

CommonSpot™ Content Server

Version 5.1 to 6.0

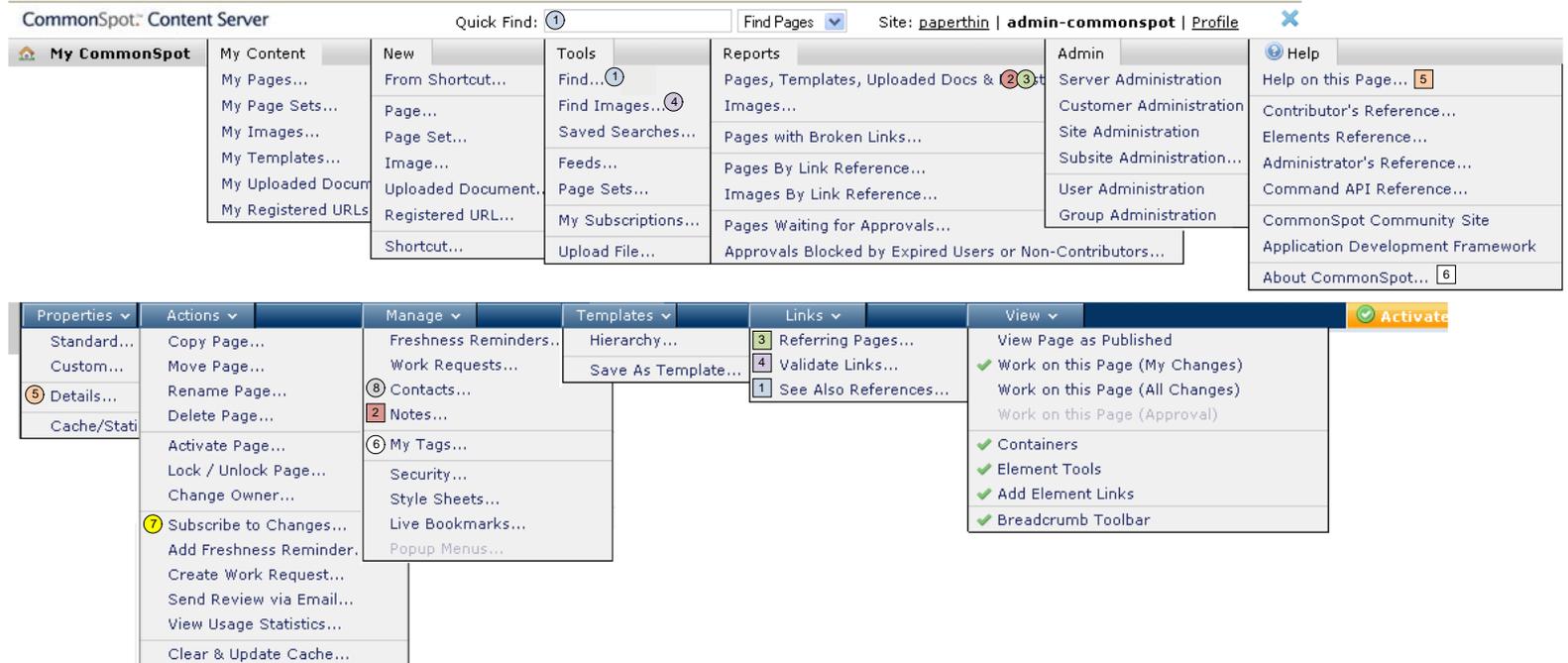
Quick Menu Reference

Tools & Information Menus

5.1 Menus



6.0 Menus

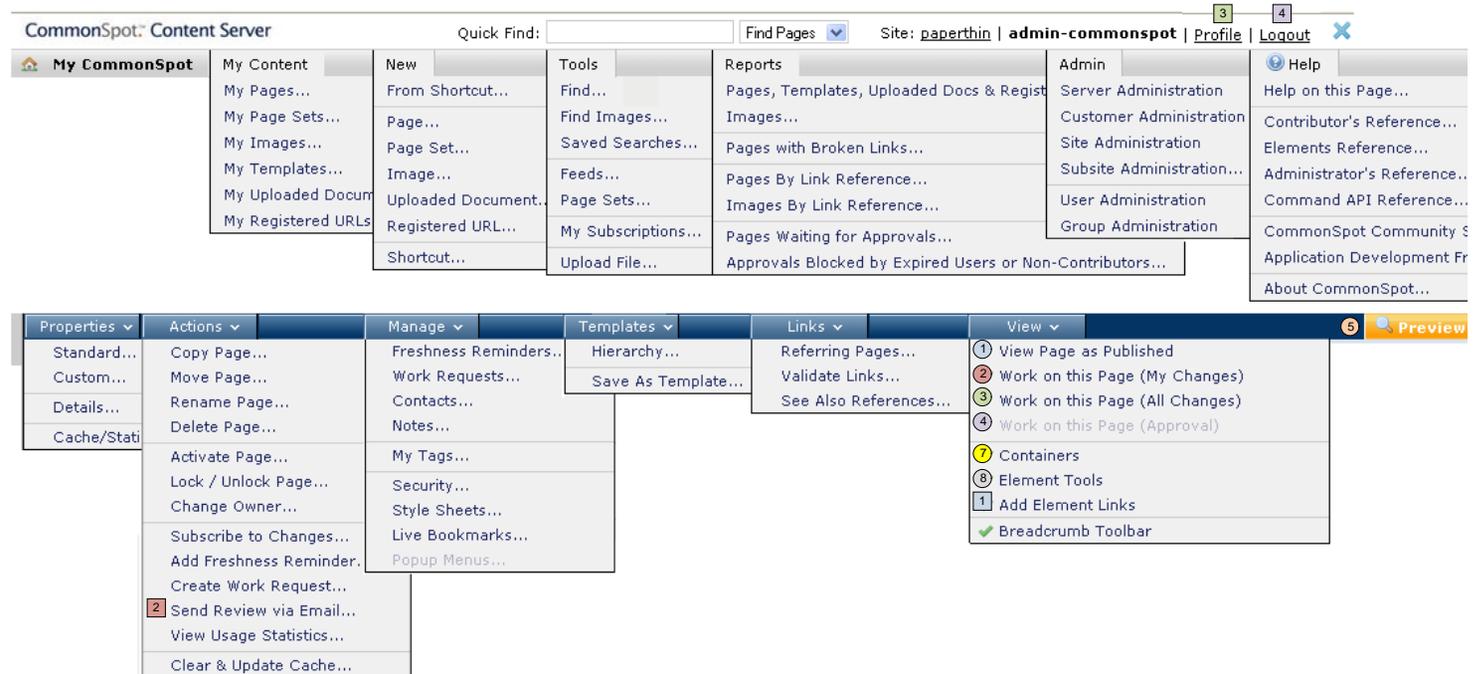


