FirstSpirit™
Unlock Your Content

FirstSpirit™ SiteArchitect

FirstSpirit™Version 5.1

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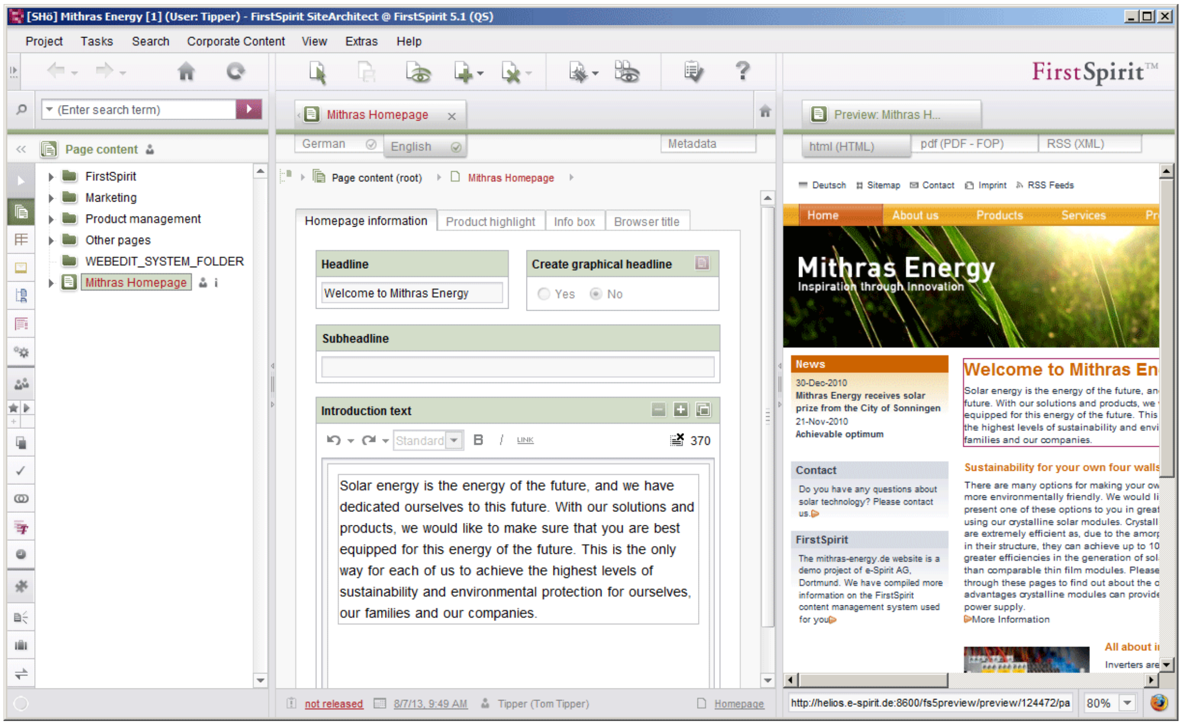
1 Introduction

1.1 Topic of this documentation

This documentation describes all relevant aspects for users of **FirstSpirit**™ SiteArchitect. Template development is not covered in this documentation; detailed information on this topic is given in the FirstSpirit Online Documentation (ODFS).

Based on the user interface of FirstSpirit SiteArchitect and its screen view divided into three, the elements of the tree structure (in the left-hand column of the screen) are described first, followed by the editing screens for the individual objects and other functions in the center column, and finally the functions in the right-hand column.



Headline
Welcome to Mithras Energy

Create graphical headline
○ Yes ● No

Subheadline

Introduction text
Solar energy is the energy of the future, and we have dedicated ourselves to this future. With our solutions and products, we would like to make sure that you are best equipped for this energy of the future. This is the only way for each of us to achieve the highest levels of sustainability and environmental protection for ourselves, our families and our companies.

Figure 1-1: FirstSpirit SiteArchitect

Section 2 explains the options available for starting SiteArchitect (see section 2 starting on page 23).

Section 3 describes the SiteArchitect user interface and its different areas (see section 3 starting on page 33).

Section 4 describes all the functions executed via context menus in the individual SiteArchitect stores in detail (see section 4 starting on page 131).

Section 5 contains descriptions of the Page Store for maintaining editorial content. The setting options for pages and sections are explained in detail (see section 5 starting on page 159).

Section 6 deals with the Data Store for creating and managing highly structured content (see section 6 starting on page 166).

Section 7 describes the Media Store for managing all media used. The setting options available on the individual levels are explained in detail. In addition, use of the Media Import Wizard is described (see section 7 starting on page 182).

Section 8 deals with the navigation structure of a website displayed in the Site Store. The setting options at the level of a menu, page reference, and document group are explained in detail here (see section 8 starting on page 226).

Section 9 is a general description of how the Template Store functions (see section 9 starting on page 251).

Section 10 describes the functions of the Global Content Area (maintenance of small components of pages), Project Settings (definition of replacement rules), URL Settings (definition of URLs for pages), and User Settings (integration of editors and browsers) (see section 10 starting on page 253).

Section 11 provides a detailed overview of the standard FirstSpirit input forms (see section 11 starting on page 267).

Section 12 deals with the functions for general use of FirstSpirit (see section 12 starting on page 302).

Section 13 describes the function of workflows (see section 13 starting on page 385).

Section 14 describes the mechanisms provided by FirstSpirit for assigning and checking permissions, and outlines their specific use. A distinction is made between permissions valid for a user of FirstSpirit, for example, for an editor (editorial permissions), and permissions defined for a visitor to the website generated with

FirstSpirit (user permissions) (see section 14 starting on page 402).

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! *FirstSpirit is not a universal "out-of-the-box" product, but is software which is constantly being developed. New functions are continuously being integrated and customer ideas implemented. The documentation can only satisfy this constant updating process to a limited extent. It is therefore possible that figures in this document could differ from the current view in FirstSpirit due to slight time delays. Do not let this confuse you and follow the instructions as usual.*

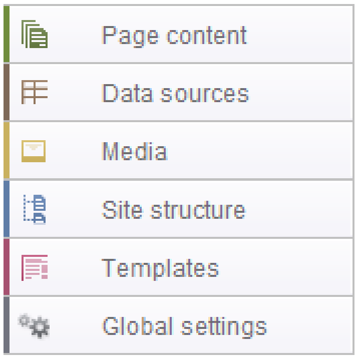
1.2 The FirstSpirit concept

Extensive publications, for example, a company's website, involve a large amount of information, which has to be managed, updated, and published. FirstSpirit tries to make this as easy as possible by dividing the information into different “stores” (management areas) – while retaining the strict separation of layout, content, and structure. Depending on the role assigned to them in the project, the user should be able to keep an overview of the content and structure at all times.

1.2.1 Stores

Within SiteArchitect, different content (for example, images, files, structured data, layout, and navigation structure) is managed in separate areas (stores). This concept fulfills the paradigm of separation of the structure, content, and display of a website. The individual areas can be changed independently of each other and content can be reused at any time. This concept allows, for example, editors to make editorial changes easily, efficiently, and above all without any knowledge of HTML and XML.

SiteArchitect is divided into six stores each with different colors, which are strictly separated from each other but are functionally dependent:



Page content
Data sources
Media
Site structure
Templates
Global settings

Figure 1-2: Stores in SiteArchitect

- The Page Store contains all pages and their editorial content (see section 5 starting on page 159).
- The Data Store is used to create highly structured pages by managing the content using database mechanisms (see section 6 starting on page 166).
- The Media Store contains all media files used in the project. These do not necessarily have to be conventional image files. The Media Store also manages other types of files, for example, those which can be made available on a page for downloading (audio and video files, Flash animations, PDF documents, style sheets, etc.) (see section 7 starting on page 182).
- The Site Store determines the navigation structure of the website (see 8 starting on page 226).
- The Template Store includes all information concerning the layout and functions of the website (see section 9 starting on page 251).
- The Global settings contain global user and project settings, global content (used multiple times), and definitions of URLs (see section 11 starting on page 267).

1.2.2 Permission assignment

In addition, FirstSpirit provides a clear system of permission assignment, as a large website can only be effectively managed if each individual employee has precisely defined tasks. Each website created and maintained with FirstSpirit is called a project. A roles concept defines task-related access to parts of the system and describes the allocation of a team's work within the project. The permissions can therefore be intuitively assigned in easily understood and clearly followed roles. A permissions concept is created for each role and is then assigned to the relevant group of employees. When a user logs in to FirstSpirit with their name and password they are only given access to the system corresponding to the permissions assigned to them by virtue of their role. For example, an administrator is given all permissions for access to system settings, the chief editor access to the structure of the website, and the editor is, for example, only given access to a special subarea for maintaining the website (see section 14.1.2, page 404).

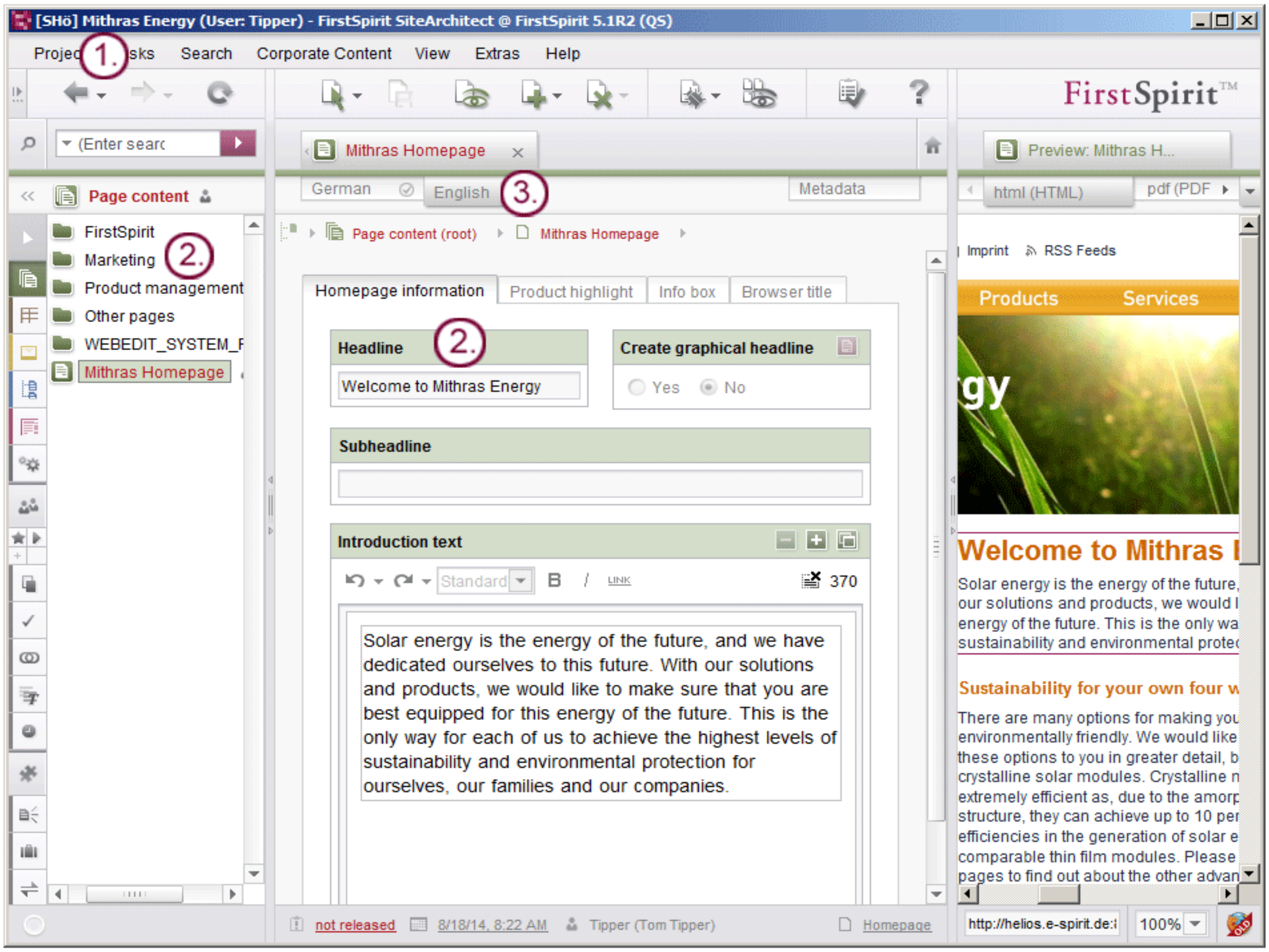
FirstSpirit differentiates between permissions valid for a user of FirstSpirit, for example, for an editor (editorial permissions), and permissions defined for a visitor to the site generated with FirstSpirit (user permissions).

- **Editorial permissions:** These are the permissions valid for a user of FirstSpirit (see section 14.1 starting on page 402).
- **Workflow permissions:** These are a special type of editorial permission that only relate to the workflows within a project (see section 14.2 starting on page 422).
- **User permissions:** These are permissions valid for the "visitor" to the website generated with FirstSpirit. User permissions are always linked with the personalization system used (see section 14.3 starting on page 429).

1.2.3 Use of multiple languages

FirstSpirit consistently supports the concept of multilingualism which runs through all aspects of FirstSpirit:

Language-dependent setting options in SiteArchitect:



Headline: Welcome to Mithras Energy

Create graphical headline: ○ Yes ● No

Subheadline:

Introduction text:

Solar energy is the energy of the future, and we have dedicated ourselves to this future. With our solutions and products, we would like to make sure that you are best equipped for this energy of the future. This is the only way for each of us to achieve the highest levels of sustainability and environmental protection for ourselves, our families and our companies.

Figure 1-3: Language setting in SiteArchitect

1. **SiteArchitect language setting ("locale"):** This setting is defined using the combobox of the FirstSpirit start page (see section 2.2, page 24) and affects the language of both the start page and the language of all FirstSpirit applications (including SiteArchitect) started from the start page. In SiteArchitect, the locale language determines the labeling of the menu bar, the dialogs, and all content which has not been deposited in the project in language-dependent form by the

editor or template developer. You can currently choose from Dutch, English, French, German, Italian, Russian, and Spanish.

2. **Editing languages:** These are defined for a project by the project administrator and can then be set using the "View – Preferred display language" menu (see section 3.1.5.2, page 46). The editing languages affect language-dependent content which has been defined by the template developer, e.g., within the page or section templates. The relevant language-dependent labels are displayed to the editor in language-dependent form, for example, in the form area (labeling of the input fields, tool tips, elements of a combobox, etc.).

3. **Project languages (content languages):** The third setting option concerns the project languages, i.e., the languages defined by the project administrator for the inclusion of language-dependent editorial content. The editorial content can be entered in SiteArchitect using the language tabs of the Page, Media, and Data Store.
   A generated website can be multilingual, i.e., the form area contains different input fields per project language (per tab), for example, for texts and media, the content of which is to be displayed depending on the chosen language ("language-dependent").
   However, it is also possible to define "language-independent" input fields. In this case the content is entered once only but is available in all project languages. This time-saving, language-independent definition of content is useful, for example, for the display of images (without text) or for numerical details (e.g., product descriptions, dimensions).
   Apart from simple editorial content, structured content from a database can also be integrated. The concept of multilingualism is taken into account in this case too.

In addition, FirstSpirit offers support for automated translation processes, for example:

- XML export/import (e.g., for Trados).
- Possibility of incremental translation using the "Page not yet completely translated" function.
- The option of a fallback, i.e., configurable, automatic language replacement. If the content of a page is not available in a certain language, the content can be displayed in another language instead, for example, the project master language.

1.2.4 Parallel access in multi-user environments

FirstSpirit was conceived for use in multi-user environments. This means that, in particular, the editorial maintenance of the content can be carried out within a project in parallel by a large number of employees. Due to the close teamwork involved it is necessary to ensure that no conflicts occur during shared access to individual objects.

FirstSpirit differentiates between actions which may run on an object in parallel and actions during which access to an object has to be protected for the period of editing to prevent conflicts.

In FirstSpirit the following actions can be carried out in parallel for an object:

- Create: Create new objects in the project.
- Delete: Delete existing objects from the project.
- Copy: Copy existing objects to another position within the project.
- Move: Move existing objects to another position within the project.

The following actions may not be carried out in parallel:

- Change: Change the content of an object, for example, a page of the Page Store.
- Release: Parallel access also has to be prevented when an object is released, as the release ensures that only one precisely defined and checked status of an object is released (see also section 13.3 starting on page 388).

The "edit mode" system implemented in FirstSpirit is used to prevent the possibility of parallel editing. If a user chooses an object to be edited (e.g., a page of the Page Store on which content changes are to be made), they must block this object from access by other users for the duration of their work. Content changes to an object are only possible if the object is in edit mode. This ensures that several users do not work on an object simultaneously, which would cause inconsistent data to be produced. This also achieves a high degree of security and simultaneously creates the chance to work in parallel with a correspondingly high edit speed in multi-user environments.

1.2.5 Versioning, historization, and archiving

The versioning, historization, and archiving of all information is very important in enterprise content management. The primary objective is to achieve the most continuous traceability possible of all changes, as well as access to "system statuses from the past".

Versioning: Each time an object is changed by an editor, for example, a medium, FirstSpirit creates a new version of this object. Thus, an object has a version history on the basis of which it is possible to trace which changes were made by which persons over time. Apart from these simple changes, versioning in FirstSpirit also takes into account complex structures which can exist between the objects of a project. In FirstSpirit, for example, pages are compiled from individual sections and are combined in the Site Store to form a navigation. The versioning of the basic objects and the structural aspects gives a completely versioned description of the overall system status, which enables changes to be traced.

Historization: Historization in FirstSpirit builds on this completely versioned description and is used to reinstate a system status from the past. Historization can be used, for example, to generate the status of a website as of 01.01.2012 by (temporarily) setting the current live project to the status of 01.01.2012 and then carrying out a generation. Historization generates a temporary status only and allows read access only.

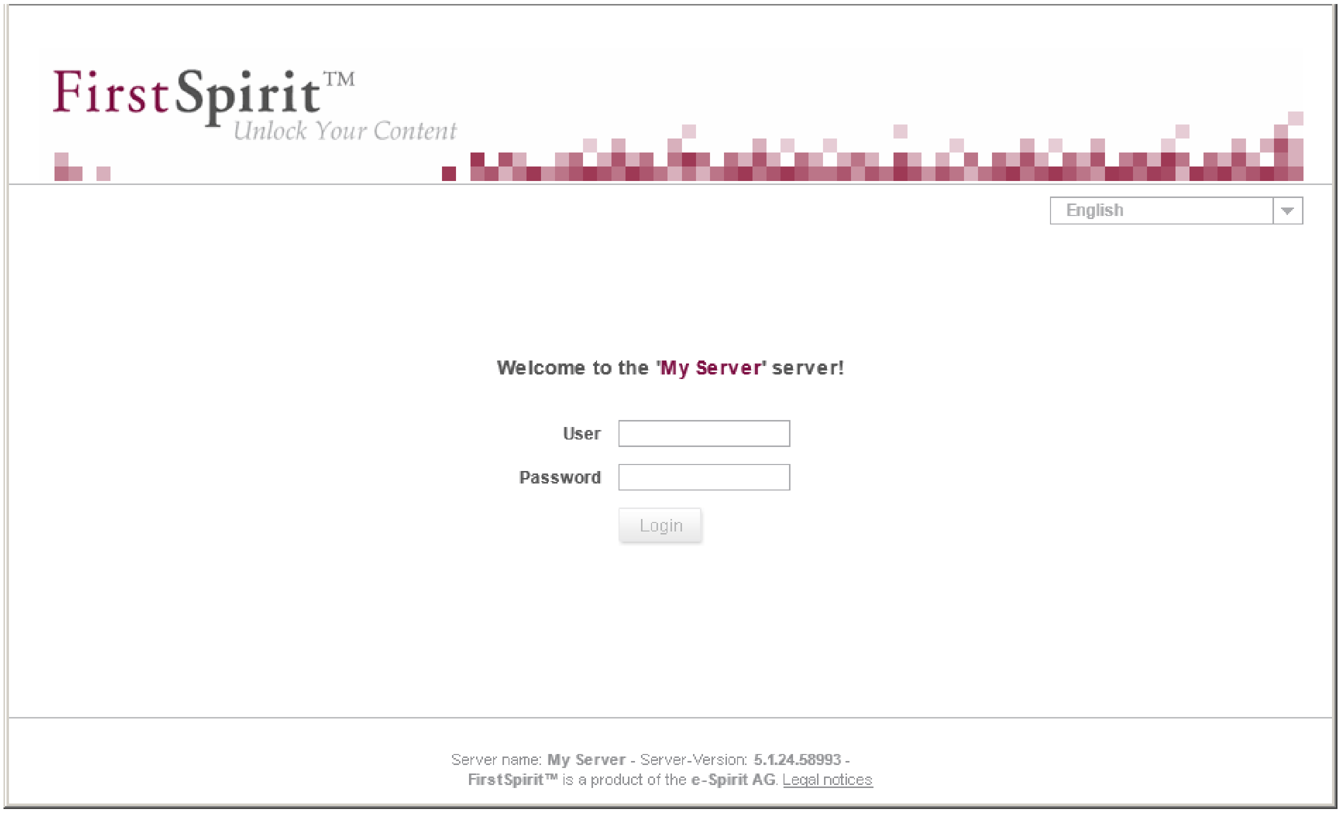
Archiving: Archiving is used for the long-term, secure, and unadulterable storage of data. Within the scope of enterprise content management systems, archiving is frequently focused on collating content into self-contained units and subsequently transferring them to a long-term storage medium.

2 FirstSpirit start page

Initial access to the FirstSpirit server is usually via the Internet. When the start page is opened the system checks whether automatic login is possible. The user is then logged in to the FirstSpirit server automatically using their Windows login details. If the user is not yet registered on the server under their Windows login, they are created as a new external user.

2.1 Login page

If automatic login has not taken place, a login page appears, via which a user can log in to the FirstSpirit server. This login is valid for all applications on the server and is also retained for inactive users for a certain period.



Welcome to the '**My Server**' server!

Server name: **My Server** - Server-Version: **5.1.24.58993** -
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Figure 2-1: FirstSpirit login page

The bottom of the page contains information on the name and version of the FirstSpirit server.

This selection box on the top right-hand side of the page can be used to specify a language for further work with FirstSpirit. Dutch, English, French, German, Italian, Russian, and Spanish are available here.

Clicking **Automatic Login** automatically logs the user in to the FirstSpirit server using their Windows login details.

User: In this field, enter the user name assigned to the user on the FirstSpirit server.

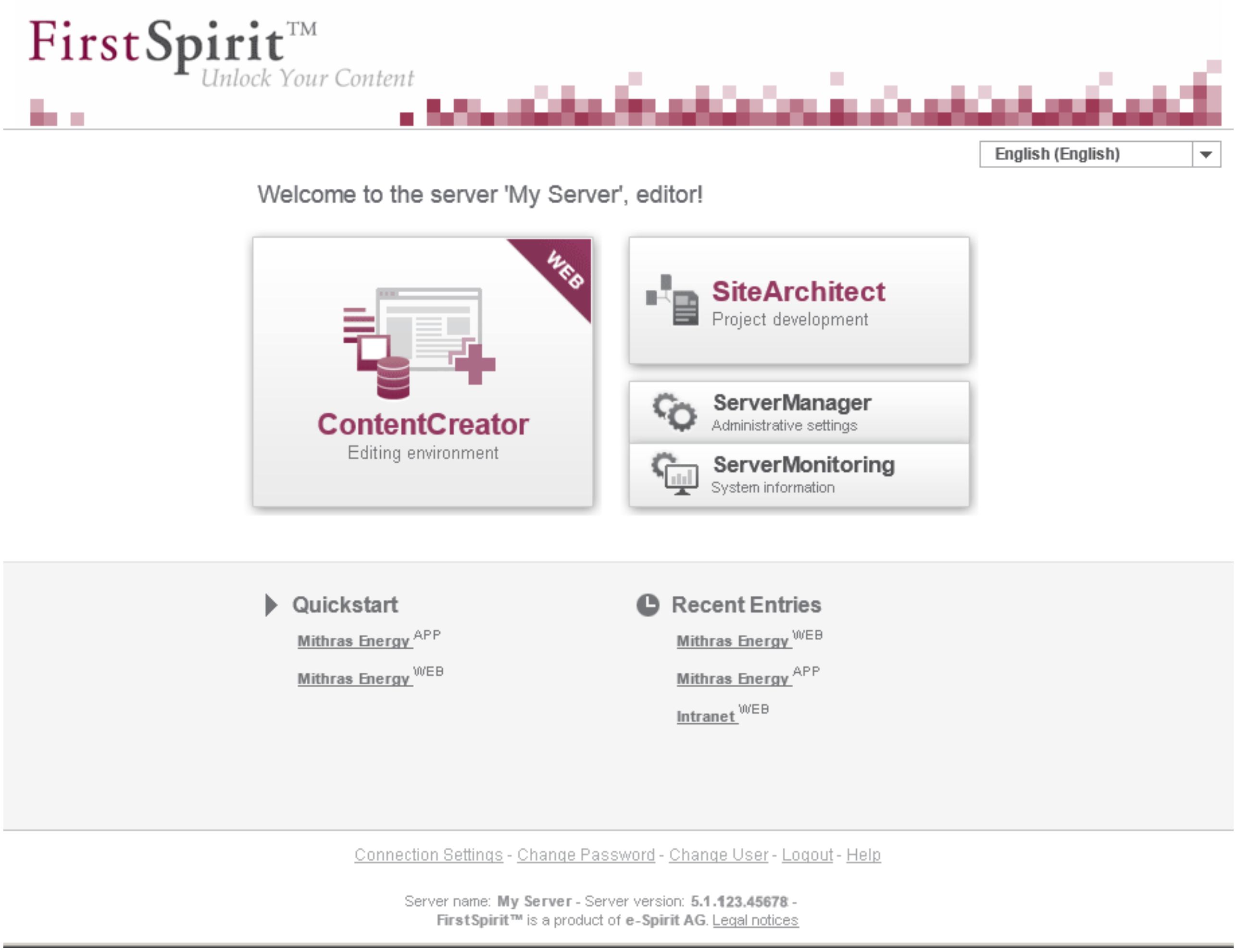
Password: Enter the password for the user in this field.

Click the **Login** button to log in under the user name that was entered.

2.2 Start page

After logging in (automatically or manually) the FirstSpirit start page opens. The start page is divided into the following areas:

- Start applications area
- Quickstart area
- User area



Welcome to the server 'My Server', editor!

Server name: **My Server** - Server version: **5.1.123.45678** -
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Figure 2-2: FirstSpirit start page

The name of the FirstSpirit server and that of the user who is currently logged in are displayed at the top of the page. The bottom of the page contains further information on the name and version of the FirstSpirit server.

This selection box on the top right-hand side of the page can be used to specify a language for further work with FirstSpirit. Dutch, English, French, German, Italian, Russian, and Spanish are available here.

2.2.1 Start applications area

At the top of the page are entries for starting the FirstSpirit applications.

- **ContentCreator (Editing environment):** Click this entry to start the FirstSpirit ContentCreator editing system via a browser. The ContentCreator's range of functions has been designed to cover editorial work in FirstSpirit projects.

- **SiteArchitect (Project development):** Click this entry to start FirstSpirit SiteArchitect. A project selection dialog appears, from which the user can select the desired project for editing. This project is then opened in SiteArchitect.

- **ServerManager (Administrative settings):** Click this entry to open the ServerManager, which supports the configuration of FirstSpirit Server and projects. Support is provided for both general administrative tasks carried out by a server administrator, as well as project-related administrative settings made by a project administrator. A detailed description of this is given in the "FirstSpirit Server Manager" section of the *Documentation for Administrators*.

- **ServerMonitoring (System information):** Click this entry to open FirstSpirit ServerMonitoring, which helps monitoring the FirstSpirit server. A detailed description of this is given in the "FirstSpirit Server Monitoring" section of the *Documentation for Administrators*.

Note: Additional messages and information may be displayed depending on the browser used. For example, when starting SiteArchitect for the first time, Google Chrome requires confirmation from the user to run Java Webstart for this file type. To prevent this message from being displayed during future starts, you can open the context menu for the corresponding message and select the entry "Always open files of this type" (if that is desired).

Launch problems with Mac OS: Some settings of the security function "Gatekeeper" on Apple Macintosh systems can lead to an error message when launching FirstSpirit SiteArchitect. For resolving this problem see FirstSpirit Manual for Administrators, Chapter 6.4.2 "SiteArchitect".

2.2.2 Quickstart area

In the middle of the page are the Quickstart entries that are directly linked to a FirstSpirit project. Each project name appears next to the associated application (WEB = ContentCreator, APP = SiteArchitect), via which the relevant project is opened. Click the required project to start the associated application and open the selected project.

The area is divided into Quickstart projects and those which are Recent Entries.

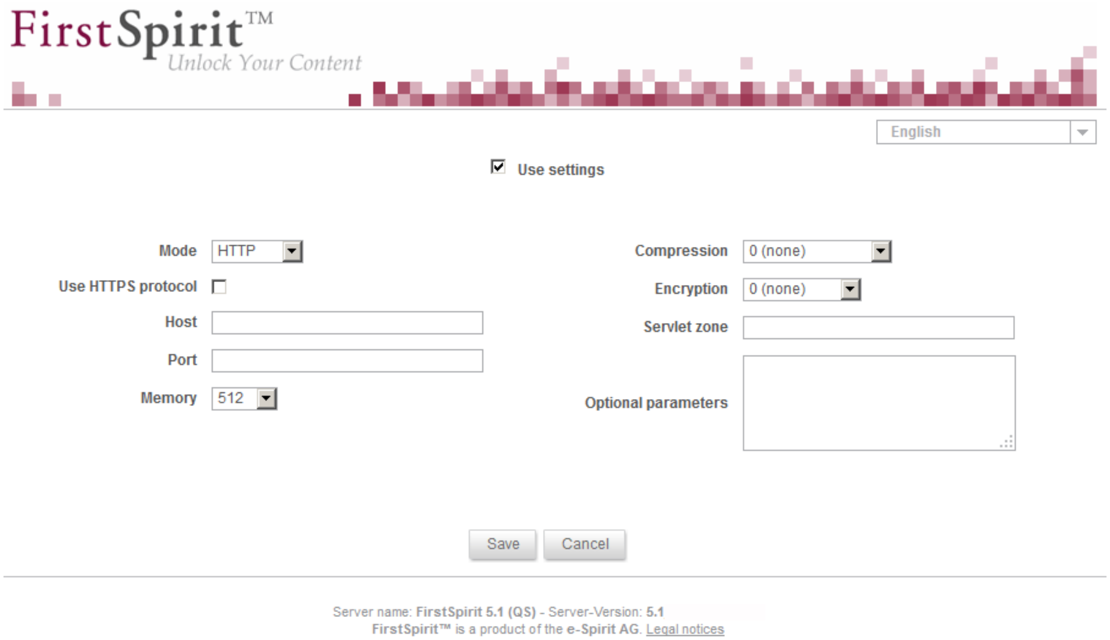
- Under **Quickstart** are projects which have been configured in the ServerManager as Quickstart projects and which the logged-in user has permission to open.
- Under **Recent Entries** are all projects which the logged-in user has recently edited.

2.2.3 User area

At the bottom of the page are setting options for the user who is currently logged in.

2.2.3.1 Connection Settings

Click this entry to modify the connection settings for the user who is currently logged in.



☑ Use settings

Mode: HTTP
Use HTTPS protocol: ☐
Host:
Port:
Memory: 512
Compression: 0 (none)
Encryption: 0 (none)
Servlet zone:
Optional parameters:

Server name: FirstSpirit 5.1 (QS) - Server-Version: 5.1
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Figure 2-3: Configuring connection settings

To change the settings on this page, first activate the **Use settings** checkbox.

> *The values configured here overwrite the connection settings which are valid server-wide for this user. The settings should be changed for test purposes only.*

Mode: The connection mode for standard communication between FirstSpirit applications and the FirstSpirit server can be set for the user who is currently logged in via the pull-down list:

- HTTP: normal Internet connection (default setting)
- Socket: direct connection mode

To securely operate the FirstSpirit Server, we recommend that you run the complete client/server communication exclusively via HTTPS. This applies to both ServerManager and SiteArchitect.

While direct communication from these applications to the FirstSpirit Server is generally supported by the alternative socket mode, it is not deemed to be as secure as HTTPS communication.

Should you have questions about securely operating FirstSpirit, please do not hesitate to contact our Helpdesk.

Use HTTPS protocol: Parameter used to define whether communication will take place in HTTP connection mode using the secure HTTP protocol.

Host: Server name or IP address of the FirstSpirit server with which the application is to connect with Web Start.

Port: FirstSpirit server port number.

Memory: Specifies the amount of memory (in MB) that will be made available for the client's virtual machine. You can choose 512, 768, 1024 or 1536 MB.

Compression: Compression for communication between FirstSpirit applications and the FirstSpirit server set for the user who is currently logged in:

- 0 (none): No compression when transmitting data between client and server.
- 1 (deflate): Uses the deflate algorithm with standard compression for transmitting data between client and server.
- 2 (deflate speed): Uses the deflate algorithm with the fastest compression for transmitting data between client and server.
- 3 (deflate best): Uses the deflate algorithm with the best compression for transmitting data between client and server.
- 4 (Snappy): Uses the Snappy compression algorithm (preset as a default).

Encryption: Encryption for communication between FirstSpirit clients and the FirstSpirit server set for the user who is currently logged in:

- 0 (none): No encryption when transmitting data between client and server.
- 1 (TLS[1]): Uses the TLS protocol for transmitting data between client and server.
- 1 (DH ARC4): Uses the DH ARC4 encryption algorithm for transmitting data between client and server.

Servlet zone: Details of the servlet zone.

Optional parameters: Optional VM parameters for the Web Start configuration can be stored in this field.

Click the **Save** button to save the changed connection settings for the user who is currently logged in.

If the **Use settings** checkbox has been activated, this will be indicated by a corresponding label Connection settings (enabled) on the start page.

2.2.3.2 Change Password

A user can click this entry to change their password for logging in to the FirstSpirit server.

> *This entry is only available to users who were created manually on the server, not to external users who were created by an automatic SSO login.*

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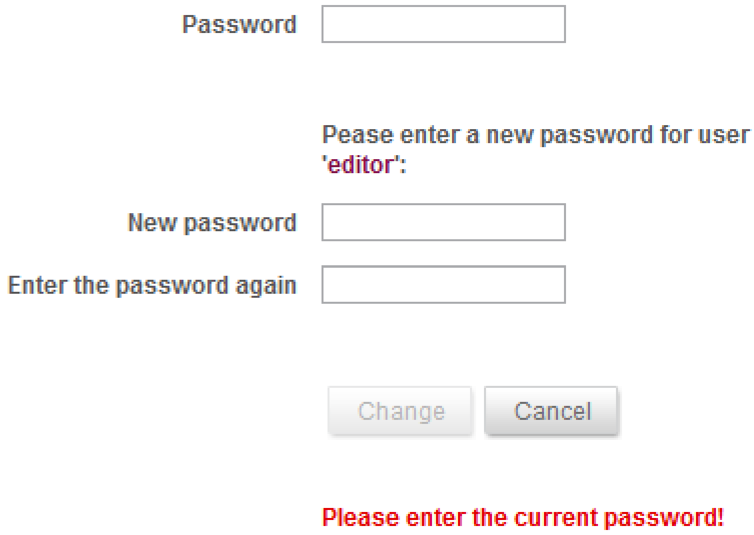
[1] Transport Layer Security



Pease enter a new password for user 'editor':

Please enter the current password!

Figure 2-4: Change password

Enter the current password again in the **Password** field. Then enter the new password in the **New password** and **Enter the password again** fields.

Click the **Change** button to adopt the new password for the logged-in user.

2.2.3.3 Change User

In certain cases the user may want to authenticate themselves under a different user name on the FirstSpirit server, for example, to log in as a server administrator. Click this entry to log another user in on the server. The login page then opens again (see section 2.1 starting on page 23).

2.2.3.4 Logout

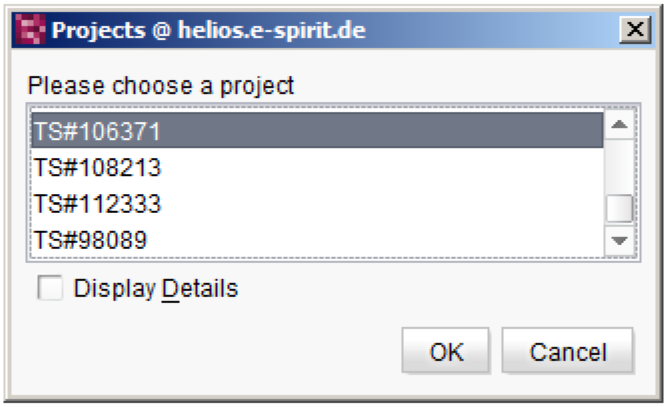
The logged-in user can click this entry to log out from the server. The login page then opens again (see section 2.1 starting on page 23).

2.2.3.5 Help

Click this entry to open the FirstSpirit Online Documentation (ODFS).

2.3 Project selection

Once SiteArchitect has been started, a project selection dialog appears, from which the user can select the desired project for editing. Only the projects for which the logged-in user has the necessary permission appear in the selection list. The permissions have been configured in advance in the ServerManager.



Projects @ helios.e-spirit.de

Please choose a project

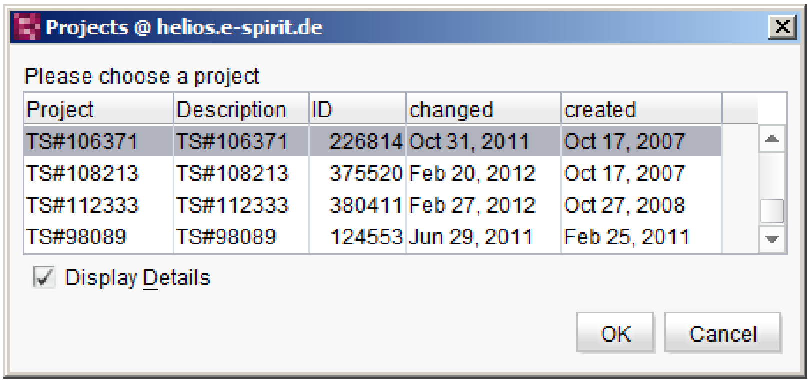
TS#106371
TS#108213
TS#112333
TS#98089

☐ Display Details

Figure 2-5: Project selection

You can start the desired project by clicking OK or double-clicking the relevant entry. This project is then opened in SiteArchitect.

Activate the "Display Details" checkbox to show further information on the projects in the project selection dialog.



Projects @ helios.e-spirit.de

Please choose a project

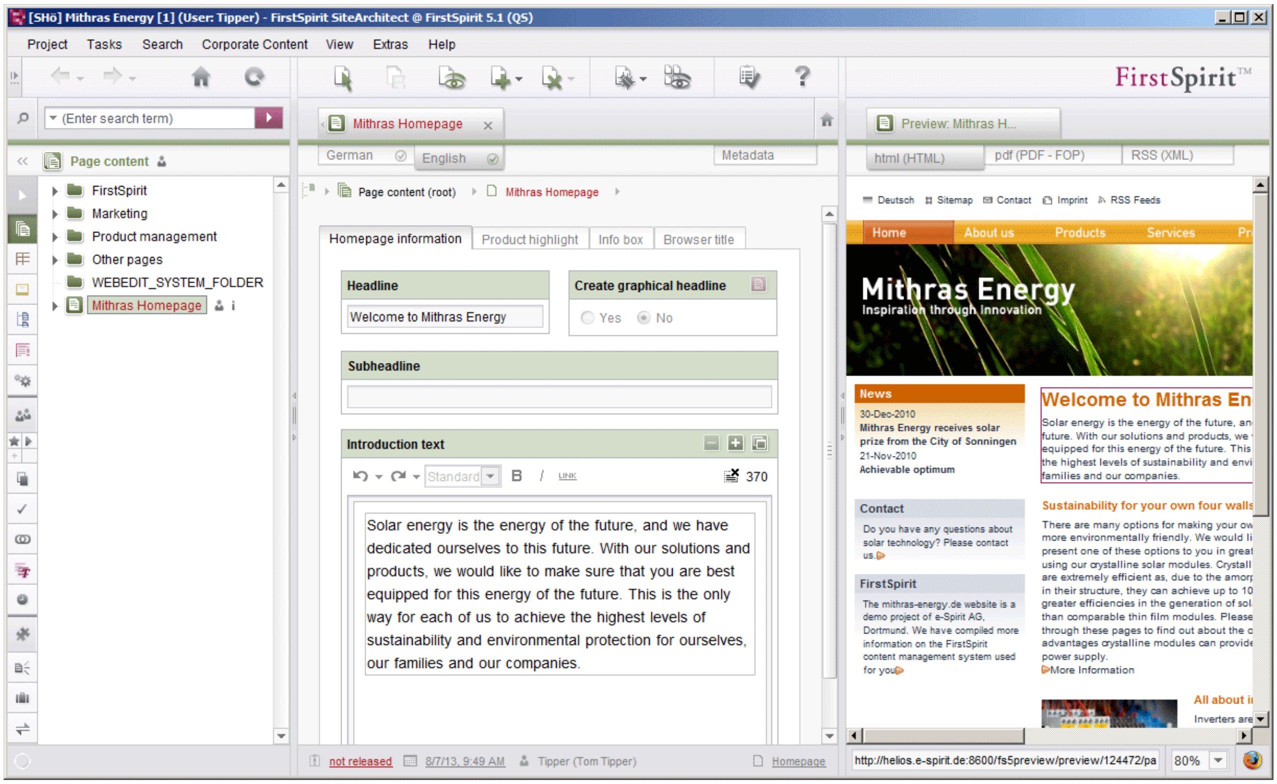
Project	Description	ID	changed	created
TS#106371	TS#106371	226814	Oct 31, 2011	Oct 17, 2007
TS#108213	TS#108213	375520	Feb 20, 2012	Oct 17, 2007
TS#112333	TS#112333	380411	Feb 27, 2012	Oct 27, 2008
TS#98089	TS#98089	124553	Jun 29, 2011	Feb 25, 2011

☑ Display Details

Figure 2-6: Project details

Along with each project name, there then appears a project description, a project ID, the date of the last change, and the date on which the project was created on this server.

3 FirstSpirit SiteArchitect



Headline: Welcome to Mithras Energy

Create graphical headline: ○ Yes ● No

Introduction text: Solar energy is the energy of the future, and we have dedicated ourselves to this future. With our solutions and products, we would like to make sure that you are best equipped for this energy of the future. This is the only way for each of us to achieve the highest levels of sustainability and environmental protection for ourselves, our families and our companies.

Figure 3-1: Project view in FirstSpirit SiteArchitect

The SiteArchitect user interface consists of a screen view divided vertically into three sections of varying sizes relative to one other. In general, the SiteArchitect layout looks like this:

The title row:
Apart from the FirstSpirit logo, this row also contains details of the currently opened project (project name), the user name of the logged-in user, and the server name.

The menu bar: (section 3.1 starting on page 35)
This is located beneath the title row and contains functions for general and project-wide use.

The horizontal tool bar: (section 3.2 starting on page 65)
Some frequently required functions are provided directly beneath the menu bar in the form of icons.

The status row: (section 3.7 starting on page 127)
This is the bottom row of SiteArchitect. Information on the selected object in the tree structure is shown here.

The left-hand part of the screen

Various project content, such as the tree structure, search results, bookmarks, tasks, clipboard, etc., can be displayed on the left-hand part of the screen. Once a project is started, the tree structure is always shown and the most recently selected object is always activated.

The vertical tool bar: (section 3.3 starting on page 80)
This controls the content shown on the left-hand part of the screen.

The global search: (section 3.3.1 starting on page 80)
This is located above the project content on the left-hand part of the screen.

The central part of the screen

The central part of the screen contains the editing area with a horizontal tab navigation layout.

The editing area: (section 3.5 starting on page 117)
This relates directly to the active object within the tree structure. The editing screens and setting options for the various objects are found here.

The right-hand part of the screen

The right-hand part of the screen contains the FirstSpirit AppCenter and the integrated preview.

AppCenter/integrated preview: (section 3.4 starting on page 109)
Project content can be viewed in an integrated browser (integrated preview) or third-party applications (e.g., Microsoft Office) can be accessed for this purpose.

3.1 The menu bar

SiteArchitect makes general and project-wide functions available in a menu bar. All the menu items and submenu items are individually explained in the following sections with a brief description and any limitations.

If the functions of individual menu items are not available they are displayed grayed out. Possible reasons for this are: activated or deactivated edit mode, the status of the current object, and the permissions assigned to the user.

3.1.1 Project

3.1.1.1 Switch project

This menu function can be used to close the currently open project and to reopen the project selection dialog (section 2.3 starting on page 32). A new project can then be selected and opened in the dialog box.

A warning is issued if objects in the open project are still in edit mode. If content has been changed in these objects and not yet saved, the changes are irrevocably lost when the project is changed! To prevent this, the user can use the search function in the menu bar to display "objects in edit mode" (section 3.1.3.1, page 40).

3.1.1.2 Generate project

Click this menu entry to generate the project on the server. After generation a log file is displayed with information on the process.

The user must have the relevant permission to execute this menu function.

3.1.1.3 Generate partial project

From time to time you may only want to generate a subset of a certain project. This type of partial generation can be started via this menu entry. Which nodes are taken into account depends on the configuration in the project properties (see the *FirstSpirit Manual for Administrators*, "Perform generation" section).

If the project administrator has set an option for the user in the project properties, they can select (in a new window) the pages or nodes to be generated from the Site Store or the Media Store respectively. By selecting a node from the Media Store, for example, media not taken into account in a previous generation can be additionally generated and deployed.

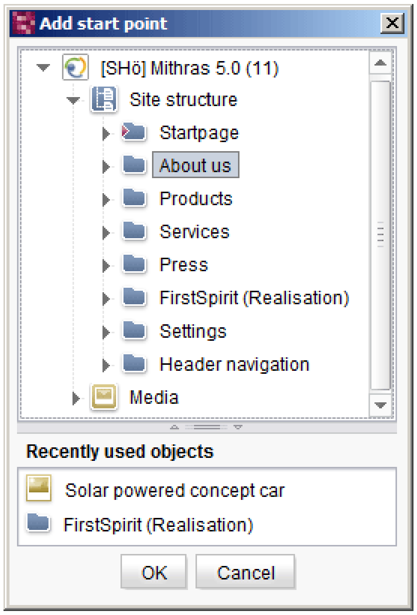


Figure 3-2: Selecting the start point for partial generation

The triangle symbols can be used to further expand the respective Store. Several nodes can be selected by simultaneously pressing the <Ctrl> or <Shift> key. Click **OK** to perform partial generation for all selected start points (including all lower-level nodes). The address under which the selected start points are generated is given in a pop-up window; the **Open URL in browser** button can be used to open the address directly in the browser.

Access to generated project content is restricted in FirstSpirit. When the URL is opened in the browser, it is therefore possible to first display a login dialog. If the editor is already logged in to the system, the authentication information is automatically transferred (when the "Open URL in browser" button is clicked, for example).

In addition to the nodes selected in the ***Add start point*** *dialog, the project administrator can also define other start nodes in the project properties. These are also taken into account in the partial generation. Furthermore, settings which continue to affect generation could have been made in the* ***project properties*** *(see the FirstSpirit Manual for Administrators).*
For example
- The "old" generated status can be deleted completely prior to generation on the FirstSpirit server
- The generation can be canceled if no changes have been made to the selected node since the last generation or if generation is prevented by media
- Only files which have changed are exchanged

To ensure data integrity is maintained, partial generations are only possible if the Site Store and/or Media Store has been released.

If the user has not configured an option for the project, the generation schedule starts as soon as the **Generate partial project** function is called. The nodes which the project administrator has defined in the project properties are included in the generation.

3.1.1.4 Execute schedule entry

This menu entry can be used to execute schedules, which have been configured for this project, directly (for information on schedules, see also *FirstSpirit Documentation for Administrators*, "Schedule management" section). Clicking this menu entry opens a dialog box with a list of all schedules for this project that can be started directly.

The user must have the relevant permission to execute this menu function.

3.1.1.5 Administrator mode

If a user with server administrator permissions logs in on the server, initially they have only those permissions which the user would have without the server administrator option. If the server administrator permissions are to take effect, this can be activated via this menu entry.

The menu entry is only available if the "server administrator" option is activated for the logged-in user in the ServerManager user settings. This menu entry is deactivated by default. The activation only applies to the current project and the current session; when Site Architect is closed, the menu entry is deactivated again.

☑ Administrator mode If the logged-in user is the administrator, the menu entry is activated and cannot be deactivated.

☐ Administrator mode If the "block administrator" option is activated for the current project, the menu entry is available but cannot be activated.

If the menu entry is deactivated (i.e., the server administrator permissions are withdrawn) while some elements are still being edited, the following note is displayed: "Note: some objects are still in edit mode. Saving changes to these objects may only be possible with administrator privileges." In order to be able to save the object or objects, it may be necessary to activate "Administrator mode" again.

3.1.1.6 Close other sessions

Each user can work on several projects simultaneously. A further SiteArchitect must be started for each additional project.

This menu entry can be used to close all the sessions which the user has opened, except the active session. A confirmation prompt appears, asking whether the sessions should be closed or not.

Changes that have not been saved are lost when a session is ended.

This menu function is also used if the SiteArchitect has been accidentally and suddenly quit. In this case the edit mode can remain activated on the server for some time. Edit mode can be canceled using the **Close other sessions** function.

3.1.1.7 Exit

Click this menu item to exit SiteArchitect. A confirmation prompt appears here to prevent accidental exits. In addition, before exiting the user is reminded that objects are still in edit mode. If the changes are not saved they are lost when SiteArchitect is exited.

3.1.2 Tasks

3.1.2.1 Task list

This menu function can be used to show a project-related task list. Detailed information on the use of the task list is given in section 12.1, page 302.

The task list can also be opened using the 📋 icon in the tool bar or with <CTRL> + <T>.

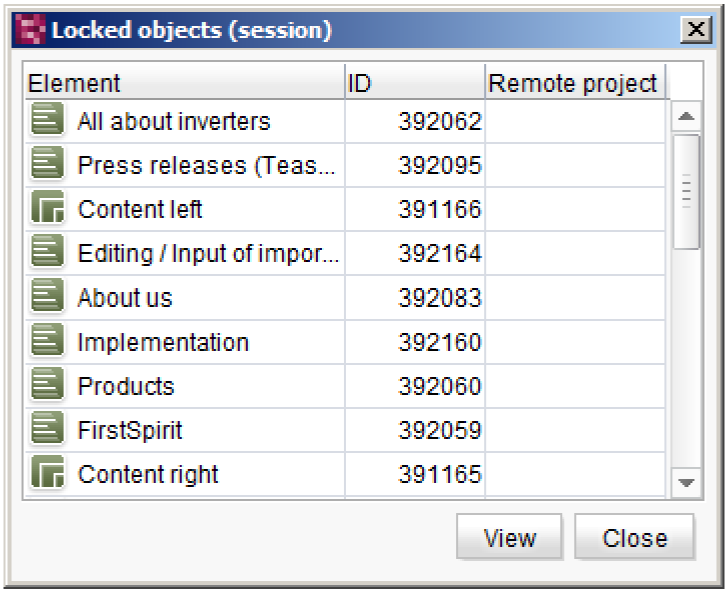
3.1.2.2 Workflow

This menu function can be used to start what are known as workflows without context. Workflows without context are workflows that are not directly assigned to an object. By contrast, the "Request release" workflow, for example, is always assigned to a specific object.

Starting and switching a workflow to another workflow state is explained in section 13.2.2 starting on page 388.

3.1.3 Search

3.1.3.1 Locked objects (session)



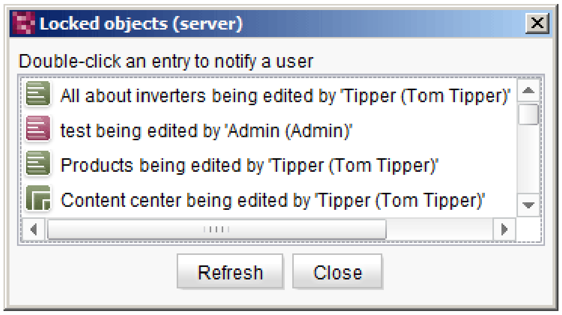
Element	ID	Remote project
All about inverters	392062	
Press releases (Teas...	392095	
Content left	391166	
Editing / Input of impor...	392164	
About us	392083	
Implementation	392160	
Products	392060	
FirstSpirit	392059	
Content right	391165	

Figure 3-3: Objects of a session in edit mode

The user can click this menu item to display all the objects of a project for which they themselves have activated edit mode.

If an object in the selection list is selected, click the **View** button (or double-click the object) to switch the focus in the SiteArchitect's edit window directly to the selected object.

3.1.3.2 Locked objects (server)



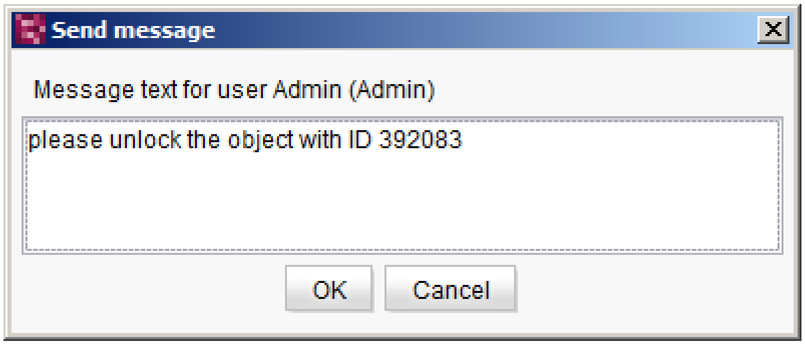
Double-click an entry to notify a user

All about inverters being edited by 'Tipper (Tom Tipper)'
test being edited by 'Admin (Admin)'
Products being edited by 'Tipper (Tom Tipper)'
Content center being edited by 'Tipper (Tom Tipper)'

Figure 3-4: Objects in edit mode server-wide

The user can click this menu item to display all the objects of a project which are currently in edit mode and are therefore protected against access by other users. Apart from the name of the object, the list also contains information about which user is currently working with the object.

Double-click a table entry to open the "Send message" dialog box.



Message text for user Admin (Admin)

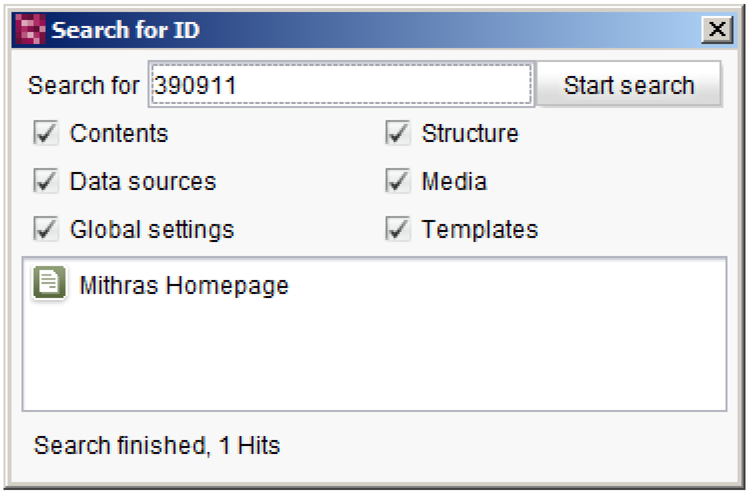
please unlock the object with ID 392083

Figure 3-5: Send message

The message is sent to the user currently working on the selected object by clicking the **OK** button and, if necessary, asks them to release the object for further editing by other users. The text can be edited before being sent, if required.

3.1.3.3 Search for ID

Each object in FirstSpirit has a unique identification number (ID). As these numbers are **automatically** assigned by the system, it is possible to know an ID but not to know which specific object it relates to. This function can be used to search for the object corresponding to an ID number.



Search for ID

Search for 390911

Start search

☑ Contents

☑ Structure

☑ Data sources

☑ Media

☑ Global settings

☑ Templates

Mithras Homepage

Search finished, 1 Hits

Figure 3-6: Search for ID

Search for: The known ID is entered in this field. Click the **Start search** button to search for the ID number in the selected stores.

Click the object in the results list to switch the focus to the selected object in both the tree structure and the editing area.

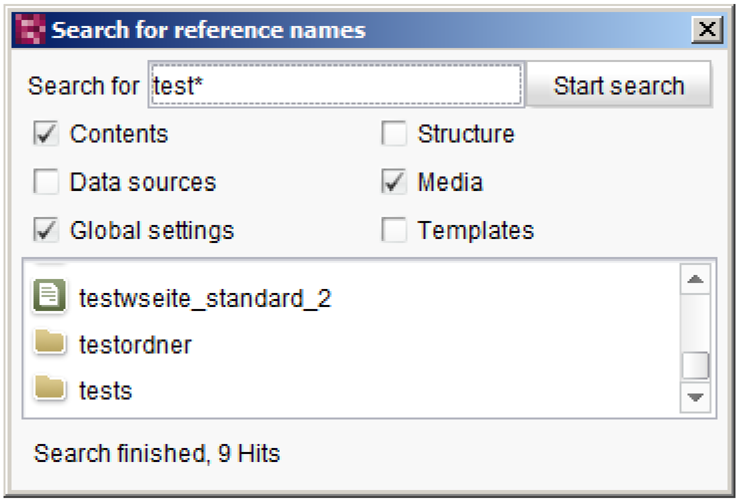
If the check mark in front of certain stores is deactivated, these stores are excluded from the search. The search function will therefore display results quicker.

3.1.3.4 Search for reference names

Each object not only has its own ID (see above), but also a reference name, which must be unique for each store. Each object can be identified by its reference name. This function enables searches to be performed for reference names.

The reference name of an object and the language-dependent name of the object which, for example, is displayed in the project's tree view can differ. Reference names are only shown in the project if the "Reference Names" setting has been activated in the "View – Preferred display language" menu (see section 3.1.5.2, page 46).

Reference names can also be called using the keyboard shortcut ***<ALT> + <P>*** *(see the FirstSpirit Online Documentation (ODFS) / "Useful information" / "Keyboard shortcuts").*



Search for reference names

Search for test*

☑ Contents ☐ Structure

☐ Data sources ☑ Media

☑ Global settings ☐ Templates

testwseite_standard_2
testordner
tests

Search finished, 9 Hits

Figure 3-7: Search for reference names

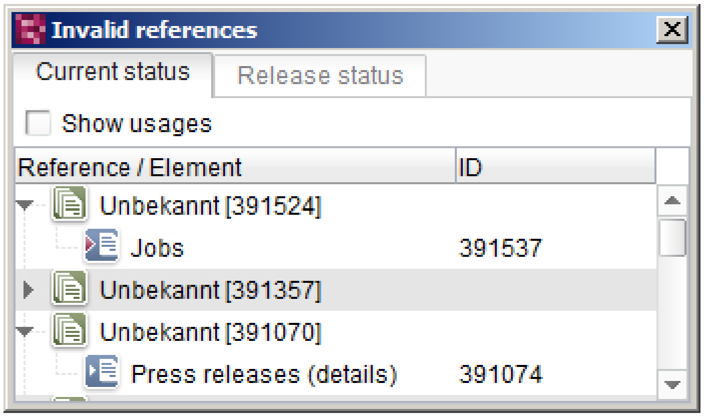
The search for reference names is performed in the same way as the search for ID (see section 3.1.3.3, page 41).

Search with wildcards: One or several parts of the words in the search term can be replaced with the * wildcard.

Search text	Result (examples)
Motor*	Motor, Motorway, Motorway junction
*way	Carriageway, Motorway
M*way*	Motorway, Motorway junction

3.1.3.5 Search for invalid references

Deleting elements still referenced within the project (or by a defective project import) can cause invalid references to be present in the project. This can have negative effects, for example, if a reference to a page which no longer exists is opened using the navigation. As such reference errors are difficult to detect, the search function can be used to directly search for such defective places within the project. Click the menu entry to open the "Invalid references" dialog.



Reference / Element	ID
Unbekannt [391524]	
Jobs	391537
Unbekannt [391357]	
Unbekannt [391070]	
Press releases (details)	391074

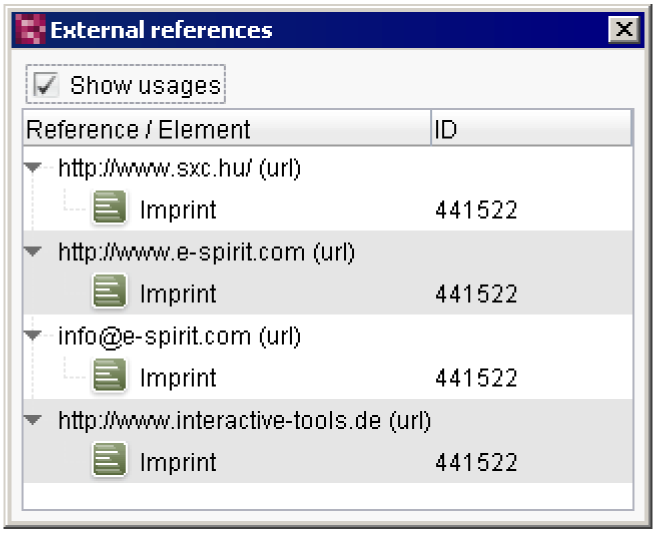
Figure 3-8: Search for invalid references

All invalid references in the project are displayed in the overview. According to the project status they are divided into invalid references in the current (i.e., not released) project status and invalid references in the release status. The references are displayed on two different tabs, according to their specific status. As the elements no longer exist in the project, in many cases only the former ID (within the project) can be displayed. It is possible to tell which type of reference it is from the icon.

Show usages: The usages of each invalid reference in the project can be displayed by activating the checkbox. The usages are displayed below the reference in the overview. Double-click the usage to switch the focus in SiteArchitect directly to the corresponding element in order to revise the invalid reference.

> *If input components contain invalid references to media, files or pages, they are flagged with a red bar; invalid page references are highlighted in red.*

3.1.3.6 Search for external references



☑ Show usages

Reference / Element	ID
http://www.sxc.hu/ (url)	
Imprint	441522
http://www.e-spirit.com (url)	
Imprint	441522
info@e-spirit.com (url)	
Imprint	441522
http://www.interactive-tools.de (url)	
Imprint	441522

Figure 3-9: Search for external references

This menu item can be used to list all external references (e.g., references to external websites) used in the project. In this way, external links can be quickly determined and, for example, checked to see how up-to-date they are. All references in the project are displayed in the overview with the display name and ID of the section in which the reference is used. In the case of references in datasets from the Data Store, the reference name of the data source and the ID of the dataset are displayed. It is possible to tell which type of reference it is from the icon. Depending on which link template was used for the external link, the suffix "url" shows that the link in question is an Internet address and "email" shows that it is an e-mail address.

Show usages: The usages of each external reference in the project can be displayed by activating the checkbox. The usages are displayed below the reference in the overview. Double-click the usage to switch the focus in SiteArchitect directly to the corresponding element.

3.1.4 Corporate Content

FirstSpirit CorporateContent is a license-dependent FirstSpirit function.

It makes it possible to group together objects from FirstSpirit SiteArchitect (such as pages, including all their links) into what are known as packages and to prepare them for importing into various target projects.

The separate *FirstSpirit CorporateContent* module documentation contains detailed descriptions of FirstSpirit CorporateContent.

3.1.5 View

3.1.5.1 Show symbols (Metadata, Packages, Permissions)

If this menu function is activated, all nodes to which permissions have been assigned are marked by the icon 👤. In addition, all nodes for which metadata is defined are denoted by the icon ℹ. Objects managed with FirstSpirit CorporateContent are denoted by the icon ▦ (further information on FirstSpirit CorporateContent is given in the *FirstSpirit CorporateContent* module documentation).

3.1.5.2 Preferred display language

This menu function can be used above all in multilingual projects. In the upper area of the context menu the radio buttons can be used to select the preferred display language. All languages which have been defined as editorial languages in the ServerManager project properties are displayed here.

When the preferred display language is selected the entries in the tree will switch to the respective language-dependent display name and language-dependent content deriving from the templates, e.g., the labels of the forms, will switch to the preferred display language as well (provided that they have been saved in the template).

This setting does not have an effect on the SiteArchitect language setting. These entries (e.g., menu bar or dialogs) are determined by the language settings on the start page (locale language) (see section 2.2, page 24).

Always display forms in the 'preferred display language': If this menu function is activated, language-dependent content from the template is displayed in the preferred display language (provided that this content has been defined by the template developer in the form area). For example, this concerns the labeling of the Page Store's input components (e.g., text input fields). If this menu function is deactivated, the input components are labeled in the respective project language (content language). In this case, the labeling is therefore dependent on the selected language tab. If the content is not available (in the template) in the required language or the content language, the language information of the default display language is adopted.

Display reference names in tree: If this checkbox is activated, the reference names are displayed for all objects in the tree structure. If this checkbox is deactivated, the objects in the tree structure are displayed in the preferred display language.

For information on multilingualism in FirstSpirit projects, see also section 1.2.3, page 19.

Each FirstSpirit object has a reference name, which must be unique in each store.

When creating new objects in SiteArchitect, reference names are made automatically unique by default by adding a number, e.g., "_1".

When creating new objects in ContentCreator, reference names of pages (Page Store) and page references (Site Store) are made unique by attaching an underscore and a random twelve-digit string, e.g., "_xitefo542bdt".

*Reference names can also be called on the selected object using the keyboard shortcut **ALT + P**.*

3.1.5.3 Visible project languages

This menu function is only visible if the option for hiding project languages has been activated in the ServerManager project properties.

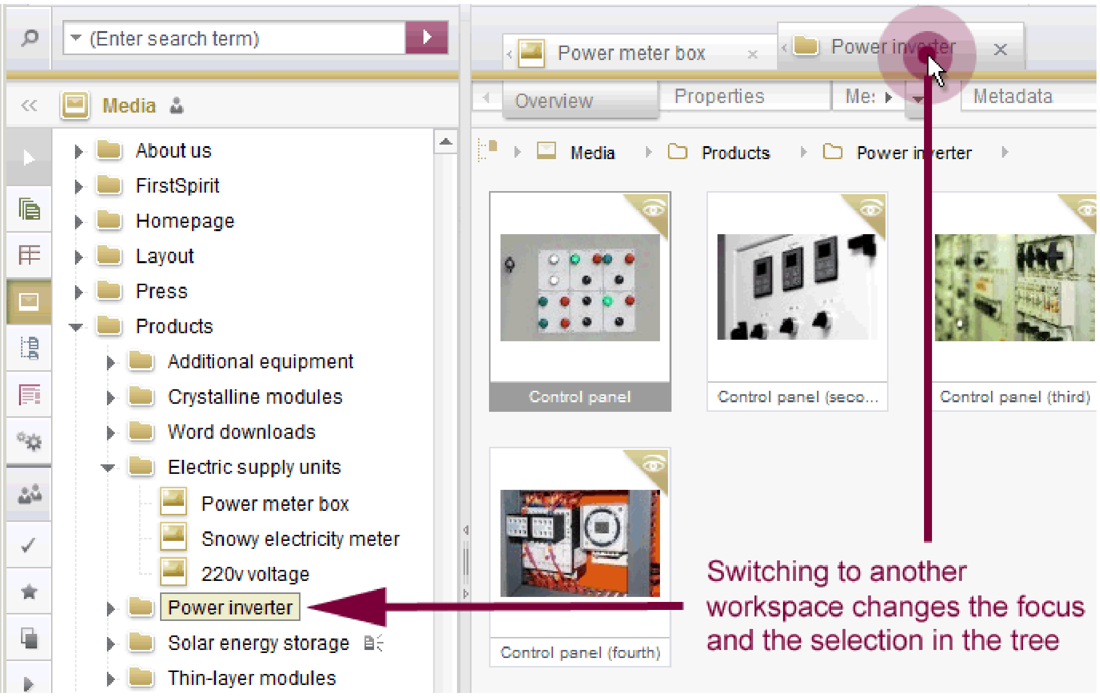
Use this menu function to define which project languages are to be visible for working in the client. If the visibility is deactivated for a language, the corresponding language tab will then no longer be displayed in the individual stores and the content can no longer be edited in this language. However, the content of the hidden languages will still be shown in the integrated preview.

3.1.5.4 Workspaces

Working with workspaces (see section 3.5.1, page 117) in SiteArchitect can be configured globally using this menu.

Open new in background: If this option is activated, new workspaces are opened in the background. If it is deactivated, new workspaces are brought into the foreground directly as active workspaces.

- **Synchronize new with tree:** If this option is activated, the active workspace in the editing area of SiteArchitect is automatically synchronized with the tree view. Switching tabs in the editing area therefore has a direct effect on tree navigation.



Switching to another workspace changes the focus and the selection in the tree

Figure 3-10: Tree synchronization on changing a workspace

If the option is not activated, there will be no synchronization. This option can also be set just for single tabs (see section 3.5.1, page 117).

Save upon exiting: If this option is activated, the user-specific workspace (including all opened tabs) will be saved when SiteArchitect is closed and restored the next time SiteArchitect is started. For this to work, the "Workspaces" option also needs to have been selected in the "View - Restore settings on restart" menu (see section 3.1.5.9, page 53).

Save open workspaces: This function is used for saving the current user-specific workspace (including all opened tabs).

Restore closed workspaces: This function is used for reopening workspaces which have been closed. The last ten closed workspaces of the current user session are shown. If no workspaces have been closed during the current session yet, the notice "not available" is displayed.

3.1.5.5 Integrated preview

This menu function can be used to activate the integrated preview (see section 3.4, page 109). If the option is activated, the integrated preview can be configured using the "Display area of AppCenter/Preview" menu item (see section 3.1.5.6, page 49).

If the **use for content** option is selected, the integrated preview for content from the Page Store and the Site Store is used. If this option is deactivated, the "Content highlighting control" (see section 3.1.5.7, page 50) and "Browser engine" (see section 3.1.5.10, page 53) menu items are deactivated too. If the **use for media** option is selected, the Integrated preview is also used for media (Media Store) (see also section 3.4.2, page 113). In this case the "Office engine" menu item (see section 3.1.5.11, page 54) becomes active.

> ! *Depending on the configuration set in the ServerManager project properties, these menu items may be deactivated.*

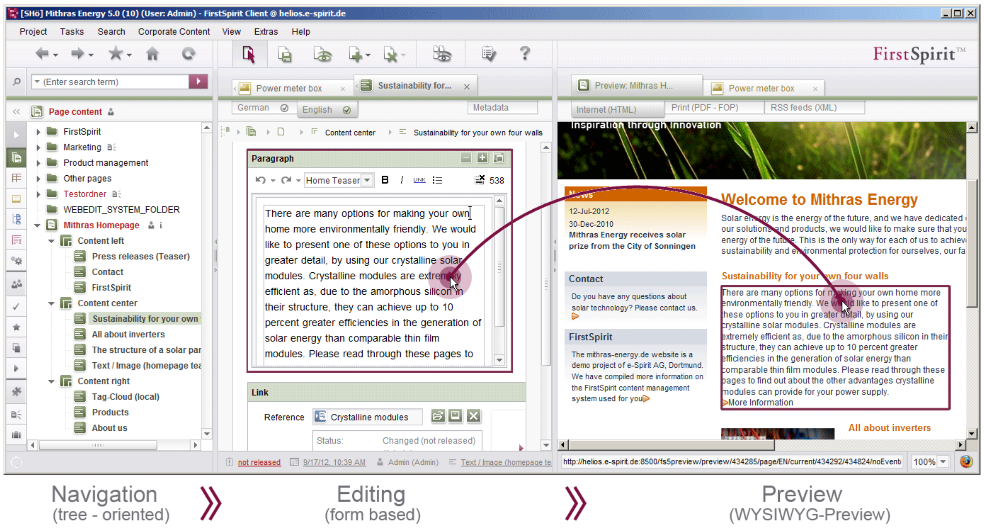
3.1.5.6 Display area of AppCenter/Integrated preview

If the integrated preview is activated (see section 3.1.5.5, page 49) it can be optionally displayed on the right-hand part of the screen (**in this window** option) or, on smaller monitors, in a separate window (**in separate window** option). (Note: The Content Highlighting function is not supported if the integrated preview is displayed in an external window – see section 3.1.5.7.)

3.1.5.7 Content highlighting control

Content Highlighting assists the editor with orientation in the project. If, for example, the editor is in the form-based workspace of SiteArchitect, e.g., within an input component, the area currently being edited is highlighted in color in the preview. Therefore, it is always easy to see how and where the changes just made affect the page. But Content Highlighting works the other way around too:

If an element is clicked in the preview, for example, a text passage, the corresponding section is automatically opened in the workspace and the input component is highlighted in the form area. Search and navigation for specific content in SiteArchitect is therefore no longer necessary. Texts and images can be quickly and easily found and changed.



There are many options for making your own home more environmentally friendly. We would like to present one of these options to you in greater detail, by using our crystalline solar modules. Crystalline modules are extremely efficient as, due to the amorphous silicon in their structure, they can achieve up to 10 percent greater efficiencies in the generation of solar energy than comparable thin film modules. Please read through these pages to

Mithras Energy receives solar prize from the City of Sonningen

Do you have any questions about solar technology? Please contact us.

The mithras-energy.de website is a demo project of e-Spirit AG, Dortmund. We have compiled more information on the FirstSpirit content management system used for you

Solar energy is the energy of the future, and we have dedicated our solutions and products, we would like to make sure that you energy of the future. This is the only way for each of us to achieve sustainability and environmental protection for ourselves, our fa

There are many options for making your own home more environmentally friendly. We would like to present one of these options to you in greater detail, by using our crystalline solar modules. Crystalline modules are extremely efficient as, due to the amorphous silicon in their structure, they can achieve up to 10 percent greater efficiencies in the generation of solar energy than comparable thin film modules. Please read through these pages to find out about the other advantages crystalline modules can provide for your power supply.

Figure 3-11: Content Highlighting

The highlighted information depends on the context in which it is opened. Apart from individual input components it is possible, for example, to highlight the complete page information in the integrated preview by clicking a page. On the other hand, if a content area or a section is selected, only the content of the content area or section is outlined with a frame.

Content Highlighting also works for structured content from the Data Store. To this end, a dataset can be simply marked within the Data Store. A representation of the dataset is then displayed within a page context in the preview. If the dataset is edited, when an input component is clicked, the content of the input component is highlighted in the preview.

Conversely, content can also be selected within the preview. If a text or image display within the integrated preview is clicked, the corresponding form opens directly in the editing area.

A keyboard shortcut or the context menu can invoke additional actions on the highlighted object (within the integrated preview):

<CLICK> = The workspace switches to the corresponding object in the SiteArchitect preview (provided that the "Workspace follows preview" option has been activated).

<SHIFT> + <CLICK> = The workspace switches to the corresponding object in the SiteArchitect preview and activates edit mode.

These functions can also be invoked by using the context menu within the integrated preview:

<CLICK> on link in preview = The preview switches to the referenced object in SiteArchitect. The workspace also switches to the corresponding object (provided that the "Workspace follows preview" option has been activated).

<CTRL> + <CLICK> on link in preview = The preview does not switch to the referenced object in SiteArchitect, the current preview is retained. The active workspace switches to the corresponding object or to the input component in SiteArchitect and does not follow the link of the object clicked in the preview. For example, if the user wants to open a link input component, with a single click they would merely follow the link within the preview. If the input component is to be opened with the link instead, the user can execute the keyboard shortcut <Ctrl> + <click> on the referenced object.

<CTRL> + <SHIFT> + <CLICK> on link object in preview = In addition to the procedures described above, the Shift key can be used to lock the object for editing directly.

Content Highlighting is configured in the integrated preview using the "Content highlighting control” menu item:

- **Workspace ↔ preview:** Workspace follows preview and vice versa, i.e., clicking in the active workspace displays the matching element in the integrated preview and vice versa.

- **Preview → workspace:** Preview follows workspace, i.e., clicking in the active workspace displays the matching element in the integrated preview, but not vice versa.
- **Workspace ← preview:** Workspace follows preview, i.e., clicking in the integrated preview displays the matching element in the active workspace, but not vice versa.
- **Deactivate:** Deactivates Content Highlighting.

Depending on the configuration set in the ServerManager project properties, this menu item may be inactive and one of these options may be permanently preselected.

To use the Content Highlighting functionality, the template developer first has to adjust a project's templates. The functionality only affects the preview of the HTML presentation channel. Other presentation channels are not taken into account.

Content Highlighting is not supported for display of the integrated preview in an external window (see section 3.4, page 109).

For further information on Content Highlighting, see the FirstSpirit Online Documentation, "Templates (basics)"/"Overview"/"Content Highlighting" section.

3.1.5.8 Workspace follows external web browser

This menu function enables Content Highlighting to be activated for an external web browser. This function must be activated and the integrated preview (see section 3.1.5.5, page 49) deactivated for this to work.

Content Highlighting is only supported in one direction via an external web browser: workspace follows preview, i.e., clicking in the preview, which has been opened in an external web browser, displays the matching element in the active workspace of SiteArchitect, but not vice versa. Changes to the content of a page can therefore be made quickly and easily.

3.1.5.9 Restore settings on restart

This menu item can be used not only to restore the window size and position but also to restore the positions of the separator between the tree and workspace and between the workspace and preview on restarting SiteArchitect.

Window size and position: The window size and position set when SiteArchitect is exited is adopted and automatically restored with the next restart.

Window layout: The window layout of the navigation area, workspaces, and (if set) the preview set when SiteArchitect is exited is adopted and automatically restored with the next restart.

Workspaces: The configuration of the currently open workspaces can be saved at defined times ("Save open workspaces") or on exiting SiteArchitect ("Save upon exiting") (see section 3.1.5.4, page 48). These workspaces can be automatically reopened the next time SiteArchitect is started.

If the "Workspaces" option is activated, the more workspaces are open on exiting, the longer it takes to restart the project in SiteArchitect.

3.1.5.10 Browser engine

If the "Integrated preview – use for content" option is activated (section 3.1.5.5, page 49), you can use this menu item to choose if Mozilla Firefox or Microsoft Internet Explorer is to be used for the integrated preview on Windows platforms. Microsoft Internet Explorer provides the same functions as Mozilla Firefox (see section 3.4, page 109). The selected browser is indicated at the bottom right-hand edge of the integrated preview.

If Mozilla Firefox is used, a special version of Firefox that is integrated in SiteArchitect is used, so it is not necessary for Mozilla Firefox to be installed locally on the workstation. However, if Microsoft Internet Explorer is used, the browser must be installed on the workstation. The user-specific configuration is also used here. Check the *Technical Data*

Sheet to see which versions are currently supported.

From FirstSpirit version 5.1.R2 on, Google Chrome can be used for the Integrated preview, especially under Mac OS.

Known restrictions:

- The integration of Chrome is based on a special application and does not use any existing, locally installed version of Google Chrome, or any user data that is used for this purpose. No automatic updates are carried out either.
- No plug-ins can be installed (e.g., Adobe PDF plug-in for displaying PDFs, Adobe Flash Player plug-in for displaying Flash files). This also means, for example, that no help PDF files can be displayed either (see Chapter 3.1.7 Seite 64, entries "Users (SiteArchitect)", "Users (ContentCreator)" and "Administrators").

> ! *The integration of Google Chrome is currently in the BETA test phase and has not yet been officially released!*

3.1.5.11 Office engine

If the "Integrated preview - use for media" option is activated (section 3.1.5.5, page 49), this menu item can be used to set which application is to be used for Microsoft Office and OpenOffice file formats. In order to use Microsoft Office and OpenOffice, these applications must be installed on the workstation.

- **Microsoft Office (Windows only):** If this option is activated, the relevant Microsoft Office application is used to display and edit office documents in the integrated preview. This menu item is not displayed if SiteArchitect is operated on an operating system other than Windows (see section 7.6.1, page 211).
- **OpenOffice (BETA, not Mac OS):** If this option is activated, the relevant OpenOffice application is used to display and edit office documents in the integrated preview. This menu item is not displayed if SiteArchitect is operated on a Mac OS (see section 7.6.2, page 212).
- **Google Docs (BETA):** If this option is activated, Google Docs is used to display and edit office documents in the integrated preview.
- **Deactivated:** If this option is activated, neither Microsoft Office nor OpenOffice is used to display office documents; instead, they continue to be opened in an external

application as previously.

If no suitable application for editing the file is installed on the workstation, it is not possible to edit via the integrated preview.

If using applications in the integrated preview, please note that FirstSpirit provides the interfaces required for application integration, but in general does not have any influence on the integrated applications themselves. Integrated external applications are not included as part of FirstSpirit. This means, among other things, that the manufacturer, customer or partner who developed the integrated application is responsible for its functionality.

3.1.5.12 Graphic engine

If the "Integrated preview - use for media" option is activated (section 3.1.5.5, page 49), you can use this menu item to set which application is to be used for image file formats.

- Advanced **Image Editor:** If this option is activated, the Advanced Image Editor is used for displaying and editing images (see section 7.4.4, page 199).
- **Simple image editing (PicMonkey):** If this option is activated, the online image editing service www.picMonkey.com is used for displaying and editing images. PicMonkey enables images to be altered simply and intuitively (see section 7.4.5, page 206).
- **Enhanced image editing (Pixlr):** If this option is activated, the online image editing service www.pixlr.com is used for displaying and editing images. Pixlr is modeled more on professional image editing software like Adobe Photoshop (see section 7.4.6, page 207).
- **Deactivated:** If this option is activated, the familiar image editing functions remain available.

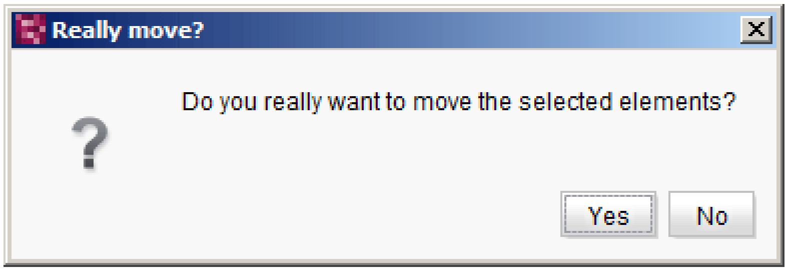
*Use of the **PicMonkey** and **Pixlr** editors requires an active Internet connection. Further information is given on the corresponding Internet sites.*

If using applications in the integrated preview, please note that FirstSpirit provides the interfaces required for application integration, but in general does not have any influence on the integrated applications themselves. Integrated external applications are not included as part of FirstSpirit. This means, among other things, that the manufacturer, customer or partner who developed the integrated application is responsible for its functionality.

3.1.6 Extras

3.1.6.1 Confirm Move operations

This menu function is activated by default. When objects are moved by drag-and-drop or cut-and-paste, the following question is displayed:



Do you really want to move the selected elements?

Figure 3-12: Confirm Move operations

This prevents multiple elements within the project from being moved inadvertently. By deactivating this menu function the question can be disabled.

If folders or pages are moved from the Page Store to the Site Store for creating new menu levels or page references (see section 8.1.1, page 226), this confirmation dialog is not displayed.

3.1.6.2 Show preview errors

If this menu function is activated, any errors are automatically displayed when a preview is called.

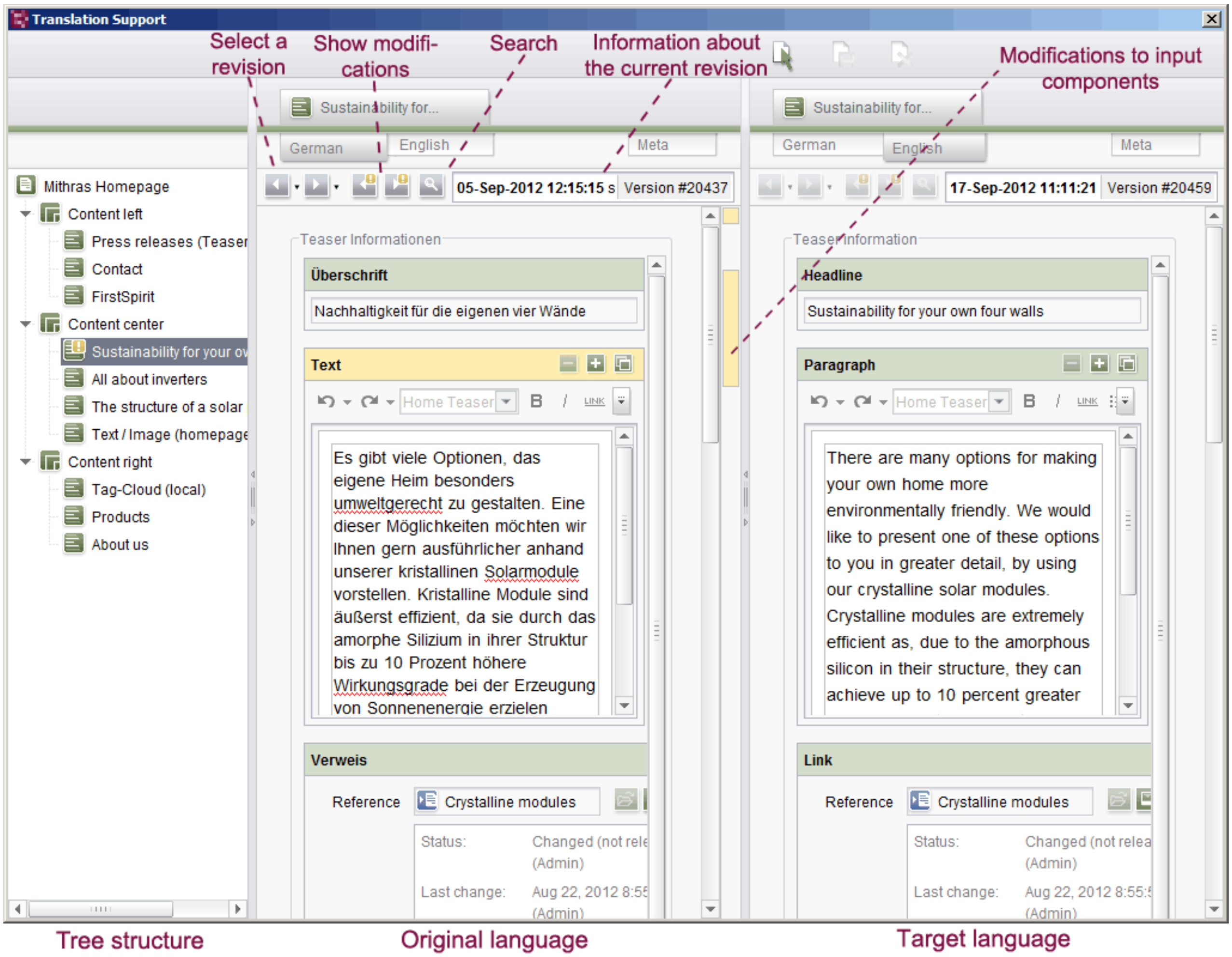
3.1.6.3 Show preview warnings

If this menu function is activated, all warnings are also displayed when a preview is called.

3.1.6.4 Translation help

If content has already been added in a language, this menu function can be used to easily copy the existing content into other languages in order to use it as the basis for the translation process there. Translation help can be used in the Page Store and Data Store, as well as in the Global settings.

Click the "Translation help" entry to open a dialog with which the content of the language A input components/table columns can be copied into the input components/table columns of language B.



05-Sep-2012 12:15:15 s Version #20437

Teaser Informationen

Überschrift: Nachhaltigkeit für die eigenen vier Wände

Text: Es gibt viele Optionen, das eigene Heim besonders umweltgerecht zu gestalten. Eine dieser Möglichkeiten möchten wir Ihnen gern ausführlicher anhand unserer kristallinen Solarmodule vorstellen. Kristalline Module sind äußerst effizient, da sie durch das amorphe Silizium in ihrer Struktur bis zu 10 Prozent höhere Wirkungsgrade bei der Erzeugung von Sonnenenergie erzielen

Verweis

Reference: Crystalline modules

Status: Changed (not rele (Admin)

Last change: Aug 22, 2012 8:5 (Admin)

17-Sep-2012 11:11:21 Version #20459

Teaser information

Headline: Sustainability for your own four walls

Paragraph: There are many options for making your own home more environmentally friendly. We would like to present one of these options to you in greater detail, by using our crystalline solar modules. Crystalline modules are extremely efficient as, due to the amorphous silicon in their structure, they can achieve up to 10 percent greater

Link

Reference: Crystalline modules

Status: Changed (not relea (Admin)

Last change: Aug 22, 2012 8:55: (Admin)

Figure 3-13: Translation help – Page Store

Use these icons to start or end the editing mode. Modifications will be saved.

Use this icon to save modifications.

Use this icon to undo modifications which have been made during the current editing process and which have not been saved yet.

The translation help can be closed by means of the x icon at the top right. If the content was modified and not saved, the system demands if the modifications should be taken over or refused.

In the case of pages/sections, the tree structure in the **left-hand part of the window** is shown in a separate window area. The input components for the page and the relevant sections can be reached via this structure. The input components of the selected object are displayed directly in the view or edit window.

Icons are used to visualize whether and what type of differences exist between the compared versions. For example, a yellow exclamation mark indicates that changes exist with respect to the content of the corresponding object (e.g., section or page), a green plus indicates that a node has been added, a red cross that a node has been deleted.

The **central part of the window** is the view area for a language A (source language). The language-dependent content for translation can be copied from this area into the input components of another language. It is not possible to edit the content; this protects the original language from accidental changes during translation. The language tabs can also be used to select a different language to the original language.

Within the input components, changes between different versions are visualized by a colored title row. Text added in DOM Editor and DOM table has a green background, text which has been removed is shown with a red background.

The **right-hand part of the window** is the editing area for a language B (target language). The content of the input components from the left-hand part of the window (view area of language A) can be copied into this area. This copied content can then be edited. Another language can also be selected using the language tabs.

With the help of the icon, content can be copied from the source language into the respective input component. The translation can then be performed in this dialog or as usual in the section concerned or the page concerned in the SiteArchitect workspace.

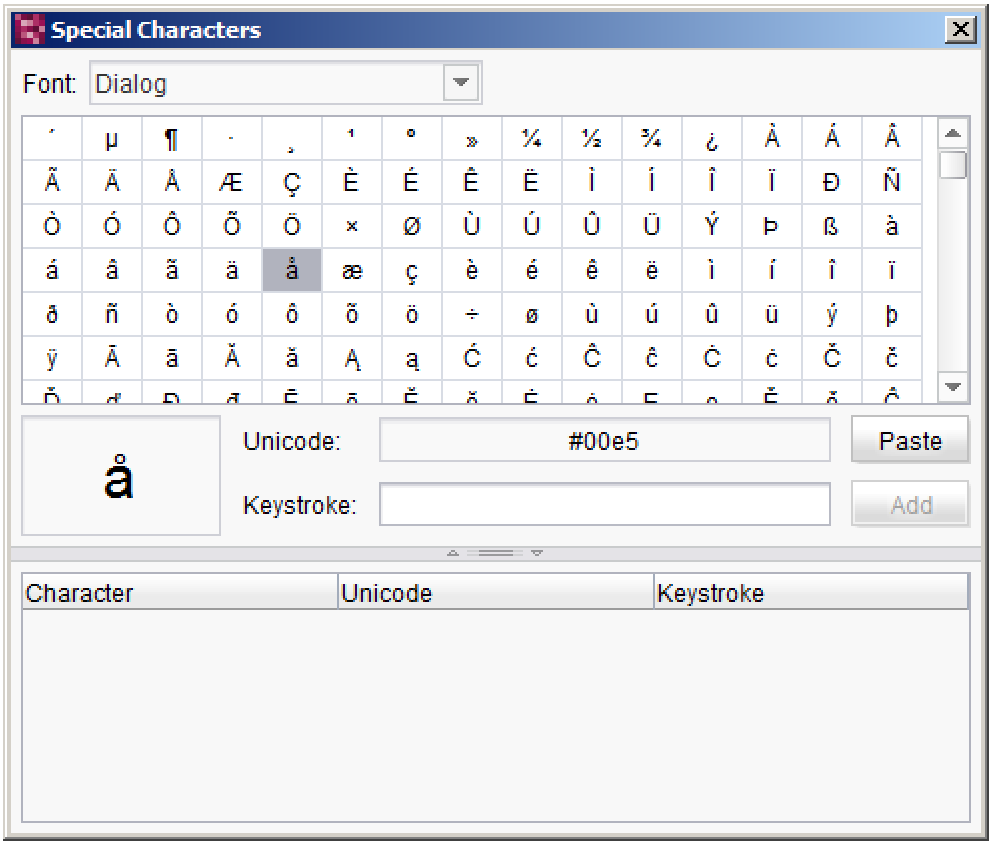
Rules for the input of content which have been defined by the template developer (see section 11.18.2, page 298) apply within translation help too. However, they are only taken into account within the right-part of the window. Invalid entries are highlighted in color and text explaining why they are incorrect is also displayed. If input components are hidden by means of a rule this also concerns only the right-hand area. These components are still be shown in the light-hand area.

Above the view area for the source and target languages, the respective revision is displayed with the version number, date, time, last editor, and the comment assigned to the revision ("Information about the current revision"). The last version of the current object is displayed by default in each case. The Next and Back icons can be used to switch to the previous or next revision ("Select a revision") or the previous or next change ("Show modifications") for the respective object.

Between the window areas, a bar shows which input components contain changes. Here, a yellow marking indicates that data has been changed in the input component, a red marking indicates that data has been removed, and a green marking that values have been added. A tool tip shows the name of the relevant input component and it is possible to jump to it directly by clicking.

3.1.6.5 Special characters

Special characters can be used in a text with the help of this menu function. A special characters table opens when the function is called up.



Font: Dialog

´	µ	¶	·	¸	¹	º	»	¼	½	¾	¿	À	Á	Â
Ã	Ä	Å	Æ	Ç	È	É	Ê	Ë	Ì	Í	Î	Ï	Ð	Ñ
Ò	Ó	Ô	Õ	Ö	×	Ø	Ù	Ú	Û	Ü	Ý	Þ	ß	à
á	â	ã	ä	å	æ	ç	è	é	ê	ë	ì	í	î	ï
ð	ñ	ò	ó	ô	õ	ö	÷	ø	ù	ú	û	ü	ý	þ
ÿ	Ā	ā	Ă	ă	Ą	ą	Ć	ć	Ĉ	ĉ	Ċ	ċ	Č	č

å

Unicode: #00e5

Keystroke:

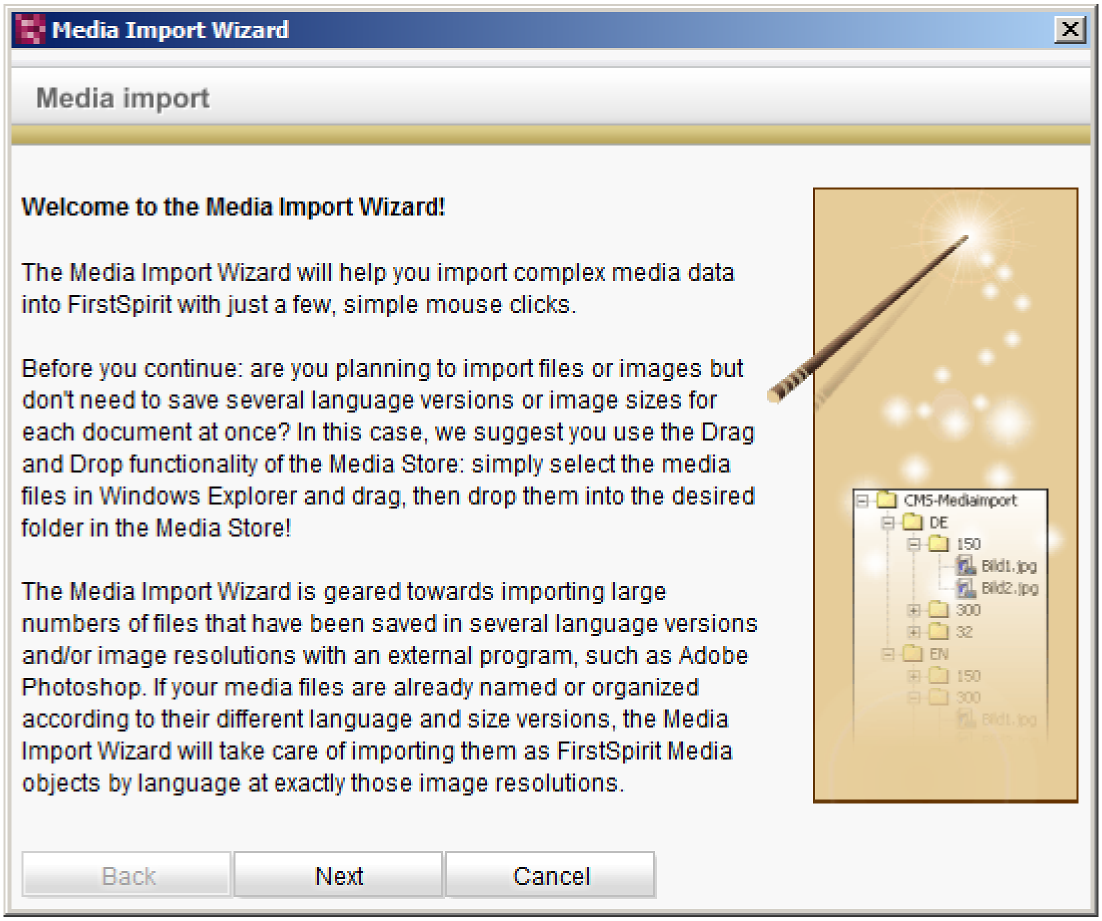
Character	Unicode	Keystroke

Figure 3-14: Inserting special characters

Use the **Add** button to define keyboard shortcuts for frequently used special characters. If they are no longer needed, the assignment can be undone below the special characters table using the <DEL> or <CTRL> + <DEL> keys.

3.1.6.6 Media Import Wizard

When this menu function is executed a window opens with the Media Import Wizard, which instructs the user step by step on how to import large quantities of media for the various languages and resolutions of a project.



Media Import Wizard

Media import

Welcome to the Media Import Wizard!

The Media Import Wizard will help you import complex media data into FirstSpirit with just a few, simple mouse clicks.

Before you continue: are you planning to import files or images but don't need to save several language versions or image sizes for each document at once? In this case, we suggest you use the Drag and Drop functionality of the Media Store: simply select the media files in Windows Explorer and drag, then drop them into the desired folder in the Media Store!

The Media Import Wizard is geared towards importing large numbers of files that have been saved in several language versions and/or image resolutions with an external program, such as Adobe Photoshop. If your media files are already named or organized according to their different language and size versions, the Media Import Wizard will take care of importing them as FirstSpirit Media objects by language at exactly those image resolutions.

Figure 3-15: Media Import Wizard

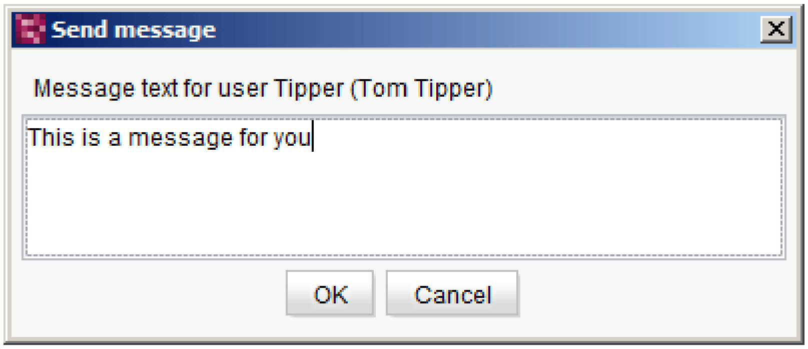
It is possible to simultaneously import all the files collated in a folder. It is necessary to explain to the system how the media and files are available for import in the computer's file system.

Detailed information on the use of the Media Import Wizard is given in section 7.7, page 213.

If language-independent media only are to be imported with their original resolution, it is possible to move the folder with the relevant media directly from the computer's file system into the Media Store using drag-and-drop. The files in the folder are then automatically imported into the Media Store folder. A distinction is made between images and files and they are created accordingly.

3.1.6.7 Send message

When this menu function is executed a window opens with a tabular list of all users working on the server. Each user can use this function to send a message (not a task) to other users. Double-click a user to open a further window into which the specific message can be typed.

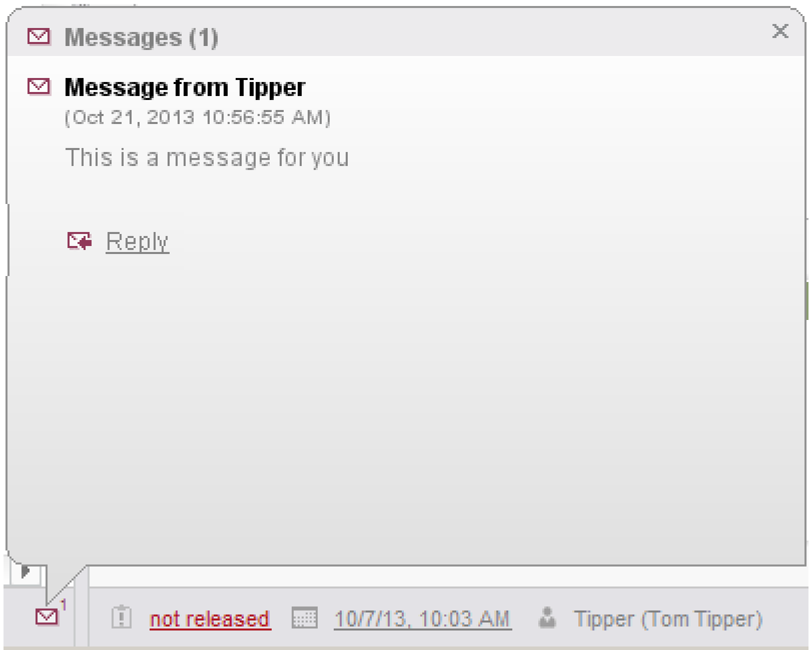


Message text for user Tipper (Tom Tipper)

This is a message for you

Figure 3-16: Send message

The message is sent to the selected user by clicking **OK** and is displayed directly on their screen.



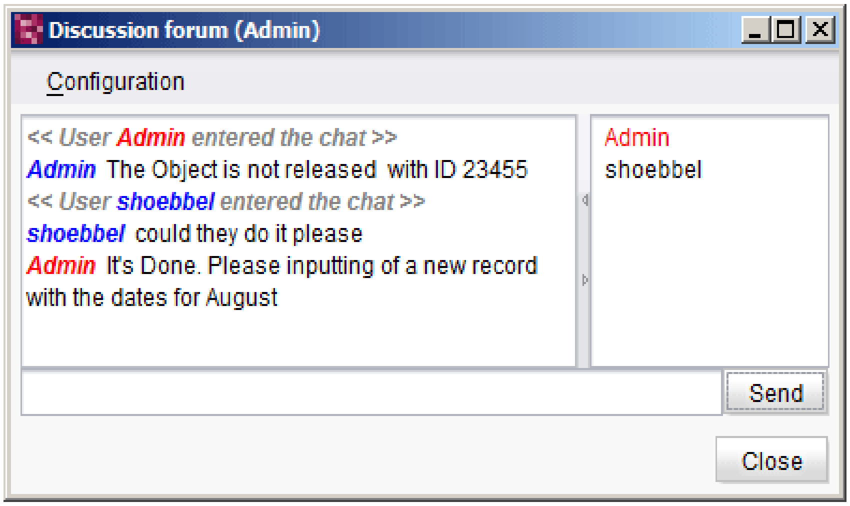
Message from Tipper
(Oct 21, 2013 10:56:55 AM)
This is a message for you

Figure 3-17: Message received

The recipient can directly reply to the message using the **Reply** button.

3.1.6.8 Discussion forum

If this menu function is executed, a window opens in which all users logged in to the server can exchange messages centrally.



<< User Admin entered the chat >>
Admin The Object is not released with ID 23455
<< User shoebbel entered the chat >>
shoebbel could they do it please
Admin It's Done. Please inputting of a new record with the dates for August

Figure 3-18: Discussion forum

3.1.6.9 Copy FirstSpirit URL

Execute this menu function to copy the address of the activated object in SiteArchitect to the (temporary) clipboard.

3.1.6.10 Go to FirstSpirit URL

If this menu function is executed, a window opens in which the URL address of an object in SiteArchitect can be entered. This makes it possible to switch directly to this object.

3.1.6.11 Execute Script

Scripts that are available to the user at this point are listed under this menu function. Scripts enable preprogrammed actions or calculations to be executed.

3.1.6.12 Extended logging

If this menu function is activated, extended data is written to the Client Log for logging purposes. See also the FirstSpirit Online Documentation (ODFS), "Template development"/"Scripting"/"Do's and Don'ts", "Log outputs" section.

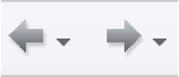
3.1.7 Help

The menu functions found under the Help entry can be used to call up various information and help topics on working with FirstSpirit:

- Information on the FirstSpirit version used and its environmental parameters
- A list of all available keyboard shortcuts
- Entry points for the various items of FirstSpirit documentation

3.2 The horizontal tool bar

3.2.1 Back/Next

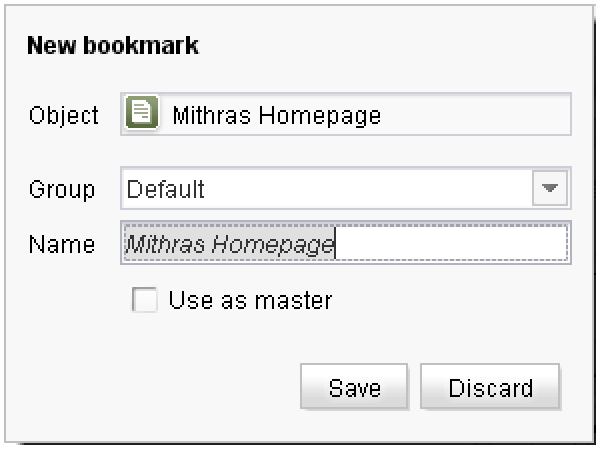

The arrow symbols can be used to go back to objects in the SiteArchitect tree structure which have already been selected once during the current session. The arrow on the right next to the Back or Next symbol enables the user to simultaneously move several steps backward or forward. When an arrow is activated a selection of objects that can be returned to appears.

3.2.2 New bookmark

With this function it is possible to assign bookmarks for frequently used objects in the tree structure and to open them again quickly using the selection box next to the symbol. If this symbol is not visible, it can be shown again by widening the left-hand column (tree structure).

Bookmarks always relate to a specific project and are valid for only one specific user; multiple users of a project must each specify their "own" bookmarks.

To create a bookmark, the required object is marked in the tree structure. Click the bookmark symbol to open the following dialog:



New bookmark

Object: Mithras Homepage

Group: Default

Name: Mithras Homepage

☐ Use as master

Figure 3-19: Creating a new bookmark

You can find more detailed information on creating bookmarks in section 3.3.3.1.1 starting on page 98.

Use the arrow next to the bookmark symbol in the tool bar to open a selection box where bookmarks and master copies are listed in groups.

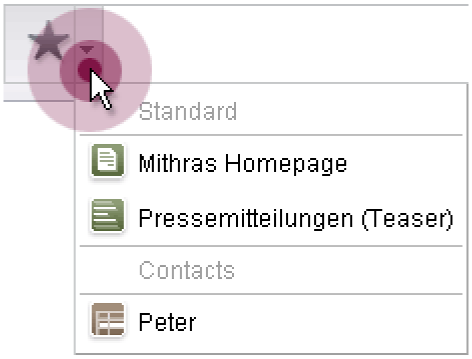


Figure 3-20: Opening a bookmark

If a folder has been bookmarked, only this folder will be shown, but no subordinate folders or objects. Clicking the bookmark will display the object in question in the workspace.

3.2.3 Home

This function enables the user to jump to their personalized homepage from anywhere in the current project. It provides a personalized overview of bookmarks, open tasks, and possible actions with corresponding icons and in the color of the respective store. For further information see section 3.6, page 126.

3.2.4 Refresh

This function is used to refresh the respective store. This is necessary if several people work on a project simultaneously and make changes in the same store. If you have finished editing a task, it is advisable to refresh the store before editing another object so that you are certain of having the up-to-date version. Otherwise it is possible that the structure shown on the left in the tree for the relevant subtree may have changed in the meantime (e.g., new objects may have been added or previously available objects deleted), which would result in version conflicts. However, FirstSpirit usually intercepts possible version conflicts.

3.2.5 Edit mode on/off

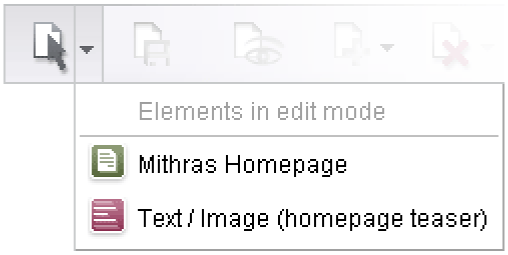
To make changes to an object, it is first necessary to switch on edit mode. This prevents simultaneous editing by another user and therefore also prevents version conflicts. FirstSpirit objects in edit mode are identified by the object name being in bold type and by an arrow on the object icon .

After the required changes have been made, edit mode must be switched back off again (i.e., the object unlocked) to release the relevant object for editing by other users.

> *Use the keyboard shortcut <CTRL> + <SHIFT> + <E> or context menu entry "Extras – Cancel editing" to quit edit mode without adopting any of the changes made.*

When edit mode is exited all the changes made are automatically saved.

Furthermore, this icon can be used to list all the elements currently in edit mode:



Elements in edit mode

Mithras Homepage

Text / Image (homepage teaser)

Figure 3-21: Elements in edit mode

Clicking an element will display it in the workspace. The list does not show individual sections, but rather the corresponding page.

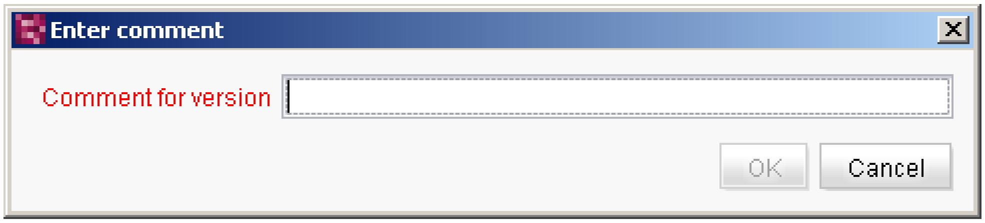
3.2.5.1 Comments on exiting edit mode

Depending on the ServerManager settings, a prompt for comment input may appear on exiting edit mode.

This function enables the user to explain changes they have made.

The following options are possible:

Forced comment: The comment line cannot be closed until text has been entered in it, i.e., edit mode can only be exited with a comment.

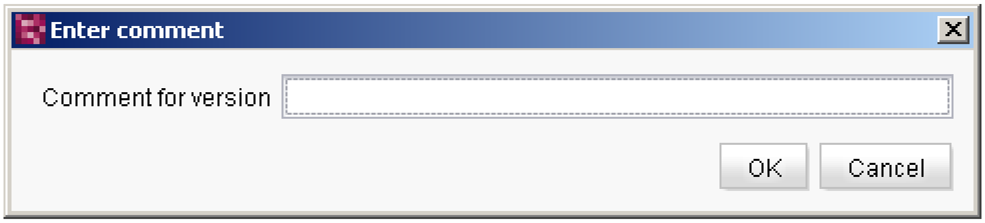


Enter comment

Comment for version

Figure 3-22: Forced version comment

Optional comment: The comment line can also be closed without making an entry by clicking OK.



Enter comment

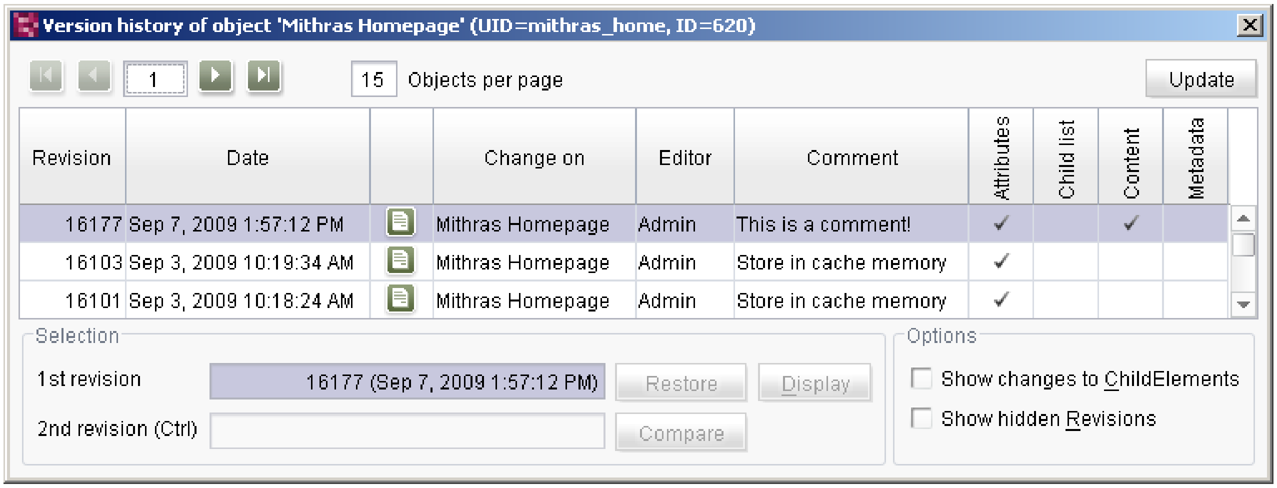
Comment for version

Figure 3-23: Optional version comment

No comment: No comment line is displayed on exiting edit mode.

Whether change comments have to be added or not can vary from store to store.

The comments entered are also copied to the object's version history.


