

Asbru Ltd.

Asbru Web Content Management System

Configuration Guide

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

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Asbru Web Content Management System

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Introduction

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

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

This user guide is divided into eight main parts:

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

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

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

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

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

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

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

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

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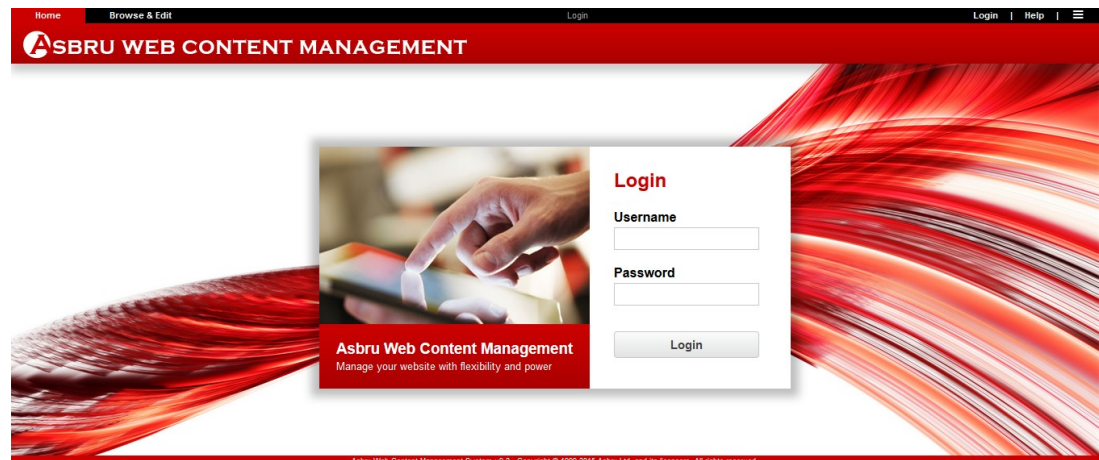
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1 Superadmin Website Administrator Login

1.1 Login

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

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



Optionally, the web content management system may have been configured to use one-time password codes to login.

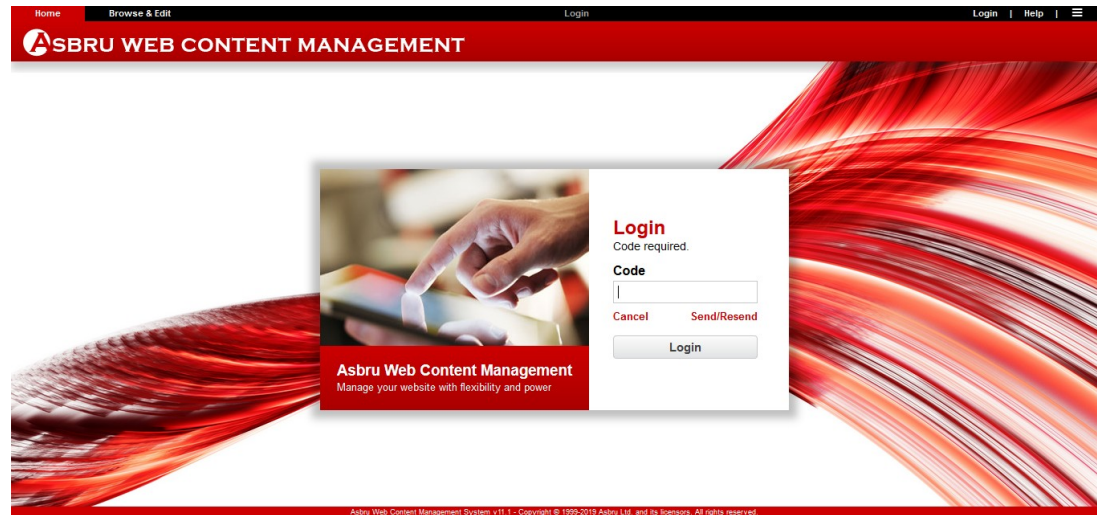
If the web content management system has been configured to use a one-time password code as a mandatory or optional alternative to the configured superadmin password then a one-time password code, such as for example a time-based one-time password generated by an “authenticator” app or device, can be entered as the password.

If the web content management system has been configured to use a one-time password code in addition to the configured superadmin password then you must first login using the configured superadmin username and password; and then you must complete the login with your one-time password code.

Depending on how the web content management system has been configured, the one-time password codes may be sent to you by email (or alternative method) or may require use of a time-based one-time password app or device.

The “Send/Resend” link will (re)send a one-time password code to you by email (or alternative method).

The “Cancel” link will return to the username and password login page.



1.2 Logout

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

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

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

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

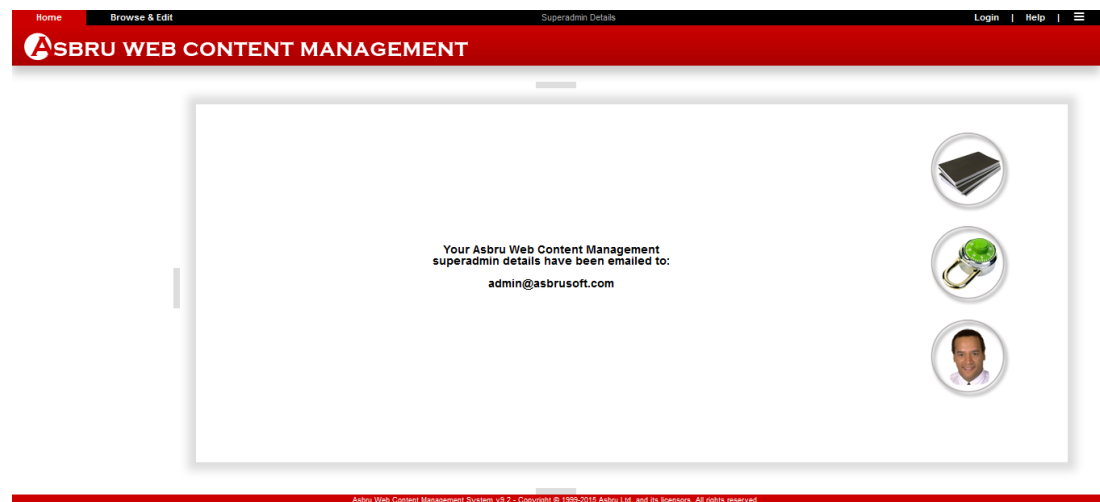
1.3 Retrieve Superadmin Username and Password

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

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

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

Optionally, your Asbru Web Content Management system may have been configured to require the superadmin username and/or email to retrieve the superadmin username and password. In this case you must use the address
“http://127.0.0.1/webadmin/password/?email=XXXXX” or
“http://127.0.0.1/webadmin/password/username=XXXXX” or
“http://127.0.0.1/webadmin/password/email=XXXXX&username=XXXXX” to have your superadmin username and password e-mailed to your configured superadmin e-mail address.

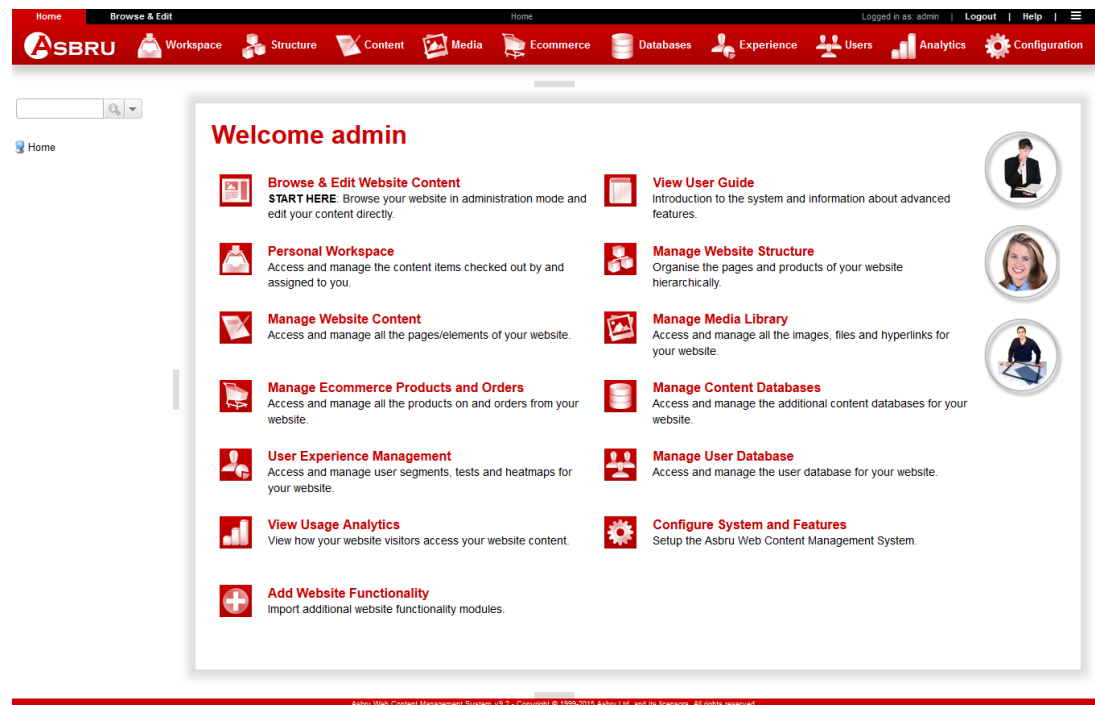


If you have forgotten and lost your superadmin username and password and your configured superadmin e-mail address is not configured or is not working, there is no other easy way to retrieve your superadmin username and password.

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

1.4 Home

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



1.4.1 Add Website Functionality

The Add Website Functionality gives you access to import various add-on modules for your website. Please see the 2.2.3 Import Add-On Modules Functionality section for details.

1.4.2 Configuration

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

Asbru Web Content Management System

Configuration Guide

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ASBRU

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Configuration

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

System Configure the basic settings for your website.	Features Enable/disable individual features of the Asbru Web Content Management System.
Content Define content templates, style sheets, elements, types and groups.	Images Define image formats, types and groups.
Files Define file formats, types and groups.	Links Define link types and groups.
Users Define user types and groups. Export/import users.	Versions Define multiple versions of your content.
E-Commerce Define currencies, product categories, discounts, shipping and tax rates.	Databases Define additional content databases.
Packages Access and maintain all content items for your website content packages (if any).	Bundles Access and maintain all content items for your website content bundles (if any).

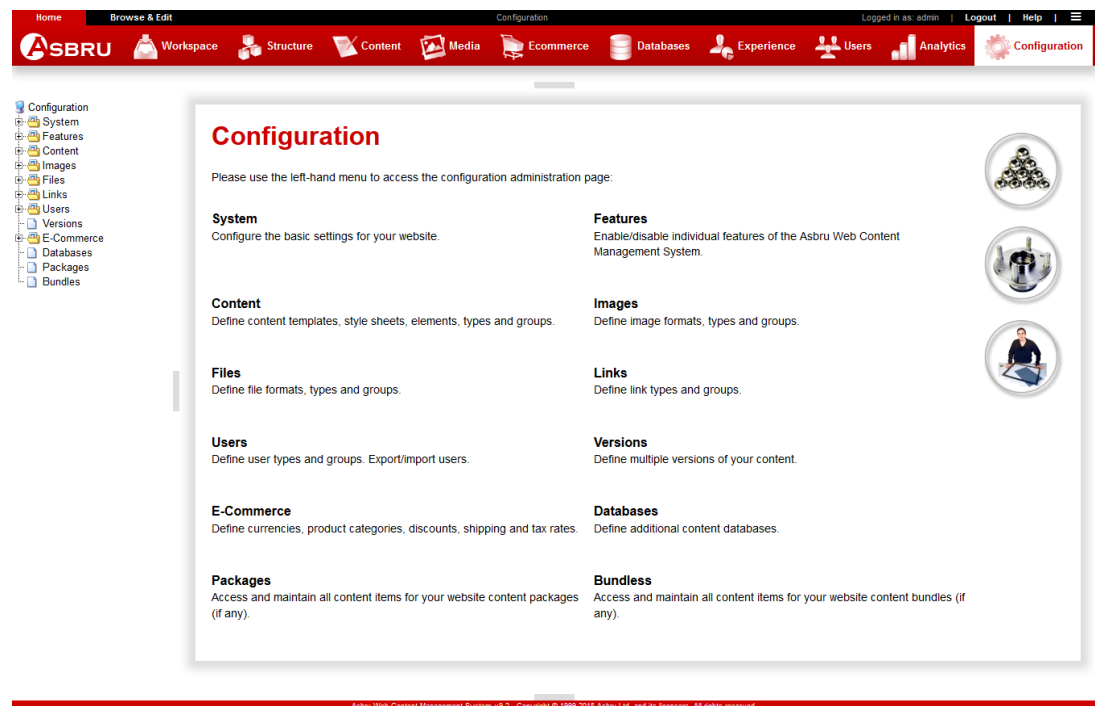


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2 System Configuration

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

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



2.1 System Environment

The System Environment page lists basic information about the system environment such as where the web content management system is installed and the location of various web content management system configuration files as well as the current create/write permissions for the basic web content management system folders.

Information about the currently used cache system may also displayed as well as a “Clear Cache” link (for example to clear cached configuration settings, content and user details for changes made directly in the WCMS database to take effect).

The WCMS server’s system environment variables and properties may also be listed.



2.2 Database Configuration

2.2.1 Database Connection

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

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

Optionally, the web content management system may have been configured to use separate “read/write” (default) and “read only” and usagelog database instances for increased availability, performance and scalability. If the web content management system has been configured to use “read only” and/or usagelog database instances then the configured database connections for these will also be displayed.

A default “database connection” should always be configured and if that is the only configured database connection it will be used for everything and it must have read/write permissions for the database.

If a separate “database connection read only” is configured then that will be used to read data from the database (the default “database connection” will be used to write data to the database).

If a separate “usagelog database connection” is configured then that will be used for usagelog data (the default “database connection” will be used for all other data).

If a separate “usagelog database connection read only” is configured then that will be used to read usagelog data from the database (the “usagelog database connection” will be used to write usagelog data to the database).

If you reconfigure the database connections to simply change database connection parameters or to add a “read only” database connection then you should not need to select the “Upgrade database content” checkbox option. If you reconfigure the database connection to use another database then you should typically select the “Upgrade database content” to refresh the website content to the content in that database (Please note that upgrading the database content may take some time depending on your amount of website content).

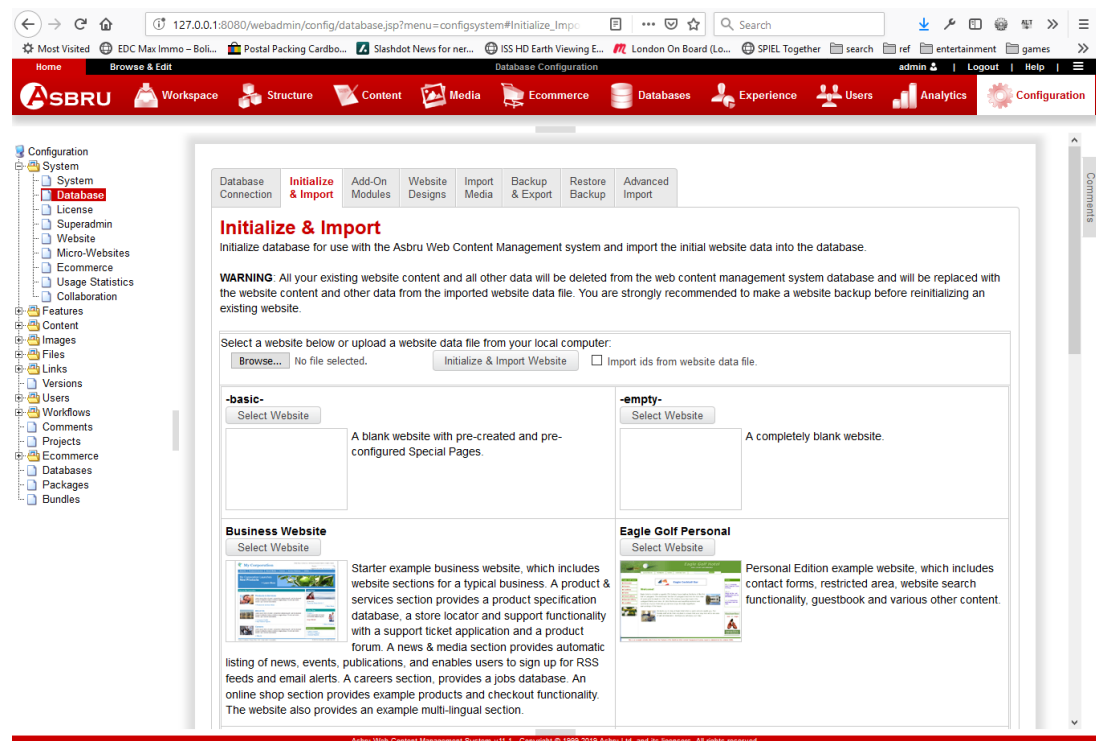
2.2.2 Initialize & Import

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

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

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

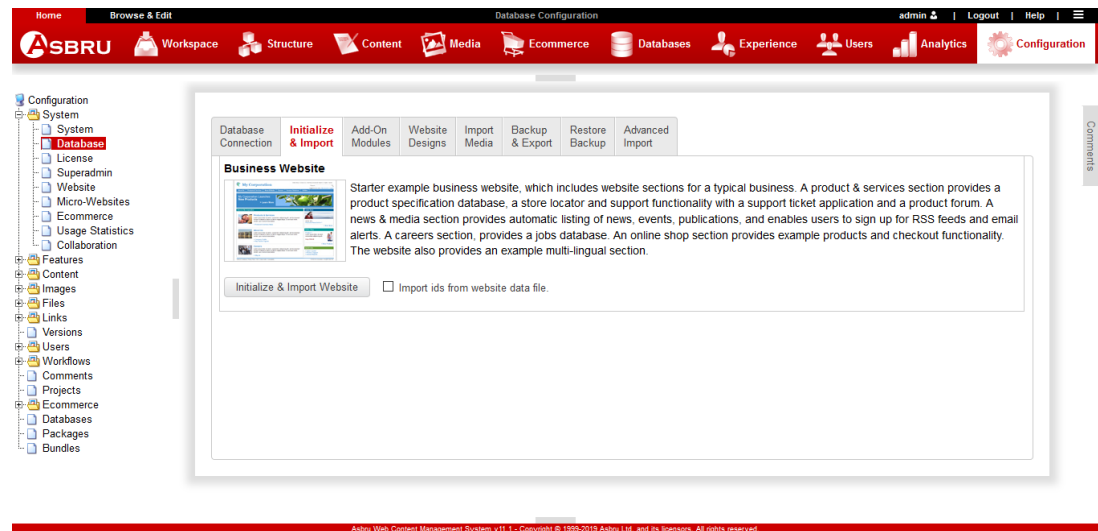
- **Basic**
A blank website with pre-created and pre-configured Special Pages. This is the recommended option for you to create your own website from scratch.
- **Empty**
A completely blank website for you to create everything from scratch including all required Special Pages. (Usually the “Basic” website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



Use the “Select Website” buttons to select a website to import; enter/select the import options for the selected website (if any); and select the “Initialize & Import” button to actually import the selected website. Alternatively, you can upload a website database import file from your

local computer to the web content management system through the input field at the bottom of the page; or select the “Initialize & Import” tab again to list all the website import options again.

Optionally, the “Import ids from website data file” checkbox can be checked to use the existing id numbers for website content etc. from the imported website data file. You may want to do this when you import a website data file for an existing website; and for faster database import of a large website data file. (Otherwise, the web content management system may clean up and renumber the id numbers used for the website data).



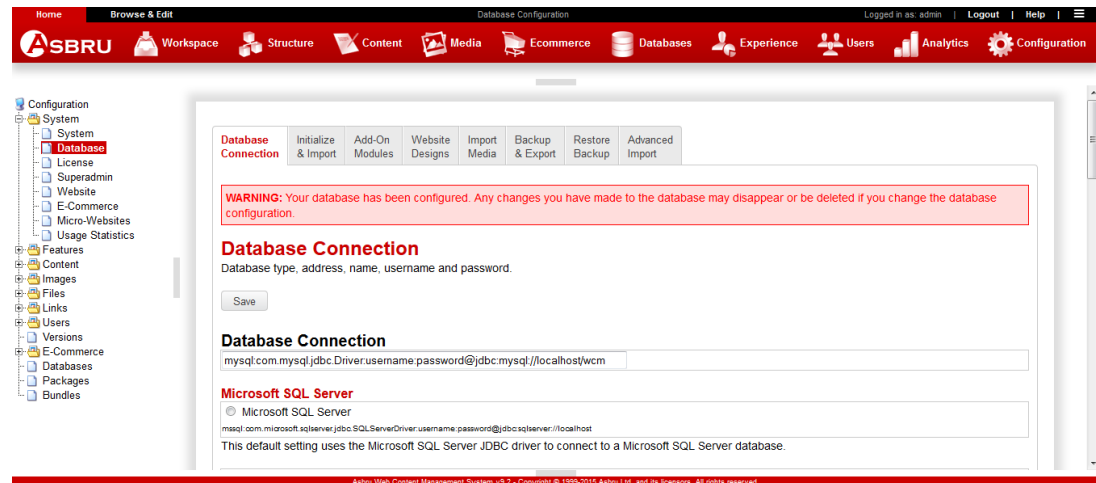
Depending on the size of the imported website, it may take a while and possibly a long time to initialize the database and import the website data. The database import progress will be displayed during the import (with the database table names and dots for the imported and processed data records). The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

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

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

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

If your database initialisation did not complete successfully, you need to reinitialise your database. Please repeat the database initialisation steps. If your imported website content is relatively large and/or your database server is relatively slow at importing the data your web server may "timeout" before the database import is completed, and you may need to increase the resources available to the website content import. Please see the 2.2.8 Advanced Import section for details.

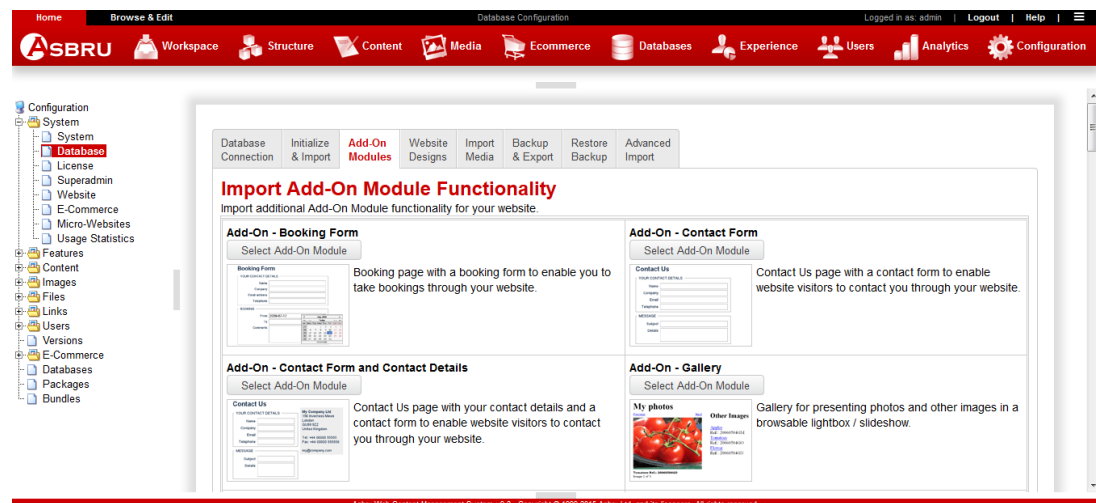


2.2.3 Import Add-On Modules Functionality

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

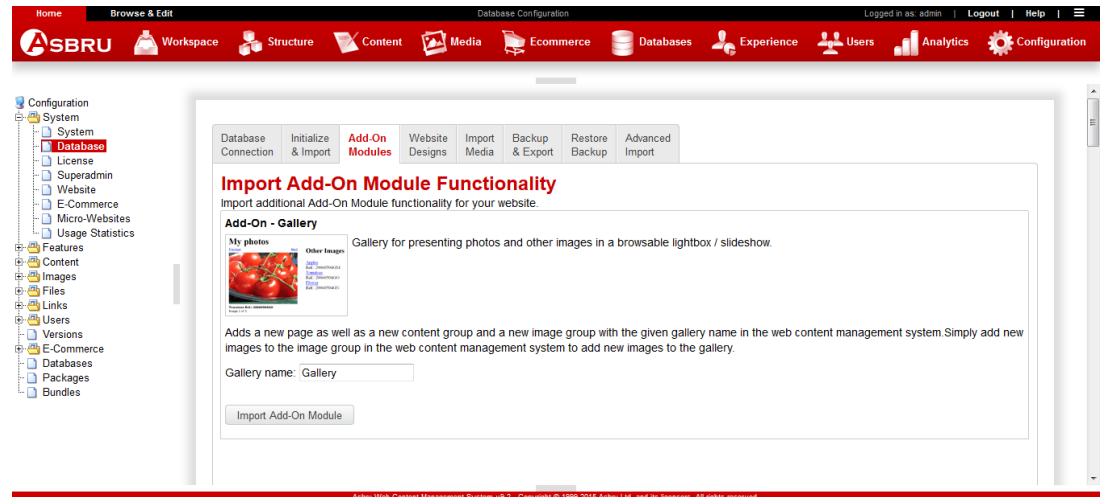
The Add-On Modules import additional website content for your website. Your existing website content will not be deleted or modified.

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



Use the “Select Add-On Module” buttons to select an add-on module to import; enter/select the import options for the selected add-on module (if any); and select the “Import Add-On Module” button to actually import the selected add-on module. Alternatively, you can upload an add-on module database import file from your local computer to the web content

management system through the input field at the bottom of the page; or select the “Add-On Modules” tab again to list all the add-on module options again.



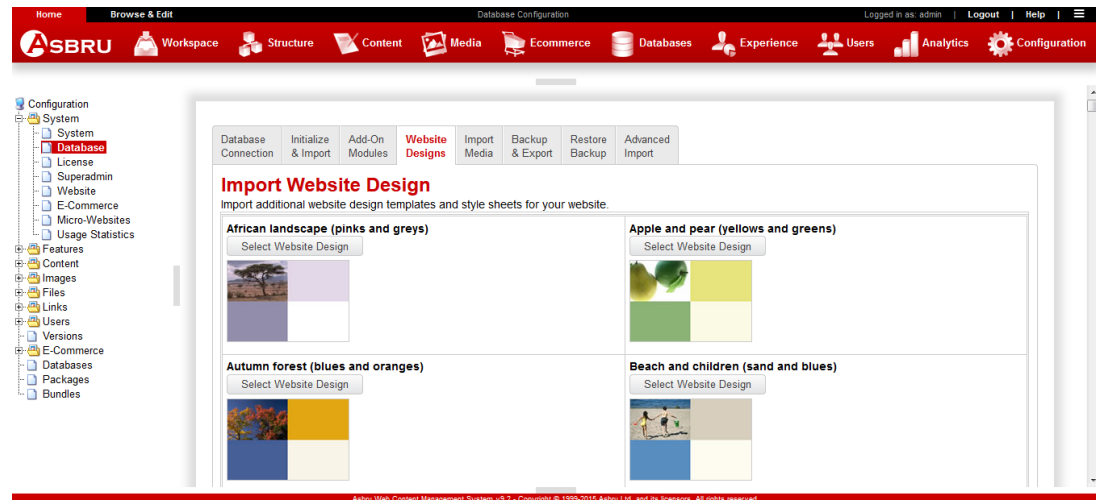
Depending on the size of the imported ad-on module, it may take a while to initialize the database and import the add-on module data. The database import progress will be displayed during the import (with the database table names and dots for the imported and processed data records). The web content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

2.2.4 Import Website Design

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

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

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



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

2.2.5 Import Media Library Files

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

Depending on the number of your existing website files, it may take a while and possibly a long time to analyse your existing website files.

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

As default the web content management system will keep your original files for the imported website pages, style sheets and script files on the web server for you to manually backup and delete. Optionally, you can select to automatically “Backup” (rename to “*.backup”) or “Delete” your original files for the imported website pages, style sheets and script files.

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

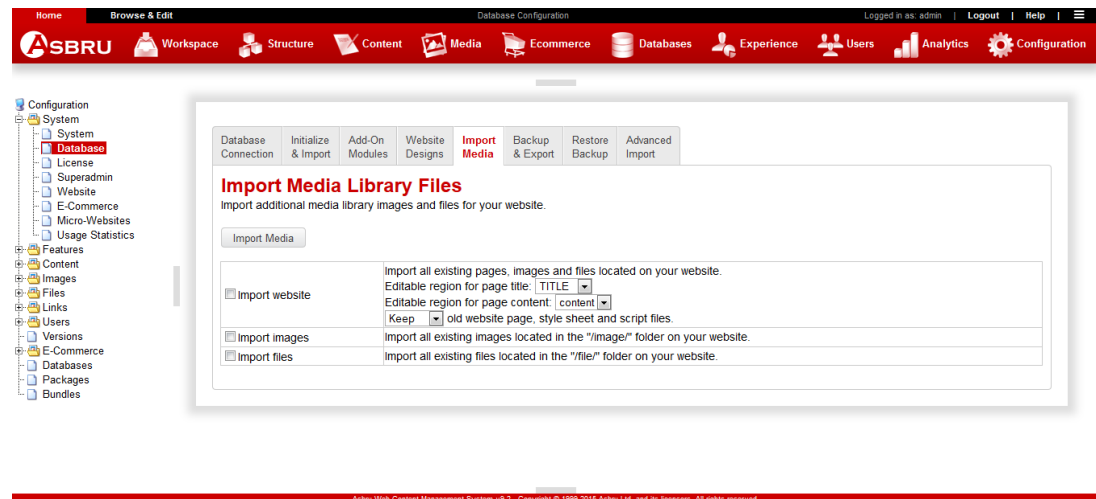
The “Import website” option will analyze and import “.dwt” files, “.html”/“.htm” files, images and other files on your website. Each of your “.html”/“.htm” files will be stripped of any other content than the region selected below and will be imported as a “page” in the web content management system.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

web content management system and these templates will be used for the “pages” created from your “.html”/”.htm” website files. If there are any additional regions in your “.dwt” files they will be imported as “classes”/”elements” in the web content management system.

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

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

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



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

2.2.6 Backup & Export

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

Select the checkboxes to choose what data to backup and export; optionally enter a description for the backup; and select the “Export & Download” button to actually export the selected data. The export will open a new web browser window showing the backup and export progress. At the bottom of the backup and export window there will be a link to download the exported backup data file when the backup and export has finished. You may

need/want to right-click the link and use your web browser's "Save Link As" functionality to download and save the backup data file to your local computer.

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

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

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

- **Content**
Exports all content items including pages, elements, templates, style sheets, images, files, links and products as well as classes, formats, groups, types and versions. Please note that for images and files only the database data are exported – but not the actual files (use Images (files) and Files (files) below for this).
 - Optionally, you can select which specific content classes, versions, packages, bundles, groups and types to export, as well as if the configured image formats, files formats, user segments and user tests should be exported.
- **Images (files)**
Exports the actual "image" files – but not the "image" database data (use Content above for this).
- **Files (files)**
Exports the actual "file" files – but not the "file" database data (use Content above for this).
- **All Images/Files folder files**
Exports all files located in the "/image/" and "/file/" folders on the website including files that are not managed through the web content management system.
- **E-Commerce (E-Commerce Add-On module only)**
Exports the e-commerce add-on module orders, currencies, shipping rates, tax rates.
 - Optionally, you can select if the configured currencies, discounts, shipping rates, tax rates, orders and order items should be exported.
- **Content Databases (Databases Add-On module only)**
Exports the configured custom contents databases and their data.

- Users
Exports the user database as well as the user groups and types.
 - Optionally, you can select if the configured user groups and user types should be exported.
- Workflow
Exports the configured workflows.
- Micro-websites
Exports the configured micro-websites.
- Configuration settings
Exports the web content management system configuration settings including the superadmin and license details etc.
- Hosting clients (Hosting Edition only)
Exports the hosting clients data as well as hosting client groups and types. Please note that only the database data are exported – but not the actual hosting client websites.
 - Optionally, you can select which specific hosting client groups and types to export.
- Other
Exports the (deprecated) special fonts and guestbook data.
- Blank values
As default data with “blank” values are not exported resulting in smaller, more compact database export/import files. If you need all data including data with “blank” values to be exported for use with external systems, the “Blank values” option can be selected.

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

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

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Backup & Export

Export all database data and media library files to a file on the server and download the file as a backup file for eventual later upload and import.

Export & Download

Backup Description

☒ Content

Export content items, elements, groups, types, versions, user segments, user tests, image data, formats, groups, types, file data, formats, groups, types, link groups, types, product groups, types, currencies.

Content Class	Content Version	Content Package	Content Bundle
<input checked="" type="checkbox"/> - all -	<input checked="" type="checkbox"/> - all -	<input checked="" type="checkbox"/> - all -	<input checked="" type="checkbox"/> - all -
Content Group	Content Type		
<input checked="" type="checkbox"/> - all -	<input checked="" type="checkbox"/> - all -		
Image Group	Image Type		
<input checked="" type="checkbox"/> - all -	<input checked="" type="checkbox"/> - all -		
File Group	File Type		
<input checked="" type="checkbox"/> - all -	<input checked="" type="checkbox"/> - all -		
Link Group	Link Type		
<input checked="" type="checkbox"/> - all -	<input checked="" type="checkbox"/> - all -		
Product Group	Product Type		
<input checked="" type="checkbox"/> - all -	<input checked="" type="checkbox"/> - all -		
Image Formats	File Formats	User Segments	User Tests
<input checked="" type="checkbox"/> - all -	<input checked="" type="checkbox"/> - all -	<input checked="" type="checkbox"/> - all -	<input checked="" type="checkbox"/> - all -

☒ Images (files)

Export files for image content items.

☒ Files (files)

Export files for file content items.

☒ All Images/Files folder files

Export files in "image" and "file" folders without associated content items.

☒ Ecommerce

Export ecommerce orders, order items, currencies, discounts, shipping rates, tax rates.

Currencies	Discounts	Shipping Rates	Tax Rates	Orders	Order Items
<input checked="" type="checkbox"/> - all -	<input checked="" type="checkbox"/> - all -	<input checked="" type="checkbox"/> - all -	<input checked="" type="checkbox"/> - all -	<input checked="" type="checkbox"/> - all -	<input checked="" type="checkbox"/> - all -

☒ Content Databases

Export content databases configuration settings and data.

☒ Users

Export user database users, groups, types, permissions.

User Group	User Type
<input checked="" type="checkbox"/> - all -	<input checked="" type="checkbox"/> - all -

☒ Workflow

Export workflow actions configuration settings.

☒ Micro-websites

Export micro-website settings.

☒ Configuration Settings

Export configuration settings.

☒ Hosting Clients

Export hosting clients, groups, types.

Hosting Group	Hosting Type
<input checked="" type="checkbox"/> - all -	<input checked="" type="checkbox"/> - all -

☐ Other

Export fonts, guestbook (DEPRECATED).

☐ Blank values

Export blank values as explicit data.

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2.2.7 Restore Website Backup

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

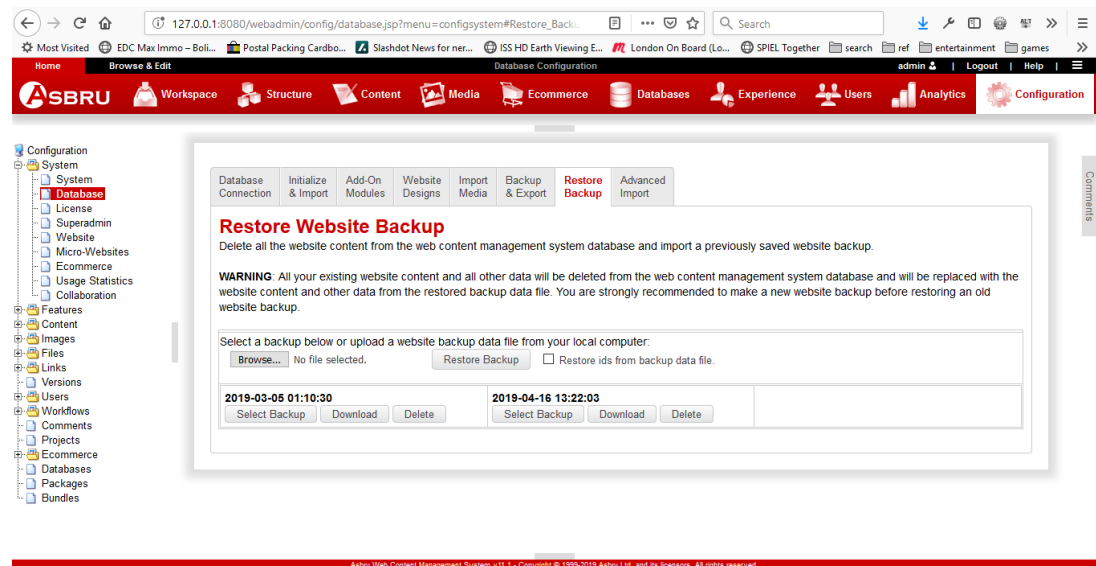
The Restore Backup tab gives you access to import a previously exported website backup file into the web content management system as well as to (re)download and delete previously exported website backup files.

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

Optionally, the “Import ids from website data file” checkbox can be checked to use the existing id numbers for website content etc. from the restored website data file. You may want to do this when you restore a website data file for an existing website; and for faster database import of a large website data file. (Otherwise, the web content management system may clean up and renumber the id numbers used for the website data).

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

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



2.2.8 Advanced Import

WARNING: Initialising your database with the “Drop tables” and/or “Delete data” options activated, deletes everything from your database including all Asbru Web

Content Management system configuration and content you have made. Do not initialise your database if you have already used the Asbru Web Content Management system and you want to keep what you have made.

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

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

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

Optionally, the “Import ids from website data file” checkbox can be checked to use the existing id numbers for website content etc. from the imported website data file. You may want to do this when you import a website data file for an existing website; and for faster database import of a large website data file. (Otherwise, the web content management system may clean up and renumber the id numbers used for the website data).

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

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

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

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

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

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

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

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

PHP version only:

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

PHP version only:

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

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

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

Database Configuration

Initialize & Import

Initialize database for use with the Asbru Web Content Management system and import the initial website data into the database.

WARNING: All your existing website content and all other data may be deleted from the web content management system database and may be replaced with the website content and other data from the imported data file. You are strongly recommended to make a website backup before reinitializing an existing website.

☐ Initialize & Import ☐ Import ids from website data file.

☐ Create new website from example/template.
☐ Create new website from scratch
☐ Create new website from scratch with existing images/files on web server.
☐ Add add-on module data to existing website.
☐ Restore website from backup.
☒ Select options manually.

Initialize

☐ Drop tables Delete all database tables and data from the database.
WARNING: Make sure you have a backup copy of all your data.

☐ Create tables Create required database tables in the database.

Import

☐ Delete data Delete all current data from the database.
WARNING: Make sure you have a backup copy of all your data.

☐ Import website Import all existing pages, images and files located on your website.
 Editable region for page title:
 Editable region for page content:

☐ Import images Import existing images from "image/" folder.

☐ Import files Import existing files from "file/" folder.

☐ Insert data Insert data as selected below into the database.

Data

Server file:

Or, upload a website data file from your local computer.
 No file selected.

Advanced Settings

Maximum execution time and memory size limits for database import and export. Usually, you should not need to change these. Please note that these settings are not saved, but automatically reset to the default values after the database import/export.

Maximum execution time:

Maximum memory size:

2.3 Software License Keys Configuration

To use the Asbru Web Content Management system you must obtain a license from Asbru (www.asbrusoft.com) or an authorized reseller and configure your license keys. The license

keys may also be provided by your web hosting provider, if they have provided you with the Asbru Web Content Management system.

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

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

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

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

To configure your Asbru Web Content Management system and Add-On modules licenses please copy all the full license keys without any leading or trailing blanks etc. into the appropriate fields and select Save. Typically, each license key consists of your email address

or website address; the license key type; eventual restrictions; and a signature consisting of 16 letters and numbers.

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

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

2.4 Superadmin Website Administrator Configuration

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

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

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

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

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

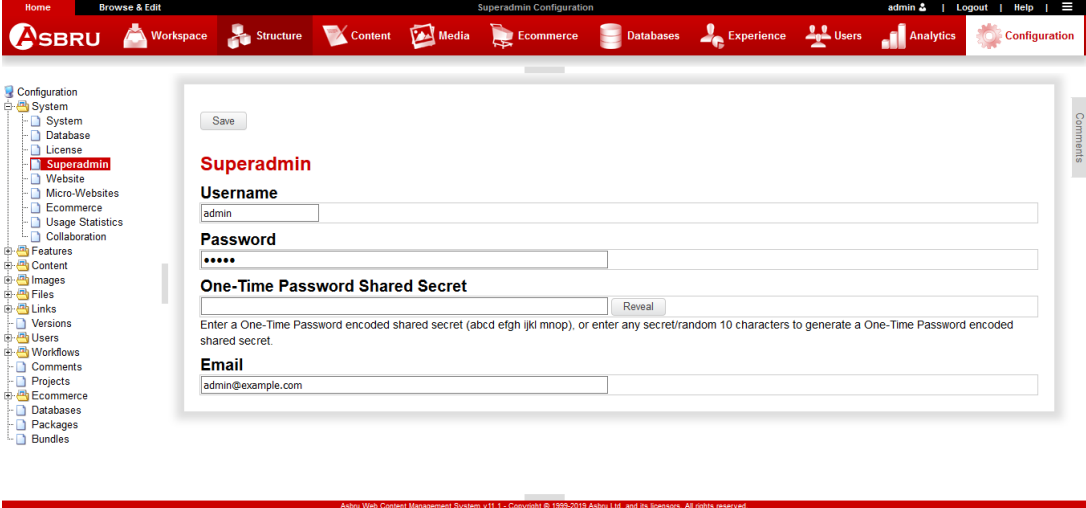
Optionally, you can also configure a one-time password shared secret for use with authenticator apps and devices to generate time-based one-time password login codes if enabled (please see 2.5.4.3 One-Time Password Login and Authenticator Apps/Devices and 2.5.4.4 Login Credentials, Login Attempt Limits and Login Notification Emails for details).

If a One-Time Password Shared Secret is configured for the superadmin website administrator then the same One-Time Password Shared Secret must be entered/generated for the superadmin website administrator's "authenticator" app or device. The web content management system uses standard RFC 6238 Time-Based One-Time Password compliant codes, so any third-party app or device which supports this standard can be used.

A standard format One-Time Password Shared Secret such as for example "GA4T QNZW GU2D GMRR" can be entered to use an existing "authenticator" app or device account. Alternatively, any text of 10 or more characters such as for example "sharedsecret" can be entered which will then be used to generate a standard format One-Time Password Shared Secret such as for example "ONUG C4TF MRZW KY3S". This generated standard format One-Time Password Shared Secret must then also be configured in the "authenticator" app or device for it to generate time-based one-time password codes to login to the web content management system.

The superadmin configuration page will also display the superadmin login history data if enabled (please see 2.5.4.4.1 Superadmin website administrator login for details).

Once the superadmin details have been configured, you will be prompted to enter you current superadmin password, again, to save any superadmin details changes you may make.



2.5 Website Configuration

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

2.5.1 Website Design

2.5.1.1 Default Website Template, Style Sheet and Version

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

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

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

The screenshot shows the Asbru Website Configuration interface. The top navigation bar includes links for Home, Browse & Edit, and Website Configuration. The left sidebar shows a tree view of the configuration options, with 'Website' selected. The main content area is titled 'Website Design' and contains the following sections:

- Save** button at the top left.
- Website Design** tab selected, with other tabs: Website Settings, Email & Forms, Security Settings, Special Pages, Special Settings, URL Rewriting, Media Storage.
- Website Design** section: Which website design to use as default for your website. QuickStart options are available to get you started quickly, but you can easily customize everything to suit your requirements.
- Default version (content)**: A dropdown menu.
- Default template (page layout)**: A dropdown menu showing 'default - 3 column - left, centre, right (35)'.
- Default style sheet (text)**: A dropdown menu showing 'default (1)'.
- Preview** button.
- Import Website Design** section: Import additional website design templates and style sheets for your website.
- African landscape (pinks and greys)**: A thumbnail image and a 'Select Website Design' button.
- Apple and pear (yellows and greens)**: A thumbnail image and a 'Select Website Design' button.

The footer of the interface reads: 'Asbru Web Content Management System v9.2 - Copyright © 1999-2015 Asbru Ltd. and its licensors. All rights reserved.'

2.5.1.2 Import Website Design

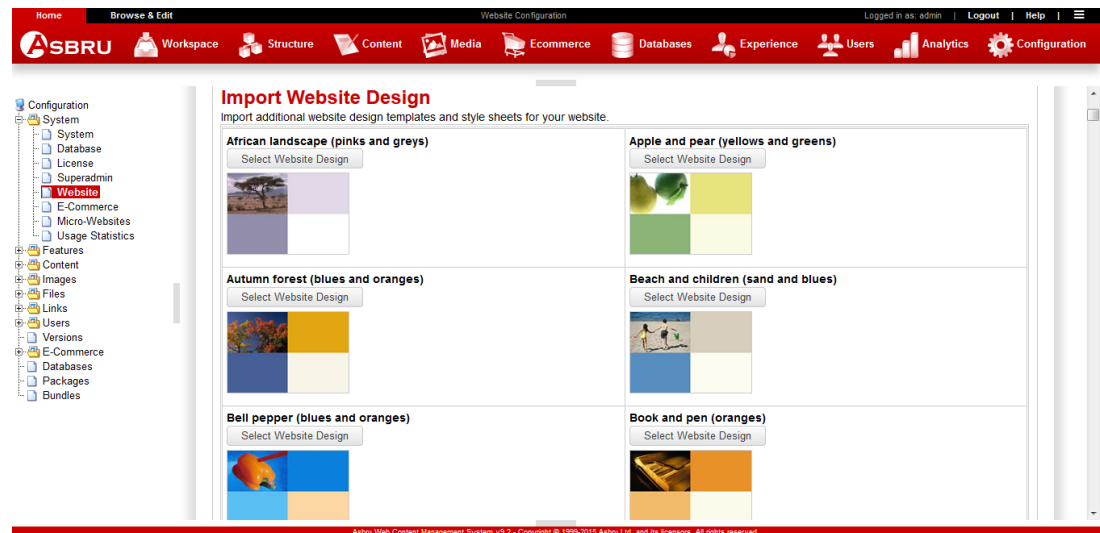
A number of different website designs are included with the Asbru Web Content Management system. The available quickstart website designs are listed.

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

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

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

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



2.5.2 Website Settings

2.5.2.1 HTML DOCTYPE and Character Set

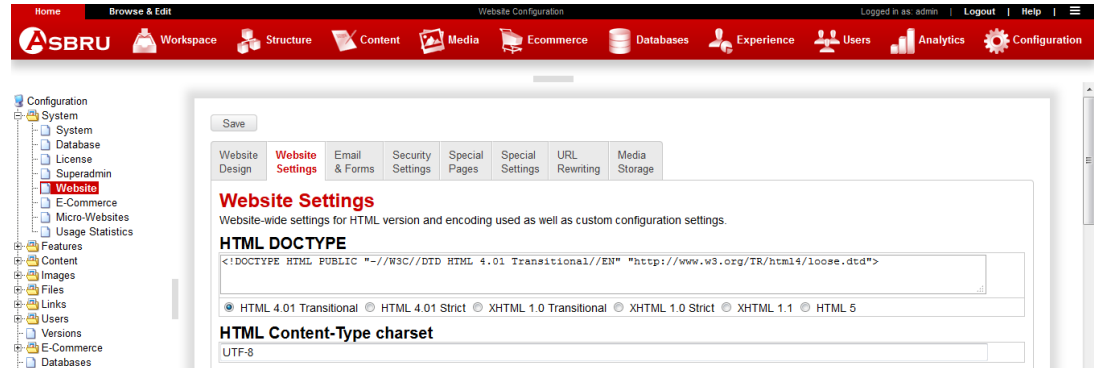
The basic website settings are two special HTML headers, which tells web browsers which version of HTML code and which character set encoding you are using for your website. If you do not have any preferences for this, simply leave the “HTML DOCTYPE” blank or select the “HTML 4.01 Transitional” option,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

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

The HTML DOCTYPE website setting can be overridden by other HTML DOCTYPE

settings defined for an individual page/product, template, page/product group, page/product type, or micro-website (in that order of priority).

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



2.5.2.2 HTML and HTML HEAD Tags Attributes

These additional basic website settings are two special HTML headers, which for example can tell web browsers which language you are using for your website. If you do not have any need for this, simply leave the “HTML Attributes” and “HTML HEAD Attributes” blank.

- **HTML Attributes**
Web page header defining the language etc. used for the web page.

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

- **HTML HEAD Attributes**
Web page header defining the language etc. used for the web page.

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

HTML attributes	<input type="text"/>
HTML HEAD attributes	<input type="text"/>

2.5.2.3 Website Page Titles Prefix and Suffix

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

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



Default Page Title Prefix

Default Page Title Suffix

2.5.2.4 Default Website Domain Name

As default the Browse & Edit mode will use the web server's local domain name as the "default" domain name. Optionally, if this is for internal/local use only or if you want to use another default domain name for some other reason, another default website domain name can be configured.



Default Website Domain Name

Web Server's Local Domain Name

www.asbrusoft.com

2.5.2.5 Accelerated Mobile Pages (AMP)

Optionally, the web content management system can (semi)automatically generate AMP HTML format versions of your website pages for improved performance for access to your website pages from mobile devices.

To request the AMP HTML format version of your website a special AMP website domain name or website address URL parameter must be used.

- **AMP Website Domain Name or Prefix**
If a full website domain name (for example "amp.example.com") or a website domain name prefix (for example "amp.") is configured then access to your website content will (semi)automatically convert the website content to AMP HTML format.
- **AMP URL Parameter Name**
If a website address URL parameter name (for example "AMP") is configured then access to your website content using that website address URL parameter (for example "http://www.example.com/page.jsp?id=123&=1") will (semi)automatically convert the website content to AMP HTML format. If no AMP URL parameter name is configured then the AMP URL parameter name "AMP" will be used as default.

For use with AMP website content, the normal website content should include hidden links to the AMP HTML format versions of the website content. Content and product groups and types for which the website content pages should automatically include such hidden links can be configured.

- **AMP Content Groups**
Select one or more content groups, or "-none-", "-all-" or "-any-".
 - None
AMP HTML links will not be added for any website content pages.

- All
AMP HTML links will be added for all website content pages.
 - Any
AMP HTML links will be added for the configured AMP Content Types website content pages.
 - Content group(s)
AMP HTML links will be added for the website content pages of the selected content groups (and content types).
- AMP Content Types
Select one or more content types, or “-none-“, “-all-“ or “-any-“.
 - None
AMP HTML links will not be added for any website content pages.
 - All
AMP HTML links will be added for all website content pages.
 - Any
AMP HTML links will be added for the configured AMP Content Groups website content pages.
 - Content type(s)
AMP HTML links will be added for the website content pages of the selected content types (and content groups).
- AMP Product Groups
Select one or more product groups, or “-none-“, “-all-“ or “-any-“.
 - None
AMP HTML links will not be added for any website product pages.
 - All
AMP HTML links will be added for all website product pages.
 - Any
AMP HTML links will be added for the configured AMP Product Types website product pages.
 - Product group(s)
AMP HTML links will be added for the website product pages of the selected product groups (and product types).
- AMP Product Types
Select one or more product types, or “-none-“, “-all-“ or “-any-“.
 - None
AMP HTML links will not be added for any website product pages.

- All
AMP HTML links will be added for all website product pages.
- Any
AMP HTML links will be added for the configured AMP Product Groups website product pages.
- Product type(s)
AMP HTML links will be added for the website product pages of the selected product types (and product groups).

Accelerated Mobile Pages (AMP)
AMP Website Domain Name or Prefix or AMP URL Parameter Name for (semi)automatic generation of AMP HTML format versions of your website pages.

AMP Website Domain Name or Prefix
amp.

AMP URL Parameter Name
AMP

AMP Content Groups

- none -
- all -
- any -
- About Us
- Careers
- Company Blog
- Company Blog Comments
- Company Blog Entries
- Company News
- Customer Service

AMP Content Types

- none -
- all -
- any -
- Events
- Events Admin
- Job Search
- Job Search Admin
- News
- Product Posts
- Special

AMP Product Groups

- none -
- all -
- any -
- Digital Products 1
- Member Products 1
- Physical Products 1
- Physical Products 2
- Subscription Services 1

AMP Product Types

- none -
- all -
- any -
- Feature

2.5.2.6 Custom Website Settings

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

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

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

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

Colors

Featurebox1header @@@config:Colors:Featurebox1header@@@

Featurebox2header @@@config:Colors:Featurebox2header@@@

Featurebox3header @@@config:Colors:Featurebox3header@@@

Featurebox4header @@@config:Colors:Featurebox4header@@@

Headers @@@config:Colors:Headers@@@

Links1 @@@config:Colors:Links1@@@

Links1hover @@@config:Colors:Links1hover@@@

Logo @@@config:Colors:Logo@@@

Menubackground @@@config:Colors:Menubackground@@@

Menubackgroundhover @@@config:Colors:Menubackgroundhover@@@

Menubackgroundselected @@@config:Colors:Menubackgroundselected@@@

Tablefirstcolumnbackground @@@config:Colors:Tablefirstcolumnbackground@@@

Tableheaderbackground @@@config:Colors:Tableheaderbackground@@@

Toolbarbackground @@@config:Colors:Toolbarbackground@@@

Toolbarbackgroundhover @@@config:Colors:Toolbarbackgroundhover@@@

Toolbarbackgroundselected @@@config:Colors:Toolbarbackgroundselected@@@

Heading: Name:

2.5.3 Emails & Forms

2.5.3.1 Email Addresses and Mail Server

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

- Email to (default email address)
The email address to which all contact/feedback form contents are emailed.
- Email addresses (additional permitted email addresses)
The email addresses (separated by linebreaks) which contact/feedback form contents may be emailed to.

- Mail server
The mail server through which emails should be sent. As default this is set to "localhost".

Formats:

- DOMAIN
domain name (or IP number) only
- DOMAIN:PORT
domain name (or IP number) and port number
- USERNAME:PASSWORD:DOMAIN
username and password and domain name (or IP number)
- USERNAME:PASSWORD:DOMAIN:PORT
username and password and domain name (or IP number) and port number
- USERNAME:PASSWORD:DOMAIN:PORT:PROTOCOLS
(JSP ONLY): username and password and domain name (or IP number) and port number and protocols (for example "TLSv1.3 TLSv1.2 TLSv1.1 TLSv1 SSLv3")
- USERNAME:PASSWORD:DOMAIN:PORT:PROTOCOLS:CIPHERS
(JSP ONLY): username and password and domain name (or IP number) and port number and protocols and ciphers (for example "TLS_RSA_WITH_AES_256_CBC_SHA TLS_DHE_RSA_WITH_AES_256_CBC_SHA TLS_DHE_DSS_WITH_AES_256_CBC_SHA")

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

The screenshot displays the Asbru Web Content Management System configuration interface. The top navigation bar includes links for Home, Browse & Edit, Website Configuration, and user status (Logged in as: admin). The main menu on the left lists various system components like System, Database, License, Superadmin, Website, E-Commerce, Micro-Websites, Usage Statistics, Features, Content, Images, Files, Links, Users, Versions, E-Commerce, Databases, Packages, and Bundles. The central panel shows the 'Email' configuration page under the 'Email & Forms' tab. It includes a 'Save' button, a description of the email functionality, and input fields for the default email address, additional permitted email addresses, and the mail server (currently set to localhost).

2.5.3.2 Forms CAPTCHA Confirmation

The web content management system includes various functionality for website visitors to register and to post data – including contact forms, guestbooks, blogs, message boards, shopping cart and user registration etc. Unfortunately, many individuals and organisations

abuse such website functionality to post unsolicited advertising and links to malicious websites etc. using automated programs. To prevent automated programs from posting such data to your website the web content management system can be configured to require website visitors to enter a so-called CAPTCHA ("Completely Automated Public Turing test to tell Computers and Humans Apart") confirmation code to post data and order products etc.

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

- None
No CAPTCHA confirmation code is required for website visitors to post forms.
- Google reCAPTCHA v3
Requires website visitors to authenticate themselves using the free, Google reCAPTCHA v3 online service <https://www.google.com/recaptcha/>. To use this service a free user account and set of private and public keys are required. This is the most efficient and recommended CAPTCHA configuration.
- Google reCAPTCHA v3 Enterprise
Requires website visitors to authenticate themselves using the Google reCAPTCHA v3 Enterprise online service <https://www.google.com/recaptcha/>. To use this service a user account and set of private and public keys are required.
- Google reCAPTCHA v2
Requires website visitors to authenticate themselves using the free, Google reCAPTCHA v2 online service <https://www.google.com/recaptcha/>. To use this service a free user account and set of private and public keys are required. This is the most efficient and recommended CAPTCHA configuration.
- ReCAPTCHA.net
Requires website visitors to authenticate themselves using the free, "official" CAPTCHA online service www.ReCAPTCHA.net. To use this service a free user account and set of private and public keys are required. This is the most efficient and recommended CAPTCHA configuration.
- Random Characters
Requires website visitors to authenticate themselves by entering a number of characters/digits randomly selected by the web content management system from the list of configured characters/digits.
- Random Words
Requires website visitors to authenticate themselves by entering a word randomly selected by the web content management system from the list of configured words.

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

- Contact forms (/contact.aspx)
Requires website visitors to authenticate themselves for all web page forms posted to the "/contact.aspx", "/contact.jsp" and "/contact.php" program scripts.
- Content and data posts (/post.aspx)
Requires website visitors to authenticate themselves for all web page forms posted to the

“/post.aspx”, “/post.jsp” and “/post.php” program scripts as used by the blog, guestbook, message board website functionality modules etc.

- Shopping cart (/shopcart.aspx)
Requires website visitors to authenticate themselves for shopping cart orders posted to the “/shopcart.aspx”, “/shopcart.jsp” and “/shopcart.php” program scripts (“/shopcart.aspx?complete=xxx”, “/shopcart.jsp?complete=xxx” and “/shopcart.php?complete=xxx”).
- User registration (/register.aspx)
Requires website visitors to authenticate themselves for all web page forms posted to the “/register.aspx”, “/register.jsp” and “/register.php” program scripts.
- Logged in registered users
Requires registered website visitors who have already logged in on the website to also authenticate themselves for the above. Otherwise, already registered and logged in website visitors will not be required to authenticate themselves again.

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

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

Comments

Forms CAPTCHA Confirmation

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

CAPTCHA Text

<label for="captcha">Please type these characters in the box below:</label></div>

☒ None

☐ Google reCAPTCHA v3 - [Click here for free account and keys](#)

Secret Key

Site Key

☐ Google reCAPTCHA v3 Enterprise - [Click here for free account and keys](#)

Secret Key

Site Key

☐ Google reCAPTCHA v2 - [Click here for free account and keys](#)

Secret Key

Site Key

☐ ReCAPTCHA.net - Note: Depreciated by Google. Google reCAPTCHA v2 should be used instead.

Private Key

Public Key

☐ Random characters

Characters

0123456789abcdefghijklmnopqrstuvwxyzABCDEFGHIJKLMNOPQRSTUVWXYZ

☐ Random words

Word list

CAPTCHA confirmation required for

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

2.5.3.3 Forms Authorization

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

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

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

- Contact forms (/contact.aspx)
Requires authorization for all web page forms posted to the “/contact.aspx”, “/contact.jsp” and “/contact.php” program scripts.
- Content and data posts (/post.aspx)
Requires authorization for all web page forms posted to the “/post.aspx”, “/post.jsp” and “/post.php” program scripts as used by the blog, guestbook, message board website functionality modules etc.
- Database-specific data posts (/post.aspx)
Requires authorization for each individual content database and optionally for each individual data item for all web page forms posted to the “/post.aspx”, “/post.jsp” and “/post.php” program scripts. If this is not required then the Content And Data Posts authorization above will give access to post data to all content databases and for all their data items.
- Shopping cart (/shopcart.aspx)
Requires authorization for shopping cart orders posted to the “/shopcart.aspx”, “/shopcart.jsp” and “/shopcart.php” program scripts (“/shopcart.aspx?complete=xxx”, “/shopcart.jsp?complete=xxx” and “/shopcart.php?complete=xxx”).
- User registration (/register.aspx)
Requires authorization for all web page forms posted to the “/register.aspx”, “/register.jsp” and “/register.php” program scripts.

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

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

The screenshot shows a configuration window titled "Forms Authorization". It contains a warning message: "When your website visitors submit a form it can be required to originate from the website to prevent forged posts from malicious external websites. Requires use of @@@authorize:...@@@ special code on all your web page forms." Below this, there is a section "Forms authorization required for" with a list of checkboxes: "Contact forms (/contact.jsp)", "Content and data posts (/post.jsp)", "Database-specific data posts (/post.jsp)", "Shopping cart (/shopcart.jsp)", and "User registration (/register.jsp)". The bottom of the window has a red footer bar with the text "Asbru Web Content Management System v10.0 - Copyright © 1999-2018 Asbru Ltd. and its licensors. All rights reserved."

2.5.3.4 Forms Validation

When your website visitors submit a form with requirements, which are not met, they will be redirected to the given "redirect_url" form parameter; or if no such "redirect_url" form parameter is given, they will be redirected to this website address URL instead.

- Invalid Redirect Website Address URL
The website address URL to which website visitors are redirected.

Forms Validation

When your website visitors submit a form with requirements, which are not met, they will be redirected to the given "redirect_url" form parameter; or if no such "redirect_url" form parameter is given, they will be redirected to this website address URL instead.

