

# **MedicMind ConMan 5**

**Professional Content Management made easy**

**Lars Riisgaard Ribe**

## **MedicMind ConMan 5: Professional Content Management made easy**

by Lars Riisgaard Ribe

### Revision History

Revision 5.0 March 2007

Fifth revision of MedicMind ConMan 5 manual.

# Table of Contents

<b>1. What's new?</b> .....	<b>1</b>
1.1. What's new from version 4 to 5? .....	1
<b>2. Introduction</b> .....	<b>2</b>
2.1. What is a Content Management System? .....	2
<b>3. Quick Start</b> .....	<b>4</b>
3.1. System Requirements.....	4
3.1.1. End User Requirements .....	4
3.1.2. Editor/Administrator Requirements .....	4
3.2. End User Interface.....	5
3.2.1. Navigation tools.....	5
3.2.2. Login information.....	6
3.2.3. Content field .....	6
3.2.4. Function icons and edit menu .....	7
3.2.5. News streamer .....	7
3.2.6. Calendar.....	8
3.2.7. Last update.....	8
3.3. Editor/Administrator Interface .....	9
3.3.1. Selecting a page for modification .....	11
3.3.2. Adding a new page .....	13
3.3.3. Editing pages .....	14
3.3.4. Moving/Copying pages.....	15
3.3.5. Editing directly on the page.....	16
3.3.6. Inserting media .....	17
3.3.7. Restricting access to pages .....	20
<b>4. Content Management</b> .....	<b>23</b>
4.1. Introduction .....	23
4.1.1. The Content Management interface .....	23
4.2. Editing the site structure .....	25
4.2.1. Selecting a page for editing .....	25
4.2.2. Adding and removing pages .....	26
4.2.3. Copying and moving pages .....	28
4.2.4. Right-clicking the site browser.....	28
4.3. Editing additional menu properties .....	29
4.4. Editing pages.....	31
4.4.1. Editing actual pages (sub menus) .....	31
4.4.2. Editing media links.....	31
4.4.3. Editing external links.....	32
4.4.4. Editing internal links .....	32
4.5. Version Control System .....	33
4.6. Controlling access to pages.....	34
4.6.1. Introduction to the privilege system .....	35
4.6.2. An example of a privilege.....	35
4.6.3. Restricting view access.....	36
4.6.4. Restricting edit access .....	36
4.7. Language control.....	37

4.8. Editing directly on the front page .....	37
<b>5. The rich text editor .....</b>	<b>39</b>
5.1. Introduction .....	39
5.1.1. What is HTML .....	39
5.1.2. MedicMind Custom Tags .....	39
5.2. Features .....	40
5.3. Using the rich text editor.....	40
5.3.1. The structure of the rich text editor .....	40
5.3.2. Editing the title .....	41
5.3.3. Editing the content.....	41
5.3.4. Cutting, copying and pasting.....	41
5.3.5. Cleaning up unnecessary HTML.....	43
5.3.6. Inserting medias.....	43
5.3.7. Moving, resizing and deleting medias inserted on a page.....	46
5.3.8. Inserting and editing Custom Tags .....	46
5.3.9. Linking and anchors .....	48
5.3.10. Inserting symbols.....	50
5.3.11. Formatting text .....	51
5.3.12. Tables.....	53
<b>6. Various other features of the MedicMind ConMan 5.....</b>	<b>56</b>
6.1. Favorites .....	56
6.2. News.....	56
6.3. Fixed urls.....	56
<b>7. Personnel Files .....</b>	<b>57</b>
7.1. Access to personnel files .....	57
7.1.1. Adding the personal control panel.....	58
7.2. Creation and modification of personnel files .....	58
7.3. Displaying personnel files.....	60
<b>8. Publication Management .....</b>	<b>61</b>
8.1. Editing the publication database .....	61
8.1.1. Adding publications.....	63
8.1.2. Groups of publications .....	66
8.2. Displaying publications.....	67
8.2.1. Output styles.....	68
8.2.2. Custom tag.....	71
<b>9. Custom Forms .....</b>	<b>73</b>
9.1. Introduction to Custom Forms .....	73
9.2. Custom Form Management.....	73
9.2.1. Selecting a form for editing.....	73
9.2.2. Custom Form properties .....	75
9.2.3. Custom Form Commands.....	75
9.3. Editing the Custom Form.....	76
9.3.1. Creating and manipulating fields.....	77
9.3.2. Layout of the form.....	79
9.3.3. What happens if I change a field after it has been inserted? .....	80
9.4. Editing the page shown after submission (Form Result) .....	80

9.5. Inserting the form on a page and viewing the submissions .....	81
9.5.1. Inserting the form on a page .....	82
9.5.2. Viewing submitted results .....	82
<b>10. Calendars.....</b>	<b>83</b>
10.1. Introduction to The Calendar System .....	83
10.2. Administration section .....	83
10.2.1. Create new calendar.....	84
10.2.2. Edit calendar .....	84
10.2.3. Delete calendar .....	86
10.2.4. Privilege manager .....	86
10.2.5. Add event and preview .....	87
10.3. User interaction .....	89
10.3.1. Mini calendar.....	89
10.3.2. Month view.....	89
10.3.3. Day view.....	91
10.3.4. Event view .....	93
<b>11. Privileges.....</b>	<b>95</b>
11.1. Introduction .....	95
<b>12. Themes and Styles.....</b>	<b>96</b>
12.1. Introduction to The Theme 'n Style System .....	96
12.2. Themes, Styles and Colorsets?.....	96
12.3. Colorsets.....	96
12.4. Style Sheets .....	97
12.5. Themes .....	98
<b>13. User management .....</b>	<b>100</b>
13.1. Introduction to user management.....	100
13.1.1. The user management interface.....	100
13.2. Creating and modifying users .....	101
13.3. Creating and modifying groups.....	103
13.3.1. Permanent groups .....	105
13.4. Using groups to control privileges .....	106
13.5. Using LDAP user authentication.....	106
<b>14. System and language management .....</b>	<b>108</b>
14.1. Introduction.....	108

# List of Figures

2-1. Static web site model.....	2
2-2. CMS web site model .....	3
3-1. End user interface example .....	5
3-2. Navigation tools.....	6
3-3. Login information.....	6
3-4. Content field .....	7
3-5. Function icons .....	7
3-6. News streamer .....	8
3-7. Calendar.....	8
3-8. Last update .....	9
3-9. Control Panel .....	9
3-10. Content Management .....	10
3-11. Menu browser .....	11
3-12. Context sensitive menu.....	12
3-13. Inserting a new page .....	14
3-14. New page in the menu .....	14
3-15. The text editor .....	15
3-16. Moving pages (Fruits and vegetables has been selected) .....	16
3-17. The drop down menu for editing .....	16
3-18. Editing directly on the page.....	16
3-19. Media Manager.....	18
3-20. Fruits inserted into the page .....	18
3-21. Mark up text for link .....	19
3-22. The privileges for a menu item.....	21
4-1. Control Panel .....	24
4-2. Content Management Interface .....	24
4-3. Site Browser .....	25
4-4. Context sensitive menu.....	26
4-5. Copying or moving pages.....	28
4-6. Copying or moving pages.....	29
4-7. Properties of a page .....	29
4-8. Edit media link .....	32
4-9. Edit external link .....	32
4-10. Edit external link .....	33
4-11. Site browser with several version of the same page.....	34
5-1. The rich text editor .....	41
5-2. Cut, copy and paste in the rich text editor .....	42
5-3. The clean icon .....	43
5-4. The Media Manager icon .....	44
5-5. The Media Manager .....	44
5-6. The Custom tag menubar icon.....	47
5-7. The Custom tag menubar .....	47
5-8. The first step in the Custom Tag Wizard .....	47
5-9. External link icon .....	48
5-10. Internal link icon .....	49
5-11. Insert internal link popup window.....	49

5-12. Anchor icon .....	49
5-13. Symbols icon .....	50
5-14. Inserting a symbol .....	50
5-15. Bold, italic, underlined, raised and lowered .....	51
5-16. Size dropdown .....	51
5-17. Header dropdown .....	52
5-18. Left, centered and right alignment. ....	52
5-19. Displaying the table menu bar.....	53
5-20. The table menu bar .....	53
7-1. Personnel files privileges .....	57
7-2. Personnel files privileges .....	58
7-3. Personal control panel - Create .....	59
7-4. Personal control panel - Options .....	59
8-1. Publication Management Interface.....	62
8-2. List of publications .....	62
8-3. Edit publication .....	64
8-4. File upload.....	65
8-5. List of publication groups.....	66
8-6. Edit publication group.....	67
8-7. List of publication styles .....	68
8-8. Edit publication style.....	68
9-1. Custom Form Management .....	73
9-2. Selecting a Custom Form .....	74
9-3. Information and Commands in the Custom Form Management.....	74
9-4. Editing a Custom Form .....	76
9-5. A selected checkbox.....	78
9-6. The result form editor.....	80
10-1. Control panel menu entry for the Calendar System. ....	83
10-2. Calendar Management.....	83
10-3. Create New Calendar.....	84
10-4. Calendar Management with User Calendar selected.....	85
10-5. Edit Calendar.....	85
10-6. Delete Calendar .....	86
10-7. Privilege Manager .....	86
10-8. Add event to calendar.....	87
10-9. Calendar preview.....	88
10-10. Mini Calendar.....	89
10-11. Calendar Month view when not logged in .....	90
10-12. Calendar Month view when logged into the system .....	90
10-13. Calendar Day view when not logged in .....	92
10-14. Calendar Day view when logged into the system .....	92
10-15. Calendar Event view when not logged in.....	94
10-16. Calendar Event view when logged into the system.....	94
12-1. Control panel menu entry for the Theme 'n Style System. ....	96
12-2. ....	96
12-3. ....	96
12-4. ....	97
12-5. ....	98

13-1. User management interface .....	100
13-2. User management commands tab.....	101
13-3. User management - New user.....	101
13-4. User management - User information .....	102
13-5. User management - Group Editor .....	103
13-6. User management - Group information.....	104
13-7. User management - LDAP Group Manager.....	107

# Chapter 1. What's new?

## 1.1. What's new from version 4 to 5?

This section gives a very brief overview of the new features in MedicMind ConMan 5; more details regarding the features can be found in the respective chapters. If you are a new user, you may skip this section.

Only the most relevant of the new features in MedicMind ConMan 5 are mentioned below.

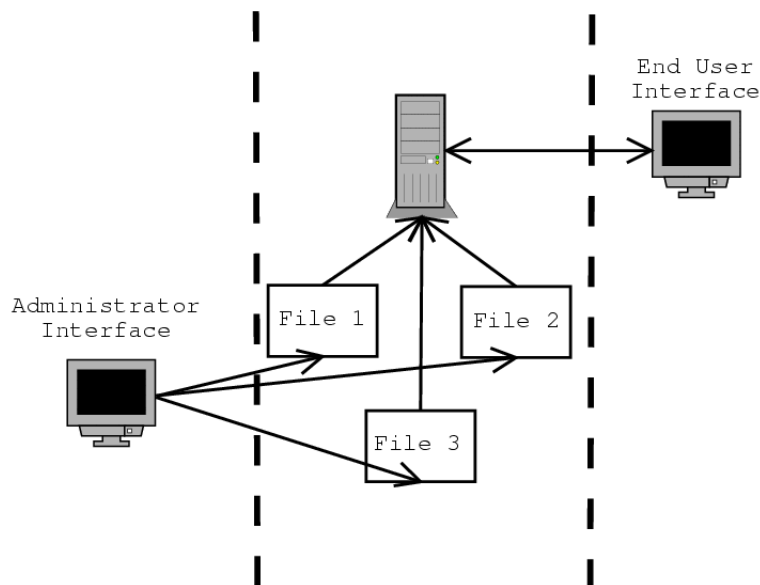
- Easier editing:
  - The editor has been improved visually.
  - Pasted text from Microsoft Word is cleaned better and automatically.
  - Better support for Mozilla Firefox giving true cross-platform integration.
- Better security:
  - All communication with the database has been revised to provide better protection from "SQL injections".
  - All input from the user is validated to avoid security breaks.
- A lot of "under the hood"-changes allow for a faster, more flexible, and more secure system.
- The charset has been changed from western languages to utf8 allowing inputs of characters from all over the world.
- More user friendliness:
  - The Media Manager has been made more user friendly with more functions.
  - The Content Manager has been made more user friendly with more functions.
  - Right-click menus are starting to appear where logical.
  - A Recycle Bin has been developed for Content Management.

# Chapter 2. Introduction

## 2.1. What is a Content Management System?

Content Management System (CMS) is a broad term often used to describe systems for managing the content of a web site. Traditionally, web sites are created as static web pages, where each page on the web site is represented by a file on a web server. The static pages are then edited (in text editors or dedicated web editors). This editing process often requires knowledge of how web pages should be designed, and it is rarely possible to manage such a web site without knowledge of the actual web page implementation (the Editor must have knowledge of HTML). Such a web site model can be seen in Figure 2-1.

**Figure 2-1. Static web site model**



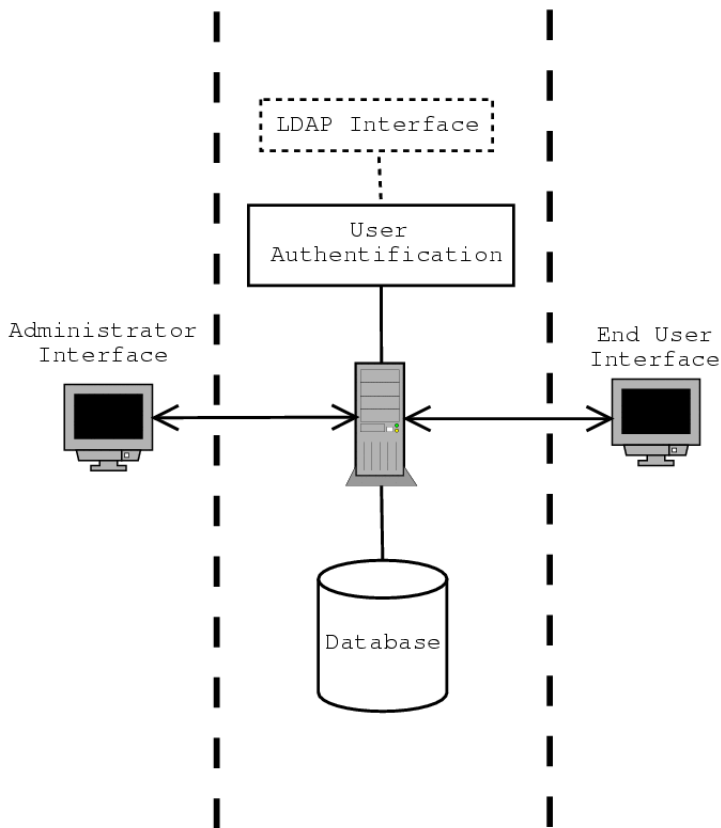
Such a static web site model has a number of disadvantages: Because content and implementation (programming) are not separated, the people providing the content have to know about programming (or HTML), and the programmers have to know about the content. This is rarely the case and consequently static web sites are rarely updated.

To circumvent this problem, a content management system can be used. There are many different ways of implementing such systems, but common to most of them are that the content is stored in some sort of database, and the system provides an interface for editing the content and an interface for displaying the

content to the end user. The people providing the content and the end users are unaware of the implementation. There are many other ways of defining a CMS, but this is how it is defined and implemented in MedicMind ConMan 5.

An example of a CMS web site model is seen in Figure 2-2. Notice that the content is not stored as single files, but in a database. The server uses software (usually a scripting language interpreter) to generate the pages and display them to the user. A user authentication module has been added to the model to illustrate that such system can use authentication of the current user and use the credentials of the user to determine what content should be displayed. It is also possible to utilize such features in the static web site model, but the content provider must have in-depth knowledge of the server platform used.

**Figure 2-2. CMS web site model**



MedicMind ConMan 5 is an example of a content management system, which follows the model describe above. This manual contains a description of how the system works and how it may be managed.

# Chapter 3. Quick Start

This chapter gives a brief overview of MedicMind ConMan 5. The basic functionality of a web site running MedicMind ConMan 5 is introduced, and it is illustrated how pages can be added and modified. The privilege system used to grant access to the web site is also introduced. Many of the details are left out in this introduction, but details may be found in the following chapters.

## 3.1. System Requirements

### 3.1.1. End User Requirements

The term "End User" covers the actual user of the web site (not an Editor or Administrator). End users are the people you are trying to reach with the web site e.g. the customer or the student.

The only formal requirement for a basic MedicMind ConMan 5 system for the end user is a cookie enabled<sup>1</sup> browser. Examples of browsers meeting this requirement are:

- Microsoft Internet Explorer
- Mozilla/Mozilla Firefox/Netscape
- Opera

There are, however, other browsers that may be used.

For all features of the MedicMind ConMan 5 to work, however, a browser supporting cookies, style sheets and JavaScript is recommended. This does apply to most modern browsers including the ones mentioned above. It is possible to design web sites based on MedicMind ConMan 5, which have other requirements such as Java or Flash interpreters, but MedicMind ConMan 5 in itself does not impose such requirements.

### 3.1.2. Editor/Administrator Requirements

Editors or Administrators are the content providers e.g. the web editor or teacher providing content to the end user.

The requirements for the Editor or Administrator is *Microsoft Internet Explorer (version 5 or better)*, *Mozilla (version 1.5 or better)* or *Mozilla Firefox (version 1 or better)*. Editors with one of these browsers will be able to modify pages with a text editor, which resembles well known word processors like Microsoft Word or OpenOffice.

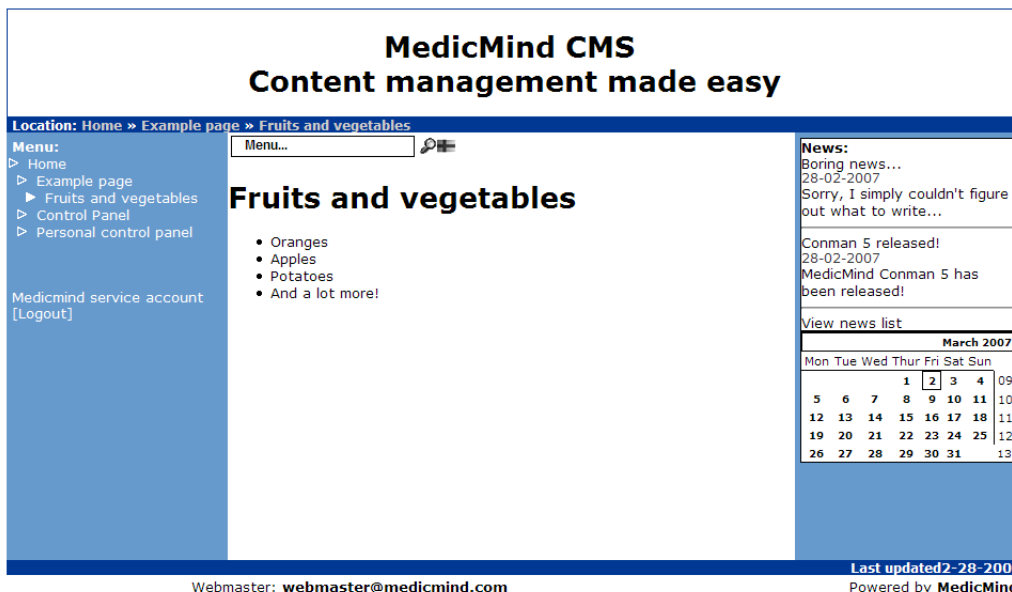
The functionality of the administration of MedicMind ConMan 5 depends upon popup-windows; thus popup-blockers should be configured to allow for popups from the hosted site.

## 3.2. End User Interface

This section describes how a page powered by MedicMind ConMan 5 might look to the end user. The shown design is arbitrary and the actual location of the functional items (e.g. menu or location bar) may vary from site to site. Some sites may have more features than the ones mentioned here and some may have fewer.

A typical example of an end user interface is seen in Figure 3-1. Some of the components on the page is only visible if the end user is an Editor. This example has a menu and login information on the left side of the page, a content field in the middle of the page, a location bar above the content field, and a news streamer and a calendar on the right side of the page. A drop down menu called "edit" is available to edit the content of this page (only if the user is an Editor. see Section 3.3.5 for the use of this menu). Buttons are available to allow the user to search, display a printable version of the page, or change language (when applicable). The latest update time for the current page is also displayed to the user. The interface elements are explained in detail below.

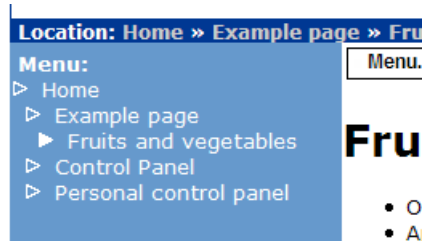
Figure 3-1. End user interface example



### 3.2.1. Navigation tools

Navigation through the web site is primarily done with the menu and the location bar. These tools can be seen in Figure 3-2. The menu can be shaped in various ways, but the typical setup uses a classical expandable menu, which reflects the current location of the user, and the possible routes up and down in the menu hierarchy. In Figure 3-2 the user has clicked "Example page" and then "Fruits and vegetables". The location bar above the menu reflect the current location and the route to this location.

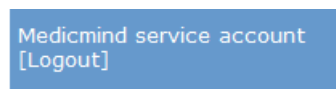
**Figure 3-2. Navigation tools**



### 3.2.2. Login information

Most MedicMind ConMan 5 sites have an indication of the user's login status. Figure 3-3 illustrates how this might look. In this case, the user "Lars Ribe" is logged in. If the user is not logged in, this is indicated with a message like "You are not logged in", and there is a link which the user might click to login. If the user clicks the login link, he or she will be prompted for user name and password. If the user provides valid credentials, the login information will change to indicate which user is currently logged in and a link for logging out will be displayed. When the user is logged in, he might be able to see menu items that are otherwise hidden and use extended capabilities of the system.

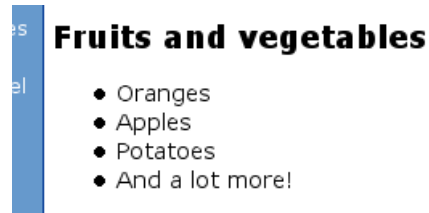
**Figure 3-3. Login information**



### 3.2.3. Content field

The content field contains the actual web content. This content is editable through the content management system. An example of content is seen in Figure 3-4. In this particular case, the content field contains only text but it might also contain images, links etc. Most content will be exactly what the Editor has entered into the content; however some content may be dynamically generated, e.g. a calendar.