Version history of object 'Mithras Homepage' (UID=mithras_home, ID=620)
1
15 Objects per page
Update
Selection
Restore
Display
Compare
Options

Revision	Date		Change on	Editor	Comment	Attributes	Child list	Content	Metadata
16177	Sep 7, 2009 1:57:12 PM		Mithras Homepage	Admin	This is a comment!	✓		✓	
16103	Sep 3, 2009 10:19:34 AM		Mithras Homepage	Admin	Store in cache memory	✓			
16101	Sep 3, 2009 10:18:24 AM		Mithras Homepage	Admin	Store in cache memory	✓			

1st revision: 16177 (Sep 7, 2009 1:57:12 PM)

2nd revision (Ctrl):

☐ Show changes to ChildElements

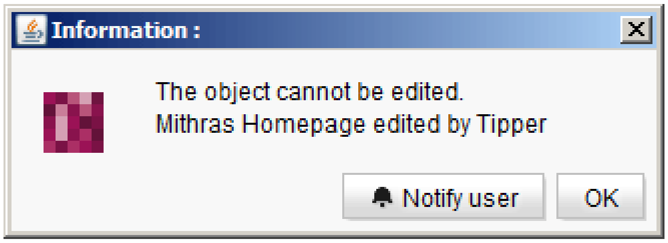
☐ Show hidden Revisions

Figure 3-24: Change comment in the version history

There is no prompt for comment input if edit mode is quit using <CTRL> + <SHIFT> + <E>.

3.2.5.2 Notifications

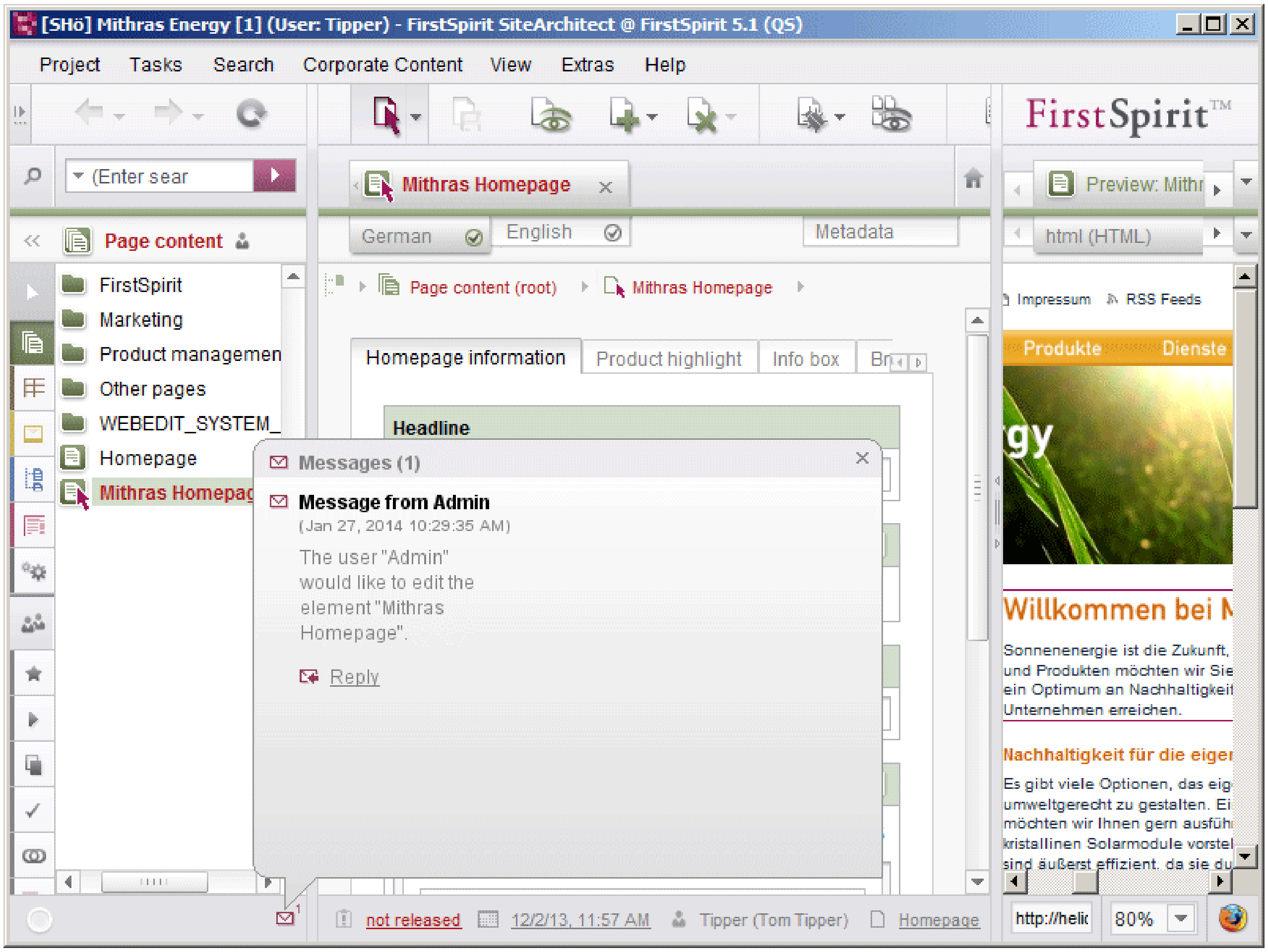
Communication and interaction between a project's editors can be improved by using notifications. When user 1 is editing an object in SiteArchitect, user 2 receives a message if they attempt to edit the same content. This message tells user 2 who is currently editing the relevant content and allows the user to notify this person.



The object cannot be edited.
Mithras Homepage edited by Tipper

Figure 3-25: Notifying another user

To contact the other user directly, the user simply has to click the **Notify user** button. The user who is editing the content then receives an automatic message from the other user, asking if they can edit the content:



Messages (1)

Message from Admin

(Jan 27, 2014 10:29:35 AM)

The user "Admin" would like to edit the element "Mithras Homepage".

Reply

Figure 3-26: Notification in SiteArchitect

3.2.6 Save

This function is used to save changes to the object currently being edited. If the integrated preview is used, it is refreshed after each save so that the entries can be checked directly on the website.

It is important to note that this is a kind of "temporary storage". An object is normally saved automatically as soon as edit mode is exited. However, if the changes made are extensive or time-consuming, it is advisable to quickly save the work done as you go along to prevent data losses, as there is no automatic rapid background saving in FirstSpirit! In addition, it is possible to restore older statuses which are temporarily stored in this way (via the version history, see also section 12.8, page 361).

3.2.7 Preview

If the integrated preview for content is not enabled (see section 3.1.5.5, page 49), you can use this function to check how the finished website will look. Clicking this button links the content of the page to the layout and it generates a test version of the website. The page is then displayed in the preferred browser.

When you view a preview via the relevant context menus (e.g., in the Page Store, section 4.2.1, page 137) you can freely select from all languages and presentation channels assigned to the project.

In the Media Store, calling the preview function results in

- a preview of the image or the file in a new tab on the right-hand part of the screen, if the integrated preview for media is used;
- a preview of the image or the file in an appropriate display program, if the integrated preview for media is not used.

Right-clicking on the preview icon opens the preview in an external web browser if integrated preview is enabled. Likewise, right-click to display the external preview of an image from the Media Store.

3.2.8 New

New objects can be created using this function. The options available here always depend on the store or level you are currently in. If, for example, you are in the Site Store on a menu level, you can create a new page reference with this icon. This function is also accessible via the respective context menus and is described in greater detail in the relevant places.

Master copies can be selected for the new object to be created by clicking the arrow next to the icon (see section 3.3.3.1.5, page 102).

3.2.9 Delete

The object or subtree currently selected is deleted from SiteArchitect using this function (see sections 3.2.9.1 and 3.2.9.4). The function can be used in the following stores:

- Page Store (at the level of a folder, a page or a section)
- Data Store (at the level of a dataset)
- Media Store (at the level of a folder or a medium)
- Site Store (at a menu level or a page reference)
- Template Store (at the level of a folder or a template)

A workflow, e.g., for deleting an object, can be tied to this function (see section 3.2.9.7, page 77). In this case a dialog for starting or switching the workflow to another workflow state will open instead of the dialog for confirming the deletion process.

Click the arrow next to the delete symbol to display a list of all objects deleted during the current session. The deleted object or deleted subtree can be reinstated by selecting an object (see sections 3.2.9.3 and 3.2.9.6).

The "Delete" and "Restore" functions can only be used if the editor has the necessary permissions ("Delete" and "Create") for the respective objects.

Administrators have extended functions for deleting objects and subtrees (see sections 3.2.9.2 and 3.2.9.5).

3.2.9.1 Deleting objects

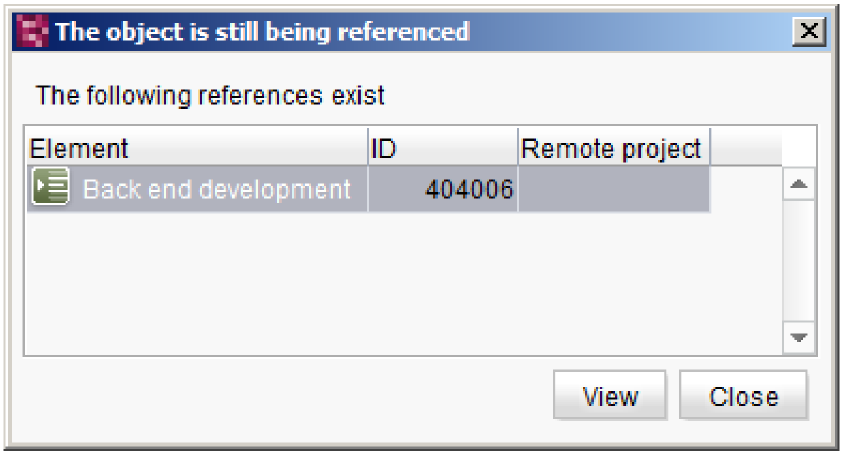
To delete an individual object (e.g., a section), highlight it in the tree view. The selected object can then be deleted from the project by clicking the icon or using the <Del> key.

Before the deletion is performed, a confirmation prompt appears:

Cancel: Click this button to cancel the deletion. The selected element is retained in the project and the dialog is closed.

OK: Click this button to confirm deletion of the selected object. The object is removed from the project. The user can restore the deleted object during the current session by using the **Restore** function (see section 3.2.9.3).

If the object to be deleted is still being used in the project, the deletion cannot be performed. The existing usages of the object are displayed:


The object is still being referenced

The following references exist

Element	ID	Remote project
Back end development	404006	

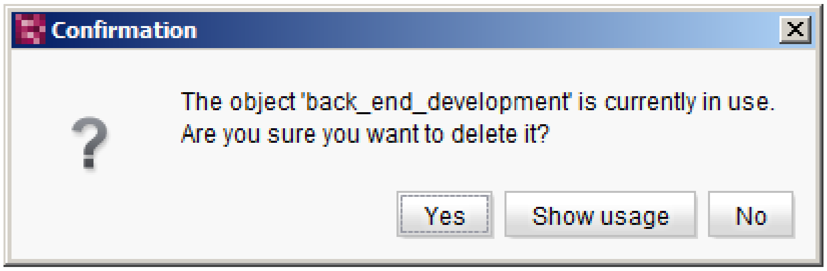
Figure 3-27: Display of references for an object

View: The deletion of objects still in use can result in invalid references within the project. Therefore, before an object can be deleted, all its usages must be deleted. Within the table the user can select a usage and click the **View** button to directly switch to the selected usage and delete it if necessary.

Close: The dialog is closed. The selected element and all usages remain in the project.

3.2.9.2 Advanced functions for administrators

Project administrators are able to delete objects which are still in use. In this case the following dialog is displayed:



The object 'back_end_development' is currently in use.
Are you sure you want to delete it?

Figure 3-28: Deleting an object despite usages

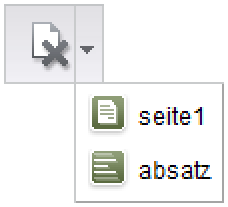
Yes: Click this button to remove the object from the project, although it is still being used within the project.

Show usage: Click this button to display all usages of the object selected for deletion.

No: Click this button to cancel the deletion. The object is retained in the project and the dialog is closed.

3.2.9.3 Restoring objects

Via the "Delete" icon: During the current session the user can restore a deleted object using the "Restore" function which is executed using the arrow key of the "Delete" icon in the tool bar.



This function can only be used during the current session. If the user has exited the current session, the delete action cannot be undone using the "Restore" function.

Via the context menu: However, it is possible to restore deleted objects within the individual stores at any time using the context menu. To do this the user must select the parent node of the deleted element in the tree view and then open the "Restore deleted objects" function in the context menu (see section 4.2.5, page 138).

3.2.9.4 Deleting subtrees

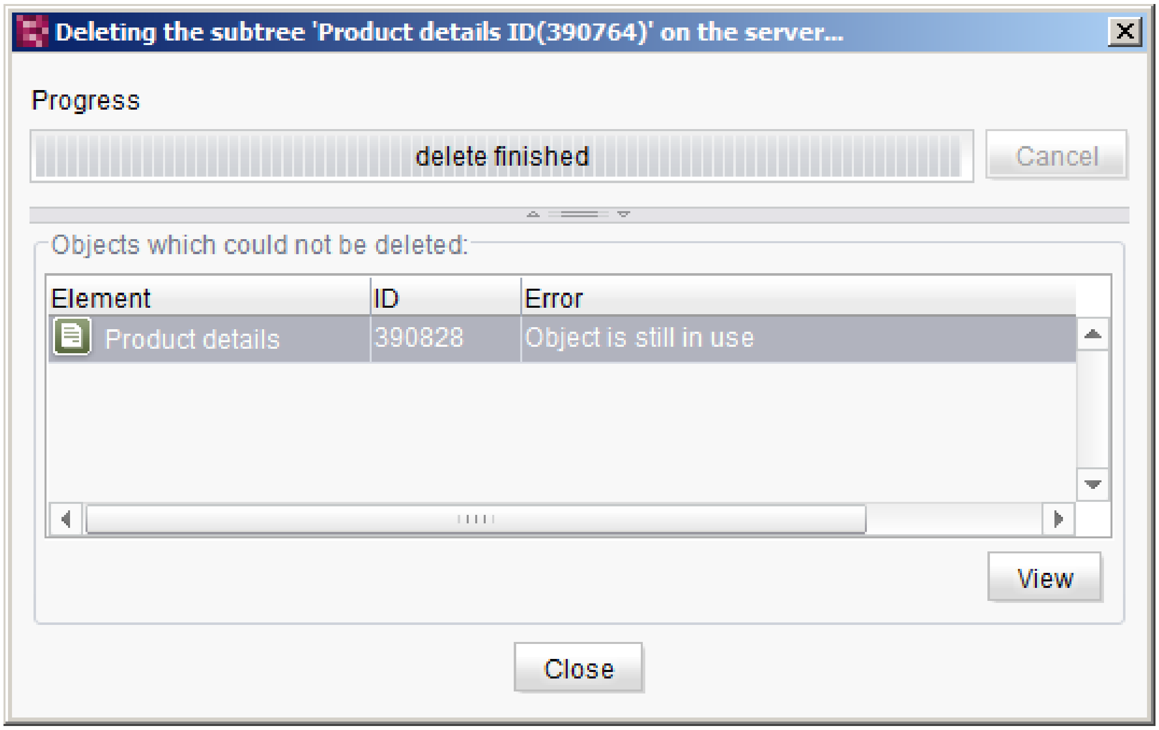
Apart from the simple deletion of objects, FirstSpirit also supports the deletion of subtrees. To delete a subtree the object, for example, a folder of the Page Store, is selected in the tree view. The selected object and all lower-level objects can then be deleted from the project by clicking the icon or using the <Del> key.

A confirmation prompt appears in the same way as when deleting individual objects:

OK: Click this button to confirm deletion of the selected subtree. All elements of the subtree no longer used in the project are deleted from the project. The user can restore the deleted objects during the current session by using the "Restore" function (see section 3.2.9.6).

Cancel: Click this button to cancel the deletion. The selected subtree remains in the project and the dialog is closed.

If elements selected for deletion within the subtree are still being used in the project, they cannot be deleted (see section 3.2.9.1). The following dialog shows successful and unsuccessful delete actions on the server:


Deleting the subtree 'Product details ID(390764)' on the server...

Progress

delete finished

Objects which could not be deleted:

Element	ID	Error
Product details	390828	Object is still in use

Figure 3-29: Deleting a subtree

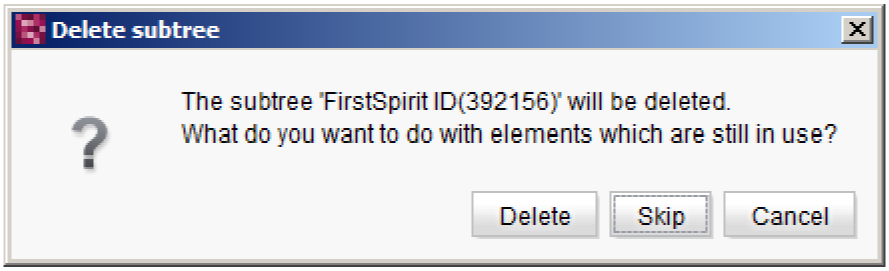
If a subtree is deleted in which at least one object is still in edit mode, only the part of the content not being edited is deleted and the edited objects and the folder itself are kept.

All elements of the subtree which could not be deleted are listed in the bottom part of the window. These elements and their parent nodes remain in the project.

Click the **View** button to display the selected element in the tree structure.

3.2.9.5 Advanced functions for administrators

Project administrators are able to delete objects which are still in use. In this case the following dialog is displayed:



The subtree 'FirstSpirit ID(392156)' will be deleted.
What do you want to do with elements which are still in use?

Figure 3-30: Deleting a subtree (for administrators only)

Delete: Click this button to remove all objects of the subtree from the project, irrespective of whether they are still being used within the project or not. This can cause invalid references.

Skip: Click this button to delete in the same way as deleting subtrees without administration permissions. Only the elements of the subtree no longer being used in the project are deleted.

Cancel: Click this button to cancel the deletion. The selected subtree remains in the project and the dialog is closed.

3.2.9.6 Restoring subtrees during a session

You can restore deleted objects in a subtree at any time within the individual stores via the context menu. To do this the user must select the parent node of the deleted element in the tree view (at the highest level, i.e., the root node) and then open the "Restore deleted objects" function in the context menu (see section 4.2.5, page 138).

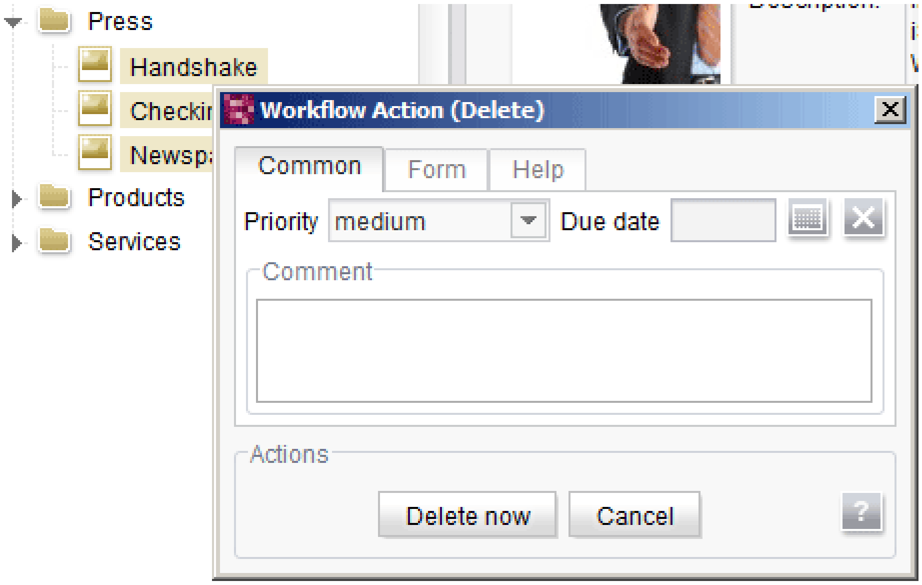
3.2.9.7 Connecting a workflow to the delete function

A project-specific workflow can be created and directly connected with the control elements provided for deleting elements in order to delete elements in this way. Instead of simply deleting an object, for example, a page, a more complex delete function can be provided via the workflow, for example, the additional deletion of dependent objects of a page.

The configuration is defined by the project developer, the deletion workflow is then started within SiteArchitect using the familiar control elements. The following control elements are available for this:

- Select element and click <Del> key
- Mark element and run the context menu entry "Delete"
- Select element and click the icon in the tool bar

Similarly to the multiple selection of workflows (see section 13.2, page 386), it is possible to delete a set of objects at the same time via a workflow.



Priority medium

Figure 3-31: Deleting several objects by means of a workflow

Further information on the deletion workflow is given in the FirstSpirit Online Documentation (ODFS), Tutorials / Workflows / Workflow “Delete”.

3.2.10 Template Debugger

This function assists the template developer by providing software-supported troubleshooting in the HTML code and performing a template's instructions step by step. Specific information on this function is given in the *FirstSpirit Online Documentation*, "Template development"/"Debugging" section.

3.2.11 TabView

This function can be used to display an overview of the workspaces in the AppCenter area. (For details of the extended workspace view, see section 3.5.3, page 121.)

3.2.12 Show task list

This function can be used to show your own task list. (The task list is described in detail in section 12.1, page 302.)

3.2.13 Online Help

Press this button to open FirstSpirit documentation corresponding to the particular store you are in at the time.

3.3 The vertical tool bar

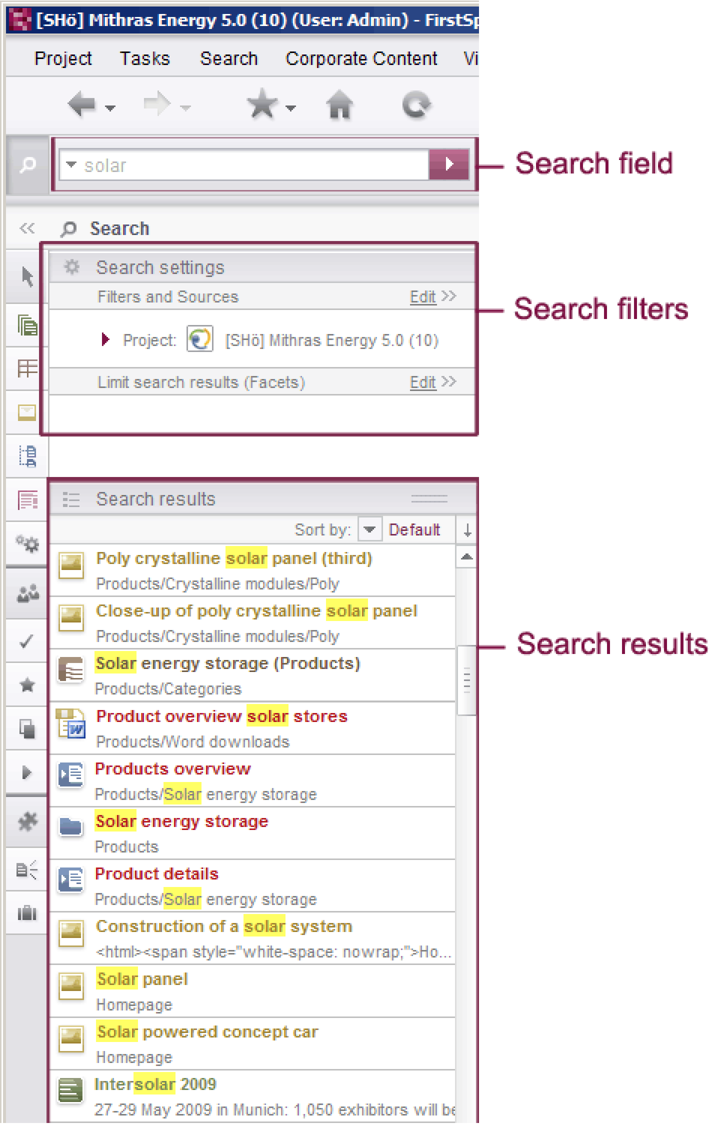
On the left-hand edge of the screen, there is a vertical tool bar that can be used to control which content is displayed in the left-hand column. The functions in the left-hand area can be grouped into four different groups:

Search	(see section 3.3.1, page 80)
Explore	(see section 3.3.2, page 92)
Organize	(see section 3.3.3, page 97)
Multisite Management	(see section 3.3.4, page 108)

The icon at the left hand-side of the path (see Chapter 3.5.2 page 120) can be used to switch directly from the element which is located currently within the workspace (see Chapter 3.5.1 page 117) to the element in the tree view.

3.3.1 The global search

The global search function is located above the project content on the left-hand part of the screen. You can use the input field to start a global search. The search results are displayed directly on the left-hand part of the SiteArchitect screen where the project's tree structure is normally displayed.



solar

Filters and Sources Edit >>

Project: [SHö] Mithras Energy 5.0 (10)

Limit search results (Facets) Edit >>

Search results

- Poly crystalline solar panel (third) — Products/Crystalline modules/Poly
- Close-up of poly crystalline solar panel — Products/Crystalline modules/Poly
- Solar energy storage (Products) — Products/Categories
- Product overview solar stores — Products/Word downloads
- Products overview — Products/Solar energy storage
- Solar energy storage — Products
- Product details — Products/Solar energy storage
- Construction of a solar system — <html><span style="white-space: nowrap;">Ho...
- Solar panel — Homepage
- Solar powered concept car — Homepage
- Intersolar 2009 — 27-29 May 2009 in Munich: 1,050 exhibitors will be

Figure 3-32: Global search

3.3.1.1 Search field

Enter the term you want to search for in the search field.

▾ With this icon in the search field, search terms for which searches have recently been performed (including those before the current session) can be displayed in a list. Select a search term from the list to perform a search for this term. Use **Clear recent searches** to delete the list.

The search begins while the first characters are being entered in the input field and shows terms which begin with the characters entered and are present in the project (auto completion). The number of hits for the suggested term is displayed in brackets. Click a suggestion to copy the term into the search and the corresponding hits are displayed in the results list.

▶ If you want to search for the term as it was entered, without using a suggestion, you can start the search with <ENTER> or by using this icon.

× Use this icon to delete the search term from the input field.

A full-text search is performed, which is not case sensitive. Search terms can therefore be entered in upper and lower case letters. If several search terms are entered, the search for these terms is based on an AND operation; only objects that contain all the search terms entered are displayed in the results list.

Here it must be noted that, because of the search technology used, search terms with hyphens (-) cannot be used. In order to become able to find terms with hyphen (for example: know-how) quotation marks can be used ("*know-how*") or the words should be entered separately, e.g., *know how* (or abbreviated, in case of word with more characters, for example *mono crys* for *mono-crystalline*), instead of *know-how*.

Starting with FirstSpirit version 5.1R4 the compound term can be used with hyphen, quotation marks are no more required.

Not only object names are searched through, but also content (e.g., of pages, datasets or media); in the case of media, text in the "Description" field is also searched through.

In addition, searches can also be carried out for items other than full text, e.g., searches for input components which have not been populated or searches for numbers or dates.

> ! *The search in the Data Store is fully integrated into the FirstSpirit search. The search/selection dialogs via which the Data Store can be accessed can also be used to search through the Data Store. These searches are not case sensitive and can be performed across multiple tables.*

■ If the search has been started, it can be stopped by clicking this icon.

If the search is finished, this is indicated in the status bar.

3.3.1.2 Non-text search

Alternatively, FirstSpirit objects can be dragged into the search field with drag-and-drop (for details of drag-and-drop functionalities, see also section 12.4, page 307), for example:

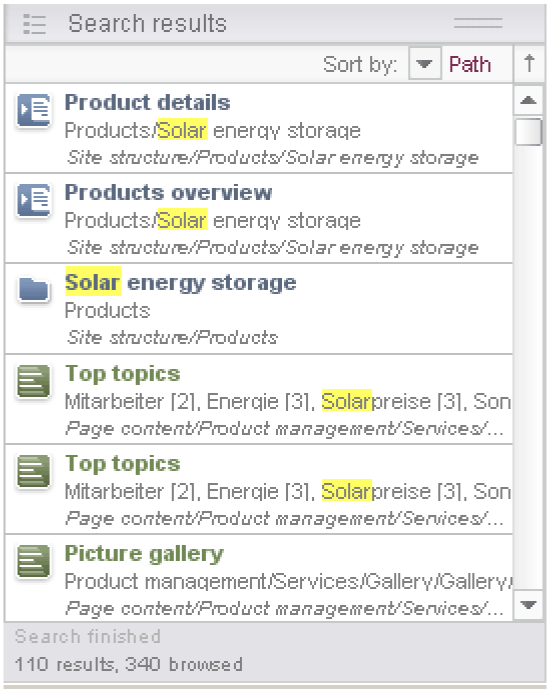
- Nodes from the tree structure (pages, sections, media, templates, etc.)
- Workspace tabs
- Individual input components with content or only their content from an open workspace
- Elements from the integrated preview

Depending on the object, the search then returns, for example, the following:

- Usages of the dropped **object** in the project, e.g.:
    - Where in the project is a medium from the integrated preview used or maintained?
    - Where in the project is a medium from the tree structure, a workspace or the integrated preview being used?
- Usages of values saved in **input components**, e.g.:
    - Where are right-aligned images used?
    - Is a heading or another text being used anywhere else?
    - Which other datasets belong to a category?

3.3.1.3 Search results

The search hits are displayed beneath the search field (see section 3.3.1.1, page 81) and the search settings (see section 3.3.1.4, page 86).



Product details
Products/Solar energy storage
Site structure/Products/Solar energy storage

Products overview
Products/Solar energy storage
Site structure/Products/Solar energy storage

Solar energy storage
Products
Site structure/Products

Top topics
Mitarbeiter [2], Energie [3], Solarpreise [3], Son
Page content/Product management/Services/...

Top topics
Mitarbeiter [2], Energie [3], Solarpreise [3], Son
Page content/Product management/Services/...

Picture gallery
Product management/Services/Gallery/Gallery/
Page content/Product management/Services/...

Search finished
110 results, 340 browsed

Figure 3-33: Search results

They are listed in the left-hand column with the object icon, title, and a second text row. By default, the title is the name of the object and the second row is the object's path; however, it can also be text parts of the respective object. Further information on the object can be displayed in a third text row, if a sorting criterion is selected via **Sort by** (see unterhalb). If a search hit is an image from the Media Store, it is displayed on the right as a preview image (thumbnail). If the mouse pointer is held over the search result, the thumbnail is displayed enlarged. Depending on the project configuration, images can also be displayed for other object types (pages, sections, and datasets).

The search term is highlighted in color.

By default, the results are displayed according to their relevance. Use the ▾ icon to sort the search results by the following criteria:

- Editor (alphabetically)
- Location (alphabetical, incl. store name)
- Change date
- Criteria selected under "Limit search results" (see section 3.3.1.5, page 87)

If a criterion has been selected, the corresponding value is displayed in a third text row of the respective object.

The original sort order can be restored by selecting the "Relevance" entry.

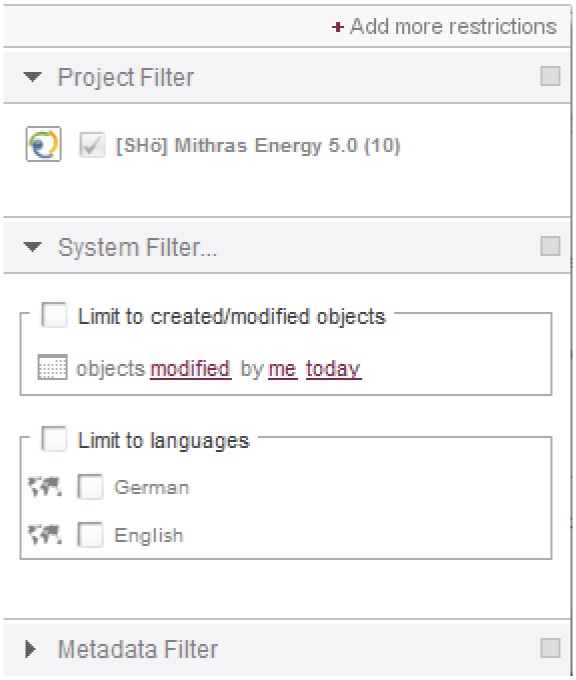
↓ **Descending/ascending:** Use this icon to display the search results in reverse order.

The search results can be limited to certain criteria in the "Search settings" area (see section 3.3.1.4, page 86 and section 3.3.1.5, page 87).

The search dialog can be left open without restricting further work in SiteArchitect. In this way, for example, it is possible to drag-and-drop the search results into SiteArchitect, e.g., the editor can drag a medium directly from the search results into the image input component of a workspace (see section 12.4, page 307). The search results are displayed until a new search is performed. After using the icons in the vertical tool bar to change to a store or another area, click the Search icon 🔍 to switch back to the search results.

3.3.1.4 Search settings (Filters and Sources)

The **Filters and Sources** entry lets the user filter search results. This is done in the edit window that opens as soon as the user clicks Edit in the Filters and Sources title row.



+ Add more restrictions

Project Filter ☐

☑ [SHö] Mithras Energy 5.0 (10)

System Filter... ☐

☐ Limit to created/modified objects

objects modified by me today

☐ Limit to languages

☐ German

☐ English

Metadata Filter ☐

Figure 3-34: Search settings – "Filters and Sources"

- **Project Filter**
  Here the user can specify whether to search in the current project or in a remote project.
- **System Filter**
  Here the user can specify system-element search limitations:

  ...Limit to created/modified objects: Here the user can specify whether the search results are to be filtered by objects that have been
    - created or modified ("created" or "modified")
    - by a particular user of the project (e.g., "Admin")
    - within a certain period of time ("today", "this week", "last week", etc.).

  Limit to languages: Here the user can specify whether the search results are to be filtered so that only the results for a particular project language are output.

- References / Elements: Here the user can specify whether the search results are to be filtered by objects that have
    - invalid references (e.g., to an object that has since been deleted),
    - external references,
    - not released references (e.g., pages in the Site Store that reference pages from the Page Store which have not been released) or
    - not released elements.

- Show all tasks: Here the user can specify whether the search results are to be filtered by objects for which a workflow is currently active and the user can select which user is responsible for this task ("me", "user name", "group name").
- ...Translated / not translated elements: Here the user can specify whether the search results are to be filtered by objects for which a translation
    - exists ("translated", "not translated")
    - for particular project languages ("DE", "EN", "all languages", "any language").

- **Metadata Filter**
  Here the user can search the project metadata for particular text.

■ Active filters are indicated by a purple box next to the filter on the right. The selected filters are also visualized in the "Search settings" area. Each filter can be disabled using the X next to the filter.

3.3.1.5 Search settings (Limit search results (Facets))

The **Limit search results (Facets)** entry lets the user filter search results. This is done in the edit window that opens as soon as the user clicks Edit in the "Limit search results" title row.

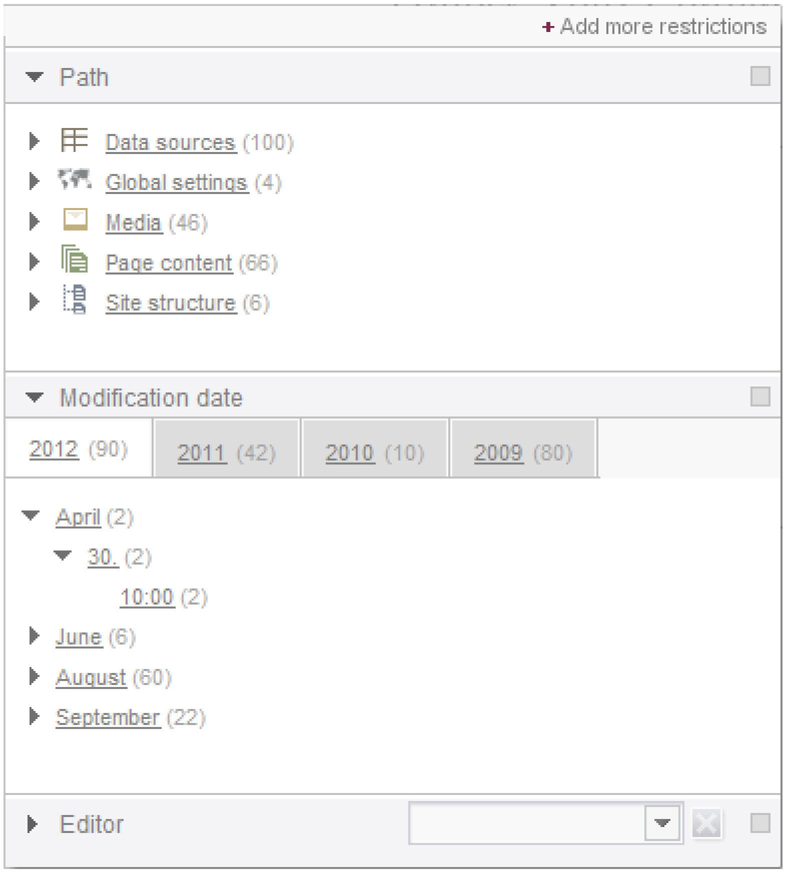


Figure 3-35: Search settings – "Facets"

- **Path**
  In this area the search results can be limited to a store and folders that exist within the stores.
- **Modification date**
  In this area the search results can be filtered by modification date, i.e., by the date on which the object was last edited. The year is selected first, then the month, day, and time. The time can be limited to the nearest hour.
- **Editor**
  The required user can be selected from this dropdown menu. Only search hits edited by the selected user are then considered.

In all displays of search results, the number of search hits is displayed in brackets.

■ Active filters are indicated by a purple box next to the filter on the right. The selected filters are also visualized in the "Search settings" area. Each filter can be disabled using the X next to the filter.

In addition, **Add more restrictions** can be used to enable the following filters:

- **Created by**
  The required user can be selected from this dropdown menu. Only objects created by the selected user are then considered.
- **Type**
  The search results can be filtered by FirstSpirit object type in this area, e.g., by
    - Data sources
    - Datasets
    - Files
    - Media
    - Pages
    - Page references
    - Menu levels ("Site Store folders")
    - Images
    - Sections
    - Section references
    - Page templates
    - Table templates
    - Project settings
- **Released by**
  The required user can be selected from this dropdown menu. Only objects released by the selected user are then considered.
- **File type**
  If a search hit is a medium, the MIME type (*Multipurpose Internet Mail Extensions*) can be selected here (e.g., "text/plain", "image/jpeg", "application/msword", etc.).
- **Schema**
  If a search hit is a hit from the Data Store, the underlying database schema can be selected in this area.
- **Translated elements**
  These options enable pages and sections from the Page Store to be filtered out where the option "Page is completely translated to this language" or "Generate this section in the output" has been activated ("translated") or deactivated ("not translated").
- **Creation date**
  In this area the search results can be filtered by creation date, i.e., by the date on which the object was created. The year is selected first, then the month, day, and time.

- **Release date**
  In this area the search results can be filtered by release date, i.e., by the date on which the object was last released. The year is selected first, then the month, day, and time.
- **File size**
  If a search hit is a medium, the file size can be selected here. The following values are available to choose from:
    - EMPTY (no file stored)
    - KB100 (files up to 100 KB in size)
    - MB (files up to 1 MB in size)
    - MB10 (files up to 10 MB in size)
    - MB100 (files up to 100 MB in size)
- **Release status**
  In this area the search results can be filtered by release status. The following values are available to choose from:
    - released
    - not released
    - in workflow
- **Table**
  If a search hit is a hit from the Data Store, the underlying table can be selected in this area.
- **File name extension**
  If a search hit is a medium, the file name extension can be selected here (e.g., png, jpg, pdf, doc, swf, etc.). The file name extension does not necessarily reflect the file type. To filter by file type, therefore, the "File type" filter should be selected (see above).
- **Metadata**
  In this area you can select whether only search hits with ("1") or without ("0") metadata are to be displayed.
- **Release lock**
  In this area you can select whether only search hits should be displayed
    - which are located in a workflow ("-")
    - which are located in a workflow and locked ("0") or
    - which are "not in a workflow".

All criteria can also be combined with each other. With each criterion, the results set is further limited. After the required criteria have been selected, the search hits that simultaneously fulfill all criteria are displayed (intersection).

The settings can be collapsed or expanded using the icons.

If the filter settings have been changed and this affects a search result which is already displayed, the filters can be applied by using the "Repeat search" link.

3.3.1.6 Search parameters

The search can be enhanced by search parameters in order to improve search results. The examples below can be followed in the Mithras demo project.

a) Find FirstSpirit elements by UID:
fs.uid = solar_concept_car

b) Find references to FirstSpirit media by UID:
solar_concept_car MEDIASTORE_LEAF

c) Find FirstSpirit media or references to FirstSpirit media by UID (OR operation for search condition):
solar_concept_car MEDIASTORE_LEAF or fs.uid = solar_concept_car

d) Find FirstSpirit elements which contain an image that can be zoomed. This property is set in the Mithras project via an input component of type CMS_INPUT_TOGGLE (name: st_picture_zoomable):
st_picture_zoomable = true

e) Find FirstSpirit elements which contain particular metadata. The metadata searched for here is set in the Mithras project via an input component of type CMS_INPUT_TEXT (name: md_content):
*meta.md_content = **

f) Find FirstSpirit elements for which metadata has been defined, but which do not contain particular metadata content. The metadata searched for here is set in the Mithras project via an input component of type CMS_INPUT_TEXT (name: md_content):
meta.md_content = ""

g) Find FirstSpirit elements for which metadata has been defined:
fs.meta = 1

h) Find FirstSpirit media with a particular minimum size (minimum width and minimum height) (AND operation for search condition):
fs.width >= 468 and fs.height >= 60

i) Find FirstSpirit elements in a particular store, e.g., all FirstSpirit elements in the Media Store for which metadata has been defined:
fs.meta = 1 and fs.store=mediastore;

You can use wildcards for the search:

- * for any number of characters
- ? for one single character

and

- "" for phrases.

3.3.2 The tree structure ("Explore")

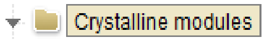
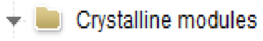
This group includes the six different stores in FirstSpirit:

- Page Store: see section 5 starting on page 159
- Data Store: see section 6 starting on page 166
- Media Store: see section 7 starting on page 182
- Site Store: see section 8 starting on page 226
- Template Store: see section 9 starting on page 251
- Global Content Area: see section 10 starting on page 253

These stores display all elements which exist in the FirstSpirit project according to their hierarchy. The icon at the left hand-side of the path (see Chapter 3.5.2 page 120) can be used to switch directly from the element which is located currently within the workspace (see Chapter 3.5.2 page 120) to the element in the tree view.

3.3.2.1 Navigation using the keyboard

You can navigate through the tree structure using the cursor keys. The "Move up" and "Move down" cursor keys move you to the next node displayed in the tree structure above or below the current node. The "right" and "left" cursor keys expand or contract nodes beneath the current node (e.g., sections beneath a page in the Page Store).

A colored background (e.g.,  Crystalline modules) indicates that the content for this node is currently displayed in the workspace. If the user navigates using the keyboard, the current selection is initially retained; only the focus within the tree view (visualized by a colored frame, e.g.,  Crystalline modules) changes. The active workspace is therefore not affected by navigation through the tree elements using the keyboard, i.e., it does not change. Only when an action takes place on the focused element (e.g., <CTRL> + <V>) or the element is explicitly selected by clicking <ENTER> does the selection change and the element is opened within the active workspace.

3.3.2.2 Multiple selection

The following applies to multiple selection within the tree: All selected elements are assigned a background color, which depends on the respective store. The last selected element is also focused and therefore has a black frame. If the focused element is not included in the multiple selection (e.g., in the case of navigation using the keyboard), it is identified by a colored frame. A multiple selection therefore enables a function to be executed simultaneously for several elements, for example.

Multiple selection can be performed easily using the mouse pointer, with the left mouse button pressed down at the same time.

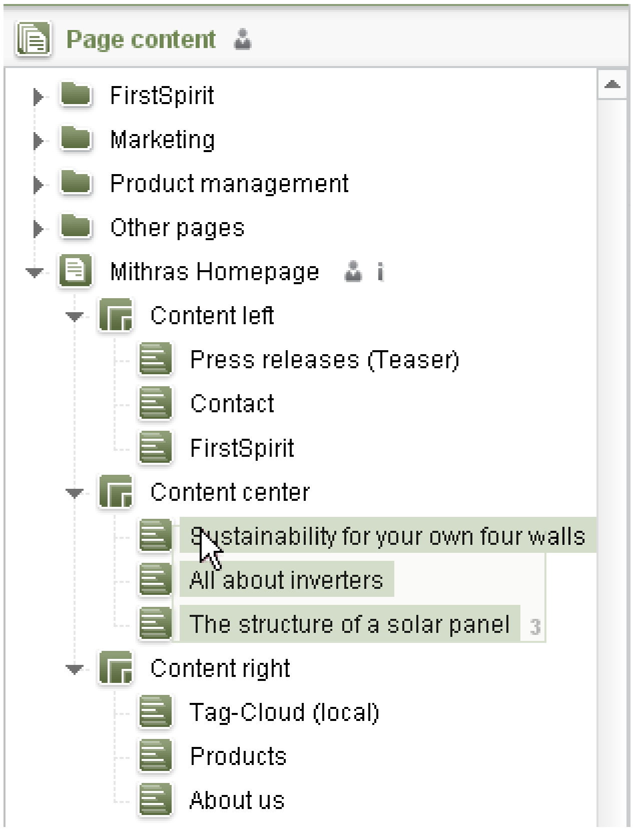


Figure 3-36: Multiple selection in the tree

A frame indicates which area has been selected and a number shows how many elements have been chosen. It is best to start selecting elements on the right-hand side, without clicking on a node directly. The selected elements can then (depending on the element type) be moved or deleted, for example.

This procedure can be followed in every store.

In addition, in the **Media Store** multiple elements can be selected simultaneously on the "Overview" tab by using the mouse pointer and keeping the left mouse button pressed down:

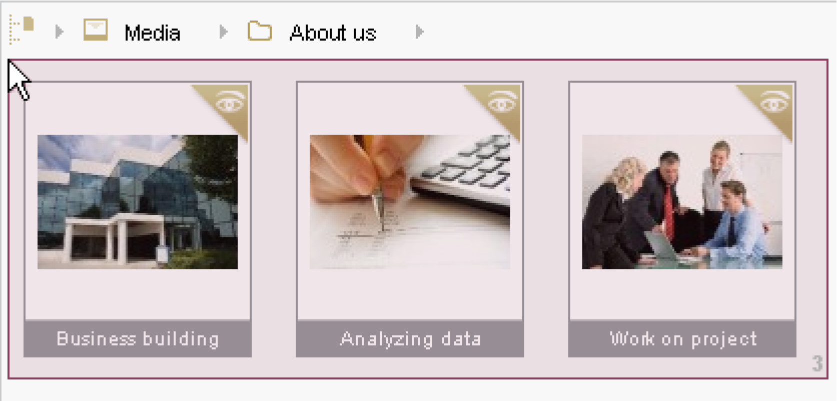
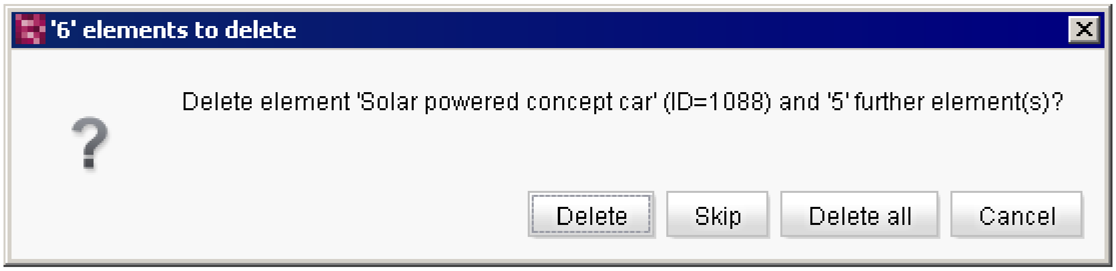


Figure 3-37: Multiple selection in the Media Store

When **deleting** multiple elements which have been selected simultaneously (e.g., by using the procedure described above), a confirmation prompt no longer appears for each individual element included in the multiple selection; rather, the following dialog can be used to either delete all elements of the multiple selection at once or each element individually:



Delete element 'Solar powered concept car' (ID=1088) and '5' further element(s)?

Figure 3-38: Deleting a multiple selection

This dialog indicates how many elements are included in the multiple selection, as well as the name and ID of the element about to be deleted.

Delete: Only the current element is deleted.

Skip: The current element is not deleted.

Delete all: All selected elements are deleted.

Cancel: Nothing is deleted and the dialog is closed.

If an element which contains lower-level elements (e.g., in the Page Store: folder with pages, content areas, and sections) is to be deleted, all the lower-level elements are deleted too.

"Delete" and "Delete all" can only be executed if the element/s concerned is/are not used ("referenced") in the project. If one of the elements to be deleted is still used, a corresponding dialog appears.

Multiple selection can also be performed using the keyboard (<SHIFT> + ↑ or <SHIFT> + ↓). In the same way as when navigating using the keyboard (see section 3.3.2.1, page 93), the focus is changed first (colored frame). The elements included in the multiple selection are not actually selected (and highlighted with a colored background) until <ENTER> is clicked or an action is executed.

The active workspace does not change in a multiple selection. Unlike with individual selection, it is not usually desirable for all the elements included in a multiple selection to be displayed. However, if the user does want to open the elements in workspaces, they can click on the multiple selection and execute the "Open in new workspace" context menu function.

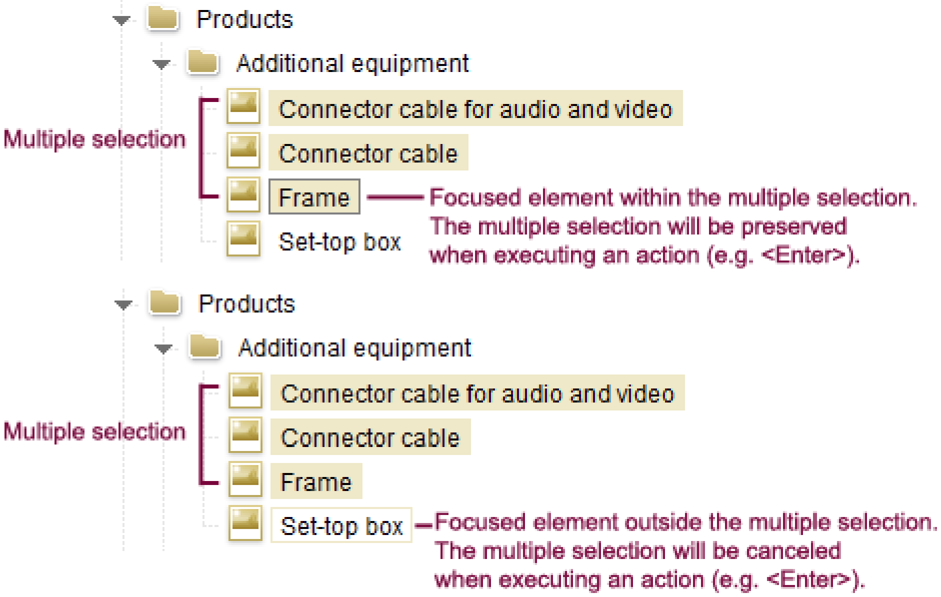

Products
Additional equipment
Multiple selection
Connector cable for audio and video
Connector cable
Frame
Set-top box
Focused element within the multiple selection. The multiple selection will be preserved when executing an action (e.g. <Enter>).
Products
Additional equipment
Multiple selection
Connector cable for audio and video
Connector cable
Frame
Set-top box
Focused element outside the multiple selection. The multiple selection will be canceled when executing an action (e.g. <Enter>).

Figure 3-39: Multiple selection ↔ workspace

Multiple selection can also be performed in the **Data Store**. In this case the selection is not made in the tree structure, but at dataset level. Multiple/a series of datasets can be selected by pressing the <CTRL>/<SHIFT> key down and clicking simultaneously. When **deleting** multiple datasets selected at once, only one confirmation prompt will be shown for all datasets. If you confirm, all selected datasets will be deleted.

3.3.3 The user-defined view ("Organize")

There are four views within the "Organize" area, which can displayed for each user using the related icons:

- Bookmarks (see section 3.3.3.1, page 97)
- Actions (see section 3.3.3.2, page 103)
- Clipboard (see section 3.3.3.3, page 104)
- Task list (see section 3.3.3.4, page 107)
- Project history (see section 3.3.3.5, page 108)

The order of the Organize icons can be changed and they can be combined into a group.

- Group with two views

If you would like to change the order, just click an icon and drag it to the desired position within the Organize area. You can also drag an icon onto another by simultaneously pressing the <STRG> key; both icons will then be displayed as a group in one field. A maximum of four icons can be combined within one group.

3.3.3.1 Bookmarks

Most people are familiar with bookmarks in Internet browsers. They are a tried-and-tested method for users to quickly access important and frequently-used websites.

Bookmarks enable users to create their own working environment in SiteArchitect. This can prevent the need to regularly switch back and forth between the stores. Bookmarks can be assigned to individual nodes in the tree structure, to datasets, and also to search queries.

Most bookmarks can also be tagged as so-called **master copies**. Master copies can be used to quickly create copies of frequently-used FirstSpirit objects, including all their lower-level elements and entered contents.

Bookmarks are created and edited using the "New bookmark" function in the horizontal tool bar (see section 3.2.2, page 65).

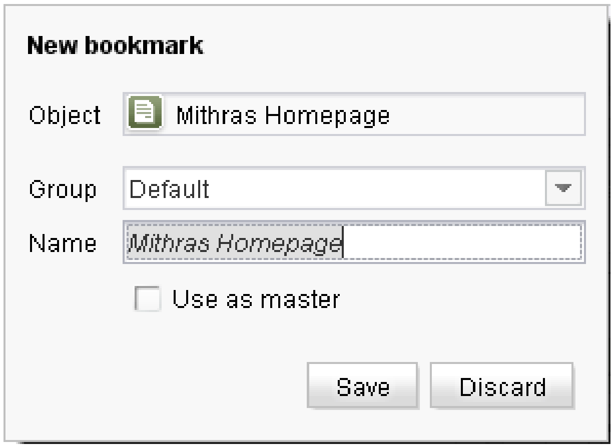
3.3.3.1.1 Creating bookmarks and master copies

★ Bookmarks are created using this symbol in the SiteArchitect horizontal tool bar. Master copies are also created using this symbol. If this symbol is not visible, it can be shown again by widening the left-hand column (tree structure).

All object types can be bookmarked in principle. In the case of folders, lower-level objects can subsequently also be called in the left-hand column of SiteArchitect, but this only applies to the objects located one level below the folder concerned (see section 3.3.3.1.3, page 100, section on the vertical tool bar). Master copies can only be created for specific FirstSpirit object types.

> *Bookmarks or master copies can be created for **datasets** by way of the context menu option "New bookmark".*

The following dialog opens:



New bookmark

Object: Mithras Homepage

Group: Default

Name: Mithras Homepage

☐ Use as master

Figure 3-40: Creating a new bookmark

Object: This field displays the selected object the bookmark or master copy is to be created for, including the name and object icon.

Group: Bookmarks and master copies can be filed in user-defined groups, which need to be created beforehand (see section 3.3.3.1.2, page 99). The desired group can be selected from this dropdown list. The group "Default" is provided by default and cannot be deleted. A bookmark or master copy can only ever be allocated to one group. The allocation to a group can be changed later on as required (see section 3.3.3.1.4, page 101).

Name: This field can be used to assign a name to the bookmark or master copy by which it can be located later. It is already filled with the name of the selected object. However, this name can be changed either in this dialog or later on (see section 3.3.3.1.4, page 101). Names can be used several times over.

Use as master: If this checkbox is activated, new objects can be created on the basis of the current object ("master copy"). Master copies created in this manner can subsequently also be accessed in SiteArchitect using the context menu "New" (see section 3.3.3.1.5, page 102). Not all object types can be used as master copies and the checkbox may be deactivated for this reason.

Save serves to save the bookmark for the selected object along with its name and group allocation. It is then available at the arrow next to the bookmark symbol in the horizontal tool bar and the corresponding icon in the vertical tool bar.

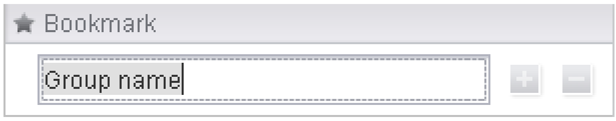
If the **Discard** button is clicked, no bookmark will be created for the selected object and the dialog will be closed again.

Several bookmarks can also be created for one object.

3.3.3.1.2 Creating and deleting groups

Groups help to easily structure bookmarks in SiteArchitect.

+ Create bookmark group: This icon is used to create new groups. The combobox will turn into a text field:



Bookmark

Group name

Figure 3-41: Creating a bookmark group

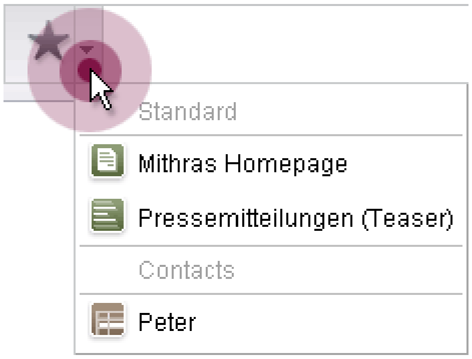
This field can be used to enter a suitable name for the group of bookmarks. The group can then be included in the list of groups by pressing <ENTER>.

⊟ Delete bookmark group: This icon can be used to delete the group currently shown in the dropdown list. All the bookmarks included in the group will also be deleted at the same time. The "Default" group cannot be deleted.

3.3.3.1.3 Displaying and opening bookmarks and master copies

Bookmarks, master copies, and the corresponding objects can be called up and opened in the workspace at the following locations in SiteArchitect:

- The arrow next to the bookmark symbol in the horizontal tool bar:



Standard

Mithras Homepage

Pressemitteilungen (Teaser)

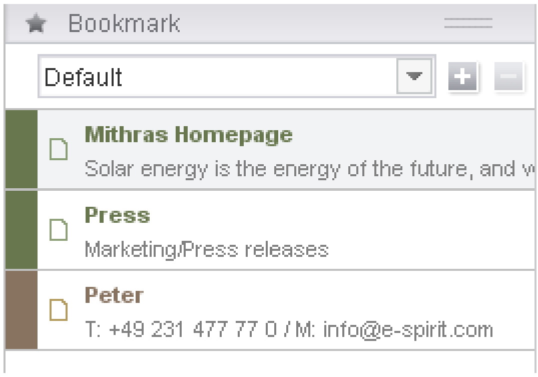
Contacts

Peter

Figure 3-42: Bookmarks/Tool bar

- This is where the bookmarks and master copies are listed in groups. If a folder has been bookmarked, only this folder will be shown, but no subordinate folders or objects. Clicking the bookmark will display the object in question in the workspace.
- If a folder has been bookmarked, only this folder will be shown, but no subordinate folders or objects. Clicking the bookmark will display the object in question in the workspace.

- The corresponding icon in the vertical tool bar ★:



Bookmark

Default

Mithras Homepage
Solar energy is the energy of the future, and w

Press
Marketing/Press releases

Peter
T: +49 231 477 77 0 / M: info@e-spirit.com

Figure 3-43: Bookmarks/Vertical tool bar

- This is where the bookmarks are displayed in groups along with their name, path and/or supplementary text, and a preview image. Master copies (see section 3.3.3.1.1, page 98, option "Use as master") are identified by an asterisk on the object icon. The respective object can be opened in the workspace with one click on an entry.
  To view bookmarks or master copies from other groups, the desired group needs to be selected from the dropdown list.
  If a folder has been bookmarked, lower-level objects will also be shown here, but only the objects **one** level below the folder concerned. Lower-level elements can also be displayed in the workspace by clicking them.
  The name of the bookmark or master copy can be changed in this view by double-clicking it.
- Bookmarks and master copies are listed in their order of creation by default, but this order can be changed by means of drag-and-drop.
  If the mouse pointer moves across a bookmark or master copy, the icons described in section 3.3.3.1.4 on page 101 will be shown.

3.3.3.1.4 Editing and deleting bookmarks and master copies

The bookmarks and master copies opened by way of the vertical tool bar can be edited using the following icons:

✕ Delete: Use this icon to delete the bookmark or master copy. This function is only available for objects that are directly tagged as bookmarks or master copies, and hence not for lower-level objects. If a folder has been tagged as a bookmark or master copy, for example, the icon will only remove this tag from the folder itself, but not from its lower-level folders or objects.

Edit: Clicking this icon opens a dialog like the one shown in Figure 3-40. The name, group allocation, and "Use as master" option can be changed in this dialog. This function is only available for objects that are directly tagged as bookmarks or master copies, and hence not for lower-level objects. If a folder has been tagged as a bookmark or master copy, for example, the icon will only remove this tag from the folder itself, but not from its lower-level folders or objectsedited. The dialog can be closed without making any changes by clicking "Discard".

3.3.3.1.5 Using master copies

Bookmarks where the "Use as master" option is activated (see section 3.3.3.1.1, page 98) can be accessed

- via the "New" option in the context menu of some nodes in the tree structure

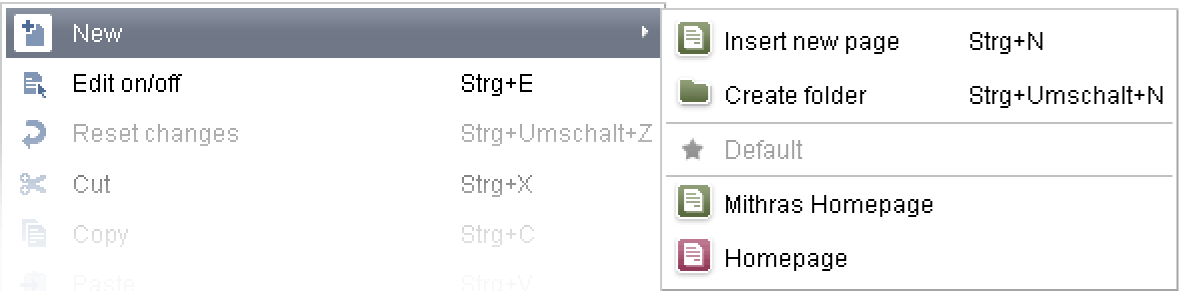


Figure 3-44: Function "New" in tree node context menu

- in the dialog "New"/"Insert section" or "New"/"Insert new page" (see section 4.1.1, page 131)
- via the icon in the horizontal tool bar (see section3.2.8, page 72)

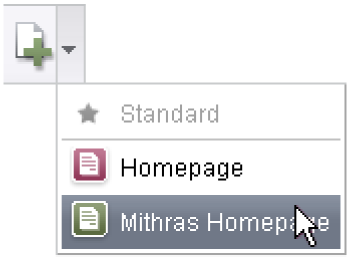


Figure 3-45: Function "New" in the horizontal tool bar

Which master copy is being displayed always depends on the store and/or node one is currently located in. If one is located in a page in the **Page Store**, for example, all folders and pages in the Page Store and page templates and pages of the "Global

Content Area" that are tagged as master copies will be displayed. In the content areas of pages, only those sections that are allowed for the respective page will be shown as master copies. At a menu level in the **Site Store**, the bookmarked menu levels and page references will be shown.

If a master copy is selected, an exact copy of the object tagged as a master copy will be newly created at the selected position in the tree structure, including all lower-level elements and entered contents. If a Page Store folder has been tagged as a master copy, the "New" function, for example, will create a copy of the folder including all subfolders and subobjects. When selecting page templates (from the Template Store), the "New" function will create a new page on the page template which is tagged as a master copy.

The name assigned to new objects which are based on master copies is usually the **display name** of the object serving as a master copy. For pages and sections that are based on master copies from the Template Store, however, the **reference name** of the template is used.

3.3.3.2 Actions

In this area the menu and context menu scripts which are available for the object which is currently activated in the editing area are listed.

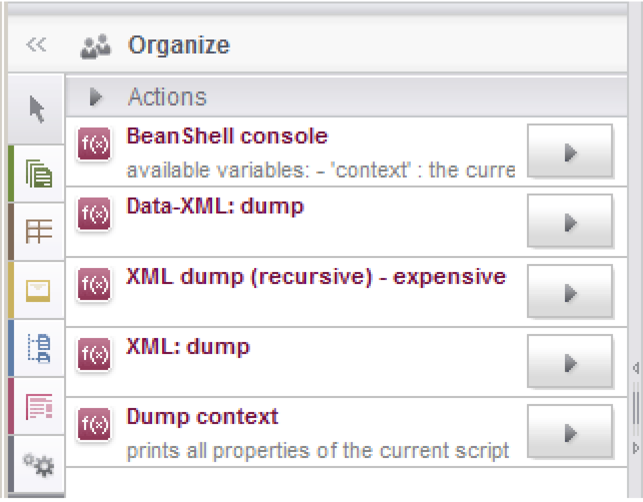

Organize
Actions
BeanShell console
available variables: - 'context' : the curre
Data-XML: dump
XML dump (recursive) - expensive
XML: dump
Dump context
prints all properties of the current script

Figure 3-46: Actions

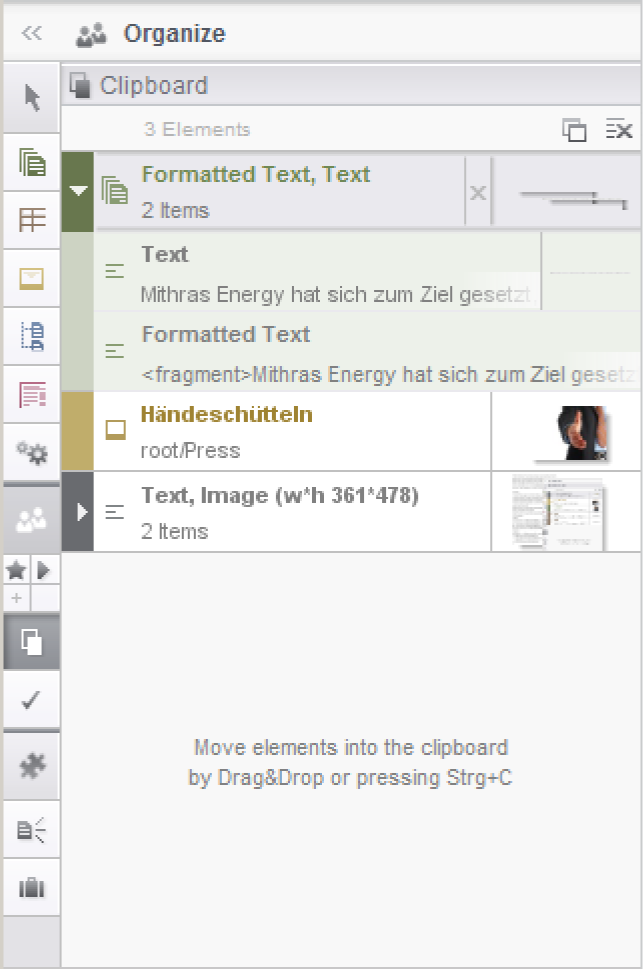
Scripts enable preprogrammed actions or calculations to be executed. For each script listed you can start the respective action by clicking the icon ▶ next to the script. All actions which are started from this position will be carried out in a context-related manner.

Depending on the specification made by the project developer, actions can also be executed via

- the "Extras" menu/"Execute Script" (section 3.1.6.11, page 64),
- the homepage (section 3.6, page 126) or
- the context menu (e.g., section 4.1.12, page 136).

3.3.3.3 Clipboard

The clipboard can be used to hold objects, so that they can be used elsewhere later; not only FirstSpirit objects (e.g., pages, page references, images, datasets, sections, individual input components or texts), but also files from the local workstation (e.g., images and office files) can be temporarily saved on the clipboard. The editor can use the clipboard as a "collection tank", in which they can clearly and centrally collect materials and content needed for operations to be carried out later.



Formatted Text, Text
2 Items

Text
Mithras Energy hat sich zum Ziel gesetzt

Formatted Text
<fragment>Mithras Energy hat sich zum Ziel gesetz

Händeschütteln
root/Press

Text, Image (w*h 361*478)
2 Items

Move elements into the clipboard
by Drag&Drop or pressing Strg+C

Figure 3-47: Clipboard

The clipboard contents are retained until the current SiteArchitect session is terminated or until they are deleted manually.

The objects are listed on the clipboard with a descriptive text, a preview image, and, if applicable, an icon and the color of the respective store.

New elements are **added** using <CTRL> + <C>, via the corresponding (context) menu function for the required object in SiteArchitect or in third-party software, or by dragging and dropping the required objects into the list (e.g., node from the tree structure, input components and their content from an open workspace, elements from the integrated preview). In general, it is also possible to select several objects at once by holding the <CTRL> or <SHIFT> key down and then dragging them onto the clipboard.

The paste icon indicates that the object(s) can be dropped onto the clipboard. It is also possible to drop them onto the clipboard icon in the vertical icon bar. If the clipboard icon in the vertical icon bar is flashing, this indicates that an object has been copied onto the clipboard, even if the clipboard itself is not open.

Certain objects can include several entries on the clipboard, e.g., copied text from an input component can be represented as text and as an image. The entries can be expanded using the ▸ icon on the left-hand side. How many objects are on the clipboard is displayed above the list (e.g., "2 Elements").

If the mouse pointer is held over an entry, after a short time a dropdown box opens with an enlarged display of the object.

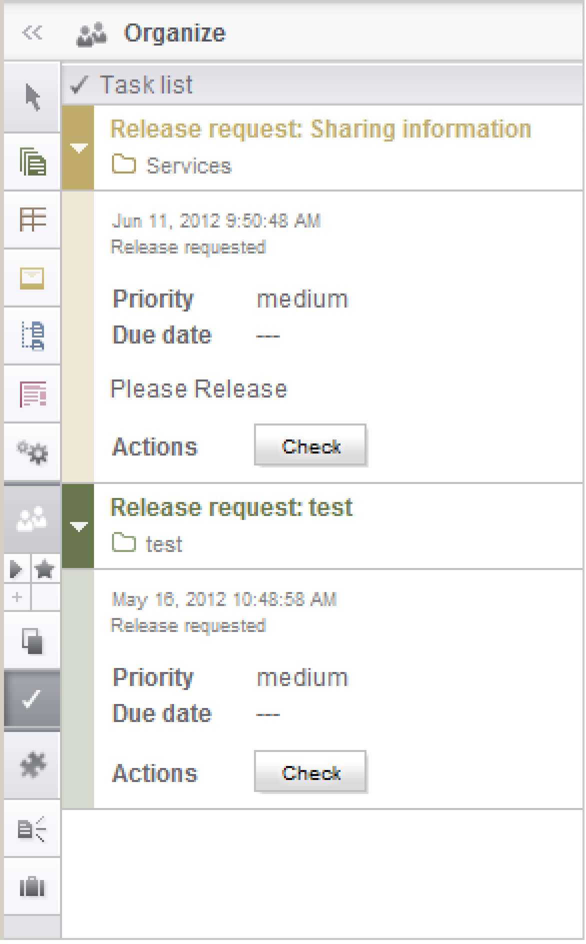
The following icons are available for managing the clipboard:

- ⧉ Use this icon to open the clipboard in a separate window, which always remains in the foreground. (<CTRL> + <SHIFT> + <V>)
- Use this icon to delete all the entries from the clipboard. (<CTRL> + <ALT> + <SHIFT> + <C>)
- × Use this icon to remove the respective entry from the clipboard.
- If the entry is a FirstSpirit object, use this icon to switch directly to the object. It is opened on a tab in the workspace where it can be further edited.

The content of an entry can also be used elsewhere in SiteArchitect by means of drag-and-drop.

3.3.3.4 Task list ✓

Upcoming tasks can be displayed in the Organize area:



Release request: Sharing information
Services

Jun 11, 2012 9:50:48 AM
Release requested

Priority medium
Due date ---

Please Release

Actions

Release request: test
test

May 16, 2012 10:48:58 AM
Release requested

Priority medium
Due date ---

Actions

Figure 3-48: Task list

Here, they are listed by date of start or transition with the following information:

- Name of the workflow
- Name of the element
- Color of the object
- Path

By double-clicking an entry you can open the respective object in the workspace.

When you open the task you will also receive the following information:

- Start time
- Status
- Priority
- Due date
- Comment
- Action button/next transition

For further information on the task list and on tasks/workflows, see section 12.1, page 302 and section 13, page 385.

3.3.3.5 Project history

The most recent changes made in the current project are listed here by default, sorted by change date.

Click an object to open it in the workspace, where it can be edited again as required.

3.3.4 The Multisite Management area

Various FirstSpirit modules such as CorporateContent or ContentTransport can be displayed in the Multisite Management area. These modules are license-dependent and are described in separate documentation.

Furthermore, the "External synchronization" functionality is avaliable here. For further information please refer to *FirstSpirit Online Documentation*, "Advanced topics" / "External synchronization".

3.4 FirstSpirit AppCenter/Integrated preview

The right-hand part of the screen contains the FirstSpirit AppCenter.

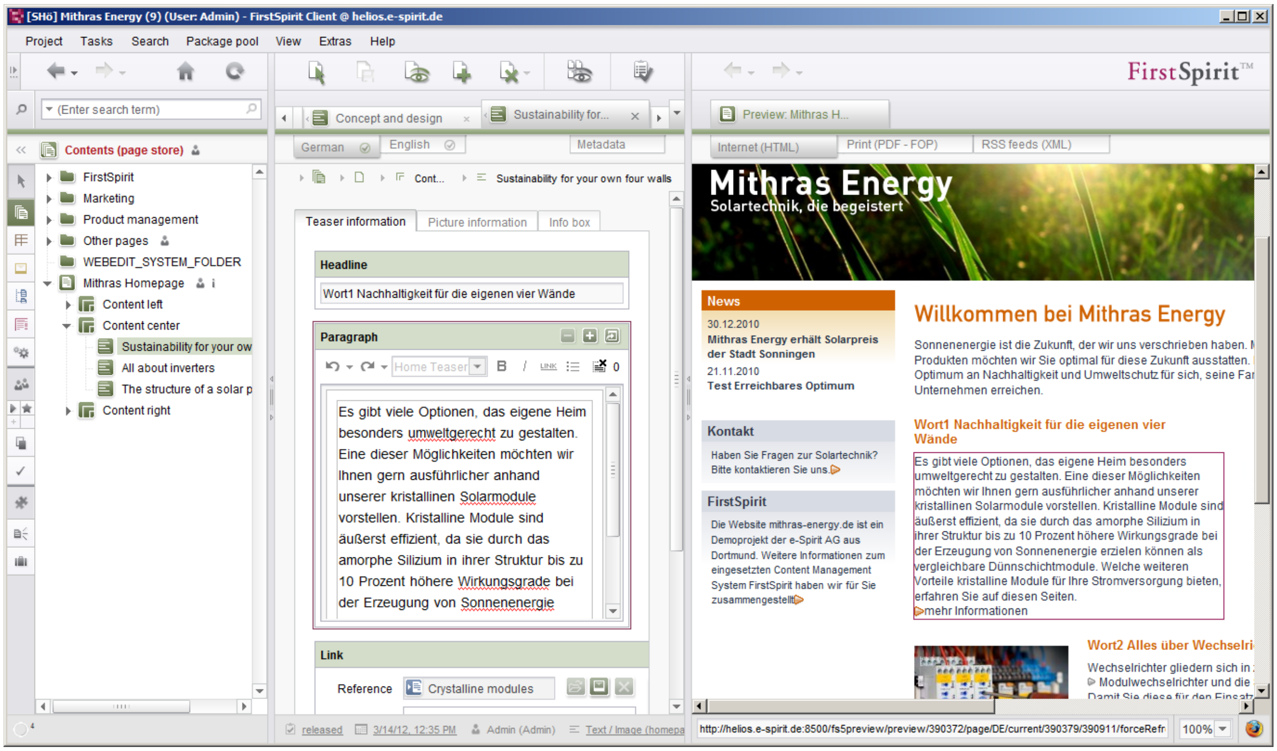
"FirstSpirit AppCenter" refers to the idea of seamlessly integrating third-party applications into FirstSpirit project development. The FirstSpirit AppCenter makes a certain area available within the editing system where independent applications that are not part of FirstSpirit can run (known as "AppCenter applications").

Examples of AppCenter applications include integrating Microsoft Office (see section 3.1.5.11, page 54 and section 7.6.1, page 211) or functions for integrated image processing (see section 7.4.3, page 197). The integrated web browsers Mozilla Firefox and Microsoft Internet Explorer are also AppCenter applications; these are called the **integrated preview**. All these AppCenter applications have been implemented by e-Spirit as product components. However, AppCenter applications can also be customer-specific.

The display on the right-hand part of the screen therefore depends partly on the project developer's specifications and partly on the project administrator's settings. In addition to this, the editor can also influence the functions in this area via the menu items "Integrated preview", "Browser engine", "Office engine", and "Graphic engine" in the "View" menu of the menu bar (section 3.1.5, page 46).

3.4.1 Integrated preview for content

If the "Integrated preview"/"use for content" option is activated in the "View" menu, the editor sees a direct WYSIWYG preview on the right-hand part of the screen for the content they are editing in SiteArchitect. Apart from the form-based workspace in SiteArchitect, at the same time the content of the page being edited, the section being edited or the dataset is displayed in the integrated browser:



Headline

Wort1 Nachhaltigkeit für die eigenen vier Wände

Paragraph

Es gibt viele Optionen, das eigene Heim besonders umweltgerecht zu gestalten. Eine dieser Möglichkeiten möchten wir Ihnen gern ausführlicher anhand unserer kristallinen Solarmodule vorstellen. Kristalline Module sind äußerst effizient, da sie durch das amorphe Silizium in ihrer Struktur bis zu 10 Prozent höhere Wirkungsgrade bei der Erzeugung von Sonnenenergie

Link

Reference: Crystalline modules

http://helios.e-spirit.de:8500/fs5preview/preview/390372/page/DE/current/390379/390911/forceRefr

Mithras Energy
Solartechnik, die begeistert

News
30.12.2010
Mithras Energy erhält Solarpreis der Stadt Sonningen
21.11.2010
Test Erreichbares Optimum

Kontakt
Haben Sie Fragen zur Solartechnik? Bitte kontaktieren Sie uns.

FirstSpirit
Die Website mithras-energy.de ist ein Demoprojekt der e-Spirit AG aus Dortmund. Weitere Informationen zum eingesetzten Content Management System FirstSpirit haben wir für Sie zusammengestellt

Willkommen bei Mithras Energy
Sonnenenergie ist die Zukunft, der wir uns verschrieben haben. Produkten möchten wir Sie optimal für diese Zukunft ausstatten. Optimum an Nachhaltigkeit und Umweltschutz für sich, seine Fa Unternehmen erreichen.

Wort1 Nachhaltigkeit für die eigenen vier Wände
Es gibt viele Optionen, das eigene Heim besonders umweltgerecht zu gestalten. Eine dieser Möglichkeiten möchten wir Ihnen gern ausführlicher anhand unserer kristallinen Solarmodule vorstellen. Kristalline Module sind äußerst effizient, da sie durch das amorphe Silizium in ihrer Struktur bis zu 10 Prozent höhere Wirkungsgrade bei der Erzeugung von Sonnenenergie erzielen können als vergleichbare Dünnschichtmodule. Welche weiteren Vorteile kristalline Module für Ihre Stromversorgung bieten, erfahren Sie auf diesen Seiten.
mehr Informationen

Wort2 Alles über Wechselri
Wechselrichter gliedern sich in
Modulwechselrichter und die

Figure 3-49: Display of the WYSIWYG preview

All editorial changes are automatically updated in the preview area (after saving).

Waiting for myserver …

This loading icon indicates recalculation; at this time, the preview is displayed in a toned-down version for the duration.

The integrated preview can be used in various stores: Within the **Page and Site Stores**, the editorial content is displayed in the respective presentation channel, for example, as an HTML page or as a PDF.

Representations of the datasets can be displayed within the page context in the **Data Store**. If a certain dataset is selected in the Data Store, usage of the dataset from the Page Store is displayed in the integrated preview.

The **changeover between the various presentation channels** takes place simply via tabs within the integrated preview. This means it is no longer necessary to switch between SiteArchitect and the web browser.

The display of a presentation channel in the integrated preview may require the installation of further plug-ins. For example, the Acrobat Reader plug-in must be installed on the user's workstation and correctly configured in order to display an integrated preview in the PDF presentation channel.

A **context menu** with the following functions can be opened within the integrated preview:

- Reload
- Next/Back
- Display page source text (<CTRL> + <SHIFT> + <U>)
- Template Inspection (you can find information about Template Inspection in the FirstSpirit Online Documentation (ODFS), "Template development / Debugging / Where is the error? / Template Inspector".

And, depending on the area that is clicked in the integrated preview:

- Display component (click)
- Edit component (<SHIFT> + click)
- Display section (click)
- Edit section (<SHIFT> + click)
- Display content area
- Edit content area
- Display page (click)
- Edit page (<SHIFT> + click)
- Display dataset (click)
- Edit dataset (<SHIFT> + click)

The integrated preview is configured using the "View" menu (see section 3.1.5.5, page 49).

In addition, a scaling factor of 50% to 200% can be defined in the bottom part of the preview. This means it is possible to scale up or down the size of the content shown in SiteArchitect's preview area. The set scaling factor is saved as a user-specific setting and is retained until it is next changed.

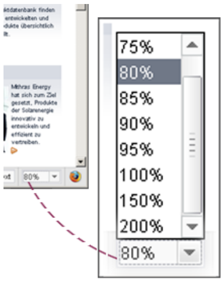


Figure 3-50: Setting the scaling factor for the integrated preview

Depending on the ServerManager configuration, the selection may be inactive and a fixed scaling factor may be preselected.

It is not possible to guarantee that all plug-ins can be used within the integrated preview. However, common plug-ins such as Adobe Flash or Adobe Acrobat should not lead to problems within the preview.

The use of Java applets and display of HTML tool tips are not supported within the integrated preview.

Use of preview integration requires a 32-bit Java Runtime Environment (JRE) on the workstation. The browser integration is not compatible with a 64-bit JRE.

3.4.2 Integrated preview for media

In addition to the content from the Page and Data Stores, the integrated preview can also be used to display and, in part, edit media. To do this, the "Integrated preview"/"use for media" option must be activated in the "View" menu.

Media can be edited via third-party applications which have been integrated into SiteArchitect.

Media can be displayed in the following way:

- **Images** are displayed in the respective language and different resolutions via a Java-based application. To display a certain resolution, the desired resolution must be selected in the resolution list and the Preview icon clicked or, alternatively, activated by means of a double-click.
- **PDF and Flash documents** are displayed with the help of a plug-in of the browser used, which enables these documents to be shown. The relevant plug-in must be installed on the editor's workstation and correctly configured. All the plug-in functions are available.
- **Office documents** (e.g., Microsoft Word, Excel, PowerPoint; OpenOffice Writer, Calc) can be opened in the respective application installed on the workstation. In this way, a Word document, for example, can be edited directly in the Media Store. To do this, it is necessary to switch to edit mode. Changes must be saved using the Save functions of SiteArchitect, so that the changed document is available in SiteArchitect.

Using the integrated preview for media with Microsoft Office and externally as a Microsoft Office desktop application (e.g., started via Windows or in SiteArchitect) at the same time can lead to problems under certain circumstances and is not a guaranteed feature of FirstSpirit integration. In this case either the integrated preview for office documents in FirstSpirit ***or*** *the respective Microsoft Office desktop application should be used,* ***not*** *mixed mode.*

If changes are made to documents, e.g., Microsoft Excel worksheets, which are not in FirstSpirit edit mode, information messages of the respective Microsoft Office application can be displayed during editing and, if applicable, can be closed with "OK".

OpenOffice integration is currently at the beta testing stage!

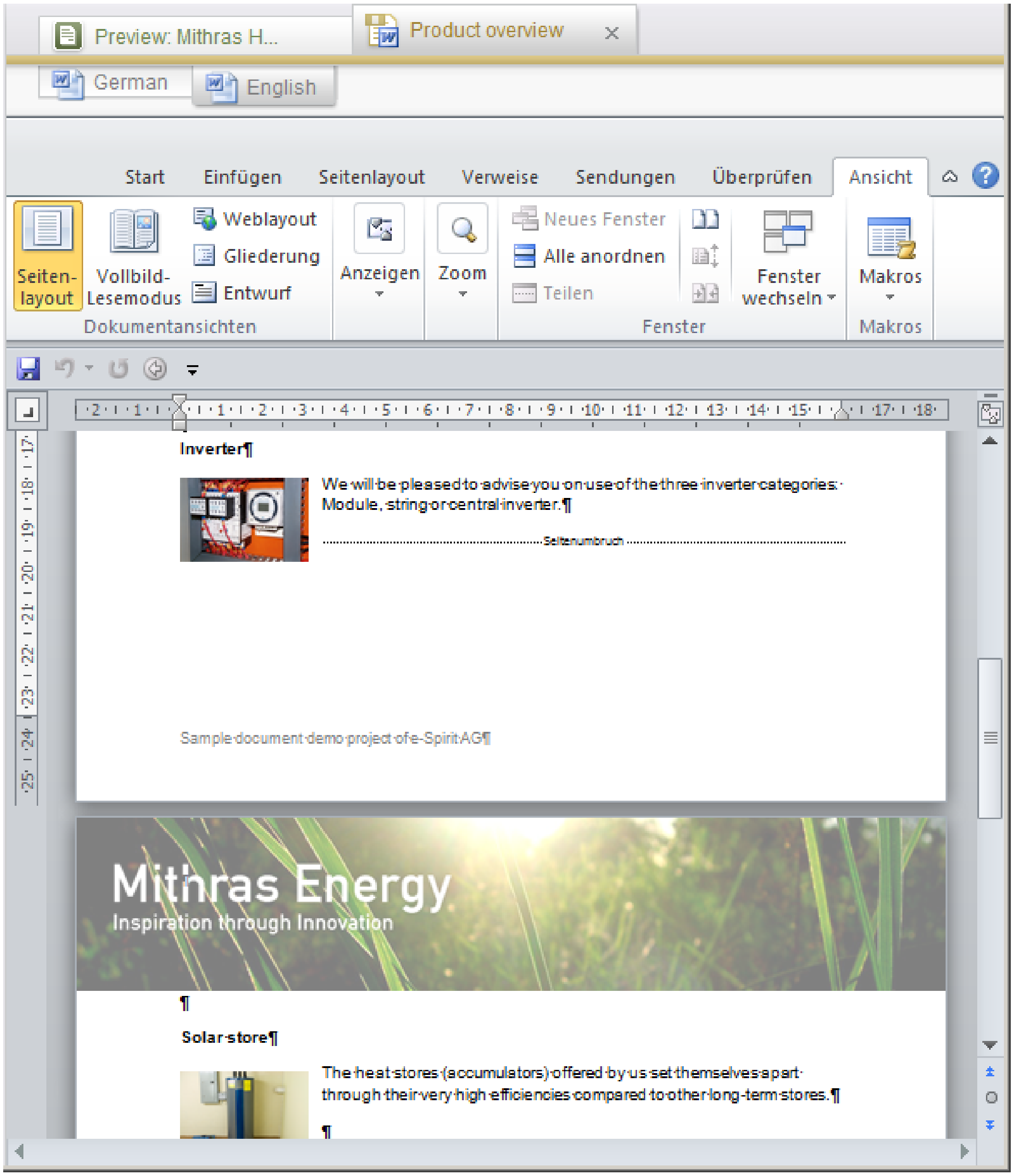
- **Audio and video files** (e.g., MP3, WMV, AVI, MPG) are played back in the integrated preview on the Windows Media Player.
- **Text files** (e.g., TXT, HTML, XML, CSS) are displayed via a text editor integrated in FirstSpirit. FirstSpirit syntax is highlighted in color (syntax highlighting).

In order for the required document from the Media Store (e.g., Word file) to be displayed and edited correctly, it is necessary for it to be correctly saved as an image or a file in the FirstSpirit Media Store.

The media files can also be displayed in a separate window ("View" menu/"Display area of the preview"/"in separate window").

3.4.3 FirstSpirit AppCenter

AppCenter applications are always displayed using an application appropriate to the format. Both the FirstSpirit Online Help and other file formats can be displayed in the FirstSpirit AppCenter, as well as functions for integrated image processing.



Inverter¶

We will be pleased to advise you on use of the three inverter categories: Module, string or central inverter.¶

Sample document demo project of e-Spirit AG¶

¶

Solar store¶

The heat stores (accumulators) offered by us set themselves apart through their very high efficiencies compared to other long-term stores.¶

¶

Figure 3-51: Displaying a Microsoft Word document in the FirstSpirit AppCenter

To this end, several **tabs** can be opened in the integrated preview simultaneously, e.g., using:

- The Preview icon of the SiteArchitect tool bar
- <CTRL> + <P>
- The "Preview" entry of the context menu
- A switch to edit mode

However, the tabs cannot be moved as they can in the editing area (center column of SiteArchitect): They always retain the order in which they were opened, until they are closed again. On the far left-hand side is the tab with the preview of the presentation channels. The tabs show the name of the respective medium (or "Help", if FirstSpirit Online Help is open) and the icon for the file type. In addition, the icon is used to show whether it is a language-dependent medium or not and whether the medium has changes which have not been saved.

Synchronization with the tree structure is always active. In other words, if you switch to another tab in the integrated preview, this medium is switched to in the tree structure and is therefore also displayed in the editing area. If a medium has been opened in the preview from a folder overview, this is indicated by the Folder icon 📁 on the respective tab. If this tab is clicked, the folder is displayed in the editing area instead of the medium it contains. A tool tip shows the name of the folder. Open the context menu on the Folder icon to switch to the folder overview.

Further information on the currently displayed file is shown on the **hanging tabs**:

- "Medium": This is a language-independent medium; a file type icon is also displayed for certain file formats.
- "DE"/"EN", etc.: This is a language-dependent medium; a file type icon is also displayed for certain file formats; it is possible to switch to the Media preview in the desired language via the respective language tab. With PDFs and Flash files the icon of the respective selected browser is displayed.

Close application area/Close other application areas: These context menu entries are available on each tab, as in the editing area (center column of SiteArchitect).

✕: This icon can be used to close the individual tabs apart from the one containing the preview of the presentation channels. If the browser is changed ("View" menu/"Browser engine"), the tabs close too.

3.5 The editing area

3.5.1 Editing in several workspaces (horizontal tab navigation)

The editing area of SiteArchitect includes horizontal tab navigation. In other words, the user can use the tabs to quickly navigate between several project nodes (for example, individual pages, sections or media), without selecting the required objects again in the tree view. Once opened, the different workspaces (e.g., sections) are usually kept in the editing area as tabs, until they are explicitly closed by the editor. This "horizontal tab navigation" enables users to very conveniently and clearly edit several workspaces. The order of tabs can be altered easily by drag-and-drop.

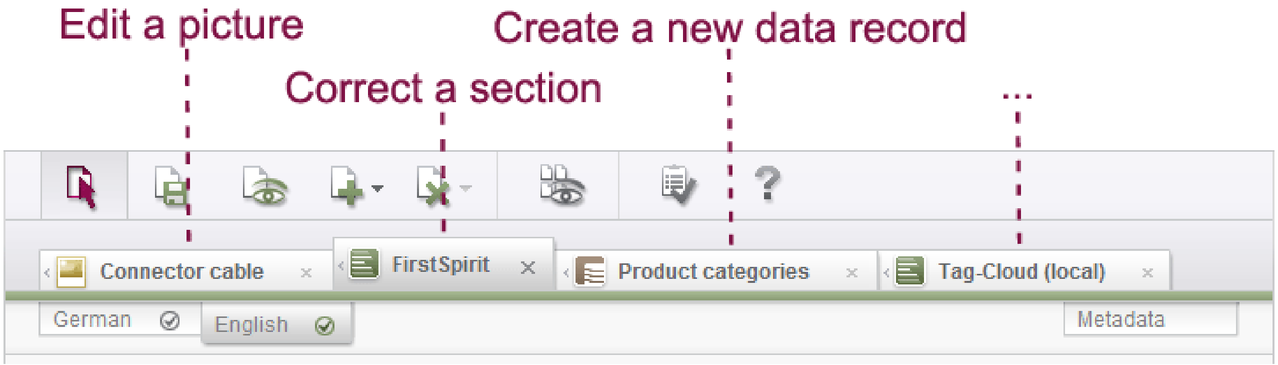


Figure 3-52: Horizontal tab navigation

While, for example, a dataset is being edited in one workspace, parallel to this, an image can be changed in another workspace.

In this way the editor can set up their own personalized workspaces which ideally suit their tasks. The respective focus is retained when the tab is changed, so that the user always sees the last edited area on the respective tab (for example, a specific input form within a form).

It is also possible to switch from the active workspace to the adjacent workspace using **keyboard shortcuts**:

- <CTRL> + <TAB>: Select the workspace to the right of the active workspace.
- <CTRL> + <SHIFT> + <TAB>: Select the workspace to the left of the active workspace.

An element in a workspace can either be opened using the active workspace or the element can be opened directly in a new workspace using the middle mouse button or using the context menu. A workspace can be fixed using the context menu, to prevent an element in the active workspace from being lost when a new element is selected. **Fixed workspaces** are labeled with a paper clip and are retained for all actions, until they are explicitly closed by the editor:

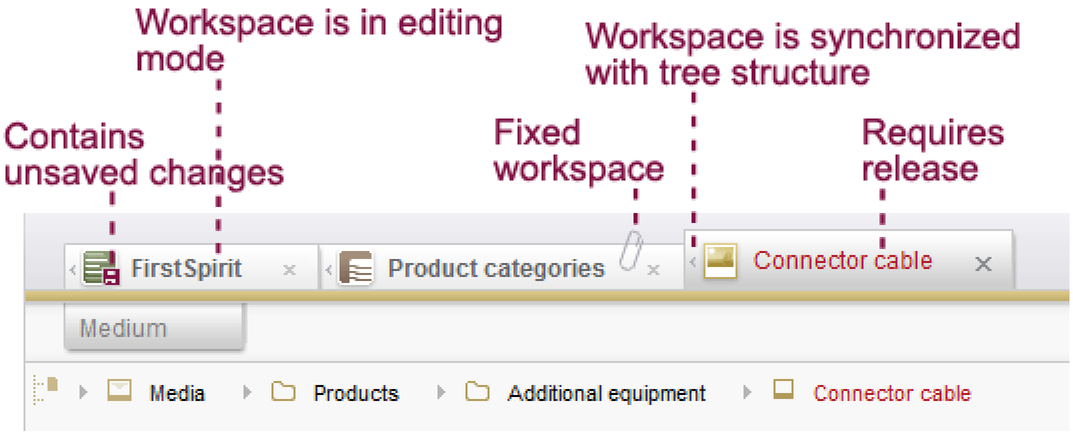


Figure 3-53: Representation of fixed and non-fixed workspaces

Apart from the name and type of the open element, the tabs contain other information, for example, the change state.

The **change state of an element** is denoted by three colors:

- Black: element has been released
- Red: element has been changed, the changes have not yet been released
- Blue: a workflow has been started on the element

The color coding for an element's change state is limited to these three colors and may differ from color coding in the tree structure.

Apart from the change state (color of the lettering), the display also visually shows whether an element in an open workspace is in edit mode () and whether unsaved changes exist in a workspace (see Figure 3-53).

The individual workspaces can be moved within the tab area by means of drag-and-drop.

Apart from editing in individual workspaces, it is also possible to **drag-and-drop between the individual workspaces**. For example, media from the thumbnail view of a workspace can be copied into an image input component of another workspace by means of drag-and-drop (see section 12.4, page 307).

The **Restore closed workspaces** function, which is opened via the context menu on each tab of an open workspace, can be used to reopen a workspace that has already been closed (see also section 3.1.5.4, page 48).

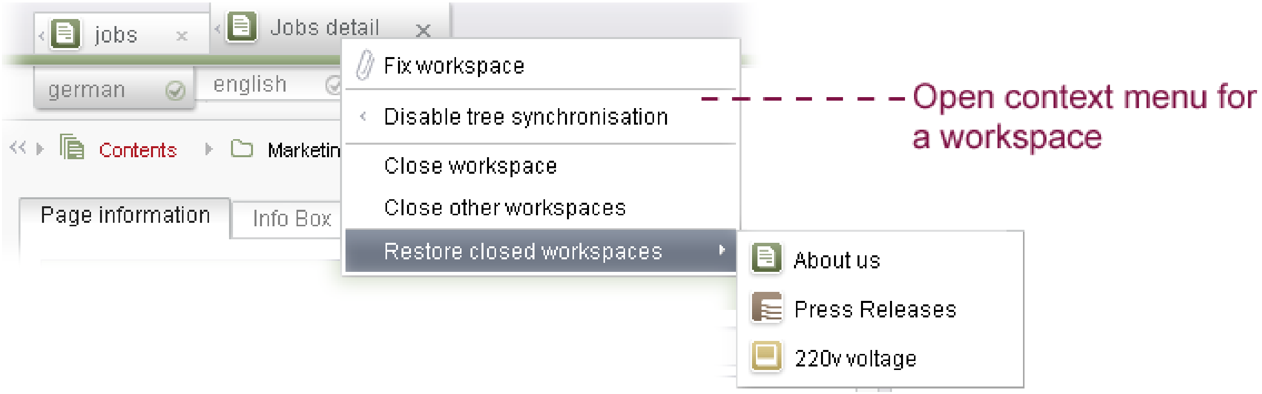


Figure 3-54: Context menu on a workspace

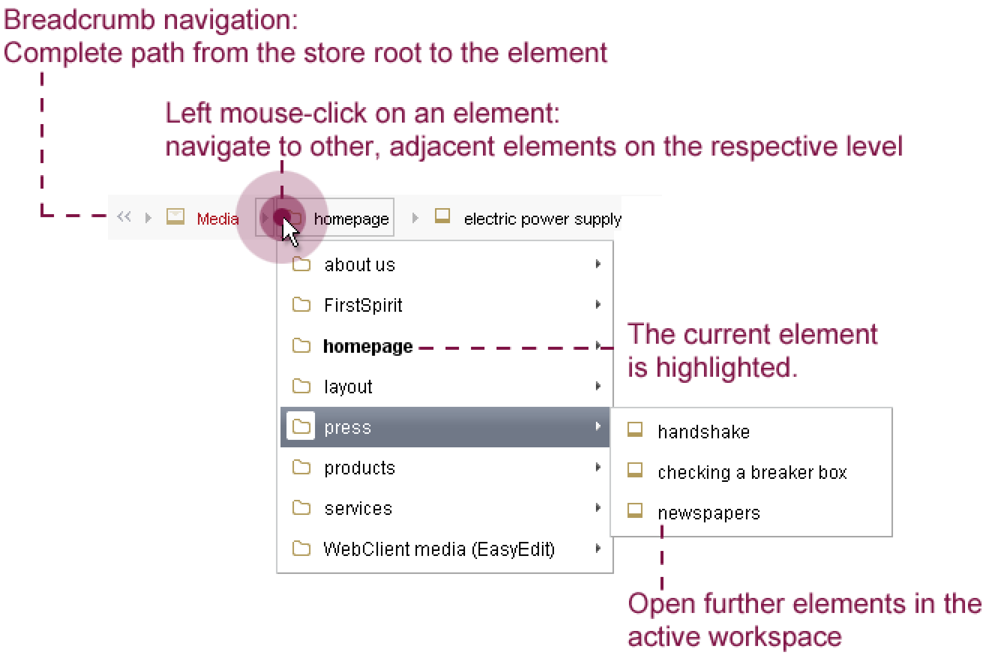
Working with workspaces can be configured for the editor – both globally for the whole SiteArchitect using the "View" menu (see section 3.1.5.4, page 48), as well as locally for each individual workspace using the context menu of the respective tab (see Figure 3-54).

Automatic synchronization of the active workspace with the tree display on the left-hand part of the screen (see also section 3.1.5.4, page 48) can be activated or deactivated using the context menu of the respective tab (**Enable/Disable tree synchronisation,** see Figure 3-54). Synchronization with the tree can be helpful, for example, when editing pages and sections in the Page Store, whereas it will tend not to be needed for editing several datasets in a table view in the Data Store.

3.5.2 Breadcrumb navigation

The path from the store root up to the current element is displayed above the form area in "breadcrumb navigation" format. This display is particularly helpful if synchronization of the workspace with the tree is not enabled (see section 3.1.5.4, page 48 and section 3.5.1, page 117).

Apart from pure information content, the path elements can also be used to navigate to other adjacent elements on the respective level. At the same time, the currently open element is highlighted.


Breadcrumb navigation:
Complete path from the store root to the element

Left mouse-click on an element:
navigate to other, adjacent elements on the respective level

The current element is highlighted.

Open further elements in the active workspace

Figure 3-55: Navigation using the path elements ("breadcrumb navigation")

In the same way as opening the context menu in the tree, it can also be opened by right-clicking a path element, for example, to start a release on the page which has just been edited.

Like the tab lettering of the workspaces, the color coding for visualization of an object's change state (black, red, blue) is also used within the breadcrumb navigation (see section 3.5.1, page 117).

The icon at the left hand-side of the path (see Chapter 3.5.1 page 117) can be used to switch directly from the element which is located currently within the workspace to the element in the tree view.

3.5.3 Enhanced workspace view ("TabView")

Depending on the settings in the "View"/"Workspaces" menu and the individual method of working, you can end up with a large number of workspace tabs open in SiteArchitect. The right, left, down, and up arrow icons can be used to navigate through the open workspaces or select the desired workspace from a list view. To simplify operation of the workspaces, they can now be displayed in a clearer view and controlled comfortably.

The "TabView" icon in the SiteArchitect tool bar can be used to display an overview of the workspaces in the AppCenter area.

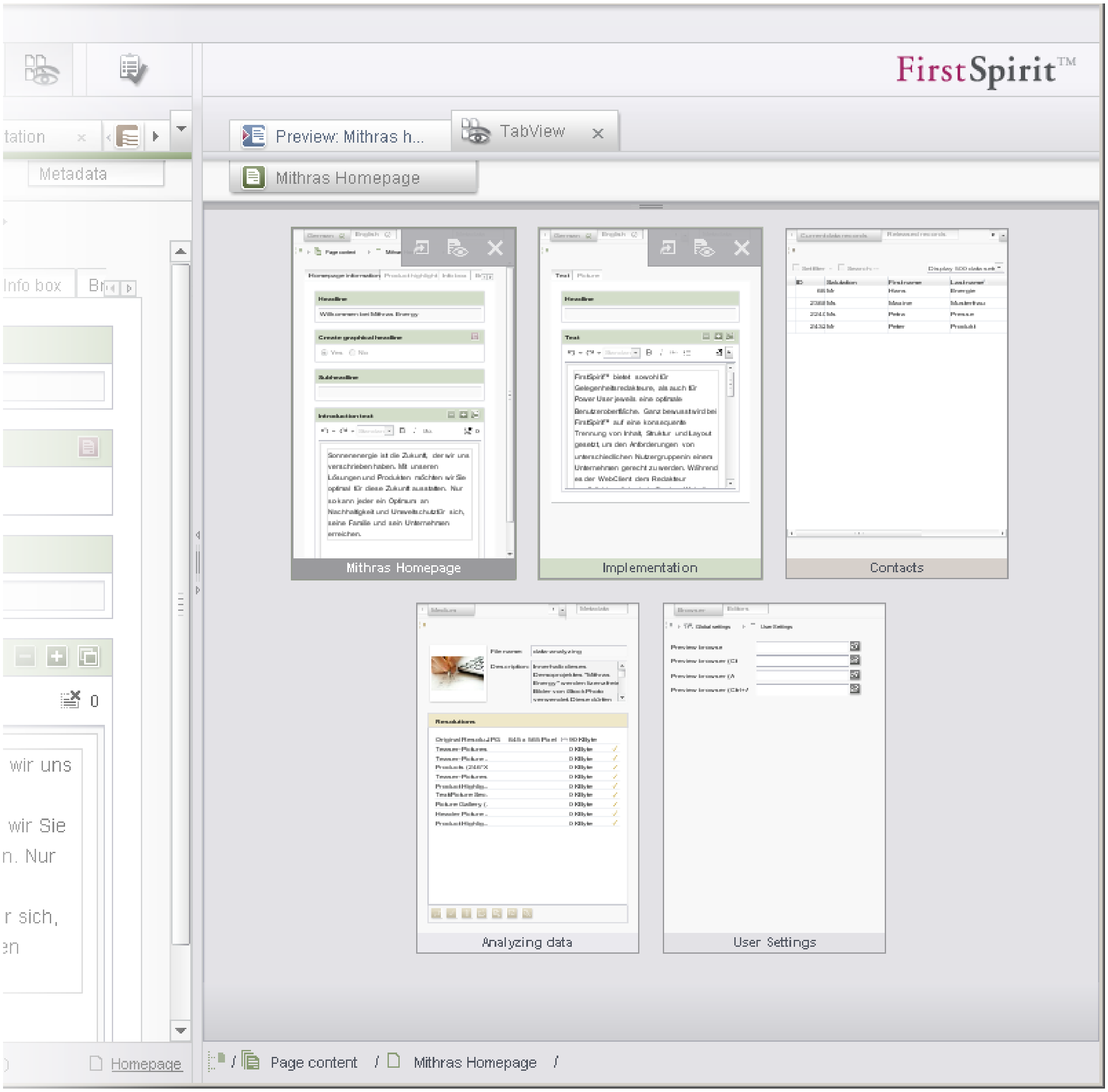


Figure 3-56: Workspace overview in the AppCenter area

In this view all currently open workspaces are displayed in a miniaturized preview. The workspace which is currently active in each case is indicated by a colored frame.

Click a preview to quickly switch to the required workspace in the middle part of the SiteArchitect screen in order to edit the content there. Use <CTRL> + click to open an enlarged view so you can see the content of a workspace quickly and use the same command again to switch back to the original view.

The workspaces can be moved within the AppCenter area by means of drag-and-drop, enabling the order of the associated tabs to be changed in the middle part of the SiteArchitect screen.

Use the function bar at the top edge of the AppCenter area to control the display of workspaces in the middle part of the screen. The bar appears when the mouse pointer is held over the top edge:

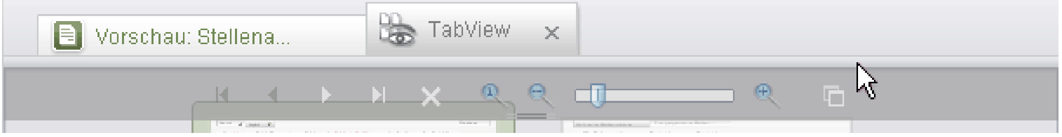


Figure 3-57: Function bar

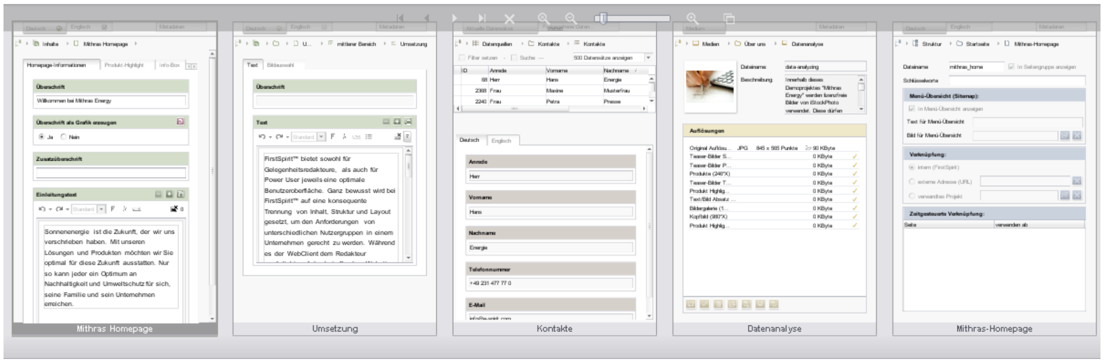
Use the arrow icons to navigate to the

- first (<ALT> + <A>)
- previous (<ALT> + <Q>)
- next (<ALT> + <W>)
- last (<ALT> + <S>)

workspace.

The following functions are also available:

- Close the active workspace (<ALT> + <ESC>)
  If all workspaces have been closed, they can be displayed again using the icon.
- Activate the workspace to the right of the currently active workspace (<CTRL> + <TAB>)
  The workspaces initially open in a horizontal bar:



This bar can be closed again by pressing <ESC> or releasing <CTRL>.

- Zoom out (<ALT> + <minus>)
- Zoom in (<ALT> + <plus>)
- Reset zoom (<ALT> + <0>)

> *The keyboard shortcut <CTRL> + <TAB> or <CTRL> + <SHIFT> + <TAB> can also be used to navigate through the open workspaces independently of "TabView" mode. In other words, the icon does not have to have been clicked in order to use these shortcuts.*

Depending on their content, workspaces can be opened in the normal view in the AppCenter area. In this way, two workspaces can be easily compared with one another in a comparison view. Content is only available in the AppCenter area in view mode and cannot be edited! However, content can be copied and pasted or dragged and dropped from a tab in the AppCenter area into workspaces and reused there.

The following functions are available at the top right-hand corner of the thumbnail view for this purpose:

- Inline view (<ALT> + <V>)
  The thumbnail of the active workspace is opened/enlarged on the current AppCenter tab:

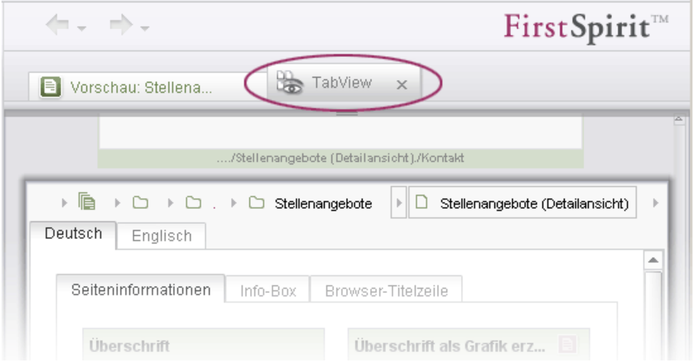


Figure 3-58: Inline view

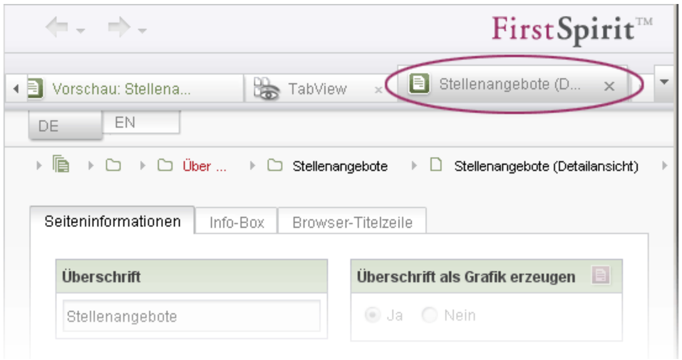
The path of the object concerned is again displayed at the top of this view. The following functions become available when the mouse pointer is held over the top edge of the workspace:

  - ◀ Switch to the previous inline view (<ALT> + <Q>)
  - ▶ Switch to the next inline view (<ALT> + <W>)
  - ✕ Close the active inline view (<ALT> + <ESC>)

This view can also be accessed with <CTRL> + click, while executing <CTRL> + click again switches back to the original view (Figure 3-56).

- Open workspace on a new tab (<ALT> + <N>)

  The thumbnail of the active workspace is opened/enlarged on a separate AppCenter tab:



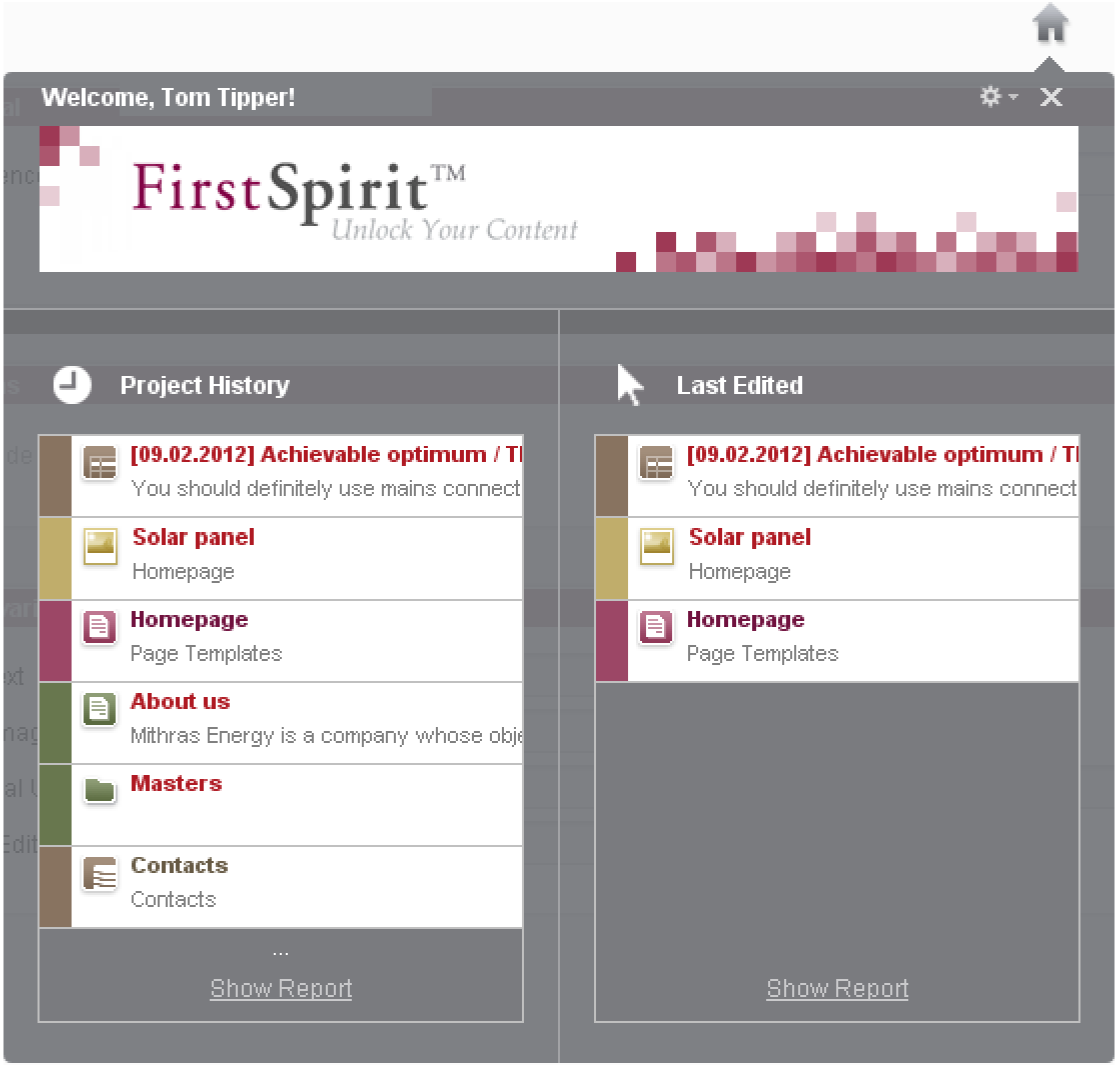
Überschrift: Stellenangebote

Überschrift als Grafik erzeugen: ● Ja ○ Nein

Figure 3-59: New tab

3.6 The homepage

The personalized homepage is displayed as a flyout each time a project is started and can also be opened at any time via the icon in the tool bar or to the right of the open tabs in the workspace.



