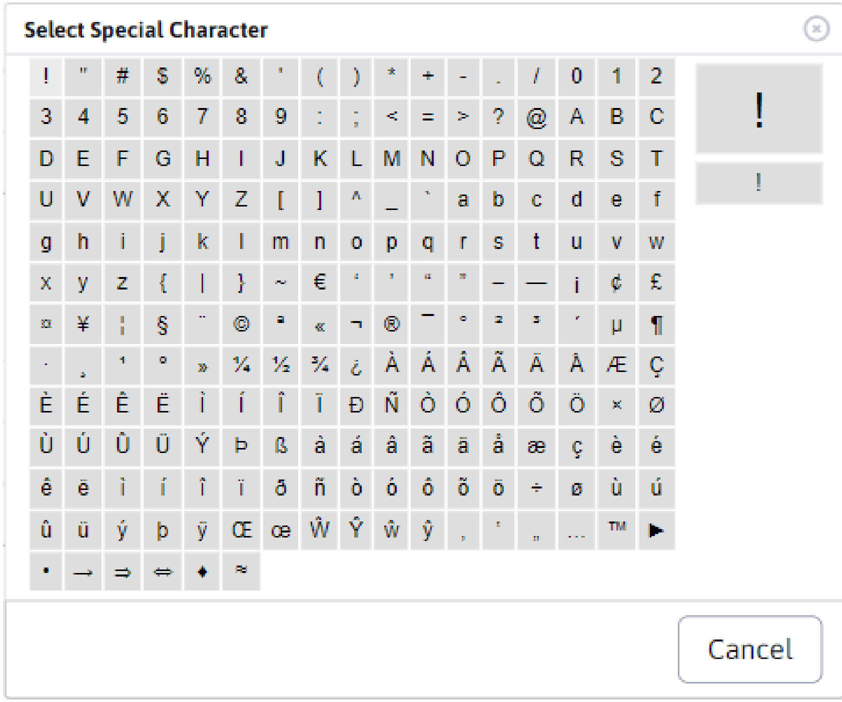
The page editor offers the possibility to insert preset blocks (`HTML` objects) per page. E.g. table, text, contact form, etc. You can also insert the content of another page into the current page (e.g. a repeating form).

To view the blocks, click on the icon  in the page editor, which displays a dialog box with block categories.

More information in the app description pre-prepared blocks.

12.11. Inserting special characters

There may be times when you need to type characters that the Slovak keyboard does not include, such as the Dollar (`$`), Euro (`€`) or a curse word (`@`). To make your work easier, you can insert special characters using the ready module. Click on the icon Ω you will see a dialog box with a menu of special (but also standard) characters.



When you click on the desired character, the character will be typed at the cursor position. Special characters are inserted as text, so they have no additional settings.

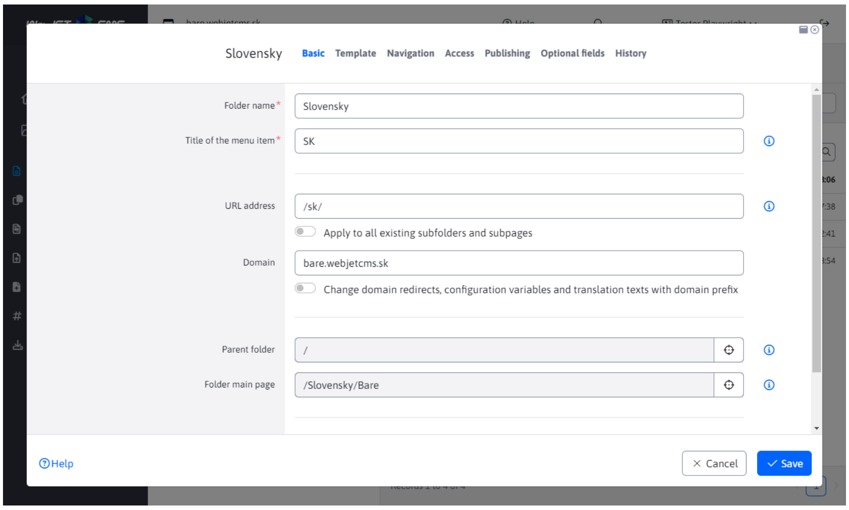
> Note: the icon for inserting special characters may be changed to an icon in some cases for insertion FontAwesome (https://docs.webjetcms.sk/latest/en/frontend/webpages/fontawesome/README) Images.

13. Web page folder

All pages are arranged in folders and form the tree structure of the site. The folders are sorted according to the order they have set as one of their parameters. The basic structure consists of a main folder, often subdivided according to the language of the site, and can be subdivided arbitrarily by subfolders according to the logical structure of the site.

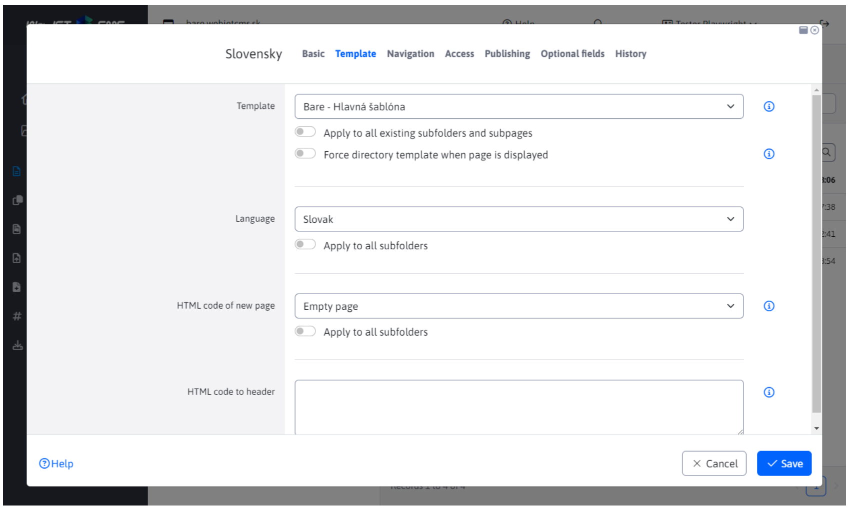
When you click a folder in the tree structure, the web pages in the selected folder are displayed.

14. Basic tab



- Folder name
- Menu item name - the name that will be displayed in the navigation bar (breadcrumb navigation) and in the generated menu of the web page.
- URL - the name that will be used to generate the page address (URL) in this directory. If it contains a / at the beginning, the generated URL will start with the specified address regardless of the parent folder. If the value - is specified, the URL generation will skip that folder.
  - Apply to all existing subfolders and subpages - if you check and save a folder, a new URL will be generated for all subpages of that folder and subfolders.
- Domain - if you are using Multi Domain WebJET and you are editing the root directory, this is where you enter the domain for which the pages in this directory (and subdirectories) are displayed.
  - Change domain redirects, configuration variables, and translation texts with domain prefix - if you change the domain and select this option the domain will also change in existing redirects, configuration variables, and translation keys with the prefix of the original domain.
- Parent folder - the folder that is the parent of this folder. Specifies where this folder will be located in the tree structure.
- Folder home page - the web page that will be used as the main web page of the folder when you click on the folder name in the menu.
- Public folder availability-Specifies whether the folder is a public or nonpublic (internal) folder. The non-public folder is not displayed to normal visitors in the tree structure of the navigation (it is only displayed in the admin area). Pages in the non-public folder are not searchable and do not appear in the menu.

14.1. Card Template



- Template - template for the folder, used to set the template when creating a new page in this folder.

  - Apply to all existing subfolders and subpages - if you check and save the folder, the selected template will be applied to all subpages and subfolders of this folder.
  - Force folder template on page view - if this option is selected, the set template will be ignored on the web page and the set template will be forced to be used in the folder.
- Language - the language of the pages in this folder. The default option is Language is taken from template, where the language setting is taken from the definition of the page template used.
  - Language affects the embedded applications - the texts that the application prints are controlled by the selected language.
  - WebJET also automatically searches for the language versions of the associated headers, footers and menus. If the template has a header named "default header" or "EN-default header", WebJET will automatically search for the "EN-default header" page when displaying a page with the EN language set to "EN-default header".
- HTML code of the new page - determines what will be displayed in the editor when you click the Add Web Page icon. It is either a blank page or a ready-made page from the /System/Templates folder.
- HTML code in subpage headers - optionally you can enter HTML code that will be directly inserted into the HTML code of the web page in this directory. For example, a specific META tag for search engines, or JavaScript code needed for this web page.

14.2. Navigation tab

- Arrangement order - specifies the order in which folders are displayed within the parent folder (in a tree structure).
- Regenerate the order of pages and directories in this directory (including subdirectories) - if selected, adjusts the order of pages and folders to automatically have an incremented ordering value of 10.
- Menu - information how the directory should be displayed in the menu:
  - View - shows the main page and subfolders
  - Do not show - folder and subfolders will not be displayed in the menu
  - Without subfolders - only the main folder page is displayed in the menu
  - Show including web pages - both pages and folders will be displayed in the menu. For all pages of a folder, the Basic data -> Show in menu checkbox will be displayed
- Navigation bar - a way to display a folder in the navigation bar (navbar/breadcrumb):
  - Same as the menu - the display is identical to the navigation menu.
  - Show - the folder will always be displayed.
  - Do not show - the folder will not be displayed.
- Sitemap - a way to display a folder in the sitemap:
  - Same as the menu - the display is identical to the navigation menu.
  - Show - the folder will always be displayed.
  - Do not show - the folder will not be displayed.
- Apply to all subfolders - the set value is also applied to existing subfolders.

The display method is divided into logged-in and non-logged-in visitor. You can hide individual menu items if the user is not logged in, or vice versa, e.g. do not show the Login item if the user is logged in.

14.3. Card access

In the access tab, you set permissions for accessing pages in this folder. If you select a user group, the contents of the folder will not be publicly accessible. It will only be available to a logged-in visitor who belongs to one of the selected user groups.

> **Warning:** this is not about setting permissions for administrators, but for creating a password-protected section on the web page (for visitors of the page)

- Allow access for a group of users only - if you select a group of users, a user from that group will be required to be logged in to view the page. Assign the page to a bulk email - the page will be available to the bulk email of users in the selected group. It is possible to categorize the sent bulk emails in this way according to the visitors' preferences.

- Login form page - if you have created a special login form page, set it up here. The page is recursively searched to the root directory, so it doesn't need to be set for all folders, just for the root directory.
- Use Basic Setup - deletes the set login page and uses the standard/basic login form.

14.4. Publishing tab

In this tab, you can set to publish the folder save changes to the future. If you set the date and time of the change and select Schedule changes to be made and save the folder, the changes you have made will not take effect immediately, but only after the specified date and time. For example, you can publish a new section of the site only at a certain time. The published version will have the Menu value set to Do not show, so it will not be displayed in the menu yet. In the timed version, for example for tomorrow morning, you set the value to Show. So tomorrow morning the directory will start showing in the menu.

If there is a version scheduled for publication in this tab you will see it and can delete it or load its values into the form.

14.5. Optional Fields tab

Field A - Field D: optional field (https://docs.webjetcms.sk/latest/en/frontend/webpages/customfields/README) that can be used to pass values to the HTML template.

14.6. History tab

Displays a history of changes to the folder settings with the date and name of the editor who made the change. Click the pencil icon to load the change into the folder editor.

14.7. Synchronise folder name and web page

Configuration variable `syncGroupAndWebpageTitle` set to `true` synchronizes the folder name and the name of the **Main** web site. This means that if the folder name is changed, the main web page name is automatically changed to be the same and vice versa.

However, there are exceptions where this synchronization does not occur even if this configuration variable is enabled.

14.7.1. Exception 1

An exception occurs for root folders where the folder and page name are not synchronized.

Example: we have a root folder SK and in it a page called Home, the folder name and the web page name are not synchronized.

14.7.2. Exception 2

This exception occurs if the page is set as **Main** page for **multiple folders**.

Example: we have a folder Language. This folder contains a sub-folder called Slovak. Both folders have the same page set as the main web page (its location is not important). In this case, an exception occurs.

14.7.3. Exception 3

This exception occurs if **Main** the folder page is not located directly in that folder.

Example: we have a Language folder that contains the Slovak and English pages. We have a second folder News. An exception occurs if the main page of the News folder is the Slovak page, which is located in another folder.

15. History

The History tab displays the published historical versions of the web page and **current versions in progress (not yet published)**. When publishing a work-in-progress version, the temporary/working versions of the page are deleted from the history and the published version is kept in the history.

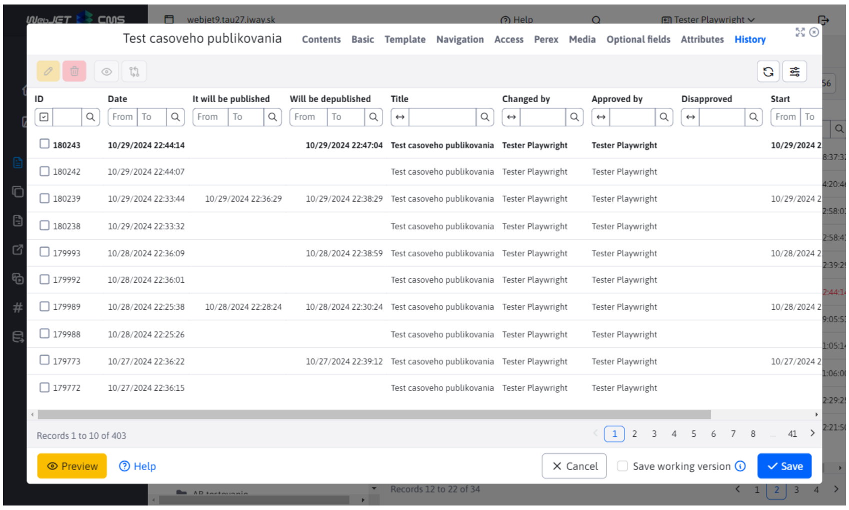
Planned versions (future) have in the column **To be published** the date when the version will be/was published. If you have a page scheduled for publication and want to cancel it, just delete it.

Pages that have the option set **Publish a page after this date** show the date in the column **It will be off**. At that time, the public display of the web page will be disabled (the page will be unavailable to the public). If you need to cancel the shutdown, you need to edit the version and cancel the scheduled shutdown by saving it again.

The bold font highlights the currently published version of the page.

The start date and end date columns show the data set in the Perex tab of the page editor.

In the case of approving/rejecting a page, the name of the user who approved or rejected the version is also displayed.



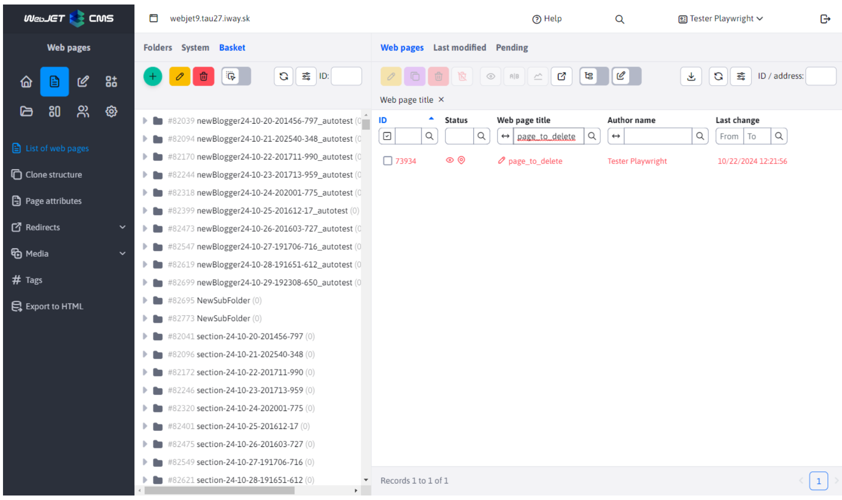
By selecting a row and clicking on the icon, actions can be performed:

- - Edit page - the selected version is loaded from the history into the editor. Allows you to republish an older version of the page.
- - Delete - deletes the page from history, can only be used for pages with scheduled publishing (have the date filled in **To be published**).
- - View page - displays the selected web page from the history. Please note that the history stores the text of the page, if the template is changed (e.g. in the page footer) this will not be reflected in the display.
- - Compare page - you will see a new window that is divided into two parts with the content of the current and new version of the page. The two parts are synchronized with each other, so they move at the same time as you view the content. In the compare window, you also have the option to highlight changes to the saved version from the history against the current published version of the web page. This is done by clicking on the "Highlight Differences" link at the top of the window.

16. Recovering from the Recycle Bin

Restoring web pages and folders is a process that can only be performed on those pages/folders that are located in a folder **Basket**. There is a special icon for this action .

Technically, restoring a web page is done by retrieving a version of it from history.



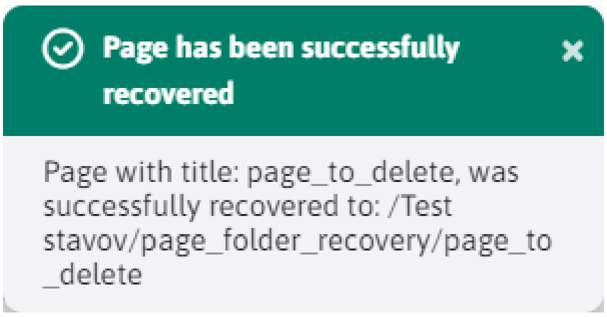
16.1. Website refresh

The restored web page is moved from the Trash folder to the last folder it was in before deletion.

For a successful recovery of the website the following must apply:

- No folder is selected in the Recycle Bin. You can verify this by checking the ID field  where the identifier of the currently selected folder is empty. This is because if the page has been deleted with the entire folder, we have nowhere to restore the page. Therefore, recovery is only allowed for pages that were not deleted with the folder and thus do not fall under any sub-folder of the Trash folder.
- The deleted web page has the previous version in the history list. Such a history version is needed to know where the page was deleted from - what folder it was last in. If the deleted page does not have such a historical version (for example, it is deleted via a data deletion application), restoring the page will not be possible.
- You must have permission to edit the destination folder to which the web page is to be restored. If you do not have this right, the restore will not occur and you will be prompted to contact an administrator who can restore the page.

If all requirements have been met, mark the page by checking the option in the row next to its ID and click . After the restore, you will be informed of the address of the destination folder to which the page has been restored.



16.2. Restore a folder

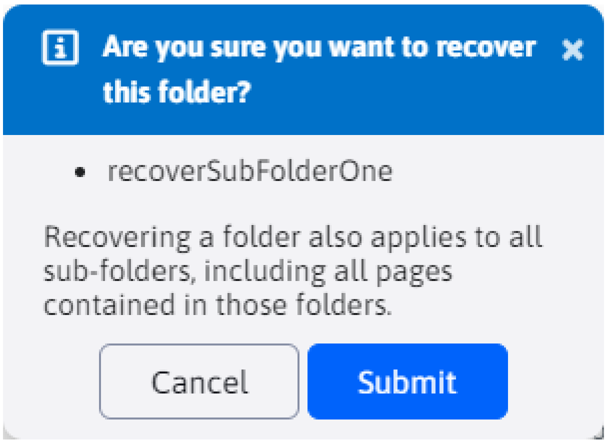
The restored folder is moved from the Recycle Bin to the last folder, or to `Koreňového priečinka` if the folder has no recorded history. All sub-folders and all pages from those folders will also be restored. Pages will be set to display by page history, or to Yes if the page has no history.

To successfully restore a folder, the following must be true:

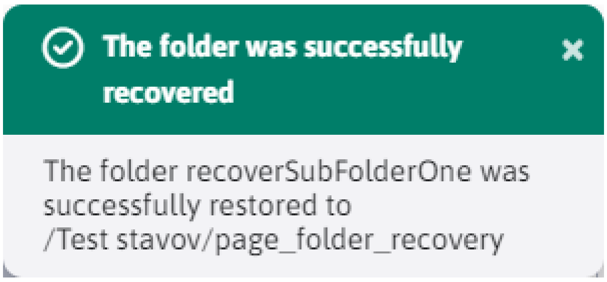
- A folder must be selected in the Recycle Bin. You verify this by checking the ID field 

where the identifier of the currently selected folder is not empty.

After selecting a folder and pressing the icon you must first confirm the renewal action.



Confirmation will trigger the renewal action and you will be notified of its successful completion at the end of the renewal action. For a deep structure, the refresh may take several minutes.



16.2.1. Property to display after refresh

Since we want to restore the web pages that were in the restored folders to their original state, we need to set them to the correct value of the option **View**. Website option **View** was automatically disabled when the folder was deleted, thus hiding the web pages on the web site (this applies to all web pages, even those from directories).

On refresh, the value of the option **View** set according to the following rules:

- the current history record for each web page being refreshed is retrieved, and its value **View** is set according to the pattern from the history
- if there is no current history record for this page, the most recent non-updated history record is used
- if the page has no history, its value **View** is automatically switched on

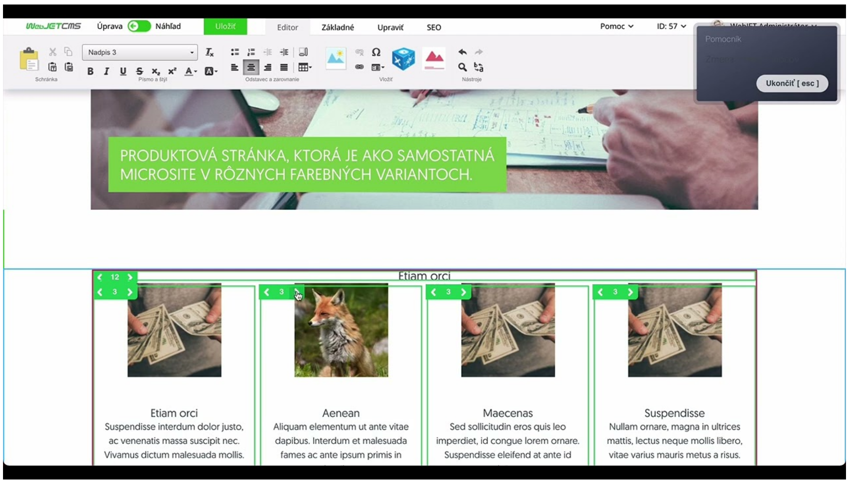
Beware of this difference:

- when the web page is refreshed, the page **CANNOT be renewed** without a record in the history, as we don't know where this page was located.
- when the folder is restored, the web page **CAN be restored** even without a history entry, since we know where it is (its location in the folder being restored is clear) and we use the history entry only to set the value of the option **View**.

17. Page Builder

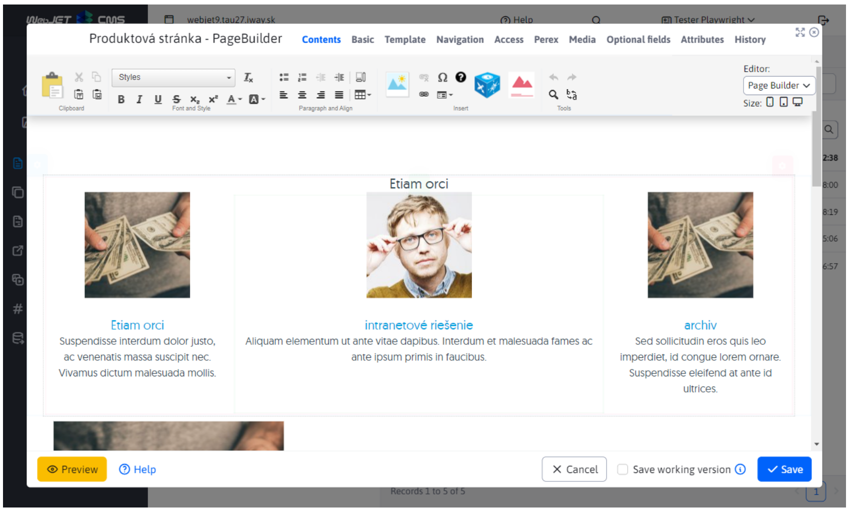
Page Builder is a special page editing mode. In this mode the whole page is not edited but only selected parts of it. Page Builder separates text/image editing and page structure editing. This prevents you from accidentally deleting structural elements of a web page while editing its text.

YouTube video: https://www.youtube.com/watch?v=ieaNWY57Exc



The mode needs to be activated, blocks need to be prepared and templates need to be set up, the procedure is in the section for web designer (https://docs.webjetcms.sk/latest/en/frontend/page-builder/README).

When you set the option to use Page Builder for a template, Page Builder mode is loaded when you open a web page in the editor.

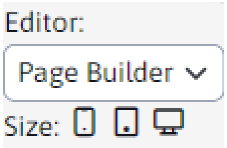


If necessary, there is an option in the window to switch the editor to standard mode. Switching from PageBuilder mode to Standard mode is remembered until the page is refreshed again. Also another PageBuilder page will subsequently be displayed in standard mode. You must switch back to PageBuilder mode by toggling the selection box, or by refreshing the entire page.

> **Warning:** the content of the editors is not synchronized during your edits. They both load the same content only when the window is opened. So you can't start making changes in Page Builder and then switch to the standard editor and make more changes there.

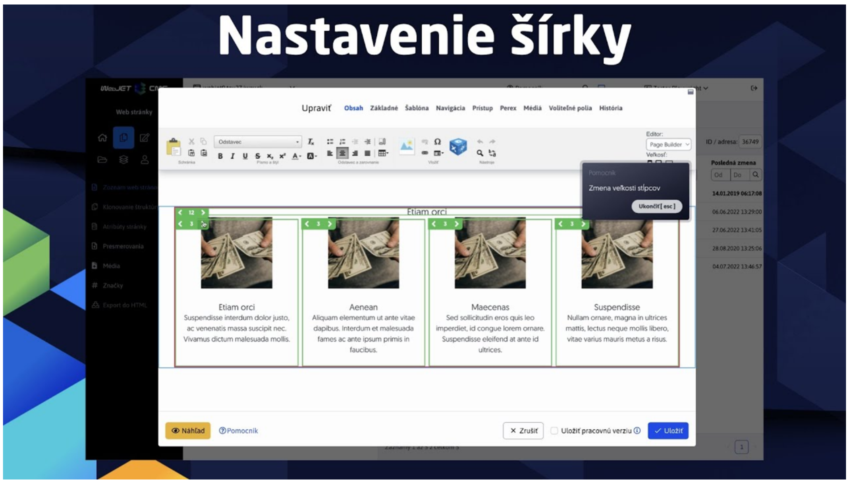
17.1. Setting the width of the columns

The editor allows you to adjust the column widths according to the selected device. In the toolbar, next to the editor type toggle, there is an option to set the size (width) of the device.



- Desktop - is for width greater/equal to 1200 pixels (sets the CSS class `col-xl`).
- Tablet - is designed for width 768-1199 pixels (sets CSS class `col-md`)
- Mobile - is for width less than 768 pixels (sets CSS class `col-`)

YouTube video: https://www.youtube.com/watch?v=aru-B1vxReo

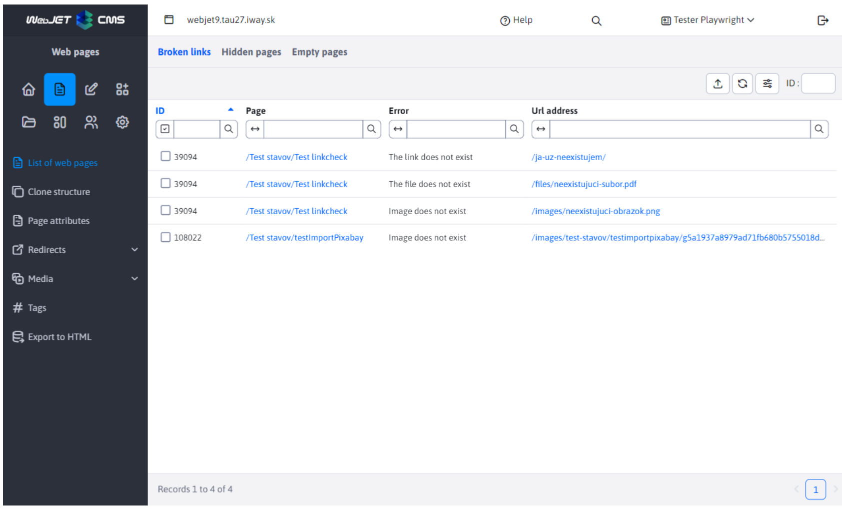


18. Check for links and empty pages

> In the web pages, after selecting a folder and then pressing the button will display a table with a list of broken links and empty pages.

The application will check links and web pages from the selected folder and also from all subfolders. The result will be displayed in 3 tabs:

- Broken links - links that do not exist. Only local links are checked, not links to external sites (starting with http).
- Disabled pages - pages that have their display disabled.
- Blank pages - pages that are blank (less than 100 characters, this number can be set in the conf. variable `linkCheckEmptyPageSize`).



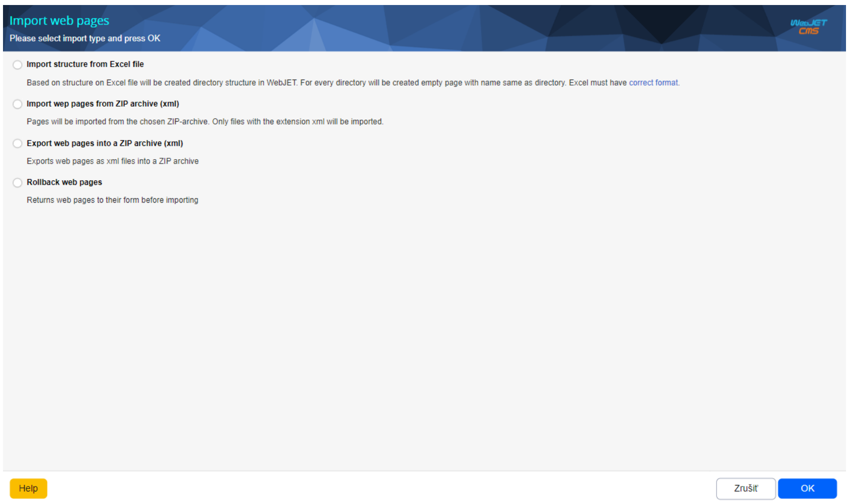
All tabs contain a table showing the website and a description of the error. The table contains columns:

- ID - `id` website (`docid`).
- Page - path (folder structure) and name of the web page. Click on the link to display the editing web page.
- Error - description of the error found when checking the link and page.
- Url address - URL address of the broken link, or URL address of the page (in the Blank Pages tab). Clicking on the link opens the displayed Url address in a new window.

19. Import and export of web pages

Export web pages exports web pages including their text, tree structure and embedded images and files. It allows you to easily transfer content between multiple WebJET CMS instances, e.g. between production and test environments. When importing, a window is displayed in which the individual pages are compared, with the option to select the pages that are actually imported. You can thus check and confirm the data before importing it.

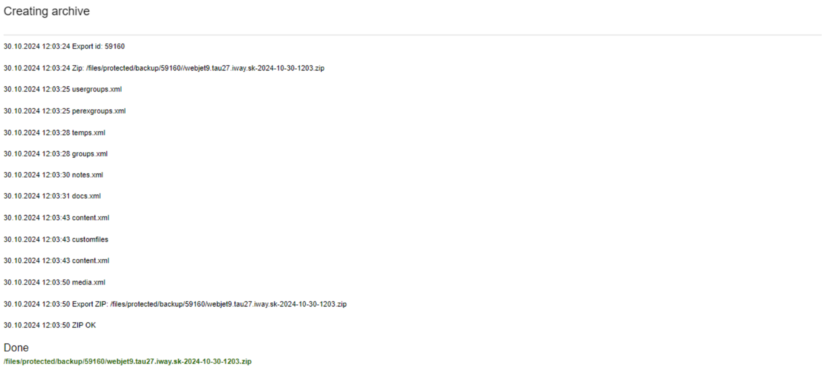
If you are preparing a new website, you can prepare a tree structure of the website in advance and import it into WebJET CMS.



19.1. Exporting web pages

First, make sure you are in the directory you want to export. Press and wait for the window to appear. For standard export of content, select the option in this window **Export web pages to ZIP archive (xml)** and start the export in the selected branch of the page tree button with the text **OK**.

The output should look similar to the following figure. At the very end of the output you will see a link to the downloadable ZIP file. You will download the offered file to your computer. You will then be able to use this file to import on another WebJET CMS environment.

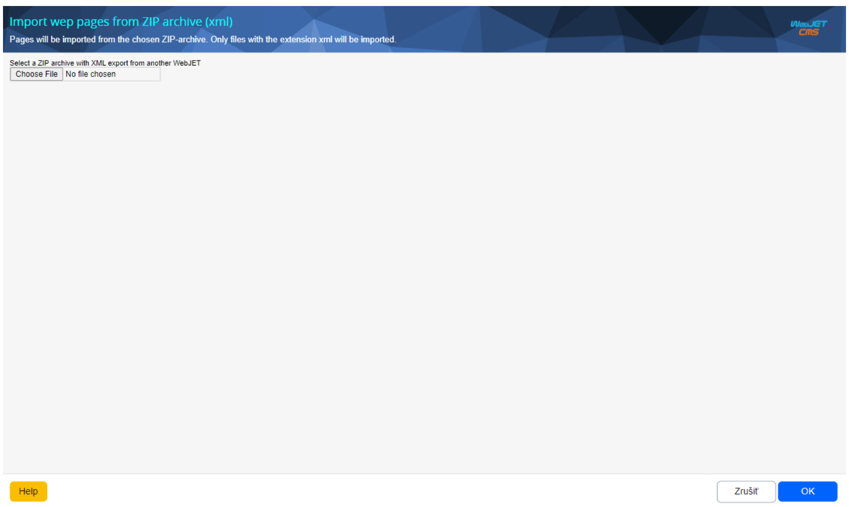


19.2. Importing web pages from a ZIP archive

First, make sure you are in the directory you want to apply the import to. Press the button and wait for the window to appear. In the window, select the option **Import web pages from ZIP archive (xml)** and press the button with the text **OK**. You will be prompted to upload the ZIP file, which should be in the same state as when it was exported via the **Export web pages to ZIP archive (xml)**. Any experimentation with its content may result in incorrect functioning of the import with the consequence of damaging the resulting content of the web site.

You also have the option to select a value **Sync pages by** to decide which parameter will be used to check whether the page already exists or not. You have the following options:

- **Page name or URL**, it is considered to exist if it is identical in name or URL to another existing page
- **URL addresses**, it is considered existing if it matches in URL with another existing page
- **None**, it doesn't matter the page, she will **always be considered as new**, so you can add duplicates of existing pages
- **Optional field A** / **Optional field B** / **Optional field C**, you have the option to compare pages according to specific values you specify, such as specially generated ID (https://docs.webjetcms.sk/latest/en/frontend/webpages/customfields/README). If you set the Unique identifier option at the beginning of the web page creation. each page gets a unique comparison string.



After uploading the zip file and confirming the insertion, click the button with the text **OK** wait for the system to process the file until you see **comparison table for import**.

19.2.1. Comparison table for import

In the table, the Web pages are listed first, then the Files, followed by other module data, if any were present in the export. The table contains 4 columns:

- **Remote address** - the name of the page/file in the ZIP file
- **Status** - information about whether the same object already exists in the target repository
- **Sync** - a checkbox that defines synchronization only to specific items in the list
- **Local address** - the name and location of the page/file on the target repository (in the WebJET I'm importing to)

There are two check boxes above the table:

- **Create missing templates**
- **Create missing user groups**

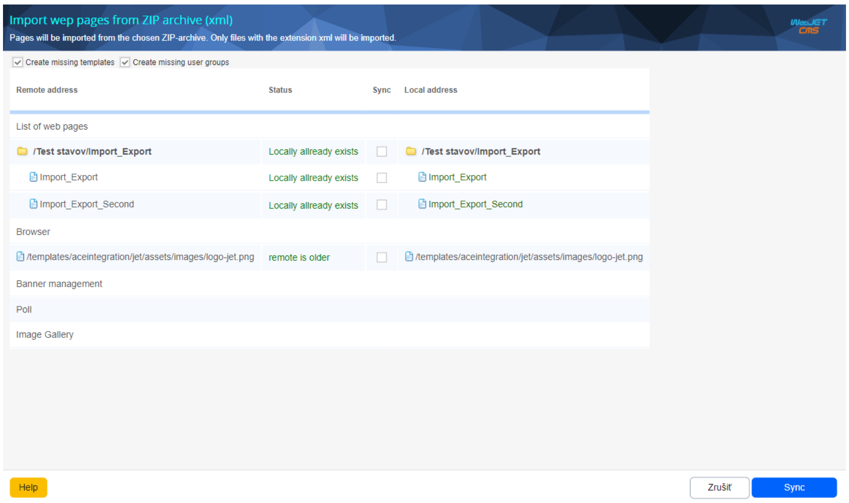
I leave their ticking up to consideration, but it is recommended to keep them ticked.

Statistical header

The header of the page contains an overview of import statistics. It shows an overview of how many folders/pages/files ... have been selected for synchronization. These stats are updated in every change. The header also offers some useful buttons like:

- , marks all available options in the table
- , un-checks all available options in the table
- , hides all web pages belonging to the folder in the table
- , reveals (shows) all web pages belonging to the folder in the table

Once you have scrolled through the entire list and selected the checkboxes on the items you want to sync, you can click the **Sync** at the bottom of the window. This will synchronize the data, publish the new content to the web pages, and overwrite the original files with the new ones.

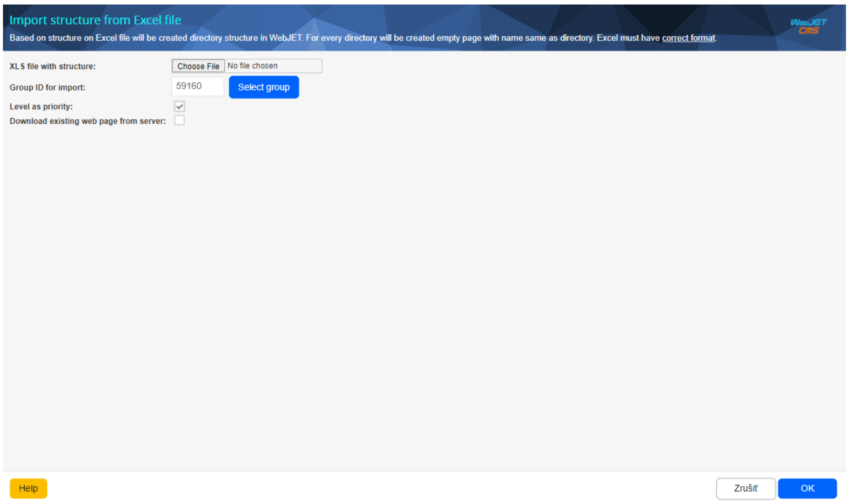


Used images and files are also exported to the web page. If the Banner, Gallery or Poll application is used in the page, the basic data of these applications is also exported. You can select the data import options for the application.

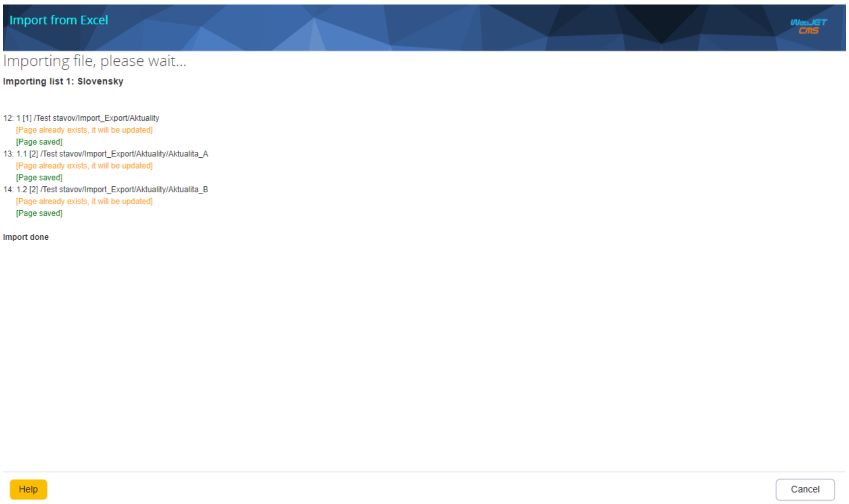
19.3. Import structure from Excel file

Before importing, make sure that you are in the directory to which you want to apply the import. Press and wait for the window to appear. In the window, select the option **Import structure from Excel file** and press the button with the text **OK**. You will be presented with the import settings, which will prompt you to enter `XLS` file structure. Remember that **the file must be of type XLS**. It cannot be of the type `XLSX` nor `XLSM` only just XLS. Other import options are also available:

- Folder ID where to-import files, this option will be preset according to the previously selected folder, but can still be changed (change the destination folder)
- Set priority by level - the priority of the layout is set according to the nesting in the tree structure, the deeper the page is, the higher the priority number will be. The importance of this is when searching and arranging results by priority, so that lower level pages are earlier in the search results - it is assumed that a section page is more important than its sub-page.
- Download an existing page from the server - for created pages it is possible to download text from an existing web site. It is also possible to specify a start and end HTML trim code, by which the text of the page itself is identified in the downloaded HTML code. Only the text itself is downloaded without images and attached files.



Once the file is uploaded and the import settings have been modified, if necessary, the process is started by pressing the button with the text **OK**. According to the structure in the Excel file, the directory structure is imported and empty pages are created in each directory with the same name as the name of the directory.The individual created pages (including the entire address in the structure) are listed in turn. Wait until the entire process is complete and a message is displayed indicating that the import is complete.



20. Approval of changes

WebJET enables a mode in which changes to a web page are approved by defined users before being published to the public part.

The page will only appear on the site after it has been approved, and the author of the page is notified of the approval. If the approver does not approve the page, the author of the page will be notified by email, which will also contain comments on the page. Once the comments have been incorporated, he/she may reapply for approval.

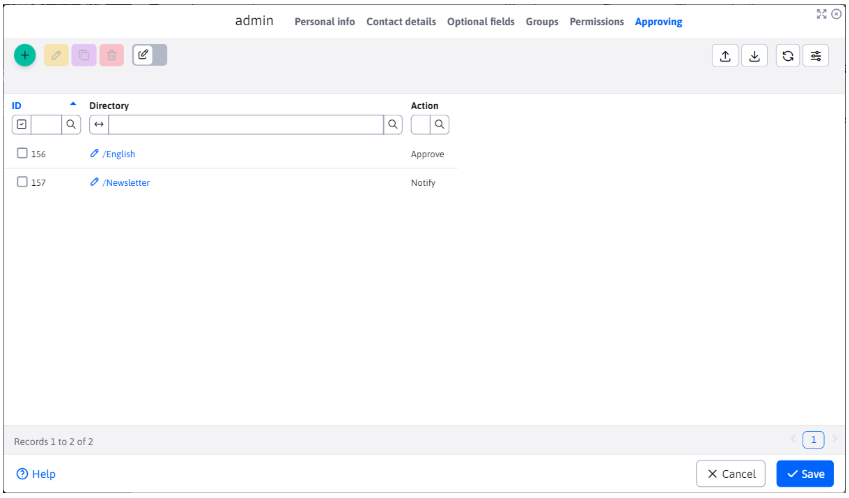
The deletion process works similarly, if the user deletes the page a request is sent to the approver and the page continues to be displayed. Only after the deletion is approved is the page deleted (moved to the trash).

20.1. Approval settings

Approval is set in the Users section. Click on the name of the approver to display the user settings window.

The Approvals tab defines the process for approving changes to pages. If you set an administrator to approve a certain directory and another administrator publishes a page in this directory, this change/page will not appear immediately on the public web site, but will remain pending for approval. The approver receives the approval request via email. If multiple administrators approve the directory, an email will come to all of them, and if one of them approves the page, the system will not allow another administrator to approve the page again (it will show that the page is already approved).

Clicking the Add button opens a window where you can select a directory for approval. In the Action field, you can set the following options:

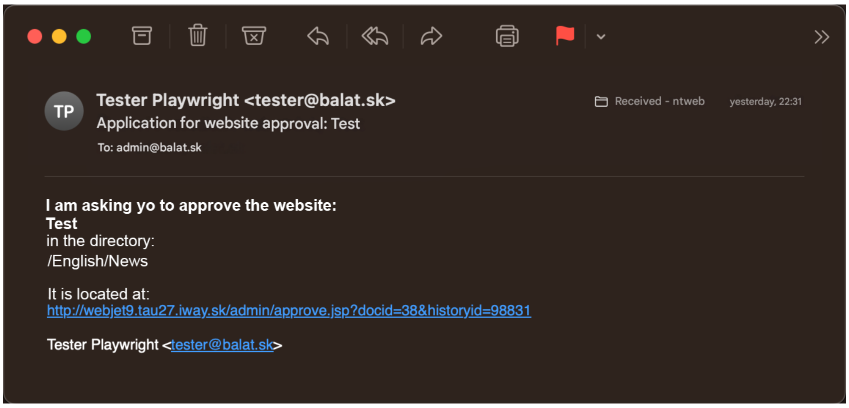


- Approval - an email will be sent requesting approval
- Notification - an email will be sent to the user notifying them of the page change. If approval is also set for the directory, the notification will be sent after the page is approved. This action is useful if you don't require pages to be approved, but still want to be notified of any changes that happen to the pages.
- None - no action will be taken. This is used when multiple responsible administrators are defined in the system, with only one approving changes made by regular users. If another responsible administrator were to make a change, another administrator would have to approve it. This is sometimes unwanted, so the other responsible administrators need to be set to an approval directory with a None mode so that they can make changes to it without needing approval.
- Approval - second level - second level approval. An email will be sent requesting approval after the first level approval (by the user who has the approval option set).

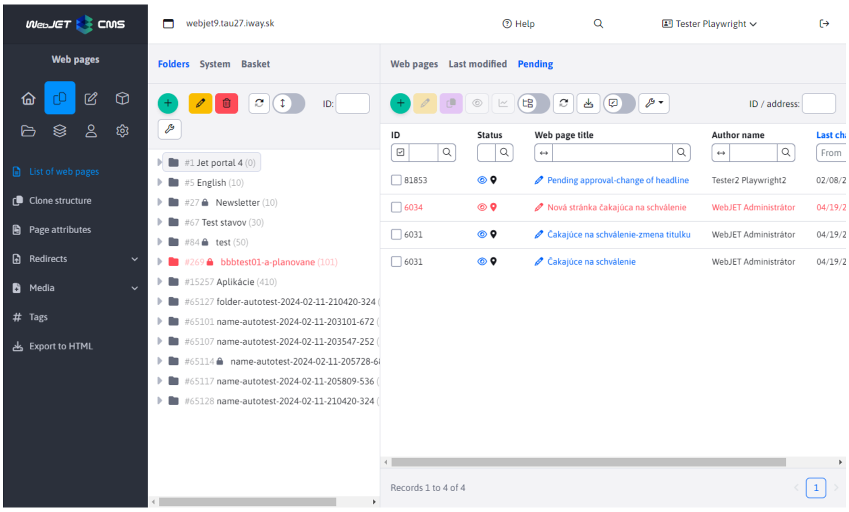
The approvers are searched in the tree structure from the folder in which the change occurred to the root folder. The first folder with a defined approver is used. Thus you can define different approvers for subfolders (e.g. Products, News) and at the same time define an approver for the root folder for all other folders. If a change occurs in Products/WebJET CMS the approver for the Products folder is used, if a change occurs in Contacts the approver for the root folder is used.

20.2. Approval process

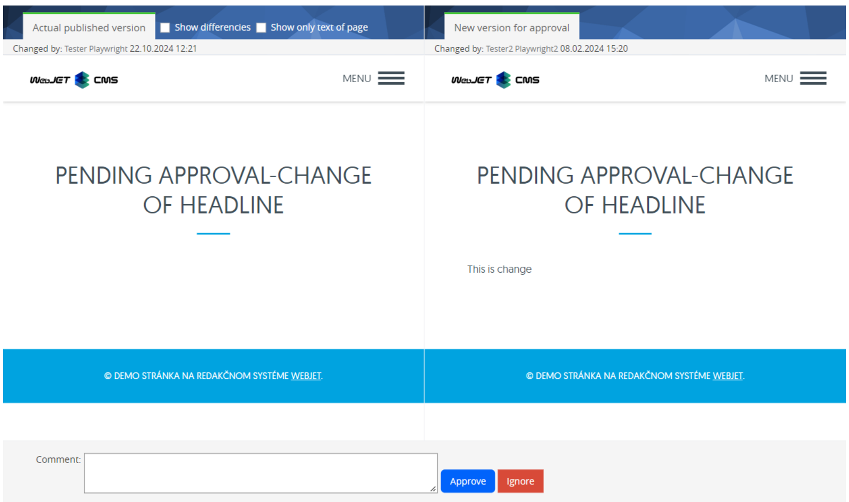
When a change is made to a section that is being approved, an email is sent to the approver with a link to approve/disapprove the change.



Pages pending approval are also displayed to approvers in the Web Pages section of the Pending tab.



Click on the link in the email or the page title in the Pending tab to see a comparison of the current and changed page with the form to approve or deny the change. Text entered in the Comment field is emailed to the page author. Enter your comments there when the change is not approved.

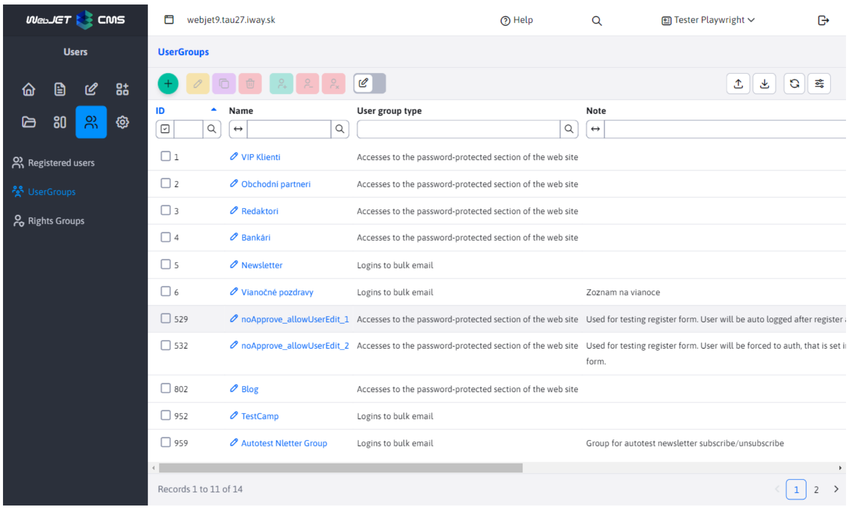


21. Password protected pages

With password-protected pages, it is possible to define a section of a website that can only be accessed by entering a username and password - sometimes referred to as the members' section or the controlled access section. It is possible to define multiple user groups and thus define several different parts of the web site accessible to users in different groups. One part of the site can be available only for Clients and another for Business Partners.

21.1. Defining groups

First you need to define the user groups. The list of user groups is available in the left menu under **Users** Like **User groups**.

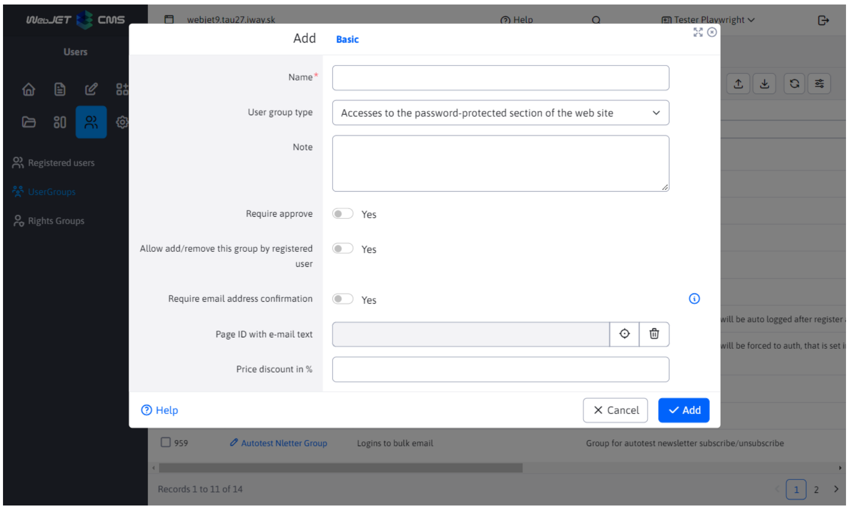


The system distinguishes between two types of groups:

- Accesses to the password-protected section of the website - group for password-protected pages
- Bulk email subscription - group for email distribution list

We are further interested in the type of **Accesses to the password-protected section of the website**. You can set properties in the editor:

- Name - unique name of the group.
- User group type - the type of group we mentioned above.
- Note - any note.
- Requires approval - if checked, after registering a user to this group, an email will first be sent to the administrator to approve the registration. The user will be created in the database, but will not have the Approved option selected and will not be able to log in.
- Allow adding/removing from the group by the user - if selected, the user will be able to add/remove the group by himself when registering or in his profile/settings. Usually used for bulk email groups, so that the user themselves can set what email groups they will be subscribed to. The option should also be selected for groups to the passworded section that the user can register to. For example, a user registers to the Customer group which has the option enabled, but the Wholesale group does not have this option and only the administrator can assign the group to the customer.
- Require email address validation - if set, the user will be sent an email after registration with a link to click to validate the email address.
- Email text page ID - the page ID of the email text that will be sent to the user after approval. Typically this is a welcome email.



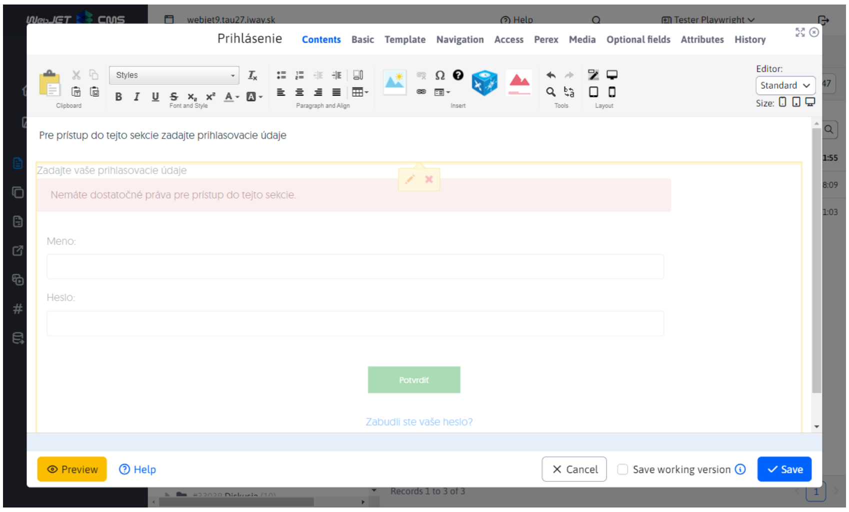
You can use the Logged In User application to insert fields into the email text page that are replaced with user-supplied values, similar to defining bulk email. In addition to the above fields, you can enter additional fields:

- `!APPROVER_USER_NAME!` - the full name of the approver.
- `!APPROVER_USER_PHONE!` - telephone contact details of the approver.
- `!APPROVER_USER_EMAIL!` - the email address of the approver.
- `!LOGGED_USER_PASSWORD!` - the entered password can only be used for immediate approval (when the password is still available from the registration form) or when you click on the button for approval with the generation of a new password.

21.2. Login dialogue page

WebJET will display a standard login dialog if you are accessing a password-protected site. However, you can create and use a special page with appropriate text and design for login.

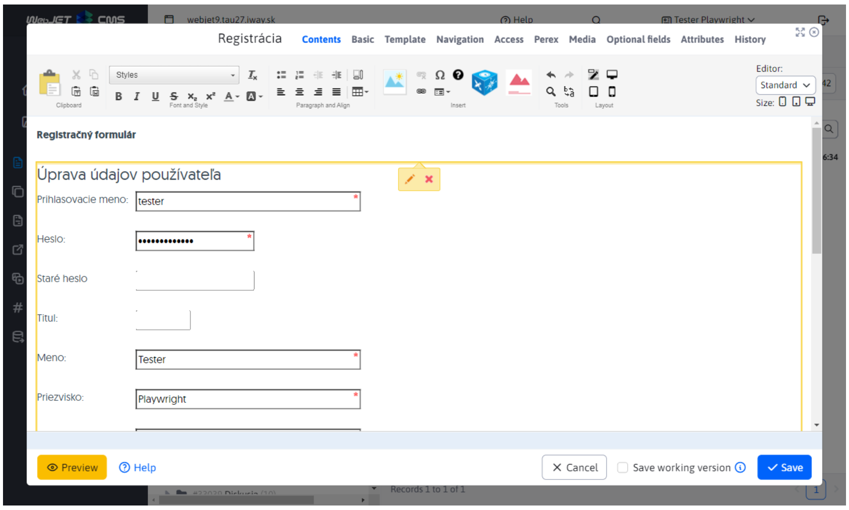
Create a new page (it doesn't matter where it is, it can be either in the main directory or in the directory you want to password protect) and insert the Login User->Login Form application into the page. The name of the page is also arbitrary. Thus, the content of the page will be the code `!INCLUDE(/components/user/logon.jsp)!` which represents the registration form.



Save the page and make a note of its ID. You can add some more explanatory text to the page or a link to the registration page.

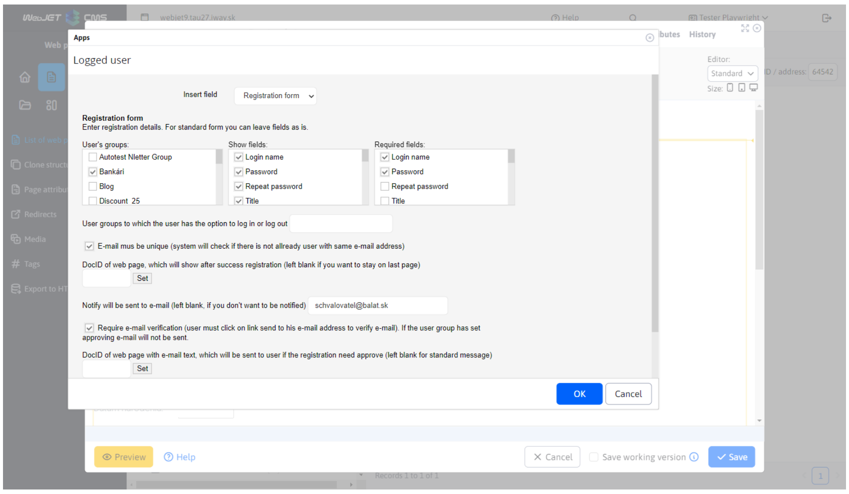
21.3. Registration page

If you want visitors to have the option to register, create a page and insert the Logged in User->Registration Form application into it. The content of the page will then be the code `!INCLUDE(/components/user/newuser.jsp, ...)!` which represents the registration form.



When editing the registration form, you can set the form's sleeping behavior in addition to the form's appearance. The most important parameters are:

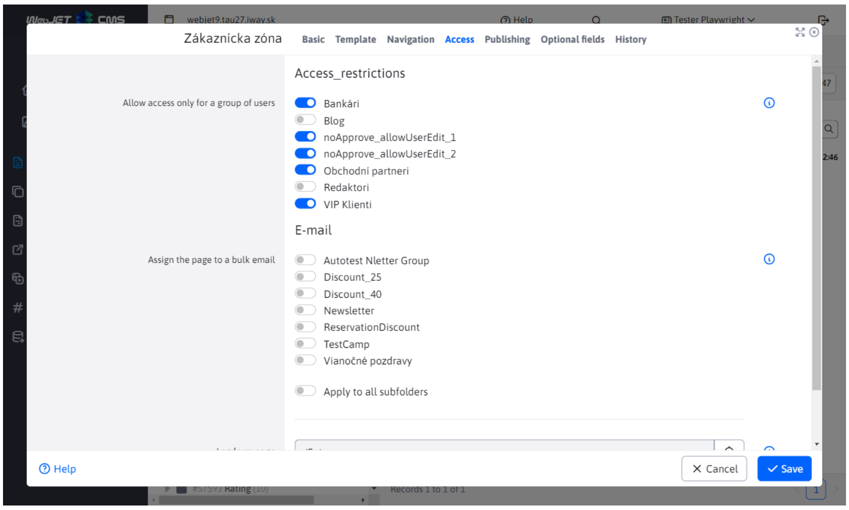
- **Displayed fields** a **Required fields** to set the appearance of the form itself and which fields are required.
- **The email address must be unique** if selected, the system will check if the user with the specified email address is not already registered, and if so, re-registration will be rejected.
- **DocID of the page that will be displayed after successful registration**, enter here the ID of the page that contains the text about the successful registration.
- **Notification of registration will be sent to your e-mail** if selected, a notification will be sent to this email every time a new user registers (if empty, no notifications will be sent).
- **Require email address confirmation**, verification of the email address by the user or approval by an administrator will be required. For more information on this, please see Types of verification.



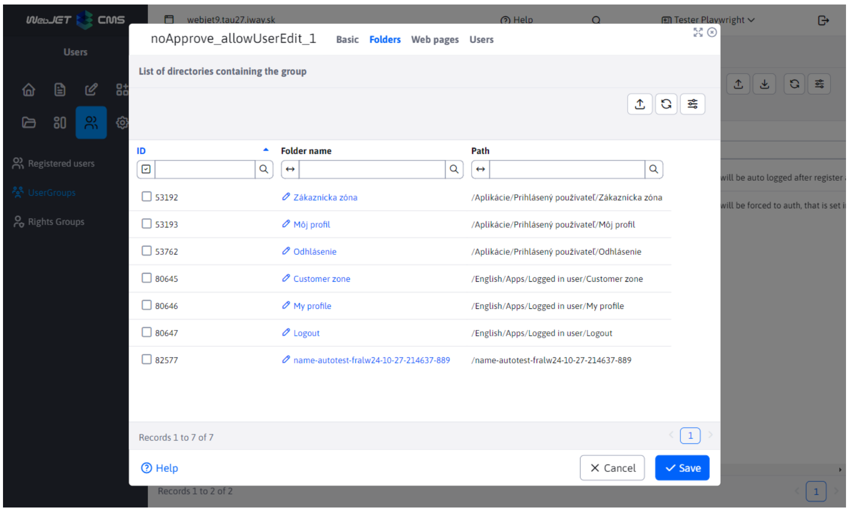
21.4. Defining available pages/folders

For proper functioning it is necessary to define pages or folders that should be accessible only after entering the password. If you password a folder, all pages in that folder will be passworded. However, this does not apply to subfolders and pages within subfolders.

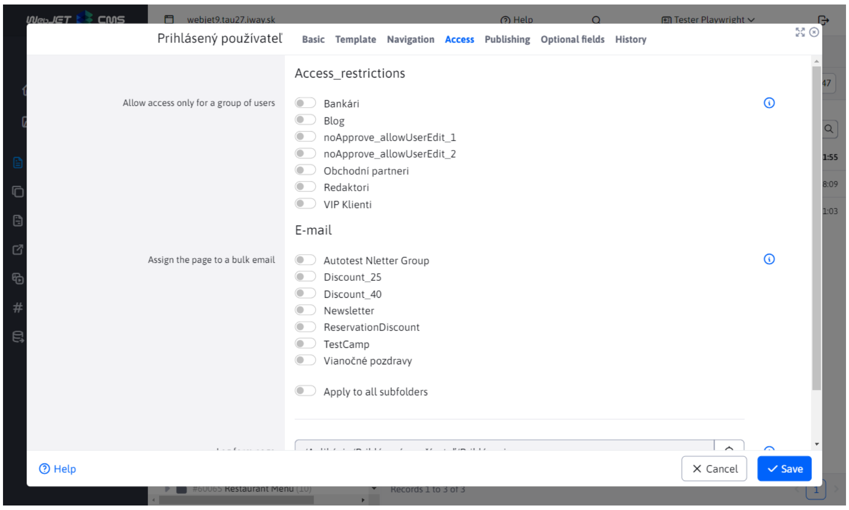
Click on WEB Pages->List of web pages and navigate to the folder you want to password protect. Click on Edit Folder and there in the Access tab, select the groups for which the folder should be accessible.



The list of folders for which the Users group is used is displayed when editing the group in the tab **Folders**.

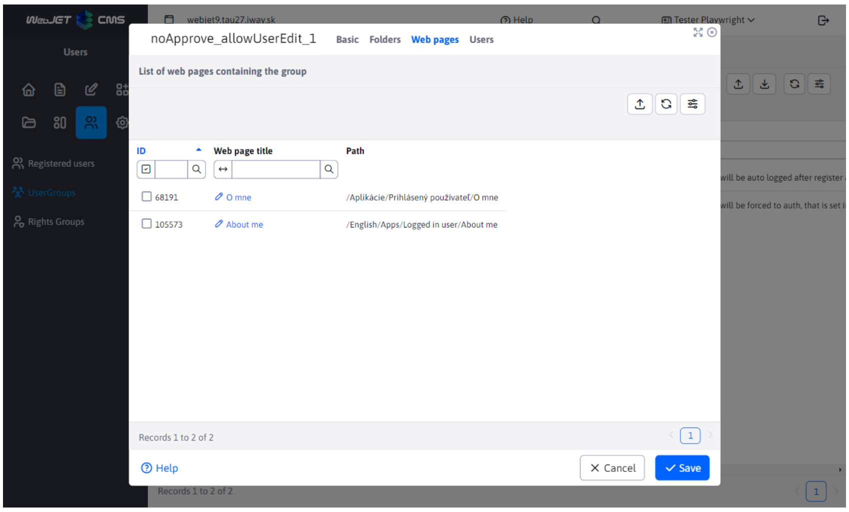


You can set a page ID for the folder with a special login form. If it is not set, a simple/standard login form will be displayed. You can set the page to either a folder that is passworded, or preferably the root folder, since the page ID of the login form page is searched recursively up to the root folder until it is found. So, in this field, enter the ID of the page where you put the application `/components/user/logon.jsp` , or click the Select Page button to select a page from the list.



If you want to password-protect only a specific page, open the page in the editor and click the Access tab to select the groups for which the page should be available.

The list of websites for which the User Group is used is displayed when editing the group in the tab **Web pages**.



21.5. Types of verification

Based on the settings of the registration form and the selected user groups, there are 3 ways to register.

Before explaining the different registration methods, we must mention the relationship between the parameters **Requires approval** a **Allow adding/removing from a group by the user themselves** when editing a user group. If the option **Allow adding/removing from a group by the user themselves** is not selected, the required approval for the group is ignored. In principle, there is no need to approve a user group that the user cannot add anyway.

21.5.1. Immediate approval

Immediate approval of a new registered user only occurs if:

1. the registration form does NOT have an option selected **Require email address confirmation**
2. user groups in the form DO NOT have the option selected **Requires approval**
3. user groups in the form HAVE the option selected **Allow adding/removing from a group by the user themselves**

If these requirements are met, the user will be automatically approved and logged in immediately after registration. Also, the user will receive an email of successful registration, which will contain the user's login name and password.

> **Warning:** If the user group requires approval but does not have add/remove from the group enabled by the user, the parameter **Requires approval** will be ignored even if he is elected and instant approval takes place.

> **Warning:** If the parameter **Allow adding/removing from a group by the user themselves** is not selected for a user group, the group will not be added to the user, even if the registration itself is successful. This may result in a situation where the user is not added to any group and is unable to log in to the passworded section (registration is successful and no error is reported, but logging in is not possible).

21.5.2. Confirmation of email address

There may be situations where the user is asked to first verify their email by using the link sent to that email. Without verification, he/she will not be able to log in. This situation occurs if:

1. the registration form HAS an option selected **Require email address confirmation**
2. user groups in the form DO NOT have the option selected **Requires approval**
3. user groups in the form HAVE the option selected **Allow adding/removing from a group by the user themselves**

If these requirements are met, an email will be sent to the user's email address with a link that they will need to click to verify. After successful authentication, the user will be able to log in to the passworded section and will also receive a successful registration email containing the user's login name but not the password.

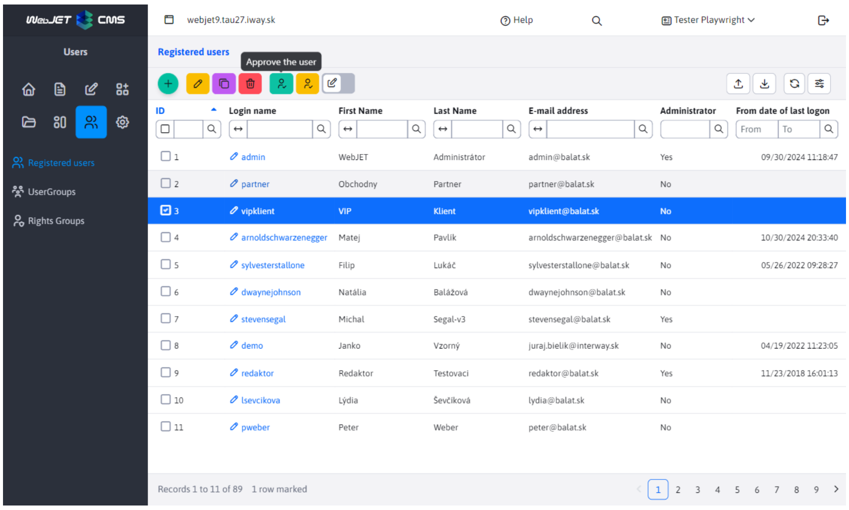
> **Warning:** If the parameter **Allow adding/removing from a group by the user themselves** is not selected for a user group, the group will not be added to the user, even if the registration itself is successful. This may result in a situation where the user is not added to any group and is unable to log in to the passworded section (registration is successful and no error is reported, but logging in is not possible).

21.5.3. Approval by the administrator

There may be situations where a user must be approved before being added to a user group. In this case, he will not be able to log in until the administrator approves him. This situation occurs if:

1. parameter **Require email address confirmation** will be of any value. Group approval has higher priority, so email approval will be ignored
2. user groups in the form HAVE the option selected **Requires approval**
3. user groups in the form HAVE the option selected **Allow adding/removing from a group by the user themselves**

Approval of user registration (approval of adding to a user group) is done in the **List of users**.



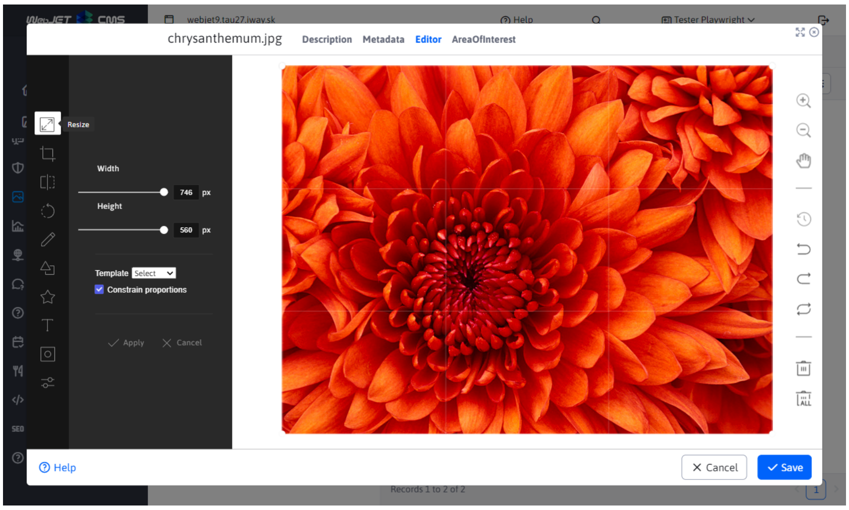
Approval can be done:

- using the button  in the toolbar, where users in the highlighted rows will be approved. After this approval, the user will be able to log in to the passworded section and will also receive a successful registration email containing the user's login name.
- using the button  in the toolbar, where users in the highlighted rows and their password will be changed to a randomly generated one. After this verification, the user will be able to log into the passworded section and will also receive a successful registration email containing the user's login name and the newly GENERATED password.

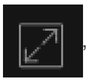
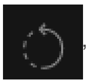
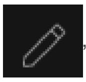
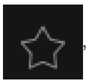
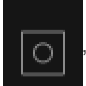
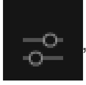
Warning: If the user group requires approval but does not have add/remove from the group enabled by the user, the parameter **Requires approval** will be ignored even if it is selected and the type of approval will take place depending on the value of the parameter **Require email address confirmation**.

22. Image Editor

The image editor allows you to make advanced edits to images on the server directly in the browser. It is used in the gallery, but can be invoked when editing a web page by clicking on the image and then clicking on the image edit icon, or from the explorer by right clicking on the image and selecting Edit.



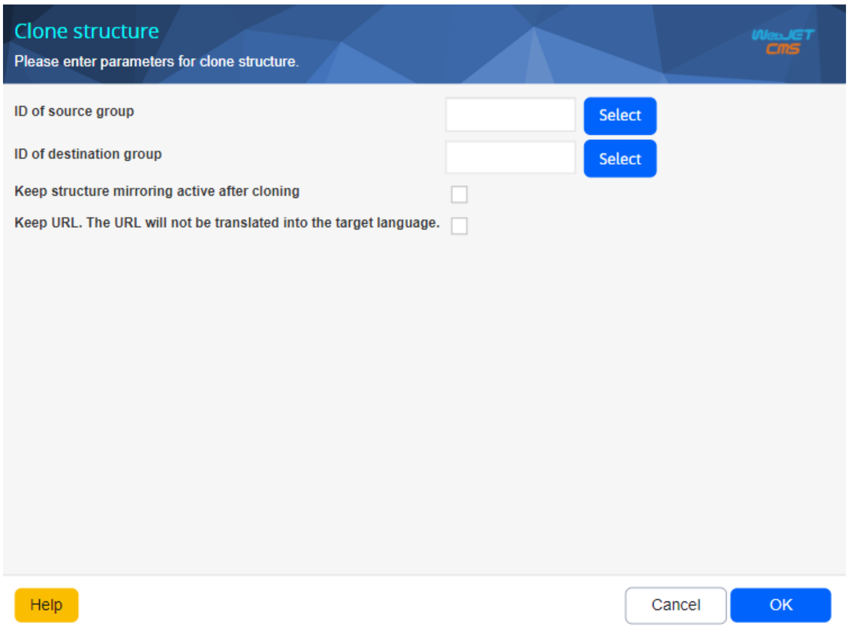
The following tools are available:

- , **Resize**: you can adjust the image size. Please note that by default the image is displayed at a maximum size of 1000 pixels wide, so resizing may not be visible as the image may realistically be larger than the displayed size.
  - The size can be changed based on defined size templates (if you repeatedly need to set the exact size of the image). The list of options is set in the configuration variable `imageEditorSizeTemplates` , set by default to `80x80;640x480;800x600;` .
  - The bound dimensions option preserves the aspect ratio, if using a template the width is set and the height is calculated according to the aspect ratio of the current image.
- , **Crop**: Click this to crop the photo in the gallery.
  - The photo can be cropped into any rectangle, or you can choose from predefined aspect ratios: square, 3:2, 4:3, 5:4, 7:5, 16:9.
  - Aspect ratios can be defined in the configuration variable `imageEditorRatio` , set by default to `3:2, 4:3, 5:4, 7:5, 16:9` .
- , **Turn over**: This function allows you to flip the photo horizontally (Flip X) or vertically (Flip Y) to create a mirror image.
- , **Turn over**: In this function, you can use the slider to select a value in degrees from -360 to 360, or use the buttons to rotate the photo 30 degrees clockwise or counterclockwise.
- , **Draw** A: This function allows you to draw a free or straight line on the photo. You can choose the color and thickness of the line (range).
- , **Shape**: Use this feature to add different shapes to your photo, such as circles, rectangles, or triangles. You can change the stroke and fill color as you like, while specifying the thickness of the stroke. Created objects can be moved, scaled, zoomed, and rotated, including objects created using the Draw function.
- , **Icon**: The Icon function allows you to add various icons and stickers from a predefined library or your own uploaded icons to your photo. You can change the color as desired. Created objects can be moved, scaled, enlarged and rotated.
- , **Text**: Use this function to add text to a photo. You can format the text to bold, italic or underlined. Color and size can be selected.
- , **Mask**: The Mask function allows you to apply various masks to a photo, which can be used to hide or highlight parts of the photo.
- , **Filter**: Using this feature, you can apply various filters to your photo to modify its appearance. Filters to choose from include: black and white filter, sepia, blur, emboss, negative, focus. You can adjust white removal, brightness, noise, grain, and color filter. You can also set Tint, Multiply and Blend for each color.
  - **Tinting**: Allows you to apply a color tint to a photo. You can adjust the intensity of the color using opacity (transparency).
  - **Multiplication**: This effect increases the darkness of the image by combining the colors of the photo with a color layer. The resulting color is always darker.

- **Stirring**: Allows you to combine two image layers using different modes:
  - **Add**: Adds the colors of the two layers. The result is brighter.
  - **Diff**: Shows the differences between the layers.
  - **Subtract**: Subtracts the colors of one layer from another. The result is darker.
  - **Multiply**: Combines layer colors to create a darker result.
  - **Screen**: Inverts colors, multiplies them, and then inverts again. The result is lighter.
  - **Lighten**: Displays lighter colors from two layers.
  - **Darken**: Displays the darker colours of the two layers.

23. Cloning structure

Using Structure Cloning, we can clone the entire contents of a directory in pages to another directory without having to recreate the entire directory structure. This option is available in the **Web pages** Like **Cloning structure**. When you select this option, the cloning action window appears. It is typically used to create a new language version of a web site from an existing version. The language is taken from the source and destination folder settings.



To perform the cloning action, you need to specify the source folder ID (which folder to clone) and the destination folder ID (where to clone the source folder to). You can specify the folder IDs directly if you remember them, or you can use the **Select**, which opens a new window with a tree structure of folders, where you can select a specific folder by clicking on its name.

Cloning itself uses Mirroring the structure a Automatic translation (https://docs.webjetcms.sk/latest/en/admin/setup/translation). This means that when you start cloning, the selected folders (if they are not already) are automatically linked by the configuration variable `structureMirroringConfig` . From the source folder, all sub-folders (and all their nestings) and web pages are cloned into the destination folder, with the original and cloned folders/pages being linked together. The language is taken from the settings of the source and destination folders. Also, these folders/pages are also automatically translated if a translator is set up.

23.1. Options

23.1.1. Source directory ID

Set the ID of the folder to clone from.

23.1.2. Destination directory ID

Set the ID of the folder to clone to. In this folder, pages and sub-folders will be created according to the source folder.

23.1.3. Keep mirroring active

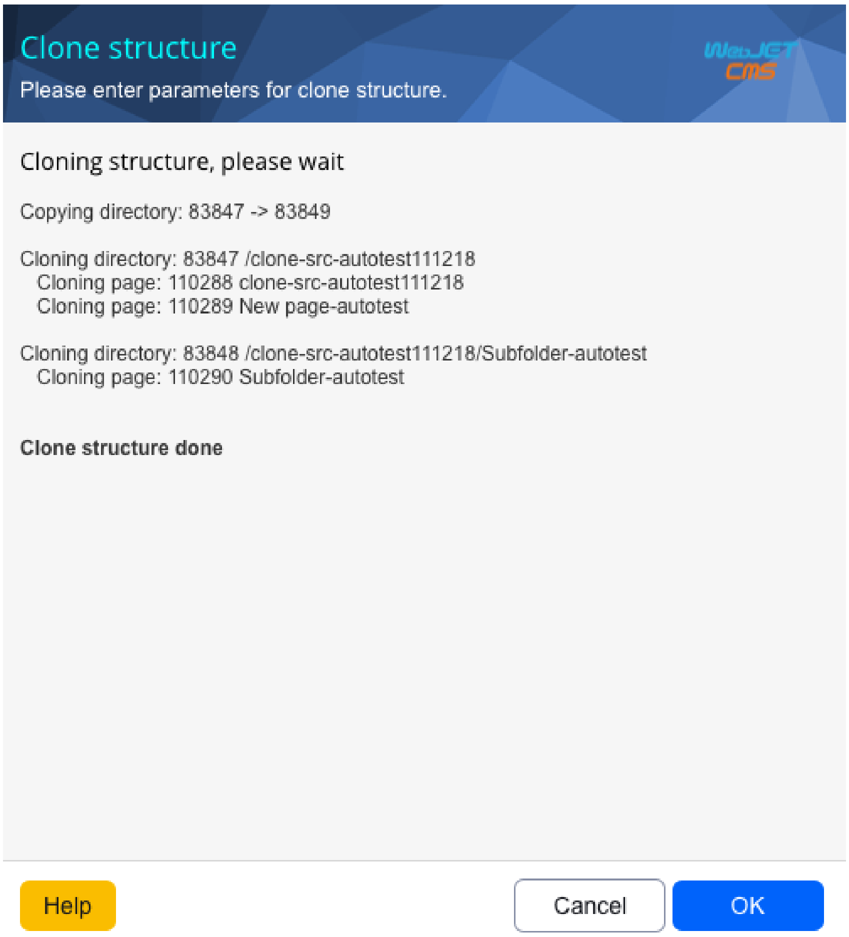
If you choose the option **After cloning, leave active mirroring of the structure** preserves the set mirroring between the source and destination folders. Then when a new folder or web page is created it will be transferred between the mirrored folders.

You can also disconnect the setting later by editing the conf. variable `structureMirroringConfig` from which you delete the row with the set folder IDs.

23.1.4. Leave URL

By selecting the option **Leave URL** it is safe to assume that the URL of pages and folders will not be translated into the language of the destination folder. This means that the new language mutation will have **the same URLs but a different prefix with which these URLs begin**.

Example: let's have folders SK (with Slovak language set) and EN (with Slovak language set). The SK folder contains a sub-folder **Property** which has a main page with the same name. The address of such a page is **/sk/majetok/**. If we use the cloning structure **without leaving the URL**, from the SK folder to the EN folder, a copy of this page will have the URL **/en/property/**. If we use the cloning structure **leaving the URL**, from the SK folder to the EN folder, a copy of this page will have the URL **/en/majetok/**. As we can see, the url has not been translated, only the prefix has changed from /sk to /en, which represents the parent folder.

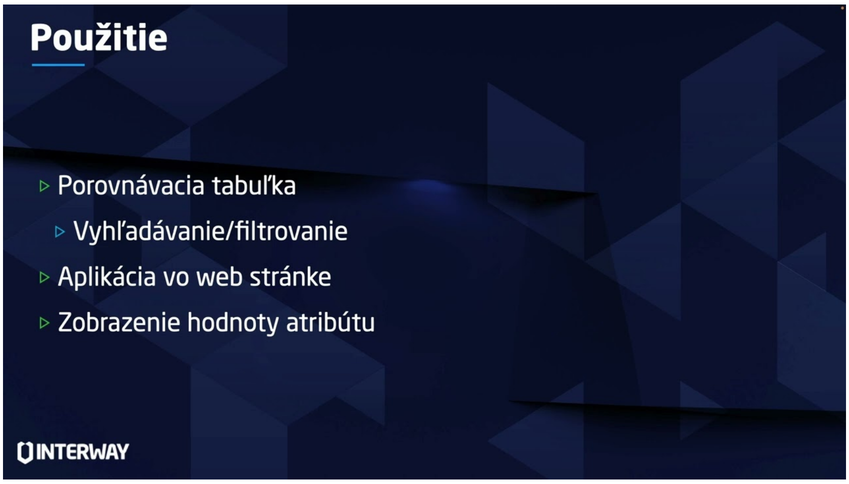


24. Page attributes

> Page attributes allow you to define additional fields for the web page editor. They can be of different data types and can be organized into groups. They are usually used in e-commerce to define product parameters.

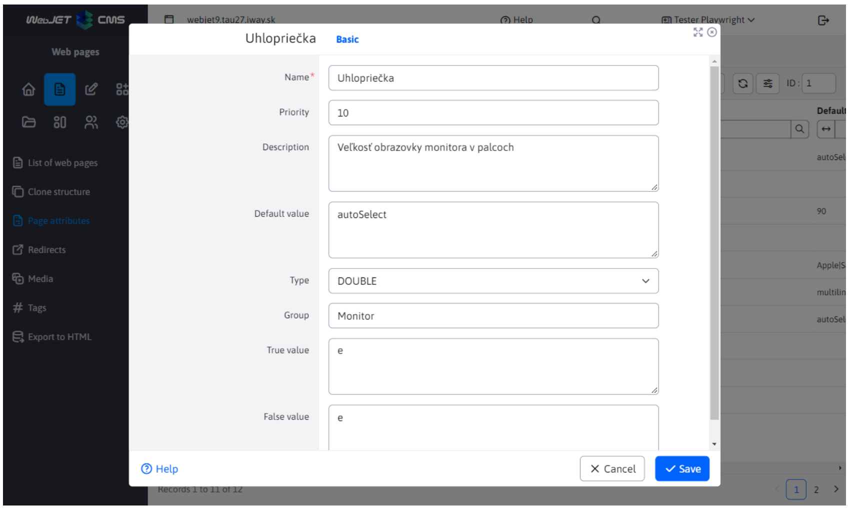
The advantage over optional fields is the theoretically infinite number of fields and the possibility to organize fields into groups. In the database, the values are stored in correct data types, which makes it possible to perform ordering using database queries (both the optional fields and the number data type are stored as a string).

YouTube video: https://www.youtube.com/watch?v=e-K-6Z_m-hg



24.1. Definition of attributes

In the Page Attributes menu item, you can add/edit/delete attribute definitions. The attribute defined in this way can then be set on the web page.



The attribute has the following fields:

- Name - the name of the attribute. For multi-language display, the supported format is `JAZYK:hodnota|JAZYK:hodnota` , e.g. `SK:hmotnosť|CZ:hmotnost|EN:weight` .
- Priority - the order of the attribute in the attribute list.
- Description - extended description of the attribute, it is up to the designer where this description will be displayed on the web page.
- Default value - the default value of the attribute in the page editor (set for the new value).
- Type - data type of the attribute
  - `STRING` - text field
  - `INT` - integer value
  - `BOOL` - binary value yes/no
  - `DOUBLE` - numeric value with decimal place
- Group - the inclusion of the attribute in the group. E.g. for different groups of products like TV, refrigerators, computers you have different attributes.
- `True hodnota` - text displayed for type `BOOL` for the selected option (e.g. yes or includes).
- `False hodnota` - text displayed for type `BOOL` for an unselected option (e.g. no or does not contain).

Special values can be entered in the Default value for the text field:

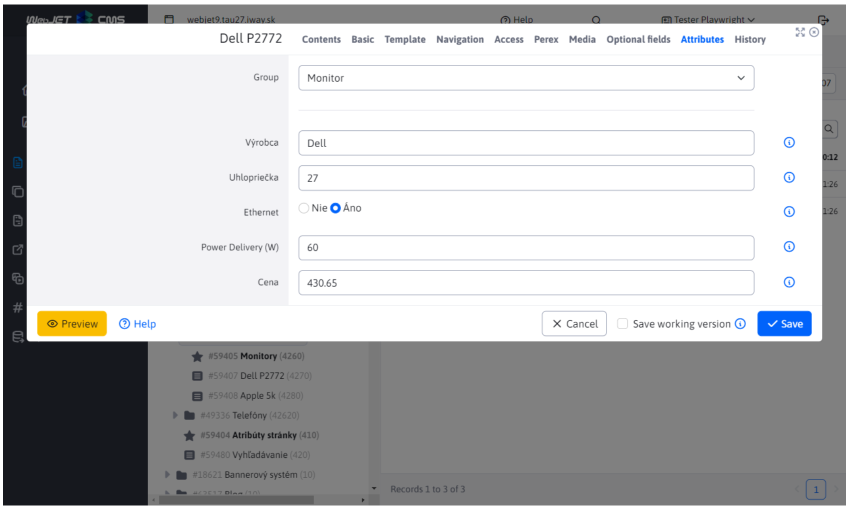
- `autoSelect` - when entering an attribute in a page, existing values in other pages are automatically loaded and offered for selection. However, the editor can also enter a new value in the field.

- `hodnota1|hodnota2|hodnota3` - field is displayed as a selection field, the user can only select from the entered values (cannot enter a new value). As a delimiter it is possible to enter a character `|` or a character `,` . Example `Apple,Samsung,Xiaomi` .
- `multiline-w-h` - entering multi-line text (text area type field), value `w` represents the number of characters per line and the value `h` number of lines, example `multiline-80-10` . Technically, but for the sake of responsive display, the field is always displayed full width and thus the value `w` does not apply.

24.2. Setting web page attributes

If attributes are defined, the Attributes tab will begin to appear in the Web Page Editor. The tab is not displayed when bulk editing multiple pages at once, when the attributes will be preserved for each page individually.

Use the Group selection box to select a group of displayed attributes. For an existing page, the group is preset by the first attribute that contains a text value in an attribute.

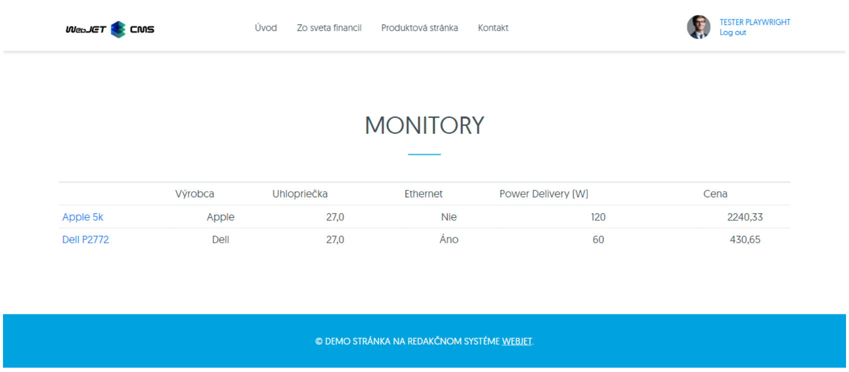


24.3. Display attributes on a web page

The following applications are ready to display page attributes:

24.3.1. Comparison table

The comparison table displays all pages in the specified folder (optionally including subfolders) with the attribute values of the specified group:



In the HTML code of the page, enter the application as:

```
!INCLUDE(/components/attributes/atr_table.jsp, group="Monitor")!
```

the application has the following parameters:

- `group` - group of attributes, by default `default` .
- `dirId` - The folder ID of the web site, if not specified, the current folder is used.
- `includeSub` - determines whether to also load pages from subfolders (by default `true`).
- `includeCurrentPage` - exclude the current page from the table (so that the current page is not displayed in the table), by default `false` .
- `sortBy` - the way pages are arranged, by default by page title (`title`), the options correspond to the attributes `DocDetails` with prefix `doc.` or attribute `AtrDocBean` .

24.3.2. Searching/filtering displayed pages

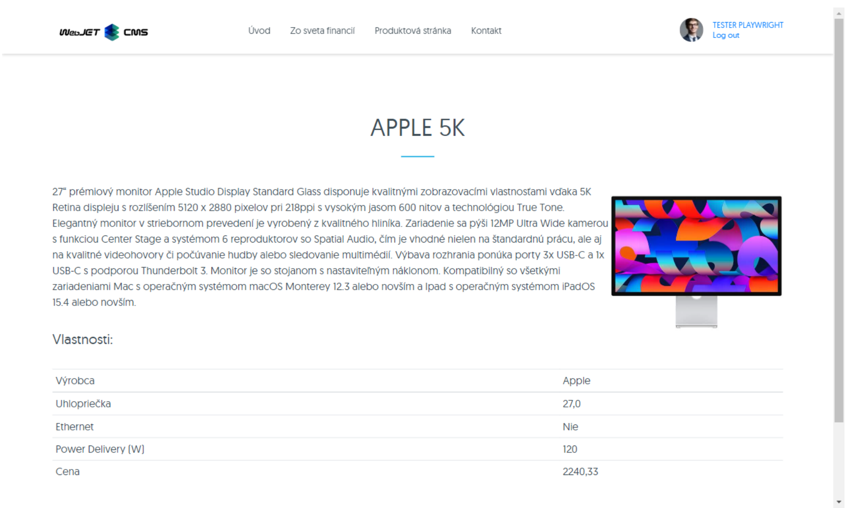
The displayed table can be filtered (searched) using URL parameters. For example, when entering a URL `/apps/atributy-stranky/monitory/?atrs_GT_Power+Delivery+(W)=90` only monitors whose value in the attribute `Power Delivery (W)` is greater than 90. The format of the URL parameter is `atrs_TYP_MENO` where type can have values:

- `SS` (substring) - substring, i.e. search for a text value that contains the specified expression.
- `EQ` (equal) - search for an exact match of the specified expression.
- `LT` (less than) - search for a value that is less than the specified value.
- `GT` (greater than) - search for a value that is greater than the specified value.
- `GTLT` - search for a value in the specified interval `od:do` . The value is inclusive, e.g. `?atrs_GTLT_Power+Delivery+(W)=60:120` will also display pages that have a value of 60 or 120.

If the name contains a space, you can use the `+` to replace it. You do not need to use diacritics in the title, the title is compared with the diacritics removed.

24.3.3. Attributes of the currently displayed page

Attributes of the currently displayed web page, e.g. as a list of product properties:



In the HTML code of the page (or ideally in one of the template fields, so that the application is used on every product page), enter the application as:

`!INCLUDE(/components/attributes/attributes.jsp, group="Monitor")!`

the application has the following parameters:

- `group` - group of attributes, by default `default` .

24.3.4. Display the value of a specific attribute

If you need to display the value of a specific attribute somewhere in the page, you can use the application:

`!INCLUDE(/components/attributes/attribute.jsp, group="Monitor", name="Cena")!`

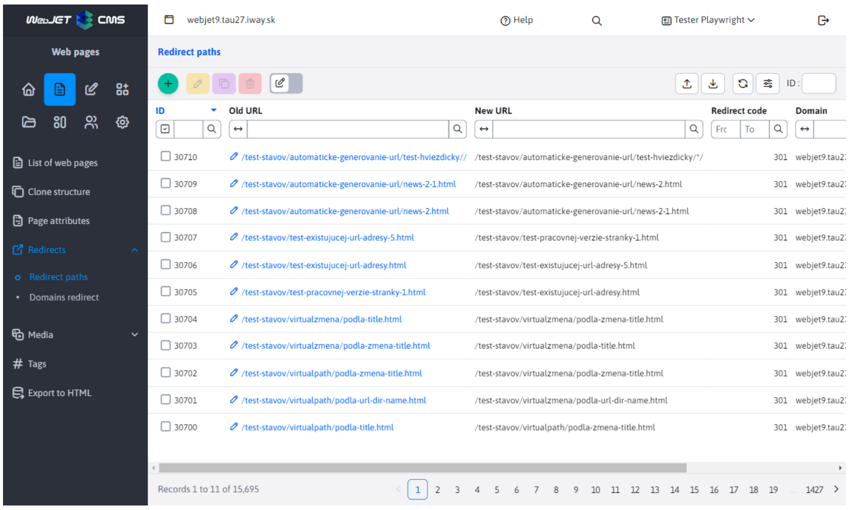
the application has the following parameters:

- `group` - group of attributes, by default `default` .
- `name` - attribute name.

25. Redirections

25.1. Path diversions

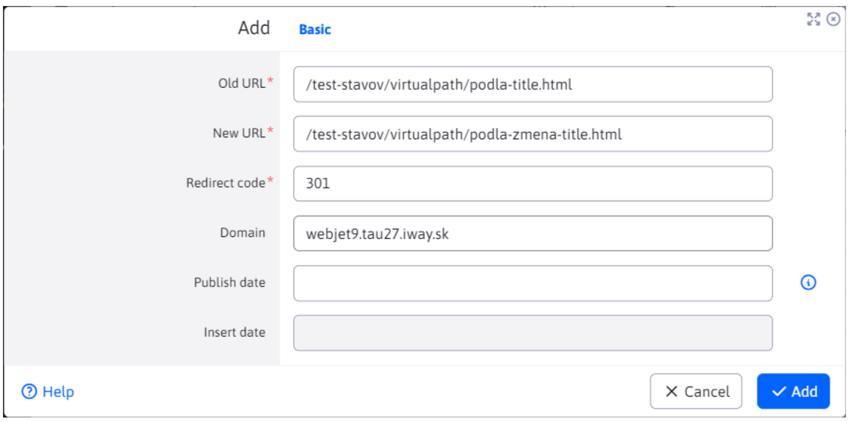
Displays a list of existing redirects that will be executed if the specified URL does not exist. Redirects are created automatically when the URL of an existing page is changed or when the directory structure is changed.



Click on the icon **Add** a new redirect can be defined. Redirection including parameters in the URL is also supported. First a match including parameters is searched for, if no match is found, the system will try to find a match without the specified parameters.

Field value [redirection code (https://developer.mozilla.org/en-US/docs/Web/HTTP/Redirections)](https://developer.mozilla.org/en-US/docs/Web/HTTP/Redirections) specifies the type of redirection, the most commonly used codes are:

- `301` permanent redirect, search engines should adjust the page address to this new value.
- `302` temporary redirection.



25.1.1. Redirects via regular expressions

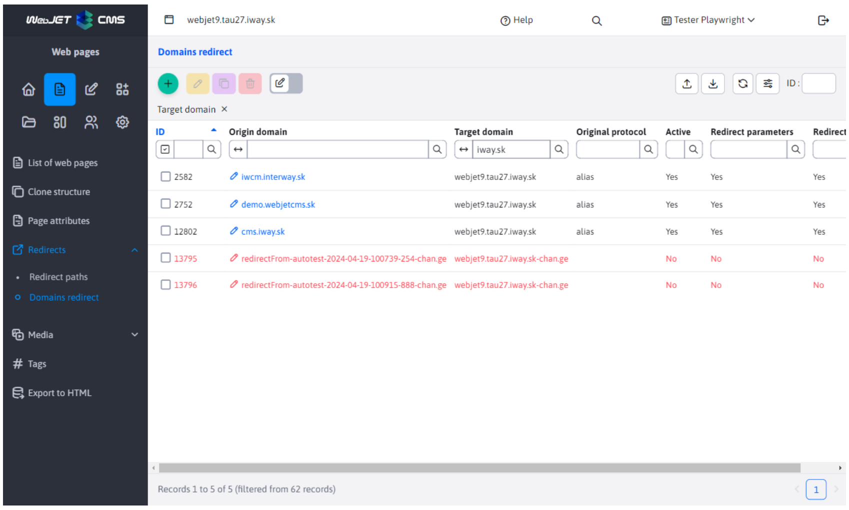
Using regular expressions, it is possible to set up more complex redirects of entire URL branches (e.g. after migrating an old site). Regular expression redirects are specified with a prefix `regexp:` .