Invalid redirect website address URL

2.5.4 Security

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

2.5.4.1 Require Login Over SSL Encrypted Internet Connections

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

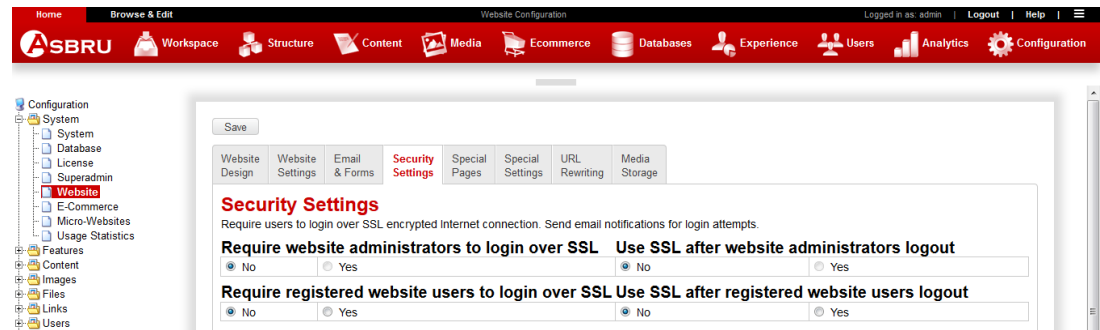
If your web server is configured to support the SSL (Secure Socket Layer) encrypted "https" web communications protocol, you can require that website administrators must login over SSL to access the web content management system for increased security. If website administrators try to login to the web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

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

- Use SSL after website administrators logout
As default website administrators are redirected to your public website (<http://yourwebsite.com/>). Optionally, they can be redirected to your website over SSL instead (<https://yourwebsite.com/>).
- Require registered website users to login over SSL
As default registered website users can login to access restricted website content over the standard "http" web communications protocol. Such communication may be monitored and website administrators' usernames and passwords may be captured by unauthorized individuals.

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

- Use SSL after registered website users logout
As default registered users are redirected to your public website (http://yourwebsite.com/). Optionally, they can be redirected to your website over SSL instead (https://yourwebsite.com/).



2.5.4.2 Web Browser Client Hints HTTP Headers

Optionally, supported and required web browser client hints HTTP headers can be configured if supported/required by your website setup.

- HTTP Accept-CH Header (Website)
HTTP Accept-CH header to be returned for access to the website; or "*" for "Sec-CH-UA, Sec-CH-UA-Full-Version, Sec-CH-UA-Mobile, Sec-CH-UA-Model, Sec-CH-UA-Platform, Sec-CH-UA-Platform-Version, Sec-CH-UA-Arch, Sec-CH-UA-Bitness".
- HTTP Critical-CH Header (Website)
HTTP Critical-CH header to be returned for access to the website; or "*" for "Sec-CH-UA, Sec-CH-UA-Full-Version, Sec-CH-UA-Mobile, Sec-CH-UA-Model, Sec-CH-UA-Platform, Sec-CH-UA-Platform-Version, Sec-CH-UA-Arch, Sec-CH-UA-Bitness".
- HTTP Accept-CH Header (Webadmin)
HTTP Accept-CH header to be returned for access to the web content management system administration pages; or "*" for "Sec-CH-UA, Sec-CH-UA-Full-Version, Sec-CH-UA-Mobile, Sec-CH-UA-Model, Sec-CH-UA-Platform, Sec-CH-UA-Platform-Version, Sec-CH-UA-Arch, Sec-CH-UA-Bitness".
- HTTP Critical-CH Header (Webadmin)
HTTP Critical-CH header to be returned for access to the web content management system administration pages; or "*" for "Sec-CH-UA, Sec-CH-UA-Full-Version, Sec-CH-UA-Mobile, Sec-CH-UA-Model, Sec-CH-UA-Platform, Sec-CH-UA-Platform-Version, Sec-CH-UA-Arch, Sec-CH-UA-Bitness".

HTTP Accept-CH Header (website)	HTTP Critical-CH Header (website)
<input type="text"/>	<input type="text"/>
HTTP Accept-CH Header (webadmin)	HTTP Critical-CH Header (webadmin)
<input type="text"/>	<input type="text"/>

2.5.4.3 One-Time Password Login and Authenticator Apps/Devices

As default access to the web content management system administration pages as well as website login to access restricted content requires login using a username and a password.

Optionally, the web content management system can be configured to require login using a username and a one-time password instead of or in addition to the regular password.

A one-time password (OTP) can be generated and sent to the website administrator/user by email (or alternative method) as part of a two-step login:

- When a website administrator/user enters their username to login, a one-time password code is generated and sent by email (or alternative method) to the website administrator's/user's email address. A new one-time password code is generated and sent to the website administrator/user every time they login.
- The website administrator/user must then enter the one-time password code to complete the login.

Alternatively, a time-based one-time password (TOTP) can be generated by a standard one-time password authenticator app or device:

- A One-Time Password Shared Secret must be configured for the website administrator/user. (Please see 2.4 Superadmin Website Administrator Configuration and the Website Administrator Guide for details).
- The same One-Time Password Shared Secret must be entered/generated for the website administrator's/user's "authenticator" app or device. The web content management system uses standard RFC 6238 Time-Based One-Time Password compliant codes, so any third-party app or device which supports this standard can be used.
- When a website administrator/user login, they must enter the current, generated one-time password from their "authenticator" app or device to complete the login.
- Note: Time-based one-time password codes change every 30 seconds. To allow for time to lookup and type in time-based one-time password codes and to allow for small time differences between "authenticator" apps/devices and the web content management system server, the web content management system login will accept time-based one-time password codes for +/- two minutes of the current web content management system server time.

Different combinations of login credentials required to login can be configured:

- Username and password
Login using basic username and password is required (default).
- Username and one-time password
Login using username and a one-time password code (instead of the basic password) is required.
 - If a One-Time Password Shared Secret has been configured for the user, the current, generated one-time password from their "authenticator" app or device is required to login.
 - Otherwise, if a One-Time Password Shared Secret has not been configured for the user then a one-time password code will be generated by the web content management system and sent to the user by email (or alternative method).

- Note: A basic password must still be configured for each website administrator/user although it is not used to login.
- Username and password or one-time password
Login using username and either password or a one-time password code (instead of the basic password) is required.
 - Note: A basic password must always be configured for each website administrator/user even if it is not used to login.
- Username and password and one-time password (if activated)
Login using username and both password and a one-time password code is required if a One-Time Password Shared Secret has been configured for the user.
 - If a One-Time Password Shared Secret has been configured for the user, the current, generated one-time password from their “authenticator” app or device is required to login.
 - Otherwise, if a One-Time Password Shared Secret has not been configured for the user, only username and password is required to login.
- Username and password and one-time password (required)
Login using username and both password and a one-time password code is required.
 - If a One-Time Password Shared Secret has been configured for the user, the current, generated one-time password from their “authenticator” app or device is required to login.
 - Otherwise, if a One-Time Password Shared Secret has not been configured for the user then a one-time password code will be generated by the web content management system and sent to the user by email (or alternative method).

As default one-time password codes are generated by the web content management system and are sent to website administrators/editors by email as part of a two-step login. Alternatively, the one-time password codes can be generated and/or sent by other methods such as mobile phone text message by your own or third-party custom program scripts. Please see the Programming Guide section 9 One-Time Password Login for details.

2.5.4.4 Login Credentials, Login Attempt Limits and Login Notification Emails

2.5.4.4.1 Superadmin website administrator login

- Login credentials
As default the superadmin website administrator is required to login to the web content management system administration using the configured superadmin username and password. Optionally, the superadmin website administrator may be able or required to login using a one-time password.
 - Username and password
Login using the superadmin website administrator username and password is required.
 - Username and one-time password
Login using the superadmin website administrator username and a one-time password code (instead of the password) is required.
 - Username and password or one-time password
Login using the superadmin website administrator username and password or a one-time password code (instead of the password) is required.

- Username and password and one-time password (if activated)
Login using the superadmin website administrator username and password and a one-time password code is required if a One-Time Password Shared Secret has been configured for the superadmin website administrator.
 - Username and password and one-time password (required)
Login using the superadmin website administrator username and password and a one-time password code is required.
- On superadmin login send email notification to
To monitor all superadmin website administrator access to your web content management system an email notification can be sent to an email address every time the superadmin website administrator logs in to the web content management system.
- On superadmin login failure send email notification to
To monitor all failed superadmin website administrator attempts to access your web content management system an email notification can be sent to an email address every time the superadmin fails to login to the web content management system.
- Block superadmin login after number of failed attempts
If login as the superadmin website administrator fails the given number of consecutive times a new random password will be generated for the superadmin, and the superadmin must use the “/webadmin/password/” functionality to retrieve the new password.
- Redirect blocked superadmin to the URL
If login as the superadmin is blocked because of too many failed login attempts, the user is redirected to the given URL.
- Log superadmin logins for login history
To monitor all superadmin website administrator access to your web content management system superadmin website administrator login details can be logged and can be viewed on the superadmin configuration page (please see 2.4 Superadmin Website Administrator Configuration). The superadmin website administrator login details will be kept for the given period of time after which they will automatically be deleted.
- Restrict superadmin login Internet addresses
As default the superadmin website administrator can access your web content management system from any Internet address (depending on your general Internet network and web server setup). Optionally, the web content management system can be configured to only allow the superadmin website administrator to access your web content management system from one or more specific Internet addresses. To restrict the access, you can configure one or more (separated by linebreaks) full or partial Internet domain name or IP-number addresses. For example:
 - 192.168.0.123
Permits access from computers/devices with the exact IP-address
“192.168.0.123”
 - 192.168.
Permits access from computers/devices with any IP-address starting with
“192.168.”

- www.asbrusoft.com
Permits access from computers/devices with the exact Internet domain name address “www.asbrusoft.com”
- .asbrusoft.com
Permits access from computers/devices with any Internet domain name address ending with “.asbrusoft.com”
- Note: It is not possible to block your current Internet address used to access the web content management system. If the saved configuration settings would block your current Internet address, the configuration settings will be ignored.

Superadmin website administrator login	
On superadmin login send email notification to	Block superadmin login after number of failed attempts
<input type="text"/>	<input type="text"/>
On superadmin login failure send email notification to	Redirect blocked superadmin to the URL
<input type="text"/>	<input type="text"/>
Log superadmin logins for login history	Restrict superadmin login Internet addresses
<input checked="" type="radio"/> No <input type="radio"/> Yes - <input type="text" value="All"/>	<input type="text"/>

2.5.4.4.2 Superadmin password storage and login

As default the superadmin password is stored in an encoded format for security and this is strongly recommended. Optionally, the superadmin password can be stored unencoded. Please note that changing this setting does not change the currently stored superadmin password – this will only have effect when the superadmin password is saved.

As default superadmin login requires use of the original entered superadmin password for security and this is strongly recommended. Optionally, superadmin login can be enabled using the saved encoded format password (which can be retrieved from the database).

If the superadmin password is stored in an encoded format then it is not possible to retrieve the original entered password from the database. The superadmin password will have to be reset using the WCMS superadmin password reset functionality to the superadmin’s email address. If this is not possible configuration changes will have to be made manually, directly in the WCMS database using general database server administration tools.

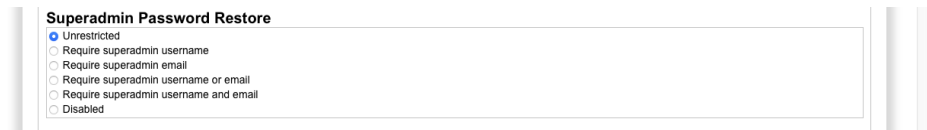
2.5.4.4.3 Superadmin password restore

If the superadmin username and/or password have been lost, they can be retrieved using the retrieve superadmin username and password functionality. As default there are no restrictions on having the superadmin email and password emailed to the superadmin email address. Optionally, the superadmin username and/or email address can be required (as website address URL parameters) to use the retrieve superadmin username and password functionality; or the functionality can be disabled.

- Superadmin password restore
 - Unrestricted
Superadmin details are emailed to the configured superadmin email address without restrictions.

- Require superadmin username
Superadmin username is required to have superadmin details emailed to the configured superadmin email address.
- Require superadmin email
Superadmin email is required to have superadmin details emailed to the configured superadmin email address.
- Require superadmin username or email
Superadmin username or email is required to have superadmin details emailed to the configured superadmin email address.
- Require superadmin username and email
Superadmin username and email are required to have superadmin details emailed to the configured superadmin email address.
- Disabled
Superadmin details cannot be emailed to the configured superadmin email address.

WARNING: The superadmin login details cannot be restored if lost. Direct web content management system access will be required to restore/reset the superadmin details.



The screenshot shows a configuration window titled "Superadmin Password Restore". It contains a list of radio button options for selecting the required login details for password restoration:

- ☒ Unrestricted
- ☐ Require superadmin username
- ☐ Require superadmin email
- ☐ Require superadmin username or email
- ☐ Require superadmin username and email
- ☐ Disabled

2.5.4.4.4 Website administrator login

- Login credentials
As default the website administrator is required to login to the web content management system administration using their configured username and password. Optionally, the website administrator may be able or required to login using a one-time password.
 - Username and password
Login using the website administrator username and password is required.
 - Username and one-time password
Login using the website administrator username and a one-time password code (instead of the password) is required.
 - Username and password or one-time password
Login using the website administrator username and password or a one-time password code (instead of the password) is required.
 - Username and password and one-time password (if activated)
Login using the website administrator username and password and a one-time password code is required if a One-Time Password Shared Secret has been configured for the website administrator.
 - Username and password and one-time password (required)
Login using the website administrator username and password and a one-time password code is required.
- On admin login send email notification to
To monitor all website administrator access to your web content management system an email notification can be sent to an email address every time a website administrator logs in to the web content management system.

- On admin login failure send email notification to
To monitor all failed website administrator attempts to access your web content management system an email notification can be sent to an email address every time a website administrator fails to login to the web content management system.
- Block admin login after number of failed attempts
If login as a website administrator fails the given number of consecutive times a new random password will be generated for the website administrator, and the website administrator must use the “/password/” functionality to retrieve the new password.
- Redirect blocked admin to the URL
If login as a website administrator is blocked because of too many failed login attempts, the user is redirected to the given URL.
- Log website administrator logins for login history
To monitor all website administrator access to your web content management system website administrator login details can be logged and can be viewed on the Users administration pages (Please see Website Administrator Guide for details). The website administrator login details will be kept for the given period of time after which they will automatically be deleted.
- Restrict website administrator login Internet addresses
As default the website administrators can access your web content management system from any Internet address (depending on your general Internet network and web server setup). Optionally, the web content management system can be configured to only allow the website administrators to access your web content management system from one or more specific Internet addresses. To restrict the access, you can configure one or more (separated by linebreaks) full or partial Internet domain name or IP-number addresses. For example:
 - 192.168.0.123
Permits access from computers/devices with the exact IP-address “192.168.0.123”
 - 192.168.
Permits access from computers/devices with any IP-address starting with “192.168.”
 - www.asbrusoft.com
Permits access from computers/devices with the exact Internet domain name address “www.asbrusoft.com”
 - .asbrusoft.com
Permits access from computers/devices with any Internet domain name address ending with “.asbrusoft.com”

Website administrator login	
On admin login send email notification to	Block admin login after number of failed attempts
<input type="text"/>	<input type="text"/>
On admin login failure send email notification to	Redirect blocked admin to the URL
<input type="text"/>	<input type="text"/>
Log website administrator logins for login history	Restrict website administrator login Internet addresses
<input checked="" type="radio"/> No <input type="radio"/> Yes - <input type="text"/> All	<input type="text"/>

- Expire website administrator passwords after ____ days
Website administrators are prompted to change their password after the given number of days since their last password change. If no expiration period is given the website administrator passwords do not expire.
- Force change of expired website administrator passwords
As default website administrators will be prompted to change their expired password, but they can ignore this and continue to use the web content management system, and they can update their expired password to the same as their current/expired password or a recently used password. Optionally, website administrators can be forced to change their expired password and not be allowed to reuse a recently used password.
- Admin passwords minimum length
As default passwords can be any number of characters long. Optionally a minimum number of characters can be configured.
- Admin passwords maximum length
As default passwords can be any number of characters long. Optionally a maximum number of characters can be configured.
- Admin passwords require upper case character(s)
As default passwords can contain any combination of characters. Optionally passwords can be required to contain at least one upper case character.
- Admin passwords require lower case character(s)
As default passwords can contain any combination of characters. Optionally passwords can be required to contain at least one lower case character.
- Admin passwords require numeric character(s)
As default passwords can contain any combination of characters. Optionally passwords can be required to contain at least one numeric character.
- Admin passwords require special character(s)
As default passwords can contain any combination of characters. Optionally passwords can be required to contain at least one special character (?!"#\$%&'()*+,-./:;<=>?@[]^_`{|}~).
- Admin passwords must match
As default passwords can contain any combination of characters. Optionally passwords can be required to match a number of given “regular expressions” (separated by

linebreaks). For example:

- [A-Z].*[A-Z]
To require passwords to contain at least two upper case characters.
 - [a-z].*[a-z]
To require passwords to contain at least two lower case characters.
 - [0-9].*[0-9]
To require passwords to contain at least two numeric characters.
 - [A-Z].*[A-Z]
[a-z].*[a-z]
[0-9].*[0-9]
To require passwords to contain at least two upper case characters and two lower case characters and two numeric characters.
- Admin password may not match
As default passwords can contain any combination of characters. Optionally passwords can be required to not match a number of given “regular expressions” (separated by linebreaks). For example:
 - password
PASSWORD
To require require passwords to not contain the words “password” or “PASSWORD”.
 - Admin password error message
Message to be displayed to website administrators describing the password policy requirements/restrictions.

Expire website administrator passwords after <input type="text"/> Days		Force change of expired website administrator passwords <input checked="" type="radio"/> No <input type="radio"/> Yes - No reuse: - current - <input type="text"/>	
Admin passwords minimum length <input type="text"/>		Admin passwords maximum length <input type="text"/>	
Admin passwords require upper case character(s) <input checked="" type="radio"/> No <input type="radio"/> Yes		Admin passwords require lower case character(s) <input checked="" type="radio"/> No <input type="radio"/> Yes	
Admin passwords require numeric character(s) <input checked="" type="radio"/> No <input type="radio"/> Yes		Admin passwords require special character(s) <input checked="" type="radio"/> No <input type="radio"/> Yes	
Admin passwords must match <input type="text"/>		Admin passwords may not match <input type="text"/>	
Admin password error message <input type="text"/>			

- On admin logout redirect to the URL
As default website administrators will be redirected to the website default home page when they logout from the web content management system. Optionally another website URL address can be configured.

On admin logout redirect to the URL

Your password has expired. Please choose a new password.

User Login

Username

Enter old password:

Enter new password:

Re-enter new password:

About User Login

Required username and password to be used as authentication to view restricted access content and/or to access the web content management system.

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

2.5.4.4.5 Website user login

- Login credentials

As default the website user is required to login to the website using their configured username and password. Optionally, the website user may be able or required to login using a one-time password.

 - Username and password
Login using the website user username and password is required.
 - Username and one-time password
Login using the website user username and a one-time password code (instead of the password) is required.
 - Username and password or one-time password
Login using the website user username and password or a one-time password code (instead of the password) is required.
 - Username and password and one-time password (if activated)
Login using the website user username and password and a one-time password code is required if a One-Time Password Shared Secret has been configured for the website user.
 - Username and password and one-time password (required)
Login using the website user username and password and a one-time password code is required.
- On user login send email notification to

To monitor all website user access to your website an email notification can be sent to an email address every time a website user logs in to the website.

- On user login failure send email notification to
To monitor all failed website user attempts to access your website an email notification can be sent to an email address every time a website user fails to login to the website.
- Block user login after number of failed attempts
If login as a website user fails the given number of consecutive times a new random password will be generated for the website user, and the website user must use the “/password/” functionality to retrieve the new password.
- Redirect blocked user to the URL
If login as a website user is blocked because of too many failed login attempts, the user is redirected to the given URL.
- Log website user logins for login history
To monitor all website user access to your website administrator login details can be logged and can be viewed on the Users administration pages (Please see Website Administrator Guide for details). The website user login details will be kept for the given period of time after which they will automatically be deleted.
- Restrict website user login Internet addresses
As default the website users can access your website from any Internet address (depending on your general Internet network and web server setup). Optionally, the website can be configured to only allow the website users to access your website from one or more specific Internet addresses. To restrict the access, you can configure one or more (separated by linebreaks) full or partial Internet domain name or IP-number addresses. For example:
 - 192.168.0.123
Permits access from computers/devices with the exact IP-address “192.168.0.123”
 - 192.168.
Permits access from computers/devices with any IP-address starting with “192.168.”
 - www.asbrusoft.com
Permits access from computers/devices with the exact Internet domain name address “www.asbrusoft.com”
 - .asbrusoft.com
Permits access from computers/devices with any Internet domain name address ending with “.asbrusoft.com”

Website user login	
On user login send email notification to	Block user login after number of failed attempts
<input type="text"/>	<input type="text"/>
On user login failure send email notification to	Redirect blocked user to the URL
<input type="text"/>	<input type="text"/>
Log website user logins for login history	Restrict website user login Internet addresses
<input checked="" type="radio"/> No <input type="radio"/> Yes - <input type="text" value="All"/>	<input type="text"/>

- Expire website user passwords after ____ days
Website users are prompted to change their password after the given number of days since their last password change. If no expiration period is given the website user passwords do not expire.
- Force change of expired website user passwords
As default website users will be prompted to change their expired password, but they can ignore this and continue to use the website, and they can update their expired password to the same as their current/expired password or a recently used password. Optionally, website users can be forced to change their expired password and not be allowed to reuse a recently used password.
- User passwords minimum length
As default passwords can be any number of characters long. Optionally a minimum number of characters can be configured.
- User passwords maximum length
As default passwords can be any number of characters long. Optionally a maximum number of characters can be configured.
- User passwords require upper case character(s)
As default passwords can contain any combination of characters. Optionally passwords can be required to contain at least one upper case character.
- User passwords require lower case character(s)
As default passwords can contain any combination of characters. Optionally passwords can be required to contain at least one lower case character.
- User passwords require numeric character(s)
As default passwords can contain any combination of characters. Optionally passwords can be required to contain at least one numeric character.
- User passwords require special character(s)
As default passwords can contain any combination of characters. Optionally passwords can be required to contain at least one special character (?!"#\$%&'()*+,-./:;<=>@[]^_`{|}~).
- User passwords must match
As default passwords can contain any combination of characters. Optionally passwords can be required to match a number of given “regular expressions” (separated by linebreaks). For example:
 - [A-Z].*[A-Z]
To require passwords to contain at least two upper case characters.
 - [a-z].*[a-z]
To require passwords to contain at least two lower case characters.

- [0-9].*[0-9]
To require passwords to contain at least two numeric characters.
- [A-Z].*[A-Z]
[a-z].*[a-z]
[0-9].*[0-9]
To require passwords to contain at least two upper case characters and two lower case characters and two numeric characters.
- User password may not match
As default passwords can contain any combination of characters. Optionally passwords can be required to not match a number of given “regular expressions” (separated by linebreaks). For example:
 - password
PASSWORD
To require passwords to not contain the words “password” or “PASSWORD”.
- User password error message
Message to be displayed to website users describing the password policy requirements/restrictions.
- Require website visitors' Internet address to remain the same during a session
To help prevent website attacks such as so-called session hijacking and session fixation the website visitors' Internet address can be checked and restricted:
 - Disabled
Website visitors' Internet address is not checked and restricted.
WARNING: This may make website visitors' login etc. vulnerable to website attacks such as session hijacking and session fixation unless this is prevented in other ways by the web server or a proxy server or a firewall etc.
 - Base address must remain the same (default)
Website visitors' specific, first part of the Internet address is allowed to change but the base address must remain the same. If a website visitor's company or Internet Service Provider renews the Internet addresses periodically (for example changing a website visitor's Internet address from “cust-66-249-71-87.someisp.net” to “cust-66-249-71-53.someisp.net”), or if a website visitor's company or Internet Service Provider uses a number of different proxy servers (for example changing a website visitor's Internet address from “proxy-x.someisp.net” to “proxy-y.someisp.net”) the website visitor is still considered to be the same user and remains logged in etc. If the base Internet address changes then the website visitor is considered to be a new user and is automatically logged out etc.
 - Full address must remain the same
Website visitors' full Internet address must remain the same. If any part of the full Internet address changes then the website visitor is considered to be a new user and is automatically logged out etc.
WARNING: This may cause login problems etc. on a public website where

website visitors' companies and Internet Service Providers may be using dynamic Internet addresses and multiple proxy servers etc.

Expire website user passwords after <input type="text"/> Days		Force change of expired website user passwords <input type="radio"/> No <input checked="" type="radio"/> Yes - No reuse: <input type="text"/> current - <input type="text"/>	
User passwords minimum length <input type="text"/>		User passwords maximum length <input type="text"/>	
User passwords require upper case character(s) <input checked="" type="radio"/> No <input type="radio"/> Yes		User passwords require lower case character(s) <input checked="" type="radio"/> No <input type="radio"/> Yes	
User passwords require numeric character(s) <input checked="" type="radio"/> No <input type="radio"/> Yes		User passwords require special character(s) <input checked="" type="radio"/> No <input type="radio"/> Yes	
User passwords must match <input type="text"/>		User passwords may not match <input type="text"/>	
User password error message <input type="text"/>			

- On user logout redirect to the URL
As default website users will be redirected to the website default home page when they logout from the website. Optionally another website URL address can be configured.

On user logout redirect to the URL <input type="text"/>

2.5.4.4.6 Password reset

When a user account's password is reset as default a random password is generated. Optionally, the web content management can be configured to (attempt to) generate a valid password matching the configured password requirements.

Password Reset	
Password Generation	
<input type="radio"/> Generate "valid" password	<input checked="" type="radio"/> Generate random password

2.5.4.5 Website Addresses

2.5.4.5.1 Permitted Internet address changes for session persistence

A website visitor's Internet address may change if it expires and is renewed or if it goes through a firewall or proxy server. For technical reasons and security reasons you may need/want to configure how to handle such Internet address changes.

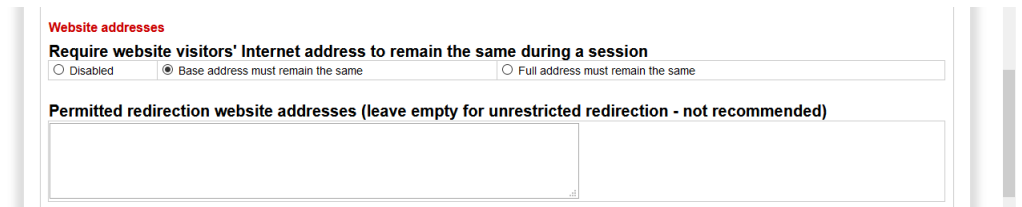
- Disabled
Ignore changes to website visitors' Internet addresses.
WARNING: This is not recommended unless necessary for technical reasons. It may be possible for third-parties to intersect and steal website visitors' sessions and logins and personal details etc.

- Base address must remain the same (default)
Website visitors' "sub-domain" Internet address may change without invalidating their session and login etc. For example, changes from "ip-192-0-168-123.someprovider.net" to "ip-192-0-168-789.someprovider.net", or from "fw1.somecompany.com" to "fw2.somecompany.com" are allowed and their session will not be invalidated.
- Full address must remain the same
Any change to website visitors' Internet address will invalidate their session and login etc. For example, changes from "ip-192-0-168-123.someprovider.net" to "ip-192-0-168-789.someprovider.net", or from "fw1.somecompany.com" to "fw2.somecompany.com" are not allowed and their session will be invalidated.

2.5.4.5.2 Permitted website addresses for redirection

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

WARNING: Leaving this blank will allow redirection to any local and external website address. This is not recommended for security reasons.



2.5.4.5.3 Permitted HTTP ORIGIN and REFERER for links/posts

As default other websites can link to any website page etc. and website administration page as well as post HTML FORM data to any website page/functionality and website administration page.

To prevent malicious links and HTML FORM data from external websites the web content management can and should be configured to only allow HTML FORM data from specific external websites (if any).

- Permitted HTTP ORIGIN for website links
Typically, links to your website from other websites should be permitted and this configuration setting should be left blank.
- Permitted HTTP REFERER for website links
Typically, links to your website from other websites should be permitted and this configuration setting should be left blank.
- Permitted HTTP ORIGIN for website HTML FORM POSTs
Typically, other websites should not be permitted to post HTML FORM data to your

website. Only specific given websites (if any) should be permitted.

- Permitted HTTP REFERER for website HTML FORM POSTs
Typically, other websites should not be permitted to post HTML FORM data to your website. Only specific given websites (if any) should be permitted.
- Permitted HTTP ORIGIN for website administration links
Typically, other websites should not be permitted to web content management system administration pages/functionality. Only specific given websites (if any) should be permitted.
- Permitted HTTP REFERER for website administration links
Typically, other websites should not be permitted to web content management system administration pages/functionality. Only specific given websites (if any) should be permitted.
- Permitted HTTP ORIGIN for website administration HTML FORM POSTs
Typically, other websites should not be permitted to post HTML FORM data to web content management system administration functionality. Only specific given websites (if any) should be permitted.
- Permitted HTTP REFERER for website administration HTML FORM POSTs
Typically, other websites should not be permitted to post HTML FORM data to web content management system administration functionality. Only specific given websites (if any) should be permitted.

All of the Permitted HTTP REFERER and HTTP ORIGIN configuration settings can be configured with the following options:

- Blank - unrestricted
Leave blank to permit links/posts from all other websites.
WARNING: This is not recommended except for website links.
- Self only
Set to “=” forbid links/posts from all other websites.
NOTE: Recommended for website posts and website administration links and posts.
- Specific website addresses list
Set to a list of specific permitted website addresses. For example
“http://www.yourwebsite.com https://www.yourwebsite.com https://www.example.com”
for HTTP ORIGIN; and “http://www.yourwebsite.com/ https://www.yourwebsite.com/
https://www.example.com/admin/” for HTTP REFERER.
Important: Note the trailing “/” for HTTP REFERER.
- Specific website addresses “regular expression”
Set to a “regular expression” for permitted website addresses. For example
“^https?://(www\\.yourwebsite\\.com|www\\.example\\.com)\$” for HTTP ORIGIN; and
“^https?://(www\\.yourwebsite\\.com|www\\.example\\.com/admin/).*\$” for HTTP

REFERER.

Important: Note the trailing “/” for HTTP REFERER.

Note that the HTTP REFERER details (domain or domain/path or domain/path/page etc.) provided by the web browser depends on the HTTP referrer policy set for the originating website (Please see general HTTP/HTML documentation for details).

Additionally/alternatively, you may want to use your web application server’s Cross Site Request Forgery (CSRF) filtering functionality. Please see the general documentation for your web application server).

2.5.4.6 REST API Access Restrictions

Optionally, the website content and functionality and the web content management system administration can be accessed “headless” through a REST API programming interface.

- Website Administrators only (default)
As default website administrator user accounts with access to the web content management system administration pages will also have access through the REST API (provided configuration of a Login JWT Secret and optionally restricted by additional use of an REST API Key as described below).
NOTE: This may be required for future releases of the web content management system.
- Website Users and Website Administrators
Both registered website users and website administrators with access to login to the website and/or the web content management system administration pages will also have access through the REST API (provided configuration of a Login JWT Secret and optionally restricted by additional use of an REST API Key as described below).
- Public
All website visitors with access to the website will also have access through the REST API (provided configuration of a Login JWT Secret and optionally restricted by additional use of an REST API Key as described below).
- Disabled
All access through the REST API is disabled.

Login to the REST API is restricted to a given period of time after which the login must be refreshed or re-login is required for continued access through the REST API.

- Login Duration
Login to the REST API will be valid for the given login duration period, or as default 1 hour.
- Login Refresh Duration
Login to the REST API can be “refreshed” and extended for the given login refresh duration period, or as default 10 hours.

Technically, login to the REST API requires digital signatures with a configured secret.

- cIf no Login JWT Secret is configured, the REST API is disabled. The Login JWT Secret should be any random sequence of characters and numbers to be used for digital

signatures of REST API logins. Changing the Login JWT Secret will immediately invalidate all current REST API logins and require re-login.

WARNING: This secret should be kept strictly confidential and it should never be provided to any persons or other systems. This is exclusively for internal use by the web content management system, and it is never required for any access or anything else outside of the web content management system.

As default access to the REST API requires login using username and password as for general access to login on the website and to the web content management system administration pages, so all registered website users and/or website administrators will have access to login to the REST API. Optionally, use of an additional REST API Key may also be required to login to the REST API, so that only website users and/or website administrators who have also been given such a REST API Key can login to the REST API. If one or more REST API Keys are configured then any one of the configured REST API Keys must be provided in addition to the username and password to login to the REST API.

- REST API Keys (recommended)
One or more REST API Keys separated by linebreaks. The configured REST API Keys can be any format and are not tied to any specific username/password (any user or administrator can login using any configured REST API Key), but it is recommended to use some kind of application or user identification in the keys.

The screenshot shows a web form titled "REST API Access Restrictions". It contains several configuration options:

- A section for restricting access to the website content and web content management system administration functionality through the REST API, with radio buttons for "Website Administrators only (default)", "Website Users and Website Administrators", "Public", and "Disabled".
- Fields for "Login Duration" (set to 60 minutes) and "Login Refresh Duration" (set to 10 hours).
- A text field for "Login JWT Secret" containing a long alphanumeric string.
- A text area for "REST API Keys" containing several keys, each on a new line, including "app-xxxxx-11jsefouadnkjdfayvrae8734q34jhegfqdfagadh", "app-yyyyy-kdjsefkm4598ged9agdbjagw9434qkjsef", "webadmin-ekrj62cy298geduendgkjhnbk524ytw9", "developer-xxxxx-kdjsef67ged878kj9hkeafedfde5q234", and "developer-yyyyy-897ef67gwkj3fkdadb7haggjkeghk".

2.5.5 Special Pages

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

- Default Page (Homepage)
The page to be displayed as the default homepage when your website is accessed. You will probably want to leave this as the default "Home" page, but you can select any page.
- Default Page For Non-Existing Pages
The page to be displayed when a non-existing page on your website is accessed.

Alternatively, a HTTP protocol error “404 – Not Found” code can be returned to the web browser.

- **Default Page For Unpublished Pages**
The page to be displayed when an unpublished page on your website is accessed. Alternatively, a HTTP protocol error “404 – Not Found” code can be returned to the web browser.
- **Default Page For Expired Pages**
The page to be displayed when an expired page on your website is accessed. Alternatively, a HTTP protocol error “404 – Not Found” code can be returned to the web browser.
- **Default Login Page**
The page prompting your website visitors for a username and password when they try to access content with restricted access. You will probably want to leave this as the default “Login” page. The login page is not an ordinary page but must include special codes. Please see the Website Developer Guide for details.
- **Default Login Page Code**
The page prompting your website visitors for a one-time password code when they try to access content with restricted access (if use of one-time password login credentials has been configured). The login page is not an ordinary page but must include special codes. Please see the Website Developer Guide for details.
- **Login Code Email**
The page containing a one-time password code emailed to website users when they are required to login using a one-time password code (if use of one-time password login credentials has been configured). The login code email is not an ordinary page but must include special codes. Please see the Website Developer Guide for details.
- **Default Search Results Page**
The page used to display search results to your website visitors when they use the search functionality. You will probably want to leave this as the default “Search Results” page. The search results page is not an ordinary page but must include special codes. Please see the Website Developer Guide for details.
- **Default Search Results Entry**
The page used to display each search result entry on the search results page. You will probably want to leave this as the default “Search Results Entry” page. The search results entry is not an ordinary page but must include special codes. Please see the Website Developer Guide for details.
- **Default List Entry**
The page used to display each list entry on pages with @@@list:.....@@@ special codes. You will probably want to leave this as the default “List Entry” page. The list entry is not an ordinary page but must include special codes. Please see the Website Developer Guide for details.

- **Ready To Publish Email**
The page emailed to website administrators when content is created/updated and marked as “ready to publish”. You will probably want to leave this as the default “Ready to publish:” page. The ready to publish email is not an ordinary page but must include special codes. Please see the Website Developer Guide for details.
- **User Registration Confirmation Email**
The page emailed to website visitors when they register as users on your website.
- **User Registration Notification Email**
The page emailed to website administrators when website visitors register as users on your website.
- **Default Personal Administration Page**
The default page displayed to users to update their personal page on your website.
- **Retrieve Password Page**
The page displayed to users to retrieve username/password details. The retrieve password page is not an ordinary page but must include special codes. Please see the Website Developer Guide for details.
- **Retrieve Password Confirmation Page**
The page displayed to users after username/password details successfully retrieved. The retrieve password confirmation page is not an ordinary page but may include special codes. Please see the Website Developer Guide for details.
- **Retrieve Password Email**
The page emailed to users when username/password details successfully retrieved. The retrieve password email is not an ordinary page but may include special codes. Please see the Website Developer Guide for details.
- **Retrieve Password Error**
The page displayed to users if username/password details could not be retrieved. The retrieve password error is not an ordinary page but may include special codes. Please see the Website Developer Guide for details.
- **Expired Password Page**
The page displayed to users if their password has expired.
- **Update Password Page**
The page displayed to users to update their password.
- **Updated Password Email**
The page emailed to users when they change their password(/email/username). The updated password email is not an ordinary page but may include special codes. Please see the Website Developer Guide for details.
- **Contents Printing Pages**
Any number of special pages can be created and configured as reports for your website content and media library content items which you select and “Print” from your Website

Content and Media Library index administration pages. Such special reports pages can be created using “@@@list:content:.....id in ###id###:.....@@@” special codes and other special codes to display selected content item data in different ways. Please see the Website Developer Guide for details.

- **Users Printing Pages**
Any number of special pages can be created and configured as reports for your user database accounts which you select and “Print” from your User Database index administration pages. Such special reports pages can be created using “@@@list:users:.....id in ###id###:.....@@@” special codes and other special codes to display selected user database account data in different ways. Please see the Website Developer Guide for details.

The screenshot shows the Asbru Web Content Management System interface. The top navigation bar includes links for Home, Browse & Edit, and Website Configuration. The main navigation menu on the left lists various system components like System, Database, License, Superadmin, Website, Micro-Websites, Ecommerce, Usage Statistics, Collaboration, Features, Content, Images, Files, Links, Versions, Users, Workflows, Comments, Projects, Databases, Packages, and Bundles. The 'Website' component is selected, and the 'Special Pages' sub-tab is active. The configuration page for 'Website Special Pages' is displayed, featuring a 'Save' button and a 'Comments' sidebar. The page contains several sections with dropdown menus and 'Select' buttons for configuring default pages and login settings.

Website Special Pages
Usually, these should not be changed.

Default page (homepage)
My Business [Select]

Default page for non-existing pages
Page not found [Select]

Default page for unpublished pages
Page not found [Select]

Default page for expired pages
Page not found [Select]

Default login page
Login [Select]

Default login page code
[Select]

Login code email
[Select]

Default search results page
Search Results [Select]

Default search results entry
Search Results Entry [Select]

Default list entry
List Entry [Select]

Ready to publish email
[Select]

The screenshot displays a configuration window for the Asbru Web Content Management System. It contains several sections with dropdown menus and 'Select' buttons:

- User registration confirmation email:** A dropdown menu showing 'User Registration Confirmation' and a 'Select' button.
- User registration notification email:** A dropdown menu showing 'User Registration Notification:' and a 'Select' button.
- Default personal administration page:** A dropdown menu showing 'Personal Confirmation' and a 'Select' button.
- Retrieve password page:** A dropdown menu showing 'Forgot your login details?' and a 'Select' button.
- Retrieve password confirmation page:** A dropdown menu showing 'Retrieve Login Details Confirmation' and a 'Select' button.
- Retrieve password email:** A dropdown menu showing 'Your Username and Password' and a 'Select' button.
- Retrieve password error:** A dropdown menu showing 'Retrieve Login Details Failed' and a 'Select' button.
- Expired password page:** A dropdown menu showing 'Accessibility' and a 'Select' button.
- Update password page:** A dropdown menu showing 'Contact Careers' and a 'Select' button.

Below these sections, there is a note: 'Pages to be used to print content lists and reports.'

There are two large text input areas:

- Contents printing pages:** An empty text box with a 'Select' button to its right.
- Users printing pages:** An empty text box with a 'Select' button to its right.

2.5.6 Special Settings

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

2.5.6.1 Website Special Settings

- Image web addresses
 - Indirect (default)

Images are displayed indirectly through the "/image.xxx" script (where "xxx" is "aspx", "jsp" or "php" depending on which version of the Asbru Web Content Management system you are using).
 - Direct (faster but disables some functionality)

Images are displayed directly using the images' filenames on the web server. This disables the Asbru Web Content Management system access control functionality; staging functionality; versioning functionality; and images cannot be replaced with images of another format.
- File web addresses
 - Indirect (default)

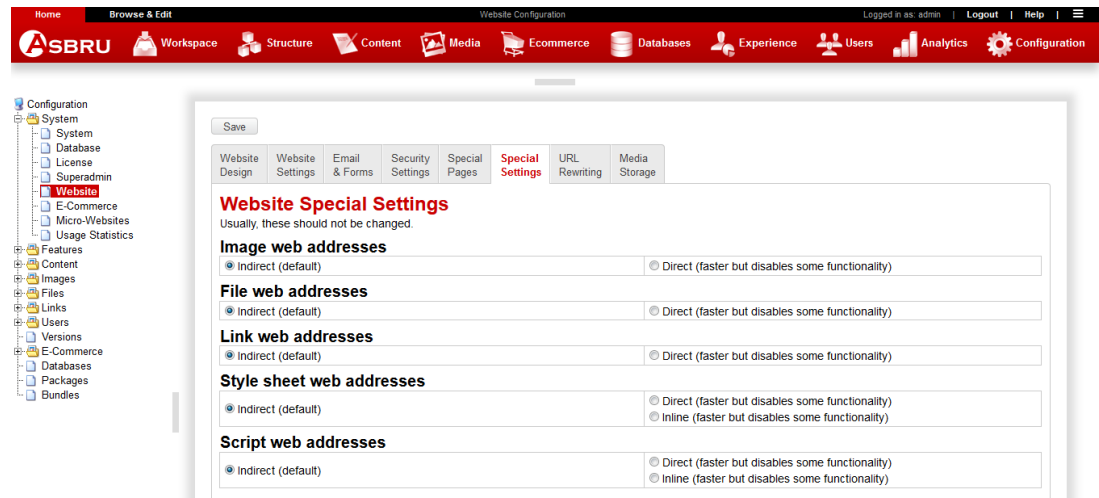
Files are opened indirectly through the "/file.xxx" script (where "xxx" is "aspx", "jsp" or "php" depending on which version of the Asbru Web Content Management system you are using).

As default links to files use the format “/file.xxx?id=ID” where ID is the file’s unique content item id in the web content management system. Alternatively, links to files using the format “/file.xxx?FILENAME.XXX” where FILENAME.XXX is the file’s filename in the web content management system, can be entered into the web content editor, manually.

- Direct (faster but disables some functionality)
Files are opened directly using the files' filenames on the web server. This disables the Asbru Web Content Management system access control functionality; staging functionality; versioning functionality; and files cannot be replaced with files of another format.
- Link web addresses
 - Indirect (default)
Links are opened indirectly through the “/link.xxx” script (where “xxx” is “aspx”, “jsp” or “php” depending on which version of the Asbru Web Content Management system you are using).
 - Direct (faster but disables some functionality)
Links are opened directly using the links' web address URLs. This disables the Asbru Web Content Management system access control functionality; versioning functionality; and existing links are not automatically updated when updated.
- Style sheet web addresses
 - Indirect (default)
Style sheets are loaded indirectly through the “/stylesheet.xxx” script (where “xxx” is “aspx”, “jsp” or “php” depending on which version of the Asbru Web Content Management system you are using).
 - Direct (faster but disables some functionality)
Style sheets are opened directly using the style sheets' web address URLs. This disables the Asbru Web Content Management system access control functionality; versioning functionality; and existing links are not automatically updated when updated.
 - Inline (faster but disables some functionality)
Style sheets are included inline on each web page. This disables the Asbru Web Content Management system access control functionality.
- Script web addresses
 - Indirect (default)
Scripts are loaded indirectly through the “/script.xxx” script (where “xxx” is “aspx”, “jsp” or “php” depending on which version of the Asbru Web Content Management system you are using).
 - Direct (faster but disables some functionality)
Scripts are opened directly using the scripts' web address URLs. This disables the Asbru Web Content Management system access control functionality; versioning functionality; and existing links are not automatically updated when

updated.

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

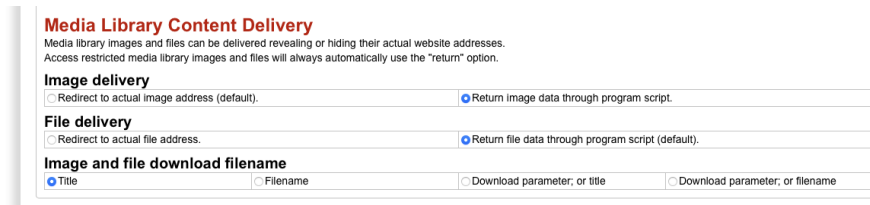


2.5.6.2 Media Library Content Delivery

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

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

- Title
The suggested download/save filename is the content title.
- Filename
The suggested download/save filename is the content filename.
- Download parameter; or title
The suggested download/save filename is the given “download=FILENAME” website address URL parameter (if any); otherwise, the content title.
- Download parameter; or filename
The suggested download/save filename is the given “download=FILENAME” website address URL parameter (if any); otherwise, the content filename.



The screenshot shows a configuration window titled "Media Library Content Delivery". It contains three sections: "Image delivery" with radio buttons for "Redirect to actual image address (default)" and "Return image data through program script."; "File delivery" with radio buttons for "Redirect to actual file address." and "Return file data through program script (default)"; and "Image and file download filename" with radio buttons for "Title", "Filename", "Download parameter; or title", and "Download parameter; or filename". The "Title" option is selected in the last section.

2.5.7 Website Addresses URL Rewriting:

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

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

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

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

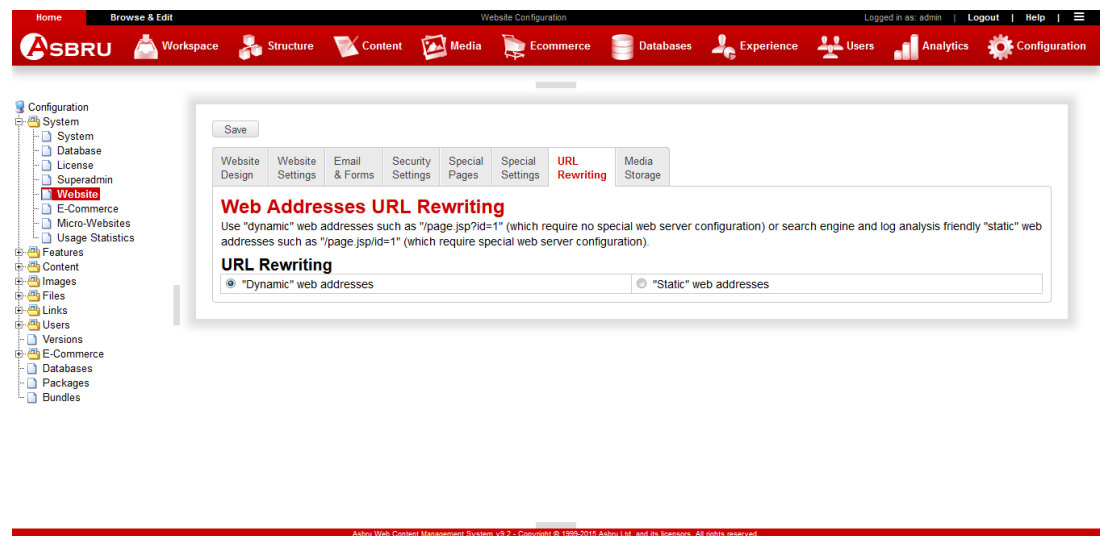
To use the “static” web addresses URL rewriting feature of the Asbru Web Content Management system, you should configure your web server to rewrite URL web addresses like this Apache mod_rewrite example:

```
RewriteCond %{REQUEST_URI} ^/(+)/id=(.*)$
```

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

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

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



2.5.8 Media Storage

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

- Cloud Storage
 - Service:

The cloud storage service to be used.
 - - none -

Images and files are only stored locally on the web server (unless the web server has been setup to use shared or mirrored/replicated file storage in some way outside of the web content management system).
 - Amazon AWS S3 Storage

Images and files are stored on the Amazon S3 simple storage service

(<http://aws.amazon.com/s3/>).

- Microsoft Azure Blob Storage
Images and files are stored on the Microsoft Azure Blob Storage service (<https://azure.microsoft.com/en-gb/services/storage/blobs/>).
 - Google Cloud Storage
Images and files are stored on the Google Cloud Storage service (<https://cloud.google.com/storage/>).
 - - other -
Images and files are stored on another cloud storage service through your own or third-party media cloud storage API program scripts (please see the Installation Guide and Programming Guide for details).
- Username / Key
The username/key authorised to store images and files on your cloud storage.
Note: This is required for Amazon AWS S3 Storage and Microsoft Azure Blob Storage.
 - Password / Secret
The password/secret authorised to store images and files on your cloud storage.
Note: This is required for Amazon AWS S3 Storage and Microsoft Azure Blob Storage.
 - Region
The region code for your cloud storage (for example “us-east-1”).
Note: This is required for Amazon AWS S3 Storage.
 - Credentials
The JSON format credentials for your cloud storage.
Note: This is required for Google Cloud Storage.
 - Folder(/Bucket) Path/Name
The folder/bucket in and under which to store images and files on your cloud storage.
- Media URL
 - Media Web Addresses URL Prefix
The external web address for how to access the images and files stored on your cloud storage. For example: “<http://yourwebsite.s3.amazonaws.com/>”.
- Note: If the web content management system is configured to redirect website visitors to the actual images and files, your cloud storage service must be configured to allow public access to view/download your cloud storage images and files through this media URL. If the web content management system is configured to return images and files data through the web content management system’s delivery program scripts, your cloud storage service must be configured to at least allow your web servers to access/download your cloud*

storage images and files through this media URL. Please see 2.5.6.2 Media Library Content Delivery for details.

- Publishing

Please see the 3.13.2 Dynamic and Static Web Addresses section for details.

- Use dynamic web addresses for published pages
Published pages can only be accessed through dynamic web addresses such as “http://localhost/page.aspx?id=123”
- Enable use of static web addresses for published pages
Pages can be published to static web addresses such as “http://localhost/about.html”.
 - Publish *.html and *.css as dynamic pseudo-files/folders (default).
 - Publish *.html and *.css as static files (faster but disables some functionality).
 - Do not create files for static web addresses (required for cloud storage).

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

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

Home Browse & Edit Website Configuration admin | Logout | Help |

ASBRU Workspace Structure Content Media Ecommerce Databases Experience Users Analytics Configuration

Configuration

- System
- Database
- License
- Superadmin
- Website**
 - Micro-Websites
 - Ecommerce
 - Usage Statistics
 - Collaboration
- Features
 - Content
 - Images
 - Files
 - Links
 - Versions
 - Users
 - Workflows
 - Comments
 - Projects
- Databases
- Packages
- Bundles

Save

Website Design Website Settings Email & Forms Security Settings Special Pages Special Settings URL Rewriting **Media Storage**

Media Storage

Use local disk/network storage (default) or cloud storage for media library images and files. Leave input fields blank for local disk/network storage.

Cloud Storage

Access credentials for the web content management system to store media on your cloud storage.

Service

☒ - none -

☐ Amazon AWS S3 Storage

☐ Microsoft Azure Blob Storage

☐ Google Cloud Storage

☐ - other -

Username / Key (Amazon/Microsoft)

Password / Secret (Amazon/Microsoft)

Region (Amazon)

Credentials (Google)

Folder/(Bucket/Container) Name

Media URL

Web address for the web content management system to retrieve media from your cloud storage.

Media web addresses URL prefix

Publishing

☐ Use dynamic web addresses for published pages

☒ Enable use of static web addresses for published pages

☒ Publish *.html and *.js and *.css as dynamic pseudo-files/folders (default)

☐ Publish *.html and *.js and *.css as static files (faster but disables some functionality)

☐ Do not create files for static web addresses (required for cloud storage)

Note: To create/update/delete files for static web addresses after changing this configuration setting you must do a "database upgrade".

Comments

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2.6 Micro-Websites

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

2.6.1 Internet domain names

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

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

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

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

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

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

2.6.2 Visitor's from Internet addresses settings

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

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

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

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

2.6.3 User agent (Web browser)

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

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

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

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

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

for the Microsoft Internet Explorer 8 web browser, and:

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

for the Apple iPhone Safari web browser.

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

The web content management system also supports “Sec-CH-UA” web browser usage agent client hints which may be provided by some web browser versions. Any such data provided by the web browser will be appended to the “user agent” identification. For example:

Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/106.0.0.0 Safari/537.36 "Chromium";v="106", "Google Chrome";v="106", "Not;A=Brand";v="99" ?0 "Windows"

for Google Chrome where “Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/106.0.0.0 Safari/537.36” is the “user agent” identification and "Chromium";v="106", "Google Chrome";v="106", "Not;A=Brand";v="99" ?0 "Windows" is the appended “Sec-CH-UA” data.

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

2.6.4 Web browser language preference settings

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

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

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

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

2.6.5 Referrals from other websites

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

- Website visitors from other special interest websites/pages being directed to the information and products which visitors from those other websites are most likely to be

interested in.

- Website visitors from affiliate/campaign websites/pages being presented with special offers.

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

2.6.6 Search engine and directory website query referrals

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

- Website visitors searching for specific kind of information/products being directed directly to the information and products of that kind.
- Website visitors searching for specific uses and features of your products being directed to websites pages specifically describing those uses and features.

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

2.6.7 Micro-Websites Configuration

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

The screenshot shows the Asbru Web Content Management System interface. The top navigation bar includes links for Home, Workspace, Structure, Content, Media, Ecommerce, Databases, Experience, Users, Analytics, and Configuration. The left sidebar shows a tree view of the system configuration, with 'Micro-Websites' selected under the 'System' category. The main content area displays a table for configuring micro-websites.

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

The footer of the interface contains the text: "Asbru Web Content Management System v9.2 - Copyright © 1999-2010 Asbru Ltd. and its licensors. All rights reserved."

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

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

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

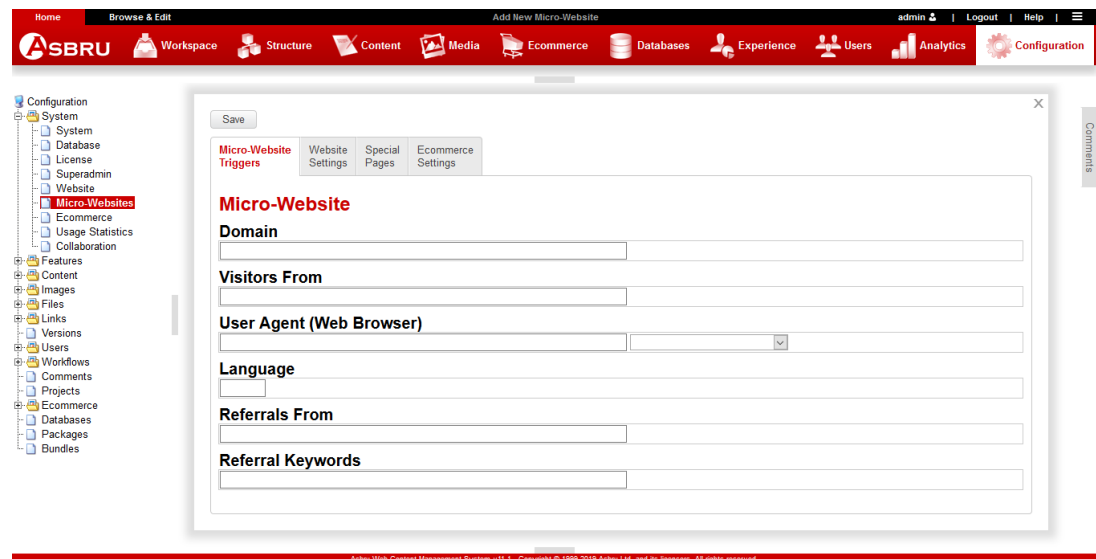
- Only the Domain setting to direct website visitors to different sections of your website depending on the Internet address used to access your website.
- Only the Visitors From setting to direct employees to your intranet website.
- Only the Language setting to direct website visitors to different language versions of your website depending on their web browser language preference settings.
- Only the Referrals From setting to direct website visitors visiting through links on other website to the information/products most likely to be relevant to them.
- Only the Referrals Keywords setting to direct website visitors visiting through queries on other search engine and directory websites to the information/products most likely to be relevant to them.

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

2.6.7.1 Micro-Website Triggers

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

- **Language**
Optional (leave blank to match all web browser language preference settings) web browser language preference setting code such as "en", "en-us", "fr" or "de".
- **Referrals From**
Optional (leave blank for referrals from any Internet address) other website Internet address with links to your website such as:
 - "google.com" for referrals from the Google search engine.
 - "yahoo.com" for referrals from the Yahoo yellow pages directory.
 - "affiliatewebsite.com/specialoffers.html" for referrals from a specific web page on an affiliate website.
- **Referral Keywords**
Optional (leave blank for any type of referral keywords or no referral keywords) search engine or directory website query words and phrases used to find your website such as:
 - "cms" for queries for the word/abbreviation "cms".
 - "web,editor" for queries for both the words "web" and "editor"
 - "content management" for queries for the phrase "content management".



2.6.7.2 Website Settings

- **Default Version**
The default version to be used when the Internet domain name (and the Visitors From and Language settings) is used to access your website.
- **Default Template**
The default template to be used when the Internet domain name (and the Visitors From and Language settings) is used to access your website.
- **Default Style Sheet**
The default style sheet to be displayed when the Internet domain name (and the Visitors

From and Language settings) is used to access your website.

- **HTML DOCTYPE**

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

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

- **HTML Attributes**

Web page header defining the language etc. used for the web page.

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

- **HTML HEAD Attributes**

Web page header defining the language etc. used for the web page.

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

The screenshot shows the Asbru Web Content Management System configuration interface. The top navigation bar includes Home, Browse & Edit, Add New Micro-Website, and user options (admin, Logout, Help). The main menu on the left lists various system components like System, Database, License, Superadmin, Website, Micro-Websites, Ecommerce, Usage Statistics, Collaboration, Features, Content, Images, Files, Links, Versions, Users, Workflows, Comments, Projects, Ecommerce, Databases, Packages, and Bundles. The 'Micro-Websites' section is expanded, showing a list of settings. The 'Website Settings' tab is active, displaying fields for Default Version, Default Template, and Default Style Sheet. Below these are sections for HTML DOCTYPE, HTML attributes, and HTML HEAD attributes, each with a text input field and a radio button for 'default' or a specific value like 'AMP'.

2.6.7.3 Special Pages

- **Default Page**

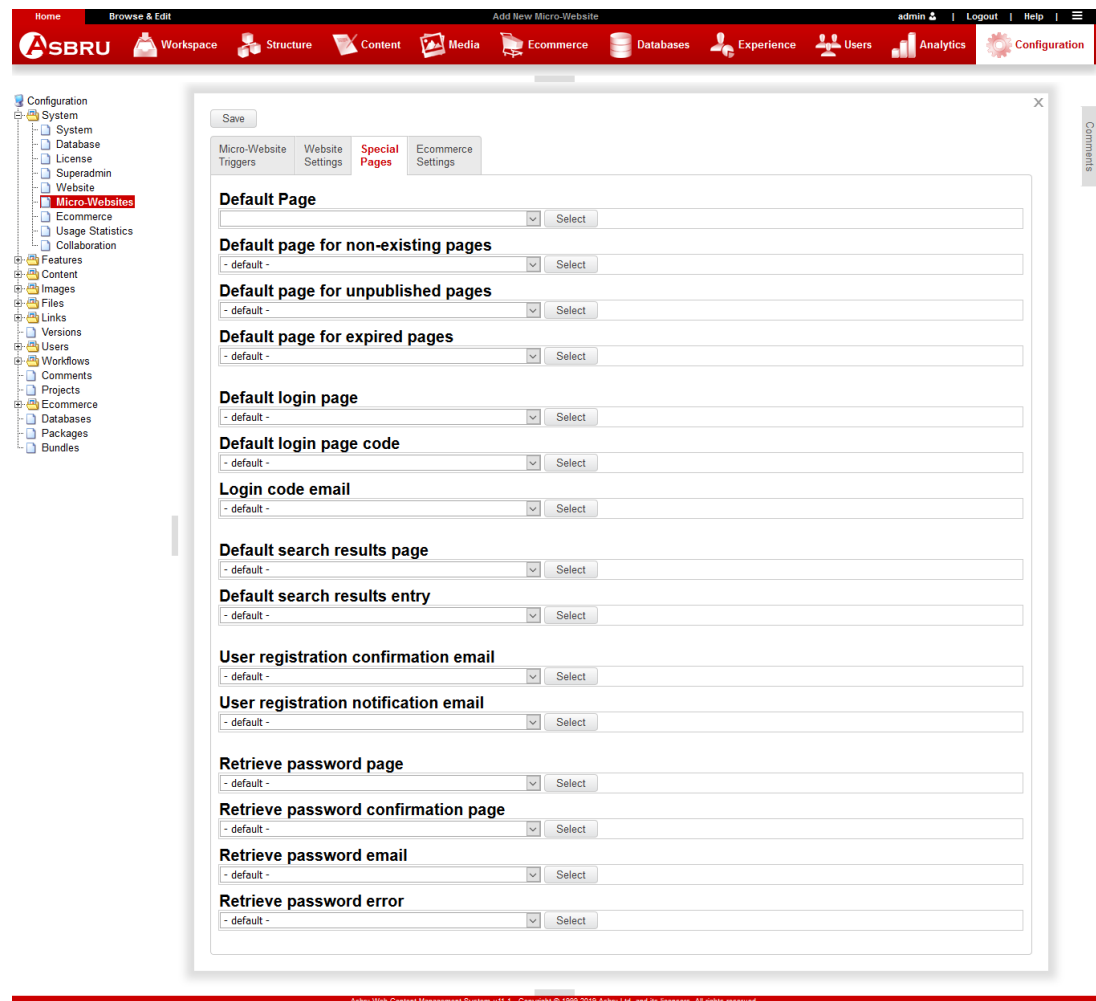
The default page to be displayed when the Internet domain name (and the Visitors From

and Language settings) is used to access your website.