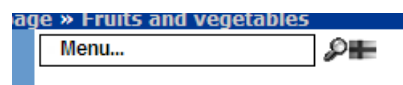
**Figure 3-4. Content field**



### 3.2.4. Function icons and edit menu

A variable number of function icons may be located on the page (typically in the upper, right corner of the content field). Figure 3-5 illustrates how these icons might look. In this case there are two icons; namely the search functionality and changing the language. If the user is logged in and has editing capabilities, an editing menu is displayed to the left of the icons (see Section 4.8).

**Figure 3-5. Function icons**

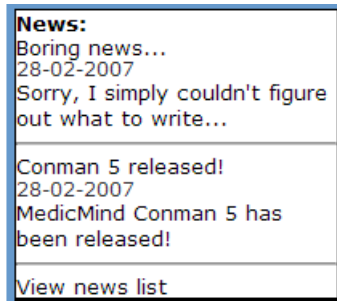


### 3.2.5. News streamer

A news streamer is an area of the page where news can be entered independently of the content of the page. News items are managed in a database and typically, the two or three most recent news items are

displayed to the end user. Figure 3-6 illustrates how such a news streamer could appear. The user can click each of the news items to display longer messages included with each news item.

**Figure 3-6. News streamer**



### 3.2.6. Calendar

A small calendar may display the current month with different colors for days with and without events. By clicking a day, a more specific calendar appears.

**Figure 3-7. Calendar**

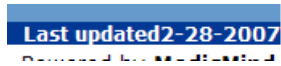
March 2007						
Mon	Tue	Wed	Thur	Fri	Sat	Sun
			1	2	3	4 09
5	6	7	8	9	10	11 10
12	13	14	15	16	17	18 11
19	20	21	22	23	24	25 12
26	27	28	29	30	31	13

### 3.2.7. Last update

The user can see when the current page was last updated. Figure 3-8 illustrates how this last update might look. On the front page of the web site this date indicates the last date *any* page on the site was

updated. At lower levels of the menu hierarchy, the data indicates when the current page was updated.

**Figure 3-8. Last update**



### 3.3. Editor/Administrator Interface

This section introduces the administration interface of MedicMind ConMan 5. Some basic tasks like adding and editing pages will be reviewed, but the details of the content management system will be deferred to later chapters. The view of the screen shots in this section may differ from what the user see on his own screen, depending on the current language, on the system language settings and on the user's privileges.

In MedicMind ConMan 5 there are two ways of editing the content; either directly on the page or through the Content Management editing system. Editing directly on the page is the easiest and fastest way to update the content, but the functionality here is limited to editing only. If it is desired to create new submenus, save as new versions, change privileges etc. it is required to use the Content Management editing system. First, the Content Management editing system is presented; afterwards, the editing directly on the page is introduced (see Section 3.3.5).

In order to edit or administer a MedicMind ConMan 5 site, the user must login with a user name, which is authorized for editing. If the user is logging in with appropriate credentials, a menu item (usually) called "Control panel" will appear in the menu. Clicking this menu item will show the administration options available to the current user. An example of such a control panel can be seen in Figure 3-9. In this particular case many different administration features are available to the current user. We will, however, only focus on the "Content Management" part, and the other options will be mentioned in later chapters. The number of available administration options depends on the privileges of the current user and the number of enabled options of the particular site. The language used for all control buttons etc are determined in the drop down menu seen in the bottom of Figure 3-9. Note, that this is not the same as the current language being edited.


Figure 3-9. Control Panel

**Location: Home » Control Panel**

**Menu:**

- ▷ Home
- ▷ Example page
- ▶ Control Panel
- ▷ Personal control panel

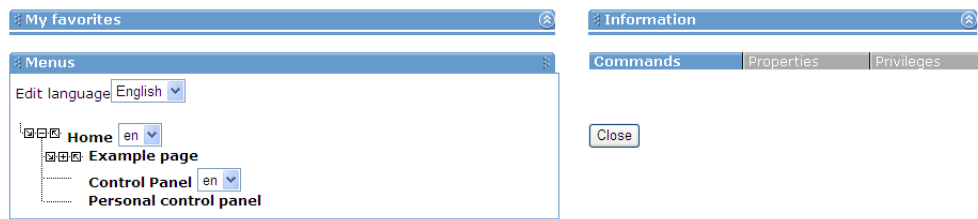
Medicmind service account  
[Logout]

Menu... 

Core:	
	<b>Content Management</b>
	<b>Media Management</b>
	<b>Recycle bin</b>
	<b>User management</b>
	<b>News Management</b>
	<b>Privilege setup</b>
	<b>System setup</b>
	<b>Theme'n'Style</b>
	<b>Fixed URL setup</b>
Publications:	
	<b>Publication Management</b>
Resources:	
	<b>Resource Management</b>
Forum:	
	<b>Forum Management</b>
Custom Forms:	
	<b>Custom Form Management</b>
Calendar:	
	<b>Calendar Management</b>
Peoples:	
	<b>Personnel files privileges</b>
Cron:	
	<b>Cron Setup</b>
	<b>Cron log</b>
PhD Portfolio:	
	<b>PhD Portfolio Management</b>

Select control language:  
English

If the user clicks the "Content Management" link on the control panel page, a window will pop-up with the interface for managing pages on the current site. An example of such a content management interface can be seen in Figure 3-10. The page is divided into two columns. The column on the left shows the menu structure. It is an expandable tree resembling file system browsers like the Explorer on the MS Windows operating system. The column on the right displays in the top information about the currently selected menu item (in this case no item is selected). Below, tabs are provided; one tab with tools for editing, creating, moving etc, one tab with tools for setting properties of this page and one tab with privileges on this page.

**Figure 3-10. Content Management**

This page is optimized for Internet Explorer and Mozilla browsers  
Powered by **MedicMind**

In the following subsections simple tasks like adding and editing pages will be illustrated through a tutorial.

### 3.3.1. Selecting a page for modification

Before pages can be added or modified, a page in the menu hierarchy must be selected. All operations (e.g. edit, move, delete) in the content management interface are done in the context of the currently selected page. A page is selected by clicking the page in the menu browser to the left of the Content Management page. If the page is deeper down in the menu hierarchy than what is currently displayed, then clicking the "+" will make the menu expand to show its submenus, whereas clicking the arrow pointing to the right and down will make all submenus from this point expand. If the user does not have privileges for editing a page, the title of the page will be shown in grey and it can not be selected. If a page exists in more than one language, a dropdown to the right is shown where the desired language version can be selected. If the user generally wants to edit another language, the language currently being edited is selected at the top.

In this case, we will select the page called "Example page". In the menu browser this looks like Figure 3-11. Notice that the currently selected menu item is colored red and that several versions (in this case 2 versions) of the selected page are available. The selected version is indicated with "Sel→" and the official version (the version visible to the end user) is indicated with "←Offic". This Version Control System allows the user to work with several version of the same page, while only one of them is visible to the end users.

Figure 3-11. Menu browser



When the user select a menu item in the menu browser, the context sensitive column on the right will change to indicate the options available to the user for the current page. This is illustrated in Figure 3-12. The context sensitive menu is divided into Information and subsequently two or three tabs: 1) Commands, 2) (Properties) and 3) Privileges. The Information box shows the language of the page, the creator of the page, the person last updating the page and the number of views within the last month. Commands from the Command tab are used to create, delete, edit, copy and move pages. It is also here the user can hide or show pages and select which of the versions of a page being the official one. The Properties tab is used for setting the theme, page responsible, fixed urls and menu-related settings on the current page (it is not the shown in the figure). It is only available if the user has certain privileges; namely Administrator, Editor or extended privileges on this page or a page higher up in the menu (see Chapter 11 for a more in-depth explanation of privileges). The Privileges tab is used for viewing and controlling who can view and edit the current page as well as who can set the parameters in the Properties.

Figure 3-12. Context sensitive menu



### 3.3.2. Adding a new page

The "New" button on the context sensitive menu will create a new submenu relative to the currently selected menu (Figure 3-12). There is a drop-down menu next to the button indicating the type of menu that will be created - the "Sub menu"-item is for creating new submenus. When the user presses the "New" button, the new page will appear in the menu browser (see Figure 3-13) and the new page will be the currently selected page (if a copy of the current menu in another language is wanted instead, please

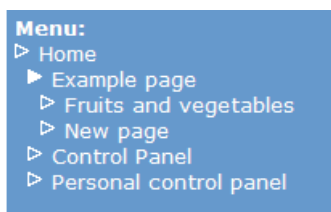
see Section 4.2.2).

**Figure 3-13. Inserting a new page**



Notice that the page is initially hidden. This allows the user to prepare the page before publishing it to the end users. The page can be made visible to the end users by pressing the "Show" button. When the page is made visible, it will show up in the menu on the web site (see Figure 3-14).

**Figure 3-14. New page in the menu**



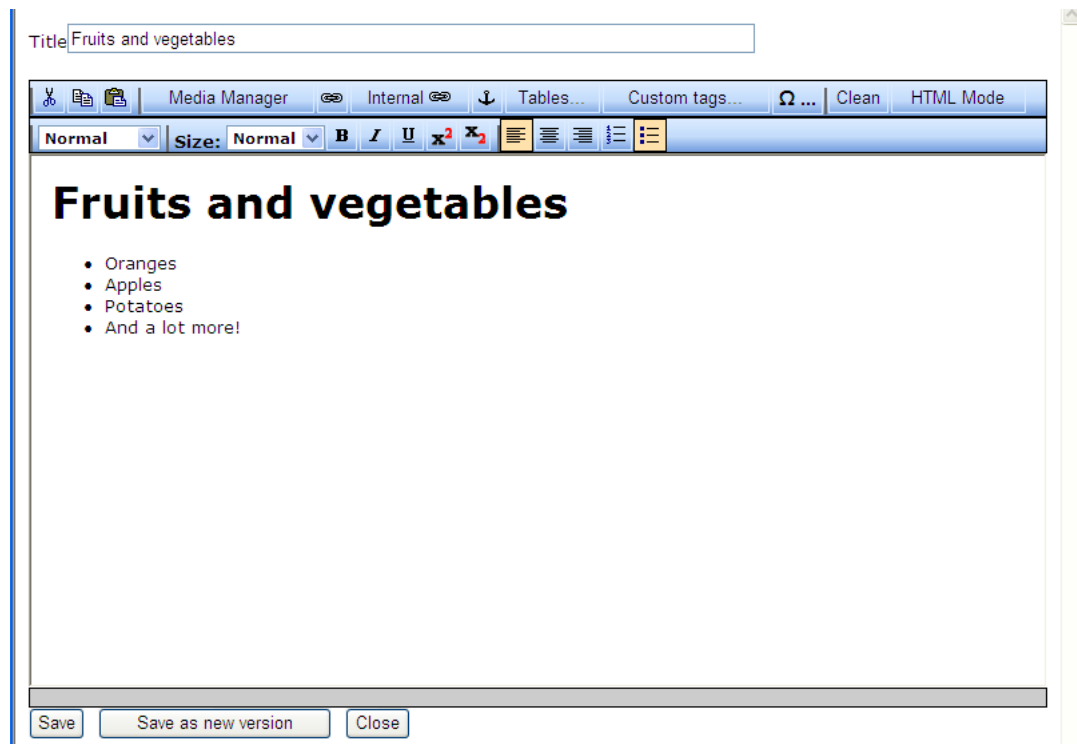
### 3.3.3. Editing pages

The new page just inserted is empty, and we need to edit it. This is done by selecting the page and pressing the "Edit" button on the context sensitive menu (Figure 3-12). In the following it is assumed,

that the Editor is using MS Internet Explorer or Mozilla/Mozilla Firefox.

Pressing the "Edit" button will bring up the text editor. This text editor resembles standard word processors (e.g. MS Word), and basic formatting facilities are available. Figure 3-15 shows the text editor where the title of our new page has been changed and some content has been added. After editing you may choose to "Save" the page, effectively overwriting the current version, or "Save as new version" to create a new version of this page. The newly saved version will not be the one shown to the end users (see Section 4.5 for details on making the newly saved version the default to show).

**Figure 3-15. The text editor**

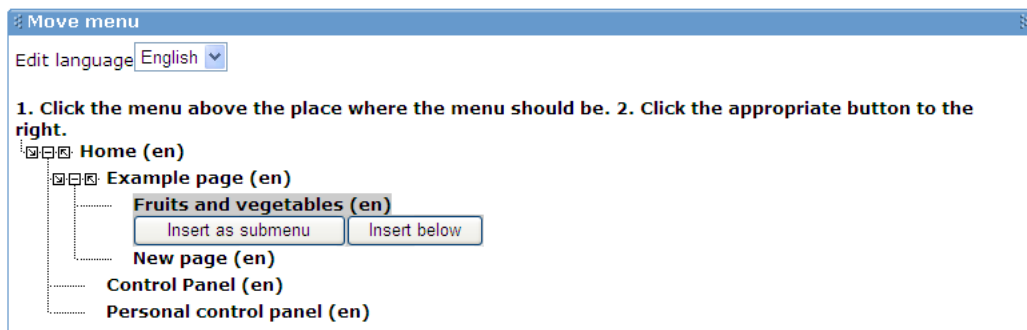


### 3.3.4. Moving/Copying pages

When a page is added to the web site, it is inserted at a particular position in the menu hierarchy, namely as the last submenu of the menu which was selected at the time the "New" button was clicked. The page can of course be moved or copied to another location. This done by choosing "Move" or "Copy" from the context sensitive menu on the right (Figure 3-12). This will bring up an overview of the web site where

you - after selecting one of the other menus in the tree by clicking it - can choose to insert the page below this menu item or you can insert the page as a sub menu. This interface is shown in Figure 3-16 for the "Move" operation. A similar interface is available for copy.

Figure 3-16. Moving pages (Fruits and vegetables has been selected)



### 3.3.5. Editing directly on the page

If MedicMind ConMan 5 is set up with this feature, a drop down menu will appear if the user logging in has editing privileges (Figure 3-17). The first item on this menu is "Edit current page". By clicking this menu item, the page is reloaded and the content is now replaced by the text editor (Figure 3-18). The page may now be edited and saved by pressing the "save" button.

Figure 3-17. The drop down menu for editing



Figure 3-18. Editing directly on the page

## Content management made easy

The screenshot shows a web editor interface. At the top, there is a navigation bar with the text "ation: Home » Example page » Fruits and vegetables". Below this is a "Menu..." button. The main content area has a "Title" field containing "Fruits and vegetables". Below the title is a rich text editor toolbar with options like "Media Manager", "Internal", "Tables...", "Custom tags...", "Clean", and "HTML Mode". The editor shows the text "Fruits and vegetables" in a large heading font, followed by a bulleted list: "Oranges", "Apples", "Potatoes", and "And a lot more!". On the right side, there is a "News:" sidebar with several news items, including "Boring news...", "Sorry, I simply out what to w", "Conman 5 rele 28-02-2007", and "MedicMind Cor been released!". Below the news is a "View news list" link and a calendar for the month of February, with the 11th highlighted. At the bottom of the editor, there are "Save", "Save as new version", and "Close" buttons. The footer of the page shows "Webmaster: webmaster@medicmind.com" and "Powered by..." (partially visible).

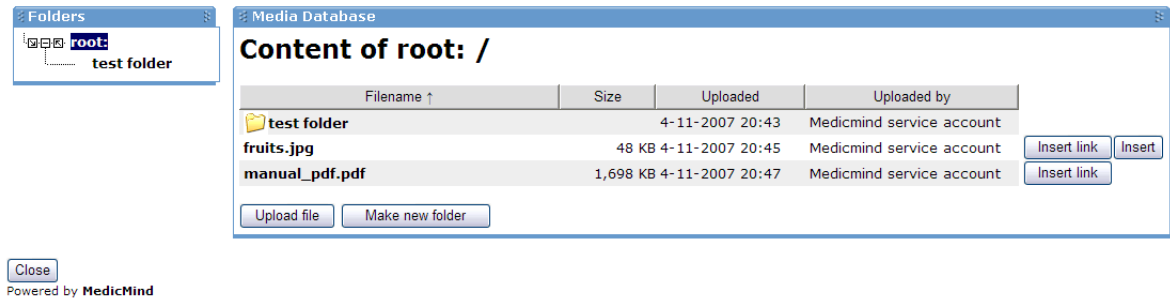
### 3.3.6. Inserting media

Images and other media can be inserted into the pages by pressing the "Media Manager" button in the text editor (Figure 3-15). There are two ways of inserting media into pages: Embedded or Linked. "Embedded media" are usually images that are inserted on the page, while "links to media" are links that can be clicked to open e.g. a PDF file (or another document file). When you want to insert an embedded image you should place the cursor where you want the image to appear on the page and then press the

"Media Manager" button. The media manager will pop up (see Figure 3-19).

**Figure 3-19. Media Manager**

### Media Management MedicMind demo site



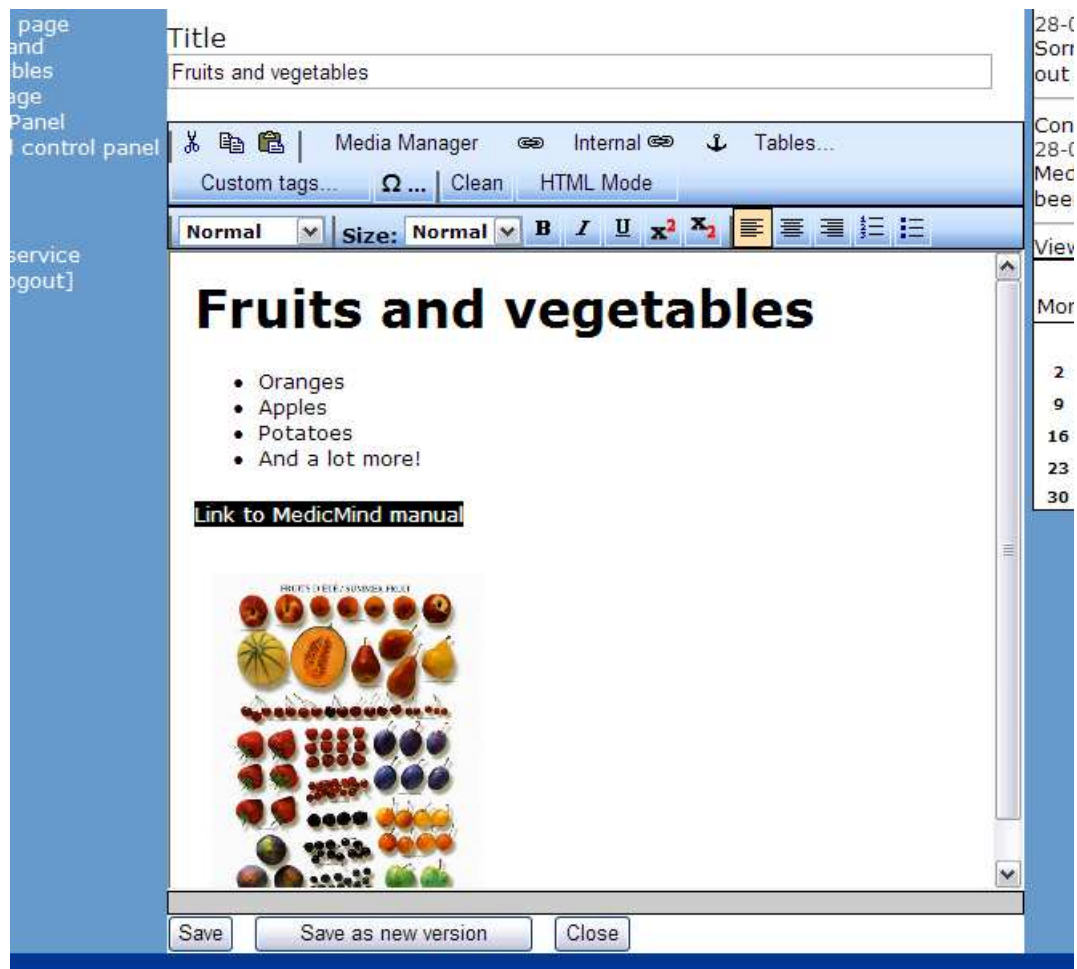
The media manager (see Section 5.3.6) is a list of the currently available media in the database structured in folders like files on your computer. You can upload a media to the database using the "Upload file" button, or you can insert one of the existing images in the database.

If you upload a new media, be sure to set the privileges of the media, i.e. who is allowed to see this media, and who is allowed to overwrite/delete the media (see Section 5.3.6 for details).

In this case we press the "Insert" button next to the media element entitled "fruits.jpg", and the image is inserted in the page. This is illustrated in Figure 3-20. Press "save" and the updated page will be available to the end user.



Figure 3-21. Mark up text for link



Webmaster: **webmaster@medicmind.com**

### 3.3.7. Restricting access to pages

As a last topic in this quick start guide, we will just briefly touch the privilege system of MedicMind ConMan 5. Access to pages (and other resources) may be limited to particular groups of users and/or individual users. The definition of these groups depends on the access control system used (user authentication can be done using the MedicMind ConMan 5 user database or against other user databases through an LDAP interface. This is described in details later), but the available groups and users can be used to assign read and write privileges to individual pages in the content management interface.

The context sensitive menu in the Content Management(Figure 3-12) has a "Privileges" tab (illustrated in Figure 3-22). This tab has two or three sub-boxes depending on the privileges of the user. For each box, it is shown which users and groups are assigned to this privilege (e.g. read the current page). Shown in grey are also the users and groups which are inherited and thus cannot be changed from the current page.

**Figure 3-22. The privileges for a menu item**

**Information**

**Title:Example page (Text)**

Language: English  
 Created: 2007-02-28 21:10:38  
 Created by: Medicmind service account  
 Last updated: 2007-02-28 21:11:13  
 Last updated by: Medicmind service account  
 Views within the last 30 days: 6

Commands	Properties	Privileges
<b>Users and groups who can read:</b> <input type="button" value="Edit"/> <input type="button" value="Copy privileges"/>		
<b>Users:</b> Inherited		
<b>Groups:</b> Anonymous users Inherited Administrators		
<b>Users and groups who can edit:</b> <input type="button" value="Edit"/> <input type="button" value="Copy privileges"/>		
<b>Users:</b> Inherited		
<b>Groups:</b> Inherited Administrators		
<b>Extended privileges:</b> <input type="button" value="Edit"/>		
<b>Users:</b> Inherited		
<b>Groups:</b> Inherited Administrators		

The first sub-box shows the users and groups who can read the current page.

