20 THINGS YOU DIDN'T KNOW ABOUT WEBGUI

By Tavis Parker
• Need to find an asset on your site?

• Click “Search” in the asset manager.
Asset Manager - Search

• Enter the name of the asset you’re looking for.

• You can choose to search specific types of assets, (articles, images, templates, etc…) or search all by choosing “Any Class”.
• Search will then display all relevant assets:

<table>
<thead>
<tr>
<th>Title</th>
<th>Type</th>
<th>Last Updated</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Get Documentation</td>
<td>Article</td>
<td>5/14/2006 4:35 pm</td>
<td>709  B</td>
</tr>
<tr>
<td>WebGUI 7 Style 1</td>
<td>Folder</td>
<td>5/14/2006 4:34 pm</td>
<td>287  B</td>
</tr>
<tr>
<td>Default WebGUI Anonymous Registration Template</td>
<td>Template</td>
<td>2/21/2007 9:43 am</td>
<td>2 kB</td>
</tr>
</tbody>
</table>

• To exit search mode, click on “Manage”.
Asset Manager - Style Editor

• Need some style? WebGUI can help you get started with a built-in Style Wizard.

• First, edit a style template.

• Then, click “Style Wizard”.

Show admin console.
Style Wizard
Revisions:
12 minutes ago
12 minutes ago
1 years ago

Back to site.
Turn Admin Off!
Logout
Asset Manager - Style Editor

• **Step One:**
  Choose the layout for your new style template.

• **Step Two:**
  Choose options for new style template and click save.
Asset Manager - Style Editor

- **Final Step:** Click the green “Save” button.

- **Failure to hit** Save **will result in lost work!**
• Edit an image in WebGUI and click “Resize Image”.

• Enter height & width. You’re done!
Asset Manager - Types of Trash

- When assets are deleted, they go into the trash. They’re available for a specific amount of time and then are purged from the WebGUI site.

- System Trash is where you can see what all users have deleted.
Version Tags - Named Tags

• Named version tags are the best thing since peanut butter.

• There are 2 ways to create named version tags:
  
  – Admin Console >> Versioning.
    Click “Add A Version Tag”.
  
  – Click on current tag under version tabs and it takes you to “edit version tag”.

Show admin console.
Add a version tag
Manage pending versions.
Manage committed versions.

Admin Console
Version Tags
Commit My Changes
7:33 pm (Autotag)
Version Tags - Named Tags

- Enter in a descriptive name that properly identifies the tag for all users.

- Choose workflow and group to use. All done!

![EDIT VERSION TAG](image)
Versioning - How to Simplify

- Don’t need versioning? Make life simple by enabling “Auto Request Commit”.

- You can also turn off the version tag comments to simplify the commit process.
Versioning - Potential Issues

• Versioning is a great feature but there are a few things to be aware of.

• If you need to reuse a URL in WebGUI:

1. Delete the asset and purge it out of trash.
   OR

2. Use the “Change URL” option in class menu to change the URL of the existing asset.

   THEN

Assign the URL to the asset of your choice.
Versioning - Potential Issues

• Another issue to be aware of is when assets are deleted by mistake.

• If an asset is deleted, (and not purged), it will continue to function in `^AssetProxy` macros since it’s kept in versioning.

• However, once the asset expires from the trash, the asset and its versioning will be purged and the macro will be broken.
Polls - Graphing

- New bar, line, and pie graph options are available.
Polls - Graphing

- Configure new options on the Graphing tab when editing a poll.

- If you’ve uploaded new fonts and palettes you can select them here.
Polls – Graphing Fonts

• Custom fonts and colors can be added through Admin Console >> Graphics.

• Upload true type fonts to increase the number of available fonts.

• Upload new palettes to increase the number of available colors.
Templates - Login Screens

• Tired of the default login screens in WebGUI? Customize them!

• Default templates exist for both LDAP and WebGUI Auth.

• Add your custom message/content.
• So you’ve created custom login templates, now you have to tell WebGUI to use them.

*Admin Console >> Settings* and go to the “Authentication” tab.

<table>
<thead>
<tr>
<th>Account Template</th>
<th>Default WebGUI Account Display Template</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create Account Template</td>
<td>Default WebGUI Anonymous Registration Template</td>
</tr>
<tr>
<td>Expired Password Template</td>
<td>Default WebGUI Password Reset Template</td>
</tr>
<tr>
<td>Login Template</td>
<td>Default WebGUI Login Template</td>
</tr>
<tr>
<td>Password Recovery Template</td>
<td>Default WebGUI Password Recovery Template</td>
</tr>
</tbody>
</table>
Templates - Macros

• Several features in WebGUI can be added to a site as content or as part of the static style template.