Page View Menus

5.1 Menus



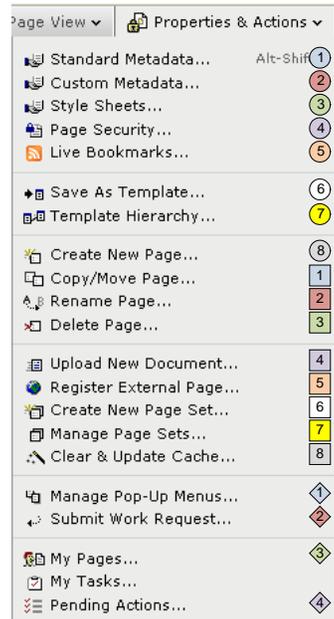
6.0 Menus



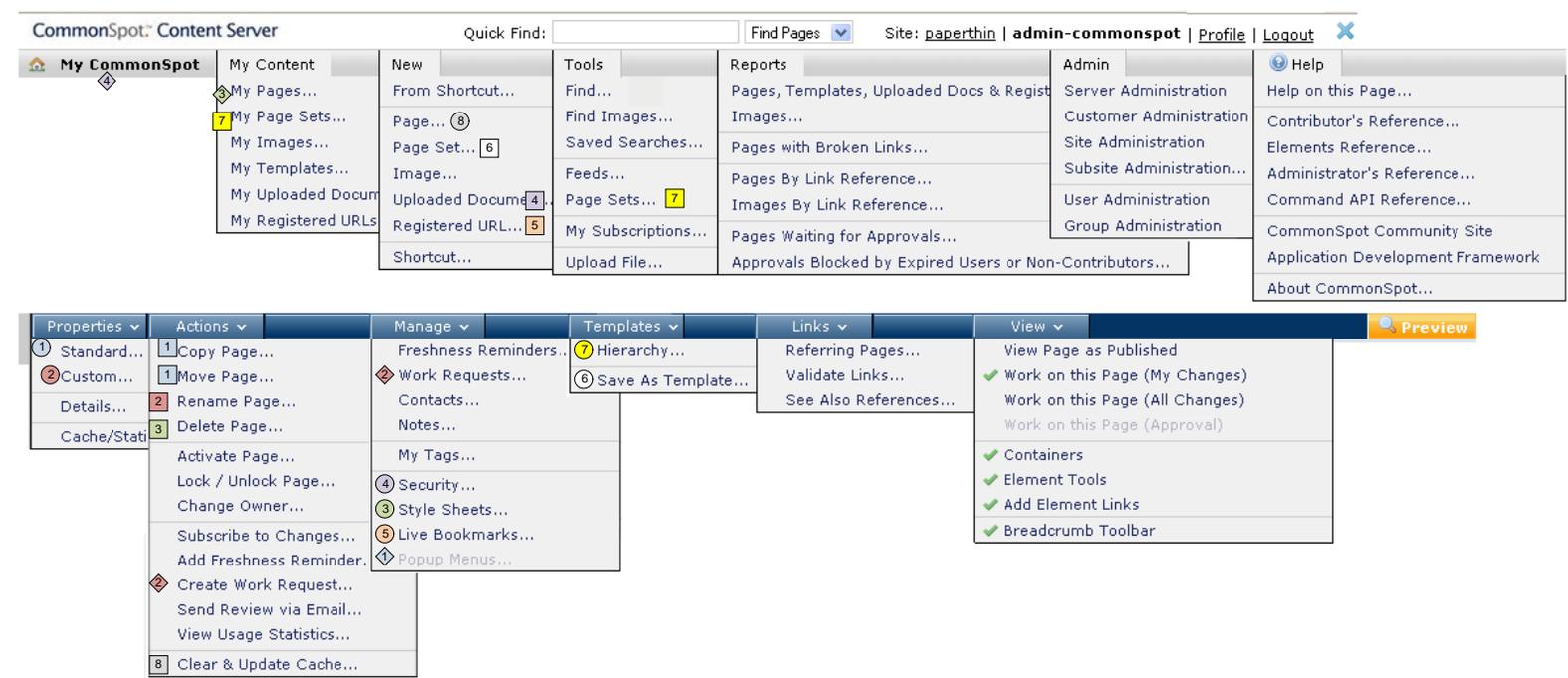
⑥ See the 'Page Versions' LView panel to see and manage version history.