The original URL can therefore be entered in the format `regexp:^\/thisiswhere\/oldfiles\/(.+)` which will be correctly translated to the new URL even with the execution/transfer of groups to the new URL in the form `/thisiswhere/myfilesmovedto/$1`

Redirection is performed, e.g. `/thisiswhere/oldfiles/page.html` at `/thisiswhere/myfilesmovedto/page.html` .

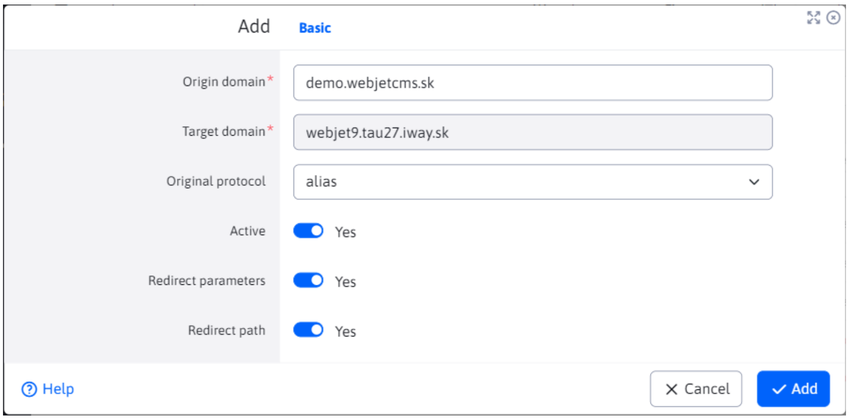
25.2. Domain redirections

In the section **Domain redirections** you can define domain-wide redirection of requests (e.g. redirecting `domena.sk` at `www.domena.sk`).



In the domain definition dialog box, you can enter the following values:

- **Original domain** - the name of the domain you want to redirect, e.g. `domena.sk` .
- **Target Domain** - the name of the domain to which you want to redirect the request, e.g. `www.domena.sk` , we recommend to enter also `http/s` prefix `https://www.domena.sk` .
- **Original protocol** - Specifies the protocol for which the redirection is used:
  - **empty value** - redirection is used regardless of the protocol.
  - **http** - redirection is used only if the original protocol is `http` (set if you want to redirect the http version to a secure `https` version, in which case also enter a domain with the protocol in the Destination Domain field `https://` at the beginning).
  - **https** - redirection is used only if the original protocol is `https` .
  - **alias** - creates a domain alias - the value entered in the Original Domain field will be seen (and processed) internally by WebJET as the domain value in the Target Domain field. Use when e.g. migrating data from production to test, enter the value in the test environment as the original domain and enter the domain in production (without http prefix) as the target domain.
- **Active** - redirection will only be used if this field is checked.
- **Redirect parameters** - if checked, the parameters of the original HTTP request are added to the redirect, e.g. `?docid=4` .
- **Redirect the path** - if checked, the path of the original HTTP request is added to the redirect, e.g. `/produkty/webjet/novinky.html` .



26. Media

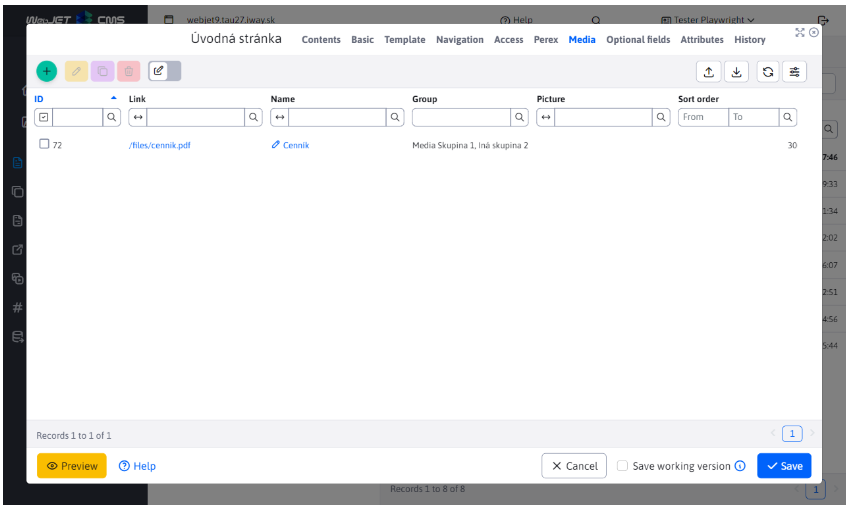
26.1. Display in web page

Media is used to associate related files/images/links to the current page.

They are displayed in the media tab of the web page editor, where you can specify a Name, a Group (media can be sorted into multiple groups as needed), a link to the file/page, a thumbnail image (if needed), and a layout priority.

The media can be used for a variety of purposes:

- list of related files to the page
- list of related pages to the current page
- list of audio/video files for the page (images, animations, videos)



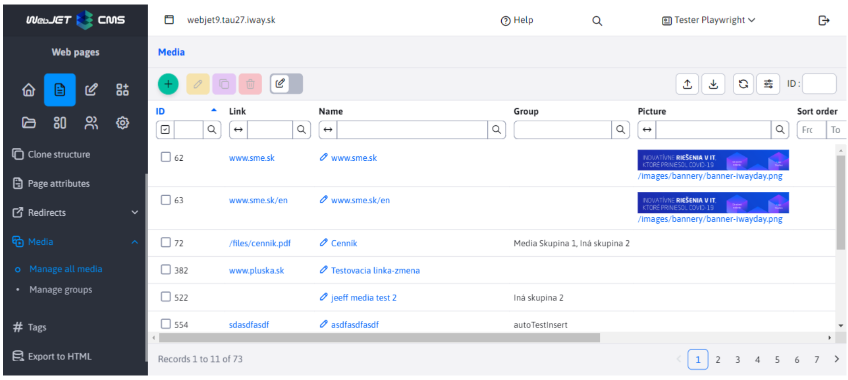
In the page/template, you can get a list of media by page ID and media group in the Media application.

Note: the media app only displays media:

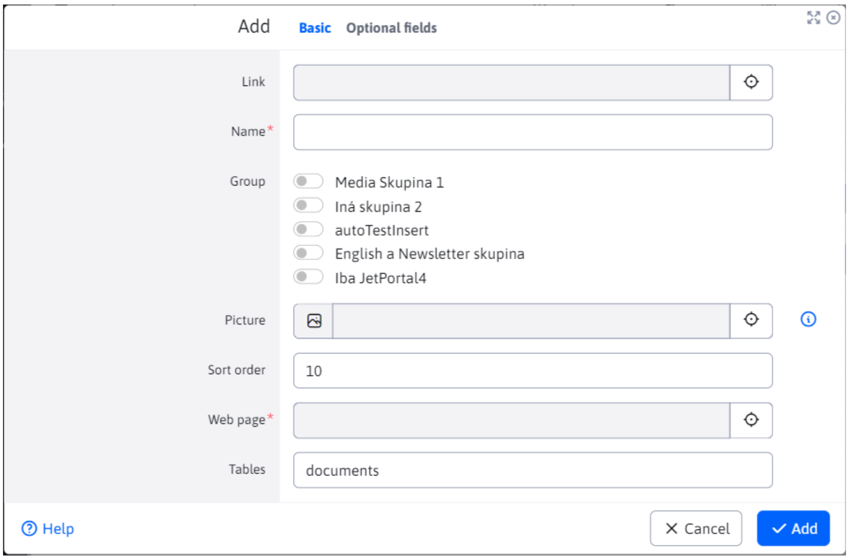
- Referring to an existing file (if the file is deleted the media will automatically stop displaying).
- Inserted before the date and time the web page was saved (after adding new media, save the web page to view it). This allows you to time the display of new media - simply add it to the web page, set the timed display for the future, and the added media will be displayed after the web page is published on time.

26.2. Manage all media

In the menu Web pages/Media/Manage all media you can search and manage all media **across all websites** in the currently displayed domain. When filtering, you can enter the name of the Web page, or the full path, or even the page ID (docid) directly.



When editing/creating a new media, it is necessary to enter a media name and select a web page using the tree structure.



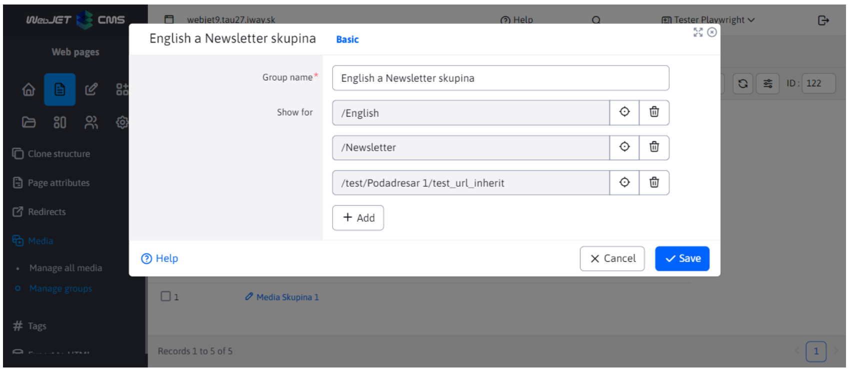
View this option **required by law** "Media - Manage all media".

26.3. Manage media groups

You can organize the media you enter into groups using Media Groups. For example, "Downloads" or "Related Links". They are managed in the menu Web pages/Media/Manage groups and **require the right** "Media - Group Management".

Use the Media application to display the media of the web page according to the selected media group (or in the template, e.g. in the right menu or below the text of the web page).

A media group can have a restriction set to show the group only in a specific directory of web pages.



26.4. Implementation details

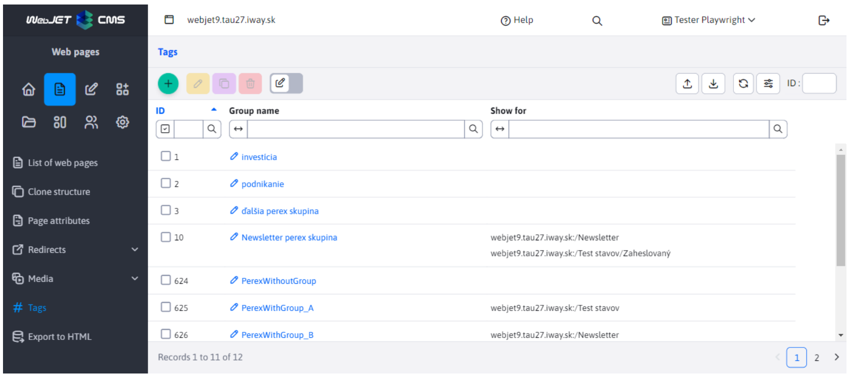
All Media records are filtered by the currently selected domain.

In the case of records from **Manage all media** the table name parameter is set to the value **documents** automatically in the background. To identify whether the datatable is called from this section, the url parameter `isCalledFromTable=true` .

27. Tags

With the help of signs (original name **perex groups**) or English `hashtag` you can tag keywords in a web page. In the news app, you can filter news by tags.

To access the menu item Web pages - tags you need to have the right **Website - Brands**, otherwise the menu item will not appear.



27.1. Creating brands

The editor for creating tags is simple and contains only 2 tabs.

27.1.1. Basic tab

The card contains the following fields:

- **Group name**, a unique brand name, is required.
- **Show for**, set to restrict the display of tags to only certain directories of web pages.

27.1.2. Translations tab

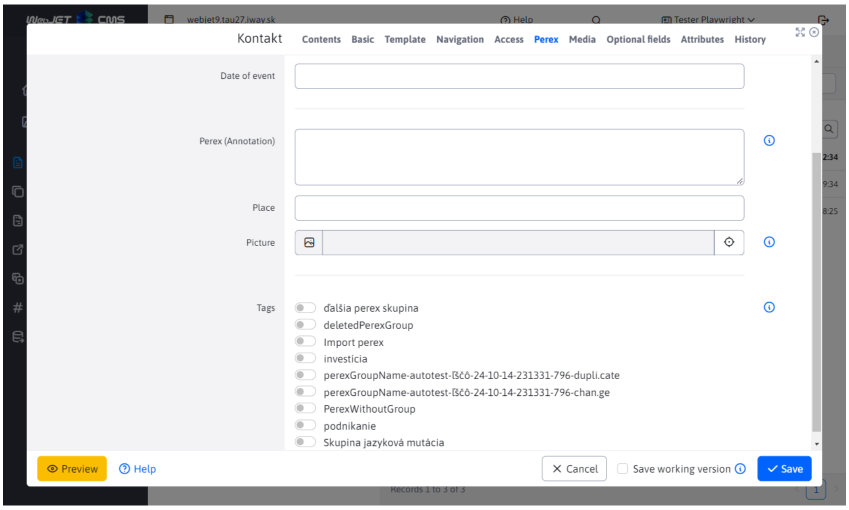
The translations tab is used for **Optional** defining the brand name for each language mutation. If they are defined, they are used in the web page instead of the value **Group name**.

27.1.3. Optional Fields tab

Card **Optional fields** contains freely usable fields. For more information on how to configure them, see the documentation [optional fields (https://docs.webjetcms.sk/latest/en/frontend/webpages/customfields/README)](https://docs.webjetcms.sk/latest/en/frontend/webpages/customfields/README).

27.2. Web pages

Tags are displayed in the page editor in the Perex sheet, where they can be easily assigned to a web page:



Tags are displayed as checkboxes by default, but if more than 30 tags are defined, they will be displayed as multiple selection fields for clarity. The value 30 can be changed in the conf. variable `perexGroupsRenderAsSelect` .

> **Warning:** the name of the tag (group perex) varies depending on the language selected. If such a language mutation exists, it will be displayed. If not, the value from the field **Group name**.

27.2.1. Use

You can use the tags, for example, in the news list. Example of a newsletter template that displays the name of the newsgroup and sets the CSS style according to the group ID. `color-ID` to set the color of the perex group. Automatically uses the language variant of the tag (if defined) according to the page language:

```velocity
<section class="md-news-subpage">
    <div class="container">
        #foreach($doc in $news)
            #if ($velocityCount % 3 == 1) <div class="row"> #end
            <div class="col-sm-4 portfolio-item">
                <a href="$context.link($doc)"><img src="/thumb$doc.perexImageNormal?w=700&h=400&ip=6"
class="img-responsive" alt="$doc.title">
                    #foreach($perexGroup in $doc.perexGroupsList)
                        <span class="tag color$perexGroup.perexGroupId">$perexGroup.perexGroupName</span>
                    #end
```

```
                </a>
                <h3><a href="$context.link($doc)">$doc.title</a></h3>
                <p>$doc.perexPre</p>
            </div>
            #if ($velocityCount % 3 == 0) </div> #end
        #end
    </div>
</section>
```

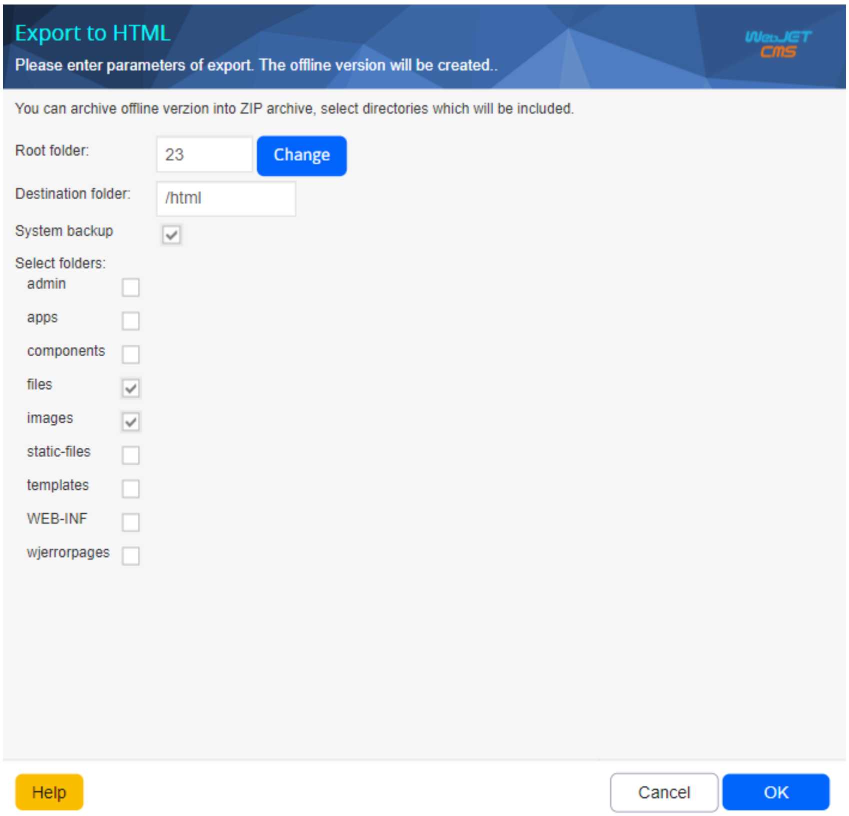
28. Export to HTML

Through the app **Export to HTML** it is possible to export web pages to HTML format and then use them in a limited way in an offline environment. The export works on the principle of downloading the resulting web pages and saving them to an HTML file

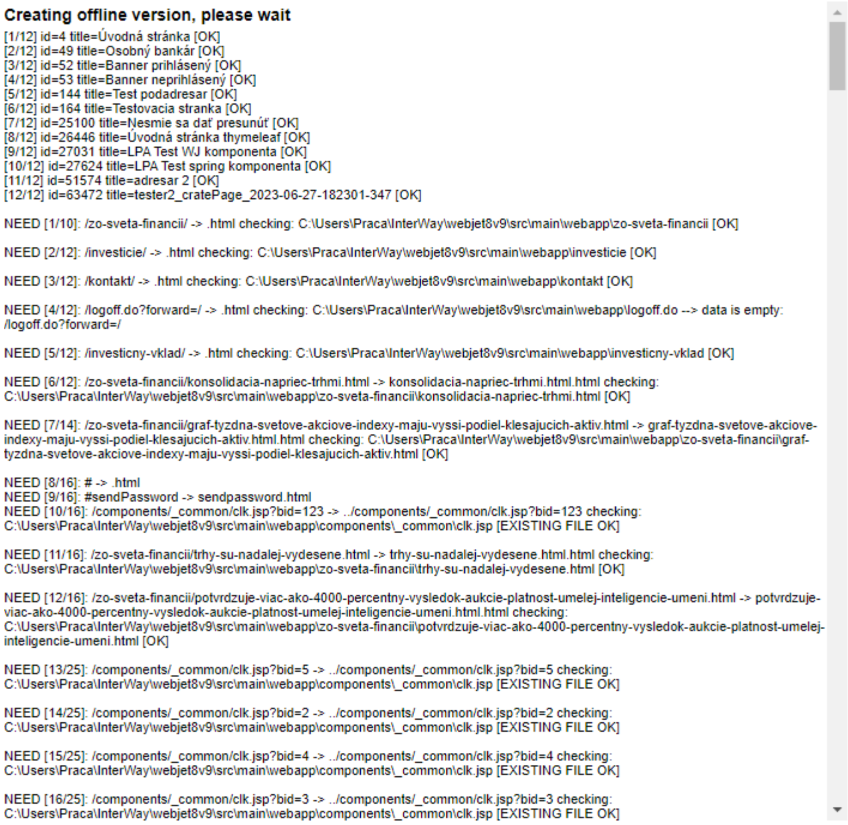
The generated pages are saved in the folder `/html` .

28.1. HTML file generation process

After entering the folder ID of the folder for which you want to create an offline version and clicking **OK** starts the process of generating HTML files. This process can take several tens of minutes depending on the number of pages in a given branch of the web site.



Wait for the whole process to finish. During this time, you should see information in the window about the number of pages already generated and the total number of pages. The result is a folder `/html` containing the HTML code of each page and possibly a ZIP archive with the selected folders (a folder is automatically added to the ZIP archive `/html`).



Creating offline version, please wait

[1/12] id=4 title=Úvodná stránka [OK]
[2/12] id=49 title=Osobný bankár [OK]
[3/12] id=52 title=Banner prihlásený [OK]
[4/12] id=53 title=Banner neprihlásený [OK]
[5/12] id=144 title=Test podadresar [OK]
[6/12] id=164 title=Testovacia stranka [OK]
[7/12] id=25100 title=Nesmie sa dať presunúť [OK]
[8/12] id=26446 title=Úvodná stránka thymeleaf [OK]
[9/12] id=27031 title=LPA Test WJ komponenta [OK]
[10/12] id=27624 title=LPA Test spring komponenta [OK]
[11/12] id=51574 title=adresar 2 [OK]
[12/12] id=63472 title=tester2_cratePage_2023-06-27-182301-347 [OK]

NEED [1/10]: /zo-sveta-financii/ -> .html checking: C:\Users\Praca\InterWay\webjet8v9\src\main\webapp\zo-sveta-financii [OK]

NEED [2/12]: /investicie/ -> .html checking: C:\Users\Praca\InterWay\webjet8v9\src\main\webapp\investicie [OK]

NEED [3/12]: /kontakt/ -> .html checking: C:\Users\Praca\InterWay\webjet8v9\src\main\webapp\kontakt [OK]

NEED [4/12]: /logoff.do?forward=/ -> .html checking: C:\Users\Praca\InterWay\webjet8v9\src\main\webapp\logoff.do --> data is empty: /logoff.do?forward=/

NEED [5/12]: /investicny-vklad/ -> .html checking: C:\Users\Praca\InterWay\webjet8v9\src\main\webapp\investicny-vklad [OK]

NEED [6/12]: /zo-sveta-financii/konsolidacia-napriec-trhmi.html -> konsolidacia-napriec-trhmi.html.html checking: C:\Users\Praca\InterWay\webjet8v9\src\main\webapp\zo-sveta-financii\konsolidacia-napriec-trhmi.html [OK]

NEED [7/14]: /zo-sveta-financii/graf-tyzdna-svetove-akciove-indexy-maju-vyssi-podiel-klesajucich-aktiv.html -> graf-tyzdna-svetove-akciove-indexy-maju-vyssi-podiel-klesajucich-aktiv.html.html checking: C:\Users\Praca\InterWay\webjet8v9\src\main\webapp\zo-sveta-financii\graf-tyzdna-svetove-akciove-indexy-maju-vyssi-podiel-klesajucich-aktiv.html [OK]

NEED [8/16]: # -> .html
NEED [9/16]: #sendPassword -> sendpassword.html
NEED [10/16]: /components/_common/clk.jsp?bid=123 -> ../components/_common/clk.jsp?bid=123 checking: C:\Users\Praca\InterWay\webjet8v9\src\main\webapp\components_common\clk.jsp [EXISTING FILE OK]

NEED [11/16]: /zo-sveta-financii/trhy-su-nadalej-vydesene.html -> trhy-su-nadalej-vydesene.html.html checking: C:\Users\Praca\InterWay\webjet8v9\src\main\webapp\zo-sveta-financii\trhy-su-nadalej-vydesene.html [OK]

NEED [12/16]: /zo-sveta-financii/potvrdzuje-viac-ako-4000-percentny-vysledok-aukcie-platnost-umelej-inteligencie-umeni.html -> potvrdzuje-viac-ako-4000-percentny-vysledok-aukcie-platnost-umelej-inteligencie-umeni.html.html checking: C:\Users\Praca\InterWay\webjet8v9\src\main\webapp\zo-sveta-financii\potvrdzuje-viac-ako-4000-percentny-vysledok-aukcie-platnost-umelej-inteligencie-umeni.html [OK]

NEED [13/25]: /components/_common/clk.jsp?bid=5 -> ../components/_common/clk.jsp?bid=5 checking: C:\Users\Praca\InterWay\webjet8v9\src\main\webapp\components_common\clk.jsp [EXISTING FILE OK]

NEED [14/25]: /components/_common/clk.jsp?bid=2 -> ../components/_common/clk.jsp?bid=2 checking: C:\Users\Praca\InterWay\webjet8v9\src\main\webapp\components_common\clk.jsp [EXISTING FILE OK]

NEED [15/25]: /components/_common/clk.jsp?bid=4 -> ../components/_common/clk.jsp?bid=4 checking: C:\Users\Praca\InterWay\webjet8v9\src\main\webapp\components_common\clk.jsp [EXISTING FILE OK]

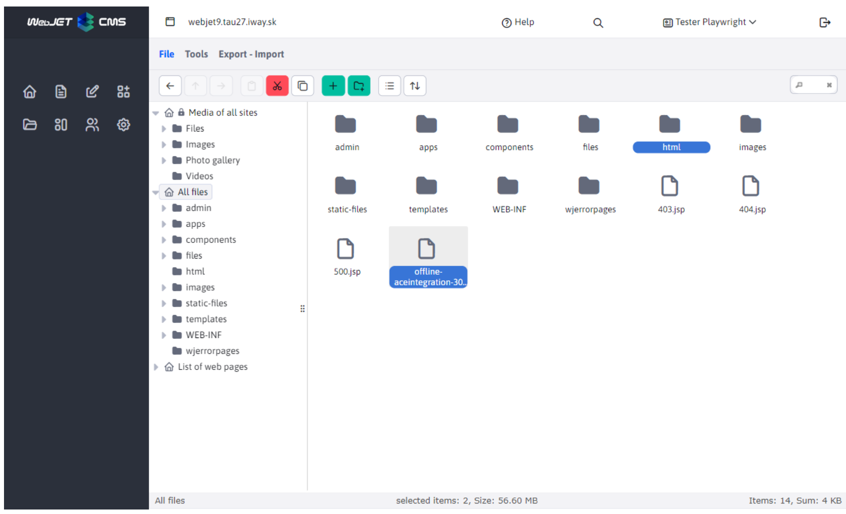
NEED [16/25]: /components/_common/clk.jsp?bid=3 -> ../components/_common/clk.jsp?bid=3 checking: C:\Users\Praca\InterWay\webjet8v9\src\main\webapp\components_common\clk.jsp [EXISTING FILE OK]

28.2. Creating a ZIP archive

To create a ZIP archive, you need to select the option **System backup**, you can also select which folders to include in the ZIP archive. Please note that the amount of data in the selected folders can be large and the ZIP file may not be generated correctly (the limit is to a 2GB file).

28.3. Exported files

The generated pages are saved in the folder `/html` and after selecting the System Backup option, the resulting ZIP file is saved to the root folder.



Warning: after creating the export, we recommend to delete the entire folder immediately `/html` and also a ZIP archive with a name starting with `offline-` in the root folder of the server.

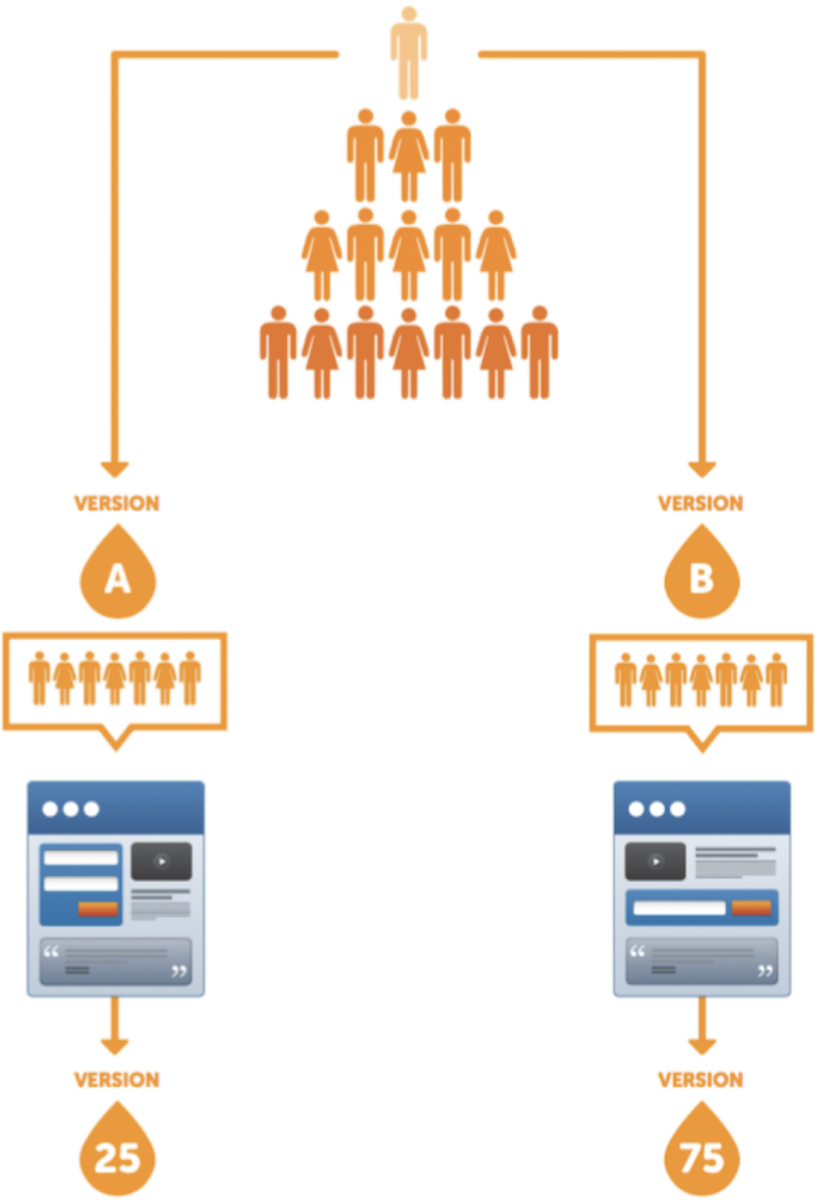
29. AB testing

29.1. Home

The AB Testing application allows you to perform AB testing of a site version. It is possible to create a B version of the page by clicking the Save as AB test button. A copy of the page will be created with a modified URL in which you can test the B version of the page. WebJET will then automatically ensure that the A and B versions of the page are displayed at the original URL in the defined ratio. Thus, the visitor still sees the original URL but is automatically shown the B version of the page instead of the A version.

29.2. What is AB testing

- comparison of one major change
- we measure the conversion of an action
- recommended sufficient sample of at least 1000 visitors/images
- `split` test = testing a complex change



Advantages:

- the test is simple and quick
- identifies important objects for us
- is easily measurable

Disadvantages:

- can often disappoint
- it is necessary to properly design what we are testing and what should be the result
- we will test the big change step by step for longer

29.3. How to prepare the test

Prepare a hypothesis that should improve the condition

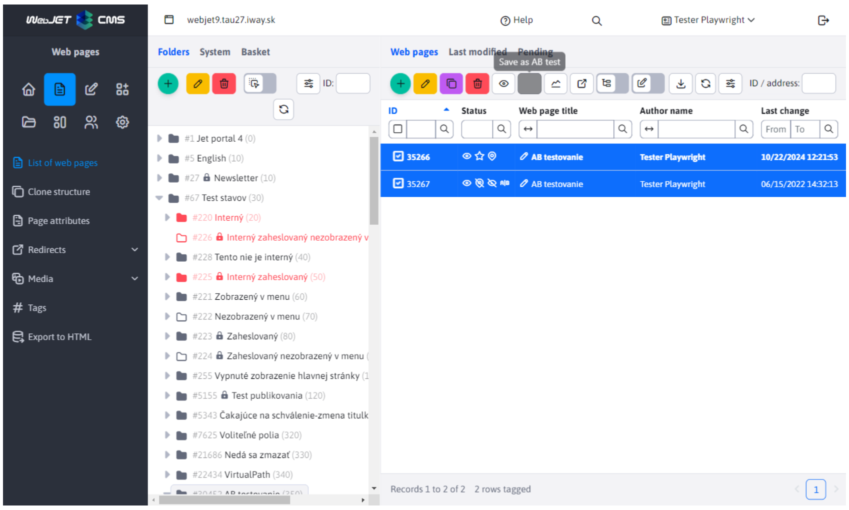
- take advantage of statistics (high dropout page)
- brainstorming
- Survey

What is appropriate to test:

- header (pages, buttons)
  - concise vs descriptive
  - feature or benefit oriented
- Pictures
  - smiling people vs product photo
  - colour scheme, size
  - video
- page text
  - under headings, word highlighting
  - bullets vs paragraphs
  - benefits vs features
- colour
  - buttons, links, headings
- forms
  - number of fields
  - compulsory vs optional
  - splitting into multiple steps
- `CTA` elements (elements that the visitor clicks on to perform an action)
  - text, colour, position, method of action
- change the layout of objects
- usability
  - which will be better?
- let's not forget about the page after conversion
  - let's get more from the visitor
  - social icons, newsletter
  - bonus offer

29.4. Creating a test

To create a B version of the page, select the original version of the page and click on the icon A|B Save as AB test. You will then create a copy of the page, which will display an icon in the Status column A|B. In version B, you can edit the text of the page to test the impact of the changes.



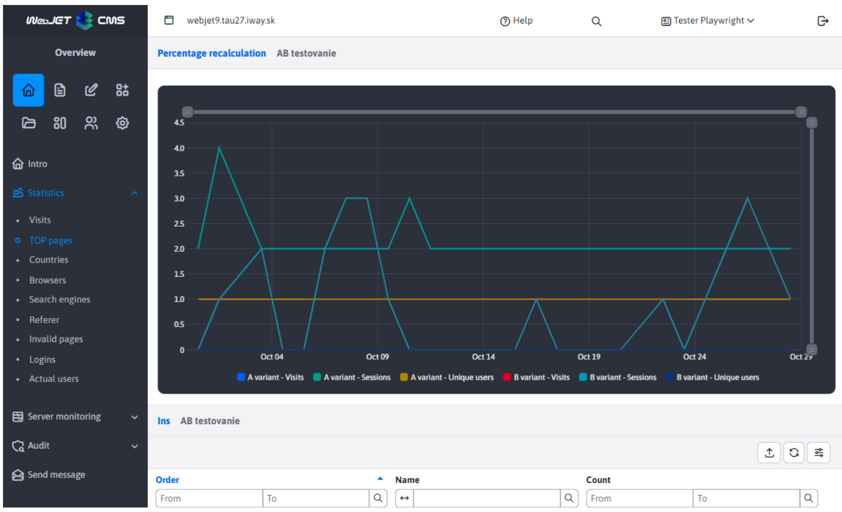
It is also possible to test the so-called. `split` Tests. The visitor will be generated on first access `cookie` which determines what version of the page is displayed to him. If the B version is generated, all following pages that have a B version will also be displayed in the B version. This allows the visitor to navigate between multiple B version pages.

In the AB Testing application it is possible to set the ratio between A and B version, technical URL names `suffixu` and the name of the cookie, the validity of the cookie and, most importantly, AB testing is switched on and off.

29.5. Measurement of results

- we measure page/action after conversion
- split test will enable B version of thank you page
- before the test, let's be clear about what we are going to measure and how we are going to measure it
- even a reduction in conversion is a test success

In the AB Testing application, the table displays a list of sites that have version B with the option to display a version comparison chart. If you do not have a 50:50 AB version ratio WebJET will also automatically perform a ratio recalculation of visits to each version so that the numbers can be compared.



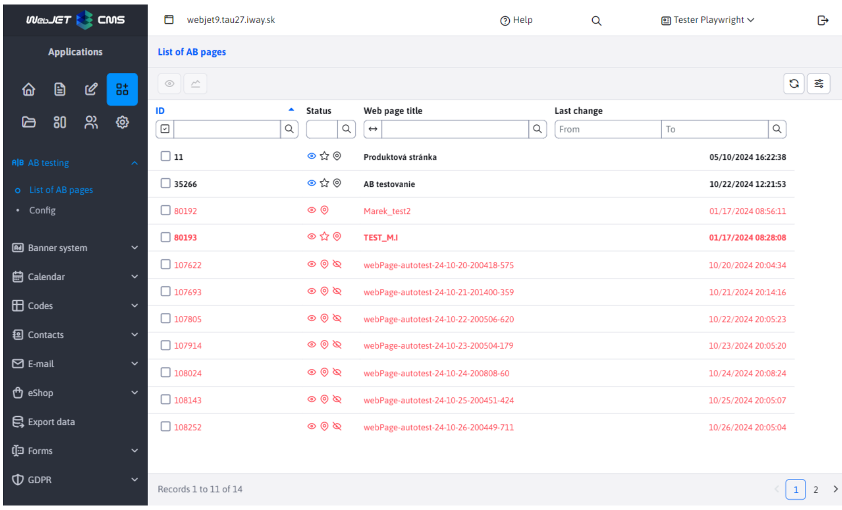
30. AB Testing

The AB Testing application provides you with an overview of the AB pages and the management of the relevant configuration variables:

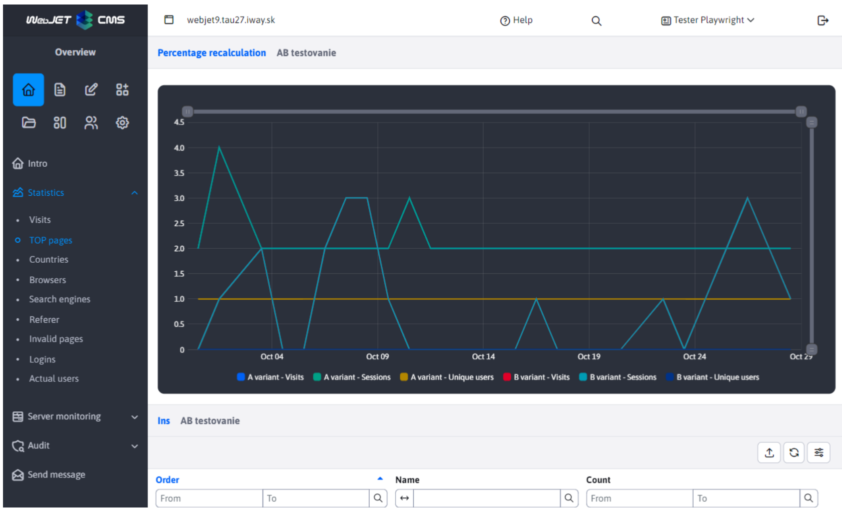
- List of AB pages
- Configuration

30.1. List of AB pages

The AB Site List section provides a list of sites that have a B variant created. These pages cannot be edited, added or deleted in any way.

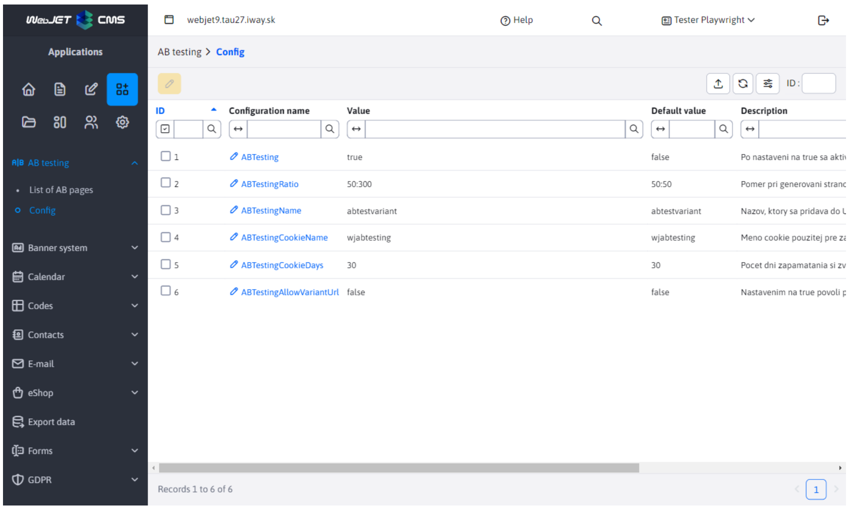


You have the option to view the page and also view the Page Stats using the buttons on the table toolbar. The important thing in the statistics is to measure the results by percentage conversion according to the A/B version ratio:

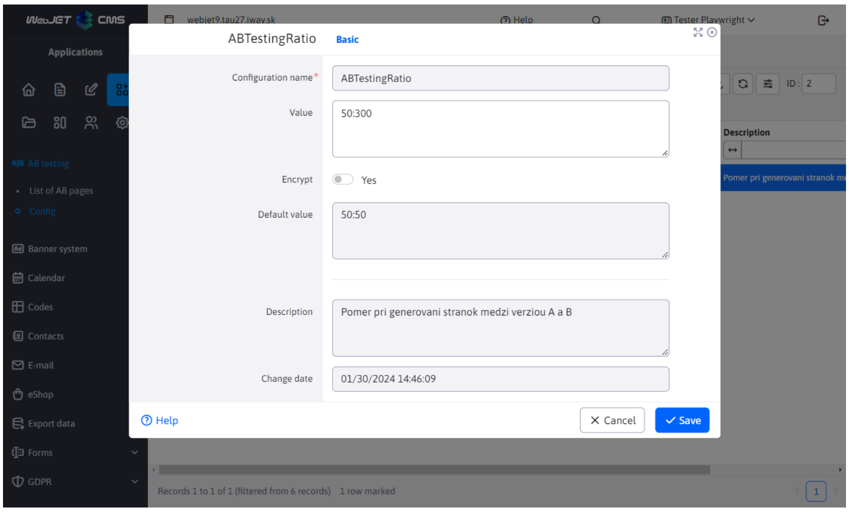


30.2. Configuration

The Configuration section allows you to review and edit the relevant configuration variables for AB testing.



The actual modification of these configuration variables is limited to modifying the value of the variable and the encryption, no other changes or actions over the variables are allowed.

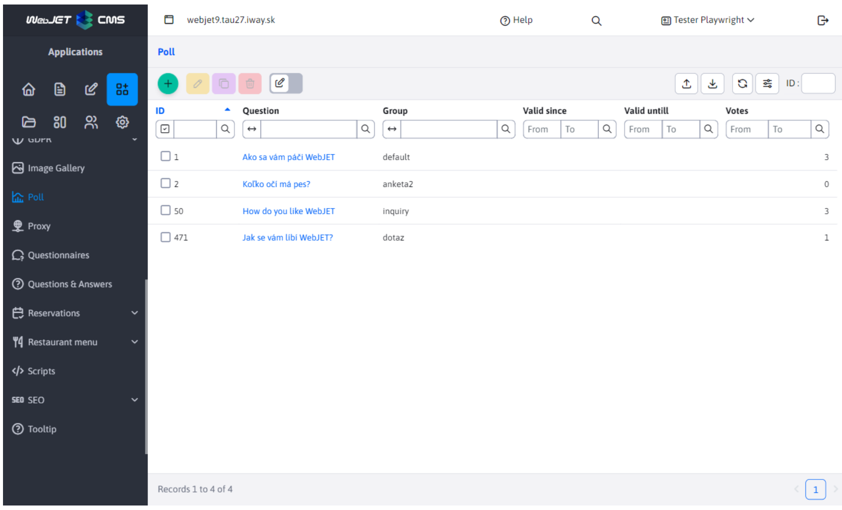


30.2.1. Possible configuration variables

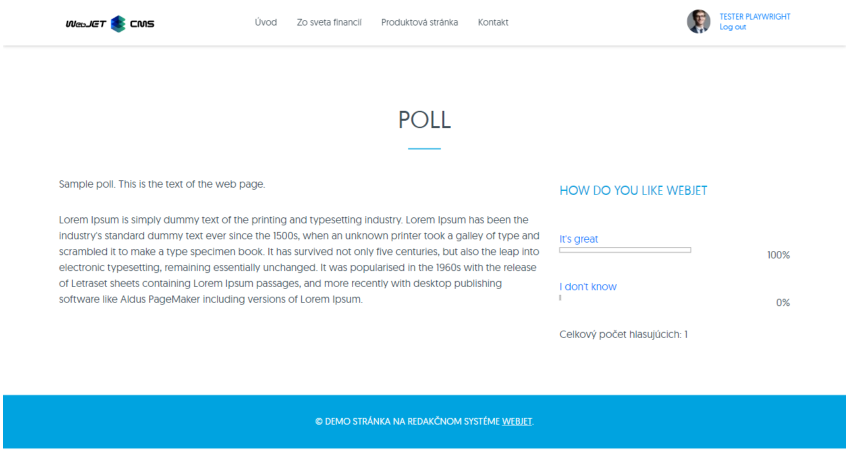
- `ABTesting` (default `false`) - after setting to `true` AB website testing is activated
- `ABTestingRatio` (default `50:50`) - ratio of page generation between version A and B
- `ABTestingName` (default `abtestvariant`) - a name that is added to the URL of the B version of the page to distinguish it - also used to trace the B version of the page
- `ABTestingCookieName` (default `wjabtesting`) - name `cookie` used to remember the version of the test when `split` tests - if the display decides for option B, it is remembered in `cookie` with this name and accordingly the B versions of the pages will be provided hereafter
- `ABTestingCookieDays` (default `30`) - number of days to remember the selected version in AB testing - cookie expiration time
- `ABTestingAllowVariantUrl` (default `false`) - by setting to `true` enables direct display of the variant URL to non-administrators, e.g. calling `/investicie/abtestvariantb.html` .

31. Survey

The Poll application, allows you to create/edit/duplicate and delete polls.



We recommend displaying it on the web page in a narrower column, e.g. on the right:

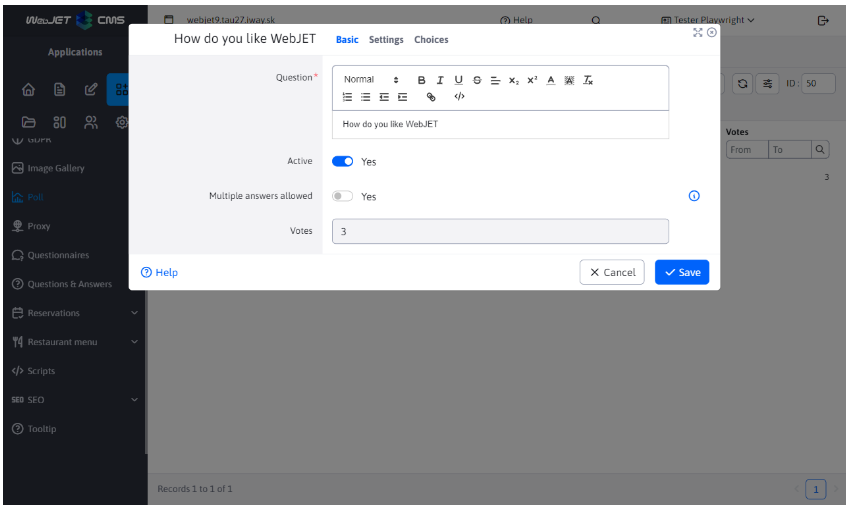


The poll editor contains 4 tabs, which we will now describe.

31.1. Basic

In the charts **Basic** there are fields:

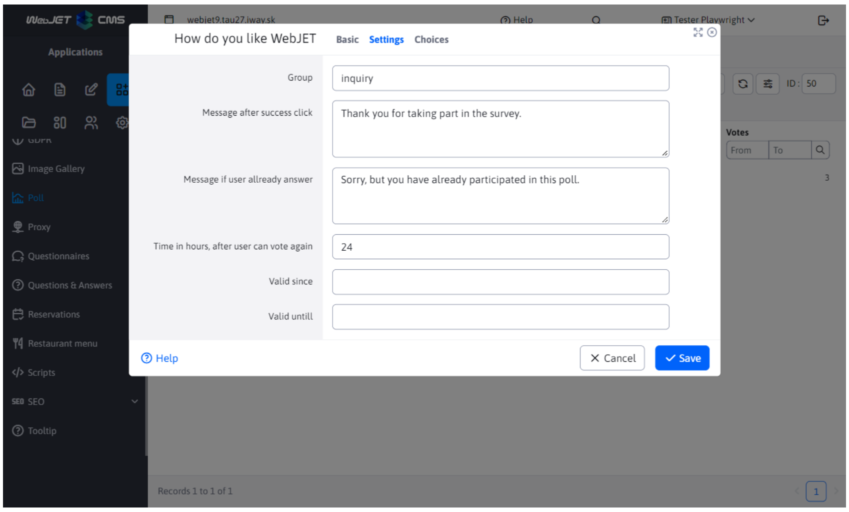
- Question - represents the poll question.
- Active - enables/disables the display of the poll on the web page.
- Allow voting for multiple options - if enabled, the visitor can vote for multiple options on the page at the same time (by selecting the options in the selection box and then submitting the vote).
- Number of votes - the field displays the current total number of voters, it is editable in case you want to manipulate the poll.



31.2. Settings

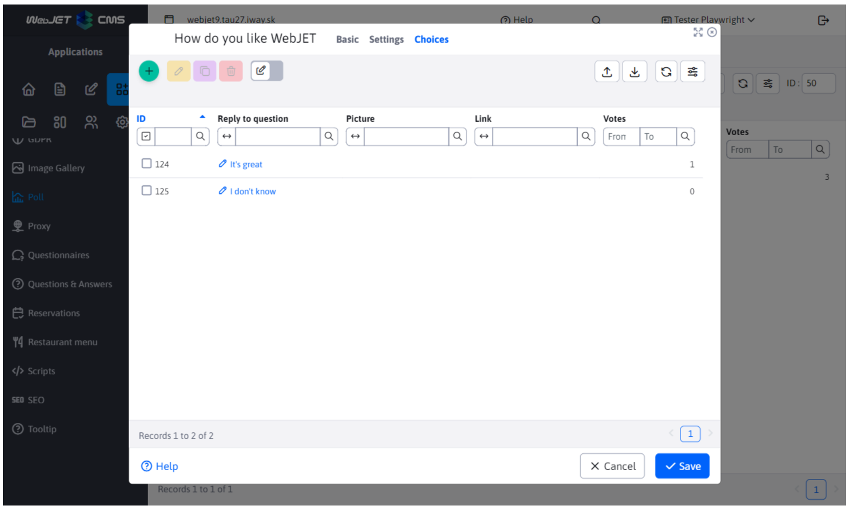
In the charts **Settings** are fields:

- Group - you can sort polls into groups (e.g. main page, products, etc.) and then display the poll from the selected group on the page. Enter a character `*` to view existing groups.
- Post-vote text - the text that will be displayed to the visitor after a successful vote in the poll.
- Text if already voted - text that will be displayed to the visitor when a voting error occurs (e.g. if the visitor has already voted in the poll).
- The number of hours after which it is possible to vote again - the visitor will not be able to vote again for the specified number of hours. For a visitor who is not logged in, the voting information is held in cookies. Technically, this means that he can vote repeatedly when using incognito browser mode, or using multiple browsers.
- Validity from, Validity to - date restriction for displaying the survey on the website.



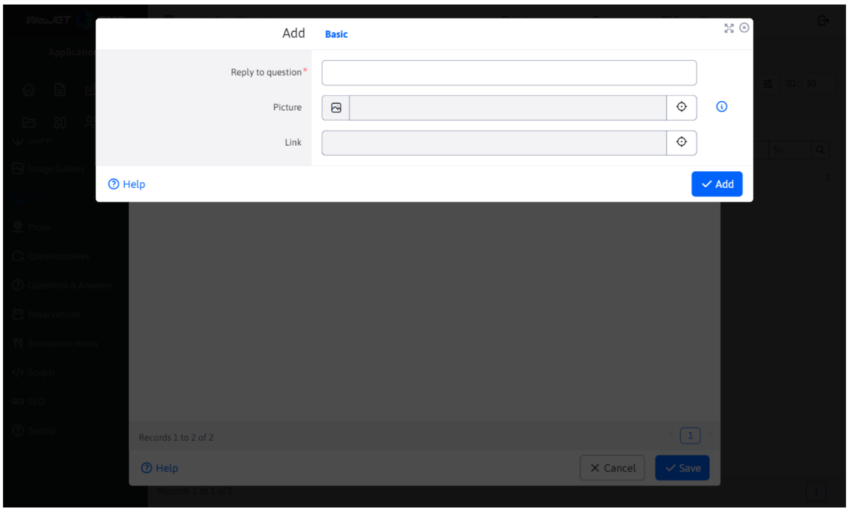
31.3. Possible answers

In the charts **Possible answers** is a nested data table in which we can add/edit/duplicate and delete possible answers for the currently open poll (question).



Defining a response contains the following fields:

- Answer to a question - a possible answer to a question from which the visitor chooses when voting.
- Image - if you set a link to an image it will appear in the poll on the web page next to the text with the answer option.
- Link - if you set the reply option to appear as a link, clicking on the reply text will show the visitor the specified web page.
- Number of votes - the field displays the current number of voters for a given answer, it is editable in case you want to manipulate the poll.



If you create responses right when you create a poll but don't save the poll, all responses to that unsaved poll will be lost.

31.4. Statistics

Card **Statistics** offers quick access to the statistics of a given poll. In addition to a table of individual user responses, it also offers graphs.

However, this is only a nested version of the standalone page Poll statistics. If you want to view the poll statistics on a separate page, just select the desired poll and press the button .

32. Poll statistics

Section **Poll statistics** offers a full overview of how each user voted in a given poll. In addition to the data table, it also provides graphs as a quick and easy way to analyze the data.

The page header also contains a section with the question itself, which retains the same structure as when it was created.

32.1. Data filtering

To filter all the data (user's answers in the survey), an external filter in the header of the page is primarily used.

32.1.1. Date filtering

Allows you to filter by the date the user voted in a given poll. If no date is specified, the default range is 1 month.

32.1.2. Filtering by user

Allows you to filter by who voted in the poll. The list of options includes every user who voted in the poll and 3 preset options :

- All
- Logged in
- Not logged in

32.1.3. Filter by answer

Allows you to filter by the poll answer you voted on. So you can filter the data for a specific answer only and see. The list of options contains all possible answers that have been created for a given poll.

32.2. Table

The table contains all filtered user voting records. This data can be further filtered (sorted) in the table as needed, **But** these actions above the table do not affect the data used in the charts.

32.3. Chart Representation of responses

Chart **Representation of responses** provides a quick overview of which answers users voted for the most in the selected time range.

32.4. Chart Responses by day

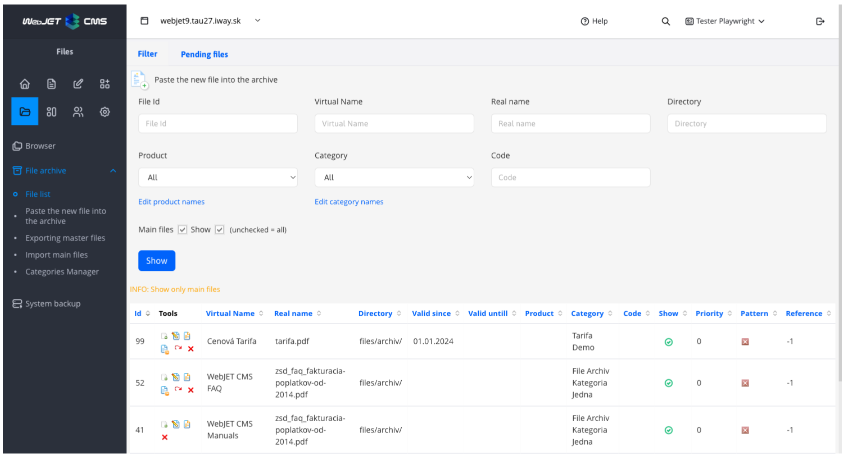
Chart **Answers by day** provides a quick overview of which days users voted the most in a given poll, for a selected time range.

33. Archive files

A one-stop application for managing files and their versions. It also allows you to set up future file publishing and categorize and assign files to products.

33.1. List of files in the archive

In the displayed list, we can see all files that have been uploaded to the file archive in the currently selected domain.

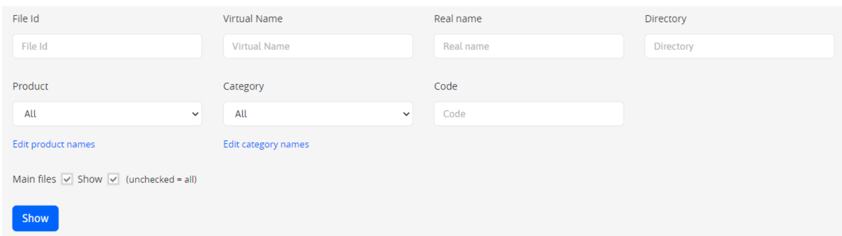


33.1.1. Filtering files

Through the filter you can un-filter the displayed files based on:

- **file id** - Unique file id
- **Virtual name** - The name that appears when listing files on the page
- **Real name** - Real filename with extension (e.g. Zmuva.pdf)
- **Directory** - The directory in which the file is located
- **Product, Category, Code** - The information you set when you uploaded the file
- **Main files** - only the main files are shown without their older versions
- **View** - displayed files that have display enabled

You can filter using multiple conditions at once. E.g. product "fruit" category "apple" code "2015". You will see a list of files that will meet all three of these filter conditions (or no matching file will be found).



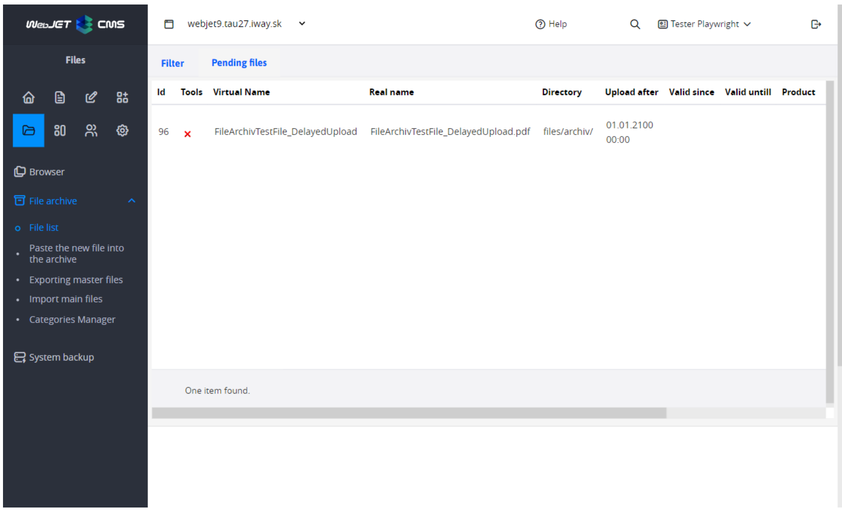
33.1.2. Actions over files

Through the file list we can perform various functions over the inserted files such as editing, renaming, deleting, or inserting a more recent version of the file, or undoing the last change. The functions can be found in the tools column when listing a file in the file archive:

- , **Upload new version** if you want to upload a new (current) version of an already uploaded file, this tool allows you to do so. When clicked, you will be taken to a standard window with the settings of the file properties, but these will already be pre-populated according to the old file you want to update. We do not recommend changing these pre-populated fields, as they should be identical to the properties of the old file. (for the sake of filtered listing on the page, as the file listing also allows you to display older versions of the file on the page, not just the current one)
- , **Edit file** if you want to change some settings of the file or find out what properties the file has, this tool will help you to do that.
- , **Rename file** : The tool allows you to rename the file name
- , **View list of versions**, this tool will be displayed only when at least one version is inserted, Show all archive versions of the file
- , **Undo last change**, this tool will be displayed only when at least one version is inserted
- , **Delete file**, permanently removes the file from the archive

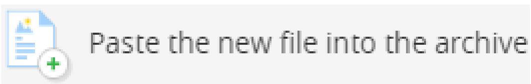
33.1.3. Pending Files tab

In the charts **Pending files** shows files that were set to be uploaded later when uploaded.

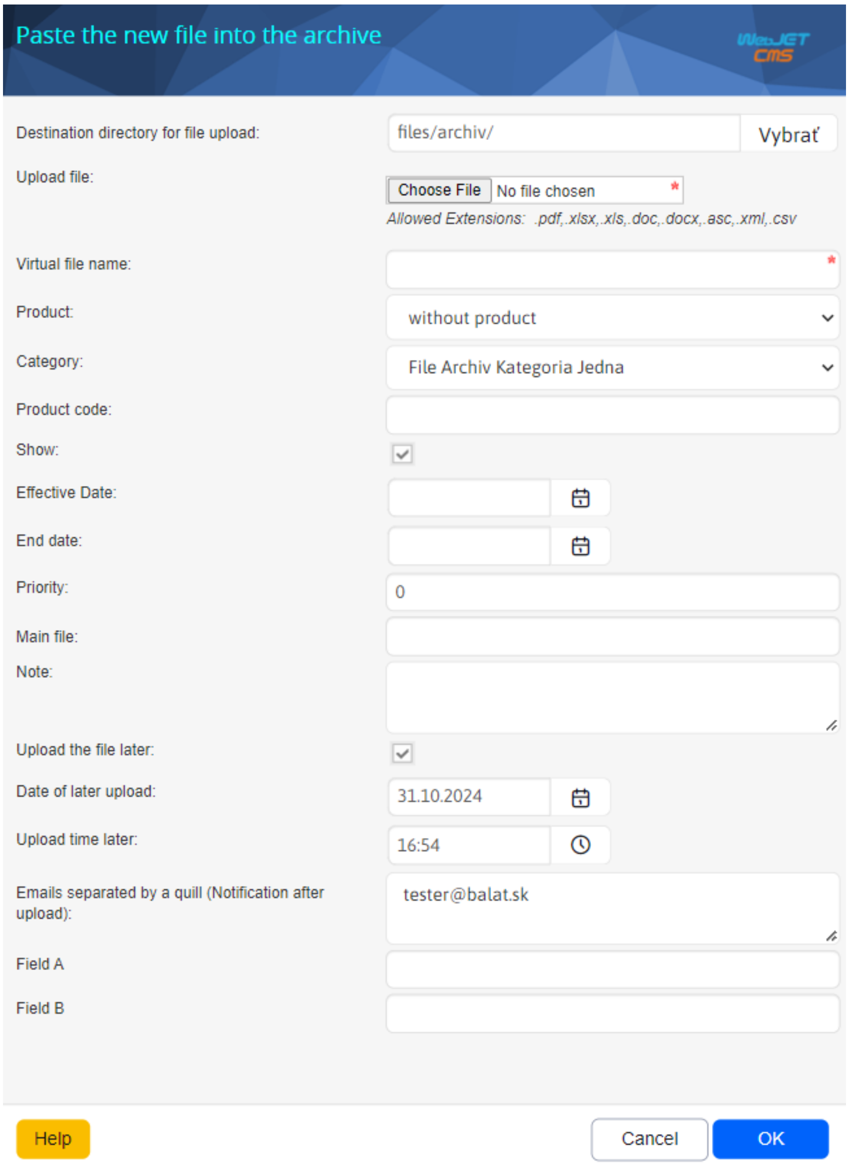


33.2. Inserting a new file into the archive

If you want to add a new file to the archive, you can do so by clicking on the icon located above the list of files



In the dialog box, select the file you want to upload by clicking **Select file**. The following fields must be completed as a minimum **Virtual filename**, the remaining fields are optional:



- **Destination directory for file upload** - select the directory you want to upload the file to (this will be useful later when filtering the display of files on the page)
- **File for upload** - select the file you want to upload to the archive
- **Virtual filename** - enter the name of the file that will be displayed on the page (as a link to the file)
- **Product** - enter any product name (this will be useful later when filtering the display of files on the page)
- **Category** - enter any category name (this will be useful later when filtering the display of files on the page)
- **Product code** - enter any product code name (this will be useful later when filtering the display of files on the page)
- **View** - setting to display the file on the page (if you do not want to display the file on the page, uncheck this setting)
- **Date of commencement of validity** - setting the file validity start date
- **Expiry date** - setting the file expiration date
- **Priority** - using priority you can set the order of displaying files on the page
- **Main file** - if you don't want to use the uploaded file as the main file, only as a pattern (pattern of another main file), enter the input **Main file** to which the file you are currently uploading will be a sample (this file will then be displayed on the page in the file listing together with the main file whose link you have filled in). To get the link of the main file, find the file in the list and click in the tools on **Edit by** ( ), which will open a window with the set file properties. From there, copy the **Link for reference** and insert it into the input **Link to the main file**.
- **Note** - the note appears on the page when you link to the file
- **Upload file later** - if you need to upload a file to the archive at a specific time and date, you can set the file to be uploaded automatically in the future. By selecting the option you will see the hidden fields
  - **Date of later upload** - select the day on which you want to upload the file
  - **Time of later upload** - select the time at which you want to upload the file

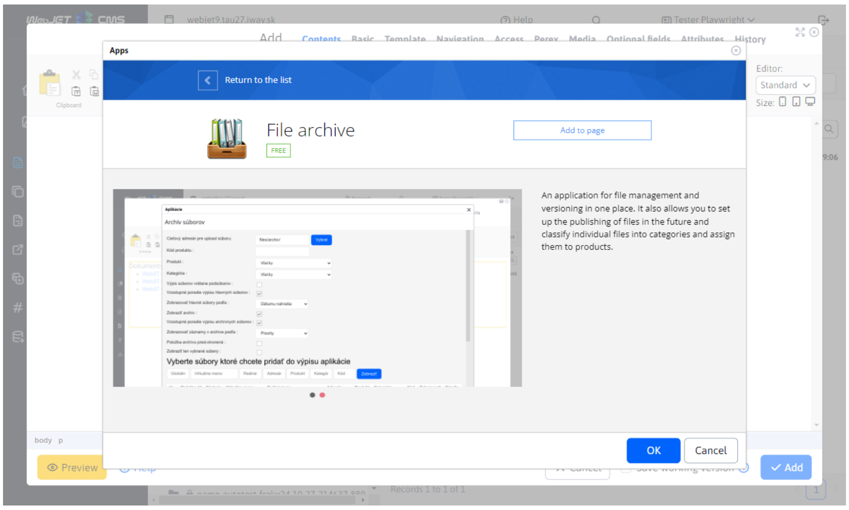
- **Emails separated by a comma** - enter the comma-separated emails to which you want to send a notification of successful/unsuccessful file upload to the archive

After a successful send, the following conditions may occur:

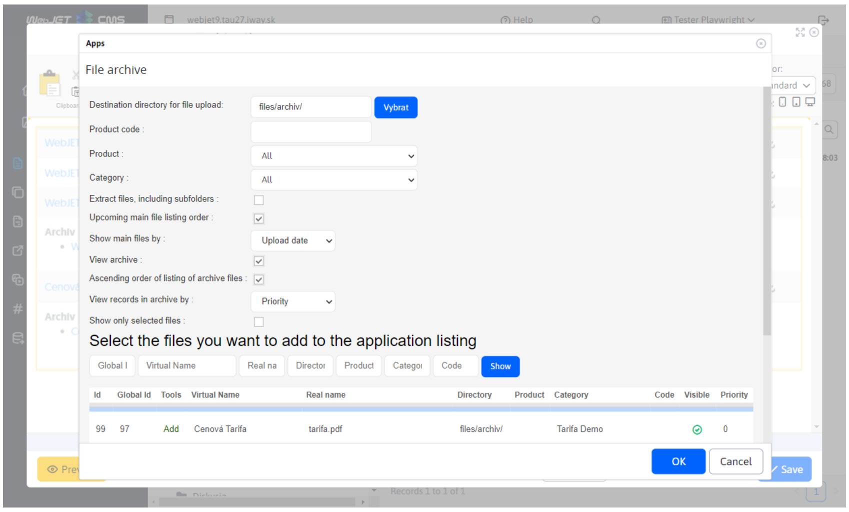
- The file is uploaded successfully and you will see it in the uploaded files list
- The file is uploaded successfully and you will see it in your statement **pending files** - this state occurs if you check and set in the properties **Upload file later**
- You will be notified that a file with the same content as the one you are uploading is already in the archive. (The module compares the actual content of the file, not the name). In this case you have two options:
  - **Delete file** - the application shows you a link to a file that is already in the archive and has the same content as the file you wanted to upload. This way, you can use that link on the page and you don't have to upload the file duplicated. In that case, you can delete the file.
  - **Keep the file** - if you still want to upload the file to the archive and have it duplicated, click on **Keep the file**

33.3. Inserting a file from the archive into the web page and application settings

To the page insert application File Archive.



When you click on the "Insert into page" button, the application is inserted into the page and the settings are opened. These settings serve as a filter when listing files on the page.



The settings dialog consists of three sections:

1. section for filtering the listing of files on the page, these are the following attributes:
   - **Destination directory for file upload** - select the folder from which you want to view the files

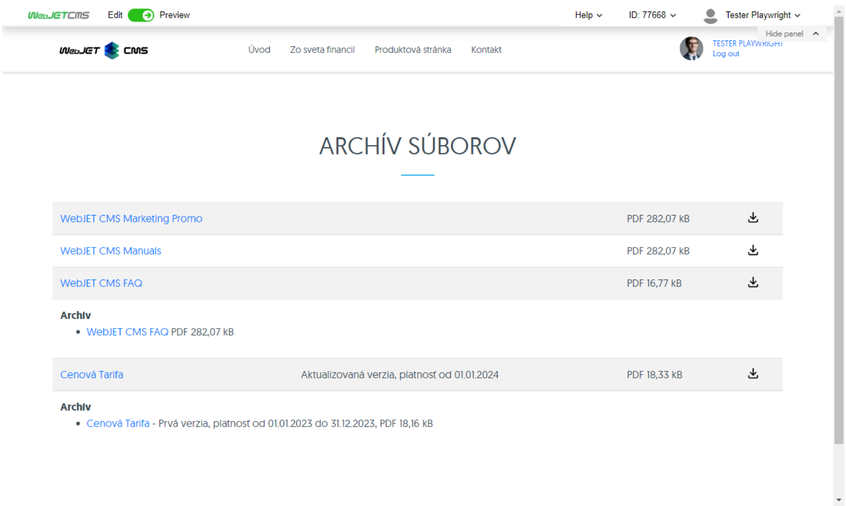
- **Product code** - enter the code (as a filter) you want to view
- **Product** - enter the product (as a filter) you want to view
- **Category** - enter the category (as a filter) you want to view
- **Listing files including sub files** - If you check this option, the page will also display files that are in nested sub-folders of the target directory you have set.
- **Ascending order of the master file listing** - the main files will be sorted on the page in ascending order
- **Show main files by** - sorting the main files in the archive by:
  - Priority - the priority you set yourself when uploading a new file
  - Upload date - time reference of adding the file to the archive
  - Virtual file name - alphabetical order of file names
- **View archive** - if checked, the archives of the main file will be displayed on the page
- **Ascending order of listing archive files** - archive files will be sorted on the page in ascending order
- **View records in the archive by** - sort files in the archive by:
  - References - sorts by record ID
  - Priority - the priority you set yourself when uploading a new file
  - Orders - the order in which the file is uploaded
  - Upload date - time reference of adding the file to the archive
  - Virtual file name - alphabetical order of file names
- **Archive item pre-opened** - The sequence number to specify which of the file threads should be opened first.
- **Show only selected files** - you can also manually add files that do not meet the filter, but you still want to display them with the listing

2. Select the files you want to add to the application listing. Files can be filtered by global id, virtual name, real name, directory, product, category, code.

3. Result/table from auxiliary search. This section contains the expected files, click on Add to add the file to the list of selected files (if only selected files are to be displayed).

33.4. View application

The final appearance of the application after adding it to the page. The individual file names are links to download the files.

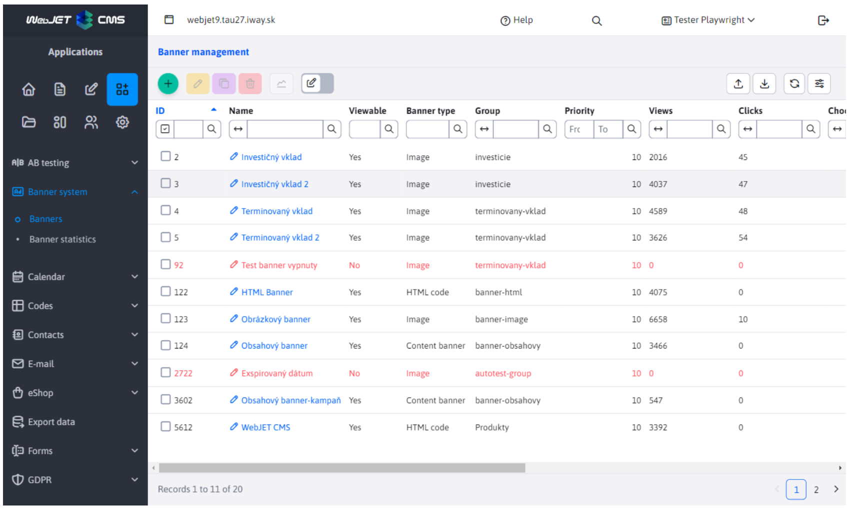


34. Banner system

34.1. List of banners

Banner system application, allows you to insert a banner into the page. The system supports the following types of banners:

- Image - displays a static image or an animated one `gif` . It records clicks on the banner.
- Html code - inserts the specified HTML code of the dynamic banner into the page. It does not register clicks on the banner.
- Content banner - inserts an image in the background above which text and buttons for performing an action (click to action buttons) are placed.
- Video - embeds a local video file or a YouTube video into the page.

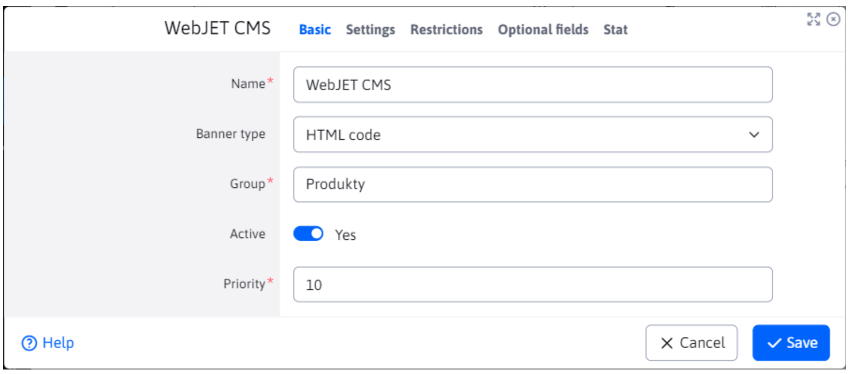


In the table, banners that cannot be displayed are shown in red. Not only the active option is checked, but also the limitations on the number of impressions/clicks and the date limitations. You can use filtering by the Displayable column to filter the displayable banners.

34.2. General banner parameters

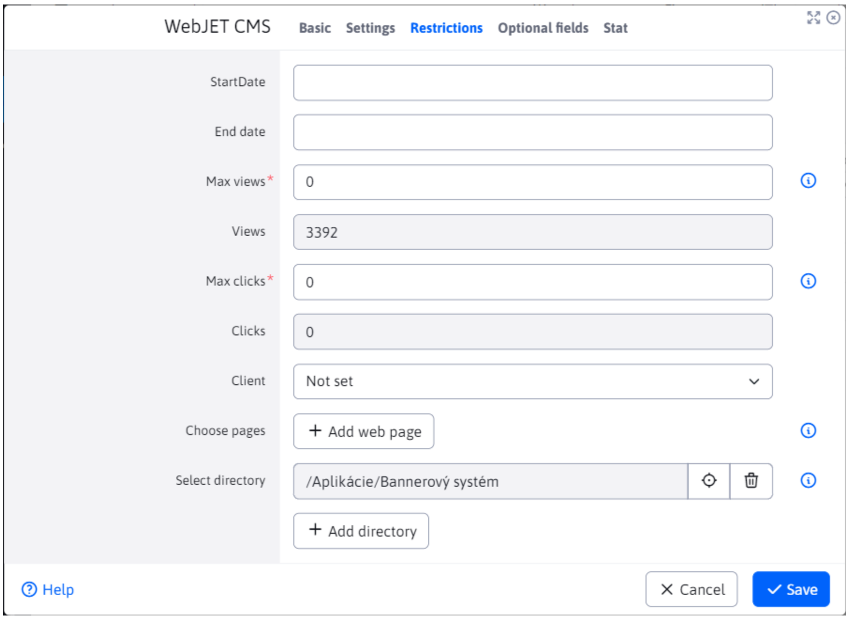
The parameters in the Basic and Restrictions tabs are common to different types of banners.

- Title - your banner name (it is not displayed anywhere on the website, it is only used to identify you).
- Banner type - Image, HTML code or Content banner
- Group - group for the banner, after entering the beginning of the group name or character `*` displays the existing groups to choose from. Groups are used as a location in the design of a web page (e.g. `top-banner` , or `banner-left-menu`) and then when the page is displayed, a banner from the specified group is displayed at the given position.
- Active - you can activate/deactivate banner display.
- Priority - if you set a banner to a higher priority, it will be given priority over lower priority banners (it also depends on the settings of the application for displaying the banner).



In the restrictions tab you can set:

- Start date - the start date and time when the banner should start to be displayed (it will start to be displayed after the specified date). If the field is empty, the restriction is not applied.
- End Date - the end date and time when the banner should stop displaying (it will stop displaying after the specified date). If the field is empty, the restriction is not applied.
- Maximum number of views - the maximum number of views of the banner. Setting to 0 disables this limitation.
- Views (read-only) - displays the current number of banner views.
- Maximum number of clicks - the maximum number of clicks on the banner (only for banners that record clicks, typically Image banner). Setting it to 0 disables this limitation.
- Clicks (read-only) - shows the current number of clicks on the banner.
- Client - if the user does not have the "Show all banners" permission, only those banners where he is set as a client will be displayed in the banner list. This can be e.g. an agency that edits your banners in the system.
- Select Pages - Click Add Web Page to select one or more pages on which the banner can be displayed. If no site is selected, the banner can be displayed on all sites (unless a restriction is created by directory selection).
- Select Directory - Click Add Directory to select one or more directories in which the banner will be displayed. If a directory is set for the banner, the banner will be displayed on all pages in that directory as well as all pages in sub-directories. If no directory is selected, the banner will be displayed in all pages (unless a restriction is created by page selection).



The Optional Fields tab allows you to set field values according to the needs of your implementation, the Statistics tab displays a graph of the statistics of views and clicks on the banner.

34.3. Banner type image

The image type banner contains the following options in the Settings tab:

- Banner placement address - the address of the banner image (e.g. `/images/banner.gif`).
- Redirect line - the address to which you are redirected after clicking on the banner (e.g. `/sk/produkty/`).
- Destination - you can select in which frame the redirect line will be opened (custom frame, new window, top frame, parent frame).

34.4. Banner type HTML code

The HTML code banner contains the following options in the Settings tab:

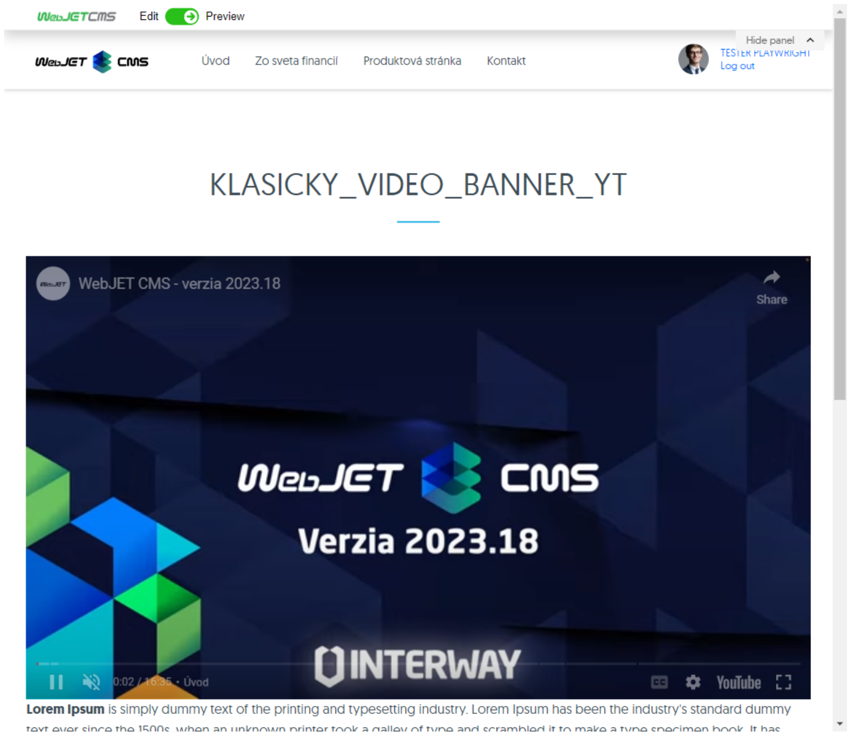
- Redirect line - the address to which you are redirected after clicking on the banner (e.g. `/sk/produkty/`). In the HTML code, you must point the link to the address `/components/_common/clk.jsp?bid=ID` where ID is the ID of the banner (you have to save it first to get the ID).
- HTML code - enter the HTML code of the dynamic banner.

This is **HTML** banner.

34.5. Banner type video

The video banner contains the following option in the Settings tab:

- Address of the banner location, you can specify
  - MP4 video address (e.g. `/images/video/bloky.mp4`), which can be selected from the uploaded files
  - The address of any YouTube video (e.g. `https://www.youtube.com/watch?v=A5upeBuEMbg`)
- Redirect line - the address to which you are redirected after clicking on the banner (e.g. `/sk/produkty/`), only works correctly for video `mp4` , for YouTube the link is not clickable for technical reasons.
- Destination - you can select in which frame the redirect line will be opened (custom frame, new window, top frame, parent frame).



34.6. Banner type Content banner

The image type banner contains the following options in the Settings tab:

- Address of the web page where the banner will be displayed - **Warning:** the content banner is not displayed based on the group, but based on the match of the displayed web page with the address specified in this field. Thus, you can configure the display of banners based on the URLs of the pages.
- Redirect line - the address to which you are redirected after clicking on the button in the banner (e.g. `/sk/produkty/`).
- Image link - address of the banner image (e.g. `/images/banner.jpg`).
- Mobile image link - address of the banner image for mobile devices (e.g. `/images/banner-lores.jpg`). This image will be used for resolutions narrower than 760 pixels.
- Primary heading - the main (largest) heading in the banner.
- Secondary heading - under the heading in the banner (can be left blank).
- Descriptive text - additional text under headings (can be left blank).

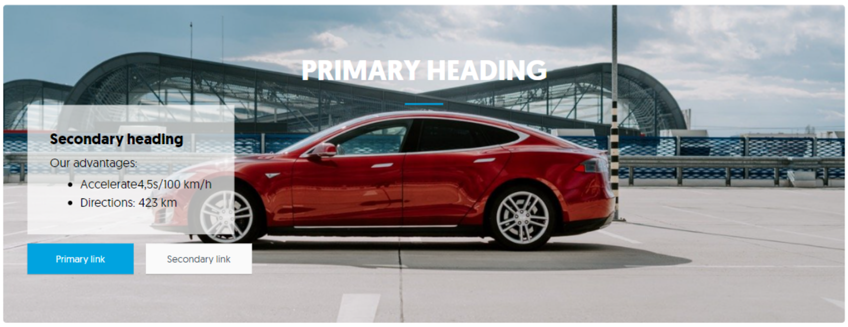
If **Link to the picture** or **Link to image for mobile devices** contains the location **MP4 file or YouTube video address** video player appears in the background. The value for mobile devices will be used if the phone is detected on the server according to the value `User-Agent` containing the value `iphone` or `mobile` for Android.

Conditional display by URL parameter (campaign banner):

- URL parameter value for direct display - for advertising campaigns it is possible to set the field **URL parameter value for direct display**. Here you can enter a code (e.g. `webjetcms`) and then the banner is always displayed if there is a parameter match in the URL. So if you have multiple banners assigned to one page you can display them exactly according to the source of the ad campaign (e.g. by source page, or link from an email, or Facebook ad campaign).
- Banner will be available as - shows you a preview of the address to display the banner. Parameter name (default `utm_campaign`) can be set in the conf. variable `bannerCampaignParamName` .
- Display only when URL parameter is specified - if banner is selected it will not be displayed by default (e.g. if random banner display is set), but will only be displayed when a parameter is specified in the URL. Use when you have e.g. a customized banner that you want to display only when a visitor comes from an email campaign (e.g. with a discounted purchase promotion valid only for the email campaign).

In addition to headings and images, the banner also generates two buttons, which are set in the Primary link (used for the primary button) and Secondary link (for the secondary button) blocks. If you do not specify a title the button is not generated.

- Link name - the name that appears on the button (e.g. I'm interested).
- URL address of the link - the address to which the visitor is redirected after clicking the button. To measure clicks enter the address `/components/_common/clk.jsp?bid=ID` where ID is the ID of the banner (you have to save it first to get the ID). The redirect value in this case is taken from the Redirect Line field.
- Link opening method - setting whether the link opens in the current window or in a new window.



If no content banner is found for the displayed page and the page has a Perex image set, this image will be used as the campaign banner. In the conf. variable `bannerDefaultImageUrl` it is possible to define the URL of the image to be displayed if the banner is not found even in the image's perex. This will ensure that the default image/banner is displayed instead of a blank space. The title (main title) will be the title of the current page.

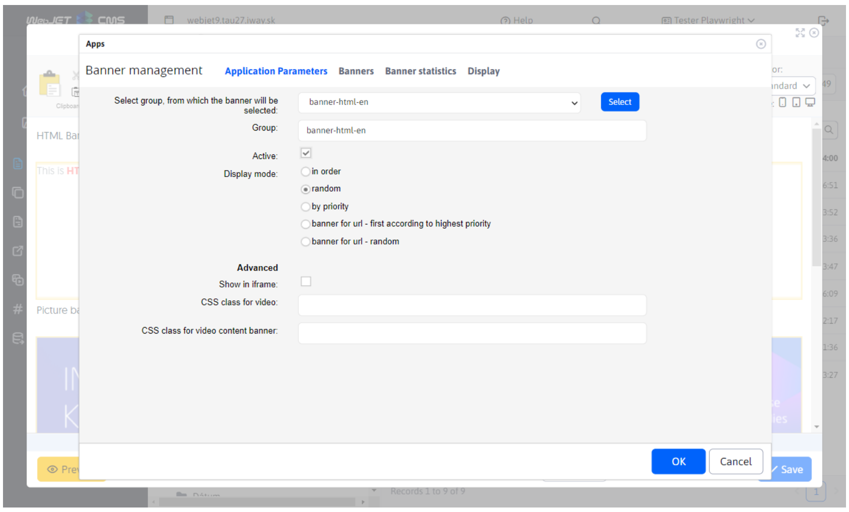
34.7. Inserting an application into a page

If you want to insert a banner application into the page, choose Banner System in the page editor in the application menu. The application has the following parameters:

- Select the group from which the banner will be selected - choose the group from the menu and press the Select button.
- Group - displays the currently selected group of banners.
- Active - you can temporarily activate/deactivate the application without deleting it from the website
- How banners are displayed:
  - consecutively - banners are cyclically changing, they are arranged according to banner ID
    - Session banner index - each embedded banner application must have a unique index to distinguish the banner order.
  - random - random selection of a banner from the group
  - by weight - banners with higher priority will be displayed more often
- Show in iFrame - the banner is placed in the iFrame. Set the iFrame dimensions (suitable for HTML code banners to avoid distorting/conflicting the code of the displayed page).
  - Banner refresh interval - after the interval expires, the next banner from the group will be displayed on the page. If you enter nothing or 0, the next banner will be displayed only after manual refresh of the page.
  - width - iframe width in points
  - height - iframe height in points

To use video files in banners, you can set:

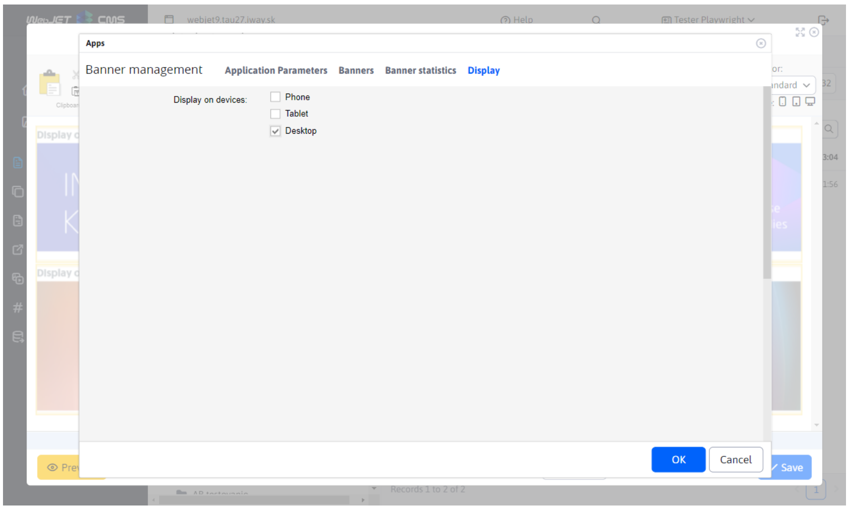
- CSS class for video - the value of the CSS styles attribute for displaying the video file, if empty it is assumed to use an aspect ratio video file `16:9` by setting the value `embed-responsive embed-responsive-16by9 ratio ratio-16x9 banner-has-video`. If the aspect ratio is different, you can change the `16by9` a `16x9` for another supported value (`21x9, 4x3, 1x1`).
- CSS class for video content banner - the value of the CSS styles attribute for displaying the video file of the content banner, by default `jumbotron-has-video`. To view the video at full screen size, set to `jumbotron-has-video-fullscreen`, this value is used automatically even if the selected banner group contains the word `fullscreen`.



34.8. Display banner for specific device type

When inserting a banner into a page, you have the option to specify the type of device (or several) that will see the banner. This setting is provided by the variable **Display on devices** in charts **Advanced**. There are 3 types of devices to choose from.

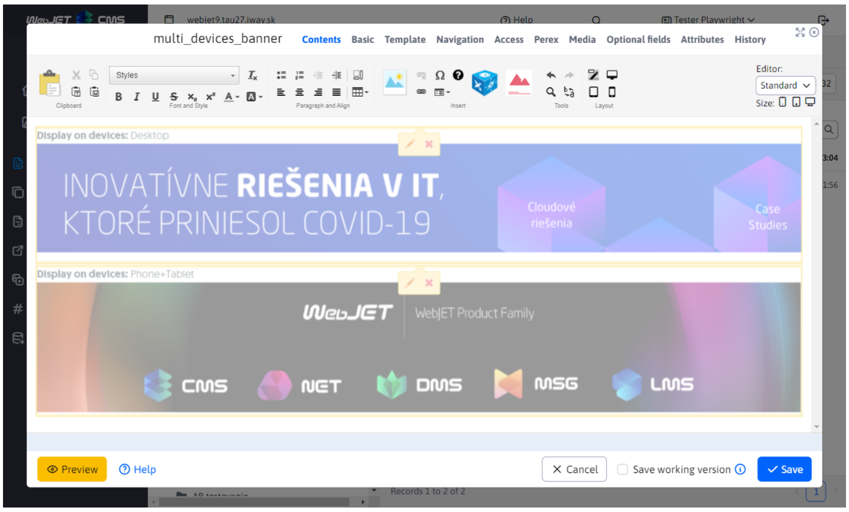
- If you select all device types or nothing, the banner will be displayed for all devices.
- If you select only one type or combination of devices, the banner will only be displayed on that type of device.



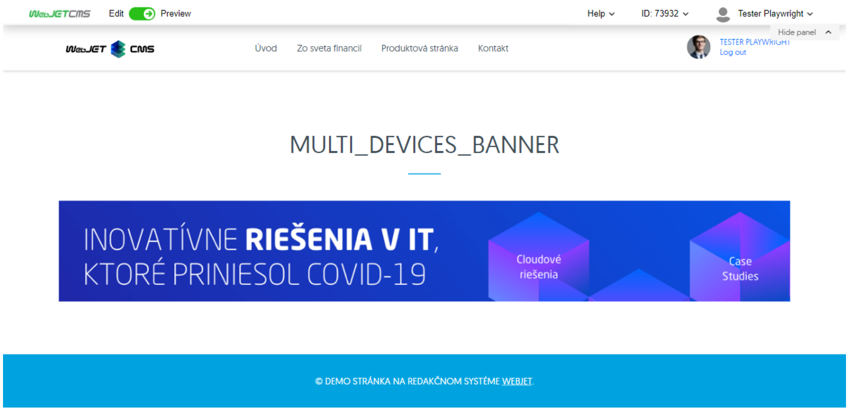
Note: the device is detected on the server by the HTTP header `User-Agent`. The phone is detected when an expression is found `iphone` or `mobile` when detecting an expression `android`. Tablet as `ipad||tablet||kindle` or if it contains `android` and does not contain `mobile`.

In the web page editor in the preview, the banner will be displayed regardless of the device type for which they are set. The reason for this is to give you an overview of the banners used. An example is shown in the following image, where we can see the page editor with 2 banners. The first one is set exclusively for **Desktop** the second one for the combination **Phone and Tablet**. However, both are displayed in the editor.

In the preview, text information is displayed for this case **Display on XXX devices** according to the selected devices. Text will not be displayed if all device types are selected.



To test when displaying a web page, you can use the URL parameter `?forceBrowserDetector=` that we can convince WebJET that we are accessing a specific type of device. The supported types for this parameter are `phone`, `tablet` a `pc`. For example, if we go to the previously mentioned page with the parameter set `?forceBrowserDetector=pc` we simulate access from a computer. On this page, only the first banner that has been set up on a Desktop device will be displayed.



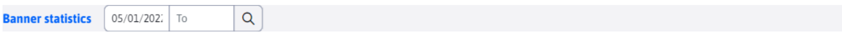
If you display a web page with the URL parameter `?forceBrowserDetector=phone` or `?forceBrowserDetector=tablet` , you will see a banner that has been specifically defined for Phone or Tablet devices.

34.9. Possible configuration variables

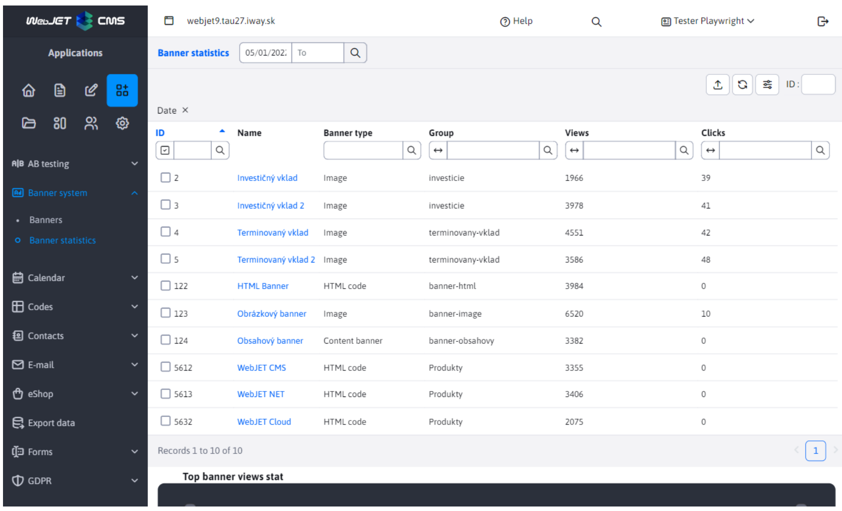
`bannerCacheTime` - if it is set to > 0 (in minutes) then the selection of banners from DB is cached, which means that the banner list is not checked every time the page is viewed (but the view limits may be exceeded). However, displaying the banner is faster and puts less load on the database server.

35. Banner statistics

The Banner Statistics application displays an overview of the Top 10 banners for the selected period. The default period is the last month. This period can be changed using the date filter in the page header.



The application contains a data table of the Top 10 banners as well as 2 bar charts showing the "Top banner views statistics" and "Top banner clicks statistics". When you change the date range using the filter in the header of the page, the datatable as well as both graphs are updated.



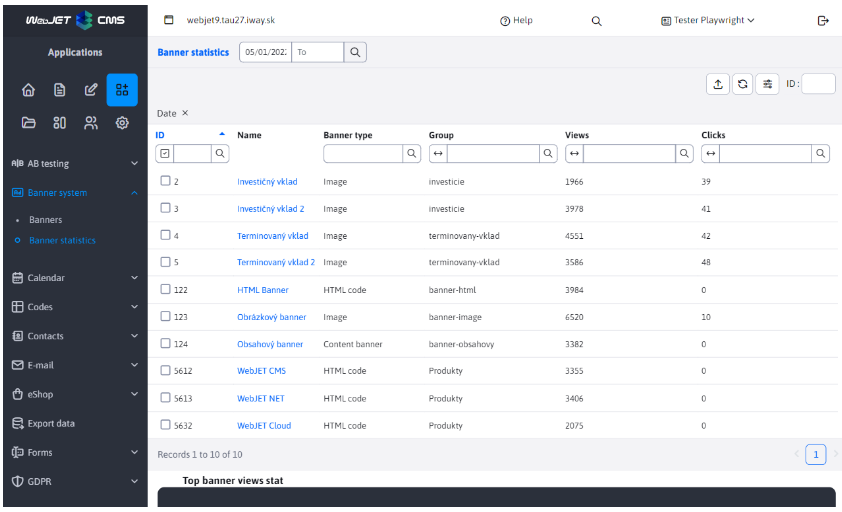
The value in the "Name" column of the displayed table is a clickable link that redirects you to the detail of the banner.

35.1. Detail of the banner

Banner Detail is a subsection of the "Banner Statistics" application and also displays a datatable and 2 line graphs. The difference is that the datatable shows only the currently viewed banner and the bar charts show the clicks and views statistics for this banner only.

This subsection also contains a date filter in the page header, which behaves the same way as in the banner statistics, with the difference that the base range is not the last month, but the set range from the banner statistics is taken over.

Also in this case, the value of the "Name" column is a clickable link. Once clicked, you will be redirected to the "Banner List" page where the editor of the banner will open.



36. List of articles

The Articles List application lists all articles currently logged in by a user of type blogger. It allows him/her to edit the structure of his/her blog by adding additional sections (sub-folders) and create/edit/duplicate/delete articles.

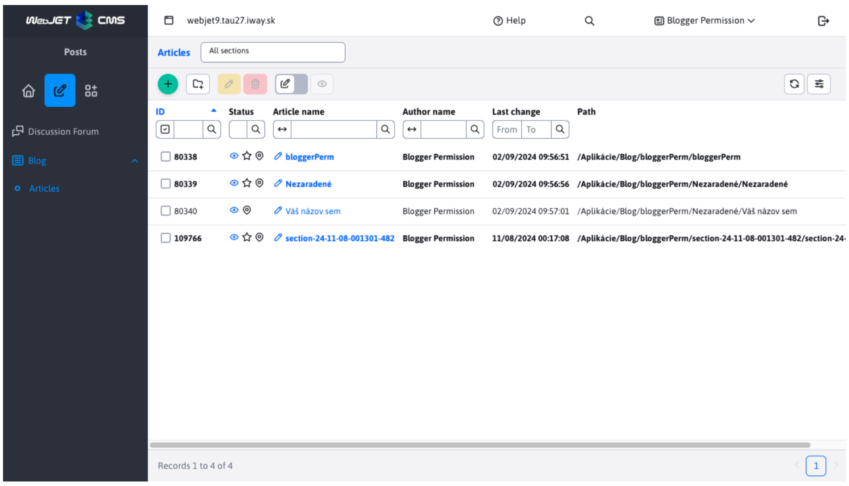
The result of the application is the display of articles on a web page, with articles placed in categories/sections.

