



*New*  
Lomtec®  
**Active Web 3.0**

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User Manual  
Lomtec ActiveWeb 3.0

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# 1. Welcome

This is a user manual for the Lomtec ActiveWeb 3.0 content management system. By using it, you can work with the ActiveWeb system without any problems. In addition to the user manual, you can download also developer and administration manuals on the Lomtec.com web site.

## About Lomtec

Lomtec.com deals with the development of e-Business solutions for customers from all over the world. Lomtec enables its customers to efficiently satisfy all their needs in the area of the content and cooperation management – through solutions, which are valued due to their high performance, fast implementation, scalability, and simplicity of use.

Central products of Lomtec include Lomtec ActiveWeb and Lomtec ActiveOffice. *Lomtec ActiveWeb* is a fully functional web content management system, enabling organizations to gather, control, and publish contents of their Internet and Intranet web sites. *Lomtec ActiveOffice* is an integrated software application, which provides an integrated solution for the management of enterprise contents within the framework of the entire organization and enables an easier communication between employees, customers, and partners. The convincing technological quality and the high level of care for customers led to the fact that products and services of Lomtec are being used by such prominent customers such as, for instance, the United Nations Organization, Honda, and Scania.

In addition to ActiveWeb and ActiveOffice products, Lomtec provides the whole range of other related services at a highly professional level – from the analysis of customer's needs, through the implementation of a product, up to the final training. The use of our services in the implementation will allow you to keep any time schedules, specified in advance, and to maximize the productivity of your work. Our highly qualified professionals bring, from the very first day of the cooperation, their extensive experience, creativity and talent, in projects for our clients, in order to reach the maximum quality of our solutions and the subsequent satisfaction of customers.

Lomtec offers the following services:

- [Web Design](#)
- [Training](#)
- [Product Implementation](#)
- [Web Hosting](#)
- [Support](#)
- [Development of Software Applications](#)

## What is ActiveWeb?

Lomtec ActiveWeb is a system for the content management of web sites, Internet portals, or firm Intranets. ActiveWeb has been developed in order to provide the user-friendliest system for the web content management, enabling also users without technical knowledge to publish on the Internet and administer even the most extensive Internet portals.

### Web Content Management

Today's websites serve as an extremely effective vehicle for information exchange and transactions with customers and business partners, but the details behind these operations can be very difficult to manage.

Many organizations find themselves facing the ongoing battle of keeping their websites up-to-date, relevant and compelling. Creating, publishing and updating website content requires infinitely more attention than the casual observer might assume. Customers frequently become annoyed upon finding outdated information on a website and employees lose valuable time searching for information on the intranet.

Finding an easy solution for web content management (WCM) is challenging, because of the great diversity of information businesses wish to generate and manage.

WCM software is designed specifically for the creation, publication and management of content used on a website. These systems enable non-technical users (content contributors) to publish new information onto a site without HTML or programming knowledge. With ActiveWeb, webmasters and those with only limited technical skills alike can build and manage a website more effectively.

Many companies that use an agency to create and maintain websites send their change requests for pages via e-mail or fax, and a web designer must then create and edit the pages. For a company's intranet, one or more webmasters or web-savvy employees typically handle these tasks, but often it is not their primary job responsibility and these tasks waste time. These people likely have a large amount of work consisting of converting received documents into HTML and uploading them to the web server, more often than not based on the contributor's unclear directions.

All manual approaches like these are time consuming and add unnecessary expense to website and intranet maintenance. A web content management system will help save your company time and money and help prevent errors in content transmission.

## **Lomtec ActiveWeb**

Lomtec's mission is to provide a web content management system that enables our clients to build and manage their websites more effectively. Lomtec ActiveWeb offers an ideal solution for the creation, maintenance and administration of a website and its content. ActiveWeb is an out-of-the-box product that combines the key values of affordability, rapid implementation and ease of use.

Lomtec has built a strong reputation on delivering superior technology at a fraction of the cost of other solutions that demand greater resources to install, implement and maintain. Lomtec promises to deliver the most intuitive web content management solution available and support it with the best service in the industry.

In order to best meet our customers' diverse requirements, Lomtec supplies ActiveWeb in three different versions:

- **ActiveWeb Professional**
- **ActiveWeb Service**
- **ActiveWeb Express**

An investment in ActiveWeb pays off quickly. This practice-proven product allows even large projects to be implemented very quickly.

***Important!***

*Investments in ActiveWeb will have a quick return. This product, verified by practice, enables to implement even the most extensive projects within several days.*

## **ActiveWeb Professional**

Lomtec ActiveWeb Professional is a full-featured web content management system. It enables non-technical business users to author and publish their own web content while reducing both costs and time spent in updating, and automating web content publishing workflow.

ActiveWeb Professional manages the entire content lifecycle with a solution that has a low impact on resources and high return on investment (ROI). Your content editors access ActiveWeb via the web and use the intuitive, EasyEdit WYSIWYG editor to maintain web pages.

Built by experienced professionals and designed for universal ease-of-use, ActiveWeb is a powerful, yet elegant, solution for bringing order to your online environment. You can build your website faster, streamline the publication process and significantly reduce the maintenance workload for your organization's IT staff.

Our system is built with an intuitive user interface, allowing anyone in your organization, regardless of technical experience, to quickly get up to speed and become a valuable content contributor.

## **ActiveWeb Service**

For companies not wishing to buy their own ActiveWeb license, Lomtec offers subscriptions to ActiveWeb Service. ActiveWeb Service is basically a full-featured ActiveWeb Professional delivered in an ASP (Application Service Providing) mode. The service includes hosting the customer's website and the customer receives all updates and new versions of ActiveWeb for the duration of the contract free-of-charge.

ActiveWeb Service is an ideal content management solution for organizations that want to avoid the up-front costs of investing in hardware and software, or ones that prefer to outsource to a vendor who can provide a wider range of technical and support services. ActiveWeb Service allows you to get started right away since there is no hardware or software to deploy.

The benefits of ActiveWeb service are:

- 24/7 monitored environment allows you to focus on your core business, and not the technology
- No in-house IT staff required
- No up-front costs for hardware and software
- Low cost
- Low-risk solution that's up and running quickly

ActiveWeb is constantly being improved. Customers gain access to new features and enhancements, without having to endure the pain of installing software patches, worrying about backwards compatibility, and, most importantly, without paying additional fees for new releases of ActiveWeb. Lomtec develops new features, rigorously tests them, and seamlessly rolls them into the software that

users can readily access. Product innovations are sped to our customers at Internet speed.

### **ActiveWeb Express**

ActiveWeb Express is designed for organizations needing a powerful content management environment for building and maintaining a web presence, but need only to manage a basic site and thus have no need for deep content deployment or management tools, which are typically unnecessary on smaller sites.

Express offers the option of adding on that functionality when necessary and can be purchased for testing purposes before investing in ActiveWeb Professional. Upgrading to the Professional version is very easy as no new installations or data conversions are required.

ActiveWeb Express was adapted to meet the needs of an organization on a limited budget. Users have access to most of the robust site management tools as our ActiveWeb Professional system, except for user system and workflow functionality. However, ActiveWeb Express still supports versioning with the possibility of secure rollback to previous versions. Express also offers the ability to use a powerful Verity search engine and to automatically generate navigation bars, site maps, and site indexes, etc.



## **ActiveWeb - Trial Version**

You can download a trial version of Lomtec ActiveWeb on the web page of Lomtec.com. It is a full version of the Web Content Management system, developed by Lomtec without any functional restrictions. The trial version of ActiveWeb is functional for sixty days from the day of its installation. After the expiration of its validity period, users will no longer be able to administer the Web. Customers may acquire the possibility of a repeated access to ActiveWeb upon the purchase of a license and receipt of a license key.

## Contact Us

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Email: [support@lomtec.com](mailto:support@lomtec.com)  
Tel.: +421 2 6541 1310

## System Requirements

### User Work Station

- Windows 95/98/2000/XP
- Internet Explorer 5.0 and higher (recommended browser - Internet Explorer 6.0)
- Screen resolution 1024x768

### Lomtec ActiveWeb for Windows

- Internet Information Server 4.0 / 5.0 / Apache Web Server
- Macromedia ColdFusion Server 5.0 Professional / Enterprise or Macromedia ColdFusion MX Standard / Enterprise
- MS SQL Server 7.0 / 2000
- Windows NT/2000 Server/2000 Professional /XP

### Lomtec ActiveWeb for Linux

- Linux operation system
- Apache Web Server
- Macromedia ColdFusion Server 5.0 Professional / Enterprise or Macromedia ColdFusion MX Standard / Enterprise
- MS SQL Server 7.0 / 2000 (on a reserved database server)

### Lomtec ActiveWeb for Unix

- One of the following operation systems: Sun Solaris, HP-UX, IBM AIX
- Apache Web Server
- Macromedia ColdFusion Server 5.0 Enterprise or Macromedia ColdFusion MX Enterprise
- MS SQL Server 7.0 / 2000 (on a reserved database server)

### Lomtec ActiveWeb for J2EE

- One of the following application servers: IBM WebSphere / BEA WebLogic / Macromedia Jrun / Sun ONE
- Macromedia ColdFusion Server MX Enterprise
- MS SQL Server 7.0 / 2000 (on a reserved database server)

## 2. How to Start with ActiveWeb?

You can manage your web site via the Internet browser, by the entering of an ActiveWeb address. The address of the web content management system looks in most cases as follows:

<http://www.yoursiteaddress.com/activeweb>

### User Name and Password

In order that you can enter the website content management system, you must enter your user name and password. You will be allocated such user name and password by your administrator.

1. Open a new window of the web browser.
2. Enter the address of the ActiveWeb, e.g., in the form of <http://www.yoursiteaddress.com/activeweb>
3. Enter your user name.
4. Enter your user password.
5. Click on the button "Logon", which will log you into the system.

#### **Important!**

*When entering a user name and password, proceed carefully. Differentiate spaces, letters (capital and small ones), and numbers. If necessary, contact the administrator of your web site.*

**Logon**

ActiveWeb 3.0 Login

**Username and password**

Username:

Password:



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## Lomtec ActiveWeb 3.0 Home

Immediately upon the logon into the web content management system, an introductory site of Lomtec ActiveWeb 3.0 will display on your desktop. In the right part of your desktop, there are data on a logged-in user and basic contact information (support, sale, partners). In the middle part of your desktop, there is a brief welcome text, including basic information about the system. The upper and left parts of your desktop are reserved for navigation.

Introductory Page of Lomtec ActiveWeb 3.0

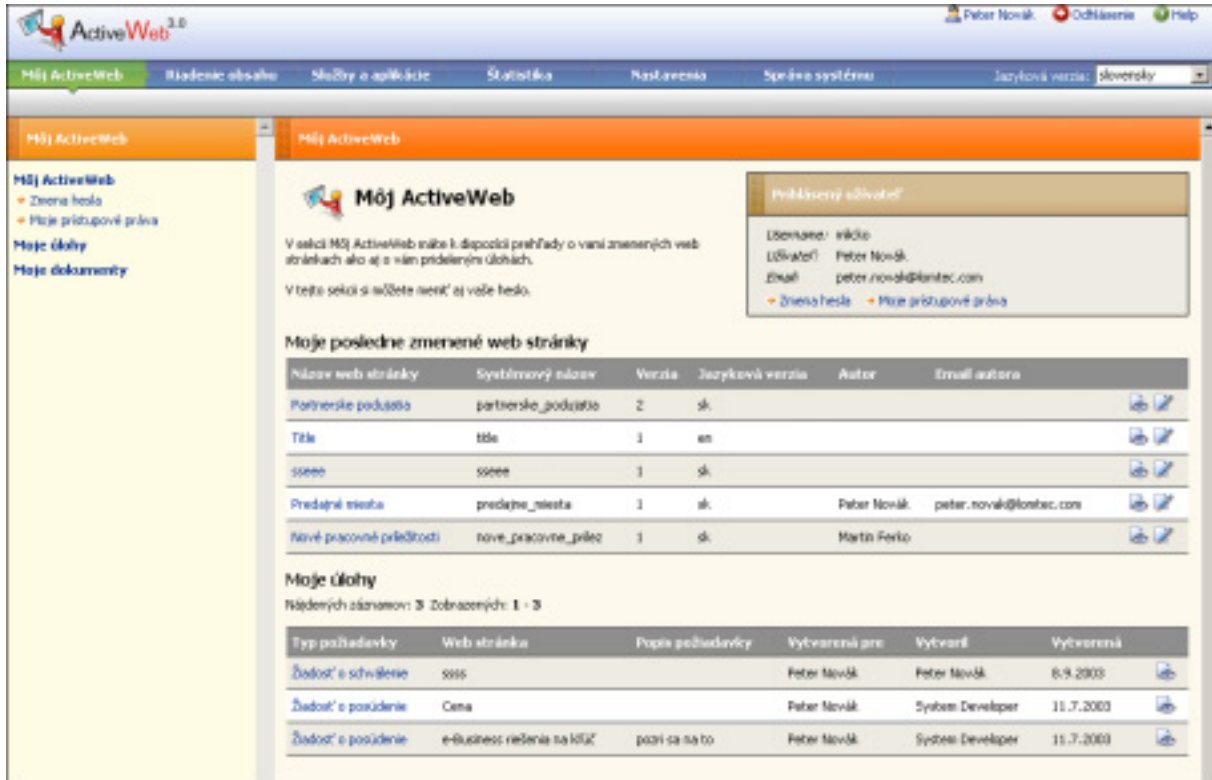


The screenshot shows the Lomtec ActiveWeb 3.0 introductory page. The top navigation bar includes links for 'Mój ActiveWeb', 'Riadenie obsahu', 'Služby a aplikácie', 'Štatistika', 'Nastavenia', 'Správa systému', and 'Jazyková nast. slovenky'. The main content area is titled 'Lomtec ActiveWeb 3.0' and contains a welcome message: 'Vitajte v systéme riadenia obsahu web stránok Lomtec ActiveWeb 3.0. Lomtec ActiveWeb 3.0 Vám prináša ešte viac pohodlia pri správe obsahu Vašich web stránok.' Below this, there are sections for 'Riadenie obsahu web stránok', 'Služby a aplikácie', and 'Štatistika návštevnosti'. The right sidebar, titled 'Príhlásený užívateľ', displays user information for 'Peter Novák' and provides contact details for support, sales, and partners.

## My ActiveWeb

In the My ActiveWeb section, you have a survey of web pages, changed by you, as well as a survey of tasks, assigned to you. In this folder, you may at the same time become familiar with your access rights.

“My ActiveWeb” Folder



**Môj ActiveWeb**

Všetci Mój ActiveWeb máte k dispozícii prehľady o vaní zmenených web stránkach ako aj o =len pridelených úlohách.

V tejto sekcii si môžete overiť aj vaše heslo.

**Moje posledne zmerane web stránky**

Názov web stránky	Systémový názov	Verzia	Jazyková verzia	Autor	Email autora
Partnerské podujatia	partnerske_podujatia	2	sk		
Tlač	tlač	1	en		
ssccc	ssccc	1	sk		
Predajné miesta	predajne_miesta	1	sk	Peter Novák	peter.novak@lomtec.com
Nové pracovné príležitosti	nove_pracovne_prilezitosti	1	sk	Martin Ferko	

**Moje úlohy**

Nájdenných záznamov: 3 Zobrazených: 1 - 3

Typ požiadavky	Web stránka	Popis požiadavky	Vytváraná pre	Vytvoril	Vytvorená
Žiadosť o schválenie	sscc		Peter Novák	Peter Novák	6.9.2003
Žiadosť o posúdenie	Cena		Peter Novák	System Developer	11.7.2003
Žiadosť o posúdenie	e-Business riešenie na kľúč	pozri sa na to	Peter Novák	System Developer	11.7.2003

## Password Change

The password, by which you logon for the first into the system, has been assigned to you by your administrator. If you want to be sure that it will not be misused, change it.

1. Click on the link “Change Password” in the left part of your desktop.
2. State your currently valid password.
3. State your new password, by which you want to logon into the system.
4. Confirm the change implementation by clicking on the button “Change Password”.

## My Access Rights

ActiveWeb has its own user system, enabling to assign various levels of access rights to particular users or user groups. Particular access rights are assigned by the system administrator.

If you want to check your access rights, click on the link "My Access Rights". If you have any questions or unclarities, contact your administrator.

