The phpWebSite Manual

The phpWebSite Manual

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Chapter 1. Welcome

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Introduction

phpWebSite is an extremely powerful web site management tool. Publishing information to the web using phpWebSite is easy, intuitive, and does not require technical skills. Keeping web site information current is simple using browser-based management. phpWebSite lets the user focus on what is important - the content, not the technology.

The systems administrator will find that maintenance of even a very large number of sites is easy using a wide range of powerful tools. The look and feel of an entire site can be changed in a matter of seconds with only a few mouse clicks, and a wide variety of software modules allow for easy site customization without the need for unwanted or unused features.

For the PHP developer, phpWebSite provides an ideal platform for rapidly developing sophisticated web-based applications. phpWebSite has a rich API - a full complement of powerful functions that ease development considerably. The goal of phpWebSite is to provide a flexible solution by following the premise that a module should do one thing very well and that all the modules should work together.

Intended Audience

This manual is presented in three distinct volumes. The first volume is for the typical day to day user of the software. This volume contains information on how to use most of the core modules which comprise a minimal installation, as well as information on how to use the many modules that can be optionally installed. The instructions presented in this volume assume little or no technical expertise - any user familiar with a web browser should be at home here. This volume assumes you have a working copy of phpWebSite installed and access to the modules covered.

The second volume contains information regarding how to install, upgrade, and maintain phpWebSite. The reader is assumed to be familiar with basic systems administration skills. A solid understanding of your operating system, database and web server is required. A working knowledge of PHP is helpful, but not required.

The third volume is for the developer who wishes to write modules for phpWebSite. It fully discusses the phpWebSite API and covers the technical inner-workings of phpWebSite. A firm understanding of PHP and object oriented programing is required.

Who Publishes phpWebSite?

phpWebSite is free, open source software written and maintained by the Web Technology Group at Appalachian State University in Boone, NC, USA. The Web Technology group is comprised of both University staff and upper level and graduate Computer Science students who provide web based software solutions for the Student Development Division of Appalachian State. phpWebSite was originally developed as a solution for managing web site content at the University and was released as open source software in an effort to share our work in a cooperative spirit. Those involved at the beginning of the project never would have guessed that phpWebSite would grow to become the immensely popular application it is today.

The Web Technology group owes sincere thanks to the many external developers who took notice of the phpWebSite project and have volunteered an enormous amount of time and effort to the project. Our thanks also to the many who have chosen to use phpWebSite, your bug reports and good ideas for features are extremely valuable. Ultimately, phpWebSite is the work of a diverse community of many people across the globe - a tribute to the power of shared ideas within the commons.

Chapter 2. Introductory Concepts

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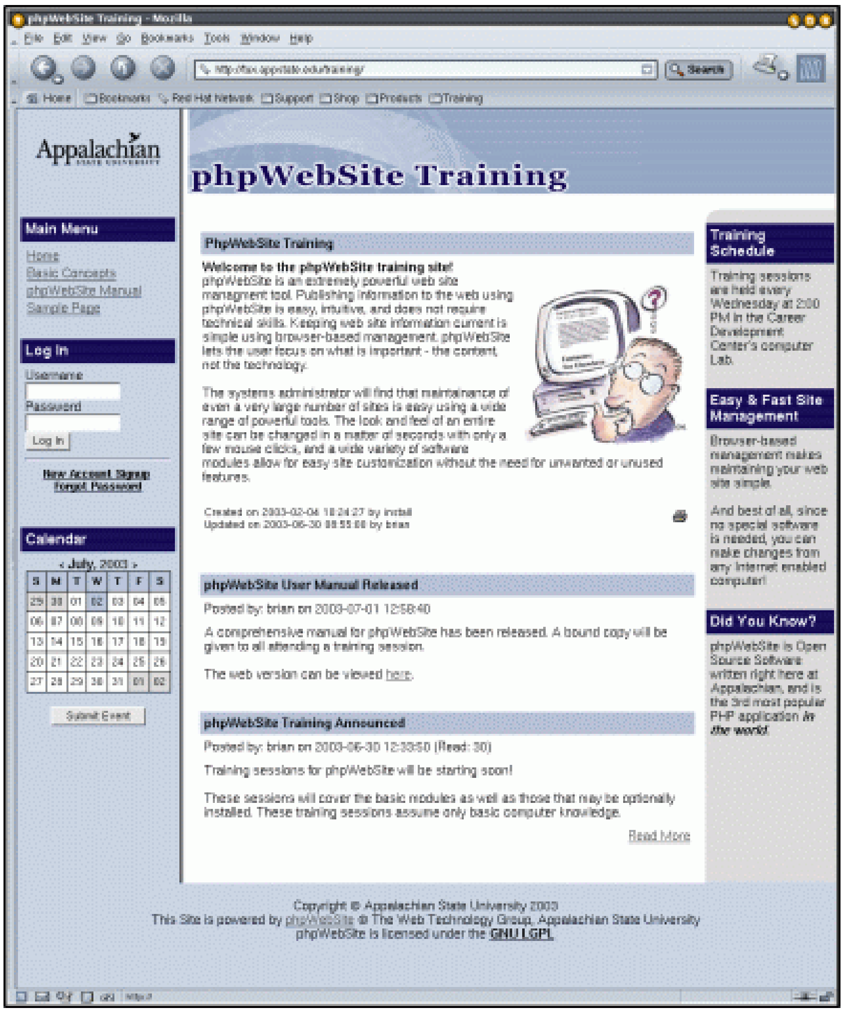
How phpWebSite Works

In order to better understand how to use phpWebSite to create a web site, let's take a look at a typical site. By identifying the various elements that make up your site from a visitor's perspective, the administrative interface will make more sense once you begin using the tools.

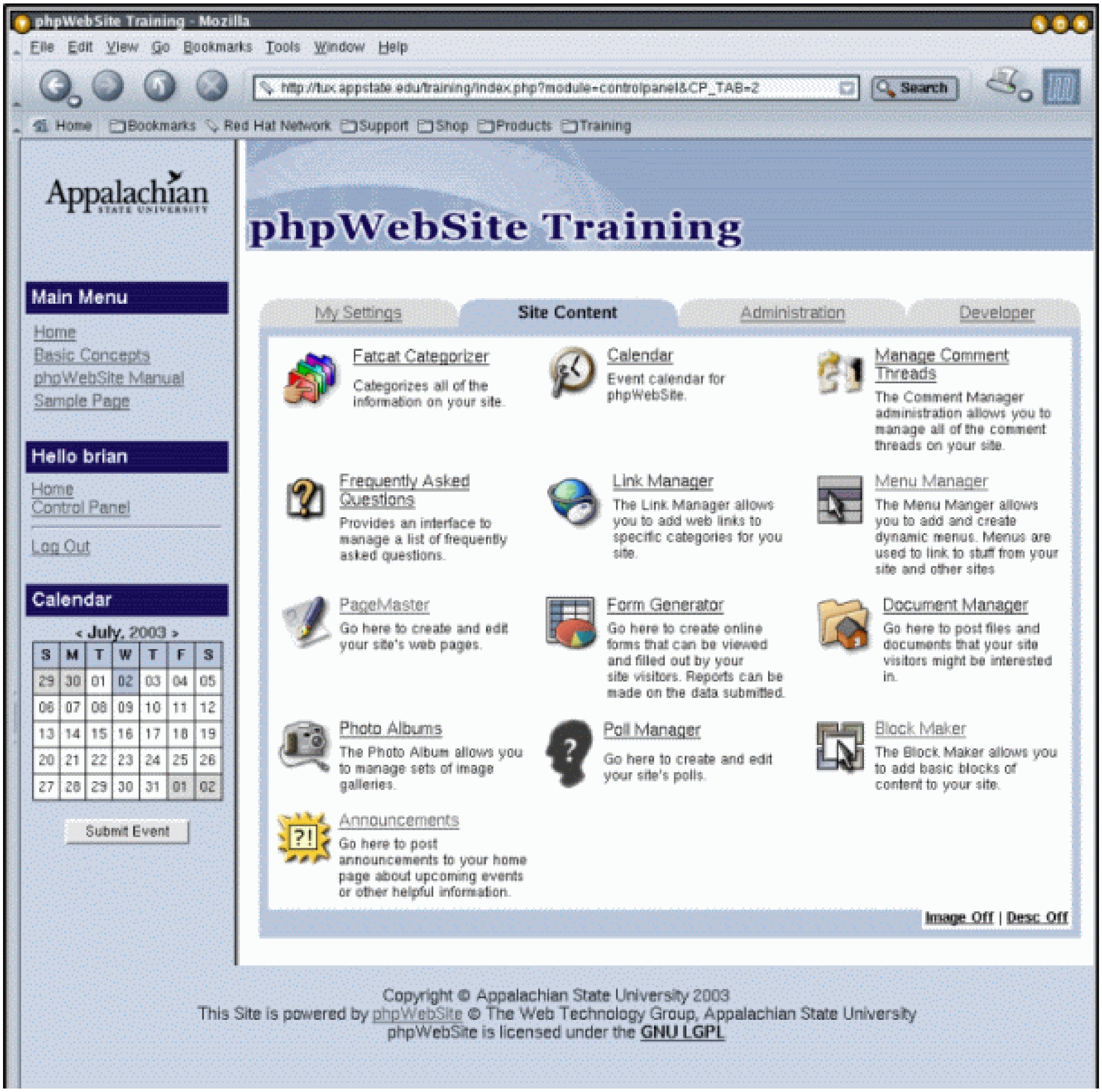
The page pictured below represents a fairly typical phpWebSite generated web page - no doubt you have seen something like it many times when surfing the web.



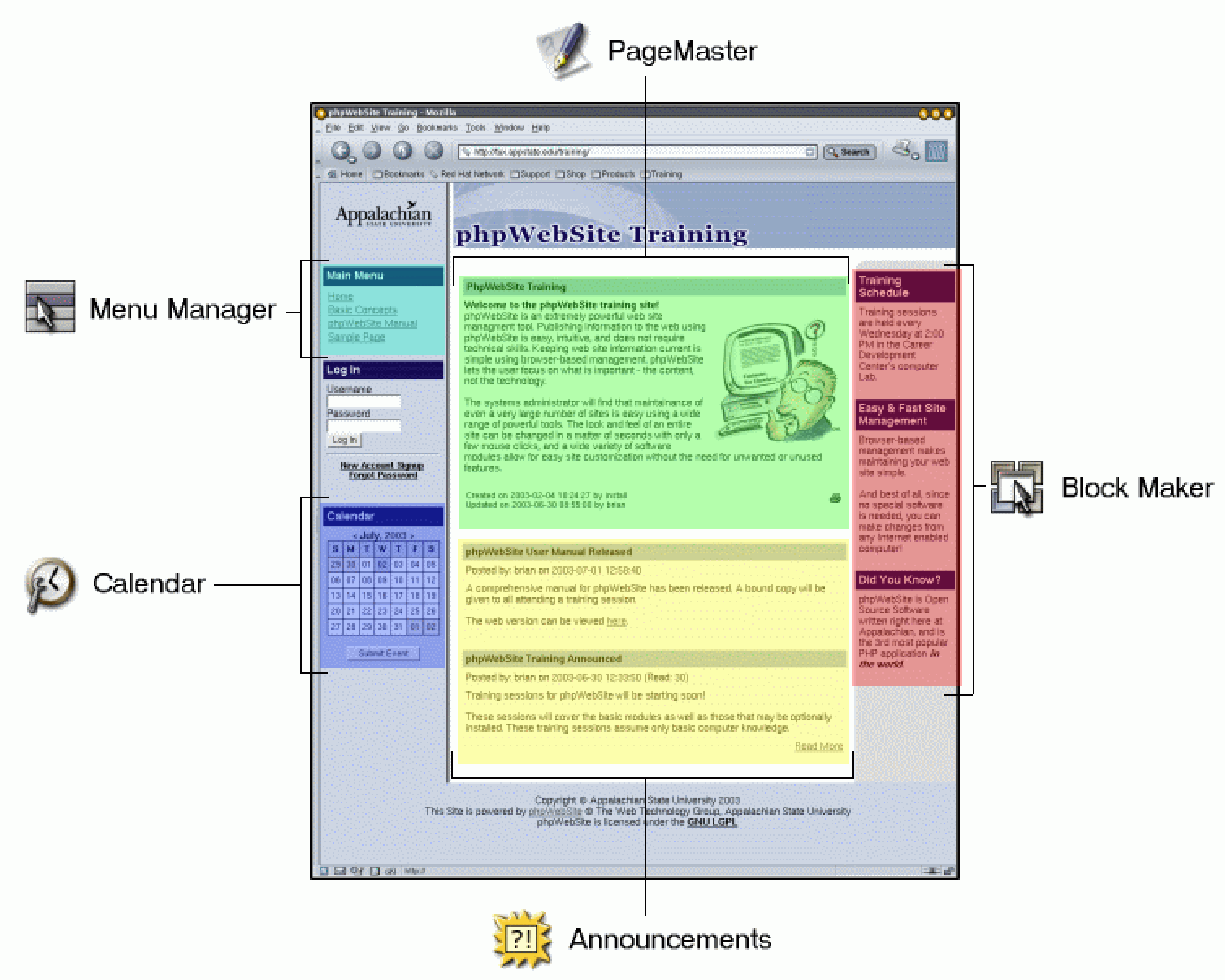
A menu is in the upper left-hand corner, There is some general information site, front and center where we would expect it. Several important notices are on the site and some information is highlighted in a column on the far right of the page.

Using traditional tools like Dreamweaver or Frontpage, our approach to building a page like this would be to start placing graphics, links, and text on a "blank" page much like we would create a print document. After a bit of work, we could reproduce the page above. And we would have produced just that - a single, solitary page.

Now let's pause a moment and look at the main administrative page for phpWebSite. A few things stand out. We are looking at a web page in a browser, and the layout area common to many web page generation tools is nowhere to be found.



Instead we have a collection of icons and links. These represent the various modules that allow you to provide and manage content for your site. Unlike single-page generation tools, phpWebSite serves as a framework that dynamically organizes your content. Each page you view on your site is the work of many modules providing information that the phpWebSite engine puts together into the web page viewed by the site visitor. Let's look at that original web page again, this time showing the modules that are working together to build the page:



What we see now is that phpWebSite has gathered up and presented the information on the site based on the module used to provide it. Different modules handle different types of information. One of the keys to using phpWebSite successfully is using the right module for the right information. In the pages that follow, each module is covered in detail. The important thing to note at this point is that we manage our site by managing our content. This is why phpWebSite is frequently referred to as a "Content Management System".

