

Oracle® WebDB
Creating and Managing Sites -
User Guide

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Oracle WebDB Creating and Managing Sites - User Guide

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The Basics

About WebDB sites

A WebDB site is a web site that is created from within WebDB and managed from within the site itself. Like all WebDB creations, a WebDB site is stored completely within a database.

How is a site organized?

Folders are the basic building blocks of a WebDB site. A folder is a collection of related objects, including items and even other folders. For example, in a travel web site you might have folders for Africa, Americas, and Europe. The items accessible within a folder might include text files, graphical images, and even URLs for other related sites. Dividing your web site into folders allows you to organize your content according to a structure similar to that on your PC, thus making it easier for users to find the information they need. You can make folders containing general information accessible to anyone who views the site, or you can restrict access to folders containing sensitive information to specific users who must first log on to the site.

Who can access a WebDB site?

Although anyone can access a WebDB site as a public user if they know the URL, only certain users can actually contribute content to the site. These users must first have an account on the database where the site is stored. In addition, one or more folder owners must give permission to the user to add content to the folders. See [Granting folder privileges to users](#) for more information.


Logging on to a WebDB site


Before you log on to a WebDB site, you can view only those folders that have been marked as public and use those functions that have been externalized in the navigation bar, such as the Search box, folder links, and so on. , you can view both public folders as well as those to which you have been granted view or modification privileges. Depending on what the site administrator specified, you may also have the authority to edit items in folders, administer folders, or manage aspects of the WebDB site itself. When you first log on, you will see your own personalized version of the home page. This personal home page lists the folders you own (under Owned Folders), any folders or URLs you may have deemed of special importance (under Interests), and any search criteria you may have saved (under Saved Searches).

To log in to a site:

Click **Log On** in the navigation bar.

- 1 Enter your user name and password for the database where the site is installed.
- 2 Click **OK**.

3 When you are logged on, the Administration link (or the icon, ) and the Log Out link appear in the navigation bar.

4 If you are authorized to perform any edit functions on a given screen,  appears in the upper right corner of the screen. If you do not have such authority, you are allowed to view the material only.

Creating a site

WebDB sites are created by a database administrator (DBA) using the WebDB component builder. When the site is created, all WebDB site data elements, program elements, help and seed data are installed in the appropriate database schema. The WebDB site schema is then completely self-contained, with or without WebDB itself. For example, if the site schema is exported and imported into a separate database, the site will have all of the components it needs to function.



Part of the WebDB site creation process includes naming a site administrator, although the DBA also has full site administration privileges. When the site administrator logs on to a newly created site, the site consists of a single folder called a root folder. The site administrator uses the root folder and the default Style settings as a starting point for shaping the new site. Setting up a new site usually involves these tasks:

- Making decisions that affect the entire site, such as the text of navigation bar links, and whether folder owners have control over the look and feel of their folders
- Creating a new page Style—usually by using one of the default WebDB page Styles as a basis—to determine the site's overall appearance
- Creating one more folders for the site and establishing owners for those folders
- Establishing categories and perspectives for the site
- Implementing the search features so that users may search the site for a particular item using one or more keywords
- Designating news and Style administrators

Using the site map

The WebDB site map displays all the folders belonging to your site in outline form. Because the site map is customized for each user, you can see only those folders you have been authorized to view. To access the

site map, click  or Site Map in the navigation bar.

From the site map, you can click on a folder name to display that page. If a folder has a  next to it, that means the folder contains sub-folders; click  to display them.

Returning to the WebDB component builder

Once a WebDB site is created from within WebDB, it is a separate entity with its own URL. To return to the WebDB component builder from a WebDB site, simply type WebDB's URL in your browser. If you don't know this URL, see your database administrator.

Understanding User Roles

What is a site administrator?

Site administrators have the highest level of privileges in a WebDB site. They can view and modify anything on the site, even folders and Styles marked private. Site administrators can create users, groups of users, and control access to the site. They can also designate folder owners and the extent to which folder owners have control over their folders. By default, site administrators can perform all Style and news administrator functions, and can appoint other site administrators.

When the site administrator logs on to a newly created site, the site consists of a single folder called a root folder, which is actually the site's home page. The site administrator uses the root folder and the default Style settings as a starting point for shaping the new site. Setting up a new site usually involves these tasks:

- Making decisions that affect the entire site, such as the text of navigation bar links, and whether folder owners have control over the look and feel of their folders
- Creating a new page Style—usually by using one of the default WebDB page Styles as a basis—to determine the site's overall appearance
- Creating one more folders for the site and establishing owners for those folders
- Establishing categories and perspectives for the site
- Implementing the search features so that users may search the site for a particular item using one or more keywords
- Designating news and Style administrators

Once the site is in production, the site administrator may still be called upon to perform maintenance tasks such as creating new users, purging the system, and so on.

What is a Style administrator?

A Style administrator may modify or delete a Style administrator, which dictates such elements as color schemes, text and fonts sizes, images, and so on.

Style administrators must be designated by a site administrator. The site administrator role itself may perform all Style administration tasks for any Style.

What is a news administrator?

A news administrator has the authority to add news to folders, approve news submitted by public users and logged on users who have Create With Approval privileges, and other functions related to site-wide news management. When a news administrator logs on, news items awaiting approval are accessible under the News Waiting Approval banner on the administrator's personalized version of the site's home page.

News administrators must be designated by a site administrator. The site administrator role itself may perform all news administration tasks.

What is a public user?

A public user is anyone who does not log on to a site. Public users may view the folders and use the functions that appear on the navigation bar. Because the Administrative link does not appear on the navigation bar until after a user has logged on, public users never have access to administrative functions. If the site administrator has enabled public users to contribute news, an **Add News** link is displayed above the News banner on the site's home page. When a user clicks this link, the Item Wizard is displayed.

Note

- News submitted by public users must be approved by a news administrator before it is displayed. When a news administrator logs on, news items awaiting approval are accessible under the News Waiting Approval banner on the administrator's personalized version of the site's home page.


What is a folder owner?

A folder owner is responsible for managing the content of a folder. Typically, the site administrator creates several high-level folders for a site, then assigns each folder to a folder owner. The folder owner then adds content to the folder, which usually includes adding other folders within the folder, as well as items relevant to the folder's theme.

Folder owners decide which users may view the folder and which users may contribute items to the folder. If so designated by the site administrator, the folder owner may have control over the folder's look and feel—that is, the Style applied to the folder.

What is a contributor?

A contributor has the authority to add items to a folder. The folder owner must explicitly grant permission to one or more users to add content to that folder using the Folder Manager. Depending on what the folder owner specifies, the contributor may manage all aspects of an item, including editing and deleting, or may be able to contribute items only with the folder owner's approval. See [Granting folder privileges to users](#) for more information on folder access levels.

If you have the authority to add items to a folder, you will see  in the upper right corner of the folder's page. If you do not see this icon, you may only view the folder and its contents.

What is a group administrator?

A group administrator may add, delete, or modify the members in a group. A group owner may also perform these tasks; however, while a group owner actually creates the group, the owner may or may not be a member of the group. A group administrator is always a group member.

A group administrator may appoint several other group administrators for a single group.

Setting Up and Maintaining a Site

About setting up and maintaining a site

The topics contained within Setting Up and Maintaining a Site are intended for use only by site administrators. In this section, you'll find information on setting up a site for the first time, as well as task help on keeping a site running smoothly once it's been established.



If you have never set up a WebDB site before, here are the tasks you need to perform to get your site up and running:

- Work through the Site Manager and establish settings that affect the site as a whole. All of the tasks you perform with the Site Manager are discussed in detail under the Establishing Site-Wide Attributes node.
- Create a new page style—usually by using one of the default WebDB page styles as a basis—to determine the site's overall appearance.
- Create one more folders for the site and establish owners for those folders.
- Establish categories and perspectives for the site.
- Set up the search features so that users may search the site for a particular item using one or more keywords. These tasks are covered under the Setting up the Search Features node.
- Designate news and style administrators. As site administrator, you are automatically both the news and style administrators for all news and all Styles. If you want to delegate this authority—or if you want to appoint another site administrator to help you set up and/or manage the site—you must do so explicitly.

Customizing the home page

The home page for a site is actually the site's root folder. Customizing the root folder, then, is just like customizing any other folder. Here are a few pointers to get you started.

To customize a site's home page:

- 1 Click  or the Site Map link in the navigation bar.
- 2 In the site map, click the root folder link (WebDB site by default).
- 3 Click  to enter the Folder Manager.
 - Because the root folder title appears at the top of the site map, thus establishing the site's theme, you may want to change the root folder title from WebDB Site to something more meaningful. For example, for a travel site, you might choose the title Travel. Change the root folder title on the Folder Manager's Main tab in the Title field.
 - Use the other Folder Manager tabs to control the home page's graphical images (Image tab), general appearance (Style tab), and navigation bar.

Note: Although the Navigation Bar tab allows you to specify which links appear in the navigation bar, the text of those links is actually controlled elsewhere. See Customizing links for the navigation bar and content area for more information.



- If you want logged on users to have access to a subset of the administrative functions, be sure to include the Administration link on the navigation bar.
- Use the Style Manager to determine the home page's overall look and feel—that is, the appearance of the navigation bar, banners, and content area. As site administrator, you decide if you want every folder in the site to look the same as the home page, or if individual folder owners may have control over the folder's appearance. See Enabling folder owners to control page styles for more information.

Establishing Site-Wide Attributes

Designating a site contact

If you designate a site contact, users can quickly send email to the contact by clicking a link in the lower left corner of each folder page (assuming the folder owner chooses to display the link). To supply the text of the site contact link, see Customizing links for the navigation bar and content area .



To designate a site contact:

- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or **Site** under Web Site Managers to display the Site Manager.
- 3 Click the **Main** tab.
- 4 In the **Site Contact** field, type the site contact's email address.
- 5 Click **Apply** to save your changes and continue working, **Finish** to save your changes and return to the Administrator page, or **Reset** to discard your changes and return the page to the condition it was in when you displayed it (or when you last clicked **Apply**).

Adding a site logo



A site logo, which appears at the top of the navigation bar, provides both a visual impression of your site as well as a shortcut to the site's home page.

To add a logo to your site:

- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or **Site** under Web Site Managers to display the Site Manager
- 3 Click the **Main** tab.
- 4 In the **Site Logo** field, type the fully qualified directory path and name of the graphic image to display as the site logo; for example, c:\travelsite\webart\canada.gif.
If you don't know the graphic's path name, click **Browse** to locate the file on your local or network drives and select it.
Ideally, the image you choose should not be wider than the width of the navigation bar itself. If it is, users will have to scroll to see the entire image.
- 5 Click **Apply** to save your changes and continue working, **Finish** to save your changes and return to the Administrator page, or **Reset** to discard your changes and return the page to the condition it was in when you displayed it (or when you last clicked **Apply**).

Deleting a site logo



To delete a logo from your site:

- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or **Site** under Web Site Managers to display the Site Manager
- 3 Click the **Main** tab.
- 4 Scroll down to the bottom of the page to the **Site Logo** field. If your site has a logo, it appears beneath the Site Logo field next to a Delete button.
- 5 Click **Delete**.
The image no longer appears in the navigation bar.

Customizing link text for the navigation bar and content area

When you change the text of navigation bar or content area links, you do so for an entire site. A folder owner may later choose not to include a given link in that folder's navigation bar, but the folder owner does not control the link's text. Only a subset of labels may be customized.



To customize the text that appears on the navigation bar and in the content area:

- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or **Site** under Web Site Managers to display the Site Manager.
- 3 Click the **Custom Text** tab.
- 4 Enter the text you want to appear in the field next to the default text label. For example, to change the default label 'News' to 'What's Hot', type 'What's Hot' in the field next to News Link.
- 5 Click **Apply** to save your changes and continue working, **Finish** to save your changes and return to the Administrator page, or **Reset** to discard your changes and return the page to the condition it was in when you displayed it (or when you last clicked **Apply**).

Enabling logged on users to view statistics

If you follow this procedure, users with log on privileges will be able to use the Site Statistics Manager to see statistics for their own folders, items, and searches, as well as information on searches performed by public users.



To enable logged on users to view statistics:

- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or **Site** under Web Site Managers to display the Site Manager.
- 3 Click the **Main** tab.
- 4 Check the check box labeled **Enable Logged On Users To View Statistics**.
- 5 Click **Apply** to save your changes and continue working, **Finish** to save your changes and return to the Administrator page, or **Reset** to discard your changes and return the page to the condition it was in when you displayed it (or when you last clicked **Apply**).

Controlling site and update logs

Site logs contain information about how the site is being used—how many and what kind of searches are performed, which folders and items exist on the site, and so on. Update logs store information on modifications that have been made to folders and items.



To specify how many days site and update logs are retained before being purged:

- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or **Site** under Web Site Managers to display the Site Manager.
- 3 Click the **Main** tab.
- 4 In the **Site Logs Retention Period** field, type the number of days you want to retain the site logs.
In the **Update Logs Retention Period** field, type the number of days you want to retain the update logs.
When the retention period expires, the logs are automatically deleted.
- 5 Click **Apply** to save your changes and continue working, **Finish** to save your changes and return to the Administrator page, or **Reset** to discard your changes and return the page to the condition it was in when you displayed it (or when you last clicked **Apply**).

Enabling item version control

When version control is enabled, a copy of an item is made each time the item is updated and the user clicks **Add As New Version** in the Item Wizard. Retaining older copies of items in the database enables you to retrieve down-level versions of an item, if necessary. If version control is not enabled, **Add As New Version** is not available; the same version of the item is updated when the user clicks **Apply**.



To enable item version control:

- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or **Site** under Web Site Managers to display the Site Manager.
- 3 Click the **Main** tab.
- 4 Click the check box labeled **Enable Item Version Control**.
- 5 Click **Apply** to save your changes and continue working, **Finish** to save your changes and return to the Administrator page, or **Reset** to discard your changes and return the page to the condition it was in when you displayed it (or when you last clicked **Apply**).

Retaining deleted items in the database

If you retain deleted items in the database, these items remain in the database until a system purge is performed. If you choose not to implement this feature, items deleted by a user are discarded immediately and cannot be retrieved.



To retain deleted items in the database:

- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or **Site** under Web Site Managers to display the Site Manager.
- 3 Click the **Items** tab.
- 4 Check the check box labeled **Retain Deleted Items Until System Purge**.
- 5 Click **Apply** to save your changes and continue working, **Finish** to save your changes and return to the Administrator page, or **Reset** to discard your changes and return the page to the condition it was in when you displayed it (or when you last clicked **Apply**).

Enabling keyword searches



If you enable keyword searches, users adding an item will be able to associate keywords with that item to aid in item retrieval. For example, a user contributing a map of Botswana might associate the keywords 'Maun Desert', 'Victoria Falls', and 'map' with this item. Other users performing a search on the keyword 'map' would then locate the Botswana map along with all other items with that keyword.

To enable keyword searches:

- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or **Site** under Web Site Managers to display the Site Manager.
- 3 Click the **Items** tab.
- 4 Click the check box labeled **Enable Keywords for Item Search**.
- 5 Click **Apply** to save your changes and continue working, **Finish** to save your changes and return to the Administrator page, or **Reset** to discard your changes and return the page to the condition it was in when you displayed it (or when you last clicked **Apply**).

Controlling the New icon



To specify how long **NEW** is displayed next to an item on a folder page:

- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or **Site** under Web Site Managers to display the Site Manager.
- 3 Click the **Items** tab.
- 4 In the **Icon Display Period** field, enter the number of days you want to retain the New icon.
The default value is 7.
To prevent the New icon from appearing next to items at all, enter 0 in the **Icon Display Period** field.
- 5 Click **Apply** to save your changes and continue working, **Finish** to save your changes and return to the Administrator page, or **Reset** to discard your changes and return the page to the condition it was in when you displayed it (or when you last clicked **Apply**).

Controlling the news feature

When you implement the news feature, a News banner is added to the site's home page. All items identified as news are listed under the News banner. If you do not enable this feature, folder owners cannot add this banner to their folders, nor can contributors create items of the display option news. All of the tools you need to set up the news feature are contained on the Site Manager's News tab.

To display the News tab:

- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or **Site** under Web Site Managers to display the Site Manager.
- 3 Click the **News** tab.
- 4 Complete one or more of the following tasks:

To enable news

Check the **Enable News** check box.

This adds a News banner to the site's home page.

To enable public users to contribute news

Check the check box labeled **Enable Public Users To Contribute News**.

Public users do not have log on privileges. If you enable this option, an Add News link is added to the site's home page to invite public users to contribute news items. When a user clicks this link, the Item Wizard is displayed.

Note: News submitted by public users must be approved by a news administrator before being displayed. When a news administrator logs on, news items awaiting approval are accessible under the News Waiting Approval banner on the administrator's personalized version of the site's home page.

To control how long news items remain displayed

In the **Move Items to Archive After** field, type the number of days news items should remain displayed under the News banner.

The default is 21 days. When the display period ends, the item's expire flag is set automatically.

To control how long news items

In the **Delete Items from Archive** field, type the number of days news items should remain

Establishing Site-Wide Attributes

remain in the
archive

in the archive.



The default is 7 days. After this time, the
item's delete flag is set automatically.

- 5 Click **Apply** to save your changes and continue working, **Finish** to save your changes and return to the Administrator page, or **Reset** to discard your changes and return the page to the condition it was in when you displayed it (or when you last clicked **Apply**).

Enabling folder owners to control page Styles

As the site administrator, you decide whether or not folder owners can apply new or modified page Styles to the folders they own. If you want each folder in the site to look the same, do not follow this procedure.



To enable folder owners to control page Style:

- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or **Site** under Web Site Managers to display the Site Manager.
- 3 Click the **Main** tab.
- 4 Check the check box labeled **Enable Folder Owners to Control Style**.
- 5 Click **Apply** to save your changes and continue working, **Finish** to save your changes and return to the Administrator page, or **Reset** to discard your changes and return the page to the condition it was in when you displayed it (or when you last clicked **Apply**).

