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Mitechsoft WebCube System (version 2.0) Administrator's Manual

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Mitechsoft WebCube System

System Administrators's Manual

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Introduction

Only System Administrator can perform the administrative task for the system. When you login as a System Administrator, you will be given various facilities to manage the system. To access to the Administrator's module, you need to click on the 'Manage' menu of the WebCube Navigation Bar. If you are not the Administrator, you will not be able to see this menu. From here you will be given the main page of the Administrator module.

The submenus available from here is as follows:

| |
|---|
| User and Group Manager User and Group Private Group Query User User: Add by Batch User: Delete by Batch |
| Mail Manager Mailing List Mailing List : Batch Add Filtering |
| MISC Community Profile Module Admin Web Hosting On-line User Search Quota |
| CMS (Content Management System) |

Various terminologies and initial concepts

Function of various groups in the WebCube System

There are various clusters of users in the WebCube System. We need to understand these terminologies and functionalities before we proceed further.

(i) GroupNet or Network

This terminology is used to define your Network/ Domain. For example, if you are from Ampang Puteri Hospital, your domain name and your GroupNet (or Network) is apsh.kpj.com.my. If you are from Losong.com community, the domain name and GroupNet (or Network) is losong.com. GroupNet name will be used repeatedly especially while using the collaboration tools available in the WebCube System. If you share your file to the 'Public' of apsh.kpj.com.my, all users of your GroupNet (Network) and other trusted GroupNet (Network) will be able to access to that folder. It is similar with the Forum module.

(ii) System Group

This terminology refers to the group that you have created in the Administrator Module. For example, if you have created a group with the name of 'finance' in this abc.com domain, e-mail sent to finance@abc.com will be sent to all users in the group of 'finance'. This group may be "visible" or "not visible". Users will only see the "visible" Group from the Address Book and Community Center.

(iii) User Subgroup

User Subgroups are the groups, which can be created later and independent of the present System Group. System Administrator may create as many User Subgroups as he wishes. He will be able to choose the users from any System Group to be included in the respective User Subgroup. Example: When the System Administrator creates one User Subgroup with the name "project", he will be able to add in as many users as he likes inside this User Subgroup. Any e-mail sent to project@domain.com will be sent to all of the users in this User Subgroup. This User Subgroup can also be used for sharing of folders in File Manager, managing Forum, Info Center etc.

(iv) Organization Mailing List

System Administrator will be able to create as many mailing lists as he wishes. He can list in various e-mail addresses in each mailing list. It is not only restricted to users within the system. People with outside e-mail address may also be listed in the mailing list. For example, if he creates one mailing list with the name of 'it', any mail send to it@abc.com will be sent to all users listed in the list.

1. User and Group Manager

1.1 User and Group

This page displays the list of groups available in your system. You can create group by clicking on the **[Create Group]** link.

Group Information

You need to fill in

- (i) The name of the group
- (ii) Description about the group

Group Option

You need to decide whether the group is considered 'Not visible' or 'Visible'. By default it is considered as 'Visible' group. 'Visible' group means the users in this group can be seen or searched by other users by using the Address book directly or in the WebMail System whereas users from 'Not visible' group cannot be seen by the other users.

Once the group has been created, you may create user ID of the system by clicking on the respective Group. Once you have clicked on the Group Name, you will have two choices:

- (i) Create User
- (ii) Update Group

Create User

In order to Create New User, you have to click on the [Create User] button. The field with red coloured asterisk is mandatory. You need to enter the information requested before you can proceed further.

- (i) Username
New user ID for this user has to be entered here. This will be a permanent value and cannot be edited in the future.
- (ii) Group
You need to decide the group for this user. This group can be changed in the future.
- (iii) Password: you have to key in the password for this user.
- (iv) Retype password: you have to retype the same password again
- (v) Full name: You have to fill in the name of this user.
- (vi) User code: this is optional
- (vii) User Type: you have to decide whether to let him become an ordinary user or a moderator.