You may be wondering how to control to control the layout of a page. You should note that the layout of the example given is just one of the many possible. Layout is controlled via the layout module in combination with HTML templates, both of which are covered later. Rest assured that pretty much any look and feel can be achieved - here we are just interested in 'information elements' that comprise a site.

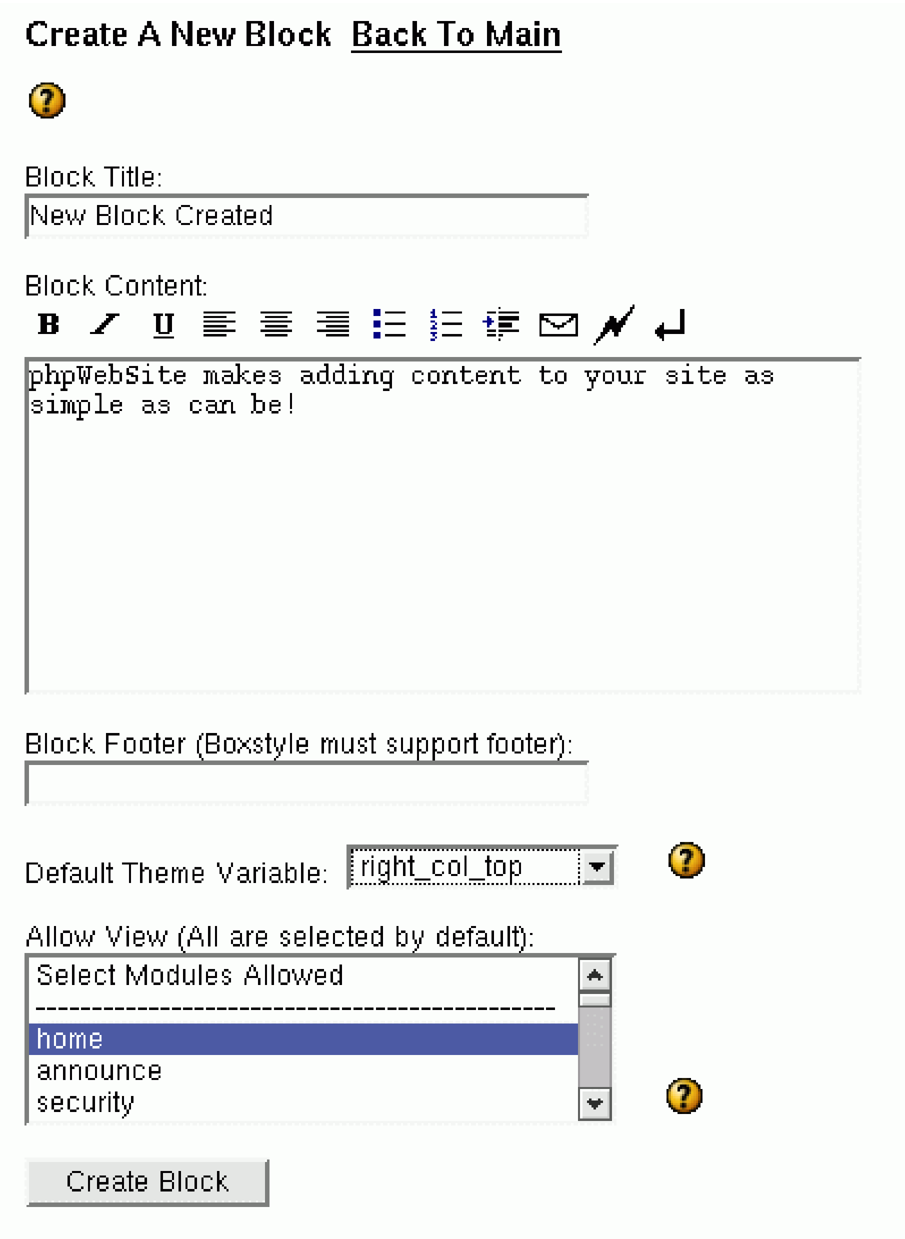
Making a New Block - a Mini Tutorial

So, how do we enter our content using a particular module? One of the nice things about phpWebSite is that the module interfaces are all very consistent. Content is entered via easy to use web forms. As an introduction, let's make a new Block using Block Maker.

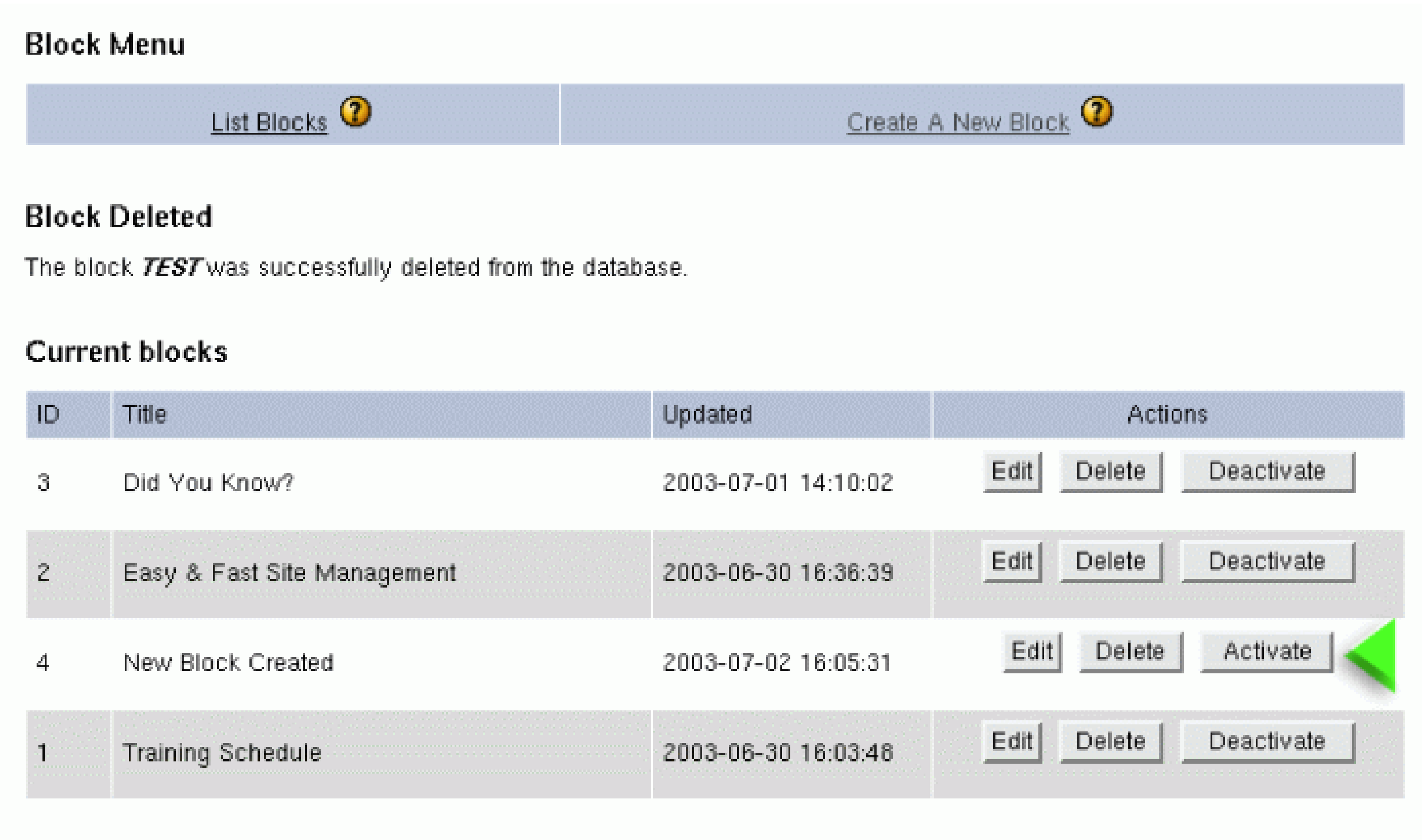
Log on to your phpWebSite installation using the User-name and Password you set during installation, or that your web administrator has provided you. Appalachian State University users should use the departmental training area that has been installed. If you don't have phpWebSite installed, you can use the phpWebSite public demo at http://phpwebsite.appstate.edu/demo/0.9.x/

Once logged in, click on the "Control Panel" link in your administrative menu. This will open the main main administrative menu. Click the "Site Content" tab. You should see the main site content module group. Depending on your installation, you may not have all the modules that are shown here, but in all likelihood, Block Maker is installed, as it a simple and extremely useful module!

Click the icon or the "Block Maker" Link to open the Block Maker interface. Choose "Create a New Block" from the Block Menu. Now we only need to enter some content for our new block. Recall that blocks on our page are small and used for small amounts of text, but have the advantage of being in a prime location on your site. So let's give our new block a Title and some light text. Don't worry about the block footer or the Theme Variable - we will cover those in detail later. Select "Home" from the "Allow View" select list (this tells phpWebSite to only display this block on the home page). You should have something like this:



Now just just click "Create Block" and your and block has been created. You will notice you are now at a screen that lists all of your blocks. You should also note that the block you just made has a button next to it that says "Activate"



You block will not be displayed until you choose to have it displayed. Clicking "Activate" will do this. You can now check the home page by clicking Home on the Main Menu, and you should see your new block.

Creating a Block is very simple, but encapsulates the basic content creation process for all modules. Text is supplied via simple web forms, options for display are point and click affairs, and content can be made active when it is ready to be "published". You now are ready to start exploring more modules.

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Chapter 3. Approval List

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Introduction

Some modules (e.g. Announcements, Calendar, Link Manager) allow users without permissions to submit content for approval by administrators. The Approval module is a central area for you to approve or disapprove user submissions.

Getting Started

The Approval List module is in the Administration tab. Go to that tab under the control panel and click on the Approval link.

Entry List

When a module needs something to get approved, it will appear on this list. Each module will be listed separately with its entries beneath.

Some information will be provided in the **Information** section. You can receive more information by clicking on the **View** link.

Once you have viewed the submission, you have three options per entry.

- **Yes -** Choosing this radio button means you wish to accept the entry and write it permanently to the system.
- **No -** Choosing this radio button means you do not want to approve this entry and want it removed from the system.
- **Ignore -** Choosing this radio button (which by default is selected) will skip over that entry for a later decision.

Once you have picked your choices, click the **Go** button at the bottom of this list. That is all there is to it.

Conclusion

Check your Approvals List about once a day or more depending upon your site's traffic.

If you have any questions or comments about this document, please contact me at matt at tux dot appstate dot edu.

Chapter 4. FatCat Categorizer

Matthew McNaney

2003-06-12

Revision History		
Revision 1.0	2003-06-12	MM
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Abstract

This is user documentation for the FatCat Categorizer module for phpWebSite.

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Introduction

Most content modules in phpWebSite share a common need: to categorize its data. Instead of having each module track categorizes independently, FatCat manages it for them all. Centralized categories allows greater interactivity and ordering of data.

Getting Started

Before we begin creating categories, we need to decide the structure of our tree. The amount of time you spend upfront determining how your category tree will branch will save you ten times that amount of time in the future.

First ask yourself, what is the purpose of my site? Let's say I am making a site about cooking. I may decide my site's purpose is to post recipes. So, I might make the first two categories ***Recipes*** and ***Advice***. Then I would determine how to organize my recipes. I decide to make three categories under Recipes: **Desserts**, **Main Course**, and **Appetizers**. Under Advice, I would make the categories **Dietetic**, **Preparation**, **Appliances**, and **Utensils**. That should be enough to get started. I may decide to add more categories later. For example, under Preparation I may have the categories **Poultry**, **Vegetables**, and **Beef** because I feel each of those deserves a separate area of preparation. Or if I think there won't be enough information under Poultry and Beef, I may combine them under one category: **Meat**. You aren't chained to the choices you make for categories but it will save you time if you plan beforehand.

Categories

Now that I know what categories I need, I can start making them. We know the top two categories (Recipes and Advice), so we will want to make those first.

Creating Categories

First go into your control panel and click on the Site Content tab. Next click on the FatCat Categorizer option. Once there you should see a drop down box with the words **<Top Level>**. Next to that is a button labeled **Create Category**. Since we are first making our top level categories, this is a good selection. Go ahead and click the aforementioned button. You will now come to the Create Category form. Let's go through the elements of the form.

- **Parent -** This controls the parent of the category I am creating. This echoes my selection from the previous page. Since I want Recipes to be at the top of my category tree I will leave this at <Top Level>.
- **Title -** Fairly self-explanatory. I will just type "Recipes" here.
- **Description -** Although not required, it is a good idea to explain the purpose of a category. Type the description of the category here (e.g. "Recipes are your culinary blueprints to great food!").
- **Template -**The template controls the layout of the View Category page. Just leave this to default.tpl.
- **Image and Icon -** You may to upload an image for you category. Make sure to read the Images and Icons information below (Section 4)

When I have finished entering the information on my Recipes category, I will click the Create Category button. My first category is complete!

Other Categories

Once you create your first category you should be able to start developing your "tree".

Earlier we decided to create categories named Desserts, Main Course, and Appetizers. Choosing Recipes instead of <Top Level> from the drop box allows me to create these categories under Recipes. I can also choose a parent from the drop down box on the creation screen.

Recipes
Recipes > Desserts
Recipes > Main Course
Recipes > Appetizers

Once I pick Recipes as the parent, I would just create these other categories as I did their parent. If you are following along, you should start to see more options in your drop down box. You would see something like the following list:

Recipes
Recipes > Desserts
Recipes > Desserts > Cakes
Recipes > Desserts > Pies
Recipes > Main Course
Recipes > Appetizers

The greater than sign (>) indicates that Desserts, Main Course and Appetizers are under the Recipes category. If Desserts had categories beneath it, the list might look something like the following:

The list can continue like this forever, but don't try to get there. Keep your list orderly. Three to four categories should be sufficient. If biologists can classify all life with only seven category levels, you should be able to make do with five.

Editing Categories

Should you need to edit a category, just select it from the drop down box on the administration page and click the Edit Category button. You will be taken to a page quite similar to the creation page. Edit your changes and click the Update Category button.

Removing Categories

If you decide you want to remove a category from the system, make absolutely sure you have moved any subcategories to another parent. All information associated to the category will be removed permanently. When you are certain you want to remove this category, choose it from the drop down box on the administration page and click the Delete Category button.

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Images and Icons

When creating or editing categories, you may decide you want to add a little more flair to them with graphics. FatCat allows you to upload images and icons to each category.

Size is the biggest difference between an image and an icon. Images are much larger than icons. The other difference is where they show up. Icons are commonly accompany information under that category. Images are usually only seen when some if reading information about the category itself.

