

NEWS (ARCHIVES & OVERVIEWS)

CONTENT MANAGEMENT

GX WEBMANAGER 9

Date

February 26, 2008

Target Audience

Casual User

Editor

Application Manager

Developer

Target GX WebManager version

GX WebManager 9.1.4 and later

Document ID and version

GXD0003_en, version 2.01

SUMMARY

With this functionality the user can publish pages and let these be shown in different places in overviews that are being put together by the editors (page collections). This way, for instance, dynamic archives can be set up. So, with the help of this module, overviews of pages can be generated. There are three filters available: an age filter, a label filter, and a date filter.

PREREQUISITES

Content Management

- Basic Content Management

RELATED TOPICS

Content Management

- Advanced Content Management

Connectivity Management

- Media Repository

VERSION CONTROL

Version	Date	Description
1.0	March 7, 2006	Initial version
1.1	March 24, 2006	Corrections implemented
1.2	July 17, 2006	Updated to GX WebManager 8.3
2.0	July 6, 2007	Updated to GX Webmanager 9.1.0
2.01	February 26, 2008	Added document ID on title page

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1 DESCRIPTION OF A PAGE

Every page can have a *description*. A summary can be put here.

The description is not shown on the page itself but is used to direct to a page, for example within the Page collection content element. The description is also used when internal or external search engines are searching for the page. Without a description, the first part of the page text would be shown, which may not always be representative.

To add a description to a page, proceed as follows:

- ⇒ Select the **Insert > Introduction** menu. A blank description element appears on the page.
- ⇒ Enter a introduction and save changes:

The screenshot displays the MyWeb content management interface. At the top, the navigation title is 'Page collection' and the state is 'Gepubliceerd'. Below this, there is an 'Introduction' section with a text area containing 'Show the 5 most recent pages'. The main content area is titled 'Page collection' and contains a 'Page collection: New pages' element. This element has a presentation of 'WM Page collection element' and a title of 'New pages'. Under 'Selection criteria', there are two radio buttons: 'Only show newest' (selected) and 'Display newest pages'. The 'Only show newest' option is set to '5 pages' from 'Home' to 'to'. There is an 'Adjust' button next to the '5 pages' field. Below the selection criteria, there is a 'Filter(s)' section with a dropdown menu set to '> Select'. At the bottom of the page, there are three sections: 'Links', 'Subsequent pages', and 'Do not show in navigation', each with a plus sign button.

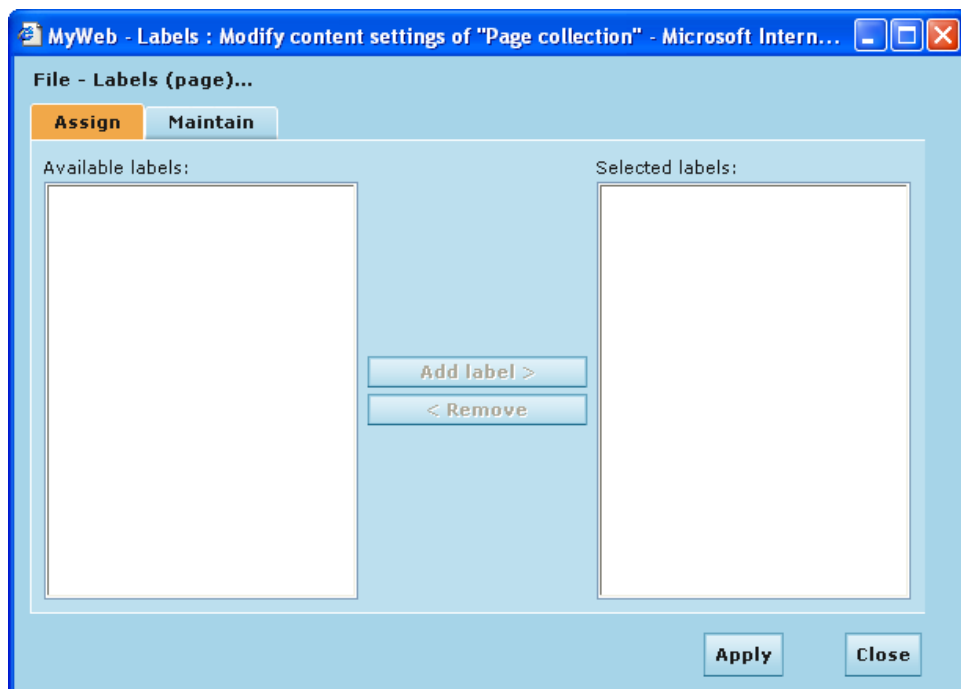
The introduction can now be used by the page collection element, for example.

