



X-tend

The X-vantic Content Management System manual

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Introduction

With X-tend, X-vantic provides you a powerful tool to maintain your website. You can:

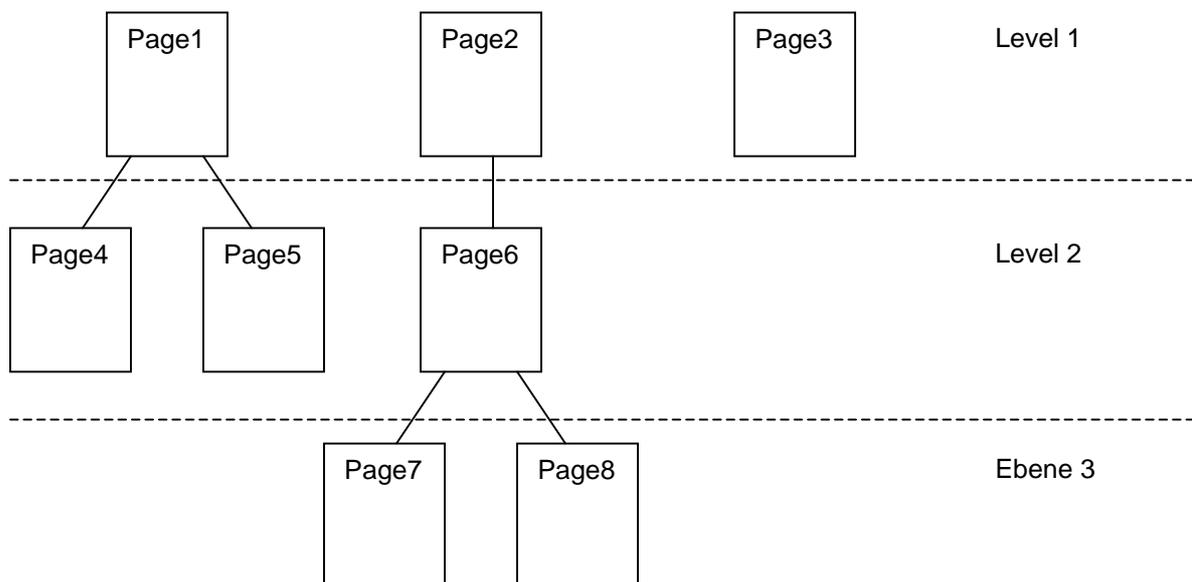
- Change, delete or create content
- Upload pictures and documents
- Tabular data management
- Create, edit or delete pages
- Create closed user groups and manage their members

In order to use X-tend all you need is a current internet browser like Microsoft Internet Explorer 6+ or Mozilla Firefox. You don't need to install any extra software, therefore you can manage your website from home or from abroad.

The aim of this document is to describe all of X-tend's functionality in detail. This will be done through the example of www.x-tend.ch.

Main principle

An x-tend website consists of a number of pages, managed in a hierarchical structure



There are 3 hierarchical levels at most. The main menu shows all the pages of level 1. As each page has to have a corresponding entry in the menu, the menu shows all the pages.

