

# Oracle9i Application Server Portal

Tutorial

Release 3.0.9

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Oracle9i Application Server Portal Tutorial, Release 3.0.9

Part No. A90097-01

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# Send Us Your Comments

**Oracle9i Application Server Portal Tutorial, Release 3.0.9**

**Part No. A90097-01**

Oracle Corporation welcomes your comments and suggestions on the quality and usefulness of this document. Your input is an important part of the information used for revision.

- Did you find any errors?
- Is the information clearly presented?
- Do you need more information? If so, where?
- Are the examples correct? Do you need more examples?
- What features did you like most?

If you find any errors or have any other suggestions for improvement, please indicate the document title and part number, and the chapter, section, and page number (if available). You can send comments to us in the following way:

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# Welcome to the Oracle9i Application Server Portal Tutorial!

Welcome to the Oracle9i Application Server Portal (Oracle Portal) tutorial! This manual will help get you started with Oracle Portal Release 3.0.9.

This preface includes the following sections:

- "Intended Audience" on page ix
- "Prerequisites" on page x
- "Tutorial Scenario" on page x
- "Structure" on page xi
- "Related Documents" on page xi
- "Conventions" on page xii

## Intended Audience

This manual is intended primarily for new users of Oracle Portal, to introduce them to the product and its functionality. Existing users who want to learn more about Oracle Portal's new features may also find this manual useful.

After reading this preface, you should read Chapter 1, "Learning the Basics" for an introduction on how to use Oracle Portal. To complete the tutorial, you need to read only those chapters that relate to your particular job function. To find out which chapters you should read, see "Structure" on page xi.

If you are already comfortable using Oracle Portal and want more advanced examples, see *Oracle9i Application Server Building Portals, Release 3.0.9*.

## Prerequisites

The exercises within the tutorial make use of a demo schema, content area, and application. These demos are available on [http://otn.oracle.com/docs/products/iportal/doc\\_index.htm](http://otn.oracle.com/docs/products/iportal/doc_index.htm). Contact your portal administrator, or refer to Section A.1, "Installing the Demo Schema, Content Area, and Application" on page A-1 for more information.

You must have a Web browser installed on your machine. The minimum and recommended requirements are:

- Microsoft Internet Explorer 4.0.1 (Service Pack 1) or 5.01
- Netscape Communicator 4.0.8 or 4.72

You should be familiar with using your Web browser. For example, you should know how to start your Web browser and be familiar with the basic user interface elements, such as hypertext links.

You must set up or obtain the following information from your portal administrator:

- A user name and password to log on to Oracle Portal.
- The URL of the Oracle Portal home page.

In addition, to complete Chapter 5, "Building Application Components", you should have a basic understanding of PL/SQL and database concepts.

## Tutorial Scenario

During this tutorial, you are an employee of Healthy Living Wholesalers, a company that provides health and fitness products.

Healthy Living wants to have an Intranet portal to provide its employees with quick access to the content and applications that they use the most. They also want a single repository for all the information about the company, its products, and other information required by both employees and customers. The Healthy Living Human Resources department also wants an application that enables HR staff to query and update information about the company's employees. In the tutorial you will assume several roles within the Healthy Living company in order to fulfill these requirements.

## Structure

You do not need to complete all the exercises in the tutorial. The following table lists the chapters included in the tutorial and indicates what type of user should complete the exercises in that chapter. Only complete those chapters and exercises that relate to your actual role within your own company.

Chapter/Appendix	Contains	Read this if you are
Chapter 1, "Learning the Basics"	Lessons on how to start Oracle Portal and how to navigate through the product.	Any user
Chapter 2, "Designing a Portal"	Lessons on how to create a page: the front-end of a portal.	Responsible for building your company's portals (a portal administrator)
Chapter 3, "Maintaining a Content Area"	Lessons on how to set up a content area or a folder.	Responsible for maintaining a content area or a folder within a content area (a content area administrator or folder owner)
Chapter 4, "Adding Items to a Content Area"	Lessons on how to add content to a content area.	Responsible for adding content to a content area (a content contributor)
Chapter 5, "Building Application Components"	Lessons on how to build applications.	Responsible for building your company's applications (a portal developer)
Appendix A, "Setting Up the Tutorial"	Instructions on how to set up this tutorial.	Responsible for setting up users for the tutorial

## Related Documents

For more information, see the following manuals:

- *Oracle9i Application Server Portal Configuration Guide, Release 3.0.9*
- *Oracle9i Application Server Portal Building Portals, Release 3.0.9*

The *Oracle9i Application Server Portal Quick Tour* (available in the online help system or at <http://otn.oracle.com/products/iportal/index.htm>) provides an overview of the product.

The Oracle Technology Network (<http://otn.oracle.com/products/iportal/index.htm>) also provides many additional articles and white papers.

## Conventions

The following conventions are used in this manual:

<b>Convention</b>	<b>Meaning</b>
<b>bold text</b>	Bold text indicates a term defined in the text, the glossary, or in both locations. Bold text also indicates button names, labels, links, and other user interface elements.
<code>monospace text</code>	Monospace text indicates text that you need to enter.
<i>italic text</i>	Italic text is used for emphasis, and to indicate a cross-reference to another manual.
< >	Angle brackets enclose user-supplied names. Substitute an appropriate value.

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# Learning the Basics

**Estimated completion time:** 35 minutes

This chapter introduces the basic concepts and navigational principles of Oracle Portal. You'll learn what Oracle Portal is, how to start Oracle Portal and log on, how to get around once you've logged on, and how to get help if you're not sure how to complete a particular task.

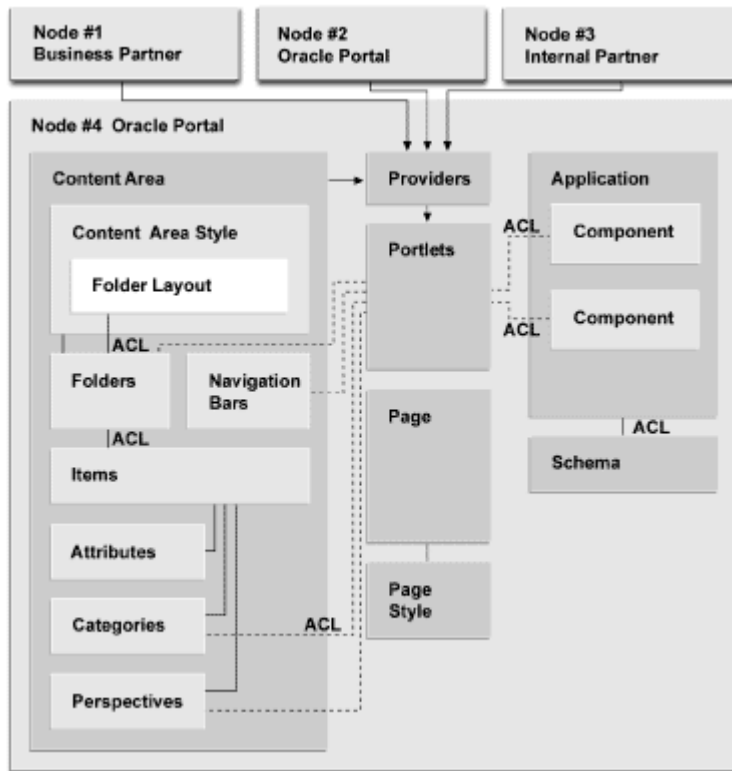
This chapter includes the following sections:

- Section 1.1, "What Is Oracle Portal?" on page 1-1
- Section 1.2, "Starting and Logging on to Oracle Portal" on page 8
- Section 1.3, "Getting to Know Your Oracle Portal Home Page" on page 1-10
- Section 1.4, "Getting Help" on page 1-12
- Section 1.5, "Using the Navigator" on page 1-15
- Section 1.6, "Logging off and Exiting Oracle Portal" on page 1-16
- Section 1.7, "Lesson Summary" on page 1-17

## 1.1 What Is Oracle Portal?

Oracle Portal helps you efficiently manage, access, and interact with information by enabling you to create three distinct entities: **content areas**, which provide built-in structures for organizing, classifying, and cross-referencing items in a Web site; **applications**, which allow you to insert, maintain, and display data from your Oracle8i database; and **pages**, which make data from your content areas, applications—even sources outside your intranet—accessible from a single location. Even after you become familiar with these concepts, using the product to its fullest

potential requires a solid understanding of how all the pieces fit together. Let's take a look at the following illustration:



**Figure 1-1 Oracle Portal content areas, pages, and applications**

It is important to realize that the placement of pages, portlets, and portlet providers in the center is significant. Although you can use Oracle Portal to create content areas and/or applications without ever creating or using pages, the focus of Oracle Portal is really to enable you to build portals. A **portal** is a Web-based application that enables your users to access content areas, external Web sites, other applications, newsfeeds, and other useful information. In very simple terms, a portal makes chunks of information, usually from disparate data sources, accessible from a single entry point. That entry point is called a page. For example, a financial analyst's page would likely include relevant financial information from real-time Internet-based stock quotes, financial reports from an online repository, and access to the legacy financial accounting and banking systems. None of these data sources

are inherently similar, or even know anything about each other; yet with Oracle Portal, they can all be presented side-by-side, right on the same page. The term portal implies many other capabilities as well, but central to the definition is the ability to support personalized views, so that each user or user group can tailor both the content and the appearance of the portal to suit individual preferences and requirements.

## 1.1.1 What are pages?

As mentioned, a page is really the face of a portal: what users see and use to interact with the content of the portal. The appearance of the page—that is, the colors and fonts in which the page is rendered—is controlled by the **page style**.

### 1.1.1.1 What are portlets?

Each page is divided into rectangles or squares called **regions**. Within each region, you can place one or more **portlets**. A portlet is a reusable chunk of information that summarizes or provides access to an information source, for example, a Web site or newsfeed. Portlets are the fundamental building blocks of an Oracle Portal page. Portlets can be collected with other portlets to provide users easy access to frequently used sites and information, all from one page. Oracle Portal uses portlets to integrate both structured and unstructured data into a single, personalized view.

You can use portlets to access nearly any type of Web-accessible information, such as files published on the corporate intranet, reports on data managed by enterprise applications, and news or stock quotes from the Internet.

Here are some common uses for portlets:

- *Centralizing access to intranet sites.* Within large organizations with many intranet sites, users are often confused about where to go to find the information they need to do their jobs. Oracle Portal makes it easy to gather links to all these sites in one place, then organize these access points so that users can jump to frequently-used sites from their own personalized portal.
- *Publishing information and documents.* You can easily put content on the Web using Oracle Portal because all editing and file uploading can be done through your Web browser. You can arrange your content into folders, then place these folders as portlets into any portal. Doing so enables you to customize the specific content you see on that page.
- *Integrating dynamic data services.* You can use portlets to display content provided from external data sources in your own portal. For example, you can display real-time news stories and weather reports.

- *Providing and interface to Web applications.* Organizations may have many different applications which users need to perform their duties, but it is not always efficient for users to frequently navigate through entire applications to find a small piece of specific information. Instead, you can use portlets to automatically log in to a particular application (or its data source), retrieve a summary of the necessary information, and display the summary as a part of the portal.
- *Integrating with other corporate systems.* Organizations have many different, and perhaps incompatible, systems within their intranets for performing different functions. Portlets enable you to present a consistent interface to the various systems.

### 1.1.1.2 What are portlet providers?

A portlet belongs to a **portlet provider** that has been registered with Oracle Portal. Each portlet can have one and only one provider; a provider may have one or more than one portlet that exposes an underlying application or data source.

Applications, content areas—even other pages—can all be portlet providers, because elements from each can be placed within a region on a page as portlets. Within a content area, navigation bars, folders, categories, and perspectives can all be published as portlets. Within an application, components such as menus, forms, reports, and so on can become portlets. The dashed lines in Figure 1–1 represent the ability of each object to be published as a portlet.

For example, you might create a navigation bar in a content area, publish the navigation bar to the portal, then include the navigation bar as a portlet on a page. If Yahoo! was a portlet provider, you might have portlets such as local television listings, your calendar, your Yahoo! e-mail account, and so on. Oracle Portal provides instructions for creating your own portlet providers in the Portal Development Kit (PDK), so you can even make data from your proprietary applications available to your pages. For more information, download the Portal Development Kit from <http://otn.oracle.com/products/iportal/index.htm>.

### 1.1.1.3 What are nodes?

Each provider is defined, registered, and maintained within a single instance (**node**) of Oracle Portal. Once a provider is registered with an Oracle Portal node, its portlets are available to be placed on a page. A **local node** is the instance of Oracle Portal to which you are logged on; a **remote node** is another instance. In Figure 1–1, Node 4 is considered the local node. Although Node 4 is the only node shown in detail, Node 2, which contains another instance of Oracle Portal, would most likely contain a similar structure. Nodes 1 and 3 represent participants in the Oracle Portal



E-Business Portals Partner Initiative, which is dedicated to fostering a community of outside partners to develop content and solutions built around Oracle Portal. The solid lines tipped with arrows from each of these nodes indicate that they have been added to the local node as remote nodes. By doing so, the local node gains access to all portlets available on these nodes for use on locally created pages.

For more information about setting up nodes in a distributed Oracle Portal configuration, see *Oracle9iAS Portal Configuration Guide, Release 3.0.9*.

## 1.1.2 What are content areas?

Each content area is made up of **folders**, in which **items** are stored. For example, in a content area focusing on the entertainment industry, there could be a folder for Dance, one for Music, and so on. Within each folder are items: files, URLs, images, even links to other folders that relate to the folder in which they are contained. An item in our entertainment content area might be a review of an event written up by a reporter from the local newspaper.

Just as the appearance of a page is controlled by the page style applied to the page, so is the appearance of a folder controlled by the **content area style** applied to the folder. **Navigation bars**, which help you move quickly to key areas of the content area, are also controlled by content area styles. Content area styles and page styles are distinct. You cannot apply a content area style to a page, or a page style to a folder or navigation bar. The layout of a folder is also determined by the content area style.

Following along with Figure 1–1, next come some classifications that help characterize an item:

- An **attribute** describes the item. For example, every item has attributes for the display name, description, and where the item should appear on the content area.
- Each item must be assigned to a **category**, which helps answer the question "What type of item is this?" In the entertainment content area, the categories could be Artist/Performer, Poster, Review, and so on. Users can search on a category to gather information from all of the folders. By searching on the category Recording, for example, all recordings from Dance, Music, Movies, and the other folders would be returned.
- Finally, an item may be further classified by **perspectives** assigned to the item. Perspectives answer the question, "Who might be interested in this item?" The entertainment perspectives could include time period (17th Century to 1990s),

audience (Adult, Family, Teens), venue (Live or Outdoors), and content (Image, Audio, etc.), among others.

For information on how to plan your content areas, see "Planning Content Areas" in *Oracle9i Application Server Portal Building Portals, Release 3.0.9*.

### 1.1.2.1 What's the difference between content areas and pages?

Now that you've reviewed the basic concepts behind content areas and pages, you may still be wondering how they really differ, and how you can determine which one(s) you need to build. There are two key differences:

- Create a content area when you have many users who need to store and manage a lot of information in a hierarchical structure. Create a page when you want to present each person or group with a different collection of information from a variety of sources (which may or may not include data from a content area).
- While a content area often makes sense to the people maintaining it, it can sometimes be difficult for consumers to find the information they need. A page, on the other hand, exposes *just the information the user needs*, regardless of where it exists in the content area's folder structure.

For example, suppose the folder structure in your content area reflects how responsibilities are distributed within your organization. People who have been in the organization for a long time may know to look under the Human Resources folder for information on Facilities, since they report through the same management chain, but users outside your organization or those new to the group won't be privy to this information. However, by publishing the Facilities folder as a portlet and placing it on a page, users who need this information can access it quickly, without having to know or care where it resides in your Web site.

### 1.1.3 What are applications?

Oracle Portal **components**, such as menus, reports, forms, calendars, and so on, may be used individually or may be connected to produce complete Web-based database **applications**. For example, an employee expense chart may link to a report that details individual expenses. Before you can publish an application's component as a portlet, you must expose the application as a portlet provider.

Each application you build in Oracle Portal is based on data in a **schema** in the database. In addition, you can create and manage other database objects for use by application components, such as tables, views, stored procedures, and so on. For example, you might create a table object and use it to store data

inserted/updated/deleted by a form component. The data within the table can then be displayed to users through a chart or report component.

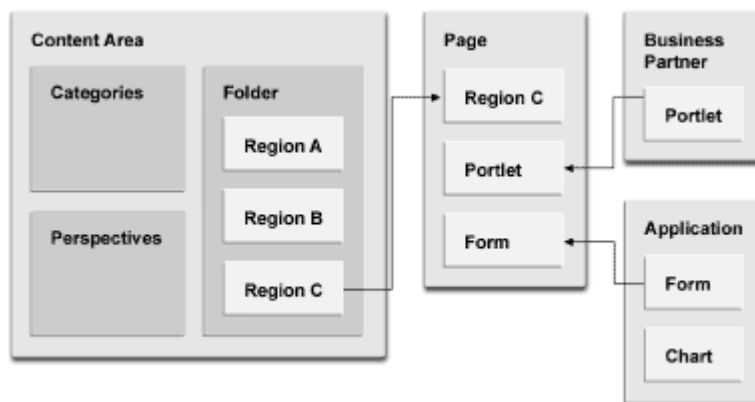
## 1.1.4 Security

The letters ACL you see next to some of the boxes stand for **access control list**. The ACL controls which users and groups may access the object, and to what extent. For example, if you wanted all the users in a group to be able to see the items in a folder on a content area, in the folder's ACL you would grant that group View privileges. Content areas, folders, and items all have ACLs, as do pages, schemas, applications, and components.