The second sub-box shows the users, who are allowed to edit the current page. The edit privilege also gives the viewing privilege automatically, but it does not give the right to grant edit privileges to others on the current menu (but it does on submenus, see below).

The third box shows the Extended privileges and is only visible if the user itself has extended privileges at a super-menu. The extended privileges gives right to set the theme, the page responsible, some menu-related options and to grant the edit privilege on the current menu and on submenus.

Read, write and extended privileges are always given implicitly to the Editors and Administrators. In the example in Figure 3-22 "Anonymous users" are allowed to read. This means that all end users (even if they are not logged in) can see this page. If you want to restrict access so that the users have to be members of a particular group to see the page, edit the privilege by clicking "edit", remove the anonymous users from the allowed groups, and add the users and groups, who should have the read privilege.

Some of the privileges are inherited to submenus based on an intuitive privilege inheritance system described briefly below (for details see Chapter 11).

- Viewing privileges: Are not inherited; thus if you have viewing privilege on a menu, you do not automatically have viewing privilege on submenus.
- Editing privileges: Are inherited. On the current menu, editing privileges does not allow changing the editing privilege, but on submenus, editing privileges may be changed. The edit privilege is also automatically a viewing privilege on both the current menu and submenus.
- Extended privileges: Are inherited. The extended privilege is also automatically an editing privilege and viewing privilege on both the current menu and submenus

## Notes

1. The browser only needs to be cookie enabled if the the user wants to use use a login to access protected pages.

# Chapter 4. Content Management

## 4.1. Introduction

The core module in MedicMind ConMan 5 is the actual Content Management system including the web editing interface. All manipulation of the content (pages and media on pages) is done through this interface. This chapter gives a detailed description of this functionality. A later chapter (Chapter 5) gives a detailed description of the editor used to manipulate the content on each page.

The structure of a MedicMind ConMan 5 web site is based on a hierarchy similar to the one found on the hard disk of a computer. The site always has a top level page; the root of the site (often call "Home"). This top level page can contain other pages, each of these pages may contain others and so forth. This page hierarchy is reflected in the menu of the site and by the navigation bar (Figure 3-2).

**Note:** A difference from a file system is that in MedicMind ConMan 5 there is no distinction between files and folders; menu items containing text can have sub menu items

The Content Management interface allows the editor to manipulate the hierarchy with respect to the structure of the site and the content on each of the pages in the hierarchy. In this chapter focus is on manipulation of the structure. Actual page editing is addressed in a later chapter (Chapter 5).

### 4.1.1. The Content Management interface

A link to the Content Management interface can be found in the control panel (Figure 4-1), if the user currently logged in has editing privileges for any pages in the site (or if the user is a general

Administrator or Editor).

Figure 4-1. Control Panel



In the bottom of the control panel is a dropdown where the language of all control parts of MedicMind ConMan 5 can be selected; in this manual, all examples and screen shots are made with English as the selected language.

Clicking the "Content Management" link in the Control Panel will bring up the Content Management interface (Figure 4-2). All manipulation of the site structure is done through this interface.

**Figure 4-2. Content Management Interface**

## 4.2. Editing the site structure

### 4.2.1. Selecting a page for editing

In the left part of the Content Management window is the site browser (Figure 4-3), which shows the menu tree starting with "Home" in the top. In the upper, right corner is shown the current language being edited. If this is changed, the entire menu tree is changed to the selected language. Note, that it is also possible to edit a single menu in another language than the currently selected in this dropdown. This is done by selecting the desired menu and then selecting another language version in the dropdown to the right of the title. Also note, that the language of new submenus are always the language selected in the dropdown in the upper, right corner.

The menu tree can be partially expanded or collapsed by clicking the small icons to the left of each title in the content tree containing submenus. The 'plus'-icon only expands the menu to the right of the plus, whereas the arrow pointing down and to the right expands the menu to the right of the icon as well as all submenus. The functionality is similar for 'minus' and the arrow pointing up and to the left. Expansion of the entire menu tree (by clicking the arrow pointing down and to the right on "Home" or a menu high up in menu tree) can on large sites take up to a minute.

All the operations that can be performed on the site structure are done in the context of a particular page. To select (activate) a particular page, locate it through the site browser on the left side of the Content Management interface and click it. The right side of the Content Management interface (Figure 4-4) now displays information about the selected page and the operations available for the selected page.

Figure 4-3. Site Browser



Figure 4-4. Context sensitive menu



## 4.2.2. Adding and removing pages

### 4.2.2.1. Adding a submenu

When a particular page is selected, it is possible to add a new page as a sub menu of the menu currently

selected in the hierarchy. The new page is added by choosing a page type in the drop-down menu next to the "New:" button and then clicking the "New:" button. There are currently 4 different types of pages, that can be added:

- Sub menu: is a standard page.
- media link: are useful if you want a link in the menu to point to some sort of media file, e.g. a PDF.
- external link: links to pages on other web sites, i.e. they do not represent actual pages on the web site - instead they will forward the end user to another site.
- internal link: simply a link to another page on the site.

No matter the type of submenu, it is inserted in the hierarchy as the last submenu to the currently selected menu, and it can be edited by clicking "edit" or moved to another position by clicking "move". Editing of a standard submenu is described in Chapter 5, whereas moving the submenu is described in Section 4.2.3.

When the new menu element (page, media, external or internal link) has been inserted, the site browser will change to reflect the changed structure.

#### **4.2.2.2. Adding another language version of a menu**

If the menu tree is identical for all languages, and not all pages are translated (see Section 4.7), it is possible to add a new language version of an already existing menu, if this language version does not already exist. To add such a language version, select the language of the new menu in the general language dropdown in the upper, right corner of the menu browser. Now, select the menu, in which the new language version should be created in. If the language version does not exist already, the dropdown next to "New:" in the "Commands"-box to the right should now contain a line "Menu in current language". If this is selected, and "New:" is clicked, a version in the current language is created.

#### **4.2.2.3. Deleting menus and versions**

The delete procedure is activated through the "Commands" tab in the context sensitive menu on the right side of the Content Management interface (Figure 4-4). Deletion can both be of only a specific version of the menu (without deleting any submenus) or the entire menu (i.e. all versions) and all submenus. What is actually deleted is chosen by selecting "version" or "Menu entry", respectively, in the dropdown to the right of the "delete"-button. If only a certain version should be deleted, this version should be clicked before clicking "delete". Note, that it is not possible to delete the official version; if that version should be deleted, another version should be made official first (see Section 4.5).

If the menu tree is identical for all languages, and not all pages are translated (see Section 4.7), it is possible to delete the current language version of the selected menu. This is only possible, if there is more than one translation of the current menu. The language version is deleted by selecting the language version in the site browser to the left. This can be accomplished by setting the global language in the dropdown in the upper, right corner of the menu browser or by selecting the specific language version in the dropdown to the right of the title of the menu, you wish to delete a language version for. If more than

one language version exists for this menu (i.e. if it is ok to delete a language version), the dropdown to the right of the "Delete:"-button should now contain "Menu entry in current language". Select this entry and hit "Delete:" to delete the language version.

In the current version of MedicMind ConMan 5, deletion of entire menu items are not deleted physically in the menu tree, but moved to a recycle bin that is automatically emptied within a specified interval. Thus, it is possible for the Administrator to restore a menu item accidentally deleted.

**Warning**

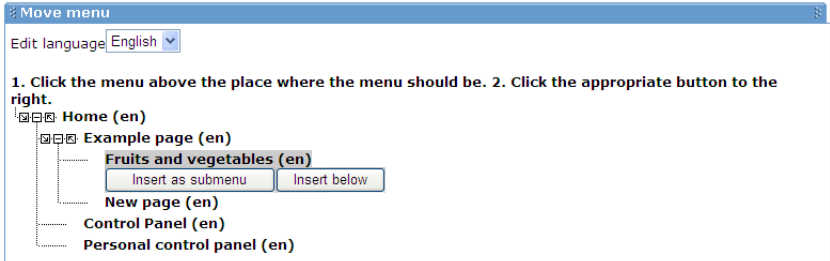
It should be stressed that deleted versions cannot be deleted. It should also be stressed that the recycle bin is emptied within a specified interval automatically.

### 4.2.3. Copying and moving pages

Copying and moving pages are two very related procedures; both can be considered copy procedures where the move procedure in addition to copying also deletes the original version of the page.

The copy or move procedures are activated through the "Commands" tab in the context sensitive menu on the right side of the Content Management interface (Figure 4-4). After selecting a particular page, click "Move" or "Copy" in the menu. This will bring up a site overview (Figure 4-5). The site overview will display all pages in the site. When clicking one of the menu items, insertion buttons will appear allowing insertion below (at the same level as the clicked menu item) or as a sub menu of the clicked menu item. If the selected procedure is move, the moved page will be deleted at its original position.

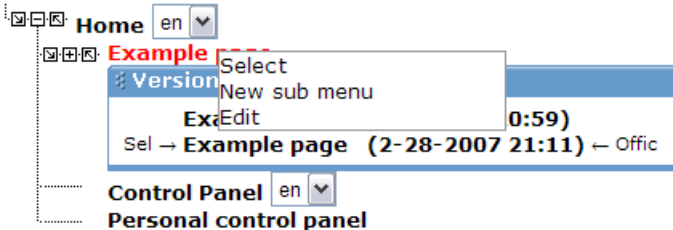
Figure 4-5. Copying or moving pages



### 4.2.4. Right-clicking the site browser

To edit a page not currently selected, one has to select the page by clicking the menu item and subsequently clicking "edit". A faster way is to right-click the menu item in the site browser; now a very short context-sensitive menu appears (see Figure 4-6), and it is possible to edit the menu item directly or creating a new sub menu items. More commands may appear in a later version.

Figure 4-6. Copying or moving pages



### 4.3. Editing additional menu properties

This section is only relevant to Administrators, Editors and users with the extended privilege.

Beside from having a title and content, each menu has some additional properties; these are the language of the current menu, the theme of the current menu, the page responsible of the current menu, and some extra menu properties. All these properties can be found in the tab "properties" (see Figure 4-7) (this tab is only visible, if the user has Administrator, Editor or extended privileges).

**Figure 4-7. Properties of a page**

The screenshot shows a window with three tabs: 'Commands', 'Properties' (selected), and 'Privileges'. The 'Properties' tab contains the following controls:

- Language: English (dropdown menu)
- Theme: <Default> (dropdown menu)
- Responsible: none (dropdown menu)
- Local Home:
- Should menu start below Local Home
- Show in menu
- Update (button)

Below a horizontal line, there is a section for 'Fixed URL's' with an 'Edit' button and the text 'None'.

If the selected menu does not exist in all the languages used on the system, it is possible to change the language. The language of the selected menu can, however, only be changed to an unused language for this specific menu, i.e. a language version that does not exist already for this specific menu. Changing the language is simply done by selecting the language in the "Language"-dropdown to the available language and subsequently clicking "Update".

In MedicMind ConMan 5 it is possible to have several themes (see Chapter 12). A theme is the layout of a page - it is "all the things surrounding the content". The theme also includes the colors and fonts used on the content. It is possible to create a default theme that should be used on all pages, or a default theme for each language (so the title of the site is in the right language in the design), and it is also possible to create designs only to be used on a few pages. In the latter case, such a design is assigned in the "properties"-tab by selecting the proper theme in the "Theme"-dropdown. If "<Default>" is selected, the menu does not have its own theme but uses the default (also if the default changes), whereas if the theme currently being used is explicitly selected, this is not changed if another theme is made the default. Changing the theme is simply done by selecting the theme in the dropdown and clicking "Update".

The "page responsible"-property serves a twofold purpose; the name and email-address of the page responsible is automatically shown on the page if the custom tag for inserting the page responsible is placed on the page. The page responsible is also the person receiving a reminder email if the page has not been updated for a specific time interval (see Chapter 14) if this feature is enabled.

Normally, the menu tree starts with "Home" and then expands from there. Sometimes, it is advantageous to start the menu at a lower level of the menu tree. For example, if four departments will share a site, the front page ("Home") introduces the four departments, but when you click a certain department, the menu

should have a new Home, namely the start page for the department. This can be accomplished by checking the "Local home"-checkbox in the "properties"-tab. If there should not be a home at all on the new homepage but only the submenus, the "Should menu start below Local Home"-checkbox should be checked.

It is possible to hide a menu from the menu tree. The menu can still be reached by entering the correct URL. Hiding of the menu is accomplished by unchecking the "Show in menu" checkbox and clicking "Update".

Last but not least, the "properties"-tab contains a list of fixed URL's (see Section 6.3). Fixed URL's are URL's created by the user that (hopefully) has a meaning according to the content and that (hopefully) are easier to remember than the URL's automatically made by the system. This entry is only visible if the user is an Administrator or has been included into the privilege "fixedurleditor" (inclusion can be done in the "Control panel" in "Privilege setup").

## 4.4. Editing pages

As mentioned (Section 4.2.2) there are in principle 4 different types of pages (sub menus, media links and external and internal links) that can be inserted into the web site hierarchy. All of these types of pages can be edited, although the actual editing operation depends on the context. The editing functionality can be started in context of the active page by clicking the "Edit" button in the "Commands" tab in the context sensitive menu (Figure 4-4) or by right-clicking on a menu in the "site browser" to the left in "Content management". The following subsections briefly describe the editing of the different types of pages.

### 4.4.1. Editing actual pages (sub menus)

The content of the individual pages is edited with the MedicMind ConMan 5 Rich Text Editor (Chapter 5). The rich text editor resembles many known word processors (e.g. MS Word or Word Perfect), but the functionality is limited and focused on the features needed to edit web pages. It is also designed to help the editors to create consistent design across the web site. It features a built-in media manager for handling images, PDFs etc.

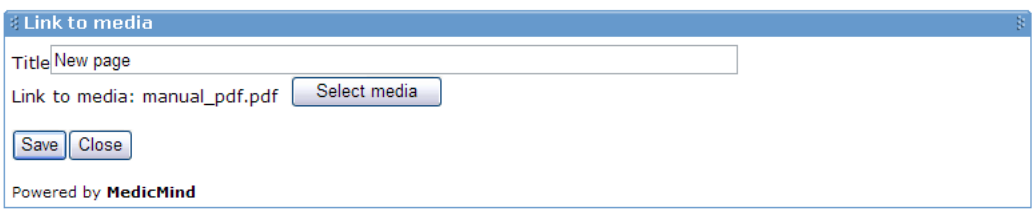
A screen dump from the editor can be seen in Figure 5-1. The functionality of the editor is very extensive and you should refer to Chapter 5 for details on page editing.

### 4.4.2. Editing media links

When you click "edit" while a media link is activated, the media link editor opens (Figure 4-8). The interface is straight forward; it allows you to modify the title of the link (the text displayed in the menu)

and the actual media content. The media content is selected with the Media Manager (Section 5.3.6.1).

Figure 4-8. Edit media link



### 4.4.3. Editing external links

Clicking "Edit" when an external link page is activated, will bring up an external link editor (Figure 4-9). Simply type the title to appear in the menu and the address of the external web site that you want to link to the menu. If you want to link to a completely different web site, remember to enter a fully qualified address (including protocol specifications), i.e. to create a link to the Microsoft web site, the fully qualified address is:

http://www.microsoft.com

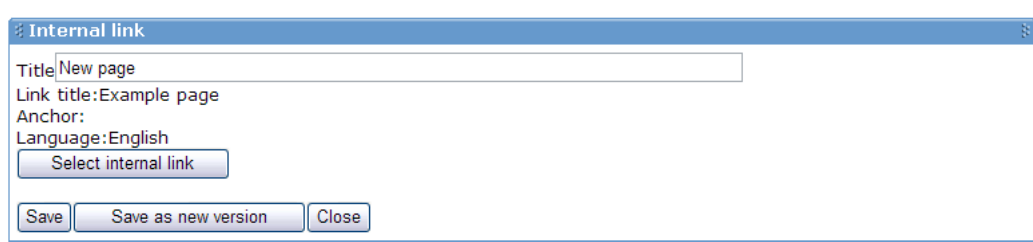
Figure 4-9. Edit external link



### 4.4.4. Editing internal links

Clicking "Edit" when an internal link page is activated, will bring up an internal link editor (Figure 4-10). Simply type the title to appear in the menu and then click the "Select internal link"-button. This will open a dialog box where the appropriate menu can be chosen by clicking "Insert". The internal linking also supports anchors; if you wish to link to a certain anchor on a certain page, click the "Select internal link"-button, navigate the desired menu and click the "get anchors"-button. This will search through the page and find all anchors on the selected menu. To insert a link to a specific anchor, simply click "Insert" next to the anchor ( to learn how to insert anchors, please refer to the documentation for the Rich Text Editor, Chapter 5).

**Figure 4-10. Edit external link**



## 4.5. Version Control System

MedicMind ConMan 5 is equipped with a system for maintaining several versions of the same page. This is often useful when the editor is in the process of updating or inserting content; often the editing process takes time, and the new content should not be visible on the web site until the editing process is complete. Often the editor also wants to be able to substitute one page with another temporarily - perhaps to announce breaking news. All these tasks can be handled by the Version Control System in MedicMind ConMan 5.

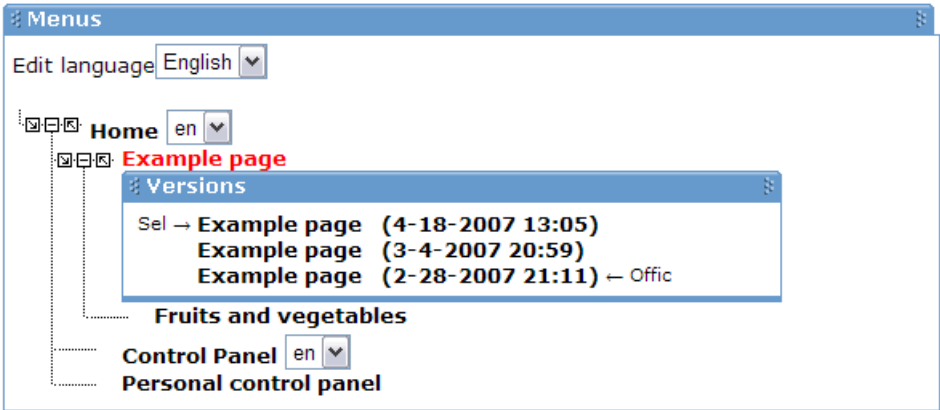
The main purposes of the Version Control System is: backup of previous versions of pages and the ability to keep pages hidden (e.g. while editing them) from the end users. The following paragraphs explain how this is done.

When a new page is create with the "New: " button, it is initially hidden. This gives the editor time to modify the page before it is displayed to the user. When the page is finished and ready to be published on the web site, it can be made visible with the "Show" button in the "Commands" tab in the context sensitive menu (Figure 4-4). If the editor at any time wants to hide a page, this can be accomplished by

clicking the same button again (it is now called "Hide"). This allows for showing or hiding a menu item, but it does not allow for editing a page while still showing the old page to the end user.

As mentioned, it is possible to have several versions of the same page (only one visible at any given time). Creating a new version of a page is done when editing the page with the rich text editor (Figure 5-1). There are two different save buttons at the bottom of the editor; the one called "Save" saves the modifications overwriting the current version of the page while the "Save as new version" button saves a new version of the page, thus preserving the old version of the page. This means, that if the version currently shown on the home page is being edited and "Save" is clicked, the changes are immediately visible on the home page, where as if "Save as new version" is clicked the saved changes are not visible on the home page. Figure 4-11 shows the site browser with a test page, where several versions of the same page have been saved. One of the versions is currently selected (marked "Sel→") and the same page is currently the official page (marked "←Offic"). The context sensitive menu (Figure 4-4) on the right side of the Content Management interface operates on the version which is currently selected. This allows the editor to modify any previous versions, and any of the available versions can be made official (i.e. visible to the end user) by clicking the "Make official" button on the "Commands" tab on the context sensitive menu (Figure 4-4).

Figure 4-11. Site browser with several version of the same page.



## 4.6. Controlling access to pages

### 4.6.1. Introduction to the privilege system

Many of the features in MedicMind ConMan 5 require some way of controlling access, e.g. it is necessary to restrict access to the Content Management interface to prevent anonymous end users from editing the content of a page. Furthermore, it might be attractive to be able to restrict access to some parts of the web site, e.g. some of the material should not be available to the public, but to a restricted group of users. MedicMind ConMan 5 solves this through a simple but versatile user and privilege management system. The user management system is described in Chapter 13 and will not be described here. There are several ways of maintaining a user database, but the end result is that users can be assigned to groups, and certain privileges can be assigned to certain individual users and/or groups, e.g. it is possible to hide a certain page from the public, but allowing members of a particular group and/or particular individual users to view the page.

Before explaining the details of allocating privileges, it is important to mention that there are 3 groups, which are common to all MedicMind ConMan 5 web sites: Administrators, Editors and Anonymous Users. For the purpose of understanding access to pages on the site one should know 1) Administrators and Editors can view and edit all pages (but the Editors does not have privileges for anything else than Content Management whereas the Administrators have full control over the site) and 2) All users (even if they are not logged in) are members of the Anonymous Users group.

An important part of the MedicMind ConMan 5 privilege system is inheritance. It is intuitive that some privileges should be inherited and some should not. An example of this could be, that if a user has edit privileges on a menu, the user is allowed to create submenus and to delete submenus. Thus, the user has a lot of control on the submenu and should therefore also be able to edit the actual content of the submenu; this is called that the editing privilege is inherited to the submenu. Another example is, that if an end user has the view privilege of a page, it is not a good idea to automatically be able to view submenus; thus the view privilege is not inherited to submenus. The exact rules for inheritance are as follows:

- Viewing privileges: Are not inherited; thus if you have viewing privilege on a menu, you do not automatically have viewing privilege on submenus.
- Editing privileges: Are inherited. On the current menu, editing privileges does not allow changing the editing privilege, but on submenus, editing privileges may be changed. The edit privilege is also automatically a viewing privilege on both the current menu and submenus.
- Extended privileges: Are inherited. The extended privilege is also automatically an editing privilege and viewing privilege on both the current menu and submenus

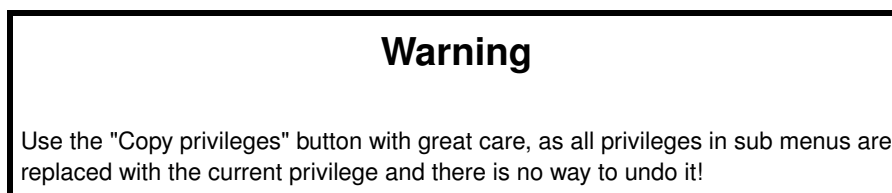
The privilege system mentioned in this section is the relevant part for the Content Management system; the actual privilege system also covers all other aspects of the MedicMind ConMan 5 (see Chapter 11).