Welcome, Tom Tipper!

Project History

[09.02.2012] Achievable optimum / Tl
You should definitely use mains connect

Solar panel
Homepage

Homepage
Page Templates

About us
Mithras Energy is a company whose obj

Masters

Contacts
Contacts

...
Show Report

Last Edited

[09.02.2012] Achievable optimum / Tl
You should definitely use mains connect

Solar panel
Homepage

Homepage
Page Templates

Show Report

Figure 3-60: Homepage

The homepage provides an overview of various user-dependent information, which is displayed in the color of the respective store, with the corresponding object icon, object name, path, and, if applicable, a preview image:

- Project History
- Last Edited
- Task list
- My Actions

The appearance can be changed via the ⚙ icon: Individual columns can be hidden (✓ icon) and/or the order can be changed (by clicking and dragging a column name). Deactivating the "Show at startup" entry stops the homepage being displayed automatically when a project is next started.

Clicking one of the displayed elements opens it in the workspace directly and expands the tree structure down to the element concerned.

If there are no elements to display, the message "(No elements found)" appears. Clicking "Show all" at the bottom of the respective column runs a search with the corresponding search options or switches to the "Actions" area.

The flyout remains open until it is closed again by clicking the ☒ icon.

Clicking "**Show Report**" switches to the relevant report or performs a search with the relevant search options (see section 3.3.3.5, page 108).

3.7 The status bar

The following information is displayed in the status bar:

- System error messages: Any errors that occur are briefly shown here in a loading icon and indicated by a small exclamation mark. Click the icon to open an information dialog with further details (see section 3.8, page 128)
- Status (released | not released | in workflow): A dropdown menu containing the next action/s which can be executed for the respective object can be opened with one click (see section 13, page 385)
- Version (date and time of last edit operation): The version history of the respective object can be opened with one click (see section 12.8.2, page 363)
- Last editor

- In the case of pages and sections in the Page Store, the page or section template used is shown at the right-hand side. You can jump directly to this template in the Template Store by clicking on the template's name

3.8 Displaying errors

FirstSpirit provides a special infrastructure for collecting errors and exceptions. For this purpose, a loading icon is displayed in the bottom left area of SiteArchitect, which continuously indicates data transfer while editorial work is being done.

If an error message occurs, the load icon obtains a number, which represents the number of error messages that exist:

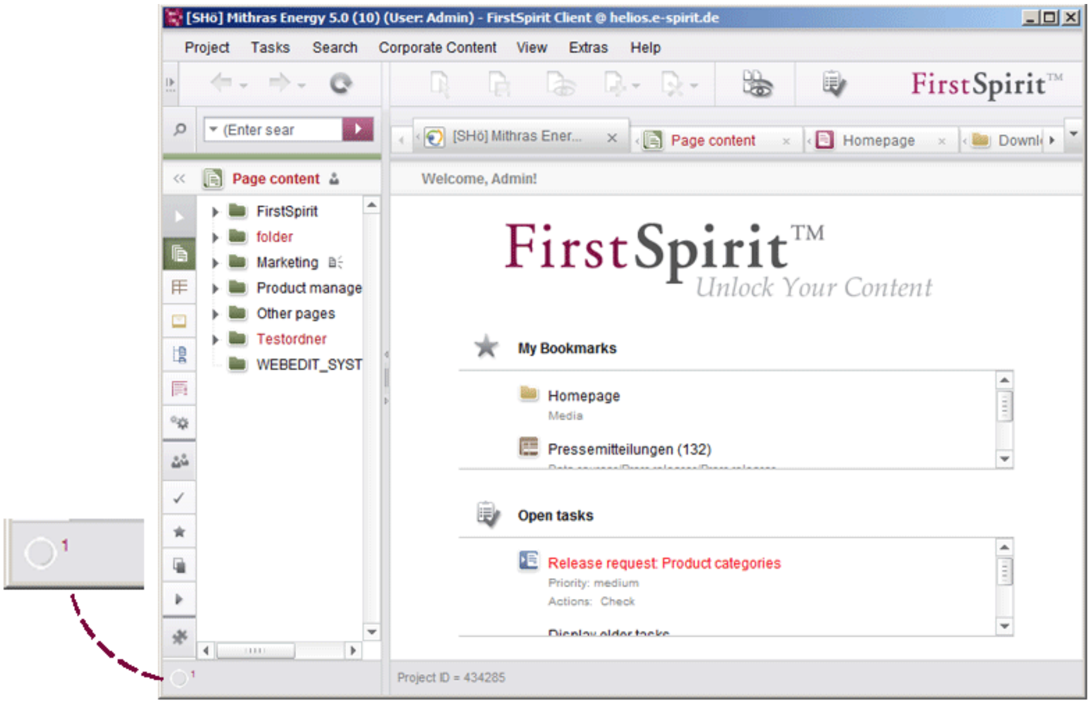
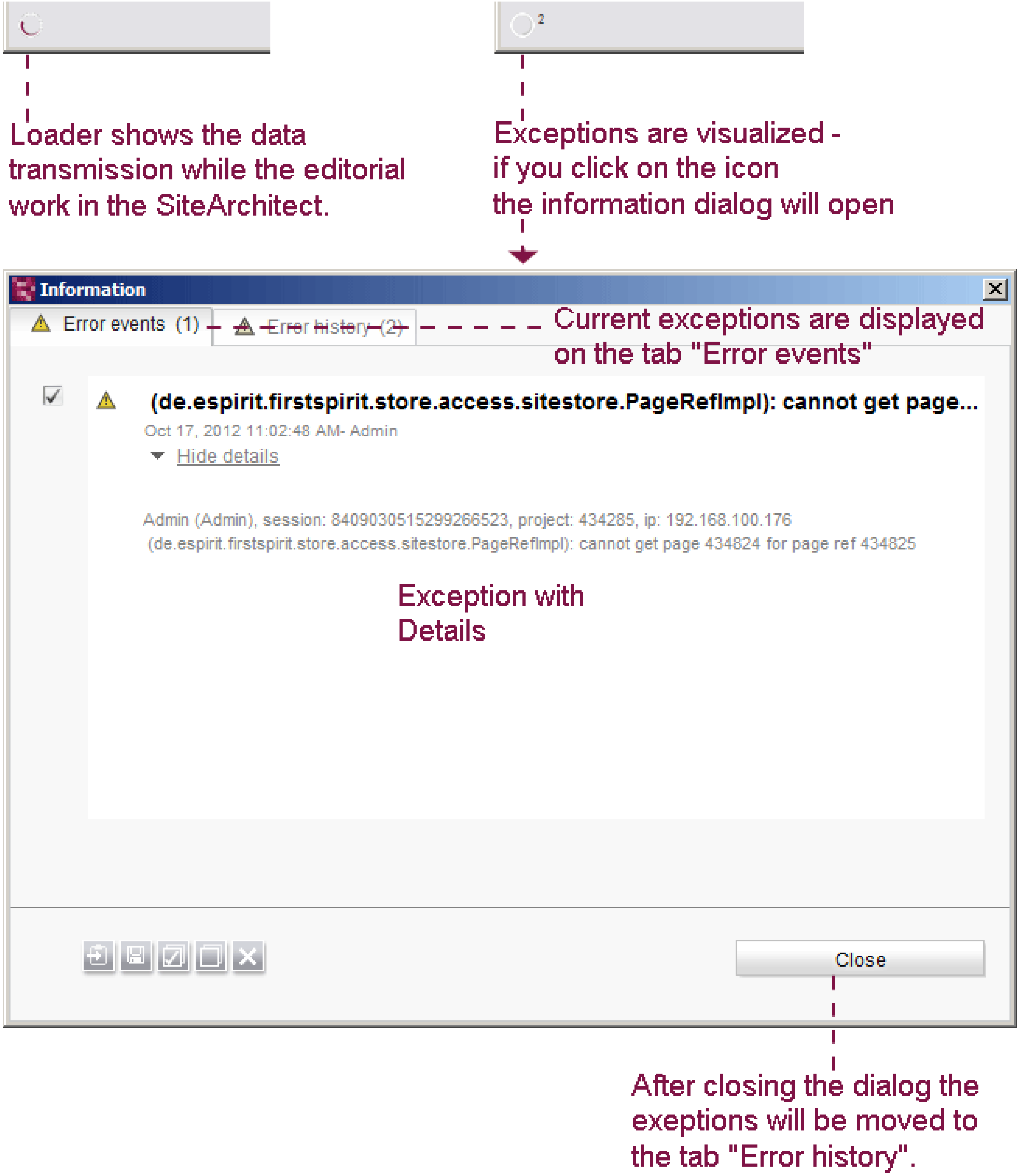


Figure 3-61: Displaying an error message

Click this icon to get further information about the error that occurred. An information dialog will open with an overview of the current exception ("Error events" tab). Click the "Display details" link to open the complete stack trace of the exception. After closing the dialog or when exceptions are marked as "seen", they will be moved to the "Error history" tab. The number of exceptions is shown in brackets on the respective tab.



Loader shows the data transmission while the editorial work in the SiteArchitect.

Exceptions are visualized - if you click on the icon the information dialog will open

Current exceptions are displayed on the tab "Error events"

☑ (de.espirit.firstspirit.store.access.sitestore.PageRefImpl): cannot get page...

Oct 17, 2012 11:02:48 AM- Admin

Admin (Admin), session: 8409030515299266523, project: 434285, ip: 192.168.100.176
(de.espirit.firstspirit.store.access.sitestore.PageRefImpl): cannot get page 434824 for page ref 434825

Exception with Details

After closing the dialog the exeptions will be moved to the tab "Error history".

Figure 3-62: Central collection of errors in FirstSpirit SiteArchitect

One or more error messages can be selected in the information dialog.

Copy selected elements onto the clipboard: This icon is used to copy the error messages of the selected elements onto the clipboard; they can then be subsequently further edited in other text programs.

Create report: This icon can be used to generate a system report in HTML format on the tab's selected elements. Apart from the information on the exception, such a report also contains other information which can be relevant for reproduction of the error:

- Project settings
- Operating system and server configuration
- SiteArchitect configuration (for example, settings for integrated preview and for the browser engine used)
- Object (technical and editorial information, see section 4.3.11, page 149)

☑ Select all: This icon can be used to select all the elements of the tab.

☐ Deselect all: This icon can be used to cancel the selection of all the tab's elements.

☒ Mark selected elements as seen: This icon is used to move the selected elements onto the "Error history" tab.

🗑 Remove selected entries: This icon is used to remove the selected elements from the information dialog. They are no longer displayed the next time the tab is opened.

Close: If an exception has not been removed using the 🗑 icon, it is retained within the current user session on closing the error dialog using the corresponding button and is displayed on the "Error history" tab the next time the info dialog is opened.

4 Context menus in SiteArchitect

The following sections describe the context menus available in the individual SiteArchitect stores.

1. All context menus are structured in the same way:

- The top part contains general functions
- These are followed by specific functions for the selected node
- The bottom area contains management functions which are usually only required by project administrators. Most of these cannot be executed by normal users and are therefore displayed grayed out.

2. To open a context menu an object (e.g., a folder or a page) is selected in the tree view on the left-hand part of the screen and is then right-clicked to open the context menu for this object. The required menu item can be selected with a single click.

3. Deactivated menu items are grayed out. If this is the case, the function is not available to the user. The potential reasons for this are:

- The object is currently being edited by another user
- The status of the current object
- The user lacks the permissions to perform a specific action

4.1 General context menu functions

The same general context menu functions are available in all stores and can be called on practically all objects.

4.1.1 New

This function can be used to insert new objects into the project. The selection available depends on the object type on which the context menu was opened.

4.1.1.1 Create folder

To improve clarity, the objects should be filed in folders with content that belongs together in all stores. These folders can be hierarchically arranged as in Windows Explorer, for example. This function can be used to insert a new folder in the tree structure. Click to open a window in which you can enter the folder name.

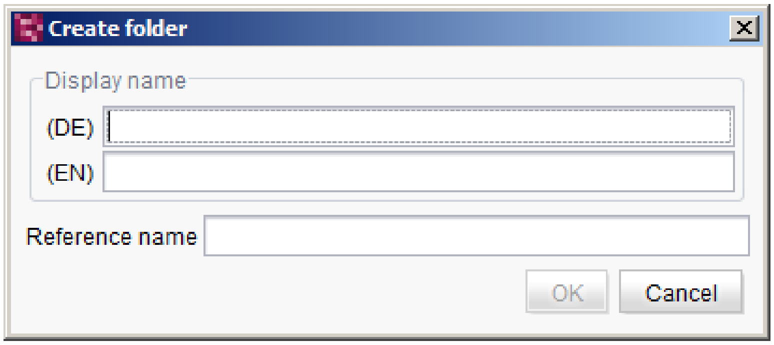


Figure 4-1: Create folder

A **language-dependent display name** can be assigned to the new folder for each editing language defined in the ServerManager. Either the display names or the reference name are then displayed in the tree view, depending on the setting in the "View – Preferred display language" menu (see section 3.1.5.2, page 46). The "Reference name" field is automatically filled with the value entered for the first display name by the editor, but can be changed (up to the initial creation of the object). The reference name may not contain any spaces, special characters or symbols. This is taken into account accordingly when the field is filled automatically.

If this function is called on an object (e.g., a page), the new folder is always inserted beneath the folder containing this object.

! *The "Reference name" field is only displayed if this setting was configured accordingly in the ServerManager.*

Rules can be defined in the server properties to automatically convert special characters in reference names into valid characters. The conversion takes place directly during input when creating a FirstSpirit object or changing a reference name (context menu:"Extras"/"Change reference name").
Special characters for which no replacement rule has been specified cannot be entered in the "Reference name" field.

4.1.2 Edit on/off

This function is used to activate edit mode for the selected node. No other editor can then make changes to this object because it is locked. FirstSpirit objects in edit mode are identified by the object name being in bold type and by an arrow on the object icon .

Opening this function again deactivates edit mode (unlocks the object), i.e., view mode is reactivated.

Unlike in the other stores, in the Data Store datasets can still be worked on in parallel despite edit mode being activated.
To prevent multiple editors making changes simultaneously, the "Server locks in content store" option must have been activated in the ServerManager (see section 6.3.2, page 178).

4.1.3 Reset changes

This function can be used to undo changes made during the current editing process which have not yet been saved.

4.1.4 Cut

This function is used to cut the current object from the tree structure and store it in the (temporary) clipboard (see also section 3.3.3.3, page 104). It can be pasted in again at another position in the tree structure, depending on the permissions and object type in question.

4.1.5 Copy

This function is used to create a copy of the current object and store it in the (temporary) clipboard (see also section 3.3.3.3, page 104). This copy can be pasted in at another position in the tree structure, depending on the permissions and object type in question.

4.1.6 Paste

This function is used to insert the content of the (temporary) clipboard at the current position in the tree structure. This function is only active if there is data in the (temporary) clipboard which may be inserted at the current position.

4.1.7 Rename

This function can be used to change the name of the current object in the tree structure of SiteArchitect. After the function is executed a window opens with the object name to date; this can now be changed.

When renaming sections in the Page Store, you can change both the display name and the reference name for the section. As no two of the sections underneath a page may have the same name, the "Reference name" field label is shown in red in the event of a conflict and the OK button is disabled so it is not possible to save the name.

4.1.8 Delete

This function can be used to delete the current object from the tree structure of SiteArchitect. Accidental deletion is prevented by a confirmation prompt.

A workflow, for example, for deleting objects, can be tied to this function (see section 3.2.9.7, page 77). In this case, a dialog for starting or switching the workflow to another workflow state will open instead of the dialog for confirming the deletion process.

4.1.9 Display in current/new workspace

These functions allow you to choose the number of open tabs in the editing area of SiteArchitect.

Display in current workspace opens the selected object in the central part of the screen on the active tab. **Display in new workspace** opens the selected object on a new tab.

4.1.10 Version history

A window opens in which all the versions of the current object are listed. For detailed information on the version history in the individual stores, see section 12.8.3, page 373 to section 12.8.6, page 378.

4.1.11 Workflow

If no workflow is yet active for the selected object, all workflows defined in the permissions system for this node in the tree structure are listed under this menu item. The required workflow can be started under this menu item.

If a workflow is already active for the selected object, then it can be switched to another workflow state under this menu item.

Detailed information on workflows is given in section 13, page 385.

4.1.12 Execute Script

All scripts which can be opened at this position in SiteArchitect are listed under this menu item. Scripts enable preprogrammed actions or calculations to be executed.

4.1.13 Corporate Content

This license-dependent function enables packages from the "Corporate Content" area to be edited on the objects in the tree structure directly. Five subitems are available here for editing purposes: "Start adding to package", "Remove from package", "Undo package relation", "Change state", and "Rebind original".

All the functions are documented in detail in the *FirstSpirit CorporateContent* module documentation.

4.1.14 Add to Content transport feature

This license-dependent function allows you to conveniently reuse project content between projects.

A detailed description of this is given in the *FirstSpirit CorporateContent* module documentation.

4.1.15 Add to external synchronisation

Please refer to *FirstSpirit Online Documentation*, "Advanced topics" / "External synchronization".

4.2 Special context menu functions

Special context menu functions are only available on selected objects in the individual stores.

4.2.1 Preview

The function is available on the following objects: page , dataset , page reference , and document group .

This function generates a preview of the current page. This enables the user to check how the page currently being edited will appear on the website, if the integrated preview has not been activated (see section 3.1.5.5, page 49).

This function can be carried out separately for all project languages as well as for the current and the released state of the page/content area.

It can also be called via the icon in the tool bar (see section 3.2.7, page 71).

4.2.2 Preview errors

The function is available on the following objects: page , dataset , page reference , and document group .

This function can be used to display again any errors which occurred during the last preview rendering.

This function can be carried out separately for all project languages as well as for the current and the released state of the page/content area.

4.2.3 Export

The function is available on the following objects: folder, page , medium , page reference , objects in the Template Store.

This function is available to administrators only.

This function can be used to export the selected object with all the necessary information to the hard disk, from where it can later be imported again in another project. A window opens with the file structure of the computer to enable you to specify a suitable storage location for the export.

The "Export" function is a client-side function and therefore puts great strain on the main memory of the client system when large quantities of data are involved. As a result, it should only be used to export small quantities of data.

4.2.4 Import

The function is available on the following objects: root node, folder, page, certain objects in the Template Store.

This function can be used to import an export file with all the necessary information back into the project. A window opens with the file structure of the computer enabling you to select the required export file.

If the imported contents do not fit the context of the target project, they are imported into the correct target project context automatically (as far as this is possible). In this case, the import is carried out independently of the object where the "Import" context menu was selected. If, for example, a user tries to import a script's export file into the "Workflows" area, the selected script is imported into the target project regardless, but it is placed in the correct "Scripts" area of the target project instead of the "Workflows" area.

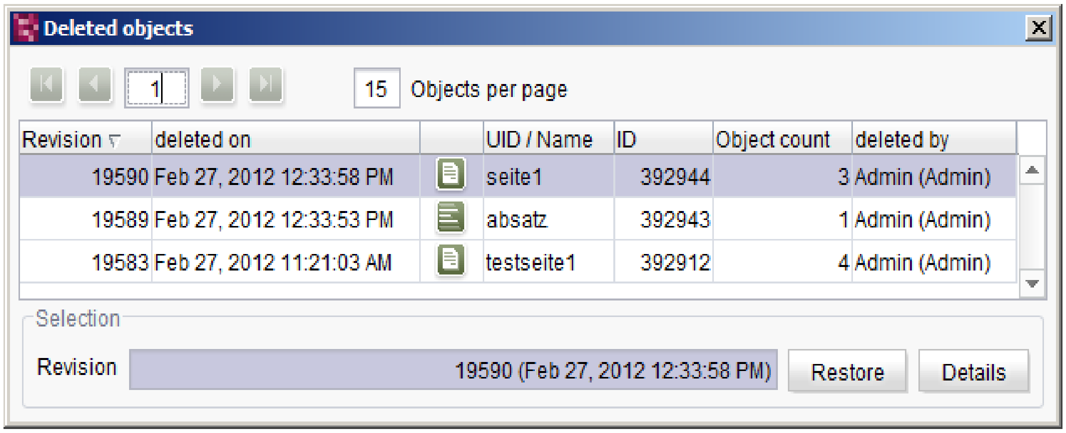
This automatic correction does not work in all cases. An error message is displayed instead if the system cannot determine which target project object the import file can be assigned to.

The available selection depends on the object type for which the context menu or function was called.

4.2.5 Restore deleted objects

The function is available on the following objects: root node, folder, page, content area, data source, page templates, section templates, format templates, link templates, and scripts.

This function can be used to restore deleted objects which have been removed from the tree structure by mistake. If a dataset has been deleted from a data source inadvertently, this can also be restored via this function. After clicking, a window opens with the deleted objects.



Revision	deleted on		UID / Name	ID	Object count	deleted by
19590	Feb 27, 2012 12:33:58 PM	🗎	seite1	392944	3	Admin (Admin)
19589	Feb 27, 2012 12:33:53 PM	☰	absatz	392943	1	Admin (Admin)
19583	Feb 27, 2012 11:21:03 AM	🗎	testseite1	392912	4	Admin (Admin)

Revision: 19590 (Feb 27, 2012 12:33:58 PM)

Figure 4-2: Deleted objects

All objects from the selected store for which a backup exists are displayed at root level, while only the objects located below this object are displayed on all the other objects. The following information is given for each object:

Revision: Version number of the deleted object.

deleted on: Date and time when the object was deleted.

Type of object: Object icon indicating the type of object that was deleted.

UID / Name: The reference name of the deleted object.

ID: The unique ID number for the deleted object.

Object count: The number of objects located below the deleted object in the tree structure. These hierarchically lower-level objects are also inserted again by the restore function.

deleted by: Name of the user that deleted the object.

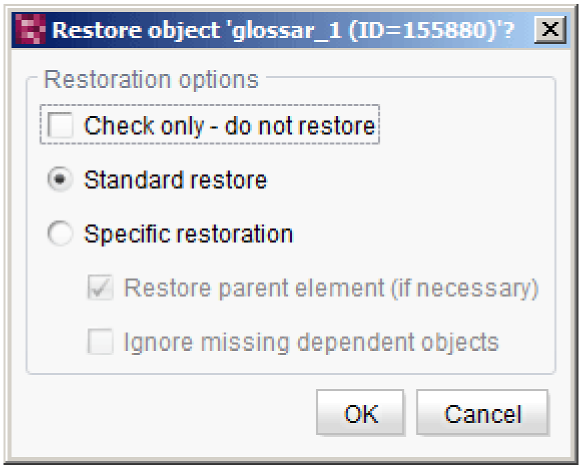
Column name: When restoring on a data source, the names of the individual table columns are listed too. Brief information on the contents is displayed in the individual columns.

In the Page area, the arrow buttons can be used to page through the list of deleted objects. The buttons are only active if more than one page with deleted objects exists. In addition, the "Objects per page" input field can be used to set how many objects are to be displayed on each page. The input field also shows the user the page where they are currently located. This field can be used to directly enter a page number too. When the input is confirmed with Return, the focus then switches directly to the required page.

The **Update** button can be used to update the open list of deleted objects, if necessary, to the current state, because new deleted datasets may have been added in the meantime.

Click the **Details** button to open a window with the complete contents of the listed versions.

To restore, simply select the required object and press the **Restore** button. Another dialog opens with some restoration options:


Restore object 'glossar_1 (ID=155880)'?

Restoration options

☐ Check only - do not restore

● Standard restore

○ Specific restoration

☑ Restore parent element (if necessary)

☐ Ignore missing dependent objects

Figure 4-3: Restoration options

Check only – do not restore: If this checkbox is activated, no restore operation is performed, the system simply checks that a restore could be executed without errors.

Standard restore: If this option is enabled, the selected object and all the child elements it possessed when it was deleted are restored.

Specific restoration – Restore parent element (if necessary): If this option is enabled, on restoring a deleted page the entire folder chain is restored to the same state it was in prior to the deletion. For example, if several pages of a folder were deleted first, followed by the folder and any other higher-level folders, with a standard restore all these elements would have to be restored individually too.

Specific restoration – Ignore missing dependent objects: If this option is enabled, an object is still restored if dependent objects are missing. For example, if a page which links to a page reference in the Site Store was deleted from the Page Store, followed by the page reference itself, the page could not be restored via a standard restore, since the deleted page reference (a dependent object) would be missing.

Once the restoration options have been selected, a position where the object should be restored can then be chosen.

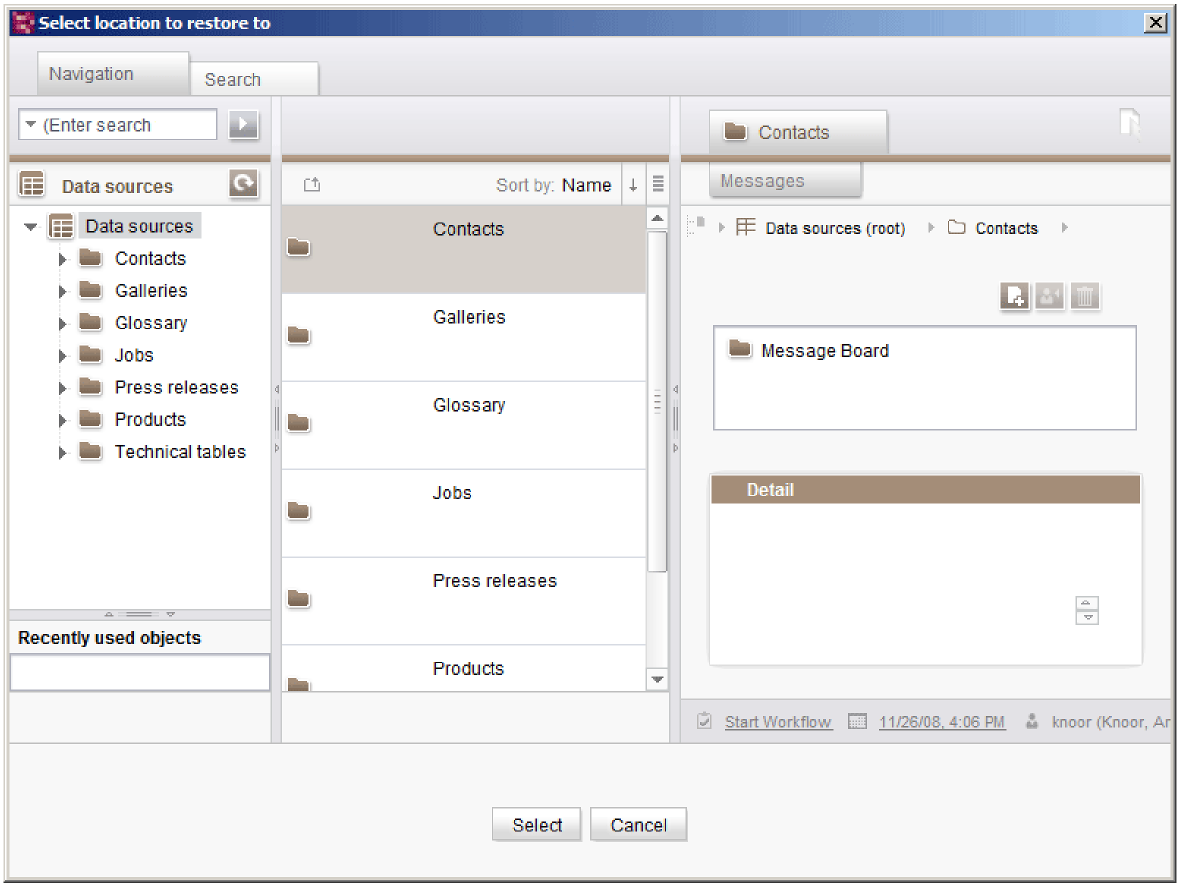


Figure 4-4: Selecting the restoration position

If possible, restored objects should be inserted at the same position where they were located prior to being deleted. Therefore, the object's position before it was deleted will be displayed where possible.

However, if, for example, a folder which contained a page or data source to be restored has also been deleted (and is to remain deleted), this page/data source is inserted directly below the tree node at which this function was opened.

*Important in the **Site Store:** If on restoring it is found that the referenced page is no longer in the Page Store, this is brought to the user's attention by a new window and they are faced with the choice of whether the remaining pages are to be restored or not.*

If the process is continued, all page references which cannot be restored are irrevocably lost. If these are to be kept, the user is urgently advised to cancel this process and to restore the required pages in the Page Store.

After restoring folders, all the information stored in them (page groups, images for navigation, texts, etc.) are also available once more. However, if individual page references are restored, all information relating to the corresponding page saved in the opposite folder is lost (e.g., affiliation and position within a page group).

4.2.6 Change position

The function is available on the following objects: section .

Each section can be moved in its position relative to the other sections to facilitate the subsequent insertion of new sections and enable better handling when changing their order where more extensive page restructuring is involved.

The position change involves moving one position **up** or **down** or, helpful for pages with many sections, directly to the **first** or **last** position.

4.2.7 Add all displayed datasets to feature

The function is available on the following objects: data source .

This license-dependent function allows you to conveniently reuse project content between projects.

A detailed description of this is given in the *FirstSpirit CorporateContent* module documentation.

4.2.8 New bookmark

The function is available on the following objects: dataset.

This function can be used to set bookmarks for individual datasets in the Data Store. For information about using bookmarks, see section 3.3.3.1.1, page 98.

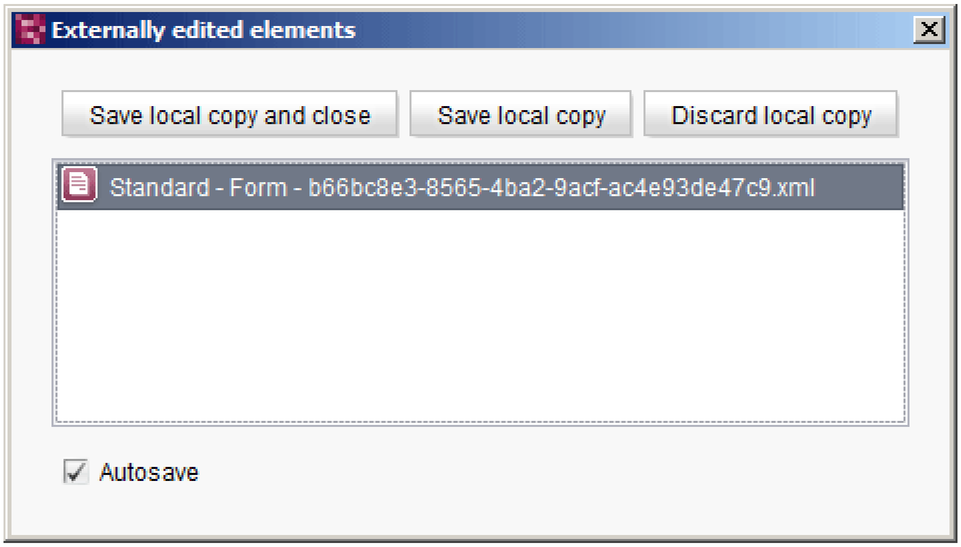
4.2.9 Edit externally

The function is available on the following objects: page templates, section templates.

This function is subdivided into several areas: All the **template sets** which have been set for this project in the ServerManager are listed, plus there are also the **Form** and **Rules** areas.

If one of the available editing areas is activated, then the corresponding source file opens in an external editor. An editor should be entered in the user settings of the "Global settings" for editing a source file in an external editor.

When the external editor is opened, a window is opened at the same time in which all elements opened externally are listed.



Standard - Form - b66bc8e3-8565-4ba2-9acf-ac4e93de47c9.xml

☑ Autosave

Figure 4-5: Externally edited elements

Modifications to the source text are saved, after the templates are highlighted, using the **Save local copy and close** or **Save local copy** button. If the first button is selected, the editor is then exited. Likewise, unsaved modifications can be undone using **Discard local copy**.

Autosave: If this is checked, then all of the modifications saved in the external editor are also saved in SiteArchitect automatically.

4.3 Functions under the Extras context menu

4.3.1 Release

The function is available on the following objects: root node, folder, page, medium, page reference, document group.

This function can be used to directly release the current object or a specific release option can be activated instead.

Detailed information on the specific release options is given in section 13.4, page 394.

4.3.2 Delete metadata

The function is available on the following objects: root node, folder, page, medium, page reference, document group.

This function can be used to delete all metadata defined for the current level in the tree structure.

4.3.3 Change permissions

The function is available on the following objects: root node, folder, page, medium, page reference, document group, data source.

This function can be used to define the permissions for the current node in the tree structure.

Detailed information on the definition of permissions is given in section 14.1.2, page 404.

4.3.4 Reset write protection

This function is available for server-administrators only.

This function can be used to cancel write protection which is enabled on the selected object due to an active workflow. (Write protection is indicated by italic lettering in the tree.)

4.3.5 View Template

The function is available on the following objects: page, section, data source, dataset.

This function can be used to jump to the template in the Template Store which is used for the selected object. The name of the template used is also displayed at the bottom right in the status bar (see section 3.7, page 127). You can jump to the corresponding template in the Template Store with one click.

4.3.6 Select another template

The function is available on the following objects: page , section .

This function is available for administrators only.

This function can be used to select a different template for individual pages or sections. After clicking, a window opens containing the available page templates or section templates.

> *If existing sections of a page cannot be copied to the new page template, the action is canceled with the message "The selected template cannot be used."*

4.3.7 Jump to source section

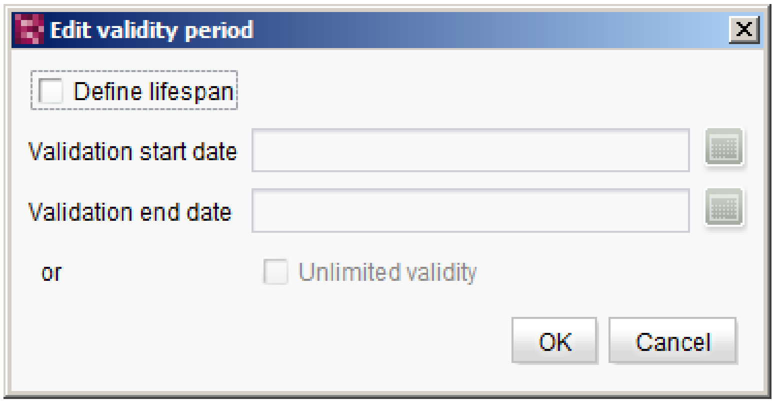
The function is available on the following objects: section reference .

This function can be used to display the referenced section in the tree structure and edit it, if required (and if authorized to do so) (see also section 12.4.3, page 309).

4.3.8 Edit validity period

The function is available on the following objects: section .

This function can be used to specify in which period a section should be presented on the website.



Edit validity period

☐ Define lifespan

Validation start date

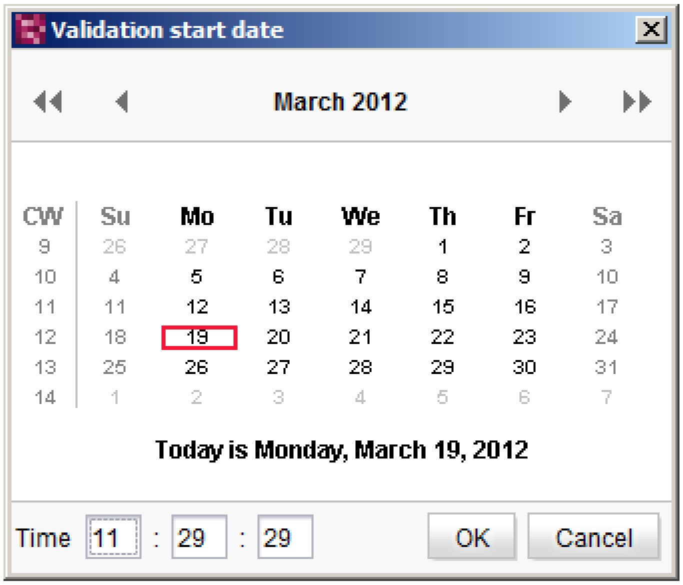
Validation end date

or ☐ Unlimited validity

Figure 4-6: Edit validity period

Define lifespan: Activate this option to enable a validity period to be defined for the selected section.

Validation start date: Click the **calendar icon** after the line to open a new window in which the validation start date can be set to the nearest minute:



Validation start date

March 2012

CW	Su	Mo	Tu	We	Th	Fr	Sa
9	26	27	28	29	1	2	3
10	4	5	6	7	8	9	10
11	11	12	13	14	15	16	17
12	18	19	20	21	22	23	24
13	25	26	27	28	29	30	31
14	1	2	3	4	5	6	7

Today is Monday, March 19, 2012

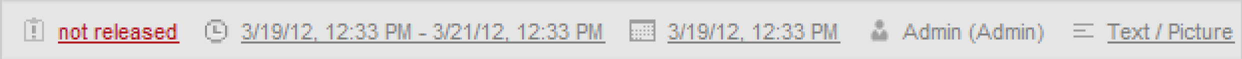
Time 11 : 29 : 29

Figure 4-7: Define lifespan

Validation end date: The end of the validity can then be set in the same way by clicking the calendar icon after the line.

Unlimited validity: If this option is active, the selected section is valid for an unlimited period from the validation start date. Any defined validation end date is then ignored.

Outside this period the section is not generated on the website. If a validity period has been defined, it is displayed in the status bar as soon as the section is selected in the tree view.



not released 3/19/12, 12:33 PM - 3/21/12, 12:33 PM 3/19/12, 12:33 PM Admin (Admin) Text / Picture

Figure 4-8: Status bar with defined validity period

The validity period is displayed in gray if the current date is within the specified period. The validity period is displayed in red if the current date is outside the specified period.

4.3.9 Show usages

The function is available on the following objects: page, section, dataset.

This function can be used to determine where in the Site Store the current object is referenced. A window opens in which all page references are listed.

Click one of the references and SiteArchitect goes directly to the corresponding position in the Site Store.

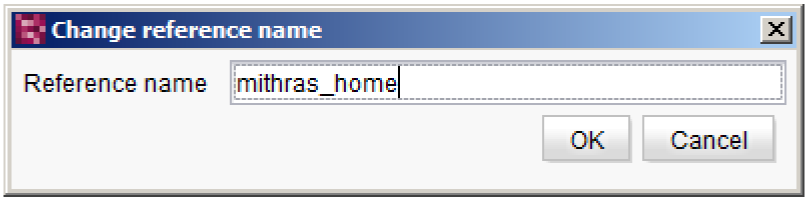
4.3.10 Change reference name

The function is available on the following objects: folder, page, medium, page reference, document group, data source.

Each FirstSpirit object has a reference name, which must be unique in each store. Each object can be identified by its reference name.

Reference names are only shown in the project if the "Display reference names in tree" checkbox and the "View – Preferred display language" menu item have been activated (see section 3.1.5.2, page 46).

In general, reference names are issued automatically when objects are created and are based on the display name. These reference names can be subsequently changed using the "Change reference name" menu item. However, the user must have "Change" permission for the respective object. The reference name should only be changed if the object is not yet referenced in the project (e.g., an image has not yet been used on a page or in a section of the Page Store or a page of the Page Store has not yet been used in the Site Store ("page reference")), as otherwise the existing reference becomes invalid. The following dialog is displayed:



Reference name: mithras_home

Figure 4-9: Change reference name

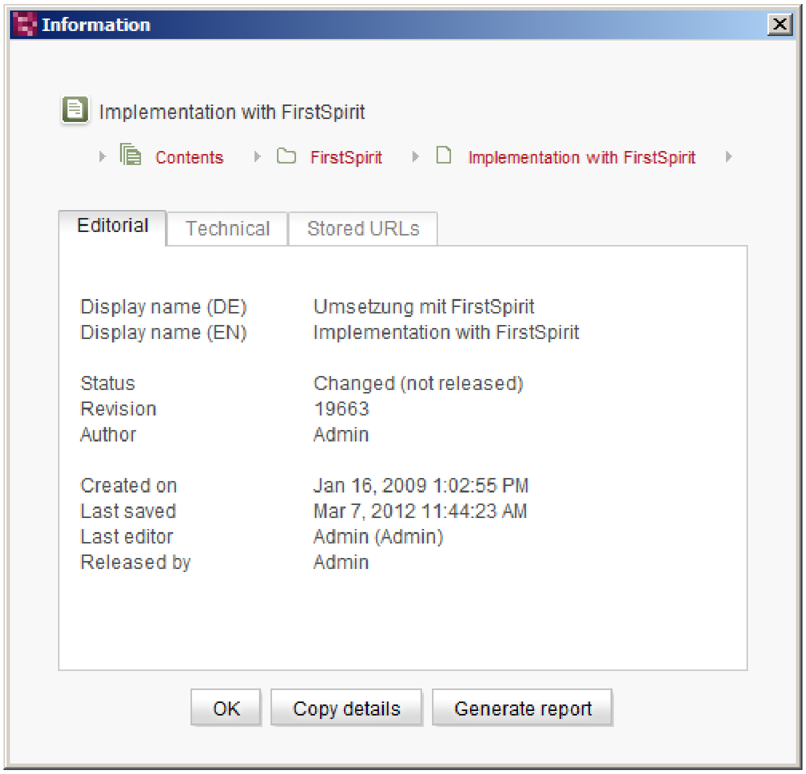
If the reference name is changed despite an existing reference, it may be necessary to restore the reference manually using a new selection.

Depending on the project administrator's settings, the menu entry may be grayed out regardless of the "Change" permission; in this case the reference name cannot be changed.

4.3.11 Display properties

The function is available on the following objects: root node, folder, page, section, section reference, medium, page reference, document group, data source, dataset.

This function can be used to show technical and editorial information on individual project content in a separate dialog and to collate it into a system report. This function can also be called using the keyboard shortcut <ALT> + <P>. The information can vary, depending on the object type.



Display name (DE) Umsetzung mit FirstSpirit
Display name (EN) Implementation with FirstSpirit

Status Changed (not released)
Revision 19663
Author Admin

Created on Jan 16, 2009 1:02:55 PM
Last saved Mar 7, 2012 11:44:23 AM
Last editor Admin (Admin)
Released by Admin

Figure 4-10: Properties of a page – Editorial

This path allows you to navigate to other objects in the tree structure, making it possible to display the properties of other objects without closing the window.

OK: Click this button to close the dialog.

Copy details: Click this button to copy all the dialog's information onto the clipboard.

Generate report: Click this button to output the information as an HTML page in the form of a system report. An additional comment can also be entered, for example, an error description.

4.3.11.1 Editorial tab

The editorially relevant properties of an object are displayed on this tab:

Display name: The language-dependent display names of the object are displayed here.

Status: Shows the status (e.g., "Not released", "Released", "Changed (not released)")

Revision: Shows the revision

Author: Name of the user that created the object

Created on: Time when the object was created in SiteArchitect, with date and time

Last saved: Time when the object was last saved, with date and time

Last editor: Name of the user that edited the object last

Released by: Name of the user that released the object

4.3.11.2 Technical tab

The technically relevant properties of an object are displayed on this tab:

Label path: Path to the current object (display name)

Reference name (UID): Reference name (UID) for the object

UID path: Path to the current object (reference name)

ID: Object ID

ID path: Path for the current object (IDs)

> *The path information can also be requested using the keyboard shortcut <CTRL> + <SHIFT> + <Q>.*

Template name: Display name for the underlying template

Template ID: ID for the underlying template

Depending on the object type, a "**Display template**" link is displayed, with which it is possible to switch directly to the template on which the object is based.

4.3.11.3 Stored URLs tab

The URLs stored for the current page are displayed on this tab. They can be reset to page references via the context menu entry "Extras – Reset stored URLs". (For more details of the URL settings, see section 10.3, page 254.)

4.3.12 Cancel editing

This function can be used to exit edit mode without accepting changes which have not yet been saved. The status of elements that have already been released is unaffected by this action.

4.3.13 Display dependencies

This function can be used to open a reference graph for the respective object.

Detailed information on the reference graph is given in section 12.9, page 381.

4.3.14 Release displayed lines

The function is available on the following objects: data source ☰.

This function is available to administrators only.

Call this function to release all datasets, which are displayed depending on the current filter settings of the data source. All available filter settings are taken into account:

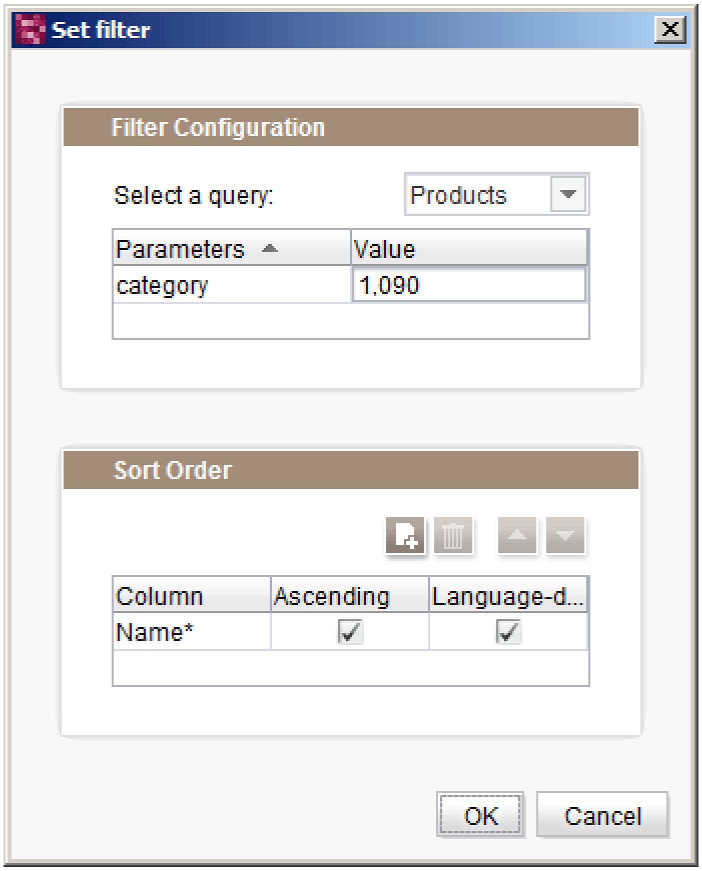
- Persistent filters via the "Extras"/"Set filter" context menu on the data source
- Temporary filters via the "Set filter" link above the table
- Temporary filters via the "Search" link above the "Data search" icon below a table
- Temporary limitation of number of datasets displayed using the combobox above the table.

4.3.15 Set filter

The function is available on the following objects: data source.

This function is used to filter a data source for datasets and can also set a sort order. This makes it easier to work with data sources which may contain many, potentially similar, datasets. Data sources for which a permanent filter ("Filter Configuration" area in the dialog below, Figure 4-11) has been set are identified by a corresponding filter symbol. Data sources for which temporary filters are set (not via the context menu entry "Extras" / "Set filter") are identified by the icon for unfiltered data sources.

To create filters, the user needs the "Create folders" permission (see section 14.1.4.6, page 418). To further edit filtered datasets (see section 6.2.1, page 171), however, the "Change" permission is sufficient (see section 14.1.4.4, page 417).



Select a query: Products

Parameters	Value
category	1,090

Column	Ascending	Language-d...
Name*	☑	☑

Figure 4-11: Filtering datasets

Filter Configuration

Select a query: This dropdown list can be used to select a predefined database query from the Template Store for filtering purposes.

After a query is selected, all the parameters specified for that query are listed in the table underneath it. The given values of a parameter can be changed by clicking the relevant row.

Sort Order

The sort order of the filtered datasets can be defined here. Any table column can be used as the sort key. The output can be displayed either in ascending or in descending order and language-dependent or language-independent.

Add ordering by column: Click this icon to use a selection box to specify another table column as the sort rule.

Remove sort order: Click this icon to delete the activated sort rule.

▲ ▼ Move up/down: Click these icons to move the selected sort rule up or down by one position in the list.

If several sort rules are specified, the top sort rule in the list is used for sorting first. All entries for which this first sort rule is identical are then sorted by the second sort rule, whereby the first sorting is retained as a whole. The procedure is the same for each additional sort rule.

Click **OK** to apply and save the filter and sort settings.

The editing area for the data source now only shows the filtered datasets with the required sorting. The tree view now shows an icon for filtered data sources, rather than the usual icon for data sources.

The filter configuration and sort order can be changed again by calling the **Set filter** function once more. Select "[All datasets]" to remove the filter from the data source again.

4.3.16 Delete data source

The function is available on the following objects: data source.

This function is available for administrators only.

Calling this function deletes the selected data source (after verifying a confirmation prompt).

4.3.17 Make medium language-dependent/language-independent (at media level)

The function is available on the following objects: medium.

This function can be used to subsequently transform a language-independent medium into a language-dependent medium or vice versa.

To convert a language-independent medium into a language-dependent medium it is necessary to give the language for which the existing medium is to be used. If a language-dependent medium is to be converted into a language-independent medium, then it is necessary to give the language for which the medium is to be retained, if it already exists for different languages.

The permissions set for the old medium are imported into the new medium!

4.3.18 Reset stored URLs

The function is available on the following objects: medium, menu level, page reference.

This function is available for administrators only.

If a path generation method which stores the generated URLs was used for generating the current project (PathGeneration with "(SEO)" in generation schedules, see also *FirstSpirit Documentation for Administrators*, "Generation" section), these URLs remain valid by default, even if the values of relevance for the URL generation process (depending on the path generation method selected, for example, changed display or reference names, relocated pages or media in a tree, changes in datasets) should change. You can reset stored URLs by using this function so that changes in the tree structure or in display names will be reflected in the URL. See also section 10.3, page 254.

This function affects elements located in the tree structure below the element on which the function was called. For example, you can reset all the stored URLs in a subtree by calling this function at the top menu level from which you want to reset the URLs. The stored URLs for all the page references and menu levels beneath this menu level are then reset.

4.3.19 View page

The function is available on the following objects: page reference.

This function can be used to go to the currently referenced page in the Page Store.

4.3.20 Edit page

The function is available on the following objects: page reference.

This function can be used to edit the currently referenced page in the Page Store.

4.3.21 Tools – Create copy of this workflow

This function can be called for workflows. It creates a copy of the selected workflow below the "Workflows" node.

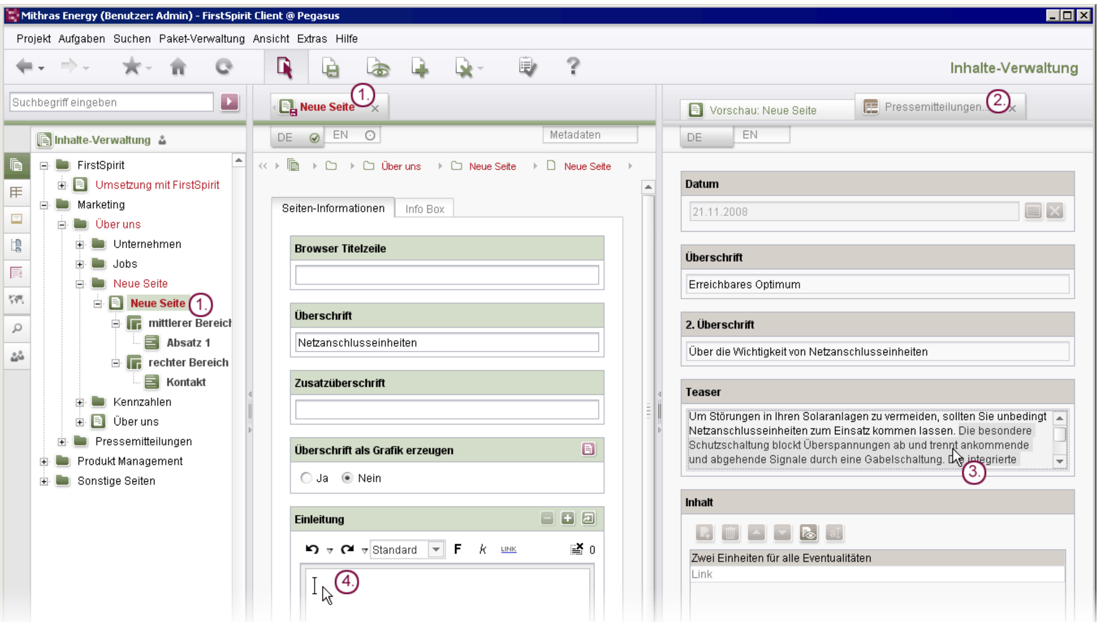
4.4 Functions under the Plug-ins context menu

4.4.1 Display form on new tab

Depending on the ServerManager settings, this function can be used to call up a comparison view for the selected object/dataset in the AppCenter area/integrated preview.

This makes it possible to permanently display sections, pages, and datasets in their form view in the preview in order to compare the content of their input forms with other input forms (e.g., when revising pages, sections or datasets) or in order to copy content from these input forms to input forms in the workspace.

A new tab opens in the AppCenter area showing the input forms for the selected object. No content can be edited on this tab.



Browser Titelzeile

Überschrift: Netzanschlusseinheiten

Zusatzüberschrift

Überschrift als Grafik erzeugen: ○ Ja ● Nein

Einleitung

Datum: 21.11.2008

Überschrift: Erreichbares Optimum

2. Überschrift: Über die Wichtigkeit von Netzanschlusseinheiten

Teaser: Um Störungen in Ihren Solaranlagen zu vermeiden, sollten Sie unbedingt Netzanschlusseinheiten zum Einsatz kommen lassen. Die besondere Schutzschaltung blockt Überspannungen ab und trennt ankommende und abgehende Signale durch eine Gabelschaltung. Die integrierte

Inhalt: Zwei Einheiten für alle Eventualitäten

Link

Figure 4-12: Opening a dataset in the integrated preview

In the example shown here, a page and its available input forms would initially be switched to edit mode in the workspace (1.). The content of a dataset can be used to input content. The dataset is displayed via the script on the dataset in the integrated preview (2.). Content can be copied and pasted (3.) from the input forms available there to the input forms in the workspace (4.). It would also be conceivable to display the content of an element in two different languages, essentially side by side.

The tab opened here remains until it is closed by clicking the X on the right-hand edge of the tab or selecting the context menu entry "Close preview" or "Close other previews".

The content of multiple workspaces can also be compared using the enhanced workspace view ("TabView") (see section 3.5.3, page 121).

5 Page Store

The Page Store is used to maintain editorial content. Here pages and sections with editorial content are created, which are later referenced to the structure and layout from the Site and Template Stores. The content is inserted in the pages or sections using standard input elements (e.g., rich text editor). The layout is defined individually for each project using page or section templates from the Template Store.

The following objects can be created within the Page Store:

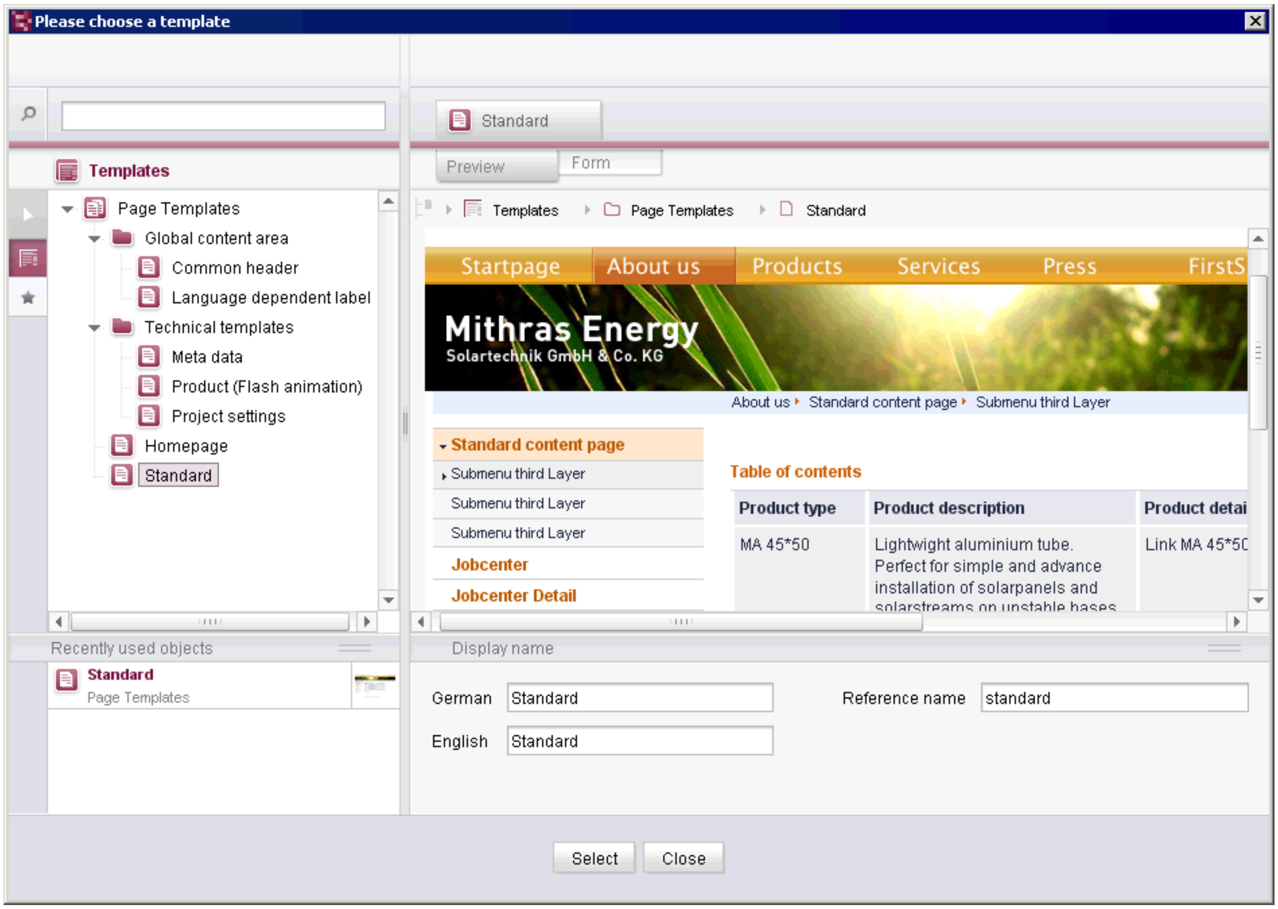
- Folders for structuring the pages (in most cases it is useful to copy the folder structure which matches the planned menu structure)
- Pages
- Sections/data source sections
- Section references (see section 12.4.3, page 309 for how to create section references by drag-and-drop)

5.1 Creating pages and sections

Objects can be created in the Page Store either using the "New" context menu entry, the icon in the tool bar or the relevant keyboard shortcut.

5.1.1 Create new page

This function can be used to create a new page in the Page Store. A window opens in which all the available page templates are displayed.



German: Standard

English: Standard

Reference name: standard

Figure 5-1: Creating a page – Selecting a page template

The required page template simply has to be selected from the tree structure. Below "Recently used objects" there is a list of the most recently used page templates for the respective user; this is intended to make it easier to find frequently used templates. The predefined display names and the reference name can still be changed in the "Display name" area.

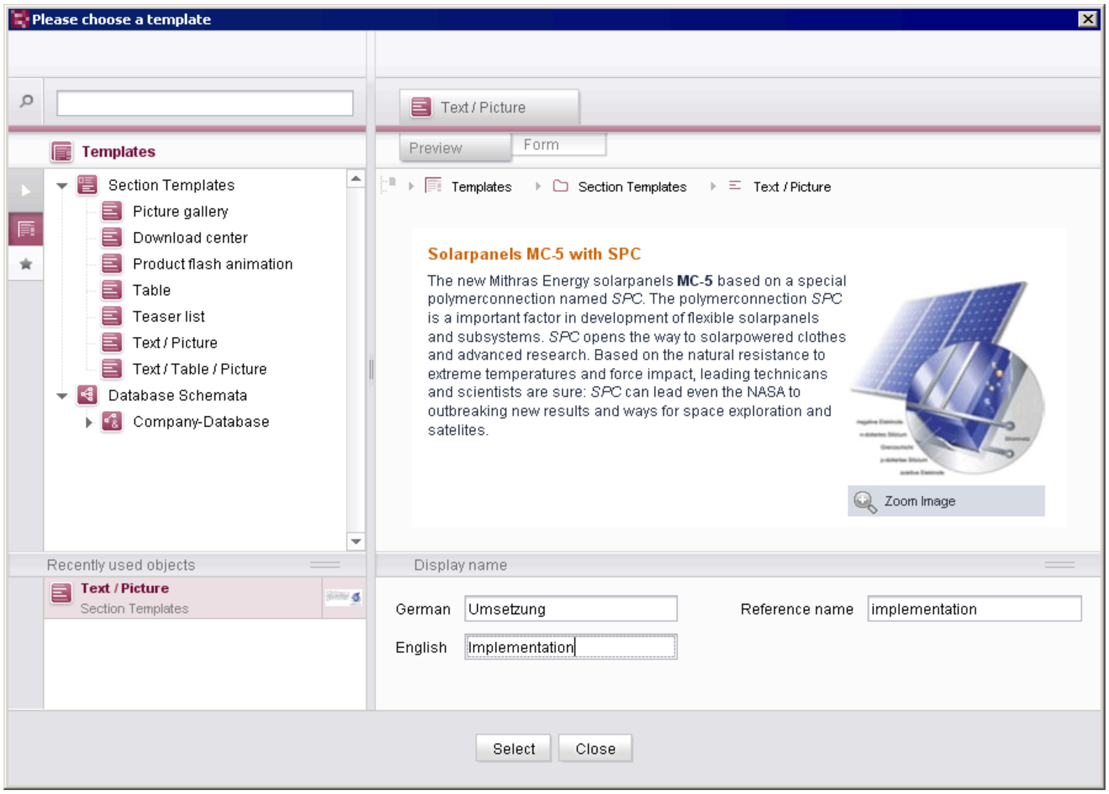
The following functions are also available, which make it easier to select a page template:

- 🔍 Search for display names of the required template
- Form Preview of available input components
- ★ Use of master copies (see section 3.3.3.1, page 97)

Click the **Select** button to confirm your selection and the page appears at the selected position in the tree structure.

5.1.2 Create new section

This function is used to insert a new section in the content area of a page. After clicking a window opens in which all section templates allowed for the current page are displayed.



Solarpanels MC-5 with SPC

The new Mithras Energy solarpanels **MC-5** based on a special polymerconnection named *SPC*. The polymerconnection *SPC* is a important factor in development of flexible solarpanels and subsystems. *SPC* opens the way to solarpowered clothes and advanced research. Based on the natural resistance to extreme temperatures and force impact, leading technicans and scientists are sure: *SPC* can lead even the NASA to outbreaking new results and ways for space exploration and satelites.

German: Umsetzung
English: Implementation
Reference name: implementation

Figure 5-2: Creating a section - Selecting a section template

The required section template simply has to be selected from the tree structure. Below "Recently used objects" there is a list of the most recently used section templates for the respective user; this is intended to make it easier to find frequently used templates. The predefined display names and the reference name can still be changed in the "Display name" area.

The following functions are also available, which make it easier to select a section template:

- 🔍 Search for display names of the required template
- Form Preview of available input components
- ★ Use of master copies (see section 3.3.3.1, page 97)

Click the **Select** button to confirm your selection and the section appears at the selected position in the tree structure.

If this function is executed in a content area and if this content area already contains other sections, the new section is always automatically inserted at the first position, i.e., in front of all other sections.

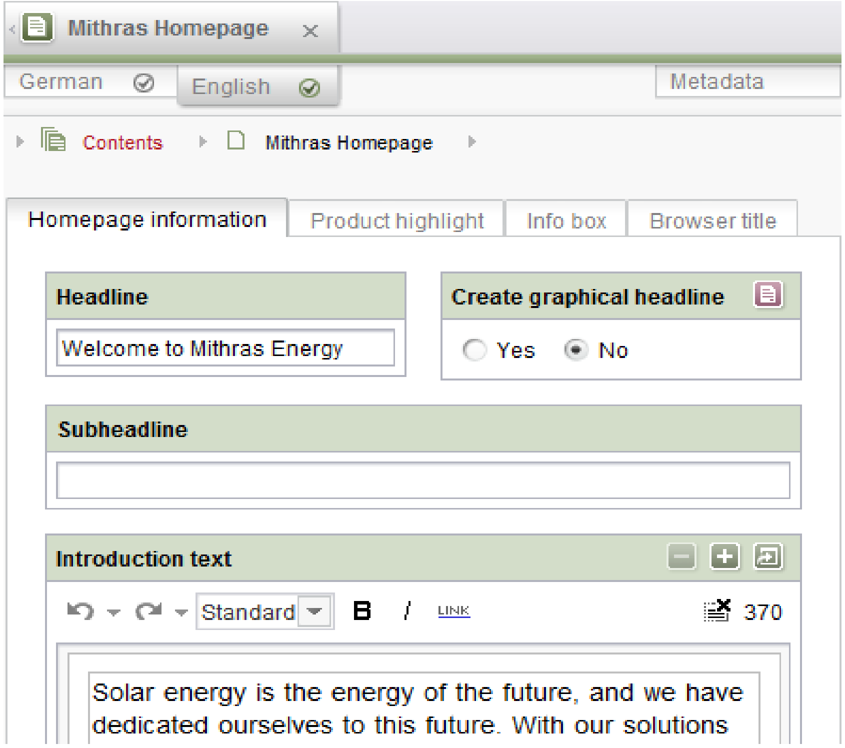
If this function is executed on a section, the new section is always inserted after the selected section.

If a new section has been inserted, edit mode is automatically activated for the page in which the section is located. In this way content can be directly inserted.

The display name (of the default editing language) of the selected section template is automatically adopted for new sections that are added. The reference name is formed from the display name and is also set automatically. At the same time, any invalid characters (e.g., special characters, symbols, spaces, capital letters) are removed from the reference name. As the reference name must be unique within a page, this value is uniquely assigned automatically by appending a number.

5.2 Settings at page level

After a new page has been inserted in the Page Store, edit mode is automatically activated for this page. The page can now be edited in the editing area.



Headline: Welcome to Mithras Energy

Create graphical headline: ○ Yes ● No

Subheadline:

Introduction text: Solar energy is the energy of the future, and we have dedicated ourselves to this future. With our solutions

Figure 5-3: Page view

Path: The path shows the user's current position within the tree structure, e.g., in which folder, on which page, in which section, in which medium, etc., the user is currently located.

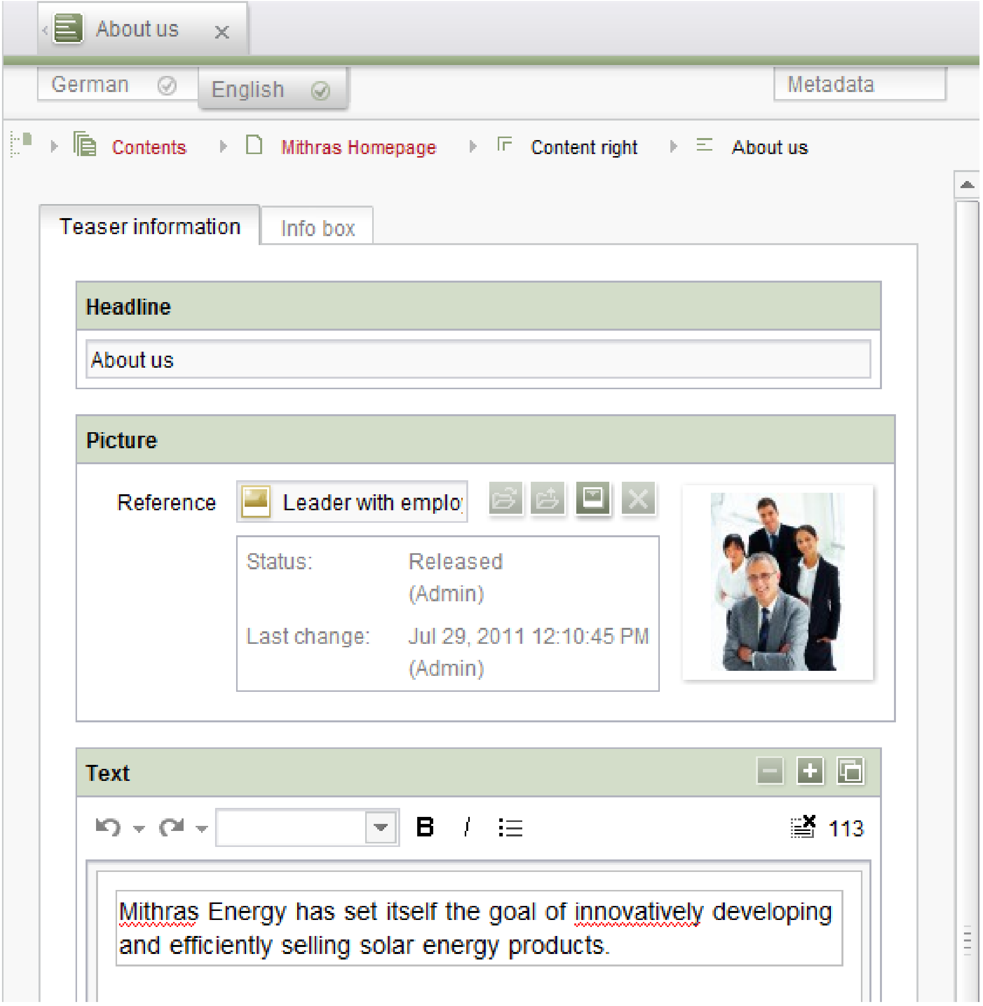
Page is completely translated to this language: The check marks on the language tabs (in multilingual projects) indicate that the page is completely translated to this language. New pages are created with a check mark for all available languages by default. This option can be deactivated if not all the content is available in the relevant language yet. In this case the page is not taken into account in the corresponding language when the project is generated, depending on the project settings. Although it is also possible to switch between language tabs in view mode, the checkbox can only be activated or deactivated in edit mode for the page.
If you would like to change the state for a language tab that is in the background at the moment (in Figure 5-3 the tab "German") this language tab must first be brought tot he

foreground by one click. The tick can then be removed or set by another click.

Input components: This area may contain various input components that the template developer has earmarked for this page. Detailed information on the available input components is given in section 11, page 267.

5.3 Settings at section level

After a new section has been inserted in the content area of a page, edit mode is automatically activated for this page. The section can now be edited.



Headline

About us

Picture

Reference: Leader with emplo

Status: Released (Admin)

Last change: Jul 29, 2011 12:10:45 PM (Admin)

Text

Mithras Energy has set itself the goal of innovatively developing and efficiently selling solar energy products.

Figure 5-4: Section view

Path: The path shows the user's current position within the tree structure, e.g., in which folder, on which page, in which section, in which medium, etc., the user is currently located.

Include this section in the output: The check marks on the language tabs (in multilingual projects) indicate that the section in the corresponding language will be taken into account during the next generation. This option can be deactivated if not all the content is available in the relevant language yet. In this case the section is not taken into account in the corresponding language when the project is generated. Although it is also possible to switch between language tabs in view mode, the checkbox can only be activated or deactivated in edit mode for the section.
If you would like to change the state for a language tab that is in the background at the moment (in Figure 5-4 the tab "German") this language tab must first be brought tot he foreground by one click. The tick can then be removed or set by another click.

Input components: This area may contain various input components that the template developer has earmarked for this section. Detailed information on the available input components is given in section 11, page 267.

5.3.1 Section references

Section references can be used to reuse the content of a section on other pages. A section reference can be generated by drag-and-drop (see section 12.4.3, page 309).

A section reference cannot be edited, only the source section can be edited. No rule violations (see Chapter 11.18.2 page 298) are displayed on section references. To identify the source section, use the "Jump to source section" function in the context menu (section 4.3.7, page 146).

> ! *It is not possible to create section references from sections that are based on table templates.*

If the source section contains **metadata**, the metadata is copied to the section reference. No metadata can be defined. For further information on the evaluation of metadata, see section 12.3, page 306.

6 Data Store

The Data Store is used for entering and managing highly structured content. This includes product catalogs or address lists, for example. These are not only highly structured but are also subject to frequent changes. Such data is usually kept in databases.

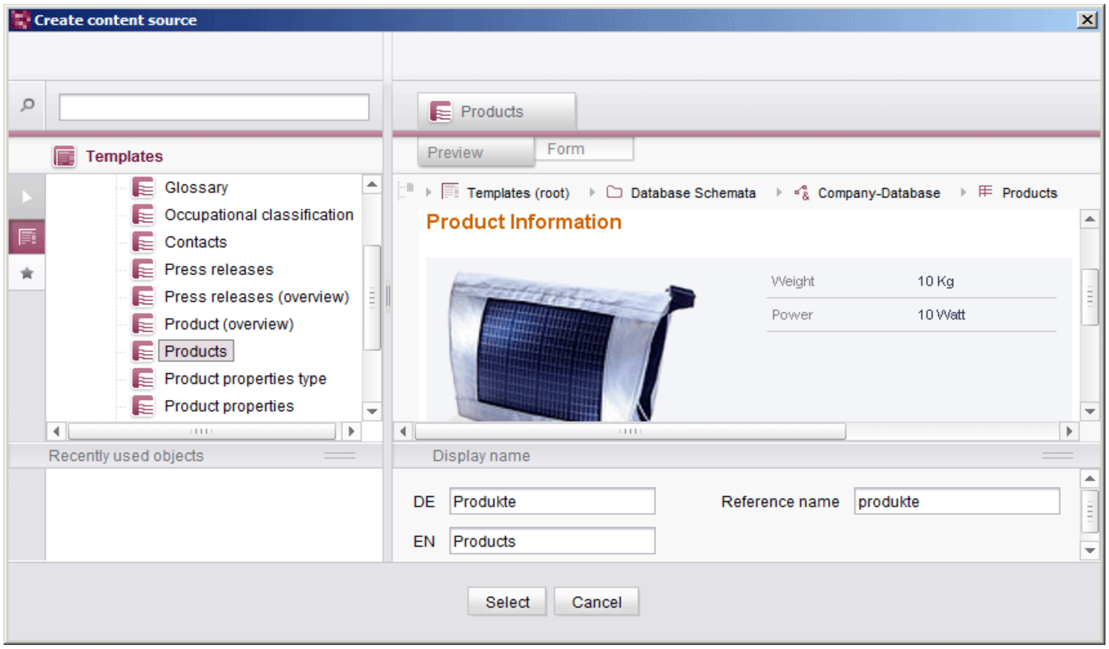
The tables of a database can be integrated and maintained in the Data Store in the form of data sources. These data sources can then be placed on a page as a data source section via the Page and Site Stores.

The following elements can be created within the Data Store:

- Folders for structuring the data sources
- Data source
- Data source with permanent filter
- Dataset

6.1 Creating data sources

This function can be used to insert a new data source in the Data Store. A window opens in which a table template must be selected for the new data source.



Product Information

Weight	10 Kg
Power	10 Watt

DE Produkte

EN Products

Reference name produkte

Figure 6-1: Creating a data source – Selecting a table template

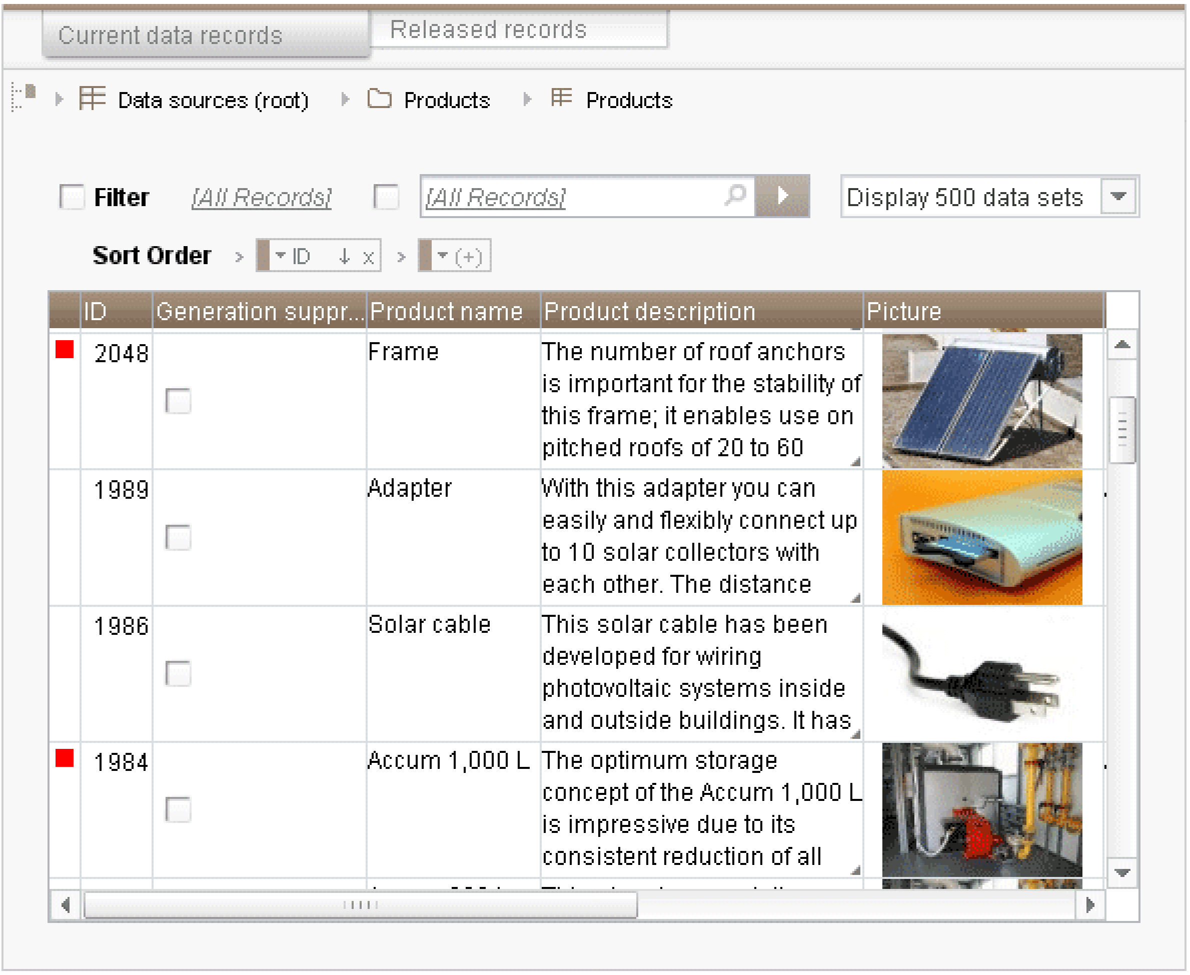
You simply have to select the required table template from the tree structure and confirm your selection with **Select**. Below the tree structure there is a list of the most recently used templates for the respective user; this is intended to make it easier to find frequently used templates.

The display name of the selected table template is automatically adopted for new data sources that are added. The reference name is formed from the display name and is also set automatically. At the same time, any invalid characters (e.g., special characters, symbols, spaces, capital letters) are removed from the reference name. As the reference name for a data source must be unique, this value is uniquely assigned automatically by appending a number. The display names and reference name can be changed in this dialog, if required.

6.2 Editing area of a data source (overview)

After a new data source has been inserted, the datasets can be entered in the editing area. If datasets already exist, they can also be further edited here.

If a data source is selected in the tree structure, the table overview is displayed in the editing area:



	ID	Generation suppr...	Product name	Product description	Picture
🟥	2048	☐	Frame	The number of roof anchors is important for the stability of this frame; it enables use on pitched roofs of 20 to 60	
	1989	☐	Adapter	With this adapter you can easily and flexibly connect up to 10 solar collectors with each other. The distance	
	1986	☐	Solar cable	This solar cable has been developed for wiring photovoltaic systems inside and outside buildings. It has	
🟥	1984	☐	Accum 1,000 L	The optimum storage concept of the Accum 1,000 L is impressive due to its consistent reduction of all	

Figure 6-2: Table overview - Current datasets

All the available datasets are listed in the table overview. They are displayed on two separate tabs, one for current and one for released datasets; both tabs have exactly the same layout. For further information on released datasets, see section 6.4, page 181.

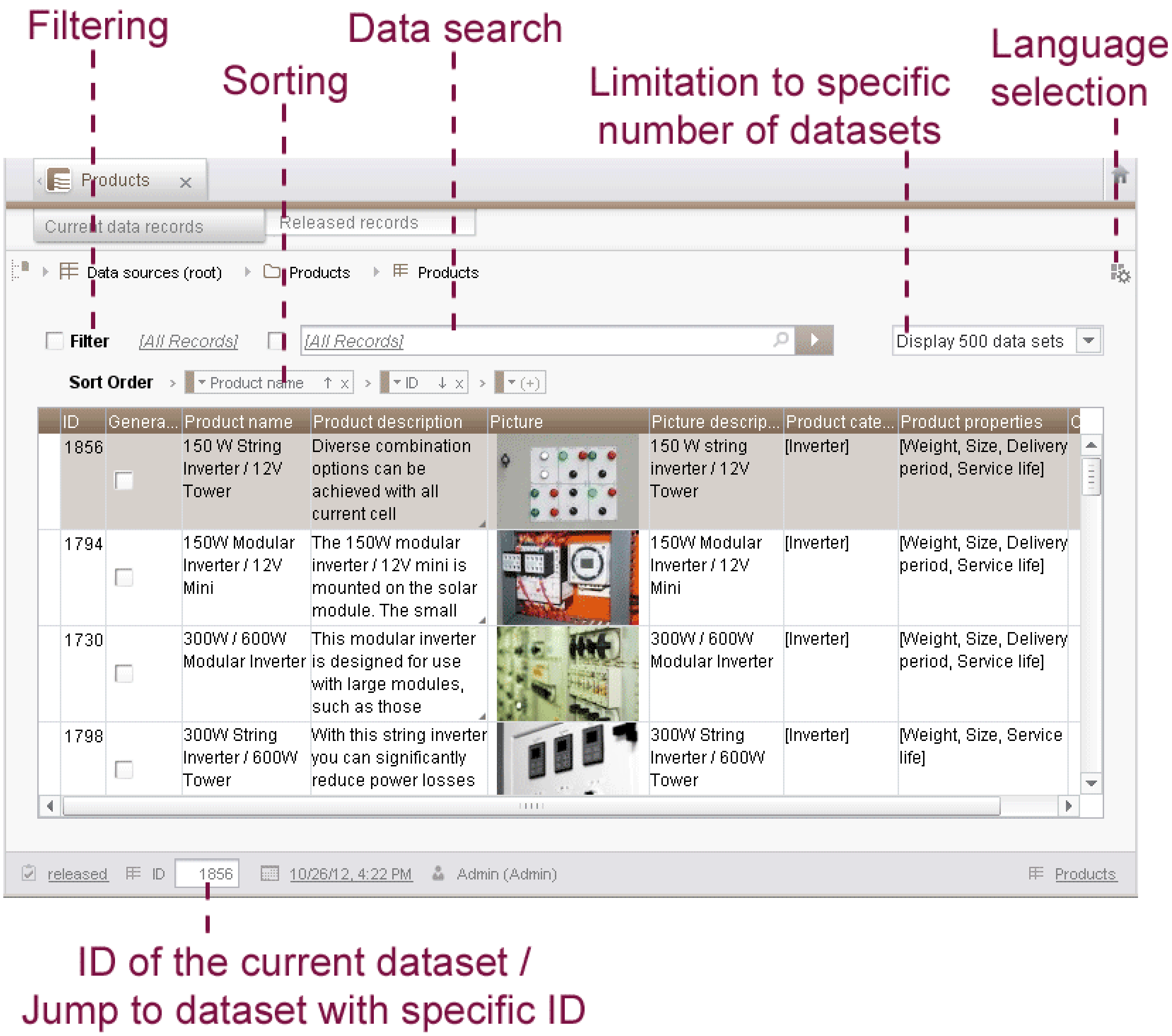
In the table template of the data source the template developer defines whether the datasets are to be displayed on one or more lines in the overview (see the FirstSpirit Online Documentation (ODFS), "Templates (basics) / Composition of templates / Database schemata / Table templates / Mapping tab" for more information). Not only the line height, but also the width and order of the columns are predefined. This default view can be changed manually; however, the default view is restored when the view is updated.

With a multi-line display, the texts in a cell are wrapped automatically. If a cell contains more text than can currently be displayed, this is indicated by the ◢ icon in the bottom right-hand corner. If the mouse cursor is moved across the cell, the cell text is displayed in a tool tip. Images referenced within the dataset are displayed as thumbnails.

As all the columns of a dataset cannot always be displayed at the same time, the order of the columns can be changed as required to enable the user to directly see the columns with the most important content. To change the order, click the column heading and drag it to the required position. In addition, you can change the column width by dragging the right-hand edge of the column label.

The view of the data source can also be adjusted to the user's individual requirements, by means of the following:

- Limitation to specific number of datasets (see section 6.2.1, page 171)
- Sort order (see section 6.2.2, page 171)
- Filter (see section 6.2.3, page 172)
- Data search (see section 6.2.4, page 172)
- Language selection (see section 6.2.5, page 175)



Filter [All Records] [All Records] Display 500 data sets

Sort Order › Product name ↑ › ID ↓ › (+)

ID	Genera...	Product name	Product description	Picture	Picture descrip...	Product cate...	Product properties	C
1856	☐	150 W String Inverter / 12V Tower	Diverse combination options can be achieved with all current cell		150 W string inverter / 12V Tower	[Inverter]	[Weight, Size, Delivery period, Service life]	
1794	☐	150W Modular Inverter / 12V Mini	The 150W modular inverter / 12V mini is mounted on the solar module. The small		150W Modular Inverter / 12V Mini	[Inverter]	[Weight, Size, Delivery period, Service life]	
1730	☐	300W / 600W Modular Inverter	This modular inverter is designed for use with large modules, such as those		300W / 600W Modular Inverter	[Inverter]	[Weight, Size, Delivery period, Service life]	
1798	☐	300W String Inverter / 600W Tower	With this string inverter you can significantly reduce power losses		300W String Inverter / 600W Tower	[Inverter]	[Weight, Size, Service life]	

released ID 1856 10/26/12, 4:22 PM Admin (Admin) Products

Figure 6-3: Data source with search, filter, and limitation

These options are only valid **temporarily**, after pressing <F5> or clicking the corresponding icon in the tool bar , the data source will again be displayed in the original view. The options can be combined with one another, which restricts the search results still further.

If the ID of a dataset is known, it can be entered in the input field in the status line. After pressing the <RETURN> key, the required dataset is displayed, provided any filtering that has been set allows this. As a default, the ID of the currently selected dataset is displayed in this field.

6.2.1 Limit the number of datasets displayed

It is possible to set the number of datasets to be displayed in data sources. This makes work easier, especially when working with data sources with lots of datasets. This is done using a dropdown menu, located on the right above the datasets (see Figure 6-3). The number of datasets displayed can be restricted to 100, 500, 1000 or 2000. The number is restricted to 500 by default. In order to display all the datasets, select the entry "Display all datasets". The user merely needs the "Visible" permission to use this function.

6.2.2 Sort Order

The datasets displayed can be sorted as follows by the various table columns:

Click a column header to display the datasets sorted by the values in the corresponding column. The first column specifies the change or release state; if sorting should be performed by this value, changed or not released datasets are displayed at the very top (or, by clicking again, at the very bottom).

Multiple columns can also be combined **using the "Sort Order" line** above the overview. The currently active sorting criteria are displayed in the line. The datasets are sorted according to the sequence displayed for the sorting criteria. The user can change the sequence of the sorting criteria by clicking the brown bar for the relevant sorting criterion, holding the mouse button down, and dragging. The up and down arrows (↑↓) are used to set the sorting direction and the x deletes the sorting criterion.

If the user wishes to select a different column for an existing sorting criterion, this can be done by clicking the column name. A list opens with the columns available for sorting (columns of the "FIRSTspirit Editor" type cannot be used for sorting). The user can add additional sorting criteria by clicking the plus sign ▾ (+). This also opens the list of columns available for sorting. Each column can only be selected once.

Clicking a column header always replaces the first sorting criterion in the sequence. If the selected column was previously a sorting criterion later in the sequence, this later sorting criterion is deleted.

6.2.3 Filter

☑ **Filter** The set (temporary) filter is used if the box to the left of the filter function is checked. If no filter is set, *[All Records]* is displayed. Clicking the filter function opens the dialog for filtering datasets (see section 4.3.15, page 153).

6.2.4 Search

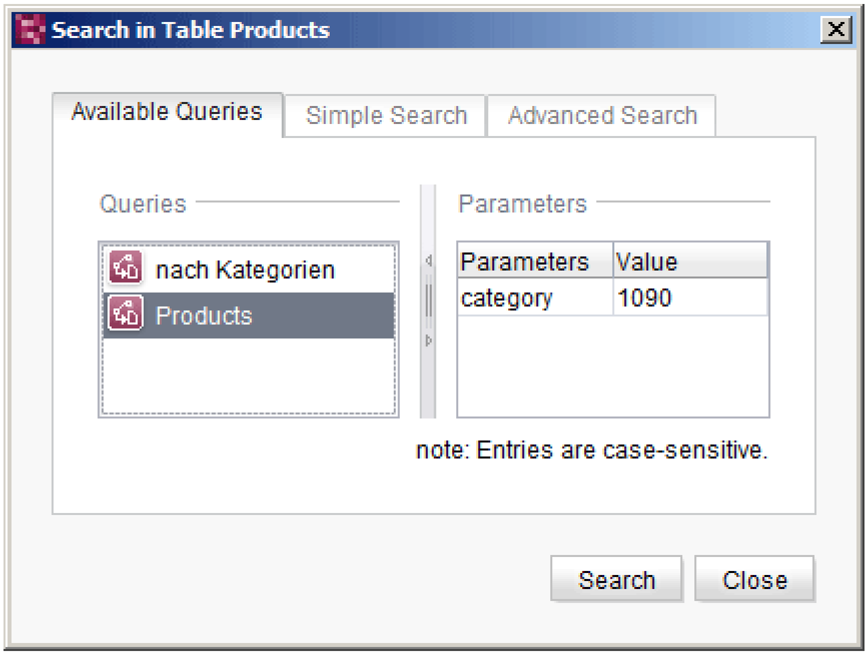
☐ *[All Records]* 🔍 ▶ This field can be used for full-text searches. For this purpose, the desired search term can be entered. Pressing <RETURN> or clicking the ▶ arrow icon displays the search results in the table. The search is active if the box to the left of the search function is checked.

The additional search options explained below are available via the 🔍 search icon next to the input field.

Because of the search technology used, search terms with hyphens (-) cannot be used. In order to become able to find terms with hyphen (for example: know-how) the words should be entered separately, e.g., (*know how*).

Starting with FirstSpirit version 5.1R4 the compound term can be used with hyphen.

6.2.4.1 Available Queries



nach Kategorien
Products

Parameters	Value
category	1090

note: Entries are case-sensitive.

Figure 6-4: Available Queries

Prepared standard search queries can be used on the "Available Queries" tab. These queries must have been created in the Template Store in advance in order to make the search for datasets easier here. You simply have to select one of the available queries and activate the **Search** button. The search results appear in the main window.

6.2.4.2 Simple Search

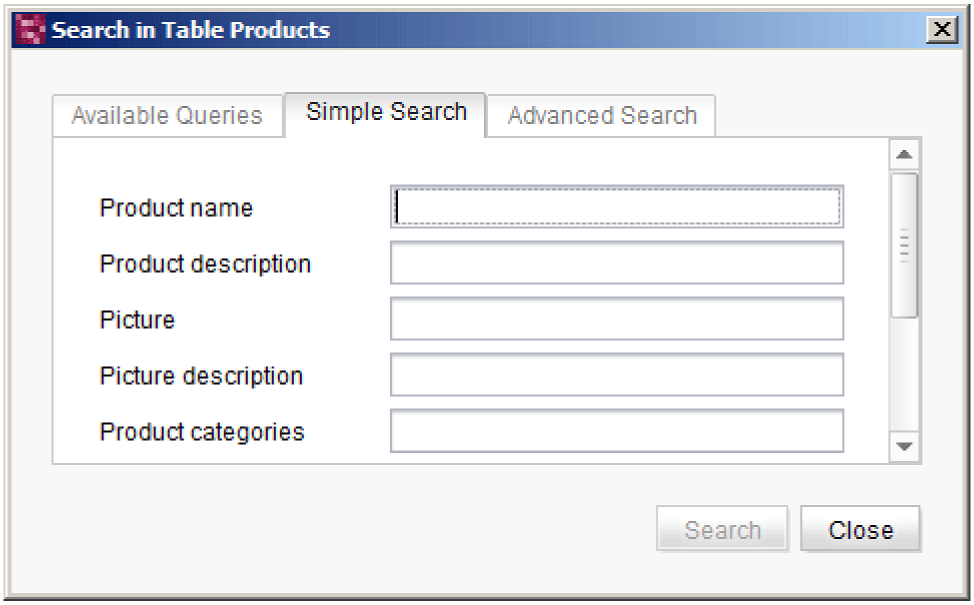
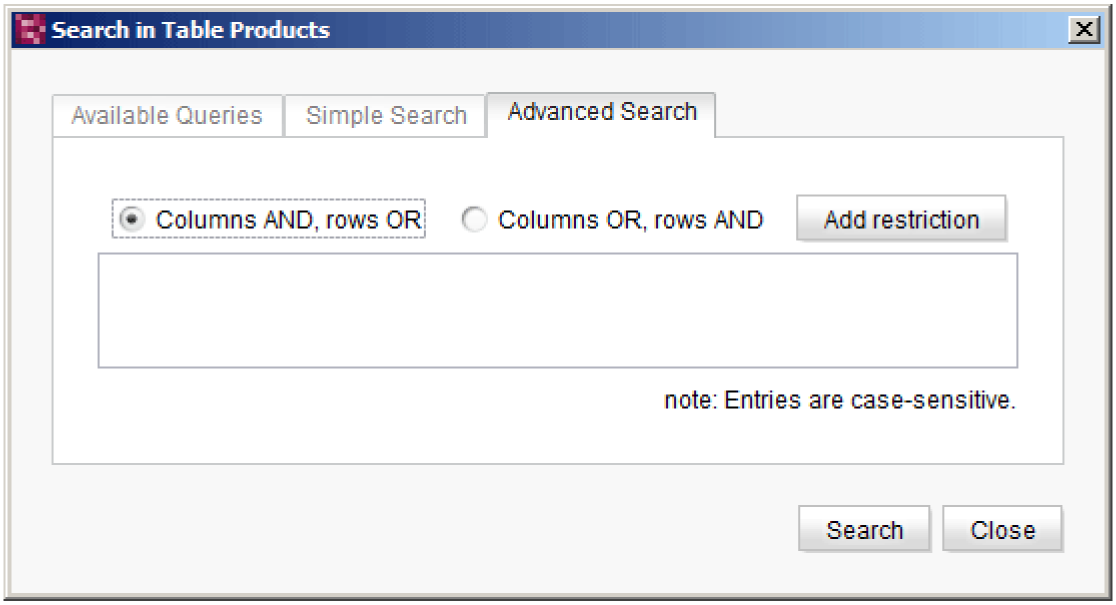


Figure 6-5: Simple Search

The "Simple Search" tab can be used to search for specific content in one of the input fields of a dataset. The required search term must be entered in the relevant input field and the **Search** button activated. A full-text search is performed for searches in other input fields of the datasets. References contained in the datasets are also searched through, e.g., references to media, page references, etc. Searches in input fields in which, for example, images are referenced, search through the respective reference names of the images. Terms can also be entered in several fields to further limit the search. The search results appear in the main window.

6.2.4.3 Advanced Search



● Columns AND, rows OR

○ Columns OR, rows AND

note: Entries are case-sensitive.

Figure 6-6: Advanced Search

The "Advanced Search" tab can be used to temporarily create your own queries in the same way as creating a query for a database schema in the Template Store (see the FirstSpirit Online Documentation (ODFS), "Templates (basics) / Composition of templates / Database schemata / Queries").

6.2.5 Language selection

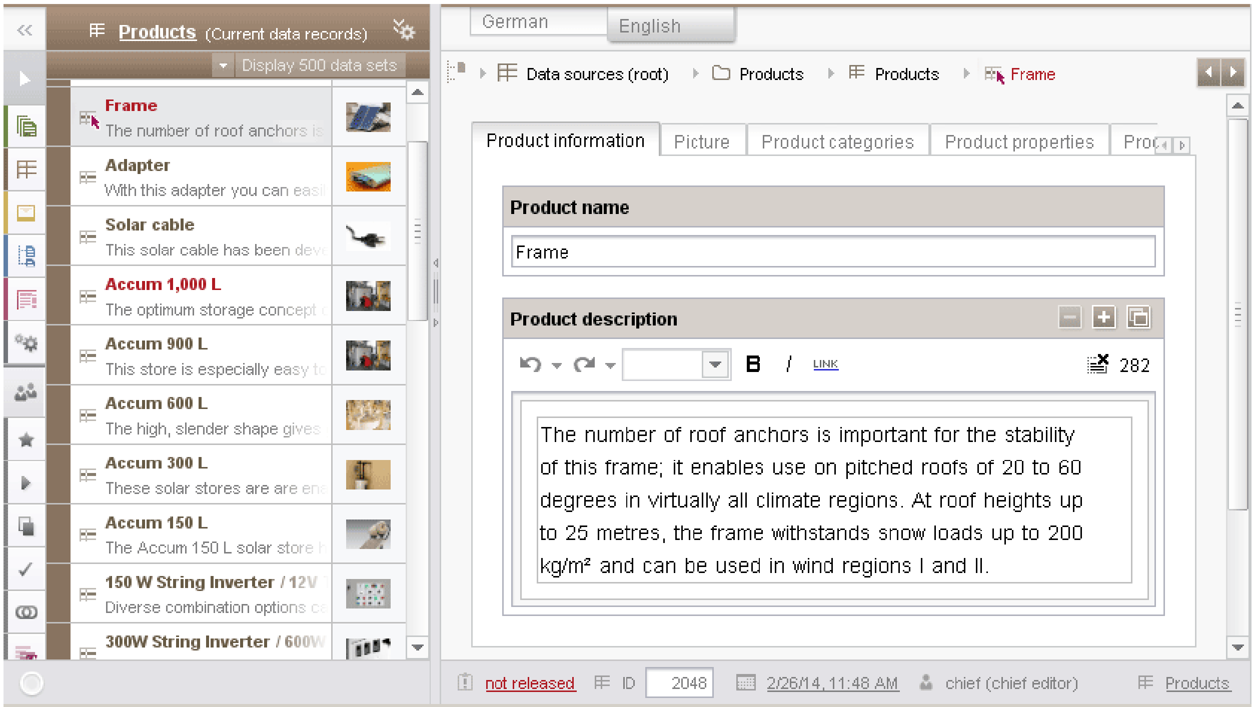
From FirstSpirit version 5.1.107 on, the language in which the datasets are to be displayed within the overview (see Figure 6-2) can be defined using the ⚙ icon at the right-hand side of the working space of a data source.

You can select from the available project languages (see Chapter 1.2.3 page 19). The setting will be stored for the respective project.

6.3 Editing area of a dataset (detailed view)

The input fields of the datasets (if available in the individual languages) can be edited in the detailed view. This view always opens when

- a dataset switches to edit mode (icon, context menu "Edit on/off", <Ctrl> + E),
- a new dataset is created (icon, context menu "New", <Ctrl> + N) or
- the user selects a dataset in the overview by double-clicking (see Figure 6-2).


Products (Current data records)
Display 500 data sets
Frame
The number of roof anchors is
Adapter
With this adapter you can easi
Solar cable
This solar cable has been dev
Accum 1,000 L
The optimum storage concept
Accum 900 L
This store is especially easy t
Accum 600 L
The high, slender shape gives
Accum 300 L
These solar stores are are en
Accum 150 L
The Accum 150 L solar store
150 W String Inverter / 12V
Diverse combination options c
300W String Inverter / 600V
German
English
Data sources (root)
Products
Products
Frame
Product information
Picture
Product categories
Product properties
Proc
Product name
Product description
B
I
LINK
282
not released
ID
2048
2/26/14, 11:48 AM
chief (chief editor)
Products

Product name: Frame

Product description: The number of roof anchors is important for the stability of this frame; it enables use on pitched roofs of 20 to 60 degrees in virtually all climate regions. At roof heights up to 25 metres, the frame withstands snow loads up to 200 kg/m² and can be used in wind regions I and II.

Figure 6-7: Detailed view for data entry

Brief overview

The left-hand part of the screen now displays a brief overview of the current datasets instead of the tree structure. This brief overview has a similar structure to the main overview:

-
Press releases (Current data records)
The heading shows the name of the selected data source. Clicking the name takes the user back to the main overview for this data source. The information in parentheses after the name shows whether the user is currently in the tab for the released datasets or the current datasets. (The user can switch between these tabs in the overview of the editing area, see Figure

6-2.)

- Filter, search, and sorting options can be shown/hidden and edited using the and icons next to the heading. See section 6.2.2, page 171 (Sort Order), section 6.2.3, page 172 (Filter), and section 6.2.4, page 172 (Search).
- The selected dataset is shown in gray in the list of displayed datasets. <CTRL> + <SHIFT> + up/down cursor key can be used to navigate to the previous/next dataset; the required dataset is displayed in the workspace by pressing <RETURN> or <space bar>. To switch directly to the next or last dataset in the list in edit mode use <Ctrl> + <Page down> and <Ctrl> + <Page up>.
- Datasets which are in edit mode are marked by a red arrow at the object icon .

Detailed information

The detailed content, including all input forms, is now displayed in the editing area for the selected dataset. Each dataset can be displayed on a separate workspace tab. and are used as object icon here and at other places (for example workspace tabs, "New" menu entries, bookmarks).

The path to the selected dataset is shown above the detailed information. The user can also switch to a different position in the tree structure via this path.

With the "Previous/Next" icons or the shortcuts <Ctrl> + <Page down> and <Ctrl> + <Page up>, the user can easily page through the datasets displayed in the brief overview and edit them one after another.

6.3.1 Creating a dataset

A new dataset can be added in two ways: as an empty dataset (with no values) or as a copy of an existing dataset.

Empty dataset: An empty dataset can be created using the icon in the tool bar, the keyboard shortcut <CTRL> + <N> or the context menu entry "New – Create dataset".

Copy of a dataset: To create a copy of an existing dataset, that dataset must be selected. The "Create a copy of dataset" function can then be selected either using the arrow next to the New symbol or via the relevant context menu entry on the dataset.

Edit mode is activated automatically for every new dataset that is created.

6.3.2 Editing a dataset

Edit mode must be activated for a dataset in order to edit it. (This can be done using the icon in the tool bar, the keyboard shortcut <CTRL> + <E> or the context menu entry "Edit on/off" on the dataset.)

A renewed click on the icon switches edit mode back off again and any changes made in the meantime are saved. If more extensive changes are being made, they can be stored before they are finished by clicking the icon or pressing <CTRL> + <S>.

Several datasets can be in edit mode simultaneously. To this end every dataset must be opened on a separate workspace tab.

6.3.3 Deleting a dataset

A dataset can be deleted both in the overview and in the detailed view. The system checks whether the dataset is still referenced and – if configured by the project developer accordingly – whether it is not used by another user.

A dataset is deleted **in the overview** using the icon in the tool bar, the keyboard shortcut <DEL> or the context menu entry "Delete" on the dataset. Several datasets can be deleted simultaneously in the overview. If you have selected more than one single dataset at once, only one confirmation prompt will be shown for all datasets. If you confirm, all selected datasets will be deleted.

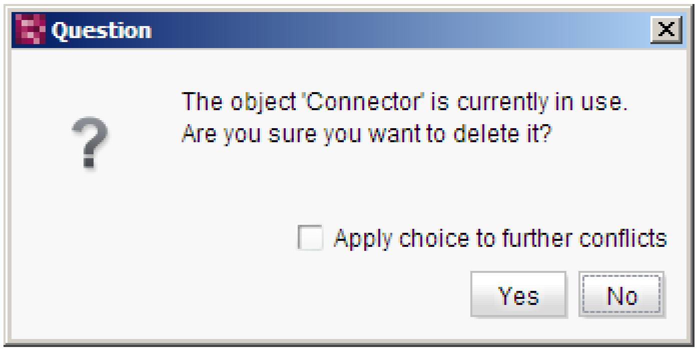
A dataset is deleted **in the detailed view** using the icon in the tool bar, the keyboard shortcut <DEL> or the context menu entry "Delete" on the dataset. After a dataset has been deleted in the detailed view, the remaining datasets of the data source are displayed in the overview again.

The deleted datasets are now removed from the current (not released) state. If a dataset is to be completely deleted from the data source, it must also be deleted with the released state (see section 6.4, page 181).

All deleted datasets can be restored again at any time using the "Restore deleted objects" function in the context menu of the respective data source (see section 4.2.5, page 138).

6.3.4 Deleting more than one selected datasets

If a server administrator selects several datasets and deletes them, the following dialog will be shown after confirming the question "Do you really want to delete the selected data records?" by "Yes" if at least one of the datasets is still referenced:



The object 'Connector' is currently in use.
Are you sure you want to delete it?

☐ Apply choice to further conflicts

- If you activate the option "Apply choice to further conflicts", clicking "Yes" will deleted all selected datasets without any further request. Clicking "No" will delete only those datasets which are no more in use. They will be specified within the following dialog.
- If the option "Apply choice to further conflicts" rests deactivated, the current dataset will be deleted by clicking "Yes". It will not be deleted by clicking "No". This query will be shown for all selected, used datasets.

6.3.5 Editing datasets in series

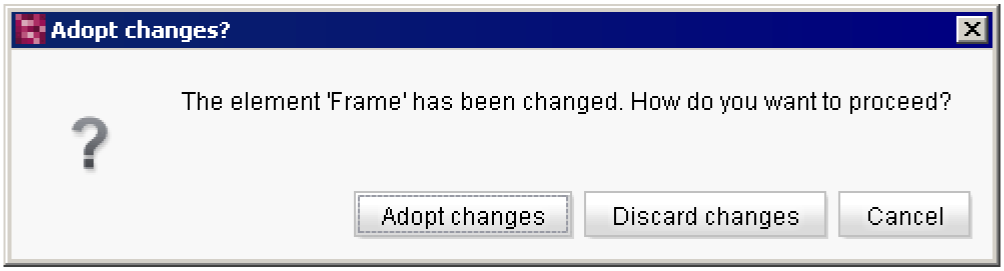
FirstSpirit SiteArchitect is designed for editing multiple datasets one after another ("editing in series"). Changes to a dataset are saved following a confirmation prompt when the user selects the next dataset to be edited. The datasets are edited on a single workspace tab to limit the amount of mouse movement required and all important functions can be executed via keyboard shortcuts.

If a dataset on the open workspace tab is in edit mode, the next dataset displayed in the brief overview can be selected as follows:

- By clicking on the desired dataset with the mouse
- Using the ◀▶ "Previous/Next" icons
- Via the keyboard shortcut <CTRL> + <SHIFT> + up/down cursor key, followed by <RETURN> or <space bar> on the required dataset

If **no changes** have been made to the dataset, edit mode is deactivated for the current dataset and activated for the next one.

If **changes** have been made to the dataset, a query appears:



The element 'Frame' has been changed. How do you want to proceed?

Figure 6-8: Query - Adopt changes?

Adopt changes: Clicking this button saves the changes that have been made to the dataset and closes edit mode. Edit mode is then activated for the new dataset.

Discard changes: Clicking this button discards all changes that have been made but not saved and closes edit mode. Edit mode is then activated for the new dataset.

Cancel: Clicking this button keeps edit mode open for the current dataset; edit mode is not activated for the new dataset.

6.3.6 Procedure in multi-user operation

When editing and saving datasets, two different methods are possible. The procedure to follow depends on the "Server locks in content store" option in the ServerManager (see the *FirstSpirit Documentation for Administrators*, "Options" section).

1. **Parallel working**
   If the "Server locks in content store" option is **deactivated**, parallel working is possible within a data source, i.e., multiple editors can activate edit mode for the same dataset. In this case only the changes of the editor who was the first to save the dataset are accepted initially. If the second editor now tries to save the changes to the dataset, the following message is displayed to them:

"The record has been changed by another editor. Your changes could not be saved!"
The user can then update the dataset to display the changes of the second editor or save their own changes despite this and therefore overwrite the changes of the other editor.

2. **Exclusive working**
   If the "Server locks in content store" option is **activated**, a second editor cannot activate edit mode for a dataset. If a dataset is currently being edited by another editor, information to this effect appears and the dataset cannot be edited or deleted.

6.4 Released datasets of a data source

If a project uses the release option, released datasets are displayed on a separate tab.

The display and responses of the "Released records" tab basically correspond to those of the "Current data records". However, the responses do differ in just a few places:

When **sorting the datasets** via the first column, sorting is performed based on the time of the last release. This way, you can click to display datasets that were released recently at the top of the list.

Datasets which only exist with the released state are identified by a gray marking in the first column. Datasets deleted in the current state can now be deleted here too. The deletion function is deactivated for datasets which have not been deleted in the current state.

7 Media Store

The Media Store is used to manage all the media used in a project. These can be images in any graphic format which are to appear on one or several pages of the website. They can include PDF files to be offered for downloading, sound files which are played back when certain links are clicked, etc.

The following elements can be created within the Media Store:

- Folders for structuring the media
- Language-independent images
- Language-dependent images
- Language-independent files
- Language-dependent files

Specific icons based on the file type are displayed for files too. In this way, the file type is immediately apparent in the tree structure, without having to change to the detailed view first.

7.1 Creating media

7.1.1 Creating a new medium

This function can be used to add a new medium to the Media Store. Click and a window opens in which the details for the new medium can be entered.

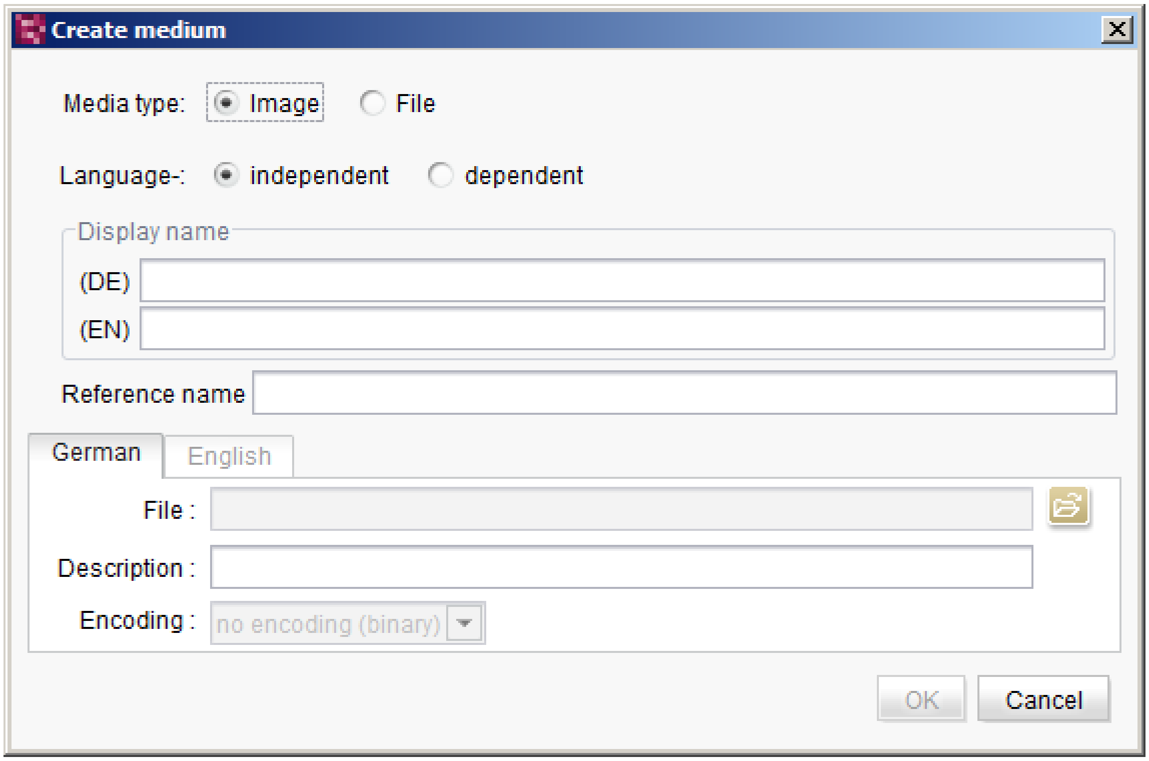

Create medium
Media type: ● Image ○ File
Language-: ● independent ○ dependent
Display name
(DE)
(EN)
Reference name
German
English
File :
Description :
Encoding : no encoding (binary)
OK
Cancel

Figure 7-1: New – Create medium

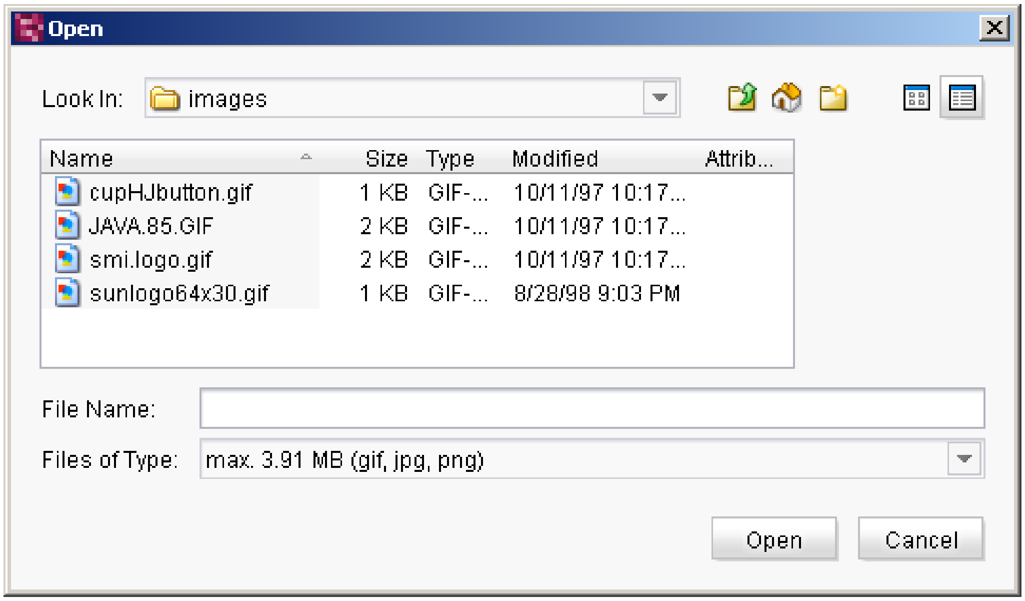
In the top part of the window, in the **Media type** line, you can select whether the medium is an image or a file. Use the **Language-** line to define whether the new medium is to be created language-dependent or language-independent.