Before we get started, let's lay down the rules for images and icons.

1. Images and icons should be of the gif, jpeg (or jpg as it is more commonly spelled), or png format. You can tell what format your graphic is by looking at the file extension (i.e. the last three letters of filename). Any other image types (e.g. bmp, wmp, psd etc.) won't be allowed.

2. Icons must be even smaller: 50 pixels wide by 50 pixels high or less.

3. Images should be around 200 pixels wide by 200 pixels high. Anything larger than that tends to gobble up space and detract from the description of the category.

4. Both icons and images should have a resolution of 72 dots per inch (or dpi). Remember, monitors don't need high resolution to show a clear picture. Anything over 72dpi is overkill and makes the image file bloated. Digital cameras usually store pictures at 300dpi to 1200dpi so be careful.

To upload an image, click the **Browse** button. Go to the directory that contains your image file and select it by double clicking or clicking OK. The directory path to your image should now appear in the text box next to the Browse button. Now if you create or update your category, the image will accompany the title and description on the view page.

You can upload an icon the same way. Click **Browse**, choose your icon, and save the category.

After uploading at least one image or icon to the system, you will see a drop down box with that graphics file name selected. If you decide you do not want to use a graphic for the category you can choose **<None>** in the drop down box. If you later prefer to use a different graphic entirely, you can select it from the drop down box as well.

Finally if you never want to see a graphic again, select the file name and click the **Remove Image** or

Remove Icon button.

One other feature you can take advantage of on this page is **thumbnails**. These are small versions of the currently selected image. Once created, they can be used as icons. Creating them is easy, either Browse to the image you want to use or select on from the image drop down box and then click the **Create Icon** from Image button. Your new icon will then be set!

A few rules about thumbnail icons. First, not all images lend themselves well to icons. A landscape for example would be unrecognizable as an icon. An image of a object or a portrait would lend itself well to an icon. Experiment with them. Second, you can only make thumbnails from jpg or png image files. Sorry, but gif files are copyrighted material and you have to pay to alter the format.

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Now What?

So how are these categories used? Most of the content modules that come with phpWebSite tap in to FatCat.

When you create an event, announcement, or a page there is a multiple select list to choose the category (or categories) to which you want that item associated. To select the category or categories associated to your item, highlight them by clicking each one. Hold down the CTRL key on your keyboard while left clicking to highlight more than one at a time. When you save your item, it will be indexed to the categories you have selected.

Categorization comes in handy when another item shares that category. Let's say I have a pecan pie recipe (my favorite). I go under PageMaster and create the recipe page for it. I decide to assign the page to the category Recipes > Desserts > Pies.

Later I find out there is going to be a pecan pie bake-off where I live. So I post an announcement with the same category. Since I may post a lot of announcements, I decide to post the event to my calendar.

Now when the users come to my site they may see the announcement about the bake off. When they read it, a different box, the **What's Related** box, will appear showing them the other items that are related to this announcement, namely the calendar event and the recipe page. They can then click the event or the recipe page to get more information. As you add more content and use FatCat to categorize them, the easier and more interactive your site becomes.

Sticky Items

Sometimes there is something that is so important, you want to make sure it is seen whenever something in the same category is viewed. To do so, you can just check the Sticky check box under the category listing. Although there is a limit on how many related items can appear, Sticky items will ALWAYS appear.

Back to the Admin

You should now be familiar with creating, editing, and using categories in FatCat. You should be aware of two more options on the administration screen.

Default Icon

Some modules, like Announcements, make extensive use of the category icons. Sometimes you may want to supply a filler icon for a category. The Default Icon option will assist you. Just pick an icon you have on your computer or use one you have already uploaded. See Images and Icons above to see how to choose an icon.

Once you have selected your Default Icon, this picture will represent any category currently lacking an icon.

What's Related Limit

Earlier, you learned about the What's Related box. Pick a number from this drop down box to determine the maximum amount of related elements to display per module. Remember that Sticky items will always appear, ignoring the limit number.

Conclusion

Hopefully you should now be able to use categories to their fullest. The more you use them, the more information you give your users. If you have any questions about this documentation, please contact me at matt at tux dot appstate dot edu.

Chapter 5. Layout Admin

Matthew McNaney

2003-06-12

Revision History		
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First release		

Abstract

Description of document

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Introduction

The Layout module controls the appearence of your web site. The colors, shape, and layout of the page display are based on the settings in Layout. This document will help you get the most out the module.

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Getting Started

Before jumping into the module, there are a few terms you need to be familiar with.

Themes are what control the design of the site. Layout pipes the content you enter into boxes (see below) that are placed into the theme. Therefore, you can alter the way your page looks without having to worry about the content of your site.

Boxes are what make up the themes. Each portion of content is seperated into these boxes, ordered, then placed on the theme.

Now that you know these terms, let get into the module itself. Layout is an administrative module, so click on the Administrative tab in your control panel. Click on Layout Admin to get into the module. You will be taken to a page with two sections: the panel and the settings.

Layout Settings

This section alters some key information and usability for your site. Fortunately, you probably won't have to alter the data here very often.

Change Page Title

If you have your browser open, look at the very top of the browser window. You should see something like the following: *Title of Website - Name of Browser*. phpWebSite ships with the page title set to, what else, phpWebSite. You should change that. Determine the name of your site and type it in to the text field next to the **Change Page Title** button.

Edit Meta Tags

The Internet has several search engines. Some of the ones you probably heard of are Google, Yahoo, Altavista, and Ask Jeeves. Each of the engines wants a quick way to get information about your site. Here is where meta tags come in. Choose one of the meta tags you wish to edit and click the **Edit Metatags** button.

- **Keywords -** Marvelous. Informative. Great. These are words that may describe your web site. However, what you want to put here are words that describe the content of your site, not how you feel about it. Enter words you believe someone may type into a search engine and see your site listed. If you have a web site about board games, you could have a list like this:

  > board games, monopoly, sorry, Milton Bradley, twister, Risk

  Put in as many words as you can think of that relate to what your site addresses. Do not put words that don't relate to your site just to get lost web surfers. It irritates people.

- **Description** - Here you want to have a short (read that again: short) description of your site. Summarize all the great things your site provides within about 260 characters. Some search engines display this information when a match to your site is found.

- **Robots** - When a search engine comes to your page, it will (sometimes) ask permission before it records it. Robots are your traffic guards. They tell the search engine whether to record this page (or **index**) or not and whether it can **follow** links on your page or not. You have four options:

- **all -** This tells the engine that they may index your site and continue down all the links on your page.
- **none** - The engine is told to leave you alone: don't index the site and don't follow any links. You may prefer this if you are running a private site.
- **index, nofollow** - The engine can index the page but shouldn't follow any links.
- **noindex, follow** - The engine should not index the page, but may follow your links.

Note

This option is currently useless. Currently Layout reports these robots on every page. The engine goes down your link path but is not allowed to index any of the resultant pages. This will change in 0.9.3.

- **Author** - This is your name or the name of the main content person. Not really required.
- **Owner -** This is usually the email address of the person responsible for the site. Beware filling this out however as there are evil, nasty, horrible, people who steal these addresses to send you their useless spam email (not that I am bitter). If you wish to fill it out, consider entering your email address in a form that is hard to parse by the spam degenerates. For example, I might use: matt at hotmail dot com instead of matt@hotmail.com.
- **Content Type -** This reports the character sets your site is using. Just let this sit at ISO-8859-1 unless you know it should be otherwise.

Reinitialize Default Theme

You can try clicking on this button if your boxes have become scrambled. It will try to recreate the default layout for the theme you are currently using. Be careful as some modules add boxes outside of their defaults. If that is the case you might have to go to that module and update the data to have it remake the box.

Refresh Boxes

Click this button to purge the database of old box files that aren't supported anymore. This should be run if you remove a theme from your server directory.

User can change theme

If you have several themes installed on your site, you may want to give the users the ability to change which one they see. This can come in handy, for example, if you have a color blind or text only theme. If you change this to off, users won't be able to change the theme.

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Layout Panel

After going into the Layout module, you will see a Layout panel at the top of the page. This panel follows you around until you close it. The Layout panel lets you control the type and position of the boxes in your theme. It also lets you control which theme your site uses.

Move Boxes

If you don't like the position of a box on your page, you can change it by click the **On** link. After you do this, you will see a series of arrows on the top left corner and bottom right corner of each box. These are what you will click to move the boxes.

Before trying this however, lets talk about the structure of your page. Theme layouts are arranged in quadrants. The quadrants are (usually) in a ticktacktoe pattern. Each quadrant is a theme variable.

Now if you look next to the arrows you will see a series of numbers separated with colons, like so: 2:1:2. The first number in our code is the column. The second number is the row. The third number is the queue order.

We will get to the third number in a moment, but first lets look at the first two numbers. Here are out quadrant codes with the default theme variables in parenthesises:

Table 5.1. Layout example

1:1 (left_col_top)	2:1 (top)	3:1 (right_col_top)
1:2 (left_col_mid)	2:2 (body)	3:2 (right_col_mid)
1:3 (left_col_bottom)	2:3 (bottom)	3:3 (right_col_bottom)

So if we look at our example above (2:1:2) we can see that a box with this number is in the second column, first row.

Now lets look at the third number. That is the box queue. Each quadrant can hold several boxes. These boxes need to be ordered as well. So using the code, we would know that the box is in the second (2) queue position. This means there is one box above the 2:1:2 box. This does not mean you will always see that box however. The visibility of a box depends upon what module is running, what page is being visited and other factors.

Now back to box moving. Let's look at the top left series of arrows. The first one is a single up arrow. If I click it, that box will move up in the queue. Our 2:1:2 box would then be 2:1:1. Since our box would be at the top the queue, clicking the single arrow again would send it to the next row. Since 2:1:1 is the top row, this would actually wrap the box to the bottom row. So 2:1:1 would now be 2:3:5. Why is the last number five? Because there are already four other boxes in that quadrant. The single down arrow in the lower right corner of the box does exactly the opposite.

The next arrow at the top left is a single arrow pointing to the left. This sends the box to the left. So our 2:3:5 box would then be in quadrant 1:3:7. Anytime a box is sent to a new quadrant, it is placed at the end of the box queue. The single right arrow in the lower right corner moves the box to the right.

Finally you will notice the double arrow pointing up or down. Clicking this tells Layout to send the box to the front or bottom of the queue line. So if our box is in the 1:3:7 position and I click the double up arrow, it will be transferred to the 1:3:1 position. Clicking the double down arrow would send it where? That is correct! To the 1:1:5 position. Why? Because the 1:3:7 is the end of the queue. Remember when we moved it from the right? Since it is at the end of the queue it would wrap from the bottom back to the top quadrant. Since it is in a new quadrant, it is put at the bottom of the queue.

Confused yet? It will make more sense when you start clicking on the arrows. Click on the **Off** link when you are done.

Change Box Style

Just as there are many boxes that make up a theme, there can also be several different box styles included with it. After you click the **On** link, a drop down box will appear under each box. Pick the box style you wish to use and click set. The box will then change to the new style. Click the **Off** link when you are finished.

> ### Note
>
> This is why the panel follows you around until it is closed. You might need to maneuver to a specific page before you can change a box style or position.

Set Default Theme

Your default theme is what users see when they first come to the site. If you allow users to pick their own theme, that user (and only that user) will see their theme when they log in. You can change your default theme by choosing one from the drop down menu and clicking the button.

Settings and Close Panel

The **Settings** link takes you back to the Layout administration screen. Click on the **Close Panel** button when you are finished using Layout.

Conclusion

Hopefully you now know how to change the look of your site without much hassle. If you have any questions about the Layout module, please visit us at Sourceforge. If you have any questions or comments about this document, please direct them to matt at tux dot appstate dot edu.

Chapter 6. Users Administration

Matthew McNaney

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Abstract

This is user documentation for the User Administration module.

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Introduction

The 0.9.x series of phpWebSite took a large leap forward in regards to user administration. If you recall, in the 0.8.x software, you had only had one level of administration. If you were an admin, you had total access to the system. Besides admins, there were users. They didn't have any authorization. So you either had complete power or none at all.

PhpWebSite 0.9.x supports âgranulated administration.â This means that the administrator can assign permissions on a per user basis. For example, the admin could assign a user the ability to create announcements, but not allow them the ability to delete them.

There isn't a separation of users and admins anymore. There are only users with varying degrees of permissions. For the sake of simplicity, I will refer to users who have the ability to use the User module as "admins."

In the 0.9.x series, there is a designation of total power that a user can obtain: deity status. A deity can do anything in phpWebSite. You do not have to set any other permissions for the deity. They also have access to some modules that mere mortal admins do not.

Another change is the inclusion of groups. These allow you to bundle users together. These users will then inherit the permissions of the group without losing their personal permissions.

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Getting Started

Users is an Administration module. Go under that tab in the Control Panel and click Users Administration link. You will see a panel of commands at the top of the screen and a welcome message. We will get started by adding an user.

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Adding Users

Usually the best way to add a new user is to let them do it themselves. That way they can enter their own information. However, if you have a closed site or just prefer to do it yourself, you may enter them manually.

Under the user administration screen, click Add User. You will be taken to a form.

- **Administrator**: This must be checked if you want the user to use the administrative functions in the system. If it is unchecked, they will not be able to use any of the administrative modules.

  ### Note

  This will change in version 0.9.3. The check box will be replaced with a switch that will forbid users to log in

- **Username**: The log in name for the user. It must contain letters, numbers, and/or underscores only. The username also must not already be in use.
- **Password**: The password must be over five characters in length. You may also get a warning if the password is too easy (e.g. using "password", "passpass", etc.). Type the same password in the "match" field.
- **Email**: The email address of the user. Not required when you create the user but it would be best to enter now or remind them to enter it later. If the system can't find a way to contact them, the user might have problems down the road.

If you entered the information correctly, clicking the Create User button will add the user to the database. (Note: If you want to learn about groups and permissions now, skip down to those sections).

Managing Users

Using the Manage Users link on the user panel will allow you to access the users in your system. If you don't have many users, you may see them on the list. As your site grows, you might get more users than can be listed on one screen alone.

Finding Users

To find a user, there are a couple of options available to you.

Search

If you know the name of the user (or a portion of it), you can use search. Just type the name in and click Go. The user module will return a list of possible matches.

Alphabet

At the top of the Manage Users screen is a listing of letters A through Z. If you click on one of these letters, a list of users whose usernames starting with that letter will appear. Clicking on "ALL" will return the complete list again.

Pages and Limits

Sometimes the amount of users surpasses what you can view on the screen, even after a search. These users will be split up into pages. You can navigate through these pages one-by-one by clicking the left and right arrows or skip directly to a page by clicking on that number. If you want to control how many users are shown per page, click that number under Limits.