Specifying Database Access Descriptors

Database Access Descriptors (DAD) are used to connect the HTTP session to the appropriate schema owner. Different DADs are used for public users who view the site without logging on than for users who do log on. Database Access Descriptors also determine the URL for the site, assuming the listener settings are updated accordingly.



To specify a Database Access Descriptor:

- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or **Site** under Web Site Managers to display the Site Manager.
- 3 Click the **Main** tab.
- 4 In the **Logged On User DAD** field, enter the DAD for users who log on to the site.
- 5 In the **Public User DAD** field, enter the DAD for users who do not have log on privileges.
- 6 In the **WebDB Component DAD** field, enter the DAD for accessing WebDB component items. This field is useful if your WebDB site resides on a different database from your WebDB components. For example, suppose you move your WebDB site from the database it used to share with the WebDB component builder to a new database. All pointers to WebDB component items within the site automatically use the DAD for the new database. Thus, you must change this field to reflect the DAD used for the old database, where the WebDB component builder actually resides.
- 7 Click **Apply** to save your changes and continue working, **Finish** to save your changes and return to the Administrator page, or **Reset** to discard your changes and return the page to the condition it was in when you displayed it (or when you last clicked **Apply**).
- 8 Make sure the listener's settings reflect the DAD's you have specified here.

Enabling user interest lists

When user interest lists are enabled, users can create shortcuts to folders or URLs in which they are interested. Users then access their interest list under the Interests banner on their personalized version of the home page.

To enable user interest lists:

- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or **Site** under Web Site Managers to display the Site Manager.
- 3 Click the **Main** tab.
- 4 Click the **Enable User Interest Lists** check box.
- 5 Click **Apply** to save your changes and continue working, **Finish** to save your changes and return to the Administrator page, or **Reset** to discard your changes and return the page to the condition it was in when you displayed it (or when you last clicked **Apply**).

Working With Categories

About categories

A category is a classification for an item which answers the question, "What is this item?" Categories are used by end users to filter information. To ensure a basic level of item classification, you must choose a category for each regular item unlike perspective classification, which is optional.

By organizing items into categories, you provide end users with a clearer understanding of the types of content they can expect on your WebDB site, and how it is organized. They can view items by category, and they can also specify categories when they perform an Advanced Search.

For example, in a travel web site you might have categories of maps, excursions, and hotel reviews. Items associated with categories are alphabetically organized and displayed on a Folder page by item name.

You can create categories specifically for the different types of content you are planning to display using the Category Manager.

You can display the category popup, or specific categories directly in the navigation bar using the Folder Manager (Navigation Bar tab) so that end users can go directly to categories of interest to them.

For more information about displaying categories on the navigation bar:

- Choosing the navigation bar elements for a folder
- Customizing the navigation bar for a folder

Note


- Only regular items require you to choose a category. A category is not required for news, announcement, Quickpick items. See "Item display options."






Using the category dashboard

Required Privileges

- Site administrator, folder owner, Style administrator, contributor



The dashboard is designed to provide quick and easy access to the category features. The category dashboard appears below the category title banner while in edit mode when  is clicked. Click any of the following buttons on the category dashboard to perform the desired task:

Icon	Name	Description
	Add Item	Displays the Item Wizard to add an item to this category.
	Add Category	Displays the Category Manager to create or edit category(s).
	Category Properties	Displays the Category Manager from which you can define or edit the category properties.
	Administration	Displays the main Administration page.
	View folder	Reverts from edit mode to view mode.

Note

- Dashboards are also available on the Folder and Perspective pages.

Creating a category



Required Privileges

- Site administrator

Before contributors begin to add items to your WebDB site, the site administrator should collaborate with the folder owners to determine which categories (and optionally, perspectives) to implement on the WebDB site.

Categories should be created for the different types of content that is planned for display. site administrators and folder owners can add categories and manage them using the Category Manager. Once categories are created, they are visible to folder owners and contributors when adding or editing items.

To create a new category:

- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or the Category link under Content Manager to display the Category Manager page.
- 3 In the **Name** field, type a unique category name.
- 4 Click **Create**.

Accessing the Category Manager



Required Privileges

- Site administrator



The Category Manager lets you create, edit, or delete categories. You can access the Category Manager in the following ways:

- From the Administration page
- From the category dashboard

(Recommended method) To access the Category Manager from the Administration page:

- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or the Category link under Content Manager to display the Category Manager page. From this page, you can create a category or edit an existing category.

To access the Category Manager from the category dashboard:



- 1 From any category page, click  at the top-right of the page banner.
- 2 From the category dashboard, click .
- 3 The Category Manager page is displayed. From this page, you can create a category or edit an existing category.

Editing a category

Required Privileges


- Site administrator

To edit an existing category:

- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or the Category link under Content Manager to display the Category Manager page.
- 3 In the **Find Category** section, choose the name of the category you want to edit from the available list.
- 4 Click **Edit**.
- 5 You can edit the category **name** or **image** associated with this category.



This image only appears if you choose to display the category element on the navigation bar.

- 6 Click **Apply** to update the changes to the category.
- 7 Click  when editing is complete.

Deleting a category



Required Privileges

- Site administrator



Deleting a category results in the deletion of ALL items belonging to this category on your WebDB site. Make sure that this is what you want to do before performing this task.

To delete a category:

- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or the Category link under Content Manager to display the Category Manager page.
- 3 In the **Find Category** section, choose the name of the category you want to delete from the available list.
- 4 Click **Delete**. The Delete Category page is displayed.
- 5 Click **Yes** to proceed with the permanent deletion of the selected category.

Note

- You cannot delete the General category.




Associating an image with a category

Required Privileges

- Site administrator

If you associate an image to a category, it is displayed in the navigation bar instead of the category title. However, the folder owner or site administrator must have chosen to display category links on the navigation bar. This task is performed from the Folder Manager (Navigation Bar tab).

To associate an image to a category:

- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or the Category link under Content Manager to display the Category Manager page.
- 3 In the **Title Image** field, type the fully-qualified directory path and name of the graphical image or browse to the location containing the appropriate image.
- 4 Click **Apply**.
- 5 When your edits are complete, click .

The image is uploaded to your WebDB site and displays on the navigation bar (if configured) for the selected category.

Working With Perspectives

About perspectives

A perspective is a cross-category grouping of an item. By assigning a perspective, you answer the question, "Who will be interested in this item?." For example, you can add links to diverse vacation spots around the world and assign perspectives such as "Vacations for Nordic Enthusiasts," "Archaeology Expeditions," "Extreme Vacations for Adventurers," and so on.

The Perspective Manager lets you create perspectives for items that your audience might be interested in, and optionally display the perspective popup or specific perspective links directly from the navigation bar. However, the folder owner or site administrator must have configured perspective links to display. This task is performed from the Folder Manager (Navigation Bar tab).

When you add or edit items, you have the option of assigning one or more perspectives to that item. You can assign perspectives only to "Regular Items," not to Quickpicks, Announcements, and News.

Unlike categories, you are not required to assign perspectives to an item. However, when perspectives are assigned, they can be used by your end users to filter information. Users can view items by perspective and also specify perspectives when they perform an Advanced Search.

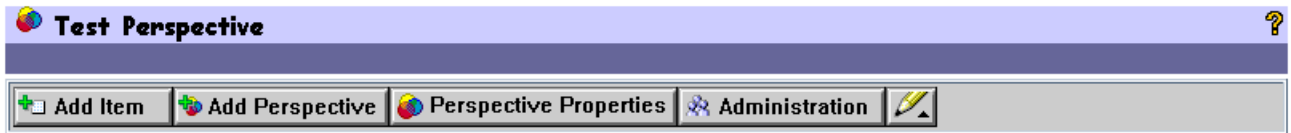
Notes


- If you want to add more than one perspective to an item, hold down the Control key and click on each perspective you want to add from the list. This can be done while adding a new item or editing an existing item.
- To remove a perspective from an item, hold down the Control key and click the selected perspective on the list.






Using the perspective dashboard

Required Privileges

- Site administrator, folder owner, Style administrator, contributor



The dashboard is designed to provide quick and easy access to the perspective features. The perspective dashboard appears below the perspective title banner while in edit mode when  is clicked. Click any of the following buttons on the perspective dashboard to perform the desired task:

Icon	Name	Description
	Add Item	Displays the Item Wizard to add an item to this perspective.
	Add Perspective	Displays the Perspective Manager to create or edit perspective(s).
	Perspective Properties	Displays the Perspective Manager from which you can define or edit the perspective properties.
	Administration	Displays the main Administration page.
	View folder	Reverts from edit mode to view mode.

Note

- Dashboards are also available on the Folder and Category pages.



Creating a perspective

Required Privileges

- Site administrator

Before your contributors can assign a perspective to items they are adding to the WebDB site, perspectives must be created using the Perspective Manager. Once you have created a perspective, it is available to contributors.

To create a new perspective:

- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or the Perspective link under Content Manager to display the Perspective Manager page.
- 3 In the **Name** field, type a unique perspective name.
- 4 Click **Create**.

Accessing the Perspective Manager



Required Privileges

- Site administrator



The Perspective Manager lets you create, edit, or delete perspectives.
You can access the Perspective Manager in the following ways:

- From the Administration page
- From the perspective dashboard

(Recommended method) To access the Perspective Manager from the Administration page:

- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or the Perspective link under Content Manager to display the Perspective Manager page.

To access the Perspective Manager from the perspective dashboard:

- 1 From any perspective page, click  at the top-right of the page banner.
- 2 From the perspective dashboard, click .
- 3 The Perspective Manager page is displayed.

Associating an image with a perspective




Related Topics

Required Privileges

- Site administrator

If you associate an image with a perspective, the perspective image is displayed next to the item title of any item associated with the perspective. Note that if you choose to display perspective links on the navigation bar, the perspective text is displayed, NOT the image.

To associate an image with a perspective:

- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or the Perspective link under Content Manager to display the Category Manager page.
- 3 In the **Icon** field, type the fully-qualified directory path and name of the graphical image or browse to the location containing the appropriate image.
- 4 Check the **Display icon with items** check box to display this icon beside each perspective item.
- 5 Click **Apply**.
- 6 When your edits are complete, click .

The image is uploaded to your WebDB site and displays on the navigation bar (if configured) for the selected perspective.

Note




- When displaying perspective images with items, it is recommended to use small images (icons).

Editing a perspective

Required Privileges

- Site administrator

To edit an existing perspective:

- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or the Perspective link under Content Manager to display the Perspective Manager page.
- 3 In the **Find Perspective** section, choose the name of the perspective you want to edit from the available list.
- 4 Click **Edit**.
- 5 You can edit the **perspective name** or **icon** associated with this perspective.
- 6 Click **Apply** to update the changes to the perspective.
- 7 Click  when editing is complete.



Deleting a perspective

Required Privileges

- Site administrator

Unlike categories, you can delete a perspective without deleting the items assigned to the perspective.

To delete a perspective:



- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or the Perspective link under Content Manager to display the Perspective Manager page.
- 3 In the **Find Perspective** section, choose the name of the perspective you want to delete from the available list.
- 4 Click **Delete**. The Delete Perspective page is displayed.
- 5 Click **Yes** to proceed with the permanent deletion of the selected perspective.

Setting up the Search Features

Setting up the basic search feature

Setting up the search feature involves specifying the size and text of the Search box that appears on the navigation bar, as well as selecting a search engine to perform Internet searches.

To set up the basic search feature:



- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or Search under Toolbox to display the Search Manager.
- 3 Click the **Basic** tab.
- 4 In the **Search Box Width** field, type the display width (in characters) of the Search box.
- 5 In the **Link Text** field, type the text you want to use as a link to an Internet search engine. This link appears on the Search page, where the search results are displayed, and allows users to perform Internet searches outside this WebDB site.
For example, if you select Yahoo as the Internet search engine, you'll probably want to use Yahoo as the link text on the Search page so users know which home page they'll see when they click the link.
- 6 In the **URL** field, type the full URL for the Internet search engine you want to use. The URL must be fully formed, and must include any associated parameters, along with the final equal sign (=) for passing search values.
This example establishes Yahoo as the site's search engine:

`http://search.yahoo.com/search?o=1&d=y&za=default&h=c&g=0&n=20&p=`
- 7 Click **Apply** to save your changes and continue working, **Finish** to save your changes and return to the Administrator page, or **Reset** to discard your changes and return the page to the condition it was in when you displayed it (or when you last clicked **Apply**).

Setting up the advanced search feature

When the user clicks on the Advanced Search link, either from the navigation bar or from the Search results page, an Advanced Search page is displayed in which users can use Boolean operators and/or restrict their search to certain areas of the site. Use these instructions to determine the number and length of various entry fields.

To set up the advanced search feature:

- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or **Search** under Toolbox to display the Search Manager.
- 3 Click the **Advanced** tab.
- 4 In the **Number of Text Entry Fields** field, type the number of text entry fields to display on the Advanced Search page.
This determines the number of fields that can be logically joined with the Boolean operators And or Or. Although multiple terms may be entered in each field, providing multiple fields allows for increasingly complex queries.
- 5 In the **Text Entry Field Display Width** field, type the display width (in characters) of each text entry field.
- 6 In the **Maximum Allowable Characters** field, type the maximum number of characters the user can type in each text field.
- 7 In the **Date Field Length** field, type the maximum number of characters the user can type in the date field.
- 8 Click **Apply** to save your changes and continue working, **Finish** to save your changes and return to the Administrator page, or **Reset** to discard your changes and return the page to the condition it was in when you displayed it (or when you last clicked **Apply**).



Setting up InterMedia text searching

When a basic or advanced search is performed on a site that has InterMedia Text search capabilities, every word in each item on the site is compared to the search criteria, rather than merely the item's title, description and keywords. If the InterMedia Text search feature was installed with your Oracle database, you must follow this procedure to enable the feature for your site.

Note

- When you enable InterMedia Text searching, every word in every item on your site is added to the InterMedia index. It is recommended that you perform the following procedure at the end of a business day, and that you arrange with your DBA to have a new index created each night so that new items are added to the index.

To set up InterMedia text searching:

- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or **Search** under Toolbox to display the Search Manager.
- 3 Click the **InterMedia Text** tab.
If an error message is displayed, InterMedia Text search capabilities were not installed with the database and thus are not available for your site.
- 4 Check the **Enable InterMedia Text Features** check box.
This check box is required to enable InterMedia Text searching.
- 5 Check the **Enable Themes and Gists** check box if you want to enable these features.
A theme shows the user the nouns and verbs that occur most frequently within the item. A gist displays a brief summary of the item, derived from how frequently those nouns and verbs appear. If you do not check this check box, go to step 9.
- 6 In the **Search Highlight Text Color** field, select the color in which search terms should appear in the HTML rendition.
- 7 In the **Search Highlight Text Style** field, select the style in which search terms should appear in the HTML rendition.
- 8 In the **Hits Per Page** field, enter the number of search terms that define a page in the HTML rendition. For example, if you enter 20, the first 20 search terms are contained in the first HTML page, the next 20 in the second page, and so on.

Next you must establish the settings for URL items that are outside of your company's firewall:

In the URL Connection Time-Out field...	Type the number of seconds a connection attempt will be made before timing out.
In the HTTP Proxy Server field...	Type the name of the proxy server you want to use to contact sites outside your firewall.
In the No Proxy Servers for Domains Beginning With... field...	Type the URL prefix which identifies sites that do not require a proxy server.

10 Click **Create Basic Index**.

11 Click **Apply** to save your changes and continue working, **Finish** to save your changes and return to the Administrator page, or **Reset** to discard your changes and return the page to the condition it was in when you displayed it (or when you last clicked **Apply**).

Disabling the search function

If the Search box appears on the navigation bar, anyone may use it to perform a search, even public users. When a public or logged on user enters something in the Search box and clicks Go, the Search results page is displayed, from which the Advanced Search features are available. If you do not want users to be able to search your WebDB site, you must remove the Search box and Advanced Search link from the navigation bar. See [Choosing navigation bar for a folder](#) for instructions.

Managing Users



Creating a user

Although any user can access your site through the site's URL, only authorized database users can actually log in to the site and contribute items, manage folders, and perform other WebDB site tasks. When you create a database user from within a WebDB site, a personal folder is automatically created for the user.

Note

- Even if you create a database account for the user outside of a WebDB site, the user can still create a personal folder through the Personal Information Manager.

To create a database user:

- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or **User** under Access Managers to display the User Manager.
- 3 In the Create User window, enter the name of the new user in the **Name** field.
The user name must be no more than 30 characters, and must be unique within the site.
- 4 In the **Password** field, type the password used to authenticate the user name during login.
- 5 In the **Confirm Password** field, type the password again to verify that you have entered it correctly.
- 6 From the **Temporary Tablespace** pull-down menu, choose a tablespace for the creation of temporary table segments for operations such as sorting table rows.
For more information about the available tablespaces, contact your data base administrator.
- 7 From the **Profile** pull-down menu, choose a profile to determine the system and database resources available to the user. If you do not select a profile, the DEFAULT profile is used.
- 8 Click **Create** to establish this user as an authorized database user.
The user can now log on to this site. In addition, the user now has a personal folder, which appears under the banner **Owned Folders** on the user's personalized version of the site's home page.
- 9 The user name now appears in the Find User window. Click **Edit** to add additional information about the user.
When you finish with the User Manager, be sure to click **Finish**.

Removing a user's privileges




If you really want to ensure the user cannot log on to the site, you must remove the user's user ID for the database where the site is installed, or change the password to something the user does not know.

To change the user's password, see [Changing user passwords](#).

Designating site, Style, and news administrators

These instructions assume that the user has already been established as a WebDB site user. If you still need to create the user, you can designate that user as a site, Style, or news administrator during the user creation process. See [Creating a database user](#) for more information.