- **Default Page For Non-Existing Pages**
The default page to be displayed when the Internet domain name (and the Visitors From and Language settings) is used to access a non-existing page on your website. Alternatively, a HTTP protocol error “404 – Not Found” code can be returned to the web browser.
- **Default Page For Unpublished Pages**
The default page to be displayed when the Internet domain name (and the Visitors From and Language settings) is used to access an unpublished page on your website. Alternatively, a HTTP protocol error “404 – Not Found” code can be returned to the web browser.
- **Default Page For Expired Pages**
The default page to be displayed when the Internet domain name (and the Visitors From and Language settings) is used to access an expired page on your website. Alternatively, a HTTP protocol error “404 – Not Found” code can be returned to the web browser.
- **Default Login Page**
The default login page to be displayed when the Internet domain name (and the Visitors From and Language settings) is used to login to your website.
- **Default Login Page Code**
The page prompting your website visitors for a one-time password code when they try to access content with restricted access (if use of one-time password login credentials has been configured). The login page is not an ordinary page but must include special codes. Please see the Website Developer Guide for details.
- **Login Code Email**
The page containing a one-time password code emailed to website users when they are required to login using a one-time password code (if use of one-time password login credentials has been configured). The login code email is not an ordinary page but must include special codes. Please see the Website Developer Guide for details.
- **Default Search Results Page**
The default page to be displayed when the Internet domain name (and the Visitors From and Language settings) is used to display search results to your website visitors when they use the search functionality. The search results page is not an ordinary page but must include special codes. Please see the Website Developer Guide for details.
- **Default Search Results Entry**
The default page to be displayed when the Internet domain name (and the Visitors From and Language settings) is used to display each search result entry on the search results page. The search results entry is not an ordinary page but must include special codes. Please see the Website Developer Guide for details.
- **User Registration Confirmation Email**
The default page to be emailed to users when the Internet domain name (and the Visitors From and Language settings) is used to register as a user on your website. The user

registration confirmation email page is not an ordinary page but may include special codes. Please see the Website Developer Guide for details.

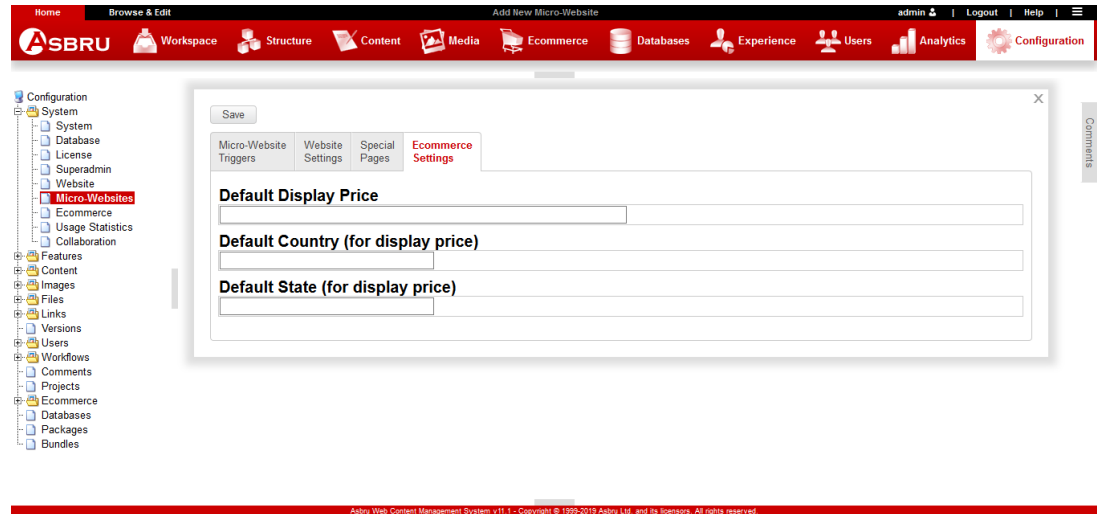
- **User Registration Notification Email**
The default page to be emailed to website administrators when the Internet domain name (and the Visitors From and Language settings) is used to register as a user on your website. The user registration notification email page is not an ordinary page but may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



2.6.7.4 Ecommerce Settings

- **Default Display Price**
The default format for your website product prices displayed using @@@price@@@ special codes when the Internet domain name (and the Visitors From and Language settings) is used to access your website. Please see the 2.7.1 Currency & Prices section for details.
- **Default Country**
The default country to be used to calculate discounts, taxes (such as VAT) and shipping for your website product prices displayed using @@@price@@@ special codes when the Internet domain name (and the Visitors From and Language settings) is used to access your website. Please see the 2.7.1 Currency & Prices section for details.
- **Default State**
The default state to be used to calculate discounts, taxes (such as VAT) and shipping for your website product prices displayed using @@@price@@@ special codes when the

Internet domain name (and the Visitors From and Language settings) is used to access your website. Please see the 2.7.1 Currency & Prices section for details.



2.7 E-Commerce System Configuration

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

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

2.7.1 Currency & Prices

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

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

- **Default State (for display price)**
Additionally, an optional default state can be configured to calculate and display eventual discounts, taxes (such as VAT) and shipping for your “home” state.

The screenshot shows the 'Ecommerce Configuration' page in the Asbru system. The 'Currency & Prices' tab is selected, displaying the following configuration options:

- Default Currency:** Default currency to be used for the products, shopping cart and orders. The currency is set to £.
- Default Display Price:** Default price to be displayed for products. A dropdown menu is visible.
- Default Country (for display price):** A text input field.
- Default State (for display price):** A text input field.

2.7.2 Order Forms

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

The screenshot shows the 'Ecommerce Configuration' page in the Asbru system. The 'Order Forms' tab is selected, displaying the following configuration option:

- Order Forms:** When your website customers place an order, an order notification email is sent to you. The 'Email to' field is empty.

2.7.3 Order Administration Access Restrictions

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

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

placed through the website shopping cart.

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

summary

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

○ LIMIT

all
NUMBER

where NUMBER is any positive integer

○ PERIOD

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

thishalfyear
last6months
lasthalfyear
this year
last12months
last year

The screenshot displays the Asbru Web Content Management System interface. The top navigation bar includes links for Home, Browse & Edit, and various system modules like Workspace, Structure, Content, Media, Ecommerce, Databases, Experience, Users, Analytics, and Configuration. The left sidebar shows a tree view of the configuration hierarchy, with 'Ecommerce' selected. The main content area is titled 'Order Administration Access Restrictions' and contains several sections:

- Order Administration Access Restrictions:** A section for restricting access to order administration to specific administrator groups and/or types. It includes a 'Type' dropdown (set to '- any -') and a 'Group' dropdown (set to 'Shop Managers').
- New Order Workflows:** A section for initial workflow states for new orders. It includes a 'Default' dropdown (set to 'Free') and a 'Paid' dropdown (set to 'Partially delivered').
- Sales Reports Access Restrictions:** A section for restricting access to sales reports to specific administrator groups and/or types. It includes a 'Type' dropdown (set to '- any -') and a 'Group' dropdown (set to '- any -').
- Sales Reports:** A section for sales reports, including an 'Ecommerce Index Report' and a 'Sales Reports' section with an example query: "sales:summary:all:today sales:summary:all:thisweek sales:summary:all:thismonth".

2.7.4 Payment Processing

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

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

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

The screenshot displays the Asbru Web Content Management System interface. The top navigation bar includes links for Home, Browse & Edit, and Ecommerce Configuration. The left sidebar shows a tree view of the system configuration, with Ecommerce selected. The main content area is titled 'Payment Processing' and contains several sections for configuring payment options. The 'Payment Processing' section includes a 'Save' button and a 'Payment Processing' tab. Below this, there are three main options: 'Manual Payment Handling', 'Payment Module Template', and 'PayPal'. The 'PayPal' option is selected, and it includes fields for 'Your PayPal account/email' and 'Payment instructions'. There are also radio buttons for selecting the payment method (GET or POST) and whether to display order item details. At the bottom, there is a link to sign up for a free PayPal Merchant account and a PayPal logo.

Configuration

System

Database

License

Superadmin

Website

Ecommerce

Micro-Websites

Usage Statistics

Features

Content

Images

Files

Users

Versions

Ecommerce

Databases

Packages

Home | Browse & Edit | Ecommerce Configuration | Logged in as: admin | Logout | Help |

ASBRU | Workspace | Structure | Content | Media | Ecommerce | Databases | Experience | Users | Analytics | Configuration

Save

Currency & Prices | Order Forms | Order Administration | **Payment Processing** | Product Details | Product Delivery | Special Pages

Payment Processing

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

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

☐ **Payment Module Template**
Template for programming your own payment module.
Your payment service provider account

☐ **PayPal**
Your PayPal account/email

Payment instructions

☒ Use GET method for PayPal payment button forms for Mozilla Thunderbird and Firefox compatibility.
☐ Use POST method for PayPal payment button forms.

☒ Order item details on PayPal payment page.
☐ No order item details on PayPal payment page.

☒ Accept eCheck payments when cleared.
☐ Accept eCheck payments immediately.

[Click here to sign up for a free PayPal Merchant account and start accepting credit card payments instantly.](#)

Accept credit cards in just minutes!

PayPal
for Business

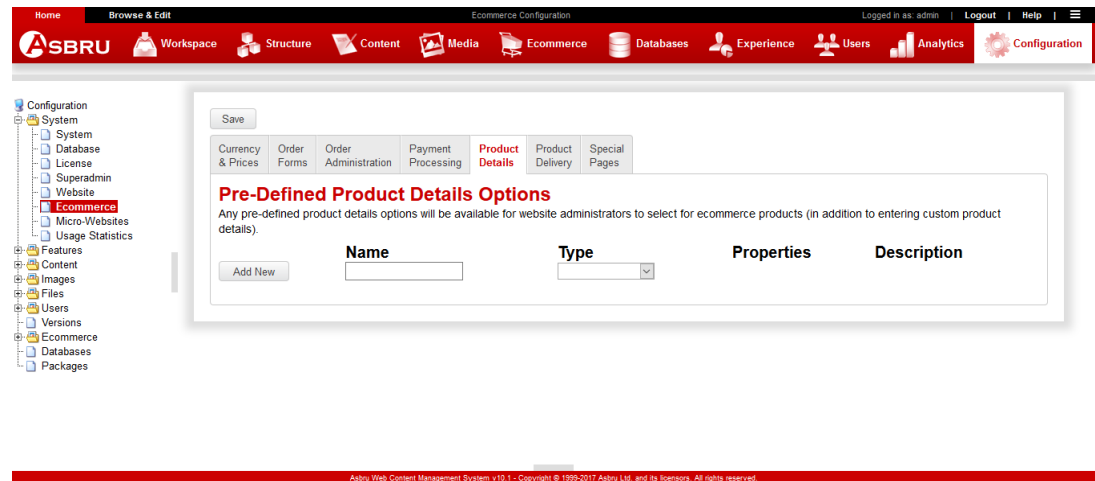
VISA | MasterCard | American Express | Discover | PayPal

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2.7.5 Product Details

Website administrators can add any number and type of product details for products. Optionally, a number of pre-defined product details options can be configured for easy access to and consistency of commonly used product details.

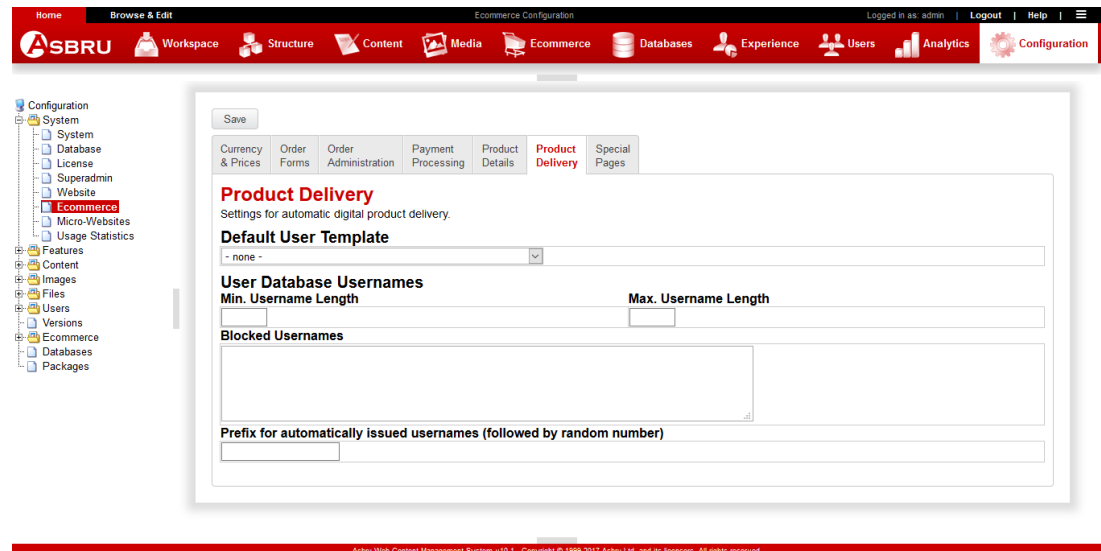
- Name
Enter a name for the product details attribute.
- Type and Properties
Select the type of options and properties for the product details attribute.
 - Plain text
Simple text input field with an optional default value which can be changed by the website administrators when added for a specific product.
 - Select (single)
Select-box with a number of pre-defined options which the website administrators can choose between for a specific product. The “size” can be given as the number of visible options to be displayed as a standard HTML FORM SELECT box on the product administration pages.
 - Select (multiple)
Select-box with a number of pre-defined options which the website administrators can choose between for a specific product. The “size” can be given as the number of visible options to be displayed as a standard HTML FORM SELECT box on the product administration pages or as a “pixel” size (for example “200px”) for the options to be displayed on the product administration pages as “left” (unselected) and “right” (selected) columns.
 - Radio buttons
Radio buttons for a number of pre-defined options which the website administrators can choose between for a specific product.
 - Checkboxes
Checkboxes for a number of pre-defined options which the website administrators can choose between for a specific product.
- Description
Text displayed for the product details attribute on the product administration pages.



2.7.6 Product Delivery

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

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



2.7.7 E-Commerce Special Pages

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

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

- **Default checkout page**
The page used to display their shopping cart to your website visitors when they use the checkout functionality. You will probably want to leave this as the default “Checkout” page. The checkout page is not an ordinary page but must include special codes. Please see the Website Developer Guide for details.
- **Default checkout entry**
The page used to display each product item on the checkout page. You will probably want to leave this as the default “Checkout Entry” page. The checkout entry is not an ordinary page but must include special codes. Please see the Website Developer Guide for details.
- **Default confirm order page**
The page used to display an order to your website visitors when they are asked to confirm the order. You will probably want to leave this as the default “Confirm Order” page. The confirm order page is not an ordinary page but must include special codes. Please see the Website Developer Guide for details.
- **Default confirm order entry**
The page used to display each product item on the confirm order page. You will probably want to leave this as the default “Confirm Order Entry” page. The confirm order entry is not an ordinary page but must include special codes. Please see the Website Developer Guide for details.
- **Default completed order page**
The page used to display an order to your website visitors when they have completed the order. You will probably want to leave this as the default “Order Completed” page. The completed order page is not an ordinary page but must include special codes. Please see the Website Developer Guide for details.
- **Default completed order entry**
The page used to display each product item on the completed order page. You will probably want to leave this as the default “Order Completed Entry” page. The completed order entry is not an ordinary page but must include special codes. Please see the Website Developer Guide for details.
- **Default empty shopping cart page**
The page displayed if customers proceed to checkout or confirm an order when the shopping cart is empty.
- **Default order confirmation email page**
The page used to email an order confirmation to your website visitors when they have completed an order. You will probably want to leave this as the default “Order Confirmation” page. The order confirmation page is not an ordinary page but must include special codes. Please see the Website Developer Guide for details.
- **Default order confirmation email entry**
The page used to display each product item on the order confirmation email page. You will probably want to leave this as the default “Order Confirmation Entry” page. The order confirmation entry is not an ordinary page but must include special codes. Please

see the Website Developer Guide for details.

- **Default order notification email page**
The page used to email an order notification to your website order forms administrator when your visitors have completed an order. You will probably want to leave this as the default “Order Notification” page. The order notification page is not an ordinary page but must include special codes. Please see the Website Developer Guide for details.
- **Default order notification email entry**
The page used to display each product item on the order notification email page. You will probably want to leave this as the default “Order Notification Entry” page. The order notification entry is not an ordinary page but must include special codes. Please see the Website Developer Guide for details.
- **Default order status tracking email page**
The page used to email an order status tracking message to your website customers when the order status for their order updated. You will probably want to leave this as the default “Order Status Tracking” page. The order status tracking email page is not an ordinary page but must include special codes. Please see the Website Developer Guide for details.
- **Default order status tracking email entry**
The page used to display each product item on the order status tracking email page. You will probably want to leave this as the default “Order Status Tracking Entry” page. The order status tracking email entry is not an ordinary page but must include special codes. Please see the Website Developer Guide for details.
- **Default payment succeeded page**
Your website page to be displayed to your website customers on successful payment to you.
- **Default payment cancelled page**
Your website page to be displayed to your website customers on cancelled/failed payment to you.
- **Products Printing Pages**
Any number of special pages can be created and configured as reports for your products content items which you select and “Print” from your Products & Orders - Products index administration pages. Such special reports pages can be created using “@@@list:products:.....id in ###id###:.....@@@” special codes and other special codes to display selected products data in different ways. Please see the Website Developer Guide for details.
- **Orders Printing Pages**
Any number of special pages can be created and configured as reports for your website orders which you select and “Print” from your Products & Orders - Orders index administration pages. Such special reports pages can be created using “@@@list:orders:.....id in ###id###:.....@@@” special codes and other special codes to display selected orders data in different ways. Please see the Website Developer Guide for details.

HomeBrowse & EditEcommerce Configuration

ASBRULogged in as: adminLogoutHelp

WorkspaceStructureContentMediaEcommerceDatabasesExperienceUsersAnalyticsConfiguration

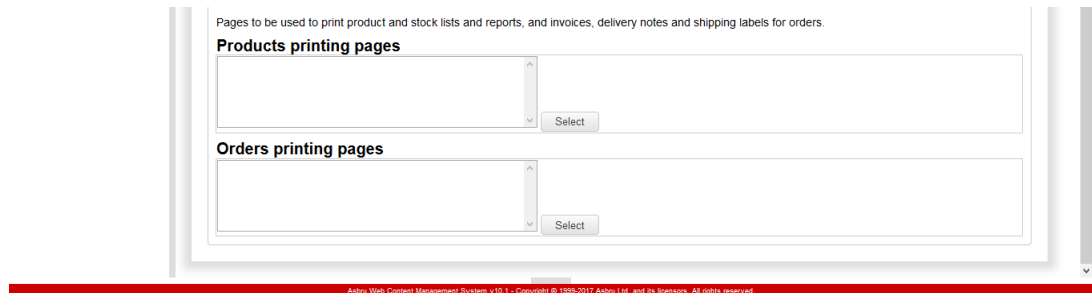
Configuration

- System
 - Database
 - License
 - Superadmin
 - Website
 - Ecommerce**
 - Micro-Websites
 - Usage Statistics
- Features
 - Content
 - Images
 - Files
 - Users
 - Versions
 - Ecommerce
 - Databases
 - Packages

Save

Currency & PricesOrder FormsOrder AdministrationPayment ProcessingProduct DetailsProduct Delivery**Special Pages**

Ecommerce Add-On Module Special Pages
Shopping cart summary content to be displayed while your customers browse your website.
Default shopping cart summary page
Shopping Cart SummarySelect
Default shopping cart summary entry
Shopping Cart Summary ItemsSelect
Content to be displayed when your customers view and add products to their shopping cart.
Default shopping cart page
Shopping CartSelect
Default shopping cart entry
Shopping Cart ItemsSelect
Content to be displayed when your customers proceed to checkout.
Default checkout page
Checkout - 2. Your DetailsSelect
Default checkout entry
Checkout - 2. Your Details - Shopping Cart ItemsSelect
Content to be displayed when your customers are asked to confirm their order.
Default confirm order page
Checkout - 3. Confirm OrderSelect
Default confirm order entry
Checkout - 3. Confirm Order Product EntrySelect
Content to be displayed when a customer have confirmed and completed their order.
Default completed order page
Checkout - 4. Order CompletedSelect
Default completed order entry
Checkout - 4. Order Completed Product EntrySelect
Content to be displayed when your customers proceed to checkout or confirm an order and the shopping cart is empty.
Default empty shopping cart page
Select
Content to be emailed to your customer as order confirmation.
Default order confirmation email page
Order ConfirmationSelect
Default order confirmation email entry
Order Confirmation EntrySelect
Content to be emailed to you as order notification.
Default order notification email page
Order NotificationSelect
Default order notification email entry
Order Notification EntrySelect
Content to be emailed to your customer as order status tracking.
Default order status tracking email page
Order Status TrackingSelect
Default order status tracking email entry
Order Status Tracking EntrySelect
Content to be displayed when a customer payment has been processed.
Default payment succeeded page
- Shopping Cart - Complete Order -Select
Default payment cancelled page
- Shopping Cart - Checkout -Select



2.8 Usage Statistics System Configuration

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

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

Your usage statistics configuration options are:

2.8.1 Usage Log Period & Status

2.8.1.1 Usage Log Period

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

- **Detailed Usage Log Data**
For how long a period of time the full detailed, collected usage statistics data should be kept in the web content management system database. To limit the CPU processing power and storage space resource demands on your website you may want to select a shorter period. The detailed usage log data period should be shorter than the summarised usage log data period - for example 1 week of detailed and 2 years of summary usage log data.
WARNING: Detailed usage log data older than the configured period will be deleted automatically and cannot be restored. Increasing the configured detailed usage log data will only apply to the current and subsequent detailed usage log data.
- **Summarised Usage Log Data**
For how long a period of time the summarised, collected usage statistics data should be kept in the web content management system database. To limit the CPU processing power and storage space resource demands on your website you may want to select a shorter period. The summarised usage log data period should be longer than the detailed usage log data period - for example 1 week of detailed and 2 years of summary usage log data.
WARNING: Summarised and detailed usage log data older than the configured period will be deleted automatically and cannot be restored. Increasing the configured summarised usage log data will only apply to the current and subsequent

usage log data.

- Summarised usage log data period

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

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

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

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

The screenshot shows the 'Usage Log Period & Status' configuration page in the Asbru Web Content Management System. The page has a red header with the Asbru logo and navigation links: Home, Browse & Edit, Usage Statistics Configuration, admin, Logout, and Help. Below the header is a red navigation bar with icons for Workspace, Structure, Content, Media, Ecommerce, Databases, Experience, Users, Analytics, and Configuration. The left sidebar shows a tree view of the system configuration, with 'Usage Statistics' highlighted. The main content area has a 'Save' button and tabs for 'Usage Log Period & Status', 'Usage Log Content', 'Analytics Reports', and 'Access Restrictions'. The 'Usage Log Period' tab is active, showing a detailed explanation of usage log data and a warning. Below the text are four configuration fields: 'Detailed usage log data' (set to 'All'), 'Summarised usage log data period' (set to 'Hourly (default)'), 'Summarised usage log data' (set to 'All'), and 'Summarised usage log data details' (set to 'Approximate visitors, visits numbers; exact pages, hits numbers (default)').

2.8.1.2 Usage Log Status & Summarise

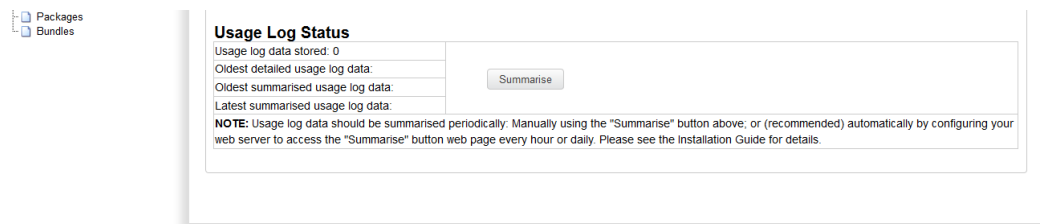
The Usage Log Status displays the current number of stored usage log data records as well as the date/time of the oldest detailed, oldest summarised and latest summarised usage log data currently stored.

NOTE: Usage log data are not automatically summarised periodically by the web content management system. Usage log data should be summarised periodically: Manually using the "Summarise" button on the Usage Statistics Configuration web page; or (recommended)

automatically by configuring your web server to access the "Summarise" button web page every hour or daily. Please see the Installation Guide for details.

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

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

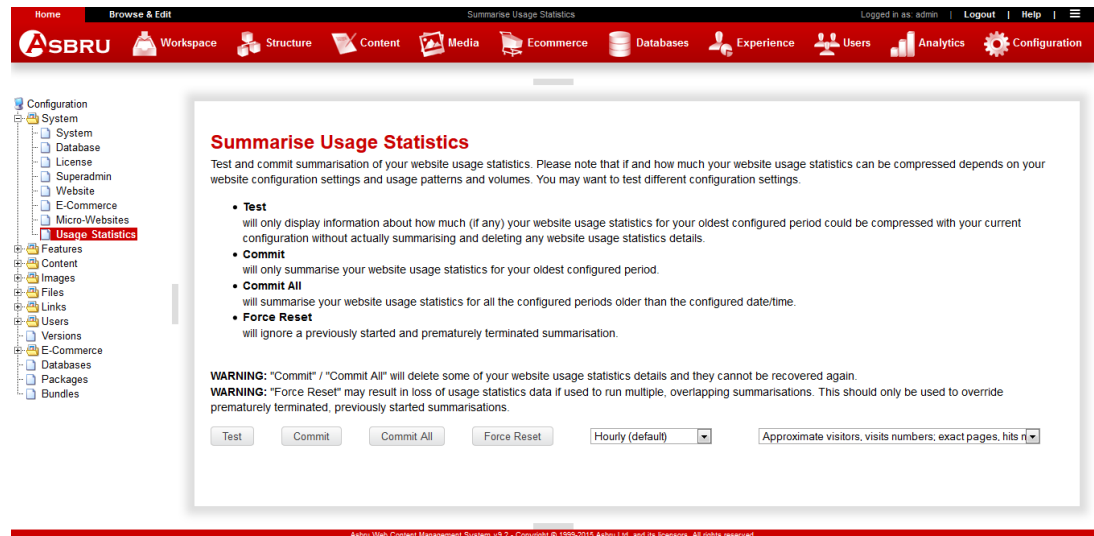


Selecting the "Summarise" button will not summarise any usage log data immediately but simply gives access to test and eventually commit to your actually summarise your current usage log data as configured.

- **Test**
Will only display information about how much (if any) your website usage statistics for your oldest configured period could be compressed with your current configuration without actually summarising and deleting any website usage statistics details.
- **Commit**
Will only summarise your website usage statistics for your oldest configured period. When that summarisation is completed you can "Commit" again to summarise your next oldest configured period and so on.
WARNING: Detailed usage log data for the period will be deleted automatically and cannot be restored.
- **Commit All**
Will summarise your website usage statistics for all the configured periods older than the configured date/time.
WARNING: Detailed usage log data for the periods will be deleted automatically and cannot be restored.
- **Force Reset**
Will ignore a previously started and prematurely terminated summarisation and give access to start a new summarisation. Only one summarisation should ever run at a time. The web content management system will tell you if a summarisation is already running and prevent you from running another summarisation until it has completed - except if you use the "Force Reset". The "Force Reset" should only be used if for some reason a summarisation has terminated prematurely – for example due to an error on the web server.
WARNING: "Force Reset" may result in loss of usage statistics data if used to run

multiple, overlapping summarisations. This should only be used to override prematurely terminated, previously started summarisations.

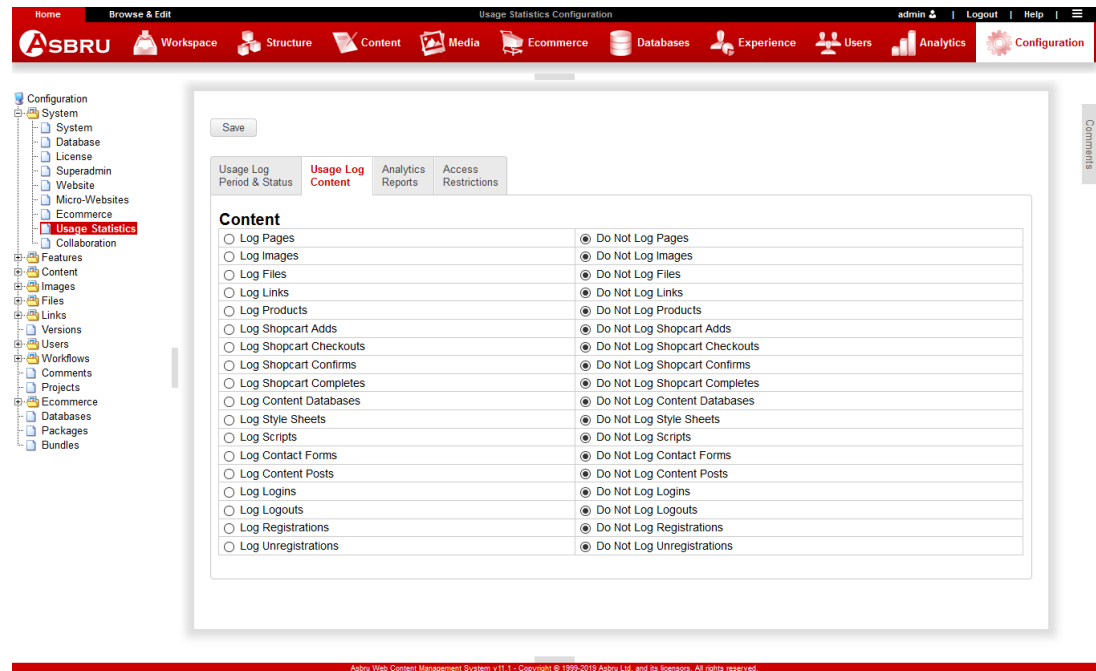
- Summarised usage log data period
Access to test changes to the saved configured summarised usage log data period.
“Test” will use but not save changes to this configuration setting.
“Commit” and “Commit All” will use and save changes to this configuration setting.
- Summarised usage log data details
Access to test changes to the saved configured summarised usage log data details.
“Test” will use but not save changes to this configuration setting.
“Commit” and “Commit All” will use and save changes to this configuration setting.



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

2.8.2 Usage Log Content

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



2.8.3 Usage Statistics Reports

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

- Usage Statistics Index Report

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

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

- Usage Statistics Reports

Custom usage statistics reports can be defined to combine any number and type of individual reports and to be available through usage statistics left-hand menu items.

Enter the following in the Usage Statistics Reports field to define such reports:

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

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

usage:summary:all:thismonth"

Top 10 = "usage:pages:10:thisweek usage:products:10:thisweek
usage:images:10:thisweek usage:files:10:thisweek usage:links:10:thisweek"
you have defined two custom usage statistics reports named "Summary" and "Top 10".

- REPORT

- summary
- websites
- contents
- pages
- pagegroups
- pagetypes
- contacts
- posts
- logins
- logouts
- stylesheets
- scripts
- library
- images
- imagegroups
- imagetypes
- files
- filegroups
- filetypes
- links
- linkgroups
- linktypes
- products
- productgroups
- producttypes
- databases
- daily
- weekly
- monthly
- yearly
- hours
- weekdays
- days
- weeks
- months
- countries
- visitors
- robots
- operatingsystems
- webbrowsers
- users
- usergroups
- usertypes
- referrers

searchengines
searchqueries
searchwords
entry
paths
exit
duration
visits

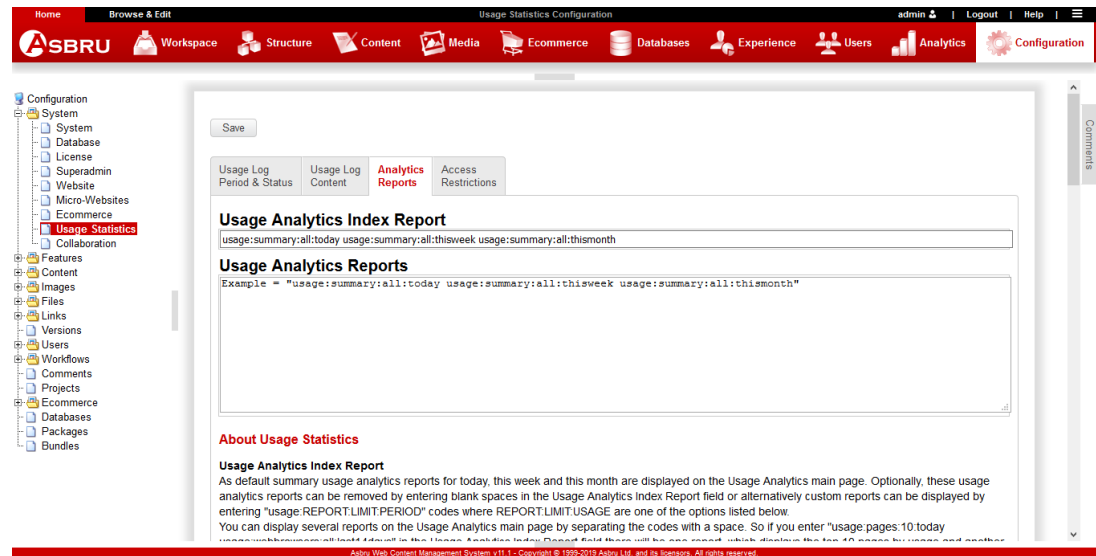
○ LIMIT

all
NUMBER

where NUMBER is any positive integer

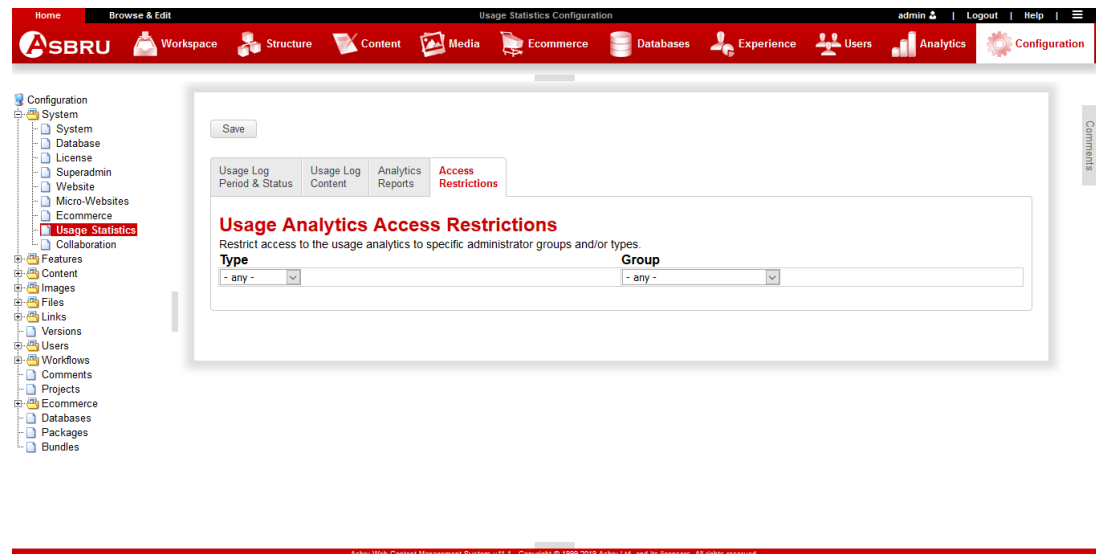
○ PERIOD

all
now
today
last24hours
yesterday
thisweek
last7days
lastweek
last14days
thismonth
last30days
lastmonth
thisquarter
last3months
lastquarter
thishalfyear
last6months
lasthalfyear
this year
last12months
last year



2.8.4 Usage Statistics Access Restrictions

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

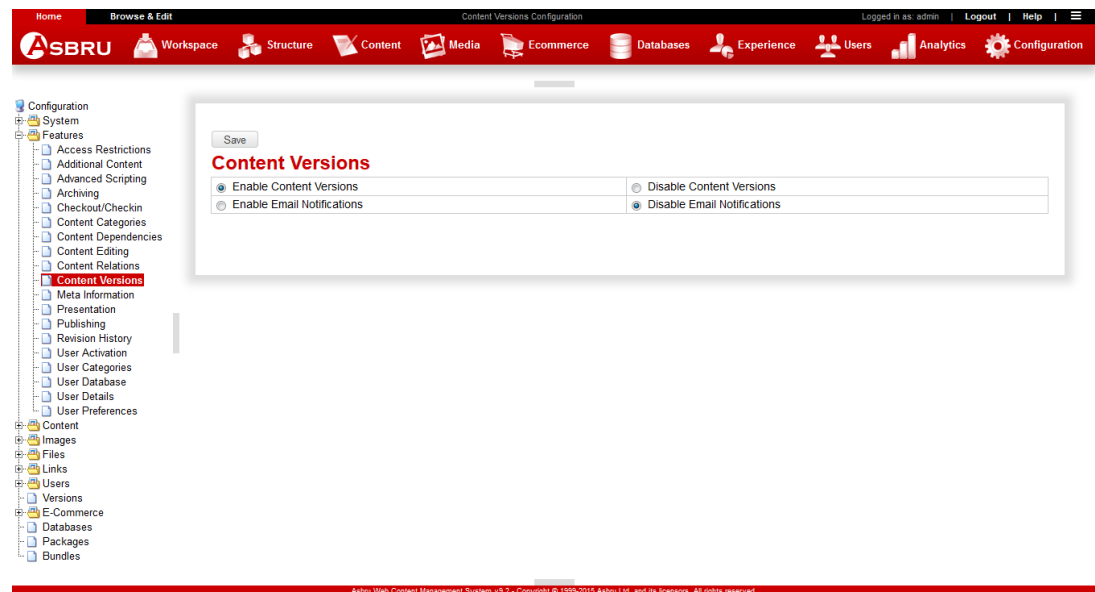


2.9 Experience Management System Configuration

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

2.9.1 Content Versions

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



2.9.2 Usage Statistics

The Experience Management Add-On module uses the Usage Statistics Add-On module functionality to log data about your website visitors' use of personalised, website visitor segment-specific content as well as for to log data about your website visitors' use of user test variants of content, so the Usage Statistics Add-On module and logging of the relevant data must be enabled. If for example you want to do user test variants of some of your website pages, images and products then you must at least enable usage log data for your pages, images and products content. Please see the 2.3 Software License Keys Configuration and 2.8 Usage Statistics System Configuration sections for details.

Home

Browse & Edit

Usage Statistics Configuration

Logged in as: admin | Logout | Help

ASBRU

Workspace

Structure

Content

Media

Ecommerce

Databases

Experience

Users

Analytics

Configuration

Configuration

System

Database

License

Superadmin

Website

E-Commerce

Micro-Websites

Usage Statistics

Features

Content

Images

Files

Links

Users

Versions

E-Commerce

Databases

Packages

Bundles

Save

Usage Statistics

Which usage statistics data to record and for how long and to be viewed by whom.

Usage Log Period

Detailed and summarised usage statistics data can be logged and stored for analysis. Detailed usage log data may require a lot of database storage space and a powerful database server, so you may need to limit the period for which you keep detailed usage log data. Summarised usage log data may require significantly less database storage space and database server power, so you may want to keep summarised usage log data for a longer period.

NOTE: The detailed usage log data period should be shorter than the summarised usage log data period - for example 1 week of detailed and 2 years of summary usage log data.

WARNING: Detailed and summarised usage log data older than the selected periods are automatically summarised and deleted after the given periods and cannot be recovered.

Detailed usage log data
All

Summarised usage log data period
Hourly (default)

Summarised usage log data
All

Summarised usage log data details
Approximate visitors, visits numbers, exact pages, hits numbers (default)

Usage Log Status

Usage log data stored: 0

Oldest detailed usage log data:

Oldest summarised usage log data:

Latest summarised usage log data:

Summarise

NOTE: Usage log data should be summarised periodically. Manually using the "Summarise" button above; or (recommended) automatically by configuring your web server to access the "Summarise" button web page every hour or daily. Please see the Installation Guide for details.

Content

<input checked="" type="radio"/> Log Pages	<input type="radio"/> Do Not Log Pages
<input checked="" type="radio"/> Log Images	<input type="radio"/> Do Not Log Images
<input checked="" type="radio"/> Log Files	<input type="radio"/> Do Not Log Files
<input checked="" type="radio"/> Log Links	<input type="radio"/> Do Not Log Links
<input checked="" type="radio"/> Log Products	<input type="radio"/> Do Not Log Products
<input checked="" type="radio"/> Log Content Databases	<input type="radio"/> Do Not Log Content Databases
<input checked="" type="radio"/> Log Style Sheets	<input type="radio"/> Do Not Log Style Sheets
<input checked="" type="radio"/> Log Scripts	<input type="radio"/> Do Not Log Scripts
<input checked="" type="radio"/> Log Contact Forms	<input type="radio"/> Do Not Log Contact Forms
<input checked="" type="radio"/> Log Content Posts	<input type="radio"/> Do Not Log Content Posts
<input checked="" type="radio"/> Log Logins	<input type="radio"/> Do Not Log Logins
<input checked="" type="radio"/> Log Logouts	<input type="radio"/> Do Not Log Logouts

2.9.3 Access Restrictions

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

Access Restrictions

None ☐ Users ☐ Users and Administrators ☒

☒ Enable Individual User Access Restrictions ☐ Disable Individual User Access Restrictions

☐ Enable Workflows ☒ Disable Workflows

☐ Enable Orders Administration Workflows ☒ Disable Orders Administration Workflows

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

☒ Disable Add New Blank Content Items in Content Groups/Types With Access Permissions ☐ Enable Add New Blank Content Items in Content Groups/Types With Access Permissions

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

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

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

Experience Management Access Restrictions

Restrict access to the experience management to specific administrator groups and/or types.

Type: Group:

2.10 Collaboration

When your Collaboration Add-On module license key has been configured, you have access to configure which collaboration functionality to use and how it should work.

Select the Configuration – Collaboration menu item link to configure the collaboration functionality for your web content management system.

Your collaboration configuration options are:

2.10.1 Administration Comments

The comments functionality gives your website administrators access to post notes for their own use and for other website administrators on all administration pages in the web content management system.

- **Enable administration comments**
Website administrators will have access to read and post comments through the right-hand side Comments panel on all administration pages in the web content management system.
- **Disable administration comments**
All comments functionality is disabled.
NOTE: Eventual existing comments data will not automatically be deleted by disabling

the comments functionality. If the comments functionality is enabled again, existing comments data will appear again.

2.10.1.1 Display Comments On Personal Workspace

As default all comments for all administration pages are displayed on the Personal Workspace. Optionally, this can be disabled or the number of comments displayed can be limited.

- None
No comments are displayed on the Personal Workspace (except in the right-hand side Comments panel).
- All
All comments for all administration pages are displayed on the Personal Workspace.
- Unseen comments
Only new, unseen comments are displayed on the Personal Workspace.
- New comments within period
Only new comments posted within the given period are displayed on the Personal Workspace.

2.10.1.2 Automatically Open/Show Comments Panel

As default the right-hand side Comments panel on all administration pages is not automatically opened/shown. Optionally, this can be enabled.

- Never
The right-hand side Comments panel is not automatically opened/shown.
- Always
The right-hand side Comments panel is always automatically opened/shown.
- Unseen comments
The right-side Comments panel is automatically opened/shown if there are any new, unseen comments.
- New comments within period
The right-side Comments panel is automatically opened/shown if there are any new comments posted within the given period.

2.10.1.3 Automatically Post Comments

As default comments are only posted by the website administrators. Optionally, the web content management system can be configured to also automatically post comments when content etc. is added, updated, published, unpublished and deleted.

- Add New
Automatically post a comment when content is added.

- **Updated**
Automatically post a comment when content is updated.
- **Publish**
Automatically post a comment when content is published.
- **Unpublish**
Automatically post a comment when content is unpublished.
- **Delete**
Automatically post a comment when content is deleted.

2.10.1.4 Automatically Delete Comments

As default comments are never automatically deleted. Optionally, comments can automatically be deleted after a given period of time.

- **Never**
Comments are never automatically deleted.
- **Comments older than period**
Comments are automatically deleted after the given period; except for “Pinned” comments which are never automatically deleted.

The screenshot shows the 'Administration Comments' configuration page in the Asbru Web Content Management System. The page has a red header with navigation links: Home, Browse & Edit, Collaboration Configuration, Logged in as: admin, Logout, Help, and a menu icon. Below the header is a red navigation bar with icons for Workspace, Structure, Content, Media, Ecommerce, Databases, Experience, Users, Analytics, and Configuration. On the left, a tree view shows the configuration hierarchy: Configuration > System > Database > License > Superadmin > Website > Micro-Websites > Ecommerce > Usage Statistics > Collaboration > Administration Comments. The main content area is titled 'Administration Comments' and includes a 'Save' button. It contains several sections: 'Enable administration comments' (radio buttons for 'Enable' and 'Disable'), 'Display comments on personal workspace' (radio buttons for 'None', 'All', 'Unseen comments', and 'New comments within' with a dropdown), 'Automatically open/show comments panel' (radio buttons for 'Never', 'Always', 'Unseen comments', and 'New comments within' with a dropdown), 'Automatically post comments' (checkboxes for 'Add New', 'Update', 'Publish', 'Unpublish', and 'Delete'), and 'Automatically delete comments' (radio buttons for 'Never' and 'Comments older than' with a dropdown and a note: 'Pinned comments are never automatically deleted'). At the bottom, there is an 'About Comments' section with a paragraph explaining the functionality. A vertical 'Comments' sidebar is visible on the right edge of the configuration panel.

2.10.2 Project Management

The project management functionality gives your website administrators access to create projects with project tasks to do and project assets to work on for their own use and in collaboration with other website administrators.

- Enable project management functionality
Website administrators will have access to create and manage projects through their Personal Workspace.
- Disable project management functionality
All project management functionality is disabled.
NOTE: Eventual existing projects data will not automatically be deleted by disabling the project management functionality. If the project management functionality is enabled again, existing projects data will appear again.

2.10.2.1 Personal Workspace Project Assets

As default all project assets and project task assets are combined and listed together for each project on the personal workspace. Optionally, the project assets and project task assets can be listed separately for each project and project task on the personal workspace.

- Display combined assets for project and all project tasks
Combine all assets for a project and its project tasks and list them together as assets for the project.
- Display separate assets for project and each project task
List project assets and project task assets separately for each project and project task.

2.10.2.2 Project Task Category Options

As default a number of project task category options are pre-defined. Optionally, these can be customised to meet your requirements and preferences. The configured options will be the default options for new projects. Changing the configured options will not change the options for existing projects and project tasks. Each new project can customise the options to be used for that project.

- Text
Enter the text label to be used for the project task category option.
- Background colour
Click to select the background colour to be used for the project task category option.
Note: The colour must be a HTML colour name (for example “black”) or code (for example “#000000”).
- Text colour (X)
Click to select the text colour to be used for the project task category option.
Note: The colour must be a HTML colour name (for example “white”) or code (for example “#FFFFFF”).

Select the “Remove” and “Add” buttons to remove and add options.

2.10.2.3 Project and Task Status Options

As default a number of project and project task status options are pre-defined. Optionally, these can be customised to meet your requirements and preferences. The configured options will be the default options for new projects. Changing the configured options will not change

the options for existing projects and project tasks. Each new project can customise the options to be used for that project.

- Text
Enter the text label to be used for the project and project task status option.
- Background colour
Click to select the background colour to be used for the project and project task status option.
Note: The colour must be a HTML colour name (for example “black”) or code (for example “#000000”).
- Text colour (X)
Click to select the text colour to be used for the project and project task status option.
Note: The colour must be a HTML colour name (for example “white”) or code (for example “#FFFFFF”).

Select the “Remove” and “Add” buttons to remove and add options.

2.10.2.4 Project and Task Priority/Urgency Options

As default a number of project and project task priority/urgency options are pre-defined. Optionally, these can be customised to meet your requirements and preferences. The configured options will be the default options for new projects. Changing the configured options will not change the options for existing projects and project tasks. Each new project can customise the options to be used for that project.

- Text
Enter the text label to be used for the project and project task priority/urgency option.
- Background colour
Click to select the background colour to be used for the project and project task priority/urgency option.
Note: The colour must be a HTML colour name (for example “black”) or code (for example “#000000”).
- Text colour (X)
Click to select the text colour to be used for the project and project task priority/urgency option.
Note: The colour must be a HTML colour name (for example “white”) or code (for example “#FFFFFF”).

Select the “Remove” and “Add” buttons to remove and add options.

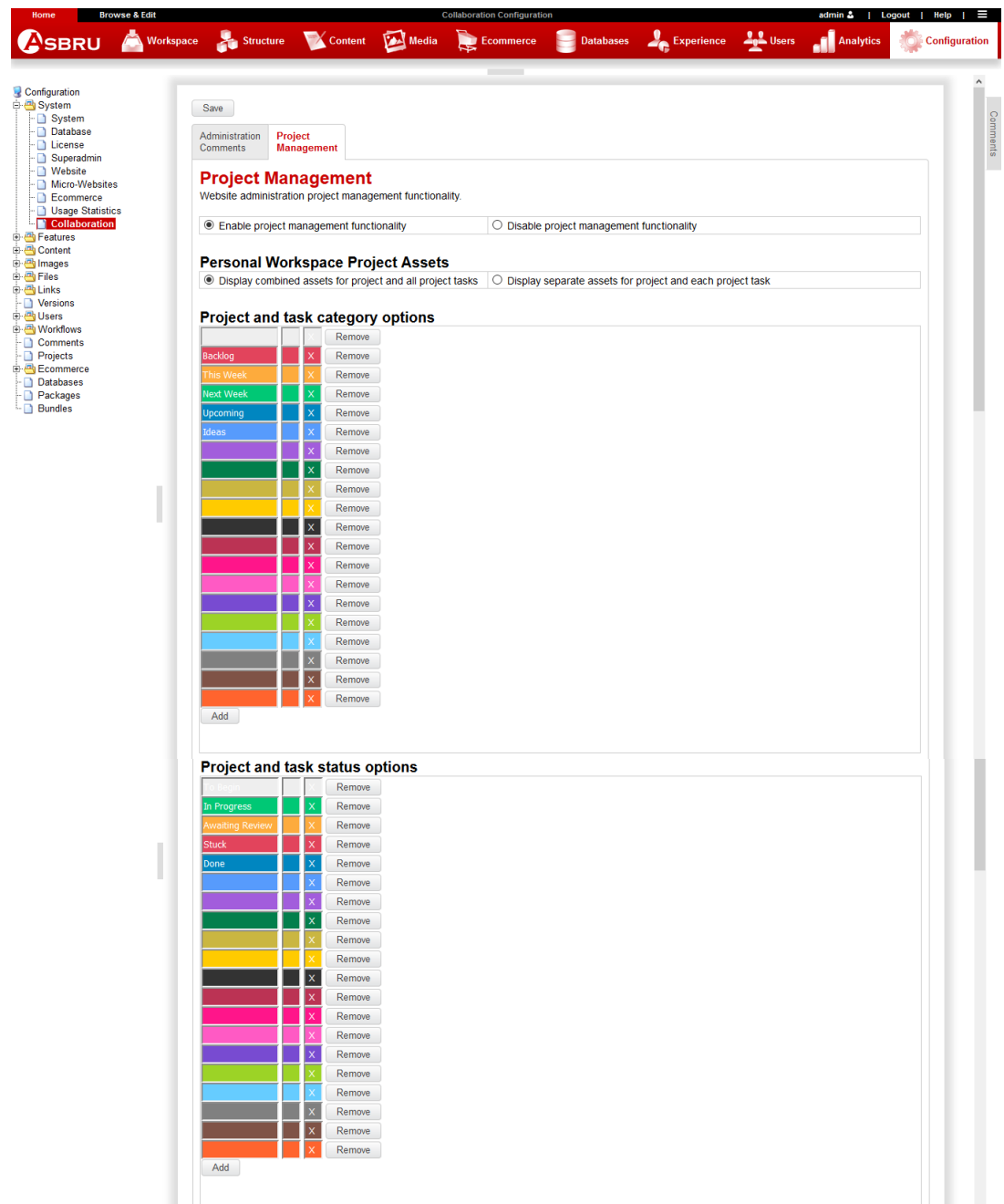
2.10.2.5 Project and Task Severity/Impact Options

As default a number of project and project task severity/impact options are pre-defined. Optionally, these can be customised to meet your requirements and preferences. The configured options will be the default options for new projects. Changing the configured options will not change the options for existing projects and project tasks. Each new project can customise the options to be used for that project.

- Text
Enter the text label to be used for the project and project task severity/impact option.
- Background colour
Click to select the background colour to be used for the project and project task severity/impact option.
Note: The colour must be a HTML colour name (for example “black”) or code (for example “#000000”).
- Text colour (X)
Click to select the text colour to be used for the project and project task severity/impact option.
Note: The colour must be a HTML colour name (for example “white”) or code (for example “#FFFFFF”).

Select the “Remove” and “Add” buttons to remove and add options.

Configuration Guide



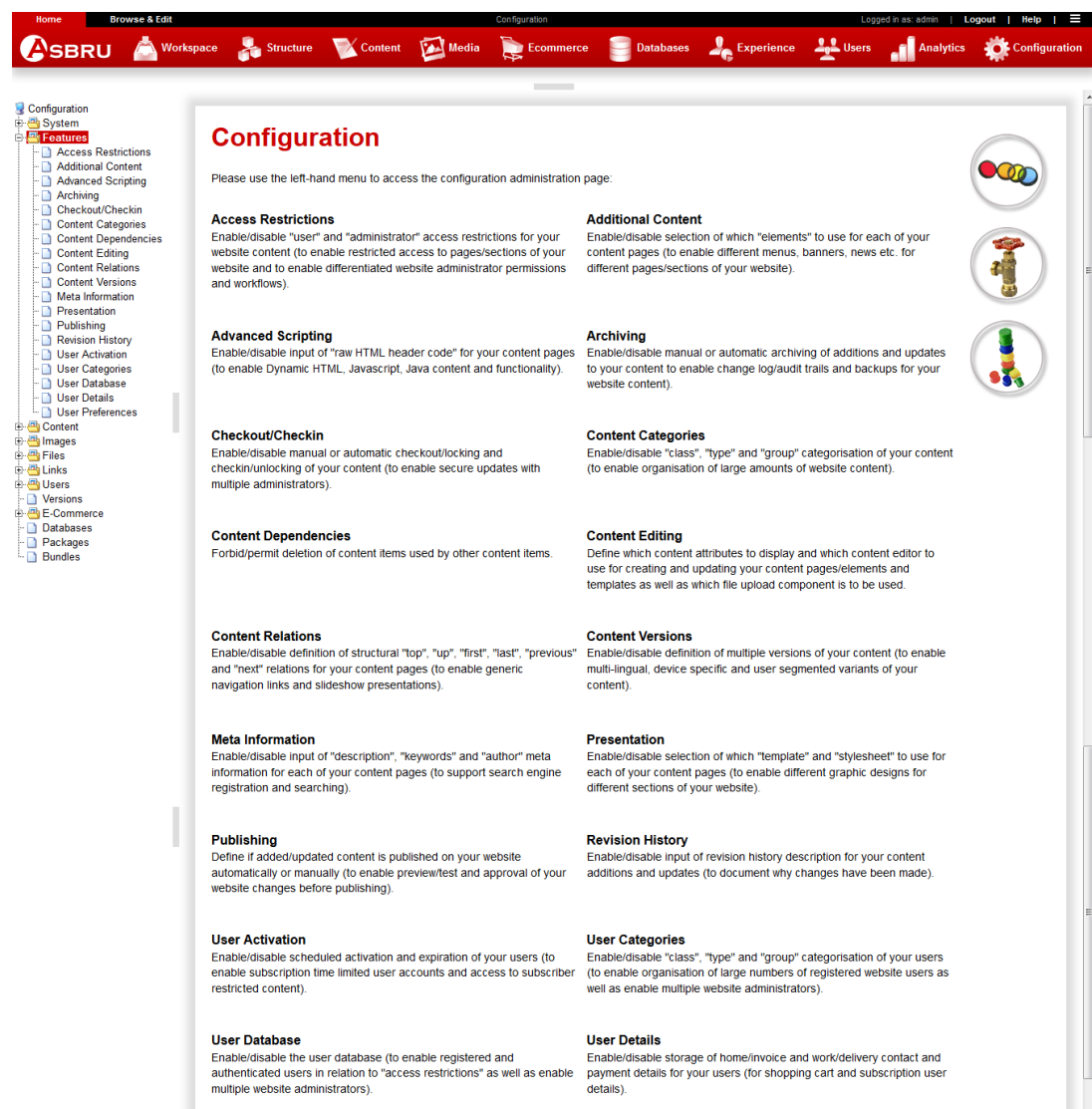
[illegible][illegible]

Project management functionality can be used to manage and track tasks and to give easy access to associated website content items etc. through web content management system workspace.

3 Features Configuration

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

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



The screenshot displays the Asbru Web Content Management System interface. The top navigation bar includes links for Home, Browse & Edit, Configuration, and other system functions. The left-hand menu is expanded, showing the 'Features' section. The main content area, titled 'Configuration', provides a detailed list of features that can be enabled or disabled. Each feature is accompanied by a brief description of its function.

Configuration

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

- Access Restrictions**
Enable/disable "user" and "administrator" access restrictions for your website content (to enable restricted access to pages/sections of your website and to enable differentiated website administrator permissions and workflows).
- Additional Content**
Enable/disable selection of which "elements" to use for each of your content pages (to enable different menus, banners, news etc. for different pages/sections of your website).
- Advanced Scripting**
Enable/disable input of "raw HTML header code" for your content pages (to enable Dynamic HTML, Javascript, Java content and functionality).
- Archiving**
Enable/disable manual or automatic archiving of additions and updates to your content to enable change log/audit trails and backups for your website content).
- Checkout/Checkin**
Enable/disable manual or automatic checkout/locking and checkin/unlocking of your content (to enable secure updates with multiple administrators).
- Content Categories**
Enable/disable "class", "type" and "group" categorisation of your content (to enable organisation of large amounts of website content).
- Content Dependencies**
Forbid/permit deletion of content items used by other content items.
- Content Editing**
Define which content attributes to display and which content editor to use for creating and updating your content pages/elements and templates as well as which file upload component is to be used.
- Content Relations**
Enable/disable definition of structural "top", "up", "first", "last", "previous" and "next" relations for your content pages (to enable generic navigation links and slideshow presentations).
- Content Versions**
Enable/disable definition of multiple versions of your content (to enable multi-lingual, device specific and user segmented variants of your content).
- Meta Information**
Enable/disable input of "description", "keywords" and "author" meta information for each of your content pages (to support search engine registration and searching).
- Presentation**
Enable/disable selection of which "template" and "stylesheet" to use for each of your content pages (to enable different graphic designs for different sections of your website).
- Publishing**
Define if added/updated content is published on your website automatically or manually (to enable preview/test and approval of your website changes before publishing).
- Revision History**
Enable/disable input of revision history description for your content additions and updates (to document why changes have been made).
- User Activation**
Enable/disable scheduled activation and expiration of your users (to enable subscription time limited user accounts and access to subscriber restricted content).
- User Categories**
Enable/disable "class", "type" and "group" categorisation of your users (to enable organisation of large numbers of registered website users as well as enable multiple website administrators).
- User Database**
Enable/disable the user database (to enable registered and authenticated users in relation to "access restrictions" as well as enable multiple website administrators).
- User Details**
Enable/disable storage of home/invoice and work/delivery contact and payment details for your users (for shopping cart and subscription user details).

User Preferences

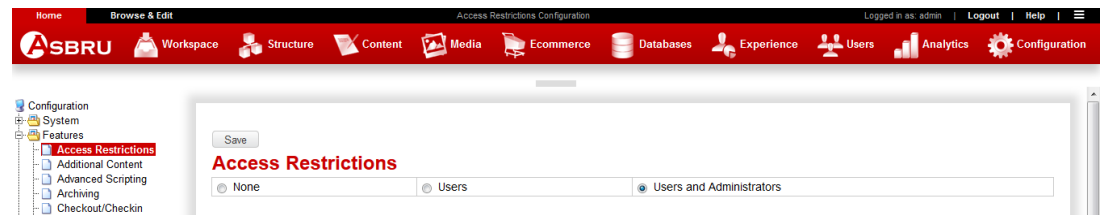
Enable/disable personalised customisation of the web content management system administration web pages content editor, sections, menus and usage analytics reports.

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3.1 Access Restrictions for Website Users and Administrators

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

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

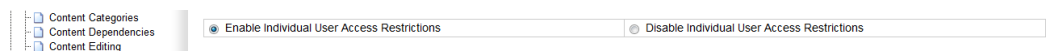


3.1.1 Individual User Access Restrictions

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

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

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



3.1.2 User Access Restrictions

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

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

3.1.3 Administrator Access Restrictions

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

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

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

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

Create, Update, Publish, Developers and Administrators input fields will be removed from the website content administration pages.

Website administrator access restrictions can also be defined for content, image, file, link and product groups and types through the Create, Update, Publish, Developers and Administrators input fields when adding and updating content, image, file, link and product groups and types in the Configuration section of the web content management system. If the website administrator access restrictions features are disabled (“None” or “Users” only) the Create, Update, Publish, Developers and Administrators input fields will be removed from the web content management system configuration pages.

3.1.4 Workflows

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

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

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

Enabling and disabling the Workflows features adds and removes the Configuration / Workflows menu items and pages in the Configuration section of the web content management system. Use the Workflows menu items and configuration pages to configure

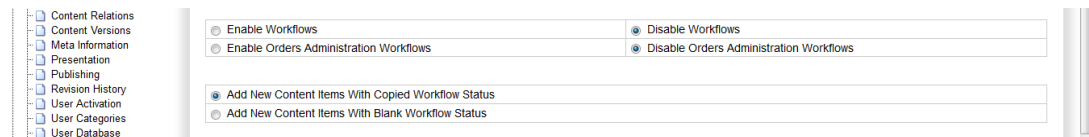
website administrator workflows for your web content management system. Please see [Workflows Configuration](#) for details.

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

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

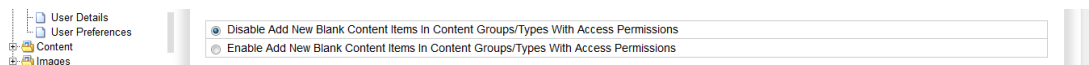
Optionally, when a new content item is added as a copy of an existing content item, the new content item's workflow status can be preserved (copied) or cleared (blank).

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



3.1.5 Add New Blank Content Item Settings

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



3.1.6 Special Access Restrictions Settings

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

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

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



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

3.1.6.2 Inherit Administrator Access Permissions

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

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



- ☐ Do not automatically inherit access permissions.
- ☒ Automatically inherit access permissions.
"Administrators" access permissions also automatically give "View", "Update", "Create", "Publish" and "Developers" access permissions.
"Create" access permissions also automatically give "View" and "Update" access permissions.
"Publish" access permissions also automatically give "View" and "Update" access permissions.
"Developers" access permissions also automatically give "View" and "Update" access permissions.
"Update" access permissions also automatically give "View" access permissions.