Warning: this application will only appear to the currently logged-in user if one of the following conditions is met:

- The currently logged-in user is the so-called **blogger**. In other words, the user must have the Blog right and also belong to the Blog user group. Such a user can create new blog posts and new sections within his blog.
- The currently logged-in user is the so-called **blogger administrator** who is an admin, must have both Blog and Manage Bloggers rights and should not belong to the Blog user group. Such a user can create new bloggers (users), delete an existing blogger, and possibly make edits to the text of any blogger.

So we know two types of users:

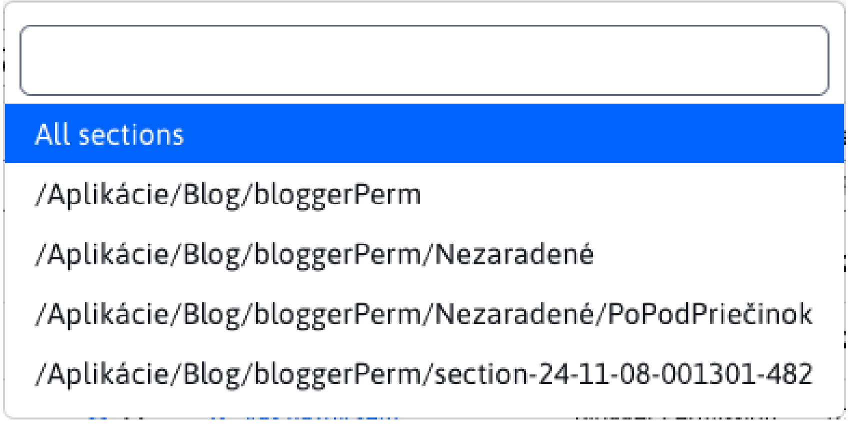
- **blogger** can only work with folders to which it has the right and articles that belong to its folders. More information on the user type **blogger** can be found in the section Blogger Management.
- **blogger administrator** can work with folders of all bloggers as well as with articles belonging to these folders.



36.1. Filter by folder

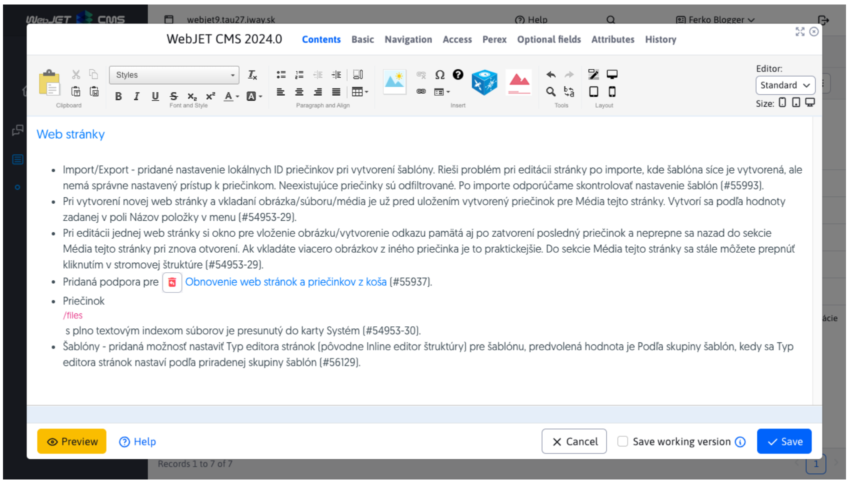
The page contains an external section (sub-folder) filter in the upper left corner, which allows filtering the displayed articles only for the selected blog section (folder). Default value **All sections**, displays all articles from all sections (sub-folders).

The selection of sections itself is ordered as a tree structure, with deeper nested sections below. The user sees the entire path to the section, and the main folder has the same name as its **login name (login)**, which in the example in the figure is `bloggerPerm` .



36.2. Adding an article

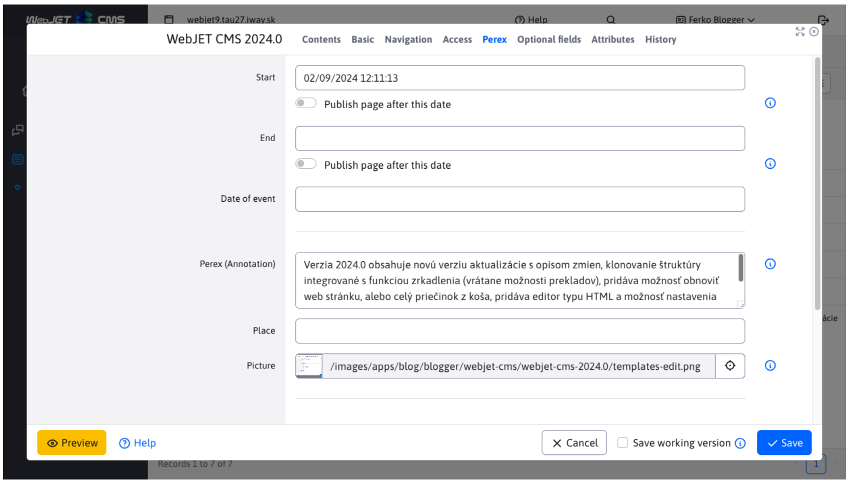
To create a new article, use the button +. Working with articles is similar to working with common websites.



For a new article, the inclusion in the tree structure is preset according to the value in the external section filter (e.g. /Applications/Blog/bloggerPerm).

> **Warning:** if you try to create a new article without selecting a section in the external filter (at its value **All sections**) the Uncategorized section is set, or the first folder the blogger has rights to. You can change the section in the editor under the Basic tab by setting the value to Parent Folder.

The title of the article will appear in the list of articles. If you want to display a short introduction in the list, enter it in the Annotation field in the article editor in the Perex tab. We recommend that you also enter an illustration image in the Image field in the Perex tab.

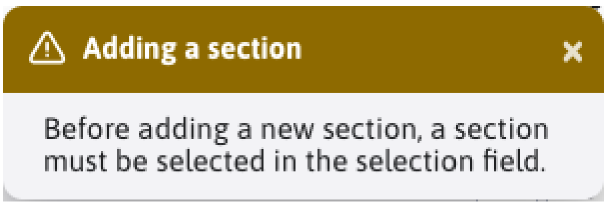


The article will be displayed on the web page according to the defined design template, e.g. as follows:

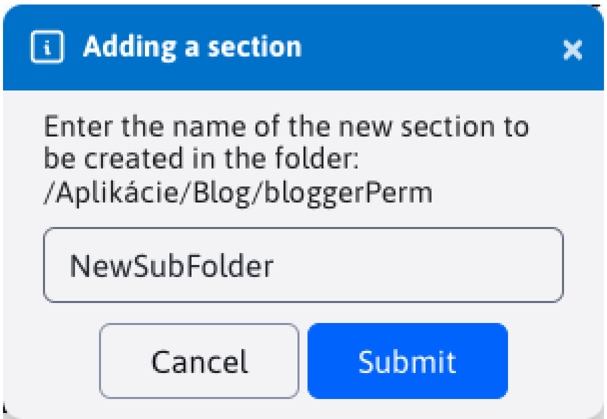
36.3. Adding a section

To create a new section, use the button .

If you try to create a new section without selecting the destination folder in the external filter, you will be prompted to select it.



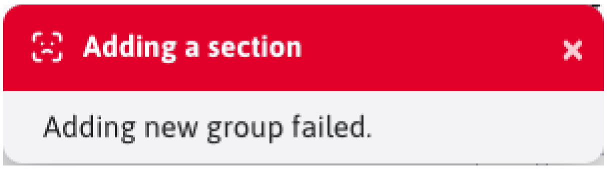
After selecting a folder and pressing the will be prompted for the name of a new section (sub-folder).



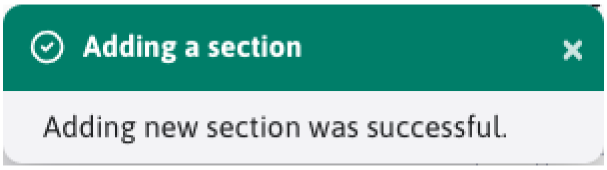
Start the process by confirming the action with the button 

.

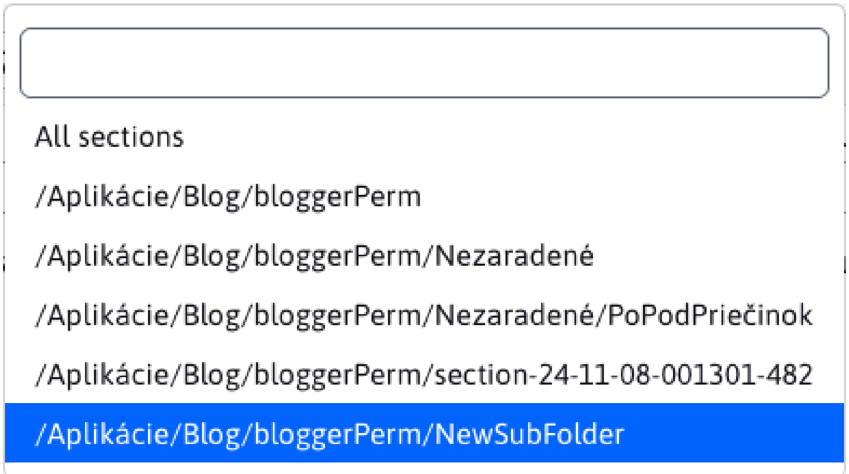
If a name for the new section is not entered or an error occurs, the section creation process will be aborted and you will be notified via a notification.



If the section is successfully created, you will be notified by a notification.



Immediately after a section is successfully created, its value is automatically added to the external filter.



37. Blogger Management

The Blogger List section is used to create and manage users of type **blogger**.

Access to this section is restricted to **administrators of bloggers**. The blogger administrator must have the Manage Bloggers right and should not belong to a user group **Blog**. In the process of creating a blogger, a new user with the necessary rights to create articles is created.

In addition, there must be user group (https://docs.webjetcms.sk/latest/en/admin/users/user-groups) called `Blog` . If it doesn't exist, create it before adding the first blogger.

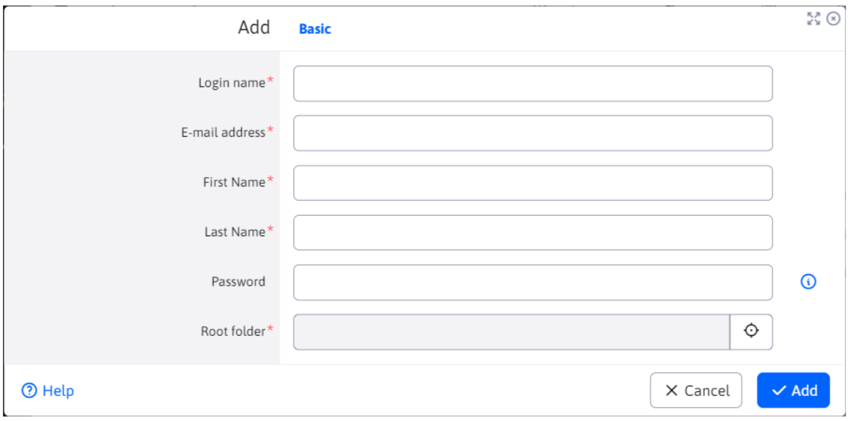
Warning: admin bloggers do not add to the Blog user group.

If you want the blogger administrator to also have the ability to interfere with the structure and articles of individual bloggers (List of articles) must also have the Blog/Article List right.

37.1. Adding and editing a blogger

The blogger is added directly through the editor, it contains the following fields:

- Login name - this name must be unique among all users (not just bloggers).
- Email address - email address of the blogger.
- Name.
- Last name.
- Password - for a newly created user, leave the password blank, WebJET will generate the password and send it to the email. You can edit the email text by setting the page ID with the email text in the Blog user group.
- Root folder - parent (or `root`) folder, where blogger folders will be added, e.g. `/Blog` . A folder is then created for the newly created user `/Blog/LOGIN` .



You can edit the created Blogger, but you can no longer change the Website Directory and Login Name values.

If you want to see/set more information about the blogger, you can do so in the List of users (https://docs.webjetcms.sk/latest/en/admin/users/README) where it is **blogger** is treated like any other user.

For security reasons, a blogger can only be deleted in the Users section as a standard user and then his articles must also be deleted.

37.1.1. Basic settings

- In addition to using basic information such as First Name, Last Name, Password ... the blogger is automatically set as **Approved user**.
- As this is a user type **blogger**, is added to the User Group **Blog**.
- Gets rights to enter the admin section (web site administration).
- Gets rights to Upload files to directories
  - `/images/blog/LOGIN`
  - `/files/blog/LOGIN`
  - `/images/gallery/blog/LOGIN`
- Gets access rights, such as some rights to web pages and directories. In particular, it needs these rights to work with articles. You can read more about articles in List of articles.
- Bonus rights can be added if you edit the constant before creating the blogger `bloggerAppPermissions` about the rights you want it to be allowed after creation.

37.1.2. The structure of a blogger

For each new user type created **blogger** will automatically create a folder structure where it can add new articles or expand this structure further.

The folder where this structure is created was given by the Root Folder parameter when creating the blogger. In this folder, a sub-folder will be created with a name corresponding to the value of the Login name of the given blogger. Since each user must have a unique login name (`login`), there cannot be a situation with a collision of folder names. For each such folder created, another sub-folder/section called **Uncategorized**.

Example:

If as **Root folder** was elected `/Aplikácie/Blog/` so after creating a blogger with a login name `bloggerPerm` , such a structure will be created in the web page section:

```
- /Aplikácie/Blog/
  - /Aplikácie/Blog/bloggerPerm
    - /Aplikácie/Blog/bloggerPerm/Nezaradené
```

In these folders will be automatically created 3 web pages (articles).2 will have the same name as the folders in which they will be created with the addition that they will contain an application for listing articles in that section, one page is a sample blog article.

On the main page of each folder there is an application with a list of articles, which is technically news list. Standard parameters can be adjusted in Translation keys (https://docs.webjetcms.sk/latest/en/admin/settings/translation-keys/README) with key `components.blog.atricles-code` .

37.1.3. Rights to directories and pages

Since the blogger must be able to see the directories and articles that have been created for him, he automatically gains the right to his main folder. This means that he will be able to see and edit the existing structure that has been created for him, but he will not be able to get elsewhere. His main folder is the one whose name is the same as his login name.

Read more about the structure adjustment and the article here List of articles.

37.1.4. Enter the Discussion section

Each blogger user is also allowed to enter the section Discussion to manage the discussion under individual articles.

37.2. Template settings

Individual articles are created in the standard tree structure of web pages. We recommend preparing a separate template for the blog. If you also want to use the discussion, put it in the template in an available field/footer so that the discussion appears in each article.

Enter the following code in the discussion page:

```html
!INCLUDE(/components/forum/forum.jsp, type=open, noPaging=true, sortAscending=true, isBlog=true)!
```

Parameter `isBlog=true` disables the discussion for the folder's main page (where the list of articles in the folder is typically located).

In the header page, you can use the code to generate a menu offset from the root folder with the parameter `startOffset` :

```html
!INCLUDE(/components/menu/menu_ul_li.jsp, rootGroupId=1, startOffset=1, maxLevel=1, menuIncludePerex=false,
classes=basic, generateEmptySpan=false, openAllItems=false, onlySetVariables=false, rootUlId=menu,
menuInfoDirName=)!
```

this will cause the menu to be generated with an offset of the specified number of folders, so only the sections/folders for the currently displayed blog will be displayed in the menu.

In the Blog section, the Template tab is not displayed when editing an article, so the blogger cannot change/set the template by default. The default one for the root folder is used.

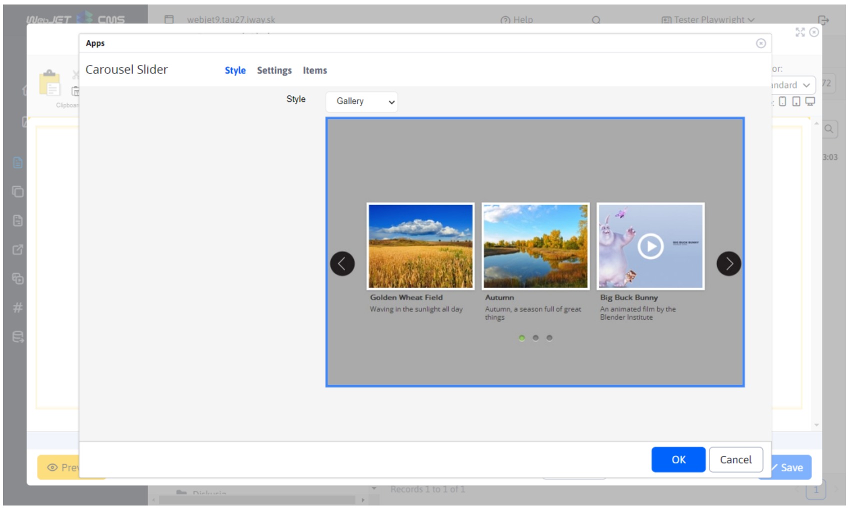
38. Carousel Slider

Bring your page to life with an interactive image carousel. Click on a small version of the photo to see a larger version of the original, adding interest and interactivity. Choose from a wide range of design styles that can also include headlines and additional text. Interest and engage your visitors with eye-catching image slideshows.

38.1. Application settings

38.1.1. Style

In this section you can choose the style of the application. The available styles are: `Classic, Fashion, Gallery, Rotator, Simplicity, Stylish`

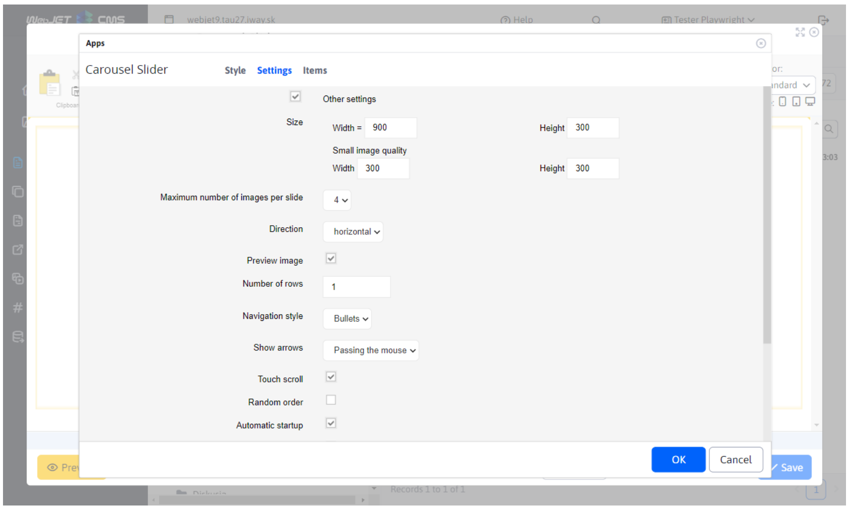


38.1.2. Settings

In this section it is possible to set:

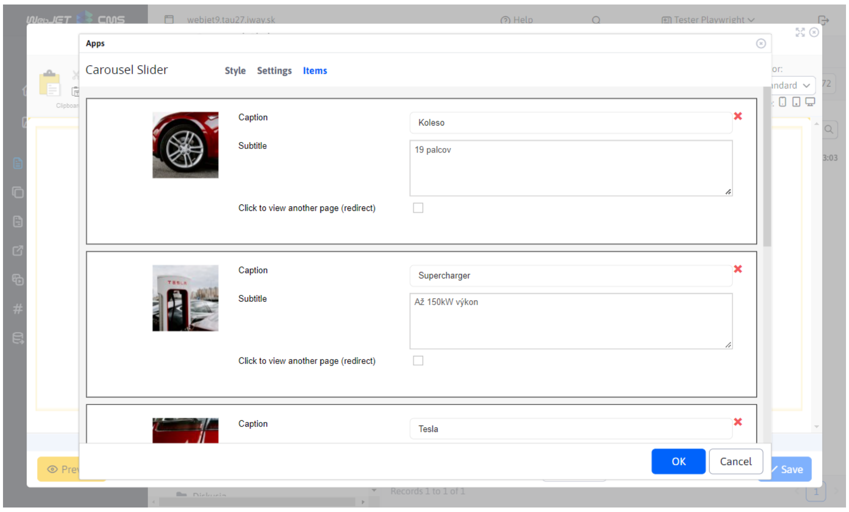
- Dimensions
- Small image quality
- Maximum number of images per slide
- Direction (horizontal, vertical)
- Image preview
- Number of lines
- Navigation style (none, bullets)
- Show arrows (none, always, on mouseover)
- Scroll by touch
- Random order
- Automatic start
- Pause on mouseover
- Circular display
- Show shadow

- Loop (continuously, stop after cycle)
- Interval

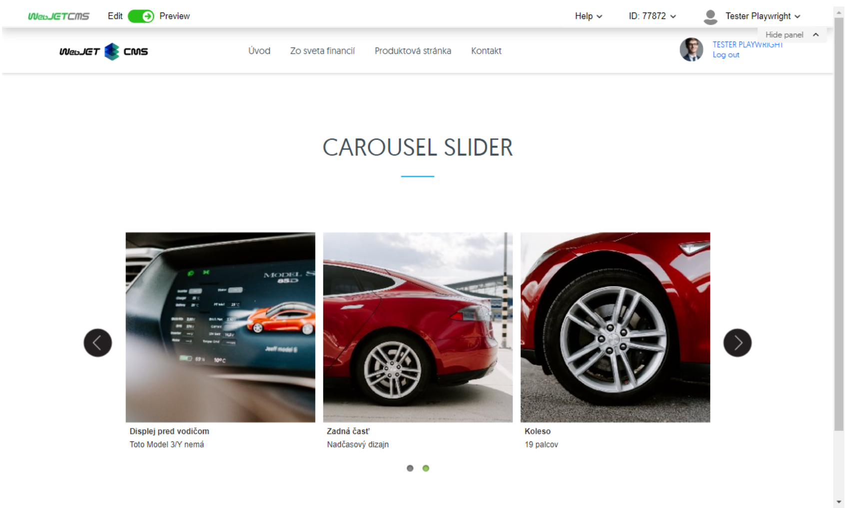


38.1.3. Items

In this section, you can add or remove an item from the app. When adding an item, you can specify a title, subtitle, redirect, and select an image. The item is removed by clicking on the red cross.



38.2. View application



39. Cookie bar

Add a predefined cookie consent panel to your site where visitors can confirm their consent to the storage of cookies on their device. We recommend placing this app in the footer so that it automatically appears on every page. Once consent has been granted, the panel will not reappear for 30 days.

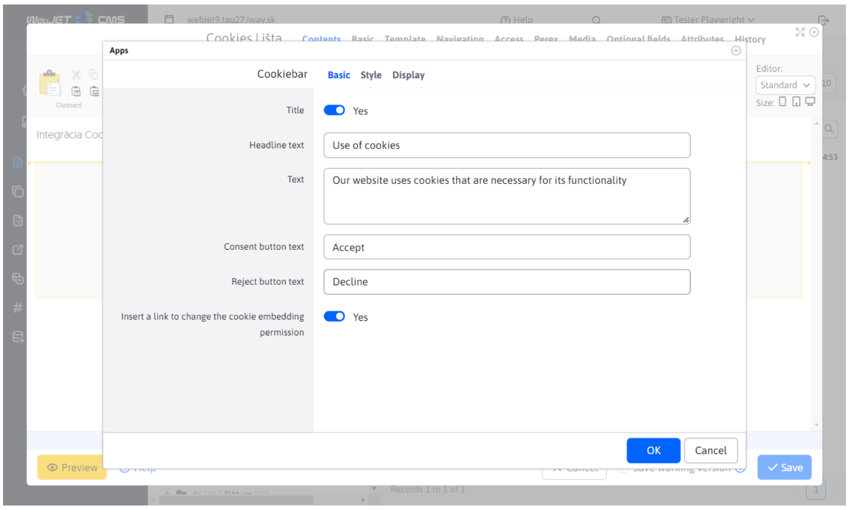
The cookie bar is most commonly used on websites that do not use tracking or marketing tools and where the sole purpose of the cookie is to provide basic site functionality. Unlike GDPR cookie consent where the user has the possibility to modify their cookie settings in detail (e.g. accepting only necessary or marketing cookies), the Cookies bar is only intended to inform the user and does not allow active control over what types of cookies are stored.

39.1. Application settings

In this section it is possible to set:

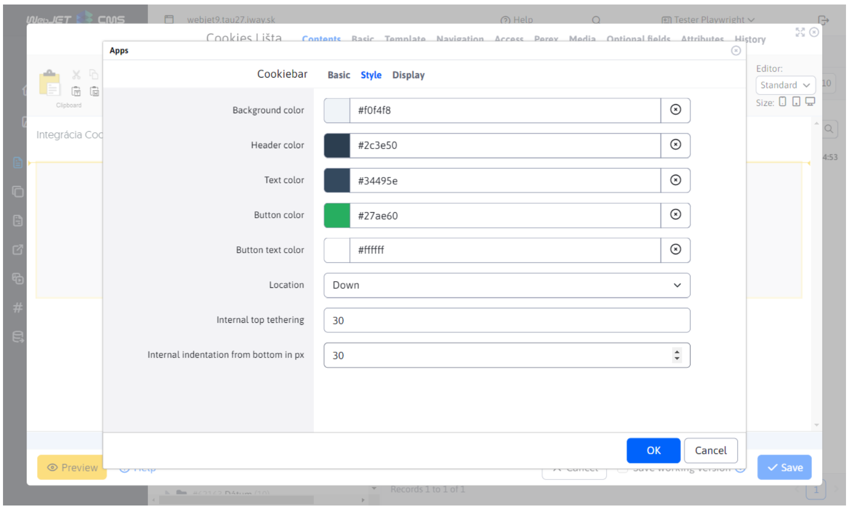
39.1.1. Basic tab:

- **Title text**: Enter the text that will appear as the main heading on the tab. For example, it can be "Use of cookies".
- **Text**: Description of the information you want to show users, for example "Our website uses cookies".
- **Accept button text**: Text for the button that the user clicks to accept cookies, for example "Accept".
- **Reject button text**: Text for the button that the user clicks to reject cookies, for example "Reject".
- **Insert link to change cookie permission**: A link that will allow users to change their decision about cookies in the future.

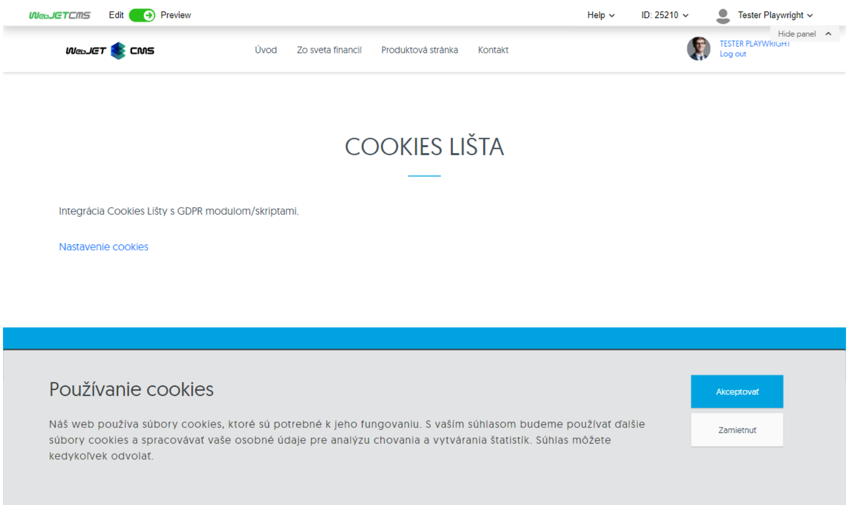


39.1.2. Style tab:

- **Background colour**: Set the background colour for the notification.
- **Title colour**: Specify the colour of the heading.
- **Text colour**: The colour of the text itself.
- **Button colour**: Buttons background color.
- **Button text colour**: Text colour on buttons.
- **Location**: Define the location of the notification, "Down" or "Up".
- **Internal offset from top in px**: For example `25px` to set the correct offset from the top of the element.
- **Internal offset from bottom in px**: For example `25px` for internal indentation from the bottom of the notification.



39.2. View application



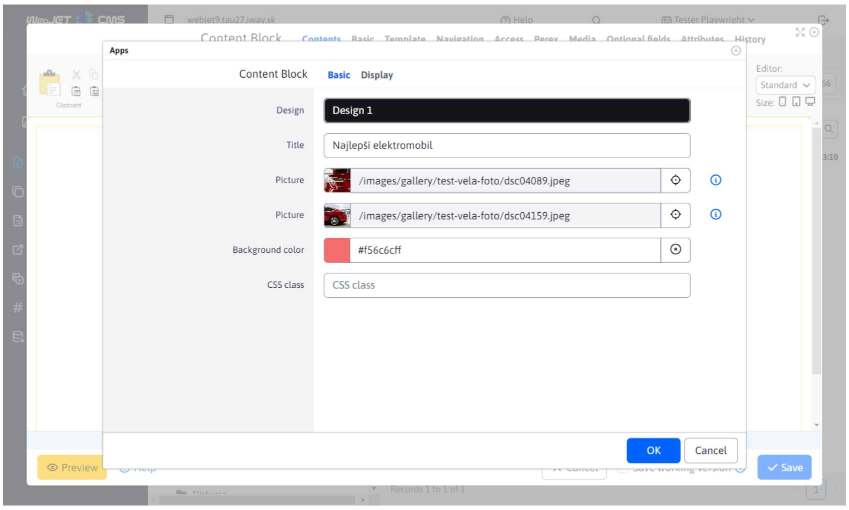
40. Content Block

It is used to insert prepared HTML code. You enter basic data such as title, image, color and a defined block of HTML code will be generated in the page according to the selected type. The code block will be prepared by the web designer according to your requirements.

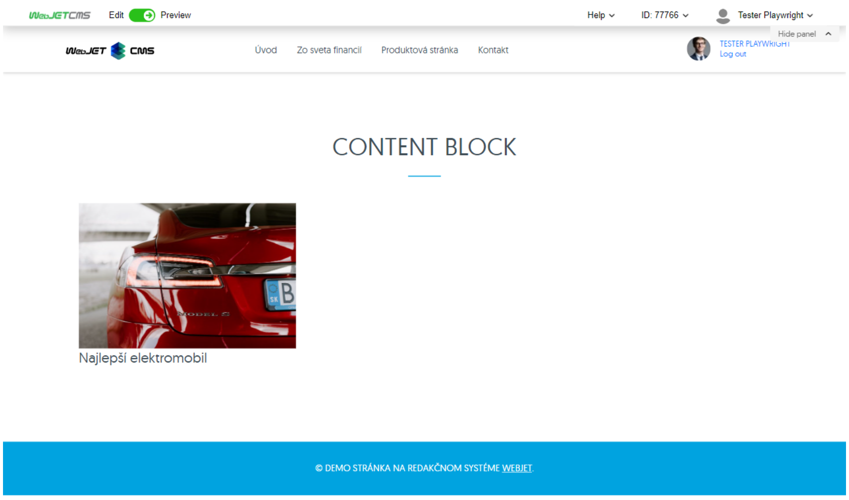
40.1. Application settings

In this section it is possible to set:

- Design
- Title
- Figure 1
- Figure 2
- Background colour
- CSS class



40.2. View application

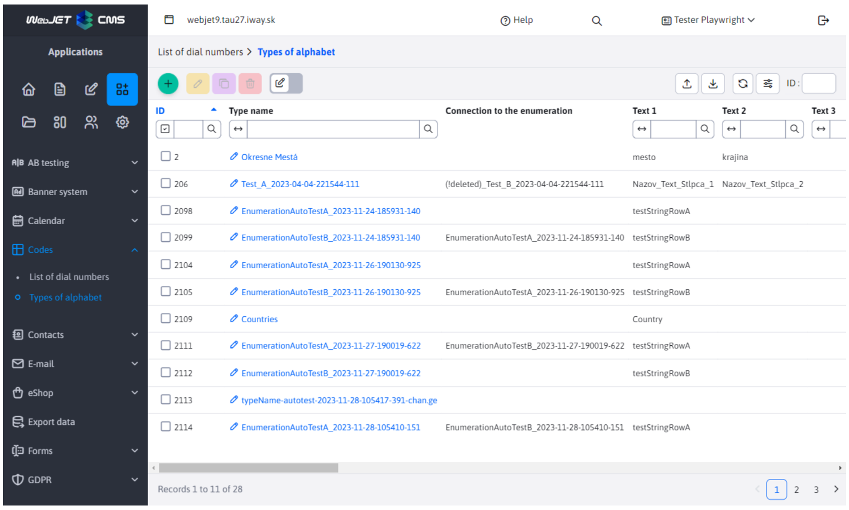


40.3. Settings

The total number of available blocks can be set in the configuration variable `contentBlockTypeCount` , set by default to `5` .

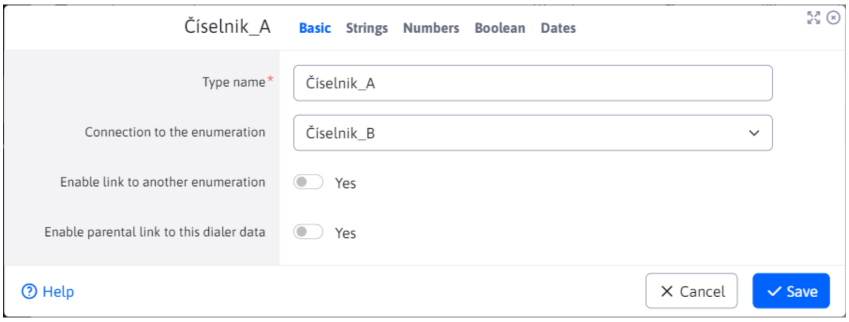
41. Dialers

The Dials application allows you to create/edit/delete and duplicate named types of dials, which can then be used to store the data of these dials. Dial types and data can also be exported and imported using a file.

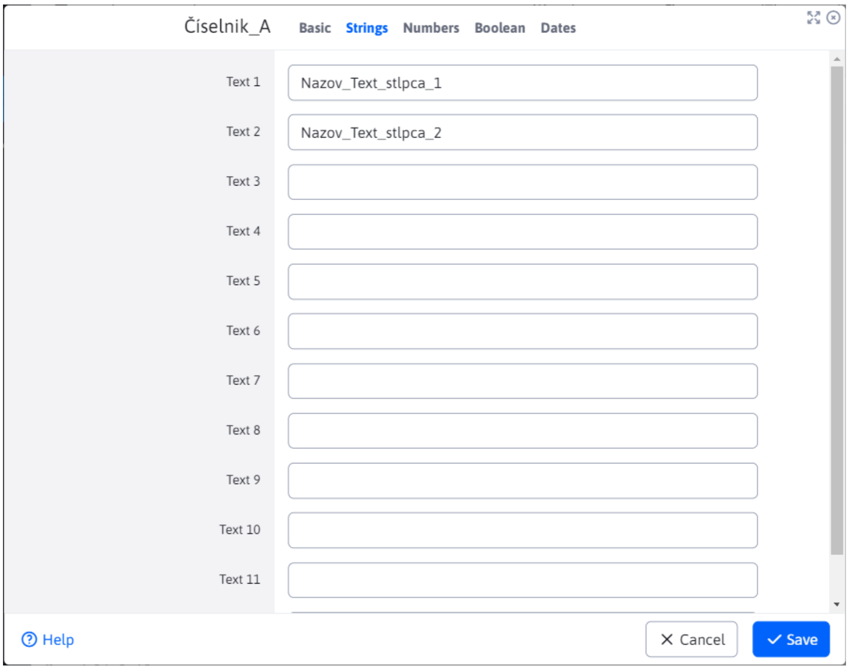


41.1. Types of dials

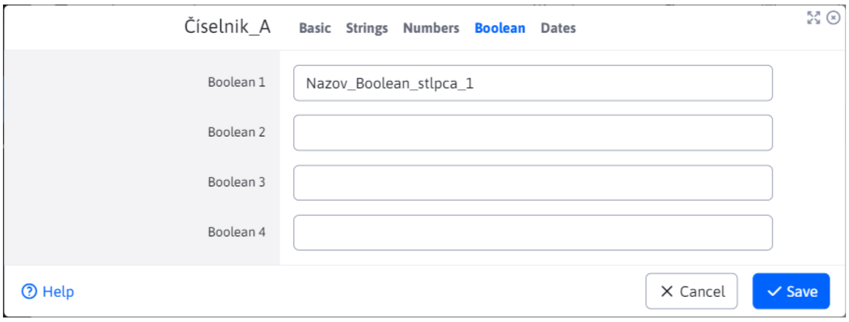
When creating a new dial type, you must specify a name that is unique. The other fields are optional. Note the tabs **Chains** / **Numbers** / **Boolean** / **Dates** which contain several numbered fields. These fields are used to define the format of the dial data. If you specify a name for a field, the dial data will generate a field with a name that matches the specified text and the type of the card.



Example: if you fill in 2 fields in the tab **Chains**



and one field in the card **Boolean**,



then 2 columns/arrays of the string type and 1 column/array of the boolean type with the names that were entered will be displayed in the data of the given code list (see the figure in the section List of dial data).

This means that you can define the dial data format for each dial separately. As the tab names suggest, you can combine text, numeric, Boolean or date fields. Their number is limited for each type by the number of fields in each tab.

41.1.1. Basic tab

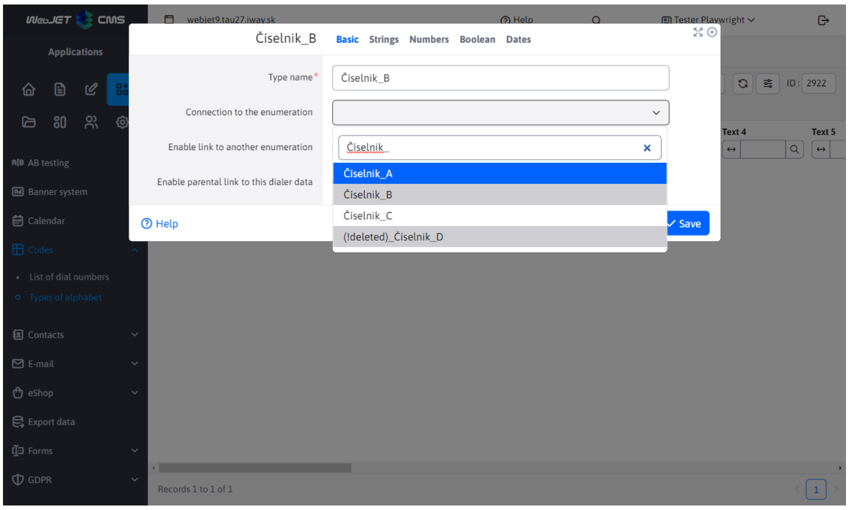
In the "Basic" tab, the properties are set:

- Type name - a unique name for the dial type, must not be empty.
- Link to dial - select from all dials to link the dial.
- Enable link to dialpad - enable link to another dialpad (same as in the case of the dialpad type).
- Enable parent link to this dial's data - determines whether the data of this dial will be allowed to select the parent link.

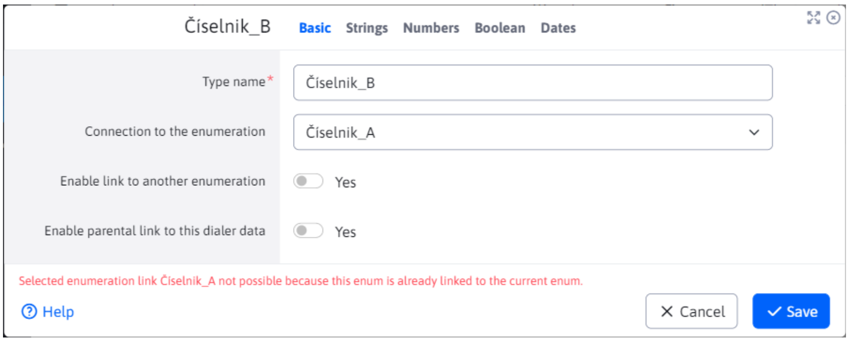
You cannot have "dial link" and "parent link" enabled for data at the same time.

Link to the dial has some limitations and therefore some options either cannot be selected (marked in grey) or their selection returns an error message.

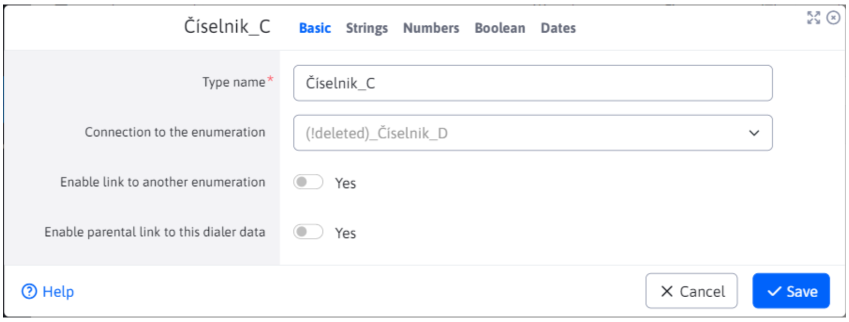
1. Linking the dial to itself is disabled. In the case of a dial **B** you select a link to another dial, it will be in the list itself but this option will not be selectable.



2. Circular linking of dials is disabled. If you dial **A** selects the link to the dialpad **B**, so the dial **B** cannot link back to the dial **A**. Option to select the dial **A** will be for the dial **B** although visible and able to select it, an error message will be returned when attempting to save.



3. Link to an already deleted dial. It may happen that the dial **C** is linked to the dial **D**, which was subsequently deleted. In this case you will see the deleted dial **D** in options with prefix `(!deleted)_`. This prefix will make it clear that the dial has already been deleted and this option will not be selectable. However, the dial **C** which was linked before the dial was deleted **D** retains this link. It will be possible to change this link, but once changed, it will not be able to link back to the deleted dial again.



Enable link to dialpad if enabled, individual dial data will be able to link to dials. Also in this case there are some limitations.

1. Linking to the dials from which the data is based is disabled. If the data you are creating under dial X has the link to dial enabled, the option to dial X will not even appear.

2. Link to an already deleted dial. This case has the same conditions as **Link to the dial** for the dial type.

Enable the parent link to the data of this dialer if enabled, individual dial data will be able to choose a parent from among other data under the same dial. Also in this case there are some limitations.

1. In this case, one condition must be met. To use the parent link, the dial type must have an option defined for **Chain 1**. The reason is that the value in the generated column **Chain 1** will be used as an identifier to select a link to the parent.

2. Linking a dial entry to itself is disabled. Dialpad data will not be visible between the options when selecting a parent link to itself.

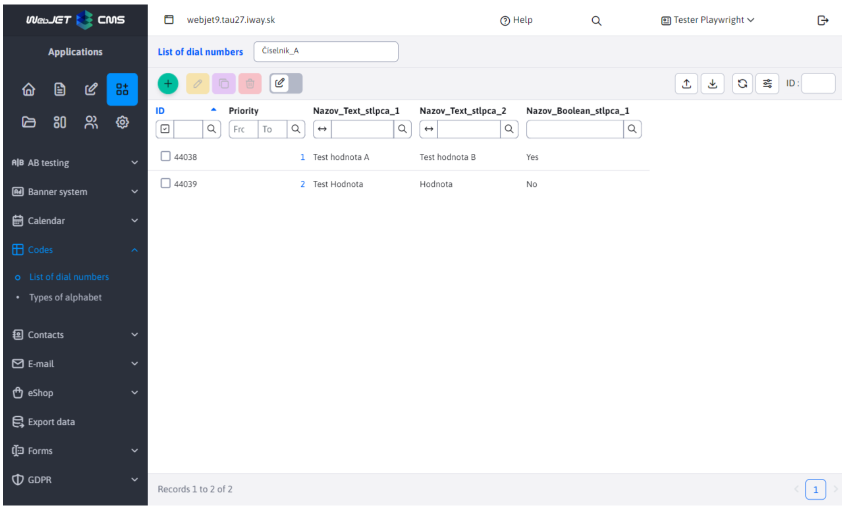
> **Warning:** if the 'dial link permission' or 'parent link permission' is revoked, all links that have been created to the data of this dial will be removed, even if this permission is granted again.

As an example, consider a situation where we create a dial type with the X label and this dial type allows "link to dial". Under this dial type, we create a record that has dial linking enabled and will link to dial Z. If we then remove the "link to dialer" permission for dialer type X, the record of this dialer that has linked to dialer Z will lose this link permanently. If we enable "link to dialer" again, the option would appear for the record but the previous option to dialer Z would be reset.

41.2. List of dial data

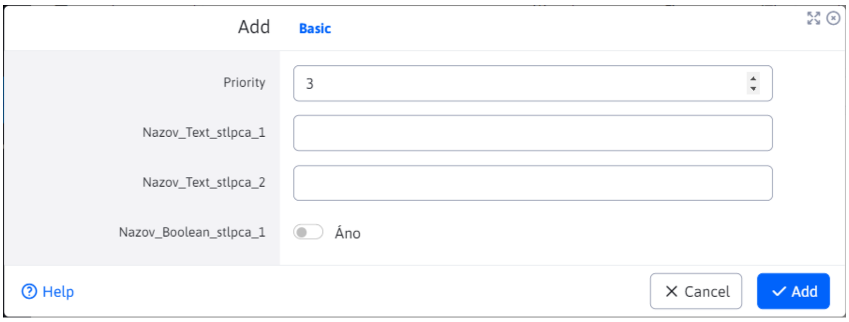
Dial Data allows you to edit the data of created dial types. It is necessary to select the dial to be managed from the menu in the header of the page. After selecting a specific dial, its corresponding data will be displayed. If the dial type has some columns unnamed, these columns and their data will not be displayed.

Warning: only dials that have not been deleted are in the menu.



Example:

When creating a dial **A** we have filled in the fields **Chain 1**, **Chain 2** a **Boolean 1**. We can see that the table has exactly the columns we defined in the dial. If we create a new record (new data) for the dial, we will generate 2 fields of type string and 1 field of type boolean in the editor. The names of these fields will be the same as what we specified when we created the dial. Of course, if we enabled this when we created the dialer, we can have in the editor **parental connection** or **link to the dial**.



When you change the selected dial type, the entire table as well as the dial data editor can be changed.

41.3. Data deletion

By default, when you delete a record of a codebook or data type, it is not physically deleted from the database, but marked as deleted. This is to protect against data retrieval errors in old data. For example, if the Car Color dial is used and we no longer want a color to be selected for new records, but at the same time the color needs to be displayed in the old records. Technically it is possible to restore a deleted record directly in the database by setting the attribute `hidden` , but the user interface does not currently allow it.

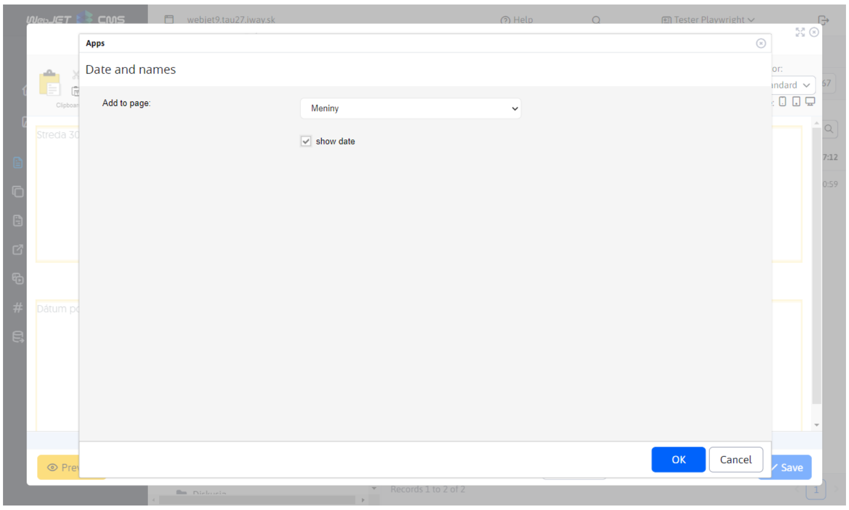
42. Date

The application will insert the current date, the name of the date, or the date of the last change to the web page.

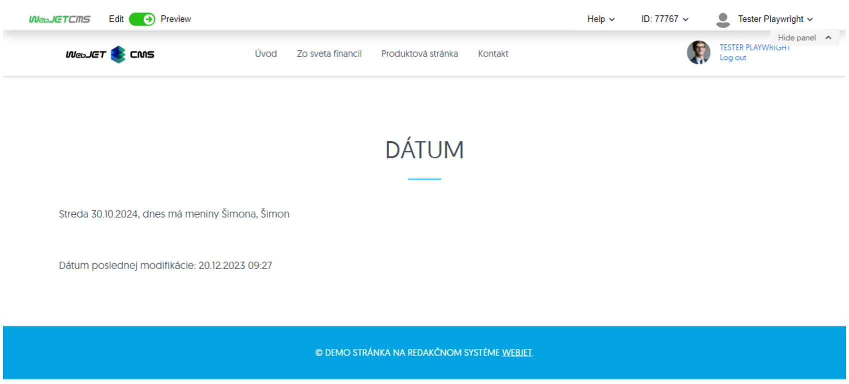
42.1. Application settings

In this section it is possible to set:

- The format of the application as it appears
- For some formats, you can choose whether to display the date or time



42.2. View application



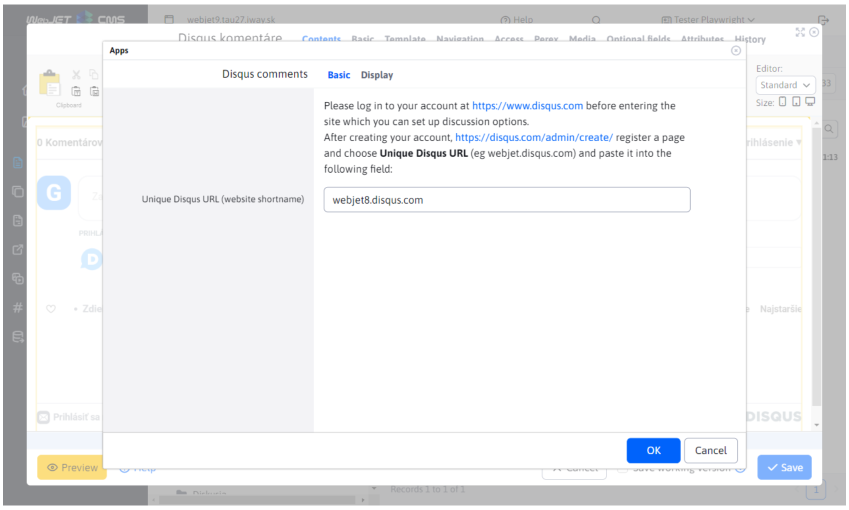
43. Disqus comments

Embed Disqus Comments on your website. Before adding it to your site, register for a free account at https://www.disqus.com (https://www.disqus.com) to set up discussion options.

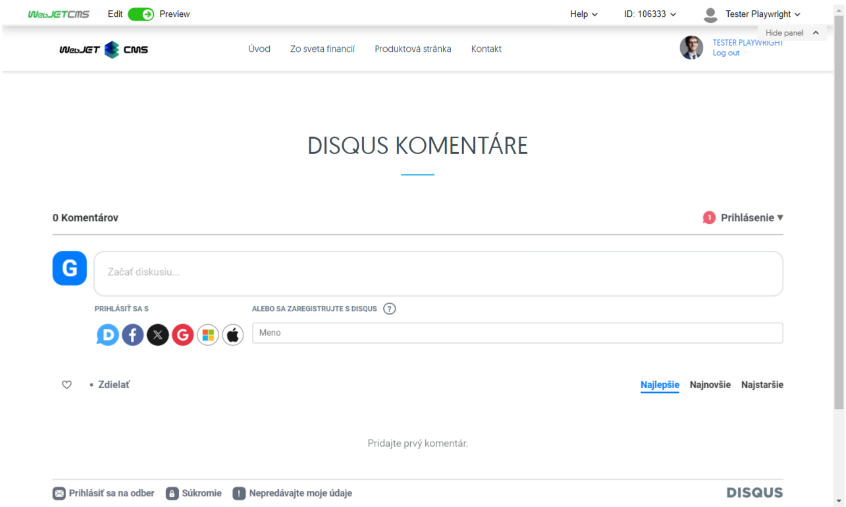
43.1. Application settings

After creating an account, register a site at https://disqus.com/admin/create/ (https://disqus.com/admin/create/) and choose a Unique Disqus URL (e.g. webjet.disqus.com) and enter it in the following field:

- Unique Disqus URL (website shortname)

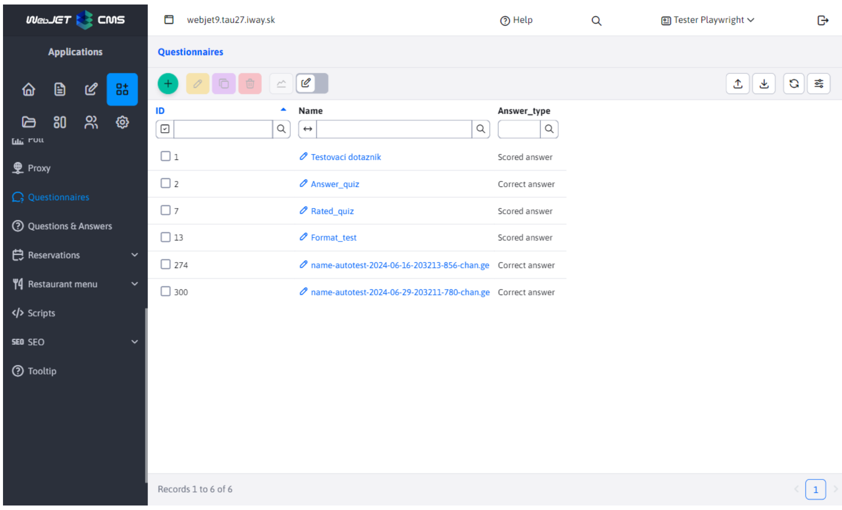


43.2. View application



44. Questionnaires

The Questionnaires application is used to prepare and manage questionnaires. In addition to managing the questionnaires themselves, it also allows you to manage the questions and answers for the questionnaire. There is also a statistical section available, where an overview of the individual questionnaire results can be found.

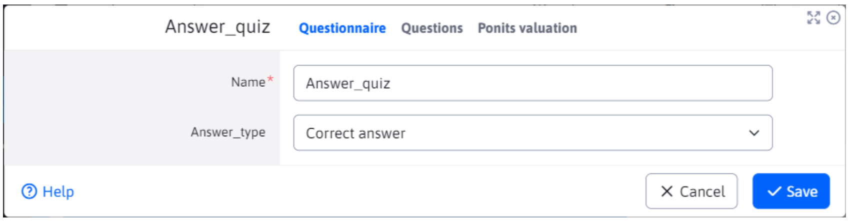


To create it, 2 parameters are needed:

- Name
- Type of answer

The Response Type parameter has a big influence on the final appearance and setting of the questionnaire. It supports 2 types:

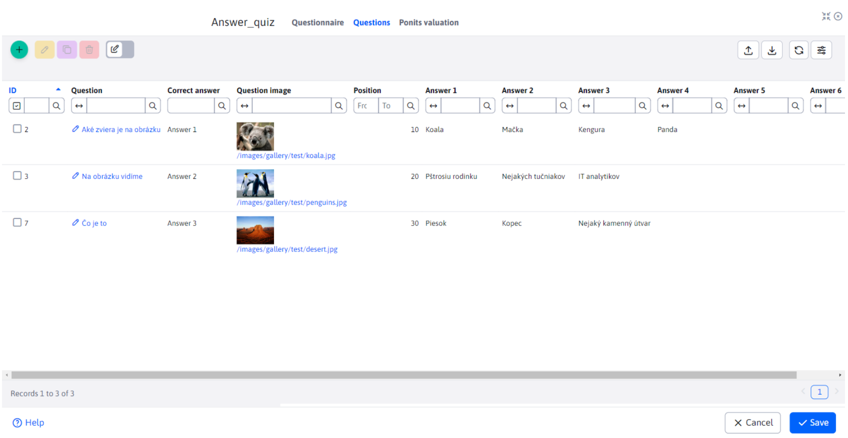
- Correct answer - only one answer out of several is always correct and this correct answer is worth 1 point
- Point answer - there may be more than one correct answer, and each correct answer may have a different point value



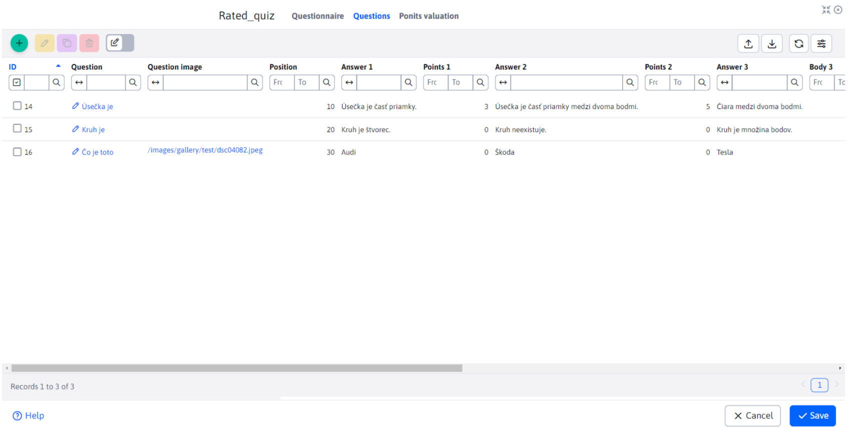
44.1. Questions

Query management is done via a nested datatable, directly in the tab **Questions** questionnaire editor. The appearance of this table and the editor itself is influenced by the selected questionnaire parameter **Type of answer**.

In the following figure we can see the nested datatable in the query tab for the option **Correct answer**. The Correct Answer column also gives us a hint, as these types of questions can only have one correct answer.



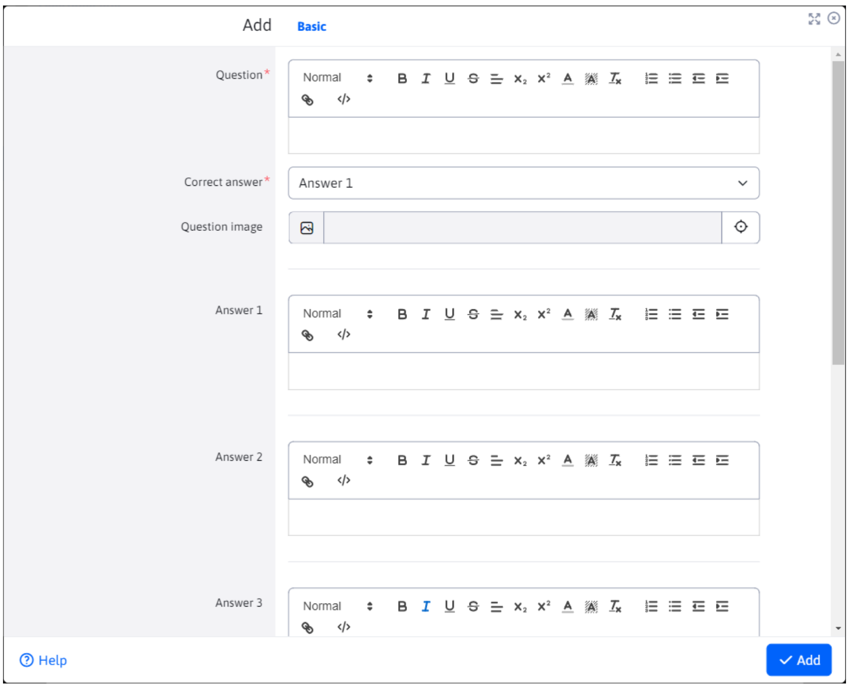
In the following figure we can see the nested datatable in the query tab for the option **Point answer**. Compared to the previous version, we can see that the Correct answer column is not present in this table, as there can be multiple correct answers. However, we have added the Points column, representing the number of points scored for a given answer. An answer is considered to be **correct** only if it is awarded **more than 0 points**.



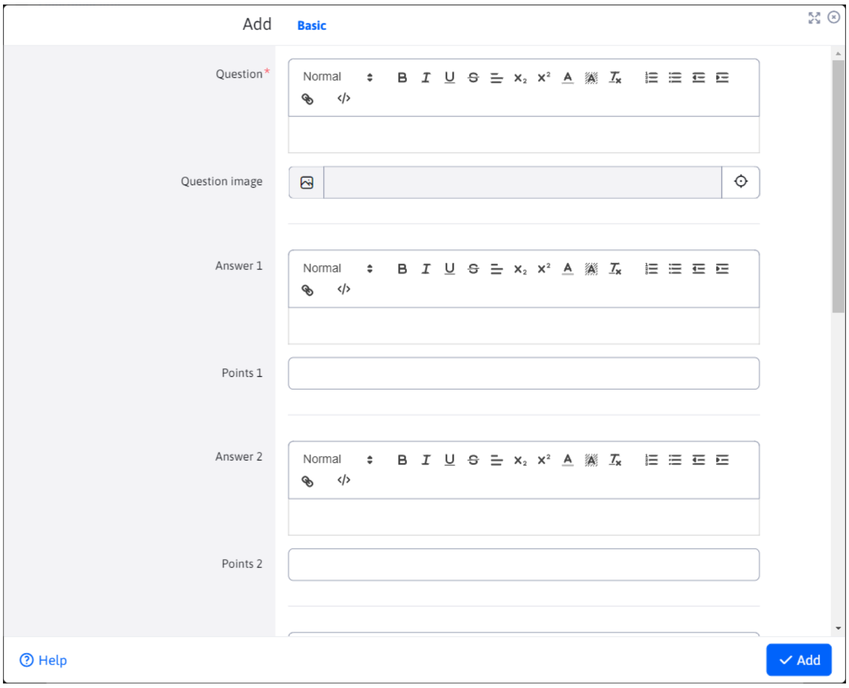
44.1.1. Creating questions and answers

When creating a question, we will ALWAYS see the option to enter 1-6 answers. If an answer is not filled in, it will not appear in the questionnaire. Only the question and at least one answer is required. Answers as well as the question itself can be graphically edited by the editor, so they can contain more complex texts. You can also enter an image, which will appear above the question in the questionnaire.

In the following picture we can see the Question editor for the option **Correct answer**. After filling in as many answers as you like, you must select the Correct answer.

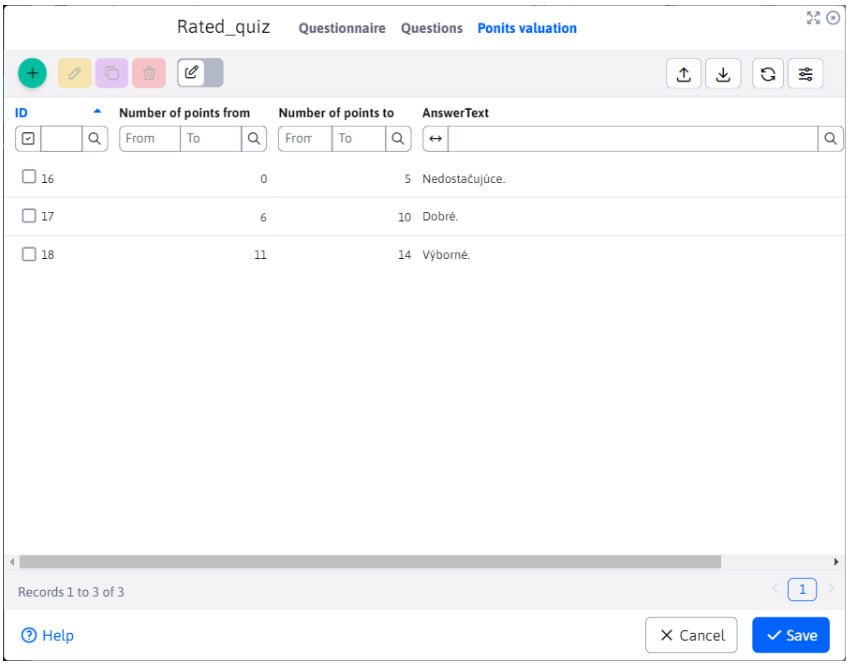


In the following picture we can see the Question editor for the option **Point answer**. As with the date table, there is no Correct Answer, but instead you can assign points to each answer. When defining the answers to a question, you can also set 0 as the point value, in which case the answer is considered incorrect (if you do not fill in the point value, it will automatically be set to 0). All numeric point values entered must be positive (including zero).

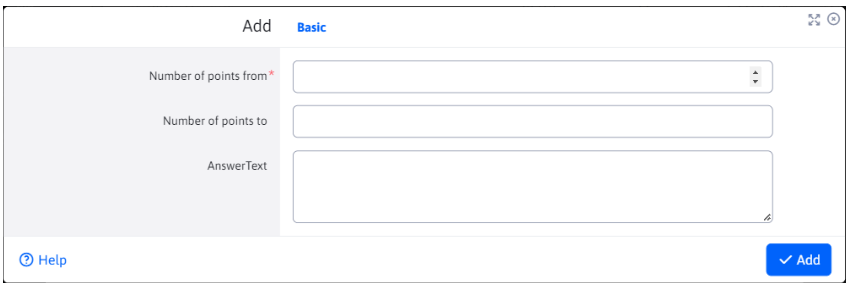


44.2. Scoring

The management of the evaluation is done through a nested datatable, directly in the tab **Scoring** questionnaire editor. In the table you can define the rating that will be displayed to the user after the test is completed. For example, it can be a scale to a grade.



Enter the new rating by filling in the from-to values (positive point values) and the report text.



44.3. Setting the order

The order in which the questions/assessments will be displayed is determined by the value of the order parameter. This parameter is hidden when creating a question/rating and is already visible when editing. When created, it is set in the background as the largest existing order value in the database (for a particular questionnaire) + 10. If no value exists in the database, it is preset to 10. When editing, you can thus change the value to determine the order (the value must not be negative). The questions/evaluations with the smallest value of the order parameter will be the first.

44.4. Creating questions/assessments before the actual Questionnaire

The Questionnaires application allows you to create and manage the questions/assessments before creating the Questionnaire itself. This is possible due to the fact that the tabs **Questions** a **Scoring** are also visible when creating the questionnaire.

Such created questions/ratings that were created before the actual questionnaire are not temporarily bound from any questionnaire (unbound) until a new questionnaire is saved. Once the new questionnaire is saved, they will be bound to it. If the user chooses not to save the questionnaire, the already created records are not deleted and remain available in the tabs when the questionnaire is created (e.g. if the user reopens the creation window). The unbound questions/ratings are not visible to other users (it is per user), nor are they visible when editing other questionnaires. If you decide not to create a new questionnaire, and you don't want even already created questions/ratings waiting to be bound, you can delete or edit them at will via the questionnaire creation window (directly in the tabs).

44.5. Possible errors

Possible mistakes to watch out for:

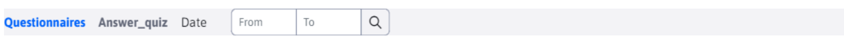
- If you do not fill in any answer, the question will not be saved and you will be prompted to fill in at least one answer.
- How the correct answer is chosen (for a questionnaire type **Correct answer**) is entirely up to you. If you choose an undefined (blank) answer as the correct answer, the question will be saved, but you will never be able to answer it correctly, as the blank answer will not be displayed.
- If, when defining the answers for a questionnaire of type **Point answer** you forget to assign points to these answers, they will automatically be set to 0. This means that no points will be earned by selecting such an answer and the answer is considered incorrect.

44.6. Questionnaire statistics

The questionnaires application also offers a statistical part. After selecting a questionnaire record in the table, press the button to be redirected to the statistical part . As with the table of questions, the statistical section varies depending on the type of response to the questionnaire. However, some elements are common.

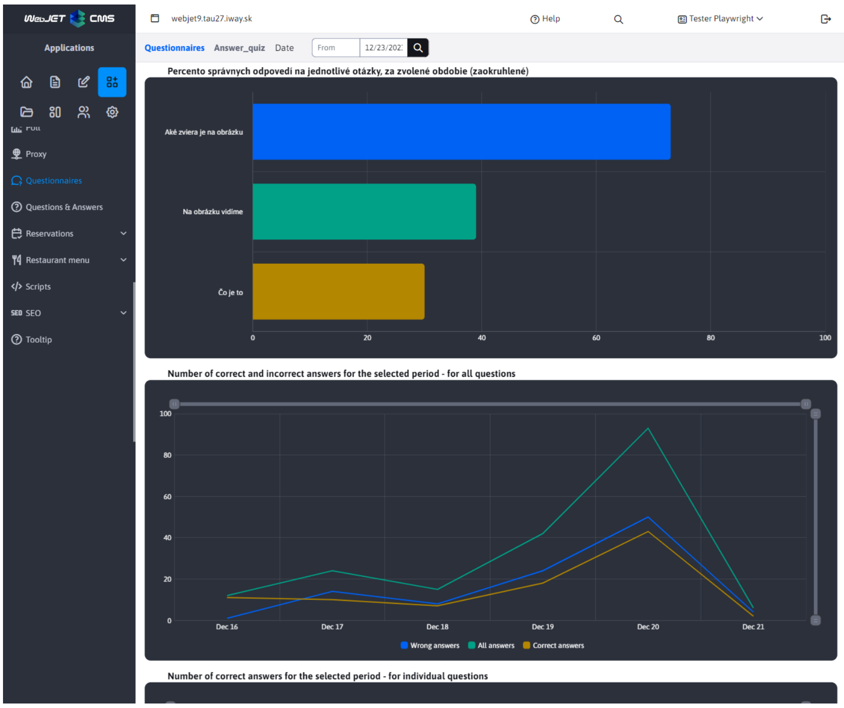
Common is a page header with an extended filter, for filtering data in a specific date range. The filter works on the principle of:

- if no range is specified, automatic returns data for the last month (+- 30 days)
- if the range is set to OD only, the filter returns data in the range of the set OD to the current date
- if the range is set to DO only, the filter returns data in the monthly range ending in the specified DO



The FIRST 2 charts and the data table are common to both types of responses (the composition of the table columns also changes depending on the type of questionnaire response to fit the data more logically). The common graphs are:

- The percentage of correct answers to each question, over the selected period (rounded), is represented by a bar chart representing the percentage of correct answers (out of all) over the time range. The % values are rounded to whole numbers. From the graph you can easily see which questions were answered with the highest or lowest success rate.
- Number of correct and incorrect answers for the selected period - for all questions, using a line graph to represent how many correct and incorrect answers (in whole numbers) there were on a given day. The answers of all users for all questions combined are counted. This makes it easy to see from the graph on which day the ratio of right and wrong answers to questions was better or worse. The graph also includes a line representing the number of all answers (to better visualize the ratio of right/wrong to all answers).



Correct answer

Questionnaire statistics with response type **Correct answer** contains 2 additional charts:

- Number of correct answers for the selected period - for each question, a line graph representing the number of correct answers to each question on a given day. Provides an overview of which questions specifically on which day had the most/least CORRECT answers. From all users combined.
- Number of incorrect answers for the selected period - for each question, a line graph representing the number of incorrect answers to each question on a given day. Provides an overview of which questions specifically on which day had the most/least incorrect answers. From all users combined.

Point answer

Questionnaire statistics with response type **Point answer** contains 1 additional chart:

- Number of points scored for the selected period - for each question, a line graph representing the number of points scored for each question on a given day. Since a question may have multiple correct answers in this case, the graph of percentage success is not sufficient. This graph will clearly show which questions were the most/least profitable in terms of points on a given day. So a question with a lower success rate may still be more scoringly successful (for example, when its answers are higher ranked or users voted for higher ranked answers to that question).

45. List of orders

The Order List application provides an overview of all orders created using the e-commerce, with the possibility of managing them.

The application does not allow adding new orders by create/duplicate/import. Only edit/delete/export actions are allowed.

45.1. Order modification

The order edit window consists of tabs:

- Basic
- Notification
- Payments
- Items
- View orders

45.1.1. Tab - Basic

Provides basic order information.

The important parameter is **Status** which indicates the current status of the order it is currently in.

The displayed states are automatically available. If you wish to add new states, you can do so using the configuration variable `basketInvoiceBonusStatuses` . Add the new status as id_status|translation_key.

> **Warning:** the id_status value must be equal to or greater than 10. Added statuses with a value less than 10 will be un-ignored.

If you choose the option **Send notification to client**, a notification will be sent when the edited order is saved (see the next chapter for an overview of notifications).

45.1.2. Tab - Notification

Provides a preview of the email notification to the customer, with the option to change the text. Notification will be sent only if the option is selected **Send notification to client** in the Basic tab.

Sender - auto-populated value with the email of the currently logged in user. It serves as the email of the sender of the notification and it is possible to change this address.

Recipient - the value is obtained from the form when creating an order in the e-shop. The recipient's email can also be changed.

Subject - auto filled value with text **Change order status (order id)**. It serves as the subject of the sent email (notification) and can be changed.

Notification text - body/text of the sent email. Value `{STATUS}` will be replaced by the current order status when shipped. Value `{ORDER_DETAILS}` on will be replaced by the total order summary, which can be found in the Tab - View Order.

45.1.3. Card - Payments

Provided by overview of all payments to this order (in the form of a nested table) and the ability to manage payments.

45.1.4. Card - Items

Provides an overview all items of the order and the option to manage items.

45.1.5. Tab - View Order

Provides an overall overview of the order, including payments and items. This overview **cannot be edited**, is for information purposes only. It is also inserted in the sent notifications to the user, as a replacement value `{ORDER_DETAILS}` .

When changing the values payments or values items this order overview is refreshed and thus always provides up-to-date information.

45.2. Change order status

If a payment (or multiple payments) has been added to the order that **does not cover the total amount of the order** to be paid, the background order status is automatically set to **Partially paid**.

If a payment (or multiple payments) has been added to the order that **covers the total amount of the order** to be paid, the background order status is automatically set to **Paid**.

45.3. Order deletion

To delete an order, you must first change the status to **Cancelled**. After deletion, the related payments and order items are automatically deleted.

46. Payments

The nested Payments table in the order details provides an overview of payments for a specific order. All data operations are possible above this table.

The required order amount does not have to be paid in one lump sum, but can be paid in individual payments, which is why the payments are kept in a separate table.

46.1. Adding/modifying payments

The payment editor window contains only a few parameters.

Date, automatically set the current date when the payment is created. This value cannot be changed and remains unchanged when edited.

Method of payment, provides the following options to choose from.

Sum, the amount of payment to the order. The amount entered has its limitations.

The amount entered cannot be less than 0.01.

The sum of all payments, or one single payment, must not be greater than the total amount of the order to be paid.

46.2. Footer table

The footer of the table contains useful information about how much of the total order amount has actually been paid and also what the total price of the order is. This gives the user an overview of how much they still have to pay or if everything is already paid.

The information in the footer automatically changes over time whenever the payment is modified, or items.

47. Items

The nested Items table in the order detail provides an overview of the items in a specific order, the number of items as well as the individual or total price. The prices are without and including VAT.

Only operations for editing and deleting order items are allowed. Adding new items is only possible directly in the e-shop.

48. Modifying an item

The item editor window offers the possibility to change only one parameter, namely **Quantity** pieces of a given item. The item type and the price excluding VAT are fixed and cannot be changed.

48.1. Footer table

The footer of the table contains useful information about what the total amount of the order is to be paid, including VAT. If the number of items changes or an item is deleted, this value is automatically adjusted.

This change is automatically reflected in the footer of the table payments.

49. List of products

The Product List application provides an overview and management of available products for e-commerce.

The displayed products are filtered by the selected **product categories**. Such a product category is represented by a folder. In the upper left corner of the application there is a category filter which actually un-filters the data for that folder but also all sub-folders.

The available folders representing the categories are arranged in a so-called tree, where the sub-folders are always after the corresponding parent folder.

The first option in the list is always the main section, which represents all categories (all products will be displayed). When a category (folder) is selected, the data of that folder and all sub-folders will be displayed.

49.1. Adding a new product category

Adding a new category will create a sub-folder that will be placed under the currently selected folder (category).

Example. If we have just selected a folder and create a new one called **Android**, a new folder will be created at

Add a new folder by clicking . When you press it, the window for adding a folder appears.

The window also contains information about under which folder this new one will be created. After (un)filling in the fields in the window and confirming with the button four situations can occur:

- if a new category name is not entered, the creation will fail and a message will be displayed
- if the name of the new category is not unique (unique for the folder), the creation will fail and a message will be displayed
- if any other error occurs, the message will be displayed
- if everything goes well

49.2. Product management

Products are represented by pages that you can add under specific categories. The parent folder is automatically pre-set in the page according to the currently selected category (but can be changed). You can do all operations over the products (pages) like create/edit/clone/import ...

49.3. Important settings

49.3.1. Card Perex

In the charts **Perex** is an important setting:

- values **Image**. This image will be displayed in the e-shop as a product preview.
- values **Tags**. These tags make it easy to filter products in the e-shop.

49.3.2. Attributes tab

In the attributes tab, we use the phone group selection on the item specifications. As can be seen in the figure below, for the group `iPhone X` it is possible to set the colour and memory variant of the device. These selection fields are displayed in the e-shop, next to the product details.

Read more about attributes in Page attributes.

50. Ecommerce

Through the E-shop application you can create and manage a simple e-shop. Within the application you define individual products and their attributes (e.g. size, colour), delivery methods or payment. The application records the list of received orders, allows you to set their status with the possibility of notifying changes in the order to the customers email.

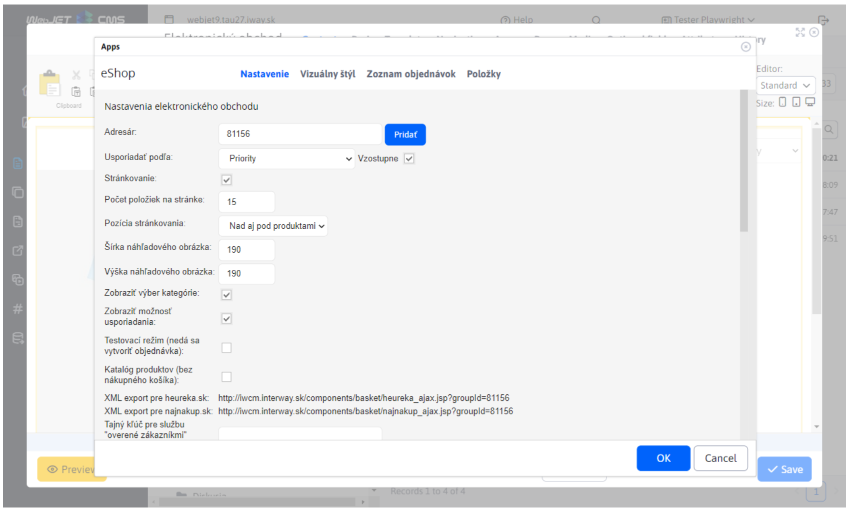
50.1. Application settings

50.1.1. Settings tab:

- **Directory**: Enter the path to the directory.
- **Arrange by**: Select an ordering criterion, for example "Priority".
  - **Ascending**: Define whether to arrange in ascending order.
- **Pagination**: Specifies whether paging is enabled.
- **Number of items on the page**: Enter the number of items on the page, for example `15` .
- **Pagination position**: Select where to display the pagination, for example "Above and below products".
- **Thumbnail image width**: Specify the width of the thumbnail image in pixels, for example `190` .
- **Height of the preview image**: Specify the height of the thumbnail image in pixels, for example `190` .
- **View category selection**: Define whether to display the category selection.
- **Show arrangement option**: Enable the option to arrange products.
- **Test mode (no order can be created)**: Activation of test mode.
- **Product catalogue (without shopping cart)**: Catalogue view without purchase option.
- **Secret key for the service "verified by customers" (heureka.sk)**: Enter the secret key for the service.

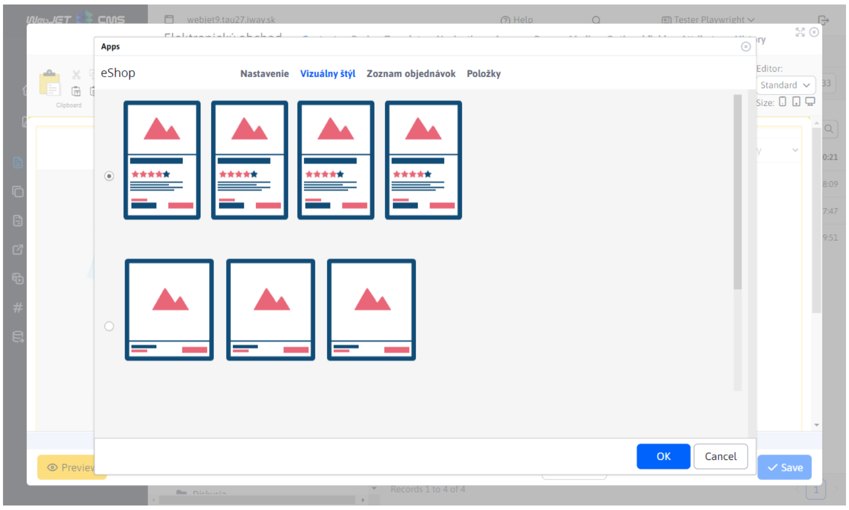
Method of delivery:

- **Enter the delivery method**: Please fill in the available delivery methods.
  - When pressing **Add** can be filled in: **Price without VAT**, **Currency**, **Tax**, **Price with VAT**, **Old price with VAT**



50.1.2. Visual Style tab:

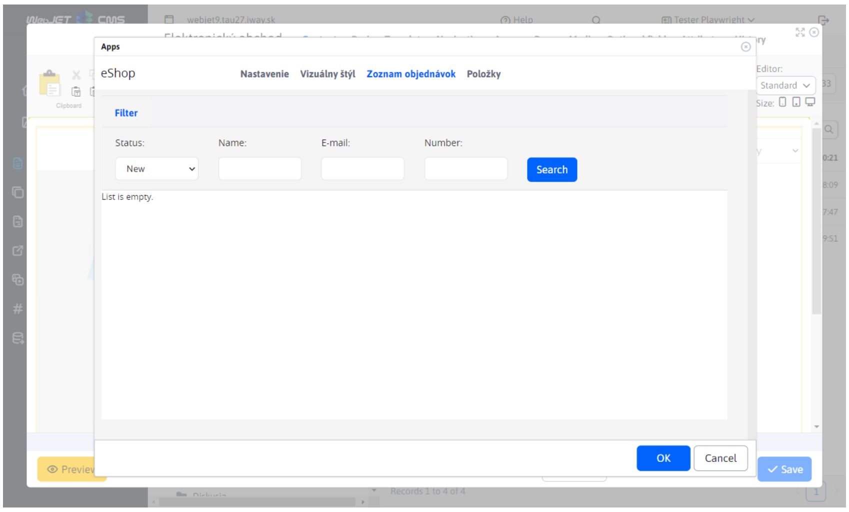
- Option to choose from two styles for display.



50.1.3. Order list:

When displayed, it can be filtered by:

- **Status**
- **Issued / sent**
- **Name**
- **E-mail**
- **Number**



50.1.4. Item card:

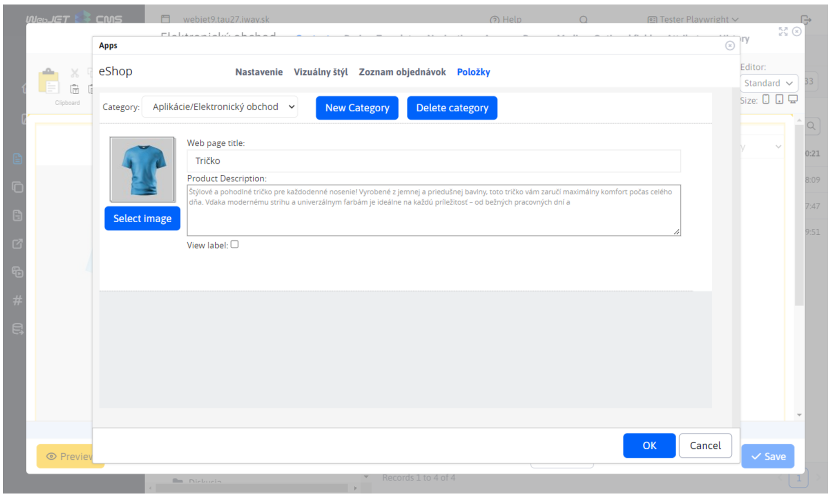
- **Name of the website**: Enter the name of the web page.
- **Product description**: Enter product description.
- **View label**: Enable product label display.

Add a variant:

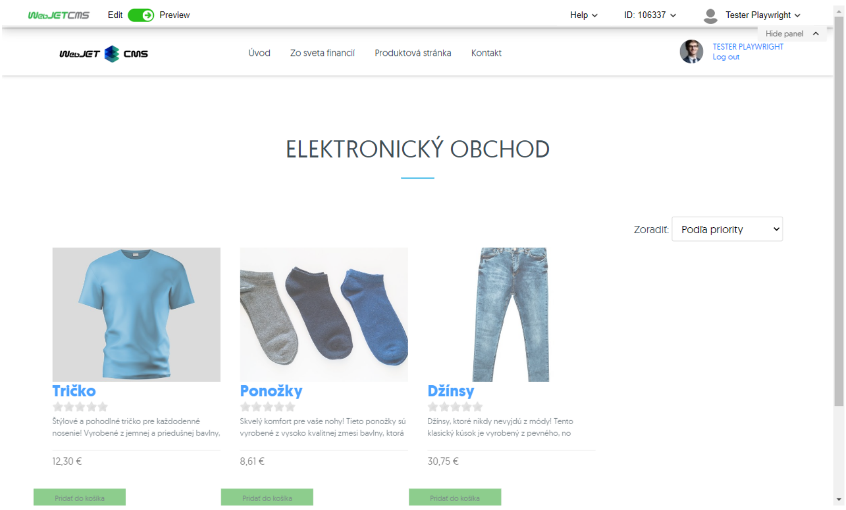
- **Variant name**: Enter the name of the product variant.
- **Variant values**: Enter the available variant values.

Product information:

- **Price without VAT**
- **Currency**
- **Tax**
- **Price with VAT**
- **Old price with VAT**
- **EAN**
- **Producer** View application



50.2.

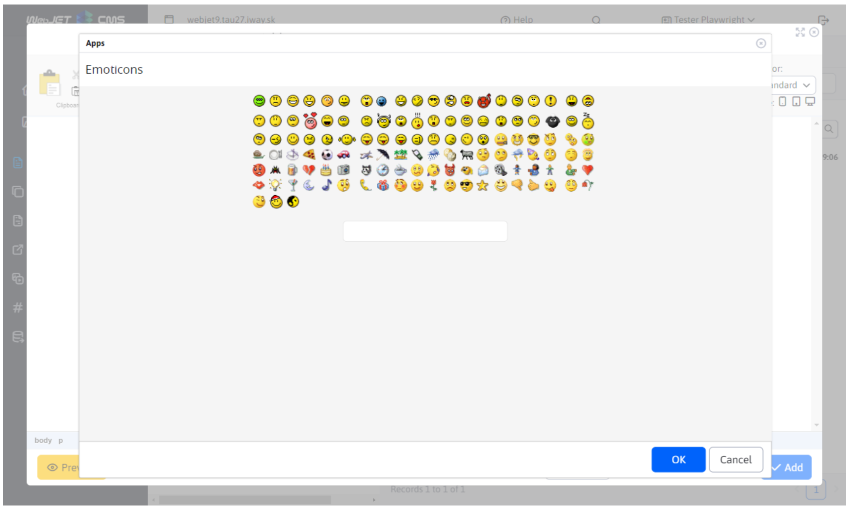


51. Emoticons

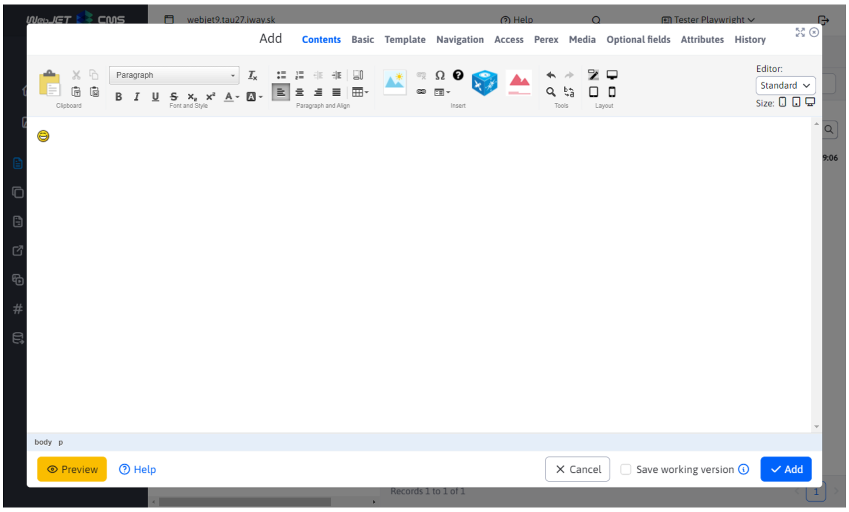
Inserts an image of a smiley face (emoticon) into the page.

51.1. Application settings

In this section you can select from a list of emoticons.

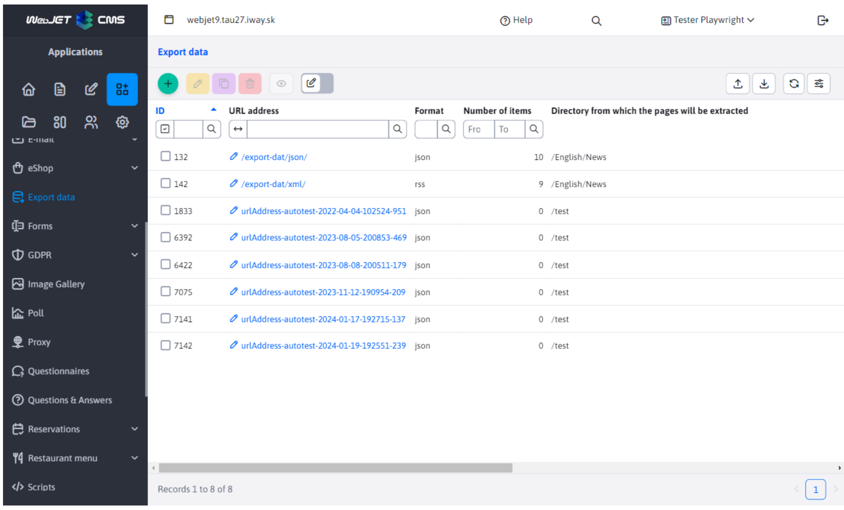


51.2. View application



52. Export of data

The Data Export application allows you to export news/web pages from WebJET CMS in various JSON or XML/RSS formats. The export can be used in external web/mobile applications.



When creating/duplicating a new export, you must fill in the mandatory "URL address" field, which defines the address where the export will be available.

The other fields are similar to the ones used when inserting a list of news items into a web page. They set the filtering and arrangement of the exported data list.

Data can be exported in the following formats:

- JSON
- XML (format for RSS reader)
- `ud-ofngovcz` - export format for `Úradní desku` v OpenData Czech Republic (https://ofn.gov.cz/úřední-desky/2021-07-20/) JSON format. When using it is necessary to define translation keys in CZ language `components.ud-ofngovcz.url` with the URL of the page and `components.ud-ofngovcz.ico` with the city ID number. The value for the Agenda field is taken from the tag (perex group), attachments from the media page.

Sample export in json format:

```json
[
    {
        "numberItems": 10,
        "total": 6,
        "urlAddress": "/export-dat/json/"
    },
    {
        "authorEmail": "web.spam@interway.sk",
        "authorId": 1,
        "authorName": "WebJET Administrátor",
        "available": true,
        "cacheable": false,
        "data": "HTML KOD",
        "dateCreated": 1612432841000,
        "disableAfterEnd": false,
```

```
        "docId": 21,
        "docLink": "/sk/novinky/web-stranka.html",
        "eventDate": 0,
        "eventDateString": "",
        "eventTimeString": "",
        "externalLink": "",
        "fieldA": "",
        "fieldB": "",
        "fieldC": "",
        "fieldD": "",
        "fieldE": "",
        "fieldF": "",
        "fieldG": "",
        "fieldH": "",
        "fieldI": "",
        "fieldJ": "",
        "fieldK": "",
        "fieldL": "",
        "fieldM": "",
        "fieldN": "",
        "fieldO": "",
        "fieldP": "",
        "fieldQ": "",
        "fieldR": "",
        "fieldS": "",
        "fieldT": "",
        "fileName": "/SK/Novinky",
        "footerDocId": -1,
        "forumCount": 0,
        "groupId": 24,
        "headerDocId": -1,
        "historyActual": false,
        "historyApprovedBy": 0,
        "historyId": 0,
        "htmlData": "",
        "htmlHead": "",
        "logonPageDocId": 0,
        "menuDocId": -1,
        "navbar": "Web stránka",
        "passwordProtected": "",
        "perexGroup": [
            "3",
            "1"
        ],
        "perexImage": "",
        "perexPlace": "",
        "publicable": false,
        "publishEnd": 0,
        "publishEndString": "",
        "publishEndTimeString": "",
        "publishStart": 1588512660000,
        "publishStartString": "03.05.2020",
        "publishStartStringExtra": "",
        "publishStartTimeString": "15:31",
        "requireSsl": false,
        "rightMenuDocId": -1,
```

```
        "searchable": true,
        "showInMenu": true,
        "sortPriority": 80,
        "syncDefaultForGroupId": "",
        "syncId": 0,
        "syncRemotePath": "",
        "syncStatus": 1,
        "tempId": 4,
        "tempName": "",
        "title": "Web stránka",
        "viewsTotal": 0,
        "virtualPath": "/sk/novinky/web-stranka.html"
    },
    {
        "authorEmail": "web.spam@interway.sk",
        "authorId": 1,
        "authorName": "WebJET Administrátor",
        "available": true,
        "cacheable": false,
        ...
    }
]
```


Sample export in XML format (format for RSS reader):


```xml
<?xml version="1.0" encoding="UTF-8"?>
<rss xmlns:atom="http://www.w3.org/2005/Atom" version="2.0">
   <channel>
      <title>RSS Feed</title>
      <link>http://domena.sk/</link>
      <description />
      <language>sk</language>
      <pubDate>Tue, 16 Nov 2021 16:08:37 GMT</pubDate>
      <generator>WebJET Content Management</generator>
      <ttl>60</ttl>
      <urlAddress>/export-dat/xml/</urlAddress>
      <numberItems>10</numberItems>
      <image>
         <title>RSS Feed</title>
         <url>http://domena.sk/images/logo.gif</url>
         <link>http://domena.sk/</link>
      </image>
      <atom:link href="http://domena.sk/export-dat/xml/" rel="self" type="application/rss+xml" />
      <item>
         <guid>/sk/novinky/web-stranka.html</guid>
         <title><![CDATA[Web stránka]]></title>
         <link>http://domena.sk/sk/novinky/web-stranka.html</link>
         <description />
         <author>web.spam@interway.sk(WebJET Administrátor)</author>
         <pubDate>Sun, 03 May 2020 13:31:00 GMT</pubDate>
      </item>
      <item>
         ...
      </item>
```

```
    </channel>
</rss>
```

52.1. Custom export format

If you need to export the data in another format, just create a file `/components/INSTALL_NAME/export/meno.jsp` Where `INSTALL_NAME` is the name of your installation (conf. variable `installName`). We recommend starting from existing JSP files and just modifying the necessary key values.

The created file is automatically offered as an export type option.

For JSP files that contain in the name `rss` or `xml` (or if the export URL ends in) the HTTP header is set `Content-Type` at `text/xml` , for other cases it is set `application/json` . But if necessary, you can set a specific value in the JSP file right at the beginning by calling:

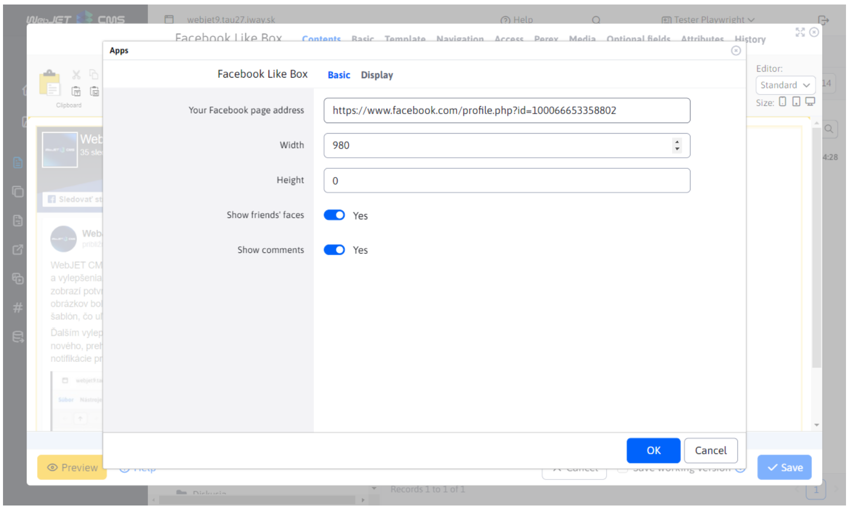
```java
sk.iway.iwcm.Encoding.setResponseEnc(request, response, "application/ld+json");
```

53. Facebook Like Box

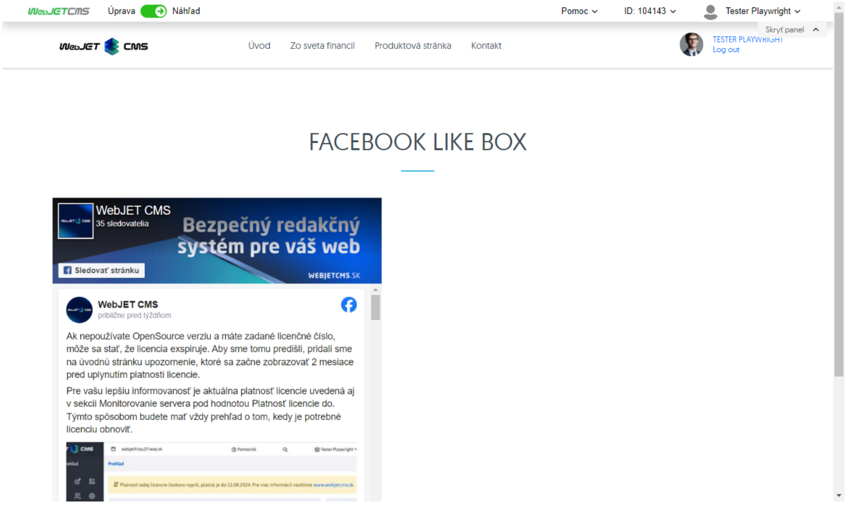
The Facebook Like Box app allows you to promote your Facebook Page (it cannot be used for groups and personal profiles). The app displays the posts on the board and the friends list of the page.