### List of Possible Access Rights:

- **System Administration**  
Enables to administer settings of projects, users, and user groups, code lists, legends system on a web page, create and administer templates for emails...
- **Content Manager**  
Enables to create, edit, view, and publish web pages; manage the structure by adding / editing categories, constituting the structure of web pages. The administration of web objects is also a part of such privilege.
- **Content Editor**  
Enables to create, edit, and view web pages. The privilege does not provide the possibility to approve / publish, delete, or archive web pages.
- **Administration of Mailings / Newsletters**  
Enables to add and edit mailings, administer lists of recipients, create and send email messages to recipients.
- **Administration of Image Galleries**  
Enables to create and edit image galleries, add, change, or delete images, their features and descriptions.
- **Administration of Job Opportunities**  
Enables to add and administer categories of job positions, publish free vacancies, view candidates and their curriculums vitae.
- **Administration of References**  
Enables to add, edit, or delete categories of references, administer references within the framework of categories.
- **Administration of Templates**  
Enables to register and edit templates; upload HTML files and template previews, set features of templates.
- **Administration of Glossary of Terms**  
Enables to add, edit, or delete terms / entries from the glossary of terms.
- **Administration of Enquiry System**  
Enables to create and edit enquiries, administer lists of possible answers, view results of current or archived enquiries.
- **Administration of User System**  
Enables to create and administer users, administer user groups, assign rights to groups or users.
- **Administration of Web Forms**  
Enables to register and set features of forms, view or download data, sent by users in the completion of forms.
- **Administration of Web Objects**  
Enables to add, edit, set features, or delete web objects.

## **Logout**

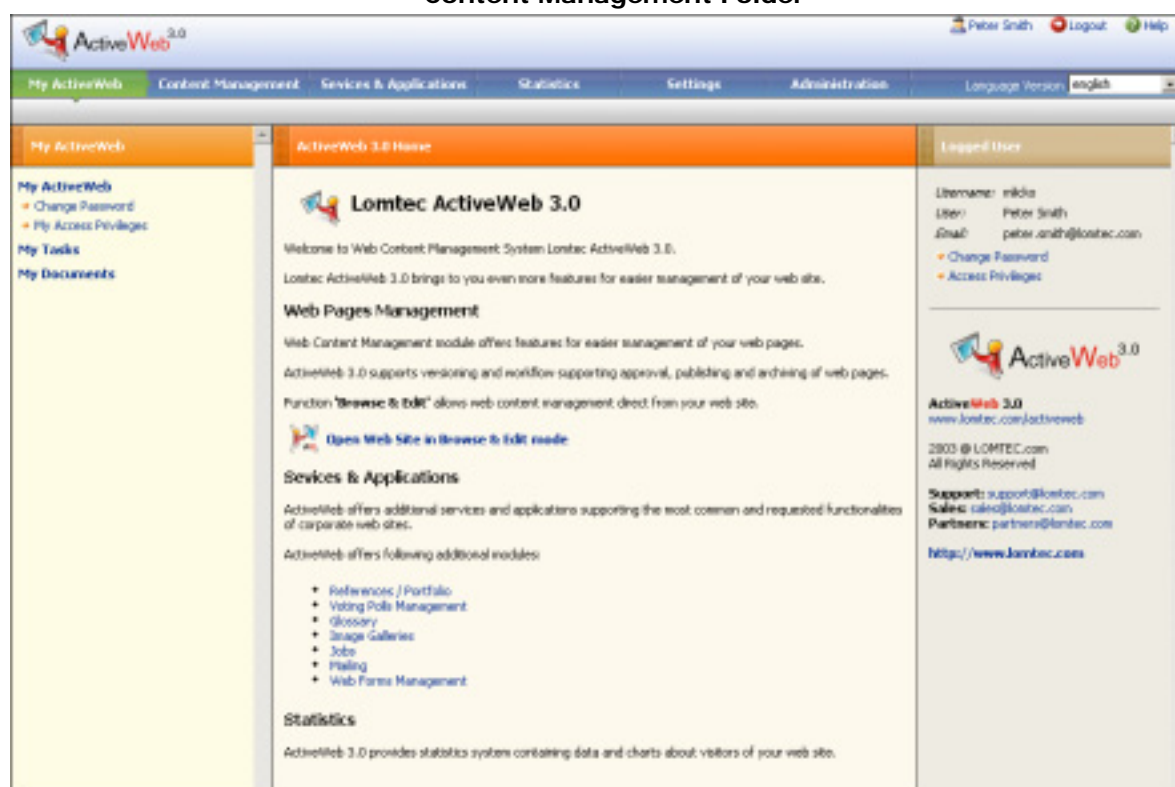
Upon the completion of work, it is suitable, in terms of the safety, that you logout by clicking on the button "Logout" and not only by closing your web browser window. The button "Logout" can be found in the right upper part of your desktop.

### 3. Content Management (CMS)

The Content Management section is determined for the administration of the web structure and contents of particular web pages. The system supports the creation of new pages, with the application of pre-defined templates. Templates simplify the creation of new web pages for users, and at the same time help to reach consistent appearances of all web pages.

In other words, we enter the “Content Management” section, if we want to implement a change in an already existing content or structure of a web page, or to create a new web page.

**Content Management Folder**



**The content management system provides a number of functions, which support activities, related to the creation and administration of web pages:**

- Workflow, covering the entire life cycle of a web page – creation, review, approval / publishing, archiving.
- Versioning – support of versions, with the possibility to return to the previous / archived version
- Elaborated EasyEdit WYSIWYG editor, enabling common users to publish sophisticated web pages
- Preview of a web page, which has not been published yet
- Comparison of a web page, being prepared, with the currently published one

**The “Content management” comprises the following folders:**

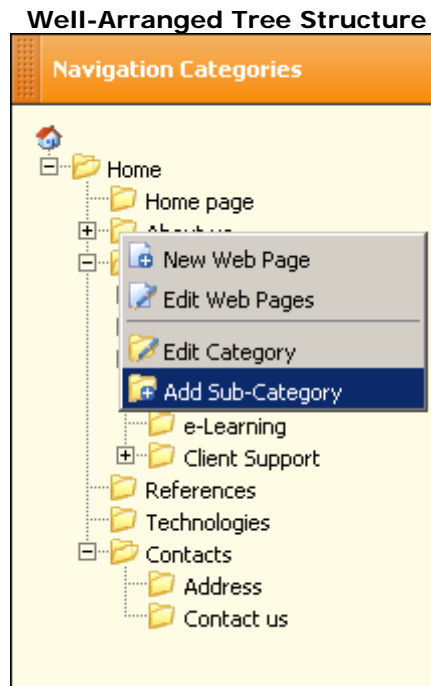
- New Web Page
- Web Pages
- My Web Pages
- Workflow – My Tasks
- Workflow – Web Pages
- Web Objects
- Templates

The web structure is in the left part of the desktop, in a well-arranged tree of categories. Each category may contain one or more web pages, being administered through the ActiveWeb system. Each category has an URL link assigned, to which the visitor can get after clicking on the relevant category link.

The tree web structure is easily administrable by the ActiveWeb interface. By simply right clicking above the tree of categories, you may add a new, edit or delete a category.

## → Administration of the Web Structure

Categories of the Web, managed by the ActiveWeb system, are organized in a well-arranged tree structure. The system enables a simple establishment and administration of even the most complex structure with a practically unlimited number of levels of categories and subcategories.



### **Warning!**

*In order that you can accede to the administration of the web structure, you have to dispose of the access right of the Content Manager or of the right of the Web Structure Administration (see "My Access Rights", p. 16).*

### **Creation of New Category**

1. Enter the Content Management folder. In the left part of your desktop, a tree web structure will display
2. Select a category, which will be a superior category for the category, being newly-created, and press the right mouse button. Select the possibility "Add Subcategory".
3. Gradually enter a system name of the category, category URL, sequence of the category display, and its name in particular language versions.
4. The "Target" item is optional, and determines the manner, in which the category will open the web page. If you want that the page opens in the same window, keep the item uncompleted.
5. If you wish that the category immediately displays also on the Web, check the Active Category field.
6. After the completion of the form, click on the button "Save".

## Editing of the Existing Category

1. Enter the Content Management folder. In the left part of your desktop, the tree web structure will display. Select the category you wish to edit and press the right mouse button. Select the option "Edit Category".
2. Gradually change any necessary data in the system name of the category, category URL, sequence of the category display, or its name in particular language versions.
3. If you wish to change the superior category, click on the icon of the "directory" after the superior category name, and select a new superior category.
4. The "Target" item is optional, and determines the manner, in which the category will open the web page. If you want that the page opens in the same window, keep the item uncompleted. If you wish that the category immediately displays also on the Web, check the Active Category field.
4. After the completion of the form, click on the button "Save".

## Deletion of the Existing Category

If you do not wish the category to be displayed on your Web, you have to options – deactivate the category or definitely delete it.

1. Enter the Content Management folder. In the left part of your desktop, the tree web structure will display.
2. Select the category you wish to deactivate or delete, and press the right mouse button. Select the option "Edit Category".
3. If you wish to deactivate a category, check the Active Category item, and click on the button "Save".
4. If you wish to definitely delete a category, press the button "Delete". If the category has any subcategories assigned, it is not possible to delete it, and the button is inactive.

### Creation, Editing of the Web Structure Category



### **The URL Item in the System of Categories**

Principally, 3 types of links can be entered in the URL item in the system of categories:

- Link to an internal web page, administered by the content management system.
- Link to an internal web page, which is not administered by the content management system – e.g., an internal form, list of news, etc.
- Link to any external web page – e.g., to a web page of another company, etc. We recommend to open such web pages always in a new window (enter the value “\_blank” in the “Target” item).

## → New Web Page – Creation of New Web Page

The creation of a new web page is certainly the most frequently used function within the framework of the entire ActiveWeb. In the creation of a new web page, users have the possibility to select from pre-defined templates. Their advantages consist in a more comfortable and quicker creation of new web pages.

### **Important!**

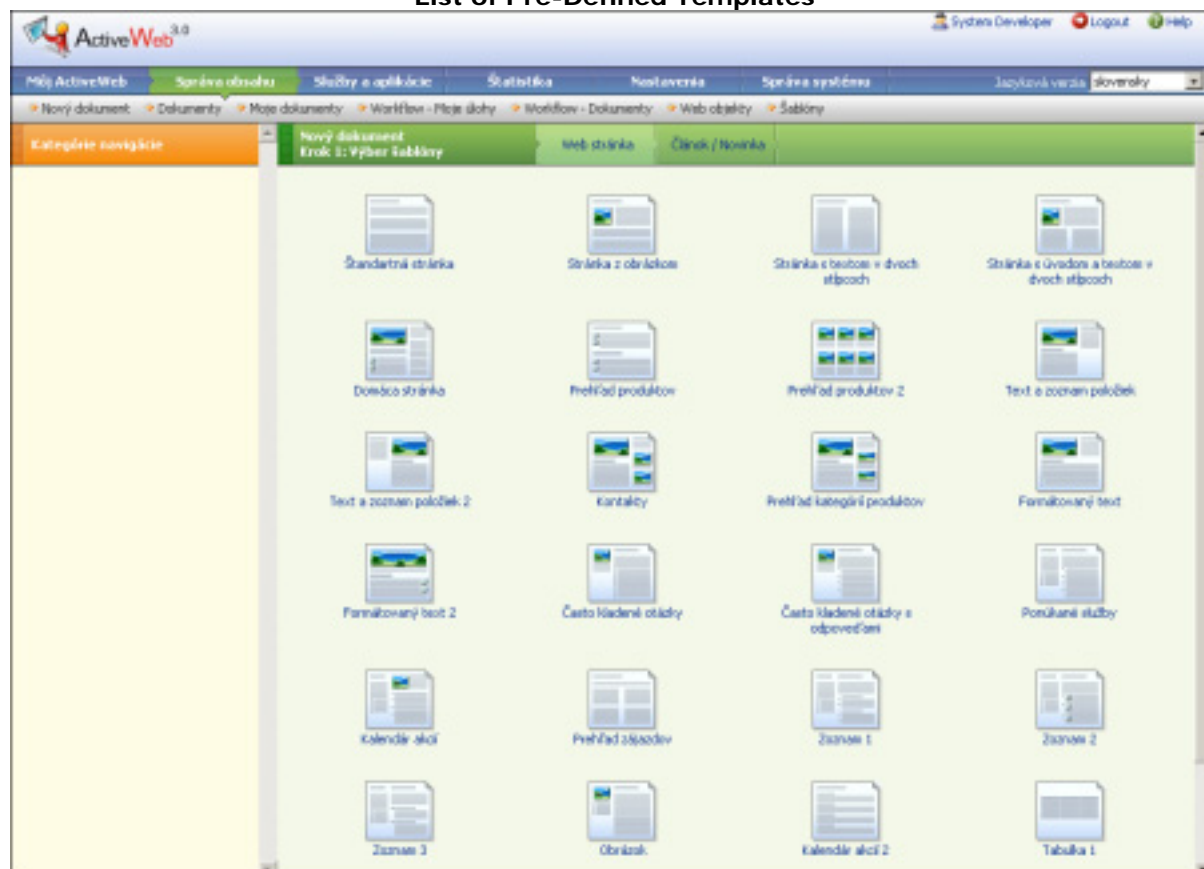
*In the creation of a new web page, its assignment to a correct category within the framework of the web structure is important. We recommend, also for this reason, to use, in the creation of web pages, functions within the framework of the navigation tree in the left part of the desktop.*

### **Warning!**

*In order that you can accede to the creation of a new web page, you have to dispose of the access right of the Content Manager (see "My Access Rights", p. 16).*

1. Enter the Content Management folder. In the left part of your desktop, the tree web structure will display. Select the category, in which you wish to include the web page. Press the right mouse button and select the item "New Web Page".
2. A list of pre-defined templates will display on your desktop.

### List of Pre-Defined Templates



3. Select one of the pre-defined templates. You can select from several types of templates, arranged in categories.
4. After the selection of one of the pre-defined templates, enter the name of a new web page, its language version, and remarks (remarks represent an optional information and are used mainly in news or press releases.). Press the button "Continue".
5. In the following step, select "System Title / Web Page Code", which is automatically pre-generated by the system, and is used in the generation of URL / reference to a page. In this step, you can also set a page category.
6. If you do not want the newly-created web page to be included in the search, check the field in the part "Web Page Basic Settings".
7. Using the WYSIWYG editor, accede to the creation of the document content itself. A detailed description of the work with the WYSIWYG editor can be found on the following page of this User Manual.
8. After the creation of the document content, click on the button "Save".
9. In the following step, you will get into the form of the web page publishing, which is specified in the section "Web Page Approval / Publishing".

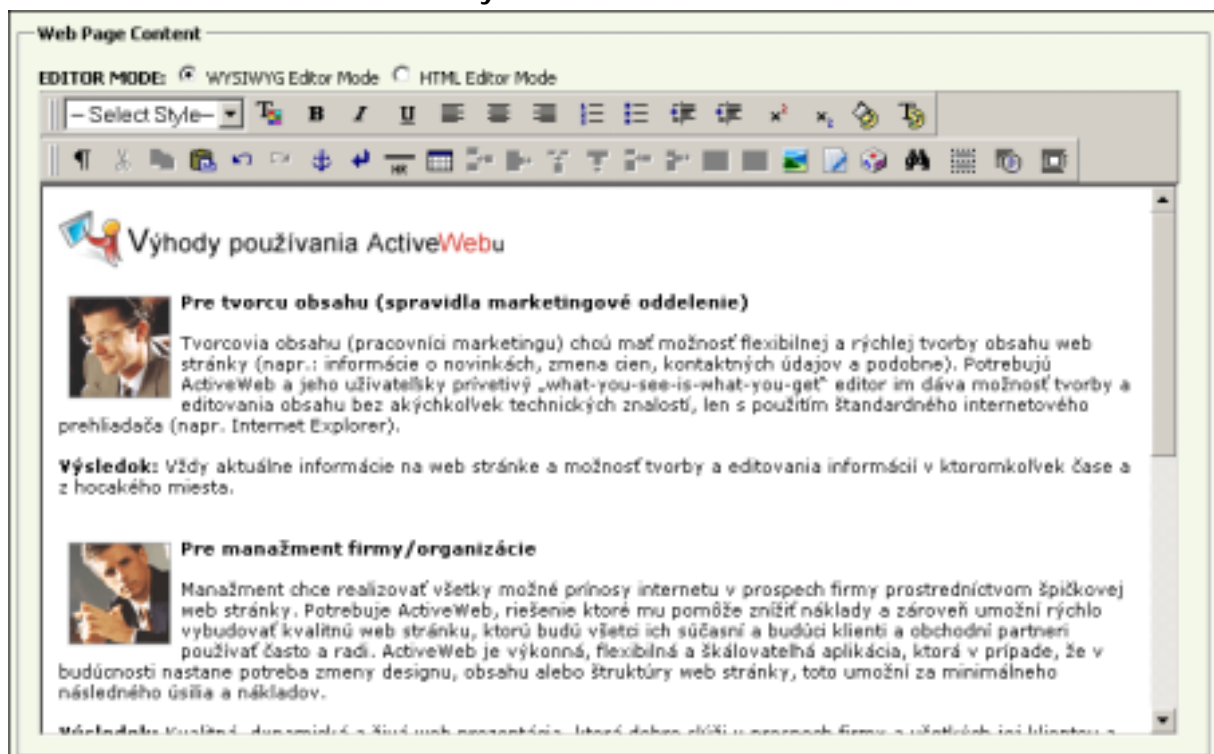
## EasyEdit WYSIWIG Editor

What does WYSIWYG in fact mean? WYSIWYG is an acronym for the English “What You See Is What You Get.” What is on the monitor will be displayed on the web page.