  ^RandomAssetProxy();  (Image/Snippet/Article)
  ^AssetProxy();  (Nav/Image/Snippet/Search)
  ^a();  (My Account Link)
  ^L();  (Login Boxes)
• File templates are often overlooked

• Streamline the file upload process

• Allow non-technical users the ability to upload more advanced content.

• Let’s see an example of how file templates simplify things.
Templates - File Template

• The old way of adding a flash video file to a site.

Modify and insert the following code into an article or snippet:

```html
<object classid="clsid:D27CDB6E-AE6D-11cf-96B8-444553540000"
codebase="http://download.macromedia.com/pub/shockwave/cabs/flash/swflash.cab#version=5,0,0,0" width="600"height="400">
  <param name=movie value="http://www.yoursite.com/flash.swf">
  <param name=quality value=high>
</object>
```
Templates - File Template

- New Way: Create a file template w/ variables.
- `<tmpl_var_fileURL>` points to the asset’s URL.
Now that the new file template is created, the end user can select it when uploading new files.
Now the flash video file shows up on the page.
Internationalization - Translations

• WebGUI’s Translation Server allows all of the user interface fields to be translated into any language.

• Every aspect of WebGUI’s UI can be translated through a web-based, point-and-click interface.

WebGUI Translation Server

Choose An Existing Language To Edit:

- Arabic
- BrazilianPortuguese
- Bulgarian
- Croatian
- Danish

• Translation Server: http://i18n.webgui.org
• Edit Specific Asset Namespaces
• Export Translation as downloadable tar.gz file.
• Commit to SVN
• To set a language for a user, edit the profile and choose the desired language.
Questions?

Please feel free to ask questions about any of the topics that I’ve covered so far. Part 2 of this class will begin after the break.
20 THINGS YOU DIDN'T KNOW ABOUT WEBGUI

Part Two - By Tavis Parker
Accounts - Anonymous Registration

- Enabling “Anonymous Registration” allows anyone to create an account on the site.
**Accounts - Password Recovery**

- **Recovery options at:**
  
  *Admin Console >> Settings on “Authentication” tab.*

- **2 methods of password recovery available**
  
  - **Profile Field**
    - Requires more than one user profile field to be set to “Required for Password Recovery”

  - **Email Address**
    - Generates an email to email address on file for the account. Hyperlink in email leads to password recovery.
Accounts - Password Recovery

- **Profile Field**
  - Admin Console > User Profiles
  - Edit profile fields to “Require for Password Recovery”.

![Profile Field Diagram](image)
Accounts - Password Recovery

• Users must click the “I forgot my password” link.

• WebGUI will prompt the user for which fields are required in order for the password to be reset.
Accounts - Password Recovery

- If incorrect information is entered in the profile fields, WebGUI will state that “No users were found matching that profile data.” Try again.

- If correct information is entered in all profile fields, the user can reset their password.

Recover password

Password
Password (confirm)

save

- I already have an account.
Accounts - Password Recovery

- Email Account password recovery is simple.

- Enter your email address. You’ll receive an email with a link that takes you to password recovery.

- You may also need to enter the username if the “Require Username for Password Recovery” is enabled in Settings on the authentication tab.
Accounts - Password Policies

- Fully configurable password policies

- Located at Admin Console >> Settings on the Authentication tab

```
<table>
<thead>
<tr>
<th>WebGUI</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Password Length</td>
<td>0</td>
</tr>
<tr>
<td>Number of digits required in password</td>
<td>0</td>
</tr>
<tr>
<td>Number of non-word characters required in password</td>
<td>0</td>
</tr>
<tr>
<td>Number of upper-case characters required in password</td>
<td>0</td>
</tr>
<tr>
<td>Password Timeout</td>
<td>99</td>
</tr>
<tr>
<td></td>
<td>Year(s)</td>
</tr>
</tbody>
</table>
```

- Passwords can never be “password” or left blank.
Accounts - Default Profile

- Visitor profile sets the default settings for all new profiles created.

- Change fields such as language, time zone, and date formats.

- Problems can occur if the visitor profile is edited incorrectly.

Options:

- Preferences
  - Language
  - First Day Of Week
  - Time Zone
  - Date Format
  - Time Format
  - Discussion Layout
  - UI Level
  - Make profile public?
  - Make email address public?
  - Toolbar Icon Set
  - Allow Private Messages
Accounts - UI Levels

- You can simplify what a user can see through UI levels in WebGUI. (Admin or User)

- To change the UI level for an account, edit the user profile and set to desired control level.