A **language-dependent display name** can be assigned to the new medium for each editing language defined in the ServerManager. Either the display names or the reference name are then displayed in the tree view, depending on the setting in the "View – Preferred display language" menu (see section 3.1.5.2, page 46). The **Reference name** field is automatically filled with the value entered for the first display name by the editor, but can be changed (up to the initial creation of the object). The reference name may not contain any spaces, special characters or symbols. This is taken into account accordingly when the field is filled automatically.

> ! *The "Reference name" field is only displayed if this setting was configured accordingly in the ServerManager.*

In the bottom part of the window you can select a medium for each language of language-dependent media, otherwise select a medium for the master language only. Click the icon in the **File** field to select the required image or file from the directory structure of the workstation.

Selection of media via the file selection dialog can be restricted to files of a specific size and format according to the project configuration (see the *FirstSpirit Manual for Administrators*).



Look In: images

Name	Size	Type	Modified	Attrib...
cupHJbutton.gif	1 KB	GIF-...	10/11/97 10:17...	
JAVA.85.GIF	2 KB	GIF-...	10/11/97 10:17...	
smi.logo.gif	2 KB	GIF-...	10/11/97 10:17...	
sunlogo64x30.gif	1 KB	GIF-...	8/28/98 9:03 PM	

File Name:

Files of Type: max. 3.91 MB (gif, jpg, png)

Figure 7-2: File selection dialog with media restriction

Media that are larger than the maximum size defined in the project properties and/or have a file name extension which is not allowed are not made available to choose from in the file selection dialog. The restrictions are displayed again in the "Files of Type:" field. In the example in Figure 7-2, files with file name extensions "jpg", "png", and "gif" up to a size of 3.91 MB may be selected and uploaded. Click "Open" to copy the selected medium into the dialog in Figure 7-1.

A corresponding warning appears if files from the workstation's directory structure that are not allowed on the basis of the media restrictions are added to the Media Store by means of "drag-and-drop". The files will not be added to the Media Store.

An explanatory text for the image can be entered in the **Description** field; this is used in the Media Store only. When adding files, use the **Encoding** field to set the standard by which the original file is to be converged. (More precise information on the individual character sets are given in the *FirstSpirit Manual for Administrators*.)

Click the "OK" button to take over the medium to the Media Store; the dialog will then close.

7.2 Editing area at folder level

The same views and setting options are available in the editing area for the root node of the Media Store as in the folders of the Media Store.

7.2.1 Overview tab

All folders and media located in the selected folder are displayed on the Overview tab.

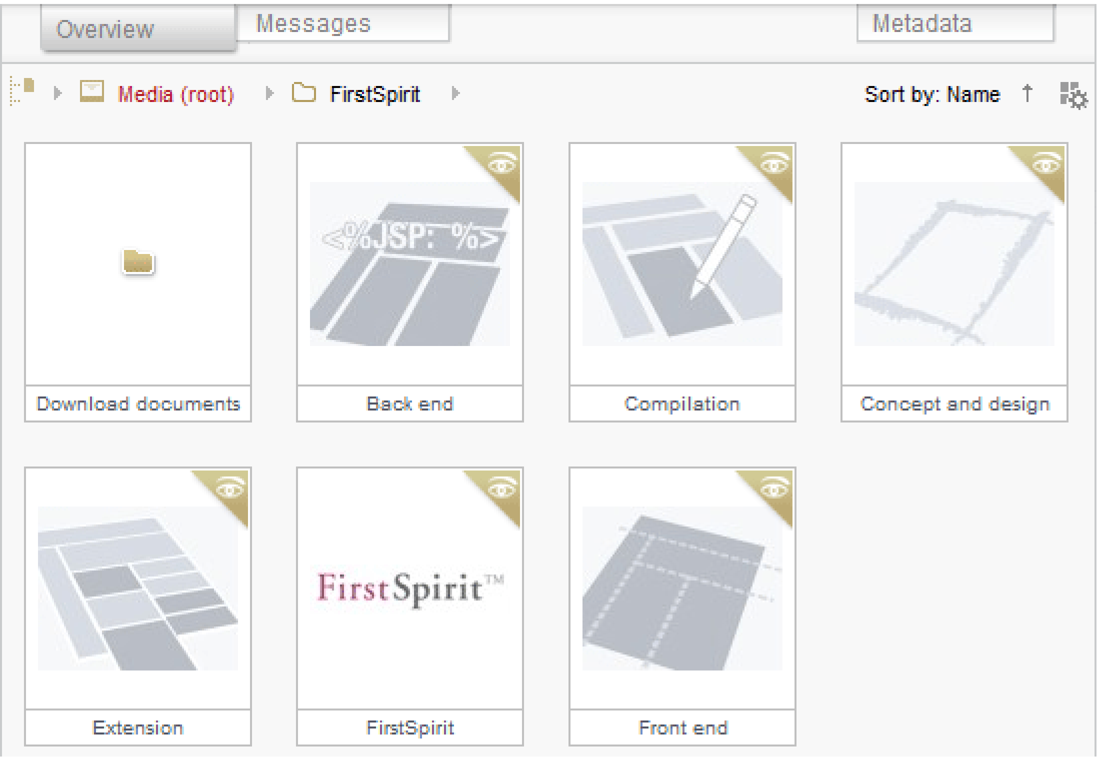


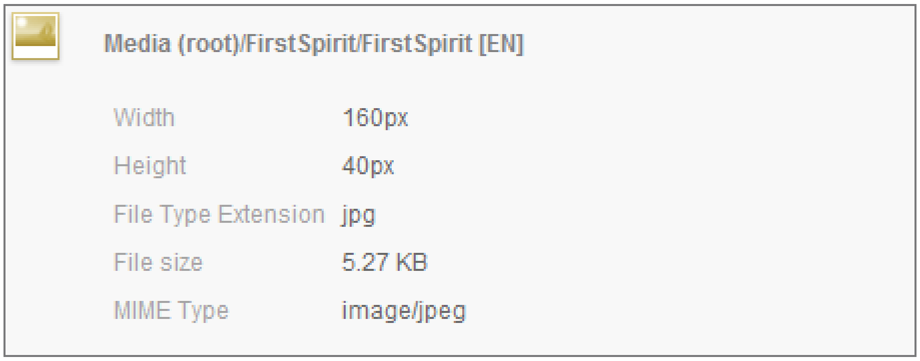
Figure 7-3: Folders view – Overview tab

Specific icons based on the file type are displayed for files. File types for which no separate icon is used are displayed with the icon; language-dependent files have a special identifier: .

A medium is surrounded by a frame whenever the mouse pointer is held over it. Selections are assigned a permanent frame.

An extended **tool tip** is displayed as a means of providing a faster overview of a medium's data. This tool tip contains the following information (if available) on the medium concerned:

- File type icon
- Path
- Name
- Description
- Width, height
- File name extension
- File size
- File type



Media (root)/FirstSpirit/FirstSpirit [EN]

Width	160px
Height	40px
File Type Extension	jpg
File size	5.27 KB
MIME Type	image/jpeg

Figure 7-4: Tool tips for media in the overview

If the integrated preview is enabled for media (see section 3.1.5.5, page 49), the icon in the top right-hand corner indicates that the file concerned can be displayed in the integrated preview (see section 3.4.2, page 113). The medium will open in the integrated preview by clicking this icon once.

Sort by: Name ↑ The media in the overview can be displayed sorted in either ascending or descending order by name or change date. Click the sorting criterion or the sorting direction to change them.

⚙ You can use this icon to set which content is to be displayed on the "Overview" tab. The modified settings apply to all folders in the Media Store, but are only retained for the duration of the current session. The following setting options are available:

- Displayed file types
    - **Show images:** All images in this folder are displayed.
    - **Show files:** All files in this folder are displayed.
    - **Show folders:** All subfolders of this folder are displayed.
    - **Show folder content:** The respective contents of the subfolders are also displayed.
- Display language
  In the case of language-dependent images the user can select for which project language the associated preview is to be displayed.

7.2.2 Messages tab

The Messages tab contains a message board for exchanging object-specific messages.

Detailed information on the use of message boards is given in section 12.2 "The message board" starting on page 304.

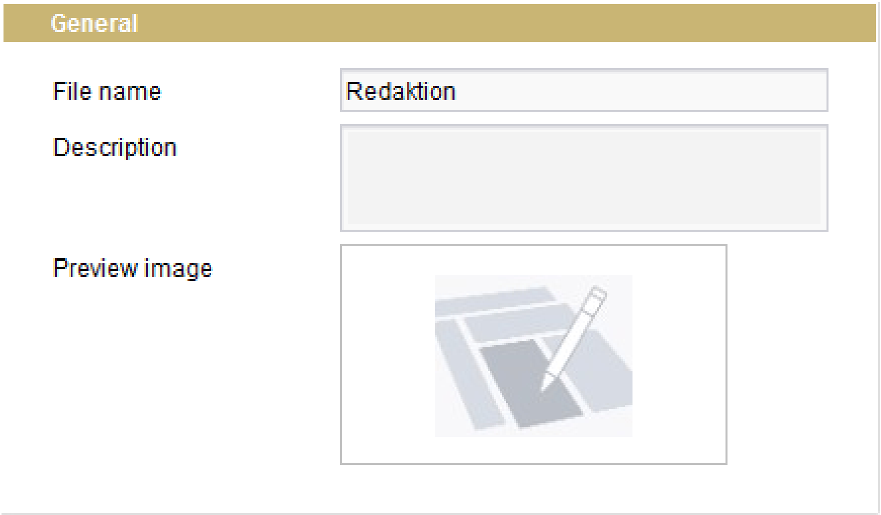
7.3 Editing area for images

The editing options for language-dependent and language-independent images are identical. For language-dependent images there is a separate tab for each project language on which the same setting options are available again.

⚙ This icon in the top right-hand corner can be used to set which display is to be shown for the individual resolutions. The modified settings apply to all images in the Media Store, but are only retained for the duration of the current session. The following setting options are available:

- Display of the resolution
    - **List view:** A list containing all resolutions
    - **Thumbnail:** All files in this folder are displayed.

7.3.1 General



General

File name: Redaktion

Description:

Preview image

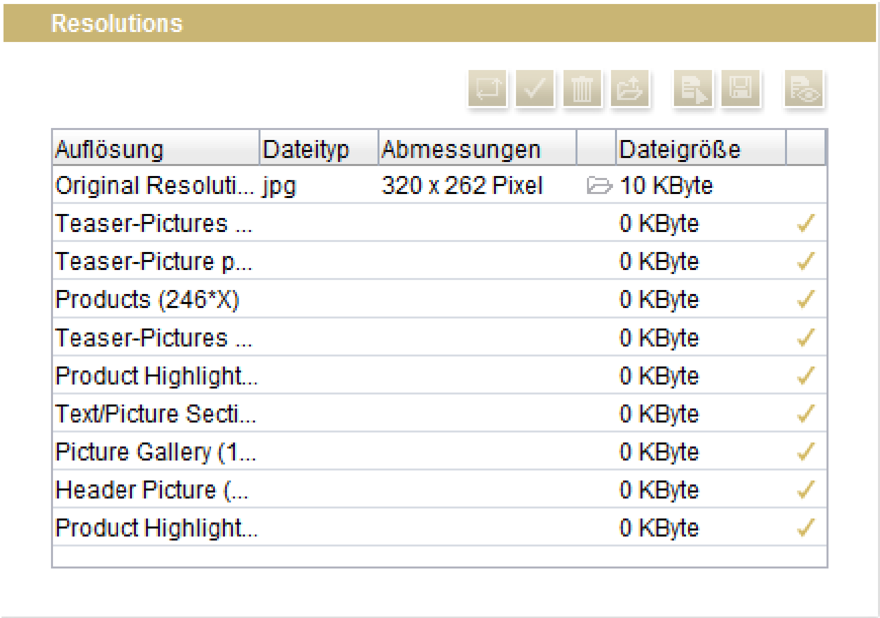
Figure 7-5: Image editing area - General

File name: This row automatically contains the name without the corresponding file extension under which the selected medium is stored on the server. This name can be used to link the image on the website.

Description: This field can be used to enter an explanatory comment on this image which, among other things, can be used as a tool tip on the website. The explanatory comment on the image should of course be written in the relevant language.

Preview image: A preview (thumbnail) of the current image is automatically displayed in this field. If the integrated preview for media has been activated (see section 3.1.5.5, page 49), then the image is displayed in the integrated preview by clicking the preview image (see section 3.4.2, page 113). Otherwise the image is displayed in a separate preview window.

7.3.2 Resolutions – List view



Auflösung	Dateityp	Abmessungen		Dateigröße	
Original Resoluti...	jpg	320 x 262 Pixel	🗁	10 KByte	
Teaser-Pictures ...				0 KByte	✓
Teaser-Picture p...				0 KByte	✓
Products (246*X)				0 KByte	✓
Teaser-Pictures ...				0 KByte	✓
Product Highlight...				0 KByte	✓
Text/Picture Secti...				0 KByte	✓
Picture Gallery (1...				0 KByte	✓
Header Picture (...				0 KByte	✓
Product Highlight...				0 KByte	✓

Figure 7-6: Image editing area - Resolutions - List view

This area contains a list of all the resolutions defined for the project in the project settings (see the "FirstSpirit Manual for Administrators") and options for changing the current image.

The "Original Resolution" row describes the original image, as can be seen in the thumbnail. In addition, the file type (here: JPG file), the dimensions (here: 320 x 262 pixels), and the file size (here: 10 KByte) are displayed.

The other resolutions are calculated automatically by the system when needed. It is also possible to upload user images at any resolution or to determine image sections (see section 7.4.1, page 191). Each edited or uploaded image is also displayed with the file type, dimensions, and file size, as well as the relevant state (✓, ❗ or ❓).

Above the list is a row of icons that can be used to carry out certain editing functions for the individual resolutions. These functions are described in detail in section 7.4.1, page 191.

The list can be sorted by a particular column by clicking its header. The column width can be expanded to make it easier to read the names of the resolutions.

7.3.3 Resolutions – Thumbnail

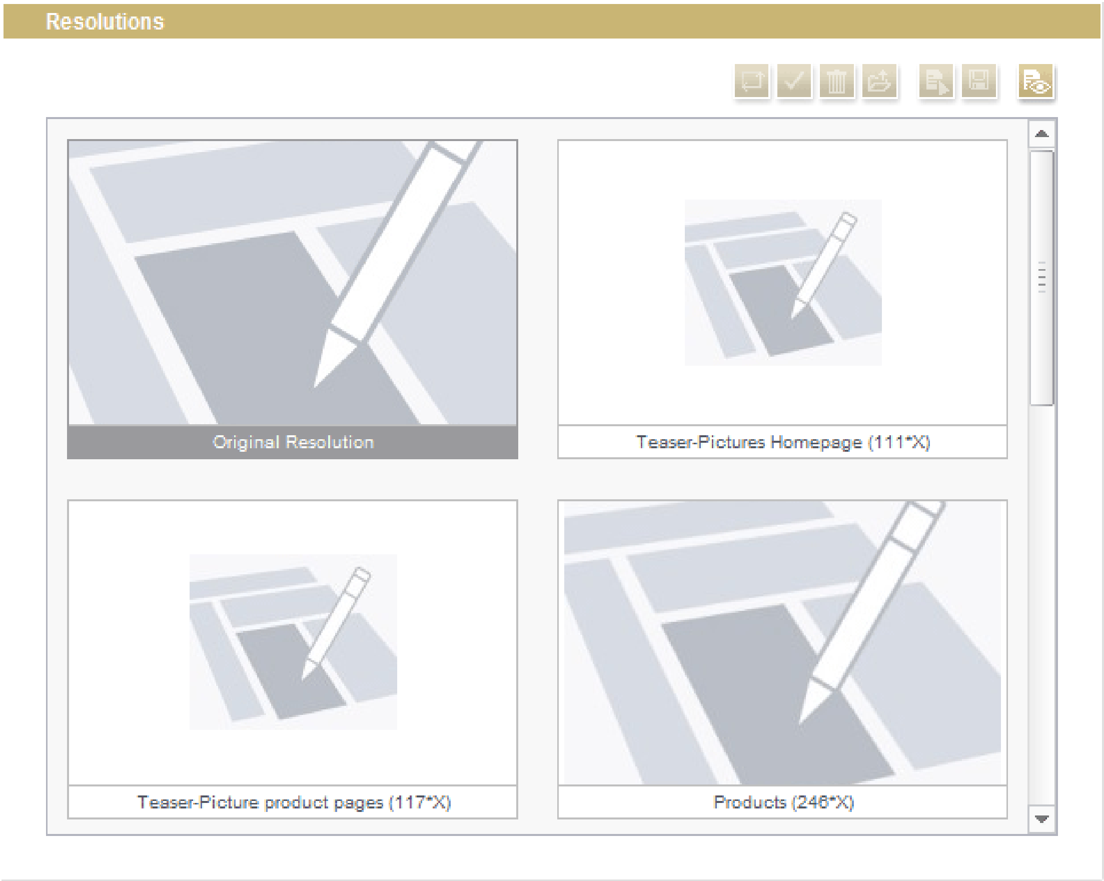

Resolutions
Original Resolution
Teaser-Pictures Homepage (111*X)
Teaser-Picture product pages (117*X)
Products (246*X)

Figure 7-7: Image editing area - Resolutions - Thumbnail

This area displays all the resolutions defined for the project in the project settings (see the "FirstSpirit Manual for Administrators") as thumbnails.

The name of the respective resolution is given for each preview image. If the integrated preview for media has been activated (see section 3.1.5.5, page 49), then the image is displayed in the integrated preview by clicking the preview icon (see section 3.4.2, page 113). Otherwise the image is displayed 1:1 in a separate preview window.

7.4 Editing images

FirstSpirit provides various options for making simple changes to images from the Media Store without having to open them in external image editing software. In this way, images can be cropped, rotated or mirrored, for example. At the same time, the user is also able to make more extensive changes either using external image editing programs or via integrated image editing in the AppCenter area of SiteArchitect.

7.4.1 Functions in the editing area

The following functions can be performed for every resolution. To do this, the required resolution must be selected first by clicking the respective row. The icons are then only active if the corresponding function can be performed for the resolution.

Crop image: Click this icon to open an editing window in which you can edit the resolution (see section 7.4.2, page 194).

The original image can also be edited. In this case a confirmation prompt is displayed: "Do you really want to crop the original image?"

Resolution checked: This icon is only active if the original image of a cropped image has been subsequently replaced. The resolution of the cropped image is not automatically adjusted to the size of the new original image and must therefore be manually checked and, if necessary, adjusted. Click this icon to change the ? icon in the list of resolutions to ✓.

Delete stored image: This icon can be used to undo the editing of a resolution (by cropping, uploading a new image or editing in the external editor); the resolution is rendered once again from the original image. The original image itself cannot be deleted with this icon.

Select new image: Click this icon to open a window in which you can move through the file structure at your workstation to search for the required image.

If the size of the uploaded image does not match the size of the specified resolution, the ! icon is displayed in the list. The image is then output on the website exactly as it was uploaded.

Edit: Click this icon to open the current image in the editor entered for the respective file format in the *Global settings/User Settings* or set in the operating system. If a resolution already exists, it is loaded in the editor; otherwise the original image is opened. After the changes have been made in the external editor, the image must be saved in the external editor (it is not necessary to give file names or directory paths). When the external editor is opened, a window is opened at the same time in which all elements opened externally are listed.

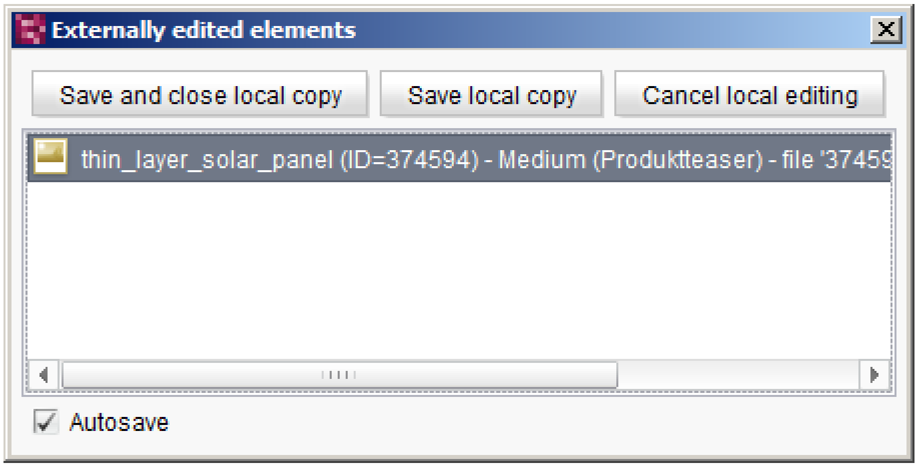

Externally edited elements
Save and close local copy
Save local copy
Cancel local editing
thin_layer_solar_panel (ID=374594) - Medium (Produktteaser) - file '3745
☑ Autosave

Figure 7-8: Externally edited elements

If the "Autosave" option is active, the changes saved in the external editor are always automatically adopted from the local storage location into the Media Store of SiteArchitect. (Only changes saved in the external editor can be automatically adopted.) When the window is closed, all open files can be discarded.

If the "Autosave" option is not active, then the changes saved in the external editor have to be adopted into the Media Store of SiteArchitect by clicking the "Save and close local copy" or "Save local copy" button. If the "Cancel local editing" button is used, the changes already saved externally are discarded and are not adopted in SiteArchitect.

If the size of the edited image does not match the size of the specified resolution, the ⚠ icon is displayed in the list. The image is then output on the website exactly as it was saved after editing.

Save local copy: If changes saved in the external editor are not automatically integrated in SiteArchitect, click this icon to copy the edited image from the local storage location into the Media Store of SiteArchitect.

Preview: Opens a preview of the resolution in a pop-up window with 1:1 display, in the same way as it is also output on the website. Alternatively, this preview is also obtained by double-clicking the respective row with the resolution concerned.

In addition, the following icons are used in the list:

Cropped: This icon indicates that the image has been edited using the dialog in Figure 7-9.

Uploaded: This icon indicates that the image has been uploaded using the icon or edited using the icon.

✓ Checked: This icon indicates that the deposited image corresponds to the predefined resolution or can be automatically rendered by the system.

❗ Wrong resolution: This icon indicates that in the case of images uploaded using the icon or edited using the icon, the deposited image does not correspond to the predefined resolution. The image is output on the website exactly as it was deposited.

❓ Not yet checked: This icon is displayed if a cropped resolution exists and if the original image was replaced after the cropping. The cropped resolution should be checked and, if necessary, adjusted. Several options are available for this:

- : The image is edited internally. In this case the original image is used. After saving, the ❓ icon in the list of resolutions becomes a ✓.
- : A new image is uploaded. If the dimensions of the uploaded image match the resolution, the ❓ icon in the list of resolutions becomes a ✓. Otherwise a ❗ is displayed.
- : The image is edited in an external editor. The resolution of the edited image is not checked and has to be manually confirmed using the ✓ icon. The ❓ icon in the list of resolutions becomes a ✓.

- ☑: The current sizing is retained without changes. The ? icon in the list of resolutions becomes a ✓.

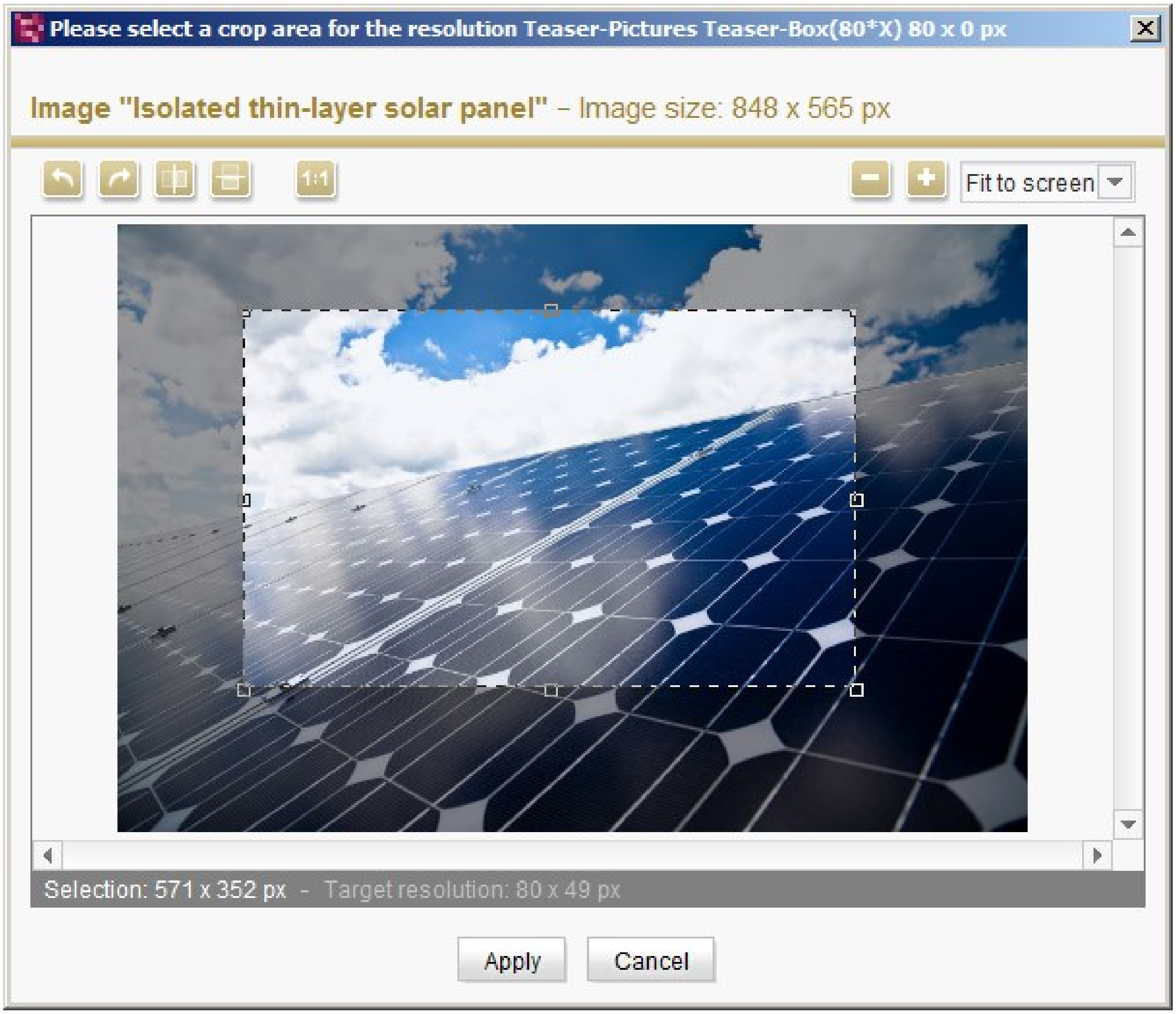
> *Resolutions that were not edited beforehand are automatically re-rendered with the new original image and displayed if the original image has been replaced.*

7.4.2 Integrated cropping function

If the cropping function is called using the ⛶ icon, the system first checks whether a resolution already exists and whether it is based on the original image or another image:

- If no resolution exists yet, the original image is opened for editing in the following dialog (see Figure 7-9).
- If a resolution exists which is based on the original image, the original image is also opened for editing in the following dialog (see Figure 7-9).
- If a resolution exists which is not based on the original image but on an uploaded image, a message first appears: "This resolution is not based on the original medium. Further resizing can cause loss in quality." and then the uploaded image is opened for editing in the following dialog (see Figure 7-9).

> *In this case only the cropped image is saved, the sizing can only be made smaller at a later date.*



Please select a crop area for the resolution Teaser-Pictures Teaser-Box(80*X) 80 x 0 px

Image "Isolated thin-layer solar panel" - Image size: 848 x 565 px

Selection: 571 x 352 px - Target resolution: 80 x 49 px

Figure 7-9: Cropping function for images

The selected image can now be edited in this dialog. Apart from the image name, the current image size is also displayed (here: 848 x 565 pixels).

The following editing options are available:

If the image is larger than the target resolution, the frame can be used to select a suitable cutout from the image. The first time the image is edited, as a default the frame is displayed centered in the size of the target resolution. The image area outside the frame has a gray background. If the image has already been edited, the frame is shown in the size and in the location where it was previously saved.

Click inside the frame and drag to move it within the image. The size of the frame can be changed with the help of the handles. In the case of resolutions for which the "Keep aspect ratio" option was activated in the project properties (see the *FirstSpirit Manual for Administrators*) or which have a fixed size (e.g., 400 x 300 pixels), the frame can only be enlarged or reduced in size proportionally. The frame therefore only has handles in the corners. In the case of resolutions without a specific aspect ratio, the frame also has handles on the sides. The corner handles can be used to proportionally enlarge or reduce the size of the image by simultaneously pressing the <SHIFT> key.

> ! *If the original image is to be edited, a frame must be manually pulled onto it first.*

Selection: These pixel dimensions specify the current size of the frame. If a smaller cutout than the target resolution is selected, the size details appear in yellow lettering. In this case a loss in quality can occur as the system will automatically scale the image larger. If a larger cutout than the target resolution is selected, the system automatically scales down the image to the resolution size.

Target resolution: These pixel dimensions specify the size defined for this resolution in the project properties (see the *FirstSpirit Manual for Administrators*).

↶ Rotate 90° to the left: This icon can be used to rotate the image through 90° to the left. If necessary, the selection frame must be moved or reduced in size within the image so that the selection can be accepted.

↷ Rotate 90° to the right: This icon can be used to rotate the image through 90° to the right. If necessary, the selection frame must be moved or reduced in size within the image so that the selection can be accepted.

Flip horizontally: This icon can be used to mirror the image horizontally.

Flip vertically: This icon can be used to mirror the image vertically.

1:1 Selection in 1:1 scale: This icon can be used at any time to reset the selection frame back to the size of the target resolution.

❗ *If the image is smaller than the target resolution, this icon is inactive here, as well as in the original image.*

− Reduce zoom size: As a default, the size of the image to be edited is adjusted to the size of the edit window. This icon can be used to reduce the size of the zoom to enable a larger area of the image to be viewed.

+ Increase zoom: This icon can be used to increase the zoom to examine a cutout of the image in greater detail. A pixel grid is also provided for high zoom levels.

Alternatively, the mouse wheel can be used to zoom into and out of the image.

Select ▾: This combobox can be used to select predefined zoom levels. Use the "Fit to screen" option to return to the initial zoom view.

The **Accept** button is used to save the image with its current edit status and the pop-up window closes. If the edited image is based on the original image, another image cutout can be selected later, if necessary. If the image is not based on the original image, the cropped image is saved. The sizing can only be made smaller at a later date. The same applies if the original image has been edited.

The image is now displayed in the list of resolutions with its file type, image size, and file size. The ⌗ icon indicates that the image has been edited using the cropping function.

7.4.3 Editing media in the integrated preview

❗ *If using applications in the integrated preview, please note that FirstSpirit provides the interfaces required for application integration, but in general does not have any influence on the integrated applications themselves. Integrated third-party applications are not included as part of FirstSpirit. This means, among other things, that the manufacturer, customer or partner who developed the integrated application is responsible for its functionality.*

In order to edit images in the integrated preview, the image to be edited must be set in edit mode in the Media Store and the required resolution selected with a click of the mouse.

The different resolutions are displayed in the ribbon of the integrated preview. If more resolutions exist than can be displayed in the current height, it is possible to scroll up or down in the ribbon. The original resolution and manually edited resolutions are displayed with strong colors, which are automatically rendered by the system; resolutions which have not been edited are displayed in pale colors.

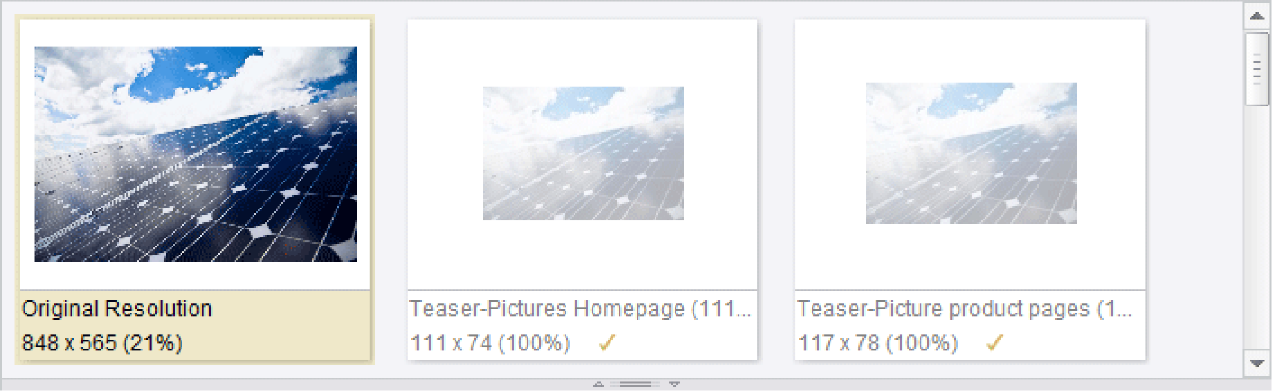


Figure 7-10: Resolutions in the integrated preview

The icons used for editing within the integrated preview are found below the ribbon containing the different resolutions. These options always relate to the resolution selected in the ribbon (yellow border). Below the icons is the area in which the image can be edited using the respective available functions.

Initially, the cropping function is also available in the integrated preview if the "Crop image" icon is clicked (see section 7.4.2, page 194).

Changes to images/resolutions first have to be copied from the local storage location into the Media Store of SiteArchitect by clicking the icon. Finally, the changes must be saved using the "Save" or "Exit Editing" button.

Click the icon again to exit editing; any changes not saved are not adopted in FirstSpirit.

Different editing options are available via the **Enhanced image editing** button, depending on the settings made in the "View" menu under the "Integrated preview" and "Graphic engine" points:

Advanced Image Editor	(see section 7.4.4, page 199)
Simple image editing (PicMonkey)	(see section 7.4.5, page 206)
Enhanced image editing (Pixlr)	(see section 7.4.6, page 207)

7.4.4 The Advanced Image Editor

If the "Graphic engine – Advanced Image Editor" option is activated, images and individual resolutions can also be edited using Advanced Image Editor via the **Enhanced image editing** button.

Note: The release for use of the Advanced Image Editor is explicitly given "without function guarantee" for the application itself. In other words, e-Spirit does not provide a guarantee for the image editing functions, neither explicitly nor implicitly, and instead they are released for use "as is". If using image editing functions is critical for production, external editing software with the appropriate manufacturer support should be used. Use of the Advanced Image Editor on the Mac OS is currently severely limited.

After clicking this button, the editor with its editing functions and tools, plus the image file with the resolution selected in the ribbon are displayed in the edit window below the ribbon:

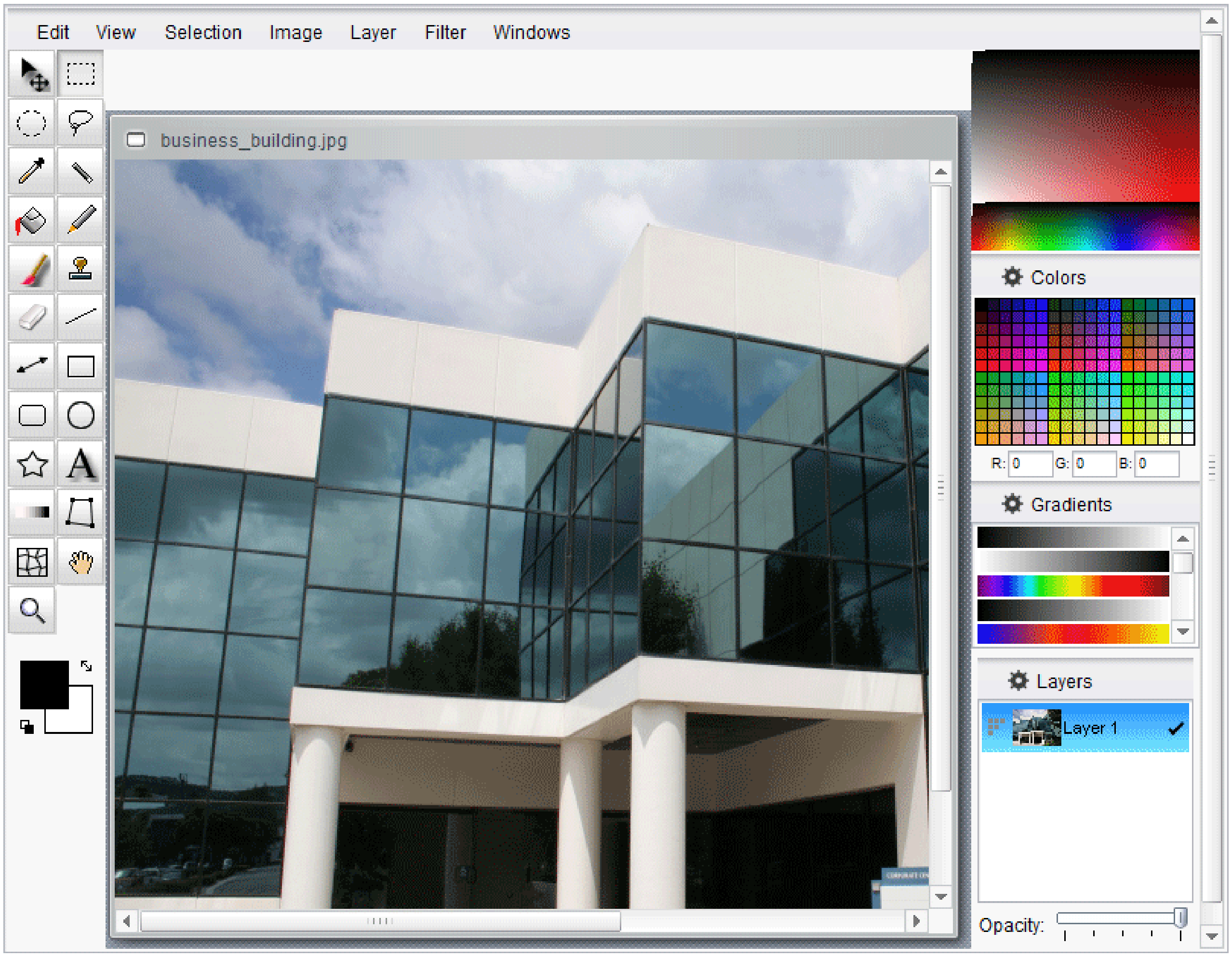


Figure 7-11: Enhanced image editing – Advanced Image Editor

Changes to images/resolutions first have to be copied into the Media Store of SiteArchitect by clicking the 💾 icon. You can then continue editing the image. Finally, the changes must be saved using the "Save" or "Exit Editing" button.

Click the **Enhanced editing** button again to close the editor; any changes not saved are not adopted in FirstSpirit.

The functions available in Advanced Image Editor are comparable with those in other relevant image editing/processing programs.

> ! *Several menus, tool tips, and configuration dialogs (e.g., for filters) cannot be localized for technical reasons and are therefore only available in English.*

Several of the keyboard shortcuts displayed in the menus do not work for the editor, but instead perform the function known to date in SiteArchitect.

7.4.4.1 Tool bar

Some tools provide enhanced configuration options. These are displayed above the image, below the menu bar.

Selection tools

This icon can be used to move a selection or to resize it using the selection handles.

Use these icons to select a square/rectangular, round/oval or user-defined cutout of the image for further editing. Such a selection can, e.g., be applied using the "Edit" menu, modified using the "Selection" menu, and moved using the icon. All painting tools (see below) are only applied within a selection. Additional functions are available with the Ctrl key pressed.

This icon can be used to select contiguous areas, which have the same or a similar color.

Use this icon to select through the color of pixels in the image.

Painting and drawing tools

Use this icon to fill adjacent areas with a similar color.

This icon can be used to draw a hard-edged freehand line.

This icon can be used to draw soft colored lines.

This icon can be used to duplicate a defined area of the image.

This icon can be used to make pixels of the image transparent.

These icons can be used to create straight lines and arrows with a definable width and fill method.

These icons can be used to create filled or unfilled squares/rectangles, with angular or rounded corners, circles/ovals or stars.

View

If the image window has scroll bars due to the zoom level set, this icon can be used to move the image within the window.

This icon can be used to increase/reduce (Ctrl) the zoom level (zoom in/out).

Other

This icon can be used to insert a layer with text into the image.

This icon can be used to add color gradients.

These icons can be used to modify the perspective of the image by moving the corner points or to distort the image using a grid.

These icons are used to display the current foreground and background color. They can be swapped using the arrow icon. Use the black & white icon to select black and white as the background/foreground color.

7.4.4.2 Menu levels

"Edit" menu

This menu is used to apply selections. They can be

- cut (**Cut**)
- copied (**Copy**)
- pasted (**Paste**)
- deleted (**Delete**)

- If several layers exist on top of each other, **Copy Merged** is used in the selected area to create a copy of all visible layers reduced to one layer.
- In addition, editing steps can also be undone (**Undo**).

"View" menu

This menu is used to control the view of the image:

- Use the **Zoom in** and **Zoom out** entries to gradually zoom the image.
- Use the **1:1**, **2:1**, **4:1**, **8:1**, and **16:1** entries to set a specific zoom level.
- The **Show Grid** entry displays a grid overlay on the image.
- Use the **Show Selection as Mask** entry to display the selection as a mask.

"Selection" menu

Use this menu to modify an existing selection:

- **Select All:** Selects the whole image.
- **Select None:** Empties the selection so that there is no longer any selection in the image.
- **Invert:** Selects the area of the image previously not selected.
- **Feather...:** Creates a selection with soft edges. The radius can be specified.
- **Grow:** Increases the selection by the specified radius.
- **From Layer Transparency:** Selects all transparent areas of the image.
- **New Layer from Selection:** Creates a layer based on the selection.

"Image" menu

Use this menu to modify the whole image:

- **Crop:** Removes all parts of the image except for the selection.
- **Image Size...:** This can be used to change the size of the image.
- **Flip Horizontal/Vertical/Diagonal:** Mirrors the image horizontally/vertically along the vertical axis or diagonally about the transverse axis.
- **Rotate 90/-90/180/…:** Rotates the image through 90° in the clockwise or anticlockwise direction, or through 180° in a clockwise direction or by the number of degrees defined by the user.
- **Fill Selection:** Fills the whole current selection with the selected foreground color.

"Layer" menu

This menu is used to create, modify and delete layers. On exiting the Advanced Image Editor, several layers are merged to form one; the next time the Editor is started, only this layer is available.

- **New Layer/via Copy/via Cut:** Creates a new empty layer, creates a layer with the content of the current selection or creates a layer with the content of the current selection and removes the selection from the existing layer.
- **Delete/Duplicate Layer:** Deletes or duplicates the currently selected layer.

- **Rename...:** This menu entry can be used to change the name of the layer. The new name is not saved on exiting the Editor and is no longer available the next time the Advanced Image Editor is started.
- **Move up/Move down:** Moves the current layer one position up/down.
- **Merge Down:** Merges the currently selected layer with the layer(s) underneath it.
- **Flip Horizontal/Vertical/Diagonal:** Mirrors the selected layer horizontally/vertically along the vertical axis or diagonally about the transverse axis.
- **Rotate 90/-90/180:** Rotates the selected layer through 90° in a clockwise or anticlockwise direction, or through 180° in a clockwise direction.

"Filter" menu

This menu can be used to apply filters to the image, the current layer or the current selection.

- **Repeat Last Filter:** Applies the last applied filter again.
- **Show Last Filter:** Displays the last applied filter or the corresponding configuration dialog.

"Windows" menu

This menu can be used to hide or show the palettes on the right-hand side.

7.4.4.3 Palettes

- **Colors:** The foreground color can be selected here with a click.
- **RGB colors:** The foreground color can be selected here by setting RGB values.
- **Swatches ("Colors"):** Here the foreground color can be selected from a library. As a default, a palette of colors is used, which can be used, platform-independent, by all browsers ("web colors"). If necessary, you can import your own libraries (and save them again later). Uploaded color libraries are not saved on exiting the Editor and are no longer available the next time the Advanced Image Editor is started.
- **Gradients:** A color gradient can be selected here. The existing ones can be used and edited or the user's own gradients can be loaded. Uploaded or edited color gradients are not saved on exiting the Editor and are no longer available the next time the Advanced Image Editor is started.
- **Layers:** New layers can be created, edited or deleted here. See also section 7.4.4.2, "'Layer' menu" point, page 204. In addition, fill methods can be set for the current

layer. On exiting the Advanced Image Editor, several layers are merged to form one; the next time the Editor is started, only this layer is available.

7.4.5 Simple image editing (PicMonkey)

If the "Graphic engine – Simple image editing (PicMonkey)" option is activated, then images and individual resolutions can be edited using the PicMonkey online image editing service via the **Enhanced image editing** button.

Note: An active connection with the Internet is required to use this option. The images to be edited are in fact uploaded onto the server of the respective provider and are edited there. This should be taken into account with regard to data protection issues if these applications are used.

After clicking the **Enhanced image editing** button, the editor and its editing functions and tools, as well as the image file with the resolution selected in the ribbon are displayed in the edit window below the ribbon.

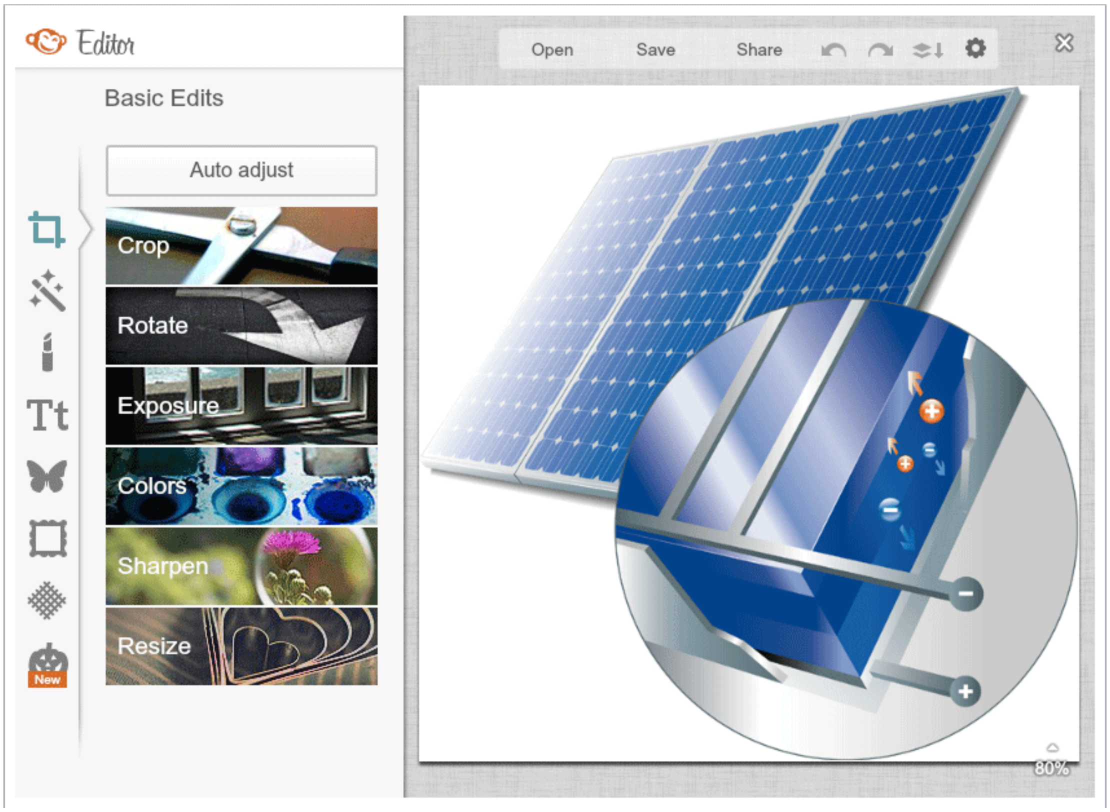


Figure 7-12: Simple image editing (PicMonkey)

Changes to images/resolutions first have to be copied into the Media Store of SiteArchitect by clicking the **Save** button. You can then continue editing the image. Finally, the changes must be saved using the "Save" or "Switch to View mode" function.

Click the **Enhanced image editing** button again to close the editor; any changes not saved are not adopted in FirstSpirit.

7.4.6 Enhanced image editing (Pixlr)

If the "Graphic engine – Enhanced image editing (Pixlr)" option is activated, then images and individual resolutions can be edited using the Pixlr online image editing service via the **Enhanced image editing** button.

Note: An active connection with the Internet is required to use this option. The images to be edited are in fact uploaded onto the server of the respective provider and are edited there. This should be taken into account with regard to data protection issues if these applications are used.

After clicking the **Enhanced image editing** button, the editor and its editing functions and tools, as well as the image file with the resolution selected in the ribbon are displayed in the edit window below the ribbon:

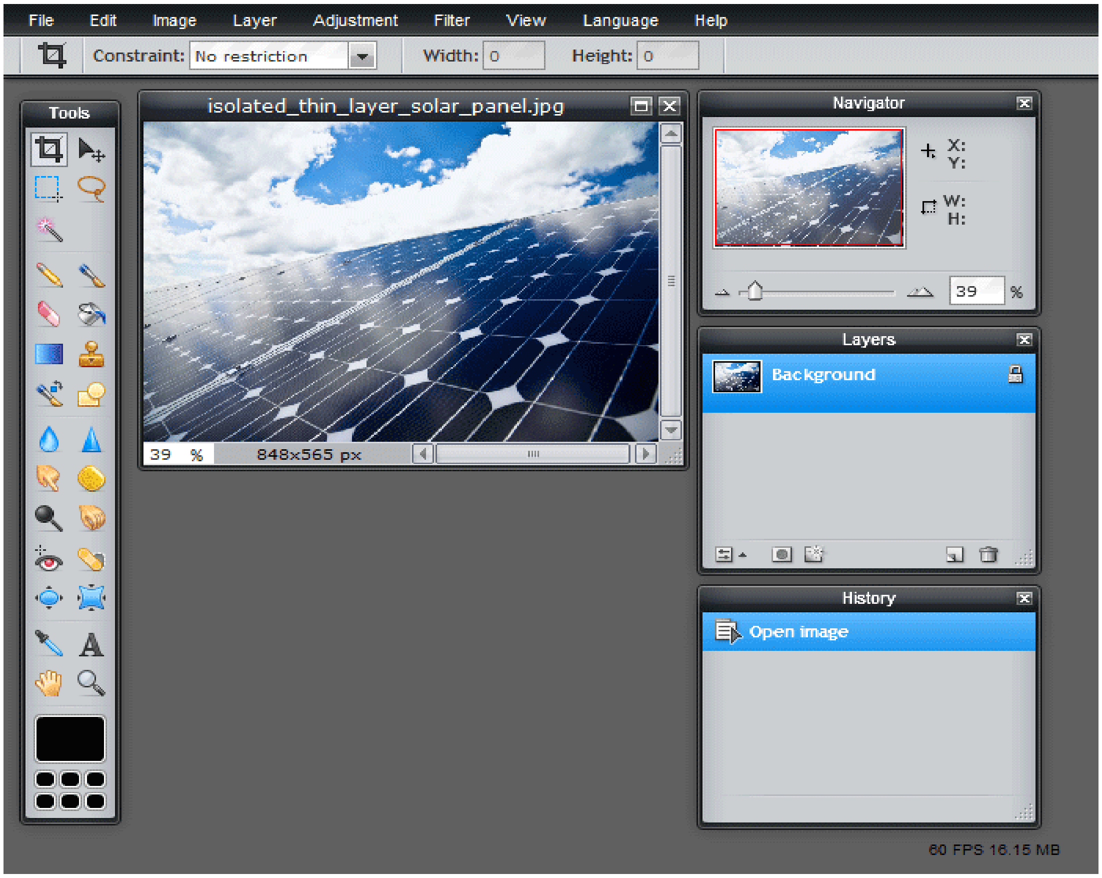


Figure 7-13: Enhanced image editing (Pixlr)

Changes to images/resolutions first have to be copied into the Media Store of SiteArchitect by clicking the "Save…" menu item in the "File" menu. You can then continue editing the image. Finally, the changes must be saved using the "Save" or "Switch to View mode" function.

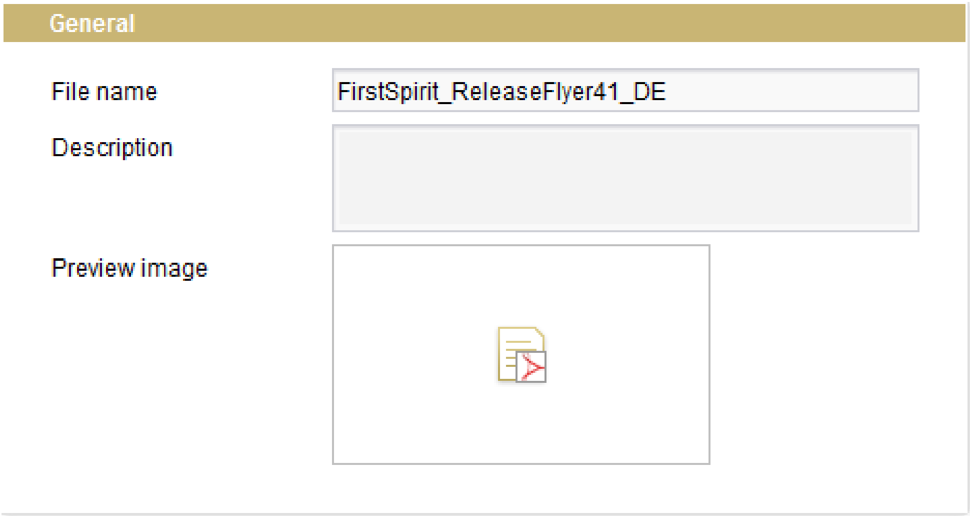
Click the **Enhanced image editing** button again to close the editor; any changes not saved are not adopted in FirstSpirit.

7.5 Editing area for files

Files means all other media formats apart from images. These include PDF, MP3 or even video files.

The setting options for language-dependent and language-independent files are identical. For language-dependent files there is a separate tab for each project language on which the same setting options are available again.

7.5.1 General



General

File name	FirstSpirit_ReleaseFlyer41_DE
Description	
Preview image	

Figure 7-14: File editing area - General

File name: This row automatically contains the name without the corresponding file extension under which the selected medium is stored on the server. This name can be used to link the file on the website.

Description: This field can be used to enter an explanatory comment on this file which, among other things, can be used as a tool tip on the website. The explanatory comment on the file should of course be written in the relevant language.

Preview image: The format of the file is displayed in this field. If **no** integrated preview is used for media, clicking on the symbol opens the file in the corresponding editing program (e.g., Acrobat Reader for a PDF document). If the integrated preview for media is active, the content of the file is displayed in the integrated preview area. (For more about the integrated preview, see section 3.1.5.5, page 49 and section 3.4.2, page 113).

7.5.2 Options

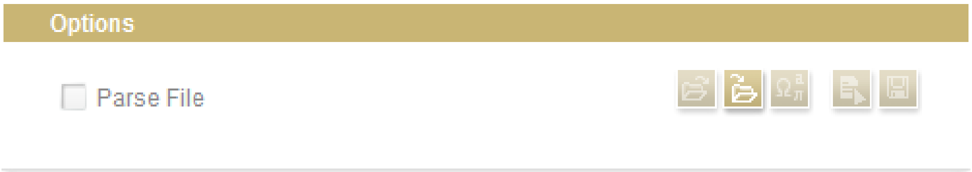


Figure 7-15: File editing area - Options

Parse File: If this option is deactivated, media which contain variables still to be resolved are simply run through. If this option is activated, the code of the medium is checked and all variables are resolved.

Select new file: Click this icon to exchange the current medium. A window opens in which you can move through the file structure on your workstation to click the required new medium. In the case of language-dependent files a separate file must be selected for each language.

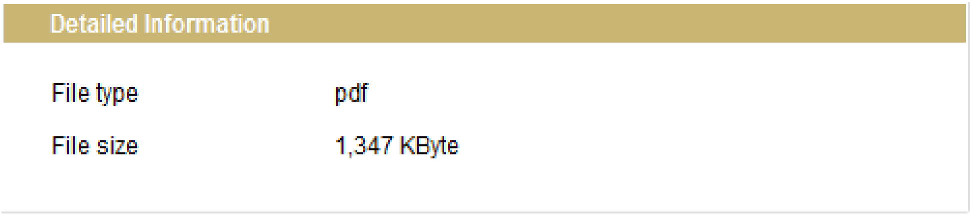
Make local working copy: This icon can be used to save the file on the local computer too.

Change medium encoding: If the medium is a text file, it can be useful to change the encoding to adjust the file to certain country-specific notations or styles. Click this icon to open a new window for selecting the required encoding.

Edit: You can of course also edit a file. After entering an editor in the User Settings within the Global settings, click this icon to open the entered editor with the current file. After the changes have been made in the external editor you can save the medium there with "Save" without having to worry about the file name or directory path.

Save local copy: After the external editor has been closed, in FirstSpirit you only have to click this icon. This integrates the edited medium from the local storage location into the Media Store of SiteArchitect.

7.5.3 Detailed Information



File type pdf

File size 1,347 KByte

Figure 7-16: File editing area - Detailed Information

The **Detailed Information** area contains details on the

- File type (here: pdf) and the
- File size (here: 1,347 KByte)

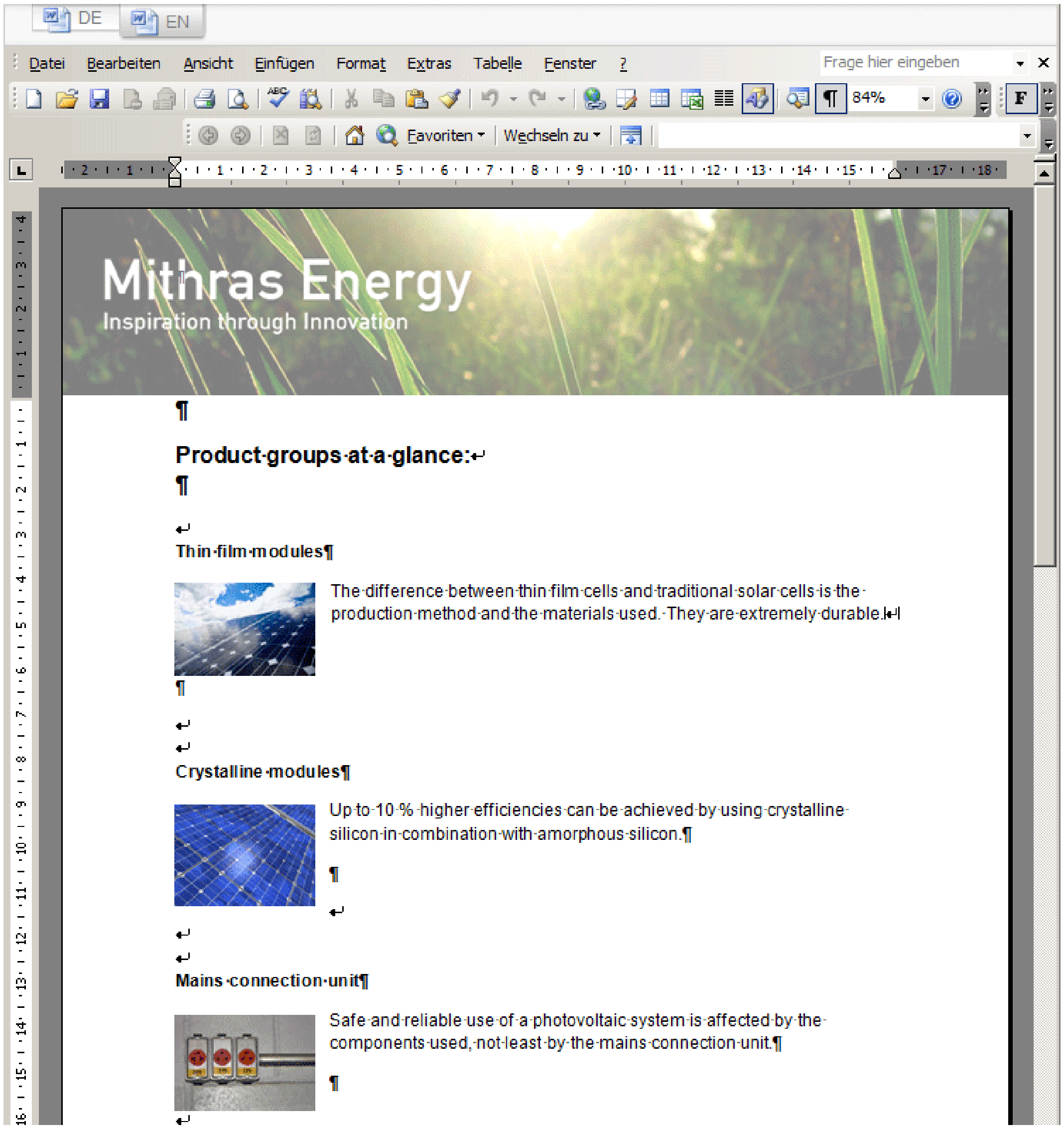
7.6 Editing files

FirstSpirit enables the user to make changes to certain file types via integrated data editing in the AppCenter area of SiteArchitect.

7.6.1 Microsoft Office (Windows only)

If the "Office engine – Microsoft Office (Windows only)" option is activated, then files can be edited directly in the integrated preview.

If you switch to edit mode for the file to be edited, a suitable Microsoft Office application with its editing functions and tools automatically opens in the area of the integrated preview.



Mithras Energy

Inspiration through Innovation

Product groups at a glance:

Thin film modules

The difference between thin film cells and traditional solar cells is the production method and the materials used. They are extremely durable.

Crystalline modules

Up to 10 % higher efficiencies can be achieved by using crystalline silicon in combination with amorphous silicon.

Mains connection unit

Safe and reliable use of a photovoltaic system is affected by the components used, not least by the mains connection unit.

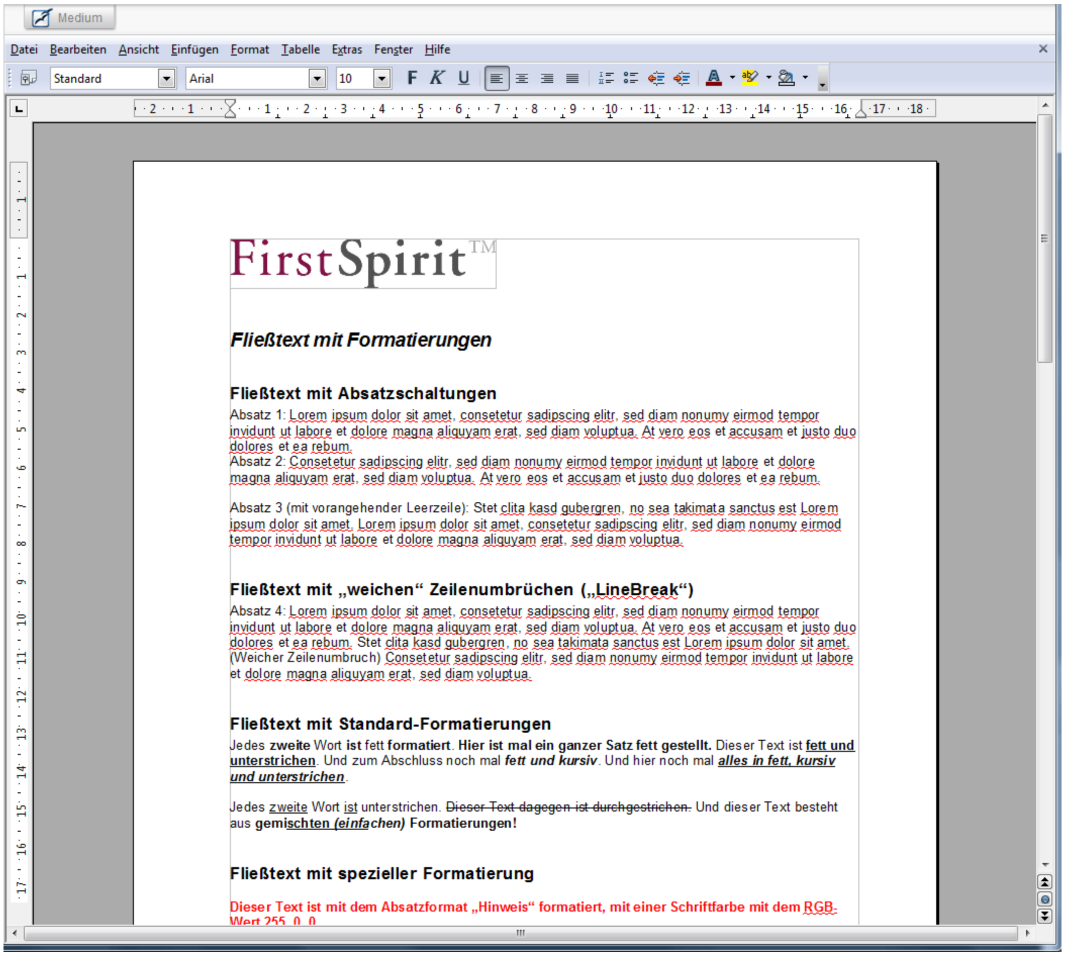
Figure 7-17: File editing with Microsoft Office

Changes to a file do not have to be saved within the application, but instead, directly in FirstSpirit using the "Save" function or by switching to view mode.

7.6.2 OpenOffice (BETA, not Mac OS):

If the "Office engine – OpenOffice (BETA, not Mac OS)" option is activated, then files can be edited directly in the integrated preview.

If you switch to edit mode for the file to be edited, a suitable OpenOffice application with its editing functions and tools automatically opens in the area of the integrated preview.



Fließtext mit Formatierungen

Fließtext mit Absatzschaltungen

Absatz 1: Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum.
Absatz 2: Consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum.

Absatz 3 (mit vorangehender Leerzeile): Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua.

Fließtext mit „weichen“ Zeilenumbrüchen („LineBreak“)

Absatz 4: Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. (Weicher Zeilenumbruch) Consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua.

Fließtext mit Standard-Formatierungen

Jedes **zweite** Wort **ist** fett **formatiert**. **Hier ist mal ein ganzer Satz fett gestellt.** Dieser Text ist **fett und unterstrichen**. Und zum Abschluss noch mal ***fett und kursiv***. Und hier noch mal ***alles in fett, kursiv und unterstrichen***.

Jedes zweite Wort ist unterstrichen. ~~Dieser Text dagegen ist durchgestrichen.~~ Und dieser Text besteht aus **gemischten *(einfachen)* Formatierungen!**

Fließtext mit spezieller Formatierung

Dieser Text ist mit dem Absatzformat „Hinweis“ formatiert, mit einer Schriftfarbe mit dem RGB-Wert 255, 0, 0

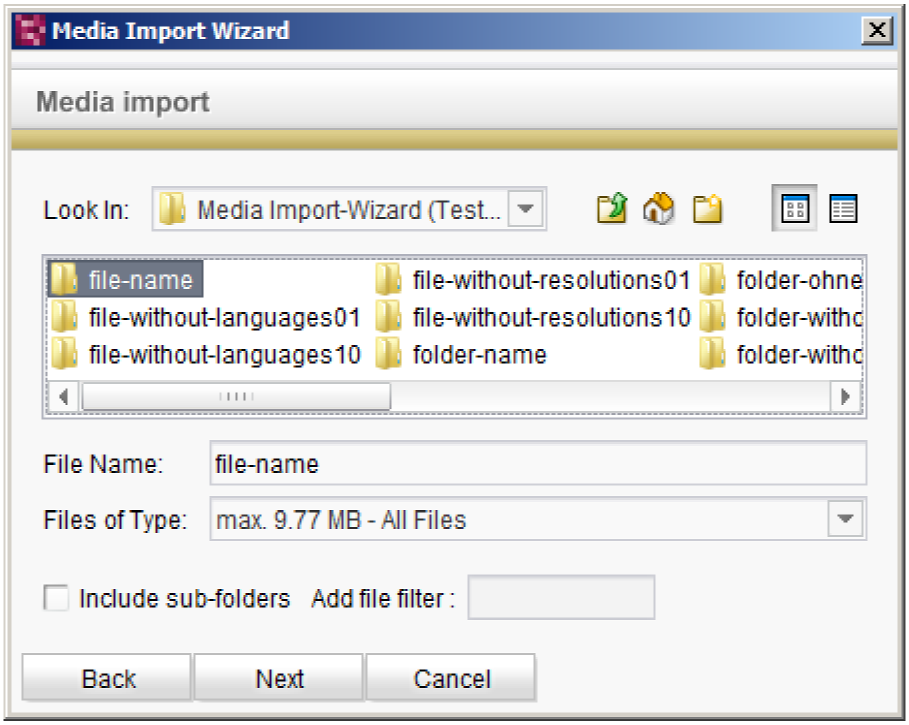
Figure 7-18: File editing with OpenOffice

Changes to a file do not have to be saved within the application, but instead, directly in FirstSpirit using the "Save" function or by switching to view mode.

7.7 Media Import Wizard

The Media Import Wizard helps to import large quantities of media, for example, if they have been prepared using an external program. If these media exist in different languages and resolutions, the wizard ensures that FirstSpirit imports media objects which contain these resolutions.

7.7.1 Media Import Wizard – Step 1 of 9



Look In: Media Import-Wizard (Test...

File Name: file-name

Files of Type: max. 9.77 MB - All Files

☐ Include sub-folders Add file filter :

Figure 7-19: Media Import Wizard - Step 1

In the first step you must define the folder in the computer's file system in which the media to be imported are located. The media do not have to be directly in this folder, they can also be located in subfolders.

File Name: The name of the folder in which the media for the import are located.

This may not be opened with a double-click but must be selected from the next-higher level with a single click!

Files of Type: Here you can choose between All Files and Images (.jpg, .gif, .png).

Selection of media can be restricted to files of a specific size and format according to the settings in the project configuration (see the FirstSpirit Manual for Administrators). In this case media which are bigger than the maximum size which is defined in the project configuration and/or which have a file name extension which is not allowed are not imported by the Media Import Wizard.

Include sub-folders: If this option is activated, all media in the lower-level folders are imported too.

Press the **Next** button to proceed to the next step:

7.7.2 Media Import Wizard – Step 2 of 9

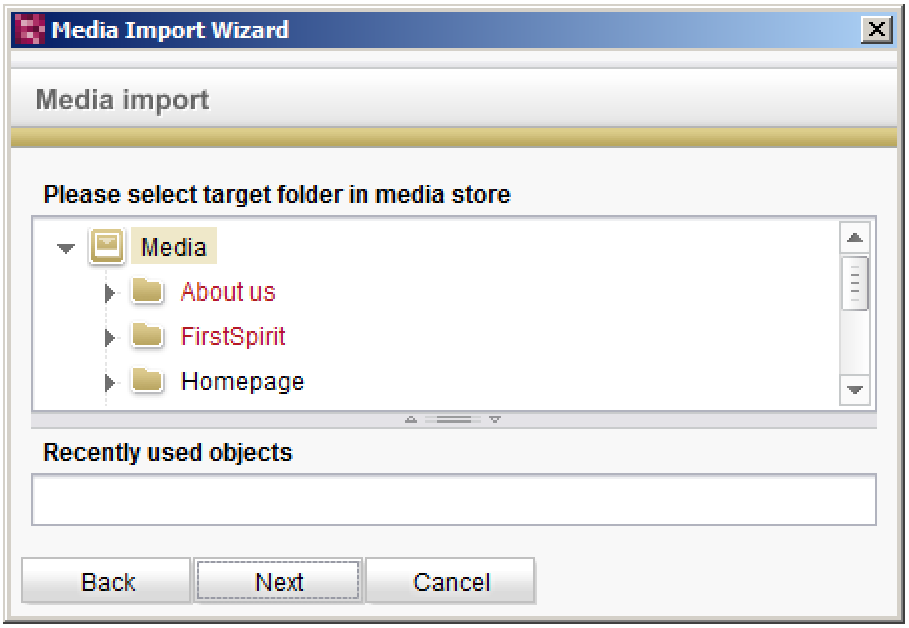
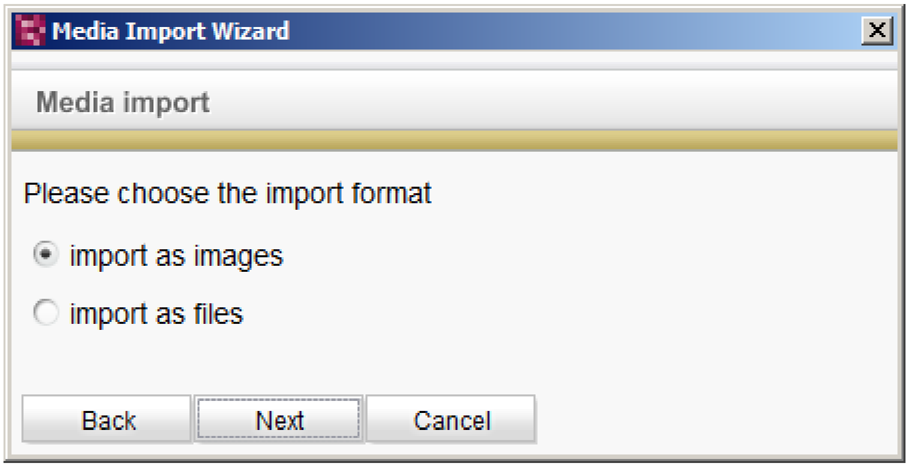


Figure 7-20: Media Import Wizard - Step 2

In the second step you must select the folder in the Media Store in which the imported media are to be integrated.

If Permission check is activated, folders for which the user does not at least have permissions to create objects and folders are denoted by green lettering. These folders can then not be selected.

7.7.3 Media Import Wizard – Step 3 of 9



Please choose the import format

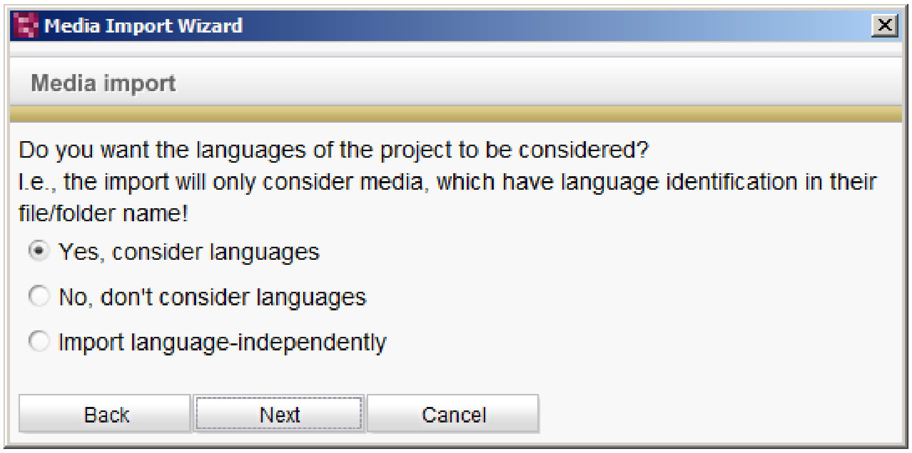
● import as images

○ import as files

Figure 7-21: Media Import Wizard - Step 3

In the third step the user selects whether the imported media are to be created in the Media Store as images or as files.

7.7.4 Media Import Wizard – Step 4 of 9



Do you want the languages of the project to be considered?
I.e., the import will only consider media, which have language identification in their file/folder name!

● Yes, consider languages

○ No, don't consider languages

○ Import language-independently

Figure 7-22: Media Import Wizard - Step 4

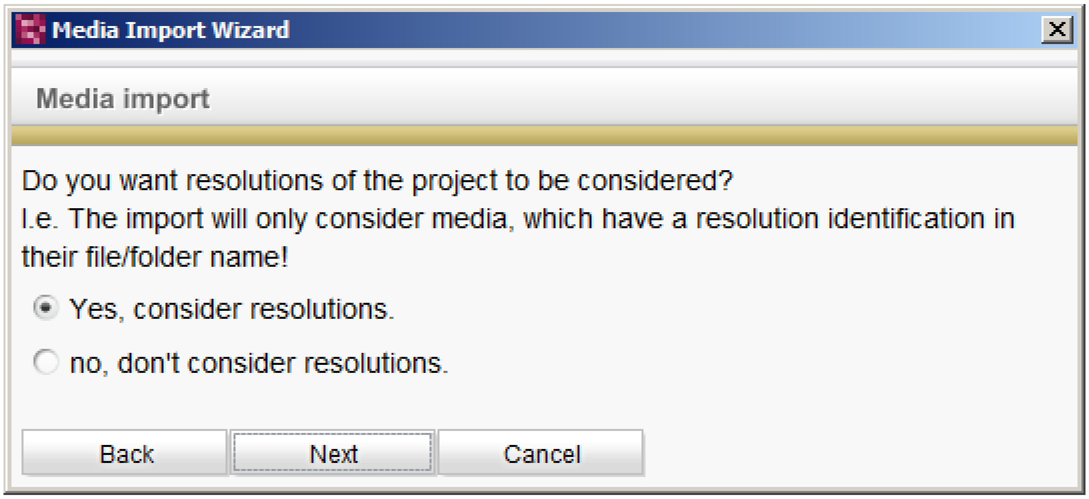
In the fourth step the user chooses the extent to which the project's languages are to be taken into account in the import.

Yes, consider languages: If the project has several languages, the media can also be directly assigned to the individual project languages during the import. This requires that the media names or folders in which the media are located have a label or flag to identify the corresponding language.

No, don't consider languages: This item should be selected if there are several languages in the project but the existing media are for one language only. A language-dependent medium is then created but a medium is imported for one project language only (usually the master language).

Import language-independently: This option must be selected if language-independent media are to be generated in the Media Store.

7.7.5 Media Import Wizard – Step 5 of 9



Do you want resolutions of the project to be considered?
I.e. The import will only consider media, which have a resolution identification in their file/folder name!

● Yes, consider resolutions.

○ no, don't consider resolutions.

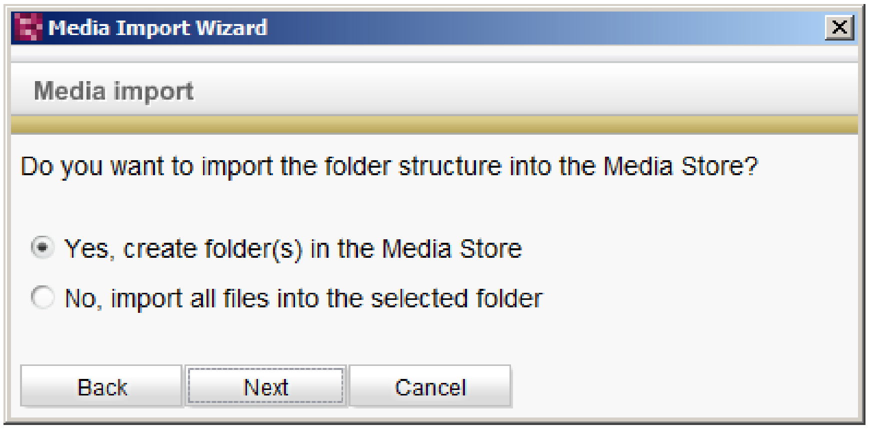
Figure 7-23: Media Import Wizard - Step 5

In the fifth step the user chooses whether the various resolutions of the project are to be taken into account in the import.

Yes, consider resolutions.: If the project has several resolutions, the media can also be directly assigned to the individual project resolutions during the import. This requires that the media names or folders in which the media are located have a label/flag to identify the corresponding resolution.

no, don't consider resolutions.: This option is to be selected if media for one resolution only are to be imported (original resolution only).

7.7.6 Media Import Wizard – Step 6 of 9



Do you want to import the folder structure into the Media Store?

● Yes, create folder(s) in the Media Store

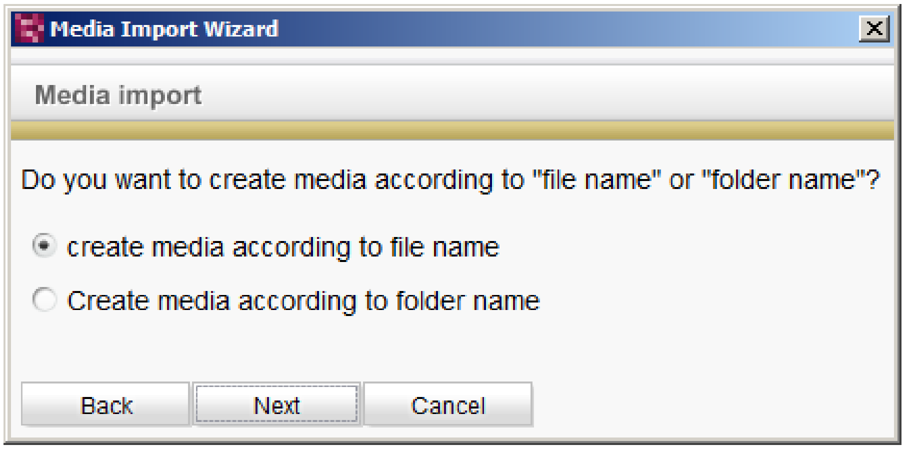
○ No, import all files into the selected folder

Figure 7-24: Media Import Wizard - Step 6

In the sixth step the user chooses whether the folder structures in the computer's file system are to be imported into the Media Store.

This step is omitted if the **Include sub-folders** option was not activated in the first step.

7.7.7 Media Import Wizard – Step 7 of 9



Do you want to create media according to "file name" or "folder name"?

● create media according to file name

○ Create media according to folder name

Figure 7-25: Media Import Wizard - Step 7

In the seventh step the user makes a choice regarding naming of the media. This selection depends on the structure of the data in the file system.

create media according to file name: This option must be selected if the files to be imported have been named using a uniform convention, i.e., the different languages and resolutions are integrated in the file names.

Create media according to folder name: This option must be selected if the different languages and resolutions are characterized by the structure of the folders in which they are created.

7.7.8 Media Import Wizard – Step 8 of 9

The eighth step is highly dependent on the decisions made in the first seven steps. More precise details must then be given for the import according to the settings made to date.

Example 1:

Each medium has a language identifier and a resolution name integrated in the file name.

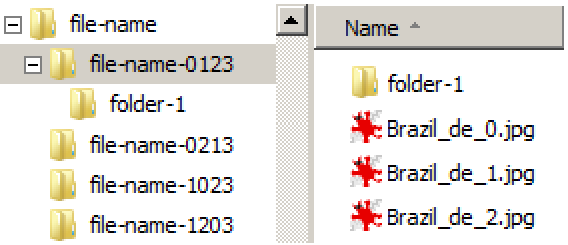
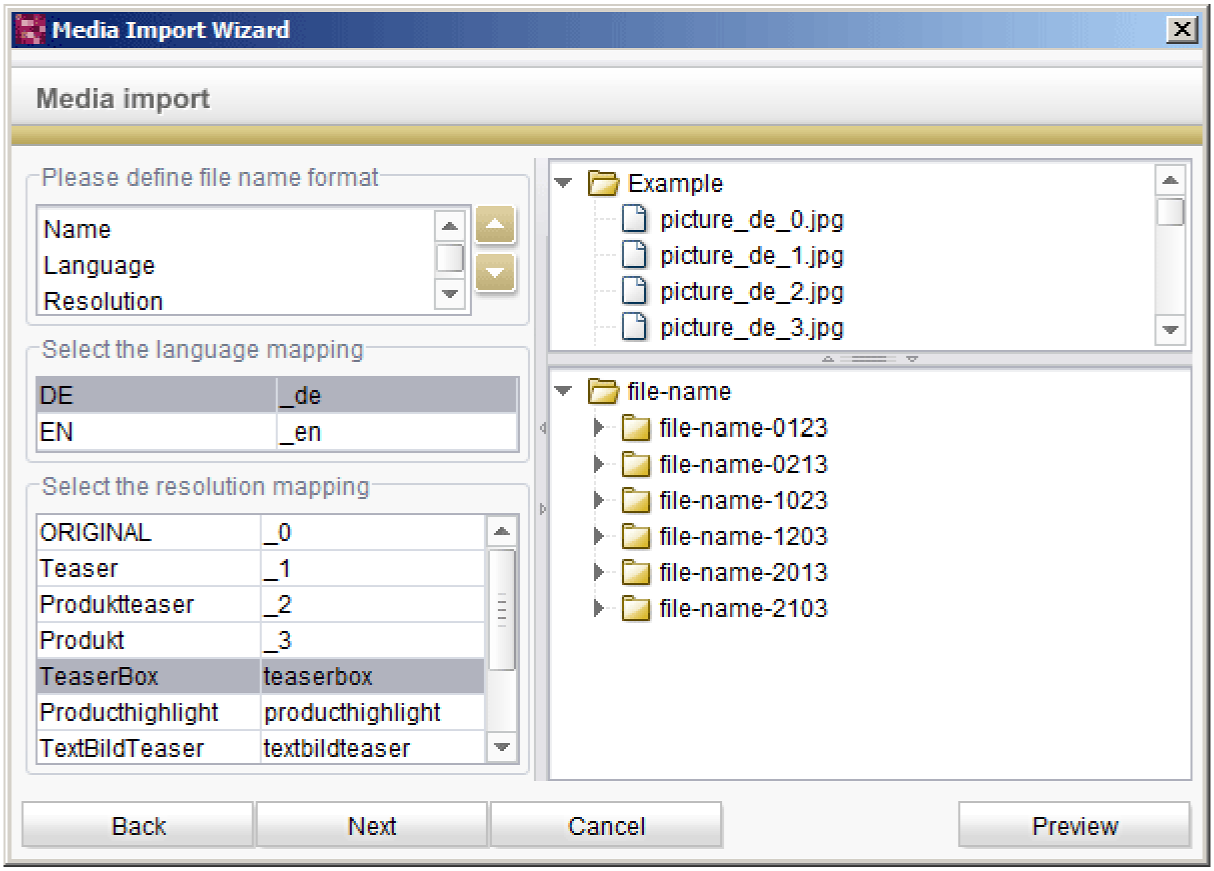


Figure 7-26: Creating media via file names

The eighth step is then as follows:



Please define file name format

- Name
- Language
- Resolution

Select the language mapping

DE	_de
EN	_en

Select the resolution mapping

ORIGINAL	_0
Teaser	_1
Produktteaser	_2
Produkt	_3
TeaserBox	teaserbox
Producthighlight	producthighlight
TextBildTeaser	textbildteaser

- Example
  - picture_de_0.jpg
  - picture_de_1.jpg
  - picture_de_2.jpg
  - picture_de_3.jpg

- file-name
  - file-name-0123
  - file-name-0213
  - file-name-1023
  - file-name-1203
  - file-name-2013
  - file-name-2103

Figure 7-27: Media Import Wizard – Step 8 (example 1)

File name format: The file names in the folder must be chosen so that they conform to the media import conditions. The order in which the information is integrated in the file name must be given here. The individual elements can be moved one position up or down using the arrow keys on the right.

Language mapping: All the project's languages are given here. It is necessary to enter the abbreviation used to identify each language in the file name. Click the respective language to select the corresponding abbreviation via a combobox or enter it manually.

Resolution mapping: All the project's resolutions are given here. It is necessary to enter the abbreviation used to identify each resolution in the file name. Click the respective resolution to select the corresponding abbreviation via a combobox or enter it manually.

The **Preview** button activates a window containing an overview of the objects to be imported into the Media Store.

Example 2:

The language identifier and name of the resolution are integrated in the folder structure. If the media to be imported are located in the following folder structure, the **Create media according to folder name** option must be selected in the seventh step.

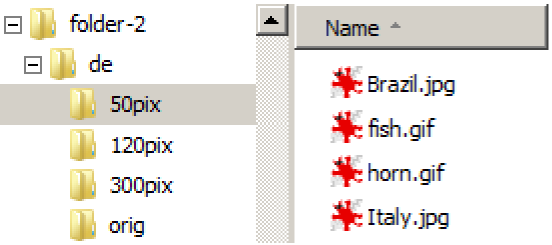
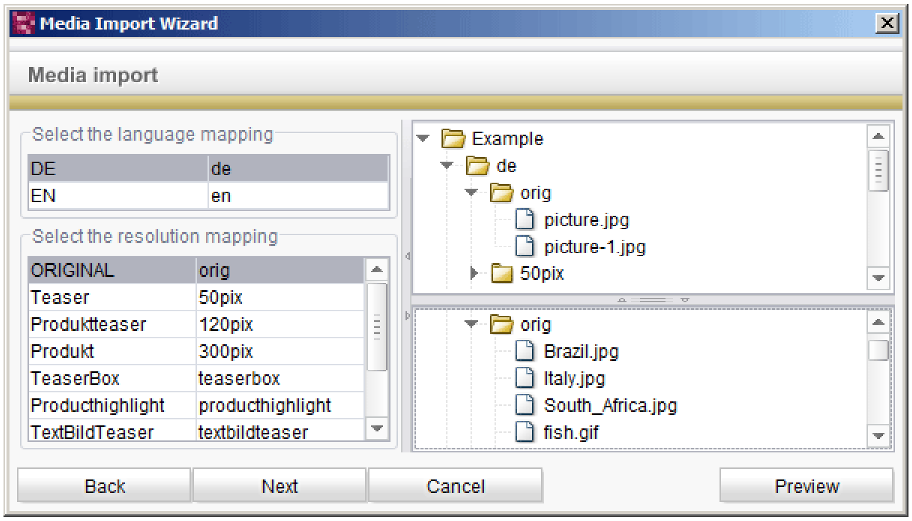


Figure 7-28: Creating media via folder names

The eighth step is then as follows:



DE	de
EN	en

ORIGINAL	orig
Teaser	50pix
Produktteaser	120pix
Produkt	300pix
TeaserBox	teaserbox
Producthighlight	producthighlight
TextBildTeaser	textbildteaser

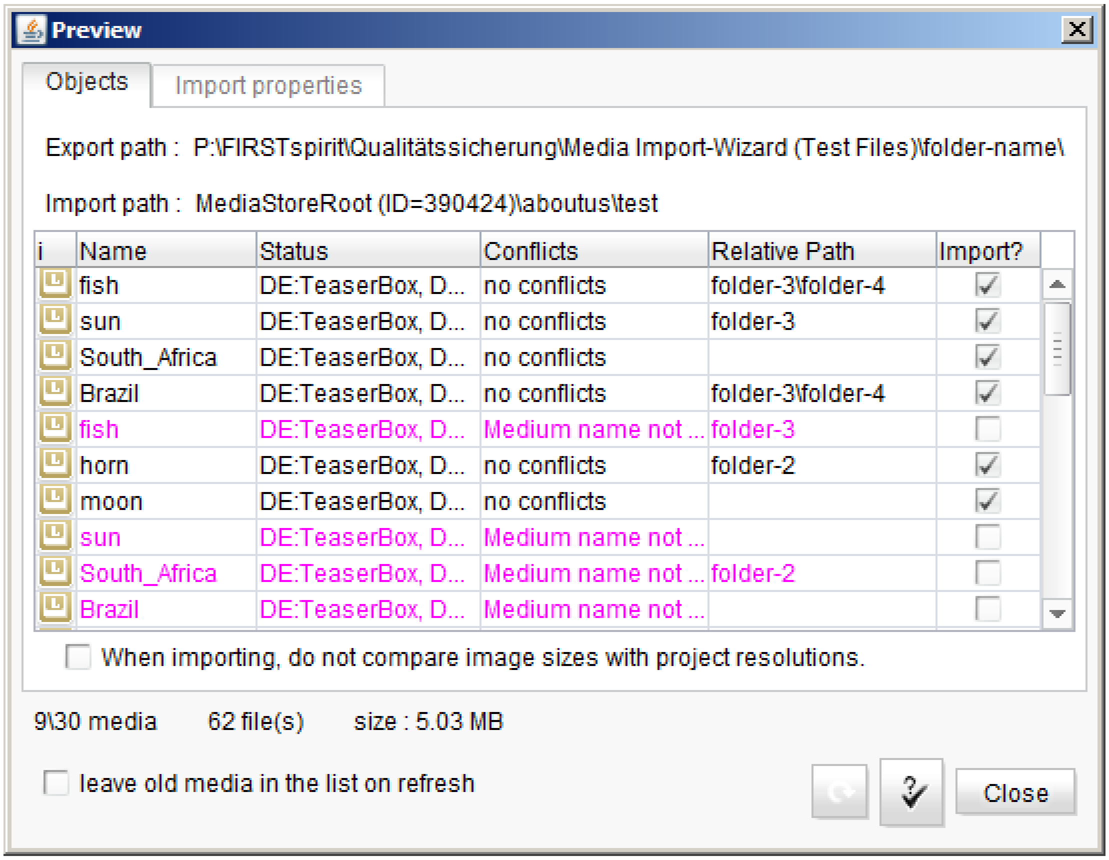
Figure 7-29: Media Import Wizard – Step 8 (example 2)

Language mapping: All the project's languages are given here. The user must give the name of the folder in which the media for the corresponding language are filed for each language. Click the respective language to select the corresponding abbreviation via a combobox or enter it manually.

Resolution mapping: All the project's resolutions are given here. The user must give the name of the folder in which the media for the corresponding resolution are filed for each resolution. Click the respective resolution to select the corresponding abbreviation via a combobox or enter it manually.

The **Preview** button activates a window containing an overview of the objects to be imported into the Media Store.

7.7.9 Media Import Wizard – Preview (Objects tab)



Export path : P:\FIRSTspirit\Qualitätssicherung\Media Import-Wizard (Test Files)\folder-name\

Import path : MediaStoreRoot (ID=390424)\aboutus\test

i	Name	Status	Conflicts	Relative Path	Import?
	fish	DE:TeaserBox, D...	no conflicts	folder-3\folder-4	☑
	sun	DE:TeaserBox, D...	no conflicts	folder-3	☑
	South_Africa	DE:TeaserBox, D...	no conflicts		☑
	Brazil	DE:TeaserBox, D...	no conflicts	folder-3\folder-4	☑
	fish	DE:TeaserBox, D...	Medium name not ...	folder-3	☐
	horn	DE:TeaserBox, D...	no conflicts	folder-2	☑
	moon	DE:TeaserBox, D...	no conflicts		☑
	sun	DE:TeaserBox, D...	Medium name not ...		☐
	South_Africa	DE:TeaserBox, D...	Medium name not ...	folder-2	☐
	Brazil	DE:TeaserBox, D...	Medium name not ...		☐

☐ When importing, do not compare image sizes with project resolutions.

9\30 media 62 file(s) size : 5.03 MB

☐ leave old media in the list on refresh

Figure 7-30: Media Import Wizard – Preview – Objects tab

Click the heading fields to display the media sorted by the values in the corresponding column.

Name: This is the name as it is to be created in the Media Store.

Status: Indicates whether the import can be completely executed or whether further media are required for a resolution or a language.

Conflicts: States why a medium currently cannot be imported into the Media Store.

Relative Path: Specifies the path to the file in the file system relative to the selected export path. If the field is empty, the file is directly in the given folder.

Import?: Indicates whether a medium has been selected for import or not. All selected media are labeled with a check mark. Click the box to set or remove a check mark.

If you right-click on a medium, a context menu opens with the following functions:

Remove from the list: The selected medium is removed from the list.

Rename: The name of the medium can be changed, for example, to avoid a name being issued twice.

Make media names unique: If the medium does not have a unique name, this function is used to supplement the name so that it is unique.

Select all: All the media in the list are highlighted.

Invert Selection: The selections in the list are reversed. All unselected media are selected and all selected media are unselected.

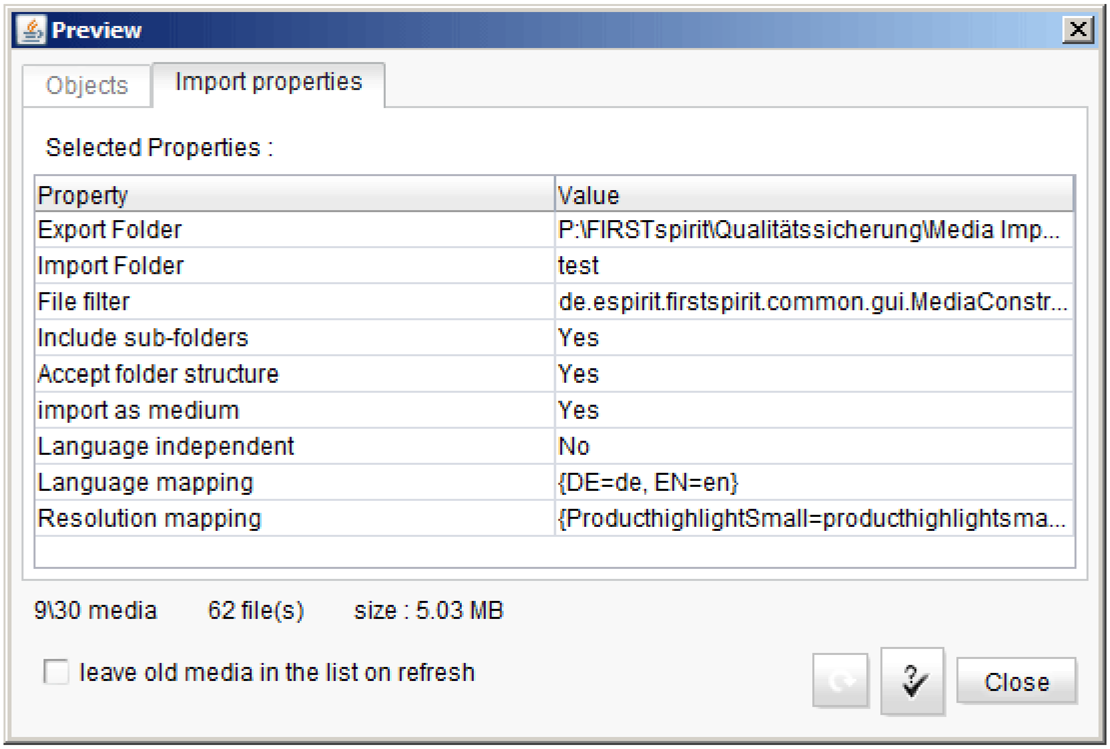
Import all objects: All media without conflicts are selected for the media import, i.e., the check marks are set in the last column.

Import no objects: The import selection is undone for all media, i.e., all check marks are removed from the last column.

Properties: The Properties window can be used to check which specific file has been selected from the computer's file system for importing for the relevant language or resolution. The settings made can be manually changed if necessary.

7.7.10 Media Import Wizard – Preview (Import properties tab)

The settings made can be checked again on the Import properties tab:



Selected Properties :

Property	Value
Export Folder	P:\FIRSTspirit\Qualitätssicherung\Media Imp...
Import Folder	test
File filter	de.espirit.firstspirit.common.gui.MediaConstr...
Include sub-folders	Yes
Accept folder structure	Yes
import as medium	Yes
Language independent	No
Language mapping	{DE=de, EN=en}
Resolution mapping	{ProducthighlightSmall=producthighlightsma...

9\30 media 62 file(s) size : 5.03 MB

☐ leave old media in the list on refresh

Figure 7-31: Media Wizard – Preview – Import properties tab

The Preview window can be closed by clicking the **Close** button.

7.7.11 Media Import Wizard – Step 9 of 9

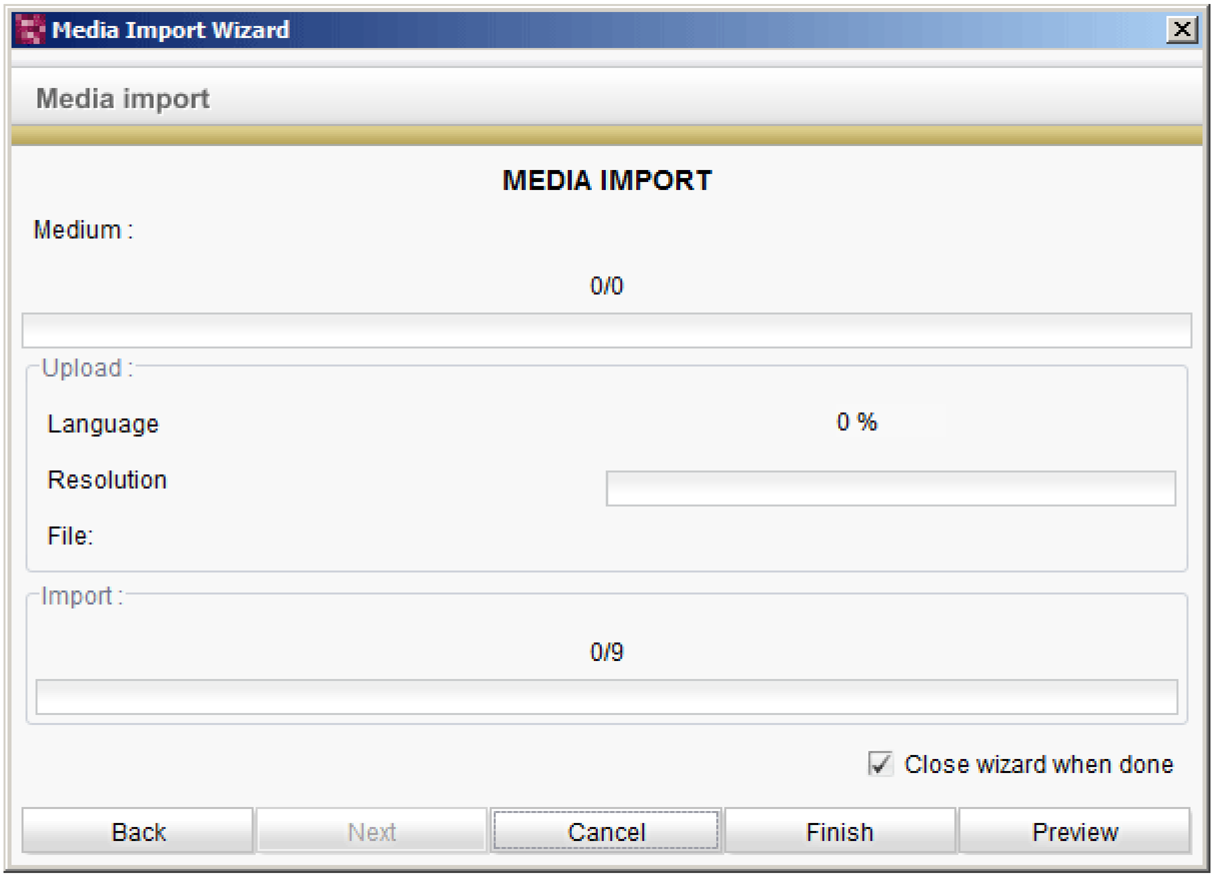


Figure 7-32: Media Import Wizard - Step 9

If the details in the preview are satisfactory the **Finish** button must be pressed as a final step to enable the media to be completely imported into the project's Media Store.

8 Site Store

The Site Store maps the navigation structure of the website. Due to the separation from the layout, the appearance and position of the individual navigation levels can be freely defined and changed. Navigation points (including graphical navigation such as JavaScript or Flash) can be added, changed or removed at any navigation depth and at any time. The referential integrity is maintained by link management. Each folder in the Site Store corresponds to a menu level in the navigation so that a new menu level is automatically added with each new subfolder.

The following elements can be created within the Site Store:

- Folders: Correspond to a menu level in the website's navigation.
- Start folders: If a menu level does not have a specific page, the link is directly forwarded to the pages in the start folder.
- Page references: These are the specific pages which can be displayed.
- Start page: If there are several pages in a menu level, the start page is displayed first.
- Document group: Can group together several page references and menu levels and display them as one page.

8.1 Creating page references and document groups

Objects can be created in the Site Store either using the "New" context menu entry, the icon in the tool bar or the relevant keyboard shortcut.

8.1.1 Create new page reference

Page references must be inserted in the Site Store so that the website's navigation not only consists of various levels but specific pages are also linked in it.

This function can be used to create a new page reference in the Site Store. A window opens in which the tree structure of the Page Store is displayed.

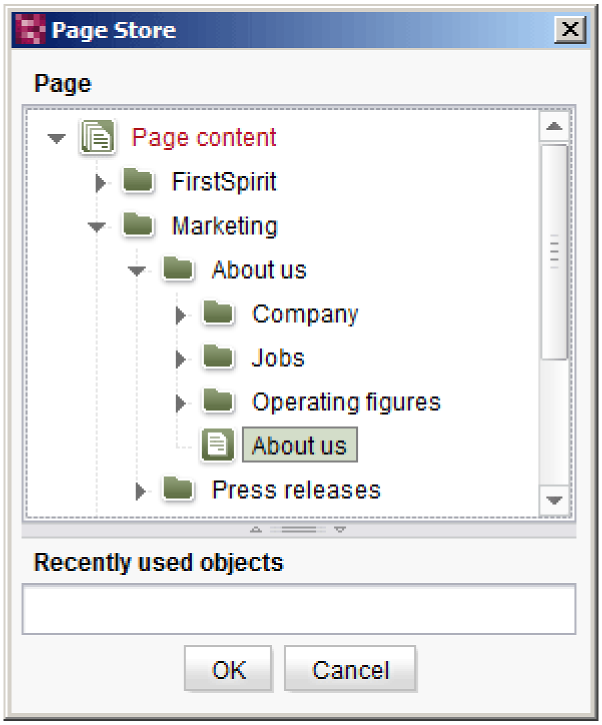


Figure 8-1: Creating a page reference - Selecting content

The required page simply has to be selected from the tree structure. After selecting a page and confirming your selection with **OK**, another window opens in which you can assign a **language-dependent display name** for the page reference in every editing language defined in the ServerManager. Either the display names or the reference name are then displayed in the tree view, depending on the setting in the "View – Preferred display language" menu (see section 3.1.5.2, page 46). The "Reference name" field is automatically filled with the value for the page used from the Page Store, but can be changed (up to the initial creation of the object). The reference name may not contain any spaces, special characters or symbols.

Next, the new page reference is included in the navigation structure. The first page inserted into a menu level is automatically the start page.

It is also possible to create a new page reference by simply dragging the relevant page out of the Page Store and into the required menu folder of the Site Store with your mouse.

8.1.2 Create new document group

This function can be used to insert a new document group in the navigation structure.

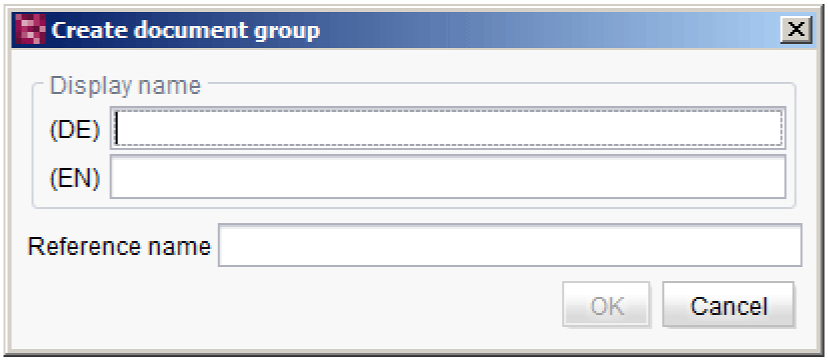


Figure 8-2: Creating a document group

A **language-dependent display name** can be assigned to the new folder for each editing language defined in the ServerManager. Either the display names or the reference name are then displayed in the tree view, depending on the setting in the "View – Preferred display language" menu (see section 3.1.5.2, page 46). The "Reference name" field is automatically filled with the value entered for the first display name by the editor, but can be changed (up to the initial creation of the object). The reference name may not contain any spaces, special characters or symbols. This is taken into account accordingly when the field is filled automatically.

The "Reference name" field is only displayed if this setting was configured accordingly in the ServerManager.

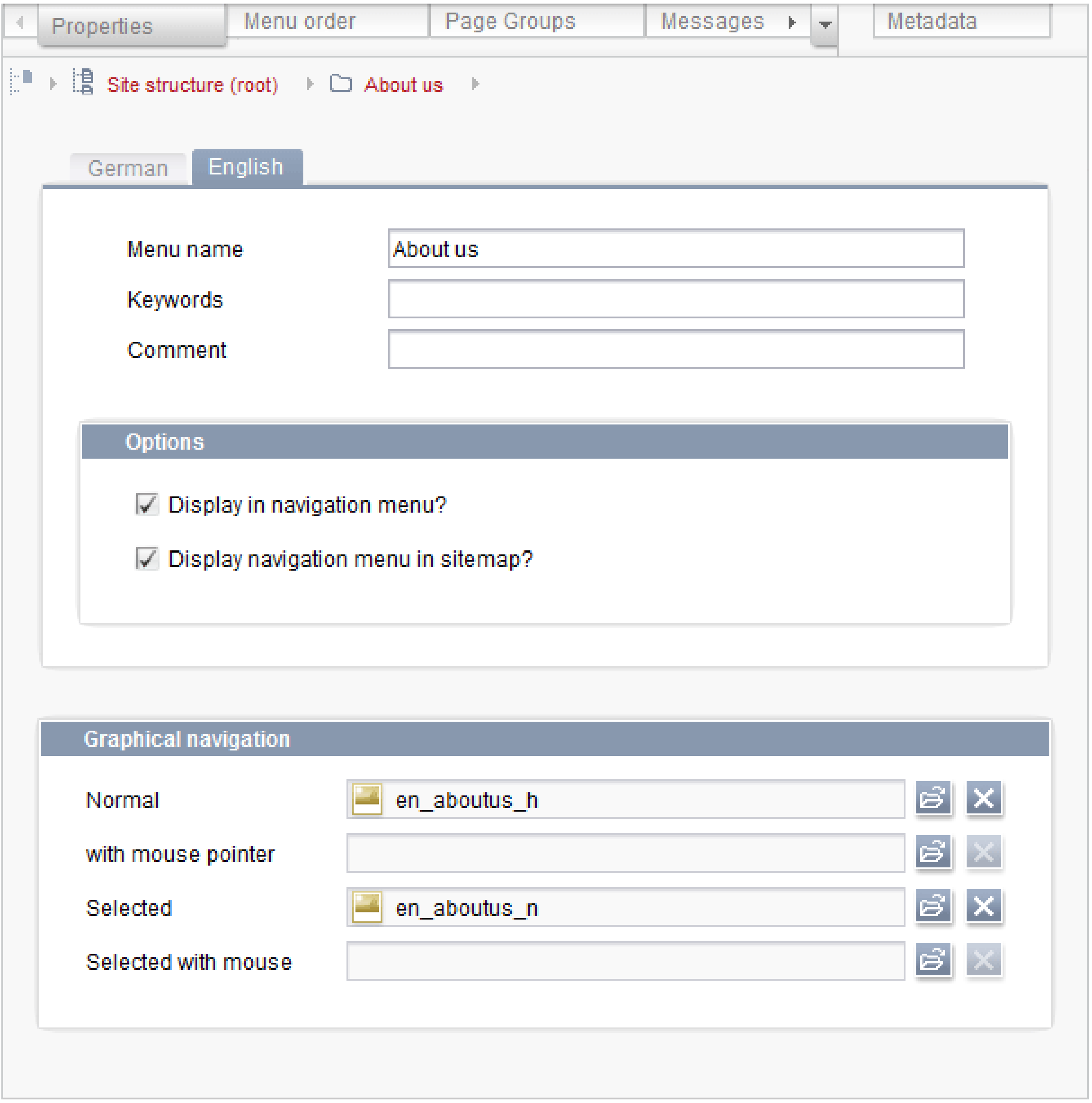
Rules can be defined in the server properties to automatically convert special characters in reference names into valid characters. The conversion takes place directly during input when creating a FirstSpirit object or changing a reference name (context menu:"Extras"/"Change reference name").
Special characters for which no replacement rule has been specified cannot be entered in the "Reference name" field.

8.2 Settings at menu level

Various settings can be made for each menu level in order to enhance navigation through the website. Edit mode must have been activated for the menu level in order to make such settings. The same views and setting options as in the menu levels are available for the root node of the Site Store. Exception: The root node of the Site Store is outside the navigation, therefore no navigation settings are made there.

8.2.1 Properties tab

The website's navigation can be edited on the Properties tab. Setting options are available for graphical and textual navigation.



Menu name: About us

Keywords:

Comment:

Options

☑ Display in navigation menu?

☑ Display navigation menu in sitemap?

Graphical navigation

Normal: en_aboutus_h

with mouse pointer:

Selected: en_aboutus_n

Selected with mouse:

Figure 8-3: Folders view - Properties tab

The Properties tab is split into language-dependent information for textual navigation and language-independent information for graphical navigation.

8.2.1.1 Textual navigation

The settings for textual navigation are made in the language-dependent properties. Textual navigation means that no graphics are used for navigation and simple text which can be entered in HTML is used instead.

Menu name: In this field you enter text to represent this menu item within the navigation. This is the name for this navigation item really used on the website, which may differ from the name of the menu level in the Site Store.

Keywords: Several keywords for search functions can be entered in this field.

Comment: This field can be used to enter an explanatory comment on this menu item which, among other things, can be used as a tool tip on the website.

8.2.1.2 Options

These two options can be used irrespective of whether the navigation is graphical or textual.