3.1.7 Show or Hide Content Group and Type Menu Items

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

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

Content Group/Type Menu Items
<input checked="" type="radio"/> Display all content group/type menu items
<input type="radio"/> Only display content group/type menu items with update access permissions
<input type="radio"/> Display hidden content group/type menu items' content items on index pages
<input type="radio"/> Do not display hidden content group/type menu items' content items on index pages

3.1.8 Scheduled Content Items

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

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

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

3.1.9 Website-Wide Access Restrictions

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

As default all website administrators have access to all website content and all website visitors have access to create/update/publish special content (for example through Community Add-On applications). Alternatively, website-wide access restrictions can be configured to restrict all website content administration to specific website administrator user groups/types.

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

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

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

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

- **Public**
Gives all website visitors permission to use this content management feature (for example through Community Add-On applications).
- **Restricted**
Gives all registered users (not only website administrators) permission to use this content management feature (for example through Community Add-On applications).
- **All (administrators)**
Gives all website administrators permission to use this content management feature.
- **Specific Type/Group**
Restricts permission to use this content management feature to website administrators of the selected type/group.

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

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

Website Access Restrictions

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

View	Update
Type - public -	Type - public -
Group - public -	Group - public -
Create	Publish
Type - public -	Type - public -
Group - public -	Group - public -
Administrators	Developers
Type - all (administrators) -	Type - all (administrators) -
Group - all (administrators) -	Group - all (administrators) -

3.1.10 Order Administration Access Restrictions

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

Order Administration Access Restrictions

Restrict access to the order administration to specific administrator groups and/or types.

Type	Group
- any -	Shop Managers

3.1.11 Sales Reports Access Restrictions

Which website administrator user group and/or type should have access to the e-commerce sales reports administration pages? If you have multiple website administrators, you may not

want all website administrators to have access to the e-commerce sales reports for your website orders.

Sales Reports Access Restrictions

Restrict access to the sales reports to specific administrator groups and/or types.

Type	Group
- any -	- any -

3.1.12 Content Databases Access Restrictions

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

Content Databases Access Restrictions

Restrict access to the content databases to specific administrator groups and/or types.

Type	Group
- any -	- any -

3.1.13 Experience Management Access Restrictions

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

Experience Management Access Restrictions

Restrict access to the experience management to specific administrator groups and/or types.

Type	Group
- any -	- any -

3.1.14 User Administration Access Restrictions

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

User Administration Access Restrictions

Restrict access to the user administration to specific administrator groups and/or types.

Type	Group
- any -	- any -

3.1.15 User Administration Send Email Access Restrictions

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

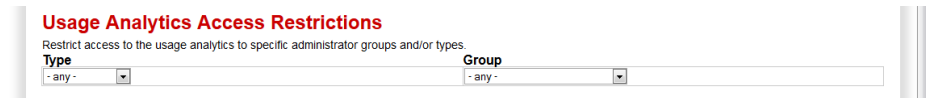
User Administration Send Email Access Restrictions

Restrict access to the user administration send email functionality to specific administrator groups and/or types.

Type	Group
- any -	- any -

3.1.16 Usage Statistics Access Restrictions

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



Usage Analytics Access Restrictions
Restrict access to the usage analytics to specific administrator groups and/or types.

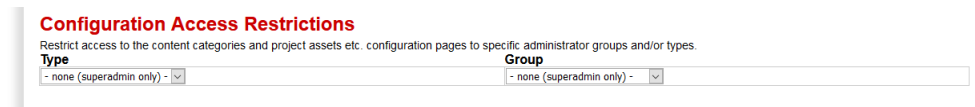
Type	Group
- any -	- any -

3.1.17 Configuration Access Restrictions

Which website administrator user group and/or type should have access to the configuration pages of the web content management system administration for content categories and project assets etc? If you have multiple website administrators, you may not want all website administrators to have access to the content categories and project assets etc. configuration pages.

The content categories and project assets etc. configuration pages give access to the configuration pages for content, image, file, link, product and user groups and types as well as for content classes, image formats, file formats, content versions, currencies, discounts, shipping rates, tax rates and content databases.

WARNING: These are the groups and types and databases etc. for the whole website – not just for the individual projects. As default only the superadmin website administrator has access to these configuration pages. Access to these configuration pages should only be granted to highly trusted website administrators as incorrect changes to these configuration settings can have significant effect on your website content and functionality and security.



Configuration Access Restrictions
Restrict access to the content categories and project assets etc. configuration pages to specific administrator groups and/or types.

Type	Group
- none (superadmin only) -	- none (superadmin only) -

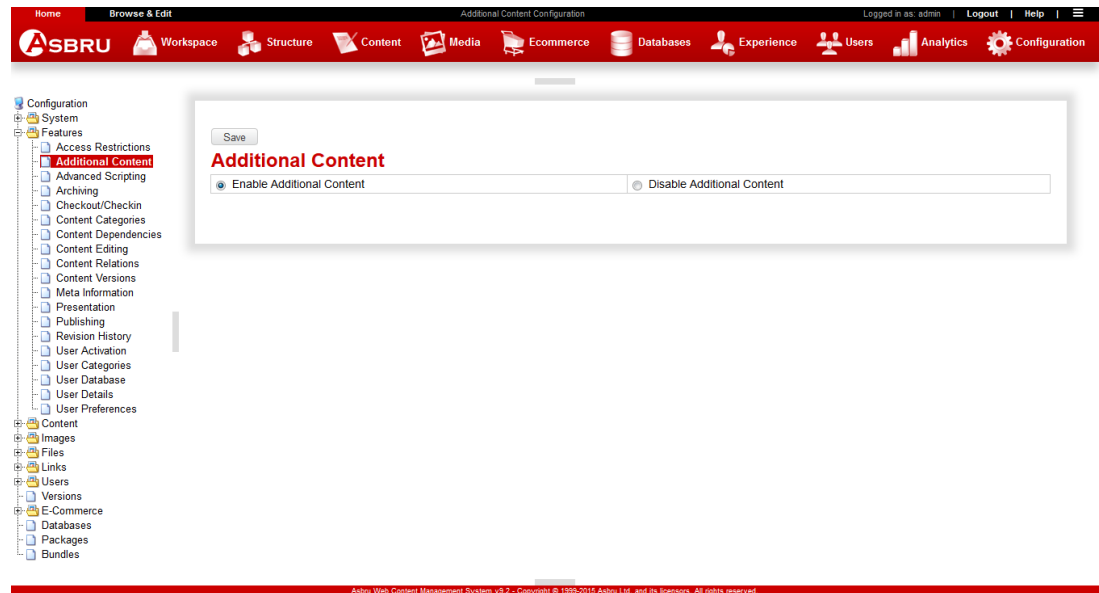
3.2 Additional Content Elements for Menus and Toolbars etc.

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

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

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

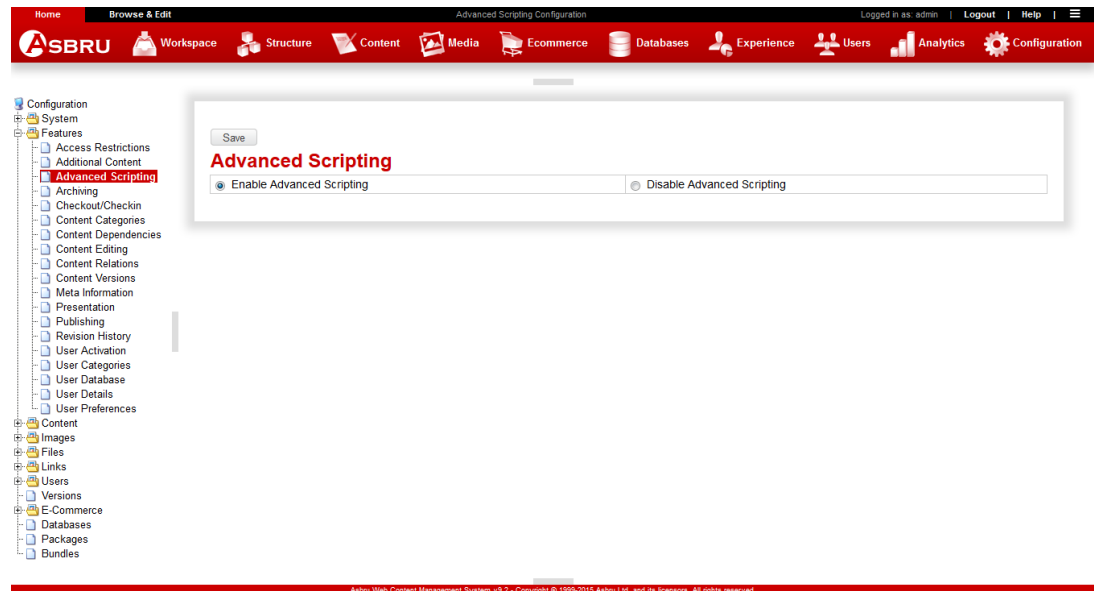
Additional content items can be selected for pages, products and templates through the Additional Content tab input fields when adding and updating content items. If the Individual Additional Content features are disabled the Additional Content tab input fields as well as the Elements left-hand menu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



3.3 Advanced Scripting for Dynamic HTML

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

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



3.4 Archiving Content for Backup and Change Log/Audit Trail

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

Archiving of content can be done manually or automatically.

- None
Will not archive your content.
- Manual – On By Default
Will archive your content as default when you Save, but you can select not to archive when you Save.
- Manual – Off By Default
Will not archive your content as default when you Save, but you can select to archive when you Save.
- Automatic On Save
Will always automatically archive your content when you Save.
- Automatic On Checkin
Will always automatically archive your content when you Checkin.
- Automatic On Publish
Will always automatically archive your content when you Publish.

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

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

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

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

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

3.4.1 Deleting Old Content

As default deleted content is immediately and completely deleted from the web content management system. Optionally, deleted content can be kept for a number of days where it can be viewed and restored if necessary before it is actually deleted from the web content management system after the given number of days.

- Delete content items immediately
Deleted content is deleted immediately and completely.
- Keep a copy of deleted content items for: __ days
A copy of deleted content is kept for the given number of days.

As default content is only deleted manually by website administrators. Optionally, the web content management system can be configured to delete some content automatically after a given period of time.

WARNING: These settings automatically delete some content items from your website if and when saved. These should only be used very carefully (if at all). When any the following settings are changed a message will display how many content items will be deleted if the settings are saved. Additional content items will also be deleted automatically, continuously as time passes.

- Delete “archived” content items after: __ days
Archived content item revisions will automatically be deleted after the given number of days. The “current” and “published” content item will not be deleted.
- Delete “expired”/“unpublished” content items after: __ days
Content items which have “expired” as scheduled or have been “unpublished” will automatically be deleted after the given number of days. All archived revisions (if any) of the content items will also be deleted.
- Delete “new” content items after: __ days
Content items which have not been published will automatically be deleted after the

given number of days. All archived revisions (if any) of the content items will also be deleted.

- Delete “published” content items after: __ days
Content items of any combination of the given content types and groups which have been published will automatically be deleted after the given number of days. The “current” and all archived revisions (if any) of the content items will also be deleted.

WARNING: This automatically deletes active, published content items from your website. This should only be used very carefully (if at all) to clean up “temporary” content of specific content types and groups. Configuring this incorrectly may delete essential content and possibly all content from your website.

The screenshot shows the 'Archiving Configuration' page in the Asbru Web Content Management System. The left sidebar contains a tree view of configuration categories: System, Features, Content, Images, Files, Links, Versions, Users, Workflows, Ecommerce, Databases, Packages, and Bundles. The 'Content' category is expanded, showing sub-items like Access Restrictions, Additional Content, Advanced Scripting, Archiving (selected), Checkout/Checkin, Content Categories, Content Dependencies, Content Editing, Content Relations, Content Versions, Meta Information, Presentation, Publishing, Revision History, User Activation, User Categories, User Database, User Details, and User Preferences. The main content area is titled 'Archiving Configuration' and includes a 'Save' button at the top left. The 'Archiving' section has two columns of radio button options: 'None', 'Manual - on by default', 'Manual - off by default' (selected), 'Automatic on save', 'Automatic on checkin', and 'Automatic on publish'. The 'Deletion' section has radio button options for 'Delete content items immediately' and 'Keep a copy of deleted content items' (selected), with a 'for: 30 days' input field. Below this are four rows of input fields for deleting content items after a certain number of days: 'Delete "archived" content items after: 730 days', 'Delete "expired"/"unpublished" content items after: 180 days', 'Delete "new" content items after: 90 days', and 'Delete "published" content items after: 3650 days'. At the bottom, there are two columns of checkboxes for selecting content types and groups. The 'Types' column includes checkboxes for various content types, with 'News & Media [content]' and 'Financial News [content]' checked. The 'Groups' column includes checkboxes for various content groups, with 'News [content]' checked.

3.5 Checkout / Checkin for Multiple Administrators and Assign To

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

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

- Checkout:

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

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

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

Optionally, website administrators with “administrator” access permissions for a content item can be granted permissions to override checkedout/assigned content.

- Administrator Override:
 - Enable Administrator Override
Website administrators with “administrator” access permissions can override

checkedout/assigned content.

- Disable Administrator Override
Website administrators with “administrator” access permissions cannot override checkedout/assigned content.

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

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

The screenshot shows the 'Checkout/Checkin Configuration' page in the Asbru Web Content Management System. The page has a red header with the ASBRU logo and navigation tabs: Home, Browse & Edit, Workspace, Structure, Content, Media, Ecommerce, Databases, Experience, Users, Analytics, and Configuration. A left-hand menu lists various system features, with 'Checkout/Checkin' highlighted. The main content area contains a 'Save' button and four sections of configuration options:

- Checkout:** Radio buttons for None, Automatic on update, Automatic on save, and Manual (selected).
- Checkin:** Radio buttons for Automatic on publish, Automatic on cancel, Automatic on save, and Manual (selected).
- Assign To:** Radio buttons for Enable Assign To (selected) and Disable Assign To.
- Administrator Override:** Radio buttons for Enable administrator override and Disable administrator override (selected).

A 'Comments' sidebar is visible on the right. The footer indicates the system version is v2.2.0, copyright © 1999-2024 Asbru Ltd. and its licensors.

3.6 Content Categories for Organising Many Content Items

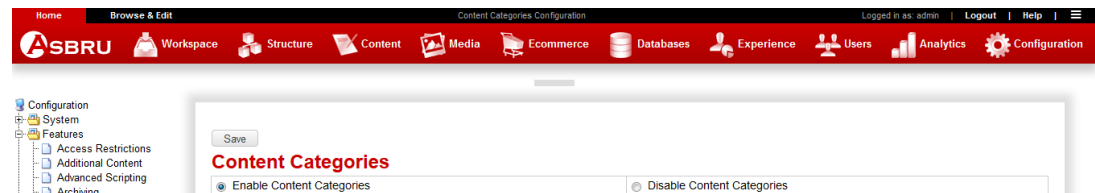
The default installation of the Asbru Web Content Management system and small websites only include a limited number of pages, elements, images, files and links and do not require special handling. However, if your website includes a lot of content it may be necessary or at least more convenient and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

The Asbru Web Content Management system use the terms Groups, Types and Packages for generic content categories. You can define any groups, types and packages you need to suit your requirements. Groups, Types and Packages do not have any special meaning in the

Asbru Web Content Management system but are simply a way to divide your content into smaller and easier managed categories of content.

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

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



3.6.1 Content Packages

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

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

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



3.6.2 Content Bundles

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

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

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

 Content Categories

☒ Enable Content Bundles

☐ Disable Content Bundles

3.6.3 Content Folders

Content Folders is also a way of organising content items across any type of content classes, groups and types.

Content folders are defined when media files and optionally pages and other content items are given server filenames. If the content folders features are enabled the content folders hierarchy can be accessed through the Folders left-hand menu items on the website content administration pages to manage your content of each folder. Selecting one of the Folders menu items will only list content of the selected folder making it faster and easier to handle large amounts of content. If the Content Folders features are disabled the Folders left-hand menu items will be removed from the website content administration and website configuration pages.

 Workflows
 Comments

☒ Enable Content Folders

☐ Disable Content Folders

3.6.4 Page and Element Classes, Groups and Types

3.6.4.1 Element Classes

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

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

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

3.6.4.2 Page/Element Groups and Types

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

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

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

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



3.6.5 Image, File and Link Groups and Types

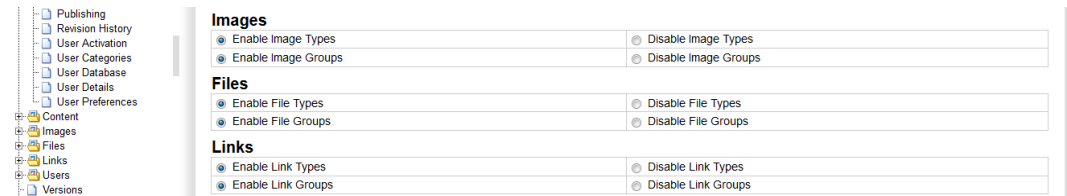
Enabling and disabling the Image, File and Link Groups and Types features adds and removes the Configuration / Image / Groups and Types, Configuration / File / Groups and Types and Configuration / Link / Groups and Types menu items and pages in the Configuration section of the web content management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

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

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

Image, File and Link Groups and Types are accessed through the Group and Type left-hand menu items on the website content administration pages to add and manage your content items for your image, file and link groups and types. Selecting one of the Group or Type

menu items will only list content of the selected group or type. The listed content items on the website content administration index pages include columns displaying each content item's group and type. If the Image, File and Link Groups and Types features are disabled the Group and Type left-hand menu items and index page columns will be removed from the website content administration pages.



3.6.6 Product Groups and Types

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

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

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

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



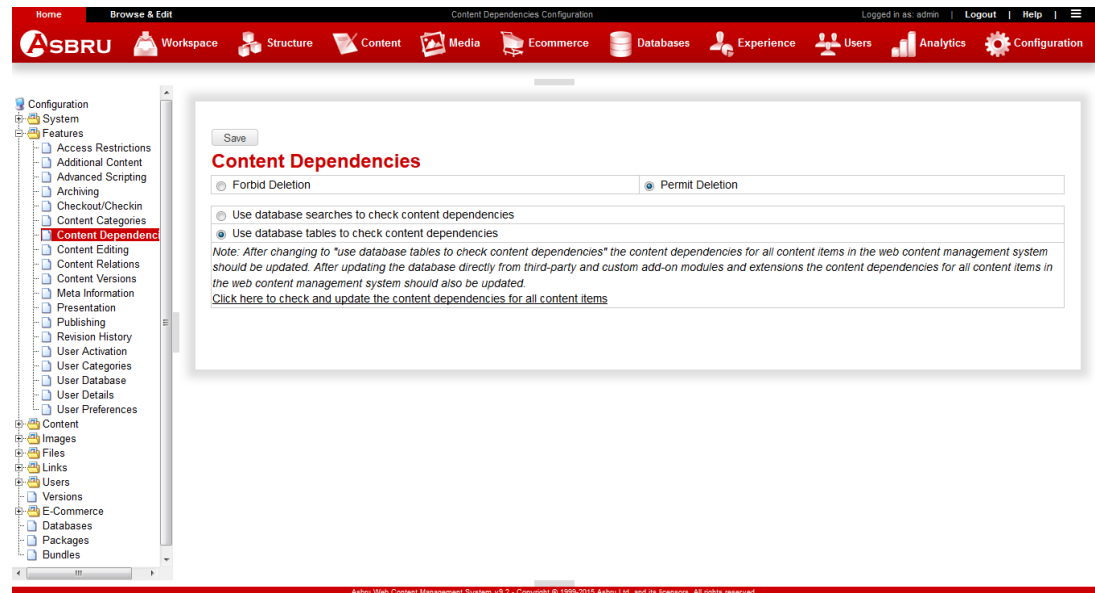
3.7 Content Dependencies for Website Content Integrity

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

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

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

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



3.8 Content Editing

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

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

3.8.1 Content Editor

3.8.1.1 Content Editor

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

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

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

3.8.1.2 Check Links

When website content is saved you may want to check that links to other website content are working correctly to avoid “broken” links in your website content.

As default the Asbru Web Content Management system is configured to check that links to other website content are working correctly when you save website content to avoid “broken” links in your website content. However, you may want to skip this links check for some website content – for example for intentionally “broken” links; or for performance reasons for a large number of links to a large pages, images and files.

Checking links in content can be done manually or automatically.

- **None**
Will not check links in your content.
- **Manual – On By Default**
Will check link in your content as default when you Save, but you can select not to check links when you Save.
- **Manual – Off By Default**
Will not check links in your content as default when you Save, but you can select to check links when you Save.
- **Automatic On Save**
Will always automatically check links in your content when you Save.

3.8.1.3 Content Compare

Content compare functionality can be used to compare different revisions of content items with differences highlighted in different colours.

- **Inserted Content Colour**
HTML/CSS colour name or code to highlight inserted content (leave blank for default light green).
- **Deleted Content Colour**
HTML/CSS colour name or code to highlight deleted content (leave blank for default light red).

3.8.1.4 Web Browser Image Formats

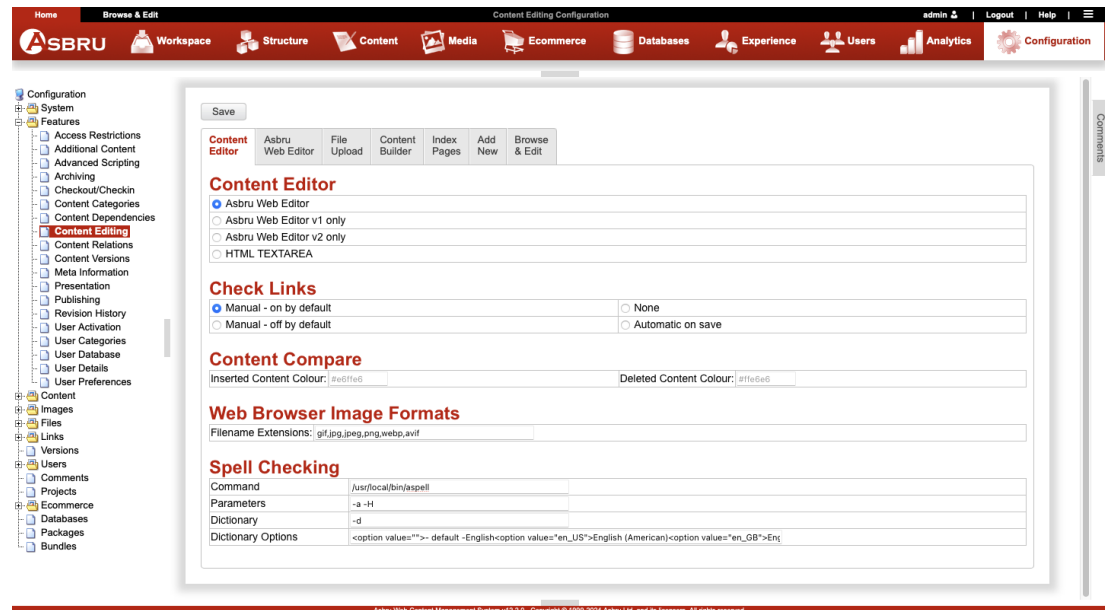
Image formats supported by different web browsers and web browser versions may differ. Optionally, the image format filename extensions to be displayed and to be editable in the web browser can be configured.

- **Filename Extensions**
Web browser supported image format filename extensions (default: “gif,jpg,jpeg,png”).

3.8.1.5 Spell Checking

Spell checking is currently supported through the Aspell command. To activate spell checking the spellcheck command and parameters need to be configured.

- **Command**
Operating system location of the spellcheck command (for example “/usr/local/bin/aspell” or “C:\Aspell\bin\aspell.exe”).
- **Parameters**
Spellcheck command parameters (“-a -H”).
- **Dictionary**
Spellcheck command parameter for dictionary (“-d”).
- **Dictionaries**
Spellcheck dictionary options in HTML format (for example “<option value="">- default -English<option value="en_US">English (American)<option value="en_GB">English (British)<option value="fr">French<option value="de">German”).



3.8.2 Asbru Web Editor

3.8.2.1 Image Upload

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

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

3.8.2.2 HTML Format

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

- **Default (Web Browser Generated HTML)**
As default the HTML code is generated by the web browser's built-in HTML editing functionality. Please note that there may be significant differences in the HTML code generated by different web browsers, and some HTML code may be changed by updating and saving a content item without making any content changes.

- **HTML**
The Asbru Web Editor will make some changes to the web browser generated HTML code for more uniform (but still not identical) HTML code across different web browsers.
- **HTML4**
The Asbru Web Editor will make some changes to the web browser generated HTML code for more uniform (but still not identical) HTML code across different web browsers. Only HTML 4 standards compliant options will be available through the Asbru Web Editor Format and Insert Form toolbar buttons/options.
- **HTML5**
The Asbru Web Editor will make some changes to the web browser generated HTML code for more uniform (but still not identical) HTML code across different web browsers. New HTML 5 standards compliant options will also be available through the Asbru Web Editor Format and Insert Form toolbar buttons/options.
- **XHTML**
The Asbru Web Editor will make some changes to the web browser generated HTML code to make it compliant with the XHTML code syntax (not necessarily XHTML code semantics).

3.8.2.3 Input Field Size

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

3.8.2.4 Output On Enter Key

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

3.8.2.5 Skin

A number of alternative colour schemes and/or icon sets are available for the web content editor toolbar.

3.8.2.6 Snippets

Optionally, one of the web content management system's configured content classes/elements can be configured as content "snippets" for the web content editor, which can be selected and inserted into the web content editor input field through the Insert Snippet web content editor functionality. Content snippets are simply created and managed like other content elements in the web content management system.

Content snippets can simply consist of HTML (and CSS and Javascript) code. Optionally, a number of customisable parameters can be defined to modify the content snippet code

before/when inserted into the web content editor input field. Please see the Website Administrator Guide for details.

3.8.2.7 Toolbar Customization

As default the web content editor will use a ribbon-style toolbar. Optionally, a number of classic-style toolbars are available.

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

To configure a pre-defined toolbar configuration, select one of the pre-defined toolbar options. Select Clear to remove any configured custom toolbar options. Select Undo to restore the saved configured custom toolbar options:

- **Default**
If this is selected and no custom toolbar options are configured then the default ribbon-style toolbar will be used.
If this is selected and some custom toolbar options are configured then a customised classic-style toolbar using the configured custom toolbar options will be use.
- **Ribbon**
Multi-tabbed ribbon-style toolbar with toolbar buttons and drop-down menus for all the web content editor functionality.
- **Toolbar**
Three line toolbar with toolbar buttons and drop-down menus for all the web content editor functionality.
- **Compact**
Two line toolbar with toolbar buttons and drop-down menus for all the web content editor functionality.
- **Full**
Expanded toolbar with toolbar buttons for all the web content editor functionality directly in the toolbar.
- **Minimal**
Reduced toolbar without text formatting toolbar buttons and drop-down menus except for styles.

To configure a pre-defined toolbar configuration, select one of the pre-defined toolbar options. Select Clear to remove any configured custom toolbar options. Select Undo to restore the saved configured custom toolbar options

To configure a custom toolbar for the web content editor, select one of the pre-defined toolbar options, and enter the toolbar button/option names to be displayed separated by spaces. Select Defaults to show and edit the default options for the selected pre-defined toolbar option.

For a ribbon-style custom toolbar, the custom toolbar options are not just simply toolbar lines with toolbar button/option names separated by spaces. Each configured toolbar line is a ribbon toolbar tabbed ribbon where the first name is the tab name, and the second name is a toolbar button/option group name followed by a number of toolbar button/option names.

A “|” character starts a new toolbar button/option groups followed by the toolbar button/option group name and by a number of toolbar button/option names.

A “:” character indicates a new toolbar button/option line within a toolbar button/option group.

A toolbar button/option name displays a small icon.

A toolbar button/option name preceded by a “#” character display an always visible small icon next to the ribbon tab names above the currently displayed ribbon.

A toolbar button/option name/character preceded by a “-” character is ignored.

A toolbar button/option name followed by a “+” character displays a small icon and its name.

A toolbar button/option name followed by “++” characters displays a large icon and its name.

The toolbar button/option name “formatblock” followed by “+++” characters and “=TAG:NAME,TAG:NAME,TAG:NAME” displays a large preview panel for the given HTML tags.

The toolbar button/option name “formatclass” followed by “+++” characters and “=NAME,NAME,NAME” displays a large preview panel for the given CSS style sheet names.

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

3.8.2.8 Format Options

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

Normal=<p>
Paragraph=<p>
Formatted=<pre>
Heading 1=<h1>
Heading 2=<h2>
Heading 3=<h3>
Heading 4=<h4>
Heading 5=<h5>
Heading 6=<h6>
Numbered List=
Bulleted List=

Directory List=<dir>
Menu List=<menu>
Definition Term=<dt>
Definition=<dd>
Address=<address>
Main=<main>
Section=<section>
Article=<article>
Header=<header>
Footer=<footer>
Navigation =<nav>
Aside=<aside>
Figure=<figure>
Figure Caption=<figcaption>
Details=<details>
Summary=<summary>

For HTML4 and XHTML format the default options are:

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

3.8.2.9 Font Name Options

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

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

3.8.2.10 Font Size Options

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

8=1
10=2
12=3

14=4
18=5
24=6
36=7

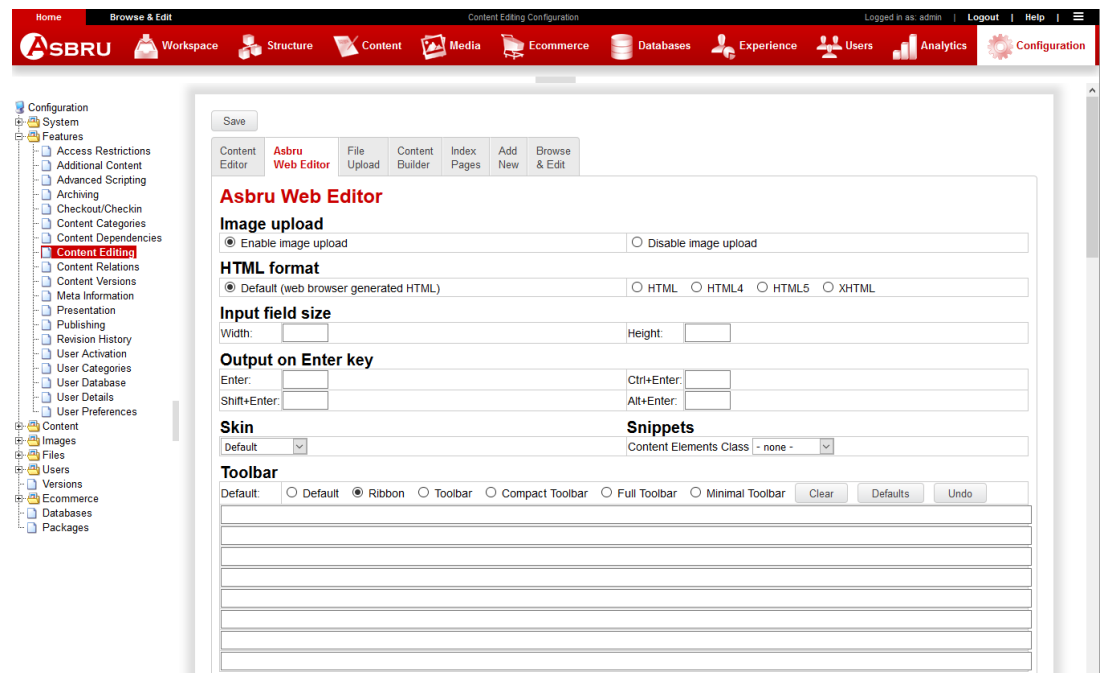
3.8.2.11 Custom Javascript Functions

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

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

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

This example simply displays a "Hello" message when the "hello" toolbar button is selected, but the Javascript function could paste content into the web content editor or modify the web content editor content in other ways. Please see the Asbru Web Content Editor User & Developer Guide for details on custom toolbar buttons and Javascript functions and the Asbru Web Content Editor Javascript API.



The screenshot displays a configuration interface with four distinct text input areas, each with a title above it:

- Format Options:** A large, empty rectangular text box.
- Font Name Options:** A rectangular text box.
- Font Size Options:** A rectangular text box.
- Custom Javascript Functions:** A large rectangular text box.

At the bottom of the interface, a red horizontal bar contains the text: "Asbru Web Content Management System v10.1 - Copyright © 1999-2017 Asbru Ltd. and its licensors. All rights reserved."

3.8.3 File Upload

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

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

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

As default images and files of any file size can be upload. Optionally, you may want to limit the file size of uploaded files. *(If you want to limit the image resolution size and eventually resize images etc. please see the Programming API Guide).*

- **Image Upload Limits**
Uploaded images may not exceed the give byte file size. Leave blank for unlimited size.
- **File Upload Limits**
Uploaded files may not exceed the give byte file size. Leave blank for unlimited size.

3.8.3.1 Remove Image Properties and Personal Information

Image files may contain meta data properties such as the date/time and the location of when and where a photo was taken. Optionally, the web content management system can be configured to remove such meta data properties from (JPEG and PNG format) image files when uploaded to the web content management system.

Removing meta data image properties can be done manually or automatically.

- **None**
Will not remove image properties.
- **Manual – On By Default**
Will remove image properties as default when you upload an image and Save, but you can select not to remove image properties when you Save.
- **Manual – Off By Default**
Will not remove image properties as default when you upload an image and Save, but you can select to remove image properties when you Save.
- **Automatic On Save**
Will always automatically remove image properties when you upload an image and Save.

Image properties are removed manually using the Remove Image Properties checkbox below the Save buttons when adding and updating image content items. If the Remove Image Properties and Personal Information features are disabled the Remove Image Properties checkbox input fields will be removed from the website content administration pages.

The screenshot displays the Asbru Web Content Management System Configuration interface. On the left, a sidebar shows a tree view of configuration options. The 'Content Editing' section is expanded, revealing various settings. The 'Remove image properties and personal information' option is selected. The main content area shows the 'File Upload' configuration page. It includes a 'Save' button, a 'File Upload' section with a radio button for 'Asbru', and two 'Image Upload Limits' sections, each with a 'Max. Byte Size' input field. The 'Remove image properties and personal information' section has three radio buttons: 'Manual - on by default' (selected), 'Manual - off by default', and 'Automatic on save'.

3.8.4 Content Builder

As default the web content editor's content builder functionality uses a number of pre-defined content building blocks and categories. Optionally, the available content building blocks and categories can be customized.

3.8.4.1 Content Snippets

Optionally, select a content item containing the content building blocks to be used by the web content editor's content builder functionality. The content item must use a special format to define a number of content building blocks. Each content building block is defined using special HTML code such as:

```
<div data-thumb="/builder/thumbnails/a01.png" data-cat="0,1">
  <div class="row clearfix">
    <div class="column full">
      <div class="display">
        <h1>Lorem Ipsum is simply dummy text</h1>
      </div>
    </div>
  </div>
</div>
```

Where the outer HTML DIV tag specifies a thumbnail image illustrating the content building block and that the content building blocks belongs to the given content building block category numbers. The HTML code within this outer HTML DIV tag is the actual content building block content used for your website pages.

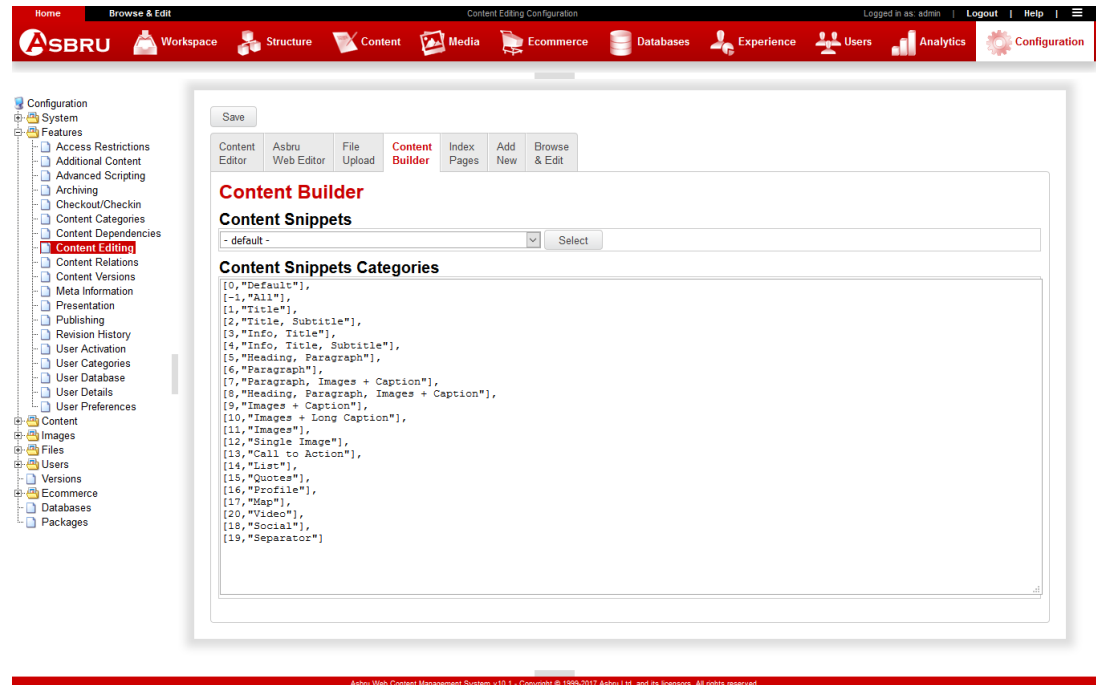
3.8.4.2 Content Snippets Categories

Defines the names used for content building block category numbers by the web content editor's content builder functionality such as:

```
[0,"Default"],
[-1,"All"],
[1,"Title"],
[2,"Title, Subtitle"],
[3,"Info, Title"],
[4,"Info, Title, Subtitle"],
[5,"Heading, Paragraph"],
[6,"Paragraph"],
[7,"Paragraph, Images + Caption"],
[8,"Heading, Paragraph, Images + Caption"],
[9,"Images + Caption"],
[10,"Images + Long Caption"],
[11,"Images"],
[12,"Single Image"],
[13,"Call to Action"],
[14,"List"],
[15,"Quotes"],
[16,"Profile"],
[17,"Map"],
[18,"Social"],
[19,"Separator"],
[20,"Video"]
```

Optionally, the names used for content building block category numbers by the web content editor's content builder functionality can be defined as the Content Snippets content item's "Summary". This way different sets of content snippets and categories can be used with the

@@@webeditor:.....builder=ID:.....@@@ special codes. Please see the Website Developer Guide for details.



3.8.5 Index Pages

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

3.8.5.1 Administration Home And Personal Workspace Sections

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

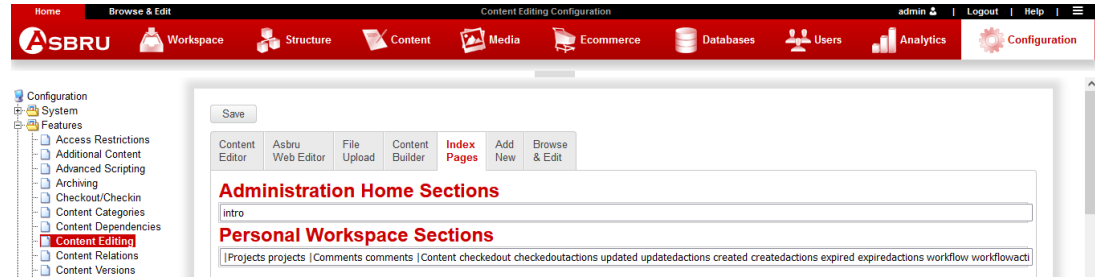
The personal workspace sections configuration can also be personalised for each website administrator user account. Please see the 3.19 User Preferences for Personal Website Administrator Preferences section and the Website Administrator Guide for details.

- Intro
Display the main intro section to the content management system with links and explanations to each area of the content management system.
- Checkedout
Display all content items checked out by the logged in user.

- Updated
Display all updated unpublished content items the logged in user has access to.
- Created
Display all new and unpublished content items the logged in user has access to.
- Expired
Display all expired content items the logged in user has access to.
- Workflow
Display all content items where the logged in user has access to a workflow action.
- Actions
Display action buttons common for all content items in all sections (checkedout, updated, created, expired and workflow) of the Personal Workspace.
- Checkedoutactions
Display action buttons for content items in the “checkedout” section of the Personal Workspace.
- Updatedactions
Display action buttons for content items in the “updated” section of the Personal Workspace.
- Createdactions
Display action buttons for content items in the “created” section of the Personal Workspace.
- Expiredactions
Display action buttons for content items in the “expired” section of the Personal Workspace.
- Workflowactions
Display action buttons for content items in the “workflow” section of the Personal Workspace.
- Comments (Collaboration Add-On module only)
Display website administrator comments from throughout the web content management system administration pages. Please see the 2.10.1 Administration Comments section and the Website Administrator Guide for details.
- Projects (Collaboration Add-On module only)
Display all projects the logged in user is the owner or a member of, and give access to create new projects. Please see the 2.10.2 Project Management section and the Website Administrator Guide for details.

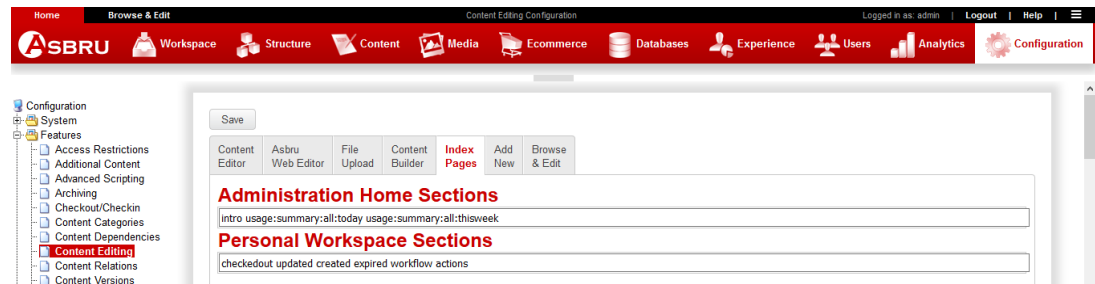
Optionally, the personal workspace sections can be organised under a number of “tabs” for easier access to the different sections. Any configured personal workspace section preceeded by a “[” character such as for example “[Projects” or “[Comments” or “[Content” designates a “tab” name and all the following personal workspace sections (until another “tab” section)

will be displayed on that “tab”. For example “[Projects projects |Comments comments |Content checkedout checkedoutactions updated updatedactions created createdactions expired expiredactions workflow workflowactions actions” will display a tab named “Projects” with the projects data section; a tab named “Comments” with the comments data section; and a tab named “Content” with the checkedout, updated, created, expired, workflow data sections each with actions buttons as well as common actions buttons at the bottom.



3.8.5.1.1 Usage Statistics

It is also possible to add usage statistics reports to be displayed directly as part of the administration home and personal workspace. The usage statistics reports codes can also be used in the administration home and personal workspace sections configuration. For example "intro usage:summary:all:today usage:summary:all:thisweek checkedout updated created expired workflow actions" will display the main intro section followed by the daily and weekly summary usage statistics. Please see the 2.8 Usage Statistics System Configuration section for details on the usage statistics reports codes to be used.



3.8.5.2 Index Pages Columns

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

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

- Personal Workspace, Website Content, Media Library, Website Content Search, Website Content Advanced Search, Website Content Search and Replace, E-Commerce Products, E-Commerce Stock, Experience Management Segments, Experience Management User Tests and Experience Management Heatmaps Codes
 - checkbox
Display a column with checkboxes to enable the selection of content items.
 - package
Display the package of content items if they are included in a packages.
 - class
Display the classes of content items. For example "page" or "template".
 - bundle
Display bundle names for content items.
 - group
Display group names for content items.
 - type
Display type names for content items.
 - versionmaster
Display the master/default version content item for for content items.
 - version
Display versions for content items.
 - device
Display devices for content items.
 - usersegment
Display experience management user segments for content items.
 - usertest
Display experience management user test variants for content items.
 - author
Display the author meta information attributes for content items.
 - description
Display the description meta information attributes for content items.
 - keywords
Display the keywords meta information attributes for content items.
 - metainfo_NAME
Display the NAME meta information custom attributes for content items.

- admin
Display a column with the content item's title as a link that will enable the user to open the administration page for the content item.
- title
Display the titles for content items.
- id
Display the ids for content items.
- template
Display the template ids for content items.
- stylesheet
Display the stylesheet ids for content items.
- top
Display the content relations page top ids for content items.
- up
Display the content relations page up ids for content items.
- first
Display the content relations first page ids for content items.
- previous
Display the content relations previous page ids for content items.
- next
Display the content relations next page ids for content items.
- last
Display the content relations last page ids for content items.
- permissionicon
Display icons for administration permissions for the content items.
- permission
Display the administration permissions for the content items.
- previewicon
Display icons that link to previews of the content items.
- preview
Display Preview text links that link to previews of content items.
- webviewicon
Display icons that link to view the content items on the website.

- webview
Display text links that link to view the content items on the website.
- browseediticon
Display icons that link to Browse & Edit mode for the content items.
- browseedit
Display text links that link to Browse & Edit mode for the content items.
- usageicon
Display icons that link to usage analytics for the content items.
- usage
Display text links that link to usage analytics for the content items.
- salesicon
Display icons that link to sales reports for the product content items.
- sales
Display text links that link to sales reports for the product content items.
- view
Display View text links that links to a page where the details for content items can be viewed.
- update
Display Update text links that enable the user to update content items.
- create
Display Add New text links that enable the user to create new content items as copies of content items on the index page.
- delete
Display Delete text links that open administration pages that enable the user to delete content items.
- archivedicon
Display icons that link to pages that enable the user to manage archived copies of the content items.
If your Personal Workspace pages lists very large numbers of content items this column should not be used for performance reasons.
- archived
Display Archived text links to pages that enable the user to manage archived copies of the content items.
If your Personal Workspace pages lists very large numbers of content items this column should not be used for performance reasons.
- scheduledicon
Display icons that link to pages where the user can manage the scheduled editions of the content items.

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

- scheduled
Display scheduled text links to pages where the user can manage the scheduled editions of the content items.
If your Personal Workspace pages lists very large numbers of content items this column should not be used for performance reasons.
- checkout
Display text links that enable the user to checkout/checkin content or if the content is already checked out by another user display the username of that user.
- status
Display the status of content items. For example "Published 2020-05-09 08:00:00".
- statusicon
Display status icon for content items.
- created
Display dates for the creation of content items.
- createdby
Display usernames of the users that created the content items.
- updated
Display dates for the last updates of content items.
- updatedby
Display usernames of the users that last updated the content items.
- published
Display dates for the publication of the content items.
- publishedby
Display username of the user that published the content items.
- scheduledpublish
Display dates and times for when the content items are scheduled to be published.
- scheduledunpublish
Display dates and times for when the content items are scheduled to expire.
- unpublished
Display dates and times for when the content items were unpublished.
- unpublishedby
Display username for the users that unpublished the content items.

- contentformat
Display the content format for content items.
- contentdelivery
Display the content delivery for content items.
- searchable
Display if content items are excluded from search results on the website.
- menuitem
Display if content items are excluded from breadcrumbs and menu extensions on the website.
- filename
Display filenames for the content items.
- filesize
Display the file size of the content items.
- url
Display URLs for the content items.
- position
Display the search and replace line number and character position.
Only used on the search and replace administration pages. Ignored on other administration pages.
- search
Display the searched for text and its context.
Only used on the search and replace administration pages. Ignored on other administration pages.
- replace
Display the (to be) replaced text and its context.
Only used on the search and replace administration pages. Ignored on other administration pages.
- productcode
Display the product code for a product.
- currency
Display the currency for a product.
- price
Display the sales price for a product.
- cost
Display the purchase cost for a product.

- period
Display the subscription period for a product.
- depth
Display the depth for a product.
- height
Display the height for a product.
- width
Display the width for a product.
- weight
Display the weight for a product.
- volume
Display the volume for a product.
- brand
Display the brand for a product.
- colour
Display the colour for a product.
- size
Display the size for a product.
- stock
Display the current stock amount for a product.
- stocklow
Display the low stock threshold amount for a product.
- stockupdate
Display an input field to update the current stock amount for a product.
- restocked
Display the ordered stock amount for a product.
- restockedupdate
Display an input field to update the ordered stock amount for a product.
- stockcomment
Display the current stock comment for a product.
- stocklocation
Display the stock location for a product.
- stockcost
Display the cost of the current stock amount

(current stock amount x purchase cost).

- stockvalue
Display the value of the current stock amount if sold
(current stock amount x sales price).
- stockprofit
Display the profit on the current stock amount if sold
(current stock amount x (sales price - purchase cost)).
- restockcost
Display the cost to restock to the low stock threshold amount for a product
((low stock threshold amount - current stock amount) x purchase cost).
- productinfo_NAME
Display the NAME product details custom attributes for products.
- heatmapicon
Display icons that link to the heatmap view for the content items.
- heatmap
Display text links that link to the heatmap view for the content items.
- heatmapclear
Display text links that deletes all heatmap data for the content items.
- heatmaponoff
Display text links that toggles logging of heatmap data for the content items on
and off.
- heatmapalign
Display select-box inputs to define the alignment of the content items and the
heatmaps. This should match how your content items are aligned to display the
heatmaps for your content items correctly. If the heatmap alignment does not
match your content items' alignment the heatmaps may not be positioned
correctly relative to your content items' content.

- E-Commerce Orders Codes

- checkbox
Display a column with checkboxes to enable the selection of orders.
- id
Display the ids for orders.
- view
Display View text links that links to a page where the details of orders can be
viewed.

- update
Display Update text links that enable the user to update orders.
- create
Display Add New text links that enable the user to create new orders as copies of orders on the index page.
- delete
Display Delete text links that open administration pages that enable the user to delete orders.
- checkout
Display text links that enable the user to checkout/checkin orders or if the order is already checked out by another user display the username of that user.
- status
Display the status of orders. For example "- open -".
- created
Display dates for the creation of orders.
- createdby
Display usernames of the users that created the orders.
- updated
Display dates for the last updates of orders.
- updatedby
Display usernames of the users that last updated the orders.
- closed
Display dates for the orders were closed.
- closedby
Display username of the user that closed the order.
- paid
Display dates and times for when the order was paid.
- currency
Display the currency for an order.
- order_quantity
Display the quantity for an order.
- order_subtotal
Display the subtotal amount for an order.
- order_total
Display the total amount for an order.

- tax_description
Display the tax description for an order.
- tax_total
Display the tax total amount for an order.
- shipping_description
Display the shipping description for an order.
- shipping_total
Display the shipping total amount for an order.
- discount_description
Display the discounts description for an order.
- discount_total
Display the discounts total amount for an order.
- delivery_name
Display the delivery name for an order.
- delivery_organisation
Display the delivery organisation for an order.
- delivery_address
Display the delivery address for an order.
- delivery_postalcode
Display the delivery postal code for an order.
- delivery_city
Display the delivery city for an order.
- delivery_state
Display the delivery state for an order.
- delivery_country
Display the delivery country for an order.
- delivery_phone
Display the delivery phone number for an order.
- delivery_fax
Display the delivery fax number for an order.
- delivery_website
Display the delivery website address for an order.
- delivery_email
Display the delivery email address for an order.

- invoice_name
Display the invoice name for an order.
- invoice_organisation
Display the invoice organisation for an order.
- invoice_address
Display the invoice address for an order.
- invoice_postalcode
Display the invoice postal code for an order.
- invoice_city
Display the invoice city for an order.
- invoice_state
Display the invoice state for an order.
- invoice_country
Display the invoice country for an order.
- invoice_phone
Display the invoice phone number for an order.
- invoice_fax
Display the invoice fax number for an order.
- invoice_website
Display the invoice website address for an order.
- invoice_email
Display the invoice email address for an order.
- card_type
Display the payment card type for an order.
- card_number
Display the payment card number for an order.
- card_issuedmonth
Display the payment card issued month for an order.
- card_issuedyear
Display the payment card issued year for an order.
- card_issued
Display the payment card issued month/year for an order.
- card_expirymonth
Display the payment card expiry month for an order.

- card_expiryyear
Display the payment card expiry year for an order.
- card_expiry
Display the payment card expiry month/year for an order.
- card_cvc
Display the payment card CVC number for an order.
- card_issue
Display the payment card issue number for an order.
- card_name
Display the payment card name for an order.
- card_postalcode
Display the payment card postal code for an order.
- User Database Codes
 - checkbox
Display a column with checkboxes to enable the selection of users.
 - class
Display user classes. For example "administrator".
 - group
Display group names for users.
 - type
Display type names for users.
 - name
Display the names of the users.
 - organisation
Display the users' organisations.
 - email
Display the users' email addresses.
 - username
Display the users' usernames.
 - id
Display the ids of the users.
 - view
Display View text links to pages where details of each user can be viewed.

- update
Display Update text links to the administration pages for each user.
- create
Display Add New text links to create new users as copies of existing users.
- delete
Display Delete text links that open administration pages where the users can be deleted.
- admin
Display a column with the user's username as a link that will enable the user to open the administration page for the user.
- password
Display the password for a user.
- title
Display the title for a user.
- gender
Display the gender for a user.
- birthday
Display the birth day of month for a user.
- birthmonth
Display the birth month for a user.
- birthyear
Display the birth year for a user.
- birthdate
Display the birth date for a user.
- age
Display the age for a user.
- notes
Display the notes for a user.
- groups
Display groups names for users.
- types
Display types names for users.
- activate
Display the activation date for a user.

- notify
Display the expiration notification date for a user.
- expire
Display the expiration date for a user.
- delivery_name
Display the work/delivery name for a user.
- deliveryorganisation
Display the work/delivery organisation for a user.
- deliveryaddress
Display the work/delivery address for a user.
- deliverypostalcode
Display the work/delivery postal code for a user.
- deliverycity
Display the work/delivery city for a user.
- deliverystate
Display the work/delivery state for a user.
- deliverycountry
Display the work/delivery country for a user.
- deliveryphone
Display the work/delivery phone number for a user.
- deliveryfax
Display the work/delivery fax number for a user.
- deliverywebsite
Display the work/delivery website address for a user.
- deliveryemail
Display the work/delivery email address for a user.
- invoicename
Display the home/invoice name for a user.
- invoiceorganisation
Display the home/invoice organisation for a user.
- invoiceaddress
Display the home/invoice address for a user.
- invoicepostalcode
Display the home/invoice postal code for a user.

- invoicecity
Display the home/invoice city for a user.
- invoicestate
Display the home/invoice state for a user.
- invoicecountry
Display the home/invoice country for a user.
- invoicephone
Display the home/invoice phone number for a user.
- invoicefax
Display the home/invoice fax number for a user.
- invoicewebsite
Display the home/invoice website address for a user.
- invoiceemail
Display the home/invoice email address for a user.
- cardtype
Display the payment card type for a user.
- cardnumber
Display the payment card number for a user.
- cardissuedmonth
Display the payment card issued month for a user.
- cardissuedyear
Display the payment card issued year for a user.
- cardexpirymonth
Display the payment card expiry month for a user.
- cardexpiryyear
Display the payment card expiry year for a user.
- cardexpiry
Display the payment card expiry month/year for a user.
- cardcvc
Display the payment card CVC number for a user.
- cardissue
Display the payment card issue number for a user.
- cardname
Display the payment card name for a user.

- cardpostalcode
Display the payment card postal code for a user.
- Micro-Website Codes
 - domain
Display a column with the domain for each of the micro-websites.
 - remote
Display a column with details of where visitors will need to be from to be redirected to the micro-website. For example country ".de".
 - useragent
Display a column with the browser the users will need to using to be redirected to each of the micro-websites.
 - language
Display a column with the browser language users will need to have selected to be redirected to each micro-website.
 - referrer
Display the referrer that will redirect users to each of the micro-websites.
 - keywords
Display the referral keywords that will redirect users to each of the micro-websites.
 - version
Display the default version for each of the micro-websites.
 - country
Display the default country for each of the micro-websites.
 - state
Display the default state for each of the micro-websites.
 - template
Display the default template for each of the micro-websites.
 - stylesheet
Display the default style sheet for each of the micro-websites.
 - id
Display the id for each of the micro-websites.
 - view
Display View text links to view the details of each of the micro-websites.
 - update
Display Update text links to the administration pages for each of the micro-

websites.

- create
Display Add New text links to create new micro-websites as copies of each of the micro-website.
- delete
Display Delete text links that open an administration page where each of the micro-websites can be deleted.

- Personal Workspace Projects

- title
Display the project task title attribute as text links to the integrated administration page to view, update and delete project task data and to create new project tasks as copies of existing project tasks.
- category
Display the project task category attribute.
- priority
Display the project task priority/urgency attribute.
- severity
Display the project task severity/impact attribute.
- status
Display the project task status attribute.
- statusby
Display the username of the website administrator who has last updated the project task status.
- started
Display the project task started attribute.
- ended
Display the project task ended attribute.
- duration
Display the project task duration attributes.
- created
Display the date/time the project task was created.
- createdby
Display the username of the website administrator who created the project task.
- updated
Display the date/time the project task was last updated.

- updatedby
Display the username of the website administrator who last updated the project task.
 - id
Display the ids for project tasks.
 - view
Display View text links that links to a page where the details of project tasks can be viewed.
 - update
Display Update text links that enable the website administrator to update project tasks.
 - create
Display Add New text links that enable the website administrator to create new new project tasks as copies of existing project tasks.
 - delete
Display Delete text links that open administration pages that enable the user to delete project tasks.
 - BLANK
Display padding (to separate or left-align other data columns).
- Personal Workspace Comments
 - title
Display the project task title attribute as text links to the integrated administration page to view, update and delete project task data and to create new project tasks as copies of existing project tasks.
 - content
Display the content of each comment.
 - created
Display dates posted for each comment.
 - createdby
Display usernames of the users that posted the comments.
 - section
Display the section for each comment.
 - class
Display the content class for each comment.
 - cid
Display the content id for each comment.

- ctitle
Display the content title for each comment.
- group
Display the content group for each comment.
- type
Display the content type for each comment.
- package
Display the content package for each comment.
- bundle
Display the content bundle for each comment.
- status
Display the content status for each comment.
- stock
Display the stock status for each comment.
- locked
Display if "Pinned" for each comment.
- id
Display a column with the id for each comment.
- view
Display View text links to pages where details of each comment can be viewed.
- update
Display Update text links to the administration pages for each comment.
- create
Display Add New text links to create new comments as copies of existing comments.
- delete
Display Delete text links that open administration pages where the comments can be deleted.
- BLANK
Display padding (to separate or left-align other data columns).

It is also possible to define your own custom links to your own custom functionality in the web content management system or external systems or services for all the different index pages columns sections using codes like "NAME:50px:/webadmin/custommodule/foo.jsp?id=" and "NAME:50px:http://localhost/customservice/bar.jsp?id=". Such codes will display text links with the given "NAME" which when selected will open the given website address URL with selected content item's id appended to it.

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ASBRU

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checkbox:25px class:50px group:50px type:50px version:50px device:50px usersegment:50px usertest:50px admin:25px previewicon:20px status:250px

Personal Workspace Projects

title:250px category:50px priority:50px severity:50px status:50px statusby:50px updated:50px started:50px ended:50px duration:50px id:25px create:50px BLANK

Personal Workspace Comments

created:50px createdby:50px title:200px content:200px section:50px class:50px cid:25px ctitle:50px group:50px type:50px

Website Content

checkbox:25px class:50px group:50px type:50px version:50px device:50px usersegment:50px usertest:50px admin:200px id:25px position:25px search:200px replace:200p

Media Library

checkbox:25px class:50px group:50px type:50px version:50px device:50px usersegment:50px usertest:50px admin:200px id:25px position:25px search:200px replace:200p

Website Content Search

checkbox:25px class:50px group:50px type:50px version:50px device:50px usersegment:50px usertest:50px admin:200px id:25px position:25px search:200px replace:200p

Website Content Advanced Search

checkbox:25px class:50px group:50px type:50px version:50px device:50px usersegment:50px usertest:50px admin:200px id:25px position:25px search:200px replace:200p

Website Content Search and Replace

checkbox:25px class:50px group:50px type:50px version:50px admin:200px id:25px position:25px search:200px replace:200px previewicon:20px archivedicon:20px schedul

Ecommerce Products

checkbox:25px class:50px group:50px type:50px version:50px device:50px usersegment:50px usertest:50px admin:200px id:25px position:25px search:200px replace:200p

Ecommerce Stock

group:50px type:50px admin:200px id:25px stock:25px stockupdate:25px stockcomment:200px stocklow:25px restocked:25px restockedupdate:25px

Ecommerce Orders

checkbox:25px id:25px created:100px paid:100px closed:100px delivery_email:200px status:50px checkout:50px view:50px update:50px delete:50px

Experience Management Segments

checkbox:25px class:50px group:50px type:50px version:50px device:50px usersegment:50px usertest:50px admin:200px id:25px position:25px search:200px replace:200p

Experience Management User Tests

checkbox:25px class:50px group:50px type:50px version:50px device:50px usersegment:50px usertest:50px admin:200px id:25px position:25px search:200px replace:200p

Experience Management Heatmaps

class:50px group:50px type:50px version:50px device:50px usersegment:50px usertest:50px admin:200px id:25px webviewicon:20px heatmapicon:20px heatmapalign:50p

User Database

checkbox:25px class:50px group:50px type:50px name username id:25px view:50px update:50px delete:50px

Micro-Websites

id:25px remote language domain useragent referrer keywords view:50px update:50px delete:50px

Comments

3.8.5.3 Index Pages Menus

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

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

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



Index Pages Menus

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

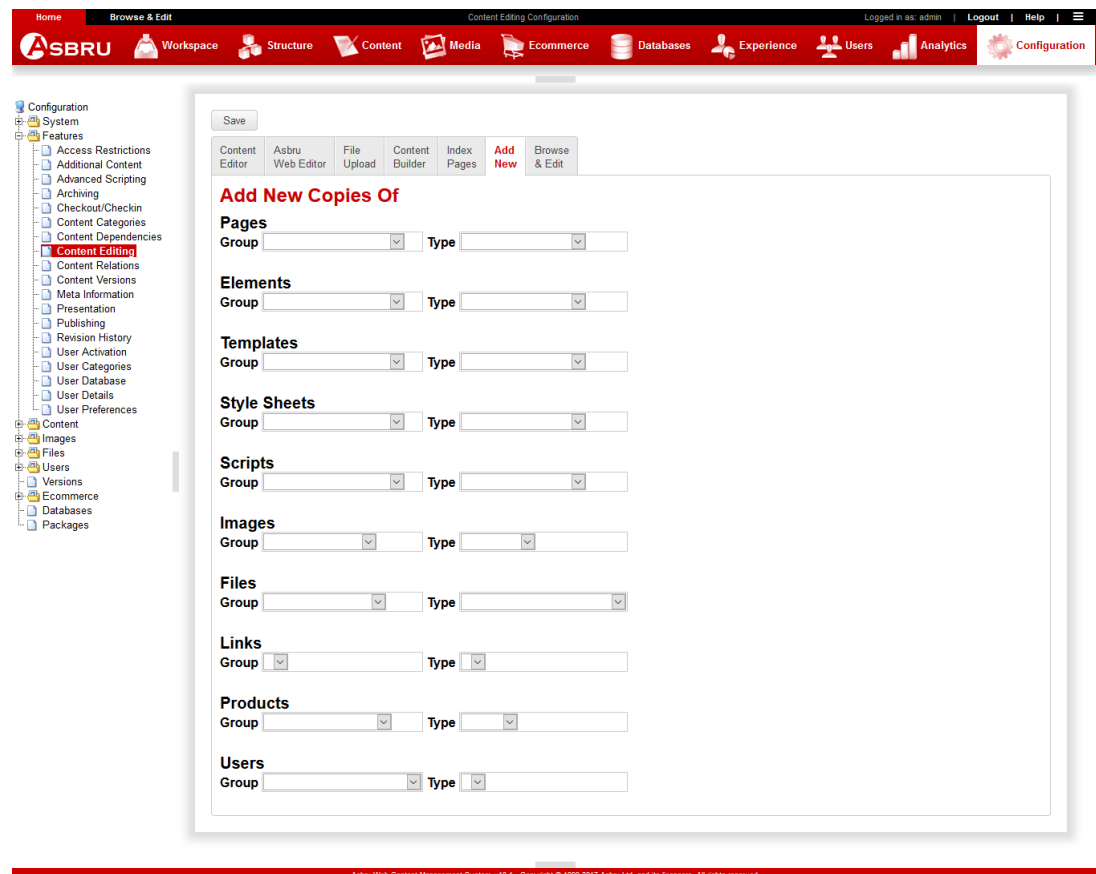
☐ Select single content bundle, group, type, version, status or package.