## 4.6.2. An example of a privilege

An example of the privileges for a certain menu is shown in Figure 3-22. The three categories "Read", "Edit" and "Extended privileges" are shown below each other. For each category, users and groups mentioned explicitly are shown. If a user is member of a listed group, the user of course has the privilege as well even though the user is not mentioned explicitly.

For both users and groups, all inherited users and groups are shown dimmed above the users and groups selected for the current menu, which are shown in black. In Figure 3-22 this means that "Administrators" are inherited for the "read" privilege, where as "Anonymous users" are included in the privilege for the current menu. The inherited users and groups can not be edited whereas the users and groups included in the privilege for the current menu can be edited by clicking the relevant "edit"-button.

In Figure 3-22, a button called "Copy privileges" is also shown. This button is only available to Administrators. It is used for copying the privileges of the current menu to all sub menus.



## 4.6.3. Restricting view access

View access for a given page can be controlled by activating the page and modifying the "Users and groups who can read" (Figure 3-22) by clicking "Edit", a window will pop up, where users/groups can be added to the privilege by selecting the user/group to the left and click "→", and users/groups can be removed by clicking the user/group to the right and click "←". Remember, that Administrators are always given explicitly. If the group "Anonymous Users" is added, the page will have public access. Only people with Administrator, Editor, users with edit-privilege on a higher menu or users with extended privilege on the current menu or higher (see Section 4.6.4) can modify the read privileges.

## 4.6.4. Restricting edit access

Restricting the users (aside from Administrators and Editors) who can edit a page is also straight forward: Select the page and modify the "Users and groups who can edit"-privilege by clicking "edit" to the right. Users who have an edit privilege will have access to the Content Management interface. The site browser (Figure 4-3) will only allow them to select the pages that they have editing privileges to; all other menus are dimmed.

**Tip:** The Control Panel page is a page like any other page in MedicMind ConMan 5, i.e. it is only visible to users who have privileges to view this page. This means that users who are allowed to edit

pages should also be allowed to view the control panel. This is accomplished by adding all people who should be able to edit something to the view-privilege on the menu containing the control panel.

## 4.7. Language control

MedicMind ConMan 5 has built-in features for handling sites with multiple languages. These features have to be set up during the installation of the site, and the exact functionality depends on the setup, but the following general notes can be made:

A site with multiple languages can be run in three different ways: 1) Only one menu structure exists and all menus are translated to all languages ("one-tree, translated"), 2) only one menu structure exists but not all menus are translated to all languages ("one-tree, semi-translated"), 3) Each language has its own structure ("multiple-trees"). In MedicMind ConMan 5 the decision to do one or the other has to be made during the installation. In either case, the editor can switch between the possible languages with the language drop-down box in the setup pane on the left side of the Content Management interface. When "one-tree, translated" are enforced, adding a page in one language will add the page in all languages.

### Warning

If "one-tree, translated" or "one-tree, semi-translated" is enforced, deleting a page in one language, will delete it in all languages (with all sub menus).

With multiple language sites, the end user is allowed to choose language and his or her personal preference is stored. Aside from controlling the content on the site (or the language of the content), the language setting also controls things like formatting of time, dates etc.

All text in the MedicMind ConMan 5 as well as date and time formats etc, are defined in the database. This means that if a translation in a certain language is not existing, or if the Administrators wants a different translation than what has been made by MedicMind, this can be done through the System setup interface (see Chapter 14).

## 4.8. Editing directly on the front page

It is possible to edit directly on the page the currently official version of a page in the current language. If changes are made and "Save" is clicked, the changes are immediately visible on the home page. If "Save as new version" is clicked, a new version is saved. It is not possible, however, to edit other versions than

the current one directly on the page. If another version has to be edited, the easiest way is to go to the drop down menu where the edit was initiated and select "open in content management". This will open up the Content Management system with the current menu item selected.

For more info, see Section 3.3.5.

# Chapter 5. The rich text editor

This chapter gives a detailed description of the MedicMind ConMan 5 rich text editor. For a fast overview of how to use the system, please visit Chapter 3.

## 5.1. Introduction

The rich text editor is a web page for editing the title and the content of a certain page of the web site or for editing the Custom Forms (see Chapter 9). All editing of the content is WYSIWYG (What You See Is What You Get) with features known from ordinary word processing programs as well as features related to the content management. Thus, the rich text editor does not deal with the menu structure, the access to the pages or any other logistics.

The rich text editor is build upon browser capabilities; thus it does not work in all browsers. is is, however, working in Microsoft Internet Explorer v. 5.5 or later, Mozilla Firefox v. 1.5 or later and Netscape ver. 6 or later.

### 5.1.1. What is HTML

HTML (Hyper Text Markup Language) is the language used to make web pages. It is not a programming language, but rather a formatting language describing the layout of a certain page. HTML thus contains text as well as information regarding how the text should be displayed. An example would be:

```
This text is <b>bold</b>
<table>
<tr>
  <td>This is column 1 in row 1</td>
  <td>This is column 2 in row 2</td>
</tr>
</table>

<a href="http://www.medicmind.com">link text</a>
```

The example above shows several examples of HTML; the first line shows how formatting of text (here bold) is accomplished. The next six lines shows how a table is created, the next line shows how an image is inserted and the last line shows how a link is created.

It is not necessary to learn HTML in order to edit web pages using MedicMind ConMan 5. It is, however, important to note that HTML is purely text, i.e. images are not included into the text. This is in contrast to ordinary word processing documents, where images, sounds etc. are included directly into the document.

## 5.1.2. MedicMind Custom Tags

In order to create more advanced features than just text (e.g. news lists, user lists or control panels) and to provide as much flexibility in placing these features among ordinary text, we have developed MedicMind Custom Tags. These look like ordinary HTML codes, except that the tag starts with `<ctag:`, e.g. `<ctag:loginout>` gives the login/logout feature. When the page is read, this tag is replaced with the content that it represents.

## 5.2. Features

The following features exists in the rich text editor:

- Easy switching between WYSIWYG and HTML.
- Cut, copy and paste within the rich text editor as well as between other Windows-based programs and the rich text editor<sup>1</sup>.
- Text formatting using predefined headers, different sizes, different alignments, bold, italic and underlined text.
- Manipulation of tables.
- Creation of external links, links to other pages in the MedicMind ConMan 5 as well as anchors to use when linking to this page.
- Easy management of medias including images, videos, documents etc. Easy insertion of links to medias.
- Easy insertion and editing of Custom Tags.

## 5.3. Using the rich text editor

### 5.3.1. The structure of the rich text editor

When editing a certain page the rich text editor pops up in a new window. An example of this window is

seen in Figure 5-1.

**Figure 5-1. The rich text editor**



In the top is a field for the title of the current page, next comes the tool bar containing all the functionality of the rich text editor. Now, the content currently being edited is shown, and in the bottom are the "Save" and "Save as new version"-buttons as well as the "Close"-button.

### 5.3.2. Editing the title

The title of the current page may be edited simply by clicking the title text field. It is not possible to format the title (i.e. specify boldness, alignment etc.).

### 5.3.3. Editing the content

The content may be edited by clicking the content area. The functionality of the editing is similar to other text processing programs with the possibility to insert and delete text, format text during typing or afterwards, cut, copy and paste etc. When editing, please notice, that the width of the editor window is not the same as the width of the official web page.

## 5.3.4. Cutting, copying and pasting

Cutting, copying and pasting (see Figure 5-2) are familiar to most users; some issues regarding the functionality of these are to be pointed out, though.

**Figure 5-2. Cut, copy and paste in the rich text editor**



### 5.3.4.1. Cutting, copying and pasting within the rich text editor

Cutting, copying and pasting within the rich text editor works just like cut, copy and paste in an ordinary word processing program.

### 5.3.4.2. Pasting from other programs

The cut, copy and paste functionalities are inherent to the browser. Thus, it is not necessary for MedicMind to program how pasting from different programs into the rich text editor ought to work, making it possible to paste from many different sources. Unfortunately, this also makes it impossible to control how well the pasting works. From our experience, Microsoft Word 2000 or XP pastes all the formatting necessary to contain the document structure, whereas WordPerfect tends to lose some of the formatting, e.g. list formatting and others. When pasting into the rich text editor from different programs, a lot of extra formatting is inserted degrading the visual appearance and making the page heavier to load. To remove this extra formatting, use the "clean" function (see Section 5.3.5).

### 5.3.4.3. Pasting text with medias interchanged

As mentioned in Section 5.1.1, HTML is text interchanged with the description of the layout of the text. If there are to be any images on the page, the HTML describes where the image may be found on the server. Thus, the HTML file itself does not contain the image which is in contrast to most text processing programs, where all text, formatting and images are stored in one file. This imposes a problem when copying text interchanged with images from a text processing program to the rich text editor as the rich text editor only knows how to handle images already on the server. The solution is to:

- Remove the images from the text in the text processing program.
- Copy the text from the text processing program to the rich text editor (and "clean" afterward).
- Insert the images manually (see Section 5.3.6).

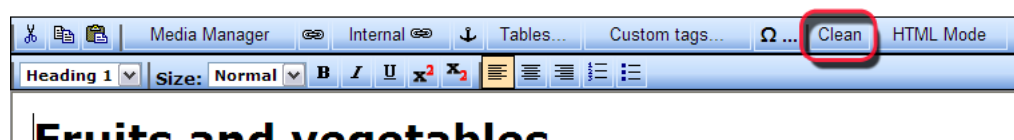
This means that access to the original images used in the text processing program is necessary in order to upload these.

### 5.3.5. Cleaning up unnecessary HTML

Most text processing programs tries to make the pasted text look as much like the original text as possible. This means, though, that text pasted from a text processing program will have the formatting of the document it was pasted from whereas text that is written directly into the rich text editor will have another formatting. This degrades the overall visual appearance. Besides, the extra formatting makes the page heavier to load. The solution is to remove all the extra formatting after pasting from a text processing program. This removal is not done automatically when pasting; instead it may be done by clicking the "clean"-icon (see Figure 5-3).

**Tip:** In this version, when saving, the content is automatically cleaned

**Figure 5-3. The clean icon**



The clean function will intentionally remove all colors, font faces, specific borders and specific list dots; unfortunately, it often also removes the font size. All places where a different size is wanted, the size must be changed manually afterwards.

As the different word processing programs uses different approaches for pasting the formatting of the text, the clean function may not remove the unwanted formatting entirely. If a certain, unwanted format is not removed, please contact MedicMind as this will make it possible for us to develop a better clean function.

### 5.3.6. Inserting medias

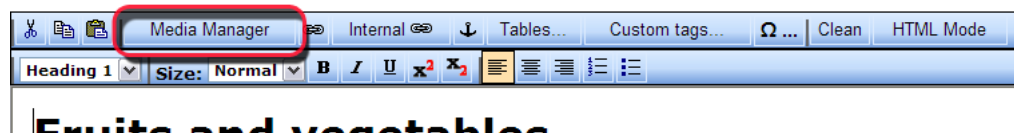
Medias<sup>2</sup> may be inserted in two different ways to a web page:

1. Inserting a link to the media. This means that only the link to the media is seen on the web page, and the media itself is only seen when clicking the link. This is possible with all media types.

2. Inserting the media directly on the page. This is only possible with images.

If the first item is the desired solution, write the text of the link, mark the text and click the Media Manager icon (Figure 5-4). If the second item is the desired solution, simply click where the image are to be inserted and click the Media Manager icon (Figure 5-4).

**Figure 5-4. The Media Manager icon**

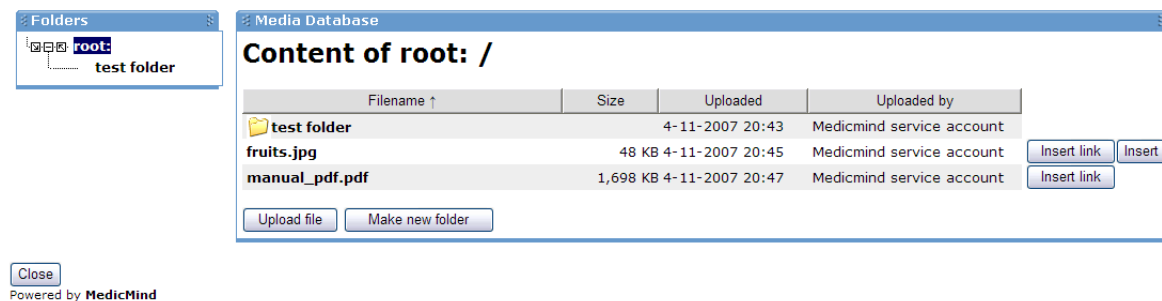


### 5.3.6.1. The Media Manager

When clicking the media manager icon, the media manager appears (see Figure 5-5).

**Figure 5-5. The Media Manager**

#### Media Management MedicMind demo site



The design and functionality of the Media Manager resembles those of an ordinary file browser (e.g. "Explorer" in Microsoft Windows):

- To the left, the folder tree is shown in a box called "Folders". The tree can be expanded and collapsed like in the Content Management, and by clicking a folder, the content can be shown to the left in the box called "Media database".

- In the top of the "Media database" the actual folder is shown. Sub folders are separated with a slash ("/") and not a back slash known to Windows users. The top folder named "root: /".
- All sub folders in the current folder is now displayed. If clicked once, the current folder changes to this folder. If right-clicking the folder, commands for deleting and renaming the folder as well as setting privileges on read and write are shown.
- All medias in the current folder are now displayed. For each media, a the title for the media, the upload time and the user who uploaded the media is shown. If right-clicking, commands for deleting and renaming the media, for setting the read and write privileges as well as inserting a link to the media or inserting the media itself into the web page. Also, buttons for inserting medias are shown to the right.
- In the bottom reside commands for creating a new folder or uploading a file.

#### 5.3.6.1.1. Uploading a file

When clicking the "Upload file" button in the bottom of the Media Manager, a new text field is displayed for the file name. The file name may be inputted manually or the file may be selected by clicking the "browse" button. Please notice that the filename may not contain spaces, non-English characters or slashes. If the file contains one of these characters, the file should be renamed prior to uploading.

When the media is uploaded, it may be inserted as a link or inserted directly by clicking "Insert link" or "Insert", respectively, to the right of the media.

**Tip:** If you want to replace a media, which have already been uploaded and linked to, simply right-click the media to replace and select "replace".

#### 5.3.6.1.2. Deleting medias

To delete a media, simply right-click the media and select "Delete". Deletion of a media requires write-privileges on the media.

### Warning

Please note that no check is performed whether this media is used on any of the web pages; also note that no undelete utility exists!

#### 5.3.6.1.3. Creating new folders and deleting folders

It is recommended to create folders to structure the medias. When naming folders the following characters are not allowed: non-English characters, <space>, \, /, :, \*, ?, >, <, |.

## Warning

Please bear in mind, that deleting a folder deletes all medias inside the folder and there is no "undelete" utility!

### 5.3.6.1.4. Setting the privileges on the medias and on the folders

If medias are placed in the database (default in MedicMind ConMan 5), it is possible to set privileges on the medias. The read privilege on a media specifies the end users allowed to view the media and the write privileges on a media specifies the editors who can delete the media. The read privileges on a folder specifies who can go into that folder, and the write privileges specify who can upload files to that folder and delete the folder!

## 5.3.7. Moving, resizing and deleting medias inserted on a page

The current section only applies to medias that have been inserted directly to the page (i.e. images) - if the media is inserted as a link, the link may be regarded as text.

The following transformation of the images are possible:

- Images may be moved by clicking the image (small squares appears in each corner and in the middle of each border), and then dragging the image to the final location.
- Images may be resized by clicking the image and then dragging in the small squares appearing in each corner and in the middle of each border. If the corner squares are dragged, the image will keep the proportions whereas dragging in one of the squares in the middle of a border only resizes the image in that direction. Please note, that changing the size of the image in this manner does not alter the image - it only alters the way the image is displayed on the current page. This also means that the end user have to download the original image in order to see the down-sized image. If the image is large, this may be a time-consuming process. In that case it is recommended to down-scale the image to the final size in a image processing program before uploading the image. This do, however, change the image permanently.
- Images may be removed from the page by clicking the image and then pushing delete on the keyboard. This does not delete the image from the server - it only removes the display of the image on the current page. To delete the image from the server as well, use the Media Manager

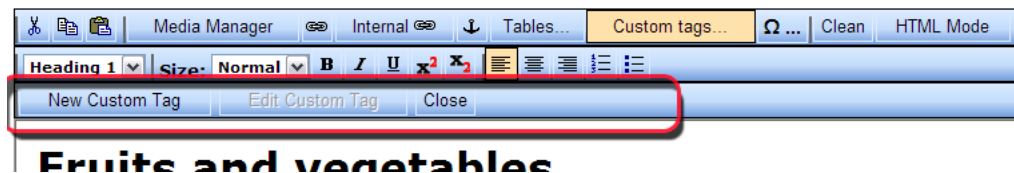
### 5.3.8. Inserting and editing Custom Tags

Custom tags (see Section 5.1.2) may be inserted and edited by using the Custom Tag Wizard. This wizard is accessible through the custom tag menubar (see Figure 5-7), which is displayed when clicking the "Custom tags..."-icon (see Figure 5-6).

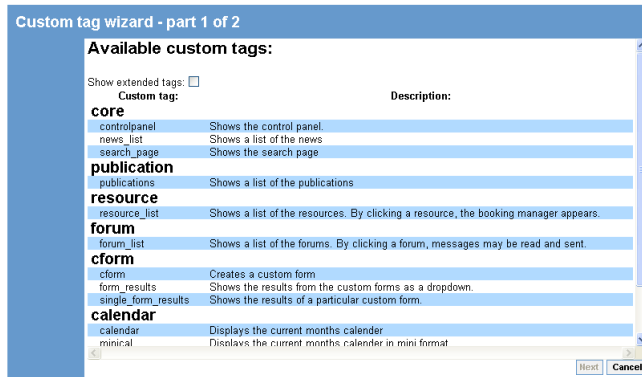
**Figure 5-6. The Custom tag menubar icon**



**Figure 5-7. The Custom tag menubar**



A custom tag may be inserted by placing the cursor where the custom tag content should appear and then click the "New custom tag"-icon. Now the Custom Tag Wizard appears. The first step in the wizard is to select the desired custom tag (see Figure 5-8). The custom tags are grouped by the module to which they belong (e.g. core, publications, calendar). More custom tags exist than those shown on this list; these tags are, however, intended for internal use and not for everyday editing. These custom tags may be displayed as well by checking the "Show extended tags"-box. When the proper custom tag is located, simply click the custom tag and click the "Next"-button to go to step 2 in the wizard.

**Figure 5-8. The first step in the Custom Tag Wizard**

The second step in inserting a custom tag is providing the proper parameters to the custom tags. A parameter is information needed by the custom tag to display the information as desired (e.g. the number of news to display, the sort order of publications, the form to display etc.). Some custom tags does not take any parameters, and some do. Some parameters are mandatory (marked with an \*) and some are not. For each parameter, a description of the parameter may be found to the right. When the parameters are filled propriately, simply click the "Finish"-button to insert the custom tag.

When editing a custom tag, only step 2 is available for editing - if the custom tag itself should be changed, simply delete the custom tag and create a new in the same location.

### 5.3.9. Linking and anchors

Creating hyperlinks is easy in MedicMind ConMan 5; Simply write the text that are to be the text inside the link, mark this text and then select one of the following:

- If the link is a link to a page not in the MedicMind ConMan 5 system, click the "Link"-button (see Figure 5-9). Now a dialog appears, where the URL (web address)) may be written. After hitting the "ok"-button the marked text is now a link.
- If the link is a link to a page in the MedicMind ConMan 5 system, click the "Internal link"-button (see Figure 5-10). Now a popup-window appears as seen in Figure 5-11 (in this window, the "get anchors"-button has been clicked for the "Example page". See below for anchors) . Now, find the page to link to and click the "insert" button to the right of that page. If a specific anchor is requested, click the "get anchors"-button to the right of the menu the link should point to. This searches the page for anchors and displays the found anchors. Click "Insert" next to the anchor to insert a link with the anchor. Please note, that if this page is deleted afterward, the link is not updated.

Figure 5-9. External link icon



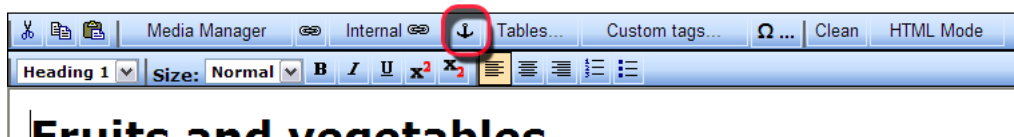
Figure 5-10. Internal link icon



Figure 5-11. Insert internal link popup window



Figure 5-12. Anchor icon



anchors are marks on a web page that allow to link not only to a specific page but also to a specific position on that page. To create an anchor, simply mark the text where the anchor should be, and press the anchor-button (see Figure 5-12) and give the anchor a name. The name should be different from other anchors on this page.

### 5.3.10. Inserting symbols

It is possible to insert a variety of symbols by clicking the "symbols"-button (see Figure 5-13). This will open the symbol selector (see Figure 5-14).

