eMPower Administrator Quick Start Guide

Version 3.6

Ektron, Inc.

Introduction

This document is designed to give you, the eMPower administrator, a brief introduction and let you begin using the eMPower content management system as quickly as possible.

Click a topic in the left frame to display the topic details in the right frame. You will learn how to set up and give your web site the eMPower advantage. Prior to its initial use by content contributors, you must:

1. Configure eMPower
2. Add User Groups and add users to User Groups
3. Add Content Groups
4. Set Workflow

You will also learn how to:

- Create a new template
- Create content for a Web Page
- Migrate your Web Site to eMPower

What Is An eMPower Web Site?

An eMPower web site is different from a standard HTML-based web site. It is composed of templates, images, and content that are stored in your system database.

When a web page is requested by a browser, eMPower uses a ColdFusion server to extract the templates and content from the database to build the page. It then returns the assembled page to the browser for display. This process is illustrated on the following page.

The relationships between the browser, web server, and ColdFusion tags are shown on the next page:
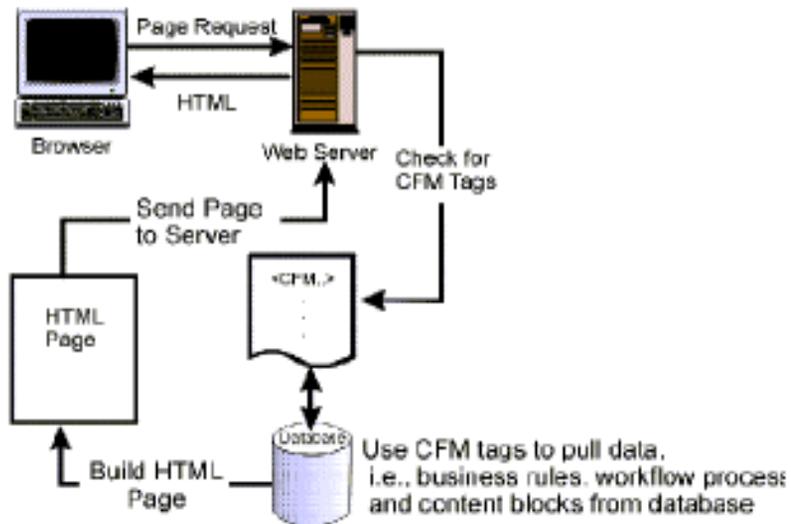
The Administrator Work Area

You access all eMPower administrative tasks from the Administrator Work Area, which is the center of operations for all eMPower users with administrative privileges.

Before you configure your site to use eMPower, you should familiarize yourself with the Administrator Work Area.

1. Use Microsoft's Internet Explorer browser to navigate to the web site that you registered for eMPower.

NOTE AOL's Netscape Navigator is not supported for administrator functions.

2. Log in using the initial administrator username and password combination: admin/admin.

3. Click **Work Area** button at the bottom left corner of the page or select **Menu > Work Area for Application Administrator** to open the Administrator Work Area in a separate window.

- The buttons on the left side of the Work Area display the different content blocks. The first three buttons display the different editing stages depending upon what editing privileges you have. The fourth button refreshes the administrator menubar.

- Use the menubar located across the top of the work area to navigate to the administrative tasks.

How Do I Configure eMPower?

After installation, the first task is to set up and configure the eMPower application.

From the Administrator Work Area:

1. Select **Setup > Configuration** to display the eMPower Configuration page.
2. Enter your setup information or accept the defaults provided.
3. Click **Update Setup** for the changes to take effect.

Refer to "*Setup*" in the *eMPower Administrator Manual, Version 3.6*, for additional information.

Inserting License Key

If you received a license key from Ektron, you will need to insert it into the proper area of the application.

From the Administrator Workarea

1. Select **Setup > Configuration** to display the eMPower Configuration page.

2. Enter the license key(s) into the proper field(s)

State Management:	Cookies ▾	
License Key(s):	Insert License Key Here...	
	Insert License Key Here...	
	Insert License Key Here...	
Database		
Username:		**Password:**

3. Make any other changes you will need, and finish by clicking the **Update Setup** button at the bottom of the window to save the changes.

How Do I Migrate My Web Site To eMPower?

You can use your existing Web Site content and templates with eMPower. Follow these steps to migrate your site to the eMPower content management system:

1. Register your current templates, adding our custom content tags where necessary.

2. Use your authoring tool to position these tags within the template at the location where the retrieved content will display.

3. Upload all site images into the eMPower image library.

4. Register all fonts that your site uses.

5. Create User Groups, add users to each group, and assign privileges.

6. Add Content Groups.

7. Create new content blocks and copy content from your current HTML pages into your newly created content blocks.

Refer to the *eMPower Administrator Manual, Version 3.6*, for additional information.

How Do I Create My Own Web Site?

Not only is eMPower a great content management tool for existing Web Sites, it can be used to create new site as well. eMPower provides a minimum database for you to use when creating your new Web Site. This minimum database contains one template with a login, one user group, and one user with administrator privileges.

Change Your Data Source

The first task you need to perform is to point eMPower towards your new data source.To change your data source to the minimum database:

1. Log into the sample Web Site with an administrator username and password.

2. Navigate to the Administrator Work Area. Click **Menu > Administrator Work Area**.

3. Click **Setup > Configuration** to view the Configuration page.

4. Select eMPower_min in the Data Source field.

5. Log out of the sample site.

Create Your Site

Follow these steps to create your own site:

1. Browse to the page index2.cfm. You will see a blank page with a login button.

2. Login to the site using the username and password admin/admin.

3. Create templates, adding our custom content tags.

4. Use your authoring tool to position these tags within the template to indicate where the retrieved content will display.