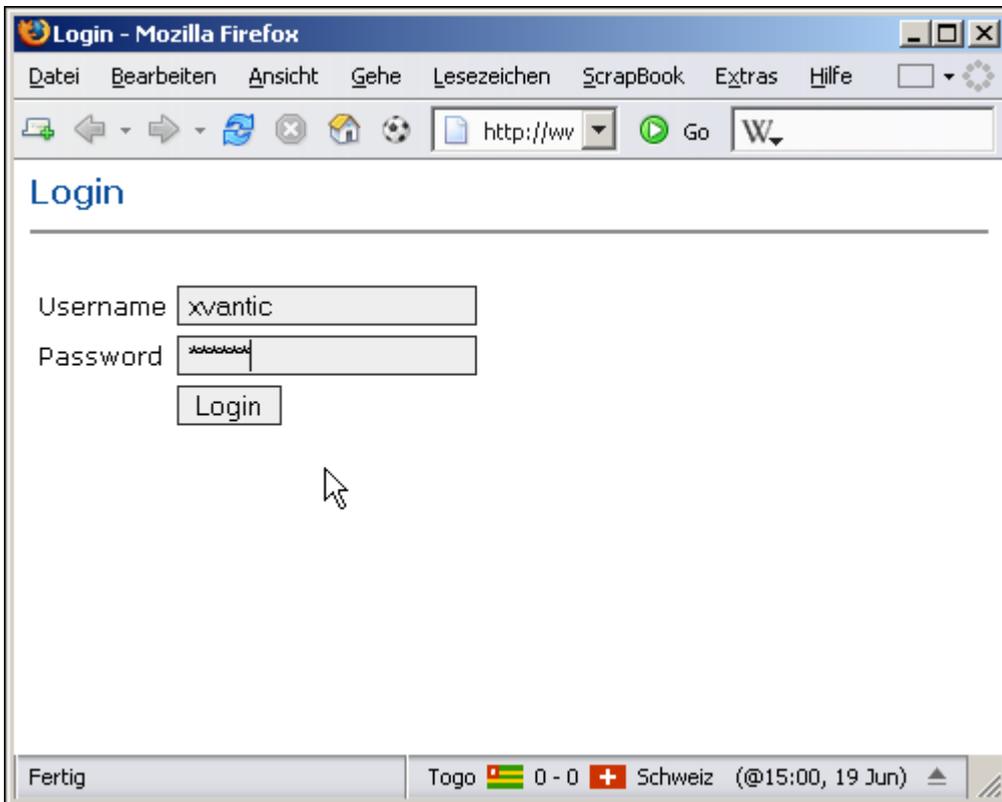
A page is of a certain type. You will certainly use the type "content" for most of the time, as this type allows you to fill your website with information.

A content-page contains a number of articles. An article is a text, a picture, a file or a table and can be placed anywhere on the page. Therefore you are not restricted to a predefined layout.

A slh sd sf slf sfhlskhf sfhlskhf slfh lshf lkshklshklshklshksh sfk lshflkshlfkh lkshf lkshf shfls fls lfdh slkfhsklj klfklshflk sasd aöskdjf lfjalsjdfksjfjask dflöjsafd-		
asdjf	Asdf	asdf
1	3215	6542
2	548	321
3	6488	6548

Login

The last entry in the menu is named "Login". Click it to open the login window:



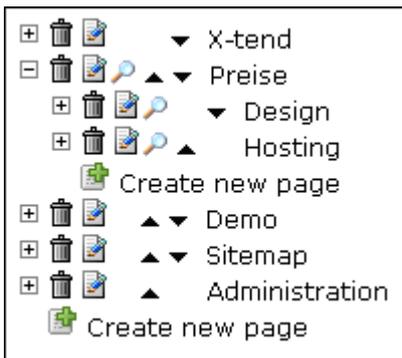
Enter your username and your password and click on „Login“ (or press Enter). The window will close and the main page will be loaded, where "Login" will change to "Logout".

Administration

When you are logged in and you belong to the administration group, a new menu-entry will be visible: "administration". Click on it to enter the administration panel. The "edit navigation"-page will open:



edit navigation



Symbol	Function
+	Opens the next lower level, works similar to Windows Explorer
🗑️	Deletes the corresponding page. Be aware: Will also delete any existing sub-pages!
📄	Edit page
🔍	Arrange page
▲ ▼	Move the page up or down within the same level.

Create new page

Click on "Create new page" to create a new page on the bottom of the corresponding level.

Create new page

Title

Keywords

Page description

Set as starting page

Visibility

Type

Target

Accessible for:

Admin

Tester

Writer

Give the page a title. It will be shown in the menu.

You can specify keywords and a page description. This is only useful for internet search-engines like Google to help people find this page.

You can specify whether this should be the starting page of the website or not. At least one page must have the checkbox set.

Choose whether the page should be active (default), inactive or timed. Inactive pages can be handy for you to setup the content before you go online. Timed pages will only be shown during the time specified (the server's time, which is not necessarily the viewer's time).

The different types of pages:

Type	Function
Content	Page with content
Link	The menu-entry links to a page. Once chosen, an entry-field for the URL will be shown.
Sitemap	Page with an hierarchical diagram of the whole website.
Shortcut	The menu-entry links to a page within the website. Handy for important links from the startpage to a page deep within the hierarchy.

The "Target" specified whether the page should be embedded within the website or if a new page should be opened.

Use "Accessible for:" to choose the usergroups that shall have access to this page. If none is chosen, everybody has access.

Click on save to create the page.