Figure 5-13. Symbols icon

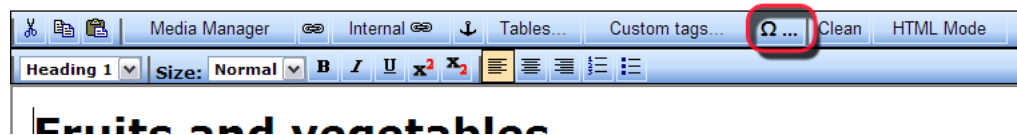


Figure 5-14. Inserting a symbol

- »Most commonly used
- »All symbols
- »Basic Latin characters
- »Extended Latin characters
- »Greek Characters
- »General punctuations
- »Subscript and superscripts
- »Currency symbols
- »Letterlike symbols
- »Number forms
- »Arrows
- »Mathematical operators
- »Geometric shapes
- »Alphabetic presentation forms

**Most commonly used:**

±	®	α	β	γ	δ	ε	η	λ	μ	π	ρ	σ	χ	≤	≥
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

**All symbols:**

**Basic Latin characters**

	!	"	#	\$	%	&	'	(	)	*	+	,	-	.	/
0	1	2	3	4	5	6	7	8	9	:	;	<	=	>	?
@	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
P	Q	R	S	T	U	V	W	X	Y	Z	[	\	]	^	_
`	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o
p	q	r	s	t	u	v	w	x	y	z	{		}	~	

**Extended Latin characters**

ı	ç	£	×	¥	ı	§	¨	©	ª	«	¬		®	¯	°
±	²	³	´	µ	¶	·		¹	º	»	¼	½	¾	¿	À

In the symbols editor, the symbols are grouped and the names of the groups are shown to the left, whereas the symbols in each of the groups are shown to the right.

When the right symbol has been located, simply clicking the symbol will insert the symbol and close the symbols editor.

## 5.3.11. Formatting text

Several possibilities exist for formatting the text. Before going into details with these, however, a bit of theory concerning the structure of text in general is necessary.

Text may be structured in a hierarchical structure; a *word* is a part of a *paragraph* which is a part of the *document*. Each of these structures have different formatting capabilities.

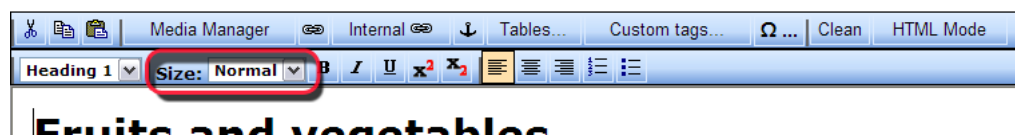
### 5.3.11.1. The words

This group is self explanatory; it is simply the actual words of the text. These words may be formatted using bold, italic, underline, raised, lowered (see Figure 5-15) and different font sizes (see Figure 5-16). Selecting color and font of the text is intentionally not possible, as this most often degrades the visual appearance of the site and simply tends to be misused. If another font is desired in the headers or in the entire document, this must be coordinated with the designer of the web site (Administrators can change these settings themselves through the theme's style control panel - see Chapter 12).

Figure 5-15. Bold, italic, underlined, raised and lowered



Figure 5-16. Size dropdown



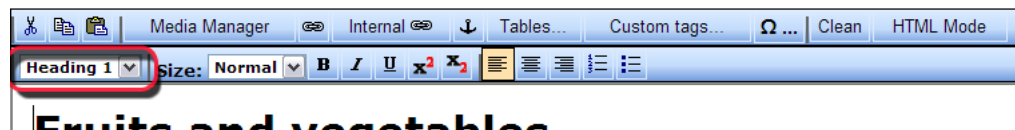
### 5.3.11.2. The paragraph

The paragraph is an important text structure but often it is only known intuitively. A paragraph is a collection of one or more sentences with similar content. When a new sentence is something completely different than the previous sentence, a new paragraph should begin. This is naturally done by hitting <enter>.

The rules above are quite easy to use when writing a book; most often, however, the content of web pages are more stylistic, e.g. when writing an address in the rich text editor, each line are ended by hitting <enter>. This finishes the current paragraph and starts a new paragraph which was not the intention. Instead, when a new line is desired within a paragraph, simply hold down <ctrl> while hitting <enter>.

When a certain paragraph is a title or a header in the document, it is advantageous to use special header formatting of the text instead of manually setting the font, font size, boldness etc. of the header. The advantages are that 1) it is faster simply to specify that a certain paragraph is a header instead of manually setting the formats and 2) The formatting of a certain header may be changed afterward thereby changing all the places in the document where this header type is used. This makes it much easier to update the design after writing the text. To change a paragraph to a header, simply place the cursor in the paragraph and select the desired header in the header-dropdown (see Figure 5-17). The format of a certain header may only be changed by the designer of the web site (Administrators can change these settings themselves through the theme'n'style control panel - see Chapter 12).

Figure 5-17. Header dropdown



Another format attribute of a paragraph is the alignment. This may be left, centered or right. To set the alignment, simply place the cursor in the paragraph and click the desired alignment (see Figure 5-18),

Figure 5-18. Left, centered and right alignment.



### 5.3.11.3. The document

In this context, all document properties are decided by the designer of the web page; these properties include the font family, font size, margins etc. These can be changed by Administrators through the theme'n'style control panel (see Chapter 12).

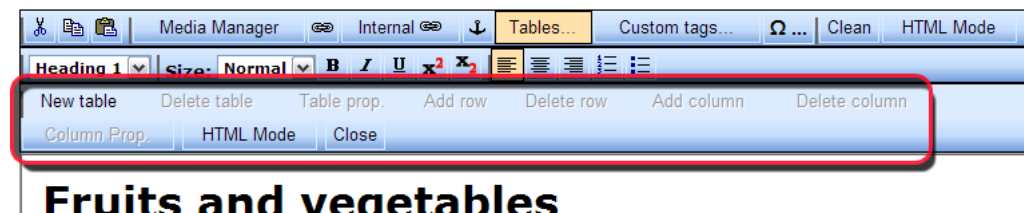
### 5.3.12. Tables

A lot of possibilities exist for manipulating tables in the editor, including creating/deleting tables, rows and columns and setting table and column properties. In order to gain access to these functionalities, click the "table"-icon (see Figure 5-19). Now the table menu bar is displayed (see Figure 5-20). Often, however, it is faster and more well-known to create the tables in a word-processing program, copy the table and pasting into the rich text editor and finally doing a "clean".

Figure 5-19. Displaying the table menu bar



Figure 5-20. The table menu bar



### **5.3.12.1. Creating, moving and deleting tables**

In order to create a new table, place the cursor where the new table should be located. Now click the "New table" and a popup box appears. In this box the number of columns and rows are entered as well as the number of borders. This number describes how the borders around each cell and around the table appears (it is not possible to set the border around a certain cell individually of the others; all cells have the same border type). If the border parameter is set to 0, there are no visible borders neither within or around the table and if the parameter is set to 1, an ordinary border appears. For higher border numbers, the lines around each cell and the table will be double, triple etc.

Now an empty table is created. The width of the table and each column is minimal but expands as text is entered into the table. To specify a certain width for a column see Section 5.3.12.3.

To move or delete a table, simply click the table (on one of the borders around a cell or around the table) and a small square appear in each corner of the table. Now the table may be moved to another location simply by dragging the table to the desired location. In order to delete the table, simply hit "delete". It is not possible to undo this deletion!

### **5.3.12.2. Changing table properties**

The only property that may be changed is the border (for a detailed description of the border see Section 5.3.12.1). In order to change the border, place the cursor in a cell of the table and click the "Table prop."

### **5.3.12.3. Changing column properties**

The only property that may be changed is the column width. In order to change the width, place the cursor in the desired column and click the "Column prop.". Now the width may be filled in. The width is measured in pixels and there should be no unit on the number (e.g. "100" - not "100 pixels").

### **5.3.12.4. Adding and deleting rows and columns**

To delete a row or column, place the cursor in that row or column and click "Delete row" or "Delete column", respectively. It is not possible to undo this deletion!

When clicking "Add row" a new row is inserted below the row, where the cursor is located. When clicking "Add column", a new column is inserted to the right of the column where the cursor is located.

### **5.3.12.5. Limitations**

It is not possible to merge cells in the rich text editor.

## **Notes**

1. Some limitations exists when pasting into the rich text editor from other sources; these limitations will be described in details later.
2. Medias are here defined in the broadest term, namely everything else than text.

# **Chapter 6. Various other features of the MedicMind ConMan 5**

## **6.1. Favorites**

## **6.2. News**

## **6.3. Fixed urls**

# Chapter 7. Personnel Files

MedicMind ConMan 5 is equipped with a system that allows the users of the system to enter their contact information etc. and use this information to generate a *personal web page*. We call this feature *Personnel files*. The personal web page can contain an image, contact information, a publication list (see also Chapter 8) and some information that the user can edit freely (e.g. a CV or description of research interests. The administrator of the website can choose which users that have access to this feature. This chapter of the manual explains how this administration is done and how the user can modify the information in the personal page.

The *People* module must be enabled in order for the following to work, and in order to manipulate the availability of the personnel files you must be a member of the administrators group and be comfortable with users and groups (see Chapter 13).

## 7.1. Access to personnel files

By default only administrators have the necessary privileges to create their own personal pages. Administrators are able to change that from the *Control panel*. If you have administrator privileges and you want to enable personnel files for a particular group of users you can use the control panel entry highlighted in Figure 7-1. If you click this link a privilege editor will open (see Figure 7-2). With this editor you can add users and groups that should be allowed to have their own personal pages.

**Figure 7-1. Personnel files privileges**

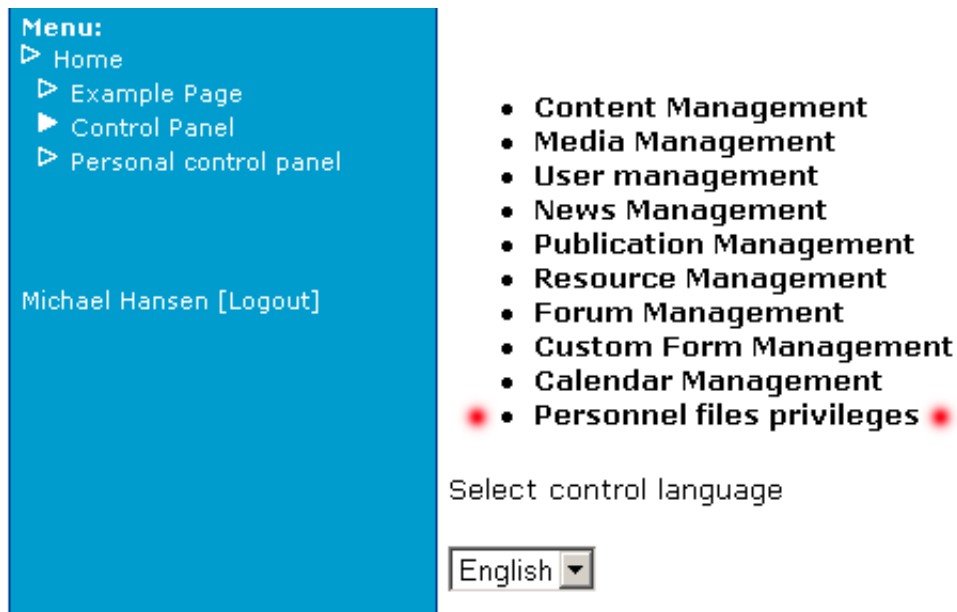
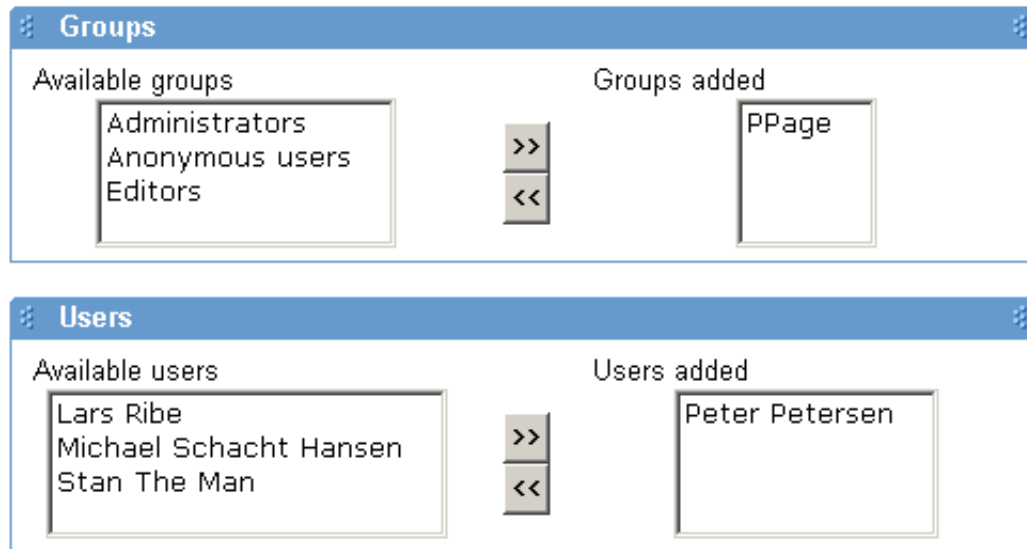


Figure 7-2. Personnel files privileges



### 7.1.1. Adding the personal control panel

Users edit their personnel file through a personal control panel. When you have granted access to the personnel files to one or more users, you have to make sure that they can see their control panel. This is done like this:

- Create a new page with the content management system (see Chapter 4). Give it a title (e.g. *Personal control panel*).
- Make sure that the only the groups that should be able to use the personnel files can see this page.
- Add the control panel to the page using the custom tag called *personal\_control\_panel*.

A detailed description of page creation and editing is given in Chapter 4.

## 7.2. Creation and modification of personnel files

Once access to the personnel files has been granted by an administrator the users can create their own

personnel file and modify the content of it, this is done with the *Personal control panel*. Initially this control panel will indicate that the user has not yet created a personnel file (see Figure 7-3). The personnel file can be created by clicking the link on the page.

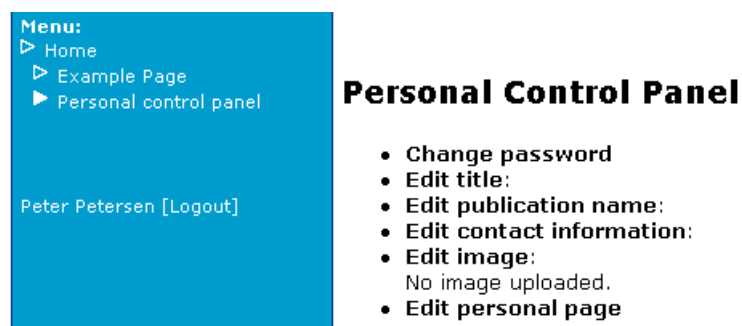
**Figure 7-3. Personal control panel - Create**



After creation of the personnel file, the personal control panel will reflect the new options to the user (see Figure 7-4). The options are:

- *Change password*: Opens a popup-window where the password of the user may be changed.
- *Edit title*: Any titles or affiliations that the user wants to include (e.g. MSc, PhD).
- *Edit publication name*: This is the name used when the user writes scientific publications (e.g. Hansen MS). This information is used to automatically generate the publication list based on the publication database (see Chapter 8).
- *Edit contact information*: Postal address, phone, email etc.
- *Edit image*: Allows the user to upload an image.
- *Edit personal page*: This will open an editor similar to the one used for editing the standard pages in the content management system. It can be used for writing a CV, fields of interest etc.

**Figure 7-4. Personal control panel - Options**



## 7.3. Displaying personnel files

The personnel files can be displayed on any page using a custom tag (see also Chapter 4). The custom tag is called *listpeople*. The actual appearance of the output of this tag may vary with stylesheets etc. on individual sites, but the tag should display a list of users (with images and contact information if available) and the users name is a link which will fetch the personal page. This page will contain image, contact information, publications and the personal page.

It is also possible to display only a subset of the users with personnel files. This can be done with the *group* argument of the custom tag. If left blank, the custom tag will display all users (i.e. all users with personnel files).

# Chapter 8. Publication Management

MedicMind ConMan 5 has a simple, yet powerful database for scientific publications. The intention of this database is to make it easy for a department to manage a list of publications and to publish it on the web. This chapter describes the most important details concerning publication management. It is divided in to two major sections: one dealing with the manipulation of the database and one dealing with creating output from the database.

The *Publication* module must be enabled for the following to work.

## 8.1. Editing the publication database

The publication management interface can be accessed from the control panel (see Figure 4-1), depending on the actual number of publications in the database it would look like Figure 8-1. This interface can look a bit complex, but we will walk through each section of the interface here and explain how it all works. The first thing to notice is the list of the publications currently in the database. This list

is the box in the upper left corner of the management interface (see Figure 8-2).

**Figure 8-1. Publication Management Interface**

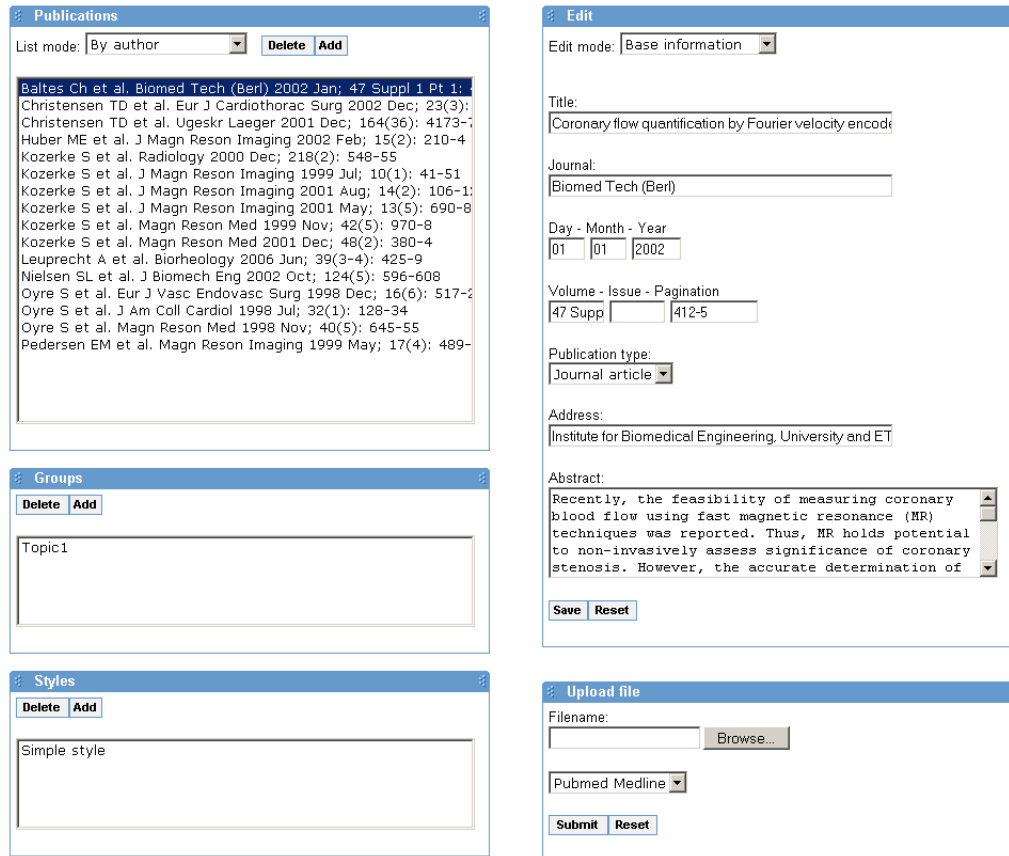
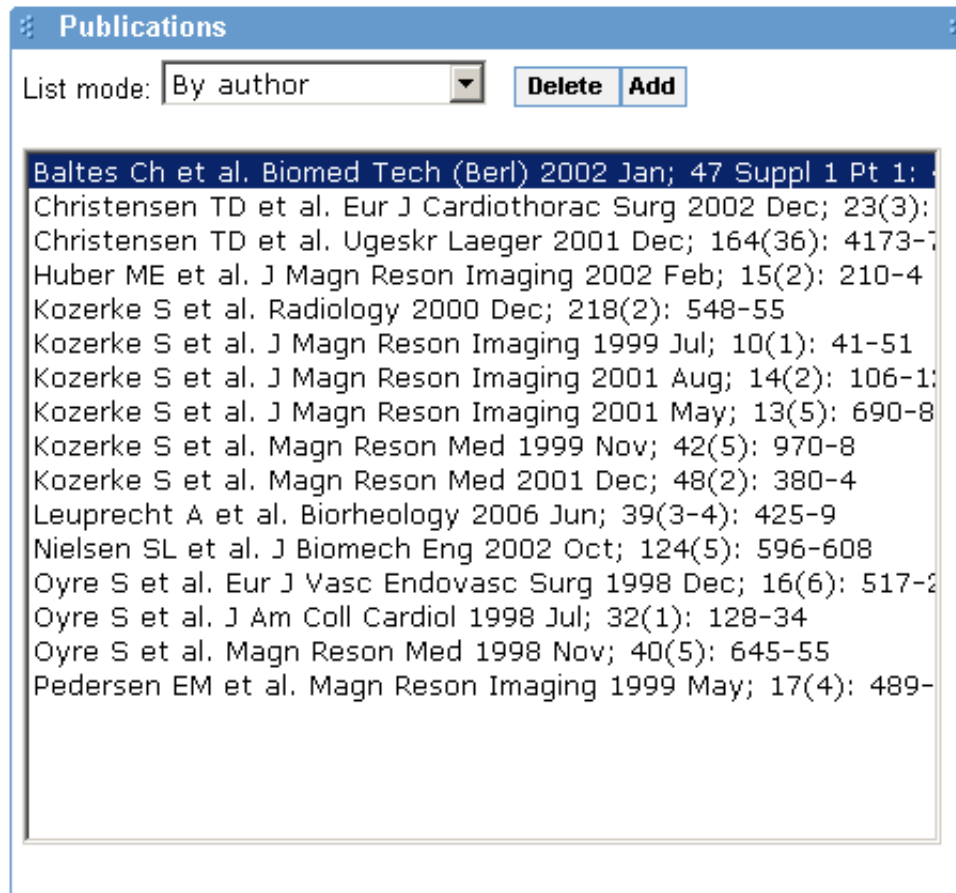