To designate a site, Style, or news administrator:

- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or **User** under Access Managers to display the User Manager.
- 3 If the user already appears in the **User** column, click the appropriate checkbox to assign site, Style, or news administrator privileges, then go to step 5. Otherwise, type the name of the user you want to make an administrator in the **User Name** field. If you don't know the user name, click  to display the search box. When you click a name in the search results box, the name is entered in the User Name field.
- 4 Click **Add to Privilege List**.
- 5 Check the appropriate check box to assign site, Style, or new administrator privileges. To remove administrator privileges, check the check box again.
Note: To preserve the integrity of your site, keep the number of site administrators to a minimum. Multiple site administrators all trying to maintain the site and its users may unwittingly work at cross-purposes.
- 6 Click **Apply** to save your changes and continue working, **Finish** to save your changes and return to the Administrator page, or **Reset** to discard your changes and return the page to the condition it was in when you displayed it (or when you last clicked **Apply**).

Viewing administrator privileges




Use the Privilege Manager when you want to see the complete list of users who have site, Style, or news administration privileges and to grant or remove these privileges.

Use the User Manager when you want to see all of the attributes for a given user, including whether the user has administration privileges.

Changing user passwords

These instructions assume you are the site administrator. If you want to change your own user password, see [Changing your password](#).




To change a user password:

- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or **User** under Access Managers to display the User Manager.
- 3 In the Find User window, enter the name of the user whose password you want to change. If you don't know the user's name, click  to search for the user name.
- 4 Click the **Details** tab.
- 5 Type the new password in the **Password** field.
- 6 In the **Confirm Password** field, type the password again to verify that you have entered it correctly.
- 7 Click **Apply** to save your changes and continue working, **Finish** to save your changes and return to the User Manager create page, or **Reset** to discard your changes and return the page to the condition it was in when you displayed it (or when you last clicked **Apply**).

Changing user information

These instructions assume you are the site administrator. If you want to change your own personal user information, see Changing your personal information.

To change a user's personal information:

- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or **User** under Access Managers to display the User Manager.
- 3 In the Find User window, enter the name of the user.
If you don't know the user's name, click  to search for the user name.
- 4 Click the **Details** tab.
- 5 Use the fields provided to enter/change the user's personal information.
- 6 Click **Apply** to save your changes and continue working, **Finish** to save your changes and return to the User Manager create page, or **Reset** to discard your changes and return the page to the condition it was in when you displayed it (or when you last clicked **Apply**).

Maintaining a Site

Backing up a site



WebDB sites are contained entirely within your Oracle database. Therefore, each time you back up the database, the site and its contents are also backed up. For information on how to back up the database, see your database administrator.

Creating a new InterMedia index

When a basic or advanced search is performed on a site that has InterMedia Text search capabilities, every word in each item on the site is compared to the search criteria, rather than merely the item's title, description and keywords. To enable this feature, an InterMedia index must be created, which contains an entry for every word in every item on the site.

While an index is being created, InterMedia Text searching is not available for the site. Therefore, you should arrange with your database administrator to create this index each night so that newly added items are included in the index. If you cannot wait until the end of the business day—for example, if an urgent item requires immediate addition to the index, or if the current index has become corrupted—follow this procedure.



To create a new InterMedia index:

- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or **Search** under Toolbox to display the Search Manager.
- 3 Click the **InterMedia Text** tab.
- 4 Click **Drop Basic Index** to delete the existing index.
The button label changes to **Create Basic Index**.
- 5 Click **Create Basic Index**.
- 6 Click **Apply** to save your changes and continue working, **Finish** to save your changes and return to the Administrator page, or **Reset** to discard your changes and return the page to the condition it was in when you displayed it (or when you last clicked **Apply**).

Performing a system purge

When a user deletes an item, the item may still reside in the database until a system purge is performed. In addition, items that have exceeded their duration period also remain in the database until they are purged.

To perform a system purge:

- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or **Site** under Web Site Managers to display the Site Manager.
- 3 Click the **Items** tab.
- 4 Under **System Purge**, check **Purge Deleted Items** to remove all deleted items from the database, and/or **Purge Expired Items** to remove all expired items.
If you do not check either box, nothing will be purged.
- 5 Click **Purge**.
- 6 Click **Apply** to save your changes and continue working, **Finish** to save your changes and return to the Administrator page, or **Reset** to discard your changes and return the page to the condition it was in when you displayed it (or when you last clicked **Apply**).

Working with Folders

Adding Folders

About folders



To perform any folder tasks, a user or group requires the appropriate folder privileges which are set by the folder owner or site administrator.

Folders are used in your WebDB site to define the structure and organize the content on your site. Each folder is a container for items or other folders. Organizing the items on your site into folders facilitates the viewing and navigation of the WebDB site.

To further refine your site's structure, you can create folders within folders, which can be nested many levels deep depending on the complexity of your content and the broadness of your audience.

Folders have the following characteristics:

- Display text or graphical links to allow users to navigate to a folder.
- Establish a distinct presentation style for each folder.
- Provide structure to your site to organize content logically.
- Let you specify public or private folders to limit access to sensitive information to certain contributors.
- Let you assign different owners or contributors to each folder so that responsibility for WebDB site maintenance is shared between specified contributors.


Using the folder dashboard








Required Privileges

- Site administrator, folder owner, Style administrator, folder Style editor, contributor





The dashboard is designed to provide quick and easy access to the main folder features. The folder

dashboard appears below the folder title banner while in edit mode when  is clicked. Click any of the following buttons on the folder dashboard to perform the desired task:

Icon	Name	Description
	Add Item	Displays the Item Wizard to add an item to this folder.
	Add Folder	Displays the Folder Manager to add or edit folder(s).
	Folder properties	Displays the Folder Manager from which you can define or edit the folder properties.
	Navigation Bar	Displays the folder's navigation bar display properties.
	Style Editor	Displays the Style Editor from which you can edit the style for the current folder or create a new style for this folder.
	Administration	Displays the main Administration page.
	View folder	Reverts from edit mode to view mode.

Other folder icons

	Add folder to interest list	Adds the current folder to the user's interest list.
	Remove folder from interest list	Removes the current folder from the user's interest list.

Note

- Dashboards are also available on the Category and Perspective pages.



Adding a folder

Required Privileges

- Site administrator, folder owner

Tip Before you make any edits, check the folder path displayed below the Folder Manager's page banner to ensure that you are in the appropriate folder.

To add a folder to your WebDB site:

- 1 Open a folder. The recommended way is to click the specific folder link from under the "Owned Folder" banner.
- 2 From any folder page, click  at the top-right of the page banner.
- 3 From the folder dashboard, click .
- 4 The Folder Manager page is displayed.
- 5 In the **Reference Name** field, type a unique reference name for the folder.
- 6 In the **Title** field, type a unique name for the folder title.
- 7 Click **Create**.
- 8 Repeat steps 5-7 to add as many new folders as you want.
- 9 From the Find Folder panel, choose a folder by reference name.
- 10 Click **Edit** to configure or edit the folder properties.





Assigning a folder owner

Required Privileges

- Site administrator, folder owner

The folder owner has complete folder privileges (add, delete, move, assign style) and is responsible for approving items. Folder owner(s) can be a user(s) or a group(s). The site administrator assigns one or more folder owner(s) using the Folder Manager.

To assign a folder owner:

- 1 Open a specific folder to edit. The recommended way is to click the specific folder link from under the "Owned Folder" banner.
- 2 From its Folder Manager page, click the **Users** tab .
Or, if you want to assign a group to own the folder, click the **Group** tab .
- 3 In the **Name** field, type a valid username or group name to add to the folder's access list.
If you don't know the exact name, click . A box is displayed that lets you perform a search of the user or group name. You can use the wildcard character, %, to display a list of users or groups with your search criteria.
- 4 Click **Add to Access List**. Each user or group is added to the appropriate access list and is displayed on this page.
- 5 Beside the user or group name, check the **Own** check box.
- 6 You can assign multiple users or groups as folder owners. When you are satisfied with your selection, click **Apply**.
- 7 When you have assigned all folder owners, click .

The selected user(s) or group(s) is assigned the folder owner(s).




Displaying folder to public users

Required Privileges

- Site administrator, folder owner

The **Display this folder to public users** option is enabled in the current folder's main properties page. Enabling this option allows public users (users who are not logged on) to view this folder and its contents.

To display a folder to public users:

- 1 Locate the folder you want to edit and access the Folder Manager.
- 2 Click  to enter edit mode.
- 3 From the folder dashboard, click .
- 4 Check the **Display This folder To Public Users** check box from the Main page.
- 5 When satisfied, click **Apply**.
- 6 If necessary, make any other folder properties changes and click  when you are done.

Note

- If this option is not selected, only the site administrator, folder owner, and contributors will be able to view this folder. Contributors need to have the "Manage Items" privilege granted to them.

Granting folder privileges to users



Required Privileges

- Site administrator, folder owner

WebDB lets you control which users can view, create, and manage items in a current folder by allowing you to grant or revoke folder privileges.

Tip Before you make any edits, check the folder path displayed below the Folder Manager's page banner to ensure that you are in the appropriate folder.

To grant folder privileges to users (contributors):

- 1 Open a specific folder to edit.
- 2 From its Folder Manager page, click the **Users** tab .
- 3 In the **Name** field, type a valid username to add to the folder's access list.
If you don't know the exact username, click . A box is displayed that lets you perform a search of the user's name. You can use the wildcard character % to display a list of users with your search criteria.
- 4 Click **Add to Access List**. Each user (contributor) is added to the user's access list and is displayed on this page.
- 5 Beside each username, choose which privileges you want to grant to each user by checking the appropriate check box(es):
 - **Own**: User is the owner of this folder. The user has full privileges to this folder and can perform any task on items in this folder including adding, editing, moving, and deleting items.
 - **View**: User can view this folder.
 - **Style**: User can modify the folder style.
 - **Manage Items**: User can add or edit items in this folder.
 - **Create with approval**: User can add items in this folder but the folder owner must approve the item before it is displayed on the WebDB site.
- 6 Repeat steps 3-5 for each user you want to add users to the access list.
- 7 When you are satisfied with your selections, click **Apply**.
Note If you have many users to add, you can click **Apply** to save your current changes and continue working.

Note

- A site administrator or folder owner can also grant folder privileges to groups.

Granting folder privileges to group



Required Privileges

- Site administrator, folder owner

WebDB lets you control which user groups can view, create, and manage items in a current folder by allowing you to grant or revoke folder privileges.

Tip Before you make any edits, check the folder path displayed below the Folder Manager's page banner to ensure that you are in the appropriate folder.

To control the folder access to a group(s):

- 1 Open a specific folder to edit.
- 2 From its Folder Manager page, click the **Groups** tab .
- 3 In the **Name** field, type a valid group to add to the folder's access list.
If you don't know the exact group name, click . A Search box is displayed from which you can perform a search of the user's name. You can use the wildcard character, %, to display a list of groups with your search criteria.
- 4 Click **Add to Access List**. Each privileged group is added to the group's access list and is displayed on this page.
- 5 Beside each group name, choose which privileges you want to grant to the group by checking the appropriate check box(es):
 - **Own**: Group is the owner of this folder. The group has full privileges to this folder and can perform any task on items in this folder including adding, editing, moving, and deleting items.
 - **View**: Group can view this folder.
 - **Style**: Group can modify the folder style.
 - **Manage Items**: Group can add or edit items in this folder.
 - **Create with approval**: Group can add items in this folder but the folder owner must approve the item before it is displayed on the WebDB site.
- 6 Repeat steps 3-5 for each group you want to add to the access list.
- 7 When you are satisfied with your selections, click **Apply**.
Note If you have many groups to add, you can click **Apply** to save your current changes and continue working.

Note

- A site administrator or folder owner can also grant folder privileges to specific users

Approving items


Required Privileges

- Site administrator, folder owner

WebDB allows contributors to add items to specific folders. However, these contributors (users or groups), must be granted the appropriate folder privileges, either "Manage items" and "Create with approval", to add items. Thus, the user or group must be added to the access list of the specific folder. The site administrator or folder owner is responsible for granting the folder privileges to users and groups.

- Granting folder privileges to users
- Granting folder privileges to groups

Users with "Create with approval privileges" can create items. When the folder owner logs on, these items are displayed and are awaiting approval on the specific folder page. The folder owner must approve the items before the item is displayed on the WebDB site for public viewing. To approve an item, the folder

owner clicks the approve icon  beside the item. If the folder owner decides not to approve the item, the item can be deleted.

Displaying links to nested folders

Required Privileges

- Site administrator, folder owner

Note This task is relevant when you have one or more folders within a folder, also known as a nested folder.

Tip Before you make any edits, check the folder path displayed below the Folder Manager's page banner to ensure that you are in the appropriate folder.

This option lets you arrange the display order of your nested folders on your WebDB site. The display order is viewed from the Site Map page or Folder Manager page. You can open folders by navigating in the folder list.

To display links to nested folders:





- 1 Choose the folder you want to edit and access the Folder Manager. The recommended way is to click the specific folder link from under the "Owned Folder" banner.

- 2 Click  to enter edit mode.


- 3 From the folder dashboard, click .

- 4 Check the **Display These Folders** check box from the Main page.

- 5 A list of folders contained within the current folder is displayed. Select the folder you want to move and then click the appropriate arrowhead icon.

- Select  to move the folder to the top of the list (directly below the current folder).
- Select  to move the folder one position down.
- Select  to move the folder one position up.
- Select  to move the folder to the bottom of the list.

- 6 When satisfied, click **Apply**.

- 7 If necessary, make any other folder properties changes and click  when you are done.

Choosing navigation bar elements for a folder

Required Privileges

- Site administrator, folder owner

Tip Before you make any edits, check the folder path displayed below the Folder Manager's page banner to ensure that you are in the appropriate folder.

You can choose which navigation bar to apply to a current folder. The navigation bar options include Default, Inherit From Parent Folder, and Customize your own navigation bar. You can also choose the navigation bar elements for a folder.

To choose the navigation bar elements for a folder:

- 1 Locate the folder you want to edit and access the Folder Manager. The recommended way is to click the specific folder link from under the "Owned Folder" banner.

- 2 Click  to enter edit mode.

- 3 From the folder dashboard, click .

- 4 The following navigation bar options are available for selection:

- **Default:** This folder uses the default navigation bar which is the root folder's navigation bar.
- **Inherit From Parent Folder:** This folder uses the same navigation bar as its parent folder (folder containing this folder). Click the **Edit** link to customize the parent folder's navigation bar. Follow the steps provided in the Customize section below.
- **Customize:** If you choose the **Customize** option, you must design a customized navigation bar for this folder. Click **Apply**. On the next displayed page, from the **Displayed Elements** list, choose the elements you want to display on the navigation bar. Elements that you can include are: site name and logo, administration link, search, popups, folder links, category links, perspective links, and so on.



If you chose to display folder links, category links, or perspective links, you must also choose which specific links to display on the navigation bar from the other list boxes on this page.

Using the **Available Folder Links** list box applies if you chose to display the Folder links element on the navigation bar. You need to choose which specific folder links you want displayed. The list contains all folders on your WebDB site. Use the move buttons to move over or remove folder links to and from the navigation bar.

Using the **Available Category Links** list box applies if you chose to display the Category links element on the navigation bar. You need to choose which specific category links you want displayed. The list contains all categories on your WebDB site. Use the move buttons to move over or remove category links to and from the navigation bar.

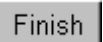
Using the **Available Perspective Links** list box applies if you chose to display the Perspective links element on the navigation bar.

You need to choose which specific perspective links you want displayed. The list contains all perspectives on your WebDB site. Use the move buttons to move over or remove perspective links to and from the navigation bar.

Note that if you don't see these three options (Default, Inherit From Parent Folder, Customize), the folder has already been customized.

- 5 Click **Apply**. If you want to clear your selections, click **Re-Define**.

Adding Folders

- 6 Click  when all edits are completed.

The selected navigation bar is applied to the current folder.



Customizing navigation bar elements for a folder

Required Privileges

- Site administrator, folder owner

Tip Before you make any edits, check the folder path displayed below the Folder Manager's page banner to ensure that you are in the appropriate folder.

To create a customized navigation bar for a folder:

- 1 Locate the folder you want to edit and access the Folder Manager. The recommended way is to click the specific folder link from under the "Owned Folder" banner.
- 2 Click  beside the folder you want to edit which displays the folder properties.
- 3 From the folder dashboard, click .
- 4 From the **Displayed Elements** list, choose the elements that you want to display on the navigation bar for this folder. You can choose from these elements: site name and logo, administration link, search, popups, folder links, category links, perspective links, and so on.




If you chose to display folder links, category links, or perspective links, you must also choose which specific links to display on the navigation bar from the other list boxes on this page.

Using the **Available Folder Links** list box applies if you chose to display the Folder links element on the navigation bar. You need to choose which specific folder links you want displayed. The list contains all folders on your WebDB site. Use the move buttons to move over or remove folder links to and from the navigation bar.

Using the **Available Category Links** list box applies if you chose to display the Category links element on the navigation bar. You need to choose which specific category links you want displayed. The list contains all categories on your WebDB site. Use the move buttons to move over or remove category links to and from the navigation bar.

Using the **Available Perspective Links** list box applies if you chose to display the Perspective links element on the navigation bar.

You need to choose which specific perspective links you want displayed. The list contains all perspectives on your WebDB site. Use the move buttons to move over or remove perspective links to and from the navigation bar.

- 5 Click **Apply**. If you want to clear your selections, click **Re-Define**.
- 6 Click  when all edits are completed.

The newly-created customized navigation bar is applied to the current folder.

Choosing folder images to display on navigation bar





Required Privileges

- Site administrator, folder owner

Instead of having a folder text link on the navigation bar, you can choose an image to represent a specific folder. In addition, you can have a rollover image applied to the folder image. This feature allows for more animated images. Thus, as the user moves the cursor to and away from the image, the image changes to and from the image and rollover image.

Tip Before you make any edits, check the folder path displayed below the Folder Manager's page banner to ensure that you are in the appropriate folder.