ACLs are just one way you can control access to objects within Oracle Portal. You can also use global privileges to grant access to all objects of a given type. For example, granting the Create privilege for All Pages to a group enables all members of that group to create pages. (If the ACL and a global privilege conflict, the higher privilege level prevails.)

## 1.1.5 Putting it all together

Now let's see how all these pieces might look on a page. The following illustration depicts a very simple example of how you might bring together data from three different sources on a single page.



Notice that the folder in the content area contains regions, as do pages. A folder region contains items; a page region contains portlets. As you can see, only one of the folder regions depicted actually appears on the page. You can do this by

publishing the folder as a portlet, then using the Customize link to exclude all other folder regions except the one you want to display.

Another region on the page contains a form from an application built with Oracle Portal. Finally, the third page regions is populated with a portlet provided by an external business partner. This simple example demonstrates how easy it is to create completely customized sets of information for individual users or groups.

Note: For a graphical introduction to Oracle Portal, visit the Oracle Portal Quick Tour in the online help system, or at <http://otn.oracle.com/products/iportal/index.htm>.

## 1.2 Starting and Logging on to Oracle Portal

Oracle Portal is completely Web-based, therefore starting Oracle Portal is simply a matter of pointing your Web browser to the Oracle Portal home page.

1. Start your Web browser.

If you are not sure whether Oracle Portal supports your browser, refer to "Prerequisites" on page x.

2. In the Address or Location field of your browser, enter the URL of the Oracle Portal home page and press the Enter or Return key.

**Note:** If you do not know the URL of the Oracle Portal home page, ask your portal administrator.

The Welcome to Oracle Portal page displays.

**Tip:** It is a good idea to bookmark this page as a favorite so that you do not have to type the URL each time you want to access it. If you do not know how to do this, see your Web browser documentation.

You may notice that this page offers you access to information about Oracle Portal, but not to any of the Oracle Portal tools. This is because, at the moment, you are a **public user** because you have not identified yourself and Oracle Portal cannot determine what you are entitled to access. To access the Oracle Portal tools, you must log on and identify yourself as an **authorized user**.

3. Click **Login** in the top right of the Welcome page.
4. Enter your **User Name** and **Password**.

**Note:** If you are not sure of your user name or password, contact your portal administrator.

## Single Sign-On

Enter your Single Sign-On user name and password to login.

User Name

Password

### 5. Click **Login**.

Your personalized Oracle Portal home page displays. If you receive an error message, check that you entered your login information correctly, or check with your portal administrator.

ORACLE

Oracle Portal

Community Navigator Home Help

Refresh Account Info Logout

April 24, 2001

Build

**my Links**

**Favorites** Customize

Oracle

Oracle Portal Help

Oracle Technology Network

**Developer News** Customize

This portlet is designed to pull news and announcements from the Oracle Portal Community site. This feature is not currently enabled. You can enable this feature by setting your proxy server under Global Settings on the Administer tab. This version requires a proxy.

If your proxy is already set and your computer is on the Internet, you can re-enable this feature by clicking the Customize link of this portlet.

**my Work**

**Recent Objects** Customize

(None Available)

**On the Web**

**External Applications** Customize

**Create your own Portal Pages**

**Pages**

**Create a New Page**  
Use a step-by-step wizard to create a new page. Pages let you aggregate content from a multitude of sources.

**Create a New Page Style**  
Use a step-by-step wizard to create a new page style, that can later be applied to a page.

**Edit Page**  
To edit a page, select from a list of existing pages or type in the name of one you know.

Name

View Edit

**Add Content Quickly and Easily**

**Content Areas**

**Create a New Content Area**  
Use a one-step wizard to create a new content area. Content areas hold self-published information in the form of folders and items. Use portal pages to link one or more content areas together for better organization and centralized access.

**Build your own Applications**

**Applications**

**Edit Application**  
Select from a list of existing applications, or type in the name of one you know. Edit an application, or choose one of the actions that appear below.

Don't worry if your Oracle Portal home page does not look exactly like the one shown. The appearance of the home page varies depending on your privileges and how it has been customized.

**Note:** The figure shown assumes that your default home page is the Oracle Portal home page. If you have a different default home page, you can navigate to the Oracle Portal Home Page, under Top-Level Pages, using the Navigator. For information about using the Navigator, see Section 1.5, "Using the Navigator" on page 1-15.

## 1.3 Getting to Know Your Oracle Portal Home Page

The Oracle Portal home page is itself a portal into the portal building environment. Take a moment to familiarize yourself with the home page and the features it provides.

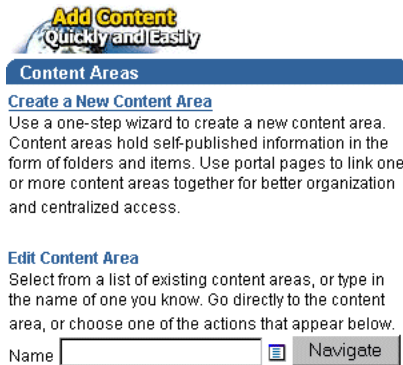
The home page is divided into separate tabs that group related features together. The tabs available to you on the home page depend on your privileges, so you may not see all of the following tabs. Click the link to display the tab.



- The Build tab contains tools for building pages, content areas, and applications.
- The Administer tab contains tools for administering Oracle Portal, such as creating users and groups, and setting global properties. By default, only portal administrators can access this tab.
- The Administer Database tab contains tools for administering the database, including creating schemas, granting database privileges, and monitoring database performance. By default, only database administrators can access this tab.
- The Monitor tab contains tools for monitoring pages, content areas, and applications. By default, only portal administrators can access this tab.

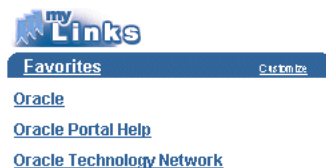
## Portlets

Each tab of the home page is made up of built-in portlets that provide access to Oracle Portal tools. For example, the Content Areas portlet on the Build tab provides access to the content area building tools.





The portlets that you can see depend on your privileges. For example, you will be able to see the Applications portlet only if you have privileges to build applications or components.


You can customize some portlets to change the way they display on the home page. For example, you can add new favorite links, or specify how many of your favorite links to display, by customizing the Favorites portlet.



## Shortcut bar



The shortcut bar at the top right of the page enables you to quickly get to:

-  The Navigator, which provides access to all Oracle Portal objects. For information about how to use the Navigator, see "Using the Navigator" on page 1-15.
-  The Oracle Portal home page.

-  The Oracle Portal online help system. For information about how to use the help system, see "Getting Help" on page 1-12.


## 1.4 Getting Help

Oracle Portal provides two ways of getting help:

- The online help system, which provides detailed step-by-step instructions and reference information, as well as an introduction to Oracle Portal and troubleshooting information. You can access the online help system by clicking  in the shortcut bar at the top of any page.
- Field-level help, which provides specific information about the fields on the current page. You can access field-level help by clicking  in the page.

### 1.4.1 Using the online help system

The following exercise introduces you to the online help system and demonstrates the different ways of finding information within it.

- In the shortcut bar at the top of the page, click  to display the online help system in a new browser window.





2. In the navigation bar on the left, click **Task Help**.

3. Click **The Basics**.

4. Click **What is Oracle Portal?**

A **conceptual topic** displays in a new browser window. This topic provides information about Oracle Portal.

5. Scroll down to the end of the topic.

Most topics include a **Related topics** section, which contains links to other topics that might interest you.

6. Click **What is a page?**

7. Here is another conceptual topic. In the Related topics section, click **Creating a page**.

This is a **task topic** that describes all the steps involved in creating a page.

8. Close the window containing the help topic.

#### 1.4.1.1 Using the index

But what if you don't know which folder a topic is in? You can find it using the index.

1. In the navigation bar, click **Index**.

2. Click **p**.

3. Scroll down until you see **pages**, and click **definition**.

This takes you to the same "What is a page?" topic you saw earlier.

4. Click your browser's Back button three times to return to a page containing the help system's navigation bar.

#### 1.4.1.2 Using the search feature

Alternatively, you can use the search feature.

1. In the navigation bar **Search** field, enter `page` and click **Go**.



The search results include all the topics whose display name, description, or keywords include the word page, including the "What is a page?" topic.

**Note:** If *interMedia* Text is installed and enabled, and an *interMedia* Text index has been created, the content of the topics is also searched.

2. Click your browser's Back button to return to a page containing the help system's navigation bar.

### 1.4.1.3 Using categories and perspectives

Every topic in the help system is categorized according to what type of information it contains. The help system also uses perspectives to identify topics that are of particular interest to each type of Oracle Portal user.

1. To list all the tasks involved with pages, choose **Page Tasks** in the navigation bar **Categories** list, and click **Go**.



2. To list all the tasks of interest to a portal administrator, choose **Portal Admin** in the navigation bar **Perspectives** list, and click **Go**.





### 1.4.1.4 Exiting the help system

As well as Task Help, the help system also includes the Quick Tour, which is an introduction to Oracle Portal, access to online manuals, including this Tutorial, and Tips and Troubleshooting topics to help you with common problems or requirements. These are all accessible by clicking the buttons in the navigation bar.

To exit the help system, simply close the browser window.

## 1.4.2 Using field-level help

The following exercise introduces you to field-level help and demonstrates how to use it.

1. In the shortcut bar at the top of the page, click  .
2. Click  to open the field-level help topic in a new browser window.


**Pages**

[Related topics](#)

Use the Pages tab to create and manage your pages.

Top-Level Pages contains the pages designated for a wide viewing audience, as determined by the portal administrator (or users/groups with the Manage privilege for All Pages). My Pages is your private storehouse for the pages you've created. User Pages contains all the pages created by other users to which you have been granted access, filed under the first letter of the page creator's user ID.

**This page contains the following:**

Path	Reflects the path of the currently displayed tab. On this page, the path is always Pages, the name of this tab.
Type	Indicates what type of object resides within the container. Container objects are designated by the  icon.
Name	Name of the container, such as Top-Level Pages, My Pages, and so on

This topic provides you with information about every field, button, and link that appears on the current page.


3. Scroll down to the end of the topic.

Most field-level help topics also include a Related topics section, which contains links to task and reference topics if you need more information.

4. To exit the field-level help topic, simply close the browser window.

## 1.5 Using the Navigator

The Navigator is a very powerful tool that provides access to all your Oracle Portal objects, as well as objects available to all public users.

1. If you are not already on the Navigator page, in the shortcut bar at the top of the page, click  .
2. During an Oracle Portal session (that is, the time between logging on and logging off), the Navigator remembers which tab you were on the last time you used it.

If you are not already on the Pages tab of the Navigator, click the **Pages** tab.

3. If you are not already at the root level, click **Pages** in the **Path**.

4. The Navigator lists the objects that are available to you, and the actions you can perform on those objects. The list of actions varies depending on your privileges. You view an object or drill down within an object by clicking its name.

Let's see what other pages exist. Click **Top-Level Pages** to drill down.

5. Now you can see a list of the **top-level pages** that you have access to, and the actions you can perform on those pages. Top-level pages are pages that your portal administrator believes many people will want to access.

Click **Inside Healthy Living** to display the Healthy Living portal.

6. Click your browser's Back button to return to the Navigator.
7. If you know the name, or part of the name of the object you are looking for, you can search the current tab of the Navigator for that object

Click the **Content Areas** tab.

8. In the **Find** field, enter `healthy`.

9. Click **Go**.

The Navigator lists all content areas, folders, categories, styles, etc. that contain the word `healthy`.

10. Click **Close**.

## 1.6 Logging off and Exiting Oracle Portal

To exit Oracle Portal, simply close your Web browser or navigate to a non-Oracle Portal page.

- If you close your Web browser, you will automatically be logged off Oracle Portal.
- If you navigate to a non-Oracle Portal page, you will not be logged off Oracle Portal. When you return to an Oracle Portal page, you will not need to log on again. For security reasons, you may want to log off Oracle Portal before navigating to a non-Oracle Portal page.
  - To log off Oracle Portal, click **Logout** in the top right of the page.

## 1.7 Lesson Summary

Congratulations! You have completed the first lesson of this tutorial. You now know the basics of using Oracle Portal, including how to:

- Start and log on to Oracle Portal
- Use the Oracle Portal home page
- Use the online help system and field-level help
- Use the Navigator
- Log off and exit Oracle Portal

Continue reading the tutorial for more exercises on how to use Oracle Portal. To find out which chapters you should complete, see "Structure" on page xi.

For more advanced examples of what you can do with Oracle Portal, see *Oracle 9i Application Server Portal Building Portals, Release 3.0.9*.

For any other information about the basics of Oracle Portal, see the online help system.



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# Designing a Portal

**Estimated completion time:** 30 minutes

A portal is a Web-based application that enables your users to access content areas, external Web sites, other applications, newsfeeds, and other useful information.

For basic information about pages, see Section 1.1.1, "What are pages?" on page 1-3.

To familiarize you with Oracle Portal's portal building capabilities, this chapter leads you through the steps of creating the employee page of a portal for a fictitious company named Healthy Living Wholesalers. You should complete the following exercises if you are responsible for creating portals (that is, you are a portal administrator), or even if you simply want to create your own page to access the information you need most frequently.

This chapter includes the following sections:

- Section 2.1, "Before You Begin" on page 2-1
- Section 2.2, "Creating a Page" on page 2-2
- Section 2.3, "Adding a Portlet to a Page" on page 2-4
- Section 2.4, "Providing Access to a Page" on page 2-8
- Section 2.5, "Lesson Summary" on page 2-11


## 2.1 Before You Begin

You must start and log on to Oracle Portal. For instructions on how to do this, see Section 1.2, "Starting and Logging on to Oracle Portal" on page 1-8.

## 2.2 Creating a Page

A page is the face of a portal; it is what users see and use to interact with the information provided by the portal.

Suppose you are a portal administrator, working in the IT department of Healthy Living Wholesalers. You have been asked to create a portal to provide Healthy Living employees with unified access to corporate information and applications, as well as frequently used external information. The first thing you need to do is create the page that will act as the entry point to this information.

1. In the shortcut bar, click  .
2. If you are not already on the Pages tab of the Navigator, click the **Pages** tab.
3. If you are not already at the root level, click **Pages** in the **Path**.
4. In the My Pages row, click **Create**.
5. In the **Name** field, enter <YourName>healthyliving, where YourName is your own user name.

**Note:** Throughout this tutorial you add your user name to the beginning of names and display names to make sure that the object you are creating is unique, and is easy to find later.

6. In the **Display Name** field, enter <YourName>'s Healthy Living Page.

### Page Properties

Specify a name for your page (used internally only), as well as display name, which appears in the top page banner. If you wish, use the Description field to make notes to yourself about the page. The description field is visible only when you edit the page.

Name	<input type="text" value="scotthealthyliving"/>
Display Name	<input type="text" value="Scott's Healthy Living Page"/>
Description	<div style="border: 1px solid gray; height: 100px; width: 100%;"></div>

7. You can accept the defaults on the rest of the page, so click **Next**.
8. In the **Layout Template** list, choose **Two Column Layout**.



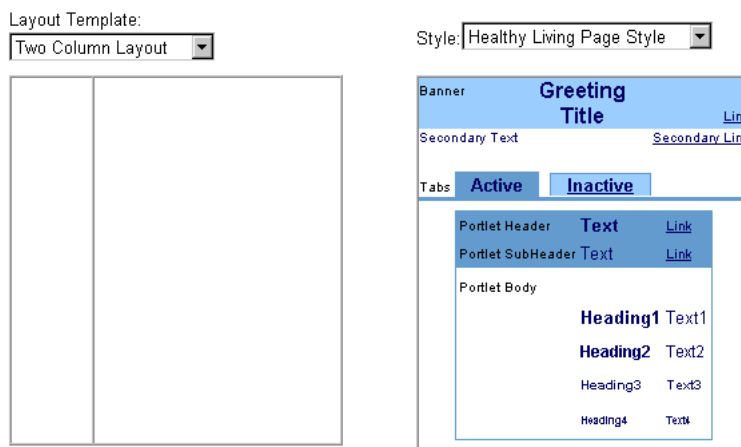
The page layout determines how many rows and columns your page will have. These rows and columns form rectangles or squares called regions, into which you will place content.

9. In the **Style** list, choose **Healthy Living Page Style**.

The page style determines the colors and fonts that appear on your page.