The WYSIWYG editor is in fact a tool for the web content management. The WYSIWYG editing enables authorized employees to manage a web site content in a friendly and known environment, resembling the Microsoft Office applications, without the necessity to know programming languages or HTML. The most significant advantage of the WYSIWYG editor is, in addition to the simplicity of use, the option to immediately control any adjustments made.



































Users of the ActiveWeb content management system may create new web pages directly in the WYSIWYG editor, or have the option to work with the text, copied for instance from an MS Word document. Users can immediately view the result of their work.

### Easy Edit WYSIWYG Editor



The following chart briefly describes Lomtec WYSIWYG editor functions.

-  **Font** – Selection of the font type.
-  **Bold** – Emphasizing of a highlighted text.
-  **Italic** - Skew of a highlighted text.
-  **Underline** – Underlining of a highlighted text.

	<b>Justify left</b> - Justification of a highlighted text to the left.
	<b>Justify center</b> - Centering of a highlighted text.
	<b>Justify right</b> - Justification of a highlighted text to the right.
	<b>Numbering</b> – Assignment of numbers to particular rows of a highlighted text.
	<b>Bullets</b> – Stops.
	<b>Increase Indent</b> – Right shift of a text or highlighted object.
	<b>Decrease Indent</b> - Left shift of a text or highlighted object.
	<b>Superscript</b> - Upper index.
	<b>Subscript</b> - Lower index.
	<b>Font Color</b> – Change of the color of a highlighted text.
	<b>Font Background Color</b> – Change of the color background of a highlighted text.
	<b>Paragraph</b> - Paragraph.
	<b>Cut</b> – Deletion of a selected text block.
	<b>Copy</b> – Copying of a selected text block.
	<b>Paste</b> – Transfer of a highlighted text or highlighted object.
	<b>Undo</b> – Last step back (supports more than one step).
	<b>Redo</b> - Last step back (supports more than one step).
	<b>Hyperlink</b> – Change of the highlighted text into a hyperlink.
	<b>Break</b> – New row.
	<b>Horizontal Line</b> – Insertion of a horizontal line.
	<b>Insert Table</b> – Insertion of a table with a defined number of rows and columns.
	<b>Insert Row</b> – Insertion of a row.
	<b>Delete Rows</b> – Deletion of rows.
	<b>Insert Column</b> – Insertion of a column.
	<b>Delete Columns</b> – Deletion of columns.
	<b>Insert Cell</b> – Insertion of a cell.
	<b>Delete Cells</b> – Deletion of a cell.
	<b>Merge Cells</b> – Merging of cells.
	<b>Split Cells</b> – Split of cells.
	<b>Insert Image</b> – Insertion of an image. The function allows to browse on web servers, as well as in one's own hard disk, and insert an image with the jpg, gif, and png endings. If you highlight an already existing image and click on the icon, current image settings will display. You can subsequently change them or replace the whole image by a new one.
	<b>Insert File</b> - Insertion of a file and hyperlink, referring to such file. The function allows to provide files with txt, doc, htm, html, ppt, pdf, and xls extensions to be downloaded.
	<b>Symbols</b> – Allows to enrich the text by symbols, which are not marked on the keyboard.
	<b>Find</b> – Search of a text or a text chain.
	<b>Borders</b> – Displays margins and cells of tables.



**Details** – Displays details.



**Absolute Position** – Fixes the object position.

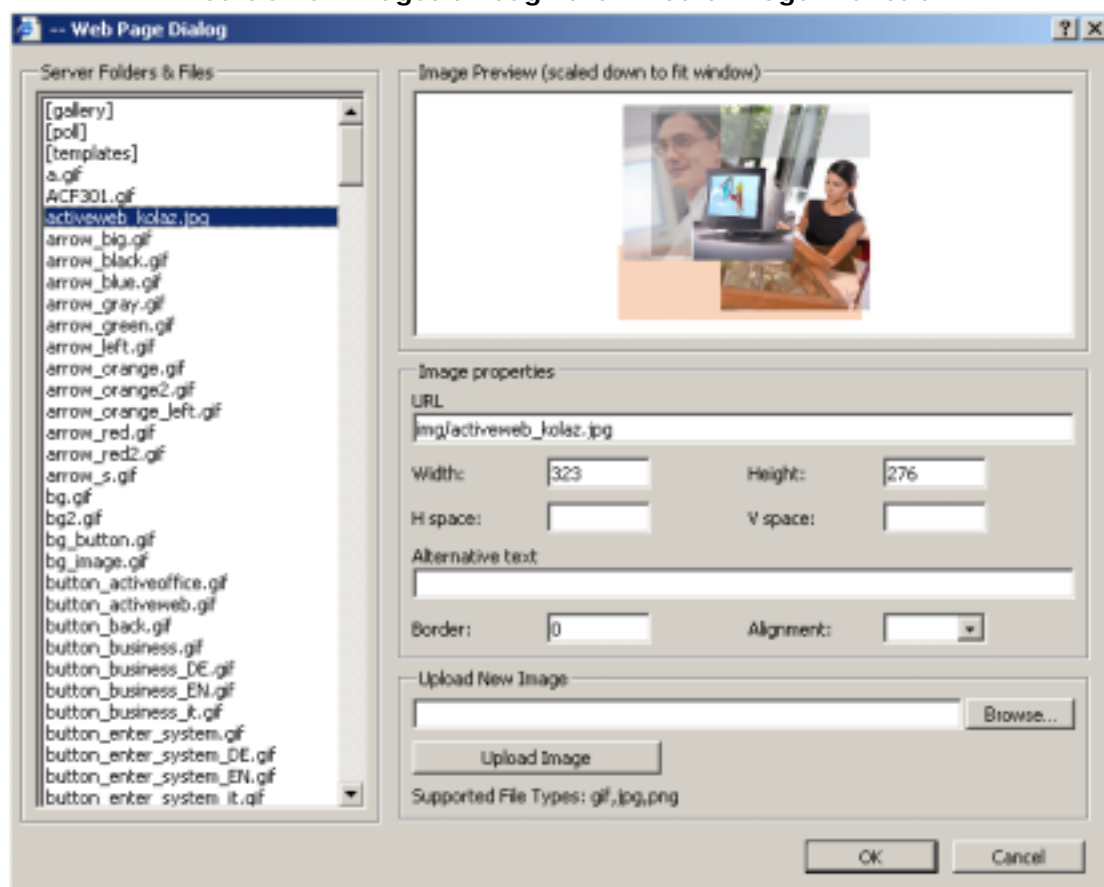
## More Detailed Survey of Certain Functions

When compared to the editors, available in the market, the Lomtec WYSIWYG editor has several special functionalities, making the process of page editing even more comfortable.

### Insert Image

This functions serves not only for the insertion of new images from the web server or hard disk of your computer but also for the editing of images, already placed on the page. If you highlight an already existing image in the WYSIWYG editor (go to the image by the mouse and press the left button) and click on the icon “Insert Image”, current settings of the image will display on your desktop (image name, size, position, distance from the surrounding text, description...), and you can accede to its editing. You can edit all settings: image size, distance of the image from the text, image position (the image may be placed in the right, in the left, in the centre, at the top, at the bottom...). You can also add an image description.

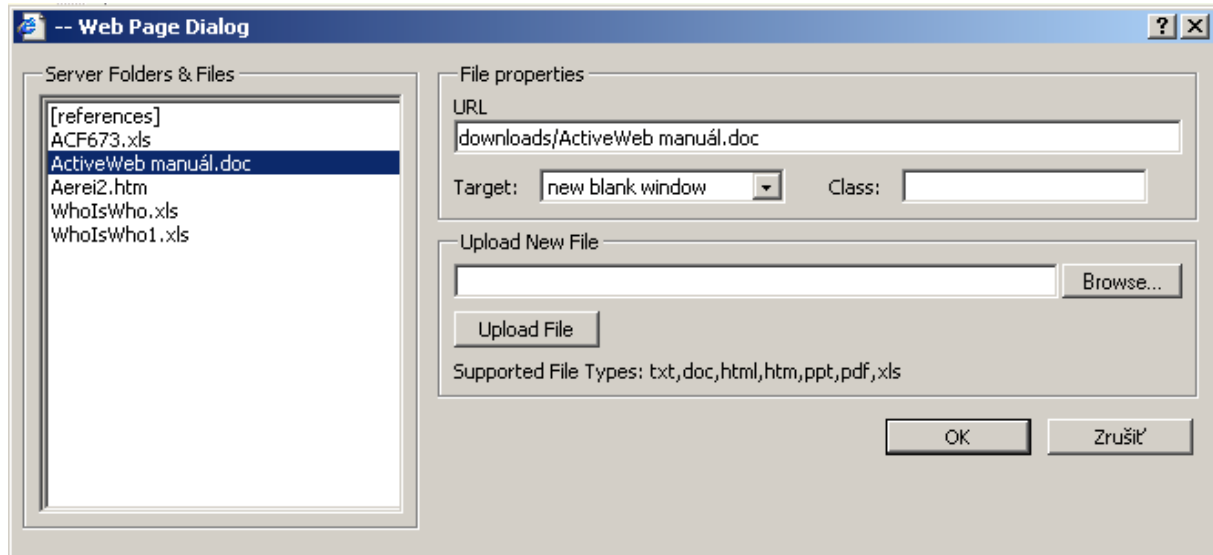
#### Insertion of Images through the “Insert Image” Function



## Insert File

Insertion of a file and hyperlink, referring to such file. The function allows to provide files with txt, doc, htm, html, ppt, pdf, xls extensions to be downloaded. If you highlight an already uploaded document in the WYSIWYG editor by the mouse, you may, after clicking on the icon "Insert File", accede to a change in a feature of the link, referring to the file, determined for downloading.

Insertion of File through the "Insert File" Function



## **Publishing/ Preview**

Prior to the publishing of a web site on the Web itself, it is possible to check the page in the form, in which it will be displayed.

1. After you have created a web page or made required adjustments to it, and confirmed the completion of your work by clicking on the button "Save", you may immediately publish the page or request for its publishing. However, prior to the publishing itself, you can check the page once again by using the function "Preview Web Page".
2. Click on the button "Preview Web Page". A new window with a real appearance of the web page, created or edited by you, will display on your desktop.
3. If you are satisfied with the form, in which your web page will display on the Web, click on the button "Approve / Publish", or "Approval Request" (depending on the scope of your user rights).

## **Preview / Compare**

The unique function "Preview / Compare" allows to compare the selected version with the currently valid version. The selected version will display in the upper part and the currently valid version in the bottom part of the desktop.

1. After you have created a web page or made required adjustments, and confirmed the completion of your work by clicking on the button "Save", you may immediately publish the page or request for its publishing. Prior to the publishing of a web page itself, it is possible to check the page by using the function "Preview Web Page " or compare the edited version with the currently valid version.
2. Click on the button "Preview / Compare". A new window, divided into two parts, will display on your desktop. The edited version will display in the upper part and the currently valid version in the bottom part.
3. If you are satisfied with the form, in which your web page will display on the Web, click on the button "Approve / Publish", or "Approval Request" (depending on the scope of your user rights).

## **Web Page Approval / Publishing**

1. After you have created a web page and confirmed the completion of your work by clicking on the button "Save", a form under the title "Web Page Approval / Publishing" will display on your desktop.
2. If you dispose of the rights for the approval of a web page, you may accede to the approval and subsequent publishing by clicking on the button "Approve / Publish". After pressing this button, the web page version will display on the Web and its previous version, if any, will be archived.
3. If you do not dispose of the rights for the approval of the web page, request for its approval by a person, having such rights. You can do so by clicking on the button "Approval Request". However, before doing so, you may type an accompanying message (commentary), which serves as a tag of the newly-created web page and it will display, to the person, being requested by you to exercise control, together with the web page. After

the completion of a form, the selected user will receive an email with an approval request.

4. You can request persons with access rights to the system, in the "Web Page Approval / Publishing" folder, also for the review of a newly-created document. If you want to request for the review of a document, type an accompanying message (commentary) and click on the button "Review Request". After the completion of a form, the selected user will receive an email with a request for a web page review.

**Important!**

*The difference between the functions "Web Page Approval" and "Web Page Review" is evident already from the meanings of such words. If the web page author does not dispose of publishing rights, it must forward the web page for approval. If the web page is not approved, it will not be active and displayed. The above will not apply to the review of a web page, as the review of a web page is not a condition for its displaying.*

## Web Page Versions

The "Web Page Versions" folder includes a survey of particular webpage versions. The "Web Page Language Versions" section states a survey of web page language mutations with the possibility to create a copy of a web page in another language. The "Web Page Versions in Identical Language Mutation" section includes a survey of archived, work, as well as currently approved versions of a web page. The system allows a simple return to the publishing of an archived version of a web page.

The Lomtec ActiveWeb system works with several types of web page versions:

- Working
- Waiting for Approval
- Rejected
- Approved / Published
- Archived

Each web page is automatically assigned, at the moment of its creation, a working version status. The working version is not displayed on the Web. After publishing a working version of a document, a new working version is automatically created, which may be edited in the future without the reflection of changes on the Web.

If a user sends a request for the approval of a web page, such page will acquire the "Waiting for Approval" status. At the same time, an email is sent to the user, who has been requested for the approval of the web page. The user may approve / publish the web page, in which case the document version becomes a published version and a new working version is at the same time created. If the user refuses to approve the page, the version will acquire the "Rejected" status.

A rejected document version is a version, which the user, responsible for approving, refused to approve / publish. The web page author may subsequently edit it and repeatedly request for the publishing.

Only approved / published web page versions will display on the Web. If a new web page version is approved, the previous published version will be automatically archived. If you wish to suspend the publishing of any of the web page versions, you may use the option to suspend the publishing in the form "Publishing / Preview". The approved web page version cannot be edited.

Archived versions are stored in the system mainly for the reason of keeping the possibility of a repeated publishing. The publishing of an archived version is identical to the publishing of a working version of a document. Archived web page versions cannot be edited.

### **Creation of Web Page Copy in New Language Version**

If you need to create a web page in a new language version, you may use the function of a copy creation. Copies can be made by copying of a selected web page version. After the creation, it is necessary to edit / translate the new language web version and subsequently publish it.

1. Enter the Content Management folder → Web Pages. A list of the existing web pages, arranged according to their names in alphabetical order, will display on your desktop. To find a specific web page, you may use the "Search" function, when you enter the required word in the window of the same name in the right upper part of your desktop.
2. By clicking, select a specific web page. The WYSIWYG editor together with the web page content will display on your desktop.
3. Click on the link "Web Page Versions" in the right upper part of your desktop.
4. Select a language version and click on the button "Create Copy".

## Advanced Settings

It is useful to add also the so-called Advanced Settings to the information about web page settings. These are for instance the web page author's name, email, etc. You may enter the Advanced Settings already at the time of the creation of a web page itself but also subsequently, by finding and supplementing the relevant web page.

1. Enter the Content Management → Web Pages folder. A list of the existing web pages, arranged according to their names in alphabetical order, will display on your desktop. To find a specific web page, you may use the "Search" function, when you enter the required word in the window of the same name in the right upper part of your desktop.
2. Click on the "Advanced Settings" folder.
3. Insert the document author's name and email.
4. In the column "Content Validity / Status", state the date of the web page publishing, as well as the validity from – to, if you wish to publish the web page for a limited period of time.
5. Confirm any changes made by clicking on the button "Save".

## → Web Pages

In this folder, you may search out and subsequently edit specific web pages. Web pages, placed in the ActiveWeb system, may be arranged according to criteria, enabling their easier search.