To choose a folder image and folder rollover image to display on the navigation bar:

- 1 Locate the folder you want to edit and access the Folder Manager. The recommended way is to click the specific folder link from under the "Owned Folder" banner.
- 2 Click  to enter edit mode.
- 3 From the folder dashboard, click .
- 4 Click  the **Image** tab.
- 5 In the **Image** field, type the fully-qualified directory path and name of the graphical image or browse to the location containing the appropriate image. This image displays on the navigation bar for the current folder.
- 6 You can also associate a rollover image for the current folder. In the Rollover image field, type or browse to the appropriate graphical image.
- 7 Click **Apply**.
- 8 Click  after all edits are completed.

Note

- These title image(s) cannot be displayed in the content area.

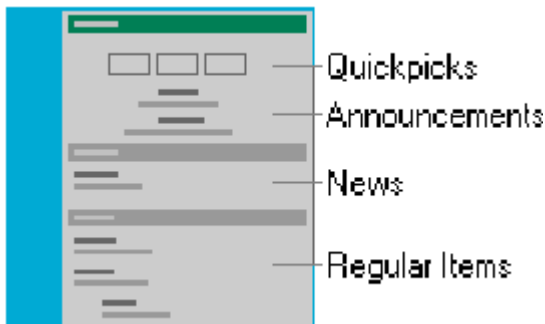
Choosing banner image to display on page title

Required Privileges

- Site administrator, folder owner




A banner image appears at the top of the content area replacing the title banner. You can view the title banner only in edit mode.

In the image below, the green strip in the right frame is the title banner which is where the banner image would display.



Tip Before you make any edits, check the folder path displayed below the Folder Manager's page banner to ensure that you are in the appropriate folder.

To choose a banner image to display on title banner:

- 1 Locate the folder you want to edit and access the Folder Manager. The recommended way is to click the specific folder link from under the "Owned Folder" banner.
- 2 Click  beside the folder you want to edit which displays the folder properties.
- 3 From the folder dashboard, click  the **Image** tab.
- 4 In the **Image** field under the Banner Image section, type the fully-qualified directory path and name of the graphical image or browse to the location containing the appropriate graphical image.
- 5 When you are finished, click **Apply**.
- 6 Click  after all edits are completed.

Assigning a style to a folder



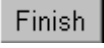
Required Privileges

- Site administrator, folder owner, Style manager

When a folder page is newly added to a WebDB site, the folder page has the same style or appearance as the parent folder's page. However, if you want a different appearance for a specific folder page, you can assign another style to it.

Tip Before you make any edits, check the folder path displayed below the Folder Manager's page banner to ensure that you are in the appropriate folder.

To assign a style to a specific folder:

- 1 Locate the folder you want to edit and access the Folder Manager. The recommended way is to click the specific folder link from under the "Owned Folder" banner.
- 2 Click the folder link to display its folder page.
- 3 Click  to enter edit mode.
- 4 From the folder dashboard, click .
- 5 From the **Style list**, choose the style you want to assign to this folder.
- 6 Click Apply.
- 7 When satisfied, click .

Note

- Any user can also choose to edit an existing style or create a new style with the Style Manager.

Managing Folders

Accessing the Folder Manager

Required Privileges



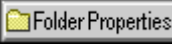
- Site administrator, folder owner, contributor
Note: The contributor can access the Folder Manager to add and edit items. However, a contributor cannot add a folder or edit the folder properties. These tasks can only be performed by a folder owner or site administrator.

The Folder Manager lets you add, edit, or delete folders. You can access the Folder Manager in the following ways:

- From the folder dashboard (recommended way)
- From the Administration page

Tip Before you make any edits, check the folder path displayed below the Folder Manager's page banner to ensure that you are in the appropriate folder.





(Recommended) To access the Folder Manager from the folder dashboard:

- 1 Open a folder. The recommended way is to click the specific folder link from under the "Owned Folder" banner.
- 2 From any folder page, click  at the top-right of the page banner.
- 3 From the folder dashboard, you can:
 - Click  to create a new folder or edit an existing folder.
 - Click  to edit the properties for the current folder.
- 4 The Folder Manager is displayed.
 If you want to edit an existing folder, choose the folder from the **Reference Name** list, and click **Edit**. The Folder Manager page for the current folder is displayed. You can edit the folder properties: main, style, image, navigation bar, users, and groups fields.

If you are not sure about the location of the specific folder on your WebDB site, you can navigate to the Folder Manager from the Administration page.

Managing Folders

To access the Folder Manager from the Administration page:

- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or the Folder link under Content Manager to display the Folder Manager.
- 3 If the folder you want to edit is nested, click  to open a folder.
- 4 Beside the folder, click  .




Editing folder properties

Required Privileges

- Site administrator, folder owner, Style administrator

Tip Before you make any edits, check the folder path displayed below the Folder Manager's page banner to ensure that you are in the appropriate folder.


To edit folder properties:

- 1 Locate the folder you want to edit and access the Folder Manager.
- 2 Click  to enter edit mode.
- 3 From the folder dashboard, click . You can click any folder tab to display its fields. The folder tabs include: **Main**, **Style**, **Image**, **Navigation Bar**, **Users**, and **Groups**.
- 4 Edit the folder properties as desired.
- 5 Click  when editing is complete.

Opening a folder

Required Privileges



- Site administrator, folder owner, Style administrator, contributor

Opening a folder in WebDB is similar to opening a folder using your operating system's file directory manager. Folders are organized into a directory structure. You navigate to the desired folder starting from the root folder and clicking  to expand the folder branches until you reach the desired folder. You can open a folder in the following ways:




(Recommended method) From the "Owned Folder" Banner List

- 1 Contributors will most likely own a folder that they are contributing content to. Thus, the easiest way to open a folder is by clicking the specific folder link from under the "Owned Folder" banner.
- 2 The Folder page displays from which you click any of the management tools icons.

From Site Map Page

- 1 Click  from the navigation bar to display the Site Map which contains folders that you have access to.
- 2 Locate the folder you want to open.
 - Click  to open a folder.
 - Click the folder link to display its folder page.

From Administration Page

- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or the Folder link under Content Manager to display the Folder Manager.
- 3 Click  to open a nested folder.
Click the folder link to display its folder page.

From Interest List

If the folder was added to your interest list, you can open the folder directly from your main WebDB page under the Interest folder banner title.





Moving a folder

Required Privileges

- Site administrator, folder owner
- Note:** You also need folder privileges on the folder you are moving to.

Tip Before you make any edits, check the folder path displayed below the Folder Manager's page banner to ensure that you are in the appropriate folder.

To move a folder:

- 1 Select the folder you want to move and access the Folder Manager. The recommended way is to click the specific folder link from under the "Owned Folder" banner.
- 2 When you've located the folder you want to move, click . The Move Folder page is displayed.
- 3 Navigate to the folder to which you want the current folder moved.
 - Click  to open the folder.
 - Click  to close the folder.
 - Click  to move the current folder into this folder.

Deleting a folder


Required Privileges

- Site administrator, folder owner

Warning: When you delete a folder, all nested folders and items in these folders are also deleted. You cannot undo this action.

Tip Before you make any edits, check the folder path displayed below the Folder Manager's page banner to ensure that you are in the appropriate folder.

To delete a folder:

- 1 Select the folder you want to delete and access the Folder Manager. The recommended way is to click the specific folder link from under the "Owned Folder" banner.
- 2 Navigate to the folder you want to delete. Click . The Delete Folder page is displayed.
- 3 Click Yes to proceed with the deletion of the current folder. The folder is deleted from the WebDB site.

Deleting a personal folder

Required Privileges

- Site administrator, folder owner






When you delete a folder, all nested folders and items in these folders will also be deleted. You cannot undo this action.

Tip Before you make any edits, check the folder path displayed below the Folder Manager's page banner to ensure that you are in the appropriate folder.

A personal folder contains content belonging to a specified user. You delete a personal folder in the same way as you would delete any folder with the Folder Manager.

To delete a personal folder:

- 1 From the navigation bar, click  to display the Site Map page.
- 2 Locate the folder named Personal Folders.
- 3 Click  to open this folder displaying a folder for each alphabetical letter, a-z.
- 4 Open the folder that starts with the letter of the personal folder you want to delete.
- 5 Click . The Delete Folder page is displayed.
- 6 Click Yes to proceed with the deletion of the current folder. The folder is deleted from the WebDB site.

Working With Items

Adding Items

About items

Items are the information building blocks on your WebDB site. All content such as text, graphics, or links on your site, are added as items. When you add an item, WebDB lets you specify its title, display options, and optional information about the item.

You can organize your items by category and optionally by perspective. By choosing a category or assigning a perspective(s) to the item, items are categorized by specific interest and are easier to find.

WebDB item types

You can choose to add an item as any of the following item types with the Item Wizard:

Item Type	Description
URL	Choose the URL (Uniform Resource Locator) item type to add a URL to a folder. The title of each URL item is displayed as a link which users can click to view another web site or web page.
File	Choose the file item type to upload a file and store it in your WebDB site. Each file item title is displayed as a link. Users can click the link to view the file or download the file to their computer.
Text Item	Choose the text item type to place text (up to 32KB) on your WebDB site. When you add a text item to a folder, the item's title is displayed on the folder's page as a link which users click to display the text.
Folder Link	Choose the folder link item type to place a link to a folder on your WebDB site.
WebDB Component	Choose the WebDB component item type to add a WebDB component to your WebDB site. These components are created in WebDB builder. The title of each WebDB component is displayed as a link, which users click to execute. For more information, see the documentation roadmap.
PL/SQL Call	Choose the PL/SQL Call item type when you want to display the results of some PL/SQL code. The title of each PL/SQL call is displayed as a link which users click to execute.
Multiple Files	Choose the multiple files item type to upload multiple, separately independent files into a specific folder. The title of each multiple file item is displayed as a link which users can click to view the files or download them to their computer.

Item management tools


Required Privileges

- Site administrator, folder owner, contributors



Item management tools are only displayed while in edit mode. With your cursor, point over the tool to display its tool tip.

When adding or editing items, click any of the following management tools which may be displayed beside the item:

Icon	Name	Description
	Add sub-item	Displays the Item Wizard to add a sub-item to the selected item.
	Add an item after this item	Displays the Item Wizard to add a new item after the selected item.
	Edit item	Displays the Item Manager to allow you to change the required or optional item settings.
	Delete item	Removes the item from the folder.
	Expire item	Causes the selected item to expire. The item is no longer visible to a user. Note To reset the expiration period, click  and choose a new expiration period.
	Move item to another folder	Displays the Move Item page. You must then navigate to the folder you want to move the item to.
	Move item up	Automatically moves the selected item above the previous item.
	Move item down	Automatically moves the selected item below the next item.
	Move item left	For Quickpick items, you can move an item to the left and to the right with the appropriate move buttons.
	Move item right	
	Check-out item	Applies only to items enabled for check-out. See adding or editing an item. When an item is checked out, no other contributor can edit the item. The message, "Checked out by <i>username</i> " is displayed with the checked-out item and the Edit tool is not available.
	Check-in item	Applies only to items that have been checked-out and that were enabled for check-out. See adding or editing an item. Contributor returns the item to the folder after editing.
	Multiple files item	Indicates that the item has multiple referenced files associated with it.
	Multiple files missing file item	Indicates that the item is missing a referenced file(s). Click to display the Multiple Item page from which you can download the missing files.

Adding Items



Approve item

The folder owner, site administrator, or new administrator approves this item for display to users who are not logged on (public users).

Note This icon is displayed only for items which are added by contributors who have the "Create with Approval" privilege.



Task Help

Displays task-based Help, how to topics, table of contents, index, and full-text search capabilities.



Context Help

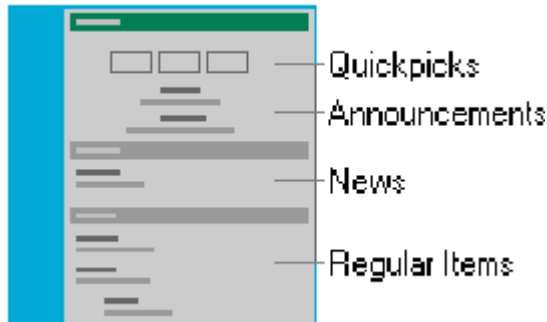
Displays context-sensitive Help for the current page.

Item display options



You cannot edit the display option for an item once it is added to a folder. The item's display option is determined when you add an item to a folder for the first time with the Item Wizard (on the first wizard page).

The display option you choose determines where the item will be located on the rendered web page. The following illustration shows where items typically appear on a given page:



Quickpick Items

Quickpicks are the most prominent items on a folder page. Each Quickpick can be a text link and is displayed at the center-top of each folder page. The Quickpick display option should be reserved for items requiring easy access.

Announcement Items

Announcements are displayed directly below any Quickpicks and receive immediate attention. Announcement text is centered and stacked vertically on the home or folder page by title. Use this type of item to introduce information to the general public. For example, you might announce the appointment of a member of the board or the date of a big corporate event.

News Items

News items are usually time-sensitive items. They are displayed as a text link by title under the news banner on each folder page.

Contributors can add news items to the WebDB site. Public users can add news items to the root folder only. However, the site administrator must first check the Enable Public users to contribute news feature option from the Site Manager page.

News items awaiting approval are not immediately displayed to the public. When a public user adds a news item, the title is displayed under the **Items awaiting approval** banner on the WebDB site's home page. When the news administrator, site administrator, or folder owner logs on to the WebDB site, news items can then be edited, deleted, or approved for public viewing.

Regular Items

Regular items receive no special display treatment. The title of each regular item is displayed along with all other regular items, below all the special banners. Regular items are displayed under a category banner by category (in alphabetical order).

Notes

- The blue vertical bar in the left frame is the navigation bar.
- The entire area in the right frame refers to the content area.
- The green strip in the right frame is the title banner.

Accessing the Item Wizard

Required Privileges

- Site administrator, folder owner, contributors

WebDB displays the Item Wizard when you are adding a new item. If you want to edit an item, you use the Item Manager.

You can access the Item Wizard in the following ways :



- (recommended) By clicking the folder link under the Owned Folder
- From the Site Map
- From the Administration page

(Recommended method) To access the Item Wizard from the "Owned Folder" Banner List

1 Contributors will most likely own a folder that they are contributing content to. Thus, the easiest way to access the Item Wizard is by clicking the specific folder link from under the "Owned Folder" banner.

2 Click  from the folder dashboard.





To access the Item Wizard from the Site Map:

- 1 Click  from the navigation bar to display the Site Map which contains folders that you have access to.
- 2 Locate the folder you want to add an item to.
 - If the folder containing the item you want to add is nested, click  to open a folder.
 - If the folder containing the item you want to add is a root or parent folder, click its folder link. The Folder Manager page for the current folder is displayed. Skip step 3.








3 Click the folder link to display its folder page.

4 Click  to enter edit mode.

5 To access the Item Wizard, you can:

- From the folder dashboard, click .
- Beside the item, click  to add a sub-item to the selected item.
- Beside the item, click  to add an item after this item.
- On the Category banner, click  to add an item.

To access the Item Wizard from the Administration page:

- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or the Folder link under Content Manager to display the Folder Manager.
- 3 Locate the folder you want to add an item to.
 - If the folder containing the item you want to add is nested, click  to open a folder.
 - If the folder containing the item you want to add is a root or parent folder, click its folder link. The Folder Manager page for the current folder is displayed. Skip step 4.
- 4 Click the folder link to display its folder page.
- 5 Click  to enter edit mode.
- 6 To access the Item Wizard, you can:
 - From the folder dashboard, click .
 - Beside the item, click  to add an item.
 - Beside the item, click  to add an item after this item.

Adding an item

Required Privileges

- Site administrator, folder owner, contributor



You can add an item only while in edit mode and only if you have been granted the appropriate folder privileges.

WebDB provides you with several item types that let you add a new item. When you add a new item, you can establish a specific display and behavior for that item by choosing an item type. This allows your Web browser to display the item and also allows your users to interact with the item appropriately.

WebDB also allows you to create a custom item type and add an item based on the custom item type. You add a new item with the Item Wizard. You edit an item with the Item Manager.

You can add the following item types:

- Adding a URL item
- Adding a file item
- Adding a text item
- Adding an image map item
- Adding a folder link item
- Adding a WebDB component item
- Adding a PL/SQL call item
- Adding multiple files items
- Adding item based on custom item type

Note

- When adding or editing an item, if the **Title** field is left blank, then the link text is displayed as "View."



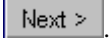
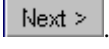
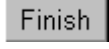
Adding a URL item

Required Privileges

- Site administrator, folder owner, contributor

Choose the URL (Uniform Resource Locator) item type to add a URL item to a folder. The title of each URL item is displayed as a link which users can click to display another web site or web page.

To add a URL item to a specific folder:

- 1 Locate the folder in which you want to add a URL item and access the Item Wizard. The recommended way is to click the folder link from under the "Owned Folders" banner.
- 2 Click  located at the top of the folder banner.
- 3 Click  on the folder dashboard.
- 4 The Item Wizard is displayed. From the **Item type** list, choose **URL**.
- 5 Choose a **display option** which determines where the item will be displayed on the rendered page.
Note The fields that are displayed may vary depending on the selected display option.
- 6 Click .
- 7 In the **URL** field, type the URL address or HTML page location that the item is linked to.
- 8 Complete the remaining required setting fields for the item: **title**, **category**, **description**, and **expiration period**.
- 9 Click .
- 10(*optional*) Complete the optional settings: **perspectives**, **image associated with the item**, **basic search keywords**, **author of the item**.
Note If you want to choose multiple perspectives for the item, hold down the Control key and click the desired perspectives. To unassign a perspective, hold down the Control key and click the highlighted perspective.
- 11 If desired, check the **Display in full browser window** and **Enable item check-out** check boxes to enable these options.
- 12 Click . The item is added to the current folder.

Note

- You must choose a category for an item. You optionally assign a perspective(s) to an item.





Adding a file item

Required Privileges






- Site administrator, folder owner, contributor



Choose the file item type to add a single item or a single file item with references to other files such as an image file or another HTML file. If you want to quickly add and upload separately independent items into a specific folder, choose to add multiple items.