### Page Layout And Style

Select a layout template for the page, which determines the number and configuration of the page's regions. Each region may contain one or more portlets, which you may specify in the next step. Next, select a style for the page, which determines the colors and fonts for your page's content, banner and links.



10. Click **Finish**.

Your new page displays. You won't see the two columns specified by the layout until you add content to the page.

**Note:** For more information, visit the online help system. In the **Search** field, enter 'creating a page', and click **Go**.

## 2.3 Adding a Portlet to a Page

Portlets represent and provide access to Web-based information sources: Web pages, applications, business intelligence reports, syndicated content feeds, or other resources can be accessed through a portlet. In addition, Oracle Portal provides Web publishing services to create and manage portlets for content managed by Oracle Portal.

### 2.3.1 Adding a folder portlet

Let's assume that the Healthy Living employee page needs to provide access to information about the company. An easy way to implement such a portlet is using Oracle Portal's content area publishing service. For this example, this portlet has already been created; you simply need to add it to the page you just created.

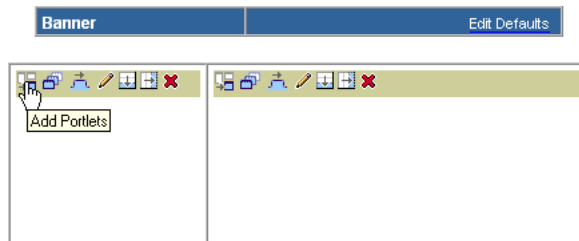
**Note:** For information about how to create such a content area, see Chapter 3, "Maintaining a Content Area".

1. At the top of your Healthy Living page, click **Edit Page**.

**Tip:** To edit a page when you are not currently viewing it, locate the page in the Navigator and click **Edit**.

**Tip:** Because you clicked **Edit Page**, the changes you make will be visible to all users of the page. If you want to make changes to a page that are visible only to yourself, click **Customize** instead.

2. In the left region, click  .



3. If you are not at the root level, click **Portlet Repository** in the path in the **Available Portlets** list.

The Portlet Repository is a content area created by Oracle Portal that lists all the portlets available to you by provider.

4. Under **Other Providers**, click **Healthy Living Wholesalers**.

5. Click **For Our Employees**.



6. Click **OK**.

7. Click **Close**.

A portlet containing the home page of the Healthy Living Wholesalers content area now displays on the page.

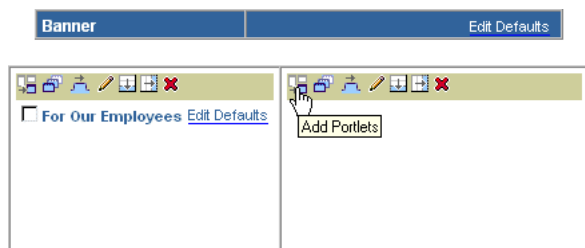


## 2.3.2 Adding an application component portlet

Let's also assume that Healthy Living Wholesaler employees need access to information about employees within the company and the departments in which they work. An easy way to implement such a portlet is using Oracle Portal's components publishing service. For this example, this portlet has already been created; you simply need to add it to the home page you created earlier.

**Note:** For information about how to create such a component, see Chapter 5, "Building Application Components".

1. At the top of your Healthy Living page, click **Edit Page**.
2. In the right region, click  .



3. If you are not at the root level, click **Portlet Repository** in the path in the **Available Portlets** list.
4. Under **Other Providers**, click **TUTORIAL30\_APPLICATION**.
5. Click **View Employees by Department**.



6. Click **OK**.
7. Click **Close**.



A portlet containing the report now displays on the page.

View Employees by Department			Customize		
Department No	Name	Employee Id	Name	Job	
10 Head Office		20	Kathleen Bayyat	President - Manufacturing	
		30	Robert Rodriguz	President - Sales	
		40	Edward Shields	Chief Financial Officer	
		50	Lance Bettin	President - Information Technology	
		60	Michael Kezouit	President - Development	
		70	Ashok Sasaki	President - Inventory	
		89	Omar Bakshi	Personal Assistant	
	20 Manufacturing		90	Gilberto Teramura	Lead Graphic Artist
			100	Lisa Williams	Graphic Artist
		110	Jan Francois Stewart	Graphic Artist	
		120	Kirk Takeuchi	Graphic Artist	
		130	Jim Garusi	Graphic Artist	
		140	Anna Church	Visual Media Producer	
		150	Anthony Grippando	Production Assistant	
		160	Nadeem Nayakanti	Camera Operator	
		170	Christina Moff	Camera Operator	
		180	Michael Bradley	Sound Engineer	
	190	Maik Gilchrist	Director		
	210	Kenneth R Marjanovic	Production Assistant		
	230	Forrest Norris	CBT Technician		


Next

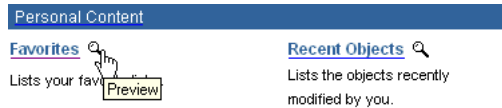
### 2.3.3 Adding an Oracle Portal built-in portlet

Finally, let's also assume that Healthy Living Wholesaler employees need access to a list of their favorite Web sites and pages. An easy way to implement such a portlet is to use the built-in Favorites portlets that is provided with Oracle Portal.

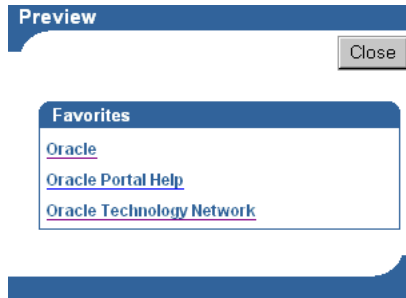
1. At the top of your Healthy Living page, click **Edit Page**.
2. In the left region, click .
3. You can preview what a portlet will look like in your page before you add it, by clicking  instead of the portlet name.

If you are not at the root level, click **Portlet Repository** in the path in the **Available Portlets** list.

4. Under **Seeded Providers**, click **Oracle Portal**.
5. Under Personal Content, click  next to **Favorites**.

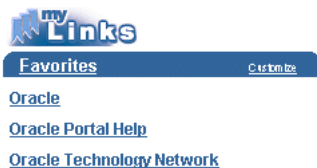


6. The portlet looks good, so click **Close**.



7. Click **Favorites**.
8. Click **OK**.
9. Click **Close**.

The Favorites portlet is now included on your page. Now let's take a look at how the changes you have made have affected the page.



## 2.4 Providing Access to a Page

You can assign different users different levels of access to a page to control exactly what they can see and interact with. For example, you will want only Human Resources staff to see some of the more sensitive employee information, such as salary.

## 2.4.1 Giving access to everyone

You can provide the greatest level of access to the page by making it available to public users. This means that anyone who can connect to the machine where the page is stored can view the page without having to log on.

Since the portal is corporate-wide, you should make it available to all Healthy Living employees.

1. At the top of your Healthy Living page, click **Edit Page**.
2. Click the **Access** tab.
3. Make sure the **Display Page To Public Users** check box is selected.

### Expose Page To Everyone

Select this box to make the page available to everyone, even those who are not logged on.

Display Page To Public Users

With this check box selected, all users with access to the Healthy Living Intranet can view the page.



## 2.4.2 Giving access to a specific user


If you want a specific user to be able to do more than simply view a page, you need to explicitly grant that user additional privileges.

Suppose you want certain users to be able to add new portlets to the Healthy Living page, or remove the existing portlets. In the following exercise you will grant the user HLW\_USER Edit Contents privileges on the page.

1. In the **Grantee** field, enter HLW\_EMPLOYEE.
2. In the list next to the **Grantee** field, choose **Edit Contents**.

### Grant Access

Enter the name of the user or group to which you want to grant privileges, or click on  to select a user, or click on  to select a group, then choose the level of privileges you want to grant, then click Add.






The screenshot shows a form with a text input field labeled "Grantee" containing the text "HLW\_EMPLOYEE". To the right of the input field are two small icons: a person icon and a group icon. Further right is a dropdown menu currently displaying "Edit Contents". To the far right is a button labeled "Add".


3. Click **Add**.

The page refreshes and HLW\_EMPLOYEE is added to the access control list in the Change Access section.

### Change Access

Change the level of privileges that have been granted to a user or group, or click  to revoke privileges from a user or group.

	Grantee	Type	Privilege
	HLW_EMPLOYEE	USER	<input type="text" value="Edit Contents"/>
	SCOTT	USER	<input type="text" value="Manage"/>

Here, you can also remove users by clicking  next to their names, or modify their privileges by choosing the privilege from the **Privilege** list and clicking **Apply**.

**Note:** As its creator, you are automatically given Manage privileges (the highest available) on the page.



## 2.4.3 Giving access to a group of users

You can grant privileges to multiple users in a single operation by using groups. When you grant privileges to a group, all the users who are members of that group are granted those privileges.

Suppose you want to allow many users to add other portlets to the page, but not delete the existing portlets. You can give a group of users the Customization (Add-only) privilege.

1. In the **Grantee** field, enter HLW\_HR.
2. In the list next to the **Grantee** field, choose **Customization (Add-only)**.

### Grant Access

Enter the name of the user or group to which you want to grant privileges, or click on  to select a user, or click on  to select a group, then choose the level of privileges you want to grant, then click Add.

Grantee <input style="width: 90%;" type="text" value="HLW_HR"/>	 	<input type="text" value="Customization(Add-only)"/>	<input type="button" value="Add"/>
---	---	--	------------------------------------

3. Click **Add**.



The page refreshes and HLW\_HR is added to the access control list in the Change Access section.

### Change Access

Change the level of privileges that have been granted to a user or group, or click **✘** to revoke privileges from a user or group.

	Grantee	Type	Privilege
<b>✘</b>	HLW_EMPLOYEE	USER	Edit Contents
<b>✘</b>	HLW_HR	GROUP	Customization(Add-only)
<b>✘</b>	SCOTT	USER	Manage

4. Click OK.

## 2.5 Lesson Summary

Congratulations! You have created a page, and given users access to it. You now know how to:

- Create a page
- Add portlets to a page
- Provide access to a page

For more advanced examples of what you can do with pages, see *Oracle9i Application Server Portal Building Portals, Release 3.0.9*.

For any other information about building pages, see the online help system.



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## Maintaining a Content Area

**Estimated completion time:** 40 minutes

An Oracle Portal content area is a service for publishing, organizing, classifying, and displaying content. Simple controls within the content area allow you to upload or directly enter your content, manage how it is represented and organized, format the way it appears on a Web page, and publish it to the appropriate user community.

For basic information about content areas, see Section 1.1.2, "What are content areas?" on page 1-5.

Oracle Portal content areas are created by portal administrators for use by a particular user community or line of business. Once created, the content area can be accessed by portal users to build a folder hierarchy and upload items based on the privileges set by the content area administrator and folder owners. In this way, related content can be organized together according to a top-down information taxonomy, an established corporate organization, or a bottom-up ad-hoc structure. New content can be added to existing folders, to new folders within the existing content area, or, if appropriate, to a new content area created with a separate folder hierarchy that shares important enterprise-wide attributes.

To familiarize you with Oracle Portal's content area building capabilities, this chapter leads you through the steps of updating the corporate content area of a fictitious company named Healthy Living Wholesalers. You should complete the following exercises if you are responsible for maintaining one or more content areas (that is, you are a content area administrator) or folders (that is, you are a folder owner). Exercises that apply to content area administrators only are clearly identified as such.

**Note:** Only portal administrators can create new content areas. Content area administrators and folder owners can edit only their own existing content areas or folders, they cannot create new content areas.

This chapter includes the following sections:

- Section 3.1, "Before You Begin" on page 3-2
- Section 3.2, "Creating a Folder" on page 3-2
- Section 3.3, "Creating a Category (Content Area Administrators Only)" on page 3-4
- Section 3.4, "Creating a Perspective (Content Area Administrators Only)" on page 3-5
- Section 3.5, "Creating a Style and Applying it to a Folder" on page 3-7
- Section 3.6, "Creating a Navigation Bar and Applying it to a Folder" on page 3-11
- Section 3.7, "Controlling Access to Your Content Area" on page 3-14
- Section 3.8, "Lesson Summary" on page 3-19

**Tip:** For more in-depth advice on how to design content areas, see the "Planning Your Web Content" chapter of *Oracle9i Application Server Portal Building Portals, Release 3.0.9*.

## 3.1 Before You Begin

To complete the exercises in this chapter, you must be a content area administrator of the Healthy Living Tutorial content area. Instructions for assigning content area administrators to the Healthy Living Tutorial content area are provided in Section A.4, "Assigning a User as a Content Area Administrator of the Tutorial Content Area" on page A-2.

You must start and log on to Oracle Portal. For instructions on how to do this, see "Starting and Logging on to Oracle Portal" on page 1-8.

## 3.2 Creating a Folder


A content area is divided into folders. A folder is a collection of related items, including files, URLs of other pages, text, and components. For example, the Healthy Living Tutorial content area includes the folders Our Company, Our Products, and For Our Employees. Dividing a content area into these distinct areas means you can structure your content and organize it logically. This makes it much easier for your users to find the information they need.

**Note:** A content area administrator can create folders anywhere in a content area. A folder owner can create folders only within the folders he or she owns.

Suppose you have been asked to take over the administration of the Healthy Living content area. This content area is used by employees, suppliers, and customers of Healthy Living Wholesalers to access information about the company.

The Healthy Living Sales department has decided to introduce an associate program, through which members can sell Healthy Living products from their own Web sites. The Sales department have put together several documents that provide useful information about the program, and wants to publish them on the Healthy Living content area where potential associates can view them.

Your first task as the content area administrator is to create a new folder to contain these documents.

1. In the shortcut bar, click  .
2. If you are not already on the Content Areas tab of the Navigator, click the **Content Areas** tab.
3. If you are not already at the root level, click **Content Areas** in the **Path**.
4. In the Healthy Living Tutorial row, click **Contents**.
5. Click **Folders**.

As you can see, some folders already exist in the content area. But none of these folders are appropriate to store information about the associate program. So you need to create a new folder.

6. Next to **Create New...**, click **Folder**.

**Note:** If you cannot see the **Folder** link, you are probably not a content area administrator of the Healthy Living Tutorial content area. Ask your portal administrator to assign you as a content area administrator. Instructions for doing this are provided in Section A.4, "Assigning a User as a Content Area Administrator of the Tutorial Content Area" on page A-2.

7. In the **Folder Type** list, make sure **Container** is chosen.

### Folder Type

Choose a folder type to add to the content area. This list includes the four base types, as well as any custom folder types that were created by your content area administrator.

Folder Type

8. Click **Next**.
9. In the **Name** field, enter <YourName>associate, where YourName is your own user name.

**Note:** Throughout this tutorial you add your user name to the beginning of names and display names to make sure that the object you are creating is unique, and is easy to find later.

10. In the **Display Name** field, enter <YourName>'s Associate Program.
11. In the **Category** list, make sure **General** is chosen.

**Note:** You'll find out more about categories later on in this chapter.

### Folder Properties

Enter a name for the folder which is used internally and a display name which appears on the Navigator and throughout the product. The name should not contain spaces or special characters. Choose a category for this folder.

Parent folder	Healthy Living Tutorial
Name	<input type="text" value="scottassociate"/>
Display Name	<input type="text" value="Scott's Associate Program"/>
Category	<input type="text" value="General"/>

12. Click **Finish**.

You now have a folder to contain information about the associates program. Later on in this chapter, you'll learn how to grant privileges on the folder so that members of the Sales department can upload their documents into this folder.

## 3.3 Creating a Category (Content Area Administrators Only)

You must assign all items and folders that you add to a content area to a category. A category is a grouping that answers the content-specific question "What is this?". For example, the Healthy Living content area includes the categories About Us, How To, and The Product Line. Users who want information on the company itself and don't need to know about the product line can search for items belonging to the About Us category. Categories provide you with the ability to further organize content, so that users can quickly and easily find the information they want. You can assign an item or folder to *only one category*.

The information about the associate program includes a document that provides answers to frequently asked questions (known as an FAQ). Since there are several FAQs covering different aspects of Healthy Living in the content area, it would be useful to create a new category for this type of document to make it easier for users to find this type of information.

1. In the Categories row, click **Create**.
2. In the **Name** field, enter <YourName>faq.
3. In the **Display Name** field, enter <YourName>'s FAQ.

### Category Properties

Enter a name and display name for your category. The name identifies the category internally and should not contain spaces or special characters. The display name identifies the category to users. After you create your category, you can edit it by clicking the link at the top of the page.

Parent Category	<None>
Name	<input type="text" value="scottfaq"/>
Display Name	<input type="text" value="Scott's FAQ"/>

4. Click **Create**.

A link to your new category now displays at the top of the page, which you can click to edit the category.

5. We don't need to edit the category at this point, so click **Close**.

Now, when users add an FAQ document to the content area, they can assign it to this new category. Users of the content area can search the FAQ category to quickly retrieve all FAQ documents.