- Web Page Name
- System Name
- Version
- Language Version
- Author
- Author's Email

### **Important!**

*The more detailed data on particular web pages in the system are, the easier their searching is.*

## **Web Pages Searching and Editing**

Web pages can be searched on the basis of a category, under which they are placed, as well as on the basis of a specification of a term, being searched, in the browser window.

1. Enter the Content Management folder. The structure of web categories will display in the left part of the screen. Click on the required category. If you want to search out a web page by its name, content or author, enter the term, being searched, in the browser window.
2. You may enter a web page name, system name, author's name, author's email, or anything from the content of the web page itself.
3. Click on the "OK" button.
4. A result of the searching, entered by you, will display on your desktop. If more web pages comply with the entered criteria, pages will be arranged according to their names in alphabetical order.
5. By clicking on the name of the web page, select the page you want to edit. You are in the "Web Page Content" folder. The WYSIWYG editor together with the content of the selected web page will display on your desktop.
6. Make the required adjustments.
7. Click on the button "Save".

### **Warning!**

*In order that you can accede to adjustments of a web page, you have to dispose of the access right of the Content Manager or access right of the Content Editor (see "My Access Rights", p. 16).*

## → My Web Pages

Several users may have an access to ActiveWeb with the option to manage the web page content. The "My Web Pages" folder simplifies the orientation in the existing web pages, and serves for finding and subsequent editing of web pages, created by you.

### **Web Pages, Created by Me**

1. Enter the Content Management → My Web Pages folder. You are in the "Web Pages, Created by Me" folder. A list of web pages, created by you, arranged by names in alphabetical order, will display on your desktop.
2. If you want to accede to the editing of a specific web page, click on its name. You are in the "Web Page Content" folder. The WYSIWYG editor together with the web page content will display on your desktop.
3. Make the required adjustments.
4. Click on the button "Save".

### **Documents, Changed by Me**

1. Enter the Content Management → My Web Pages → Web Pages, Changed by Me folder. A list of web pages, changed by you, arranged by names in alphabetical order, will display on your desktop.
2. If you want to accede to the editing of a specific web page, click on its name. You are in the "Web Page Content" folder. The WYSIWYG editor together with the web page content will display on your desktop.
3. Make the required adjustments.
4. Click on the button "Save".

## → Workflow – My Tasks / Requests

This folder includes all tasks, related to the content management of your web page. The function serves for a better orientation and control of work in ActiveWeb system. Tasks are classified into several other categories:

- **My Tasks**
- **My Requirements**
- **My Requirements – Executed**
- **My Requirements – Rejected**

### **My Tasks**

This folder includes requests for the publishing or review of working web pages versions, addressed to you. As a user with publishing rights, you decide on whether the web page will be displayed on the Web or not. Tasks are arranged according to the "Request / Task Type". Their other distinguishing signs are web page name, description (note), author's name, and date of the web page creation.

1. Enter the Content Management → Workflow – My Tasks folder. A list of tasks, addressed to you, arranged by names in alphabetical order, will display on your desktop.
2. By clicking on a task name, you will select the task you want to execute.
3. In the box "Web Page Approval", check one of the options "Approve Web Page", or "Refuse Web Page". If a web page is not approved, it is suitable to state also the reason.
4. Click on the "OK" button.

### **My Tasks – Rejecting of the Task**

The ActiveWeb web content management system allows you to reject or not to accept any task, which has been assigned to you. If you exercise this option, it is suitable to always state a justification of such step. You may reject a task usually due to being busy or if you believe that the task is not to be addressed to you. Upon the rejection of a task, the user, who sent the request, will receive an email, stating reasons of such rejection. The rejection of a task does not mean the rejection of the document publishing.

1. Enter the Content Management → Workflow – My Tasks folder. Click on "My Tasks". A list of tasks, addressed to you, arranged by names in alphabetical order will display on your desktop.
2. By clicking on the task name, you will select the task you want to execute.
3. In the box "Rejecting of the Task", state a reason for the task rejection.
4. Click on the button "Reject Task".

### **My Requests**

This folder includes a survey of the status of requests, created by you, for approval or review of web pages, which you address to selected users with publishing rights. Tasks are arranged according to the "Request / Task Type". Their other distinguishing signs are web page name, description (note), author's name, and date of the web page creation.

1. Enter the Content Management → Workflow – My Tasks → My Requests folder. A list of tasks, entered by you, arranged by names in alphabetical order, will display on your desktop.
2. By clicking on the task name, you will select the task you want to check.

### **My Requests - Completed**

In this folder, you can find a survey of the status of requests, created by you, for approval or review of web pages, which have already been completed. Requests are arranged according to the "Request / Task Type". Their other distinguishing signs are web page name, description (note), author's name, and date of the web page creation.

1. Enter the Content Management → Workflow – My Tasks → My Request folder. A list of requirements, entered (completed) by you, arranged by names in alphabetical order, will display on your desktop.
2. By clicking on the task name, you will select the task you want to check.

### **Tasks, Entered by Me – Rejected**

In this folder, you can find a survey of the status of requests, created by you, for approval or review of web pages, which have been rejected. Requirements are arranged according to the "Request / Task Type". Their other distinguishing signs are web page name, description (note), author's name, and date of the web page creation.

1. Enter the Content Management → Workflow – My Tasks → Tasks, Entered by Me - Rejected. A list of tasks, entered (rejected) by you, arranged by names in alphabetical order, will display on your desktop.
2. By clicking on the task name, you will select the task you want to check.

## → Workflow – Web Pages

In this folder, all web pages, contained in the ActiveWeb system, are arranged. For clear arrangement, they are classified into categories, the names of which reflect their status:

- Working Versions
- Waiting for Approval
- Rejected
- Approved
- Archived Versions

### **Web Page Workflow– Working Versions**

1. Enter the Content Management → Workflow – Web Pages folder. You are in the “Working Versions” folder. A list of web pages with the working version status, arranged by names in alphabetical order, will display on your desktop.
2. By clicking on the web page name, you will select the page, with which you wish to work.
3. After clicking on the specific web page name, you will find yourself in the “Web Page Content” folder. Now, you can accede to required adjustments.

### **Web Page Workflow – Waiting for Approval**

1. Enter the Content Management → Workflow – Web Pages → Waiting for Approval folder. A list of web pages, waiting for approval, arranged by names in alphabetical order, will display on your desktop.
2. By clicking on the web page name, you will select the page you wish to check.
3. After clicking on the specific web page name, you will find yourself in the “Web Page Content” folder. Now, you can accede to required adjustments.

### **Web Page Workflow – Rejected**

1. Enter the Content Management → Workflow – Web Pages → Rejected folder. A list of rejected web pages, arranged by names in alphabetical order, will display on your desktop.
2. By clicking on the web page name, you will select the page you wish to check.
3. After clicking on the specific web page name, you will find yourself in the “Web Page Content” folder. Now, you can accede to required adjustments.

### **Web Page Workflow – Approved**

1. Enter the Content Management → Workflow – Web Pages → Approved Versions folder. A list of documents with the approved version status, arranged by names in alphabetical order, will display on your desktop.
2. After clicking on the task name, you will select the task you wish to check.
3. After clicking on the specific web page name, you will find yourself in the “Web Page Content” folder.

### **Web Page Workflow – Archived Versions**

1. Enter the Content Management → Workflow – Web Pages → Archived Versions folder. A list of documents with the archived version status, arranged by names in alphabetical order, will display on your desktop.
2. By clicking on the task name, you will select the task you wish to check.
3. After clicking on the specific web page name, you will find yourself in the “Web Page Content” folder.

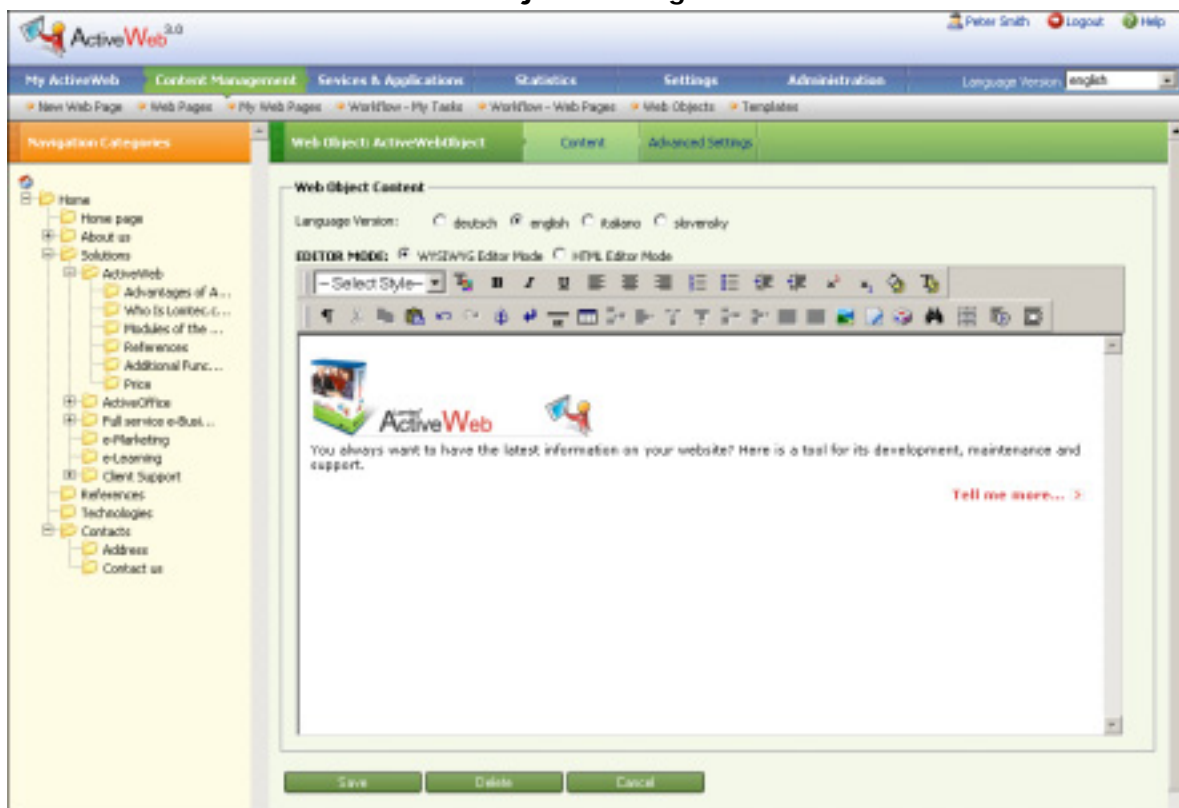
## → Web Objects

Web objects are various text or image captions, placed on a web page. Their number and specific placement is agreed in advance in the process of the specification of customer's requirements, which are subsequently taken into account in a graphical layout of the web page. The user has the option, in the ActiveWeb system environment, to manage such web objects.

### **Warning!**

*In order that you can accede to adjustments of web objects, you have to dispose of the access right of the Web Objects Administration (see "My Access Rights", p. 16).*

### Web Objects Management



### Creation of New Web Object

1. Enter the Content Management → Web Objects folder. A list of all web objects will display on your desktop.
2. Click on the icon "Add New Web Object", located in the right upper part of your desktop.
3. Enter a system name of a new web object. Do not forget that there must be no spaces or diacritics in the system name.
4. Enter a basic description of the new web object, in which you can describe e.g., also the location or purpose of the web object.
5. In the "Status / Validity" box, check the field "Active Web Object". If you do so, the web object will display on your web page.

6. If you want to limit the validity of a web object by a date, complete the fields "Valid from" and "Valid to" in the box "Status / Validity". If you fail to state the validity dates, the validity of a web object content will be determined by its status without any limitation by date.
7. Click on the button "Save".

### **Search – Editing of Web Objects**

To search out or edit a specific web object, you may use also the browser in the left upper part of your desktop.

1. Enter the Content Management → Web Objects folder. A list of all web objects will display on your desktop. Web objects are arranged on the basis of a system specification (name), description, status, or date of the last change.
2. Enter the required word in the browser window in the right upper part of your desktop.
3. Click on the "OK" button.
4. A result of the search, entered by you, will display on your desktop. If more web objects comply with the entered criteria, they will be arranged by names in alphabetical order.
5. By clicking on the system specification, you will select the web object you wish to edit. A box with the specification "Web Object Content" will display on your desktop.
6. Select a language version, in which you wish to make adjustments.
7. You can make changes in a web object by the WYSIWYG editor. A detailed description of work with the WYSIWYG editor can be found on page 18.
8. After making adjustments, click on the button "Save".

## → Templates

The ActiveWeb content management system supports the use of templates to simplify the creation of new web pages. The system allows administering of various types of templates, arranged in categories. Templates are being created during the implementation of the Web and are adjusted to customer's requirements. A template means basic graphical layout of a web page, to which real texts, tables, documents, or images are being gradually supplemented to pre-defined places. A template for a page of a product, template for a page of a press release, etc. can serve as an example of a template.

### Add New Template

New templates are not directly created in the ActiveWeb system. Prior to the registration of a template in the ActiveWeb system, it is necessary to create the template as a HTML file. It is at the same time suitable to prepare a template preview in the form of an image for an easier orientation of users. The function of the creation of templates is primarily determined for web agencies, which may use, in the creation of them, tools they are used to apply – Macromedia Dreamweave, etc.

#### **Important!**

*The HTML file, defining a template, must not contain HTML tags such as <head> or <body>.*

#### **Warning!**

*In order that you can accede to the adding of new templates, you have to dispose of the access right of the Template Administration (see "My Access Rights", p. 16).*

1. Enter the Content Management → Templates folder. A list of all existing templates will display on your desktop. Templates are arranged on the basis of a system specification (name), description, status, or date of the last change. If you enter the folder for the first time, i.e., you have not added any template yet, a list of pre-defined templates will display on your desktop.
2. Click on the link "Add New Template" in the right upper part of your desktop.
3. Enter basic settings of the template, being newly-created.
4. Specify, whether it concerns a web page template or editorial template.
5. By clicking on the icon after the "Image" box, you will accede to the insertion of a template image.
6. Select a language version.
7. Enter a template name.
8. Click on the icon after the "Template" window, and by using the browse function, insert a template from the web server or from your hard disk.
9. Add a description of the new template.
10. Click on the button "Save".

#### **Important!**

*For future work with the ActiveWeb web content management system, it is suitable to insert an illustrative image of a new template in the system. This will display for the user as one of the pre-defined templates.*

## 4. Services & Applications

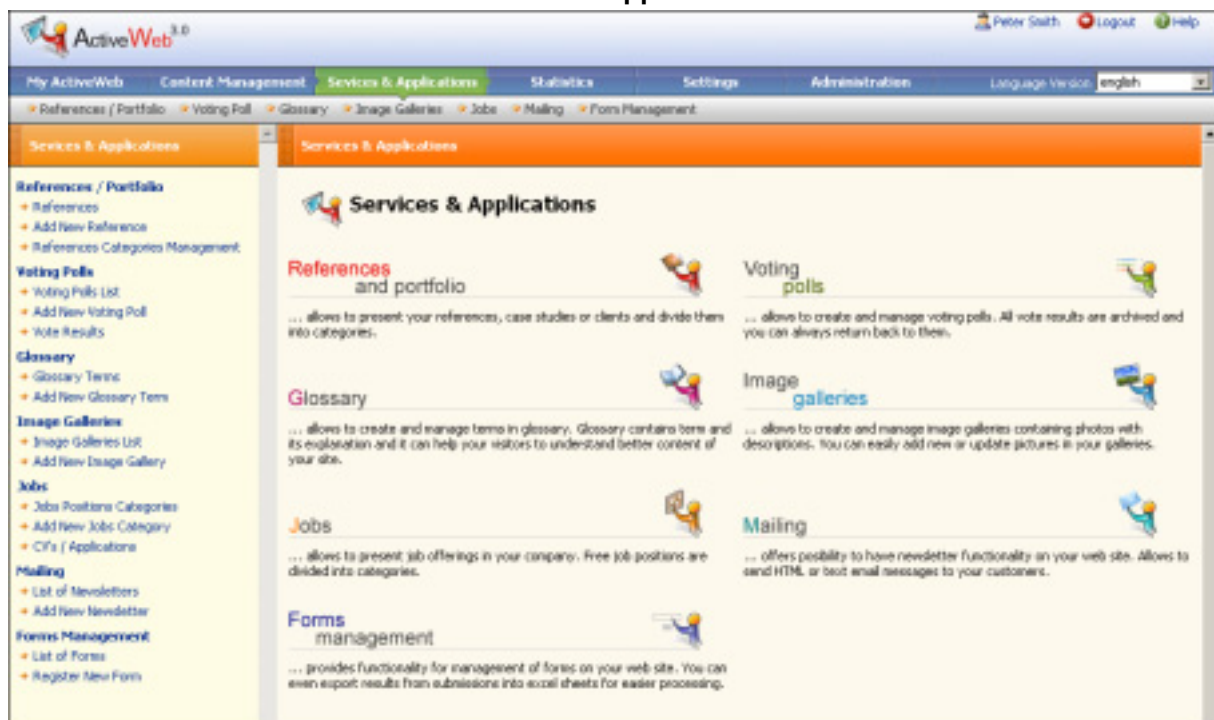
Lomtec ActiveWeb offers, with the web pages administration, not only the sophisticated web content management system but also a set of pre-prepared applications, supporting the creation of complex firm portals.