Other Options

The Manage Users page allows you to perform a few quick actions on users. You can change a user's administrative status by clicking "Yes" or "No" under the Admin column. (Note: as mentioned earlier, this will change to a option to disable user accounts).

If you want to make changes to an user's account, click the "Edit" link. You will come to the same screen used in creating an user. Make your changes and click the "Update User" button.

You can also delete a user by click on the Delete link. You will receive a warning before the final deletion.

Finally, if you are a Deity, you can make a user one as well. Only a Deity can make another user a Deity. Do not make this decision lightly. That user will have full control of the site and, unlike other users, will have the ability to change or delete your account.

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Permissions

All modules with administrative functionality have permissions. You can assign one or more of these permissions to users.

Go into a user account and you should see a list of modules. Some of the modules have sub-permissions. If you want the user have permission to use the module, just click the check box to the left of the module name. If you want them to have sub-permissions, click the check box to the left of it.

Let's take a look at an example. Let's say we have a new user named Larry. First I would make sure the Administrator check box is checked. He won't be able to administrate any of these modules otherwise.

We want him to be able to create and edit users. It so happens that this is a basic functionality for this module. So I check the box next to **User Manager**.

There are some sub-permissions for the User Manager. If I check Set Permissions, then I am pretty much giving him full access to the system (he will be able to edit his own permissions). So I leave that unchecked. I have decided Larry can delete users if he needs to so I will check that box. I do not want him to be able to Delete Groups so I will leave that unchecked. Finally, there is no reason he should be able to change any of the Administrative Settings so I will leave that blank as well.

That's all there is to it. I would then go through all the other modules and decide if Larry needs access to them. When I was satisfied, I would click the **Create User** button (or **Update User** if he was already in the system) and Larry would be ready to go. The next time he logged in, he would be able to access the modules I set for him.

> ### Note
>
> 0.9.2 does not support permissions per element. For example I can't assign permission for only one person to edit a specific PageMaster page. This functionality will be available in version 0.9.3.

Groups

A group of users all share the same permissions. This makes assigning permissions to users much faster as I only have to set them in one place.

Adding a Group

To create a group, click on the **Add Group** link on the user panel. Next enter the title of the group and a description if you like.

Below that you will see two columns. The column on the left contains the users that are in this group. The column on the right is a list of users not in the group. Select the users you want in the group in the right box and click the **Add Member** button. Alternately, select the users you want to remove from a group and click the **Drop Member** button.Finally, select the permissions for that group just as you did for users.

Click the **Create Group** button when you are satisfied with the results.

Inheritance

Users will inherit the permissions from the groups they are in. These permissions will **NOT** overwrite the permissions from another group nor will they cancel out the permissions set for that user. So if you have a group that is just for those who can enter announcements and you have another group who can create new calendar entries only, both those rights will be inherited by the user. Just because one group doesn't allow something the other group allows, doesn't mean they will cancel each other out.

If you go to the **Manage Users** screen and Edit a user you previously put into a group, you should now see that fact listed. You can remove the user or add their membership to a group from this page.

You may also notice another column added to the permissions portion of the user form. It indicates whether the user is receiving permissions from their groups. The Inherits column will print **Yes** if they do or **No** if they do not.

Managing Groups

The **Manage Groups** page lists the groups currently in your system. You may click on the **Edit** link next to the group name to alter the members, permissions, title or description. You can also click the **Delete** link to remove a group permanently from the system. Removing a group will not delete the users in that group.

Settings

The final section you need to be aware of is the Setting page. You can access it by click on the **Settings** link in your user panel.

Contact Information

If you allow users to sign up for an account, you will need to fill in this information. The "**User Email Contact**" is the "From:" address the users will see when they get their notice.

The "**Subject Line**" appears as the subject of the email.

Finally the **Greeting**" will form the body of the message. Make sure you identify who you are, why they are receiving this email, how to contact you, and a web address to get to the site.

The Contact Information is also used for the **Forgot Password** functionality.

Allow New User Setup

Determines if you want users to have the ability to open an account. If set to **None** they will not be able to. **All users can apply** lets them sign up and immediately receive their confirmation email.

Finally, **Only approved users can apply** allows them to sign up but requires someone to approve their account via the Approval module. After approved, they will receive their confirmation.

Authentication Method

Normally, you should just keep this set to **Local Database**. If you are using an alternate authentication method, type in the name of the file you are using to do so.

Show Login Box

If this is unchecked, the log in box will not appear until after the user has signed in. To get signed in, users would need to go to the "admin" directory in your web site. (e.g. http://www.myphpwebsite.org/admin/). This page has a log in section.

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Conclusion

That should get you started with the users module. If you have any questions, please visit the Sourceforge forums. Any comments or questions about this document should be directed to me at matt at tux dot appstate dot edu.

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The Modules

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Chapter 1. Announcements

Adam Morton

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Introduction

The Announcements module allows site administrators to post important news or announcements to their main page. It allows future announcements to be queued up and automatically posted on their specified date. It also has support for expiring announcements. This allows an administrator to have an announcement removed from the main page automatically on a specified date. The announcement module also allows for site visitors to submit their announcements for an administrator to approve. This feature is a great way to allow your site visitors to have a voice on your site.

An announcement can consist of several parts. The only required parts are a subject and a summary. Optional parts include a body, image, category, post date, and expiration date. The announcements module will automatically assign the post and expiration dates for you but they can be changed at any time. When creating

Creating a New Announcement

Make sure you have planned out the content of your announcement before attempting to create it. You should also have in mind the post date and expiration date. Once you have planned out your announcement follow these steps to post it:

1. Make sure you are logged into an account that has permission to post announcements.
2. From the Control Panel, select the Site Content tab.
3. Find and select the Announcements module.
4. Click New Announcement in the Main Menu across the top.
5. Fill out the subject, summary, and other parts as neccessary.
6. Take a moment to proof read your content and double check your settings.
7. Click Save to save your annoucement.
8. The announcement will be posted on the date specified in Post On.

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Editing an Announcement

Make sure you have planned out the changes you wish to make to the announcement you want to edit. Then follow these steps to edit the announcement:

1. Make sure you are logged into an account that has permission to edit announcements.
2. From the Control Panel, select the Site Content tab.
3. Find and select the Announcements module.
4. You will be shown a list of current announcements.
5. Locate the announcement you wish to edit and click the Edit button for it under the Actions column.
6. Make any changes that you had planned.
7. Take a moment to proof read your content and double check your settings.
8. Click Save to save your annoucement.

Deleting an Announcement

First make sure you are positive you want to permanently delete the announcement in question. If you are unsure but would like to hide the announcement from public view, see section Hiding/Showing an Announcement. If you are sure you want to delete an announcement, follow these steps to delete it:

1. Make sure you are logged into an account that has permission to delete announcements.
2. From the Control Panel, select the Site Content tab.
3. Find and select the Announcements module.
4. You will be shown a list of current announcements.
5. Locate the announcement you wish to delete and click the Delete button for it under the Actions column.
6. You will be asked to confirm the deletion.
7. If you are sure, click the Yes button.
8. Your announcement will be deleted and you will be returned to the announcement listing.Hiding

Hiding/Showing an Announcement

Hiding and showing an announcement will hide it from public view or make it viewable by the public respectively. Make sure you're positive you want hide or show the announcement in question. If you are sure, follow these steps to hide or show the announcement:

1. Make sure you are logged into an account that has permission to hide/show announcements.
2. From the Control Panel, select the Site Content tab.
3. Find and select the Announcements module.
4. You will be shown a list of current announcements.
5. Find the announcement you wish to hide or show.
6. Click the Hide or Show button accordingly for the cooresponding announcement in the Actions column.
7. The announcement list will refresh and the announcement will be hidden or visabl

Module Settings

The announcement module offers several settings that allow you to customize the way it behaves and shows announcements. The settings available are as follows:

- Show Announcements - Designates whether or not to show announcements on the main page.
- Show Past Announcements - Designates whether or not to show the Past Announcements block on the main page.
- Number of announcements shown on home page - This is just as it sounds. If you are showing announcements on your main page, this setting will limit the number of announcements that will be shown at a given time.
- Number of past announcements shown - If you are showing the Past Announcements block on the main page, this setting will limit the number of past announcements to show in that block.

To access, change, and save the settings for your announcement module follow these steps:

1. Make sure you are logged into an account that has permission to edit the settings for the Announcements module.
2. From the Control Panel, select the Site Content tab.
3. Find and select the Announcements module.
4. Select Settings from the Main Menu across the top.
5. Change the settings appropriately.
6. Click Save Settings to save the changes.

Chapter 2. Block Maker

Steven Levin

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Getting Started

Blocks are one of the most basic components of a web site. Blocks created by blockmaker are to be used for placing small amounts of content on your site. If the content is going to be longer than just a few sentences then consider making a pagemaster page. If you have decided a block is what you need then navigate to the administrative side of the Block Maker module. The Block Maker module can be found under the Site Content Tab of your Control Panel. The link for it says Block Maker and has an icon of a cursor hovering over a series of blocks.

- Click on the textual link or the icon to continue.

Listing Blocks

The first time you enter the Block Maker module you see a listing of all the blocks which are currently in the database. You can always return to this list from anywhere in the module by clicking the list blocks link at the top of the page. The listing of the blocks provides you with the ability to edit, delete, and activate/deactivate blocks.

- Clicking the edit button on the row of the block you wish to edit will take you form for modifying that block. Editing blocks is explained in section (4) of this document.

- Clicking the delete button on the row of the block you wish to delete will take you to a Yes/No confirmation. This confirmation makes sure you want to delete the block selected. Take this time to make sure you have selected the correct block and this is what you want to do. There is no recovery after you click Yes. Click No to cancel the deletion process.

- Clicking the Activate/Deactivate button on the row of the block you wish to change will toggle whether or not the block is publically viewable.

Create A New Block

Creating a new block is quite easy. Just follow the directions below and you will be done before you know it.

1. Click the Create A New Block link at the top of the page and that will take you to the form you need to fill out. If at anytime you wish to cancel what you are doing just click the Back to Main link at the top of the page.

2. Next fill out all of the necessary fields. None of these fields: title, content, or footer are required but if you don't put any content in the block then the block will not show up.

3. The title field is used as just that, a title. It also represents the block in the list of blocks mentioned in section (2) of this chapter.

4. The content field is where most of your information will go. There is a small wysiwyg provided here for those with javascript enabled. The wysiwyg gives you the ability to easily add several different html tags into your content.

5. The footer field is rarely used and must be supported by the boxstyle the block is using. This can just generally be ignored.

6. The default theme variable is used for the placement of the block on your site. This is not set in stone and can be moved later via the layout module's box move. The choices in this dopbox explain exactly where on the site the block will defaulty be placed.

7. The allow view option gives you the abilty to select which modules must be active in order for the block to appear. For instance you can select pagemaster and the block will only be visable when a pagemaster page is being viewed. Most of the time you will select all the modules so the block can always be seen. If none are selected and the block is saved then they will all be selected by default.

8. When you are done click the Save Block button and you will be returned to the listing of blocks.

9. Now you will need to activate the block in order to make it publically viewable.

Editing Blocks

Editing a block is much like creating a new block except all of the fields are pre-populated with the data that was entered when creating this block. If at anytime you wish to cancel what you are doing just click the Back to Main link at the top of the page.

- Now you can modify the content in the block and change its allow view options. The only thing you can't change here now is the theme variable you chose when creating a block. This has to now be modified by the layout module's box move.

- When you are done editing the block click the save block button and the block will be saved to the database and return you to the list of blocks.

- Make sure the changes you made are correct because they will go live as soon as you save the block. Unless you deactivate it before you begin to edit.

Chapter 3. Calendar

Matthew McNaney

2003-06-13

Revision History		
Revision 1.0	2003-06-12	MM
First release		

Abstract

User documentation for the phpWebSite Calendar module

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Introduction

Calendar allows you to post events on your web page. It displays these events in daily, weekly, and monthly views. It also includes a small view which allows users to see what is coming up within the next few days.

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Getting Started

You can get to the administrative functions of Calendar two ways. The first way is to view an event, month, week, day, or year. As soon as you access the Calendar module, the administrative panel will appear at the top of the page. The other way to access calendar is by clicking on the Calendar icon in the Control Panel. Calendar's function is to post events. To get started, we will create an event.

Creating Events

Click on the **Create New Event** in the Calendar administration panel. You will come to the event form. Here is what you will need to fill out.

- **Active** - This defaults to 'On'. If you want the event to be hidden from user view until later, change this to 'Off'.
- **Title** - Pretty self-explanatory. This is the title of the event. Keep it short and don't include the date or time. Let the rest of the form handle that.
- **Description** - Although not required, you should fill this in with a description of the event and its importance.
- **Image** - You can upload an image to be associated with your event. Just click the Browse button and choose an image from your hard drive. You can also use an image that is already on the server by picking it from the drop down menu. Set your selection to <None> if you decide you don't want an image with your event. Finally, select an image and click the Remove Button to delete the image file from the server.
- **Template** - The template controls the layout of your event when it is viewed. Normally, the default.tpl template is sufficient. If however, there is another template file you wish to use, select it from the drop down menu.
- **Event Type** - There are four event types. Click the radio buttonnext to the one you wish to use.
  1. **Interval** - This event has a definite start and end time and date.
  2. **Starts At** - This event has a definite start time but an undetermined end time.
  3. **Deadline** - The start time of this event is irrelevant but the end time is vital.
  4. **All Day** - This event doesn't have a start or end time (e.g. a holiday).
- **Start Time** - This is the time the event starts. You do not need to set this for the All Day or Deadline event type.

- **End Time -** This is the time the event ends. You should set this for Interval and Deadline events, but not for Starts At or All Day events.
- **Start Date -** The date the event starts. Note that the Start Date must always be before the End Date.
- **End Date -** The date the event ends. Normally this is the same day as the Start Date, however you can create an Interval event that takes place over several days.
- **Categories -** If you have created categories in FatCat, you can associate the event to one or more of them. If your event is important, consider clicking the Sticky check box. This will assure it is seen in the What's Related box.

Click the **Create Event** button once you have finished filling out the form. If there aren't any errors, your event should now appear on the calendar.

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Editing Events

To change an event's data, find it using the calendar and view it. As an administrator, you should see an **Edit** link. Click on that link to go to the edit form. Your changes will not be saved until you click the **Update Event** button.

Deleting Events

To remove an event, click on the **Delete** link that will appear when you are viewing an event. This will permanently remove the event and its repeats from the system, so be careful.