Edit page

On the “edit navigation”-page click this icon  to edit a page. The same dialog as for “Create new page” will be shown. If it is a page of type “content” the dialog will also show the list of articles for this page:

Articlelist:

- ◆  [Text](#)

[Create new article](#)

[Arrange page](#)

Manage users:

Manage users

- ◆   [geph](#) [Admin]
- ◆   [writer](#) [Writer]

 [Create new user](#)

This is a list of all users. A user’s group is shown in brackets. Click on the bin to delete the user. Clicking on the plus-symbol opens the following dialog:

Create new user

Username

Password

Repeat password

Assigned usergroups

Available usergroups

- Admin
- Writer
- Tester

<< >>

Specify a username and a password (a non-admin user cannot change the password) and assign the user-groups. It is best to have a separate username for each person using x-tend.

Manage Usergroups

Manage usergroups

- ◆ Admin
- ◆   Writer
- ◆   Tester

Create new usergroup

This let's you delete and edit existing usergroups and also create new usergroups.

Content-Pages

Create article

There are two methods to create a new article:

1. In the page-editing dialog as explained under „Edit“.
2. Using the Admin-Tools on a page by clicking the plus-symbol:



The dialog to create a new article:

Create new article

Title

Type

Visibility

Text:



Data editable through usergroups:
(use CTRL+Click for multiple selections)

- Admin
- Tester
- Writer

Give the article a name. This name will be used in the article list and as the window-title in the page arranger.

Like a page, an article also has a type:

Type	Function
Text	Freely editable text
Picture	Image-File (JPG oder GIF) with caption
File	Document-File (PDF) with caption
Table	Article with tabular data with caption
Documentmanagement	Documentmanagement application

The "Visibility"-option behave exactly the same as for a page.

On the bottom you may specify which usergroup(s) can alter an article. This is especially useful for tabular data.

Text-Articles

The text is created using the FCK-Editor.

This editor is something like a web-based Word. It is developed by a third company. It let's you write, format and design texts like using Word. The editor translates the text automatically into HTML-code. Advanced users who know HTML may make changes within the HTML source directly (using the "source"-button).

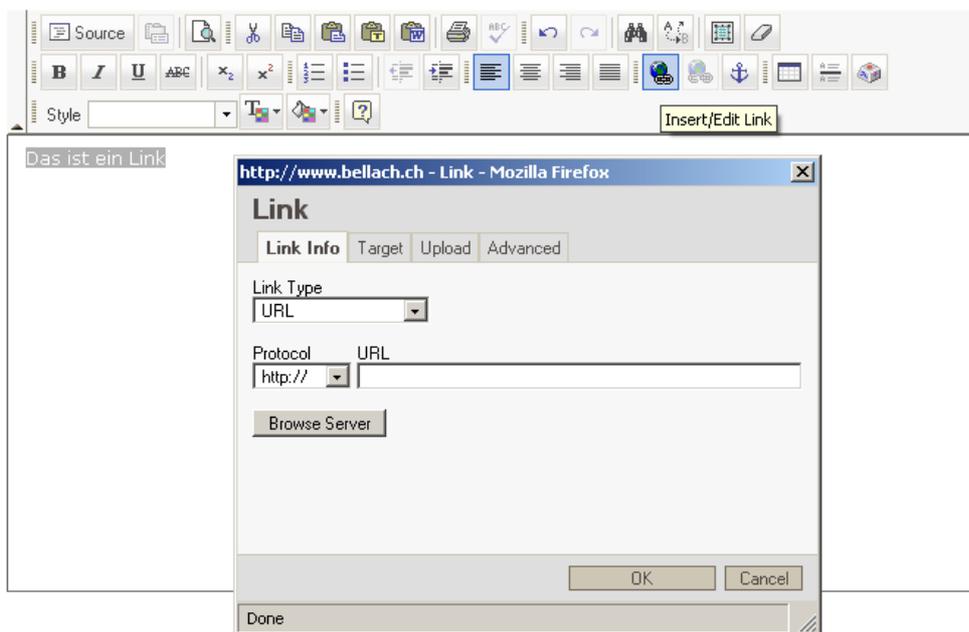
You can copy text from any source (e.g. another Website, Word, Notepad) using „ctrl-c & ctrl-v“ or drag-and-drop.

You cannot add pictures to the text directly, use an picture-article instead.

We will not explain all of fck's functions. Most of the buttons are similar or equal to Word's, so we will only explain the internet-related functions.