2 PAGE LABELS

To search for specific page types, one or several page labels can be assigned to each page. This way, only those pages with a specific label can be shown for a page collection element.

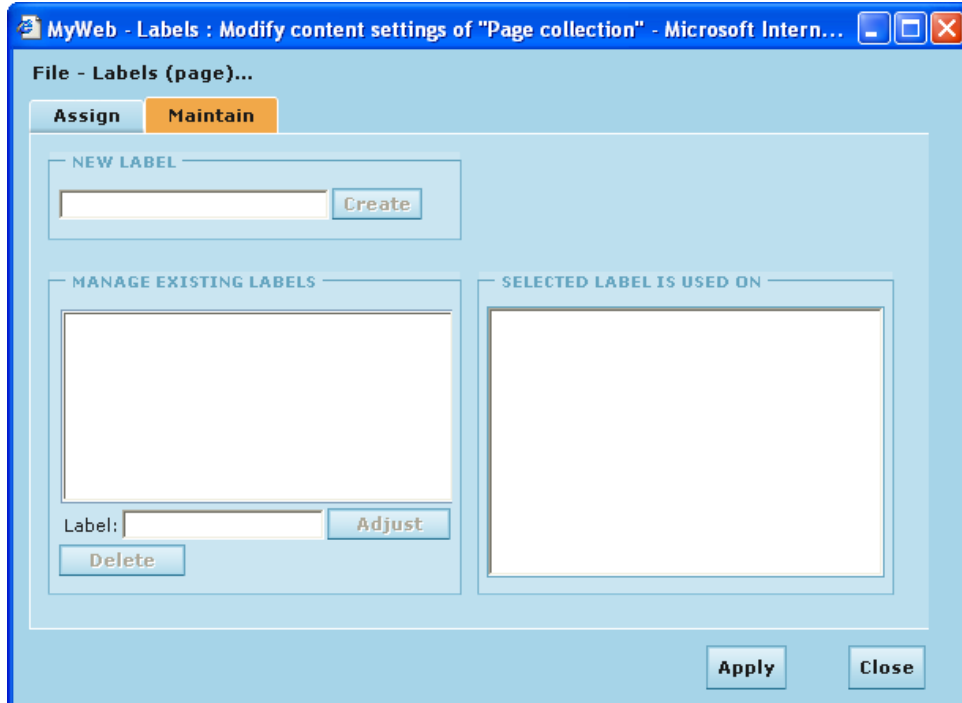
To add page labels to a page, proceed as follows:

- ⇒ Select the **File > Properties > Labels (Page)** menu. A window appears that allows creating the labels. On the **[Assign]** tab, page labels can be assigned to the current page:

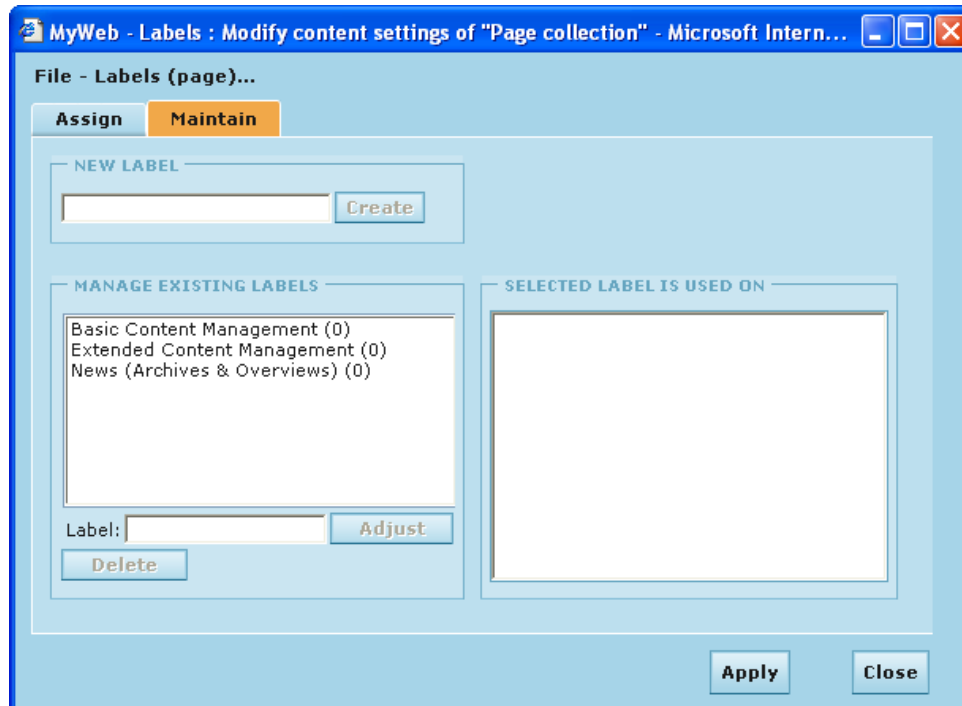


Since there are no labels yet, there is nothing to select.

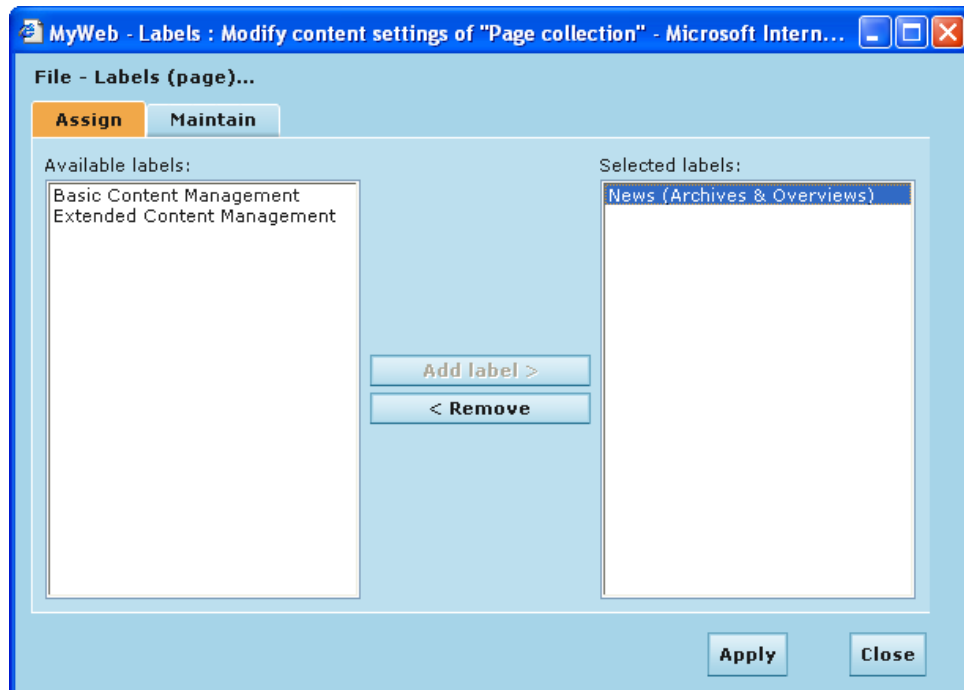
On the [Maintain] tab, the page labels can be created; this tab also shows which labels are assigned to which pages:



⇒ Enter page labels on the [Maintain] tab and click [Apply]:

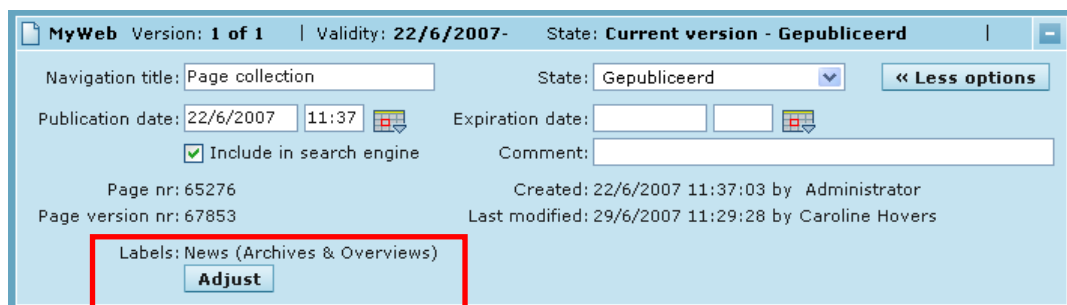


- ⇒ On the [Assign] tab, assign one or several page labels to the current page by selecting the relevant label and clicking [Add label]. To remove a page label from the list of selected labels, select the relevant page label and click [Remove]:



- ⇒ Click [Apply] and [Close].

On the page, when clicking the [More options] button to view the page information, it is also possible to view (and adjust) which page labels are assigned to this page:



3 SETTING UP AND PLACING A PAGE COLLECTION

An overview of pages can be generated using the *Page collection* content element. This places the most recent pages of the website automatically in an overview on the page, provided they meet certain conditions. Labels assigned to pages can be used as filters within the page collection.

3.1 Simple selection criteria

Objects from the Media Repository are shown in the *Media overview* and *Media list* content elements. Pages from the site structure are shown in the Page collection content element.

Initially, the page collection element looks like this:

- ⇒ Enter a 'Title' for the page collection. The title appears at the front above the pages overview.
- ⇒ Select the desired appearance from the 'Presentation' pull-down menu:
 - 'WM Page collection element' shows the page title, the publication date and, possibly, a description of all pages found.
 - 'WM Page collection element Atom 1.0 feed' is one of the RSS standard elements and is meant to allow this page to be offered as RSS feed.
 - 'WM Page collection element full content' shows the entire contents of all pages found.
 - 'WM Page collection element RSS 2.0 feed' is one of the RSS standard elements and is meant to allow this page to be offered as RSS feed.
- ⇒ At 'Only show pages underneath', indicate the page tree start location for the list compilation. By default, GX WebManager uses the root page. This is the 'Home' page in the case of the course environment. This page is not included in the list of displayed pages.

- ⇒ At 'Only show newest X pages', indicate how many page links should be shown (default is 10) or at 'Display newest pages from X to Y', indicate which group of page links should be displayed. (Enter the 'from page' and the 'to page' number. For example, enter '2' and '5' to exclude the most recent pages, but to include the next four pages.)

The following settings are now configured:

The screenshot shows a window titled "Page collection" with a standard Windows-style title bar. The window contains the following configuration options:

- Presentation:** A dropdown menu set to "WM Page collection element".
- Title:** A text input field containing "New pages".
- Selection criteria:**
 - A label "Only show pages underneath:" is followed by a radio button selected for "Only show newest" and a radio button for "Display newest pages".
 - To the right, there is a "Home" label above an "Adjust" button.
 - Below the "Adjust" button, there is a text input field containing "5" followed by the word "pages".
 - Below that, there are two more text input fields labeled "from" and "to", both of which are currently empty.
- Filter(s):** A dropdown menu set to "> Select".