## 3.4 Creating a Perspective (Content Area Administrators Only)

When you add an item to a content area, you can assign it to one or more perspectives. A perspective is a cross-folder, cross-category grouping that answers the question "Who will be interested in this?". For example, the Healthy Living content area includes the perspectives Supplier, Employee, and HTML. Employees who want to view items that are relevant to them and don't need to know about information relating to suppliers, can search for items belonging to the Employees perspective. Perspectives provide your users with the ability to quickly and easily

find the information that interests them, without having to filter out other irrelevant information themselves.

To provide members of the associate program with quick access to all the information that they are likely to be interested in, it would be useful to have a perspective for those users.

1. In the **Path**, click **Healthy Living Tutorial**.
2. In the Perspectives row, click **Create**.
3. In the **Name** field, enter <YourName>associate.
4. In the **Display Name** field, enter <YourName>'s Associate.

### Perspective Properties

Enter a name and display name for your perspective. The name identifies the perspective internally and should not contain spaces or special characters. The display name identifies the perspective to users. After you create your perspective, you can edit it by clicking the link at the top of the page.

Parent Perspective	<None>
Name	<input type="text" value="scottassociate"/>
Display Name	<input type="text" value="Scott's Associate"/>

5. Click **Create**.

A link to your new perspective now displays at the top of the page, which you can click to edit the perspective.

6. We don't need to edit the perspective at this point, so click **Close**.

Now, when users add an item that is of interest to associate program members or potential members, they can assign it to this new perspective. Associate program members can search on the Associate perspective to retrieve all of the items they might need.



## 3.5 Creating a Style and Applying it to a Folder

A style is a template that controls the look and feel of content area folders and navigation bars. This template governs the colors, font properties, size, background images, banners, and other graphical elements that are common across the content area. When you create a content area, Oracle Portal automatically creates two default styles. One is applied to the folders in the content area, the other is applied to the navigation bars in the content area. Typically, you will want to either edit these default styles, or create your own to apply your own corporate look and feel.

### 3.5.1 Creating a style

The previous content area administrator has already changed the style of the navigation bars to match the Healthy Living corporate look and feel. You now need to do the same for the folders. First, let's create a new style to work with.

1. Click **Styles**.

You can see the two default styles that already exist for your content area: Healthy Living Tutorial and Healthy Living Tutorial Navbar Style.

2. Next to **Create New...**, click **Style**.

3. In the **Name** field, enter <YourName>hlwstyle.

4. In the **Display Name** field, enter <YourName>'s HLW Style.

5. In the **Copy From** list, choose **Main Site Style**.

#### Style Properties

Enter a name and display name. The name is use internally only, and should not contain spaces or special characters. The display name is displayed to the users. You can copy an existing style and use it as a basis for your new style. Choose whether to make this style available only to you or all authorized users.

Name	<input type="text" value="scotthlwstyle"/>
Display Name	<input type="text" value="Scott's HLW Style"/>
Copy From	<input type="text" value="Main Site Style"/> ▼
	<input type="checkbox"/> Make Public

6. Click **Create**.

A link to your new style now displays at the top of the page, which you can click to edit the style.

### 3.5.2 Editing style properties

Now that you've created the new style, you need to edit it to match the Healthy Living corporate style.

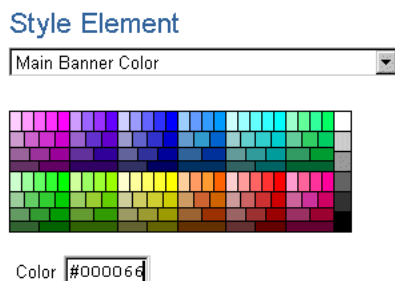
1. At the top of the page, click <YourName>'s **HLW Style**.

**Tip:** If you are no longer on the Create Style page or cannot see the link at the top of the page, locate the style in the Navigator and click **Edit**.

2. In the **Style Element** list, choose **Main Banner Color**.

3. In the **Color** field, enter #000066.

**Tip:** If you do not know the hexadecimal code of the color, you can choose the color from the color palette.



4. Click the **Apply** button to the right of the **Color** field.
5. Change the colors of other style elements as listed in the table below.

**Tip:** Remember to click **Apply** after changing each of the colors to make sure that the color is applied to each element.

Style Element	Color
Sub Banner	#000066
Sub Banner Color	#6699CC
Sub Banner Link	#000066

Style Element	Color
Region Banner	#000066
Region Banner Color	#6699CC
Group By Banner	#000066
Group By Banner Color	#6699CC
Group By Banner Link	#000066
Item Display Name Link/Navigation Bar Link	#000066
Item Display Name Text/Navigation Bar Label	#000066

**Note:** Each time you click **Apply**, the preview area updates to reflect your changes.

6. Click **OK**.

**Note:** As well as banner and font colors, you can also change font size, face, style, and alignment, the height of the banners, and the placement of the folder path.

### 3.5.3 Applying a style to a folder

Now you need to associate the new style with a folder in your content area.

1. In the **Path**, click **Healthy Living Tutorial**.
2. Click **Folders**.
3. Next to the folder you created earlier (<YourName>'s Associate Program), click **Edit**.
4. Click the **Style** tab.
5. In the **Select Style** list, choose <YourName>'s **HLW Style**.

The page refreshes to preview the chosen style. Here, you can also edit the style.

## Current Style

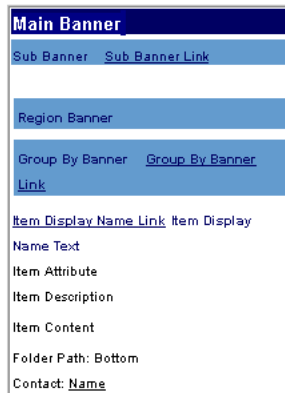
Choose a style to apply to this folder. The style preview diagram automatically reflects your choice.

Current Style Healthy Living Tutorial

Select Style

## Style Properties

If you want to edit the style, click the [Scott's HLW Style](#) link to display the Style Manager tabs.



6. Click **Apply**.
7. Click **OK**.
8. Click **<YourName>'s Associate Program**.

**Note:** The style has been applied to the folder, but NOT to the navigation bar. You need to apply a style to the navigation bar separately. Oracle Portal separates the two because you may want to use a different style for navigation bars. For example, in the Healthy Living content area, we want a white background for the folder area, but a light blue background for the navigation bar.

9. Click your browser's Back button.

## 3.6 Creating a Navigation Bar and Applying it to a Folder

Navigation bars enable users to quickly locate the Web content that they need. A typical navigation bar might contain a list of commonly accessed URLs, a basic content area search function, and a list of all of the available categories of information on a particular content area. Not every item on the navigation bar, however, needs to be an interface element. You can also include links to anything (for example, external Web sites), static images (for example, a logo), and static text.

When you create a content area, Oracle Portal automatically creates a default navigation bar and applies it to the content area. Typically, you will want to either edit this default navigation bar, or create your own.

### 3.6.1 Creating a navigation bar

There are various elements that we could include on the Healthy Living content area's navigation bar to improve usability for its users. First, let's create a new navigation bar.

1. In the **Path**, click **Healthy Living Tutorial**.

2. Click **Navigation Bars**.

You can see the default navigation bar that already exists for your content area.

3. Next to **Create New...**, click **Navigation Bar**.

4. In the **Name** field, enter `<YourName>hlwnavbar`.

5. In the **Display Name** field, enter `<YourName>'s HLW Navigation Bar`.

6. In the **Style** list, choose **Healthy Living Tutorial Navbar Style**.

### Navigation Bar Properties

Enter a name, which is used internally, and a display name, which appears on the Navigator and throughout the product. Choose a style to define the look of your navigation bar (e.g., background color and text color). Choose an alignment setting to position the elements of the navigation bar. In Copy From, you can optionally choose another navigation bar to use as the basis for your own bar. After you create your navigation bar, you can edit it by clicking the link that appears at the top of the page.

Name	<input type="text" value="scotthlwnavbar"/>
Display Name	<input type="text" value="Scott's HLW Navigation Bar"/>
Style	<input type="text" value="Healthy Living Tutorial Navbar Style"/>
Alignment	<input type="text" value="Left"/>
Copy From	<input type="text" value="&lt;None&gt;"/>

7. Click **Create**.


A link to your new navigation bar now displays at the top of the page, which you can click to edit the navigation bar.

### 3.6.2 Adding elements to a navigation bar

The navigation bar that you just created is currently blank. You need to edit it to add the elements that you want to include.

1. At the top of the page, click **<YourName>'s HLW Navigation Bar**.

**Tip:** If you are no longer on the Create Navigation Bar page or cannot see the link at the top of the page, locate the navigation bar in the Navigator and click **Edit**.

2. Click the **Elements** tab.
3. In the navigation bar preview, click  .



4. In the **Element Type** list, make sure **Basic Elements** is chosen.

Choose the kind of element that you would like to add to your navigation bar.

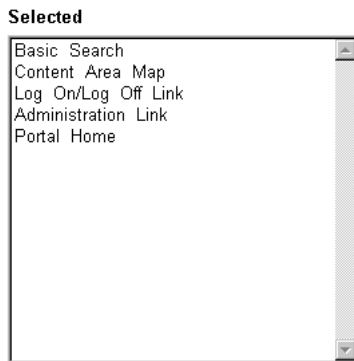
Element Type

5. Click **Next**.
6. In the **Available** list, select:

- Log On/Log Off Link
- Administration Link
- Basic Search
- Content Area Map
- Portal Home

7. Click **>**.

8. Click **▲** and **▼** until the basic elements in the **Selected** list are in the same order as in the graphic below.



9. Click **Finish**.

The preview refreshes to reflect the elements you have added to the navigation bar.

10. Click **Close**.

### 3.6.3 Applying a navigation bar to a folder

Now you need to associate the new navigation bar with a folder in your content area.

1. In the **Path** click **Healthy Living Tutorial**.
2. Click **Folders**.
3. Next to the folder you created earlier (<YourName>'s Associate Program), click **Edit**.
4. Click the **Nav Bar** tab.
5. Select the **Select A Navigation Bar** radio button.
6. In the list of navigation bars, chose <YourName>'s **HLW Navigation Bar**.

#### Current Navigation Bar

Choose the navigation bar to apply to this folder. By default, the parent folder's navigation bar is applied. Or, choose an existing navigation bar from the Select A Navigation Bar list.

- Use Default (Healthy Living Tutorial)
- Select A Navigation Bar

7. Click **Apply**.
8. Click **OK**.
9. Click <YourName>'s **Associate Program**.

Your navigation bar has been applied to this folder.

10. Click your browser's **Back** button.

## 3.7 Controlling Access to Your Content Area

Each folder in your content area is either public or non-public. If it is public, all users may view its contents without logging on. If it is non-public, only users who are logged on *and* have explicit View Content privileges on the folder may view its contents.

Until users log on to the content area, they are public users and can only view content. Moreover, as public users, they can view content in public folders only. For greater access to the content area, users must log on. Once users are logged on,



Oracle Portal can determine which other tasks they can perform and which other non-public folders they can access.

For example, you may have a folder (say, your content area's root folder) that you want everyone to be able to view, but you want only one particular user to be able to add content to it. To enable this, you need to first make sure the root folder is a public folder, and then explicitly grant the content contributor Manage Items privileges on the folder.

Or, you may have a folder that you want only a restricted number of users to be able to view. In that case, you would make the folder non-public, and grant each restricted user View Content privileges on the folder. If the number of restricted users is fairly large, you might consider creating a group for those users and granting folder privileges to the group rather than to each individual user.

There are various levels of access to a folder:

<b>With these privileges:</b>	<b>Users can:</b>
Own Folder	<p>Perform all folder tasks, including granting folder privileges to other users.</p> <p>Distributing folder ownership means that folder-level tasks are more likely to be completed in a timely fashion, and don't just get tagged on to the end of the content area administrator's to-do list.</p> <p>The content area administrator automatically has Own Folder privileges on every folder in the content area.</p>
View Content	View any item in the folder.
Edit Style	Make changes to the folder's style.
Manage Items	<p>Add, edit, and delete items in the folder.</p> <p>Delegating content ownership means that content is maintained by the users who know it best, and thus is more likely to be kept accurate and up-to-date.</p>
Create With Approval	Add new items to the folder. Items that are added by users with Create With Approval privileges must be approved by the folder owner before they are visible to other users.

**Note:** You can also provide security at the item level. For more information, visit the *Oracle Portal Online Help*, In the **Search** field, enter `security`, and click **Go**.

### 3.7.1 Providing access to everyone

If you have public information within your content area, you can allow any user who displays the content area to view that information, including those users who are not logged on.

Anyone who accesses the Healthy Living content area should be able to view the contents of the Associate Program folder that you created earlier, without having to log on.

1. In the <YourName>'s Associate Program row, click **Edit**.
2. Click the **Access** tab.
3. Select the **Make Public** check box.

#### Access Settings

Select Make Public to display this folder to all users, even those who are not logged on. Then, select Enable Item Level Security to enable security on individual items in the folder. Security at the item level affects the runtime and disables folder caching.

- Make Public  
 Enable Item Level Security

4. Click **Apply**.

Now, any user can view the contents of your Associate Program folder.



### 3.7.2 Providing access for a specific user

If you want to give a user access beyond being able to view public folders, you need to explicitly grant that user privileges on folders.

One of the benefits of Oracle Portal is that you can distribute the responsibility of adding content to those users who actually create the content without compromising security. Let's grant a user privileges to add content to the Associate Program folder.

1. In the **Name** field, enter HLW\_EMPLOYEE.

### Grant Access

Enter the name of the user or group for which you want to grant the folder access privileges, or click  to select a user, or click  to select a group, then click Add To Access List.


Name   

#### 2. Click **Add To Access List**.

The page refreshes and HLW\_EMPLOYEE is added to the access control list in the Change Access section.

#### 3. In the HLW\_EMPLOYEE row, select the **Manage Items** check box.

### Change Access

Choose the level of folder access privileges that you want to grant to a user or group by checking the appropriate box, or click  to revoke the user or group's access entirely.

Grantee Name	Grantee Type	Own Folder	View Content	Edit Style	Manage Items	Create With Approval
 HLW_EMPLOYEE	USER	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SCOTT	USER	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Note:** You created the folder, so you are automatically assigned as the folder owner.

#### 4. Click **Apply**.

HLW\_EMPLOYEE can now add, edit, and delete items in the Associate Program folder.

### 3.7.3 Providing access for multiple users



You can also grant the same folder access privileges to multiple users. For example, suppose you want to allow all members of a particular department to be able to add content to their department's folder. You could grant privileges to each user individually, but that is time consuming and difficult to maintain, especially if the same users need to be given access to several different folders. Instead, you can create a group containing these users, then grant folder access privileges to the group.

When you grant a privilege to a group, that privilege applies to every member of that group. So, when a new employee joins the department, you can simply add him or her to the group. Doing so gives the new employee the same folder privileges as other members of his or her department.

Suppose you want to allow several users the ability to add items to the Associate Program folder. However, the owner of the folder wants to approve the items added by these users before they become available to other users.

1. In the **Name** field, enter HLW\_HR.

### Grant Access

Enter the name of the user or group for which you want to grant the folder access privileges, or click  to select a user, or click  to select a group, then click Add To Access List.






2. Click **Add to Access List**.

The page refreshes and HLW\_HR is added to the access control list in the Change Access section.

3. In the HLW\_HR row, select the **Create With Approval** check box.

### Change Access

Choose the level of folder access privileges that you want to grant to a user or group by checking the appropriate box, or click  to revoke the user or group's access entirely.

	Grantee Name	Grantee Type	Own Folder	View Content	Edit Style	Manage Items	Create With Approval
	HLW_EMPLOYEE	USER	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	HLW_HR	GROUP	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	SCOTT	USER	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

4. Click **Apply**.

All the members of the HLW\_HR group can now add items to the Associate Program folder. These items will not display to other users until the folder owner approves them.

5. Click **OK**.

## 3.8 Lesson Summary

Congratulations! You have updated the Healthy Living Tutorial content area. You now know how to:

- Create a folder
- Create a category
- Create a perspective
- Create a style and apply it to a folder
- Create a navigation bar and apply it to a folder
- Provide access to a content area

For more information about building content areas, see the online help system.



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# Adding Items to a Content Area

**Estimated completion time:** 30 minutes

This chapter shows you how to add items to a content area. Items are the basic unit in an Oracle Portal content area. Oracle Portal can display any browser-renderable content. Supported item types include file, folder link, image/imagemap, PL/SQL, text, URL, Java application, Zip file (for adding a set of files), and Oracle Portal application components (reports, forms, charts, menus, frame drivers, etc.).

For basic information about content areas, see Section 1.1.2, "What are content areas?" on page 1-5.

To familiarize you with Oracle Portal's item creation capabilities, this chapter leads you through the steps of adding several items to the content area of a fictitious company named Healthy Living Wholesalers. You should complete the exercises in this chapter if you contribute content to one or more folders in a content area.

This chapter includes the following sections:

- Section 4.1, "Before You Begin" on page 4-1
- Section 4.2, "Adding Items to a Folder" on page 4-2
- Section 4.3, "Editing an Item" on page 4-10
- Section 4.4, "Lesson Summary" on page 4-12

## 4.1 Before You Begin

To complete the exercises in this chapter you must have Manage Items privileges on the For Our Employees folder in the Healthy Living Tutorial content area.