Properties & Actions Menus

5.1 Menus



6.0 Menus



Server Administration Menus

5.1 CommonSpot Administration Homepage

| | |
|---|---|
| Hosting Customers | 1 |
| Add, edit and remove customers. | |
| Server Configuration | 2 |
| Manage the configuration of this CommonSpot Content Server. | |
| Sites on this Server | 3 |
| Manage and create new sites on this server. | |
| Contributors | 4 |
| Manage Licensed Contributors. | |
| Users | 5 |
| Manage, create and assign users. | |
| Groups | 6 |
| Manage, create and assign user groups. | |
| CommonSpot Tools | 7 |
| Additional tools to help manage and update CommonSpot data. | |
| License and Version Information | 8 |
| CommonSpot Server license and version information. | |

Server Configuration Page

| | |
|--|---|
| Server and License Information | 1 |
| Manage the server license keys, proxy settings and access to the ColdFusion Administrator. | |
| Databases | 2 |
| Manage databases and/or data sources for the 'sites' and default 'users' databases. | |
| Authentication | 3 |
| Specify the authentication method to use to authenticate users and groups. | |
| Client Variables & Cookies | 4 |
| Enable ColdFusion Client variables & ColdFusion persistent Cookies for sites on this server. | |
| Directories | 5 |
| Specify CommonSpot directories. If content or data is moved on the server, these directories may need to be updated. | |
| Session Timeout | 6 |
| Manage CommonSpot's session timeout setting. | |
| Scheduled Jobs | 7 |
| CommonSpot Scheduled Jobs. | |
| Email Notifications | 8 |
| Manage settings for email notifications sent by CommonSpot | |

6.0 Server Administration Page

| | |
|------------------------------|---|
| Configuration | 2 |
| Server Information | 1 |
| Databases | 2 |
| Authentication | 3 |
| Client Variables and Cookies | 4 |
| Directories | 5 |
| Session Timeout | 6 |
| Email Notifications | 8 |
| Customers | 1 |
| Manage | |
| Add New | |
| Utilities | |
| Server Tools | 7 |
| Scheduled Jobs | 7 |
| Running Jobs | |
| Security | |
| General Security | |
| Shared Database | 2 |
| Configuration | |
| Test all Connections | |
| Synchronize CommonSpot | |

- 3 See the 'Sites on this server' section on the Server Administration page for a complete list of sites.
- 4 See the 'Customer Administration' page to create and manage contributors.
- 5 See the 'User Administration' page to create and manage user.
- 6 See the 'Group Administrator' page to create and manage groups.
- 7 Also see the 'Customer Tools' and 'Site Tools' menus on the Customer and Site Administration pages.
- 8 See the 'CommonSpot Server Information' and 'Server Configuration' sections.