Repeating Events

If your event needs to post more than once, you should repeat the event. Below the event form is the repeat form. To get started, click the check box next to **Repeat Event until** and pick the termination date. The repeats will cease after this date.

Now click on the radio button next to your repeat option.

- **Daily** - The event will appear everyday until the termination date.
- ***Weekly*** - The event will appear on every checked weekday.
- **Monthly -** Choose whether you want the event to appear at the beginning of every month, the end of every month, or every month on the same day as the start date.
- **Yearly -** Choose this if you want the event to appear on the same day every year.
- **Every** - Here you can choose specific weekday of each month for your event to appear. For example, you could choose to have an event repeat on the second Tuesday of every month. First pick which week you want the event to appear in. Then choose the weekday. Finally, choose a specific month or the "Every Month" option.

When you are finished setting your repeat options, click either the Create Event button (if you are making a new event) or the Update Event button (if you are editing an old one).

Settings

Clicking on the **Settings** link will take you to the page of the same name. There are only a few settings you may want to alter and you shouldn't have to do so often.

- **Mini Month** - uncheck this if you do not want the small month view to show in the user view.
- **Days Ahead** - Set the amount of days in the future you want the calendar to look ahead for events. Set it to zero if you do not want it to display at all.
- **Cache Calendar Views** - Check this box if you want the calendar to cache some of its pages. This can increase the speed of some views (especially month and year).
- **User Submitted Events** - Check this box if you want to allow users to submit events.
- **Reindex FatCat** - If you have deleted an event and it is still showing up in What's Related, check this box.

Click the Submit button when finished.

Refresh

If you are caching the calendar views, changes made to the events may not appear immediately. If you are impatient, click the **Refresh** link on the calendar panel to clear the cache.

User Submitted Events

If you are allowing user submitted events (see Settings) then users will be able to suggest events. They will not be able to post repeats (imagine an event repeated daily from 2003 to 2009) so they will need to put that information in the description. To approve the event, go to the Approval module.

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Conclusion

Once you create your first event, using calendar should be pretty clear. If you have any problems, please visit us at Sourceforge. If you have any questions or comments about this document, please email me at: matt at tux dot appstate dot edu

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Chapter 4. FAQ (Frequently Asked Questions)

Darren Greene

2003-06-19

Revision History		
Revision 1.0	2003-06-19	DG
First release		

Abstract

User documentation for the phpWebSite FAQ module

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Introduction

The FAQ module provides an interface to view frequently asked questions and answers. The questions that are answered over and over via phone, email, etc. are ideal questions to be managed by the FAQ module. The FAQ module uses an algorithm for sorting and listing FAQs. The equation takes into consideration how many times a FAQ has been accessed, how long it has been since it was last viewed, and the average rating given by users. The rating and sorting methods were designed to force the FAQs that are accessed the most often and have the highest score rating to appear toward the top of a users search results.

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Getting Started

To begin adding FAQs, log in as an administrator with the permission to add new FAQs activated. If you do not login with the proper permission enabled, then any FAQs added will be considered suggestions, which then must be approved by an administrator. If you have just installed the FAQ module, then you must access FAQ by going to the *Control Panel* -> *Site Content* -> *FAQ*. Since you are logged in as an administrator, FAQ provides you with several more advanced menu options than a regular user, such as access to statistics about your collection of FAQs, ability to list unapproved and hidden FAQs, and a settings link to define how the FAQ module will organize and present the FAQs to users. Click the link that says *'New'* to start adding new FAQs. The *'View'* link will show all the FAQs you have inserted.

Viewing FAQs

To view the FAQs that have been inserted into the FAQ module and are viewable (in other words not hidden or unapproved), click *'View'* from the FAQ menu. The arrangement and organization of the listed FAQs depends on which layout mode is selected from the *'Settings'* option of the FAQ administrative panel. There are four possible layout modes that represent the typical ways that users expect the format for a listing of FAQs to be presented.

Adding FAQs

To add a new FAQ to the FAQ module, login as an administrator with the permission to add a new FAQ and click the *'New'* link from the FAQ administrative menu to access a form to submit a new FAQ. The different fields are explained below:

- **Question** - This is the frequently asked question. It is a required field.
- **Answer** - The answer to your question. This field is required.
- **Category** - This field will only display if the FatCat module is installed. The category chosen will be used in the category layout mode to group FAQs. The FAQs in the same category are also used by any module of phpWebSite that utilizes the FatCat *What's Related* feature. The category field is also required if there are any categories defined within FatCat.

FAQ view mode

The FAQ view mode which is referenced several times in this chapter refers to the view that has a single FAQ followed by it's answer. The hit counter for FAQs is also updated from this view. There are several elements that may appear in view mode and are explained below:

- **What's Related** - If Fatcat is installed and you have been assigning FAQs to particular categories then a "What's Related" box will appear on the screen that lists other FAQs in the same category.
- **Comments** - If the FAQ setting to allow users to post comments is enabled, then any user comments on the current FAQ being viewed will appear on this page.
- **Admin Menu -** If you are logged in as an administrator with any of the permissions enabled to edit, hide, show, approve, unapprove, or delete FAQs, then the Admin Menu box will be shown, giving you quick access to administer a FAQ.
- **Change Score Rating For This FAQ** - This box will show up if you have the admin permission to change the ratings of FAQs. The hits and the average score rating are both editable and both of these values are combined to give a new composite score. An example of when you might want to change or reset the score rating of a FAQ is after changing the question or providing a better answer.

Note

To get to the view mode under certain layout views of FAQ you must click the *'feedback'* link. The *'feedback'* will only appear if the FAQ settings to allow users to rate FAQs is checked.

Submission and Administering Suggested FAQs

If a user is not logged in or is logged in as an administrator that lacks the permission to add new FAQs, then the FAQ module will only allow users to suggest FAQs. On the FAQ menu the menu option for *'New'* will instead say *'Suggest a FAQ'*. Any suggested FAQs will not be active or show when viewing the current FAQs, because they must first be approved by an administrator. Suggested FAQs may lack an answer when initially submitted, but before being allowed to be approved an answer must be provided. The form for suggesting a FAQ has two extra optional fields for the user's name and email address. This contact information is to allow administrators the ability to contact the sender if there is a question about the FAQ the user has submitted. To view and approve suggested FAQs follow these steps:

1. Login as an administrator of FAQ and click 'Unapproved / Hidden' from the FAQ administrative menu.

2. If there are no FAQs that need to be approved, then the list will of course be empty. But, we will assume there is at least one FAQ that needs to be approved. So, select the a FAQ from the list that you would like to administer.

3. You have several different choices from the drop down menu:

    - **View** - The *'View'* option will take you to a screen showing what the FAQ will look like if it is approved. This option is important if there is any ambiguity about the question the user has submitted, since you will be able to see if the user provided their email address. If so, you can click the option to *'Send Email'* to use the built in mail interface of FAQ to send the user who suggested the FAQ an email asking them to clarify their question.

    - **Edit** - This is probably the most typical option to choose, since you will probably need to redefine the question submitted and provide an acceptable answer. So, make any changes in *'Edit'* and after saving the changes you will be brought back to the unapproved listing.

    - **Approve** - Choose this option to go ahead and approve the FAQ, which will make the FAQ active and viewable, providing that you have not chosen to hide the FAQ. The FAQ must have an answer before it is allowed to be approved. There is also an approve option in the *'View mode'* of any FAQ.

    - **Delete** - If you do not like the question submitted, then choose this option to delete the FAQ.

- **Hide and Show -** These options are of little significance in the unapproved list since by the FAQ being unapproved it is already not viewable by users.

4. If you chose a path other than to hide or delete the unapproved FAQ then the FAQ should now be approved and viewable.

Note

When a FAQ is suggested it is also registered with the Approval module and can be approved or deleted using the Approval module's interface.

Hiding, Showing and Deleting Current FAQs

There are several different methods to administer existing FAQs.

- The easiest and probably the most convenient way is to login as an administrator and access the FAQ in *'view mode'*. You can tell if you are in *view mode* by seeing the option to rate the FAQ. If you are using either the bookmarked or question and answer layout modes then you will need the ability for users to rate FAQs enabled under settings to be able to directly administer FAQs in *'view mode'*. Once you are viewing a FAQ, then an administrative menu will appear below the question and answer with the options that you have permission to use such as hide, show, approve, unapprove, and delete.

- The other method is to use the special queries by clicking on *'Stats'* from the FAQ administrative menu. All of the different queries have the same interface, so use whichever query that will allow you to find the FAQ you are interested in faster. To guarantee that the FAQ you wish to change is shown, you should choose the option to *'Show All FAQs'*. Select the FAQ from the listing and choose from the drop down menu the option that you wish to perform on the FAQ (only the options that you have permission to use will be shown).

Statistics

To access the statistics section of FAQ click the link for *'Stats'* from the FAQ administrative menu. The top of this section gives a quick overview of all the FAQs added to the FAQ module. This shows the total counts of the number of FAQs that are current viewable, hidden, and unapproved. Also, in the 'Stats' section there are several different query options to list FAQs that meet a certain criteria, these queries are explained below:

- **Faqs with no activity in the last X months. -** Activity in this case can mean several different things such as a user has viewed the FAQ, the FAQ has been rated, or has been changed by an administer. If any FAQs have not had any activity in the number of months chosen for the query, then they will be listed.
- **FAQs with a high number of hits and a low score rating. -** This query doesn't use any type of set constant to determine the FAQs that are considered to have a high number of hits or a low score rating, but instead uses the number of hits and ratings of all the FAQs in the database to determine which FAQs meet the criteria specified. This particular query will show a listing of FAQs that have been viewed by many users, but the users have either not scored the FAQ or have consistently given it a low score.
- **FAQs with a low number of hits and high score rating. -** This query doesn't use any type of set constant to determine the FAQs that are considered to have a low number of hits or a high score, but instead uses the number of hits and rating of all FAQs in the database to determine which FAQs fall within this category. This particular query will show a listing of FAQs that have not been viewed by many users, but the users who have viewed the FAQ have rated the FAQ very positively.
- **FAQs that do not have a category selected. -** If you have inserted FAQs into the FAQ module before the FatCat(phpWebSite Category module) was installed, then any FAQs inserted will not have a category. This will not be a problem unless you select to use the Category layout mode, because any FAQs that lack a category will not show up. This query helps administrators quickly determine which FAQs do not have a category, so that they can choose a proper category.
- **Show all FAQs in database. -** Use this query if you wish to show all FAQs in the database whether they are visible or not. Ideal for general administration of FAQs.

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FAQ Settings

Options

- **Allow users to rate FAQs.** - Toggles whether or not users are allowed to rate a FAQ by giving it a rating of one through five, with five meaning the FAQ was considered excellent. Under certain layout modes if this option is unchecked then the 'feedback' option associated with each FAQ will not appear, since the feedback link is meant to allow users the ability to rate a FAQ.

- **Allow users to post comments.** - If you do not have the comment module installed, then this option will not appear under settings. If this option is selected, then each FAQ is allowed to have comments posted by users and they will appear at the bottom of the FAQs in *'view mode'*.

- **Allow users to suggest FAQs.** - Toggles the option of whether users who are not logged in as an administrator with the permission to add a FAQ are allowed to suggest a FAQ for approval. If this option is unselected, then users will be presented with the list of FAQs without a menu at the top, since the only option would be to 'View' the FAQs.

- **Add a menu link for the FAQ module.** - Click this hypertext to create a link on one of your navigation menus so that users can view the FAQs without being logged in or have to go through the control panel to access the FAQ module. Follow the instructions after clicking the link to add a menu link, and after the new link is added you will be returned back to the FAQ settings section.

Layout View

The different layouts allow you pick from several different common views that are typical of how users expect FAQs to be displayed. Plus, some of the layouts are more convenient depending on how many FAQs you need to show. For example, if you have a large number of FAQs, then it would probably be best to use the category layout, so that your FAQs will be grouped into categories. There are several help system icons that will help you choose a layout. The help blocks give both a description and a simple example.

- **Basic Question and Answer View** - This layout doesn't use categories to group FAQs, but instead features the FAQs by simply listing them in the manner chosen by showing the question and answer on the same page. The FAQs are sorted by their composite score, which consists of the number of times they have been accessed, their score rating, and the last time the FAQ was viewed.

   - **Limit results by showing X question per page. -** For the value X, put in the number of FAQs that you would like to show at one time on a page. If there are more FAQs than can fit on a page using the number you specified, then at the bottom of the page listing the FAQs, there will be a navigation panel allowing users to page through the FAQs.

   - **Bookmarked Questions -** Under this layout the FAQ questions will be shown at the top of the page and will be linked to the question and answer, lower on the page, along with links back up to the top of page. The number of FAQs that appear on a page is governed by the number specified for limiting the results on a page under this section of the settings. If you have enabled the ability for users to rate the FAQs, then a 'feedback' option will be provided for each FAQ.

   - **Question and Answer -** This layout will show each FAQ by listing the question followed by the answer. The number of FAQs that appear on a page is governed by the number specified for limiting the results on a page, which can be adjusted from the settings section of FAQ. If you have enabled the ability for users to rate the FAQs, then a 'feedback' option will be provided for each FAQ.

- **No Categories - Hyperlinked Questions -** As the name suggests this layout will simple list all the questions in one list and then users have to click on a question to view the question and answer. The number of FAQs shown on a page is controlled by the user.

- **Category View -** The category layout relies on the FatCat module to group the FAQs and this layout will not appear if FatCat is not installed. The categories must be created using the FatCat module. If a category has any FAQs in it, then after a user clicks *'View'* from the FAQ menu then that category will show along with the number of FAQs in the category and the category description (if there is one). Any subcategories will be shown below the parent category and will be indented. If a parent category doesn't have any FAQs in it, but it's children does have FAQs, then the parent category title will still be displayed , but it will not be a link. Users can click a category name to see a list of all FAQs in the category chosen, along with link back to the list of categories and if applicable links to the subcategories and parent categories. To view the answer to a FAQ question, the user must then click on one of the questions.

Legend for Rating FAQs

If you would like to change the text that users associate with a particular score for a FAQ, then you can edit the text using this section. The FAQ module is designed to work with five as being the user's opinion for saying that the FAQ was excellent and with one being the FAQ was of no use at all. This text appears in the drop down menu beside the question that says *How would you rate this FAQ* when viewing a FAQ.

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Tips for Administrators of FAQ

If you have FatCat installed then it is suggested that you adjust the constant titled FATCAT_LINK_CUTOFF in mod/fatcat/conf/config.php file to the number of characters that you want to chop off your questions to store in fatcat. You don't want this cutoff small, since the questions will appear in the 'whats related' box as incomprehensible. In other words, you don't want to have questions that show up as 'What about...'.