Instructions for granting Manage Items privileges on this folder are provided in Section A.5, "Granting a User Manage Items Privileges on the For Our Employees Folder of the Tutorial Content Area" on page A-3.

You must start and log on to Oracle Portal. For instructions on how to do this, see "Starting and Logging on to Oracle Portal" on page 1-8.

## 4.2 Adding Items to a Folder

A content area is made up of folders which divide the content area into areas of interest. You can organize your files (Word documents, Excel files, etc.), URLs for external Web sites, Oracle Portal application components, etc., into these folders. Such files, URLs, components, etc. are called items.

The following table shows you all the content and functionality you would typically want to provide through a content area, and how to provide that content and functionality using Oracle Portal:


<b>To:</b>	<b>Add an item of the following type:</b>
Upload a file (for example, a document or spreadsheet).	File
Link to another folder.	Folder Link
Display an image that can also contain links to different URLs.	Image
Upload a Java Server Page (JSP) application as a JAR file.	Java Application
Execute a PL/SQL procedure.	PL/SQL
Display plain text.	Text
Link to another Web page or site.	URL
Display a Oracle Portal component (for example, a form or report).	Oracle Portal Component
Upload a ZIP file. You can then unzip the item to upload all of items in the ZIP file. This offers an easy way to add multiple files to a content area.	Zip File

### 4.2.1 Adding a link to another Web page or site

Often, you will want to include links to other Web sites or pages in your content area to point users to other sources of information.

Suppose Healthy Living employees need to regularly access an online news source, such as CNN.com. As the folder owner, you can add this URL as an item to the For Our Employees folder.

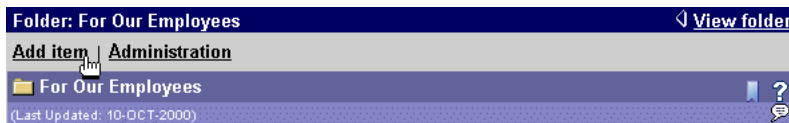


1. In the shortcut bar, click .
2. If you are not already on the Content Areas tab of the Navigator, click the **Content Areas** tab.
3. If you are not already at the root level, click **Content Areas** in the **Path**.
4. Click **Healthy Living Tutorial**.
5. In the navigation bar on the left, click **For Our Employees**.
6. In the main banner, click **Edit Folder** to switch to Edit mode.



**Note:** The **Edit Folder** link displays for this folder because you have editing privileges on it. You did not have editing privileges on the previous folder, which is why the **Edit Folder** link did not display there.

7. In the Folder Dashboard, click **Add Item**.



8. In the **Item Type** list, choose **URL**.

### Item Properties

Select the type of item you want to add to this folder, then click Next.

Item Type

9. Click **Next**.
10. In the Folder Region section, select the **Quickpicks** radio button.

Selecting the Quickpicks region determines that the URL will display at the top of the folder. These regions and their layout are specified in the folder's style. Whenever you add an item, you choose the region where that item will display within the folder.

The For Our Employees folder is divided into the following regions: Quickpicks, Announcements, Sub-folders, News, Regular Items.

11. In the **URL** field, enter `http://www.cnn.com/`.
12. In the **Display Name** field, enter `<YourName> News from CNN`, where `YourName` is your own user name.

**Note:** Throughout this tutorial you add your user name to the beginning of names and display names to make sure that the object you are creating is unique, and is easy to find later.

13. In the **Category** list, make sure **General** is chosen.

Assigning your item to a category lets users know what the item is and helps them quickly and easily decide whether a particular item is what they are looking for. For example, the Healthy Living content area includes the categories About Us, How To, and The Product Line.

**Note:** For more information about categories, visit the online help system. In the **Search** field, enter `category`, and click **Go**.

### Folder Region

Click the radio button beside the name of the region where you want this item to appear.

<input checked="" type="radio"/> Quickpicks
<input type="radio"/> Announcements
<input type="radio"/> Sub-folders
<input type="radio"/> News
<input type="radio"/> Regular Items

### Primary Item Attributes

Enter the URL to be displayed when this item is clicked. Enter a display name for the item's link text which appears in the folder area. Select a category that best describes the item's content, then enter a description.

URL	<input type="text" value="http://www.cnn.com/"/>
Display Name	<input type="text" value="Scott's News from CNN"/>
Category	<input type="text" value="General"/>

14. Click **Finish**.



15. Click **<YourName> News from CNN** to view the item.
16. Click your browser's Back button.

## 4.2.2 Adding text

Sometimes, you might want to quickly add a bit of information to your content area. The best way to do this is to add a text item.

Suppose you want to announce that this week Healthy Living employees can sign up for the annual corporate picnic in the office lobby.

1. In the Folder Dashboard, click **Add Item**.
2. In the **Item Type** list, choose **Text**.

### Item Properties

Select the type of item you want to add to this folder, then click Next.

Item Type

3. Click **Next**.
4. In the Folder Region section, select the **News** radio button.
5. In the **Text** field, enter the following text:

This week, sign up for the annual corporate picnic in the lobby. This year's picnic promises to offer a great day out, with many fun activities planned and as much barbequed food as you can eat! You won't want to miss it!

6. In the **Display Name** field, enter **<YourName> Sign up for the Corporate Picnic!**.
7. In the **Category** list, make sure **General** is chosen.

### Folder Region

Click the radio button beside the name of the region where you want this item to appear.

<input type="radio"/> Quickpicks
<input type="radio"/> Announcements
<input type="radio"/> Sub-folders
<input checked="" type="radio"/> News
<input type="radio"/> Regular Items

### Primary Item Attributes

Enter the text to be displayed when this item is clicked. Enter a display name for the item's link text which appears in the folder area. Select a category that best describes the item's content, then enter a description.

Text	<div style="border: 1px solid gray; padding: 5px; min-height: 100px;">This week, sign up for the annual corporate picnic in the lobby. This year's picnic promises to offer a great day out, with many fun activities planned and as much barbequed food as you can eat! You won't want to miss it!</div>
Display Name	<input type="text" value="Scott Sign up for the Corporate Picnic!"/>
Category	<input type="text" value="General"/>

- 8. Select the **Expires In** radio button, and enter 7 in the field.

The information in this item is applicable only until the end of the sign-up period. Assigning an expiration period means that you don't have to remember to remove this item from the folder; it will be automatically removed.

**Note:** Even though the item no longer displays, it is not deleted from the database until the content area administrator purges expired items.

### Expiration Period

Choose whether this item is always available, available only for a specified number of days, or if it expires on a certain date.

<input type="radio"/> Never Expires
<input checked="" type="radio"/> Expires In <input type="text" value="7"/> Days
<input type="radio"/> Expires On <input type="text"/> (DD-MON-YYYY)

9. Click **Next**.

10. This is an important piece of information, and you want users to see it immediately when they display the folder, rather than requiring them to click a link to display the item.

In the Display Options section, select the **Item Displayed Directly In Folder Area** radio button.

### Display Options

Choose how the text item displays when the item is clicked: in the right pane of the browser window, directly below the item's display name, in your current browser window (no navigation bar), or in another browser window.

- Link That Displays Item In Folder Area
- Item Displayed Directly In Folder Area
- Link That Displays Item In Full Browser Window
- Link That Displays Item In New Browser Window

11. Click **Finish**.

The new item displays in a different region of the folder than the previous item because you selected the News region, rather than the Quickpicks region.



### 4.2.3 Adding access to data

You can also use Oracle Portal to create applications that enable users to access corporate data. Once you've created such applications, you can add the components within them to your content area to make them available to your users.

**Note:** Only application developers can create components. If you are not an application developer, you can add components that others have created for you. For information about how to create components, see Chapter 5, "Building Application Components".

Your IT department has created a report that lists Healthy Living employees by department, and you'd like to make it available to Healthy Living employees.

1. In the Folder Dashboard, click **Add Item**.
2. In the **Item Type** list, make sure **Application Component** is chosen.

#### Item Properties

Select the type of item you want to add to this folder, then click Next.

Item Type

3. Click **Next**.
4. In the Folder Region section, make sure the **Regular Items** radio button is selected.
5. In the **Application Component** list, choose **TUTORIAL30\_APPLICATION: View Employees by Department**.
6. In the **Display Name** field, enter `<YourName> View Employees by Department`.
7. In the **Category** list, make sure **General** is chosen.

### Folder Region

Click the radio button beside the name of the region where you want this item to appear.

<input type="radio"/> Quickpicks
<input type="radio"/> Announcements
<input type="radio"/> Sub-folders
<input type="radio"/> News
<input checked="" type="radio"/> Regular Items

### Primary Item Attributes

Select the component to execute when this item is clicked. Enter a display name for the item's link text which appears in the folder area. Select a category that best describes the item's content, then enter a description.

Application Component

Display Name

Category

8. Click **Next**.
9. In the **Perspectives** list, select **Employee**.
10. Click **>**.

Assigning your item to a perspective gives users more information to enable them to decide whether the item is likely to be of interest to them. For example, the Healthy Living content area includes the perspectives Supplier, Employee, and HTML.

**Note:** For more information about perspectives, visit the online help system. In the **Search** field, enter *perspective*, and click **Go**.

### Secondary Item Attributes

Choose perspective(s) for this item. Enter the location of the image file and select the image alignment. Edit the keyword(s) that will help locate the item during a search, and edit the author name. Set document control on the item so that it may be shared between users via a check-in and check-out process. You can also choose to hide the item in View mode.

	Available Perspectives		Displayed Perspectives	
Perspectives	HTML	>>	Employee	▲
	On Sale	>		▲
	PDF	<		▼
	Scott's Associate	<<		▼
	Supplier	<<		▼




## 11. Click **Finish**.




## 4.3 Editing an Item

When you are in Edit mode, a toolbar displays to the left of each item.



Here, you have access to tools that enable you to perform different operations on the item, including editing (  ), moving (  ), and deleting (  ).

Currently, when users click the **News from CNN** link, the CNN Web site overwrites the Healthy Living content area. Suppose you want the CNN Web site to display in a separate browser window, so that it is easier for users to get back to the Healthy Living content area.

1. Click  next to your CNN item.
2. Click the **Secondary** tab.
3. In the Display Options section, select the **Link That Displays Item In New Browser Window** radio button.




## Display Options

Choose how to display the results of the URL item: in the right pane of the browser window, directly below the item's display name, in your current browser window (no navigation bar), or in another browser window.

- Link That Displays Item In Folder Area
- Item Displayed Directly In Folder Area
- Link That Displays Item In Full Browser Window
- Link That Displays Item In New Browser Window

4. Click **OK**.
5. Suppose you also want to make sure that users can quickly and easily find the Corporate Picnic item. You can increase the likelihood of users finding an item during a search by adding keywords to the item.

Click  next to your corporate picnic item.

6. Click the **Secondary** tab.
7. In the **Basic Search Keywords** field, enter *event*.

Adding this keyword to the item means that if users perform a search on the word *event* to find out what events are taking place, they will find your item, even though the word *event* doesn't appear in the item's display name, description, or content.

Basic Search Keywords

8. Click **OK**.
9. Let's test this keyword.

In the navigation bar **Search** field, enter *event*.

Search

10. Click **Go**.

The search returns the Corporate Picnic item because you added the event keyword to it.

11. Click your browser's Back button.

## 4.4 Lesson Summary

Congratulations! You have added items to a content area. You now know how to:

- Add links to other Web pages and sites to a content area
- Add text to a content area
- Add Oracle Portal application components to a content area
- Edit an item and:
  - Change how it is displayed in a folder
  - Add keywords

For more information about adding items, see the online help system.

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# Building Application Components

**Estimated completion time:** 50 minutes

This chapter shows you how to build Oracle Portal application components (forms, reports, charts, links, etc.).

For basic information about Oracle Portal applications, see Section 1.1.3, "What are applications?" on page 1-6.

To familiarize you with Oracle Portal's component building capabilities, this chapter leads you through the steps of creating components in a simple human resources application for a fictitious company named Healthy Living Wholesalers. You should complete the exercises in this chapter if you are responsible for creating application components within your organization.

This chapter includes the following sections:

- Section 5.1, "Before You Begin" on page 5-1
- Section 5.2, "Creating an Application Component" on page 5-2
- Section 5.3, "Controlling Access to an Application Component" on page 5-20
- Section 5.4, "Lesson Summary" on page 5-21

## 5.1 Before You Begin

To complete the exercises in this chapter you must have Manage privileges on the Tutorial30 Application. Instructions for granting users these privileges are provided in Section A.6, "Granting a User Manage Privileges on the Tutorial Application" on page A-3.

You must start and log on to Oracle Portal. For instructions on how to do this, see "Starting and Logging on to Oracle Portal" on page 1-8.

## 5.2 Creating an Application Component

Components are Web pages with content based on data stored in the database. Some components, such as reports, display data in a graphical format. Others, such as forms, provide interfaces that users can use to change data. You can create the following components in Oracle Portal:


Component	Description
Forms	Provide an interface to one or more database tables, views, or procedures.
Reports	Display the results of a SQL query in tabular format.
Charts	Display the results of a SQL query as a bar chart. Charts are based on at least two table or view columns: one that identifies the bars on the chart and one that calculates the size of the bars on the chart.
Calendars	Display the results of a SQL query in calendar format. At least one of the table columns in the query must contain values of the Date datatype.
Dynamic Pages	Display dynamic database data based on SQL or PL/SQL which is executed every time the page is requested.
XML Components	Display XML pages.
Hierarchies	Display data from a self-referencing table or view (at least two columns in the table must share a recursive relationship). Hierarchies can contain up to three levels and display data such as employees in an organization chart, or the hierarchical relationship between menus in a Web site.
Menus	Display Web pages containing options that users can click to navigate to other components, URLs, or other menus.
URL Components	Display the contents of URLs.
Frame Drivers	Consist of Web pages divided into two frames. One frame (the driving frame) contains a SQL query that drives the contents of a second frame (the target frame).
Links	Provide hypertext links that enable users to navigate between components.
Lists of Values	Provide selectable parameters for fields in components. Lists of Values can be displayed in formats such as combo boxes or radio buttons.

There is a separate component build wizard for each type of component. Each wizard creates PL/SQL stored procedures. When executed, the stored procedures dynamically create the HTML and JavaScript code to display the component.

You are a member of the Healthy Living IT department, and have been asked to create several components for the Human Resources department that enable HR staff to maintain information about the company's employees.

## 5.2.1 Creating a form

The first component you have been asked to include in your application is a form for updating existing employees' personal information, such as their address and telephone number.

1. In the shortcut bar, click .
2. If you are not already on the Applications tab of the Navigator, click the **Applications** tab.
3. If you are not already at the root level, click **Applications** in the **Path**.
4. Click **TUTORIAL30\_APPLICATION** to drill down into the tutorial Human Resources application.

**Note:** If you cannot see this application, notify your portal administrator.

5. Next to **Create New...**, click **Form**.

**Note:** If you cannot see the **Form** link, you probably do not have Manage privileges on TUTORIAL30\_APPLICATION. Ask your portal administrator to grant you these privileges. Instructions for doing this are provided in Section A.6, "Granting a User Manage Privileges on the Tutorial Application" on page A-3.

6. You can build the following types of forms:
  - **Form based on table or view:** Displays fields and buttons for querying, inserting, updating, and deleting the data contained in a table or view.
  - **Master-detail form:** Displays a master row and multiple detail rows within a single HTML page. With this form, users can query, insert, update, and delete data in two tables or views.
  - **Form based on procedure:** Displays fields and buttons for entering arguments and passing them to a procedure.

HR staff will use our form for updating data that is contained in a single table (the HLW\_STAFF table), so click **Form based on table or view**.

7. In the **Name** field, enter <YourName>hrform.

**Note:** Throughout this tutorial you add your user name to the beginning of names and display names to make sure that the object you are creating is unique, and is easy to find later.

8. In the **Display Name** field, enter <YourName> Update Employee Details.
9. In the **Application** list, make sure **TUTORIAL30\_APPLICATION** is chosen.

### Form Name and Application

Enter a name for the form and choose the application that will own it. The applications that you can choose in this step are those in which you have been granted privileges to build components.

Name	<input type="text" value="scotthrform"/>
Display Name	<input type="text" value="Scott Update Employee Details"/>
Application	<input type="text" value="TUTORIAL30_APPLICATION"/>

10. Click **Next**.
11. In the **Table or View** field, enter <demo\_schema>.hlw\_staff, where demo\_schema is the name of the schema where the Oracle Portal demos are installed.

**Note:** If you are not sure of the name of the demo schema contact your portal administrator.

### Table or View

Choose a table or view on which to base your form. The tables and views that you can choose in this step are accessible from the application you selected in the previous step.

Table or View	<input type="text" value="HLWPORTAL_DEMO.HLW_STAFF"/>
---------------	---

12. Click **Next**.
13. Make sure the **Tabular** radio button is selected.

A tabular layout allows you to define the layout of the form using options in the wizard. A custom layout lets you write your own HTML code to control the layout of the form yourself.

## Form Layout

Choose a layout for the form. Tabular forms are based on options you choose in the form wizard. Custom forms are based on HTML code you enter in a later wizard step.