Figure 8-2. List of publications



### 8.1.1. Adding publications

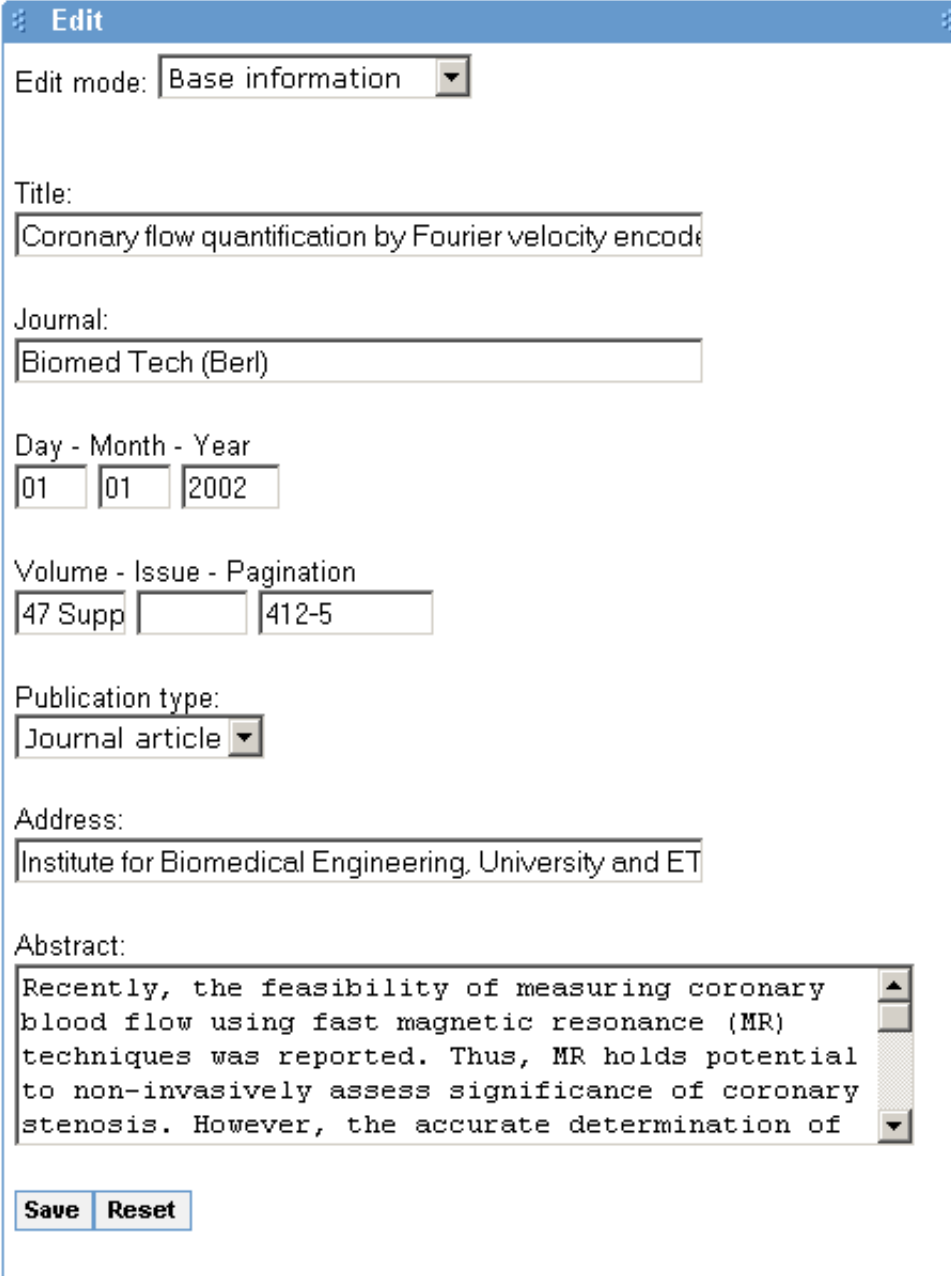
There two different ways of entering publications in the database:

- *By hand*: This is done by pressing **Add** in the publication list frame (Figure 8-2). This will create a new publication in the list. The publication will automatically be highlighted and the Edit frame can now be used to edit the publication (see Figure 8-3). The publication editor has three different edit modes: *Base information*, *Author information*, and *Keyword*. These modes can be toggled with the drop-down menu at the top of the editing frame. The fields are standard for publication databases and should be self-explanatory.

In general we don't recommend entering publications by hand. It is a rather error prone and cumbersome procedure, it should only be used when file upload (see below) is not possible (e.g. when entering material that is not normally indexed, such as a thesis).

- *File upload:* This is done with with the file upload frame in the lower right corner of the management interface (see Figure 8-4). The file formats that can be uploaded depends on the filters installed on the system, typical examples are: *Pubmed medline*, *Pubmed XML*, and *ISI Web of Science*. The files can be downloaded with the search tools like Pubmed (<http://www.pubmed.gov>). Use of Pubmed is not covered in this manual.

Figure 8-3. Edit publication



**Edit**

Edit mode:

Title:

Journal:

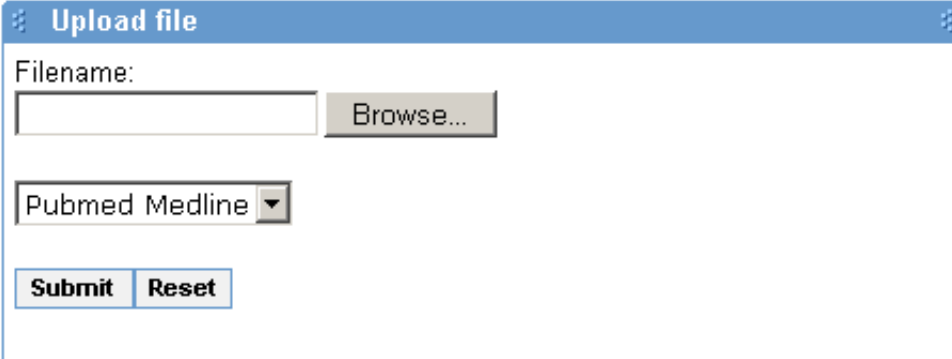
Day - Month - Year

Volume - Issue - Pagination

Publication type:

Address:

Abstract:

**Figure 8-4. File upload**

The screenshot shows a dialog box titled "Upload file". It contains a "Filename:" label followed by a text input field and a "Browse..." button. Below this is a dropdown menu currently showing "Pubmed Medline". At the bottom of the dialog are two buttons: "Submit" and "Reset".

## 8.1.2. Groups of publications

It is possible to group the publications in the database. This makes it possible to create a subset of the publication database (e.g. publications covering a particular topic). The currently existing groups can be seen in the Group list frame in the management interface (see Figure 8-5). A new list is created by pressing Add.

**Figure 8-5. List of publication groups**

The screenshot shows a dialog box titled "Groups". It features two buttons at the top: "Delete" and "Add". Below these buttons is a large text area containing the text "Topic1".

The list can be modified by clicking the name of the list. This will cause the editing frame to change to group editing mode (Figure 8-6). Use this interface to change the name of the list and move publications in and out of the list.

**Note:** One publication can belong to many groups.

**Figure 8-6. Edit publication group**

## 8.2. Displaying publications

List of publications can be create using the *publications* custom tag (for information on custom tags see Chapter 4). It is possible to display all publications or a subset of publications (based on group and/or author) and it is possible to sort the lists in various ways and display using customizable output styles.

This section explains how this is done. First output styles are covered and then the custom tag and its arguments are covered.

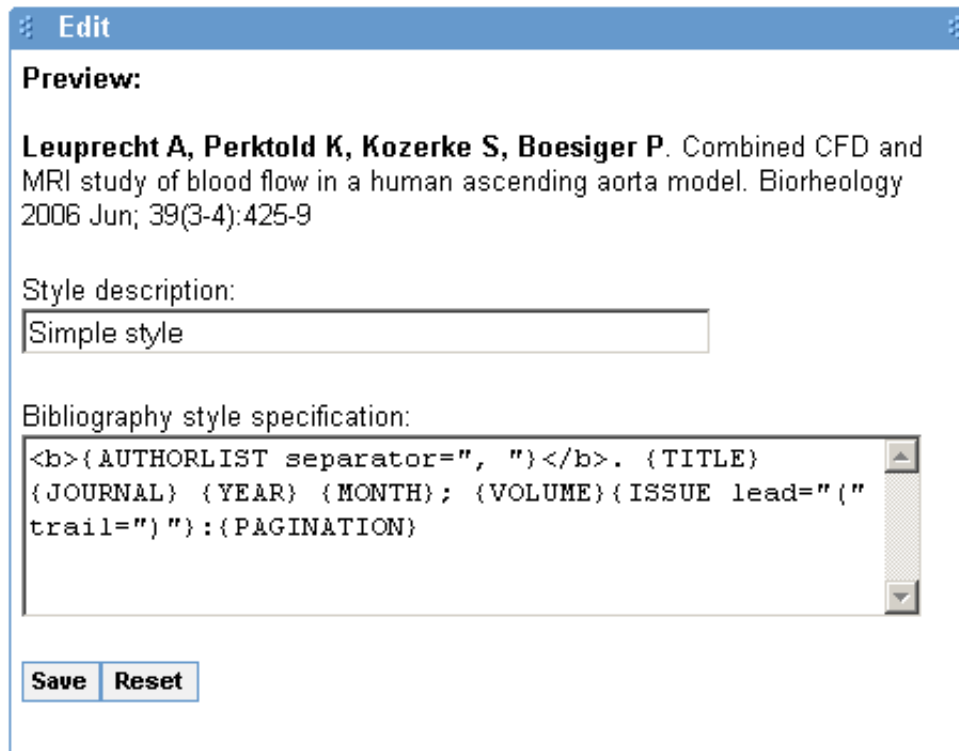
### 8.2.1. Output styles

An output style is a specification used to explain how a particular entry in a publication list should be formatted. The currently available output styles can be seen in the style list frame (see Figure 8-7) in the publication management interface. An output style can be modified by highlighting it, the editing frame will switch to style editing mode (see Figure 8-8).

**Figure 8-7. List of publication styles**



Figure 8-8. Edit publication style



The style editor allows you to modify the name/description of the style and to specify the *bibliography style*. It also displays a preview of the style. The style specification is rather technical and it will be perceived as being very difficult to some people. We will try to give a simplified overview of the bibliography style specification language used here.

Style specification is tag based like HTML or XML, but unlike these languages it uses `{ }` rather than `<>` for tag specification. All tags have a name and zero or more attributes that can be specified. A tag is specified like this:

```
{TAGNAME attrib1="value" attrib2="value"}
```

Where TAGNAME is the name of the tag and attrib1 and attrib2 are attribute names. Output styles are built of text interchanged with tags. The text is outputted as is while the tags will extract some piece of information about each publication.

In its current form the style language is very simple in the sense that it only consists of 7 different tags

(listed with possible arguments):

- **AUTHORLIST:** A list of authors.

separator

The characters used to separate the authors in a list, e.g. ", " (comma and space).

max

Maximum number of authors in list (if more authors, the rest are substituted with "et al.").

lead

Text inserted in front of a non-zero tag output.

trail

Text inserted after a non-zero tag output.

- **TITLE:** The title of the publication.

maxchar

The maximum number of characters to display. The rest of the title is substituted with "...".

lead

Text inserted in front of a non-zero tag output.

trail

Text inserted after a non-zero tag output.

- **JOURNAL:** The name of the journal.

lead

Text inserted in front of a non-zero tag output.

trail

Text inserted after a non-zero tag output.

- **YEAR:** Publication year.

lead

Text inserted in front of a non-zero tag output.

trail

Text inserted after a non-zero tag output.

- **MONTH:** Publication month, returned as a 3 letter abbreviation.

lead

Text inserted in front of a non-zero tag output.

trail

Text inserted after a non-zero tag output.

- **VOLUME:** Volume number

lead

Text inserted in front of a non-zero tag output.

trail

Text inserted after a non-zero tag output.

- **ISSUE:** Issue number.

lead

Text inserted in front of a non-zero tag output.

trail

Text inserted after a non-zero tag output.

- **PAGINATION:** Page specification in journal.

lead

Text inserted in front of a non-zero tag output.

trail

Text inserted after a non-zero tag output.

- **FILELINK:** Inserts a link to an uploaded PDF.

link

Text inside the link.

Please consult Figure 8-8 for an example of style specification and output.

### 8.2.2. Custom tag

As mentioned previously there is one custom tag for displaying publication: *publications* (for details on custom tags consult Chapter 4). Without arguments this tag return a list of all publications in the database

using a default style and ordered by publication data in descending order (i.e. latest first). The custom tag wizard allows you to modify this behaviour through arguments:

- *Publication group*: A particular subset of the publications specified in the publication management interface.
- *Author name*: Specify a particular author (e.g. "Hansen MS") to further subset the list.
- *Order direction*: Ascending or descending order.
- *Publication style*: Specify a particular output style. Output styles can be modified and created through the publication management interface.
- *List type*: Ordered list of for numbered list and Unordered list for bulleted list.
- *Order by*: Select the sort criterion.

# Chapter 9. Custom Forms

## 9.1. Introduction to Custom Forms

MedicMind Custom Forms provide a fast and intuitive way for building forms without having to deal with the HTML and logistics for storing the data. Multiple forms may be created each having its own fields and text, own "thank you for submitting" text, own privileges for designing the form and viewing submitted results and own way of storing or emailing data. Each form consists of fields (e.g. a text-field, a dropdown etc.) and a page showing the layout of these fields and other text in the form. The Custom Forms only works if this module is enabled.

## 9.2. Custom Form Management

Custom Form Management (see Figure 9-1) is the interface for creating forms, deleting forms and for alteration of all other form data than the design of the form; i.e. title, description, privileges, storing of data etc. The Custom Form Manager is found on the "Control Panel" page, if the user has Administrator-privileges, or if the user has been granted the privilege "custom form editor" or the privileges to edit one or more forms.

Figure 9-1. Custom Form Management

### Custom Form Management



### 9.2.1. Selecting a form for editing

All operations performed in Custom Form Management (except from creating a new form) are done in the context of a particular form. To select (activate) a particular form, click the desired form on the left

side of the Custom Form Management (see Figure 9-2). The right side of the Custom Form Management (Figure 9-3) now displays information about the selected form and the operations available for the selected form. If the user is not a member of the Administrator group, only those forms where editing privileges has been granted are shown.

Figure 9-2. Selecting a Custom Form

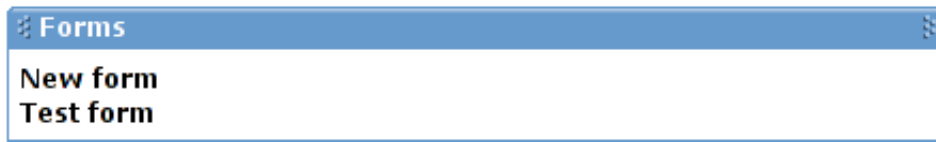
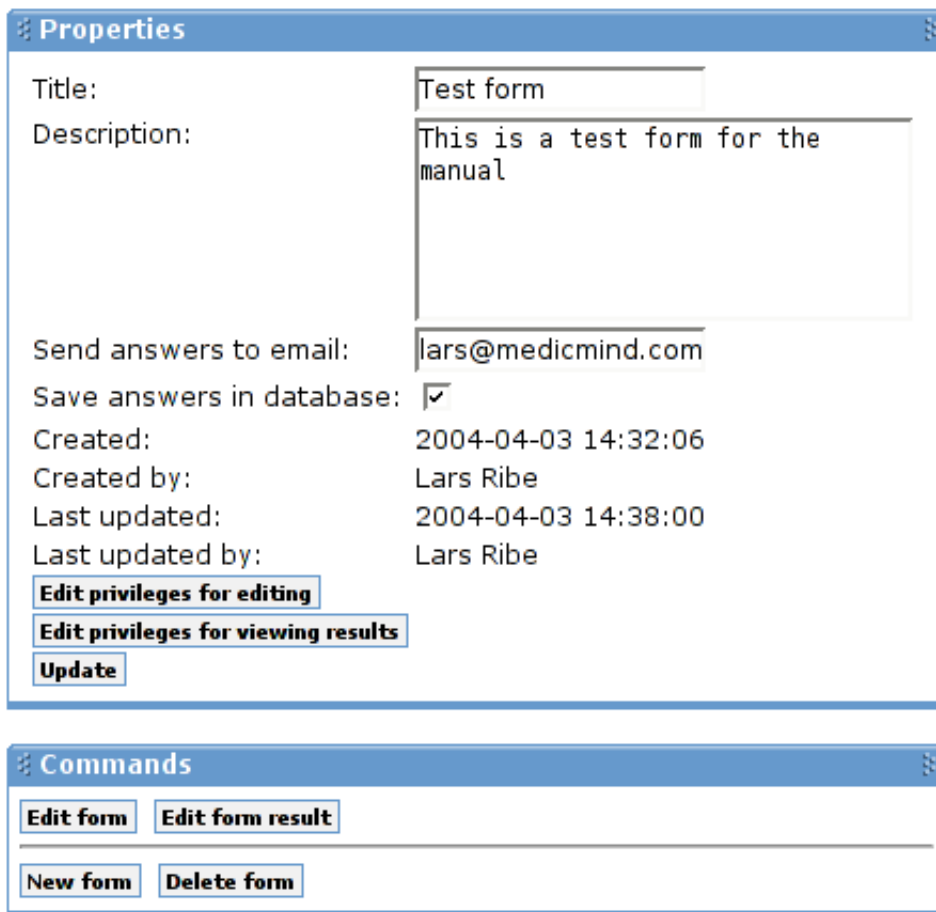


Figure 9-3. Information and Commands in the Custom Form Management



## 9.2.2. Custom Form properties

In Figure 9-3 the properties of the selected form are shown. The following fields exist:

- **Title:** A title for the form. used to identify the form when inserting the form into a page and viewing the submitted results.
- **Description:** An optional description of the form
- **Send answers to email:** Whenever a user submits this form, the result may be sent on email to the address specified. This requires, though, that the mail system on the server is properly set up.
- **Save answers in database:** If this field is checked, all submitted answers are stored in the database. These answers may be displayed ( or saved as comma-separated values) using a page with one of the custom tags **form\_results** or **single\_form\_results** (for a description of custom tags, see Section 5.1.2).
- **Created, Created By, Last updated, Last updated by:** Shows information regarding the creation and updating of this form.
- **Edit privileges for editing:** Only members of the Administrator group and users who has the "custom form editor"-privilege has full access to the Custom Form Management. They may, however, grant privileges to edit a form to other users using this button. These users may then alter everything in this form except from renaming it and deleting it.
- **Edit privileges for viewing results:** Only members of the Administrator group and users who has the "custom form editor"-privilege may view the output of the custom tags used to extract submitted results. They may, however, grant privileges to view the submitted results to other users and groups using this button.
- **Update:** Updates changes to title, description, Send answers to email and Save answers in database (not privileges).

## 9.2.3. Custom Form Commands

In Figure 9-3 the commands of the selected form are shown in the bottom. The following commands exist:

- **Edit form:** When clicking this button a new window appears, where the actual form content may be edited (see Section 9.3).
- **Edit form result:** When clicking this button a new window appears, where the page shown when the user has submitted may be edited (see Section 9.4).
- **New form:** Creates a new form. This button only exists for members of the Administrator group and users who has the "custom form editor"-privilege.
- **Delete form:** Deletes the form and all information associated to this form! This button only exists for members of the Administrator group and users who has the "custom form editor"-privilege.

## 9.3. Editing the Custom Form

When clicking **Edit form** in the Custom Form Manager, the Custom Form Editor appears (see Figure 9-4).

Figure 9-4. Editing a Custom Form

### Editing the form: Test form

The left sidebar of the Custom Form Editor contains three panels:

- Fields:** A panel with a blue header and a list area containing the text "<No fields defined>".
- Properties:** A panel with a blue header and a list area containing the text "<No field selected>".
- Commands:** A panel with a blue header and a list area. It features a "New" button and a dropdown menu currently showing "Checkbox".

The main editor area of the Custom Form Editor features a toolbar at the top with icons for undo, redo, and save. The toolbar includes the following text and controls:

- Media Manager (with a link icon)
- Internal (with a link icon)
- Normal (dropdown menu)
- Size: Normal (dropdown menu)
- B (Bold)
- I (Italic)
- U (Underline)

Below the toolbar is a large, empty text area for editing the form content. At the bottom of the editor, there are "Save" and "Close" buttons.

To the right on the page, all fields and field-related info and commands are shown. To the left on the

page, an editor very similar to the editor used for Content Management is used to layout the form.

## 9.3.1. Creating and manipulating fields

### 9.3.1.1. Introduction to fields

In order to make a form, some fields has to be created. Fields are the special input elements in a form. Some fields have default values (e.g. a text box), some fields may be preselected (a checkbox or an item in a dropdown) and som fields may contain subfields (a dropdown or a radio group). Below is a list of the fields available together with a short description of the characteristics:

- **Checkbox:** A checkbox. May be preselected or not. The checkbox has a title. When the user submits a form with a checked checkbox, the result is stored as <title>: Yes (where title is the <title> you have given the field). Similarly, an unchecked box is stored as <title>: No.
- **CPR:** A Danish CPR-number. The CPR-number only has a title. When the user submits the form, the CPR-number is validated before the result is saved. *Please note, that if the results of this form is stored in the database, the CPR-number is stored together with all other form information, which is illegal according to Danish law!*
- **Date:** The Date field is in fact a text-field with additional validation at submission time to verify that the user has entered a valid date. The Date field has a title, a "required"-checkbox that indicates if the end user can leave this field blank, and an a checkbox for setting the default value to 'Now', which means that the prefilled date is the current date when the end user enters the form.
- **Dropdown select:** A dropdown menu. The Dropdown select has a title and may contain options. Each option has a title. When the user submits the form, the result is stored as <dropdown-title>: <selected-option-title>, where <dropdown-title> is the title of the dropdown and <selected-option-title> is the title of the option selected. An option may be preselected or not. The options are sorted alphabetically.
- **Filter input:** This is a text field which has extended capabilities for verifying that the input supplied by the end user has a specific pattern. It has a title and a length (the length of the text field displayed). It has a parameter called "Filter", which is the pattern that the end user input should conform to. The format of the filter is Regular Expressions (for the exact description, see <http://www.php.net/manual/en/pcre.pattern.syntax.php>). An example could be that the dedired input is a username of the form 'uxxxxxx' where 'u' could be in lowercase or uppercase and x is a number from 0-9. The pattern described would be:  `/^[uU]d{6,6}$/` . There is also a property called "Description of the filter" which is the text displayed to the end user if the field is filled incorrectly. At last there is also a property called "Required". If checked, the user have to filled in the field, whereas it is optional to fill in the field if not checked.
- **Input field:** This is an ordinary text field. It has a title, a length (the length of the text field displayed), an optional default value, and a "Required"-field which indicates if inputting a value into this field is required. Note, that marking a text field required is only for displaying purposes (the field will be marked with a \*) as no validation is done afterwards of the input. If validation is desired, use a filtered input instead (see previously).
- **Password field:** This is the same as an input field; it does not, however, have a default value, and the value entered by the user is hidden while typing.