Suggested layout changes that require the use of the Layout Manager

- The user comments which will display when a FAQ is viewed would probably look best if set to show at the bottom of the page.
- The Menuman box to add a new menulink, which will display in the Settings section after clicking 'Add menu link for the FAQ module' would also look better if moved to the bottom of the page.

Chapter 5. Menu Manager

Steven Levin

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Getting Started

Menus within phpWebSite are used for site navigation. To begin using the Menu Manager module you must go to the adminisrative side. The menu manager can be found under the Site Content tab of your controlpanel. The link says Menu Manager and may have an icon that looks like an open menu.

- Click on the textual link or the icon to continue.

Listing Menus

When you first startup the module what you see is the Menu Manger admin menu followed by a list of menus if there are any in the database. If there are no menus you should see a message that says: There are no menus in the database at this time. The admin menu at the top allows you to list menus (2), create menus (3), and go to the image manager (4). This menu will follow you around and be available on most of the administrative screens. At any point you can click the List Menus link and get back to this page. Each menu in the list can be edited, deleted, and (activated / deactivated).

- Clicking the edit button on the row of the menu you wish to edit will take you to section (5) of this chapter which will be discussed later.
- Clicking the delete button on the row of the menu you wish to delete will take you to a Yes/No confirmation. The confirmation is to make sure you want to delete the menu (make sure this is what you want to do and that you have selected the correct menu). Click Yes to remove the menu and all of its links from the database. Click No to cancel the deletion process.
- Clicking the Activate/Deactivate button on the row of the menu you wish to change will toggle it between being viewable by the public and not.

Creating New Menus

The menu creation page allows you to configure all of the settings for your new menu. The options you see here can be changed later via the menu settings when you are editing your menu. Settings for the most part can be left at their default values and the menu will function the way most expect. Most of the options are for those who would like to really configure their menu.

1. Click on the Create Menu link in the admin menu at the top of the page, this will take you to the menu creation page.

2. Next begin to fill out the fields appropriately.

3. Menu Title: The text title that will show up at the top of the menu. You should always provide a title for your menu, altough it is not a required field, so you can distinguish it from other menus.

4. Menu Spacer: This value is a numeric value which represents the number of extra spaces the menu will add automatically to each nested level of the menu. The menu will always start with 0 space at the first level of the menu. (ie. a value of 2 for the menu spacer will put 2 spaces on the first nest of the menu and 4 spaces for the second nest)

5. Template: The template for the menu is just there to give the ability for someone to highly configure their menu. For most this option will just stay at default unless you really know what you are doing.

   - If you would like more information on templating please see the TEMPLATE.txt doc in the docs directory for the Menu Manager. The image map checkbox is there for furthur templating configuration.

6. Allow View: The allow view option allows you to choose which modules must be active in order for the menu appear. You can select one module or multiple modules. The default is to select all of the modules so if none are selected then the menu will be visable for all of the modules currently installed. If a module is installed after the menu is created, and you want the menu to show up for the module, you will have to come and select it under the menu settings.

7. Default Theme Variable: This allows you to choose where the menu will defaultly show up on the page after it is created. This is the only time you can set this option within the menu manager. After it is set it can be changed via the layout modules box move option. The values for this

option are pretty self-explanitory, it will show up exactly where it says.

8. Menu Indent: The menu indent can be one of two things a character or an image. If the radio button is selected for a character then the menu manager will use the character selected from the dropdown box before every link in the menu. Also if an activity color is set for that character then the character will turn that color when the link it shows up before is the link that was just clicked. If the radio button is selected for an image then the images choosen will show up before each link. Depending on the activity of the link. The images found in the dropbox here can be uploaded via the image manager.

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Image Manager

The image manager just gives you a web-based interface to upload images you want to use as an indent item at that is all. If you do not plan on using an image for your indent item then you will not need to use the image manager. Current images can also be removed from the system via this page by just selecting the image and clicking delete.

Editing Menus

To edit a menu you must list all of the current menus as described before and click the edit button next to the menu you are wanting to edit. Now you will see a list of all the current links in the menu, if there are no links in the menu you will get a message that says: No items for this menu.

Adding Menu Items

1. A menu item may be added to the menu by clicking on the Add Menu Item button at the bottom of the page.

2. After you click this you will see a screen which will give you three options.

    - Title: The text representation of the link that will be placed in the menu. This field is required.

    - URL: The url of the link you are wanting to add. If pagemaster pages are available they will show up here in a dropdown box to be selected. You can either fill out the url or pick a pagemaster page. When a pagemaster page is chosen then the url field is populating accordingly so it does not need to be filled out. In this case the user submitted url will be ignored.

    - Display: This option allows you define how the link will act and display on your site.

        - Internal: The page is internal to the site and the menu will expand at that point where the menu is clicked.

        - External: The page is external which means it is not located within your site (ie. links to another site) this will not detect your position in the menu.

        - New Window: This option will cause the link to open in a new browser window.

3. Now select where on the menu you would like the menu item to go. The very top radiobutton means you want the link to be a top level link (ie. not nested under another link). If any other radiobutton listed next to another menu item is selected that means you want the link you are adding to be nested under the item selected. Finally if this is the first link you are adding to the menu then it can only be a top-level link.

Basic Edit

This is the first mode you will see when editing your menu. At any time you can switch to the advanced edit mode (5.3) by clicking the Turn On Advanced Edit button. The basic edit allows you to edit the textual representation of the menu item, change the activity of the menu item, change the order of the menu item, and delete menu items. All of the edit and delete options can be done in mass by checking more than one check box and then clicking the appropriate submit button. Ordering of menu items can only be done one at a time by clicking the arrow in the direction you want it to go. To update the menu item:

1. To update the text, change the value in the textfield of the link you want to edit and check the box next to the link, now click the Update Menu Items button and you are done.

2. To toggle the activity of a menu item check the box next to the item you want to change and then click the Activate/Deactivate button.

3. To change the order of a menu item just click the up or down link next to the item you want to move. Only items that are on the same level (in the same nest) can be order. An item can not be moved to another nest at this point in time. This option is in the plan for future versions.

4. To delete an item check the box next to it and then click the delete button. A confirmation will then appear making sure you are deleting the links you want. If you click yes that link will be deleted along with ALL of the links nested under it.

Advanced Edit

The advanced edit mode will also allow you to edit the textual representation of a menu item and delete a menu item. It will also allow you to edit the url for the menu item, and the display method as described earlier. All of the edit and delete options can be done in mass by checking more than one check box and then clicking the appropriate submit button. To update the menu item:

1. Edit the textfield containing the information you want to change.

2. Then check the box next to the item and click the Update Menu Items button.

3. If you select a pagemaster page then you do not need to edit the url field, the menu will take care of that for you.

4. To update the display select the display you want then check the box next to the item and click the Update Menu Items button.

5. To delete an item check the box next to it and then click the delete button. A confirmation will then appear making sure you are deleting the links you want. If you click yes that link will be deleted along with ALL of the links nested under it.

Settings

The settings button will take you to the settings for your menu. These are all the same options seen before when creating a menu. Click save at the bottom to update any changes you may make on this page.

Add Module Default

The ability to add module defaults allows you to add a link of a specific module's user side to the menu. After clicking this button, then select the module you want to add a link for and then select the position you would like to see the link in the menu. Finally click Add Menu Item. Your are done.

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Chapter 6. PageMaster

Adam Morton

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Introduction

The PageMaster module is used to create and edit web pages for your site. PageMaster also allows you to post a page you created as the "main page" for your site. It is also integrated into several other phpWebSite modules which extend it's functionality. You must have these other modules installed before the functionality will be available. Some of these modules and their functionality is as follows:

Menuman- offers a quick, easy method of adding pages to your sites menus.

FatCat- allows categorization of pages so users can easily find pages that contain related information and other items that contain related information.

Comments- allows visitors to your site the ability to post their comments on information contained in your pages.

The content of a page is broken into two parts, a page title and page sections. Each section is broken into three parts, a section title, section text (the main information for that section), and a section image. It's good to have in mind the number of sections you will be using, the relative content for each section, and the order of these sections in your page. The section image is always optional. The layout of a page is dependent upon the template selected for that page and the layout or template of each section.

Creating a Page

It is recommended that before you create a page using PageMaster that you plan ahead on the content and layout of that page before attempting to dive in and create it.Once you have a page planned out follow these steps to create your page:

1. Open your *Control Panel* and navigate to the *Site Content* tab.

2. Select the *PageMaster* module from the list of modules.

3. Select *New Page* from the main menu.

4. Enter your *page title*.

5. If your page fits into one of your site's *categories*, select it from the list provided.

6. Select a *template* for your page. The default template is the only template to ship with phpWebSite.

7. If you have the *comments* module installed, you can choose to allow comments on your page and whether or not to allow anonymous users to post comments.

8. Check the information you entered to make sure it is correct and click the *Go* button.

9. You can now start adding sections to your page. Sections are added from top to bottom.

10. Enter a *subtitle* for your section.

11. Enter the *body text* for your section.

12. Optionally, *select an image* from your hard drive to upload to your section. If you supply an image, you must also supply a *short description* for that image in the Short Image Description field.

13. Select a *template* to use for the layout of your section.

14. Check to be sure the information you entered is correct and click the *Save Section* button to save

your section.

15. You will now see the section you just created at the top of your page. You can choose to edit or delete a section by clicking the *Edit* or *Remove* buttons respectively within the section.

16. Repeat steps 10 - 14 to add more sections to your page.

17. When you have added and saved all your sections, click the *SAVE PAGE* button to save your page. Be sure to carefully read the warning before saving the page.

18. You will now be taken back to your list of pages and your new page will be shown in the list.

By default when a page is first saved, it is marked as hidden. To make your page viewable by your site visitors click the Show button for the respective page. Alternately you can click the Hide button to hide a page from your visitors. To make changes to an existing page, click the Edit button for the respective page. To remove an existing page, click the Delete button for the respective page. You will be prompted to confirm the deletion of the page before it is fully removed.

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Editing a Page

To edit a page, select List Pages from the Main Menu and find the page you wish to edit in the list of pages shown. Click the Edit button under the Action column for the page you wish to edit. You will be taken to the same edit mode as when creating a page. From here you can choose to edit or remove any section within the page by clicking the Editor Remove button respectively within the section.

To edit the page title, categories,or template, click the edit button located in the title bar of your page.When you have updated the information, click the Go button to return to editing the sections within your page. When all the information within your pages and sections are updated, click the SAVE PAGE button at the bottom of the page. Make sure to carefully read the warning before saving the page.

Removing a Page

To remove an existing page from your site, select List Pages from the Main Menu and find the page you wish to remove. Click the Delete button under the Actions column for the respective page. You will be asked to confirm the deletion. If you are sure you want to completely remove the page, click the Yes button and the page will be removed. If you are not sure, click the No button and the page will remain. If you do not wish to delete a page but want to hide it from your visitor's view, you can choose to just hide it instead of fully removing it. Select List Pages from the Main Menu, find the page you wish to hide and click the Hide button for the respective page. The Hide button will turn into a Show button. When you are ready to show the page to the public again, click the Show button for that page.

Setting the Main Page

To set a PageMaster page as your main page,select Set Main Page from the main menu. The current saved pages are shown with Select buttons to the right of the titles. Find the page you wish to have as your main page and click the respective Select button to set it. The current main page is marked with CURRENT in green to the right of the title. This also appears in the regular page list. If you wish to hide the main page all together, select List Pages from the Main Menu and click the Hide button for the respective page.

Chapter 7. File Manager

Adam Morton

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Introduction

The File Manager is a simple module that allows users to upload files to their phpWebSite sites. These files can be anything from mp3s to archives of data. All files should be categorized via the FatCat categorizer to allow them to show up in key areas of your site. The File Manager

Adding a New File

Before uploading a new file, make sure you have decided what the description of the file will be and which of your site's categories the file will fall into. Then, follow these steps to upload your new file:

1. Make sure you are logged in and have permission to use the File Manager.
2. Open your Control Panel.
3. Select the Site Content tab.
4. Find and select the File Manager module.
5. Click Add New File.
6. Click the Browse button under Upload File and select the file you wish to upload.
7. Fill out the description for your file.
8. Select the category or categories this file will belong to.
9. Click Submit.
10. Your file will be saved and you will be presented with the details of the uploaded file.
11. Click Return to Main to return to the current file listing.

Editing an Existing File

Before editing a file, make sure you have decided what changes will be made including the description of the file will be and which of your site's categories the file will fall into. You can also upload a new file to replace the current one. If this is the case, then have in mind where the file is located. Then, follow these steps to edit your file:

1. Make sure you are logged in and have permission to use the File Manager.
2. Open your Control Panel.
3. Select the Site Content tab.
4. Find and select the File Manager module.
5. Find the file you wish to edit in the file listing.
6. Select the check box next to the file you wish to edit.
7. Select the Edit option from the drop down list of actions.
8. Click Go.
9. If you wish to change or update the current file with a new copy, click the Browse button under Upload File and select the file you wish to upload. Once you finish editing, the current file will be replaced by the new one you just selected.
10. If you wish to change or update the description, simply update the text in the Description box.
11. If you wish to change the categories your file appears in, select those categories in the Categories box.
12. Check over your changes one last time to make sure you haven't made any mistakes.
13. Click Submit.
14. Your changes will be saved and you will be presented with the details of the changes.

15. Click Return to Main to return to the current file listing.

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Removing an Existing File

Before removing a file, make sure you are positive you want to remove it from the File Manager. Once the file is removed, it cannot be recovered. If you are sure, follow these steps to remove your file:

1. Make sure you are logged in and have permission to use the File Manager.
2. Open your Control Panel.
3. Select the Site Content tab.
4. Find and select the File Manager module.
5. Find the file you wish to remove in the file listing.
6. Select the check box next to the file you wish to remove.
7. Select the Delete option from the drop down list of actions.
8. Click Go.
9. You will be asked to confirm the deletion of the file. If you are sure click Yes, otherwise click No.
10. If you select Yes, your file will be removed and a success message will be shown.
11. If you select No, you file will not be remove and a message will be shown to confirm the file still exists.
12. Click Back to Main to return to the current file listing.

Hiding or Showing an Existing File

Hiding and showing a file will hide it from your site visitors or allow your vistors to view the file. Before hiding or showing a file, make sure you are positive you want to hide or show that particular file. Keep in mind, you can select multiple files from the file listing to hide or show. Follow these steps to hide or show your file(s):

1. Make sure you are logged in and have permission to use the File Manager.
2. Open your Control Panel.
3. Select the Site Content tab.
4. Find and select the File Manager module.
5. Find the file(s) you wish to hide or show in the file listing.
6. Click the check box(es) next to the file(s) you wish to hide or show.
7. Select the Hide or Show option from the drop down list of actions.
8. Click Go.
9. The file listing will be refreshed with the file(s) you had selected hidden or visable.