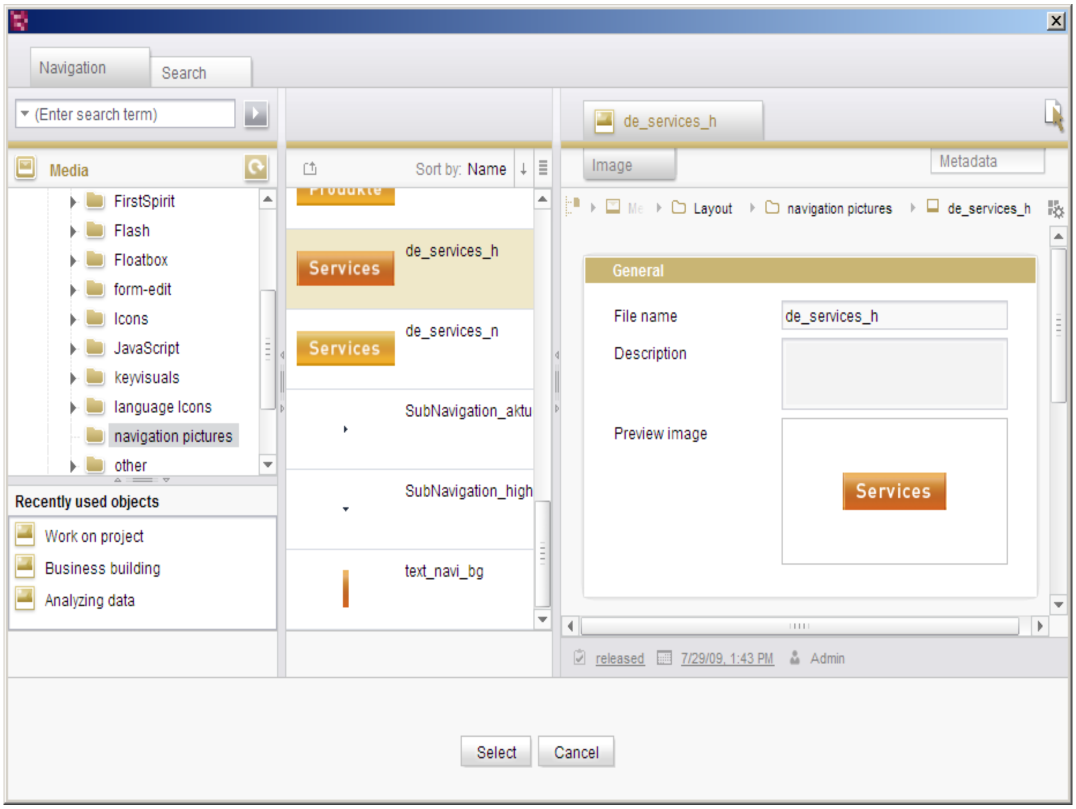
Display in navigation menu?: This option must be activated, otherwise this menu item (including all submenus) is removed from the navigation! This option is useful for areas which are to be temporarily removed from the website but re-integrated later. This option saves having to create the structure for this area again.

Display navigation menu in sitemap?: Activate this option to specify whether this page is to be listed in the sitemap too.

8.2.1.3 Graphical navigation

The settings for graphical navigation are made in the language-independent properties. Graphical navigation means that navigation is not based on simple text entered in HTML and graphics of some sort are used instead. These can be buttons with text or real images without any text but with symbols or icons which will be clearly understood by visitors to the website.

Normal: In this field you specify which graphic is displayed if the menu item is not selected. Click the 📂 icon to open a window in which the tree structure of the Media Store is displayed.



File name: de_services_h

Figure 8-4: Selecting a medium for graphical navigation

The required image can now be selected from the navigation structure of the Media Store. The search function in the selection dialog lets you find the desired medium quicker (see section 12.6 starting on page 348).

After you select an image, the name of the medium you selected appears in the field. Click the Delete icon ☒ to delete the selected graphic again.

with mouse pointer: In this field you specify which graphic is displayed if the mouse pointer is moved over the menu item.

Selected: In this field you specify which graphic is displayed if the menu item is selected.

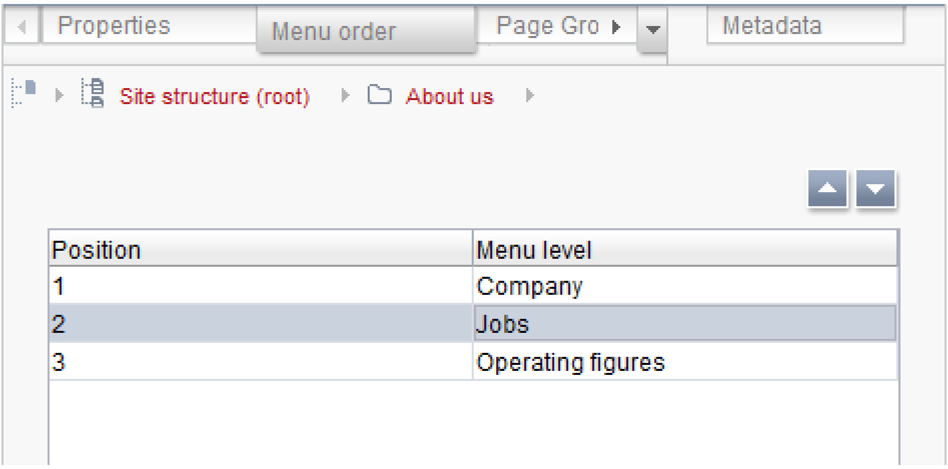
Selected with mouse: In this field you specify which graphic is displayed if the mouse pointer is moved over the menu item and the menu item has been selected.

These are all the states a graphic can have on a website. If you have defined an image from the Media Store for all these cases, graphical navigation for this menu item is complete.

> *As the images for graphical navigation are probably buttons with text in most cases, it must be ensured that language-dependent images are used, otherwise the buttons in one language would be displayed in all languages.*

8.2.2 Menu order tab

The Menu order tab can be used to subsequently change the order in which the menu entries are to appear in the navigation. All menu items below the selected navigation level are listed.



Position	Menu level
1	Company
2	Jobs
3	Operating figures

Figure 8-5: Folders view – Menu order tab

Click the Move up ▲ or Move down ▼ icon to move the selected menu level up or down by one position in the list.

8.2.3 Page Groups tab

Page groups are a further form of navigation. They are pages created in the Site Store but which are connected to each other by template programming so that it is possible to page forward and backward in them. All page references at this menu level which have not yet been assigned to a page group are listed under "Ungrouped pages":

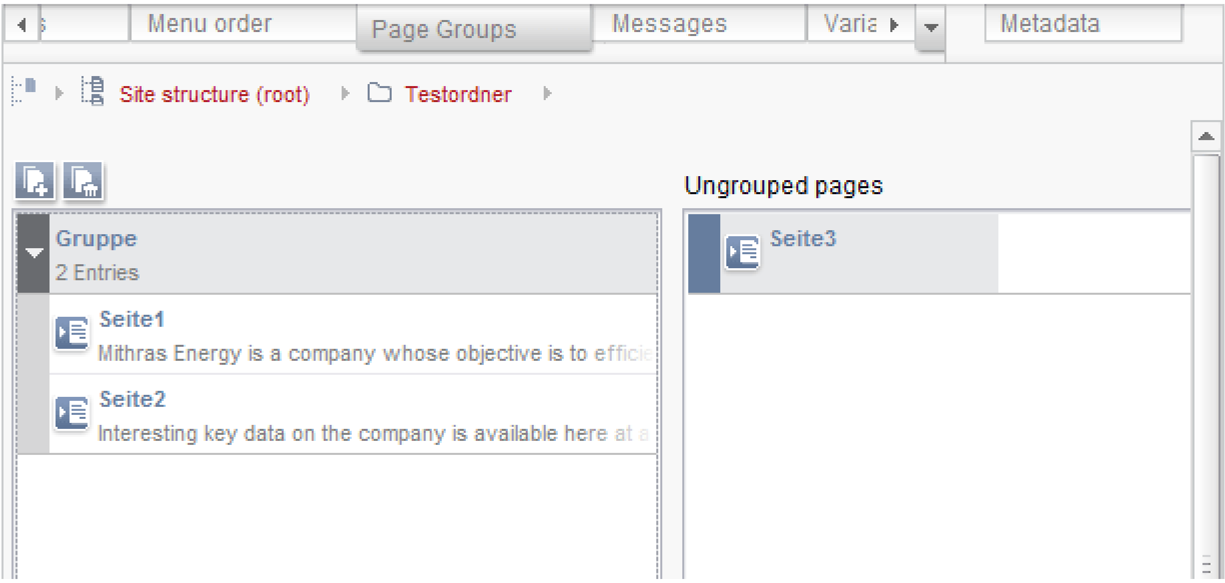


Figure 8-6: Folders view – Page Groups tab

All page groups of the menu level are listed in the left-hand column, together with their assigned pages. The ▸ and ▾ icons or double-click on the page group can be used to show/hide the pages in a group.

Create New Group: Click this icon to open a window in which the name for the new page group can be entered. Confirm your input with OK to add the new page group.

Delete Group: Click this icon to remove the selected page group.

Pages are added to, re-sorted in or removed from a group by means of drag-and-drop. A page reference from the "Ungrouped pages" column is dragged and dropped on the required page group. When re-sorting page references, a red line indicates that the page reference is being sorted below the selected element. Several page references can be selected at the same time by pressing the mouse button and <CTRL> or <SHIFT>. To remove a page reference from a group, simply move it back to the "Ungrouped pages" column using drag-and-drop.

If individual pages are to be hidden from a page group (e.g., because they do not have any content in some languages), the check mark next to the "Show in page group" entry must be removed in the settings at page reference level (see section 8.3, page 237). The result is that the corresponding page is not taken into account in the page group for the respective language. (However, the page is generated nevertheless.) If a reference to this page group has been set, the top page is referenced.

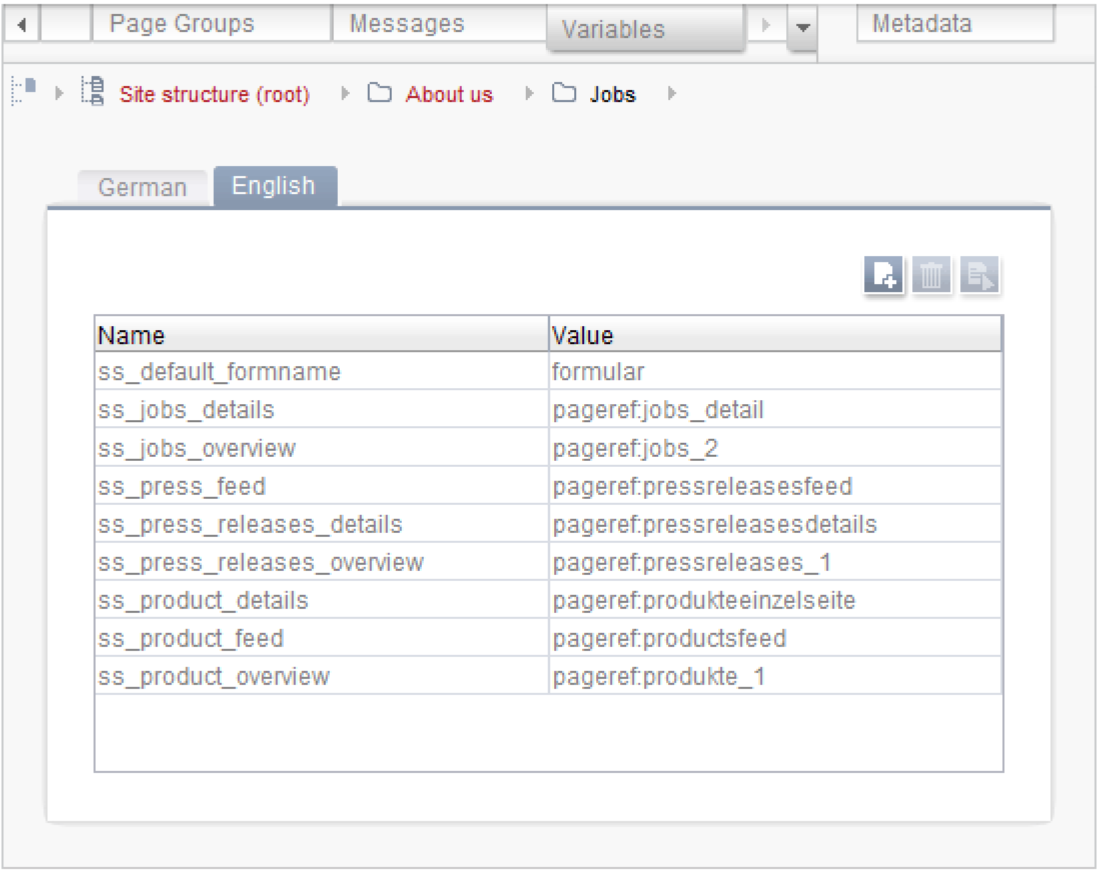
8.2.4 Messages tab

The Messages tab contains a message board.

Detailed information on the use of message boards is given in section 12.2 "The message board" starting on page 304.

8.2.5 Variables tab

The contents of all input elements of the current page or the current section are stored in variables within FirstSpirit. The "Variables" tab can be used to define variables, with which changes are to be made from subtree to subtree. For example, if a different layout (e.g., a different background color) is to be used for the individual subareas of the structure, this can be done using the so-called "structure variables".



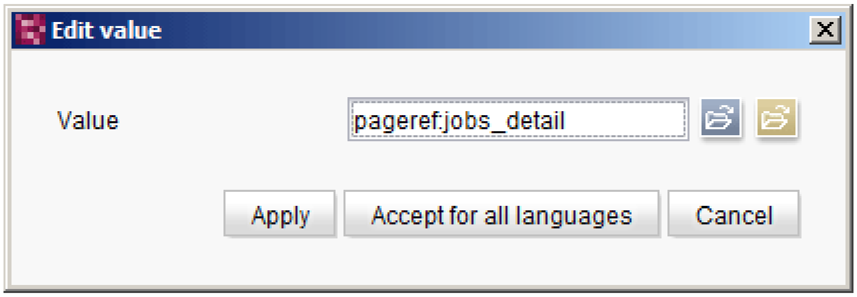
Name	Value
ss_default_formname	formular
ss_jobs_details	pageref:jobs_detail
ss_jobs_overview	pageref:jobs_2
ss_press_feed	pageref:pressreleasesfeed
ss_press_releases_details	pageref:pressreleasesdetails
ss_press_releases_overview	pageref:pressreleases_1
ss_product_details	pageref:produkteeinzelseite
ss_product_feed	pageref:productsfeed
ss_product_overview	pageref:produkte_1

Figure 8-7: Folders view – Variables tab

Create a New Variable: Click this icon to open a window in which the name for the new variable can be entered. Confirm your input with OK to add the new variable; a window for editing the new variable automatically opens.

Delete Variable: Click this icon to remove the selected variable.

Edit Variable: Click this icon to open a window for editing the selected variable.



Value: pageref:jobs_detail

Figure 8-8: Editing a variable

In this window you can enter the value of the variable manually or you can select a page reference or a medium as the value.

Click the **Apply** button to accept the selected variable value for the current language.

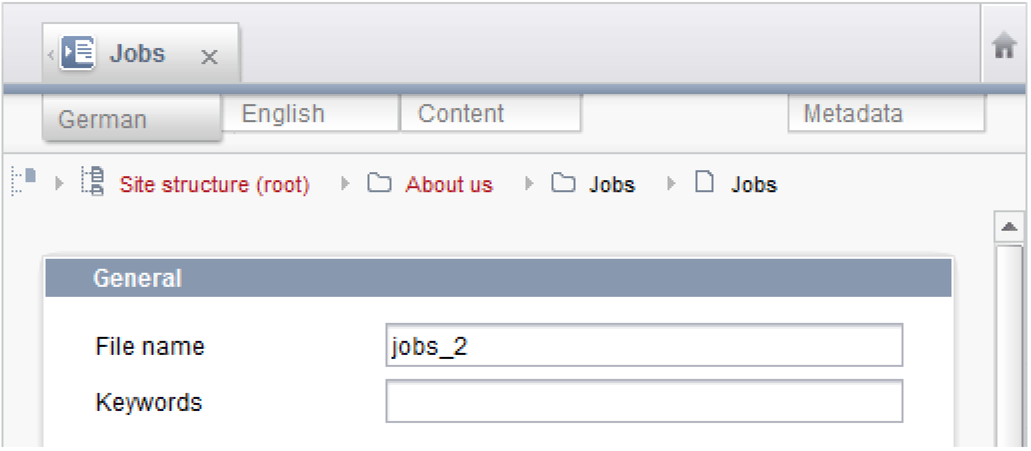
Click the **Accept for all languages** button to accept the selected variable value for all the project languages at the same time.

The variables must be referenced within a template in order to have an effect. More precise information on programming templates is available in the FirstSpirit Online Documentation (ODFS).

If the value of a variable is changed without releasing the Site Store and then a preview of a page is requested from the Page Store and this variable is valid for its page reference, the current state (i.e., not released) of the variable is displayed.

8.3 Settings at page reference level

Edit mode is automatically activated after a new page reference is added to the Site Store. The page can now be edited and website navigation thus enhanced.



File name: jobs_2

Keywords:

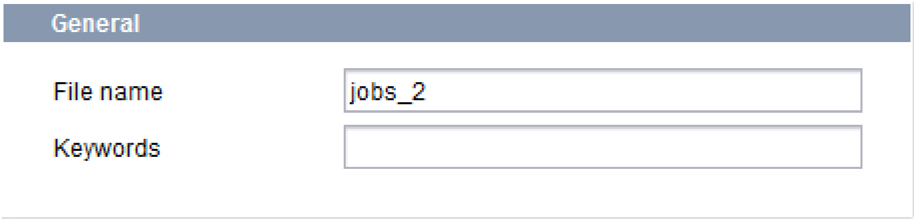
Figure 8-9: Page reference view

A page reference has various tabs. There is one tab for each available project language and a Content tab if a data source is integrated on the page.

8.3.1 Languages tabs

A separate tab is created for each available project language. The settings have to be made for each language individually.

8.3.1.1 General



File name: jobs_2

Keywords:

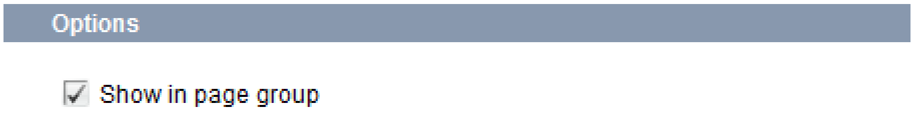
Figure 8-10: Languages tabs - General

File name: The file name under which the referenced page is stored on the server is entered in this field.

> *The file name may not be changed. Make sure to use a name that is valid for the server's file system. You should also ensure that the file extension satisfies the relevant conventions. The characters allowed for the file name are:*
>
> *abcdefghijklmnopqrstuvwxyz0123456789ABCDEFGHIJKLMNOPQRSTUVWXYZ-_*

Keywords: Several keywords for search functions can be entered in this field.

8.3.1.2 Options

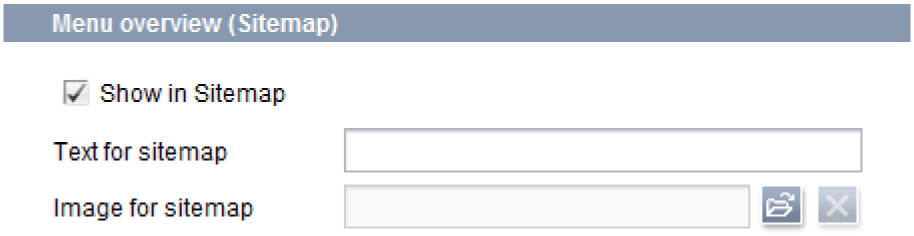


☑ Show in page group

Figure 8-11: Languages tabs - Options

Show in page group: Activate this option to display the current language of the page reference in a page group. This option must be deactivated if the page is not to be displayed in a page group for the current language.

8.3.1.3 Menu overview (Sitemap)



Menu overview (Sitemap)

☑ Show in Sitemap

Text for sitemap

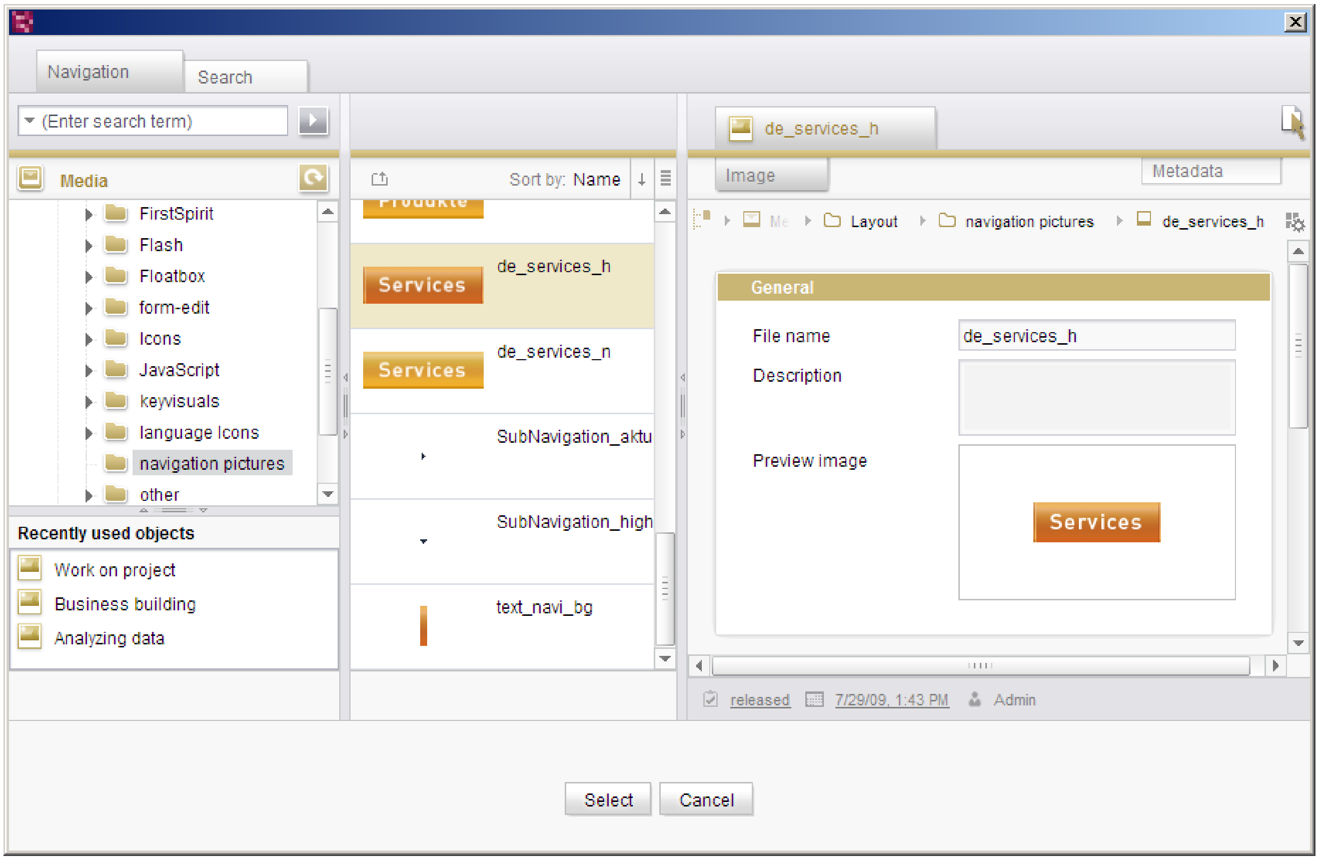
Image for sitemap

Figure 8-12: Languages tabs – Menu overview (Sitemap)

Show in Sitemap: If this option is activated, the current menu level is displayed in a sitemap.

Text for sitemap: This field can be used to enter text which is to be displayed in a sitemap for this menu level. This text is also used in the output of tables of content of page groups. If no text is entered here, the page name from the Page Store is used in both cases.

Image for sitemap: This field can be used to select an image that is to be displayed in a sitemap for this menu level. Click the 📂 icon to open a window in which the tree structure of the Media Store is displayed.



File name: de_services_h

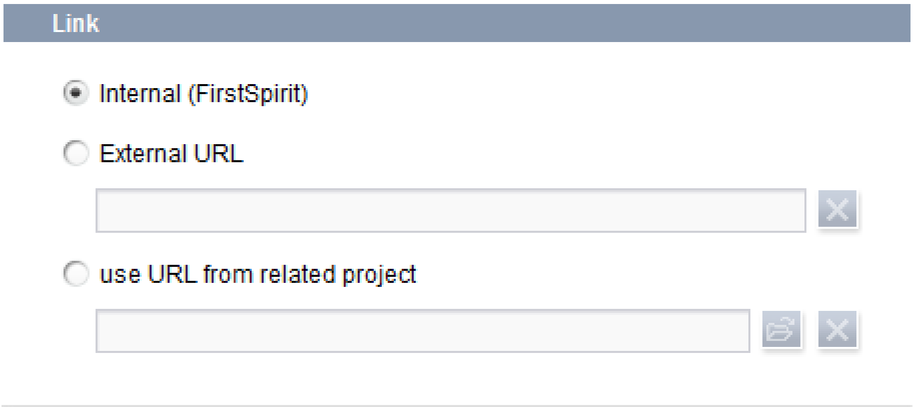
Figure 8-13: Selecting a medium

The required image can now be selected from the navigation structure of the Media Store. The search function in the selection dialog lets you find the desired medium quicker (see section 12.6 starting on page 348).

After you select an image, the name of the medium you selected appears in the field. Click the Delete icon ☒ to delete the selected graphic again.

8.3.1.4 Link

One of three alternatives for the page reference can be selected in this area.



Link

● Internal (FirstSpirit)

○ External URL

○ use URL from related project

Figure 8-14: Languages tabs - Link

Internal (FirstSpirit): This option is the default setting; all pages are generated as usual.

External URL: If a page from the project is not displayed for some reason or another, activate this option and enter a link to the page beginning with "http://" in the field; this is the page to be displayed if someone clicks this navigation item on the website.

use URL from related project: FirstSpirit supports remote access to other FirstSpirit projects. Activate this option to link to a page from a related project.

Click the Delete icon ✕ to remove entered projects from this field.

Click the 📂 icon to first select the desired project. The dialog with the Site Store of the related project opens. You can select the desired reference here.

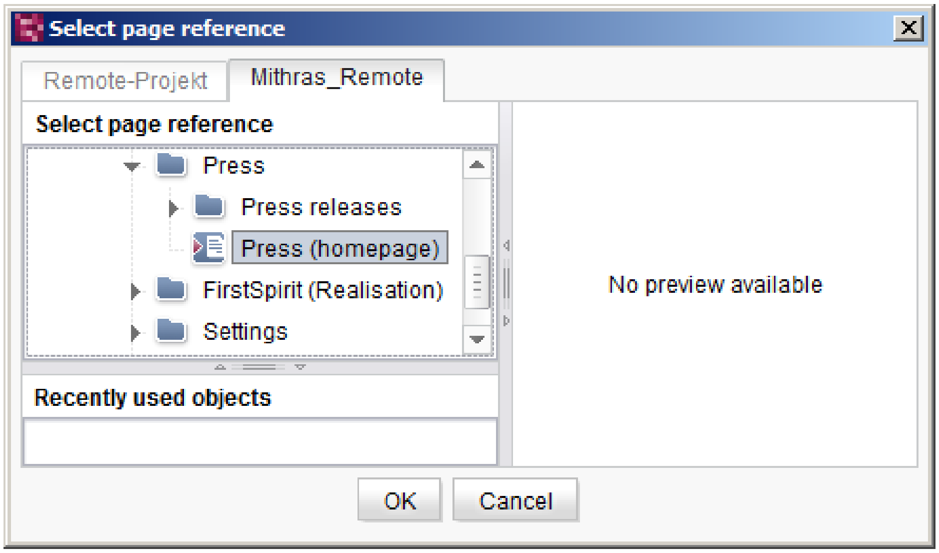


Figure 8-15: Selecting a reference from the remote project

If more than one related project is available, you can switch to them by using the individual tabs.

The selected page reference from the related project is imported as a link into the page reference of the current project. When the respective menu entry is clicked the user is directly switched to the related project page.

The tabs only display related projects which have been added in the project properties.

The "related projects" function is a license-dependent additional module. A detailed description of this is given in the "FirstSpirit CorporateMedia" module documentation.

8.3.1.5 Validity period

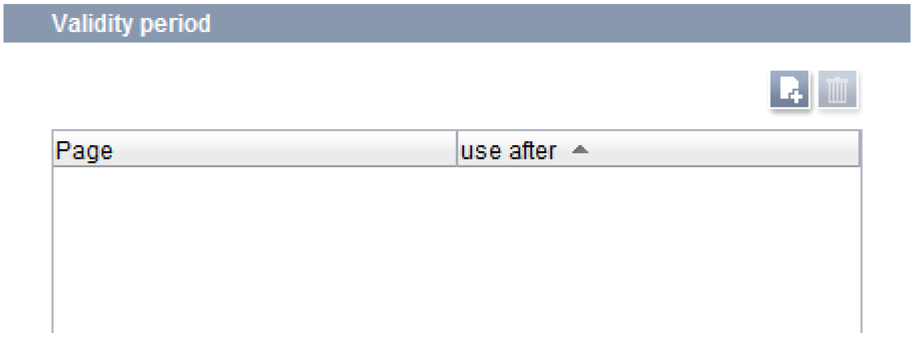


Figure 8-16: Languages tabs – Validity period

If another page is to be referenced from the Page Store from a specific date, this can be specified at this point, to be precise language-dependent.

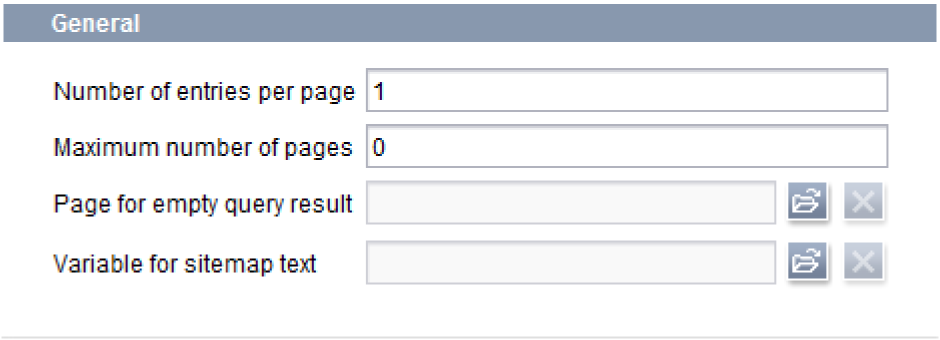
New entry: Select this function to open a window in which the tree structure of the Page Store is displayed. After a page has been selected for the future link, another window opens for the date selection (see section 11.6, page 275). This can be used to specify the date from which the currently referenced page of the Page Store is to be replaced with the new page.

Delete entry: Click this icon to remove the selected link from the list.

8.3.2 Content tab

The Content tab is always provided if the selected page reference is based on a content page with an integrated data source. Settings for the output behavior can be made here.

8.3.2.1 General



General

Number of entries per page: 1
Maximum number of pages: 0
Page for empty query result:
Variable for sitemap text:

Figure 8-17: Content tab - General

Number of entries per page: Use this field to specify how many datasets from the database are to be displayed on each page. As soon as the required number of entries is reached a new page is created on which the following rows of the database are generated. The default value for this field is 0, whereby all the rows of the data source are displayed on one page.

Maximum number of pages: This field can be used to specify the maximum number of pages to be generated. If the configuration of the data results in the generation of more than one page, all the generated pages are automatically integrated in a new page group so that they can be referenced using the page group functions.

> ! *If the value 0 is entered as the maximum number of pages, there is no upper limit for the generation of pages.*

Page for empty query result: If, due to the settings made, no datasets can be output, use the 📂 icon in this field to select a page from the Page Store which is to be referenced instead. In this way it is possible to prevent the generation of pages without meaningful content.

Variable for sitemap text: Click the 📂 icon to select a column from the data source. The content of this column is then displayed in a sitemap.

8.3.2.2 Filter Configuration

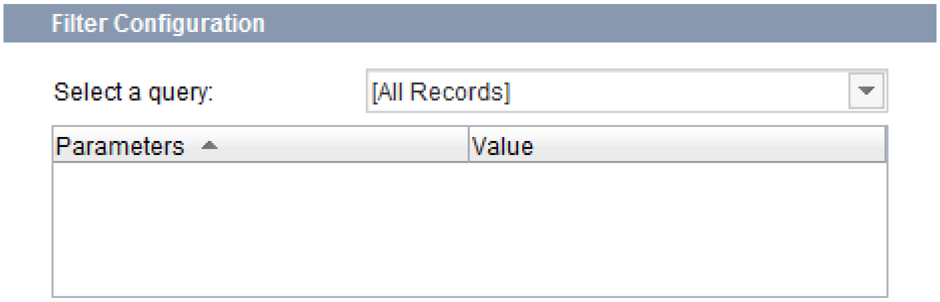
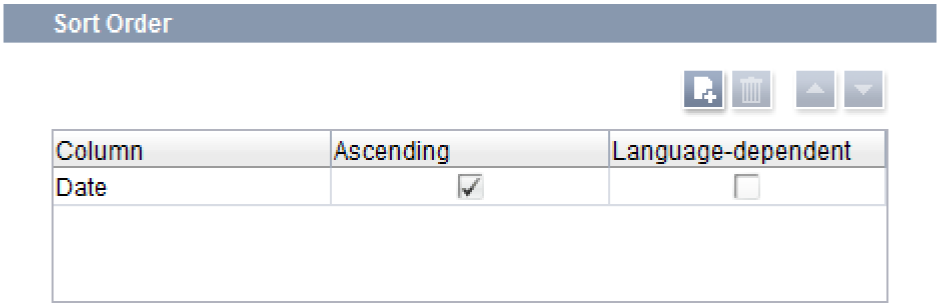


Figure 8-18: Content tab - Filter Configuration

Select a query: The combobox can be used to select a query predefined by the project developer to limit the output of the datasets.

All parameters specified for the selected query are listed in the table below. The given values of a parameter can be changed by double-clicking the relevant row.

8.3.2.3 Sort Order



Sort Order

Column	Ascending	Language-dependent
Date	☑	☐

Figure 8-19: Content tab - Sort Order

Apart from limiting the number of datasets it is of course also possible to sort the output. Any table column can be used as the sort key. The output can be in ascending or in descending order.

Add ordering by column: Click this icon to use a selection box to specify another table column as the sort rule.

Remove sort order: Click this icon to delete the activated sort rule.

Move up: Click this icon to move the selected sort rule up by one position in the list.

Move down: Click this icon to move the selected sort rule down by one position in the list.

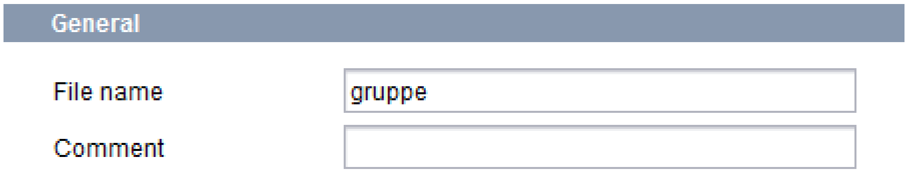
If several sort rules are specified, the top sort rule in the list is used for sorting first. All entries for which this first sort rule is identical are then sorted by the second sort rule, whereby the first sorting is retained as a whole. The procedure is the same for each additional sort rule.

8.4 Document group settings

Document groups are special Site Store elements which can be selected as a link target but do not appear in the navigation.

Both page references and menu levels of the Site Store can be grouped together in a document group and displayed as a page. If a new page group is added to a menu level later, this change is automatically adopted in the document group.

8.4.1 General details



General

File name	gruppe
Comment	

Figure 8-20: Document group tab - General

File name: The file name under which the document group is stored on the server is entered in this field.

Comment: A comment can be entered in this field. This comment can represent the title heading in the generated document (e.g., PDF).

8.4.2 Content

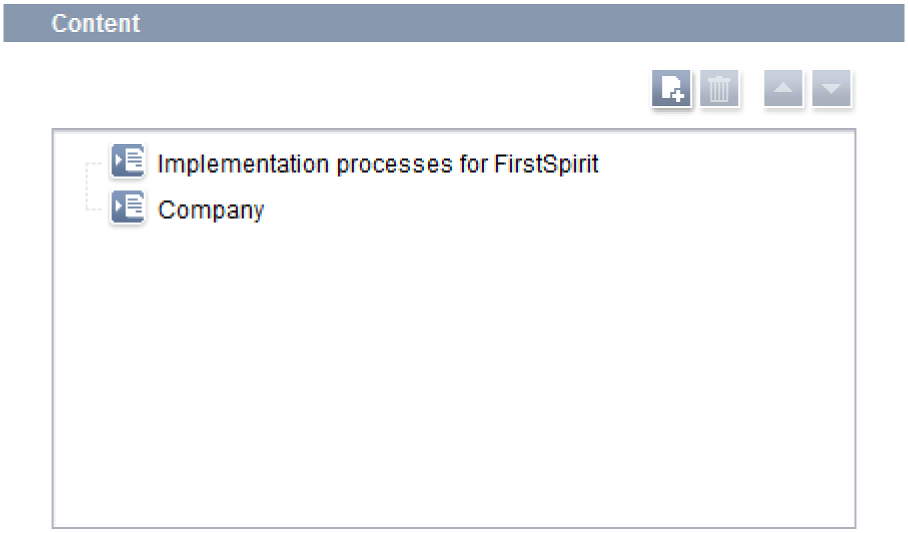


Figure 8-21: Document group tab - Content

The constituents of the document group can be defined in this area.

Click this icon to insert new elements in the document group.

Click this icon or the <DEL> key to remove selected elements again.

Move up: Click this icon to move the selected content up in the list by one position.

Move down: Click this icon to move the selected content down in the list by one position.

If menu levels are included in the document group, these menu folders can be opened. However, this is a pure view function; the objects in this menu folder cannot be changed.

8.4.3 Template settings

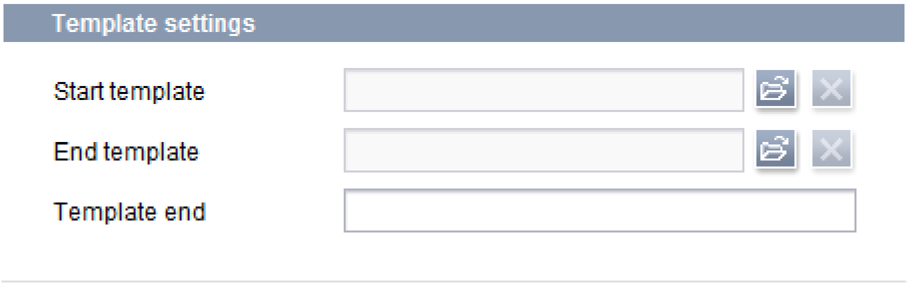


Figure 8-22: Document group tab - Template settings

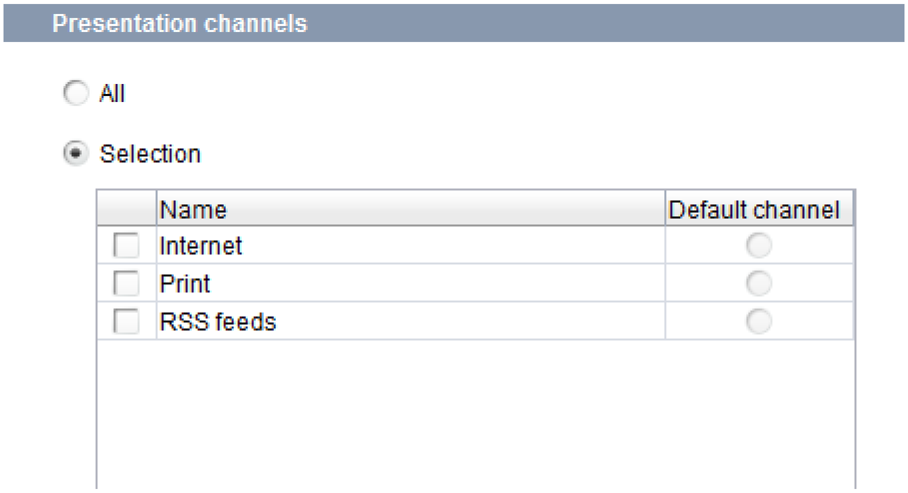
This area is used to define which template is to be displayed before or after the document group. In this way structures which only appear once (e.g., tables of content) can be generated.

Start template: The 🗁 icon can be used to select a page template which forms the frame for a valid document in the selected presentation channel. The start template forms the "header" of the document.

End template: The 🗁 icon can be used to select a page template which forms the frame for a valid document in the selected presentation channel. The end template forms the "footer" of the document.

Template end: This field can be used to define the ending indicating templates that are used instead of the original templates of the integrated pages. These templates are used solely for display within the document group.

8.4.4 Presentation channels



Presentation channels

○ All

● Selection

	Name	Default channel
☐	Internet	○
☐	Print	○
☐	RSS feeds	○

Figure 8-23: Document group tab - Presentation channels

All: If this option is activated, all available presentation channels are taken into consideration in the generation.

Selection: If this option is activated, one or several presentation channels to be taken into account in the generation can be activated in the table below. If one presentation channel only is activated, the document group is also generated for this one presentation channel only (e.g., Print). If several presentation channels have been selected, one of them must be defined as the standard channel. If a link is created to this document group at a later date, this presentation channel is automatically displayed, provided the link does not explicitly specify another presentation channel.

9 Template Store

The Template Store forms the basis for every website. The various templates take into account the complete design of the website (including corporate design and corporate identity). Templates are needed to connect the contents entered in the Page Store and the media integrated in the Media Store with the structure stored in the Site Store to give a complete presentation when generating the website.

The basics of template development are provided in the "Templates (basics)" section of the **FirstSpirit Online Documentation**. The creation of the first templates is explained there based on a simple example.

Different types of templates can be defined and edited in the Template Store.

- **Page templates** create the basic framework of a page. The placement of logos and navigation tools as well as similar, general settings are set in page templates. Moreover, the page templates define the locations where an editor can insert content.
- **Section templates** are used to insert content into this basic framework. Section templates are subdivided into individually specified input fields, via which the editor can maintain the editorial content of the section (in the Page Store).
- **Format templates** are used to define formatting in order to make the process of entering text into default input elements more user-friendly. Each defined format template is then available (in the rich text editor, for example) for formatting the text entries. Table format and style templates are special templates that are used for formatting so-called "inline tables".
- The appearance of links is specified in detail by **link templates** within a FirstSpirit project. The template developers define all the input fields in which the editors can enter all required content and the appearance of the link on the HTML page.
- **Scripts** can be used to automate different types of operating sequences in FirstSpirit. In this process, a script is used for describing the sequence to be carried out and can make changes to FirstSpirit data structures as needed. Scripts can be executed at any location in SiteArchitect for which they are approved.
- **Database schemata** define the structure of highly structured databases and the layout for the corresponding data entry screen form. The tables and relations of a

data model are depicted in a schema. The input elements for the table columns are then defined in the corresponding table templates and constraints for the databases are formulated in the queries.

- **Workflows** can be used to describe processes or work sequences and can be depicted in a model – the so-called "workflow model". The task of the workflow model is to describe the workflow abstractly but also completely so that it can be used as the basis for supporting the user when they carry out a work process.

10 Global settings

The Global settings are divided into four areas.

The **Global Content Area** is frequently used for maintaining smaller page components, e.g., copyright notices.

In **Project Settings**, a project developer can specify rules for content replacement.

In **URL Settings**, specific URLs can be defined for all page references in the project.

In the **User Settings**, each user can integrate editors for editing specific media and different browsers for the preview function.

10.1 Global Content Area

The context menus and method of working in the Global Content Area correspond to the context menus and method of working in the Page Store. The standard input elements for pages and sections are also available here for entering contents.

The following elements can be created within the Global Content Area:

- Folders for structuring the pages
- Global pages
- Sections

Detailed information on **general context menus** is given in section 4.1 starting on page 131.

Detailed information on **special context menus** is given in section 4.2 starting on page 136.

Detailed information on the functions under the **Extras context menu** is given in section 4.3 starting on page 144.

Detailed information on the functions under the **Plug-ins context menu** is given in section 4.4 starting on page 157.

Detailed information on the **default input elements** is given in section 11 starting on page 267.

10.2 Project Settings

The global settings for the website which are to appear on each page can be set in the Project Settings. Settings can only be made here if a page template has been selected in the ServerManager in which the global project settings are to be defined. The settings made on the Form tab (GUI.XML) of the relevant page template are executed here. The input elements can be used to define the global design of the website. Similarly to the maintenance of the editorial content, the project settings can be applied in a language-dependent manner, i.e., individually for each project language

10.3 URL Settings

> *The functions which are described in the following require in-depth knowledge about the generation function in FirstSpirit and URLs, and as such is directed more toward project administrators. See also the FirstSpirit Online Documentation (ODFS), "Advanced topics"/"Generation"/"Advanced URLs".*

According to the specifications, URLs must not contain any Unicode characters; as a result, these structures are based on reference names in FirstSpirit and can therefore not be fully influenced by the editor.

The URL settings give editors more control over the appearance of URLs. This includes, for example, search engine optimization (SEO) or the generation of multilingual URLs.

The following concepts are applied here to the generation of URLs:

- **SEO URLs**
  This concept allows URLs, which were previously formed monolingually in FirstSpirit from the folder structure of the project and the file names of page references, to be freely defined for every node (menu levels and page references). This not only provides the option of renaming folders/directories and files, but also allows the creation of a directory structure for the web server that completely departs from the

website structure and/or project. So the first example below could become the second:

```
http://domain.de/de/events/cebit.html         and
http://domain.de/en/events/cebit.html
```

```
    http://domain.de/veranstaltungen/cebit.html   and
http://domain.de/events/cebit.html
```

- **Short URLs**
  Short URLs are brief, easily remembered, "expressive" URLs, e.g., for so-called "landing pages". The latter term stands for specifically created individual webpages where a specific topic or offer is presented in a compact manner and which are optimized for a specific target group and the subject of the page. These are often the target pages of linked adverts in other webpages. They are mostly inaccessible via the website's navigation. Short URLs are generated in addition to the "normal" URLs.
  This

```
http://mithrasenergy.com/content/de/ueberuns/unternehmen/Unternehmen.
html
```

  would become, for example

```
http://mithrasenergy.com/Unternehmen.html
```

  Every page reference can be provided with several alternative short URLs.

SiteArchitect offers the node "URL Settings" in its "Global settings" for influencing URL generation.

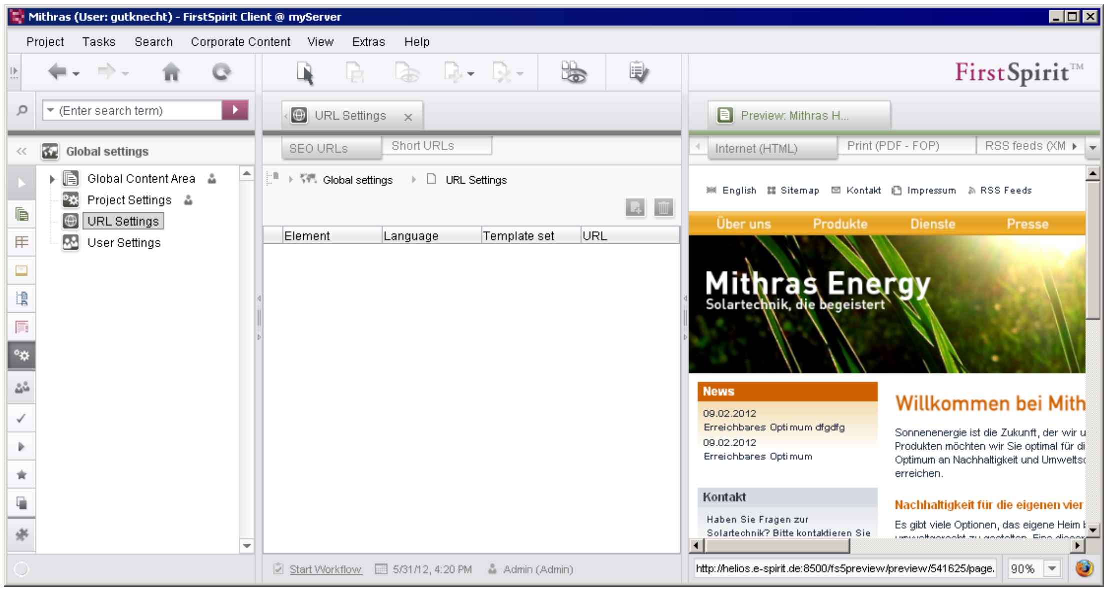


Figure 10-1: Global settings – URL Settings overview

The two hanging tabs

- "SEO URLs" (see section 10.3.1, page 257) and
- "Short URLs" (see section 10.3.2, page 262)

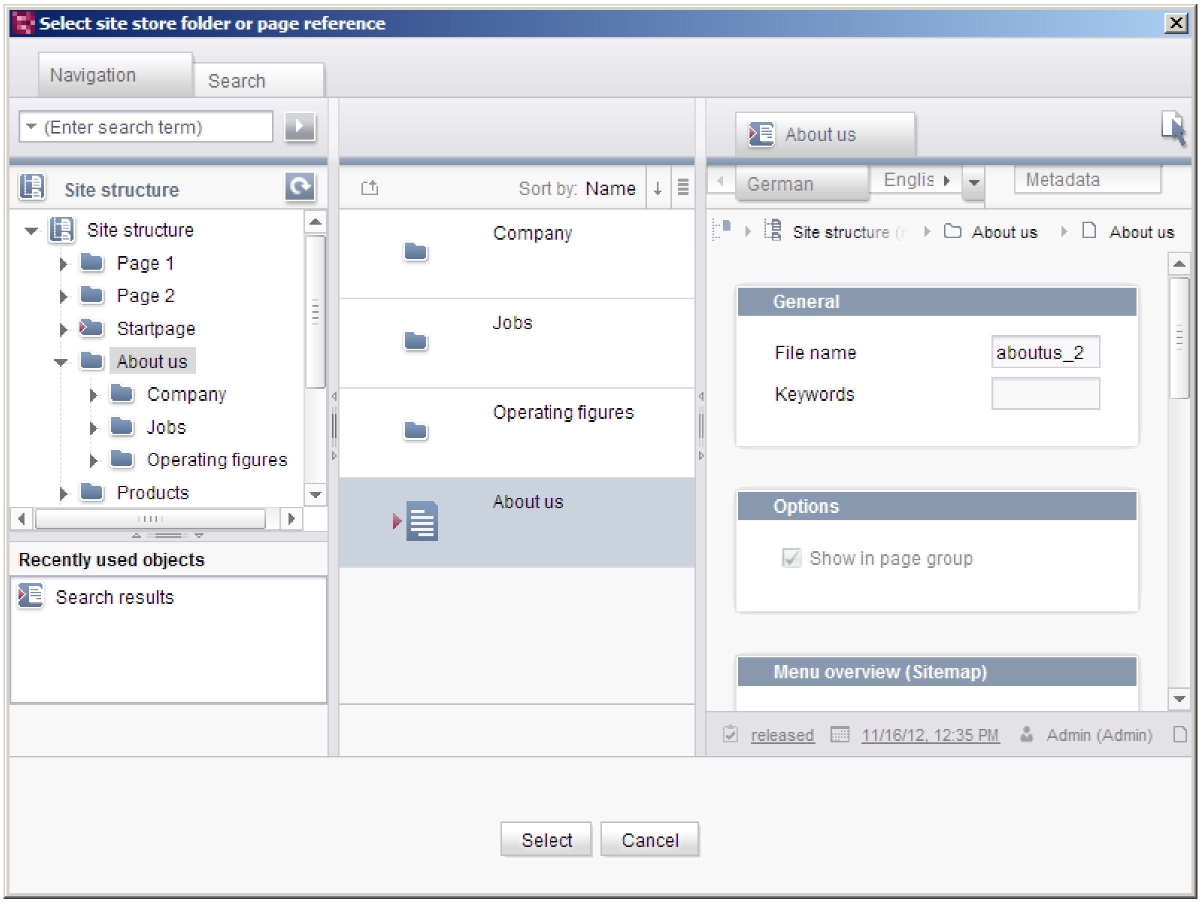
available here allow the URLs to be influenced. Both of these overviews can contain several entries.

Project administrator permissions are required for editing the tabs.

Element:	Shows the path and element for which an edited URL is available. This can be a page reference or a menu level.
Language:	Shows the language to which the edited URL applies.
Template set:	Shows the template set to which the edited URL applies.
URL:	Shows the URL created for the respective element in the generation process.

10.3.1 "SEO URLs" tab

Add: This icon serves to select a menu level or page reference from the Site Store for which a URL is to be manually specified. The first step opens a selection dialog:



File name: aboutus_2

☑ Show in page group

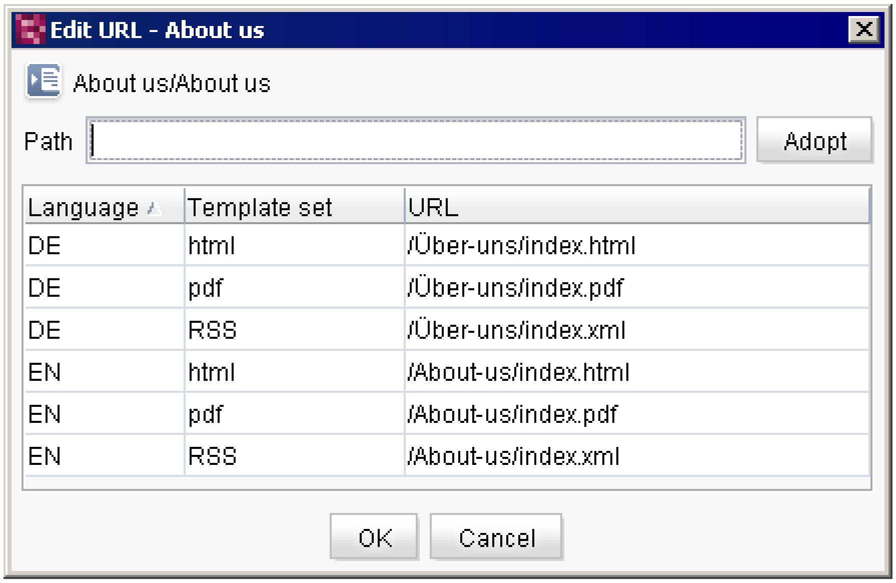
released 11/16/12, 12:35 PM Admin (Admin)

Figure 10-2: Editing URLs – Selecting a menu level or page reference

Either menu levels (see "Application examples for menu level URLs") or page references (see "Application examples for page reference URLs") for which URLs are to be defined can be selected here. As menu levels are converted into folders during the generation process and page references into files in a directory structure that is subsequently transferred to a web server, for example, the directory/folder path can be influenced for menu levels using the "URL Settings" function, and for page references also via the file name. In the process, subdirectories are created/shown by inserted slashes ("/").

More information on working with this dialog can be found in section 12.6 starting on page 348.

Clicking "Select" opens the following dialog:



Language	Template set	URL
DE	html	/Über-uns/index.html
DE	pdf	/Über-uns/index.pdf
DE	RSS	/Über-uns/index.xml
EN	html	/About-us/index.html
EN	pdf	/About-us/index.pdf
EN	RSS	/About-us/index.xml

Figure 10-3: Edit URLs

In this dialog, the directory paths the URLs are derived from for the selected node can be changed for the languages and template sets available in the project.

The table can be navigated by keyboard shortcuts as follows:

- <ENTER> or ↓: One line forward/down
- <ENTER> + <SHIFT> or ↑: One line back/up
- <F2>**:** Input in the "URL" field in the selected line

If the "URL Settings" function is invoked on a menu level, only the names of paths/directories can be influenced. These changes will affect all subordinate objects that are not provided with an SEO URL definition of their own. If the function is invoked on a page reference, a path with a unique file name can be defined for every language and template set.

URL: The "URL" field in the table initially shows the currently saved URL of the node for every language and every template set. The entries can be sorted by clicking the column header. The URLs can be edited by double-clicking the fields or pressing <ENTER> + <CTRL>. Slashes at the

beginning of entries are automatically inserted for both menu levels and page references.
Each URL (path plus file name) may meanwhile only be defined once within a project.
Changed entries are shown in italics. If the object concerned is a so-called "multi-page" (page with a dataset from a data source, "content projection"), the URL setting will always only apply to the first page.
The field can also be left blank.

Path specifications can be applied to all languages and template sets by entering them in the "URL" field above the table and adopting them for all the entries in the table by clicking "Adopt". If the "URL" field is left blank, clicking "Adopt" will delete all entries in the "URL" column. Only filled entries will be applied. If the path is only to be applied to specific entries, the corresponding entries must be selected beforehand; several entries can be selected by pressing <CTRL> or <SHIFT> at the same time as clicking. The path names can also be adjusted later on. In doing so, a slash will be automatically placed at the beginning of entries.

The entries provided here are also used for building the directory structure where the results of the generation process are filed (see the *FirstSpirit Documentation for Administrators*, "Generation" section).

Application examples for menu level URLs

With menu levels, for example

- **names which differ** from the display names in the tree structure can be assigned. For example,

```
../Startseite
```

could become

```
../Willkommen
```

by specifying "/Willkommen" ("/Welcome") at the "Startseite" ("Start page") node,

- **paths can be shortened**.
  For example,

```
../Pressemitteilungen/Presse/Mithras-Energy-erhält-Solarpreis-der-
Stadt-Sonningen.html
```

through the definition of "/Pressemitteilungen" ("/Press releases") at the "Presse" ("Press") node would become

```
../Pressemitteilungen/Mithras-Energy-erhält-Solarpreis-der-Stadt-
Sonningen.html
```

- or **additional subdirectories** can be inserted:

```
../Pressemitteilungen/PDF
```

```
../Pressemitteilungen/RSS
```

Application examples for page reference URLs

> ! *These examples relate to the "Mithras Energy" demo project, "Advanced URLs" generation mode (see the FirstSpirit Online Documentation (ODFS), "Advanced topics/Generation/Advanced URLs" section).*

An `index.*` file with the file extension of the respective template set (`*.html`, `*.pdf`, `*.xml`, etc.) will be generated for page references by default.

For page references

- different (file) names can be assigned by changing the file name,
- the path to a file can be shortened or expanded by removing or adding directories (with "/").

> ! *The relevant file extensions must always be assigned during this process.*

Clicking the **OK** button applies the settings to the overview (see Figure 10-1).
If URLs (path plus file name) have been assigned several times over (other languages

and/or other template sets), a corresponding message will be displayed ("The URL '...' is used repeatedly!").

If a manually entered URL is already being used for another node in the project, the duplicate URLs are shown in red in the overview. When saving or exiting edit mode using <CTRL> + <S> or <CTRL> + <E> respectively, the corresponding icons in the SiteArchitect tool bar or the context menu entry "Edit on/off", the message "Please correct duplicate URLs first." will be displayed.

The ▾ icon will display page references and their attendant settings in the overview (Figure 10-1).

URLs that are already provided in the overview can be changed by double-clicking the respective field in the "URL" column. If an element is not yet provided in the language and/or template set in the overview the URL is to be changed for, the entry can be added for the desired node using the ⊕ icon (see top of this section).

🗑 Delete; This icon serves to delete a line of an entry from the list and hence reset the manual URL settings for this element.

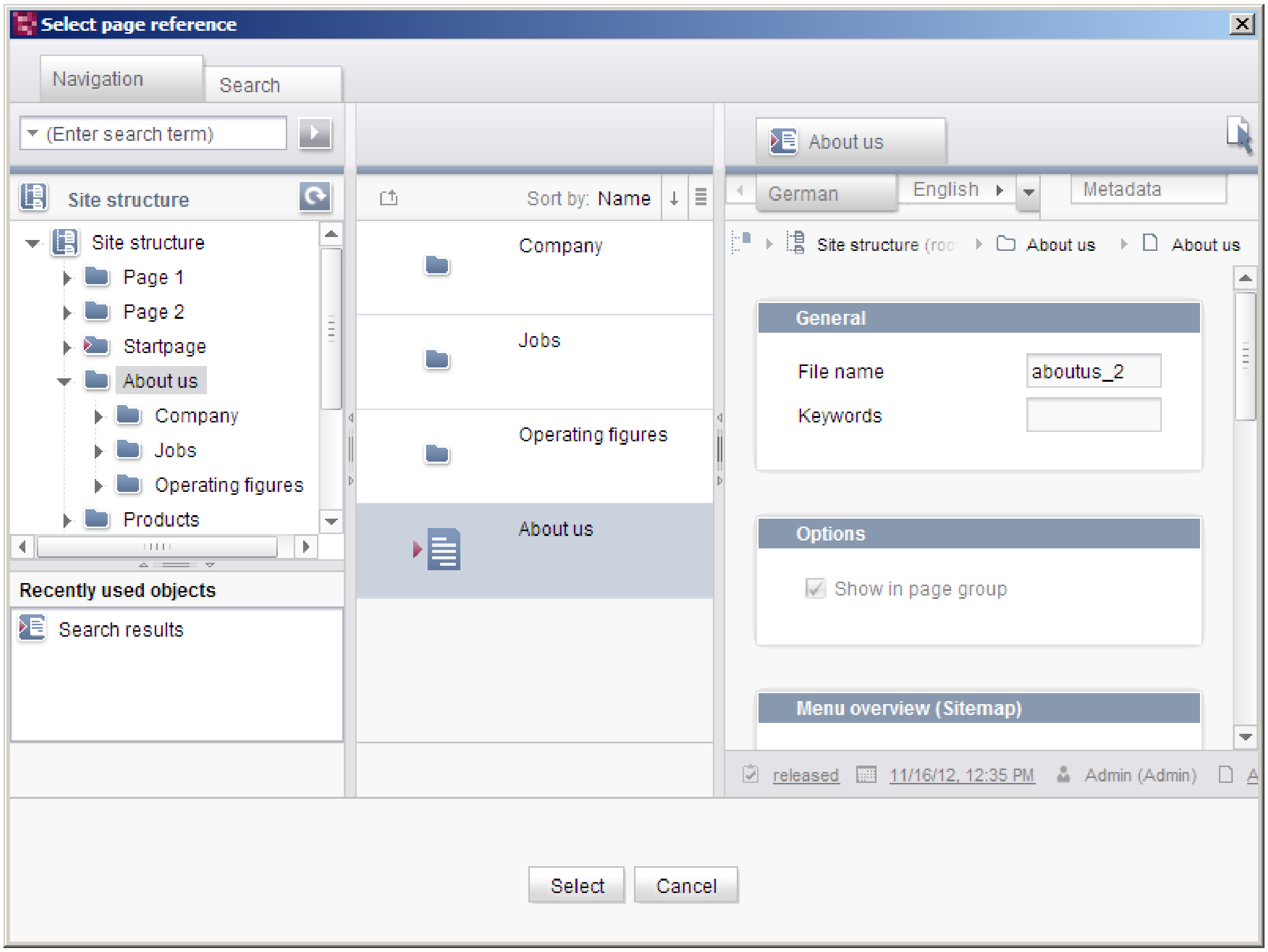
URL settings and/or changes must be saved (<CTRL> + <S> or "Save" icon in the SiteArchitect menu bar) or the edit mode of the node exited again (<CTRL> + <E>, corresponding icon in the SiteArchitect menu bar or context menu entry "Edit on/off").

> ! *The changes made here will only be included in the generation process if a corresponding schedule is carried out. This is normally done by the project administrator (see the FirstSpirit Documentation for Administrators, "Generation" section).*

> ! *The automatically assigned URLs that are saved on a node can be viewed in the object information (using <ALT> + <P> or context menu "Extras"/"Display properties").*

10.3.2 "Short URLs" tab

Add: This icon serves to select a page reference for which a short URL is to be defined from the Site Store. The first step opens the following dialog:



File name: aboutus_2

Keywords:

☑ Show in page group

released 11/16/12, 12:35 PM Admin (Admin)

Figure 10-4: Defining short URLs – Selecting a page reference

Several alternative short URLs can be defined for each page reference.

The definition process is the same as for SEO URLs (see section 10.3.1, page 257), except that no menu levels can be selected for short URLs.

Application examples

A short URL can, for example, be based on a **product name or product category** that customers and prospects are directly looking for, e.g.

```
www.mithras-energy.com/solarspeicher
```

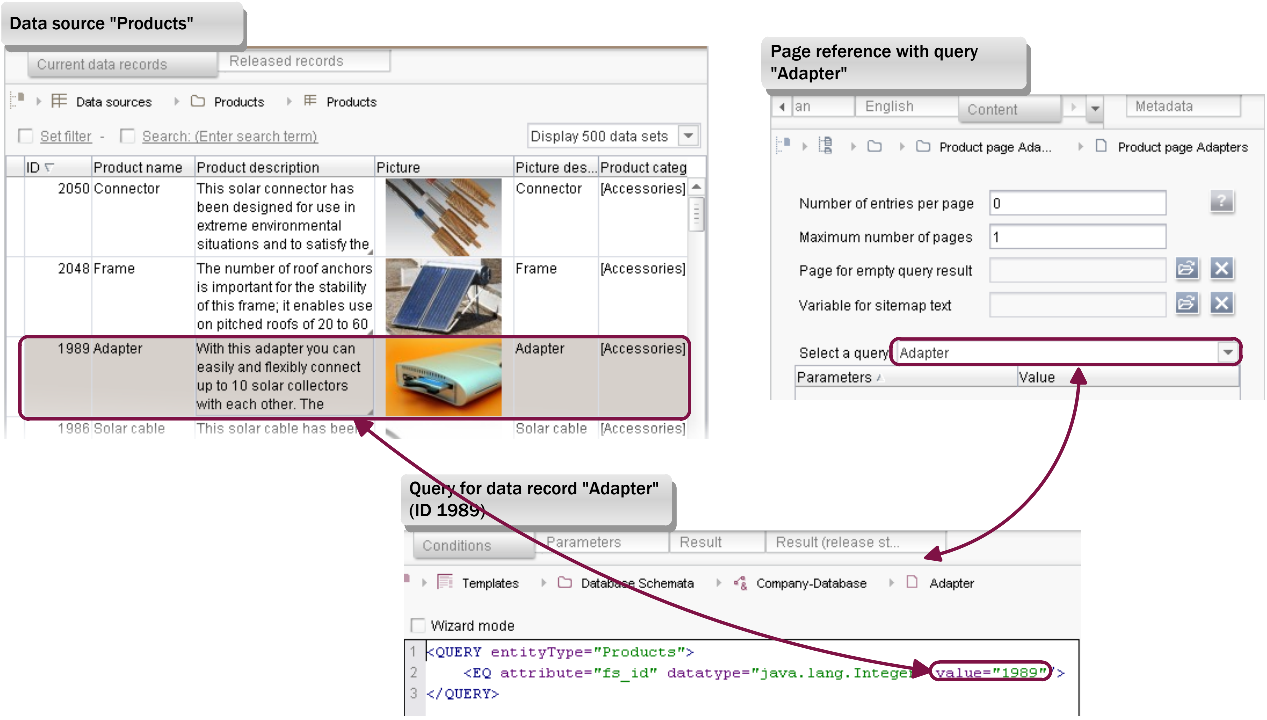
or on a **specific topic** circulated by promotional materials, e.g.

```
www.mithras-energy.com/cebit
```

or

```
www.mithras-energy.com/angebot
```

To create a short URL for a **product page**, for example, that is based on a content projection (page with a dataset from a data source), a page with a data source-based section must be created in the Page Store. What is required is a database query whose result is exactly the dataset that is to be displayed on the page. This database query can then be selected in this page's instance in the Site Store (page reference with "Content" tab). The desired short URL for this page reference can then be filed in the URL settings:



ID	Product name	Product description	Picture	Picture des...	Product categ
2050	Connector	This solar connector has been designed for use in extreme environmental situations and to satisfy the		Connector	[Accessories]
2048	Frame	The number of roof anchors is important for the stability of this frame; it enables use on pitched roofs of 20 to 60		Frame	[Accessories]
1989	Adapter	With this adapter you can easily and flexibly connect up to 10 solar collectors with each other. The		Adapter	[Accessories]
1986	Solar cable	This solar cable has been		Solar cable	[Accessories]

Number of entries per page: 0
Maximum number of pages: 1
Page for empty query result:
Variable for sitemap text:
Select a query: Adapter

Parameters	Value

```
<QUERY entityType="Products">
    <EQ attribute="fs_id" datatype="java.lang.Integer" value="1989"/>
</QUERY>
```

Figure 10-5: Page reference for a product page

If you want to define a short URL for a content projection, only one page may be generated in addition. For this purpose, the following settings must be made on the

"Content" tab of the page reference (see also section 8.3.2, page 244):

- Number of entries per page: 0
- Maximum number of pages: 1

Clicking the **OK** button applies the settings to the overview (see Figure 10-1).

If URLs (path plus file name) have been assigned several times over (other languages and/or other template sets), a corresponding message will be displayed ("The URL '...' is used repeatedly!").

If a manually entered URL is already being used for another node in the project, the duplicate URLs are shown in red in the overview. When saving or exiting edit mode using <CTRL> + <S> or <CTRL> + <E> respectively, the corresponding icons in the SiteArchitect tool bar or the context menu entry "Edit on/off", the message "Please correct duplicate URLs first." will be displayed.

Several different URLs can be defined for each page reference, however.

The ▾ icon will display page references and their attendant settings in the overview (Figure 10-1).

URLs that are already provided in the overview can be changed by double-clicking the respective field in the "URL" column. If an element is not yet provided in the language and/or template set in the overview the URL is to be changed for, the entry can be added for the desired node using the ⊕ icon (see top of this section).

🗑 Delete; This icon serves to delete a line of an entry from the list and hence reset the manual URL settings for this element.

URL settings and/or changes must be saved (<CTRL> + <S> or "Save" icon in the SiteArchitect menu bar) or the edit mode of the node exited again (<CTRL> + <E>, corresponding icon in the SiteArchitect menu bar or context menu entry "Edit on/off").

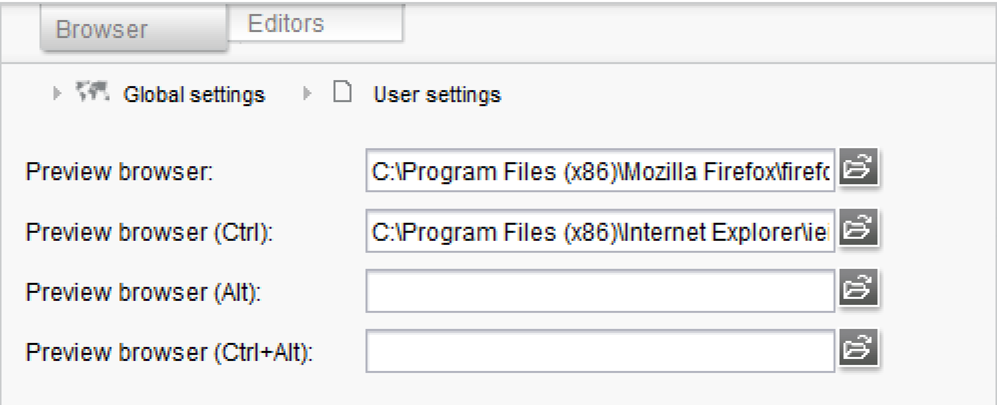
> **!** *The settings made here will only be included in the generation process if a corresponding schedule is carried out (see the FirstSpirit Documentation for Administrators, "Generation" section).*

10.4 User Settings

10.4.1 Browser tab

Several browsers for viewing preview pages can be entered on the "Browser" tab. This makes it possible to preview the project pages in different browsers.

These browser settings are used if the integrated preview for content is not enabled (see section 3.1.5.5, page 49) and the user-defined default browser is not to be used either.



Preview browser: C:\Program Files (x86)\Mozilla Firefox\firefc

Preview browser (Ctrl): C:\Program Files (x86)\Internet Explorer\ie

Preview browser (Alt):

Preview browser (Ctrl+Alt):

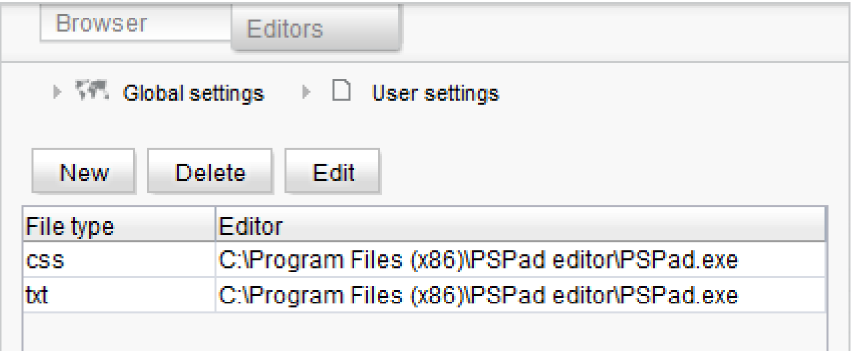
Figure 10-6: User Settings view – Browser tab

Preview browser: Enter the default browser to be used for each preview in this field. Click the 📂 icon to open a window with the workstation's file structure. Here you can search for the exe file of the desired browser.

Further browsers can be specified in the **Preview browser (Ctrl)**, **Preview browser (Alt)**, and **Preview browser (Ctrl + Alt)** rows. Open the preview with the corresponding Ctrl and/or Alt key to display the preview using the browser entered there.

10.4.2 Editors tab

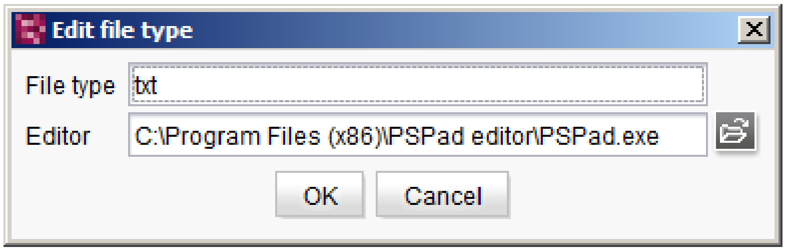
If media from the Media Store are to be edited in an external program, you have to specify the programs in question. Suitable editors for the different file extensions can be entered on the Editors tab.



File type	Editor
css	C:\Program Files (x86)\PSPad editor\PSPad.exe
txt	C:\Program Files (x86)\PSPad editor\PSPad.exe

Figure 10-7: User Settings view – Editors tab

New: Click this button to open a window in which the new file type and the corresponding editor can be specified.



File type: txt

Editor: C:\Program Files (x86)\PSPad editor\PSPad.exe

Figure 10-8: Edit file type

Click the Select icon to select a suitable editor from the workstation's file structure.

Delete: Click this button to remove the selected editor from the list.

Edit: Click this button to open a window where a new editor can be specified for the selected file type.

11 Default input forms

FirstSpirit provides a series of input forms that editors can use to attach and manage the various types of content on the site.

The input forms can be roughly divided by function into the following groups:

Entering text and tables
- Single-line text (CMS_INPUT_TEXT) section 11.1, page 268
- Multi-line text (CMS_INPUT_TEXTAREA) section 11.2, page 268
- Rich text editor (CMS_INPUT_DOM) section 11.3, page 269
- Tables (CMS_INPUT_DOMTABLE) section 11.4, page 271

Entering numbers and dates
- Numbers (CMS_INPUT_NUMBER) section 11.5, page 275
- Date/time selection (CMS_INPUT_DATE) section 11.6, page 275

Selecting internal and external references
(images, files, pages, links)
- Reference selection (FS_REFERENCE) section 11.7, page 277
- Link input (CMS_INPUT_LINK) section 11.8, page 280

Displaying sections, datasets or links in list form
- List creation (FS_LIST) section 11.9, page 286

Creating and selecting datasets
- Dataset selection (FS_DATASET) section 11.10, page 289

Entering/selecting values and states
- Checkbox (CMS_INPUT_CHECKBOX) section 11.11, page 291
- Combobox (CMS_INPUT_COMBOBOX) section 11.12, page 292
- Radio button (CMS_INPUT_RADIOBUTTON) section 11.13, page 292
- Toggle (CMS_INPUT_TOGGLE) section 11.14, page 293
- Multiple selection list (CMS_INPUT_LIST) section 11.15, page 294

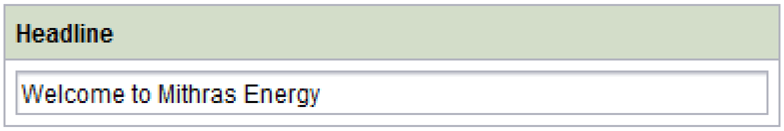
Executing a function
- Button (FS_BUTTON) section 11.16, page 295

Specifying links to background images
- Link-sensitive graphic (CMS_INPUT_IMAGEMAP) section 11.17, page 295

The template developer has the option of specifying default values and invalid entries for some input forms. The effects of editing the input forms are described in section 11.18, page 297.

11.1 Single-line text

This input form is intended for single-line text entries, such as headings. Formatting (bold, italics, etc.) cannot be selected here, it is uniformly specified via template development.



Headline

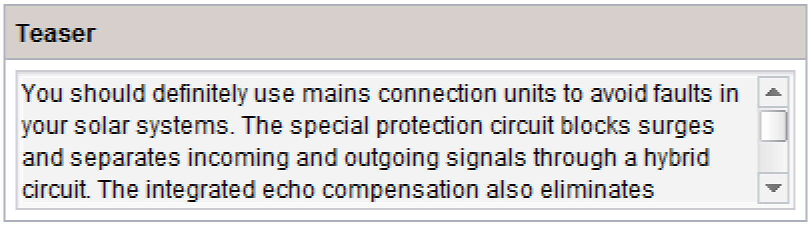
Welcome to Mithras Energy

Figure 11-1: Input form – Single-line text

If the project developer has defined a default value for the input component, the "Reset to default value" icon 🗎 or the "Adopt default value" icon 🗎 is located in the top right-hand corner. (For further information, see section 11.18 starting on page 297.)

11.2 Multi-line text

This input form is used for larger text entries that are not to be formatted by the editor.



Teaser

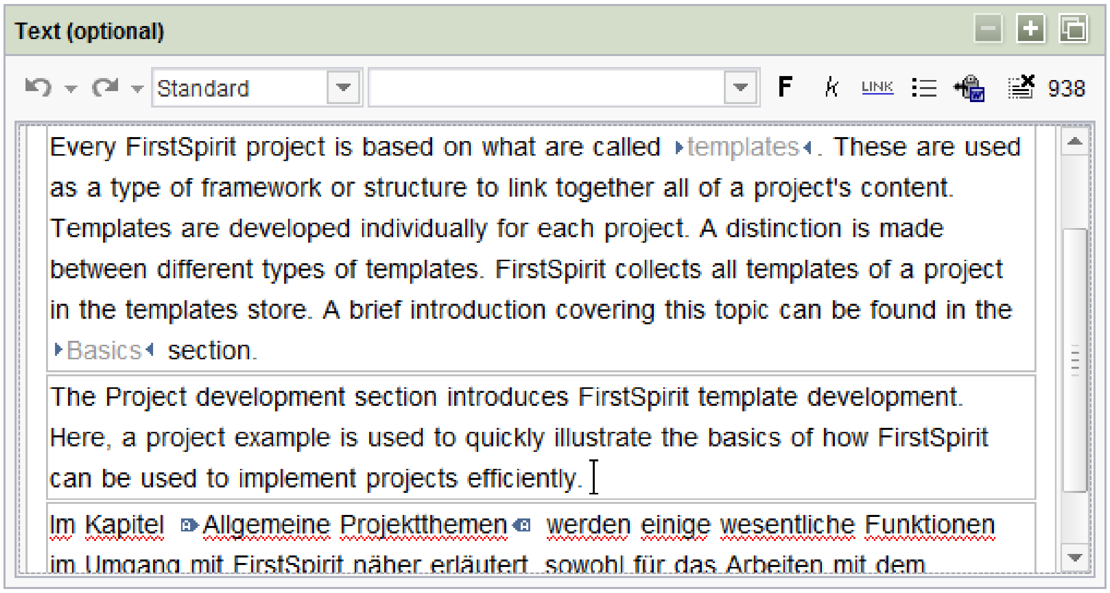
You should definitely use mains connection units to avoid faults in your solar systems. The special protection circuit blocks surges and separates incoming and outgoing signals through a hybrid circuit. The integrated echo compensation also eliminates

Figure 11-2: Input form – Multi-line text

If the project developer has defined a default value for the input component, the "Reset to default value" icon 🗎 or the "Adopt default value" icon 🗎 is located in the top right-hand corner. (For further information, see section 11.18 starting on page 297.)

11.3 Rich text editor

The rich text editor is intended for larger text entries with formatting and link inputs. The functions and icons available to the editor in the specific rich text editor depend on how the template developer configured it.



Every FirstSpirit project is based on what are called templates. These are used as a type of framework or structure to link together all of a project's content. Templates are developed individually for each project. A distinction is made between different types of templates. FirstSpirit collects all templates of a project in the templates store. A brief introduction covering this topic can be found in the Basics section.

The Project development section introduces FirstSpirit template development. Here, a project example is used to quickly illustrate the basics of how FirstSpirit can be used to implement projects efficiently.

Im Kapitel Allgemeine Projektthemen werden einige wesentliche Funktionen im Umgang mit FirstSpirit näher erläutert, sowohl für das Arbeiten mit dem

Figure 11-3: Input form – Rich text editor

If the project developer has defined a default value for the input form, the "Reset to default value" icon or the "Adopt default value" icon is located in the top right-hand corner. (For further information, see section 11.18 starting on page 297.)

Depending on the project's configuration, a spell check can be carried out within the input form (see section 12.5.3, page 323).

Open in separate window: Click this icon to open the Editor window in full-screen size to be able to edit large amounts of text comfortably. The window is closed by clicking the "x" icon in the top right-hand corner or by switching to the view mode. The contents of the large window are then always automatically copied into the small window.

Standard ▾ Predefined formatting which is to apply to the whole section can be selected here. The available formatting options are defined by the project developer.

Code-Wort ▾ Predefined formatting which is to apply to the selected text only can be selected here. One single word is considered as being selected if the cursor is positioned within the character string. The available formatting options are defined in the format templates and specified by the project developer.

↶ ▾ Undo: This icon can be used to undo entries made or formatting set. Click the arrow to open a list with all the most recently made changes so that several changes can be undone simultaneously.

↷ ▾ Restore: Use this icon to restore entries and formatting which have been undone. Click the arrow to open a list with all the most recently undone changes so that several changes can be restored simultaneously.

Hide Lines: Use this icon to hide all reference lines in the rich text editor. Click the icon again to display the lines once more.

B Bold: This icon can be used to highlight selected text in the editor with bold font. Furthermore, corresponding visible markers (B▸ ◂B) are inserted at the start and end of the bold selected text. Click this icon within the markers to remove the formatting again.

I Italic: This icon can be used to highlight selected text in the editor with italic font. Furthermore, corresponding visible markers (I▸ ◂I) are inserted at the start and end of the italicized selected text. Click this icon within the markers to remove the formatting again.

LINK Insert Link: Use this icon to insert a link at the cursor's current position. The procedure for setting a link is the same as that described for the "Link input" input component. (See section 11.8 starting on page 280.) (A▸ ◂A)

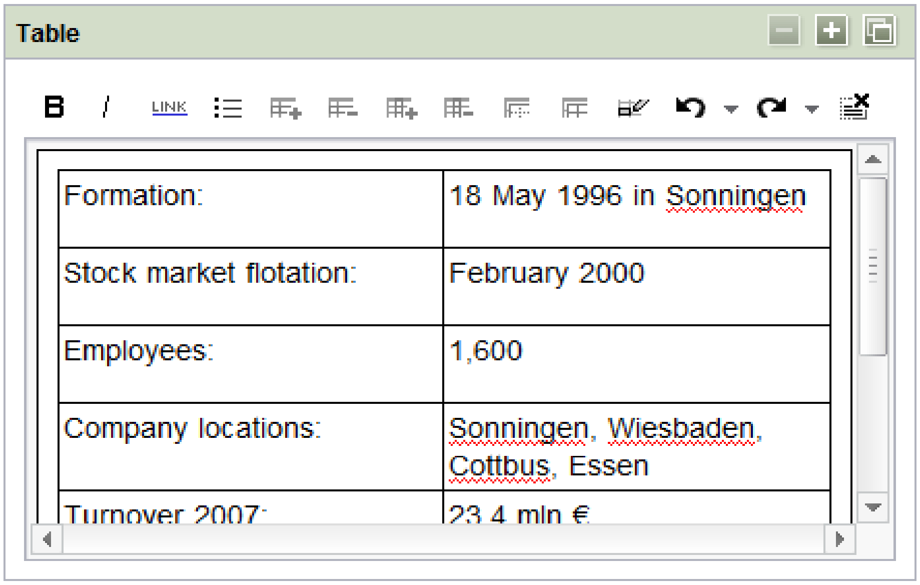
☰ Insert List: Use this icon to insert a list in the current section.

> **!** *As the rich text editor is a very complex input form, detailed information on working with the rich text editor input form is provided again in section 12.5, page 321.*

Integration of tables into continuous text is provided by the so-called "inline tables". For more information see section 12.5.10, page 342.

Depending on the template developer's specifications, the functionality of the license-dependent module FirstSpirit OfficeConnect may be available. This module is used for importing formatted content from Word documents using the icon. For detailed information see the "FirstSpirit OfficeConnect" module documentation.

11.4 Tables



Formation:	18 May 1996 in Sonningen
Stock market flotation:	February 2000
Employees:	1,600
Company locations:	Sonningen, Wiesbaden, Cottbus, Essen
Turnover 2007:	23.4 mln €

Figure 11-4: Input form – Table

This input form can be used to input larger text entries with simple formatting and link inputs directly in the table view.

If the project developer has defined a default value for the input form, the "Reset to default value" icon or the "Adopt default value" icon is located in the top right-hand corner. (For further information, see section 11.18, page 297.)

Depending on the project's configuration, a spell check can be carried out within the input form (see section 12.5.3, page 323).

Open in separate window: Click this icon to open the Editor window in full-screen size to be able to edit large amounts of text comfortably. The window is closed by clicking the "x" icon in the top right-hand corner or by switching to the view mode. The contents of the large window are then always automatically copied into the small window.

Code-Wort ▾ Predefined formatting which is to apply to the selected text only can be selected here. The available formatting options are defined in the format templates and specified by the project developer.

B Bold: This icon can be used to highlight selected text in the editor with bold font. Furthermore, corresponding visible markers (B B) are inserted at the start and end of the bold selected text. Click this icon within the markers to remove the formatting again.

I Italic: This icon can be used to highlight selected text in the editor with italic font. Furthermore, corresponding visible markers (I I) are inserted at the start and end of the italicized selected text. Click this icon within the markers to remove the formatting again.

LINK Insert Link: Use this icon to insert a link at the cursor's current position. The procedure for setting a link is the same as that described for the "Link input" input component. (See section 11.8, page 280.) (A A)

Insert List: Use this icon to insert a list in the current section.

Insert row: Click this icon to add a whole **row** to the table below the selected cell.

Delete row: Click this icon to delete from the table the whole **row** in which the selected cell is located.

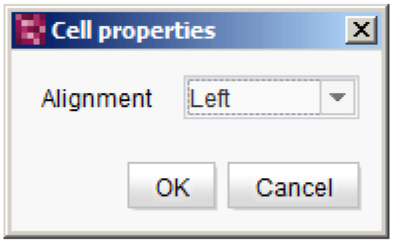
Add column: Click this icon to add a whole **column** to the table to the right of the selected cell.

Delete column: Click this icon to delete from the table the whole **column** in which the selected cell is located.

Merge cells: Click this icon to merge the selected cells with each other. The content of the selected cells is retained.

Split cells: Click this icon to split merged cells again. The content of the merged cells is retained in the extreme left-hand or top cell.

Cell properties: Click this icon to open a window with the properties of the selected cell. The template developer specifies which cell properties can be changed. This could include, for example, text alignment, background color or number formats.



Alignment: Left

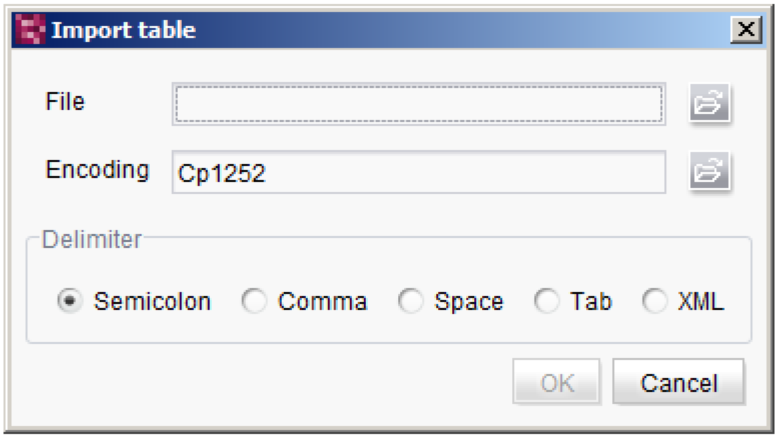
Figure 11-5: Cell properties

Import: Click this icon to open a window for importing text (.txt) or CSV (.csv) files whose content is transferred directly into a table (see Figure 11-6). Each line of the text/CSV file is written into a table row; columns can be generated by separators. **Important:** An import deletes all the table content to date and replaces it with the imported content.

Undo: This icon can be used to undo entries made or formatting set. Click the arrow to open a list with all the most recently made changes so that several changes can be undone simultaneously.

Restore: Use this icon to restore entries and formatting which have been undone. Click the arrow to open a list with all the most recently undone changes so that several changes can be restored simultaneously.

Show/hide lines: Use this icon to hide the table frame. Click the icon again to display the frame once more.



Encoding: Cp1252

Figure 11-6: DOM table input component: Import table

In this window you can specify the details of the file to be imported.

File: The 🗁 icon can be used to select the required file from the workstation's directory structure.

Encoding: The 🗁 icon can be used to select the required encoding by which the source file is to be converged.

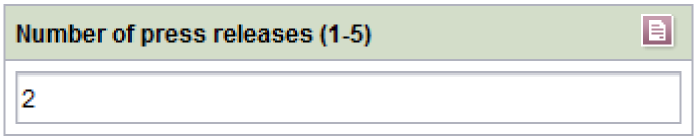
Delimiter: The delimiter which separates the content of adjacent cells can be defined here.

! *Most of the functions of the rich text editor's **context menu** are also available in the "Table" input form (see section 12.5, page 321).*

! *Additional formatting options and the integration of tables into continuous text are provided by the so-called "inline tables". For more information see section 12.5.10, page 342.*

Depending on the template developer's specifications, the functionality of the license-dependent module FirstSpirit OfficeConnect may be available. This module is used for importing formatted content from Word documents using the icon. For detailed information see the "FirstSpirit OfficeConnect" module documentation.

11.5 Numbers

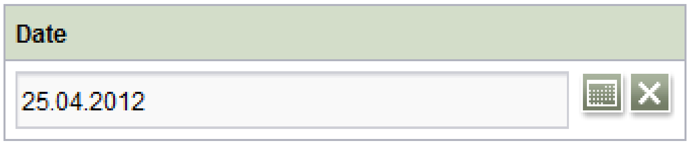

Number of press releases (1-5)

2

Figure 11-7: Input form – Numbers

This input form is provided for the input of numerical values. The value range and the type of numbers which are to be entered (integer, decimal number, etc.) are specified just like the display format for the numbers by the project developer in the Template Store.

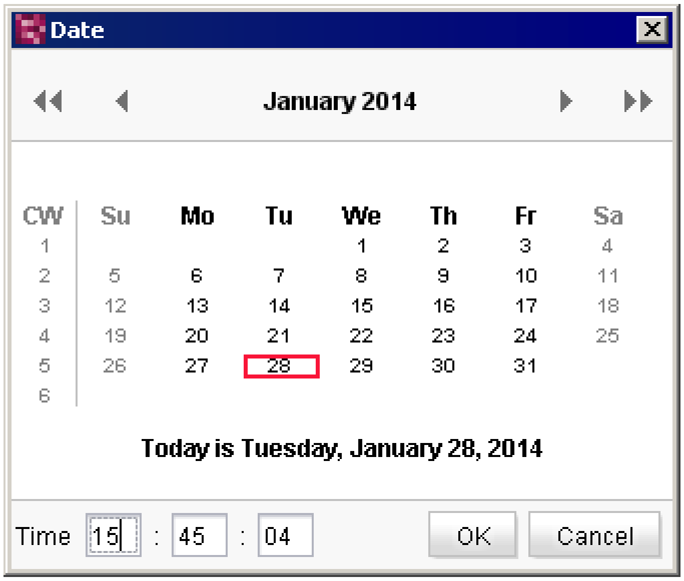
11.6 Date/time selection


Date

25.04.2012

Figure 11-8: Input form –Date/time selection

The date/time selection can be used to select a date and/or a time. Click the ▦ icon to open a window in which the date and/or time can be selected. Click the ☒ icon to remove the selected date and/or time from the input component.



January 2014

CW	Su	Mo	Tu	We	Th	Fr	Sa
1				1	2	3	4
2	5	6	7	8	9	10	11
3	12	13	14	15	16	17	18
4	19	20	21	22	23	24	25
5	26	27	28	29	30	31	
6							

Today is Tuesday, January 28, 2014

Time 15 : 45 : 04

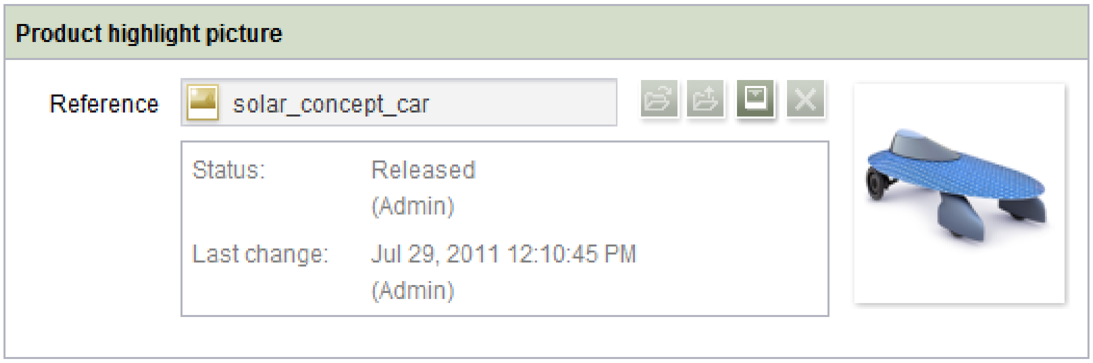
Figure 11-9: Selecting a date

A new date can be selected within this window and is then automatically transferred into the input form in the format which has been specified by the template developer. When the dialog box is opened the currently entered date is displayed as a default (red border). The user can click the calendar view to select a new date. Use the ◀ ▶ icon to page forward/back a month and use the ◀◀ ▶▶ icon to page the calendar view forward/back a year. Regional and national public holidays are highlighted in the calendar view in different colors. A time can be entered in the lower area of this window.

According to the configuration set by the project developer, the date and/or time can also be entered directly into the input component, namely in a preset format. If the format of the entry differs from the requested format, the date/time cannot be saved and an error message will be displayed instead.

If the project developer has defined a default value for the input component, the "Reset to default value" icon 🗎 or the "Adopt default value" icon 🗎 is located in the top right-hand corner. (For further information, see section 11.18 starting on page 297.)

11.7 Reference selection



Product highlight picture

Reference: solar_concept_car

Status: Released (Admin)

Last change: Jul 29, 2011 12:10:45 PM (Admin)

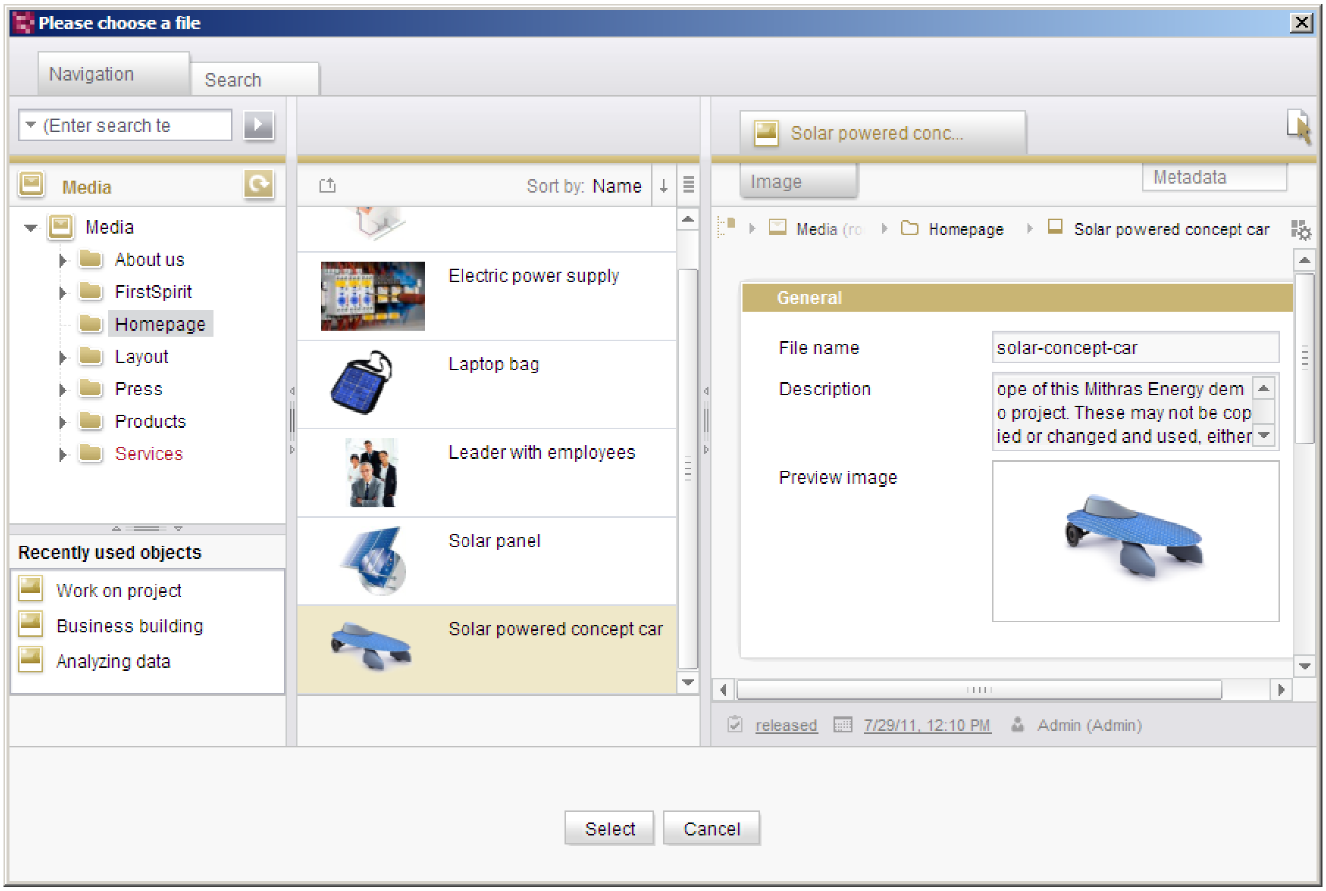
Figure 11-10: Input form – Reference selection

The reference selection is used to include a reference of your choice. Depending on the project developer's specifications, any object type can be selected: references to media (images and files), page references (Site Store), and every other store and, for example, folder too.

If the project developer has defined a default value for the input component, the "Reset to default value" icon or the "Adopt default value" icon is located in the top right-hand corner. (For further information, see section 11.18 starting on page 297.)

Reference: This field displays a selected reference with object symbol, release status, and the time and originator of the last change.

Click this icon to open a selection dialog:



File name: solar-concept-car

Description: ope of this Mithras Energy dem o project. These may not be cop ied or changed and used, either

Preview image

Figure 11-11: Selecting a reference (here: Media Store)

Depending on the project developer's specifications, between one and all stores and folders are displayed here, as well as objects which can be selected as a reference. Remote projects can also be displayed. For details of navigating and handling the dialog, see also section 12.6, page 348.

Click this icon and, depending on the configuration of the input component, media can be uploaded into the Media Store of the local or of a remote project. A window for selecting the desired medium from the workstation's file system will open. After confirming the selection via the **Open** button, another window for selecting the desired upload folder in the Media Store will open.

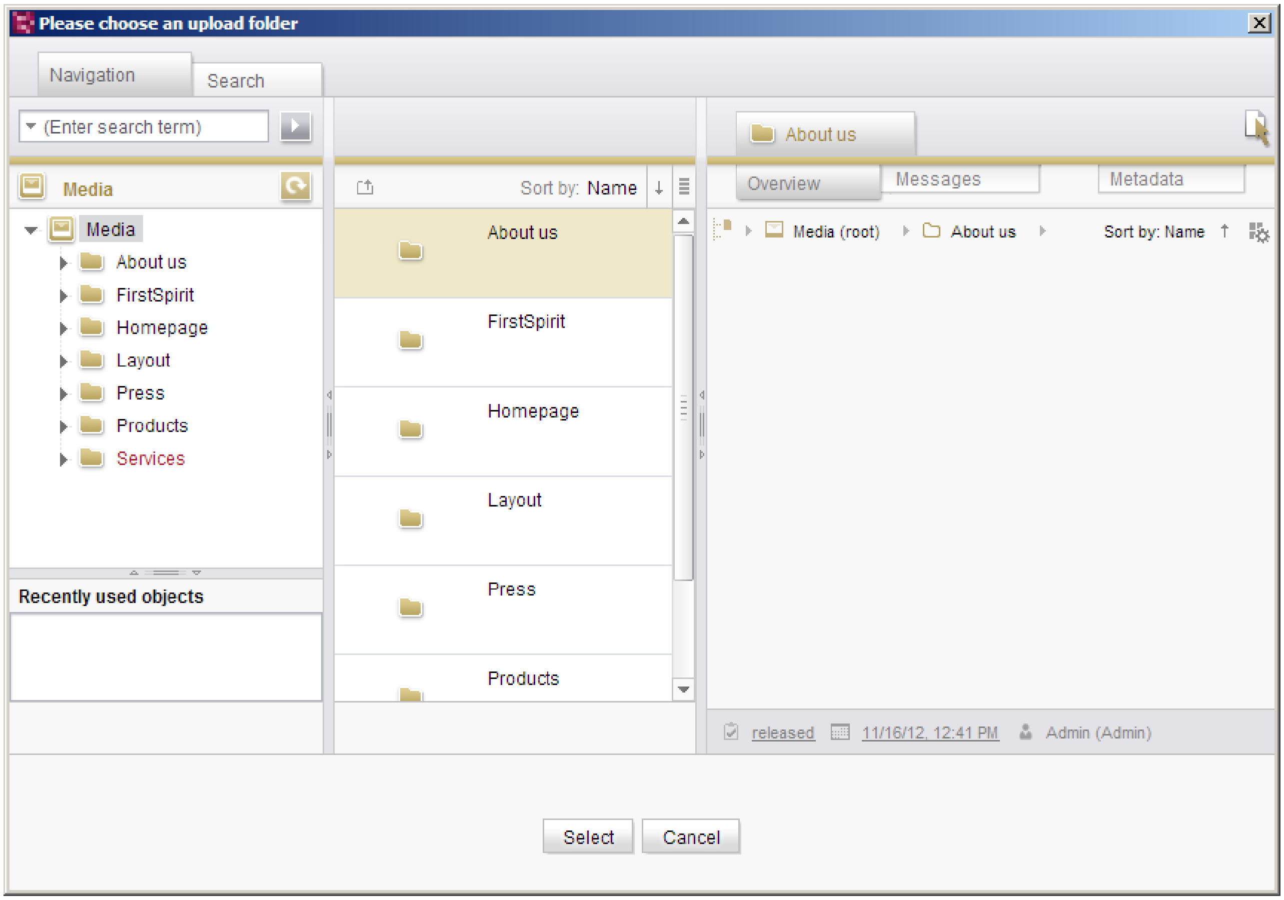


Figure 11-12: Selecting an upload folder

A language-independent medium will then be created in the selected folder in the Media Store and referenced directly in the input form.

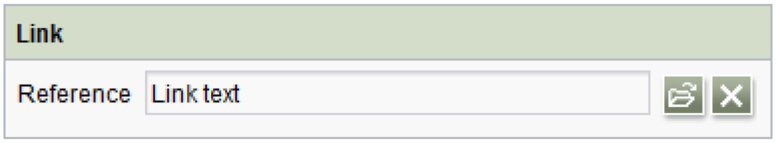
> *Remote projects are a license-dependent additional module. A detailed description of this is given in the "FirstSpirit CorporateMedia" module documentation.*

▣ Click the icon to jump to the selected reference in the respective store.

☒ Click the icon to remove the selected reference from the input component.

Section: Depending on the selected reference type, a selection list will be shown from which a section of the target page can be selected.

11.8 Link input

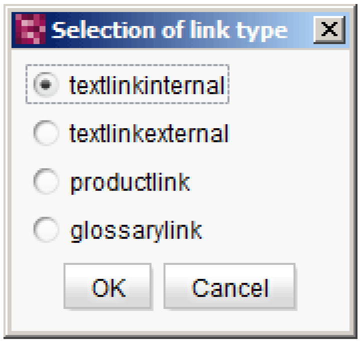


Link

Reference: Link text

Figure 11-13: Input form – Link input

Reference: Click the icon to create a link. A window opens in which the link type must be selected.



Selection of link type

● textlinkinternal
○ textlinkexternal
○ productlink
○ glossarylink

Figure 11-14: Selection of link type

After selecting the link type, an input window opens whose content depends on the link type and the input components used, for example, for link texts, comments or link images.

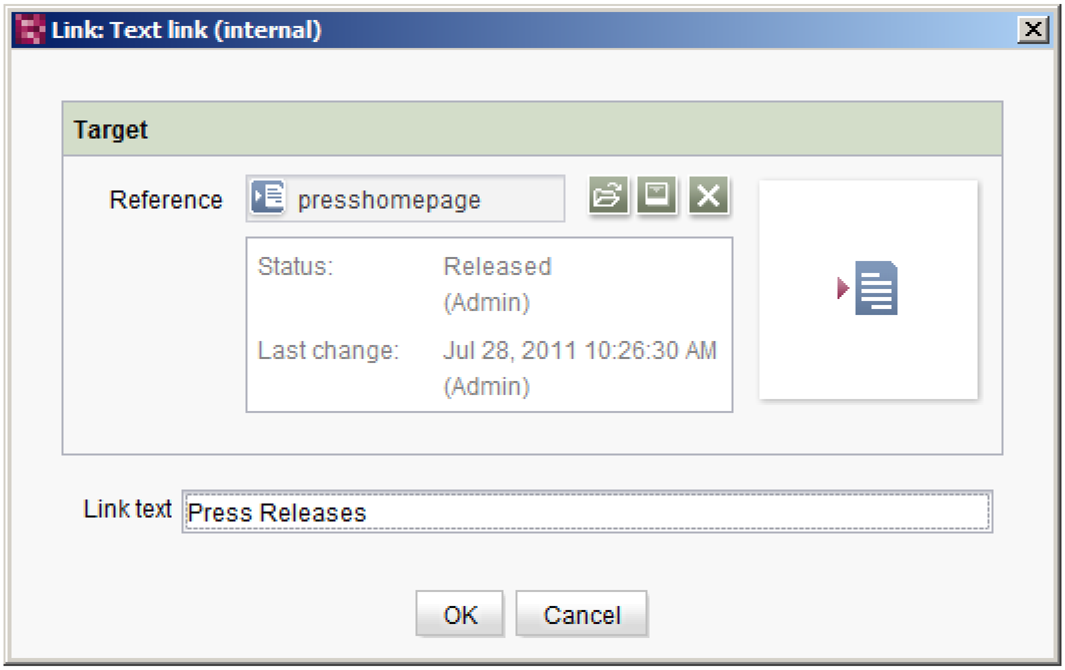
If the project developer has defined a default value for the input component, the "Reset to default value" icon or the "Adopt default value" icon is located in the top right-hand corner. (For further information, see section 11.18 starting on page 297.)

The project developer can use the Template Store to fill the individual fields with content in advance. However, these default values can be overwritten with new input.

The project developer determines which of the respective input fields are used for the link. It is therefore possible that individual inputs do not have any effect or errors occur in the display if inputs are missing.

If the template developer modified the respective template in retrospect, content which was entered by means of the template's input fields can be displayed in the preview in a state which is out of date in rare cases. The display can be updated by saving the content anew.

11.8.1 Internal link



Reference: presshomepage

Status: Released (Admin)

Last change: Jul 28, 2011 10:26:30 AM (Admin)

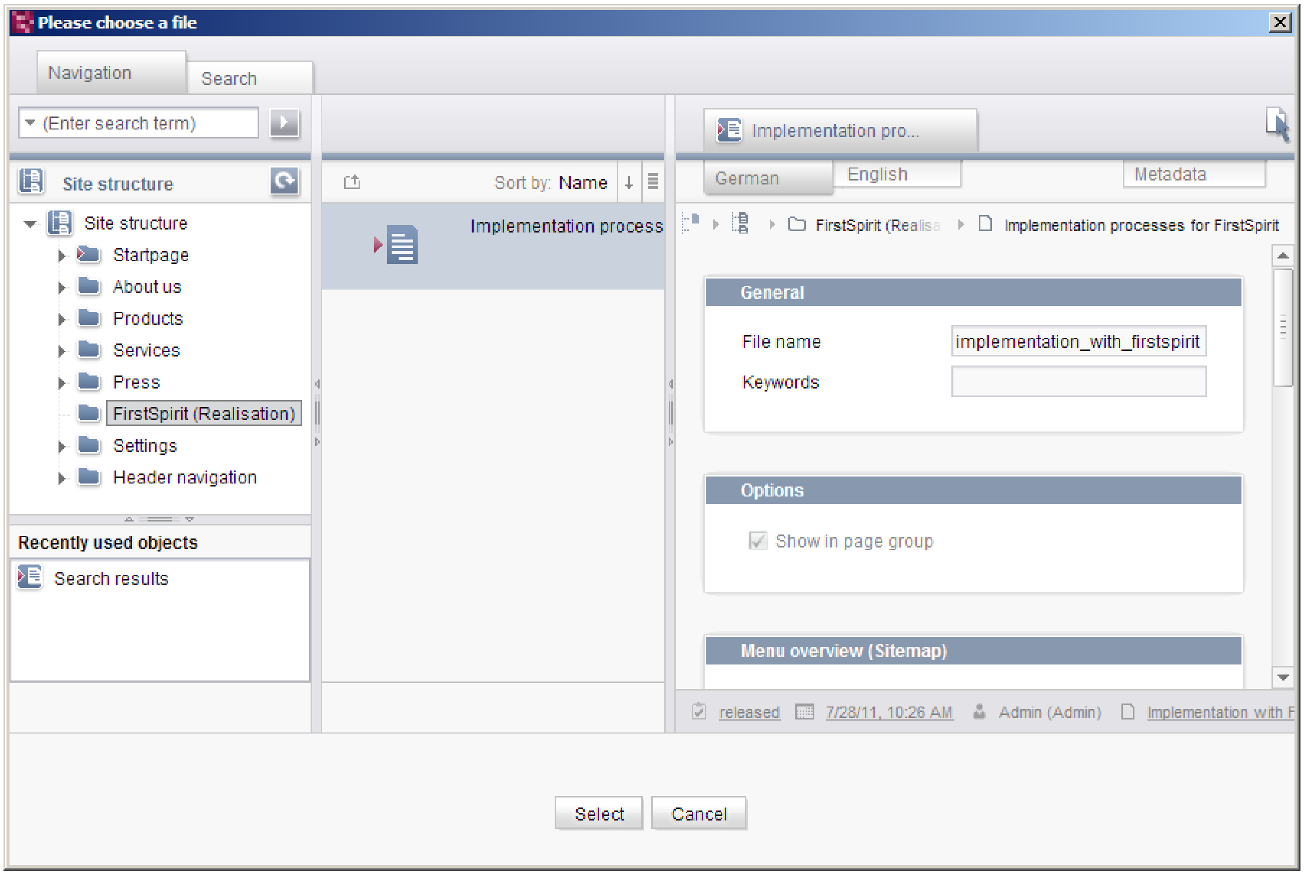
Link text: Press Releases

Figure 11-15: Internal link

This type of link is a link to another page in the same FirstSpirit project.

Reference: This field displays a selected reference with object symbol, release status, and the time and originator of the last change.

Click the 🗁 icon to select a page reference to be linked to from the Site Store.



File name: implementation_with_firstspirit

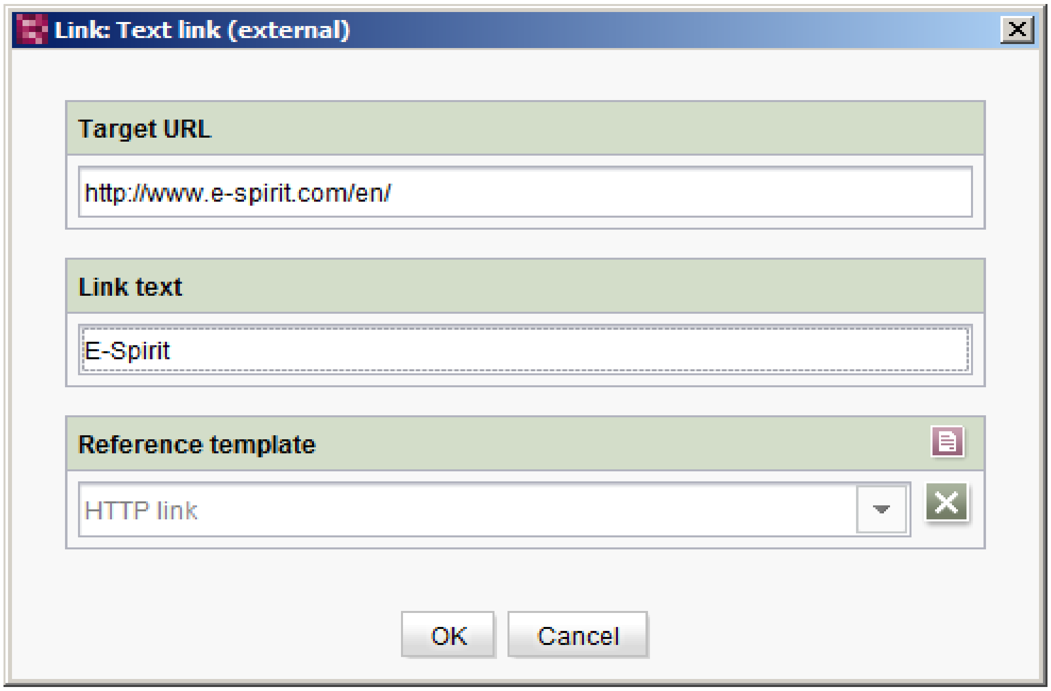
Keywords:

☑ Show in page group

Figure 11-16: Selecting a page reference

Link text: The link text to be displayed on the website can be entered in this field.