Site Administration Menus

5.1 Site Administration Page

| | |
|--|----|
| Administrative Tools Perform various administrative tasks for the site. | |
| Reassign Content Ownership Click to reassign content from one user to another across all subsites within this top-level site. | 1 |
| Rebuild Stub Files Click to rebuild 'stub' files across all subsites within this top-level site. | 2 |
| Manage Verity Collections Click to check the status of, assign subsites to, or reindex any of the Verity full text-search collections under this top-level site. | 3 |
| Accessibility Configure accessibility parameters for this site. | 4 |
| Approval Levels Manage and create the approval levels for this site. | 5 |
| Categories Manage and add different categorizations of content. | 6 |
| Elements Create and manage all elements. | 7 |
| Field Masks & Custom Field Types Manage and create custom field masks and register custom field types. | 8 |
| File Formats Create and manage all uploaded file formats. | 9 |
| Fonts Manage fonts used throughout the 'demo' site. | 10 |
| License and Version Information CommonSpot license and version information. | |
| Metadata Forms Manage the metadata forms throughout the 'demo' site. | 12 |
| Miscellaneous Settings Manage miscellaneous settings. | 13 |
| Page Output Types / Extensions Configure the Page Output Types / Extensions. | 14 |
| Page Creation/Properties UI Configure the look of the 'Page Creation/Properties' user interface. | 15 |
| Rich Text Editor Settings Configure the default parameters for the rich text editor, html clean-up and MS Office conversion. | 16 |
| Scheduled Jobs Site level Scheduled Jobs. | 17 |
| Spell Checking Enable user dictionaries, manage lexicon sets. | |
| General Settings Click to set spell checking defaults. | 18 |
| Manage Lexicon Sets Click to manage the lexicon sets (i.e. group lexicons, set the order). | 19 |
| Style Definitions Manage and register global style definitions for use with a Cascading Style Sheet. | |
| Manage and Register Classes Click to register new classes and manage existing ones. | 20 |
| Assign Class by Class Name Click to manage styles by class name. | 21 |
| Assign Class by Element Type Click to manage styles by element type. | 22 |
| Taxonomy Manage the available taxonomy definitions. | 23 |
| Work Request Resources Manage and add new resources to handle various Work Requests. | 24 |
| XML Publication Manage the XML Publications throughout the 'demo' site. | 25 |

6.0 Site Administration Page

| | |
|------------------------------------|------------------|
| [+] Expand All | [-] Collapse All |
| Site Properties / Settings | |
| Properties | |
| General Settings | 13 |
| Left Pane Settings | |
| Report Settings | 13 |
| Language Support | 13 |
| Performance Settings | 13 |
| Content Creation | |
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| Elements | 7 |
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| Simple Forms | |
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| Authoring Tools | |
| Spell Check Settings | 18 |
| Manage Lexicon Sets | 19 |
| Rich Text Editor Settings | 16 |
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| Manage Shortcuts | |
| Rebuild Stub Files | 2 |
| Reassign Content Ownership | 1 |
| Manage Full-Text Search Collecti | 3 |
| Scheduled Jobs | 17 |
| Site Tools | |
| Running Jobs | |
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| General Security | |
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| Integrated Support | |
| CommonSpot Knowledge Base | |
| CommonSpot Document Library | |
| CommonSpot Critical Patches | |
| CommonSpot Releases/Updates | |
| View Incident History | |
| Update Support Information | |
| Submit Enhancement/Support Request | |

Subsite Administration Page

5.1 Subsite Administration Page

Subsite Properties 1
Manage or copy various properties of this subsite.
Click here to copy this subsite's properties to other subsite(s)
Click here to configure this site's subsite properties

Subsites 2
Create and manage child subsites under this subsite.

General Security 3
Manage and create subsite-level permissions for content within this subsite.

Content Security 4
Manage and create default/enforced permissions for content within this subsite.

Base Templates 5
Manage and add new base templates under this subsite.

Page, Image & Link Management Reports 6
Manage page, image and link resources within this subsite.

Subsite Properties Page

Subsite Name 1
Specify the subsite's name and a brief description.

Data Sources 2
Manage the data source for this subsite

Root Directory 3
Specify the root directory for the 'demo' site.

Language 4
Manage the language properties for this subsite.

Search 5
Setup and manage the Verity full-text search collection for this subsite.

Caching 6
Manage the caching parameters for this subsite.

Version History 7
Manage the version history archive for this subsite.

Additional Settings 8
Manage the desired default settings for this subsite.

6.0 Subsite Administration Page

[+] Expand All [-] Collapse All

Properties 1

Subsite Name 1

Language 4

Language Counterpart Subsites

Search 5

Caching 6

Version History 7

Additional Settings 8

Content Classification 8

Default & Enforced Keywords

Manage Keywords

Actions

Copy Subsite Properties

Reindex Search Collection

Optimize Search Collection

Templates

Base Templates 5

Security

General Security 3

Content Security 4

- 2 See the 'Create and Manage Subsites' section on the Subsite Administration page for a complete list of subsites.
- 6 See the 'Reports' menu on the main grey toolbar.
- 2 See the 'Site Information' section on the Site Administration page to view and manage a site's data sources and directories.
- 3
- 6 See the 'Clear Cache' button in the upper right hand corner of the Subsite Administration