- Tabular
- Custom

14. At this point, you have entered all the required information. The wizard can apply defaults to the remaining properties. So click **Finish** and let's take a look at your new form.

The Manage Component page displays, where you can perform any task on your component that you might need, such as editing, deleting, copying (from the Manage tab), and defining access (from the Access tab).

15. On the Develop tab, click **Run**.

	Insert	Query	Reset
Employeeid			
Name			
Employeegender			
Job			
Emailid			
Userid			
Hiredate			
Annualsalary			
Commission			
Managerid			
Departmentno			
Regionid			
Budget			
Vacationdays			
Employeeaddress			
Employeecity			
Employeezip			
Employeeestate			
Employeephone			
Ccrid			
Maritalstatus			
	Insert	Query	Reset

The form doesn't look too bad, but it could use some improvement. For example, our form is for querying and updating data only, but there is still an Insert button displayed at the top and bottom of the form; there are far more fields included than we really need; and the field labels aren't particularly user-friendly. So let's edit the form and make some changes.

16. Close the browser window that contains the form.
17. On the Develop tab of the Manage Component page, click **Edit**.
18. First, let's remove the buttons that we don't want on the form.

In the left frame, click , then click **OK** to remove the following buttons from the form:

- INSERT\_TOP
- DELETE\_TOP



- INSERT\_BOTTOM
- DELETE\_BOTTOM

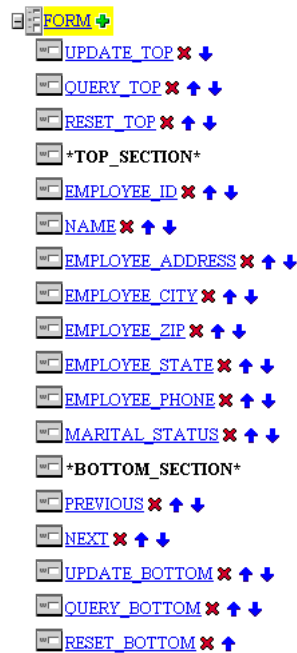
19. Not all the columns in the HLW\_STAFF table are appropriate for our form. Some of them contain data that will not change (such as EMPLOYEE\_GENDER and HIRE\_DATE), and others will be updated using different components (for example, you would probably have a separate form for updating MANAGER\_ID, DEPARTMENT\_NO, REGION\_ID, and so on, for when an employee transfers to a different department). Let's remove the columns that we don't need.

In the left frame, click  , then click **OK** to remove the following columns from the form:

- JOB
- EMPLOYEE\_GENDER
- EMAIL\_ID
- USER\_ID
- HIRE\_DATE
- ANNUAL\_SALARY
- COMMISSION
- MANAGER\_ID
- DEPARTMENT\_NO
- REGION\_ID
- BUDGET
- VACATION\_DAYS
- CCR\_ID

**Note:** This removes the fields based on the columns from the form; it does not delete the columns from the underlying table.

20. We are left with the following:



21. The wizard has defaulted the field labels based on the column names. In most cases we want to change these labels to something more meaningful, or format them to include spaces.

In the left frame, click **EMPLOYEE\_ID**.

22. In the right frame, in the **Label** field, enter Employee Id.



23. (Optional) Change the rest of the field labels as follows:

Old field label	New field label
Name	Full Name
Employeeaddress	Address
Employeecity	City
Employeezip	Zip Code
Employeeestate	State
Employeephone	Phone No
Maritalstatus	Marital Status

24. At the moment the State and Zip Code fields are in the wrong order: State should come before Zip Code. Let's fix that now.

In the left frame, next to **EMPLOYEE\_STATE**, click  to move the State field above Zip Code.

25. Also, to conserve space, let's place the State and Zip Code fields on the same line.

In the left frame, click **EMPLOYEE\_ZIP**.

26. In the right frame, clear the **Begin On New Line** check box.

#### Layout Options

Begin On New Line

Row Span

Col Span

You can also change other field properties. For example, you might want to change the **Input Width** of the Address field to 20 to allow users more space to enter the address.

27. We can also brighten up the form by adding some color to it.

In the left frame, click **FORM**. This lets you change the properties of the overall form, rather than the individual fields.


28. In the right frame, in the **Box Background Color** list, choose **Blue, Light**.

29. In the **Box Border** list, choose **Thin Border**.

Form Level Options

Box Background Color	<input type="text" value="Blue, Light"/>
Box Background Image	<input type="text"/>
Box Border	<input type="text" value="Thin Border"/>

- 30. We should probably add some explanatory text above the form, to explain to users how to use it.

Click the  (**Form Text**) tab.

- 31. In the **Header Text** field, enter the following:

Enter the id of the employee that you want to update, then click Query. Change the employee's details as necessary, then click Update.

### Form Text

Enter descriptive text that you want to appear on the top or bottom of the form. You can add a form title and help text for the form. You can also choose a template that controls the look and feel of the page on which the form appears.

Template	<input type="text" value="PUBLIC.FINANCE_TEMPLATE1"/>	<input type="button" value="Preview Template"/>
Display Name	<input type="text" value="Scott Update Employee Details"/>	
Header Text	<input type="text" value="Enter the id of the employee that you want to update, then click Query. Change the employee's details as necessary, then click Update."/>	

You can also use this tab to change the template used by your form. Templates are shared components that determine the appearance of the page on which a component is displayed, and help you to provide a consistent look across all your components. Oracle Portal is shipped with several templates to start you off, but you can create your own to match your particular organization's standards.

**Note:** For information about creating templates, visit the Oracle Portal Online Help. In the **Search** field, enter `template`, and click **Go**.

- 32. For the moment, we have made all the changes we need to make to the form, so click **OK**.

33. On the Develop tab of the Manage Component page, click **Run** to view the changes you made.

Enter the id of the employee that you want to update, then click Query. Change the employee's details as necessary, then click Update.

The screenshot shows a web form with a light blue background. At the top, there are two buttons: 'Query' and 'Reset'. Below these are several input fields: 'Employee Id', 'Full Name', 'Address', 'City', 'State', 'Zip Code', 'Phone No', and 'Marital Status'. The 'Marital Status' field is a checkbox. At the bottom of the form, there are two more buttons: 'Query' and 'Reset'.

34. Close the browser window that contains the form.


Of course, there are many more things you can do with Oracle Portal forms, for example, you can add JavaScript form- and field-level validation, or specify PL/SQL code to execute at different points during the execution of the form.

**Note:** For more information about JavaScript in Oracle Portal, visit the *Oracle Portal Online Help*. In the **Search** field, enter `javascript`, and click **Go**.

35. Click **Close** to return to the Navigator.

## 5.2.2 Creating a report

The HR department has also requested that they be able to find out which employees are members of which departments. The best way to provide this information is by creating a report that lists employees by department. Let's create that report now.

1. If you are not already on the Navigator page, in the shortcut bar, click  .
2. Next to **Create New...**, click **Report**.
3. You can build the following types of reports:

- **Query By Example (QBE) Reports:** Allows you to create a report for querying, inserting, updating, and deleting data from a table or view.
- **Reports From Query Wizard:** Provides a wizard that guides you through all the steps for creating a report, including creating the SQL query that selects the data displayed in the report.
- **Reports From SQL Query:** Provides a wizard that guides you through the steps for creating a report, but allows you to write your own SQL query to select the data displayed in the report.

Our report is for viewing data only, and requires a simple query, so click **Reports From Query Wizard**.

4. In the **Name** field, enter <YourName>hrreport.
5. In the **Display Name** field, enter <YourName> View Employees by Department.
6. In the **Application** list, make sure **TUTORIAL30\_APPLICATION** is chosen.

### Report Name and Application

Enter a name for the report and choose the application that will own it. The applications that you can choose in this step are those in which you have privileges to build components.

Name	<input type="text" value="scotthrreport"/>
Display Name	<input type="text" value="Scott View Employee by Department"/>
Application	<input type="text" value="TUTORIAL30_APPLICATION"/>

7. Click **Next**.
8. Most of the data required for the report is contained in the HLW\_STAFF table.  
In the **Tables or Views** field, enter <demo\_schema>.hlw\_staff.
9. Click **Add**.
10. However, in addition to the number of each department, we also want to include their names. This data is provided in the HLW\_DEPARTMENTS table, so we also need to add this table to the report query.  
In the **Tables or Views** field, enter <demo\_schema>.hlw\_departments.
11. Click **Add**.

### Tables and Views

Choose one or more tables or views on which to base your report, then click **Add**. The tables and views that you can choose in this step are accessible from the application you selected in the previous step.

Tables or Views

**Selected Tables/Views**

- ✘ HLWPORTAL\_DEMO.HLW\_DEPARTMENTS
- ✘ HLWPORTAL\_DEMO.HLW\_STAFF

12. You could click **Finish** here and let the wizard provide default values for the remaining report properties, but we want to specify some more details first, so click **Next**.
13. Each department in the HLW\_DEPARTMENTS table is uniquely identified by its own number (DEPARTMENT\_NO). This is known as a **primary key**. Each employee in the HLW\_STAFF table is associated with a department number, which maps to the numbers used in the HLW\_DEPARTMENTS table. This is known as a **foreign key**. Because this relationship exists between these two tables, we can ensure that the correct department name is retrieved for each employee.

For the report to work correctly, this relationship needs to be specified in the report query as a **join condition**.

In the first left **Column** list, choose **HLW\_STAFF.DEPARTMENT\_NO**.

14. In the first right **Column** list, choose **HLW\_DEPARTMENTS.DEPARTMENT\_NO**.

### Join Conditions

Choose table or view columns that will be joined to one another. Default join conditions have been automatically generated. You can accept the join conditions shown below or modify them.

Column	=	Joins to Column
<input type="text" value="HLW_STAFF.DEPARTMENT_NO"/>	=	<input type="text" value="HLW_DEPARTMENTS.DEPARTMENT_NO"/>
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>

15. Click **Next**.

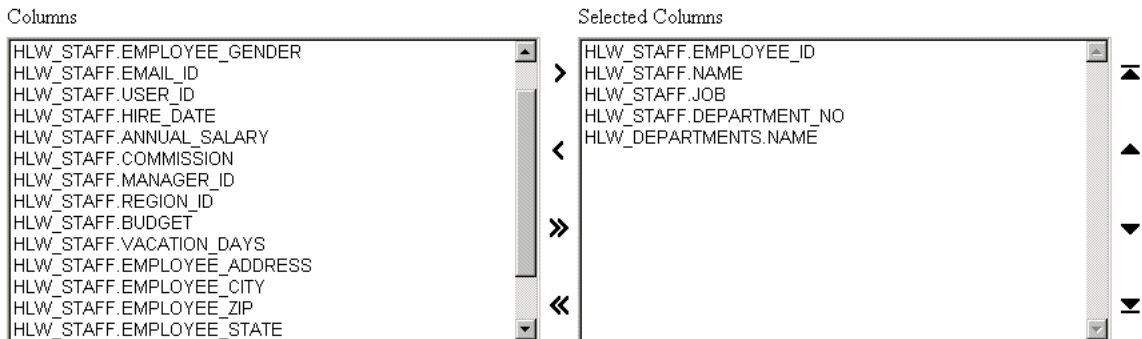
16. Now we need to select which data to include in the report. All the HR department are interested in is the employee number, name, and job, and the department number and name.

In the **Columns** list select the following columns, then click **>** :

- HLW\_STAFF.EMPLOYEE\_ID
- HLW\_STAFF.NAME
- HLW\_STAFF.JOB
- HLW\_STAFF.DEPARTMENT\_NO
- HLW\_DEPARTMENTS.NAME

### Table or View Columns

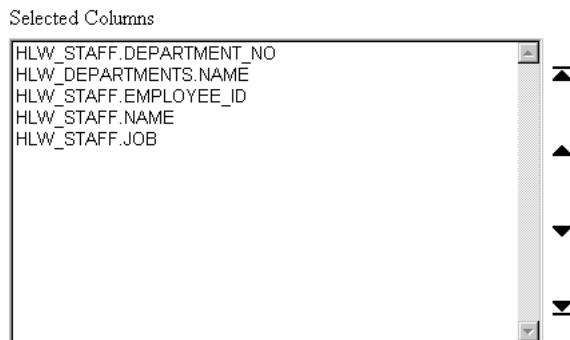
Choose one or more table or view columns on which to base your report. Use the buttons below to move one or more table or view columns from the Columns list to the Selected Columns list. Use the up and down arrow keys to arrange the order that columns display on the report.



17. Let's change the order of the columns in the report to display the department information first.

Use the **▲** and **▼** buttons to reorder the columns as follows:





18. Click **Next**.
19. We don't need to make any changes on this page, so click **Next**.
20. Make sure **Tabular** is selected, then click **Next**.
21. We don't need to make any changes on this page, or the next, so click **Next** twice.
22. To remove duplication of repeating values, you need to specify **break options** for the report.

In the **First Break Column** list, choose **HLW\_STAFF.DEPARTMENT\_NO**.

23. In the **Second Break Column** list, choose **HLW\_DEPARTMENTS.NAME**.

#### Break Options

Choose whether to break the report on values in one, two or three column values.

Break Style	<input type="text" value="Left Break"/>
First Break Column	<input type="text" value="HLW_STAFF.DEPARTMENT_NO"/>
Second Break Column	<input type="text" value="HLW_DEPARTMENTS.NAME"/>
Third Break Column	<input type="text" value="%"/>

24. If you choose to break your report on certain columns, you also need to order the report by those columns.

In the **Order by** list, choose **HLW\_STAFF.DEPARTMENT\_NO**.

25. In the first **then by** list, choose **HLW\_DEPARTMENTS.NAME**.

26. To make it easier to find an employee within a department, let's also order the report by employee ID.

In the second **then** by list, choose **HLW\_STAFF.EMPLOYEE\_ID**.

**Row Order Options**

Choose the columns whose values will be used to sort rows in the report.

Order by	<input type="text" value="HLW_STAFF.DEPARTMENT_NO"/>	<input type="text" value="Ascending"/>
then by	<input type="text" value="HLW_DEPARTMENTS.NAME"/>	<input type="text" value="Ascending"/>
then by	<input type="text" value="HLW_STAFF.EMPLOYEE_ID"/>	<input type="text" value="Ascending"/>
then by	<input type="text" value="%"/>	<input type="text" value="Ascending"/>
then by	<input type="text" value="%"/>	<input type="text" value="Ascending"/>
then by	<input type="text" value="%"/>	<input type="text" value="Ascending"/>

27. You can also use this step of the wizard to add some colors and borders to your report, as we did with the form, but for now we are done, so click **Finish**.
28. On the Develop tab of the Manage Component page, click **Run**.

Department No	Name	Employee Id	Name	Job
10	Head Office	20	Kathleen Bayyat	President - Manufacturing
		30	Robert Rodriguz	President - Sales
		40	Edward Shields	Chief Financial Officer
		50	Lance Bettin	President - Information Technology
		60	Michael Kezouit	President - Development
		70	Ashok Sasaki	President - Inventory
		89	Omar Bakshi	Personal Assistant
20	Manufacturing	90	Gilberto Teramura	Lead Graphic Artist
		100	Lisa Williams	Graphic Artist
		110	Jan Francois Stewart	Graphic Artist
		120	Kirk Takeuchi	Graphic Artist
		130	Jim Garusi	Graphic Artist
		140	Anna Church	Visual Media Producer
		150	Anthony Grippando	Production Assistant
		160	Nadeem Nayakanti	Camera Operator
		170	Christina Moff	Camera Operator
		180	Michael Bradley	Sound Engineer
		190	Maik Gilchrist	Director
		210	Kenneth R. Marjanovic	Production Assistant
		230	Forrest Norris	CBT Technician

Next

**29.** Close the browser window that contains the report.

Oracle Portal offers many more report features, for example, you can apply formatting conditions to change the appearance of information in your report based on the values of data, or add a **customization form**, which allows users to restrict the query results to meet their own specific requirements.

**Note:** For more information about building reports, visit the *Oracle Portal Online Help*. In the **Search** field, enter `report`, and click **Go**.

**30.** Click **Close** to return to the Navigator.

### 5.2.3 Creating a chart

The final request the HR department has made, is for a component to show how much each department spends on salaries. This kind of information is perfect for displaying in a chart.

1. If you are not already on the Navigator page, in the shortcut bar, click  .

2. Next to **Create New...**, click **Chart**.
3. You can build the following types of charts:
  - **Charts From Query Wizard:** Provides a wizard that guides you through all the steps for creating a chart, including creating the SQL query that selects the data displayed in the report.
  - **Charts From SQL Query:** Provides a wizard that guides you through the steps for creating a chart, but allows you to write your own SQL query to select the data displayed in the report.

Our chart requires a simple query, so click **Charts From Query Wizard**.

4. In the **Name** field, enter <YourName>hrchart.
5. In the **Display Name** field, enter <YourName> View Salary per Department.
6. In the **Application** list, make sure **TUTORIAL30\_APPLICATION** is chosen.