5. Upload all site images into the eMPower image library.

6. Register all fonts that your site uses.

7. Create User Groups, add users to each group and assign privileges.

8. Add Content Groups.

9. Create new content blocks and copy content from your current HTML pages into your newly created content blocks.

How Do I Add User Groups?

Every eMPower user, also called a Content Contributor, belongs to a User Group. User Groups determine a user's ability to modify and publish Web Site content.

You must create or add, a User Group before you can add Content Contributors to it. To add a User Group:

1. From the Administrator Work Area, select **Users > Groups > Add** to open the **Add User Group** page.

2. Enter a **Name** and **Description** for the Usergroup.

3. Click in the check-box next to each desired Library privilege and Editor Option to enable it for the Usergroup.

4. Click **Add User Group**.

Now you are ready to add users to your new User Group.

For more detailed information, please refer to "Adding User Groups" in the *eMPower Administrator Manual, Version 3.6*, for additional information.

How Do I Add Users To User Groups?

You must add each eMPower Content Contributor to the application before they are allowed to access, modify, and publish content on your web site. Add Users to eMPower from the Administrator Work Area.

To add users:

1. Select **Users > Add** to view the **Add User** page.

2. Enter the username, password, first name, last name, email address and email options information in the fields provided.

3. Select a **User Group** with which you want to associate the new user.

4. Click **Add User**.

After you add users to eMPower, the next step is to add Content Groups.

How Do I Add Content Groups?

Your Web Site content is organized into groups. Within each group, you can place content blocks in Main Categories, Categories, and Subcategories to further organize your Web Site. Folder icons represent each of these categories within the **Content Management** area.

Permissions assigned to User Groups determine how your Web Site content is maintained and published within each Content Group.

NOTE You must create a main category before you can add any content!

The next step in setting up eMPower is to add Content Groups:

1. From the Administrator Work Area, select **Content > Content Management** to view a tree listing of your web site**.**

2. Click **Web Site**. Select **Add Content Group**.

3. Enter a name and description for your new Content Group.

4. In the Permissions table, click on the check-box for each function to enable that function for each User Group

5. Configure the workflow of all content blocks that will belong to that group, using the information in the next section as a guide.

How Do I Set Workflow For Content Groups?

Workflow determines the privileges that each User Group has when modifying and publishing content in each Content Group. In fact, you must configure your workflow for each Content Group. You can approve and publish new and modified content to your Web Site in the order set on the permissions section of each Content Group.

1. From the Administrator Work Area, select **Content > Content Management** to view a tree of all Content Groups.

2. Select the Content Group for which you want to configure workflow, then **Edit Content Group** to display its property page.

3. Click on the check-box under each function to enable that function in each User Group and also for all content blocks that belong to the selected Content Group.

4. Click **Order** to set the approval order for all content blocks in this content group. Use the arrows to position the order in which User Groups will approve content before it is published to the Web Site.

5. Click **Update Group**.

How Do I Create A New Template?

Templates determine the layout and content of each Web Page. They contain formatting information and custom content tags to place content blocks within the displayed Web Page.

You can create layout information for each template by using the external authoring methods such as Allaire ColdFusion Studio and HomeSite. However, each template must contain eMPower content tags in order for the application to retrieve and display content blocks.

You access all template tasks from the Template Management page. There are two ways to add a template to eMPower and ensure that your templates contain the appropriate content tags:

- Add a template within the eMPower application.
- Register an existing template.

Both methods require you to modify your template by placing the content tags where you want the content block to be displayed within the template.

Template Management

To perform any template-oriented tasks, navigate to the Template Management area.

1. Go to the Administrator Work Area.

2. Click **Content > Template Management**.

Understanding Static and Dynamic Templates

Regardless of how you create a template, there are two different types of templates from which can choose when creating a new template or registering your existing template.

- *Static templates* do not require that a URL parameter be passed to them. Static templates retrieve the same content block for each content tag placed in the template.

  The content of those blocks may be changed by content contributors. However, the identity of the each content block remains constant.

  Static templates do not appear in the selection list for content contributors.

- *Dynamic templates* require that a URL parameter be passed to them. On every page using a dynamic template, only one content block is "dynamic" and accepts URL parameters.

  Dynamic templates appear in the selection list for content contributors.

Understanding Template Creation

There are two methods of generating an eMPower template:

- **Externally** - First, create a template *using an external authoring application.* Then register it in eMPower, which will insert the appropriate custom content tags.

- **Internally** - Create a template *within* eMPower to add the content tags. Then, edit the template using an external application to add the formatting information that your site requires.

When you create a template within eMPower, or register an existing template, you must designate it as either static or dynamic. This designation determines the custom content tags

that are placed in it, and how it retrieves blocks of content for that tag.

How Do I Create Content For My Web Site?

Most eMPower installations assign content creation and modification to Content Contributors and not to administrators. However, a brief summary of content creation is included for your reference.

NOTE   You must have Add/Edit privileges in order to add and edit content.

Before content can be added to the Web Site, you must set up the templates and pages and insert custom content tags into the template to define the content block areas.

1. Log in to your Web Site. eMPower menu boxes surround each content area. Select **Menu > Create Content.**

2. Select the **Content Group**. Select the **Categories** with which the content block will be associated for privilege and publishing approvals.

3. Select the template in which the content will be placed. The Content Editor opens. Enter a **Title** and **body text** for your new content block.

4. Click **Save** to save your new content block.

5. To view the new content block, select the **New Content** button in your work area.

6. Now You Are Ready to Manage Your Web Content!

Now that you know the basics of eMPower, you are ready to manage your web site content.

Additional Information

You can find detailed information about eMPower in the following documentation:

- *eMPower Installation Manual, Version 3.6.*

- *eMPower Administrator Manual, Version 3.6.*

- *eMPower User Manual, Version 3.6.*