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3.8.6 Add New

The web content management system administration index pages give access to add new content items as copies of existing content items of the selected group/type for which the website administrator has “create” access permissions.

Optionally, additional groups/types can be configured for the different classes of content items, and the content items of those configured groups/types will then always also be available to be added as new content items as copies of the existing content items. Content items for commonly (re)used and generic content such as for example content layouts can then be created for easy reuse from all administration index pages for different selected content groups/types.



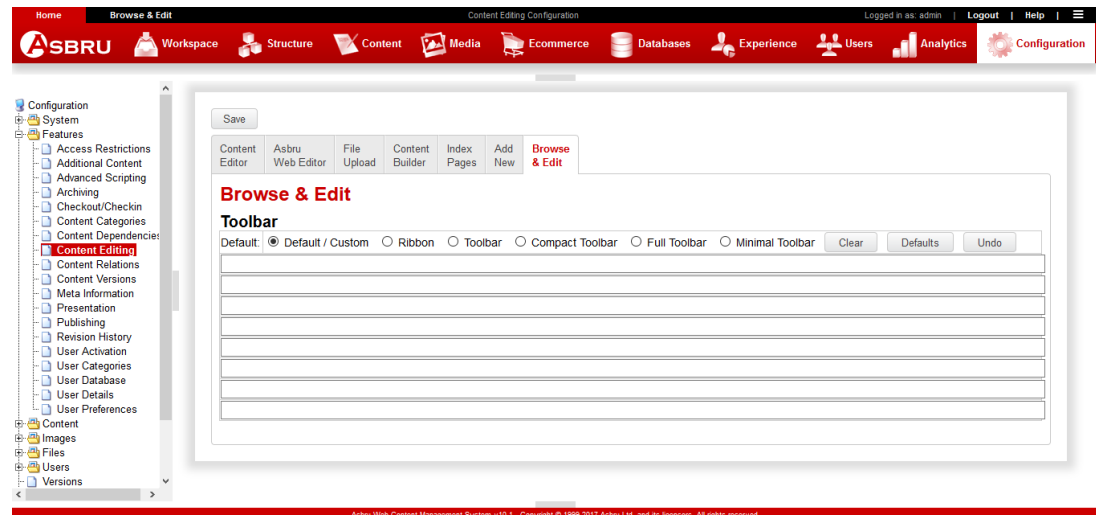
3.8.7 Browse & Edit

3.8.7.1 Toolbar Customization

The Browse & Edit mode inline content editing default web content editor toolbar is the same as used for the other web content management system administration pages. However, you may want to configure the web content editor to use another pre-defined configuration or to rearrange the toolbar buttons/options or to remove some buttons/options from the toolbar - for example to require users to use style sheet styles instead of direct formatting using bold, italics and underscore etc.

To configure a pre-defined toolbar configuration, select one of the pre-defined toolbar options, and optionally enter the toolbar button/option names to be displayed. Please see 3.8.2.7 Toolbar Customization for details.

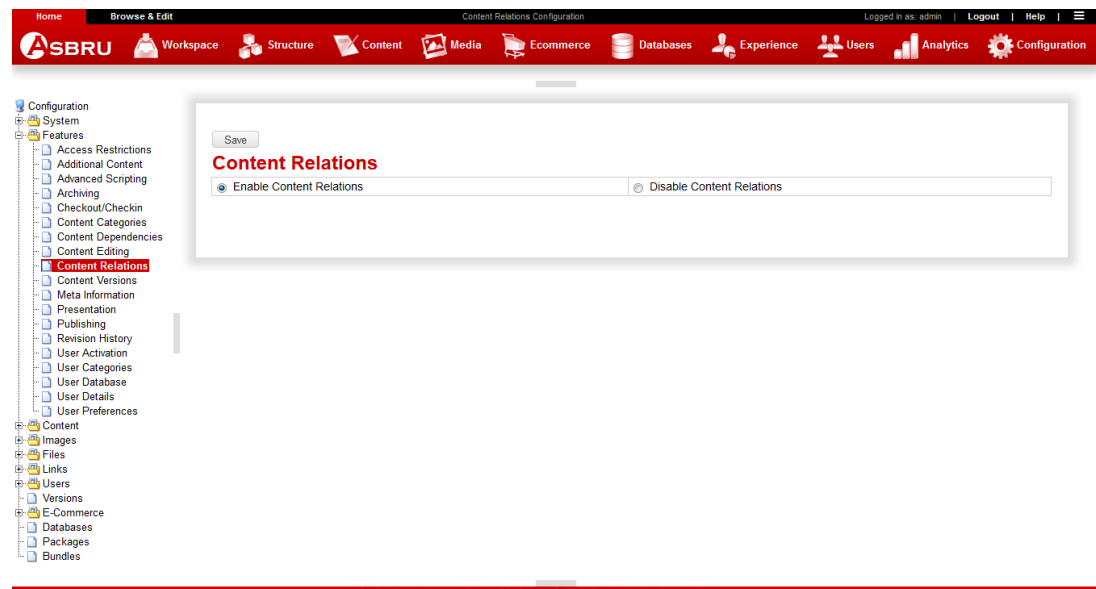
A different custom toolbar can also be configured for each website administrator - for example to give some website administrators access to basic functionality only while other website administrators have access to all functionality. Please see Website Administrator Guide for details.



3.9 Content Relations for Dynamic Navigation Menus and Links

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

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



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

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

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

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

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

3.10.1 Content Versions

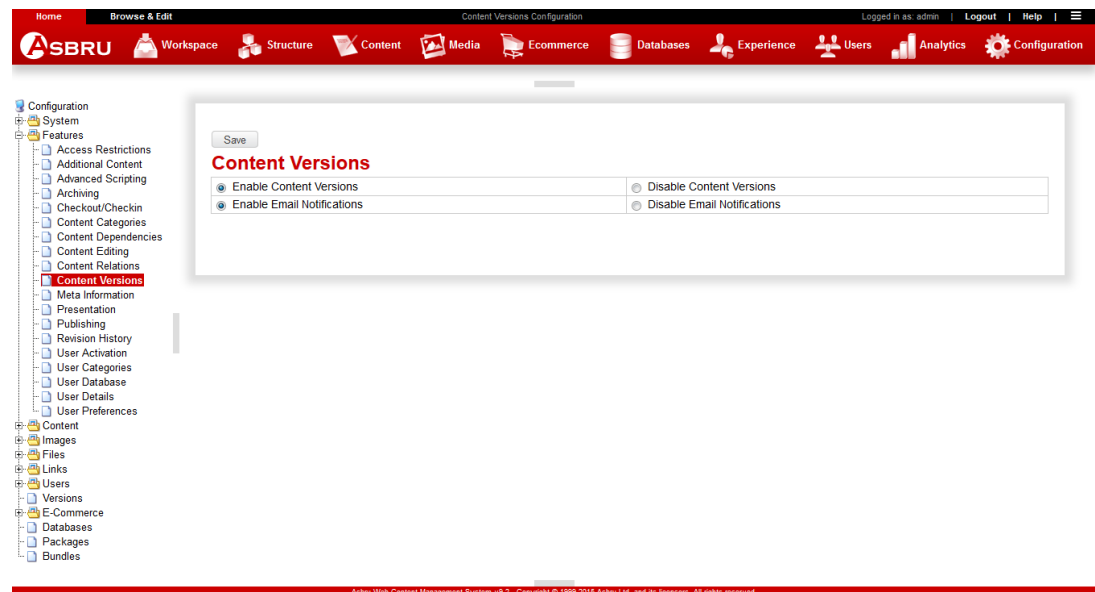
Enabling and disabling the Content Version features adds and removes the Configuration / Versions menu items and pages in the Configuration section of the web content management system. Use the Versions menu items and configuration pages to configure content versions for your website. Please see Website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

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

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

3.10.2 Email Notifications

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



3.11 Meta Information for Search Engine Optimization and Cataloguing

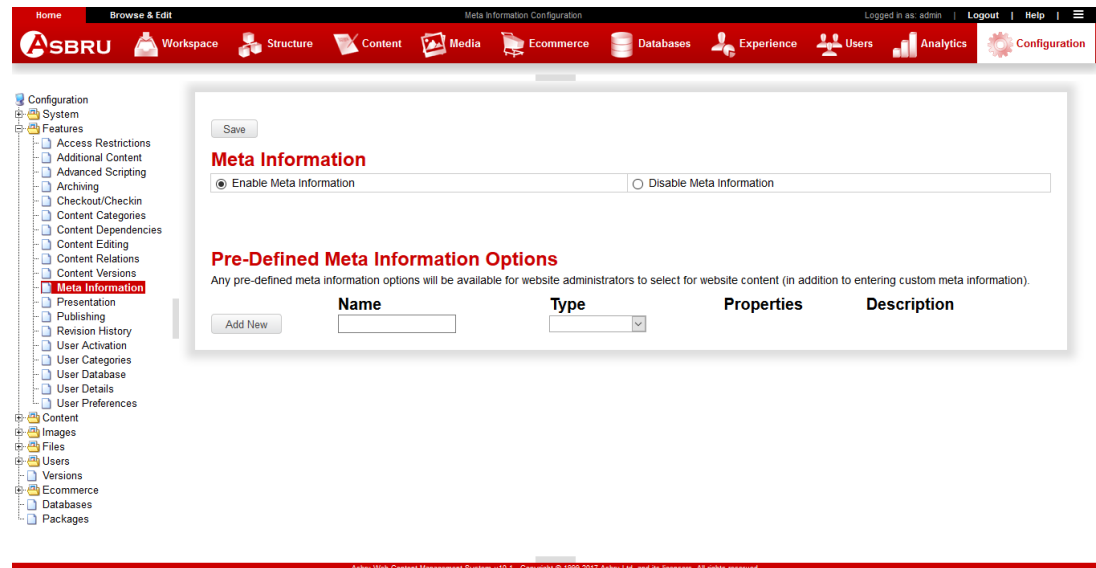
The basic content in the Asbru Web Content Management system consists of a title and the actual content. In addition to these additional meta information attributes can be enabled for all content. The default additional meta information attributes consist of Keywords, Description and Author input fields. Typically, these meta information attributes are used by websites for search engine profiling and optimisation as well as for other cataloguing and automated agent systems.

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

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

Optionally, a number of pre-defined meta information options can be configured for easy access to and consistency of commonly used meta information data.

- Name
Enter a name for the meta information attribute.
- Type and Properties
Select the type of options and properties for the meta information attribute.
 - Plain text
Simple text input field with an optional default value which can be changed by the website administrators when added for a specific content item.
 - Select (single)
Select-box with a number of pre-defined options which the website administrators can choose between for a specific content item. The “size” can be given as the number of visible options to be displayed as a standard HTML FORM SELECT box on the content item administration pages.
 - Select (multiple)
Select-box with a number of pre-defined options which the website administrators can choose between for a specific content item. The “size” can be given as the number of visible options to be displayed as a standard HTML FORM SELECT box on the content item administration pages or as a “pixel” size (for example “200px”) for the options to be displayed on the content item administration pages as “left” (unselected) and “right” (selected) columns.
 - Radio buttons
Radio buttons for a number of pre-defined options which the website administrators can choose between for a specific content item.
 - Checkboxes
Checkboxes for a number of pre-defined options which the website administrators can choose between for a specific content item.
- Description
Text displayed for the content item attribute on the content item administration pages.

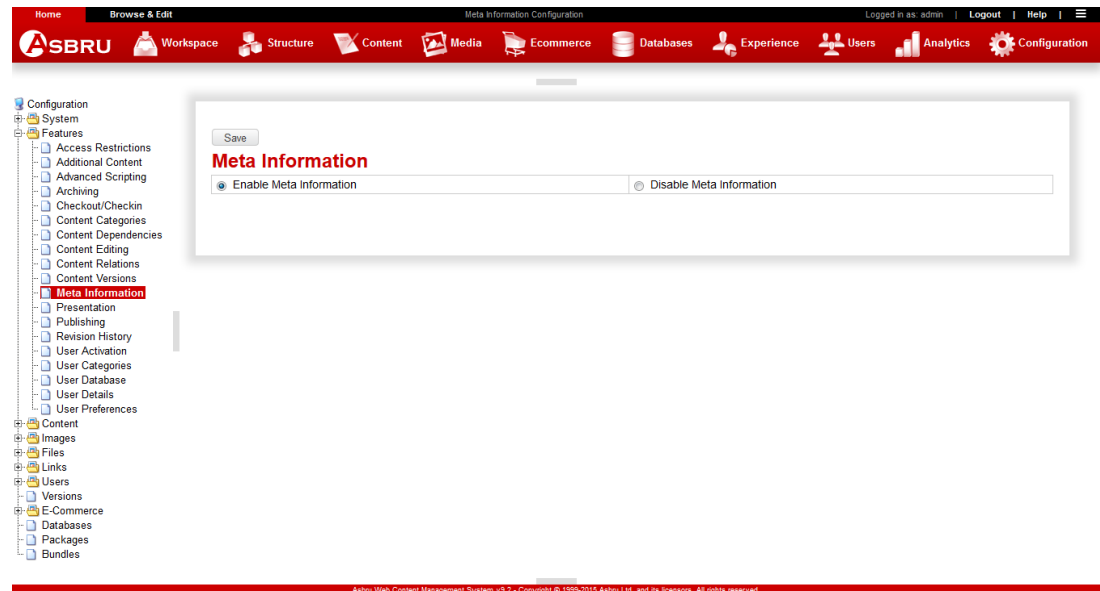


3.12 Presentation for Website Section and Page-Specific Design/Layout

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

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

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



3.13 Publishing for Staging, Previewing and Publishing Content

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

3.13.1 Automatic and Manual Publishing

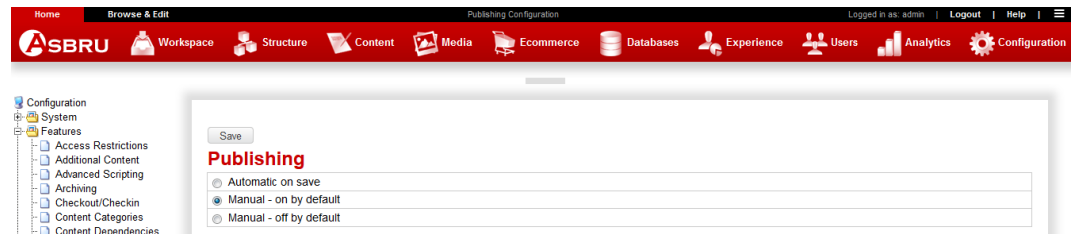
Content items can be published automatically or manually when added or updated.

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

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

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

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



3.13.2 Dynamic and Static Web Addresses

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

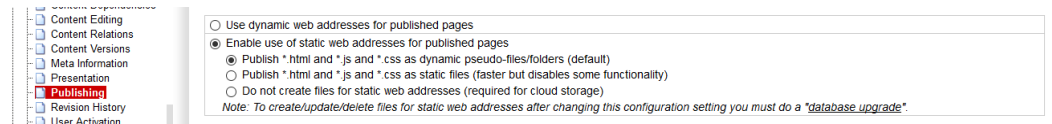
- Use dynamic web addresses for published pages
Published pages can only be accessed through dynamic web addresses such as “http://localhost/page.aspx?id=123”
- Enable use of static web addresses for published pages
Pages can be published to static web addresses such as “http://localhost/about.html”.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

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

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

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

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



3.13.3 Scheduled Publishing and Expiration

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

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

Scheduled publishing:

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

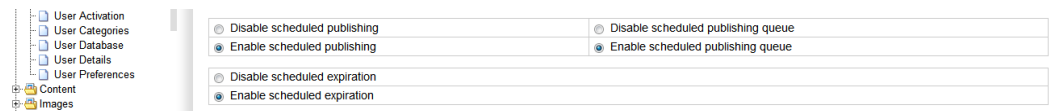
Scheduled expiration:

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

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

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

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

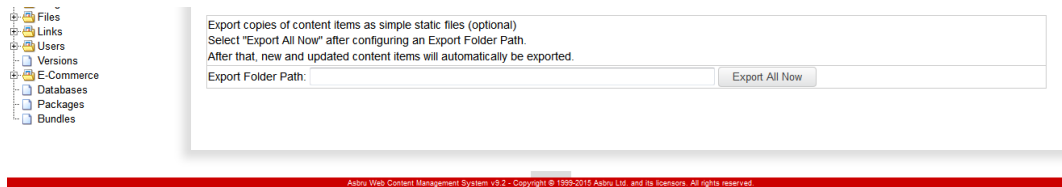


3.13.4 Export Content As Static HTML Pages and Files

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

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

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

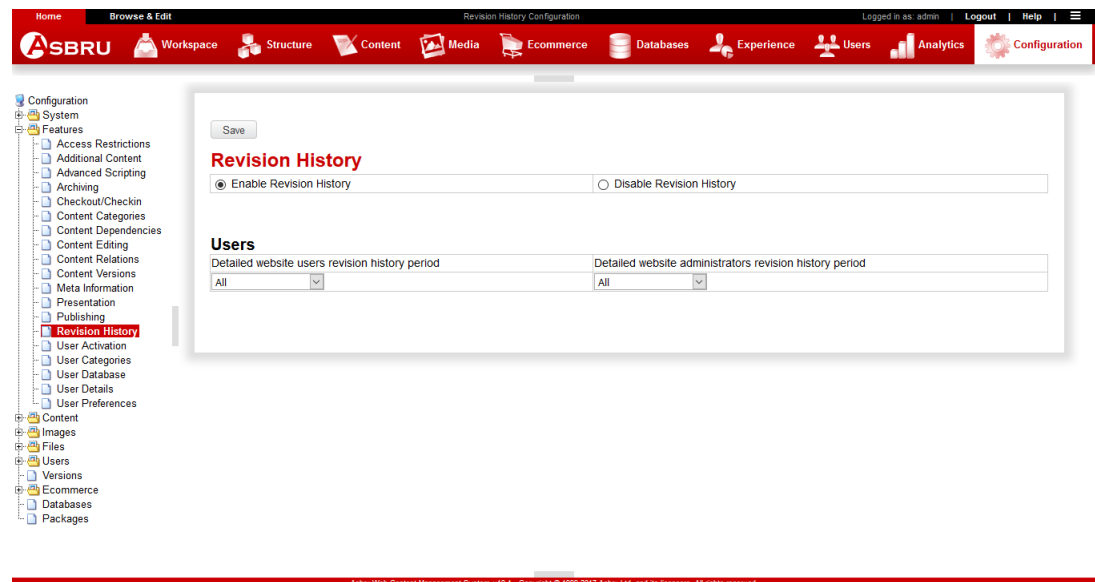


3.14 Revision History for Content and User Account Change Log

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

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

Optionally, revision history information can also be logged for website user and administrator accounts to track and document changes to your website users/administrators. Revision history information for website user/administrator accounts will be logged and kept for the given periods of time after which it will automatically be deleted. The revision history information for each website user/administrator account can be viewed on the Users administration pages (Please see Website Administrator Guide for details).



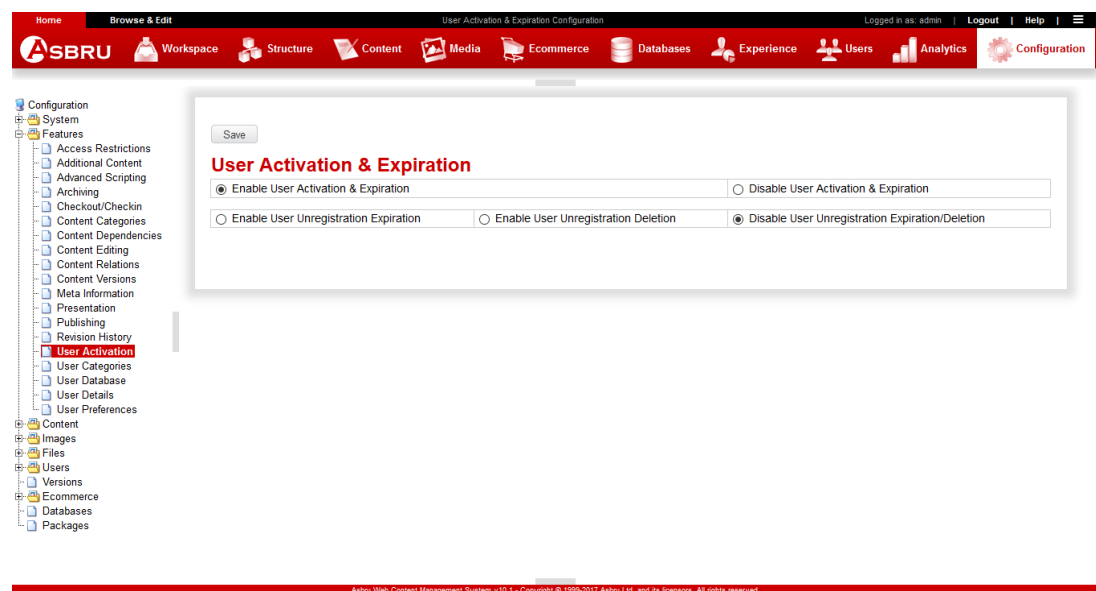
3.15 User Activation and Expiration for Time-Limited User Accounts

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

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

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

As default website user accounts can only be expired/deactivated and deleted by website administrators. Optionally, website users can be given access to expire/deactivate or completely delete their own user accounts (using links to the “/unregister.aspx”, “/unregister.jsp” and “/unregister.php” program scripts).



3.16 User Categories for Organising Many User Accounts

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

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

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

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

3.16.1 User Classes

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

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

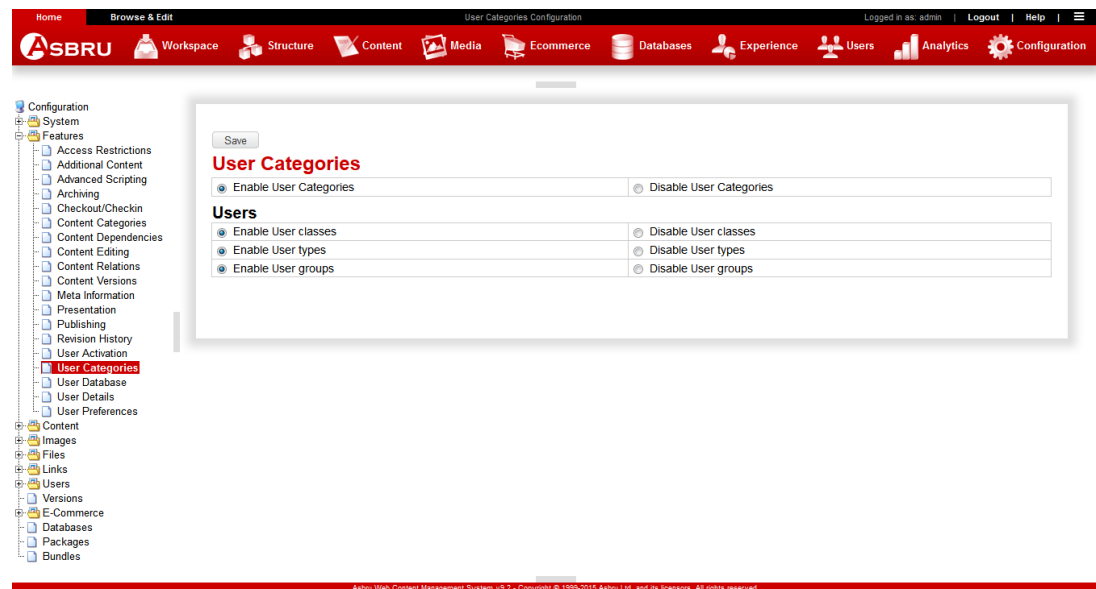
3.16.2 User Groups and Types

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

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

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

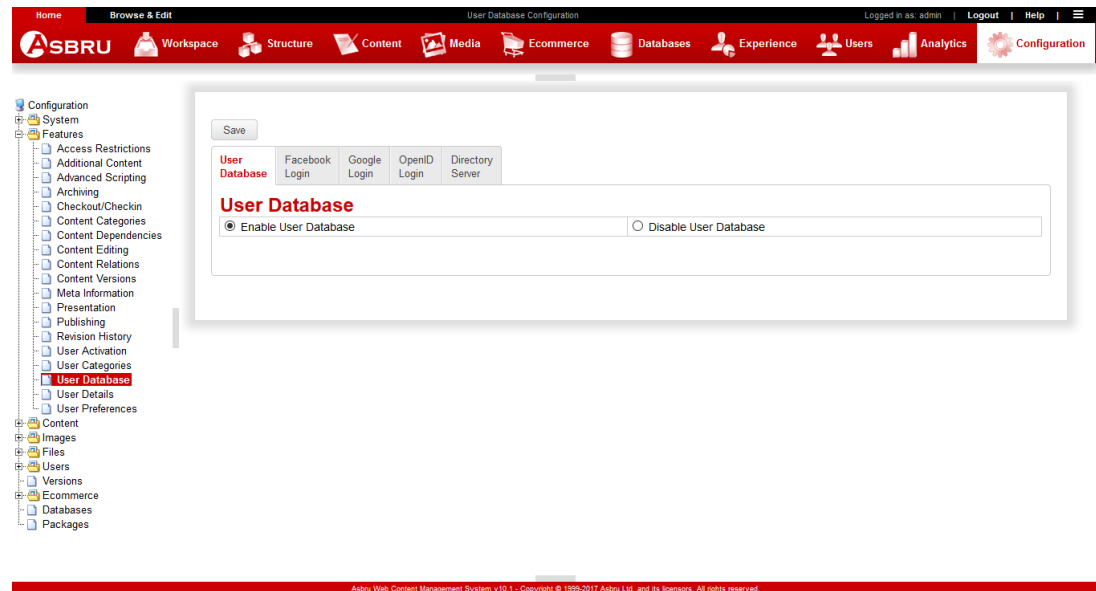
User Groups and Types are accessed through the Group and Type left-hand menu items on the user database administration pages to add and manage your user accounts for your user groups and types. Selecting one of the Group or Type menu items will only list user accounts of the selected group or type. The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



3.17 User Database for Website Administrators and Registered Users

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

- **Enable User Database**
Use the web content management system's internal user database to enable website user registration and login as well as website administrator user accounts and logins to the web content management system administration pages.
- **Disable User Database**
Disable website user access to register and login and disable use of website administrator user accounts and logins to the web content management system administration pages.



3.17.1 Facebook Login

Community Add-On module only.

As default website administrators or website users themselves register as users of your website and enter their username and password to login to your website. Optionally, Facebook can be used to login to your website (and optionally register new users as users of your website in the web content management system users database).

- **Enable Facebook Website Login**
Enable website users to use Facebook to login to your website (using links to the “/login_facebook.aspx”, “/login_facebook.jsp” or “/login_facebook.php” program scripts).
- **Disable Facebook Website Login**
Disable website users from using Facebook to login to your website (using links to the “/login_facebook.aspx”, “/login_facebook.jsp” or “/login_facebook.php” program scripts).
- **Enable Facebook Website Administrator Login**
Enable website administrators to use Facebook to login to your web content management system administration pages (using links on the login page).
- **Disable Facebook Website Administrator Login**
Disable website administrators from using Facebook login to your web content management system administration pages (using links on the login page).
- **Client/App Id**
Your personal client/app id issued by Facebook to use the Facebook login services.

- **Client/App Secret**
Your personal client/app secret issued by Facebook to use the Facebook login services.
- **Scope**
The “scope” attributes as defined by Facebook for which user data to get access to on login.
- **Username Attribute**
The Facebook user attribute name used as the user’s username on your website and in the web content management system. Leave blank to use the default (email) username attribute.

3.17.1.1 New User Registration

Facebook login only provides basic user details such as username, email and name. For additional user details each user should also have a matching user account in the web content management system user database. Website administrators must have a matching user account in the web content management system user database to login.

When a new website user logs in, a new matching user account in the web content management system user database can automatically be created as if the user registered for a user account on your website.

- **User Template**
The user account that is copied to create new registered user accounts. This user account defines the user categories and access permissions for new registered user accounts.
- **Personal Page**
Optionally, the content page that is copied to create a personal page for new registered user. This content page defines the initial content of a new registered user’s personal page.
- **New User Page**
Optionally, a content page which new users are redirected to.

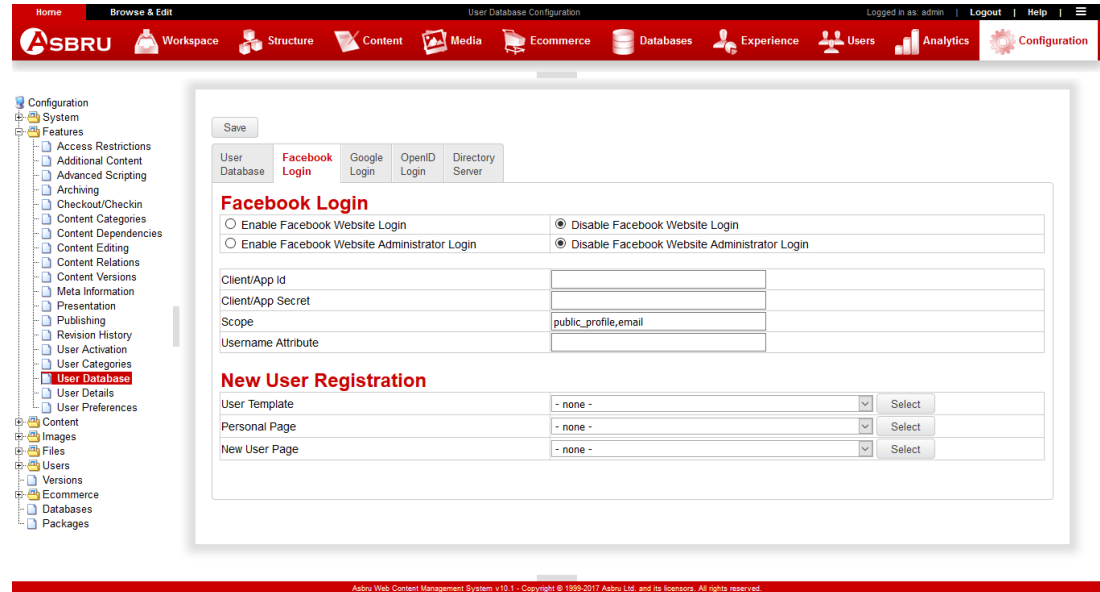
3.17.1.2 Website Login Page

To give website users access to login using Facebook, a link named for example “Login using Facebook” should be added to the configured default login page. The link should be to the web content management system’s Facebook login script/program, which is “/login_facebook.aspx” or “/login_facebook.jsp” or “/login_facebook.php” depending on the programming language version.

The default login page can also still include a standard login form to login for users registered in the web content management system’s user database.

3.17.1.3 Website Administrator Login Page

If Facebook website administrator login is enabled, the web content management system administration login page will automatically add a “Login using: Facebook” link.



3.17.2 Google Login

Community Add-On module only.

As default website administrators or website users themselves register as users of your website and enter their username and password to login to your website. Optionally, Google can be used to login to your website (and optionally register new users as users of your website in the web content management system users database).

- **Enable Google Website Login**
Enable website users to use Google to login to your website (using links to the “/login_google.aspx”, “/login_google.jsp” or “/login_google.php” program scripts).
- **Disable Google Website Login**
Disable website users from using Google to login to your website (using links to the “/login_google.aspx”, “/login_google.jsp” or “/login_google.php” program scripts).
- **Enable Google Website Administrator Login**
Enable website administrators to use Google to login to your web content management system administration pages (using links on the login page).
- **Disable Google Website Administrator Login**
Disable website administrators from using Google to login to your web content management system administration pages (using links on the login page).
- **Client/App Id**
Your personal client/app id issued by Google to use the Google login services.

- **Client/App Secret**
Your personal client/app secret issued by Google to use the Google login services.
- **Scope**
The “scope” attributes as defined by Google for which user data to get access to on login.
- **Username Attribute**
The Google user attribute name used as the user’s username on your website and in the web content management system. Leave blank to use the default (email) username attribute.

3.17.2.1 New User Registration

Google login only provides basic user details such as username, email and name. For additional user details each user should also have a matching user account in the web content management system user database. Website administrators must have a matching user account in the web content management system user database to login.

When a new website user logs in, a new matching user account in the web content management system user database can automatically be created as if the user registered for a user account on your website.

- **User Template**
The user account that is copied to create new registered user accounts. This user account defines the user categories and access permissions for new registered user accounts.
- **Personal Page**
Optionally, the content page that is copied to create a personal page for new registered user. This content page defines the initial content of a new registered user’s personal page.
- **New User Page**
Optionally, a content page which new users are redirected to.

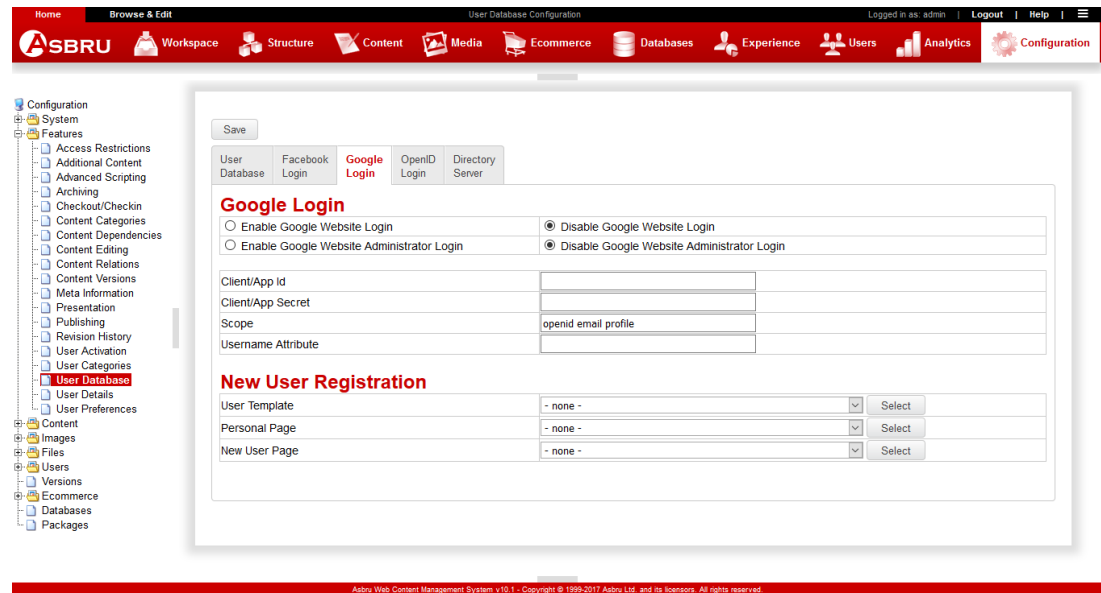
3.17.2.2 Website Login Page

To give website users access to login using Google, a link named for example “Login using Google” should be added to the configured default login page. The link should be to the web content management system’s Google login script/program, which is “/login_google.aspx” or “/login_google.jsp” or “/login_google.php” depending on the programming language version.

The default login page can also still include a standard login form to login for users registered in the web content management system’s user database.

3.17.2.3 Website Administrator Login Page

If Google website administrator login is enabled, the web content management system administration login page will automatically add a “Login using: Google” link.



3.17.3 OpenID Login

Enterprise Edition/Suite only.

As default website administrators or website users themselves register as users of your website and enter their username and password to login to your website. Optionally, any OpenID login service can be used to login to your website (and optionally register new users as users of your website in the web content management system users database).

- **Enable OpenID Website Login**
Enable website users to use OpenID to login to your website (using links to the “/login_openid.aspx”, “/login_openid.jsp” or “/login_openid.php” program scripts).
- **Disable OpenID Website Login**
Disable website users from using OpenID to login to your website (using links to the “/login_openid.aspx”, “/login_openid.jsp” or “/login_openid.php” program scripts).
- **Enable OpenID Website Administrator Login**
Enable website administrators to use OpenID to login to your web content management system administration pages (using links on the login page).
- **Disable OpenID Website Administrator Login**
Disable website administrators from using OpenID to login to your web content management system administration pages (using links on the login page).
- **Client/App Id**
Your personal client/app id issued by the OpenID service provider to use the OpenID login services.

- **Client/App Secret**
Your personal client/app secret issued by the OpenID service provider to use the OpenID login services.
- **Scope**
Server/service provider specific names of data to be accessed for users (separated by spaces or commas depending on the OpenID server/service). For example:
 - Facebook
public_profile,email
 - Google
openid email profile
 - Other OpenID
openid email profile

Each OpenID service provider may only support parts of the OpenID standards and may require use of special URLs and parameters and access methods. The web content management system's OpenID Login functionality can be configured to support almost any OpenID service. As default standard OpenID parameter names are used, but if required special codes etc. can be used in the configured URLs as described in the following. The specific URLs and parameters and access methods to be used must be provided by the OpenID service provider.

- **Authorization URL**
The URL provided by the OpenID server/service to which website users are redirected to to login and authorise you access to their data.

Note: The web content management will automatically append URL parameters for the configured client/app id and scope as well as the web content management's login URL, so such parameters should not be included in the configured authorization URL.

If the OpenID server/service requires additional/non-standard parameters then special codes can be included in configured URL for such additional/non-standard parameters:

If the configured URL contains the special code “@@@scope@@@” then a scope parameter will not automatically be appended to the configured access token URL. Instead the “@@@scope@@@” special code(s) will be replaced by the configured scope.

If the configured URL contains the special code “@@@client_id@@@” then a client/app id parameter will not automatically be appended to the configured access token URL. Instead the “@@@client_id@@@” special code(s) will be replaced by the configured client/app id.

If the configured URL contains the special code “@@@redirect_uri@@@” then a redirection URL parameter with the web content management system's login URL will not automatically be appended to the configured access token URL. Instead the “@@@redirect_uri@@@” special code(s) will be replaced by the web content management system's login URL.

For example:

- Facebook
`https://www.facebook.com/v2.8/dialog/oauth?`
- Google
`https://accounts.google.com/o/oauth2/v2/auth?response_type=code&`
- Other OpenID
`https://openid.example.com/oauth2/auth?response_type=code&`

- Access Token URL
Only used for OpenID Basic flow. Leave blank for OpenID Implicit flow.

The URL provided by the OpenID server/service for the web content management system to obtain an access token to access user information.

An access token URL is only required and should only be configured if the configured authorization URL is of the type “response_type=code”. If the configured authorization URL is of the type “response_type=token” then no access token URL is required and it should be left blank.

Note: The web content management will automatically append URL parameters for the configured client/app id and client/app secret as well as the web content management system’s login URL and the “code” parameter returned by the authorization URL (above), so such parameters should not be included in the configured access token URL.

If the OpenID server/service requires additional/non-standard parameters then special codes can be included in configured URL for such additional/non-standard parameters:

If the configured URL contains the special code “@@@code@@@” then a “code” parameter will not automatically be appended to the configured access token URL. Instead the “@@@code@@@” special code(s) will be replaced by the “code” parameter returned by the authorization URL.

If the configured URL contains the special code “@@@client_id@@@” then a client/app id parameter will not automatically be appended to the configured access token URL. Instead the “@@@client_id@@@” special code(s) will be replaced by the configured client/app id.

If the configured URL contains the special code “@@@client_secret@@@” then a client/app secret parameter will not automatically be appended to the configured access token URL. Instead the “@@@client_secret@@@” special code(s) will be replaced by the configured client/app secret.

If the configured URL contains the special code “@@@redirect_uri@@@” then a redirection URL parameter with the web content management system’s login URL will not automatically be appended to the configured access token URL. Instead the “@@@redirect_uri@@@” special code(s) will be replaced by the web content management system’s login URL.

If the OpenID server/service requires the client/app id and client/app secret to be used as HTTP Authorization instead of as URL parameters then the configured access token URL should be for example:

`https://@@@client_id@@@:@@@client_secret@@@www.googleapis.com/oauth2/v4/token?grant_type=authorization_code&`

If the OpenID server/service specifically requires the use of HTTP GET or HTTP POST then the configured access token URL should be for example:

GET `https://openid.example.com/oauth2/token?grant_type=authorization_code&`

or

POST `https://openid.example.com/oauth2/token?grant_type=authorization_code&`

For example:

- Facebook
`https://graph.facebook.com/v2.8/oauth/access_token?`
- Google
`https://www.googleapis.com/oauth2/v4/token?grant_type=authorization_code&`
- Other OpenID
`https://openid.example.com/oauth2/token?grant_type=authorization_code&`

- User/Token Information URL

The URL provided by the OpenID server/service for the web content management system
Note: The web content management will automatically append an URL parameter for the “access_token” parameter returned by the access token URL (above), so such a parameter should not be included in the configured user/token information URL.

If the OpenID server/service requires additional/non-standard parameters then special codes can be included in configured URL for such additional/non-standard parameters:

If the configured URL contains the special code “@@@access_token@@@” then an “access_token” parameter will not automatically be appended to the configured user/token information URL. Instead the “@@@access_token@@@” special code(s) will be replaced by the “access_token” attribute returned by the authorization URL or the access token URL.

If the configured URL contains the special code “@@@client_id@@@” then the “@@@client_id@@@” special code(s) will be replaced by the configured client/app id.

If the configured URL contains the special code “@@@client_secret@@@” then the “@@@client_secret@@@” special code(s) will be replaced by the configured client/app secret.

If the OpenID server/service requires the client/app id and client/app secret to be used as

HTTP Authorization then the configured user/token information URL should be for example:

`https://@@@client_id@@@:@@@client_secret@@@www.googleapis.com/oauth2/v3/userinfo?`

If the OpenID server/service specifically requires the use of HTTP GET or HTTP POST then the configured user/token information URL should be for example:

GET `https://openid.example.com/oauth2/userinfo?`

or

POST `https://openid.example.com/oauth2/userinfo?`

For example:

- Facebook
`https://graph.facebook.com/debug_token?input_token=@@@access_token@@@&access_token=@@@access_token@@@&`
- Google
`https://www.googleapis.com/oauth2/v3/userinfo?`
- Other OpenID
`https://openid.example.com/oauth2/userinfo?`

- Additional User/Token Information URL
Optionally, the URL provided by the OpenID server/service for the web content management system to obtain additional user/token information.

An additional user/token information URL is only required and should only be configured if the OpenID server/service requires this. Otherwise, no access token URL is required and it should be left blank.

Special codes can be included in configured URL for parameters:

If the configured URL contains the special code “@@@access_token@@@” then the “@@@access_token@@@” special code(s) will be replaced by the “access_token” attribute returned by the authorization URL or the access token URL.

If the configured URL contains the special code “@@@client_id@@@” then the “@@@client_id@@@” special code(s) will be replaced by the configured client/app id.

If the configured URL contains the special code “@@@client_secret@@@” then the “@@@client_secret@@@” special code(s) will be replaced by the configured client/app secret.

If the configured URL contains the special code “@@@id@@@” then the “@@@id@@@” special code(s) will be replaced by the configured “id attribute” (below) returned by the (primary) user/token information URL (above).

If the OpenID server/service requires the client/app id and client/app secret to be used as HTTP Authorization then the configured user/token information URL should be for example:

`https://@@@client_id@@@:@@@client_secret@@@graph.facebook.com/v2.8/@@@id@@@?fields=id,name,email`

If the OpenID server/service specifically requires the use of HTTP GET or HTTP POST then the configured user/token information URL should be for example:

GET `https://openid.example.com/user/@@@id@@@?fields=id,name,email`

or

POST `https://openid.example.com/user/@@@id@@@?fields=id,name,email`

For example:

- Facebook
`https://graph.facebook.com/v2.8/@@@id@@@?fields=id,name,email&access_token=@@@access_token@@@`
 - Other OpenID
`https://openid.example.com/user/@@@id@@@?fields=id,name,email`
- Id Attribute
Optionally, the name of the (primary) user/token information attribute to be used for the additional user/token information URL. For example, a user id number in the (primary) user/token information may be required to access additional user/token information for that user. For example:
 - Facebook
user_id
- Username Attribute
The name of the user/token information attribute to be used as the user's username on your website and/or in the web content management system. For example:
 - Facebook / Google / Other OpenID
email
- Email Attribute
Optionally, the name of the user/token information attribute to be used as the user's email on your website and/or in the web content management system. For example:
 - Facebook / Google / Other OpenID
email
- Name Attribute
Optionally, the name of the user/token information attribute to be used as the user's name

on your website and/or in the web content management system. For example:

- Facebook / Google / Other OpenID
name

3.17.3.1 New User Registration

OpenID login only provides basic user details such as username, email and name. For additional user details each user should also have a matching user account in the web content management system user database. Website administrators must have a matching user account in the web content management system user database to login.

When a new website user logs in, a new matching user account in the web content management system user database can automatically be created as if the user registered for a user account on your website.

- User Template
The user account that is copied to create new registered user accounts. This user account defines the user categories and access permissions for new registered user accounts.
- Personal Page
Optionally, the content page that is copied to create a personal page for new registered user. This content page defines the initial content of a new registered user's personal page.
- New User Page
Optionally, a content page which new users are redirected to.

3.17.3.2 Website Login Page

To give website users access to login using OpenID, a link named for example "Login using OpenID" should be added to the configured default login page. The link should be to the web content management system's OpenID login script/program, which is "/login_openid.aspx" or "/login_openid.jsp" or "/login_openid.php" depending on the programming language version.

The default login page can also still include a standard login form to login for users registered in the web content management system's user database.

3.17.3.3 Website Administrator Login Page

If OpenID website administrator login is enabled, the web content management system administration login page will automatically add a "Login using: OpenID" link.

The screenshot shows the 'User Database Configuration' page in the Asbru Web Content Management System. The interface includes a top navigation bar with the Asbru logo and various system modules like Workspace, Structure, Content, Media, Ecommerce, Databases, Experience, Users, Analytics, and Configuration. A left sidebar lists configuration categories such as System, Features, Access Restrictions, Content, Users, and Packages. The main content area is titled 'User Database Configuration' and contains a 'Save' button and tabs for 'User Database', 'Facebook Login', 'Google Login', 'OpenID Login', and 'Directory Server'. The 'OpenID Login' tab is active, showing options to enable or disable OpenID Website and Administrator Login, fields for Client/App Id, Client/App Secret, and Scope, and a section for 'New User Registration' with dropdown menus for User Template, Personal Page, and New User Page.

3.17.4 External LDAP Directory Server

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

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

- **Disable User Directory**
Do not use any external LDAP directory server.
- **Enable User Directory**
Use an external LDAP directory server.

An external directory server can be used exclusively as the user database for the web content management system, or it can be used in combination with the web content management system's internal user database.

- **Enable WCMS User Database Data**
The external LDAP directory server will be used for username/password authentication and the configured directory server user data attributes, but if a matching user account username exists in the web content management system's internal user database then the

user data from the web content management system's internal user database will also be used for other user data than configured directory server user data attributes.

For example, user accounts' username, password, name, title, organisation and email may be managed in the external LDAP directory server, while other user data are managed in the web content management system's internal user database.

- **Disable WCMS User Database Data**
The external LDAP directory server will be used for username/password authentication and for the user data. If a matching user account username exists in the web content management system's internal user database then the user data from the web content management system's internal user database will be ignored.
- **Enable WCMS User Database Login**
If a login username does not exist in the external LDAP directory server then login to the web content management system's internal user database will be attempted instead.
For example, website administrator user accounts may be managed in the external LDAP directory server, while registered website user accounts are managed in the web content management system's internal user database.
- **Disable WCMS User Database Login**
Only login to the external LDAP directory server is enabled. Login to user accounts which only exist in the web content management system's internal user database is disabled.

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

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

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

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

- **Bind DN**
The Distinguished Name to be used to connect/bind to the directory server - for example:
"uid=admin, ou=Administrators, ou=TopologyManagement, o=NetscapeRoot"
- **Bind Password**
The password to be used for the Distinguished Name to connect/bind to the directory

server.

- Root DSE
The directory server root entry - for example: "dc=asbrusoft,dc=com"
- Username
The directory server attribute name used for usernames - for example: "uid".

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

- User Details
 - Title
The directory server attribute name used for a user's title.
 - Name
The directory server attribute name used for a user's name - for example: "cn".
 - Organisation
The directory server attribute name used for a user's organisation - for example: "o".
 - Email
The directory server attribute name used for a user's email address - for example: "mail".
 - Gender
The directory server attribute name used for a user's gender.
 - Birthdate
 - Day
The directory server attribute name used for a user's birthdate day.
 - Month
The directory server attribute name used for a user's birthdate month.
 - Year
The directory server attribute name used for a user's birthdate year.
 - Notes
The directory server attribute name used for various user notes.
 - Custom User Details
The directory server attribute name used for custom user details attributes.
- User Categories

- Class
The directory server attribute name used for a user's "class" - for example "objectClass".
- Class: Administrator
The directory server attribute value used for "administrator" class users - for example "inetadmin".
- Group
The directory server attribute name used for a user's "group" - for example "memberOf".
- Type
The directory server attribute name used for a user's "type" - for example "objectClass".
- Additional Groups
The directory server attribute name used for a user's "additional groups" - for example "memberOf".
- Additional Types
The directory server attribute name used for a user's "additional types" - for example "objectClass".
- Activation & Expiration
 - Activate On
The directory server attribute name used for a user's activation date/time.
 - Activation Email
The directory server attribute name used for a user's activation email.
 - Notify On
The directory server attribute name used for a user's notification date/time
 - Notification Email
The directory server attribute name used for a user's notification email.
 - Expire On
The directory server attribute name used for a user's expiration date/time
 - Expiration Email
The directory server attribute name used for a user's expiration email.
- Home / Invoice Details
 - Name
The directory server attribute name used for a user's home/invoice name.
 - Organisation
The directory server attribute name used for a user's home/invoice organisation.

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

- Country
The directory server attribute name used for a user's work/delivery country.
 - Phone
The directory server attribute name used for a user's work/delivery phone number.
 - Fax
The directory server attribute name used for a user's work/delivery fax number.
 - Email
The directory server attribute name used for a user's work/delivery email address.
 - Website
The directory server attribute name used for a user's work/delivery website address.
- Payment Details
 - Card Type
The directory server attribute name used for a user's payment details card type.
 - Card Number
The directory server attribute name used for a user's payment details card number.
 - Card Issued
The directory server attribute name used for a user's payment details card issued date.
 - Card Expiry
The directory server attribute name used for a user's payment details card expiry date.
 - Name On Card
The directory server attribute name used for a user's payment details card name.
 - CVC
The directory server attribute name used for a user's payment details card CVC code.
 - Issue Number
The directory server attribute name used for a user's payment details card issue number.
 - Postal/Zip Code
The directory server attribute name used for a user's payment details card postal/zip code.
- Administrator Preferences

- Content Editor
The directory server attribute name used for a user's content editor administrator preference. The attribute value should be blank, "HardCore", "HardCore1", "HardCore2" or "textarea".
- Image upload
The directory server attribute name used for a user's image upload administrator preference. The attribute value should be blank or "yes".
- HTML format
The directory server attribute name used for a user's image upload administrator preference. The attribute value should be blank, "html", "html4", "html5" or "xhtml".
- Input field size
 - Width
The directory server attribute name used for a user's input field size width administrator preference.
 - Height
The directory server attribute name used for a user's input field size height administrator preference.
- Output On Enter Key
 - Enter
The directory server attribute name used for a user's output on enter key administrator preference.
 - Ctrl+Enter
The directory server attribute name used for a user's output on ctrl+enter key administrator preference.
 - Shift+Enter
The directory server attribute name used for a user's output on shift+enter key administrator preference.
 - Alt+Enter
The directory server attribute name used for a user's output on alt+enter key administrator preference.
- Skin
The directory server attribute names used for a user's skin administrator preference.
- Toolbar
The directory server attribute names used for a user's toolbar administrator preferences. The attribute value should be a pre-defined toolbar identifier: blank (default/custom), "-RIBBON-", "-TOOLBAR-", "-COMPACT2-", "-FULL-", "-MINIMAL-".

- **Toolbar 1 + 2 + 3 + 4 + 5**
The directory server attribute names used for a user's toolbar line administrator preferences. The attribute values should be the toolbar button names used by the web content management system separated by spaces.
- **Format Options**
The directory server attribute names used for a user's format options administrator preferences.
- **Font Name Options**
The directory server attribute names used for a user's font name options administrator preferences.
- **Font Size Options**
The directory server attribute names used for a user's font size options administrator preferences.
- **Custom Javascript Options**
The directory server attribute names used for a user's custom Javascript options administrator preferences.
- **Start Page**
The directory server attribute names used for a user's start page administrator preference.
- **Hide Administration Sections And Menus**
The directory server attribute names used for a user's administration sections and menus administrator preferences. The attribute values should be blank or "forbid".
- **Personal Workspace Sections**
The directory server attribute name used for a user's personal workspace sections preferences. The attribute values should be the personal workspace sections codes used by the web content management system separated by spaces.
- **Index Pages Columns**
The directory server attribute names used for a user's index pages columns preferences. The attribute values should be the index pages columns codes used by the web content management system separated by spaces.
- **Index Pages Menus**
The directory server attribute names used for a user's index pages menus preferences. The attribute value should be blank or "multi" or "single".
- **Usage Statistics Reports**
The directory server attribute name used for a user's usage statistics reports preferences. The attribute value should be the usage statistics reports codes used by the web content management system separated by spaces.

- Sales Reports
The directory server attribute name used for a user's sales reports preferences.
The attribute value should be the sales reports codes used by the web content management system separated by spaces.

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Name

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City

State

Country

Phone

Fax

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Name	
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- Search Words	
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3.18 User Details for User Address and Payment Details

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

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

The screenshot shows the Asbru Web Content Management System configuration interface. The top navigation bar includes links for Home, Workspace, Structure, Content, Media, Ecommerce, Databases, Experience, Users, Analytics, and Configuration. The left sidebar shows a tree view of the configuration options, with 'User Details' highlighted under the 'Users' section. The main content area displays the 'User Address and Payment Details' configuration page. It features a 'Save' button and two radio buttons: 'Enable User Address and Payment Details' (which is selected) and 'Disable User Address and Payment Details'.

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3.19 User Preferences for Personal Website Administrator Preferences

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

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

- **Enable User Administrator Preferences**
Use personal administrator preferences for user accounts.
- **Disable User Administrator Preferences**
Do not use personal administrator preferences for user accounts.

Website administrators can also be given access to update their own personal details and preferences (through their logged in username as displayed at the top of the web content management system administration pages).

- **Enable Personal User Administrator Preferences**
Use personal administrator preferences page for logged in website administrator.
- **Disable Personal User Administrator Preferences**
Do not use personal administrator preferences page for logged in website administrator.
- **Disabled Personal User Administrator Preferences Inputs**
Disable individual inputs on the personal administrator preferences page. List of input names separated by blanks (username onetimepassword title photo name organisation email gender birthdate birthday birthmonth birthyear invoice_name invoice_organisation invoice_address invoice_postalcode invoice_city invoice_state invoice_country invoice_phone invoice_fax invoice_email invoice_website delivery_name delivery_organisation delivery_address delivery_postalcode delivery_city delivery_state delivery_country delivery_phone delivery_fax delivery_email delivery_website card_type card_number card_issuedmonth card_issuedyear card_expiryyear card_expiryyear card_name card_cvc card_issue card_postalcode content_editor_default content_editor_hardcore content_editor_hardcore1 content_editor_hardcore2 content_editor_textarea hardcore_upload_default hardcore_upload_enable hardcore_upload_disable hardcore_format_default hardcore_format_html hardcore_format_html4 hardcore_format_html5 hardcore_format_xhtml hardcore_width hardcore_height hardcore_onenter hardcore_onctrlenter hardcore_onshiftenter hardcore_onaltenter hardcore_skin hardcore_toolbar_default hardcore_toolbar_ribbon hardcore_toolbar_toolbar hardcore_toolbar_compact hardcore_toolbar_full hardcore_toolbar_minimal hardcore_toolbar1 hardcore_toolbar2 hardcore_toolbar3 hardcore_toolbar4 hardcore_toolbar5 hardcore_toolbar6 hardcore_toolbar7 hardcore_toolbar8 hardcore_formatblock hardcore_fontname hardcore_fontsize

hardcore_customscript)

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User Administrator Preferences

<input checked="" type="radio"/> Enable User Administrator Preferences	<input type="radio"/> Disable User Administrator Preferences
<input checked="" type="radio"/> Enable Personal User Administrator Preferences	<input type="radio"/> Disable Personal User Administrator Preferences
<input checked="" type="radio"/> Enable Personal User Administrator Preferences for all website administrators	<input type="radio"/> Require user groups/types access permissions for website administrators for access to Personal User Administrator Preferences

Disabled Personal User Administrator Preferences inputs:

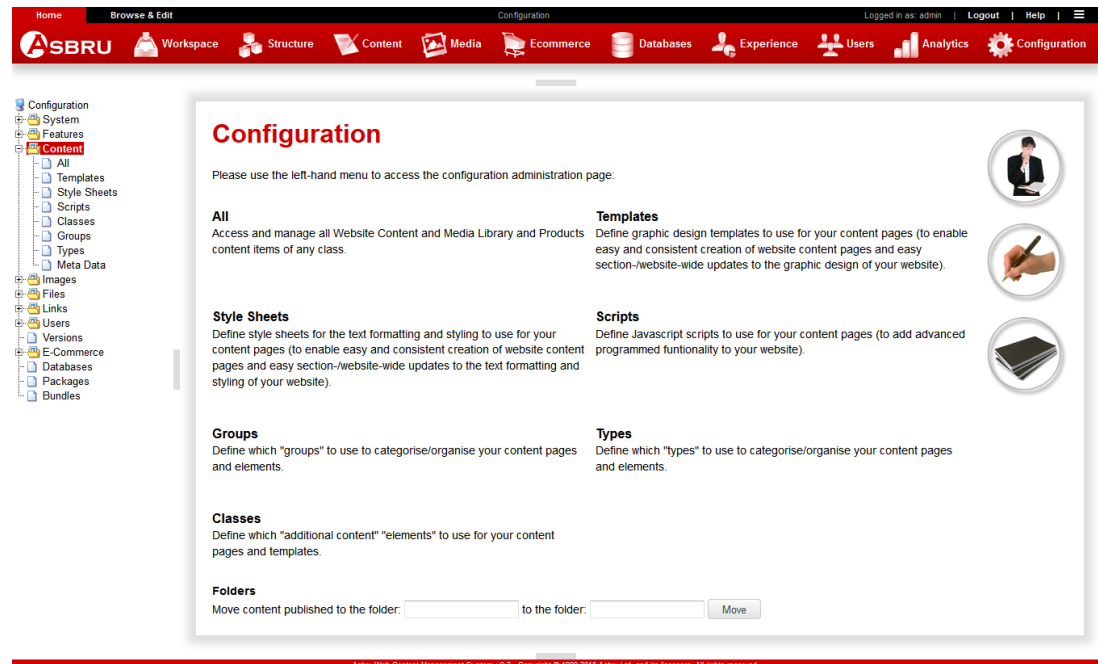
Comments

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4 Website Content Configuration

4.1 Content Configuration

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



4.1.1 Move / Rename Static Web Address Folders

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

4.1.2 Website Content Administration

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

You can access special website content administration pages with all content items of any content class from both the Website Content, Media Library and Products & Orders administration sections through the All left-hand menu items. This can be used for easy access to manage all content items of any content class of a given content package, group or type.

The screenshot shows the Asbru Web Content Management System interface. The top navigation bar includes links for Home, Workspace, Structure, Content, Media, Ecommerce, Databases, Experience, Users, Analytics, and Configuration. The left sidebar shows a tree view of the system configuration, with 'Content' expanded and 'Classes' selected. The main content area displays a table of content classes with columns: Package, Class, Bundle, Group, Type, Version, Device, Segment, Variant, Element, Id, and Status. The table lists various content classes such as 'Store', 'About Us', 'Accessibility', 'Add New Event', 'Advanced Search', 'Annual Report 2020', and 'Annual Report 2021'. Below the table, there are buttons for 'Select All', 'Deselect All', 'Publish', 'Move', 'Archive', 'Delete', 'Checkout', 'Checkin', 'Check Links', and 'Validate Markup'.