Right the scope and level of services and applications, covered by ActiveWeb, differ this system from competitive products of a similar orientation.

ActiveWeb Professional includes the following supporting services and applications:

- References / Portfolio
- Voting Poll
- Glossary of Terms
- Image Galleries
- Jobs
- Mailing
- Form Administration

### Services & Applications



#### **Important!**

*ActiveWeb is not a closed system without any possibility to add other functions. This means that if the customer requests for certain other functions (services and applications), it is sufficient to only provide their detailed specification, and they will be simply added in the system.*

## → References / Portfolio

This module allows inserting and displaying of references to your products, services, reference projects, or references to your significant clients. Created references may be divided into categories. Each reference may contain an image, short description, attached document, or a link to a page with more detailed information. References are, for a better clarity, classified into categories.

### **Important!**

*Before you start to insert particular references, it is necessary to create reference categories.*

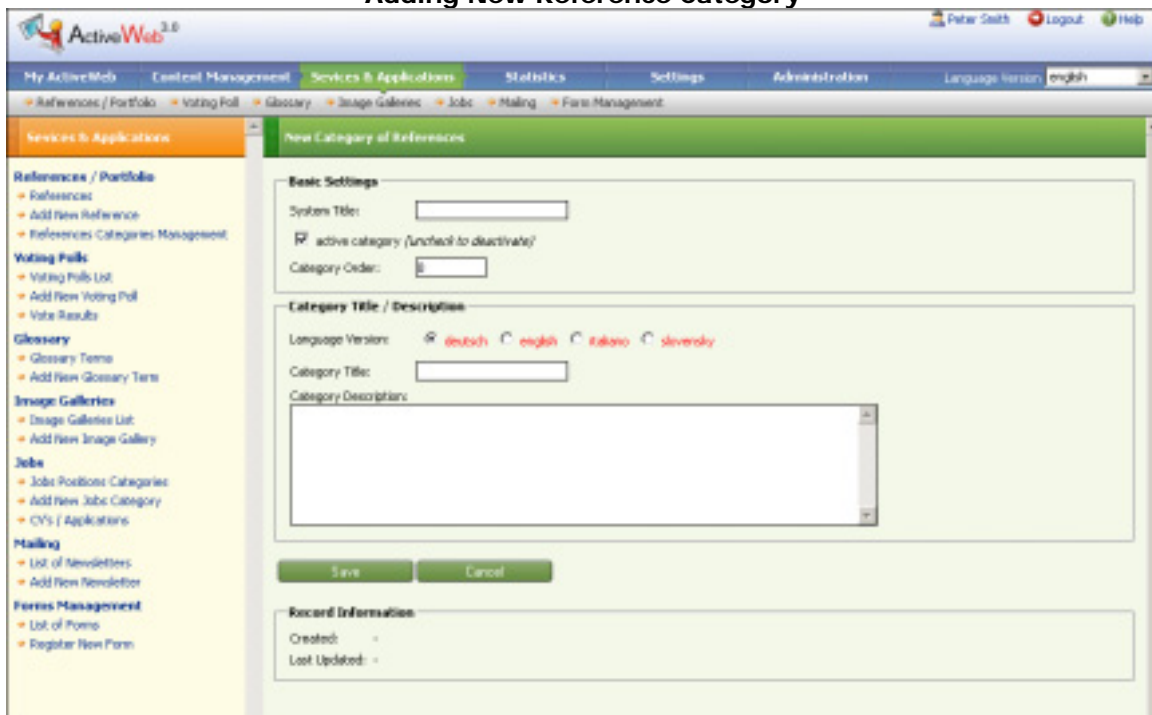
### **Warning!**

*In order that you can accede to the creation and editing of references, you have to dispose of the access right of the Reference Administration (See "My Access Rights", p. 16).*

## How to Create Reference Categories

1. Enter the Services and Applications → References / Portfolio folder. In the right part of your desktop, there is a box with the specification "Reference Categories". The already existing reference categories are arranged in the box according to their system names. Names of the reference categories are followed by information about the number of references in the given category.
2. Click on the link "Add New Reference Category".
3. Complete the system name and sequence of the new category displaying in the box with the specification "Basic Settings".
4. Select a language version in the box with the specification "Category Title / Description", complete the category name, and finally, add its category description.
5. Click on the button "Save".

### Adding New Reference Category



The screenshot displays the 'New Category of References' form within the ActiveWeb 3.0 administration interface. The form is divided into several sections:

- Basic Settings:** Includes a 'System Title' text input field, a checkbox for 'active category (unchecked to deactivate)', and a 'Category Order' numeric input field.
- Category Title / Description:** Features radio buttons for language versions: 'deutsch', 'english', 'italiano', and 'slovensky'. It includes a 'Category Title' text input field and a 'Category Description' text area.
- Buttons:** 'Save' and 'Cancel' buttons are located below the description field.
- Record Information:** A section at the bottom with 'Created:' and 'Last Updated:' labels.

The left sidebar shows the navigation menu with 'References / Portfolio' selected, and the top navigation bar includes 'My ActiveWeb', 'Content Management', 'Services & Applications', 'Statistics', 'Settings', 'Administration', and 'Language Version'.

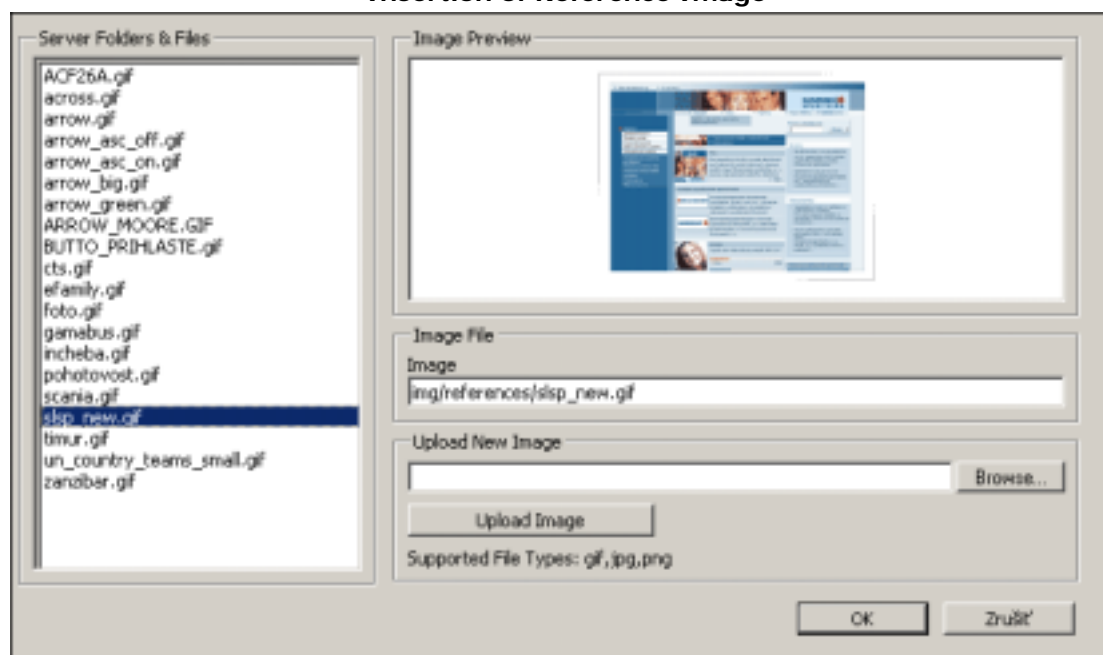
## Searching in Reference Categories

1. Enter the Services and Applications → References / Portfolio → Reference Categories folder.
2. In the right part of your desktop, there is a box with the specification "Search".
3. Enter a name or a part of the name of the category, being searched, in the browser window.
4. Click on the "OK" button. A result of the searching, entered by you, will display on your desktop. If several categories comply with the entered criteria, categories will be arranged by their names in alphabetical order.

## Add New Reference

1. Enter the Services and Applications → References / Portfolio folder. Click on the link "Add New Reference" in the right upper part of your desktop. A box with the specification "Basic Settings" will appear on your desktop.
2. Enter a system title of the new reference.
3. Select a category, in which you will include the new reference.
4. Enter the URL address, to which the reference will refer (e.g., a web page of a customer or project).
5. Supplement the information about time, when the reference was made, in the boxes "Realization from" and "Realization to".
6. If you want to assign an illustrative image to a reference, click on the icon, located after the "Image" box or after the box with the specification "Thumbnail" (Thumbnail denotes an image preview. After clicking on the Thumbnail, located on the web page, a large image will be loaded).

### Insertion of Reference Image



7. If you want to publish a reference, check the box "Active Reference".

8. Enter the sequence, in which the reference will display within the framework of its category.
9. Select a language version.
10. Enter a reference name.
11. If you want to assign a case study to a reference, click on the icon after the "Document / Case Study" box. The ActiveWeb allows to place a document in the doc or pdf format on a page.
12. Add a Reference Description.
13. Click on the button "Save".

### **List of References**

The function serves to obtain a survey of all references, placed in the ActiveWeb.

1. Enter the Services and Applications → References / Portfolio → List of References folder. A list of references, arranged by names in alphabetical order, will display on your desktop. References displayed may be arranged, if necessary, also according to a category name, URL address, date of the commencement or completion of work on the reference, status, and sequence.

## → Voting Polls

Lomtec ActiveWeb provides the possibility to simply add and administer enquiries, through which web page owners may ascertain opinions of their customers, business partners, or employees. Each enquiry consists of a question and several possible answers.

The enquiry module contains also an archive, where you can find, how users voted in previous enquiries. Any enquiry may be assigned an unlimited number of possible answers. The starting and shut-off of an enquiry on a specific day and at a specific hour can be automatically set.

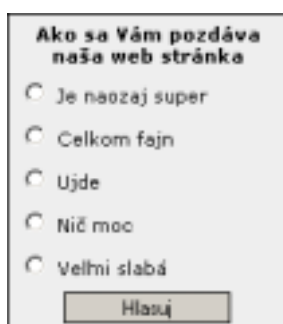
### **Warning!**

*In order that you can accede to the creation and editing of enquiries, you have to dispose of the access rights of the Administration of Enquiries (see "My Access Rights", p. 16).*

### List of Enquiries – Editing

1. Enter the Services and Applications → Voting Polls → Voting Polls List folder. A list of all voting polls will display on your desktop.
2. If you want to accede to the editing of a specific voting pole, click on its name. The boxes "Voting Poll Settings" and "Voting Poll Answers" will display on your desktop.
3. Enter a question for the voting pole in the box "Voting Poll Settings".
4. If you want to set a validity period of an voting poll, enter validity dates from – to. If you wish an voting poll to be displayed on the Web, check the box "Active Enquiry".
5. Select a language version of the web page, in which the enquiry will display.
6. Select a type of the voting. You choose from two types. The "Radio Button" – the voters will see continuous results of the voting only after the voting. "From Results" – the voters will see continuous results of the voting prior to the voting.
7. In the box "Voting Poll Answers", enter answers, based on which participants of the enquiry will vote. Together with the possibility of an enquiry answer, you determine also the sequence of the answer. If you want to delete any of the possible answers, check the box "Delete", located in the answer row.
8. Save the typed changes by clicking on the button "Save".

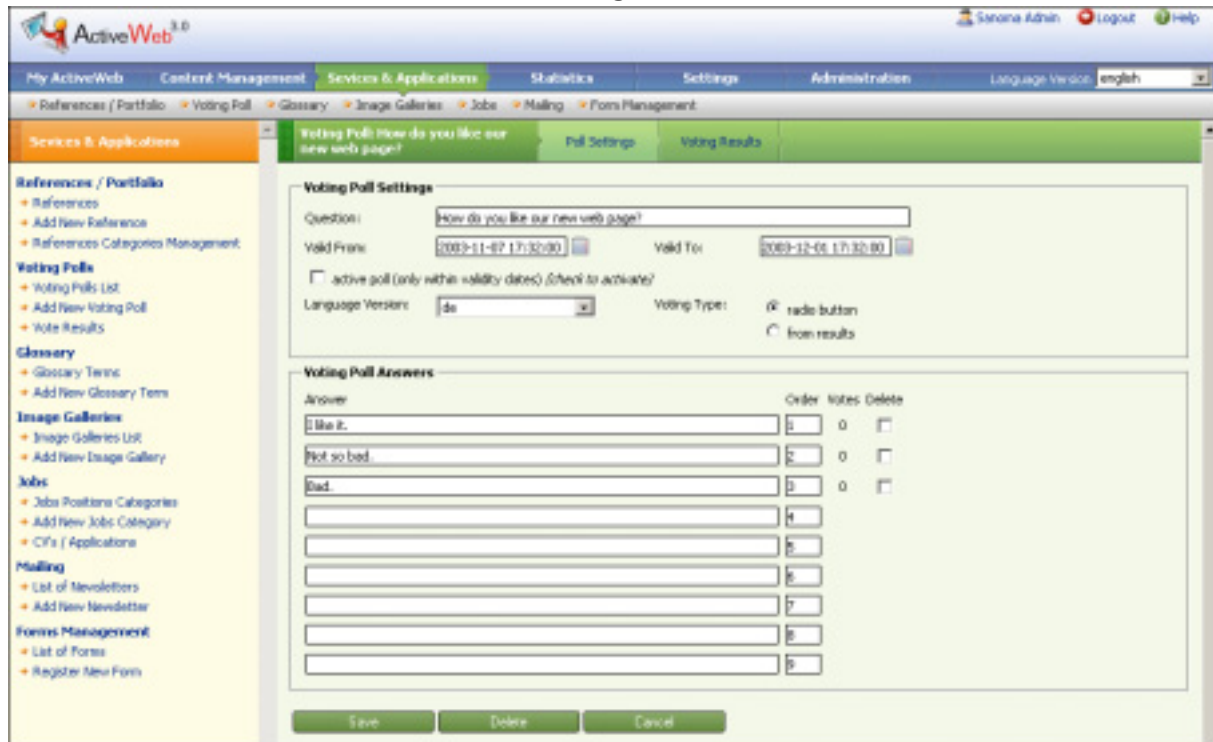
#### "Radio Button" Voting Type



#### "From Results" Voting Type



## Voting Poll



### Deletion of Voting Poll

If you want a specific voting poll to be further displayed on your page, you have the option to set its term, upon the expiration of which the voting poll will be automatically deactivated. However, the ActiveWeb content management system allows also a definitive deletion of a specific voting poll.

1. Enter the Services and Applications → Voting Poll → List of Voting Polls folder. A list of all voting polls will display on your desktop. Voting polls are arranged by names in alphabetical order.
2. If you want to accede to a deletion of a specific voting poll, click on its name. The boxes "Voting Polls Settings" and "Voting Polls Answers" will display on your desktop.
3. Click on the button "Delete".

### Add New Voting Poll

1. Enter the Services and Applications → Voting Polls → Add New Voting Poll folder. The box "Voting Poll Settings" will display in the upper part of your desktop with the box "Voting Polls Answers" below.
2. Enter a question for the enquiry in the "Voting Poll Settings" box.
3. If you want to set a validity period of the voting poll, enter validity dates from – to. If you wish the voting poll to be displayed on the Web, check the box "Active Poll".
4. Select a language version of the web page, in which the enquiry will display.
5. Select the voting type. You may choose from two types. The "Radio button" – the voters will see continuous results of the voting only after the

voting. "From Results" – the voters will see continuous results of the voting prior to the voting.

6. In the box "Voting Poll Answers", enter answers, based on which participants of the enquiry will vote. Together with the possibility of an enquiry answer, you determine also the sequence of the answer.
7. Save the typed changes by clicking on the button "Save".

### **Vote Results**

If you want to check the results of voting polls, located in the system, enter the Services and Applications → Voting Poll → Vote Results folder. All ongoing, as well as terminated voting polls, will display on your desktop.