53.1. Application settings

- **Your Facebook page address**: Enter the address of a Facebook page, for example `https://www.facebook.com/interway.sk/` .
- **Width**: Specify the width to display the page, for example `980` .
- **Height**: Specify the height to display the page, for example `600` .
- **Show your friends' faces**: Enable to show friends' faces.
- **Show comments**: Enable to show comments.



53.2. View application

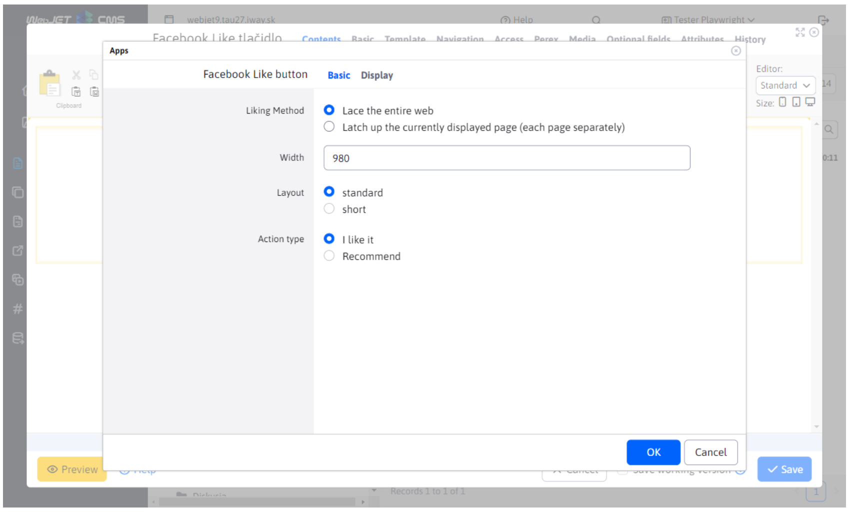


54. Facebook Like button

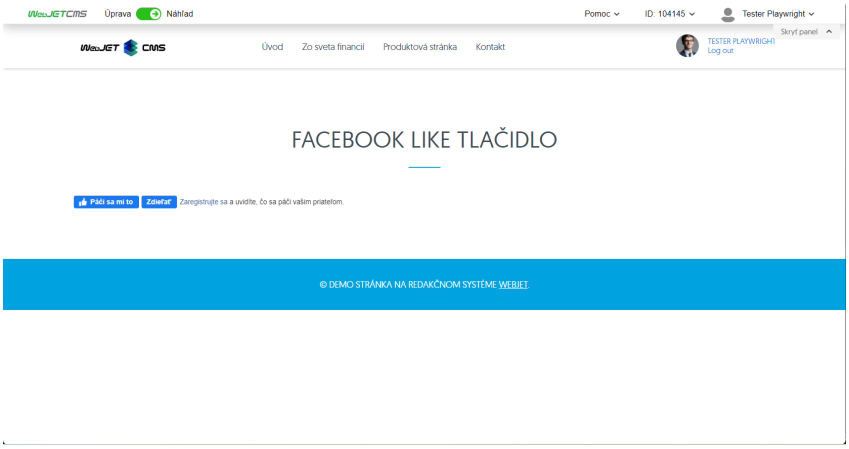
The Facebook Like/share button allows you to set a "Like" or share the page content with the page visitor's friends.

54.1. Application settings

- **Method of liking**: Select your preferred method of liking:
  - Like the whole site
  - Like the currently displayed page (each page separately)
- **Width**: Specify the width to display, for example `980` .
- **Layout**: Select a layout type:
  - Standard
  - Short
- **Type of action**: Select the type of action you want to perform:
  - I like
  - Recommend



54.2. View application



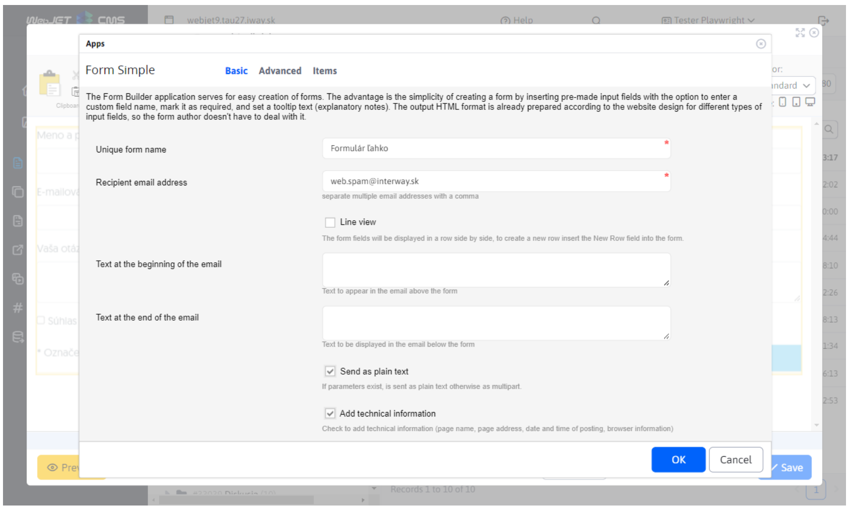
55. Form easily

The form app is easy to use for simple form creation. The advantage is the simplicity of creating the form by simply inserting prepared input fields with the possibility of entering a different field name, indicating the obligation to fill in and setting the text of the explanatory note (`tooltip`). The author of the form does not have to deal with the output HTML format, it is prepared according to the web design for each type of input fields.

55.1. Basic

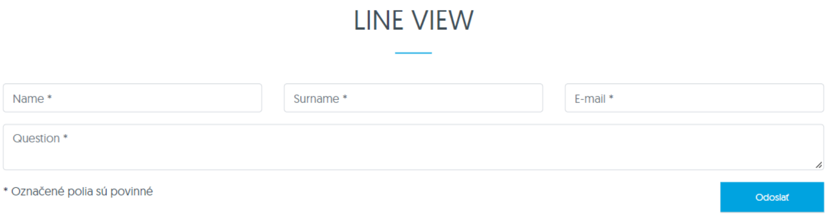
The following values need to be set for the form.

- Unique form name - the form name entered should be unique for the entire site, the form will be saved under this name in the Forms application.
- Recipient's email address - a comma-separated list of email addresses to which the completed form should be sent.
- Line view - form fields are displayed in a line next to each other (otherwise each field is on a new line). To create a new row, insert a New Row field in the form.
- Text at the beginning of the email - text that is added to the email before the form fields.
- Text at the end of the email - text that is added to the email after the form fields.
- Send email as unformatted text - if checked the email is sent as unformatted text version (in field name: value format), otherwise it is sent as formatted HTML text as it is displayed on the web page.
- Add technical information - if checked, technical information (page name, page address, date and time of sending, browser information) will also be added to the email.



By default, the form fields are displayed one below the other:

By selecting Row View, fields can be displayed side-by-side in a row. To create a new row, insert a field in the form **New line**:



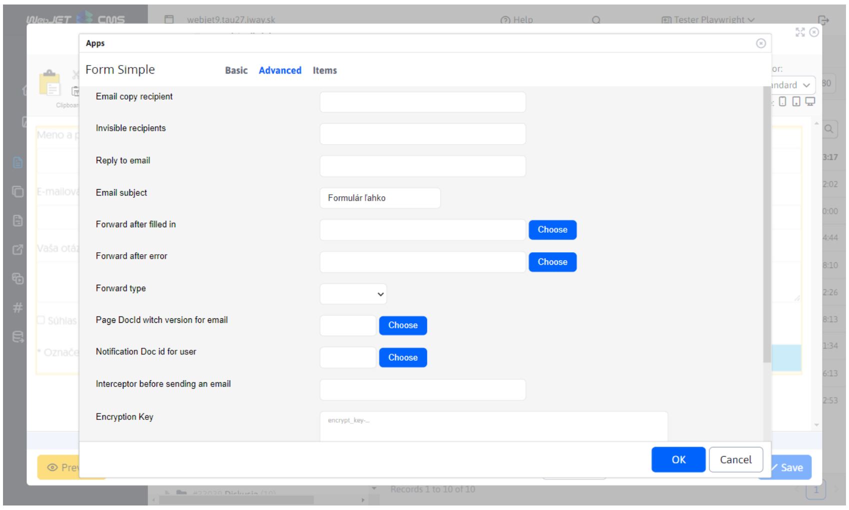
55.2. Advanced

The advanced tab contains advanced settings for settings that are not required.

- Encryption key - if you want to encrypt the form values, you can enter an encryption key.
- Recipient of the email copy - a comma-separated list of email addresses to which a copy of the email should be sent.
- Invisible recipients - a comma-separated list of email addresses to which a hidden copy of the email should be sent.
- Subject - the subject of the email. If it is not filled in automatically it will be used according to the web page.
- Redirect after filling - url address to be redirected to after saving the form. If it is not specified it redirects to the original page.
- Redirect after error - url address to redirect to if the form fails to submit. If not specified, the same value is used as it should **Redirection after completion**.
- Redirect method - the type of redirect after the form is processed.
  - If the value is not specified, the form is processed and then redirection to the specified page with the set send status parameter (e.g. formSend=true) is performed.
  - Value `forward` means that an internal redirect is performed to the destination page. The target page can then access the identical parameters as the form and perform an additional action. Since this is an internal redirect, the value will remain in the browser's address bar `/formmail.do` .
  - Value `addParams` performs a redirect to the destination page with the addition of individual parameters to the URL. In this case, the browser performs the redirection and the address of the destination page remains in the address bar. However, since the parameters are added to the URL, the number of parameters is limited by the length of the URL, which is 2048 characters by default.
- Doc id of page with email version - doc id of page with email version. The system needs the page to be able to generate the email version. If the value none is specified, the determination of the web page for email is not used. If the value is not specified at all, the value specified by the parameter `useFormDocId` . The value is useful if you have one contact form embedded in all pages, e.g. in the footer. When generating an email, the code of the page itself is used as the code, but the form is not located in it. This way you can tell it to use a different page for the email.
- Doc id of notification for user - if set to docId value of some web page, then after successful saving of the form, the visitor's email (from the field with the name `email / e-mail`) sent an email with the text of the web page. This could be a thank you for filling out the form, or

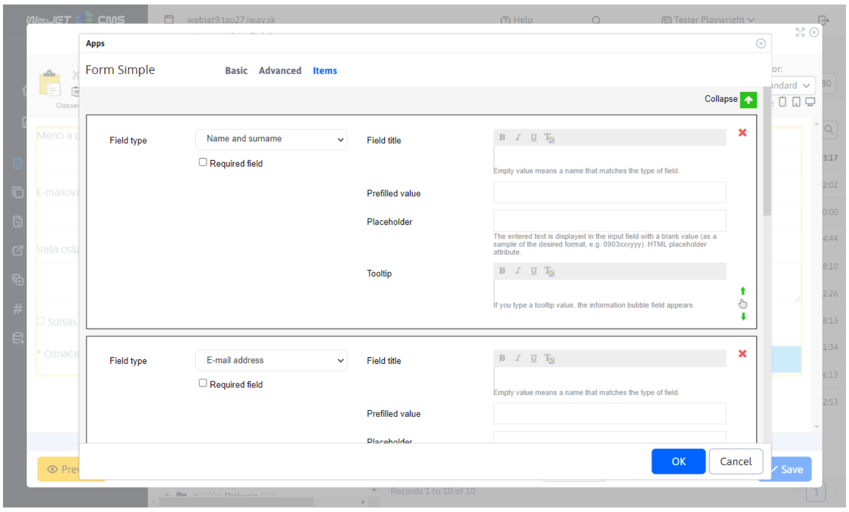
further instructions on how to proceed. You insert the value from the form into the page as an expression `!field-name!`, which is the value in `name` attribute of the form field.

- Interceptor before sending the email - the value is the name of the class that **must implement the interface** `AfterSendInterceptor`. After the email is sent, the code from this class is executed.



55.3. Items

In the Items tab, you can add a new form field, move the order of the fields (using drag & drop), and delete a form field by clicking the delete icon.



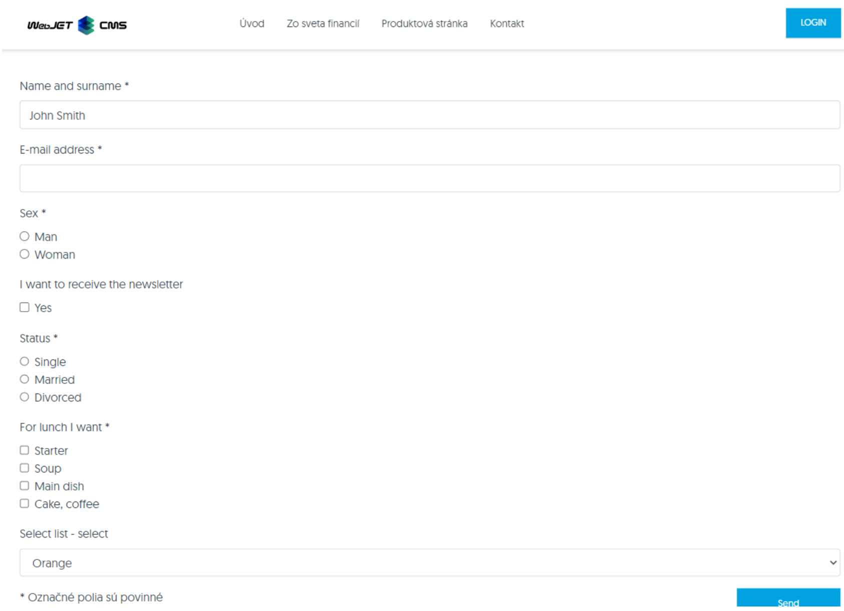
To add a form field (item), click the New Item button, which is displayed below the list of existing fields. In the Field Type selection box, you can choose from the defined form fields. Most fields allow you to enter the following fields:

- Name - represents the name of the form field (display name), if left blank the name from the Field Type selection menu is used. For information fields (labels), enter the text you want to display.
- Value - pre-filled value that will be displayed in the field when it is loaded.
- Placeholder text - for standard text fields, represents the value of the placeholder text (`placeholder`), which is displayed when the field is empty.
- Required field - checking the box will mark the field as required to submit the form.
- Tooltip - if you enter a value, an information bubble (explanatory note) will appear next to the field name with the text entered in this field. The display method depends on the design of the web page (typically requires support FontAwesome (https://fontawesome.com) to view the icon).

Remark: if it is in the field **Value** blank text and text is entered in the field **Representative text**, so when the form is displayed on the web page, the field name is not displayed separately but only as a placeholder text. This allows you to create a smaller form in terms of its space on the web page.

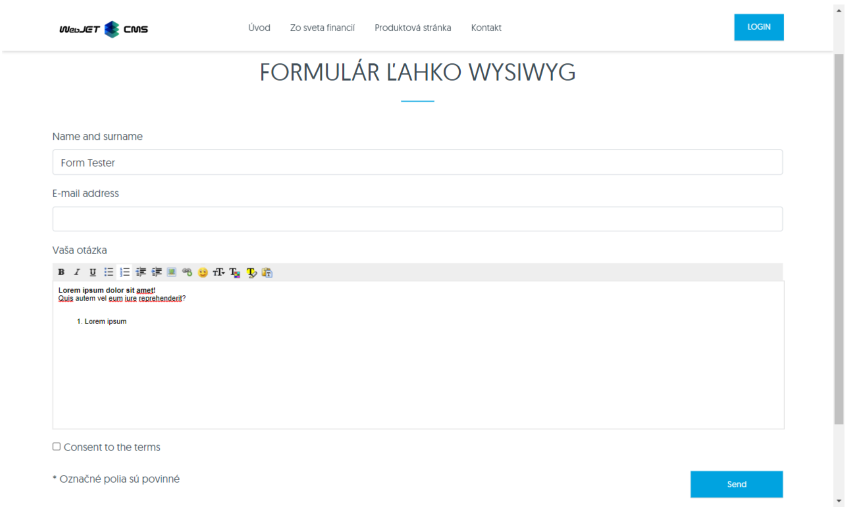
For **groups of fields (e.g. a group of selection or checkbox fields)** a list of options is defined in the Value field. The character is searched for as an option separator `|`, if not found the character is searched for `,`, if not found a space is used. So you can enter e.g. `Slobodný,Ženatý,Rozvedený`, or if you need to enter a comma in an option, use the separator `|` Like `Predjedlo|Polievku|Hlavné jedlo|Koláč, kávu` (option `Koláč, káva` will be one item).

For **Selection list - select** it is also possible to enter different text for the displayed information and the selected value. The displayed text and value are separated by a character `:`. Example: `Pomaranč:orange,Jablko:apple` prints a selection field (select) with text values Orange or Apple but when selecting the value is stored in the form `orange` or `apple`.



55.4. Information for web designer

The HTML code for displaying fields and form is defined in Settings-Edit Text. Text keys have a prefix `components.formsimple.`.



The basic form code is in the keys:

- `components.formsimple.form.start` - HTML code for the beginning of the form (opening form tag)
- `components.formsimple.form.end` - HTML code for the end of the form (closing form tag)
- `components.formsimple.requiredLabelAdd` - text to be added to the text of the label element for the required field (typically the * character)
- `components.formsimple.tooltipCode` - HTML code for generating ${tooltip} replacements
- `components.formsimple.techinfo` - HTML code for generating technical information in an email

You define individual items via keys:

- `components.formsimple.label.NAZOV` - item name (typically the value of the label element)
- `components.formsimple.input.NAZOV` - HTML code of the item
- `components.formsimple.hide.NAZOV` - list of fields that will not be displayed in the administration for this item (possible values: label,required,tooltip,placeholder)
- `components.formsimple.firstTimeHeading.NAZOV` - title above the field, only displayed when the field with this name is first listed (used for selection and checkbox fields)

Example:

```
//najjednoduchsi typ pola
components.formsimple.label.meno=Meno
components.formsimple.input.meno=<div class="form-group"><label for="${id}">${label}${tooltip}</label> <input class="${classes}form-control" data-name="${labelSanitized}" id="${id}" name="${id}" placeholder="${placeholder}" type="text" maxlength="20" />${cs-error}</div>

//pole, ktoremu sa nezobrazi moznost zadat ze sa jedna o povinne pole (moznost .hide)
components.formsimple.label.popiska=Popiska (info text)
components.formsimple.input.popiska=<div class="form-group"><label for="${id}">${label}${tooltip}</label></div>
components.formsimple.hide.popiska=required

//ukazka pouzitia nadpisu nad vyberovym polom, hodnota .firstTimeHeading sa zobrazi len pred prvym polom
components.formsimple.label.radio=Výberové pole
components.formsimple.input.radio=<div class="form-check"><input class="${classes}form-check-input" data-name="${labelSanitized}" id="${id}" name="${id}" type="radio" value="${value}"/> <label for="${id}" class="form-check-label">${value}${tooltip}</label> ${cs-error}</div>
components.formsimple.firstTimeHeading.radio=<div class="form-group mt-3 mb-0"><label class="first-time">${label}</label></div>
components.formsimple.hide.radio=placeholder

//ukazka pouzitia ${iterable} pre vypis zoznamu vyberovych poli. Z pola Hodnota sa vytvori zoznam, ako oddelovac sa hlada znak | ak sa nenajde pouzije sa , a ak sa ani ta nenajde pouzije sa ako oddelovac medzera
//v kluci components.formsimple.iterable.radiogroup sa definuje HTML kod opakovaneho zaznamu, ten sa vlozi na miesto ${iterable}
components.formsimple.label.radiogroup=Skupina výberových polí
components.formsimple.input.radiogroup=<div class="form-group"><label for="${id}">${label}${tooltip}</label>${iterable} ${cs-error}</div>
components.formsimple.iterable.radiogroup=<div class="form-check"><input class="${classes}form-check-input" data-name="${labelSanitized}" id="${id}-${counter}" name="${id}" placeholder="${placeholder}" type="radio" value="${value}"/> <label for="${id}-${counter}" class="form-check-label">${value}</label></div>
components.formsimple.hide.radiogroup=placeholder

//ukazka pouzitie ${iterable} pre vypis SELECT pola
components.formsimple.label.select=Výberový zoznam - select
components.formsimple.input.select=<div class="form-group"><label for="${id}">${label}${tooltip}</label><select name="${id}" id="${id}" class="form-control form-select">${iterable} </select>${cs-error}</div>
components.formsimple.iterable.select=<option value="${value}">${value-label}</option>

//example of wysiwyg/cleditor - it must contains class ending formsimple-wysiwyg to render cleditor on page
components.formsimple.label.wysiwyg=Formátované textové pole
components.formsimple.input.wysiwyg=<div class="form-group"><label for="${id}">${label}${tooltip}</label><textarea class="${classes}form-control formsimple-wysiwyg" data-name="${labelSanitized}" id="${id}" name="${id}" placeholder="${placeholder}">${value}</textarea>${cs-error}</div>
components.formsimple.hide.wysiwyg=placeholder
```

The following tags can be used in the code and will be replaced when the form is displayed:

- `${formname}` - form name without spaces, diacritics, lowercase, used for form element in the name attribute (it should still start with formMail for use in the standard validation mechanism)
- `${savedb}` - the same value as `formname`, used for clarity in the URL of the form submission
- `${id}` - ID of the element generated from its name (Value field in the administration), without spaces, diacritics, lowercase letters
- `${label}` - text for label element, value from name field in administration
- `${labelSanitized}` - text for label element, value from name field in administration, modified special characters to use it in HTML attribute
- `${value}` - text from the value field in the administration
- `${placeholder}` - placeholder text, displayed when the field has an empty value
- `${classes}` - additional CSS styles, current `required` if Required field in administration is checked
- `${tooltip}` - HTML code for tooltip, value from Tooltip field in administration
- `${cs-error}` - generated HTML code for error message
- `${iterable}` - a repeating list of fields (e.g. a group of selection fields) is inserted at the specified location, the code to be repeated being defined by a key `components.formsimple.iterable.MENO_POLA`
- `${counter}` - sequence number for the repeating record, is needed to set a unique `id` a `for` attribute
- `${value-label}` - the text value (label) for the repeating record, if it contains a different value for `value` and for `label` (e.g. in `option` tag). The user specifies possible values as `label:value`, i.e. as e.g. `Pomaranč:orange,Jablko:apple` to view the options.
- `{enumeration-options|ID_CISELNIKA|MENO_VALUE|MENO_LABEL}` - link to get the list `option` values from the dialer application. The dial ID, the column name for the value, and the column name for the text are entered.

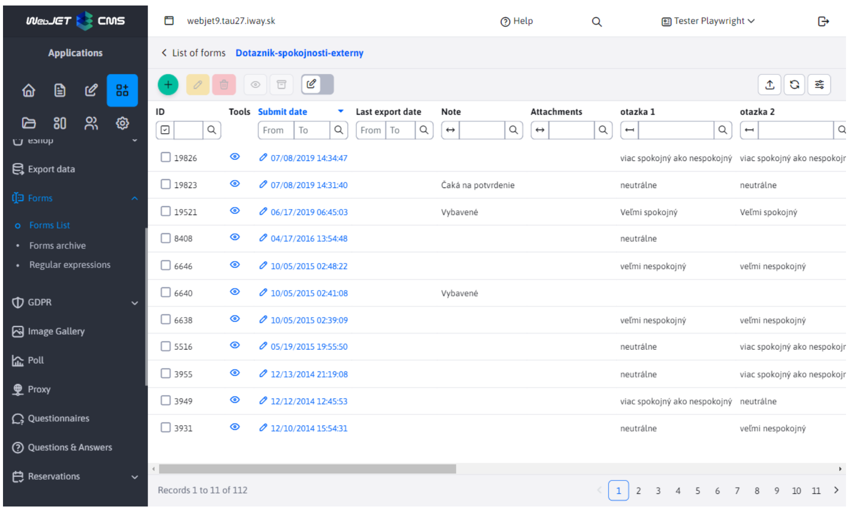
In the display to email, the value of the tooltip field is replaced with a blank character (so that the tooltip is not unnecessarily broken in the email).

56. List of forms

The forms application is used for advanced management of completed forms. Each web page can contain a form that the visitor fills out. These can be job applications, requests for more detailed information, and so on.

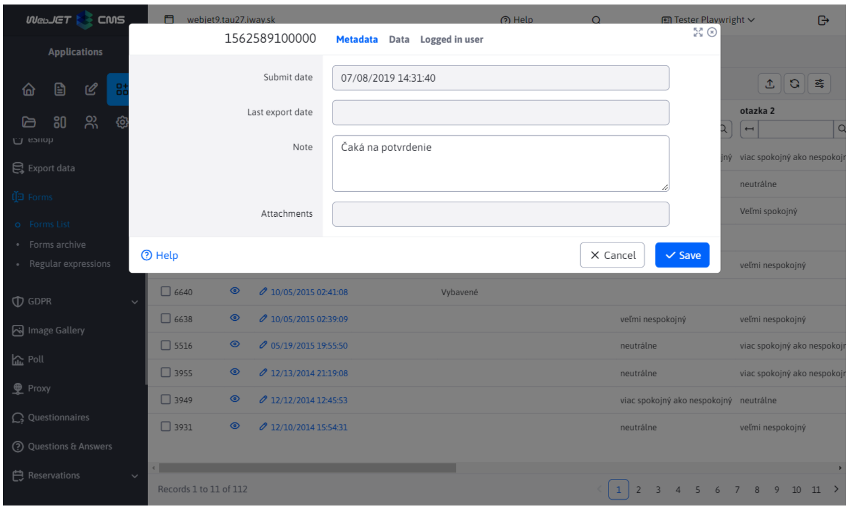
Forms can be sent to an email address, and the form looks the same in the email message as it does on the website, can be printed and further processed.

Additionally, all forms are stored in a database, and you can return to them at any time in the administration area of Web JET. Items in the forms can be sorted by any column and exported to MS Excel.



Click on the eye icon to view the form as it appears on the web page and print it.

In form editing, you can change the note field (where you can record the processing/status of the form). The individual fields filled in are read-only, they cannot be changed after submission. The data tab contains the individual fields of the completed form, the logged in user tab contains the details of the user who submitted the form (if they were logged in when submitting it).

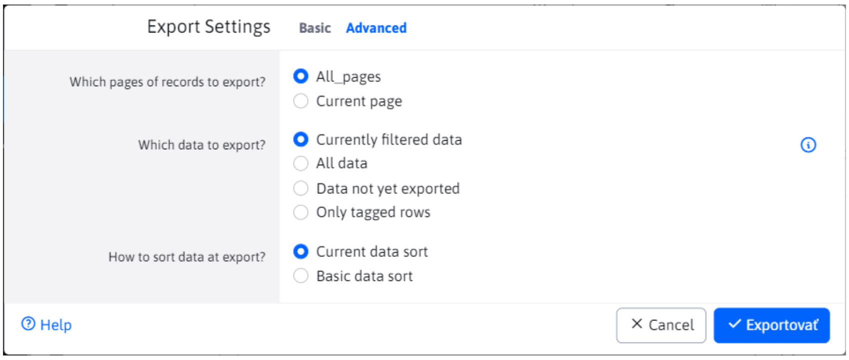


56.1. Export of data

Form records can be exported to the format `xlsx` a `csv` . The following export options can be set in the Advanced tab:

- Currently filtered data - if you have data filtered by a certain column in the table, only this data is exported.
- All data - all data is exported regardless of the filter set in the displayed table.
- Not yet exported data - only data that have not been exported yet (have a blank value in the Last exported date column) are exported. So you can simply export only newly added data one by one.
- Only selected rows - only selected rows in the table are exported.

After the export, the Last Export Date column is automatically set to the current date and time.



56.2. Advanced setting options

It is possible to set some hidden values to the form that will affect its processing. By default, it is not necessary to set any of these values specifically.

- `recipients` - list of email recipients. It can contain multiple recipients separated by a comma.
  - **Warning:** to prevent emails being sent via the system to foreign addresses (`mail relay server`), the system checks whether the specified destination email address is in the body of the original page. Therefore, if you change the email address dynamically, it must be in the body of the page.
- `ccEmails` - a comma separated list of email addresses to which a copy of the email should be sent.
- `bccEmails` - a comma-separated list of email addresses to which a hidden copy of the email should be sent.
- `subject` - email subject. If it is not filled in automatically it will be used according to the web page.
- `email / e-mail` - a field specifying the email address of the sender of the email. If it is a contact form, it is ideal if the field where the visitor enters the email is called this.

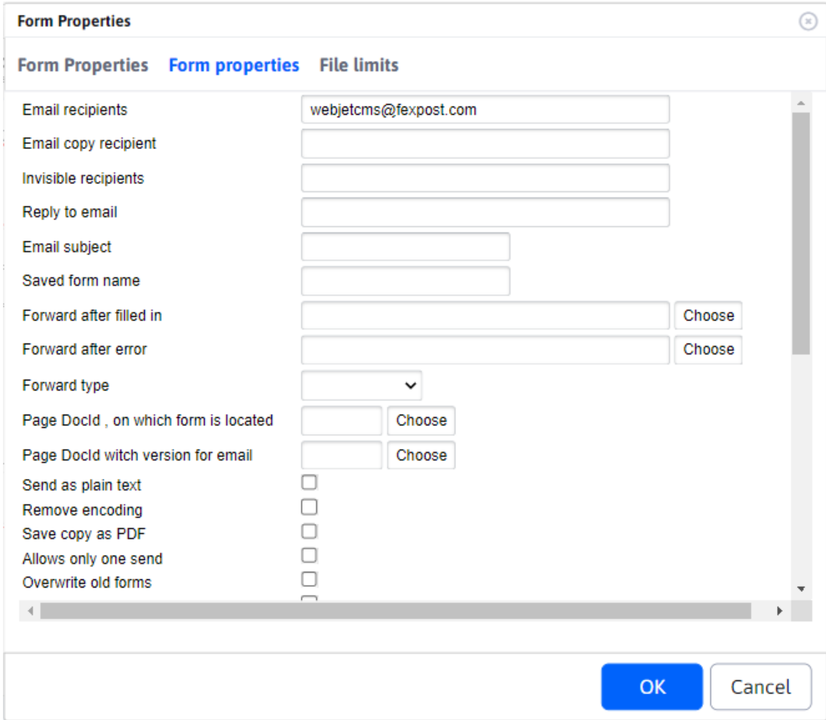
- `name / firstname / lastname / meno / priezvisko / jmeno / prijmeni` - a field specifying the name of the sender of the email. If it is a contact form, it is ideal if the field where the visitor enters his/her name is called this way.
- `savedb` - the name under which the form is saved in the database.
- `forward` - url address to redirect to after saving the form. If not specified it will redirect to the original page.
- `forwardFail` - url address to redirect to if the form fails to submit. If not specified, the same value is used as has `forward`.
- `forwardType` - type of redirection after the form is processed.
  - If the value is not entered, the form is processed and then redirection to the specified page with the set parameter of the sending status is performed (e.g. `formSend=true`).
  - Value `forward` means that an internal redirect is performed to the destination page. The target page can then access the identical parameters as the form and perform an additional action. Since this is an internal redirect, the value will remain in the browser's address bar `/formmail.do`.
  - Value `addParams` performs a redirect to the destination page with the addition of individual parameters to the URL. In this case, the browser performs the redirection and the address of the destination page remains in the address bar. However, since the parameters are added to the URL, the number of parameters is limited by the length of the URL, which is 2048 characters by default.
- `useFormDocId` - doc ID of the page where the form is located. By default, the system tries to determine this page based on `refereru`, or the last viewed page in `session`. For precise determination, this value can be entered. If it is not entered WebJET will automatically add it when the form is displayed.
- `useFormMailDocId` - doc ID of the page with version for email. The system needs the page to be able to generate the email version. If the value none is specified, the web page determination for email is not used. If the value is not specified at all, the value specified by the parameter `useFormDocId`. The value is useful if you have one contact form embedded in all pages, e.g. in the footer. When generating an email, the code of the page itself is used as the code, but the form is not located in it. This way you can tell it to use a different page for the email.
- `forceTextPlain` - if the parameter exists the email is sent as `text/plain` version, otherwise it is sent as `multipart`.
- `formMailEncoding` - the character encoding type of the email. By default, the same encoding as the web page is used. If ASCII is set as the value, the diacritics are removed from the text.
- `fieldsEmailHeader` - if the generated email is to contain a special header, it is possible to enter a comma separated list of field names into this field, whose values are set into the header.
- `formmail_overwriteOldForms` - if the user is logged in and this field is set to `true`, if the user has already submitted the form, its value will be overwritten by the new version. In this way, the form will only appear once in the database from a single user.
- `formmail_allowOnlyOneSubmit` - if the user is logged in and this field is set to `true` if the user has already submitted the form, the system will not allow the user to submit it again. In this way, the form will only appear once in the database from one user.
- `formmail_sendUserInfoDocId` - if set to `docId` of a web page, after the form is successfully saved, an email with the text of the web page is sent to the visitor's email (from the email / email field). This can be, for example, a thank you for filling out the form or further instructions on how to proceed.
- `isPdfVersion` - if set to true, the system will also generate a PDF version of the form after saving it to the directory `/WEB-INF/formfiles/ID_FORMULARU_pdf.pdf`, where the value `ID_FORMULARU` Is `id` form in the database.

56.3. Confirm email address settings

The form can be set **confirmation of email address** (`double opt-in`). You can confirm that the form has been sent by clicking on the link in the email and therefore **Verify** that the visitor who has filled in the form has entered **a valid email address**.

To enable email address confirmation, you need to set:

1. In the form properties, specifically in the advanced settings

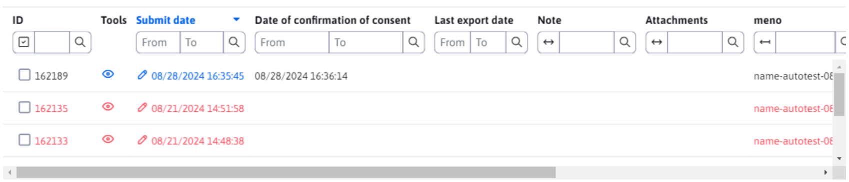


you need to select the option **Require confirmation of consent by email**.

2. Create a page to confirm consent, the application must be embedded in it `!INCLUDE(sk.iway.iwcm.components.form.DoubleOptInComponent)!` , which confirms the consent based on the parameters in the database. The page can be used for several different forms, it can have a URL address for example `/potvrdenie-double-optin/` .

3. Create a page with email text e.g. "To validate your email address, click on the following link" and insert a link to the page where the consent will be confirmed. The link must contain the parameters `!FORM_ID!,!OPTIN_HASH!` , e.g. `/potvrdenie-double-optin/?formId=!FORM_ID!&hash=!OPTIN_HASH!` . Set the ID of this page in the field `Doc ID` notifications for the user.

When you click on the link in the email, the Consent Confirmation Date field is set in the form, so you can identify the forms that have consent confirmed. At the same time, forms that do not have confirmed consent are shown in red.



56.4. Form submission event

After submitting the form via AJAX, an event is published `WJ.formSubmit` to which it is possible to listen, e.g. as:

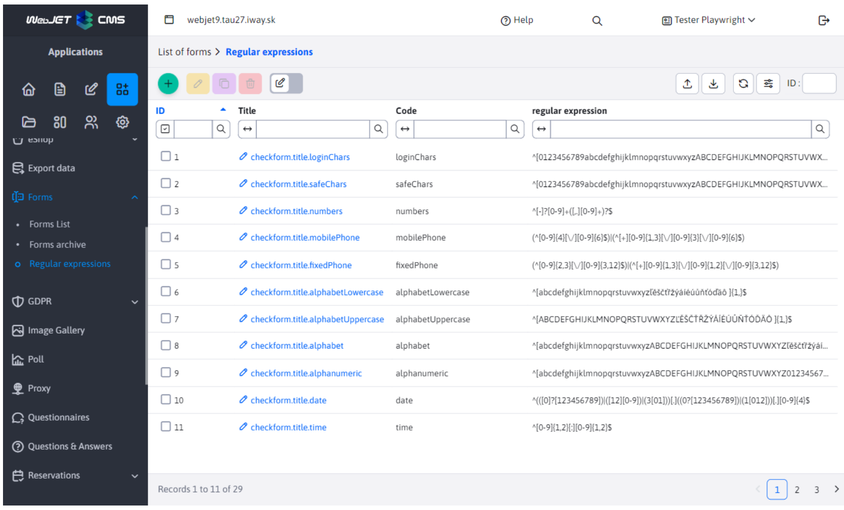
```javascript
    window.addEventListener("WJ.formSubmit", function(e) { console.log("DataLayer, submitEvent: ", e);
dataLayer.push({"formSubmit": e.detail.formDiv, "formSuccess": e.detail.success}); });
```

56.5. Possible configuration variables

- `formmailAllowedRecipients` - List of email addresses to which forms can be sent, for example: `@interway.sk,podpora@demo.webjet.sk` . Blank by default, which means that the form can be sent to any address
- `formMailEncoding` - character set for sending emails from forms. Defaults to blank, which means that the same character encoding is used as is set for web pages.
- `spamProtection` - if set to `true` , spam protection will be enabled in forms. By default set to `true` .
- `spamProtectionJavascript` - if set to `all` (all forms will be protected) or `formmail` (only forms sent to email will be protected), the forms will be protected `javascriptom` , to deactivate the function you need to enter `none` . Default set to `all` .
- `spamProtectionSendInterval` - the time in seconds during which the form cannot be resent to the email. By default set to 30.
- `spamProtectionDisabledIPs` - a comma-separated list of IP address beginnings (or a character `*` for all) for which spam protection is disabled.
- `formMailSendPlainText` - if set to `true` the email from the form is sent as plain text (not HTML format).
- `formMailRenderRadioCheckboxText` - if set to `true` will display selection and checkboxes as text `[X]` or `[ ]` .
- `formMailCropForm` - if set to `true` only the part wrapped in `tagov` Form.
- `formmailHttpsDomains` - A comma-separated list of domains for which forms will always be sent over a secure httpS connection.
- `checkFormValidateOnInit` - Setting the validation of the form when initializing it, when set to `false` the entire form is not validated when displayed, when set to `true` is validated.
- `formMailFixedSenderEmail` - If it is set to the email address, it is used as a fixed value of the sender's email address. Unlike `emailProtectionSenderEmail` does not set the original email in the field `reply-to` so that the sender is not notified of any misdelivery (which may sometimes be necessary for security reasons).
- `formmailShowClassicErrorMessage` - If it is set to `true` will display the classic form validation message at the top of the form instead of the message next to each field.
- `formmailScrollTopAfterSend` - If it is set to `true` scrolls the page to the top of the form after submission (to show the submission message).
- `formmailResetFormAfterSend` - If it is set to `true` after successful submission, the form is cleared.
- `formmailSendUserInfoSenderName` - It will be sent as the sender's name in the email when the page is sent according to the specified `formmail_sendUserInfoDocId` . If empty, the name of the author of the page whose content is being sent to the email is sent.
- `formmailSendUserInfoSenderEmail` - It will be sent as the sender's email in the email when the page is sent according to the specified `formmail_sendUserInfoDocId` . If it is empty, an email is sent to the author of the page whose content is being sent to the email.

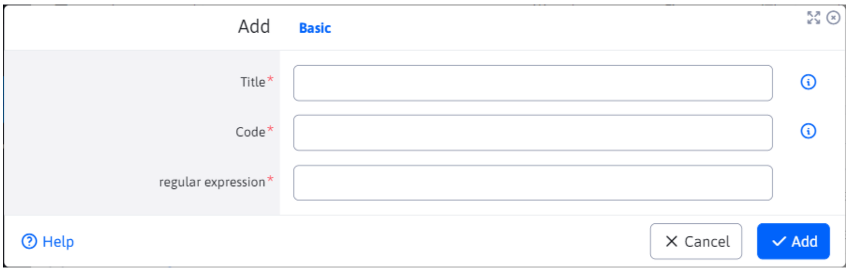
57. Regular expressions

The Forms application contains a Regular Expressions node, through which you can define rules for checking the filling of fields. Rules are defined using a regular expression.



The editor contains the following fields.

- Name - Name, or better translation key, rules. The name should be concise and clear to the user (e.g. at least 8 characters).
- Code - Code designation, can only contain letters without spaces. In HTML code it is used as a CSS class on the input field.
- Regular expression - Regular expression (https://www.w3schools.com/jsref/jsref_obj_regexp.asp) Rules.



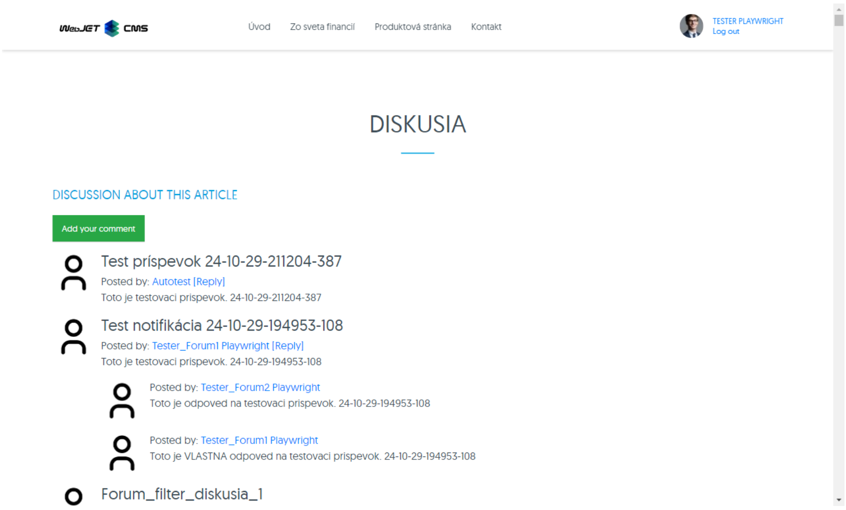
58. Forum/Discussion

The Forum/Discussion application, which allows you to insert a discussion into the page, has the following display options:

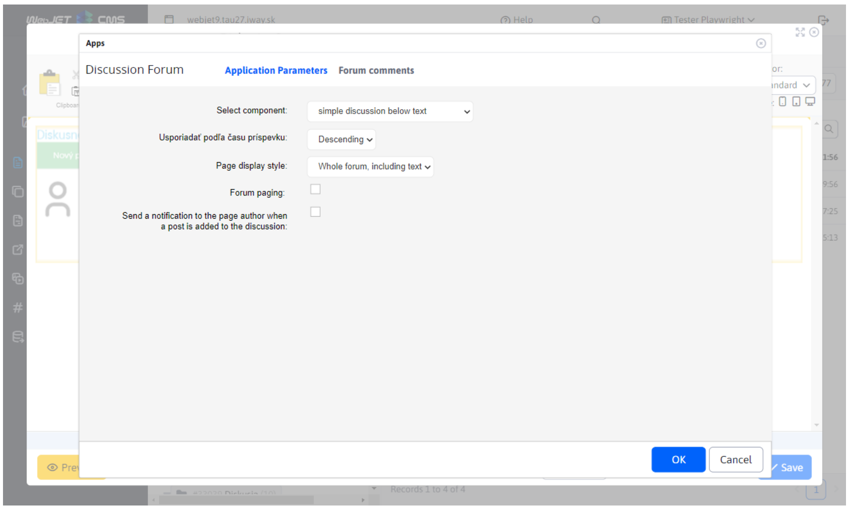
- Discussion forum - a simple discussion under the article.
- Discussion board - multi-topic discussion (`Message board`), where the discussion is divided into groups and sub-topics, which will contain individual contributions. Sub-topics can also be added by the user.

58.1. Discussion forum

A "discussion forum" is a type of simple discussion.



The application setup consists of two tabs **Application parameters** a **List of discussions**



58.1.1. Tab - Application Parameters

The application parameters tab contains several additional parameters and restrictions:

- **Select a component** - choice between "Discussion forum" and "Discussion board" (choice of discussion type).
- **Arrange by time of post** - descending or ascending order.
- **The way the page text is displayed**
  - Embedded framework (`iframe`) - when the complete discussion listing is displayed, the content of the original page is displayed in the frame.
  - Showing the perex - when you view the full discussion listing, only the perex of the original page will be displayed.
  - Not displayed at all - only the discussion listing will be displayed.
  - Normal - when the full discussion listing is displayed, the full text of the original page is also displayed
  - The entire forum, including texts - a complete listing of the entire discussion will be embedded in the page.
- **Paginate the discussion** - an additional parameter appears when you enable pagination of the discussion **Number of posts on the page**, which determines how to paginate and its default value is 10.
- **Send a notification to the author of the page when a post is added to the discussion** - if selected, the author of the page where the discussion is located will be informed by e-mail about every post added to the discussion (the only exception is if the author of the page added the post).

> **Warning:** if you want to **each** the author of the discussion page receives a notification, you can set this with a configuration variable `forumAlwaysNotifyPageAuthor` , which you set to `true` . If you set it to `false` , it will depend on the setup of each discussion. **The same applies to the Discussion Board**

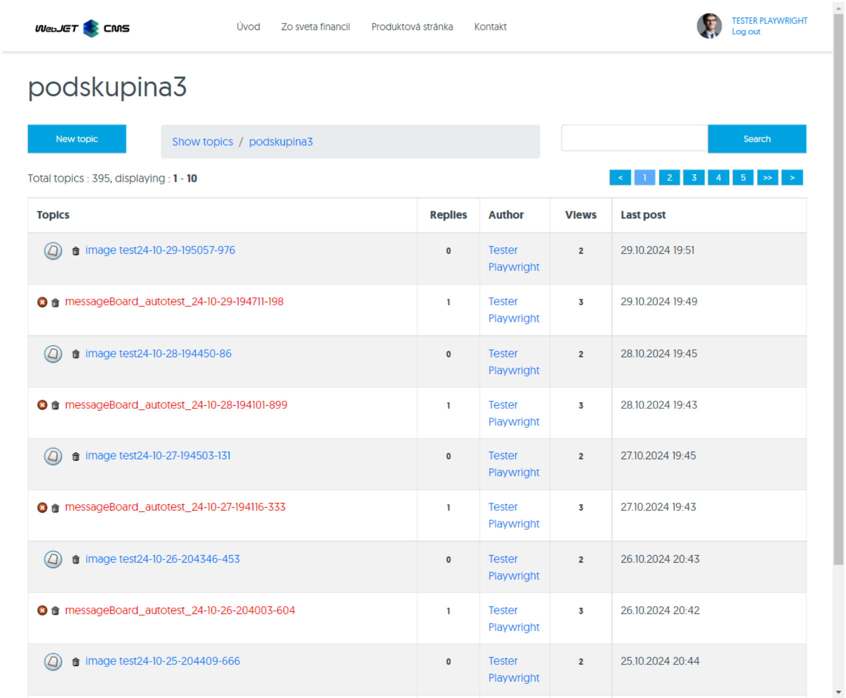
If you want the author of a discussion page to always receive a notification, you can set the configuration variable `forumAlwaysNotifyPageAuthor` to the value of `true` .

58.1.2. Tab - List of discussions

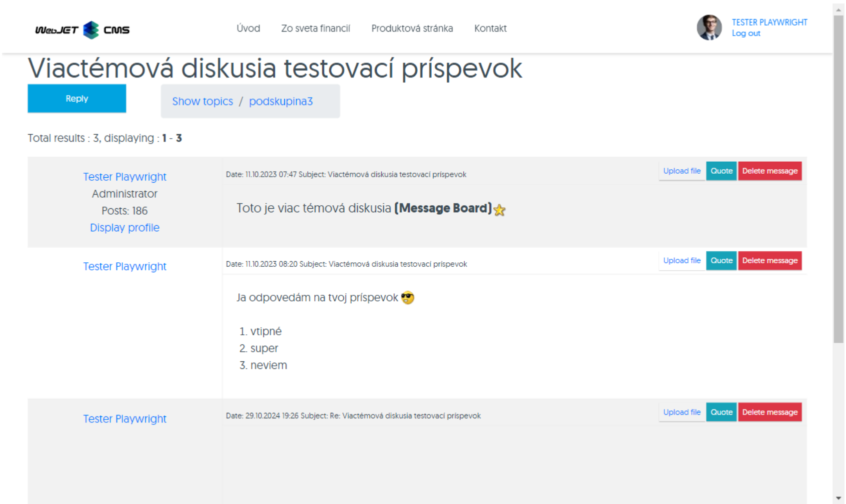
The Discussion List tab is a nested page listing all discussions (both the Discussion Board and the Discussion Board). You can learn more about the Discussion List here List of discussions.

58.2. Discussion board

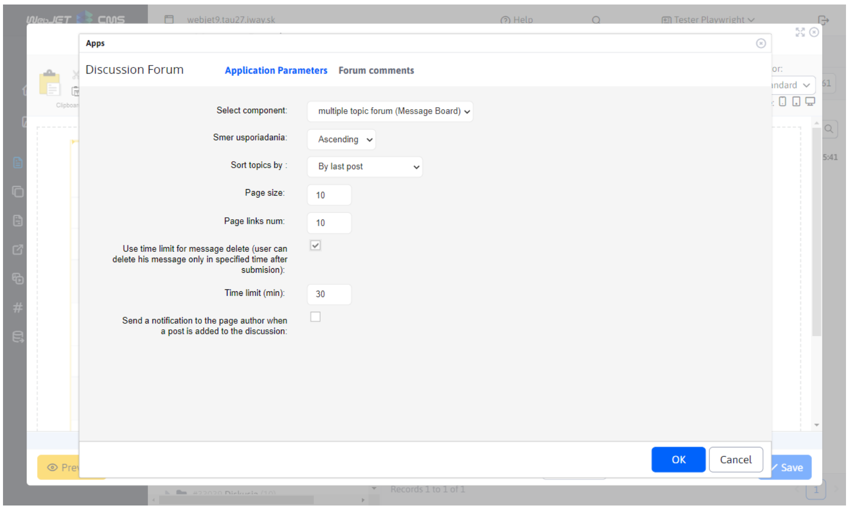
"Discussion Board", also referred to as `Message board` , is a type of multi-topic discussion. It can be embedded as an application in the page. The discussion is divided into groups (sections) and sub-topics. For each sub-topic, the number of posts added, the number of views and the date the last post was added are recorded and displayed under the topic title.



So a visitor can create a new topic and then discussion posts are added to the topic. This creates a kind of tree structure of discussion posts.



The application setup consists of two tabs **Application parameters** a **List of discussions**.



58.2.1. Tab - Application Parameters

The application parameters tab contains several additional parameters:

- **Select a component** - choice between "Discussion forum" and "Discussion board" (choice of discussion type).
- **Direction of arrangement** - descending or ascending order.
- **Ordering of topics** namely
  - According to the last post.
  - By the date the topic was created.
- **Number of posts on the page** - enter the number of posts that will appear on a single page. The default value is 10.
- **Number of page numbers displayed** - specifies the number of direct numeric links to pages from the paginated list. The default value is 10.
- **Turn on the time. limit on deleting posts** - turn it on if you want to allow posts to be deleted only until the time limit expires. Only the author has the right to delete a post.
- **Time limit (min)** - specify the numerical value in min. The preset value is 30 minutes.
- **Send a notification to the author of the page when a post is added to the discussion** - if selected, the author of the page where the discussion is located will be informed by e-mail about every post added to the discussion (the only exception is if the author of the page added the post).

> **Warning:** if you want the author of the discussion page to always receive a notification, you can set a configuration variable `forumAlwaysNotifyPageAuthor` to the value of `true` .

58.2.2. List of discussions

The Discussion List tab is a nested page listing all discussions (both the Discussion Board and the Discussion Board). You can learn more about the Discussion List here List of discussions.

59. List of discussions

A list of discussions can be found in the Contributions section. It contains a list of all posts that fall under **Discussion forum** a **Discussion Board**.

59.1. Editing a post

Use the button to edit the post which invokes the editor and is active only if at least one post is selected. The editor can also be invoked by clicking on a column value **Headline** in the table.

Editing a post can be found in the editor tab **Post** and contains fields:

- **Article** - the web page to which the discussion is linked
- **Headline** - subject/title of the contribution
- **Send notification when replying to a post** - you can set to send a notification email
- **Active** - you can set the post activity
- **Text** - the text of the paper itself
- **Author** - name of the author of the paper
- **E-mail** - email address of the author of the post, notification is sent to it if the option to reply to the post is selected

59.2. Discussion/forum settings

Setting the properties for the entire forum/discussion (all posts on one web page) can be found in the **Discussion settings**. It is divided into 3 sections.

59.2.1. Section - Basic data

Contains basic information about the discussion forum in fields:

- **Status of the discussion forum** - informs about the activity of the discussion. If any of the limits are exceeded or activity is manually disabled, the status of the discussion board will be "closed" (more in Section - Validity)
- **Forum type** - has the value of a "simple discussion under an article" or "multi-topic discussion (`Message Board`)"
- **Announcements - subtopics can only be created by administrators** - this field will only appear in the case of a "multi-topic discussion". If this option is selected, only administrators will be able to create announcements/sub-topics (see Section - Access rights)
- **Validating contributions** - if you check this option, every time you add a new post, an email will be sent to the specified address with the text of the post and a link to this table, in which the post will be automatically filtered
- **Send confirmation request to e-mail** - a field containing the email where confirmation requests will be sent. The field itself will only be displayed if the option **Validating contributions** Selected. In this case, the editor will require you to enter this email.
- **Send notification to email** - this field has the same role as the field containing the email address to which an email is sent whenever any post is added to the discussion board.

59.2.2. Section - Access rights

The section contains access rights settings. More specifically the selection of **Groups of users who can add a new post (if empty even unregistered users can)**. All groups, no groups or a combination of groups can be selected.

> **Warning:** in the case of a "multi-topic discussion" forum, you also have the option to select **Groups of administrators**. If you are in the **Basic data** have chosen the option **Announcements - subtopics can only be created by administrators**, so by selecting these groups of administrators certainly, who will be able to create sub-topics.

59.2.3. Section - Validity

The section contains fields:

- **Active** - you can set the discussion board activity. This is also subject to the following date and time restrictions.
- **Date of validity (from)** - set the date and time from which the forum should be active.
- **Date of validity (until)** - set the date and time of the forum expiration.
- **Number of hours since last post, to close the discussion** - if you set a value greater than 0, the constraint will be active.

59.3. Post Views

Use the button to view the post or directly clicking on the column value **Article** in the table.

The button is active only if at least one post is marked and works depending on the type of discussion the post belongs to.

Discussion forum

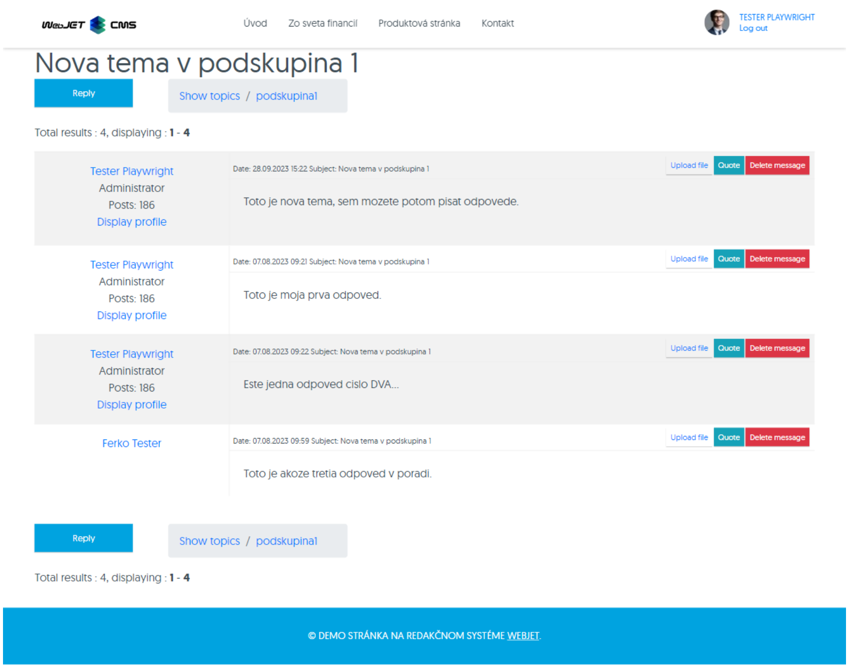
If the post belongs to the Discussion forum, pressing the icon or a link in the column **Article** has the same result. You will be redirected to a web page where you will see all the posts, not just the one you got there through. This means that a particular post will not be filtered.

Discussion board

If the post belongs to the "Discussion Board", also referred to as `Message board`, the function will vary depending on what you press.

- If you use the link in the column **Article** you will be redirected to the main page of that multi topic discussion, where you will see a list of all topics in the discussion. From there, you can go directly to the topic by clicking on its title.

- If you use the button you will be redirected directly to the discussion topic, where the list of posts will be. Again, the specific post will not be filtered but you will see the entire list.



59.4. Actions over forums and posts

This chapter discusses the possible actions you can take over a forum post or an entire forum.

It should be remembered that **individual actions do not affect each other**. In practice, this means that a post that has already been deleted can also be rejected and locked. Or any combination of these actions.

59.4.1. Deleting and restoring a post

Use the button to delete a post and is only active if at least one post is marked. Deletion has two modes:

- Marked as deleted - the post will not be deleted from the database, only marked as deleted and will still be available in the table. Such a post can be restored again by clicking the restore button .
- Actual deletion from the database - the post will be deleted from the database and will never be accessible again.

Which background delete mode is used depends on the set configuration variable `forumReallyDeleteMessages` . If this configuration variable is set to `true` deleting the record from the database is also performed.

> **Warning:**

- Both the delete action and the restore action are recursive actions. This means that not only the post itself is deleted/restored but the entire branch below it, so are all replies to that post and replies to replies.
- Deleted posts will no longer appear in the discussion and will reappear with the uploaded files when restored.

59.4.2. Deleting and restoring the forum

If you decide to delete the entire forum, all posts under it will be deleted with it. The entire forum is hidden from visitors and it is not possible to return to it, even with a remembered url.

If you decide to restore the entire forum, all posts will be restored with it. The forum will be accessible to visitors again with all posts and uploaded files.

59.4.3. Approval and rejection of the contribution

Use the button to approve the contribution and the button to reject the contribution . Both of these buttons are only active if at least one post is selected. These actions are not limited and a post can be approved or rejected at any time.

> **Warning:**

- Both the approve action and the reject action are recursive actions. This means that not only the post itself is approved/disapproved but the entire branch below it, so are all replies to that post and replies to replies.
- Rejected posts will no longer appear in the forum and will reappear in the forum with the uploaded files once they have been approved.

59.4.4. Approval and rejection of the Forum

If you decide to reject the entire forum, all posts under it will be rejected along with it. The entire forum is hidden from the user and it is not possible to return to it, even with a remembered url.

If you decide to approve the entire forum, all posts will be approved with it. The forum will again be accessible to users with all posts and uploads.

59.4.5. Locking and unlocking your allowance

To lock a post, you need to set the value of the field **Active** at `false` (do not select an option). The field is located in the post editor, more precisely in the tab **Basic**. When selecting the option **Active** (setting the value to `true`), the forum post will be unlocked.

Notice

- The lock action (setting a post as active) and the lock action (setting the forum as inactive) are recursive actions. This means that not only the post itself is locked/unlocked but the entire branch below it, so also all replies to that post and replies to replies ...
- locked posts continue to be displayed in the discussion, and uploaded files cannot be replied to, quoted, deleted or uploaded after unlocking, but all functions are enabled again for users

59.4.6. Locking and unlocking the forum

Locking the entire forum is done by setting the value of the field **Active** at `false` (not selecting an option). The field is located in the post editor, more precisely in the tab **Discussion settings** and in section **Validity**. When selecting the option **Active** (setting the value to `true`), the entire forum is unlocked.

If you choose to lock the entire forum, or it locks after the expiration date, the forum is still displayed to visitors but cannot be edited in any way. This means that visitors cannot add/delete posts or upload files. The forum is marked in red and with an icon indicating the forum is locked.

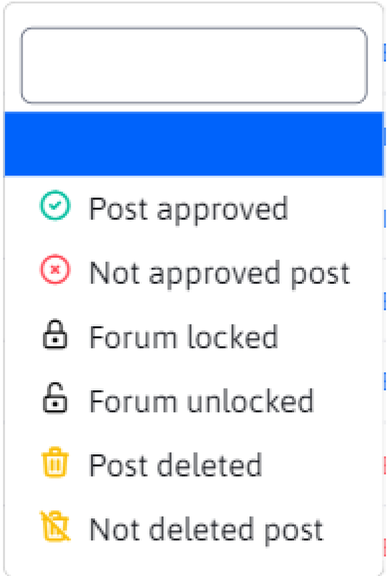
If you decide to unlock the entire forum, or the expiration date occurs, the entire forum will be unlocked and editable again, as well as all posts in this forum (all posts will be preserved, even uploaded files, and all options will be enabled again for users).

59.5. State of the debate

The table contains a special column **Status**, which contains icons indicating the status of the discussion.

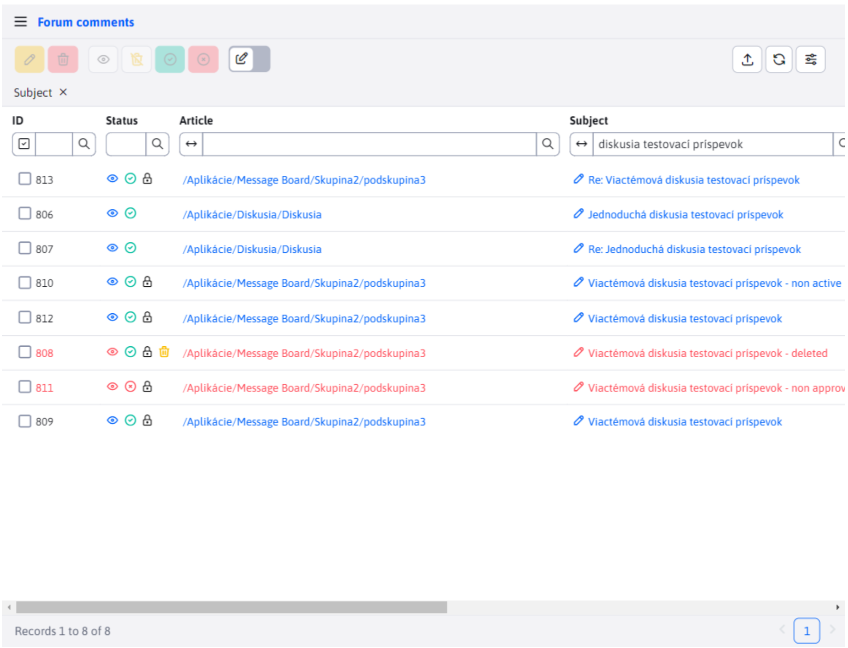
Each record (regardless of status) contains a clickable "eye" icon that has the same function as the eye button to view the post (more in the Post Views).

The remaining status icons already have a meaning as well. A list of these icons as well as their description can be found in the filtering above the column **Status**.



From this list, the icon representing the Deleted post still functions as a button (as in the case of the eye icon) and has the same functionality as the corresponding button to refresh the post (more in the section Deleting and restoring a post).

As mentioned with sections Actions over forums and posts, the individual states do not affect each other and therefore a post can be locked and deleted at the same time or disapproved and locked at the same time. You can see this combination of states in the following figure.



59.6. Working with the forum

In this section, I'll break down user work with the forum depending on its type. Or in other words, the user's options when working with the forum and posts/replies.

For more information on how the forum behaves in different states (the forum itself and the posts, not the user's options in the forum), see Actions over forums and posts.

59.6.1. A simple discussion

If it is a simple discussion forum, the visitor has only 2 options:

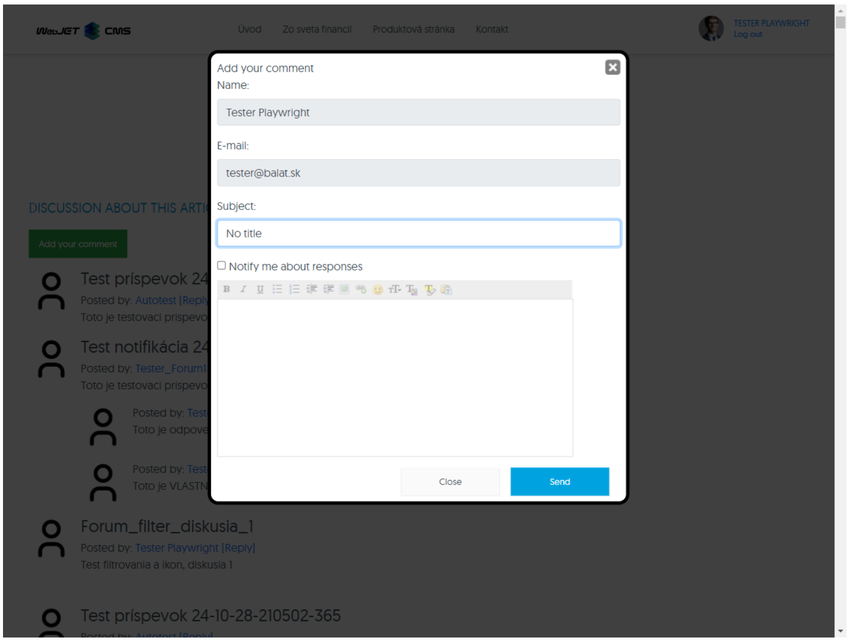
- adding a new post
- reply to an existing post

The average visitor does not see posts that are either deleted or disapproved (or replies to those posts). However, locked posts can be seen.

Adding a new post

Anyone can add a new post in a simple discussion. If it is a logged-in user, their name and email will be set automatically in the form. In the case of a non-logged-in user, the forum will require at least a name (email is optional). The newly added post will automatically be saved at the top of the list (or at the bottom of the list - this may depend on the order direction set).

It applies that adding a new post is only possible if **the forum is not locked** so it's active. Otherwise, the visitor will see all posts and replies, but will not be able to add new posts.



Reply to an existing post

When replying to an existing post, the same rules about the user apply as when adding a new post. You can only reply to a post (the amount is not limited) but you cannot reply to a reply.

The option to reply to posts GLOBALLY is only available if **the forum is not locked** so it's active. You can't reply to posts in a locked forum except to add a new post, so it's read-only.

The option to reply to individual posts (LOCAL) is only available if **post is not locked** so active. If only some posts are locked, they are visible with their replies but no further replies can be added to such a post.

59.6.2. Multi-topic discussion (Message Board)

For a multi-topic discussion forum, the visitor has the following options:

- creating a new topic
- replying to a post
- answering the reply
- attaching the file to the reply/citation
- deleting a reply

The average visitor does not see posts that are either deleted or disapproved (or replies to those posts). However, locked posts can be seen.

Replying to a post

Replying to a post has the same rules as described for replying to a post in a simple discussion.

Also, as with a simple discussion, adding a new post (reply) is only possible if **the forum is not locked** so it's active. Otherwise, the user will see all posts and replies, but will not be able to add new posts (replies).

Replying to replies (Quote)

If we are directly in a discussion, responding to a topic of discussion is called a reply (as mentioned above). However, if we are already replying to replies, we call it **Citation**. You can cite all contributions and even other citations. In practice it may look something like this:

```
príspevok
|_odpoveď 1, na príspevok
| |_odpoveď (citácia) 1, na odpoveď 1
| |_odpoveď (citácia) 2, na odpoveď 1
|   |_odpoveď (citácia) 1, na citáciu 2
|_odpoveď 2, na príspevok
```

We get a tree of answers and citations to answers or citations to other citations. Such a tree can have several levels (it is not limited).

The option to quote answers GLOBALLY is only available if **the forum is not locked** so it's active. The locked forum is read-only.

The option to quote answers LOCALLY is only available if **reply (aka post) to a post is not locked**, so the answer is active. If only some answers are locked, they are visible with their citations, but additional citations cannot be added to such answers.

If all conditions are not met, the corresponding button to perform the action will not be displayed.

Attaching a file to the reply/citation

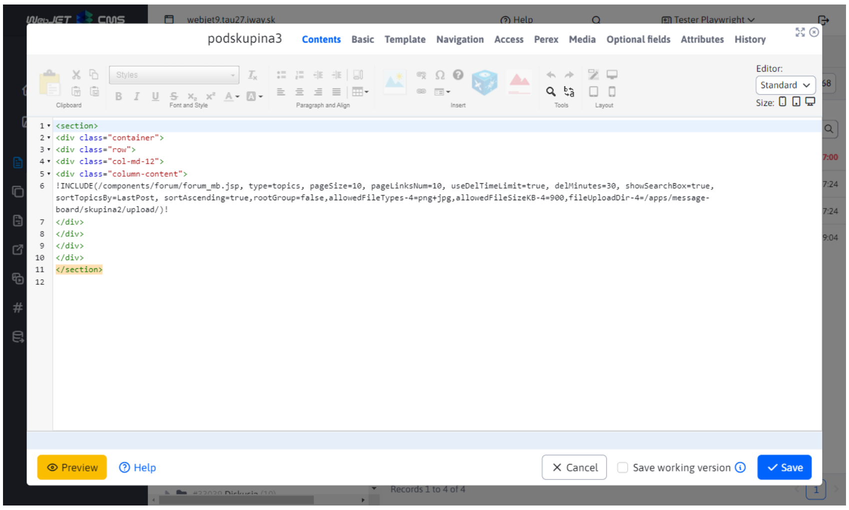
Files can be attached to the response as well as to the citation.

It is true that:

- attach file(s) can **logged in user only**
- the user must belong to a group that is allowed to attach a file
- the user is allowed to attach a file **only to your own answers/quotes**
- an unlimited number of files can be attached
- the file must meet the set limits as well as the type
- **Warning:** if the whole forum or only some replies/quotes are locked, the same logic applies as in the case of replying to a post or quoting.

If all conditions are not met, the corresponding button to perform the action will not be displayed.

Who can upload files, what files and what size is set in the discussion forum web page by setting the parameter `fileUploadDir-ID_SKUPINY=/files/cesta/k/priecinku/` as shown in the picture below.



Deleting a reply/quote

The forum provides the option to delete both the reply and the quote. For more information on the event itself, see Deleting and restoring a post.

It is true that:

- delete a reply/quote can **logged in user only**
- the user may only delete posts that he/she has created himself/herself

If all conditions are not met, the corresponding button to perform the action will not be displayed.

59.6.3. Admin view vs user view

It is true that the administrator can do anything while working with the forum, without limitation. This means:

- sees all forums, even the deleted and unapproved ones (not visible to normal users)
- in a simple discussion can add posts and reply to posts without limit (the user is limited by the forum or post status)
- in a multi-topic discussion can reply/quote/upload/delete unlimitedly (the user is limited by the state of the forum, replies/quotes etc...)

Admin's only limitation is the fact that he can't see deleted/unapproved replies/quotes (aka posts) in a multi-topic discussion. The reason for this is so that these posts don't get in the way of him reading the discussion.

The administrator still has the ability to edit such posts. You can read more about these edits in Actions over forums and posts.

60. Gallery

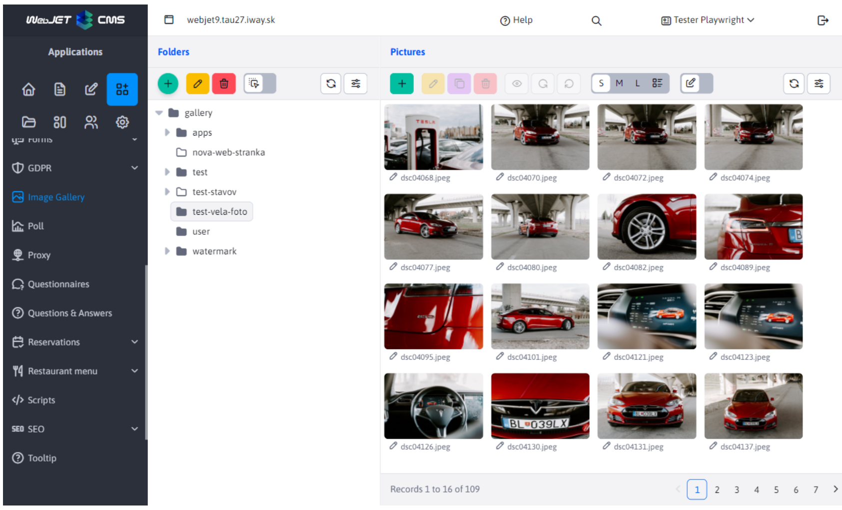
The gallery app allows you to create a photo gallery in an easy way. Just upload pictures from your digital camera to the gallery. WebJET will automatically reduce the photos to the desired format. 3 copies are created from each photo:

- Thumbnail image - small resolution photo, approx. 160x120 pixels, used in the image list
- Image in normal resolution - photo in resolution for a normal monitor, i.e. about 600x400 pixels - this photo will be displayed after clicking on the preview image
- Original photo - primarily serves as a copy of the uploaded photo for the possibility of resizing smaller images. However, depending on the gallery settings, the original photo can be downloaded to get the best quality version.

The dimensions of the thumbnail image and the normal resolution image can be set in the folder properties and possibly changed at any time (the images are automatically generated from the original photo).

60.1. Working with the gallery application

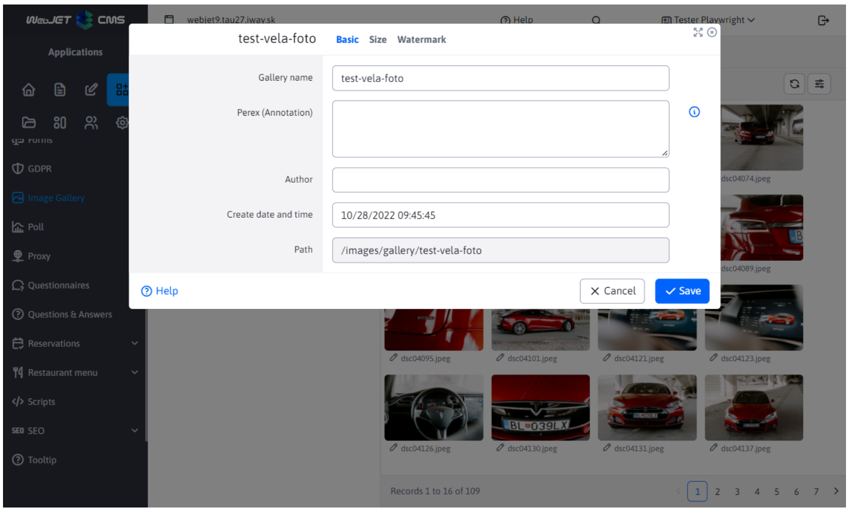
The gallery administration is divided into two columns, similarly to the website. In the first one is the folder structure and in the second one the photos themselves are displayed. The icons for adding, editing, deleting, etc. refer to the corresponding column.



In the tree structure it is possible to Search similar to the website. Only folders stored in the database are searched, i.e. those with a full icon .

60.1.1. Structure management

In the folders column, you can browse and add/edit/delete a folder of the gallery tree structure.



Among others, the folder settings contain the following fields:

- Gallery name - the name of the gallery, when created, a folder will be created by this name. For an already created gallery if you change the name the files will remain in the original folder, this name is only "virtual".
- Method of resizing
  - Customized display - the image size is set so that the dimension does not exceed the set size
  - Crop to fit - the image is cropped to fill the specified dimensions, and if the aspect ratio doesn't match it is cropped.
  - Exact size - the image size is set exactly according to the folder, if the aspect ratio is different the image will be deformed.
  - Exact width - the image size uses the specified width and calculates the height according to the aspect ratio. However, the height can be larger than the specified dimension.
  - Exact height - the image size uses the specified height and calculates the width according to the aspect ratio. However, the width can be larger than the specified dimension.
  - Do not generate thumbnails - the gallery will only use the original image and will not generate thumbnail images. Thumbnail images can then be generated as needed using `/thumb` prefix.

In the Watermark tab, you can set up the brand/logo to be inserted into the image as a watermark. It is also possible to use a vector SVG image whose size is adjusted to the size of the generated image according to the setting in the conf. variable `galleryWatermarkSvgSizePercent` a `galleryWatermarkSvgMinHeight` .

Folders will be displayed in the tree structure:

- z `/images/gallery` .
- z `/images/{PRIECINOK}/gallery` While `{PRIECINOK}` is any folder. If for some reason you need to separate a gallery for a project/micro-site.
- from the database table `gallery_dimension` there is an entry with the gallery dimension setting for the path in the column `image_path` (but that starts at /images).

When using domain aliases (conf. variable set `multiDomainAlias:www.domena.com=ALIAS`), the folder is displayed/opened by default `/images/ALIAS/gallery` . For backward compatibility, other gallery folders (e.g. `/images/gallery`), but those that contain the domain alias of another domain in the folder name will not be displayed.

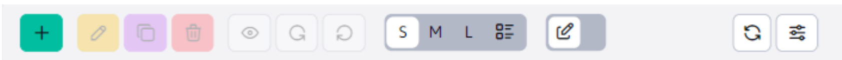
Folders have the following icons:

- full folder icon = standard folder, has gallery dimensions set
- empty folder icon = folder does not have gallery dimensions set, typically it is `{PRIECINOK}` , see above.

60.1.2. Photo management

Upload new photos to the gallery by clicking the Add icon in the Images column (hold down the CTRL key to select more images) or by dragging and dropping them directly from your computer.

The toolbar contains icons `SML` to set the size of the displayed photos (their size is changed only for display in the administration), or the last option displays the images in a standard table, where you can e.g. use the Edit Cell function.



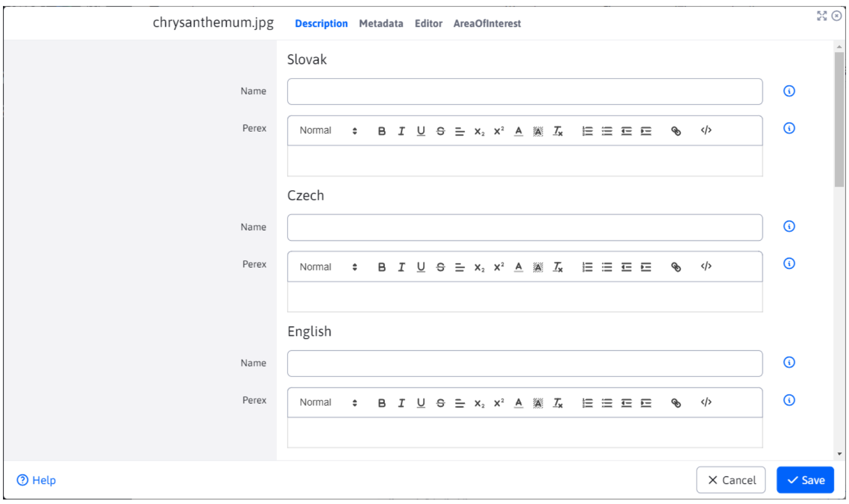
Click on the photo to select it, then you can select the function by clicking on the toolbar (edit, delete, view, rotate...). You can click directly on the file name to quickly view the editor.

The editor contains the following tabs:

Description

Short and long description of the photo in different languages.

These descriptions are important for international users. A short description gives a quick preview of the content of the photo, while a long description provides more detailed information. The descriptions are automatically displayed according to the selected language of the page.



Metadata

Includes additional data:

- **File name**: Unique file name of the photo that allows its identification in the system.
- **Folder**: The path or location within the repository where the photo is stored. Helps to organize and search for photos.
- **Author**: Name or pseudonym of the person who took the photo.
- **Date uploaded**: The date and time the photo was uploaded to the system. It helps to keep track of the chronology and allows you to search for photos by the time they were uploaded.
- **Priority**: A level of importance or preference that can be used to arrange photos in the gallery. A lower priority means that the photo will be displayed in a more prominent position.
- **URL of the image source**: URL from where we got the image.

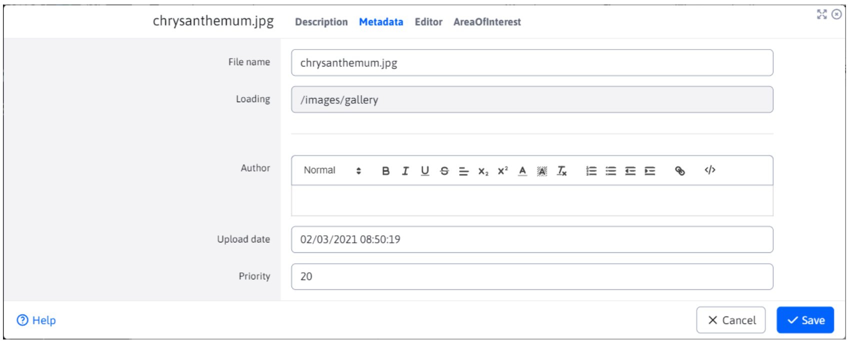
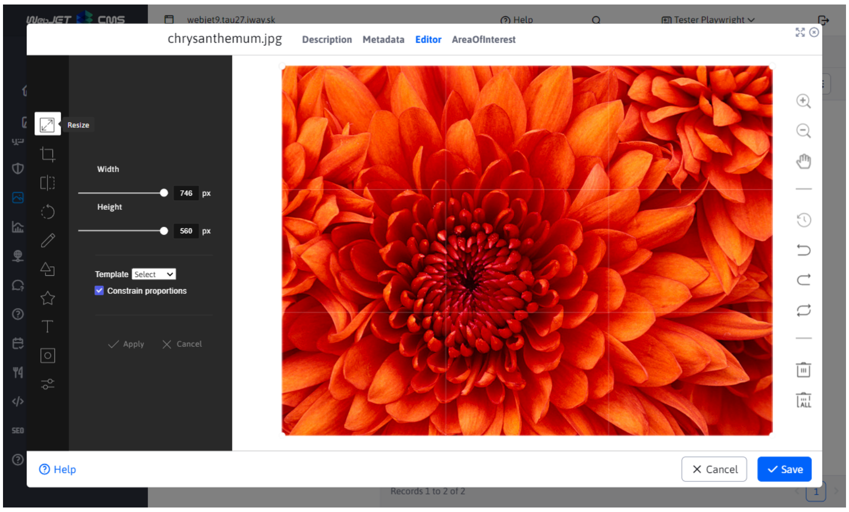


Image Editor

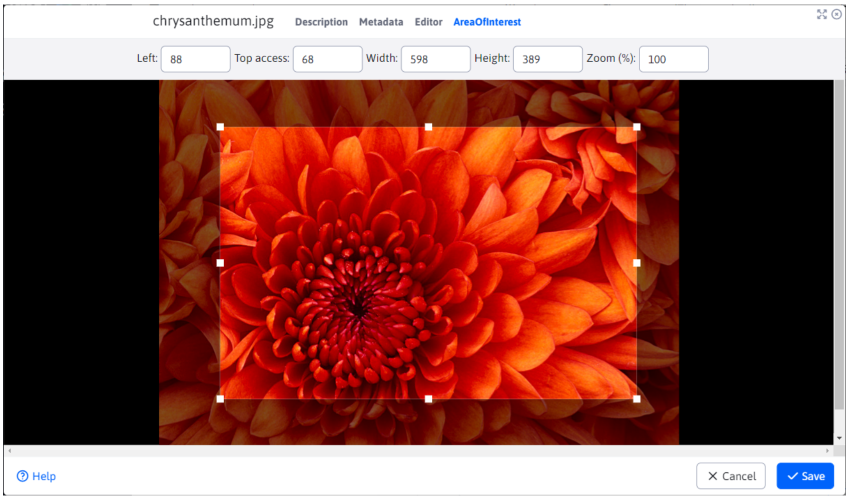
Includes an image editor where you can easily rotate, crop, resize, add text and apply various effects, more info in the Image Editor



Area of interest

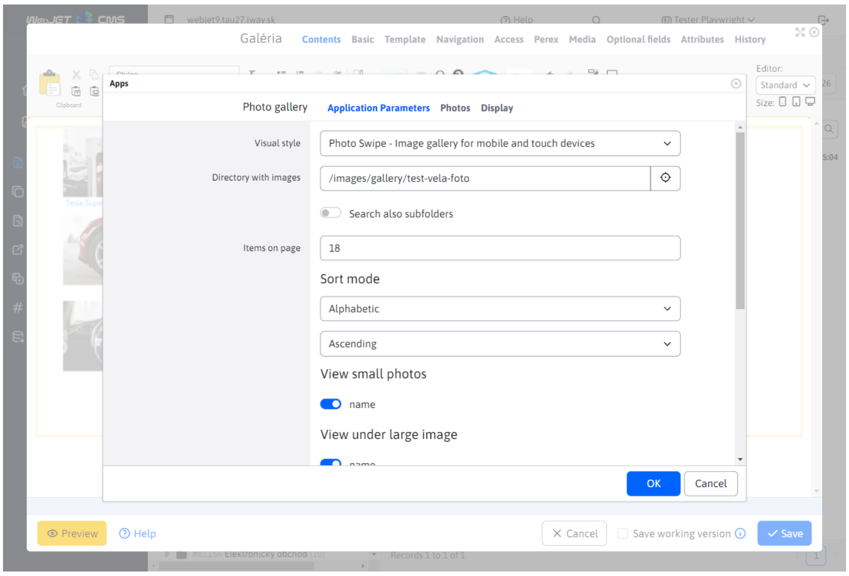
Sets area of interest (https://docs.webjetcms.sk/latest/en/frontend/thumb-servlet/interest-point) on the photo for displaying e.g. in the news list etc.

This is used when we need to have the original photo, but only show a certain crop from it - we don't crop the photo, we just set the area of interest.



60.2. Embedding an application in a web page

Embedding a gallery into a page is also very easy. You select the gallery application. In the "Application Parameters" tab, just specify the directory where the gallery images are located, the ability to browse subdirectories, the number of images on the page, etc.



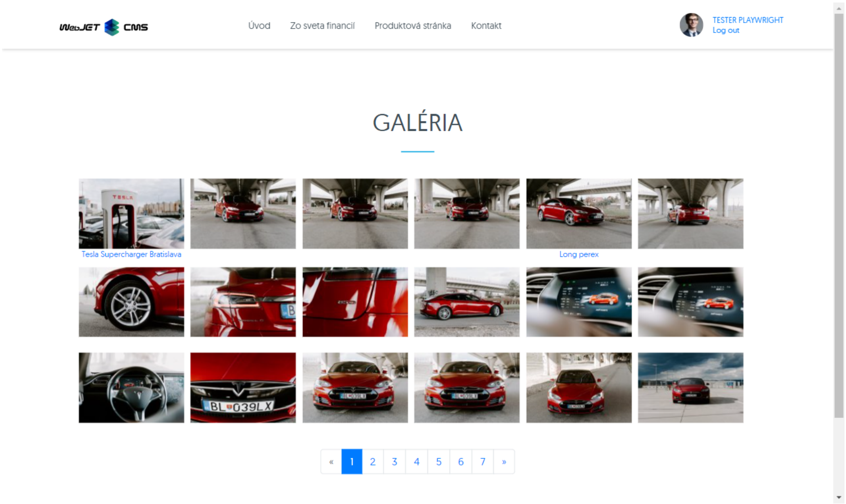
You have the option to choose the visual style of the gallery:

- `Photo Swipe` - Responsive gallery with the ability to scroll photos with your finger, compatible with mobile devices.
- `PrettyPhoto` - older version of the view, scrolling photos is solved by clicking on the left/right arrow icon.

The "Photos" tab is used to add more photos to the gallery or create a new folder.

For each photo you can set a title and perex (long description/annotation) in the administration. The title can be displayed when the image is in the list, and the perex when the large image is displayed (after clicking on the image in the list).

The resulting gallery on the web page may look like this:



60.3. Possible configuration variables

- `imageMagickDir` - If set, the command is used to resize the images `convert` from the package `ImageMagick` (default value: `/usr/bin`).
- `galleryAlwaysUseImageMagick` - if set to `true` , the resizing of images < 500 pixels will also be done by calling an external program `ImageMagick` (default value: `true`).
- `galleryWatermarkSaturation` - Adjusts the transparency of the watermark in the resulting image. Number 0-100, 0 means full transparency, 100 means opacity. (default value: 70).
- `galleryWatermarkGravity` - The position of the watermark in the resulting image. Options by cardinal directions in English: `NorthWest, North, NorthEast, West, Center, East, SouthWest, South, SouthEast` (default value: `Center`).
- `galleryEnableWatermarking` - Turns off/on watermarking for images. Watermarking can significantly slow down large image imports due to recursive searching for watermark settings. (Default: `true`).
- `galleryEnableExifDate` - When a photo is uploaded, the creation date is obtained as its date from `exif` information, to turn it off you need to set this variable to false (default value: `true`).
- `galleryStripExif` - If it is set to `true` so they are removed from the photo `exif` information, it is primarily about its rotation for correct display of scales (default value: `true`).
- `galleryImageQuality` - Image quality parameter for conversion via `ImageMagick` , shall be written in the format `šírka_px:kvalita;šírka_px:kvalita` , e.g. `0:30;100:50;400:70` , the best or end interval is used (default value:).
- `galleryVideoMode` - Video conversion mode settings for photo gallery, possible values: `all` =both small and large video will be generated, `big` =only a large video will be generated, `small` =only a small video is generated (default value: `big`).
- `thumbServletCacheDir` - Path to the cache directory `/thumb` images, for a server with a high number of images we recommend moving it to a location other than /WEB-INF/ for the sake of application server startup speed (default: `/WEB-INF/imgcache/`).
- `defaultVideoWidth` - Preset video width (default value: `854`).
- `defaultVideoHeight` - Preset video height (default value: `480`).
- `defaultVideoBitrate` - Preset `bitrate` video (default value: `2048`).
- `galleryConvertCmykToRgb` - If it is set to `true` so it detects if the photo is in `CMYK` and if so, it is converted to RGB (default value: `false`).
- `galleryConvertCmykToRgbInputProfilePath` - Path (RealPath) to the entrance fee `ICC` profile on disk (default value:).
- `galleryConvertCmykToRgbOutputProfilePath` - The path (RealPath) to the output `ICC` profile on disk (default value:).
- `galleryUseFastLoading` - If it is set to `true` will be used for the gallery listing simplified file test, speeds up the display on network file systems (default value: `false`).
- `galleryCacheResultMinutes` - Number of minutes during which the list of images in the gallery is cached, the change is detected by the change of the directory date (available only on Linux OS) (default value: 0).
- `imageAlwaysCreateGalleryBean` - If it is switched on `true` will be the record in `gallery` DB table to create also for images outside the photo gallery (default value: false).
- `galleryUploadDirVirtualPath` - if set to `true` the URL of the web page is used as the directory for file upload (normally only the directory structure without the web page name is used) (default value: false).

- `wjImageViewer` - To configure the display type of the preview image embedded in the page, you can `wjimageviewer` or `photoswipe` (default: photoswipe).
- `galleryWatermarkApplyOnUpload` - Used to automatically apply watermarks when images are uploaded to the gallery (default: false).
- `galleryWatermarkApplyOnUploadDir` - Directory where images are placed for automatic watermarking when uploaded. The name of the image must be `default.png`, with multidomain is the ability to have for each domain a different, in your face `doména.png` (e.g. `www.interway.sk.png`) (default value: `/templates/{INSTALL_NAME}/assets/watermark/`).
- `galleryWatermarkApplyOnUploadExceptions` - List of path names for which the watermark will not be applied when the file is uploaded to WebJET (default value: `logo,nowatermark,system,funkcionari`).
- `galleryWatermarkSvgSizePercent` - The height in percentage that the SVG watermark will occupy of the image height (default value: 5).
- `galleryWatermarkSvgMinHeight` - Minimum SVG watermark height in pixels (default: 30).

61. Watermark settings

Inserting a watermark requires the following server settings:

- Library available on the server [ImageMagick (https://imagemagick.org/script/download.php)](https://imagemagick.org/script/download.php) specific commands `convert` a `composite`.
- Configuration variable set `imageMagickDir` to the installation directory `ImageMagick` (typically `/usr/bin`).
- Enabled watermark insertion by setting a configuration variable `galleryEnableWatermarking` to the value of `true`.

Only after the server settings have been met will the set watermark start to be inserted into the image.

The following watermark image formats are supported:

- `png` - the image is inserted into the uploaded image without resizing, so you need to set the watermark size appropriately (note that the photo gallery contains both a small and a large image, and both will have the same size watermark inserted).
- `svg` - the watermark is embedded in the image with correct scaling of the size according to the size of the uploaded image. The watermark size is set in the configuration variable `galleryWatermarkSvgSizePercent` (5 per cent by default) and `galleryWatermarkSvgMinHeight` (standard 30 points). The size of the watermark is therefore automatically adjusted to the size of the image. Sample svg watermark.

> **Warning:** note that in the gallery the watermark is not inserted into the original image, this is because of the possibility of re-generating existing images (e.g. resizing or changing the watermark). The original image is available with the prefix `o_` and can therefore be publicly obtained in this way. If you absolutely need to have the watermark in all images, you need to set the automatic application of the watermark after uploading the image by setting the conf. variable `galleryWatermarkApplyOnUpload` to the value of `true`.

61.1. Automatically apply a watermark after uploading an image

To enable automatic watermarking of photos when uploading them to WebJET, set the configuration variable `galleryWatermarkApplyOnUpload` at `true` . The watermark is inserted into the uploaded photo to avoid duplicate insertion when resizing the photo and so on.

Exceptions for which the watermark is not applied when the file is uploaded can be defined in the configuration variable `galleryWatermarkApplyOnUploadExceptions` (set to logo,nowatermark,system by default) where there are expressions that when found in the image path (image name or directory name) the watermark is not applied.

The watermark in this mode is the same for the whole site (it is not possible to specify different watermarks), for a multidomain installation it is possible to set an image for each domain. It is set in the configuration variable `galleryWatermarkApplyOnUploadDir` (default /templates/{INSTALL_NAME}/assets/watermark/) - directory where images are placed for automatic watermarking when uploading an image. The name of the image must be `default.png` , with multidomain it is possible to have a different one for each domain, in the form `domena.png` (e.g. `www.interway.sk.png`).

You set the position of the watermark in the configuration variable `galleryWatermarkGravity` (preset to Center). Options by cardinal directions in English: `NorthWest, North, NorthEast, West, Center, East, SouthWest, South, SouthEast` . You can set the water pressure translucency in the variable `galleryWatermarkSaturation` - sets the transparency of the watermark in the resulting image. Number 0-100, 0 means full transparency, 100 means opacity.

61.2. Possible configuration variables

- `galleryEnableWatermarking` (true by default) - Turns off/on watermarking for images. Watermarking can significantly slow down large image imports due to recursive searching for watermark settings.
- `galleryWatermarkSaturation` (default 70) - sets the transparency of the watermark in the resulting image. Number 0-100, 0 means full transparency, 100 means opacity.
- `galleryWatermarkGravity` (default Center) - The position of the watermark in the resulting image. Options by cardinal directions in English: `NorthWest, North, NorthEast, West, Center, East, SouthWest, South, SouthEast` .
- `galleryWatermarkApplyOnUpload` (false by default) - When set to `true` activates automatic watermark application when images are uploaded, so the watermark is also applied to the original images in the gallery.
- `galleryWatermarkApplyOnUploadDir` (default /templates/{INSTALL_NAME}/assets/watermark/) - Directory where images are placed for automatic watermarking when an image is uploaded. The name of the image must be `default.png` , with multidomain it is possible to have a different one for each domain, in the form `domena.png` (e.g. `www.interway.sk.png`).

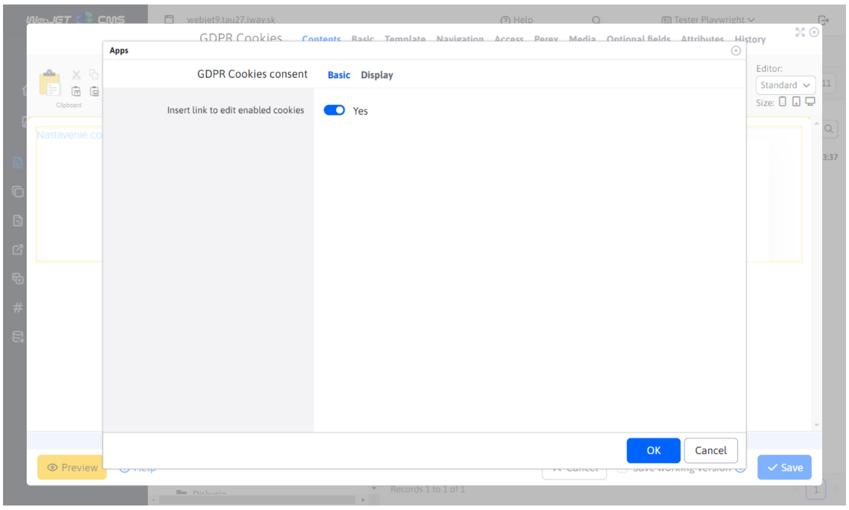
62. Cookies consent

Inserts the visitor's cookie settings into the site with a choice of categories that the visitor can allow or deny. For correct insertion of marketing scripts, it is necessary to use the Scripts application, which is linked to the enabled cookies.