Package	Class	Bundle	Group	Type	Version	Device	Segment	Variant	Element	Id	Status
	page		Store			Phone			@@@include database=S	154	Published: 2013-08-01 19:24:11
	page		Store						@@@include database=S	657	Published: 2013-08-22 17:18:22
	page		About						About Us	19	Published: 2013-08-22 13:11:46
	page		About			Phone			About Us	668	Published: 2013-08-10 18:33:17
	page		Utilities						Accessibility	41	Published: 2013-08-01 12:45:02
	page		Events	Events					Add New Event	239	Published: 2013-04-28 10:26:38
	page		Events	Events					Add New Event -	510	Published: 2013-04-28 10:29:49
	page		Events	Events					Add New Event Thank You	246	Published: 2010-09-01 14:32:52
	page		Utilities						Advanced Search	40	Published: 2013-08-02 15:37:23
	page		Product						Advanced Search	477	Published: 2013-08-01 19:14:14
	page		Utilities			Phone			Advanced Search	661	Published: 2013-08-22 17:20:03
	page		Custom			Danish			Afbestilling	594	Published: 2013-03-27 19:24:13
	file		Investor	Other					AGM Agenda 27 October	455	Published: 2010-03-25 15:00:55
	page		Investor			Danish			Aktienegletal	603	Published: 2013-08-08 13:37:14
	file		Investor	Financi					Annual Report 2020	100	Published: 2010-03-25 15:00:55
	file		Investor	Financi					Annual Report 2021	275	Published: 2010-03-28 11:51:18
	file		Investor	Financi					AnnualReport2020_thumbn	272	Published: 2010-03-25 15:02:54
	file		Investor	Financi					AnnualReport2021_smallth	394	Published: 2010-03-25 15:02:54
	file		Investor	Financi					AnnualReport2021_thumbn	274	Published: 2010-03-25 15:02:54
	page		Job	Job					Apply for	58	Published: 2013-08-19 14:18:38
	page		Investor						Articles of Association	230	Published: 2010-03-25 10:07:59

4.1.3 Content Classes Configuration

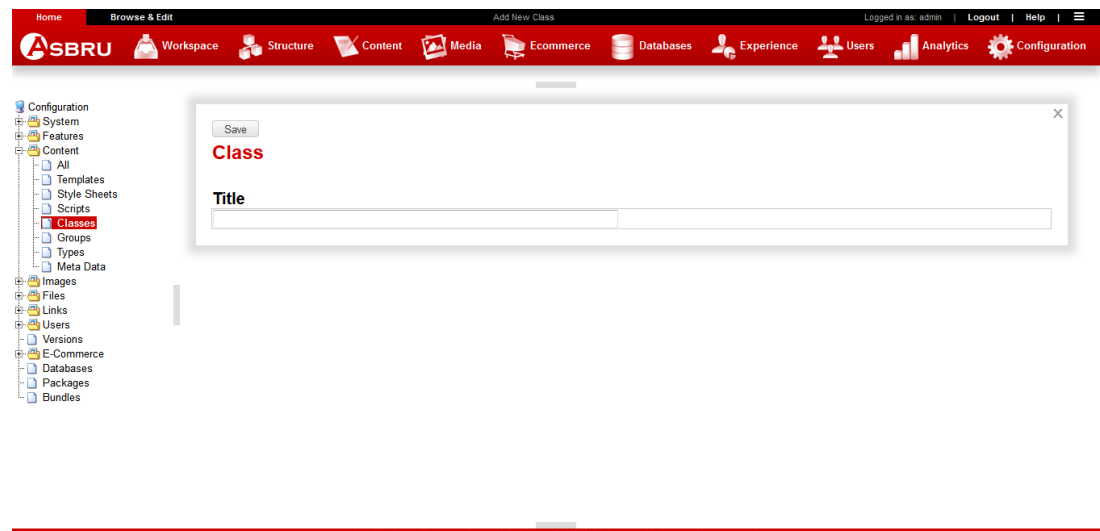
The content classes define which content elements can be used in your templates and pages.

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

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

The screenshot shows the Asbru Web Content Management System interface. The top navigation bar includes links for Home, Workspace, Structure, Content, Media, Ecommerce, Databases, Experience, Users, Analytics, and Configuration. The left sidebar shows a tree view of the system configuration, with 'Content' expanded and 'Classes' selected. The main content area displays a table of content classes with columns: Class, View, Update, and Delete. The table lists various content classes such as 'banner', 'breadcrumbs', 'featurebox1', 'featurebox2', 'footer', 'logo', 'menu', 'personal', 'toolbar', and 'utilities'. Below the table, there are buttons for 'Add New', 'View', 'Update', and 'Delete'.

Class	View	Update	Delete
banner	View	Update	Delete
breadcrumbs	View	Update	Delete
featurebox1	View	Update	Delete
featurebox2	View	Update	Delete
footer	View	Update	Delete
logo	View	Update	Delete
menu	View	Update	Delete
personal	View	Update	Delete
toolbar	View	Update	Delete
utilities	View	Update	Delete



4.1.4 Content Groups and Types Configuration

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

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

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

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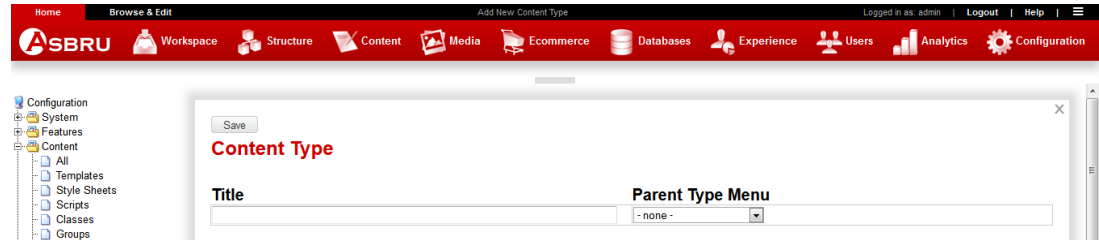
The screenshot shows the 'Content Groups' configuration page. The left sidebar contains a tree view with 'Configuration' expanded, and 'Groups' selected under 'Content'. The main area displays a table of content groups with columns for the group name and actions (View, Update, Delete). A 'Add New' button is at the top right.

Content Group	View	Update	Delete
About Us	View	Update	Delete
Careers	View	Update	Delete
Company Blog	View	Update	Delete
Company Blog Comments	View	Update	Delete
Company Blog Entries	View	Update	Delete
Company News	View	Update	Delete
Customer Service	View	Update	Delete
E-Commerce	View	Update	Delete
Events	View	Update	Delete
Financial News	View	Update	Delete
Home	View	Update	Delete
Intranet	View	Update	Delete
Investor Relations	View	Update	Delete
Job Search	View	Update	Delete
My Account	View	Update	Delete
News & Media	View	Update	Delete
Online Shop	View	Update	Delete
Product Database	View	Update	Delete
Product Forum	View	Update	Delete
Product Forum Comments	View	Update	Delete
Product Forum Threads	View	Update	Delete
Product Forum Topics	View	Update	Delete
Product Review Posts	View	Update	Delete
Product Reviews	View	Update	Delete
Products & Services	View	Update	Delete
Products & Services News	View	Update	Delete
Store Locator	View	Update	Delete

The screenshot shows the 'Add New Content Group' form. The left sidebar is the same as the previous screenshot. The main area has a 'Save' button and a form with 'Title' and 'Parent Group Menu' fields. The 'Parent Group Menu' field has a dropdown menu currently showing '- none -'.

The screenshot shows the 'Content Types' configuration page. The left sidebar contains a tree view with 'Configuration' expanded, and 'Types' selected under 'Content'. The main area displays a table of content types with columns for the type name and actions (View, Update, Delete). A 'Add New' button is at the top right.

Content Type	View	Update	Delete
Events	View	Update	Delete
Events Admin	View	Update	Delete
Job Search	View	Update	Delete
Job Search Admin	View	Update	Delete
News	View	Update	Delete
Product Posts	View	Update	Delete
Special	View	Update	Delete
Support Tickets	View	Update	Delete
Support Tickets Admin	View	Update	Delete

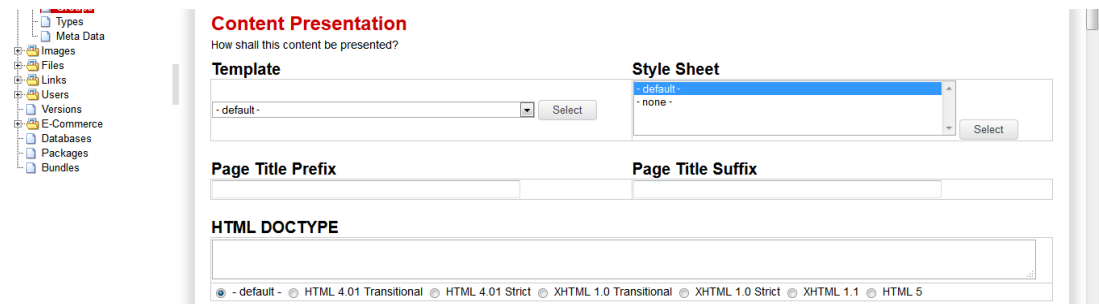


4.1.4.1 Content Presentation

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

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

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



4.1.4.2 Access Restrictions

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

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

Access Restrictions

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

View	Type	Users
Group: <input type="text" value="- public -"/>	<input type="text" value="- public -"/>	<input type="text" value="- all -"/> <input type="button" value="Select"/>
Group: <input type="text" value="- all (administrators) -"/>	<input type="text" value="- all (administrators) -"/>	<input type="text" value="- all -"/> <input type="button" value="Select"/>
Group: <input type="text" value="- all (administrators) -"/>	<input type="text" value="- all (administrators) -"/>	<input type="text" value="- all -"/> <input type="button" value="Select"/>
Group: <input type="text" value="- all (administrators) -"/>	<input type="text" value="- all (administrators) -"/>	<input type="text" value="- all -"/> <input type="button" value="Select"/>
Group: <input type="text" value="- all (administrators) -"/>	<input type="text" value="- all (administrators) -"/>	<input type="text" value="- all -"/> <input type="button" value="Select"/>
Group: <input type="text" value="- all (administrators) -"/>	<input type="text" value="- all (administrators) -"/>	<input type="text" value="- all -"/> <input type="button" value="Select"/>

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4.2 Images Configuration

The Images Configuration pages give you access to configure your image formats, groups and types through the left-hand menu items.

Home Browse & Edit Configuration

ASBRU Workspace Structure Content Media Commerce Databases Experience Users Analytics Configuration

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

Configuration

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

Groups

Define which "groups" to use to categorise/organise your images.

Types




Define which "types" to use to categorise/organise your images.

Formats

Define which image formats to allow.

Folders

Move images published to the folder: to the folder:

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4.2.1 Move / Rename Image Folders

Image content items can be moved using the “Folders: Move files published to the folder: _____ to the folder: _____” input fields at the bottom of the Images Configuration page. Both From and a To folder names should be entered, and only content items already published to

the entered From folder name will be moved to the entered To folder changing the content items' filename - for example changing "myfolder/myimage.jpg" to "myotherfolder/myimage.jpg".

4.2.2 Image Formats Configuration

The image formats define which image formats and filename extensions can be uploaded to the web content management system as image content items.

Select the Configuration / Images / Formats menu item to access the Image Formats configuration. Your currently defined image formats are listed. Select Add New, View, Update and Delete to define your image formats.

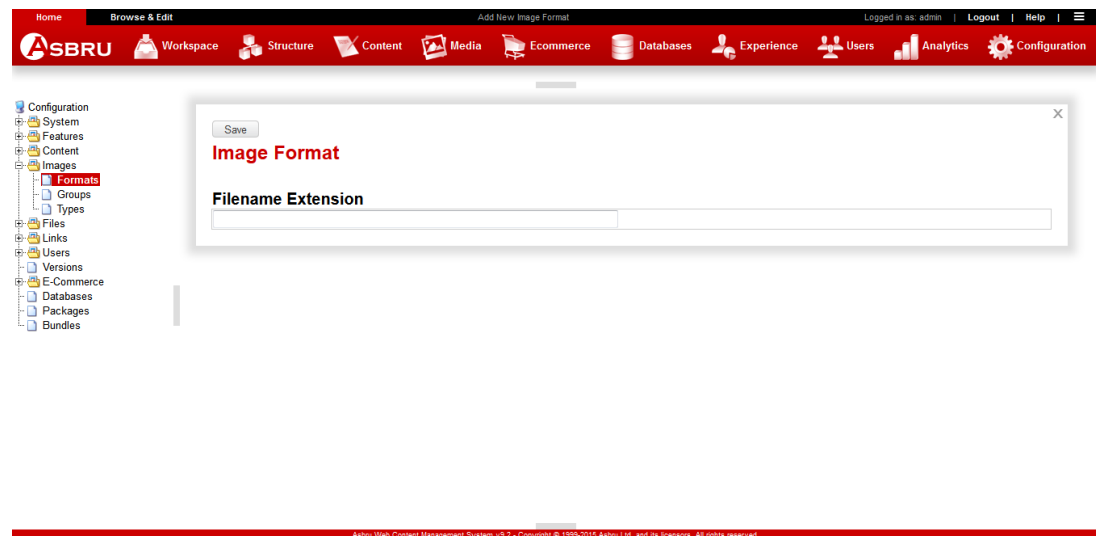
Each image format is simply an image format filename extension as used for images on your local computer.

Please note that other visual media such as movies and Adobe Flash animations and applications can also be configured as image formats for insertion into your website content using the Asbru Web Editor's Insert Media functionality.

The screenshot displays the Asbru Web Content Management System interface. The top navigation bar includes links for Home, Browse & Edit, and various system modules like Workspace, Structure, Content, Media, Ecommerce, Databases, Experience, Users, Analytics, and Configuration. The left sidebar shows a tree view of the system configuration, with 'Formats' highlighted under the 'Images' section. The main content area shows a table of configured image formats. At the top right of this area is a button labeled 'Add New' and a dropdown menu currently set to '- blank -'. The table lists the following formats: ani, class, flv, gif, jpeg, jpg, png, swf, and wmv. Each format has three action buttons: View, Update, and Delete.

Image Format	View	Update	Delete
ani	View	Update	Delete
class	View	Update	Delete
flv	View	Update	Delete
gif	View	Update	Delete
jpeg	View	Update	Delete
jpg	View	Update	Delete
png	View	Update	Delete
swf	View	Update	Delete
wmv	View	Update	Delete

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4.2.3 Image Groups and Types Configuration

The image groups and types define which content categories can be used to organize your website images.

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

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

Asbru Web Content Management System

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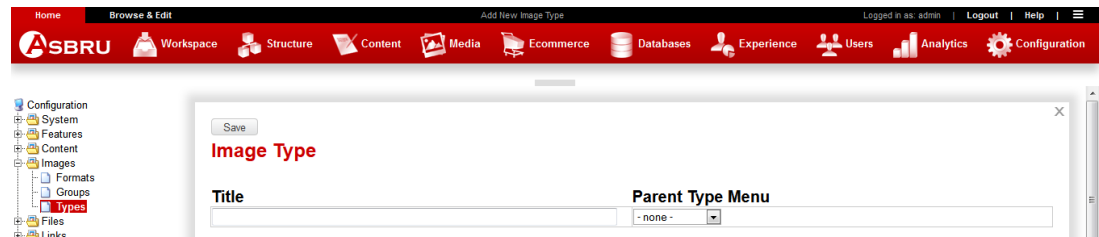
The screenshot shows the 'Image Groups' configuration page. The left sidebar contains a tree view with 'Configuration' expanded, and 'Groups' selected under 'Images'. The main content area displays a table of existing image groups with columns for 'Image Group', 'View', 'Update', and 'Delete'. A 'Add New' button is at the top right. The footer contains the text: 'Asbru Web Content Management System v3.2 - Copyright © 1999-2015 Asbru Ltd. and its licensors. All rights reserved.'

Image Group	View	Update	Delete
About Us	View	Update	Delete
Careers	View	Update	Delete
Company Blog	View	Update	Delete
E-Commerce	View	Update	Delete
Executives	View	Update	Delete
General	View	Update	Delete
Investor Relations	View	Update	Delete
News & Media	View	Update	Delete
Online Shop	View	Update	Delete
Product A	View	Update	Delete
Product B	View	Update	Delete
Product C	View	Update	Delete
Products & Services	View	Update	Delete
Template	View	Update	Delete

The screenshot shows the 'Add New Image Group' form. The left sidebar is the same as the previous screenshot. The main content area has a 'Save' button at the top left. Below it, the form has two fields: 'Title' and 'Parent Group Menu'. The 'Parent Group Menu' field is a dropdown menu currently showing '- none -'. The footer contains the text: 'Asbru Web Content Management System v3.2 - Copyright © 1999-2015 Asbru Ltd. and its licensors. All rights reserved.'

The screenshot shows the 'Image Types' configuration page. The left sidebar contains a tree view with 'Configuration' expanded, and 'Types' selected under 'Images'. The main content area displays a table of existing image types with columns for 'Image Type', 'View', 'Update', and 'Delete'. A 'Add New' button is at the top right. The footer contains the text: 'Asbru Web Content Management System v3.2 - Copyright © 1999-2015 Asbru Ltd. and its licensors. All rights reserved.'

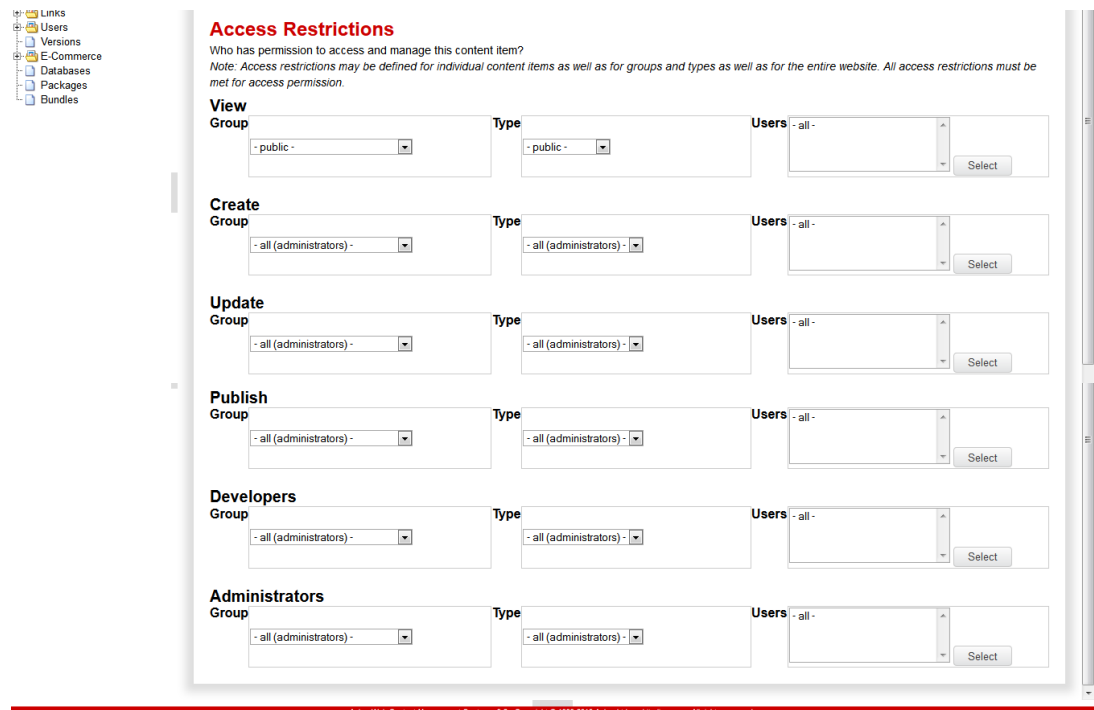
Image Type	View	Update	Delete
Graphics	View	Update	Delete
Icons	View	Update	Delete
Illustrations	View	Update	Delete
Logos	View	Update	Delete
Photos	View	Update	Delete
Thumbnails	View	Update	Delete
Videos	View	Update	Delete



4.2.3.1 Access Restrictions

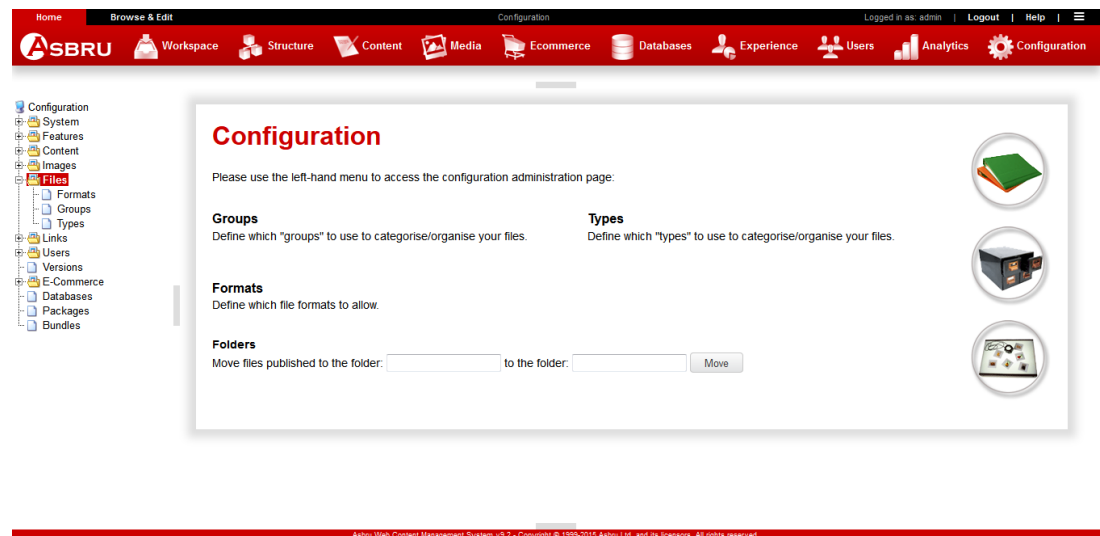
All access restrictions on image content items as well as on their image groups and types and website access restrictions must be met for access permission. So access restrictions defined for an image group and type are in addition to other defined access restrictions. The image group and type access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

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



4.3 Files Configuration

The Files Configuration pages give you access to configure your file formats, groups and types through the left-hand menu items.



4.3.1 Move / Rename File Folders

File content items can be moved using the “Folders: Move files published to the folder: _____ to the folder: _____” input fields at the bottom of the Files Configuration page. Both From and a To folder names should be entered, and only content items already published to the entered From folder name will be moved to the entered To folder changing the content items’ filename - for example changing “myfolder/myfile.pdf” to “myotherfolder/myfile.pdf”.

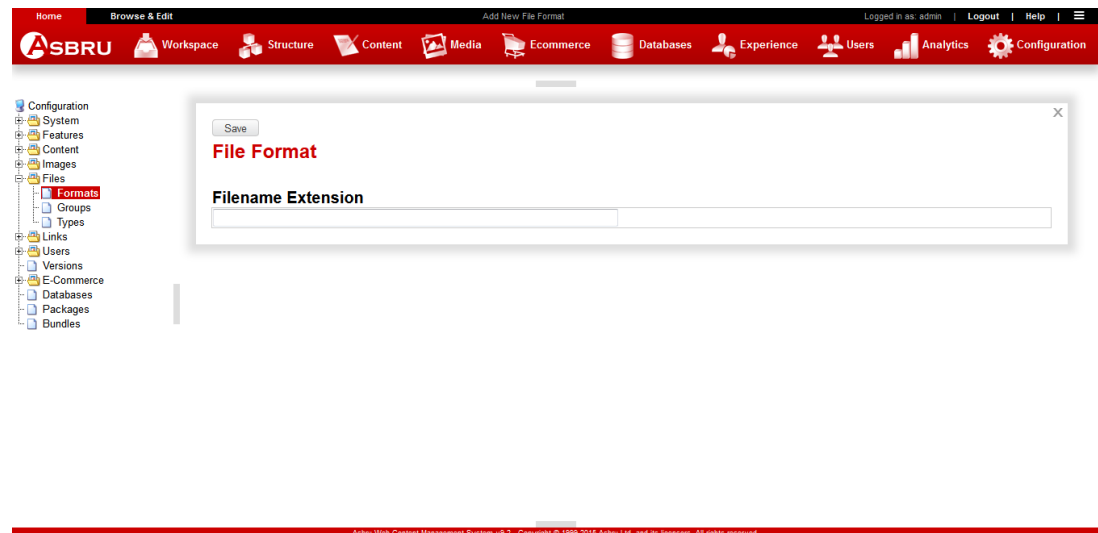
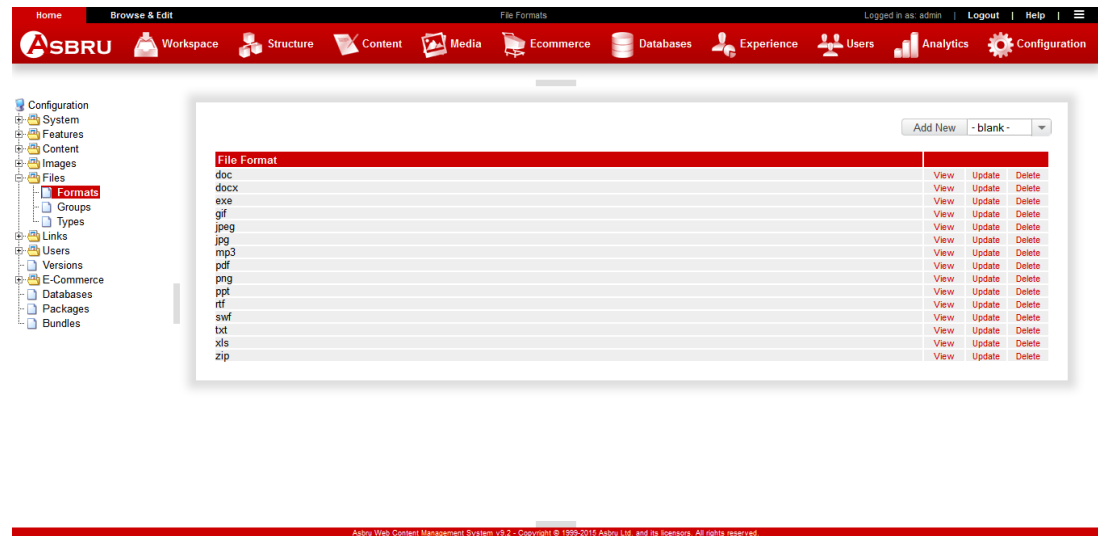
4.3.2 File Formats Configuration

The file formats define which file formats and filename extensions can be uploaded to the web content management system as file content items.

Select the Configuration / Files / Formats menu item to access the File Formats configuration. Your currently defined file formats are listed. Select Add New, View, Update and Delete to define your file formats.

Each file format is simply a file format filename extension as used for files on your local computer.

Please note that image formats can also be configured as files formats for insertion into your website content using the Asbru Web Editor’s Insert Hyperlink functionality and for download from your website etc.



4.3.3 File Groups and Types Configuration

The file groups and types define which content categories can be used to organize your website files.

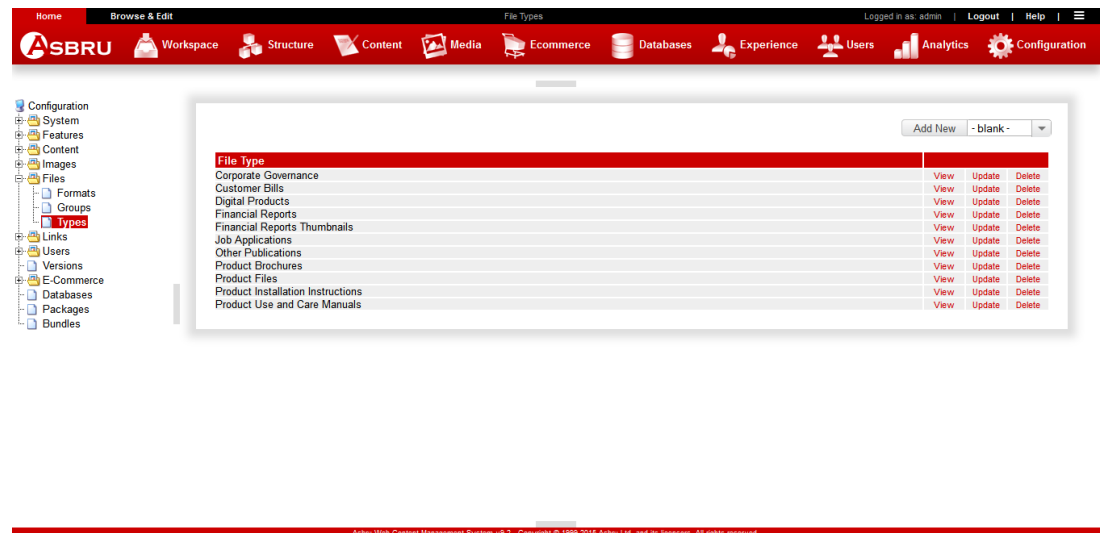
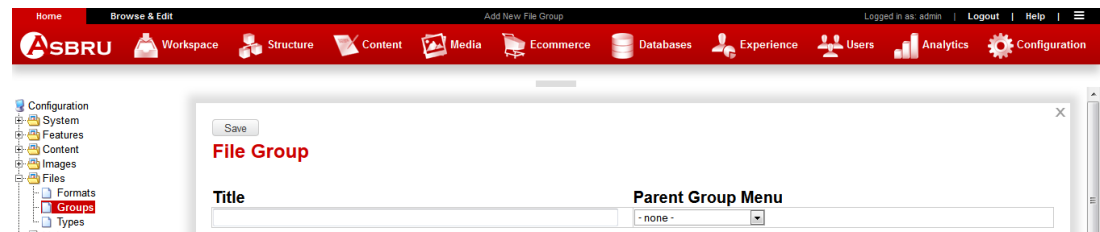
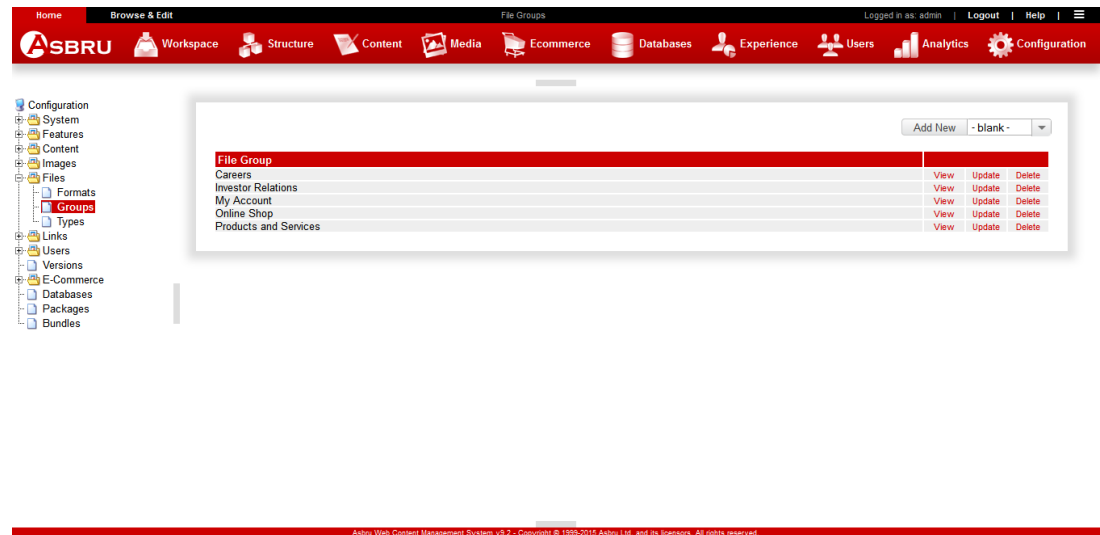
Select the Configuration / Files / Groups and Types menu item to access the File Groups and Types configuration. Your currently defined file groups and types are listed. Select Add New, View, Update and Delete to define your file groups and types.

The file groups and types can be organised hierarchically in the left-hand menus of the website content administration pages through the Parent Group Menu and Parent Type Menu attributes. If a Parent Group Menu or Parent Type Menu is selected then the file group/type will be displayed as a menu item under the selected parent group's/type's menu item. Please note that the hierarchical organisation of file groups and types is only used for the

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organisation of the left-hand menu items – the file groups/types do not inherit any attributes from the parent group/type.



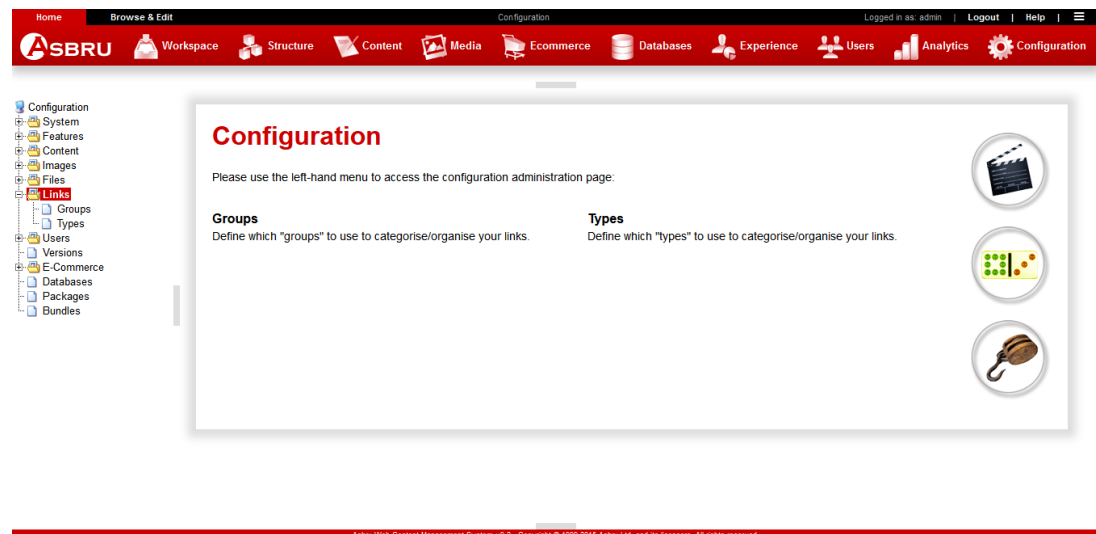
4.3.3.1 Access Restrictions

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

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

4.4 Links Configuration

The Links Configuration pages give you access to configure your link groups and types through the left-hand menu items.



4.4.1 Link Groups and Types Configuration

The link groups and types define which content categories can be used to organize your website links.

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

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

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Home | Browse & Edit | Link Groups | Logged in as: admin | Logout | Help |

ASBRU Workspace Structure Content Media Ecommerce Databases Experience Users Analytics Configuration

Configuration

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

Add New - blank -

Link Group	Add New
Employees	View Update Delete
Members	View Update Delete
Partners	View Update Delete

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Home | Browse & Edit | Add New Link Group | Logged in as: admin | Logout | Help |

ASBRU Workspace Structure Content Media Ecommerce Databases Experience Users Analytics Configuration

Configuration

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- Bundles

Save

Link Group

Title

Parent Group Menu

E

Home | Browse & Edit | Link Types | Logged in as: admin | Logout | Help |

ASBRU Workspace Structure Content Media Ecommerce Databases Experience Users Analytics Configuration

Configuration

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

Add New - blank -

Link Type	
External	View Update Delete
Internal	View Update Delete

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The screenshot shows the 'Add New Link Type' configuration page. The top navigation bar includes 'Home', 'Browse & Edit', 'Add New Link Type', and user status 'Logged in as: admin'. The main menu on the left lists 'Configuration', 'System', 'Features', 'Content', 'Images', 'Files', 'Links', 'Groups', and 'Types' (highlighted). The main content area has a 'Save' button and a 'Link Type' title. Below the title are two input fields: 'Title' and 'Parent Type Menu', with a dropdown menu showing '- none -'.

4.4.1.1 Access Restrictions

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

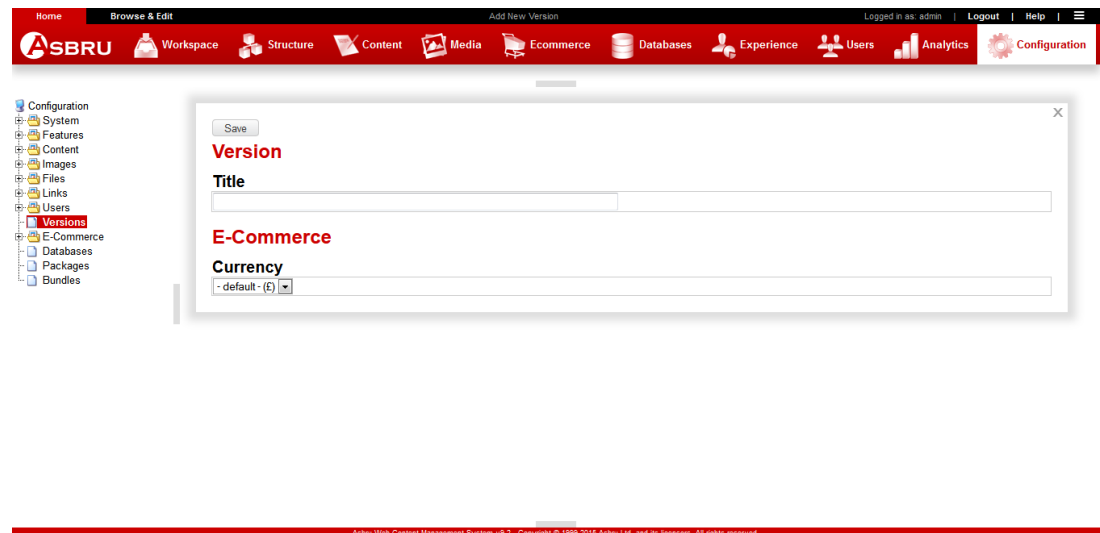
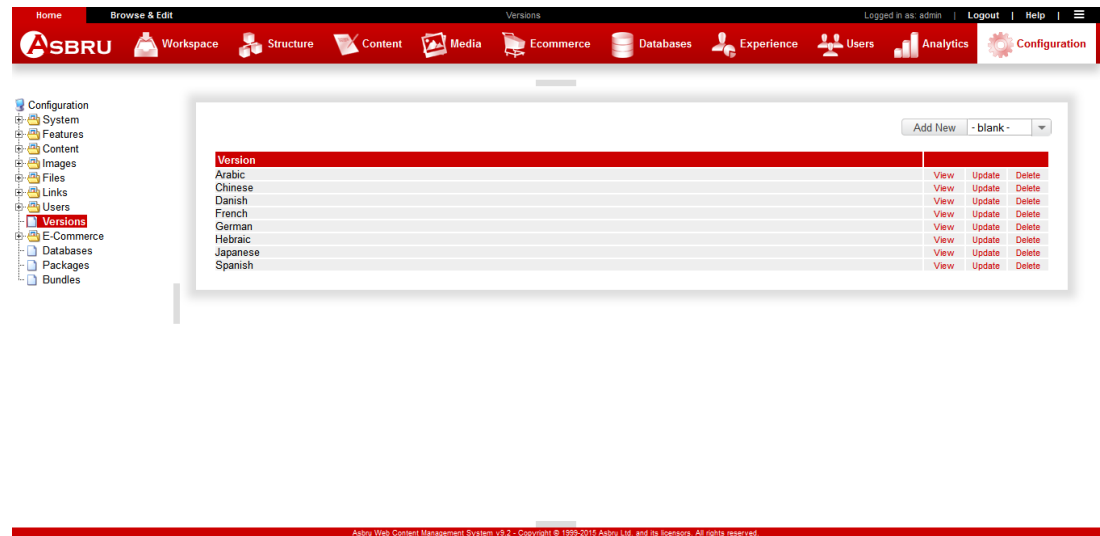
The access restrictions for link groups and types are the same and are used in the same way as the access restrictions for individual content items.

The screenshot shows the 'Access Restrictions' configuration page. The top navigation bar includes 'Home', 'Browse & Edit', 'Add New Link Type', and user status 'Logged in as: admin'. The main menu on the left lists 'Configuration', 'System', 'Features', 'Content', 'Images', 'Files', 'Links', 'Groups', and 'Types' (highlighted). The main content area has a 'Save' button and a 'Link Type' title. Below the title are two input fields: 'Title' and 'Parent Type Menu', with a dropdown menu showing '- none -'.

4.5 Versions Configuration

The Version Configuration pages give you access to configure your content item versions. Your currently defined content versions are listed. Select Add New, View, Update and Delete to define your content versions.

Each content version is simply a name as used for left-hand menu items and Content Version select-box input fields. Optionally, if the E-Commerce features are used, a Currency can also be defined for each content version.



4.6 Packages Configuration and Administration

The Packages Configuration pages give you access to view and delete all the content items of your content packages as well as to update (rename) your content packages.

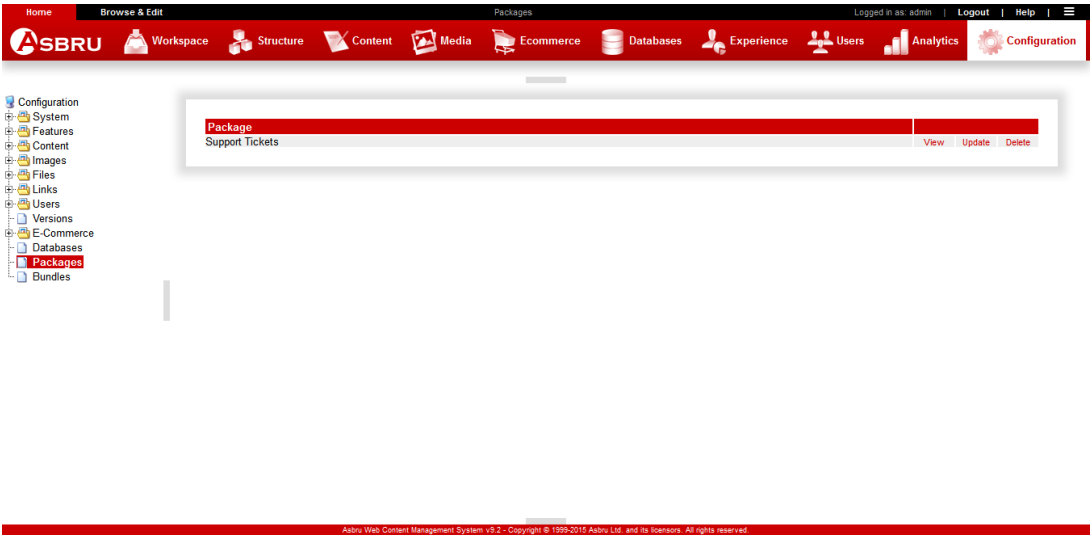
Please note that deleting a package deletes all the listed content items completely (unlike Bundles).

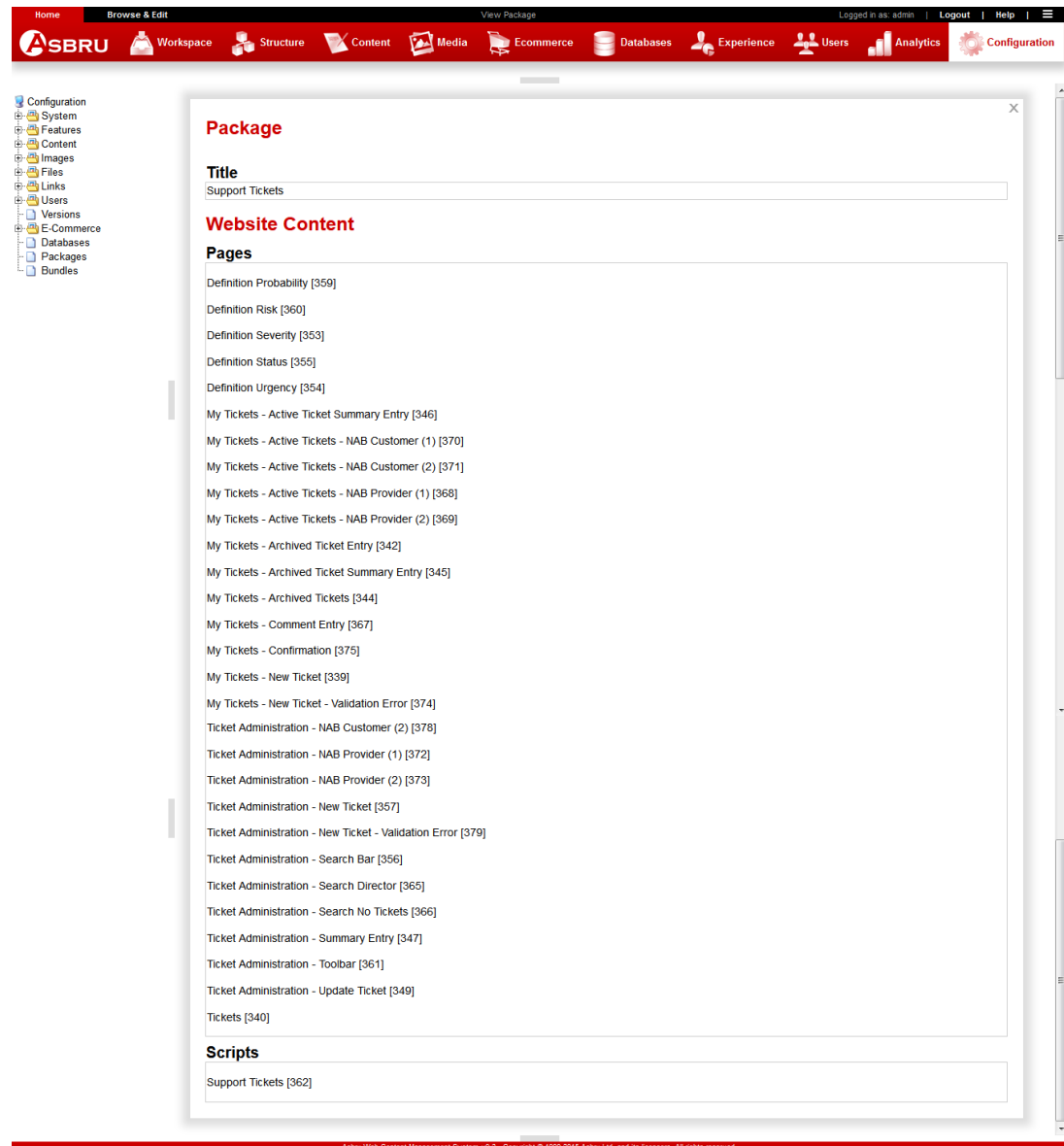
Your currently defined content packages are listed. Select View, Update and Delete to manage your content packages.

Use the Configuration / Content / All website content administration pages as well as the general Website Content, Media Library and Products administration pages to manage the individual content items of your content packages.

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4.7 Bundles Configuration and Administration

The Bundles Configuration pages give you access to view and delete your content bundles as well as to update (rename) your content bundles.

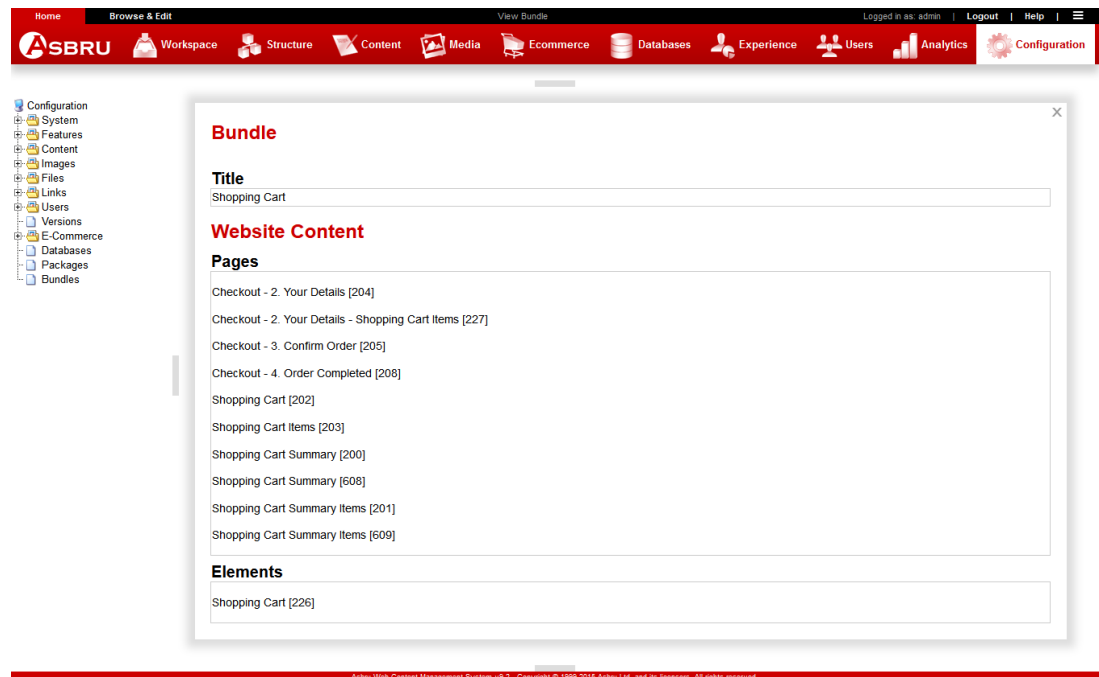
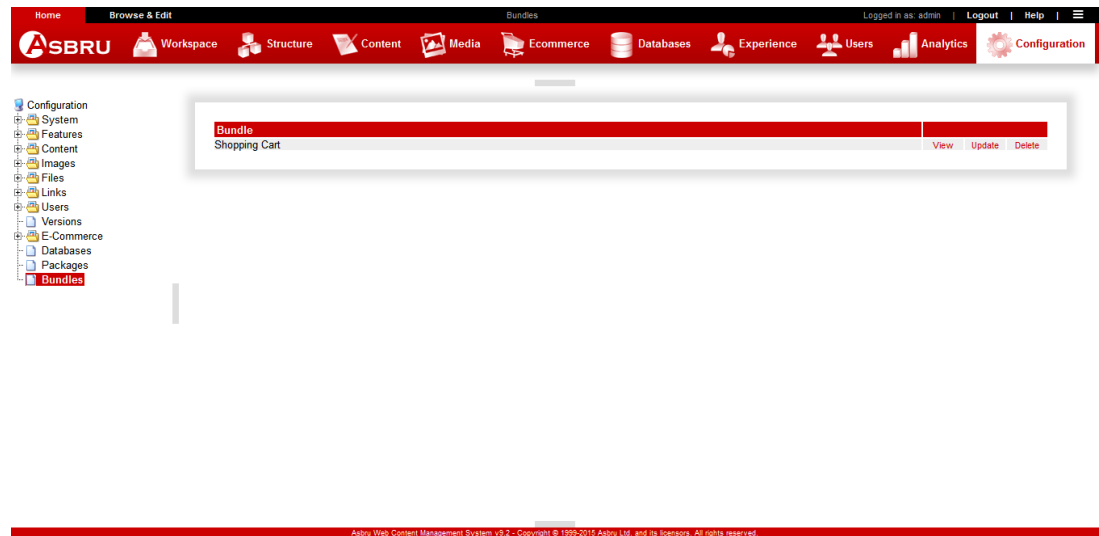
Please note that deleting a bundle only deletes the bundle categorisation from the listed content items - not the actual content items (unlike Packages).

Your currently defined content bundles are listed. Select View, Update and Delete to manage your content bundles.

Use the Configuration / Content / All website content administration pages as well as the general Website Content, Media Library and Products administration pages to manage the individual content items of your content bundles.

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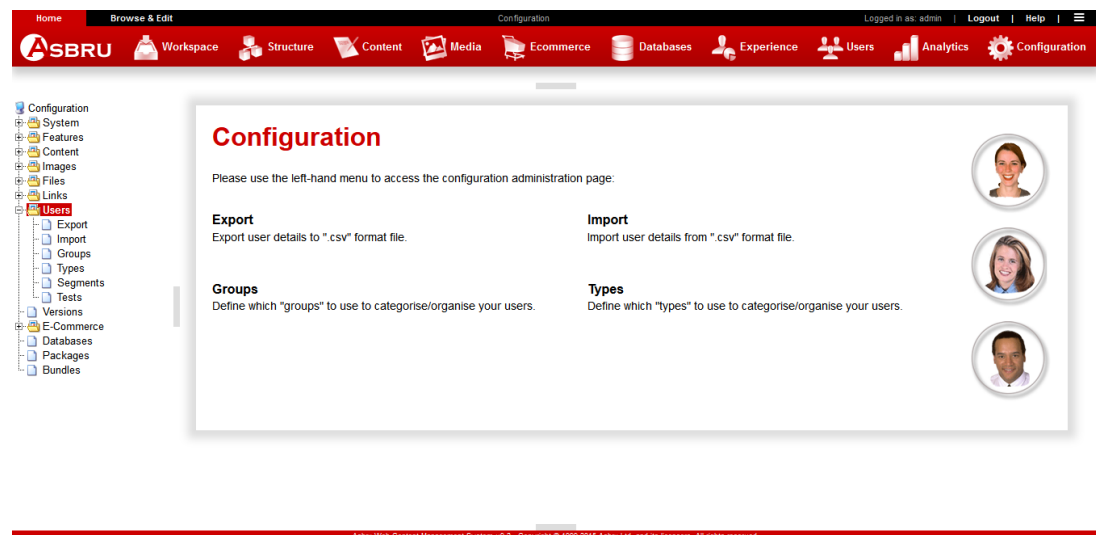
5 User Database Configuration

The Users Configuration pages give you access to configure your user groups and types through the left-hand menu items.

The Users Configuration pages also give you access to export and import your user database details to and from simple CSV (comma separated values) formatted text files for bulk updates outside of the web content management system and for synchronization with external user databases.

You may have an existing user database and your user details such as passwords may change frequently. It may not be practical or possible to move your entire user database and administration to the Asbru Web Content Management system or to update both your existing user database and the users in the Asbru Web Content Management system.

To make it easy to synchronize the user details between your existing user database and the users in the Asbru Web Content Management system you can export/import the user details from/into the Asbru Web Content Management system.



5.1 User Groups and Types Configuration

The user groups and types define which user categories can be used to organize your website administrator and user accounts.

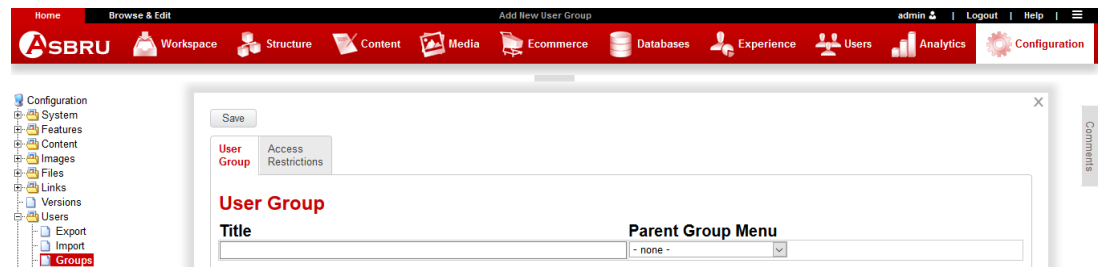
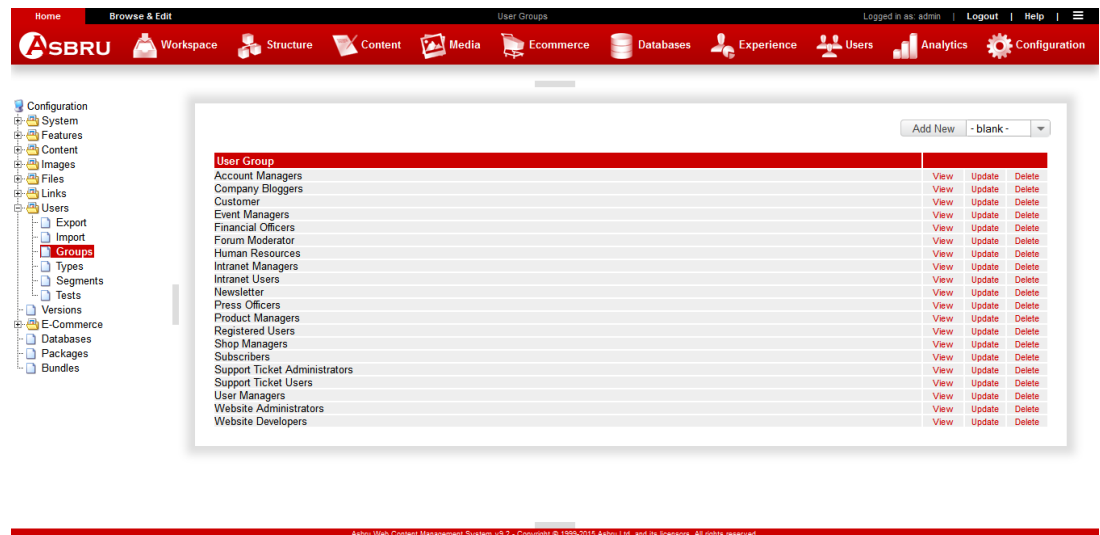
Select the Configuration / Users / Groups and Types menu item to access the User Groups and Types configuration. Your currently defined user groups and types are listed. Select Add New, View, Update and Delete to define your user groups and types.

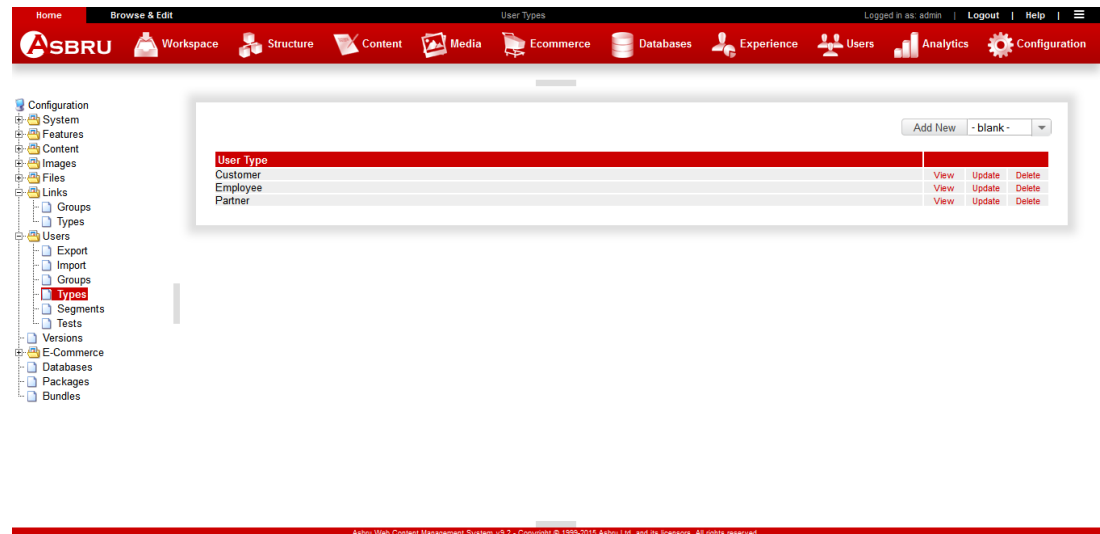
The user groups and types can be organised hierarchically in the left-hand menus of the website content administration pages through the Parent Group Menu and Parent Type Menu attributes. If a Parent Group Menu or Parent Type Menu is selected then the user group/type will be displayed as a menu item under the selected parent group's/type's menu item. Please

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note that this hierarchical organisation of user groups and types is only used for the organisation of the left-hand menu items – the user groups/types do not inherit any attributes from the parent group/type.



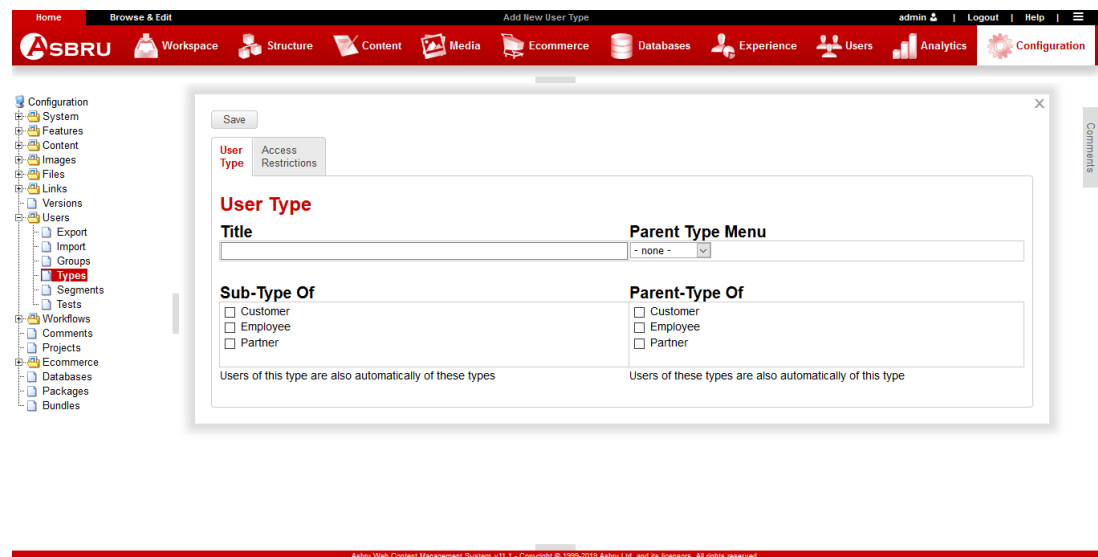
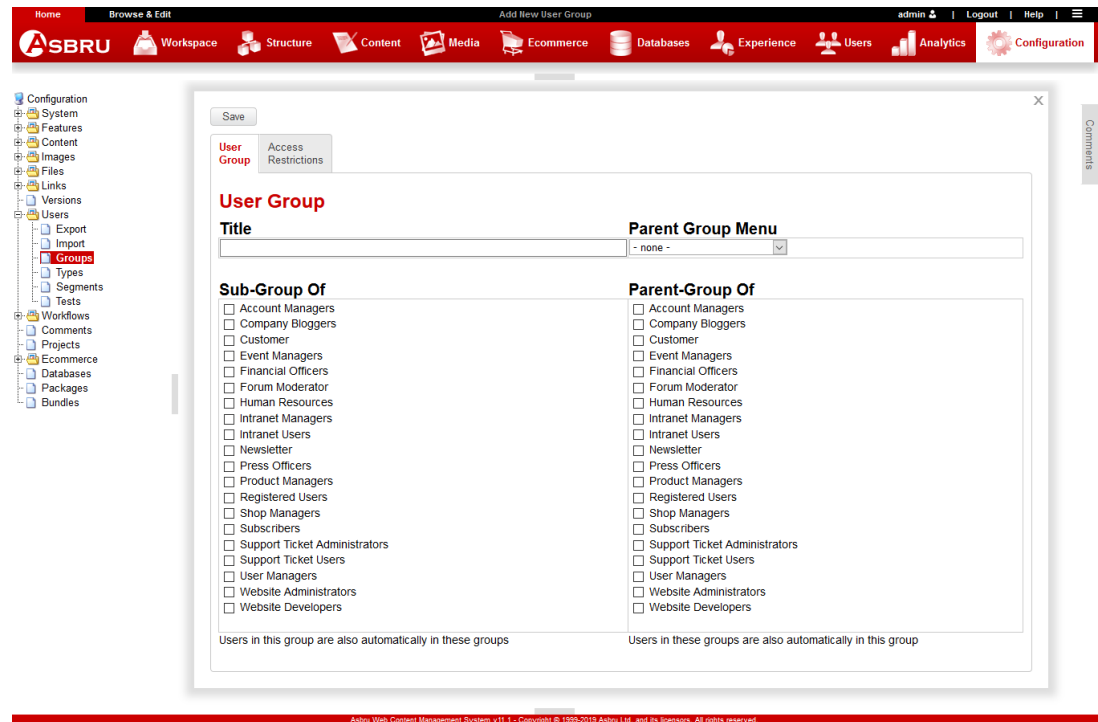


5.1.1 Sub-Groups and Sub-Types

User Groups and Types can be defined to have other user groups and types as Sub-Groups and Sub-Types meaning that all users of the given user group and type are also automatically to be considered as being of the defined user sub-groups and sub-types.