Insert links:

Text:

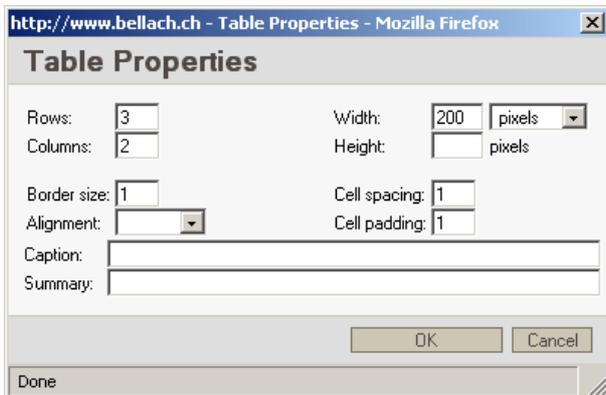


First, mark the text that should be linked and then click on the "Insert/Edit Link"-button. Type in the internet-address in the URL-field. In the "Target"-tab you can specify whether the links should be opened in the same or a new browser-window.

To edit a link, place the cursor on it and click the the "Insert/Edit Link"-button. Remove a link by clicking on the "Remove Link"-button right beside it.

Insert Table:

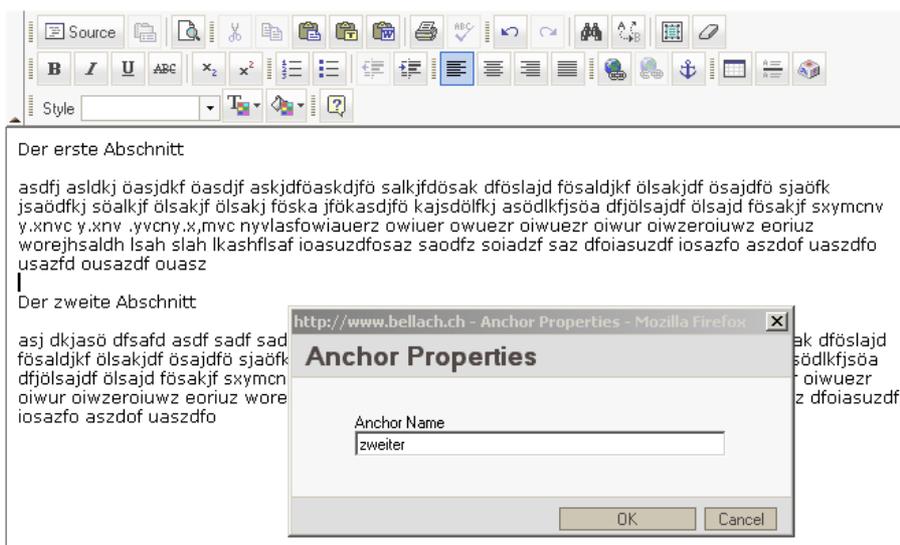
As HTML does not support tabs you will need to use so-called blind tables (tables with no border):



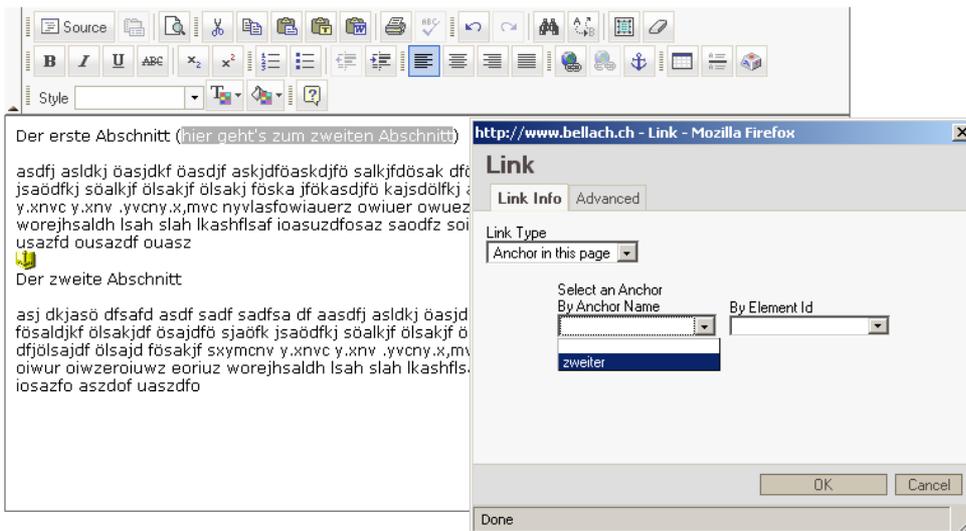
To edit a table's properties, right-click on its border. You can edit other elements (rows, columns, links, etc) in the same manner.