In edit mode , a file item containing referenced files is identified by  beside the item. If  appears beside the item in edit mode, this indicates that a referenced file(s) is missing. Click  to display the Multiple Item page from which you can download the missing file(s). Choose the file item type to upload a file and store it in your WebDB site. Each file item title is displayed as a link. Users can click the link to view or download the file to their computer.

To add a file item to a specific folder:

- 1 Locate the folder in which you want to add a file item and access the Item Wizard. The recommended way is to click the folder link from under the "Owned Folders" banner.
- 2 Click  located at the top of the folder banner.
- 3 Click  on the folder dashboard.
- 4 The Item Wizard is displayed. From the **Item type** list, choose **File**.
- 5 Choose a **display option** which determines where the item will be displayed on the rendered page.
Note The fields that are displayed may vary depending on the selected display option.
- 6 Click .
- 7 In the **File Name** field, type or browse to the location of the specific file that the item is linked to.
- 8 Complete the remaining required setting fields for the item: **title**, **category**, **description**, and **expiration period**.
- 9 Click .
- 10(*optional*) Complete the optional settings: **perspectives**, **image associated with the item**, **basic search keywords**, **author** of the item.
- 11If desired, check the **Enable item check-out** check box to enable these options.
- 12Click . The item is added to the current folder.

Note

- You must choose a category for an item. You optionally assign a perspective(s) to an item.




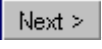

Adding a text item

Required Privileges

- Site administrator, folder owner, contributor

Choose the text item type to place text (up to 32KB) or HTML code on your WebDB site. When you add a text item to a folder, the item's title is displayed on the folders page as a link which users click to display the text. If no title is specified, the item link is named "View."

To add a text item to a specific folder:

- 1 Locate the folder in which you want to add a text item and access the Item Wizard. The recommended way is to click the folder link from under the "Owned Folders" banner.
- 2 Click  located at the top of the folder banner.
- 3 Click  on the folder dashboard.
- 4 The Item Wizard is displayed. From the **Item type** list, choose **Text Item**.
- 5 Choose a **display option** which determines where the item will be displayed on the rendered page.
Note The fields that are displayed may vary depending on the selected display option.
- 6 Click .
- 7 In the **Text** field, type the text that is displayed on the rendered page when the text title is clicked.
- 8 Complete the remaining required setting fields for the item: **title**, **category**, **description**, and **expiration period**.
- 9 Click .
- 10(*optional*) Complete the optional settings: **perspectives**, **image** associated with the item, **basic search keywords**, **author** of the item.
- 11If desired, check the **Display in frame**, **Display in place**, **Display in full browser window**, and **Enable item check-out** check boxes to enable these options.
 - If **Display in frame** and **Title** is left blank, the link is titled "View..."
 - If **Display in place** and **Title** is left blank, then no title or link is displayed and the text is displayed directly in the frame.
- 12Click . The item is added to the current folder.

Notes

- The font size and style of this text is controlled by the "Text Item" setting of the selected style from the Style Manager.
- You must choose a category for an item. You optionally assign a perspective(s) to an item.




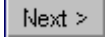

Adding an image map item

Required Privileges

- Site administrator, folder owner, contributor

Choose the image map item type to add an image map on your WebDB site. When you add an image map item to a folder, the image map is displayed on the current folders page. Users can click the image map area to take them to a URL(s).

To add an image map item to a specific folder:

- 1 Locate the folder in which you want to add an image map item and access the Item Wizard. The recommended way is to click the folder link from under the "Owned Folders" banner.
- 2 Click  located at the top of the folder banner.
- 3 Click  on the folder dashboard.
- 4 The Item Wizard is displayed. From the **Item type** list, choose **Image map**.
- 5 Choose a **display option** which determines where the item will be displayed on the rendered page.
Note The fields that are displayed may vary depending on the selected display option.
- 6 Click .
- 7 In the **Image** field, type or browse to the location of the specific image map file that the item is linked to.
- 8 In the **Image Map** text box, type (or copy and paste) the entire MAP tag in standard http format.
- 9 In the **Image Map Name** field, type a name. This name must be identical to the map in the MAP tag from the Image map text box above.
- 10 Complete the remaining required setting fields for the item: image map name, **category**, **description**, and **expiration period**.
- 11 Click .
- 12 (optional) Complete the optional settings: **perspectives**, **basic search keywords**, **author** of the item.
Note If you want to choose multiple perspectives for the item, hold down the Control key and click the desired perspectives. To unassign a perspective, hold down the Control key and click the highlighted perspective.
- 13 If desired, check the **Display in full browser window** and **Enable item check-out** check boxes to enable these options.
- 14 Click . The item is added to the current folder.

Note

- You must choose a category for an item. You optionally assign a perspective(s) to an item.






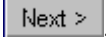


Adding a folder link item

Required Privileges

- Site administrator, folder owner, contributor

Choose this item type to place a link to a folder on your WebDB site. Users can click the folder link which displays the folder.

To add a folder link item to a specific folder:

- 1 Locate the folder in which you want to add a folder link item and access the Item Wizard. The recommended way is to click the folder link from under the "Owned Folders" banner.
- 2 Click  located at the top of the folder banner.
- 3 Click  on the folder dashboard.
- 4 The Item Wizard is displayed. From the **Item type** list, choose **Folder Link**.
- 5 Choose a **display option** which determines where the item will be displayed on the rendered page.
Note The fields that are displayed may vary depending on the selected display option.
- 6 Click .
- 7 A page similar to the Site Map page is displayed enabling you to navigate to any folder on your WebDB site. Choose the folder for which you want a link to.
 - Click  to expand the WebDB root folder and display all folders on the WebDB site you have access to.
 - Next to the folder, click  to add a link to the folder.
- 8 Click .
- 9 Type information for the required settings: **title**, **category**, **description**, and **expiration period**.
- 10 Click .
- 11 (*optional*) Complete the optional settings: **perspectives**, **image**, **basic search keywords**, **author** of the item.
Note If you want to choose multiple perspectives for the item, hold down the Control key and click the desired perspectives. To unassign a perspective, hold down the Control key and click the highlighted perspective.
- 12 If desired, check the **Display in full browser window** and **Enable item check-out** check boxes to enable these options.
- 13 Click . The item is added to the current folder.

Note

- You must choose a category for an item. You optionally assign a perspective(s) to an item.






Adding a WebDB component item

Required Privileges

- Site administrator, folder owner, contributor

Choose the WebDB component item type when you want to provide a WebDB component on your WebDB site. The title of each WebDB component is displayed as a link, which end users click to execute. For more information, see the documentation roadmap.

To add a WebDB component item to a specific folder:

- 1 Locate the folder in which you want to add a WebDB component item and access the Item Wizard. The recommended way is to click the folder link from under the "Owned Folders" banner.
- 2 Click  located at the top of the folder banner.
- 3 Click  on the folder dashboard.
- 4 The Item Wizard is displayed. From the **Item type** list, choose **WebDB component**.
- 5 Choose a **display option** which determines where the item will be displayed on the rendered page.
Note The fields that are displayed may vary depending on the selected display option.
- 6 Click .
- 7 In the **WebDB Component** field, choose the appropriate WebDB component that you want to add to this WebDB site.
Note WebDB Components are only available if WebDB is installed on your database.
- 8 Complete the remaining required setting fields for this item: **title**, **category**, **description**, and **expiration period**.
- 9 Click .
- 10(*optional*) Complete the optional settings: **perspectives**, **image** associated with the item, **basic search keywords**, **author** of the item.
Note If you want to choose multiple perspectives for the item, hold down the Control key and click the desired perspectives. To unassign a perspective, hold down the Control key and click the highlighted perspective.
- 11 If desired, check the **Display in frame**, **Display in place**, **Display in full browser window**, and **Enable item check-out** check boxes to enable these options.
 - If **Display in frame** and **Title** is left blank, the link is titled "View..."
 - If **Display in place** and **Title** is left blank, then no title or link is displayed and the text is displayed directly in the frame.
- 12 Click . The item is added to the current folder.

Note

- You must choose a category for an item. You optionally assign a perspective(s) to an item.



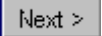


Adding a PL/SQL call item

Required Privileges

- Site administrator, folder owner, contributor

Choose the PL/SQL call item type when you want to display the results of some PL/SQL code. The title of each PL/SQL call is displayed as a link which users click to execute the stored procedure.

To add a PL/SQL call item to a specific folder:

- 1 Locate the folder in which you want to add a PL/SQL call item and access the Item Wizard. The recommended way is to click the folder link from under the "Owned Folders" banner.
- 2 Click  located at the top of the folder banner.
- 3 Click  on the folder dashboard.
- 4 The Item Wizard is displayed. From the **Item type** list, choose **PL/SQL call component**.
- 5 Choose a **display option** which determines where the item will be displayed on the rendered page.
Note The fields that are displayed may vary depending on the selected display option.
- 6 Click .
- 7 In the **PL/SQL code** field, type the appropriate PL/SQL code that executes when this item is clicked.
- 8 Type or choose the required setting fields for the item: **title**, **category**, **description**, and **expiration period**.
- 9 Click .
- 10(*optional*) Complete the optional settings: **perspectives**, **image** associated with the item, **basic search keywords**, **author** of the item.
Note If you want to choose multiple perspectives for the item, hold down the Control key and click the desired perspectives. To unassign a perspective, hold down the Control key and click the highlighted perspective.
- 11 If desired, check the **Select the Display in frame**, **Display in place**, **Display in full browser window**, and **Enable item check-out** check boxes to enable these options.
 - If **Display in frame** and **Title** is left blank, the link is titled "View..."
 - If **Display in place** and **Title** is left blank, then no title or link is displayed and the text is displayed directly in the frame.
- 12 Click . The item is added to the current folder.

Note

- You must choose a category for an item. You optionally assign a perspective(s) to an item.

Adding multiple files item type

Required Privileges





- Site administrator, folder owner, contributor



Choose the multiple files item type when you want to quickly upload several separately independent items.

Choose multiple files item type to add many files to a specific folder. When added, the titles of the multiple file items are displayed as links which users can click to view the files or download them to their computer.

To add multiple items to a specific folder:

- 1 Locate the folder in which you want to add a multiple items and access the Item Wizard. The recommended way is to click the folder link from under the "Owned Folders" banner.
- 2 Click  located at the top of the folder banner.
- 3 Click  on the folder dashboard.
- 4 The Item Wizard is displayed. From the **Item type** list, choose the **Multiple Files** item.
- 5 Choose a **display option** which determines where the item will be displayed on the rendered page.
Note The fields that are displayed may vary depending on the selected display option.
- 6 Click .
- 7 Choose a **category** and **expiration period** for this item.
- 8 In each **File Name** field, type or browse to locate the file you want to add to this folder. Repeat this step until all files are added.
- 9 If desired, check the **Enable item check out** check box.
- 10 Click **Apply**.
- 11 Click . The item is added to the current folder.

Note

- You must choose a category for an item. You optionally assign a perspective(s) to an item.

Adding an item based on a custom item type





Required Privileges

- Site administrator, folder owner

To add an item based on a custom item type:



You must first make sure that a custom item type is created and available before creating an item based on a custom item type.

- 1 Locate the folder in which you want to add an item based on a custom item type and access the Item Wizard. The recommended way is to click the folder link from under the "Owned Folders" banner.
- 2 Click  located at the top of the folder banner.
- 3 Click  on the folder dashboard.
- 4 The Item Wizard is displayed. From the **Item type** list, choose the name of the custom item type that was created.
- 5 Choose a **display option** which determines where the item will be displayed on the rendered page.
Note The fields that are displayed may vary depending on the selected display option and the custom item type attributes which were based on a WebDB item type. For this example, we assume that this custom item type was based on a URL item type.
- 6 Click .
- 7 Choose a **category** and **expiration period** for this item.
- 8 In each **File Name** field, type or browse to locate the file you want to add to this folder. Repeat this step until all files are added.
- 9 If desired, check the **Enable item check out** check box.
- 10 Click **Apply**.
- 11 Click . The item is added to the current folder.

Notes




- Custom item types are based on an item type supported by WebDB.
- You must choose a category for an item. You optionally assign a perspective(s) to an item.

Adding an item after an item

Required Privileges


- Site administrator, folder owner, contributor

To add an item after an item in the same folder:

- 1 Locate the folder you want to add an item to and access the Item Manager. The recommended way is to click the folder link from under the "Owned Folders" banner.
- 2 Click  located at the top of the folder banner to enter edit mode.
- 3 Locate the desired category.
- 4 Locate the desired item in the category.
- 5 Click  to add an item after an item. The Item Wizard is displayed.
- 6 Complete the Item Wizard pages and click  when done.

The new item is added after (below) the selected item.

Notes

- If you want to add an item immediately below the category title (at the top of list), click  beside the category title.
- You must choose a category for an item. You optionally assign a perspective(s) to an item.

Managing Items

Accessing the Item Manager to edit an item


Required Privileges

- Site administrator, folder owner, contributor





The Item Manager lets you edit items. You add a new item to a folder with the Item Wizard. You can access the Item Manager in the following ways:



- (recommended) By clicking the folder link from under the "Owned Folder" Banner List
- From the Site Map
- From the Folder Manager

(Recommended method) To access the Item Manager from the "Owned Folder" Banner List




- 1 Contributors will most likely own a folder that they are contributing content to. Thus, the easiest way to access the Item Manager is by clicking the specific folder link from under the "Owned Folder" banner.
- 2 The Folder page displays from which you can click  next to the item you want to edit.

To access the Item Manager from the Site Map:






- 1 Click  from the navigation bar to display the Site Map which contains folders that you have access to.
- 2 If the folder containing the item you want to edit is nested, click  to open a folder. If the folder containing the item you want to edit is a root or parent folder, click its folder link. The Folder Manager page for the current folder is displayed. Skip step 3.
- 3 Click the folder link to display its folder page.
- 4 Click  to enter edit mode.
- 5 Scroll to the item you want to edit.
- 6 Beside the item, click . You have the following options:






Management tool	Description
	Adds an item directly below this item which displays the Item Wizard
	Edits the selected item which displays the Item

Managing Items

	Deletes the selected item.
	Adds an item associated with this item (sub-item).
	Moves the selected item to another folder.

To access the Item Manager from the Folder Manager:

- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or the Folder link under Content Manager to display the Folder Manager.
- 3 If the folder containing the item you want to edit is nested, click  to open a folder. If the folder containing the item you want to edit is a root or parent folder, click its folder link. The Folder Manager page for the current folder is displayed. Skip step 4.
- 4 Click the folder link to display its folder page.
- 5 Click  to enter edit mode.
- 6 Scroll to the item you want to edit.
- 7 Beside the item, click . You have the following options:

Management tool	Description
	Adds an item directly below this item which displays the Item Wizard
	Edits the selected item which displays the Item Manager.
	Deletes the selected item.
	Adds an item associated with this item (sub-item).
	Moves the selected item to another folder.

Editing an item

Required Privileges



- Site administrator, folder owner, contributor



You can edit an item while in edit mode and only if you have been granted the appropriate folder privileges.

After adding an item with the Item Wizard, a contributor can edit it with the Item Manager. You can edit the required and optional item attributes.

To edit an item:

- 1 Locate the folder in which you want to edit an item and access the Item Manager. The recommended way is to click the folder link from under the "Owned Folders" banner.
- 2 Click  located at the top of the folder banner to enter edit mode.
- 3 Scroll to the item you want to edit.
- 4 Beside the item, click . The Item Manager is displayed. You can also perform these tasks on an item:

Management

tool



Description

Adds an item directly below this item which displays the Item Wizard


Edits the selected item which displays the Item Manager.

Deletes the selected item.

Adds an item associated with this item (sub-item).

Moves the selected item to another folder.


- 5 If you are editing the item, make any desired changes to the required item attributes including title, category, description, expiration period.
- 6 Click the **Optional** tab to edit any of the optional attributes including perspectives, image, keywords, author, display in full browser window, and enable checkout.
Note If you want to choose multiple perspectives for the item, hold down the Control key and click the desired perspectives. To unassign a perspective, hold down the Control key and click the highlighted perspective.

- 7 When you are satisfied with your edits, click .

The item is modified with your changes.

Managing Items

Notes

- If you want to add an item immediately below the category title (at the top), click  beside the category title.
- Public users can add or post news items in the root folder but the news items are made public only when the news administrator approves the item.

Moving an item

Required Privileges





- Site administrator, folder owner, contributor



You can move an item while in edit mode and only if you have been granted the appropriate folder privileges.

In addition to adding and editing items, you can also move items. The main reason for moving items is to reorganize them for better item management within your WebDB site.

To move an item:

- 1 Locate the folder in which you want to move an item and access the Item Manager..
- 2 Click  located at the top of the folder banner to enter edit mode.
- 3 Locate the desired category title.
- 4 Locate the desired item you want to move. The following move options may be displayed beside the item:
 - Click  to move the selected item to another folder. The Move Item page is displayed from which you must select another folder in which to move the selected item.
 - Click  to move the selected item up or before this item.
 - Click  to move the selected item down or after this item.

The item is moved accordingly.

Note



- Click  or  beside a Quickpick item to move it to the right or left.

Deleting an item

Required Privileges

- Site administrator, folder owner, contributor

To delete an item:

- 1 Locate the folder in which you want to delete an item and access the Item Manager.
- 2 Click  located at the top of the folder banner to enter edit mode.
- 3 Locate the desired category.
- 4 Locate the desired item in the category. Click  beside the item.
- 5 The Delete Item confirmation page is displayed. Click **Yes** to proceed with the deletion of this item.
- 6 Click **Cancel** to cancel out of the operation.

Note




- The item is deleted from the current folder. If the site administrator checks the **Purge Deleted Items** check box from the Site Manager, all versions and translations of this item are only deleted from the WebDB site when the site administrator performs a system purge of deleted items.