For example, if the “Website Developer” user group/type is defined to have the “Website Administrators” user group/type as a sub-type then all “Website Developer” users are also considered to be “Website Administrators” users with the same access permissions as actual “Website Administrators” users; and if the “Employee” user type is defined to have the “Partner” user type as a sub-type then all “Employee” users are also considered to be “Partner” users with the same access permissions as actual “Partner” users.

When a user group/type is defined to have other user groups and types as Sub-Groups and Sub-Types those Sub-Groups and Sub-Types will automatically be defined to have the user group/type as their Parent-Group and Parent-Type and vice versa.



5.1.2 Access Restrictions

5.1.2.1 Login Page

The access restrictions for user groups and types define the login page to be used for website users if they they to access website content that is restricted to users of the user group/type. As default all website users are asked to login using the Default Login Page as configured for

your website. However, you may want to use different login pages for different user groups/types. As default the Login Page is set to "- default -" to use the Default Login Page as configured for your website. Set the Login Page to another login page to use that page when website users of this category are asked to login.

5.1.2.2 Subscribe To and Unsubscribe From User Group/Type

The access restrictions for user groups and types also define if website users have permission to subscribe to and unsubscribe from the user group/type through special subscribe and unsubscribe links on the website.

- None
Website users cannot subscribe to and unsubscribe from this user group/type.
Website administrators and users can only be assigned to this user group/type through the user database administration pages.
- Restricted
All registered website users (already logged in to the website) can subscribe to and unsubscribe from this user group/type.
- Specific User Group/Type
Only registered website users (already logged in to the website) of the given other user group and type can subscribe to and unsubscribe from this user group/type.

5.1.2.3 Users Administration Access Restrictions

The access restrictions for user groups and types also define which website administrators have access to access and manage the user accounts.

If the User Access Restrictions feature is enabled you can define access restrictions to only give specific administrators access to view the user accounts. As default all website administrators can view the user accounts.

If the Administrator Access Restrictions feature is enabled you can also define access restrictions to only give specific administrators access to create, update and delete the user accounts. As default all website administrators can manage the user accounts.

- View
Defines who has access to view the user accounts in the web content management system.
- Create
Defines who has access to add new user accounts in the web content management system.
 - User group/type
All website administrators of the selected group/type can add data to the database through the web content management system.
 - All
All website administrators can add user accounts through the web content management system.

- **Update**
Defines who has access to update existing user accounts in the web content management system.
- **Delete**
Defines who has access to delete user accounts in the web content management system.
- **Administrators**
Defines who has access to both view, update, create and delete user accounts in the web content management system.

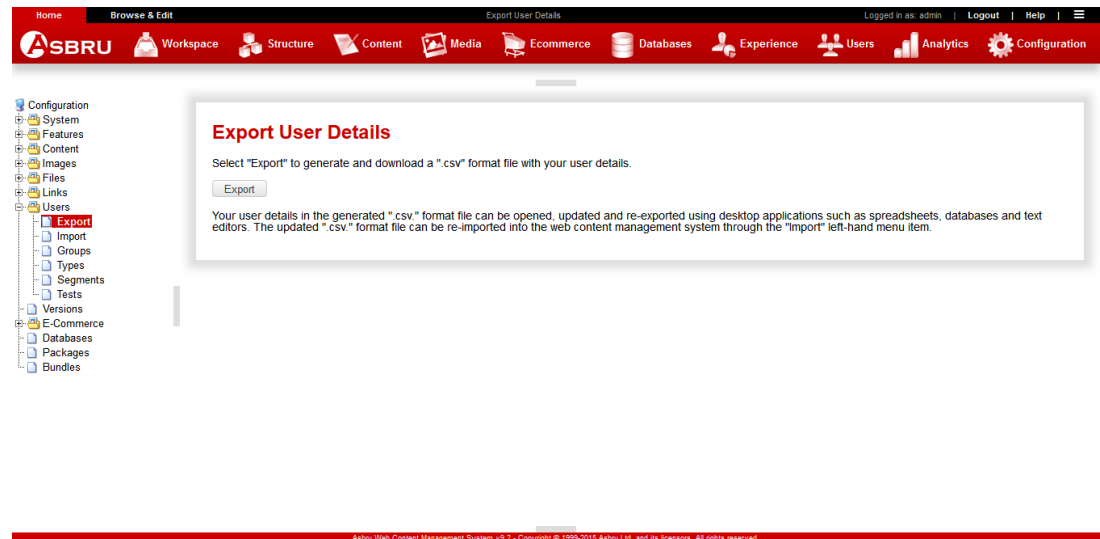
The screenshot displays the 'Add New User Group' configuration window in the Asbru Web Content Management System. The interface features a red top navigation bar with the Asbru logo and various system modules like Workspace, Structure, Content, Media, Ecommerce, Databases, Experience, Users, Analytics, and Configuration. A left sidebar shows a tree view of the configuration options, with 'Groups' highlighted under the 'Users' section. The main configuration area is titled 'Access Restrictions' and includes a 'Save' button. It contains several sections for defining permissions: 'Login Page' (with a dropdown set to 'default'), 'Subscribe' (Group: none, Type: none), 'View' (Group: public, Type: public, Users: all), 'Create' (Group: all (administrators), Type: all (administrators), Users: all), 'Update' (Group: all (administrators), Type: all (administrators), Users: all), 'Delete' (Group: all (administrators), Type: all (administrators), Users: all), and 'Administrators' (Group: all (administrators), Type: all (administrators), Users: all). Each section has a 'Select' button for the 'Users' field. A 'Comments' sidebar is visible on the right.

5.2 Export User Details

Select the Configuration – Users - Export menu item link to access the Export User Details administration.

Select “Export” to extract your current user details from the Asbru Web Content Management system and to download them as a .csv format file.

The downloaded .csv format file can be opened and edited using spreadsheet desktop applications, and it can be imported by database applications.



5.3 Import User Details

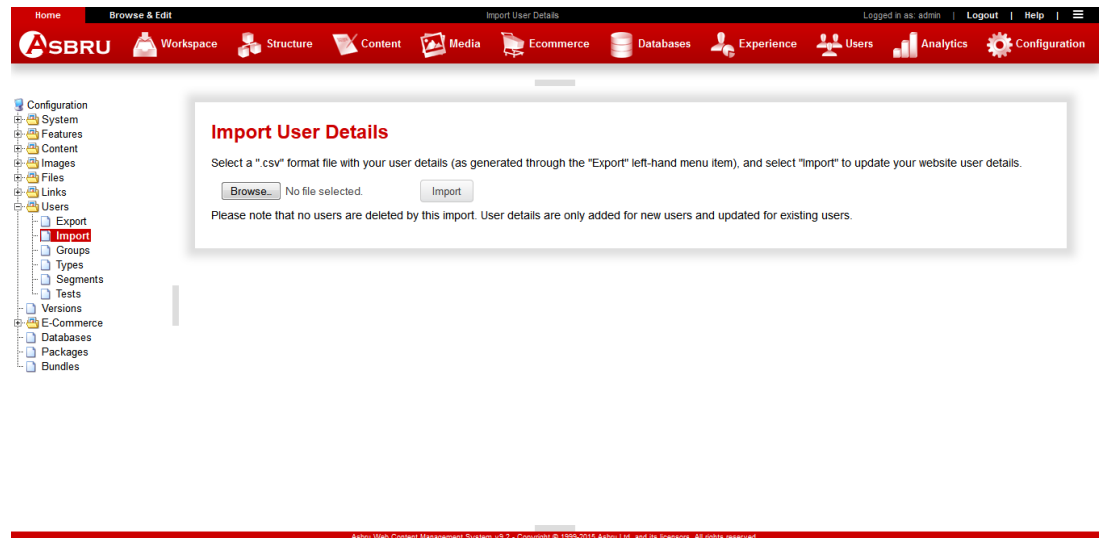
Select the Configuration – Users - Import menu item link to access the Import User Details administration.

Select a .csv format file (as exported through the Export User Details functionality) from your local computer and select “Import” to upload and import it into the Asbru Web Content Management system. Any added user details in the imported .csv format file are added and any updated user details in the imported .csv format file are updated in the Asbru Web Content Management system through the import.

Please note that no users are deleted by the import. User details are only added for new users and updated for existing users. Users must be deleted through the user database administration.

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6 Workflows Configuration

The Workflows Configuration pages give you access to define your own workflows for advanced website administrator access restrictions and required work and approval processes for creating and managing your website content.

6.1.1 Workflows

Select the Configuration – Workflows menu item to access the Workflows configuration page. All your currently defined workflow actions are listed and a combined diagram of all your currently defined workflow actions is displayed. A Workflows sub-menu item can also be selected for each of the currently defined workflow names. Select a specific workflow name to only display a list of workflow actions for that workflow name and display a diagram of these workflow actions. Select Add New, View, Update and Delete to define your workflow actions.

The screenshot displays the Asbru Web Content Management System interface. The top navigation bar includes links for Home, Browse & Edit, Workspace, Structure, Content, Media, Ecommerce, Databases, Experience, Users, Analytics, and Configuration. The left sidebar shows a tree view of the system configuration, with Workflows selected. The main content area shows a table of workflows and a detailed view of a specific workflow.

Workflow Name	Action	Change From State	Change To State	Add New
Basic	Approve and publish	Pending		View Update Delete
Basic	Keep private		Private	View Update Delete
Basic	Reject publishing	Pending	Private	View Update Delete
Basic	Request approval and publishing		Pending	View Update Delete
Basic	Request approval and publishing	Private	Pending	View Update Delete

User Group	User Type	START	Private	Pending	END
Website Editor	- all -	Keep private	==>		
Website Editor	- all -	Request approval and publishing		==>	
Website Editor	- all -	Request approval and publishing			Reject publishing
Website Publisher	- all -			Approve and publish	

6.1.2 Workflow Actions

A workflow consists of a number of workflow actions each of which defines a change in a content item's status and who has permissions to do this. Each workflow action is defined with the following attributes:

- Workflow
 - Workflow Name
Defines the workflow which this workflow action is part of. For example "Add new page".

Important: If you are defining multiple workflows, please note that the different workflow names are only used for administrative purposes grouping the different related workflow actions in the workflow configuration, but if you use the same workflow states in different workflows then the workflows are connected. For example, the workflow state "Approved" in a workflow named

“X” is exactly the same as the workflow state “Approved” in another workflow named “Y”. A content item is never explicitly in a given “workflow name” but always only in a given “workflow state”, which determines the available next workflow actions. A workflow action in one workflow can be followed by another workflow action in another workflow if the same workflow state is used in both workflows

- Action
Describes the workflow action. This is what website administrators see as available workflow actions and select when changing content’s workflow status. For example “Approve content” or “Reject content”.
- Change From State
Defines from which content state this workflow action can be taken. This workflow action can only be selected if the content’s current state is this state. As default all contents’ state is blank.

Leave the Change From State blank for the first workflow action(s) in a workflow to start the workflow. For example “New” or “Rejected” or “Approved”.

- Change To State
Define the new content state after taking this workflow action. This is what website administrators see as the content’s current workflow status and defines what other workflow actions this workflow action can be followed by. As default all contents’ state is blank.

Leave the Change To State blank for the last workflow action(s) in a workflow to end the workflow.

If some website administrators should have permission to update content without changing the content’s workflow status set Change To State to the same as the Change From State. Website administrators who do not have permissions to any workflow actions for a content item do not have permissions to update the content item.

- Content Changes
 - Actions
The action checkboxes can be used to add/remove Programmed Content Changes described below.
 - Archive
Archives the content item when the workflow action is selected.
 - Checkout
Checks out the content item when the workflow action is selected.
 - Checkin
Checks in the content item when the workflow action is selected.

- Publish
Publishes the content item when the workflow action is selected.
 - Unpublish
Unpublishes the content item when the workflow action is selected.
 - Delete
Deletes the content item when the workflow action is selected.
 - Unschedule
Clears the scheduled publish by and expire by dates/times.
- Access Permissions
The content access permissions checkboxes can be used to add/remove Programmed Content Changes described below.
 - Disable
Disables the given access permission and overrides users'/administrators' general access permissions.
 - Re-enable
Re-enables the given access permission so that users'/administrators' general access permissions apply.
 - User / View
Users'/administrators' permission to view the content item.
 - Editor / Update
Users'/administrators' permission to update the content item.
 - Developer / Update
Developer administrators' permission to update the content item.
 - Creator / Add New
Users'/administrators' permission to copy the content item to add new content items.
 - Publisher / Publish
Administrators' permission to publish and unpublish the content item.
 - Administrator / Ownership
Administrators' permission to update the content item's categories and access restrictions etc.
 - Scheduled Publish
Controls if the content item can be published by the web content management system's scheduled publishing functionality.
 - Scheduled Expire
Controls if the content item can be expired by the web content

management system's scheduled expiration functionality.

- Programmed Content Changes
Defines automatic changes made to the content when this workflow action is taken. These content changes override content attributes entered/selected by the website administrators. Any number of automatic content changes can be defined with a number of ATTRIBUTE=VALUE lines. For example, the content can be moved to another content group/type and the content's access restrictions can be changed:

```
contentgroup=News
contenttype=General
users_group=
users_type=
creators_group=Website Designer
creators_type=Employee
developers_group=Website Developer
developers_type=Employee
editors_group=Website Designer
editors_type=Employee
publishers_group=Website Administrator
publishers_type=Employee
administrators_group=Website Administrator
administrators_type=Employee
```

Automatic actions can also be defined for the content when this workflow action is taken. These content actions override actions selected by the website administrators. Any number of automatic content actions can be defined with a number of ACTION lines (please note that the actions must be in all upper-case letters). These commands can be added/removed manually or using the action checkboxes described above. For example, the content can be automatically be archived, checked in and published. The available actions are:

```
ARCHIVE
CHECKIN
CHECKOUT
PUBLISH
UNPUBLISH
DELETE
UNSCHEDULE
LOCK USER
UNLOCK USER
LOCK CREATOR
UNLOCK CREATOR
LOCK DEVELOPER
UNLOCK DEVELOPER
LOCK EDITOR
UNLOCK EDITOR
LOCK PUBLISHER
UNLOCK PUBLISHER
LOCK ADMINISTRATOR
```

UNLOCK ADMINISTRATOR
LOCK SCHEDULE
UNLOCK SCHEDULE
LOCK UNSCHEDULE
UNLOCK UNSCHEDULE

- Custom Extension Program
If any custom workflow action program script modules have been installed then they will be listed and can be selected here. Such custom workflow action program script modules will do whatever they have been programmed to do.
- Workflow Access Restrictions
Defines who has access to take this workflow action. Website administrators must match both the user group and the user type and the user restriction for permission to take this workflow action.
 - User Group
Only website administrators of this user group has access to take this workflow action.
 - User Type
Only website administrators of this user type has access to take this workflow action.
 - User Restriction
 - Any website administrator regardless of previous workflow action
Any website administrator regardless of who took the previous workflow action has access to take this workflow action.
 - Different website administrator than previous workflow action
Only another website administrator than the website administrator who took the previous workflow action has access to take this workflow action.
 - Same website administrator as previous workflow action
Only the website administrator who took the previous workflow action has access to take this workflow action.
- Notification Email
Defines a page to be emailed to all the website administrators who have permission to take workflow actions after this workflow action (That is, to the website administrators with access permissions for subsequent workflow actions – not to the website administrators with access permissions for this workflow action).
- Notification Users
The notification email is sent to the website administrators with access permissions for subsequent workflow actions. Optionally, the notification email can also be sent to other website administrators.

- Creator
The original creator of the content item.
 - Editors
Website administrators with editor access permissions for the content item.
 - Developers
Website administrators with developer access permissions for the content item.
 - Publishers
Website administrators with publisher access permissions for the content item.
 - Administrators
Website administrators with administration access permissions for the content item.
- Content
Defines which content classes, versions groups and types this workflow action applies to.
This workflow action will only be available for the selected content classes, versions, groups and types.

The screenshot displays the 'Workflow' configuration page in the Asbru Web Content Management System. The interface includes a top navigation bar with links like Home, Workspace, Structure, Content, Media, Ecommerce, Databases, Experience, Users, Analytics, and Configuration. A left sidebar shows a tree view of the configuration options, with 'Workflows' selected. The main content area is titled 'Workflow' and contains several sections:

- Workflow Name:** A text input field.
- Action:** A dropdown menu.
- Change From State:** A dropdown menu.
- Change To State:** A dropdown menu.
- Content Changes:** A section with checkboxes for Archive, Checkout, Checkin, Publish, Unpublish, Delete, and Unschedule.
- Access Permissions:** A table with columns for User, Editor, Developer, Creator, Publisher, Administrator, Scheduled Publish, and Scheduled Expire. Each column has 'Disable' and 'Re-enable' checkboxes.
- Programmed Content Changes:** A large text area for entering programmed changes.
- Custom Extension Program:** A dropdown menu with a 'none' option.
- Workflow Access Restrictions:** A section with 'User Group' and 'User Type' dropdowns, and a 'User Restriction' text area.
- Notification Email:** A dropdown menu with a 'default' option.
- Notification Users:** A section with checkboxes for Creator, Editors, Developers, Publishers, and Administrators.

Content

Content Classes

☒ - all -
☐ Page
☐ Template
☐ Style Sheet
☐ Script
☐ Image
☐ File
☐ Link
☐ Product
☐ banner
☐ breadcrumbs
☐ featurebox1
☐ featurebox2
☐ footer
☐ logo
☐ menu
☐ personal
☐ toolbar
☐ utilities

Content Versions

☒ - all -
☐ Arabic
☐ Chinese
☐ Danish
☐ French
☐ German
☐ Hebrew
☐ Japanese
☐ Spanish

Content Groups

☒ - all -
☐ About Us [content]
☐ Careers [content]
☐ Company Blog [content]
☐ Company Blog Comments [content]
☐ Company Blog Entries [content]
☐ Company News [content]
☐ Customer Service [content]
☐ E-Commerce [content]
☐ Events [content]
☐ Financial News [content]
☐ Home [content]
☐ Intranet [content]
☐ Investor Relations [content]
☐ Job Search [content]
☐ My Account [content]
☐ News & Media [content]
☐ Online Shop [content]
☐ Product Database [content]
☐ Product Forum [content]
☐ Product Forum Comments [content]
☐ Product Forum Threads [content]
☐ Product Forum Topics [content]
☐ Product Review Posts [content]
☐ Template [image]
☐ Employees [link]
☐ Members [link]
☐ Partners [link]
☐ Digital Products 1 [product]
☐ Member Products 1 [product]
☐ Physical Products 1 [product]
☐ Physical Products 2 [product]
☐ Subscription Services 1 [product]

Content Types

☒ - all -
☐ Events [content]
☐ Events Admin [content]
☐ Job Search [content]
☐ Job Search Admin [content]
☐ News [content]
☐ Product Posts [content]
☐ Special [content]
☐ Support Tickets [content]

6.1.3 Example Workflows

A number of typical workflows are included with the web content management system as default. These workflows can be used as they are or they can be modified/extended to your workflow requirements.

6.1.3.1 Basic Editor-Publisher Workflow

Example: Website administrators have permission to add new content and to update existing content. When the new/updated content is ready for publishing a website administrator with publish permissions must approve and publish the content.

This workflow uses the following workflow states for the content:

- Private
The added/updated content is being worked on and should not be published.

- Pending
The added/updated content is ready for publishing and is awaiting approval and publishing by a website administrator with publish permissions.

This workflow uses the following workflow actions:

- Keep private
When adding/updating content the website administrator can keep the content private while working on it. This starts the workflow.
- Request approval and publishing
When the website administrator has finished working on added/updated content he/she can request that the content is approved and published.
- Approve and publish
When a website administrator has requested approval and publishing of added/updated content a website administrator with publish permissions can approve and publish the content. This ends the workflow.
- Reject publishing
When a website administrator has requested approval and publishing of added/updated content a website administrator with publish permissions can reject to publish the content.

This workflow uses the following website administrator user groups/types:

- All website administrators
All website administrators may start this workflow to add/update content and to request approval and publishing of the content, so no specific user group/type is required for this. Alternatively, this could be restricted to a limited group/type of website administrators in which a user group/type must be defined and used for these website administrators. For example the user group “Website Editor” and the user type “Employee”.
- Publishers
Only some website administrators have permission to approve and publish content, so a user group/type is required to identify these website administrators. For example the user group “Website Publisher” and the user type “Employee”.

This workflow is implemented with configuration of the following workflow actions:

Website administrators can add/update content and start the workflow to keep it private	
Workflow Name:	Basic
Action:	Keep private
Change From State:	
Change To State:	Private
User Group:	all (administrators)
User Type:	all (administrators)

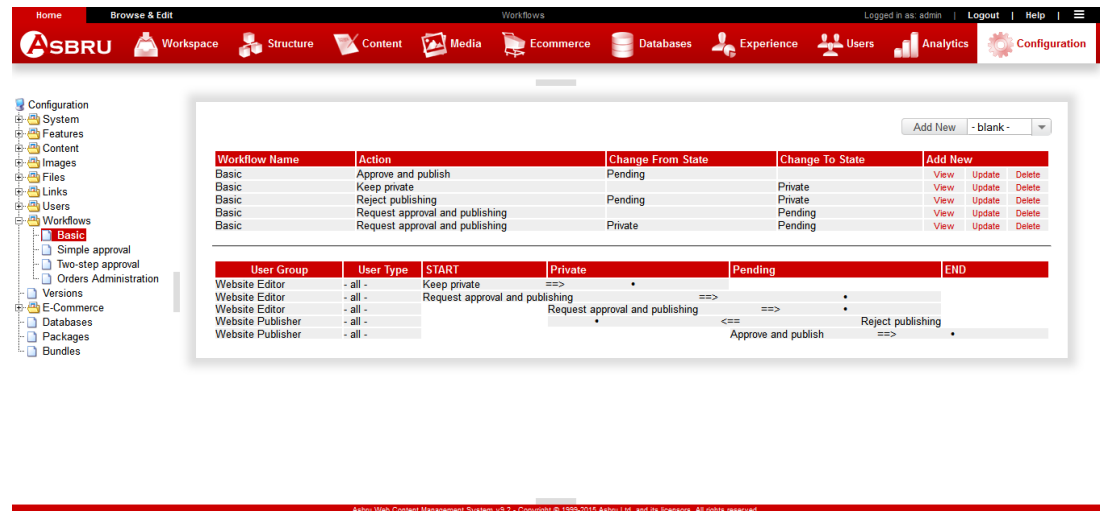
Website administrators can request approval and publishing of content when it is ready	
Workflow Name:	Basic
Action:	Request approval and publishing
Change From State:	Private
Change To State:	Pending
User Group:	all (administrators)
User Type:	all (administrators)
Website publishers can approve and publish content when it is ready	
Workflow Name:	Basic
Action:	Approve and publish
Change From State:	Pending
Change To State:	
User Group:	Website Publisher
User Type:	all (administrators)
Website publishers can reject publishing content	
Workflow Name:	Basic
Action:	Reject publishing
Change From State:	Pending
Change To State:	Private
User Group:	Website Publisher
User Type:	all (administrators)

The workflow actions above define the described basic workflow. Eventually, a number of additional workflow actions such as the following can be added:

- Allow website administrators to request approval and publishing immediately without first making the content private.
- Allow website administrators to withdraw content awaiting approval and publishing for further editing.
- Allow website administrators and website publishers to cancel the workflow.

Website administrators can request approval and publishing of content immediately	
Workflow Name:	Basic
Action:	Request approval and publishing
Change From State:	

Change To State:	Pending
User Group:	all (administrators)
User Type:	all (administrators)
Website administrators can withdraw requested approval and publishing of content	
Workflow Name:	Basic
Action:	Withdraw requested approval and publishing
Change From State:	Pending
Change To State:	Private
User Group:	all (administrators)
User Type:	all (administrators)
Website administrators can cancel the workflow for private content	
Workflow Name:	Basic
Action:	Cancel workflow
Change From State:	Private
Change To State:	
User Group:	all (administrators)
User Type:	all (administrators)
Website administrators can cancel the workflow for pending content	
Workflow Name:	Basic
Action:	Cancel workflow
Change From State:	Pending
Change To State:	
User Group:	all (administrators)
User Type:	all (administrators)



6.1.3.2 Simple Editor-Manager-Publisher Approval

Example: Website administrators have permission to add new content and to update existing content. When the new/updated content is ready for publishing a manager must first approve the content and then a website administrator with publish permissions must publish the content.

This workflow uses the following workflow states for the content:

- **Private**
The added/updated content is being worked on and should not be published.
- **Pending**
The added/updated content is ready for publishing and is awaiting approval by a manager.
- **Approved**
The added/updated content has been approved by a manager and is awaiting publishing by a website administrator with publish permissions.

This workflow uses the following workflow actions:

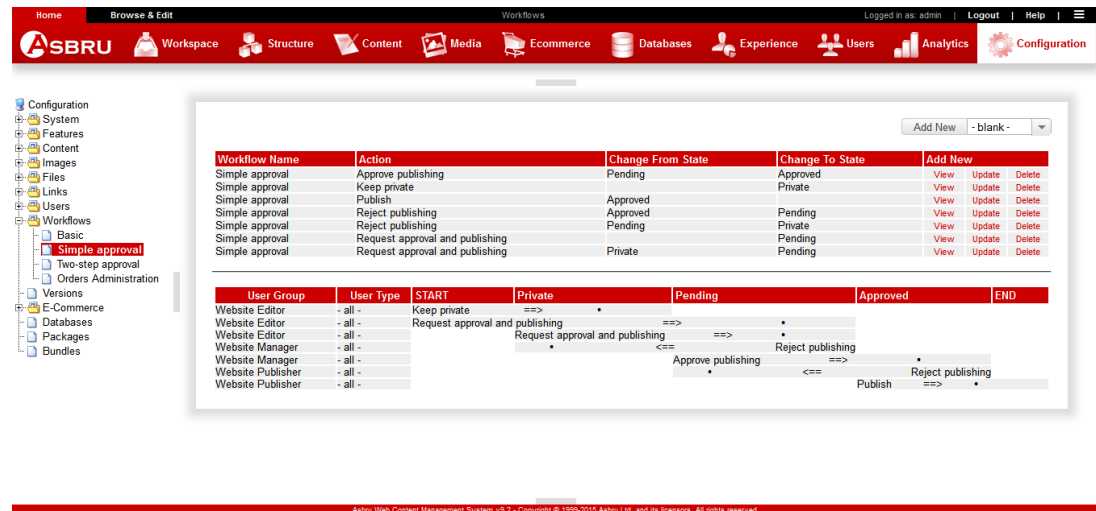
- **Keep private**
When adding/updating content the website administrator can keep the content private while working on it. This starts the workflow.
- **Request approval and publishing**
When the website administrator has finished working on added/updated content he/she can request that the content is approved and published.
- **Approve publishing (manager)**
When a website administrator has requested approval and publishing of added/updated content a manager can approve it for publishing and pass it on to a website administrator with publish permissions.

- **Reject publishing (manager)**
When a website administrator has requested approval and publishing of added/updated content a manager can reject publishing it and return it to the website administrator.
- **Approve publishing (publisher)**
When a website administrator has requested approval and publishing of added/updated content and a manager has approved it a website administrator with publish permissions can publish the content. This ends the workflow.
- **Reject publishing (publisher)**
When a website administrator has requested approval and publishing of added/updated content and a manager has approved it a website administrator with publish permissions can reject to publish the content and return it to the manager.

This workflow uses the following website administrator user groups/types:

- **All website administrators**
All website administrators may start this workflow to add/update content and to request approval and publishing of the content, so no specific user group/type is required for this. Alternatively, this could be restricted to a limited group/type of website administrators in which a user group/type must be defined and used for these website administrators. For example the user group “Website Editor” and the user type “Employee”.
- **Managers**
Only some website administrators have permission to approve content, so a user group/type is required to identify these website administrators. For example the user group “Website Manager” and the user type “Employee”.
- **Publishers**
Only some website administrators have permission to publish content, so a user group/type is required to identify these website administrators. For example the user group “Website Publisher” and the user type “Employee”.

Please see the simple approval add-on module for details on how this workflow is implemented with configuration of a number of workflow actions.



6.1.3.3 Two-step Editor-Manager-Legal-Publisher Approval

Example: Website administrators have permission to add new content and to update existing content. When the new/updated content is ready for publishing a manager must first approve the content and then someone else (i.e. the legal department) must also approve the content before a website administrator with publish permissions must publish the content.

This workflow uses the following workflow states for the content:

- **Private**
The added/updated content is being worked on and should not be published.
- **Pending**
The added/updated content is ready for publishing and is awaiting approval by a manager.
- **Approved by manager**
The added/updated content has been approved by a manager and is awaiting approval by the legal department (or someone else).
- **Approved**
The added/updated content has been approved by a manager as well as the legal department and is awaiting publishing by a website administrator with publish permissions.

This workflow uses the following workflow actions:

- **Keep private**
When adding/updating content the website administrator can keep the content private while working on it. This starts the workflow.
- **Request approval and publishing**
When the website administrator has finished working on added/updated content he/she can request that the content is approved and published.

- **Approve publishing (manager)**
When a website administrator has requested approval and publishing of added/updated content a manager can approve it for publishing and pass it on to the legal department for approval.
- **Reject publishing (manager)**
When a website administrator has requested approval and publishing of added/updated content a manager can reject publishing it and return it to the website administrator.
- **Approve publishing (legal)**
When a website administrator has requested approval and publishing of added/updated content and a manager has approved it the legal department can approve it before a website administrator with publish permissions can publish the content.
- **Reject publishing (legal)**
When a website administrator has requested approval and publishing of added/updated content and a manager has approved it the legal department can reject it and return it to the manager.
- **Approve publishing (publisher)**
When a website administrator has requested approval and publishing of added/updated content and a manager has approved it a website administrator with publish permissions can publish the content. This ends the workflow.
- **Reject publishing (publisher)**
When a website administrator has requested approval and publishing of added/updated content and a manager has approved it a website administrator with publish permissions can reject to publish the content and return it to the legal department.

This workflow uses the following website administrator user groups/types:

- **All website administrators**
All website administrators may start this workflow to add/update content and to request approval and publishing of the content, so no specific user group/type is required for this. Alternatively, this could be restricted to a limited group/type of website administrators in which a user group/type must be defined and used for these website administrators. For example the user group “Website Editor” and the user type “Employee”.
- **Managers**
Only some website administrators have permission to approve content initially, so a user group/type is required to identify these website administrators. For example the user group “Website Manager” and the user type “Employee”.
- **Legal**
Only some website administrators have permission to further approve content, so a user group/type is required to identify these website administrators. For example the user group “Website Legal Approval” and the user type “Employee”.
- **Publishers**
Only some website administrators have permission to publish content, so a user

group/type is required to identify these website administrators. For example the user group “Website Publisher” and the user type “Employee”.

Please see the simple approval add-on module for details on how this workflow is implemented with configuration of a number of workflow actions.

The screenshot displays the Asbru Web Content Management System Configuration interface. The top navigation bar includes links for Home, Browse & Edit, Workflows, and various system modules like Workspace, Structure, Content, Media, Ecommerce, Databases, Experience, Users, Analytics, and Configuration. The left sidebar shows a tree view of the configuration options, with 'Two-step approval' selected under the 'Workflows' section.

The main content area shows the configuration for the 'Two-step approval' workflow. It includes a table with columns for Workflow Name, Action, Change From State, Change To State, and Add New. Below this is a detailed flowchart showing the workflow steps and transitions between states (START, Private, Pending, Approved by manager, Approved, END) for different user groups and types.

Workflow Name	Action	Change From State	Change To State	Add New
Two-step approval	Approve publishing	Approved	Approved	View Update Delete
Two-step approval	Approve publishing	Approved by manager	Approved by manager	View Update Delete
Two-step approval	Approve publishing	Pending	Approved by manager	View Update Delete
Two-step approval	Keep private	Private	Private	View Update Delete
Two-step approval	Reject publishing	Approved	Approved by manager	View Update Delete
Two-step approval	Reject publishing	Approved by manager	Pending	View Update Delete
Two-step approval	Reject publishing	Pending	Private	View Update Delete
Two-step approval	Request approval and publishing	Pending	Pending	View Update Delete
Two-step approval	Request approval and publishing	Private	Pending	View Update Delete

User Group	User Type	START	Private	Pending	Approved by manager	Approved	END
Website Editor	- all -	Keep private	==>	•			
Website Editor	- all -	Request approval and publishing		==>	•		
Website Editor	- all -	Request approval and publishing		•			
Website Manager	- all -		<==	Reject publishing			
Website Manager	- all -			Approve publishing	==>	•	
Website Approval	- all -			•	<==	Reject publishing	
Website Approval	- all -				Approve publishing	==>	•
Website Publisher	- all -					<==	Reject publishing
Website Publisher	- all -					Approve publishing	==>

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7 E-Commerce Configuration

The E-Commerce Add-On module for the Asbru Web Content Management system enables you to create and manage e-commerce websites and turn your website visitors into website customers.

You can define any number of products and product pages using the full flexibility and power of the Asbru Web Content Management system. Your website visitors can browse and search product pages like any other pages on your website.

For easy updates of product prices and other product details and synchronization with existing product databases, product details can be easily exported from and imported into the Asbru Web Content Management system E-Commerce Add-On module.

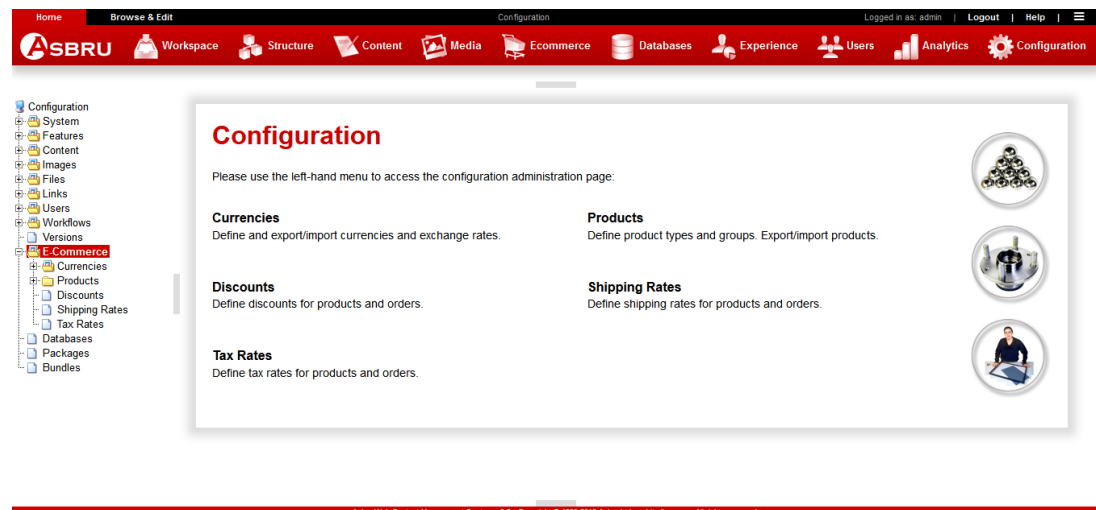
Any currency and any number of currencies can be defined and used for your products with automatic handling of currency exchange rates. You can also create multiple versions of your website for different markets with each version using the local currency with automatic handling of currency exchange rates.

From your product pages, your website customers can select to add the products they want to their virtual website shopping cart. When your website customers have selected all the products they are interested in they can proceed to checkout and order the selected products by entering their payment, delivery and invoice details. Optionally, your website customers can pay for their orders by credit/debit card through the PayPal (www.paypal.com) payment processing service provider or another payment service provider.

Any type of shipping costs and taxes can be defined for different products, product types, product groups, order quantities, order totals and delivery countries and states.

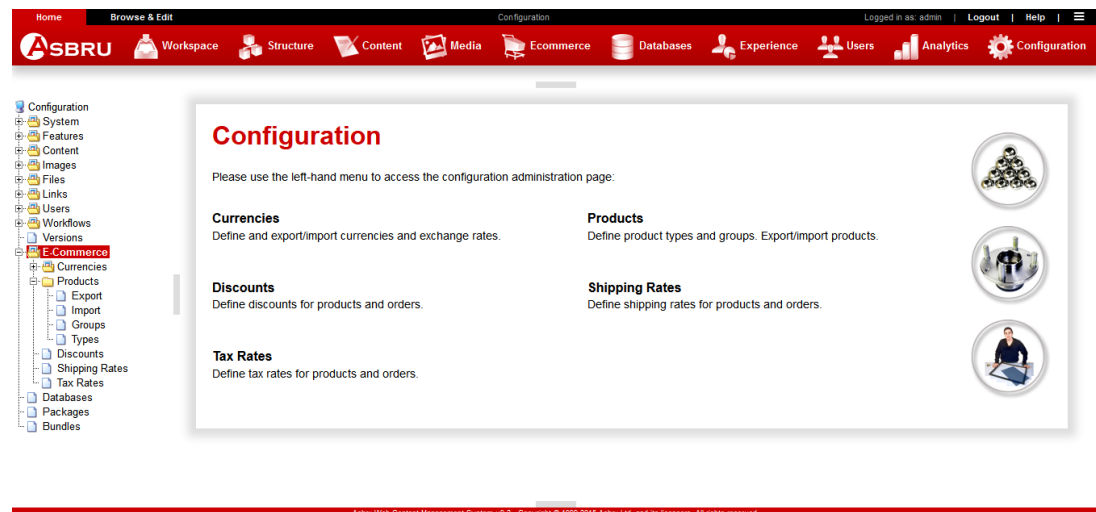
Your website customers are sent order confirmations by email and your website order administrators are sent order notifications by email for all completed orders. All completed orders are also stored in your website database for easy order administration and as backup for the email notifications so that no orders are lost due to eventual email problems.

All product, shopping cart, checkout and ordering web pages as well as order confirmation and order notification email messages are fully customisable using the Asbru Web Content Management system features.



7.1 Products Configuration

Select the Configuration – E-Commerce - Products menu item to access the Products configuration. You can then use the left-hand menu items to the Product Groups and Types Configuration pages as well the product details Export and Import pages for bulk updates outside of the web content management system and for synchronization with external product databases.



7.1.1 Product Groups and Types Configuration

The default installation of the E-Commerce Add-On module is configured for small websites, which only include a limited number of products and do not require special handling. However, if your website includes many products it may be necessary or at least more convenient and efficient to organise your products into a number of product groups and/or product types.

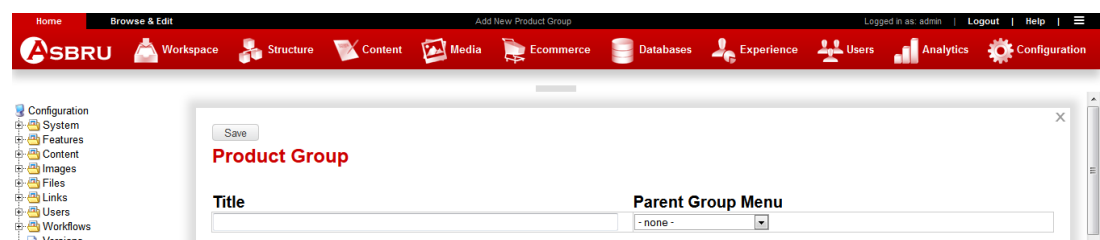
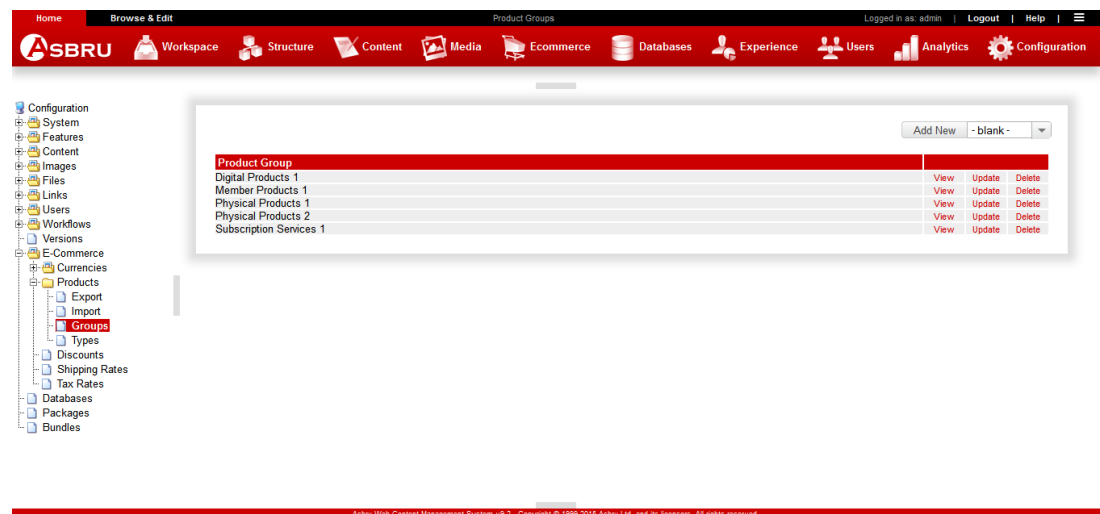
The E-Commerce Add-On module use the terms Groups and Types for generic product categories. You can define any groups and types you need to suit your requirements. Groups

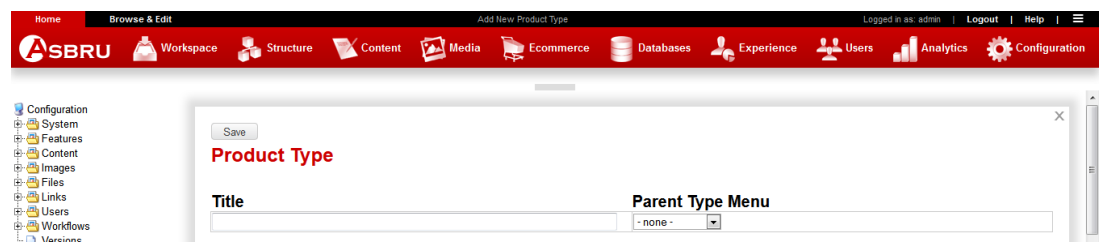
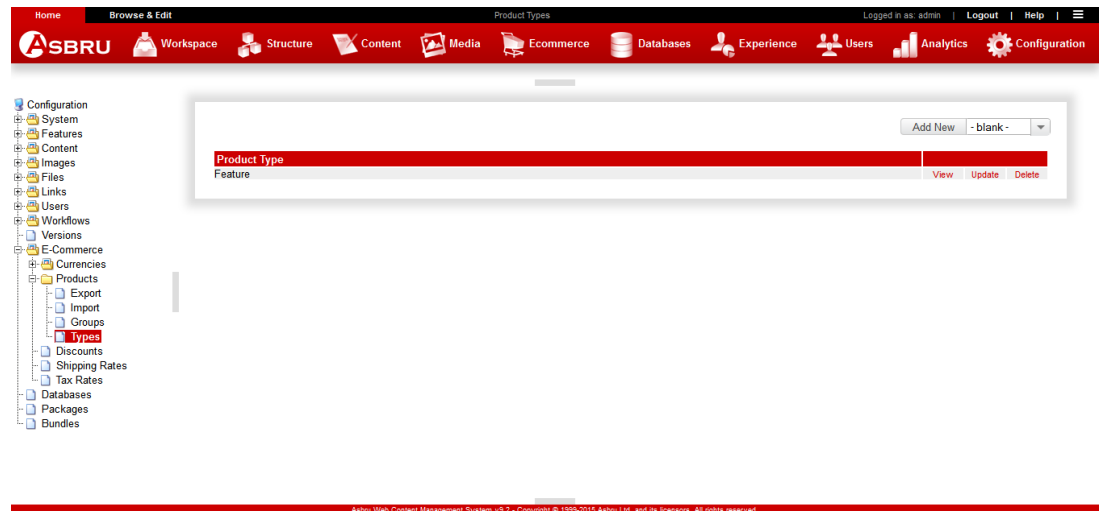
and Types do not have any special meaning in the E-Commerce Add-On module but are simply a way to divide your products into smaller and easier managed categories of products.

Product groups and types may also be used to define different shipping rates and tax rates for different products.

Select the Configuration – E-Commerce – Products – Groups and Types menu items to access the Product Groups and Types configuration. Your currently defined product groups and types are listed. Select Add New, View, Update and Delete to define your product groups and types.

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





7.1.1.1 Content Presentation

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

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

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

7.1.1.2 Access Restrictions

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

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

7.1.2 Product Database Synchronization

Typically, you may have an existing product database (or spreadsheet) and your product details such as price and stock quantities may change frequently. It may not be practical or possible to move your entire product database and administration to the Asbru Web Content Management system E-Commerce Add-On module or to update both your existing product database and the products in the Asbru Web Content Management system E-Commerce Add-On module.

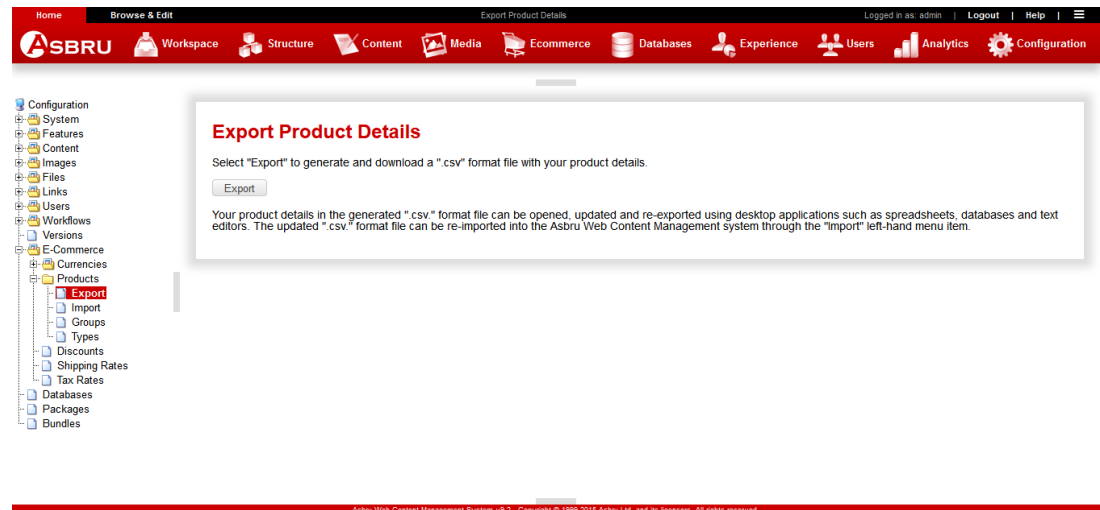
To make it easy to synchronize the product details between your existing product database and the products in the Asbru Web Content Management system E-Commerce Add-On module you can export/import the product details from/into the Asbru Web Content Management system E-Commerce Add-On module.

7.1.2.1 Export Product Details

Select the Configuration – E-Commerce - Products - Export menu item link to access the Export Product Details administration.

Select “Export” to extract your current product details from the Asbru Web Content Management system E-Commerce Add-On module and to download them as a .csv format file.

The downloaded .csv format file can be opened and edited using spreadsheet desktop applications, and it can be imported by database applications.



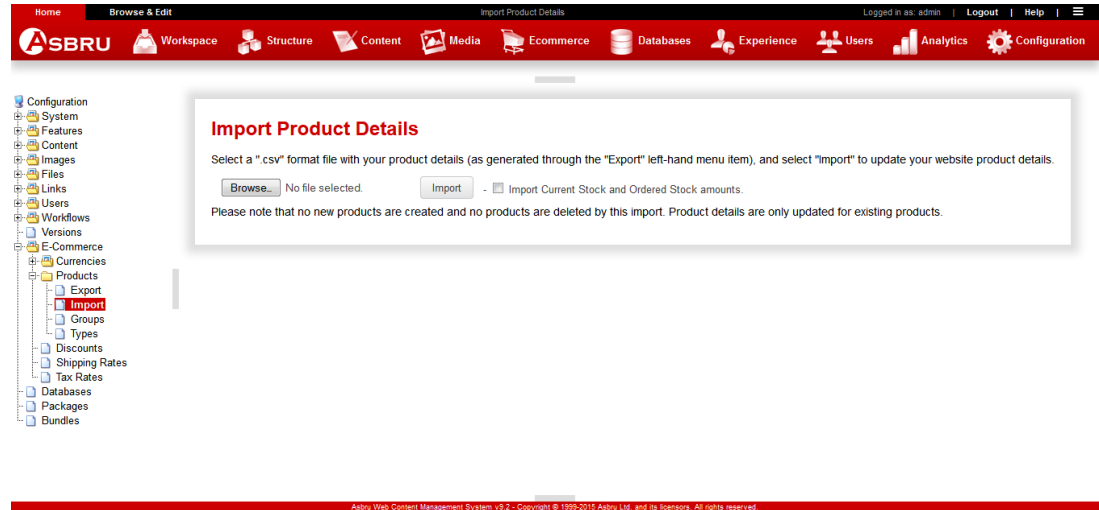
7.1.2.2 Import Product Details

Select the Configuration – E-Commerce - Products - Import menu item link to access the Import Product Details administration.

Select a .csv format file (as exported through the Export Product Details functionality) from your local computer and select “Import” to upload and import it into the Asbru Web Content Management system E-Commerce Add-On module. Any updated product details in the imported .csv format file are updated in the Asbru Web Content Management system E-Commerce Add-On module through the import.

As default the current stock and ordered stock amounts for products in the imported file will be ignored. Select the “Import Current Stock and Ordered Stock amounts” checkbox to use the current stock and ordered stock amounts for products in the imported file.

Please note that no new products are created and no products are deleted by the import. Product details are only updated for existing products. Products must be created and deleted through the product administration.



7.2 Currencies Configuration

As default the E-Commerce Add-On module uses a single currency for your products, shopping cart, checkout and orders as configured for your website. However, it is also possible to use multiple currencies for your website with different currencies for different products and different versions of your website.

Currencies are used to define the price of your products, shipping rates and tax rates as well as for your website visitors' shopping carts and orders. A single currency can be used for everything or multiple currencies can be used for different products, shipping rates, tax rates and versions of your website.

You can create any currency and any number of currencies to suit your requirements.

The product administration give you access to specify the currency for each product. Usually, this would just be set to use the default currency, but you can also select any specific currency, which has been defined for your website.

This way you can use different products with prices in different currencies at the same time. You may want to set the price of local products in your local currency and the price of imported products in their foreign currencies. This makes it easy to automatically handle price changes due to fluctuating currency exchange rates.

Although the price of different products may be set in different currencies, the actual prices used in the shopping cart, checkout and orders will always be exchanged to the default currency defined for your website using your defined currency exchange rates.

As default your product prices are always exchanged to the default currency defined for your website. However, you can use different currencies for each version of your website if you use the multiple versions features for your website.

This way you can use different currencies for different versions of your website at the same time. You may want to create different versions of your website for different regions or countries with each version of your website using the local currency for your website shopping cart, checkout and orders.

Although the price of different products may be set in different currencies, the actual prices used in the shopping cart, checkout and orders will always be exchanged to the default currency defined for the current version of your website using your defined currency exchange rates.

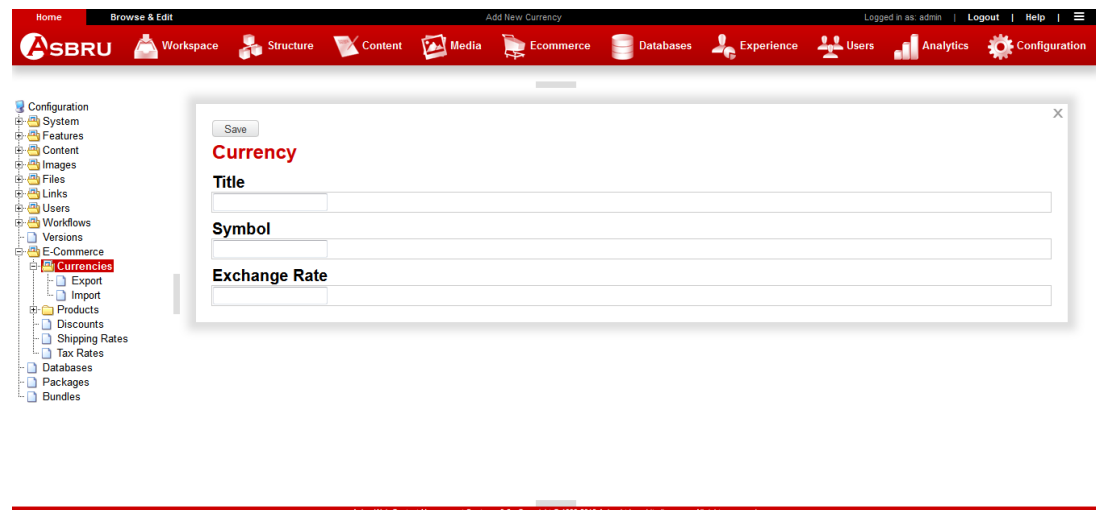
Select the Configuration – E-Commerce - Currencies menu item link to access the Currencies configuration. Your currently defined currencies are listed. Select Add New, View, Update and Delete to define your currencies.

Currency	Symbol	Exchange Rate	View	Update	Delete
DKK	kr.	1000	View	Update	Delete
EUR	€	135	View	Update	Delete
GBP	£	100	View	Update	Delete
JPY	¥	18000	View	Update	Delete
USD	\$	150	View	Update	Delete

7.2.1 Currency

For each currency you define its:

- **Title**
The name used in the currency administration for the currency.
- **Symbol**
The symbol, code or name displayed to your website customers for the currency.
- **Exchange Rate**
The exchange rate for the currency. The exchange rate is only used if you use multiple currencies on your website. The exchange rate for your base currency should be set to 100 and all other currencies you use on your website should be set relative to this.



7.2.2 Currency Database Synchronization

You may have an existing currency database (or spreadsheet) with your currency exchange rates, which may change frequently. It may not be practical or possible to move your entire currency database and administration to the Asbru Web Content Management system E-Commerce Add-On module or to update both your existing currency database and the currencies in the Asbru Web Content Management system E-Commerce Add-On module.

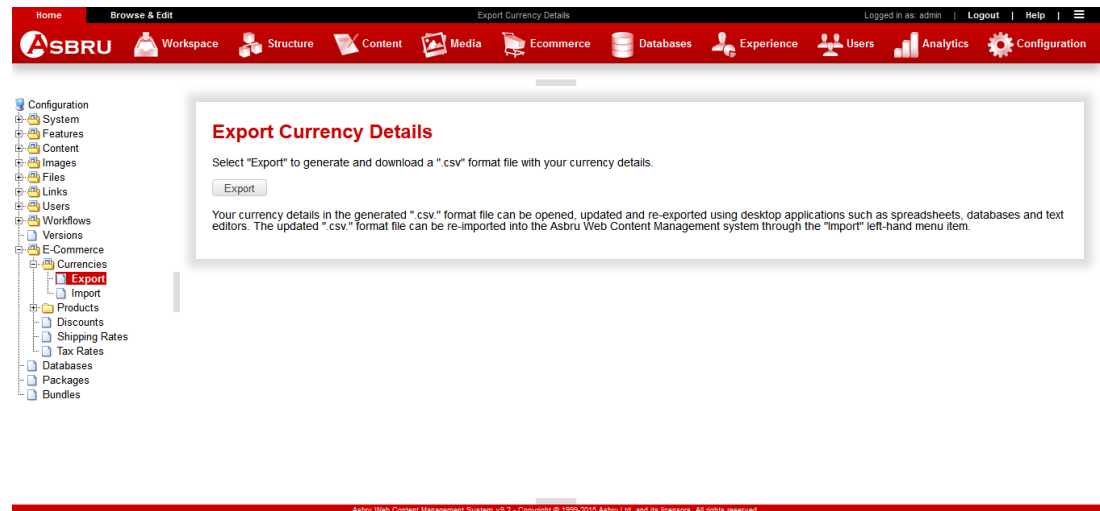
To make it easy to synchronize the currency details between your existing currency database and the currencies in the Asbru Web Content Management system E-Commerce Add-On module you can export/import the currency details from/into the Asbru Web Content Management system E-Commerce Add-On module.

7.2.2.1 Export Currency Details

Select the Configuration – E-Commerce - Currencies - Export menu item link to access the Export Currency Details administration.

Select “Export” to extract your current currency details from the Asbru Web Content Management system E-Commerce Add-On module and to download them as a .csv format file.

The downloaded .csv format file can be opened and edited using spreadsheet desktop applications, and it can be imported by database applications.

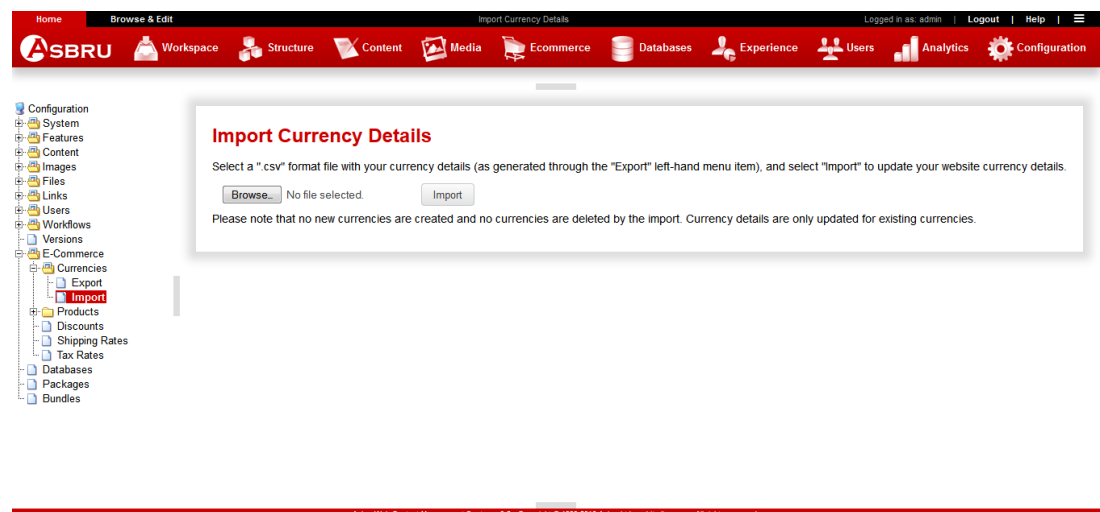


7.2.2.2 Import Currency Details

Select the Configuration – E-Commerce - Currencies - Import menu item link to access the Import Currency Details administration.

Select a .csv format file (as exported through the Export Currency Details functionality) from your local computer and select “Import” to upload and import it into the Asbru Web Content Management system E-Commerce Add-On module. Any updated currency details in the imported .csv format file are updated in the Asbru Web Content Management system E-Commerce Add-On module through the import.

Please note that no new currencies are created and no currencies are deleted by the import. Currency details are only updated for existing currencies. Currencies must be created and deleted through the currency administration.



7.3 Discounts Configuration

Discount rates are used to define special offers for your website customers' orders.

Different types of discount rates may be defined:

- Discounts to certain users.
- Discounts on certain products.
- Discounts for a given sale period.
- General discounts on orders above a given amount.
- Volume discounts on purchase of a given quantity of certain products.
- Fixed price offers on purchase of a given quantity of certain products.
- BOGOF (Buy One Get One Free) and similar discounts.

7.3.1 Discount Rates

Select the Configuration – E-Commerce – Discounts menu item link to access the Discount Rates configuration. Your currently defined discount rates are listed.

The screenshot shows the Asbru Web Content Management System interface. The top navigation bar is red and contains the ASBRU logo, a 'Browse & Edit' button, and several icons representing different system areas: Workspace, Structure, Content, Media, Ecommerce, Databases, Experience, Users, Analytics, and Configuration. The Configuration tab is active. On the left, a sidebar shows a tree view of the system configuration, with 'Discounts' highlighted under the 'E-Commerce' section. The main content area displays a table of existing discounts. The table has a red header row with the column 'Discount' and three columns for actions: 'View', 'Update', and 'Delete'. The table lists several discounts, including '10% Member Discount', '10% Off Orders Over £50', '20% Volume Discount On Case Of 6', 'Any for £10', 'Buy One Get One Free', and 'January Sale - 20% Off Everything'.