- Radio group: This is a group of radio buttons, where only one may be selected at the time. It has exactly the same properties as the Dropdown select, but looks different since all options may be seen at the same time.
- Reset button: Resets the form to the predefined values. The title of the button is the button text.
- Submit button: Submits the form. The title of the button is the button text.
- Textarea: A multi-line input field. Has the same properties as the Input field; however, instead of a length, it has options for Rows and Columns..
- Username: Shows a dimmed box with the username. The username is actually not taken from the form but instead it is taken from more reliable sources; the only purpose of the username-field is that it is a good habit to show the user filling in the form that the username actually is being stored with the submission, i.e. the submission is not anonymous.

### **9.3.1.2. Create a new field**

To create a new field, goto the Commands section and simply find the field type in the dropdown and press New.

### **9.3.1.3. Selecting a field**

In Fields, simply click the field you wish to edit (see Figure 9-5; here a field called Student is clicked). Fields are shown with the title and the type in parentheses. If a field contains options, these options are shown indented and only with their option value; these options may be clicked on as well (in Figure 9-5, "Female" and "Male" are options).

Figure 9-5. A selected checkbox



#### 9.3.1.4. Editing a field

When selecting a field or an option, the Properties and Commands are updated to reflect the selected field. In properties, the title, default values, options etc may be set (in Figure 9-5 the Title is set to Student and the checkbox is not selected per default). Changes to these properties are saved when the "Update"-button is clicked. If the field is the type containing options, a button called "New option" appears in Commands.

#### 9.3.1.5. Deleting a field

Simply select the field or option, and click delete in Commands.

## 9.3.2. Layout of the form

The editor on the right side of window is the same editor as the editor used for Content Management; a description of the functionality of this editor may be found in Chapter 5. The only new part in this context is the possibility to insert the fields created and modified on the left side of the window. The layout of the form is only saved when the "Save"-button is clicked.

### 9.3.2.1. Inserting a field

When selecting a field in the left side of the window, a button named "Insert" appears in the Commands. Now, the cursor should be placed in the editor where the field should be inserted, and the "Insert"-button may be clicked. It is not possible to insert an option to a field; only fields may be inserted.

### 9.3.2.2. Moving and deleting a field from the layout

If the browser used is Microsoft Internet Explorer, the inserted field can be clicked and small boxes appears in each corner of the field. To move the field, simply click and drag the field to the desired location and release the mouse. Instead, if the browser is Mozilla, the field can not be moved — thus, to move the field it should be deleted and reinserted at the correct position.

To delete the field from the layout, click the field and hit delete on the keyboard. This does not delete the definition of the field on the left side of the window; it only removes the field from the layout on the right side of the window.

### 9.3.3. What happens if I change a field after it has been inserted?

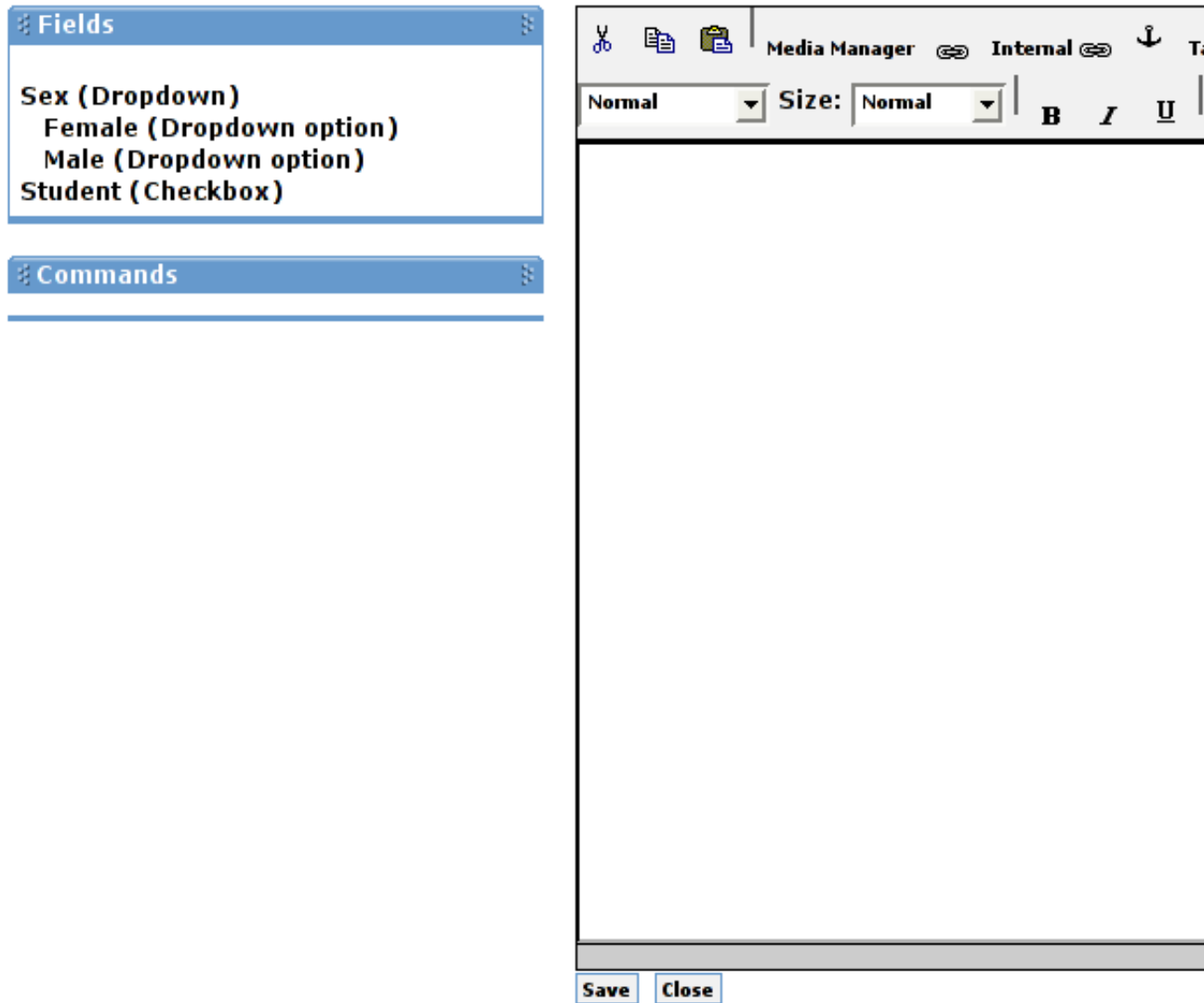
if the field is renamed in the left part of the window, it is automatically renamed on the right part of the window as well. If a field is deleted in the left side of the window, the field is automatically removed from the layout on the right side of the window.

## 9.4. Editing the page shown after submission (Form Result)

When a user submits a form, it is possible to specify the text shown on the page. This may be normal text (e.g. "Thank you for submitting"), or it may contain the filled in values from the form (e.g. "Thank you for submitting. You filled in your name as: <result> and your birthdate as: <result>" etc.). This page is called "the result of the form". The editor for this page is shown in Figure 9-6.

Figure 9-6. The result form editor

## Editing the result of the form:test form



As seen, this editor is the same as the editor used for designing the forms itself. The only difference is, however, that it is not possible to add, delete or change the fields on the left side of the editor — the only available command is "Insert", which inserts the filled-in value on the page.

The page is saved with the "Save"-button.

## 9.5. Inserting the form on a page and viewing the submissions

### 9.5.1. Inserting the form on a page

The custom form is inserted on a page using the Content Management (see Chapter 4). When editing the page where the form should appear, the form may be inserted as a custom tag called **cform** (see Section 5.3.8).

### 9.5.2. Viewing submitted results

If the form is setup to save the submissions in the database, two different custom tags exists for retrieving this information; namely **form\_results** and **single\_form\_results**. The former of these shows a list of all the forms the user has the privilege to view the results from and one of these forms may then be selected for viewing the submitted results. The latter of the custom tags displays the submitted results of a specified form if the user has the privilege to view the results from this form. When viewing the submitted results for a specific custom form (no matter if the custom form was selected by the user in the **form\_results** custom tag or by the editor using the **single\_form\_results** custom tag) a link called "save to CSV" is placed on the top of the page. When clicking this link, the submitted results can be saved in a format called comma-separated values, which most database and spreadsheet programs are capable of reading (e.g. Microsoft Access or Microdosft Excel).

# Chapter 10. Calendars

## 10.1. Introduction to The Calendar System

MedicMind Calendar System provides an easy to use but yet powerful way to manage appointments, event etc. In this calendar system it is possible to have single user calendars, group calendars and a site specific calendar. This chapter consists of two main parts, one on the administration interface and another part on the options in the user interface.

The Calendar module must be enabled in order for the following to work. If the module is enabled you should have a menu entry as on Figure 10-1.

**Figure 10-1. Control panel menu entry for the Calendar System.**



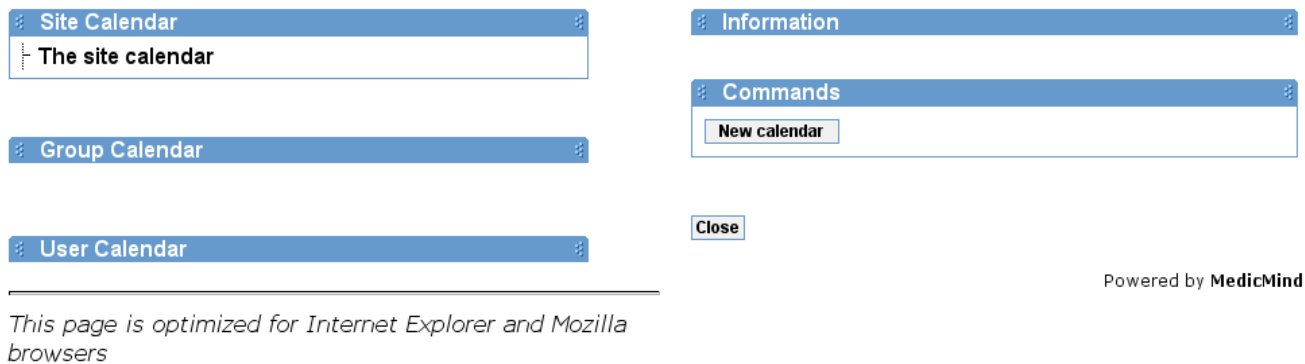
Forum:	
	<b>Forum Management</b>
Custom Forms:	
	<b>Custom Form Management</b>
Calendar: ■	<b>Calendar Management ■</b>
Peoples:	
	<b>Personnel files privileges</b>
Cron:	
	<b>Cron Setup</b>

## 10.2. Administration section

The Calendar Management (see Figure 10-2) is the interface for creating, editing and deleting calendars, as well as adding events to a given calendar and setting privileges for that given calendar. All of this is explained in the next sections.

Figure 10-2. Calendar Management

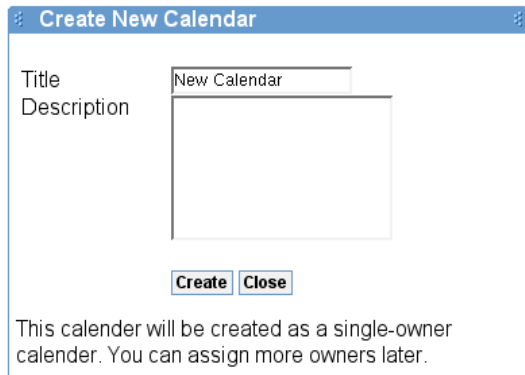
## Calendar Management



### 10.2.1. Create new calendar

The only button available, when there is no calendar selected, is the "new calendar" button. See Figure 10-2 for location of this button. When this button is pressed, a new window will appear. See Figure 10-3 for an overview of the interface. When creating a new calendar, one has only to supply a name and a description for the calendar. Note that a newly created calendar has no privileges, so you have to assign one or more groups or users via the privilege manager.

Figure 10-3. Create New Calendar



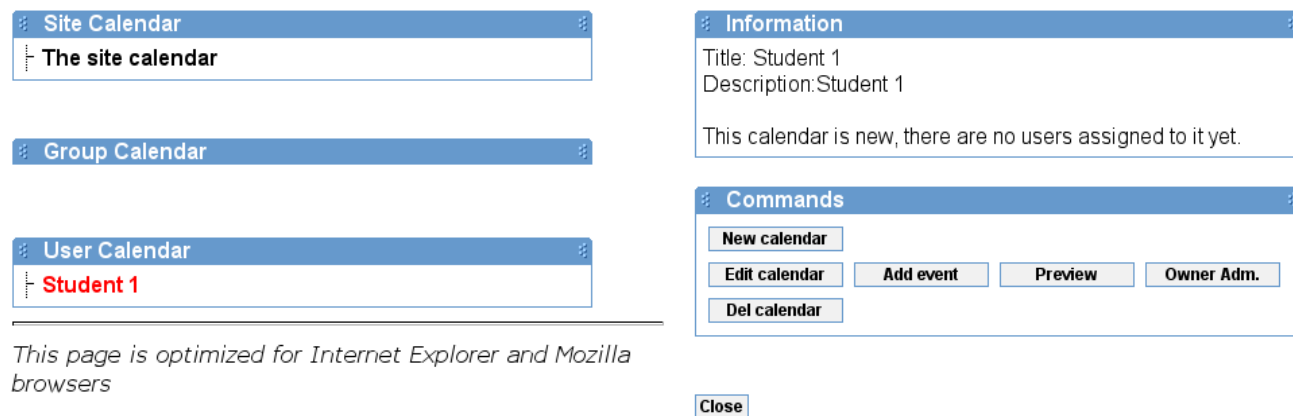
## 10.2.2. Edit calendar

If you want to edit a calendar, i.e. change it's name or it's description, select it by clicking on the calendar's name (See Figure 10-4). When selected, extra buttons appear on the right side of the menu. All these buttons are for manipulating the selected calendar.

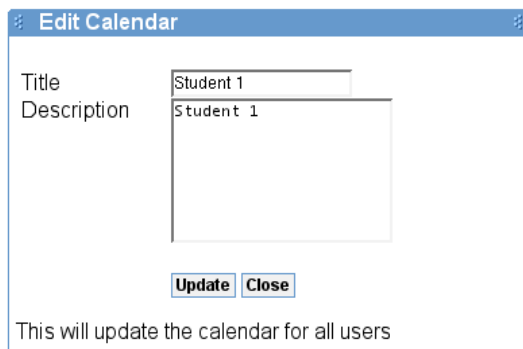
When you click on the edit button, a window will appear with the information for the selected calendar. This is shown in Figure 10-5. When done editing the information you click on the save button and the calendar management window will be refreshed.

**Figure 10-4. Calendar Management with User Calendar selected**

### Calendar Management



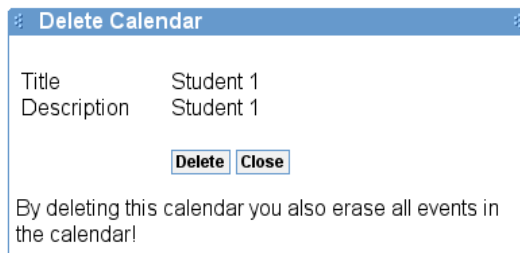
**Figure 10-5. Edit Calendar**



### 10.2.3. Delete calendar

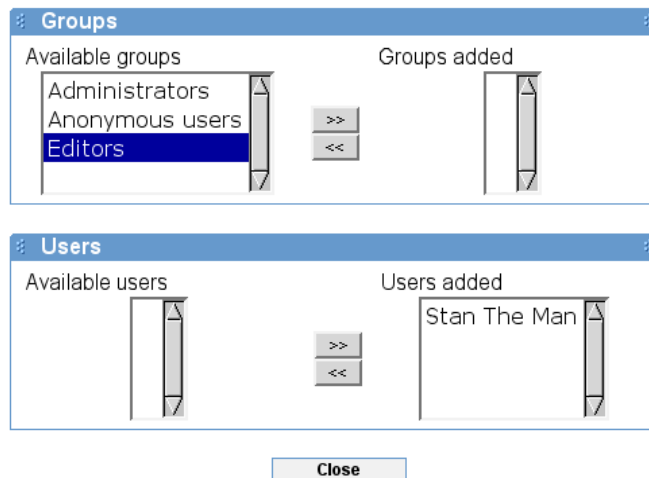
When you have selected a calendar, the delete button will appear on the right side. The only calendar you cannot delete is the site calendar. The site calendar is always in the system and cannot be removed. When you have selected a calendar and press the delete button, the system will display a window to alert you, that you are about to delete a calendar and all events in that calendar. This alert window can be seen in Figure 10-6.

**Figure 10-6. Delete Calendar**



### 10.2.4. Privilege manager

Whenever a new calendar is created, the only people that are allowed to add events, are administrators. This is often something you want to change, and for that we have the privilege manager. Again, when you have a specific calendar selected, you should see the "Owner Adm" button. (See Figure 10-4). When pressed, this button will open a new window showing the privilege manager for this calendar (See Figure 10-7). Owners for a calendar can be single users or groups of users or a mix of both. So on the left side you have the users and groups that are not associated with this calendar and on the right side you have all the groups and users that can add/edit/delete events in this calendar.

**Figure 10-7. Privilege Manager**

### 10.2.5. Add event and preview

As administrator you also have the option to add events to someones calendar or take a preview of a selected calendar. The add event interface (see Figure 10-8) is the same as the one given to the user when adding events. The preview window gives the administrator the opportunity to take a look at how the calendar looks and preview some of the event. This can be seen in Figure 10-9.

**Figure 10-8. Add event to calendar**

Add Event To Calendar

Student 1

Start time: 2003 - 6 - 20 22 : 30

End time: 2003 - 6 - 20 23 : 30

Category: New Category

Title:

Description:

Public event  
 Private event

**Figure 10-9. Calendar preview**

November 2003 🔍

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**Title:** *Class*

**Category:** *Students*

**From:** *5 Nov 2003*

**To:** *5 Nov 2003*

[Click to get more info!](#)

## 10.3. User interaction

The second main part of the calendar system is the daily users interface to the system. This includes the mini calendar as a system block, the month view page and the daily view page. There is also an event view page where the user can view the single event.

### 10.3.1. Mini calendar

The mini calendar is a minimal version of the big month view calendar (see Figure 10-10). The behavior of the mini calendar is controlled through the custom tag `MMCW_minical`. From the mini calendar it is possible to go to the month view and the day view by clicking on either the month name in the top or the days in the month.

**Figure 10-10. Mini Calendar**

December 2003						
M	T	W	T	F	S	S
						49
						50
						51
						52
						1

### 10.3.2. Month view

There are two ways of displaying the month view page, either by using the `MMCW_monthview` custom tag or by clicking on the title in the mini calendar. Both will bring up a page similar to what can be seen on Figure 10-11. In the upper left corner the current displaying month is shown, here it is also possible to go forward or backwards in time to see other months. In the upper right corner of Figure 10-11 there are three buttons. The leftmost button gives a pop-up window displaying the owners of this calendar. The middle button switches to day view displaying the current date. The rightmost button will show you the month view page again.

In the middle we have the monthly overview of the days in the month. Each day number is a link to the day view page for that given day. The small red dots represent events/appointments for that given days. Remember that events/appointments can stretch over more days in this system.

There are two boxes located in the bottom. The left box holds the "jump to" mechanism, where it is possible to specify a month and a year you want to display. The right box is more special, it can show event information when you hold the mouse over one of the red dots.

Until now we have looked at the interface when there is no user logged in, but on Figure 10-12 a user is logged in and there are some minor changes to the interface. In the upper right corner a little icon has been added. The icon is a little green cross and its purpose is to add new events to the current calendar. There is also an extra dropdown menu in the bottom, this is used for jumping to other calendars that the logged in user has permission to see. One additional feature is that private events only show up when you are logged in.

**Figure 10-11. Calendar Month view when not logged in**

◀ November 2003 ▶

M	T	W	T	F	S	S
					1	2
3	4	••	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Jump to:

November ▼

2003 ▼

**Title:** *Class 2*

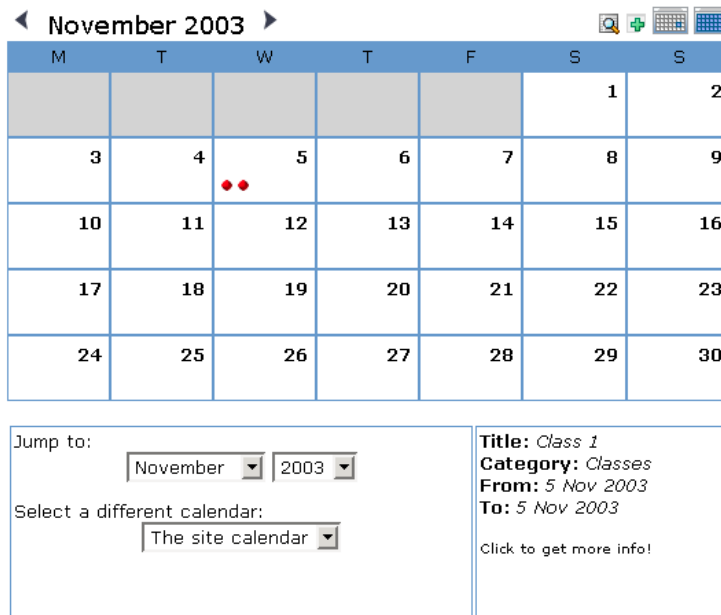
**Category:** *Classes*

**From:** *5 Nov 2003*

**To:** *5 Nov 2003*

[Click to get more info!](#)

Figure 10-12. Calendar Month view when logged into the system



### 10.3.3. Day view

You can get to the day view page from either the minical or the month view page. The appearance of the page and the amount of functionality available depends on the user's status, if he is logged in he can see and do more than when he is not. The basic day calendar is from 7:00 til 19:00, but you can also get the full dayview if you like that. This first introduction is based on the screen where no user is logged in, see Figure 10-13.