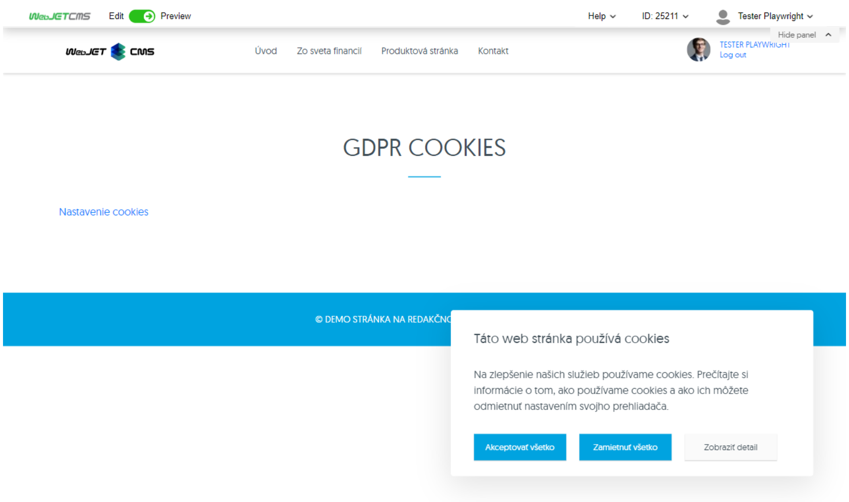
GDPR Cookies provide detailed control over what types of cookies can be stored. The user can specifically set which categories of cookies they agree to (e.g. necessary, marketing cookies).

62.1. Application settings

- **Insert link to edit cookies allowed**: Allows you to add a link to give users the option to modify their preferences for cookies allowed.

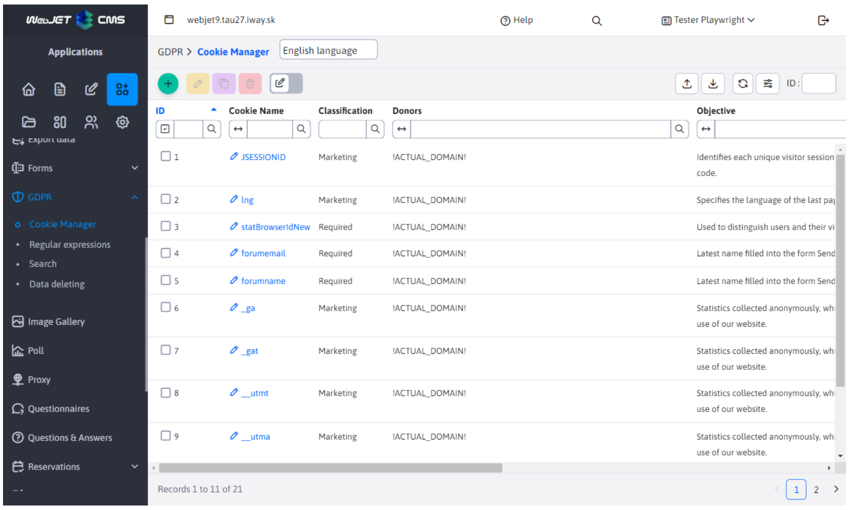


62.2. View application



63. Cookies manager

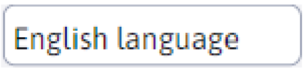
The GDPR module allows you to manage cookies and their classifications, which are displayed to site visitors in the cookie bar. This means that the cookie bar will display information about what cookies are being collected on the website and allow visitors the option to turn off the collection of certain cookie classifications.



At the top left of the page there are buttons to add/edit/duplicate/delete cookies, export cookies to an excel file and import cookies from an excel file.

63.1. Defining cookies in different languages

When creating and editing cookies, it is possible to define the value of the "Purpose" text field in different languages SK/CZ/EN/DE etc. If a cookie is created in Slovak language, the value of the "Purpose" field is transferred to other languages by default. But if the value of the "Purpose" field changes after switching to Czech, this value will remain defined only for that language and the value of the "Purpose" field in other languages will not be affected. In this way, a different value of the "Purpose" text field can be defined for each language separately. The language can be changed with the selector at the top left of the page next to the page title.



63.2. Defining cookies in different domains

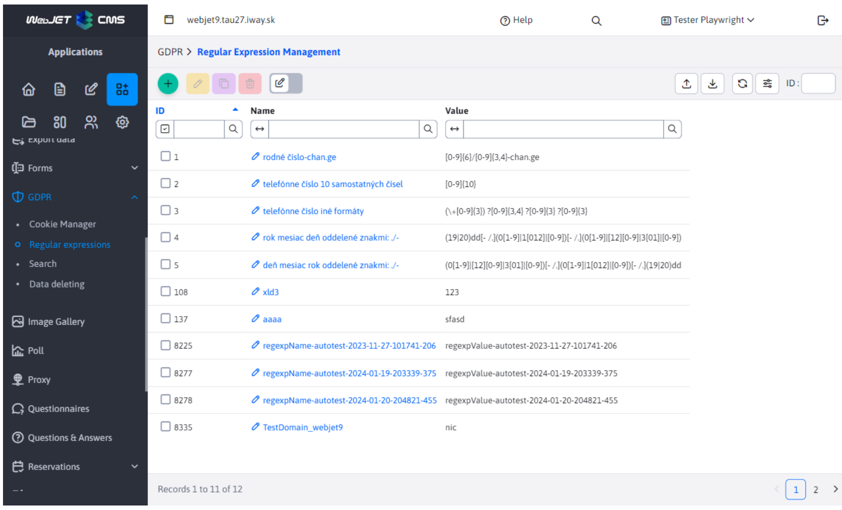
The created cookie will only be displayed for the domain in which it was created. To create the same cookie or the same cookie with different values in multiple domains, it will be necessary to define them for each domain separately. The domain can be changed using the domain selector located in the top left corner of the page.

63.3. Confirmation of cookie collection by the website visitor

The website visitor's choice of collecting/not collecting certain cookie classifications will be further stored and managed by the Scripts module.

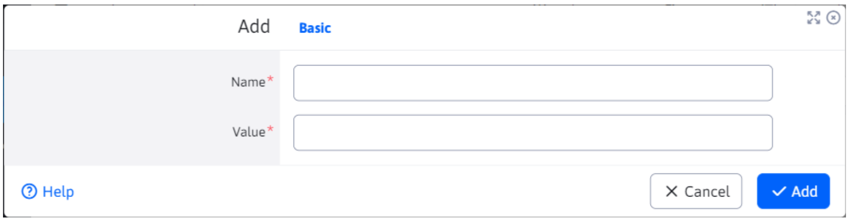
64. Managing regular expressions

The GDPR module includes a "Manage Regular Expressions" node, which is used to create and edit regular expressions for particular types of search data.



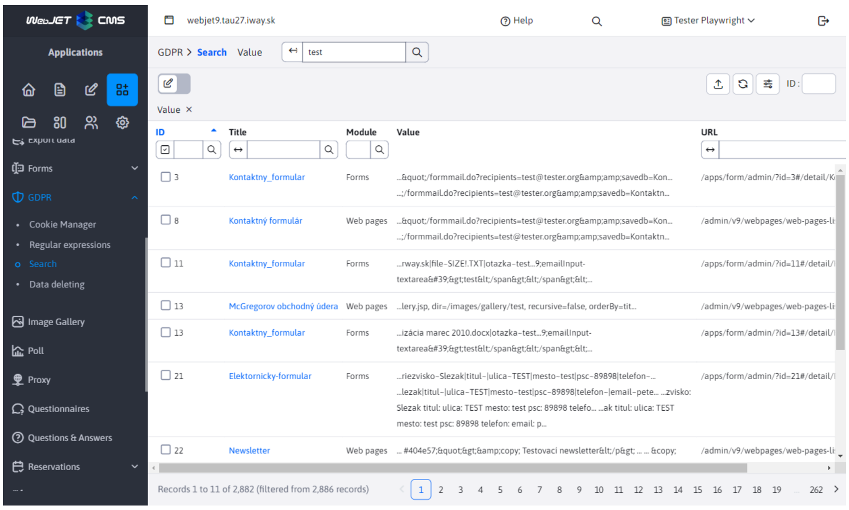
In the upper left corner there is a series of buttons for creating/editing/duplicating/deleting regular expressions, exporting regular expressions to excel and importing them from excel.

When creating,editing,duplicating a regular expression, the name and value of the regular expression are entered in the editor.



65. Search

The GDPR application contains a "Search" node which is used to search for data in the "Forms", "Websites", "Questions & Answers" and "Forum/Discussion" sections/applications.



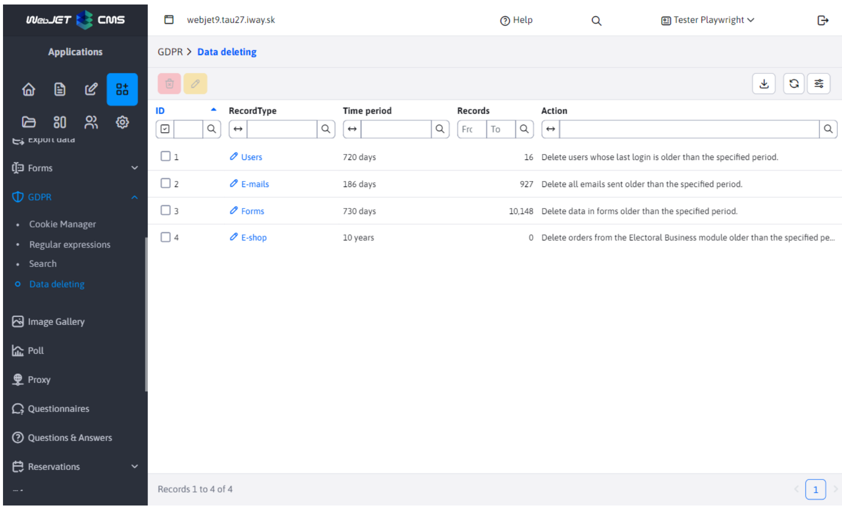
In the upper left corner, there is a field for entering the search text. Once entered, records will be displayed from among the mentioned applications that contain the entered term in the name or value.

66. Data deletion

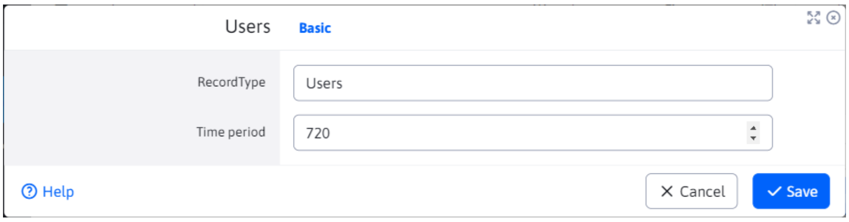
The GDPR application includes a "Delete Data" node, which is used to remove old data from the database.

Allows you to lubricate:

- Accounts **inactive users** (those who have not logged in for the last X days, base set at 730days = 2years)
- **forms** (records older than X days, base set to 730days = 2years
- **orders from e-commerce** (records older than X days, base set to 10 years)
- **emails** (deleting data from bulk emailing, base set to 186 days)



It is not possible to create new records in the data table, their number is fixed by the WebJET CMS functionality. When editing, only the numeric value can be changed **Period** which indicates over what period the values will be given when the action is executed **Delete data** Deleted.



All WebJET user actions when deleting data are audited (type `GDPR_DELETE_*`) and it is possible to get information about what the operation ID was, who, when and how much data was deleted.

67. Google Tag Manager integration

If the site uses `Google Tag Manager` to insert scripts and tracking tools, we need to ensure the following points.

- Initiation `DataLayer`
- Default consent settings
- Update consents when visitor preferences and confirmations change `cookies` rails

67.1. DataLayer initialization

`DataLayer` must be created before the inserted `GTM` .

```javascript
window.dataLayer = window.dataLayer || [];
function gtag(){dataLayer.push(arguments)};
```

67.2. Default consent settings

`ad_storage` a `analytics_storage` are the default consents that Google tools can read without the need for additional conditions in `GTM` . They can acquire values `denied` a `granted` .

```javascript
gtag('consent', 'default', {
    'ad_storage': 'denied',
    'ad_user_data': 'denied',
    'ad_personalization': 'denied',
    'analytics_storage': 'denied'
});
```

This is the default setting. When the page is loaded, it is set to `denied/granted` according to our cookie `enableCookieCategory` . If the visitor comes to the site for the first time, the values are `denied` .

In principle, the

- `ad_storage` = WebJET marketing category `cookies`
- `ad_user_data` = WebJET marketing category `cookies`
- `ad_personalization` = WebJET marketing category `cookies`
- `analytics_storage` = WebJET statistical category `cookies`

> **Warning:** the default setting of consents must be in the code before the inserted `GTM` .

Interestingly, if the consents above are disabled, Google Analytics will still run. However, it does not create `cookies` and does not send information about the user, his browser, does not track the visit, etc. It is being launched because it promises to do-model analytics based on missing data from users who have not given consent.

67.2.1. Other categories of consent

The code above should of course also be supplemented with WebJET categories `cookies` that are used within the site, e.g. preferences.

```javascript
gtag('consent', 'default', {
    'ad_storage': 'denied',
    'ad_user_data': 'denied',
    'ad_personalization': 'denied',
    'analytics_storage': 'denied',
    'preferencne': 'denied',
    'nutne': 'granted'
});
```

67.3. Updating consents when changing preferences

As soon as changes are made to the consents (the visitor interacts with the cookie bar), it is necessary to manage **updating consent** + **Send to GTM event**.

```javascript
gtag('consent', 'update', {
    'ad_storage': 'granted',
    'preferencne': 'granted'
    'marketingove': 'denied'
});
dataLayer.push({'event': 'consent-update'});
```

In the framework of `gtag update` you only need to insert the categories that have changed.

`DataLayer` push is an event due to `GTM` to be able to launch the tools directly when consent is granted and not wait for the page to refresh.

The data is automatically updated by the application `GDPR Cookies` and the app `Cookiebar`.

67.4. Defining consents if the visitor has confirmed their choices

`Consent default` - categories (except `nutne`) are always set to `denied`, even though it is a repeat visit and the visitor has previously enabled each category. But in this case, right after defining `consent default` follows in the code `consent update` (without DataLayer push event - it is sent only when interacting with the cookie bar).

67.5. Model example

```html
<html>
  <head>

    <!-- Inicializácia DataLayer a východiskový stav súhlasov -->
    <iwcm:write>!INCLUDE(/components/gdpr/gtm_init.jsp)!</iwcm:write>

    <!-- Include scripty aplikácie, prostredníctvom ktorej sa vloží 1. časť GTM -->
    <iwcm:insertScript position="head"/>

  </head>
  <body>

     <!-- Include scripty aplikácie, prostredníctvom ktorej sa vloží 2. časť GTM -->
    <iwcm:insertScript position="body"/>

    <!-- GDPR modul, v ktorom sa spúšťajú eventy pri aktualizácii súhlasov -->
    <iwcm:write>!INCLUDE(/components/gdpr/cookie_bar.jsp)!</iwcm:write>

  </body>
</html>
```

67.6. Form submission event

After submitting the form via AJAX, an event is published `WJ.formSubmit`, which can be listened to when connected to `DataLayer`, e.g. as:

```javascript
    window.addEventListener("WJ.formSubmit", function(e) { console.log("DataLayer, submitEvent: ", e);
dataLayer.push({"formSubmit": e.detail.formDiv, "formSuccess": e.detail.success}); });
```

68. Google search

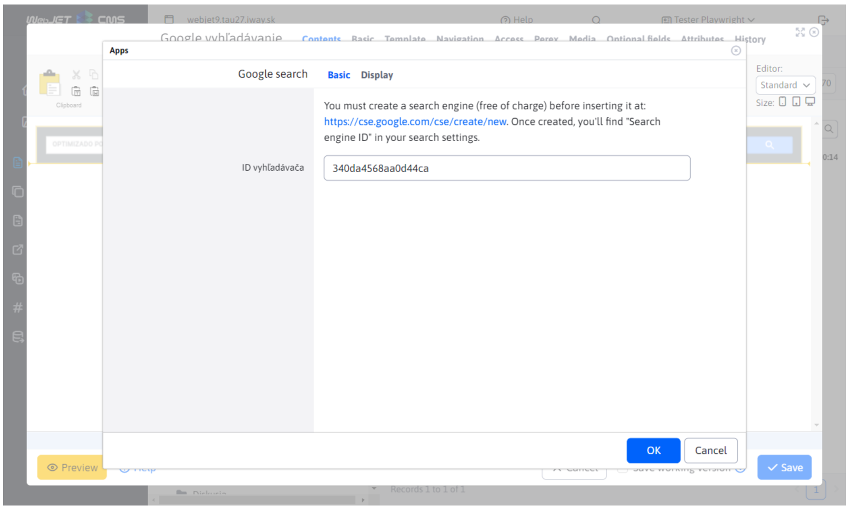
With this app, you can place a Google search box on your page to search your site using Google Index/Google Custom Search.

You must (for free) create a search engine at the following address before embedding it in the site: cse.google.com (https://cse.google.com/cse/create/new). Once created, you will find the "Search Engine ID" entry in the search engine settings.

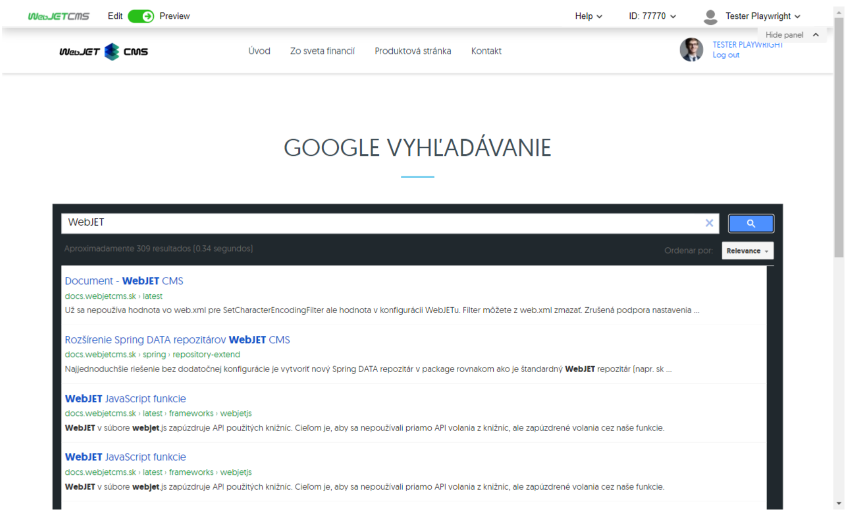
68.1. Application settings

In this section it is possible to set:

- Search engine ID - value retrieved on the page cse.google.com (https://cse.google.com/cse/create/new)



68.2. View application

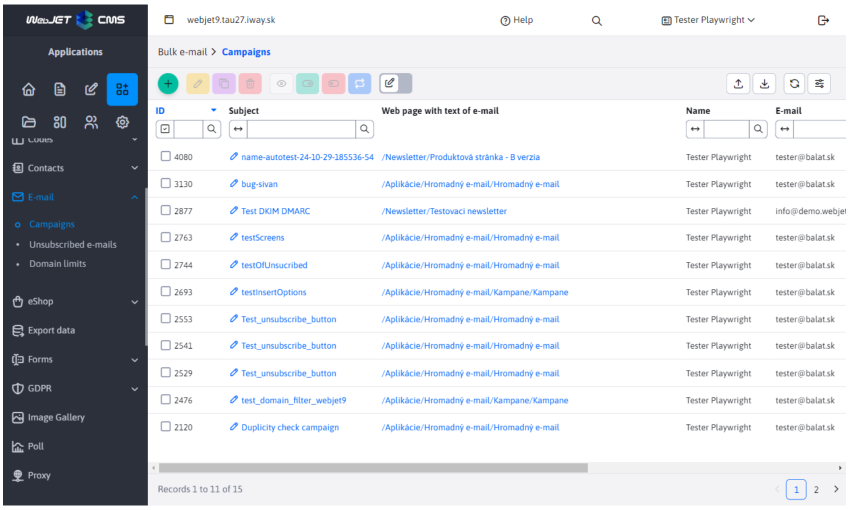


69. Campaigns

The bulk email app allows you to send bulk **personalised** email messages to multiple users. Each message is sent separately, individual recipients do not see the email addresses of other recipients.

The advantage is that each email can be personalised - if you put a tag in the body of the email `!name!` the recipient's real name is inserted instead.

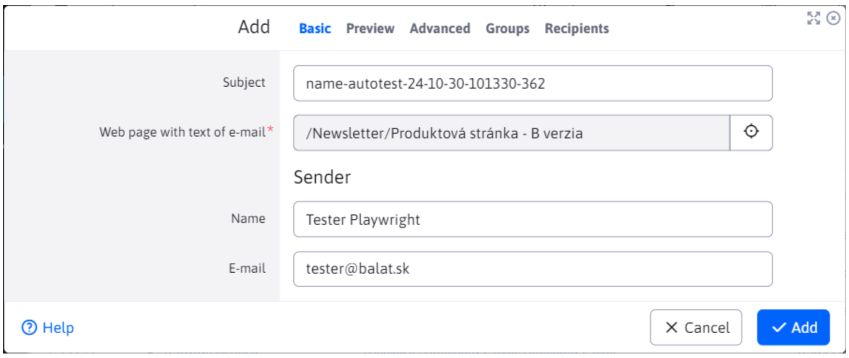
Email can be sent to visitors who are registered in the admin part of the Web JET system, or create a file with a list of names and email addresses and then import them as email recipients.



69.1. Basic

When creating a new record, we have in the tab **Basic** there is only one tab to choose from with the basic information we need to fill in, namely "Subject" and "Web page". The sender details will be filled in automatically according to the logged in user, but you can of course change them.

The text of the email is taken from the selected web page (including its design). We recommend creating a folder in the Web pages section, e.g. `Newsletter` with the appropriate template set. In this folder, first create a web page with the text of the email and then select it in the campaign.



You can insert the following tags in the text of the web page to insert user data:

- `!RECIPIENT_NAME!` - name and surname of the recipient
- `!RECIPIENT_EMAIL!` - email address of the recipient
- `!EMAIL_ID!` - unique email ID

If the recipient is from the WebJET CMS user database it is also possible to use other tags of the registered user:

- `!LOGGED_USER_NAME!` - first and last name (if conf. variable `fullNameIncludeTitle` set to true includes the title)
- `!LOGGED_USER_FIRSTNAME!` - name

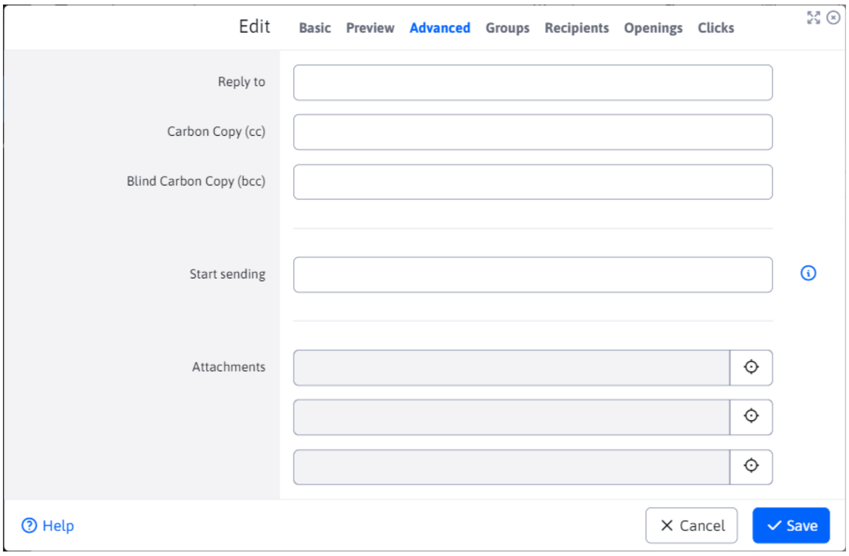
- `!LOGGED_USER_LASTNAME!` - surname
- `!LOGGED_USER_TITLE!` - title
- `!LOGGED_USER_LOGIN!` - login name
- `!LOGGED_USER_EMAIL!` - email address
- `!LOGGED_USER_COMPANY!` - firm
- `!LOGGED_USER_CITY!` - city
- `!LOGGED_USER_ADDRESS!` - address (street)
- `!LOGGED_USER_COUNTRY!` - state
- `!LOGGED_USER_PHONE!` - telephone
- `!LOGGED_USER_ZIP!` - POSTCODE
- `!LOGGED_USER_ID!` - User ID
- `!LOGGED_USER_BIRTH_DATE!` - date of birth
- `!LOGGED_USER_FIELDA!` - free field A
- `!LOGGED_USER_FIELDB!` - free field B
- `!LOGGED_USER_FIELDC!` - free field C
- `!LOGGED_USER_FIELDD!` - free field D
- `!LOGGED_USER_FIELDE!` - free field E
- `!LOGGED_USER_GROUPS!` - list of user groups

69.2. Advanced

In the charts **Advanced** you can set the email message fields for reply, copy and hidden copy.

If you enter a date in the start date field, the emails will start sending after the specified time (so you can schedule your email campaign in advance).

You can attach up to 3 attachments (files) to your email.



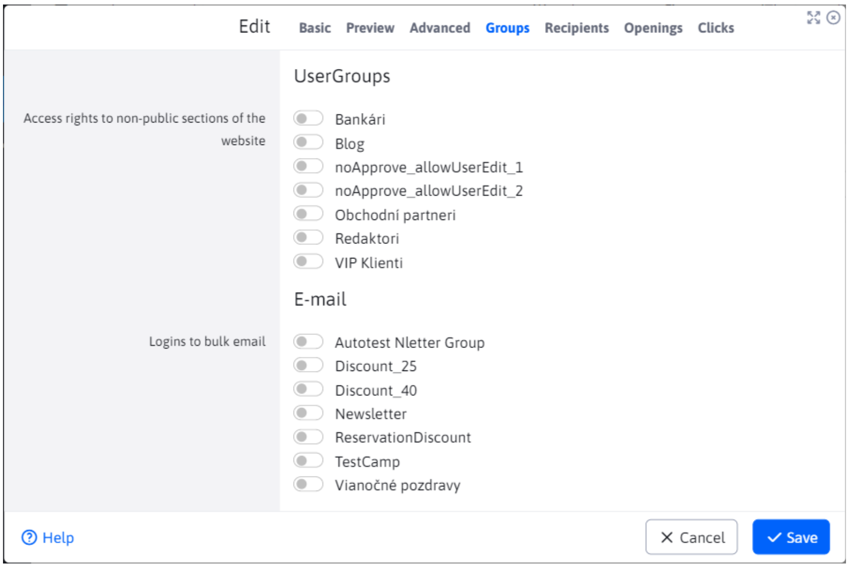
69.3. Groups

In the charts **Groups** selecting/checking a specific user group will **after saving the campaign** add users belonging to these groups as recipients. Which means they will receive emails from this campaign.

Actions to watch out for:

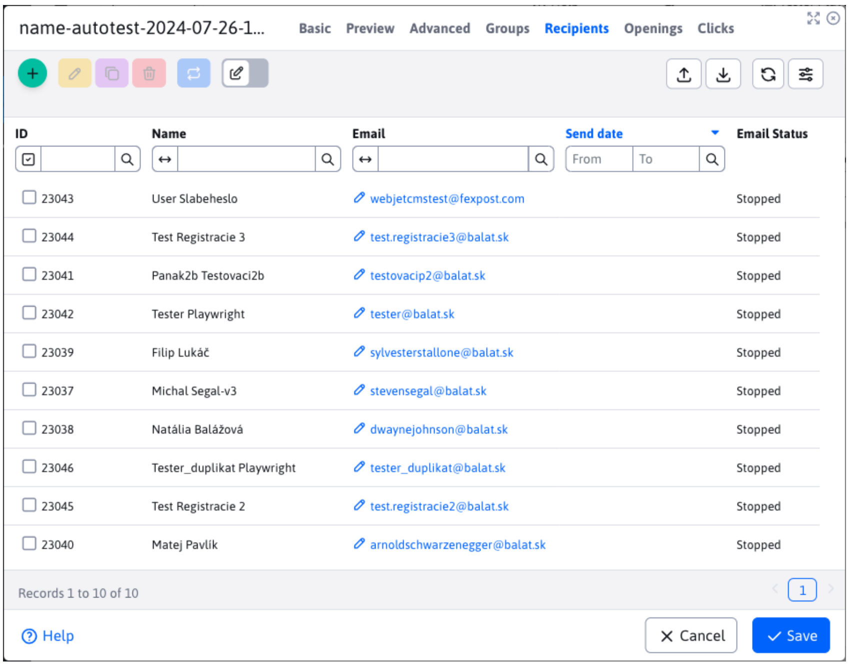
- when changing the list of beneficiaries, it is necessary **re-save the campaign** (if it has not been saved yet), for correct counting of recipients and sent emails.
- if you change the recipient list AFTER the emails are sent, the resulting statistics will not be correct and may give the impression of a sending problem.

When the campaign is saved, the real list of recipients and already sent emails is calculated from the database table `emails` .



69.4. Beneficiaries

In the charts **Beneficiaries** we can see an overview of all recipients who will receive the campaign emails. Recipients can be added, edited, duplicated or deleted in the table.



Warning, the list of recipients is treated against certain non-conforming values:

- Duplication protection, checking for duplication in the entered emails as well as with those already existing in the campaign
- protection against inappropriate email, the email must comply with the standard format **meno@domena.sk (mailto:meno@domena.sk)** (special exception for Import from xlsx)
- protection against unsubscribed emails, it is not possible to add a recipient whose email address is in the list Unsubscribed emails

69.4.1. Email status

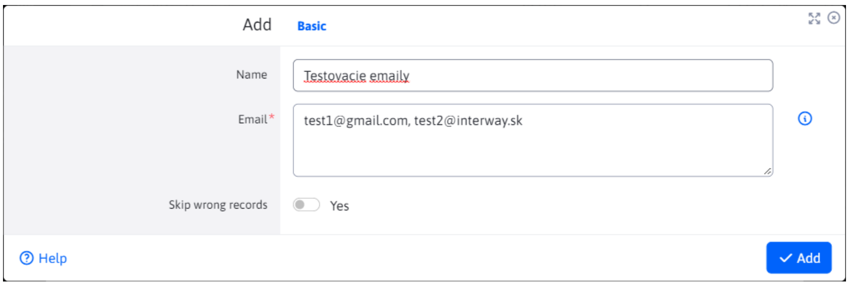
Important is the "Email Status" column which can contain values:

- New - newly added email, you need to save the campaign to add this email to the campaign.
- Saved - the email is saved, waiting in the queue to be sent
- Sent - the email is sent, the exact date and time the email was sent is stored in the Send Date column
- Stopped - the email is ready to send, select the campaign in the campaign list table and click the button **Start sending** to send an email.
- Sending error - the number of attempts to send an email was exceeded (default 3 attempts). Either the email is incorrect or there is another error in the campaign.

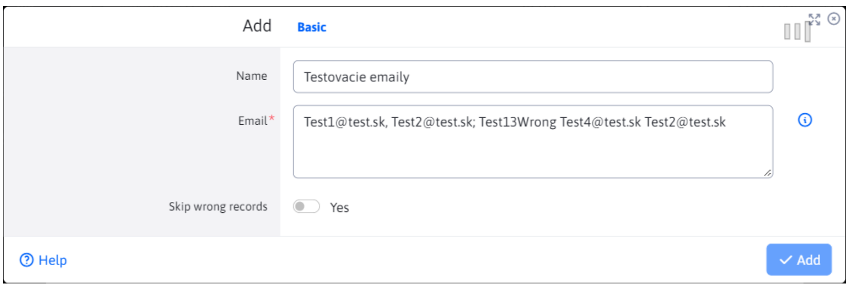
69.4.2. Manual addition

To manually add emails to your campaign, click on the "Add" button. Required is the "Email" field, in which you must enter one or more emails separated by **comma, semicolon, space or newline**. You can use multiple types of compartments at the same time, such as. `test1@test.sk, test2@test.sk; test3@test.sk test4@test.sk` . The entered emails will then be added to the recipients of the campaign.

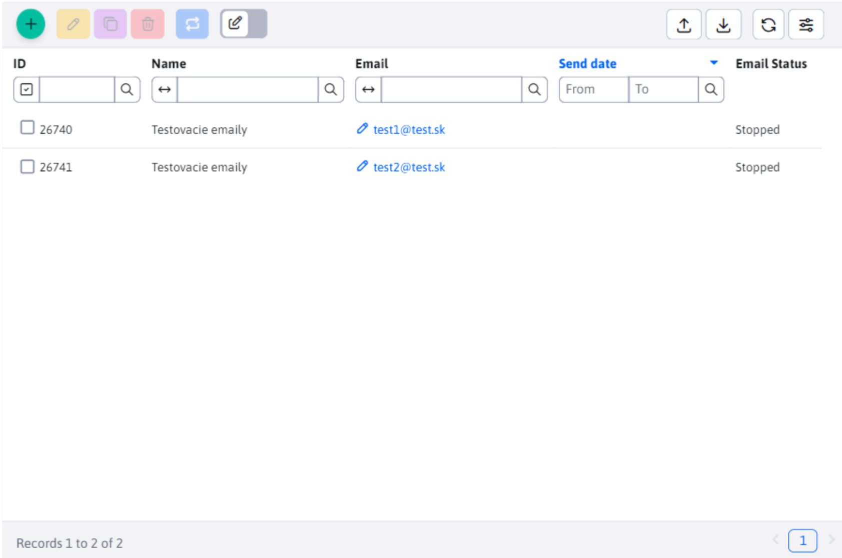
Field **Name** is optional. If you do not fill it in, the recipient's name will be retrieved from the user database based on an email match (if any). If there is no such email in the database, the value is inserted as the name `- -` . If the field **Name** you fill in, it will be set to all the emails you are currently entering via the field **E-mail**.



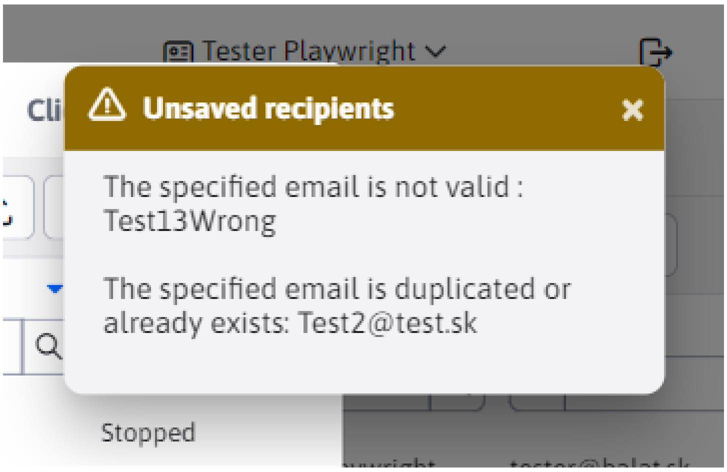
Manual addition offers the possibility **Skip erroneous entries**. If you enter E-mail as `Test1@test.sk, Test2@test.sk; Test13Wrong Test4@test.sk Test2@test.sk` and the option to Skip erroneous records **is switched off**, adding recipients stops at the first non-compliant value and an error is displayed:



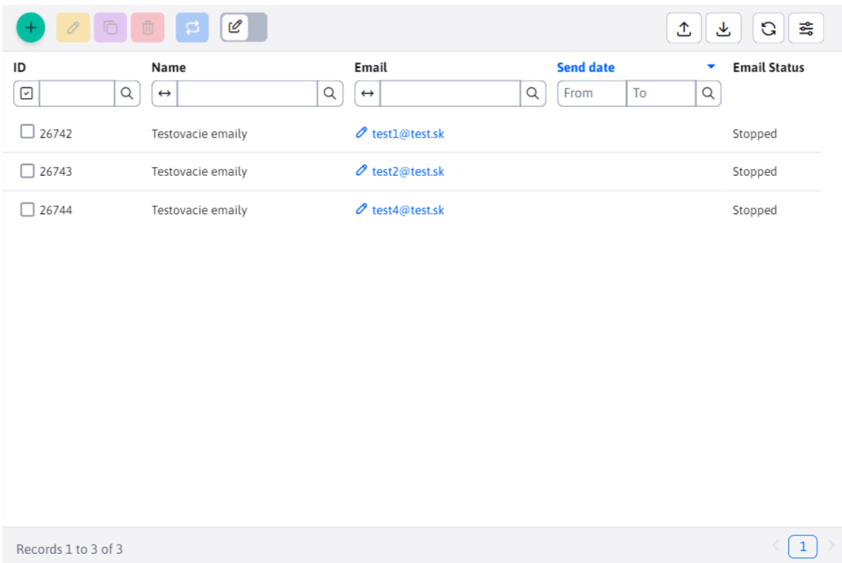
The save ended on the third email `Test13Wrong` due to a value in the wrong format. The previous two emails were satisfactory and were saved (you can reload the data in the table to view it).



If the option is on, the non-compliant values are skipped and a notification is displayed telling you which values were not saved and why:

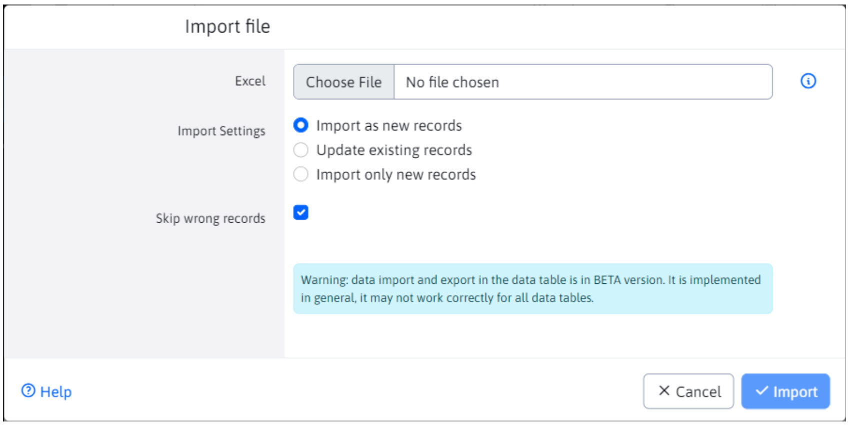


Since only 3 of the 5 emails were matched, only 3 recipients were added to the campaign.



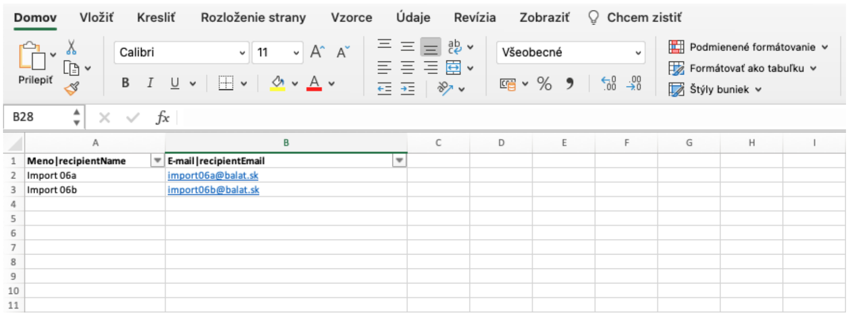
69.4.3. Import from xlsx

The bulk way to add/update recipients is via a standard import of recipients from an xlsx file.



In the file in the first line you need to have the following names defined:

- `Meno|recipientName` - name and surname of the recipient
- `E-mail|recipientEmail` - email address of the recipient



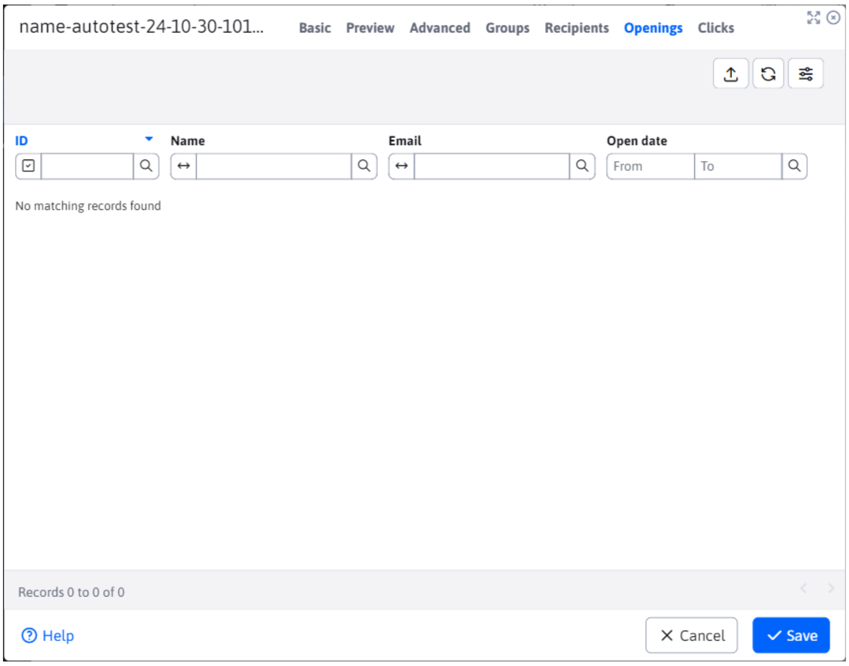
You can get the correct import file simply by exporting the recipients. You can then delete the ID column and fill in the names and email addresses for importing the recipients.

Warning:

- Importing from an xlxs file does not support adding multiple emails in one cell as in the case of manual addition. There must only ever be one email address in a cell.
- Importing from an xlxs file supports the email format exception. When manually adding, each mail must have the format **meno@domena.sk (mailto:meno@domena.sk)**. However, if you are copying emails from e.g. Outlook, the copied value may have the format `"Ján Tester <jan_tester@test.com>"`. If the value contains characters `<>`, **(in that exact order)**, the value in between shall be used. In this case, it would just be the value `jan_tester@test.com`. This value must have the format **meno@domena.sk (mailto:meno@domena.sk)**.

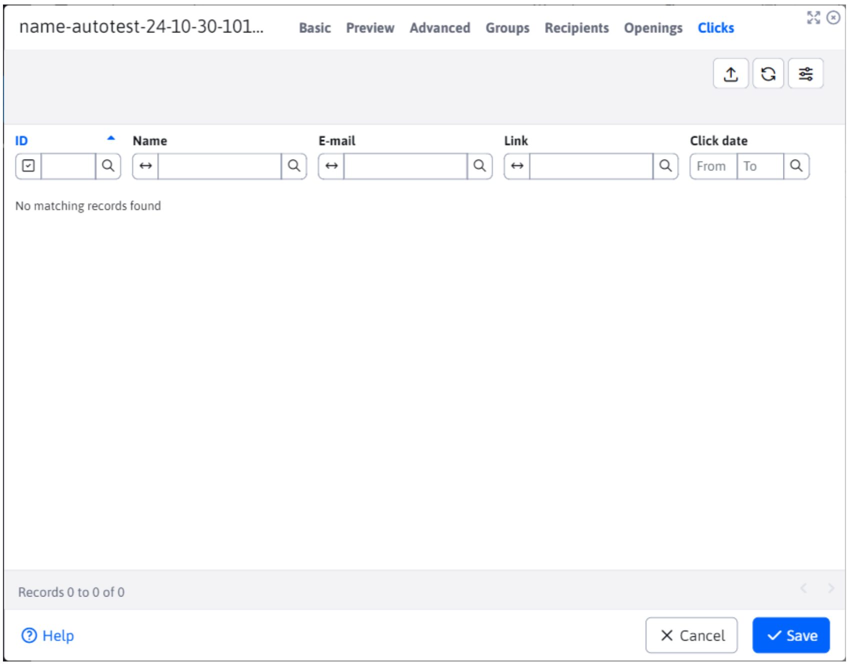
69.5. Openings

In the charts **Openings** the opening of the email by the recipient is recorded. This is done by means of an embedded image. Not all recipients will confirm that the image has been retrieved from the server, so the list is not complete.



69.6.

Card **Click** shows a list of clicks on a link in an email. A recipient can click on a link multiple times, so multiple clicks from a single recipient can be recorded in the table.



70. Login and logout form

You can easily add a form to the website to opt-in or opt-out of the bulk email.

70.1. Login

Create a page `/prihlasenie-do-mailingu.html` with the following HTML code. Insert the application for the email login:

```html
<p>Vyberte si prosím informácie, ktoré chcete dostávať emailom:</p>
!INCLUDE(/components/dmail/subscribe.jsp, senderEmail=meno@domena.sk, senderName="Ľuboš Balát")!
```

You can use a simpler form to sign up for bulk email when you upload your application. It only displays a field to enter an email address, it is advisable to insert it in the footer of the page.

Registers to all email groups that have the option enabled **Allow adding/removing from a group by the user themselves** a **Require email address confirmation**. Does not include `captcha` element, so email address confirmation is required. The form uses `Bootstrap v5` to display the form and dialog box.

If you use the app on the website **Registration form - simple** it is necessary that the group of users for registration to the bulk email has the following options set:

- Allow adding/removing from a group by the user themselves
- Require email address confirmation

Visitors will register for groups that have these options set. If there is no group with this setting the form will not be displayed.

70.2. Logout

Create a page `/odhlasenie-z-mailingu.html` with the following HTML code. Insert the application to unsubscribe from email:

```html
!INCLUDE(/components/dmail/unsubscribe.jsp, senderEmail=name@your-domain.com, senderName="Your Name",
confirmUnsubscribe=true)!
```

To unsubscribe, you can directly create a link to the unsubscribe page in the email:

```html
<a href="/odhlasenie-z-mailingu.html?email=!RECIPIENT_EMAIL!&save=true">Kliknite pre odhlásenie</a>
```

When you send an email, the email header is automatically set for unsubscribing List-Unsubscribe=One-Click (https://support.google.com/a/answer/81126#subscriptions) in supported email clients. The unsubscribe link is set according to the domain of the page address of the sent email, if necessary the domain can be changed by setting the conf. variable `dmailListUnsubscribeBaseHref` . In order to display a direct unsubscribe button in the email client, the email/your domain must meet several criteria (we recommend setting these criteria for better email deliverability):

- Settings DKIM (https://www.dkim.org) domain keys with valid SPF (https://sk.wikipedia.org/wiki/Sender_Policy_Framework) of record. We recommend to use for sending Amazon SES (https://docs.webjetcms.sk/latest/en/install/config/README) a `DKIM` set there, it will also automatically set `SPF` .
- Settings DMARC (https://dmarc.org) record. In DNS, create a new `TXT` record for the domain `_dmarc.vasadomena.sk` with a value of at least `v=DMARC1; p=none; sp=none` .

Additionally in the mailbox `gmail` the unsubscribe button will only appear if it puts you as a sender in the bulk email category.

70.2.1. Application settings

In addition to the email and sender name, options can be set in the application editor:

- **Always show confirmation of logout**: If this option is selected, the user must confirm the logout on the form displayed. If this option is not selected, the user will be logged out directly after clicking on the link in the email (no further steps).

- **Text displayed before logging out** Custom text can be used on the page where the app is embedded. If you leave the text blank, no text or button will appear `Nie, chcem zostať`. You can also insert any text into the web page before the check-out application.

70.3. Email with text to log in

If you need to modify the text of the email that is sent for login/logout confirmation you can modify the standard HTML code in the system configuration in the Text editing section. The text keys are `dmail.subscribe.bodyNew` for logging in and `dmail.unsubscribe.bodyNew` to log out.

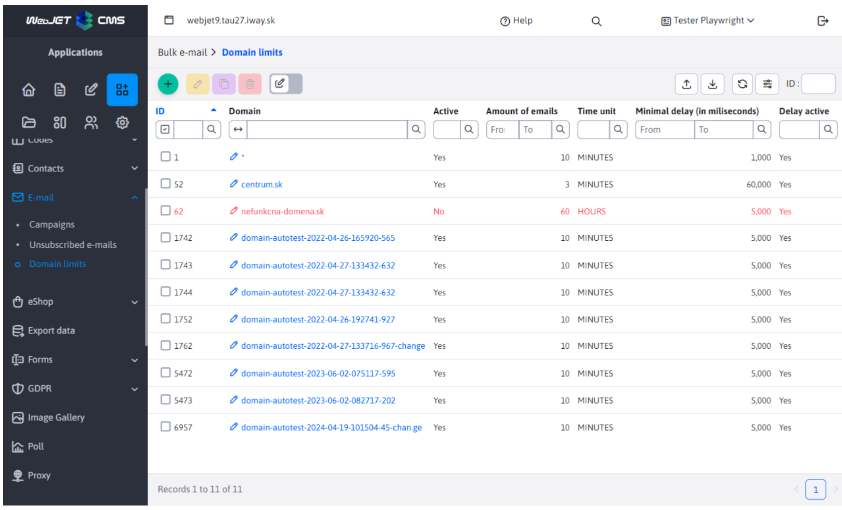
If you need to format the text in an advanced way, it is possible to create a web page in WebJET with the text of the emails. Applications `subscribe.jsp a unsubscibe.jsp` you can add a parameter `emailBodyId` with the page ID of the email text. The page may look like this:

```
Váž. p. !name!,

ďakujeme vám za záujem dostávať náš newsletter. Prosím potvrďte vašu voľbu kliknutím na nasledovnú linku:

/prihlasenie-do-mailingu.html?hash=!HASH!

Mohlo sa stať že vašu emailovú adresu zadal niekto iný, v tom prípade môžete ignorovať tento email, žiadne
informácie nebudete dostávať.
```

71. Domain limits

The Domain Limits application allows you to set limits on the number of emails sent per domain. This will improve the delivery of emails, because mail servers with a high number of emails sent from one IP address may block the emails or put them straight into the spam folder.

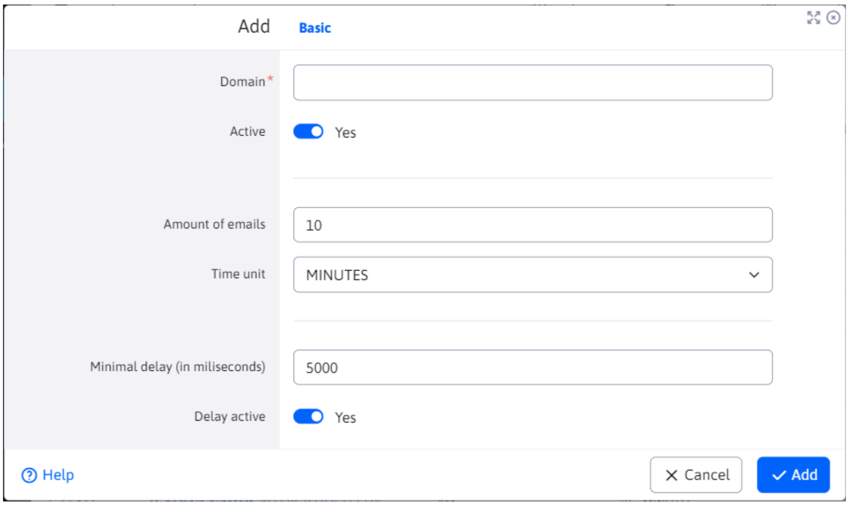
In the table, limits that are inactive and not applied when sending emails are highlighted in red. For unspecified domains, the values specified for the domain are used `*`, i.e. setting limits with the domain `*` is applied to all unlisted domains.



In the "Domain" field, enter the domain name after the email address (e.g. gmail.com, centrum.sk, seznam.sk).

The "Quantity of emails" field defines the maximum number of emails sent to a given domain in a Time Unit interval. So you can set e.g. 10 emails per minute.

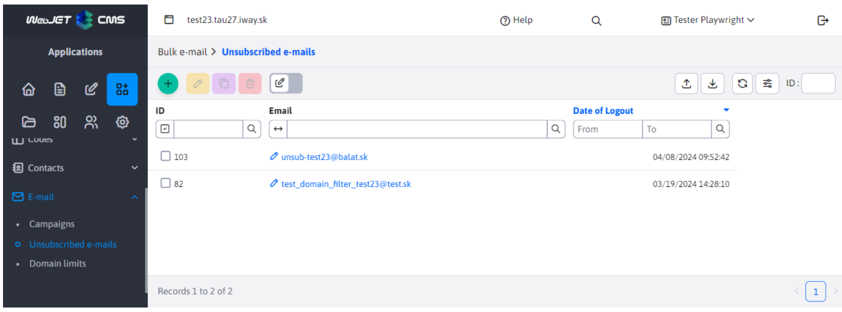
The "Minimum gap (in milliseconds)" field sets the minimum interval between emails. Setting the value to 5000 will result in a minimum interval of 5000 ms (5 seconds) between email sends to the specified domain.



72. Unsubscribed emails

The Bulk Email application contains an Unsubscribed Emails node, which records a list of unsubscribed emails. No emails/campaigns will be sent to the addresses in this list via the Bulk Email application.

The unsubscribe list is always checked before sending, so even if you re-import the email into the bulk email, the campaign will not be sent to the email addresses on the unsubscribe list.



You can populate the list manually, by importing from an Excel file and automatically by linking it in an email message. Just add the following HTML code to the email message:

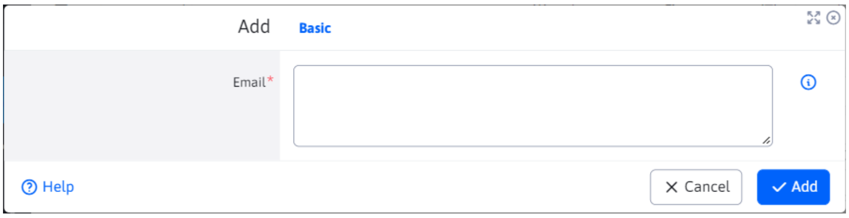
```html
<a href="/odhlasenie-z-mailingu.html?email=!RECIPIENT_EMAIL!&save=true">Kliknite pre odhlásenie</a>
```

whereby the page with the address `/odhlasenie-z-mailingu.html` includes an opt-out app:

```html
!INCLUDE(/components/dmail/unsubscribe.jsp, senderEmail=name@your-domain.com, senderName="Your Name",
confirmUnsubscribe=true)!
```

Click on the link ensure that the recipient's email address is unsubscribed from the mail campaign.

When creating, editing, duplicating a record, it is mandatory to enter an email to log out in the editor.



73. How sending emails works

Sending email campaigns done in the background so called. `Sender` . It works as follows:

- From the database (table `emails`), 50 emails will be selected for sending.
- A random email is selected from the selected emails.
- When selecting a random email, domain limits are checked, if the selected email cannot be sent, another one is searched for.
- If the selected sample of 50 emails contains all emails with the same domain (e.g. `gmail.com` or your company domain), you may find that due to domain limits **can't select any suitable emails from a sample of 50**.
- For the selected email, the send attempt counter is incremented and the send date is set to the current date and time (even if the email is not yet sent, this reduces the likelihood of duplicate email sending in the case of a clustered installation).
- If the number of sends exceeds the maximum number of attempts the email is marked as incorrect (value `retry` in the table will have the value `-1`).
- A web page with the text and design of the email is downloaded over the HTTP protocol.
- If the recipient is from the database of registered users in the WebJET CMS the user is logged in when downloading the web page. In this way it is possible to use tags for inserting user data.
- If the recipient is not from the database of registered users, only basic marks.
- If there is an application in the body of the email, it can generate text in the body `SENDER: DO NOT SEND THIS EMAIL` , in which case the email will not be sent and will be marked as successfully sent. This can be used if the application checks the user's settings - e.g. they are only interested in receiving an offer for a 3-bedroom apartment, but you don't currently have one on offer.
- The body of the email will be accompanied by images and attachments.
- The body of the email will be updated with a tag for tracking clicks on the link in the email.
- An image will be attached to the body of the email to track the opening of the email.
- The email will be sent.
- From the SMTP server response it is evaluated whether the email is sent successfully (in addition to the status code it is possible to set additional error responses in the conf. variable `dmailBadEmailSmtpReplyStatuses`)
- If the sending is unsuccessful, the date of sending the email is deleted in the database and the sending is stopped for the time set in the conf. variable `dmailSleepTimeAfterException` .

73.1. Correct setting

To send a bulk email correctly, it is necessary to have a properly configured email server:

- Settings DKIM (https://www.dkim.org) domain keys with valid SPF (https://sk.wikipedia.org/wiki/Sender_Policy_Framework) of record. We recommend to use for sending Amazon SES (https://docs.webjetcms.sk/latest/en/install/config/README) a `DKIM` set there, it will also automatically set `SPF` .
- Settings DMARC (https://dmarc.org) record. In DNS, create a new `TXT` record for the domain `_dmarc.vasadomena.sk` with a value of at least `v=DMARC1; p=none; sp=none` .

73.2. Why it takes a long time to send

If you feel that the upload is taking too long, these are possible reasons:

- Sending works as a background task, initialized when the server starts. It sends e-mail periodically every 1000ms (set in conf. variable `dmailWaitTimeout`). This value is the wait between send executions, that is, after the email is sent, it will start sending again in the set number of ms. If you set the value to 333 it doesn't mean that 3 emails will be sent per second (that would make the whole sending process take 0ms, which is certainly not reality).
- Sending emails is **blocking** if during the interval set via the conf. variable `dmailWaitTimeout` misses to send the email, the interval will be skipped and it will be sent in the next interval.
- Domain limits - for better delivery are checked limit on the number and speed of email delivery to a specific domain. If the campaign contains many emails of the same domain (e.g. gmail.com or your business domain) there will be a delay in sending. If your corporate domain does not limit the number of emails add it to the domain limits and set a high number of emails per time slot.
- Database performance - as mentioned above, when sending, a random sample of emails is selected from the database to send, from which an email is selected. If the database table `emails` contains a lot of records, this selection can take a long time, which slows down the sending. You can in Settings->Data Delete->E-mails to delete old information about sent emails, which will reduce the load on the database.
- Server speed - as mentioned above, each email is downloaded as a web page over a local HTTP connection. If the server is underperforming, this download will also experience delays. You can follow the Overview section of the Server Monitoring application to verify the performance at the time of sending the campaign. Ideally, the email is downloaded locally directly from the application server without going through the whole infrastructure (firewall, load balancer...). You can use the conf. variable `natUrlTranslate` through which you can set the address translation (e.g. `https://www.domena.sk/|http://localhost:8080/`).

The following configuration variables affect the upload speed:

- `dmailWaitTimeout` - the email send trigger interval in milliseconds. After the change it is necessary to restart the server (default 1000).
- `dmailMaxRetryCount` - the maximum number of times the email can be sent if an error occurs during sending (default 5).
- `dmailSleepTimeAfterException` - Wait interval in ms after a send error, e.g. if the SMTP server stops responding (default 20000),
- `dmailBadEmailSmtpReplyStatuses` - list of comma-separated expressions returned from the SMTP server for which the email will not try to send again (default: Invalid Addresses,Recipient address rejected,Bad recipient address,Local address contains control or whitespace,Domain ends with dot in string,Domain contains illegal character in string).
- `dmailDisableInlineImages` - allows you to disable the attachment of images to the email, which will increase the speed of sending and reduce the size of the email. The downside is that the recipient has to confirm that the images have been retrieved from the server. If you have a multi-domain installation you can set exceptions for attaching images to email via a conf. variable `dmailWhitelistImageDomains` (for set domains the images are attached).

Other conf. variables that can be set:

- `useSMTPServer` - enables/disables sending of all emails from the server (by default `true`).
- `disableDMailSender` - disables only sending bulk emails (by default `false`).
- `senderRunOnNode` - if you are using a cluster of multiple application servers allows you to set a comma-separated list of names `nodu` from which bulk emails will be sent. Note: if emails are sent from multiple `nodov` Duplicate emails may be sent.
- `dmailTrackopenGif` - a virtual path to the image that indicates the email has been opened (by default `/components/dmail/trackopen.gif`).
- `dmailStatParam` - name of the URL parameter for click statistics (default `webjetDmsp`).
- `replaceExternalLinks` - if set to `true` external links will also be replaced by redirecting them through the server where the bulk email for tracking statistics is running (by default `false`).

73.3. Settings for acceleration

If you need to speed up your upload, you can do the following:

- Increase domain limits, we recommend setting higher limits on domains `gmail.com` and your company domain.
- Edit by `dmailWaitTimeout` to the value of `500` , which will increase the speed of the call to send the email, due to blocking (see above). This does not mean that an email will be sent every 500ms.
- If the database contains a lot of invalid emails reduce `dmailSleepTimeAfterException` . **Warning:** if your SMTP server actually goes down, the emails will be marked as sent very quickly because the number of `dmailMaxRetryCount` .
- Set `natUrlTranslate` for direct downloading of the email text from the local application server. If you have a multi-domain installation there may be a problem selecting the correct domain. We recommend in `hosts` set all domains to IP address 127.0.0.1 in the server file, in which case you only set port forwarding from 80 to 8080 (or whatever port you are running the local application server on).
- Minimize images and attachments. These increase the load on the server and the volume of the email. Alternatively, set a conf. variable `dmailDisableInlineImages` at `false` to disable attaching images directly to the body of the email.
- If you have a cluster you can enable sending from multiple nodes in parallel, but this increases the risk of multiple duplicate emails being sent to the recipient. The list of nodes from which the email is sent is set in the conf. variable `senderRunOnNode` .

74. Rating/Rating

The Rating application allows you to rate a page (its quality). It then offers a view of the rating on the page, statistics on the number of voters, a list of the most frequently voting users, as well as a list of the pages with the highest rating.

The form for inserting the application into the page is available in the page editor. It provides the option to select the type of evaluation:

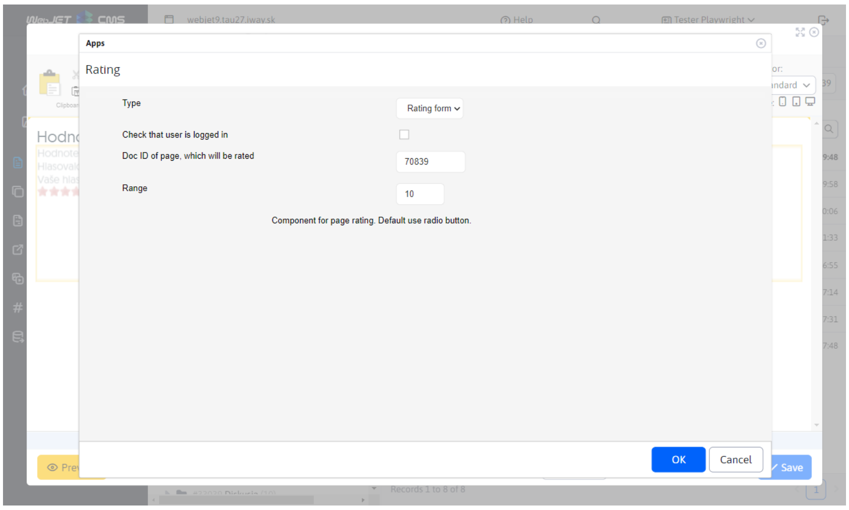
- Rating form
- Site rating
- Top users
- Top pages

74.1. Rating form

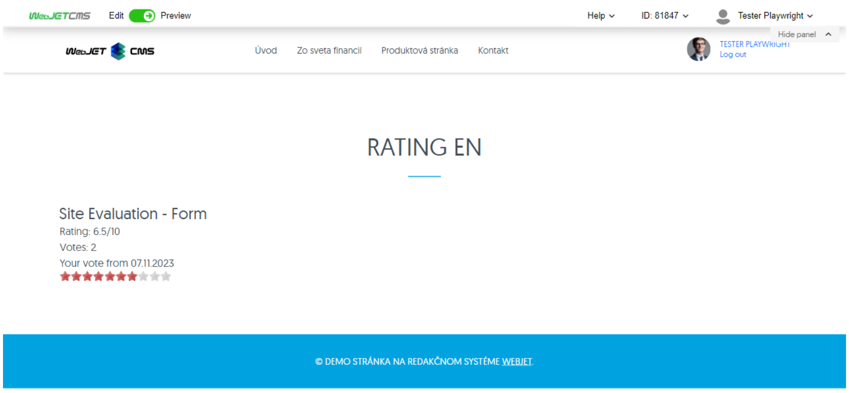
You can add a form to rate a page as an app or directly using code `!INCLUDE(/components/rating/rating_form.jsp, checkLogon=false, ratingDocId=70839, range=10)!` .

The form contains parameters:

- `checkLogon` - Enable logged in user check, if selected, only logged in users can rate the page.
- `ratingDocId` - Doc ID of the page to be evaluated, if the entered value is less than 1, the ID of the currently displayed web page will be used automatically.
- `range` - The range of the rating scale.

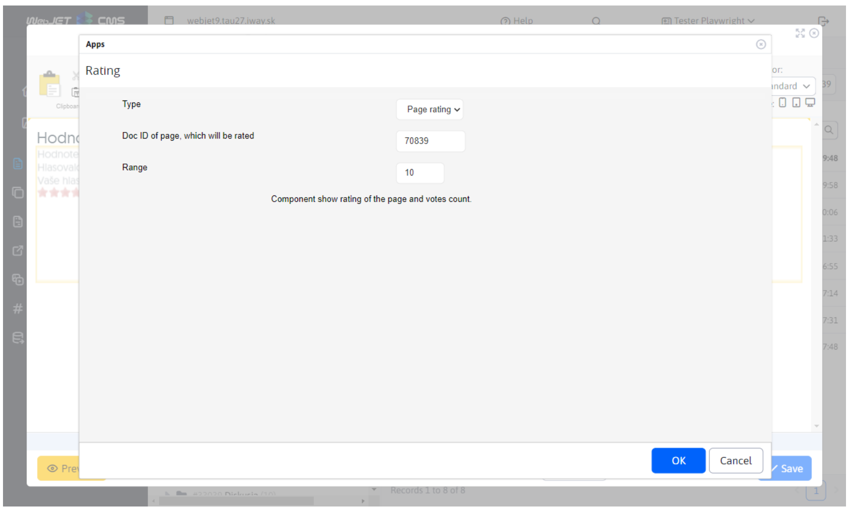


The generated form in the page itself works by clicking on the stars. The range of asterisks is given by the parameter `Rozsah stupnice hodnotenia` . Once you click on a particular star, the page is rated and you cannot rate it again.



74.2. Site rating

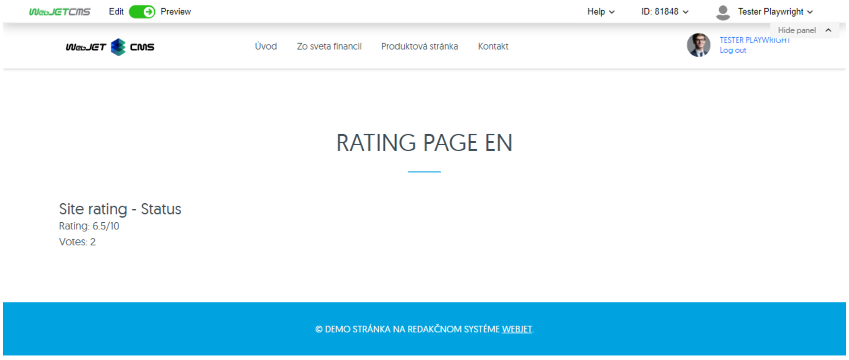
You can add a rating page (or sta rating page) as an application or directly using code `!INCLUDE(/components/rating/rating_page.jsp, ratingDocId=70839, range=10)!` . Displays the rating of the web page without the form.



Contains parameters:

- `ratingDocId` - Doc ID of the page to be evaluated.
- `range` - The range of the rating scale.

Displays the statistics of the current page rank.

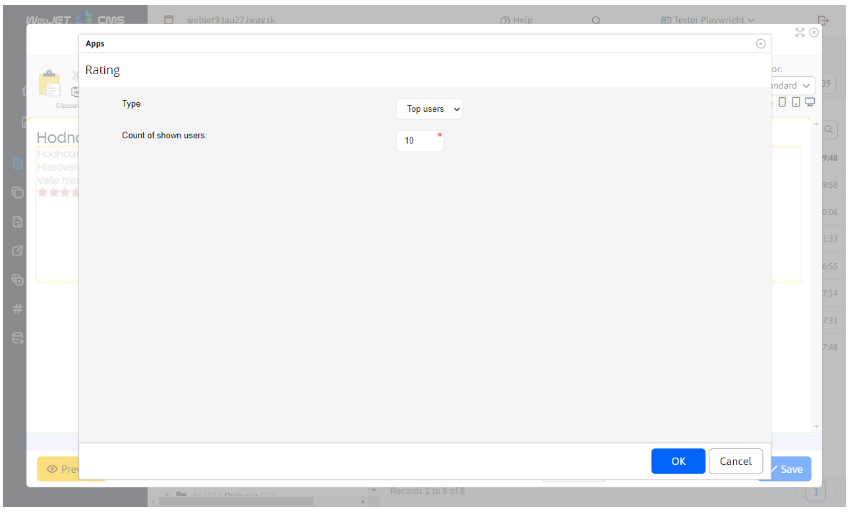


74.3. Top users

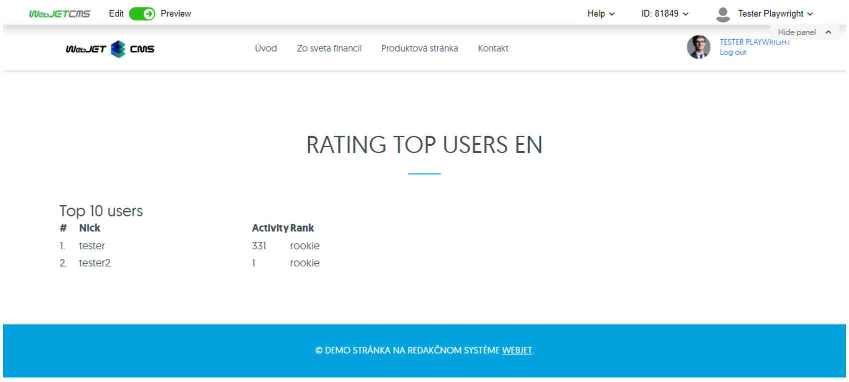
Top users (who have rated) can be added as an app or directly using code `!INCLUDE(/components/rating/rating_top_users.jsp, usersLength=10)!` .

Contains the parameter:

- `usersLength` - Number of users viewed.



Displays the users with the most ratings.

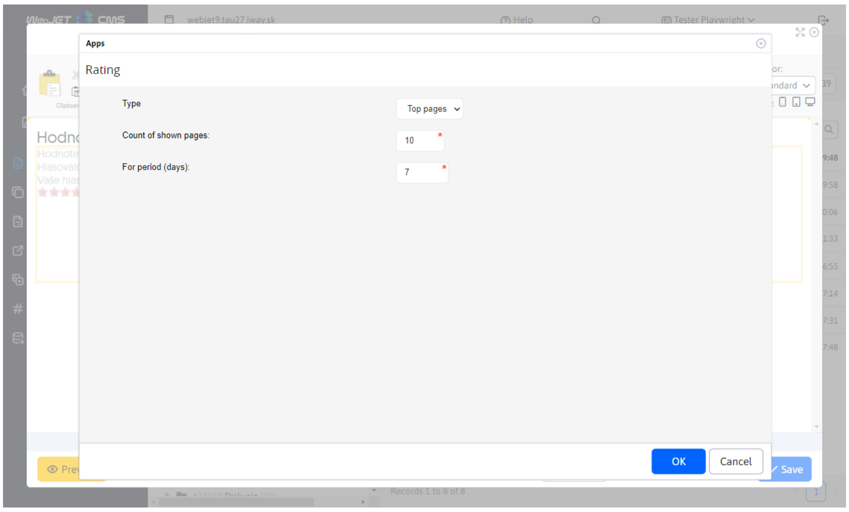


74.4. Top pages

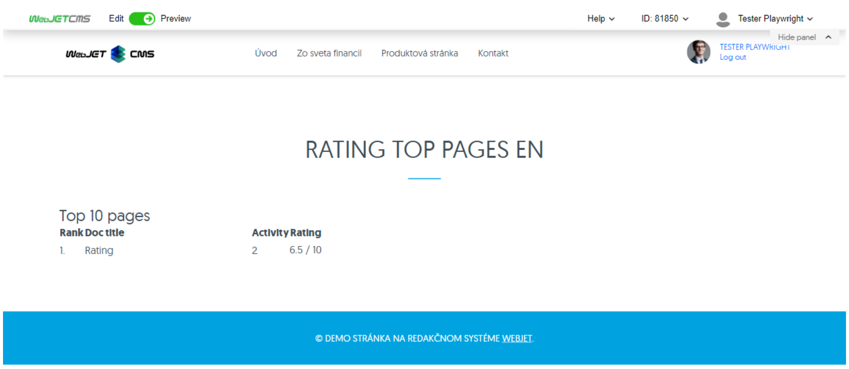
Top pages can be added as an app or directly using code `!INCLUDE(/components/rating/rating_top_pages.jsp, range=10, docsLength=10, period=7)!` .

Contains the parameter:

- `range` - The range of the rating scale.
- `docsLength` - Number of pages viewed.
- `period` - For the period (number of previous days).



Displays the pages with the best ratings.



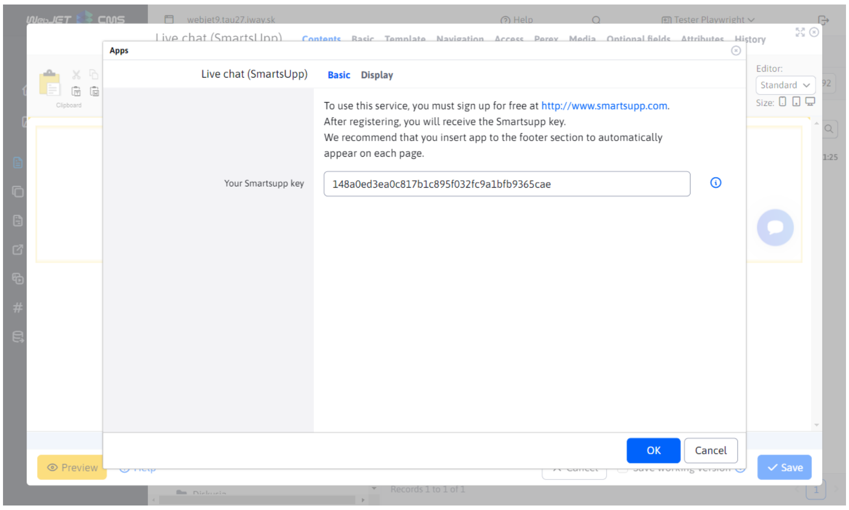
75. Live chat (SmartsUpp)

Communicate with your customers live, directly from your website. To use this service, you need to register (for free) at www.smartsupp.com (http://www.smartsupp.com). After registration you will receive a Smartsupp key. The service offers a free version for one operator. We recommend that you embed the application in the footer of the page so that it is automatically displayed on every page.

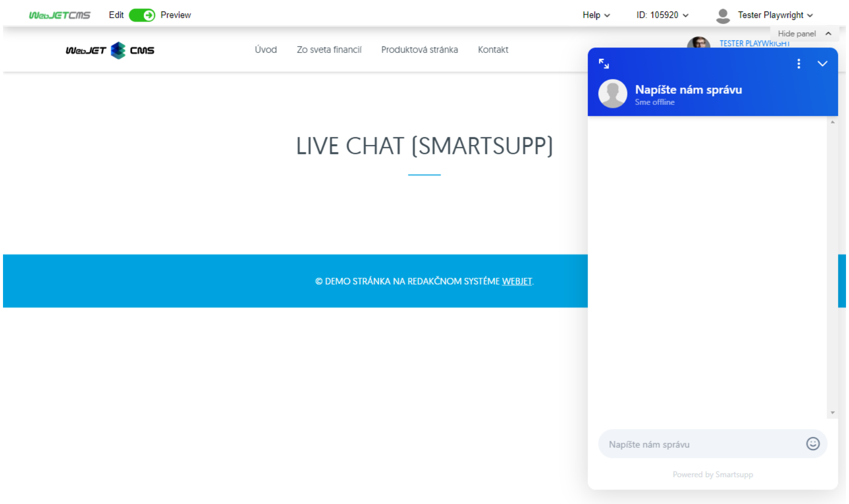
75.1. Application settings

75.1.1. Basic tab:

- **Your Smartsupp key**: Enter your Smartsupp key, for example `d505a42ae6e813515gfbaae7a0eff418b87217ad` .



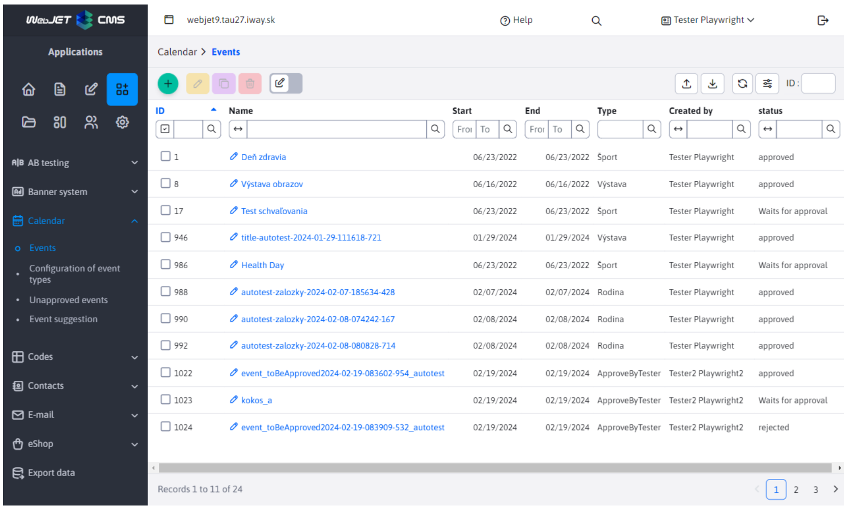
75.2. View application



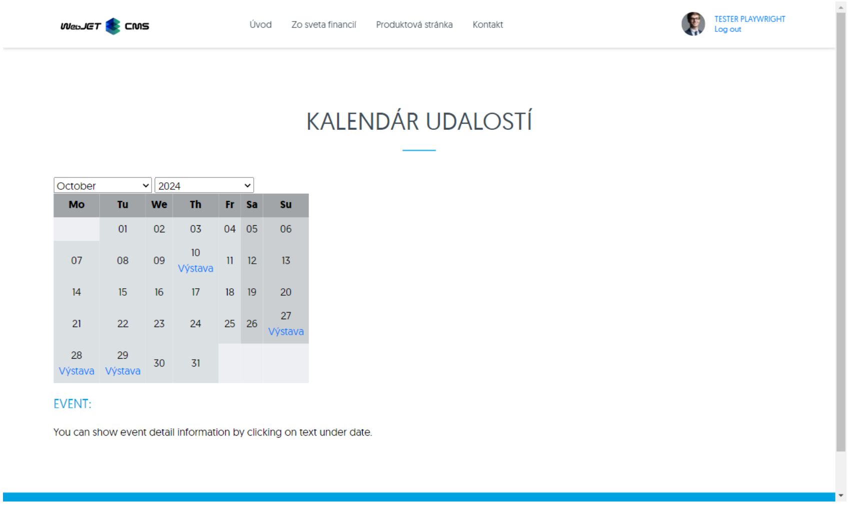
76. Calendar of events

76.1. List of events

The event calendar allows you to record and display various events that you want to inform your website visitors about.

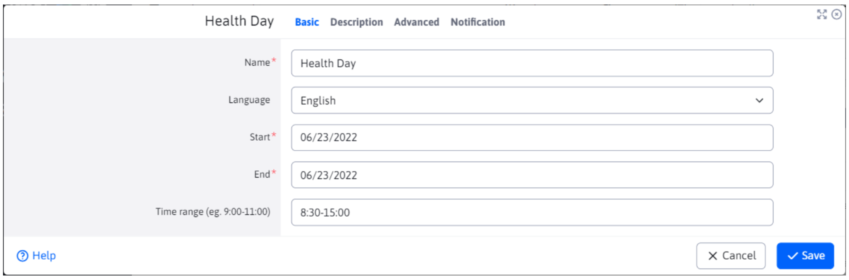


The entered events are displayed in the calendar application on the web page:



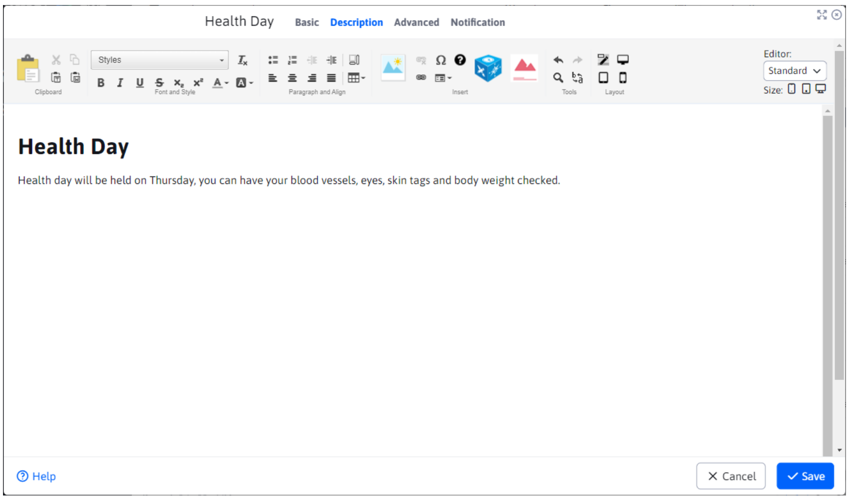
76.2. Basic

The Basic tab is filled with basic information about the event. Only the name is required. The start and end of the event is automatically pre-filled according to the current day.



76.3. Description

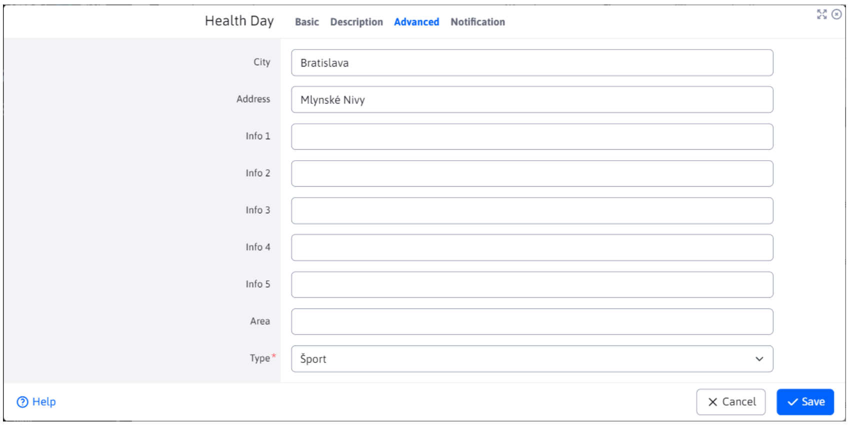
The tab contains an editor in which you can enter a description of the event, attach images and applications to the text.



76.4. Advanced

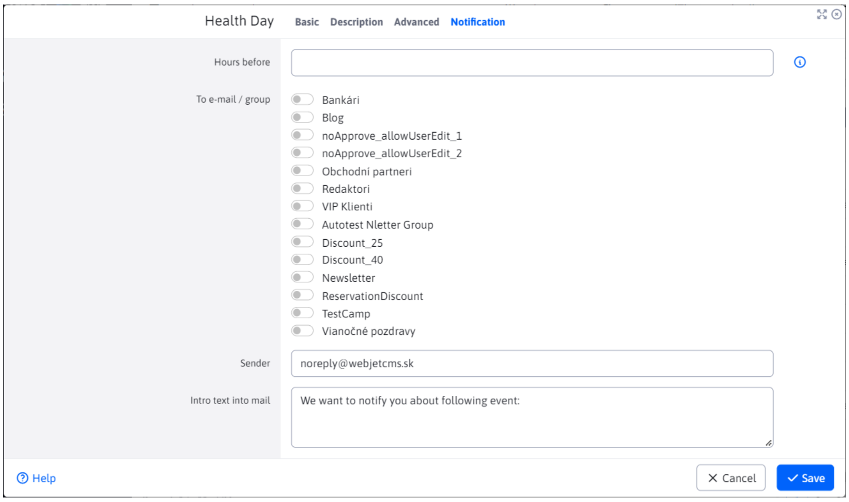
In the advanced tab you can set more detailed information about the events. It also includes optional fields (https://docs.webjetcms.sk/latest/en/frontend/webpages/customfields/README) "Info 1" to "Info 5".

The choice of event type is also important. If the selected event type requires approval, an email will be sent requesting approval before the event is displayed on the web page.



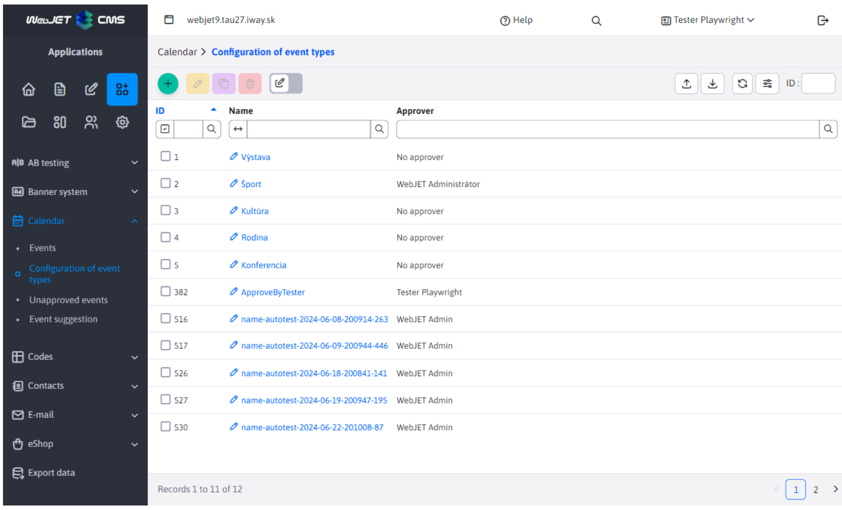
76.5. Notification

The Notifications tab allows you to set up a notification to be sent to a group of users a preset number of hours before the event starts.



77. Configure event types

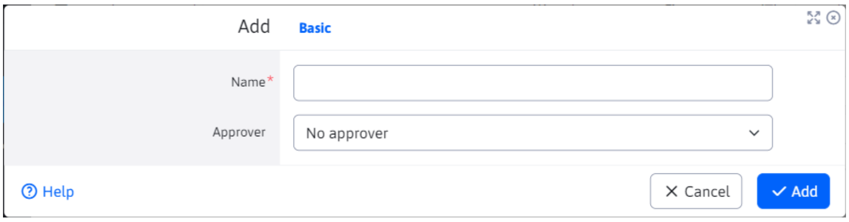
In the event types configuration, you set the event types into which the event calendar entries can be categorized.



Warning: do not use the character in the event type name `,` or `+`.

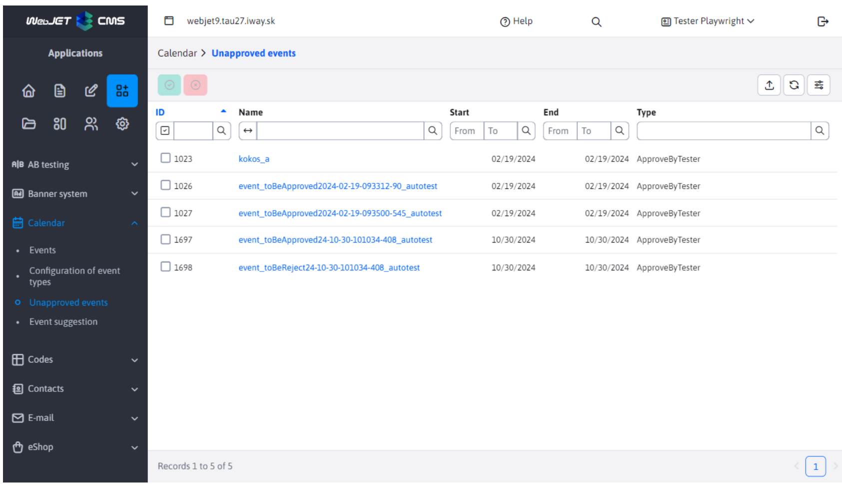
78. Approval

In addition to the event type name, it is possible to also set the approver. If specified, when a new event is created in a given type, the event does not start to appear immediately on the web page, but waits for approval by the selected approver.



79. Unauthorised events

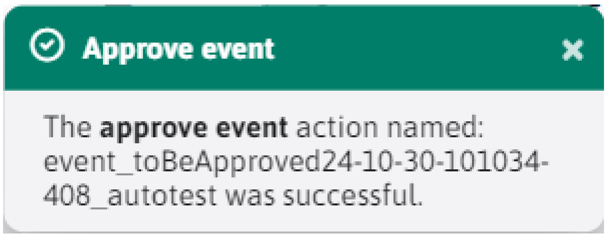
The Calendar Events -> Unapproved Events section is used for the calendar approval/rejection process events pending approval. The currently logged in user can only see/approve events that are pending approval and at the same time he is the approver. Who is approving the event is determined by event type.



Warning: after the event has been approved/disapproved, the event is no longer **will not display** in the Unapproved Events section, so you won't be able to change your selection. However, the event will still be visible in the List of events.

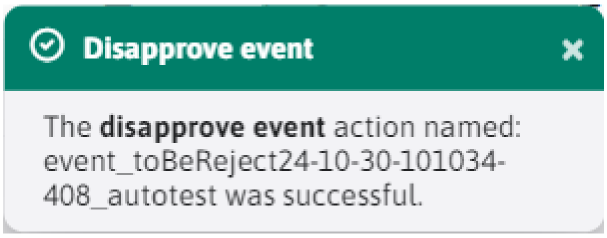
79.1. Event Approval

Event approval is triggered by the button . After successful approval, an informative message will be displayed.



79.2. Disapproval (rejection) of an event

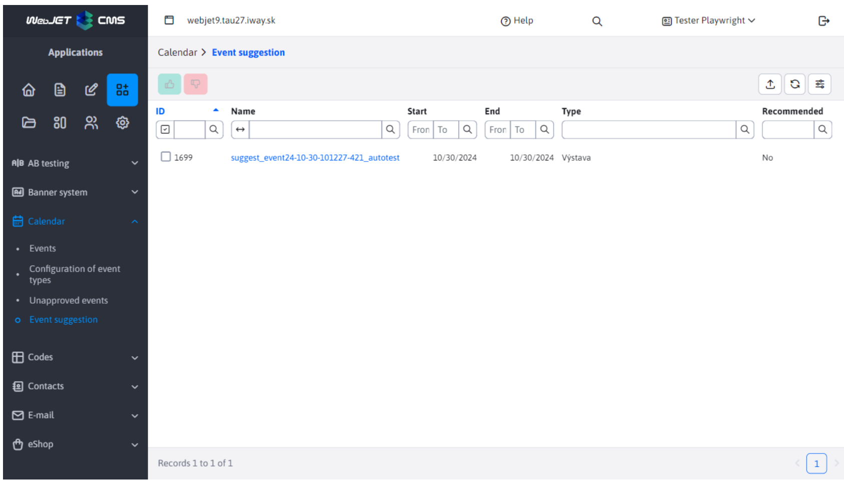
Event rejection is triggered by the button . After a successful rejection, an informative message will be displayed.



80. Event recommendation

The Calendar Events -> Recommended Events section is used for the process of recommending/not recommending calendar events.

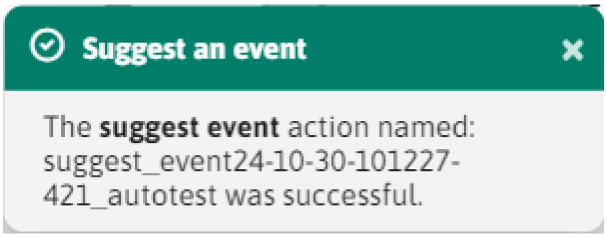
It shows events that are approved (automatically or by the administrator) and whose start date is in the future.



Warning: after the recommendation/non-recommendation, the event continues to **will display** in the table so that their recommendation status can be changed. However, when the start of the event gets into the past, **stop displaying**. However, events will still be visible in the List of events

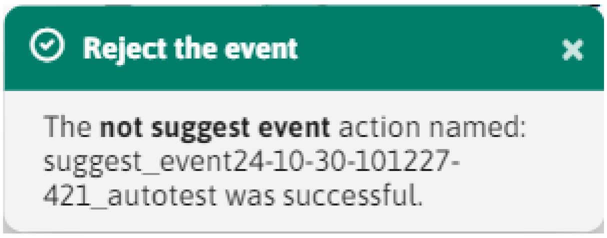
80.1. Event recommendation

The event recommendation is triggered by the button . After a successful recommendation, an informative message will be displayed.



80.2. Non-recommendation of the event

The non-reject event is triggered by the button . An informative message will be displayed after a successful non-recommendation.



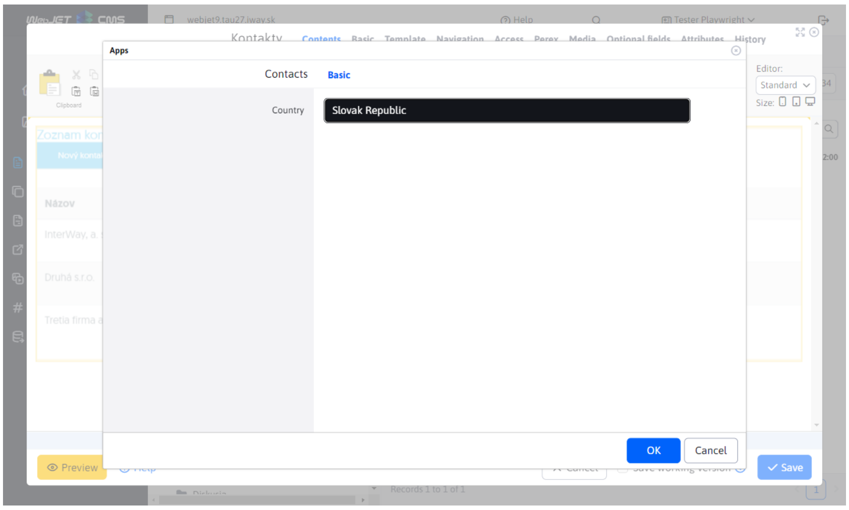
81. Contact

Sample application for programmers (https://docs.webjetcms.sk/latest/en/custom-apps/spring-mvc/README) with a list of contacts

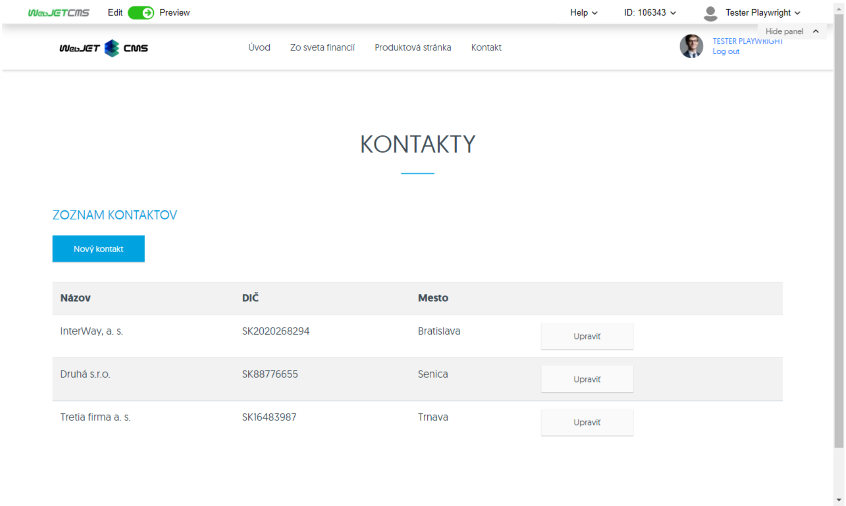
81.1. Application settings

In this section it is possible to set:

- Landscape



81.2. View application



82. Map

Inserts an interactive map (Google maps or Open Street Map) into the page according to the specified GPS coordinates or address. To use Google maps, you need to have a purchased API key from Google set in the googleMapsApiKey conf. variable.

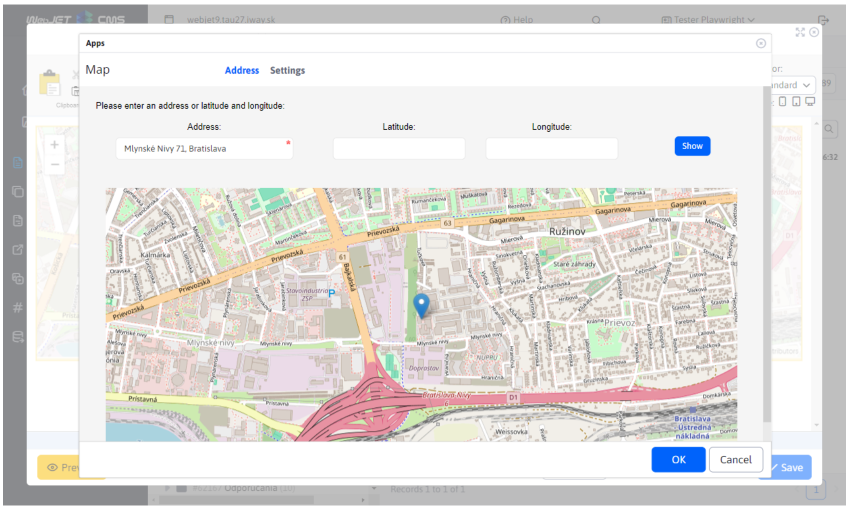
82.1. Application settings

82.1.1. Address

In this section you can set the positional attributes:

- Address
- Latitude, Longitude

It is mandatory to set either the address or the latitude and longitude. The location can be set by clicking on the map and specifying the point. This step displays a pin on the map and overwrites the Latitude and Longitude values.