- (viii) Status: you have to let it be marked as "Enable" in order to let him use the system.
- (ix) Mail domain name: you need to highlight the e-mail domain that you want to give to this user. If there is more than one option, you may choose as many as you like. E-mails with destinations to these addresses will be kept in the same Mail Box.
- (x) Enable Quota: If you click here, the hard disk quota for this user is enabled. However you have to make sure that you have filled in the quota limit for this user before you enable it. This quota facility can limit the hard disk space based in two components, WebMail and Personal Homepage (WMS)/ File Manager (FMS).

Hard disk quota in the WebCube System is presently limited to three modules, which are:

- Webmail System
- File Manager
- Personal Homepage Management System

Utilization of other modules is not recorded in the user quota calculation. All other modules are handled in the database and not in files form as three modules mentioned above.

Update User Properties

You may also use this page to edit the properties of each of the users. To edit the properties for each user, click on the respective user ID. You may update the following items:

- (i) Username
- (ii) Group
- (iii) Password: You can change the user password here.
- (iv) Full name: You can edit the name of this user.
- (v) User code
- (vi) User Type
- (vii) Status: You may enable or disable it
- (viii) Mail domain name: You may change or add up mail domain name for this user.
- (x) Disable E-mail retrieval: (IMP) If you disable IMP, users will not be able to read their e-mails. They will still receive e-mails to their Mail Box.
- (xi) Disable SMTP : If you disable SMTP, users will not receive e-mails but still can read their available e-mails.
- (xii) Clear Mail Thrash : This facility will enable you to manually clear the Thrash folder of the user's Mail Box.
- (xiii) Enable/ Disable Quota

1.2 User Subgroup

This facility is to enable you to create special group among users in the system. This group can be used when utilizing Forum, FMS and Info Center modules.

User Subgroup --> Create Group

Give the name to the group that you want to create and click "create" button.

To add members in the group, you need to click on the group link. From there you need to click on the [Add Member] button. You need to key in the e-mail address of the user or search from the available database by clicking on the [Search] button. The system will search for the available users in the system.

You may also update the group from this facility.

1.3 Query User

This facility will enable you to search for users in the system. You may search the user by using the User ID or User Code.

1.4 User: Add by Batch

This facility is to enable the Administrator to create many user IDs from text files. Once you click on the [User: Add by Batch] link, you will be given the form to be filled.

(i) Data File:

You need to click [Browse] button in order to browse and choose the file that contain the user information needed. User information in this file has to follow "Data File Format" as specified here:

Standard Guide

Field SEPARATOR is Comma (,)

- * UserID: Required Field, Not Contain an Illegal Character (Special Character)
- * Password: Required Field, Not Contain comma (,)
- * Full Name: Required Field, Not Contain comma (,)
- UserCode: Optional Field, Not Contain comma (,)
Leave blank field after the last separator if there is no UserCode

Standard with Password

Choose 'Password already in Data File' at Password Option

Standard: UserID,Password,Full Name,UserCode

Example: **Example for 3 Users:**

```
ruddy,mypasswd,Ruddy Afenddy Nekmas,JB007  
ali,ali70,Mohammad Ali Ibrahim,MT230  
robert,rb111,Robert Micheal,US110
```

if Robert and Ruddy **don't have UserCode**, data should be:
ruddy,mypasswd,Ruddy Afenddy Nekmas,
ali ali70 Mohammad Ali Ibrahim MT230

Standard without Password

Standard: UserID,FullName,UserCode

Example: **Example for 3 Users:**

ruddy,Ruddy Afenddy Nekmas,JB007
ali,Mohammad Ali Ibrahim,MT230
robert,Robert Micheal,US110

if Robert and Ruddy **don't have UserCode**, data should be:
ruddy,Ruddy Afenddy Nekmas,
ali,Mohammad Ali Ibrahim,MT230
robert,Robert Micheal,

Using form Password Field

Nothing to append (this password for all users):
Users Password will be like in the Password Field

Append UserID at the begin:
Users Password will be UserID plus the Password Field

Example:

if Password Field is "8890"
Password for UserID ruddy is **ruddy8890**
Password for UserID ali is **ali8890**

Append UserID at the end:
Users Password will be the Password Field plus UserID

Example:

if Password Field is "8890"
Password for UserID ruddy is **8890ruddy**
Password for UserID ali is **8890ali**

- User type: User or Moderator
- User status, Mail domain and Quota setting are just similar to creating users one by one

After you have completed filling in this form, you need to click 'Create' button in order to proceed.