- 9 is the highest level at GURU and 0 is the lowest. Level affects what is visible in WebGUI.
Shortcut Overrides

- Fields that you are able to override.

- Original Value

- New Value

- Replacement Value

- 1 equals yes, 0 equals no.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Original Value</th>
<th>New Value</th>
<th>Replacement value</th>
</tr>
</thead>
<tbody>
<tr>
<td>cacheTimeout</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>templateId</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>linkTitle</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>linkURL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>storageId</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>description</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>displayTitle</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>styleTemplateId</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>printTemplateId</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>title</td>
<td>Welcome</td>
<td>Welcome To Our Site!</td>
<td>Welcome To Our Site!</td>
</tr>
<tr>
<td>message</td>
<td>Welcome</td>
<td>Welcome To Our Site!</td>
<td>Welcome To Our Site!</td>
</tr>
<tr>
<td>url</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>isHidden</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>newWindow</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ownerUserId</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>groupId</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>groupIdEdit</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>synopsis</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>extraHeadTags</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>isPackage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>isPrototype</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Content Filters

- Content filters in WebGUI automatically search for specific words & code and replace them with approved content.

- Add a new filter

- Add the word/code you want to “Search for”. Then enter what word/code you want to “Replace with”.
Assets & URLs

• Every asset has a unique URL

• Asset URL generation
  – Automatic: appends title to parent URL if blank
  – Manually entered: appends title to site URL
Assets & URLs

• Automatically Generated URL: (left blank)
  – Http://www.yoursite.com/home/welcome

• Manually Entered: (“welcome”)
  – Http://www.yoursite.com/welcome
Navigation Menus & Assets

- Navigation menus are dynamic and can display all types of assets. (pages, articles, files, etc.)

- Assets can be listed on Navigation Menus by setting the “Hide from Navigation” option to no.

- Add the asset under its parent and if you don’t want the asset to show up on the parent, just edit the parent and hide the asset from the page.
Class Menu

- The class icon indicates the type of asset.

- Left clicking on the icon activates the class menu.
Class Menu

- **Change URL**
  Changes an asset URL and deletes all old revisions for the asset.

- **Edit Branch**
  Allows you to make changes to an asset and all of its descendants at one time.
• **Revisions**
  Shows you the revisions for the particular asset.

• **View**
  Lets you view the asset independently. (Not the entire page w/ assets.)

• **Lock**
  Locks asset and it must be committed before it can be edited.
Class Menu

• **Promote**
  Moves an asset’s rank up for navigation and in the asset manager.

• **Demote**
  Moves an asset’s rank down for navigation and in the asset manager.

• **Manage**
  Takes you to the Asset Manager view of the specific asset.
All Collaboration Systems provide RSS feed capabilities. It just needs to be enabled.
CS RSS Feeds

• The URL for the RSS feed is the same as the CS but with a .rss extension.

Example CS: webgui.org/cs
CS RSS feed: webgui.org/cs.rss

![Image of ASSETS interface]

![Image of ASSETS interface with details]

![Image of ASSETS interface with details]
New Copy Options

- Copy the asset only
- Copy the asset and its children
- Copy the asset and its descendants
- Does not work in asset manager
Useful WebGUI Sites

• http://wiki.webgui.org
  - WebGUI Community Wiki
  - Shared knowledgebase of everything WebGUI!
  - Support, How-to’s & more!

• http://webguistore.com
  - WebGUI online store
  - Purchase Services
  - Buy Training Materials
  - Buy WebGUI T-Shirts
Useful WebGUI Sites

- [http://getwebgui.com](http://getwebgui.com)
  - Download Binaries
  - Advisories
  - Download
  - Change Logs

- [http://update.webgui.org](http://update.webgui.org)
  - Download latest version
  - Download any past version
Useful WebGUI Sites

- [http://svn.webgui.org](http://svn.webgui.org)
  - View New Features
  - Get patches for bugs that are fixed but not released.
  - View developer comments on the code they've created.

- [http://webguiworldwide.org](http://webguiworldwide.org)
  - Catalog of all WebGUI related sites around the world.

- [http://spreadwebgui.com](http://spreadwebgui.com)
  - Promotional Materials
  - WebGUI Sightings
  - Community Info
Questions?

Please feel free to ask questions about any of the topics that I’ve covered so far. Thank you!