82.1.2. Settings

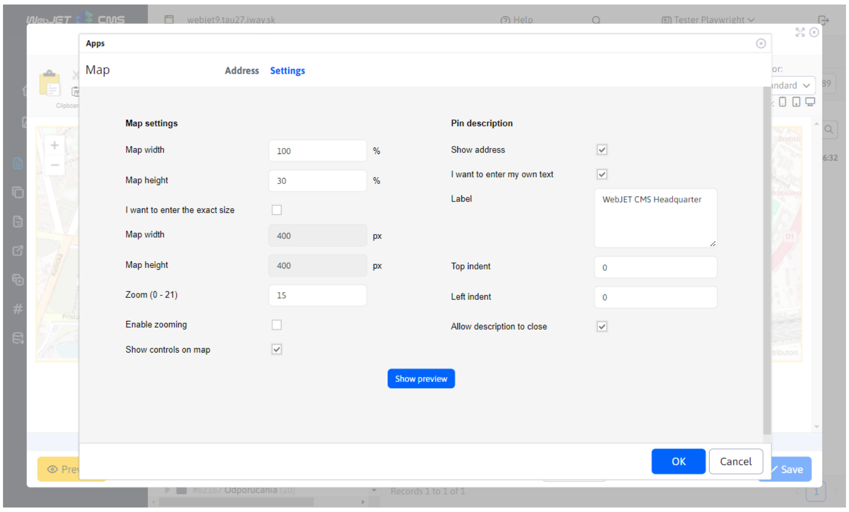
In this section you can set dimensional and visual attributes:

- Map width (percentage)
- Map height (percentage)

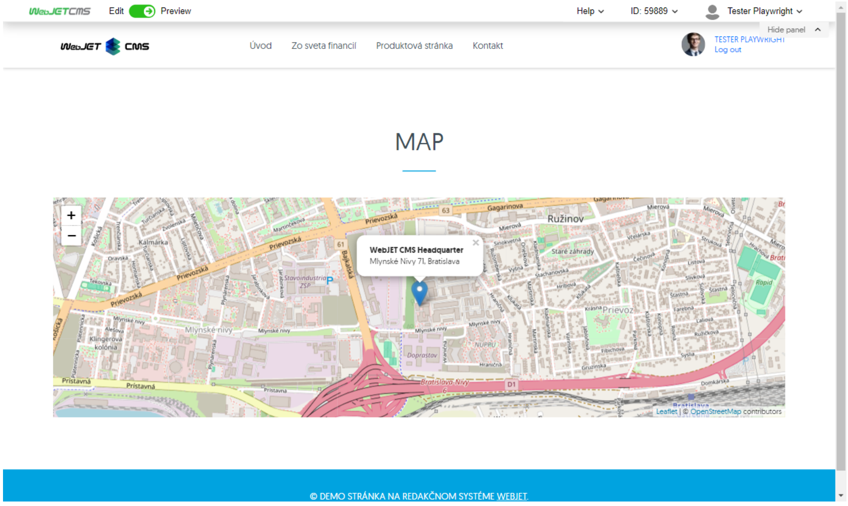
After checking the box I want to enter the exact size:

- Map width (in pixels)
- Map height (in pixels)
- Zoom (range 0 - 21)
- Enable approach
- View controls on the map
- Show address
- Description
- Offset from above
- Offset left
- Enable close description

After changing the attributes it is possible to preview using the button



82.2. View application



83. Site Map

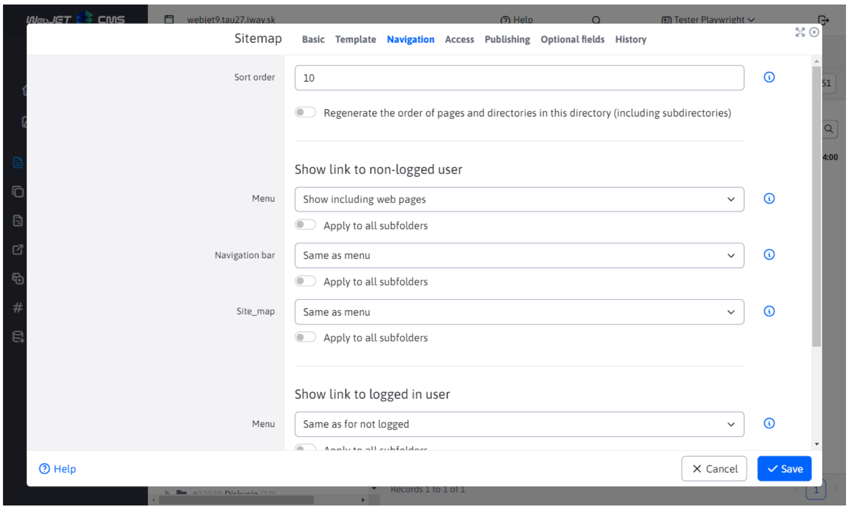
The Site Map application can automatically generate the tree structure of a web site.

The display of an entry in the site map depends on the setting of the Navigation Bar field in the Navigation tab of the site directory. It has the following options:

- Just like the menu - the display in the sitemap behaves the same way as the display field is set in the menu.
- Show - the item will be displayed in the sitemap.
- Don't show - the item will not appear in the sitemap (including sub-folders).
- Show without subfolders - the item will be displayed in the sitemap, but its other subfolders will not be displayed (the advantage is that the subfolders do not need to set the display method).
- Show including web pages - a folder will be displayed in the sitemap and all web pages from the folder will also be displayed as separate entries. By default, the View option does not display web pages from the folder as separate entries in the sitemap.

When displaying including web pages, you can still set each web page separately to be displayed in the sitemap. The option is also in the Navigation tab and contains the options:

- Just like the menu - the display in the sitemap behaves the same way as the display field is set in the menu.
- View - the web page will be displayed in the sitemap.
- Don't show - the web page will not appear in the sitemap.



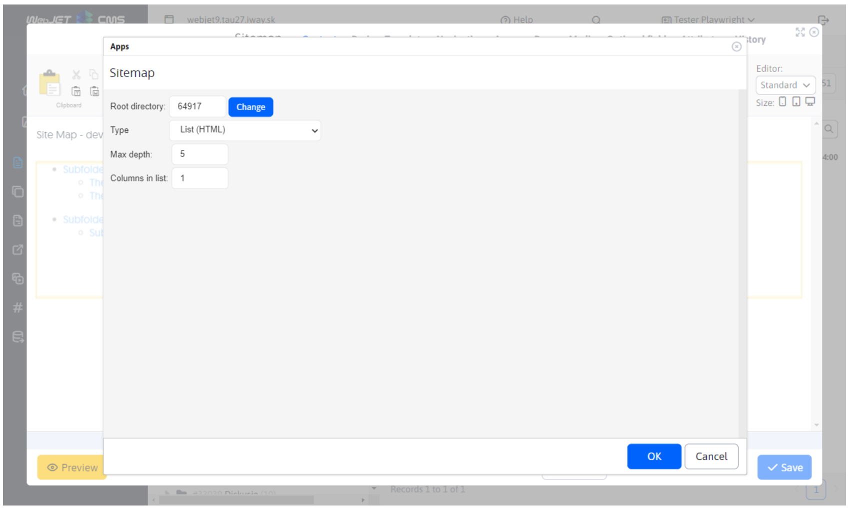
83.1. Application settings

In the application properties you can set:

- Root directory - selecting the root directory
- Display type - how the sitemap is displayed, see options below

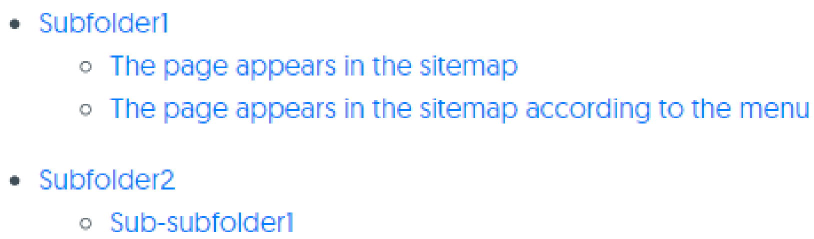
for some display types can still be set:

- Directory search depth - maximum nesting of displayed items
- Number of columns in the statement - the display can be divided into a specified number of columns (for a nicer display on the web page)



83.2. Developed tree (HTML)

The tree structure is displayed in the HTML code as a nested UL-LI list. This is the best sitemap solution with respect to search engines. It is not suitable for large web sites (or the maximum nesting should be limited so that the page is not too large).



83.3. Seat map (Windows Explorer)

The tree structure is similar to that of Windows Explorer, so it is familiar and easy for visitors to navigate. The left column displays a list of directories and the right column displays the pages in the selected directory.

Click on the + or - sign to open/close web pages in that directory. Clicking on a directory name displays the main document of that directory, clicking on a web page name displays the desired page.

83.4. Developed tree (Javascript)

The tree structure is expandable using JavaScript. Not recommended for large web sites.

Click on the + or - sign to open/close the web page/directory.

83.5. Developed tree (AJAX)

The tree structure is clickable using JavaScript, individual parts of the tree are loaded from the server using AJAX calls (jQuery).

Click on the + or - sign to open/close the web page/directory.

83.6. XML file for search engines

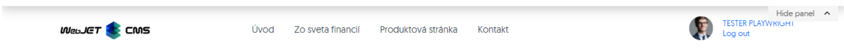
Site search engines (e.g. Google) automatically search for a file `/sitemap.xml` with a site map of the web site. WebJET automatically provides this file using a file `/components/sitemap/google-sitemap.jsp`.

The generated items behave similarly to the Expanded Tree (HTML) view.

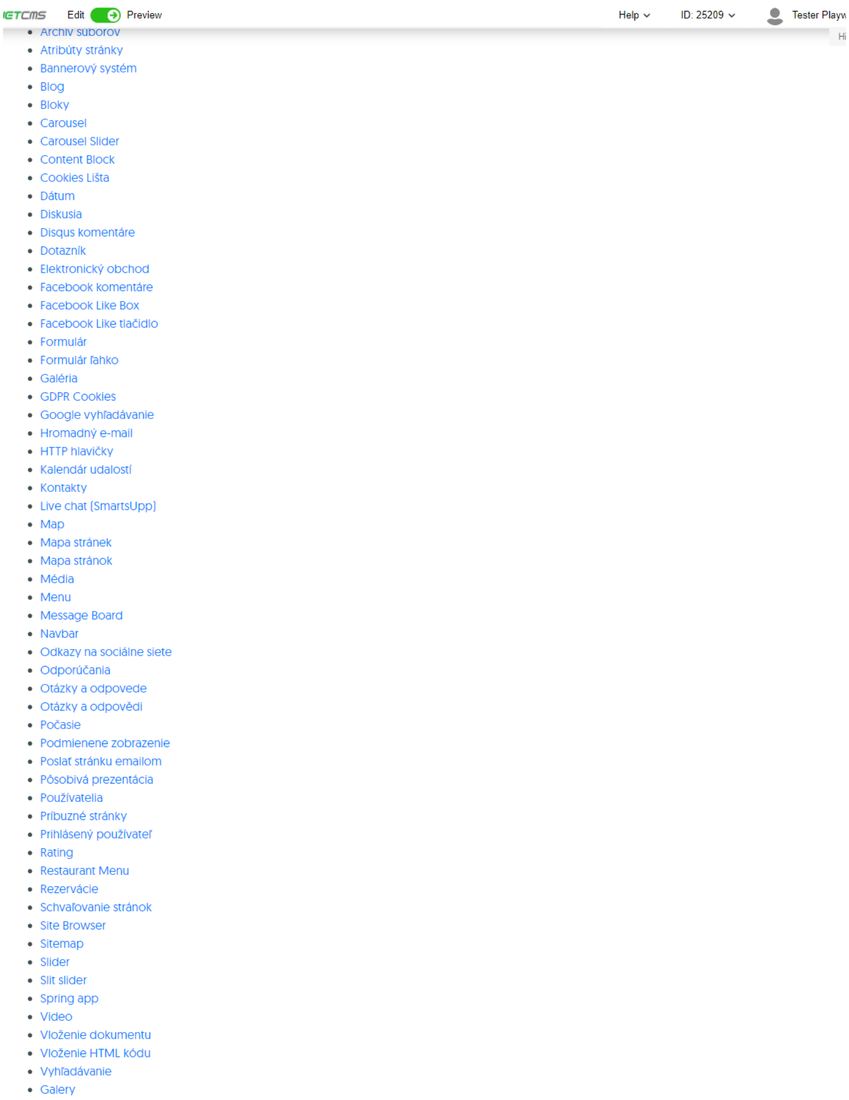
84. Menu (navigation)

The menu application generates a navigation menu for the entire website (the so-called top menu or left menu). The graphical form of the menu is defined using cascading style sheets (CSS). Examples of the top and left menus:

Top menu:

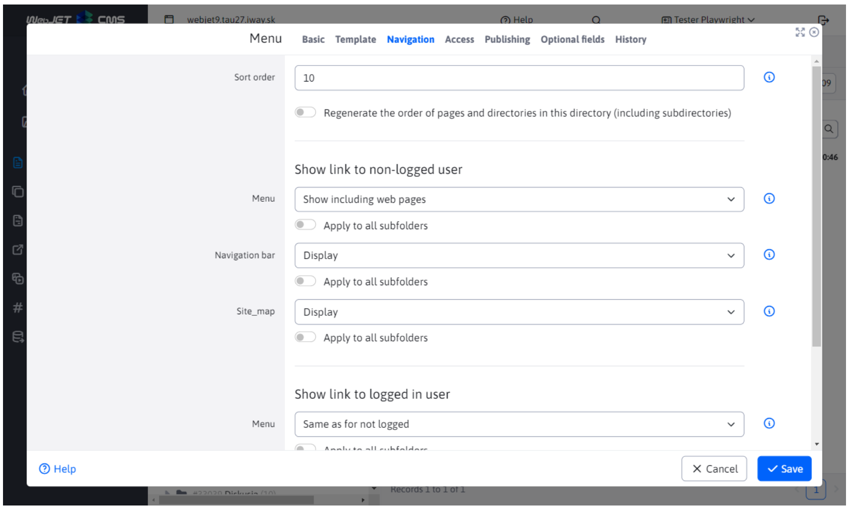


Left menu:



The display of the menu item depends on the setting of the Menu field in the Navigation tab of the Web Site Directory. It has the following options:

- Show - the item will be displayed in the navigation menu.
- Don't show - the item will not appear in the navigation menu (including sub-folders).
- Show without subfolders - the item will be displayed in the navigation menu, but its other subfolders will not be displayed (the advantage is that the subfolders do not need to set the display method).
- Show including web pages - in the navigation menu, the folder will be displayed and the web pages from the folder will be displayed as separate items. By default, the View option does not display web pages from the folder as separate menu items.



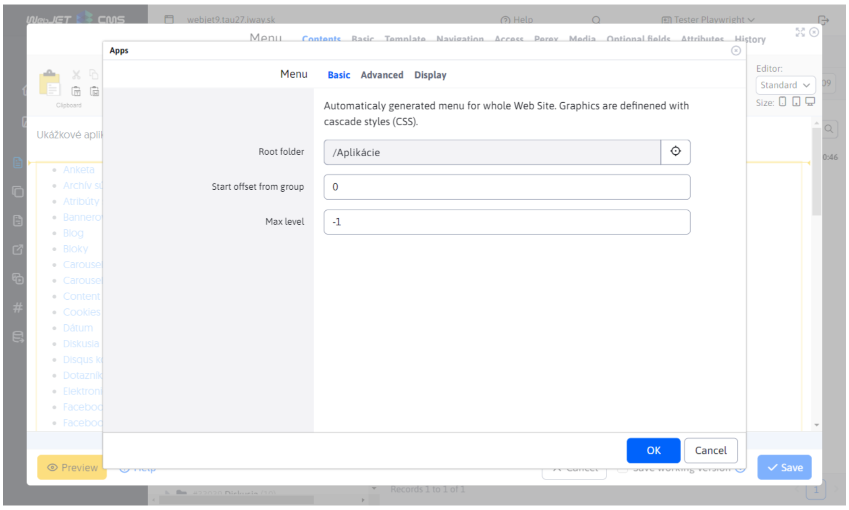
When displaying including web pages, you can still set the option to display each web page separately in the menu. The option is also in the Navigation tab and contains the options:

- View - the web page will be displayed in the menu.
- Do not show - the web page will not appear in the menu.

84.1. Application settings

In the application properties you can set:

- Root directory - selecting the root directory
- Offset from Root Directory - the number of directory levels from the root directory by which the listing should be offset. This is used when you have a top menu with main items and a left menu with subitems - the subitems menu is set to shift by 2 so that the menu does not list the main items but only the subitems.
- Maximum menu depth - -1 menu with no limitation on generation depth.
- Generated CSS styles
  - None (pure XHTML)
  - Basic - generates an open class on an open item
  - All - generates a series of classes: the displayed level, whether the item contains subitems, the directory id, whether the item is open or closed
- Generate empty span - generates an empty html span tag in the link
- Expand all items - all menu levels will be expanded
- Set Variables - this functionality is used when we want to generate a specific level title to the mapr. menu via !WRITE(!ROOT_GROUP_NAME!)!
- Style ID of the main UL element - Element ID
- Directory name for MenuInfo
- Insert perex - wraps the title title and the prize for that perex text
- Insert perex from level - inserts perex only from the defined level



84.2. MenuInfo

It is used to insert section descriptions or advertising banners into the menu (megamenu).

In the MenuInfo field you enter the name of the directory, which if found is not generated in the menu as a standard link, but the content of the main page of this directory is generated in the menu. The header and the contents of the page are generated.

Example:

When editing a component menu, you enter a directory name in the MenuInfo field, e.g. Information. In the web site structure that is generated in the menu, you create the directory Information. You add the necessary data to the page and publish the page. The title and content of the Information page will be displayed in the generated menu instead of the standard link.

85. Navigation bar

The navigation bar (navbar / breadcrumb / breadcrumb navigation) displays a clickable path in the web page to the currently displayed web page. The directory names can be clicked on to easily get to the next level down. Example:

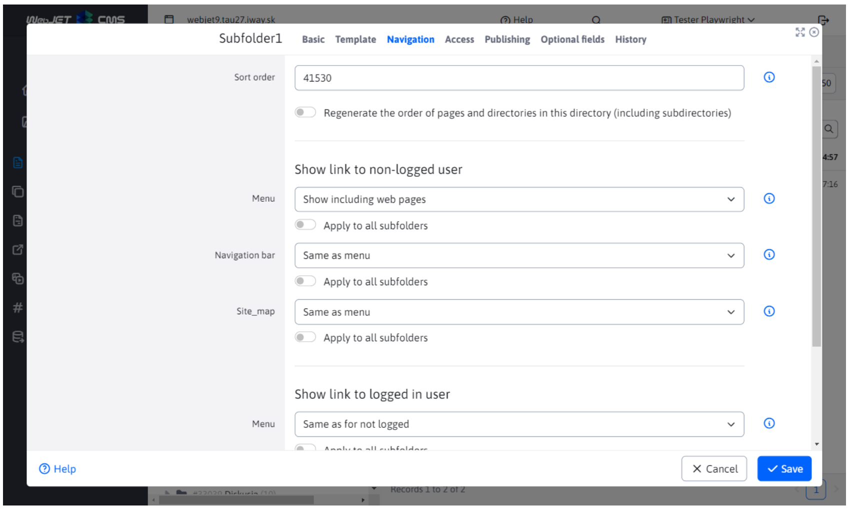
Aplikácie > Navbar > Subfolder1 > The page appears in the navbar

The display of an item in the navigation bar depends on the setting of the Navigation Bar field in the Navigation tab of the Web Site Directory. It has the following options:

- Just like the menu - the display in the navigation bar behaves the same way as the display field is set in the menu.
- Show - the item will be displayed in the navigation bar.
- Don't show - the item will not appear in the navigation bar (including sub-folders).

For the display option, you can set the display option for the web page that is still displayed (typically this is the last item in the navigation bar). This is also in the Navigation tab and contains the options:

- View - the web page will be displayed in the navigation bar.
- Do not show - the web page will not be displayed in the navigation bar.



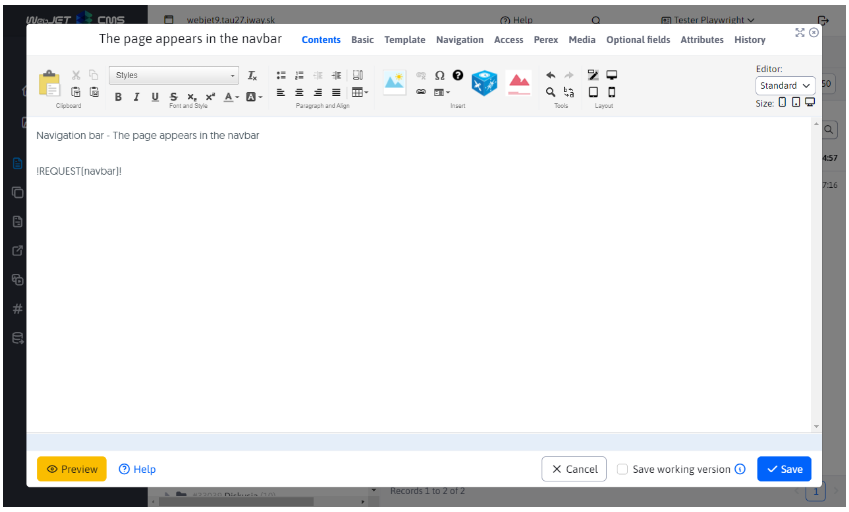
85.1. Use

The navigation bar is inserted directly into the JSP template as a tag:

```html
<iwcm:write name="navbar"/>
```

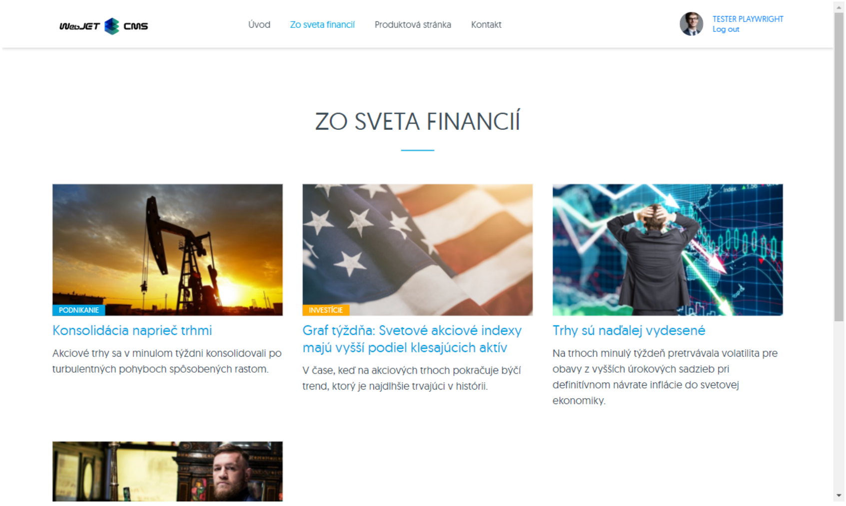
or it can be inserted directly into the web page as an expression:

```html
!REQUEST(navbar)!
```



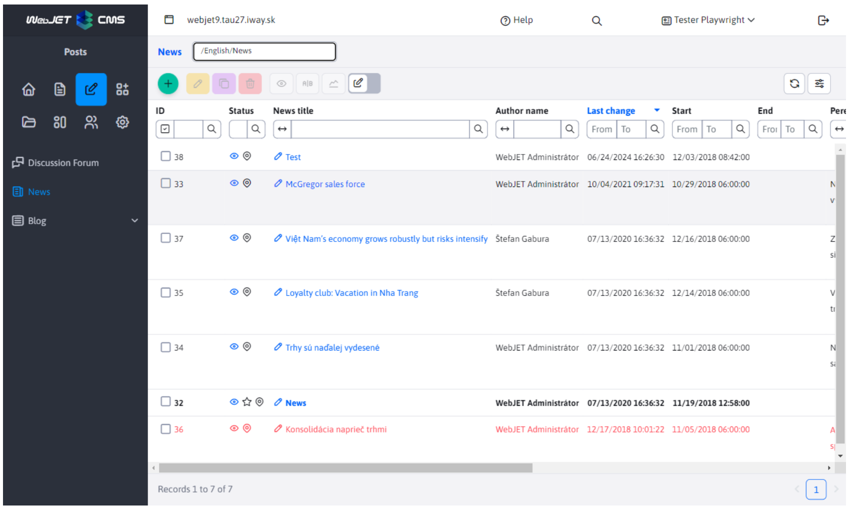
86. News

The News application, puts a list of web pages in the specified folder into the page. It is used to insert a list of news, press releases, but also other similar listings (list of contact points, personal contacts, products, etc.).



87. List of news

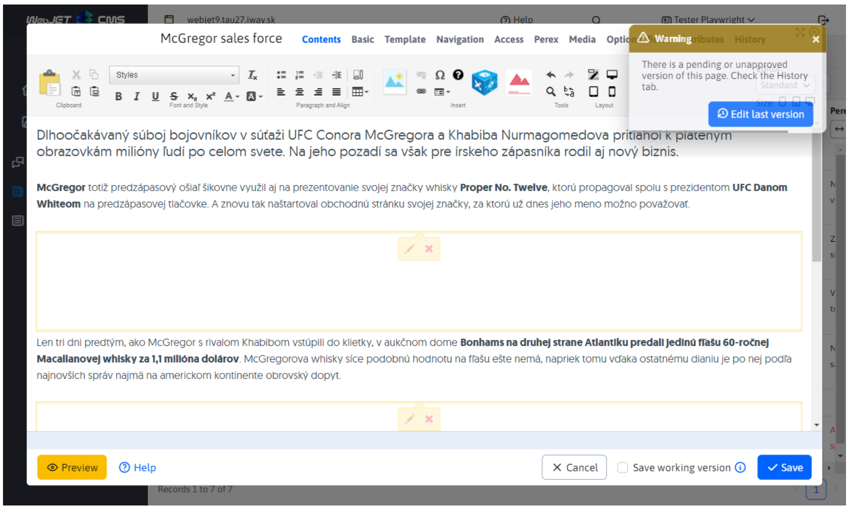
The list of news in the administration is similar to the list of web pages, but does not contain a tree structure. It is located in the menu Posts/News. At the top you can select a folder to display in the table.



The values in the folder selection field in the header are generated:

- automatically - if the conf. variable is `newsAdminGroupIds` set to empty, a list of news folder IDs is obtained by searching for the term `!INCLUDE(/components/news/` in the page bodies and by tracing the set folder ID `groupIds` .
- by conf. variable `newsAdminGroupIds` where you can specify a comma-separated list of folder IDs, e.g. `17,23*,72` , where if the folder ID ends in a character `*` news (web pages) from subfolders are also loaded when selected.

Clicking on a news title opens an editor identical to page editor.

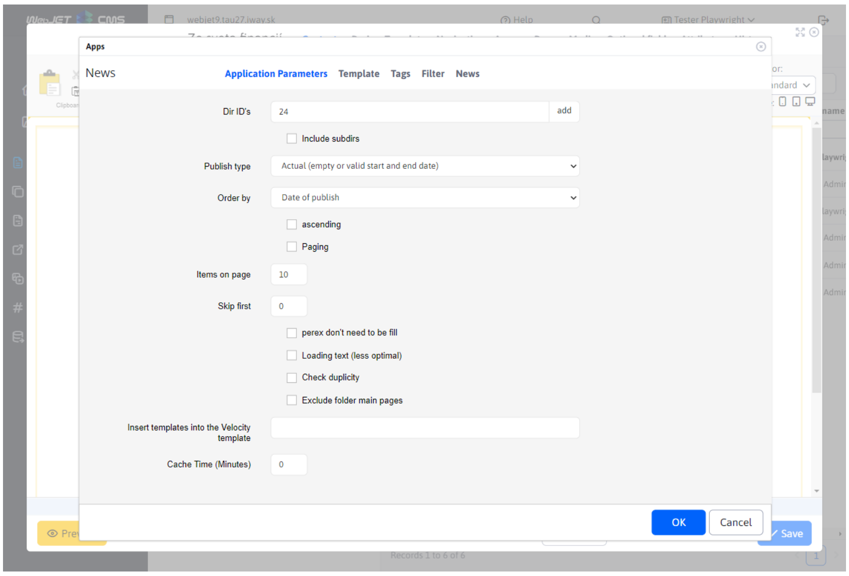


88. Setting up an application in a web page

The application embedded in the web page has the following tabs:

88.1. Application parameters

The application parameters tab is where you set the basic behaviour of the application and its settings.

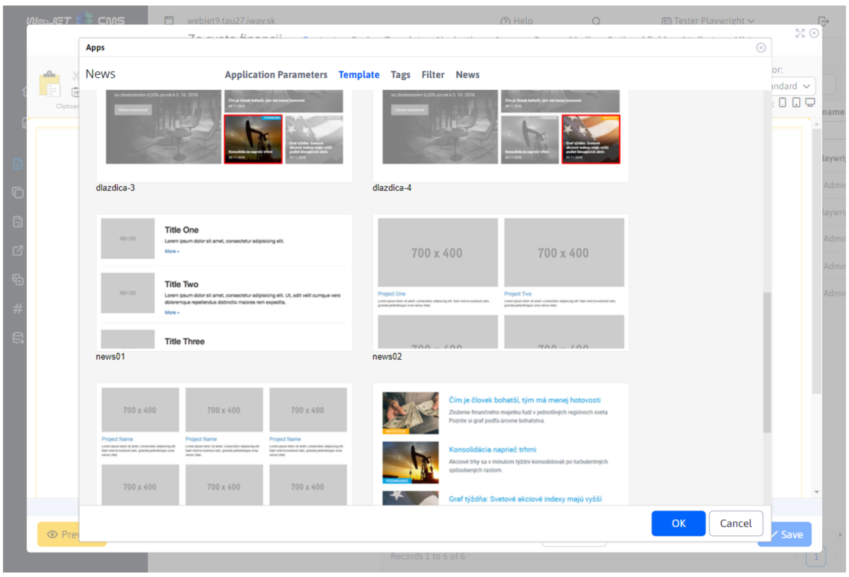


- Directory - ID of the directories (folders of web pages) from which the news (pages) will be selected. With the Add button, you can select multiple directory IDs.
- Include subdirectories - selecting this option also loads news from the subdirectories of the selected directories from the Directory field.
- Page types - selection of pages by date validity
  - Current - is a valid start and end date - only news items whose validity date (start and end of the pulication) is within the range of the current date will be displayed.
  - Old - news items that have an end date in the past (archive) will be displayed.
  - All - news items will be displayed regardless of the start and end date of their publication.
  - Next - only news items that have a future publication start date will be displayed.
  - Currently valid - only news with a filled in start date (the end date does not have to be filled in) and end date whose range is valid on the current date and time will be displayed.
- Organize by - specifies how the list of news items is arranged

  - Priority
  - Date of start of publication
  - Date of the event
  - Date of last change
  - Page title
  - Places
  - Page ID
  - Rating - the rating of the page (e.g. when using an e-shop) - the rating is set using the page rating application.
- Ascending - by default the list is ordered descending (e.g. from the newest news to the oldest), by checking this box the order will be reversed - from the oldest to the newest
- Pagination - if checked, the pagination of the list of news items will also be displayed (if the number of news items is greater than the value in the Number of items on the page field)
- Number of items on the page - number of displayed news on one page, if pagination is unchecked according to this value the number of news is retrieved from the database, suitable for example for the home page where you want to have displayed for example 3 news and a link to the list of all news, but you do not want to display pagination.
- Skip first - the number of records you want to skip when loading the list (e.g. if you have two apps underneath each other in the page with a different design, and you want to skip the number of records from the first app in the second app)
- The annotation (perex) does not have to be filled in - by default, only news items that have the annotation (perex) filled in will be displayed, if you tick this box, the news items that do not have the annotation (perex) filled in will be loaded as well.
- Load with page text (less optimal) - by default the page text is not loaded from the database, if you need it for display, check this box. However, loading will be slower and more demanding on database and server performance.
- Duplication check - if a page contains multiple news applications in one page, the list of already displayed news is recorded. The already existing ones are excluded from the list. However, the number of displayed records may not be matched afterwards, but at the same time it does not happen that the same news item is displayed multiple times on one page.
- Exclude main folder pages - if selected, the main folder pages are excluded (for Include subdirectories). Subfolders are assumed to contain the main page with the list of news items in that folder. Such pages are excluded and are not used in the news list.
- Insert classes into `Velocity` templates - a special field for the programmer to define a Java class (program) that can then be used in a template. If you don't have exact instructions what to put in this field leave it empty.
- Buffer time (minutes) - the number of minutes the news list is remembered. Loading the news list can be demanding on the database performance, we recommend to set the buffer time to at least 10 minutes. This will speed up the page display (especially if the news list is on the home page, for example).

88.2. Template

In the Template tab, you choose the visual way of displaying the news list.



If you have the News and press releases - Create and edit templates right, you can create a new news design template and edit existing ones. News design templates are edited in their own editor. By default, we recommend making only minor edits to the HTML code of the template and using the options offered by the context menu in the newsletter template editor.

News templates used by [Velocity Engine (https://velocity.apache.org/engine/2.3/vtl-reference.html)](https://velocity.apache.org/engine/2.3/vtl-reference.html) for display, so it is possible to define cycles, conditions and other program code. Templates with one, two and three columns are ready. We recommend that templates are only edited by users who know what they are doing and know the syntax `Velocity Engine`. We recommend starting from the prepared templates and modifying them if necessary. The standard editor should not have the right to edit the newsletter templates, they should just use them.

When editing templates, a context menu is available in the dialog box (when you right-click in the HTML Code or HTML Pagination Code field) to easily insert program blocks. Templates can be duplicated, so we recommend that you start by making a copy of an existing template and then just edit the HTML code.

Save the preview image for the template to `/components/news/images/MENO-SABLONY.png`.

Some examples of working with advanced objects:

```velocity
//nastavenie premennej podla pageParams objektu:
#set ($anonymousQuestions = $pageParams.getBooleanValue("anonymousQuestions", false))

//nastavenie premennej:
#set ($fileType = $media.mediaLink.split("[.]"))

//prechod cez zoznam perex skupin a nastavenie CSS triedy podla mena perex skupiny
<div class="grid-item grid-item-$doc.docId
#foreach($perexGroup in $doc.perexGroupNames)
    #if ($perexGroup == "news-red")
    grid-item-red
    #elseif ($perexGroup == "news-green")
    grid-item-green
    #elseif ($perexGroup == "news-blue")
    grid-item-blue
    #end
#end
" data-doc-id="$doc.docId">

//nacitanie medii a vypis
#foreach($media in $MediaDB.getMedia($doc, "files"))
    #set ($fileType = $media.mediaLink.split("[.]"))
    #if($fileType[1].equals('jpg') || $fileType[1].equals('png') || $fileType[1].equals('gif')) <a
rel='wjimageviewer' href="$media.mediaLink"  > <img  src="$media.mediaLink " alt="" class="media-img
myModalImg" style="height: 100%;" /></a> #end
#end

//nacitanie medii a vypis
<div class="row"> #foreach($media in $MediaDB.getMedia($doc, "files"))
    #set ($fileType = $media.mediaLink.split("[.]"))
    #if(!$fileType[1].equals('jpg') && !$fileType[1].equals('png') && !$fileType[1].equals('gif')) <a
href="$media.mediaLink" class="col-md-4 text-truncate icon-$fileType[1]" target="_blank">
$media.mediaTitleSk</a> #end
#end </div>

//vypis diskusnych prispevkov
//vyzaduje pridanie sk.iway.iwcm.forum.ForumDB do parametra Vlozit triedu do Velocity sablony
#set($forumDb = $ForumDB.getForumFieldsForDoc(null, $doc.docId))
#set($commentCount = $forumDb.size())
```

```
#set($showComment = 3)
#set($e = $commentCount - $showComment)
#foreach($forum in $forumDb)
    <div class="comment" #if($foreach.count > $e)style="display:block;"#end>
    <div class="comment-header"> <img
src="/thumb$forum.getAuthorPhoto('/templates/intranet/assets/images/css/avatar.png')?w=35&h=35&ip=5" class="mr-
3" alt="Fotka používateľa $forum.autorFullName"/>$forum.autorFullName <span>$forum.questionDateDisplayDate
$forum.questionDateDisplayTime</span> </div>
    <p>$forum.question</p>
</div>
#end

//vypis texu podla prihlaseneho/neprihlaseneho pouzivatela
#if ($actionBean.getCurrentUser()) LOGGED #end
#if (!$actionBean.getCurrentUser()) NOT-LOGGED #end

//zoznam vsetkych stranok ako odkazy - standardne $pages pouziva format 1 2 3 ... 7 8 9, pagesAll obsahuje 1 2
3 4 5 6 7 8 9
//v pages je objekt PaginationInfo, obsahuje property label, pageNumber, url, active, actual, first, last, link
a getLi() pre ziskanie celeho HTML kodu LI elementu
$pagesAll
//celkovy pocet stran strankovania, napr 23, da sa ziskat aj z $lastPage.pageNumber
$totalPages

//podmienene zobrazenie ak je zadany perex obrazok
#if ($doc.perexImage!="")<a href="$context.link($doc)"><img src="/thumb$doc.perexImage?w=400&h=300&ip=6"
class="img-responsive img-fluid" alt="$doc.title"></a>#end
```

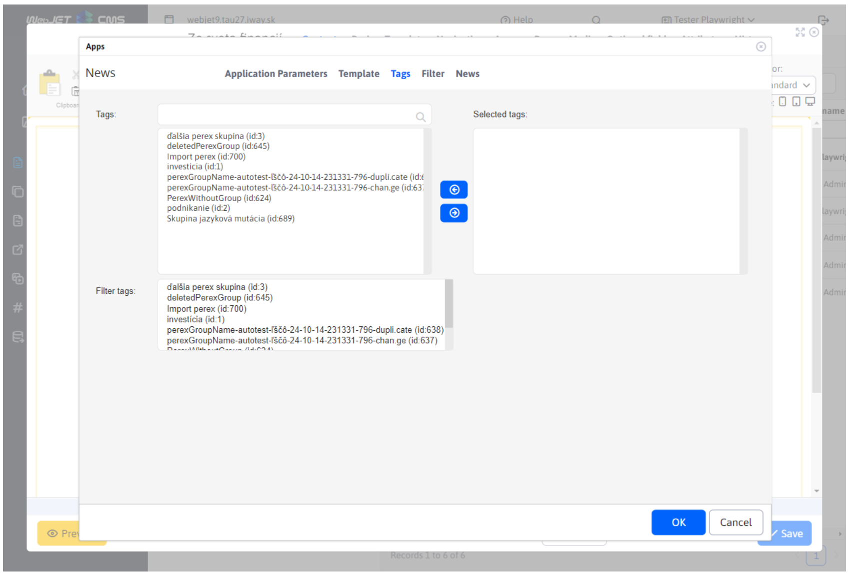
If you need to display the date when the web page was first saved, set the conf. variable `editorAutoFillPublishStart` to the value of `true`. Once set, the editor will automatically fill the Start Date field in the Perex tab of the editor with the current date. This date can also be changed manually if necessary. You can then use the following objects in the template:

```velocity
//datum a cas posledneho ulozenia
$doc.lastUpdateDate $doc.lastUpdateTime

//datum a cas vytvorenia
$doc.publishStartString
```

88.3. Perex Group

In the Perex Groups tab, you can create conditions for displaying news only from selected Perex Groups. They are used to mark e.g. Top news on the homepage and so on.

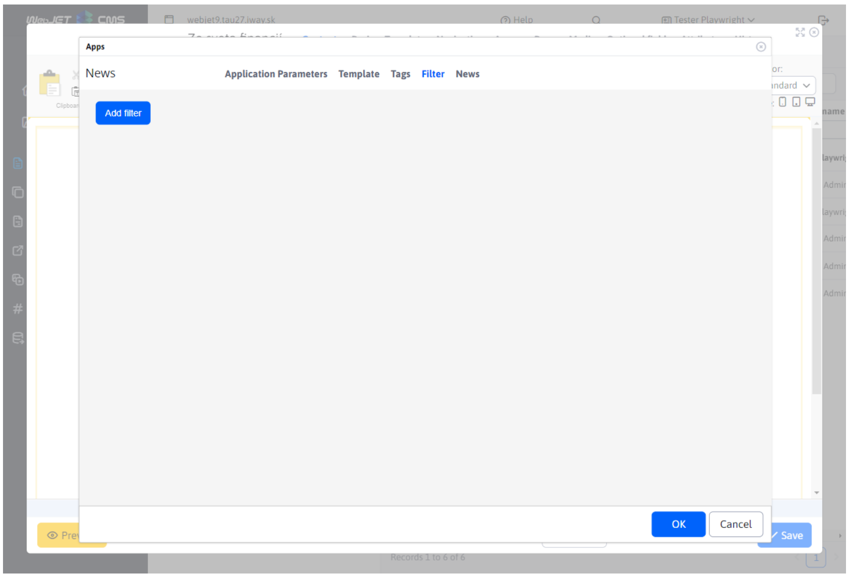
At the same time, if you need to exclude a perex group from the list, set it in the Do not show selected perex groups field.



This is used if you have a TOP News section at the top of your homepage where you display the news marked with the TOP flag and then below that you have a list of other news. Excluding the TOP group's perex from the second news list will prevent duplication.

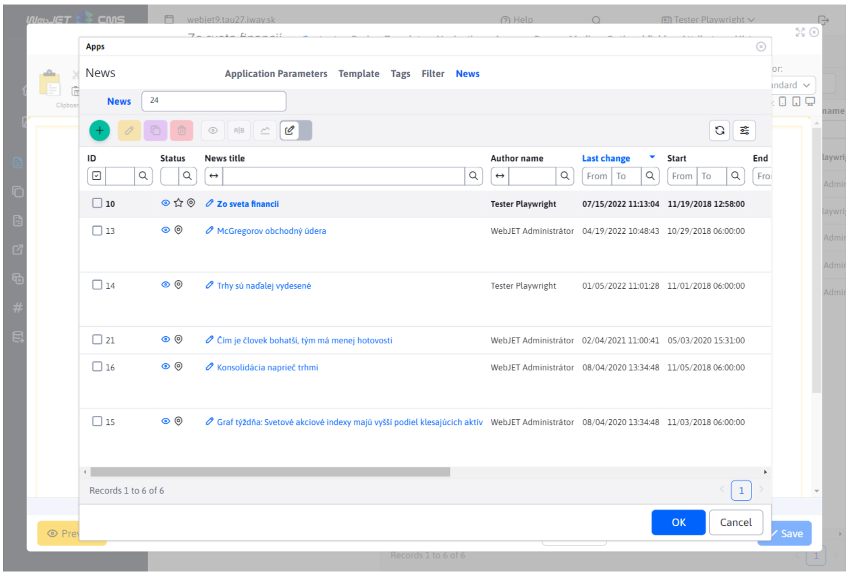
88.4. Filter

In the filter tab, you can define advanced options for displaying news according to database attributes and conditions. Between each condition is used `A/AND` , i.e. all the specified filter conditions must be met.



88.5. News

The News tab displays a list of news items that are loaded according to the selected directories from the Application Parameters tab. You can see the list of news items and you can easily edit existing news items (edit the title, photo, or text of the news item). You can also create a new news item.



89. Search

The application also supports dynamic search/filtering of news directly on the web page using URL parameters. You can add filtering of the displayed news in the web page according to the visitor's wishes (e.g. by category, dates, etc.). The search/filtering is entered in the URL parameters in the format:

```
search[fieldName_searchType]=value
search[title_co]=test
```

where the searchType value can have the following options:

- `eq` - exact match
- `gt` - more than
- `ge` - more than including
- `le` - less than including
- `lt` - less than
- `sw` - starting at
- `ew` - ends at
- `co` - contains
- `swciai` - starts at whatever case and diacritics
- `ewciai` - ending in case-insensitive and diacritical
- `cociai` - contains case-insensitive letters and diacritics

When specifying URL parameters, there may be a problem with rejecting the value `[]` and displaying the error `400 - Bad Request`, in which case use the replacement `[=%5B, ]=%5D`, an example of a call:

```
/zo-sveta-financii/?search%5Btitle_co%5D=konsolidacia
```

URL parameter search can occur multiple times, for multiple parameters the connection is used `AND`.

90. Possible configuration variables

- `newsAdminGroupIds` - List of news folder IDs. IDs are separated by commas.

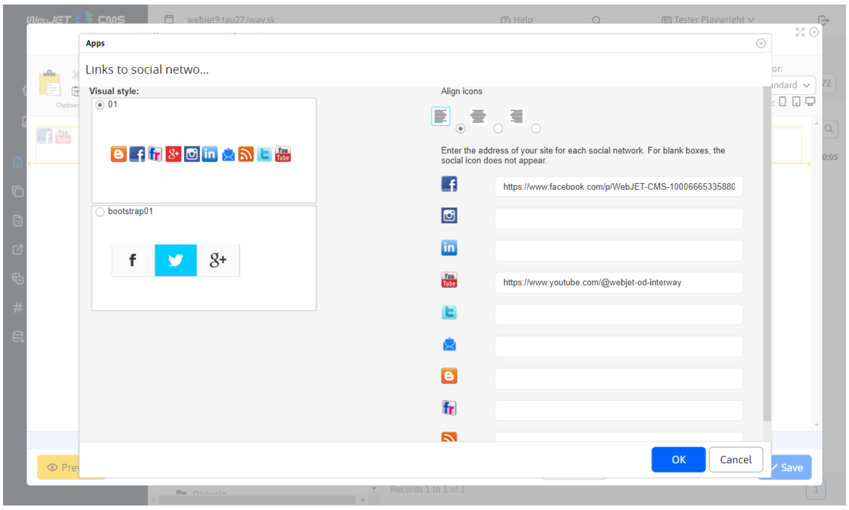
91. Links to social networks

Insert icons into the page with links to social networks Facebook, Twitter, Instagram, LinkedIn, Flickr, etc.

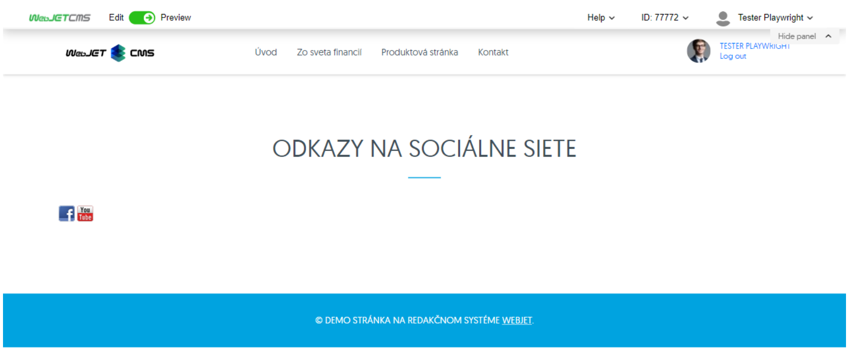
91.1. Application settings

In this section it is possible to set:

- Visual style
- Icon alignment (left, centre, right)
- Entering page addresses for individual social networks. If the field is not filled in the social network icon will not appear.



91.2. View application



92. Recommendations

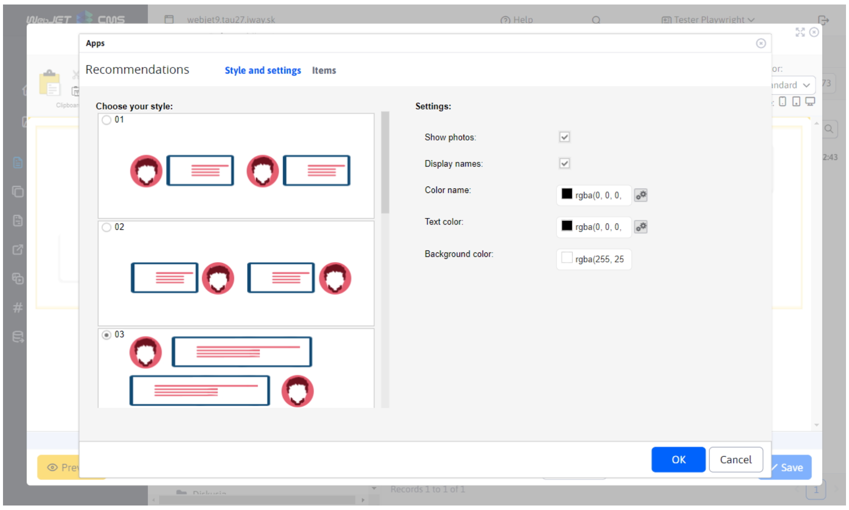
Embed an app on your site showing your customers' recommendations. The app will increase the credibility of your site and assure potential customers of the quality of your services.

92.1. Application settings

92.1.1. Style and settings

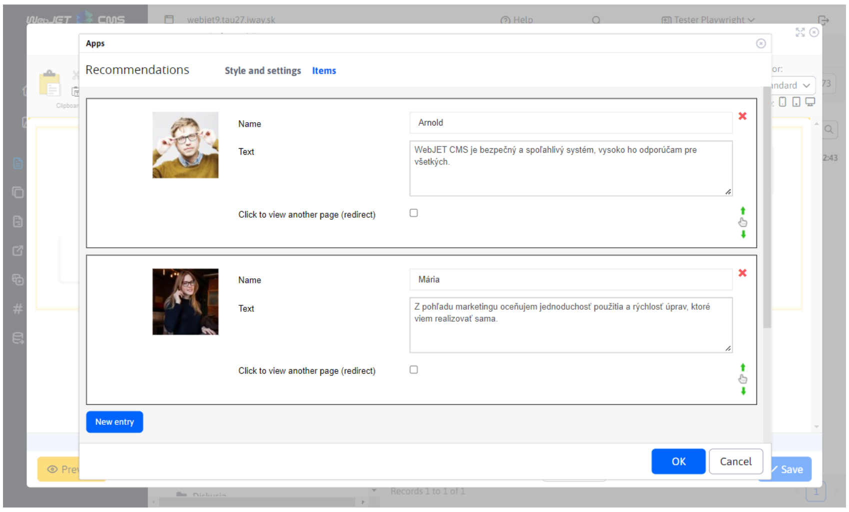
In this section it is possible to set:

- Style
- Show photos
- Show names
- Colour of the name
- Text colour
- Background colour

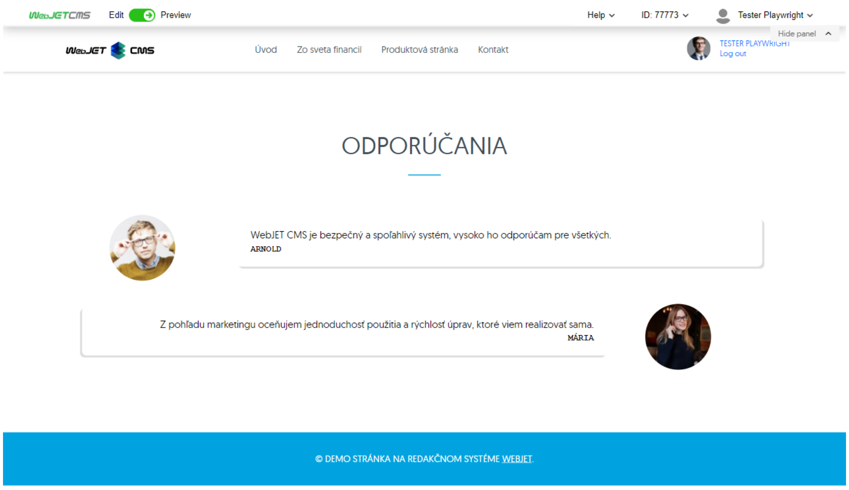


92.1.2. Items

This section is to add or remove an item: When adding, you can fill in name, text, redirection. To remove an item, click on the red cross.



92.2. View application



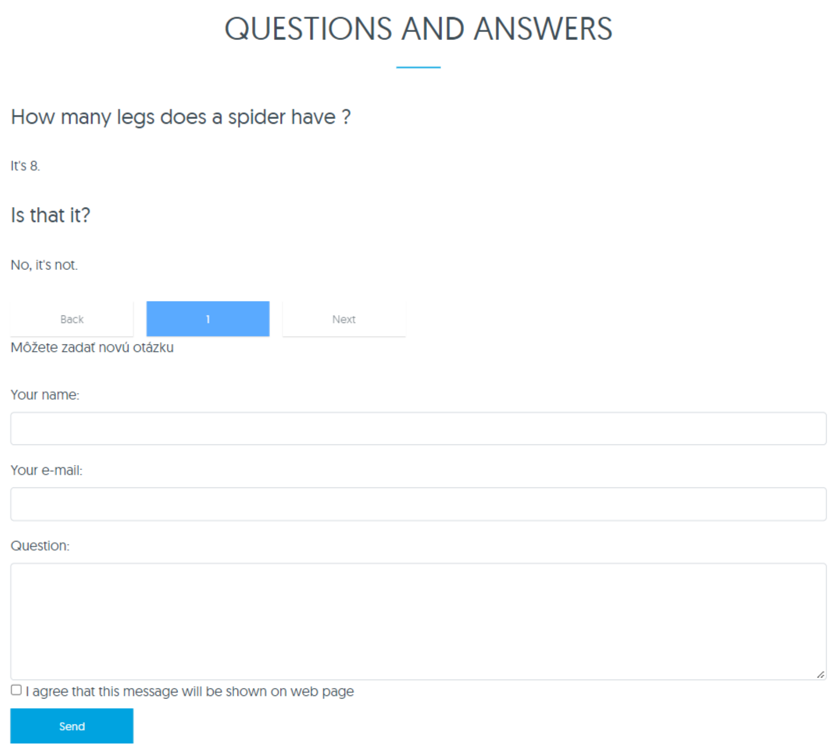
93. Questions and answers

The Questions and Answers app, allows you to insert frequently asked questions and answers into the page. It is possible to categorize them by group. A new question will arrive on the specified email.

93.1. Application parameters

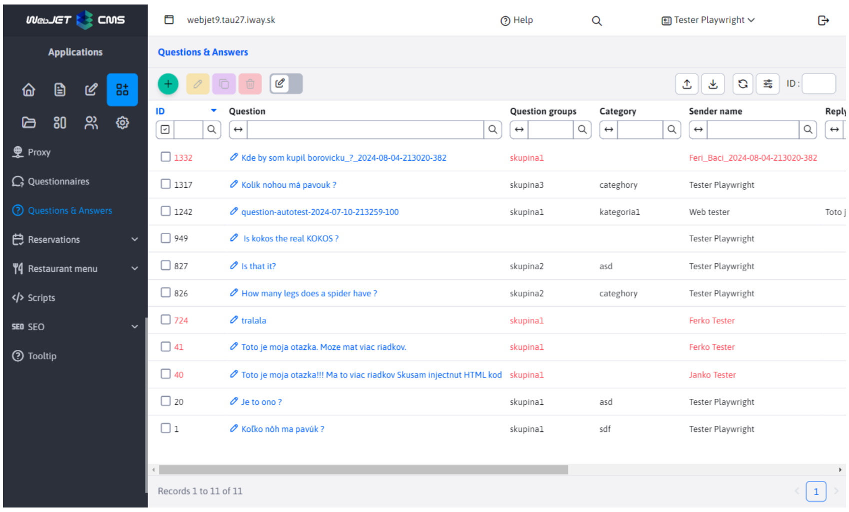
- Embed
  - Questions with answers
  - Form to ask a question
- Issue Group - enter the name of the group from which posts will be selected for display on the site
- Number of questions on the page (displayed if: Questions with answers is selected)
- Email for sending questions (will be displayed if: Inquiry form is selected)

The questions are sorted into groups, which you enter when you upload your application. If you need to make more subgroups, you can modify the file `/components/qa/qa-ask.jsp` where you replace the hidden field `categoryName` for a selection menu, which will allow visitors to select a subgroup.

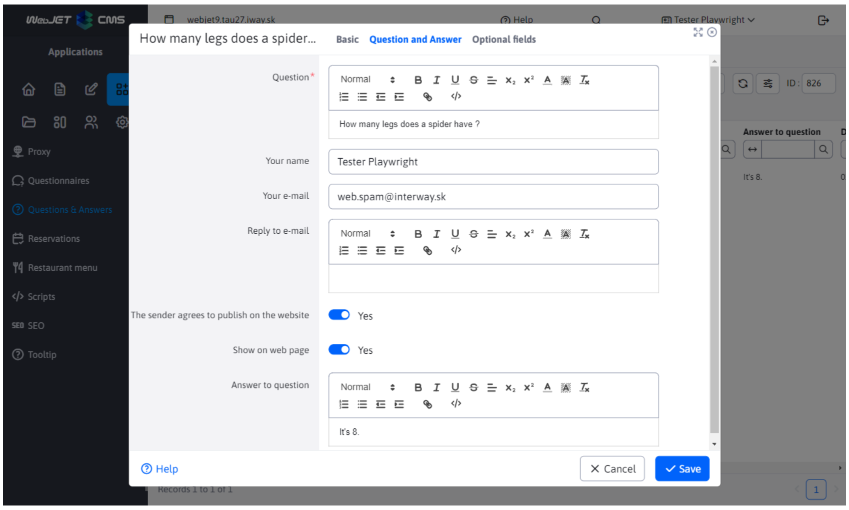


93.2. Administration

You can view an overview of all the Q&A contributions by selecting Q&A in the Applications section. Questions that do not have an answer are shown in red.



By clicking on the question, you will see a form with the parameters of the question and the answer. In addition to being displayed on the page, the question and answer can also be emailed to the questioner's address. If the questioner has not marked the option **I agree to the publication of the question on the website**, the reply can only be sent to his/her email (leave the Display on website option unselected). Click Save to confirm your changes.

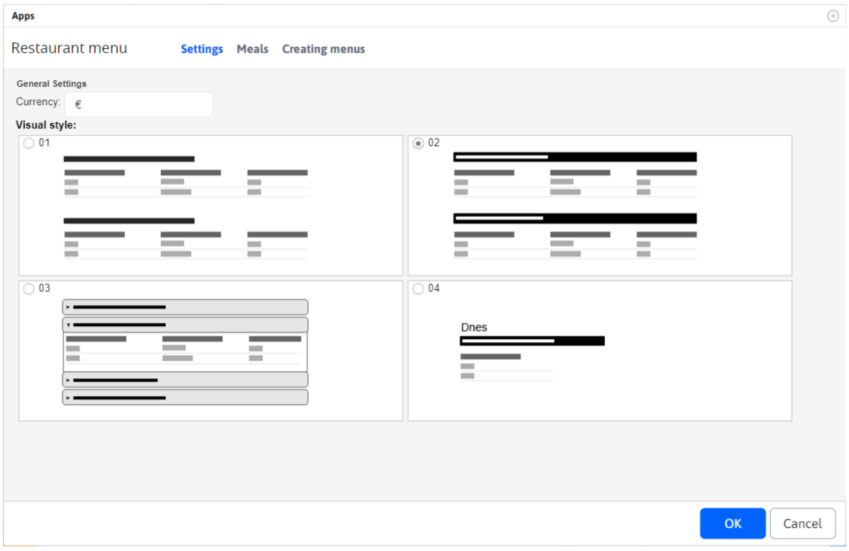


If you enter "Reply to email" and select the option **Display on web page**, the text from "Reply to email" is automatically copied to "Reply to page".

The app supports setting optional fields (https://docs.webjetcms.sk/latest/en/frontend/webpages/customfields/README).

94. Restaurant menu

The Restaurant Menu app allows you to define dishes, create menus using the dishes and then display the menus in different styles. You can add the Restaurant Menu application to a web page via the application selector, or by adding the code directly to the body of the web page. Example: `!INCLUDE(/components/restaurant_menu/menu.jsp, style=02, mena=€)!`



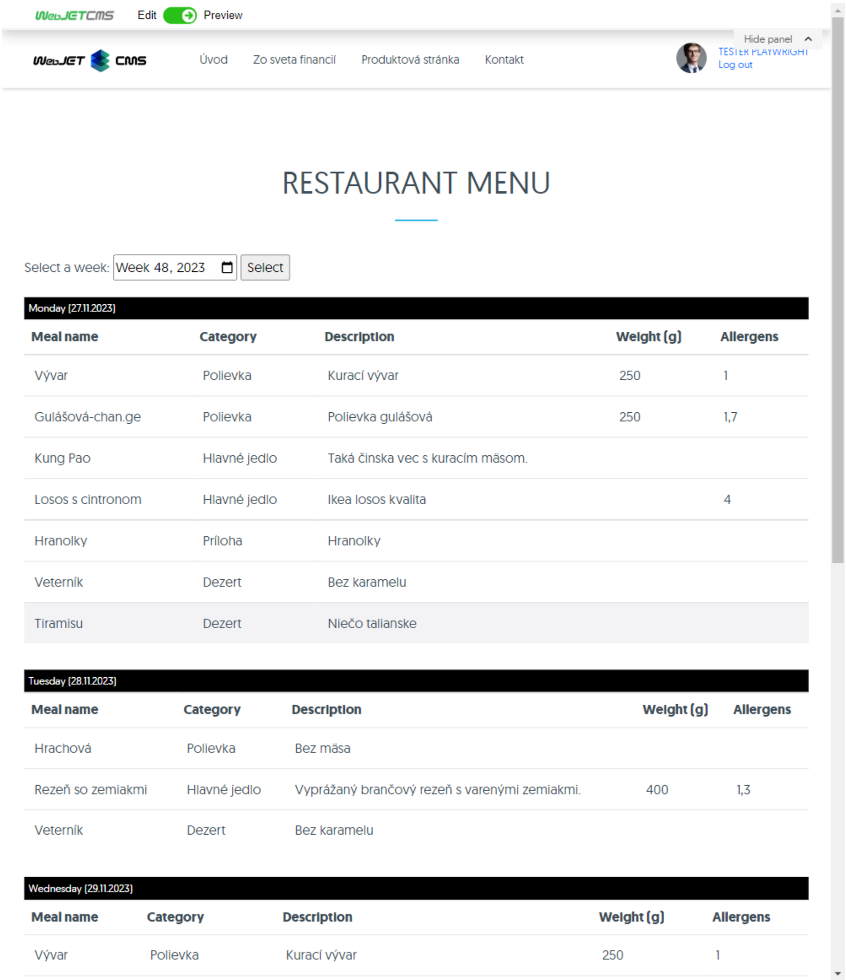
The application dialog consists of tabs:

- Settings
- Dishes
- Creating menus

94.1. Settings

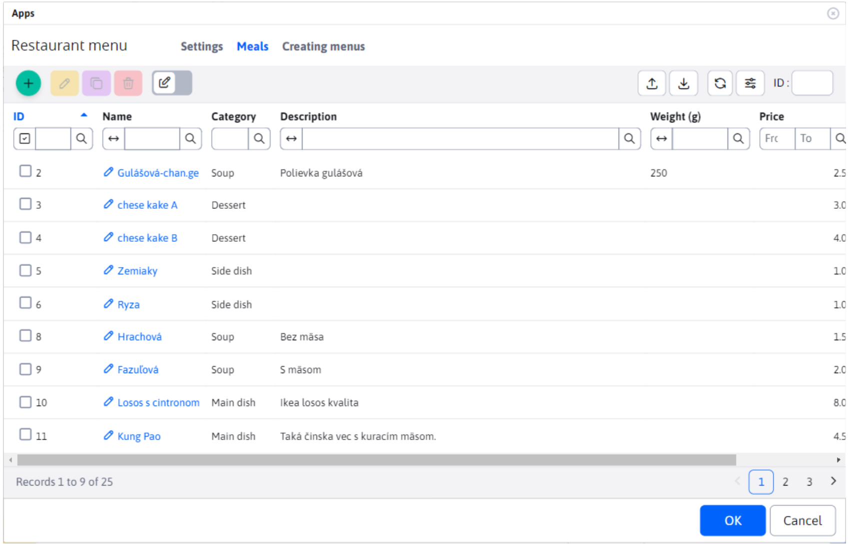
In the Settings tab, you can select the style in which the created restaurant menu will be displayed in the web page. As you can see in the previous image, there are 4 different display types available. Type 01, 02 and 03 display the whole menu (the whole week). Type 04 displays only the menu for the specific current day.

As an example, let's see how the generated restaurant menu type 02 looks like in a web page.



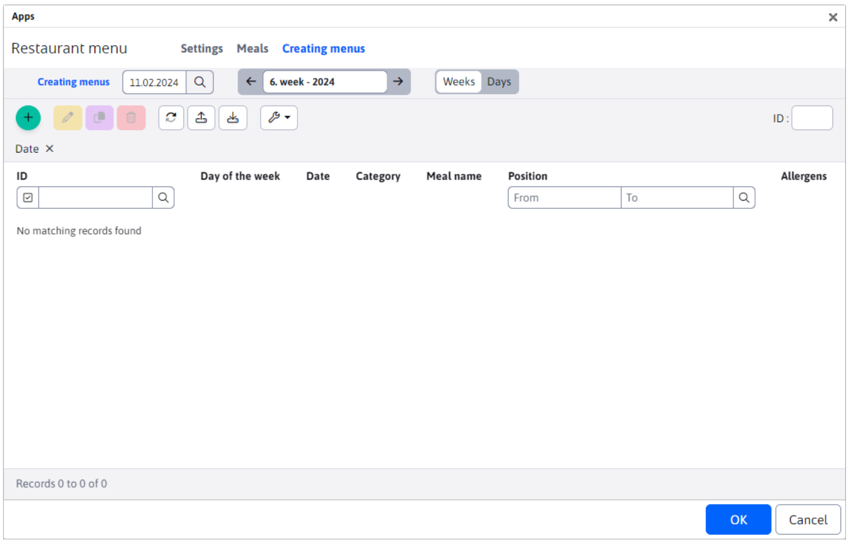
94.2. Dishes

The Meals tab offers a nested date table for managing the list of supported meals. The full documentation for that table can be found here Dishes.



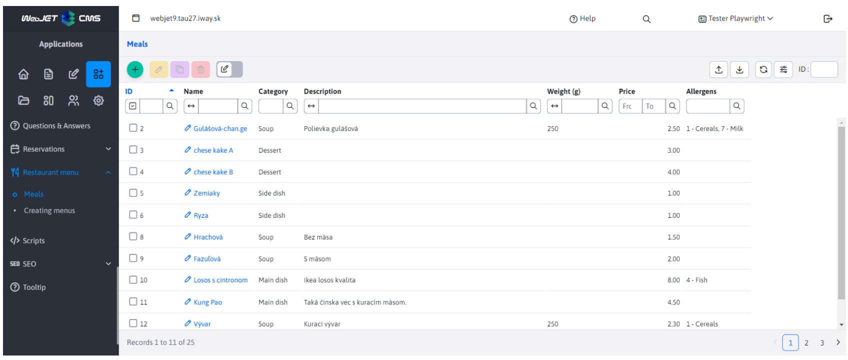
94.3. Creating menus

The Menu Creation tab offers a nested date table for creating and managing menus, for a specific day/week. The full documentation for that table can be found here Creating menus.



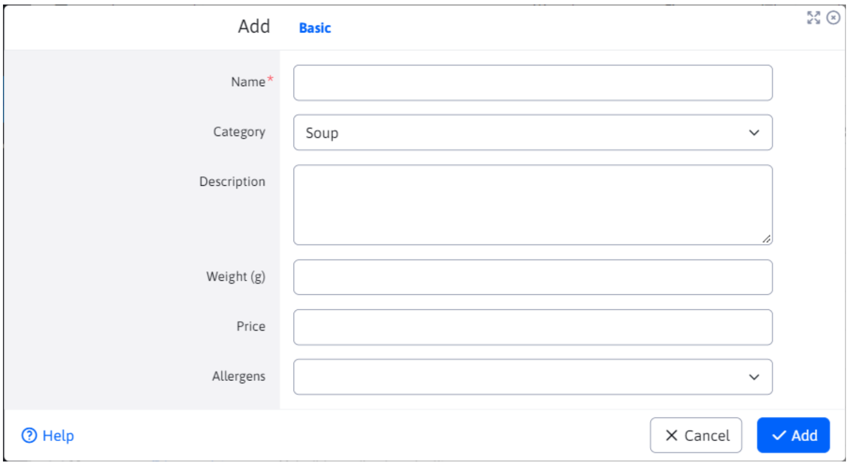
95. Dishes

Part of **Dishes** falls under the Restaurant Menu section. It allows you to define the dishes that are used when creating a restaurant menu. It is possible to add/edit/duplicate/delete dishes as well as import and export them.

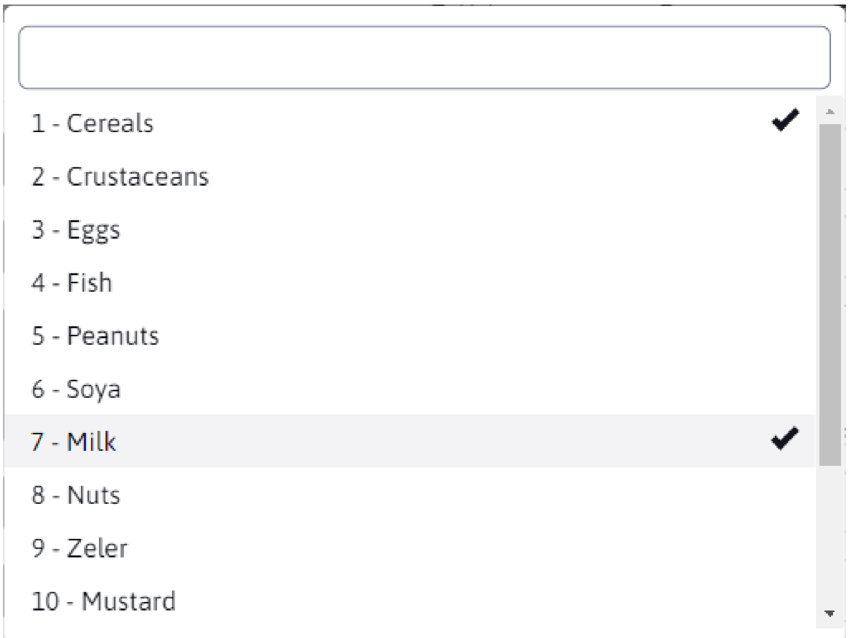


When creating a new dish, the following parameters are in the editor:

- Name - the name of the new dish (the only required parameter)
- Category - food category with a choice of options Soup / Main dish / Side dish / Dessert
- Description
- Weight (g)
- Price
- Allergens - allergens contained in this food. This parameter is of type MULTISELECT, which means that you can select more or no value (there are several values to choose from).

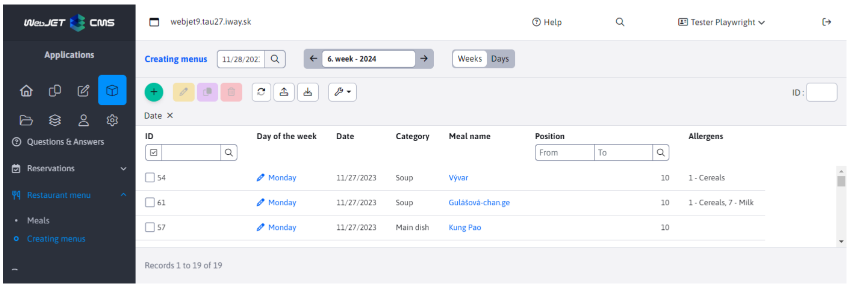


Allergens are selected from a selection menu in which several options can be selected. There are 14 allergens (the number can be set in the configuration variable `restaurantMenu.alergensCount`) and are defined in translation keys with the prefix `components.restaurant_menu.alergen` :



96. Creating menus

Part of **Creating menus** falls under the Restaurant Menu section. It allows you to issue menus by assigning dishes to specific days. Of course it provides the possibility to add/edit/duplicate/delete these assignments as well as import and export them.



The meal is represented by default by the Category and Meal Name columns. The remaining columns representing the meal can be added in the datatable settings. The value in the Meal Name column is itself a link that, when clicked, will redirect you to the Meals table and automatically open the selected meal's editor (Dishes).

The entries in this table are strictly filtered:

- by date (day of the week)
- according to the selected category (1-Soup, 2-Main course, 3-Sides and 4-Desserts)
- then according to the selected position

This sorting system is good to see in the picture in the section Display mode, while displaying records from the whole week.

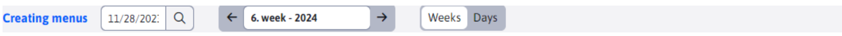
96.1. Creating a new record

Parameters:

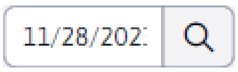
- Category, a list to select a food category (preset category Soups)
- The name of the food, a list that dynamically populates according to the currently selected food category. The list contains all defined dishes under the selected category (the first dish in the returned list is automatically selected)
- The date to which the food is assigned is automatically populated according to the date filter value (Date filter) and cannot be changed
- Position, when creating a new record (only when creating), its value is pre-set as the highest priority for the combination of that day and the selected food category + 10. This means that, for example, if for the day 23.11.2023 and the food category Soups, the highest priority is 20, it will set the value to 30. When the meal category is changed, the value is automatically pre-set again.

96.2. Controls

The table contains special controls, allowing easier work with dates and display mode:



96.2.1. Date filter

Date filter  is used to limit the records displayed to a specific day only. Automatic is set to the current day (**Warning:** its last current value is not saved when leaving the page).

96.2.2. Display mode

Display mode 

allows you to change the range in which records are displayed. Provides a choice of displaying by days and weeks.

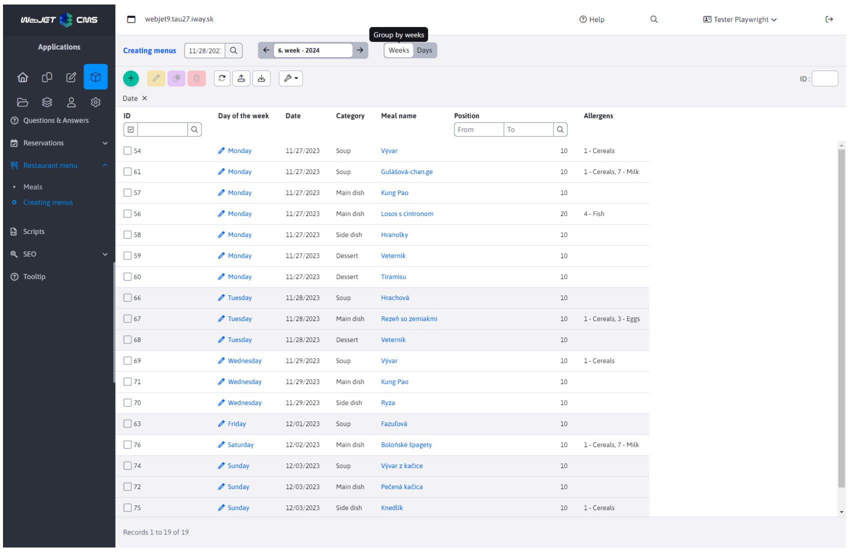
The preset is **display by day**, which you could already see in the opening picture of the table above. In this view, records are filtered for one specific day only.

If you choose **view by weeks**, records for the whole week (7 days) will be filtered. The week is always taken as the range from Monday to Sunday.

Change the week by changing the value **Date filter**. The filter will automatically derive the whole week from the selected date and all values in this time period will be displayed.

Example: if you select the date 28.11.2023 (Tuesday) then in the mode Weeks the range will be set automatically from Monday 27.11.2023 (inclusive) to Sunday 03.12.2023 (inclusive). No matter which day you select in this range, the filtered records will always be the same as long as these dates are in the same week. You can only change the week itself by selecting a date that falls in a different week (e.g. 04.12.2023).

Of course, it doesn't matter whose week goes through another month or year. As we can see from the following image, we will see the records from the whole week and automatically display the column **Day of the week** to better determine under which day the records belong. Also, the records are colour-coded when moving from one day to another.



The originally set date in the filter is not changed (of course you can change it) and when switching to the mode **display by day** will display the records of the day whose date is currently set.

96.2.3. Date status

The date status is primarily used to display the currently selected day of the week.

In fashion **display by day** shows what day of the week is currently selected and what week of the year it is

In fashion **view by weeks** shows what week of the year it is and what year

You can see in the preceding images that this date status also includes arrows on the right and left. These arrows are used to easily scroll through the calendar:

- the arrow on the left is a shift to the past
- the arrow on the right is a shift into the future

In fashion **display by day** you are only moving up one day, in the fashion **view by weeks** you move up a full week (7 days). With this shift, the date filter is automatically set so you can see which day/week is currently set.

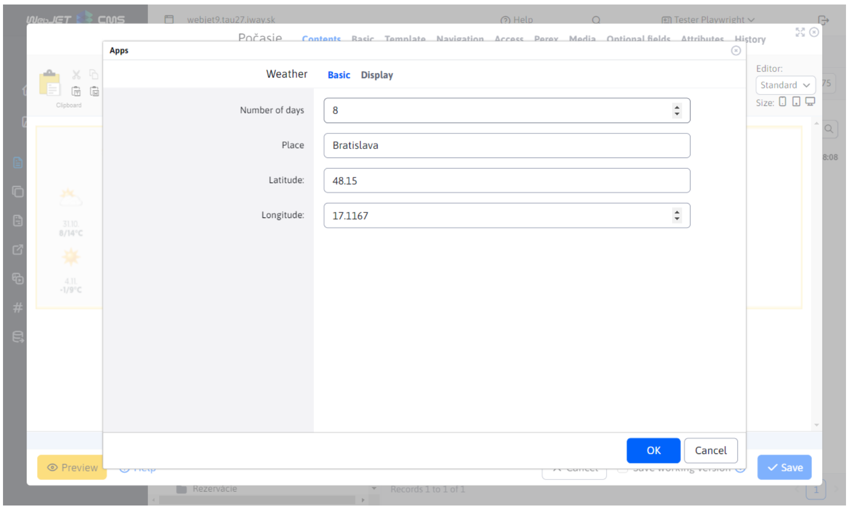
97. Weather

Displays the current weather and forecast for the following days for the specified city/GPS coordinates. The weather data is provided by the service met.no (https://www.met.no/en).

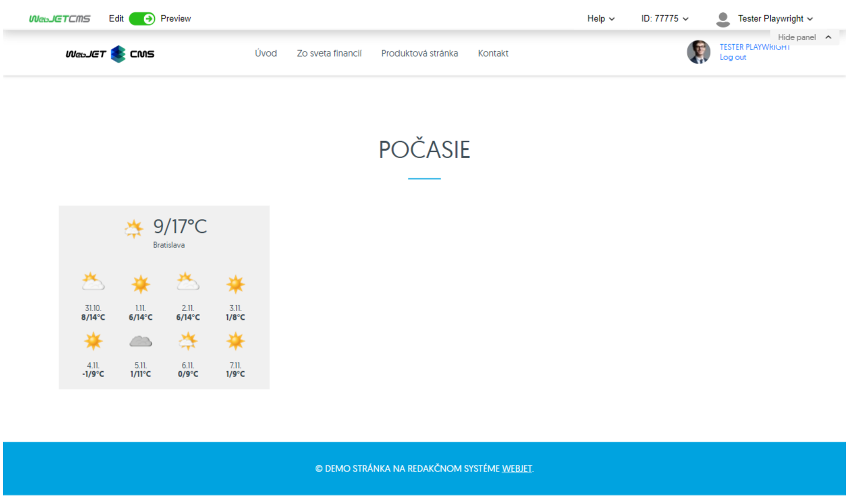
97.1. Application settings

In this section it is possible to set:

- Number of days
- Place
- Earth. width
- Earth. length



97.2. View application



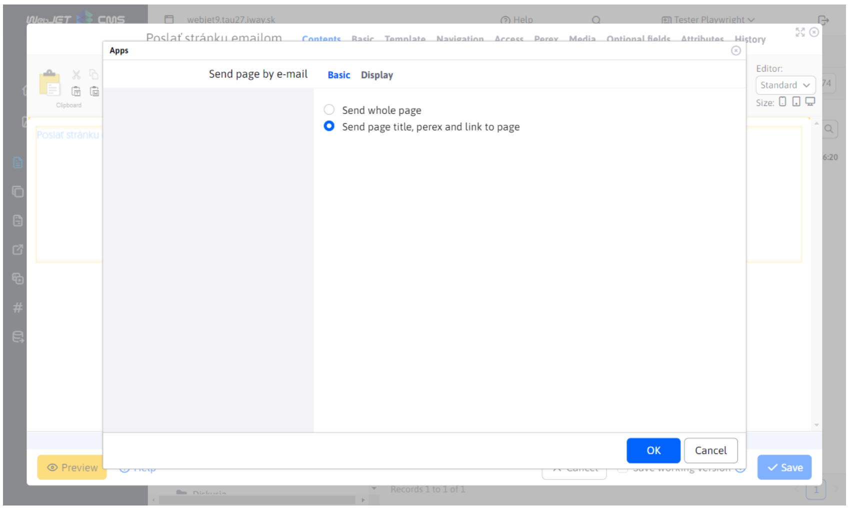
98. Send page by email

Inserts an application into the page that allows you to send a link to the current page along with the completed text to an email address. If a visitor finds interesting information on your site, they can forward it to their email or to the email of a friend they want to share the page with.

98.1. Application settings

In the settings, you can select from the following options:

- Send full page by e-mail
- Send by email the page title, perex and link to the page

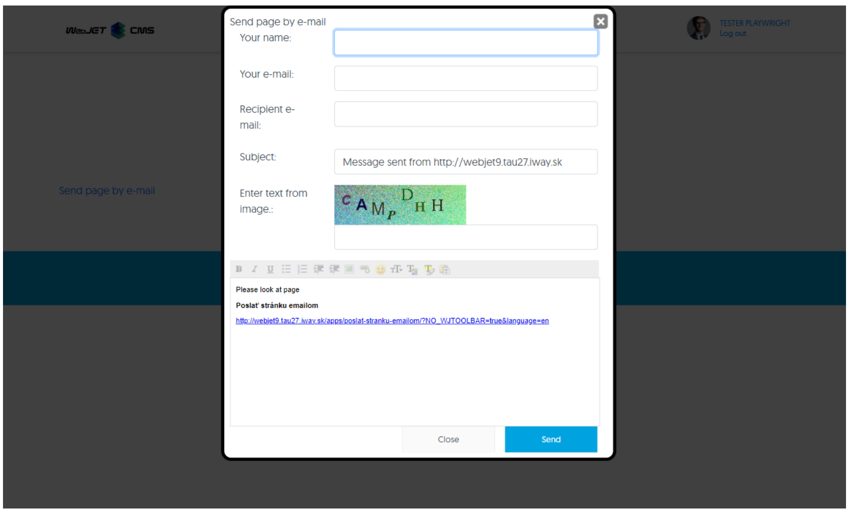


98.2. View application

For the user, the fields are:

- Your name
- Your e-mail
- E-mail of the recipient
- Subject
- Enter the text from the image
- Report

All fields except the message are required



99. Impressive presentation

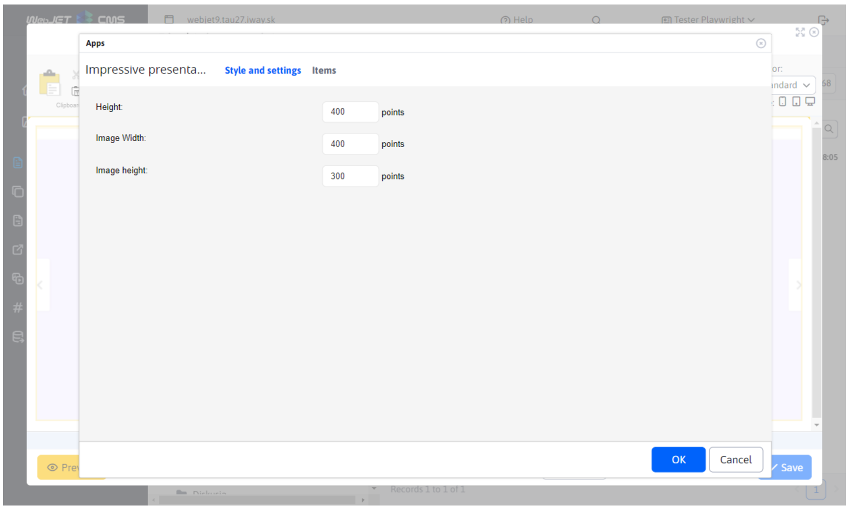
Animated presentation view with 3D effect of transition between slides. You can define title, subtitle, font and background color, illustration photo for each slide.

99.1. Application settings

99.1.1. Style and settings

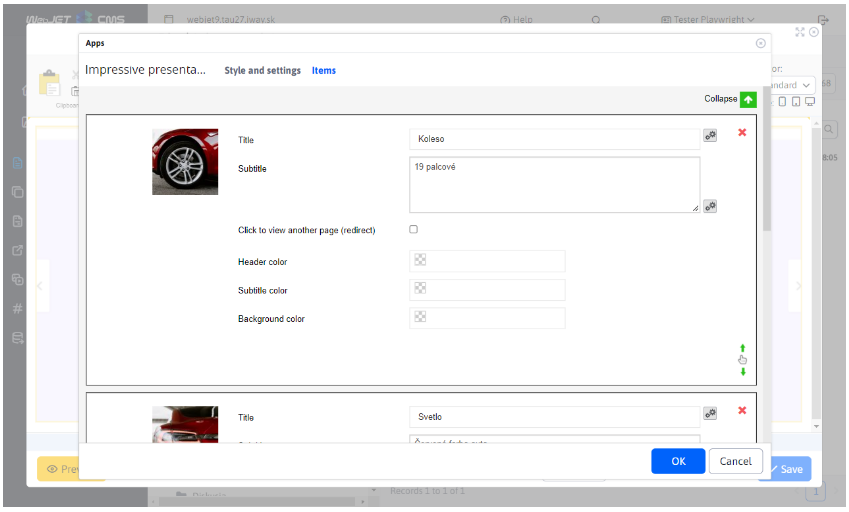
In this section it is possible to set:

- Height
- Image width
- Image height

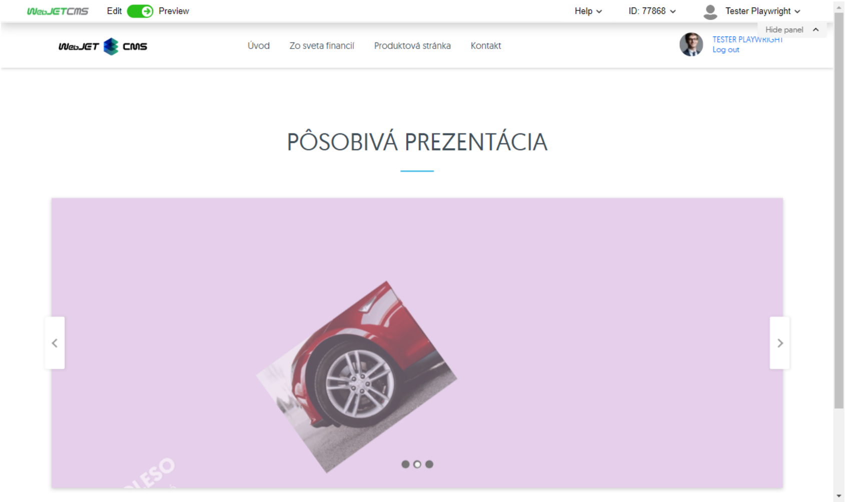


99.1.2. Items

This section is to add or remove an item: When adding, the heading, subheading, redirect, heading color, subheading color, background color can be filled in. At the same time, the font style (bold, italic, indent, size and style) can be adjusted for the heading and subheading using the advanced settings. For headings, the order can be changed by dragging and dropping. You can remove an item by clicking on the red cross.



99.2. View application



100. Users

The application allows you to easily insert information about the logged-in user on the page, including name, email, address and optional fields. In addition, it allows you to insert a login form in a secure section or a registration form for new users.

100.1. Application settings

100.1.1. Settings for the Registration Form:

Enter your user registration details. For default settings, you can leave the values that are preset.

- **User groups**
- **Displayed fields**
- **Required fields**

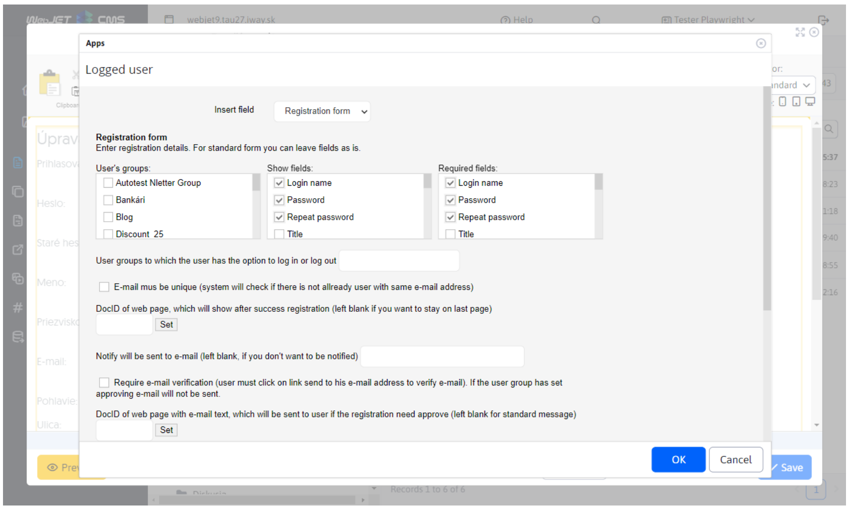
Other settings:

- **DocID page after registration**: The page that appears after successful registration (leave blank if you want to leave the user on the original page).
- **Notification of registration**: Email address to which notification of new registration will be sent (leave blank if you do not want to be notified).
- **Require email address confirmation**: A confirmation email will be sent to the user with a link to verify the address. If the email needs to be approved, the confirmation email will not be sent.
- **DocID page with approval email**: The page from which an email will be sent to the user if approval is required (leave blank for a standard message).
- **Automatic login after registration**: After successful registration, the user will be automatically logged in.
- **Send via AJAX**: The form will be submitted in the background without refreshing the page (no photos can be submitted).
- **Use custom fields**:
  - **Use field A** Description of field A.
  - **Use field B** Description of field B.
  - **Use field C** Description of field C.
  - **Use field D** Description of field D.
  - **Use field E** Description of field E.

100.1.2. Settings for the Login Form:

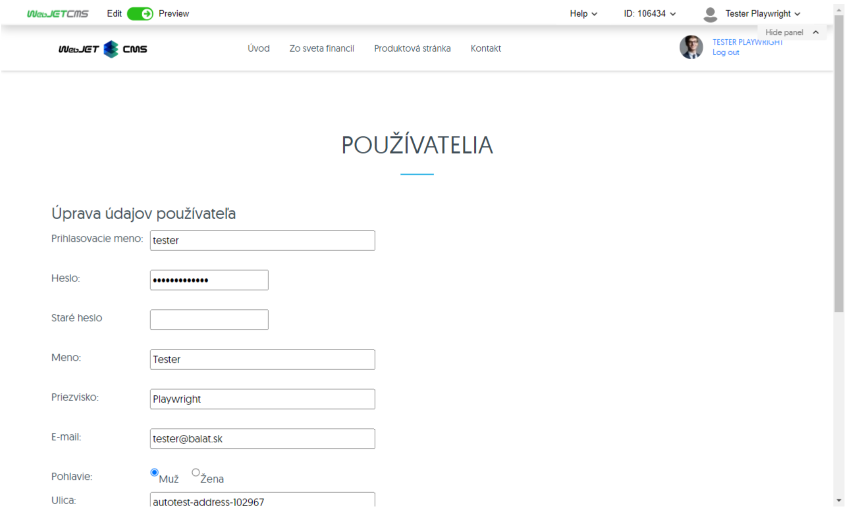
User groups:

- Groups that a user can join or unjoin during registration.

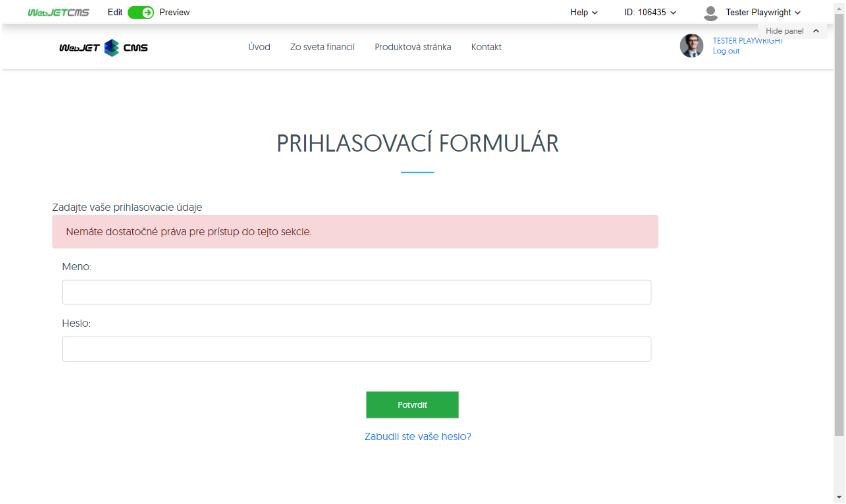


100.2. View application

100.2.1. Registration form



100.2.2. Registration form



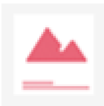
100.2.3. Email authorization line

100.2.4. Forgotten password

100.2.5. Name

101. Pre-prepared blocks

The page editor offers the possibility to insert preset blocks (`HTML` objects) per page. E.g. table, text, contact form, etc. You can also insert the content of another page into the current page (e.g. a repeating form).

To view the blocks, click on the icon  in the page editor, which displays a dialog box with block categories.

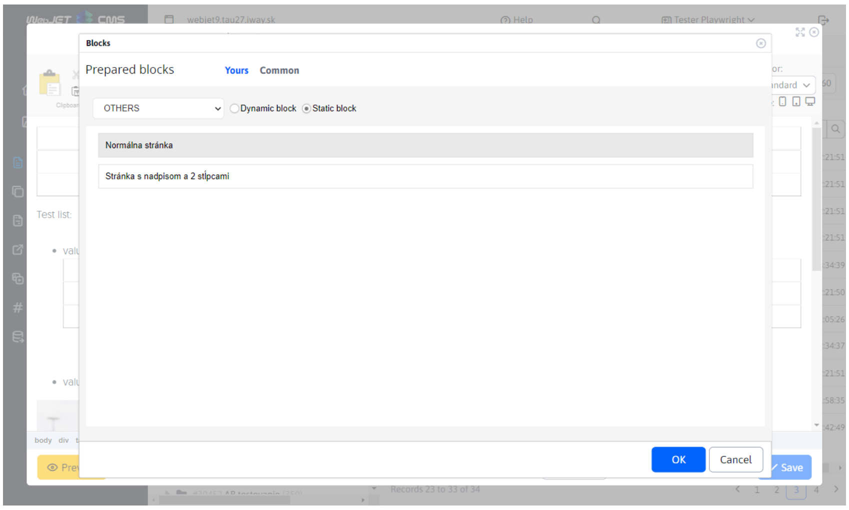
101.1. Card - Yours

In the tab **Yours** pages generated from the directory **System** -> **Templates**. Each directory in the directory **Templates** represents a single list in the module selection field. The content can be inserted dynamically or statically. If dynamically inserted, then when the content (one page) is edited later, the change will be reflected in all the places where the content was inserted dynamically. When inserted statically, the content is duplicated and inserted as a copy, which is always edited only at a specific place in the web page.

101.1.1. Application settings - OTHER

The list of available blocks is read from the Templates folder (by default in the System sub-folder, the folder ID is set in the conf. variable `tempGroupId`)

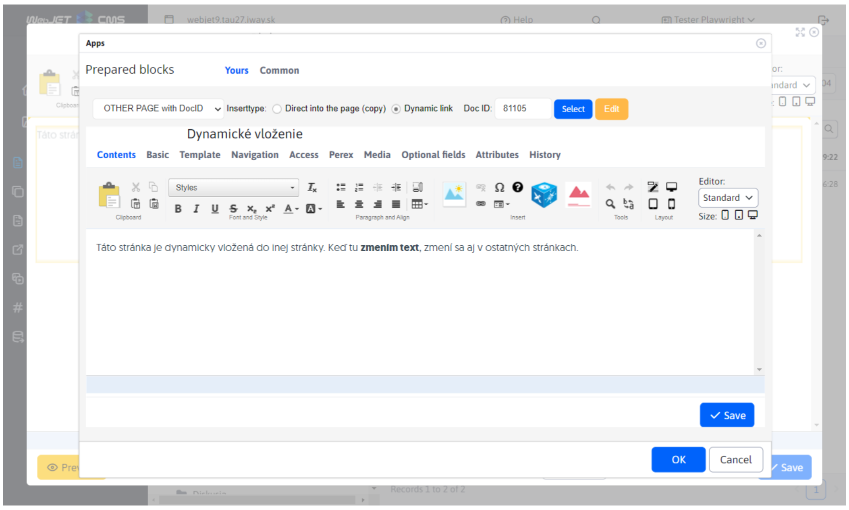
- Dynamic block - HTML code of the block is inserted by dynamic link, if the content of the block is modified it is automatically changed in all inserted parts
- Static block - HTML code of the block is inserted directly into the page as a copy, changing the original block does not affect the inserted version
- Page selection
  - A list of available blocks is displayed, e.g. Normal page, Page with title and 2 columns, etc.



101.1.2. Application settings - ANOTHER PAGE with `DocID`

Allows you to select any web page for embedding

- Method of insertion
  - Directly into the page - a copy of the selected web page text is inserted
  - Dynamic link - the HTML code of the block is inserted by dynamic link, if the content of the block is modified it is automatically changed in all inserted parts
- `DocID` - selecting the page ID to insert



101.1.3. Folders

If the System/Templates folder in the web pages contains subfolders, the folder names will be displayed in the selection box, i.e. in addition to Other/Other page with DocID, the individual folders with prepared blocks will be displayed in the selection box.

101.2. Card - General

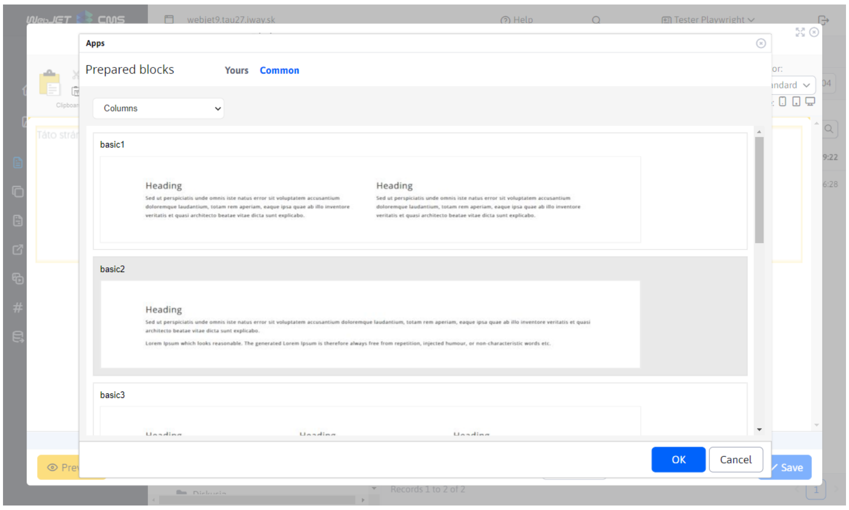
In the tab **General** contains all pre-made elements and modules that the editor cannot change or add - remove. It is a pre-prepared list containing the content elements of the web page, which are available to the editor of the web site.