## → Glossary

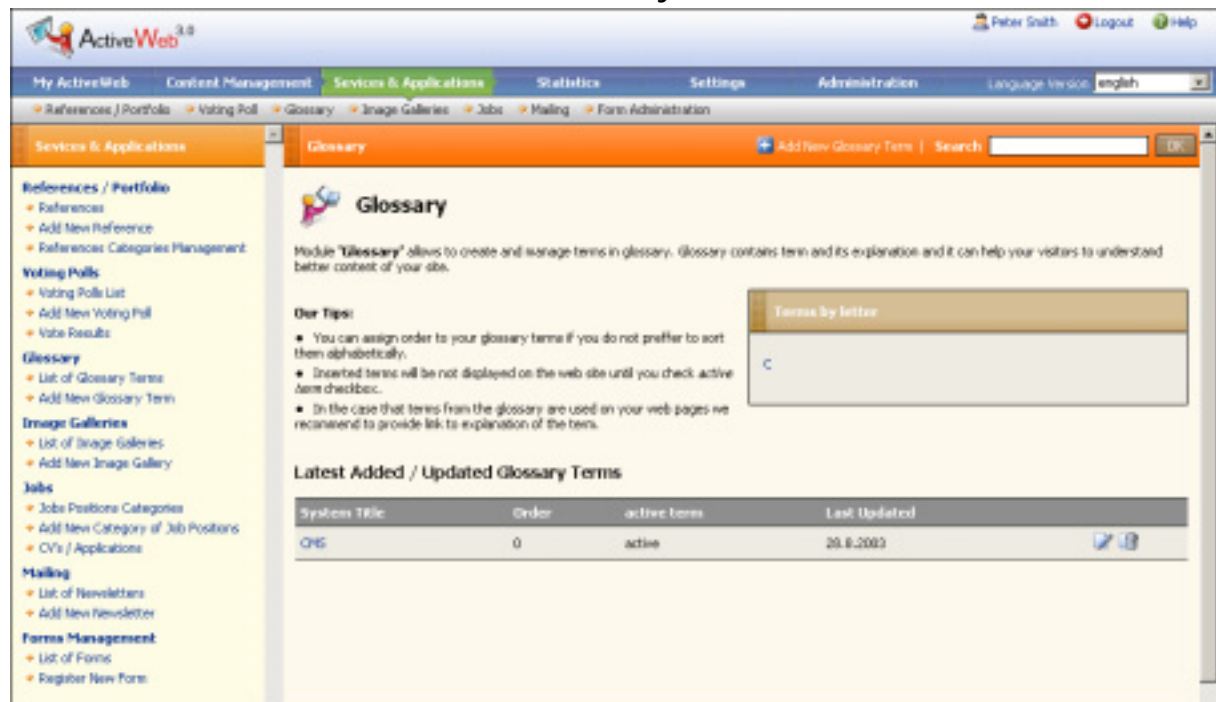
Web pages contain a number of terms, which need not always be fully understandable for a common visitor. ActiveWeb contains a glossary of terms module, which is to help visitors understand a professional terminology. Web pages, using functions of the glossary of terms may, for instance, contain a link for the explanation with each use of a professional term, or display a bubble help, display a list of all professional terms used on a single page, etc.

The module enables to add new terms in the glossary or change previously stored terms. The glossary contains, at each time, the given term and its explanation.

### **Warning!**

*In order that you can accede to the creation or editing of a glossary of terms, you have to dispose of the access right of the Glossary of Terms Administration (see "My Access Rights", p. 16).*

## Glossary



The screenshot displays the 'Glossary' administration page in ActiveWeb 3.0. The interface includes a top navigation bar with 'My ActiveWeb', 'Content Management', 'Services & Applications', 'Statistics', 'Settings', 'Administration', and 'Language Version: english'. A secondary navigation bar shows 'References / Portfolio', 'Voting Poll', 'Glossary', 'Image Galleries', 'Jobs', 'Mailing', and 'Form Administration'. The main content area is titled 'Glossary' and contains the following elements:

- Navigation Menu (Left):**
  - References / Portfolio
    - References
    - Add New Reference
    - References Categories Management
  - Voting Polls
    - Voting Polls List
    - Add New Voting Poll
    - Vote Results
  - Glossary
    - List of Glossary Terms
    - Add New Glossary Term
  - Image Galleries
    - List of Image Galleries
    - Add New Image Gallery
  - Jobs
    - Jobs Positions Categories
    - Add New Category of Job Positions
    - CVs / Applications
  - Mailing
    - List of Newsletters
    - Add New Newsletter
  - Forms Management
    - List of Forms
    - Register New Form
- Main Content:**
  - Glossary:** Module "Glossary" allows to create and manage terms in glossary. Glossary contains term and its explanation and it can help your visitors to understand better content of your site.
  - User Tips:**
    - You can assign order to your glossary terms if you do not prefer to sort them alphabetically.
    - Inserted terms will be not displayed on the web site until you check active term checkbox.
    - In the case that terms from the glossary are used on your web pages we recommend to provide link to explanation of the terms.
  - Latest Added / Updated Glossary Terms:**

System Title	Order	active terms	Last Updated
ONS	0	active	20.8.2003

### **Add New Glossary Term**

1. Enter the Services and Applications → Glossary → Add New Glossary Term folder.
2. State a system name or a sequence of the record in the box "Basic Settings". If you fail to state the sequence of the record, terms will be arranged in alphabetical order.
3. Select a language version, in which you want to add a new entry.
4. Enter a term (entry).
5. Supplement an Description/Explanation of the term.
6. Click on the button "Save".

### **List of Glossary Terms / Entries – Editing**

The ActiveWeb content management system allows the orientation in the already existing terms or their editing.

1. Enter the Services and Applications → Glossary → List of Glossary Terms folder. A list of all terms will display on your desktop.
2. If your want to accede to the editing of a specific term, click on its name. The box "Basic Settings" will display in the upper part of your desktop. The box "Term / Explanation" will display in the bottom part of your desktop.
3. Accede to the changes you wish to make in basic settings or description.
4. Implemented changes will be saved by clicking on the button "Save".

### **Deletion of Entry from the Glossary of Terms**

1. Enter the Services and Applications → Glossary → List of Glossary Terms folder. A list of all terms will display on your desktop.
2. Click on the entry you decided to delete.
3. Click on the button "Delete" in the bottom part of your desktop.

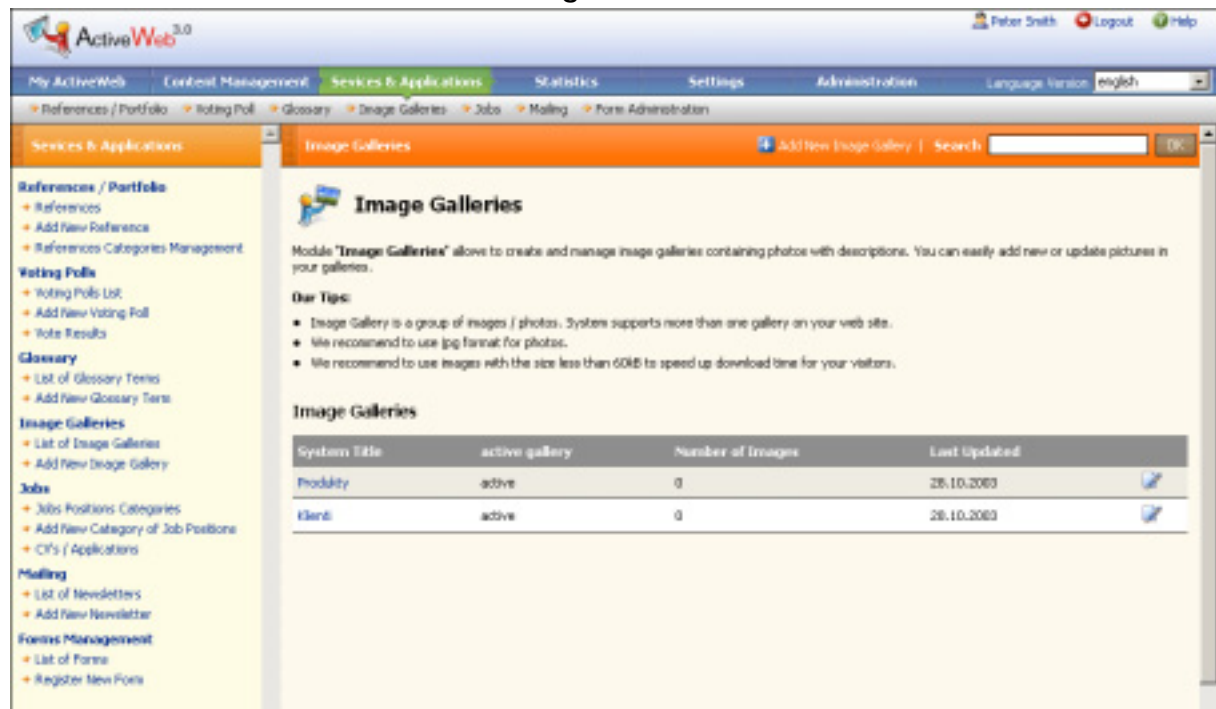
## → Image Galleries

The module allows to create galleries of images and fill them by photos (pictures). It is necessary to store each image in two sizes. The image preview (thumbnail) serves for a quicker orientation in the gallery; the image is a photo in the original size. Permitted formats are gif, jpg, and png. Inserted photos can be edited or deleted. A description can be assigned to each image.

### **Warning!**

*In order that you can accede to the creation and editing of image galleries, you have to dispose of the access right of the Image Galleries Administration (see "My Access Rights", p. 16).*

### Image Galleries



The screenshot shows the 'Image Galleries' administration page. On the left is a navigation menu with categories like 'References / Portfolio', 'Voting Polls', 'Glossary', 'Image Galleries', 'Jobs', 'Mailing', and 'Forms Management'. The main content area has a header 'Image Galleries' and a sub-header 'Add New Image Gallery | Search'. Below this is a description of the module and a 'Our Tips' section. At the bottom, there is a table listing existing galleries.

System Title	active gallery	Number of Images	Last Updated
Prodakty	active	0	26.10.2003
Client	active	0	26.10.2003

### Add Image Gallery

Each image must be classified in a specific image gallery. Before the insertion of specific images, it is therefore necessary to first create an image gallery:

1. Enter the Services and Applications → Image Galleries → Add New Image Gallery folder. The box "Basic Settings" with the box "Gallery Title / Description" below will display in the upper part of your desktop.
2. Enter a system name of the image gallery, being newly-created.
3. Select a language version, in which you make adjustments.
4. Enter a gallery name.
5. Add a gallery description.
6. Click on the button "Save".

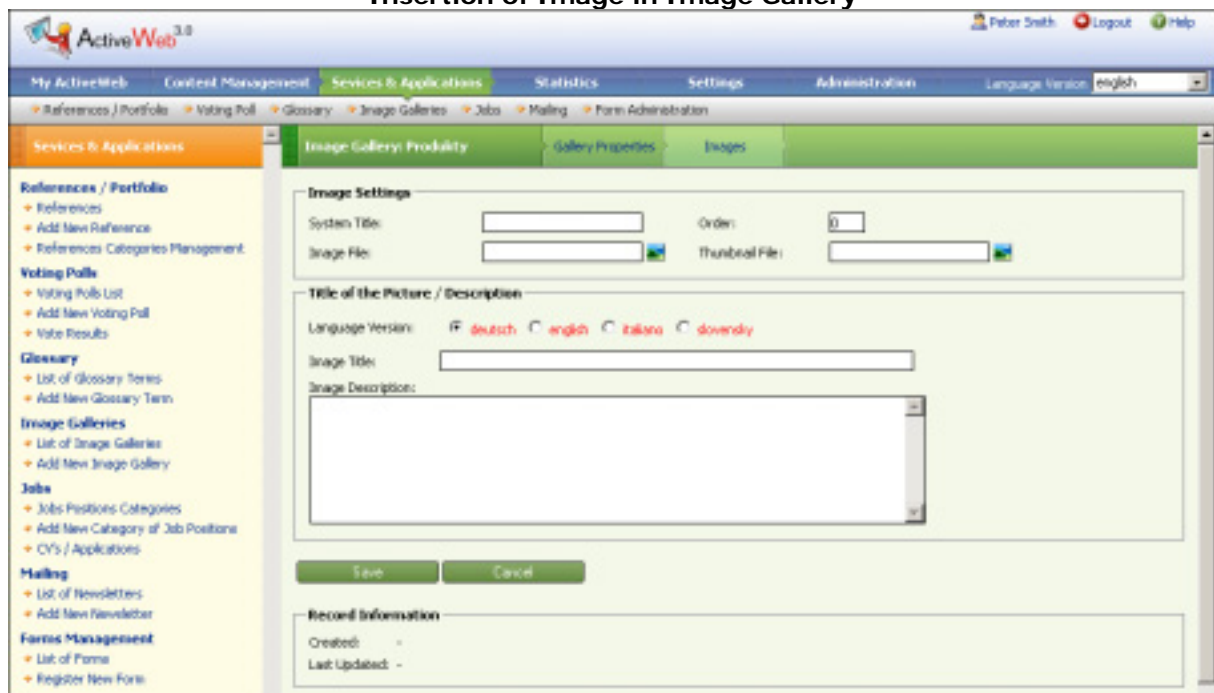
### **Important!**

*Each image gallery may contain any number of images.*

## Add Image

1. Enter the Services and Applications → Image Galleries → List of Image Galleries folder. A list of the existing image galleries will display on your desktop.
2. Click on the name of the image gallery, in which you want to add a new image. The boxes “Basic Settings” and “Gallery Title / Description” will display on your desktop. These are basic information about the opened image gallery.
3. Click on the “Images” folder in the upper part of your desktop. A list of images, contained in a selected image gallery, will display on your desktop. Images are arranged by names in alphabetical order.
4. Click on the icon “Add New Image”. The boxes “Image Settings” and “Title of the Picture / Description” will display on your desktop.
5. Gradually enter the system specification of the image, as well as the sequence of the displaying, in the “Image Settings” box.
6. Click on the icon, placed after the window with the specification “Image File”, and select an image on your hard disk, which you wish to insert in the image gallery.
7. Click on the icon, placed after the window with the specification “Thumbnail File”, and select an image on your hard disk, which will serve as a preview in point 6 of the inserted image.
8. Insert a name and description of the image in the box “Title of the Picture / Description”. Do not forget to select a language version, in which you make all adjustments.
9. Click on the button “Save”.

### Insertion of Image in Image Gallery



The screenshot shows the 'Image Gallery: Productivity' configuration page in the ActiveWeb 3.0 administration interface. The page is organized into several sections:

- Image Settings:** Contains input fields for 'System Title', 'Image File', 'Order' (with a dropdown menu), and 'Thumbnail File'.
- Title of the Picture / Description:** Features radio buttons for language versions: 'deutsch', 'english', 'italiano', and 'slovensky'. Below these are text boxes for 'Image Title' and a larger text area for 'Image Description'.
- Record Information:** Includes fields for 'Created' and 'Last Updated', both currently showing a hyphen.

At the bottom of the form, there are 'Save' and 'Cancel' buttons. The left sidebar shows a navigation menu with categories like 'References / Portfolio', 'Voting Polls', 'Glossary', 'Image Galleries', 'Jobs', 'Mailing', and 'Forum Management'.