11.8.2 External link



Target URL: http://www.e-spirit.com/en/

Link text: E-Spirit

Reference template: HTTP link

Figure 11-17: External link

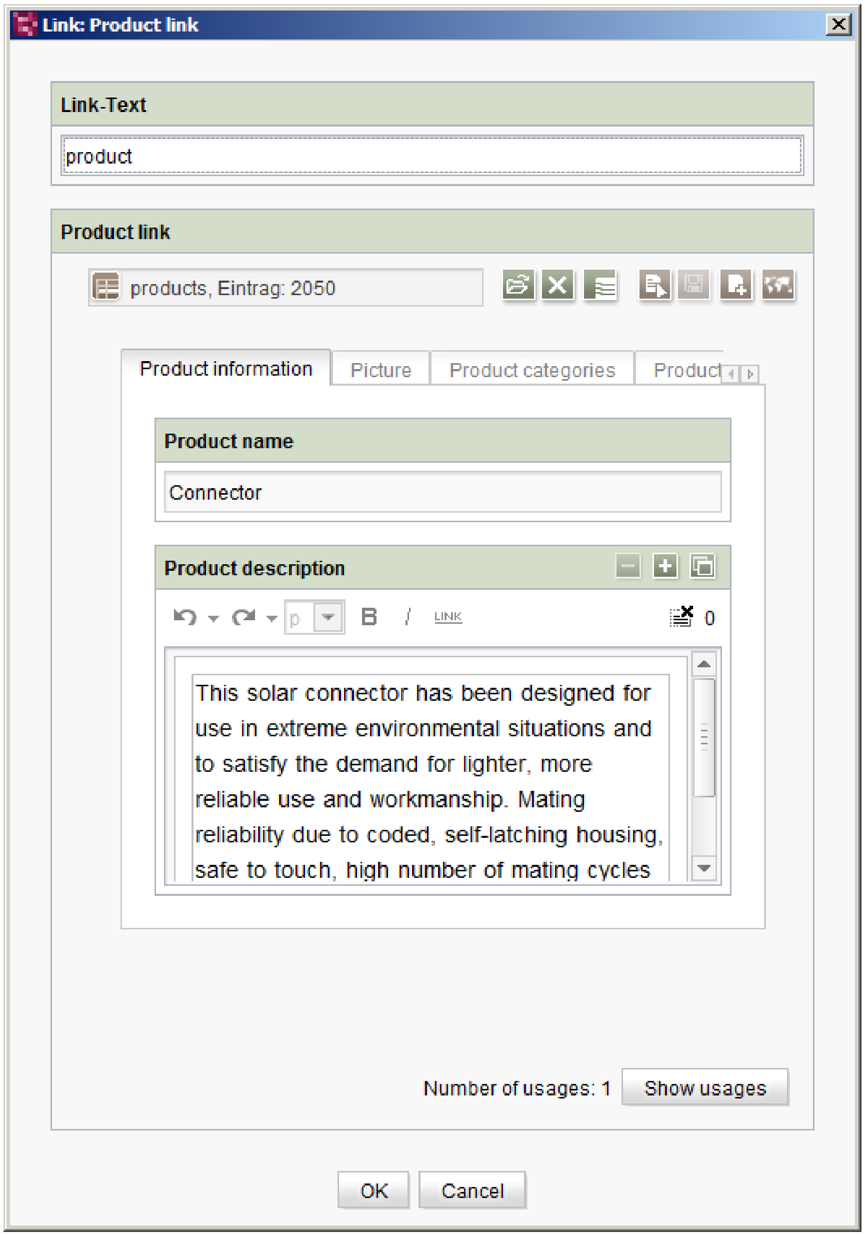
This type of link is a link to a page of a deployed website. The following information can be entered in this input window:

Target URL: The complete URL of the target page is entered here (e.g., http://www.e-spirit.com/de/).

Link text: The link text to be displayed on the website can be entered in this field.

Reference template: Use this field to select which reference template is to be used for creating the link.

11.8.3 Dataset link



Link-Text: product

Product link: products, Eintrag: 2050

Product name: Connector

Product description: This solar connector has been designed for use in extreme environmental situations and to satisfy the demand for lighter, more reliable use and workmanship. Mating reliability due to coded, self-latching housing, safe to touch, high number of mating cycles

Number of usages: 1

Figure 11-18: Dataset link

This type of link is a link to a dataset from the Content Store of the FirstSpirit project.

Link-Text: The link text to be displayed on the website can be entered in this field.

Product link: The selected reference is now displayed in the top line with the object symbol and dataset ID. The content of the selected dataset reference is located below this. The icons for selecting and editing the selected dataset reference are the same as on the "Dataset selection" input form (see section 11.10, page 289).

11.8.4 Link to a related project

FirstSpirit supports remote access to other FirstSpirit projects. The remote access can be used within the current project to reference and display an element from the Site Store and/or Media Store of another FirstSpirit project (link to a related FirstSpirit project). The objects physically remain in the remote project.

Remote access is a license-dependent additional module. A detailed description of this is given in the "FirstSpirit CorporateMedia" module documentation.

11.9 List creation

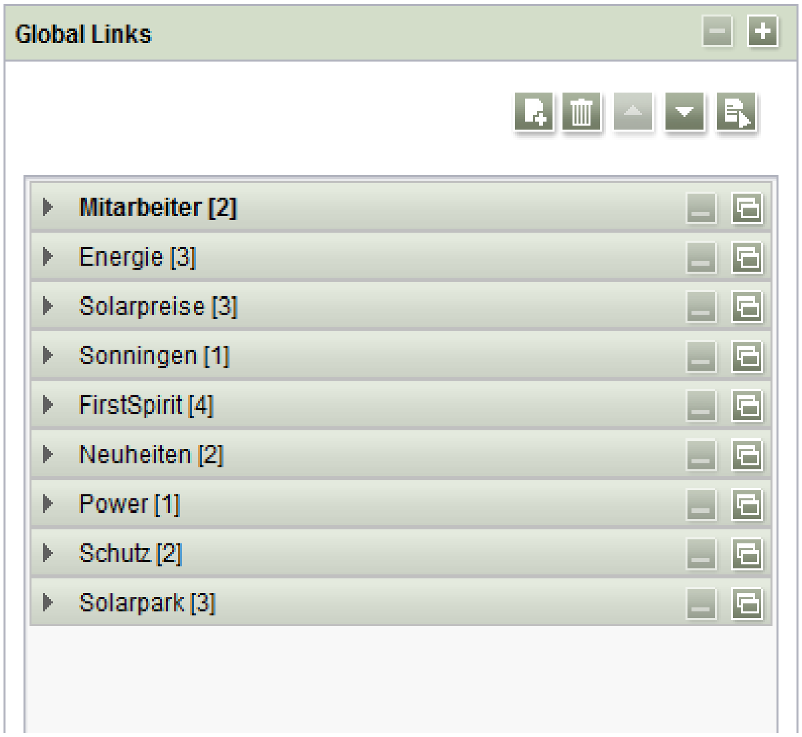


Figure 11-19: Input form – List creation

This input form lets you select and display multiple sections as a list.

The content of all the list entries can be viewed and edited directly. The original list display is used as a type of table of content ("section overview"). When the list entry is selected, the actual content of the referenced sections is shown below the list display and can also be directly edited there.

In addition, the editor can double-click the required list entry to switch directly to the content of the entry ("scroll to view"). The individual sections below the list display can also be maximized or minimized using the icons ▭ and ▬ or ▶▼ at the left-hand border of the section overview or by double-clicking the window frame.

The icons for managing the list entries are located above the list and on each list entry.

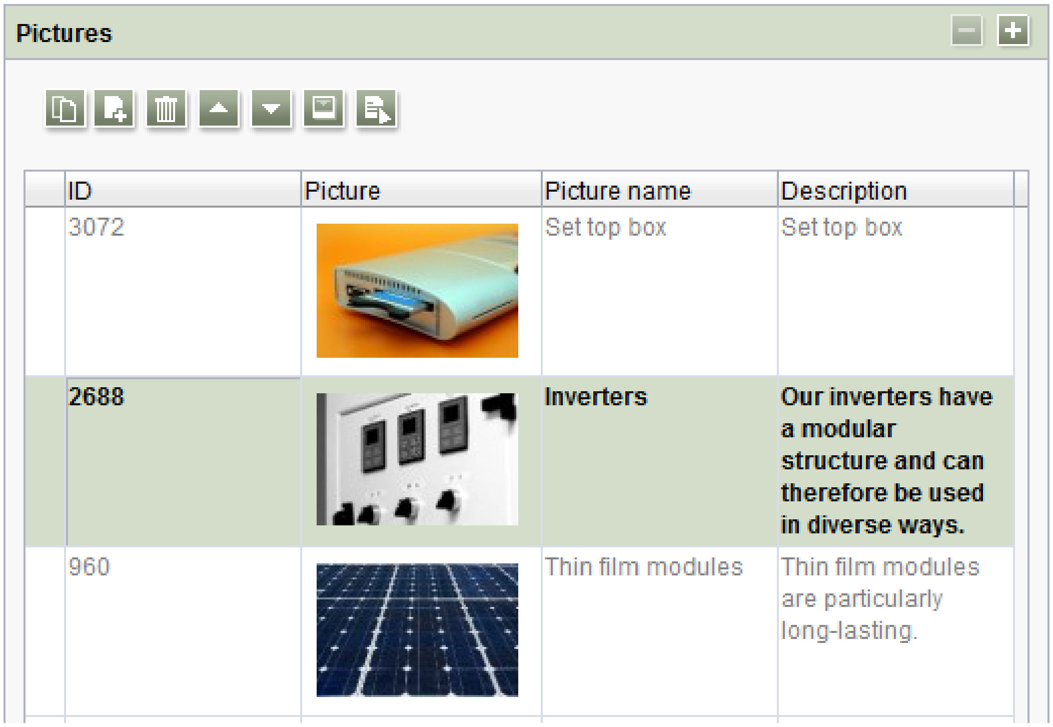
➕ Add section: Click this icon to add a new element to the list. A selection dialog opens in which you can select the desired section template for the new list entry.

Delete section: Click this icon to delete the selected section from the section list.

▲ ▼ Move section: Click this icon to move the selected section up/down in the list by one position.

Edit section: Click this icon to show the selected section in the bottom area for editing.

In addition to normal sections and links, list creation can also be used to display and edit data from the Data Store.



Pictures

ID	Picture	Picture name	Description
3072		Set top box	Set top box
2688		Inverters	Our inverters have a modular structure and can therefore be used in diverse ways.
960		Thin film modules	Thin film modules are particularly long-lasting.

Figure 11-20: Selecting datasets with list creation

The following icons are available, depending on the template developer's specifications and the application purpose of the input component:

Add (for datasets only): Click this icon to open a selection dialog to select a dataset (see section 12.6, page 348).

New: In the case of datasets a window opens on clicking this icon to enter a new dataset; in the case of sections and links a selection dialog opens for selecting a corresponding template

Copy: In the case of datasets a copy of the selected dataset is created in the related data source on clicking this icon and added to this list.

Remove: Click this icon to delete the selected list element from the list.

Delete (for datasets only): Click this icon to delete the selected dataset from the list and from the related data source. This dataset cannot be re-selected later on.

▲ ▼ Move up/down: Click this icon to move the selected list element one position up or down

Edit: Click this icon to open a window for editing the selected list element. In view mode, the icon is displayed.

View: If the overview and detailed views are shown in the input component, click this icon to open the detailed view of the entry which is selected in the overview and click again to close it. If only the overview is shown, click an entry within it to display the corresponding detailed view in a separate window.

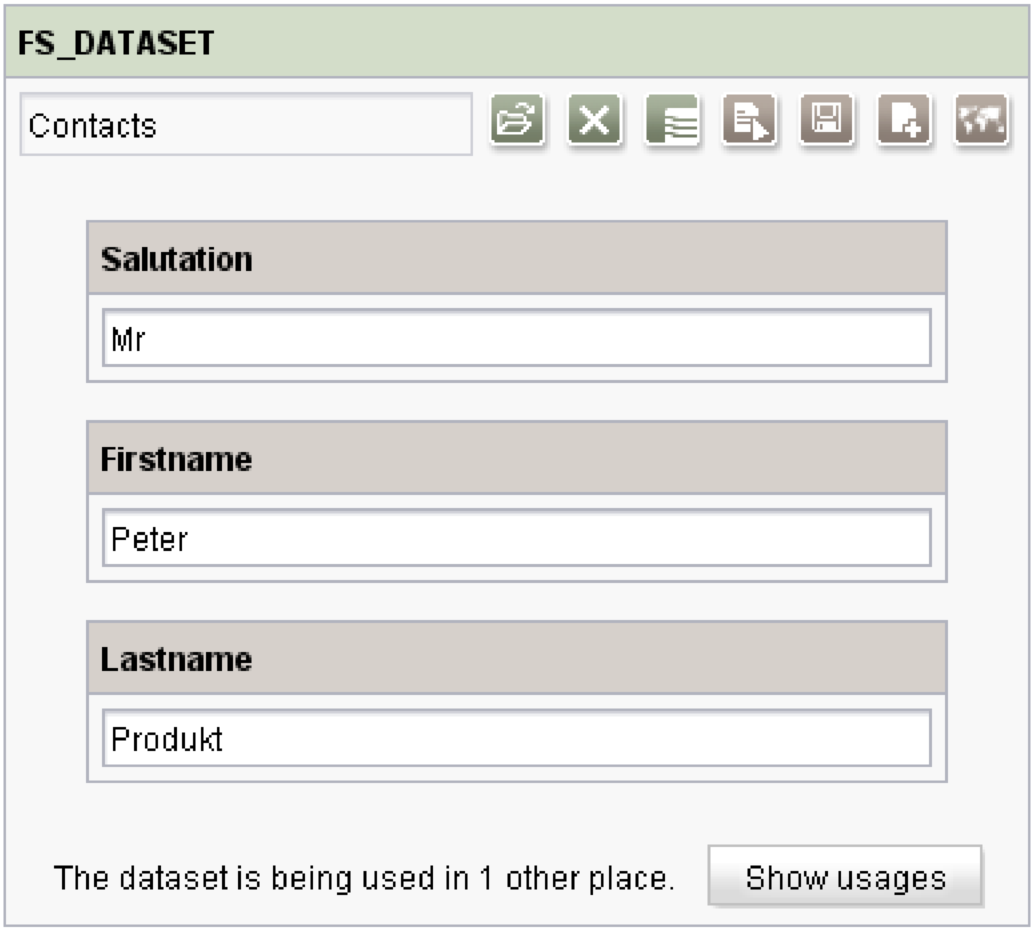
Jump to: In the case of datasets click this icon to switch to the Data Store in order to edit the selected dataset there.

Open in separate window: Click this icon to open the selected list entry in a separate window.

In addition, it is also possible to edit the lists using a context menu or keyboard shortcut. The same functions are available here as are provided by the icons.

If the project developer has defined a default value for the input component, the "Reset to default value" icon or the "Adopt default value" icon is located in the top right-hand corner. (For further information, see section 11.18 starting on page 297.)

11.10 Dataset selection



FS_DATASET

Contacts

Salutation

Mr

Firstname

Peter

Lastname

Produkt

The dataset is being used in 1 other place.

Figure 11-21: Input form – Dataset selection

Use this input form to reference a dataset from the Data Store. Selection is not limited to datasets from a defined target table. Instead, the required table can be selected using a selection dialog depending on the configuration (for information about navigation and use of this dialog please see Chapter 12.6 page 348). At the same time, the target table and required dataset are selected. Depending on the configuration, a combobox can be available for selection.

If the project developer has defined a default value for the input form, the "Reset to default value" icon 🗎 or the "Adopt default value" icon 🗎 is located in the top right-hand corner. (For further information, see section 11.18 starting on page 297.)

Select: Click this icon to open a window for selecting a dataset from the data source.

Remove: Click this icon to remove the selected dataset again.

Go to dataset: Click this icon to switch to the Data Store for the selected source dataset.

Edit: Click this icon to make changes to the referenced dataset.

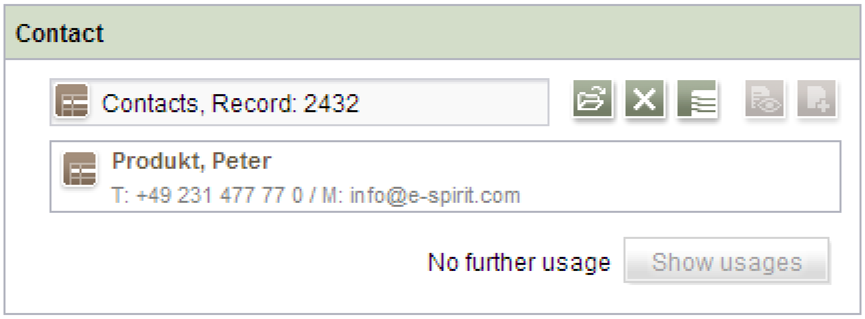
Save: Click this icon to save the changes made to the referenced dataset in the Data Store.

New: Click this icon to add a new dataset to the data source.

Display language tabs: Click this icon to display the tabs for all project languages for the dataset; click it again to hide the tabs.

The **Show usages** button can be used to determine at which position the current dataset is referenced.

Depending on the template developer's specifications, the information in the "Dataset selection" input form can also be displayed in abbreviated format, e.g., with only the name of the data source, the ID of the dataset, and the path.



Contact

Contacts, Record: 2432

Produkt, Peter

T: +49 231 477 77 0 / M: info@e-spirit.com

Figure 11-22: Dataset selection, abbreviated display

11.11 Checkbox

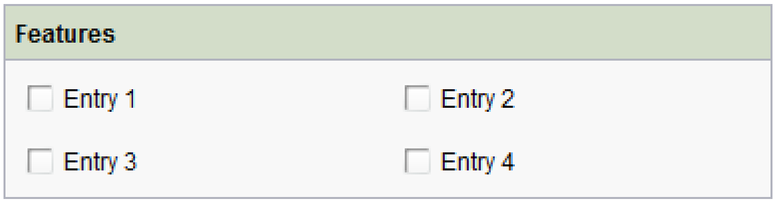


Figure 11-23: Input form – Checkbox

This input form does not allow users to enter content directly; instead, users can select from values specified by the project developer.

Checkboxes enable users to

- make **more (or fewer) than one selection** at the same time or
- leave the selection **empty**.

When a checkbox is selected, any checkboxes selected previously are **not** disabled.

If the project developer has defined a default value for the input component, the "Reset to default value" icon or the "Adopt default value" icon is located in the top right-hand corner. (For further information, see section 11.18 starting on page 297.)

11.12 Selection list

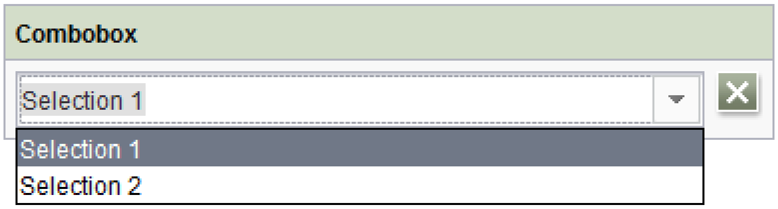


Figure 11-24: Input form – Selection list

Using a selection list (combobox), the user can

- select **exactly one** value from a set of values specified by the project developer or
- leave the selection **empty**.

Depending on the configuration, the user can enter a **separate value** as well.

The entry can be selected by clicking the arrow symbol next to the entry line. The desired value can be selected from the selection list when it opens. The selection can be reset using the ☒ icon.

If the project developer has defined a default value for the input component, the "Reset to default value" icon 🗎 or the "Adopt default value" icon 🗎 is located in the top right-hand corner. (For further information, see section 11.18 starting on page 297.)

11.13 Radio button

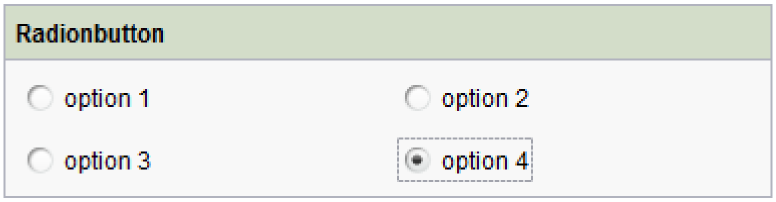


Figure 11-25: Input form – Radio button

This input form does not allow users to enter content directly; instead, users can select from values specified by the project developer.

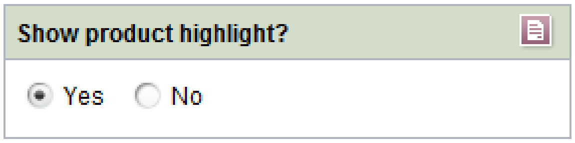
Radio buttons enable users to

- choose **precisely one** value from a set of values.

When a button is selected, any button selected previously is disabled.

If the project developer has defined a default value for the input component, the "Reset to default value" icon or the "Adopt default value" icon is located in the top right-hand corner. (For further information, see section 11.18 starting on page 297.)

11.14 Toggle



Show product highlight?

● Yes ○ No

Figure 11-26: Input form – Toggle

This input form does not allow users to enter content directly; instead, users can select from values specified by the project developer.

Toggles enable users to

- choose **between precisely two** specified values (e.g., on/off, right/left).

If one field is activated, the other is disabled.

The toggle can be shown as a radio button or a checkbox.

If the project developer has defined a default value for the input component, the "Reset to default value" icon or the "Adopt default value" icon is located in the top right-hand corner. (For further information, see section 11.18 starting on page 297.)

11.15 Multiple selection list

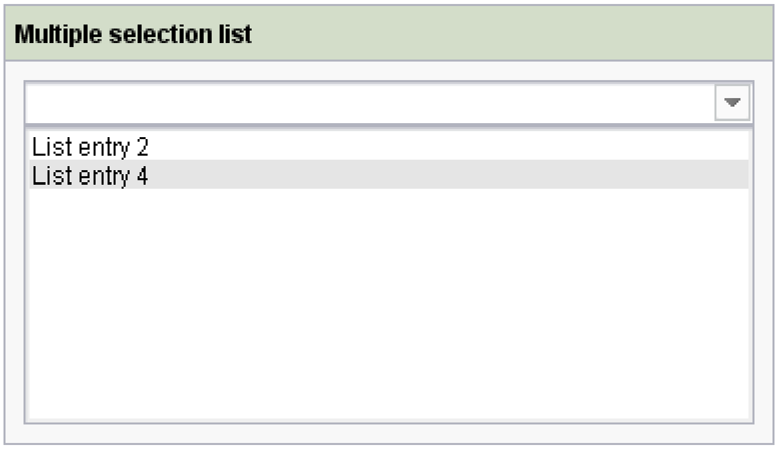


Figure 11-27: Input form – Multiple selection list

This input form does not allow users to enter content directly; instead, users can select from values specified by the project developer.

Using a multiple selection list, the user can

- make **multiple (or no) selections** from a set of values at the same time or
- leave the selection **empty**.

The entry can be selected by clicking the arrow symbol next to the entry line. The desired value(s) can be selected from the selection list when it opens. Selected values can be removed again by using the context menu (right-click with the mouse).

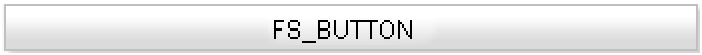
If the project developer has defined a default value for the input component, the "Reset to default value" icon 🗎 or the "Adopt default value" icon 🗎 is located in the top right-hand corner. (For further information, see section 11.18 starting on page 297.)

11.16 Button

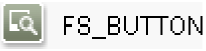
This input form is shown as an icon, button or link, depending on the template developer's specification. Clicking it performs a function defined by the template developer. Depending on the configuration of the input form, the function can also be performed when an object (from FirstSpirit, files from the local workstation, etc.) is dragged onto this control element using the mouse.

Depending on whether the input form is displayed as a button, icon or link, it can appear one of three ways:

Button →



Icon →



Link →

11.17 Link-sensitive graphic

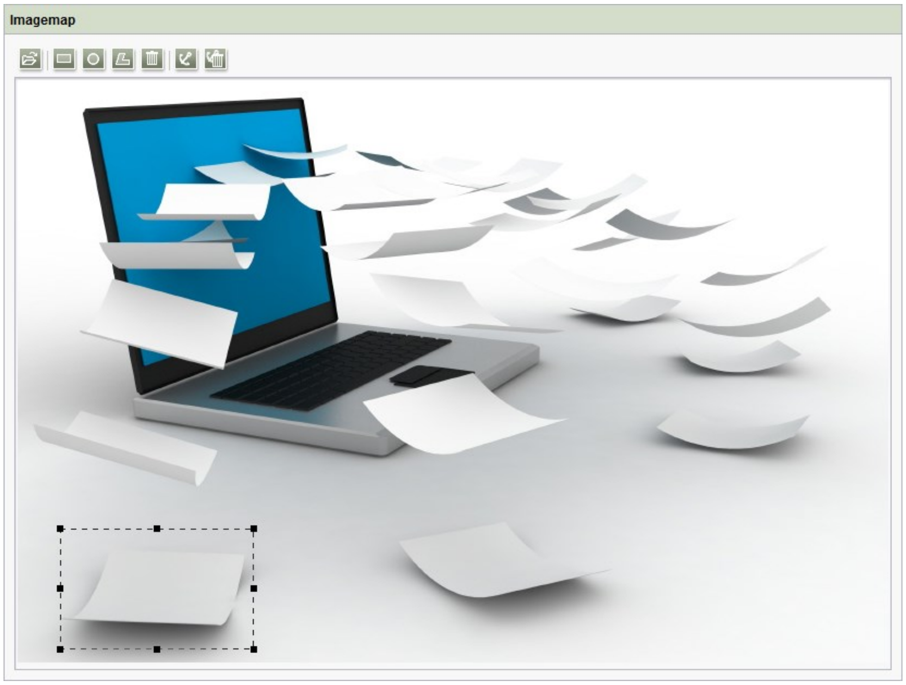


Figure 11-28: Input form – Link-sensitive graphic

This input component can be used to integrate references (links) at various positions of a selected background image. A framed object is first generated for each link and the shape and size is adapted to the required position of the background image. The link can then be integrated on the framed object.

If the project developer has defined a default value for the input component, the "Reset to default value" icon or the "Adopt default value" icon is located in the top right-hand corner. (For further information, see section 11.18 starting on page 297.)

Select background image: Click this icon to open a selection dialog for selecting the background image from the Media Store. Additionally, you have to specify in the **Resolution** field which of the available resolutions to use for the background image.

Jump to medium: Click this icon to jump to the selected image in the Media Store.

Remove: Click this icon to remove the selected image, including any frames/links that have already been created.

Generate rectangle: Click this icon to generate a frame object in the form of a rectangle on the background image. The size and position of the rectangle must then be adjusted manually.

Generate circle: Click this icon to generate a frame object in the form of a circle on the background image. The size and position of the circle must then be adjusted manually.

Generate polygon: Click this icon to generate a frame object in the form of a polygon. Each of the individual points of the polygon can then be specified by clicking the background image with the mouse.

Delete object: Click this icon to remove the selected frame object.

> ! *Before deleting the system does not check whether a link has already been integrated on the frame object.*

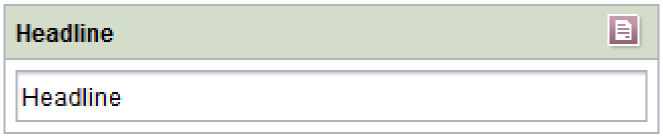
Insert/Edit Link: If a link does not yet exist for the selected frame object, click this icon to insert a new link. The procedure for setting a link is the same as that described for the "Link input" input form (see section 11.8, page 280). If a link already exists, the input window of the type of link used opens.

Delete link: Click this icon to delete the integrated link from the selected frame object.

11.18 Default values and invalid entries

11.18.1 Default values

The "Reset to default value" icon can be seen in the top right-hand corner of input forms. This icon always appears if the template developer has specified a default value for this input form.

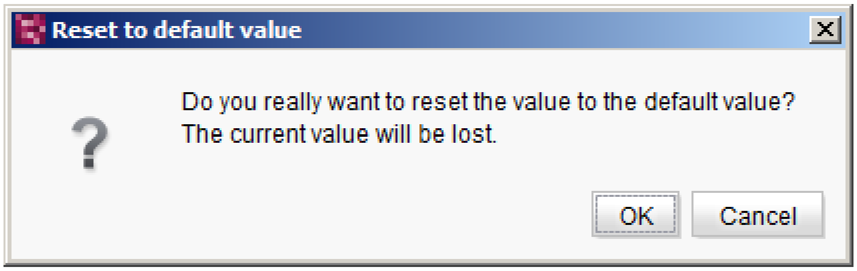


Headline

Figure 11-29: Input component with the "Adopt default value" icon

Click the icon to reset the content of the input component back to the default value specified by the project developer.

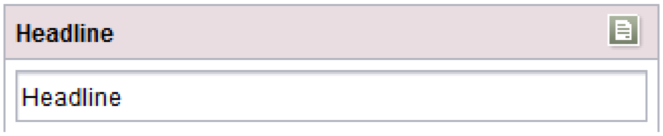
A confirmation prompt appears asking whether you are sure you want to delete the current content.



Do you really want to reset the value to the default value?
The current value will be lost.

Confirm the prompt with **OK** to delete the current content of the input component and replace it with the default value.

The input component is surrounded with a different-colored frame to indicate that its content is a default value. The "Adopt default value" icon now appears in the top right-hand corner.



Headline

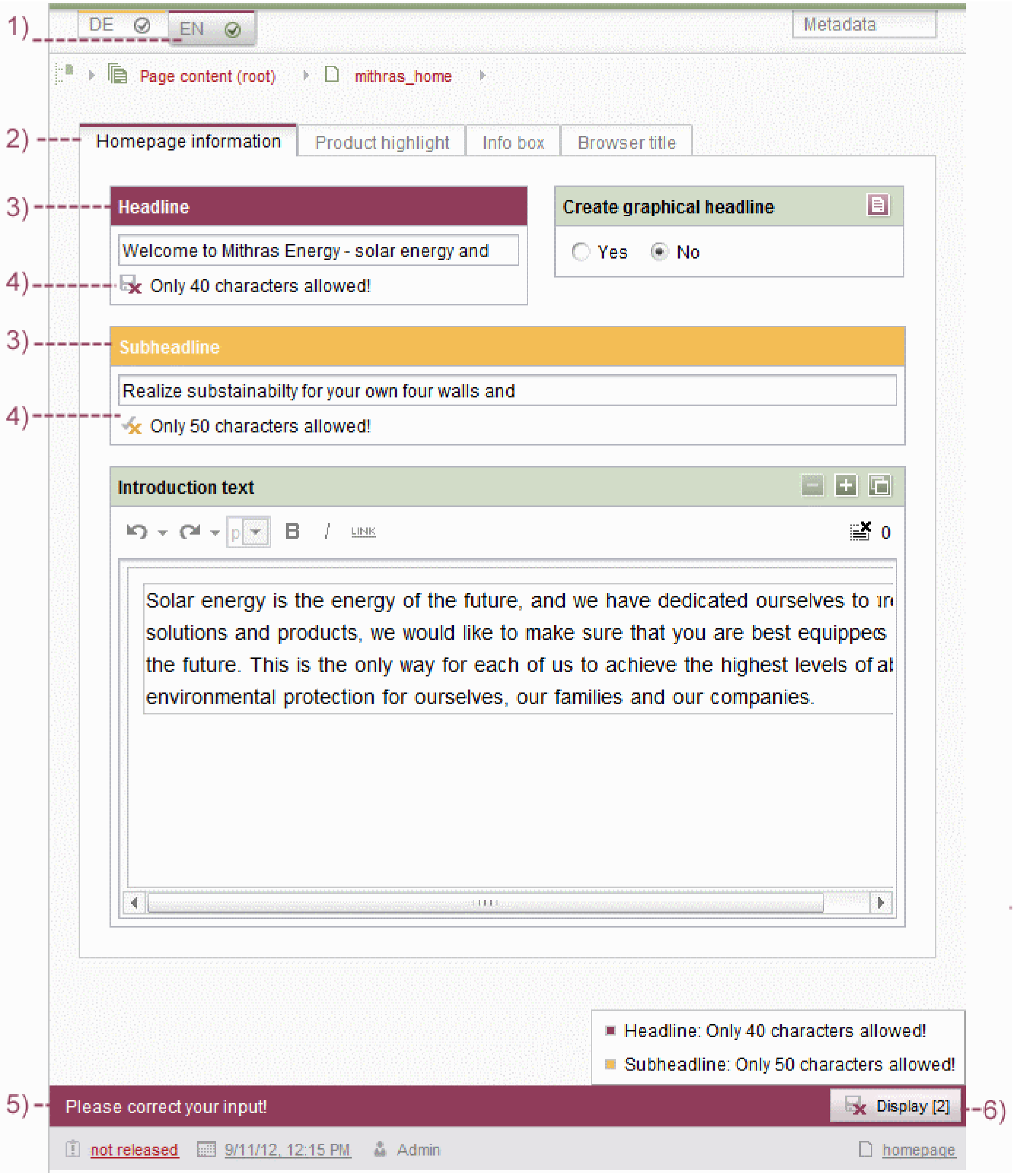
Headline

Figure 11-30: Input component with default value

11.18.2 Invalid entries / Rule violations

To help editors create editorial content, the template developer has the option of specifying rules for entering content in an input form. If a rule is violated when content is entered, correction notes for example can be shown to the editor within the form, or saving an invalid entry can be prevented.

Every violation of a rule is shown directly to the editor during the editing of a form in the working area of SiteArchitect. In the process, the display differs clearly from the rest of the layout of the working area so that faulty entries can be clearly emphasized.



Headline

Welcome to Mithras Energy - solar energy and

Only 40 characters allowed!

Create graphical headline

○ Yes ● No

Subheadline

Realize substainabilty for your own four walls and

Only 50 characters allowed!

Introduction text

Solar energy is the energy of the future, and we have dedicated ourselves to
solutions and products, we would like to make sure that you are best equipped
the future. This is the only way for each of us to achieve the highest levels of
environmental protection for ourselves, our families and our companies.

- Headline: Only 40 characters allowed!
- Subheadline: Only 50 characters allowed!

Please correct your input! Display [2]

not released 9/11/12, 12:15 PM Admin homepage

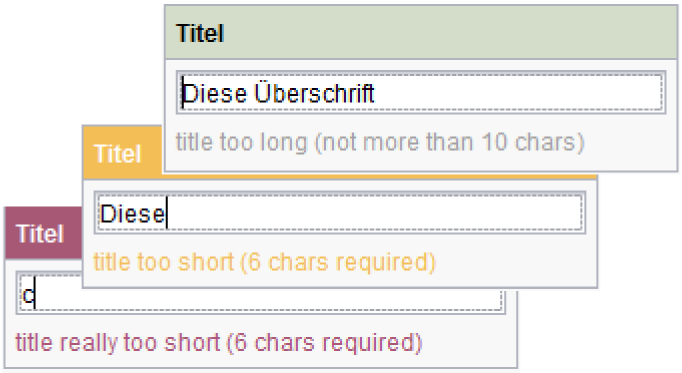
Figure 11-31: Display of rule violations

The faulty entries are highlighted in color and text giving a reason for the fault appears at different places.

1. Display of a rule violation within an editorial language through a color marking of the language change-over tab.
2. Display of a rule violation within a grouping of input components through a color marking of the tab.
3. Display of a rule violation within an input component through a color emphasis of the component.
4. Display of (language-dependent) correction notes for input components insofar as they were defined by the template developer.
5. A general correction note with the demand "Please correct your input!" outside of the scrollable range, which is always visible to the editor.
6. The number of entries that still have to be corrected (within a section) as shown to the editor with the “Display [number]” button. Clicking the button opens a list with all input components of the current working area that still have invalid entries. By clicking the desired entry, the editor can jump directly to the respective input component to correct the entry there.

Color scheme

For the color emphasis of a rule violation, a color scheme that is independent of the restriction level used will be applied:



Titel

Diese Überschrift

title too long (not more than 10 chars)

Titel

Diese

title too short (6 chars required)

Titel

c

title really too short (6 chars required)

Figure 11-32: Color scheme and correction notes

- Maximum restriction level: not possible to save an invalid entry – highlighted in "berry"
- Medium restriction level: possible to save but not release an invalid entry – highlighted in yellow
- Minimum restriction level: save and release possible, for information only – *not*

highlighted

11.19 Enhanced functions in input forms

To make working with the input forms in FirstSpirit more convenient, some functions have been added. These can be reached via a context menu.

To make transferring content easy, all input forms now have a context menu that can be used to cut, copy, and paste the content of the input form. Right-click the title or the frame of the input form to access this context menu.

Alternatively, these functions can be executed via the following keyboard shortcuts:

- <CTRL> + <X> (Cut)
- <CTRL> + <C> (Copy)
- <CTRL> + <V> (Paste)

If reasons of incompatibility make it impossible to copy values from one input form to another, the "Paste" (<CTRL>+<V>) entry is deactivated.

In text-based input forms, such as "Single-line text", "Multi-line text", "Numbers", "Date", and "Link input", the following functions can also be accessed by right-clicking the text field:

- **Find:** Opens a dialog for finding a specific text in the input forms.
- **Replace:** Opens a dialog for finding a specific text in the input forms and replacing that text.
- **Next occurrence:** If you have searched for a specific text, this entry jumps to the next hit in the input form. The search does not stop at the end of the input form.
- **Previous occurrence:** If you have searched for a specific text, this entry jumps to the previous hit in the input form. The search does not stop at the beginning of the input form.
- **Undo:** Resets all changes made in the input form since edit mode was activated.
- **Restore:** Restores changes which have been undone.
- **Copy:** Copies selected content onto the clipboard.
- **Cut:** Removes selected content and transfers it onto the clipboard.
- **Paste:** Pastes content from the clipboard at the cursor position.

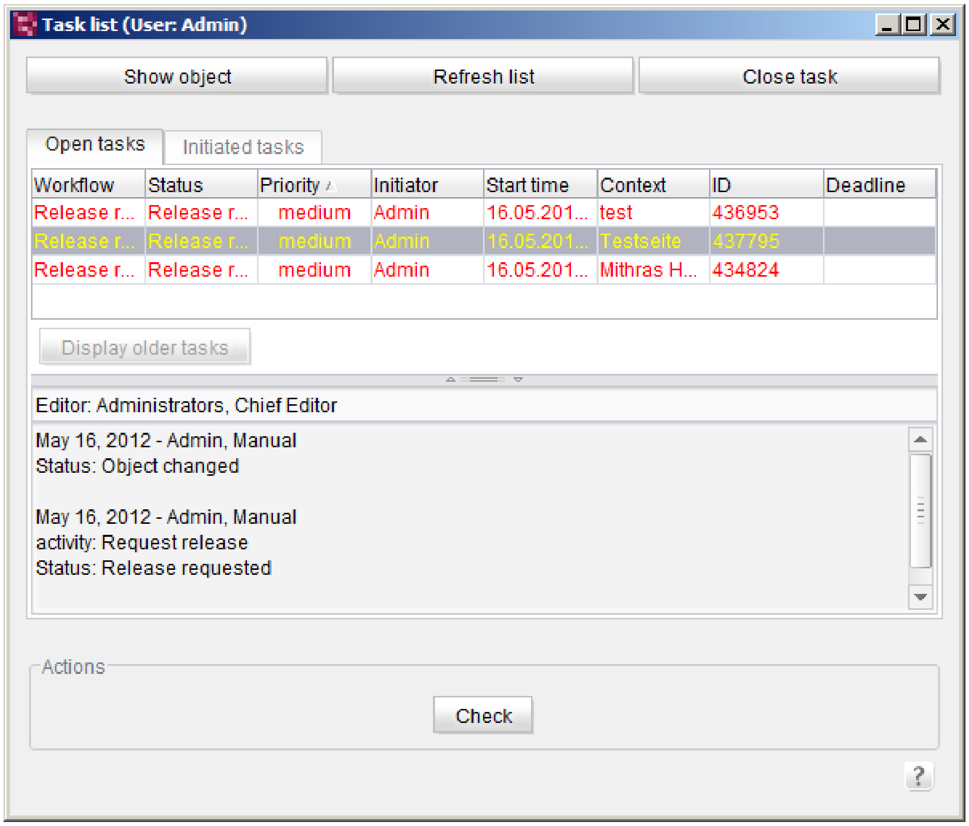
12 General operation

12.1 Task list

The task list manages all tasks issued in FirstSpirit. Tasks are workflows which each user can set for themselves or for other users. The task list can be opened in many ways ("Tasks - Task list" menu, ✓ icon in the tool bar or <CTRL> + <T>).

The **Open tasks** tab contains all the tasks to be dealt with by the user who is currently logged in. It does not matter whether the tasks were assigned by the user themselves or by another user.

The **Initiated tasks** tab contains all tasks assigned by the user who is currently logged in. It does not matter whether the tasks are to be carried out by the user themselves or by another user.



Workflow	Status	Priority	Initiator	Start time	Context	ID	Deadline
Release r...	Release r...	medium	Admin	16.05.201...	test	436953	
Release r...	Release r...	medium	Admin	16.05.201...	Testseite	437795	
Release r...	Release r...	medium	Admin	16.05.201...	Mithras H...	434824	

Editor: Administrators, Chief Editor

May 16, 2012 - Admin, Manual
Status: Object changed

May 16, 2012 - Admin, Manual
activity: Request release
Status: Release requested

Figure 12-1: Task list

For performance reasons, only 25 tasks are initially displayed in the task list on the "Open tasks" and "Initiated tasks" tabs. If there are more tasks, they can be displayed using the **Display older tasks** button.

The tasks are marked in different colors for improved clarity:

- **Black text**: The user is not directly selected as the editor for this task.
- **Red text**: The user is either directly selected as the editor or belongs to a group that is the selected editor.
- **Red background**: This is an invalid task which causes an object on which there is an active workflow to be deleted, for example. Invalid tasks cannot be switched, but can only be closed using the **Close task** button. If an invalid task can be repaired, e.g., if the deleted object for which the workflow still exists has been restored, the **Repair task** button is shown in the actions area. Perform this action to reset the task, the status color, and the write protection.

The **Show object** button is used to set the focus in the tree structure of SiteArchitect to the corresponding element of the selected task.

If further tasks have been added while the task list was open, these new (or changed) tasks are not automatically updated. Click the **Refresh list** button to synchronize the task list of the FirstSpirit server with the open task list.

> ! *If you attempt to carry out an action on a task that is not up-to-date, the following message appears: "The element was outdated and has been updated. Do you still want to continue?" If you answer "Yes", the updated action window opens if further action is possible. If no further action can be performed on the updated task, another error message appears: "This object was changed by another user! Please try again."*

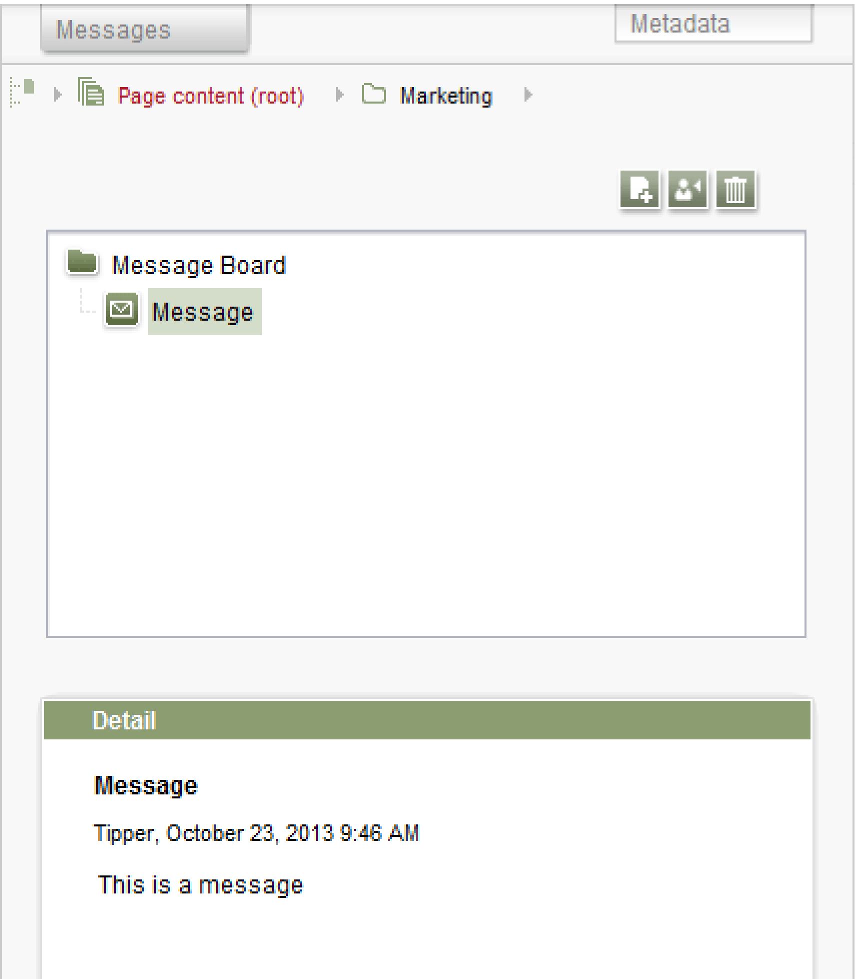
Click the **Close task** button to close tasks without running through the associated workflow. This could be necessary if a task has become invalid (e.g., because the object on which the workflow is active has been deleted).

12.2 The message board

There are message boards in several places in SiteArchitect. The message board function is identical everywhere. The message boards are located in the following places in the individual stores:

- Page Store:
  Root node, folder level
- Site Store:
  Root node and folder level, on the Messages tab in each case
- Media Store:
  Root node and folder level, on the Messages tab in each case
- Template Store:
  Root node under page templates, section templates, format templates, link templates, scripts, and database schemata, and at folder level in all template areas
- Data Store:
  Root node, folder level

The purpose of these communication platforms is to exchange context-sensitive information between individual users. For example, here at the level of a folder in the Page Store, editing notes can be forwarded which are to apply to all pages in this folder. Each user has the opportunity to reply to these and to submit supplementary comments. All messages are stored as can be seen in the usual tree structure so that it is easy to follow a discussion from its start through to the final reply.



Message

Tipper, October 23, 2013 9:46 AM

This is a message

Figure 12-2: Message Board

Click this icon to create a new message. A window opens in which you can enter a message subject and a message text.

Click this icon to reply to an existing message. A window then opens in which you can change the subject, which is extended by the prefix "RE:", and below that you can enter your messages.

Click this icon to delete the currently selected message and all the linked replies, without a confirmation prompt.

Click a message within the tree structure to access the content of the message. To this end the subject appears in bold text under "Detail", followed by details of the author and the date the original message was created. The actual content of the message is displayed below this information.

12.3 Metadata

Metadata is additional information available for an object in FirstSpirit. Such information can be, e.g., "last change date", "last editing editor", "released by", "version number", etc.

Some metadata assigned by the system can be opened at each node in the tree structure with the keyboard shortcut **<ALT> + <P>**. For example, the number of integrated media can be ascertained in this way.

Apart from this metadata assigned by the system it is possible to define further metadata which is managed by the user. The user can make changes to this user-defined information on the Metadata tab.

Special permissions are required to edit metadata; these must be assigned in the Permission Management window (see section 14.1.4.11, page 420). Changes can only be made to the metadata in edit mode.

Project-specific data structures can be defined for each project, with which a hierarchical description of the objects can be entered in the Page, Site, Media, and Data Stores.

Evaluation of the project data can take place in three different ways:

7. When a metadata variable is read out the selected node is checked. If this variable is empty, an empty string is output; otherwise, the relevant variable value is output.
8. When a metadata variable is read out the selected node is always checked first. If this variable is empty, the next higher node in which this variable is filled with a value is searched for in the hierarchy and this value is output.
9. When a metadata variable is read out each node in the hierarchy up to the selected node is checked, starting from the store root. The values of the hierarchy nodes are output in order and are separated by a delimiter.

In the case of **section references** (see section 5.3.1, page 165), the respective source section or the object chain of the source section will be used to determine the meta information for evaluation methods 1 and 2, and the object chain of the section reference for evaluation method 3.

The template developer decides which structure a project's metadata has and which evaluation methods are to be applied; this can be read up on in the relevant project documentation.

Each node in the tree structure for which the user has entered metadata is indicated by a ℹ after the object name.

12.4 FirstSpirit drag-and-drop functions

To improve user-friendliness, FirstSpirit contains a range of drag-and-drop functions which can be used to move elements into SiteArchitect or to move them around within it. Whether an element can be dragged and dropped to a certain position will always depend on the respective user's permissions and, possibly, on the restrictions defined by the template developer (e.g., for input components).

12.4.1 Moving via "drag-and-drop"

The objects in the stores (folders, pages, media, etc.) can be moved by drag-and-drop with the mouse.

When moving sections of the Page Store, reference names of sections and section references must always be unique within a page. If moving a section would result in duplicate reference names, the reference name will be automatically made unique.

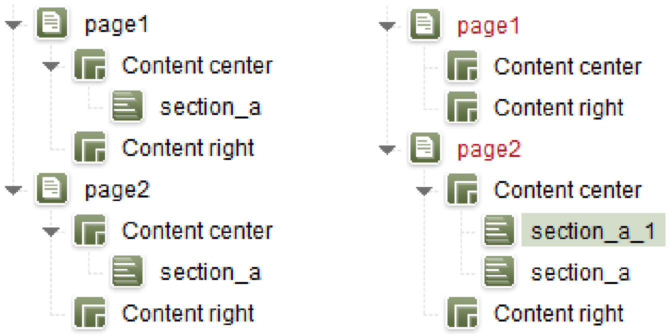


Figure 12-3: Example – Moving a section with the same reference name

If the function "Confirm Move operations" in the menu "Extras" is active, for each move a confirmation prompt must be verified (see section 3.1.6.1, page 56). However, this does not apply to folders or pages which are moved from the Page Store to the Site store to create new menu levels or page references.

Sections can only be moved if no other user is currently editing the page.

12.4.2 Copying via "drag-and-drop"

If you hold down the <CTRL> key at the same time as the mouse button, the objects in the stores (folders, pages, media, etc.) can be copied by drag-and-drop with the mouse (indicated by a small plus sign on the mouse pointer).

When copying sections, reference names of sections and section references must always be unique within a page. If copying a section would result in duplicate reference names, the reference name will be automatically made unique.

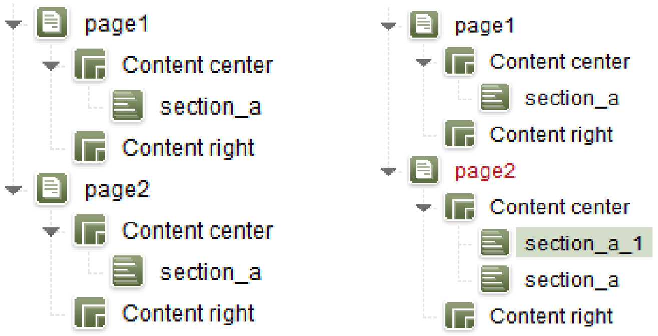


Figure 12-4: Example – Copying a section with the same reference name

12.4.3 Creating section references in the Page Store

Section references can be used to reuse the content of a section on other pages. They are created by moving the section to be referenced ("source section") with your mouse (drag-and-drop) and simultaneously pressing the <SHIFT> and <CTRL> keys (denoted by a small arrow on the mouse pointer). A reference to the section is created in this way.

12.4.4 Dragging & dropping from the local file system into SiteArchitect

Media from the workstation's local file system can be dragged directly into the Media Store of the FirstSpirit project by means of drag-and-drop. Both individual and multiple selection are supported. If the media within the file system is structured in folders, the folders can also be optionally generated in the Media Store with the drag-and-drop function.

Media from the workstation's local file system can be dragged directly into certain input components of the Page Store of the FirstSpirit project by means of drag-and-drop.

- Image selection (CMS_INPUT_PICTURE)
- File selection (CMS_INPUT_FILE)
- Reference selection (FS_REFERENCE)

A window for selecting an upload folder opens directly in the Media Store. After you confirm your selection, the medium is inserted in both the selected Media Store folder and in the desired input component.

12.4.5 Dragging and dropping from SiteArchitect into the local file system

Any objects (e.g. media, pages, folders, templates) from the FirstSpirit project can be dragged directly into the workstation's local file system by means of drag-and-drop. Folders, pages, and other FirstSpirit objects are created as zip files and media in the respective file format in the local file system (as with the conventional context menu function "Export/Import").

Both individual and multiple selection are supported for drag-and-drop. The objects can either be selected from the tree or directly from the thumbnail overview in the middle workspace.

If an individual or multiple selection is made from the tree view or thumbnail view, the drag action shows a preview of the element to be moved (see Figure 12-5).

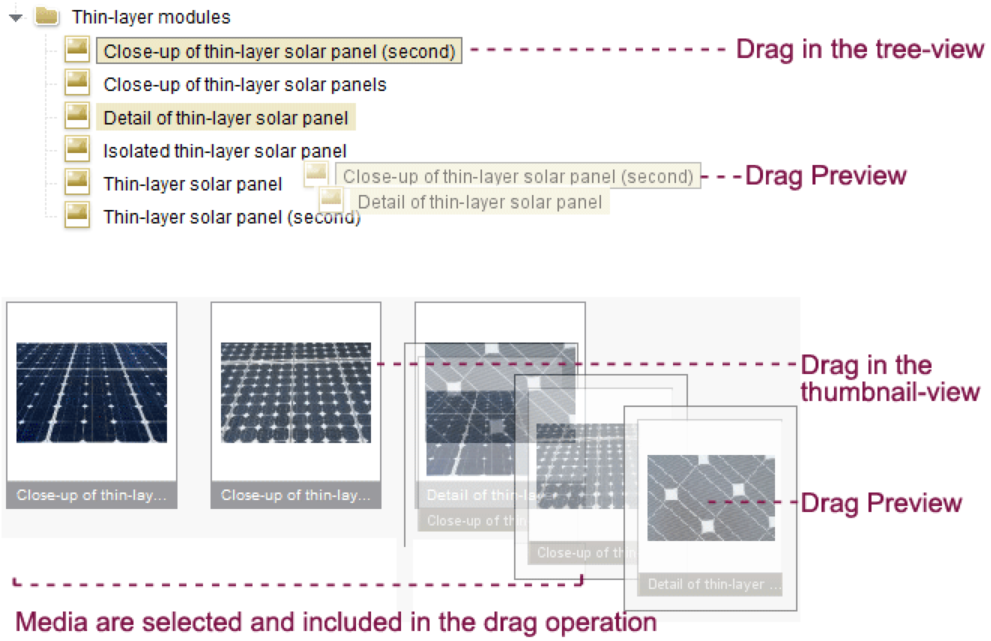

Thin-layer modules
Close-up of thin-layer solar panel (second)
Drag in the tree-view
Close-up of thin-layer solar panels
Detail of thin-layer solar panel
Isolated thin-layer solar panel
Thin-layer solar panel
Close-up of thin-layer solar panel (second)
Drag Preview
Detail of thin-layer solar panel
Thin-layer solar panel (second)
Close-up of thin-lay...
Close-up of thin-lay...
Drag in the thumbnail-view
Detail of thin-la
Close-up of th
Close-up of th
Drag Preview
Detail of thin-layer ...
Media are selected and included in the drag operation

Figure 12-5: Drag action in the tree and in the thumbnail overview

The "drag" preview shows no more than four elements. If the selection contains more than four elements, the number of elements is also shown (see Figure 12-6):

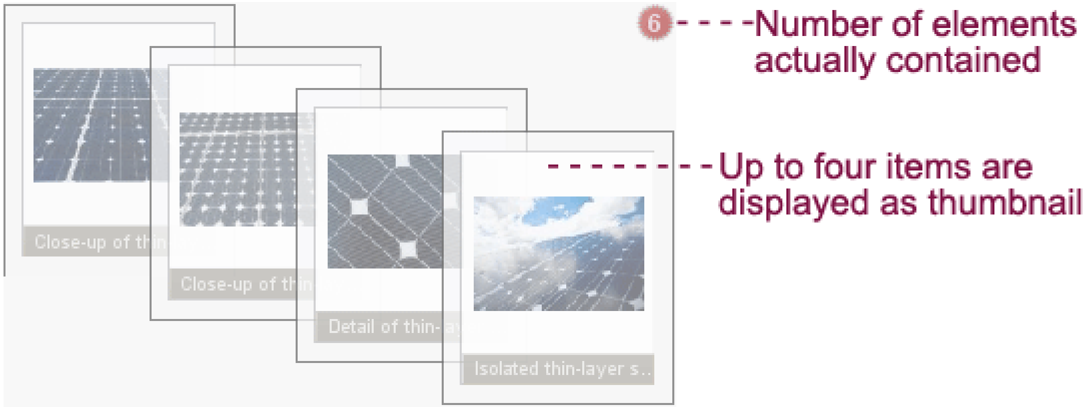

6
Number of elements actually contained
Up to four items are displayed as thumbnail
Close-up of thi
Close-up of thi
Detail of thin-
Isolated thin-layer s...

Figure 12-6: Drag action with more than four elements

12.4.6 Dragging and dropping within the thumbnail view (media)

Media (and media folders) can also be moved (and copied) within the Media Store using the thumbnail view.

Both individual and multiple selection are supported for drag-and-drop. A multiple selection can be made in the thumbnail overview using <CTRL> + <A> (select all objects in the overview), <SHIFT> + click (select area within the overview) or <CTRL> + click (select objects one after the other).

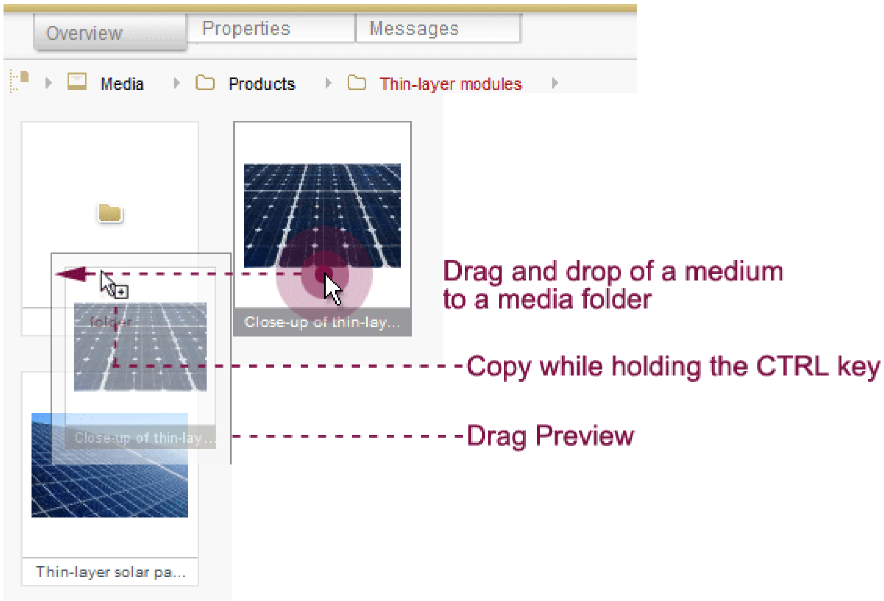


Figure 12-7: Dragging and dropping media in the thumbnail view

The required media (or folders) can be selected and moved or copied into other media folders within the thumbnail view. The <CTRL> key must be held down during the "drag-and-drop" action to copy media into a folder. The copying of media (or folders) is visualized by a + symbol on the mouse pointer. Simple drag-and-drop is sufficient to move a medium into a folder.

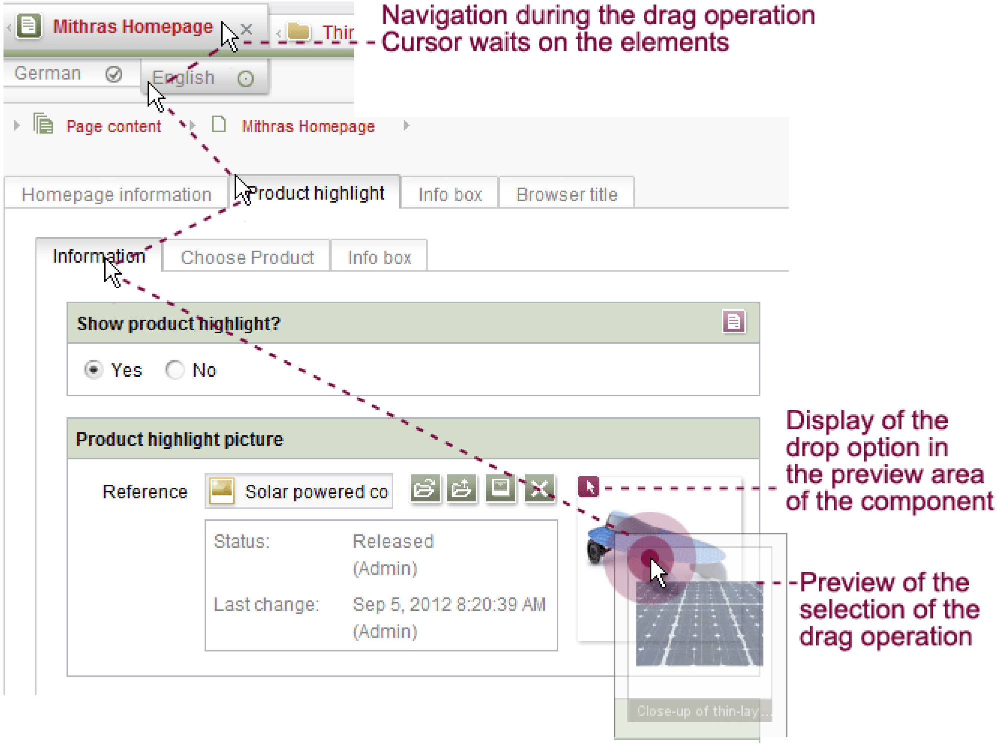
All functions can also be performed using the context menu, within the tree view or the thumbnail view, on a single selection or a multiple selection.

12.4.7 Dragging and dropping between two workspaces

Apart from editing in individual workspaces, it is also possible to drag-and-drop between workspaces. For example, media (or other FirstSpirit objects) from the thumbnail view of a workspace can be copied into the input component of another workspace by means of drag-and-drop (see section 3.5.1, page 117).

The media can be selected by clicking the preview image in the media view, for instance, and, keeping the left-hand mouse button pressed, can be dragged onto the required workspace. The medium can then be dropped into the preview area of the corresponding input component. A drop option is indicated in SiteArchitect by the ↖ icon.

Navigation between the required areas is performed using the mouse pointer during the "drag" action. If the mouse pointer hovers over the required area, for example, an inactive workspace, it is opened. This type of navigation is possible on the tabs of the open workspaces and the subtabs within the workspaces (languages or presentation channels). In addition, navigation can also be performed on the tabs of grouping elements of a form (see Figure 12-8).



Status: Released (Admin)
Last change: Sep 5, 2012 8:20:39 AM (Admin)

Figure 12-8: Navigation during a drag action

It is also possible to scroll over the workspaces' tabs if the mouse pointer hovers over the scroll symbols. Automatic scrolling within the form area (and within the tree view, of course) is enabled during a drag action as soon as the mouse pointer approaches the boundaries of the respective area. For example, to go to the bottom end of the form in the workspace, simply move the mouse pointer towards the bottom edge of the workspace.

The individual workspaces can also be moved within the horizontal tab navigation by means of drag-and-drop.

A new workspace is opened for elements that were moved to the horizontal tab navigation from the tree structure by drag-and-drop.

12.4.8 Inter-store drag-and-drop

It is also possible to drag-and-drop across two stores by selecting the element, for example, a medium, within the workspace or tree view of a store first and then, while holding down the left-hand mouse button on the button of the required store, dragging the element into the left-hand navigation area of SiteArchitect. The store level is automatically expanded.

Further navigation within the new store can be performed using the tree view. If the mouse pointer hovers over the required element in the tree, for example, a page or a section, this element is opened in the active workspace. Navigation in the active workspace takes place as described under "Dragging and dropping between two workspaces" (see section 12.4.7, page 312).

The inter-store drag-and-drop function can be used to easily integrate folders and pages from the Page Store in the Site Store as a new menu level or page reference.

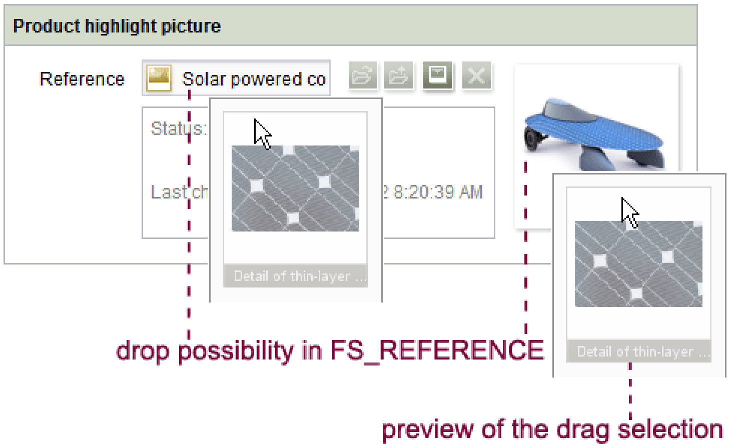
12.4.9 Dragging and dropping from the global search

The global search (see section 3.3.1, page 80) also supports drag-and-drop of the search results. The FirstSpirit objects found can be dragged directly to the thumbnail view for media, the workspace or an input component. In this way, for example, the user can drag a medium directly from the search into the image input component or (from FirstSpirit version 5.1R3 on) the link-sensitive graphic component of a workspace and drop it there (see Figure 3-32).

12.4.10 Dropping onto media input forms

Drag-and-drop is also supported for selecting media in the "Reference selection" input form (see Chapter 11.7 page 277) and from FirstSpirit version 5.1R3 on in the "Link-sensitive graphic" input form (see Chapter 11.17 page 295) too:

The procedure on switching workspaces has already been described under "Dragging and dropping between two workspaces" (see section 12.4.7, page 312). The object can then be dropped into the preview area or the reference field of the input form.



Product highlight picture

Reference: Solar powered co

Status:

Last ch … 8:20:39 AM

Detail of thin-layer ...
Detail of thin-layer ...
drop possibility in FS_REFERENCE
preview of the drag selection

Figure 12-9: Dropping into an image input form

If the template developer has defined restrictions to certain folders in the Media Store for the input form, only media from these folders may be referenced in the input form. If a medium is dropped from a folder other than those which are allowed, an error message appears and the medium is not referenced within the input form.

12.4.11 Dropping onto text input forms

Drag-and-drop is also supported for entering text in some input forms:

- Rich text editor
- Single-line text
- Multi-line text

Selected text sections can be inserted into an input form by drag-and-drop. These text sections can come from other input forms within the FirstSpirit project or from other FirstSpirit projects. Additionally, text sections from external files such as Word files or PDF documents and websites are also possible.

12.4.12 Dragging and dropping within input forms

The drag-and-drop function is also supported within some input forms:

- Rich text editor
- Component grouping

Within the **rich text editor**, the selected text (including all formatting) can be easily moved by holding down the left-hand mouse button (indicated by a small rectangle on the mouse pointer). If you hold down the <CTRL> key at the same time, the selected text is inserted in the desired position as a copy (indicated by a small plus sign on the mouse pointer).

Within the **component grouping**, you can also use drag-and-drop across two tab pages. To do so, you select a medium or text, for example, on one tab page, then hold down the left-hand mouse button and drag it to the tab of the desired tab page. If you hover the mouse pointer over the tab, the tab page opens and you can insert the medium or text in a suitable input form. Note that in this case the content is copied (indicated by a small plus sign on the mouse pointer). To move the content, hold down the <CTRL> key at the same time (indicated by a small rectangle on the mouse pointer).

12.4.13 Dragging and dropping between two input forms

Drag-and-drop operations are also possible between two input forms.

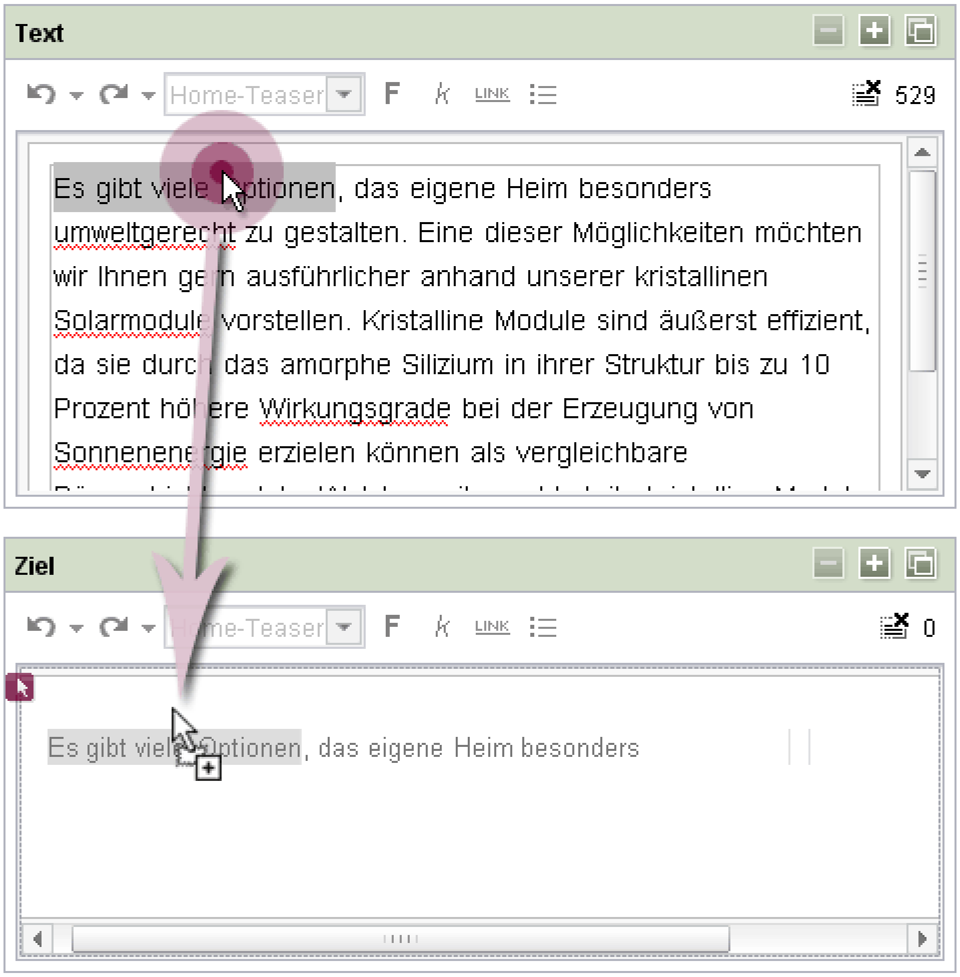
In the case of **input forms with a reference** to other objects in the project, you can drag-and-drop a reference symbol to copy the referenced object to the second input form.

To do this, select the preview or type icon within an input form and hold down the left-hand mouse button to drag it to the reference field or preview area of the second input form.

In the case of **text input forms**, you can use drag-and-drop to copy the selected text to the second input form.

- Rich text editor
- Single-line text
- Multi-line text

The selected text can be easily moved by holding down the left-hand mouse button (indicated by a small plus sign on the mouse pointer). If you hold down the <CTRL> key at the same time, the selected text is moved to the second input form (indicated by a small rectangle on the mouse pointer).



Es gibt viele Optionen, das eigene Heim besonders umweltgerecht zu gestalten. Eine dieser Möglichkeiten möchten wir Ihnen gern ausführlicher anhand unserer kristallinen Solarmodule vorstellen. Kristalline Module sind äußerst effizient, da sie durch das amorphe Silizium in ihrer Struktur bis zu 10 Prozent höhere Wirkungsgrade bei der Erzeugung von Sonnenenergie erzielen können als vergleichbare

Es gibt viele Optionen, das eigene Heim besonders

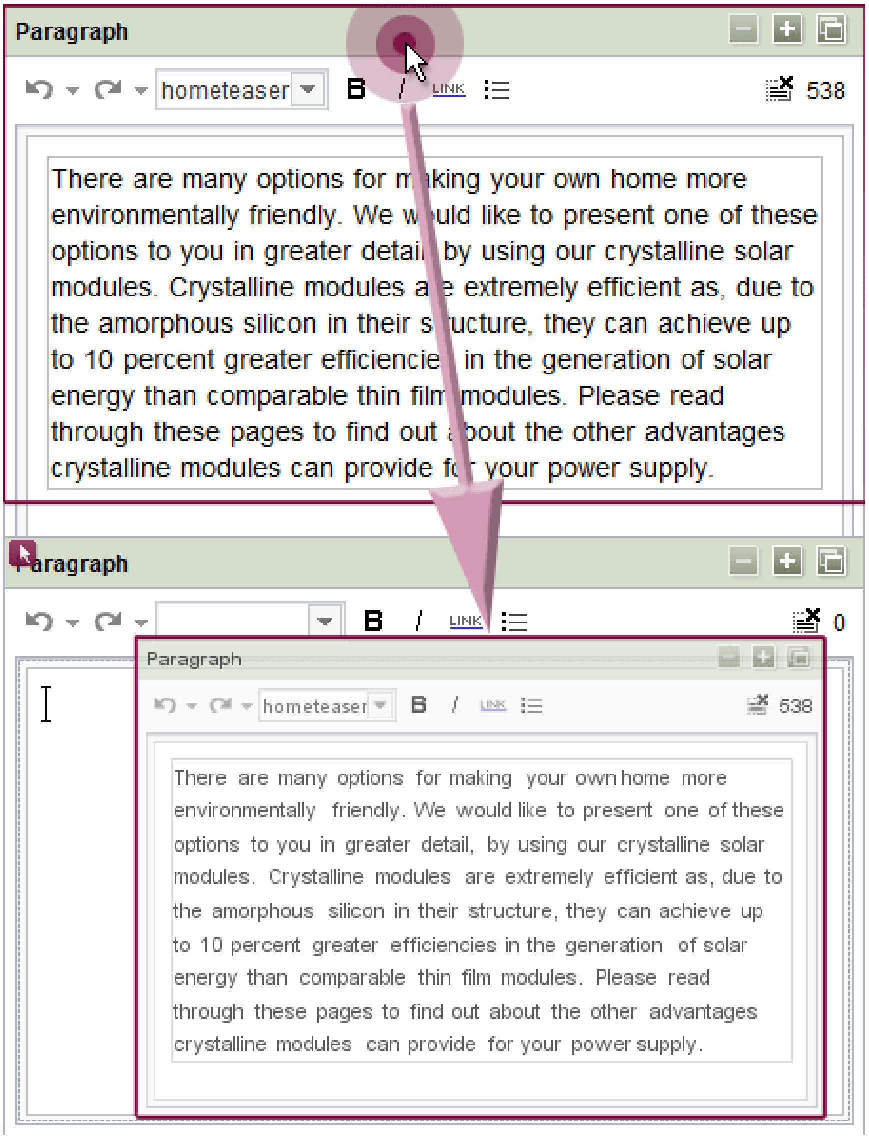
Figure 12-10: Dragging and dropping content

The selected text and formatting is copied into the rich text editor. The system checks whether the format to be copied is allowed in this component; formats that are not allowed are copied unformatted as plain text.

In the case of selected text that does not come from another text input form, the system attempts to generate and insert a "toText" representation. (Examples: selection list → selection text in the current language; reference selection → display name)

12.4.14 Dragging and dropping whole input forms

It is now also possible to move input forms in their entirety by drag-and-drop. The values from input forms are also copied to the new input forms. The best way to do this is to click on the highlighted title of an input form and hold down the mouse button while you drag it to the desired target input form. In the case of input forms that do not have a highlighted title, you can click on the title, for example. A purple insertion mark indicates locations where the input form may be dropped.



There are many options for making your own home more environmentally friendly. We would like to present one of these options to you in greater detail, by using our crystalline solar modules. Crystalline modules are extremely efficient as, due to the amorphous silicon in their structure, they can achieve up to 10 percent greater efficiencies in the generation of solar energy than comparable thin film modules. Please read through these pages to find out about the other advantages crystalline modules can provide for your power supply.

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Figure 12-11: Dragging and dropping input components

In principle, this is possible for input forms of the same type. If the destination is an input form that can accept text (e.g., rich text editor, single-line text, multi-line text), the system attempts to convert the information from the element to be dropped into text and then insert it, e.g., the name of a medium, text for a selected option, etc. If the destination is also an input form (drop on the tile), any existing value is overwritten; if the destination is a text field (for example), the value is extended. In the case of a rich text editor, formatting is also copied if the configuration permits. Other input forms, such as "Numbers" or "Date" can be copied and pasted together with their content by drag-and-drop.

12.4.15 Dropping onto elements which are not yet open in a workspace

If, during the "drag" action, the editor notices that the required page (or another element) is not yet open in a workspace, the navigation can also take place via the tree view. As with navigation between workspaces during a "drag" action (see Figure 12-8), this navigation is also carried out via the tree view.

If the mouse pointer hovers

- over the object symbol, the node in the tree is expanded
- over the labeling of the element in the tree, for example, a page or a section, this element is opened in the active workspace.

Navigation in the active workspace takes place as described under "Dragging and dropping between two workspaces" (see section 12.4.7, page 312).

12.4.16 Dropping onto elements which are not in edit mode

If, during the "drag" action, the editor notices that the required page (or another element) has not yet been locked to prevent editing, they can also subsequently switch to edit mode. If the object, for example, a medium, is dropped in a drop option, for example, dropped into the reference field of a reference selection, a message appears which gives the editor the opportunity to switch to edit mode. If the prompt is confirmed with "Yes", the object is then locked to prevent editing and the object is referenced in the input form.

12.4.17 Dragging and dropping from the integrated preview

You can also drag media using drag-and-drop from a page of the integrated preview into the workspace of the Media Store. In this case, the function "Content highlighting control" should be deactivated in the menu "View".

If you drop the image onto one of the resolutions of an existing image, the dropped image will be directly inserted for the selected resolution. If you drop the image onto a folder of the Media Store, you will first be asked for the display and the reference name of the new image, then the new image will be inserted into the selected folder of the Media Store.

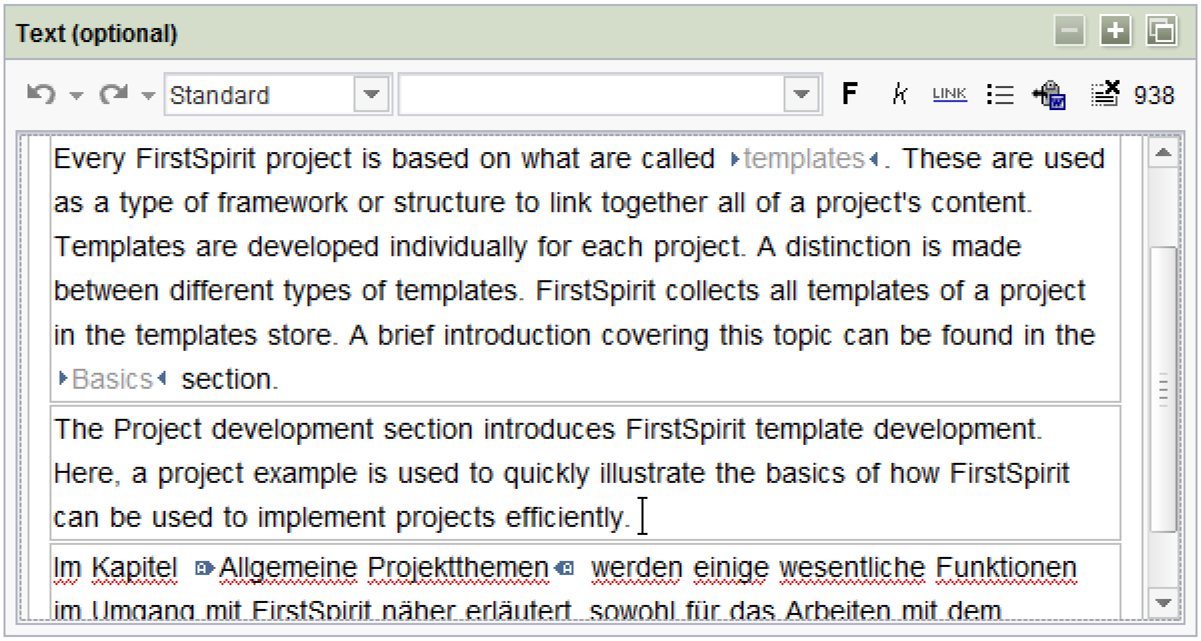
12.4.18 Dragging and dropping from Microsoft applications

A block selection can be copied to SiteArchitect by drag-and-drop from most Microsoft applications (Word/IE and FF). Depending on the configuration and the destination of the drop action, different rules apply for copying formatting information:

- Word import not configured and drop into rich text editor: A firmly implemented default rule set is used to map HTML fragments from FirstSpirit structures as far as possible (e.g., bold, italic, lists, table structures). Section/character formats, images, and links, for example, are not mapped.
- Word import configured and drop into rich text editor: The system asks you which import rule to use. If the configuration is ideal, complex formatting can be copied (e.g., section/character formats, images, links, and tables, including simple formatting).
- Drop into simple text input components: A "toText" representation is inserted.

12.5 Working with the rich text editor input form

The rich text editor is provided for large formatted text entries. Formatting can be defined both for highlighted text fragments and for whole sections. All functions of the icon bar, the context menus, and the corresponding keyboard shortcuts for the rich text editor are explained in this manual.



Every FirstSpirit project is based on what are called ▸templates◂. These are used as a type of framework or structure to link together all of a project's content. Templates are developed individually for each project. A distinction is made between different types of templates. FirstSpirit collects all templates of a project in the templates store. A brief introduction covering this topic can be found in the ▸Basics◂ section.

The Project development section introduces FirstSpirit template development. Here, a project example is used to quickly illustrate the basics of how FirstSpirit can be used to implement projects efficiently.

Im Kapitel Allgemeine Projektthemen werden einige wesentliche Funktionen im Umgang mit FirstSpirit näher erläutert, sowohl für das Arbeiten mit dem

Figure 12-12: DOM editor input component

12.5.1 Icon bar

The standard functions which can be opened via the icon bar have already been described in the "Rich text editor" section under "Standard input components". See section 11.3 starting on page 269.

12.5.2 Context menus

12.5.2.1 Context menu on selected text

Move item one level down: Use this function to convert the paragraph with the marked text to a list item or to place the list item with the selected text one level lower. One single word is considered as being selected if the cursor is positioned within the character string.

Paste: If text is available on the clipboard, open this function to insert it at the cursor's current position in the section.

Copy: Open this function to copy the selected text of the section onto the clipboard.

Cut: This function is used to cut the selected text of the section and copy it onto the clipboard.

12.5.2.2 Context menu within a list

Move bullet point out: This function can be used to place the selected bullet point one level higher.

Change list type: This function can be used to change the list type.

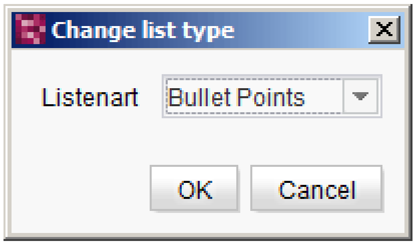

Listenart: Bullet Points

Figure 12-13: Change list type

The combobox can be used to select the required type. Depending on the list type it is also possible to specify which number or letter the list should start with or which image of the selected list type is to be displayed on the website.

Move bullet point in: This function can be used to place the selected bullet point one level lower.

Paste: This function is used to paste text fragments or items in a list from the clipboard to the cursor's current position in the list. Line breaks are inserted here as new list items.

12.5.2.3 Context menu on formatting

Remove format: Open this function to remove the formatting for the selected text area. The text is retained.

12.5.2.4 Context menu on links

Edit link: Open this function to open the input window of the link type used so that the settings made can be edited. For a detailed description of the settings for the various link types, see section 11.8 starting on page 280.

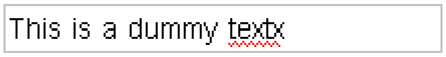
Remove link: Open this function to remove the selected link. The link text is retained.

12.5.3 Spell check

The spell check for a project must be configured by the administrator. This requires the installation of a module (SpellService) on the server. The spell check is configured to be project-specific, the examples shown here can therefore differ from the display in the project.

If the spell check has been configured for a project, it can be opened in the "Rich text editor" and "Table" input components using the context menu entry **Check spelling**.

All unknown words are then highlighted red in the input component. All words which do not exist in the language-dependent dictionary lists configured for the respective project in the ServerManager are "unknown". Either the spelling of the word is unknown, e.g., due to a typing error, or the spelling is correct and the word is simply not included in the list used.



This is a dummy textx

Figure 12-14: Display of unknown words in the input component

The user can open the context menu by right-clicking the word highlighted in red:

Add to dictionary: Apart from the suggested improvements, depending on the user's permissions and the configuration of the dictionary (this must be defined as "changeable"), words highlighted in red can be added to one or several dictionaries. In future these words are no longer highlighted red.

A distinction is made between so-called "global dictionaries" and "local project dictionaries":

- Changes to global dictionaries affect all projects on the server (if the global dictionaries are used in the project configuration).
- Changes to local project dictionaries always affect the current projects only. This means a word added in Project A is again highlighted as an unknown word in Project B.

Depending on the project configuration and the user's permissions, multiple different dictionaries (or none at all) can be available.

Ignore all: The spell check will ignore all occurrences of the word in the input component. The word is no longer highlighted red, but it will not be added to the dictionary. If the spell check is started again, the word is highlighted again.

Suggested improvements: If similar words are found in the word lists used, suggested improvements are displayed in the bottom part of the context menu. Click the required suggestion to replace the unknown word with the suggestion from the dictionary.

12.5.4 Lists: Generating lists

Use the <Tab> key to indent paragraphs and to convert them into list items.

12.5.4.1 Generating a new empty list

Click the **Insert list** icon ☰ or the <Tab> key to generate a new empty list.

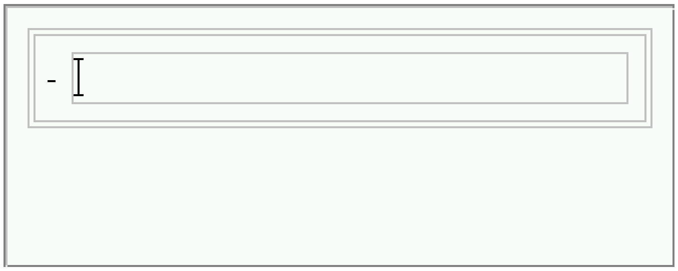


Figure 12-15: Generating a new empty list

The cursor is then in the new empty bullet point.

12.5.4.2 Adding a new bullet point

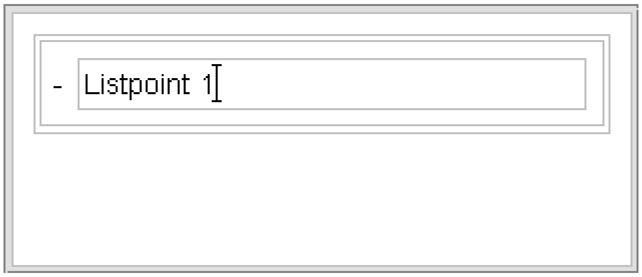


Figure 12-16: Adding a bullet point 1

Press <RETURN> at the end of a bullet point to add a new empty bullet point.

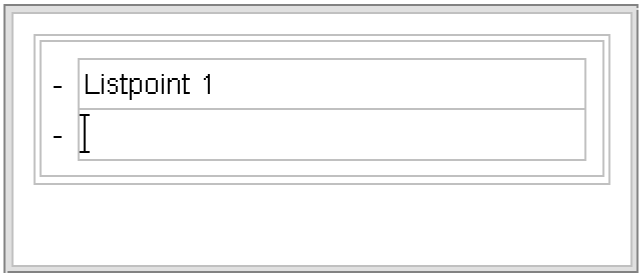
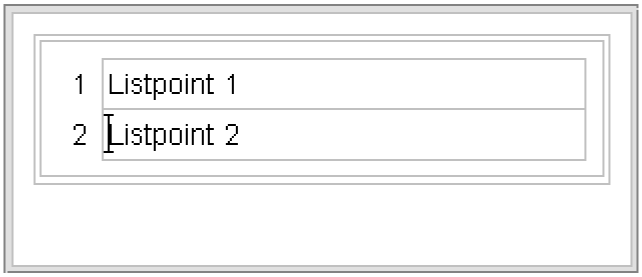


Figure 12-17: Adding a bullet point 2

The cursor is then in this empty bullet point.

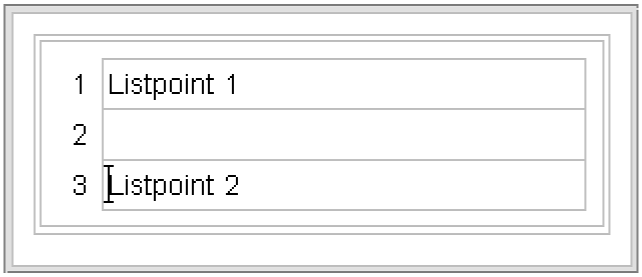
12.5.4.3 Adding several new bullet points



1 Listpoint 1
2 Listpoint 2

Figure 12-18: Several bullet points 1

Press <RETURN> at the start of a bullet point which is not empty to add a new empty bullet point in front of this bullet point.

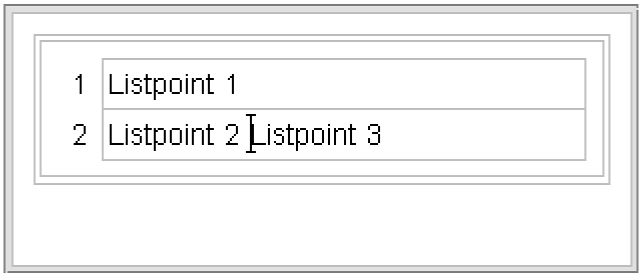


1 Listpoint 1
2
3 Listpoint 2

Figure 12-19: Several bullet points 2

Any number of empty bullet points can be generated in this way. The cursor is then still at the start of the bullet point which is not empty.

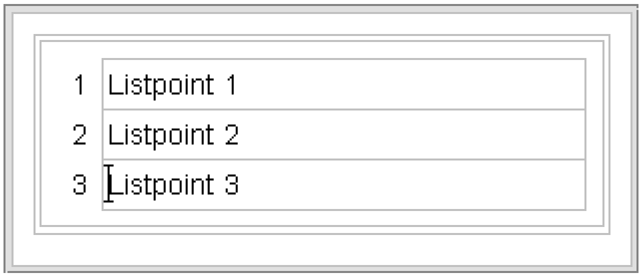
12.5.4.4 Adding a new bullet point with content



1 Listpoint 1
2 Listpoint 2 Listpoint 3

Figure 12-20: Adding a bullet point with content 1

Press <RETURN> within a bullet point to generate a new bullet point from the rest of the line.

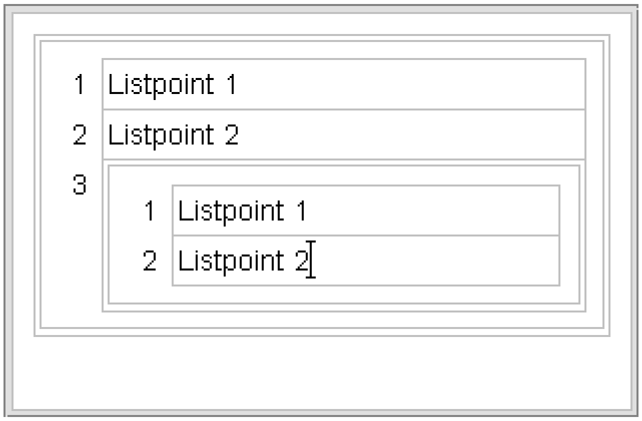


1 Listpoint 1
2 Listpoint 2
3 Listpoint 3

Figure 12-21: Adding a bullet point with content 2

The cursor is then at the start of this new bullet point in front of its content.

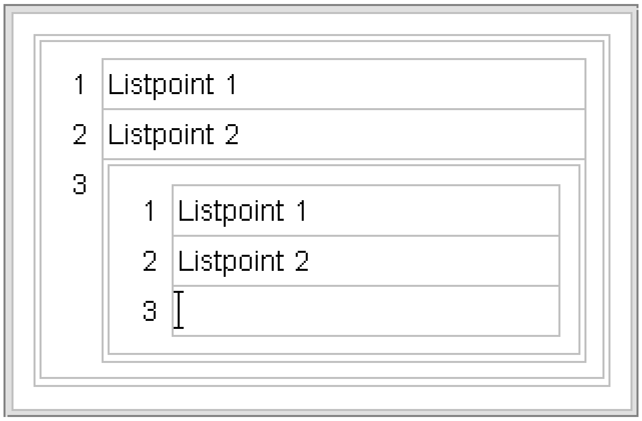
12.5.4.5 Adding a new bullet point to a nested list



1 Listpoint 1
2 Listpoint 2
3
  1 Listpoint 1
  2 Listpoint 2

Figure 12-22: Adding a nested bullet point 1

Press <RETURN> at the end of a nested bullet point to add a new empty bullet point with the same nesting depth.

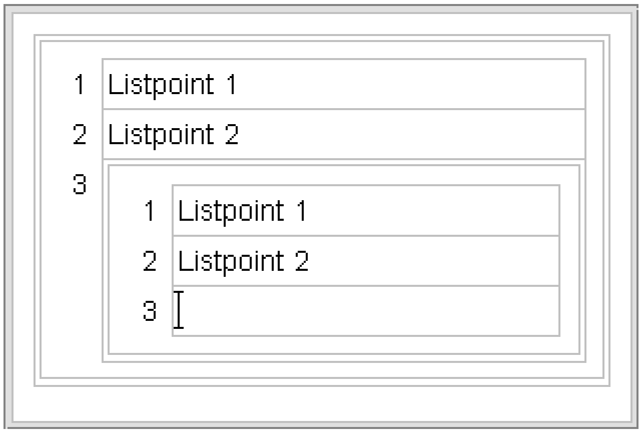


1 Listpoint 1
2 Listpoint 2
3
  1 Listpoint 1
  2 Listpoint 2
  3

Figure 12-23: Adding a nested bullet point 2

The cursor is then in the new empty bullet point.

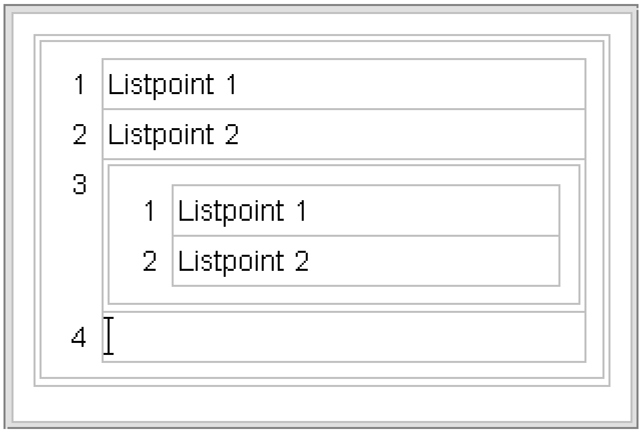
12.5.4.6 Adding a new bullet point behind a nested list



1 Listpoint 1
2 Listpoint 2
3
1 Listpoint 1
2 Listpoint 2
3

Figure 12-24: Increasing the bullet point level 1

Press <RETURN> in an empty bullet point at the second list level to move the empty nested bullet point up one level.



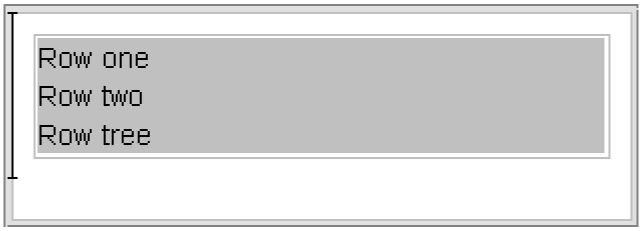
1 Listpoint 1
2 Listpoint 2
3
1 Listpoint 1
2 Listpoint 2
4

Figure 12-25: Increasing the bullet point level 2

The cursor is then still in the empty bullet point.

12.5.5 Converting selected text into list

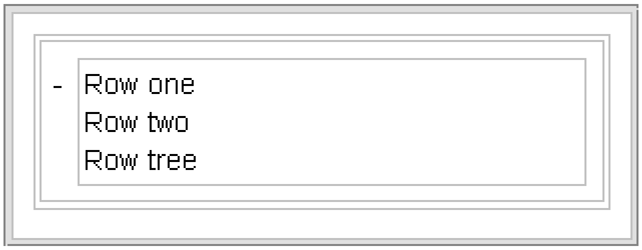
12.5.5.1 Complete highlighting within a section



Row one
Row two
Row tree

Figure 12-26: Completely converting a section into a list 1

If the whole content of an individual section is highlighted, it can be converted into a list by clicking the **Insert list** icon ☰ or the <Tab> key.

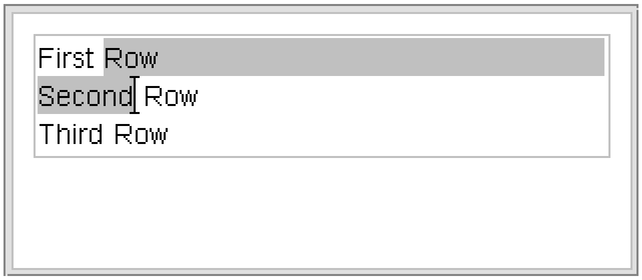


- Row one
Row two
Row tree

Figure 12-27: Completely converting a section into a list 2

The list consists of one bullet point.

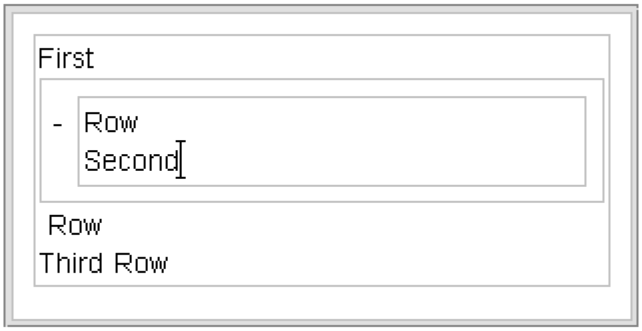
12.5.5.2 Partial highlighting within a section



First Row
Second Row
Third Row

Figure 12-28: Partially converting a section into a list 1

If the content of an individual section is partially highlighted, this highlighted content can be converted into a list by clicking the **Insert list** icon (☰) or the <Tab> key.



First

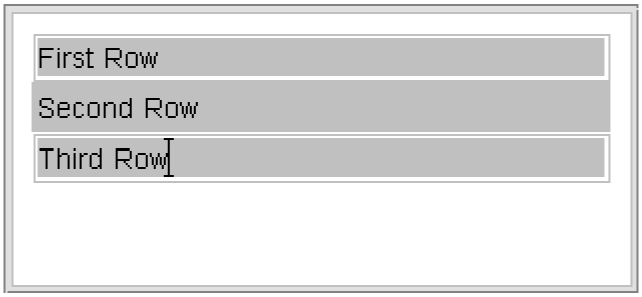
- Row
  Second

Row
Third Row

Figure 12-29: Partially converting a section into a list 2

The list consists of one bullet point. The text fragments which are not highlighted are kept in the same section in front of or behind the list.

12.5.5.3 Complete highlighting of several sections



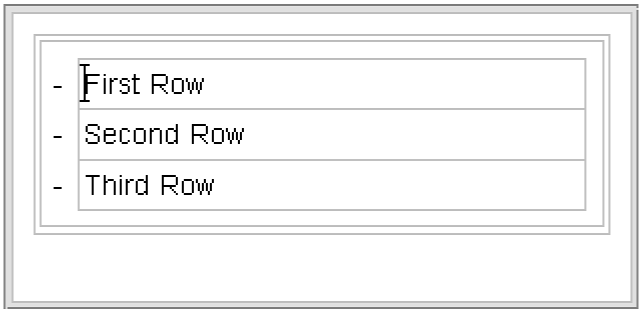
First Row

Second Row

Third Row

Figure 12-30: Converting several sections into a list 1

If the whole content of several sections is highlighted, it can be converted into a list by clicking the **Insert list** icon (≣) or the <Tab> key, whereby each section end is interpreted as a new bullet point.



- First Row
- Second Row
- Third Row

Figure 12-31: Converting several sections into a list 2

If there are three existing sections, the list then also consists of three bullet points.

12.5.5.4 Partial highlighting of several sections

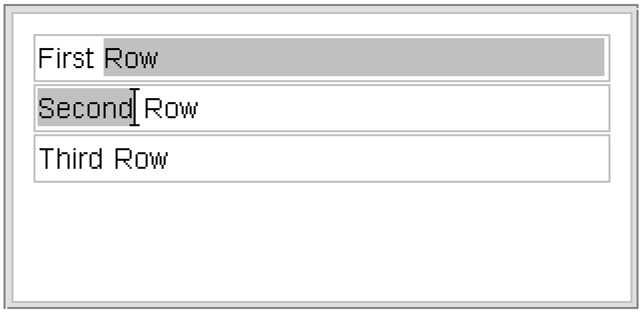
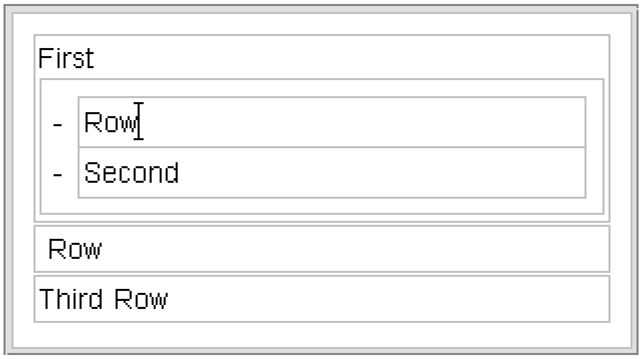

First Row
Second Row
Third Row

Figure 12-32: Partially converting several sections into a list 1

If the content of several sections is partially highlighted, this highlighted content can be converted into a list by clicking the **Insert list** icon (☰) or the <Tab> key.


First
- Row
- Second

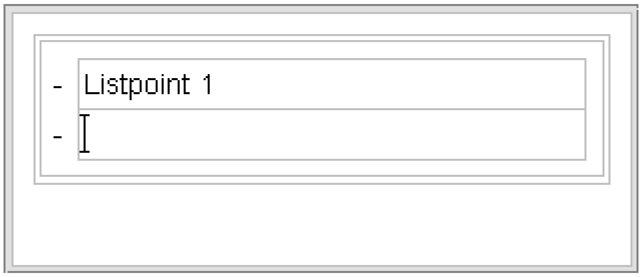
Row
Third Row

Figure 12-33: Partially converting several sections into a list 2

If a section change is highlighted, the list consists of two bullet points. The text fragments within a section which are not highlighted are retained in front of or behind the list. Text fragments without section change in the same section and text fragments with section change in a new section.

12.5.6 Exiting/interrupt a list

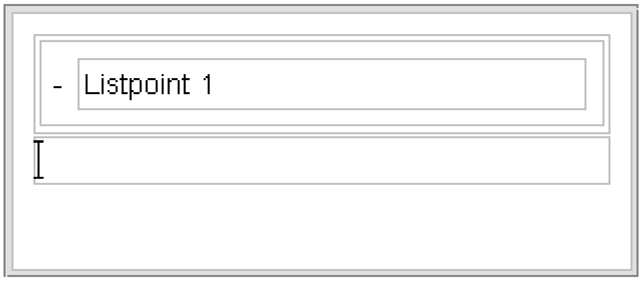
12.5.6.1 Exiting a list at the end



- Listpoint 1
-

Figure 12-34: Exiting a list at the end 1

Press <RETURN> in an empty bullet point to remove the empty bullet point and replace it with a new, empty, standard section.



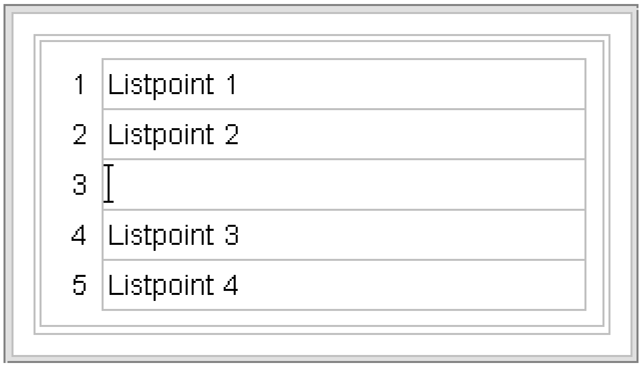
- Listpoint 1

Figure 12-35: Exiting a list at the end 2

The cursor is then in this empty standard section.

12.5.6.2 Dividing a list between two bullet points

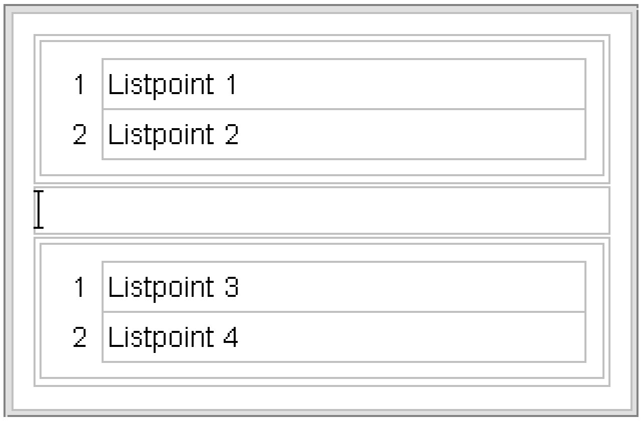
To divide a list an empty bullet point must be inserted at the required position.



1 Listpoint 1
2 Listpoint 2
3
4 Listpoint 3
5 Listpoint 4

Figure 12-36: Dividing a list 1

Then press <RETURN> to divide the list at this point and the numbering of the existing bullet points is reset accordingly.



1 Listpoint 1
2 Listpoint 2

1 Listpoint 3
2 Listpoint 4

Figure 12-37: Dividing a list 2

An empty standard section is inserted between the two lists. The cursor is then in this empty standard section.

12.5.6.3 Dividing a list at the end of a nested list

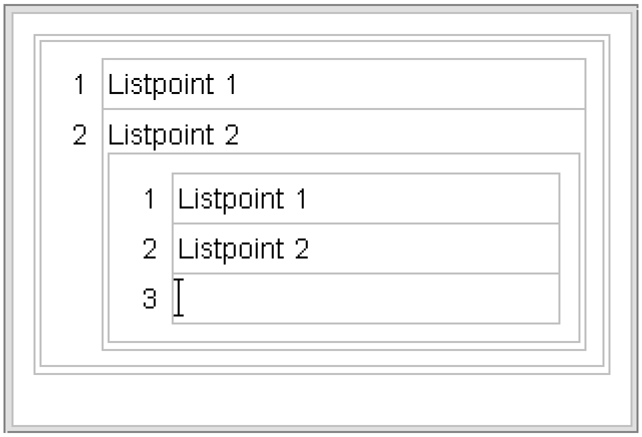


Figure 12-38: Dividing a nested list 1

Press <RETURN> in an empty bullet point at the end of the second list level to move the empty nested bullet point up one level.

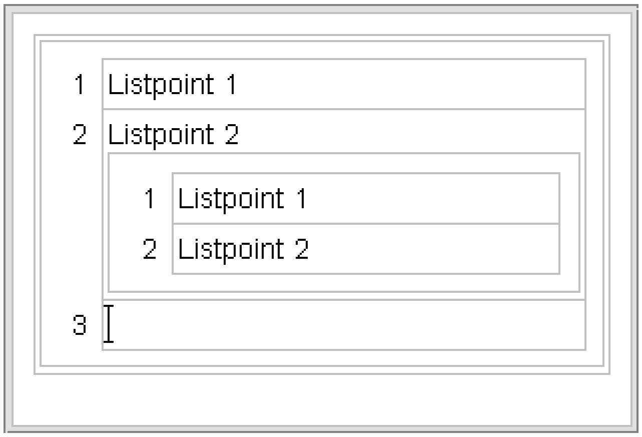


Figure 12-39: Dividing a nested list 2

The numbering of the first list level is continued with the new bullet point. The cursor is then in the empty bullet point of the first list level.

12.5.6.4 Dividing a list within a nested list

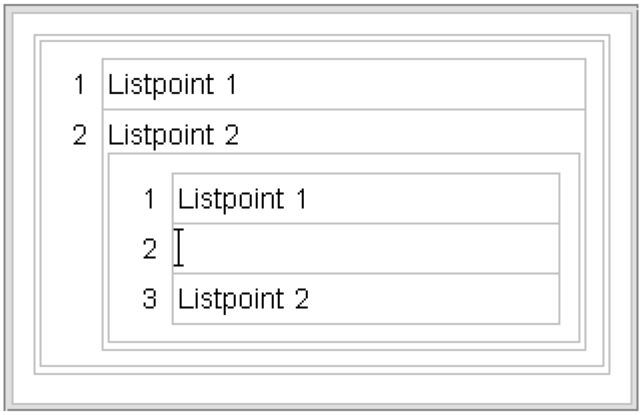

1 Listpoint 1
2 Listpoint 2
1 Listpoint 1
2
3 Listpoint 2

Figure 12-40: Dividing a list within a nested list 1

Press <RETURN> in an empty bullet point at the second list level to split the list at this point and move the empty nested bullet point up one level.

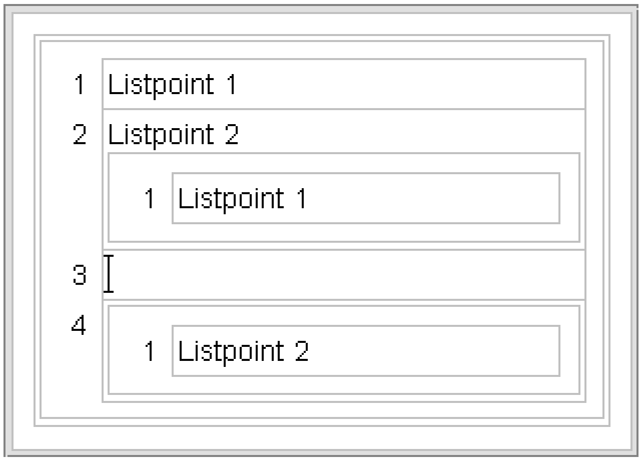
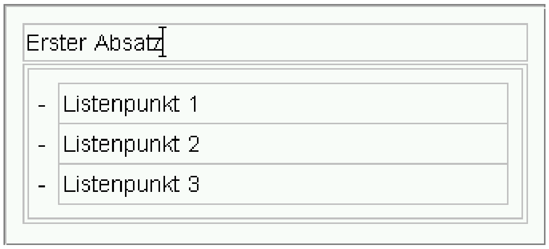

1 Listpoint 1
2 Listpoint 2
1 Listpoint 1
3
4
1 Listpoint 2

Figure 12-41: Dividing a list within a nested list 2

The numbering of the existing bullet points at the second list level is reset accordingly. The numbering of the first list level is continued with the new bullet point and the second part of the nested list. The cursor is then in the empty bullet point of the first list level.

12.5.7 Deleting/merging lists

12.5.7.1 Merging a preceding section with the first bullet point

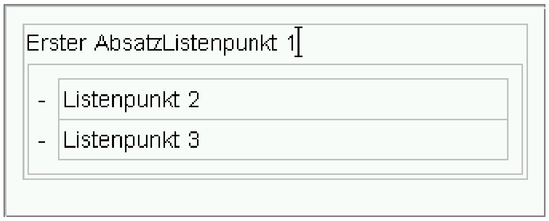


Erster Absatz

- Listenpunkt 1
- Listenpunkt 2
- Listenpunkt 3

Figure 12-42: Merging a list with the preceding section 1

Press <DEL> at the end of the preceding section to merge the preceding section and the list to form one section.



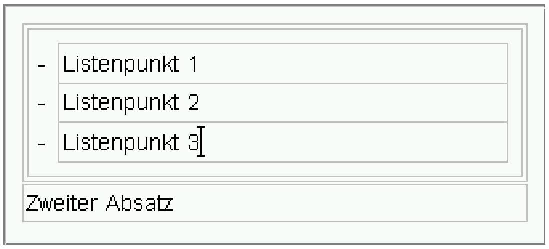
Erster AbsatzListenpunkt 1

- Listenpunkt 2
- Listenpunkt 3

Figure 12-43: Merging a list with the preceding section 2

The cursor is then between the original section and list text.

12.5.7.2 Merging the last bullet point with the following section

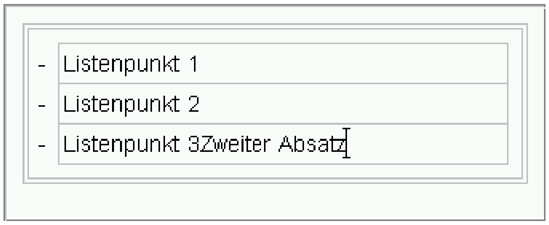


- Listenpunkt 1
- Listenpunkt 2
- Listenpunkt 3

Zweiter Absatz

Figure 12-44: Merging a list with the following section 1

Press <DEL> at the end of the last bullet point to merge the list and the following section to form one section. The section text is written behind the text of the last bullet point.