Editing the item's category

Required Privileges

- Site administrator, folder owner

To choose another category with an existing item using the Item Manager:

- 1 Locate the folder containing the item you want to edit and access the Item Manager. The recommended way is to click the folder link from under the "Owned Folders" banner.
- 2 Click  located at the top of the folder banner to enter edit mode.
- 3 Scroll to the item you want to edit.
- 4 Beside the item, click  to display the Item Manager.
- 5 In the Category list, choose another category for this item.
- 6 Click  when you are done.

The item is associated with the new category.

Note

- You must choose a category for any new item. You first choose a category for an item with the Item Wizard. Doing so groups items into related topics and helps users to understand how items are organized on your WebDB site. For the user, an item's category answers the question, "What is this item."




Editing the item's perspective

Required Privileges

- Site administrator, folder owner

You can change the assigned perspective or add another perspective to the selected item.

To add or edit the perspective for an existing item with the Item Manager:

- 1 Locate the folder containing the item you want to edit and access the Item Manager. The recommended way is to click the folder link from under the "Owned Folders" banner.
- 2 Click  at the top of the folder banner to enter edit mode.
- 3 Scroll to the item you want to edit.
- 4 Beside the item, click  to display the Item Manager.
- 5 Click the **Optional** tab.
- 6 In the Perspective list, change the perspective assigned to this item.
Note If you want to choose multiple perspectives for the item, hold down the Control key and click the desired perspectives. To unassign a perspective, hold down the Control key and click the highlighted perspective.
- 7 Click  when you are done.

The item is associated with the new perspective(s).

Notes

- Unlike a category which you must choose when adding a new item, perspectives are an optional cross-categorization for items. Therefore, some items may not have any perspectives assigned to them. For the end user, the item's perspective answers the question, "Who is interested in this item?" You must choose a category for an item. You optionally assign a perspective(s) to an item.
- You first optionally assign a perspective(s) with the Item Wizard when adding a new item.

Editing the item's author

Required Privileges

- Site administrator, folder owner, contributor



The author you assign to the item does not necessary have contributor privileges (Manage Items), unless the folder owner adds the appropriate username or group name to the folder access list.

To assign or or edit the author to an existing item:

- 1 Locate the folder containing the item you want to edit and access the Item Manager. The recommended way is to click the folder link from under the "Owned Folders" banner.
- 2 On the Optional page, type or edit a name in the **Author** field. This name is used as for reference only and therefore does not have to be a valid database user name.
- 3 Click **Apply**.
- 4 Click **Finish**. The item in the current folder is reassigned to this author. This information is used as reference information only.

Note

- You can also assign an author to an item from page 3 of the Item Wizard when you add a new item.

Enabling item for check-out


Required Privileges

- Site administrator, folder owner, contributor

When the **Enable item for check-out** check box is checked, that item can be locked and available for edit only to the user who checked it out (locked it).

The message "Checked out by: <username>" is displayed with the checked-out item and the Edit tool becomes unavailable for this item.

To enable item for check-out on an existing item:

- 1 Locate the folder containing the item you want to edit and access the Item Manager. The recommended way is to click the folder link from under the "Owned Folders" banner.
- 2 On the Optional page, check the **Enable item for check-out** check box.
- 3 Click **Apply**.
- 4 Click . The item in the current folder has the check-out attribute enabled.

Note

- You can also enable an item for check-out from page 3 of the Item Wizard when you add a new item.


Editing item keywords

Required Privileges

- Site administrator, folder owner, contributor

By associating a keyword(s) with an item, you allow users to find items, using WebDB's search features, based on the keyword(s) you specify.

To add or edit keyword(s) for an existing item:

- 1 Locate the folder containing the item you want to edit and access the Item Manager. The recommended way is to click the folder link from under the "Owned Folders" banner.
- 2 In the **Basic Search Keywords** field, add or edit one or more keywords that accurately describe this item.
- 3 Click **Apply**.
- 4 Click . The item in the current folder is searchable when a user types any of the specified keyword(s).

Notes

- You can also associate a keyword(s) with an item from page 3 of the Item Wizard when you add a new item.
- If you do not associate keywords, searches are performed on the item's title and description only.

Editing the expiration period




Required Privileges

- Site administrator, folder owner, contributor

When adding an item, you must specify an expiration period for it that determines how long the item is displayed on your WebDB site. You can also edit the expiration period at any time.

Choose the number of days before the item expires, or select **Permanent** which never expires the item.

To edit an item's expiration period:

- 1 Locate the folder in which you want to edit an item and access the Item Manager.
- 2 Click  located at the top of the folder banner to enter edit mode.
- 3 Locate the desired category.
- 4 Locate the desired item in the category. Click  beside the item. The Item Manager is displayed.
- 5 In the **Expiration Period field**, make another selection. The item will expire according to this selection.
 - From the list, choose the number of days before the item expires.
 - If you select **Permanent**, the item never expires.
When an item has expired, it will be viewable only by the item's owner and the site administrator.
To revert an item to an unexpired state, enter edit mode and extend the expiration period. Items that are expired will be deleted during a system purge.
- 6 Click . The item's expiration period is modified.

Viewing news items in the news archive

Required Privileges

- None

Anyone can view the news archive, including public users.

To view news items in the news archive:

- 1 From the main WebDB page, click the News banner link to display a page listing all news items on the WebDB site.
Note: You can customize the News banner text from the Site Manager.
- 2 The news items are archived and grouped by date.
- 3 Click any item to display the news item.

Working With Custom Item Types

About custom item types

A custom item type is an item type you define to extend or refine the information kept about certain types of content. Custom item types are based on existing item types provided by a WebDB site, such as text or URL. A custom item type is useful as a special item which is specific to your business purpose or associated with the information you are displaying.

Consider creating and using a custom item type when there is one or more important elements of information that should be displayed with this item. These associated elements are implemented as attributes. For example, on a travel web site, you might create a custom item type that you call "Traveler's Notes." A Traveler's Note has a base item type, Text, but also has other information associated with it to validate the note and provide more information to the end user. When a content provider adds a Traveler's Note, he will also furnish the author's name, e-mail address, and publication date.

Function Calls

Custom item types are often function calls. These calls can be PL/SQL calls to functions that exist in your own database schema, or they can be external. In addition, these calls can be HTTP calls which are accessible only through an HTML or browser interface using a URL and parameter values. You use the Custom Item Type Manager to create arguments and make choices about passing values and displaying results.

For example, on a travel site, you might provide a simple HTTP function which executes a query against a local search engine about movies playing in San Francisco. When the user clicks the movie search item, the query is passed to the search engine, and the results are displayed for the user.



Creating a custom item type

Required Privileges

- Site administrator

When you create a custom item type, you are not adding an item to the web site. You are simply creating a new **type** of item, in addition to the base item types provided with WebDB. When folder owners or other contributors run the Item Wizard to add a new item to the WebDB site, they can define the item being added based on the base item types or on the custom item types you created.

To create a new custom item type:

- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or the Custom Item Type link under Content Manager to display the Custom Item Type Manager page.
- 3 In the Name field, type a unique custom item type name.
- 4 In the **Base Item Type** field, select an item type on which to base the new custom item type. For example, select from the following: text, file, URL, WebDB component, folder link.
- 5 Click **Create**.

The newly created custom item type is added to the list of item types available on your WebDB site when adding or editing an item.



Accessing the Custom Item Type Manager

Required Privileges

- Site administrator

The Custom Item Type Manager lets you create, edit, or delete custom item types.

To access the Custom Item Type Manager from the Administration page:




- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or the Custom Item Type link under Content Manager to display the Custom Item Type Manager page.

Editing a custom item type

Required Privileges

- Site administrator

To edit an existing custom item type:





- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or the Custom Item Type link under Content Manager to display the Custom Item Type Manager page.
- 3 In the **Find Custom Item Type** section, choose the name of the custom item type you want to edit from the available list.
- 4 Click **Edit**.
- 5 Click the **Main**, **Attribute list**, and **Function** tabs to display the various custom item type fields you can edit.
- 6 Make the necessary edits.
- 7 Click **Apply** to update the changes to the custom item type.
- 8 Click  when editing is complete.

Specifying attributes for a custom item type

Required Privileges

- Site administrator

To specify attributes for a custom item type:




- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or the Custom Item Type link under Content Manager to display the Custom Item Type Manager page.
- 3 In the **Find Custom Item Type** section, choose the name of the custom item type you want to edit from the available list.
- 4 Click **Edit**.
- 5 From the Main page, you can edit the **name** and **description** of the custom item type.
- 6 Click the **Attribute List** tab to add or delete attributes associated with this custom item type.
 - To add an attribute, complete the necessary features and values for the attribute.
 - To delete an attribute, click  beside the attribute.
- 7 Click **Apply** to update your changes.
- 8 Click the Procedure tab to specify the function and the text link to execute this function.
- 9 Click **Apply** to update your changes.
- 10 Click  when editing is complete.

Specifying a procedure for a custom item type

Required Privileges

- Site administrator

To specify a procedure for a custom item type:



- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or the Custom Item Type link under Content Manager to display the Custom Item Type Manager page.
- 3 In the **Find Custom Item Type** section, choose the name of the custom item type you want to edit from the available list.
- 4 Click **Edit**.
- 5 Click the **Procedure** tab.
- 6 Check the appropriate procedure type of this item:
 - **PL/SQL**: executes a PL/SQL stored procedure. The procedure call and parameters will be constructed to execute a local PL/SQL call.
 - **HTTP**: executes an external, or remote procedure whose prototype is known, but is accessible only through a browser (HTML) interface.
- 7 In the **Link text** field, type the text to display to the right of the item title as a link to the procedure. End users click this link text to execute the procedure. They can still click on the item title itself to view the item.
- 8 What you type in the **Procedure call** field, depends on the procedure type:
 - **PL/SQL**: type the name of the local procedure.
 - **HTTP**: type the web address and procedure name; for example:
`www.travel.com/search`
- 9 Check the **Display Procedure Results With Item** check box to display the results of the procedure execution directly with the custom item in browse mode.
If you don't check this box, a link is provided which when clicked, displays the results on another page. This is useful for procedures which generate graphic results, such as bar charts, or result tables.
- 10(*for PL/SQL procedures only*) Check the **Pass Item ID to Procedure** check box to pass the unique, local database reference of the contents of this item to the procedure. The procedure uses the Item ID to access the contents of the custom item.
Note: For external procedures to access the contents of a custom item, you must pass it as an argument.
- 11(*for PL/SQL procedures only*) Check the **Pass Folder ID to Procedure** check box to pass the unique, local database reference of the folder reference name to the procedure.
- 12 Click **Apply** to update your changes.
- 13 Click  when editing is complete.

Deleting a custom item type

Required Privileges

- Site administrator

To delete a custom item type:

- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or the Custom Item Type link under Content Manager to display the Custom Item Type Manager page.
- 3 In the **Find Custom Item** Type section, choose the name of the custom item type you want to delete from the available list.
- 4 Click **Delete**. The Delete Custom Item Type page is displayed.
- 5 Click **Yes** to proceed with the permanent deletion of the selected custom item type.

Working with Page Styles

About page Styles

A Style is a template which controls the look and feel of the home page and each folder page on your site. This template governs the navigation bar and page body colors, text font, size, background images, banners, and other graphic elements that are common to each page. You do not actually control the detailed layout of each page; instead, the pages are dynamically generated for you, based on the settings and parameters you've specified in the Style.



You can use the default Style provided by WebDB, or you can make custom Styles to suit your needs. One Style can be used for your entire site (the home page and each folder), or you can assign different Styles to give each folder a distinct look and feel.

Notes

- Your site administrator decides whether you, as a folder owner, can apply the Style of your choice to your folder.
- To work with page Styles, you must log on and have one of the following privileges: site administrator, folder owner, or Style administrator.

Creating a page Style

To create a page Style:

- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or **Style** under Web Site Managers to display the Style Manager.
- 3 In the Create Style window, enter the name of the new Style in the **Name** field.
The name of the Style must be no more than 30 characters, and must be unique within the site.
- 4 From the **Based on Style** drop-down list, choose an existing Style on which to base your new Style.
New Styles are created by modifying an existing Style, perhaps extensively, and saving it under a new name.
- 5 If you want everyone to have access to your new Style, either to apply to their folders or to use as a basis for their own new Styles, click **Public**. If you want to keep the Style for yourself, click **Private**.
- 6 Click **Create**.
- 7 The new Style name now appears in the Find Styles window. Click **Edit** to begin modifying the new Style.
- 8 From the Site Style diagram, choose an area to modify by clicking Navigation Bar, Content Area, or Banner. A tabbed dialog is displayed, allowing you to fully customize the appropriate area.



When you finish with a tab, be sure to click **Apply**. When you finish with a tabbed dialog, click **Finish** to return to the Site Style diagram. And when you're completely finished customizing your Style, click **Finish** on the Style Editor.

Note

- To apply a Style to a folder, use the Folder Manager. See Assigning a style to a folder for more information.

Deleting a page Style



To delete a page Style:

- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or **Style** under Web Site Managers to display the Style Manager.
- 3 In the Find Style window, select the name of the Style you want to delete from the **Name** drop-down list.
- 4 Click **Delete**.
A confirmation dialog is displayed. Click Yes if you really want to delete the Style, or No if you don't.

If you click **Yes**, folder pages assigned to the Style you have just deleted will now use the default WebDB Style.

Editing a page Style

To edit a page Style:

- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or **Style** under Web Site Managers to display the Style Manager.
- 3 In the Find Style window, select the name of the Style you want to edit from the **Name** drop-down list.
- 4 Click **Edit**.
- 5 On the Site Style diagram, choose an area to modify by clicking Navigation Bar, Content Area, or Banner. A tabbed dialog is displayed, allowing you to fully customize the appropriate area. When you finish with a tab, be sure to click **Apply**. When you finish with a tabbed dialog, click **Finish** to return to the Site Style diagram. And when you're completely finished customizing your Style, click **Finish** on the Style Editor.

Note



- To apply a Style to a folder, use the Folder Manager. See Assigning a style to a folder for more information.

Customizing a Style's Navigation Bar

Setting up a non-framed navigation bar

If you are creating a non-framed Style (so that the page is not divided into navigation and content areas), you must decide where to place links that typically appear on the navigation bar.

To control the placement of the links that typically appear on the navigation bar:

- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or **Style** under Web Site Managers to display the Style Manager.
- 3 In the Find Style window, select the name of the Style you want to edit from the **Name** drop-down list.
- 4 Click **Edit**.
- 5 On the Site Style diagram, click **Navigation Bar**.
- 6 On the Main tab, click **Private** if you don't want everyone to have access to the Style (the entire Style, not just the navigation bar portion).
If you do want everyone to have access to your new Style, either to apply to their folders or to use as a basis for their own new Styles, click **Public**.
- 7 Click the second radio button, then:



To:	Do this:
Choose where you want the Log On prompt to appear...	use the Log On Prompt Location drop-down list.
Choose where you want Administration icon to appear...	use the Administration Icon Location drop-down list.
Choose where you want the Search field to appear...	use the Search Field Location drop-down list.

See Customizing links for the navigation bar and content area for information on changing the text of any of these prompts or icons.

- 8 Click **Apply** to save your changes and continue working, **Finish** to save your changes and return to the Site Style diagram, or **Reset** to discard your changes and return the page to the condition it was in when you displayed it (or when you last clicked **Apply**).



Setting navigation bar width

To set the width of the navigation bar:

- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or **Style** under Web Site Managers to display the Style Manager.
- 3 In the Find Style window, select the name of the Style you want to edit from the **Name** drop-down list.
- 4 Click **Edit**.
- 5 On the Site Style diagram, click **Navigation Bar**.
- 6 On the Main tab, click **Private** if you don't want everyone to have access to the Style (the entire Style, not just the navigation bar portion).
If you do want everyone to have access to your new Style, either to apply to their folders or to use as a basis for their own new Styles, click **Public**.
- 7 Click the first radio button, then enter the width of the navigation bar (in pixels) in the **Navigation Bar Width** field. The default is 130.
If you display an image in the navigation bar, be sure the navigation bar is wide enough to accommodate the width of the image.
- 8 To allow users to resize the width of the navigation bar, click the **Resizable Navigation Bar** check box.
- 9 Click **Apply** to save your changes and continue working, **Finish** to save your changes and return to the Site Style diagram, or **Reset** to discard your changes and return the page to the condition it was in when you displayed it (or when you last clicked **Apply**).



Choosing navigation bar colors

To choose colors for navigation bar elements:

- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or **Style** under Web Site Managers to display the Style Manager.
- 3 In the Find Style window, select the name of the Style you want to edit from the **Name** drop-down list.
- 4 Click **Edit**.
- 5 On the Site Style diagram, click **Navigation Bar**.
- 6 Click the **Color** tab.
- 7 If you want to use the navigation bar colors already established in a different Style, select that Style from **Copy Page Element Colors From Style** and click **Apply**.
Otherwise, position the mouse pointer on a color square and click. The hex value for that color appears in the **Color** field.
- 8 Apply this color to a navigation bar element by checking the appropriate check box(es).
- 9 Click **Apply** to save your changes and continue working, **Finish** to save your changes and return to the Site Style diagram, or **Reset** to discard your changes and return the page to the condition it was in when you displayed it (or when you last clicked **Apply**).




Choosing navigation bar fonts

To specify the font size and type for navigation bar text:

- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or **Style** under Web Site Managers to display the Style Manager.
- 3 In the Find Style window, select the name of the Style you want to edit from the **Name** drop-down list.
- 4 Click **Edit**.
- 5 On the Site Style diagram, click **Navigation Bar**.
- 6 Click the **Text** tab.
- 7 From the **Fonts** pull-down menu, select the type of font you want to appear in the navigation bar.
- 8 From the **Size** pull-down menu, select the HTML font (not point) size.
- 9 From the **Style** pull-down menu, select the font Style.
- 10 Use the check boxes to apply the font, size, and Style choices.
 - Check the **Text** check box to apply your choices to ordinary text in the navigation bar.
 - Check the **Contact** check box to apply your choices to the Site Contact field.
 - Check the **Link** check box to apply your choices to any text in the navigation bar displayed as a link.
- 11 Click **Apply** to save your changes and continue working, **Finish** to save your changes and return to the Site Style diagram, or **Reset** to discard your changes and return the page to the condition it was in when you displayed it (or when you last clicked **Apply**).