In the upper left corner is the day indicator with an arrow to the left and right of it. With these arrows you can navigate through the days so you don't have to return to the month view every time you want to see a different day. In the upper right corner we have three icons and a status message. The messages indicates what calendar we are working on or displaying. The icons are identical to the meaning from the month view.

When you are not logged in only public events are showed. If you click on the title you will be sent to the event view page. The category and a bit of the description is also showed in this event view.

When we now look at the screen where we have a user logged in, see Figure 10-14. There a couple of changes to be noted. Again like with the month view we add the little green cross icon to the top right corner. Like in the month view page, this also means that we want to add a new event. More changes can

be seen in the events. If you have the right permissions you can now edit or delete the events without having to click to the event view. You can also see that a extra event has been added, this is a private event and is only shown to people who are logged in and have the right permissions.

**Figure 10-13. Calendar Day view when not logged in**


◀ 8. December 2003 ▶ 

Calendar: The site calendar

Display events full day.





07:00	
07:15	
07:30	
07:45	
08:00	
08:15	
08:30	
08:45	
09:00	
09:15	
09:30	
09:45	
10:00	<b>Title:</b> Class 1
10:15	<b>Category:</b> Classes
10:30	<b>Description:</b> This is a group meeting for class 1...
10:45	
11:00	
11:15	
11:30	
11:45	
12:00	<b>Title:</b> Class 2
12:15	<b>Category:</b> Classes
12:30	<b>Description:</b> Group meeting for Class 2 in the oval office...
12:45	
13:00	
13:15	
13:30	
13:45	
14:00	
14:15	
14:30	
14:45	
15:00	
15:15	
15:30	
15:45	
16:00	
16:15	
16:30	
16:45	
17:00	
17:15	
17:30	
17:45	
18:00	
18:15	
18:30	
18:45	

Figure 10-14. Calendar Day view when logged into the system

◀ 8. December 2003 ▶ 

Calendar: The site calendar

Display events full day.

07:00		
07:15		
07:30		
07:45		
08:00		
08:15		
08:30		
08:45		
09:00		
09:15		
09:30		
09:45		
10:00	<b>Title:</b> Class 1  	
10:15	<b>Category:</b> Classes	
10:30	<b>Description:</b> This is a group meeting for class 1...	
10:45		
11:00		
11:15		
11:30		
11:45		
12:00		
12:15		
12:30		
12:45		
13:00		
13:15		
13:30		
13:45		
14:00		
14:15		
14:30		
14:45		
15:00		
15:15		
15:30		
15:45		
16:00	<b>Title:</b> Staff meeting  	
16:15	<b>Category:</b> Staff	
16:30	<b>Description:</b> Todays aganda can be seen on the red office...	
16:45		
17:00		
17:15		
17:30		
17:45		
18:00		
18:15		
18:30		
18:45		


### 10.3.4. Event view

The event view is for getting detailed information about a specific event. The way to display the page depends on the users status, if he is logged in or not. The not logged in screen can be seen on Figure 10-15. Like the day view the screen contains minimal information for the user not logged in.

When we now look at the logged in screen, see Figure 10-16. There are a couple of changes in the interface again. Bottoms for creating events, editing and deleting this event has been added to the top right corner. We also display a new line of information, under the calendar indicator. This line is to tell

who wrote this event when it was created. It is also possible to see if a event is private or public.


**Figure 10-15. Calendar Event view when not logged in**

8. December 2003 

**Calendar:** The site calendar

Title:	Class 1	<input type="checkbox"/> Public <input type="checkbox"/> Private
Category:	Classes	
Description:	This is a group meeting for class 1	
Start time:	10:00 - Dec 8 2003	
End time:	14:00 - Dec 8 2003	

**Figure 10-16. Calendar Event view when logged into the system**

8. December 2003 

**Calendar:** The site calendar  
Created by root 8 December 2003 12:52:17

Title:	Staff meeting	<input type="checkbox"/> Public <input checked="" type="checkbox"/> Private
Category:	Staff	
Description:	Todays aganda can be seen on the red office	
Start time:	16:00 - Dec 8 2003	
End time:	17:00 - Dec 8 2003	

# **Chapter 11. Privileges**

## **11.1. Introduction**

# Chapter 12. Themes and Styles

## 12.1. Introduction to The Theme 'n Style System

Figure 12-1. Control panel menu entry for the Theme 'n Style System.

Core:	
	<b>Content Management</b>
	<b>Media Management</b>
	<b>User management</b>
	<b>News Management</b>
	<b>Privilege setup</b>
	<b>System setup</b>
	● <b>Theme'n'Style</b> ●
	<b>Fixed URL setup</b>

## 12.2. Themes, Styles and Colorsets?

Figure 12-2.

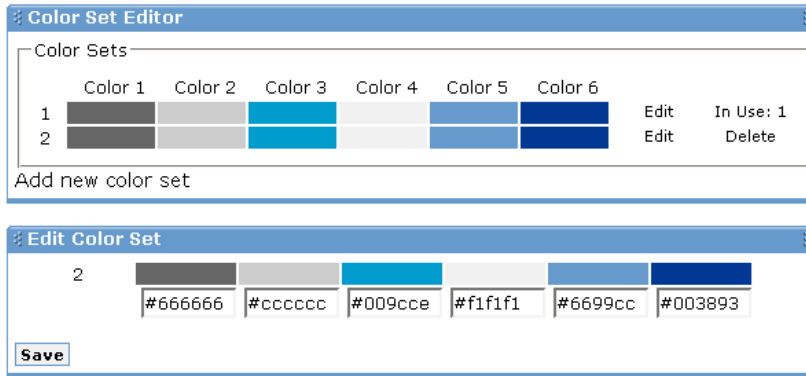
### Theme'n'Style Setup :: MedicMind Demo Site



Powered by **MedicMind**

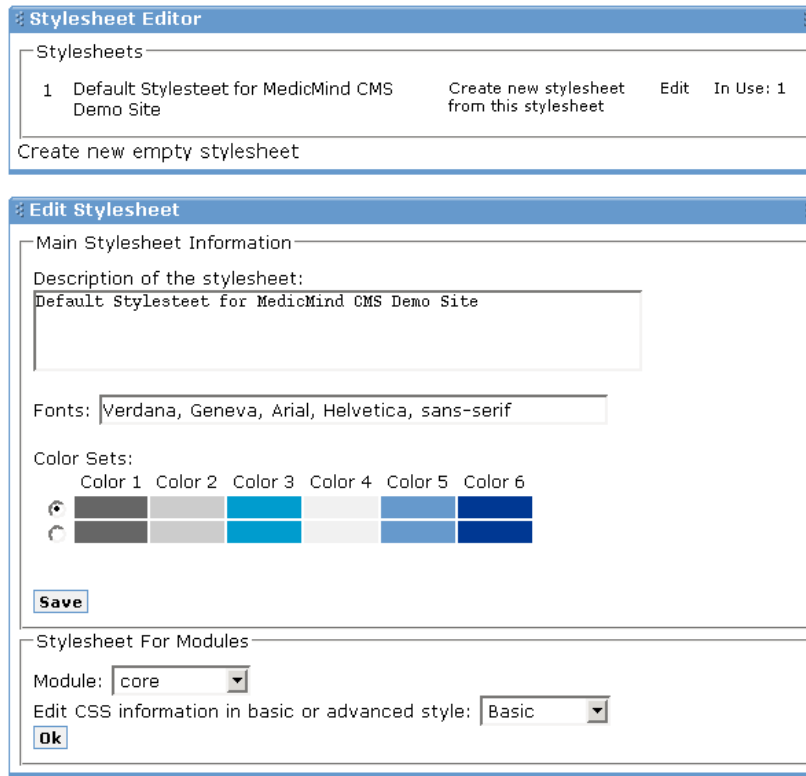
## 12.3. Colorsets

Figure 12-3.



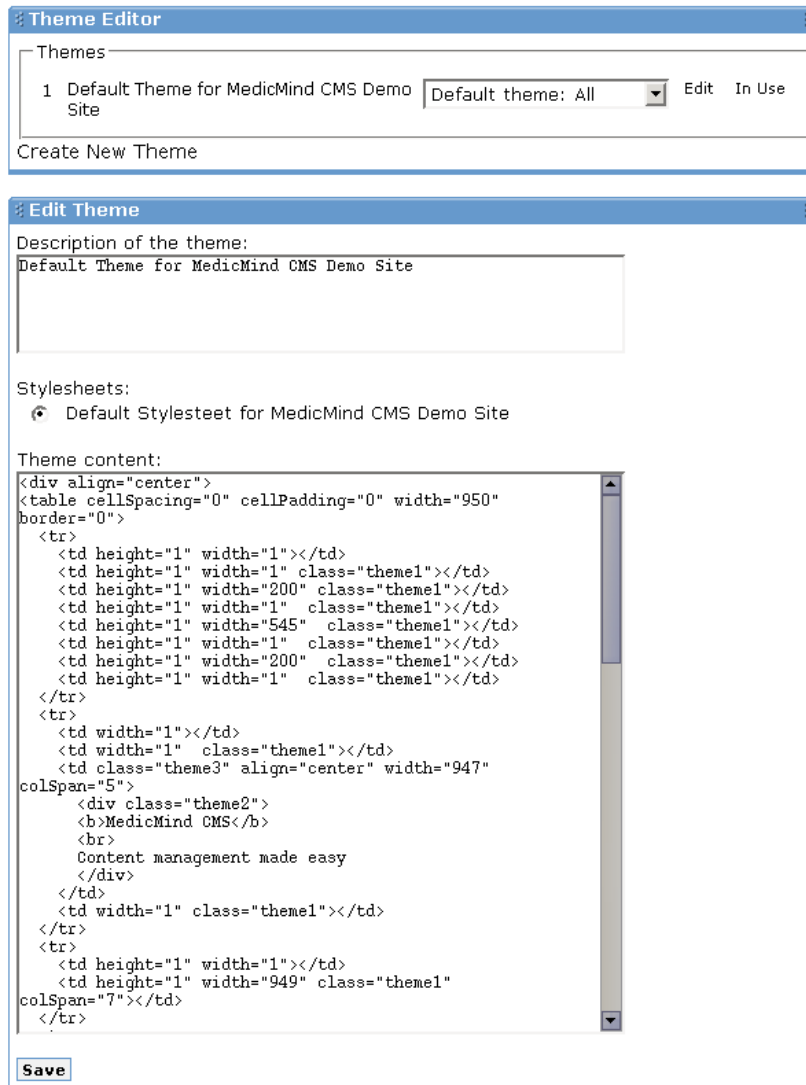
## 12.4. Style Sheets

Figure 12-4.



## 12.5. Themes

Figure 12-5.



# Chapter 13. User management

## *Users, groups and the privilege system*

MedicMind ConMan 5 is equipped with a rather advanced user management system. The system is used to create users and adding these users to groups (one user may be assigned to several groups simultaneously). Privileges to access particular resources (e.g. pages on the web site) can be granted to these groups. This chapter describes how to create users, assign users to groups, and grant privileges to specific groups of users.

There is a section at the end of the chapter on LDAP user authentication. If you are familiar with LDAP you may find this interesting, otherwise just skip that section.

### 13.1. Introduction to user management

The MedicMind ConMan 5 user and privilege management system is based on two important entities:

- Users

Represent the actual users or administrators of the system.

- Groups

Represent a group of users. Users can be assigned to groups when they are created/modified or through a special group assignment interface.

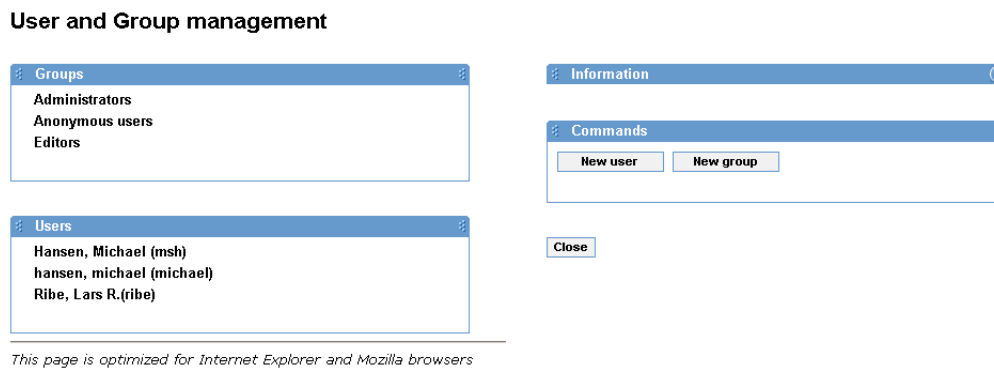
All access to resources is controlled with groups. *It is not possible to grant privileges to a particular user*, and therefore the administrators must be comfortable with both users and group.

#### 13.1.1. The user management interface

All manipulation of users and groups is done through the "User management" interface, which can be found on the "Control panel" page (See Figure 3-9), if the current user has administrator privileges.

The user management interface can be seen in Figure 13-1. The rest of this chapter will describe the functionality of this interface.

Figure 13-1. User management interface



## 13.2. Creating and modifying users

New users are created by clicking New User on the "Commands" tab (Figure 13-2).

Figure 13-2. User management commands tab



This will bring up the user editor (Figure 13-3), which has a number of fields that can be filled in for each user. Some of the fields have to be filled in, they are marked with asterisks (\*).

Below the fields with user information, there is a number of group check boxes. You can check any groups, that you would like the user to be a member of.

**Figure 13-3. User management - New user**

Username:*	<input type="text"/>
Password:*	<input type="password"/>
First name:*	<input type="text"/>
Middle name:	<input type="text"/>
Last name:*	<input type="text"/>
Email address:*	<input type="text"/>

## Groups

- Administrators
- Anonymous users
- Editors
- PPage

When the information for the user is filled in, press **Save new user**, the window will close, and the user manager will be updated to reflect the new user. If the entered information is in conflict with any existing users or if information is missing, you will be asked to correct the problem.

If you want to modify the information for a particular user, you can click that user's name (on the left hand side of the user manager), and the right hand side of the user manager will reflect your new choices (Figure 13-4).

Figure 13-4. User management - User information

The screenshot shows two panels. The top panel, titled 'Information', displays the following user details: Last name: Hansen, First name: Michael, Middle name: Schacht, Username: msh, and Email address: msh@mr.au.dk. The bottom panel, titled 'Commands', contains four buttons: 'New user', 'New group', 'Edit', and 'Delete'.

Click **Edit** to open the user editor (Figure 13-3) with the information on the selected user. Make the modifications and click **Save user** to save the changes.

### 13.3. Creating and modifying groups

Groups are created by clicking **New group** on the commands pane (Figure 13-2). This will bring up the group editor (Figure 13-5). You have to fill in a name and description for new groups.

Figure 13-5. User management - Group Editor

The screenshot shows the Group Editor form with the following fields and buttons:
 

- Groupname:\*** with an empty text input field.
- Description:\*** with an empty text input field.
- IP addresses (e.g. 192.168.1.12-64;130.225.9.2)** with an empty text input field.
- Save new group** button.
- Reset** button.

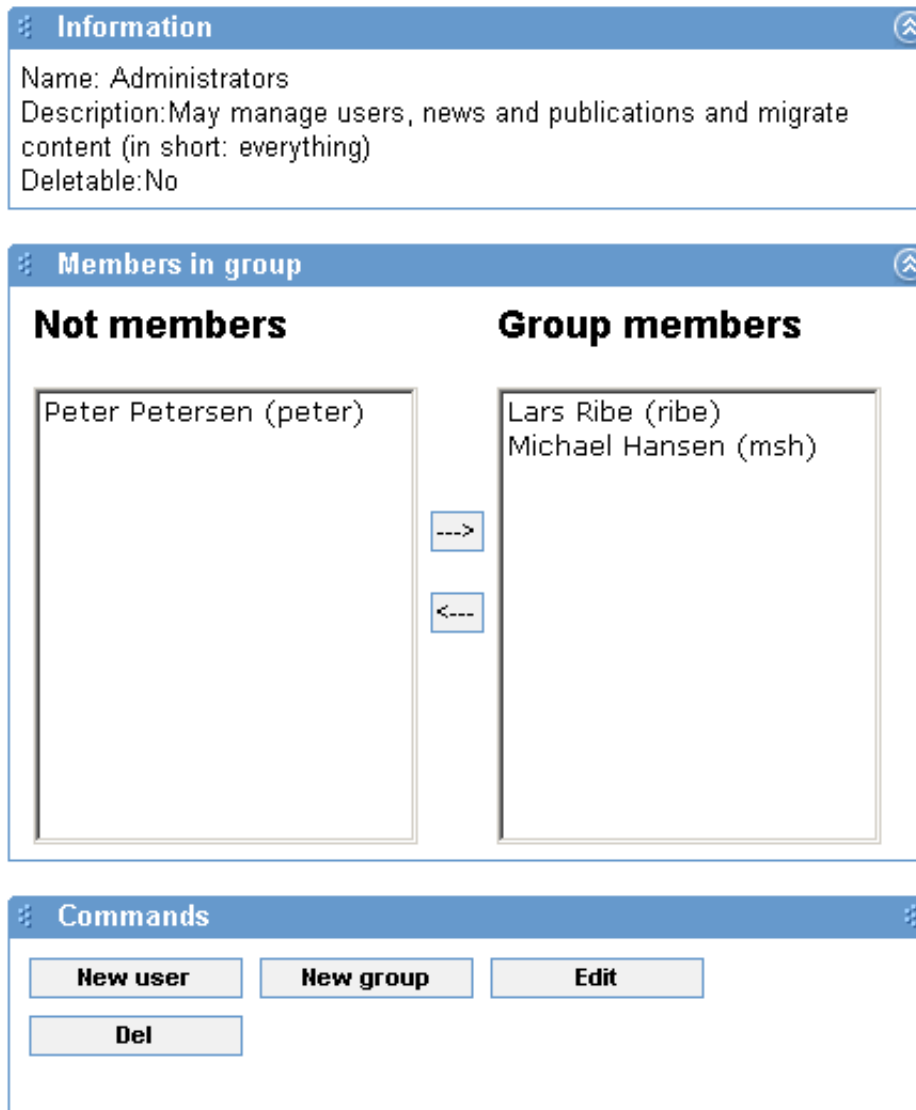
There is a field at the bottom of the group editor for entering an IP number range. If a range is entered in this box, all users accessing the web site from an IP address within the entered range are automatically members of the group (even if they have not logged in).

**Tip:** It is often useful to use the IP range functionality, if you have a resource that should only be available from a particular location, e.g. a particular page on the web site should only be accessed by people located in a particular building. You would have to know the IP range for that building of course.

When you have filled in the information for the group click **Save new group**, the window will close, and the user manager will update to reflect the changes.

If you want to modify the group or change the members of the group, click the group name on the left hand side of the user manager and right hand side of the screen will reflect you new choices (Figure 13-6).

Figure 13-6. User management - Group information



You can click **Edit** to edit the name and description of the group or you can use the "Members in group" pane in the middle to move users in and out of the group. You can mark several user names by holding the **Ctrl** down while clicking the names of the users. You can then move them into or out of the group by clicking **-->** and **<--** respectively.

### 13.3.1. Permanent groups

There are a some default groups that cannot be removed from the system.

- Administrators.

Top level users. Administrators can edit all pages, access all content. They are also the ones who can manipulate users, groups and group assignments.

- Editors

They can read and edit all pages, but they are not allowed to manipulate users and groups.

- Anonymous users

All people who access the website are members of this group. If you want a resource to be available to all users (even the ones who are not logged in), this is the group to use.

## 13.4. Using groups to control privileges

The purpose of the user and group management system is to control access to resources (e.g. pages). In many parts of MedicMind ConMan 5 there are drop-down boxes, where you can select groups (e.g. groups for editing and reading pages).

As an example we will look at restricting access to pages. When using the core content management system, you can manipulate each page through a context sensitive menu (Figure 3-12). In this menu, there are two drop-down boxes: one for selecting a group with read privileges, and one for selecting a group with edit privileges. The groups called "Administrators" and "Editors" are always allowed to read and edit all pages. If you want to grant read or write access to another group in the system, select this group with one of the drop-down boxes.

**Tip:** If you want unrestricted access to a particular page, use the group "Anonymous users".

## 13.5. Using LDAP user authentication

The above description of user management is based on the MedicMind ConMan 5 user management system. There are many other ways of managing a user database (e.g. the user database of a Windows 2000 server) and group associations. Many of these other solutions allow access with the Light Weight Directory Access Protocol (LDAP). MedicMind ConMan 5 can use any user database, which allows LDAP access. This must be setup in the configuration of the site (LDAP authentication cannot be activated through the web interface).

When MedicMind ConMan 5 is running with LDAP authentication, the creation of users and their group associations is done elsewhere, but the groups exported by the LDAP server can be used to grant privileges. To do this the LDAP groups have to be registered in the MedicMind ConMan 5 LDAP group manager. You can access this functionality from the control panel if you have administrator privileges and if your site is running with LDAP authentication. The LDAP group manager can be seen in Figure 13-7.

**Figure 13-7. User management - LDAP Group Manager**

### LDAP Group Manager

The screenshot shows the LDAP Group Manager interface. At the top, there are two buttons: "New group" and "Map unmapped groups". Below these is a table with the following data:

Group ID	Group name	DN	Delete
4	Administrators	cn=cmsAdmin,ou=mshCMS,dc=conman,dc=au,dc=dk	Delete
2	Editors	cn=cmsEditor,ou=mshCMS,dc=conman,dc=au,dc=dk	Delete

To the right of the table, there are two input fields: "Group name:" with the value "Editors" and "LDAP dn:" with the value "cn=cmsEditor,ou=mshCMS,dc=conman,dc=au,dc=dk". Below these fields is a "Save changes" button.

Click **New group** to register a new LDAP group in MedicMind ConMan 5. A new entry will be created in the table. Click the new entry and modify the information on the right hand side of the page. Click **Save changes** when you are done. This effectively maps a group exported by the LDAP interface to a group in MedicMind ConMan 5. The chosen group name can now be used to grant access to resources in the system.

# Chapter 14. System and language management

## 14.1. Introduction

System parameters such as which tree-model is used for the content tree, if the system should use the internal user system or an external LDAP system etc. are defined within the system management. Also, all language options are set in the system management.

Sorry nothing more written yet!