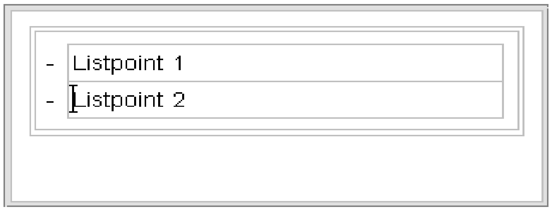


- Listenpunkt 1
- Listenpunkt 2
- Listenpunkt 3Zweiter Absatz

Figure 12-45: Merging a list with the following section 2

The cursor is between the original list and section text.

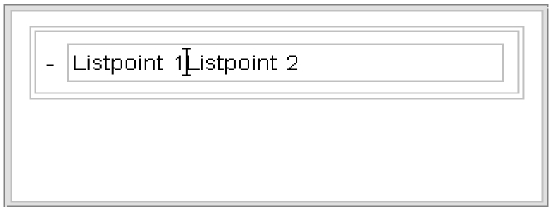
12.5.7.3 Merging two bullet points



- Listpoint 1
- Listpoint 2

Figure 12-46: Merging two bullet points 1

Press <BACKSPACE> at the beginning of the following bullet point to merge it with the preceding bullet point.

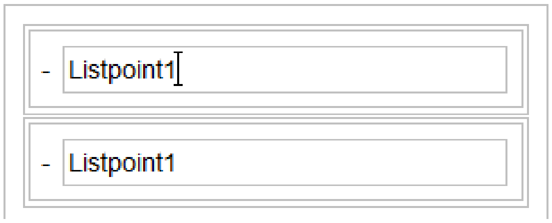


- Listpoint 1Listpoint 2

Figure 12-47: Merging two bullet points 2

The cursor is between the original list text of the preceding and of the following bullet point.

12.5.7.4 Merging two lists

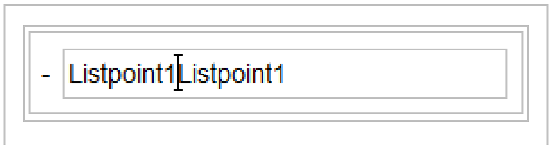


- Listpoint1

- Listpoint1

Figure 12-48: Merging two lists 1

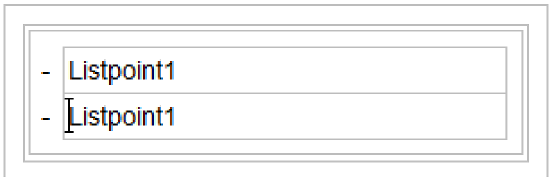
If the two lists are each in a separate section, press <DEL> at the end of the first list to merge both lists in one list point.



- Listpoint1Listpoint1

Figure 12-49: Merging two lists 2

Then press <RETURN> to turn the two lists into one separate list point.



- Listpoint1
- Listpoint1

Figure 12-50: Merging two lists 3

The cursor is then at the start of the first bullet point of the original second list.

12.5.7.5 Merging the last bullet point of an inner list with the following bullet point

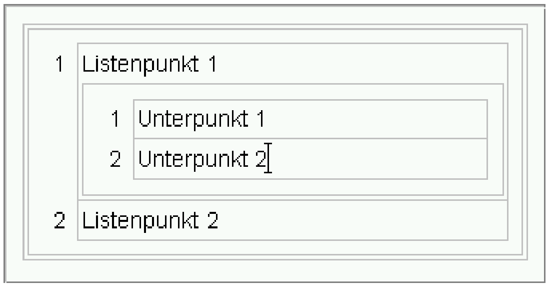


Figure 12-51: Merging an inner list with the following bullet point 1

Press <DEL> at the end of the last bullet point at the second level to write the list text of the first level behind the text of the last bullet point of the second level.

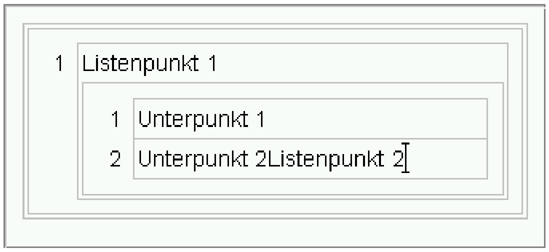


Figure 12-52: Merging an inner list with the following bullet point 2

The cursor is between the original list texts of the first and second level.

12.5.7.6 Deleting an empty bullet point

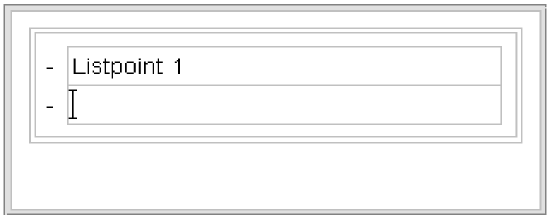
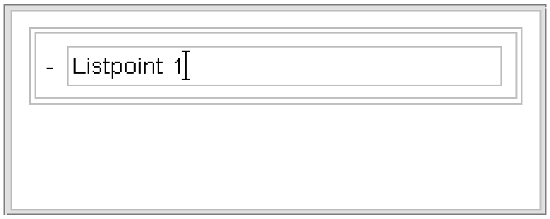


Figure 12-53: Deleting an empty bullet point 1

If the cursor is in an empty bullet point, this bullet point can be removed by pressing <BACKSPACE> or <DEL>.



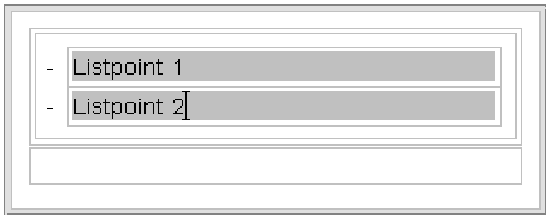
- Listpoint 1

Figure 12-54: Deleting an empty bullet point 2

The cursor is then at the end of the preceding bullet point.

12.5.8 Copying/moving lists

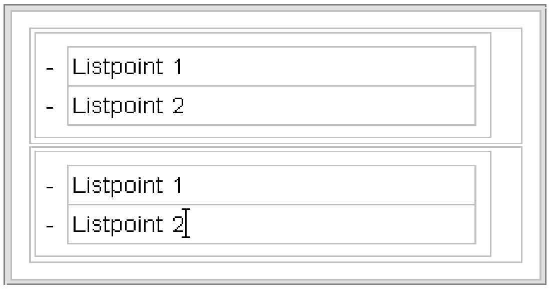
12.5.8.1 Copying a complete list



- Listpoint 1
- Listpoint 2

Figure 12-55: Copying a list 1

To copy the whole list, highlight it and press <CTRL> + <C>. Then position the cursor in an empty section and press <CTRL> + <V>.



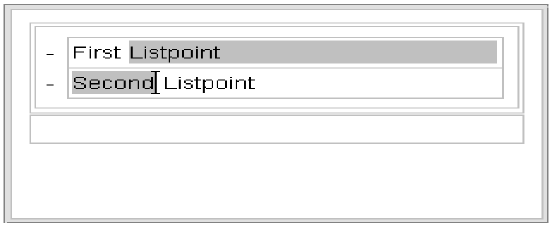
- Listpoint 1
- Listpoint 2

- Listpoint 1
- Listpoint 2

Figure 12-56: Copying a list 2

The complete list is pasted in the empty section as a new list The cursor is at the end of the last bullet point.

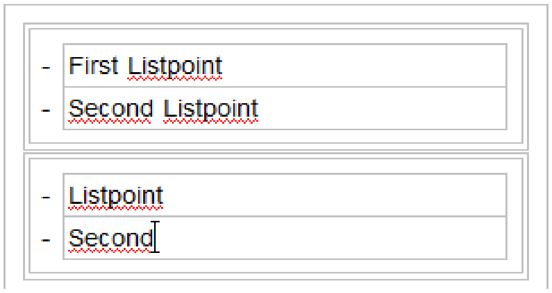
12.5.8.2 Copying a partially highlighted list



- First Listpoint
- Second Listpoint

Figure 12-57: Partially copying a list 1

To copy part of the list, highlight it and press <CTRL> + <C>. Then position the cursor in an empty section and press <CTRL> + <V>.



- First Listpoint
- Second Listpoint

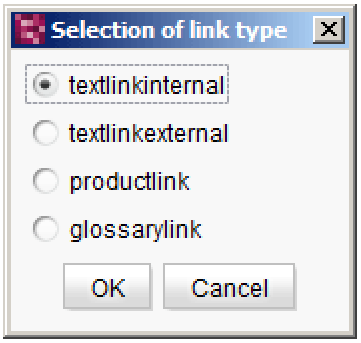
- Listpoint
- Second

Figure 12-58: Partially copying a list 2

The selected text is pasted as a new list in the empty section. The cursor is at the end of the last bullet point. If the highlighting extends over several bullet points then a new section is created for each bullet point.

12.5.9 Inserting links

If the LINK icon is used to insert a link at the cursor's current position, a window opens for selecting the link type.



Selection of link type

● textlinkinternal
○ textlinkexternal
○ productlink
○ glossarylink

Figure 12-59: Selecting a link type

The project developers specify which types of links are available. After selecting the link type an input window is displayed whose content depends on the link type.

The procedure for setting a link is the same as that described for the "Link input" input component (see section 11.8 starting on page 280).

12.5.10 Integrating tables in the rich text editor

In the rich text editor, tables can also be integrated in the text flow (so-called "inline tables"). The tables provide a variety of layout options, down to the cell level.

> *Whether the inline function is available in the rich text editor or not depends on the template developer's specifications. If the tool bar is available in the rich text editor, the inline tables function is also available.*

To insert a table into the rich text editor, the cursor is placed at the position within the text at which the table is to be inserted. Click the icon to insert a new table. If more than one template is available, they will be displayed for selection below the icon. If only one template is available, the table will be created directly on the basis of this template in the rich text editor:

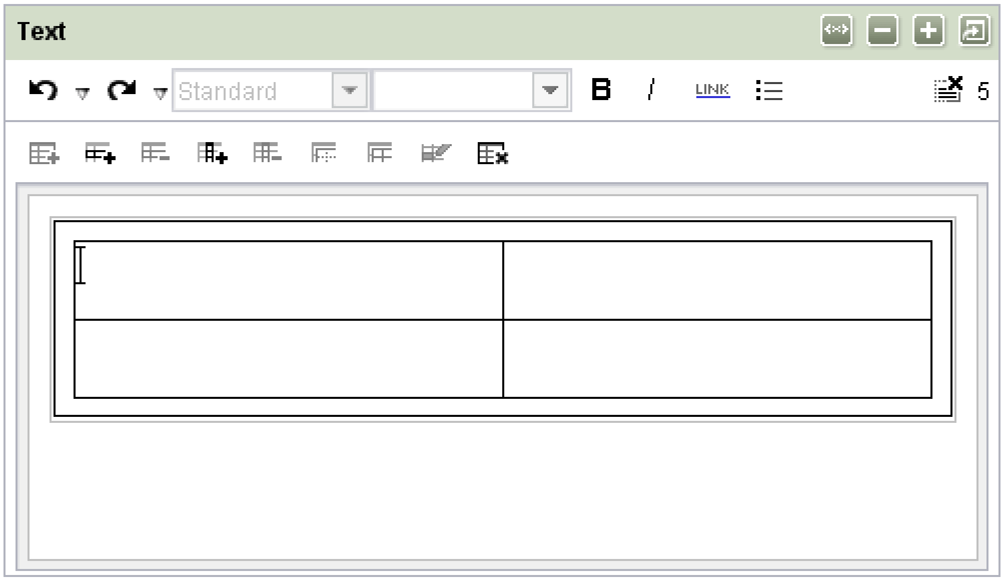


Figure 12-60: Table inserted

The number of rows and columns and the formatting of the inserted table depend on the template developer's settings.

12.5.10.1 Editing inline tables

The functions available for editing the inserted table depend on the template developer's specifications, e.g., whether and how many rows and columns can be added or deleted, what format they have, and which cells may be additionally formatted. The following icons above the table are only active in the cells which may be edited according to the developer's specifications. To do this, the cursor must be placed in the required cell:

Insert row: Click this icon to add a row to the table below the cell in which the text cursor is positioned. As many rows as necessary can be added, until the maximum number preset by the developer is reached. The icon is then disabled, and no further rows can be added.

Delete row: Click this icon to delete from the table the row, including contents, in which the text cursor is positioned. As many rows as necessary can be deleted, until the minimum number preset by the developer is reached. The icon is then disabled, and no further rows can be deleted.

Add column: Click this icon to add a column to the table to the right of the cell in which the text cursor is positioned. As many columns as necessary can be added, until the maximum number preset by the developer is reached. The icon is then disabled, and no further columns can be added.

Delete column: Click this icon to delete from the table the whole column, including contents, in which the text cursor is positioned. As many columns as necessary can be deleted, until the minimum number preset by the developer is reached. The icon is then disabled, and no further columns can be deleted.

Merge cells: Several cells positioned next to each other can be selected and joined together by clicking this icon. The content of the selected cells is retained. The formatting of the top left-hand cell is applied to the merged cell.

Split cells: Click this icon to separate previously merged cells again. The content of the merged cells is retained and is moved into the top left-hand cell. The format of the individual cells is reset to what it was before the merge.

Cell properties: Click this icon to open a window with properties which can be assigned to the current cell. Several cells to which the same property can be applied according to the template developer's specifications can be simultaneously selected and edited.

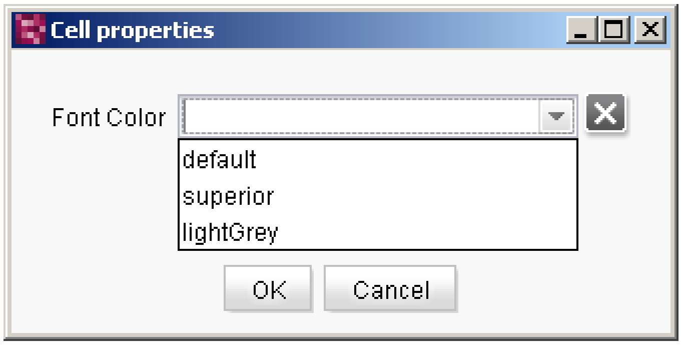


Figure 12-61: Example: Table format template – Cell properties

The required property can be selected from the combobox and saved with the **OK** button. Click the ☒ icon to remove the property again later.

Delete table: Click this icon to remove the table in which the cursor is currently positioned and all the table's contents.

12.5.10.2 Accepting/overwriting the default selection of layout properties

The layout properties of a table cell are defined by the template developer using the style sheets. Depending on the configuration set for the style sheets by the template developer, these layout properties can, however, be changed when editing the table in the rich text editor. In this case the "Cell properties" button in the top part of the rich text editor is active:

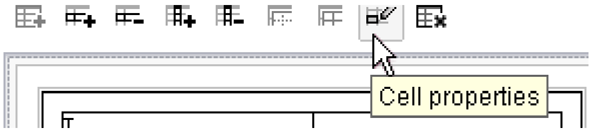
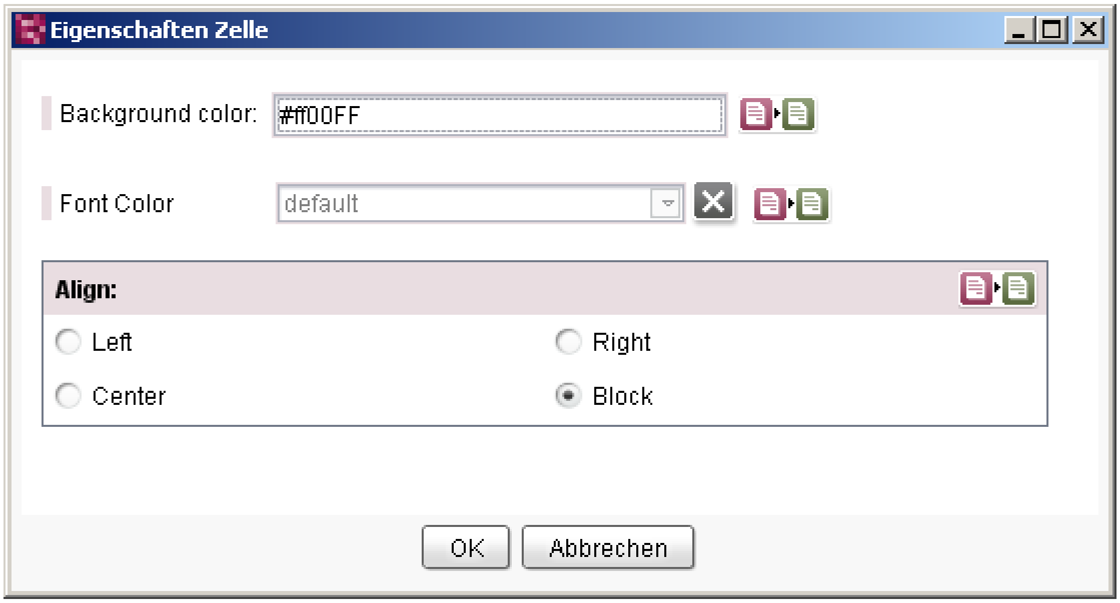


Figure 12-62: "Cell properties" button in the DOM editor

Click the icon to open a window with properties which can be assigned to the current cell:



Background color: #ff00FF

Font Color default

Align:

○ Left ○ Right

○ Center ● Block

Figure 12-63: Example: Editing the properties of a table cell

Several cells to which the same property can be applied according to the template developer's specifications can be simultaneously selected and edited.

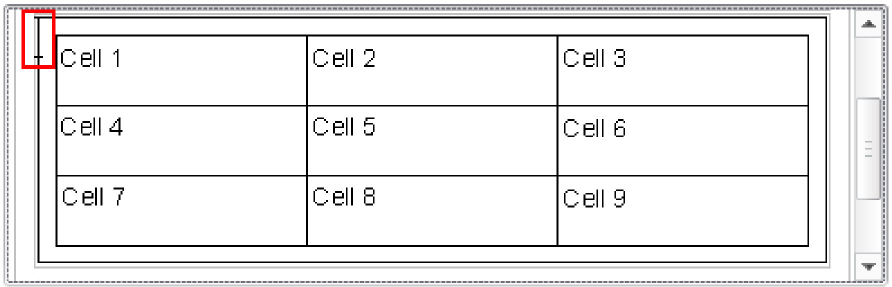
Values preset by the template developer are identified by pink-colored marking. You can manually overwrite these values or accept them for the respective cell by clicking the icon. In both cases the pink marking disappears. Click the button at any time to reset the value to the value preset by the developer.

The desired properties can be selected from the input components and saved with the **OK** button. Click ☒ to remove the property again later.

> ! *If invalid values are used for the background color (e.g., #ZZZZZZ), the cell concerned is displayed with a white background color in the rich text editor and in the subsequent output.*

12.5.10.3 Alternating continuous text and tables

To insert a **new text section in front of an inline table**, the cursor is positioned in the first cell of the required table and is moved to the left using the cursor key. The cursor is now displayed as follows (framed in red here):

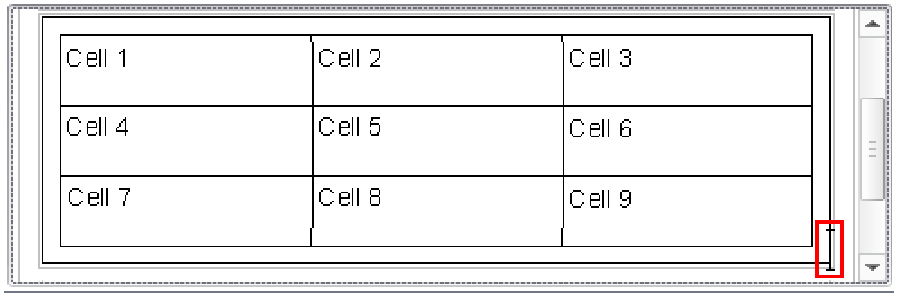


Cell 1	Cell 2	Cell 3
Cell 4	Cell 5	Cell 6
Cell 7	Cell 8	Cell 9

Figure 12-64: Inserting a text section in front of an inline table

The "Enter" key is then pressed to add a new text section in front of the table.

To insert a **new text section after an inline table**, the cursor is positioned in the last cell of the required table and is moved to the right using the cursor key. The cursor is now displayed as follows (framed in red here):



Cell 1	Cell 2	Cell 3
Cell 4	Cell 5	Cell 6
Cell 7	Cell 8	Cell 9

Figure 12-65: Inserting a text section after an inline table

The "Enter" key is then pressed to add a new text section after the table.

12.5.10.4 Keyboard control of inline tables

The cursor keys ← → ↑ ↓ can be used to navigate the cells of inline tables (see also the FirstSpirit Online Documentation (ODFS), "Interesting tips / Keyboard shortcuts"). Use the <TAB> key to move to the respective next cell. If the cursor is in the last cell of a row, it goes to the first cell of the following row. At the end of a table, <TAB> is used to add a new row, provided the template developer's specifications allow this. If no more rows may be added, the cursor remains in its current position. Use <SHIFT> + <TAB> to move the cursor backwards through the cells within the current table.

Press <RETURN> to insert new rows within a cell. Press the Back key to move the cursor through empty cells in the same way as with the cursor key ←.

12.5.10.5 Further formatting options

The editor can use all format and link templates available in the rich text editor for entering text, e.g., "bold", "underline", internal and external links. The insertion and editing of (nested) lists is also the same as in "simple" rich text editors.

12.6 Selection dialogs

The selection dialogs in SiteArchitect provide navigation and search options with which the objects which are to be referenced to can be found quickly, for example, images and files from the Media Store or page references from the Site Store. This makes it easier to work with extensive content in larger projects.

When selecting objects using the "Open" icon (e.g., 📂) in the input components

- Reference selection (section 11.7, page 277)
- Links with reference selection (section 11.8, page 280)
- List creation (section 11.9 page 286)
- Dataset selection (section 11.10, page 289)
- Link-sensitive graphic (section 11.17, page 295)

a dialog opens (in some cases depending on the configuration by the template developer) which can be used to easily find and select the objects of the respective store. At the same time, only objects

- that may be selected on the basis of the input component specifications and
- which are visible to the user are displayed. Objects for which the user does not have any permissions are not displayed to them in the selection dialog, objects for which the user has the "Visible" permission are displayed to them only as hits in the results list of the Navigation tab. Here too, the permissions configuration takes effect as described in section 14.1.4.3, page 413.

> ! *Depending on the template developer's settings, this selection dialog can provide advanced functions which are used to create media galleries. For further information on media galleries, see section 12.7, page 360.*

For information on navigating using keyboard shortcuts, see the FirstSpirit Online Documentation (ODFS)/"Useful information"/"Keyboard shortcuts".

12.6.1 Navigation tab

On opening the dialog, the Navigation tab is active. It shows the available stores to choose from. If a object has already been selected, this may be displayed here when opening the dialog:

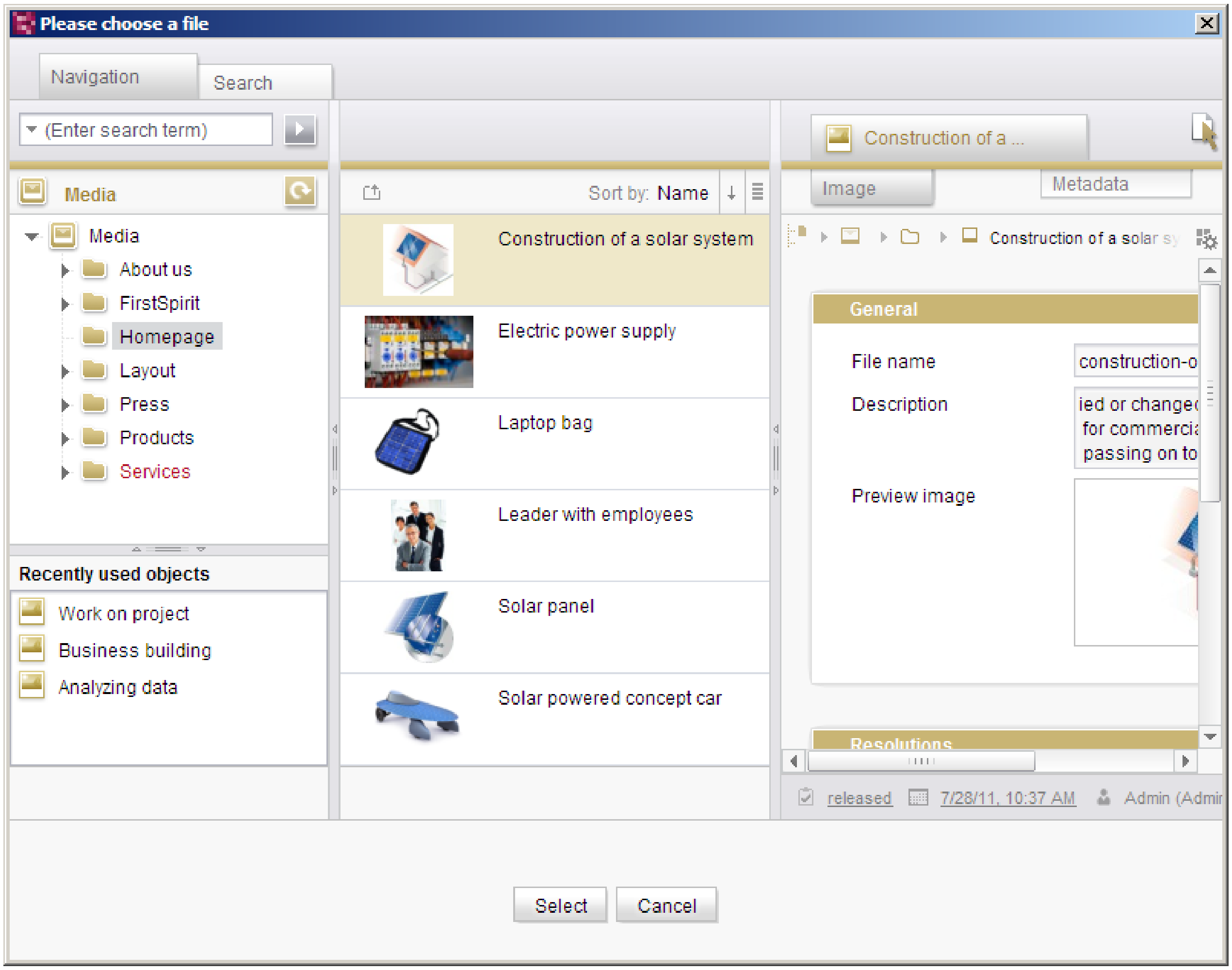


Figure 12-66: Image selection – Navigation tab

12.6.1.1 Search field

The search field can be used to search all text fields of the respective store(s) with a full-text search. The search term must be at least three characters long. Editorial content is also included in the search, e.g., texts in PDF files. If the search is started with or the <ENTER> key, the view of the dialog automatically switches to the Search tab (see section 12.6.2, page 352). If a folder has been selected in the tree structure (see section 12.6.1.2, page 350), it is adopted as the starting point for the search.

12.6.1.2 Tree structure

The tree structure of the respective store(s) can be seen in the left-hand column. Here the user can navigate directly to a store or to a folder.

Recently used objects: Underneath the tree structure, there is a list of recently used objects for the user in question, making it easier to find objects that are used frequently.

12.6.1.3 Results list

The center column can display a view filtered by the folders of the respective store. Click a folder in the left-hand column to display a list of the folders and objects available in this folder that may be selected, according to the specifications in the input component, (however no datasets and no sections) with their display or reference names (see section 3.1.5.2, page 46, option "Display reference names in tree") and their thumbnails. Images are displayed with a miniaturized preview of the image; for all other file types, the corresponding thumbnails for the file format are displayed (e.g., folder or PDF icons). The view can be sorted as follows:

Sort by: Click this area to open a list of criteria by which the results list can be sorted:

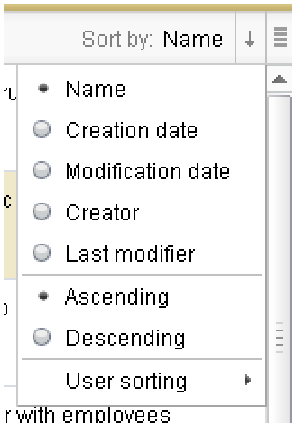


Figure 12-67: Definition of sorting criteria

Name: display or reference name of the object (see section 3.1.5.2, page 46, option "Display reference names in tree")

Creation date: time when the object was created in SiteArchitect, with date and time

Modification date: date and time at which the object was last edited

Creator: name of the user who created the object

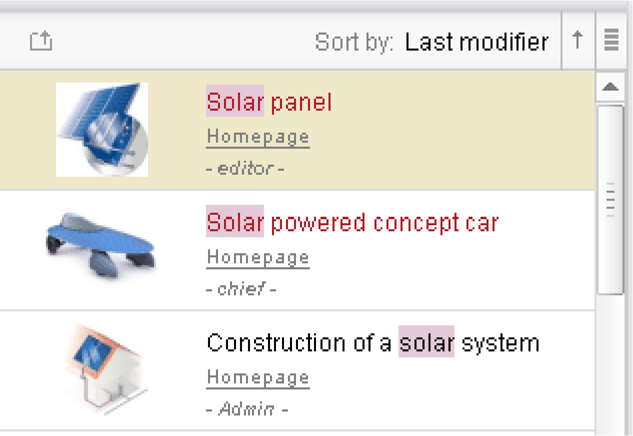
Last modifier: name of the user who most recently edited the object

Ascending: ascending sorting direction

Descending: descending sorting direction

User sorting: If sorting by creator or last modifier, it is possible to select here whether the sort is based on the user's **login**, **name** or **family name and first name**.

The display is then updated according to the search criteria. If available, other information is also shown, e.g., the last modifier.



Sort by: Last modifier

Figure 12-68: Sorting by "Last modifier"

The view of the results list can also be modified using the following icons:

⇧: This icon can be used to switch to the next higher folder.

↑: This icon can be used to set the sorting direction (ascending, descending).

☰ ▦: These icons can be used to switch between list view (arranged below each other) and thumbnail view (arranged next to each other).

12.6.1.4 Detailed view

At folder level: If a folder is selected in the middle column, all the folders and objects in that folder – provided they can be selected on the basis of the input component specifications – including all tabs are displayed in the right-hand column. The settings which are also available in the respective store can be made for the selected folders (for folders of the Media Store, see section 7.2 starting on page 185, for menu levels in the Site Store, see section 8.2 starting on page 229).

At object level: If an object is selected in the middle column, the details of the object including all tabs are displayed in the right-hand column. The settings which are also available in the respective store can be made for the object (for media, see, e.g., section 7.3 starting on page 187, for files, see section 7.5 starting on page 209, and for page references, see section 8.3 starting on page 237). Datasets are selected (using the input components for list creation, Chapter 11.9, and dataset selection, Chapter 11.10) within this detailed view.

Editing and saving can be done using the familiar ✎ and 💾 icons in the tool bar. The **Select** button is used to adopt the object displayed in the right-hand column into the input component and the dialog closes again.

12.6.2 Search tab

If you now switch to the Search tab, the stores defined by the template of the respective selection component can be searched through without having to navigate through the tree view. Search terms previously entered in the search field on the Navigation tab are retained when this switch is made.

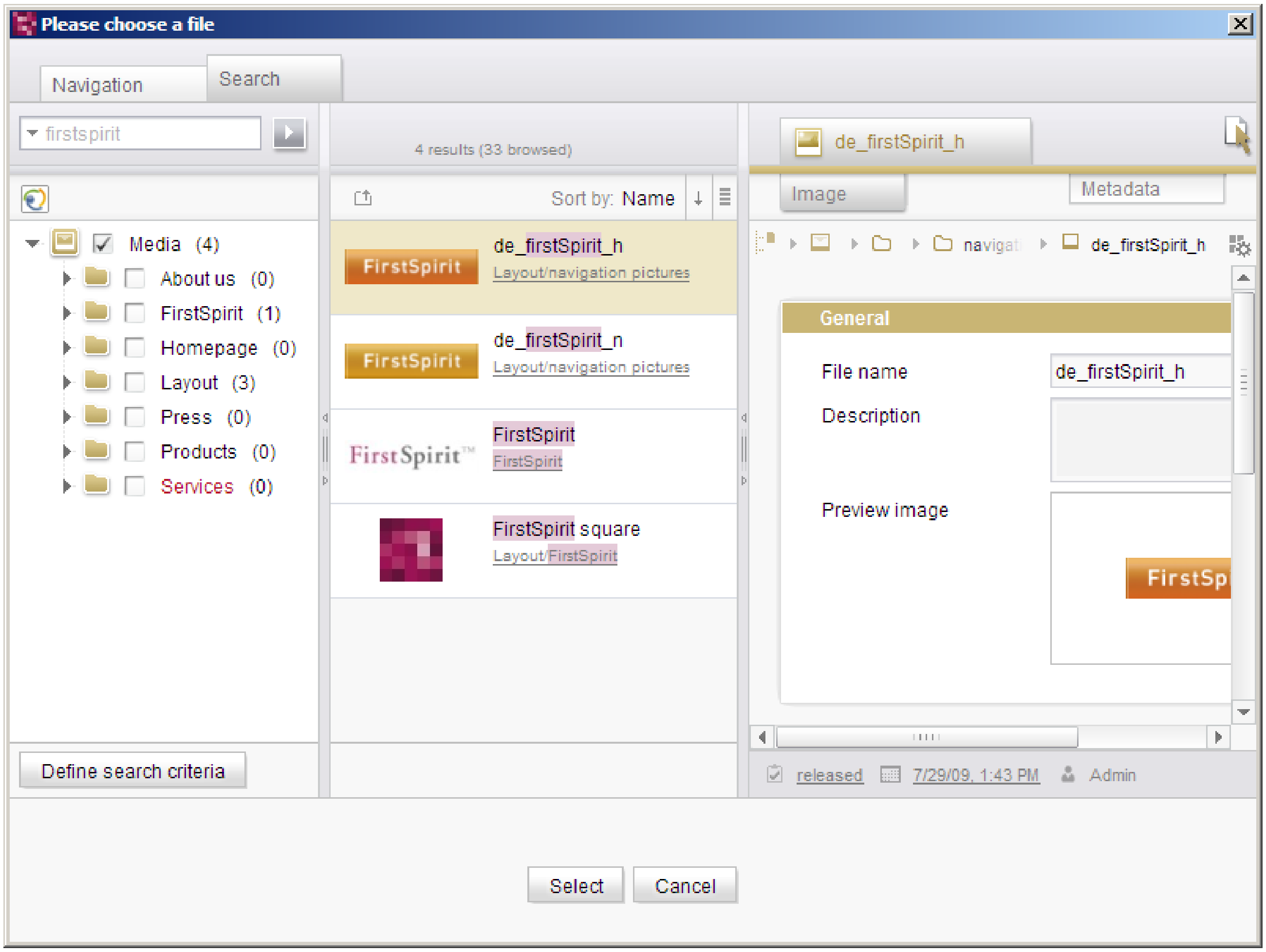


Figure 12-69: Image selection – Search tab

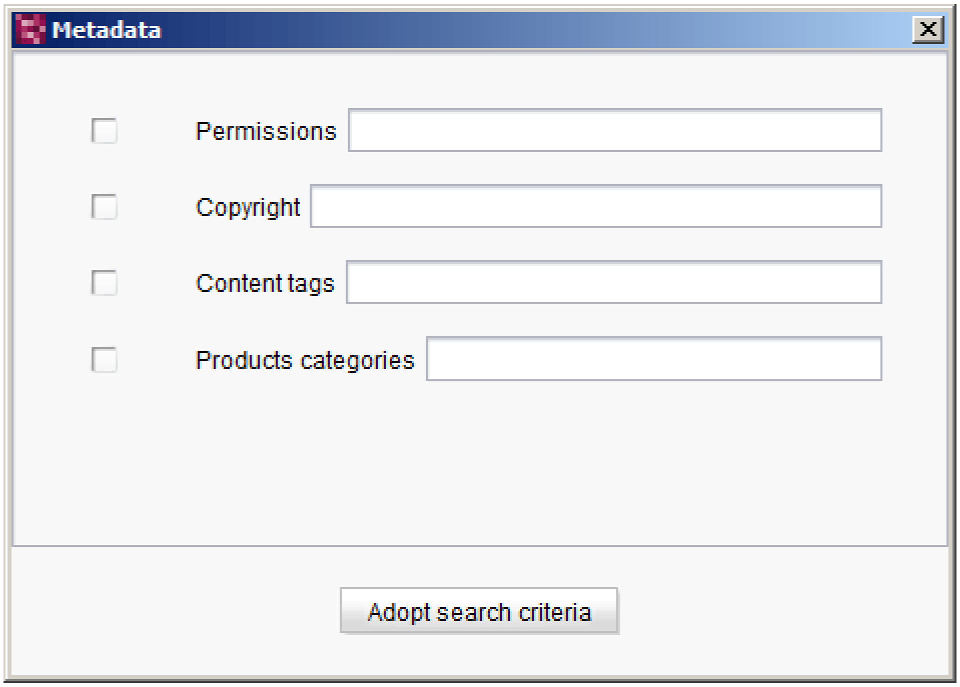
Here too the view of the Navigation tab is divided into three parts. In addition to searching for a specific search term, search results can also be filtered (e.g., by editor or change period) and sorted (see section 12.6.2.2, page 355).

12.6.2.1 Tree structure

The tree structure of the store(s) can be seen in the left-hand column. The checkboxes can be used to limit the search to individual folders. Lower-level folders are also included in the search and do not have to be additionally selected. To search, e.g., through the whole Media Store, the checkbox next to "Media" is selected. After a search has been performed, the number of hits in the respective folder is displayed in brackets after the folder name.

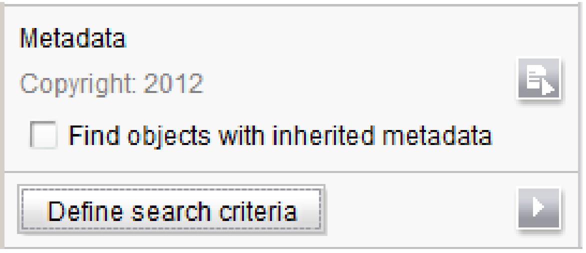
Define search criteria: This button can be used to define filters with which the search can be limited. Check marks in the list indicate which criteria are already active. The check marks are disabled by clicking them again.

- **Editor:** The icon can be used to limit the search to objects most recently edited by certain users or groups (for details of allocation of users and groups, see section 14.2.4, page 426).
- **Creator:** The icon can be used to limit the search to objects created by certain users or groups.
- **Modification period:** This combobox can be used to limit the search to objects changed within a certain period. If the "user defined" option is selected, the calendar icons can be used to individually define the period.
- **Creation period:** This combobox can be used to limit the search to new objects created within a certain period. If the "user defined" option is selected, the calendar icons can be used to individually define the period.
- **Object type:** This combo box can be used to limit the search to certain types of object (images, files, pages).
- **Metadata:** If working with metadata has been configured for a project, this filter can be used to limit the search to objects for which specific metadata is defined. Another dialog opens, in which criteria and values can be defined for the metadata search:



The metadata input components defined for the project are displayed here. The respective checkbox must be enabled to search for specific metadata types (here

"Permissions", "Copyright", etc.). In addition, it is possible to specify the specific value to be searched for, for each type. Click **Adopt search criteria** to copy the criteria into the search and to close the dialog again.
The criteria defined in the dialog are displayed in the search criteria area as follows:



Metadata
Copyright: 2012
☐ Find objects with inherited metadata
Define search criteria

Here the **Find objects with inherited metadata** option can be used to also define whether objects whose metadata was only inherited are also to be included in the search. If a checkbox is not selected, only search results which explicitly contain the value given for the search criterion in the metadata are taken into account.
The Edit icon can be used to change the criteria and values of the metadata search filter. For more information on how to use metadata, see section 12.3, page 306.

- **Number of search results:** The selection list can be used to limit the number of search results. The "user defined" option enables the number to be individually defined. If the number of hits exceeds the number of search results defined here, a corresponding message is issued during the search.
  Click **Yes** and the search is continued; all hits are subsequently displayed in the results list. Click **No** and the search is canceled; only the hits found up until then are displayed.

The **search field** above the tree structure can be used to search through all the text fields of the respective store by means of a full-text search. The search term must be at least three characters long. The search is started using ▶ or the <ENTER> key. Alternatively, the search can also be started using ▶ next to the **Define search criteria** button. Editorial content is also included in the search, e.g., texts in PDF files.

12.6.2.2 Results list

The results of the search are displayed in the middle column in the same way as those on the Navigation tab (section 12.6.1.3, page 350). During the search process, progress is displayed above the results list; after the search has finished, the total number of hits is displayed. The search term is highlighted in color in the results list and the path is also displayed. The sort options are also the same as those found on the Navigation tab.

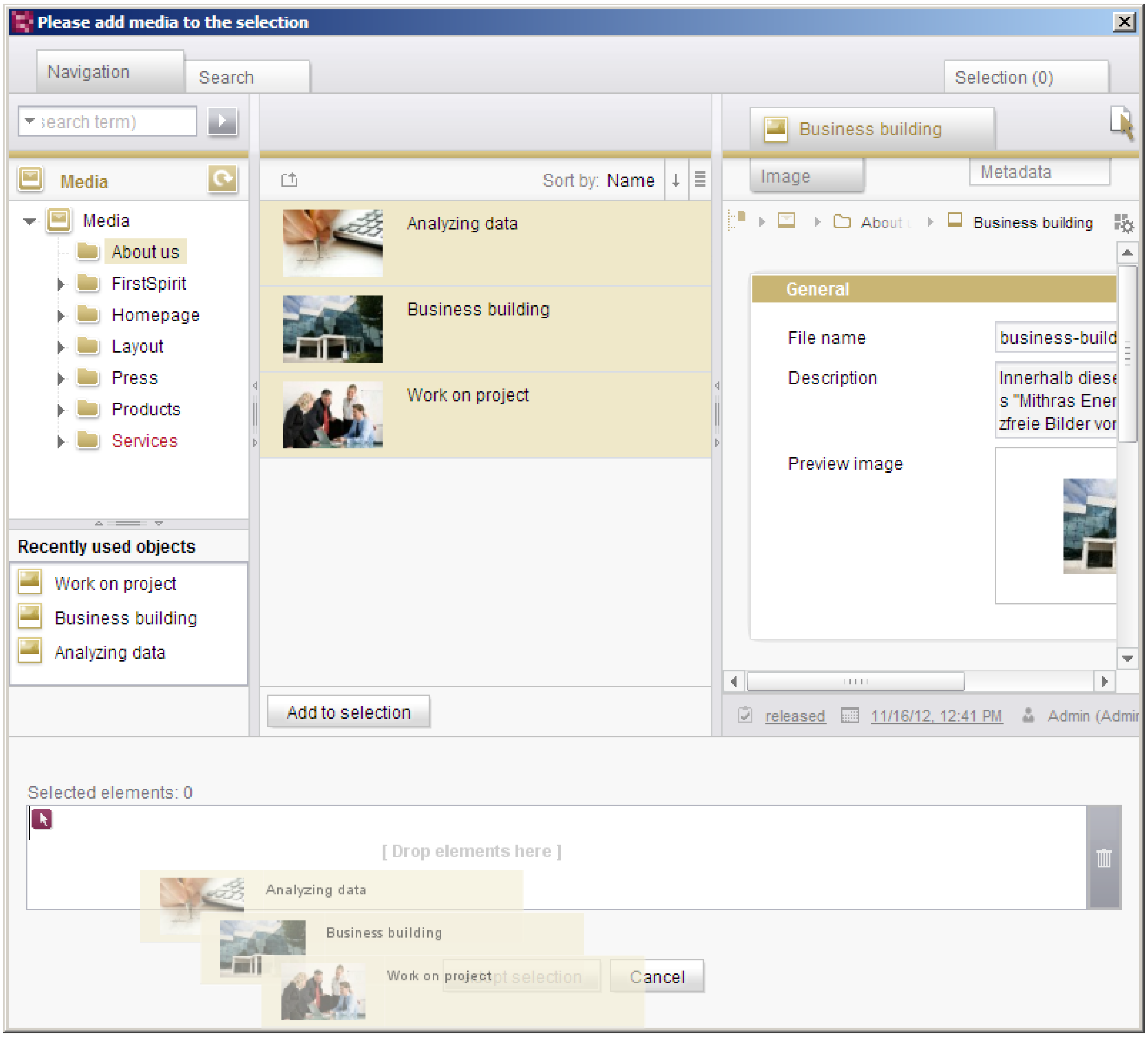
12.6.2.3 Detailed view

The details of the object selected in the results list including all tabs are displayed in the right-hand column. The settings which are also available in the respective store can be made for the object (for media, see, e.g., section 7.3 starting on page 187, for files, see section 7.5 starting on page 209, and for page references, see section 8.3 starting on page 237).

Editing and saving can be done using the familiar and icons in the tool bar. The **Select** button is used to copy the object into the input component and then the dialog closes again.

12.6.3 Multiple selection in selection dialogs

Depending on the template developer's configuration, multiple selection may also be possible for the "List creation" input form.



File name: business-build

Description: Innerhalb diese s "Mithras Ener zfreie Bilder vor

Preview image

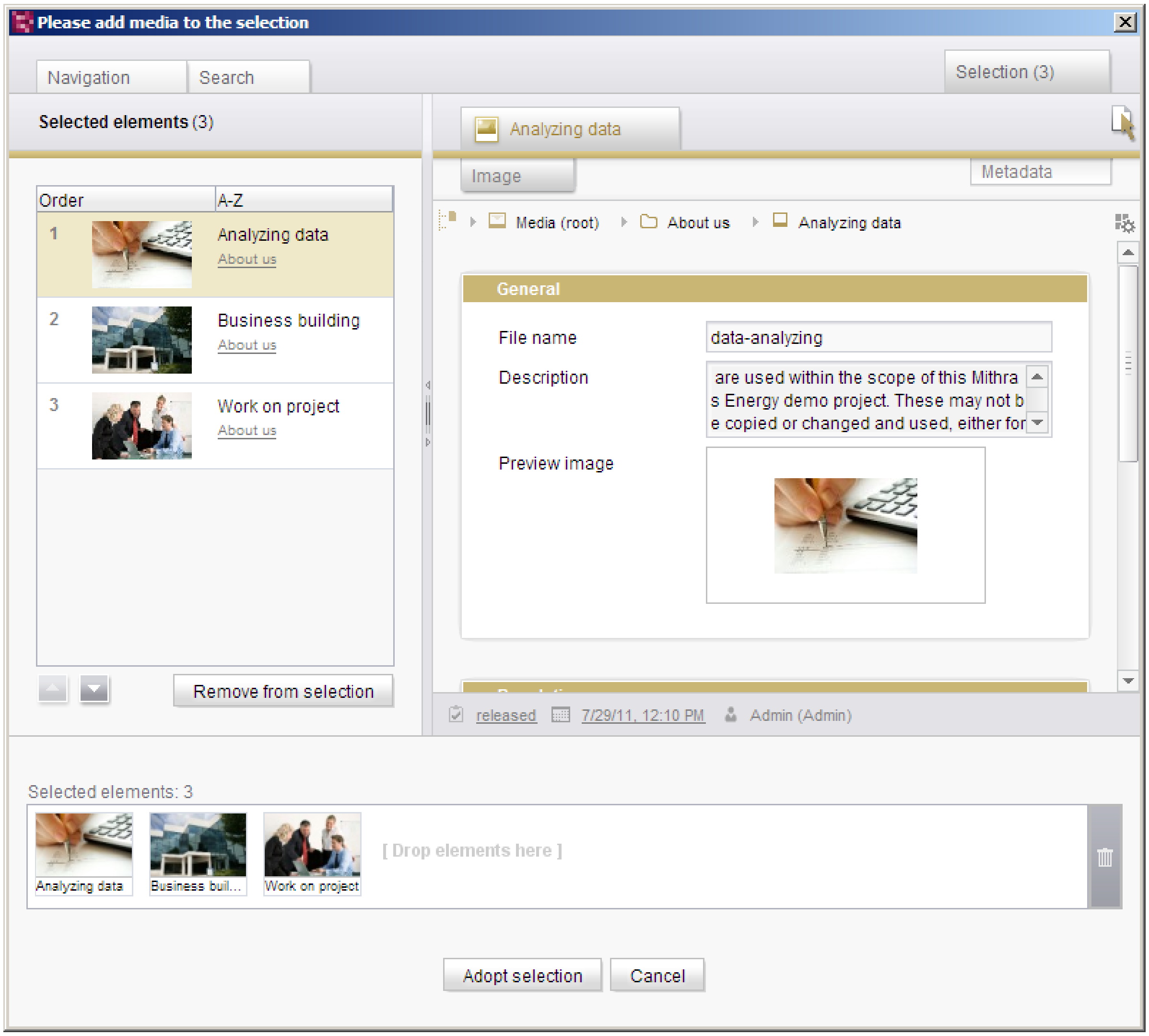
released 11/16/12, 12:41 PM Admin (Admir

Figure 12-70: Multiple selection in selection dialogs

The difference between this and simple selection is that here there is a list of selected elements. The elements can either be included in the list of selected elements by drag-and-drop or via the **Add to selection** button. Multiple selection is possible by pressing the <CTRL> or <SHIFT> key. Depending on the template developer's specifications, folders can also be selected.

The selection of all selected elements can then be directly copied into the input form via the **Adopt selection** button or can be further edited first on the "Selection" tab.

The number of selected elements is displayed in brackets on the "Selection" tab. A folder only counts as one element. Click the tab to open a list of the selected elements:



File name: data-analyzing

Description: are used within the scope of this Mithras Energy demo project. These may not be copied or changed and used, either for

Preview image

Figure 12-71: Selection tab: Editing selected media

Selected elements: The sum of the selected media including media contained in folders is displayed here. Folders are not counted.

List: The selected media and folders are displayed on the left-hand side, with their name and path, in the order in which they were added. They are also subsequently output in the gallery in the order of the corresponding ordinal numbers. Click the heading fields to sort the list by the values in the corresponding column, either by order (takes into account the date/time when the media/folders were added to the selection) or alphabetically (by reference or display name).

▲ ▼ Up/Down: Click these icons to change the ordinal number of the selected medium. This affects the order of the output.

When the selection is accepted, the media are copied into the input form in their sorted order.

Remove from selection: This button can be used to remove selected media from the list. Several media can be selected by simultaneously pressing the <CTRL> or <SHIFT> key or by clicking a medium and dragging the mouse, with the mouse button pressed, to media above or below the first medium.

It is also possible to remove media from the selection (drop onto the Recycle Bin) and to sort individual elements by using drag-and-drop to place them in the drop zone:

Detailed view: The detailed view of the selected medium or the content of folders is displayed on the right-hand side. By clicking the preview icon for individual media, a view of the image can be requested in the selected resolution.

The list of selected media can be exited again by clicking the "Navigation" or "Search" tab and other media can be selected.

12.7 Media galleries

FirstSpirit provides an option for selecting images from the Media Store and displaying them in a gallery view. The same image can be used in several galleries, each with different description texts.

The following options are provided for outputting galleries on a website:

- **Individual galleries:** These mostly consist of a homepage and a page with the specific gallery. The homepage shows the general information on the gallery such as its name and a description, plus one or several teaser images. The gallery can be used in the middle of the main area of the page or, for example, in teaser columns, in addition to other information on the page. The elements of the gallery are linked and lead to a page on which the images of the gallery can be paged through in an order definable by the editor.
- **Gallery overview(s):** If several galleries exist in a project, these can be output on a page or on several pages of a page group. Depending on the project settings, they can also be filtered by categories and output in different sort configurations (e.g., by creation date, gallery title).

The creation and maintenance of galleries requires several steps in different stores. The following stores are relevant for the editorial maintenance of media galleries:

- **Media Store:** The images to be subsequently displayed in a gallery are uploaded here and can be maintained as usual.
- **Data Store:** All information on galleries is managed in a corresponding data source. Here, for example, media from the Media Store are assigned to individual galleries and teaser images and description texts are deposited. In addition, galleries can be assigned to categories.
- **Page Store:** Within the Page Store, individual galleries can be integrated on a page or gallery overviews can be generated. In addition, the Page Store can also be used to maintain gallery data.

12.8 Version management

A version history exists for all project data in a FirstSpirit project which shows how the data has been changed over time. The primary objective is the most continuous possible traceability of all changes and the possibility of resetting these at any time.

12.8.1 Terms and concepts

12.8.1.1 Versioning and historization

First, let us consider the basic objects of a content management system, for example, a medium, an individual page or a section. A new version of the object is created for each change made to such an object by the editor. Thus, an object has a version history on the basis of which it is possible to trace which changes were made by which persons over time.

The version history of the individual objects is not sufficient to ensure complete traceability of all changes as the individual basic objects are grouped together within the content management system to form more complex structures. In FirstSpirit, for example, pages are compiled from individual sections and are combined in the Site Store to form a navigation. Changes to these structural aspects must therefore also be part of the versioning. So the versioning of the basic objects and the structural aspects gives a versioned description of the whole system status, which enables changes to be traced.

A further aspect which must also be taken into account within the scope of versioning is the implementation of procedures for the approval and release of changes. A release procedure is usually implemented via an appropriately professional workflow (see section 13.3, page 388). At the technical level, when a change is released a specific version of an object is labeled as being "released".

12.8.1.2 Repositories and revisions

All the information required is stored in a FirstSpirit repository, a central place in which the data structures (media, pages, templates, etc.) required by the content management system are managed. Each FirstSpirit project has its own self-contained repository. A special method of managing the chronological development of data is used in the FirstSpirit repository, which is known as "revision management".

A revision can be thought of as a kind of "snapshot" of the whole repository at a specific point in time. Unlike a version, which usually only relates to a single object, the complete state of all objects is described in a revision.

Revisions are described by consecutive numbering, whereby there is always precisely one current revision for the whole repository. When a repository is edited, all changes made in a logical context (however it is defined) are linked with a new revision number. The revision number results from the last current revision number of the whole repository increased by one. All unchanged objects retain their old revision numbers. If an object is changed, it is not overwritten in the repository, but rather inserted as a new object (with a higher revision number).

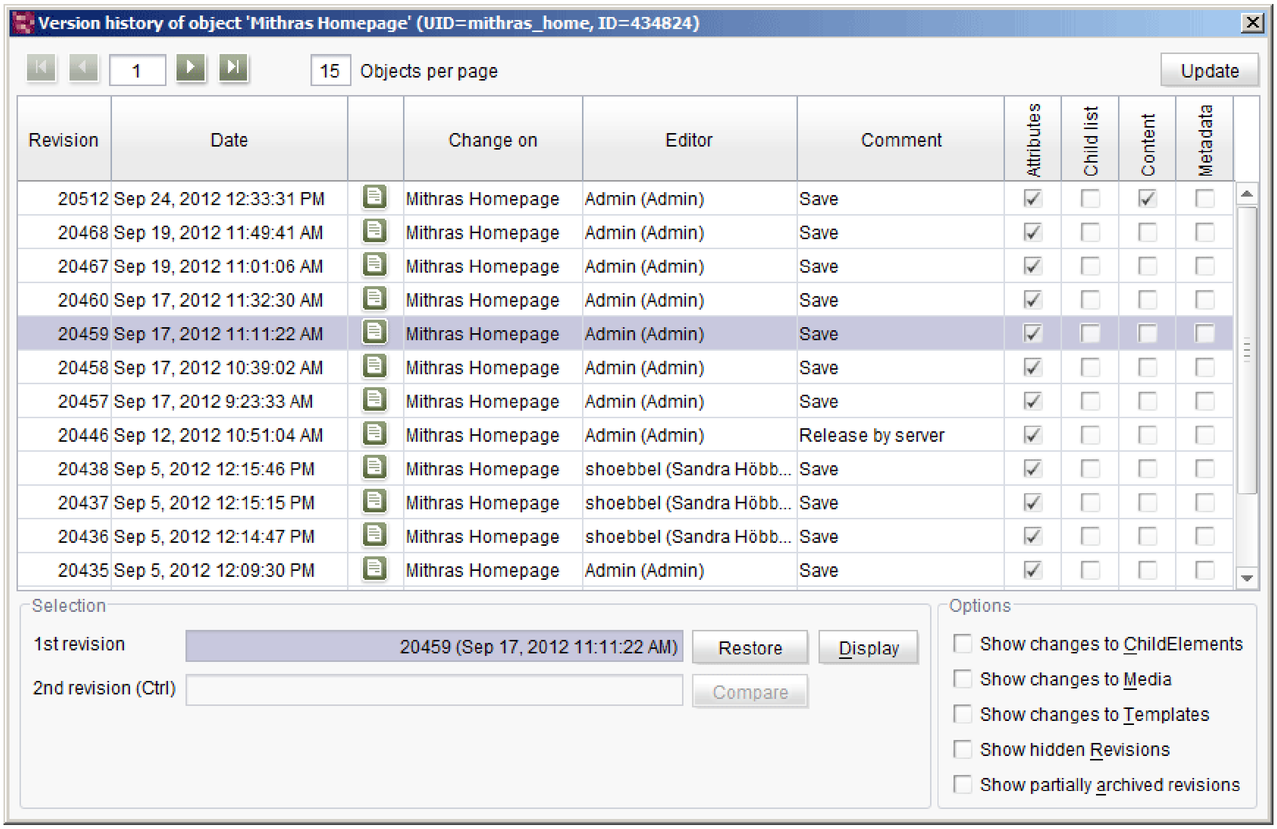
A version history of individual objects can be opened at defined objects of a project using the context menu.

12.8.1.3 Supported objects

The version history is available for the following stores and objects:

- In the Page Store on pages (section 12.8.3, page 373)
- In the Data Store on datasets (section 12.8.4, page 375)
- In the Media Store on media (section 12.8.5, page 376)
- In the Site Store on page references (section 12.8.6, page 378)
- In the Template Store (see the *FirstSpirit Online Documentation (ODFS))*

12.8.2 Version history functions



Version history of object 'Mithras Homepage' (UID=mithras_home, ID=434824)

1 | 15 Objects per page | Update

Revision	Date		Change on	Editor	Comment	Attributes	Child list	Content	Metadata
20512	Sep 24, 2012 12:33:31 PM		Mithras Homepage	Admin (Admin)	Save	☑	☐	☑	☐
20468	Sep 19, 2012 11:49:41 AM		Mithras Homepage	Admin (Admin)	Save	☑	☐	☐	☐
20467	Sep 19, 2012 11:01:06 AM		Mithras Homepage	Admin (Admin)	Save	☑	☐	☐	☐
20460	Sep 17, 2012 11:32:30 AM		Mithras Homepage	Admin (Admin)	Save	☑	☐	☐	☐
20459	Sep 17, 2012 11:11:22 AM		Mithras Homepage	Admin (Admin)	Save	☑	☐	☐	☐
20458	Sep 17, 2012 10:39:02 AM		Mithras Homepage	Admin (Admin)	Save	☑	☐	☐	☐
20457	Sep 17, 2012 9:23:33 AM		Mithras Homepage	Admin (Admin)	Save	☑	☐	☐	☐
20446	Sep 12, 2012 10:51:04 AM		Mithras Homepage	Admin (Admin)	Release by server	☑	☐	☐	☐
20438	Sep 5, 2012 12:15:46 PM		Mithras Homepage	shoebbel (Sandra Höbb...	Save	☑	☐	☐	☐
20437	Sep 5, 2012 12:15:15 PM		Mithras Homepage	shoebbel (Sandra Höbb...	Save	☑	☐	☐	☐
20436	Sep 5, 2012 12:14:47 PM		Mithras Homepage	shoebbel (Sandra Höbb...	Save	☑	☐	☐	☐
20435	Sep 5, 2012 12:09:30 PM		Mithras Homepage	Admin (Admin)	Save	☑	☐	☐	☐

Selection

1st revision: 20459 (Sep 17, 2012 11:11:22 AM) | Restore | Display

2nd revision (Ctrl): | Compare

Options

☐ Show changes to ChildElements
☐ Show changes to Media
☐ Show changes to Templates
☐ Show hidden Revisions
☐ Show partially archived revisions

Figure 12-72: Version history in the Page Store

The version history is divided into the following areas:

Navigation	(see section 12.8.2.1, page 364)
Displaying the revisions for an object	(see section 12.8.2.2, page 365)
Restoring revisions	(see section 12.8.2.3, page 366)
Version comparison (selecting revisions)	(see section 12.8.2.5, page 370)
Options	(see section 12.8.2.6, page 373)

For information on the special features of the version history functions in conjunction with the archiving function, see also the FirstSpirit Manual for Administrators, "Project archiving" section.

12.8.2.1 Navigation area

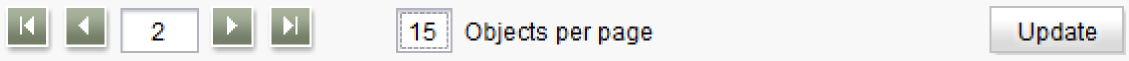


Figure 12-73: Version history – Navigation

The version history view can be adjusted in the Navigation area. The user is also shown the page on which they are currently located.

The list of the existing revisions can be paged through using the buttons in the left-hand area. The buttons are only active if more than one page of revisions exists:

⏮ ⏭ Go to first (most up-to-date) or last page of the version history.

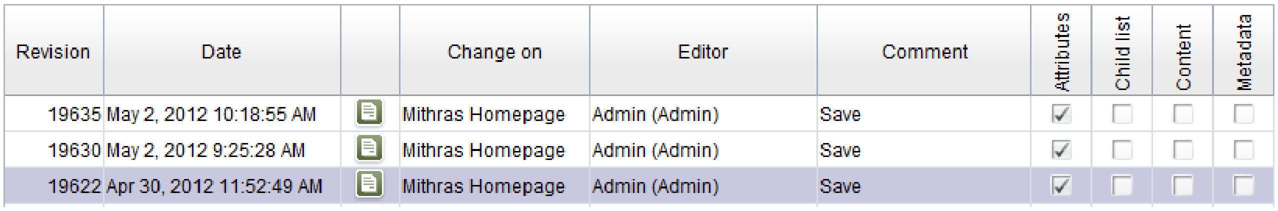
◀ ▶ Go one page forward or one page back.

The numbering of the page currently shown in the version history is displayed in the input field. The input field can also be used to directly enter page numbering. When the input is confirmed with Return, the focus then switches directly to the required page.

The **Objects per page** input field can be used to change the number of revisions displayed on one page of the version history. The view is updated when the entries are confirmed (with Return).

The version history is a static view. If the revisions of an object change (e.g., by another user saving a change), the view that has been opened is not automatically updated. Click the **Update** button to synchronize the revision history of the FirstSpirit server with the open revision view.

12.8.2.2 Displaying the revisions for an object



Revision	Date		Change on	Editor	Comment	Attributes	Child list	Content	Metadata
19635	May 2, 2012 10:18:55 AM	🗎	Mithras Homepage	Admin (Admin)	Save	☑	☐	☐	☐
19630	May 2, 2012 9:25:28 AM	🗎	Mithras Homepage	Admin (Admin)	Save	☑	☐	☐	☐
19622	Apr 30, 2012 11:52:49 AM	🗎	Mithras Homepage	Admin (Admin)	Save	☑	☐	☐	☐

Figure 12-74: Version history table view (Page Store example)

The table view shows all the revisions of an object, starting from the most up-to-date revision through to the oldest revision.

> *If an archiving job has been performed (see the FirstSpirit Manual for Administrators), only the revisions which can be restored are then shown in this list, i.e., at least the revisions of the current edit state and, if available, the last release state. The "Show hidden Revisions" option can be used to show elements of the version history whose content has been partially archived.*

Revision: revision number of the displayed object (see section 12.8.1.2, page 362)

Date: date of the last changes to the object, i.e., the time at which a new revision number was issued for the object

Symbol: icon with which the object is also displayed in the project's tree view

Change on: name with which the object is also displayed in the project's tree view. The displayed name depends on the "View/Preferred display language" menu setting (see section 3.1.5.2, page 46)

Editor: name under which the editor was authenticated on the FirstSpirit server

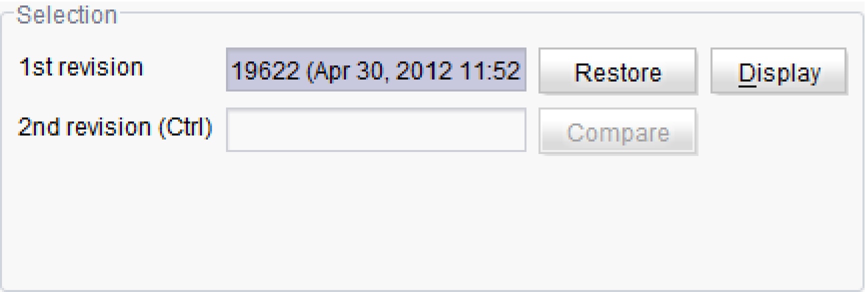
Comment: automatically issued comment which describes the change through which a new revision of the object was created (e.g., by saving the page)

If the project properties were configured accordingly, comments assigned by the editor are displayed here (see also Figure 3-24). If comments were entered when workflows were started or switched to another workflow state, these are also displayed in this column (exception: in the Data Store).

Further information is displayed depending on the store in which the version history is called and on which object it is called (see the relevant overview in section 13.4.3, page 400):

12.8.2.3 Restoring revisions

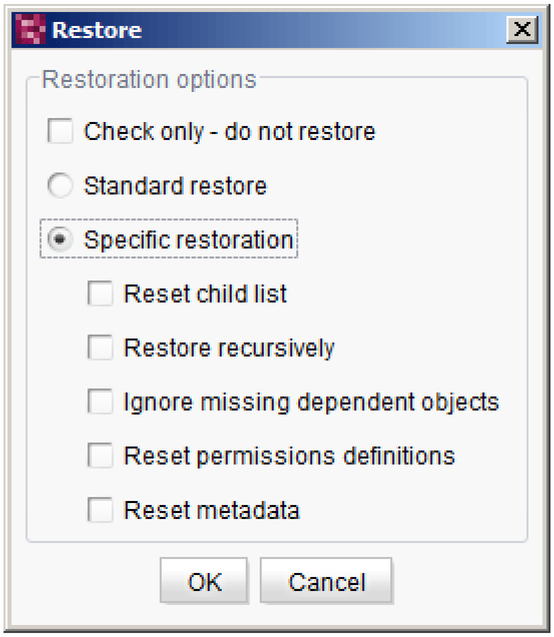
In the bottom part of the page it is possible to restore a revision selected in the table view.



1st revision: 19622 (Apr 30, 2012 11:52
2nd revision (Ctrl):

Figure 12-75: Version history – Restoring revisions

If an older revision of an object has been selected in the table overview, click the **Restore** button to restore the selected revision of the object. The options for a restore action can be selected in the following pop-up window:



Restore

Restoration options

☐ Check only - do not restore

○ Standard restore

● Specific restoration

☐ Reset child list

☐ Restore recursively

☐ Ignore missing dependent objects

☐ Reset permissions definitions

☐ Reset metadata

Figure 12-76: Restoration options

Check only – do not restore: If this option is selected, the system checks whether the object can be restored without errors. To do this, the restore action is simulated, but the revision is not restored. A pop-up window then appears showing whether the object can be restored or not.

Standard restore: This option is preset by default. If the restore action is performed with this option, the selected revision is restored directly depending on the object. Therefore, different options can be selected in the "Specific restoration" area, depending on the object.

Specific restoration: This option can be selected to manually adjust the standard restore options.

Specific restoration – Reset child list: If this option is selected, the child list of the selected object is also reset to the status of the selected revision.

Specific restoration – Restore recursively: If this option is selected, all the selected options are applied on all objects (children) located below the selected object.

Specific restoration – Ignore missing dependent objects: If this option is selected, missing references to the selected object are ignored during the restore.

> *If the project has already been archived, this option is preset as a default and cannot be disabled if the revision to be restored lies within the archived period.*

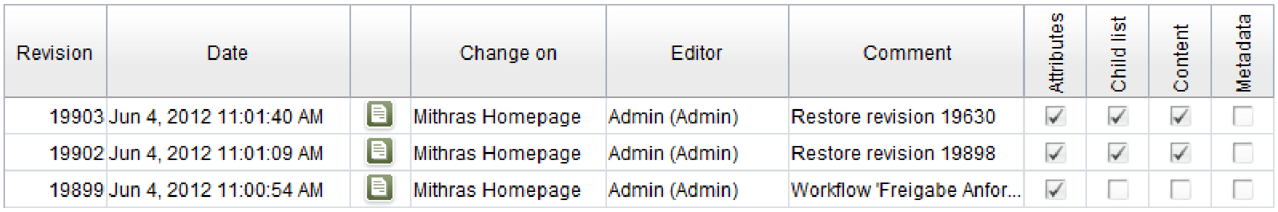
Specific restoration – Reset permissions definitions: If this option is selected, the permissions on restoring are reset to the status of the revision concerned. If this option is not selected, the permissions currently valid for the object are retained.

Specific restoration – Reset metadata: If this option is selected, the object's metadata is reset to the status of the revision concerned. If this option is not selected, the current metadata of the object is retained.

While the restore action is being performed, a detail window appears which displays the progress of the actions. After performing the actions, further information can be read here.

If the restore is successful, the "The restore was successfully performed" message is closed by clicking the **Display details** button. Click the **OK** button to close the detail window also. Following a failed restore action, the "Restore failed" message appears. This can be closed by clicking **OK**.

The restored version is then displayed as the new most up-to-date version in the table and is labeled with the comment "Restored". The "Restore” function is deactivated in the respective current revision.

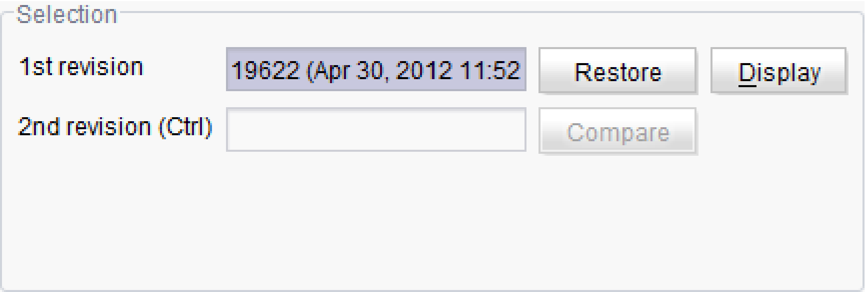


Revision	Date		Change on	Editor	Comment	Attributes	Child list	Content	Metadata
19903	Jun 4, 2012 11:01:40 AM		Mithras Homepage	Admin (Admin)	Restore revision 19630	☑	☑	☑	☐
19902	Jun 4, 2012 11:01:09 AM		Mithras Homepage	Admin (Admin)	Restore revision 19898	☑	☑	☑	☐
19899	Jun 4, 2012 11:00:54 AM		Mithras Homepage	Admin (Admin)	Workflow 'Freigabe Anfor...	☑	☐	☐	☐

Figure 12-77: Restoring an older revision

The following applies to all objects displayed or restored via the version history: The object itself can be displayed or restored with the older or newer revision; however, the content of the object can differ from the selected status. For example, if a content projection (from the Data Store) is restored, the current content of the datasets (both the number and the editorial content) does not correspond to the content of the datasets at the time of the revision. This behavior applies to all dependencies within an object, in other words also page references and the dependent pages, for example. The relevant content should therefore be explicitly checked after being restored.

12.8.2.4 Displaying older revisions (historic preview)



19622 (Apr 30, 2012 11:52

Figure 12-78: Version history – Restoring revisions

If an object has been selected in the table overview, click the **Display** button to display a preview of the selected revision of this object.

12.8.2.5 Version comparison – Selecting revisions

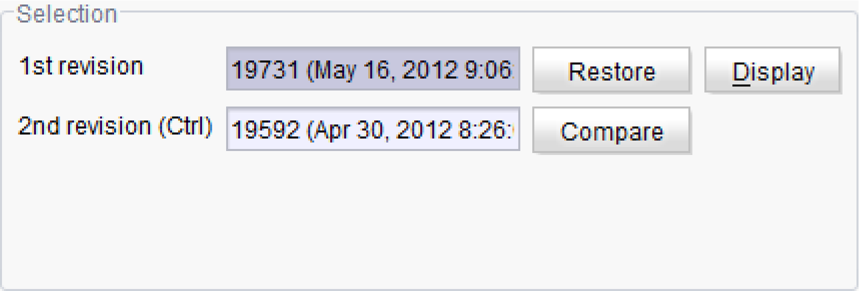
Changes to an object which have taken place from one revision number to another revision number can be displayed using differential visualization. To this end two revisions in the history to be compared with each other are selected within the "Version history" dialog.

In the Selection area two revisions can be compared by simply clicking the required revision then clicking another revision with the <CTRL> key pressed (in the table).

It is not necessarily the last two revisions that are compared with each other, any two revision numbers in the table can be selected.

! *Revision comparison is only possible for two revisions of the original element. If the selected revisions are of different element types, comparison is not possible → the "Compare" button is disabled.*

The two revisions are displayed in the lower part of the page in the fields **1st revision** and **2nd revision**.



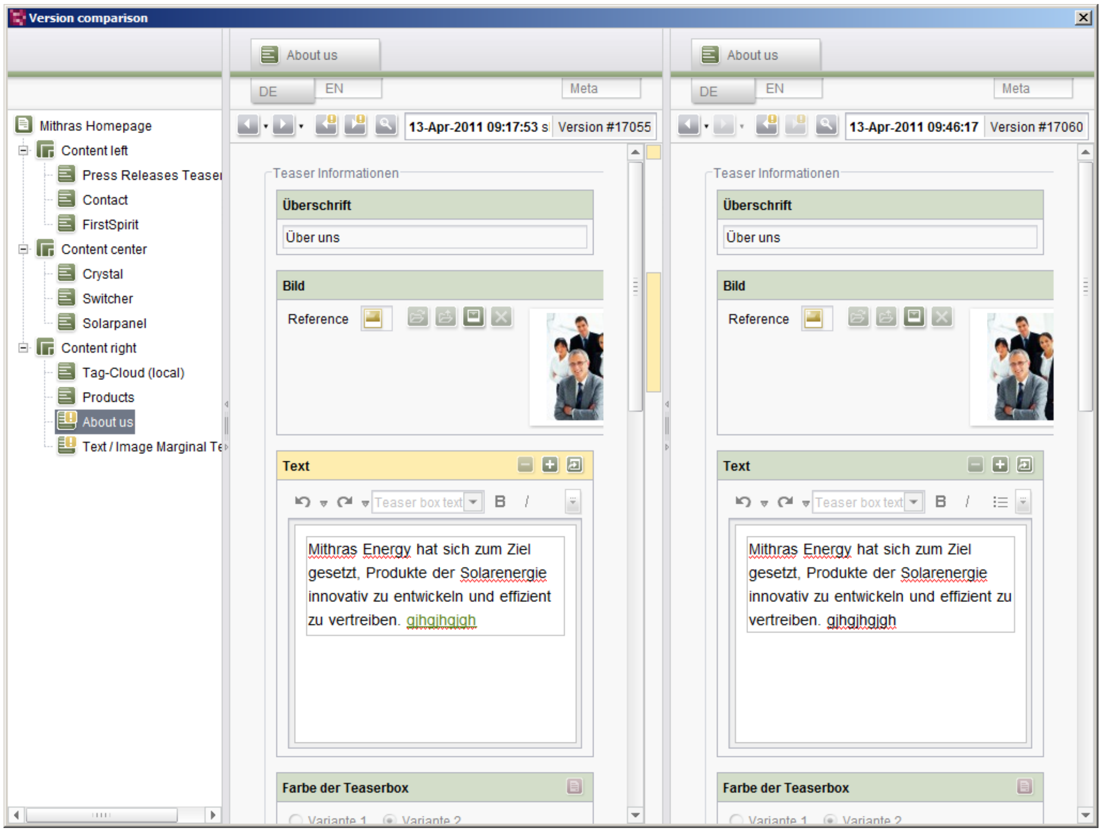
Selection

1st revision: 19731 (May 16, 2012 9:06

2nd revision (Ctrl): 19592 (Apr 30, 2012 8:26:

Figure 12-79: Version history – Comparing revisions

When the **Compare** button is clicked the versions are compared and the "Version comparison" dialog opens.



13-Apr-2011 09:17:53 s Version #17055

Überschrift: Über uns

Mithras Energy hat sich zum Ziel gesetzt, Produkte der Solarenergie innovativ zu entwickeln und effizient zu vertreiben. gjhgjhgjgh

13-Apr-2011 09:46:17 Version #17060

Überschrift: Über uns

Mithras Energy hat sich zum Ziel gesetzt, Produkte der Solarenergie innovativ zu entwickeln und effizient zu vertreiben. gjhgjhgjgh

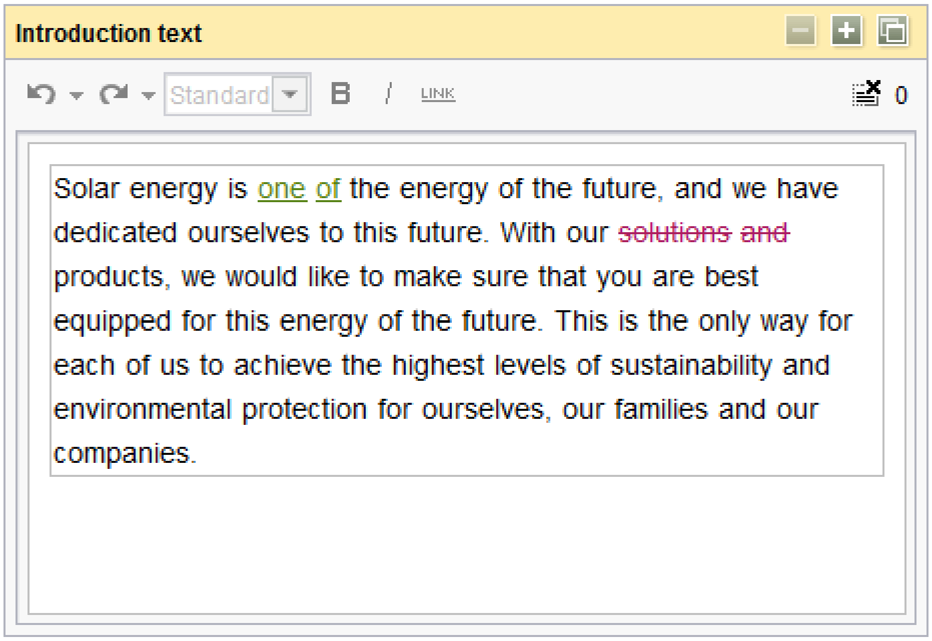
Figure 12-80: Version comparison dialog (Page Store)

The dialog is divided into three columns. In the left-hand column it is possible to further specify the relevant project elements for the version comparison. The tree structure can be used, e.g., to select a single section of the page for the comparison.

The selected revisions are displayed in the two columns on the right. The revision information such as version number, date, time, last editor, and comment entered for the revision is displayed at the top in the respective column. The Next and Back icons can be used to switch to the previous or next revision ("Revision selection") or the previous or next change ("Display changes") for the respective object.

Between the two right-hand window areas, a bar shows which input forms contain changes. A yellow marking indicates that data has been changed, red means that data has been removed, and green that new values have been added. If the order of entries in the "List creation" input form has been changed, for example, this will be shown with a yellow marking too. A tool tip displays the name of the input component concerned and it is possible to switch directly to it with a click.

The changes for the respective selected areas are displayed in the bottom area of both columns on the right-hand side. Input components whose contents have changed compared to other versions of the object are highlighted in yellow. If a new section has been created in the content area of a page, an empty column for comparison is shown for an older comparison version.



Solar energy is one of the energy of the future, and we have dedicated ourselves to this future. With our ~~solutions and~~ products, we would like to make sure that you are best equipped for this energy of the future. This is the only way for each of us to achieve the highest levels of sustainability and environmental protection for ourselves, our families and our companies.

Figure 12-81: Changes (version comparison)

By default, the changes within the "Rich text editor" input form are marked separately; deleted content (by default: highlighted red) and added content (by default: highlighted green) is displayed.

! *The "Version comparison" dialog serves only to compare two revisions. A revision may not be subsequently edited or changed. Therefore, content cannot be copied or changed from one version to another in the version comparison.*

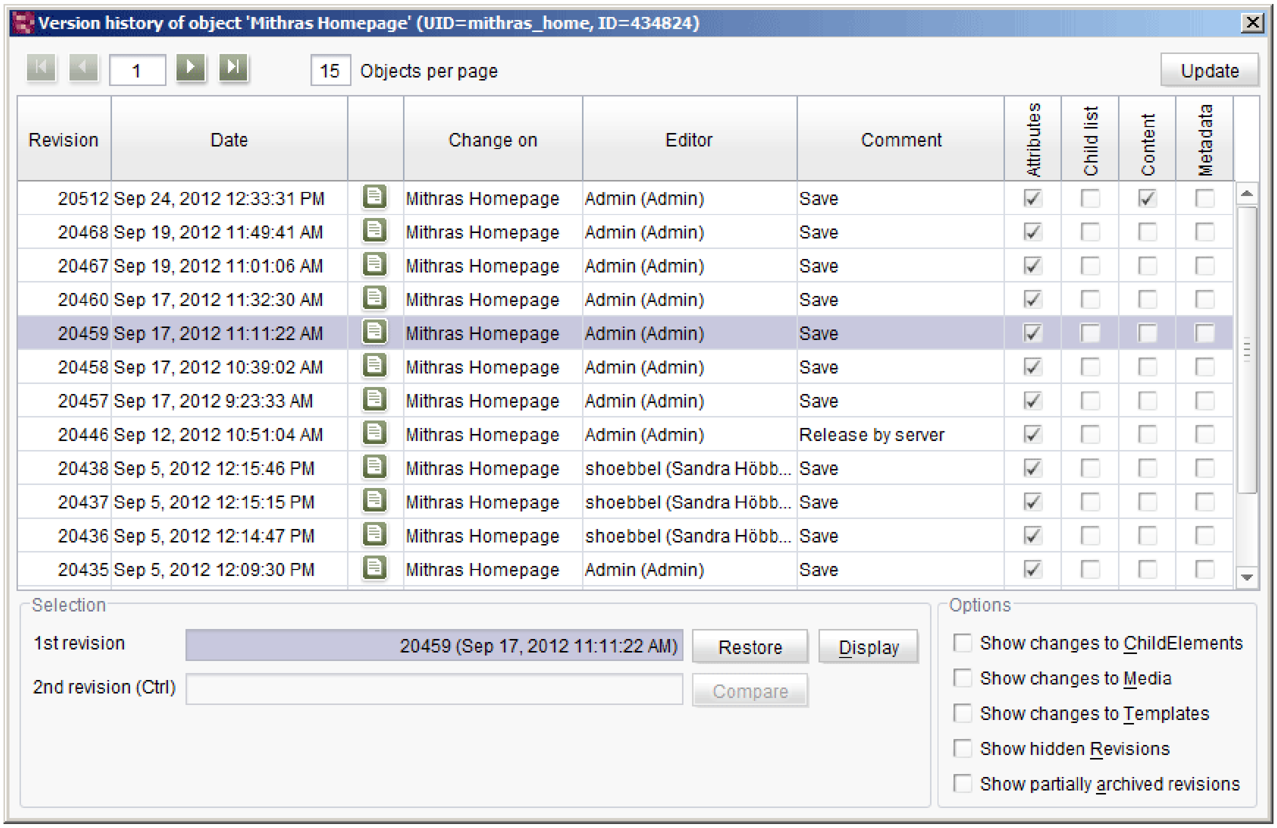
! *The "Button" default input form is always hidden in a version comparison.*

12.8.2.6 Options

Depending on the store in and the object on which the version history is opened, further version history options are shown in the lower right-hand area of the window.

12.8.3 Version history in the Page Store

Within the Page Store, version management is available **at page level**. It is opened via the context menu of the required page. Click the "Version history" entry to open the dialog:



Version history of object 'Mithras Homepage' (UID=mithras_home, ID=434824)
1
15 Objects per page
Update

Revision	Date		Change on	Editor	Comment	Attributes	Child list	Content	Metadata
20512	Sep 24, 2012 12:33:31 PM	📄	Mithras Homepage	Admin (Admin)	Save	☑	☐	☑	☐
20468	Sep 19, 2012 11:49:41 AM	📄	Mithras Homepage	Admin (Admin)	Save	☑	☐	☐	☐
20467	Sep 19, 2012 11:01:06 AM	📄	Mithras Homepage	Admin (Admin)	Save	☑	☐	☐	☐
20460	Sep 17, 2012 11:32:30 AM	📄	Mithras Homepage	Admin (Admin)	Save	☑	☐	☐	☐
20459	Sep 17, 2012 11:11:22 AM	📄	Mithras Homepage	Admin (Admin)	Save	☑	☐	☐	☐
20458	Sep 17, 2012 10:39:02 AM	📄	Mithras Homepage	Admin (Admin)	Save	☑	☐	☐	☐
20457	Sep 17, 2012 9:23:33 AM	📄	Mithras Homepage	Admin (Admin)	Save	☑	☐	☐	☐
20446	Sep 12, 2012 10:51:04 AM	📄	Mithras Homepage	Admin (Admin)	Release by server	☑	☐	☐	☐
20438	Sep 5, 2012 12:15:46 PM	📄	Mithras Homepage	shoebbel (Sandra Höbb...	Save	☑	☐	☐	☐
20437	Sep 5, 2012 12:15:15 PM	📄	Mithras Homepage	shoebbel (Sandra Höbb...	Save	☑	☐	☐	☐
20436	Sep 5, 2012 12:14:47 PM	📄	Mithras Homepage	shoebbel (Sandra Höbb...	Save	☑	☐	☐	☐
20435	Sep 5, 2012 12:09:30 PM	📄	Mithras Homepage	Admin (Admin)	Save	☑	☐	☐	☐

Selection
1st revision: 20459 (Sep 17, 2012 11:11:22 AM)
2nd revision (Ctrl):

Options
☐ Show changes to ChildElements
☐ Show changes to Media
☐ Show changes to Templates
☐ Show hidden Revisions
☐ Show partially archived revisions

Figure 12-82: Version history at page level

The view of the version history can be adjusted in the top part of the window (see section 12.8.2.1, page 364).

The table lists the revisions of an object and, apart from the generally available information (see section 12.8.2.2, page 365) for the pages of the Page Store, the following information is also displayed:

Attributes: If this checkbox is activated, the change which led to the assignment of a new revision number involves a change to the page's attributes (e.g., when a page is released the release state changes).

Child list: If this checkbox is activated, the change which led to the assignment of a new revision number involves a change to the page's child list (e.g., deleting or adding a section).

Content: If this checkbox is activated, the change which led to the assignment of a new revision number involves a change to the page's content (e.g., editing a section).

Metadata: If this checkbox is activated, the change which led to the assignment of a new revision number involves a change to the page's metadata (e.g., defining access rights via the metadata).

Selection:
For information on restoring a revision, see section 12.8.2.3, page 366. For details of comparing two revisions of a page, see section 12.8.2.4, page 369.

Options:
Other changes concerning the current object can be selected for display in the Options area.

Show changes to ChildElements: If this checkbox is activated, in addition to each revision, the changes which took place on the page's child list within this revision are displayed. These changes are displayed in the table in gray.

Show changes to Media: If this checkbox is activated, changes to media that are referenced in this object are displayed.

Show changes to Templates: If this checkbox is activated, changes to the object template are displayed.

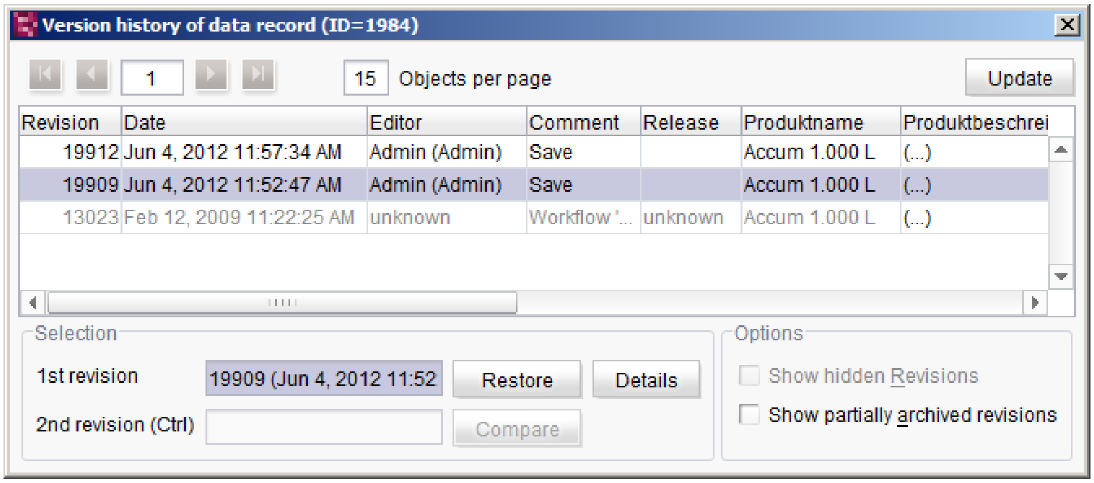
Show hidden Revisions: If this checkbox is activated, additional internal system revisions of an object are displayed (if they exist). If an archiving job has been performed, this checkbox can be used to show elements of the version history whose content has been partially archived. If only hidden revisions of the object exist, these are displayed directly on opening the version history. Hidden revisions cannot be restored.

Show partially archived revisions: If an archiving job has been performed, this option can be activated to show all revisions of objects which are still completely retained but whose revision number is smaller than that of the smallest/last revision not yet archived. This can be the case, for example, if pages from the Page Store are archived in an archiving job, but not the page templates on which they are based. Partially archived revisions are shown in the table in gray. The relevant buttons can be used to perform the "Restore", "Display", and "Compare" functions on them.

12.8.4 Version history in the Data Store

Within the Data Store, the version history is available on **datasets** and **data sources**. The version history is called

- using the context menu "Version history" of the required **data source** in the tree structure or on the respective element of the path in the working space,
- using the context menu "Version history" of the required **dataset** in the table overview (Figure 6-2), in the brief overview (Figure 6-7) or on the respective element of the path in the working space.



1 | 15 Objects per page

Revision	Date	Editor	Comment	Release	Produktname	Produktbeschrei
19912	Jun 4, 2012 11:57:34 AM	Admin (Admin)	Save		Accum 1.000 L	(...)
19909	Jun 4, 2012 11:52:47 AM	Admin (Admin)	Save		Accum 1.000 L	(...)
13023	Feb 12, 2009 11:22:25 AM	unknown	Workflow '...	unknown	Accum 1.000 L	(...)

Selection

1st revision: 19909 (Jun 4, 2012 11:52

2nd revision (Ctrl):

Options

☐ Show hidden Revisions

☐ Show partially archived revisions

Figure 12-83: Version history at dataset level

The view of the version history can be adjusted in the top part of the window (see section 12.8.2.1, page 364).

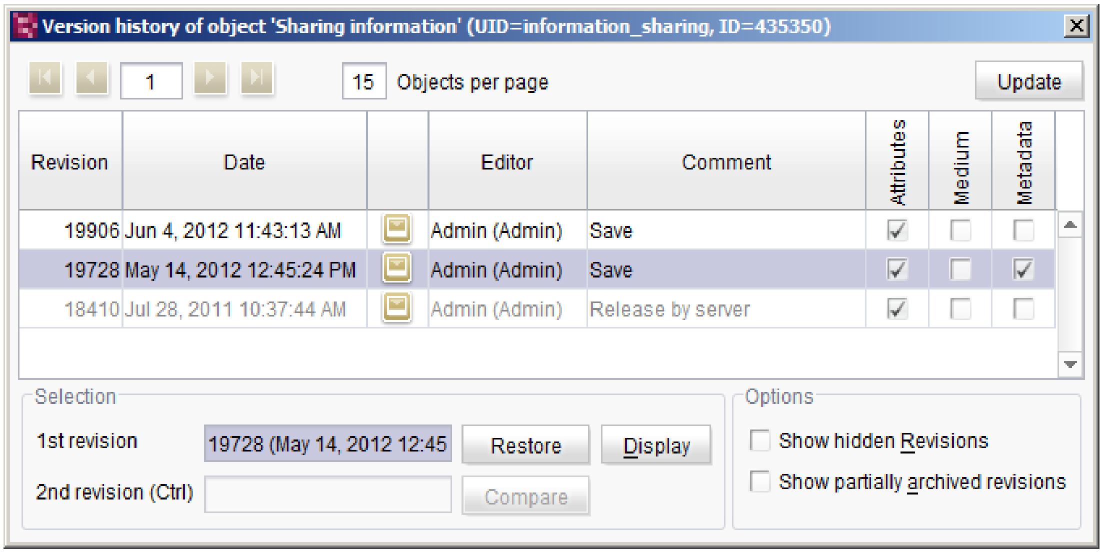
In addition to the generally available information (see section 12.8.2.2, page 365), all data entered for a dataset in the respective revision is listed here in table form. If an archiving job has been performed, the "Show hidden Revisions" checkbox can be used to show elements of the version history whose content has been partially archived. If only hidden revisions of the object exist, these are displayed directly on opening the version history.

Selection:
For information on restoring a revision, see section 12.8.2.3, page 366. For information on comparing two revisions of a dataset, see section 12.8.2.5, page 370.

New datasets created which have not yet been saved do not yet have a version history. The context menu and the icon are therefore hidden.

12.8.5 Version history in the Media Store

Within the Media Store, version management is available at **media level**. It is opened via the context menu of the required medium. Click the "Version history" entry to open the following dialog:



Version history of object 'Sharing information' (UID=information_sharing, ID=435350)

Revision	Date		Editor	Comment	Attributes	Medium	Metadata
19906	Jun 4, 2012 11:43:13 AM		Admin (Admin)	Save	☑	☐	☐
19728	May 14, 2012 12:45:24 PM		Admin (Admin)	Save	☑	☐	☑
18410	Jul 28, 2011 10:37:44 AM		Admin (Admin)	Release by server	☑	☐	☐

Selection
1st revision: 19728 (May 14, 2012 12:45
2nd revision (Ctrl):

Options
☐ Show hidden Revisions
☐ Show partially archived revisions

Figure 12-84: Version history at media level

The view of the version history can be adjusted in the top part of the window (see section 12.8.2.1, page 364).

The table lists the revisions of the medium and, apart from the generally available information (see section 12.8.2.2, page 365) for a medium, other information is also displayed:

Attributes: If this checkbox is activated, the change which led to the assignment of a new revision number involves a change to the medium's attributes (e.g., when a medium is released the release state changes).

Child list: If this checkbox is activated, the change which led to the assignment of a new revision number involves a change to the medium's child list (e.g., calculating a new resolution).

Medium: If this checkbox is activated, the change which led to the assignment of a new revision number involves a direct change to the medium's content (e.g., uploading a new image file).

Metadata: If this checkbox is activated, the change which led to the assignment of a new revision number involves a change to the medium's metadata (e.g., defining access rights via the metadata).

Selection:
For information on restoring a revision, see section 12.8.2.3, page 366. For details of comparing two revisions of a page, see section 12.8.2.5, page 370.

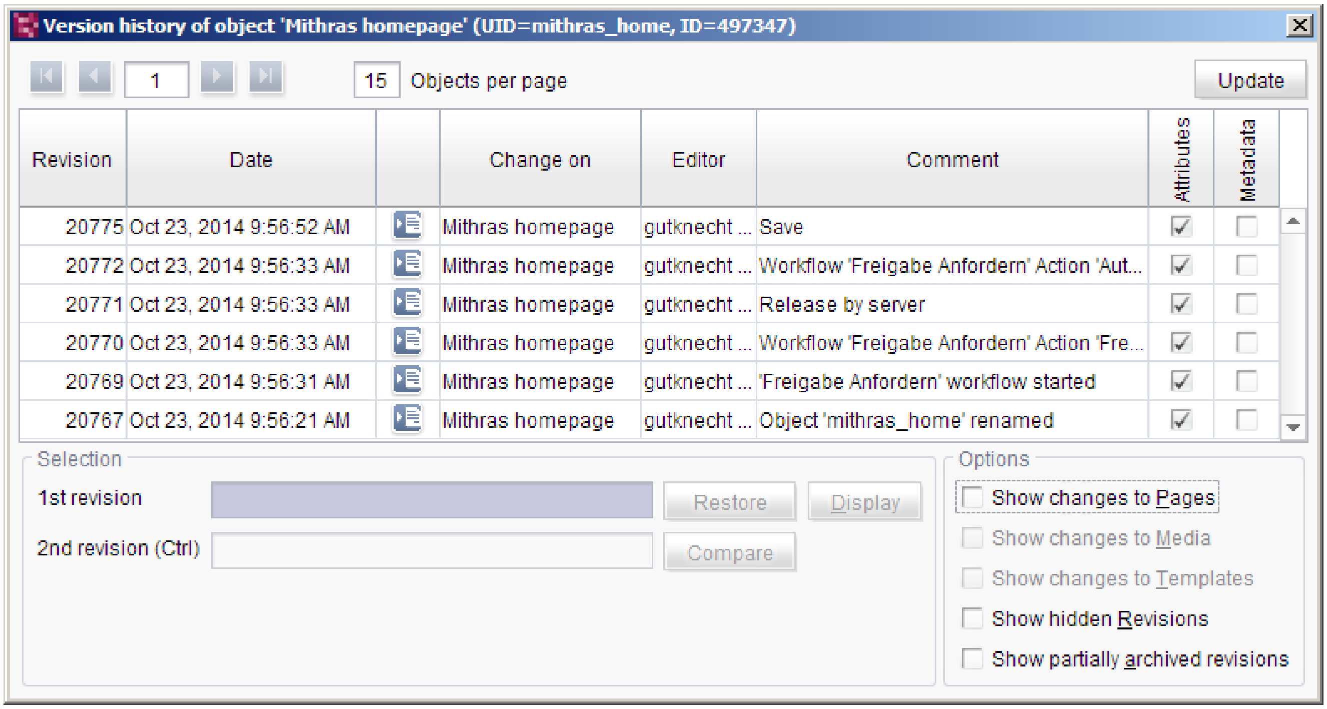
Options: Other changes concerning the current object can be selected for display in the Options area.

Show hidden Revisions: If this checkbox is activated, additional internal system revisions of an object are displayed (if they exist). If an archiving job has been performed, this checkbox can be used to show elements of the version history whose content has been partially archived. If only hidden revisions of the object exist, these are displayed directly on opening the version history. Hidden revisions cannot be restored.

Show partially archived revisions: If this option is activated, all revisions of objects which are still completely retained but whose revision number is smaller than that of the smallest/last revision not yet archived are shown. Partially archived revisions are shown in the table in gray.

12.8.6 Version history in the Site Store

Within the Site Store, version management is available at the **level of a page reference**. It is opened via the context menu of the required page reference. Click the "Version history" entry to open the following dialog:


Version history of object 'Mithras homepage' (UID=mithras_home, ID=497347)
Update
Selection
1st revision
2nd revision (Ctrl)
Restore
Display
Compare
Options

1 | 15 Objects per page

Revision	Date		Change on	Editor	Comment	Attributes	Metadata
20775	Oct 23, 2014 9:56:52 AM		Mithras homepage	gutknecht ...	Save	☑	☐
20772	Oct 23, 2014 9:56:33 AM		Mithras homepage	gutknecht ...	Workflow 'Freigabe Anfordern' Action 'Aut...	☑	☐
20771	Oct 23, 2014 9:56:33 AM		Mithras homepage	gutknecht ...	Release by server	☑	☐
20770	Oct 23, 2014 9:56:33 AM		Mithras homepage	gutknecht ...	Workflow 'Freigabe Anfordern' Action 'Fre...	☑	☐
20769	Oct 23, 2014 9:56:31 AM		Mithras homepage	gutknecht ...	'Freigabe Anfordern' workflow started	☑	☐
20767	Oct 23, 2014 9:56:21 AM		Mithras homepage	gutknecht ...	Object 'mithras_home' renamed	☑	☐

☐ Show changes to Pages
☐ Show changes to Media
☐ Show changes to Templates
☐ Show hidden Revisions
☐ Show partially archived revisions

Figure 12-85: Version history at page reference level

The view of the version history can be adjusted in the top part of the window (see section 12.8.2.1, page 364).

The table lists the revisions of the object and, apart from the generally available information (see section 12.8.2.2, page 365) for a page reference, other information is also displayed:

Attributes: If this checkbox is activated, the change which led to the assignment of a new revision number involves a change to the page reference's attributes (e.g., when a page reference is released the release state changes).

Child list: If this checkbox is activated, the change which led to the assignment of a new revision number involves a change to the page reference's child list.

Metadata: If this checkbox is activated, the change which led to the assignment of a new revision number involves a change to the page reference's metadata (e.g., defining access rights via the metadata).

Selection:
For information on restoring a revision, see section 12.8.2.3, page 366. For details of comparing two revisions of a page reference, see section 12.8.2.5, page 370.

Options: Other changes concerning the current object can be selected for display in the Options area.

Show changes to pages: If this checkbox is activated, changes to the page to which the page reference refers are also displayed.

Show changes to Media: If this checkbox is activated, changes to media that are referenced in this page are displayed.

Show changes to Templates: If this checkbox is activated, changes to the template used for this page are displayed.

Show hidden revisions: If this checkbox is activated, additional internal system revisions of an object are displayed (if they exist). If an archiving job has been performed, this checkbox can be used to show elements of the version history whose content has been partially archived. If only hidden revisions of the object exist, these are displayed directly on opening the version history. Hidden revisions cannot be restored.

Show partially archived revisions: If this option is activated, all revisions of objects which are still completely retained but whose revision number is smaller than that of the smallest/last revision not yet archived are shown. Partially archived revisions are shown in the table in gray.

The following applies to all objects displayed or restored via the version history: The object itself can be displayed or restored with the older or newer revision; however, the content of the object can differ from the selected status. For example, if a content projection (from the Data Store) is restored, the current content of the datasets (both the number and the editorial content) does not correspond to the content of the datasets at the time of the revision. This behavior applies to all dependencies within an object, in other words also page references and the dependent pages, for example. The relevant content should therefore be explicitly checked after being restored.

12.9 Displaying dependencies using reference graphs

Essential functions of FirstSpirit are based on the so-called reference graph of a project. The reference graph is used to recognize dependencies within the project and is therefore an essential component of complex functions, for example, the server-side release.

Reference graphs can be requested for an object via the **Extras/Display dependencies** context menu or the keyboard shortcut <CTRL>+<R>. The reference graphs for individual datasets of the Data Store are queried via the context menu of the respective dataset.

The tabs on which opening windows are located show the dependencies of the object in the form of incoming and outgoing edges, both for the current state ("Current status" tab) and for the last state released ("Release status" tab), as long as the project uses the release option:

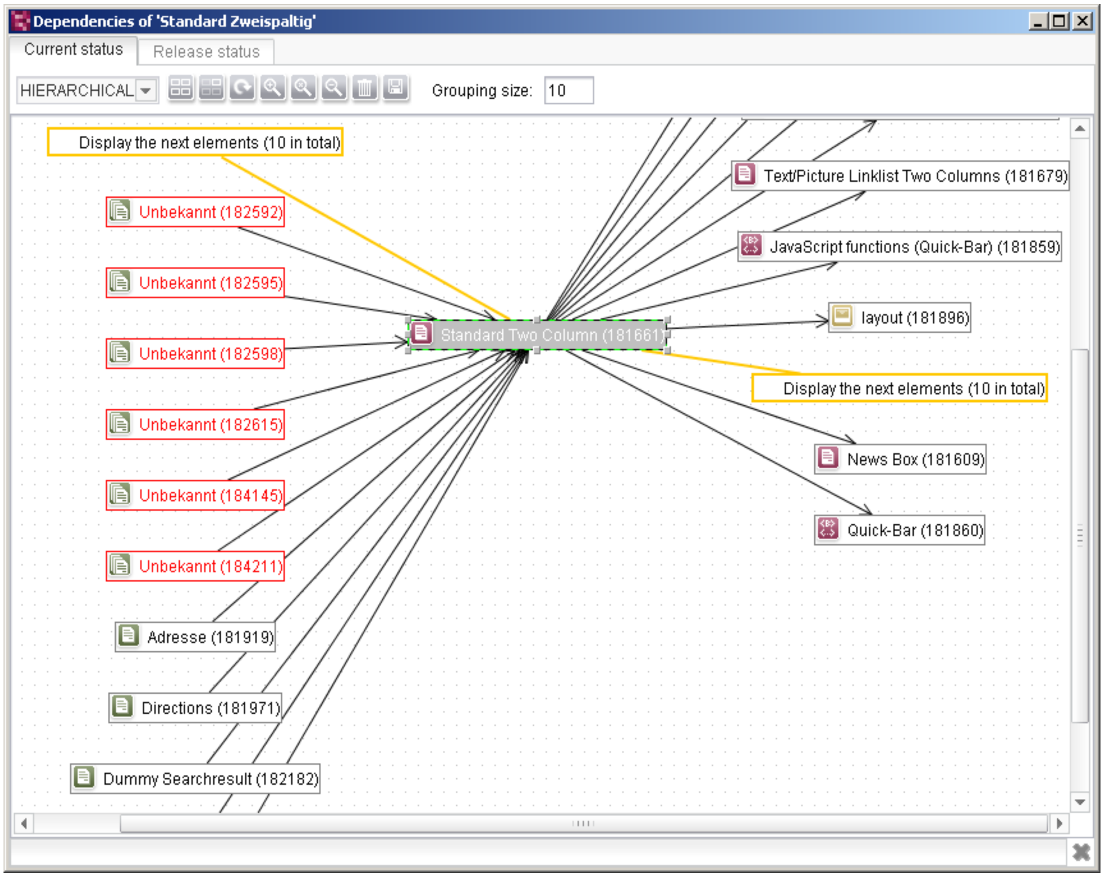

Dependencies of 'Standard Zweispaltig'
Current status
Release status
HIERARCHICAL
Grouping size: 10
Display the next elements (10 in total)
Unbekannt (182592)
Unbekannt (182595)
Unbekannt (182598)
Unbekannt (182615)
Unbekannt (184145)
Unbekannt (184211)
Adresse (181919)
Directions (181971)
Dummy Searchresult (182182)
Standard Two Column (181661)
Text/Picture Linklist Two Columns (181679)
JavaScript functions (Quick-Bar) (181859)
layout (181896)
Display the next elements (10 in total)
News Box (181609)
Quick-Bar (181860)

Figure 12-86: Displaying dependencies using the reference graph

Each object for which a dependency exists is shown with its ID and the object icon that belongs to it. Invalid references are marked by a red border and red lettering. Double-click "Display the next elements" to show other dependent elements.

Arrows indicate whether the references are incoming or outgoing. Double-click an element to show the references to this object as well. Individual elements can be selected by right-clicking, to select several elements, the <CTRL> or <SHIFT> key must be pressed simultaneously.

HIERARCHICAL: The hierarchical view displays the incoming and outgoing references grouped in a kind of tree structure. It is especially advisable for complex dependencies.

ORGANICAL: The organic display shows the dependent elements around the source object. Loading this view is more time-intensive than loading the hierarchical view and it should therefore only be used for objects with few dependencies.

Layout: This icon is used to apply the layout to all references.

Layout (selection): This icon is used to apply the layout to selected references only.

Update: If the object's dependencies change while the reference graph is open, the changes can be displayed using this icon.

Increase zoom: This icon can be used to increase the zoom, to enable a section of the reference graph to be examined in greater detail.

Zoom 1:1: This icon can be used to reset the view of the reference graph to its initial status.

Reduce zoom size: This icon can be used to reduce the zoom so that a larger area of the reference graph can be examined.

Hide: This icon can be used to hide the reference graph or parts of it. To hide individual dependencies, the elements which are to be hidden are selected with the click of a mouse beforehand.

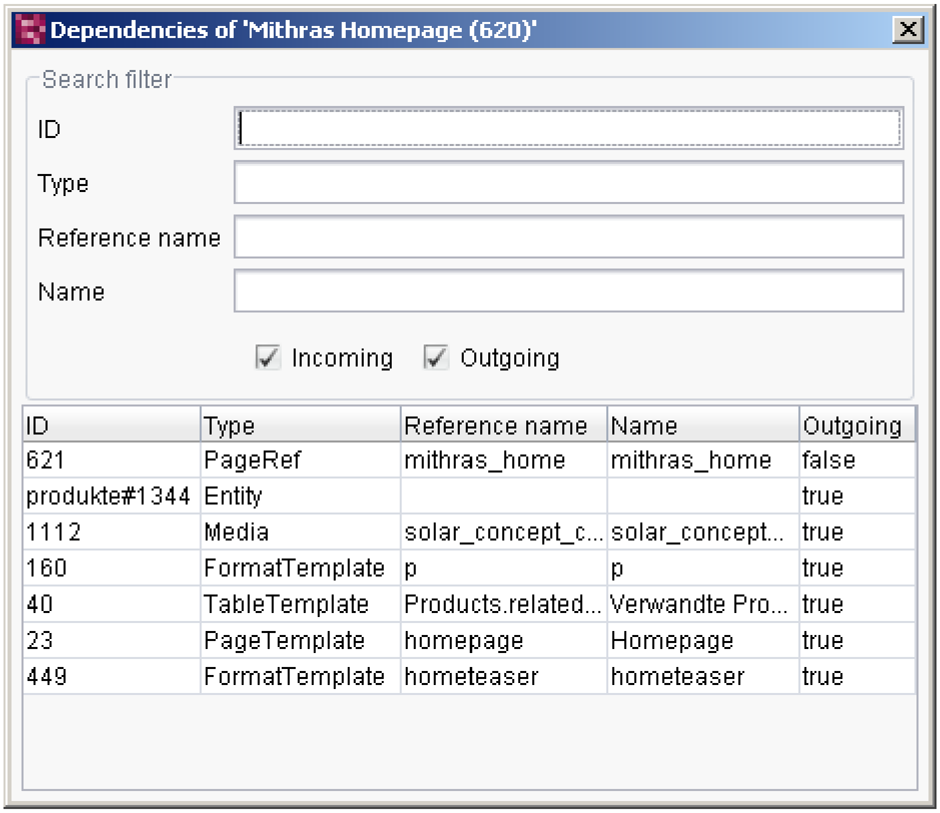
Save as image: This icon can be used to save the view on the workstation in the .png format for use at a later date.

Grouping size: As a default, when the reference graph is opened, only the first 10 dependent elements are displayed as a maximum. This input field can be used to change the maximum number. A re-defined grouping size does not have an effect until the next time the "Display the next elements" function is activated.

The context menu of an object (right-click) can also be used to perform the following functions:

Copy ID: This function is used to store the ID of the respective object in the (temporary) clipboard.

Display list: This function is used to display the dependent objects in list form:



Dependencies of 'Mithras Homepage (620)'

Search filter

ID

Type

Reference name

Name

☑ Incoming ☑ Outgoing

ID	Type	Reference name	Name	Outgoing
621	PageRef	mithras_home	mithras_home	false
produkte#1344	Entity			true
1112	Media	solar_concept_c...	solar_concept...	true
160	FormatTemplate	p	p	true
40	TableTemplate	Products.related...	Verwandte Pro...	true
23	PageTemplate	homepage	Homepage	true
449	FormatTemplate	hometeaser	hometeaser	true

Figure 12-87: Reference graph – Display list

The dependent elements can be filtered in this list by ID, object type, reference name, and name. The checkboxes can be used to hide incoming or outgoing references. Click the heading fields to display the entries sorted by the values in the corresponding column.

Jump to element: Use this function to switch directly to the object in SiteArchitect.

It is also possible to use the reference graphs to display format templates that are used within the "Rich text editor" and "Tables" input forms.

13 Workflows in SiteArchitect

Workflows are a license-dependent FirstSpirit functionality.

A workflow is a sequence of tasks which are worked through in a fixed, predefined structure. The tasks serve to convert an object, for example, a page from the Page Store, from its initial state (e.g., "Page changed") into a final state (e.g., "Changed page checked and released"). Both due dates and authorized groups of people can be specified for the tasks to be executed between these two states.

The authorization or permission to start a workflow is defined within SiteArchitect using the "Permission assignment" dialog (see section 14.2, page 422).

The structure (sequence of tasks) and the properties (for example, without context) of a workflow and the definition of authorized persons or groups who may move from one task to the task that follows are defined within the Template Store in SiteArchitect (for more information, see the *FirstSpirit Online Documentation (ODFS)*, "Templates (basics) / Composition of templates / Workflows").

Special permissions for the individual steps of a workflow can be defined via the assignment of permissions for workflows (see section 14.2.5, page 427).

13.1 FirstSpirit standard workflows

There are two workflows integrated in FirstSpirit:

1. **Task** workflows for the general completion of tasks within the project. Authorized persons or groups can then use this workflow to set a task and to assign the task to a specific person or group. They switch the workflow to the final "Finished" state when they have completed the task or are given the opportunity to ask questions about the task.
2. **Request release** workflows for the release of new objects created or existing objects changed in the project. This workflow is described in detail in section 13.3, page 388.

Workflows are created and configured for a project by the template developer. Both the possible actions during the processing of a workflow and the display in SiteArchitect (e.g., the color coding) can greatly differ from the standard workflows described here.

13.2 Starting a workflow

A distinction is made between two types of workflow.

Workflows without context are not tied to a specific object within the project and are therefore started "without context", i.e., without reference to an object. The standard "Task" workflow is an example of a workflow without context (see section 13.2.2, page 388).

Context-bound workflows are tied to a specific object within the project and are always started and executed with reference to this object (see section 13.2.1, page 386). The standard "Request release" workflow is an example of a context-bound workflow (see section 13.3, page 388).

Workflows can be started on several objects at the same time. More than one object can be selected by highlighting the desired objects and pressing the <SHIFT> or <CTRL> key simultaneously. Please bear in mind that there are then only reduced options in the dialog box for starting and switching workflows to another workflow state (Figure 13-3 and Figure 13-5, see section 13.3.1, page 389).

13.2.1 Context-bound workflows

A context-bound workflow can be opened in the context menu of a tree element using the general "Start Workflow" function (see section 4.1.11, page 135).

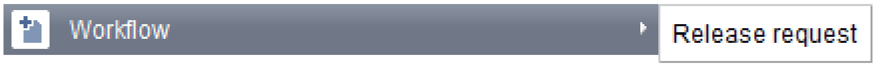


Figure 13-1: Starting a context-bound workflow

All context-bound workflows from the project's Template Store are listed under this context menu entry.