Named anchors:

Named anchors are invisible elements on a page that can be navigated upon, like page-internal links. First, insert a named anchor in the place where you want to link to by placing the cursor in the right spot and clicking on the anchor-symbol:



If you now insert a link in this page and choose "Anchor in this page" as the link type, you will see the anchor create above in the list of available anchors:



Feel free to try things out!

Picture-Articles

Picture:

In order to create a picture you will have to have a picture with the right size in JPG or GIF-format stored on your PC.

An image should not be larger than 800 pixels, otherwise it may be bigger than the screen of the viewer. X-tend does not resize images.

File-Articles

File:

Similar to images, files must also be stored on your PC in order to upload them. Currently only PDF-files can be uploaded.

Table-Articles

Article's name	Text		
Type	Table		
Page	1	X-tend?	
Visibility	Active		
Last change	19.06.2006 10:17:44/Xvantic		

Table:

Test **2**

Style Normal **3**

Sort for text2 **4** descending

and text3 **4** ascending

Filter **5**

Fields to show

- text **6**
- text2 **6**

Fields to hide

- text3 **8**
- email **8**

up **7**

down

With preselection for field **9**

Email with changes to **10**

Show icon for "Email to all" **11**

Show icon for "Excel-export" **12**

Select field

noadr@nonono.com

Text:

Quellcode

Style

x-tend (your web)® **13**

#	Beschreibung																																													
1	Like for other types of articles you specify a name and the visibility of the article.																																													
2	Here you choose the desired table to show. The list of tables is taken from the database. At the moment you cannot create new tables yourself, this has to be done by X-vantic (drop us a email).																																													
3	<p>X-tend can display tables in the following styles</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>Normal</p> <p>Full view</p> <table border="1"> <thead> <tr> <th colspan="3">Gemeinderatssitzungen</th> </tr> <tr> <th>Datum</th> <th>Kategorie</th> <th>Thema</th> </tr> </thead> <tbody> <tr><td>20.02.2006</td><td>Gemeinderatssitzung</td><td>GR-Sitzung</td></tr> <tr><td>13.03.2006</td><td>Gemeinderatssitzung</td><td>GR-Sitzung</td></tr> <tr><td>03.04.2006</td><td>Gemeinderatssitzung</td><td>GR-Sitzung</td></tr> <tr><td>24.04.2006</td><td>Gemeinderatssitzung</td><td>GR-Sitzung</td></tr> <tr><td>08.05.2006</td><td>Gemeinderatssitzung</td><td>a. o. Gemeindeversammlung</td></tr> <tr><td>15.05.2006</td><td>Gemeinderatssitzung</td><td>GR-Sitzung</td></tr> <tr><td>12.06.2006</td><td>Gemeinderatssitzung</td><td>GR-Sitzung</td></tr> <tr><td>26.06.2006</td><td>Gemeinderatssitzung</td><td>Rechnungsgemeindeversammlung</td></tr> <tr><td>03.07.2006</td><td>Gemeinderatssitzung</td><td>GR-Sitzung</td></tr> </tbody> </table> </div> <div style="text-align: center;"> <p>Portlet</p> <p>Shorter view with a maximum of 5 results. Useful for portal-pages</p> <table border="1"> <thead> <tr> <th colspan="2">Gemeinderatssitzung</th> </tr> </thead> <tbody> <tr><td>20.02.2006</td><td>GR-Sitzung</td></tr> <tr><td>13.03.2006</td><td>GR-Sitzung</td></tr> <tr><td>03.04.2006</td><td>GR-Sitzung</td></tr> <tr><td>24.04.2006</td><td>GR-Sitzung</td></tr> <tr><td>08.05.2006</td><td>a. o. Gemeindeversammlung</td></tr> </tbody> </table> </div> <div style="text-align: center;"> <p>Gallery</p> <p>At least one field must be named "Bild"</p>  </div> </div>	Gemeinderatssitzungen			Datum	Kategorie	Thema	20.02.2006	Gemeinderatssitzung	GR-Sitzung	13.03.2006	Gemeinderatssitzung	GR-Sitzung	03.04.2006	Gemeinderatssitzung	GR-Sitzung	24.04.2006	Gemeinderatssitzung	GR-Sitzung	08.05.2006	Gemeinderatssitzung	a. o. Gemeindeversammlung	15.05.2006	Gemeinderatssitzung	GR-Sitzung	12.06.2006	Gemeinderatssitzung	GR-Sitzung	26.06.2006	Gemeinderatssitzung	Rechnungsgemeindeversammlung	03.07.2006	Gemeinderatssitzung	GR-Sitzung	Gemeinderatssitzung		20.02.2006	GR-Sitzung	13.03.2006	GR-Sitzung	03.04.2006	GR-Sitzung	24.04.2006	GR-Sitzung	08.05.2006	a. o. Gemeindeversammlung
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4	Here you can specify how the data should be sorted by default. The viewer can always specify his/her own order.																																													
5	<p>You can specify a filter in order to show only certain data. A few examples of filters (SQL syntax):</p> <p>Colour = ,Blue' Texts like 'Blue' must be enclosed in single quotes Position > 6 >: more than, <: less than, <>: unequal</p> <p>Show_until < %DATE% %DATE% is replaced with the current date</p>																																													
6, 7, 8	<p>The left Listbox (5) shows all the fields that will be shown on the page. Should some fields only be shown in the detailed view, click on the field and then on the „>>“ button (6) to hide it.</p> <p>The “up” and “down” buttons let you alter the order of the fields. First, select a field by clicking on it and then click “up” or “down” until it reaches the desired place.</p>																																													
9	Say you have a large table containing political contacts. As the user might be interested in the contacts of only one party, you can specify a preselection for the field “party”. The article will then show a list of parties. Only when the user clicks on a party, all the party’s contacts will be shown.																																													
10	If this function is selected an email will be sent to the specified address if the table’s data gets changed.																																													
11	Selecting this option will show a letter-icon beneath the table. A click on it will open the user’s standard email client and create a new mail with all the tables email-contacts as receivers.																																													
12	Selecting this option will show a letter-icon beneath the table. A click on it will export the table in the into a Excel sheet.																																													
13	The caption, if one is entered, is shown below the table																																													