Chapter 8. Form Generator

Adam Morton

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Introduction

The *Form Generator* is a module used to create online forms and collect data from your site visitors through these forms. Once data has been collected, Form Generator allows you to export the data into a tab delimited file. This allows you to import your data into a spreadsheet program such OpenOffice.org Calc or Microsoft Excel. Form Generator also offers some basic reporting features of it's own, but they are limited.

Some helpful things to remember when using the form generator:

1. The *Main Menu* is always shown across the top while administrating the Form Generator module. This menu allows you to perform key operations in certain areas of the Form Generator. Some of

these operations include: New Form, List Forms, Settings, Report, and Archive.

2. When first entering the Form Generator the Main Menu will only show two options: *New Form* and *List Forms*. The Menu will expand it's options when a form has been selected from one of the lists of forms. Certain options are shown for saved forms and certain options shown for unsaved or unapproved forms.

3. There are two parts to forms. *Settings* and *Elements*. A form's settings can be altered at any time in any form. They include settings like your instructions for the form, the submission message shown upon successful submission of a form, whether or not only registered users can view the form, and whether or not the form can be filled out multiple times by your users. A form's elements are the actual "questions" within your form. The elements are selected from a list of HTML elements like text field, text area, drop box, check box, radio button, and multi select. These elements can be used to ask and gather all sorts of information. A form's elements can only be edited when a form is in the unsaved state.

4. Under *List Forms*, three separate lists are shown. *Saved Forms* are forms that have been saved and may or may not contain data. That depends on whether or not you have the form available to your site visitors and whether or not those visitors have filled out the form. *Unsaved Forms* are forms that are being built but haven't been fully saved. *Unapproved Forms* are forms that were created by a user that is designated as needing approval of their forms before they are made available to the public. Once an unsaved or unapproved form is saved, it will move to the *Saved Forms* list.

5. When clicking on a form in a list, you will be viewing the form as a visitor to your site would view it. However, as an admin you will see the *Main Menu* at the top. From the menu you can select to perform various operations on the form you are viewing. You can always return to the form listing by clicking *List Forms*.

6. Something to keep in mind when saving forms: Make sure you are positive the form is correct and ready to be viewed and filled out by your site visitors. Once a form is saved it will start collecting data. If you decide to edit the elements within that form, the data collected by the form must be *cleared and archived* . Hence, you reset the form when you edit it's elements. A good practice is to export the data from the form just before you edit it's elements. You can always edit a form's settings no matter which state it is in.

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Creating a Form

It is a good idea to have your form planned out in advance before diving in and creating a form. In the plan, you should take into account the name of the form, the instructions for the form, the submission message for the form, the elements to be contained in the form and what HTML elements will be used to represent your form elements, and what type of users the form is geared towards (anonymous or registers visitors to your site). Once you have planned out the settings and elements for your form follow these steps to create your form:

1. Make sure you are logged into an administrative account that has permissions to use the Form Generator.
2. From your *Control Panel*, select the *Site Content* tab.
3. Find and select the *Form Generator* module.
4. From the *Main Menu*, select *New Form*.
5. You will be shown the *Settings* for your new form.
6. Fill out the Name, *Instructions*, *Submission message*, and other settings for your form.
7. If your form falls into one of your site's *categories*, specify it as well.
8. Click *Save Settings* to save your settings and begin adding elements to your form.
9. You will notice that the menu now has a *Settings* option and an *Elements* option. Selecting *Settings* will take you to editing the settings for your form and selecting *Elements* will take you to adding/editing of your form's elements.
10. To add an element to your form, select the element type you wish to add from the tool bar at the bottom and click *Add*.
11. See the section for adding the element you selected for more specific instructions for that element.
12. *Continue adding elements* until you have all your planned elements within your form.

13. Take a *final look* at your form to make sure everything is in order and make changes where needed.

14. When you are sure your form is complete, click the *Save Form* button on the tool bar across the bottom to save your form.

Prev	Up	Next
Chapter 8. Form Generator	Home	Adding a Drop Box Element

Adding a Drop Box Element

Make sure you have planned out the format of your drop box before continuing. You should have in mind the label or question for the drop box, the number of options, the option text to be shown to the user, and the actual value of each option to be stored when it is selected.

Make sure you are editing the elements of the form you wish to add the drop box to. Select *Dropbox* from the drop down list of elements on your tool bar and click Add. Follow these steps to finish adding the element:

1. Fill out the *Name* for your element. The *Name* is used to uniquely identify this particular element within the form. Form Generator will attempt to auto-assign a unique name to your element, but if you would like a different name you can change it. The only restrictions are, the name must contain only alpha and numeric characters, NO spaces, and be unique within the form you are editing.

2. Fill out the *Associated Text* for your element. The associated text is the text shown with your element. This text can be a simple label, question, or instruction. (e.g.: Please select your age range:)

3. Enter the *Number of Options* to be used with the drop box or select a *Predefined Option Set* (see section Predefined Option Sets).

4. If this element is required to be filled out, check the *Required* check box.

5. Click *Next*.

6. If you did not select a predefined option set, you will now need to fill out the information for each option in your drop box.

7. For each option, enter the *Text* which will be the actual text shown to inside the drop box.

8. For each option, enter the *Value* which will be the actual value stored if the corresponding option is selected. Optionally, if you the value you want to be stored is the same as the text entered for each option, you can select the *Use option text as values* check box at the bottom of the list of options. If that is selected, you do not need to fill out anything for the values of your options.

9. If you wish to have a certain option selected by default when the form is first shown to your site visitors, select the *Default* flag for the corresponding option.

10. If you wish to save the set of options you just created as a predefined option set, enter a name to save the option set as in the *Save option set as* field.

11. Double check your option set and click *Save Dropbox* when finished.

12. The drop box will be saved and added to the end of your form.

Prev	Up	Next
Creating a Form	Home	Adding a Text Field Element

Adding a Text Field Element

Make sure you have planned out the format of your text field before continuing. You should have in mind the label or question for the text field and whether or not the text field is required to be filled out.

Make sure you are editing the elements of the form you wish to add the text field to. Select *Textfield* from the drop down list of elements on your tool bar and click *Add*. Follow these steps to finish adding the element:

1. Fill out the *Name* for your element. The *Name* is used to uniquely identify this particular element within the form. Form Generator will attempt to auto-assign a unique name to your element, but if you would like a different name you can change it. The only restrictions are, the name must contain only alpha and numeric characters, NO spaces, and be unique within the form you are editing.

2. Fill out the *Associated Text* for your element. The associated text is the text shown with your element. This text can be a simple label, question, or instruction. (e.g.: Please enter your full name:)

3. Optionally, you can enter a *Size* and a *Maxsize* for your element. The size will be the actual size of the text field and will affect how many characters are shown at one time in the text field. The maximum size is the maximum number of characters you are willing to accept. A user may type in more than the maximum size allows, but the Form Generator will store only the number of characters specified with maxsize. If no size or maxsize is specified, Form Generator will fill in default values for you.

4. If this element is required to be filled out, check the *Required* check box.

5. Double check your input and click *Save Textfield* when finished.

6. The text field will be saved and added to the end of your form.

Adding a Text Area Element

Make sure you have planned out the format of your text area before continuing. You should have in mind the label or question for the text area and whether or not the text area is required to be filled out.

Make sure you are editing the elements of the form you wish to add the text area to. Select *Textarea* from the drop down list of elements on your tool bar and click *Add*. Follow these steps to finish adding the element:

1. Fill out the *Name* for your element. The *Name* is used to uniquely identify this particular element within the form. Form Generator will attempt to auto-assign a unique name to your element, but if you would like a different name you can change it. The only restrictions are, the name must contain only alpha and numeric characters, NO spaces, and be unique within the form you are editing.

2. Fill out the *Associated Text* for your element. The associated text is the text shown with your element. This text can be a simple label, question, or instruction. (e.g.: Please enter your full name:)

3. Optionally, you can enter the *Rows* and a *Columns* for your element. The rows will be the actual number of rows in the text area and will affect how many characters are shown per line. The columns are the actual number of columns in the text area and will affect how many lines of text are shown at a given time. If no rows or columns are specified, Form Generator will fill in default values for you.

4. If this element is required to be filled out, check the *Required* check box.

5. Double check your input and click *Save Textarea* when finished.

6. The text area will be saved and added to the end of your form.

Adding a Multiple Select Element

Make sure you have planned out the format of your multiselect before continuing. You should have in mind the label or question for the set, the number of options, the option text to be shown to the user, and the actual value of each option to be stored when it is selected.

Make sure you are editing the elements of the form you wish to add the multiple select to. Select *Multiple Select* from the drop down list of elements on your tool bar and click *Add*. Follow these steps to finish adding the element:

1. Fill out the *Name* for your element. The *Name* is used to uniquely identify this particular element within the form. Form Generator will attempt to auto-assign a unique name to your element, but if you would like a different name you can change it. The only restrictions are, the name must contain only alpha and numeric characters, NO spaces, and be unique within the form you are editing.

2. Fill out the *Associated Text* for your element. The associated text is the text shown with your element. This text can be a simple label, question, or instruction. (e.g.: Please select your age range:)

3. Enter the *Number of Options* to be used with the multiple select box or select a *Predefined Option Set* (see section: Predefined Option Sets).

4. If this element is required to be filled out, check the *Required* check box.

5. Click *Next*.

6. If you did not select a predefined option set, you will now need to fill out the information for each option in your multiple select box.

7. For each option, enter the *Text* which will be the actual text shown for options in the multiple select box.

8. For each option, enter the *Value* which will be the actual value stored if the corresponding option is selected. Optionally, if you the value you want to be stored is the same as the text entered for each option, you can select the *Use option text as values* check box at the bottom of the list of options. If that is selected, you do not need to fill out anything for the values of your options.

9. If you wish to have a certain option selected by default when the form is first shown to your site visitors, select the *Default* flag for the corresponding option.

10. If you wish to save the set of options you just created as a predefined option set, enter a name to save the option set as in the *Save option set as* field.

11. Double check your option set and click *Save Multiselect* when finished.

12. The multiple select box will be saved and added to the end of your form.

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Adding a Text Area Element	Home	Adding a Radio Button Element

Adding a Radio Button Element

Make sure you have planned out the format of your set of radio buttons before continuing. You should have in mind the label or question for the set, the number of options, the option text to be shown to the user, and the actual value of each option to be stored when it is selected.

Make sure you are editing the elements of the form you wish to add the radio buttons to. Select *Radio Button* from the drop down list of elements on your tool bar and click *Add*. Follow these steps to finish adding the element:

1. Fill out the *Name* for your element. The *Name* is used to uniquely identify this particular element within the form. Form Generator will attempt to auto-assign a unique name to your element, but if you would like a different name you can change it. The only restrictions are, the name must contain only alpha and numeric characters, NO spaces, and be unique within the form you are editing.

2. Fill out the *Associated Text* for your element. The associated text is the text shown with your element. This text can be a simple label, question, or instruction. (e.g.: Please select your age range:)

3. Enter the *Number of Options* to be used with the radio button or select a *Predefined Option Set* (see section: Predefined Option Sets).

4. If this element is required to be filled out, check the *Required* check box.

5. Click *Next*.

6. If you did not select a predefined option set, you will now need to fill out the information for each option in your set of radio buttons.

7. For each option, enter the *Text* which will be the actual text shown next to the radio buttons.

8. For each option, enter the *Value* which will be the actual value stored if the corresponding option is selected. Optionally, if you the value you want to be stored is the same as the text entered for each option, you can select the *Use option text as values* check box at the bottom of the list of options. If that is selected, you do not need to fill out anything for the values of your options.

9. If you wish to have a certain option selected by default when the form is first shown to your site visitors, select the *Default* flag for the corresponding option.

10. If you wish to save the set of options you just created as a predefined option set, enter a name to save the option set as in the *Save option set as* field.

11. Double check your option set and click *Save Radiobutton* when finished.

12. The radio buttons will be saved and added to the end of your form.

Prev	Up	Next
Adding a Multiple Select Element	Home	Adding a Check Box Element

Adding a Check Box Element

Make sure you have planned out the format of your check box before continuing. You should have in mind the label or question for the check box, the number of options, the option text to be shown to the user, and the actual value of each option to be stored when it is selected.

Make sure you are editing the elements of the form you wish to add the check box to. Select *Checkbox* from the drop down list of elements on your tool bar and click *Add*. Follow these steps to finish adding the element:

1. Fill out the *Name* for your element. The *Name* is used to uniquely identify this particular element within the form. Form Generator will attempt to auto-assign a unique name to your element, but if you would like a different name you can change it. The only restrictions are, the name must contain only alpha and numeric characters, NO spaces, and be unique within the form you are editing.

2. Fill out the *Associated Text* for your element. The associated text is the text shown with your element. This text can be a simple label, question, or instruction. (e.g.: Check if you wish to receive mail about upcoming events.)

3. Enter the *Number of Options* to be used with the check box or select a *Predefined Option Set* (see section: Predefined Option Sets).

4. If this element is required to be filled out, check the *Required* check box.

5. Click *Next*.

6. If you did not select a predefined option set, you will now need to fill out the information for each option in your set of check boxes.

7. For each option, enter the *Text* which will be the actual text shown next to the check boxes.

8. For each option, enter the *Value* which will be the actual value stored if the corresponding option is selected. Optionally, if you the value you want to be stored is the same as the text entered for each option, you can select the *Use option text as values* check box at the bottom of the list of options. If that is selected, you do not need to fill out anything for the values of your options.

9. If you wish to have a certain option selected by default when the form is first shown to your site visitors, select the *Default* flag for the corresponding option.

10. If you wish to save the set of options you just created as a predefined option set, enter a name to save the option set as in the *Save option set as* field.

11. Double check your option set and click *Save Checkbox* when finished.

12. The check boxes will be saved and added to the end of your form.

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Adding a Radio Button Element	Home	Editing, Removing, or Moving Elements

Editing, Removing, or Moving Elements

Editing, removing, and moving elements within a form are all similar operations. When editing a form's elements, the existing elements are shown with the element name and a drop box of options to the right of each element. To edit an element, select the *Edit* option from the drop box next to the appropriate element and click *Go*. You will be taken to a page exactly like the page shown when creating that particular element. Follow the instructions given for creating that particular element in their appropriate sections within this document.