(ii) Group:

You need to decide the group for these users

(iii) Password:

**

Not Using this Password Field:



Password already in Data File

Using this Password Field



Nothing to append (this password for all users)

- Append UserID at the BEGIN
- Append UserID at the END

Password: You need to decide which method of password creation that you want to use. You have multiple options here:

- You have decided the password for the user in the attached file. In this case, you do not have to fill in the field given but you need to click the first option there (**Password already in Data File**)
 - You want to use common password. Example abc123. You just need to enter this password (i.e. abc123) in the field given. You then need to choose the second option (**Nothing to append. This password is for all users**)
 - Third option is for you if you wish to append user ID to the beginning of the text written in the field given.
 - Fourth option is for you if you wish to append user ID at the end of the text written in the field given.
- (iv) Status: you have to let it be marked as enable in order to let them use the system.
- (v) Mail domain name: you need to highlight the e-mail domain that you want to give to these users.
- (vi) Enable Quota: If you click here, the hard disk quota for these users will be enabled.

You may create the user ID immediately or simulate it first by clicking on the [Simulate] button.

1.5 User: Delete by Batch

This facility is almost similar to item 1.4. The format for the list of users to be deleted is shown here.

2.0 Mail Manager

2.1 Mailing List

Mailing list facility will enable you to create an e-mail address that can be used as a source of sending mail to many members in a group. E-mails sent to this address will be sent to all of e-mail addresses of users in the Mailing List. By clicking on the Mailing List link, you will be shown the list of available Mailing List in your system. To manage the available Mailing List, you just need to click on the respective Mailing List. In order to create mailing list, you need to click on the [Create Mailing List] link on the top right hand side of the page.

Once you click on the [Create Mailing List], you will be given a form to be filled. You need to define whether this Mailing List is Private or Public. Private Mailing List means it can only be used by users of the WebCube System within your organization, whereas Public Mailing List can be used by anybody. Once you have created the Mailing List, you need to add users to the list by clicking on

2.2 Mailing List : Batch Add

You may also add users to Mailing List in batch by storing information in text files. This file will be accessed by the system via this facility.

Standard Guide on the file format:

Field SEPARATOR is Comma (,)

* Email: Required Field, Contain the email address format

* Nick Name: Optional Field, Can be Nick or Full Name, Not Contain comma (,)

Leave blank field after the last separator if there is no Nick Name

Standard (Example)

Standard: Email, NickName

Example: Example for 3 email address:

[ruddy@ihسان.com](mailto:ruddy@ihсан.com), Ruddy Afenddy Nekmas

ali@yahoo.com, Mohammad Ali Ibrahim

robert@chromox.org, Robert Micheal

if Robert and Ruddy don't have Nick Name, data should be:

ruddy@ihسان.com

ali@yahoo.com, Mohammad Ali Ibrahim

robert@chromox.org

2.3 Filtering

Filtering of e-mail is done at two stages. One is at the level of System Administrator, which will be described below. Another one is at the user level, which is explained in the using Webmail Manual. To access to this facility, you need to click on the '+Filtering' icon on the main page of Administrative module. Once you click on that link, you will be shown the list of available filtering rules in your system. In order to create new filtering rule, you have to click on the [Create Rule] link. Once you click this link, you will be shown the form to fill.

You need to fill in any of these available fields. You may choose the text 'contains', 'begins with' or 'end with' for 'From Header', 'To Header' or 'Subject'.

3. MISC

3.1 Community Profile

This facility will enable the System Administrator to update the information of the organization.

3.2 Module Admin

As the main System Administrator of the system you are also responsible to manage all of the modules available in the system. Besides that you may also assign certain users to have the administrator role in some of the modules.