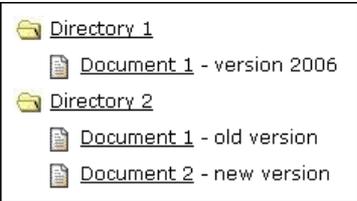
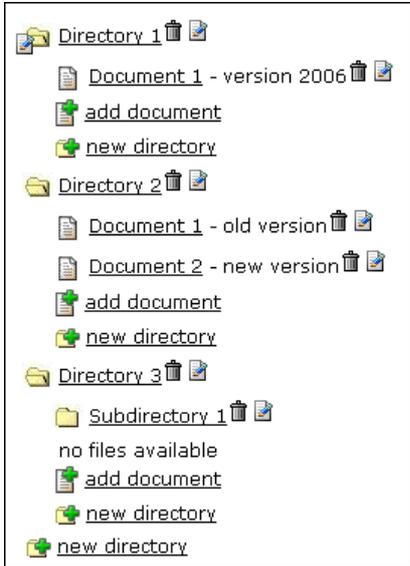
Document management

The document management is a global management system for documents. Each X-tend website has its own. If you show the document management on several pages, it always will display the same folders and documents.

The document management is a simple menu where you can insert your documents in a structured manner, it is comparable to the windows explorer. The documents have to be placed in a folder, they can't be on the top level.

Folders may be only be visible to certain user groups.

The document management as seen by ...

... a guest	... a user	... an administrator
		
<p>The guest</p> <p>Is able to see all public directories and documents.</p>	<p>The user (person with an account)</p> <p>Is able to see all public directories and document as well as the ones belonging to his usergroup(s). He may download the shown documents.</p>	<p>The administrator</p> <p>Is able to see all directories and documents. He may add, edit and delete directories and documents.</p>

Creating a directory

creating a directory

directory name

directory is visible by selected usergroups
(multiple selection with CTRL + click)

[Back](#)

Admin
Tester
Writer

1. Click "new directory" to add a sub-directory to the root or a directory.
2. Name the directory
3. Choose the usergroups that are allowed to see the directories. Multiple selection is possible.
4. Save by clicking „create directory“

Adding a document

adding a new document

document title:

document

note

[Back](#)

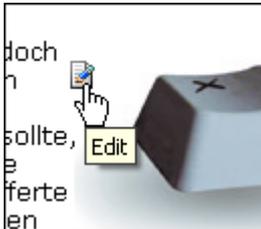
1. Click "add document" to add a new document to a directory.
2. Name the document (title)
3. Choose the file you want to add and upload from your local machine. Possible file extensions: .pdf, .jpg and .gif
4. You may add a description to your document.
5. Save by clicking "save entry"

All documents automatically receive the access rights of their parent directories.