### Chart Name and Application

Enter a name for the chart and choose the application that will own it. The applications that you can choose in this step are those in which you have been granted privileges to build components.

Name	<input type="text" value="scotthrchart"/>
Display Name	<input type="text" value="Scott View Salary per Department"/>
Application	<input type="text" value="TUTORIAL30_APPLICATION"/>

7. Click **Next**.
8. In the **Tables/Views** field, enter <demo\_schema>.hlw\_staff.

### Table or View

Choose a table or view on which to base your chart. The tables and views that you can choose in this step are accessible from the application you selected in the previous step.

Tables/Views	<input type="text" value="HLWPORTAL_DEMO.HLW_STAFF"/>
--------------	---

9. Click **Next**.
10. In the **Label** list, choose **DEPARTMENT\_NO**.

The values of the column specified in the **Label** field are displayed along the axis of the chart.

- In the **Value** list, choose **ANNUAL\_SALARY**.


The values of the column specified in the **Value** field are used to calculate the size of the bars in the chart.


- In the **Group Function** list, choose **SUM**.

A group function groups the Value column values by unique Label column values, and performs an operation on each group of values. In this case, the group function provides the total salary for each department.

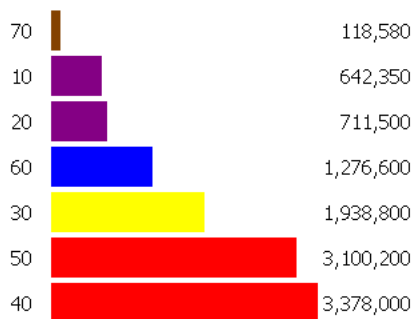
### Table or View Columns

Choose one or more table or view columns whose data you want to display in the chart.

Click on  to set link parameters.

Label	<input type="text" value="DEPARTMENT_NO"/>
Link	<input type="text" value="%"/> 
Value	<input type="text" value="ANNUAL_SALARY"/>
Group Function	<input type="text" value="SUM"/>

- Click **Finish** to accept the defaults for the remaining properties and display the Manage Component page.
- On the Develop tab of the Manage Component page, click **Run**.



15. Close the browser window that contains the chart.

If you wanted, you could now go back and edit the chart to make changes such as ordering the bars in the chart by the Label column rather than Value column, or add a customization form.


**Note:** For more information about building charts, visit the *Oracle Portal Online Help*. In the **Search** field, enter `chart`, and click **Go**.

16. Click **Close** to return to the Navigator.

## 5.3 Controlling Access to an Application Component

Now that you have created your components, you need to allow other users to access and interact with them.

The salary information provided by the View Salary per Department chart you created is of a particularly sensitive nature. Only members of the HR department should be able to access that information, so let's make sure only members of the HLW\_HR group can run the chart.

1. If you are not already on the Navigator page, in the shortcut bar, click  .
2. In the row for <YOURNAME>HRCHART, click the **Grant Access** action.
3. Clear the **Inherit Privileges from Application** check box.



### Privilege Mode

Check Inherit Privileges from Application to have the component inherit privileges from the application. Clear Inherit Privileges from Application to define component-specific privileges independent of the application.

Inherit Privileges from Application

4. Click **Apply**.
5. Let's give the HLW\_HR group privileges to run the chart.  
In the **Grantee** field, enter `HLW_HR`.
6. In the list next to the **Grantee** field, make sure **Execute** is chosen.

### Grant Access


Enter the name of the user or group to which you want to grant privileges, or click on  to select a user, or click on  to select a group, then choose the level of privileges you want to grant, then click Add.



#### 7. Click Add.

The page refreshes and HLW\_HR is added to the access control list in the Change Access section.

### Change Access

Change the level of privileges that have been granted to a user or group, or click  to revoke privileges from a user or group.

	Grantee	Type	Privilege
	HLW_HR	GROUP	Execute
	SCOTT	USER	Manage

#### 8. Click Close to return to the Navigator.

## 5.4 Lesson Summary

Congratulations! You have created an application, and given users access to it. You now know how to:

- Create a form based on a table
- Create a report using the query wizard
- Create a chart using the query wizard
- Provide access to a component

For more advanced examples of what you can do with Oracle Portal application components, see *Oracle9i Application Server Portal Building Portals, Release 3.0.9*.

For any other information about building application components, see the online help system.





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## Setting Up the Tutorial

This appendix shows you how to set up the tutorial environment and how to assign the appropriate privileges to users who are going through the tutorial. If a user does not already have a user account, you must create one.

**Note:** For information about how to create users, visit the online help system. In the **Search** field, enter 'creating a user account', and click **Go**.

To be able to complete the following set up tasks, you must be a portal administrator.

### A.1 Installing the Demo Schema, Content Area, and Application

The exercises within the tutorial make use of a demo schema, content area, and application. You can access the installation scripts for these demos at [http://technet.oracle.com/docs/products/iportal/doc\\_index.htm](http://technet.oracle.com/docs/products/iportal/doc_index.htm). To install these samples, follow the instructions in the Read Me file located in the same zip file as the installation scripts.

### A.2 Creating the HLW\_EMPLOYEE User

In several of the tutorial exercises, users grant access privileges to a user called HLW\_EMPLOYEE. For users to be able to complete these exercises, you must create this user.

1. On your Oracle Portal home page, click the **Administer** tab.
2. In the Users portlet, click **Create New Users**.
3. In the **User Name** field, enter HLW\_EMPLOYEE.
4. In the **Password** field, enter HLW.

5. In the **Confirm Password** field, enter HLW.
6. Click **Create**.
7. Click **Close**.


## A.3 Creating the HLW\_HR Group

In several of the tutorial exercises, users grant access privileges to a group called HLW\_HR. For users to be able to complete these exercises, you must create this group.

1. On your Oracle Portal home page, click the **Administer** tab.
2. In the Groups portlet, click **Create New Groups**.
3. In the **Name** field, enter HLW\_HR.
4. Because this group is used only during the tutorial, it does not need to have any members, so click **Finish**.


## A.4 Assigning a User as a Content Area Administrator of the Tutorial Content Area

To complete the exercises in Chapter 3, "Maintaining a Content Area", users must be assigned as content area administrators of the Healthy Living Tutorial content area.

1. On your Oracle Portal home page, click  .
2. If you are not already on the Content Areas tab of the Navigator, click **Content Areas**.
3. If you are not already at the root level, click **Content Areas** in the **Path**.
4. In the Healthy Living Tutorial row, click **Edit Properties**.
5. Click the **Access** tab.
6. In the **Grantee** field, enter the user name of the user you want to assign as a Content Area Administrator.
7. In the list of privileges, make sure **Administer** is chosen.
8. Click **Add**.
9. Click **OK**.


## A.5 Granting a User Manage Items Privileges on the For Our Employees Folder of the Tutorial Content Area

To complete the exercises in Chapter 4, "Adding Items to a Content Area", users must be granted Manage Items privileges on the For Our Employees folder of the Healthy Living Tutorial content area.

1. On your Oracle Portal home page, click  .
2. If you are not already on the Content Areas tab of the Navigator, click **Content Areas**.
3. If you are not already at the root level, click **Content Areas** in the **Path**.
4. In the Healthy Living Tutorial row, click **Contents**.
5. Click **Folders**.
6. In the For Our Employees row, click **Edit**.
7. Click the **Access** tab.
8. In the **Name** field, enter the user name of the user to whom you want to grant Manage Items privileges.
9. Click **Add To Access List**.
10. In the row for the user, select the **Manage Items** check box.
11. Click **OK**.

## A.6 Granting a User Manage Privileges on the Tutorial Application

To complete the exercises in Chapter 5, "Building Application Components", users must have Manage privileges on the Tutorial Application.

1. On your Oracle Portal home page, click  .
2. If you are not already on the Applications tab of the Navigator, click **Applications**.
3. If you are not already at the root level, click **Applications** in the **Path**.
4. In the TUTORIAL30\_APPLICATION row, click **Grant Access**.
5. In the **Grantee** field, enter the user name of the user to whom you want to grant Execute privileges.
6. In the list of privileges, make sure **Execute** is chosen.

7. Click **Add**.
8. Click **OK**.

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# Glossary

## **advanced search**

Enables content area users to:

- Find content that contains *any* or *all* terms in the search string.
- Search another content area outside the current one, or search across all content areas.
- Restrict the search to a particular folder, category, perspective, item type, or attribute.

If *interMedia* is installed and enabled, advanced search can also be used to perform near, soundex, and fuzzy searches.

## **API**

Application Program Interface. A software program that functions between the operating system and application or between a host application program and client applications.

## **API, overloaded**

Comprised of more than one function or procedure that share same name, but contain differing numbers and/or types of parameters.

## **application**

In Oracle Portal, a group of components connected to one another by links, designed to fulfill a particular business need. For example, a form can be linked a chart that, in turn, allows an end user to drill down to detailed reports about items displayed in the chart.

**application component item**

One of the item types you can add to a folder. An Oracle Portal application component item may be a chart, form, report, and so on, created by the Oracle Portal Component Build Wizard and stored in the host database. When the user clicks the item, the application component executes and sends the result to the user's browser.

**activity log**

Database table that provides a record of end user requests for Oracle Portal components. The log includes information about the time of the request, the user who made the request, and the machine and browser type that originated the request.

**attribute**

Stores information about an item or folder: for example, Create Date, Expire Date, and Author. Content area administrators can create their own attributes to extend the functionality of item types and folder types.

**authorized user**

User who logs on to Oracle Portal. By default, authorized users can create certain Oracle Portal objects such as folders and pages. Contrast to *public users*, who cannot log on.

**banner**

A colored, horizontal bar with a title and optional graphic elements displayed on an Oracle Portal page or folder. A banner breaks up the visual flow of a page and helps group related items that appear beneath it.

A folder can contain up to four different types of banners: Main, Sub, Region, and Group By.

**base folder type**

See *folder type*.

**base item type**

See *item type*.

**basic search**

Enables content area users to search the current content area's items, folders, categories, and perspectives for the search string.

**batch job**

Running a component in the background using the Oracle Portal batch job facility. An end user can run a component in batch mode by selecting options on the customization form for the component. Batch processing is useful if the component is based on a large amount of data, or if the component displays many rows of data.

**bind variable**

Variable in a SQL statement that must be replaced with a valid value or address of a value in order for the statement to execute successfully. Oracle Portal component developers typically use bind variables to display a parameter entry field in a component's customization form. The entry field allows end users to choose the data that the component will display.

**bookmark**

See *favorite*.

**bulk load**

See *Zip file item*.

**caching**

Temporary storage of a page, folder, or component to reduce performance costs associated with retrieving the object each time it is requested. Users can choose to cache the structure of a page or folder, the structure plus the content, or nothing at all.

**calendar**

Oracle Portal component that displays the results of a SQL query in calendar format. At least one of the table columns in the query must have the DATE datatype.

**call interface**

Displays the arguments that were selected when a component was originally created or last edited.

**category**

A grouping of items in a content area. A category helps users answer the question, "What is this item?" For example, in a travel content area, you might have categories of maps, snapshots, or hotel reviews. Each item added to a content area must be assigned to a category.

**chart**

A component that displays the results of a SQL query as a bar chart. Charts are based on at least two table or view columns: one that identifies the bars on the chart and another that calculates the size of the bars on the chart.

**cluster**

Database object used to store tables that are related to one another and that are often joined together in the same area on disk.

**color palette**

Used to assign colors to elements in a folder style, including background, links, banners, and other items displayed on a folder page. The hex value for each color is displayed in the palette.

**component**

A PL/SQL stored procedure created by an Oracle Portal component build wizard; for example, a chart, report, or form. Executing the stored procedure creates the HTML code used to display the component.

**container folder**

A repository for related items including files, text, documents, images, application components, and so on. Contrast to *PL/SQL*, *URL*, and *search* folders.

**content area**

Collection of related information used to store content in Oracle Portal. A content area includes all the tools required to manage its content. Known as a *site* in WebDB 2.x and Oracle Portal 3.0 beta. Content areas contain a hierarchy of folders for organizing content.

**Content Area Map**

Displays the hierarchical organization of all folders in an Oracle Portal content area; allows users to access folders. The Content Area Map is tailored for each authorized user; only the folders you are authorized to view and/or edit are displayed.

**content area administrator**

User who has full privileges over the entire content area. Content area administrators set up and maintain the content area; designate folder owners and style administrators; create perspectives and categories; and manage users. Content



area administrators can also view all the folders on the content area, including any user's personal folder.

**content area log**

Table of all events and related information gathered as users interact with a content area. Used to generate statistics in the form of reports and graphs.

**content area page**

Page that establishes a common look and feel for every folder in a content area. May include such items as a standard navigation bar, a corporate logo, and so on. Controlled by the content area administrator.

**content contributor**

User who can add items to a content area folder; that is, one who has Own Item, Manage Item, View Item, or Create With Approval privileges. Item and folder owners control which users can add items to a given folder.

**cookie**

Used by the Login Server to store information about the identity of users attempting to log in to Oracle Portal or associated external and partner applications.

**custom folder type**

See *folder type*.

**custom item type**

See *item type*.

**customization form**

Page that prompts end users for values to pass to an Oracle Portal component. End users can view the customization form for a component, if one has been created, by clicking the Customization link.

**dashboard**

Set of buttons that appears at the top of the Category, Perspective, and Folder pages when displayed in Edit mode. Allows quick access to all the edit tools used to create and manage categories, perspectives, or folders.

**database access descriptor (DAD)**

Set of values that specifies how Oracle Portal connects to the Apache Listener to fulfill an HTTP request. The information in the DAD includes the user name (which

also specifies the schema and the privileges), the user password, and connect string parameters.

**database administrator (DBA)**

Oracle Portal user belonging to the DBA group. By default, members in the DBA group have access to all Oracle Portal product pages, and have the Manage privilege for pages, content areas, applications, and administration.

**database object**

See *object*.

**database user account**

See *schema*.

**direct access URLs**

Allows users to bypass standard Oracle Portal navigation and directly access pages, folders, categories, perspectives, and documents using a URL.

**directory**

See *portal directory*.

**display name**

An object's external name used throughout Oracle Portal: in the Navigator, as well as on the page, folder, or component banner (unless it has been changed). When the object is published as a portlet, the display name is used as the title of the portlet in the Available Portlets list and in the portlet repository.

**Edit mode**

Mode that enables an authorized user who has logged on to a content area to manage folders and the items contained within the folders. To switch to Edit mode, the user clicks the Edit button at the top right of the folder page. If the Edit button does not appear, the user is not authorized to add items to the folder and/or to change the folder's properties.

**expiration period**

Number of days--or an exact date--on which an item expires. After an item expires, it is viewable only by the item's owner and the content area administrator. Expired items are removed from the database during a system purge of all expired items.

**export**

Moves source data from an Oracle Portal schema to a target schema for later retrieval. For example, you may want to export data from your production database and import all or part of the data in that export file into your development database.

**external application**

Application external to Oracle Portal that is launched from the External Applications portlet. If you have registered your user name and password for an application with this portlet, the Login Server logs on to the application for you each time you launch it.

**favorite**

Item in the Favorites portlet that provides quick access to a frequently visited URL, either within Oracle Portal or externally. Each user who logs on to Oracle Portal has his or her own Favorites portlet.

**file item**

One of the item types you can add to a folder. When you add a file item, the file is uploaded to the content area and stored in the host database. When a user clicks the display name link, the file is downloaded to the user's computer and displayed in the user's Web browser.

**folder**

Repository for content within a content area. Oracle Portal supports four folder types: container, PL/SQL, URL, and search. Folders in a content area are similar to folders on a desktop computer in that they are organized hierarchically. Folders may be accessed through the Navigator and the Content Area Map.

**folder link item**

One of the item types you can add to a folder. A folder link provides a route to another folder within a content area. When the user clicks the display name link, the folder referenced by the item is displayed in the user's browser.

**folder owner**

User responsible for managing the content (items) in a folder. May add, edit, or delete any item in the folder.

**folder area**

Area on the folder page where content items are displayed.

**folder path**

Chain of folder reference names separated by colons, starting at the root folder and ending at the object folder. Folder paths, which may appear on the folder page, describe the complete directory path of a folder and create URLs for use in folder links.

**folder type**

Defines the content of a folder and the information that is stored about a folder. Base folder types included with Oracle Portal are: container, PL/SQL, search, and URL. Custom folder types are folder types created by content area administrators to extend the functionality provided by base folder types, and store additional information about folders.

**form**

Component that provides an interface to one or more database tables, views, or procedures.

**frame driver**

Component consisting of a Web page divided into two frames. One frame (the driving frame) contains a SQL query that drives the contents of the second (target) frame.

**function**

PL/SQL subprogram that performs a specified sequence of actions and then returns a value. Functions are usually small, very specific blocks of code written to perform a specific task within the scope of a larger application.

End users can execute procedures or functions in a content area by clicking on the title of a PL/SQL or custom item.

**generate**

Saving a procedure containing an Oracle Portal component to a file or database in binary format so that it can be executed in run-time and batch mode.