Module Admin → Add New Admin → Select Module → Enter e-mail address of the user that you want to be the Admin for the respective module.

You may also delete the Admin role of some of the users from this module.

3.3 Web Hosting

This facility enables you to host the homepages with other domain name. For example, your domain name is abc.com. You are creating homepage for one project with the name of "support". At the DNS server, you create one domain name support.abc.com and this domain name is pointed to the same IP Address with the present server. You will need to create one WebCube ID, example user1. At the Web Hosting facility:

Web Hosting → Assign New Hosting

At the URL field, enter "support.abc.com"

At the User ID, enter "user1"

Whenever anybody from the public browse at <http://support.abc.com>, the personal homepage of user1, that is <http://abc.com/user1> will be displayed.

3.4 On-line User

Total number of on-line users is displayed here.

3.5 Search Quota

This facility is to enable the System Administrator to search for users who have reached certain limit of hard disk space usage.

There are two components available:

(i) Quota Used Size

Quota Used Size >=:

User name begin with: put % to get any

Limit search result:

Quota Used Size: The system will provide the list of users that have hard disk usage more or equal to value that you have entered here (in MB)

User name begin with: You may enter the beginning letter of the user's username. If you want to obtain the result from all users, you have to enter 5 here.

Limit search result: This will limit the number of your search result.

(ii) Quota Reached Limits

This facility will determine the list of users who have reached their limit of the hard disk space allocated for them.

4.0 Jump To

This facility will enable the System Administrator to go directly to the information regarding the specific user ID.

5.0 Content Management System (CMS)

This facility will enable the System Administrator and the Webmaster of the organization to manage its Main Web-page. This can also be the log-in page for the respective organization.

What is Content Management module?

Content Management module is a new web-application designed to facilitate the management of websites and the creation of web contents. With the help of this facility, webmasters are no longer required to know HTML programming to add up contents to their websites. With this new approach you can create a dynamic website and web content just in a matter of hours. All website layout are designed using the CSS technology and this will give you a total freedom to design and edit the layout without disturbing the existing content.

CMS is neither a website nor a homepage. It is a new web application designed to facilitate the management of your website and the creation of web contents. CMS serves as a great tool for you to create a more dynamic website in a matter of hours without the help of web programmer.

How to change the look/layout of the website?

You are not allowed to change the layout of your organization's website unless you are the System Administrator or the administrator of CMS. To change the layout of your website follow these simple steps:

Click on the "CMS Manager" icon under the "Manage" menu. You will see the default main page of your website URL on the right that consists of default Container Title.

Click on "domain properties" icon on the top of this page. A domain properties page will open for you. Go through all the steps shown (1-5) on this page. They are quite self-explanatory.

Step 1

Domain Information (Your URL domain)

Step 2

Domain Options. You may set text alignment, language, visibility and title page on your domain.

Step 3

You may set your start-up page. This facility will divert the visitor to the specified URL whenever he/she access to your present URL.

Step 4

You may select theme for your domain. There are system theme and user theme. You may select whichever theme suit you. You may edit the system theme and the user theme yourself. Any changes that you do to the **system theme** will not remain after you change to another theme, whereas any changes to the **user theme** will be permanent.

Step 5

Save all your changes.

Click "preview front page" on the CMS left hand navigation bar to view the changes you made on your website.

"Container" is basically a divider created by Web Designers so that Content Developers can place their contents in it. These dividers help Content Developers to place their content in a systematic way on their website. The containers are controlled by the CSS file located in Organizations Web Folder (Manage --> CMS ---> Manage Web Folder). By default there are six containers such as Header, Menu Bar, Side Menu, Side Bar, Main Content and Footer. All of these containers are controlled by the CSS File available in the @system theme and @usertheme folder. You may edit these CSS files or create new CSS file to control these dividers.

What is CSS?

Cascading Style Sheets (CSS) is a language used to describe how an HTML document should be formatted.

CSS, is a new feature being added to HTML that gives both Web site developers and users more control over how pages are displayed. With CSS, designers and users can create style sheets that define how different elements, such as headers and links, appear. These Style Sheets can then be applied to any Web page.