3.2 Filters as selection criteria

⇒ At 'Select filter(s)', it is possible to assign extra filters in order to show only pages that meet those requirements:

- For an *age filter*, indicate the maximum or minimum age (in days) of a page, in order to be shown. The choices are: 'all pages of maximum X days old' and 'all, except pages of maximum X days old':

Page collection: Pages of max 100 days old

Presentation: WM Page collection element

Title: Pages of max 100 days old

Selection criteria

Only show pages underneath: Home **Adjust**

Only show newest
 Display newest pages

5 pages
 from
 to

Filter(s)

> Select

Age filter: Show delete filter

all pages
 of maximum 100 days old

- With the *date filter*, filter on the publication date of pages. There are four possibilities:
 - Show only those pages that have a publication date on or before a certain date:

Page collection: New pages till May 7, 2007

Presentation: WM Page collection element

Title: New pages till May 7, 2007

Selection criteria

Only show pages underneath: Home **Adjust**

Only show newest
 Display newest pages

5 pages
 from
 to

Filter(s)

> Select

Date filter: Show delete filter

all pages
 from
 and end date 7/5/2007

- Show only those pages that have a publication date from a certain date:

Page collection: New pages after February 20, 2007

Presentation: WM Page collection element

Title: New pages after February 20, 2007

Selection criteria

Only show pages underneath: Home **Adjust**

Only show newest pages

Display newest pages from to

Filter(s)

> Select

Date filter: Show delete filter

all pages

from 20/2/2007

and end date

- Show only those pages that have a publication date between or on two dates:

Page collection: New pages between February 20 and May 7, 2007

Presentation: WM Page collection element

Title: New pages between February 20 and May 7,

Selection criteria

Only show pages underneath: Home **Adjust**

Only show newest pages

Display newest pages from to

Filter(s)

> Select

Date filter: Show delete filter

all pages

from 20/2/2007

and end date 7/5/2007

- Show all pages, except those that have a publication date between or on two dates:

Page collection: New pages before February 20 and after May 7, 2007

Presentation: WM Page collection element

Title: New pages before February 20 and after Ma:

Selection criteria

Only show pages underneath: Home

Only show newest 5 pages

Display newest pages from to

Filter(s)

> Select

Date filter: Show delete filter

all, except pages

from 20/2/2007

and end date 7/5/2007

- A *label filter* allows indicating which label a page should have in order to be shown in the overview of the page collection. Page labels can be created and assigned in the `File > Properties > Labels (Page)` menu:

Page collection: Pages for the module 'Basic Content Management'

Presentation: WM Page collection element

Title: Pages for the module 'Basic Content Manage

Selection criteria

Only show pages underneath: Home

Only show newest 5 pages

Display newest pages from to

Filter(s)

> Select

Label filter: Only show pages with these labels delete filter

> Select label

> Select label

Basic Content Management

Extended Content Management

News (Archives & Overviews)

Note: If several filters are selected, only those pages are shown that meet the requirements of *all* filters.

3.3 End result

Once set up, no maintenance is required for the Page collection content element. New pages appear automatically in the overview.

The result might look like this:

The screenshot displays the GX content management system interface. At the top, there is a blue header with the GX logo and the text 'OPEN FOR BUSINESS'. Below this is a navigation bar with several menu items: 'Content without configuration', 'Content with configuration', 'Website maintenance', 'External databases', 'Forms', 'Personalization', 'Design', and 'Log in'. The main content area shows a breadcrumb trail: 'Home > Content with configuration > Overview > Page collection'. On the left, there is a sidebar menu with various options like 'Banners', 'MS Office imports', 'PDF Generator', etc. The main content area is titled 'Page collection' and lists 'Pages of max 100 days old'. The list includes items like 'Sitemap', 'WYSIWYG', 'Introduction', 'Redirect page', 'Table', 'Text', 'Separator', 'Paragraph', and 'with HTML'. Two red 'A' markers are placed next to the descriptions for 'Sitemap' and 'Introduction'.

A couple of pages show some text (see **A** in the image above) and other pages do not. This is the description that has or has not been added to a page. Page descriptions can be entered using the Insert > Introduction menu.