If the entries are inactive the person dealing with the task does not have the necessary permissions to start the workflow on the tree element (see section 14.2, page 422).

Depending on the template developer's settings, workflows can also be started by means of a user-defined keyboard shortcut.

After a workflow has been started an action window appears. Various settings can be made or read in this action window (see Figure 13-3). The dialog box can be used to switch the selected object to the next state within the workflow, for example, from the start state to a following state (for an example, see section 13.3.1, page 389).

At each node within the tree structure, only one workflow can ever be active at any one time. It is therefore not possible to start a further workflow for an object without ending the already started workflow first or unless the workflow has reached the final state.

If a workflow has been started for an object, the context menu entry changes. Instead of "Start Workflow", the menu now shows the "Workflow Action" entry:

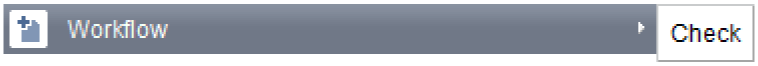


Figure 13-2: Switching a context-bound workflow to another workflow state

All actions that have to be executed to switch the active workflow to the next state are listed under this context menu entry.

If the entries are inactive, the person dealing with the task does not have the necessary permissions to switch the workflow to another workflow state on the tree element (see section 14.2.5, page 427).

Depending on the template developer's settings, workflows can be switched to another workflow state by means of a user-defined keyboard shortcut.

After an action has been opened an action window appears again in which the various settings can be made or read.

Started schedules can also be switched via the task list (see section 13.3.2, page 393).

13.2.2 Workflows without context

A workflow without context can be started using the "Start Workflow (without context)" function in the "Tasks" menu of the FirstSpirit menu bar (see section 3.1.2.2, page 39).

In the same way as when executing a context-bound workflow, a dialog box opens here too. The dialog box can be used to switch the selected object to the next state within the workflow, for example, from the start state to a following state (for an example, see section 13.3.1, page 389).

Each workflow without context can be started any number of times within a project. If a workflow without context has been started, the workflow can be switched to another workflow state via the task list (see section 12.1, page 302).

13.3 Releasing objects (standard sequence)

In all FirstSpirit projects that carry out a release check, objects (such as pages and media) must be released after they have been created as new objects or have been changed. The release of objects in SiteArchitect is carried out by a workflow (see introduction to section 13 onward). The "Request release" workflow is intended to ensure that a new article or contribution created by the editor or a change to the existing content is subjected to a check before "live transmission". Editors can use the standard FirstSpirit workflow "Request release", which is described step by step in the following. However, the release process described here can vary depending on which workflows are already established in the company or are to be established. A workflow can be started for all FirstSpirit objects. The user should have the permissions required to execute this workflow (see section 14.1.4.9, page 419).

A release must be requested if

- an object has been newly added or
- an object has been changed.

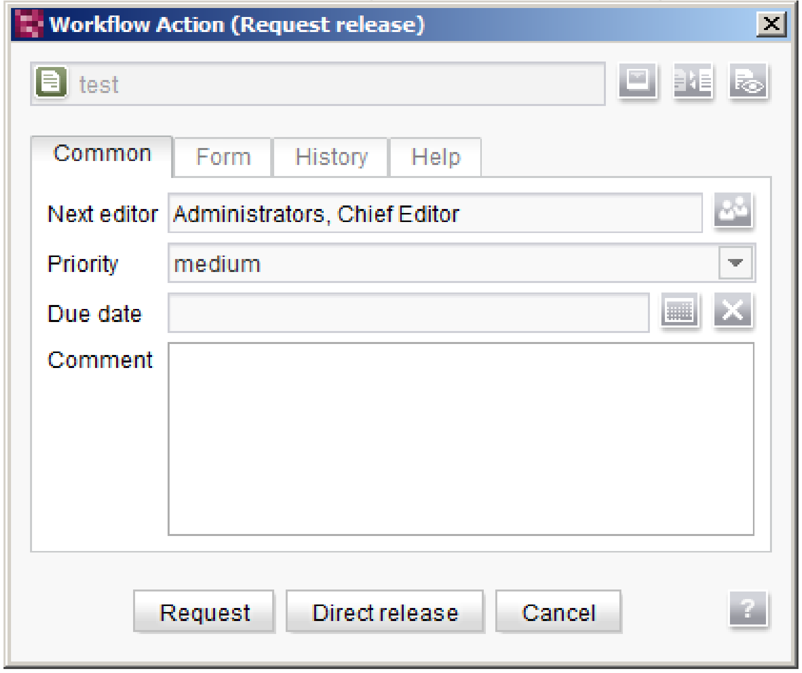
The object then has the "changed" stats and is identified by red lettering in the tree structure in the left-hand side of the window. There are different options with which you can "Request release":

- Request a release via the context menu (see section 13.3.1)
- Request a release via the task list (see section 13.3.2)

13.3.1 Requesting a release via the context menu

The context menu is opened on the object to be released (see section 13.2.1, page 386). The editor opens the standard workflow using the "Start Workflow" context menu entry, submenu entry "Request release".

The "Workflow Action" dialog box opens for starting the workflow:



Next editor Administrators, Chief Editor
Priority medium
Due date
Comment

Figure 13-3: Workflow Action (Request release) dialog box

Various settings can be made or read in this action window:

Common tab

The top field displays the object on which the workflow was opened. After this row, there are three icons for checking the object:

- Go to object: Click this icon to display the object in the tree structure.
- Compare: Click this icon to open a version comparison for the respective object (see also section 12.8.2.5, page 370). The right-hand side shows the current revision of the object, i.e., the current state of the object. The left-hand side shows the revision of the last release or (if the respective object has not been released yet) the last revision before the current revision.
- Display preview: Click this icon to display the preview of the object to be released. In this way changes can be simply checked before release and if necessary can be revised.

Next editor: The required editor for this workflow can be selected using the icon after the row (for information on the assignment of users or groups, see section 14.2.4, page 426).

Priority: This can be used to set the priority to be given to this workflow during processing.

Due date: Click the icon to specify a deadline by which the whole workflow must have been completed. Click the ☒ icon to remove the deadline.

Comment: This field can be used to enter a more detailed description of the task for the user. This comment will be shown to the next editor in the workflow dialog box and adopted into the version history of the object.

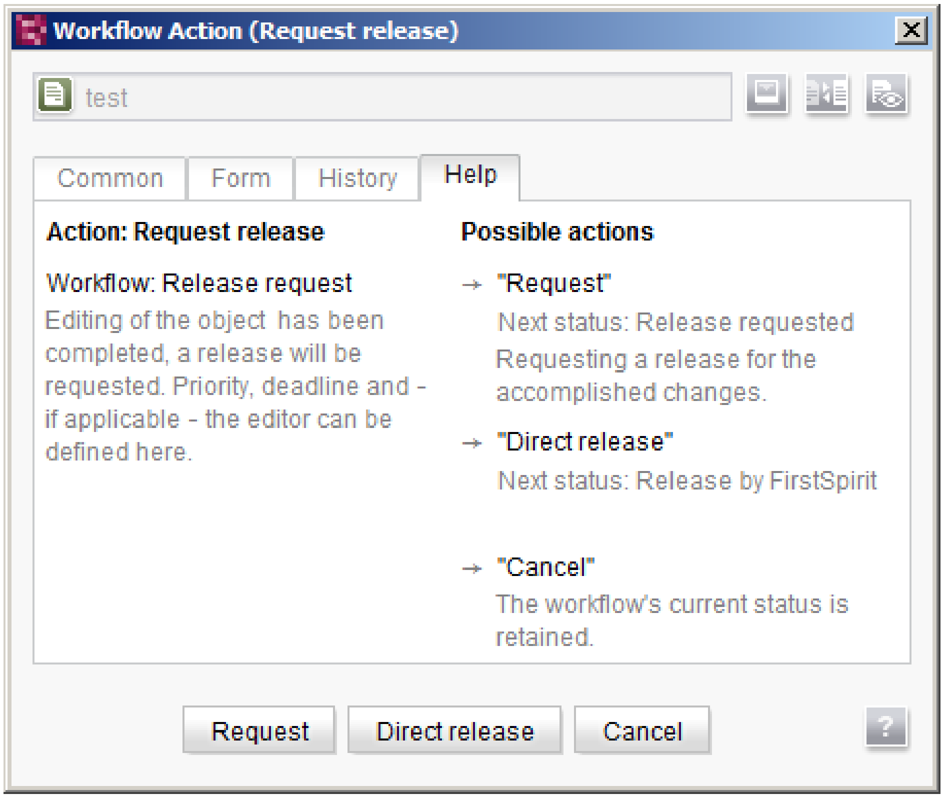
A button for each state that can be achieved is displayed in the lower part of the workflow dialog box. The buttons displayed in this area change depending on the object's state. If the object has the "changed" state, the "Request" button is available here. If the object has the following "Release requested" status, the "Approve" and "No release" release buttons are available in this position.

Request: Click this button to request the release for the object. The lettering of the object in the tree structure in the left-hand part of the window now changes from red to blue.

Direct release: Click this button to release the object directly and end the workflow. The lettering of the object in the tree structure in the left-hand part of the window now changes from red to black.

Cancel: Click this button to close the dialog box; a release is not requested.

The editor can use the ? icon or "Help" tab within the action dialog to request further information on the action buttons in the bottom part of the dialog. The Help tab opens with a description of the current action (in the left-hand part of the dialog) and a description of the possible actions and their consequential states (in the right-hand part of the dialog):



Action: Request release

Workflow: Release request
Editing of the object has been completed, a release will be requested. Priority, deadline and - if applicable - the editor can be defined here.

Possible actions

→ "Request"
Next status: Release requested
Requesting a release for the accomplished changes.

→ "Direct release"
Next status: Release by FirstSpirit

→ "Cancel"
The workflow's current status is retained.

Figure 13-4: Workflow Action – "Help" tab

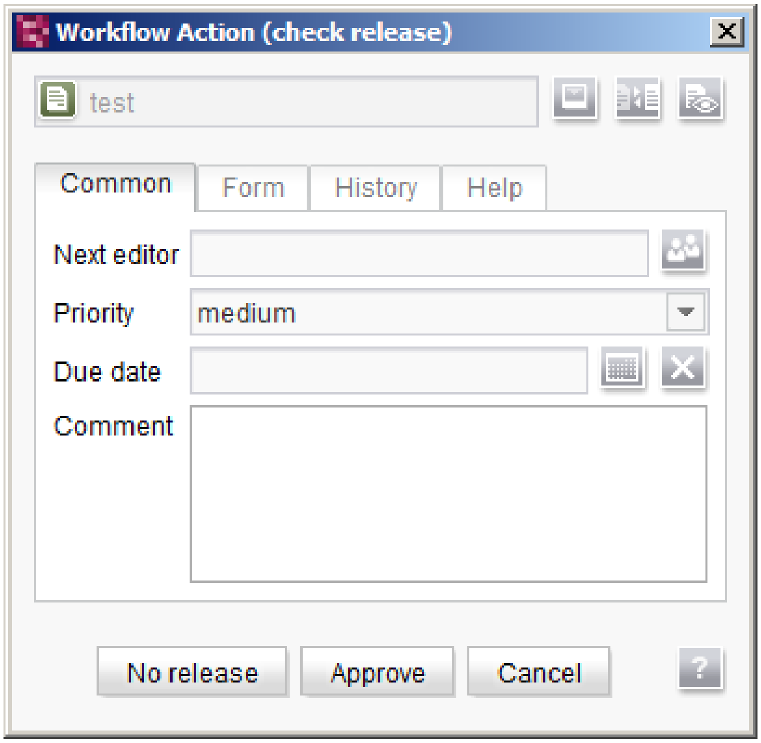
The template developer can deposit the descriptive texts of the Help dialog within the workflow model using the language-dependent description. In addition, input fields, tool tips, elements of a combobox, etc., can be displayed language-dependent.

The dialogs for starting and switching a multiple selection also support the new Help function.

If the workflow has been started on several objects, only the options "Priority", "Due date", and "Comment" are available, plus the actions.

If a release has been requested, the object is switched to the **next state** of the workflow. As a result, the color of the label in the tree structure changes and the context menu also changes (see section 13.2.1, page 386). The started "Request release" workflow can be switched to another workflow state. Click the context menu "Check" entry to open the "Workflow Action" dialog box again.

New buttons are now available in the "Actions" area of the window only.



Priority: medium

Figure 13-5: Workflow Action

No release: If this button is clicked, the release is rejected by the responsible editor. The object switches from the "Release requested" state to the "Object not released" state. The lettering of the object in the tree structure in the left-hand part of the window changes again from blue to red. The editor must now check their changes and if necessary revise them and then request a release again.

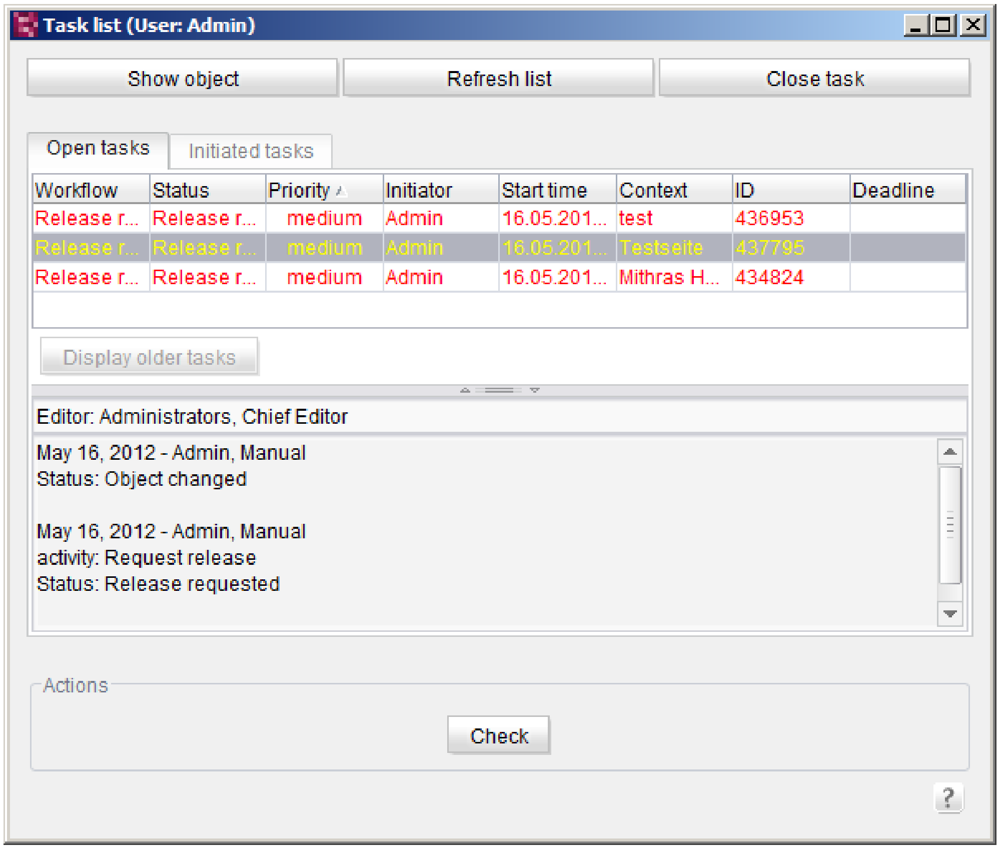
Approve: Click this button to grant the release for the object and end the "Request release" workflow. The lettering of the object in the tree structure in the left-hand part of the window changes again from red to black.

Cancel: Click this button to close the dialog box; the object's state is not changed.

> *If the workflow was switched to the next workflow state for several objects simultaneously, only one comment can be assigned and only one action can be performed in this dialog.*

13.3.2 Requesting a release via the task list

To request a release via the task list the editor first opens the task list using the icon in the tool bar or using the "Tasks – Task list" menu item of the menu bar.



Workflow	Status	Priority	Initiator	Start time	Context	ID	Deadline
Release r...	Release r...	medium	Admin	16.05.201...	test	436953	
Release r...	Release r...	medium	Admin	16.05.201...	Testseite	437795	
Release r...	Release r...	medium	Admin	16.05.201...	Mithras H...	434824	

Editor: Administrators, Chief Editor

May 16, 2012 - Admin, Manual
Status: Object changed

May 16, 2012 - Admin, Manual
activity: Request release
Status: Release requested

Figure 13-6: Task list

The layout and functions of the task list are documented in detail in section 12.1, page 302.

Actions: As soon as an object in the list is selected the buttons which can be executed for the selected object appear in the "Actions" part of the window. The appropriate buttons for each object state are displayed in the "Actions" part of the window:

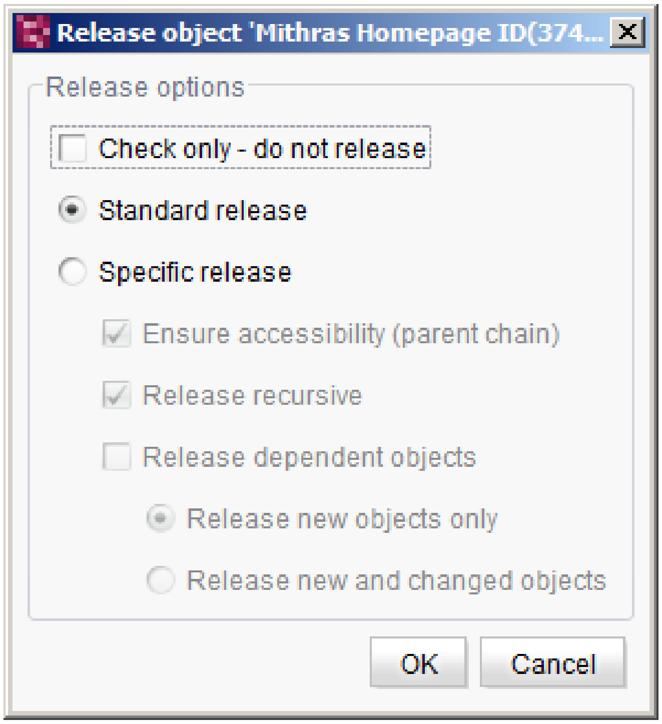
State	Possible actions (buttons)
Object changed	Request release
Release requested	Check (Approve/No release)
Object not released	Edit
Object released	Final state

If a release has been requested for an object from the "Open tasks" list, the object is switched to the next workflow state. As a result, the color of the lettering in the tree structure changes and the button in the "Actions" window area also change. Click the **Check** button to open the "Workflow Action" dialog box again. The following release steps are the same as those followed when releasing an object using the context menu (see section 13.3.1, page 389).

13.4 Special release options

The special release options are only available to project administrators. These special release options are not available to editors with the "Release" permission.
For a detailed documentation about the special release options please see also FirstSpirit Online Documentation (ODFS), "Advanced topics / Server-side release".

The special release options can be opened using the context menus of the various stores. Click the **Extras – Release** function on the required object to open a window with the various release options.



Release object 'Mithras Homepage ID(374...

Release options

☐ Check only - do not release

● Standard release

○ Specific release

☑ Ensure accessibility (parent chain)

☑ Release recursive

☐ Release dependent objects

● Release new objects only

○ Release new and changed objects

Figure 13-7: Release options for direct release

Comment: In the same way as when assigning comments on exiting edit mode (see section 3.2.5, page 67), this input field can be used to enter comments when releasing the object. These comments will be taken over to the version history, too.

Whether this input field is visible or not depends on the settings in the project properties.

Check only – do not release: If this option is selected, the system checks whether a release can be carried out without errors. However, the object is not released directly.

Standard release: If this option is selected, then the current object (e.g., page or folder of the Page Store, image from the Media Store) including additional, permanently defined release options, is directly released. The result of a "Standard release" depends on the element, i.e., a different release is performed on a folder to on a page.

Examples:

- The lower-level sections and the parent elements which have never been released are also released on a page in the Page Store.

- In the case of a medium in the Media Store, the elements in the parent chain that have never been released before are released now.
- The standard release for a page reference in the Site Store only takes into account the page reference itself.

Under the grayed-out specific release options it is possible to read which standard release options are currently active. However, the standard release options cannot be changed.

Specific release – Ensure accessibility (parent chain): If this option is selected, all higher-level nodes that have never been released before are also released, starting from the selected object. This selection is useful, for example, if a new page has been created in the Page Store. With the creation of the new page, not only the release state of the new page changes but also that of the parent node ("Folder"). Both are "Not released" (for an example, see section 13.4.1, page 398).

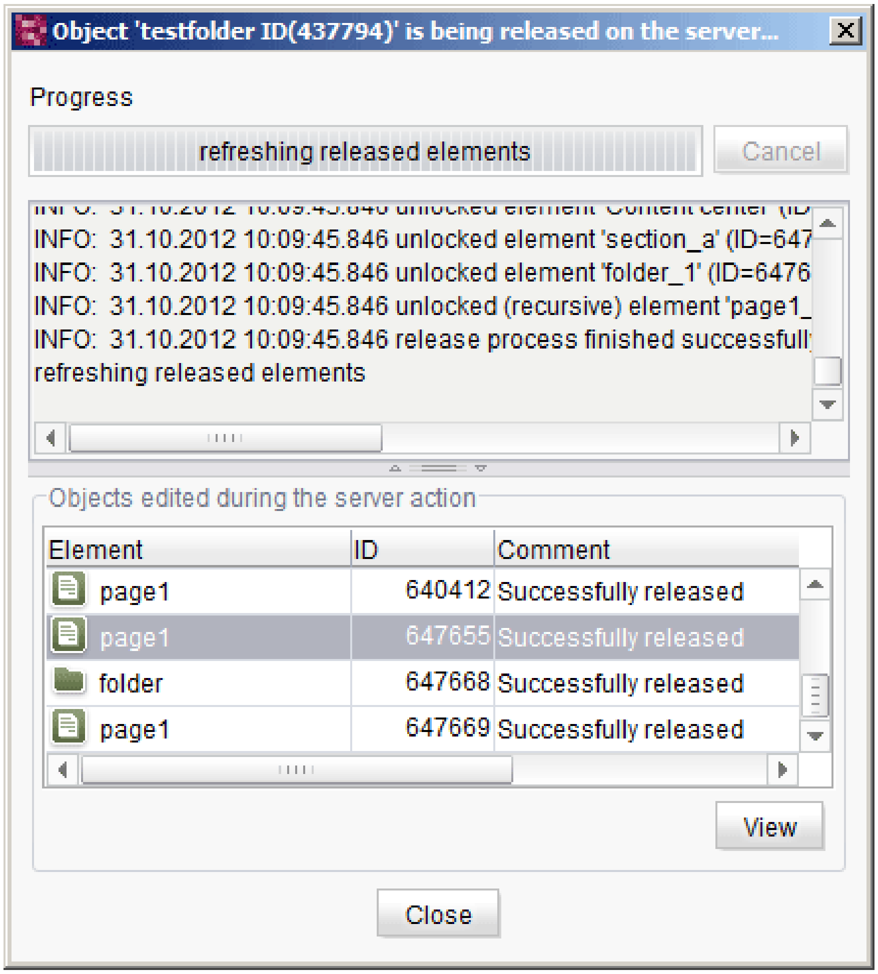
Specific release – Release recursive: If this option is selected, all lower-level nodes are released also, starting from the selected object. This selection is useful, for example, if many pages below a folder in the Page Store have been changed and now all the changes are to be released together (for an example, see section 13.4.2, page 399).

Specific release – Release dependent objects: If this option is selected, all objects dependent on the selected object (e.g., a medium used in an image input component) are released also. A distinction is made between objects that have never been released to date (**Release new objects only**) and objects that have been re-edited after they were released (**Release new and changed objects**) (for an example, see section 13.4.3, page 400).

> ! *The specific release option "Release dependent objects" only takes into account the outgoing references of an object. This means the release of a page (Page Store) with this setting releases, for example, a referenced medium of the page, but not a page reference which refers to this page. Conversely, when a page reference is released (Site Store) the referenced page is also released, as this involves an outgoing reference of the object.*

While the release is carried out a detail window appears and shows the progress of the actions.

Click the **Display details** button after a successful release or the **OK** button if the release failed to obtain and check further information in the detail window.



Object 'testfolder ID(437794)' is being released on the server...

refreshing released elements

```
INFO:  31.10.2012 10:09:45.846 unlocked element 'Content center' (ID
INFO:  31.10.2012 10:09:45.846 unlocked element 'section_a' (ID=647
INFO:  31.10.2012 10:09:45.846 unlocked element 'folder_1' (ID=6476
INFO:  31.10.2012 10:09:45.846 unlocked (recursive) element 'page1_
INFO:  31.10.2012 10:09:45.846 release process finished successfull
refreshing released elements
```

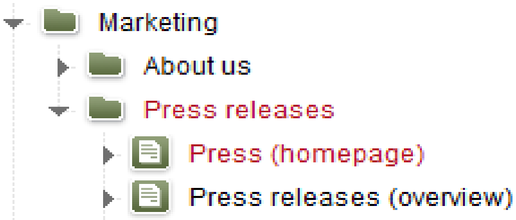
Element	ID	Comment
page1	640412	Successfully released
page1	647655	Successfully released
folder	647668	Successfully released
page1	647669	Successfully released

Figure 13-8: Detail window for special release

All objects taken into account in the selected release option (area: "Objects edited during the server action") are listed below the progress bar. Apart from the name and ID there is also a comment on each object noting whether the release was successful or not.

View: Click this button to display the objects selected from the list in the SiteArchitect's tree structure.

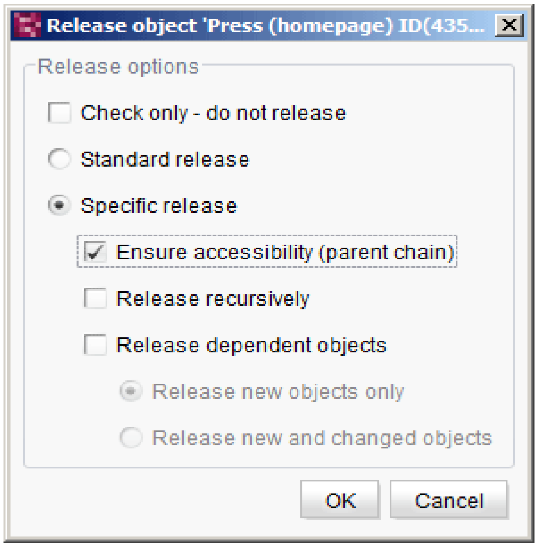
13.4.1 Example: Specific release – Ensure accessibility (parent chain) option



- Marketing
  - About us
  - Press releases
    - Press (homepage)
    - Press releases (overview)

Figure 13-9: Initial situation for "Release parent chain"

If the "Specific release" is now performed on the new page with the "Ensure accessibility (parent chain)" option, not only the new page but also all new folders created in the parent chain are released up to the root node of the Page Store.



Release object 'Press (homepage) ID(435...

Release options

☐ Check only - do not release

○ Standard release

● Specific release

☑ Ensure accessibility (parent chain)

☐ Release recursively

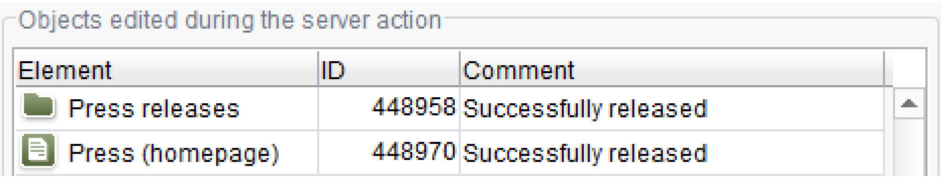
☐ Release dependent objects

● Release new objects only

○ Release new and changed objects

Figure 13-10: "Release parent chain" option

Result of the release:



Objects edited during the server action

Element	ID	Comment
Press releases	448958	Successfully released
Press (homepage)	448970	Successfully released

Figure 13-11: Result of the release

13.4.2 Example: Specific release – Release recursively

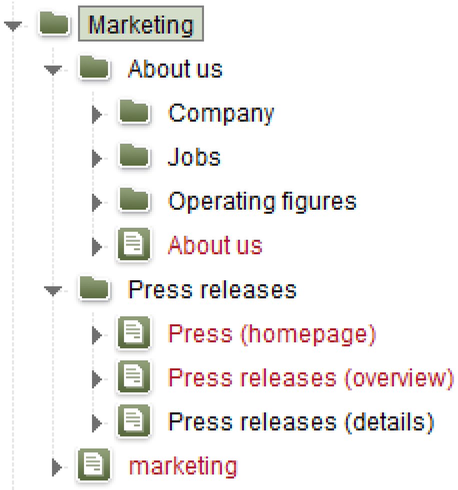
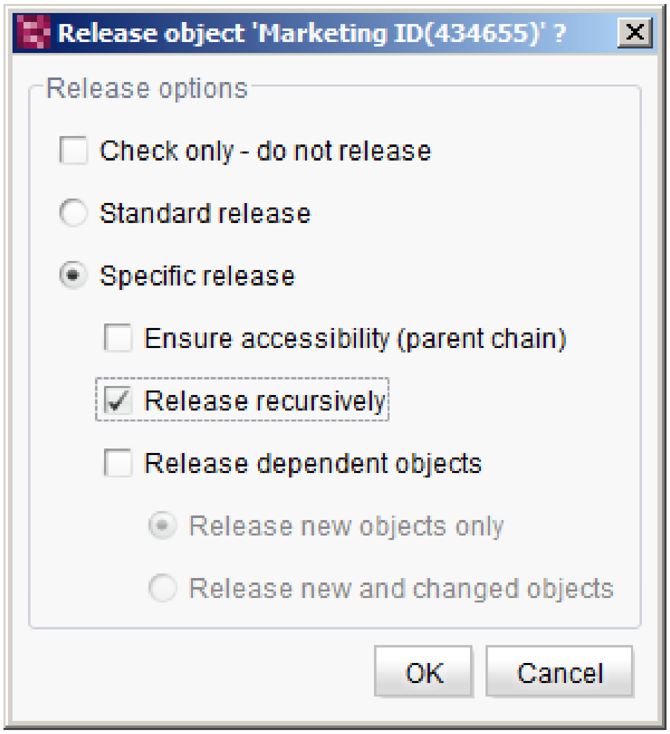

- Marketing
  - About us
    - Company
    - Jobs
    - Operating figures
    - About us
  - Press releases
    - Press (homepage)
    - Press releases (overview)
    - Press releases (details)
  - marketing

Figure 13-12: Initial situation for "Release recursively"

If the "Specific release" is now executed for the higher-level folder with the "Release recursively" option, all lower-level pages of the folder are released also.


Release object 'Marketing ID(434655)' ?

Release options

☐ Check only - do not release

○ Standard release

● Specific release

  ☐ Ensure accessibility (parent chain)

  ☑ Release recursively

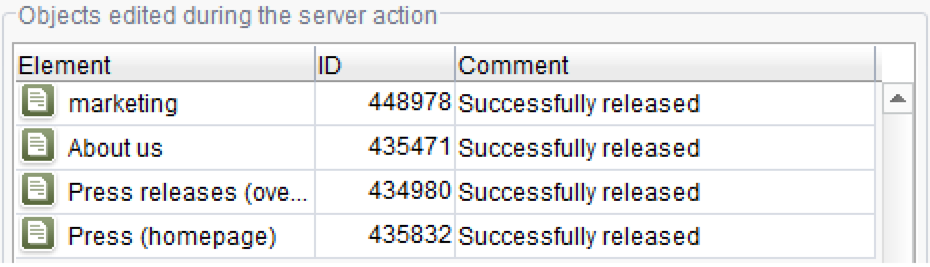
  ☐ Release dependent objects

    ● Release new objects only

    ○ Release new and changed objects

Figure 13-13: "Release recursively" option

Result of the release:



Objects edited during the server action

Element	ID	Comment
marketing	448978	Successfully released
About us	435471	Successfully released
Press releases (ove...	434980	Successfully released
Press (homepage)	435832	Successfully released

Figure 13-14: Result of the release

13.4.3 Example: Specific release – Release dependent objects

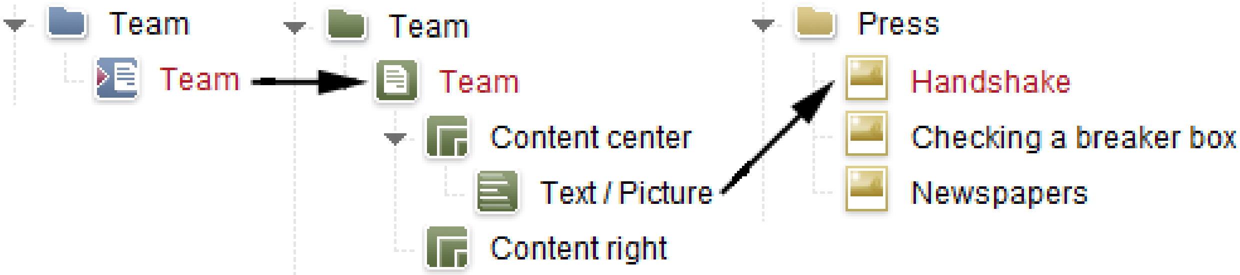
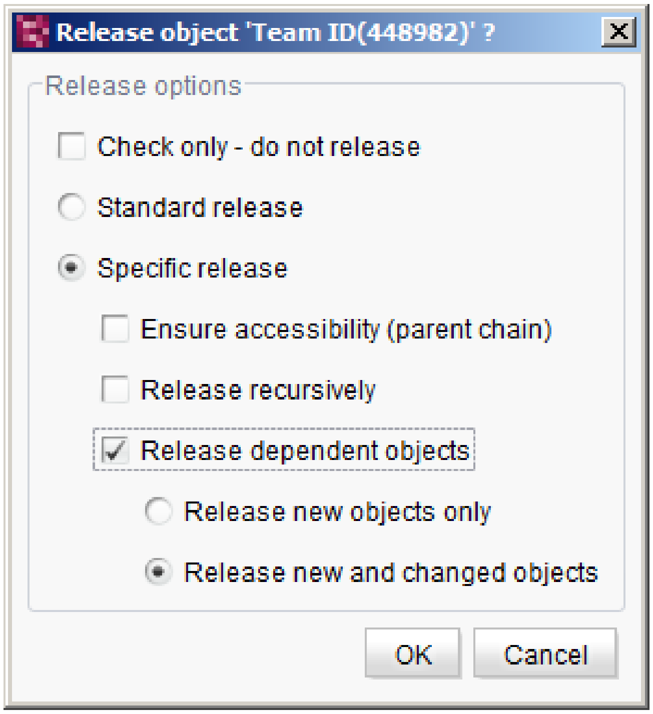


Figure 13-15: Initial situation for "Release dependent objects"

If a medium is changed (or re-uploaded) via the image input component of a page, this change affects the release state of both the page and the medium.

If the "Specific release" is now performed on the page in the Page Store with the "Release dependent objects" option, both the page and the dependent medium are released. The page reference in the Site Store that this page references is not released, as from the point of view of the page (Page Store) it is not an outgoing reference.



Release object 'Team ID(448982)' ?

Release options

☐ Check only - do not release

○ Standard release

● Specific release

☐ Ensure accessibility (parent chain)

☐ Release recursively

☑ Release dependent objects

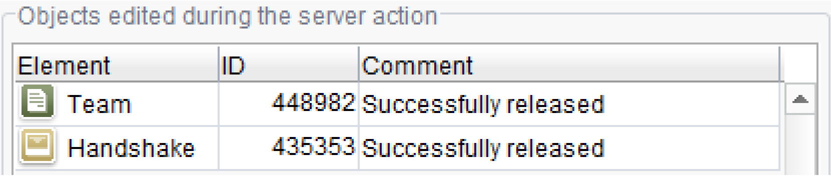
○ Release new objects only

● Release new and changed objects

Figure 13-16: "Release dependent objects" option

Depending on the settings in the project configuration, this dialog enables you to assign a comment, too.

Result of the release:



Objects edited during the server action

Element	ID	Comment
Team	448982	Successfully released
Handshake	435353	Successfully released

Figure 13-17: Result of the release

The "Release dependent objects" option does not include all objects displayed in the reference graphs under "Display dependencies".

14 Permissions in SiteArchitect

The mechanisms provided by FirstSpirit for assigning and checking permissions are described in this section and their specific use is outlined.

A concrete distinction must be made between permissions which are valid for a user of FirstSpirit, for example, for an editor (editorial permissions) and permissions defined for a visitor to the site generated with FirstSpirit (user permissions).

FirstSpirit differentiates between the following permissions:

- **Editorial permissions:** These are the permissions valid for a user of FirstSpirit. These permissions are initially issued by assigning the user to a project group and can be further specified by authorized persons within SiteArchitect (see section 14.1, page 402).
- **Workflow permissions:** These are a special type of editorial permission that only relate to the workflows within a project. The workflow permissions are issued parallel to the editorial permissions (see section 14.2, page 422).
  Information on assigning these permissions is given in the FirstSpirit Online Documentation (ODFS), "Advanced topics / Assignment of permissions / Workflow permissions".
- **User permissions:** These are permissions valid for the "visitor" to the website generated with FirstSpirit. User permissions are always linked with the personalization system used (see section 14.3, page 429).

14.1 Editorial permissions

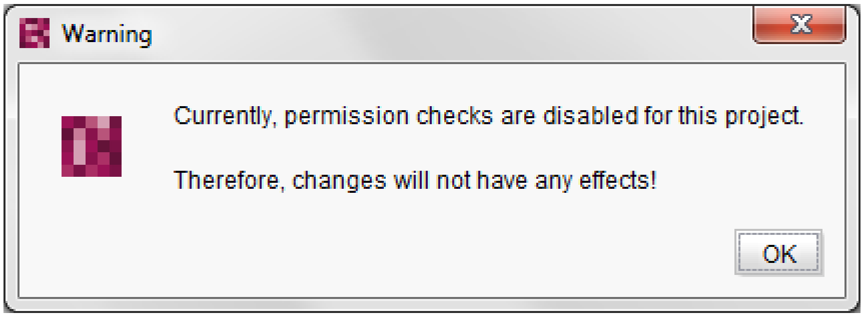
Permission management in FirstSpirit enables the allocation of permissions to users and groups. All permissions are issued on a project-specific basis; this means the permissions only affect the project for which they were defined.

Permissions are always issued in SiteArchitect. Here all areas of the project can be assigned permissions for specific groups or users (see section 14.1.2). Detailed permissions can be assigned for each object, for example, an individual page in the Page Store. However, FirstSpirit also enables hierarchical inheritance of permissions within the individual stores (see section 14.1.3).

Initially access to a project is granted by assigning a user to the standard project group "Everyone". This assignment occurs automatically when the project administrator adds a new user to the project in the ServerManager. Advanced editorial permissions can now either be granted directly to the project user or they can be allocated to the project user through assignment to a project group with the corresponding permissions (see section 14.1.1).

The permissions to be assigned are explained in greater detail in section 14.1.4. All permissions are assigned separately and can be combined with each other in any way required. For example, if a user is only issued the "Visible" and "Change permissions" permissions, they have no access to the content of the project, but they could take on the task of permissions management for all other users.

The assignment of editorial permissions only affects projects for which evaluation of editorial permissions has been defined. Otherwise the following message is displayed:



Currently, permission checks are disabled for this project.

Therefore, changes will not have any effects!

Figure 14-1: Project does not evaluate editorial permissions

Irrespective of which permissions have been defined, in SiteArchitect project administrators have all permissions by default.

14.1.1 Editorial permissions via group membership

A simple and clear option for granting editorial permissions to a user is to assign them to a group. In this case the editorial permissions are defined for the group only and are then valid for all members of the group.

Group assignment can greatly simplify the issue and maintenance of editorial permissions. For example, if a certain area of the project is not to be changed by a set of editors and the set of editors changes occasionally, two groups with different permissions are required. The "Editors A" group is issued the permission to "Change" the area, the "Editors B" group is not. By assigning the editors to one of the groups, the appropriate permissions can be set or withdrawn without requiring any modification of the permission definition in SiteArchitect.

After they have been added to a project each project user is automatically a member of the project group "Everyone". Through this membership the users receive initial access rights (at least the "Visible" permission) to the project. Users can be given advanced or extended access rights by assigning them to further project groups (for example, "Editors" or "Administrators").

FirstSpirit differentiates between users who were manually created on the FirstSpirit server and those who were automatically imported from an external system. These imported users can already be members of an external group (group from an external system) and through this group automatically receive advanced access permissions.

If a user belongs to several groups with different permissions or if the permission definitions for one group the user belongs to and the permissions directly assigned to the user contradict each other, a permission is deemed to have been granted if it was granted in one of the settings.

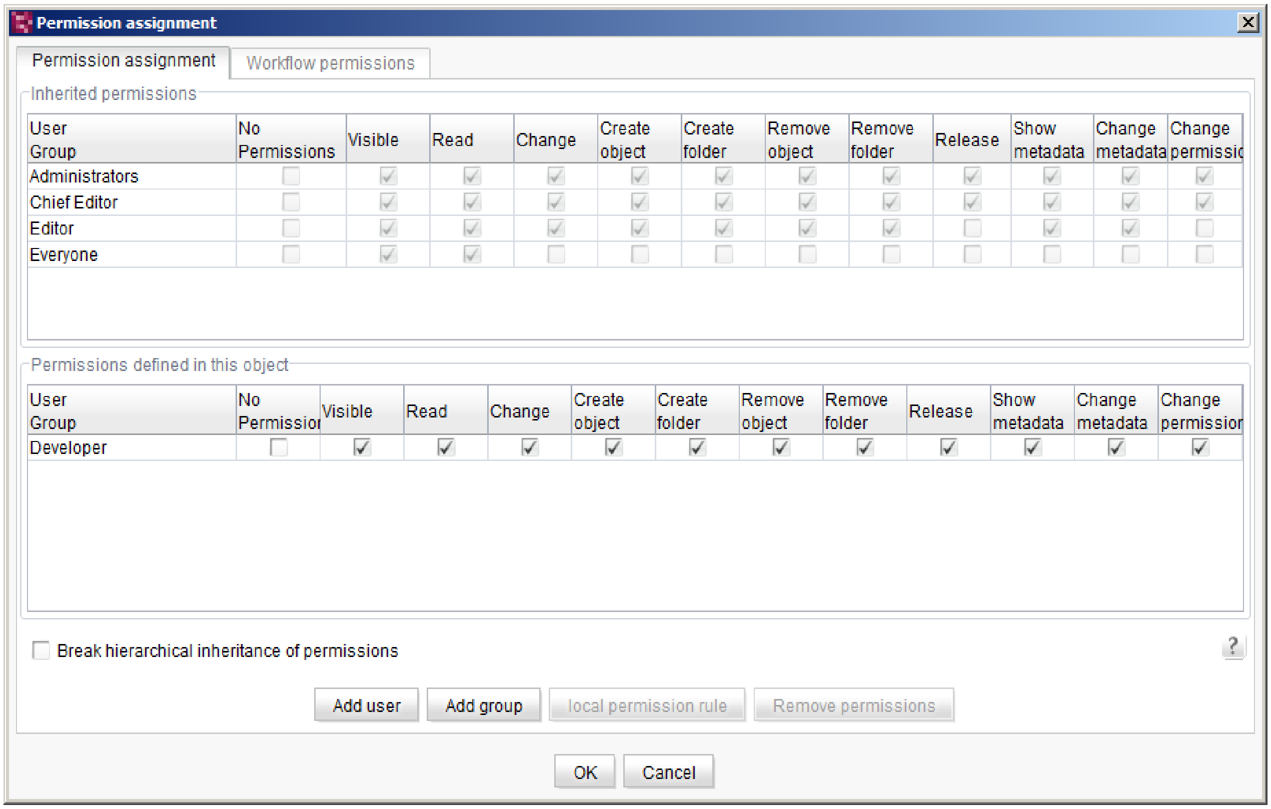
If necessary, permissions can also be assigned directly to users. In this case the permissions are assigned in the same way as they are for a group in SiteArchitect (see section 14.1.2).

14.1.2 Permission assignment in SiteArchitect

Editorial permissions for groups and users are defined within the stores in SiteArchitect.

Use the tree view in the left-hand part of the window to select a subarea of the project for which permissions are to be defined. The highest object to which the changes are to apply is always selected. The permissions set here are inheritable, i.e., they are passed on to all the objects below the selected object (see section 14.1.3, page 411).

The "Extras/Change permissions" function is now called on the selected object via the content menu. This opens the dialog for permission assignment:



Inherited permissions

User Group	No Permissions	Visible	Read	Change	Create object	Create folder	Remove object	Remove folder	Release	Show metadata	Change metadata	Change permissio
Administrators	☐	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑
Chief Editor	☐	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑
Editor	☐	☑	☑	☑	☑	☑	☑	☑	☐	☑	☑	☐
Everyone	☐	☑	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐

Permissions defined in this object

User Group	No Permissio	Visible	Read	Change	Create object	Create folder	Remove object	Remove folder	Release	Show metadata	Change metadata	Change permissior
Developer	☐	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑

☐ Break hierarchical inheritance of permissions

Figure 14-2: Permission assignment dialog – "Permission assignment" tab

The "Permission assignment" dialog consists of two tabs. The "Permission assignment" tab is for allocating editorial permissions, the second "Workflow permissions" tab is for allocating permissions to execute workflows and is explained in section 14.2 on page 422.

By right-clicking you can choose whether to display the login, name or last name and first name of the users.

? Click the question mark to open the Online Help.

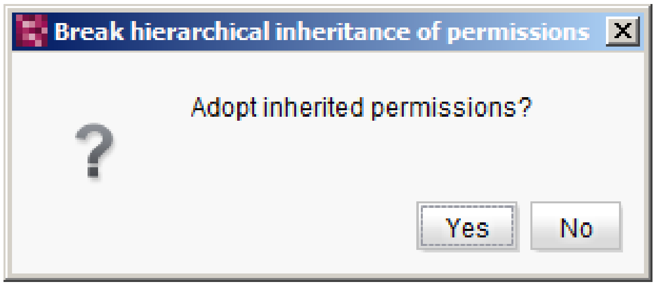
The inherited permissions on this node are shown in the top part of the "Permission assignment" tab (except on the root node of the stores). The bottom area "Permissions defined in this object" is initially empty as permissions have not yet been defined for this node.

For more clarity the entries in the lists "Inherited permissions" and "Permissions defined in this object" are sorted automatically in alphabetical order. First groups and then users are shown.

If, in addition to the inherited permissions, further permissions are defined for a group or a user, the corresponding group (see section 14.1.2.3, page 407) or user (see section 14.1.2.4, page 410) must be added to the permission definition first.

The "Break hierarchical inheritance of permissions" checkbox must be selected if the permission definition for a group or a user is to be changed. Then a question appears asking whether or not you want to adopt the inherited permissions (see section 14.1.2.1, page 406).

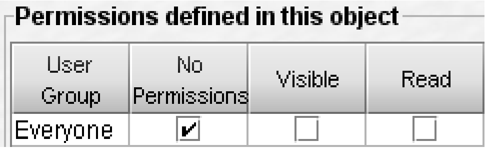
14.1.2.1 Adopting inherited permissions for a node



Adopt inherited permissions?

Figure 14-3: Adopt inherited permissions?

No: If the dialog is confirmed with "No", the permission definition for this node starts with deactivated permissions. In this case the permissions set to date for a group or user at a higher-level node are not adopted.

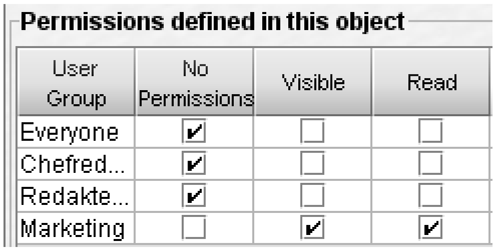


Permissions defined in this object

User Group	No Permissions	Visible	Read
Everyone	☑	☐	☐

Figure 14-4: Example of permission definition without adoption of the inherited permissions

Yes: If the dialog is confirmed with "Yes", the inherited permissions are adopted as a default setting:



Permissions defined in this object

User Group	No Permissions	Visible	Read
Everyone	☑	☐	☐
Chefred...	☑	☐	☐
Redakte...	☑	☐	☐
Marketing	☐	☑	☑

Figure 14-5: Example of permission definition with adoption of the inherited permissions

Irrespective of whether inherited permissions are adopted or not, the permissions for the selected node can now be redefined in the bottom part of the window (see section 14.1.2.2).

The inherited permissions for a group or a user can be quickly adopted by pressing the "**local permission rule**" button (see section 14.1.2.6, page 411).

14.1.2.2 Defining permissions for an existing group/user

A permission for a group or user can be activated or deactivated by simply clicking the relevant checkbox in the "Permissions defined in this object" area.

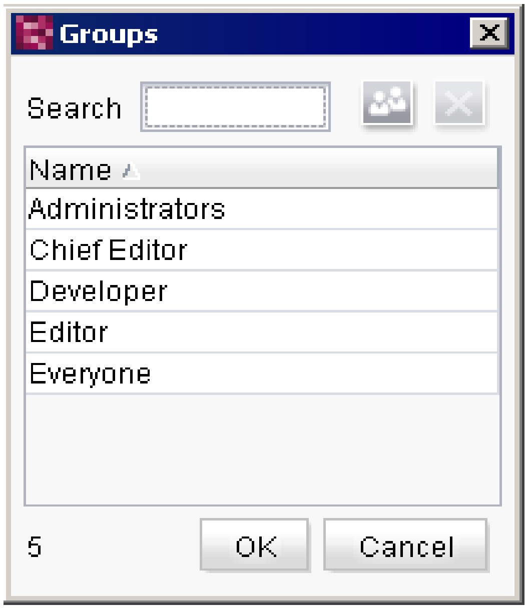
OK: All changes in the "Permission assignment" dialog are saved if the changed permissions are confirmed by clicking "OK".

Cancel: Click to cancel the assignment of permissions. Permission definitions that have already been changed or deleted are not saved.

14.1.2.3 Defining permissions for a new group

If the permissions of an object are to be defined for a new group, the required group must be added using the button in the bottom part of the "Permission assignment" dialog.

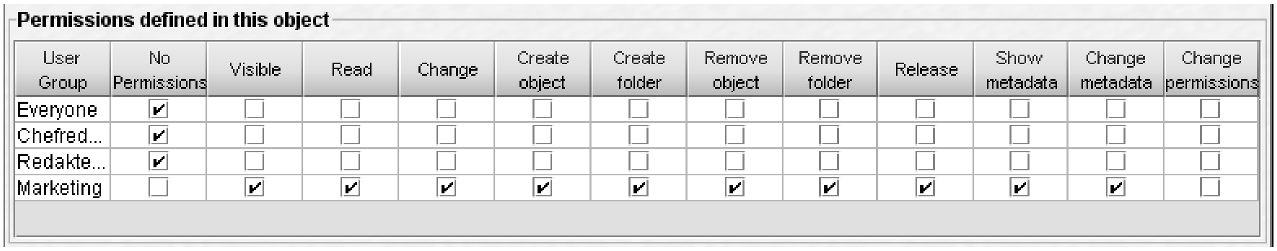
Add group: Click this button to open the "Add groups" dialog with a list of all project groups:



Name
Administrators
Chief Editor
Developer
Editor
Everyone
5

Figure 14-6: Adding a group

A project group can be selected from the list. Click the ☑ icon to add the selected group to the "Permission assignment" dialog where it is included in the "Permissions defined in this object" area.



Permissions defined in this object

User Group	No Permissions	Visible	Read	Change	Create object	Create folder	Remove object	Remove folder	Release	Show metadata	Change metadata	Change permissions
Everyone	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Chefred...	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Redakte...	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Marketing	☐	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☐

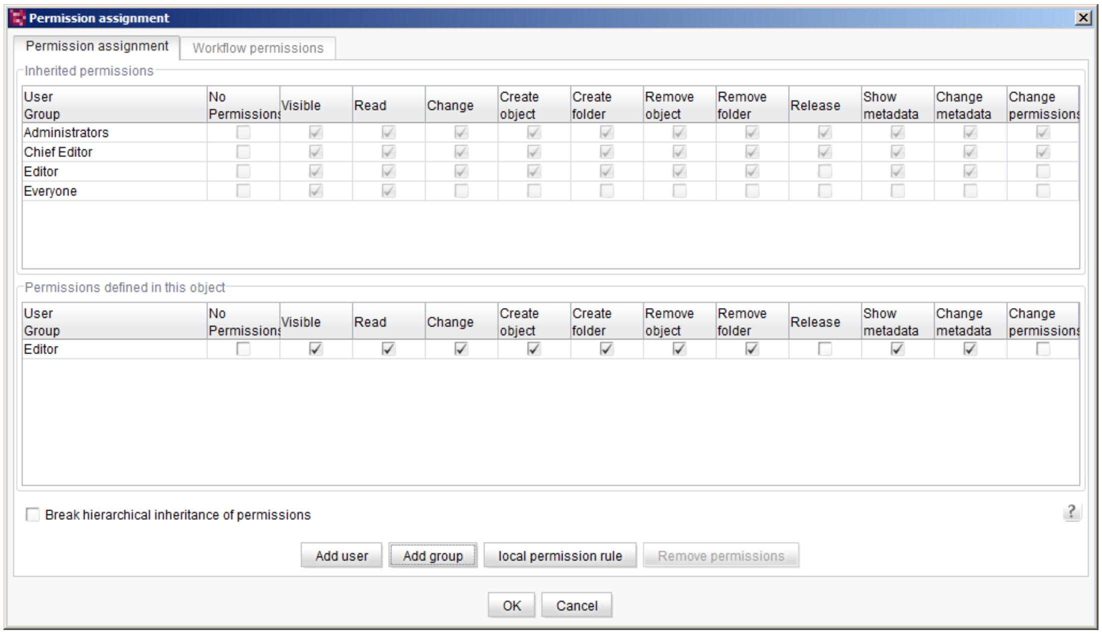
Figure 14-7: New group added

The permissions for the newly added group or user can now be defined (see section 14.1.2.2, page 407).

If a group is added which already has inherited permissions for this node, any additionally assigned permissions are added to the inherited permissions. If permissions are withdrawn from this group but the inherited permissions are not deactivated (see section 14.1.2.1, page 406), the permissions are still deemed to be granted – i.e., are still valid.

If the **"Everyone" group** is added, the inheritance hierarchy is interrupted and all permissions, apart from the permissions for the "Everyone" group and permissions already assigned for the node concerned in the "Permissions defined in this object" area, are withdrawn.

Example for adding the Everyone group:



Inherited permissions

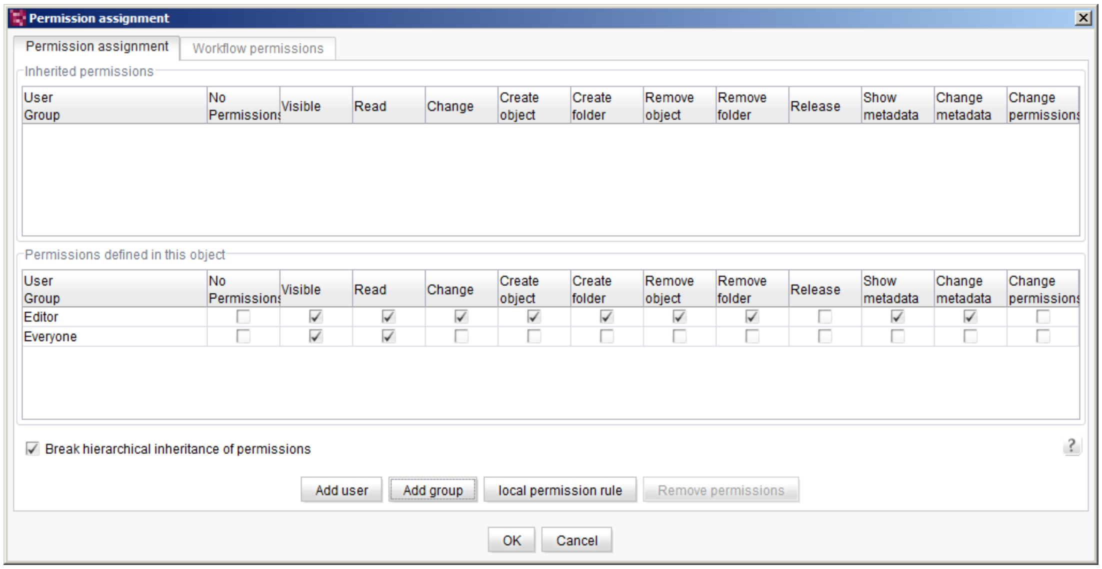
User Group	No Permissions	Visible	Read	Change	Create object	Create folder	Remove object	Remove folder	Release	Show metadata	Change metadata	Change permissions
Administrators	☐	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑
Chief Editor	☐	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑
Editor	☐	☑	☑	☑	☑	☑	☑	☑	☐	☑	☑	☐
Everyone	☐	☑	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐

Permissions defined in this object

User Group	No Permissions	Visible	Read	Change	Create object	Create folder	Remove object	Remove folder	Release	Show metadata	Change metadata	Change permissions
Editor	☐	☑	☑	☑	☑	☑	☑	☑	☐	☑	☑	☐

☐ Break hierarchical inheritance of permissions

Figure 14-8: Adding the "Everyone" group – Initial configuration



Inherited permissions

User Group	No Permissions	Visible	Read	Change	Create object	Create folder	Remove object	Remove folder	Release	Show metadata	Change metadata	Change permissions

Permissions defined in this object

User Group	No Permissions	Visible	Read	Change	Create object	Create folder	Remove object	Remove folder	Release	Show metadata	Change metadata	Change permissions
Editor	☐	☑	☑	☑	☑	☑	☑	☑	☐	☑	☑	☐
Everyone	☐	☑	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐

☑ Break hierarchical inheritance of permissions

Figure 14-9: Adding the "Everyone" group – Result

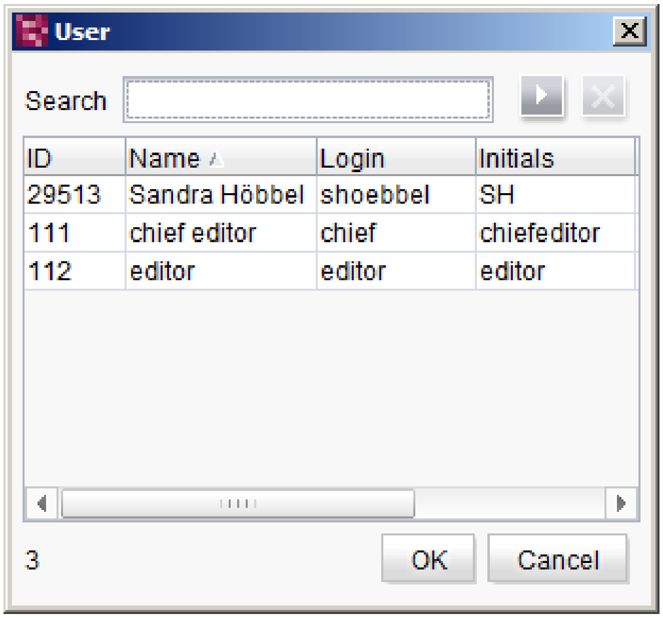
If other groups are selected at the same time as "Everyone", the permissions of these groups are also adopted.

When this action is carried out, a confirmation prompt appears informing you that the hierarchical inheritance of permissions will be broken. If it is confirmed with "Yes", the response is as described above, if "No" or "Cancel" is selected, all selected groups except for "Everyone" are added. Therefore, if only "Everyone" was selected, no change is made if "No" or "Cancel" is clicked.

14.1.2.4 Defining permissions for a new user

If the permissions of an object are to be defined for a new user, the required user must be added using the button in the bottom part of the "Permission assignment" dialog.

Add user: Click this button to open the "Add user" dialog with a list of all project users:



ID	Name	Login	Initials
29513	Sandra Höbbel	shoebbel	SH
111	chief editor	chief	chiefeditor
112	editor	editor	editor

Figure 14-10: Adding a user

A project user can be selected from the list. Click **OK** to add the selected user to the lower part of "Permission assignment" dialog, where it is included in the "Permissions defined in this object" area.

Permissions can now be defined for the newly added user (see section 14.1.2.2, page 407).

If a user is added who already has inherited permissions for this node, any additionally assigned permissions are added to their inherited permissions. If permissions are withdrawn from the user but their inherited permissions are not deactivated (see section 14.1.2.1, page 406) the permissions are still deemed to be granted – i.e., are still valid.

14.1.2.5 Deleting permissions defined for this object

The permission definition of a group or user displayed in the "Permissions defined in this object" area can be deleted again. This is done by selecting the group or user to be deleted in the "Permissions defined in this object" area.

Remove permissions: Click this button to remove the permissions defined for the selected group or user.

14.1.2.6 Defining a local permission rule

local permission rule: This button can be used to quickly copy the inherited permissions of a group or user into the "Permissions defined in this object" area where they can then be modified. To this end the user/group is selected in the upper part of the window and then the button is pressed. Local changes to the permission definition can now be made in the bottom part of the window.

Even if the "local permission rule" is used, the inheritance still has to be noted and observed (see section 14.1.2.1, page 406).

14.1.3 Inheriting editorial permissions within the project

Permissions are assigned in SiteArchitect using the context menu for the objects within the individual stores. This applies to the Page Store, Site Store, Media Store, and the global pages in the Global settings. The permissions always apply to the object in the tree for which they were defined and are inherited by all objects at a lower level than this object within the tree structure. Objects or nodes in the tree can be folders, pages, menu levels, page references or media. Permissions cannot be defined at section level. Sections can only exist within the content area of a page and therefore inherit their permissions from the higher-level page.

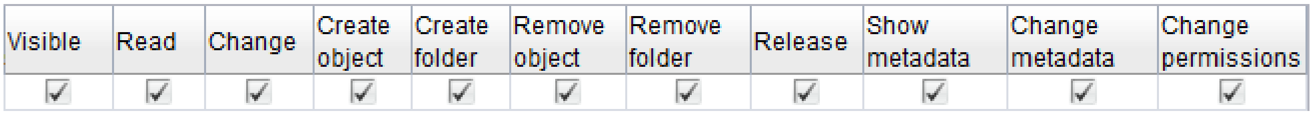
If you want to differ from the higher-level permissions in lower-level areas, define new permissions in the required places (see section 14.1.2.1, page 406). However, the assignment of permissions at the highest level in the respective store is usually sufficient as these settings are automatically passed on to all other objects in this store.

All nodes in the tree structure on which permissions were explicitly assigned are indicated by the 👤 icon. However, the permissions symbol only appears in the tree view if the "Show symbols" setting was activated in the "View" menu (see section 3.1.5.1, page 46).

For the initial assignment of permissions within a project it is advisable to set the permissions in all stores at the level of the store root and to then redefine them if necessary in the required lower-level objects.

> *If permissions are withdrawn from a group or user which were defined as issued via inheritance AND if the "hierarchical inheritance of the permissions" is NOT interrupted, the withdrawn permissions are nevertheless deemed to have been granted, i.e., they are still valid.*

14.1.4 Possible editorial permissions



Visible	Read	Change	Create object	Create folder	Remove object	Remove folder	Release	Show metadata	Change metadata	Change permissions
☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑

Figure 14-11: Editorial permissions

14.1.4.1 Permission: Visible

If the "Visible" permission is granted, the user can see the tree structure in the left-hand part of the SiteArchitect window.

If this permission only is granted, the right-hand editing area remains deactivated (grayed out) and cannot be edited.

> ! *The editor needs at least the "Visible" permission for the page or section templates area in the Template Store to be able to create a new page or section in the Page Store.*

14.1.4.2 Permission: Read

If the "Read" permission is granted, the content of the object is displayed in the right-hand edit window of SiteArchitect. If the object is, for example, a Page Store page, the content of the page and of all lower-level sections is displayed.

The "Read" permission does NOT allow the user to change this content! If the "Read" permission only is granted, it is not possible to activate the edit mode of the pages, sections, page references, and media.

The "Read" permission has dependences on other editorial permissions (see section 14.1.5, page 420).

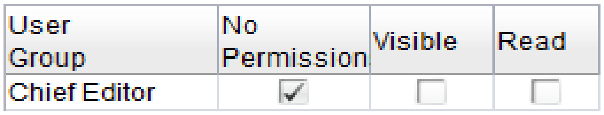
14.1.4.3 The "Visible" and "Read" permissions

FirstSpirit's security model differentiates between the **editorial content** and the **internal project information** of a FirstSpirit object (e.g., ID, UID, reference name, display name). Access to this information can be controlled using the "Visible" and "Read" permissions.

Visible: The "Visible" permission is a pure display filter which prevents the **content** protected in this way from being displayed in SiteArchitect. **Information** that is protected by the "Visible" permission is returned by the API and is suitably handled retrospectively, for example, it is hidden. If the "Visible" permission only is granted, the internal project information (ID, UID, reference name, display name of an object) is displayed to the user, but not the actual content of an object (e.g., the editorial content of a page).

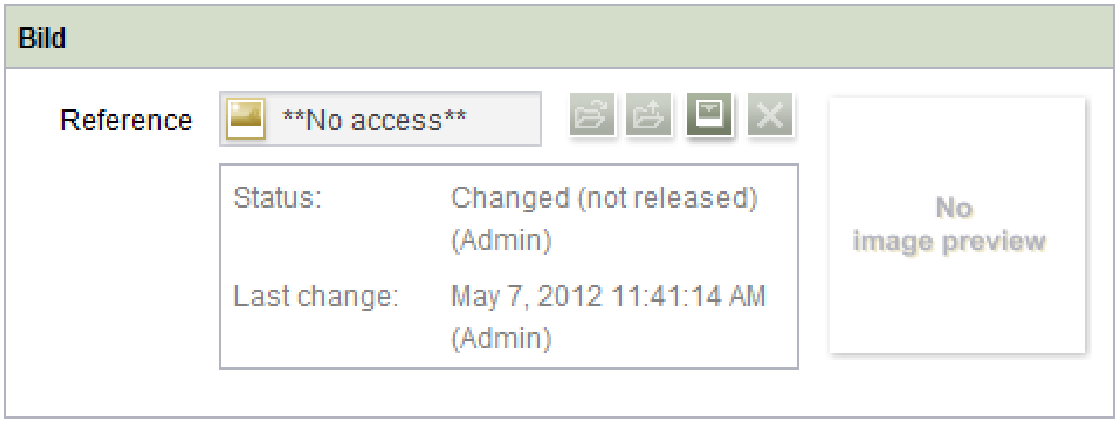
Read: The "Read" permission is a form of access protection that prevents access to the data or content of the object protected in this way. Therefore, access to objects which are protected by the "Read" permission ("Read" permission is withdrawn) immediately generates a corresponding message. If the "Read" permission has been issued, the editorial content of an object is also displayed to the user.

Exemplary comparison:



User Group	No Permission	Visible	Read
Chief Editor	☑	☐	☐

If the "Visible" permission for an object has been withdrawn (corresponds to **No permission**), it is not displayed in the project structure (tree view) and cannot be selected within the corresponding dialog. If objects for which the user does not have "Visible" (and "Read") permission are referenced in an input component, neither the name nor the content of the referenced object is displayed in the component:



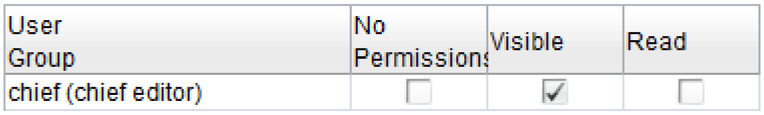
Bild

Reference: **No access**

Status: Changed (not released) (Admin)

Last change: May 7, 2012 11:41:14 AM (Admin)

Figure 14-12: "Visible" permission has been withdrawn for the medium



User Group	No Permission	Visible	Read
chief (chief editor)	☐	☑	☐

If the **Visible** permission is set for an object, it is displayed in the project structure (tree view), however, the editorial content, for example, of a medium is not displayed. This content is protected from access as the "Read" permission has not been issued for the object:

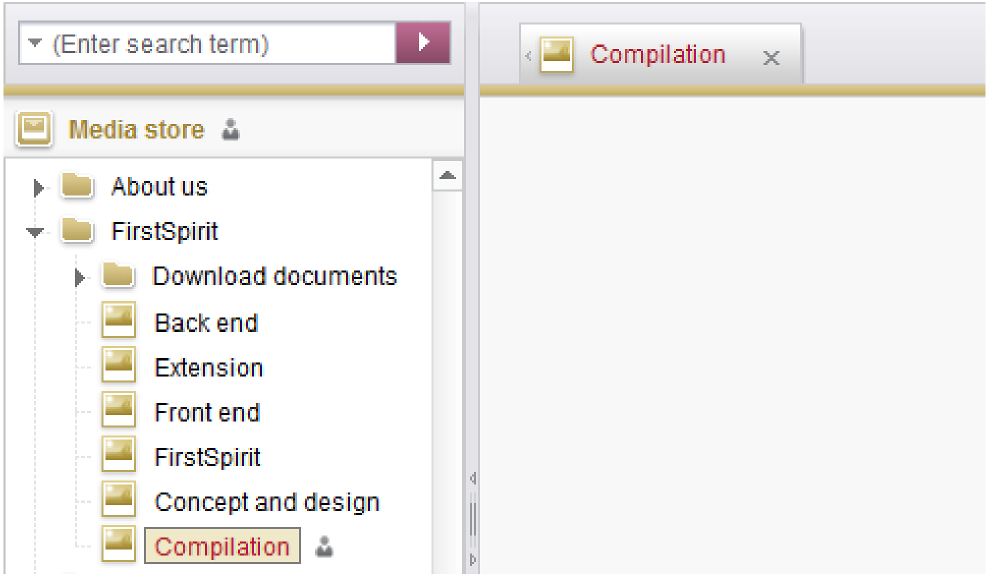
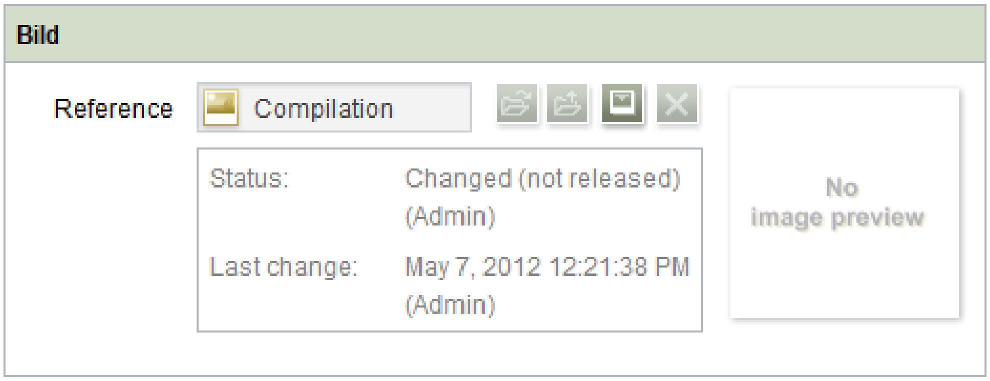


Figure 14-13: "Visible" permission has been set for the medium

The same also applies to the display of protected content in input components. For example, if a medium to which the user solely has "Visible" permission is selected here, the user can select the medium but the content is protected against access ("No image preview"):

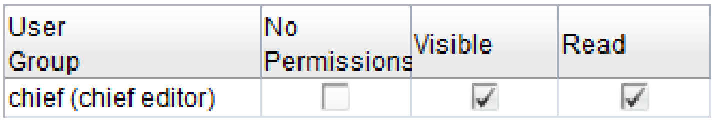


Reference: Compilation

Status: Changed (not released) (Admin)

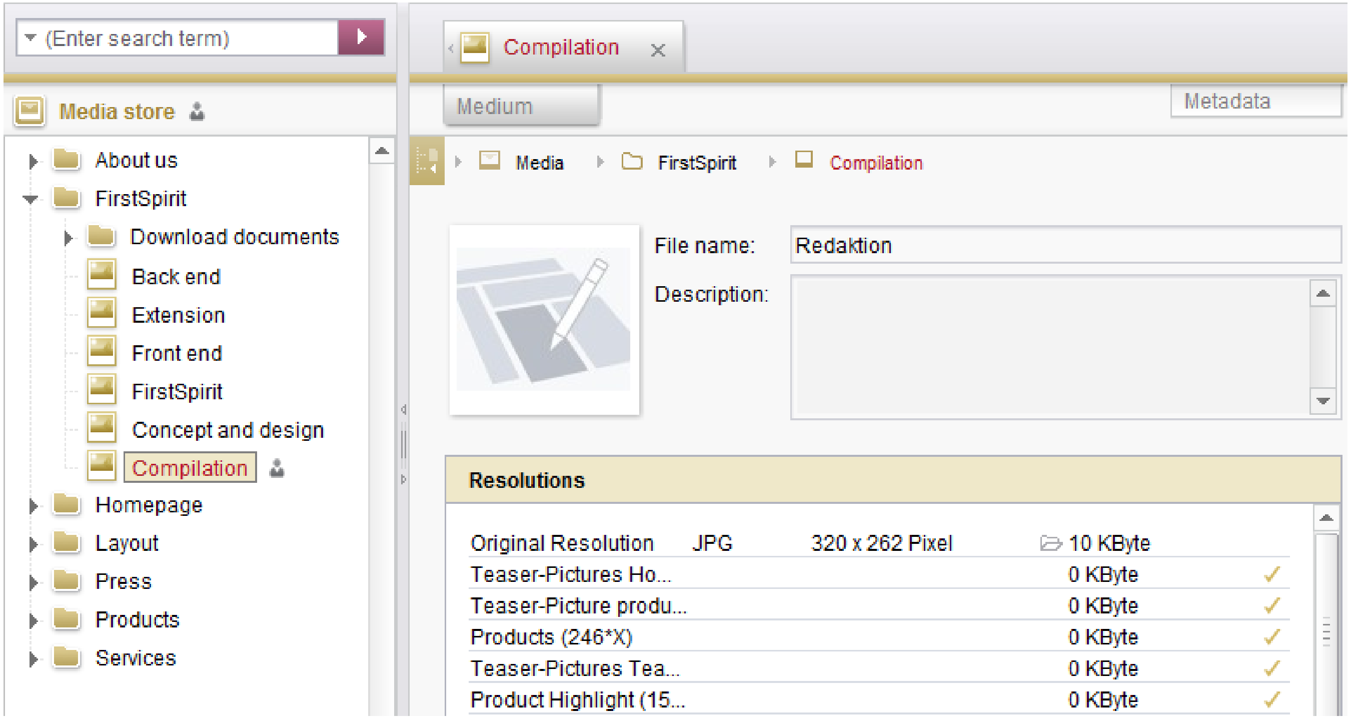
Last change: May 7, 2012 12:21:38 PM (Admin)

Figure 14-14: "Visible" permission has been set for the medium – Display in the input component



User Group	No Permissions	Visible	Read
chief (chief editor)	☐	☑	☑

If the **Visible** permission and the **Read** permission have been set for an object, this is displayed both in the project structure (tree view) and with its editorial content.



File name: Redaktion

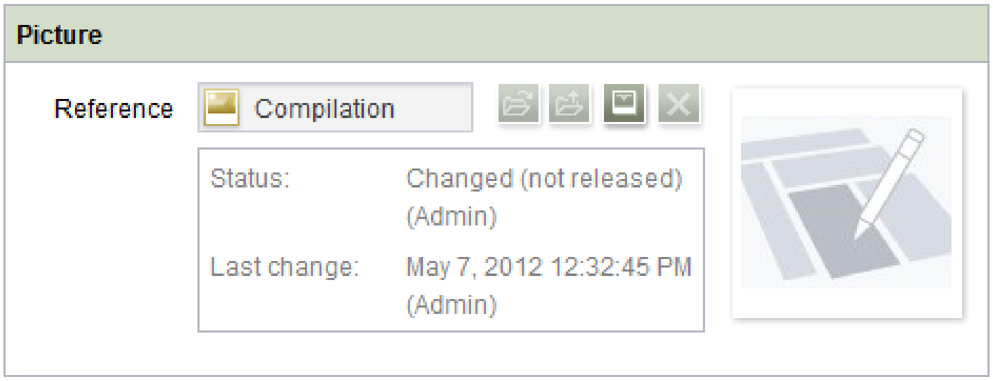
Description:

Resolutions

Original Resolution	JPG	320 x 262 Pixel	10 KByte	
Teaser-Pictures Ho...			0 KByte	✓
Teaser-Picture produ...			0 KByte	✓
Products (246*X)			0 KByte	✓
Teaser-Pictures Tea...			0 KByte	✓
Product Highlight (15...			0 KByte	✓

Figure 14-15: "Visible" and "Read" permissions have been set for the medium

The same also applies to the display of protected content in input components. If, for example, a medium is to be selected here for which the user has the "Visible" permission and the "Read" permission, they can select the medium; in addition, the editorial content is displayed to them, for example, in the form of an image preview:



Reference: Compilation

Status: Changed (not released) (Admin)

Last change: May 7, 2012 12:32:45 PM (Admin)

Figure 14-16: "Visible" and "Read" permissions have been set for the medium

14.1.4.4 Permission: Change

If the "Change" permission is granted, the user can make changes to the object and to the object's content. The "Change" permission includes:

- Renaming the object
- Setting the object to edit mode (see section 3.2.5, page 67)
- Changing the content of the object
- In the Page Store this permission also relates to:
    - Deleting sections
    - Adding sections
    - Copying sections

The "Change" permission has dependences on other editorial permissions (see section 14.1.5, page 420).

14.1.4.5 Permission: Create object

If the "Create object" permission is granted, the user can create the following objects:

- In the Page Store: pages and sections
- In the Media Store: media
- In the Site Store: page references and document groups

It is not possible to change the existing folder structure or menu levels. All objects can only be inserted in the existing structure.

> *Sections can only exist in the content area of a page. The user therefore needs the "Change" permission and not the "Create object" permission to be able to create new sections within a page.*

At the same time, the user needs the permission "Visible" in the Template Store for the complete path to the desired page template to be able to create a new page.

The "Create object" permission has dependences on other editorial permissions (see section 14.1.5, page 420).

14.1.4.6 Permission: Create folder

If the "Create folder" permission is granted, the user can insert new folders in the store structures.

- In the Page Store: create new folders
- In the Data Store: create new folders, add new data sources, and set filters
- In the Media Store: create new folders
- In the Site Store: create new menu levels

The "Create folder" permission has dependences on other editorial permissions (see section 14.1.5, page 420).

14.1.4.7 Permission: Remove object

If the "Remove object" permission is granted, the user can delete the following objects:

- In the Page Store: pages with sections
- In the Data Store: entries in a data source
- In the Media Store: media
- In the Site Store: page references

The "Remove object" permission has dependences on other editorial permissions (see section 14.1.5, page 420).

! *Deleted objects can be restored using the "Delete" icon (see section 3.2.9, page 72). The editor does not require any "Create object" permissions for this, as in this case it does not involve a new object.*

14.1.4.8 Permission: Remove folder

If the "Remove folder" permission is granted, the user can remove folders in the stores. The objects to which this permission refers are identical to the objects which can be created using the "Create folder" permission (see section 14.1.4.6, page 418).

If a folder is deleted, all its lower-level objects are automatically removed too. For example, if folders in the Page Store are removed, all lower-level folders, pages, and sections are removed too. Of course, this only applies if the user has the "Remove" permission for all lower-level objects too.

If there are elements below a folder for which the user does not have permission to delete, these elements are retained (together with the folder as a parent node).

The "Remove folder" permission has dependences on other editorial permissions (see section 14.1.5, page 420).

14.1.4.9 Permission: Release

If the "Release" permission is granted, the user can "release" changed objects (for information on the release of objects, see also section 13.3, page 388).

In SiteArchitect objects are released using a workflow. Within the workflow the object is converted from the "not released" state to the "released" state. The permission to "release" relates to precisely this procedure, the conversion of the object into the "Release state". Permission to execute the individual steps of the "Release" workflow is arranged by assigning workflow permissions (see section 14.2, page 422).

The "Release" permission has dependences on other editorial permissions (see section 14.1.5, page 420).

14.1.4.10 Permission: Show metadata

Metadata can be defined for each object, providing working with metadata has been configured for a project. The metadata can be maintained using forms in precisely the same way as other project content and is different in a project-specific way (see section 12.3, page 306). A special form of metadata is, for example, user permissions, whose maintenance via metadata is explained in section 14.3.2 starting on page 430.

If the "Show metadata" permission is granted, metadata that has already been entered is displayed to the user (for example, already assigned user permissions).

The "Show metadata" permission has dependences on other editorial permissions (see section 14.1.5, page 420).

14.1.4.11 Permission: Change metadata

If the "Change metadata" permission is granted, the user can make changes to the content of the metadata.

The "Change metadata" permission has dependences on other editorial permissions (see section 14.1.5, page 420).

14.1.4.12 Permission: Change permissions

If the "Change permissions" permission is granted, the user can execute the permission assignment for groups and users described in this section. It is advisable to only grant this permission to persons who are assigned the role of a project administrator. By default (in newly created projects), project administrators have got this permission.

The "Change permissions" permission has dependences on other editorial permissions (see section 14.1.5, page 420).

14.1.5 Dependencies between editorial permissions

Certain permissions can only be usefully granted if the user or group also have other permissions. For example, the "Read" permission can only be usefully granted if the "Visible" permission was issued simultaneously. Otherwise the user could theoretically read the contents but practically it is not possible for them to select these contents via the tree view. The "Read" permission is therefore dependent on the "Visible" permission.

FirstSpirit supports the assignment of such dependent permissions. If a group or user is granted a permission which is dependent on another editorial permission, when the editorial permission is granted the dependent permission is automatically granted too.

Dependences exist between:

Visible:	No dependences.
Read:	Dependence on the permission: "Visible".
Change:	Dependence on the permissions: "Visible" "Read"
Show metadata:	
Create object:	Dependence on the permissions: "Visible" "Read" "Change"
Create folder:	
Remove object:	
Remove folder:	
Release:	
Change metadata:	
Change permissions:	

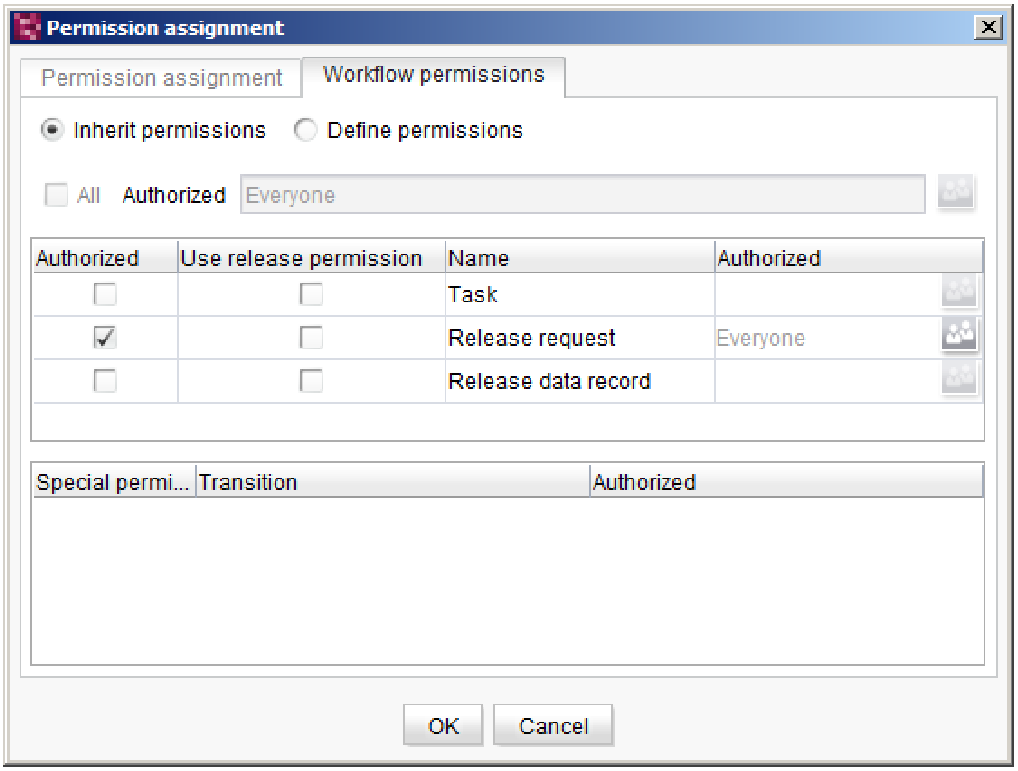
14.2 Workflow permissions

Workflow permissions are a special type of editorial permission that only relate to the workflows within a project (for further information on workflows, see section 13 starting on page 385). Workflow permissions are assigned parallel to the editorial permissions for groups and users within the stores in SiteArchitect (see section 14.1.1 starting on page 403).

These permissions are assigned in the same way as user permissions, using the "Permission assignment" dialog (see section 14.1.2 starting on page 404).

14.2.1 Permission assignment in SiteArchitect

The "Permission assignment" dialog consists of two tabs. The "Permission assignment" tab is for allocating editorial permissions, the second "Workflow permissions" tab is for allocating permissions to execute workflows.



● Inherit permissions ○ Define permissions

☐ All Authorized Everyone

Authorized	Use release permission	Name	Authorized
☐	☐	Task	
☑	☐	Release request	Everyone
☐	☐	Release data record	

Special permi...	Transition	Authorized

Figure 14-17: Permission assignment dialog - "Workflow permissions" tab

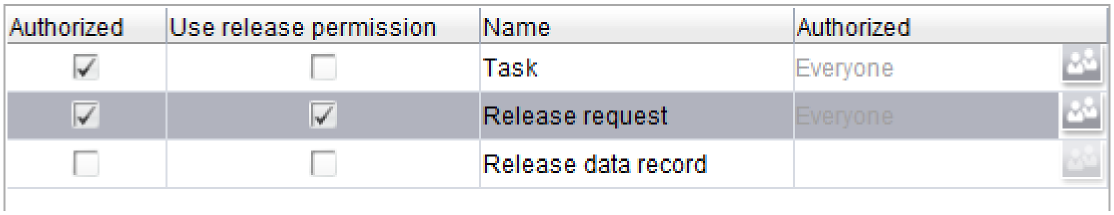
Users authorized to start all the workflows in the project can be defined in the top part of the "Workflow permissions" tab. The bottom part of the tab is for allocating permissions and special permissions for individual workflows.

Inherit permissions: The "Inherit permissions" radio button is selected by default (exception: root node) With this setting, the "Workflow permissions" are inherited from a higher-level node (see section 14.1.3, page 411).

Define permissions: The "Define permissions" radio button must be activated if the permission definition for the execution of a workflow on the current node is to be changed. Then a question appears asking whether or not you want to adopt the inherited permissions (see section 14.1.2.1, page 406). Permissions defined on a node are inherited by all lower-level objects (see section 14.1.3, page 411).

If the dialog is confirmed with **No**, the permission definition for this node starts with deactivated permissions. In this case the permissions set to date for a group or user at a higher-level node are not adopted.

If the dialog is confirmed with **Yes**, the inherited permissions are adopted as a default setting:



Authorized	Use release permission	Name	Authorized
☑	☐	Task	Everyone
☑	☑	Release request	Everyone
☐	☐	Release data record	

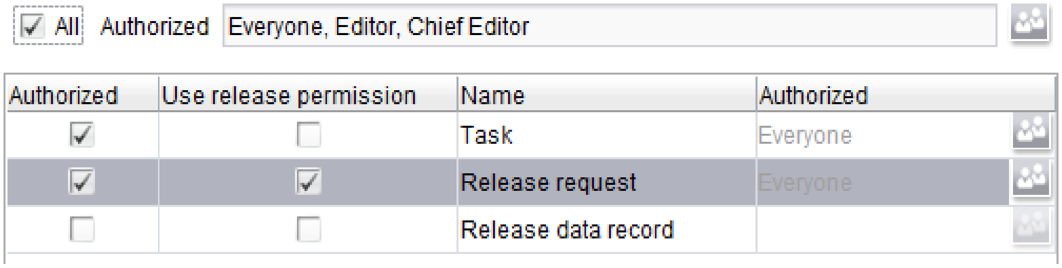
Figure 14-18: Example of permission definition with adoption of the inherited permissions

Irrespective of whether inherited permissions are adopted or not, the permissions for the selected node can now be redefined (see section 14.2.2 onward).

14.2.2 Defining permissions for all workflows

To make the permission assignment as convenient as possible it is possible to simultaneously set the execution permissions for all workflows in the project:

All: If this checkbox is activated, the permission to start is defined for all workflows in the project. The table with the list of workflows then becomes disabled and can no longer be edited. In this case the settings made within the table for the individual workflows are not evaluated.



☑ All Authorized Everyone, Editor, Chief Editor

Authorized	Use release permission	Name	Authorized
☑	☐	Task	Everyone
☑	☑	Release request	Everyone
☐	☐	Release data record	

Figure 14-19: Defining permissions for all workflows

Authorized: All users and/or groups who are authorized to open a workflow on the current node are listed in this field (for information on adding or deleting authorized persons, see section 14.2.4).

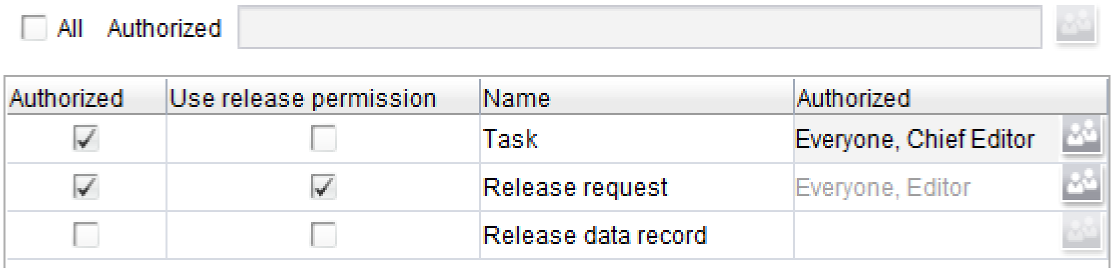
The permissions defined here for the execution of workflows are solely related to starting the respective workflow. The permissions for execution of a transition (from one step of the workflow to the next step) are specified either via the template developer in the workflow or by assigning special permissions for the individual steps of a workflow (see section 14.2.5 starting on page 427).

Click **OK** to save all the changed permissions in the "Workflow permissions" dialog.

Click **Cancel** to cancel the assignment of permissions. Permission definitions that have already been changed or deleted are not saved.

14.2.3 Defining permissions for individual workflows

All: If this checkbox is deactivated, the permissions to start the workflows in the project are defined individually. The table with the list of workflows then becomes active and can be edited separately for each workflow.



☐ All Authorized

Authorized	Use release permission	Name	Authorized
☑	☐	Task	Everyone, Chief Editor
☑	☑	Release request	Everyone, Editor
☐	☐	Release data record	

Figure 14-20: Defining permissions for an individual workflow

Authorized: If this checkbox is activated, authorized persons may start this workflow on the current node of the tree structure. As soon as the checkbox has been activated, the permission assignment for the current workflow can be defined in detail in the bottom part of the window (see section 14.2.5, page 427).

Use release permission: If the "Use release permission" checkbox is activated, the release permissions defined on the "Permission assignment" tab are evaluated for each user (see section 14.1.4.9, page 419).

Contradictions in the permission definition can occur if the checkbox is not activated. Conflict situations can arise if, for example, a user has no right to release a specific object but is listed as being "authorized" in the standard "Request release" workflow. In such a case the release would be prevented by the system but the response (no release) is not transparent for the user as the workflow can be passed on as defined up to the "Grant release" state. If on the other hand the "Use release permission" checkbox is activated, the release permissions of the user are evaluated at each workflow transition to the following state. If contradictions are found between the editorial permissions (no permission to release) and the permissions in the workflow (e.g., grant release), these transitions are hidden for the "unauthorized" user. In this case the user can "Request release", i.e., start the workflow, but they can no longer switch the object to the following "Object released" state. The transition required for this is hidden.

Name: Unique name of the workflow from the Template Store.

Authorized: All users and/or groups who are authorized to open a workflow on the current node are listed in this field (for information on adding or deleting authorized persons, see section 14.2.4).

Click **OK** to save all the changed permissions in the "Workflow permissions" dialog.

Click **Cancel** to cancel the assignment of permissions. Permission definitions that have already been changed or deleted are not saved.

14.2.4 Changing authorized groups/users

The 👥 icon in the "Authorized" column can be used to change the selection of authorized persons. Click the icon to open the "Select groups/users" dialog.

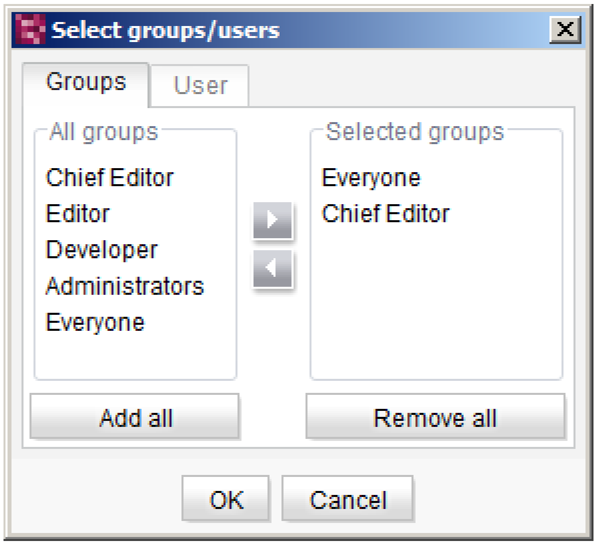


Figure 14-21: Selecting authorized groups/users

The dialog is divided into two: All the project's users ("User" tab) and groups ("Groups" tab) are listed in the left-hand side of the window. The groups and/or users already selected in the "Authorized" field are displayed in the right-hand side of the window.

The ◀ ▶ icons can now be used to add a group (highlighted in the left-hand area) to the selected groups ▶ or to remove a group (highlighted in the right-hand area) from the "Selected groups" area ◀.

The addition and removal of users on the "User" tab is carried out in a similar way to this.

Add all: Click this button to transfer all users and/or groups from the left-hand side of the window into the "Selected groups" or "Selected users" area.

Remove all: Click this button to remove all users and/or groups from the "Selected groups" or "Selected users" area.

OK: All changes in the "Select groups/users" dialog are saved.

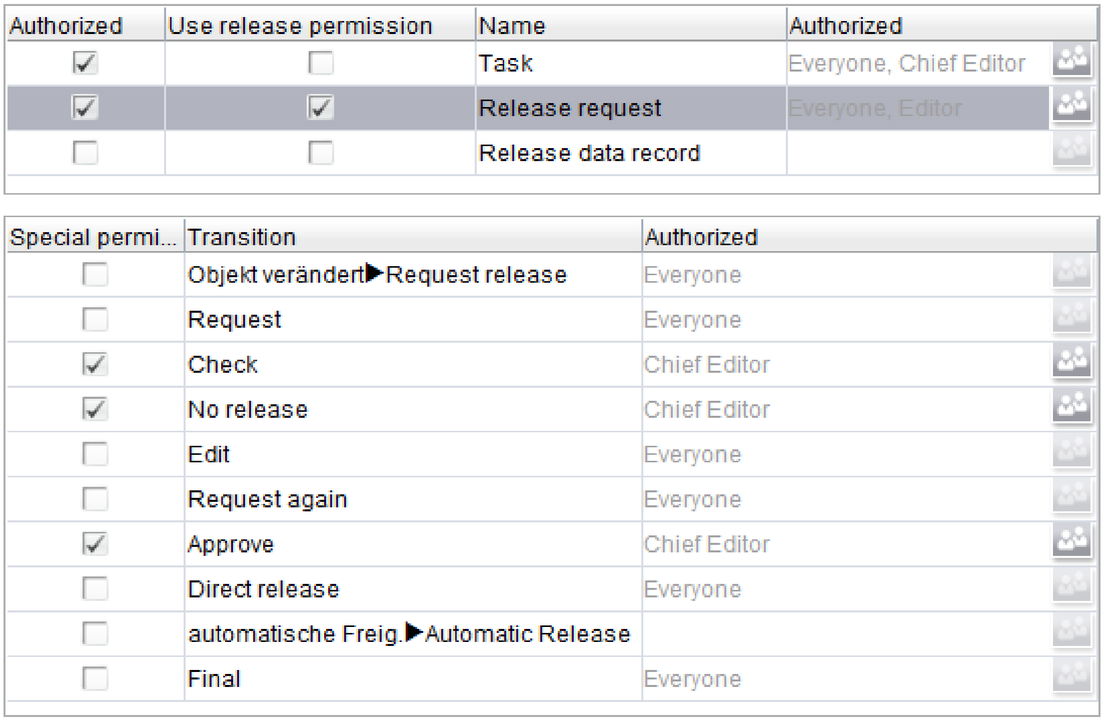
Cancel: The dialog is canceled, changes are not saved.

14.2.5 Permission assignment for executing transitions

If permissions have been defined on a node for a workflow (see section 14.2.3, page 424), the individual steps of this workflow are displayed in the bottom part of the "Workflow permissions" tab. The permissions for executing the workflow can be defined in detail in this area for each step of the process.

> *Permissions for switching the workflow to another workflow state defined at this point overwrite the permissions defined for this workflow by the template developer.*

To assign these permissions a workflow is first selected in the upper table. All steps belonging to this workflow are now shown in the bottom table:



Authorized	Use release permission	Name	Authorized
☑	☐	Task	Everyone, Chief Editor
☑	☑	Release request	Everyone, Editor
☐	☐	Release data record	

Special permi...	Transition	Authorized
☐	Objekt verändert▶Request release	Everyone
☐	Request	Everyone
☑	Check	Chief Editor
☑	No release	Chief Editor
☐	Edit	Everyone
☐	Request again	Everyone
☑	Approve	Chief Editor
☐	Direct release	Everyone
☐	automatische Freig.▶Automatic Release	
☐	Final	Everyone

Figure 14-22: Special permissions for the execution of a workflow

Special permissions: If the checkbox is selected, the permissions assigned in the workflow for this transition are ignored *on this node*. Only the users and groups defined in the respective special permission are "authorized" to execute the transition.
If the checkbox is deactivated, the permissions for executing the transition defined by the template developer for this workflow are evaluated.

> ! *The persons authorized to execute special permissions do not have to be identical to the users or groups who are authorized to start the workflow (see section 14.2.3, page 424).*

Transition: Names of the transitions assigned in the workflow by the template developer. If a name has not been assigned to a transition, the names of the source and target of the transition are displayed.

Authorized: All users and/or groups who are authorized to execute this transition on this node are listed in this field (for information on adding or deleting authorized persons, see section 14.2.4).

Figure 14-22 shows the assignment of special permissions with the help of the standard "Request release" workflow. The following steps must be run through to execute the whole workflow (see section 13.3, page 388):

1. The workflow must be started if an object has been changed, for example, a page of the Page Store. No special permissions have been defined for this. Therefore, the persons for whom starting the workflow was "authorized" (top table) are authorized on the current object.
2. In the next step the release is requested. Permissions were not defined (on this object) for this transition either. Therefore, the permissions specified by the template developer for this workflow transition are evaluated.
3. In the next step the changes to the object must be checked. This transition (on the current object) should only be allowed to be executed by the "Chief Editor" group. The permissions defined in the workflow are therefore switched off (for the current object).
4. After the changes have been checked the release can be "approved" or there can be "no release". This decision (on the current object) should also only be allowed to be taken by the "Chief Editor" group.
5. If there was "no release", the change to the object must be re-"edited". As special permissions have not been defined for this transition the permissions from the workflow are again evaluated.
6. A release can then be requested again.

14.3 User permissions

There is a strict distinction between editorial and user permissions in FirstSpirit. Unlike the editorial permissions which relate to processes in the FirstSpirit project, user permissions solely relate to the site generated and deployed with FirstSpirit and are therefore closely linked with the personalization system used (e.g., FirstSpirit DynamicPersonalization [2]). In many cases a user permission is interpreted as "permission to view an object". However, there are also feasible cases in which, apart from "Visible", the "Print" and "Save" permissions are also relevant. It is usually possible

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[2] See documentation for the FirstSpirit DynamicPersonalization module

to tell whether a project works with user permissions by the use of a login page for "visitors" to the site.

14.3.1 User permissions via group membership

The editorial permissions (e.g., create, change, remove, release), just like the assignment of these permissions to project groups or project users, are rigidly specified by FirstSpirit (see section 14.1, page 402).

Comparable specification is not possible for user permissions as each FirstSpirit project sets completely different requirements regarding user permissions. Therefore, when user permissions are defined, neither the permissions, i.e., the possible operations on an object, nor the group structures are defined using FirstSpirit. This definition is project-specific, differs for each project, and is the responsibility of the project administration and template development. (For further documentation, see the FirstSpirit Online Documentation (ODFS), "Advanced topics / Assignment of permissions / User permissions".)

> ! *The group structures and user permissions used in the project can therefore differ greatly from those described here by way of example.*

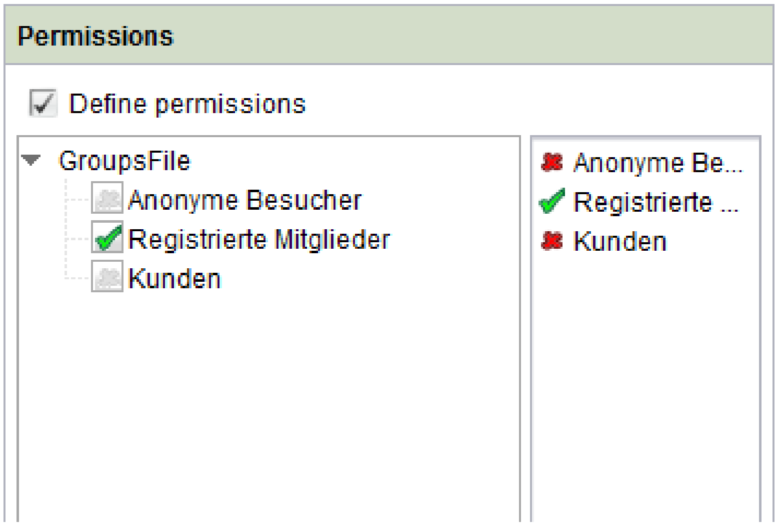
In FirstSpirit, user permissions are assigned on the basis of groups. Unlike the group structures created in FirstSpirit for the assignment of editorial permissions (see first section), the groups used here can have a hierarchical structure – i.e., a group can contain several subgroups – and so reflect the hierarchies within a company.

The group hierarchy is presented to the editor in the form of a tree view in which the permissions can be configured (see section 14.3.2, page 430).

14.3.2 Permission assignment in SiteArchitect

In SiteArchitect, the user permissions are assigned using a special input form. User permissions can be assigned on the basis of a hierarchical group definition using the permission definition form (see section 14.3.1, page 430).

The permission definition form is most frequently used within the scope of the metadata definition but can also be used in other page and section templates and can therefore be used in the Page Store.



Permissions

☑ Define permissions

- GroupsFile
  - ☒ Anonyme Besucher
  - ☑ Registrierte Mitglieder
  - ☒ Kunden

✗ Anonyme Be...
✓ Registrierte ...
✗ Kunden

Figure 14-23: Permission component

Define permissions: Activate the checkbox to interrupt the inheritance hierarchy of the permission definition. The permissions can then be redefined for the selected node in the tree structure (and all nodes below it) (see section 14.3.4, page 433).

A tab is displayed in the input component for each user permission (for example, "Visible") to be defined using the permission component. Therefore, it is possible to separately specify for each user permission for which user groups an action is to be explicitly allowed or prohibited.

The individual groups with their subgroups are displayed in a tree structure on the left-hand side of the component. A symbol is displayed in front of each group, which indicates which permission is valid for this group and where this permission was defined.

☑ = Allowed, defined here

☒ = Prohibited, defined here

✓ = Allowed, defined in a parent
✗ = Prohibited, defined in a parent

The valid permission for each group is displayed in an overview list on the right-hand side of the component.

If permissions have not been defined for a selected node, however, they have been for a node at a higher level, the definition of the node on which the permissions were defined is displayed. This can be identified by the fact that there is no i icon after the name (if no other metadata has been defined) and the check mark is missing from "Define permissions".

Evaluation of the user permissions is explained in the following section using an example.

14.3.3 Evaluating user permissions

The evaluation of the user permissions (right-hand area) in conjunction with the group hierarchy (left-hand area) is not insignificant and must therefore be explained in greater detail using an example:

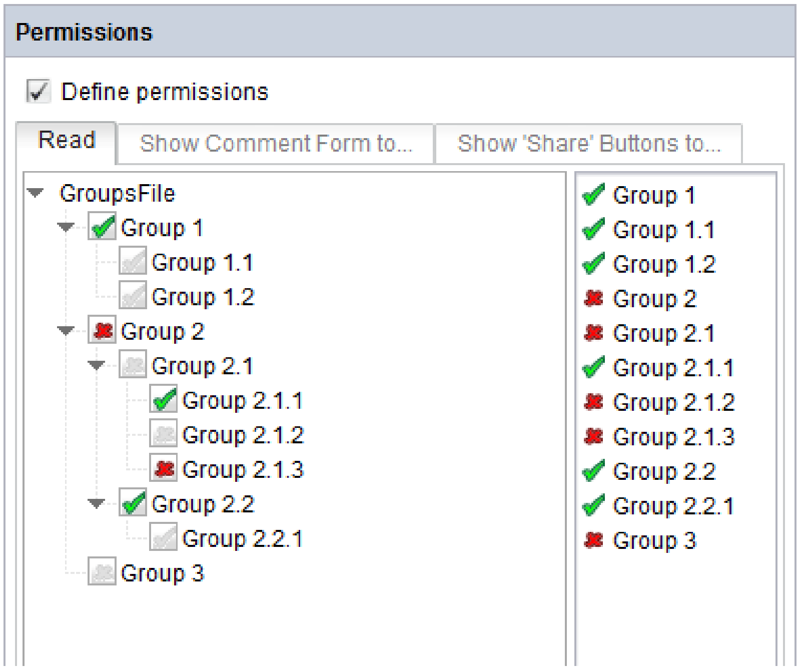


Figure 14-24: Permission component example

Access is basically prohibited for everyone "✗ docu". This means this is the default value for all groups for which nothing else is defined (e.g., "☐ Group 3") – therefore, if a new group is added at the highest level, "Prohibited" applies.

"Group 1" has an explicit permission through "✓ Group 1", which also has an effect on subgroups 1.1 and 1.2 by default. If a new group is added to this level, access is allowed by default.

"Group 2" is also configured – in this case with "✗ Everyone prohibited". This has an effect on 2.1 and in 2.2 is explicitly "✓ Allowed" again by default. The permission in 2.2 has an implicit effect on 2.2.1. Therefore, all members of 2.2 are authorized. In node 2.1 access is differentiated still further: Here "group 2.1.1" is explicitly allowed while "group 2.1.3" is explicitly prohibited. No specification is made for "group 2.1.2", the value therefore depends on the first explicitly configured parent (here: "group 2").

Therefore, if "group 2" is reconfigured from ✗ to ✓, "👥 Group 2.1.2" changes to "✓ Group 2.1.2" (note: this also applies, of course, to "group 2.1" but not to "group 2.1.1" or "group 2.1.3"). Effectively, this configuration means that people who are only in "group 2" do not have any access and people who are in 2.2 or in one of its subgroups or in 2.2.1 are given access. People in groups 2.1.2 and 2.1.3 are still refused access. Those in 2.1.3 are even still refused access if 2 is reconfigured to ✓.

The evaluation of the authorization configuration is displayed on the right-hand side of the input component (see Figure 14-24). The calculation involves the complete group tree being run through and the evaluation for each node is inserted in an "Allowed" or in a "Prohibited" list. The prerequisite for this is that default assignment takes place at the root level (i.e., "docu").

In general a distinction is made between nodes on which permissions have been explicitly defined and nodes on which no permissions have been defined. If permissions have not been defined on a node, the permissions of the parent node apply. If the parent node does not have any defined permissions either, the permissions of the first higher-level node for which permissions have been explicitly defined are adopted. If permissions are not defined in any node, the value 👥 is used as a default for all nodes.

14.3.4 Inheriting user permissions within the project

Apart from group hierarchy, user permissions also have a relation to the tree structure of the FirstSpirit stores, which is also interpreted as hierarchy.

In the same way as editorial permissions are inherited (see section 14.1.3, page 411), the user permissions also always apply to the object in the tree for which they were defined and are inherited by all objects at a lower level than this object within the tree structure. That is, if there are no user permissions defined in a tree object, the permissions of the parent object apply. Through this inheritance definition is very easy, e.g., at the level of a folder, to define the permissions for all pages below it.

The inheritance is defined as "not additive" – this means that a permission definition in an object overwrites all definitions "above it".

Initially, metadata is not set for the permission component in a project. The permissions for the respective root nodes should be set for a basic definition.

Contradictions can arise in hierarchical structures if permissions are explicitly defined on a node. For example, if a group's access to a Site Store folder is explicitly prohibited but its access to a lower-level folder is explicitly allowed, these defined permissions contradict each other. The plausibility of the permission assignment is not checked by the input component.

To avoid contradictions, for example, with permission definition within the Site Store, the quantity of authorized groups along the tree should only be restricted but never extended, as in this case access to a "deeper element in the tree" can only be achieved via the "node above". Therefore, extending the authorization is pointless as the higher-level entry point is missing.

Contradictory hierarchical permission assignments within a project can be uncovered using a script. The component supports the linking of scripts that can be executed in a different way, e.g.

- "on clicking", i.e., directly when a permission is defined in the component or
- via a button if a check is explicitly requested.

Checking via a script must be adjusted for the specific project by the template developer!

Example of contradictory permission assignment within the Site Store:

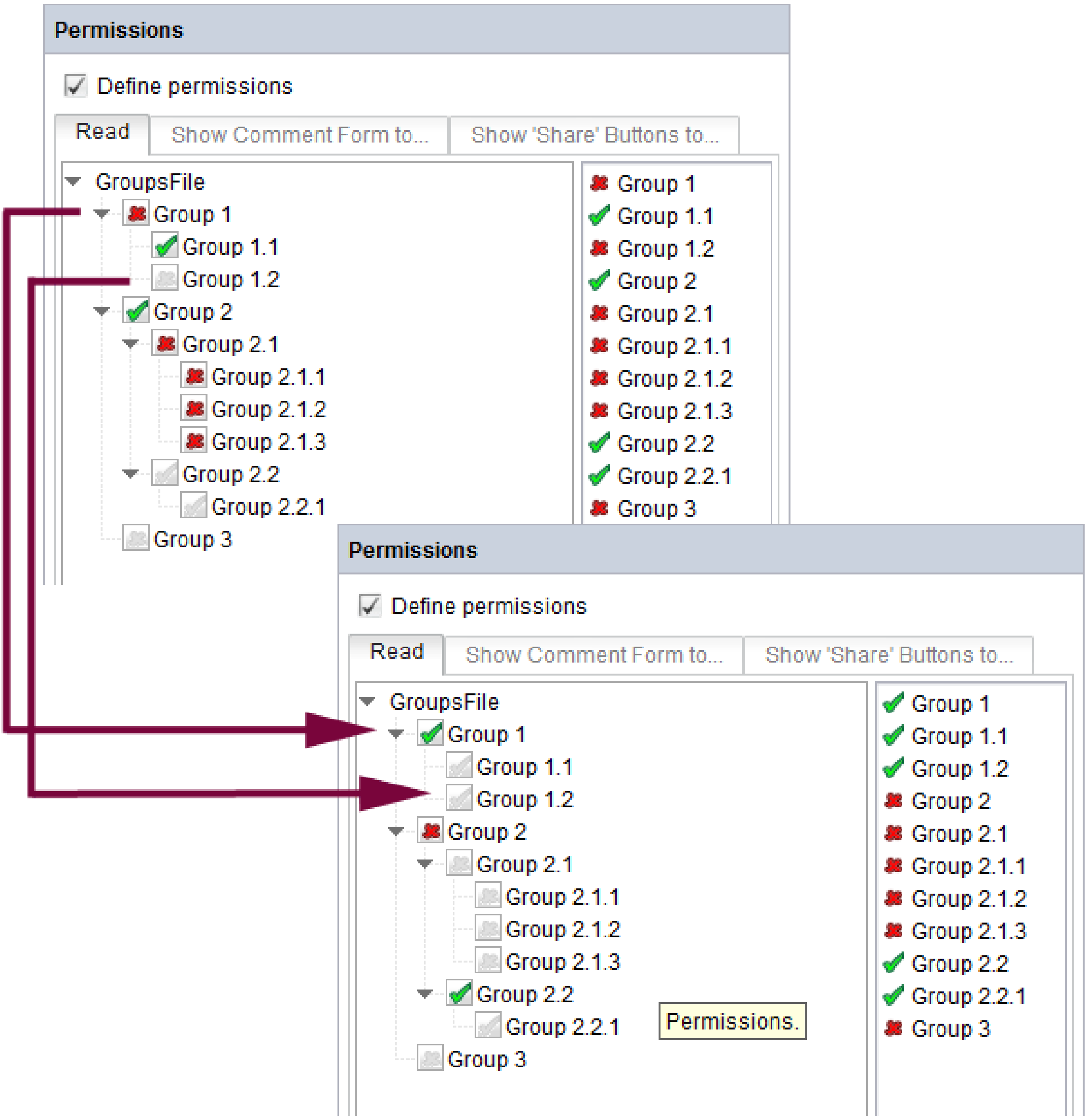


Figure 14-25: Permission definition with contradiction

For example, if the "Read" permission for "group 1" is explicitly prohibited on the root node of the Site Store, it cannot be explicitly allowed for this group in the lower-level "Company" folder. This permission assignment contradicts the permission definition of the parent node. The same contradiction affects the inherited permissions of "group 1.2". The situation is different for "group 1.1". This is explicitly assigned the "Read" permission in the root node and can also retain this permission in the lower-level "Company" folder. It is of course possible to restrict permissions in the lower-level element, as for "group 2", at any time.

14.3.5 Dependencies of user and editorial permissions

In certain cases there is a close relationship between editorial permissions and user permissions:

1) In the preview of a page:
   In this case the editor is also the user – here the editorial permission "Visible" and the user permission "Visible" clash and must be appropriately linked.

2) Change to data on the live site:
   In this case the user is also the editor – here, as above, the user permission "Change" and the editorial permission "Change" must be appropriately linked.

The link is usually established by an additional login process, i.e., the user logs in as an editor and vice versa.