Styles sheets define HOW HTML elements are to be displayed, just like the font tag and the colour attribute in HTML 3.2. Styles are normally saved in external .css files. External style sheets enable you to change the appearance and layout of all the pages in your Web, just by editing one single CSS document!

CSS is a breakthrough in Web design because it allows developers to control the style and layout of multiple Web pages all at once. As a Web developer you can define a style for each HTML element and apply it to as many Web pages as you want. To make a global change, simply change the style, and all elements in the Web are updated automatically.?

How to access the CMS administration page?

You have to be an administrator of the website to be able to access to the CMS administrator page. To access to this page simply click on the 'CMS Manager' icon under the 'Manage' menu bar. You will see the default page of your website URL on the right and the CMS navigation bar on the left. As an administrator you can fully manage your website from here.

It depends on what type of user you are. If you are an ordinary user you can't edit your organization's CMS menu or content. If you are a system administrator or you have been assigned as CMS administrator of your organization's website, you have the full capability to add or remove content from your organization's website.

How to create a link in the sidemenu?

To create a link on the sidemenu follow these simple steps:

1. Click on the "CMS Manager' submenu under the "Manage" menu bar. You will see the default Container Title page on the right hand side and the CMS navigation bar on the left.

2. Select the intended Container Title. In this case it is the sidemenu. You will see the Block Title page. To create a block for the sidemenu simply click "Create Block" on the top of this page. Follow step 1 to 3 and press the save button. If you are an advanced user you may fill step 2. You will see the block you've just created. (Example: You want to have menu about your corporate info. You can create the "Block" with the name of "Corporate Info))

3. Click on the block you have just created. You will see an Item Title page. This is where you provide link to the content that you want to put in your website. (Example: You have got the "Block"with the name of "Corporate Info". Inside this "Block" you may create "Item" with the title "Corporate History")

4. To create Item Title simply click "Item". Follow step 1 to 4 and press the save button. You will see the Item you have just created. This is actually the link to the content of your website.

You can fill in the contents of the items with the actual contents that you want to display in your organizations homepage.

To change the default menu bar link or title follow these simple steps:

1. Click on the CMS Manager icon under 'Manage' menu. A Container Title page will open for you.

2. Click on menu bar. A Block Title page will open for you. Click on 'Edit' icon on the top of this page. You will see detail information about the menu bar. You can edit the menu bar here and press the save button.

How to create and manage contents in the CMS?

Contents are managed in the "Item" menu of your CMS. For the purpose of revision, the structure of the CMS is arranged in this following sequence.

Container ----> Block -----> Menu Item.

Container is just like a divider in your organization's homepage. CSS file control the arrangement and the properties of these containers. The Block is the title that you see at the list of menus in your organization's homepage. The Blocks are arranged in the web page based on the arrangement in the CMS module. Once the visitor clicks on the Block (which is the menu) the contents will be opened up. The contents are created inside the "Item" in the CMS module.

When you open the "Item" you will be able to see these following information as follows:

Step 1

* Page URL

This is the URL to be used for this page. If you wish to link to this page from other web pages, you have to use this Page URL

(example: http://www.mitechsoft.com/?pr_content=105)

* Container

This information shows the present "Container" that this page is in. You can change it by changing the "Container and Block" in the next field.

* Container & Block

This shows the present Container and Block that this page is in. You may change it whenever needed. However this "Item" can only be under the "Block" but not directly under the "Container"

* Item Title

You need to fill in the title for this Item.

Step 2

Content Type

There are four types of Content Types.

(i) Custom Content

For this choice, the developers need to enter all of the information in the text box displayed below. Text formatting facilities are provided so that you may manage it in the What You See is What You Get (WYSWYG) environment.

(ii) System Plugins

Presently there are seven Plugins already available for you to choose. When you choose System Plugins, the system will automatically display options of Plugin for you to use. Among them are:

- * Calendar
- * Community Center
- * Events List
- * Login Box
- * News Headlines
- * News List

* Search Member

(iii) Content from specific URL

By choosing this, you will be able to display contents from specific URL. You just need to enter the full URL Address that you wish to use.