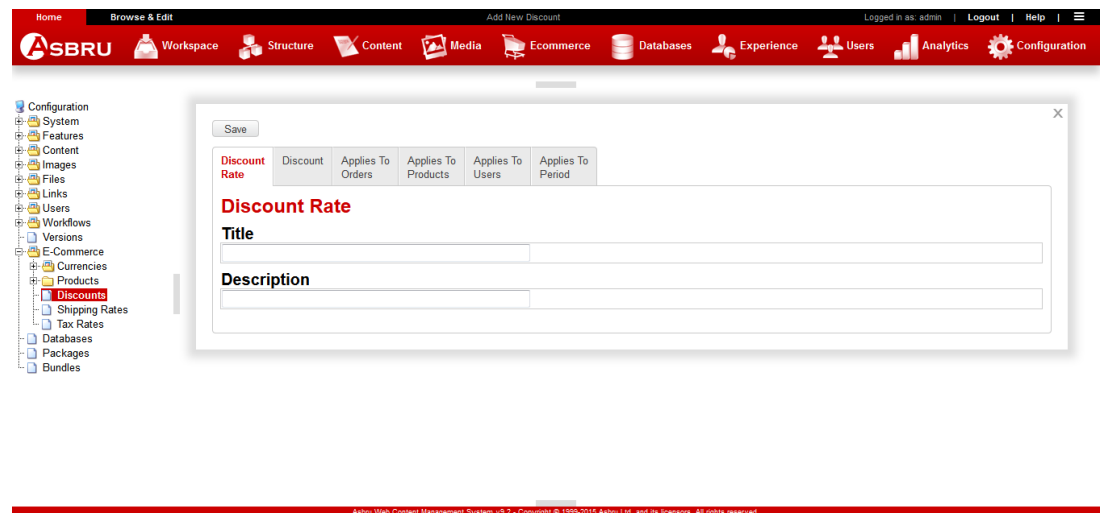
Discount	View	Update	Delete
10% Member Discount	View	Update	Delete
10% Off Orders Over £50	View	Update	Delete
20% Volume Discount On Case Of 6	View	Update	Delete
Any for £10	View	Update	Delete
Buy One Get One Free	View	Update	Delete
January Sale - 20% Off Everything	View	Update	Delete

Select Add New, View, Update and Delete to define your discount rates.

7.3.2 Discount Rate

For each discount rate you define its:

- Title
The name used in the discount rates administration for the discount rate.
- Description
The description displayed to your website customers for the discount rate.



7.3.2.1 Discount Details

The discount to be applied to orders.

- General Discount
 - Amount
Amount to be subtracted from the product price or the order total.
 - Currency / Percentage
Amount in money or a percentage to be subtracted from the product price or the order total.
 - Off Each Item / Total Price
(Only applies to currency amount discount – not percentage discount).
 - Off Each Item Of These Products
Subtracts the discount amount multiplied by the quantity of the given products.
 - Off Total Price For These Products
Subtracts the discount amount from the total order amount for the given products.
 - For example:
10% off all products
\$10 off all orders
- Volume Discount
 - Quantity From and To
The quantity of the given products for which the discount applies. Leave the quantity to blank for no upper limit quantity.
 - Of Any Products / The Same Product

- Of Any Products
Discount applies to any mix of product items from the given products groups/types (Applies To Products).
 - Of The Same Product
Discount only applies to multiple items of the same product.
- Amount
Amount to be subtracted from the product price or the order total.
- Currency / Percentage
Amount in money or a percentage to be subtracted from the product price or the order total.
- Off Each Item / Total Price
(Only applies to currency amount discount – not percentage discount).
 - Off Each Item Of These Products
Subtracts the discount amount multiplied by the quantity of the given products.
 - Off Total Price For These Products
Subtracts the discount amount from the total order amount for the given products.
- For example:
10% off purchase of any 3 or more products
Buy 5 XYZ products and get \$10 off
- Fixed Price
 - Quantity From and To
The quantity of the given products for which the discount applies. Leave the quantity to blank for no upper limit quantity.
 - Of Any Products / The Same Product
 - Of Any Products
Discount applies to any mix of product items from the given products groups/types (Applies To Products).
 - Of The Same Product
Discount only applies to multiple items of the same product.
 - Amount
Product price to be used per product item (if lower than the standard product price).
 - Currency
Product price currency.

- Per Item / In Total
 - Per Item For These Products
Charges the discount amount multiplied by the quantity of the given products.
 - In Total For These Products
Charges the discount amount in total for the given quantity of the given products.
- For example:
\$10 for any 3 products
\$10 each for any 3 or more products
- BOGOF
 - Quantity At Standard Product Price
The quantity of the given products to be purchased at the standard product price.
 - Of Any Products / The Same Product
 - Of Any Products
Discount applies to any mix of product items from the given products groups/types (Applies To Products).
 - Of The Same Product
Discount only applies to multiple items of the same product.
 - Quantity At Discounted Price
The quantity of the given products to be purchased at the discounted price.
 - Amount
Product price to be used per product item (if lower than the standard product price).
 - Currency / Percentage
Amount in money or a percentage of the standard product price to be used.
 - Per Item / In Total / Off Each Item
 - Per Item Of These Products
Each product item is charged at the given discount amount.
 - In Total For These Products
The total quantity of discounted product items (Quantity At Discounted Price) is charged at the given discount amount.
 - Off Each Item Of These Products
The given discount amount is subtracted from each product item's standard product price.

- For example:
Buy 1 Get 1 Free
Buy 2 Get 2 Half Price
Buy 3 Get 2 For \$10

All discounts are always applied in product price order. Volume and fixed price and BOGOF discounts for odd quantities of product items will be applied to the most expensive product items and the standard product price will be charged for the remaining cheapest product items. BOGOF discounts will charge the standard product price for the most expensive product items and the discounted product price for the least expensive product items for each “set” of product items (for example, Buy 1 Get 1 50% Off - standard price for the 1st most expensive product, half price for the 2nd most expensive product, standard price for the 3rd most expensive product, half price for the 4th most expensive product etc).

The screenshot shows the 'Add New Discount' configuration window in the Asbru Web Content Management System. The interface has a red header bar with the Asbru logo and navigation tabs: Home, Browse & Edit, Add New Discount, Logged in as: admin, Logout, Help, and a menu icon. Below the header is a secondary navigation bar with icons for Workspace, Structure, Content, Media, Ecommerce, Databases, Experience, Users, Analytics, and Configuration. On the left, a tree view shows the configuration hierarchy: Configuration, System, Features, Content, Images, Files, Links, Users, Workflows, Versions, E-Commerce, Products (highlighted), Discounts (highlighted), Shipping Rates, Tax Rates, Databases, Packages, and Bundles. The main configuration area is titled 'Discount' and contains four sections: General Discount, Volume Discount, Fixed Price, and BOGOF. Each section has input fields for 'Buy' and 'get' quantities, currency selection (defaulting to £), and a 'Please select' dropdown for the discount rate. A 'Save' button is located at the top left of the configuration area.

7.3.2.2 Applies To Orders

The discount rate is to be applied to the entire order for orders matching all the defined criteria. Any number and combinations of the criteria can be defined. Undefined criteria (where left blank) are ignored and will match all orders - i.e. leave Country blank to apply to orders for any country (where all the other criteria match).

- Country
The order delivery country for which the discount rate applies.
- State
The order delivery state for which the discount rate applies.
- Quantity From
The minimum order quantity for which the discount rate applies.
- Quantity To
The maximum order quantity for which the discount rate applies.

- **Total Currency**
The order currency for which the discount rate applies.
- **Total From**
The minimum order amount excluding shipping and tax for which the discount rate applies.
- **Total To**
The maximum order amount excluding shipping and tax for which the discount rate applies.
- **Weight From**
The minimum order weight for which the discount rate applies.
- **Weight To**
The maximum order weight for which the discount rate applies.
- **Volume From**
The minimum order volume for which the discount rate applies.
- **Volume To**
The maximum order volume for which the discount rate applies.

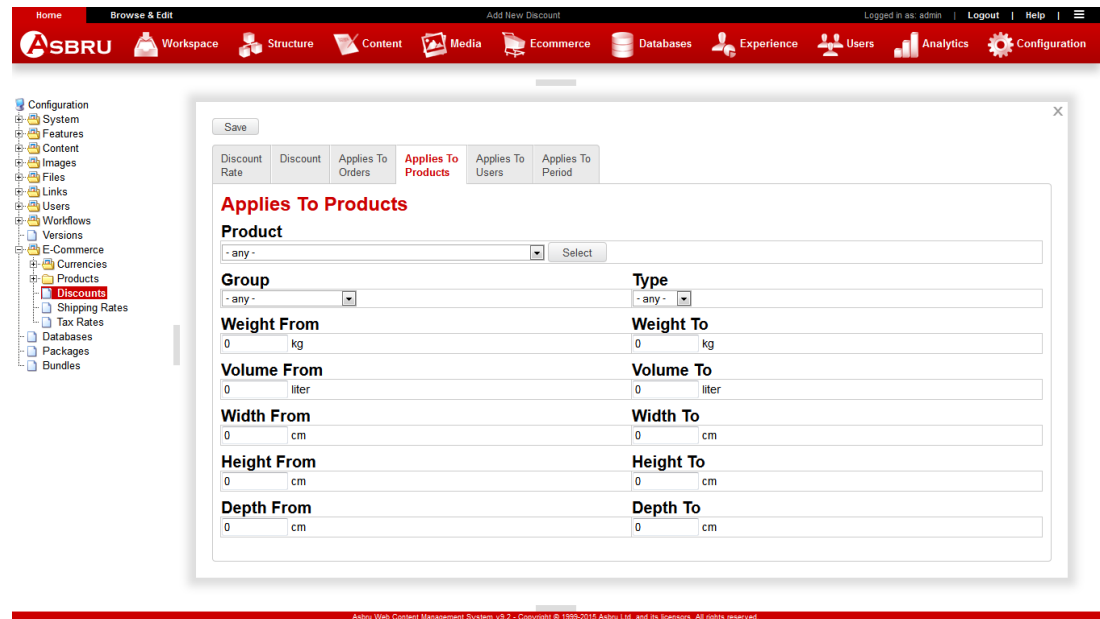
The screenshot shows the 'Configuration' window for 'Applies To Orders'. The interface includes a top navigation bar with the ASBRU logo and various menu items like Workspace, Structure, Content, Media, Ecommerce, Databases, Experience, Users, Analytics, and Configuration. A left sidebar lists configuration categories such as System, Features, Content, Images, Files, Links, Users, Workflows, Versions, E-Commerce, Currencies, Products, Discounts (highlighted), Shipping Rates, Tax Rates, Databases, Packages, and Bundles. The main configuration area has tabs for 'Discount Rate', 'Discount', 'Applies To Orders' (selected), 'Applies To Products', 'Applies To Users', and 'Applies To Period'. The 'Applies To Orders' tab contains several input fields: 'Country' and 'State' (text boxes), 'Quantity From' and 'Quantity To' (text boxes with '0' as a default), 'Total Currency' (a dropdown menu showing '£ (- default -)'), 'Total From' and 'Total To' (text boxes with '0' as a default), 'Weight From' and 'Weight To' (text boxes with '0' and 'kg' as a default), and 'Volume From' and 'Volume To' (text boxes with '0' and 'liter' as a default). A 'Save' button is located at the top left of the configuration area.

7.3.2.3 Applies To Products

The discount rate is to be applied to the individual products matching all the defined criteria. Any number and combinations of the criteria can be defined.

- **Product**
The specific product for which the discount rate applies.

- **Group**
The product group for which the discount rate applies.
- **Type**
The product type for which the discount rate applies.
- **Weight From**
The minimum product weight for which the discount rate applies.
- **Weight To**
The maximum product weight for which the discount rate applies.
- **Volume From**
The minimum product volume for which the discount rate applies.
- **Volume To**
The maximum product volume for which the discount rate applies.
- **Width From**
The minimum product width for which the discount rate applies.
- **Width To**
The maximum product width for which the discount rate applies.
- **Height From**
The minimum product height for which the discount rate applies.
- **Height To**
The maximum product height for which the discount rate applies.
- **Depth From**
The minimum product depth for which the discount rate applies.
- **Depth To**
The maximum product depth for which the discount rate applies.



7.3.2.4 Applies To Users

The discount rate is to be applied to the individual users matching all the defined criteria. Any number and combinations of the criteria can be defined.

- User
The specific user for which the discount rate applies.
- Group
The product group for which the discount rate applies.
- Type
The product type for which the discount rate applies.
- Discount Code
The discount code to be entered by the customers for which the discount rate applies.

To use discount rates with discount codes an additional, special input field must be added to the shopping cart web pages for website visitors to enter discount codes. Please see the Website Developer Guide for details.

The screenshot shows the Asbru Web Content Management System configuration interface. The top navigation bar includes links for Home, Browse & Edit, Add New Discount, and user status (Logged in as: admin). The main navigation menu on the left lists various configuration categories: Configuration, System, Features, Content, Images, Files, Links, Users, Workflows, Versions, E-Commerce, Currencies, Products, Discounts (highlighted), Shipping Rates, Tax Rates, Databases, Packages, and Bundles. The main content area displays the 'Applies To Users' configuration window. This window has a 'Save' button and a tabbed interface with tabs for Discount Rate, Discount, Applies To Orders, Applies To Products, Applies To Users (active), and Applies To Period. The 'Applies To Users' tab contains the following fields: 'User' (a dropdown menu showing '- any -'), 'Group' (a dropdown menu showing '- any -'), 'Type' (a dropdown menu showing '- any -'), and 'Discount Code' (a text input field).

7.3.2.5 Applies To Period

The discount rate is to be applied during the given period.

- **Start Date/Time**
The start date/time for which the discount rate applies. Leave blank for “now”.
- **End Date/Time**
The end date/time for which the discount rate applies. Leave blank for “forever”.

The screenshot shows the Asbru Web Content Management System configuration interface, similar to the previous one. The main navigation menu on the left is identical. The main content area displays the 'Applies To Period' configuration window. This window has a 'Save' button and a tabbed interface with tabs for Discount Rate, Discount, Applies To Orders, Applies To Products, Applies To Users, and Applies To Period (active). The 'Applies To Period' tab contains the following fields: 'Start Date/Time' (a date/time input field) and 'End Date/Time' (a date/time input field).

7.4 Shipping Rates Configuration

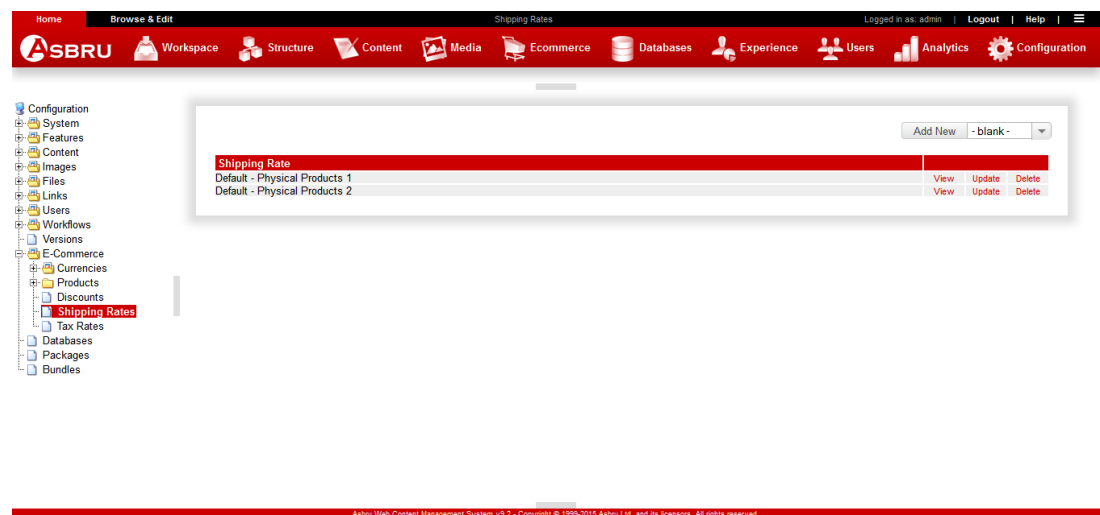
Shipping rates are used to define postage and packaging costs for your website customers' orders. If all postage and packaging costs are included in your product prices and no additional costs are to be added to your website customers' orders, you do not need to define shipping rates.

Different types of shipping rates may be defined:

- Standard postage and packaging costs.
- Additional and different postage and packaging costs for different products, product types and product groups.
- Additional and different postage and packaging costs for delivery to different countries and states.
- Additional and different postage and packaging costs for different order quantities and order amounts.
- Fixed postage and packaging costs per order.
- Fixed postage and packaging costs per ordered item.
- Postage and packaging costs as a percentage of the entire order amount.
- Postage and packaging costs as a percentage of individual product prices.

7.4.1 Shipping Rates

Select the Configuration – E-Commerce – Shipping Rates menu item link to access the Shipping Rates configuration. Your currently defined shipping rates are listed.

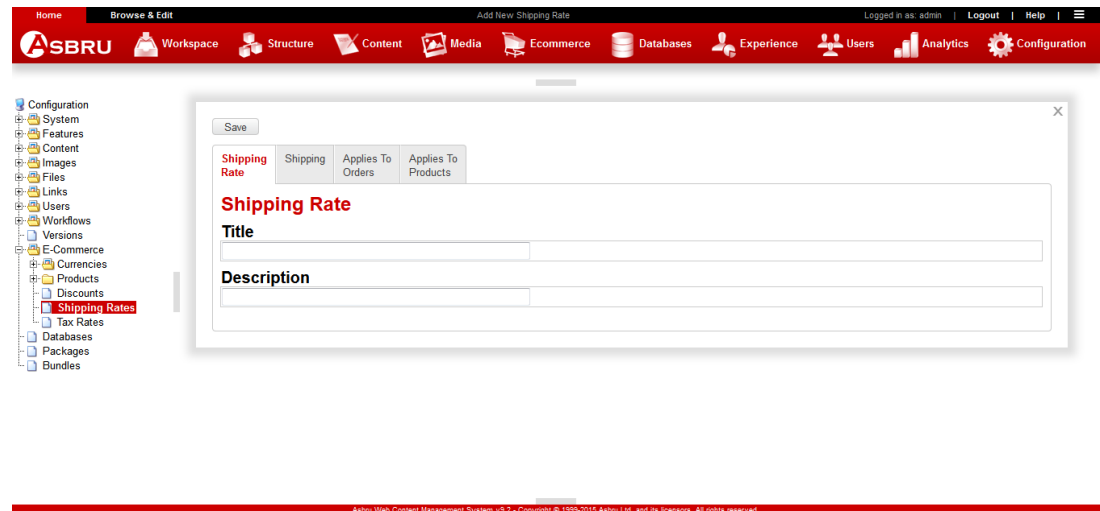


Select Add New, View, Update and Delete to define your shipping rates.

7.4.2 Shipping Rate

For each shipping rate you define its:

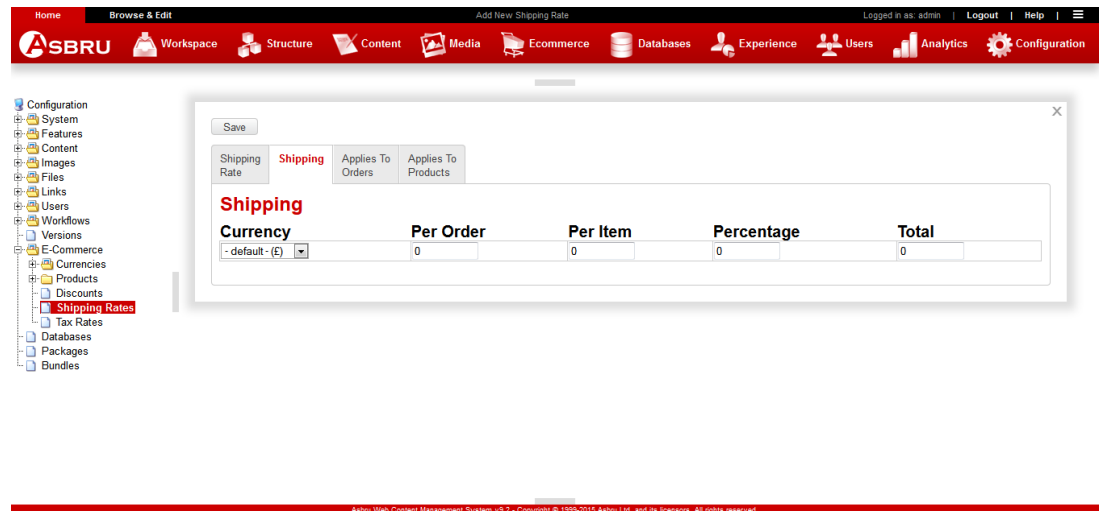
- Title
The name used in the shipping rates administration for the shipping rate.
- Description
The description displayed to your website customers for the shipping rate.



7.4.2.1 Shipping Details

The postage and packaging costs to be added to orders.

- **Currency**
The currency in which the shipping rate amounts are defined.
- **Per Order**
The amount to be added once per order for the shipping rate.
- **Per Item**
The amount to be added per order item for the shipping rate.
- **Percentage**
The percentage (0 to 100) of the order amount to be added for the shipping rate.
- **Total**
The maximum total amount per order for the shipping rate.



7.4.2.2 Applies To Orders

The shipping rate is to be applied to the entire order for orders matching all the defined criteria. Any number and combinations of the criteria can be defined. Undefined criteria (where left blank) are ignored and will match all orders - i.e. leave Country blank to apply to orders for any country (where all the other criteria match).

- **Country**
The order delivery country for which the shipping rate applies.
- **State**
The order delivery state for which the shipping rate applies.
- **Quantity From**
The minimum order quantity for which the shipping rate applies.
- **Quantity To**
The maximum order quantity for which the shipping rate applies.
- **Total Currency**
The order currency for which the shipping rate applies.
- **Total From**
The minimum order amount excluding shipping and tax for which the shipping rate applies.
- **Total To**
The maximum order amount excluding shipping and tax for which the shipping rate applies.
- **Weight From**
The minimum order weight for which the shipping rate applies.

- **Weight To**
The maximum order weight for which the shipping rate applies.
- **Volume From**
The minimum order volume for which the shipping rate applies.
- **Volume To**
The maximum order volume for which the shipping rate applies.

Please note that Applies To Orders and Applies To Products criteria should not be combined or the shipping rate may be applied to orders twice.

The screenshot shows the 'Add New Shipping Rate' configuration window in the Asbru Web Content Management System. The window has a red header bar with the ASBRU logo and navigation tabs: Home, Browse & Edit, Add New Shipping Rate, Logged in as: admin, Logout, Help, and a menu icon. Below the header is a red navigation bar with icons for Workspace, Structure, Content, Media, Ecommerce, Databases, Experience, Users, Analytics, and Configuration. On the left, a tree view shows the configuration hierarchy: Configuration > System > Features > Content > Images > Files > Links > Users > Workflows > Versions > E-Commerce > Currencies > Products > Discounts > Shipping Rates (highlighted in red). The main content area is titled 'Applies To Orders' and contains several input fields for defining shipping rate criteria. The fields are organized into two columns. The left column includes: Country, Quantity From (0), Total Currency (default - (E)), Weight From (0 kg), and Volume From (0 liter). The right column includes: State, Quantity To (0), Total To (0), Weight To (0 kg), and Volume To (0 liter). A 'Save' button is located at the top left of the configuration area. At the bottom of the window, a red footer bar contains the text: 'Asbru Web Content Management System v9.2 - Copyright © 1999-2015 Asbru Ltd. and its licensors. All rights reserved.'

7.4.2.3 Applies To Products

The shipping rate is to be applied to the individual products matching all the defined criteria. Any number and combinations of the criteria can be defined.

- **Product**
The specific product for which the shipping rate applies.
- **Group**
The product group for which the shipping rate applies.
- **Type**
The product type for which the shipping rate applies.
- **Weight From**
The minimum product weight for which the shipping rate applies.
- **Weight To**
The maximum product weight for which the shipping rate applies.

- **Volume From**
The minimum product volume for which the shipping rate applies.
- **Volume To**
The maximum product volume for which the shipping rate applies.
- **Width From**
The minimum product width for which the shipping rate applies.
- **Width To**
The maximum product width for which the shipping rate applies.
- **Height From**
The minimum product height for which the shipping rate applies.
- **Height To**
The maximum product height for which the shipping rate applies.
- **Depth From**
The minimum product depth for which the shipping rate applies.
- **Depth To**
The maximum product depth for which the shipping rate applies.

Please note that Applies To Orders and Applies To Products criteria should not be combined or the shipping rate may be applied to orders twice.

The screenshot displays the Asbru Web Content Management System interface. The top navigation bar includes links for Home, Browse & Edit, Add New Shipping Rate, and user status (Logged in as: admin). The main menu on the left lists various system components, with 'Shipping Rates' highlighted under the 'Configuration' section. The central window, titled 'Applies To Products', contains a 'Save' button and tabs for 'Shipping Rate', 'Shipping', 'Applies To Orders', and 'Applies To Products'. The 'Applies To Products' tab is active, showing a form with the following fields:

- Product**: A dropdown menu with '- any -' and a 'Select' button.
- Group**: A dropdown menu with '- any -'.
- Type**: A dropdown menu with '- any -'.
- Weight From**: A text input field with '0' and a unit dropdown set to 'kg'.
- Weight To**: A text input field with '0' and a unit dropdown set to 'kg'.
- Volume From**: A text input field with '0' and a unit dropdown set to 'liter'.
- Volume To**: A text input field with '0' and a unit dropdown set to 'liter'.
- Width From**: A text input field with '0' and a unit dropdown set to 'cm'.
- Width To**: A text input field with '0' and a unit dropdown set to 'cm'.
- Height From**: A text input field with '0' and a unit dropdown set to 'cm'.
- Height To**: A text input field with '0' and a unit dropdown set to 'cm'.
- Depth From**: A text input field with '0' and a unit dropdown set to 'cm'.
- Depth To**: A text input field with '0' and a unit dropdown set to 'cm'.

The footer of the interface contains the text: 'Asbru Web Content Management System v3.2 - Copyright © 1999-2015 Asbru Ltd. and its licensors. All rights reserved.'

7.5 Tax Rates Configuration

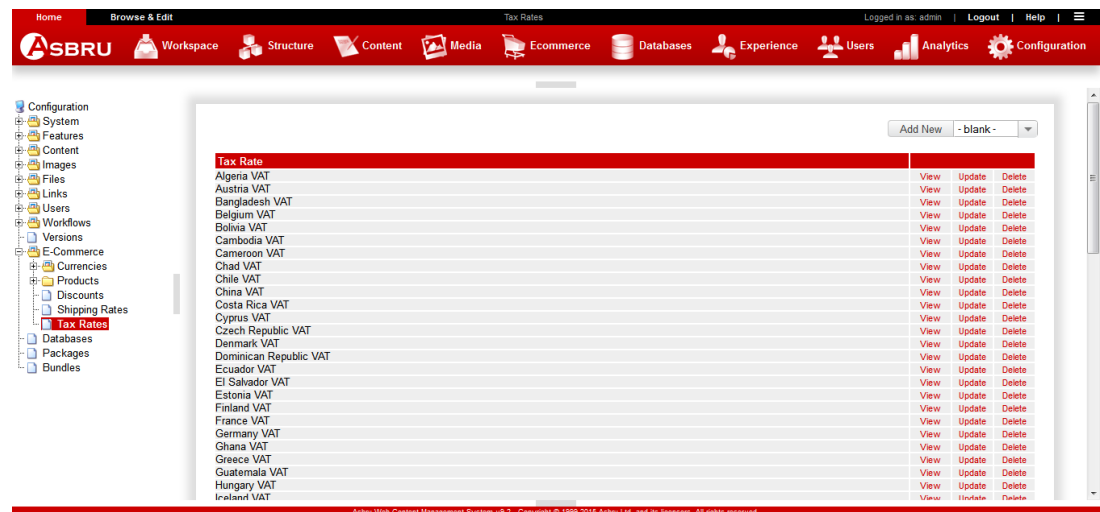
Tax rates are used to define V.A.T. and other taxes and duties for your website customers' orders. If all taxes are included in your product prices and no additional taxes are to be added to your website customers' orders, you do not need to define tax rates.

Different types of tax rates may be defined:

- Standard taxes.
- Additional and different taxes for different products, product types and product groups.
- Additional and different taxes for delivery to different countries and states.
- Additional and different taxes for different order quantities and order amounts.
- Fixed taxes per order.
- Fixed taxes per ordered item.
- Taxes as a percentage of the entire order amount.
- Taxes as a percentage of individual product prices.

7.5.1 Tax Rates

Select the Configuration – E-Commerce – Tax Rates menu item link to access the Tax Rates configuration. Your currently defined tax rates are listed.

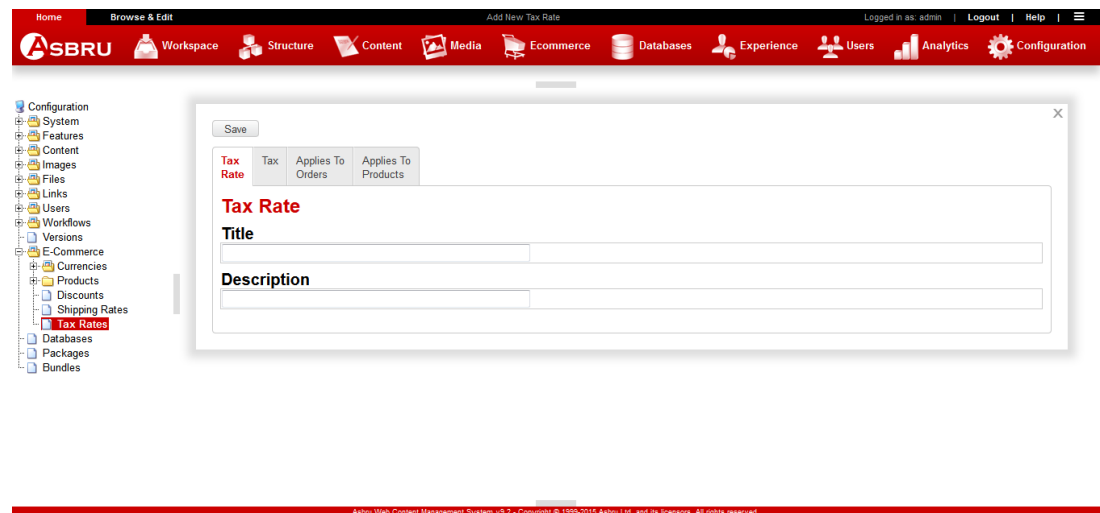


Select Add New, View, Update and Delete to define your tax rates.

7.5.2 Tax Rate

For each tax rate you define its:

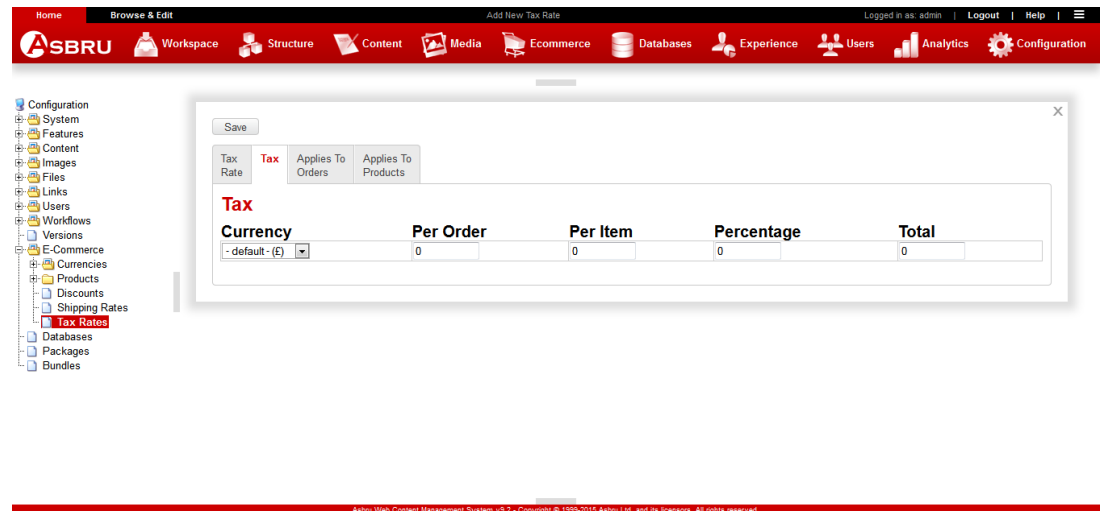
- Title
The name used in the tax rates administration for the tax rate.
- Description
The description displayed to your website customers for the tax rate.



7.5.2.1 Tax Details

The tax to be added to orders.

- **Currency**
The currency in which the tax rate amounts are defined.
- **Per Order**
The amount to be added once per order for the tax rate.
- **Per Item**
The amount to be added per order item for the tax rate.
- **Percentage**
The percentage (0 to 100) of the order amount to be added for the tax rate.
- **Total**
The maximum total amount per order for the tax rate.



7.5.2.2 Applies To Orders

The tax rate is to be applied to the entire order for orders matching all the defined criteria. Any number and combinations of the criteria can be defined. Undefined criteria (where left blank) are ignored and will match all orders - i.e. leave Country blank to apply to orders for any country (where all the other criteria match).

- **Country**
The order delivery country for which the tax rate applies.
- **State**
The order delivery state for which the tax rate applies.
- **Quantity From**
The minimum order quantity for which the tax rate applies.
- **Quantity To**
The maximum order quantity for which the tax rate applies.
- **Total Currency**
The order currency for which the tax rate applies.
- **Total From**
The minimum order amount excluding shipping and tax for which the tax rate applies.
- **Total To**
The maximum order amount excluding shipping and tax for which the tax rate applies.
- **Weight From**
The minimum order weight for which the tax rate applies.
- **Weight To**
The maximum order weight for which the tax rate applies.

- **Volume From**
The minimum order volume for which the tax rate applies.
- **Volume To**
The maximum order volume for which the tax rate applies.

Please note that Applies To Orders and Applies To Products criteria should not be combined or the tax rate may be applied to orders twice.

The screenshot shows the Asbru Web Content Management System configuration interface. The top navigation bar includes links for Home, Browse & Edit, Add New Tax Rate, and user status (Logged in as: admin). The main menu on the left lists various configuration categories like System, Features, Content, Images, Files, Links, Users, Workflows, Versions, E-Commerce, Currencies, Products, Discounts, Shipping Rates, Tax Rates (highlighted), Databases, Packages, and Bundles. The central panel displays the 'Applies To Orders' configuration for a tax rate. It includes fields for Country, State, Quantity From, Quantity To, Total Currency, Total From, Total To, Weight From, Weight To, Volume From, and Volume To. The 'Applies To Orders' tab is selected, and the 'Tax Rate' tab is also visible. The bottom of the interface shows the Asbru Web Content Management System v3.2 - Copyright © 1999-2017 Asbru Ltd. and its licensors. All rights reserved.

7.5.2.3 Applies To Products

The tax rate is to be applied to the individual products matching all the defined criteria. Any number and combinations of the criteria can be defined.

- **Product**
The specific product for which the tax rate applies.
- **Group**
The product group for which the tax rate applies.
- **Type**
The product type for which the tax rate applies.
- **Weight From**
The minimum product weight for which the tax rate applies.
- **Weight To**
The maximum product weight for which the tax rate applies.
- **Volume From**
The minimum product volume for which the tax rate applies.

- **Volume To**
The maximum product volume for which the tax rate applies.
- **Width From**
The minimum product width for which the tax rate applies.
- **Width To**
The maximum product width for which the tax rate applies.
- **Height From**
The minimum product height for which the tax rate applies.
- **Height To**
The maximum product height for which the tax rate applies.
- **Depth From**
The minimum product depth for which the tax rate applies.
- **Depth To**
The maximum product depth for which the tax rate applies.

Please note that Applies To Orders and Applies To Products criteria should not be combined or the tax rate may be applied to orders twice.

The screenshot displays the Asbru Web Content Management System interface. The top navigation bar includes links for Home, Browse & Edit, Add New Tax Rate, and user status (Logged in as: admin). The main menu on the left lists various system components, with 'Tax Rates' highlighted under the 'Configuration' section. The central panel shows the 'Applies To Products' configuration window for a specific tax rate. This window contains several input fields for defining product criteria:

- Product:** A dropdown menu set to '- any -' with a 'Select' button.
- Group:** A dropdown menu set to '- any -'.
- Type:** A dropdown menu set to '- any -'.
- Weight From:** A numeric input field set to '0' with a unit of 'kg'.
- Weight To:** A numeric input field set to '0' with a unit of 'kg'.
- Volume From:** A numeric input field set to '0' with a unit of 'liter'.
- Volume To:** A numeric input field set to '0' with a unit of 'liter'.
- Width From:** A numeric input field set to '0' with a unit of 'cm'.
- Width To:** A numeric input field set to '0' with a unit of 'cm'.
- Height From:** A numeric input field set to '0' with a unit of 'cm'.
- Height To:** A numeric input field set to '0' with a unit of 'cm'.
- Depth From:** A numeric input field set to '0' with a unit of 'cm'.
- Depth To:** A numeric input field set to '0' with a unit of 'cm'.

A 'Save' button is located at the top left of the configuration window. The footer of the page indicates the system version: 'Asbru Web Content Management System v9.2 - Copyright © 1999-2015 Asbru Ltd. and its licensors. All rights reserved.'

8 Content Databases Configuration

All content in the Asbru Web Content Management system is stored in a database, but the Databases Add-On module enables you to create additional, special content databases for structured content that may not be suitable to be presented and managed as ordinary website content pages.

You can define any number of special content databases for different types of data, and you can define any number of attributes/fields for the content in the databases. Special content databases can contain a wide variety of data types including simple text, HTML text, numbers, dates, select options, radio buttons, checkboxes, usernames and email addresses as well as references to other content items (pages, images and files etc).

Special content databases can be used to give your website visitors access to search for and view content in the databases. Searches can be for each individual attribute/field in the content database. How the special content databases and searched and displayed is cully customizable using the general content administration features of the Asbru Web Content Management system and a few, simple special codes.

Special content databases can also be used to collect data from your website visitors. You can create web page forms where the posted form data are stored in a special content database, and an email notification can be sent to the special content database website administrators.

8.1 Content Databases

Select the Configuration – Databases menu item link to configure special content databases for your website.

Your existing special content databases are listed with links to view, update and delete each of the special content databases. New special content databases can be added by selecting the Add New button/link.

Database	View	Update	Delete
Customer Bills	View	Update	Delete
Email Addresses	View	Update	Delete
Event Registrations	View	Update	Delete
Events	View	Update	Delete
Job Applications	View	Update	Delete
Job Directory	View	Update	Delete
Jobs	View	Update	Delete
Product Database	View	Update	Delete
Product Registrations	View	Update	Delete
Stores	View	Update	Delete
Support Tickets	View	Update	Delete

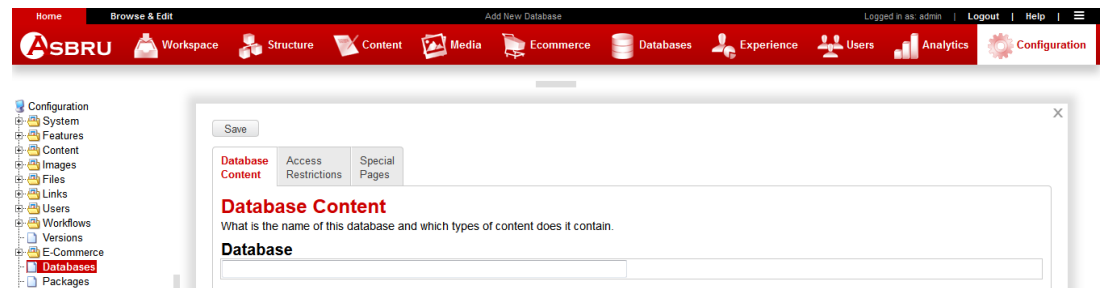
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8.2 Content Database

For each special content database your databases configuration options are:

- **Database Content:**
The database name and definition of the number and type of attributes/fields in the database.

The database name should be a single word and should not contain any special characters.



8.2.1 Content

Any number of database attributes/fields can be defined for the database by entering a unique name for the attribute/field; selecting the data type and selecting Add New. This displays a new table row for the added attribute/field with a number of additional properties for that data type as well as an Index checkbox and Move Up and Move Down buttons.

When naming the special content database data attributes/fields, names already used by the web content management for special codes should be avoided. To avoid any conflicts it is recommended that you capitalise the first letter of the data attribute/field names.

The different available data types and their properties are described below.

The Index checkbox can be checked to create an index on the database attribute/field in the database. Creating an index for an attribute/field makes searching for the attribute/field in the database faster, so an index should usually be created for all searchable database attributes/fields. However, creating an index for an attribute/field also makes adding, updating and deleting data slower and uses more space, so an index should usually only be created if necessary. Please note that this does not automatically add the database attribute/field to the content databases administration index page.

On the content databases administration pages, the database attributes/fields are displayed in the order they are defined on the database configuration page. Use the Move Up and Move Down buttons to change the order of the database attributes/fields. Please also note that as default the first plain text attribute/field is displayed on the content databases administration index page as the "title" for each data item in the database.

- **-TAB-**
Will display the subsequent database attributes/fields (until the next –TAB-) on a “tab” with the given name on the content databases administration pages. Database attributes/fields before the first -TAB- will always be visible above the “tabs”.

- **Plain text**
Simple unformatted, possibly large text. Columns defines how many characters wide the data input field is. Rows defines how many lines high the data input field is.
(Technically, this is created as a “text” or “clob” database server column).
- **Plain text (searchable)**
Simple unformatted, smaller text. Columns defines how many characters wide the data input field is. Rows defines how many lines high the data input field is.
(Technically, this is created as a “varchar” database server column. Different database servers have different size limits for such columns – typically, a few thousand characters. Please see your general database server documentation for details).
- **Rich Text (HTML)**
Formatted text with images and hyperlinks etc. Width defines how many pixels wide the data input field is. Height defines how many pixels high the data input field is.
- **Number**
Integer or decimal number. Digits defines the number of digits to be displayed before the decimal point. Decimals defines the number of decimals to be displayed after the decimal point.
- **Select (single)**
Select a single option from a list of pre-defined options. Size defines how many options should be displayed (this may be less than the number of options). Options defines the available options to be selected between. Each line will be an option.
- **Select (multiple)**
Select any number of options from a list of pre-defined options. Size defines how many options should be displayed (this may be less than the number of options). Options defines the available options to be selected between. Each line will be an option.
- **Radio buttons**
Select a single option from a number of pre-defined radio buttons. Options defines the available radio buttons to be selected between. Each line will be a radio button.
- **Checkboxes**
Select any number of options from a list of pre-defined checkboxes. Options defines the available checkboxes to be selected between. Each line will be a checkbox.
- **Date / time**
Date and/or time. Format defines how the date/time is displayed.
- **Created date / time**
Date/time automatically set when new data is added to the database.
- **Updated date / time**
Date/time automatically set when data is updated in the database.
- **Created by username**
Username automatically set when new data is added to the database. The username is the

username of the user or website administrator who added the data.

- **Updated by username**
Username automatically set when data is updated in the database. The username is the username of the user or website administrator who updated the data.
- **Content item**
Select a single content item from a list of all content items in the web content management system. Size defines how many content items should be displayed.
- **Content items**
Select any number of content items from a list of all content items in the web content management system. Size defines how many content items should be displayed.
- **Content class**
Select a single content class from a list of all content classes defined in the web content management system. Size defines how many content classes should be displayed.
- **Content classes**
Select any number of content classes from a list of all content classes defined in the web content management system. Size defines how many content classes should be displayed.
- **Content group**
Select a single content group from a list of all content groups defined in the web content management system. Size defines how many content groups should be displayed.
- **Content groups**
Select any number of content groups from a list of all content groups defined in the web content management system. Size defines how many content groups should be displayed.
- **Content type**
Select a single content type from a list of all content types defined in the web content management system. Size defines how many content types should be displayed.
- **Content types**
Select any number of content types from a list of all content types defined in the web content management system. Size defines how many content types should be displayed.
- **Page**
Select a single page from a list of all pages in the web content management system. Size defines how many pages should be displayed.
- **Pages**
Select any number of pages from a list of all pages in the web content management system. Size defines how many pages should be displayed.
- **Page group**
Select a single page group from a list of all page groups defined in the web content management system. Size defines how many page groups should be displayed.

- **Page groups**
Select any number of page groups from a list of all page groups defined in the web content management system. Size defines how many page groups should be displayed.
- **Page type**
Select a single page type from a list of all page types defined in the web content management system. Size defines how many page types should be displayed.
- **Page types**
Select any number of page types from a list of all page types defined in the web content management system. Size defines how many page types should be displayed.
- **Image**
Select a single image from a list of all images in the web content management system. Size defines how many images should be displayed.
- **Images**
Select any number of images from a list of all images in the web content management system. Size defines how many images should be displayed.
- **Image group**
Select a single image group from a list of all image groups defined in the web content management system. Size defines how many image groups should be displayed.
- **Image groups**
Select any number of image groups from a list of all image groups defined in the web content management system. Size defines how many image groups should be displayed.
- **Image type**
Select a single image type from a list of all image types defined in the web content management system. Size defines how many image types should be displayed.
- **Image types**
Select any number of image types from a list of all image types defined in the web content management system. Size defines how many image types should be displayed.
- **Image format**
Select a single image format from a list of all image formats defined in the web content management system. Size defines how many image formats should be displayed.
- **Image formats**
Select any number of image formats from a list of all image formats defined in the web content management system. Size defines how many image formats should be displayed.
- **File**
Select a single file from a list of all files in the web content management system. Size defines how many files should be displayed.
- **Files**
Select any number of files from a list of all files in the web content management system.

Size defines how many files should be displayed.

- **File group**
Select a single file group from a list of all file groups defined in the web content management system. Size defines how many file groups should be displayed.
- **File groups**
Select any number of file groups from a list of all file groups defined in the web content management system. Size defines how many file groups should be displayed.
- **File type**
Select a single file type from a list of all file types defined in the web content management system. Size defines how many file types should be displayed.
- **File types**
Select any number of file types from a list of all file types defined in the web content management system. Size defines how many file types should be displayed.
- **File format**
Select a single file format from a list of all file formats defined in the web content management system. Size defines how many file formats should be displayed.
- **File formats**
Select any number of file formats from a list of all file formats defined in the web content management system. Size defines how many file formats should be displayed.
- **Link**
Select a single link from a list of all links in the web content management system. Size defines how many links should be displayed.
- **Links**
Select any number of links from a list of all links in the web content management system. Size defines how many links should be displayed.
- **Link group**
Select a single link group from a list of all link groups defined in the web content management system. Size defines how many link groups should be displayed.
- **Link groups**
Select any number of link groups from a list of all link groups defined in the web content management system. Size defines how many link groups should be displayed.
- **Link type**
Select a single link type from a list of all link types defined in the web content management system. Size defines how many link types should be displayed.
- **Link types**
Select any number of link types from a list of all link types defined in the web content management system. Size defines how many link types should be displayed.

- **Element**
Select a single content element from a list of all content elements defined in the web content management system. Size defines how many content elements should be displayed. Class defines which content class of content elements to display. If no class is selected all content elements of all content classes are displayed.
- **Elements**
Select any number of content elements from a list of all content elements defined in the web content management system. Size defines how many content elements should be displayed. Class defines which content class of content elements to display. If no class is selected all content elements of all content classes are displayed.
- **Version**
Select a single version from a list of all versions defined in the web content management system. Size defines how many versions should be displayed.
- **Versions**
Select any number of versions from a list of all versions defined in the web content management system. Size defines how many versions should be displayed.
- **Database**
Select a single special content database from a list of all special content databases defined in the web content management system. Size defines how many special content databases should be displayed.
- **Databases**
Select any number of special content databases from a list of all special content databases defined in the web content management system. Size defines how many special content databases should be displayed.
- **Data (single)**
Select a single data attribute/field value from a list of all data attribute/field values in a special content database. Size defines how many data attribute/field values should be displayed. Database defines the name of the database to be displayed. Content defines the name of the attribute/field to be displayed.
- **Data (multi)**
Select any number of data attribute/field values from a list of all data attribute/field values in a special content database. Size defines how many data attribute/field values should be displayed. Database defines the name of the database to be displayed. Content defines the name of the attribute/field to be displayed.
- **Data view (single)**
Select a single data attribute/field value from a list of all data attribute(s)/field(s) values in one or more special content databases. Size defines how many data attribute/field values should be displayed.

Database defines the names of the databases to be displayed – with multiple database names separated by “,” or “*”. If multiple database names are separated by “*” then all combinations of all values (for the given attributes/fields names) in all the given

databases will be listed. If multiple database names are separated by “,” and the given databases have attributes/fields with the same names then only all the combinations where those attributes/fields values are also the same will be listed.

Content defines the names of the attributes/fields to be displayed – with multiple attributes/fields names separated by commas (commas only without blanks). Alternatively, a special codes formatted string can be entered define how the attributes/fields values are displayed. For example: “PREFIX @@@Some Attribute Name@@@ - @@@Another Attribute name@@@ SUFFIX” will display the attribute values with a leading “PREFIX” and separated by “ – “ and a trailing “SUFFIX”. Please note that the formatted display format is also the value that will be stored in the database.

- **Data view (multi)**
Select any number of data attribute/field values from a list of all data attribute(s)/field(s) values in one or more special content databases. Size defines how many data attribute/field values should be displayed.

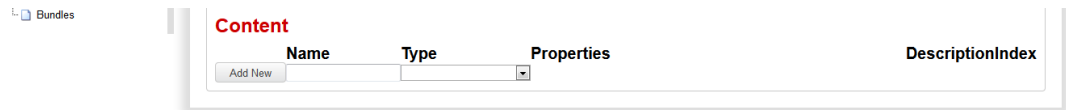
Database defines the names of the databases to be displayed – with multiple database names separated by “,” or “*”. If multiple database names are separated by “*” then all combinations of all values (for the given attributes/fields names) in all the given databases will be listed. If multiple database names are separated by “,” and the given databases have attributes/fields with the same names then only all the combinations where those attributes/fields values are also the same will be listed.

Content defines the names of the attributes/fields to be displayed – with multiple attributes/fields names separated by commas (commas only without blanks). Alternatively, a special codes formatted string can be entered define how the attributes/fields values are displayed. For example: “PREFIX @@@Some Attribute Name@@@ - @@@Another Attribute name@@@ SUFFIX” will display the attribute values with a leading “PREFIX” and separated by “ – “ and a trailing “SUFFIX”. Please note that the formatted display format is also the value that will be stored in the database.

- **Username**
Select a single username from a list of all usernames defined in the user database. Size defines how many usernames should be displayed.
- **Usernames**
Select any number of usernames from a list of all usernames defined in the user database. Size defines how many usernames should be displayed.
- **User email**
Select a single user email address from a list of all user email addresses defined in the user database. Size defines how many user email addresses should be displayed.
- **User emails**
Select a single user email address from a list of all user email addresses defined in the user database. Size defines how many user email addresses should be displayed.
- **User group**
Select a single user group from a list of all user groups defined in the web content

management system. Size defines how many user groups should be displayed.

- **User groups**
Select any number of user groups from a list of all user groups defined in the web content management system. Size defines how many user groups should be displayed.
- **User type**
Select a single user type from a list of all user types defined in the web content management system. Size defines how many user types should be displayed.
- **User types**
Select any number of user types from a list of all user types defined in the web content management system. Size defines how many user types should be displayed.



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8.2.2 Access Restrictions

Defines which website visitors and administrators have access to access and manage the database content.

If the User Access Restrictions feature is enabled you can define access restrictions to only give specific users access to view the database content. As default all website users can view the database content.

If the Administrator Access Restrictions feature is enabled you can also define access restrictions to only give specific administrators access to create, update and delete the database content. As default all website administrators can manage the database content.

- **View**
Defines who has access to view the database content on the website pages and in the web content management system.
- **Update**
Defines who has access to update existing data in the database in the web content management system.
- **Create**
Defines who has access to add new data to the database in the web content management system or by filling out and posting a form on your website.
 - **Public**
Gives all website visitors access to add new data to the database by filling out and posting a form on your website. All website administrators can add data to

the database through the web content management system.

- Restricted
Gives all registered website users access to add new data to the database by filling out and posting a form on your website. All website administrators can add data to the database through the web content management system.
 - User group/type
Gives all registered website users of the selected group/type access to add new data to the database by filling out and posting a form on your website. All website administrators of the selected group/type can add data to the database through the web content management system.
 - All
All website administrators can add data to the database through the web content management system.
- Delete
Defines who has access to delete data from the database in the web content management system.
 - Administrators
Defines who has access to both view, update, create and delete data in the database through the web content management system.

The screenshot displays the Asbru Web Content Management System interface. The top navigation bar includes links for Home, Browse & Edit, Add New Database, and user status (Logged in as: admin). The main menu on the left lists various system components like Configuration, System, Features, Content, Images, Files, Links, Users, Workflows, Versions, E-Commerce, Databases, Packages, and Bundles. The 'Databases' section is currently selected. The main content area shows the 'Access Restrictions' dialog box, which is used to define permissions for different user groups. The dialog has tabs for Database, Access Restrictions (selected), and Special Pages. It contains five sections: View, Create, Update, Delete, and Administrators. Each section has three dropdown menus for Group, Type, and Users, and a 'Select' button. The 'View' section is currently set to 'public' for Group and Type, and '- all -' for Users. The other sections are set to 'all (administrators)' for Group and Type, and '- all -' for Users. A 'Save' button is located at the top left of the dialog box.

Save

Database Access Restrictions Special Pages

Access Restrictions
Who has permission to access and manage this database?

View

Group: - public - Type: - public - Users: - all - Select

Create

Group: - all (administrators) - Type: - all (administrators) - Users: - all - Select

Update

Group: - all (administrators) - Type: - all (administrators) - Users: - all - Select

Delete

Group: - all (administrators) - Type: - all (administrators) - Users: - all - Select

Administrators

Group: - all (administrators) - Type: - all (administrators) - Users: - all - Select

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8.2.3 Special Pages

8.2.3.1 Special Pages

A number of different special pages are used for various standard functionality of the web content management system and website functionality. These special pages should be developed using special codes and forms. Please see the Website Developer Guide for details on special codes and forms.

- **Default search results page**
The page used to display search results for the database as default. The search results page is not an ordinary page but must include special codes. Please see the Website Developer Guide for details.
- **Default search results entry**
The page used to display each search result on the search results page. The search results entry is not an ordinary page but must include special codes. Please see the Website Developer Guide for details.
- **Default view data page**
The page used to display a full data record from the database. The view data page is not an ordinary page but must include special codes to display the data item attributes/fields. Please see the Website Developer Guide for details.
- **Custom administration page**
As default the content databases administration pages display the database attributes/fields as a list in the order they are defined on the database configuration page. Optionally, a custom administration page can be configured to control the content databases administration pages layout of the database attributes/fields and eventually add functionality using custom Javascript program code to for example validate entered/selected database attributes/fields values and combinations. The custom administration page is a regular “page” in the web content management system using special codes to define the positions and formats of the database attributes/fields. Please see the Website Developer Guide for details.

8.2.3.2 Index Page Columns

The columns and links displayed on the administration index pages are customisable. Enter the columns and links to display in the required order using the codes below separated with a space. The size of each column can be specified by adding a colon after the code and then the pixel width. For example "checkbox:25px default id:25px view:50px update:50px delete:50px" displays a 25 pixel checkbox field for the content data, the default “title” attribute (the first text attribute) for the content data, a 25 pixel wide field with the id of the content data and 50 pixels wide fields with links to the view, update and delete administration pages for the content data. Clear the input fields completely and Save to restore the default configuration settings.

- **Index Page Columns**

- checkbox
Display a column with checkboxes to enable the selection of content data.
- admin
Display the default “title” attribute (the first text attribute) for the content database as text links to the integrated administration page to view, update and delete content data and to create new content data as copies of existing content data.
- default
Display the default “title” attribute (the first text attribute) for the content database.
- ATTRIBUTE
Display the content data attribute values for the given content data attribute name.
- id
Display the ids for content data.
- view
Display View text links that links to a page where the details of content data can be viewed.
- update
Display Update text links that enable the user to update content data.
- create
Display Add New text links that enable the user to create new content data as copies of content data on the index page.
- delete
Display Delete text links that open administration pages that enable the user to delete content data.

Asbru Web Content Management System

Configuration Guide

Home

Browse & Edit

Update Database

Logged in as: admin | Logout | Help

ASBRU

Workspace

Structure

Content

Media

Ecommerce

Databases

Experience

Users

Analytics

Configuration

Configuration

System

Features

Content

Images

Files

Users

Versions

Ecommerce

Databases

Packages

Save

Database Content

Access Restrictions

Special Pages

Special Pages

Which content pages should be used as default for searching and viewing database content?

Default search results page

Select

Default search results entry

Select

Default view data page

Select

Custom administration page

Select

Index Page Columns

Which database content data should be displayed on the Databases administration index page for this content database?

Index Page Columns

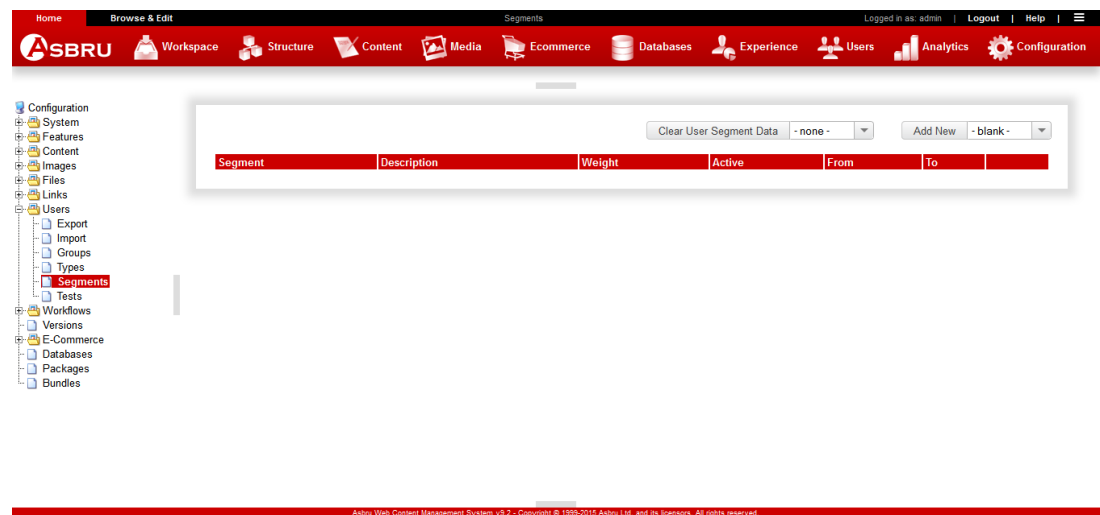
checkbox:25px admin id:25px

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9 Experience Management Configuration

9.1 User Segments

Any number of user segments can be configured to categorise your website visitors; and to track their interests; and to display segment-specific content personalised to each user segment. User segments can be configured through both the Configuration / Users / Segments administration page as well as the Experience Management section of the web content management system administration. Please the Experience Management section of the Website Administrator guide for details.



9.2 User Tests

Any number of user tests can be configured to display different content variants to website visitors; and to track the website visitors' reactions to the different content variants. User tests can be configured through both the Configuration / Users / Tests administration page as well as the Experience Management section of the web content management system administration. Please the Experience Management section of the Website Administrator guide for details.

Asbru Web Content Management System

Configuration Guide

Home

Browse & Edit

User Tests

Logged in as: admin | Logout | Help |

ASBRU

Workspace

Structure

Content

Media

Ecommerce

Databases

Experience

Users

Analytics

Configuration

Configuration

System

Features

Content

Images

Files

Links

Users

Export

Import

Groups

Types

Segments

Tests

Workflows

Versions

E-Commerce

Databases

Packages

Bundles

Clear User Test Data - none -

Add New - blank -

User Test	Variants	Active	From	To	
-----------	----------	--------	------	----	--

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10 Collaboration Configuration

10.1 Comments

Website administrators can post comments on all administration pages in the web content management system. The superadmin website administrator has access to delete each posted comment on all administration page. The superadmin website administrator also has access to view and manage all posted comments through the Configuration / Comments administration page.

Id	Section	Class	Group	Type	Title	Content	Pinned	View	Update	Delete
<input type="checkbox"/>	library	file	Careers		Job Applications	Job applications are automatically uploaded to this folder when users apply.	<input checked="" type="checkbox"/>	View	Update	Delete
<input type="checkbox"/>	content	page	Products & Services News		New Article	Copy an already existing page and change the content to post a new Product & Services News Article.	<input checked="" type="checkbox"/>	View	Update	Delete
<input type="checkbox"/>	content	page	About Us		Description	These pages are for our About Us section.	<input checked="" type="checkbox"/>	View	Update	Delete
<input type="checkbox"/>					Contact Details	Please contact Paul Green on telephone 0123 456 789 if you need help.	<input checked="" type="checkbox"/>	View	Update	Delete
<input type="checkbox"/>	config	contentgroups			New Group Requested	Human Resources has requested a new subgroup with the name "Graduates".	<input type="checkbox"/>	View	Update	Delete
<input type="checkbox"/>	users	administrator	Website Administrators		New user added	New user paulgreen has been added.	<input type="checkbox"/>	View	Update	Delete
<input type="checkbox"/>	experience				Product B testing	We need to setup two different presentations of product B to see if it leads to more hits on the Contact Us page.	<input type="checkbox"/>	View	Update	Delete
<input type="checkbox"/>	experience	segment			New segments	We need to setup new Male and Female segments.	<input type="checkbox"/>	View	Update	Delete
<input type="checkbox"/>	ecommerce				New Price List	All prices will need to be updated with the prices from the new price list before January 1st 2022.	<input type="checkbox"/>	View	Update	Delete
<input type="checkbox"/>	databases	4			Stores in Paris and Melbourne	New stores in Paris and Melbourne need to be added.	<input type="checkbox"/>	View	Update	Delete
<input type="checkbox"/>	library	file	Investor Relations	Financial Reports	Annual Report 2022	The annual report for 2022 needs to be uploaded.	<input type="checkbox"/>	View	Update	Delete
<input type="checkbox"/>	content	page	Investor Relations		Mission pages	We need new pages with our mission.	<input type="checkbox"/>	View	Update	Delete
<input type="checkbox"/>	content	page			177 Product A Update	I have added examples of how it can be used and photos with different colors. The page is now ready for publishing.	<input type="checkbox"/>	View	Update	Delete
<input type="checkbox"/>	content	page			177 Product A Review	I have reviewed this product description and we need more examples of how it can be used. The photos also need to show that different colours are available.	<input type="checkbox"/>	View	Update	Delete

10.2 Projects

Website administrators can create projects and project tasks through their Personal Workspace in the web content management system. The superadmin website administrator has access to view and manage all created projects and project tasks through the Configuration / Projects administration page.

Configuration Guide

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