Adding/deleting the navigation bar background image


To choose a background image for the navigation bar:


- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or **Style** under Web Site Managers to display the Style Manager.
- 3 In the Find Style window, select the name of the Style you want to edit from the **Name** drop-down list.
- 4 Click **Edit**.
- 5 On the Site Style diagram, click **Navigation Bar**.
- 6 Click the **Image** tab.
- 7 In the **Background** field, type the fully qualified directory path and name of the graphic image you want to use as the background, for example: c:\travelsite\webart\tortola.gif. Or, to locate the file on your local or network drives, click **Browse**.
To delete a background image, click . (This button is displayed only when a background image exists.)
- 8 Click **Apply** to save your changes and continue working, **Finish** to save your changes and return to the Site Style diagram, or **Reset** to discard your changes and return the page to the condition it was in when you displayed it (or when you last clicked **Apply**).

Customizing a Style's Content Area

Arranging content area elements

To control the placement and size of the content area elements:

Click  or the Administration link from the navigation bar.

From the Administration page, click  or **Style** under Web Site Managers to display the Style Manager.

In the Find Style window, select the name of the Style you want to edit from the **Name** drop-down list.

Click **Edit**.

On the Site Style diagram, click **Content Area**.

On the Main tab:

Click Private	...if you don't want everyone to have access to the Style (the entire Style, not just the content area portion).
Click Public	...if you do want everyone to have access to your new style, either to apply to their folders or to use as a basis for their own new styles.
Use the Folder Image Alignment drop-down list	...to specify where you want the folder image to appear. The folder image, if one is chosen in the Folder Manager, appears at the top of the folder page. See Choosing banner image to display on page title for more information.
Check the Display Folder Path check box	...to display the folder path as a series of links. Users can use these links to navigate up the folder hierarchy.
Click the Display Document Sizes check box	...to display the document size next to the document name.
In the News Columns field	...type the number of news columns to display. The default is 1. Tip: It's a good idea to restrict news columns to 1 or 2, unless the news titles are one-word entries.
In the News Rows field	...type the number of news rows to display. The default is 10.
In the Icon Height field	...type the height (in pixels) of icons used for items. Any icon associated with an item in the Item Wizard will be scaled up or down to this height. If you enter 0, images are not displayed even if they are specified by the user.

In the **Icon Width**
field



...type the width of the item icon in pixels.

Any icon associated with an item in the Item Wizard will be scaled up or down to this width. If you enter 0, images are not displayed even if they are specified by the user.

Click **Apply** to save your changes and continue working, **Finish** to save your changes and return to the Site Style diagram, or **Reset** to discard your changes and return the page to the condition it was in when you displayed it (or when you last clicked **Apply**).



Choosing content area colors

To choose colors for the content area:

- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or **Style** under Web Site Managers to display the Style Manager.
- 3 In the Find Style window, select the name of the Style you want to edit from the **Name** drop-down list.
- 4 Click **Edit**.
- 5 On the Site Style diagram, click **Content Area**.
- 6 Click the **Color** tab.
- 7 If you want to use the colors already established in a different Style, select that **Style from Copy Page Element Colors From Style** and click **Apply**.
Otherwise, position the mouse pointer on a color square and click. The hex value for that color appears in the **Color** field.
- 8 Apply this color to a content area element by clicking the appropriate check box(es).
- 9 Click **Apply** to save your changes and continue working, **Finish** to save your changes and return to the Site Style diagram, or **Reset** to discard your changes and return the page to the condition it was in when you displayed it (or when you last clicked **Apply**).




Choosing content area fonts

To change the fonts of the elements that appears in the content area:

- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or **Style** under Web Site Managers to display the Style Manager.
- 3 In the Find Style window, select the name of the Style you want to edit from the **Name** drop-down list.
- 4 Click **Edit**.
- 5 On the Site Style diagram, click **Content Area**.
- 6 Click the **Text** tab.
- 7 From the **Fonts** pull-down menu, select the type of font you want to appear in a banner.
- 8 From the **Size** pull-down menu, select the HTML font (not point) size.
- 9 From the **Style** pull-down menu, select the font Style.
- 10 Apply your font selections to a content area element by checking the appropriate check box(es).
- 11 Click **Apply** to save your changes and continue working, **Finish** to save your changes and return to the Site Style diagram, or **Reset** to discard your changes and return the page to the condition it was in when you displayed it (or when you last clicked **Apply**).

Adding/deleting the content area background

To choose a background for content area:

- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or **Style** under Web Site Managers to display the Style Manager.
- 3 In the Find Style window, select the name of the Style you want to edit from the **Name** drop-down list.
- 4 Click **Edit**.
- 5 On the Site Style diagram, click **Content Area**.
- 6 Click the **Image** tab.
- 7 In the **Background** field, type the fully qualified directory path and name of the graphic image you want to use as the background, for example: c:\travelsite\webart\tortola.gif. Or, to locate the file on your local or network drives, click **Browse**.
To delete a background image, click . (This button is displayed only when a background image exists.)
- 8 Click **Apply** to save your changes and continue working, **Finish** to save your changes and return to the Site Style diagram, or **Reset** to discard your changes and return the page to the condition it was in when you displayed it (or when you last clicked **Apply**).

Customizing a Style's Banner

About banners



A WebDB folder page can contain up to five different types of banners:

Main banner	Appears at the top of the page and usually displays the folder title.
Sub banner	Appears directly beneath the main banner and usually displays the folder description.
Header banner	Divides the page into news and category areas.
Sub folder banner	Creates a section on the page from which other folders may be accessed. Contains the title Folders.
Personal page banners	May appear at the bottom of your personalized version of the site's home page, containing the titles Owned Folders, Interests, and/or Saved Searches.

Category and perspective pages are slightly different in that they are divided by folder banners. Under each folder banner, the items belonging to that category or perspective are displayed.



Choosing banner dimensions

To customize the main banner, sub banner, or header banner:

- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or **Style** under Web Site Managers to display the Style Manager.
- 3 In the Find Style window, select the name of the Style you want to edit from the **Name** drop-down list.
- 4 Click **Edit**.
- 5 On the Site Style diagram, click **Banner**.
- 6 On the Main tab, click **Private** if you don't want everyone to have access to the Style (the entire Style, not just the banner portion).
If you do want everyone to have access to your new Style, either to apply to their folders or to use as a basis for their own new Styles, click **Public**.
- 7 Use the drop-down menus to select the height of each banner, as well as the position of the text that appears within each banner.
Tip: Set the banner height approximately 20-25% greater than the selected text size.
- 8 Click **Apply** to save your changes and continue working, **Finish** to save your changes and return to the Site Style diagram, or **Reset** to discard your changes and return the page to the condition it was in when you displayed it (or when you last clicked **Apply**).



Choosing banner text fonts

To change the fonts of the text that appears in the main banner, sub banner, or header banner:

- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or **Style** under Web Site Managers to display the Style Manager.
- 3 In the Find Style window, select the name of the Style you want to edit from the **Name** drop-down list.
- 4 Click **Edit**.
- 5 On the Site Style diagram, click **Banner**.
- 6 Click the **Text** tab.
- 7 From the **Fonts** pull-down menu, select the type of font you want to appear in a banner.
- 8 From the **Size** pull-down menu, select the HTML font (not point) size.
- 9 From the **Style** pull-down menu, select the font Style.
- 10 To apply your font selections to a banner, check the appropriate check box.
- 11 Click **Apply** to save your changes and continue working, **Finish** to save your changes and return to the Site Style diagram, or **Reset** to discard your changes and return the page to the condition it was in when you displayed it (or when you last clicked **Apply**).

Choosing banner colors

To choose colors for the main, sub, or header banners, or for the text or links that appear on them:

- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or **Style** under Web Site Managers to display the Style Manager.
- 3 In the Find Style window, select the name of the Style you want to edit from the **Name** drop-down list.
- 4 Click **Edit**.
- 5 On the Site Style diagram, click **Banner**.
- 6 Click the **Color** tab.
- 7 If you want to use the banner colors already established in a different Style, select that Style from **Copy Page Element Colors From Style** and click **Apply**.
Otherwise, position the mouse pointer on a color square and click. The hex value for that color appears in the **Color** field.
- 8 Apply this color to a banner element by clicking the appropriate check box(es).
- 9 Click **Apply** to save your changes and continue working, **Finish** to save your changes and return to the Site Style diagram, or **Reset** to discard your changes and return the page to the condition it was in when you displayed it (or when you last clicked **Apply**).

Working with Groups

About groups

A group is a collection of users who share a common interest or responsibility and therefore have common privileges. For example, you may want to treat all graphic designers at your company as a single group and make them all Style administrators.



Anyone can create a group, not just the site administrator. The person who creates the group is considered the group owner. The group owner then designates one or more group administrators.

As the creator of the group, the group owner has the authority to modify or delete the group, as does the group administrator. However, the group owner may or may not be a member of the group; the group administrator must be.

Creating a group

Any user who has log on privileges may create a group, not just a site or group administrator.




To create a group:

- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or **Group** under Access Managers to display the Group Manager.
- 3 In the **Create Group** window, enter the name of the new group in the **Name** field.
The user name must be no more than 30 characters, and must be unique within the site. Regardless of how you enter the group name, it is stored as uppercase in the database.
- 4 Click **Create**.
- 5 The group name now appears in the **Find User** window. Click **Edit** to add users to the group; see Adding users to a group for instructions.
When you finish with the Group Manager, be sure to click **Finish**.

Deleting a group




Only the group owner or administrator may delete a group.

To delete a group:

- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or **Group** under Access Managers to display the Group Manager.
- 3 In the **Find Group** window, type the name of the group you want to delete in the Name field.
If you don't know the name, click  to search for the group name.
- 4 Click **Delete**.
The group is now deleted and the users in that group are no longer associated. Note that the users themselves are not deleted.
- 5 Click **Apply** to save your changes and continue working, **Finish** to save your changes and return to the User Manager create page, or **Reset** to discard your changes and return the page to the condition it was in when you displayed it (or when you last clicked **Apply**).

Viewing group members





To see the members that belong to a group:

- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or Group under Access Managers to display the Group Manager.
- 3 In the **Find User** window, type the name of the group you want to see in the **Name** field.
If you don't know the name, click  to search for the group name.
- 4 Click **Edit**.
- 5 Click the Users tab.
The group's members appear in the User Access List.
- 6 Click **Apply** to save your changes and continue working, **Finish** to save your changes and return to the User Manager create page, or **Reset** to discard your changes and return the page to the condition it was in when you displayed it (or when you last clicked **Apply**).

Adding users to a group

Only the group owner or administrator may add users to a group.




To add a user to a group :

- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or **Group** under Access Managers to display the Group Manager.
- 3 In the **Find User** window, type the name of the group in the **Name** field.
If you don't know the group name, click  to search for it.
- 4 Click **Edit**.
- 5 Click the Users tab.
- 6 In the **Name** field, type the name of the user you want to add to this group, or click  to search for the user name.
- 7 Click **Add to Access List**.
The name now appears in the Members column. To make the user a group administrator, check the **Group Administrator** check box.
- 8 Click **Apply** to save your changes and continue working, **Finish** to save your changes and return to the Group Manager create page, or **Reset** to discard your changes and return the page to the condition it was in when you displayed it (or when you last clicked **Apply**).

Removing users from a group

Only the group owner or administrator may remove users from a group.

To remove a user from a group :




- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or **Group** under Access Managers to display the Group Manager.
- 3 In the **Find Group** window, type the name of the group in the **Name** field.
If you don't know the group name, click  to search for it.
- 4 Click **Edit**.
- 5 Click the Users tab.
- 6 In the Members column, click the **Delete** icon.
When you click **Apply** or **Finish**, the user will no longer be associated with this group.
- 7 Click **Apply** to save your changes and continue working, **Finish** to save your changes and return to the Group Manager create page, or **Reset** to discard your changes and return the page to the condition it was in when you displayed it (or when you last clicked **Apply**).

Managing Personal Folders and Information

About personal folders

A personal folder provides an area within the site for you to customize. You customize and populate your personal folder just as you would any other folder on the site, using the Folder Manager and Item Wizard. If the site administrator allows it, you can also customize the appearance of your personal folder using the Style Manager.



When you log on, you will see your personal folder (which has the same name as your user ID) under the Owned Folders banner. You can also access your personal folder this way:

- 1 Click  or the Site Map link, then click  next to Personal Folders to expand it.
- 2 Click  next to the first letter of your user ID.
- 3 Click your user ID name (the name of your personal folder).

If the site administrator created a database user ID and password for you from within WebDB, a personal folder was automatically created for you. If you logged on to the site using a user ID and password created outside of the WebDB site, you must create your own personal folder. To do so, see [Creating a personal folder](#).

Creating a personal folder

To create your own personal folder:


- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or **Personal Information** under Access Managers to display the Personal Information Manager.
- 3 Check the **Create Personal Folder** check box.
If this check box doesn't appear, you already have a personal folder.
- 4 Click **Apply** to save your changes and continue working, **Finish** to save your changes and return to the User Manager create page, or **Reset** to discard your changes and return the page to the condition it was in when you displayed it (or when you last clicked **Apply**).

Creating an interest list

An interest list provides a shortcut to a selection of folders you deem of special importance. When you've added folders to your interest list, those folders appear as links at the bottom of your personalized version of the site's home page, beneath the Interests banner.

Before you create an interest list, make sure that your site administrator has implemented interest lists for your site:

- Navigate to any folder in the site.


If you see  at the top right corner of the folder, you know that interest lists have been implemented.

To create an interest list, click  on the top right corner of a folder.

The next time you enter the site, you'll see the folder's name beneath the Interests banner on your personalized version of the site's home page.



Removing a folder from your interest list

To remove a folder from your interest list:

- 1 On your personalized version of the site's home page, under the Interests banner, click the folder you want to remove.
- 2 On the folder's top right corner, click .



Changing your password

To change your login password:

- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or **Personal Information** under Access Managers to display the Personal Information Manager.
- 3 In the **Password** field, type your new password.
- 4 In the **Confirm Password** field, type the password again to verify that you have entered it correctly.
- 5 Click **Apply** to save your changes and continue working, **Finish** to save your changes and return to the User Manager create page, or **Reset** to discard your changes and return the page to the condition it was in when you displayed it (or when you last clicked **Apply**).

Changing your personal information

To change your personal user information:

- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or **Personal Information** under Access Managers to display the Personal Information Manager.
- 3 Use the Personal Information Manager's entry fields to change the appropriate information.
- 4 Click **Apply** to save your changes and continue working, **Finish** to save your changes and return to the User Manager create page, or **Reset** to discard your changes and return the page to the condition it was in when you displayed it (or when you last clicked **Apply**).

Exploring a WebDB Site

Viewing Site Statistics

About site statistics

WebDB gathers and stores a great deal of information about your site and how it is used. If you are a site administrator, you can use the Site Statistics Manager to run reports that pulls this information from the site and update logs and organizes it according to parameters you specify.



If you are not a site administrator, the statistics you can see are limited to:

- Statistics on folders you own or have updated
- Statistics on public folders
- Statistics on searches you performed
- Statistics on searches performed by public users

Running reports on page requests

If you are not the site administrator, your page request reports include only those folders you have created or have permission to modify.

To run reports on how often a given folder page was displayed:

- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or **Site Statistics** under Toolbox to display the Site Statistics Manager.
- 3 Click the **Page Requests** tab.
- 4 In the **Report By** field, select your query:

To create a report that shows you:

A separate bar for each folder, showing how many times that folder has been hit within the specified date range

A separate bar for each day in the specified date range, showing how many times all folders have been hit per day

A separate bar for each hour in which a hit occurred, for each date in the specified range

A separate bar for each IP address that requested pages within the specified date range

A separate bar for each type of browser that was used on the site within the specified date range

A separate bar for each language in which information was requested within the specified date range

Select this:

Folders

Date

Time

IP Address

Browser

Language

- 5 Click **All Dates** to include all log entries, regardless of date.
Or, click **Date Range** to produce statistics only for entries dated within a specified range. Type the start and end of the range in the format DD-MMM-YYYY, as in 29-JUL-1999.
- 6 Click **Execute**.
Use the arrows to sort the columns in ascending or descending order. The green bar is the lowest reported value; the red bar is the highest.



Tip

- Use the context-sensitive help to find out what each column within a report contains.

Running reports on searches

If you are not the site administrator, your search reports are limited to the searches performed from your own user ID, plus any searches performed by public users.

To run reports on the searches performed on the site:

- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or **Site Statistics** under Toolbox to display the Site Statistics Manager.
- 3 Click the **Searches** tab.
- 4 In the **Report By** field, select your query:

To create a report that shows you:

How many terms were entered on each day in the specified date range

Terms used as search criteria within the specified date range that did not produce any results

Terms used as search criteria more than 10 times within the specified date range

Terms used as search criteria within the specified date range that found more than 20 items

Saved searches by name, along with the search criteria

Select this:

Date

Searches that returned no hits

Popular search terms

Searches that returned too many hits

Saved searches

- 5 Click **All Dates** to include all log entries, regardless of date.
Or, click **Date Range** to produce statistics only for entries dated within a specified range. Type the start and end of the range in the format DD-MMM-YYYY, as in 29-JUL-1999.
- 6 Click **Execute**.
Use the arrows to sort the columns in ascending or descending order. The green bar is the lowest reported value; the red bar is the highest.



Tip

- Use the context-sensitive help to find out what each column within a report contains.

Running reports on folders

If you are not the site administrator, your folder reports include only those folders you have created or have permission to modify.