101.2.1. Application settings

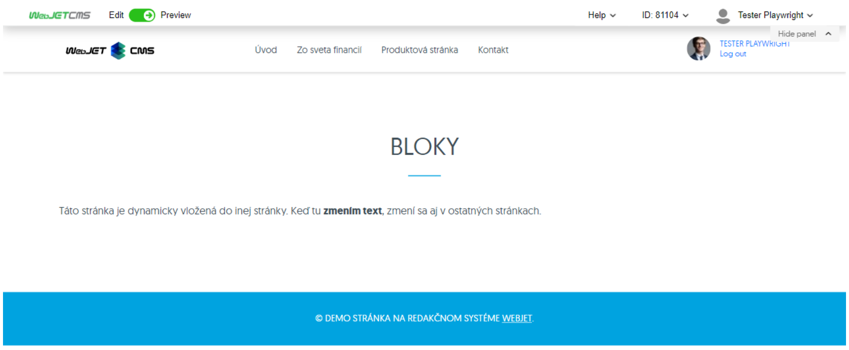
Displaying blocks prepared by the web site designer, read from files in the folder `/components/INSTALL_NAME/htmlbox/objects` Where `INSTALL_NAME` is the installation name (conf. variable `installName`). If the folder does not exist, standard blocks from the folder are read `/components/htmlbox/objects` . There can be sub-folders in a folder, the individual blocks are in `html` files. With the same name, you also need to create `jpg` a file with a sample block.

By default, the following block groups/categories are available:

- `Columns`
- `Contact`
- `Content`
- `Download`
- `Header`



101.3. View application



102. Proxy

The proxy application allows you to embed a page, or an entire section from another website, into a WebJET page. The condition of use is that when integrating the whole part of the remote web site, it can be identified by the URL prefix.

102.1. Page settings

If you are not using a proxy to call REST services, but you are embedding the output into your site, you need to create a Web page on which to embed the part via the proxy application. Create it as a regular web page that will have **blank text**. If you are embedding a whole section from another web site, edit the virtual path of the page so that the character at the end is `*`. This will display the WebJET page for any URL starting with that address. For example, `/cobrand/poistenie/*`.

102.2. Application settings

After the page is created, you need to set the address mapping parameters. Go to the Applications/Proxy menu. Click on the icon to add a new entry. Enter the following:

- Name - your identifying proxy name (free text)
- Local URL - the mapping address on your website, for example `/cobrand/poistenie/` (without end `*`). In the web pages, create a web page with such a URL, you can use the character `*` in the URL, e.g. `/cobrand/poistenie/*` to create a web page that will accept all URLs starting with the specified value.
- Remote server - address of the remote server (without http prefix), for example `reservations.bookhostels.com`
- Remote URL - the URL of a remote server, for example `/custom/index.php`
- Remote port - the port on which the remote server runs, by default `80`
- Character encoding - character encoding of the remote server (e.g. `windows-1250` or `utf-8`)
- Proxy type - select an option `ProxyByHttpClient4`, older version `ProxyBySocket` does not support all options (e.g. authorization).
- Extensions inserted into the page - a list of extensions that will be inserted into the web page (e.g. `.htm,.html,.php,.asp,.aspx,.jsp,.do,.action`), other files (images, PDF...) will be sent directly to the output. If you use the proxy to call the REST service enter a blank value, for this value the response will never be inserted into the web page, the response will be forwarded directly to the client.
- HTML trim code - start - if the received HTML code needs to be trimmed, enter the start of the trim here, for example `<body`
- Keep the beginning HTML code in the output - if you want the specified beginning of the clipping to be kept in the output, enable this option. E.g. if the clipping start code is specified as `<div id="content` and you need to have this code in the output as well.
- HTML clipping code - start - end of HTML code for clipping, for example `</body`
- Leave ending HTML code in output - similar to the start code, when enabled, the option will also insert the specified ending HTML code into the output.

Multiple URLs can be entered in the Local URL field (each on a new line) to be used for the proxy call, they have the following options:

- `/url-adresa/` - will be used for pages starting with the specified URL, e.g. also for `/url-adresa/25/`.
- `^/url-adresa/$` - is used for pages with a precisely specified URL, i.e. only for the URL `/url-adresa/`.
- `/url-adresa/$` - is used for pages with an address ending in the specified value, e.g. for `/nieco/ine//url-adresa/`.

102.3. Security

In the security tab, it is possible to activate authorization against a remote server. When the REST service is called, the HTTP header `AUTH_USER_CMS` sends the login name of the currently logged in user (if logged in).

For the Basic authorization method, it is necessary to enter a name and password, and for NTLM authorization, the Host and Domain must also be entered.

If you need to enable only certain HTTP methods, you can enter a comma-separated list of them in the Allowed HTTP Methods field. For methods other than enabled, the HTTP status will be returned `403` .

102.4. Advanced options

If you need to make some modifications in the output HTML code from the remote server, you can use the ready-made component `proxy.jsp` . First, make a copy of it in the directory `/components/INSTALL_NAME/proxy/nazov_proxy/proxy.jsp` . Insert the component into the original page using the code:

`!INCLUDE(/components/INSTALL_NAME/proxy/nazov_proxy/proxy.jsp)!`

You can then make replacements to the HTML code in the component, or make other modifications. You can also use the component if you need to insert other texts into the page besides the output from the remote server.

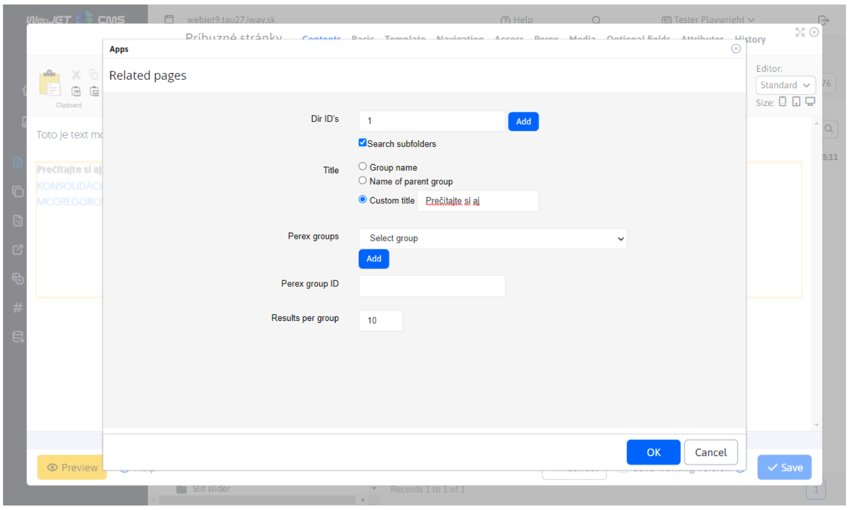
103. Related sites

Inserts an application into the page that will display links to related pages. These will be found automatically by the tags (perex groups) assigned to the current page (other pages containing the same tags will be found).

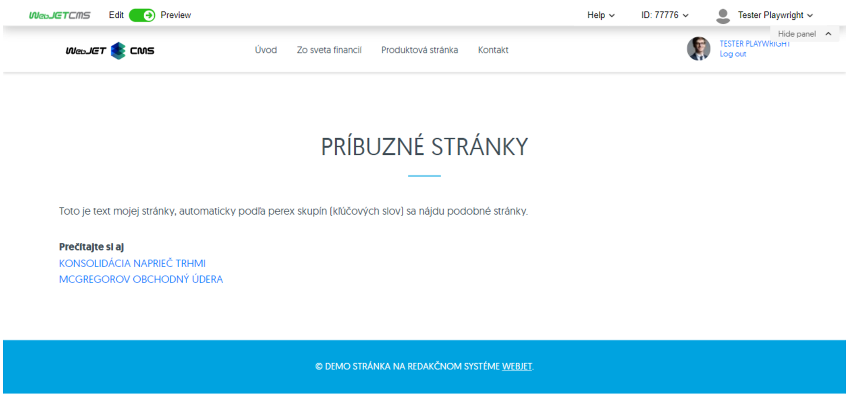
103.1. Application settings

In this section it is possible to set:

- Directory - the root folder in which related pages are searched
- Browse also subdirectories
- Title
    - Group name - the folder name of the current page
    - Parent Name. group - the name of the parent folder of the current page
    - Proper name
- Perex groups - if specified, the latest pages will be displayed according to the specified tags, if empty they will be displayed according to the tags of the currently displayed web page
- Number of links in the group - maximum number of pages displayed



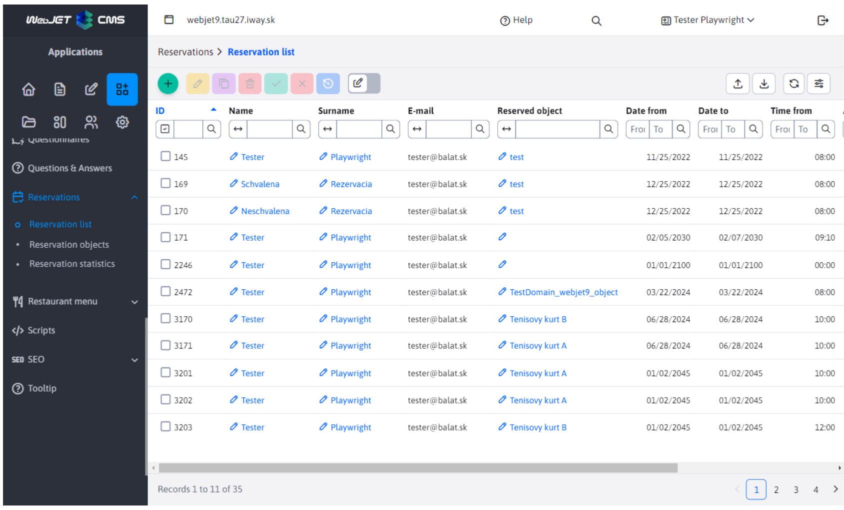
103.2. View application



104. List of reservations

Application **List of reservations** allows you to create/edit/delete bookings, as well as import them from an Excel file and export them to an Excel/CSV file (or even print them immediately when exporting).

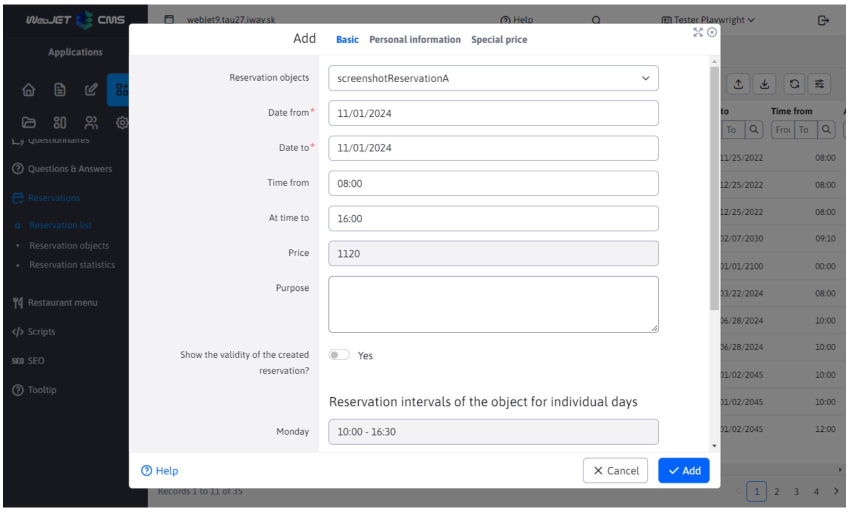
The list also contains 3 buttons for approving/rejecting/resetting a reservation, see. section Approval of reservations. In the left menu you can also go to Reservation statistics.



The booking editor contains 4 tabs, the functions of which are described in the following description.

104.1. Basic

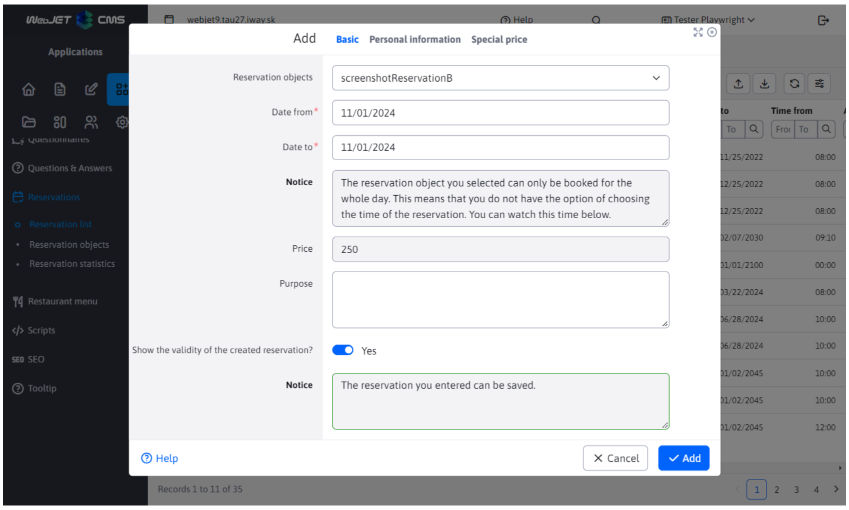
Card **Basic** as the name suggests, contains basic information about the reservation. The list with the selection of the reservation object to which the reservation relates is important.



The tab also contains a date selection from/to and a time selection from/to. There is one important thing to remember about this selection. If you select the days from 01/01/2022 to 03/01/2022 between 08:00 and 16:00, it does not mean that the booking starts on 01/01/2022 at 08:00 and lasts until 03/01/2022 at 16:00 and everything in that range is booked. NO. With these selected values, it means in practice that you book this reservation object from 08:00 to 16:00 for each day separately. The reason for this is simple, this way you can book an object at a specific time for multiple days without having to book the entire interval. If the booking interval for the object is set from 05:00 to 20:00, only the specified time interval is booked for each day and the rest of the interval is not booked, even if the booking lasts for example 3 days.

Warning: if the reservation object can be reserved ONLY for the whole day the following options will be hidden and unavailable:

- time selection
- an overview of the booking intervals of the facility for individual days



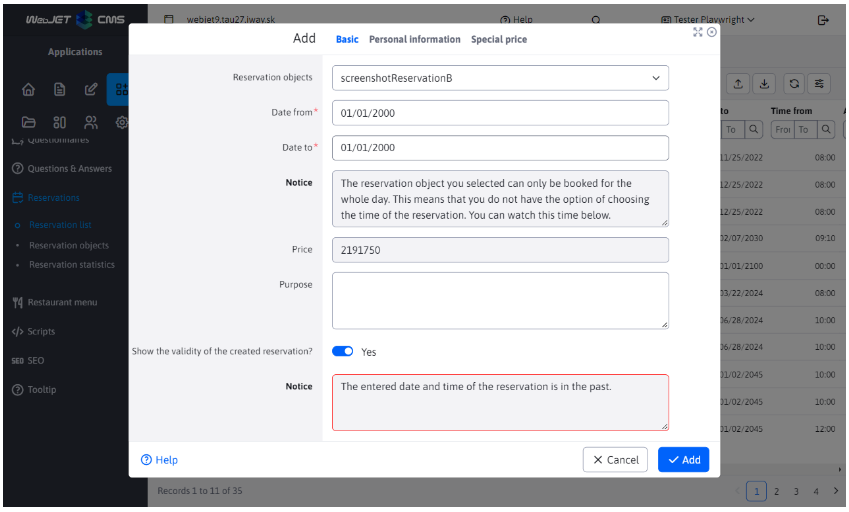
Switch **Show the validity of the reservation being created ?** When selected, a text box will be revealed informing you of the validity of the reservation. This means whether or not a reservation for the selected object can be created in the given range. More information about the possible states in this field is explained in the section Validation of reservations. If the reservation is valid, the border of the text box will turn green and if the reservation is not valid, it will turn red.

Booking price displays the current price of the booking being created. The price depends on the selected reservation object, the reservation interval and the special prices set for the reservation object.

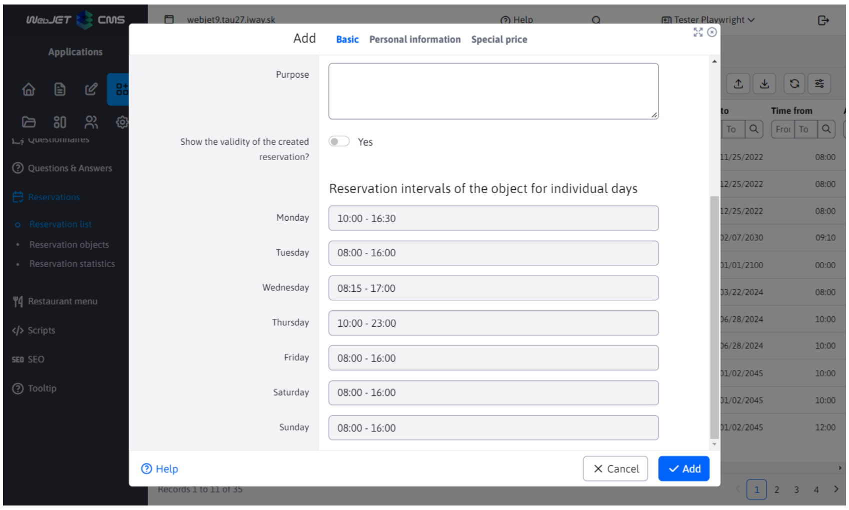
> **Warning:** the user's discount is then automatically applied to this booking price. This percentage discount is set for specific user groups (https://docs.webjetcms.sk/latest/en/admin/users/user-groups). If a user belongs to multiple **user groups** that have a set percentage discount, the largest of these will be used. If the discount has a value of `0%` , the booking amount does not change. If the discount has a value of `100%` , booking is free.

> **Warning:** the current prices and discounts apply, i.e. the price that was calculated when the booking was made. This means that if you have a reservation scheduled for, for example, a month from now and the price of the reservation object goes up in that time or the user's discount changes, the price of the reservation **will not change**. **However** If you modify your booking, the current prices and discounts will be applied, which may change the original price, which you will not be able to get back.

The booking status and the price of the reservation are updated whenever the date, time or reservation object is changed.

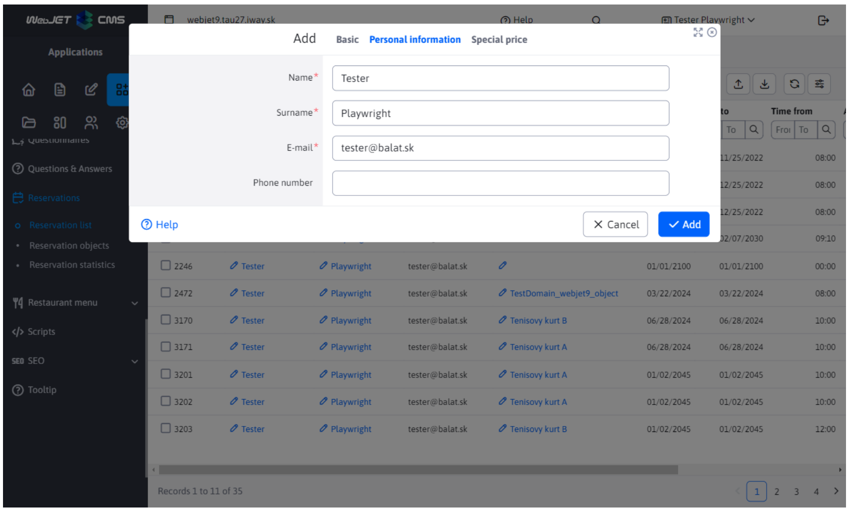


At the bottom of the tab, you can see an overview with the booking intervals for each day of the week. These times are set according to the currently selected booking object. This is a help when creating/editing a reservation if you don't remember exactly when a particular reservation object can be booked for a particular day of the week.



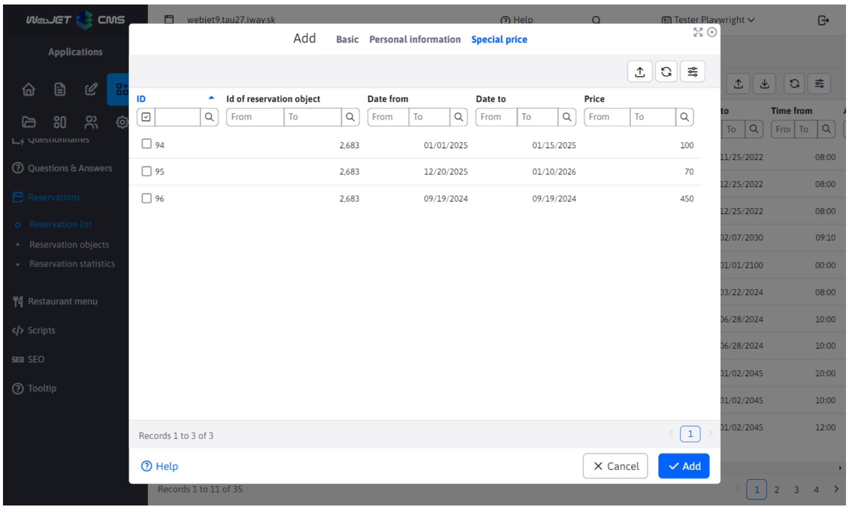
104.2. Personal data

In the charts **Personal data** the reservation requestor's details can be set. Most of the data is automatically set from the logged-in person's profile, but these values can also be changed or not entered at all.



104.3. Special price

Card **Special price** contains a nested table with information about the special price of the reservation object for a specific period. The entries in the table are set according to the currently selected reservation object from the tab Basic and can only be exported, but cannot be added, edited or deleted (they are for information purposes only).



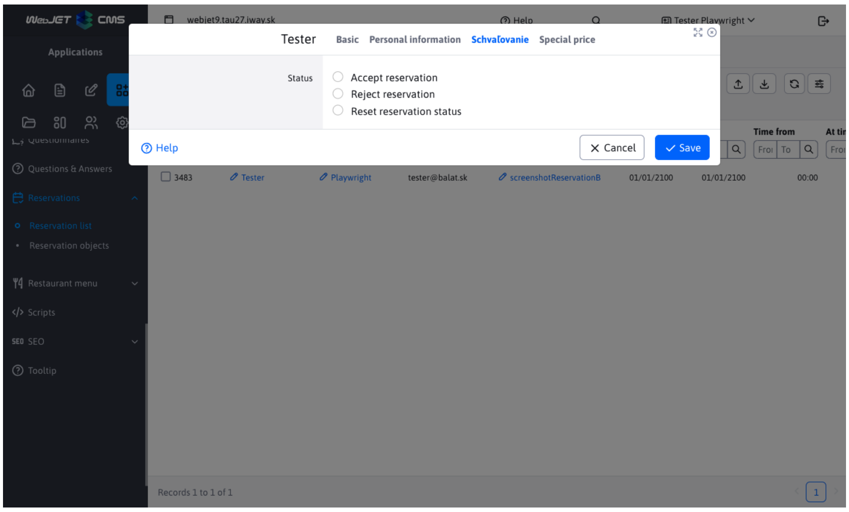
104.4. Approval

Card **Approval** is used to change the reservation status. This tab is only displayed under specific conditions.

Conditions to view the card:

- editing a record, the tab only appears when editing a booking record
- need for approval, the reservation object that the reservation is trying to reserve must have the parameter **Approval is required** and must have the email of the approver entered
- approver, the card can only be shown to the person who has permission to approve the booking. This means that if the email of the logged-in user matches the email of the approver entered in the booking system and the previous points have been met, the card will be displayed to the user

Once displayed, the tab contains a toggle between the three states that the reservation can enter. When switching from one state to the other, the action of changing the reservation state is triggered as if using the state change buttons. These actions will be better explained in the section **Approval of reservations**.



104.5. Validation of reservations

Reservation validation logic is an important part of the application **List of reservations**, which checks whether the reservation being created or modified complies with all the rules and conditions. Validation is automatically triggered when you try to save a new reservation or modify an existing reservation. If the reservation is valid (meets all the necessary requirements) the create/edit action will be successful, otherwise an error will occur and the user will be notified with either a specific or a general error message.

The reservation will not be saved/edited until it meets all validation rules.

104.5.1. Date range

The from date must be less than the to date (if the dates are the same, only one day is reserved).

104.5.2. Time range

The time from must be sharply less than the time to, as you have to reserve at least 1 minute. At the same time, it is checked whether this time range is greater than or at least equal to the "Minimum reservation length (in minutes)" value set for the reservation object.

104.5.3. Scope in the past

You cannot book the day(s) in the past. If you are trying to make a reservation for today then the time slot cannot be in the past.

104.5.4. Valid booking range,

Checks whether the specified time range is within the reservation interval of the object. This check is performed for each booked day separately. For example, if you are trying to book a property between 08:00-09:00 for the next 3 days, and even one of these days has a different booking interval, the booking is not valid. Of course, special booking intervals for individual days of the week are also taken into account, for more information see times by day.

104.5.5. Maximum number of bookings at the same time

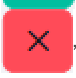
In this case, it is checked whether after adding a reservation, multiple reservations will not be crossed at the same time as allowed by the parameter **Maximum number of bookings at the same time** of the object. Reservations are considered overlapping if their time intervals overlap in at least one minute (intervals do not overlap if the beginning of one is the end of the other in the same minute). For example, if you have 4 reservations, and their time intervals are `08:00-11:00 / 08:00-09:00 / 09:00-10:00 / 10:00-11:00` so we see that the reservation at the time of `08:00-11:00` intersects with 3 different reserves, but never more than 2 at the same time, because the other 3 reserves do not intersect with each other.

The check takes all reservations (but only those that have been approved) over the property on the same day and tests whether this limit will be exceeded after adding our reservation. This is tested for each day separately and if even one day exceeds the maximum number of bookings at the same time, the booking will be marked as invalid.

104.6. Approval of reservations

Changing the reservation status is possible either by using the editor and more precisely in the tab Approval, which is only displayed under certain specific conditions, or by using the buttons to change the booking status.

As in the card **Approval** also the buttons offer 3 different states namely :

- , **Approval** Reservations (Reservations approved)
- , **Dismiss** Reservations (Bookings rejected)
- , **Reset status** Reservations (Reservations pending approval)

104.6.1. Approval required

A reservation needs to be approved if the reservation object has an approver set and the person creating/editing the reservation is not the approver. The person logged in is NOT the approver if their email does not match the set approver email in the booking object.

In this case, a booking approval request will be sent to the approver's email. This request contains basic information about the booking as well as a direct link to the booking.

104.6.2. Automatic approval

You do not need to approve a reservation if the reservation object does not have an approver set, or if the reservation object has an approver set and the approver is the person who is currently logged in. The logged-in person IS the approver if their email matches the set approver email in the booking object.

104.6.3. Making a reservation

When we try to create a reservation, validation will run in the background. If successful, the reservation is saved and its status is set according to the situation:

- if the booking does NOT NEED to be approved, the booking is automatically approved and given the status **The reservation has been approved**.
- if the reservation MUST be approved, it will be saved automatically with the status **Reservation pending approval** and a request for approval is sent to the approver's email. The approver can decide whether to approve, reject or make no change to the booking. However, if the status of the reservation changes, a message is sent to the reservation requestor's email informing them of the status change (this requestor email was automatically pre-set when the reservation was created in the Personal data).

104.6.4. Modifying the reservation

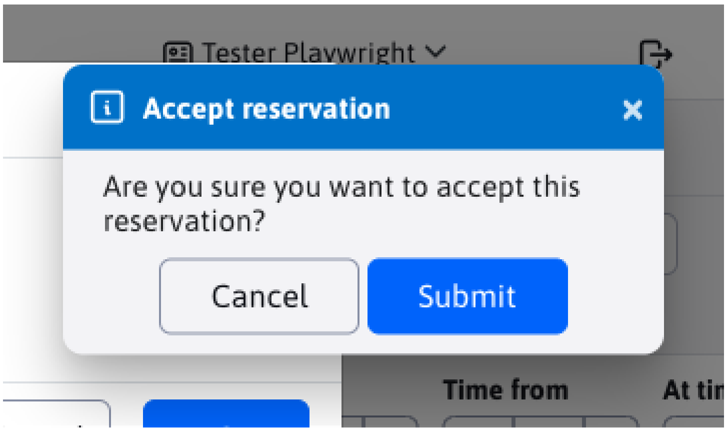
When we try to modify the reservation, validation will run in the background. If successful, the reservation is saved and its status is set according to the situation:

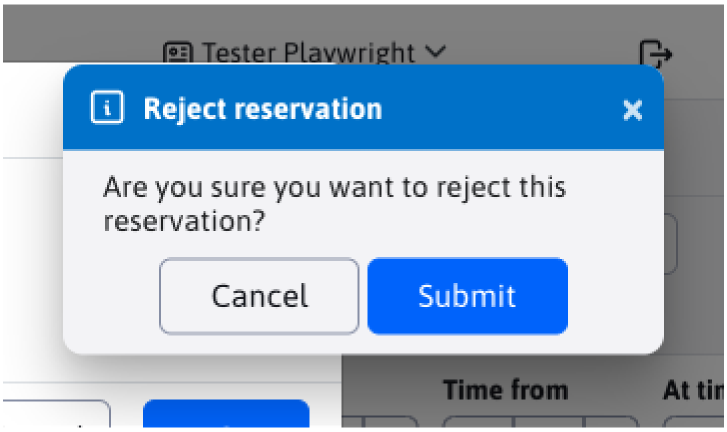
- if the booking does NOT NEED to be approved, the modified booking will be saved and automatically approved, giving it the status **The reservation has been approved**.
- if the reservation MUST be approved, its previous status is reset to **Reservation pending approval** (regardless of whether it was approved or rejected) and again a message is sent to the approver's email asking for approval. The approver can again decide whether to approve, reject or not make any changes to the booking. However, if the status of the booking changes, a message is again sent to the booking requestor's email informing them of the change in status.

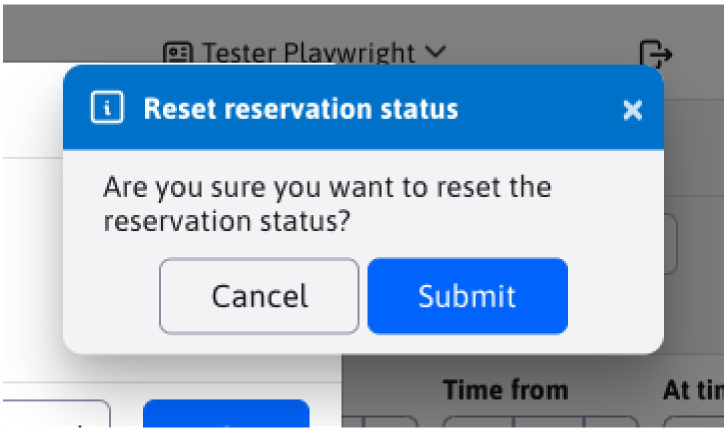
104.6.5. Reservation status change

As mentioned above, you can try to change the reservation status by using the card or buttons. In the case of a card, this is handled in such a way that only the person who has the right to do so can see it. In the case of buttons, it is treated so that everyone can see them.

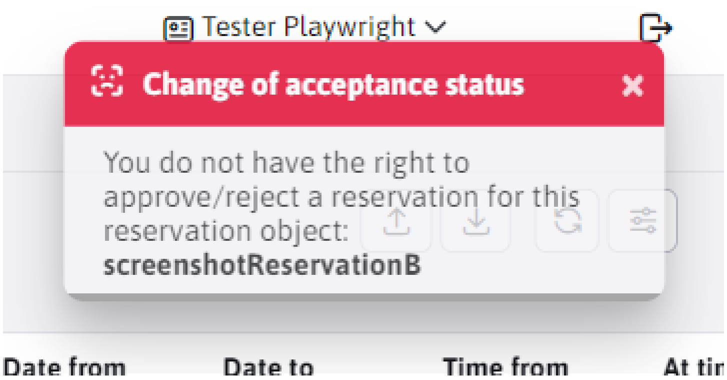
Each time you try to change your reservation, you will see a confirmation of the action.







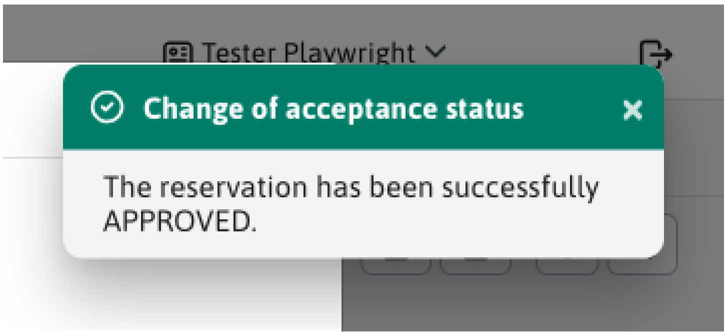
If you decide to cancel, nothing will happen. If you decide to run the action anyway, our right over this booking will be checked in the background. If it is the case that we do not have the right, an error message will be displayed and the reservation status will not change.



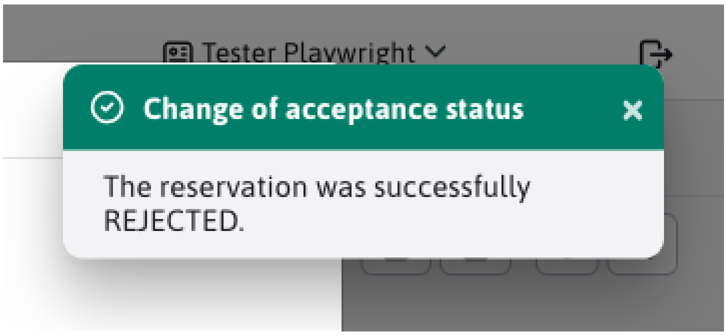
If we have the right to change, it will depend on what state you are trying to set up:

BOOKING APPROVAL, no matter what the original state of the reservation is, a validation is triggered in the background which decides what happens to the reservation

- if the validation is successful, the reservation is approved, a confirmation message is displayed and an email is sent to the applicant
- if the validation was unsuccessful, the reservation is automatically rejected, an error message with the reason for rejection is displayed and an email is sent to the applicant



REFUSAL OF RESERVATION, no matter the original booking status, the booking will simply be rejected, a confirmation message will be returned and an email will be sent to the requester.



RESETTING THE RESERVATION STATUS, no matter the original reservation status, the reservation status will simply be reset, a confirmation message will be returned and a message will be sent to the requester.

The emails sent to the applicant when the status of a reservation is changed contain basic information about the reservation, its new status and also the name of the approver who changed the status of this reservation.

104.7. Deleting reservations

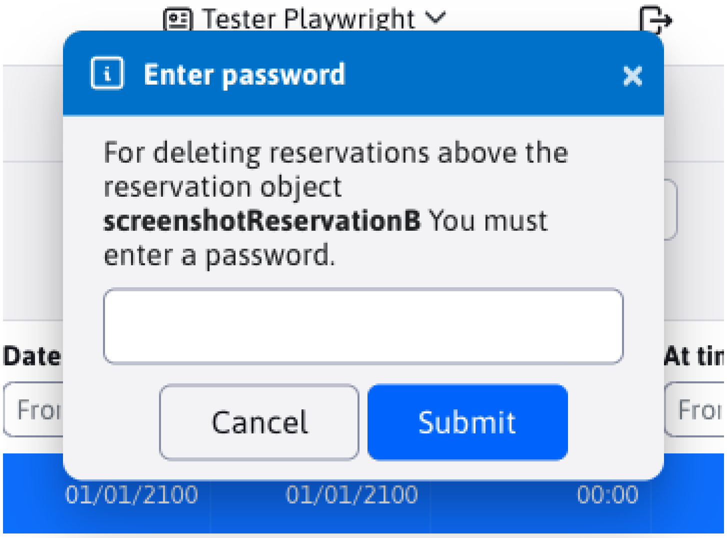
Deleting reservations depends on the reservation object over which the reservation was created. The reservation object can have a password set that changes the deletion process - the password was set in the tab Advanced.

If the password is NOT set, reservations over this reservation object will be deleted.

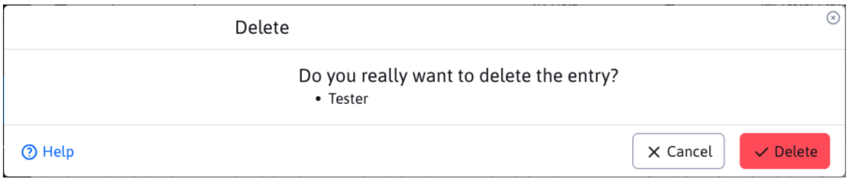
If a password IS set, you will be prompted to enter that password.

- If you are deleting multiple reservations over the same object (which has a password), you will only be prompted to enter this password once (you don't have to enter it twice for each reservation separately).
- If you are deleting multiple reservations that are over multiple objects with a password set, you may be prompted for multiple passwords (again, no duplicates).

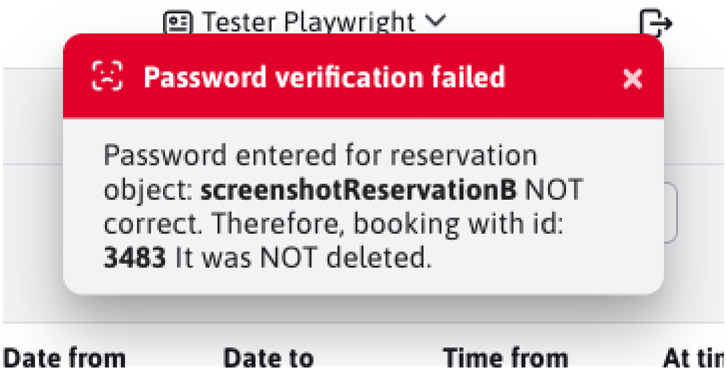
The password request displayed will inform you for which reservation object you need to enter the password. If you enter multiple passwords and choose not to enter one or more of them (cancel the password entry action), the overall action of deleting the reservation will not be affected. An unentered password is automatically considered bad and therefore will not delete reservations and objects with this password.



Once you have entered all the necessary passwords, you will be prompted to delete your reservations. You can use the displayed window to abort the whole action or to confirm the decision.



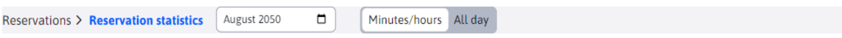
If one or more passwords were incorrect, a message will be returned for each reservation that could not be deleted because of this. The message contains information about which reservation object password was not entered correctly and which reservation could not be deleted because of this.



105. Reservation statistics

Section **Reservation statistics** offers a quick and clear view of the most important statistics related to the created reservations. Only bookings that are **Approved**. Read more about the booking status in .

Statistics processes reservation data in **at monthly intervals**, i.e. always from the beginning to the end of the selected month. To select the month/year for which you want to display statistics, use the date filter next to the section name.

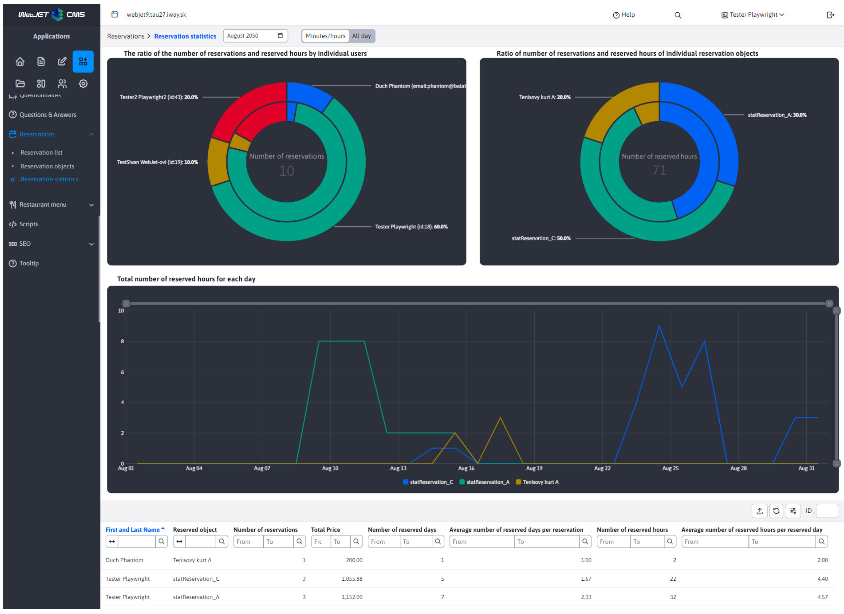


We can logically divide reservations into 2 groups, namely **Minute/hourly** reservations (those that reserve an object for a certain period of time) and **All Day** reservations (those that book the property for full days). The type of reservation is determined by reservation object which the reservation reserves.

From this point of view, we also had to split the statistics by reservation type, so the data are separated from each other. Therefore, next to the date filter there is a toggle to change whether you want to see the statistics of the reservation type **Minute/hourly** or **All Day**.

105.1. Minute/hourly

Statistics for booking type **Minute/hourly** offers 3 charts as well as a data table. The data emphasizes the number of hours booked. Since these reservations can also be booked by the minute, the values are converted to hours to 2 decimal places.



105.1.1. Table

Each record (row) in the table represents a combination of user and reservation statistics over a unique object. This means that a single user can appear multiple times in the table if they have made reservations for different reservation objects. Each such row provides a summary of how many bookings the user has created for a given property, how many average hours they have booked, or how much it has cost in total.

Attentionif the booking was made by a non-logged-in user (as is possible, for example, with the app Reservation of time), the data is mapped according to the specified email address. If different non-logged-in users enter the same email address, their data will be merged in the statistics.

105.1.2. Charts

As you can see from the image above, there are 3 charts available, which we will discuss next.

Chart - Ratio of number of bookings and booked hours by individual users

This double pie chart represents the ratio of bookings to booked hours for each user. This makes it easy to determine which users have created the most bookings and booked the most hours.

- The outer layer shows how much **total bookings** created by individual users (over all objects together).
- The inner layer shows how much **hours in total** has been reserved by individual users (over all objects combined).
- The centre of the chart shows the summary **Number of bookings**, so the number of all bookings created.

Attention, you may notice that some users in the chart do not have **id** but they are worth **email**. These are the aforementioned unregistered users.

Chart - Ratio of the number of bookings and booked hours for each booking object

This double pie chart represents the ratio of bookings to hours booked over each property. This way you can easily determine which object was the most booked and had the most booked hours.

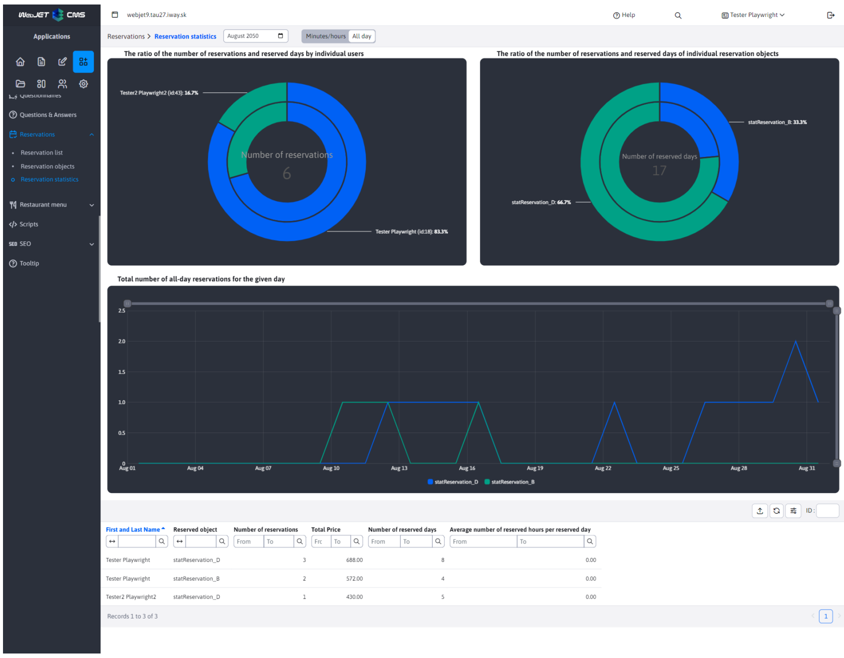
- The outer v layer shows how much **total bookings** was created over the object (by all users together).
- The inner layer shows how much **hours in total** has been reserved over the object (by all users combined).
- The centre of the chart shows the summary **Number of booked hours**, so the number of all booked hours over all objects.

Chart - Total number of hours booked per day

This bar chart shows how many hours were booked over all objects in total on each day. The graph thus gives an overview of which days were the most popular for bookings.

105.2. All Day

Statistics for booking type **All Day** offers 3 charts as well as a data table. The data emphasises the number of days booked as these bookings are full days.



105.2.1. Table

Each record (row) in the table represents a combination of user and reservation statistics over a unique object. This means that a single user can appear multiple times in the table if they have made reservations for different reservation objects. Each such row provides a summary of how many bookings for a given property the user has created, how many average days booked, or how much it cost in total.

Attentionif the booking was made by a non-logged-in user (as is possible, for example, with the app Reservation of time), the data is mapped according to the specified email address. If different non-logged-in users enter the same email address, their data will be merged in the statistics.

105.2.2. Charts

As you can see from the image above, there are 3 charts available, which we will discuss next.

Chart - Ratio of number of bookings and days booked by individual users

This double pie chart represents the ratio of bookings to days booked for each user. This way you can easily determine which users have created the most bookings and booked the most days.

- The outer layer shows how much **total bookings** created by individual users (over all objects together).
- The inner layer shows how much **days in total** has been reserved by individual users (over all objects combined).
- The centre of the chart shows the summary **Number of bookings**, so the number of all bookings created.

Chart - Ratio of number of bookings and days booked for each booking object

This double pie chart represents the ratio of bookings to days booked over each property. This way you can easily determine which property was the most booked and had the most booked days.

- The outer v layer shows how much **total bookings** was created over the object (by all users together).
- The inner layer shows how much **days in total** has been reserved over the object (by all users combined).
- The centre of the chart shows the summary **Number of booked days**, so the number of all booked days over all objects.

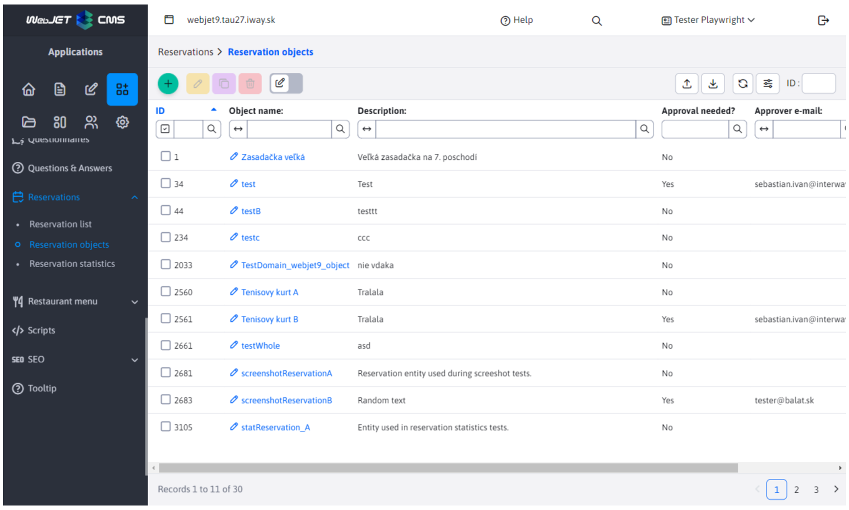
Chart - Total number of all-day bookings for the day

This bar chart shows how many bookings there were in total over all objects on each day. The graph thus gives an overview of which days were the most popular for bookings.

106. Booking objects

106.1. List of reservation objects

The Reservation Object List application allows you to create/edit/delete reservation objects, as well as import them from an Excel file and export them to an Excel/CSV file (or even print them immediately when exporting).



The booking object editor contains 4 tabs:

106.2. Basic

Card **Basic** as the name suggests, contains basic information about the reservation object. It is mandatory to enter the name of the reservation object as well as its description, the remaining parameters are optional. The lower part of the tab contains a time selection for entering the booking interval for the object. This means that this object can only be booked in the specified interval.

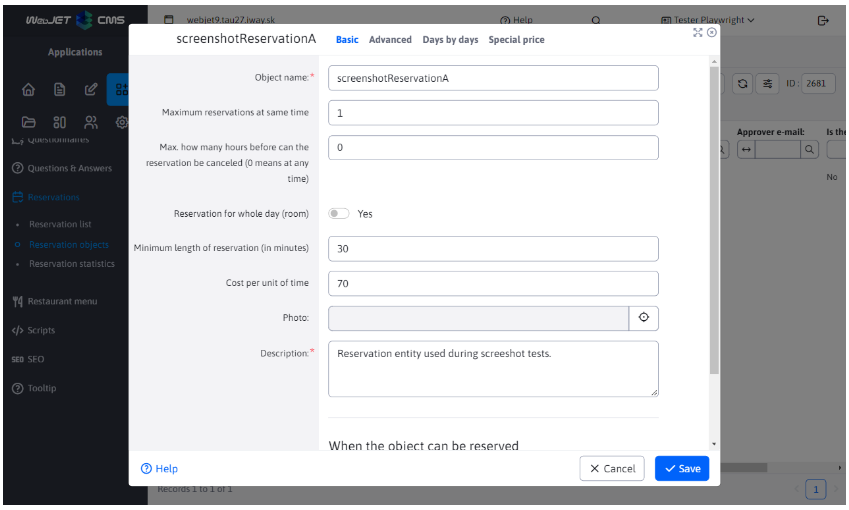
Parameter **Maximum number of bookings at the same time** is a very important parameter in the validation of new bookings - more about validation. This parameter specifies how many reservations can be created over the reservation object at the same time. If this parameter is set to, for example, 3, it means that you can have a maximum of 3 bookings over this object at the same time, but it does not say how many bookings can be added during the whole interval.

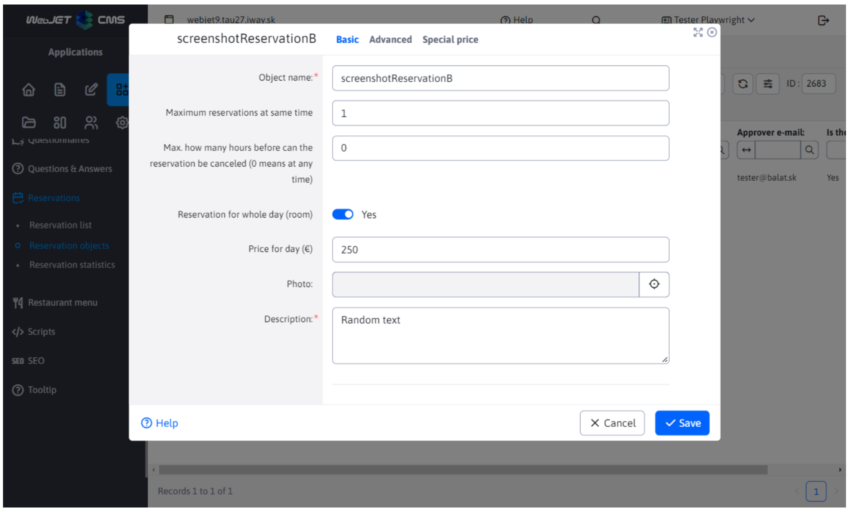
Another important parameter is the switch to book a room for the whole day.

- If this option is disabled, you can specify a minimum booking length in minutes and a price for that selected unit of time. Of course, the price can be zero, in which case the reservation of this object will be free of charge. The minimum booking length must be a positive non-zero number, so at least 1 minute. This object will be bookable for at least the specified time value and up to a maximum period that is within the selected booking interval.

- If this option is enabled, you will not be able to set a minimum booking length or price per unit of time. You will only be able to enter a price per day. This means in practice that you cannot book only part of the whole interval but you book the whole interval (the whole day).

> **Warning:** in addition to some parameters being hidden depending on the status of the booking switch for the whole day, the whole tab is also hidden/unhidden Times by day.



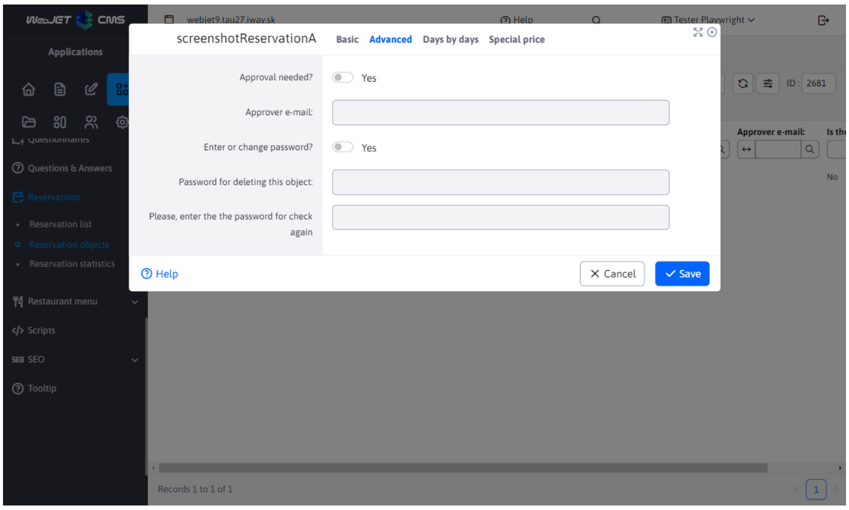


106.3. Advanced

Card **Advanced** contains only 2 options.

If you turn on the option **Approval is required**, you can enter the email of the booking object approver. So a booking created over this booking object will first need to be approved and a message will be sent to the specified email (see more about this in the list of reservations).

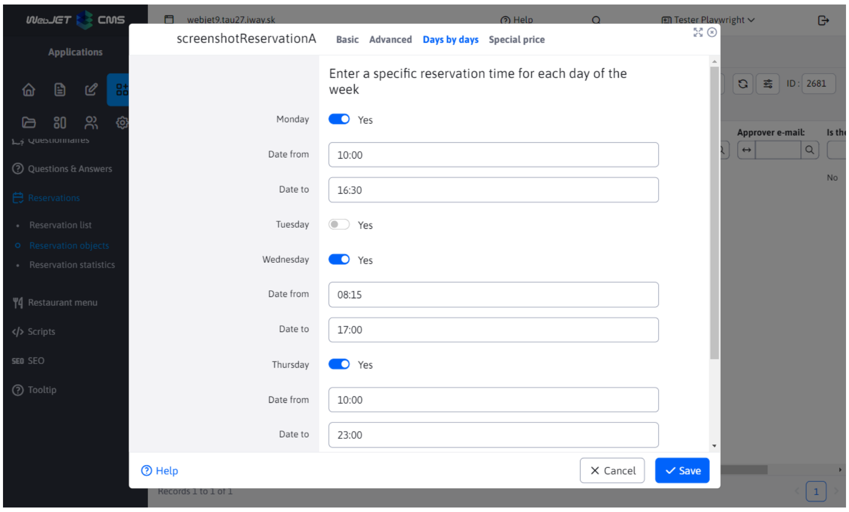
If you turn on the option **Enter or change your password** and you enter 2x matching passwords, the user will be prompted to enter this password when attempting to delete the reservation over the reservation object. If the password is already entered, it will be replaced with a new one, see Deleting reservations.



106.4. Times by day

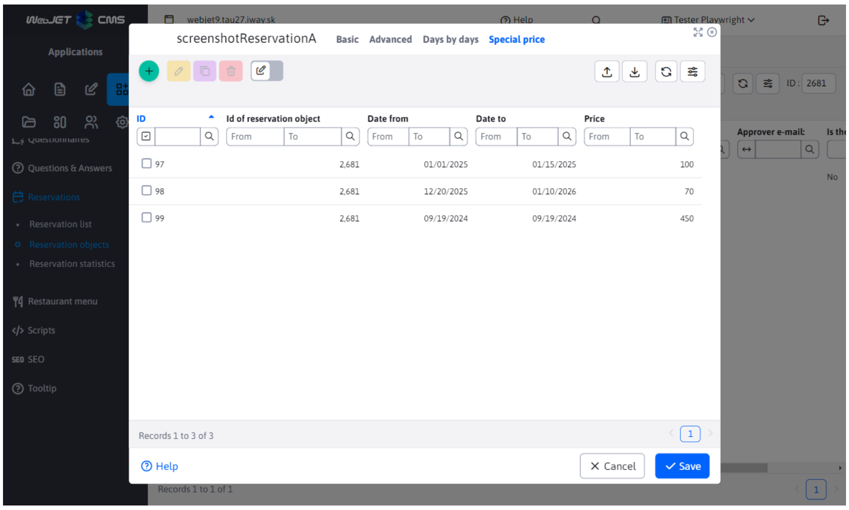
Card **Times by day** extends the ability to specify a reservation interval for an object. It allows you to specify a unique (or even the same) interval for each day of the week. In practice, weekend days such as Saturday and Sunday can have a different booking interval than weekdays, or you can have a different interval each day. If you do not specify a specific booking interval for a day of the week, the basic one set in the tab is used Basic. The time interval selection fields for each day will only be displayed when the option with the name of the day of the week is enabled.

The card is not available if the option to book for the whole day (from the Basic card) is enabled.

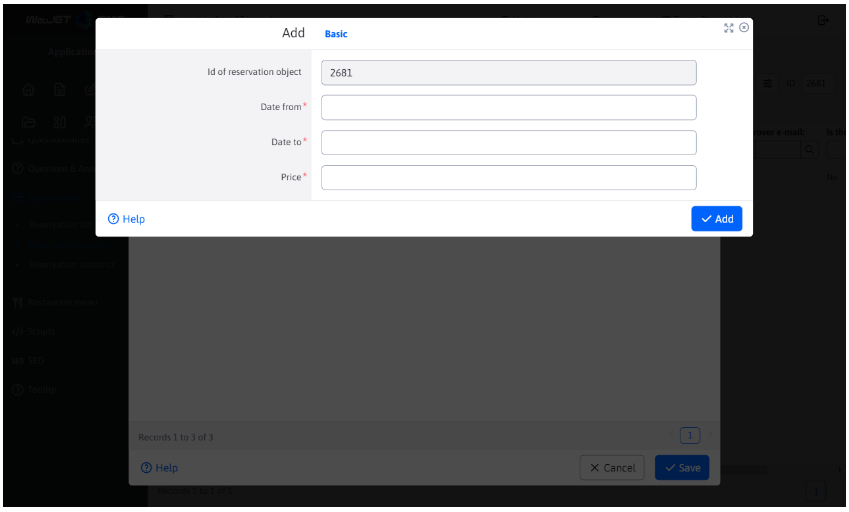


106.5. Special price

Card **Special price** is only displayed when editing a booking object. In this tab there is a nested table for special prices in specific date ranges. For example, if a booking object is set to be booked for a full day with a price of 15 euros per day, you can choose on which days of the year this price will be different (more or less, e.g. during holidays).



You can create/edit/delete or import and export records in this nested table. When creating a new special price for a specified period, the `id` of the reservation object is set automatically (without the possibility of changing it) and the remaining fields are mandatory to fill in. You enter the price and the interval in days from and until when this price should be valid.

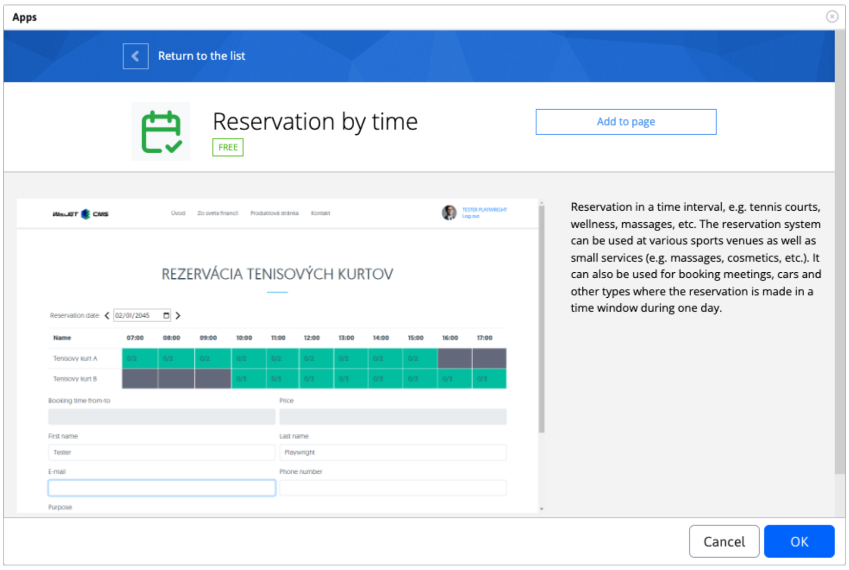


107. Time Reservation app

Application **Reservation of time** allows you to book selected reservation objects for a specific time interval.

107.1. Using the app

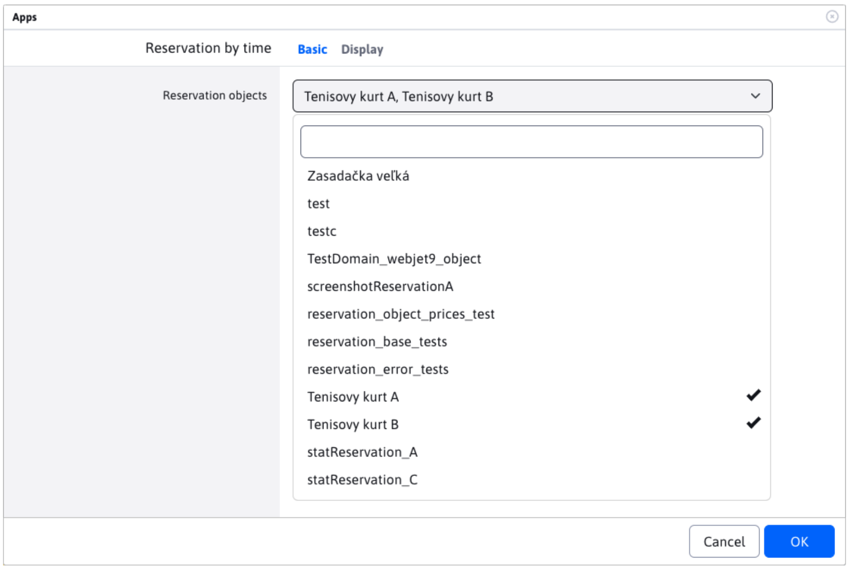
You can add the app to your site via the app store



or directly as code to the page

```html
!INCLUDE(sk.iway.iwcm.components.reservation.TimeBookApp, reservationObjectIds=&quot;2560+2561&quot;, device=&quot;&quot;, cacheMinutes=&quot;&quot;)!
```

In the code you can notice the parameter `reservationObjectIds`. This is a list of allowed reservation objects that will be bookable in the application. You can set them when editing the application using the multiple selection field, or add them directly to the parameter `reservationObjectIds`.



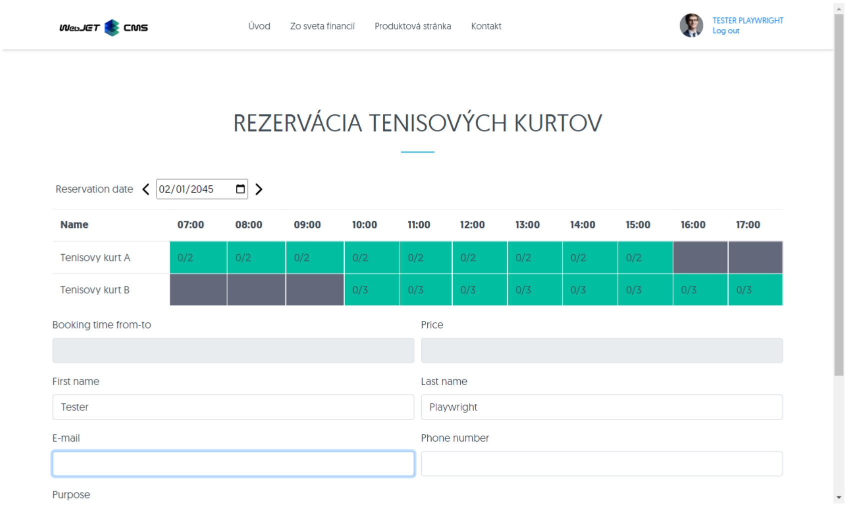
Notice: only reservation objects that **they are NOT set as a reservation for the whole day**. Because these objects cannot be booked based on time, but only on date. Non-conforming booking objects are not displayed in the multi-selection field.

Notice: manually adding the ID of the non-compliant reservation object to the parameter `reservationObjectIds`, or change the status of an already used booking object in the app to "booking for the whole day", **causes the application to misbehave**.

107.2. Application construction

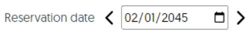
The application consists of 3 main parts:

- choice of booking date
- table of booking objects and times
- booking form



107.2.1. Date selection

By selecting the date, you specify the day you want to make the reservation. When you first start, the current day is preset, which you can change with the date filter. The arrows next to the date filter allow you to scroll back or forward a day.



107.2.2. Table of reservation objects

Each row in the table represents one reservation object. The individual cells of the table represent the availability at each hour of the day.

Name	07:00	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00
Tenisovy kurt A	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2	0/2		
Tenisovy kurt B				0/3	0/3	0/3	0/3	0/3	0/3	0/3	0/3

The structure of the table can vary considerably depending on the day of the week selected. As each booking object can have a different booking time slot set for each day of the week more information.

Name	13:00	14:00	15:00
Tenisovy kurt A	0/2	0/2	0/2
Tenisovy kurt B		0/3	0/3

Individual cells in the table have a specific status.

Unavailable cell means that the reservation of the object for this hour and day of the week is out of the allowed range.

Full cell means that the maximum number of bookings for this booking object and hour in the day has been reached. As we can also see, the cell can contain text like "2/2", which means that there are already 2 reservations out of 2.

> **Warning:** it may happen that this cell will have a status e.g. "1/2" or "0/2". This situation occurs when a particular hour or a whole day is already in the past. So even if the maximum number of bookings has not been reached, it is not possible to add a new one.

Free cell basically means that it is possible to request a reservation for the property at this hour (and on this day).

This cell means that it is selected. the cell is selected by clicking on it (if you click on it again it is deselected). !>**Warning:** only available cells can be selected ergo those that are **Available**.

107.2.3. Booking form

This is a simple form with basic information for booking a property.

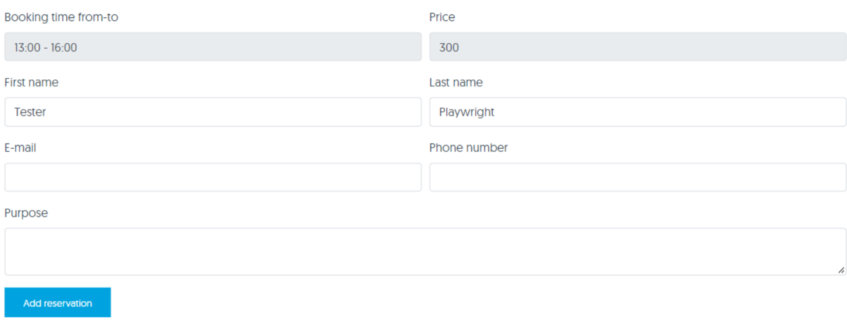
These required fields are automatically pre-populated if you are a logged in user, but of course they can be changed. If you are accessing as a non-logged-in user, you must enter them as mandatory:

- Name
- Last name
- E-mail

Fields **Booking period from-to** a **Booking price** cannot be changed and are for information purposes only. They automatically change the value according to the selected cells in the table (according to the selected booking range for the booking object). If no cell is selected, the fields will be blank.

Attention, the user's discount is then automatically applied to this booking price. This percentage discount is set for specific user groups (https://docs.webjetcms.sk/latest/en/admin/users/user-groups). If a user belongs to multiple **user groups** that have a set percentage discount, the largest of these will be used. If the discount has a value of `0%`, the booking amount does not change. If the discount has a value of `100%`, booking is free.

> **Warning:** the button to add a reservation will only appear if a cell in the table is selected.

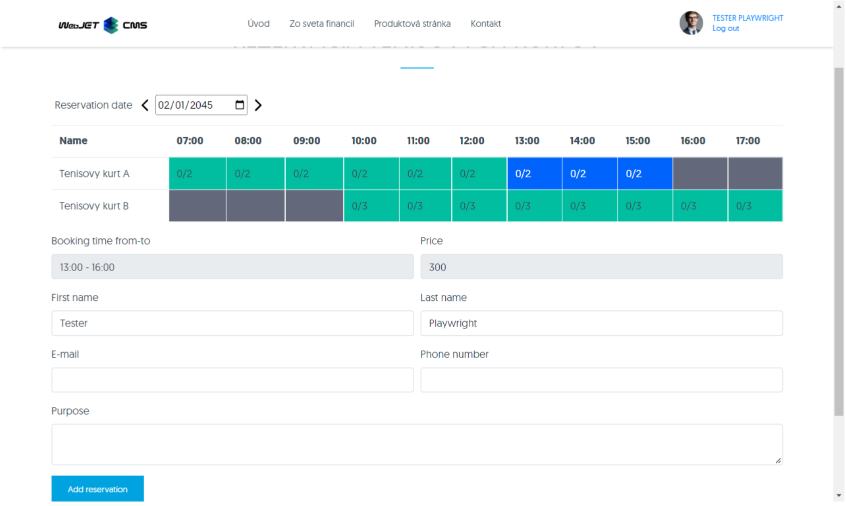


107.3. Adding a reservation

To add a reservation, you must first select a time range in the table. However, adding a reservation has the following rules:

- **You can book only 1 reservation object at a time**. So if you select a range from 13:00 to 15:00 in the row for objectA and so try to select a range for booking objectB, the selection of the original selected range is automatically cancelled in its entirety.
- **You can select only 1 continuous range**. You cannot select the range 13:00-15:00 and 16:00-17:00 at the same time, even if it is the same object. If you try to do this the first selected range is automatically cancelled.
- **The selected range cannot be interrupted by unavailable time**. If you try to select the 13:00-17:00 range but the 15:00-16:00 range of the object is already fully booked, the selected range is automatically cancelled.
- **Required fields**. The First Name/First Name/Email fields are required to add a reservation.

If you have met the above conditions, have selected the correct range and filled in the required fields, you can request to add the reservation.



If the booking has been successfully created, you will receive a message that the booking has been successfully created and a confirmation will be sent to the email address you entered.

If the reservation object **does not need approval**, the booking will be automatically approved and you will receive the following message. The availability of each time slot in the table is then adjusted.

If the reservation object **needs approval**, the reservation will be in pending status. The availability of each time slot in the table will not change as ONLY approved bookings are counted. The approver may approve or reject your booking, you will be notified by email.

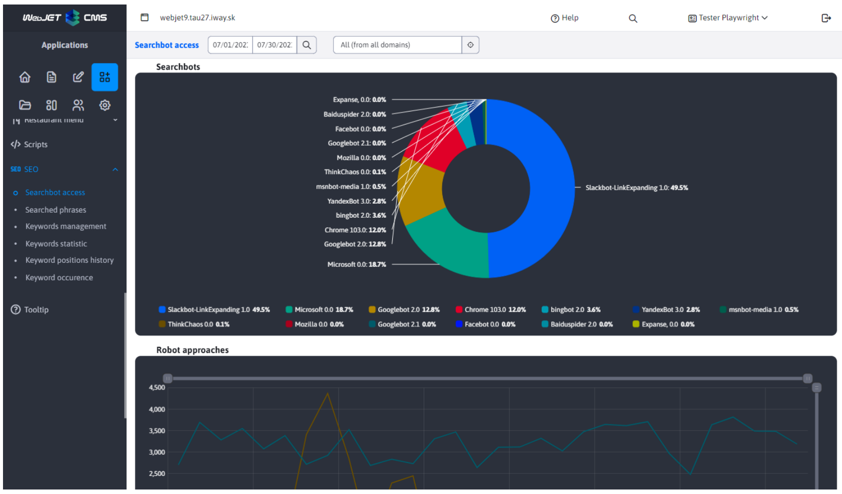
108. SEO

The SEO application is a support tool for search engine optimization. It is available in the Applications section in the left menu as an SEO item.

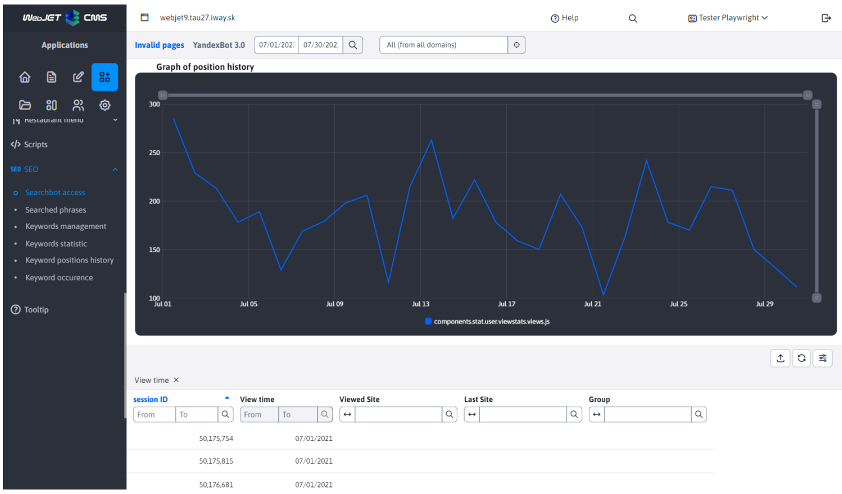
The SEO section uses an external filter, which is described in more detail here External filter

108.1. Approaches of search robots

This section displays the statistics of search engine accesses to the website. You can see their activity and the date of the last access.



Also included is a table whose column **Server name** redirects us to the statistics detail of a particular search engine.



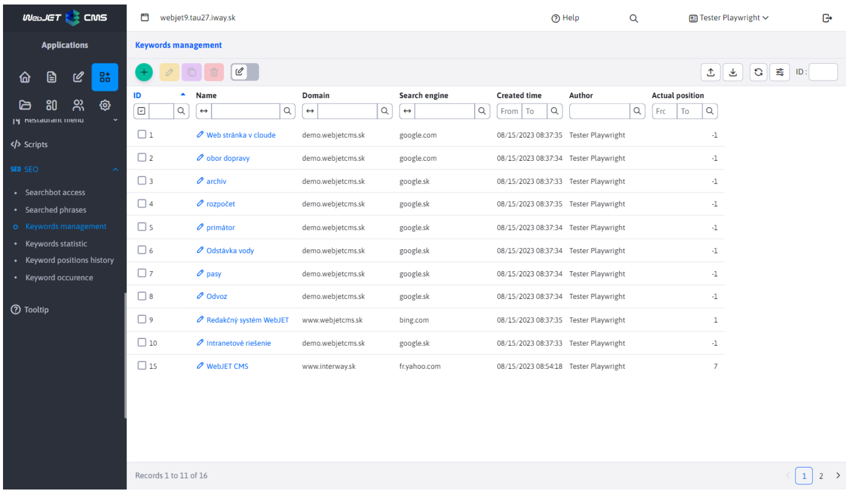
108.2. Search terms

This section displays the statistics of search terms searched on search engines when navigating to your page. It gives information what words visitors are searching for on search engines and what page they came to your site for that word.

For more information please click here Search engines

108.3. Keyword management

This section allows you to define and manage important keywords for which you can determine search engine rankings and determine the keyword density of your website.

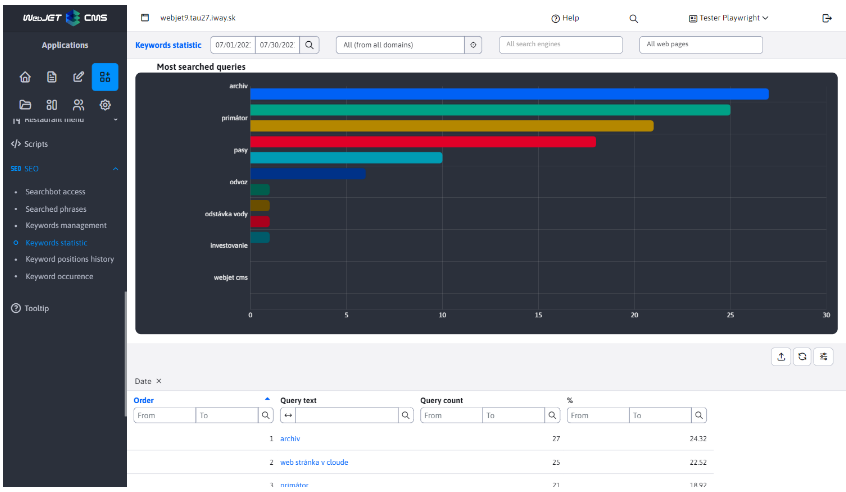


Support is provided for creating/editing/deleting/duplicating keywords, as well as importing and exporting them.

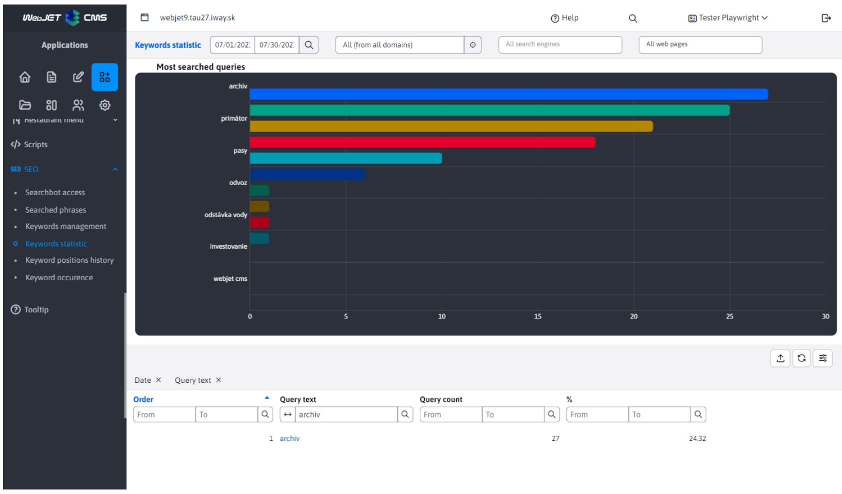
When creating, editing and duplicating, all values must be entered.

108.4. Keyword statistics

This section displays the search statistics of the defined keywords, showing the percentage and total counts and the distribution of the keyword among the search engines.

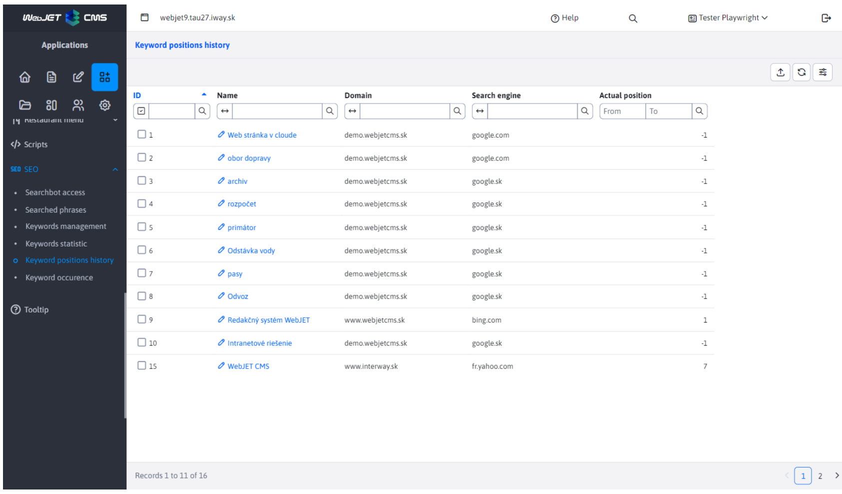


The contained datatable contains a column **Name of expression**, which redirects us to the statistics detail of a specific keyword after clicking.

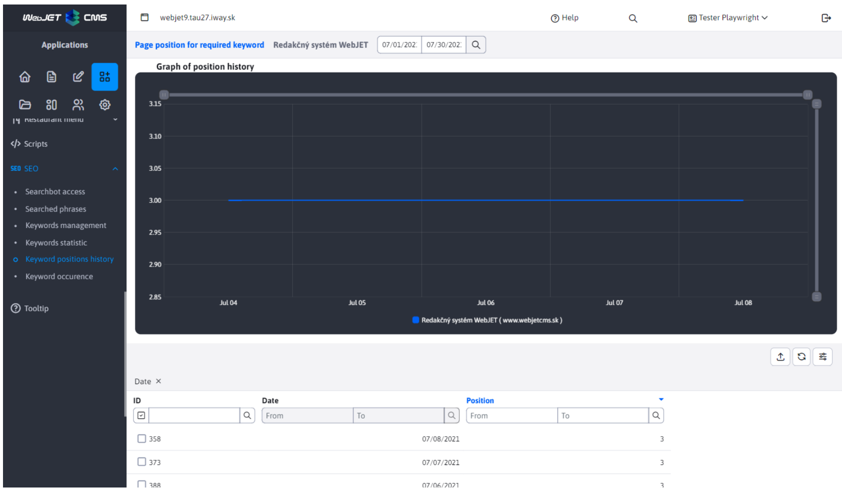


108.5. Development of keyword positions

This section displays position statistics and the evolution of keyword positions over time. The current position of each keyword on `Google`, `Yahoo` or `Bing` is updated once a day. On which search engine the word position is verified depends on the domain set.



The contained datatable contains a column **Name**, which redirects us to the details of the development of the position of a particular keyword.

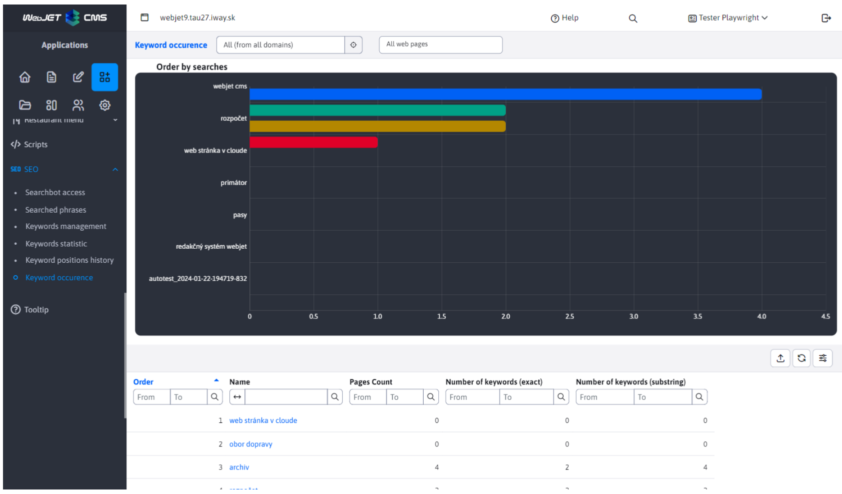


Getting positions using the service SerpApi (https://serpapi.com) on which you need to register and obtain an API key. The following conf. variables are used:

- `seo.serpApiKey` - API key from the service `SerpApi`.
- `seo.serpApiGoogleMaxResult` - maximum number of records to check results (default 10).

108.6. Occurrence of keywords

This section shows the number of occurrences of the defined keywords on the website/webpage. This allows you to determine the density of keywords on the web site / page.



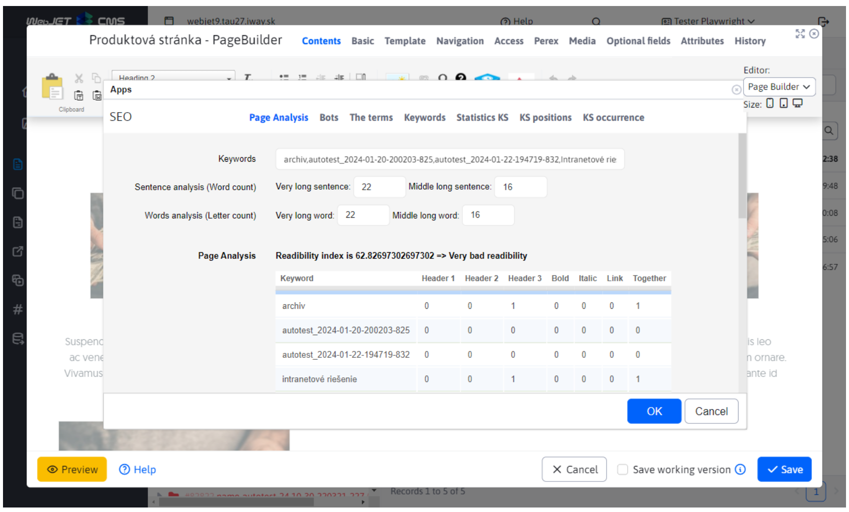
108.7. Page analysis

When editing a page, you can embed the SEO application into the page. Technically, it is not inserted into the page, but it will display a keyword analysis of the currently displayed web page.

The application analyzes the readability of the text, uses the technique of analysis `Gunning fog index`. Estimates the number of years of education needed to understand the text. In practice:

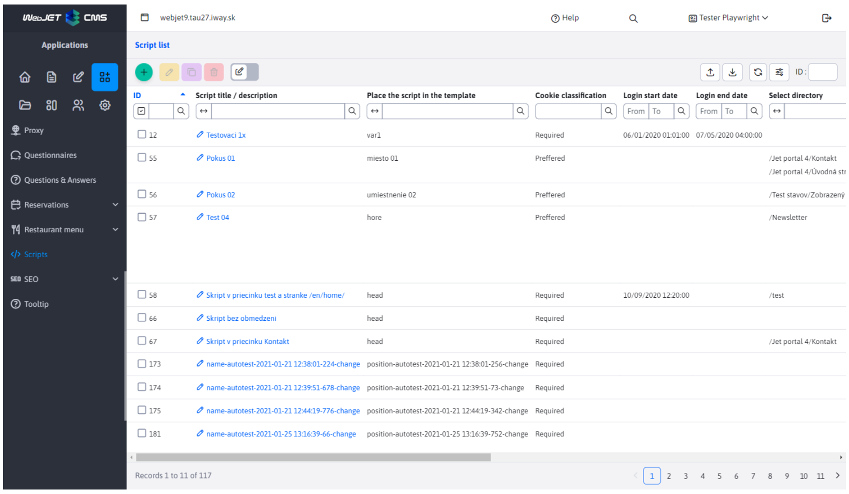
- 6 means excellent legibility.
- 8 to 10 are magazine and newspaper articles, short stories, easy to read and understand.
- 11 to 14 are already reaching more specialist articles. Scientific papers usually reach the level of 15 to 20 and already require full concentration from the reader.
- Above 20, only texts where the writer completely ignores the reader.

The table shows the occurrence of the defined keywords in the text of the current web page. You can edit the list of keywords in the Keywords field (separate individual words/phrases with a comma) and click OK to refresh the table.



109. Scripts

The "Scripts" application allows you to create scripts that you can then add to any page or group of pages. Scripts can be inserted by permission visitor with cookies/GDPR classification.

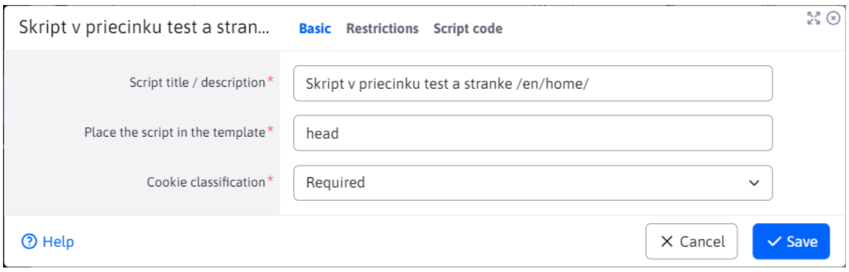


The editor consists of 3 tabs **Basic**, **Restrictions** a **Script code**.

109.1. Basic

The "Basic" tab contains the basic settings which are all mandatory.

- **Script name / description** - your script naming/identification.
- **Script placement in the template** - selection field type `autocomplete` with a list of already specified script positions in the HTML code. If the value (e.g. `after_body`) is not displayed, you can enter it.
- **Cookie classification** - selection box with cookie types according to which script insertion into the page is allowed
  - **Insert always** - the script is always inserted into the page regardless of the cookies/GDPR permission
  - **Required** - script is inserted if Necessary cookies are enabled
  - **Preferred** - script is inserted if Preference cookies are enabled, e.g. language settings.
  - **Marketing** - script is inserted if Marketing cookies are enabled - tracking users to display personalised ads.
  - **Statistical** - script is inserted if Statistical cookies are enabled - they collect data for traffic analysis.
  - **Unclassified** - The script is inserted if Uncategorized cookies are enabled, i.e. those that have not been assigned to a category.

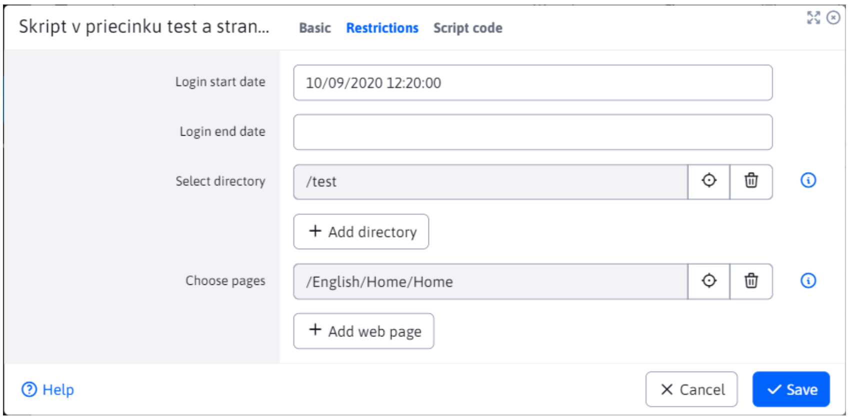


109.2. Restrictions

Script Restrictions tab.

- **Start of validity** - the date and time from which the script is valid.
- **Expiry** - the date and time until which the script is valid.
- **Select a directory** - the script will be inserted into the pages in the selected folders and their sub-folders.
- **Select the site** - the script will be embedded in selected web pages.

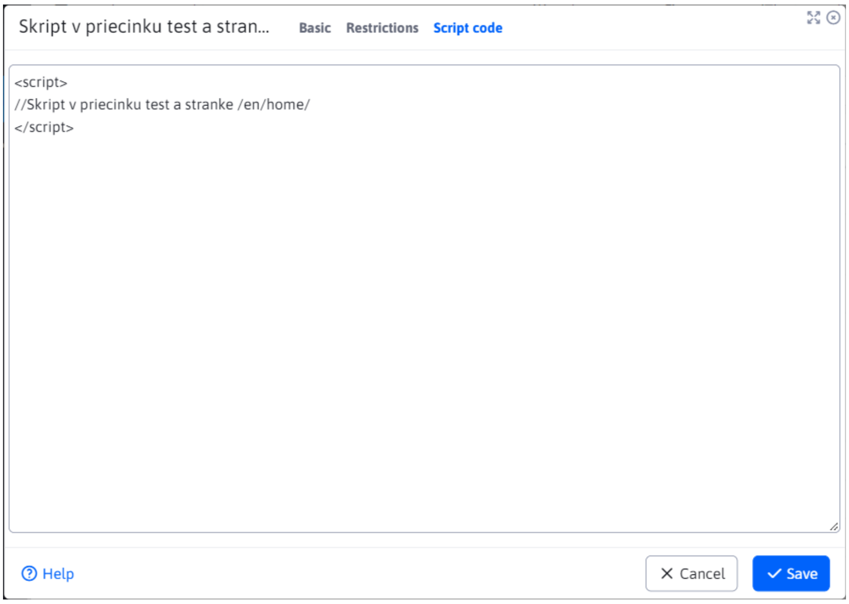
If you do not specify a start or end time for the script, the script will still be valid.



109.3. Script code

Field for entering the script code itself (HTML entry).

```html
<script>
// Sem vložte váš kód skriptu
</script>
```



When you open the page where the script was to be inserted, you can check in the source code of the page whether the script was inserted successfully.

109.4. Integration in the template

The technical insertion of the script into the HTML code is provided by template code (https://docs.webjetcms.sk/latest/en/frontend/thymeleaf/tags). For the Thymeleaf template this is the code:

```html
<div data-iwcm-script="head"/>
```

and for legacy JSP template code:

```jsp
<iwcm:insertScript position="head"/>
```

where the expression `head` defines the field **Script placement in the template**. That is, all scripts that have the Script location in template field set to `head`.

110. Slider

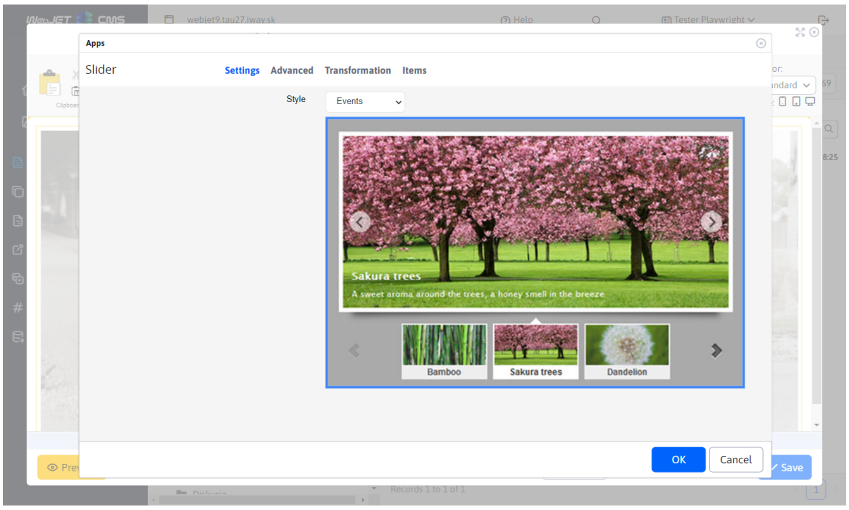
Add an eye-catching animated slider with images to your page. Choose from a wide range of design styles and animation effects, some designs also include a title and additional text.

110.1. Application settings

110.1.1. Settings

In this section you can set the style by selecting from the available styles:

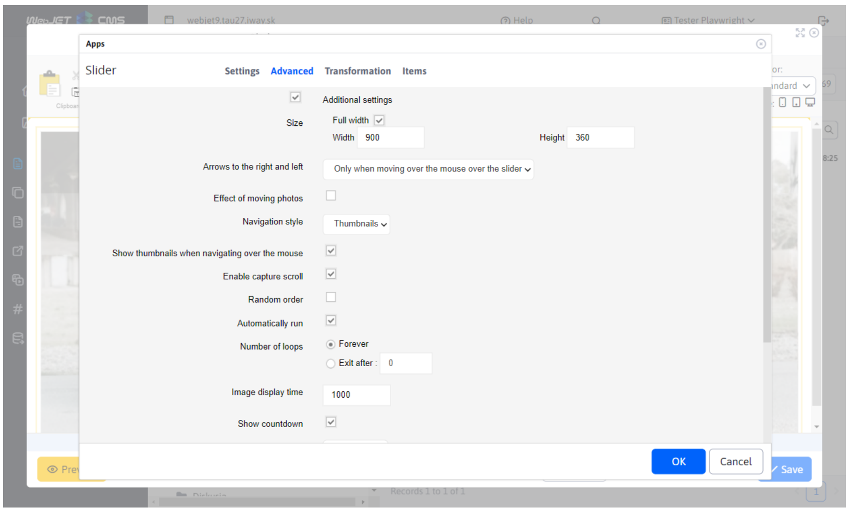
- Classic
- ContentBox
- Cube
- Elegant
- Events
- FeatureList
- FrontPage
- Gallery
- Header
- Lightbox
- TextNavigation



110.1.2. Advanced

In this section it is possible to set:

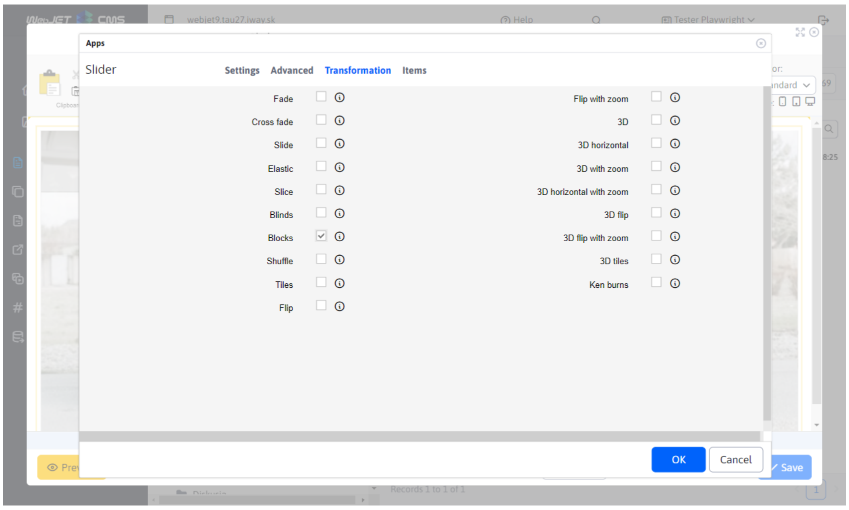
- Dimensions
- Display of right and left arrows
- Moving photo effect
- Navigation style
- Show thumbnails when hovering over the navigation
- Enable scrolling by grabbing
- Random order
- Automatically start
- Number of loops
- Image display time
- Show countdown
- Countdown colour
- Countdown position
- Go to the first picture
- Pause on mouseover
- Numbering
- Shadow



110.1.3. Transitions

In this section, transitions can be selected:

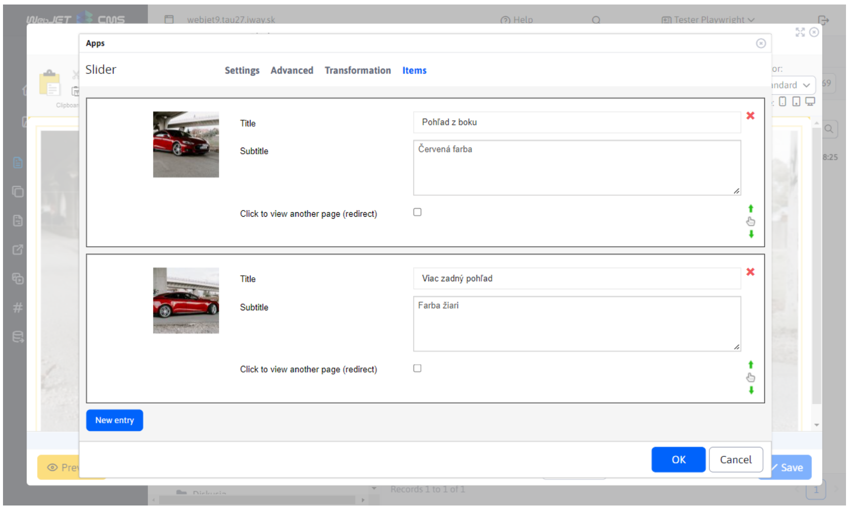
- Fade
- Cross fade
- Slide
- Elastic
- Slice
- Blinds
- Blocks
- Shuffle
- Tiles
- Flip
- Flip with zoom
- 3D
- 3D horizontal
- 3D with zoom
- 3D horizontal with zoom
- 3D flip
- 3D flip with zoom
- 3D tiles
- Ken boom



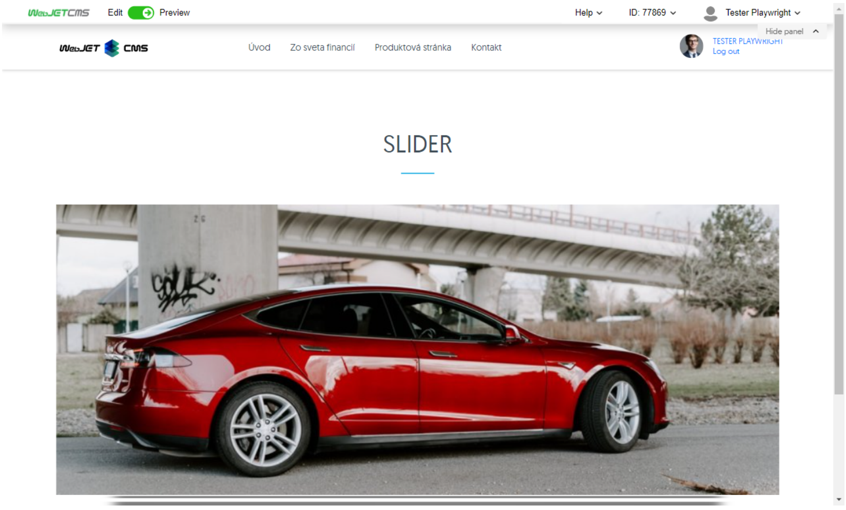
110.1.4. Items

In this section you can add or remove an item:

- When adding, you can fill in the title, subtitle, redirect.
- You can change the order of the items by dragging and dropping them.
- You can remove an item by clicking on the red cross.