**gist**

A generic *interMedia* Text gist is a summary consisting of the document paragraphs which best represent the overall subject matter. You can use the Generic Gist to skim the main content of the text, or assess your interest in the text's subject matter.

**grantee**

User who is given privileges on an object by another user.

**group**

Collection of Oracle Portal users that typically shares a common need or interest; for example, Human Resources, Accounting, and so on. Groups make it easy to grant access to an object (such as a page or component) to several users at once.

**group owner**

User who has the privilege to add or delete members from the group, or to delete the group itself. Each group can have more than one owner.

**hierarchy**

Component that displays data from a self-referencing table or view (at least two columns in the table must share a recursive relationship). A hierarchy can contain up to three levels and display data such as employees in an organization chart, or the hierarchical relationship between menus in a Web site.

**home page**

Within Oracle Portal, the page that is displayed upon logging on. The portal administrator chooses this page for public users; authorized users may choose their own.

**HTML**

Acronym for Hypertext Markup Language. A tag-based ASCII language used to specify the content, format, and links to other pages on Web servers on the Internet. Oracle Portal consists of a collection of PL/SQL procedures that, when executed, generate HTML.

**HTTP function**

See *function*.

**image**

Bitmap object that can be stored and loaded into a component or content area, and displayed using a Web browser. Oracle Portal supports images of type JPEG, GIF, or PNG.

**image/imagemap item**

One of the item types you can add to a folder. You can add a bitmap image or an imagemap item (collection of smaller images, each of which provides a link to a different URL).

**index**

Optional structure associated with a table used to locate rows of the table quickly, and (optionally) to guarantee that every row is unique.

**interest list**

Folder link(s) that an authorized user chooses to display in the Favorites portlet for quick and easy access.

***interMedia* Text**

Advanced gist, theme, and text retrieval services offered in Oracle 8i that enable search criteria to be compared against every word in every item within a content area. When *interMedia* is not available, or has not been enabled, search criteria is compared to each titles, descriptions, and keywords only.

**item**

Basic unit of content (such as text, files, and folder links) placed in a content area folder. Items are stored in the content area's host database. The item's display name and its content (or results of execution, in the case of a link or function call) are displayed on automatically-generated Web pages by Oracle Portal. Each item must be defined as one of the base item types (or custom item types, if they have been created), so that Oracle Portal knows how to display and execute it.

**item ID**

Local database reference to the contents of an item. An item ID value is used in custom item types to pass items to PL/SQL procedures. The function uses the item ID to access the contents of the item.

**item level security (ILS)**

Mechanism which allows controlled and granular access to specific items in a given folder. ILS authorizes item owners to grant explicit item access to user(s) and group(s) who would otherwise not be authorized.

**item type**

Define the contents of an item and the information that is stored about an item. Base item types included with Oracle Portal are: File, Folder Link, Image, Java

Application, PL/SQL, Text, URL, Application Component, and Zip File. Custom item types are item types created by content area administrators to extend the functionality provided by base item types, and store additional information about items.

### **item version control**

See *version control*.

### **JavaScript**

Scripting language developed by Netscape that allows generation of dynamic components in otherwise static HTML. Oracle Portal allows you to use JavaScript to create routines that validate entry fields in forms and customization forms. You can also create JavaScript event handlers for entry fields and buttons on forms.

### **library**

Collection of one or more PL/SQL program units stored together in a database, and can be referenced by several applications at once.

### **link**

Component that allows developers to add hypertext jumps between components.

### **link text**

Text (usually displayed in color) which is "hot", or hypertext. End users click on the text to display the Web page specified in the HTML code. For example, in the HTML code `<a href="http://www.traveltheworld.com">Travel The World</a>`, 'Travel The World' is the link text displayed in color. End users click it to jump to the [www.traveltheworld.com](http://www.traveltheworld.com) Web site.

### **List of Values (LOV)**

Component that allows developers to add selectable values to entry fields in components and customization forms. An end user selects from the list one or more values for the entry field. A single List of Values can be displayed in different formats such as combo boxes, radio buttons, or check boxes.

### **local node**

Instance of Oracle Portal to which a user is logged on. Each node has its own portlet repository that can provide portlets for other instances of Oracle Portal. Contrast with *remote node*.

**lock**

Setting automatically applied to a component when it is being edited. The setting prevents other users from editing the component.

**Login Server**

When set up to run with Oracle Portal, provides a Single Sign-On (SSO) mechanism that enables an Oracle Portal user to log in securely to Oracle Portal, and any partner and external applications, using a single user name and password.

**master-detail form**

Component that displays a master table row and multiple detail rows within a single HTML page. Values in the master row determine which detail rows are displayed for querying, updating, inserting, and deleting.

**menu**

Component that displays a Web page containing options that end users can click to navigate to other menus, Oracle Portal components, or URLs.

**mod\_plsql gateway**

Provides support for building and deploying PL/SQL-based applications on the Web, such as Oracle Portal. PL/SQL procedures stored in the database can retrieve data from database tables and generate HTTP responses containing formatted data and HTML code to display in a Web browser.

**navigation bar**

In a content area, the area that allows users to navigate to frequently accessed or important areas. In framed browsers, the navigation bar appears on the left side of each folder page; in unframed browsers, it appears at the top of the page. While folder owners decide which text links or images to place on the navigation bar for a given folder, the content area administrator has control over certain elements of the navigation bar, such as which image is used as the site logo, and the text of the links themselves.

**Navigator**

Mechanism for locating and interacting with Oracle Portal objects, automatically customized for each user's authorization level. Provides a Find field for locating objects quickly.



**object**

- 1) An Oracle Portal structure used to store data in the database. Developers can create objects such as folders, components, pages, styles, and so on using wizards provided by Oracle Portal.
- 2) Database objects such as tables, procedures, Java objects, etc. These objects can also be created using Oracle Portal wizards or Oracle database commands.

**Oracle connect string**

Gateway setting that can be used to set up a TNS names alias for a remote database installed on Windows NT.

**Oracle home**

Environment variable that indicates the root directory of Oracle products.

**package**

Database object consisting of a specification and a body. The specification includes the datatypes and subprograms that can be referenced by other program units. The body includes the actual implementation of the package.

**page**

Object created in Oracle Portal containing *portlets*. Each time you display a page, it is dynamically assembled and formatted according to the portlets and layout chosen for that page.

**page layout**

Defines how many regions appear on a page and how they are organized.

**page style**

See *style*.

**parameter entry field**

Field on a customization form that allows end users to enter values that will be passed to an Oracle Portal component.

**parent-child relationship**

See *recursive relationship*.

**partner application**

Application that has delegated its authentication to the Login Server. If registered with the Login Server, users can log into a partner applications using the Single Sign-On mechanism.

**personal folder**

Area within Oracle Portal in which authorized users can store and share personal items. The portal administrator can choose to create a personal folder for a user when creating a Single Sign-On user account.

**perspective**

Cross-category grouping of items. Perspectives help users answer the question "Who will be interested in this item?". For example, you can add links to diverse vacation spots around the world and assign perspectives like 'Vacations for Nordic Enthusiasts', 'Archeology Expeditions', and 'Extreme Vacations for Adventurers'. Perspectives are optional, and more than one can be assigned to an item.

**PL/SQL item**

One of the item types you can add to a folder. A PL/SQL item contains a block of PL/SQL code. When a user clicks the item's display name link, the block is executed. The result is returned and displayed in the user's browser.

**PL/SQL folder**

One of the four folder types supported by Oracle Portal. PL/SQL folders contain PL/SQL code which generates HTML when the folder is rendered. Contrast with *container*, *search*, and *URL* folders.

**PL/SQL function**

See *function*.

**portal**

Set of information--content areas, pages, applications, even data from outside sources--brought together in one central location and accessed through a common interface, called a *page*.

**portal administrator**

Outside of the DBA, users with the highest level of privileges in Oracle Portal. Portal administrators can view and modify anything in Oracle Portal, even folders, pages, and applications marked private. (The only exception is groups: although portal administrators can modify the PORTAL\_ADMINISTRATORS and PORTAL\_

PUBLISHERS groups, they cannot modify any other group unless they have been named group owner.)

**portal directory**

Lists information about Oracle Portal users, which other users can access. The portal administrator decides whether a user is included in the directory. Each user can specify whether to include personal information, such as home contact information, in the directory.

**portlet**

Re-usable information component that summarizes or provides access to an information source. Portlets are the fundamental building blocks of an Oracle Portal page.

**portlet provider**

Product (for example, iSyndicate or Oracle Portal itself) that manages portlets and provides special services, such as stock quotes, local news, and weather. Portlet providers provide code to registered partners that, when executed, downloads content to the partner's portal page. Partners can embed this code in their HTML to create content for an Oracle Portal portlet.

**portlet publisher**

User who can publish objects (folders, pages, components, and so on) as portlets so they can be included on pages.

**portlet repository**

Content area created by Oracle Portal containing all the portlets available on the local node and any registered remote nodes. When you register a new provider on your local node, or when you register remote nodes and perform a refresh, the providers and their portlets are automatically added to your portlet repository. In addition, as soon as an object in a content area is published to the portal, that content area (and the object) appear in the repository.

**primary key**

Column in a database table consisting of unique values that can be used to identify rows in a table.

**privilege**

The right to perform an action within Oracle Portal. Privileges are either global (set through the Users or Groups portlets) or specific to particular objects (usually set

through the object's Access tab). When building applications, access also can be granted to database objects, shared components, components and applications.

**procedure**

PL/SQL subprogram that performs a specified sequence of actions.

**profile**

System and Oracle database resources that are available to the user.

**property sheet**

Displays item attributes or folder properties without having to access the Item Manager or Folder Manager.

**provider**

See *portlet provider*.

**provider record**

Record returned by a portlet provider containing specified information about a portlet.

**proxy server**

Server that provides access to files from other servers by retrieving them either from the local cache or from the remote server.

**public folder**

Any folder in a content area that is viewable by public users, who do not log on. The folder owner or content area administrator must explicitly designate a folder as public.

**public user**

User who can access but is not logged on to Oracle Portal. When users first access Oracle Portal they do so as public users, whether or not they have the ability to log on. A public user can view any content area folder that has been marked as public, but cannot edit any content.

**purge**

See *system purge*.

**query**

SQL SELECT statement that specifies which data to retrieve from one or more tables or views in a database.

**Query by Example (QBE) report**

Component that provides an interface allowing end users to query or insert values into a database table or view. The Query by Example report contains entry fields that correspond to the columns in the database table or view on which the form is built.

**recent object**

Oracle Portlet object recently displayed or edited. Each user has his or her own Recent Objects portlet, which provides links to the last *n* objects accessed.

**recursive relationship**

Relationship that occurs when the values in a table column can be related to those in another column in the same table or another table; for example, between a primary key and foreign key.

**reference path**

Path that uniquely identifies a portlet instance on a page. A reference path can be used to target parameters to individual portlets, or groups of portlets, on a given page.

**region**

Area within a page. Each region has its own specifications regarding how portlets placed within it are displayed (as rows or columns), how wide the region is relative to other regions in the row, and so on.

**remote database**

Database running on a separate machine that can be accessed over the network through a connect string or database link.

**remote node**

Any instance of Oracle Portal other than the one you are currently logged on to (known as the *local node*).

**report**

Oracle Portal component that displays the results of a SQL query in a tabular format.

**role**

Group of Oracle database users to whom database object privileges can be granted and revoked as a unit. A Database Administrator assigns database users roles in order to grant them Oracle database object privileges associated with the role.

**rollover image**

Second image that is displayed whenever the cursor is moved over an image on the navigation bar in a Oracle Portal content area, or on a tab on an Oracle Portal page.

**root folder**

Top level of the folder hierarchy in a content area; contains all other folders in the content area. Also known as the content area's home page.

**row**

Set of values in a table; for example, the values representing one employee in the SCOTT.EMP table.

**schema**

Collection of components and database objects under the control of a given database user.

**search folder**

Folder based on an Oracle Portal content area search which creates different views of the content for different audiences. For example, you can create a search folder for all items belonging to the same category. Search folders are dynamic and are updated each time the folder is rendered. Contrast to *container*, *PL/SQL* and *URL* folders.

**sequence**

Database object used to automatically generate numbers for table rows.

**session**

Uninterrupted connection between a browser and Oracle Portal, from initial access to log off or disconnect. A session established as a **public session** at initial access becomes an **authenticated session** upon login.

**shared components**

Building blocks used by Oracle Portal developers to create components. Shared components include JavaScripts, color, font, and image definitions. Each shared component can be used by multiple developers to create Oracle Portal components.

**shared objects**

Content area created by Oracle Portal which contains objects such as personal folders, shared perspectives, shared categories, and shared custom types (shared attributes, shared item types and shared folder types). These objects can be shared across all content areas.

**Single Sign-On**

See *Login Server*.

**site**

See *content area*.

**snapshot**

Table that contains the results of a query on one or more tables, called master tables, in a remote database.

**snapshot log**

Table associated with the master table of a snapshot tracking changes to the master table.

**status code**

See *version*.

**stored procedure**

See *procedure*.

**structured U/I template**

Shared component that controls the look and feel of Oracle Portal components. Structured U/I templates display the same image and text in the same location on every component that uses the template.

**style**

Set of values and parameters that controls the appearance of Oracle Portal folders and pages. Styles applied to folders can control the look and feel of all the folders in a content area, or they can be applied to a single folder. Page styles are always applied on a page-by-page basis. Styles created by the Style Manager in the content area can be applied to folders, banners, and navigation bars; page styles are applied only to pages.

**style administrator**

User who has special privileges to maintain and enforce display settings in a given page or folder style.

**subfolder**

A nested folder. All folders in a content area are subfolders of the content area's home page, also known as the root folder.

**substitution tag**

Tag used to create unstructured U/I templates. When the HTML code that creates the template executes, substitution tags dynamically embed components, titles, headings, and other elements into the template.

**synonym**

Name assigned to a table or view that can thereafter be used to refer to it.

**system purge**

Deletes all items in a content area marked as deleted or expired from the database. System purges are performed by the content area or portal administrator.

**table**

Basic storage structure in a relational database.

**tablespace**

Allocation of space in the database that can contain objects.

**temporary tablespace**

Allocation of space in the database used for the creation of temporary table segments for operations such as sorting table rows.

**text item**

One of the item types you can add to a folder. When you create a text item, you enter text (up to 32KB) in the Item Wizard. The text block is then stored in the content area's host database. When a user clicks the display name link, the text is displayed in the user's Web browser.

**theme**

An *interMedia* text theme is a snapshot that describes what the document is about. Rather than searching for documents that contain specific words or phrases, users



can search for documents that are about a certain subject, even if that subject is not mentioned explicitly in the document. Theme queries return a list of documents that are about the requested subject, along with a score that indicates how strongly each document refers to the subject in question.

**title**

See *display name*.

**translation**

Content area rendered in another language. When a content area administrator creates a translation, content contributors can add content in that language. Content area users can also view the content by setting their browser language appropriately.

**trigger**

Database object associated with a table. It executes before or after one or more specified events.

**unstructured U/I template**

Shared component that controls the look and feel of Oracle Portal components. Unstructured U/I templates are based on HTML code that, when executed, dynamically embeds components, titles, headings, and other elements.

**URL folder**

Folder providing a route to another Web page, either inside or outside this content area. When a user clicks the folder link, the Web page referenced by the link is displayed. Contrast to *container*, *PL/SQL*, and *search* folders.

**URL item**

One of the item types you can add to a folder. URL items provides a route to another Web page, either inside or outside this content area. When a user clicks the item's display name link, the Web page referenced by the link is displayed.

**user interface (U/I) template**

Shared component that controls the look and feel of Oracle Portal components. Selecting a U/I template when building a component automatically selects a title on the page where the component is displayed, a title background, links to other web pages, and background colors and images.

**version**

Indicates the status of a stored procedure that contains a Oracle Portal component. For example, ARCHIVE indicates an old version of the component that is being saved in the database. PRODUCTION with VALID PACKAGE indicates the most recent version of the component, which will run without errors. PRODUCTION with INVALID PACKAGE indicates that the most recent version of the component contains errors. There can be multiple versions of the same component.

**version control**

Allows multiple versions of an item to simultaneously exist in the Oracle database. This feature is useful for tracking document changes from one version to the next or for reverting to a previous version if necessary.

**view**

A virtual table whose rows do not actually exist in the database, but which is based on a table that is physically stored in the database.

**View mode**

Usual mode of viewing and interacting with an Oracle Portal content area. Contrast to *Edit mode*, which is used to perform folder and item management tasks.

**visited link**

Link which is displayed in a different color than unvisited links to signify that the user has clicked it at least once during the browser session.

**Web server**

Program that delivers Web pages.

**wildcard**

In Oracle Portal, the percent (%) character, which is used to mean any single character or a contiguous set of characters within a word or phrase.

**wizard**

Graphical interface that guides a user step by step through a process. In Oracle Portal, there are wizards for creating applications, components, database objects pages, content areas, folders, and items within folders.

**Zip file item**

Method for uploading many files in one operation. May be used to replicate a file system or Web site. A folder is created for each directory and an item is created for each file. The items are contained in a target folder in the chosen content area.



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