To remove an element, select the *Remove* option from the drop box next to the appropriate element and click the *Go* button. You will be asked to confirm whether or not you wish to remove the element. Upon selecting *Yes* or *No* you will be taken back to editing your form.

To move an element, select the *Move Up* or *Move Down* option from the drop box next to the appropriate element and click the *Go* button. The element will be moved up or down in the form. If you element is at the beginning of the form and you select *Move Up*, the element will wrap to the end of the form and vice versa.

Predefined Option Sets

Predefined option sets are sets of options that are used often when creating a form. Some examples might be Colors, Sex, Yes/No answers, etc. Predefined option sets are created when adding or editing a form element that can contain options. These elements are Dropbox, Radio Button, Multiple Select, and Checkbox. See step 10 for any of the mentioned elements for more details on actually saving predefined option sets. There is currently no method for administrating or deleting predefined option sets.

Editing an Existing Form

First, you must be aware of the state of the form you wish to edit. If the form is saved, make sure you have exported your data before you attempt to edit it (see section *Reporting on Form Data*). Once you start editing the elements of a saved form, the form data collected is archived and cleared. Editing an unsaved or unapproved forms have no "side-effects" as they contain no data.

Editing an Unsaved or Unapproved Form

Make sure you have planned out the changes you wish to make to your form. In the plan you should take into account the elements you wish to remove, elements you wish to add, and settings you wish to change. If you are adding elements to the form, make sure you have carefully planned the settings needed for the elements as well as where those elements will appear in the form. Once you have your plan, follow these steps to edit your form:

1. Make sure you are logged into an administrative account that has permissions to use the Form Generator.

2. From your *Control Panel*, select the *Site Content* tab.

3. Find and select the *Form Generator* module.

4. You will be shown a list of your current forms.

5. Find the form you wish to edit and click the linked *Name* of the form.

6. To edit the *Settings* for the form you selected, select the *Settings* link from the Main Menu.

7. Change any settings you had planned on changing and click the *Save Settings* button.

8. You will now be taken into editing the elements of the form you have selected.

9. Stick to your plan and remove or add elements in the same manner as when creating a form (see section *Creating a Form*).

10. When you have finished editing the elements within the form, take a moment to look over the form for typos or errors.

11. Select *Save Form* from the tool bar when you are ready to save the form.

Editing a Saved Form

If you are going to edit a saved form, make sure you have exported the form data before you continue (see section *Reporting on Form Data*).

Make sure you have planned out the changes you wish to make to your form. In the plan you should take into account the elements you wish to remove, elements you wish to add, and settings you wish to change. If you are adding elements to the form, make sure you have carefully planned the settings needed for the elements as well as where those elements will appear in the form. Once you have your plan, follow these steps to edit your form:

1. Make sure you are logged into an administrative account that has permissions to use the Form Generator.
2. From your *Control Panel*, select the *Site Content* tab.
3. Find and select the *Form Generator* module.
4. You will be shown a list of your current forms.
5. Find the form you wish to edit and click the linked *Name* of the form.
6. Select the *Settings* link from the Main Menu.
7. If you are not editing the settings of the saved form, proceed to step 11, otherwise continue with step 8.
8. Change any settings you had planned on changing and click the *Save Settings* button.
9. You will be taken back to the form listing with the form's settings updated. If you still wish to edit the elements for the form, click the linked Name of the form you wish to edit.
10. Select the Settings link from the Main Menu
11. Click the Edit Elements button at the bottom of the settings page.
12. At this point, Form Generator will want to archive your form and it's data. If you are sure you wish to continue to edit the form's elements, archive the form, and clear the form data, select the

Confirm button. Otherwise, select *Cancel* and do not continue following these steps.

13. You will now be taken into editing the elements of the form you have selected.

14. Stick to your plan and remove or add elements in the same manner as when creating a form (see section *Creating a Form*).

15. When you have finished editing the elements within the form, take a moment to look over the form for typos or errors.

16. Select *Save Form* from the tool bar when you are ready to save the form.

Deleting a Form

First, make sure you know which form you wish to delete and that you are absolutely sure you wish to delete it permanently. If the form is a saved form, go ahead and export it's data before you delete it (see section *Reporting on Form Data*). When you have completed that, follow these steps to delete the form:

1. Make sure you are logged into an administrative account that has permissions to use the Form Generator.
2. From your *Control Panel*, select the *Site Content* tab.
3. Find and select the *Form Generator* module.
4. You will be shown a list of your current forms.
5. Find the form you wish to delete and click the corresponding check box next to it's name.
6. Now select the *Delete* option from the drop box for the corresponding list (i.e.: Saved, Unsaved, or Unapproved).
7. Click *Go*.
8. You will now be asked to confirm the deletion of the form. Click *Yes* or *No*.
9. If you selected *Yes*, your form will be deleted and you will be returned to the form listing. If you selected *No*, the form will not be deleted and you will be returned to the form listing.

Archiving a Form

Archiving a form is a good way to save a particular "state" of a form. Only saved forms can be archived since they are the only forms which could possibly contain data. When a form is archived, the form, it's elements, and all it's data are all saved in an archive file on the server. To retrieve an archived form, you need to contact your system administrator. Follow these steps to archive a form:

1. Make sure you are logged into an administrative account that has permissions to use the Form Generator.
2. From your *Control Panel*, select the *Site Content* tab.
3. Find and select the *Form Generator* module.
4. You will be shown a list of your current forms.
5. Find the form you wish to archive in the *Saved Forms* list and click it's *Name*.
6. On the *Main Menu* you will see an *Archive* option. Click *Archive*.
7. Your form will be archived on the server and you will be taken to the *Report* view of the form.

Reporting on Form Data

Reporting is only available for saved forms since they are the only forms that could possibly contain data. There are a couple of ways to report on data entered into a form. Form Generator has a built in method for browsing current entries in a form as well as a method for exporting this data into a tab delimited file that can be downloaded and imported into any spread sheet program (e.g.: OpenOffice.org Calc, Microsoft Excel, etc.).

First, to enter into reporting mode for a form, follow these steps:

1. Make sure you are logged into an administrative account that has permissions to use the Form Generator.
2. From your *Control Panel*, select the *Site Content* tab.
3. Find and select the *Form Generator* module.
4. You will be shown a list of your current forms.
5. Find the form you wish to report on and click it's *Name*.
6. You will now see a *Report* option available on the *Main Menu*. Click *Report*.
7. You are now in report mode for the form.

Some statistical data is calculated and displayed by Form Generator such as the number of complete and incomplete entries, the total number of entries, and the date and time of the last entry the form received. Shown below this information is a list of the actual entries received by the form. There are several options you have available for each entry. You can edit, delete, view, or print each entry.

When editing an entry, the form is loaded with the data populated, and you are allowed to change any value you wish. When viewing or printing an entry, just the raw data is shown and not the form in it's entirety. If you delete an entry, it is permanently removed from the form's data and can only be recovered through an archive if one exists. It is recommended you archive your form data before you edit or remove any of it's entries. This will ensure you have a backup copy in case of emergency.

To export all the data within the form, simply click the Export button. A archived ".zip" file will be created by the Form Generator and will be sent to you through your browser. Choose a suitable download location on your machine and save the file. To unzip the file you can use the unzip command in *nix or the winzip, winace, or winrar programs in a windows environment. A single file will be extracted that is a tab delimited file containing your form's data. Using a spread sheet program, import the file and then save it to a more workable format that is native to the program you're using (i.e.: *.sxc for OpenOffice.org Calc or *.xls for Microsoft Excel).

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Chapter 9. Photo Albums

Steven Levin

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Getting Started

First navigate to the administrative side of the Photo Album module. It can be found under the Site Content Tab of your Control Panel. The link that says Photo Albums and has an icon of a camera next to it.

- Click on the textual link or the icon to continue.

Listing Albums

When you first enter the Photo Album you will see a listing of all the Photo Albums which are currently in the database. From this list you can go to view each individual album. In this album view you can see thumnail images of all the photos in the album. At the top of the page with this list are two links. The first link is for listing albums, it will to always bring you back to this list. The other link says New Album and will take you to the form you need to add a new photo album to the database.

Creating a New Album

When creating a new Photo Album there are five fields to fill out but only one of them is actually required.

1. The name of the album is the first field and the only required one. The name represents this album in the listing of all the photo albums and throughout phpWebSite.

2. The second field is a short; it allows you to add a short description of your album. This may be used in something like a search result.

3. The next option is to choose whether or not you want the album to be viewable by the public. Selecting visable makes it viewable by your users and the public alike. Selecting hidden keeps it out of the view of the public and only administrators with access can see the album.

4. Next you can select a category for the album to go in. This is very useful if you would like the album to show up as related data. If you do not understand categories and wish to find out more, please refer to the chapter about the FatCat Categorizer.

5. Finally you can add an extended description of your photo album. This is shown when listing all your albums so visitors can read about them. A wysiwyg html editor is provided for adding very basic html tags to the description.

Adding/Editing/Deleting Photos from an Album

Adding Photos

When you are viewing an album for the first time and the album has no photos associated with it, you have two links to add a new photo. The first is under the message: No photos were found for this album; and it says Add a Photo. The second is a the top of the page next to the List Albums link and it says New Photo. The New Photo link will always be present when you are viewing an album. Both of these links take you to the same form to add a new photo.

1. Two things are required when adding a new photo to the database. You must upload an image file and also provide a short description for that image. The short description is needed to make the html valid.

   - Upload your image by clicking the browse button and selecting the file you want off of your computer.

2. After that you can choose whether or not the photo is publicly viewable which is much like the activity for the album.

3. Finally you can add an extended description to the album which will be displayed when the individual photo is being viewed. A wysiwyg is provided here for your convenience.

Editing Photos

Editing a photo allows you to update the information entered when adding that photo to the database. You can also remove the photo and add a new one if it better fits the album or description.

1. You can get to editing a photo by clicking on the edit link under its thumbnail in the main album view or by clicking the edit link when viewing an individual photo.

2. To upload a new image you must first remove the old one by checking the box Remove Image under the photo and then clicking Save Photo. Then click the browse button and select a new image off your computer. Click Save Photo and you are done.

3. You can also edit any of the textual data by just modifying it in the form and then clicking the Save Photo buttom. You will get a message saying the photo was successfully saved.

Deleting a Photo

The are two points in the photoalbum where you can delete photos. One is in the main album view under each thumbnail is a delete link. Also when viewing a specific photo there is a delete link at the top of the page. After clicking the delete link it will take you to a Yes/No confirmation to make sure you want to delete the photo entirely from the album. The photo will also display below for confirmation. Click Yes to remove the photo and No to cancel the deletion process.

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Creating a New Album	Home	Album Settings

Album Settings

The settings for an album are found under the main album view. Next to the List Albums and New Photo link is a settings link. These settings are the same information you filled out when creating a new album. It is helpful to be able to get to this so you can possibly update the description of your album or hide it from the public while you add new photos to it. Just click the Save Album submit button to save any changes you may have made.

Navigating Albums

Navigating albums is easy. The are two navigation toolbars at the top and bottom of a main album view. The main album view is split up into pages. The limits on this toolbar control how many thumbnails to show per page. There are arrows (<< and >>) provided for moving back and forth from page to page. Also page links are there to help jump around from page to page. In order to view a photo all you must do is click on the thumbnail image. This will take you to a big view of that one specific image. Located at the top and bottom of the image will be <<Prev and Next>> links to page through each individual photo. At any time you can get back to the main album view by clicking the Back to Album link at the top of the page.

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Chapter 10. Poll

Darren Greene

2003-06-20

Revision History		
Revision 1.0	2003-06-20	DG
First release		

Abstract

User documentation for the phpWebSite Poll module

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Introduction

The poll module is basically a one question survey to collect information about users preferences toward a particular subject. So, what type of questions are meant for the Poll module? The ideal type of questions are opinion based such as "How do you like the new site?" or "What is your favorite food?". These questions don't have a right or wrong answer, but are different according to the individual taking the survey. The Poll module allows you to show one question on the homepage of your site and then manages the voting and presentation of the results.

Getting Started

After the poll module is installed, login in as an administrator and access Poll by going to the *Control Panel* -> *Site Content* -> *Poll*.

Add a New Poll

To create your first poll follow the steps listed below:

1. Login in as an administrator with the permission to add a new poll. Access the Poll module.

2. Click the link called *'New'* from the Poll administrative menu. At this point you will be presented with a form to create a new poll. The fields are explained below along with examples.

   - **Title -** This is not the poll question, but instead a short title that is used as the block title.

     Example 10.1. Example

     0.9.x

   - **Question** - Put the survey poll question that you would like your users to vote on in this field.

     Example 10.2. Example

     How do you like the new site?

   - **Options -** The options are the possible answers to the poll question. The poll module defaults to showing only one field for an option, but you can have as many answers to your question as you would like by repeatedly clicking the button that says *Add Option*.

   - **Users -** Do you want users that are not logged into phpWebsite to be able to cast their vote on your poll? If you choose *'Yes'* then only users that are logged in will be able to vote on the poll, and if you choose *'No'* then all users will be able to vote regardless of whether they are logged in or not.

   - **Active** - This option determines whether this poll will be placed on the homepage immediately after it is created. Note that any poll that is currently active will be disabled and replaced by the new poll if set to active. The old poll will not be deleted, just not active. So, choose *'Yes'* to make this poll show on the homepage of your site or choose *'No'* to create the poll, but not make it visible at this time.

- **Allow Comments -** Select *'Yes'* if you would like this poll to allow users to post comments regarding the poll, or else choose *'No'* to disable comments. The user comments will appear on the *'Poll Results'* section.

3. Your new poll should now be successfully created after you click *Submit*

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Editing and Deleting Polls

If you wish to change or delete an existing Poll then follow the steps below:

1. To access the Poll module to update a poll you must be logged in as an administrator of Poll.

2. Once you have access the Poll module, click the link 'Show Polls' from the Poll administrative menu. You will see a listing of all the polls that have been created.

3. Select the Poll you are interested in choose from one of the following options:

    - **Edit -** By choosing this option you will be presented with the same screen that was used to create the poll, but the form will be filled in with the text and options for this poll. Note: When editing a poll, if you choose to make a poll active, then any poll that is already active will be deactivated. The poll module only allows one poll to be active at a time.

    - **Delete -** This will remove the poll from the Poll module.

View Poll Results

You can only view the results of the currently active poll, which will be displayed on your site's homepage. The Poll itself will show a count of the total users who have voted on the poll and how many users have submitted comments regarding the poll. To view results of each of the answers to the survey questions, click the link *'View Results'* from the active poll on the homepage. Each answer has associated with it a bar graph representing the number of votes the answer has received as a percentage of the other answers.

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