110.2. View application



111. Slit slider

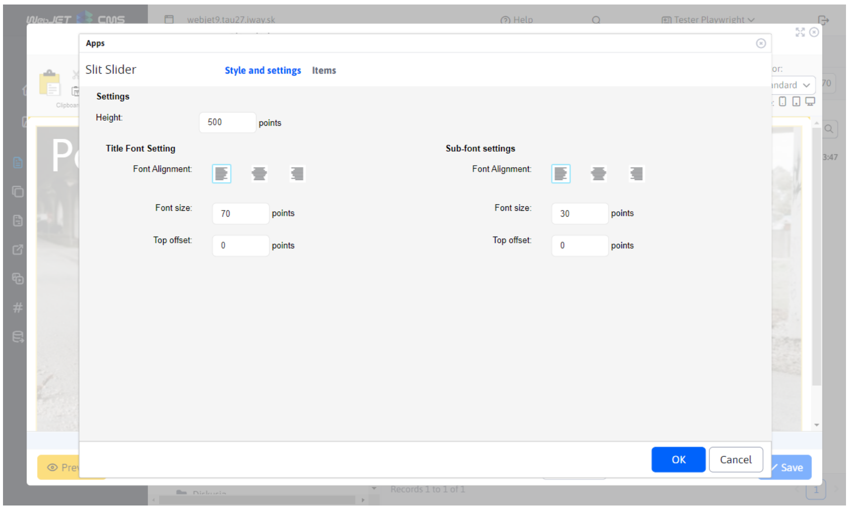
Bring your page to life with a stunning animated photo slider. Take advantage of the split and open photo effect that adds dynamism and interest. Each photo can be accompanied by a caption and text, allowing for even more personalization and customer interaction.

111.1. Application settings

111.1.1. Style and settings

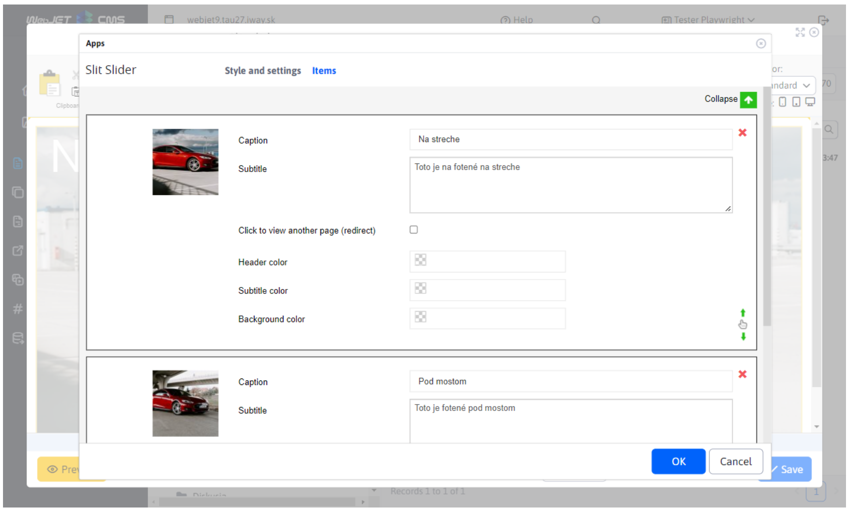
In this section it is possible to set:

- Height
- Setting the heading font (Font Alignment, Font Size, Top Indent)
- Setting the subheading font (Font Alignment, Font Size, Top Indent)

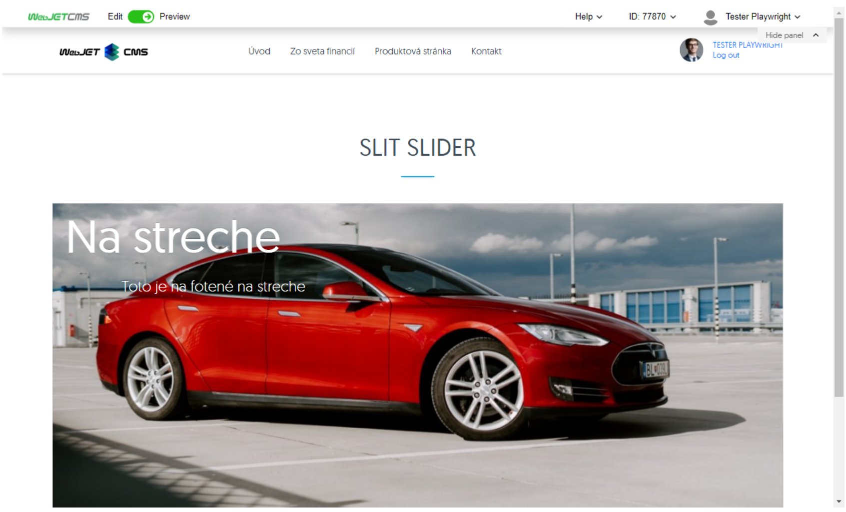


111.1.2. Items

This section is to add or remove an item: When adding, the heading, subheading, redirect, heading color, subheading color, background color, and image can be filled in. For items, the order can be changed by dragging and dropping. Removing an item can be done by clicking on the red cross.



111.2. View application



112. Statistics

The statistics application allows you to view statistical information about visitors to your website. It is available in the Overview section of the left menu as a Statistics item.

The following terms are used in the application:

- views - total number of pages viewed
- visits (or sessions) - the number of visits by each person, where a visit is considered to be the time during which the visitor has not closed the web browser. So if a visitor came to your site and viewed 5 pages, 5 views and 1 visit are counted. If they close their browser (or don't view any page for more than 30 minutes) and come to the site again, it counts as another visit
- different users - the approximate number of really different visitors to the site. If a visitor visits your site, a cookie will be sent to the visitor, which will be used to identify them on their next visit. The validity of this cookie is set to one year, so even if he comes to the site for a relatively long period of time, he will still be considered the same visitor

Please note: the storage of statistics is subject to GDPR consent to the storage of statistical cookies. If the visitor does not give consent to store them, the statistics are anonymised:

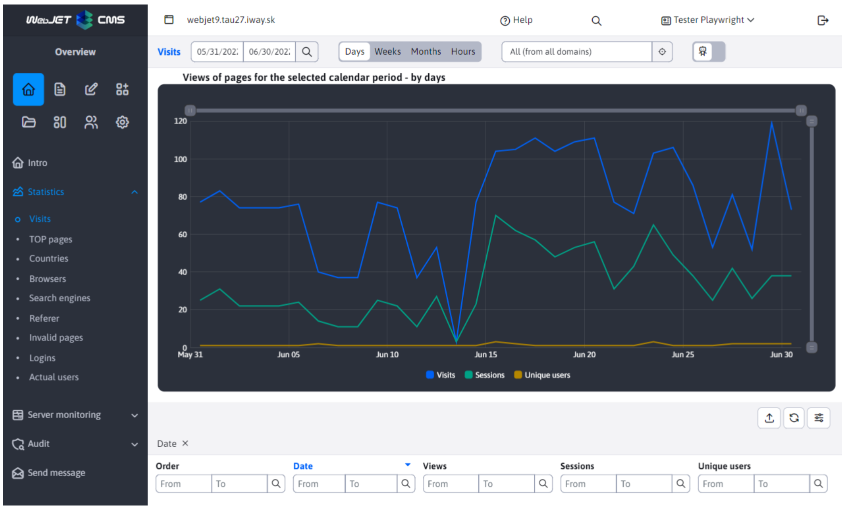
- visit time is rounded to 15 minutes
- browser is set to unknown
- the landscape is set for the unknown

The Statistics section uses an external filter, which is described in more detail here External filter

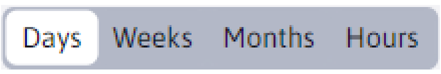
112.1. Traffic

> You can find out on which days (e.g. regularly on Wednesdays) the traffic is increasing, or in a grouping by hours at which time you have the highest/lowest traffic.

Section **Traffic** offers an overview of traffic to the entire website and bar charts of traffic by day, week, month and hour.



Choice of grouping



There are four options for grouping statistics. Grouping changes the counting of mainly unique (different) users. If I, as a unique user, visit a web page today and tomorrow I am counted in the grouping by day every day. But in the grouping by week or month, I can only group once.

Monthly grouping compares total traffic between multiple months. You can see the total number of page views and also the number of different users by month of the year.

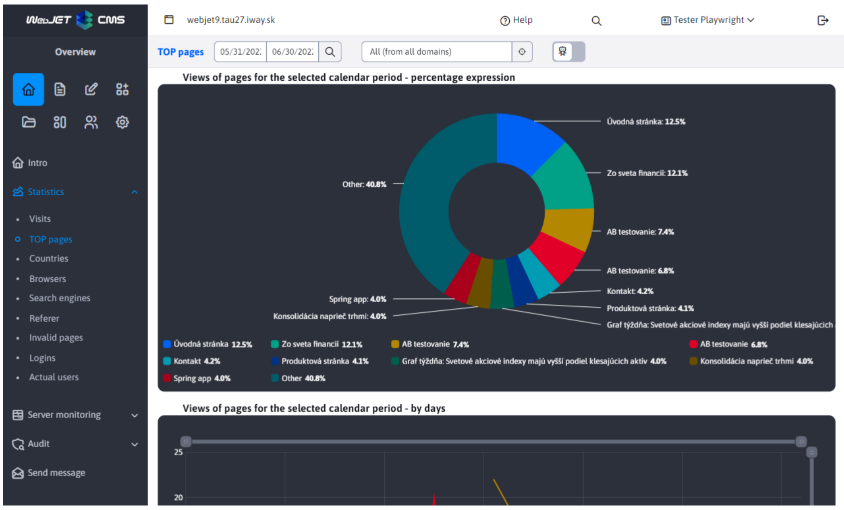
Grouping by hours is useful for determining the highest traffic during the day - at which hour the site has the most traffic, which is typically associated with the greatest load on servers and infrastructure.

112.2. Top pages

> What are the most visited pages?

Displays a list of the web pages with the most views. It displays a pie chart of the top 10 most viewed pages, a timeline, and a table listing the top 100 most viewed pages.

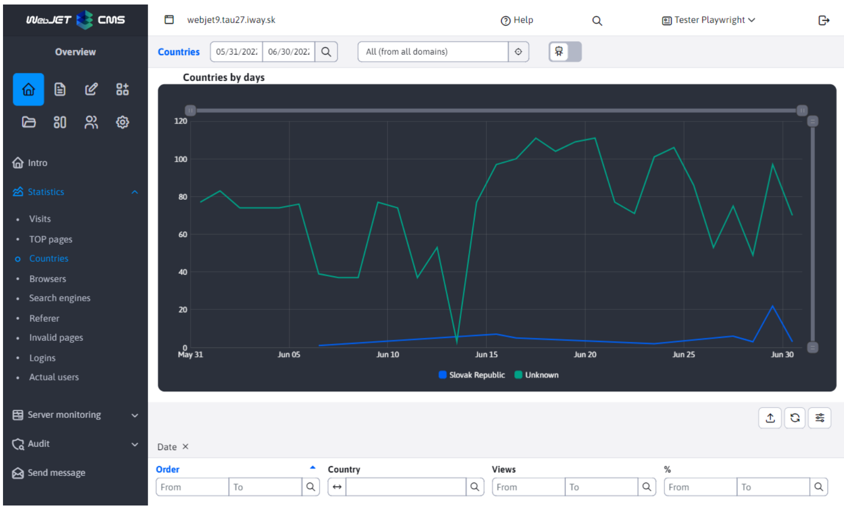
The table below lists the most visited pages with data on the number of views, visits and the number of different users.



112.3. Countries

> Which countries do visitors come from? Which languages should be targeted?

Shows traffic by country. The country is determined by the HTTP header `accept-language` the browser that displays the web page. Typically, this is the language that the user has set in the operating system. If the country could not be identified it is classified as **Unknown**.

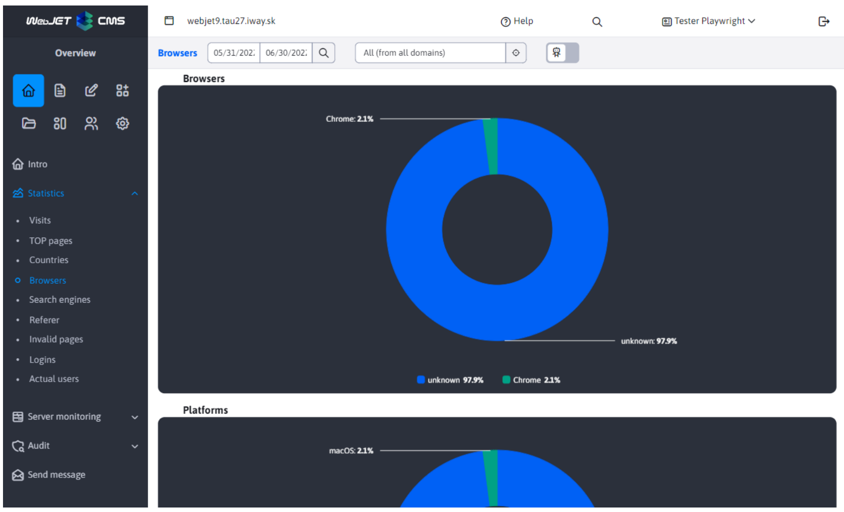


112.4. Browsers

> What browsers do visitors use? Which browsers and operating systems does the site need to be optimised for?

List of browsers and their versions. The chart shows the most used browsers with version, time view and complete table.

Value **Unknown** or **???** is displayed for unknown browsers and for browsers for which the visitor has not given consent to the collection of statistical cookies.



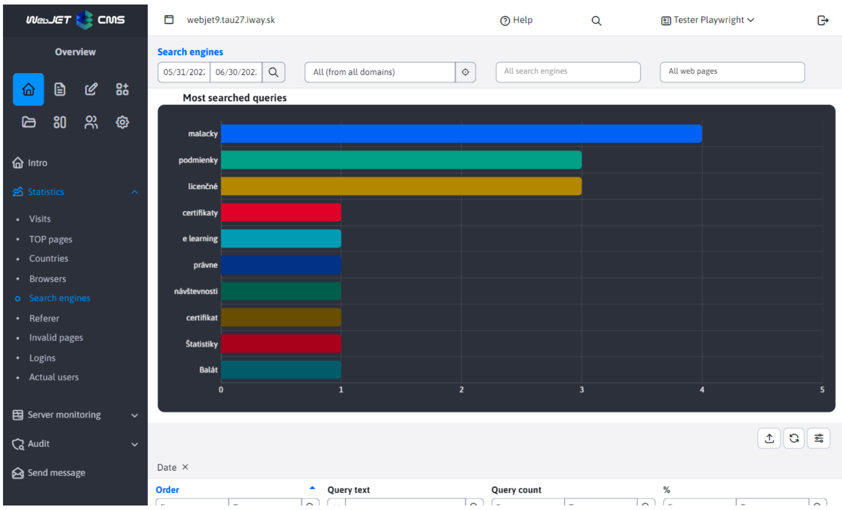
Remark: type, version, operating system is detected by HTTP header `User-Agent`. The library is used UAP-java (https://github.com/ua-parser/uap-java). Used YAML (https://github.com/ua-parser/uap-core/blob/master/regexes.yaml) the file can be updated and the path to it can be set in the conf. variable `uaParserYamlPath`. It is applied after restarting the application server.

112.5. Search engines

> What do visitors search for on our website? What search terms did they come to our site from search engines?

List of search terms on your website, but also on external search engines `Google`, `Seznam` etc. Click on a search term to see a detailed list of times and the search engine used to search for that term. The computer address column displays the IP address/domain name of the computer from which the search was performed. The value `0.0.0.0` will be displayed if the visitor has not consented to the collection of statistical cookies.

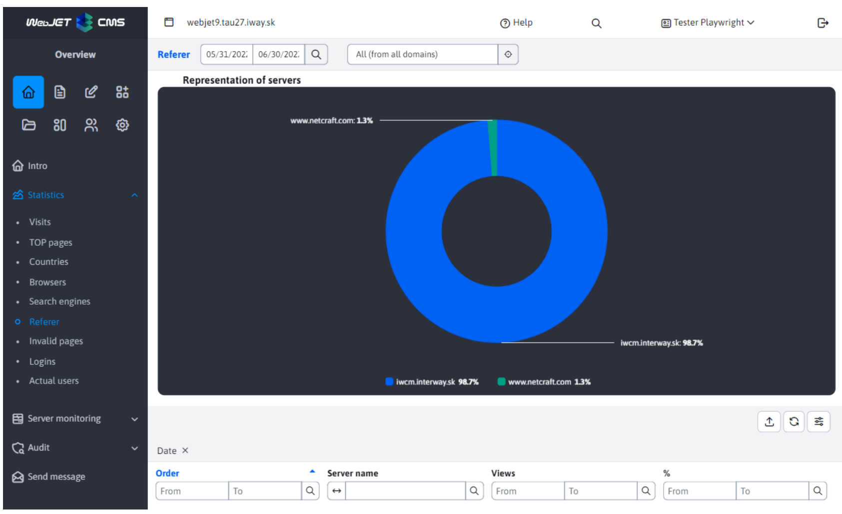
The chart and table can be further filtered in the main top filter by search engine and possibly by the page where the search results are located (or the page was navigated to from an external search engine).



112.6. Where they came from

> From which external sites did visitors "pre-click" on our website?

List of domains of web pages from which visitors came to your web page (clicked on the link on that domain). The page from which they come must be on a secure (https) protocol and must not prohibit the transfer of the link to another server (HTTP header `referrer`).



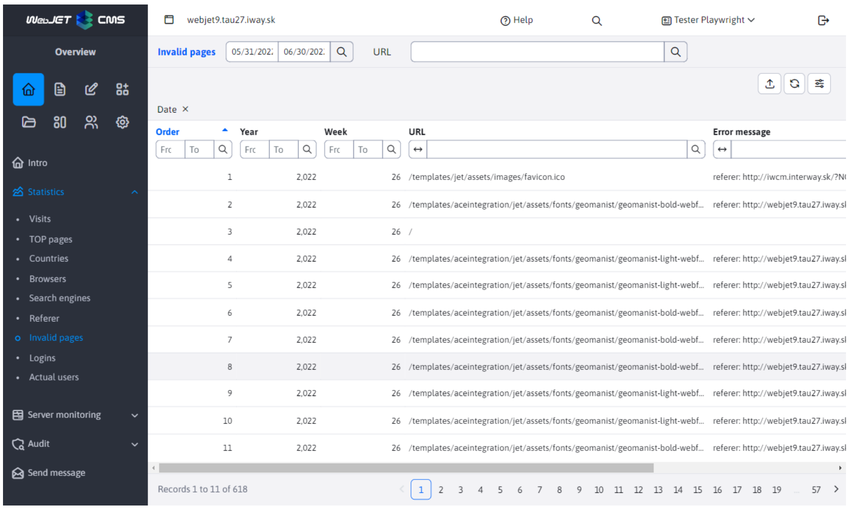
112.7. Defective pages

> What URLs/pages are linked to "somewhere" but the page/URL no longer exists?

A list of URLs for which an error page (HTTP code 404) is displayed. Each failed URL is grouped by week, so in the table you can see the number of times the failed URL was called per week.

You can further filter the chart and table in the main top filter by URL expression (searched in contains mode). You can thus narrow the view to only the specified expression (e.g. `/files/` or `.pdf` show links to missing files).

TIP: We recommend that you correct the incorrect pages or redirect them to another suitable page/URL address.

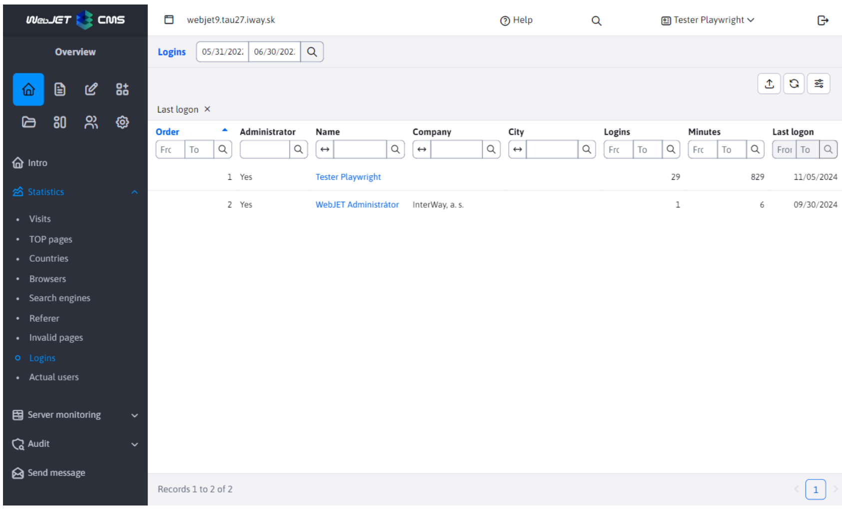


112.8. Login

> How long and how many times have visitors or web site administrators logged in?

Statistics of user logins to the secure (password-protected) zone or to the administration. The number of minutes logged in may not be accurate, the user may not be logged out correctly and may be logged in multiple windows/browsers at the same time, this is only a guideline.

Click on a user's name to view detailed log-in statistics for the selected user.

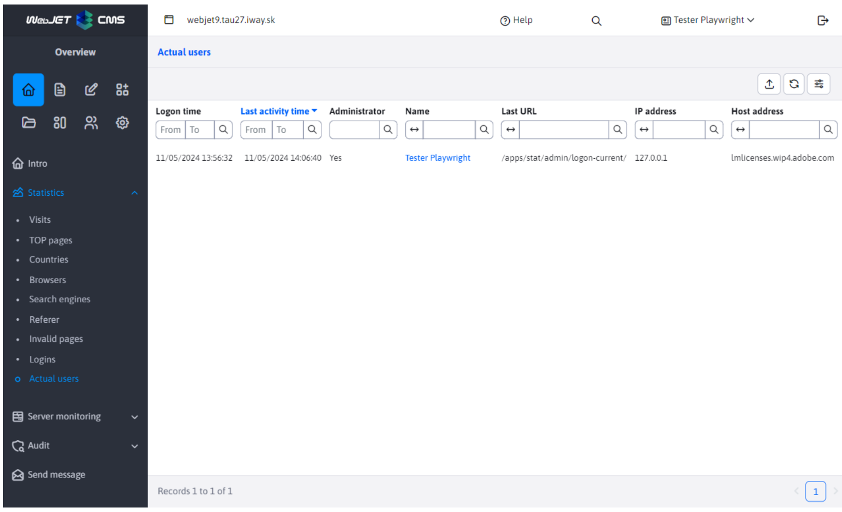


112.9. Current visitors

> How many visitors does the website have right now?

A list of current sessions on the web page, it also contains a list of unlogged users (their sessions). If you have a web site in a cluster this list contains only users on the node you are currently logged in on, you do not see the list from all nodes.

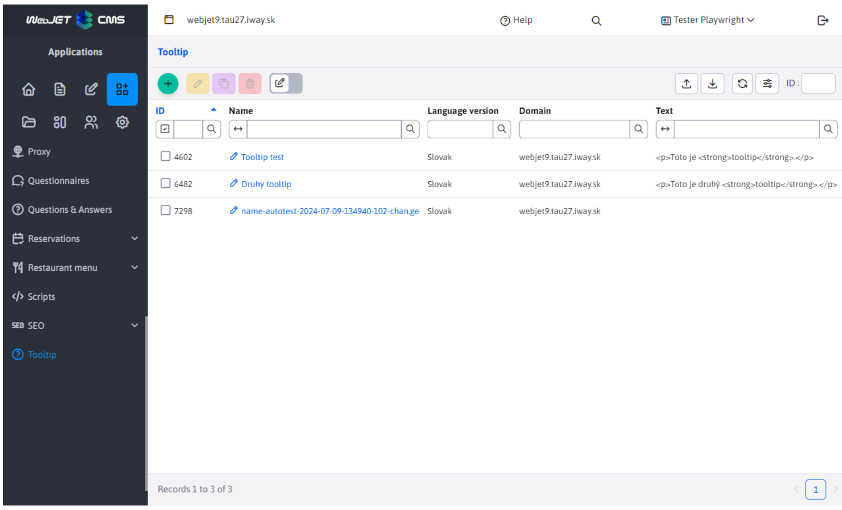
Click on a user's name to view detailed log-in statistics for the selected user.



113. Tooltip

In Tooltip, you can define help/explanation text for the specialized terms you display on a web page. They are usually displayed as help text in a "bubble" when the cursor passes over the technical term. Defining a Tooltip through the application allows you to globally edit the explanation of these technical terms in one place. Then when you edit it it changes in all uses at once.

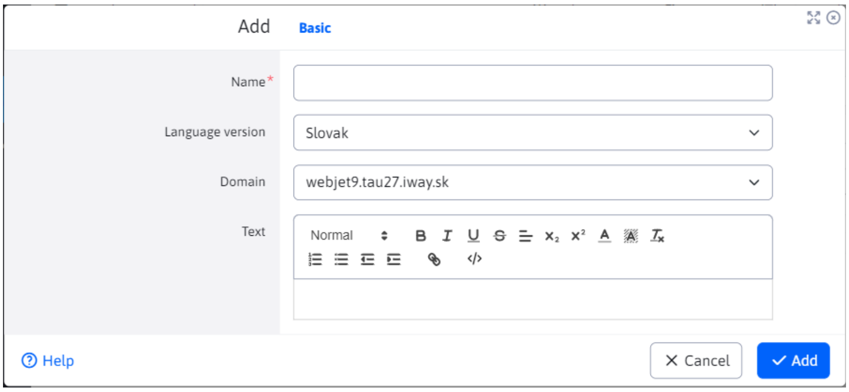
113.1. Creating a tooltip



Click on the "Add" icon to display a dialog box for creating a tooltip.

In this window you define the following parameters:

- Name - a unique identifier for the Tooltip/expert expression
- Language version - SK / CZ / EN ...
- Domain - option on which domain the Tooltip should be used
- Text - text content of the tooltip

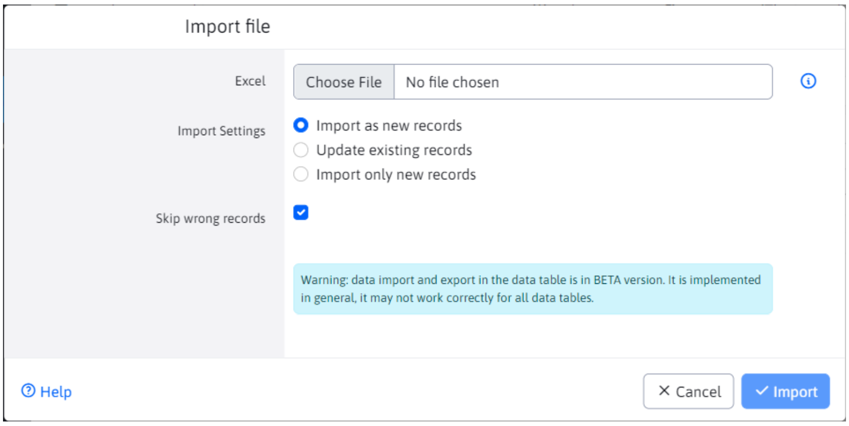


The dialog for editing an existing tooltip looks the same.

In the table you have a "Duplicate" button if you want to copy an existing tooltip and save it under a different name, for a different language version, or for a different domain.

113.2. Import of tooltips

In the Import tab there is a form for uploading excel with tooltips. The format of the excel should be identical to the format you get when you export the current list to Excel. The export icon is located in the top left.

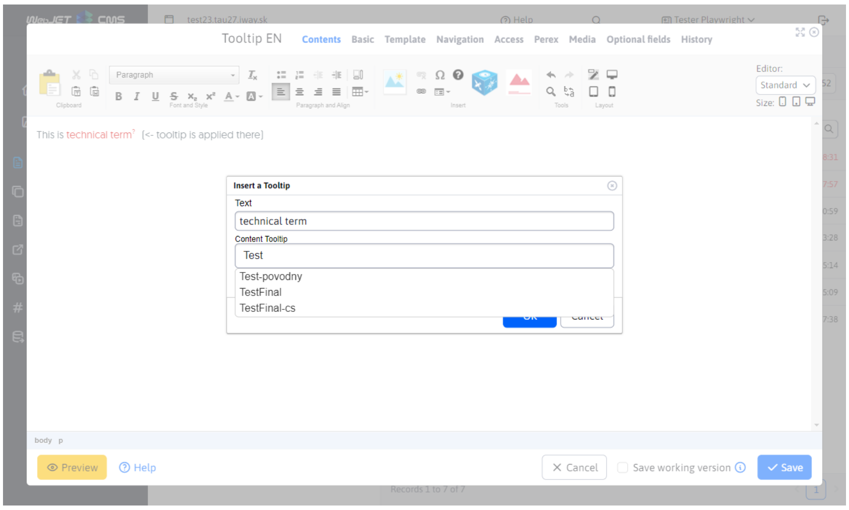


113.3. Inserting a tooltip into a page

You can create a bubble over a specialised expression directly in the editor by selecting the specialised expression and then clicking on the icon:

- Insert tooltip

A dialog box opens, in the Tooltip (key) field, type the beginning of the specialized expression. The server will load a list of expressions containing the entered text, click the mouse to select the exact expression:



Then, the HTML code of the page will contain the type code:

```html
<p>Toto je <span class="wjtooltip" title="!REQUEST(wjtooltip:TestFinal)!">odborný výraz</span>.</p>
```

which is processed on the server and the actual text is inserted. For a nice display of the "bubble", the following JavaScript code needs to be added in the template (or via application scripts, or in the worst case via the HTML code field in the header in the page editor in the Template tab):

```javascript
<script type="text/javascript">
    $(document).ready(function() {
        $(".wjtooltip").tooltip();
    });
</script>
```

extension is used Bootstrap Tooltip (https://getbootstrap.com/docs/4.0/components/tooltips/).

114. Video

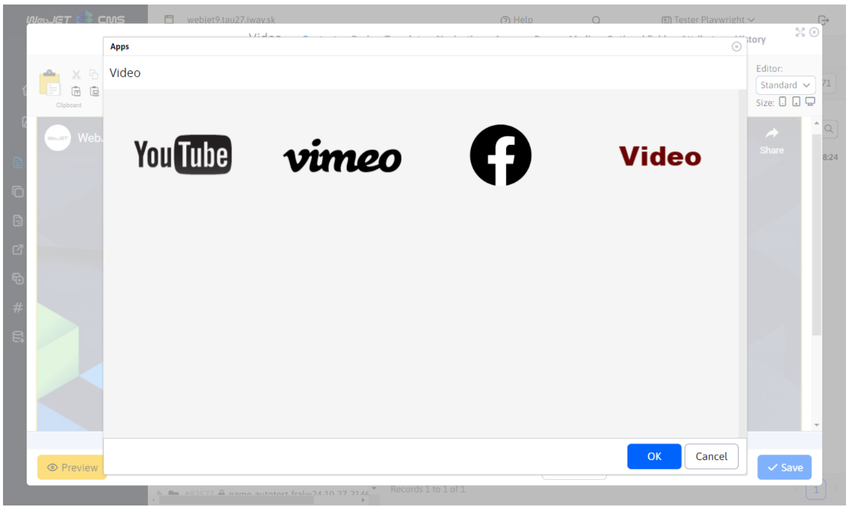
Add engaging video content from YouTube, Vimeo, Facebook or uploaded mp4 files to your page. With customizable size and playback properties, you can captivate and engage your visitors.

114.1. Application settings

114.1.1. Video source

In this section you can select from the available video sources:

- YouTube
- Vimeo
- Facebook
- Video on the server

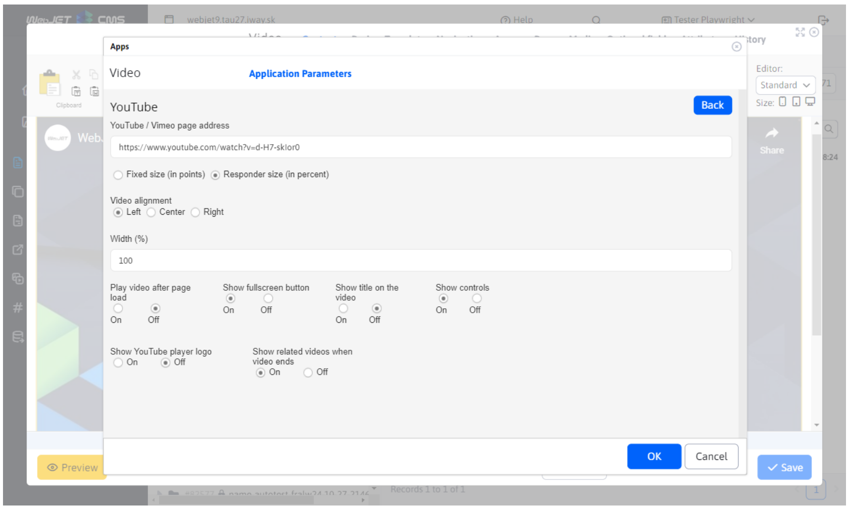


114.1.2. Parameters

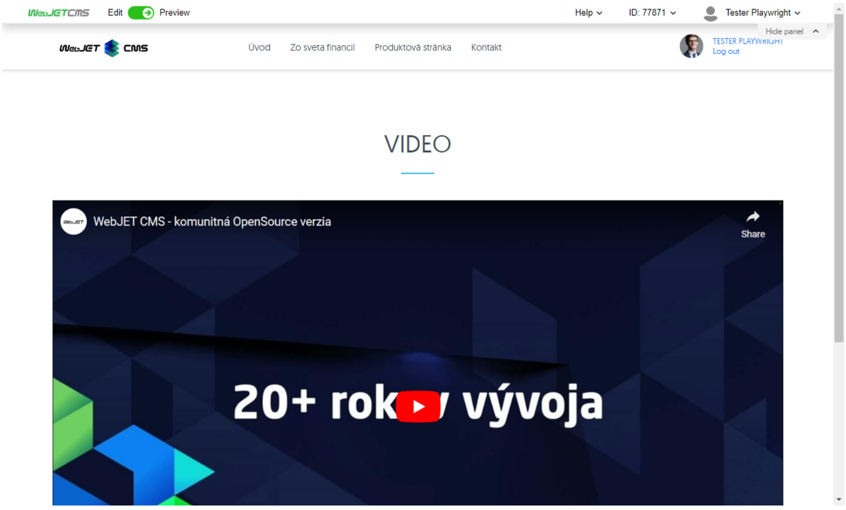
In this section you can set:

- Page address - for links to YouTube/Vimeo/Facebook, simply insert the link to the web page with the video, the application will insert the necessary player according to the code in the URL.
- Fixed/Responsive size
- Video alignment
- Width

And other settings depending on the selected source



114.2. View application



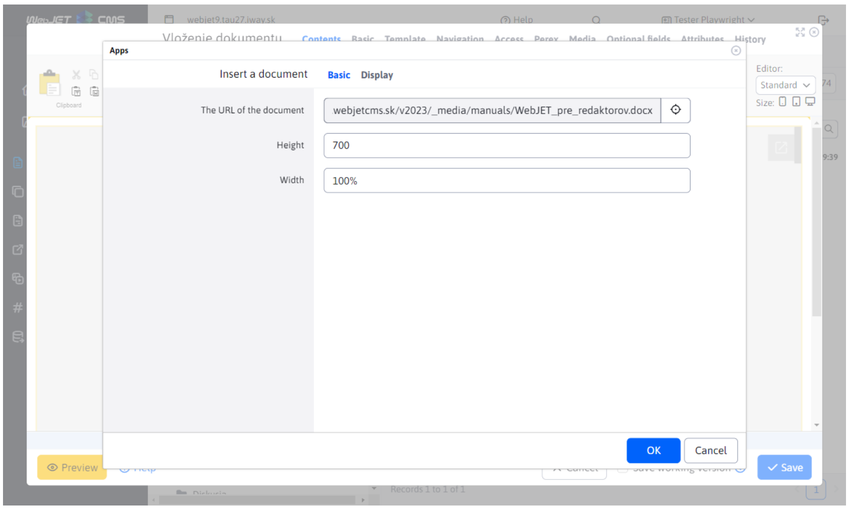
115. Inserting a document

Offer visitors the possibility to view documents directly on your site without downloading. Preview doc, xls, ppt or pdf documents using Google Docs Viewer and ensure convenient and fast viewing of your content.

115.1. Application settings

In the settings you can set:

- URL address of the document
- Width
- Height



115.2. View application

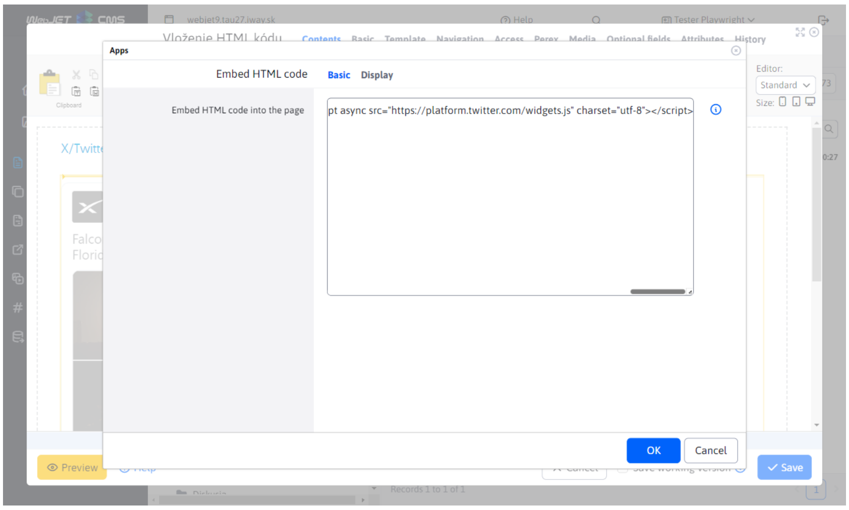
116. Insert HTML code

Add external HTML code to your page for applications that aren't directly supported, such as a TikTok video or a post from X/Twitter. Enrich your content with interactive elements and engage your visitors.

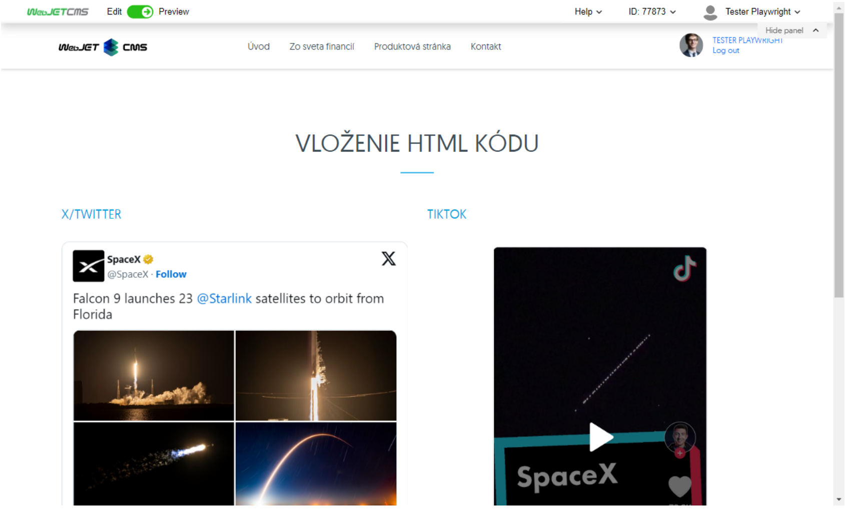
116.1. Application settings

In the settings you can:

- Insert HTML code into the page



116.2. View application



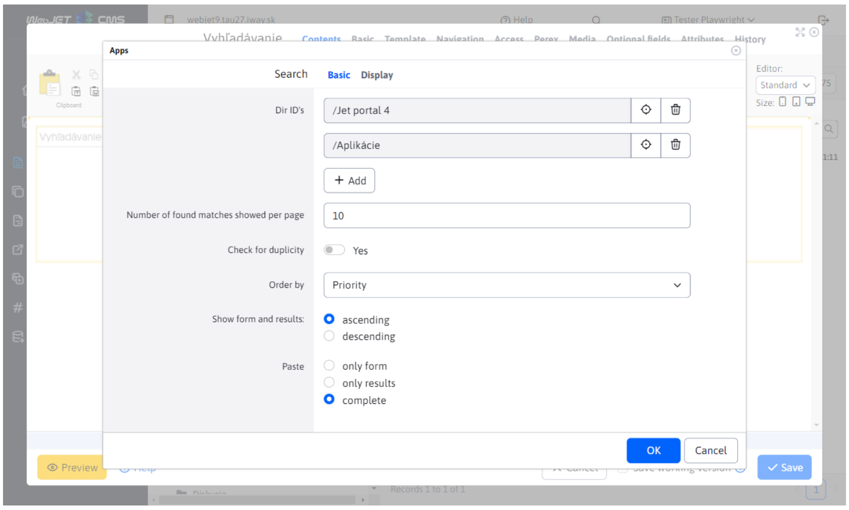
117. Search

Offer your visitors the possibility of fast and accurate search directly on your site. Include a search form and search results display that allows you to set the directory, number of entries per page, and how they are arranged. Leverage the power of database search or use Lucene/Elastic Search to search with inflection as well. Text file searches are also supported `doc(x), xls(x), ppt(x), pdf, xml a txt` .

117.1. Application settings

In the settings you can set:

- Directory - folder IDs of web pages for searching, also searches in subfolders
- Number of links per page - number of records per search page
- Duplication check - if the web page is in multiple folders, duplication checking is enabled. Increases the load on the server.
- Organize by - Priority, Title, Change Date
- Insert - form, results, total - sets the type of the inserted part, if you want to have separate search fields, e.g. in the header insert the form and the search results separately. When setting the value Form, you need to specify the ID of the search results page.



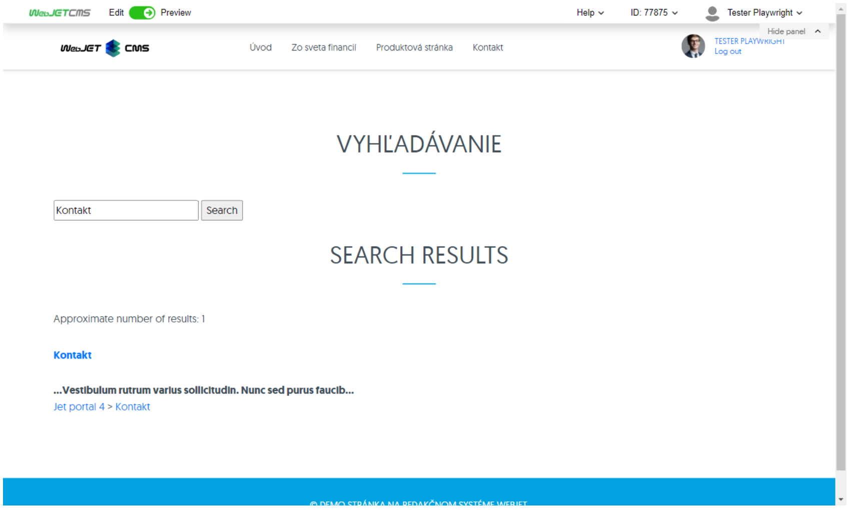
117.1.1. Setting up a file search

If you also want to search in files, you need to set up file indexing in the File Explorer and on the file folder and start the initial indexing.

117.1.2. Setting up the use of Lucene

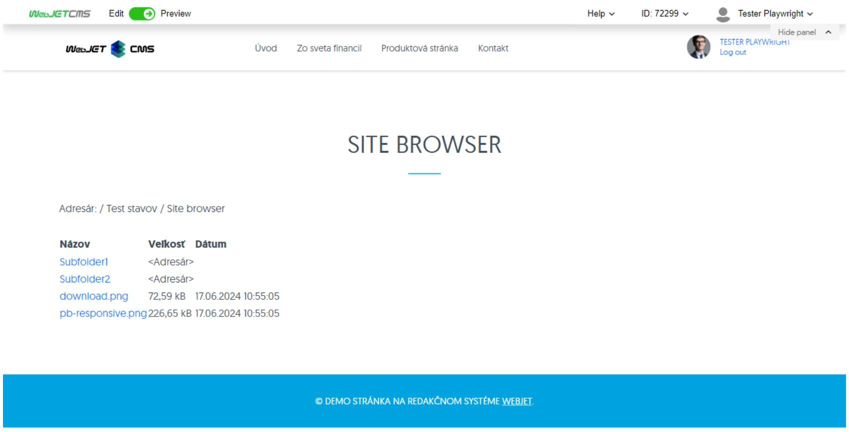
By default, a database server search is used. It is possible to activate the search using the library Lucene (https://lucene.apache.org/) which is also used in `Elastic Search` as a search engine. Set conf. variable `luceneAsDefaultSearch` to the value of `true` and start the initial indexing via `/components/search/lucene_console.jsp` .

117.2. View application



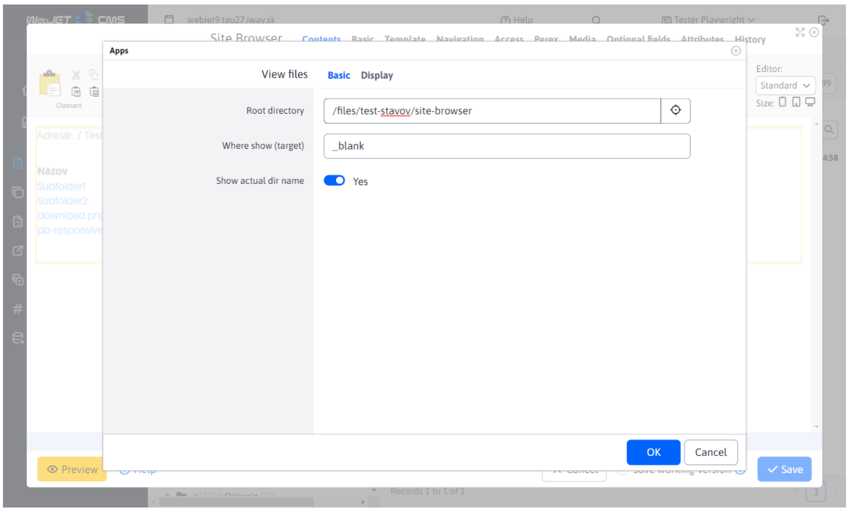
118. View files

The File View application, allows you to embed a viewer of folders and files on the server's disk into the page.



The application has the following parameters in the editor:

- Root directory - specify a directory that can be searched with its subdirectories. In case you do not specify any folder, the root directory for the website will be considered.
- Where to display - you can specify where the selected file will be opened. The default value is to a new window.
- Show current directory name - if you leave this box unchecked, the path from the root directory to the current directory will be displayed.



119. Mirroring the structure

The mirroring structure interlinks directories and language pages. A change in one language is automatically reflected in the other. It also links the web pages in the public part, so if I am on a page `SK/O nás` and click on `EN` version in the header of the page, I get to the mirrored page `EN/About Us` .

The functionality is for the purpose of relieving editors of the burden of creating pages and the possibility of linking content in the public part of the site. The structure of the language mutations is identical and **the workload when adding new sections will be reduced** or reordering. The goal is that the structure in the language mutations does not diverge over time.

119.1. Settings

Within the WebJET CMS, structure mirroring is activated by setting the configuration variable `structureMirroringConfig` with a definition of which directories are to be bound in this way.

The format of the entry is as follows:

```
groupId-sk,groupId-en,groupId-cz:poznamka (napr meno domeny)
ineGroupId1,ineGroupId2:poznamka inej domeny
```

whereby as `groupId-sk,groupId-en,groupId-cz` you enter the directory ID in the Web page section. For a multi-domain WebJET, you can enter multiple lines of configuration - each domain on a new line. The directory IDs you enter may or may not be the root directories in the WebJET.

For the sign `:` it is possible to enter a note, e.g. a domain name, etc.

119.2. Course of mirroring

As an example, consider the situation of mirroring SK and EN structures. In WebJET CMS in the WEB Pages section create 2 root directories SK and EN. Then set the configuration variable `structureMirroringConfig` .

Creating a directory/page in the SK or EN directory will automatically create a new directory/page in the second language and link them together. The automatically created directory/page in the second language will be set to not display to allow enough time for translation.

- Page - Show to NO
- Directory - Display method in menu - DO NOT SHOW

If you don't like the setting of disabling the display of a web page/folder (e.g. during the creation of a web site when you don't mind that the section starts to be displayed immediately), set the conf. variable `structureMirroringDisabledOnCreate` to the value of `false` .

The following operations are mirrored in further work:

- Creating a directory/page
- Delete a directory/page
- Change the order of a directory/page in the structure (except for root folders)
- Move a directory/page to another directory

The remaining directory/page properties are preserved and do not affect their equivalent in the second language.

119.3. Creating a link to language mutations in the page header

The application allows you to insert links in the page header to all languages that point to the equivalent of the currently displayed page in other languages. If the page in the language mutation **is set to not show**, the link goes to **to the homepage of the language version**.

The link is in the form `SK | CZ | EN` generated as `ul-li` List. To generate it, insert the following application into the header:

```html
!INCLUDE(/components/structuremirroring/language_switcher.jsp)!
```

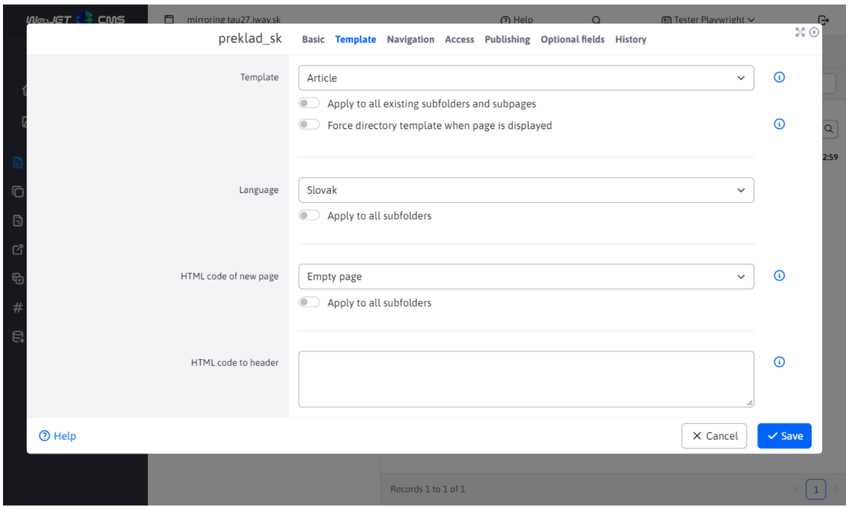
The names SK, CZ, EN are generated from the specified directory IDs in the mirroring configuration, the value specified in the field is used **Navigation bar and menu**.

119.4. Automatic translation

WebJET can automatically translate the name of a directory or page when it is created. The following setting is required:

- configure the translator (https://docs.webjetcms.sk/latest/en/admin/setup/translation)
- the root directory of each language mutation, it is necessary to set the Language field in the directory properties in the Template tab to the language of the directory

The translator searches the folders recursively towards the root of the Language setting field when the page is created, and uses it as the source or target language when it is not empty. If no language is found, the language set in the source and destination folder template is used.

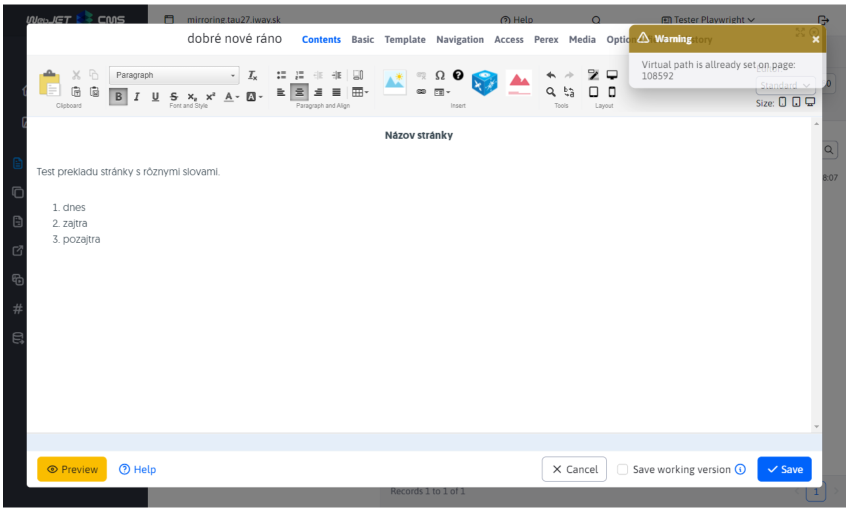


It is translated **Name of the website**, menu item name, URL address and **Table of Contents** web site.

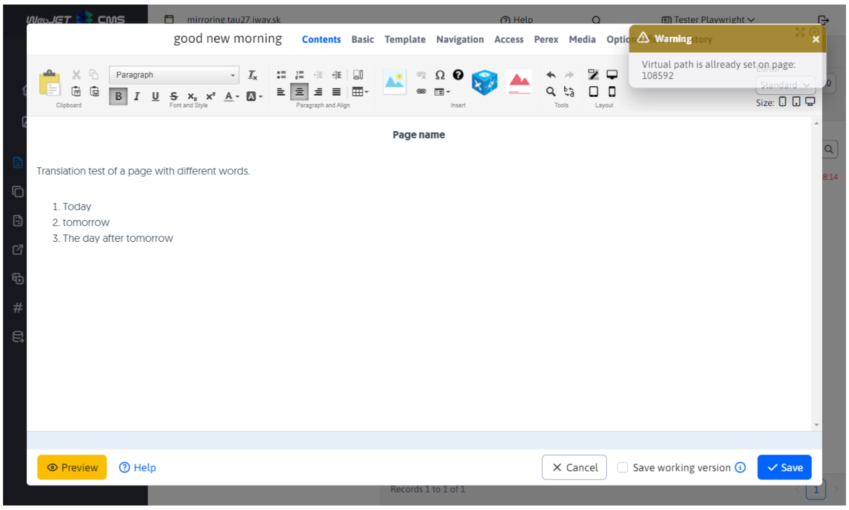
119.4.1. New page

When you create a page, automatic translation is always triggered. If you create a new page with the name "good morning" in the folder `preklad_sk` where the Slovak language is set, in the directory `preklad_en` a page will be created `good morning`, the content of the site will also be translated into English.

Web page in folder `preklad_sk`:



Generated page with English translation in folder `preklad_en`:



119.4.2. Modification of an existing website

If a page already exists in the target language, it is necessary to distinguish whether it should be automatically re-translated when changing to another language. Usually after automatic translation the page is manually checked by the editor, corrected linguistically, incorrect words are corrected.

WebJET needs to know if the translated page has already been modified by the actual user. There is a configuration variable `structureMirroringAutoTranslatorLogin` where you can enter the login name of a (virtual) user, which is used to record the automatic translation - the page in another language is saved as if by this user. When the original language version is saved again, the text of the web page is translated again as long as the author of this page is still this virtual user - i.e. another (real) user has not yet changed the translated web page.

In users, create a new (virtual) user with rights to edit the necessary web pages and enter his login name in the conf. variable `structureMirroringAutoTranslatorLogin` . You should never log in with such a user and use them for editorial work, they are just a technical/virtual user. The default login is `autotranslator` if you use this login you do not need to set the conf. variable.

Automatic translation of an existing page is performed under the following conditions:

- If the configuration variable `structureMirroringAutoTranslatorLogin` is set and the user exists in the database.
  - And the author of the landing page is identical to `structureMirroringAutoTranslatorLogin` - so the page has not yet been corrected by a real user.
- If the configuration variable `structureMirroringAutoTranslatorLogin` is not set, or there is no user in the database with such a login name, the decision is based on whether the page is displayed. The automatic translation is only triggered in language versions that **not yet displayed**, i.e. they are worth `available` set to `false` .

At the set value `structureMirroringAutoTranslatorLogin` the detection is more reliable because even an unpublished version of the web page may have already been corrected by another user, but not yet published. Your change would result in an overwriting of the text, which is an undesirable state. We recommend that you create a (virtual) user and set his login name to `structureMirroringAutoTranslatorLogin` for more reliable change detection.

When you save a page, the changes are applied to all copies. So if I create an EN and a DE version from the SK version (which are not published yet, or have not been changed by a real editor), then when I change the EN version, the text is translated into the DE version. The SK version will not be affected, because it is typically already published or created by a real (not `structureMirroringAutoTranslatorLogin`) to users.

If the conf. variable is set `syncGroupAndWebpageTitle` to the value of `true` (which is the default value) automatically synchronizes the folder name with the name of the main page in the folder. When the main page name is changed, the folder is renamed as well, even in translated versions.

119.5. Technical information

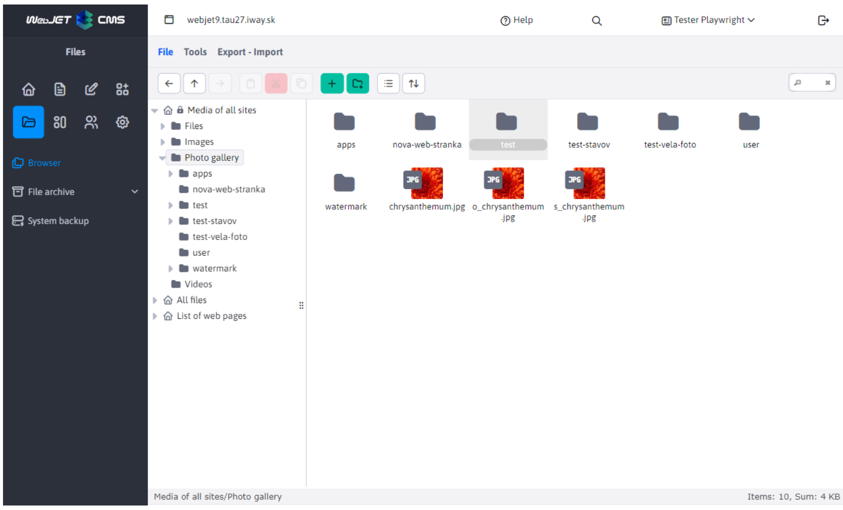
More technical information can be found in documentation for the developer (https://docs.webjetcms.sk/latest/en/developer/apps/docmirroring).

120. Explorer

File Explorer is an application for managing and working with files.

It consists of several parts:

- toolbar
- navigation bar
- main area
- footer



120.1. Toolbar

The toolbar offers a wide selection of tools/functions for working with files and file folders. Each button, offers a different unique tool. !>**Warning:** individual buttons are only activated under specific conditions, so they are not always available. The toolbar also includes a search.

The given tools are divided into 3 tabs by the logic field:

- File
- Tools
- Export - Import

120.1.1. File tab

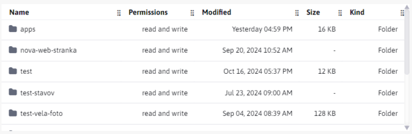
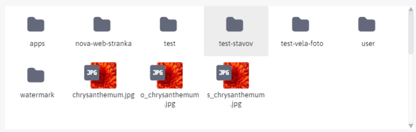
The File tab offers basic options to work as:

- ←, **Back to**, navigating one step back in the tree structure. Option only available if another folder was selected before the currently selected folder.
- ↑, **Go to parent folder**, navigating up a level in the tree structure. Option only available if the currently selected folder has a parent folder that we can navigate to.
- →, **Next**, navigating one step ahead in the tree structure. Option only available if you have used **Back to**.

- , **Embed**, puts the copied/retrieved file or folder in the currently selected location.
- , **Excerpted from**, copies the marked file/folder from the source location. Once pasted into the destination location, the original from the source location is deleted.
- , **Click to copy**, copies the selected file/folder

- , **Upload files**, allows you to upload files to the currently selected location.
- , **New folder**, allows you to create a new folder in the currently selected location.

- , **List**, changes the view of files/folders in the work area to a leaf view.
- , **Icons**, changes the display of files/folders in the work area to an icon-based view.

List	Icons
	

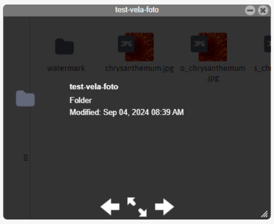
- , **Sort by**, allows you to sort files/folders by the selected criteria.

120.1.2. Tools tab

Offers advanced tools for working with folders/files.

- , **Download**, allows you to download the selected file (IBA file).
- , **Preview**, provides different functionality depending on the selected element, the base is always a dialog that can be enlarged/reduced. It can always be opened at the same time **only one window**. When you select a different file/folder, the window is refreshed (it does not open a new one). Use the arrow keys to change the selected file/folder in the currently selected location.
- Folder or current file, provides information about the name and the last modification.
- Text file as `text/plain` , `text/html` , `text/jsp` , `text/javascript` , `text/css` , `text/xml` , `text/x-js` , `text/markdown` , opens the file in a dialog box (however, the file is **cannot be adjusted**).
- The image is displayed as a preview in the dialog box.

Folder/File

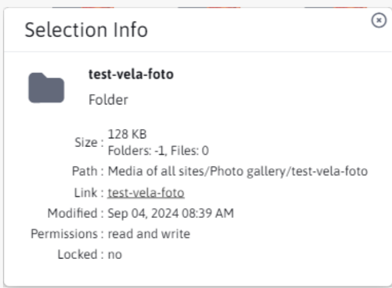


Text Files

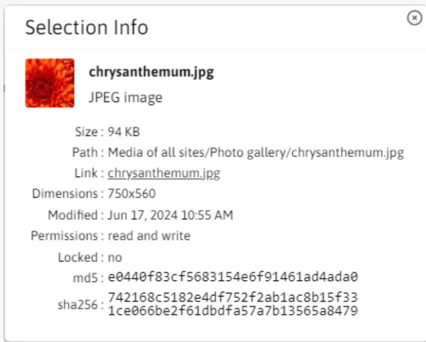
Image

- , **Get info**, provides detailed information about the selected file/folder that will be displayed in the window. There can be more than one of these windows (as opposed to **Preview**). If you select multiple files/folders, you will only get information about their number and common size.

Folder



File

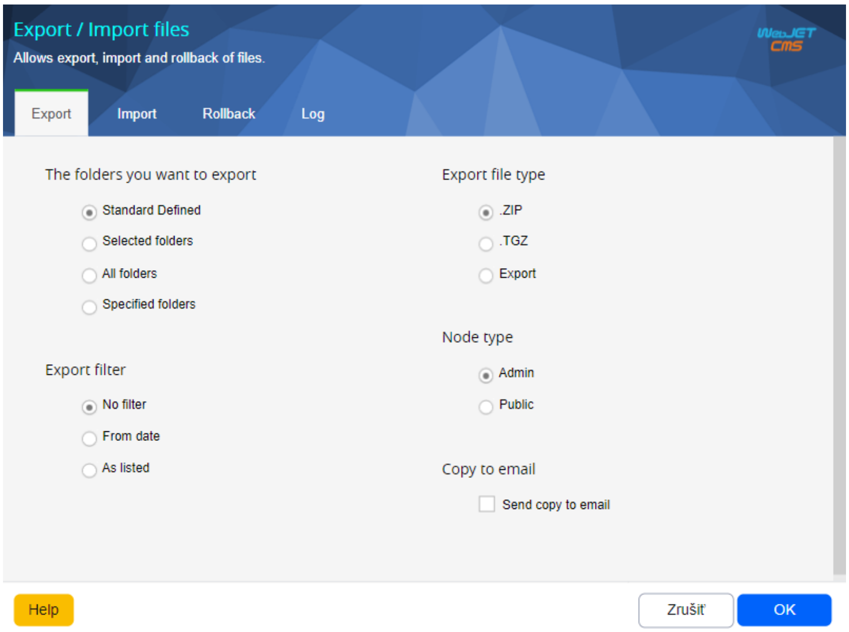


- , **Edit by**, allows editing of files and IBA files. For more information see Editing files.
- , **Duplicate of**, allows you to duplicate selected folders/files. The cloned folders/files are saved in the same location from which they were duplicated.
- , **Delete**, allows you to permanently delete selected folders/files.
- , **Rename**, allows you to rename the folder/file. Only ONE folder/file can be selected at a time.

- , **Create archive**, allows you to archive all tagged folders/files into a single ZIP archive (ZIP is the only supported one). The archive is saved in the same location as the selected folders/files.
- , **Extract files from the archive**, allows extracting data from tagged ZIP archives. The extraction is performed in the same location in which the archive is located.

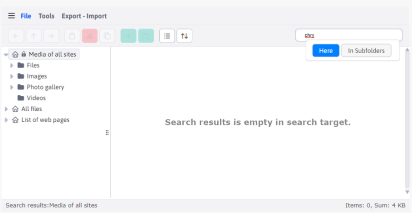
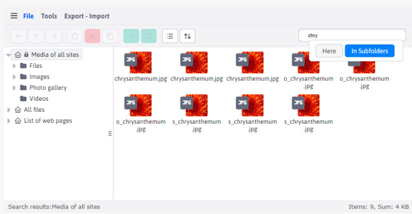
120.1.3. Export - Import tab

Clicking on the Export - Import tab will open the file export/import/rollback dialog.



120.1.4. Search

File search is available in the right side of the toolbar . Files are searched by name as well as extension. The default mode is "Here" where only files in the currently selected folder are searched. In the "In subfolders" mode, files are searched both in the current folder and in all subfolders (and at all nesting levels).

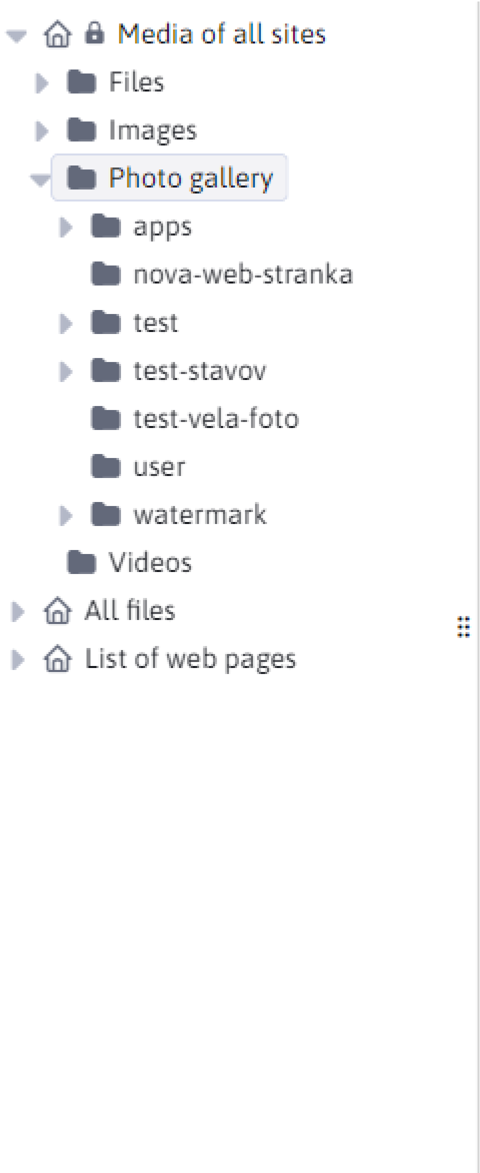
Mode "Here"	Mode "In sub-folders"
	

120.2. Navigation bar

It contains sorted file folders in a tree structure. If folders have sub-folders (children) they can be expanded/collapsed as needed. There are also tools for navigating this tree structure **Back to**, **Go to parent folder** a **Next** from section toolbar.

The width of the navigation bar is not fixed and can be changed as required. The tree structure also supports `Drag and Drop` , i.e. it allows you to move folders. Each folder row can contain icons:

- , a main folder that no longer has a parent folder above it
- , locked folder, read-only
- , a folder that contains sub-folders, but the list is collapsed
- , the folder that contains the sub-folders, and the list is expanded



120.3. Main area

On the main desktop we have all folders and files of the currently selected folder. !>**Warning:** Nested folders and files are not displayed.

As well as the "Navigation Bar", the "Main Desktop" also supports `Drag and Drop` Action. !>**Warning:** action `Drag and Drop` also works between "Main Desktop" and "Navigation Bar", so you can move a folder/file from the desktop directly to the navigation bar folder.

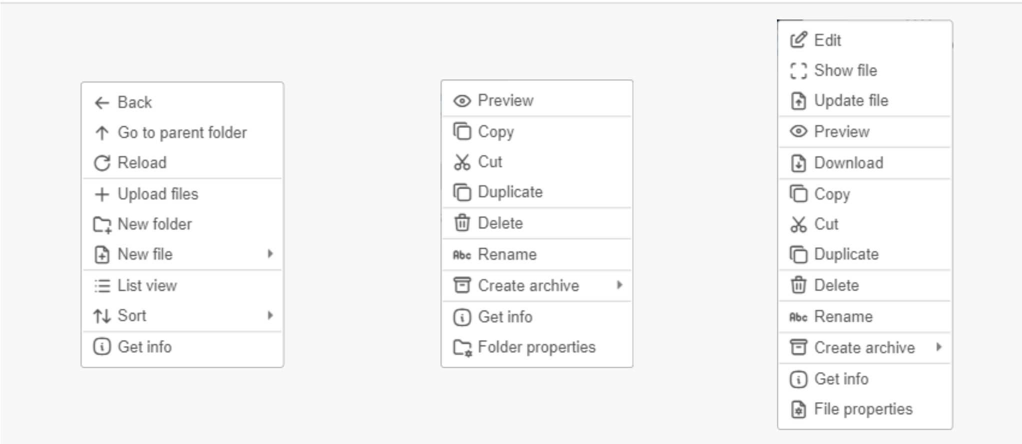
Left click, used to label folders and files.

Double left clickon:

- folder, performs its opening
- to a text file of types `text/plain` , `text/html` , `text/jsp` , `text/javascript` , `text/css` , `text/xml` , `text/x-js` , `text/markdown` , trigger the editing action
- to unsupported files other than `.tld` , will do nothing

Right click is mainly used to display the most used tools from Toolbars. A small window will appear with the available tools, which may vary depending on how the element has been right-clicked.

Right click on the desktop	Right click on a folder	Right click on a file

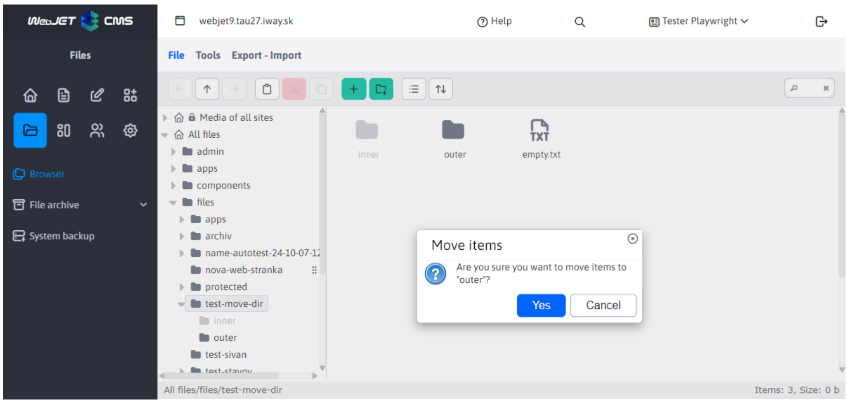


As you can see from the previous series of images, the tools displayed vary depending on the selected element. For example, for a file we have the option shown **Download** but not for the folder, since ONLY file downloads are allowed. You may also have noticed the tools we've listed in the Toolbars not mentioned, as they don't have their own button in the panel. These are tools:

- , **Refresh**, it is the action above the main desktop that performs a reload of the current folder's data.
- , **New text file**, an action above the main desktop, allows you to immediately create a text file of the following types in the current folder `TEXT, CSS, HTML` .
- , **Directory settings**, this is the action above the folder, for more information see Directory settings.
- , **View file**, opens the file in a new tab.
- , **Update file**, it's an action over a file, it allows you to upload a new file to replace the selected file (over which we called this action).
- , **File settings**, this is the action above the file, for more information see File settings.

120.4. Configuration

- **elfinderMoveConfirm** - by default, a confirmation of the file or folder move is displayed when using drag & drop or copy/paste via the context menu. To disable the file or folder move confirmation, change the value of the configuration variable `elfinderMoveConfirm` at `false` .



121. Editing files

Because editing files in the application Explorer has multiple states, we address it in this separate section.

When editing text files as `.text .json .properties` a dialog box will be called up, similar to the **Preview**. The difference is that this dialog can be opened for multiple files at the same time and allows editing of the file itself.

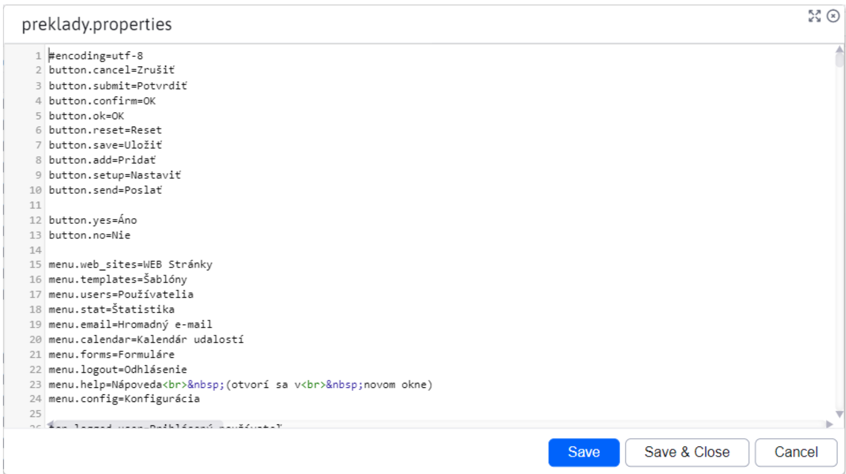
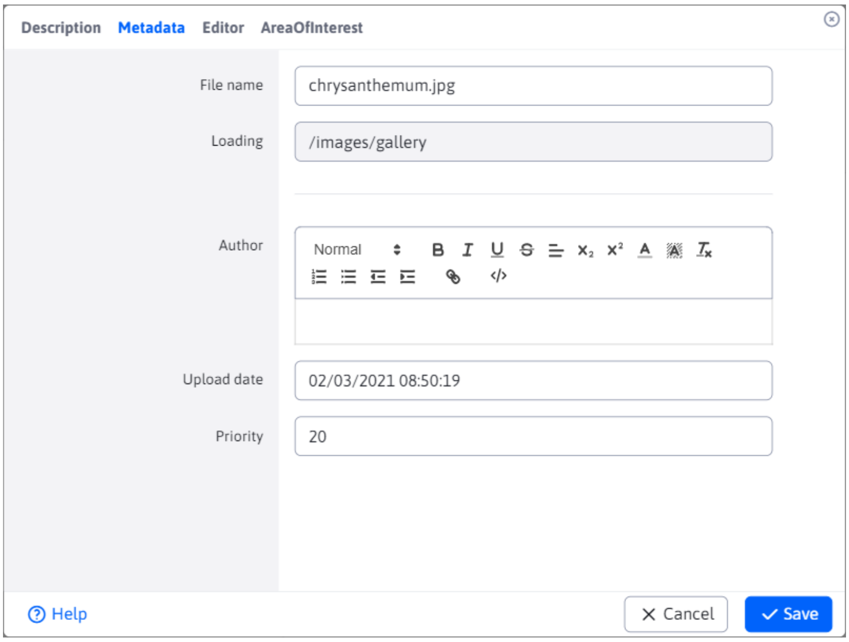
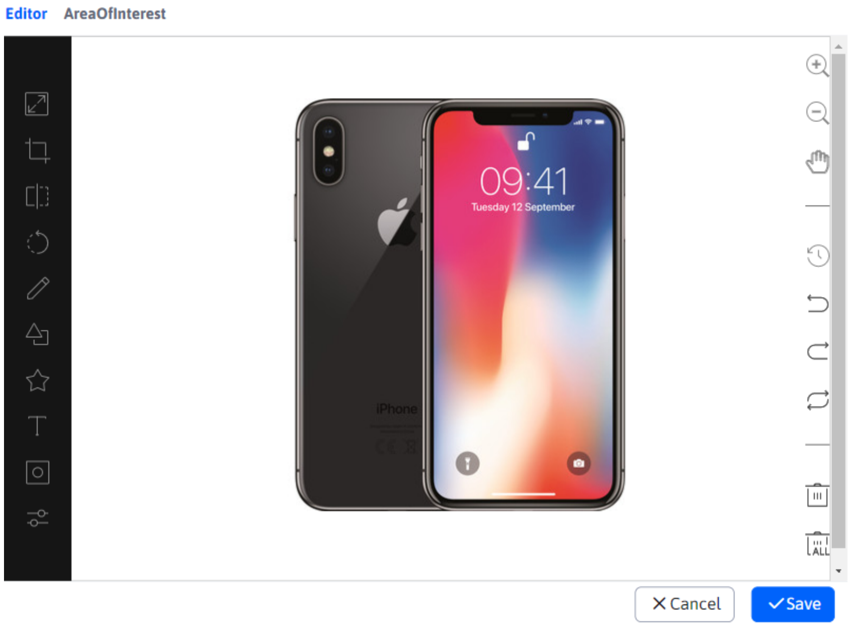


Image editing varies by file location.

If the image path **Contains** Part of `/gallery` , so that means it's a picture from the gallery. In this case, it will open in a new browser window in the application Gallery (https://docs.webjetcms.sk/latest/en/redactor/apps/gallery/README), where the editor will automatically open for the image.



If the image path **does not contain** Part of `/gallery` , opens the image editor dialog box, which is the same as the application editor Gallery (https://docs.webjetcms.sk/latest/en/redactor/apps/gallery/README).



122. File settings

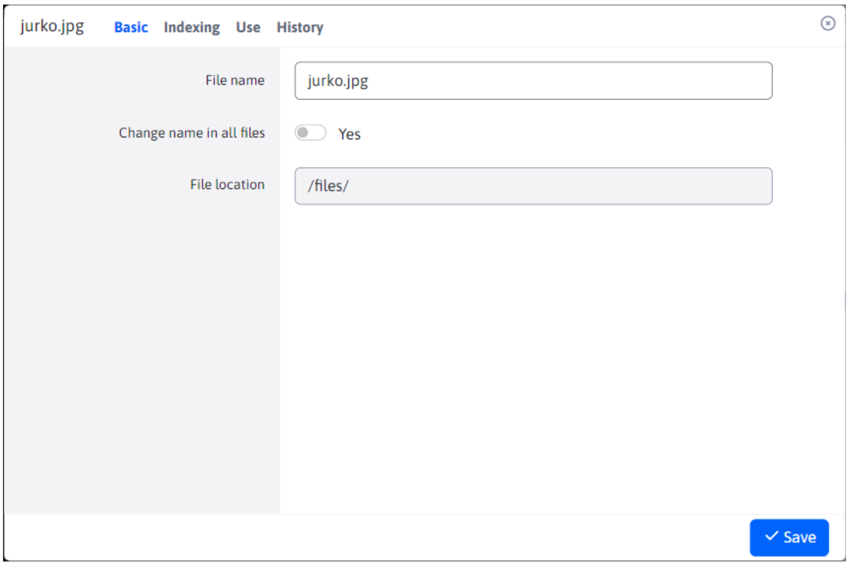
To view the file settings, right-click on the file and select File Settings. The window contains the following tabs:

- Basic
- Indexing (**Warning:** shown only in special circumstances)
- Use

122.1. Basic

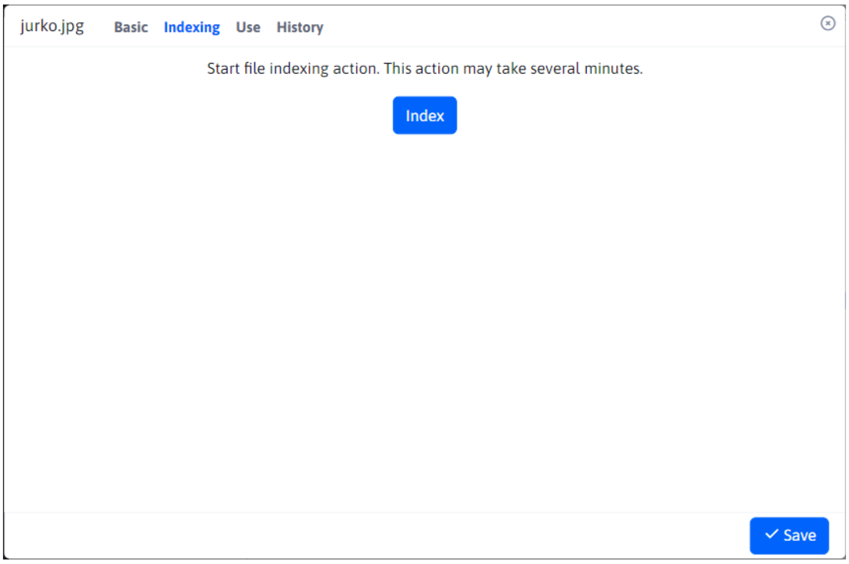
Card **Basic** informs about the name and location of the file. The file name can be changed.

The "Change name in all files" parameter overwrites the file name with the new one, so that the link to this file will be up-to-date after the name change.

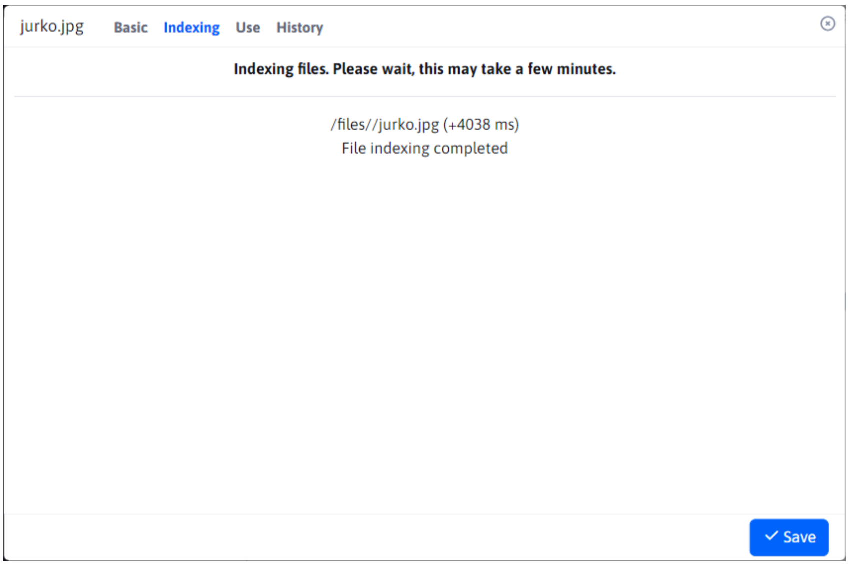


122.2. Indexing

Card **Indexing** is displayed ONLY if the location of the file starts with the value `/files`. Used for file indexing actions.



After pressing the "Index" button, the indexing will start, which can take several minutes.



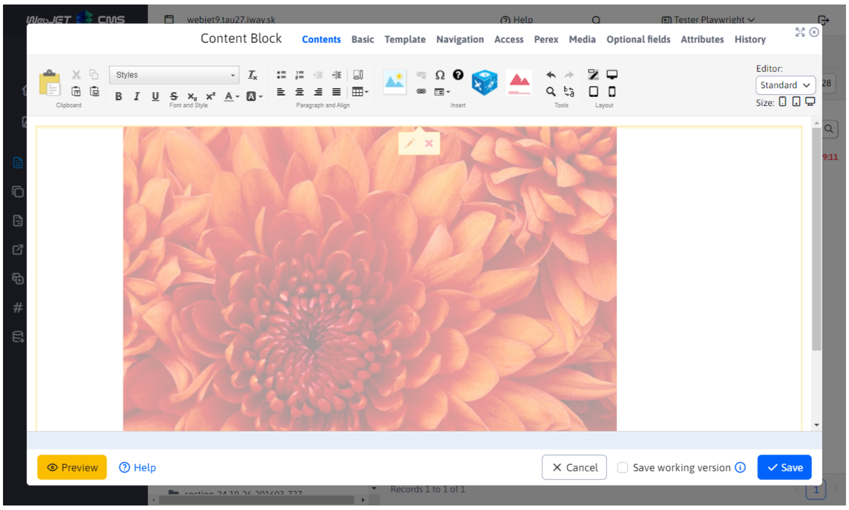
122.3. Use

Card **Use** shows the use of a folder in the form of a nested data-table. Each entry represents a web page using that file. The data table contains columns:

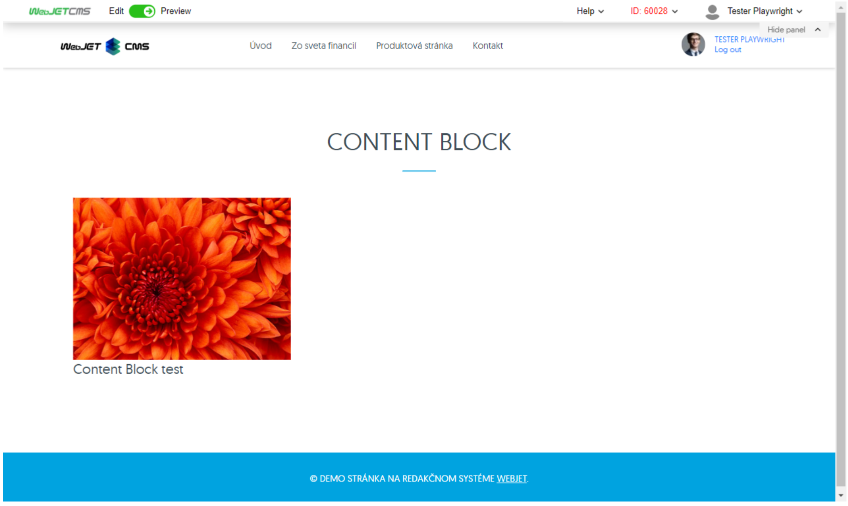
- Name, website
- URL address, website

The two values are simultaneously lines pointing to different locations.

Name web site is a link to List of web pages (https://docs.webjetcms.sk/latest/en/redactor/webpages/README), where the web page is searched and the editor is automatically opened.



URL address web page is a link directly to the web page.



123. Folder settings

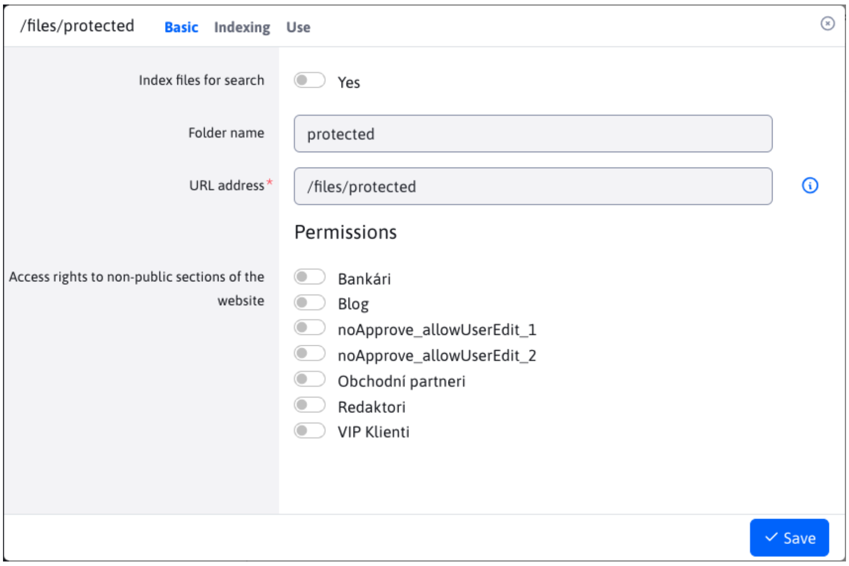
To view the folder settings, right-click the folder and select Folder Settings. The window contains the following tabs:

- Basic
- Indexing (**Warning:** shown only in special circumstances)
- Use

123.1. Basic

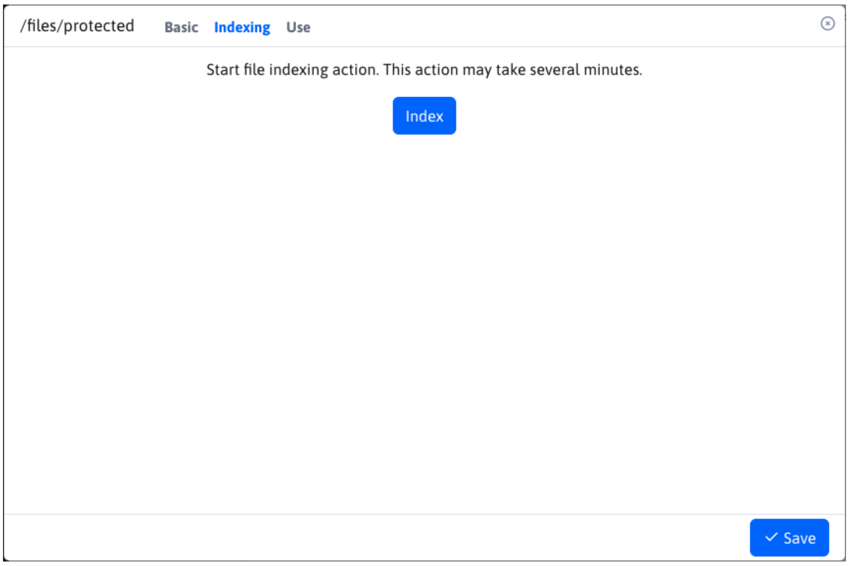
Card **Basic** provides basic information about the folder as well as the ability to restrict access rights using the User Group.

Use the "Index files for search" option to enable indexing of the files in the folder.



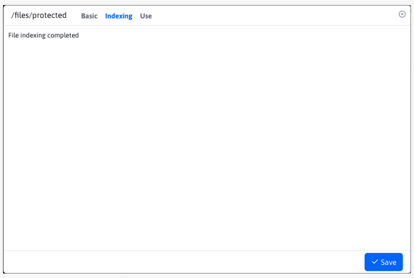
123.2. Indexing

Card **Indexing** will be displayed ONLY if the URL of the folder starts with the value `/files`. Used for file indexing actions. Indexing is performed ONLY if enabled in the tab Basic.

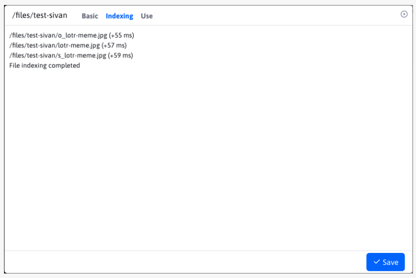


After pressing the "Index" button, the indexing will start, which can take several minutes.

Indexing is not enabled or files to index were not found



Indexing is enabled and files to index were found



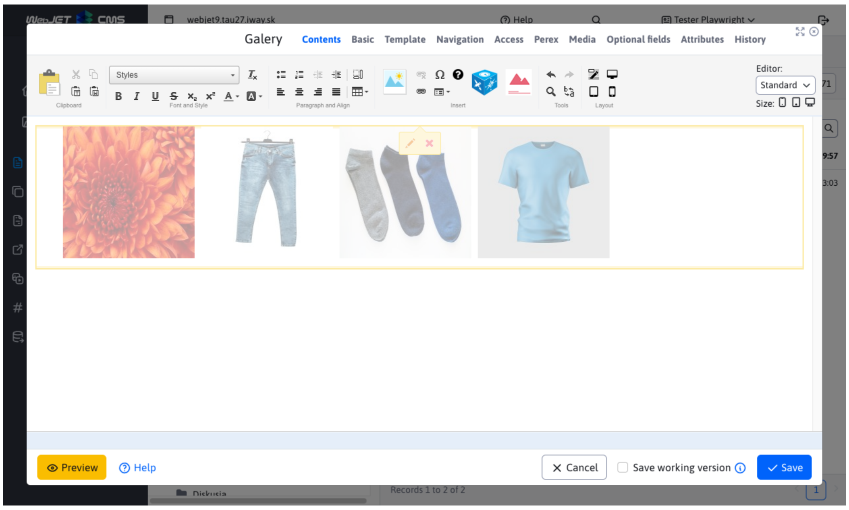
123.3. Use

Card **Use** shows the use of a folder in the form of a nested datatable. Each record represents a web page. The datatable contains columns:

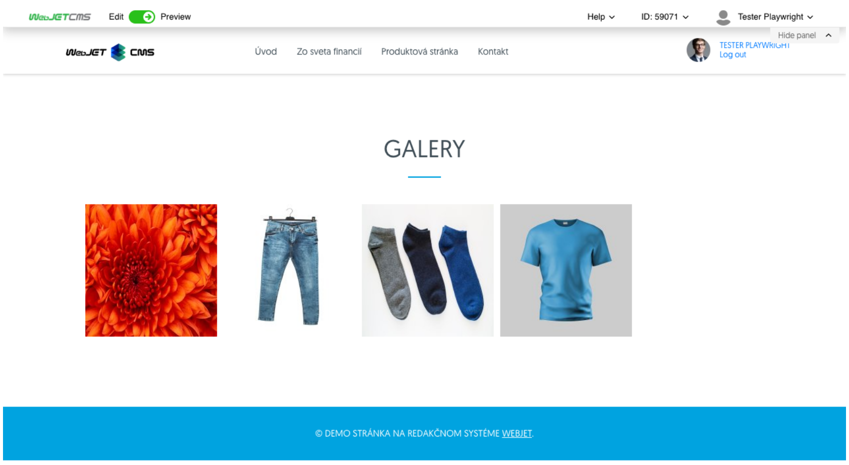
- Name, website
- URL address, website

The two values are simultaneously lines pointing to different locations.

Name web site is a link to List of web pages (https://docs.webjetcms.sk/latest/en/redactor/webpages/README), where the web page is searched and the editor is automatically opened.



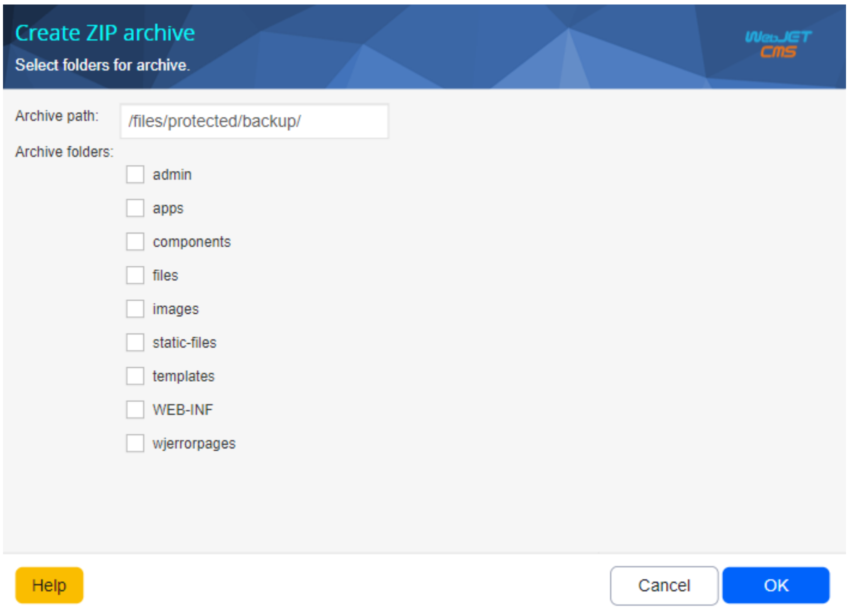
URL address web page is a link directly to the web page.



124. System backup

The application is used to create a ZIP archive of individual folders of the WebJET file system. You can choose which folders to include in the ZIP archive and which folder to create the resulting ZIP archive in. A database backup is not created, this must be created with the database backup tools.

> **Warning:** The amount of data in the selected folders can be large and the ZIP file may not be generated correctly (the limitation is to a 2GB file). If necessary, you can create backups in parts (individual folders).



This process can take several tens of minutes depending on the amount of data in the selected folders. Wait for the whole process to finish. During this time, you should see information in the window about the number of pages already generated and the total number of pages.

The result is a zip archive created in the specified folder.