To run reports pertaining to your site's folders:

- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or **Site Statistics** under Toolbox to display the Site Statistics Manager.
- 3 Click the **Folders** tab.
- 4 In the **Report By** field, select your query:

To create a report that shows you:	Select this:
Folders created within the specified date range, along with each folder's creation date and owner	Creation date
Folders updated within the specified date range, along with who updated each folder and when	Updates
Folders containing items created within the specified date range, including who created each item and when	Items
A separate bar for each folder hit within the specified date range	Hits
All folders on the site and their owners	Owners

- 5 Click **All Dates** to include all log entries, regardless of date.
Or, click **Date Range** to produce statistics only for entries dated within a specified range. Type the start and end of the range in the format DD-MMM-YYYY, as in 29-JUL-1999.
- 6 Click **Execute**.
Use the arrows to sort the columns in ascending or descending order.



Tip

- Use the context-sensitive help to find out what each column within a report contains.

Running reports on items

If you are not the site administrator, your item reports include only those items you have created or have permission to modify.

To run reports pertaining to your site's items:

- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or **Site Statistics** under Toolbox to display the Site Statistics Manager.
- 3 Click the **Items** tab.
- 4 In the **Report By** field, select your query:

To create a report that shows you:

Items created within the specified date range, along with each item's creation date, creator, and parent folder

Items updated within the specified date range, along with who updated the item, when, and the item's parent folder

Items created within the specified date range sorted by type, including the item's name, date, description, and parent folder

Items that may be checked out and edited by a single user

Items that have an expiration date, along with that date

Items currently marked for deletion

Select this:

Creation date

Updates

Types

Checkable

Expiration date

Marked for delete

- 5 Click **All Dates** to include all log entries, regardless of date.
Or, click **Date Range** to produce statistics only for entries dated within a specified range. Type the start and end of the range in the format DD-MMM-YYYY, as in 29-JUL-1999.
- 6 Click **Execute**.
Use the arrows to sort the columns in ascending or descending order.



Tip

- Use the context-sensitive help to find out what each column within a report contains.

Running reports on groups and folder access

These reports are available only to the site administrator.

To run a report on the groups defined on the site, or on how the site's folders have been accessed:

- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or **Site Statistics** under Toolbox to display the Site Statistics Manager.
- 3 Click the **Access** tab.
- 4 In the **Report By** field, select your query:

To create a report that shows you:

All groups established for this site, their members, and which member are group administrators

All folders in the site, along with who created each folder and whether each folder has been updated, modified, and so on.

Select this:

Group Members by Roles

Updates

- 5 Click **Execute**.

Tip

- Use the context-sensitive help to find out what each column within a report contains.

Searching a WebDB Site

Searching for items





If you want to search the site using just one keyword, use the Search box on the navigation bar. However, if you want to enter more than one term, or enter sophisticated criteria involving the Boolean operators And or Or, you must perform an advanced search. See Related Topics for more information.





To use the Search box:

- 1 In the Search box, enter a term to describe the item you're looking for.
Searches are not case-sensitive.
- 2 Click **Go**.
Only those items belonging to folders you are authorized to view are searched.

All items matching your search term are displayed on the Search results page, including the item's title, description, creation date, folder, and category.

Interpreting search results

If InterMedia Text searching is enabled on your site, your search term is compared to every word in every item on the site. If it isn't, the search term is compared to the item's title, description, and keywords. If you see  or  to the right of each search result (you may even see  and  as well), then you know InterMedia Text searching is enabled. Here is what these icons represent:

This icon:	Displays this:
	An HTML version of any text-based item.
	An HTML version of any text-based item with the search term highlighted.
	An overview of the item created by the InterMedia Text search engine, also called the item's gist.
	The nouns and verbs appearing most often within the item, also called the item's theme.

On the Search results page, click on the item's link to access the item itself.





Performing an advanced search





If you want to search using the Boolean operators And or Or, or if you want to limit your search to specific areas of the site, you must use the advanced search feature.

To perform an advanced search:

- 1 Click **Advanced Search** on the navigation bar.
Or, if you are already on the Search results page, click the **Advanced Search** link in the top right corner.
Note: If the Advanced Search link does not appear on the navigation bar, enter anything in the Search box and click Go to display the Search results page. If neither the Advanced Search link nor the Search box appear on the navigation bar, the site administrator has chosen to disable search capabilities for this site.
- 2 Enter your search criteria in the text fields provided, using the pull-down menus to join the criteria with And or Or operators.
You may include multiple terms in each field, separated by spaces or commas. Enclose quotes around multi-word terms such as 'New York'. Searches are not case-sensitive.
- 3 Use the **Search In** and **Search By** pull-downs to limit your search to specific areas of the site. If you do not restrict your search, all items in folders that you have permission to view are matched against the search criteria.
- 4 Use the **Search for items created within** pull-down to limit your search to items created within a specific time frame.
- 5 Click **Submit**.
Only those items belonging to folders you are authorized to view are searched.

Interpreting search results

If InterMedia Text searching is enabled on your site, your search criteria is compared to every word in every item on the site. If it isn't, the search criteria is compared to the item's title, description, and keywords. If you see  or  to the right of each search result (you may even see  and  as well), then you know InterMedia Text searching is enabled. Here is what these icons represent:

This icon:	Displays this:
	An HTML version of any text-based item.
	An HTML version of any text-based item with the search term highlighted.
	An overview of the item created by the InterMedia Text search engine, also called the item's gist.
	The nouns and verbs appearing most often within the item, also called the item's theme.

On the Search results page, click on the item's link to access the item itself.

Saving a search

When you save a search, you save all the search criteria under a single name. This allows you to repeat the search quickly, by submitting the saved search name rather than re-typing the criteria manually.

Note

Only logged on users can save searches.

To save a search:

- 1 Enter your search criteria, either in the Search box on the navigation bar or on the Advanced Search page.
- 2 Click **Go** or **Submit**, depending on which page you're on.
- 3 On the Search results page, click **Save Search** in the upper right corner.
Note: Public users will not see this link.
- 4 In the Search name field, type a name under which to save your criteria.
- 5 Click **Save Search**.
The next time you log on, you will see the name you assigned to this search criteria under the **Saved searches** banner on your personalized version of the home page. To re-submit the search, click on the search name. To see the criteria for a search before submitting it, see Running reports on searches.

Re-using a saved search

This help topic assumes you have already saved a search using the instructions in [Saving a search](#) .

To re-use a saved search:

- 1 Log on to the site.
- 2 On your personalized home page, under **Saved searches**, a list of the searches you have saved is displayed.
- 3 Click the search you want to perform.

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advanced search

Allows end users to use multiple terms in a search, use the Boolean operators And or Or, and limit searches to specific categories, perspectives or folders. Site administrators choose whether to implement the advanced search feature in a WebDB site.

announcement

Display option selected in the Item Wizard (or Item Manager) which causes the title of the item to be prominently displayed, directly below Quickpicks on a WebDB site home or folder page. Announcements, like news items, can be any type of item. Unlike news items, announcements are not automatically archived.

banner

A .gif file containing a colored, horizontal bar with a title and optional graphic elements displayed on a web page. A banner is used in WebDB pages to break the visual flow of a page and to group the related items that appear beneath it.

basic search

Allows end users to locate an item in a WebDB site by entering a single term in the Search box. The Search box is located on the navigation bar, at the discretion of the site administrator or folder owner.

browse mode

Usual mode of viewing and interacting with a web site, as opposed to edit mode, which is used to perform item management tasks.

category

A grouping of items on a WebDB site. A category answers the content-specific question, 'What is this item?' for the end user. For example, in a travel web site, you might have categories of maps, snapshots, or hotel reviews. Each item added to a WebDB web site must be assigned a category.

color palette

Used to assign colors to elements in a WebDB page Style, including background, links, banners and other items displayed on a web page. The hex value for each color is displayed in the palette.

content area

In WebDB, the part of a web page where the banners, items and images are displayed.

contributor

User who has the authority to add content to a site. Folder owners control which users can add items to a given folder.

create with approval privilege

One of the folder privileges. Allows a user who is not the folder owner to add new items to the folder. Items that are added by a user with this privilege must be approved by the folder owner before they are displayed.

custom item type

User-defined item type which includes user-defined values or functions that further control the display or functionality of the item. Custom item types are often function calls. These can be calls to PL/SQL functions that exist in your own database schema, or they can be external, or HTTP calls which are accessible only through an HTML or browser interface using a URL and parameter values. Custom item types are built upon the base item types defined in WebDB.

database access descriptor (DAD)

Set of values that specify how WebDB connects to the Listener or some other type of database server to fulfill an HTTP request. The information in the DAD includes the username (which also specifies the schema and the privileges), the user password, connect-string, error log file, standard error message, and NLS parameters.

edit mode

Mode that enables an authorized user who has logged in to a WebDB site to manage the web site and folder content, including adding, modifying, moving and deleting items.

expiration period

Number of days before an item expires. After an item expires, it is viewable only by the item's owner and the site administrator. Expired items are removed from the database during a system purge.

file item

File that has been uploaded to a WebDB site and stored in the host database using the Item Wizard. The title of each file item is displayed on a folder page as a link. When a user clicks the file item, the file is downloaded to the user's computer through the user's web browser.

folder

Containers for items and page templates. Folders in a WebDB site are similar to folders on a desktop computer in that they are organized hierarchically. This hierarchy forms the structure of each WebDB site.

folder link

Item that has been created using the Item Wizard. The title of each folder link is displayed on a folder page as a link. When the user clicks the link, the web page referenced by the item is displayed in the user's browser.

folder owner

User with the folder owner privilege. A folder owner controls the folder and its contents, and can grant folder access to other users. If the site administrator allows it, the folder owner also controls the Style applied to the folder—that is, the folder's appearance.

folder path

Chain of folder reference names separated by colons, starting at the root folder and ending at the object folder. Folder paths describe the complete directory path of a folder and create URLs for folder links.

folder reference name

Generated from the folder title, allowing WebDB to uniquely identify each folder and its contents. The reference name is established when the folder is created and cannot be changed.

function

Program written in PL/SQL (and stored in a database or server as a stored procedure), that returns a value. End users can execute functions in a WebDB site by clicking on the title of a PL/SQL item, or a custom item. Functions are usually small, very specific blocks of code written to perform a specific task within the

scope of a larger application. Functions are executed via a function call, which sends the values to be used during execution, then receives the results of execution.

graphical images

Web browsers can only display GIF (Graphic Image Format) and JPEG (Joint Photographic Experts Group) images. To display correctly, the file extension of the image file must be either .gif or .jpg. Whenever you are preparing graphic images for display via the Internet in a browser, be certain to follow guidelines for image size and color depth. Your choices greatly affect the size of the image and the download time. GIF files are commonly used for line art and cartoon-style images that contain large areas of solid color. JPEG files are the more complex of the two, so they are often larger than a GIF file of the same pixel dimension and are slower to download. While GIF images are limited to 256 colors, JPEG images use a 24-bit color scheme and can display thousands of colors. They are used primarily for images of digitized photography, or complex rendered and shaded graphic art. JPEG images use variable compression schemes to control quality and file size. Both file types can be created and manipulated using professional and consumer graphic art programs.

group

Collection of users who have access to a WebDB site and share a common need or interest. Users are assigned to groups based on their common responsibilities or access requirements.

group administrator

User who has the privilege to add or delete members from the group, or to delete the group itself.

HTTP function

See function.

interest list

Set of links displayed in a folder owner's personal version of the home page under the *User Interest List* banner.

InterMedia Text

Advanced gist, theme and text retrieval services offered in Oracle 8i that enables search criteria to be compared against every word in every item in a site. When InterMedia is not available, or has not been enabled, search criteria is compared to each item's title, description, and keywords only.

item

Basic unit of content (such as text, files and links) that folder owners place on WebDB site pages. When users add items to folders in a WebDB site, they are stored in the site's host database. The item title and its content (or results of execution, in the case of a link or function call) is displayed on automatically-generated web pages by WebDB. Each item must be defined as one of the seven item types (or custom item types if they have been created), so that WebDB knows how to display the item and how to execute it.

item ID

Local database reference to the contents of an item. An item ID value is used in custom item types to pass items to PL/SQL functions. The function uses the item ID to access the contents of the item.

item title

Descriptive text that identifies each item on the home or folder page.

item type

WebDB provides seven item types: text, file, URL, multiple files, PL/SQL, video, and WebDB Component. When a new item is added to a WebDB site, the user specifies the base item type to control item display and functional characteristics. Custom item types are created by users, based on the seven basic item types provided by WebDB.

keyword search

See basic search.

link text

Text (usually displayed in color) which is "hot", or hypertext. End users click on the text to display the web page specified in the HTML code. For example, in the HTML code `Travel The World`, 'Travel The World' is the link text displayed in color. end users click it to jump to the www.traveltheworld.com web site.

manage items privilege

One of the folder privileges. Allows a user to make changes to existing items in a folder.

navigation bar

In WebDB sites, graphic images and text links displayed in framed browsers as the left frame, or in unframed browsers at the top of each folder or home page. These graphic images and text links display the WebDB site features made available to end users by the site administrator or folder owner, along with selected folders, categories and perspectives.

news

Display option selected in the Item Wizard (or Item Manager) usually reserved for time-sensitive items. For example, a news item on a travel web site could be a link to a web page that temporarily advises against traveling to the Caribbean because of hurricane warnings. News items appear beneath the News banner on the home or folder page, and can be any type of item.

news administrator

User who has special privileges to maintain and approve all news items on a web site.

own privilege

One of the folder privileges. Allows user to perform all functions on this folder, and to grant other users any privileges for this folder. Site administrators automatically have the own privilege for every folder in a WebDB site.

page request

Web browser request sent to a web server to transmit a web page for display. Each time a page request is fulfilled, a log entry is made. These log entries can be queried in reports using the Site Statistics Manager to determine which pages on a web site are most often requested.

personal folder

Folder belonging to a single user. A personal folder is created automatically when the user's database account is created in the User Manager. If the user's database account is created outside of WebDB, the user can create his own personal folder using the Personal Information Manager. Unless the owner grants the View privilege to other users, only the owner can see the web pages in his personal folder (and the site administrator, who can see all the folders on the site).

perspective

A cross-category grouping of an item. By assigning a perspective, you answer the question 'Who will be interested in this item?'. For example, you can add links to diverse vacation spots around the world and assign perspectives like 'Vacations for Nordic Enthusiasts', 'Archeology Expeditions', and 'Extreme Vacations for Adventurers'. Perspectives are not required, and more than one perspective can be assigned to an item.

PL/SQL item

Item containing a PL/SQL block. The title of each PL/SQL item is displayed as a link, along with the description. When an end user clicks the link the block is executed, and the result is returned to the browser and displayed on the web page.

PL/SQL function

See function.

public folder

Any folder in a WebDB site whose pages are viewable by end users without logging on.

public user

User who browses and views a WebDB site without logging in. Public users can see only those features that the site administrator has made available on the navigation bar, and can view only public folders.

quickpick

Display option selected in the Item Wizard which causes an item's title to be displayed centered at the top of a WebDB site home or folder. Quickpicks are often designated for items that are very important to your audience, and are often displayed as graphic links. Like news, a quickpick can be any type of item.

rollover image

A second image that is displayed whenever the end user moves the cursor over an image in a WebDB site.

root folder

Top level of the folder hierarchy in a WebDB site. Also known as the site's home page.

search

See basic search.

search engine

Application for searching for web pages on the web. Yahoo! is a popular search engine that anyone can use. In WebDB sites, end users can perform basic or advanced searches using InterMedia Text, assuming it has been enabled by the site administrator.

site

See WebDB site.

site administrator

The user who has full privileges over the entire WebDB site. Site administrators set up and maintain a site; designate folder owners, news and Style administrators; create perspectives and categories for the site; and manage users. Site administrators can also view all the folders on the site, even the ones marked private.

site contact

E-mail address of the person (or generic job title) designated as the primary contact for the WebDB site. The e-mail address displays at the bottom of each page as the webmaster's address. The default value is 'Webmaster'.

site log

Table of all events and related information gathered during the usage of a WebDB site. Used to generate site statistics reports and graphs.

site map

Displays the hierarchical organization of all folders in a WebDB site that the user has privileges to view or access. Users can click any folder link in the hierarchy to display that folder's main page.

site statistics

Report tables and bar graphs that provide detailed and summary information on page requests, users and groups, item requests, and searches.

Style

Set of values and parameters that controls the look and feel of web pages in a WebDB site. Styles can control the look and feel of all the pages in the entire site, or they can be stored in folders and control only those pages within that folder.

system purge

Causes all items in a WebDB site that are marked as deleted or expired to be deleted from the database.

Style administrator

User who has special privileges to maintain and enforce display settings in a given Style.

text item

Text (up to 32KB) that been stored in a WebDB site's host database using the Item Wizard. Each text item is displayed by its title as a link to the text itself on the home or folder page where it was added. When a user clicks the item, the text is displayed in the user's web browser.

URL item

Item defined as type 'URL' when it was created using the Item Wizard, and stored in the site's host database. The title of the item is displayed as a link. End users click the link to display the web site page that the link references.

user name

Unique string of characters identifying an authorized user's account on an Oracle database. User accounts are created and managed by the database administrator, or directly in WebDB by the site administrator.

version control

When enabled, creates a new copy of an item in the database when the user updates the item and clicks Add as New Version in the Item Wizard.

view privilege

One of the folder privileges. Allows a user to view any item in a folder, except items that have expired or have been deleted.

visited link

Link which is displayed in a different color than unvisited links to signify that the user has clicked it at least once during the browser session.

WebDB Component

Stored procedure created using the WebDB Component Build Wizard and stored in the database. WebDB components include charts, forms, reports, and menus.

WebDB Component Item

WebDB Component that has been stored in the host database. The title is displayed on the item's folder page (or the home page) as a link. When the user clicks the item, the WebDB Component executes and sends the result (charts, forms, reports, etc.) to the user's web browser.

WebDB site

Web site created with the Site Creation Wizard in WebDB and developed using site management tools within the site itself. A WebDB site consists of folders, which are containers for the web site content. WebDB uses the contents of each folder to automatically generate home and main folder pages, and other pages as required.

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