## → Job Opportunities

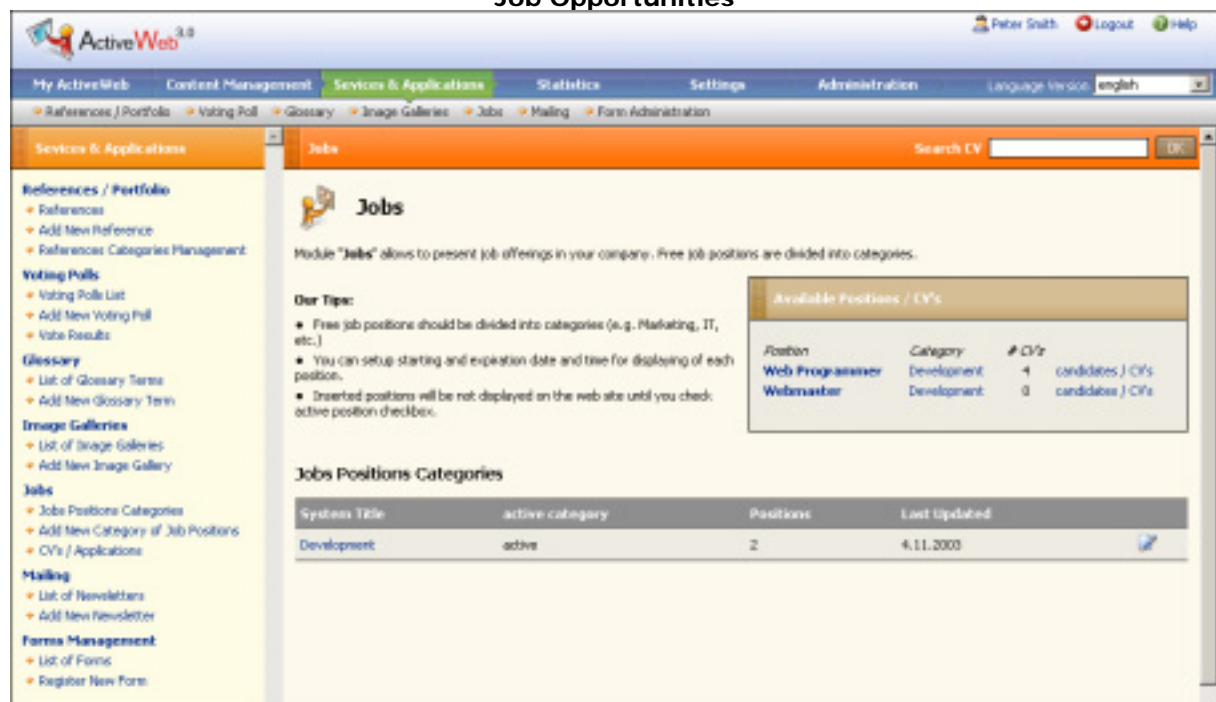
This module allows to administer a presentation of vacancies in your company. Job positions are divided into categories, corresponding to the existing departments of the company, offering such positions – e.g., Marketing, IT Department, etc. Particular job positions can be added only after the creation of a category, in which they will be gradually included. The module allows the setting of an automatic display or switch-off of a specific offer for a job position by a simple specification of validity dates of the display.

The “Job Opportunities” module at the same time contains a system of the keeping of profiles of candidate for particular job positions. Candidates for a job position may send their profile also with a curriculum vitae through a web form.

### **Warning!**

*In order that you can accede to the creation and editing of job opportunities, you have to dispose of the access right of the Job Opportunities Administration (see “My Access Rights”, p. 16).*

### Job Opportunities



The screenshot displays the 'Jobs' administration page in ActiveWeb 3.0. The interface includes a top navigation bar with 'My ActiveWeb', 'Content Management', 'Services & Applications', 'Statistics', 'Settings', and 'Administration'. A search bar for 'CV' is located in the top right. The left sidebar contains a tree view of the 'Services & Applications' menu, with 'Jobs' selected. The main content area features a 'Jobs' header, a description of the module, and a 'Our Tips' section. Below this, there are two tables: 'Available Positions / CV's' and 'Jobs Positions Categories'.

Position	Category	# CV's	candidates / CV's
Web Programmer	Development	4	candidates / CV's
Webmaster	Development	0	candidates / CV's

System Title	active category	Positions	Last Updated
Development	active	2	4.11.2008

### Add New Category of Job Positions

1. Enter the Services and Applications → Jobs → Add New Category of Job Positions folder. The boxes “Basic Settings” and “Category Title / Description” will display on your desktop. These are basic information about the category of job opportunities, being newly created.
2. Enter a system title of the new category of job opportunities and by checking in the relevant box, specify, whether it concerns an active or inactive category (only active categories will be displayed on the Web).
3. Select a language version, in which you make adjustments.

4. Enter a category title.
5. If you want to add an illustrative image to a new category of job opportunities, click on the icon, placed after the window with the specification "Image".
6. Add a category description.
7. Click on the button "Save".

### **Job Positions Categories**

This folder includes a survey of the existing categories of job opportunities. You can also accede to their editing.

1. Enter the Services and Applications → Jobs → Job Positions Categories folder. A list of the existing categories of job offers will display on your desktop. The already existing categories of job offers will be arranged by names in alphabetical order.
2. Click on the name of a specific category. The boxes "Basic Settings" and "Category Title / Description" will display on your desktop. These are basic information about categories of job opportunities.
3. Accede to adjustments you want to make. Proceed in the same manner as in case of the creation of a new category of references.
4. Confirm the implemented changes by clicking on the button "Save".

### **Add New Job Position**

When adding a new job position, it is necessary to first create a category (if there is no), where the position will be assigned.

1. Enter the Services and Applications → Jobs → Job Positions Categories folder. A list of the existing categories of job offers will display on your desktop. The already existing categories of job offers will be arranged by names in alphabetical order.
2. Click on the name of a specific category, in which you wish to add a free job position. A form for editing the category will display on your desktop. Click on the folder "Job Positions" in the upper part of the form. A list of free job positions in the given category will display on the screen.
3. Click on the link "Add New Position".
4. Enter a system title of the new job position, date, from when the free position is available. If you wish that position to be displayed on the Web, check the item "Active Position". The time period of the position publishing may be restricted by the validity period from – to.
5. Enter a Position Title / Function, required education, place of the performance, and a detailed description of requirements.
6. Click on the button "Save".

### **Editing/ Deactivation / Deletion of Job Position**

1. Enter the Services and Applications → Jobs → Job Positions Categories folder. A list of the existing categories of job offers will display on your desktop. The already existing categories of job offers will be arranged by names in alphabetical order.
2. Click on the name of the category, in which you want to edit the job position. A form for editing the category will display on your desktop. Click on the folder "Job Positions" in the upper part of the form. A list of job positions in the given category will display on your desktop.
3. Click on the link of a job position you will edit.
4. Make necessary adjustments and click on the button "Save".
5. If you wish that position to be further displayed on the Web, click on the field "Active Position" and press the button "Save".
6. If you wish to definitely delete a position, click on the button "Delete".

### **Candidates / CVs**

The folder contains a database of candidates, who have responded to offers of free job positions, placed on your web page.

1. Enter the Services and Applications → Jobs → Candidates / CV's folder. A list of candidates, applying for free job positions in your firm, will display on your desktop.
2. In the orientation in this folder, you may use the "Search" function and enter the required word in the window of the same name in the right upper part of your desktop.

## → Mailing

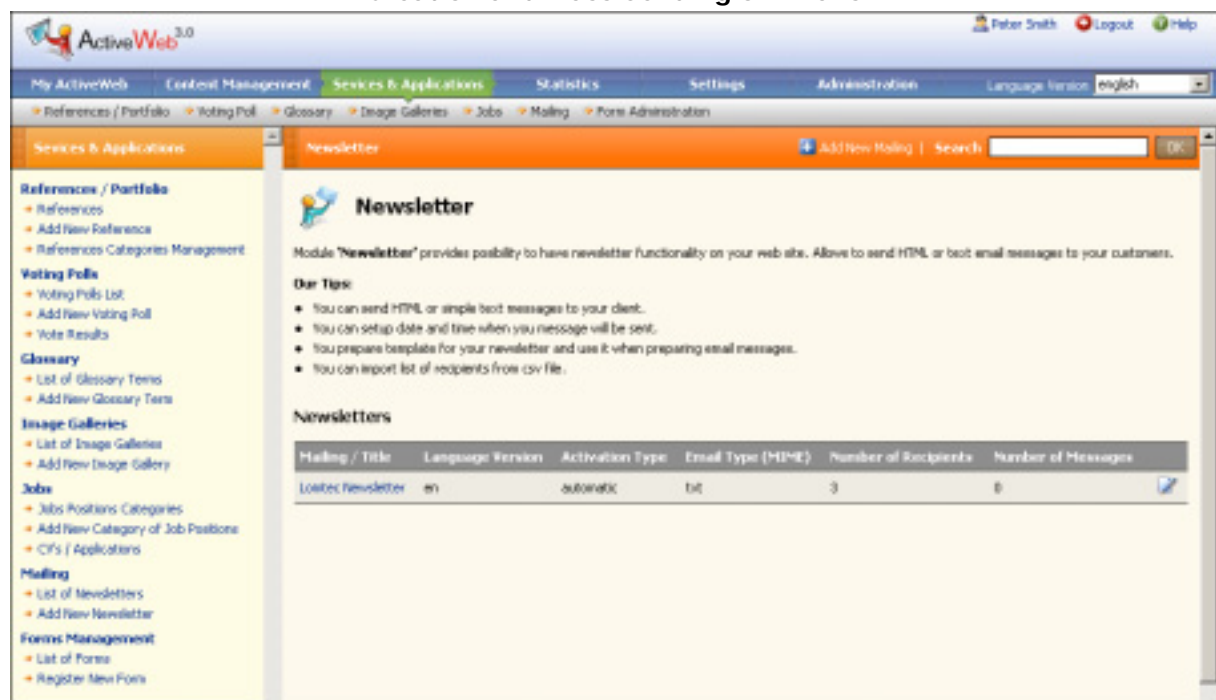
The module allows to create, edit, and send mass emails to customers, partners, or common visitors of pages, if they request so by a completion of a simple form, placed on the Web.

The system supports the sending of simpler text messages or also graphically sophisticated HTML emails. A list of emails of recipients can be imported from various types of databases. The module allows an automatic sending of emails at any time, determined in advance.

### **Warning!**

*In order that you can accede to the creation and editing of mailings, you have to dispose of the access right of the Administration of Mailings / Newsletters (see "My Access Rights", p. 16).*

### Creation and Mass Sending of Emails



The screenshot shows the 'Newsletter' management interface. The main content area includes the following text:

**Newsletter**

Module "Newsletter" provides possibility to have newsletter functionality on your web site. Allow to send HTML or text email messages to your customers.

**Our Tips:**

- You can send HTML or simple text messages to your client.
- You can setup date and time when you message will be sent.
- You prepare template for your newsletter and use it when preparing email messages.
- You can import list of recipients from csv file.

**Newsletters**

Mailing / Title	Language Version	Activation Type	Email Type (HTML)	Number of Recipients	Number of Messages
Lomtec Newsletter	en	automatic	txt	3	0

### Add New Mailing

1. Enter the Services and Applications → Mailing → Add New Mailing folder.
2. Enter basic settings of a mailing, being newly-created (mailing title, language version, and activation type). The system supports two types of activation / inclusion of an email address in the list of recipients. If you select the activation through an activation code, the user will receive, after sending its email address, an activation email, containing a link, on which it must click to activate its email address. If you select an automatic activation, the email address will be activated immediately after being sent by the user – without the confirming email.
3. If you have selected the activation through the activation code, you may select or create a new template for an activation email.
4. Enter a type of the mailing (text, HTML, or HTML external URL)

5. Enter a short description of the mailing.
6. Click on the button "Save".
7. Enter the "Email Template" folder and enter "Subject" (name, under which the email will be sent), "Sender Email", and the text of the email message itself. When creating an email message, the template content will be always loaded, which will help to accelerate the process of the creation of email messages.
8. Click on the button "Save".

**Important!**

*HTML external URL – a type of more complex, in most cases dynamic mailings, which contain modules, such as enquiry for instance. They have a form of an external page.*

**Activation Email Template**

Lomtec ActiveWeb provides the possibility to manage contents of all emails, sent from the system. For each situation, when the system sends an email, it is possible to define an email template, in which the system then adds the relevant data – e.g., name of the customer, amount of the order, etc. When using the activation through the activation code, the system sends an email, the template of which can be created or edited by you.

The activation email template supplements the following variables to the email body:

MailingID, Email, ActivationCode, ProjectURL

**Example of the Activation Email Body:**

\*\*\*\*\*

Thank you for sending your email. Please click on the link to activate your account:

Your email: \$Email\$

\$ProjectURL\$index.cfm?module=Mailing&site=MailingActivate&MailingID=\$MailingID\$&Email=\$Email\$&ActivationCode=\$ActivationCode\$

Regards,

ActiveWeb Team

\*\*\*\*\*

**Important!**

*More information about email templates can be found in the Administration section.*

### **Add New Recipient of Mass Email**

1. Enter the Services and Applications → Mailing → List of Newsletters folder.
2. Click on the name of the mailing, to which you want to assign a new addressee. Basic features of the selected mailing will display on your desktop.
3. Click on the "Recipients" folder in the upper part of your desktop.
4. Click on the icon "Add New Recipient".
5. Enter an email of a new addressee. Check a status of the new recipient.
6. Click on the button "Save".

### **Import Addressees of Mass Emails from CSV File**

1. Enter the Services and Applications → Mailing → List of Newsletters folder.
2. Click on the name of the mailing, to which you want to import recipients from the CSV file. Basic features of the selected mailing will display on your desktop.
3. Click on the "Recipients" folder in the upper part of your desktop.
4. Click on the icon "Import recipients from the CSV file".
5. By using the browse function, upload the CSV file, placed on your hard disk.
6. Click on the button "Process File".

The CSV file format is very simple. The file may contain any number of email addresses, and each address is in a new row. Example: newsletter.csv:

[email@lomtec.com](mailto:email@lomtec.com)

[sales@lomtec.com](mailto:sales@lomtec.com)

### **Creation of Email Message**

1. Enter the Services and Applications → Mailing → List of Newsletters folder.
2. Click on the name of the mailing, to which you want to assign a specific message (email) for sending.
3. Click on the "Messages" folder.
4. Click on the icon "Add New Message".
5. Enter basic settings of the message (date of the sending and status of the message).
6. State the subject (name) of the message, email of the sender, and the message content itself.
7. Enter the email of the addressee of the test message and click on the button "Send Test Email".
8. Click on the button "Save".

## Mailing List

The module serves for the searching and editing of the existing mass emails.

1. Enter the Services and Applications → Mailing → List of Newsletters folder. A list of the existing mailings, arranged by names in alphabetical order will display on your desktop. With each email, its name, language version, type (text or HTML), number of addressees, number of messages, and a date of the latest change are stated.
2. Click on the name of the mailing, being searched by you. You may use also the "Search" function and enter the required word in the window of the same name in the upper part of your desktop. You are in the "Basic Settings" folder, where you can accede to a change in the mailing name, selection of a language version, activation type, etc.
3. If you want to accede to the implementation of changes or adjustments in the already existing mailings, proceed in the same manner as in case of the adding of a new mailing.

## → Form Administration

The module allows to create and edit simple forms on the page. The form may be, for instance, a contact form, ordering form, or form for the application for a conference or seminar, which can be placed on your page. In the module "Form Administration", you may enter or edit at any time the email address of a persons(s), to which the form, completed by the page visitor, will be sent. You will at the same time have the option to view or download, at any time, the list of all visitors, who have completed such form, together with the information, provided by them.

### **Warning!**

*In order that you can accede to the creation and editing of forms, you have to dispose of the access right of the Web Forms Administration (see "My Access Rights", p. 16).*

## How to Register New Form

Prior to the registration of a form, it is necessary that your web designer or agency prepare the form. After the registration of the form, the ActiveWeb system will generate a HTML code, which will be then used by you designer to activate the form. In the creation of a form, your designer may use tools it is commonly used to apply– e.g., Macromedia Dreamweaver.

1. Enter the Services and Applications → Form Administration → Register New Form folder.
2. Enter basic settings of the form. State its name (specification).
3. Enter the email addresse(s), to which sent forms will come.
4. Enter the form URL.
5. In the window "Active Form", check the status of the form. If you check the window, the form will become active, and will be displayed on your page.
6. State a description, note to the form. It is an optional item, and the description will not be displayed on your page. It serves only for a better orientation in the ActiveWeb content management system.
7. Click on the button "Save".

### **Important!**

*The form you want to insert in your page by ActiveWeb must be prepared by your web designer in advance.*

## List of Forms (Their Searching and Changes in Setting)

In this folder, you may search and edit the already existing forms.

1. Enter the Services and Applications → Form Administration → List of Forms folder. A list of the existing forms, arranged in alphabetical order, will display on your desktop. To find a specific form, you may use the "Search" function, when you enter the required word in the window of the same name in the right upper part of your desktop.
2. Click on the name of the required form and make necessary adjustments.
3. Change its name (specification).

4. Change the email address(s), to which sent forms will come.
5. Change the form URL (if necessary, contact your administrator).
6. Check the form status in the "Active Form" window. If you check the window, the form will become active and will be displayed on your page.
7. Change the description, note to the form. It is an optional item, and the description will not be displayed on your page. It servers only for a better orientation in the ActiveWeb.
8. Click on the button "Save".

### **Survey of Completed Forms**

The ActiveWeb allows users to control, by using the "Completed Forms" module, all forms, completed and sent by visitors of your page, directly in the system.