Edit articles

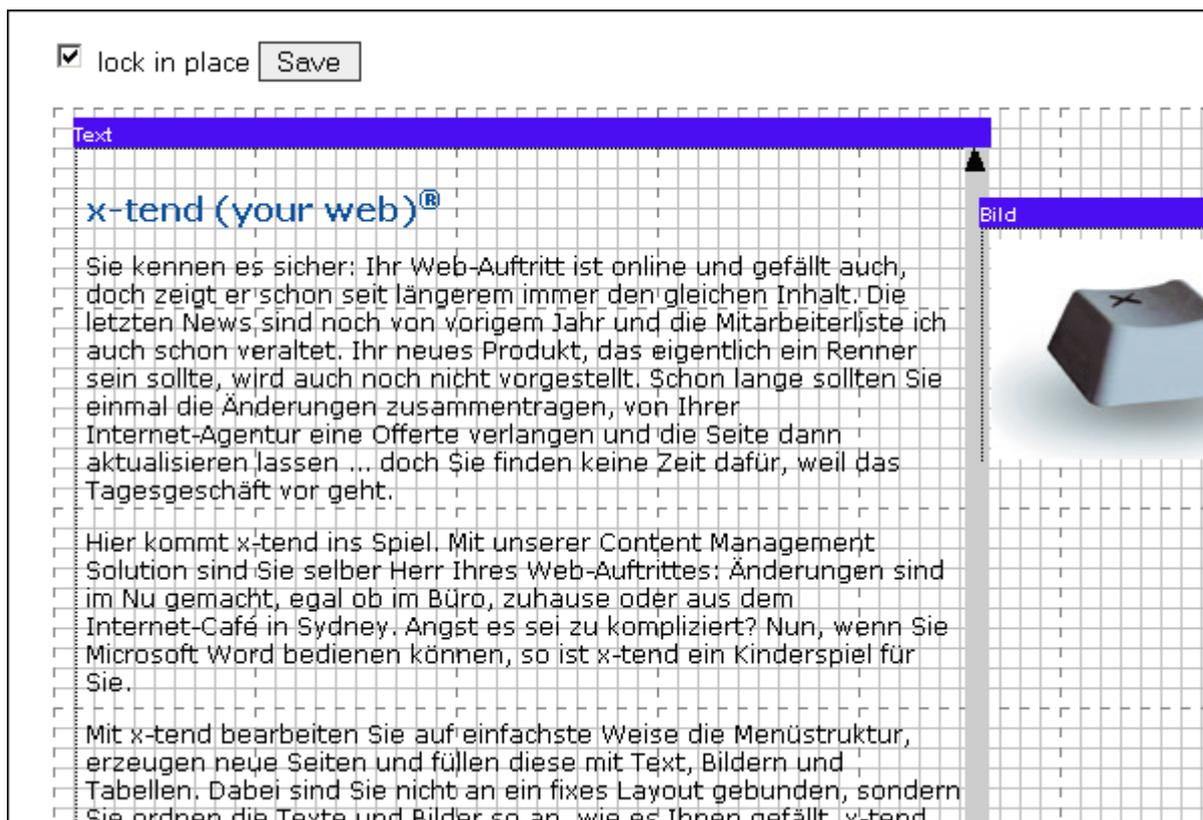
Again, there are two methods to edit an article:

1. In the edit page dialog, as explained in „Edit“.
2. If you are authorized to edit an article, an icon will appear next to the article:



Arranging the page

All the page's articles get arranged here. The page arranger can be accessed with the magnifier-symbol in the list of articles (edit page) or with the admin tools.



Each article is shown in its own window, whose titlebar shows the article's name. Using the titlebar you can set the article's position using drag-and-drop. If "Lock in place" is selected, an article is lined-up every 10 pixels.

The resize-symbols (shown in red circles) are used to size the articles. Note: A picture is always fully shown, no matter how much space its given.

A new article is always shown on the bottom of the page.