(iv) Link to URL

By choosing this, the system will directly link this Menu Item to the specific URL.

Display Type

This option will determine how the contents will be displayed. There are three options available.

(i) Show content

If you choose this option, the contents will be displayed together with the menu item (at the same place).

(ii) Normal link

If you choose this, the contents will be displayed in the default area. This area is the Container that you have "Set as Primary" in the main page of the CMS module.

(iii) Pop-up

If you choose this option, the contents will be displayed in other page which will be popped-up separately.?

How to change the layout of the homepage?

The layout of the homepage is controlled by the CSS file available in the system. From the main page of your Content Management System (CMS), there is a "Domain Properties" icon on the top of the page. Step 4 in the "Domain Properties" page will determine where the CSS file that control your organizations homepage is located.

There are System Theme and User Theme. This refers to the location of CSS files and images that influence the layout of the homepage.

Preview Main Page

This facility is to enable you to view the main homepage.

Community Web Folder

You may keep all of the web pages in these folders accordingly. You may edit directly to the text files available in these folders by using the What You See is What You Get (WYSIWYG) format.

Quick Download

This facility will enable you to download the files from these folders easily. By clicking on this link, you will be shown the list of available folders in this module. You may choose any files for you to download.

6.0 Managing Shoutbox

System Administrator will be able to delete the available postings in this module. Besides that he/she may also "Allow" or "Disallow" HTML for each of the posting.

7.0 Managing Forum

You may manage Forum System via the following links:

- (i) Category
- (ii) Forum List
- (iii) Create Forum

(i) Managing Category

The 'Category' link you will display the list of categories available. You can update these categories by clicking on them. To create new category you need to click on the 'Create Category' link.

You need to name the category that you want to create, and once you saved it, it will be displayed on top of other available categories. You may change the heirarchy of the Category by clicking on the arrows on the right of the table accordingly.

(ii) Forum List

This link will display the list of available forum based on the available categories. You may make changes on the profile for each forum by clicking on the selcted forum.

(iii) Create Forum

You may create Forum by clicking on this link. You need to give the name and the description of the forum. Following that you will need to decide whether it is

- Public
- Private
- Selected Group

Public forum

This forum will be seen by all users in the system. All users from the same network or from other trusted network may participate in this forum.

Private forum

Only users from the same group will be able to participate in this forum. Users from other groups within the same network will not be able to participate in this forum.

Selected Group

Only users from selected group may participate in this forum. It can be from Public Group or from Private Group.

8.0 Managing News

Create News

Step 1

You need to provide Title and Contents of the news.

Step 2

Accessibility

- Public – this news will also be seen at the main web page of the organization.
- Private – this news will only be seen by users of the system

Status

You need to highlight this box in order to enable this news.

Step 3

Display options. You may decide the time and duration you want the system to display the news.

Manage News

This link will list down all the news available in the system. You will be able to see the status for each of the news. The news which is located on the top is considered the latest news and will be displayed as the main news of the day. To manage the specific news, you need to click on the selected news.

Public List

This link will list down all the Public News.

Private List

This link will list down all the Private News.

Search

This link will enable you to search for the news.

9.0 Managing Calendar

You may manage calendar in two ways

- (i) Managing available events
- (ii) Creating new events

In order to manage available events, you may access to the selected event from any views such as daily or monthly. By clicking on the selected events you may edit or delete it as you like.

In order to create new event, you have to click on the "New Event" link.

Step 1

You will need to fill in the required information as follows:

Title:
Location:
Event Type:
Detail:

Step 2

Set the schedule date and time for the event.

Step 3

Set accessibility option. If you highlight the available option, this event will be seen by the public in the main homepage.

Step 4

Verify data and save the information.

10.0 Managing Info Center

Manage Info

This facility will enable you to edit and manage the available information.

Create Info

This facility will enable you to create new information.

Step 1

Select the available category or create new category

Step 2

You need to fill in the Title and Description for the information provided.

Step 3

Info option. You need to decide whether to make it available or not.

Step 4

Verify data and save the information.