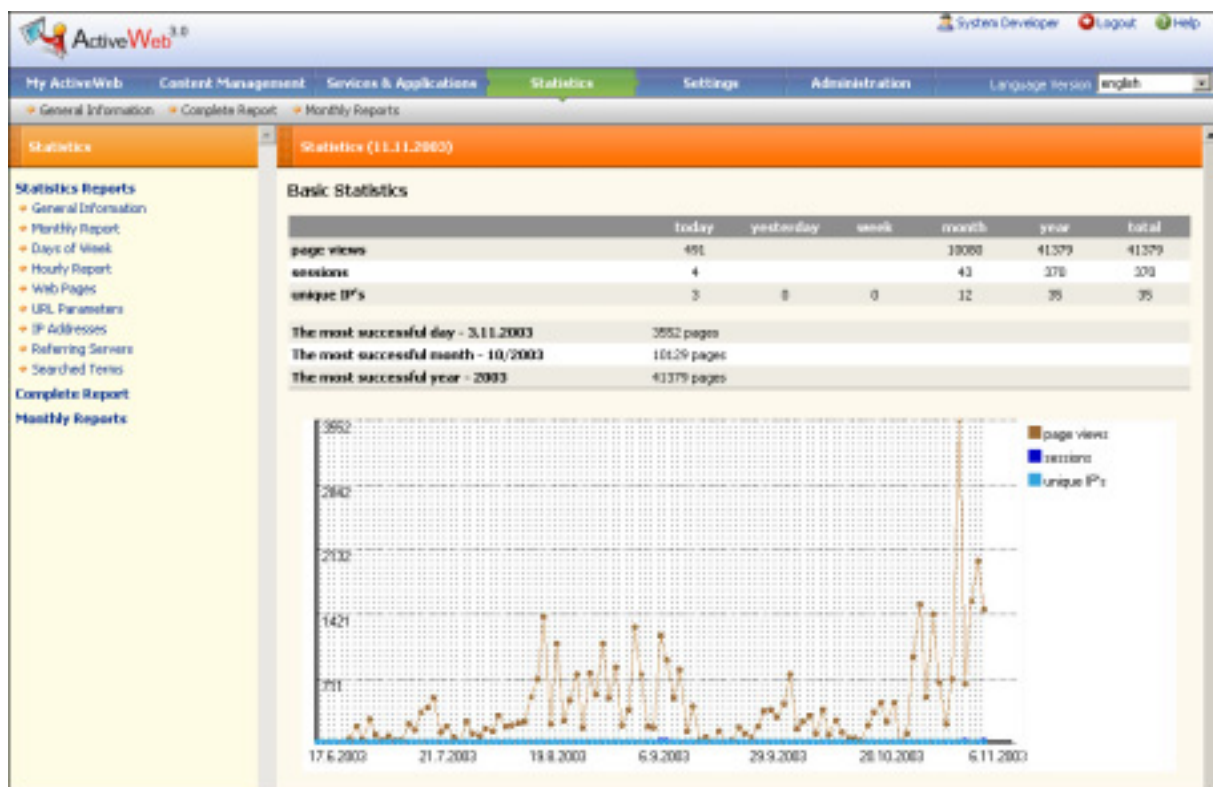
1. Enter the Services and Applications → Form Administration → List of Forms folder. A list of the existing forms, arranged in alphabetical order, will display on your desktop. To find a specific form, you may use the "Search" function, when you enter the required word in the window of the same name in the right upper part of your desktop.
2. Click on the name of the required form. You are in the "Form Settings" section.
3. Click on the "Form Submissions" folder. A list of completed and sent forms will display on your desktop.

## 5. Statistics

The ActiveWeb content management system includes a highly efficient and reliable module for the measuring of the attendance rate of a web site. The owner has a survey of the overall attendance rate of its Web, attendance rate of particular sections and subsections of the site. It has monthly, daily or hourly data at its disposal. The survey of IP addresses or information about the place, from where the visitor came to its site, is also not missing. All such data are important in terms of the implementation and subsequent measurements of the efficiency and various marketing campaigns.

The statistical system, being provided by the ActiveWeb system, can be supplemented also by data, obtained through the classical processing of log files. However, contrary to such system, the statistical system of ActiveWeb processes data online, which means that you have an immediate survey of the current situation at your disposal.

### Attendance Rate Statistics



## → Attendance Rate Statistics

1. Enter the Statistics folder. A basic statistics of your site attendance rate will display on your desktop on the current day. The table, displayed in the upper part of your desktop, at the same time states data from the previous day, week, month, year. The information about the number of sessions (visits), number of unique IP addresses, the most successful day, month and year of the site are also not missing. In the bottom part of your desktop, there are data (number of pages, number of sessions, number of unique IP addresses), displayed even in the form of a well-arranged graph.
2. If you are interested in statistical data in a specific month, click on the link "Monthly Reports" in the left part of your desktop.
3. If you are interested in weekly statistical data, click on the link "Days of Week" in the left part of your desktop.
4. If you are interested in hourly data, click on the link "Hourly Report" in the left part of your desktop.
5. If you are interested in the fact, which of the pages are being most frequently visited, click on the link "Web Pages" in the left part of your desktop.
6. If you are interested in information about specific URL parameters, click on the link "URL Parameters" in the left part of your desktop.
7. If you want to know, from which IP addresses your site has been accessed, click on the link "IP Addresses" in the left part of your desktop. The report of the IP address / domain provides also a cumulated list of domains, from which visitors have accessed your web site. You can subsequently use such information in your marketing activities.
8. If your want to know, from which sites visitors most frequently get to your site, click on the link "Referring Servers" in the left part of your desktop.
9. If you want to know, which of the terms on your site is the most frequently searched one, click on the link "Searched Terms" in the left part of your desktop.

## → Complete Report

If you want to have all statistical data of your web site available at one moment, enter the "Complete Report" folder.

1. Enter the Statistics → Complete Report folder. A basic statistics of the attendance rate of your site on the current day will display on your desktop. The table, displayed in the upper part of your desktop, at the same time states data from the previous day, week, month, year. Information about the number of sessions (visits), number of unique IP addresses, the most successful day, month, and year of the site is also not missing. In the bottom part of your desktop, there is information (number of pages, number of sessions, number of unique IP addresses), displayed even in the form of a well-arranged graph.
2. By scrolling the page downwards, the following data will be gradually displayed on your desktop:
  - Monthly Statistics
  - Days of Week Statistics
  - Statistics by Hours
  - Web Page Statistics
  - URL Parameters
  - IP Addresses / Domains
  - Latest Accesses from IP Addresses / Domains
  - Referring Servers
  - Searched Words / Terms

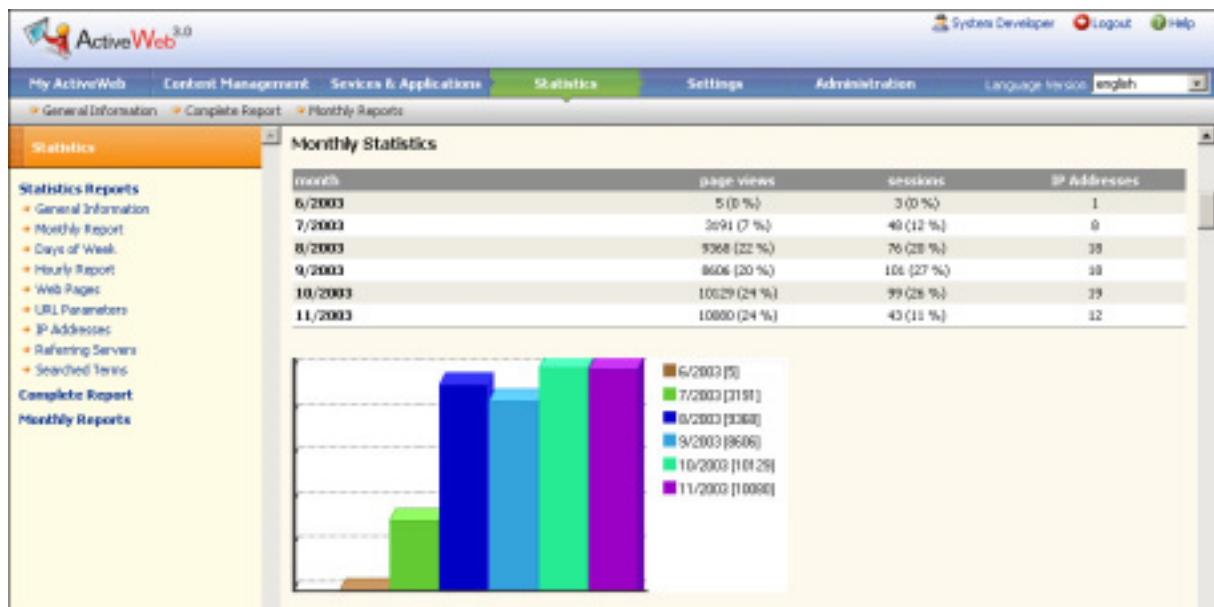
## → Monthly Reports

If you want to have all data of your web site for a specific month at your disposal at one moment, enter the “Monthly Reports” folder.

1. Enter the Statistics → Monthly Reports folder.
2. Select the month, in the statistical data of which you are interested.
3. By scrolling the page downwards, the following data will be gradually displayed on your desktop:

- Monthly Statistics
- Days of Week Statistics
- Statistics by Hours
- Web Page Statistics
- URL Parameters
- IP Addresses / Domains
- Latest Accesses from IP Addresses / Domains
- Referring Servers
- Searched Words / Terms

### Monthly Statistics of the Attendance Rate



## 6. Settings

Settings of the ActiveWeb content management system will be done by your administrator. They include the following:

- Basic Settings
- Add New Language Version
- Language Versions Settings
- License Key

### Basic Settings

1. Enter the Settings → Basic Settings folder.
2. Gradually enter data on the application directory and application settings.
3. Enter the required contact information (name of the company, name, surname, telephone number...).
4. Click on the button "Save".

### Add New Language Version

1. Enter the Settings → New Language Version folder.
2. In the box "Language Version Settings", enter a code of the language version, name of the language version, and name of the web pages.
3. Check, whether it is a default (preset) language version.
4. In the box "HTML META Tags", supplement all required data.
5. Click on the button "Save".

### Language Versions Setting

1. Enter the Settings → Language Versions Settings folder. A list of the existing language versions will display on your desktop.
2. Select a language version you want to edit.
3. In the box "Language Version Settings", enter a code of the language version, name of the language version, and name of the web sites.
4. Check, whether it is a default (preset) language version.
5. In the box "HTML META Tags", supplement all required data.
6. Click on the button "Save".

### License Key

1. Enter the Settings → License Key folder. Information about basic project settings, license type, currently valid license key, and date of its expiration will display on your desktop.
2. In the box "New License / License Key", enter the license type (in case of the Express license, check the required services and applications).
3. Enter a license key of the new license.
4. Click on the button "Activate Project".

## 7. Administration

In the "Administration" folder, the administrator of the ActiveWeb system makes basic system adjustments, summarized in the following items:

- **Projects Management**
- **Users Management**
- **Codebooks Administration**
- **Navigation Menu Builder**
- **Application Labels Management**
- **Email Templates**
- **List of Emails Sent**

### User Administration

In this module, it is possible to create new users of the ActiveWeb, classify them into particular groups, and assign user rights of various levels to them.

#### **Warning!**

*In order that you can add a new user, you have to dispose of the access right of the User System Administration (see "My Access Rights", p. 16).*

### → Add New User

1. Enter the Administration → Users Management folder.
2. Click on the link "Add New User" in the upper part of your desktop.
3. Complete personal data of the new user (name, surname, email).
4. In the box "User Settings", complete the user name.
5. By clicking on the button "Generate Password", you will generate a password for the new user.
6. Enter the validity (expiration) period of the password.
7. Check the language version, to which the new user will be able to access.
8. Assign user groups and tasks to the new user.
9. Click on the button "Save".

### User Settings

In addition to personal data of the user (name, email address), this folder contains data such as the username (user name, password, validity period of the password, and information about the user's activities (the latest login, latest change of the password).

1. Enter the Administration → Users Management → Users folder.
2. Click on the user, for which you want to check or change the user settings. User settings of the selected user will display on your desktop.
3. Make the required changes and click on the button "Save".

## **User Roles**

1. Enter the Administration → Users Management → Users folder.
2. Click on the user, to which you want to assign specific user tasks.
3. Click on the link "User Roles" in the upper part of your desktop.
4. Check the user privileges you want to assign to the selected user.
5. Click on the button "Save".

## **User Log**

The folder monitors the date and time of the login of a specific user. It can also differentiate the IP address, from which the user has logged into the system.

1. Enter the Administration → Users Management → Users folder.
2. Click on the specific user. A list of all logons will display on your desktop.

## **→ User Groups – Add New User Group**

The ActiveWeb content management system allows to create various user groups with various user rights.

1. Enter the Administration → Users Management → User Groups folder.
2. Click on the link "Add New User Group" in the upper part of your desktop.
3. In the box "User Group Settings", state the name (specification) of the new user group.
4. Check the status of a user group, being newly-created.
5. Add a description of the user group.
6. Click on the button "Save".

## → Codebooks Administration

A code list is a list of variables, defining the behavior of functional parts of a page. They are used mainly inside the system; for instance, if the system differentiates three statuses, which may be acquired by a registered client in the database i.e., "Active Client OK", "Active Client – Problem", and "Deactivated Client", such statuses are defined in the code list "Client Status".

### Add New Code List

1. Enter the Administration → Codebooks Administration → Add New Codebook folder.
2. Complete basic settings of the new code list. The basic setting means its code in the system (e.g., a code of the calendar month may be "mon".) It also defines, whether it concerns a text or numerical code.
3. In the section "More Information", state the category and its description. In case of the "mon" code, the category will be "months". It is then suitable to state in the category description that it concerns particular months in the year.
4. Click on the button "Save".

### Codebook Items

After you create a new code list, you may accede to the adding of codebook items. If you have for example created the codebook, "days", particular days in a week (Monday, Tuesday, Wednesday...) will be its items.

1. Enter the Administration → Codebooks Administration → Codebooks List folder.
2. By clicking, select the codebook, to which you want to assign items. Basic settings of the selected codebook will display on your desktop.
3. Enter the Codebook Items folder and click on the link "Add New Codebook".
4. In the section "Default Settings", enter a "Code" of the new code list item and subsequently also the item name (e.g., Monday will be 01, Tuesday - 02, Wednesday - 03...). Add an item description (in case of Monday, it will be a day in a week), as well as the item order.
5. Select a language version in the section "Codebook Item Definition".
6. Click on the button "Save".

## → Application Labels Management

Labels enable to administer short text chains, displayed on pages, which are not commonly editable. They are for instance error messages and notifications, displayed in dialogue boxes, menu items, etc. They can be entered in several languages. Each label may be displayed at various places of the page, which helps to keep the consistence of references, being displayed, and simplifies their management. For instance, the message "You have been successfully registered" can be displayed after the registration of a client in the database of site clients or for example in the database of advertising emails users.

### ***Important!***

*The administration of texts and legends allows to keep more language versions of an application without interfering the code.*

### ***Warning!***

*In order that you can accede to the administration of texts and legends, you must dispose of the access right of the System Administration (see "My Access Rights", p. 16).*

### **Add New Label**

1. Enter the Administration → Application Labels Management folder.
2. Click on "Add New Label" in the upper part of your desktop.
3. Enter the specification of the legend and its content.
4. Click on the button "Save".

## → Email Templates

The module allows to create new or edit the already existing templates for the electronic mail - emails.

### **Add New Template**

1. Enter the Administration → Email Templates → Add New Email Template folder.
2. Enter data on basic template settings (name and description of the template).
3. Check a language version in the box "Template Definition".
4. State the sender's email.
5. State the recipient's email.
6. State the message subject.
7. Enter the message text.
8. Click on the button "Save".

### **List of Templates – Editing of Them**

1. Enter the Administration → List of Email Templates folder. A list of all email templates, arranged by names in alphabetical order, will display on your desktop. To find a specific email, you may use also the "Search" function, when you enter the required word in the window of the same name in the right upper part of your desktop.
2. Click on the specific email template and accede to adjustments you want to make.
3. If you want to save changes made, click on the button "Save".

## → List of Emails Sent – Monitoring

In this folder, it is possible to monitor all emails, sent by ActiveWeb.

1. Enter the Administration → List of Emails Sent folder. A list of emails, sent through the ActiveWeb, arranged by recipients in alphabetical order, will display on your desktop. You can arranged emails found also according to the recipient, message subject, date of the sending, or status. To find a specific email, you may use also the "Search" function, when you enter the required word in the window of the same name in the right upper part of your desktop.
2. Click on a specific email. All necessary information about the email, selected by you, will display on your desktop.

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